

## Chart of Accounts Management Window - Screenshot

The Chart of Accounts Management window could also be referred to as the Accounting Management Window. This window can be used to navigate to general accounting tasks available in the program. To open this window, click the “Accounting” link on the Navigation/Home window. The next few pages on this instruction document will describe the features on this window.

|Account Lists ▾ |Journal Entries ▾ |Transaction Ledgers ▾ |Financial Statements ▾ |Financial Budgets ▾ |Department Setup |Cost Codes Setup |Utilities/Troubleshoot ▾

### Chart of Accounts Management

Find Number-> 1430 - DIRECT CONSTRUCTION COSTS

Find Name-> DIRECT CONSTRUCTION COSTS-1430

Load a Chart of Accounts

Setup Control Accounts

Profit and Loss Methods

Current Period for Data Entry

Home
X

Double click on an account number or name to edit account info or post balances forward. Double click on amounts to drill down to transactions detail.

	Select Task (Try F4 Key)	General Ledger (G/L) Account Number	Add/Edit Headings <span style="border: 1px solid black; padding: 2px;">Add New Account / Or Edit</span>	Balance As Of 31-Mar-08	Debit	Credit	Balance Forward Entries 31-Dec-01	Cash or Bank Acct	Cr Card Acct
				Debit (Credit)			Debit (Credit)		
	Select Task ▾		<b>WORK IN PROGRESS</b>						
	Select Task ▾	1410	LAND & LAND DEVELOPMENT COSTS	\$0.00	0.00	0.00	\$0.00		
	Select Task ▾	1420	DEVELOPED LOTS	\$0.00	0.00	0.00	\$0.00		
	Select Task ▾	1430	DIRECT CONSTRUCTION COSTS	\$417,234.21	417,234.21	0.00	\$47,488.02		
	Accounting Transactions Balance Forward Delete Account Documents Edit Account		COST OF SALES RECOGNIZED	\$0.00	0.00	0.00	\$0.00		
			INDIRECT CONSTRUCTION COSTS	\$0.00	0.00	0.00	\$0.00		
			DIRECT CONSTR COSTS-REMODELING	\$0.00	0.00	0.00	\$0.00		
			ACCUM ALLOC-LAND & DEV COSTS	\$0.00	0.00	0.00	\$0.00		
	Select Task ▾	1470	COSTS IN EXCESS OF BILLINGS	\$0.00	0.00	0.00	\$0.00		
	Select Task ▾		<b>FINISHED UNITS/OTHER INVENTORY</b>						
	Select Task ▾	1510	FINISHED UNITS	\$0.00	0.00	0.00	\$0.00		
	Select Task ▾	1520	TRADE-INS	\$0.00	0.00	0.00	\$0.00		
	Select Task ▾	1530	REPOSSESSIONS	\$0.00	0.00	0.00	\$0.00		
	Select Task ▾		<b>INVESTMENTS</b>						
	Select Task ▾	1710	INVESTMENTS, LONG-TERM	\$0.00	0.00	0.00	\$0.00		
	Select Task ▾	1720	CASH SURRENDER VALUE LIFE INS	\$0.00	0.00	0.00	\$0.00		
<b>TOTALS</b>				\$0.00	791,960.12	791,960.12	\$0.00		

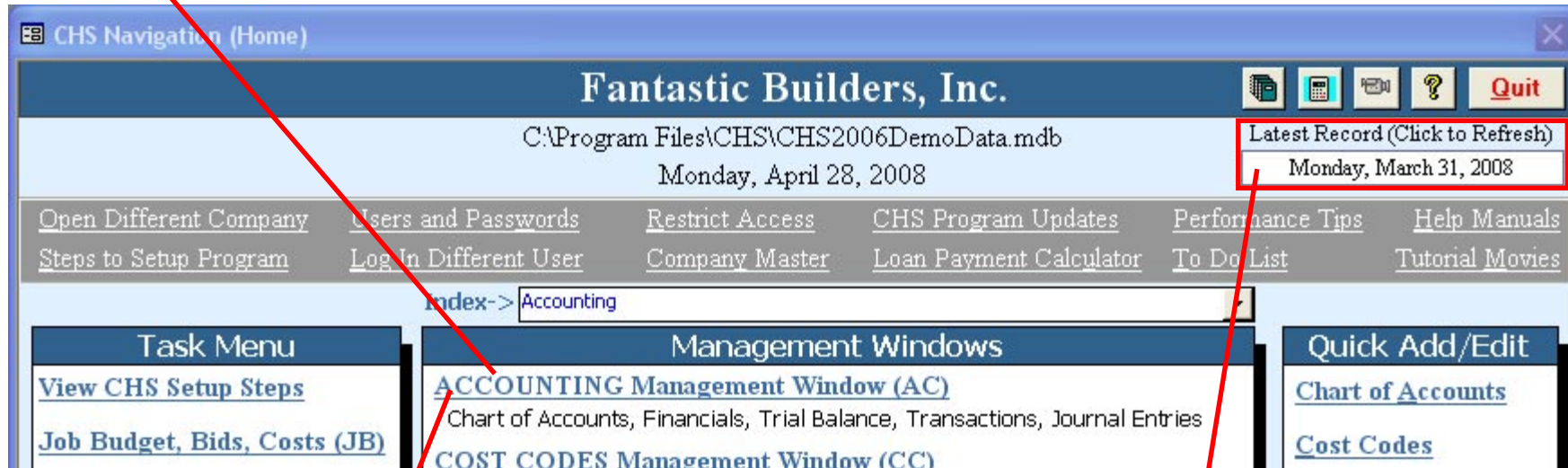
The books are in balance if the Total of Balances is Zero (Total Debits and Credits are the same). If out of balance, use Troubleshoot button on the toolbar.

**Fantastic Builders, Inc.**

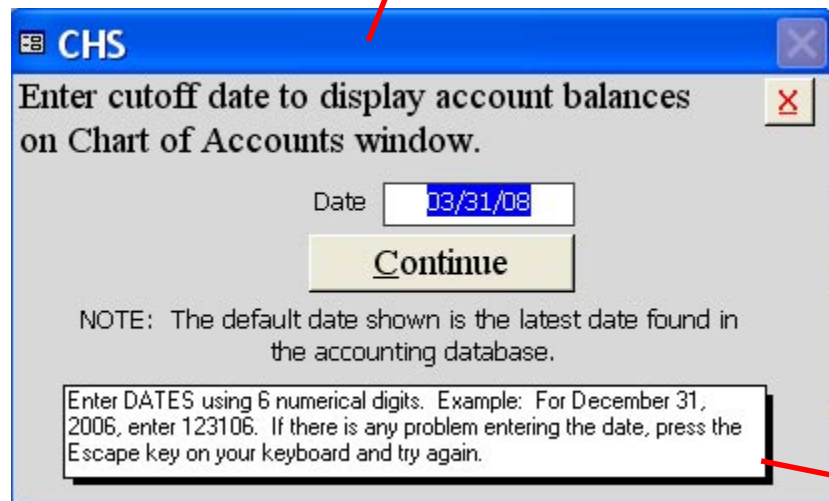
Record: 11 28 of 317

## Opening the Chart of Accounts Mgt Window

To open the Chart of Accounts Management window, click the Accounting link on the Navigation/Home window. OR, just type AC into the Index text box and press the Enter key on your keyboard.



Side Note: It's a good idea to pay attention to the date of the Latest Record in your accounting records. It can help you spot that there are entries that have been posted to a future date in error. See instructions for the General Ledger review to find entries with future date.



When the Accounting link is clicked, the first window to pop up can be used to enter a cutoff date for displaying account balances. The Chart of Accounts Mgt Window will display all accounts and their balances as of the date selected. This can be handy for a quick look at month or year end balances.

This window will default to today's date. Just click the Continue button (or press your Enter key) if the date does not need to be changed.

Please read the note about how to enter dates.

## Find an Account on the Chart of Accounts Management Window

To Find an account by its number, start typing the number into the 'Find Number' text box. Account numbers that match will auto fill into the field as you type. When the account number is found, just press the Enter key on your keyboard.

OR, use the 'drop down' button to scroll through a list of accounts. Click on the desired account.

Chart of Accounts Management		Load a Chart of Accounts
Find Number->	1430 - DIRECT CONSTRUCTION COSTS	
Find Name->	1310 - CONSTRUCTIONS MATLS INVENTORY	INVENTORIES
	1320 - LAND HELD FOR DEVELOPMENT	INVENTORIES
Double click on	1410 - LAND & LAND DEVELOPMENT COSTS	WORK IN PROGRESS
	1420 - DEVELOPED LOTS	WORK IN PROGRESS
	1430 - DIRECT CONSTRUCTION COSTS	WORK IN PROGRESS
Select Task	1431 - COST OF SALES RECOGNIZED	WORK IN PROGRESS
	1440 - INDIRECT CONSTRUCTION COSTS	WORK IN PROGRESS

Tip! Your F4 key will trigger a drop down list.

To Find an account by it's Name, start typing the name of the account into the 'Find Name' text box. Account names that match what you are typing will auto fill into the field as you type. When the account name is found, just press the Enter key on your keyboard.

OR, use the 'drop down' button to scroll through a list of accounts. Click on the desired account.

Chart of Accounts Management		Load a Chart of Accounts
Find Number->	1430 - DIRECT CONSTRUCTION COSTS	
Find Name->	DIRECT CONSTRUCTION COSTS-1430	Profit and Loss Metho
Double click on	LAND HELD FOR DEVELOPMENT-1320	INVENTORIES
	LAND & LAND DEVELOPMENT COSTS-1410	WORK IN PROGRESS
	DEVELOPED LOTS-1420	WORK IN PROGRESS
	DIRECT CONSTRUCTION COSTS-1430	WORK IN PROGRESS
Select Task	COST OF SALES RECOGNIZED-1431	WORK IN PROGRESS

## Select Task for One Account

To the left of every account in the Accounts list, there is a 'Select Task' field. Use the drop down button to see tasks related to the account. Then click on the desired task. Tasks related to accounts on the Chart of Accounts Mgt window are briefly described below.

Select Task (Try F4 Key)	General Ledger (G/L) Account Number	
		<b>WORK IN PROGRESS</b>
Select Task	1410	LAND & LAND DEVELOPMENT COSTS
Select Task	1420	DEVELOPED LOTS
Select Task	1430	DIRECT CONSTRUCTION COSTS
Select Task		COST OF SALES RECOGNIZED
Select Task		INDIRECT CONSTRUCTION COSTS
Select Task		DIRECT CONSTR COSTS-REMODELING
Select Task		ACCUM ALLOC-LAND & DEV COSTS

**Accounting Transactions** - Opens a 'General Ledger Review' window that displays all transactions that are included in the balance displayed on the screen. The General Ledger Review window can also be opened by double clicking on a balance amount displayed on the CofA Mgt window. See instructions for the General Ledger Review window in a separate document.

**Balance Forward** - Opens the 'Add or Edit Chart of Accounts' window for the selected account. That window has an area for posting Balances Forward as described in the instructions for posting Balances Forward.

**Delete Account** - Opens pop up window to be used for deleting the selected account. See instructions about deleting an account from the chart of accounts in a separate document.

**Documents** - Opens the Documents File Cabinet to be used for viewing stored PDF documents. See Help instructions about 'Documents' storage and retrieval.

**Edit Account** - Opens the 'Add or Edit Chart of Accounts' window for the selected account. See instructions about setting up the Chart of Accounts for more information on that window.

## Using 'Double Click' to Edit Account or Review Transactions

"Double Click" - Hold your cursor over desired account number or amount and quickly click your mouse button twice.

Double click on an Account Number or Account Name to open the window to Edit that account.

Double click on an amount in the 'Balance' column to open a list of transactions that total to the balance.

Double click on an amount in the 'Balance Forward' column to open the window to post Balances Forward for the account.

**Chart of Accounts Management** Load a Chart of Accounts Setup Control Accounts Home

Find Number-> 1430 - DIRECT CONSTRUCTION COSTS  
 Find Name-> DIRECT CONSTRUCTION COSTS-1430 Profit and Loss Methods Current Period for Data Entry

Double click on an account number or name to edit account info or post balances forward. Double click on amounts to drill down to transactions detail.

Select Task (Try F4 Key)	General Ledger (G/L) Account Number	Add/Edit Headings	Balance As Of 31-Mar-08	Debit	Credit	Balance Forward Entries 31-Dec-01	Cash or Bank Acct	Cr Card Acct
		<b>WORK IN PROGRESS</b>						
Select Task	1410	LAND & LAND DEVELOPMENT COSTS	\$0.00	0.00	0.00	\$0.00		
Select Task	1420	DEVELOPED LOTS	\$0.00	0.00	0.00	\$0.00		
Select Task	1430	DIRECT CONSTRUCTION COSTS	\$417,234.21	417,234.21	0.00	\$47,488.02		
		COST OF SALES RECOGNIZED	\$0.00	0.00	0.00	\$0.00		
		INDIRECT CONSTRUCTION COSTS	\$0.00	0.00	0.00	\$0.00		
		DIRECT CONSTR COSTS-REMODELING	\$0.00	0.00	0.00	\$0.00		
		ACCUM ALLOC-LAND & DEV COSTS	\$0.00	0.00	0.00	\$0.00		
Select Task	1470	COSTS IN EXCESS OF BILLINGS	\$0.00	0.00	0.00	\$0.00		
		<b>FINISHED UNITS/OTHER INVENTORY</b>						
Select Task	1510	FINISHED UNITS	\$0.00	0.00	0.00	\$0.00		
Select Task	1520	TRADE-INS	\$0.00	0.00	0.00	\$0.00		
Select Task	1530	REPOSSESSIONS	\$0.00	0.00	0.00	\$0.00		
		<b>INVESTMENTS</b>						
Select Task	1710	INVESTMENTS, LONG-TERM	\$0.00	0.00	0.00	\$0.00		
Select Task	1720	CASH SURRENDER VALUE LIFE INS	\$0.00	0.00	0.00	\$0.00		
<b>TOTALS</b>			\$0.00	791,960.12	791,960.12	\$0.00		

The books are in balance if the Total of Balances is Zero (Total Debits and Credits are the same). If out of balance, use Troubleshoot button on the toolbar.

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Tip! You can use the 'Navigation' buttons at the bottom of the window to move from record to record!

## Buttons on the Window / Save to Excel or Word

\*Send Data To Excel, Word, etc. (explained below) Documents File Cab. Pop Up Calculator Tutorial Movie Info Help Documents

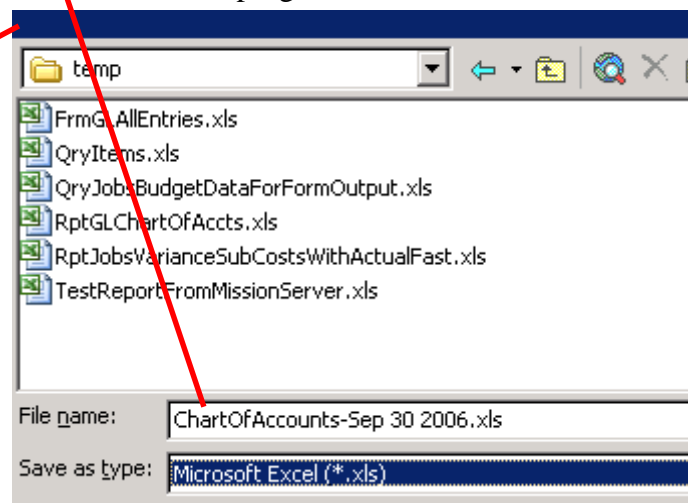
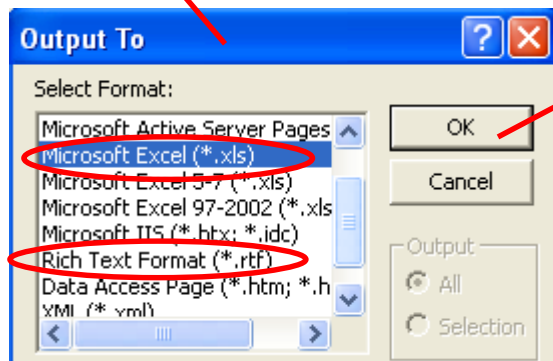
The above 2 buttons are explained in the Help documents about setting up the Chart of Accounts.

**\*Send Data to Excel, Word, etc.** - Use the button that looks like an open folder to save the data displayed on the window as an Excel or Word file. To save as an Excel file, select one of formats that end in .xls. To save as a Word file, use the Rich Text Format (\*.rtf).

After selecting a folder to save the file to, type in an appropriate name for the file. Then click the OK button.

The file will save to the selected folder and you can use it with the appropriate Excel or Word program.

These 3 buttons are explained in the Help documents about setting up the Chart of Accounts.

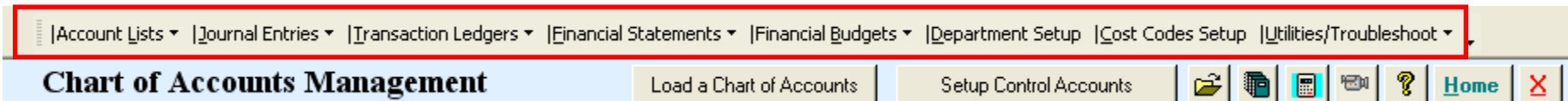


**NOTE TO REMOTE USERS:**  
IF you save a file to 'My Documents' on the Remote Server, you will not be able to open it until it is downloaded to your own computer. Please follow the instructions in the 'Remote User Guide' about downloading files from the server to your own computer.

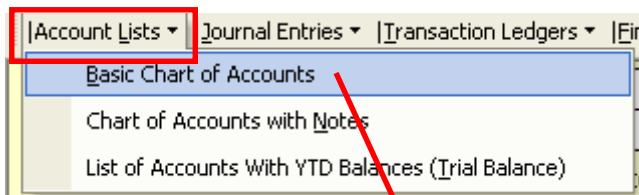
IF you navigate to your own computer to save the file, then downloading as mentioned above will not be necessary. HOWEVER, it CAN be faster to quickly save to My Documents on the server and then download later. This will avoid waiting for the program to calculate AND download at the same time.

## Toolbar on Chart of Accounts Window / Print Chart of Accounts

See Brief Toolbar Descriptions below.



Print The Chart of Accounts:



**Basic Chart of Accounts** - Prints a basic list of the chart of accounts.

**Chart of Accounts With Notes** - Prints a list of the chart of accounts with any notes that were entered on the Add/Edit Chart of Accounts window.

**List of Accounts with YTD Balances (Trial Balance)** - Prints a quick Trial Balance that lists the accounts with their balances as of the date selected when opening the Chart of Accounts Management window.

## 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

1790 ACCUM AMORTIZATION-ORG. COSTS

### FIXED ASSETS

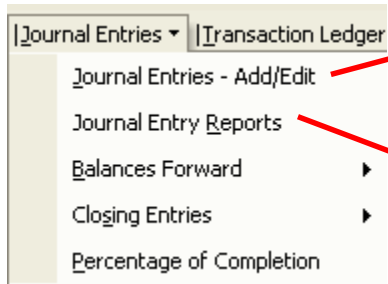
#### **PROPERTY, PLANT, & EQPT**

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

#### **ACCUMULATED DEPRECIATION**

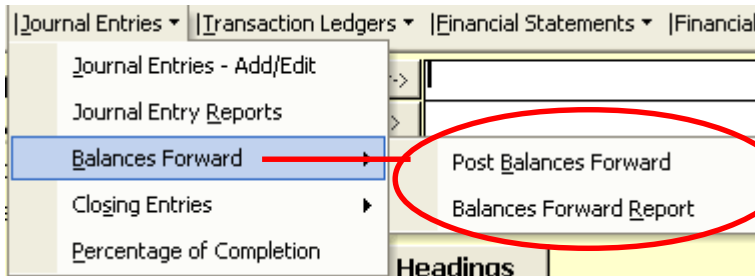
1920	ACCUM DEPR-BUILDINGS
1930	ACCUM DEPR-OFFICE FURN & EQPT
1940	ACCUM DEPR-VEHICLES
1950	ACCUMULATED DEPRECIATION

## Journal Entries



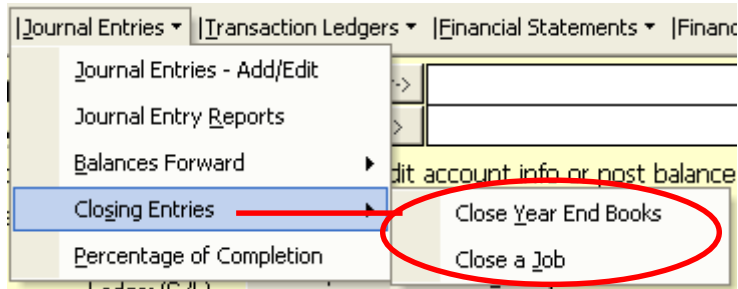
**Journal Entries - Add/Edit** - Opens window to add or edit journal entries to the accounting records. See help document on the Add/Edit Journal entries window.

**Journal Entry Reports** - Pops up window to print Journal Entry reports for any journal used in the accounting records. These reports can be for journal entries prepared by the user (AJE journal) or for all other journals that are generated by the program. See help document on the Add/Edit Journal Entries window.



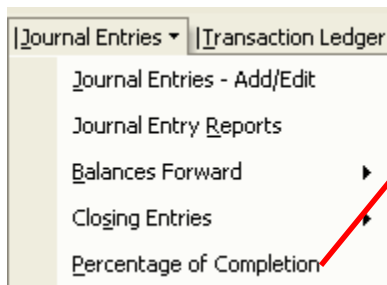
**Balances Forward: Post Balances Forward** - Opens the window to Add/Edit Chart of Accounts. The Balances Forward area on that window is described in the Help document on the window.

**Balances Forward: Balances Forward Report** - Opens a report of all the Balances Forward that have been posted for each account on the Chart of Accounts.



**Closing Entries: Close Year End Books** - Opens windows to assist with preparing a journal entry to close the books at the end of a fiscal period (usually at the end of a year). See Help document there about Closing Books.

**Closing Entries: Close a Job** - Opens windows to assist with preparing a journal entry to close a job's balances from Work In Progress and Revenue liability accounts to Sales and Cost of Sales types of accounts. See Help document there about Closing a Job.



**Percentage of Completion** - Opens windows to assist with preparing journal entries to post Percentage of Completion. This would be used if you use the Percentage of Completion method to record Profit and Loss. To learn about various accounting methods, click the button at the bottom of the Chart of Accounts Management window labeled 'Information about Recognizing Profit and Loss'. See Help document about Percentage of Completion. Discuss with your accountant!

Information about  
Recognizing Profit and Loss

## Transaction Ledgers



**Accounting Transaction General Ledgers** - Opens a window to review all transactions in your accounting records AND to print various General Ledger reports. See Help documents on the General Ledger Review window.

**Cash/Bank Registers** - Opens a window to review all transactions posted to Cash/Bank accounts AND to print Cash Registers and Ledgers. The window that opens is also used to open the Bank and Credit Card reconciliation windows. See Help document on the window that opens.

**Deposit Reports** - Pops up a window to use for printing various reports of Deposit transactions. Deposit reports can be printed for selected Cash Accounts, Deposit Numbers, Jobs, Customers/ Payors, and Deposit Categories (or types of deposits). See Help document on the window.

**Job Ledgers** - Opens a window where various Job Cost and Revenue reports are available.

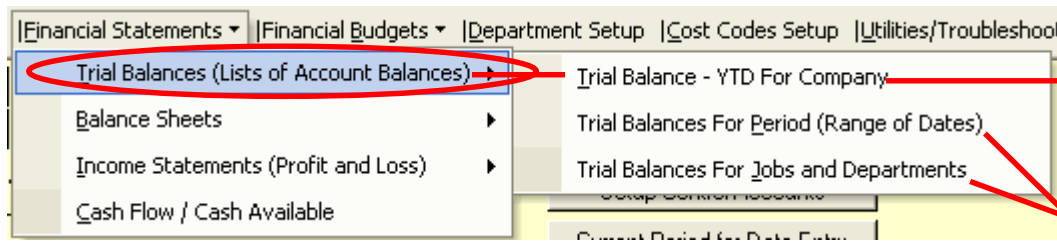


**Payroll Ledgers** - Opens a window where various Payroll transactions reports are available.

**Receivables Ledgers** - Opens a window to Review or Edit Accounts Receivable transactions. Various Accounts Receivable transaction reports are available from that window.

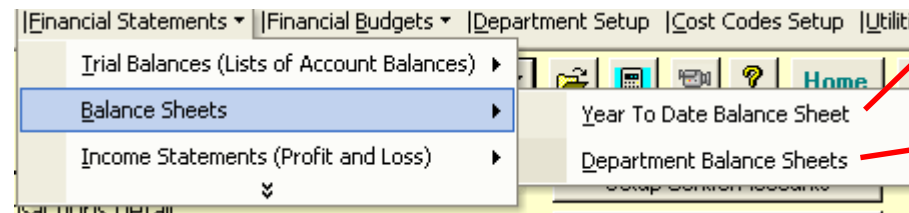
**Vendor / Payables Ledgers** - Opens a window to Review or Edit Accounts Payable transactions (ones that have been posted to Vendors). Various Payables transactions reports and Vendor Ledgers are available from that window.

## Financial Statements



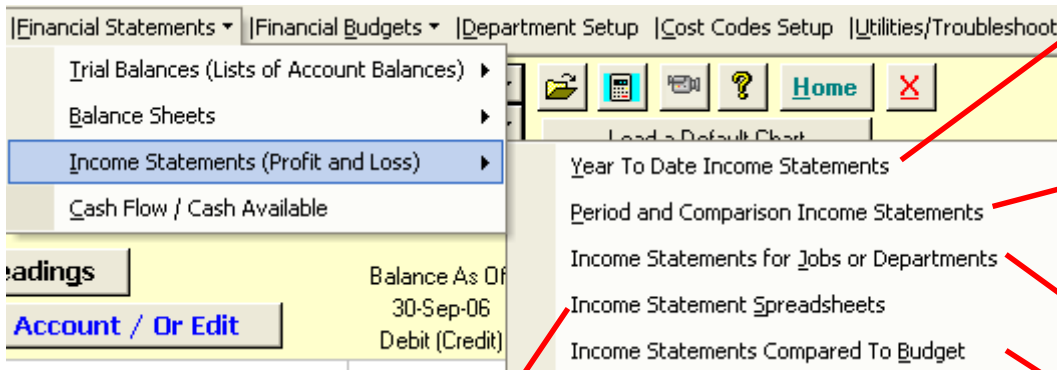
**Trial Balances** - Lists of Accounts and their Balances as of a certain date. Click the first option (**Trial Balance-YTD For Company**) to open a quick Trial Balance report as of the date selected when opening the Chart of Accounts Mgt window.

Click either of these 2 options to open a window that can be used to print Trial Balances for a Range of Dates OR Trial Balances for a selected job or department.



**Balance Sheets: Year To Date Balance Sheet** - Opens a window to print Balance Sheets as of a date that will be entered by user.

**Balance Sheets: Department Balance Sheets** - Opens a window where Balance Sheets can be printed for selected departments.



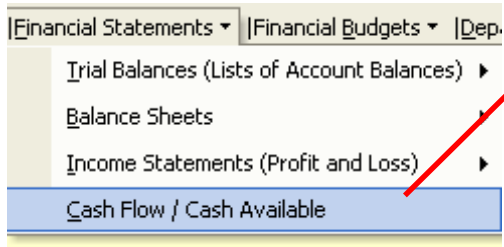
**Income Statements: Year To Date Income Statements** - Opens a window to print Income Statements (profit and loss statements) as of a date that will be entered by user.

**Income Statements: Period and Comparison Income Statements** - Opens a window to print Income Statements for a range of dates AND to print Income Statements compared with a prior period. This window can also be used to print **Income Statements for Jobs or Departments**.

**Income Statements: Income Statement Spreadsheets** - Opens a window that has a button for Income Statement Spreadsheets that will display Income Statement amounts in columns for 12 months during a selected period.

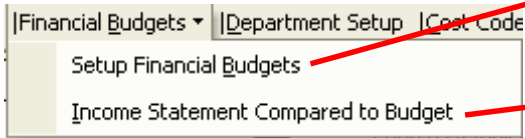
**Income Statements: Income Statements Compared to Budget** - Opens a window to print Income Statements that are compared to a Financial Budget that user can set up. See Help documents on the window.

### Financial Statements - continued



**Cash Flow / Cash Available** - Opens a window that has various options for printing Cash Flow and Cash Available reports. These reports can be printed for the entire company, OR for selected jobs and/or departments.

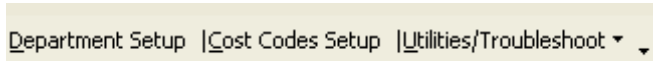
### Financial Budgets



**Setup Financial Budgets** - Opens a window to use to setup and store financial budget amounts for the accounts on the Chart of Accounts. See Help document on the window.

**Income Statement Compared to Budget** - Opens a window to print Income Statements compared to the financial budget.

### Department Setup / Cost Codes Setup / Utilities



**Department Setup** - Opens a window to set up various departments for the company. See Help document on that window.

**Cost Codes Setup** - Opens the window to set up Cost Codes that will be used for job budgets and job costing. See Help document on that window.

**Utilities / Troubleshoot** - The options in the list under Utilities/Troubleshoot are the same as buttons found on the Utilities window that can be opened from the Navigation/Home window. See Help documents on the Utilities window.