CREATING NEW ACCOUNTS

If you choose to set up additional accounts there are two important questions to take into consideration. They are:

1. **Is this a main account or does the balance of the account "roll-up" into another account?**
    Account   0140000 Offertory = Parent Account
    Account   0140100 Regular Collections = Subaccount
                          0140200 Christmas Collection = Subaccount
    Note: Subaccounts sum into the parent account and are defined as a subaccount when set up.

2. **What reports will this account impact?** Whenever a new income or expense account is established, it will also need to be added to its appropriate ministry/department report (Note: the summary and detailed reports automatically include the new accounts).

To create a new account:

1. Go to the Lists menu and click Chart of Accounts.
2. Click Account at the bottom of the list and click New.
3. Enter the type and name of the account.

    If the new account is a sub account, the account type must be the same as the parent account. For example, if the parent account is an expense account, the subaccount must be an expense account

4. Enter the account number
5. If applicable, enter the starting balance and starting balance date of the account.
6. If a subaccount, select the "Subaccount of" checkbox.
7. Click the "Subaccount of" drop-down list and choose the account that you want to be the parent account.

    The subaccount inherits the active or inactive status of the parent account.

8. Click OK.

To add the account to a memorized report:

1. Go to the Reports menu, choose Memorized Reports, and then click Memorized Report List.
2. Double-click the report you want to modify.
3. Select Modify Report
4. Click on the Filter tab

5. Scroll down on the "Account" filter and select "Multiple Accounts"
6. Scroll down until the newly created account is located, click on the account and select "OK".
7. Click Memorize.

   You'll receive the message, "The report you are memorizing is a memorized report. Would you like to replace the original memorized report or create a new one?"

   o To replace the original memorized report and use the same name, click Replace.
   o To create a new memorized report with a new name, click New. Be sure to change the name so that you can identify the new report in the list. You also have the option to Save in Memorized Report Group and choose a report group from the drop-down list.
8. Click OK.