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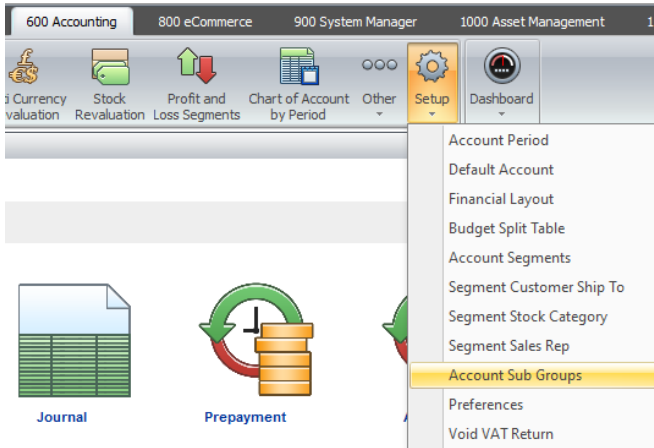
Creating A New Nominal Sub Group & Account Type

Nominal codes can be assigned an account sub group and account type.

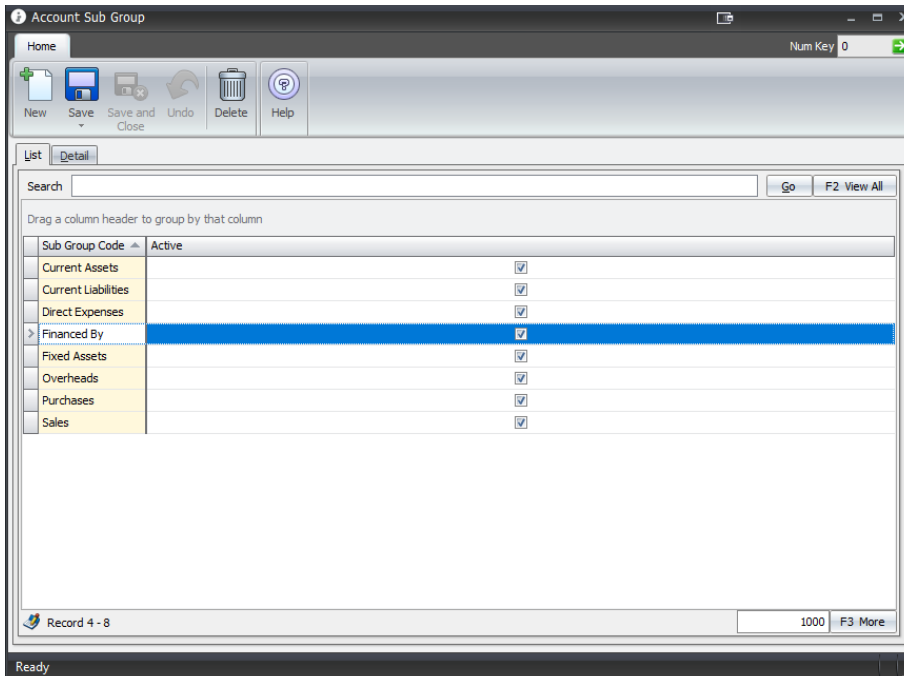
The sub group and account type can be useful to see what type of nominal code it is and to group the nominal codes together.

Some pre-defined account sub groups and types will exist in the system already but it is possible to add to them.

To add a new sub group and account type, go to the Account Sub Groups option within Accounting/Setup section.



The sub group window will appear and the existing sub groups will be displayed.



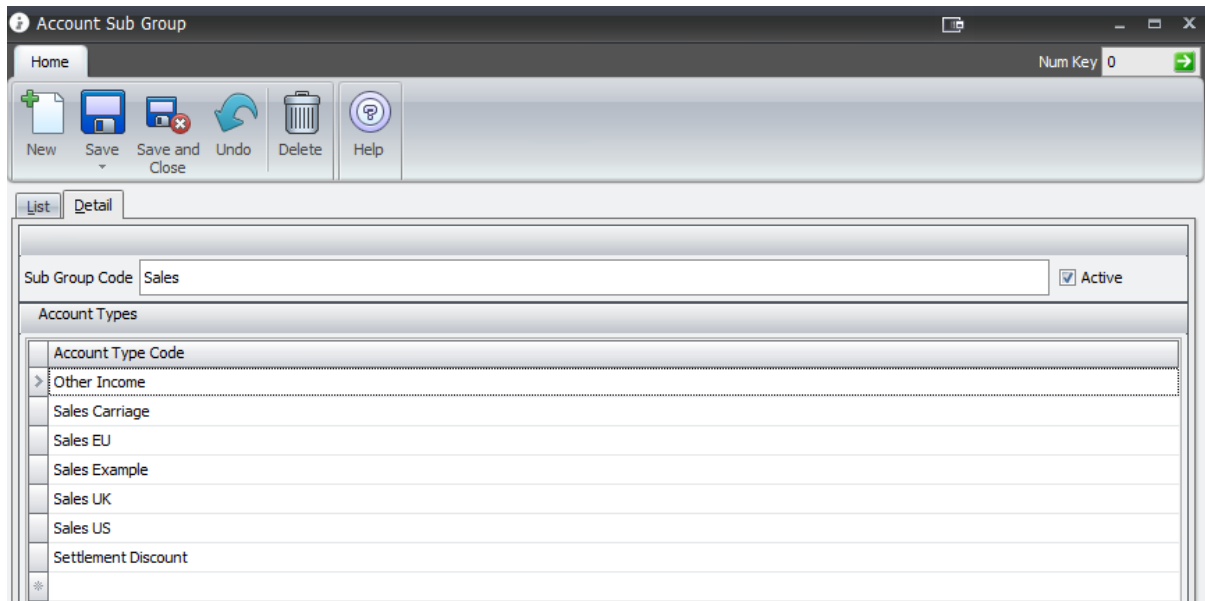


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Creating A New Nominal Sub Group & Account Type

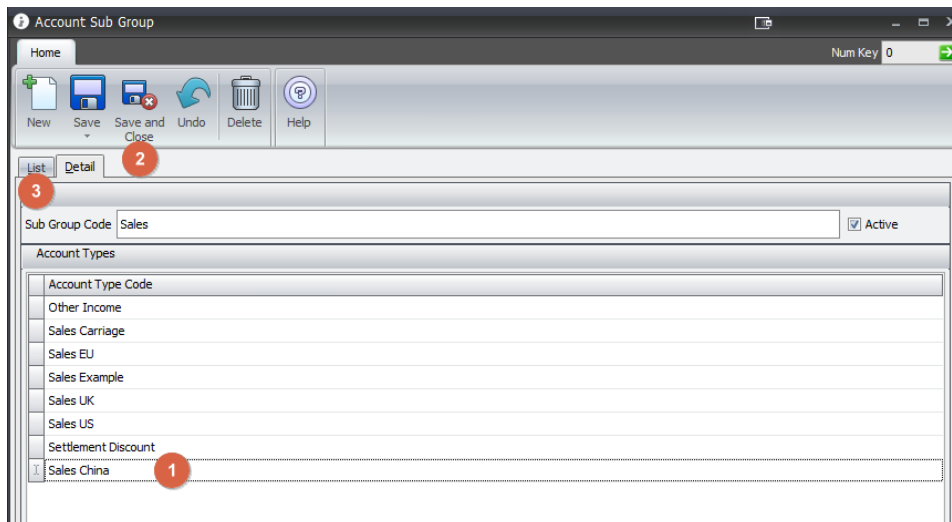
Drilling into (double clicking) one of these sub groups will display the account types within it.

For example, drilling into Sales sub group displays the following:



To add a new account type within an existing sub group, click onto the last line (1) and then enter the text for the type required. In the below example, "Sales China" has been entered.

Once the type(s) have been entered, click save and close (2) if no further changes to the sub groups/types are required. If further changes to other sub groups/types are required then click the list to go back to the list. If asked to save, click yes to save changes.





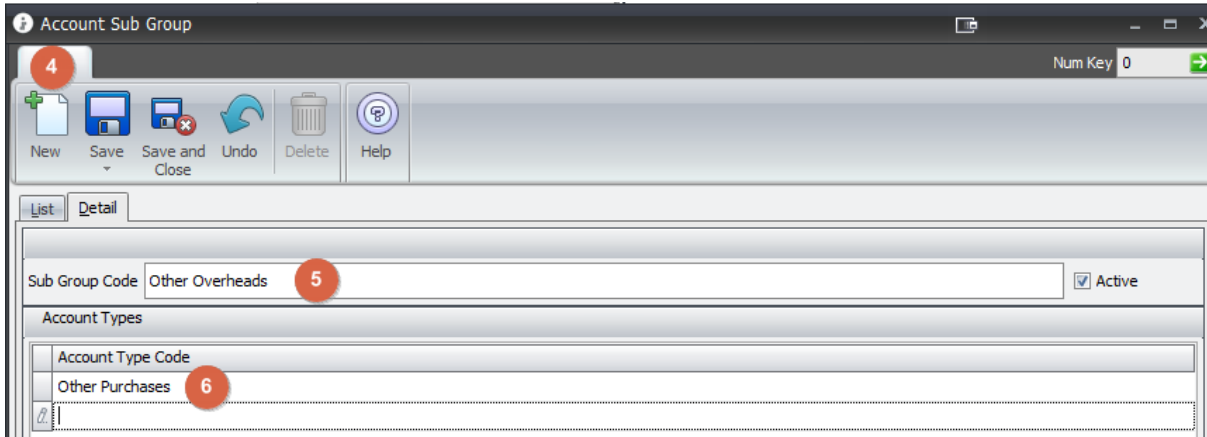
Creating A New Nominal Sub Group & Account Type

To add new sub group and types, from the list of sub groups click the new button (4).

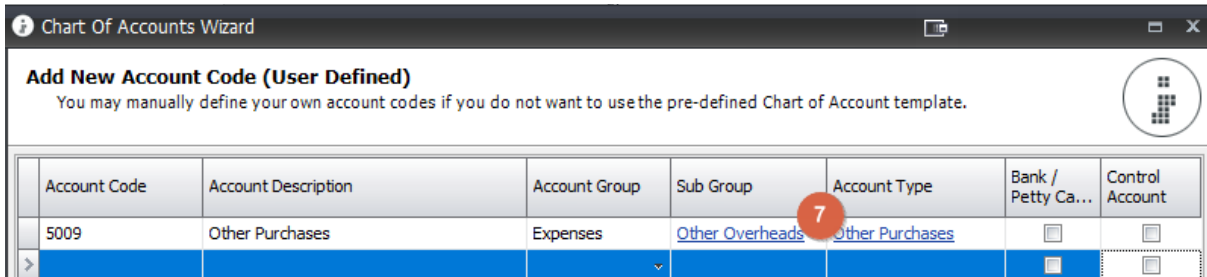
A blank sub group form will be shown. Enter the name for the sub group (5) and then enter the types which should be within the sub group (6).

NB – Use the tab key to confirm the entry of the current account type and a new line will appear below to enter the next type.

Once all types have been entered, click save and close to finish or go back to the list to continue making changes.



Once, the sub groups and types have been added, they will show for selection against a new nominal code in the new account code wizard (7).



They will also show in the dropdown values when amending existing codes (8 &9).

