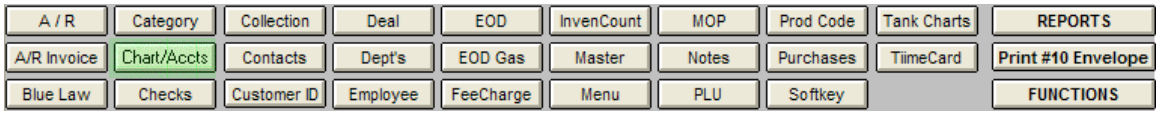
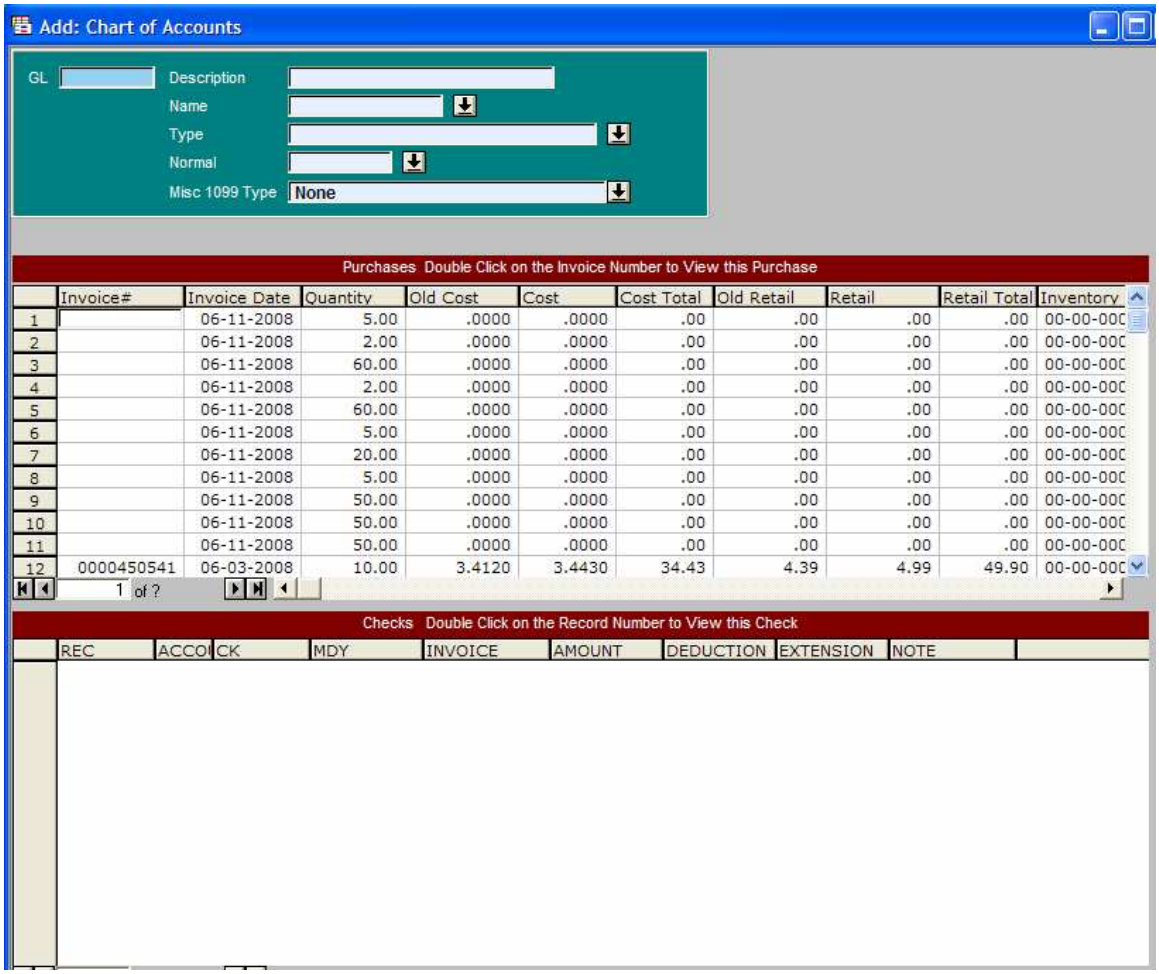
The main toolbar is active in ALL views.

Chart/Accounts

This is where all general ledger numbers are kept.



1) From your Main Accounts view click on the 'Chart/Accts' Button.
2) Click on the 'Record' R button.
3) If you need to add one, click on the add button in the Main Toolbar.