GENERAL LEDGER

ACCOUNT MAINTENANCE

Chreos

Application	Chreos Client
Module	General Ledger
Access	"General Ledger	Account maintenance"
Minimum service pack	SP44
This document	General Ledger Account Maintenance Ref 6.7 Release 2 Published August 2009

Overview

"General Ledger account maintenance" allows different account types to be defined. For an example of common account types see the table at the end.

Details Displayed

The grid displays the 'Name', 'Balance sheet' and 'Dr' details about each account as also described below.

- **Name**. The name of the account type.
- **Balance Sheet Item**. Whether or not the accounts assigned to the account type will appear in the balance sheet, i.e. any asset, liability or proprietorship accounts.
- **Default Balance = Dr**. Whether or not the accounts assigned to the account type are default debit accounts when entering journals etc (i.e. any asset or expense accounts).
- **Capital**. Whether or not the accounts assigned to the account type are accounts where capital is deposited into and withdrawn from, i.e. any proprietorship accounts.
- **Reconciled**. Whether or not the accounts assigned to the account type are to be reconciled against a document, usually a bank statement.

To Add an Account Type

- Click the [Add] button.
- Enter the required details.

- Click the [Save] button.

To Edit an Account Type

- Select the required account type.
- Click the [Edit] button.
- Change the required details.
- Click the [Save] button.

Examples of Common Account Type Details

Account Type	BS	DR	Recon	Capital
Revenue (Income)	No	No	No	No
Expenses	No	Yes	No	No
Bank	Yes	Yes	Yes	No
Current asset	Yes	Yes	No	No
Fixed Asset	Yes	Yes	No	No
Liability	Yes	No	No	No
Proprietorship	Yes	No	No	Yes