

# Setting up the Accounting Chart of Accounts

A Chart of Accounts is a list of the accounts (often referred to as General Ledger numbers) that will be used to gather accounting data for Financial Statements. This should be discussed with your accountant. To set up or edit the Chart of Accounts, click the Accounting link on the Navigation window. (OR type CA into the Index field and press your Enter key.)

Index-> CA - Chart of Accounts

**Management Windows**

**ACCOUNTING Management Window (AC)**  
Chart of Accounts, Financials, Trial Balance, Transactions, Journal Entries

**COST CODES Management Window (CC)**  
Cost Codes, Master Pricing, General Matls and Labor Check Lists

**TOOLS Management Window (TO)**

**Enter cutoff date to display account balances on Chart of Accounts window.**

Date: 03/31/08

**Continue**

NOTE: The default date shown is the latest date found in the accounting database.

Enter DATES using 6 numerical digits. Example: For December 31, 2006, enter 123106. If there is any problem entering the date, press the Escape key on your keyboard and try again.

The first window to open is for entering a date to use for displaying the balances for each account on the Chart of Accounts as of that date. When setting up, just click the Continue button. Using the date will be discussed in other Accounting instructions.

When first setting up your company, the next window to open will be one about "less than 15 account numbers...". You can choose to load one of our "default" chart of accounts, or you can set your own up from scratch. To review our "default" charts of accounts, click the button labeled "Yes, Open the Screen to Load a Chart of Accounts".

**Since there are less than 15 Account Numbers set up on your Chart of Accounts, do you want to open the screen to choose a Chart of Accounts to load?**

**Yes, Open the Screen to Load a Chart of Accounts**

**No, I am setting up my own Chart, or I will load them later.**

NOTE: The bold black titles on the Chart of Accounts screen are Group Headings for grouping accounts, and are not accounts.

**Review or Load an Optional Chart of Accounts**

CHS is flexible! Load one of these Charts, OR set your own up from scratch!  
Notice!! Using a "Load" button below will not replace accounts you have already set up.  
Notice!! If you have eliminated some of the CHS Group Headings, some accounts may not load.

**Print the NAHB Recommended Chart of Accounts**      **Load the NAHB Recommended Chart of Accounts**

**OR**

**Print the "Simpler" Chart of Accounts**      **Load the "Simpler" Chart of Accounts**

Review both of the "default" Charts of Accounts by clicking on the brown buttons to preview them on a report. Discuss these with your accountant. One is the recommended National Association of Home Builders (NAHB) chart. The other is a "simpler" chart that we created.

IF you choose to "Load" one of the default charts, use one buttons to 'Load...'. Financial Group Headings and General Ledger Accounts will automatically load when one of the 'Load...' buttons is clicked. You WILL be able to Edit, Delete, and Add To the Chart of Accounts as needed.

Continue to the next page.

## Setting Up The Chart of Accounts - continued

Study the Chart of Accounts screenshot below. Financial Sections are supplied by the program and cannot be changed. Group Headings CAN BE changed., deleted, or added. Group Headings are used to gather and subtotal balances in the General Ledger accounts on Financial Statements.

Select Task (Try F4 Key)	General Ledger (G/L) Account Number	Add/Edit Headings Add New Account / Or Edit
Select Task		<b>CURRENT ASSETS</b>
Select Task		<b>CASH</b>
Select Task	1000	CASH-OPERATING CHECKING
Select Task	1020	CASH-CONSTRUCTION CHECKING
Select Task	1030	CASH-PAYROLL CHECKING
Select Task	1090	Prior Period Cash Account
Select Task	1098	CASH - VOUCHER CLEARING ACCOUNT
Select Task	1099	PROFIT TRANSFER ACCOUNT
Select Task		<b>SHORT-TERM INVESTMENTS</b>
Select Task	1100	SHORT-TERM INVESTMENTS
Select Task		<b>RECEIVABLES</b>
Select Task	1205	ACCTS RECEIVABLE - EMPLOYEES
Select Task	1210	ACCOUNTS RECEIVABLE-TRADE
Select Task	1211	Prior Period Accts Receivable
Select Task	1212	Unrecognized Revenue In Receivables

Financial Section

Group Heading

General Ledger Accounts

IF you are setting up your own Chart of Accounts, the Group Headings should be set up by you BEFORE adding General Ledger Accounts to the chart. To open the window to Add/Edit Group Headings, click the "Add/Edit Headings" button on the Chart of Accounts Management window. Continue to the next page for Group Heading instructions.

## Add/Edit Group Headings For Financial Statements



After making any changes, BE SURE to review the Chart of Accounts and search for any accounts that should be changed to a different group. If the account should be moved to a different group, double click on the account to edit it.

**NOTE! This is not a Chart of Accounts. These are Headings for gathering accounts into groups.**

Add New Heading

Sort

Financial Section      Sort #      Group Heading

CURRENT ASSETS	110	CASH	Delete?	✕
CURRENT ASSETS	112	SHORT-TERM INVESTMENTS	Delete?	✕
CURRENT ASSETS	115	RECEIVABLES	Delete?	✕
CURRENT ASSETS	119	INVENTORIES	Delete?	✕
CURRENT ASSETS	120	WORK IN PROGRESS	Delete?	✕
CURRENT ASSETS	121	FINISHED UNITS/OTHER INVENTORY	Delete?	✕
CURRENT ASSETS	125	INVESTMENTS	Delete?	✕
FIXED ASSETS	150	PROPERTY, PLANT, & EQPT	Delete?	✕
FIXED ASSETS	151	ACCUMULATED DEPRECIATION	Delete?	✕
OTHER ASSETS	190	OTHER ASSET	Delete?	✕
CURRENT LIABILITIES	210	CURRENT LIABILITY	Delete?	✕
CURRENT LIABILITIES	230	CONSTRUCTION LIABILITY	Delete?	✕
LONG TERM LIABILITIES	250	LONG TERM LIABILITY	Delete?	✕
OTHER LIABILITIES	290	OTHER LIABILITY	Delete?	✕
EQUITY	310	EQUITY	Delete?	✕
SALES/REVENUES	410	SALES - CUSTOM HOMES	Delete?	✕
SALES/REVENUES	420	SALES - COMMERCIAL	Delete?	✕
SALES/REVENUES	425	SALES - LAND DEVELOPMENT	Delete?	✕
SALES/REVENUES	430	SALES - REMODELING	Delete?	✕
SALES/REVENUES	440	RENTAL INCOME	Delete?	✕
COST OF SALES	450	COST OF SALES-CUSTOM HOMES	Delete?	✕
COST OF SALES	451	COST OF SALES-COMMERCIAL	Delete?	✕

# Setting Up Group Headings for Chart of Accounts

See Previous Page for instructions to open this window. See information below the screenshot.

**Add/Edit Group Headings For Financial Statements**

Home
X

After making any changes, BE SURE to review the Chart of Accounts and search for any accounts that should be changed to a different group. If the account should be moved to a different group, double click on the account to edit it.

NOTE! This is not a Chart of Accounts. These are Headings for gathering accounts into groups.

Add New Heading
Sort

Financial Section	Sort #	Group Heading		
CURRENT ASSETS	110	CASH	Delete?	X
CURRENT ASSETS	112	SHORT-TERM INVESTMENTS	Delete?	X
CURRENT ASSETS	115	RECEIVABLES	Delete?	X
CURRENT ASSETS	119	INVENTORIES	Delete?	X
CURRENT ASSETS	120	WORK IN PROGRESS	Delete?	X
CURRENT ASSETS	121	FINISHED UNITS/OTHER INVENTORY	Delete?	X
CURRENT ASSETS	125	INVESTMENTS	Delete?	X
FIXED ASSETS	150	PROPERTY, PLANT, & EQPT	Delete?	X
FIXED ASSETS	151	ACCUMULATED DEPRECIATION	Delete?	X
OTHER ASSETS	190	OTHER ASSET	Delete?	X
CURRENT LIABILITIES	210	CURRENT LIABILITY	Delete?	X
CURRENT LIABILITIES	230	CONSTRUCTION LIABILITY	Delete?	X
LONG TERM LIABILITIES	250	LONG TERM LIABILITY	Delete?	X

**SORT NUMBERS - These have nothing to do with account numbers!**

Curr Assets	101-149	Curr Liabilities	200-249	Equity	300-398	Other Income	480-499	Non Operating Income/Exp	
Fixed Assets	150-179	L/T Liabilities	250-279	Sales/Rev	400-449	Genl/Adm Exp.	500-589	Non Oper Income	600-619
Other Assets	180-199	Other Liabilities	280-299	Cost Of Sales	450-479	Other Exp.	590-599	Non Oper Expense	620-639

On Financial Statements, there will be a subtotal for all general ledger accounts under a Group Heading, and then a larger subtotal for all accounts under a Financials Section. The Sort Number must relate to the Financial Section selected (as shown at the bottom of the window). The Sort # determines the order that the Group Headings will display under the selected Financials Section on Financial Statements. NOTE! The Group Heading Sort number has NOTHING to do with your general ledger chart of account numbers, and you should NOT try to match your g/l numbers to Group Heading sort number sections. The sort numbers are simply a sorting tool to tell the program which order to display groups on your Financials. These should NOT be confused with general ledger account numbers.

**Financial Section** - Use the drop down button to select one of the required 14 main Financial Sections supplied by the program. The Financial Section selected will determine where whether an account is placed on a Balance Sheet or on a profit-and-loss Income Statement. The sections are listed in Balance Sheet order, followed by Income Statement order.

**Sort #** - Type in a number within the range for the Financial Section selected. (See bottom of window.) The Sort number will determine the order that the Group Headings are displayed under the Financial Section on financial statements.

**Group Heading** - Type in whatever Group Heading that is needed for grouping a batch of general ledger accounts.

**IMPORTANT:** Work with your accountant to set the Group Headings up correctly. Continue to next page for information on setting up accounts on your Chart of Accounts.

# Add New Account To The Chart of Accounts (or Edit Account)

To add an account to the Chart of Accounts: From the Navigation window, click the Accounting link (OR type CA into the Index). Then click the button labeled 'Add New Account / Or Edit' (OR hold down your Alt key and press the letter N on keyboard).

To Find an account that is already set up, type the number into the Find box.

OR, double click on the account in the list box towards the bottom of the window.

See explanations for fields below.

**Account Number** - General Ledger Account Number. Can be up to 10 characters, either text or numerical. We suggest using numerical General Ledger account numbers that follow the order of your Financial Statements. Allow some room between account numbers so that others can be added later, if needed. Although the NAHB uses only 3 characters on their suggested Chart of Accounts, we have added a zero to our default NAHB numbers, making them 4 characters. This allows more room to add numbers in between other numbers.

**Account Name** - Name of the General Ledger Account. Can be up to 35 characters. HINT: Use all caps for the G/L Account Name. It is often used as a heading on reports.

**Group Heading** - Use the drop down list to select a Group Heading. The selection here will determine where the account is placed on either the Balance Sheet or Income Statement. They are listed in Balance Sheet order, followed by Income Statement order. See information on previous pages for info on setting up or changing Group Headings.

**Financials Section** - The Financials Section is determined by the Group Heading that is selected. The program automatically fills in the Financials Section based on the Group Heading that is selected.

**Bank/Cash Account?** - Select Yes or No. Selecting "Yes" marks this as a bank account that will be used for posting cash transactions and tracking bank balances. Accounts marked bank accounts will appear in selection lists that are

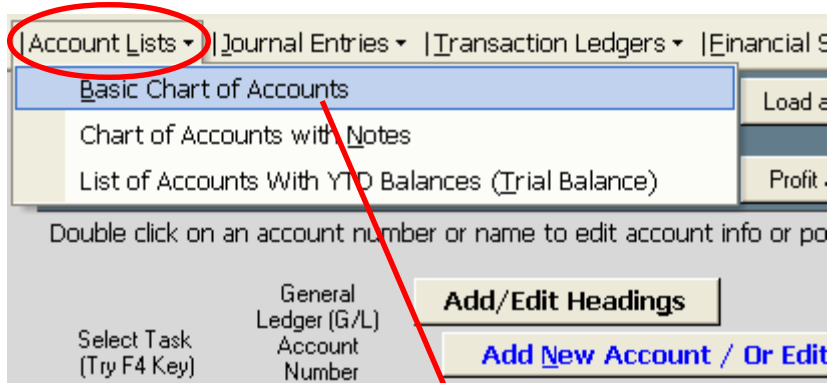
## Add/Edit Chart of Accounts - continued

appropriate for Cash Accounts only. For example, when printing checks, you will be asked which Cash Account to print them from. The selection will be limited to accounts marked here as a Cash/Bank Accounts.

**Cr Card Acct?** - Placing a check mark in the check box (by clicking or by using the space bar) will cause this account to be used as a "Credit Card" control account. If this is a Credit Card account, a "**Cr Card Vendor**" also needs to be selected from the drop down list of Vendors. Please see explanations about Credit Card accounts in the Payables instructions.

**NOTES** - Use the NOTES box to type any information necessary about the account.

### Print the Chart of Accounts



To print a Chart of Accounts List, use the X button to close the window shown on the previous page. This will return you to the Chart of Accounts Management window. On the toolbar at the top of the window, click 'Account Lists'. Then click on one of the selections. (The Trial Balance will be discussed on Financial Statements instructions.)

See instructions for Reports Navigation and Reports Toolbar in the Help Document about Reports.



## Chart of Accounts - GL Acct Numbers

### CURRENT ASSETS

#### CASH

1000	CASH-OPERATING CHECKING
1020	CASH-CONSTRUCTION CHECKING
1090	Prior Period Cash Account
1098	CASH - VOUCHER CLEARING ACCOUNT
1099	PROFIT TRANSFER ACCOUNT

#### SHORT-TERM INVESTMENTS

1100	SHORT-TERM INVESTMENTS
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#### RECEIVABLES

1205	ACCTS RECEIVABLE - EMPLOYEES
1210	ACCOUNTS RECEIVABLE-TRADE
1211	Prior Period Accts Receivable
1212	Unrecognized Revenue In Receivables
1220	ACCOUNTS RECEIVABLE-OTHER
1230	NOTES RECEIVABLE-TRADE
1240	NOTES RECEIVABLE-OTHER
1270	CONTRACTS RECEIVABLE
1280	ACCRUED INTEREST RECEIVABLE
1290	ALLOWANCE FOR DOUBTFUL ACCTS

1790 ACCUM AMORTIZATION-ORG. COSTS

### FIXED ASSETS

#### PROPERTY, PLANT, & EQPT

1810	LAND
1820	BUILDINGS
1830	OFFICE FURNITURE AND EQPT
1840	VEHICLES
1850	CONSTRUCTION EQUIPMENT
1860	MODEL HOME PROPERTY
1870	MODEL HOME PROP FURNISHINGS
1880	LEASEHOLD IMPROVEMENTS
1890	COMPUTER EQPT AND SOFTWARE
<b>ACCUMULATED DEPRECIATION</b>	
1920	ACCUM DEPR-BUILDINGS
1930	ACCUM DEPR-OFFICE FURN & EQPT
1940	ACCUM DEPR-VEHICLES
1950	ACCUMULATED DEPRECIATION
1970	ACCUM DEPR-MODEL HOME PROPERTY
1980	ACCUM DEPR-MODEL HOME FURNITUR
1990	ACCUM DEPR-COMPUTER EQPT/SFTWR