

Add

Here's how to insert a new account to be placed in-between existing accounts:

Suppose you want to insert a new account called "**Special Delivery Allowance**" and you intend to place it just below the '**Utilities**' Account. Take note of the account number of the Utilities account;

1. From the section menu, click **Chart of Accounts**;
2. then click **Add**;
3. A dialog panel slides from the right side of the screen. At the dialog panel, click the ? to access the help document for data-entry.
4. Type-in the Account No.;
5. Type-in the Account Name;
6. Select DE for the Account Function;
7. Click Generate to generate the value for Account Label;
8. Leave the Account Sub-Type blank;
9. Click **Ready to Save**;
10. Click **Save Data**.

The screenshot displays the 'WRS App System Up-keeping' application interface. The 'Chart of Accounts' dialog panel is open on the right side, showing the process of adding a new account. The account details are as follows:

Account No.	Account Name	Account Type	Designation	Account Function	Account Label	Account Sub-Type
315	Special Delivery Allowance	EXPENSE		DE	SPECIALLO	

The dialog panel includes fields for Account No., Account Name, Account Type, Designation, Account Function, Account Label, and Account Sub-Type. A 'Generate' button is used to generate the Account Label. Below the dialog panel, there are buttons for 'Ready to Save', 'Save Data', and 'About and Close'. The interface also shows a 'Chart of Accounts' table with existing accounts and a 'Menu bar, Chart of Accounts' section with 'Add', 'Edit', and 'Delete' options.

Numbered callouts (1-10) provide a step-by-step guide to the process:

1. Menu bar, Chart of Accounts
2. Add
3. Chart of Accounts Dialog Panel
4. Type-in Account No.
5. Type-in Account Name
6. Account Function is Delivery Expense (DE)
7. Generate this
8. Leave it blank
9. Click Ready to Save
10. Click Save Data