<u>1. Create New Account Code</u>

Finance > General Ledger > Chart of Accounts > New Account > New Account Code Details > Save

MCST TEST 1	Property Tenant/Owr		Finance Maintenance Portal	Control Panel_		۾				
	Home Page Chart of Account	5 X	Customer Listing × New Receipt ×			•				
General Ledger	Chart of Accounts	1	- List 2 - Q Search		Find What:	ηα				
⊖ Account Manager	Import Accounts Change Account Mode									
Chart of Accounts 3	⊖ 🖾 All Accounts	SN	Account Code	Account Name	Curr	Active				
Profit Centres	⊕ 🚭 Current Asset		Income							
Account Settings	⊕ Current Liabilities	1	40000	INCOME		Yes				
Reallocation Settings	⊕ ^C Equity	2	40100	Management Funds		Yes				
⊖ General Journal	⊕ 🖾 Expense	3	40200	Sinking Funds		Yes				
New Journal Entry	Fixed Asset	4	40300	Interest on Late Payments		Yes				
Journal Entries	⊕ 🖾 Income	5	40400	Other Income		Yes				
Recurring Journals		6	40500	FD Interest Income		Yes				
⊖ Budget Journal		7	40600	Facility Charge		Yes				
New Budget Entry		8	40700	Rental Charge		Yes				
Budget Entries		9	610200	Interest for SF		Yes				
Import Budget Entries		10	720000	Interest For MF		Yes				
⊖ Period End Posting		11	730000	Sundry Income		Yes				
Reallocation Posting						Total Page: 1				
Ledger Batch Posting										
Revaluation Posting										
Accounting Periods										
Banking										
Customer										
Supplier										
Fixed Asset										
Job Costing					4					
IRAS Submission	Record Found: 11				New Account	Close				

Property	Tenant/O	wner Finance	Maintenance	Portal	Control Panel	م
Home Page	e New Accour	nt × Chart of Accounts	× Customer Listi	ng× Nev	v Receipt ×	v
Account C	Code					
	Active	• Yes O No				
	D-4-11-					
Account						
		0800				
	Account Name	ENDING MACHINE COMMI	SSION			
F	Reference Code					
Account	Category					
/	Account Type	ncome				~
	Parent Account					
	Ę					
New Last	t Updated By is Not	t Available				Save Close
						0,000