

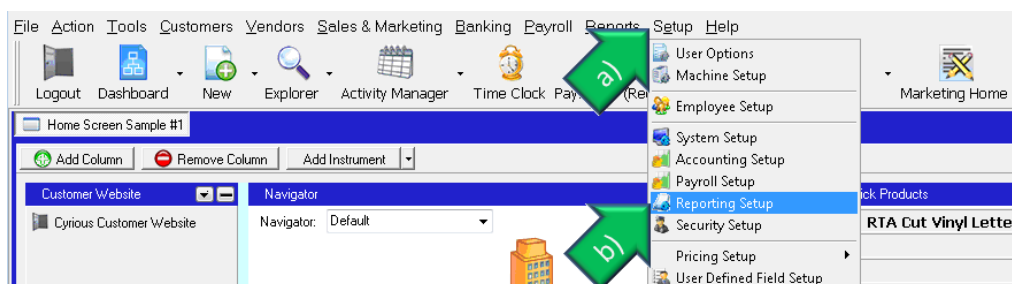
Activate Accounts for the Accounting Module.

What's the purpose of this setup step?

In this step you'll activate some additional accounts in the chart of accounts that are used by the Accounting Module.

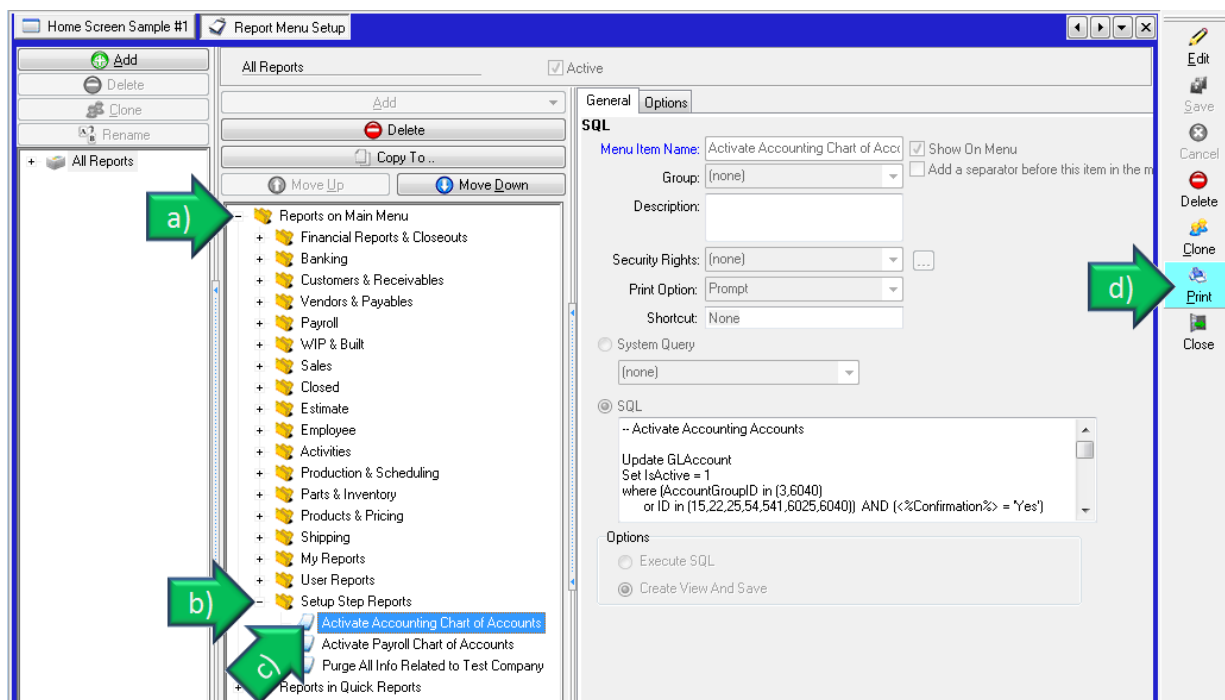
1) Get to Reporting Setup.

- a) Click **Setup**.
- b) Click **Reporting Setup**.



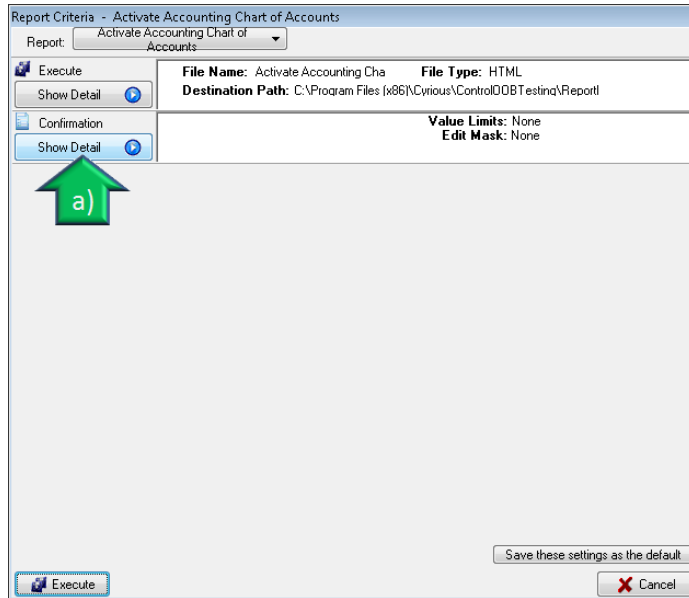
2) Select Activate Accounting Chart of Accounts.

- a) Click the plus (+) next to **Reports on Main Menu**.
- b) Click the plus (+) next to **Setup Step Reports**.
- c) Select **Activate Accounting Chart of Accounts**.
- d) Click **Print**.



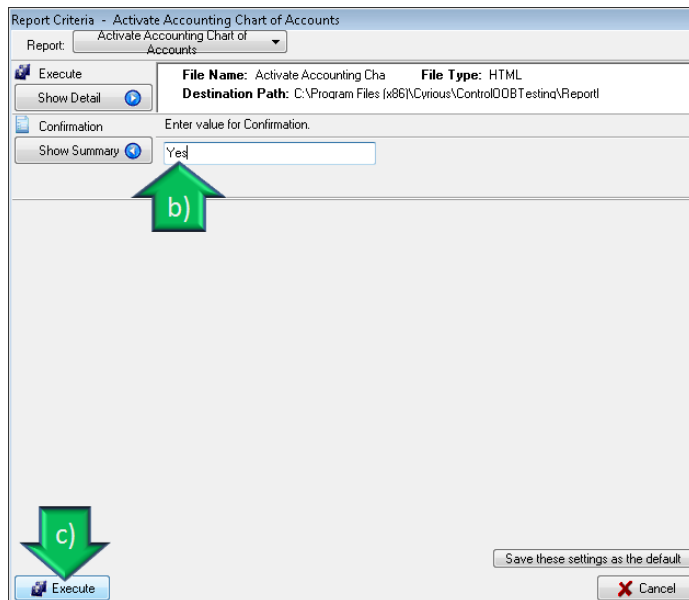
3) Activate this item.

a) Click **Show Detail** under **Confirmation**.

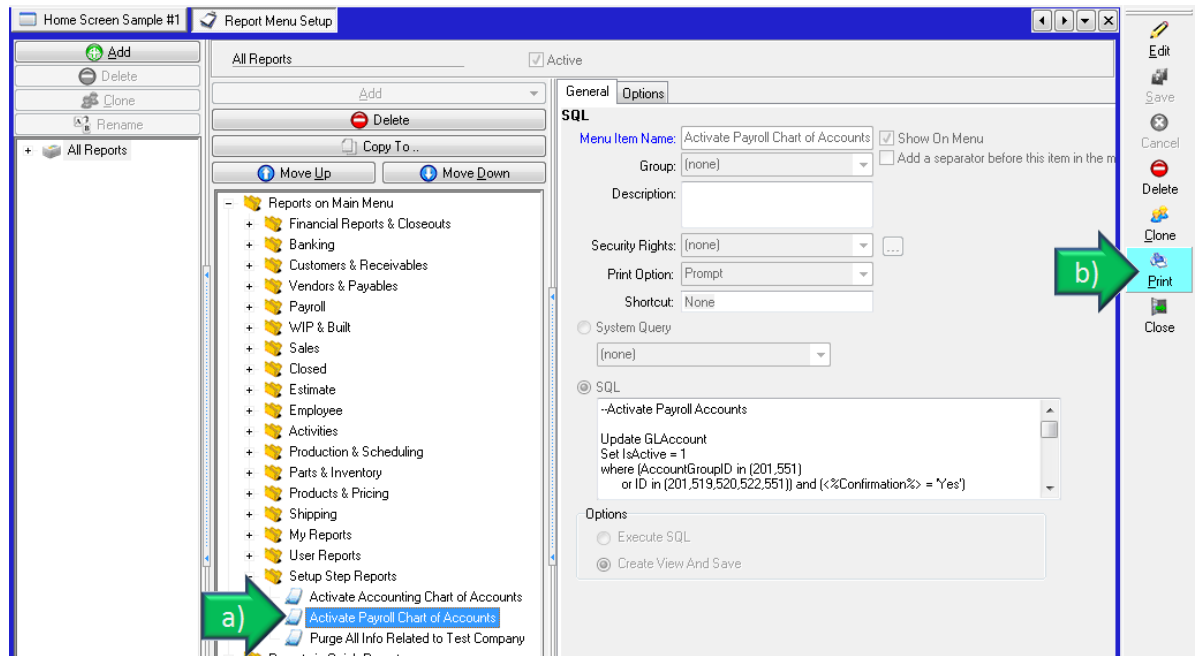


b) Type **Yes**.

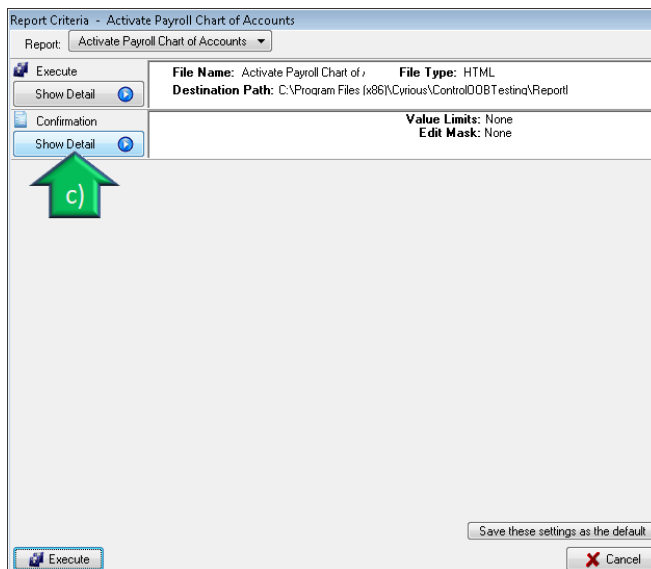
c) Click **Execute**.



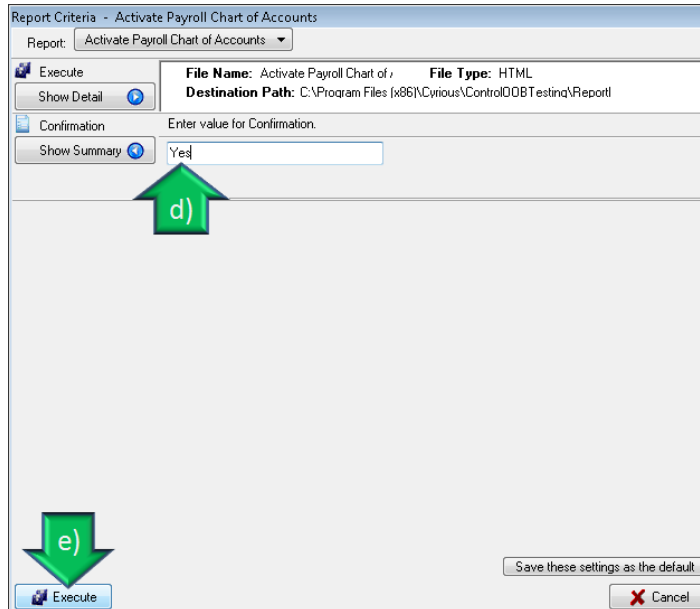
- 4) (If you have not purchased the **Cyrus Control Payroll Module**, skip this step and go to #5 below.) Follow these steps to activate the accounts used by the Payroll Module:
- Select **Activate Payroll Chart of Accounts**.
 - Click **Print**.



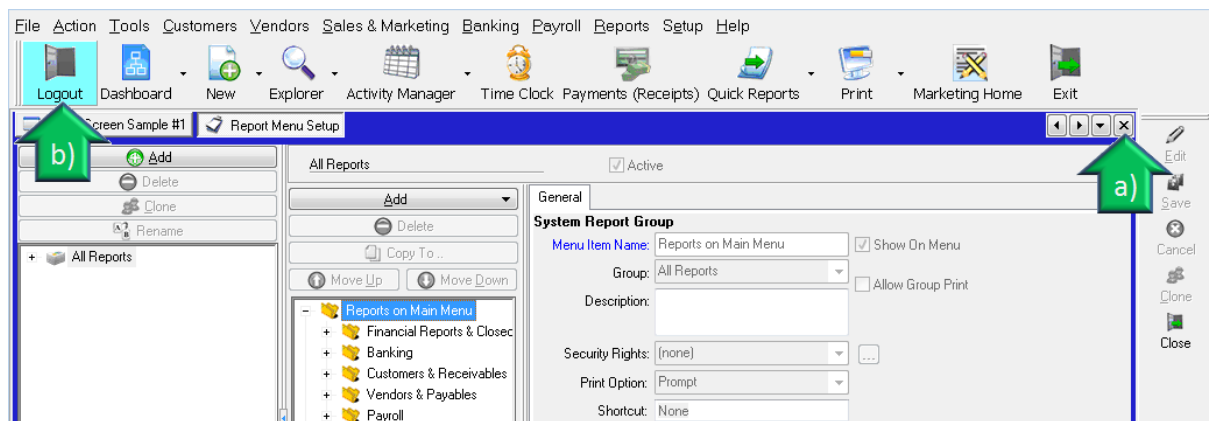
- c) Click **Show Detail** under **Confirmation**.



- d) Type **Yes**.
- e) Click **Execute**.



- 5) Close Control and Re-Open.
 - a) Close all open windows in Control.
 - b) Click the Logout button in the upper left corner.
 - c) Once logged out, enter your username and password to log in again.



Now the accounts are activated. Go on to the next step.