

### **C. General Ledger – New Chart of Accounts**

- a. Go to General Ledger
- b. Click Chart of Accounts Maintenance
- c. Type in new account number
- d. Type in new description
- e. Type what Type of account (Asset/Liability)  
COA Order – is a set field
- f. Type Class ID (see Ratio Group field)
- g. Choose Active in the Account Status field
- h. Click Close
- i. Save changes
- j. Go to Chart of Accounts
- k. Print out 4 new COA for accounting department and corporate office V/P of Operations
- l. Inform corporate office V/P of Operations of new number for the financial reports