## **How To Build Accounts**

Here are the steps on how to build accounts using the Build Accounts screen:

1. <u>Go to General Ledger Menu</u>, under Setup Section, click Build Accounts.

| 🖀 Home                | < iRely Demo                       |                                       |                    | Filter Me      | en |
|-----------------------|------------------------------------|---------------------------------------|--------------------|----------------|----|
| 🛍 Dashboard           |                                    |                                       |                    |                |    |
| 🖵 System Manager      | General Ledger                     |                                       |                    |                |    |
| Common Info           | Activities                         | Maintenance                           | Import             | Reports        |    |
| 💴 General Ledger 🛛 🦳  | General Journals                   | Account Mapping                       | GL Import Logs     | Out of Balance |    |
| Financial Reports     | GL Account Detail<br>Batch Posting | Audit Adjustment<br>Clone Account     | Import GL from CSV | Trial Balance  |    |
| 🚺 Cash Management     | Revalue Currency                   | Fiscal Year                           |                    |                |    |
| 💼 Dealer Credit Cards | Consolidate GL Entries             | Reallocations<br>Recurring Journals   |                    |                |    |
| inventory             | Cruste                             | Cabur                                 |                    |                |    |
| Purchasing (A/P)      |                                    | Setup                                 |                    |                |    |
| 🗎 Sales (A/R)         | New General Journal                | Account Groups<br>Account Structure   |                    |                |    |
| 🚵 Payroll             |                                    | Build Accounts                        |                    |                |    |
| 🖹 Contract Management |                                    | Chart of Accounts<br>Segment Accounts |                    |                |    |
| Pick Management       |                                    |                                       |                    |                |    |

## 2. You may click Select All button or choose a specific Primary Account(s), LOB, and Location segment(s).

| letails Missing / | Accounts  |                  |                    |              |     |                        |                     |                  |
|-------------------|---|------------------|--------------------|--------------|-----|------------------------|---------------------|------------------|
| urrency USD       | <ul> <li>Account Structure</li> <li>00</li> </ul> | 000-0000-000     |                    |              |     |                        |                     |                  |
| elect Primary A   | counts  |                  |                    |              |     | Select Segment Codes   |                     |                  |
| Select All        | Select None Export • 🔠 Vi                         | ew • Filter (F3) |                    |              | K X | Select All Select None | Export • 🔠 View •   | Filter (F3)      |
| Primary 💦         | Chart Description                                 | Account Group    | Account Category   | Account Type |     | Segment Code           | Chart Description   |                  |
| 10001             | Wells Fargo - Payroli                             | Asset            | Cash Account       | Asset        | -   | : LOB                  |                     |                  |
| 10002             | Fifth Third - AG Operations                       | Cash Accounts    | Cash Account       | Asset        |     | 000                    | Admin               | you can scroll   |
| 10003             | Fifth Third - Petro Operat                        | Cash Accounts    | General            | Asset        |     | 001                    | Grains              | down to see the  |
| 10004             | Three Rivers - Operating                          | Cash Accounts    | Cash Account       | Asset        |     | 002                    | Chemicals           | location segment |
| 10005             | Chase- Cash in Bank                               | Cash Accounts    | Cash Account       | Asset        |     | 003                    | Fertilizer          |                  |
| 10006             | Canadian Cash                                     | Asset            | General            | Asset        |     | 004                    | Petro               | 11               |
| 10010             | Common Capital                                    | Asset            | General            | Asset        |     | 005                    | Feed                |                  |
| 10011             | Cash on hand                                      | Asset            | Cash Account       | Asset        |     | 006                    | Gas                 |                  |
| 10013             | Cash on hand                                      | Asset            | Cash Account       | Asset        |     | 007                    | Diesel              |                  |
| 10051             | Cash offset                                       | Asset            | General            | Asset        |     | 008                    | Agronomy            | . 7              |
| 10100             | Cash offset                                       | Asset            | General            | Asset        |     | 009                    | Seed                | × /              |
| 10242             | Beginning Inventory                               | Inventories      | General            | Asset        |     | 011                    | Grain - Corn        | V                |
| 10243             | Ending inv  | Inventories      | General            | Asset        |     | 012                    | Grain - Soybeans    | v                |
| 10300             | Unrealized Gain or Loss                           | Inventories      | Unrealized Gain or | Asset        |     | 013                    | Grain - Wheat       |                  |
| 10500             | Undeposited Funds                                 | Asset            | Undeposited Funds  | Asset        |     | 014                    | Propane             |                  |
| 10550             | M2M gain on basis offset                          | Inventories      | Mark to Market Off | Asset        |     | 100                    | General Merchandise |                  |
| 10551             | M2M gain on futures offs                          | Inventories      | Mark to Market Off | Asset        |     | 101                    | Pop                 |                  |

| Details Missing | g Accounts                            |                   |                    |              |          |               |             |            |                |             |  |
|-----------------|---------------------------------------|-------------------|--------------------|--------------|----------|---------------|-------------|------------|----------------|-------------|--|
| urrency USD     | <ul> <li>Account Structure</li> </ul> | 000-0000-000      |                    |              |          |               |             |            |                |             |  |
| Select Primary  | Accounts                              |                   |                    |              |          | Select Segr   | ment Codes  |            |                |             |  |
| Z Select All    | Select None Export • 🔠 V              | iew • Filter (F3) |                    |              | КЛ<br>КУ | Select Al     | Select None | Export •   | 🔠 View 🕶       | Filter (F3) |  |
| Primary         | Chart Description                     | Account Group     | Account Category   | Account Type |          | Segmer        | nt Code     | Chart Desc | tription       |             |  |
| 10001           | Wells Fargo - Payroll                 | Asset             | Cash Account       | Asset        | Ê        |               |             | Tobacco    |                |             |  |
| 10002           | Fifth Third - AG Operations           | Cash Accounts     | Cash Account       | Asset        |          | 104           |             | Lottery    |                |             |  |
| 10003           | Fifth Third - Petro Operat            | Cash Accounts     | General            | Asset        |          | 105           |             | Dairy      |                |             |  |
| 10004           | Three Rivers - Operating              | Cash Accounts     | Cash Account       | Asset        |          | 106           |             | Snacks     |                |             |  |
| 10005           | Chase- Cash in Bank                   | Cash Accounts     | Cash Account       | Asset        |          | 107           |             | Newspape   | r              |             |  |
| 10006           | Canadian Cash                         | Asset             | General            | Asset        |          | 108           |             | Refined Su | igar           |             |  |
| 10010           | Common Capital                        | Asset             | General            | Asset        |          | 109           |             | Raw Sugar  |                |             |  |
| 10011           | Cash on hand                          | Asset             | Cash Account       | Asset        |          | 901           |             | Software P | Product 1 (CR  | RM)         |  |
| 10013           | Cash on hand                          | Asset             | Cash Account       | Asset        |          | 902           |             | Software P | Product 2 (Fir | nancials)   |  |
| 10051           | Cash offset                           | Asset             | General            | Asset        |          | : Location    |             |            |                |             |  |
| 10100           | Cash offset                           | Asset             | General            | Asset        |          | <b>2</b> 0000 |             | Home offic | ce             |             |  |
| 10242           | Beginning Inventory                   | Inventories       | General            | Asset        |          | <b>2</b> 0001 |             | Fort Wayn  | e              |             |  |
| 10243           | Ending inv                            | Inventories       | General            | Asset        |          | 0002          |             | Indianapol | lis            |             |  |
| 10300           | -<br>Unrealized Gain or Loss          | Inventories       | Unrealized Gain or | Asset        |          | 0003          |             | Richmond   |                |             |  |
| 10500           | Undeposited Funds                     | Asset             | Undeposited Funds  | Asset        |          | ✓ 0004        |             | South Ben  | d              |             |  |
| 10550           | M2M gain on basis offset              | Inventories       | Mark to Market Off | Asset        |          | 0005          |             | Chatham    |                |             |  |
| 1               |                                       |                   |                    |              |          | 0006          |             | Blenheim   |                |             |  |

In selecting primary and non primary segment. Always refer to the account structure required. How To Open Account Structure

3. Click on the **Build** button. **Commit Chart of Accounts Screen** will open where accounts to be built will display. **NOTE**: In case the combination you have selected already exists, they will not display on this screen and will no longer be built.

| urrency USD      | <ul> <li>Account Str</li> </ul> | oucture 00000-0    | 000-000                     |             |              |       | _       |            |             |  |
|------------------|---------------------------------|--------------------|-----------------------------|-------------|--------------|-------|---------|------------|-------------|--|
| Select Primary A | Accounts                        | Commit Chart of    | Accounts                    |             |              |       |         | ×          |             |  |
| Select All       | ] Select None E                 | Commit Close       |                             |             |              |       |         |            | Filter (F3) |  |
| Primary          | Chart Descrip<br>Wells Fargo -  | Export Bell View   | V • Filter (F3)             | list of     |              |       | ted     | к л<br>2 У |             |  |
| 10002            | Fifth Third - A                 | 10001-0000-001     | Wells Fargo - Pavroll-Hom   | Asset       | Cash Account | Asset | USD     | ~          |             |  |
| 10003            | Fifth Third - F                 | 10001-0000-004     | Wells Fargo - Payroll-Hom   | Asset       | Cash Account | Asset | USD     | -1         |             |  |
| 10004            | Three Rivers                    | 10001-0000-008     | Wells Fargo - Payroll-Hom   | Asset       | Cash Account | Asset | USD     |            |             |  |
| 10005            | Chase- Cash                     | 10001-0000-901     | Wells Fargo - Payroll-Hom   | Asset       | Cash Account | Asset | USD     |            |             |  |
| 10006            | Canadian Ca:                    | 10001-0000-902     | Wells Fargo - Payroll-Hom   | Asset       | Cash Account | Asset | USD     |            |             |  |
| 10010            | Common Car                      | 10001-0001-001     | Wells Fargo - Payroll-Fort  | Asset       | Cash Account | Asset | USD     |            |             |  |
| 10011            | Cash on hand                    | 10001-0001-004     | Wells Fargo - Payroll-Fort  | Asset       | Cash Account | Asset | USD     |            | IRM)        |  |
| 10013            | Cash on hand                    | 10001-0001-008     | Wells Fargo - Payroll-Fort  | Asset       | Cash Account | Asset | USD     |            | inancials)  |  |
| 10051            | Cash offset                     | 10001-0001-901     | Wells Fargo - Payroll-Fort  | Asset       | Cash Account | Asset | USD     | - 1        |             |  |
| 10100            | Cash offset                     | 10001-0001-902     | Wells Fargo - Payroll-Fort  | Asset       | Cash Account | Asset | USD     | - 1        |             |  |
| 10242            | Beginning Inv                   | 10001-0004-001     | Wells Fargo - Payroll-Sout  | Asset       | Cash Account | Asset | USD     |            |             |  |
| 10243            | Ending inv                      | Accounts : 15      | Malla Paras - Parasil Paras | Total n     | imber of acc | ounts | 100     | Y          |             |  |
| 10300            | Unrealized G                    | ? 🔘 💡 [            | Ready                       | that will   | be created   | ounto |         |            |             |  |
| 10500            | Undeposited F                   | unus Asse          | undeposited P               | unus Assec  |              | r     | Chathan |            |             |  |
| 10550            | M2M gain on b                   | oasis offset Inver | ntories Mark to Marke       | t Off Asset | 000          | 0     | Chatham |            |             |  |

4. Click Commit button to start creating the accounts. Once finished, a message will prompt that accounts are successfully created.

|                 |                             |                   | ,                | 5 1 1        |          | ×          |
|-----------------|-----------------------------|-------------------|------------------|--------------|----------|------------|
| Commit Chart of | Accounts                    |                   |                  |              |          | ^          |
| Commit Close    |                             |                   |                  |              |          |            |
| Export - 🔡 Vie  | ew - Filter (F3)            |                   |                  |              |          | K N<br>K N |
| Account ID      | Description                 | Account Group     | Account Category | Account Type | Currency |            |
| 10001-0000-001  | Wells Fargo - Payroll-Hom   | Asset             | Cash Account     | Asset        | USD      |            |
| 10001-0000-004  | Wells Fargo - Payroll-Hom   | Asset             | Cash Account     | Asset        | USD      |            |
| 10001-0000-008  | Wells Fargo - Payroll-Hom   | Asset             | Cash Account     | Asset        | USD      |            |
| 10001-0000-901  | Wells Fargo - Pay           | accounts in progr | ess              | t            | USD      |            |
| 10001-0000-902  | Wells Fargo - Pa            |                   |                  | t            | USD      |            |
| 10001-0001-001  | Wells Fargo - Paj           |                   |                  | τ            | USD      |            |
| 10001-0001-004  | Wells Fargo - Pay           | 10000             | cosmiccoane      | , sout       | USD      |            |
| 10001-0001-008  | Wells Fargo - Payroll-Fort  | Asset             | Cash Account     | Asset        | USD      |            |
| 10001-0001-901  | Wells Fargo - Payroll-Fort  | Asset             | Cash Account     | Asset        | USD      |            |
| 10001-0001-902  | Wells Fargo - Payroll-Fort  | Asset             | Cash Account     | Asset        | USD      |            |
| 10001-0004-001  | Wells Fargo - Payroll-Sout  | Asset             | Cash Account     | Asset        | USD      |            |
| 10001-0004-004  | Welle Ferre Device II Cerve | A                 | C                | A            | UCD      | •          |
| Accounts : 15   | B 1                         |                   |                  |              |          |            |
| ; ₩ ¥ [         | Ready                       |                   |                  |              | _        | ~          |
| Commit Chart of | Accounts                    |                   |                  |              |          | ~          |
| Commit Close    |                             |                   |                  |              |          |            |
| Export - 🔠 Vi   |                             |                   |                  |              |          | K N<br>K N |
| Account ID      |                             |                   |                  |              | rency    |            |
| 10001-0000-001  |                             | (:                |                  |              |          | - Î        |
| 10001-0000-004  |                             |                   | )                |              |          |            |
| 10001-0000-008  |                             |                   |                  |              |          |            |
| 10001-0000-901  |                             |                   |                  |              |          |            |
| 10001-0000-902  |                             | iRely             | i21              |              |          |            |
| 10001-0001-001  | Acc                         | ounts success     | fully created!   |              |          |            |
| 10001-0001-004  |                             |                   |                  |              |          |            |
| 10001-0001-008  |                             |                   |                  |              |          |            |
| 10001-0001-901  |                             | ОК                |                  |              |          |            |
| 10001-0001-902  |                             |                   |                  |              |          |            |
| 10001-0004-001  | Wells Fargo - Payroll-Sout  | Asset             | Cash Account     | Asset        | USD      |            |
| 10001-0004-004  | Malla Cares Darmall Care    | ^                 | C                | A            | uco      | -          |
| Accounts : 15   |                             |                   |                  |              |          |            |
| 3 🔘 👌 [         | Ready                       |                   |                  |              |          |            |

5. Click OK to close the message.