

## How do I create a new General Ledger Fund?

Follow these step by step instructions:

Go to **Maintenance > Administration Maintenance**. Select the **Funds** tab and enter the new **No.** and **Fund Name**. Leave the **Surplus Account No.** field blank. Click **OK**. You will receive several error messages that you are missing the Surplus Account and Due To / Due From accounts. Click through all the error messages until you get back to the main menu.

Immediately, go into **G/L Accts** and set up the Surplus Account and the Due To / Due From accounts for this new fund. Once these are set up, return to **Administration Maintenance** and fill in the surplus account on the **Funds** tab and the Due to / Due From accounts on the **Due to / Due From** tab. Click **OK** to save.

You can now return to **G/L Accts** and set up the remaining accounts for this new fund. It is important that the new fund's **Surplus** and **Due to / Due From** accounts be set up immediately because until they have been added to **Administration Maintenance**, the Accounts Receivable, Accounts Payable, Student Loans and Alumni/ Development users will not be able to get into their programs and will receive a message warning them GL accounts are missing.