

SET UP DEPOSIT CATEGORIES

To open the window below, enter 'Deposits Categories Setup' in the Index field on the Navigation/Home window. This window can also be opened "on the fly" from the Add/Edit Deposits window.

ADD or EDIT DEPOSIT CATEGORIES

NOTE: Some of the Category Titles cannot be changed because they are used by the program.

Add New Category

CATEGORY TITLE	DEFAULT G/L NUM	+
ACCOUNTS RECEIVABLE	1210 - ACCOUNTS RECEIVABLE-TRADE	+
CHANGE ORDER	2021 - CHANGE ORDER DEPOSITS	+
CUSTOMER REFUND	0 - DEFAULT	+
DEDUCTION	0 - DEFAULT	+
DOWN PAYMENTS	2010 - CONTRACT DEPOSITS	+
INTERIM DRAW	2000 - CONSTRUCTION LOANS PAYABLE	+
JOB COST	1430 - DIRECT CONSTRUCTION COSTS	+
JOB COST CREDIT	1430 - DIRECT CONSTRUCTION COSTS	+
JOB TRANSFERS	1100 - SHORT-TERM INVESTMENTS	+
MISC	0 - DEFAULT	+
NOTES PAYABLE	2510 - LONG-TERM NOTES PAYABLE	+
OWNER CONTRIBUTION	2910 - ADDITIONAL PAID IN CAPITAL	+
PAID VOUCHER CLEARING	0 - DEFAULT	+
PROFIT TRANSFER	1099 - PROFIT TRANSFER ACCOUNT	+
SALES PRICE	2010 - CONTRACT DEPOSITS	+
SALES TAX	2350 - SALES AND USE TAXES PAYABLE	+
*	0 - DEFAULT	+

Record: 1 of 16

When deposits are posted, there is a field on the Add/Edit Deposits window for selecting a "Deposit Category". The Deposit Categories are used to gather Revenues into groups on various Job Revenue and Billing reports. The window above is for setting up the Deposit Categories that will be available on the Add/Edit Deposits window.

To add a New Category, click the button labeled 'Add New Category', OR hold down the Alt key on your keyboard and press the letter N on your keyboard.

Category Title - Enter a title for the Deposit Category.

Default G/L Num - If appropriate, select a "default" General Ledger account number from your Chart of Accounts. When a Category is selected on the Add/Edit Deposits window, the associated default account number selected here will drop into the field for the G/L number on the Deposits window. You may overwrite the G/L number at that time. The default G/L number set up here is for your convenience when entering deposits. If you do not want to use a default account number, leave a zero in the field. This is a very handy feature, and it's a good idea to have your accountant help you set this up. If a default G/L number is attached to a deposit category, then a data entry person won't have to decide what G/L number to use when allocating deposit entries. Set up G/L numbers "on the fly" by clicking the "+" button to the right of the field.

You will find that some of the Deposit Category titles supplied with the program cannot be changed. That is because those titles are used to trigger various events when entering deposits. They are: Accounts Receivable, Change Order, Deduction, Job Cost, Job Cost Credit, Sales Tax, and Misc. NOTE! You should set up similar categories to the ones just listed. The program uses these categories to trigger various pop up notes and posting events. You may add as many Deposit Categories as you wish. Just be careful not to set up alternates to the ones already provided.

NOTE! The default G/L number used for the ACCOUNTS RECEIVABLE category should be the same as the account number set up for the Control Accounts Receivable G/L number on the Company Master window.