

# Adobe Connect Session

## September 17<sup>th</sup>, 2009

### 1:30 -3:00pm

#### Agenda

1. Adding & Removing Accounts in the Chart of Accounts
2. Renumbering Accounts in the Chart of Accounts
3. Error Messages
4. Questions

#### Notes

1. Please use the Star 6 to **mute** your phone during the connect session.
2. If you would like to ask a question or comment then use the Star 6 to **un-mute** your phone.
3. To view the screen in a **full screen**, you will need to click on F11.

The following links will help you to follow along with the presentation.

1. Standard Chart of Accounts
  - a. <http://www.extension.iastate.edu/extensionfinance/cougarmountain.htm>
  - b. This link is listed on the home page and is under the heading of Cougar Mountain Modules.
2. Adding & Removing Accounts in the Chart of Accounts
  - a. <http://www.extension.iastate.edu/NR/rdonlyres/50FDF027-9169-4DCA-AB4E-EDDBCB08B6E3/107840/EnteringAccountNumbers1.pdf>
3. Renumbering Accounts in the Chart of Accounts
  - a. <http://www.extension.iastate.edu/NR/rdonlyres/50FDF027-9169-4DCA-AB4E-EDDBCB08B6E3/46002/RenumberingMergingAccountNumbers.pdf>
4. Error Messages
  - a. If you receive an error message, please write down the complete error message prior to sending to CM Support. You should also include what module you were in when you received the message and what you were doing.