

## Setting Up a New Store Header

#7 Files

#1 Location Master

X – Information Pertaining to SPSWR

X – Invoice Environment

X – Establish Location Master Header Overrides

View one of the existing headers to obtain the following information:

G/L Account information

Printer information

F7 Exit

Setup General Ledger Accounts for new Header

#8 Daily Activities

#1 Main Financial Software

#3 General Ledger

#1 Work With General Ledger Master

Enter new accounts numbers to setup for new header and all corresponding information (Cash Account, A/R, Sales Tax, Inventory, Sales, Cost of Sales, Defects, Defect Sales, Cost of Defects, etc.....)

If not using existing Printer ID for new header, setup a new printer id.

After these steps are complete, go back into the Location Master to the Header Overrides menu. Enter the letter chosen for the new header. Fill in all required fields, pricing levels, g/l account information, etc.