



2.4 CREATION OF AN ACCOUNT

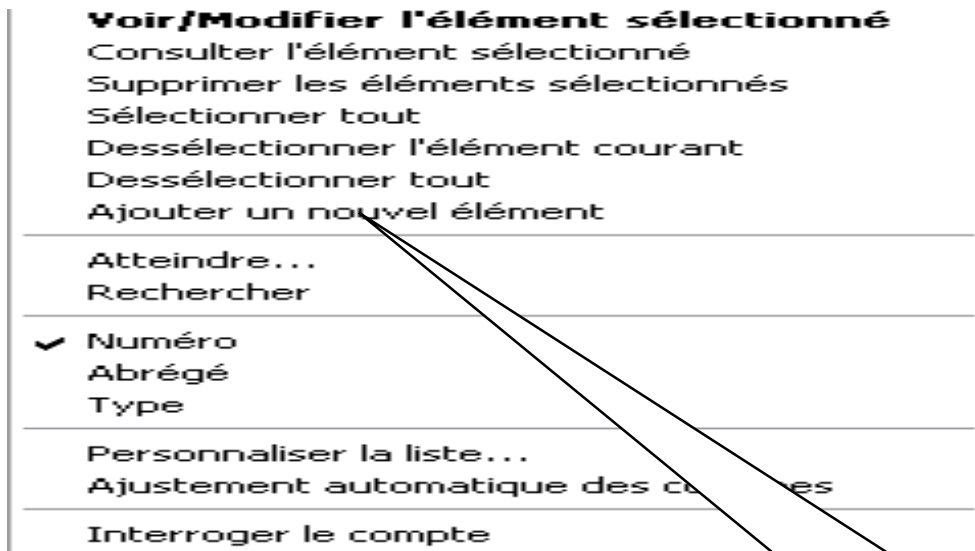
To create the accounting accounts to facilitate recording of transactions, three options are available:

Options (possibilities)	steps	
1) Menu bar	Click <i>Structure / Accounts</i>	
2) General Accounting Toolbar	Click on chart of account	
3) Vertical bar (Entry of entries)	Click on Chart of accounts	

Option 1 (using the Menu bar):

Following the steps on the table,

- Right click in the window that appears
- The following window appears



Click on it and create a new window pops up and you enter the information required (will see in the foregoing)

(navigation, add new element, modify, delete, search or sort records)

- on the menu above, click on the add new element and a new window will appear
- repeat the process for the creation of the accounts as seen above and validate to create others.

Option 2: The General Accounting toolbar

In most cases, the general accounting tool bar is not available on the menu bar. Here proceed by activating it to appear on the menu as follows:

- Launch the command Window
- Customize the interface.
- Select the Toolbars tab
- Click on the [View] button
- General Accounting is then preceded by a check mark.
- Finally Click the [OK] button.

The general accounting elements have been created and You can move the toolbar by clicking and dragging the title bar to the location of your choice.

Regarding the assistant mode and the non-assistant mode, the requirements are differing.

i. Creating the account when under the ASSISTANT MODE

- Make sure the assistant mode is ticked.
 - Click on create the general accounts
 - A new window will appear with the following options
 - ✓ Number: enter the account number (**eg. 512310**)
 - ✓ Title: **National Bank of Cameroon**
 - After entering the accounts above, check the **Validate this account and click the next** option so as to create new ones
- The window as appears as seen below and filled the same as seen on it
(note that the account number there is just a sample)

Assistant de création d'un compte général

Vous souhaitez créer un nouveau compte général. Le numéro et l'intitulé sont des éléments obligatoires qui permettent d'identifier ce compte. Indiquez :

le Num

l'intitulé

Souhaitez-vous

Valider ce compte pour en créer un nouveau

Valider ce compte et quitter l'Assistant

Field in the information as the example above depending on the account

Annuler < Précédent **Next**

N.B: The window appears as such because you are under the **ASSISTANT MODE**

ii. **Creation of the accounts when under the non-assistant mode**

Go to the assistant mode and uncheck it (so as to deactivate it)

- Click structure on the navigation bar
- Select charts of accounts
- Right click and choose add “new elements”
- Enter the account number and other elements details as seen on the sample below (sample from sale of a product)

Compte : 70100000 sales of finish products at 19.25%

Fiche principale | Analytique | Bloc-notes | Cumuls

N° compte: 70100000 Type: Détail

Intitulé: Sales of finish products at 19.25%

Abrégé: Sales of finish..

Nature de compte: Income

Report à-nouveau: non

Compte reporting:

Comptes tiers rattachés:

Code taxe:

Raccourci: ↑

Saut de: 1

Regroupement

Saisie analytique

Saisie de l'échéance

Saisie de la quantité

Saisie devise: Aucune

Lettrage automatique

Saisie compte tiers

Créé le 25/04/00

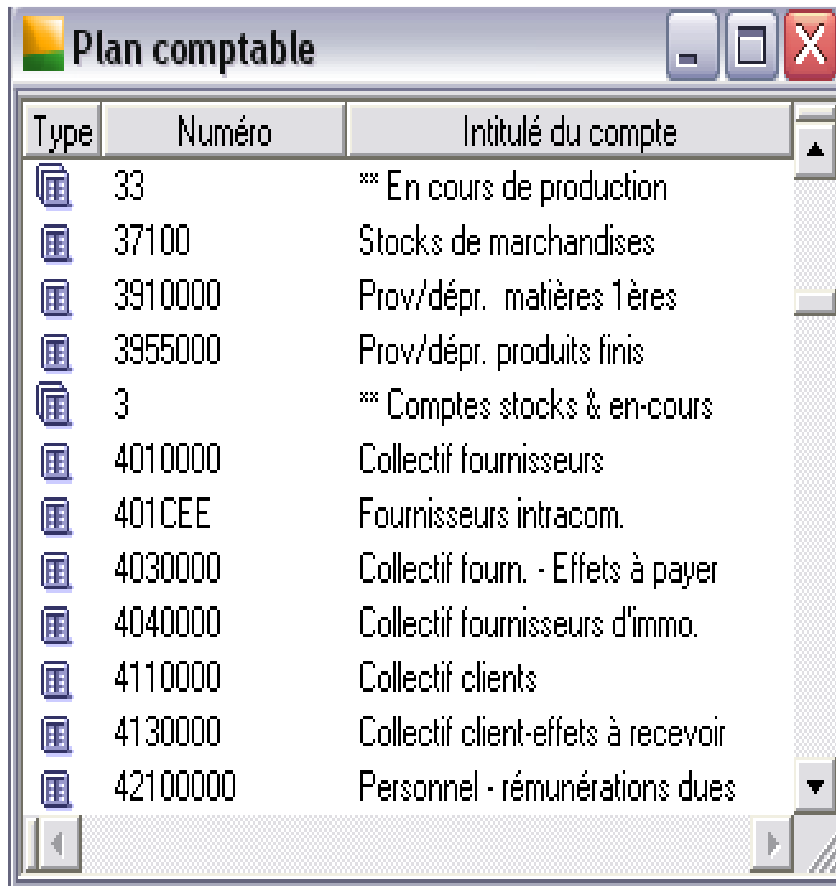
Principal section (main form tabs)

The analytical entry option is checked because sales are cost elements. This means that other accounts may have different options checked because of their nature

Click on the drop down arrow and select tax rate (**VAT Receivable 19.32%**) so as to link with the given transaction. It will be empty if you have not created the various tax rates and area of application. If not the account creation process will not be completed

- Validate by closing the window and the account is automatically created

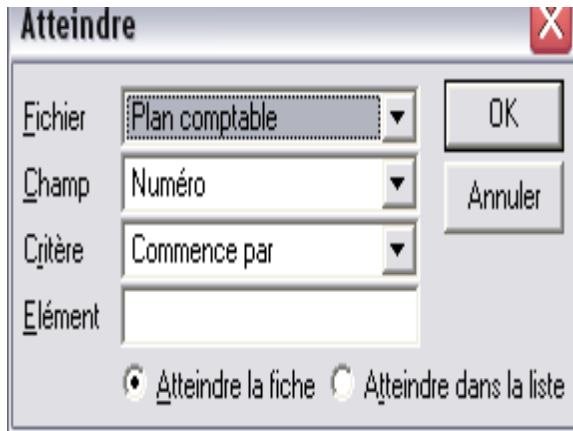
After creating the various accounts, the chart of account will appear as seen on the figure below: (**depending on your account numbers and names**)



Type	Numéro	Intitulé du compte
☰	33	*** En cours de production
☰	37100	Stocks de marchandises
☰	3910000	Prov/dépr. matières 1ères
☰	3955000	Prov/dépr. produits finis
☰	3	*** Comptes stocks & en-cours
☰	4010000	Collectif fournisseurs
☰	401CEE	Fournisseurs intracom.
☰	4030000	Collectif four. - Effets à payer
☰	4040000	Collectif fournisseurs d'immo.
☰	4110000	Collectif clients
☰	4130000	Collectif client-effets à recevoir
☰	42100000	Personnel - rémunérations dues

N.B: The general account created can be modify or step up its parameters (add other elements) as follows

- click on structure
- click on chart of accounts (plan comptable)
- a new window appears, use the short Ctrl + T
- a new window appears as seen below:



- Enter the account number you want to modify or complete in the element zone (eg **70100000**)
- Click on OK and a new window appears as follows:



NOTE: You can create an account Total by (*only under the non-Assistant mode*) going to the chart of account,

- *right on any account and select add new.*
- *A new window will appear*
- *Select the account type “TOTAL” and enter other required elements*

2.5 CREATING AND LINKING COST ACCOUNT CENTERS

These accounts are to facilitate the establishment of the various budget statements at the end of the period and there are only for the **income** and **expenditure** items.

To create the cost accounts,

- Click on structure and select cost charts
- Right click and select **add new element**
- Enter the cost account No with the department No
- Account type should be **detail**
- Validate by using the keyboard combinations Ctrl + J

To link the cost accounts,

- Go to chart of account
- Double click on the account you wish to link (**only income and expenditure accounts**)
- Click on the cost tab
- Type the cost number for the account in the following fields
- Indicate whether the whole amount (100%) of the cost will be allocated to the cost center or percentage of it. And repeat the process for others

The menu for linking should be field like the following:

Code taxe	V19	Sens	Collectée
Intitulé	TVA coll. Ventes à 19,6 %		
Compte taxe	44571190	Taux %	19.6
Type de taxe	TVA/débit	Provenance	Nationale
Comptes généraux rattachés		Code regroupement	V19
70101900	Ventes produits finis à 19....	Assujettissement %	100
70200000	Ventes produits intermédi...	<input type="checkbox"/> Taxe non perçue	
70300000	Ventes de produits résiduels		
70400000	Travaux		
70500000	Etudes		
70600000	Prestations de services		
70701900	Ventes marchandises à 1...		
Numéro			

- **note that you are to use the rate of vat used in Cameroon (19.25%) and not the one you see above (19.6%)**

2.6 CREATING THIRD PARTY ACCOUNT AND EMPLOYEES (S/P ACCOUNT)

- Click structure on the navigation bar
- Select third party chart (s/p chart)
- Right click and take the option add new element and a window will appear as seen below

- Note: this one has already been filled for you to follow the example indicating your: account No, type, name and controlling account.
- Validate the process by Ctrl+J.

2.7 CREATING TAX CODES AND RATES AND LINKING WITH VARIOUS COST ACCOUNTS

The steps and the various possibilities are as follows:

Options	Steps
1) Menu bar	<p><i>Go to:</i></p> <ul style="list-style-type: none"> • <i>Structure</i> • <i>click on Tax Rates</i>

- *right click in the Tax rate window that opens*
- *click on add new and a new window appears.*
- *Fill the necessary information as seen on the sample **below**:*
-

2) General Accounting
Toolbar

Go to:
general accounting toolbar

- click on Tax Rates
- right click in the Tax rate window that opens
- click on add new and a new window appears.
- Fill the necessary information as seen on the sample **below** :

Code taxe	V19	Sens	Collectée
Intitulé	TVA coll. Ventes à 19,6 %		
Compte taxe	44571190	Taux %	19,6
Type de taxe	TVA/débit	Provenance	Nationale
Comptes généraux rattachés		Code regroupement	V19
70101900	Ventes produits finis à 19,...	Assujettissement %	100
70200000	Ventes produits intermédi...	<input type="checkbox"/> Taxe non perçue	
70300000	Ventes de produits résiduels		
70400000	Travaux		
70500000	Etudes		
70600000	Prestations de services		
70701900	Ventes marchandises à 1...		
Numéro			

The various accounts are entered so as to be linked with the appropriate VAT.

*TO ENTER the accounts, click on the dropdown arrow (**numero**), the chart of accounts will dropdown in a menu and you select and validate one after another the income accounts (since it is collectible) by using the **ENTER** button.*

- NOTE that VAT is **collectible** because it is on sales and it is an income.
- VAT will be **deductible** if it is on purchases or expenses that are taxable
- Consider the Cameroon national VAT rate (19.25%)
- Validate all by using the key board combination CTrL+J or simple close by clicking the red button on top right.
- Do same for other Tax Rates.

2.8 RESTRICTING ACCESS INTO AN ACCOUNTING FILE

Most organizations always want to maintain a certain level of secrecy in their internal activities and from department to department. To do so, the following steps are followed in the software:

- Click the file menu
- Click access authorization
- Enter the name of the user and his password
- Validate and do same for other workers.

Assignment

1. Create an account for 7 suppliers, 7 employees, 7 customers and cost accounts for an electronic store, building material store and a hair dressing saloon. Create two account totals for any of the income accounts of the building material company.
2. Considering **question 1 above**, create suitable Tax Rates and link them with the various accounts created.
3. On the 3rd of July James bought 20 buckets of gari at Acacia at 4500frs each. Create a cost account for this transaction.

Note: *This assignment should be done over your machine, screenshot and PV me on WhatsApp*

Students Review questions

4. Outline the various steps in creating a third party account and 2 reasons for creating the accounts.
5. what are the reasons of linking up the cost accounts to the various cost centers?

Prepare for lesson 3:

- ✓ CREATION OF JOURNAL CODES
- ✓ BUDGETARY MANAGEMENT
 - Creating of budget items
 - Linking the various budget items
 - Entering of budgets