

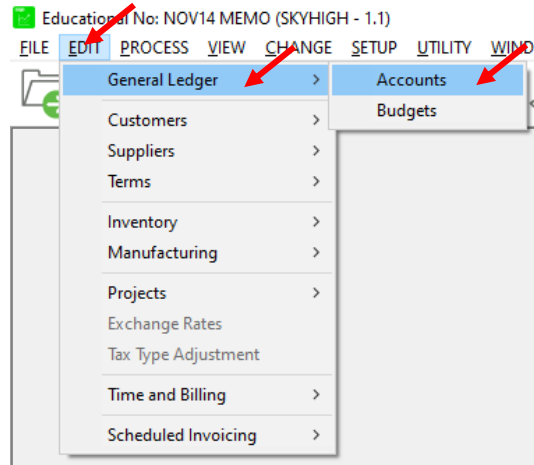
CFS6 – PASTEL NOTES – CREATING ACCOUNTS RECEIVABLE

CREATING ACCOUNTS RECEIVABLE

Click on Edit

Click on General Ledger

Click on Accounts



CREATING THE ACCOUNTS RECEIVABLE

Type the Account Number

Type the Account Description

Select the Main Account

Select Balance Sheet Financial Category

Select the Report Writer Category

Click on Save

A screenshot of the 'Edit General Ledger Accounts' window. The window title is 'Edit General Ledger Accounts'. The main form contains the following fields:

- Main Account Number: 7200
- Sub Account Number: 000
- Account Description: Debtors' Control
- Control Account: None

Below these fields are three tabs: 'Details', 'Balances', and 'Notes'. The 'Details' tab is selected. Under 'Main Account', there are two radio buttons: 'Income Statement' and 'Balance Sheet'. The 'Balance Sheet' radio button is selected. To the right of these radio buttons is a dropdown menu for 'Balance Sheet Financial Category', which is set to 'B55 - Accounts Receivable'. Below this is another dropdown menu for 'Report Writer Category', which is set to '02 - Current Assets'. There are also fields for 'External Reference' and 'Tax Processing' (set to 'No Tax Type Default'). Red arrows point to the 'Main Account Number', 'Sub Account Number', 'Account Description', 'Balance Sheet' radio button, 'Balance Sheet Financial Category' dropdown, and 'Report Writer Category' dropdown.