# FS00 – Create General Ledger Account



* Input **FS00** in **Transaction Box** and press **Enter** key

# General Ledger Type/Description Tab.



* **Account Group:** Select the relevant Account Group from drop-down list

 Select relevant Account type

* P&L statement acct or
* Balance Sheet Account
* **Short Text:** Input short text for the G/L account
* **G/L Acct Long Text:** Input long text for the G/L account

# General Ledger Control Data Tab.



* **Account Currency:** Input G/L account currency
* **Only balances in local crcy:** Select this option for all current liabilities account
* **Tax Category:** Select the relevant tax category with the help of **F4** key.

 (**Note:** Selecting “\*” will allow all types of taxes)

* **Posting without tax allowed:** Selecting this option will allow to post the transaction without tax even though tax is mandatory.
* **Recon. account for acct type:** Select the relevant reconciliation account type from drop-down

 Assets: Select this option for Accumulated Deprectiation and Asset G/L’s

 Customers: Select this option for Customer Advance and Customer G/L’s

 Vendors: Select this option for VendorAdvance and Vendor G/L’s

* **Open Item Management:** Select this option for all the Banlance sheet payable accounts
* **Line Item Display:** Select this option to see the line item wise report
* **Sort Key:** Select required sort key with the help of **F4** key

# General Ledger Create/bank/interest Tab.



* **Field status group:** Select the relevant field status group with the help of **F4** key
* **Post automatically only:** Select this option for the accounts for which we do not post the transaction manually.
* **Relevatnt to cash flow:** Select this option to update the cashflow related G/L’s
* **Commitment Item:** Select the relevant commitment item with the help of F4 key
* **House Bank:** Select the relevant house bank with the help of **F4** key
* **Account ID:** Select the relevant account id with the help of **F4** key



* Click on **Save** icon or press **Ctrl+S** keys to save the data.



* Data saved massege will appear at the bottom of the screen.

**Manual End**