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| **Masters** | [Previous](file:///E:\Easy%20Publish%20Prime(Live)%20-%20Today\HelpFiles\Open%20company.htm)  [Next](file:///E:\Easy%20Publish%20Prime(Live)%20-%20Today\HelpFiles\new.htm) |

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| **Masters > Accounts**   |  |  | | --- | --- | |  |  |   In Easy Publish the term 'Master' signifies information that is generally entered once, usually at the time of creating a company in an accounting software. Master can refer to an Account master, Item master and so on. On clicking the *Masters* option under the *Master* menu, a list of options is displayed. Given here is the list of the *Masters* menu options:   |  |  | | --- | --- | | · | Account |  |  |  | | --- | --- | | · | Account Group | | · | Rates |  |  |  | | --- | --- | | · | Item |  |  |  | | --- | --- | | · | Item Group | | · | Binding Type | | · | Misc. Operations | | · | Size | | · | Finish Size | | · | Misc. Operations | | · | Paper | | · | Paper Unit | | · | Color | | · | Material Centre | | · | Sales Executive | | · | State | | · | Tax | | · | BOM Item | | · | HSN Code | | · | Std. Narration | | · | Project Management | | · | Machine | | · | Despatch Management | | · | User |   Given here is a screenshot of the *Masters* menu options.    For more information on the menu options, click the appropriate menu option. In all the masters in EASY PUBLISH there are some common terms, options and buttons used. We will now discuss such terms, options, and buttons that are common to all the masters in EASY PUBLISH. **Common Terms** The common terms are:   |  |  | | --- | --- | | · | Name |  |  |  | | --- | --- | | · | Alias |  |  |  | | --- | --- | | · | Print Name |  |  |  | | --- | --- | | · | Group |  **Name** In the *Name* data field, you need to enter the name of the master that you are creating. For example, if you are creating an Account master, you need to enter a name for the same.   |  |  | | --- | --- | |  | You cannot have two masters of the same type with the same name. Easy Publish does not allow you to create two masters of the same type such as Account, Cost Centre and so on with the same name. Further, blank spaces and reserved names (names of pre-defined masters) are not accepted as names for masters. |  **Alias** In the *Alias* data field, you need to enter an abbreviation or a short name for the master that you are creating.  For example, if you are creating an Account master for State Bank of India then you can enter the Alias as SBI. To refer to a particular master for which an Alias has been entered, you can use either the Name or the Alias. You can leave this data field blank if you do not want to enter an Alias. **Print Name** *Print Name* refers to the name that will appear on documents given to external parties such as sales invoice, receipt, debit note and so on. Further the Print Name is printed on the *Statement of Account* report. By default, the name entered in the *Name* data field is displayed as Print Name. You can leave this data field blank if you do not want any name to appear on the Print Reports.  Let us understand the significance of Print Name with the help of an example. New Saraswati House (I) INDIA, a Printing Press deals with two customers with the same name, Gaurav Kapoor, one living in Delhi and the other living in Mumbai. To differentiate between the two Account masters, the company appends the name of the city with their names. Thus, the account names will be Gaurav Kapoor, Delhi and Gaurav Kapoor, Mumbai. Now all the documents concerning these two accounts will have the name of the cities appended with the customer's names. This is not acceptable to the company since it wants only the names of the customers to appear on the reports. For this purpose, the company specifies the Print Name as Gaurav Kapoor for both the accounts. Now the reports will display only Gaurav Kapoor in the header while the account names will remain different.   |  |  | | --- | --- | |  | You can have two masters with the same Print Name. |  **Parent Group** A Parent Group is commonly referred to as a group. Specifying a group helps to establish a hierarchy for masters. Let us understand with the help of an Account master example. In an Account master the account is classified under an Account Group. An Account Group is a broad level categorization under which similar types of accounts are grouped. Let us suppose you want to create accounts for your customers, Mr. Ramesh and Mr. Suresh. Both of them are sundry debtors for you. Thus, it makes sense to group them under one Account Group of Sundry Debtors. Moreover, Account Group decides the position of an account in the Balance Sheet. For example, accounts of Mr. Ramesh and Mr. Suresh will appear under Current Assets on the Assets side of the Balance Sheet. In other words, we can say that on the Asset side of the Balance Sheet, a hierarchy is made with Sundry Debtors at the top followed by the accounts of Mr. Ramesh and Mr. Suresh. Thus, two levels of hierarchy are established.  Similar hierarchy can be established with other masters such as Cost Centre and Cost Centre Group by specifying the appropriate Parent Group/Group in the master.   |  |  | | --- | --- | | **See Also** | [**Back To Top**](file:///E:\Easy%20Publish%20Prime(Live)%20-%20Today\HelpFiles\open%20Company.htm) | | [**Administering a Company**](file:///E:\Easy%20Publish%20Prime(Live)%20-%20Today\HelpFiles\administration.htm)  [**Entering Transactions for a Company**](file:///E:\Easy%20Publish%20Prime(Live)%20-%20Today\HelpFiles\transactions.htm)**,**[**Users**](file:///E:\Easy%20Publish%20Prime(Live)%20-%20Today\Help\users.htm) |  |   Copyright © Easy Info Solutions International, India |