



QuickStart Guide

Adding New Accounts

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ARKONA QuickStart Guide

Use this QuickStart Guide for help adding an account to your chart of accounts.

1. Display the chart of accounts.

- a. Take option **45=Chart of Accounts** from the General Ledger menu.

2. Add a new account.

- a. Use function **F6=Add** to create a new account.
- b. Hit F4 on the **Account Type*** field and take option **1=Select** by the account type.
- c. Enter the **Account Number**.
 - You may use any alphanumeric character or symbol.
- d. Enter the **Account Description**.
- e. The **Typical Balance** defaults from the selected account type.
- f. **Inter-company** accounts can only be added by ARKONA Customer Support.
- g. Hit F4 on the **Department*** field and take option **1=Select** by the department.
- h. Indicate whether to **count units** on this account.
 - Set Count Units = Y for all sale, income, and other income accounts.
 - Leave Count Units = N for all other types of accounts.
 - **They system counts units as follows:** If the account has a typical debit balance, a debit transaction posted to that account will increment the unit count by one; a credit will decrease the unit count by one. This works in reverse for accounts with a typical credit balance.
- i. Hit F4 on the **Control Desc*** field and take option **1=Select** by Control Number Description.
 - This field is used to govern which description for the control numbers in this account appears on reports and on inquiry screens. For example, if your stock numbers and your vendor numbers overlap, you can set the control number description to Vehicle (or Vehicle/Owner) for your inventory account to ensure that the stock numbers show with the vehicle information on printed reports.
 - **Default** – Use the system selected description. The system uses a hierarchy when searching for a description for a control number. It will select the first match for the control number.
 - **Vehicle** – The system will only look for the control number as a stock number and always use the vehicle description regardless of whether the vehicle is sold or in inventory.

- **Vehicle/Owner** – The system will only look for the control number as a stock number and use the vehicle description if the vehicle is in inventory and use the owner name if the vehicle is sold or on an accepted deal.
 - **A/R Customer** – The system will only look for the control number as an accounts receivable customer number.
 - **A/P Vendor** – The system will only look for the control number as a vendor number.
- j. Indicate whether to **validate stock numbers** when posting to this account.
- Set Validate Stock# = Y to receive a warning that the control number entered is not a stock number when posting to this account.
- k. **Offset Accounts:** only appears for sale and income accounts.
- Enter the cost of sale and inventory accounts associated with the sale account in the Debit* and Credit* field respectively.
- l. **Offset Percent:** Never use this field unless your business generates sales without a cost and you want the system to fabricate a cost that is a percent of sales.
- m. **Auto Clear Amt** is not required.
- Enter a dollar figure here to have the system automatically write off any control number balances less than this amount.
- n. **Write-off Acct*** is not required.
- Enter an account number here to use in connection with the Auto Clear Amt. When the system automatically writes off control number balances, they will be cleared to this account.
- o. Select a **control method**. Hit F4 on Controlled By* and take option **1=Select** by a control method.
- Almost all balance sheet accounts should be controlled by Control Number.
 - There are usually one or two accounts that should be controlled by Last 6 of VIN.
 - Do not control accounts by Document Number or Reference Number.
- p. **Reconcile Detail** can only be changed by ARKONA Customer Support.
- Set Reconcile Detail = Y if the detail on this account will zero out when posting to a control number in this account.
 - Set Reconcile Detail = N to have the system automatically reconcile all detail into a balance forward entry with a control number 'bf'.
- q. Press [ENTER] to save the new account.