Account Code Management

This document provides information for system administrators on how account code records are setup at the time of implementation. Keep in mind, the account codes could be different depending on your General Ledger (GL) and their chart of accounts.

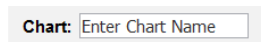
Please note: The account codes are budgetary and come from the GL on the customer's ERP - not created and maintained in ESM solely.

Chart of Accounts

The Chart of Accounts is setup and modified manually via Account Code Configuration.

Navigation: *Menu > Admin > Select Function > Account Code Configuration > Chart of Accounts*

Step 1: Enter the desired Chart of Accounts name.



Step 2: Select the Add button.

Tips:

- *Multiple charts of accounts can be setup.*
- *Once setup, the chart of accounts name cannot be modified.*
- *To remove a chart of accounts, select the **Deactivate** checkbox.*

Step 3: Select the Update button to save.

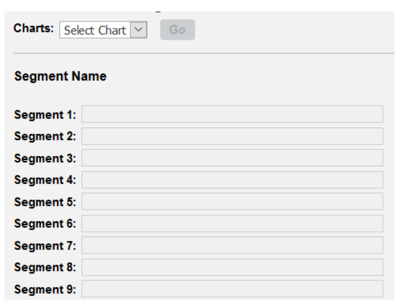
Account Code Settings

Account Code segment requirements are setup and modified manually via Account Code Configuration.

Navigation: *Menu > Admin > Select Function > Account Code Configuration > Account Code Settings*

Step 1: Select the Chart of Accounts from the Charts field, then select the Go button.

Step 2: Define the segments.



The following fields are required:

- *Segment Name*
- *Segment Type*
- *Required by GL*

Tips:

- *The Chart of Accounts must be setup before segments can be defined.*
- *Each Chart of Accounts may have up to 9 segments defined.*
- *If integrated with an ERP/GL system that requires certain segments, select the **Yes** radio button in the **Required by GL** field for each required segment.*

Step 3: Select the Update button to save.