The Multi-View CYMA/F9 User Guide

General Ledger
Maintain Chart of Accounts
http://www.multiviewinc.com/cyma-gl-maintain-chart-accounts
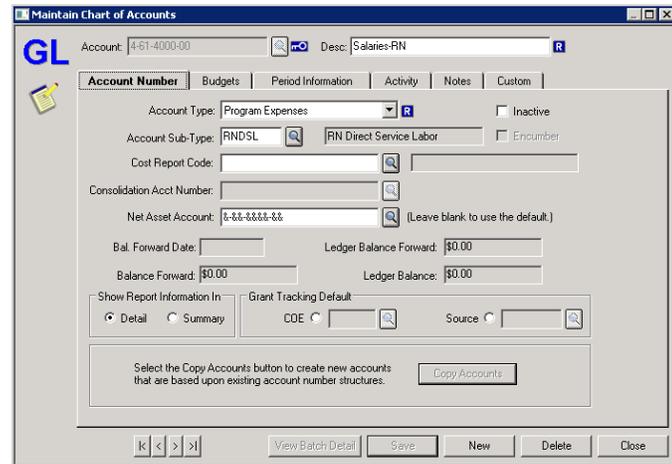
PURPOSE
To get data on any account in your chart of accounts and to add account numbers when necessary.

ACCOUNT EDIT & ANALYSIS
In the General Ledger Module go to MAINTAIN/CHART of ACCOUNTS. Select an account, then click EDIT. You'll see that you can change the descriptive name, the Account Type and the Account Sub-Type. Account Types and Sub-Types direct account balances to populate in specific locations in CYMA reports. Only the Account Type is a required field. Do not change the default Net Asset Account which will show as a series of ampersands (&-&&-&&&-&&).

Click on the budgets tab to see what has been entered into the CYMA budget. In theory a complete budget could be entered through this tab, but with F9 it takes mere seconds.

Click on the Period Information tab to get end of period balances for the account. You can change the year in the upper left and if you click on the value in the Period Activity column you can drill down to see the entries that compose the values.

ADDING ACCOUNT NUMBERS
To add an account number click on the Account Number Tab and then on the NEW button at the bottom. Type in the new number. Tab over and put in a description. That's the account name, such as "Pre-Paid Insurance." Then use the drop down menu to choose an account type. This setting tells CYMA where to put the account balance on the CYMA financial statements—it doesn't affect placement on your F9 financial statements. If you have a question about what account type should be used, call Multi-View for guidance.

Most hospices don't use sub-types, especially if they use F9. And, of course leave the **Net Asset Account** alone. That account is like a retained earnings account in the For Profit version of CYMA. The income statement accounts all close to this account at the end-of-year close. So we don't want to change this default.
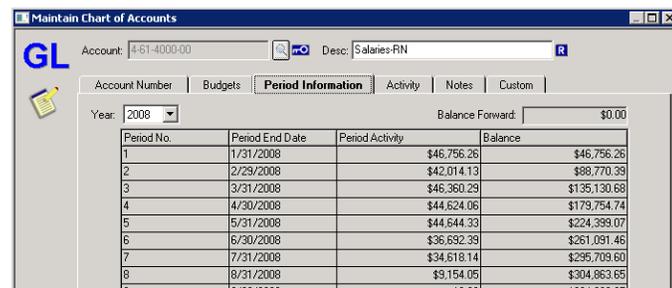
Click SAVE and the new account is created.

There is another way to create a new account. Suppose you want to create a new account similar to another account. Go to the pre-existing account. Click COPY. Click the **FROM** and put in the original account number in both fields. Also, put the original account number in the **Source Mask** field. Type in the NEW account number in the New Account Mask field. If the description and account types don't need to be changed, you are done. If they do need to change, do so. Click OK and Save. Your new account number is created.