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 '***Ulilities***' 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**.