Understanding & Using Accounts

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Accounts are used to define the structure of your financial system and track and categorize specific types of transactions. Accounts are used in transactions to describe the movement of resources within your company/fund and to record and summarize the increases and decreases of their balances. You can add or change accounts at any time.

In this topic, we'll provide steps for:

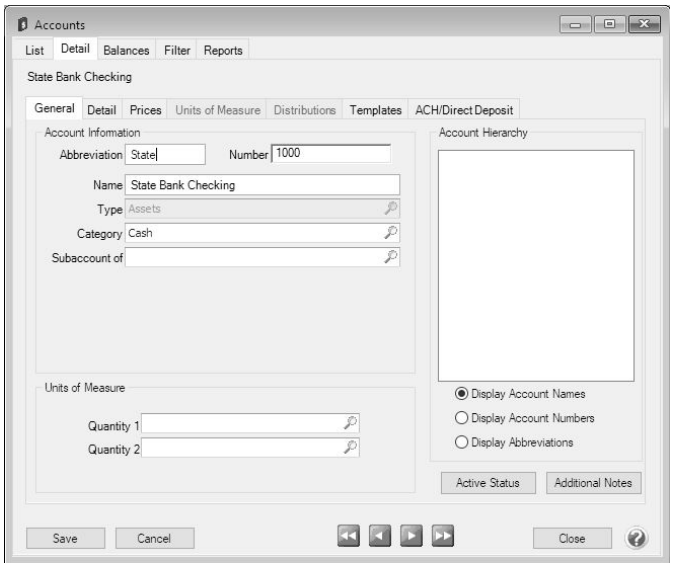
- Create an Account
- Using Sub Accounts
- Creating Accounts that Automatically Calculate Amounts in Transaction Entry

Maintenance Options for Existing Accounts:

- Edit/Change Existing Accounts
- Delete Accounts
- Change the Status (hide) Existing Accounts
- Combine Existing Accounts

Create an Account:

1. On the **Setup** menu, point to **Accounts**, and then click **Accounts**.
2. Click **New**.



3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the account by.
4. If you will be identifying your accounts with numbers, in the **Number** box, enter a number that the account can be referenced by. Account Numbers are optional.

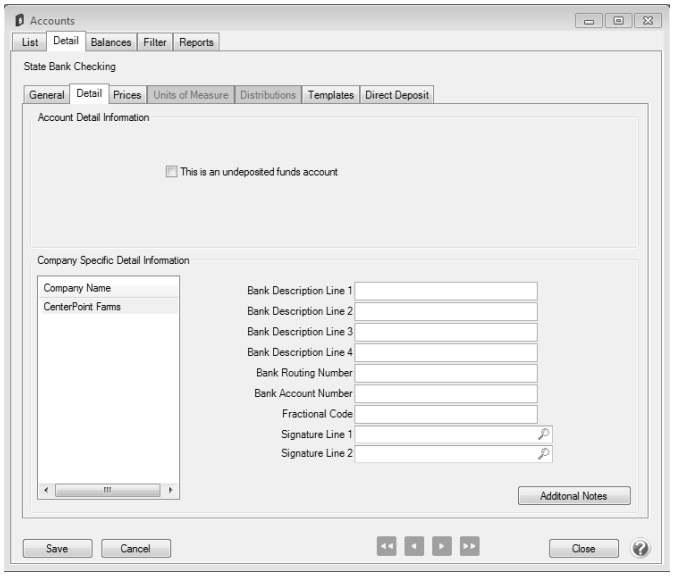
Note: The length and format (mask) of the account number are set in File > Preferences > Accounts > Account Settings.

This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.

5. In the **Name** box, enter up to 50 characters of required information that describes the account.
6. In the **Type** box, click and select an account type. Account Types are the highest level in the account hierarchy and are predefined. Account types determine the order your accounts print on financial statements. When an existing account is edited, the Account type cannot be changed.
7. In the **Category** box, select an appropriate account category. Account categories are the second highest level in the account hierarchy and are predefined. They define many of the characteristics of an account - the template used, the location on reports, balance details, etc.
8. If data posted to this account is to be summarized at a higher level on reports, the account that it is to be summarized at should be identified in the **Subaccount** box. Subaccounts of an another account must be in the same account category. A main account can have multiple subaccounts. Subaccounts can also have subaccounts, but you can only ever have three levels of accounts. For example, Fuel Expense is the main account, Gasoline is a subaccount of Fuel Expense and Regular, Dyed, and Diesel are subaccounts of the Gasoline subaccount. You can view the account hierarchy under Account Hierarchy on the right side of your screen. In the **Subaccount of** box, click and select a subaccount, or type a subaccount. If a subaccount is added to a parent account and the parent account has a balance, a confirmation message will display that warns you that the balance of the existing account will be moved to the subaccount and asks if you want to continue.
9. In the Quantity 1 and Quantity 2 boxes, if the account that you are creating can be identified with a quantity value, click and select an optional unit of measurement, or type a unit of measurement. For example, you might select gallons for a Fuel Expense account.
10. When an account is a subaccount of another account, view the hierarchy under Account Hierarchy. You can choose to view the hierarchy by account name, account number, or abbreviation.
11. To add notes to this account, click **Additional Notes**, enter the notes, and then click **OK**.

> Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

12. To activate/deactivate an account for a specific company/fund, from the List tab, right-click on the account, select/unselect the check box next to the company/fund you want to activate/deactivate the account in or to activate the account in all companies/funds click Activate All and to deactivate the account in all companies/funds, click Deactivate All. When you activate/deactivate accounts from Setup > Accounts > Accounts, the account will also change on Setup > Companies/Funds > Account List tab accordingly.
13. Click the **Detail** tab. The information on the Detail tab changes based on the properties of the account category assigned to the account. Complete all required fields (for example, Offset Account).



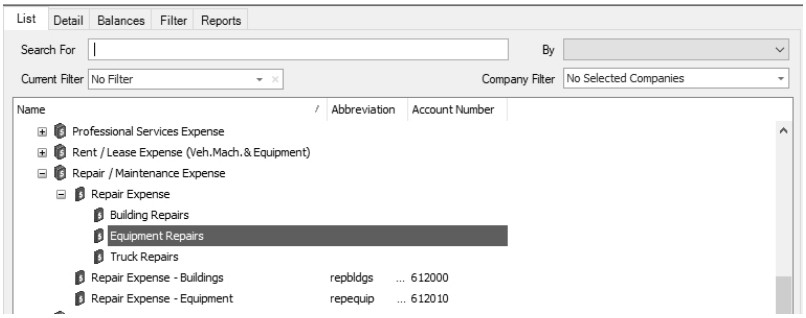
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Note: The fields included on the Details tab differ depending on what account category is assigned to an account.

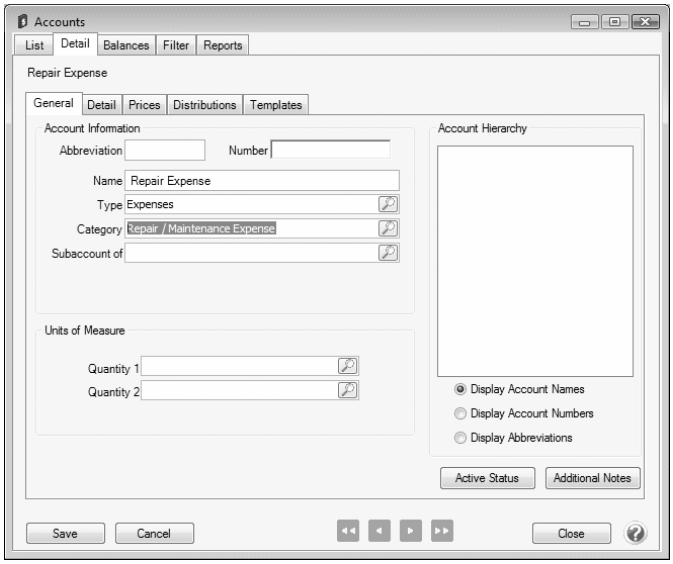
14. If you want to view balances for an account or enter beginning balances for an account, click the Balances tab. The period will default to the current period. Select a period you want to view balances for or click Beginning Period to enter beginning balances. For information about entering beginning balances, see the Enter Beginning Balances topic.
15. Click **Save** to save the account and return to the List tab, or click **Close** to save the account and close the Accounts screen.

Using Subaccounts

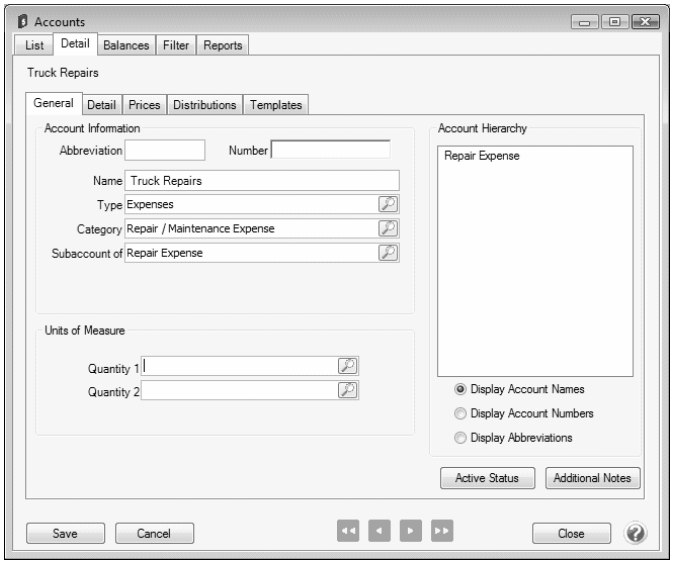
Subaccounts allow you to group similar accounts and gives you the option to summarize or detail those account balances on financial reports. The use of subaccounts is optional. When using subaccounts, the summarizing account and all detail accounts are setup as Accounts. In the example displayed below, the Building Repairs, Equipment Repairs and Truck Repairs are all subaccounts of the Repair Expense account.



1. Using the steps in the above *Creating an Account* section, create a main account that will be used to summarize a group of sub-accounts. This main account is referred to as a Level 1 account. In our example, we'll setup an account called "Repair Expense".

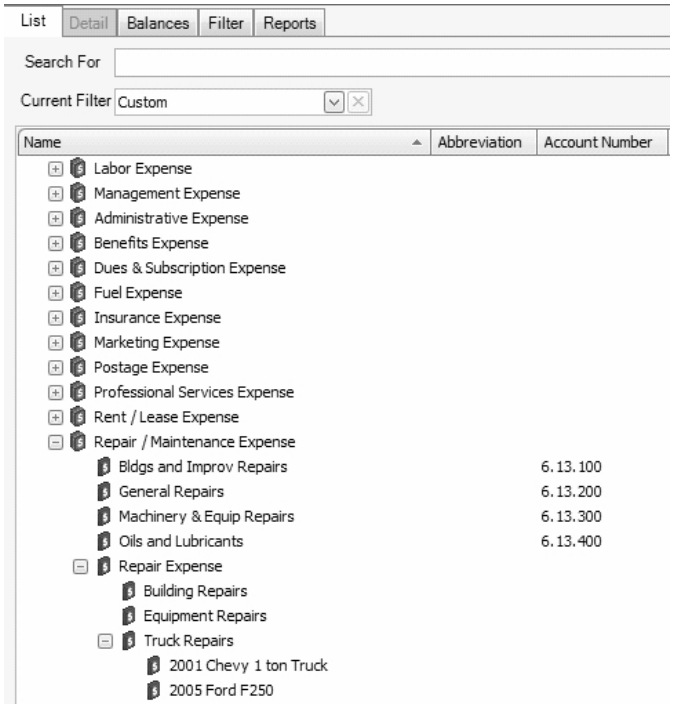


2. Follow the *Creating an Accounts* steps again to create subaccounts of this new account. Prior to clicking Save on the new subaccounts specify the Level 1 account (in our example, Repairs Expense account) in the **Subaccount** field. Subaccounts are referred to as a Level 2 account.



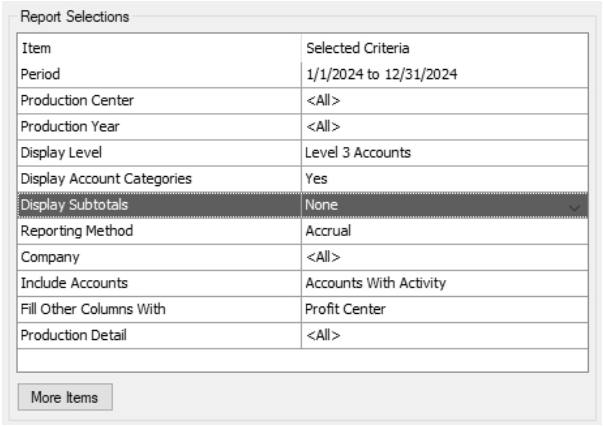
3. When adding any additional accounts that should be part of the "Repairs" group, assign the Repairs Expense account in the **Subaccount** of field.

Note: you can also create Level 3 accounts (subaccounts of subaccounts) by creating an account that has a subaccount assigned in the **Subaccount of** field.



Printing Financial Statements With or Without Subaccount Details

When printing Financial Statements, the **Detail Level** field in **Report Selections** allows you to decide how much detail to include on the reports when using subaccounts.



» If **Level 3** is selected in the **Detail Level** field, all accounts and their balances will displayed.

Repair / Maintenance Expense	
General Repairs	150.32
Machinery & Equip Repairs	8,917.42
Repair Expense	
Building Repairs	8,522.00
Equipment Repairs	5,012.12
Truck Repairs	
2005 Ford F250	1,245.24

Note: In this example, if we had selected Level 2 instead, the 2005 Ford F250 would not have been displayed as it's a Level 3 account (subaccount of a subaccount).

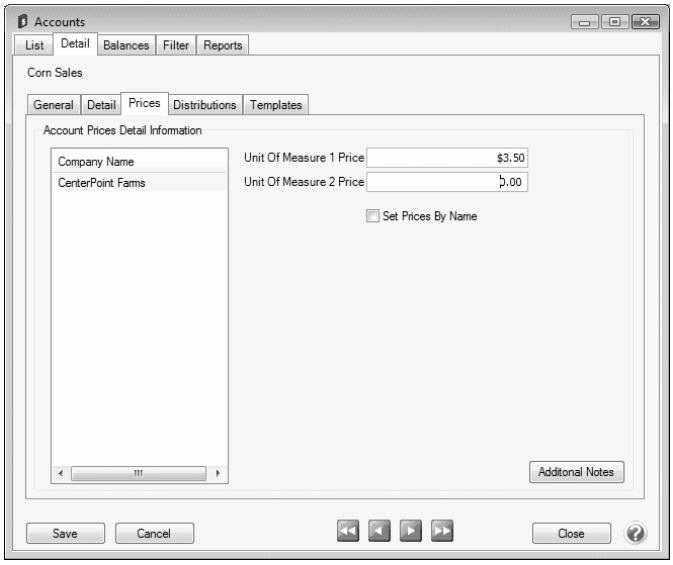
» If **Level 1** is selected in the **Detail Level** field, only the level 1 accounts will be displayed. All subaccount balances be summarized to the Level 1 account.

Repair / Maintenance Expense	
General Repairs	150.32
Machinery & Equip Repairs	8,917.42
Repair Expense	14,779.36

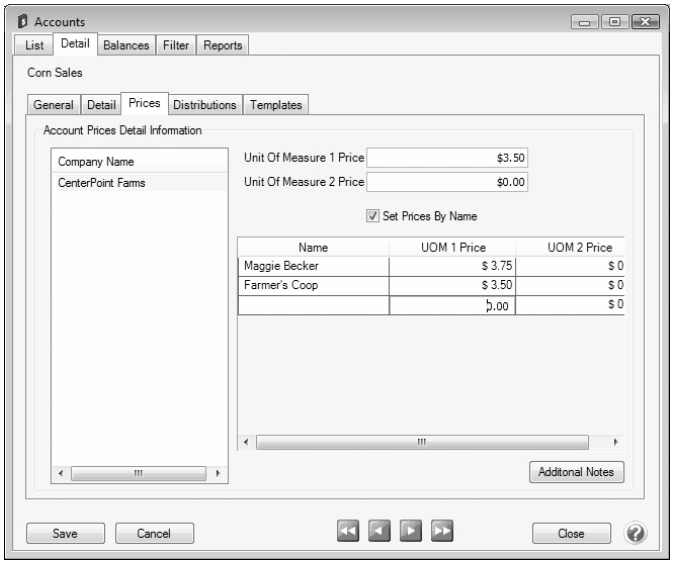
Accounts that Automatically Calculate Amounts in Transaction Entry

An account can be setup with a price assigned to it so that instead of entering in the amount during a transaction, you can enter the quantity and have the amount calculate based on the account price set up for the account. Additionally, you can record a different price for each customer or vendor that this account is used for. This process is normally done on revenue/income accounts.

1. Using the steps outlined above in *Creating an Account*, create a new or edit an existing sales account.
2. Prior to saving the new account, select the **Prices** tab.



3. Specify a price in the **Unit of Measure 1 Price** field.
4. If you prefer, select the **Set Prices by Name** field so that you can specify different prices depending on whom the product is sold to.



5. Click **Save** to save the account and return to the List tab, or click **Close** to save the account and close the Accounts screen.

Maintenance Options of Existing Accounts

Edit/Change an Existing Account

All information on an existing Accounts can be modified. All history and balances will stay with the Account.

1. Select **Setup > Accounts > Accounts**.
2. Select the Account to be changed and click **Edit** (or simply double click on the appropriate Account). Edit the details as needed.
3. Click **Save** to save the Account and return to the List tab, or click **Close** to save the Account and close the Account screen.

Delete an Existing Account

The delete button completely removes a Account from the system.

Note: You cannot delete a record that has any type of history or other records linked to it in the system. If you have a Account that is no longer being used, but does have historical activity, please refer to the instructions below on how to change the status to inactive.

1. Select **Setup > Accounts > Accounts**.
2. Select the Account to be changed and click **Delete**.
3. At the **Are you sure you want the item delete?** message, click **Yes**.

Change the Status of an Existing Account

Accounts that are no longer being used, but have history, can be deactivated.

Note: Accounts may not be deactivated if there are active lower level accounts or active items. On transaction screens, the list of Accounts will only include active names. Filters can be created in reports, lists, etc. to only include active Accounts. Accounts can be active for some companies/funds, and not for others. Accounts may not be activated if the higher level account is inactive.

1. Select **Setup > Accounts > Accounts**.
2. Right-click on the appropriate Accounts and select **Activate/Deactivate**. Select the companies/funds the Accounts is inactive in, and then click **OK**.

Combine Two Existing Accounts

The combine button allows you to combine two existing Accounts. For example, if the same Account was inadvertently setup twice and both used on transactions. The combine button allows you to combine all history and balances for the two Accounts and remove one of the Accounts. **Note**: We recommend you take a backup prior to combining two items as there is not a way to "uncombine" two items.

1. Select **Setup > Accounts > Accounts**.
2. Select the Account to be combined with another and click **Combine**. The Account selected in this step is the item that will be removed after the two Accounts are combined.
3. In the **Combine** screen, select the Account it should be combined into and click **OK**.