SAGE Knowledge Base

General Ledger Wizard Review

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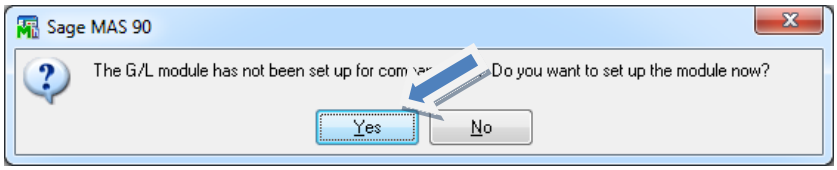
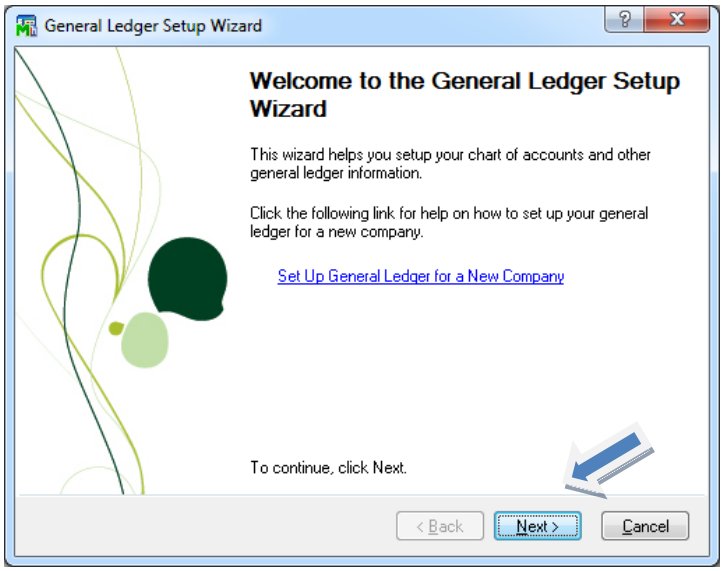
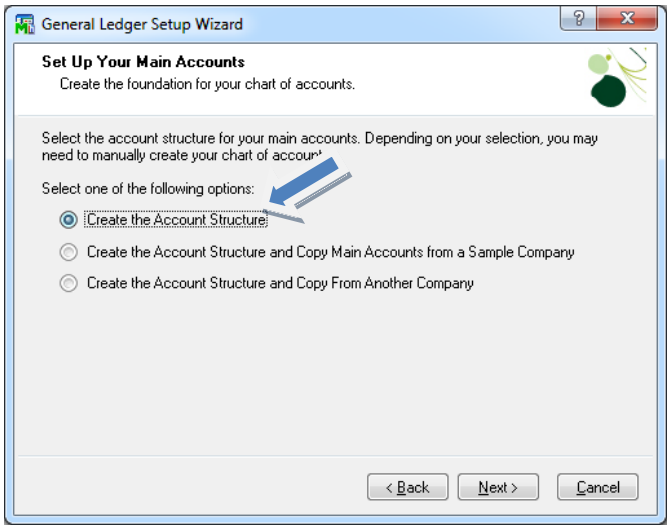
1. Seleccione GENERAL LEDGER\SETUP\GENERAL LEDGER OPTIONS. El sistema le presenta un mensaje, oprima YES.



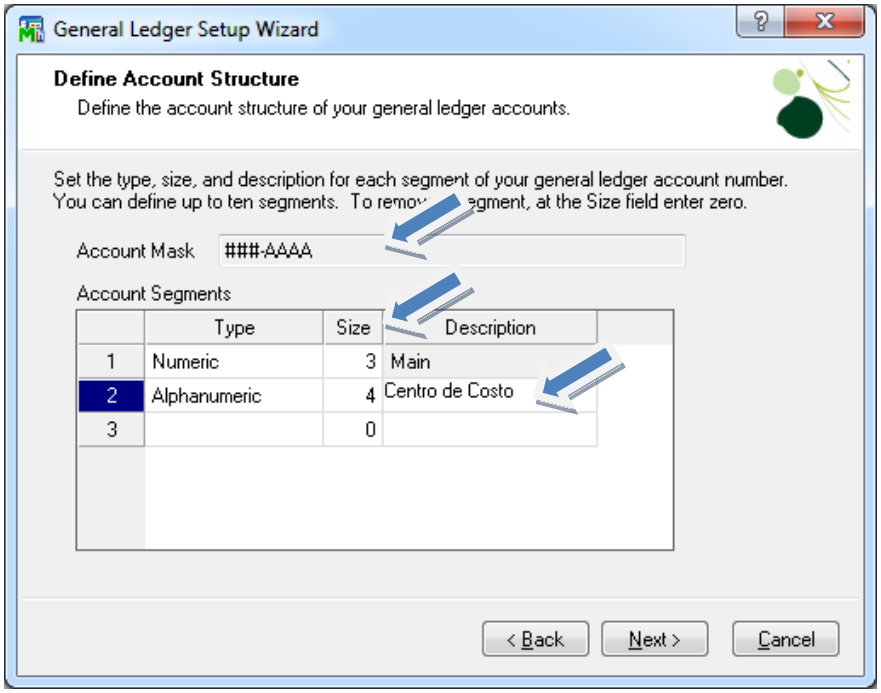
2. En el *Welcome* oprima NEXT.



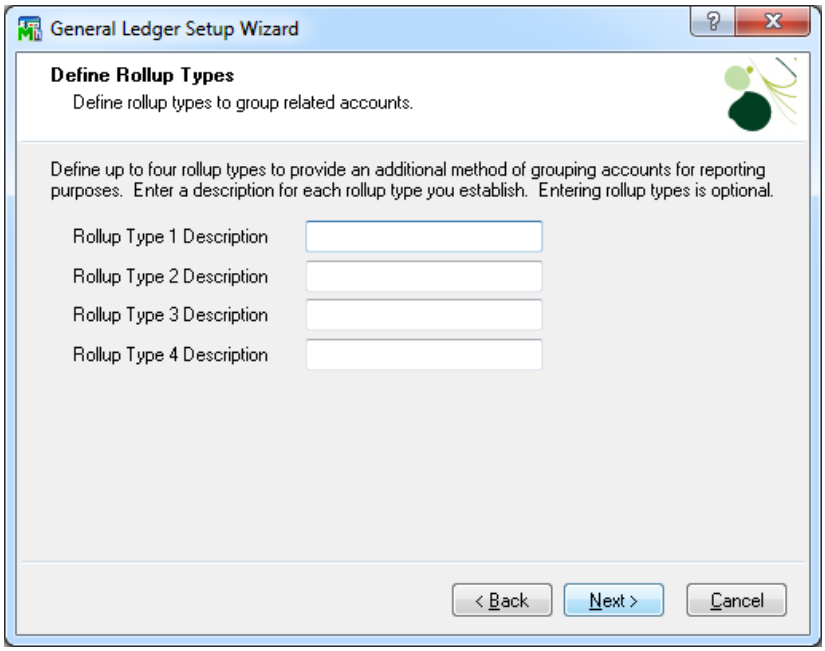
3. En la pantalla de SETUP YOUR MAIN ACCOUNTS, seleccione CREATE THE ACCOUNT STRUCTURE.



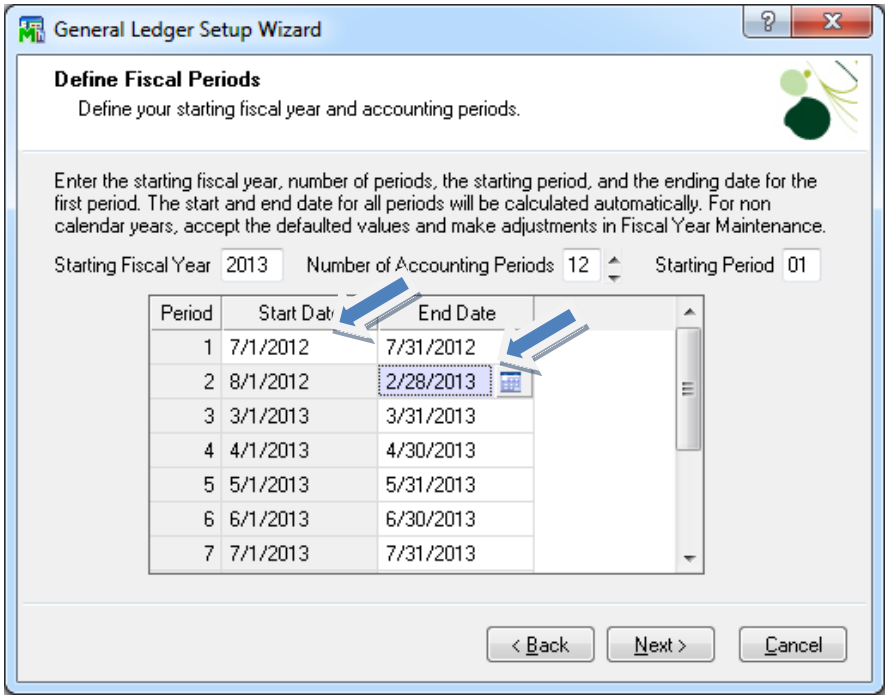
4. En la pantalla de DEFINE ACCOUNT STRUCTURE, defina la estructura de 3 para el concepto (activo, pasivo, capital, ingreso o gasto) y 4 para el centro de costo o departamento.



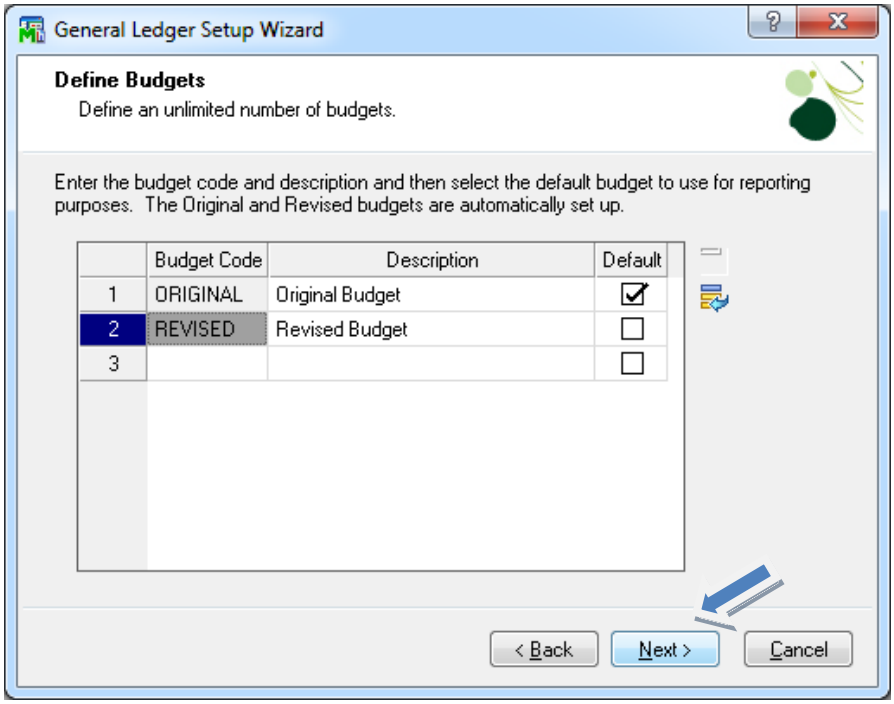
5. En la pantalla de ROLLUP TYPES, oprima NEXT.



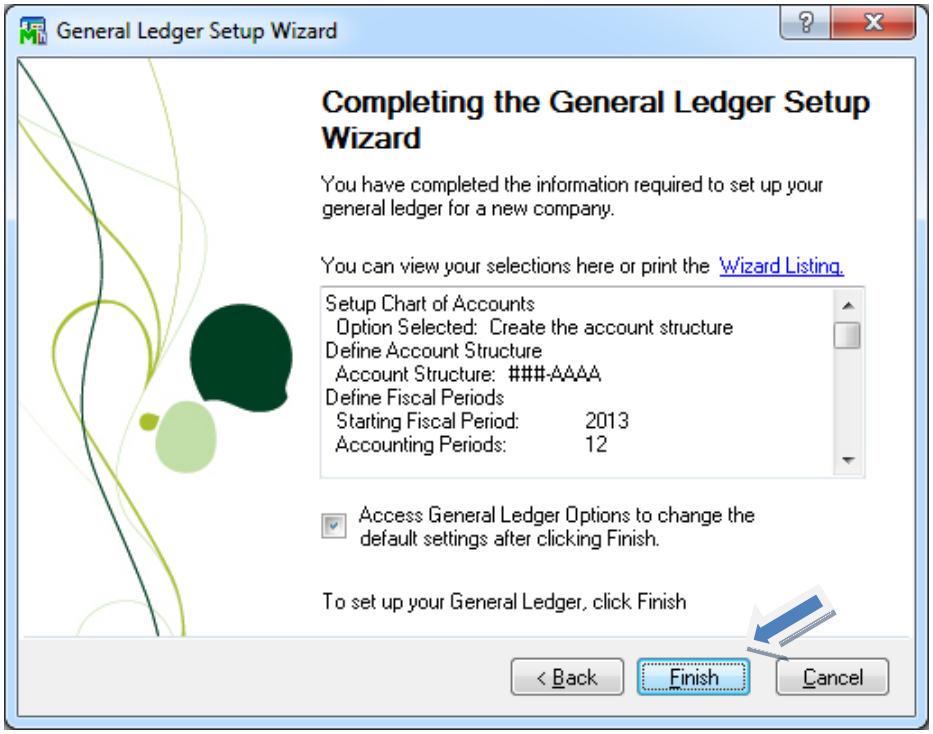
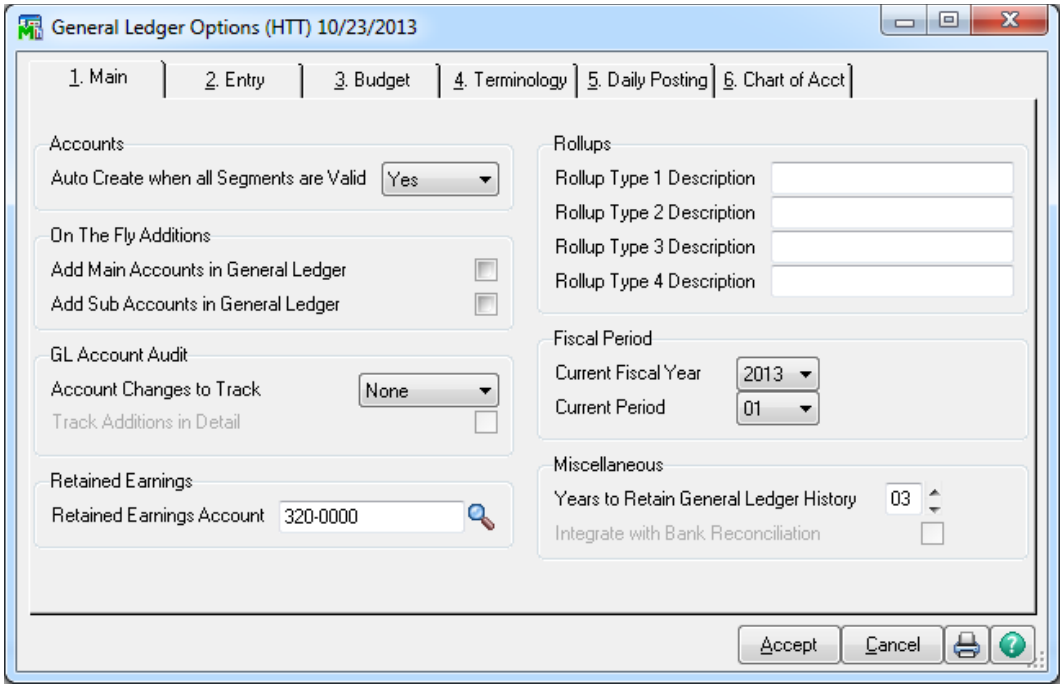
6. En la pantalla de FISCAL PERIODS, defina cuando comienza su año fiscal y cuando termina (por periodos). Por *default* el sistema comienza con año natural.



7. En la pantalla de BUDGETS, oprima NEXT.



8. Ya completado el WIZARD, oprima el botón de FINISH.



9. Finalmente, el sistema levanta la pantalla de GL OPTIONS para su revisión.