HOW TO ADD A NEW ACCOUNT TO AN EXISTING FINANCIAL STATEMENT

Overview

When a new account is added to your General Ledger chart of accounts, it needs to be added to the financial statement in which its balance should appear.

An account can appear in a statement in two ways: as part of a range of account numbers or as a separate line item. If the account that has been added is already included in a range of account numbers whose total prints on a statement, a change is not necessary on that statement. If the new account is not included within a range on a statement, a line should be added to the statement on which that account should appear.

Procedure

After adding the account in '**File Maintenance**'- '**Chart of Accounts**', go to '**Statements**' - '**File List**' - '**Row**'. Print out row list of the statement to be change. This will help in 'mapping' where to put the account.

Look at the layout of the statement and determine where the new account number should be. Make a note of the sequence number to be used for the new line. Go to **'Statements' – 'File Maintenance' – 'Row'**. Enter the statement row code.

Press **<F2>** while in the header screen and the detail screen listing the first sequence number on the statement will appear. This should be in **"UPDATE"** mode.

To add the new line, press <**F5**> to put the system into **"INSERT"** mode. The sequence number that comes up is the next available sequence number. This can be overwritten with the sequence number needed to put the account number in the appropriate area on the statement. In the 'Row Type' field, enter 'A' for Account.
Press **<F2>** and continue entering the information as usual.

Another way of finding the sequence number without printing out the row list is to go into '**File Maintenance**' – '**Row**'. Enter the Row Code to be adjusted. Hit F2 to get to the 'Statement Row Detail' screen. Press **<F8>** key to put the system in "**UPDATE"** mode, so that the sequence number is blank.

Use the **<Ctrl-L>** function, and the descriptions of each line will list in the look up box. Page down to the line which immediately precedes where the account is to be added. Note the sequence number.

To add the new line, press <**F5**> to put the system into **“INSERT”** mode. The sequence number that comes up is the next available sequence number. This can be overwritten with the sequence number needed to put the account number in the appropriate area on the statement. In the ‘Row Type’ field, enter ‘A’ for Account.
Press **<F2>** and continue entering the information as usual.

Continue with all accounts added and all statements that need to be changed.

Summary

It is recommended that a printed hard copy of the **'Financial Statement Rows'**. (**'General Ledger'- 'Statements'- 'File Maintenance'- 'File Lists'- 'Rows'**) be kept on file. This provides a list of sequence numbers and makes it easier to identify where additions and changes are to be made. After making any changes, print out the latest version and keep it on file.