# General Ledger Accounts

## Index

# 1. OPENING ACCOUNTS

Note that the ledger account representing a bank account is a separate category of ledger account that provides for the attributes unique to payments, receipting and banking activities.

## 1.1. Obtain Authorisation

Use the appropriate company procedure to obtain authorization to open a new account. This will involve collecting the data that will be entered on the account.

## 1.2. Create the Ledger Account

If a 'regular', e.g. expense or revenue, ledger account is required, use the menu option 'Ledger Account' to create the new account. Enter the ledger control account required, use the Card action, then enter the new account number as the 'Ledger Acct'. Enter the field data as required, and use the Submit action to confirm.

## 1.3. Create the Bank Account

If a bank ledger account is required, use the menu option 'Bank Account' to create the new account. Attributes specific to these accounts include:

- The 'Bank Code' identifies the banking organisation at which the account is held and specifies the availability of electronic banking services.
- The 'Bank Account' is the number of the account at the banking organisation, typically of the form (bank)(branch)(account)(suffix).
- The 'Subscriber Id' is a code allocated by the bank for identifying the company with regard to electronic payments activities.
- The 'DC Directory' is the O.R.C.A server location for the files created by running direct credit schedules, that are input to bank's electronic banking software.

Enter the bank control account required, use the Card action, then enter the new account number as the 'Bank Acct'. Enter the field data as required, and use the Submit action to confirm.

# 2. AMENDING ACCOUNTS

## 2.1. Modify the Account from Maintenance

Use the menu option 'Ledger Account' or 'Bank Account' as appropriate to access the account. Enter the ledger control account (or bank control account), use the Card action, then enter the required account number into the 'Ledger Acct' (or "Bank Acct') field. Enter or modify the field data as required, and use the Submit action to confirm.

## 2.2. Modify the Account from Query

Use the menu option 'Query' to access the account. Enter the required account number into the 'Account' field, then use the Maintenance action. Enter or modify the field data as required, and use the Submit action to confirm.

# 3. HOLDING ACCOUNTS

Placing an account 'on hold' serves to exclude that account from any form of processing unless held accounts are specifically requested.

## 3.1. Set the Held Status

Use the menu option 'Query' (refer to Modify the Account from Query) or the menu option 'Ledger Account' or 'Bank Account' (refer to Modify the Account from Maintenance) to access the required account for modification. Change the ‘Status’ field to the value of ‘Held’, and use the Submit action to confirm.

### 3.2. Reset the Held Status

If an account previously set to ‘on Hold’ is to have that status relinquished, use the menu option ‘Query’ or the menu option ‘Ledger Account’ or ‘Bank Account to access the required account for modification. Change the ‘Status’ field to the value of ‘Open’, and use the Submit action to confirm.

## 4. DELETING ACCOUNTS

The deletion of an account serves to exclude that account from all forms of processing. The account must have a zero balance, and the account cannot be incorporated in any documents (e.g. Reconciliations) currently being processed. Note that the account is not physically erased by this action.

### 4.1. Set the Deleted Status

Use the menu option ‘Query’ (refer to Modify the Account from Query) or the menu option ‘Ledger Account’ or ‘Bank Account’ (refer to Modify the Account from Maintenance) to access the required account for modification. Change the ‘Status’ field to the value of ‘Deleted’, and use the Submit action to confirm.

### 4.2. Reset the Deleted Status

If an account that was previously deleted is to be reinstated, use the menu option ‘Query’ or the menu option ‘Ledger Account’ or ‘Bank Account to access the required account for modification. Change the ‘Status’ field to the value of ‘Open’, and use the Submit action to confirm.

## 5. ATTACHING NOTES

Pertinent comments on any topic or point of interest may be recorded on the account, and their existence is identified by the display of “Note Edited dd Mon YYYY HH:mmXM’ when the account is accessed from the menu option ‘Query’. The notes are entered as ‘free form’ text, and the date and time of such action is automatically recorded.

### 5.1. Add or Modify the Notes

Use the menu option ‘Query’ (refer to Modify the Account from Query) or the menu option ‘Ledger Account’ or ‘Bank Account’ (refer to Modify the Account from Maintenance) to access the required account for modification. Use the Notes action, enter the required text, and use the Submit action to confirm.

## 6. TROUBLESHOOTING

### 6.1. Cannot Access the Menu Options

If the options to create and modify accounts are not accessible, then ask your System Administrator to check that the security has been set up to permit this access.

### 6.2. Cannot Locate the Account

If a ‘known’ account cannot be located (e.g. from the menu option ‘Query’), it may have, intentionally or otherwise, been deleted. If security permits, attempt to access the account from the menu option ‘Ledger Account’ or ‘Bank Account’ as appropriate, and ascertain the ‘Status’ of the account. Otherwise, ask your System Administrator to determine this.

## 6.3. Field Entry is Invalid

A substantial number of account fields are subject to ‘validation’ in terms of pre-defined code entries (e.g. Account Group, Trial Bal). If an error message commencing with ‘Query found no valid data’ is displayed as a result of entering field data, press Home to select from the list of valid codes.

## 6.4. Cannot Submit the Account

If an account cannot be submitted to confirm the update of otherwise valid field data that has been entered, advise your System Administrator of the circumstances, including any error messages displayed.