

Zero Balance Accounts

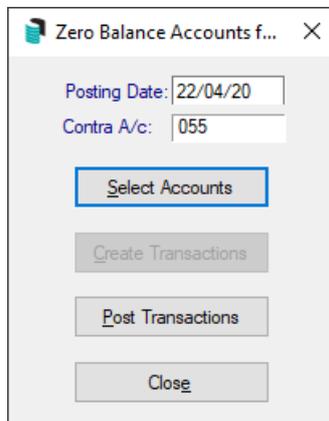
Last Modified on 22/08/2024 4:49 pm AEST

The instructions in this article relate to **Zero Balance Accounts**, which can be located by searching or selecting **Zero Balance Accounts** from GLMax.

Please note that these instructions relate to StrataMax version 5.6.112 or lower. This option has been removed from StrataMax version 5.6.113 or higher.

Zero Balance Accounts is a quick way to create a journal set to reduce an account code to a zero balance and post it to a nominated account code. This will automatically create a journal for the amount that is required to make the selected accounts a zero balance, then it will create another journal for the opposite amount in the selected Contra A/c.

1. In the GLMax Company, search or select **Zero Balance Accounts**.
2. Click on to *Select Accounts* and select the account codes to make 0.00.
3. Click in the *Contra A/c* field and select another account code where the opposite journal will be taken up.
4. Click on to *Create Transaction* (this creates the journal entries in Auto Reverse).
5. Click on to *Post Transactions*.



The screenshot shows a dialog box titled "Zero Balance Accounts f...". It contains the following fields and buttons:

- Posting Date: 22/04/20
- Contra A/c: 055
- Select Accounts (button)
- Create Transactions (button)
- Post Transactions (button)
- Close (button)