GENERAL LEDGER

ACCOUNT DEPARTMENTS

Chreos

Application	Chreos Client
Module	General Ledger
Access	"General Ledger	Account departments"
Minimum service pack	SP45
This document	General Ledger Account Departments Ref 6.11 Release 1 Published August 2009

Overview

"General Ledger account departments" allows different departments to be defined so that General Ledger reporting can be done for departments as well as the total company.

Details Displayed

The grid displays existing Departments and any cost centre accounts that have been linked to a particular department.

- **Department name**. The name of the department.
- **Default**. Whether the department is the default department.
- **Account code Prefix or Suffix**. The prefix or suffix that will be attached to the Account code for the particular department.
- **Account name Prefix or Suffix**. The prefix or suffix that will be attached to the Account name for the particular department.

To Add An Account Department

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

To Edit An Account Department

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

Changes to the prefix or suffix will only apply to new accounts that are added.

Further steps required

- Set up a cost centre account in General ledger | General Ledger Management for each group of entry accounts that are to be consolidated for the total company.
- Set up an entry account (belonging to a cost centre) in General Ledger | General Ledger Management using the Depts tab page for each department that it is relevant to.