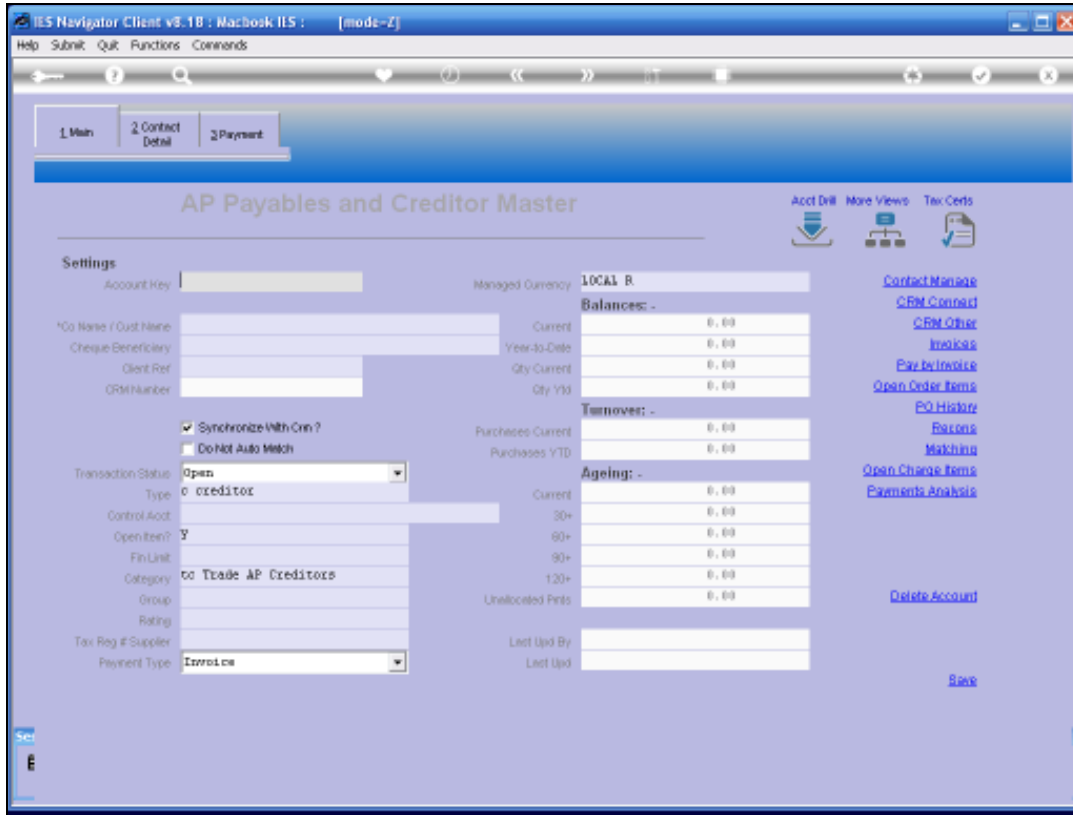


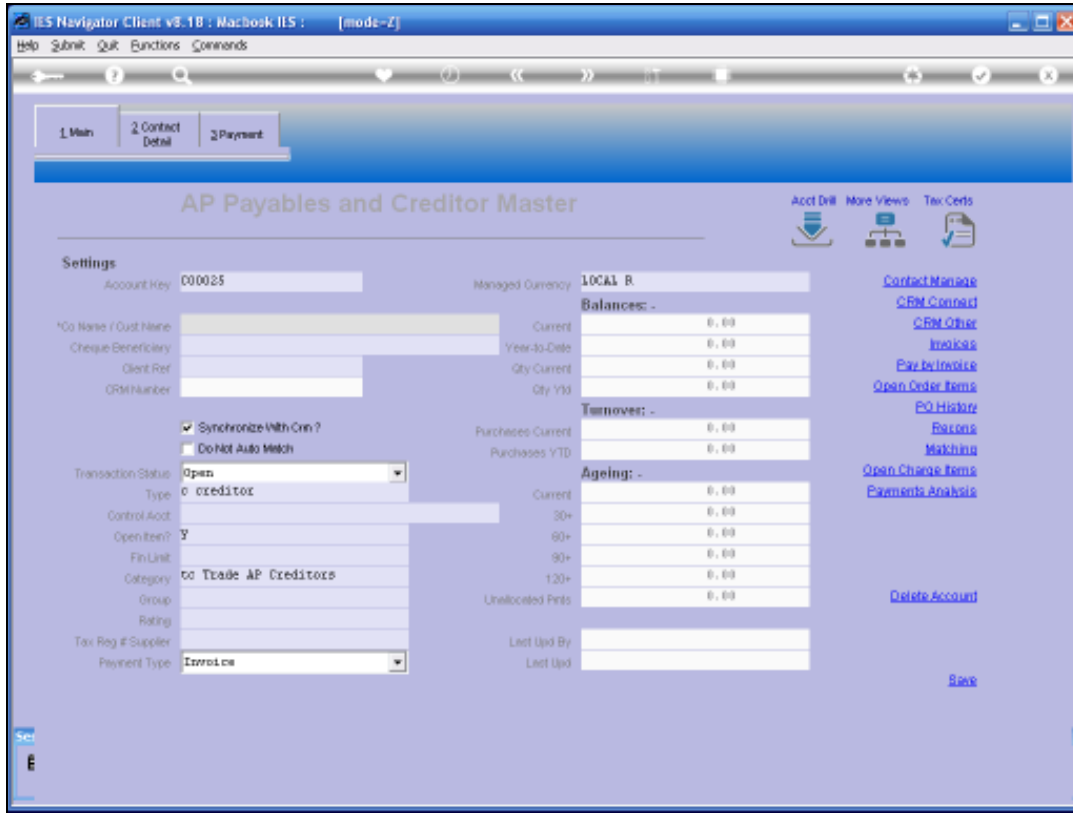
Slide 1

Slide notes: In this tutorial we look at how to open a new AP Creditor Account. There are options for importing or loading any number of new Accounts, but in this tutorial we consider the manual capture method to open 1 new Account at a time.



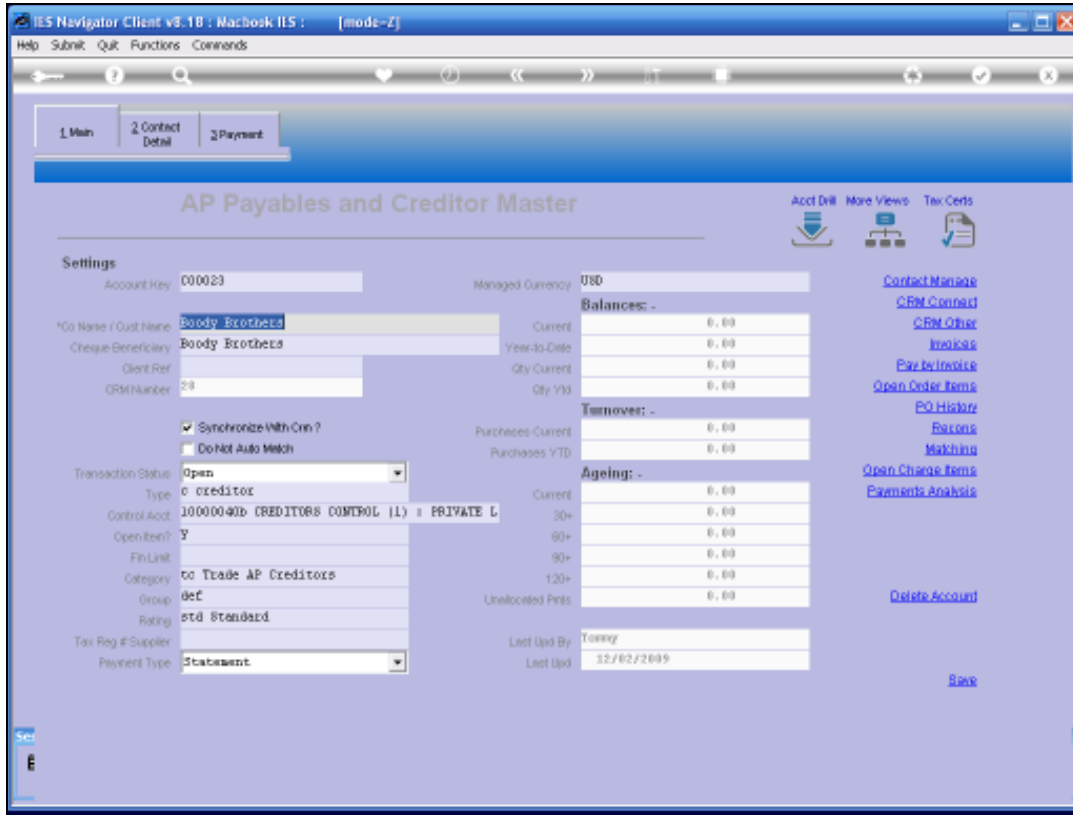
Slide 2

Slide notes: The 1st option is to start from scratch and capture all required fields. We start with the new Account Code, which we can provide, or else we can simply type NEXT and the system will generate the next available Account code.



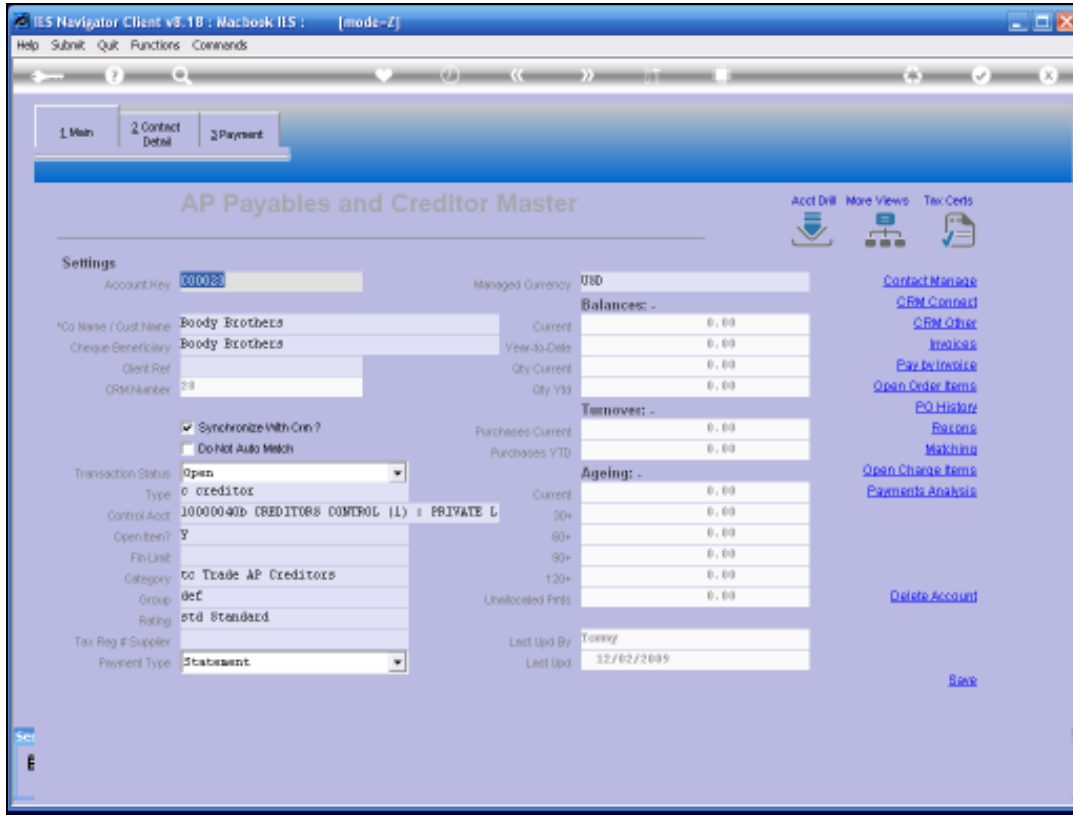
Slide 3

Slide notes: Now, we can follow all the required fields and fill them in. OR, we can use a much faster and easier method.

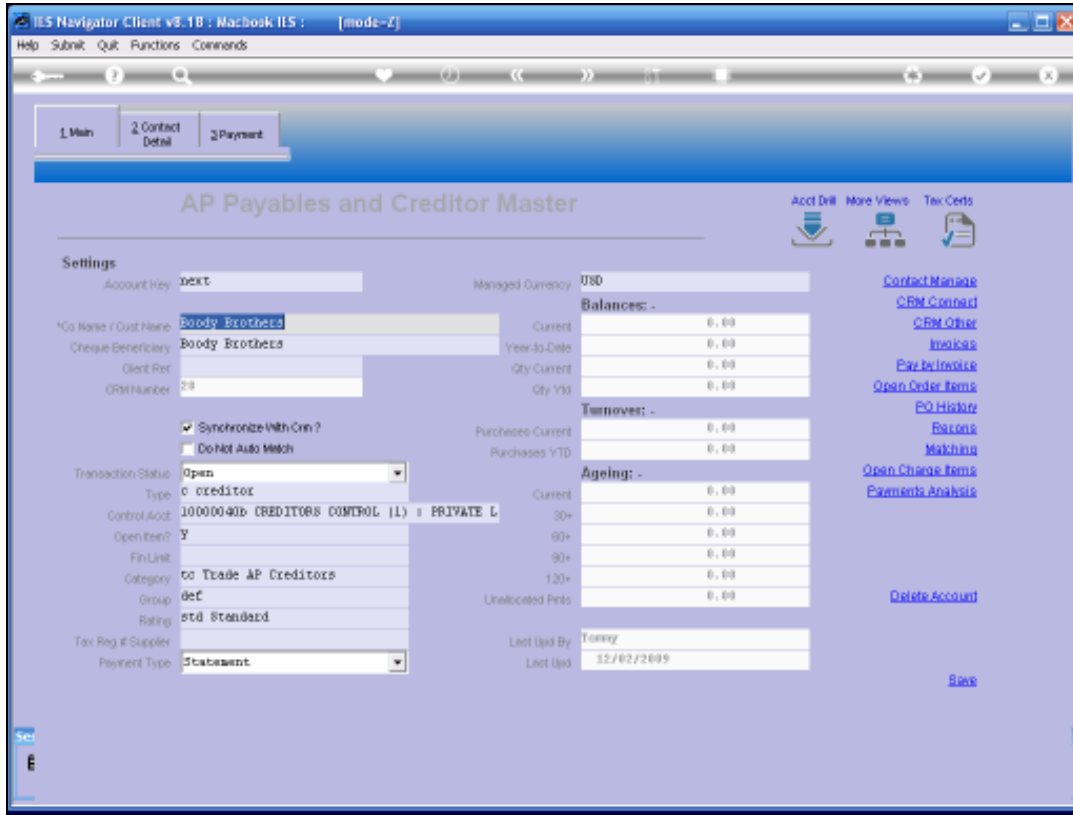


Slide 4

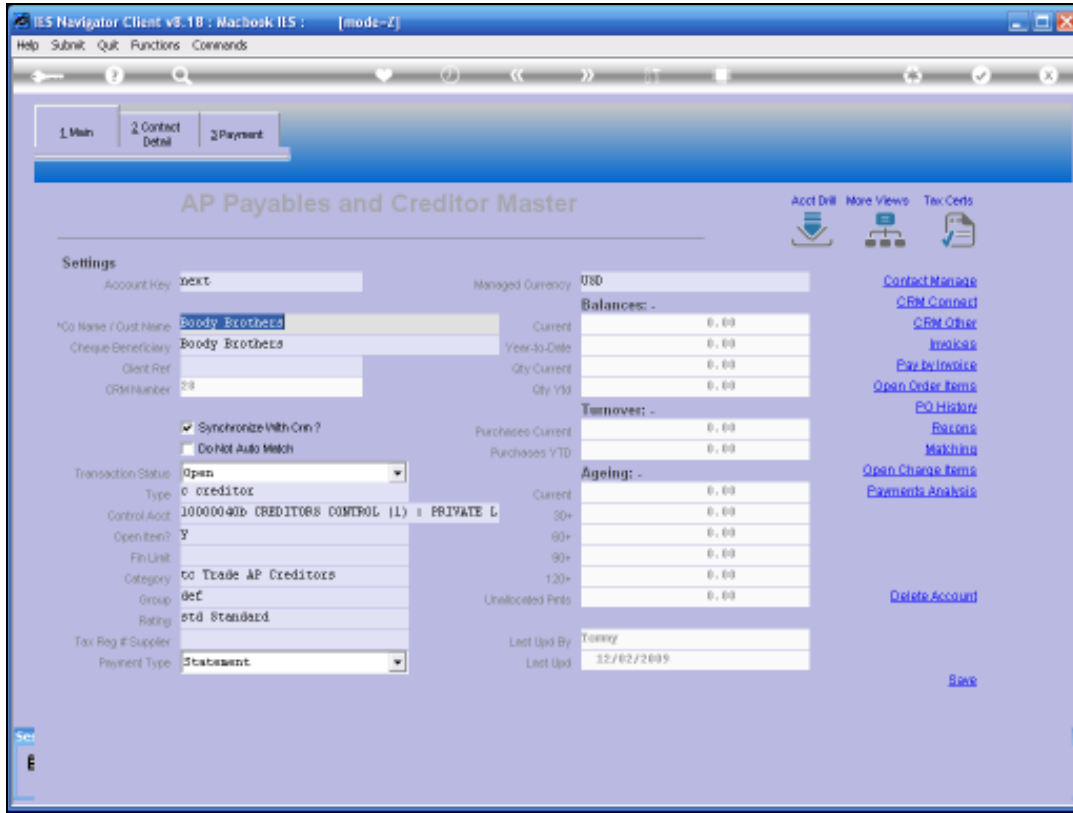
Slide notes: The easy method is just to retrieve an existing Account, and then type NEXT on the Account Code field. The system will generate the next Account Number, and all we do is to change any fields that need to be different.



Slide 5
Slide notes:

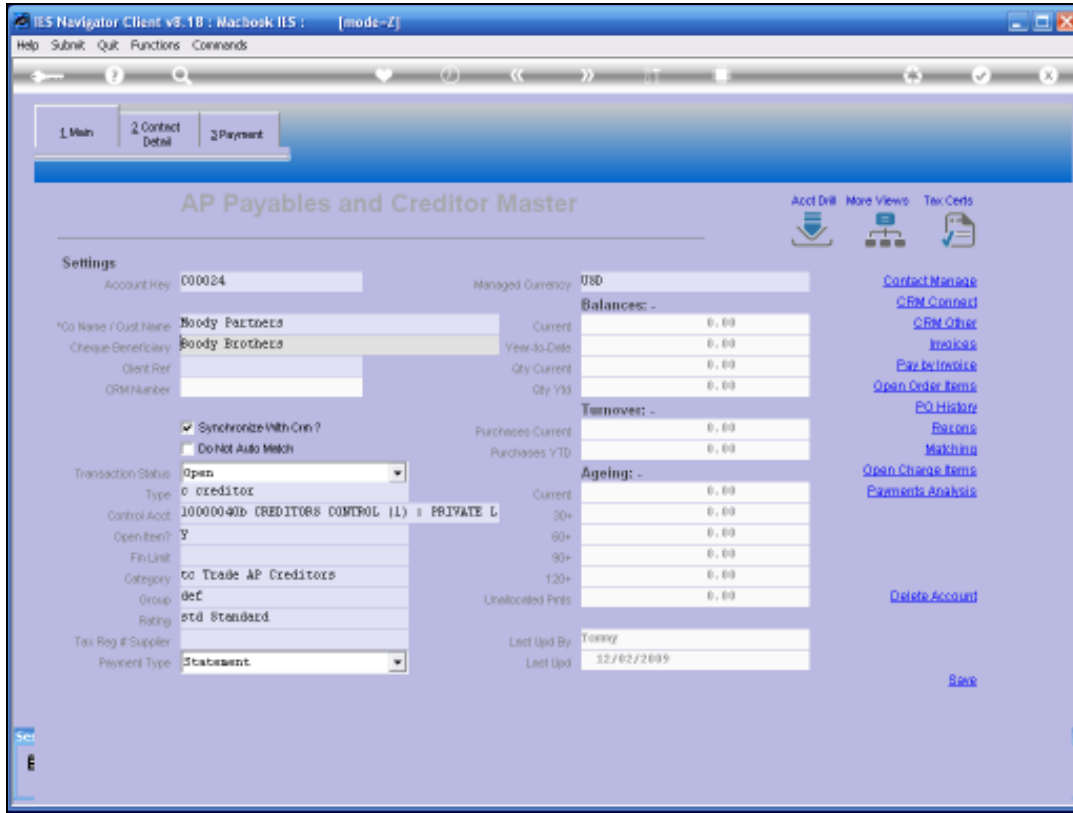


Slide 6
Slide notes:



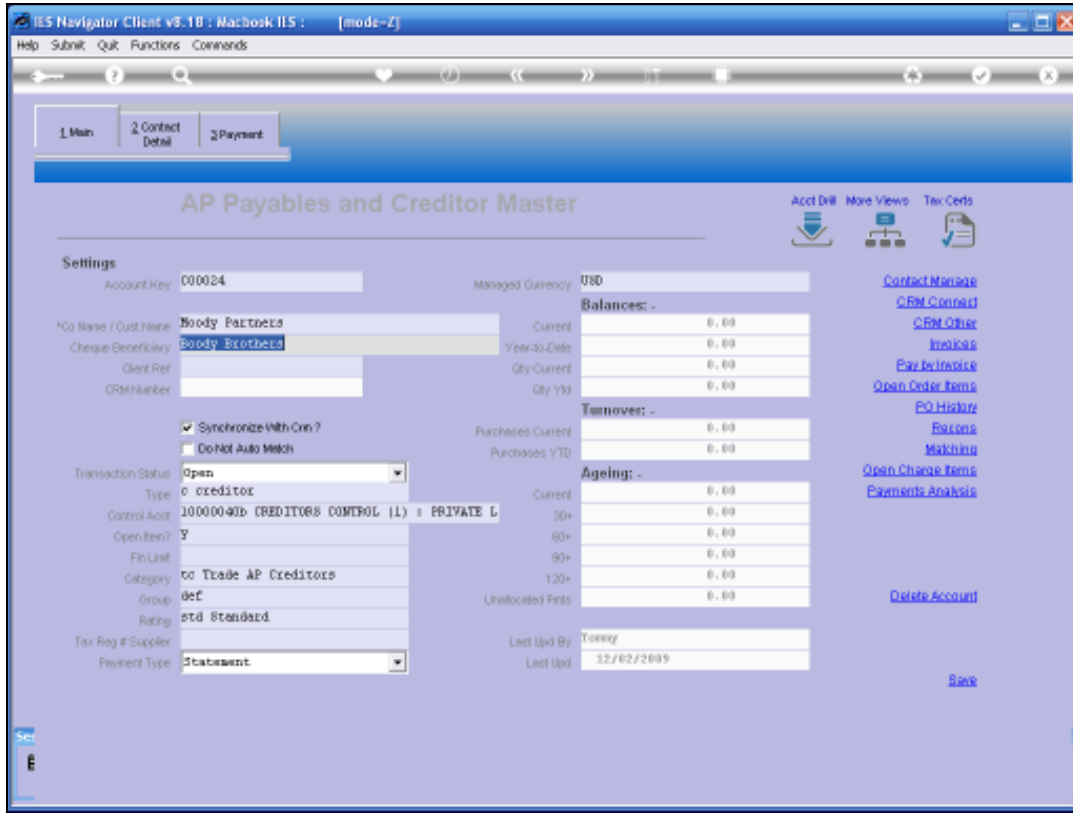
Slide 7

Slide notes: Of course the Account Name will likely be different.

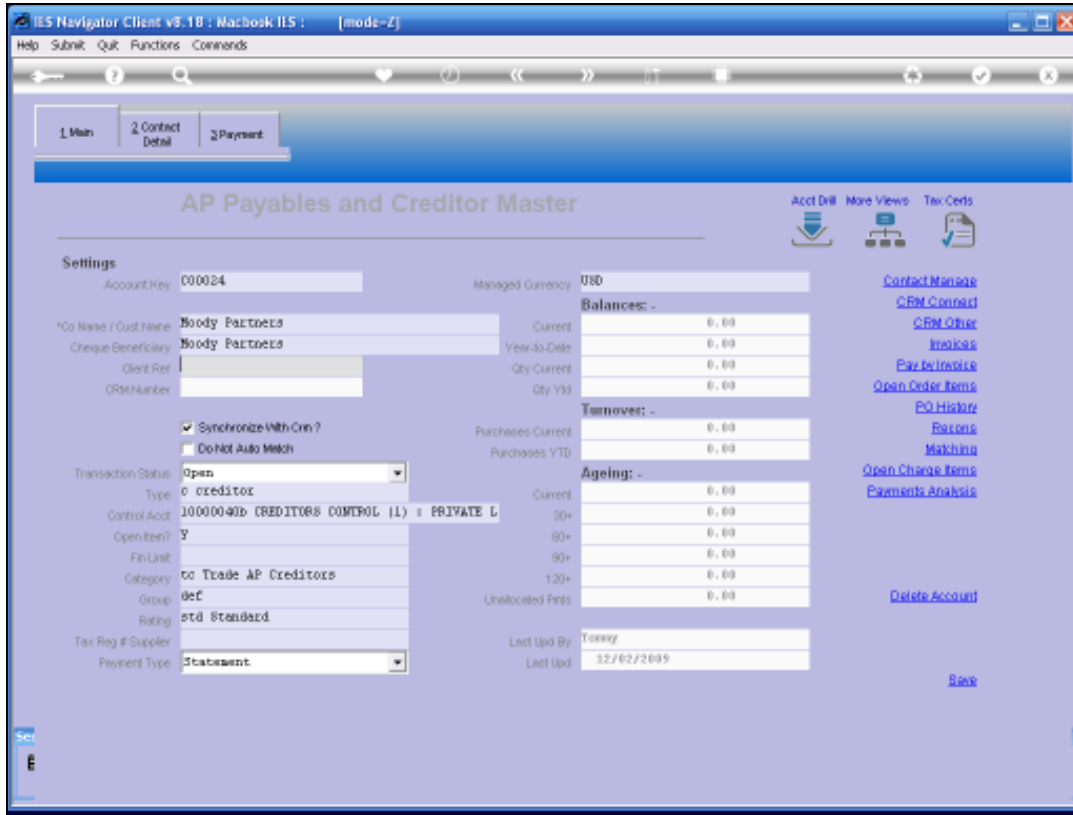


Slide 8

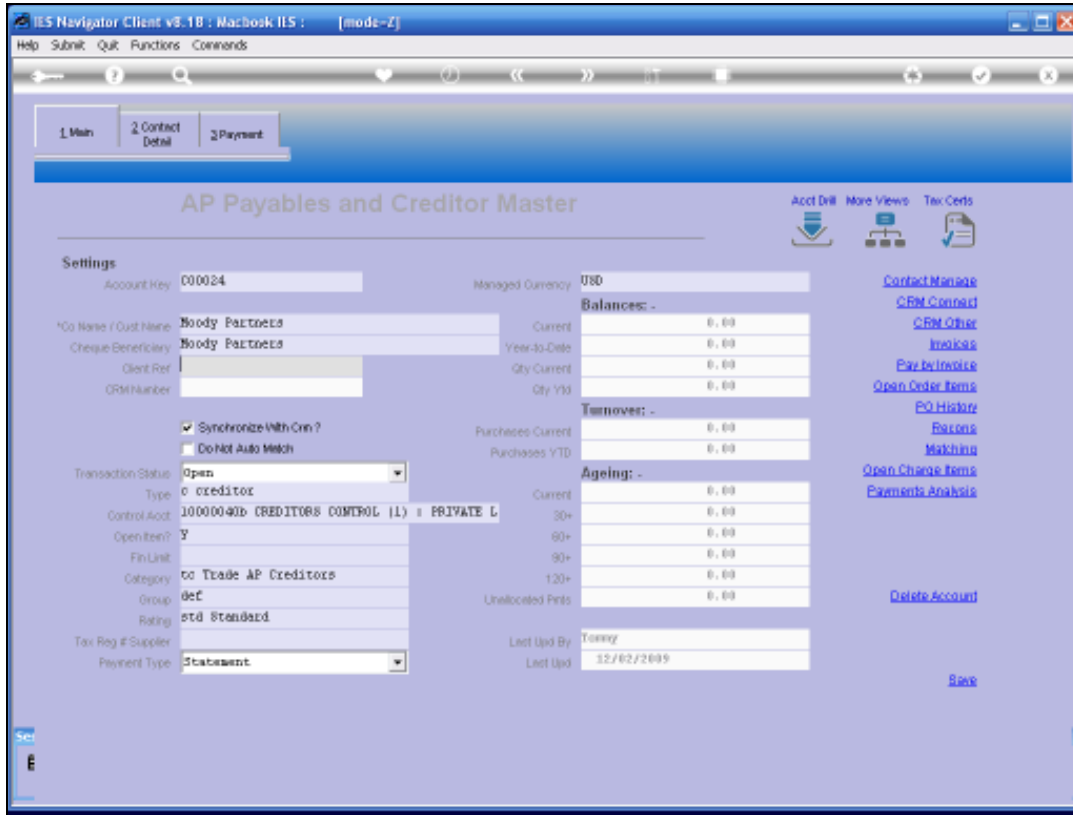
Slide notes:



Slide 9
Slide notes:

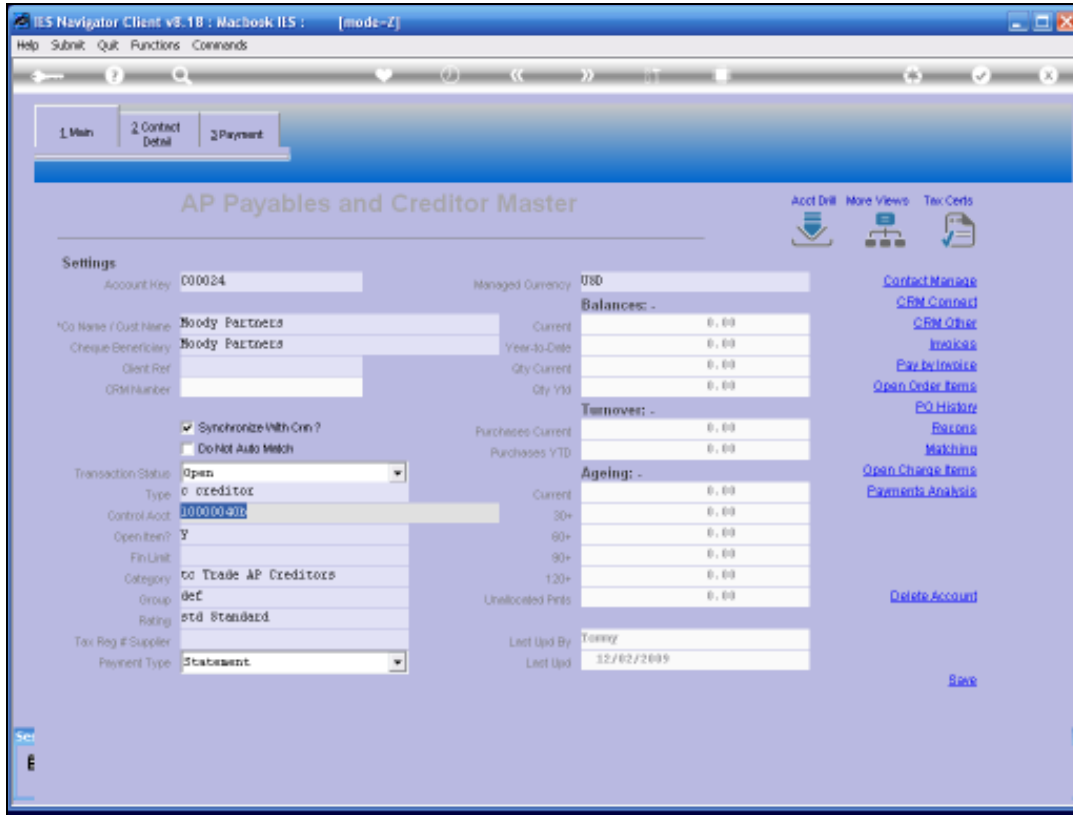


Slide 10
Slide notes:



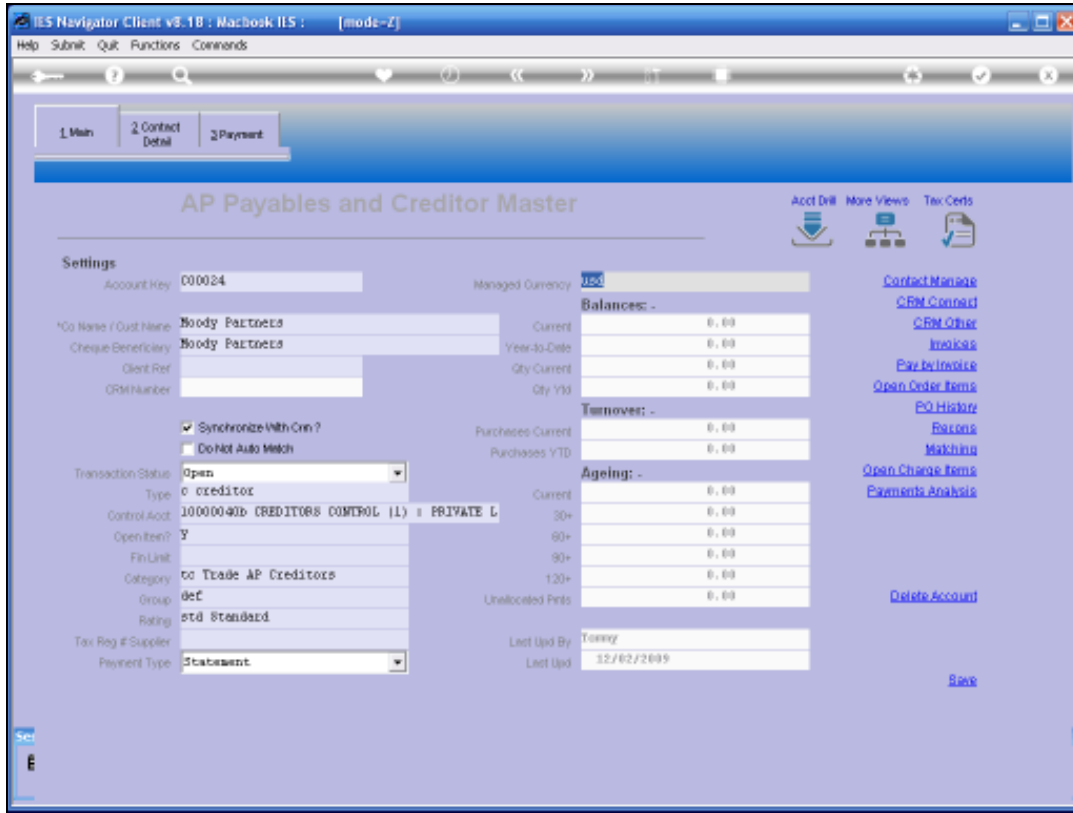
Slide 11

Slide notes: We need to check that the correct Control Account is selected, because once the account is created, this cannot be changed. Although there is a MOVE ACCOUNT option to move the account to a different Control Account if that becomes necessary.

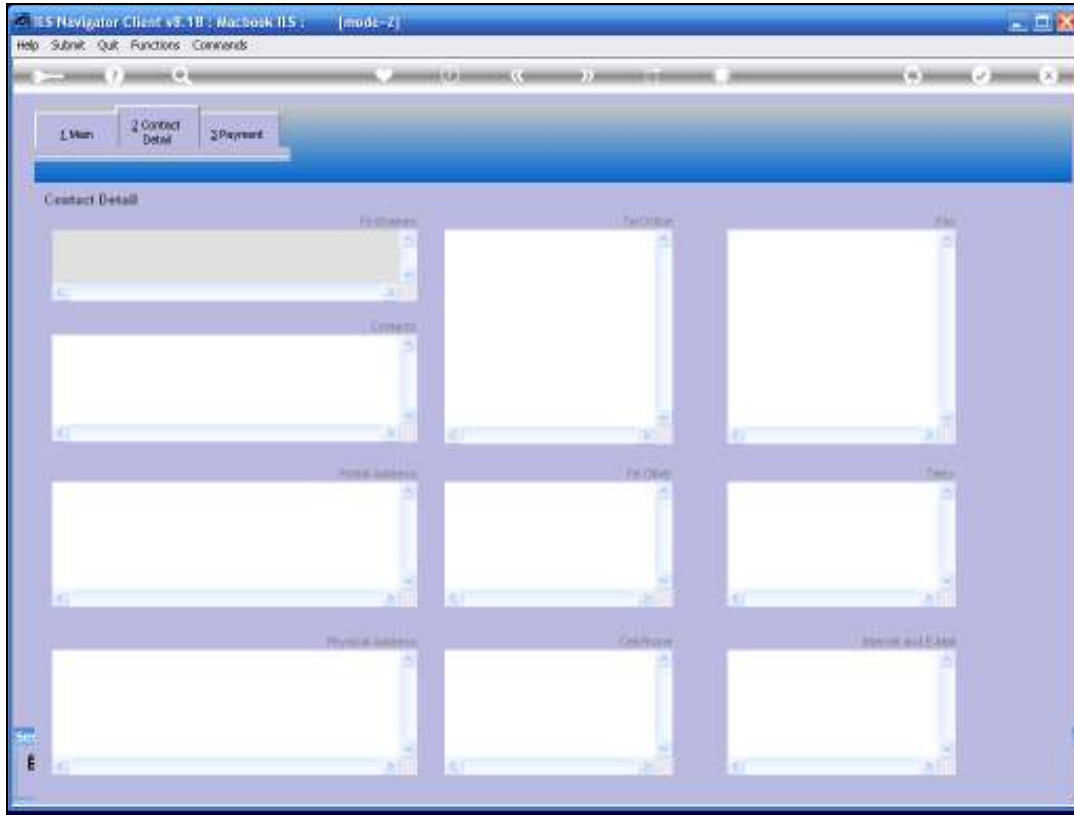


Slide 12

Slide notes: The next item to check is the Managed Currency. This cannot be changed once the Account is created, so we make sure we select the correct Currency.

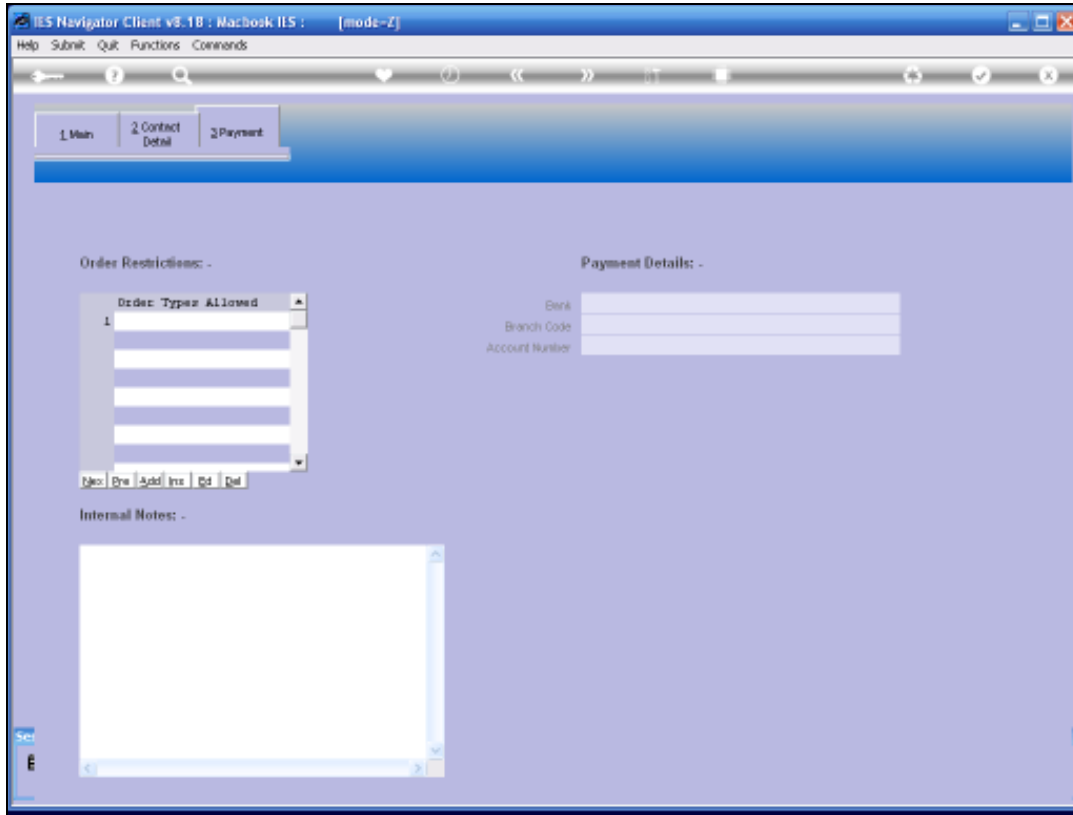


Slide 13
Slide notes:



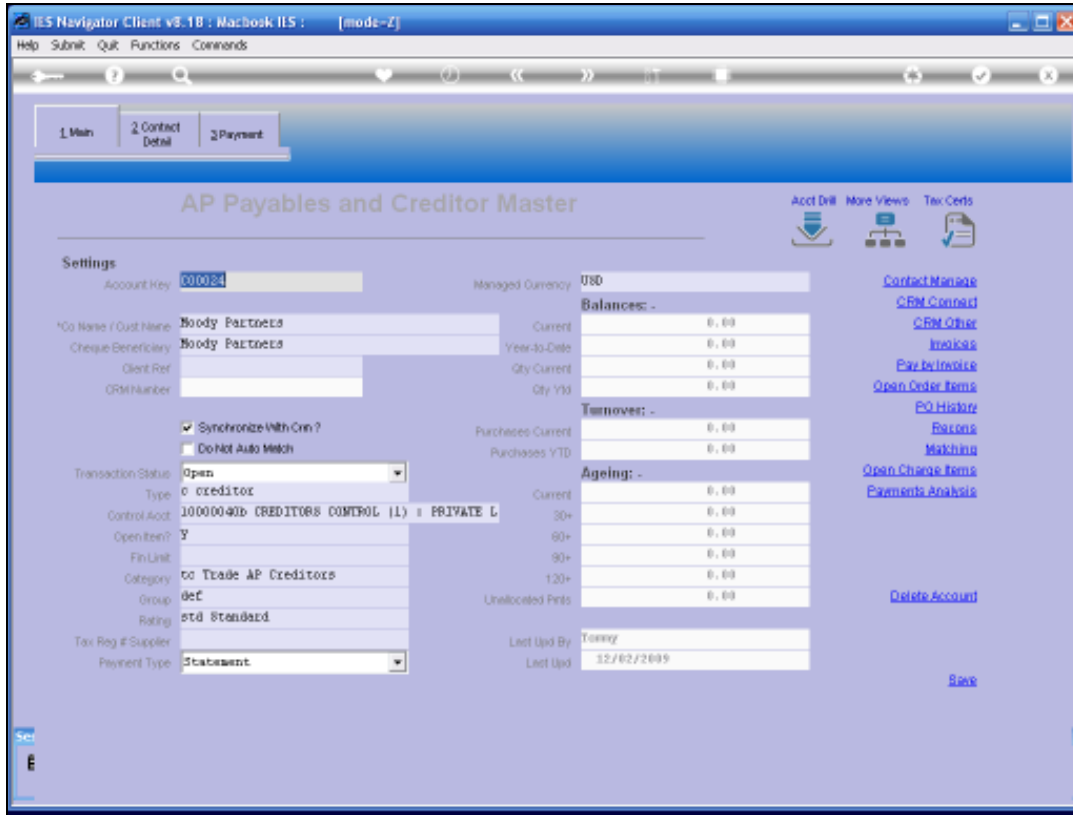
Slide 14

Slide notes: Address and Contact Detail is bound to be different, so we will update here as necessary.



Slide 15

Slide notes: And we can check the last page for any changes that may be necessary.



Slide 16

Slide notes: And then we just choose SAVE and the new account is created.