1. CHART OF ACCOUNTS UTILITY

The **Chart of Accounts Utility** was developed by Logos to assist the parishes and schools with the maintenance of the Chart of Accounts. This utility allows the mass creation of necessary account strings. The parishes and schools will also be able to mass inactive accounts based upon segment criteria. Consequently, the basic requirement for the utility is one of the secondary chart of accounts' segment (i.e., department, sub-department and/or project). The parish/school is able to select which segment they want to create the account strings. Once selected, the parish/school is able to generate all possible combinations.

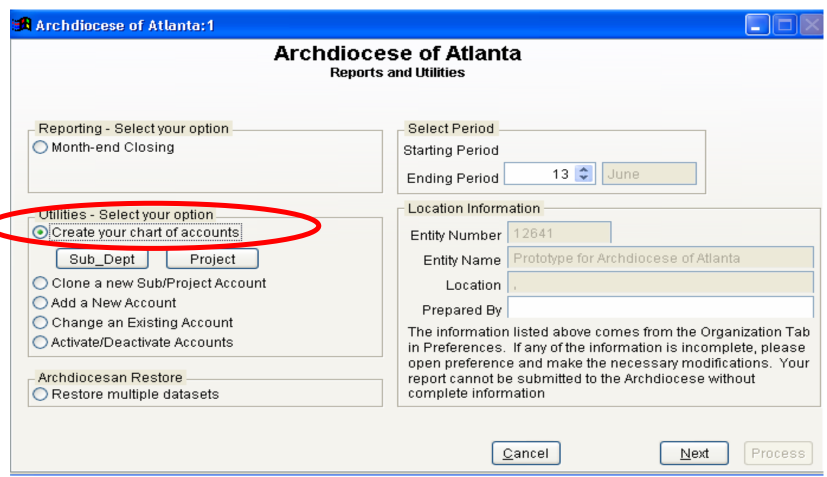
The user will access the Chart of Accounts utility via the path below:

Reports -> Custom Reports -> Archdiocese of Atlanta Reports

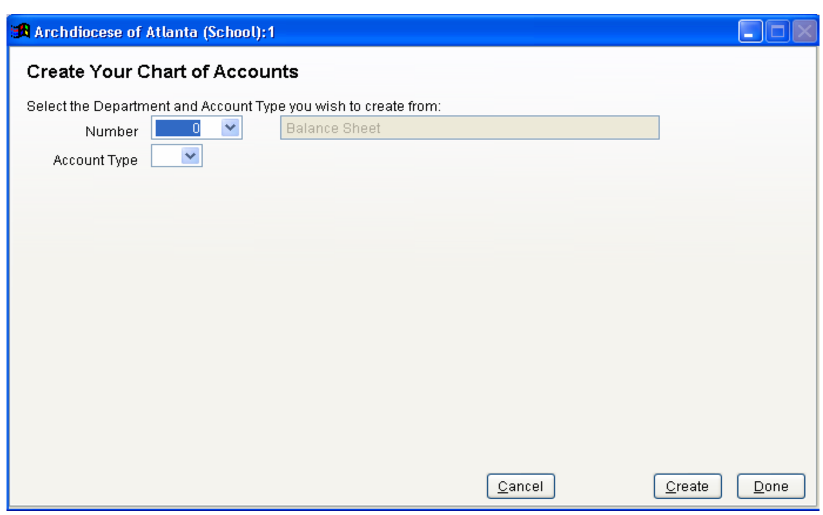
The user is able to run the Month-end Closing Process; create new Sub-Departments and Projects; activate/deactivate accounts; and change specific data for a particular account (description and active status).

1.1. Creation of New Account and Department Combinations

The parishes and schools are able to mass create the account and department combinations via the Archdiocese Custom Utility.



The user will click the checkbox for **Create your chart of accounts** and then click the **Next** button. The below window appears.

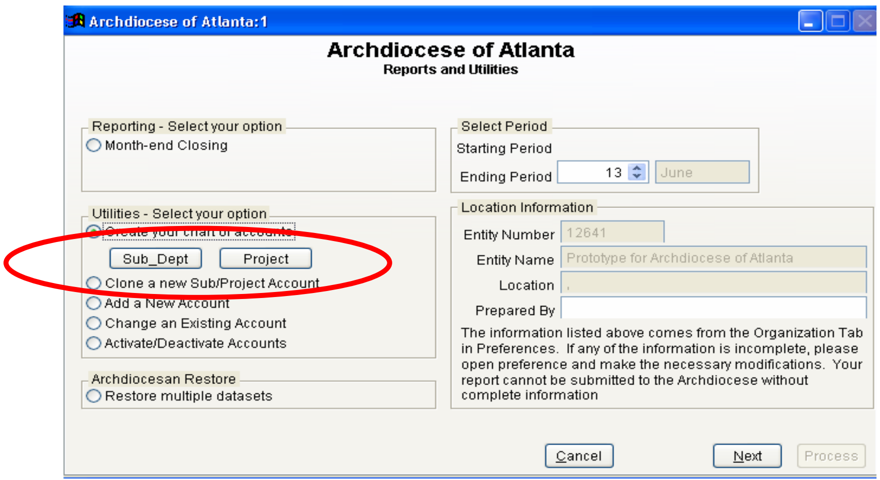


The user is then able to select the department that they want to mass create account / department combinations. In addition, the user is able to create those combinations for either income and/or expense accounts by choosing the appropriate account type.

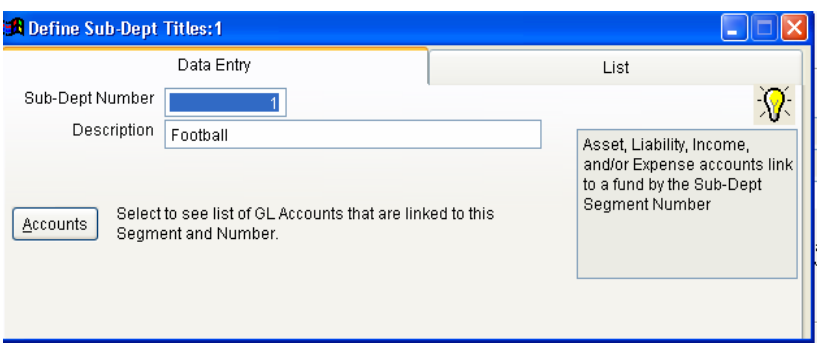
1.2. Creation of New Segments

The parishes and schools will **not** be able to create new accounts or departments. They must request the creation of new accounts and/or departments by the Archdiocese. However, the user is able to create **Sub-Departments** and/or **Projects** to breakout their accounts to greater detail.

To create new **Sub-Department** and/or **Project**, the user will access the **Custom Utility** for the Archdiocese via **Reports -> Custom Reports -> Reports & Utilities -> Create your Chart of Accounts**. There are two buttons, one for the creation of **Sub-Departments** and one for the creation of **Projects**. Click the appropriate button and add the segment.

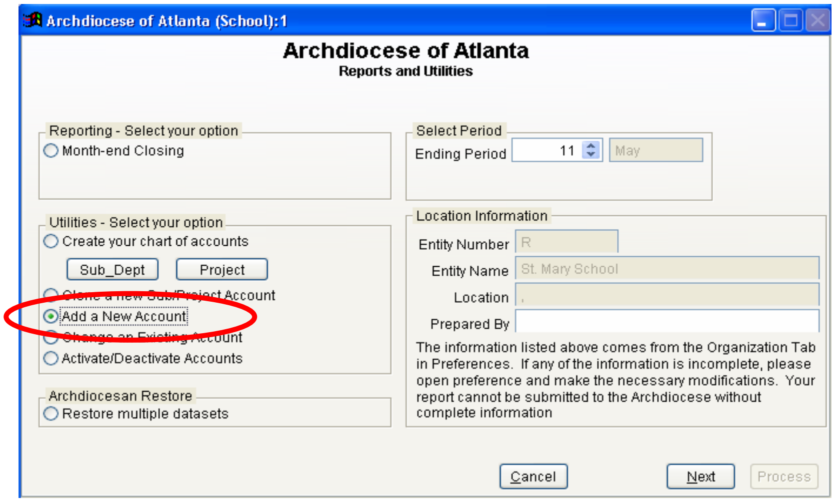


Once the user has clicked the appropriate segment button, they will be provided with the segment **Data Entry** tab (see below). To view all existing segments, the user would click the **List** tab. To add a new segment, the user would either select **File -> New** or hit the **CTRL-N** keys. The user would assign a number to the new segment and then input a description.

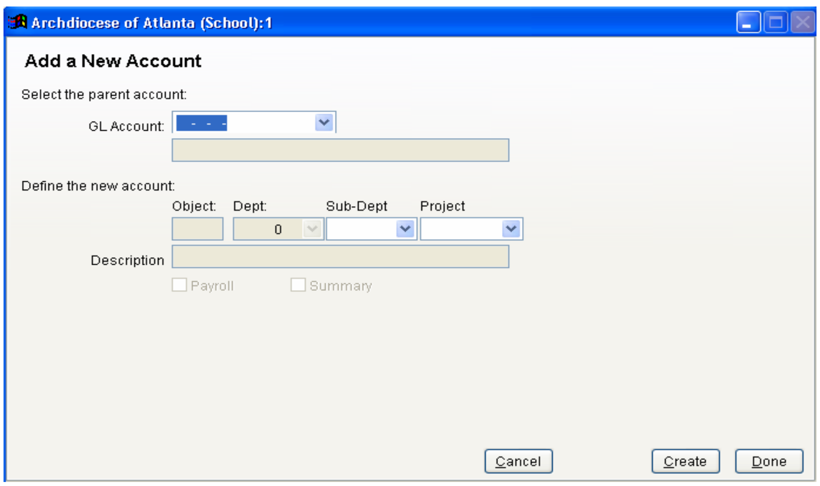


To generate account strings that utilize the Sub-Department and/or Project segments, the user will follow the steps described in sections **1.3 Adding a New Account** and **1.6 Cloning a new Sub/Project Account**.

1.3. Adding a New Account



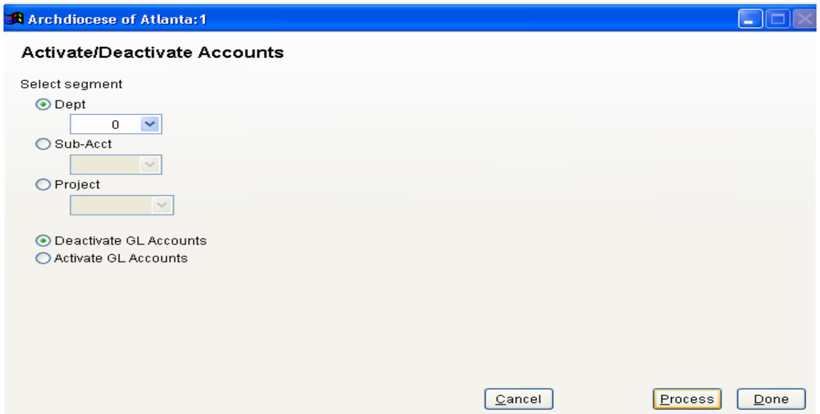
The user is able to create individual accounts. Select the **"Add a New Account"** option and click the **Next** button. The below window appears.



The user would select the "parent" account to copy the account settings from and then define the **Sub-Department** and/or **Project** the result account will have. Click the **Create** button to have the new account created.

1.4. Deactivate/Activate Chart of Accounts

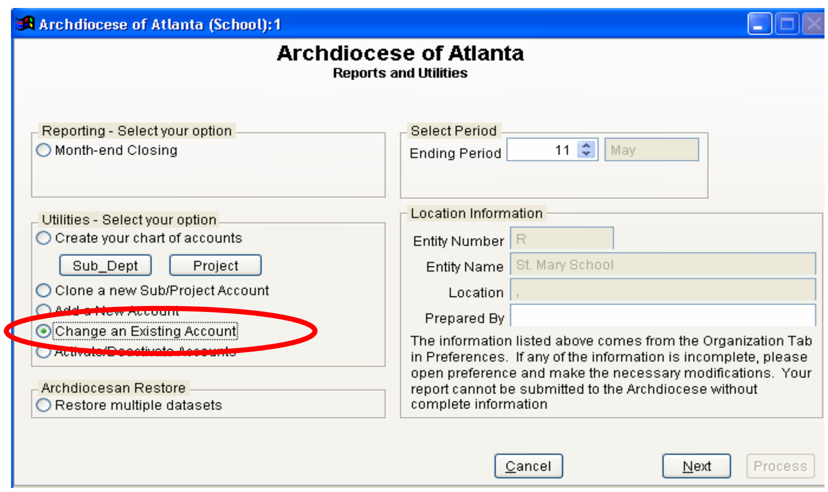
The user will access the Chart of Accounts utility. Select the **"Activate/Deactivate Account"** option and click the **Next** button. The below window appears.



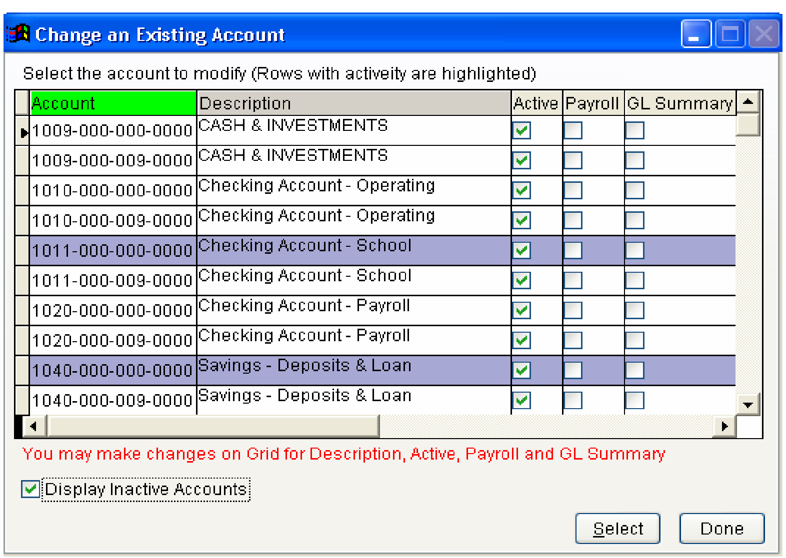
The user will input the individual and/or combination of segment(s) that will be deactivated/activated and click the **Process** button.

**Note: users will be unable to deactivate accounts with history in the current year.*

1.5. Change an Existing Account

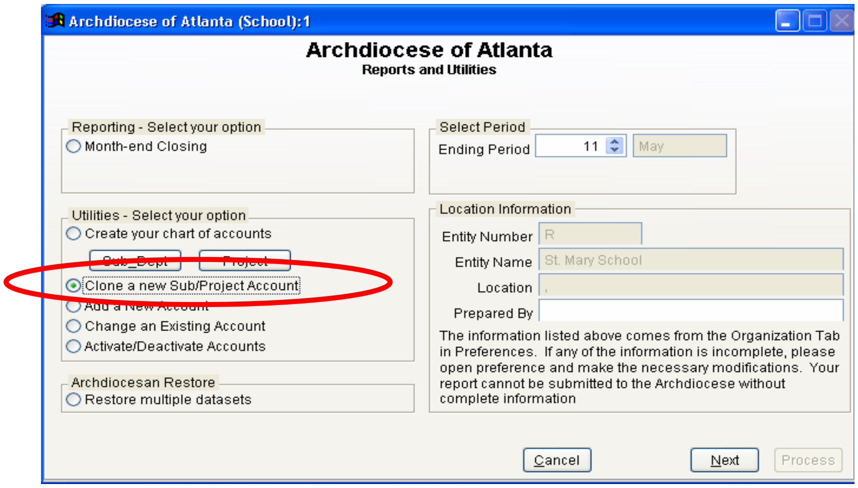


The user is able to individually activate/deactivate accounts using the Custom Utility. The user will select the **"Change an Existing Account"** and click the **Next** button. The below window appears.



We recommend that the user clicks the checkbox of **"Display Inactive Accounts"**. The user will check or uncheck the **Active** field to activate or deactivate an account. The user also has the ability to change the account description from this window. See the **Description** column.

1.6. Cloning a new Sub/Project Account



Once the user has created all appropriate Sub Departments and Projects, the user is able clone all active accounts associated with a particular Department. The user will select the **"Clone a new Sub/Project Account"** and click the **Next** button.

1. Select whether to clone either **Sub-Dept** or **Project**.
2. Choose the **Department** you want to clone the active accounts from.
3. Choose the **Sub-Dept** or **Project** having the accounts cloned.
4. Click the **Create** button.
5. Once all accounts have been cloned, click the **Done** button.