



**Accounting Xpert
Enterprise Edition**

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Client Write-up / General Ledger

DBMS: Pervasive, CISAM, DB2/400, Informix, MS-SQL, Oracle, Sybase

Workstations: Windows Servers/2000+/XP/Vista/W7/W8/W10

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Installation

Congratulations for selecting Micronetics accounting software for your company. You are about to enjoy one of the finest software systems available. **Xpert's Client Write-up Module is a sub-module of the Accounting Xpert Enterprise Edition** (a full line of general business accounting software). **Xpert's Write-up** draws on Micronetics 30+ years in providing award-winning client write-up software to the accounting and CPA industry.

Xpert's Write-up may be run standalone or as an integrated system with the **Accounting Xpert Business Modules**. If you are running as an integrated system we recommend you proceed to the separate Installation / Tutorial / Explains manual which details basic setup for all modules. If you are running as a Client Write-up/General Ledger with AFT Payroll and Bank Reconciliation then proceed here.

This chapter will begin to detail the basics of what you will need to know in order to install the program. We hope that you enjoy using **Xpert's Write-Up Modules**, and that you find these introductory notes helpful.

The first thing you want to do is to install your new software. Before doing so, we must recommend a few preliminary steps.

Screen Resolution Requirements

The Accounting Xpert Enterprise Edition was designed for a minimum screen resolution of 1024 x 768. Screen resolution may be set as high as preferred with the higher the resolution, the more data that will display on the screen. Lower than 1024 x 768 (800 x 600) will not fit all the information on the screen. One of the ways to change the resolution is to right click in a blank area of your desktop, left click on graphic properties, and go to display settings. Another method is through the control panel.

Operating System

This manual assumes you are familiar with your operating system (Windows NT/2000+/XP/Vista/W7) and with the operation of your network software. If this is not the case, have your operating system manuals handy to answer any questions that you might have.

Introduction

Xpert's Client Write-up Module is a sub-module of the Accounting Xpert Enterprise Edition (a full line of general business accounting software). Xpert's Write-up was designed from the start to be used by accountants to process many clients efficiently, easily, and quickly. Xpert's Write-up is almost exact duplicate of the Accounting Xpert Enterprise Edition's General Ledger except that it includes integrated After the Fact payroll for processing Futa, Suta, 941's, W2's and 1099's and other payroll reports typically provided by accounting firms.

Xpert's Write-up is fully compatible with the complete line of Xpert's business modules and may even be used in place of the G/L module. Xpert's Write-up typically consist of monthly entries entered by the accounting firm, however, Xpert may import G/L transactions from a variety of systems reducing the amount of input required by an accounting firm.

The key to Xpert's Write-up is the setting up of the chart of accounts. Because Xpert comes with over 30 predefined financial templates, once the chart of accounts is setup, you may begin processing. Once one client is setup, that client may be duplicated to create other clients, which may require only slight modification to the chart of accounts.

The vast majority of the system is automated. After the system has been setup, the process is extremely easy. Almost every function requires you to do nothing more than selecting an item from a menu.

How do I get going?

Xpert is very flexible. Any type business Chart of Accounts may be setup. Xpert allows for 999 divisions, departments, and profit centers per client plus up to 9999 supporting schedules per client. Supporting schedules allow you to take any accounts from the charts of accounts, put them in any order, format them a variety of ways, and then print them through the standard Financials printing. Examples are: Schedule of Fixed Assets, Cash, and alphabetical list of expenses and so on.

Setup List

Start with the next chapter Setups and complete:

1. Enter Company Information under Setups.
2. Read Chart of Accounts Overview.
3. Enter the Quick G/L Opening Balances.
4. Refine your chart through the Chart of Accounts.
5. Create new journals through Journal Setup (optional).
6. Enter History Maintenance/Budgets (optional).
7. Print Listings and review for accuracy, if necessary, modify or delete records.
8. Print financials and verify. If necessary make corrections.

Summary

Xpert's Write-up is the culmination of Micronetics providing 30+ years of Client Write-up software to the accounting industry. Micronetics introduced industry first innovations such as no monthly closings, leaving the books on all year allowing for entries to be made in any period at any time and have all period balances reflect updated totals. The biggest innovation is the ability to unpost any transactions, correct the error, and then repost allowing for clean, un-cluttered General Ledgers. As you begin to get familiar with Xpert you will find each function works in a straightforward and logical manner. We hope you enjoy Xpert as many others before you have.

Setups

This section of the manual describes how to enter and maintain information in the General Ledger files. The procedures are similar whether you are setting up the files for the first time, modifying existing records, or adding new records during routine operation.

Setup Considerations

Though most options supported by the General Ledger may be defined at any time, the Bank Reconciliation feature should be setup prior to data entry as this data will not change retroactively. Transactions entered during Journal Entry are automatically created in the Bank Transaction file as long as the Bank has been assigned to a Journal. Therefore make sure that each bank account is setup and assigned to the appropriate journals (typically receipts and disbursements) in the Journal setup.

Bank Reconciliation Once established, bank reconciliation becomes a by-product of journal entry savings hours of verification throughout the year. Again, in order for transactions to be tagged automatically for bank reconciliation purposes it is necessary to first define the journal(s) into which the transactions will be entered as being associated with a particular bank account (general ledger number).

It is as easy as creating a journal for a checking account like "Disbursements Citi-Bank - 12345-04-23" and selecting the G/L account number with which it is associated. Thought in reality, each business has different bank accounts, a master chart of accounts may be setup and later cloned/copied for use by other Companies and the journal names changed appropriately.

Divisional Accounting When using multiple divisions / departments / locations thought should go into the setup of the G/L Account # structure in advance. Xpert uses a division code that is independent of the G/L Account #. However it makes sense to use a logical sequence in the G/L Account # for divisions. For example, 400.01, 400.02, 400.03 would allow for 99 divisions in a logical manner. Other examples, 4000.01, 4000.02, 4000.1, 4000.2, 400.1, 400.2, etc. Any combination up to 10 digits. Left of the decimal point must be the same length. Right of the decimal may be any amount of digits not exceeding 10 in total.

Note: Auto duplicating divisions - When setting up the chart you only need to enter one division as Xpert has the ability to duplicate additional divisions automatically. For example you can take any xxx.01 and make a xxx.02, xxx.03., etc.

Cash Flow The Cash Flow statement requires G/L accounts to be associated with certain codes. Investing, Financing Activities, Non-Cash Expense, etc. If you intend on providing Cash Flow Statements its best to set this up initially so if you duplicate a master chart for new clients, the Cash Flow information is automatically included. However, the Cash Flow information may be added at anytime.

Schedules If you have similar supporting schedules for each client, you may want to set these up in your master chart of accounts. Thus when duplicating the master chart of accounts, the supporting schedules are also included. These also may be set up at anytime.

Financials

Part Chart of Accounts Part Report Generator

Financial statements are produced by printing a Company's unique Chart of Accounts through a report template (much like a spreadsheet) defined in the General Ledger's Financial/Schedule Generator. The template defines the statement heading, footnote and each column of the report to be printed. Like a word processor merge, special codes are replaced with a Company's name, unique statement headings or other information. This allows a single Balance Sheet or Income Statement template to be used by all Companies. This greatly reduces setup time as only unique report templates need be defined. Any company may use any template. This chapter deals with the creation of a Company's unique Chart of Accounts as it relates to the financial statement it will ultimately produce.

Setup Steps

Setting up Xpert's Write-up is very easy. The manual is very detailed in its explanations, however we have found from years of experience a simple explanation is sufficient.

The Simple Explanation:

Basically under setups you will enter in the Company's information and Fiscal Year End.

Setup the company chart of accounts.

Then create Bank Accounts used by the company.

After the Bank Accounts are created, in Journal Setup assign the Bank the appropriate journal (receipts, disbursements). If you have multiple bank accounts, then you can create additional journals and assign the appropriate bank account to those journals.

The final and most import aspect is setting up the chart of accounts. The simple explanation is to do the following.

1. Get a copy of the chart of accounts.
2. Determine if the account # sequence is logical.
3. Get a copy of a previous Balance Sheet and P & L Statement.
4. Fill out the worksheet or directly enter in the Chart of Accounts.

Once the chart of accounts is in, now we can do the Financial Formatting. Xpert is unique in that the formatting is done in the chart of accounts setup. What this means is that within the chart of accounts we add the title and total accounts, and designate what accounts we want to underline and which accounts have dollar signs. There are some other basic formatting options.

Once the chart is completed, every Financial Statement within Xpert works automatically.

To go about this. After your chart of accounts is entered, look at a previous Balance Sheet and P & L and add the Titles and Totals into the chart. Once these are entered, go down the dollar sign column and flag the ones you want with dollar signs. Do the same with underlines. By looking at your previous printout you can do this in minutes.

The next step is to print a Balance Sheet and P & L with Zero balances set to 'Yes' and see how it looks. Go back to the chart of accounts, make the corrections and with one or two passes it should be done. That's it, you are ready for processing other then setting up the ATF Payroll if you are use that feature.

The Detailed Explanation:

1. Read the Chart of Accounts Overview.
2. Enter Company Information, Fiscal Year End and First Revenue Account.
3. Enter accounts through the G/L Opening Balances.
4. Modify your chart through the Chart of Accounts.
5. Duplicate division/department accounts if required.
6. Define cash flow accounts.
7. Define any supporting schedules.
8. Create new Bank Reconciliation journals through Journal Setup (optional) * Required for automatic bank reconciliation.
9. Enter History Maintenance/Budgets (optional)
10. Print Listings (Group Total Worksheet) and review for accuracy, if necessary, modify or delete records.
11. Print financials (pro-forma's) and verify. If necessary make corrections.

Chart Of Accounts Overview

This chapter discusses the quickest way to create a financial statement through the General Ledger.

Chart Of Accounts Defined

All of the accounts that go into making up a financial statement are referred to as the "Chart of Accounts". An account usually consists of at least two elements, the account's number, example "101" and the account's description, example, "Cash in Bank". The account number makes it quick to enter information. It's easier to type 101 than Cash In Bank. The description "Cash In Bank", on the other hand serves two purposes. It acts as verification to the operator of the account number entered (101), and it describes the nature of the account in a way that is meaningful to the person reading the financial statement.

5 Transaction Types

There are essentially 5 major types of transactions that affect your financial statements.

Assets	Assets are all those things a company owns. A Company can own material things like cars and real estate called fixed assets. A Company also owns non-material things like the money that a customer owes your company or an employee loan. Your company has a right to the payment, and owns that right.
Liabilities	Liabilities are all those things a company owes. You could owe money on a mortgage. Or owe your suppliers money for goods that they shipped you.
Equity	In the simplest of terms, if a company took everything they own, and subtracted everything they owe, they would end up with how much the company is worth. That worth is called equity. Equity consists of all the money that the original investors put into the business, plus the profits from the income statement less any distributions. Once again, there is a standard financial statement that deals with this relationship. It's called a Balance Sheet.
Income	It seems obvious that the more income you have, the better your business is doing, but that is not necessarily always the case. That's because the flip side of income is expenses.

Expenses

Expenses are all the bills that a business needs to pay. Take your income and subtract expenses - then you will have a better picture of where you stand. In fact there is a financial statement that is designed for just that. It's called an Income Statement, or a Profit & Loss Statement. This statement shows the income then subtracts expenses, ending up with the company's profit, or possibly loss.

Two Exceptions

In the Equity Section of the Balance sheet we have an account called Current Earnings (Net Income / Loss) and in the P & L we have a Total Percentage Account (usually Net Sales).

Working from previous Financials easiest

Required Reading

The key to setting up any chart of accounts is to work backwards from the financial statements you wish to produce. Starting with the completed Balance Sheet and Income Statement or any divisional/departamental statements determine which accounts make up those individual accounts and totals on the statement.

Prints Total Cash

Balance Sheet	
Assets	
Current Assets	
Cash	5,000
Accounts Receivable	10,000
Inventory	89,000
Total Current Assets	104,000

For instance in the example above the single account Cash appearing on a Balance Sheet is comprised of 3 separate cash accounts from the Chart Of Accounts file below.

3 Cash Accounts

<i>Chart Of Accounts</i>				
<i>Account #</i>	<i>Description</i>	<i>Balance</i>	<i>GT</i>	<i>Print</i>
100	Assets		Title	Yes
101	Current Assets		Title	Yes
110.01	Cash (Payroll)	2000	Posting	No
110.02	Cash (Sales)	2500	Posting	No
110.03	Petty Cash	500	Posting	No
110.99	Cash		Total	Yes
240.01	Accounts Receivable	10000	Posting	Yes
290.01	Inventory	89000	Posting	Yes
299.99	Total Current Assets		Total	Yes

Include All Accounts

The first rule therefore is that each and every account whether or not it appears on the financial statement must exist in the general ledger, chart of accounts.

4 General Ledger Types

Examples

Title Accounts	Assets, Current Liabilities
Posting Accounts	Cash, FICA Payable, Office Wages
Total Accounts	Total Current Assets, Net Income
Total Percentage Account	Net Sales

The next step to setting up your chart of accounts is to make sure that the total account (the account which displays the total of other accounts) falls after the accounts to be totaled. In other words the system adds down like you would a column of numbers. Account 100 appears before 200 etc. Some other systems add up (100.01 & 100.02 would add into 100).

In our example chart of accounts above account 110.99 titled Cash, is the total account of all the cash accounts, and is defined as a G/L Type = Total. Posting accounts, those into which you enter monetary transactions are G/L Type = Posting and a title account (like Assets or Current Assets) = Title account.

Total Down

So lets say rule two is make sure that your total accounts fall after the accounts you want to total (down like a column of numbers).

The 100% Account Typically Net Sales

When a financial statement is printed with a percentage column, the percentages typically show the relationship of all the accounts compared to a single base account. This base account is usually the Net Sales account. For example, a sale of Product B is 20% of total (Net) Sales or Telephone expense is 5% of total (Net) Sales. Once you know proportion an account to total sales, you have a basis from which to compare business activity from period to period. Only one, 100% total percentage account is allowed per chart. However, up to 24, 100% accounts are allowed on a supporting schedule.

Back to our Balance Sheet example and Rule 1. Notice that the individual posting accounts for cash did not print on the Balance Sheet, only the total account Cash was shown. That's because the individual cash accounts were set not to print, Consolidated = No. Consolidated = Yes means to print the account. This takes us back to Rule 1. *Even though you may not print an account, if it is to be included in a total it must exist.*

Totals Not Stored Remember work backwards from your statements and include all posting, total and title accounts. The General Ledger only stores posting account balances. Total account balances are calculated at print time and never stored. Posting accounts are totaled by account and period during the Ledger Posting process (not transaction entry).

Divisional Accounting

Important Note: After one division is created a special 'Duplicate a Division' program allows you to create each division automatically based on the first division created. This saves you the time of having to input each account for each division. See **'Duplicate a Division' in the 'Utilities Section'**.

These two concepts, one of including but not necessarily printing an account and the other of placing the total account after the accounts to be totaled is also used to produce divisional statements. Let's use the same Balance Sheet example above but now assume that the 3 cash accounts are from three different divisions. Our Division 1 Balance Sheet is shown below.

Balance Sheet	
Division 1	
Assets	
Current Assets	
Cash	2,000
Accounts Receivable	10,000
Inventory	89,000
Total Current Assets	101,000

Look at the more complete Chart of Accounts file below. Notice the two new columns to the right titled Divisional for *Print On Divisional* statements and **DIV** for *Division*. The 3 cash accounts are labeled with their respective division numbers 1, 2, and 3 and since only division 1 has Accounts Receivable and Inventory those accounts have also been labeled with division 1.

<i>Chart Of Accounts</i>						
<i>Account #</i>	<i>Description</i>	<i>Balance</i>	<i>G/L Type</i>	<i>Cons.</i>	<i>Divisional</i>	<i>DIV</i>
100	Assets		Title	Yes	Yes	999
101	Current Assets		Title	Yes	Yes	999
110.01	Cash (Payroll)	2000	Posting	No	No	1
110.02	Cash (Sales)	2500	Posting	No	No	2
110.03	Petty Cash	500	Posting	No	No	3
110.99	Cash		Total	Yes	Yes	999
240.01	Accounts Receivable	10000	Posting	Yes	Yes	1
290.01	Inventory	89000	Posting	Yes	Yes	1
299.99	Total Current Assets		Total	Yes	Yes	999

When a divisional statement is printed only those accounts labeled with the specified division number or 999 will be included on the report (i.e. totaled or printed). Again look at the Division 1 Balance Sheet above. Notice that only the cash account for division 1 has been included.

If however we were to print a Balance Sheet for division 2 it would look like the one below. All of the 999 accounts would print and the value of the division 2 cash account, 110.02.

Balance Sheet	
Division 2	
Assets	
Current Assets	
Cash	2500
Total Current Assets	2500

If you did not see it we'll make one more change to the chart of accounts to illustrate a point. Below is the same chart however we have changed the Divisional option for account 110.02 to Divisional = Yes, which means print this account on any individual division 2 statements.

<i>Chart Of Accounts</i>						
<i>Account #</i>	<i>Description</i>	<i>Balance</i>	<i>G/L Type</i>	<i>Cons.</i>	<i>Divisional</i>	<i>DIV</i>
100	Assets		Title	Yes	Yes	999
101	Current Assets		Title	Yes	Yes	999
110.01	Cash (Payroll)	2000	Posting	No	No	1
110.02	Cash (Sales)	2500	Posting	No	Yes	2
110.03	Petty Cash	500	Posting	No	No	3
110.99	Cash		Total	Yes	Yes	999
240.01	Accounts Receivable	10000	Posting	Yes	Yes	1
290.01	Inventory	89000	Posting	Yes	Yes	1
299.99	Total Current Assets		Total	Yes	Yes	999

Now see what has happened to our Division 2, Balance Sheet.

Balance Sheet	
Division 2	
Assets	
Current Assets	
Cash (Sales)	2500
Cash	2500
Total Current Assets	2500

Now both the posting account Cash (Sales), and the total account Cash, appear on the statement. A bit redundant. However, it illustrates that the program only prints or includes for totaling purposes those accounts defined as DIV=999 or with the specified division number (in this case 2).

Most divisional/departamental statements can be setup as shown above, where 'Consolidated' and 'Divisional' are set not to print and the value of the divisional accounts are accumulated and printed by the total account. This system works well for printing consolidated reports where only the

total of all divisions are shown, or for divisional reports where the total account's description ("Cash") is specific enough to convey the correct account name, since the report's heading specifies the division to which the accounts belong anyway.

Note: Go to Utilities Section to see how to automatically duplicate divisions without having to rekey each account for each division.

Lets Review

Work backwards from your completed Balance Sheet and Income Statement or any divisional statement.

Write down all accounts, including titles (like ASSETS) in the order they would appear on the statement even if they were not printed. Remember also that the account number determines the order.

Make sure your total accounts fall after the accounts you want to total (down like a column of numbers).

Define any specific division accounts with their respective division number.

Define those accounts which are to be printed on the statements making Consolidated = Yes and or Divisional = Yes.

A Sample Chart Of Accounts

Every type of transaction has a corresponding Chart of Accounts number. That's how the system controls where transactions get posted on the Financial Statements. Remember the 5 transaction types).

Assets
Liabilities
Equity
Income (revenue)
Expenses

Notice that all Balance Sheet Items come first followed by Income Statement items. The split occurs between Equity and Income (Revenue). Because everyone typically has a unique chart of accounts, it's necessary to setup a chart for each company (or copy one if it's similar). The account numbering system should go from smallest to largest - from Assets to Net Income. The order of the account numbers, and how you indicate they are totaled will determine how your financial statement adds up.

The following is a sample chart that we can work with to give you a feel for how a chart looks.

Account Type	G/L #	Description	G/L Type
Current Assets	100	Assets	Title
	101	Current Assets	Title
	105	Cash - Operating	Posting
	110	Cash - On Hand	Posting
	115	Total Cash	Posting
	120	Accounts Receivable	Title
	125	Due From Employees	Posting
	130	Bad Debt Allow.	Posting
	135	Inventory	Total
	140	Total Current Assets	Total
Fixed Assets	145	Fixed Assets	Title
	147	Furniture & Fixtures	Posting
	150	Machinery & Equipment	Posting
	152	Buildings	Posting
	155	Land	Posting
	157	Vehicles	Posting

	160	Accumulated Depreciation	Posting
	165	Net Fixed Assets	Total
Other Assets	170	Other Assets	Title
	172	Prepaid Expenses	Posting
	175	Prepaid Insurance	Posting
	180	Prepaid Advertising	Posting
	185	Prepaid Uniforms	Posting
	190	Deposits	Posting
	195	Total Other Assets	Total
	199	Total Assets	Total
Current Liabilities	200	Liabilities & Equity	Title
	201	Current Liabilities	Title
	205	Accounts Payable	Title
	210	Accrued Payroll	Posting
	215	Notes Payable - bank	Posting
	220	Payroll Taxes Payable	Posting
	221	Federal Withholding Taxes	Posting
	222	State Withholding Taxes	Posting
	224	FICA	Posting
	226	Federal Unemployment	Posting
	228	State Unemployment	Posting
	230	Earned Income Credit	Posting
	232	Fed. Inc. Tax Payable	Posting
	234	State Inc. Tax Payable	Posting
	236	Sales Tax Payable	Posting
	238	Industrial Ins. Payable	Posting
	240	Suspense	Posting
	245	Total Current Liabilities	Total
L.T. Liabilities	250	Long Term Liabilities	Title
	255	Notes Payable - Bank	Posting
	264	Total Long Term Liab.	Total
	265	Total Liabilities	Total
Equity	270	Stockholders Equity	Title
	275	Common Stock	Posting
	280	Retained Earnings	Posting
	285	Current Earnings	Earnings
	298	Total Equity	Total
	299	Total Lab. & Equity	Total

Income	300	Income	Title
	305	Sales	Posting
	315	Service	Posting
	320	Returns and Allowances	Posting
	325	Sales Discount	Posting
	330	Finance Charge Income	Posting
	340	Delivery Fee Income	Posting
	345	Misc. Income.	Posting
	399	Net Sales	Percent
	400	Cost Of Goods Sold	Title
Cost Of Sales	405	Cost of Sales	Posting
	420	Freight	Posting
	435	Purchase Discounts	Posting
	490	Total C.O.G.S.	Total
Gross Profit	499	Gross Profit	Total
Expenses	500	Expenses	Title
	501	Salaries	Posting
	510	Payroll Taxes	Posting
	511	Federal Withholding Taxes	Posting
	512	State Withholding Taxes	Posting
	514	FICA	Posting
	516	Fed. Unemployment Taxes	Posting
	518	State Unempl. Taxes	Posting
	520	Advertising	Posting
	525	Amortization	Posting
	530	Auto Expense	Posting
	535	Bad Debts	Posting
	540	Bank Service charges	Posting
	545	Commissions	Posting
	550	Contributions	Posting
	555	Depreciation	Posting
	560	Dues & Subscriptions	Posting
	565	Employee Benefits	Posting
	570	Entertainment	Posting
	575	Freight	Posting
	580	Industrial Insurance	Posting
	583	Insurance	Posting
	585	Fire & Theft Ins.	Posting

	590	Fleet Ins.	Posting
	595	General Liab. Ins.	Posting
	598	Group Ins.	Posting
	600	Interest Expense	Posting
	605	Licenses	Posting
	610	Misc. Exp.	Posting
	615	Office Exp.	Posting
	620	Postage	Posting
	625	Professional Fees	Posting
	630	Rent	Posting
	635	Repairs & Maint	Posting
	640	Returned Checks	Posting
	645	Taxes Property	Posting
	650	Taxes Other	Posting
	655	Telephone	Posting
	660	Travel	Posting
	665	Uniforms	Posting
	670	Utilities	Posting
	698	Total Expenses	Total
	699	Net Operating Income	Total
Other Income	700	OTHER INCOME	Title
	710	Interest Income	Posting
	720	Gain on Sale of Asset	Posting
	799	Total Other Income	Total
Other Expenses	800	OTHER EXPENSES	Title
	810	Loss on Sale of Asset	Posting
	849	Total Other Expenses	Total
	850	Income Before Taxes	Total
	855	Income Taxes	Posting
Net Income	999	Net Income	Total

Notice how the account numbers all fall in the order that they would appear on a financial statement. Some of these accounts are **Titles**, in other words, they display on the Financial, but don't have any monetary amounts next to them. Other Accounts are **Posting Accounts**; these are accounts into which you make actual dollar entries. Finally there are also Total Accounts. **Total Accounts** are accounts that add up previous Posting Accounts. We have put the following in the last column to help you identify what **General Ledger Type** (of accounts each of these are).

G/L Type

Title

Posting

Total

Total Percentage (P & L, Ex;) Net Sales

Earnings Account (Balance Sheet)

How do you get it all to add up?

Now that we have everything in our simple Chart of Accounts, we need to tell the system where to add it all up. This is done with **Group Total Numbers (GN)**. If you want accounts to add up put them in the same Group. Let's take the first few numbers just to get the hang of it. Note: The Group Total method is a procedure for totaling up Financial Statements. This method can handle any size chart of accounts with unlimited sub total accounts. **This concept is sometimes difficult to grasp but once in clicks in, it is very easy. This is usually the last thing updated on the chart of accounts setup and may be changed at anytime. Our support personnel are usually able to review or setup this section in a manner of minutes for any chart so please feel free to call our customer service department if you need assistance.**

		GT	GN
101	Current Assets	Title	
105	Cash - Operating	Posting	3
110	Cash - On Hand	Posting	3
115	Total Cash	Total	3
120	Accounts Receivable	Posting	3
125	Due From Employees	Posting	3
130	Bad Debt Allow.	Posting	3
135	Inventory	Posting	3
140	Total Current Assets	Total	4

This time the far right hand column shows the Group Total Number (GN), Lets go through each important aspect together.

Account number 101 is a Title Account. Titles don't have any money associated with them, so 101 doesn't get added to anything. There is no need for a group total number (although one won't matter).

For account numbers 105 through 135 we started at group 3. Always start at 3 in case along the way you need a lower Group Total Number. You can go as high as 25, but that's an incredibly sophisticated and complex chart. Of the literally tens of thousands of charts that have been setup over the years we know of no one that has actually needed to use all the totaling groups.

Let's look at account 115, Total Cash. Total Cash is the first total account. Remember. The General Ledger adds down like a column of numbers. It starts at the first account and moves down adding each account into the Group number that has been defined for the account. So far, every account is a Group 3. Once the system comes to a total, it prints the total. In our case Total Cash is defined with a Group 3. The system prints the accumulated balances of all Group 3 accounts defined above the total. Groups 3, 2 and 1 are then zeroed out to be reused. Here are the steps again:

- 1 Starts adding from the first account down.
- 2 Adds accounts together with the same GN's.
- 3 The total of all identical GN's (3) is printed when a Total account is reached that are also defined with the identical GN (3).
- 4 Then that GN (3) and below (2 & 1) are zeroed out to be reused.

Now lets skip down to account 140. This account is a total account that includes a previous total. Total Current Assets includes Total Cash. Anytime there is a total that includes a total, you need to go to the next higher totaling Group since the prior GN and below have been zeroed out to be reused!

What really happens is that an account's balance is added into the GN you specify and to all higher groups (through 25). When the total is printed its GN and all lower groups are zeroed. To include a previous total in a new total print a GN greater than the previous GN printed. Look at the table below. It visually depicts into which GN's dollars are placed as the system adds down. Highlighted areas contain dollar balances.

Chart Of Accounts				What Happens									
<i>G/L #</i>	<i>Description</i>	<i>GT</i>	<i>GN</i>	Available GN's (1 - 25)									
100	Assets	Title	3	1	2	3	4	5	6	...	25		
101	Current Assets	Title	3	1	2	3	4	5	6	...	25		
105	Cash - Operating	Post	3	1	2	3	4	5	6	...	25		
110	Cash - On Hand	Post	3	1	2	3	4	5	6	...	25		
115	Total Cash	Total	3	1	2	3	4	5	6	...	25		
<i>GN's Zeroed After Totaling</i>				1	2	3	4	5	6	...	25		
120	Accounts Receivable	Title	3	1	2	3	4	5	6	...	25		
125	Due From Employees	Post	3	1	2	3	4	5	6	...	25		
130	Bad Debt Allow.	Post	3	1	2	3	4	5	6	...	25		
135	Inventory	Post	3	1	2	3	4	5	6	...	25		
140	Total Current Assets	Total	4	1	2	3	4	5	6	...	25		
<i>GN's Zeroed After Totaling</i>				1	2	3	4	5	6	...	25		
145	Fixed Assets	Title	3	1	2	3	4	5	6	...	25		
147	Furniture & Fixtures	Post	3	1	2	3	4	5	6	...	25		
150	Machinery & Equipment	Post	3	1	2	3	4	5	6	...	25		
165	Total Fixed Assets	Total	3	1	2	3	4	5	6	...	25		
<i>GN's Zeroed After Totaling</i>				1	2	3	4	5	6	...	25		
167	Accumulated Depreciation	Post	3	1	2	3	4	5	6	...	25		
168	Net Fixed Assets	Total	4	1	2	3	4	5	6	...	25		
<i>GN's Zeroed After Totaling</i>				1	2	3	4	5	6	...	25		
170	Other Assets	Title	3	1	2	3	4	5	6	...	25		
172	Prepaid Expenses	Post	3	1	2	3	4	5	6	...	25		
175	Prepaid Insurance	Post	3	1	2	3	4	5	6	...	25		
195	Total Other Assets	Total	3	1	2	3	4	5	6	...	25		
<i>GN's Zeroed After Totaling</i>				1	2	3	4	5	6	...	25		
199	Total Assets	Total	5	1	2	3	4	5	6	...	25		
<i>GN's Zeroed After Totaling</i>				1	2	3	4	5	6	...	25		

After the GN's have been defined for the chart this last step prevents balances from accidentally being brought down from a previous statement. Change the GN for the three accounts below to 25.

Total Assets	= 25
Total Liabilities & Equity	= 25
Net Income	= 25

Group Total Worksheet

Now that you have a basic understanding of totaling let's see how quickly it can be done via a worksheet. The COA Listing has an option called G, which allows a worksheet to be printed to assist in proper totaling. The worksheet prints all accounts skipping a line after each total account.

See Example Below Starting with the first total account Cash, (represented as the last account prior to the blank line) draw a partial box up and enclose only those accounts, which should appear in the total.

Sample Group Total Worksheet 1 of 4

Account	Account Title	Group Total Numbers (1 - 25)									
100	ASSETS	3	4	5	6	7	.	.	.	25	
101	CURRENT ASSETS:	3	4	5	6	7	.	.	.	25	
110.01	Cash - Citicorp	3	4	5	6	7	.	.	.	25	
110.02	Cash - Nova Scotia Bank	3	4	5	6	7	.	.	.	25	
110.99	Cash	3	4	5	6	7	.	.	.	25	
120	Accounts Receivable	3	4	5	6	7	.	.	.	25	
130	Inventory	3	4	5	6	7	.	.	.	25	

Grand Total or Subtotal Usually all accounts are totaled in-group number 3. Only when a subtotal or grand total is to be accumulated should next higher group total number be used.

Now find the next total account, TOTAL CURRENT ASSETS. Since current assets must include the previous total cash from above, the next

group number must be used. Draw a partial box up and around group number 4 including all accounts that belong within this new total.

Sample Group Total Worksheet 2 of 4

Account	Account Title	Group Total Numbers (1 - 25)									
100	ASSETS	3	4	5	6	7	.	.	.	25	
101	CURRENT ASSETS:	3	4	5	6	7	.	.	.	25	
110.01	Cash - Citicorp	3	4	5	6	7	.	.	.	25	
110.02	Cash - Nova Scotia Bank	3	4	5	6	7	.	.	.	25	
110.99	Cash	3	4	5	6	7	.	.	.	25	
120	Accounts Receivable	3	4	5	6	7	.	.	.	25	
130	Inventory	3	4	5	6	7	.	.	.	25	
140	TOTAL CURRENT ASSETS	3	4	5	6	7	.	.	.	25	
150	LAND, BUILDING & EQUIPMENT	3	4	5	6	7	.	.	.	25	

Using this same method find each subsequent total account and box in only the accounts above that belong in the total.

Sample Group Total Worksheet 3 of 4

Account	Account Title	Group Total Numbers (1 - 25)							
100	ASSETS	3	4	5	6	7	.	.	25
101	CURRENT ASSETS:	3	4	5	6	7	.	.	25
110.01	Cash - Citicorp	3	4	5	6	7	.	.	25
110.02	Cash - Nova Scotia Bank	3	4	5	6	7	.	.	25
110.99	Cash	3	4	5	6	7	.	.	25
120	Accounts Receivable	3	4	5	6	7	.	.	25
130	Inventory	3	4	5	6	7	.	.	25
140	TOTAL CURRENT ASSETS	3	4	5	6	7	.	.	25
150	LAND, BUILDING & EQUIPMENT	3	4	5	6	7	.	.	25
160	Land	3	4	5	6	7	.	.	25
170	Buildings	3	4	5	6	7	.	.	25
180	Equipment	3	4	5	6	7	.	.	25
190	TOTAL FIXED ASSETS	3	4	5	6	7	.	.	25
200.01	Accum. Depr. - Building	3	4	5	6	7	.	.	25
210.01	Accum. Depr. - Equipment	3	4	5	6	7	.	.	25
215	Accumulated Depreciation	3	4	5	6	7	.	.	25
220	NET FIXED ASSETS	3	4	5	6	7	.	.	25
230	INTANGIBLE ASSETS:	3	4	5	6	7	.	.	25

Now take a look at example 4 below. The final step after boxing in each group of totals is to circle any accounts not boxed within a group number 3. The program automatically assigns each account a GN of 3 so the non-3's are circled to avoid missing any unusual group numbers. Make note of account 265 Land Contract Options. It is boxed at the 5th GN level all by itself. Remember the three GN Exceptions. Total Assets is one and as such is defined as 25.

Sample Group Total Worksheet 4 of 4

Account	Account Title	Group Total Numbers (1 - 25)									
100	ASSETS	3	4	5	6	7	.	.	.	25	
101	CURRENT ASSETS:	3	4	5	6	7	.	.	.	25	
110.01	Cash - Citicorp	3	4	5	6	7	.	.	.	25	
110.02	Cash - Nova Scotia Bank	3	4	5	6	7	.	.	.	25	
110.99	Cash	3	4	5	6	7	.	.	.	25	
120	Accounts Receivable	3	4	5	6	7	.	.	.	25	
130	Inventory	3	4	5	6	7	.	.	.	25	
140	TOTAL CURRENT ASSETS	3	4	5	6	7	.	.	.	25	
150	LAND, BUILDING & EQUIPMENT	3	4	5	6	7	.	.	.	25	
160	Land	3	4	5	6	7	.	.	.	25	
170	Buildings	3	4	5	6	7	.	.	.	25	
180	Equipment	3	4	5	6	7	.	.	.	25	
190	TOTAL FIXED ASSETS	3	4	5	6	7	.	.	.	25	
200.01	Accum. Depr. - Building	3	4	5	6	7	.	.	.	25	
210.01	Accum. Depr. - Equipment	3	4	5	6	7	.	.	.	25	
215	Accumulated Depreciation	3	4	5	6	7	.	.	.	25	
220	NET FIXED ASSETS	3	4	5	6	7	.	.	.	25	
230	INTANGIBLE ASSETS:	3	4	5	6	7	.	.	.	25	
240	Organizational Costs	3	4	5	6	7	.	.	.	25	
250	Goodwill	3	4	5	6	7	.	.	.	25	
260	TOTAL INTANGIBLE ASSETS	3	4	5	6	7	.	.	.	25	
265	Land Contract Options	3	4	5	6	7	.	.	.	25	
270	OTHER ASSETS:	3	4	5	6	7	.	.	.	25	
280	Advances to Officers	3	4	5	6	7	.	.	.	25	
290	Customer Deposits	3	4	5	6	7	.	.	.	25	
300	TOTAL OTHER ASSETS	3	4	5	6	7	.	.	.	25	
310	TOTAL ASSETS	3	4	5	6	7	.	.	.	25	

Company Information

The next step to creating a new company or after duplicating a company is to define basic demographic information, the 'First' account on the Income Statement, the Clients Fiscal Year End and associated accounting periods.

Accounting Xpert v18a

Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

General Ledger

Display Management Console

Daily Work / Journal Entry

Setups / Year End / Utilities

Company Setup / Info.

Reports / Listings

Financial Reports / Compilations

ATF Payroll / W2 / 1099 Processing

Accounts Receivable

Accounts Payable

General Ledger

Inventory / Warehousing

Sales Order Processing

Sales Analysis

Company Setup / Information

Company Information

Company Name: Sample Company with Data

Address 1: 19555 NE 53rd Street

Address 2: Suite 500

City: Miami

State: FL Zip: 33443-1444

Phone: 561 - 483 - 4111 Ext:

Data Version: 6.5

Password:

What is the First G/L Account # (Revenue) in the Income Statement: 560

Turn Time Keeper On: ☒ Y ☐ N

DBA / Doing Business As

Name to Print on Financial Reports

Standard Sample Chart of Accounts with Sample Data

Setup Accounting Periods Exit

Modify WIDE INS

Name and Address

Enter the company's name and address, as it would normally appear on reports. This name prints on non - Report Generator financials (working reports, etc.).

What is the first G/L Account # (Revenue) on the Income Statement:

Enter the G/L account # of the first account on the Income Statement. This tells Xpert where the Balance Sheet ends and the Income Statement begins.

Activate Time Keeper

The General Ledger can keep track of the time spent using each section of the program. If you wish the system to track the time for this company/client, select 'Yes'.

DBA

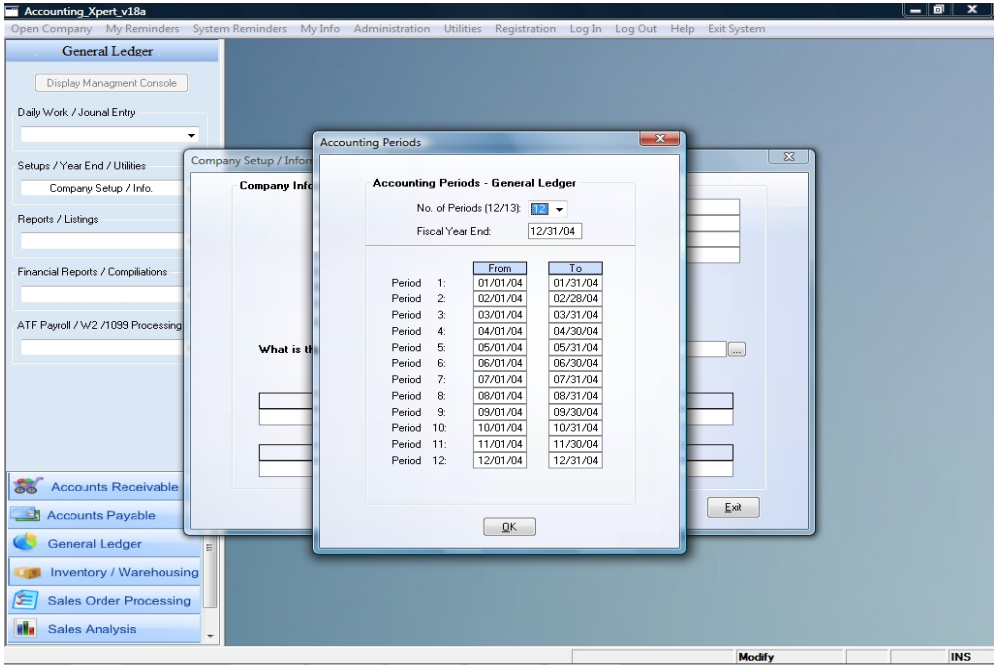
Doing Business As is a legal method used by many companies to conduct business under a name other than their incorporated name. If this company uses a DBA name enter it here to be used on reports.

Name To Print on Financial Reports

This is the name of the company that will print on financial reports generated through the Report Generator. Notice it accommodates a larger name than the company name above.

Setup Accounting Periods

Click the button at the bottom of the Company Information screen to get to the Accounting Periods screen.



No. Of Periods

Select the number of accounting periods for this Company (12 or 13). To facilitate generating periodic tax forms and financial reporting the fiscal year is broken into 12 or 13 accounting periods. Some businesses use the term *months* — To make things easy, most companies have their fiscal periods begin on the first of the month and end on the last day of the month. Businesses wishing to track finances very closely and accurately have a problem using calendar months. Some months have 30 days and some 31, and February will always be a short month. Comparing sales figures from February to those from March may give a distorted financial picture since March has more selling (and buying) days than February.

Businesses requiring extreme period-to-period accuracy in financial reporting often choose to divide their year into 13 accounting periods, each having 28 days. The reason for having 13 as opposed to 12 fiscal periods in a year is to maintain a more reasonable measure for comparison.

Fiscal Year End

Enter the date on which the company's accounting year ends. Every business has a fiscal (business) year. For many, the fiscal year begins on January 1 and ends on December 31. Other businesses may start their fiscal year at the end of any calendar month, and end it one year later.

Many Financial Statements are based off the current period and you may post and unpost as often as necessary allowing you to run Financials for any period at any time.

Entering A New Chart Into the G/L

Now that you have studied the preceding sections it time to put your knowledge to use entering a new Chart of Accounts. We presume you have selected the appropriate company/Company.

Valid Account Numbers

10 character G/L # Account numbers may be up to 10 numbers and letters including the decimal point. All your account numbers must have an **equal number of characters to the left of the decimal**. *Remember that if you don't use a decimal point, all characters are considered to be located to the left of an imaginary decimal point and therefore all your account numbers must have the same number of digits! (Fig. 1)*

Sample Account Numbers		
These are OK because each number has an equal number of digits to the left of the decimal:	These are wrong because there are a different number of digits to the left of the decimal:	These are OK because each number has an equal number of digits to the left of the decimal:
100	100.001	207211
100.011	1000.001	100000.999

Fig. 3 - 2. In the first and last column, both numbers have an equal number of characters left of the decimal point. They're OK. In the middle column, the bottom number has 4 characters left of the decimal while the top has 3. This is not acceptable!

If the company has several divisions you might add a .1 or .01 at the end of an account number to help distinguish division one from division two (.2 or .02) etc. during journal entry

Chart of Accounts / Opening Balance Setup

The Opening Balance Setup program is used to create new accounts, and to enter opening balances for Balance Sheet accounts.

YOUR MAY ETNER THE ACCOUNTS HERE BUT THE OPENING BALANCES ARE ONLY ENTERED HERE IF YOU ARE STARTING AT THE BEGINNING OF A CLIENTS FISCAL YEAR. STARTING AT ANY OTHER TIME YOU WOULD ENTER A SUMMARY ENTRY THROUGH JOURNAL ENTRY.

To enter historical detail for an account, go to History Balances (page 54). In this next set of steps the five pieces of information to be entered are the G/L #, Account Description, Account Type, G/L Type and the accounts Opening Balance.

Quick G/L - Opening Balances Screen

Chart of Accounts / Opening Balance Setup C:\STD - Sample Company with Data

G/L Account #	G/L Description	Account Type	G/L Type	Opening Balance
100	ASSETS	Asset	Title	
101	CURRENT ASSETS:	Asset	Title	
110.01	Cash - Citicorp	Asset	Posting	54000.00
110.02	Cash - Nova Scotia Bank	Asset	Posting	39000.00
110.99	Cash	Asset	Total	
120	Accounts Receivable	Asset	Posting	120000.00
130	Inventory	Asset	Posting	135800.00
140	TOTAL CURRENT ASSETS	Asset	Total	
150	LAND, BUILDING & EQUIPMENT	Asset	Title	
160	Land	Asset	Posting	84000.00
170	Buildings	Asset	Posting	325000.00
180	Equipment	Asset	Posting	95000.00
190	TOTAL FIXED ASSETS	Asset	Total	
200.01	Accum. Depr. - Building	Asset	Posting	-90500.00
210.01	Accum. Depr. - Equipment	Asset	Posting	-36000.00
215	Accumulated Depreciation	Asset	Total	
220	NET FIXED ASSETS	Asset	Total	
230	INTANGIBLE ASSETS:	Asset	Title	
240	Organizational Costs	Asset	Posting	125000.00
250	Goodwill	Asset	Posting	60000.00
260	TOTAL INTANGIBLE ASSETS	Asset	Total	
270	OTHER LONG-TERM ASSETS:	Asset	Title	
280	Advances to Officers	Asset	Posting	18000.00
290	Customer Deposits	Asset	Posting	56000.00
300	TOTAL OTHER ASSETS	Asset	Total	
310	TOTAL ASSETS	Asset	Total	

Fig. 3 - 3 G/L Setup and Opening Balances for Balance Sheet

Enter the general ledger account number starting with the very first account on the Balance Sheet, typically the title ASSETS, enter each account title, posting account and total account. Remember the discussion on Working Backwards on page 7, every account must exist in the COA even if it is printed on a schedule or divisional statement. Work your way down from assets through liabilities, equity, revenue and expenses.

Skip numbers
between accounts

If you do not have a COA from which to work and are setting one up right from scratch, skip 5 digits between each account (100, 105, 110, etc.) in case you miss one the first time through. Enter every account through the last Income Statement account usually Net Income or Loss. When you have finished go back and check if you have missed any accounts. This is the best time to find any omissions. However corrections may be made at any time.

Change G/L #'s

The account number may be changed provided no transactions or balances have been entered into this account. The only other restriction is that no two accounts can have the same account number.

Account Description

Enter the name of this account (up to 25 characters). If longer descriptions are necessary add a new account below and continue the description there.

Enter the Account
Type

Account Type
Assets
Liabilities
Equity
Income
Expense
Earnings (Balance Sheet)

Enter G/L Types

Now define the accounts according to their G / L Type. You may recall there were 4 G/L Types. Now there are two more:

6 General Ledger Types

Types	Examples
Title Accounts	Assets, Current Liabilities
Posting Accounts	Cash, FICA Payable, Office Wages
Posting Account- Beginning Inventory	P&L accounts that behave as Balance Sheet accounts, meaning they show a balance as of a point in time, not accumulated over time.
Posting Account – Ending Inventory	A YTD year to date report would show beginning inv. at the beginning of the year and the value of ending inv. at the end of the current period.
Total Accounts	Total Current Assets, Net Income
Total Percentage Account	Net Sales

Open Balance

Enter Opening Balances if you are setting up the company at the beginning of their fiscal year or if a Cash Flow Statement will need to be printed for this Company. Open Balances are last fiscal year's closing balances for Balance Sheet accounts. For a calendar year end company the December 31 ending balances would be the New Year's opening balances.

Starting Mid-Year

Do not enter opening balances if starting the company mid-year unless you understand that opening balances are added to transactions to arrive at a current account balance. Typically, to **start processing new transactions mid-year say in April, enter the annualized figures for all posting accounts (Balance Sheet and Income Statement accounts) dated in the prior period March 31st**. Then start with new transactions in April. The G/L will add all opening balances (zero in this instance), to all transactions (March's YTD balances and April's new transactions) to arrive at new ending balances for April.

Non-normal balance

To enter a non-normal balance, contra account, so that parentheses() appear around the account's balance, enter the balance as a minus" -100.00". This would be used for accounts like Accumulated Depreciation.

**Print Opening
Balance Report**

After you have all the Opening Balances entered, go to reports and run the 'Opening Balance Report' and insure you are in balance before continuing.

Chart of Accounts

The main file for the General Ledger is the Chart of Accounts. All information that makes up Financial Statements including their unique formatting comes from the Chart of Accounts see page 2. For example determining where underlines will appear, or how many lines to advance after printing an account and so forth. Not every account in the chart will display on the financial statement. These are called sub accounts. Several sub accounts might total to a larger account. For instance there might be 3 different cash accounts, but on the financial statement there will be only 1 line for cash. In this example, you need 4 accounts, 3 posting accounts for cash and one total account for total cash. For more complete overview see page 18.

There are also items on a financial statement that has no money amounts attached to them for instance the heading Current Assets. If it appears in the financial statement, however, it must be in the chart of accounts. Therefore, even though Current Assets is neither a posting account, nor a total account, it must still exist in the Chart of Accounts as a Title Account.

During installation or at anytime you may install sample chart of accounts provided by Micronetics, Intl.

If you need any assistance in generating the Chart of Accounts, please contact your accountant, or Micronetics support. The correct Chart of Accounts Layout is imperative to the proper generation of financial statements.

Select **COA / Financial Setup**

From the Setups / Year End / Utilities Menu select COA / Financial Setup.

Chart Of Accounts / Financial Setup Screen

G/L Account #	G/L Description	Account Type	G/L Type	Level	Center	Money	\$ Sign	Underline	Line Advance	Consolidated	Divisional	Division	Font	SM
100	ASSETS	Asset	Title	3					1 Line	Yes	Yes	0	58	
101	CURRENT ASSETS:	Asset	Title	3						Yes	Yes	0	58	
110.01	Cash - Citicorp	Asset	Posting	3		2				No	Yes	0	7	
110.02	Cash - Nova Scotia Bank	Asset	Posting	3		2				No	Yes	0	7	
110.99	Cash	Asset	Total	3		2	Yes			Yes	Yes	0	96	
120	Accounts Receivable	Asset	Posting	4		2				Yes	Yes	0	7	
130	Inventory	Asset	Posting	4		2		Single		Yes	Yes	0	7	
140	TOTAL CURRENT ASSETS	Asset	Total	4		2			1 Line	Yes	Yes	0	96	
150	LAND, BUILDING & EQUIPMENT	Asset	Title	3						Yes	Yes	0	58	
160	Land	Asset	Posting	3		1	Yes			Yes	Yes	0	7	
170	Buildings	Asset	Posting	3		1				Yes	Yes	0	7	
180	Equipment	Asset	Posting	3		1		Single		Yes	Yes	0	7	
190	TOTAL FIXED ASSETS	Asset	Total	3		1			1 Line	Yes	Yes	0	96	
200.01	Accum. Depr. - Building	Asset	Posting	3		1				No	Yes	0	7	
210.01	Accum. Depr. - Equipment	Asset	Posting	3		1				No	Yes	0	7	
215	Accumulated Depreciation	Asset	Total	3		1		Single		Yes	Yes	0	96	
220	NET FIXED ASSETS	Asset	Total	4		2			1 Line	Yes	Yes	0	96	
230	INTANGIBLE ASSETS:	Asset	Title	3						Yes	Yes	0	58	
240	Organizational Costs	Asset	Posting	3		1				Yes	Yes	0	7	
250	Goodwill	Asset	Posting	3		1		Single		Yes	Yes	0	7	
260	TOTAL INTANGIBLE ASSETS	Asset	Total	3		2			1 Line	Yes	Yes	0	96	
270	OTHER LONG-TERM ASSETS:	Asset	Title	3						Yes	Yes	0	58	
280	Advances to Officers	Asset	Posting	3		1				Yes	Yes	0	7	
290	Customer Deposits	Asset	Posting	3		1		Single		Yes	Yes	0	7	
300	TOTAL OTHER ASSETS	Asset	Total	3		2		Single	1 Line	Yes	Yes	0	96	
310	TOTAL ASSETS	Asset	Total	25		2				Yes	Yes	0	96	

Fig. 3 - 4. Enter the G/L Chart of Accounts from the worksheet provided.

G/L Account

If creating a new General Ledger Number, enter the G/L Number up to 10 characters.

Account Description

Enter the account's name (up to 25 characters).

Account Type

Drop Down

Enter the account type according to the table below. Note the new type call Current Earnings.

<i>Account Type</i>
Assets
Liabilities
Equity
Current Earnings
Income
Expense

Current Earnings

At least one account must be defined for the company as a whole even if multiple division earnings may be established. Current Earnings is a Balance Sheet, credit balance, equity account. This account automatically takes the net profit or loss from the Income Statement during the posting process to "balance" the Balance Sheet. It is the sum total of all Income Statement accounts.

***Current Earnings**, therefore, is the account that increases (or in the case of a loss decreases) the value of the company, or the Company's equity as a result of an operating profit or loss.*

Multiple Current Earnings

A current earnings account may be defined for each division established. During the Ledger Posting process the net value of all debits and credits for all accounts defined for a particular division are automatically placed into that division's earnings account. In addition the value of the entire company's earnings are automatically posted to the Entire Company's account (defined as G/L Type = Earnings and DIV = 0).

<i>Account Description</i>	<i>G/L Type</i>	<i>Print on Consolidated</i>	<i>Print on Individual Division</i>	<i>DIV</i>
Current Earnings Division 1	Earnings	No	Yes	1
Current Earnings Division 2	Earnings	No	Yes	2
Current Earnings Entire Company	Earnings	Yes	No	0

To keep the confusion down, only the Entire Company's current earnings account is printed on consolidated statements. (Consolidated = Yes).

Normal Balance

The default normal balance for the account type will display. The normal Balance is based upon the Account Type defined above.

G/L Type

The G/L Type for this Account Type will display.

Drop Down

6 General Ledger Types**Examples**

Title Accounts	Assets, Current Liabilities
Posting Accounts	Cash, FICA Payable, Office Wages
Posting Account - Beginning Inventory	P&L accounts that behave as Balance Sheet accounts, meaning they show a balance as of a point in time, not accumulated over time.
Posting Account - Ending Inventory	A YTD year to date report would show beginning inv. at the beginning of the year and the value of ending inv. at the end of the current period.
Total Accounts	Total Current Assets, Net Income
Total Percentage Account	Net Sales

GN (level)

Here is where you tell the computer which accounts you wish to total together in a group. If you noticed all the accounts entered through the G/L Opening Balances program have been given group total numbers of 3. Valid GN's are from 1 to 25. Essentially the totaling works like this. All accounts; title, posting and total accounts, are given the same group total number, 3. Only when a previous total is to be included in a following total is the next higher group total number used.

Look at the two total accounts in the example below. Cash and Total Current Assets. Cash is the total of the cash accounts. All the cash

accounts including the total are GN 3's. Total Current Assets on the other hand must include not only the accounts directly above it (AR and Inventory) but also the previously totaled cash accounts. So Total Current Assets must be defined with the next higher group total number.

General Ledger Account File				
G/L #	Account Description	Balance	G/L Type	GN
100	Assets		Title	3
101	Current Assets		Title	3
110.01	Cash (Payroll)	2000	Posting	3
110.02	Cash (Sales)	2500	Posting	3
110.03	Petty Cash	500	Posting	3
110.99	Cash	5000	Total	3
240.01	Accounts Receivable	10000	Posting	3
290.01	Inventory	89000	Posting	3
299.99	Total Current Assets		Total	4

You can also see the totaling method working this way. The system adds up accounts with the same GN. GN dollar amounts are added not only to the specified GN (3) but also to all higher group total numbers through 25. When a total account is printed all accounts with that GN are zeroed and that GN may be reused by the accounts that follow. Remember add down like a column of numbers. Since dollars are added to all higher GN's through 25 a grand total can always be found by printing the next higher group total number.

Excluding an
Account

To exclude an account from a total, define its GN higher than the total account's GN.

GN = 25

After totaling all accounts go back and make the Total Assets, Total Liabilities and Equity, and the Net Income account on the Income Statement GN = 25. This will insure dollar balances from previous statement sections will not be added into your new financial. After all Assets = Liabilities + Equity. If they were all added together they would equal zero. See also page 18.

Drop Down

Center / Title Column

This option allows a statement's appearance to be customized by indentation and centering of Account Descriptions. This option only pertains when running non-comparative reports. The choices are:

- Title Prints Flush
- Indent Title 2 Spaces
- Indent Title 3 Spaces
- Indent Title 4 Spaces
- Indent Title 5 Spaces
- Center Title on Page
- Indent Title 7 Spaces
- Indent Title 8 Spaces
- Indent Title 9 Spaces

Money Column

An additional presentation control feature is the placement of monetary amounts in three separate columns. This type of presentation is usually seen on a Balance Sheet where current assets are displayed in column one, fixed assets in column two and total assets in the third column. This option only pertains when running non-comparative reports The choices are:

- Print Money in Column #1
- Print Money in Column #2
- Print Money in Column #3

These three column definitions are overridden when a multi-period statement is printed. All dollars from the same period are printed in a single column.

\$ Sign

Drop Down

The G/L also allows you to determine in front of which accounts dollar signs will be printed on the financial statement. Normally a dollar sign is placed next to the first account to print on the page and the last account on the page. The choices are:

Don't Print Dollar Sign
Print Dollar Sign

Underline

Drop Down

This field allows you to dictate where underlines will appear on the financial statement. Typically underlines are printed above a total account. In this case defined the underline on the account before the total account. The choices are:

No Underline
Single Underline Account
Double Underline Account

Line Advance

Drop Down

This formatting field allows the user to determine how many lines to advance after printing the account on the financial statement. The choices are:

0 Line Skipped
1 Line Skipped
2 Line Skipped
3 Line Skipped
4 Line Skipped
5 Line Skipped
6 Line Skipped
7 Line Skipped
8 Line Skipped
Advance to Top of Page

Consolidated [Print on Consolidated]

Drop Down This field is used to indicate whether or not the account is to be printed on the consolidated statement. The choices are:

Don't Print On Consolidated
Print Account on Consolidated

Divisional [Print on Individual Division Statements]

Drop Down Like the Consolidate Print option above this field is used to indicate whether or not to print this account, but on the divisional statement. This assumes of course that the account is in fact defined with a DIV code (see the next option DIV). The choices are:

Don't Print On Divisional
Print Account on Divisional

Divisional Account

Zoom Typically this is left at zero (0). If this is a division account, either enter the appropriate division code or Zoom to select the division with which this account is associated. If you wish this account to print on all reports (like a title or total) enter 999. 0 is no division and 999 is print this account always. Valid divisions are 1 through 998. See Divisional Accounting on page 10.

Summarize

Drop Down It is frequently unnecessary to have a listing of every transaction for certain G/L accounts. For instance, Payroll will list a detail of all employee transactions, therefore it may not be necessary to display all that detail in the G/L as well. This option may be changed at any time.

Print Detail
Summarize

Cash Flow Statement Setup

To produce a Cash Flow Statement you must classify in the chart of accounts how each account should be defined.

A drop down window shows the various classifications pertaining the statement. This is a certified Cash Flow Statement and knowledge of the setup is required if you will be printing this statement.

Accounting Xpert v18a
 Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

General Ledger
 Display Management Console

Daily Work / Journal Entry
 Setups / Year End / Utilities
 Cash Flow Setup
 Reports / Listings
 Financial Reports / Compilations
 ATF Payroll / W2 /1099 Processing

Accounts Receivable
 Accounts Payable
General Ledger
 Inventory / Warehousing
 Sales Order Processing
 Sales Analysis

Cash Flow Set-up C:STD - Sample Company with Data

G/L Account #	G/L Description	Cash Flow Account Designations (FASB)
110.01	Cash - Citicorp	Not Selected
110.02	Cash - Nova Scotia Bank	Not Selected
120	Accounts Receivable	Cash and Cash Equivalents
130	Inventory	Net Income or Loss Balance Sheet
160	Land	Non Cash Expenses and Revenues
170	Buildings	Changes in Assets or Liabilities
180	Equipment	Investing Activities
200.01	Accum. Depr. - Building	Financing Activities
210.01	Accum. Depr. - Equipment	Proceeds from Investing
240	Organizational Costs	Proceeds from Financing
250	Goodwill	Not Selected
280	Advances to Officers	Not Selected
290	Customer Deposits	Not Selected
340	Notes Payable	Not Selected
350	Accounts Payable	Not Selected
360	Dividends Payable	Not Selected
370	Advances from Customers	Not Selected
385.03	Fica Payable	Not Selected
385.06	Fed. W/Holding Payable	Not Selected
385.09	State W/Holding Payable	Not Selected
385.11	Loc. W/Holding Payable	Not Selected
420	Bonds Payable - 12/31/95	Not Selected
430	Unamortized Bond Discount	Not Selected
510	and Outstanding	Not Selected
520	Retained Earnings Begin	Not Selected
530	Current Earnings (Loss)	Not Selected

Modify

Verify COA Setup

Now that the chart is setup it time to make sure it will produce the reports you have designed. Print a Balance Sheet and a P & L Current. If you have entered Opening Balances print the Balance Sheet with the option Print Zero Balances Y/N set to (N), otherwise set it and the Print Zero Totals Y/N both to (Y)es. How do the statements look? Are the Account Descriptions indented correctly? Are all the underlines in the right places? Are the subaccounts suppressed, not printing? What about the dollar placement? Are they in the right Money Columns? If dollar amounts have been entered it will be possible to check the totaling.

Beginning/Ending Inventory & Retained Earnings

If a P&L will include beginning/ending inventory or a retained earnings section then special requirements are necessary. Normally P&L quarterly or annual account balances are totaled period-by-period to arrive at an ending period figure. However special circumstances require P&L accounts to behave as Balance Sheet accounts reporting a beginning or ending balance "as of " a point in time, not accumulated. Therefore Beginning Inventory or accounts that require the balance at the beginning of the report period must be defined as **G/L Type = Beginning Inventory**. Accounts requiring period end balances should be defined as **G/L Type = Ending Inventory**. This way the system would know how to handle a two-column report one with current period figures and the other with YTD or quarterly amounts. See special section on handling beginning and ending inventory. .

Schedule Maintenance

Similar to a COA	<p>Getting a schedule into the computer is as simple as selecting an account number from the COA and pressing the down arrow key. Once in, modify the accounts according to the definitions below. Normally the documentation would follow the order of the screen. However, a schedule is so very similar to a COA that it is a good idea to look at it now while its fresh in your mind.</p> <p>Under The G/L schedule maintenance can be used for its normal function or it may be used to reorganize a Balance Sheet or Income Statement. It may be defined to present accounts in alphabetical order, print a detail of fixed assets, or cash accounts, etc. The accounts which appear on a schedule all must come from the COA, not the other way around. Accounts cannot be added to a schedule, which do not already exist in the COA. The one compromise is that an account may be "stolen "from the COA and any of its information changed, except the G/L #. This allows new title or total accounts to be added that do not "really" exist in the COA or to change the name of an account for various reporting purposes. A schedule is therefore a reporting vehicle, which pulls a subset of accounts from the COA.</p>
Part COA, Part Report Generator	<p>Recall the brief definition on page 2, of a financial report being part COA and Report Generator. The same is true of a schedule, which is a subset of the COA. In the schedule you define the accounts, the order in which they will print and total. The Report Generator template on the other hand determines the account period to be printed, whether a percentage column will appear and the overall statement heading and footing.</p>
Save Work	<p>Supporting schedule statements are associated with a particular COA and as such may be setup one time and cloned with the COA for use by other Companies. This is a time saver if you provide many similar Companies with similar supporting schedules.</p>
Select Schedule Maintenance	<p>From the Setups Menu select Schedule Maintenance. A list in which to add new schedules or select existing ones will appear. The Schedule Number may be up to 3 digits and it description up to 30 characters.</p>

Account Description

Change the account's name if desired (up to 25 characters).

Account Type

Drop Down

Change the account type if necessary according to the table below.

<i>Account Type</i>
Assets
Liabilities
Equity
Current Earnings
Income
Expense

Normal Balance

Drop Down

The default normal balance for the account type will display. The normal Balance is based upon the Account Type defined above. Either enter the appropriate balance, **(Debit or Credit)** or Zoom.

G/L Type

Drop Down

The default G/L Type for this Account Type will display. A schedule may have up to 24, 100% accounts but only one is allowed in the COA.

Multiple 100% Accounts

Normally only one net revenue (100%) account exists. However, in some businesses like a restaurant it may be helpful to judge for instance what percentage of beverage sales (100%) is comprised of wine (60%) or beer (40%), or of total food sales what percentage was seafood vs. poultry? You could even go further and see what percentage each of the food and beverage categories contributed to total sales.

From Order to Order

When a G/L Type = Percentage (one hundred percentage account) is defined a window will pop up requiring you to enter the range of order numbers this particular G/L = Percentage account encompasses. For an explanation of Order numbers see below on page 49. Like the example

above if this 100% account covers just the beverage sales then enter the order numbers from low to high that would include all beer and wine.

When you define a percentage total account in a schedule its definition is only one half. The report generator template, through which the schedule is printed, must also have a percentage column defined in which to display the percentages.

6 General Ledger Types

Examples

Title Accounts	Assets, Current Liabilities
Posting Accounts	Cash, FICA Payable, Office Wages
Posting Account - Beginning Inventory	P&L accounts which behave as Balance Sheet accounts, meaning they show a balance as of a point in time, not accumulated over time.
Posting Account - Ending Inventory	A YTD year to date report would show beginning inv. at the beginning of the year and the value of ending inv. at the end of the current period.
Total Accounts	Total Current Assets, Net Income
Total Percentage Account	Net Sales

[GN] Group Total Number

If necessary here is where you can change which accounts will add together in a group. Essentially the totaling works like this. All accounts; title, posting and total accounts, are given the same group total number, 3. Only when a previous total is to be included in a following total is the next higher group total number used.

Look at the two total accounts in the example below. Cash and Total Current Assets. Cash is the total of the cash accounts. All the cash accounts including the total are GN 3's. Total Current Assets on the other hand must include not only the accounts directly above it (AR and Inventory) but also the previously totaled cash accounts. So Total Current Assets must be defined with the next higher group total number.

General Ledger Account File				
G/L #	Account Description	Balance	GT	GN
100	Assets		Title	3
101	Current Assets		Title	3
110.01	Cash (Payroll)	2000	Posting	3
110.02	Cash (Sales)	2500	Posting	3
110.03	Petty Cash	500	Posting	3
110.99	Cash	5000	Total	3
240.01	Accounts Receivable	10000	Posting	3
290.01	Inventory	89000	Posting	3
299.99	Total Current Assets		Total	4

You can also see the totaling method working this way. The system adds up accounts with the same GN. GN dollar amounts are added not only to the specified GN (3) but also to all higher group total numbers through 25. When a total account is printed all accounts with that GN are zeroed and that GN may be reused by the accounts that follow. Remember add down like a column of numbers. Since dollars are added to all higher GN's through 25 a grand total can always be found by printing the next higher group total number.

Excluding an
Account

To exclude an account from a total, define its GN higher than the total account's GN.

Title Column

Drop Down

This option allows a statement's appearance to be customized by indentation and centering of Account Descriptions. The choices are:

Title Prints Flush
 Indent Title 2 Spaces
 Indent Title 3 Spaces
 Indent Title 4 Spaces
 Indent Title 5 Spaces
 Center Title on Page
 Indent Title 7 Spaces
 Indent Title 8 Spaces
 Indent Title 9 Spaces

Money Column

An additional presentation control feature is the placement of monetary amounts in three separate columns. This type of presentation is usually seen on a Balance Sheet where current assets are displayed in column one, fixed assets in column two and total assets in the third column. This option only takes effect on non-comparative reports. The choices are:

Print Money in Column #1

Print Money in Column #2

Print Money in Column #3

These three column definitions are overridden when a multi-period statement is printed. All dollars from the same period are printed in a single column.

\$ Sign

Drop Down

The G/L also allows you to determine in front of which accounts dollar signs will be printed on the financial statement. Normally a dollar sign is placed next to the first account to print on the page and the last account on the page. The choices are:

Don't Print Dollar Sign

Print Dollar Sign

Underline

Drop Down

This field allows you to dictate where underlines will appear on the financial statement. Typically underlines are printed above a total account. In this case defined the underline on the account before the total account. The choices are:

No Underline

Single Underline Account

Double Underline Account

Line Advance

Drop Down

Determine the number of lines to advance after printing the account.

0 Line Skipped
1 Line Skipped
2 Line Skipped
3 Line Skipped
4 Line Skipped
5 Line Skipped
6 Line Skipped
7 Line Skipped
8 Line Skipped
Advance to Top of Page

Print

Drop Down

This field is used to indicate whether or not the account is to be printed on the statement.

Don't Print Account
Print Account

Schedule Percentages

Many times an account may not be printed but is used instead to accumulate a total. For instance a schedule of expenses may be shown with percentages, which are based off of net income. To get the net income figure (the 100% account) include all revenue accounts, add them up but set them not to print. Following these revenue accounts include the expense accounts that are to be printed on the schedule.

Order

This number determines the order in which accounts will print and total not the G/L #. The G/L # controls the order of the COA but not on a schedule. If you change an account's order number (while in the modify mode not create) you will see the account move on the screen. If you are unaware of the importance of order in the COA or in a schedule see page 8.

To enter another G/L account

Click 'New', Down Arrow, or PgDn to advance to the next line and repeat the process.

Bank Maintenance

Automatic bank reconciliation of a company's checking accounts becomes a by-product of journal entry when a bank account is associated with one or more journals. Set it up, even if you don't think you will use it. When you do you will never do it by hand again! Bank Maintenance, which may be defined here within Setups or by selecting Bank Reconciliation through the application list, allows bank accounts to be established for the company. Thought in reality, each business has different bank accounts, a master chart of accounts may be setup and later cloned/copied for use by other Companies and the bank accounts changed appropriately. For more information on Bank Reconciliation see the chapter by the same name.

Bank Maintenance Screen

[illegible]

Fig. 3 - 5. Bank Accounts entry screen

To avoid commingling money from different accounts each bank account is setup within Bank Maintenance and associated with a separate G/L number from the Chart of Accounts.

Code

Enter a code with which to identify this Bank. The code will be used to associate this bank with a journal and as a selection and partial identification of the bank for reporting. The bank name will also appear. Suggest a one-digit code be used (1, 2, 3, etc.) since in most cases there may only be one or two bank accounts anyway.

Code = 1

Description

Enter up to a 30-character description for this bank account. "Citibank Payroll", "Citibank Purchasing" etc.

Account #

Enter the number (010-122-1218) of the account assigned by the bank. This is used strictly for informational purposes and is not required. (up to 12 characters)

Optional

G/L Account #

Enter the general ledger account number defined in the COA for this bank. If your Balance Sheet prints the account description "Cash In Bank" enter the G/L # for this account here.

Last Check #

Enter the number of the last check written.

Balance

Zoom to display the "bank balance". This is the current balance of the account. A beginning or opening balance may also be entered here. A figure entered here will override the balance as computed from all deposits and checks written.

Zoom / Click

Journal Setup

This optional maintenance allows you to create unique journals and to associate them with specific bank accounts for automatic bank reconciliation as a by-product of journal entry.

The G/L automatically includes the following standard Journals. The Journal Name and associated Bank may be modified or completely new journals may be added. Once a journal is created it may not be deleted only renamed and reused.

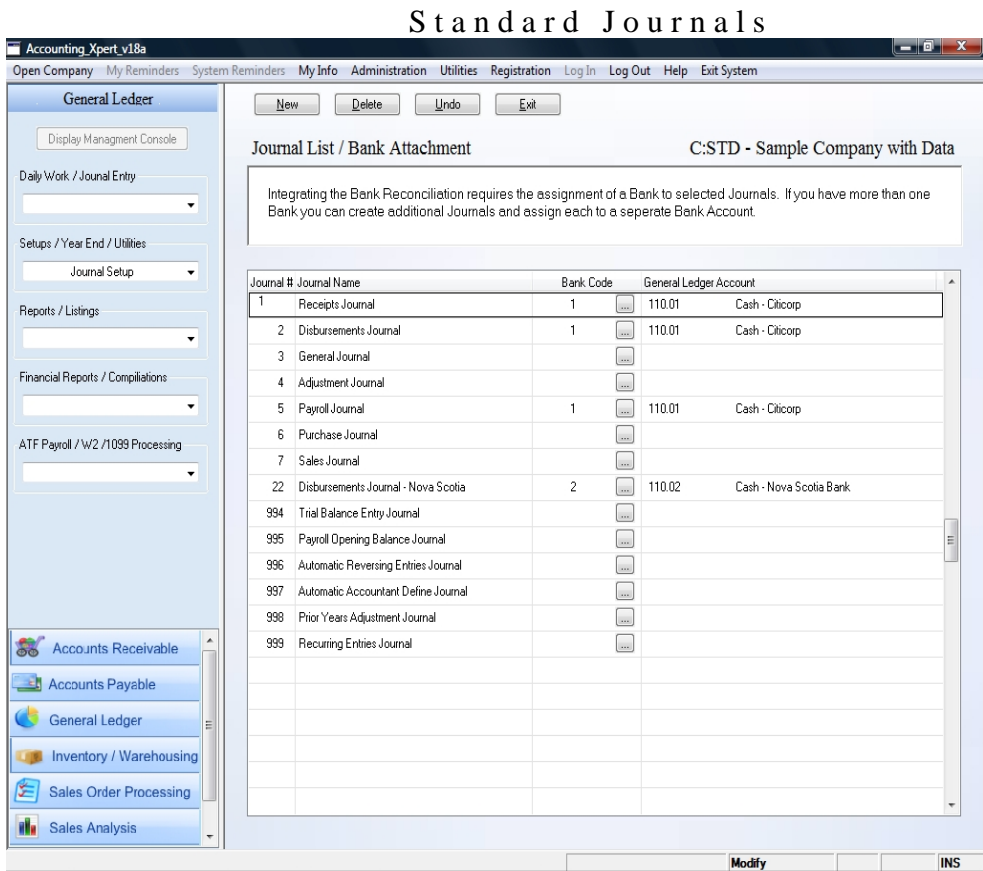


Fig. 3 - 6. The journals that come with the G/L.

Xpert Note

If transactions are to be transferred electronically from the Accounting Xpert Enterprise business modules, the transactions will be placed into the standard journals, by journal number according to the table below.

Jrn (number)	G/L Standard Journal Name	XPert Module - When Created	
1	Receipts Journal	AR	Cash Receipts Register
2	Disbursements Journal	AP	Check & Invoice Registers
3	General Journal		
4	Adjustments Journal		
5	Payroll Journal	PR	Check Register
6	Purchase Journal		
7	Sales Journal	AR	Invoice Register

Select Journal Setup

From the Setups Menu select Journal Setup.

Journal #

If creating a new journal, enter a journal number (from 8 to 989).

Name

If creating a new journal, enter the new journal name (up to 35 characters)

Bank

Enter the code of the bank account to be associated with this journal for automatic bank reconciliation purposes or Zoom and select from the list. Define *each* journal into which transactions affecting this bank account will be entered. If transactions for a particular bank account will be entered into a disbursements, receipts or payroll journal, each of these journals must be defined with the specific bank account. Don't enter transactions into a journal defined for another bank account otherwise the Bank Reconciliation will be useless.

G/L Account #

Display only. This displays the general ledger number associated with the Bank code just defined above as verification.

History /Budget Setup

This optional screen allows for the entry or maintenance of historical account balances plus monthly budgetary figures for the current year. These balances are used in prior year comparative statements. There are worksheets provided at the back of the manual to help organize your data entry.

Select **History Maintenance / Budgets**

From the Setups Menu select History / Budgets Setup.

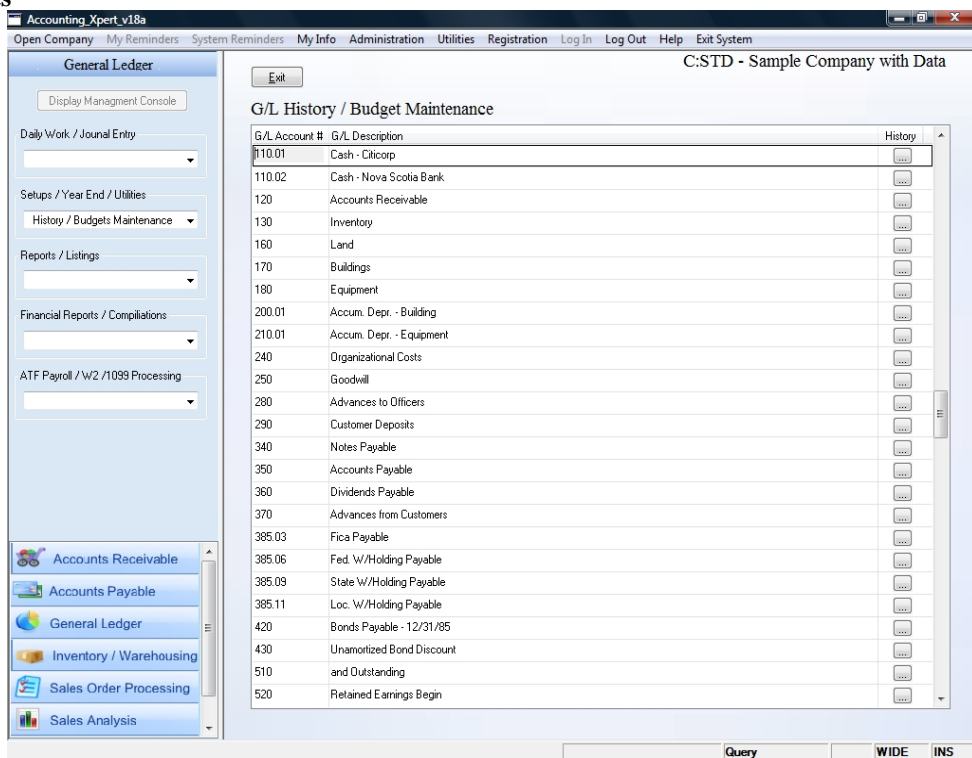


Fig. 3 - 7. Select the G/L account to enter history balances for.

Zoom

Highlight the accounts for which new balances are to be entered and Zoom to call up the appropriate history maintenance screen.

History / Budget Setup Screen

Fig. 3 - 8. Enter the appropriate Historical data for the General Ledger Account.

Accounting Xpert v18a

Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

General Ledger

Exit

C:\STD - Sample Company with Data

History / Budget Setup - C:STD - Sample Company with Data

670 - Advertising Expense

	Last Year 12/31/2003	2nd Year 12/31/2002	3rd Year 12/31/2001	Budget Amt 12/31/2004
Opening Balance->	0.00	0.00	0.00	
Period 1: 01/31/2003	0.00	0.00	0.00	3,000.00
Period 2: 02/28/2003	0.00	0.00	0.00	3,000.00
Period 3: 03/31/2003	0.00	0.00	0.00	3,000.00
Period 4: 04/30/2003	0.00	0.00	0.00	3,000.00
Period 5: 05/31/2003	0.00	0.00	0.00	3,000.00
Period 6: 06/30/2003	0.00	0.00	0.00	3,000.00
Period 7: 07/31/2003	0.00	0.00	0.00	3,000.00
Period 8: 08/31/2003	0.00	0.00	0.00	3,000.00
Period 9: 09/30/2003	0.00	0.00	0.00	3,000.00
Period 10: 10/31/2003	0.00	0.00	0.00	3,000.00
Period 11: 11/30/2003	0.00	0.00	0.00	3,000.00
Period 12: 12/31/2003	0.00	0.00	0.00	3,000.00
Period 13: 00/00/0000	0.00	0.00	0.00	3,000.00

Next = PgDn Previous = PgUp Cancel Exit

Modify INS

Enter up to three years of historical balances by period for the General Ledger Account in the appropriate fields plus the budgetary amounts for the current year. Each year after the fiscal year end close is run all the history balances are updated automatically.

PgDn for
next account

To display the next account 'Click' or press the **PgDn** (page down) key. To review the previous account press **PgUp**.

ESC Exit

Press the **ESC** key to exit to the Setups Screen.

Transaction Codes

Transaction Codes are used by The G/L to speed entry of repetitive transactions when data is not electronically transferred from your Company's data files. This option allows you to define a single entry code that automatically fills in the rest of the repetitive data such as the, G/L # and description required to complete a transaction. In addition the same code may be used for all companies eliminating the need for the operator to remember each company's specific G/L #'s. For instance the code TEL could be used to represents the G/L account telephone expense, and each company you process could have a unique G/L # for telephone expense. Yet, you would only have to remember TEL. Transaction Codes are a real time-saver.

For Instance, assume that you are not using the Payables system to generate disbursement checks for things like utilities, and instead are simply entering the transactions for these checks in the Disbursement Journal manually. Typically, the power company will always be disbursed to the same G/L account number, with the same check description. If that is the case, set the power company up as a Transaction code. With Transaction Codes, while in Journal Entry, the operator only enters the code and the amount. The system automatically will know from this maintenance what the check description and G/L account number should be.

Select **Transaction Codes** From the Setups Menu select Transaction Codes.

Transaction Codes Screen

Fig. 3 - 9. Enter transaction information relating to the code.

Code

Enter a code with which to identify this transaction. The code can be up to 10 characters (alpha-numeric) and should be representative of the transaction in some way. For instance, **PWR** might be a good code for the Power Company. The code will be entered in place of the G/L # during Journal Entry.

G/L Account

Zoom / Partial

Enter the General Ledger account number into which this transaction will be posted or enter a part of the G/L # and Zoom to look it up. Once again, using our Power Company example, you would select the G/L number for Utilities, or whatever account is suitable in your chart of accounts.

Reference

The Ref field allows the operator to enter any 7-digit number (numeric only) to track the transaction with. Typically, this field will be left blank. In Journal Entry, the Entry screen can automatically generate the next check number in sequence. However if there is any unique 7 digit tracking number appropriate to this transaction, it can be entered here once, and will not have to be re-entered in Journal Entry.

Amount

If the amount of the transaction is constant, or nearly always constant, enter the transaction amount here (as in the case of a car loan). If the amount fluctuates (as in the case of the check to the Power Company) leave this field blank, and enter the amount during Journal Entry.

Debit or Credit

Select whether the transaction is typically a debit or credit amount. This option is used to place the cursor in the appropriate DR or CR column during Journal Entry.

Description

Enter the description to be attached to the transaction, up to 70 characters. Most typically this would be payee. In the case of the Power Company, the transaction could be debited to the Utilities Expense Account and the Description would be Florida Power & Light.

ESC Exit

Press the **ESC** key to exit to Transaction Code maintenance.

Journal Entry / Posting / Unposting

This chapter explains how to edit electronically imported transactions from the Accounting Xpert Enterprise – Business Modules or other products, along with entering and editing transactions manually. More and more accountants are looking to import transactions from products such as Quicken, QuickBooks, Peachtree, etc. to save entry time, and Xpert provides a variety of import options.

Upon review of imported transactions if you decide to change an entry, be advised that the change made here will not change the transaction in the source program where the data came from.

This chapter will deal primarily with entering new transactions directly into the General Ledger. The process of reviewing and editing journal transactions created in the other modules is functionally similar, except the Journal transactions must first be transferred from the other modules. The process of retrieving Journal transactions from the other modules is covered in detail in the G/L Transfer section of the Utilities / Conversions chapter.

How does the information get entered?

Accounting firms may either enter the G/L transactions or import G/L transactions from a client using Xpert. When importing, all that is required is to verify the entries and make any required adjustments. When you print a check out of the Xpert payables system, it knows to Debit the expense account and Credit the cash account (Expenses are on the Income Statement, Cash is an asset on the Balance Sheet). There is nothing that you really need do to make it work. If however, your Client presents you their data in the form of checks, journals, ledgers, trial balances or reports from other programs those entries will need to be entered manually.

Organizing Checks

What most accountants do is organize the data and "code" (write down the correct general ledger account number on) the check stub or other paper document and organize them in numeric order before sitting down at the computer. If checks are placed in ascending order then the computer can be set to automatically enter the check numbers. Then they will enter all the disbursements (checks) and make one offsetting entry for the batch of checks to the cash account. Remember debits (in this instance expenses, on the Income Statement) must equal credits (cash on the Balance Sheet).

Transaction Codes

With Transaction Codes however fewer of the Company's actual G/L #'s will need to be known since these unique numbers can be identified by more generic and descriptive codes like "Rent" instead of 655. As you enter checks you may build a database of payees so that subsequent entries for that payee require nothing more than entering the payee and the amount if the amount is not consistent. See Setups, Transaction Codes.

Select **Journal Entry / Posting**

From the General Ledger menu select Journal Entry.

Journal Entry Selection from Menu

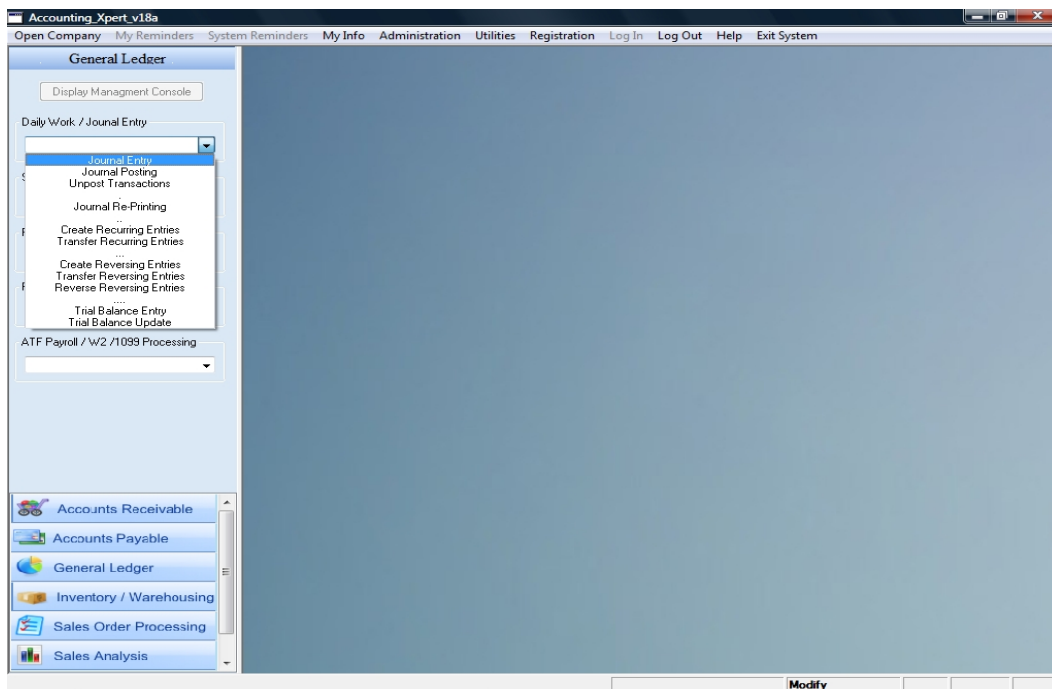


Fig. 4 - 1. Enter the G/L Account number balances from this screen.

The process:

Journal Entry

Allows entry of new transactions, editing of existing transactions and printing of audit trails.

Journal Posting

Allows posting of a selected journal or a range of journals into the General Ledger. Automatically updates financial statements with new or edited transactions.

Unpost Transactions

Removes transactions from the General Ledger and places them back into Journals allowing corrections to be made.

Journal Entry

These instructions for completing Journal Entry may be followed by those entering new transactions manually or for transactions, which have been imported electronically.

The JE Process:

For electronically imported transactions refer to the Utilities / Conversion chapter for instructions.

1. Decide from which journal transactions will be entered or edited.
2. Determine whether to Edit existing transactions, or Add new transactions.
3. Enter transactions.
4. Exit Journal Entry - the system must be in balance (debits = credits) in order to exit journal entry.
5. Print the Audit Trail for verification.

Select Journal Entry

From the, Journal Entry / Posting Menu, select Journal Entry.

Journal Selection Screen

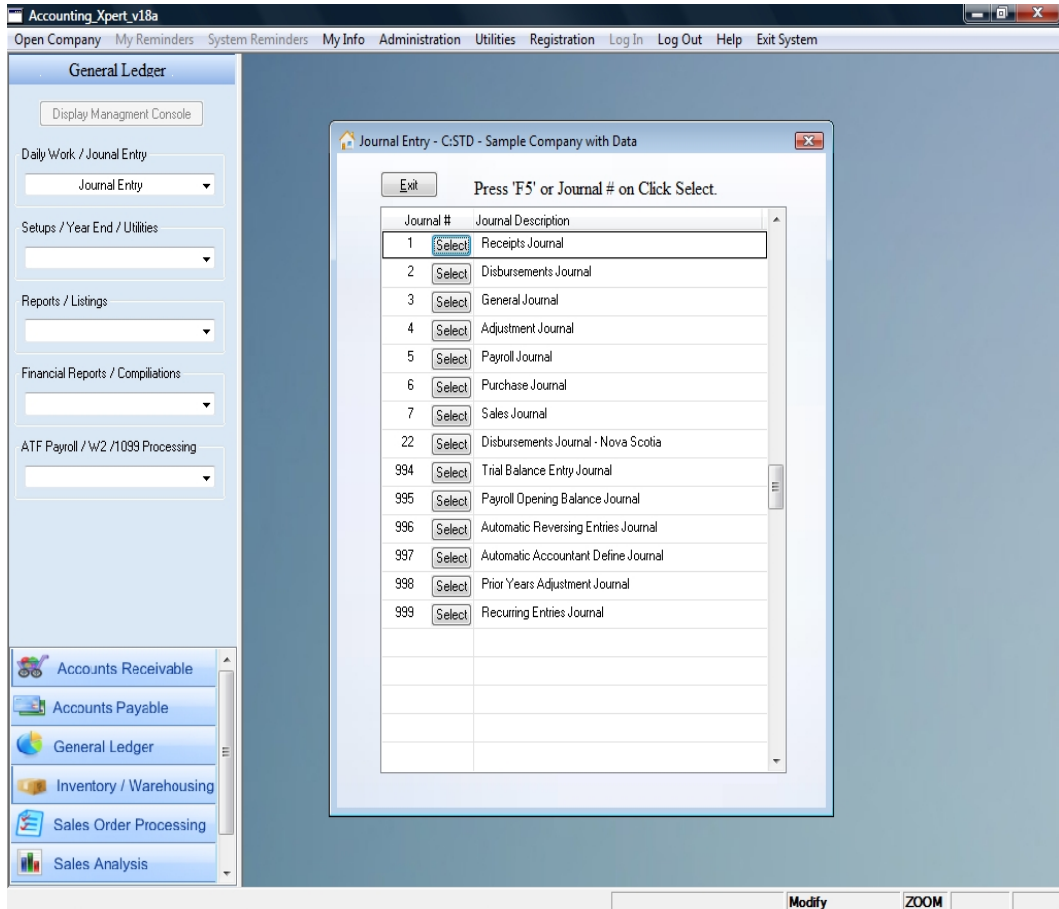


Fig. 4 - 2. Select which Journal to enter transactions into.

In the select Journal Screen, you have the option of working with any of the standard Journals created by the system, any new, unique journals which you have created in Journal Setup or any of the special 900 number journals as described starting on page 24.

Select the appropriate Journal to enter entries into.

Add, Edit, Remove Journal Transactions

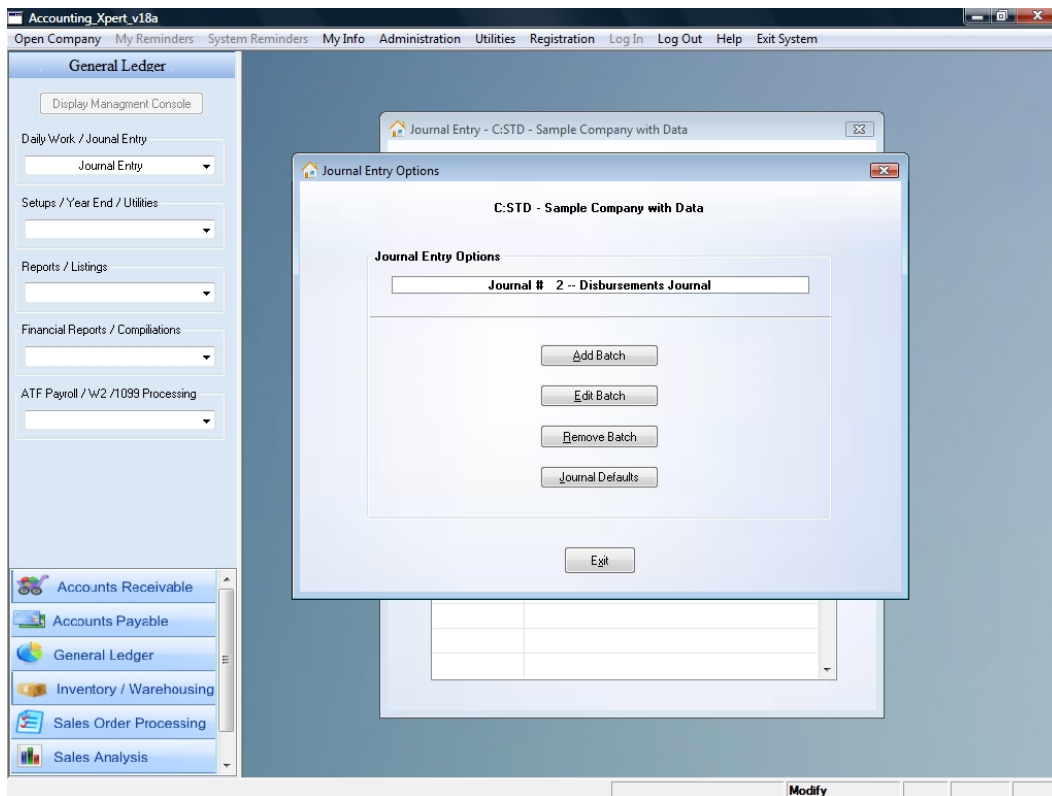


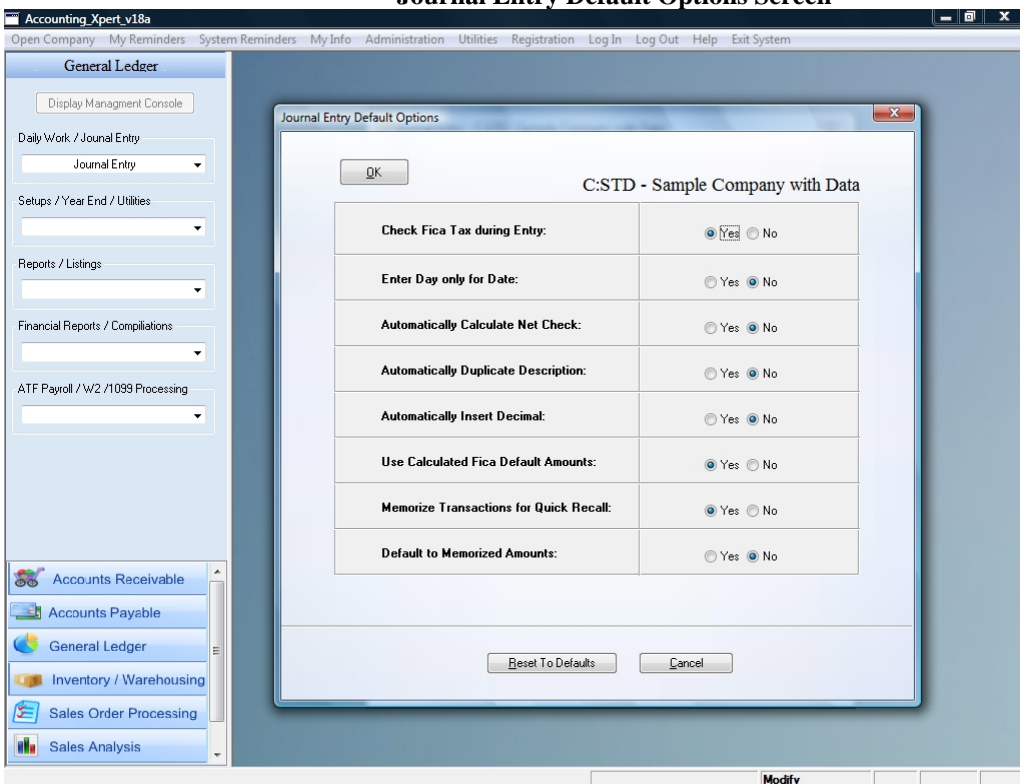
Fig. 4 - 3. After selecting the journal, the system will request whether to edit exiting transactions, or to add (create) new transactions, or to remove a batch.

You may ‘Add’ a new batch or select an existing batch for ‘Editing’ transactions. Adding a batch automatically assigns a batch number which follows the transactions in the ledger reports, journals, etc. Since any transaction can be edited at any time, the batch # allows you to quickly recall the entry in Journal Entry. ‘Removing’ a batch is typically used when you have imported transactions from another product incorrectly and instead of deleting every entry in that batch, you remove the entire batch with 1 click.

Journal Defaults

Journal defaults allow you to select various input options based on your preferences.

Journal Entry Default Options Screen



Options:

Check Fica Tax during Entry

This will check the fica calculation of the transaction and display any variances. It provides the option of using the calculated amounts where the variance of the Fica Tax is added or subtracted from FWT. The net check always remains the same.

Enter Day entry only for Date

This feature will jump to the day field in the date during entry. If the transactions are for one month and on various days, it eliminates the need to enter the month and year. **Note:** Make sure INSERT key is OFF.

Automatically Calculate Net Check

This will automatically calculate and display the net check total when there are multiple disbursements for a check. Setting this to 'No' slightly speeds up entry and allows you to press 'Ctrl and N' when needed to display the net check total. When printing journals, the distribution of the check along with the net check total is always shown.

Automatically Duplicate Description

If the description (payee, deposit, etc.) is the same for each entry then having this set to 'Yes' will automatically duplicate the description on the next line. Recommended setting = 'No'

Important CTRL D Automatically duplicates

Pressing CTRL and D in any field will automatically duplicate the previous lines information. Therefore if the description is the same, by pressing CTRL and D it will duplicate the description right above it. This is a feature used throughout Xpert where if you entered any information on a line or page and then add a new line or page, you can duplicate the previous information by pressing CTRL and D. This is a very useful function to know.

Automatically insert decimal

This will automatically move the decimal two places. When on, 12500 would change to 125.00. If off, enter 125 and it turns to 125.00

Use Calculated Fica default amounts

When set to 'Yes', this will automatically calculate the correct Fica Tax and make the adjustment to Fica and FWT without asking. When set to 'No' it will show you the amounts first and ask what you would like to do. Recommend setting is 'No'.

Memorize transactions for quick recall

This feature memorizes each transaction and allows for quick recall in journal entry when entering the same type of transaction in following periods.

Default to memorized amounts

When recalling a memorize transaction you have the option of having it insert the previous amount which may be overridden during entry. This is a matter of preference. Requiring the entry of the amount by setting this option to 'No' may eliminate accidentally using the previous amount. Setting to 'Yes' slightly increases speed.

Important: Mouse not required during entry.

Each Journal Entry session is tracked by a batch number. To enter a new batch of transactions, select ADD Batch and skip to page 12.

Xpert was designed for speed of input and the use of a mouse is not required. ‘Enter’ goes to the next field and when you need to pop up a list you can press the ‘F5’ zoom key or ALT x as displayed on the button. We recommend you get used to this and you will find that you will be able to input as fast as you can type.

Editing Existing Transactions

Select Edit. A pop window will appear.

Zoom to Journal Batch Transaction List

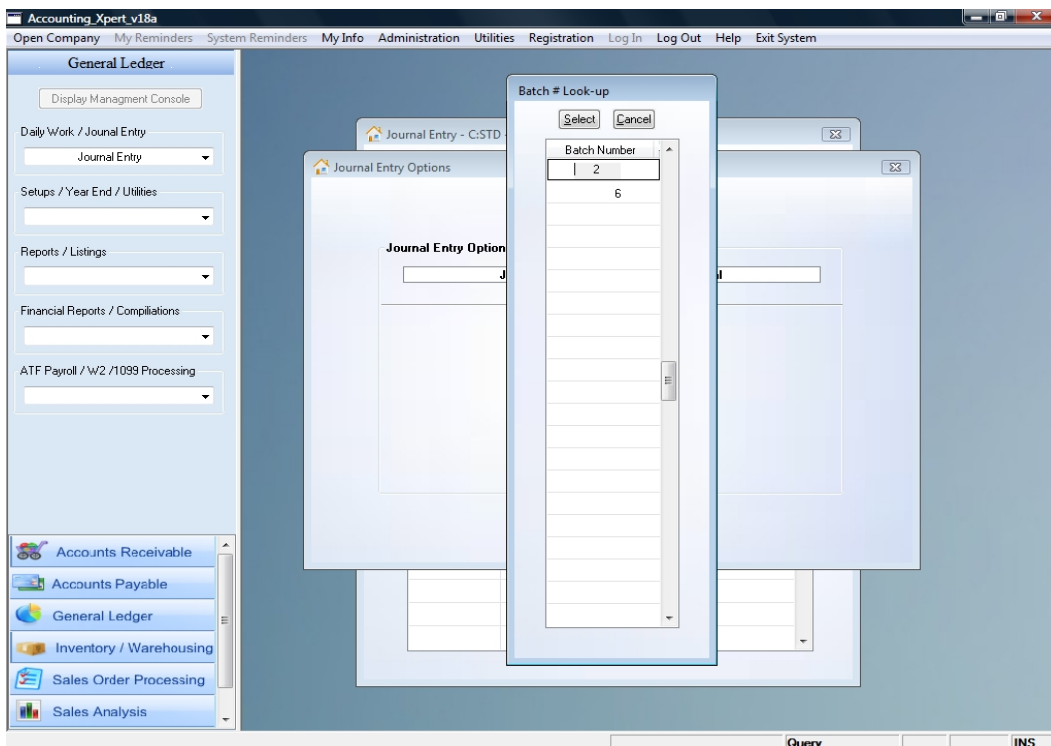


Fig. 4 - 4. This window allows you to Zoom to a listing of all available Batches for this journal.

Existing Batch Number

Only journals that have not been posted, or that have been physically unposted may be edited. For instructions on unposting journals refer to page 22. Select the appropriate batch to edit.

The Journal Entry Screen will appear displaying the batch of transactions.

Editing Existing Transactions

To edit existing transactions, move the cursor to the appropriate line and field to be changed, and enter the corrected information. You may use the Page Up and Page Down Keys, as well as the up and down arrow keys to quickly scroll through the transactions.

If any amounts are edited, you must remember that in order to leave Journal Entry, the Journal must be in balance (debits = credits). Don't forget to adjust the offsetting entry.

Print Audit Report

To print an audit report of this batch, click the Print button. Remember at any time you may re-print any report including journals, ledgers, etc. through the reports menu for any date range.

ESC to Exit or Click Exit

Press the **ESC** key or click Exit to exit Journal Entry.

Adding New Transactions

If creating a new batch of transactions, or adding new transactions to an existing batch, the following Journal Entry Screen will appear.

Ctrl -D Ditto

CTRL -D, ditto works only while creating entries not modifying.

Journal Entry Screen

Accounting_Xpert_v18a

Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

C:STD - Sample Company with Data

Disbursements Journal [Press " F5 " or " Dbl Click " for list of Memorized Transactions]

M	G/L Account #	Enter	G/L Description	Date	Ref. #	Debit Amount	Credit Amount	BK	Description Information
	670		Advertising Expense	01/05/04	345	420.00			Ph-Graphix Full
	670		Advertising Expense	01/06/04	346	1,878.00			McBee-200 Bind
	680		Misc. Selling Expense	01/06/04	347	126.00			Johnson+ Press
	680		Misc. Selling Expense	01/06/04	348	1,875.00			Warehouse-tel
	720		Taxes & Insurance	01/07/04	349	4,753.00			Metropolitan 1
	730		Misc. Supplies Expense	01/07/04	350	54.00		C	Office Depot
	110.01		Cash - Citicorp	01/07/04	0		9,114.50		ck's 345-350
	670		Advertising Expense	01/09/04	351	890.00			Practical Acct
	670		Advertising Expense	01/09/04	352	795.00			Nat Public Acct
	670		Advertising Expense	01/11/04	353	465.00			Ph-Graf 1/3 pg
	730		Misc. Supplies Expense	01/11/04	354	745.00		C	Post Master
	670		Advertising Expense	01/11/04	355	2,895.00			Mass Mail Man
	720		Taxes & Insurance	01/11/04	356	8,457.00			Sales Tax 12/83
	110.01		Cash - Citicorp	01/11/04	0		14,237.40		Ck's 351-356
	4E	Payroll	Kjell Anderson	01/30/04	4586	1,001.86		C	Kjell Anderson
	2E	Payroll	Johnathan Higgins	01/30/04	4587	538.90		C	Johnathan Higgins
	3E	Payroll	Jeff Carrington	01/30/04	4588	1,589.47		C	Jeff Carrington
	5E	Payroll	Robin Molar	01/30/04	4589	1,263.85		C	Robin Molar
	110.02		Cash - Nova Scotia Bank	01/30/04	0		4,395.18		Pay Jan 84
		Payroll		00/00/00	0				

New Line / F4 Valid GL # - Quickbooks Auto Increment Ck. # or Duplicate Auto Duplicate GL # Yes No

Delete Line / F3 Print Transaction Code Lookup

Cancel Line Exit Batch: 2 HashTotal: 8624.040000 Journal Balance: 0.00 Net Check: 0.00

Create ZOOM WIDE INS

Fig. 4 - 5. Use this screen to enter G/L transactions.

Memorize

Box before Account

If the memorize option is turned on a little box before the G/L Account # will display. By pressing 'F5' or double clicking the mouse in this field will pop up a list of previous memorized transactions displays.

Previously Memorized Transactions Screen

Accounting Xpert v18a

Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

Disbursements Journal C:STD - Sample Company with Data

[Press " F5 " or " Dbl Click " for list of Memorized Transactions]

Memorized G/L Transactions

[To Locate - Type in Description Field (case sensitive)] [Press Enter to Select, or Esc to Cancel]

Description	GL Account #	Debit Amount	Credit Amount
Johnson+ Press	680	126.00	0.00
McBee-200 Bind.	670	1878.00	0.00
Metropolitan 1.	720	4753.00	0.00
Office Depot	730	54.00	0.00
Ph-Graphix Full.	670	420.00	0.00
Warehouse-tel.	680	1875.00	0.00

New Line Delete Line Cancel Line Exit

Batch: 2 HashTotal: 9624.040000 Journal Balance: 0.00 Net Check: 0.00

Modify WIDE INS

Transactions are memorized by the Payee description field. When the previously memorized transactions display, just type in the description field what you are looking for and the system will automatically begin finding the transaction as you type. It is case sensitive so if you start with an upper case, hit the shift key. Finding transactions should take less than 2 seconds.

Once you find the transaction, press enter to select it and you will be returned to the main Journal Entry screen with the line filled in. You may override any information on the line if required.

Note: Memorized transactions can also be modified or deleted from this screen. To switch to the Modify Mode, press CTRL and M together. To delete a line, switch first to Modify Mode and then Press the delete key 'F3'.

G/L Account #

Enter either the appropriate G/L number for the transaction, or enter a Transaction Code.

Lookup / Add G/L Account

To look up or add a G/L Account # you have 3 options. Press F5 or double click in the G/L Account # field, or click the button to the right of the G/L Account #.

Payroll Entries

For a more information on entering employee or recipient/vendor transactions **see chapter, After the Fact Payroll, Making Payroll Journal Entries.**

Date

Day Only

Enter the transaction date. This is the date that it will appear in the General Ledger. If the **Day only Default** was selected earlier all you need enter is the two-digit day of the month. The very first date of course must be entered with the month, day and year.

Date Sensitive

The G/L is a "*Date Sensitive*" system. This means that should you ever need to correct a prior period, within the same fiscal year, simply enter the date in the appropriate period and that is the period the transaction will post to. For instance, if a manual check was cut in February, but not discovered until June, even though the current fiscal period is June, simply enter the transaction with a February date and February's financial data will be updated, and all balances will roll forward accordingly.

Wrong Date

If you accidentally enter a transaction to the wrong date, you may edit that date, up to the time the transaction has been posted. If the transaction has been posted before the error was found, you may Unpost the batch with the error, edit the batch, and re-post.

Out of Balance

If a computer failure loses a transaction (very rare) or you inadvertently enter the balancing transaction into the wrong period, you're out of balance. The Debits don't equal Credits for a particular period. It's easy to narrow down which period is out of balance by printing or viewing the Working Trial Balance for specific period end dates. If the WTB is out of balance through the current period say June, go back in time halfway to March and print the WTB. Is it out of balance before or after March. If it is OOB after March it must be out in April, May or June. Again with the WTB determine

which month and then print the Journals, then batches for that month to find out which one is out of balance, Unpost and correct.

Ref. #

Zoom

The reference field is used to enter a check number. Typically, this reference number is a check number but may be used for another numeric reference. To help speed entry, the reference number can be set to auto duplicate (to support multiple disbursements from one check) or to automatically increment (if entering from a stack of checks in sequential order). The option to set this is at the bottom of the screen.

Either enter the reference number manually, or press the ENTER Key to automatically duplicate or increment the reference number as appropriate.

Debit**Credit**

In order to help catch errors more easily the G/L uses separate Debit and Credit columns. Enter the amount of the transaction in the appropriate column. There is no need to enter a - sign for debits or a + sign for credits, simply enter the data in the correct column. Using information from the Chart of Accounts, Normal Balance field, the system will know how the debit or credit transaction will ultimately affect the General Ledger account.

BK

Displays **D** for Deposit, **C** for Check, **A** for Adjustment or **N** for None provided this journal has been defined as being associated with a particular bank account, see Setups, Journal Setup. Then according to the Bank Reconciliation rules the transactions will be marked as being a Deposit or Check and update the bank transaction file automatically.

Description

Zoom

Optional

The description scrolls as it is type or you may press the F6 Wide key to display the full description. This is the description that is memorized.

To enter the next Journal Transaction

Press the Down Arrow, Cursor Movement Key to advance to the next journal Entry Line. Repeat the process as above.

To edit transactions on the screen

Use the Up, Down, Left and Right Cursor Keys to get to the field that requires editing, and enter the corrections or use the mouse.

Ctrl -D Ditto

Quick Tip

The **Ctrl -D Ditto** (repeat) Key is tremendously useful in Journal Entry. If for instance you need to enter the same date from the line above press the **Ctrl -D Ditto** Key. The **Ctrl -D Ditto** Key will work similarly in every field in Journal Entry.

Hash

Display only

At the bottom of the screen are three display fields used to keep you alert to the progress of the entry session. Hash Totals are the total of all G/L account numbers. If you add the g/L numbers together, you should arrive at the same Hash Total as appears on the screen. If the manual addition of the hash total is different it means that a G/L number has been entered incorrectly, the manual Hash total was calculated incorrectly or more or fewer transactions were entered. Check your work.

Balance

Display only

The balance total is the sum all debits and credits. Before exiting the balance must be ZERO (debits = credits).

Batch

Display only

This field will display the batch number for this entry session.

Net Check

Auto or Ctrl N

This is the net of the distribution for a check. If there are multiple distributions on one check, it will display the net if the 'Default': Calculate Net Check = 'Yes'. If it is 'No', then you can press 'CTRL and N' to calculate when needed.

When finishing the entries you may print an audit trail of the entry session to verify the entries by clicking 'Print' at the bottom of the screen.

Audit Trail Options

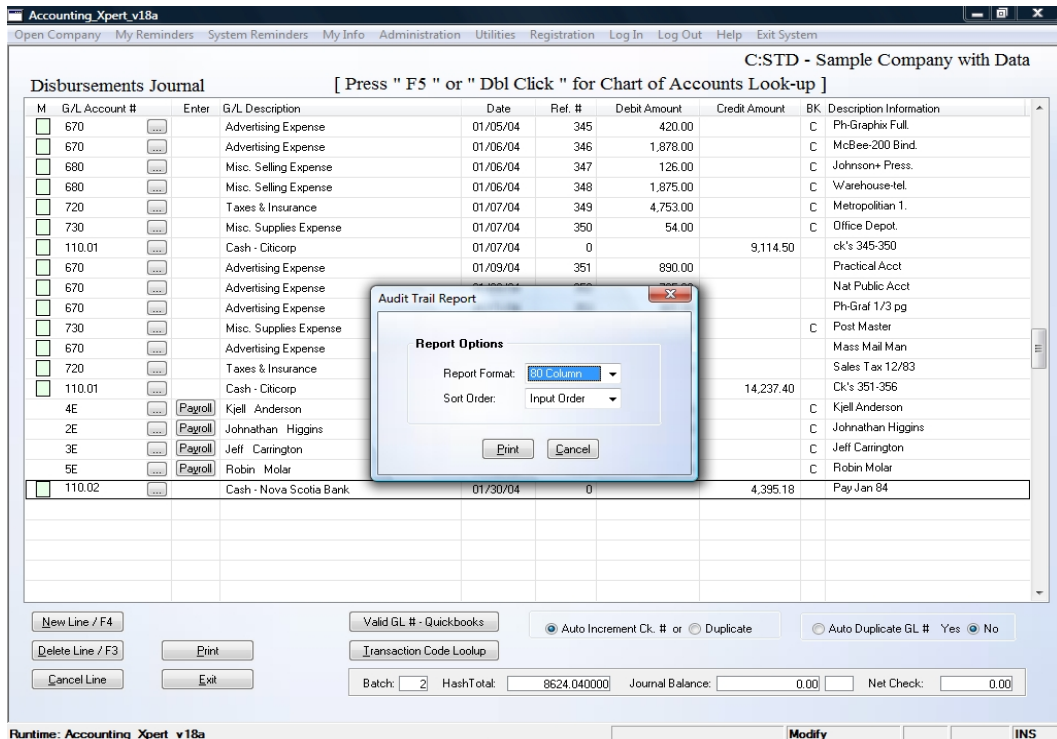


Fig. 4 - 6. The Audit Trail Options Screen Pops-Up.

Sort Order: (D)ate (C)heck (I)nter Order

The audit trail may be printed in Date, Check (Ref #) or chronologically in the order they were entered.

Print or Cancel

Click to Print or Cancel to exit.

ESC to Exit

Press the **ESC Exit** Power Key to exit Journal Entry.

One Sided Entry

Out of Balance!

If you try to exit the Journal Entry system out of balance, a warning message will display and you cannot exit. *You should enter a valid offsetting transaction or a transaction to a suspense account.* If however you need to force a journal out of balance, create a one sided entry (debit or credit) to account **999999999 (ten 9's)**. The amount of the offsetting entry is shown in the Balance field at the bottom of the screen. Refer to page **Error! Bookmark not defined.**, for instructions on adding transactions to a batch (Create Mode Ctrl-C).

Journal Posting

Upon exiting Journal Entry you will be ask if you want to post the transactions. Refer to next section on Journal Posting.

Journal Posting

The Journal Posting option moves all transactions from the Journal into the General Ledger. In addition the posting routine will also update the financial statement files based on the transaction date used for each transaction. The G/L maintains a current year financial statement file plus historical files for three years. Once a journal has been posted, the transactions in that batch cannot be edited unless the journal is first unposted.

Select Journal Posting

From the, Journal Entry / Posting Menu select Journal Posting.

Journal Selection Screen

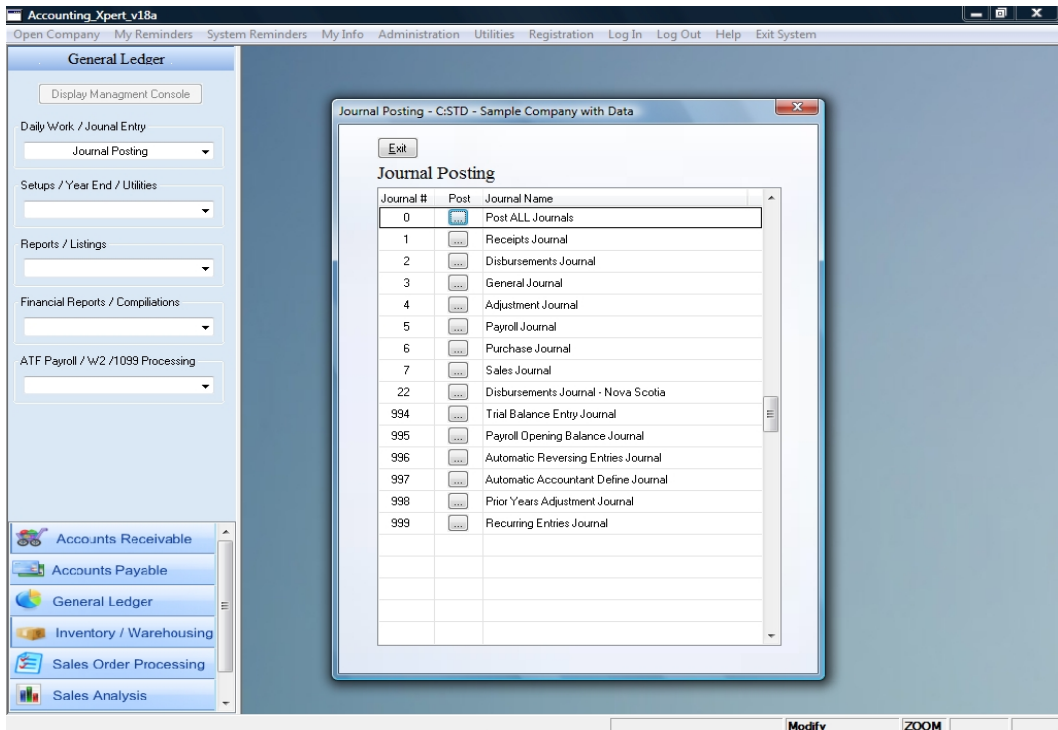


Fig. 4 - 7. Select which journal to post.

In the select Journal Posting screen, you have the option of posting all journals or selected journals, from the list of standard Journals created by the system, or any unique journal you have established.

Typically you select the first option: Post ALL Journals.

Post Thru Period Screen

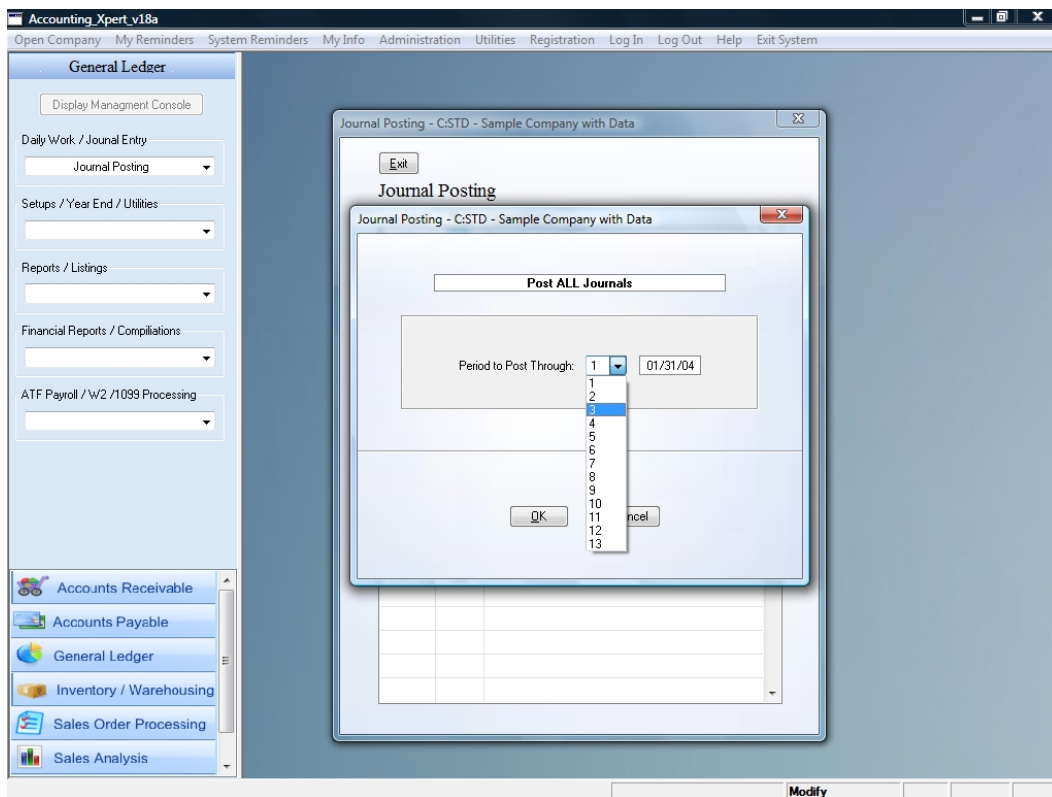


Fig. 4 - 8. Enter the Period thru which to post transactions.

Current Period

Display only

The system will automatically display the date ranges for the current fiscal period.

Period to Post Thru

Indicate to the system through which fiscal period you would like to post. The system will post all transactions prior to and including the 'Period to Post Thru'. If your year-end is December 31 and you print 12 monthly statements chances are your fiscal periods are calendar. That is, June is the 6th period; July is 7 and so on. In any event it doesn't matter if you make a mistake here you can always Unpost and re-select the correct period.

Current Period

The Post Thru Period becomes the Current Period from which all financial statements are based. When a general ledger or some other working report is printed it automatically defaults to print all transactions within the current period. In addition the report generator bases reports off of the current period. If transactions have been posted thru June then the "current" balance sheet or income statement would reflect June's information. The Fiscal Year End and the Current Period are different for each company/Company though many may be the same.

Click OK to Post

When finished the system will return to the Journal Selection Screen. Either select another Journal to post, or exit the screen to the menu.

Unpost Transactions

The Unpost transactions functions is used to 'Unpost' transactions from the General Ledger and to place them back into the Journal from which they came. Though corrections can be made by adjusting entries, unposting allows for editing the original entry with full audit control allowing for an uncluttered ledger full of unnecessary adjustments..

Select Unpost Transactions

From the, Journal Entry / Posting Menu select Unpost Transactions.

Unpost Transactions Options

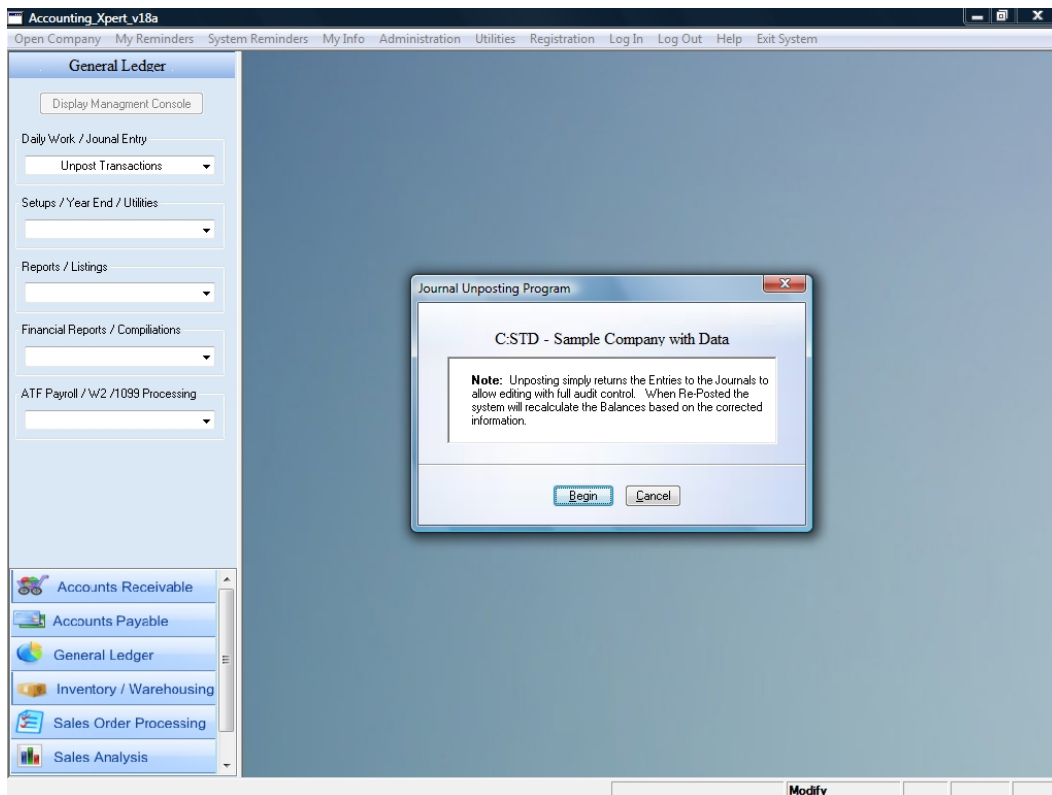


Fig. 4 - 9. Begin unposts all transactions and brings them back into the Journals.

Click Begin to start unposting process.

When finished the system will return to the Journal Selection Screen. Either select another Journal to Unpost, or exit the screen to the menu.

Important Note:

Unposting transactions sets the current period back to fiscal period one. Make any corrections if required in Journal Entry and then post through the appropriate period when finished.

Another use of the unposting is the following.

There are many Financial Reports which are based off the Current Period. A typical P & L is 'Current Month to Year to Date'. Current Month is the period you are posted through. So assuming a calendar year, if posted through 3 (March), then the report would insert all the information into the statement for March.

Let's now assume that we are posted through period 12 which would then be the current period. If we need to go back and print an interim financial report (example June), we do not have to create a financial report for the specific period. We simply 'Unpost', and then post through June. June is now our current period and that same financial report will insert all of June's information instead of December's.

Once we have printed the reports, we can then post through 12 and are back to the correct current period.

The unposting and posting is safe and can be run as often as needed.

Recurring Entries

Time Saver

Recurring entries are a time saver eliminating much redundant entry of transaction that must be recorded periodically. It may be used to automatically record transactions with the same dollar expenditure each month like "Rent" or to help enter transactions to the same G/L account with the same description each period but with different dollar amounts. With the bulk of the information automatically entered all that need be done is edit the transactions for the differences.

Creating Recurring Entries is a two-step process, first creating the entries in a special maintenance and secondly transferring them into journal entry for posting. Once the transactions are transferred into the special Recurring Entries Journal (999) they may be edited and then posted. Selecting the Post All Journals option under Journal Posting will post this journal.

Create Recurring Entries

The first of the two recurring entry screens simply displays for reference purposes those recurring batches previously setup. To select an existing batch place the cursor over the batch and press the enter key. To create a new batch click and enter the new batch number and appropriate description.

Create Recurring Entries Screen

Accounting Xpert v18a

Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

General Ledger

Display Management Console

Daily Work / Journal Entry

Create Recurring Entries

Setups / Year End / Utilities

Reports / Listings

Financial Reports / Compilations

ATF Payroll / W2 / 1099 Processing

Accounts Receivable

Accounts Payable

General Ledger

Inventory / Warehousing

Sales Order Processing

Sales Analysis

[725: Depreciation Expense]

Trx Account #	Ref. #	Debit Amount	Credit Amount	Transaction Description
200.01	0	2100.00	0.00	Monthly Building Depreciation
210.01	0	4300.00	0.00	Monthly Equipment Depreciation
725	0	0.00	6400.00	Monthly Depreciation Expense

Modify WIDE INS

Fig. 4 - 10. This is the first step in creating recurring entries.

Account

Zoom / Partial

The first column is used to enter either the appropriate G/L number for the transaction.

Ref. # The reference field is used to enter a check number. Typically, this reference number in this instance is left blank. It is filled in later (while editing this batch after it has been transferred to Journal Entry and) when the actual check number is known.

Debit

Credit

In order to help catch errors more easily the G/L uses separate Debit and Credit columns. Enter the amount of the transaction in the appropriate column. There is no need to enter a - sign for debits or a + sign for credits; simply enter the data in the correct column.

Description

Zoom The Description scrolls as it is typed and you can press the F6 Wide key to
Optional display the entire description window.

Transfer Recurring Entries

The second step to recurring entries is to transfer them to Journal Entry for additional editing (like adding the correct check number) and posting. Again the list of existing batches displays from which to choose. Place the cursor over the desired batch and press enter to select. A new screen will appear asking that the appropriate date for these transactions be entered. When the batch is approved for transfer the transactions will be placed into the 999 Recurring Entries Journal under Journal Entry.

Reversing Entries

Reversing entries is a three step process requiring the creation of the entries in a batch, transferring the entries for editing and posting into Journal Entry and lastly "Reversing" the "Reversing Entries".

Create Reversing Entries

The first of the three reversing entry screens simply displays for reference purposes those reversing batches previously setup. To select an existing batch place the cursor over the batch and press the enter key. To create a new batch click and enter the new batch number and appropriate description.

Reversing Entries Screen

Trx Account #	Ref. #	Debit Amount	Credit Amount	Transaction Description
120	0	0.00	12000.00	Reversal AR
590	0	12000.00	0.00	Reversal Sales

Fig. 4 - 11. This is the first step to processing reversing entries.

	Account
Zoom / Partial	The first column is used to enter either the appropriate G/L number for the transaction.
Ref. #	The reference field is used to enter a check number. Typically, this reference number in this instance is left blank. It is filled in later (while editing this batch after it has been transferred to Journal Entry and) when the actual check number is known.
	Debit
	Credit
	In order to help catch errors more easily the G/L uses separate Debit and Credit columns. Enter the amount of the transaction in the appropriate column. There is no need to enter a - sign for debits or a + sign for credits; simply enter the data in the correct column.
	Description
Zoom Optional	The Description scrolls as it is typed and you can press the F6 Wide key to display the entire description window

Transfer Reversing Entries

The second step to reversing entries is to transfer them to Journal Entry for additional editing (like adding the correct check number) and posting. Again the list of existing batches displays from which to choose. Place the cursor over the desired batch and press enter to select. A new screen will appear asking that the appropriate date for these transactions be entered. When the batch is approved for transfer the transactions will be placed into journal number 996, the Reversing Entries Journal under Journal Entry.

Reverse Reversing Entries

The third step, and one that should be done immediately so it won't be forgotten, is to specify the date on which the transactions should be reversed. This step creates the reversing transaction along with the appropriate reversing date and transfers it to Journal Entry. The transactions are then posted the next time the Post ALL Journals or the Automatic Reversing Entries Journal are processed.

Trial Balance Entry

Trial Balance Entry is useful when you receive a trial balance for input as opposed to the individual or summary journal entries. Trial Balance Entry allows you to enter in a trial balance as of a point in time. It compares the amount entered to the previous balance and calculates / displays the amount of the adjustment. Once the trial balance entries are complete, the Trial Balance Update program is run which creates the adjusting entries and places them in the Trial Balance Journal for future review, editing or posting.

Must enter every account

If using the Trial Balance Entry you must enter an amount for each account. If you leave an account zero and the previous balance was \$ 5100.00 then it would create an adjustment for \$ 5100.00 because it compares the previous balance with the current entered balance.

Trial Balance Entry Screen

Accounting Xpert v18a

Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

General Ledger

Display Management Console

Daily Work / Journal Entry

Trial Balance Entry

Setups / Year End / Utilities

Reports / Listings

Financial Reports / Compilations

ATF Payroll / W2 /1099 Processing

Accounts Receivable

Accounts Payable

General Ledger

Inventory / Warehousing

Sales Order Processing

Sales Analysis

[You must Enter and Amount for Each Account]

[Balance Sheet Accounts - Current Balance] - [P & L Accounts - YTD Amount]

Trial Balance Entry

C:STD - Sample Company with Data

G/L Account #	G/L Account Name	Opening Balance	Trial Balance Amount	Auto Adjusting Entry
110.01	Cash - Citicorp	54000.00	53000.00	-1000.00
110.02	Cash - Nova Scotia Bank	39000.00	36000.00	-3000.00
120	Accounts Receivable	120000.00	107000.00	-13000.00
130	Inventory	135800.00	0.00	-135800.00
160	Land	84000.00	0.00	-84000.00
170	Buildings	325000.00	0.00	-325000.00
180	Equipment	95000.00	0.00	-95000.00
200.01	Accum. Depr. - Building	-90500.00	0.00	90500.00
210.01	Accum. Depr. - Equipment	-38000.00	0.00	38000.00
240	Organizational Costs	125000.00	0.00	-125000.00
250	Goodwill	60000.00	0.00	-60000.00
280	Advances to Officers	18000.00	0.00	-18000.00
290	Customer Deposits	56000.00	0.00	-56000.00
340	Notes Payable	76000.00	0.00	-76000.00
350	Accounts Payable	115000.00	0.00	-115000.00
360	Dividends Payable	33300.00	0.00	-33300.00
370	Advances from Customers	29000.00	0.00	-29000.00
385.03	Fica Payable	0.00	0.00	0.00
385.06	Fed. W/Holding Payable	0.00	0.00	0.00
385.09	State W/Holding Payable	0.00	0.00	0.00
385.11	Loc. W/Holding Payable	0.00	0.00	0.00
420	Bonds Payable - 12/31/95	100000.00	0.00	-100000.00
430	Unamortized Bond Discount	-5000.00	0.00	5000.00
510	and Outstanding	295000.00	0.00	-295000.00
520	Retained Earnings Begin	340000.00	0.00	-340000.00
530	Current Earnings (Loss)	0.00	0.00	0.00
590	Sales	0.00	0.00	0.00

Modify **INS**

Fig. 4 - 12. This is the first step to processing reversing entries.

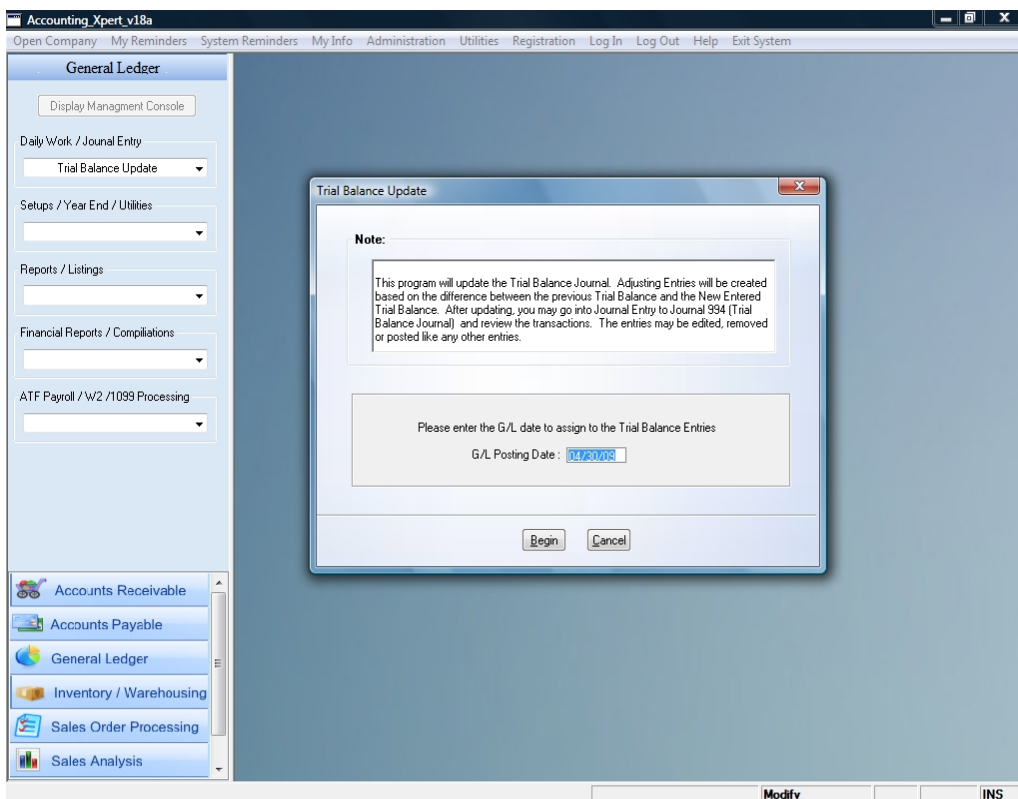
Trial Balance Update

Trial Balance Entry looks at the entered Trial Balance and creates the appropriate adjusting entries and places them in the Trial Balance Journal for review, editing, and posting.

Date for Adjustment

Enter the G/L Date you want to assign to these adjustments and click the Begin button to create the transactions or Cancel to abort the update.

Trial Balance Update Screen



Inventory How To's

General Ledger Type (GT) accounts 'Beginning Inventory' and 'Ending Inventory' do not accumulate account balances from period to period but report them as of a point in time like balance sheet accounts. If the financial being produced is monthly the transaction dates of these accounts is not crucial and may be dated at any time within the month. However, if a statement is anything but a monthly report, the Beginning Inventory figure must be dated at the beginning of the period and the Ending Inventory at the end of the period reported, see table below.

AT = Account Type: Coded as Expense, Revenue or Asset

NB = Normal Balance: Debit or Credit

AT	NB	Account	DR	CR	Monthly	Quarterly	Annual
E	DR	Beginning Inventory	1000		1/1/94	1/1/94	1/1/94
E	DR	+ Purchases					
E	DR	= Goods Available					
R	CR	- Ending Inventory		900	1/31/94	3/31/94	12/31/94
E	DR	= Cost of Sales					
A	DR	Inventory Balance Sheet		100	1/31/94	3/31/94	12/31/94

Typically each month debit beginning inventory, credit ending inventory and the difference is credited or debited to the inventory account on the balance sheet. *Always enter the current periods beginning and ending inventory even if there is no change this period!* If no transactions exist for a period it will report the accounts as zero.

Working Reports / File Listings

The General Ledger produces several useful working reports and file listings to help insure the accuracy and audibility of your information. Since the G/L is a date sensitive system many of these reports may be produced for varying time frames within the current fiscal year.

Working Reports

The Working Reports provided by the G/L are as follows:

- Journal Printing
- General Ledger (80 Col.)
- General Ledger (132 Col.)
- General Ledger Summary
- Working Trial Balance
- Opening Balance Report
- Trial Balance with Adjustment
- Custom G/L Transaction Report

The working reports can be printed at any time for any date range specified. Account # ranges, posted, unposted transactions, zero balances, and other options are selectable based on the report.

Hint: It is not necessary in Xpert to select a starting and ending G/L Account #. Leave the starting # blank and ending # ' ~ ' as explained below.

If you leave the Starting G/L # account as blank, this is considered the lowest possible G/L # so it will insure the report starts from the very first G/L Account.

If you leave the last G/L Account # as ' ~ ' this is considered the highest possible # and will insure it prints the entire report.

Select **Working Reports**

From the G/L Menu select Reports / Listings

Reports / Listing Menu

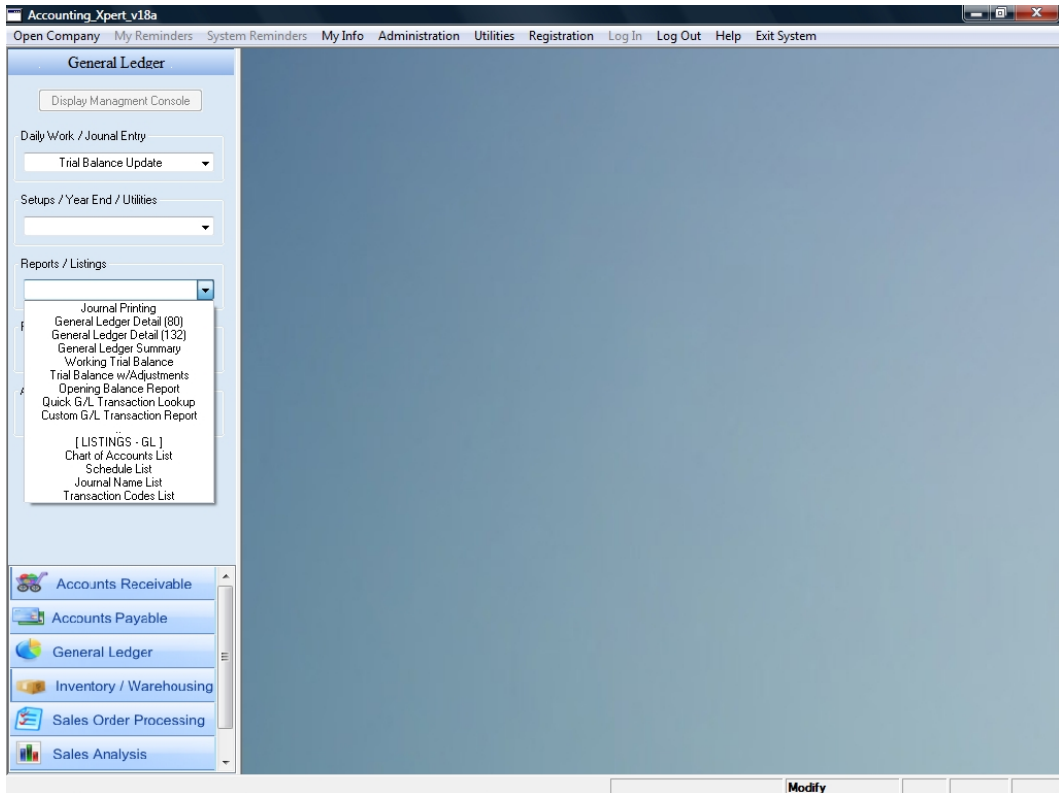


Fig. 5 - 1. The menu selections for the G/L Working Reports.

Journal Printing

This option allows the printing of both posted and unposted journal transactions. The data is available by batch, date or in check number order.

The ability to print the unposted transactions allows the audit trail to be skipped immediately following journal entry and printed here.

Select Journal Printing

From the G/L, Working Reports Menu select Journal Printing.

Journal Selection Screen

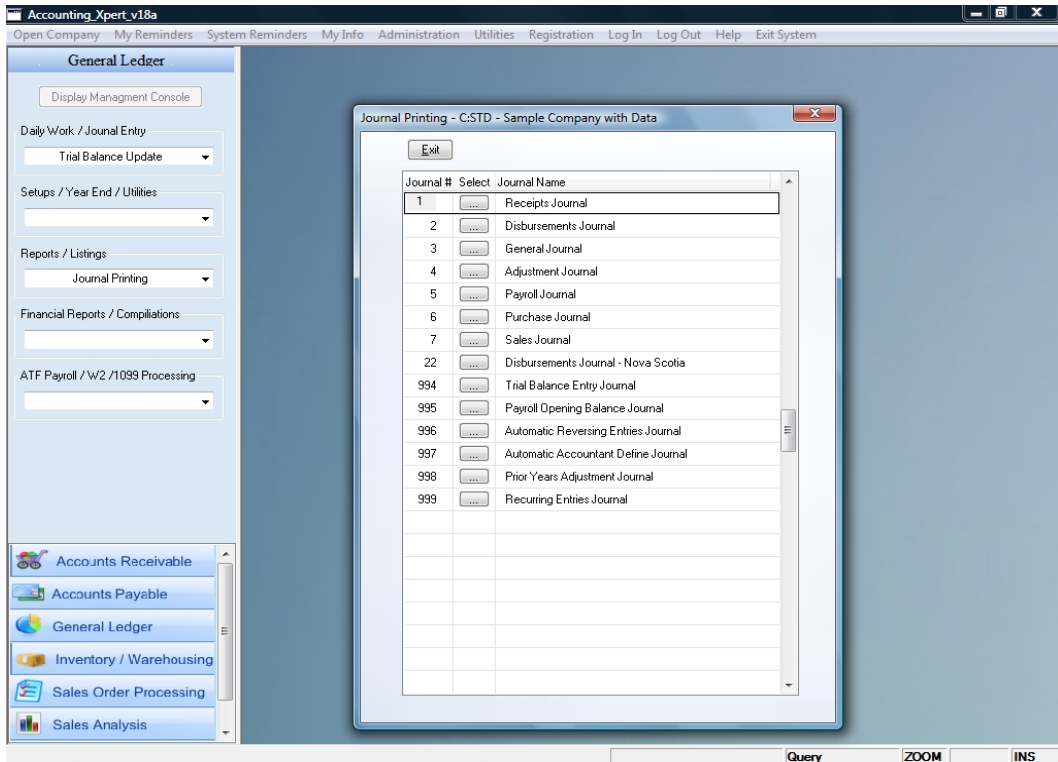


Fig. 5 - 2. Select which Journal to print.

In the select Journal Printing Screen, you have the option of printing any of the standard Journals created by the system, or any new, unique, journal established in Journal Maintenance.

Select the journal to print.

Select whether to print the 80-column report with debits and credits in the same column or 132-column format with separate debit and credit columns.

Journal Printing Screen

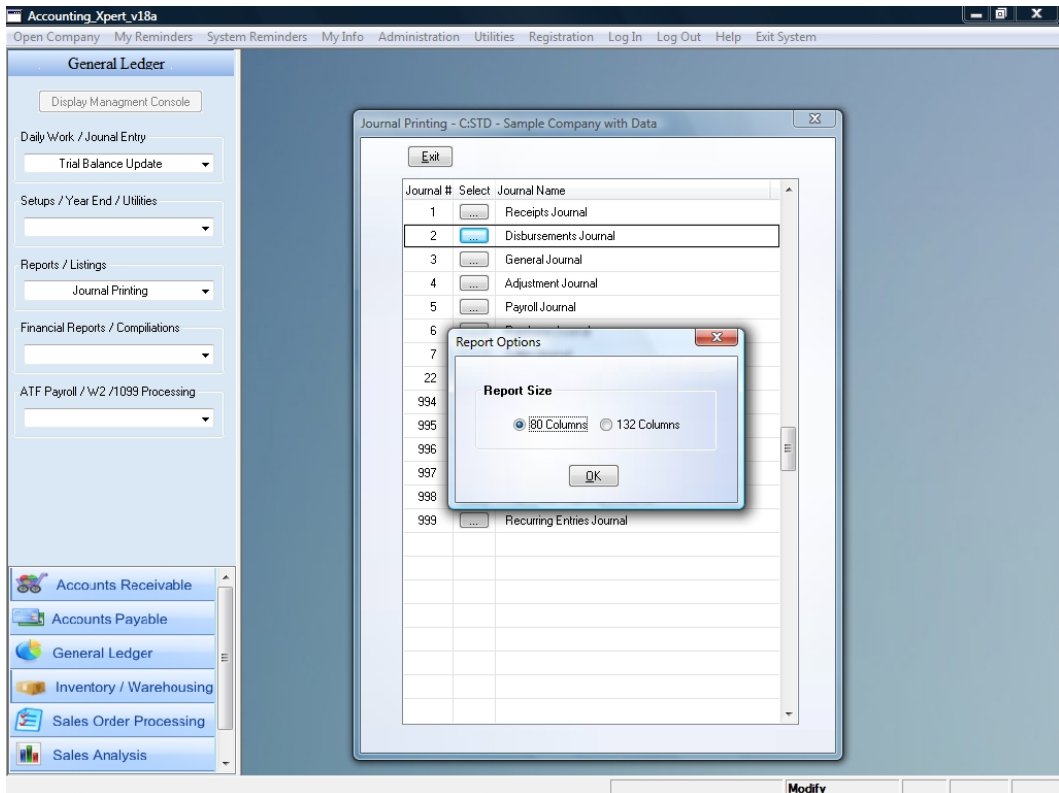


Fig. 5 - 3. After selecting the journal, the system will request information on how to print the requested Journals.

Batch #

Enter the range of batch entry session numbers to be included in the report.

Date

Enter the range of transaction dates to include in the report.

Check #

Enter the range of check numbers to be included in the report

Print Transactions Posted, Unposted, or All

To print posted transactions only select **Posted**, to print Unposted transactions enter **Unposted**, to print both Posted and Unposted, select **All**.

Print in Date, Check #, or Input Order

Print the report in Date, Check # or Input Order.

Division

Enter the range of divisions to include in this report. Either enter the **appropriate code**, or Zoom calling a Look Up list, highlight the appropriate code and press Enter to select. Enter **Zero (0)** to include all divisions.

Output Options

Select where you want to output the report. You may go to any printer, preview the report, create a PDF, go to a file, convert the report into a PDF file and attach to Outlook or other email systems.

OK or Cancel

Press OK to Print or Cancel to exit.

General Ledger (80 Col.) / (132 Col.)

The General Ledger Reports will display the detail of all transactions for any given G/L account or date range. The report can include both posted and unposted transactions, or both depending on your preference, and accommodates both narrow paper formats combining debit and credit balances in the same column and the 132 Col. version (compressed print) displays separate debit and credit columns. In Chart Of Account Setup, there was an option to list summary information only in the General Ledger for a specific account. That option can be overridden here if you need the detail on an account that was defined as a summary account.

Select **General Ledger Report**

From the G/L, Reports / Listing Menu select General Ledger (80 or 132 Col.)

General Ledger (80 Col.) / (132 Col.)

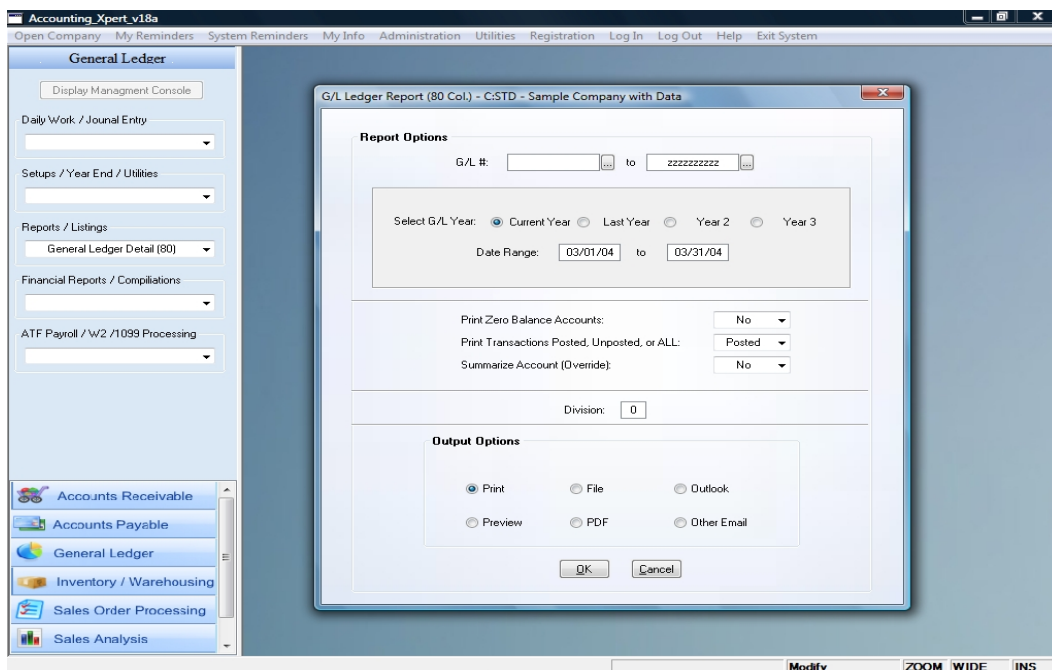


Fig. 5 - 4. The system will request criteria on how to print the requested detail Ledger Transactions.

Starting Account – you can leave this blank as blank is the lowest G/L #.

Ending Account

Enter the General Ledger Account ranges to include in the report. Either enter the **appropriate code**, *or* Zoom calling a Look-up list, highlight the appropriate code and press Enter to select.

Period Start Date

Period Ending Date

Define the transaction date ranges to include in the report. **Note:** The date range defaults to the current period as determined by the Posting Thru Period during Journal Posting.

Select the G/L Year

You can print a general ledger for the current year or any of 3 previous years. Select the appropriate year.

Print Zero Balance Accounts

To Include accounts with a Zero (0) balance, select **Yes**, to exclude accounts with a Zero Balance select **No**.

Print Transactions: Posted, Unposted or All

To print posted transactions only select **Posted**, to print Unposted transactions select **Unposted**, to print Both, select **All**.

Summarize Override

To print detail transactions for an account that has been set to summarize as a part of the Chart Of Accounts Options, select **Yes**. Select **No** to print in accordance with the Chart Of Accounts Summary defaults.

Division

Enter the range of divisions to include in this report. Either enter the **appropriate code**, *or* Zoom calling a Look Up list, highlight the appropriate code and press Enter to select. Enter **Zero (0)** to include all divisions.

Output Options

Select where you want to output the report. You may go to any printer, preview the report, create a PDF, go to a file, convert the report into a PDF file and attach to Outlook or other email systems.

OK or Cancel

Press OK to Print or Cancel to exit.

General Ledger Summary

The General Ledger Summary Report displays a summary report of all transactions for any given G/L account or date range. The report can include posted and unposted transactions, or both.

Select **General Ledger Summary**

From the G/L, Reports / Listings Menu select General Ledger Summary.

General Ledger Summary Selection Screen

The screenshot shows the Accounting Xpert v18a software interface. The main window has a menu bar with options: Open Company, My Reminders, System Reminders, My Info, Administration, Utilities, Registration, Log In, Log Out, Help, and Exit System. On the left, there is a sidebar with a 'General Ledger' section containing a 'Display Management Console' button and several dropdown menus: 'Daily Work / Journal Entry', 'Setups / Year End / Utilities', 'Reports / Listings' (currently set to 'General Ledger Summary'), 'Financial Reports / Compilations', and 'ATF Payroll / W2 /1099 Processing'. Below these are icons for 'Accounts Receivable', 'Accounts Payable', 'General Ledger', 'Inventory / Warehousing', 'Sales Order Processing', and 'Sales Analysis'. The main area displays a 'G/L Ledger Report - C:STD - Sample Company with Data' dialog box. This dialog has a 'Report Options' section with 'G/L #' and 'Date Range' (01/01/04 to 01/31/04) fields, and checkboxes for 'Print Zero Balance Accounts' (No) and 'Print Transactions Posted, Unposted, or ALL' (Posted). It also has a 'Division' field set to 0. The 'Output Options' section includes radio buttons for 'Print' (selected), 'File', 'Outlook', 'Preview', 'PDF', and 'Other Email'. 'OK' and 'Cancel' buttons are at the bottom. The status bar at the bottom right shows 'Create', 'ZOOM', 'WIDE', and 'INS'.

Fig. 5 - 5. The system will request criteria on how to print the requested Summary Ledger Transactions.

Starting Account – you can leave this blank as blank is the lowest G/L #.

Ending Account

Enter the General Ledger Account ranges to include in the report. Either enter the **appropriate code**, *or* Zoom calling a Look Up list, highlight the appropriate code and press Enter to select.

Period Start Date

Period Ending Date

Define the transaction date ranges to include in the report. **Note:** The date range defaults to the current period as determined by the Posting Thru Period during Journal Posting.

Print Zero Balance Accounts

To Include accounts with a Zero (0) balance, select **Yes**, to exclude accounts with a Zero Balance select **No**.

Print Transactions: Posted, Unposted or All

To print posted transactions only select **Posted**, to print Unposted transactions select **Unposted**, to print Both, select **All**.

Division

Enter the range of divisions to include in this report. Either enter the **appropriate code**, *or* Zoom calling a Look Up list, highlight the appropriate code and press Enter to select. Enter **Zero (0)** to include all divisions.

Output Options

Select where you want to output the report. You may go to any printer, preview the report, create a PDF, go to a file, convert the report into a PDF file and attach to Outlook or other email systems.

OK or Cancel

Press OK to Print or Cancel to exit.

Working Trial Balance

The Working Trial Balance Report lists each General Ledger Account along with its Debit or Credit Balance as of a particular date. This worksheet provides separate columns in which to manually record any adjustments that will later be entered by another staff member.

Select **Working Trial Balance**

From the G/L, Reports / Listings Menu select Working Trial Balance.

Working Trial Balance Selection Screen

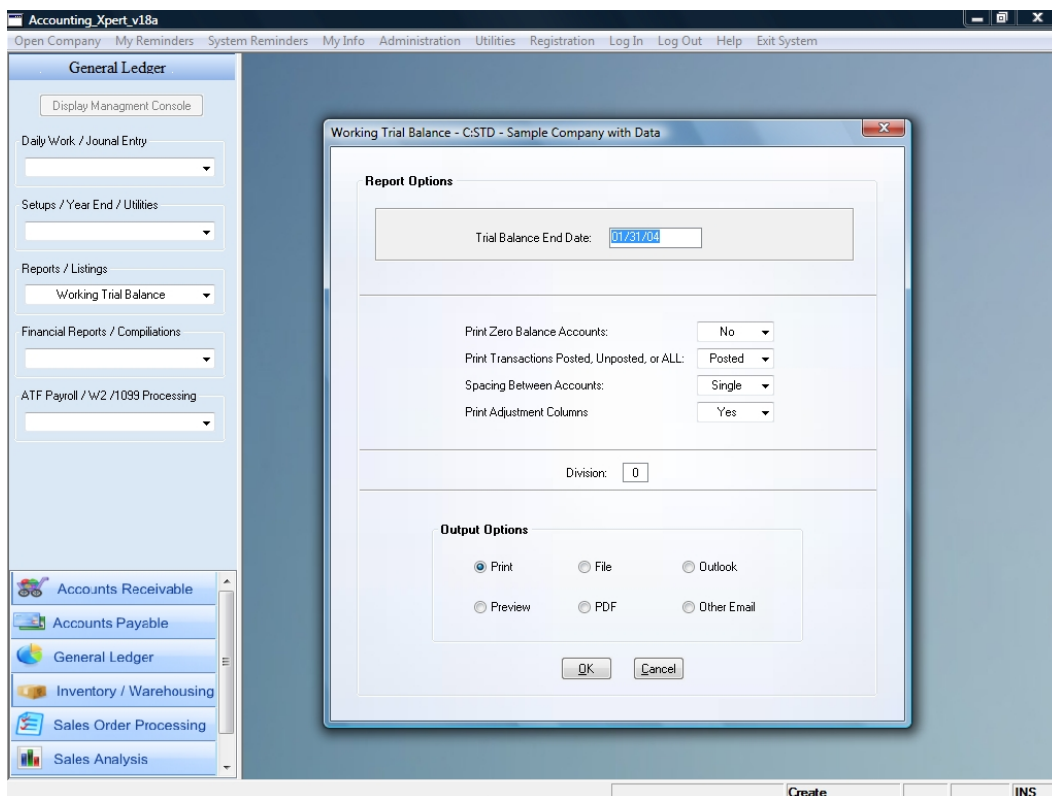


Fig. 5 - 6. Enter the criteria with which to print the Working Trial Balance Report.

Trial Balance Period Ending Date

Enter the ending date for the report. All transactions prior to and including this date will be included.

Print Zero Balance Accounts

To Include accounts with a Zero (0) balance, select **Yes**, to exclude accounts with a Zero Balance select **No**.

Print Transactions: Posted, Unposted or All

To print posted transactions only select **Posted**, to print Unposted transactions select **Unposted**, to print Both, select **All**.

Spacing between accounts

Enter the type spacing you prefer for the report. The wider the spacing, the more room for adjustments and the easier it is to read. Options are single, double or triple spacing.

Print Adjustment Columns

Prints adjustment columns for handwritten adjustments.

Division

Enter the range of divisions to include in this report. Either enter the **appropriate code**, or Zoom calling a Look Up list, highlight the appropriate code and press Enter to select. Enter **Zero (0)** to include all divisions.

OK or Cancel

Press OK to Print or Cancel to exit.

Trial Balance with Adjustments

Many software vendors provide this as a separate module. In Xpert it is a standard part of our write-up program. If you enter entries into the Adjustment Journal, you are able to print out a Trial Balance showing you last year's balance, and unadjusted trial balance before the adjusting entries, the adjusting entries in detail or summary, and the adjusted trial balance.

Select From the G/L, Reports / Listings Menu select Trial Balance w/Adjustments.

Working Trial Balance Selection Screen

The screenshot displays the Accounting Xpert v18a software interface. The main window is titled "General Ledger" and contains a sidebar with various accounting modules: Accounts Receivable, Accounts Payable, General Ledger, Inventory / Warehousing, Sales Order Processing, and Sales Analysis. The "General Ledger" module is currently selected. In the center of the screen, a dialog box titled "Working Trial Balance - Adjusted - C:STD - Sample Company with Data" is open. This dialog box is used to configure the report options for the Working Trial Balance. It includes sections for "Report Options" and "Output Options". The "Report Options" section contains fields for "Accounting Period" (set to 3), "Date Range" (03/01/04 to 03/31/04), and dropdown menus for "Print Transactions in Detail or Summarize" (set to Summarize), "Print Zero Balance Accounts" (set to No), "Print Transactions that are" (set to Posted), and "Spacing Between Accounts" (set to Single). There is also a "Division" field set to 0. The "Output Options" section contains radio buttons for "Print" (selected), "File", "Outlook", "Preview", "PDF", and "Other Email". At the bottom of the dialog box are "OK" and "Cancel" buttons. The background window shows the "General Ledger" menu with "Trial Balance w/Adjustments" selected.

Fig. 5 - 7. Enter the criteria with which to print the Working Trial Balance Report.

Accounting Period

Select the period you are working in. For example if you are in March and you want to see how the adjustment affect March, select 3 (if calendar year).

Date Range

This is the range of dates of adjusting entries to include.

Print Zero Balance Accounts

To Include accounts with a Zero (0) balance, select **Yes**, to exclude accounts with a Zero Balance select **No**.

Print Transactions that are: Posted, Unposted or All

To print posted transactions only select **Posted**, to print Unposted transactions select **Unposted**, to print Both, select **All**.

Spacing between accounts

Enter the type spacing you prefer for the report. The wider the spacing, the more room for adjustments and the easier it is to read. Options are single, double or triple spacing.

Division

Enter the range of divisions to include in this report. Either enter the **appropriate code**, or Zoom calling a Look Up list, highlight the appropriate code and press Enter to select. Enter **Zero (0)** to include all divisions.

OK or Cancel

Press OK to Print or Cancel to exit.

Opening Balance Report

This report displays a listing of all opening balances, entered through Opening Balance Maintenance to be used to verify the entries.

Select Opening Balance Report

From the G/L, Reports / Listing menu select Opening Balance Report.

Opening Balance Report Screen

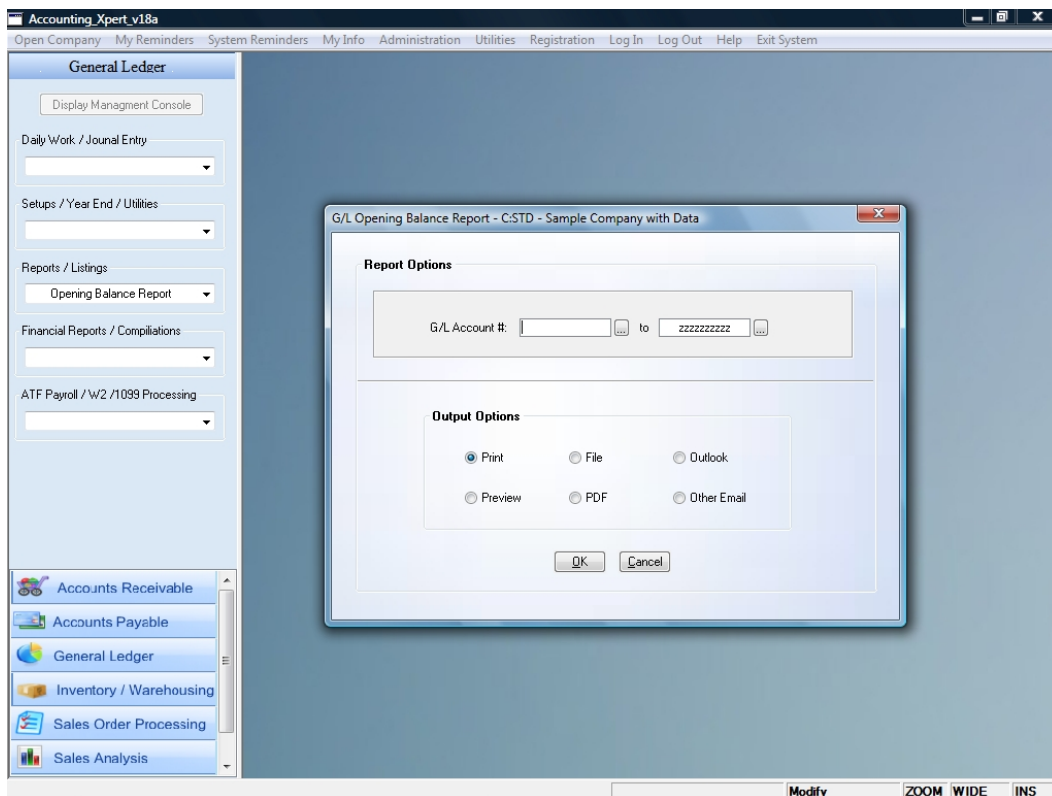


Fig. 5 - 8. Select the range of accounts to print in the report.

Starting Account:

Ending Account

To print the report for the default, all accounts, press **ENTER** in each field. Either enter the **appropriate code**, *or* Zoom calling a Look Up list, highlight the appropriate code and press Enter to select.

OK or Cancel

Press OK to Print or Cancel to exit.

File Listings

File Listings display basic setup definitions from the major control files allowing easier verification of the information entered.

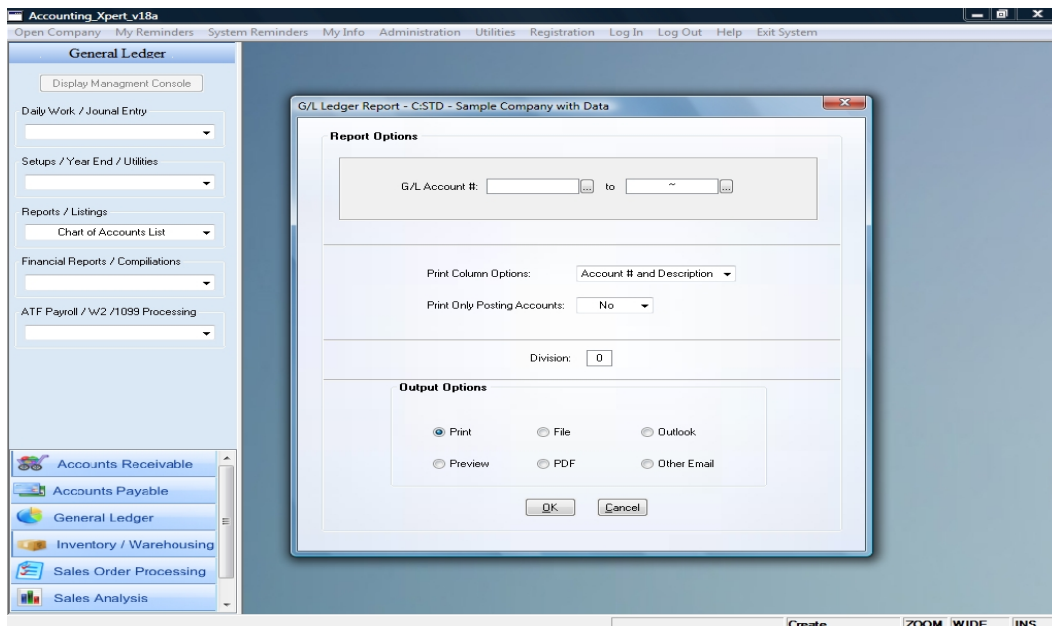
Journal Name Listing

This 80 column wide report simply prints a list of the journals along with the G/L account with which they are associated for bank reconciliation purposes. The report includes the journal number, description, G/L number and the accounts description.

Chart Of Accounts Listing

This 80-column report actually provides for three separate listing. First a Chart Of Accounts list with just the G/L account numbers and descriptions. The second is to verify the COA. It displays all of the setup definitions. The third option prints a Group Total Number (GN) worksheet to help with proper totaling of the accounts.

Chart of Accounts Listing Screen



Starting Account:

Ending Account

To print the report for the default, all accounts, leave the starting G/L Account # 'blank' and the ending G/L Account # '~'. Or enter the **appropriate code**, or Zoom calling a Look Up list, highlight the appropriate code and press Enter to select.

Print Column Options

To print the Chart Of Accounts list with just the G/L account numbers and descriptions select 'Account # and Description'. To print verification listing of definitions select 'Format Codes' . To print a Group Total Number (GN) worksheet select 'Group Totals'

Print Posting Accounts Only

To eliminate title and total accounts and just print the posting accounts (those that carry monetary balances) select **Yes**. No monetary balances will print on any of these reports but the posting accounts may be the only accounts you wish to give to the Company.

Division:

To include accounts from all divisions enter (zero). To print a specific division enter that division's number (1 - 998).

OK or Cancel

Press OK to Print or Cancel to exit.

Transaction Code Listing

This 132 column wide listing is a verification of the Transaction Codes entered. All the definitions are included and consist of the 10 character code, the G/L account number and its description, the amount of the transaction and whether it's a debit or credit, the reference number and the description of the transaction.

Schedule Listing

This 132 column wide report is much like its COA counterpart, listing the definitions of the schedule or schedules included.

Starting Schedule:

Ending Schedule:

To print the report for the default, all schedules, press **ENTER** in each field. Either enter the **appropriate code**, *or* Zoom calling a Look Up list, highlight the appropriate code and press Enter to select.

OK to Print or Cancel to Exit

Press OK to continue or Cancel to exit.

Financials / Compilations

The General Ledger's financial statements are a combination of the company's chart of accounts / schedules and the report generator template selected. Financial statements are produced by printing a client's unique Chart of Accounts or Schedule through a report template (much like a spreadsheet) defined here in the G/L's Financial Report Setup. The template defines the statement heading, footnote and each column of the report to be printed. Like a word processor special codes (/CN) are replaced by a client's/company name, unique statement headings or other information. This allows a single Balance Sheet or Income Statement template to be used by all clients. This greatly reduces setup costs as only unique report templates need be defined.

A report may be up to 26 columns wide and consist of data spanning four years; the current year's data plus three years of history. A column may be defined to display account descriptions, monetary amounts, percentages, dollar or percentage variances, combinations of other monetary columns or even blank.

Xpert comes with approximately 40 different types of Financial Reports so no setup is required unless you want to create a unique report that does not exist.

Financial reports are created in the Financial Report Setup program and shown as follows.

Note: A typical P & L report is 'Current Month to Year to Date'. The columns would look like this.

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 5</u>
Description	Money CMTH	Percent	Money YTD	Percent

Therefore any chart of accounts whether it is 50 accounts or 1000+ accounts runs through the template and prints each account on the statement. If it's a Division or Schedule then just those accounts would print. This is why you do not need to set up Financial Statements on a client basis as any report automatically works on for any client, consolidated, divisional or schedule.

The basic formatting is done one time in the chart of accounts which includes which accounts have \$ signs, underlines, and other formatting features. Thus when one chart of accounts is complete, you can use it for other clients and the formatting is already completed.

Select **Financials / Compilations** From the menu select Financials Reports Setup.

Financials / Compilation Menu

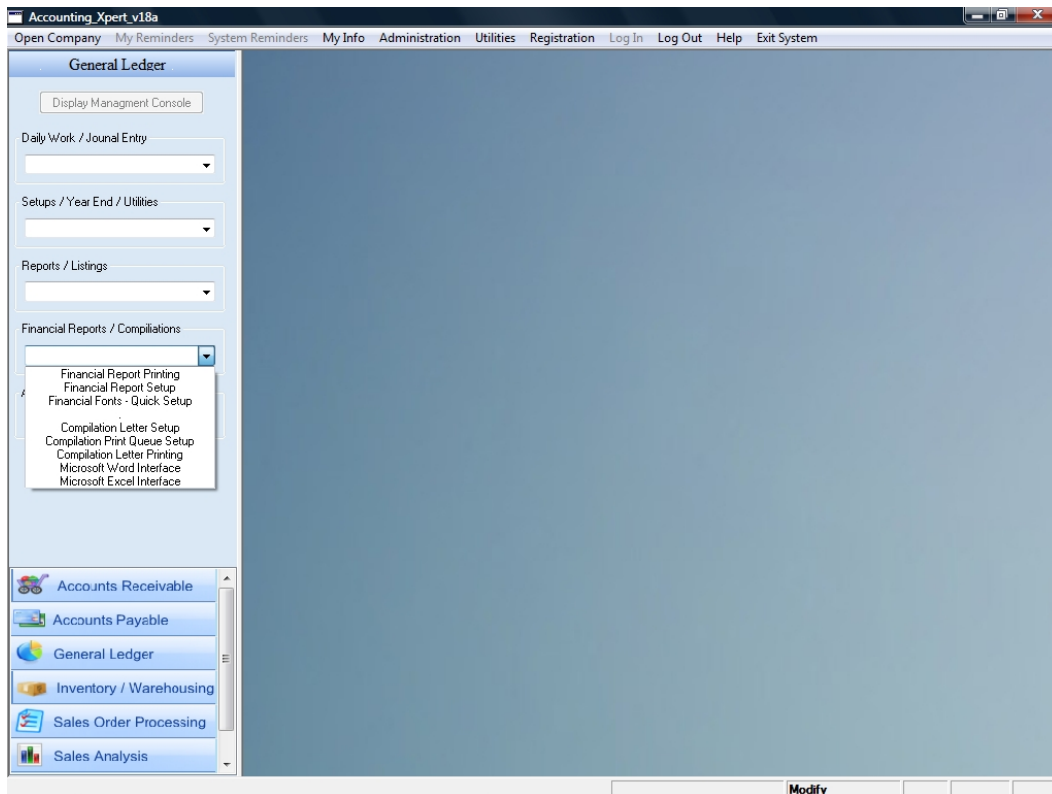


Fig. 6 - 1. Here you access either the financial printing or the financial generator.

Financial Report Setup Program

Once the report setup is selected the financial statement templates already defined appear as depicted on the screen below.

Financial/Schedule Report Templates

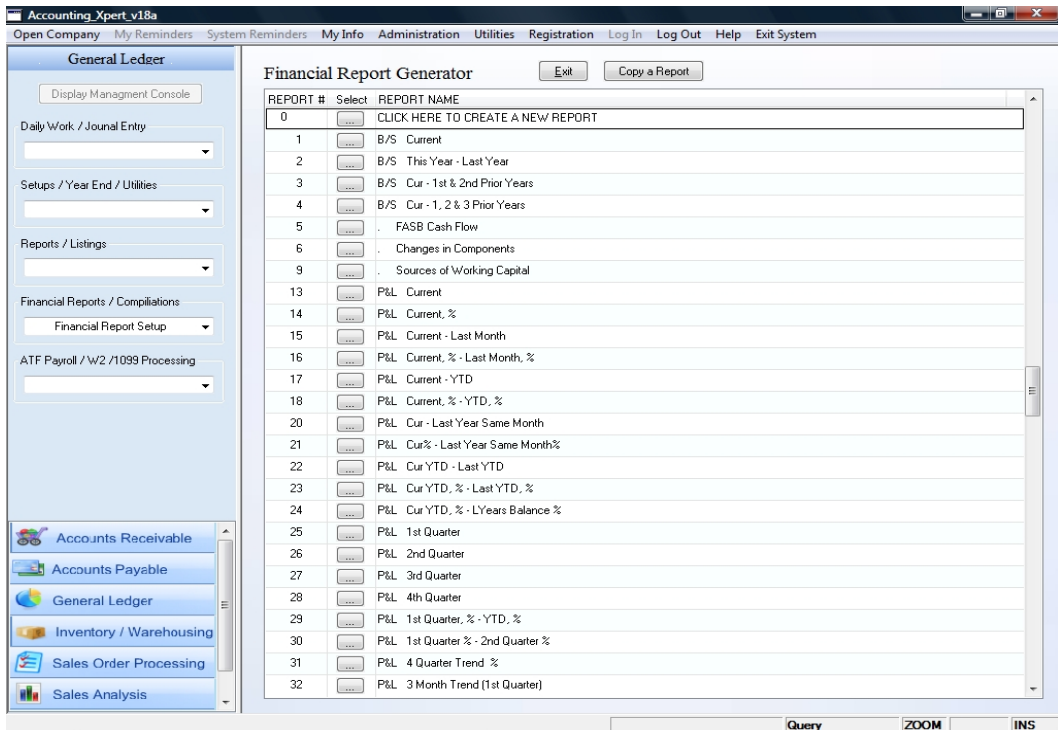


Fig. 6 - 2. Select statement to be modified or select to create.

Click the select button to call up the financial template heading and footnote screen.

OR

Create Report

Press ENTER or Click on Report # 0 to create a new report.

Report Headings and Footnotes Screen

The screenshot displays the 'Financial Report Generator' window in Accounting Xpert v18a. A 'Report Heading and Footnotes' dialog box is open, allowing configuration of a report. The 'Report Name' is 'P&L Current: % - YTD, %'. The 'Type of Report' is 'Income Statement'. The 'Financial Report Heading' section contains 9 lines of text: Line 1 is blank, Line 2 is '/CN', Line 3 is '/DN', Line 4 is 'Income Statement', Line 5 is 'For the period ending /cc compared to Year to Date', and Lines 6-9 are blank. The 'Financial Report Footnotes' section contains 3 lines: Line 1 is 'Unaudited', Line 2 is 'See Accountant's Compilation Letter', and Line 3 is blank. The dialog also features font and color settings for headings and footnotes, and buttons for 'Delete Columns', 'Report Columns Setup', and 'Calculate Report Width'.

Fig. 6 - 3. In this first screen the type of report and it header and footer is defined.

Report Name

Enter up to 35-character s to describe this particular report template. Try to distinguish one report as much as possible from another. It is a good idea to include the fiscal periods covered by this report such as P&L Current, P&L YTD, P&L Current compared to YTD, etc. This is not the name normally printed on the report unless the /RN report code is used.

Type of Report

Select Balance Sheet, Income Statement or Cash Flow Statement.

1 to 9

of Lines for Heading

Select the number of lines, which will be used by the Report Heading as described below. A report may have up to nine lines at the top of the statement with which to describe its contents. Usually headings include the report type such as Balances Sheet, the name of company the report is for and dates the report covers. The smaller the heading the more accounts that can print on a page.

Note: Under the Financial Report / Compilation Menu is a menu option called 'Quick Financial Font Setup'. This option allows you to change the Heading and Footnote fonts for all reports at the click of a button.

Heading Font

Pop up a list of the various fonts that can be used for your heading. Font # 34 is a popular font for headings and footnotes.

Footnote Font

Pop up a list of the various fonts that can be used for your footnote. Font # 34 is a popular font for headings and footnotes.

Heading Color

Typically colors are not used however various shadings may be used in a report. Pop up a list of the various colors that can be used for your heading. Usually Color is 0.

Footnote Color

Typically colors are not used however various shadings may be used in a report. Pop up a list of the various colors that can be used for your footnotes. Usually Color is 0.

1 to 9

Report Heading

Enter up to a 9 line heading which describes this report in the nine lines of space provided in the center of the screen. This heading appears at the top of each page of the report and should be as generic as possible so that it might accommodate many different companies. **Note:** *If the # Of Lines For Heading = 6 the heading cannot exceed 6 lines.* A 6 heading might look like this. Notice that the Report Codes, page 6, /CN, /CC and /CCB have been replaced with the appropriate information.

Line	Heading Entered	Heading Printed (for ABC Corp.)
1	Income Statement /CN For the period beginning /CCB and ending /CC	Income Statement ABC Corporation For the period beginning June 01, 2010 and ending June 30, 2010
2		
3		
4		
5		
6		
7		
8		
9		

/ Don't use a slash "/", within a report or the system will interpret it as an invalid code.

Financial Report Codes

Use the Report Codes shown below as much as possible in order to automatically insert dates or company/client information into headings, footnotes, column headings or text processing. When a report is printed the codes are replaced with the information specific to the company/client. Though many of the codes are less than 4 characters in length including the slash (/CC) always add an extra space after any codes, which are less than 4 characters (/CC). To print the date from the beginning of the period add a "B" after the code (/CCB). **These codes all also used in the Compilation Letters.**

Code	Replaced By	Code	Replaced By	Code	Replaced By
/CN	Co. Name	/DBA	Doing Business As	/TD	Today's Date
/CA1	Co. Address 1	/DN	Name of Division	/TDA	Today's Date (alphabetic)
/CA2	Co. Address 2	/NS	Name of Schedule	/X	for the X periods (numeric)
/CA3	Co. City			/XA	for the X periods (alphabetic)
/CA4	Co. State	/RN	Report Name		
/CA5	Co. Zip				

C	F	S	T	
Current Year	First Prior Year	Second Prior Year	Third Prior Year	
/CC Cur. Per.	/FC Cur. Per.	/SC Cur. Per.	/TC Cur. Per.	
/CL Last Per.	/FL Last Per.	/SL Last Per.	/TL Last Per.	
/C01 Period 01	/F01 Period 01	/S01 Period 01	/T01 Period 01	Qtr 1
/C02 Period 02	/F02 Period 02	/S02 Period 02	/T02 Period 02	
/C03 Period 03	/F03 Period 03	/S03 Period 03	/T03 Period 03	
/C04 Period 04	/F04 Period 04	/S04 Period 04	/T04 Period 04	Qtr 2
/C05 Period 05	/F05 Period 05	/S05 Period 05	/T05 Period 05	
/C06 Period 06	/F06 Period 06	/S06 Period 06	/T06 Period 06	
/C07 Period 07	/F07 Period 07	/S07 Period 07	/T07 Period 07	Qtr 3
/C08 Period 08	/F08 Period 08	/S08 Period 08	/T08 Period 08	
/C09 Period 09	/F09 Period 09	/S09 Period 09	/T09 Period 09	
/C10 Period 10	/F10 Period 10	/S10 Period 10	/T10 Period 10	Qtr 4
/C11 Period 11	/F11 Period 11	/S11 Period 11	/T11 Period 11	
/C12 Period 12	/F12 Period 12	/S12 Period 12	/T12 Period 12	
/C13 Period 13	/F13 Period 13	/S13 Period 13	/T13 Period 13	

The report code Periods are all fiscal periods and as such will work for any client report.

Footnote

Enter up to a three-line footnote for the bottom of this report. A footnote might look like this. Report Codes may also be used here.

Line	Heading
1	Unaudited
2	See Accountant's Compilation Letter
3	

Report Size (width)

Page 2

For standard paper portrait the system defaults to 150. For a report that is usually printed in compressed print it should be set to 250. The width determines the centering for the Heading and Footnote. There is a button in the Financial Report Setup (Heading / Footnote) section 'Calculate Report Width'. which automatically calculates the report width depending on the number of columns in the report (based on non-compression). If you are using special paper for example 17 each, compressed, in landscape mode then you're heading might be 400 and may require experimentation to match the unique report.

Scroll through
Templates

Use the PgUp or PgDn keys while in this first maintenance screen to move up and down through the report templates.

Page 2 – Financial Report Generator

This screen is where you define what is in each column. Usually the first column of a Financial Report is the G/L Account Description. This is followed by Money Columns, Percentage Columns, Variance and/or Budget Columns. When complete, this report is automatically useable by every client with no additional setup. The clients chart or schedule is run through the template and the appropriate information inserted during printing.

Financial Report Column Definitions

The screenshot displays the 'Financial Report Column Definitions' window in Accounting Xpert v18a. The window title is 'Accounting Xpert v18a'. The menu bar includes: Open Company, My Reminders, System Reminders, My Info, Administration, Utilities, Registration, Log In, Log Out, Help, Exit System. The main area is titled 'P&L Current, % - YTD, %'. It contains eight column definition panels (Column 1 to Column 17). Column 1 is 'Description' (Type: Description). Column 2 is 'Current Period' (Type: Money). Column 3 is 'ending' (Type: Percent). Column 4 is 'ending' (Type: Money). Column 14 is 'ending' (Type: Money). Column 15 is 'ending' (Type: Money). Column 16 is 'ending' (Type: Money). Column 17 is 'ending' (Type: Money). Each panel has fields for Description, % Column, Font, and Color, and a 'Column Details' button. The left sidebar shows 'General Ledger' selected under 'Financial Reports / Compilations'. Other options include 'Daily Work / Journal Entry', 'Setups / Year End / Utilities', 'Reports / Listings', 'ATF Payroll / W2 / 1099 Processing', 'Accounts Receivable', 'Accounts Payable', 'General Ledger', 'Inventory / Warehousing', 'Sales Order Processing', and 'Sales Analysis'.

Fig. 6 - 4. Here the contents of the report are defined.

Type
Column Type Select the type of information to be printed in this column. A variance column can be defined as a straight dollar variance by subtracting one column from another, a percentage variance by dividing one column by another or as a combination any math function (+ - * /) may be performed against various columns.

Column TYPE

Account #
Description of Account
Money
Percentage
Variance (dollar, %, Combo)
Blank

Description – Line 1 of selected column
Description – Line 2 of selected column
Description – Line 3 of selected column
Description Enter up to three lines of 15 characters describing this column. This is the column heading or column description above the column to distinguish one column from another. Use the Report Codes as described on page 6, when possible. If the column displays money from the current year and current period the description might simply be / CC. / CC would then be replaced with the current period ending date (June 30, 2010).

Column %
Percentages If this column 'Type' above has been defined to print *Percentages* the cursor will be positioned in this field. So if Column # 2 is the 'Current Month's' financial dollar amounts, then you would designate to print in Column # 3, the percentages based off the money in Column # 2 by entering a 2.

Column Detail

If the column *Type* above has been defined as either *Money* or *Variance* then the cursor should be positioned in this Detail field. Click 'Details' to display the definition window for either the money or variance as shown below.

Money Type Definition Window

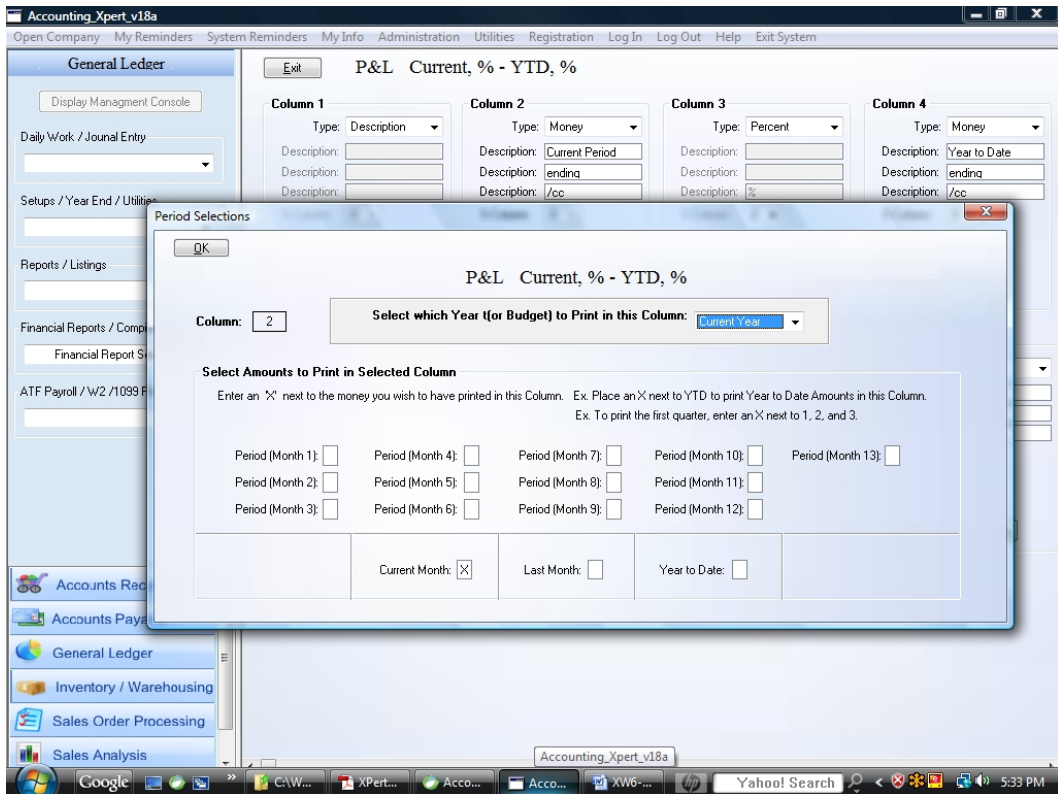


Fig. 6 - 5. Define the money from which period.

Money Type Column

Select the Year (or budget) to print in this column

For Money column definitions first select the year from which to pull the monetary figures. The current year's budget may also be selected here.

Current	These are the current year's figures.
Last	These are last year's figures.
Year 3	These are the third years or figures.
Year 4	These are the fourth year's monetary figures.
Budget	These are the budgetary figures.

Next select which period(s) of that year to print in this column.

X

Enter an X into each fiscal period that is to be printed in this column. If the column is to report the current period's figures place an X in the CMTH box. If the column figures are for the first quarter place an X in boxes 1, 2, and 3.

Remember the system bases many of the report off of the current period (CMTH or C-PERIOD). When you post through a period, that period becomes the current period. A year to date (YTD) column would add up or combine monetary figures from the beginning of the fiscal year through the current period (CMTH). To produce a YTD income statement or schedule from a past period do not select YTD but rather add up the periods by placing an X in each of the fiscal periods to be combined. Balance Sheets are altogether different since balance sheets are by nature year to date balances and the G/L stores the figures that way.

Variance Type Definition Window

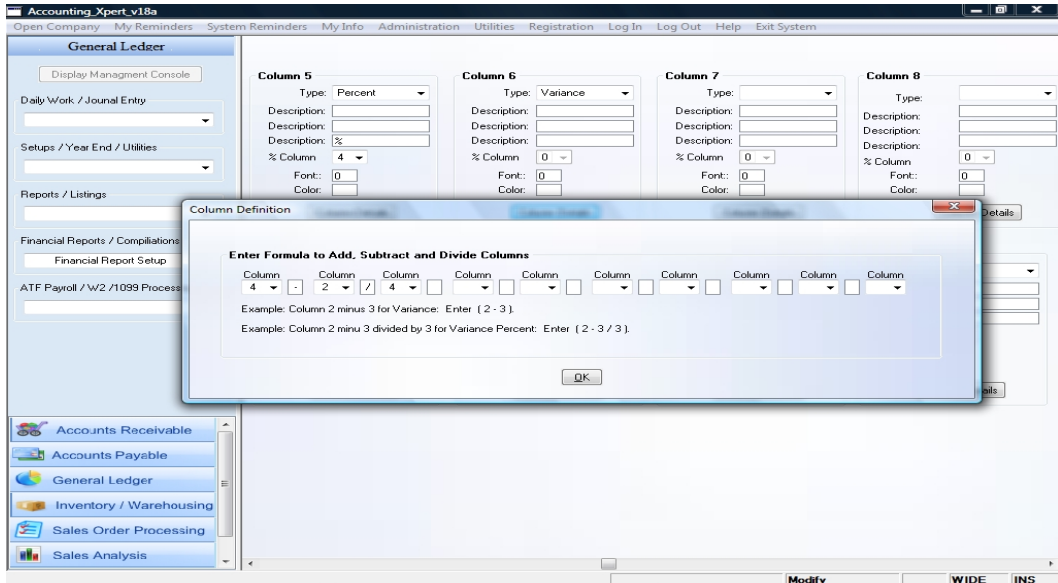


Fig. 6 - 6. First Installation Screen

4 – 2 / 4 - This means column 4 minus column 2 divided by Column 4 for a variance %. Similar to a spreadsheet formula.

Variance Type Column

A Variance column Type accommodates three different reporting options, dollar variance, percentage variance and the combination of other columns into one. The different variances or combinations are determined strictly by performing various math formulas. For instance a dollar variance is simply the difference in one column from another (col. 2 - col. 3 = col. 4). A percentage variance is a one column minus another divided by one of the columns (col. 2 - col. 3 / col. 3 = col. 4). A combination column could of course be a variance or any other calculation. Don't forget to define the dollar variance column description appropriately as "Dollar Variance", "Percentage Variance", etc..

Financial / Schedule Printing

Financial and schedule reports are distinct from other reports in the system since they are processed through a user defined report template as opposed to a predefined report. To print a report simply choose the report from a list of available reports as shown below and select the criteria with which to print it.

Financial/Schedule Report Templates

Accounting Xpert v18a

Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

General Ledger

Display Management Console

Daily Work / Journal Entry

Setups / Year End / Utilities

Reports / Listings

Financial Reports / Compilations

Financial Report Printing

ATF Payroll / W2 / 1099 Processing

Accounts Receivable

Accounts Payable

General Ledger

Inventory / Warehousing

Sales Order Processing

Sales Analysis

Financial Report Printing / Excel Export C:\STD - Sample Company with Data

REPORT #	Select	REPORT NAME
1	<input data-bbox="490 673 517 690" type="button" value="..."/>	B/S Current
2	<input data-bbox="490 690 517 706" type="button" value="..."/>	B/S This Year - Last Year
3	<input data-bbox="490 706 517 722" type="button" value="..."/>	B/S Cur - 1st & 2nd Prior Years
4	<input data-bbox="490 722 517 738" type="button" value="..."/>	B/S Cur - 1, 2 & 3 Prior Years
5	<input data-bbox="490 738 517 755" type="button" value="..."/>	. FASB Cash Flow
6	<input data-bbox="490 755 517 771" type="button" value="..."/>	. Changes in Components
9	<input data-bbox="490 771 517 787" type="button" value="..."/>	. Sources of Working Capital
13	<input data-bbox="490 787 517 803" type="button" value="..."/>	P&L Current
14	<input data-bbox="490 803 517 820" type="button" value="..."/>	P&L Current, %
15	<input data-bbox="490 820 517 836" type="button" value="..."/>	P&L Current - Last Month
16	<input data-bbox="490 836 517 852" type="button" value="..."/>	P&L Current, % - Last Month, %
17	<input data-bbox="490 852 517 868" type="button" value="..."/>	P&L Current - YTD
18	<input data-bbox="490 868 517 885" type="button" value="..."/>	P&L Current, % - YTD, %
20	<input data-bbox="490 885 517 901" type="button" value="..."/>	P&L Cur - Last Year Same Month
21	<input data-bbox="490 901 517 917" type="button" value="..."/>	P&L Cur% - Last Year Same Month%
22	<input data-bbox="490 917 517 933" type="button" value="..."/>	P&L Cur YTD - Last YTD
23	<input data-bbox="490 933 517 950" type="button" value="..."/>	P&L Cur YTD, % - Last YTD, %
24	<input data-bbox="490 950 517 966" type="button" value="..."/>	P&L Cur YTD, % - LYears Balance %
25	<input data-bbox="490 966 517 982" type="button" value="..."/>	P&L 1st Quarter
26	<input data-bbox="490 982 517 998" type="button" value="..."/>	P&L 2nd Quarter
27	<input data-bbox="490 998 517 1015" type="button" value="..."/>	P&L 3rd Quarter
28	<input data-bbox="490 1015 517 1031" type="button" value="..."/>	P&L 4th Quarter
29	<input data-bbox="490 1031 517 1047" type="button" value="..."/>	P&L 1st Quarter, % - YTD, %
30	<input data-bbox="490 1047 517 1063" type="button" value="..."/>	P&L 1st Quarter % - 2nd Quarter %
31	<input data-bbox="490 1063 517 1079" type="button" value="..."/>	P&L 4 Quarter Trend %
32	<input data-bbox="490 1079 517 1096" type="button" value="..."/>	P&L 3 Month Trend (1st Quarter)
33	<input data-bbox="490 1096 517 1112" type="button" value="..."/>	P&L 6 months Trend
34	<input data-bbox="490 1112 517 1128" type="button" value="..."/>	P&L Cur - YTD Variance Analysis

Query WIDE INS

Fig. 6 - 7. Select statement to be printed.

Select Report

Select the Financial Report to be printed.

Financial and Schedule Report Options

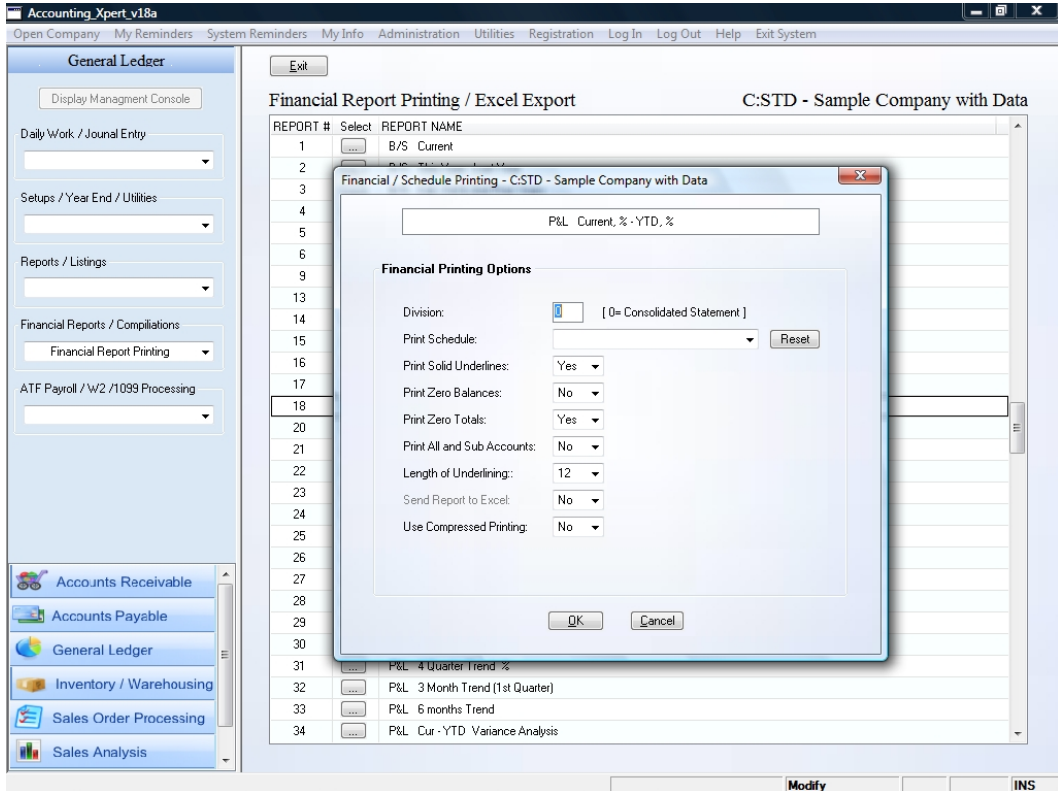


Fig. 6 - 8. Select statement to be printed.

Division

Enter the division to be printed. Division 0 (zero) means consolidated or all divisions. The default is 0.

Schedule

If you are printing a Schedule, click the pull down to select the appropriate schedule to print.

Print Solid Underline

This should be set to 'Yes' as all Window printers have the capability of printing solid underlines. If you have an older printer and odd characters or symbols appear, then select 'No' instead

Print Zero Balances

If individual posting accounts have zero balances they will not appear on the report when this field is set to No. To print zero balance accounts choose 'Yes'. The default is No.

Print Zero Totals

If total accounts which normally print, have a zero balance choose No to suppress them from appearing on the report. The default is 'Yes' to alert you that a problem might exist.

Print All Accounts

This should be set to 'No' so any sub-accounts you designated not to print will be totaled but not printed on the Financial Statement. If something needs to be checked, you can override the chart by choosing to print all accounts (select Yes). This will print all accounts on the Financial Statement for review and then may be changed back to 'No' for subsequent printings.

Underline Length:

This option gives you extra control over the appearance of a statement particularly when dollar totals vary greatly from report to report. This allows you to maintain a consistent underline length or to reduce it when dollar totals decrease.

OK or Cancel

Press Ok to continue or Cancel to exit.

Year End Close

The Year-End close prepares the client /company for processing for the New Year. However, there are a few choices of when to run the close based on your processing preferences.

Option 1: Closing the books right away before adjustments.

One of the advantages of Xpert is that you can run the close and still enter entries into the prior year through the 'Prior Year Adjustment Journal'.

After closing; using the 'Prior Year Adjustment Journal' will automatically adjust the prior periods and roll the balances forward through the New Year. If it's a Balance Sheet account it will roll the balance from the appropriate period all the way through the current year. If it's a P & L account it will adjust the appropriate period and re-calculate the 'Current Earnings' on the Balance Sheet and roll that forward. You also have the ability to re-run most reports for the current year plus 3 previous years.

Note: After closing, one double sided journal entry is required dated the first day of the New Year. In the case of a profit, the entry is to debit the 'Current Earnings' on the Balance Sheet and credit 'Retained Earnings' or the appropriate account. The opposite in the case of a loss. Therefore the 'Current Earnings' begins the New Year at zero. You do not want to date this entry for the end of the previous year because then it would zero out the current earnings in the 12th month and we want that balance available when running prior year reports.

If after zeroing out the 'Current Earnings', adjustments are made to the prior year; to P & L accounts then this affects the earnings for the previous year. Xpert will roll that balance through the New Year so the beginning 'Current Earnings' may end up with a balance. Remember since you want the 'Current Earnings' to start with zero, look at the balance and make the appropriate adjusting entry to reset it to zero.

Option 2: Keeping the books open into the New Year.

You may keep the books open and Xpert allows you to enter or transfer entries into future years. These entries will remain Unposted until the books are closed. Once the books are closed, run the posting and it will update the current year and at that time you can begin running any current year reports.

Summary: The Year-End Close program performs the following year-end housekeeping chores:

1. Rolls all current G/L Transactions into a History Files.
2. Rolls Account Balances into History Files.
3. Sets Current Fiscal Period to 1.
4. Advances fiscal year end by one year.
5. Requires adjusting entry to 'Current Earnings' and 'Retained Earnings' or the appropriate account dated the first day of the new year.

The process is independent of the year-end performed in any of any of the other Accounting Xpert Enterprise modules including AR, AP and Payroll.

The current period (C-Period) must be 12 (or 13 if you have established a 13 period fiscal year) in order to run the year-end close.

Print all Reports	Print all G/L detail reports, Working Trial Balance etc. before closing although Xpert allows you to reprint many reports for previous years at anytime.
Transfer all Transactions	Make sure all transactions have been transferred from all of the other modules and all final closing entries have been made before closing the G/L. Transactions can be transferred from Xpert for future periods or years, but not from past years.

Year End Closing Screen

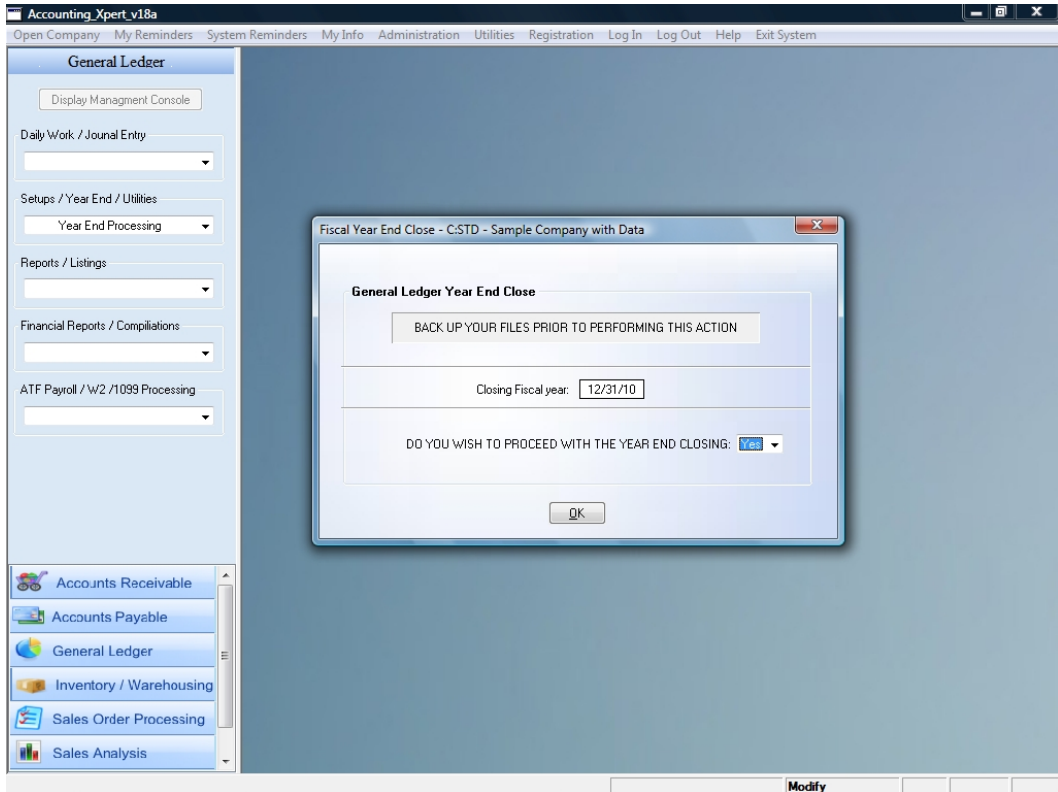


Fig. 7 - 1. The Process is automatic.

Back up your data files first

Also, if a problem of any kind (power failure, machine failure, etc.) occurs during the procedure you can restore your files from the backup and rerun the procedure.

Start Year End Close

The year-end process is very simple. Just answer Yes to this prompt. Be sure that you have performed a backup first. Enter '**Yes**' to continue with the Year End Close, '**No**' to abort.

Zero Current
Earnings

The last step to complete the close is to zero out the current earnings account(s) to the retained earnings account or the like through a Journal Entry dated the 1st day of the New Year. . If for example, the opening balance for retained earnings is \$40,000 and the current earnings at year-end is \$10,000 then debit 'Current Earnings' \$10,000.00 and credit 'Retained Earnings' \$10,000.00.

Utilities

The General Ledger has various utility programs for importing data, duplicating companies, clearing balances, keeping client notes, exporting to tax programs, and a variety of other functions. Because some of these functions interface with external programs that may constantly change, please also refer to the Accounting Xpert Enterprise – Supplemental Manual.

Select Utilities

From the General Ledger Menu select Setups / Year End / Utilities.

Setups / Year End / Utilities Menu

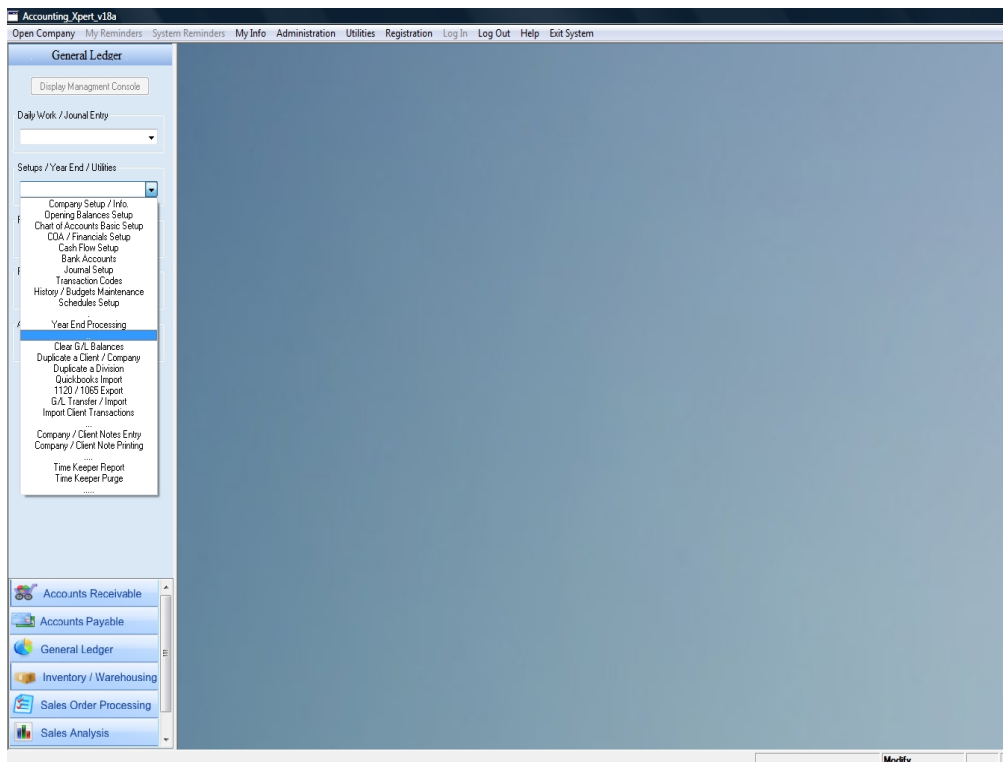


Fig. 8 - 1. These Utilities are unique to the G/L.

Clear G/L Balances

This utility program, clears G/L balances, but does not affect any of the other Accounting Xpert modules including the shared bank reconciliation files.

Time Saver

The Clear G/L Balances program is primarily used to delete transactions and account balances, employees, and other information from a company so that the COA and other setup records may be copied for use by another company.

Caution

This program will permanently alter your data. Do not run this unless you wish to eliminate the data. The data cannot be retrieved except by restoring a copy of the data.

The Clear G/L Balances Screen

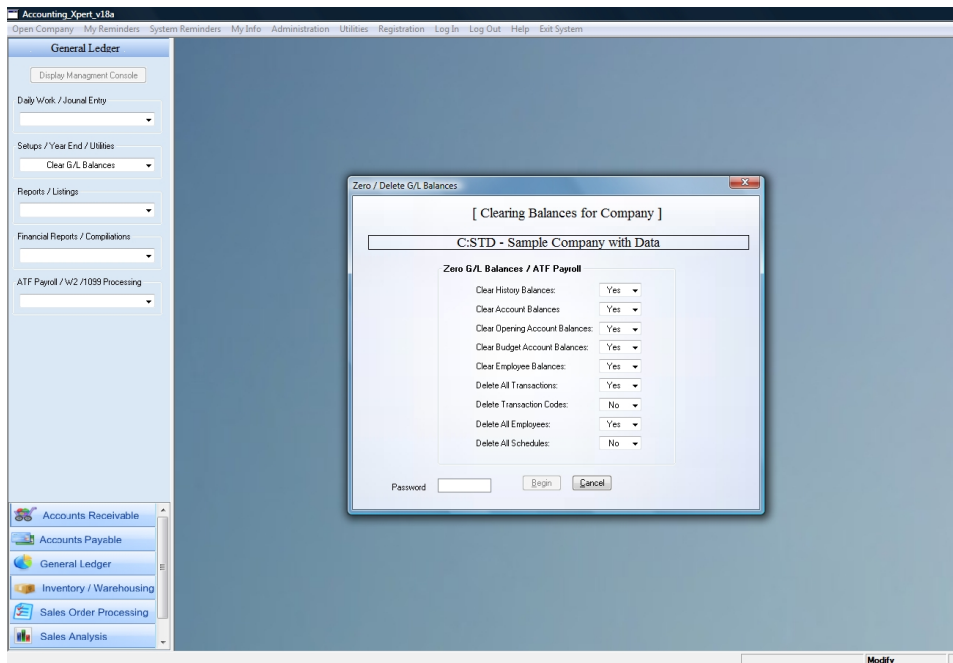


Fig. 8 - 2. This program will permanently delete information from the G/L Data Files.

The system defaults to the standard options that should be cleared. You may override any options if necessary.

Clear History Balances

To clear all G/L History Balances, Select 'Yes'. Select 'No' to leave the History Balances intact. This does not affect other modules.

Clear Account Balances

To clear all G/L Account Balances (totals), Select 'Yes'. Select 'No' to leave the Account Balances intact. Balances are recalculated during posting.

Clear Opening Account Balances

To clear all G/L Opening Account Balances, Select 'Yes'. Select 'No' to leave the Opening Account Balances intact. This does not affect other modules.

Clear Budget Account Balances

To clear all G/L Budget Balances, Select 'Yes'. Select 'No' to leave the Budget Balances intact.

Delete All Transactions

To delete all G/L Transactions, Select 'Yes'. Select 'No' to leave the Transactions intact. This does not affect other modules.

Delete Transaction Code

Transaction Codes contain static information that may be re-used on each company. The transaction code ties a Code to a G/L Account #, along with any other transactions information. If you wish to use the same transaction codes on the new client, then say 'No'. To remove select 'Yes'.

Delete All Employees

To delete all Write-up after the fact employees, Select 'Yes'. Select 'No' to leave the Codes intact. (Xpert Write-up version only).

Delete All Schedules

To delete all G/L schedules, Select 'Yes'. Select 'No' to leave the Codes intact.

After responding to the last prompt, the system will initiate the clear.

Duplicate Company

The main purpose of duplicating a company is to make a new company by duplicating an existing company. Duplicating a company makes an exact copy of a company's data but with a different ID code and file names. Another reason may be, is that you may want a copy of the company under a different ID before you run the 'Year End Close'.

Xpert steps you through the procedure. First you select the New ID, then Xpert asks you whether you want to Zero any balances on the duplicated company (since you may have duplicated a company with dollar amounts). It then asks you for the new company information including the fiscal year end and any payroll information. This process is quick and once complete; you are now ready to begin processing the new company.

Duplicate a Company

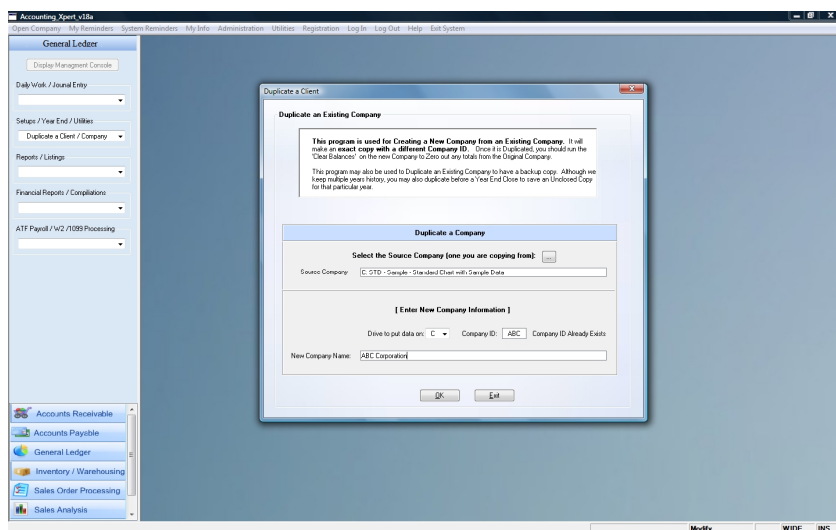


Fig. 8 - 3.

In this screen you select the company you wish to duplicate (existing company) and the drive you want to put the data on. At this time you also enter in the new Company ID and the name of the new company.

Source Company

Is the company you are duplicating (existing company).

Drive to put data on

Select the drive on which to place the new copy of the data.

Company ID

The new Company ID you are creating.

Note: If you select an existing Company ID you will receive a warning message that this company exist and if you want to overwrite it. If you overwrite a company it will wipe out that company and replace it with the company you are duplicating.

Next Steps

1. Clear G/L Balances

After duplicating a company the system then goes to the Clear G/L Balances program and asks if you want to clear the balances of the new company. If this is a new company then you want to select 'Yes'. If this is a an existing company that you are duplicating from year to year for backup purposes then you would not want to clear the balances and would say 'No'.

2. Enter Company Information

This includes the new company name, address and fiscal year end.

3. Enter and Payroll Information

This includes the Federal and State Id #'s and payroll year.

This completes the steps for duplicating an existing company to create a new company.

Duplicate a Division

Xpert allows for 998 divisions per company. Each divisional account must exist in the chart of accounts. The 'Duplicate a Division' program allows you to select one division that was setup and automatically create all the accounts for the new division.

For example: If we have account #'s xxx.01, we can say create Division 2 based off of xxx.01 and automatically create all the xxx.02 accounts.

Duplicate a Division

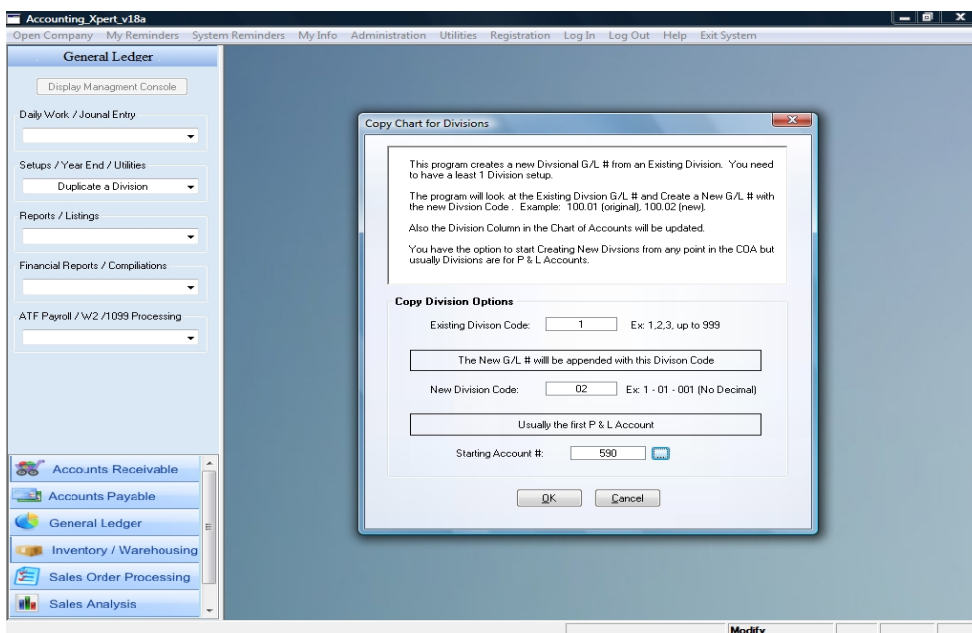


Fig. 8 - 4.

In this screen you select the division you wish to duplicate, the new division suffix .01, .02, .001, etc. and the G/L Account where you want to start. Typically divisions are for P & L Statements so you would select the first Revenue account.

G/L Transfer

This option transfers G/L transactions from the rest of Accounting Xpert Enterprise modules that you may be using into the General Ledger. If you are importing data from a client then you should use the Import Client Transactions program also found under the Utilities Menu.

You have an option of specifying a range of dates through which to transfer. Any G/L transactions transferred will be flagged as transferred and will not be transferred in future transfers.

From the G/L, Utilities / Conversion menu select G/L Transfer.

G / L Transfer Screen

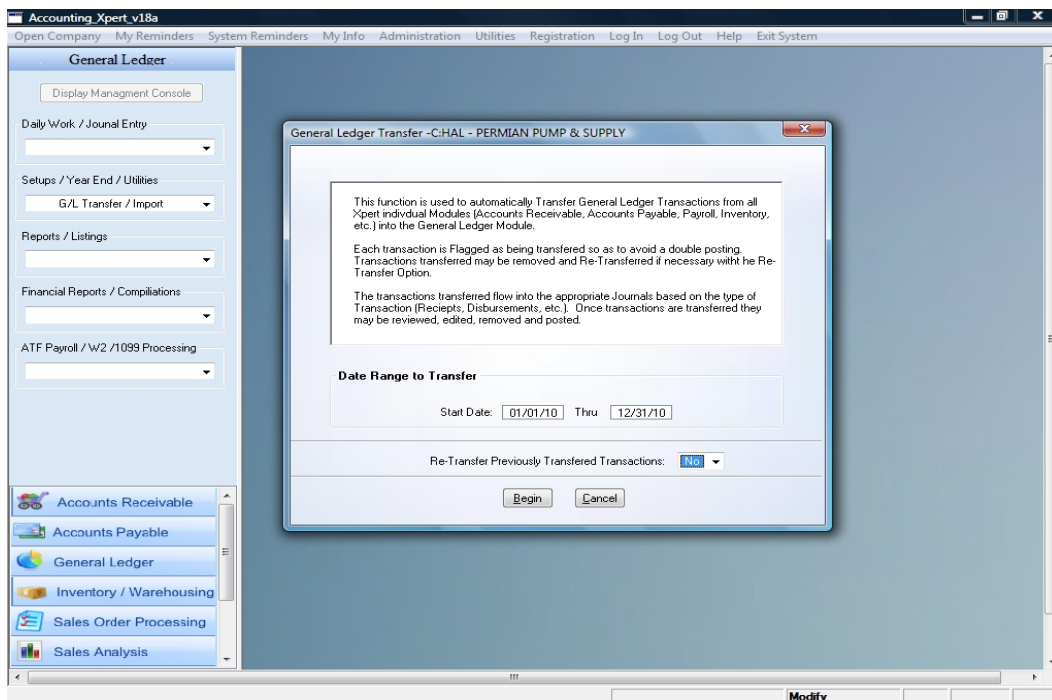


Fig. 8 - 5. This utility transfers Journal transactions from the rest of the modules into the G/L.

Notice

Once transactions are transferred from the other modules, they are flagged in the source modules as transferred. If for some reason you imported incorrectly, you may remove the batches that were imported and use the 'Transfer Previously Transferred Transaction' option.

Start Date

End Date

Enter the starting and ending dates to transfer from the other modules into the G/L. This will look at the date of the transactions and only transfer those that fall with the date range that have not been previously transferred.

Note: If a transactions fall within the Start and End Date but was previously transferred then it will not transfer again to the General Ledger. To Re-Transfer you would select that option.

Re-Transfer Previously Transferred Transactions

If for some reason you removed transactions, you can re-transfer any transactions by date range. This is a usually not required. Select 'Yes' to re-transfer or leave 'No' to transfer only new transactions that have not been transferred.

Begin

To begin transfer, click Begin.

Cancel

Cancels transfer.

Time Tracker

Use this simple time keeping option to track the amount of time spent on each function of the General Ledger, by Company/Client and user. The reports can then be used to better understand the costs involved in servicing your clients. To remove these historical records when they are no longer needed run the Time Tracker Purge below on page 11.

Time Keeping Printing Screen

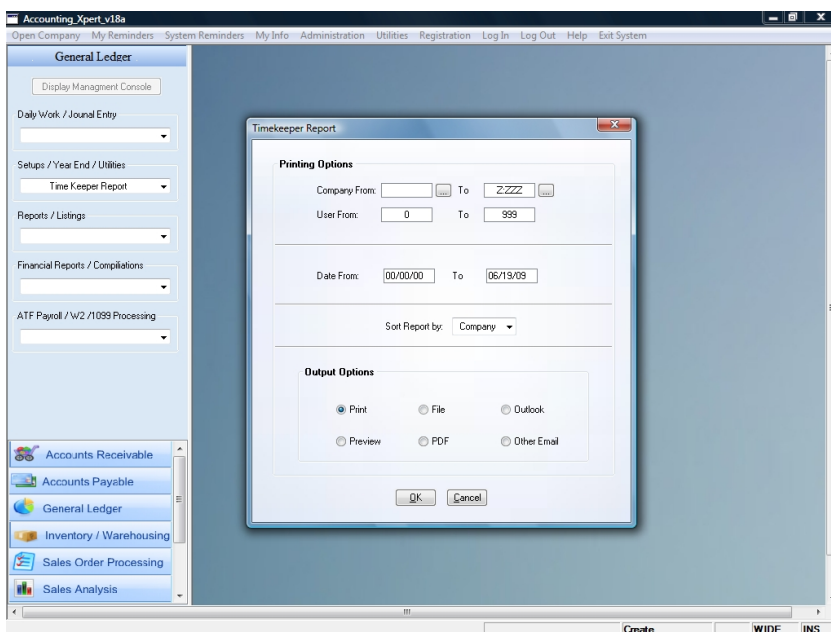


Fig. 8 - 6.

Starting Company:

Ending Company:

Select the starting and ending Company(s) to be included on the report.

Starting User

Ending User

Enter the starting and ending user/operator(s) to be included on this report.

Starting Date

Ending Date

Enter the starting and ending dates to be included on this report.

Sort By (Company / Client) or User

Choose the order in which the report will print.

OK or Cancel

Press OK to Print or Cancel to Exit.

Time Tracker Purge

Use this utility to delete historical timekeeper records from the system. This is optional. It is not necessary to purge as the report can be run for any date range. Run this every few years.

Time Keeping Purge

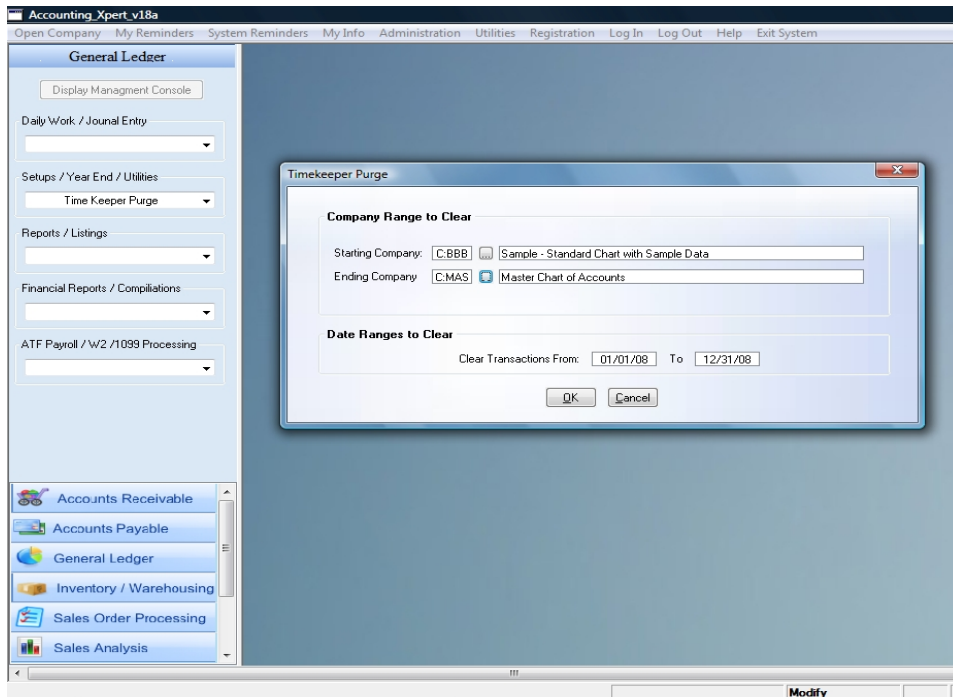


Fig. 8 - 7.

Starting Company:

Ending Company:

Select the starting and ending Company(s) to be included on the report.

Starting Purge Date:

Ending Purge Date:

Select the starting and ending date(s) through which, records should be removed from the timekeeper data files.

Company/Client and Notes Printing

This option is a simple method of keeping track of notes by date.

Company / Client Notes Screen

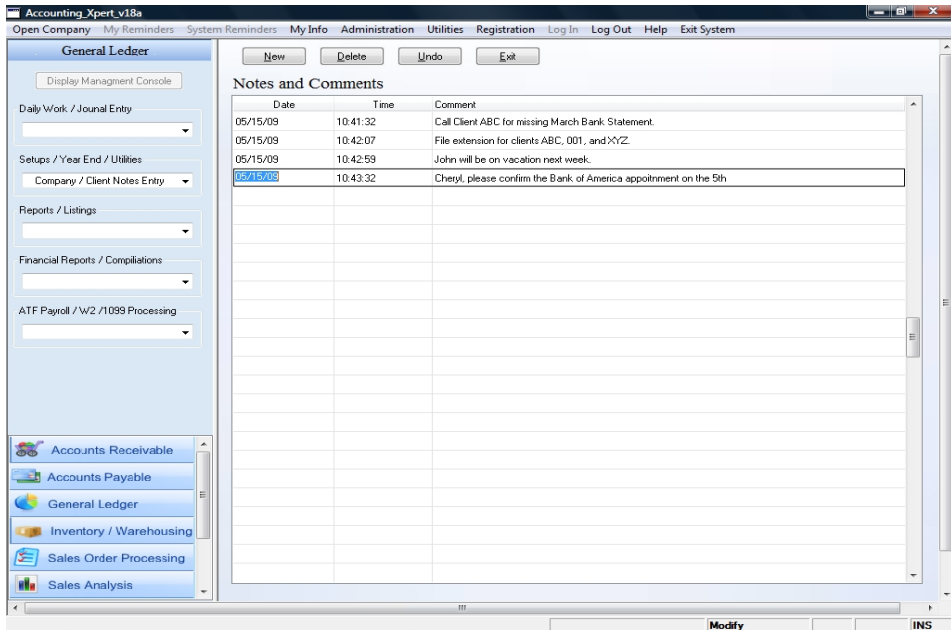


Fig. 8 - 8.

Company / Client Notes Printing

This will print out all notes within the system.

Bank Reconciliation

Assuming that the Bank Reconciliation program is being run in conjunction with the rest of the Accounting Xpert Enterprise Modules, it requires no additional setup. Bank Reconciliation is a process and a set of files that are common to both Client Write-up and Xpert's business modules. If running Bank Reconciliation stand-alone, you will need to set-up bank accounts as described on page 5. You may have already completed this setup as described in the Setups chapter under Bank Accounts Setup. **Bank transactions in Xpert's Write-up are automatically generated from Journal Entries. Direct entries may also be entered directly into the Bank Reconciliation module.**

Bank Rec Report
Adj. Clear Dates

Bank Reconciliation is a straightforward series of programs used to maintain up to the instant bank balances. Use the Bank Reconciliation Program to indicate which checks have cleared your bank, and to enter adjustments to transactions not accommodated in other Accounting Xpert modules. All other modules automatically feed the Bank Reconciliation. If running the Client Write-up / G/L Module, adjusting entries including bank charges, interest should be made through Journal Entries

Transactions
Go One Way

Be careful of entering transactions into Bank Reconciliation, as this program does not update the General Ledger/Client Write-up. Therefore we recommend you make adjustments through Journal Entry which updates both the Bank and General Ledger. You may enter entries directly into the 'Bank Transaction Entry program' but then you must also be entered into the General Ledger/Client Write-up through Journal Entry (must use non-bank journal).

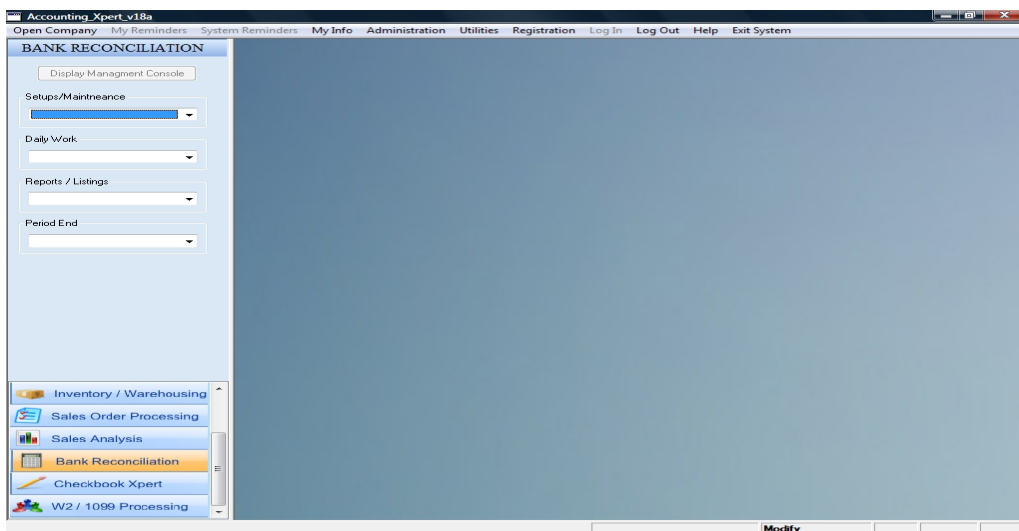
Bank Reconciliation Rules

1. Any Debit recorded with Check # (Ref#) is considered a Check except cash.
2. Any Debit entered to the same G/L # as the cash account with which this journal is defined is considered a Deposit.
3. Any Credit to an expense account recorded with a check # (Ref #) is considered a Check. [Void check]
4. Any transaction recorded manually as an Adjustment is an adjustment.

Transactions not falling into one of these four rules will not show up on or affect the Bank Reconciliation Reports. Transaction may be forcibly recorded as a check, deposit or adjustment.

Select Bank Reconciliation

From the Main Menu choose Bank Reconciliation option.



Daily Work

Daily Work consists of looking up Bank Balances, entering bank transactions, marking checks and deposits that have cleared the bank, and purging excess transactions. A brief description of each follows:

Bank Reconciliation Daily Work Menu

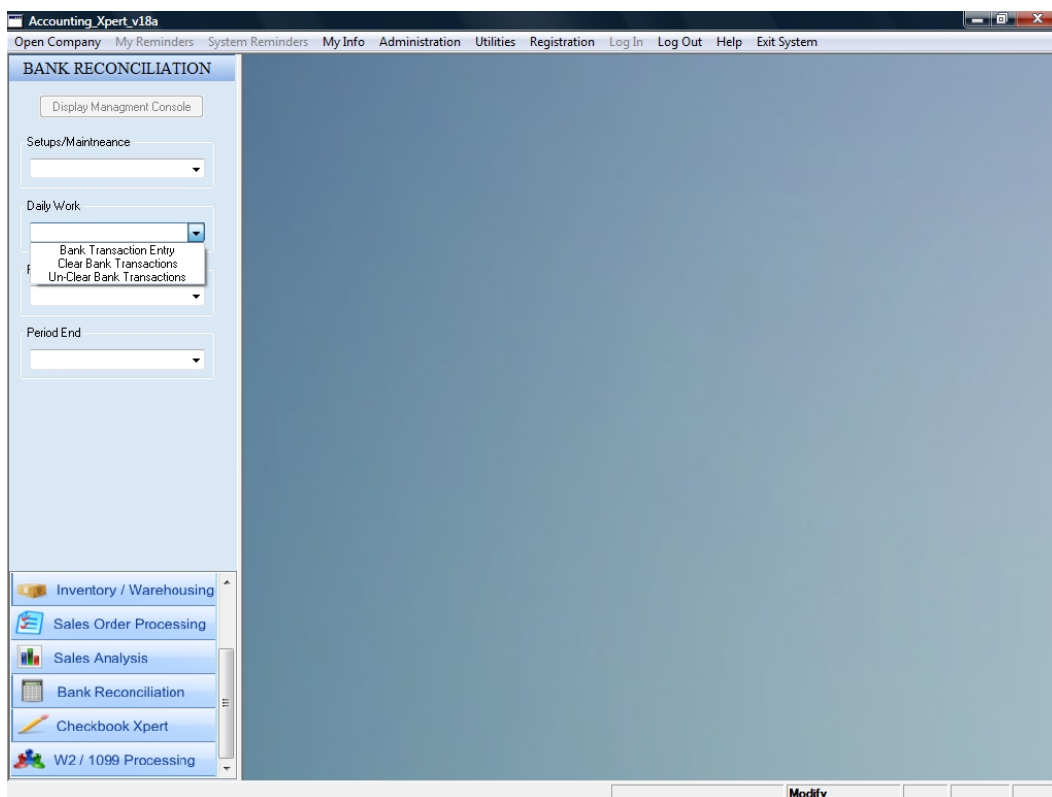


Fig. 9 - 1. The Bank Reconciliation Daily Work Menu.

Bank Accounts Setup

In Bank Accounts Setup, new Bank Accounts can be created, and the operator has the ability to look up "Up to the Instant" bank account balances. Since Bank Reconciliation can be used "stand-alone" you can even maintain Bank Accounts that are not used by the rest of the modules (a petty cash fund for instance).

Bank Transaction Entry

Transactions not generated by the Accounting Xpert business modules or through Journal Entry in Xpert's write-up module may be entered here. The only time you would use this screen is if you are not running the G/L or certain other modules that create the bank transactions.

Clear Bank Transactions

Clear Bank Transactions is where you indicate which checks have cleared the bank. If you make an error, checks can be uncleared in the Unclear Bank Transactions menu option.

Bank Transaction Purge

This purge is used to purge transaction data that has cleared. The Purge only removes the data from the Bank Reconciliation program; A/R, G/L, A/P, etc. are not affected by running this purge.

In short, the Bank Reconciliation program takes the drudgery out of manually reconciling the Bank Book. Bank Reconciliation is a virtually automatic program. All checks and deposits will have already been entered either through Accounting Xpert business modules or Journal Entry. All the operator needs to do is to run the clear transactions indicating which checks have cleared. Then the operator runs the Bank Reconciliation Report found on the Bank Reconciliation Reports Menu.

Bank Accounts Setup

The Bank Accounts Setup Program supports two major functions. First, Bank Accounts Setup allows you to establish new Bank Account records. Second, Bank Accounts Setup allows you to view the current bank balance.

The Bank Account File is used throughout the system. Any Bank Accounts set up in other Accounting Xpert Modules will display here.

If you are using the Bank Accounts Setup only to look up balances, advance to page 6.

Select **Bank Accounts Setup**

From the Bank Reconciliation, Daily Work select Bank Accounts Setup.

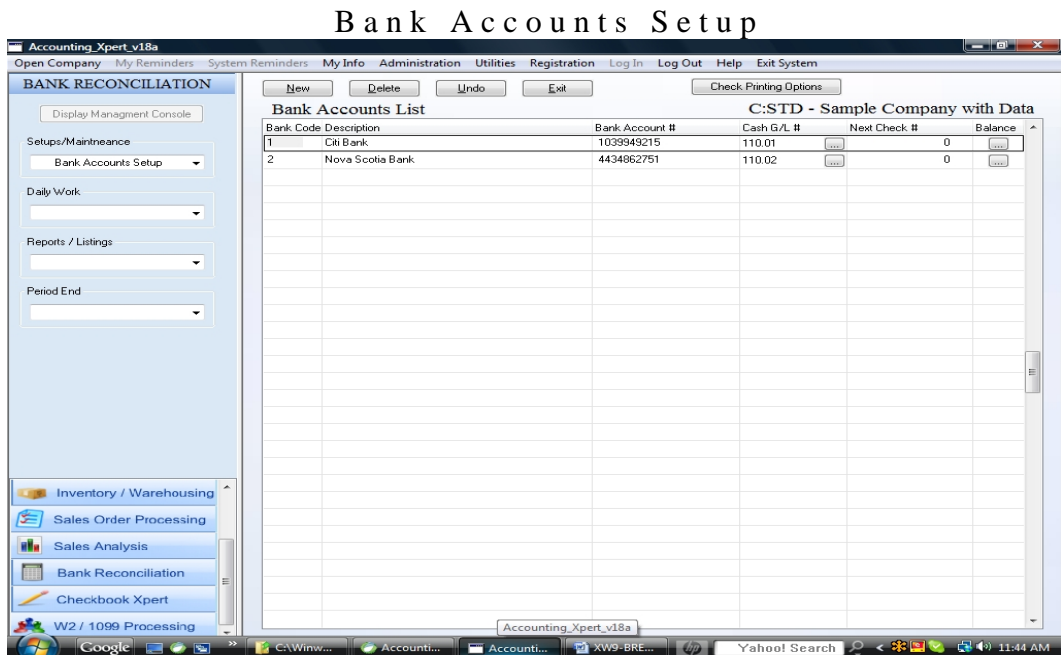


Fig. 9 - 2. The Bank Accounts Setup screen.

To Fill In the Bank Accounts Setup screen:

Code

The account code is up to 3 alphanumeric characters you would like to use to identify the particular bank account. Typically start at Code 1.

Description

Type the *description* (up to 30 alphanumeric characters) of this bank account.

Account #

Optional

Type the bank's account number (up to 15 characters). (This is the number pre-printed at the bottom of your checks).

G/L Acct #

Enter the G/L cash account number that checks will be written from.

Last CK #

Enter the number of the last check printed.

Zoom

BB

Zoom to display the "bank balance". This is the current balance of the account. If this is a new account, this window will obviously be blank. A beginning or opening balance may also be entered here. A figure entered here will override the balance as computed from all deposits and checks written.

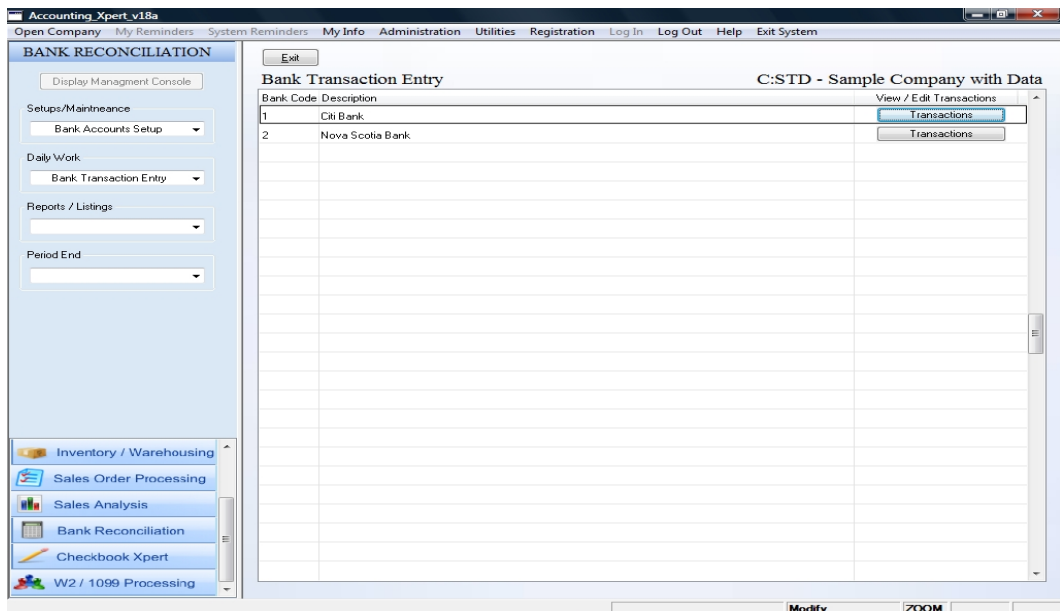
Bank Transaction Entry

Transactions affecting the bank account come normally from Accounting Xpert business modules or Journal Entry. This program may be used to enter transactions, however its main function is to allow the date on which a check or deposit cleared the bank to be adjusted. **Warning:** *If a transaction is entered here do not forget to record it also in Journal Entry. Recommended adjustments should be made through Journal Entry if using the G/L module.*

Select **Bank Transaction Entry**

From the Bank Reconciliation, Daily Work Menu, select Bank Transaction Entry.

Bank Account List



Click the 'Transaction' button to review or enter transactions for the appropriate bank account.

Bank Account Transaction Entry

Accounting Xpert v18a

Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

BANK RECONCILIATION

Display Management Console

Setups/Maintenance
Bank Accounts Setup

Daily Work
Bank Transaction Entry

Reports / Listings

Period End

Inventory / Warehousing
Sales Order Processing
Sales Analysis
Bank Reconciliation
Checkbook Xpert
W2 / 1099 Processing

Bank Transaction Entry

Citi Bank - Balance 61393.72

C:STD - Sample Company with Data

Type	Check Number	Check Date	Check Description	Check Amount	Check Clear Date
Adjustment	0	12/31/98	Opening Balance	43525.90	12/31/98
Deposit	0	01/31/99	January Deposit	10535.55	01/31/99
Deposit	0	02/28/99	February Deposit	12007.63	02/28/99
Deposit	0	03/31/99	March Deposit	11545.32	00/00/00
Check	350	01/07/04	Office Depot	54.00	00/00/00
Check	354	01/11/04	Post Master	745.00	00/00/00
Check	4586	01/30/04	Kjell Anderson	1001.86	02/28/99
Check	4587	01/30/04	Johnathan Higgins	538.90	01/31/99
Check	4588	01/30/99	Utilities	1589.47	02/28/99
Check	4589	01/30/99	Robin Molar -Payroll	1263.85	01/31/99
Check	4602	02/23/04	Kjell Anderson	907.65	00/00/00
Check	4603	02/23/04	Johnathan Higgins	538.11	00/00/00
Check	4604	02/23/04	Jeff Carrington	1794.29	02/28/99
Check	4605	02/23/04	Robin Molar	1374.17	00/00/00
Check	4654	03/30/99	Kjell Anderson	935.29	00/00/00
Check	4655	03/30/99	Johnathan Higgins	781.82	00/00/00
Check	4656	03/30/99	Jeff Carrington	2915.85	00/00/00
Check	4657	03/30/99	Robin Molar	1780.42	00/00/00

Modify

Fig. 9 - 3. The Bank Account Transaction Entry screen is used to adjust transaction's clear dates.

Type

Indicate to the system what type of transaction you are entering. Your Options are as follows:

Checks
Deposits
Adjustments

Ref #
Enter the Reference number for the transaction. This is the check number.

Date
Enter the date of the transaction.

Description
Enter a narrative to help you identify the transaction (up to 30 characters). This would normally be the payee on the check or a description of the purchase.

Amount
Enter the amount of the transaction.

If the transaction is an adjustment, enter the amount as a positive. If the adjustment is a negative amount (i.e. bank fees) enter the amount as a negative (-16.00).

Clear Date
Enter the statement date that the transaction cleared the bank or the actual date cleared for this particular transaction. If the transaction has not yet cleared the bank, leave this field blank. **Note:** *It is much faster to use the Clear/Unclear Bank Transactions option than to enter each date individually.*

NOTE

Changing a transaction in Bank Rec. will not update any other module. For instance, if you change a check amount of a check generated in A/P, A/P will not reflect the change; you will need to adjust A/P manually. The General Ledger/Client Write-up will also not be updated if you change a transaction in Bank Reconciliation. Therefore it is recommended to use the appropriate module and not use 'Transaction Entry' unless you are running this as a standalone module. Adjustments to Journal Entry, Void Checks, etc, will automatically be reflected in the transaction entry.

Clear Bank Transactions

When the bank statement is received, flag which transactions have cleared. The transactions will already be in Bank Reconciliation from A/R, A/P, Payroll, Journal Entry etc. This process is very simple and makes reconciling the bank both fast and easy.

Select Clear Bank Transactions

From the Bank Reconciliation, Daily Processing menu, select Clear Bank Transactions.

Bank Account Look Up List

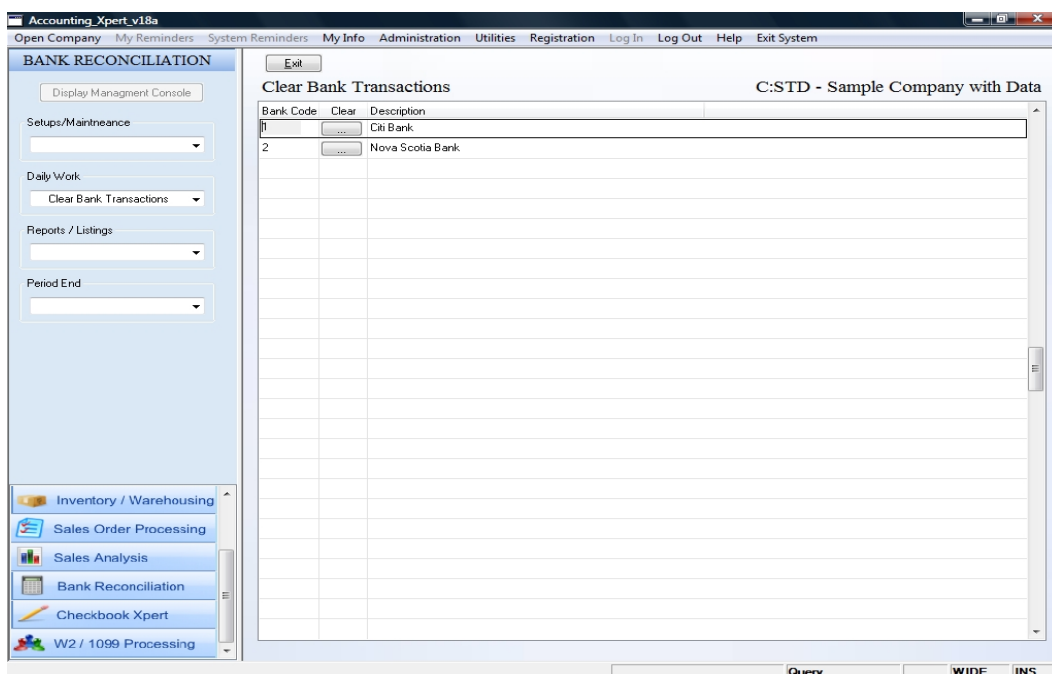


Fig. 9 - 4. The Bank Account Look Up screen.

Zoom

From the Bank Account List, click the 'Clear' button for the bank account in which you will be clearing.

Clear Bank Transactions (Screen 1)

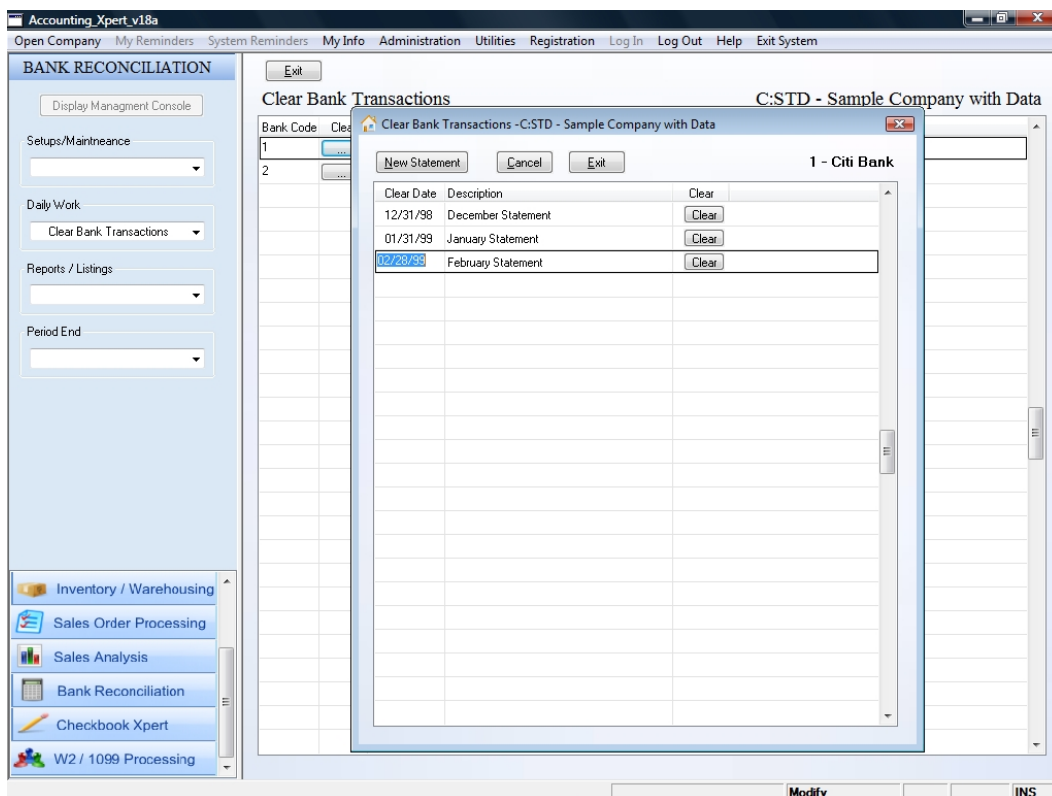


Fig. 9 - 5. The Clear Bank Transactions Screen.

If this is a new statement, click 'New Statement' and enter the date of the Bank Statement, and any narrative that will help identify this entry session.

Statement Date

Enter the date of the bank statement.

Comment

Enter any comment up to 30 characters to help identify this entry session. After entering the comment, the Clear Bank Transactions Screen will appear.

Clear Bank Transactions (Screen 2)

BANK RECONCILIATION

Display Management Console

Setups/Maintenance

Daily Work

Clear Bank Transactions

Reports / Listings

Period End

Inventory / Warehousing

Sales Order Processing

Sales Analysis

Bank Reconciliation

Checkbook Xpert

W2 / 1099 Processing

Clear Bank Transactions

1 - Citi Bank

C:\STD - Sample Company with Data

Clear Check	Check Type	Check Number	Check Date	Check Description	Check Amount
<input checked="" type="radio"/> No <input type="radio"/> Yes	D	0	03/31/99	March Deposit	11545.32
<input checked="" type="radio"/> No <input type="radio"/> Yes	C	350	01/07/04	Office Depot	54.00
<input checked="" type="radio"/> No <input type="radio"/> Yes	C	354	01/11/04	Post Master	745.00
<input checked="" type="radio"/> No <input type="radio"/> Yes	C	4602	02/23/04	Kjell Anderson	907.65
<input checked="" type="radio"/> No <input type="radio"/> Yes	C	4603	02/23/04	Johnathan Higgins	538.11
<input checked="" type="radio"/> No <input type="radio"/> Yes	C	4605	02/23/04	Robin Molar	1374.17
<input checked="" type="radio"/> No <input type="radio"/> Yes	C	4654	03/30/99	Kjell Anderson	935.29
<input checked="" type="radio"/> No <input type="radio"/> Yes	C	4655	03/30/99	Johnathan Higgins	781.82
<input checked="" type="radio"/> No <input type="radio"/> Yes	C	4656	03/30/99	Jeff Carrington	2915.85
<input checked="" type="radio"/> No <input type="radio"/> Yes	C	4657	03/30/99	Robin Molar	1780.42

Modify

Fig. 9 - 6. The Clear Bank Transactions Screen.

The Clear Bank Transactions screen will display only those transactions that have not been previously cleared. There is only one action to take in this screen.

Clear Check

Click 'Yes' to clear any as reflected on the bank statement.

If a transaction is accidentally marked as cleared, go to the Bank Reconciliation, Unclear Bank Transactions menu option (page 14). If however it is discovered that a transaction cleared at a different date, go to the Bank Reconciliation, Bank Transaction Entry menu option and change the date (page 7).

Unclear Bank Transactions

Transactions are cleared as of a statement date. If a transaction was accidentally marked as cleared, when in fact it hadn't cleared on that statement, you may unclear using this function.

Select **Unclear Bank Transactions** From the Bank Reconciliation, Daily Processing menu select, Unclear Bank Transactions. The Bank Account Look Up will appear.

Bank Account Look Up List

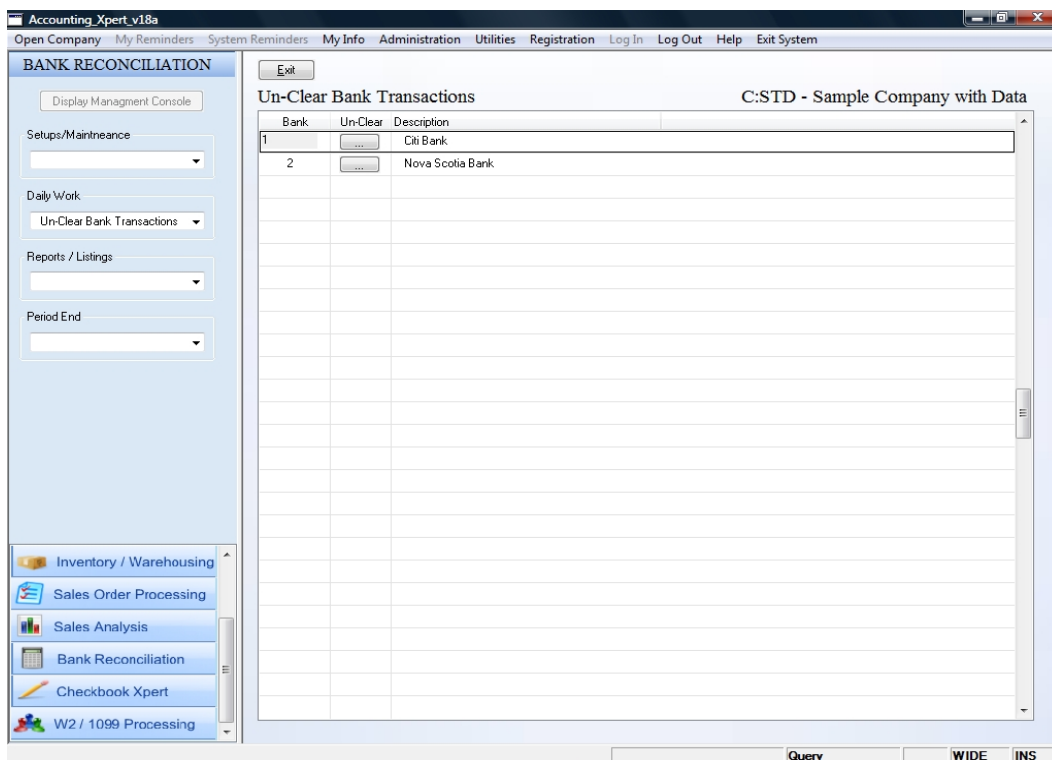


Fig. 9 - 7. The Bank Account Look Up Screen.

Zoom

From the Look Up screen, select the bank account that contains the transactions needing to be uncleared

Statement Date Screen

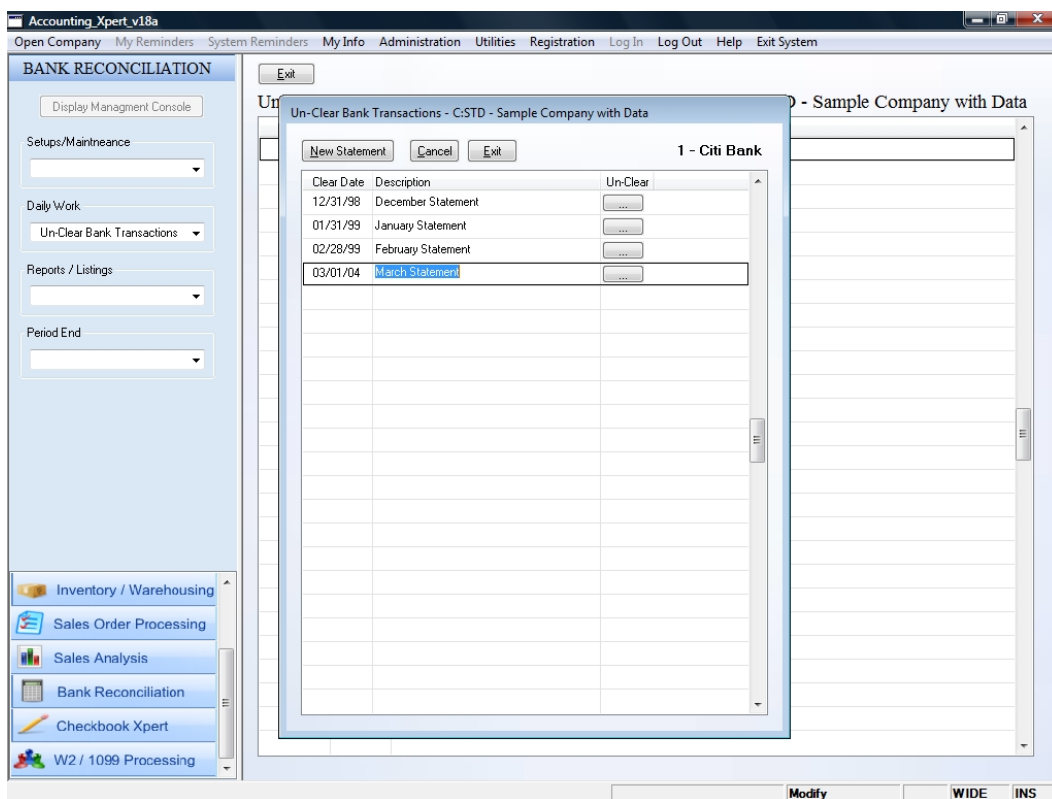


Fig. 9 - 8. The Statement Date Entry Screen.

Select the statement date that contains the transaction needing to be uncleared. Click the 'Un-Clear' button and the list of checks cleared on that statement date will display

Unclear Bank Transactions Screen

[illegible]

Fig. 9 - 9. The Unclear Bank Transactions Screen.

Check Cleared

Click 'No' in the Cleared field for the transaction needing to be uncleared.

Transaction Purge

The Transaction purge never needs to be run. By not running it you will be able to print prior period / years bank reconciliation reports. However after a few years we recommend you run it to keep the file manageable.

The Year-End Transaction Purge deletes only Bank Reconciliation Transactions that have been cleared, up to a specified date. It does not affect any other modules. All transactions, which have not been cleared, will remain after the purge.

Select Bank Transaction Purge

From the Bank Reconciliation, Daily Processing menu select Year-End Transaction Purge.

Bank Transaction Purge

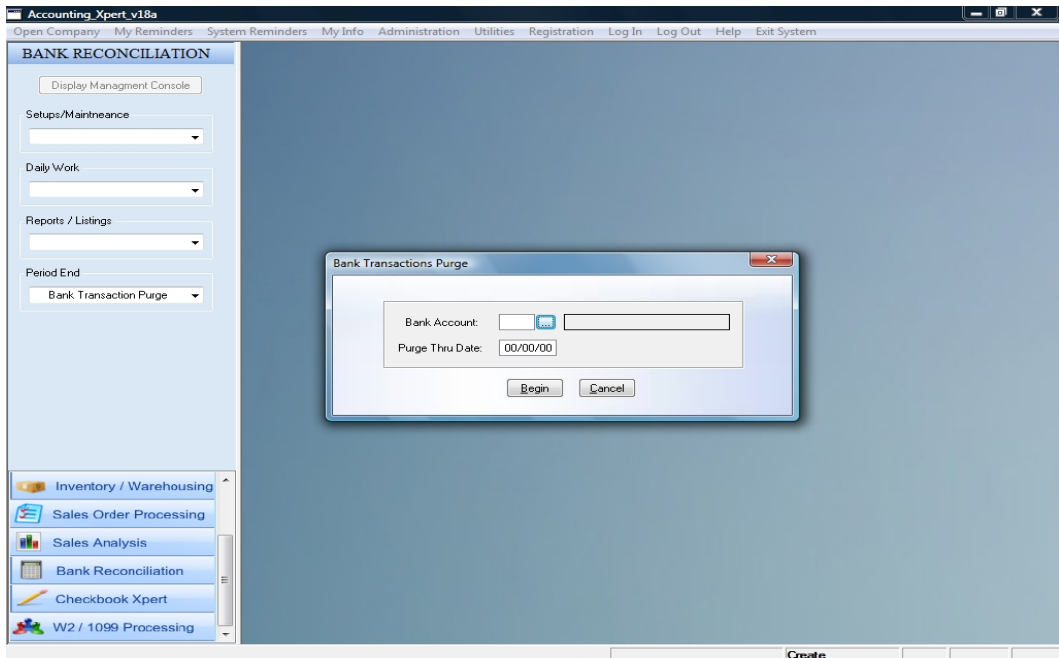


Fig. 9 - 10. The Bank Transaction Purge Screen.

Bank Account

Zoom Click to select the code of the bank from which to purge transactions.

Purge Thru Date

Enter the date through which to purge Bank Reconciliation transactions. If February 1 is selected, all cleared transactions up to and including Feb. 1, will be purged (deleted). Transactions that have a date greater than Feb. 1 or which have not been cleared will remain.

Click Begin Click Begin to start purge.

Reports and Listings

Bank Transaction Listing

The Bank Transaction Listing will list all transactions made to any particular Bank Account. The Listing can be generated for all, or selected transactions, for any range of dates. It is recommended that this list be run prior to running the Year-End Bank Reconciliation Purge, as after the purge, the transactions will no longer exist in the system.

Bank Reports and Listings Menu

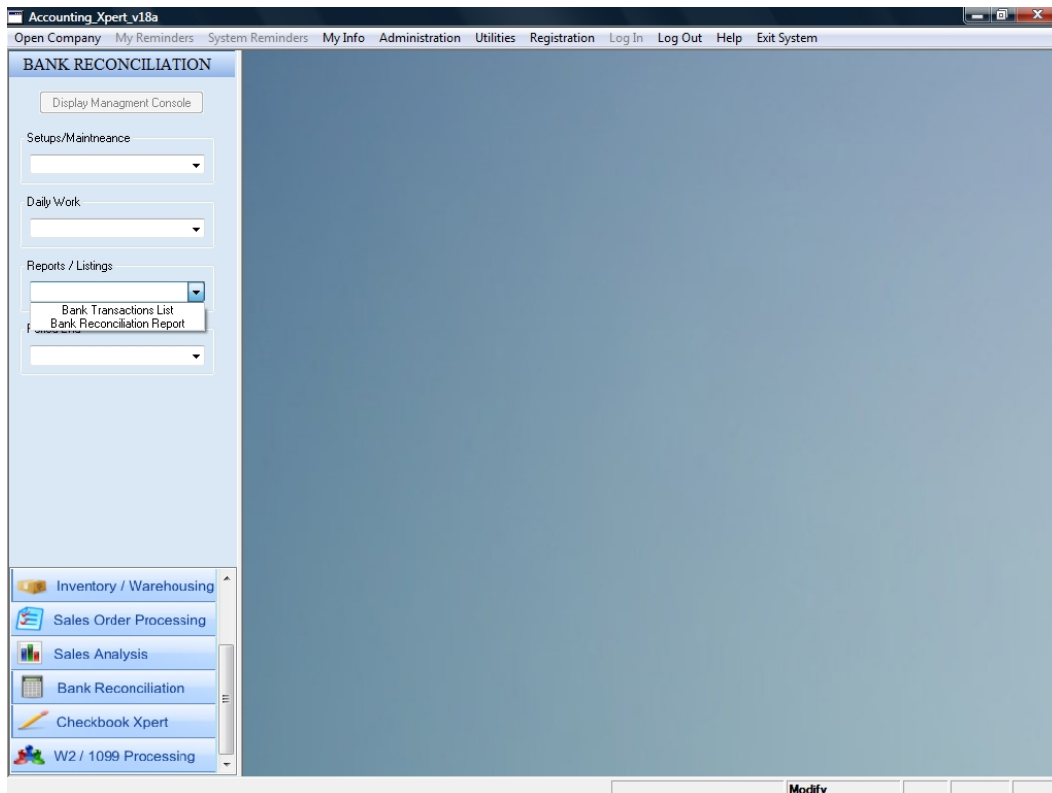


Fig. 9 - 11. Bank Reports and Listings Menu

Select **Bank Transaction Listing**

From the Bank Reconciliation, Reports and Listings Menu;

The Bank Transaction Listing screen will appear and the Options Window opens.

Bank Transaction Listing Screen

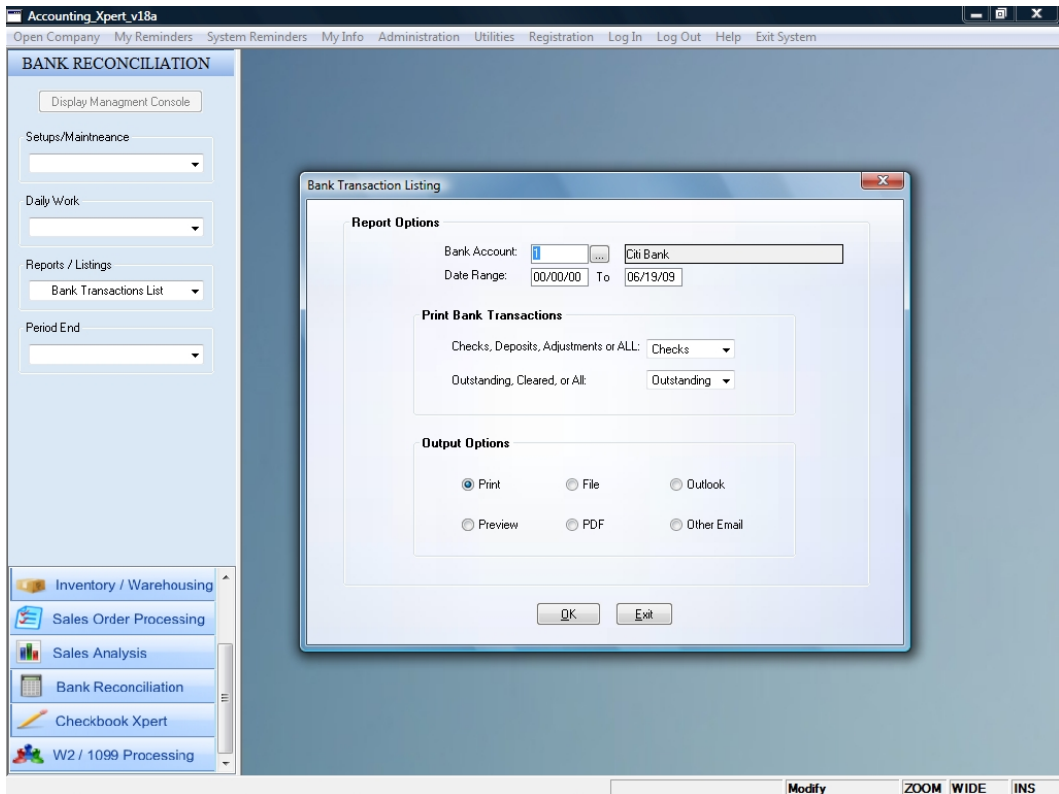


Fig. 9 - 12. The Bank Transaction Listing screen.

This screen gives the ability to define which transactions will display on the listing.

Bank Account

Select the code for the bank account for the transaction listing.

Date Range

Enter the starting and ending dates to be included in the listing.

Checks, Deposits, Adjustments, ALL

This listing can be generated only for checks, only deposits, only Adjustments or for all transactions. Select the appropriate type.

Outstanding Checks or All

The listing can show only those checks that have Cleared, only those that are still outstanding or all transactions, or all (**ALL**) transactions. Select the appropriate code.

OK or Cancel

Select OK to continue or Cancel to exit.

Bank Reconciliation Report

This is the report used to substantiate the bank account's ending balance. It lists the following:

- Bank Statement Ending Balance
- Outstanding Checks as of a particular date
- Outstanding Deposits
- Interest Income
- Service Charges
- CheckBook Ending Balance.

Interest Income and Service Charges are entered as Positive or Negative Adjustments in the Bank Reconciliation Transaction Entry screen.

Select **Bank Reconciliation Report**

From the Bank Reconciliation, Reports and Listings menu select the Bank

Bank Reconciliation Report

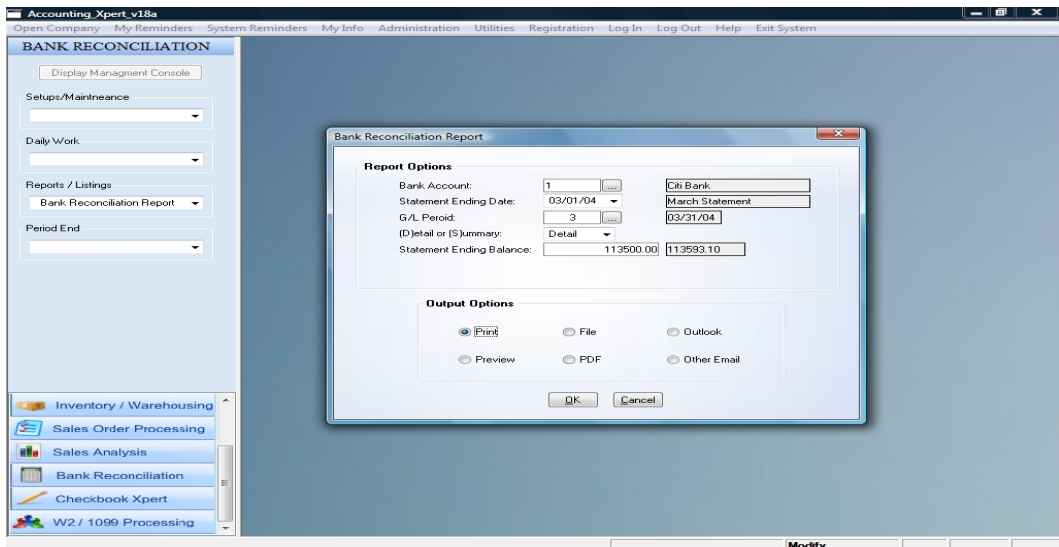


Fig. 9 - 13. The Bank Reconciliation Report screen.

Bank Account

Select the Bank Account that is to be reconciled.

Statement Ending Date

Enter the Statement Ending Date from the Bank Statement.

G/L Period

Select the G/L period in which to reconcile the Bank Statement to the General Ledger balance.

Detail or Summary:

To print a detail of all checks, deposits and adjustments enter select **Detail**.

To print a summary select enter **Summary**.

Statement Ending Balance

Enter the Ending Balance from the Bank Statement. This is not your ending balance but the Balance on the Statement. The outstanding checks and deposits will reconcile this balance to the General Ledger balance.

OK or Cancel

Click OK to continue or Cancel to exit.

After the Fact Payroll

XPert'S CLIENT WRITE-UP handles both employee (W-2's) and non-employee (1099's) accounting. 1099 recipients are recorded against normal expense accounts and as such require no special handling.

The After-The-Fact Payroll option may be setup to print government reports and forms including the 941, 940, W-2's, 1099's, Futa, Suta forms and worksheets. Many forms are able to be printed on blank white paper where Xpert prints both the forms and data. Most reports are date sensitive and may be printed for any date range at any time.

The payroll system is integrated with the general ledger and automatically updates both the G/L and the Payroll records simultaneously when a payroll entry is made. In addition the system provides the means of entering payroll records directly to payroll which do not affect the general ledger in the situation where a client is started other than at the beginning of the year. See Payroll Opening Balance Journal.

Employees

Employees are setup in Xpert's Client Write-up under the ATF Payroll menu and may be also setup on the fly from Journal Entry. Payroll entries made through journal entries automatic update the employee records, the General Ledger, and all payroll reports.

1099 Recipients

Recipients Employees are setup in Xpert's Client Write-up under the ATF Payroll menu and may be also setup on the fly from Journal Entry.

Recipients may be issued up to 10 different 1099 forms. After entering the demographic information, simply define the expense G/L account number and associated 1099 form (S, R, Misc., etc.).

Unlimited Gross
Earnings +
7 Other Pays
Regular Deductions
+ 7 Other
Deductions

Xpert's Client Write-up allows for a unique gross earnings account for each employee. Though most employees are lumped together on the Income Statement under a couple of G/L expense accounts such as Wages, Sale Salaries, Sales Commissions, etc., this ability to have a different gross pay per employee allows gross payroll expenses to be allocated to different cost centers. In addition a company's payroll may be defined with up to seven (7) Other Pay accounts with which to record other employee earnings such bonuses or other benefits. This method allows for an unlimited number of an employee regular gross earnings accounts and 7 other pay accounts on a company wide basis.

Xpert allows for the regular tax and deductions of FICA, FWT, SWT and LWT and 7 other deductions accounts including insurance, uniforms, pension, etc. .

Minimum Payroll Accounts

To setup a chart of accounts to handle employees make sure each earnings account and the deduction accounts, which reduce earnings, are include in the chart. Minimally a cash account, one gross earnings account, and FICA, and Federal Withholding account are required to process payroll (for states without other taxes).

Account Type	Debit	Credit
Assets		The net of earnings less deductions equals the cash paid to the employee. Normally no entry to cash is made on a check basis rather a total of all checks written are credited towards cash. (EIC payments)
Liabilities		Deductions from Employee Earnings (Payroll Taxes, Employee Contribution to Health Insurance, 401k, etc.)
Expense	Employee Earnings (Wages, Salaries, Commissions, Bonuses.)	

Exempt Wages

Certain wages may be exempt from taxes **other than** pensions, cafeteria plan, etc. In this situation you may have an account in the general ledger called exempt wages and this would be set up in the other pay category. In the general ledger you may have the following.

500.01 Wages

500.02 Exempt Wages (exempt but totaled into Wage Expense for G/L)

500.99 Wage Expense (total)

Description	Account Type	G/L Type	GN	Print on Consolidated	\$
Wages	Expense	Posting	3	No	100
Exempt Wages	Expense	Posting	3	No	80
Wage Expense	Expense	Total	3	Yes	180

In the example above we have the Wages and Exempt wages totaling into Wage Expense and have designated to only print the Wage Expense on the Financial Report. Therefore the G/L reflects the total of all wages but the particular forms including the 941, W2's, etc. have the option of excluding exempt wages.

P e n s i o n s

401K and other pensions are earnings to an employee though they typically have a tax deferred status and as such are not taxed like other earnings.

For example: If Wages are \$ 25,000 and the Pension is \$ 2000.00, Xpert has the ability to apply the pension liability against wages on government forms. On a W2 form can show 'Wages Tips other Compensation' wages at \$ 23,000, 'FICA Wages and Medicare Wages' at 25,000, etc. What to include in each box on a form is user definable d in the Payroll Report Setup.

Pensions, 401k's, Cafeteria plans, etc. are defined as liability accounts. Xpert then has the ability in the 'Payroll Report Setup' to apply the liability against the appropriate wages to reduce the amount reported on the form.

E I C P a y m e n t s

EIC payments are an Other Pay (earnings) to the employee and an accounts receivable to the company. They are a receivable since the government will reimburse the money. They cost the company nothing and are therefore not an expense, as would most wages.

S U T A , S D I

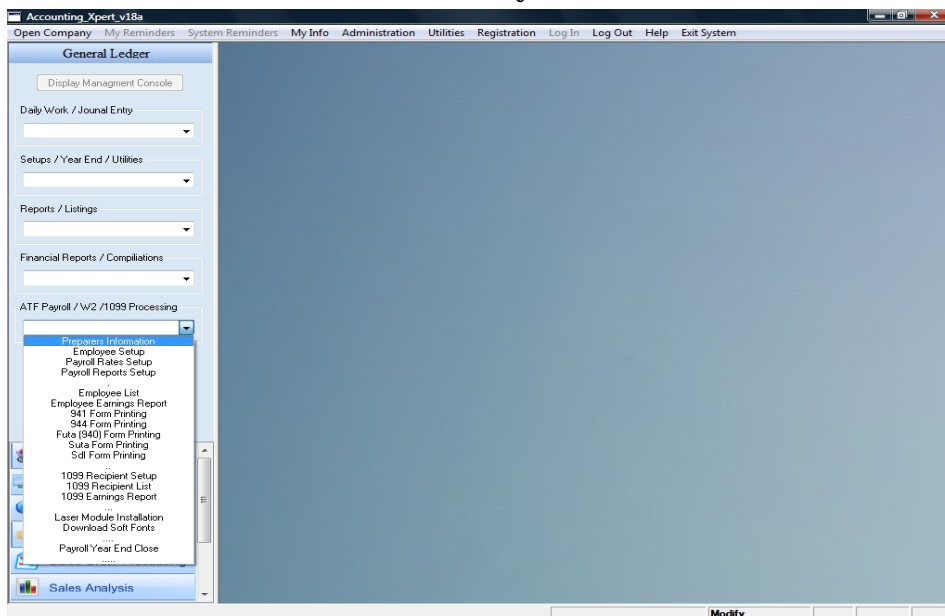
State Unemployment and State Disability Insurance are two more common deductions found in many states. These Other Deductions often need to be reported separately and if so need to be accounted for separately with different G/L accounts. With different accounts they can then be defined to be placed as needed on the various payroll forms.

Payroll Setup

Payroll includes both employees and 1099 recipient/vendors. Vendors, require only demographic information, name, address etc. and the definition of the G/L account in which to record the expense and which 1099 form to print. Employee's require the same basic information.

If some of your client companies are similar enough, setup these payroll accounts and definitions once and duplicate / copy them for the next client/company.

ATF Payroll Menu Screen



Payroll Rate/Account Setup

The Payroll Rate / Account Setup is where the company's federal and state payroll tax rates and limits are defined along with the payroll year being processed. More importantly this is where the earning and deduction accounts entered into the COA are linked to the payroll system, which is in turn linked to each employee.

Payroll Rate/Account Setup - Screen 1

Accounting Xpert v18a

Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

General Ledger

Display Management Console

Daily Work / Journal Entry

Setups / Year End / Utilities

Reports / Listings

Financial Reports / Compilations

ATF Payroll / W2 /1099 Processing

Payroll Rates Setup

Accounts Receivable

Accounts Payable

General Ledger

Inventory / Warehousing

Sales Order Processing

Sales Analysis

Payroll General Setup

Federal ID: 59-1234584 State ID: 58-8878-55 Payroll Year: 2009

Employer Limits		Employee Limits	
	Limit	Rate	
Fica:	87,900	0.06200	
Medicare:	999,999	0.01450	
Unemployment:	7,000	0.00800	

State Disability			
SDI Limit	Rate	State	
10,700	0.00300	FL	
0	0.00000		
0	0.00000		

State Unemployment			
Suta Limit #	Limit	Rate	State
Suta Limit #1:	10,700	0.00200	FL
Suta Limit #2:	0	0.00000	
Suta Limit #3:	0	0.00000	
Suta Limit #4:	0	0.00000	
Suta Limit #5:	0	0.00000	

OK Click to Setup Payroll Accounts

Fig. 10 - 1. Rate / Limit Setup.

Federal ID

Enter the company's federal employer identification number.

State ID

Enter the company's state employer identification number.

Year

Enter the year (20xx) for which you will be processing transactions. The year will automatically be incremented when a year-end Payroll Closing is run.

To change an incorrect year, unpost all transactions (see Journal Entry), return here and change the year and rerun Journal Posting.

Employer FICA

Enter the upper limit after which no FICA taxes will be withheld. Enter the current year's percentage Rate with which to compute the FICA taxes. For 6.20% enter .062.

Employer Medicare

Enter the upper limit after which no Medicare taxes will be withheld. Enter the current year's percentage Rate with which to compute the Medicare taxes. For 1.45% enter .0145.

Employer Unemployment

Enter the upper limit after which the employer will pay no more unemployment taxes. Enter the current year's percentage Rate with which to compute the unemployment taxes. For 21% enter .0021.

Employee FICA

Enter the upper limit after which no FICA taxes will be withheld. Enter the current year's percentage Rate with which to compute the FICA taxes. For 6.20% enter .0620.

Employee Medicare

Enter the upper limit after which no Medicare taxes will be withheld. Enter the current year's percentage Rate with which to compute the Medicare taxes. For 1.45% enter .0145.

SDI State Disability Insurance

XPert'S CLIENT WRITE-UP accommodates up to three different states with disability insurance. Enter the upper Limit after which no insurance will be withheld (10000), the Rate as a percentage with which to compute the insurance (.002), and the two letter state postal identification code (NY, FL, CA).

SUTA

XPert'S CLIENT WRITE-UP accommodates up to five different states with unemployment taxes. Enter the upper Limit after which no unemployment taxes will be withheld (10000), the Rate as a percentage with which to compute the tax (.002), the two letter state postal identification code (NY, FL, CA), and the employer's state EIN.

Click to Setup Payroll Accounts

This next screen is where the payroll accounts for the company are defined. In this screen we designate the G/L account #'s that pertain to 'Other Pays', 'Taxes' and 'Deductions'

The other pay accounts are not the to be used for regular pay. The regular pay is defined in each employee record. Therefore the type of regular pays is unlimited. Other pays pertain to bonuses, commissions (non-1099), etc..

Payroll Rate/Account Setup

Accounting Xpert v18a

Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

General Ledger

Display Management Console

Daily Work / Journal Entry

Setups / Year End / Utilities

Reports / Listings

Financial Reports / Compilations

ATF Payroll / W2 / 1099 Processing

Payroll Rates Setup

Payroll G/L Acct # Setup

Assign G/L #'s to Other Pay Types and Deductions

Tips Account #:	651	Tips
Meals/Lodging:	662	Meals and Lodging
Other Pay 1:	665	Sales Commissions
Other Pay 2:		
Other Pay 3:		
Other Pay 4:		
Other Pay 5:		
Other Pay 6:		
Other Pay 7:		
Fica Withholding:	385.03	Fica Payable
Federal Withholding:	385.06	Fed. W/Holding Payable
State Withholding:	385.09	State W/Holding Payable
Local Withholding:		
Other Deduction 1:	715	Employee Insurance
Other Deduction 2:		
Other Deduction 3:		
Other Deduction 4:		
Other Deduction 5:		
Other Deduction 6:		
Other Deduction 7:		

Accounts Receivable

Accounts Payable

General Ledger

Inventory / Warehousing

Sales Order Processing

Sales Analysis

Modify ZOOM WIDE INS

Fig. 10 - 2. Payroll G/L Account #Setup.

Tips Account

Enter the G/L gross earnings account number for employee Tips, if this employer has employee compensated by tips.

Meals/Lodging

Enter the G/L gross earnings account number into which meals or lodging are to be recorded.

Other Pay 1 - 7

Enter any other company wide gross earnings accounts or benefits, which would be in addition to an employee's normal gross earnings account.

Remember each employee may have a unique gross earnings account, which is defined under Employee Maintenance. Additional earnings could be sales commissions or bonuses and benefits could be the use of a company car etc. Earnings are usually debit balance, expense accounts.

Federal, State & Local Withholding

Enter the general ledger number in which to record the federal income taxes withheld from the employee's pay. This account like most other deductions is recorded as a credit balance, liability account since the company is collecting these taxes on behalf of the government and must eventually pay them out.

Other Deduction 1 - 7

Enter the G/L account # corresponding to any other deduction such as employee portion of health insurance, uniforms, pensions, etc..

Payroll Reports Setup

The Payroll Reports Setup allow for flexibility to determine which of the earnings accounts make up gross or exempt wages for the FUTA, SUTA, SDI, 941, 944, W2 and other payroll forms.

Payroll Report Setup Screen

Accounting Xpert v18a

Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

General Ledger

Display Management Console

Daily Work / Journal Entry

Setups / Year End / Utilities

Reports / Listings

Financial Reports / Compilations

ATF Payroll / W2 /1099 Processing

Payroll Reports Setup

Accounts Receivable

Accounts Payable

General Ledger

Inventory / Warehousing

Sales Order Processing

Sales Analysis

Payroll Reports Setup - PAGE 1

Futa Report Setup

Gross Wages: ABC

Exempt Payments:

Suta Report Setup

Gross Wages: ABC

Exempt Payments:

SDI Report Setup

Gross Wages: ABC

Exempt Payments:

W2/1099/State/Local Setup

Click to Define Reports

OK

Pay Types

A. Gross Pay

B. Tips

C. Meals and Lodging

D. Sales Commissions

E.

F.

G.

H.

I.

J.

Deduction Types

K. Fica Payable

L. Fed. W/Holding Payable

M. State W/Holding Payable

N.

O. Employee Insurance

P.

Q.

R.

S.

T.

U.

Modify WIDE

Fig. 10 - 3. First report setup screen.

The method for establishing any of the reports is the same so just the FUTA report setup will be described. The box on the right side of the screen displays all the possible definitions available. On the left are the report lines or boxes, which must be defined.

941 and W2 Setup

Gross Wages

Enter the letter corresponding to the earnings account(s) on the right which when added together comprise gross wages on the FUTA report.

Exempt Payments

Enter the letter corresponding to the earnings account(s) on the right which when added together comprise exempt wages on the FUTA report.

Suta and Futa Reports

These definitions are defined in the same manner by entering the proper corresponding earnings and deductions account letters.

These definitions are defined in the same manner by entering the proper corresponding earnings and deductions account letters.

Payroll Report Setup Screen

The screenshot displays the 'W2/ 941/ States Setup (2 of 2)' window in Accounting Xpert v18a. The window is divided into several sections:

- W2/941/Report Definitions:** This section contains a list of fields for defining report data. The 'Wages, Tips, Compensation' field is set to 'ABC'. Other fields include 'Taxable FICA Wages' (AC), 'Taxable Tips' (B), 'Taxable Medicare Wages' (AC), 'Dependent Care Income' (L), 'Federal Income Tax Withheld' (K), 'FICA Tax Withheld' (ABC), 'State Wages, Tips, Compensation' (M), 'State Income Tax Withheld' (N), 'Local Wages, Tips, Compensation' (Box 12 A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z), and 'Name of Locality' (UCT6).
- Pay Types:** This section lists various pay types with corresponding letters. 'Gross Pay' is assigned 'A', 'Tips' is 'B', 'Meals and Lodging' is 'C', and 'Sales Commissions' is 'D'.
- Deduction Types:** This section lists various deduction types with corresponding letters. 'FICA Payable' is 'K', 'Fed W/Holding Payable' is 'L', 'State W/Holding Payable' is 'M', and 'Employee Insurance' is 'O'.

The window also features a 'General Ledger' sidebar on the left with options like 'Accounts Receivable', 'Accounts Payable', 'General Ledger', 'Inventory / Warehousing', 'Sales Order Processing', and 'Sales Analysis'. At the bottom right, there are buttons for 'Modify', 'WIDE', and 'INS'.

Fig. 10 - 4. Second report setup screen.

The letters on the right side of the screen show all the payroll accounts defined for this company. On the left side of the screen are all the boxes that go on the W2 and 941 forms.

The system automatically defaults to the standard report options. If for example you have an 'Other Pay' - (Sales Commissions), you will notice that in the previous screen it shows a 'D' next to it on the right side. Since this should be part of 'Wages, Tips, Other Compensation' instead of having A,B,C we would make it A,B,C,D where 'D' is Sales Commissions. So when the W2 or 941 is run, it will include this account in Wages, Tips, and Other Compensation. You would do the same for Fica, Medicare, State and Local Wages.

Let's assume that letter 'O' says 'Pension'. Pensions are a liability with a credit balance. So we need to make sure this is **REDUCES** 'Wages, Tips other Compensation' which are expenses (debits). So we would say W,T and other Compensation is A,B,C,D,O. What this means is to add $A+B+C+D+O$ but since 'O' is a credit it will reduce the amount in the 'Wage, Tips and other Compensation' box.

Since Fica and Medicare wages are not affected by Pensions, they would be A,B,C,D.

So the letters provide you the ability to say what goes in which box on the various forms.

Employee Maintenance

Setting up an employee is a simple process as it depends on the payroll accounts having been previously established under Payroll Rate/Account Setup as described on page 7 above. The first of the two separate employee screens is simply a quick reference listing of employees already setup the second screen is where the employee information is entered.

Employee List Screen

[illegible]

Fig. 10 - 5. List of all employees.

Edit Existing Employees

To edit an existing employee click the button next to the employee #.

Creating New Employees

To create a new employee click 'New'

Employee Setup / Information Screen

Accounting Xpert v18a

Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

General Ledger

Display Management Console

Daily Work / Journal Entry

Setup / Year End / Utilities

Reports / Listings

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ATF Payroll / W2 / 1099 Processing

Employee Setup

Accounts Receivable

Accounts Payable

General Ledger

Inventory / Warehousing

Sales Order Processing

Sales Analysis

EMPLOYEE LIST

C:STD - Sample Company with Data

Employee Setup / Information - C:STD - Sample Company with Data

Employee # 2

First Name: Johnathan Higgins

Street: 1400 Maui View Drive

City, St, Zip: Kaji HI 95842

Suta State: FL

Phone #: 305-545-4345

Soc. Sec. #: 874-54-5444

Division: 0

Fica Exempt: No

Active: Yes

Pension: No

Quarter History Check History Recurring Entries Setup

Employee Pays

Gross: 710 Office Salaries

Tips Skip

Meals and Lodging Skip

Sales Commissions Enter

Employee Deductions

Fica Payable Enter

Fed. W/Holding Payable Enter

State W/Holding Payable Skip

Employee Insurance Enter

New Cancel Delete Exit Previous Next

Fig. 10 - 6. Employee information may be added here or corrected.

Employee

Enter up to a 4-digit employee number with which this employee will be referenced. This number will be used during journal entry instead of the employee's name.

Name, Address, Phone, SSN:

Enter the employees basic information.

Division

Enter the division with which this employee is associated. The division code here allows various reports to be generated for selected employees.

FICA Exempt

If this employee is FICA tax-exempt answer 'Yes' here.

Active

If this employee is still active enter 'Yes'. If 'No' is selected this employee will be excluded from many reports but not W-2's.

SUTA State

Enter the two-letter state postal code under which this employee files for state unemployment.

Pension

Enter 'Yes' if this employee is covered under a pension.

Quarterly History

Display Only. Zoom here to view a history of this employees records on a quarterly basis.

Check History

Display Only. Zoom here to view all checks paid to this employee.

Recurring Entries Setup

Click to setup up a recurring entry for an employee. During Journal Entry / Payroll Entry, when selecting an employee the entry screen will be filled out with the employees recurring entry information. This information may be overridden during entry.

Gross

Enter the regular gross earnings account with which to record this employees normal earnings. Each employee may have a different gross account. If this employee requires special exclusionary federal or state reporting then this definition may need to be skipped and the earnings account defined under an Other Pay account. For example a FICA exempt employee will need to be defined under an Other Pay account.

Pays

This lower left side of the screen is where the other pay accounts appear. This information was the G/L Account #'s that were defined in the Employee Rate / Accounts Setup. Next to each account it has a 'Skip' or 'Enter' field which pertains whether to allow entry to this account during payroll entry. For example if an employee does not have an insurance deduction, setting this to 'Skip' will skip this field during payroll entry thus speeding up entry and eliminating accidental posting to this account.

Deductions

The lower right side of the screen displays all of the deduction accounts as defined during the Payroll Rate/Account Setup detailed on page 7. The 'Skip' or 'Enter' applies here also.

1099 Maintenance

Setting up a 1099 recipient/vendor is very easy. After the demographic information is entered there's little more than defining one to 10 G/L Account #'s into which to record these vendor expenses and to note the 1099 form. The first of the two separate vendor screens is simply a quick reference listing of vendors already setup the second screen is where the vendor information is entered.

1099 / Vendor List Screen

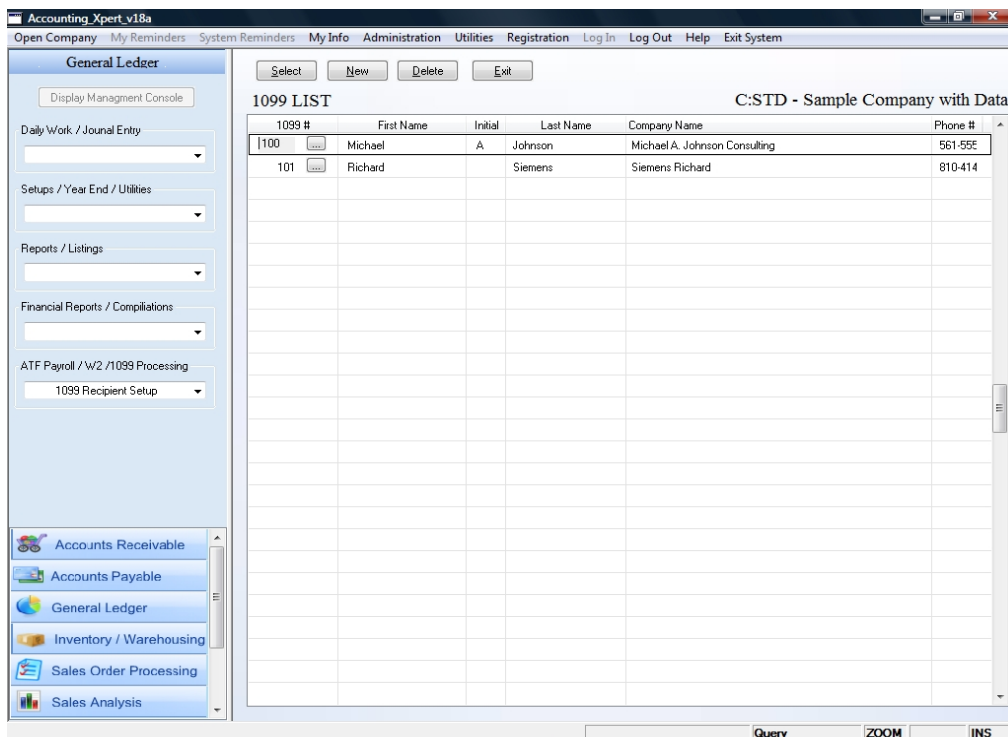


Fig. 10 - 7. List of all vendors.

Name, Address, Company

Enter the Name, Address, and Company

Division

Enter the division with which this Vendor is associated. The division code here allows various reports to be generated for selected Vendors.

Active

If this Vendor is still active select 'Yes'. If 'No' is entered this Vendor will be excluded from many reports but not 1099's.

Quarterly History

Display Only. Zoom here to view a history of this vendor's records on a quarterly basis.

Check History

Display Only. Zoom here to view all checks paid to this vendor.

G/L #

Enter the G/L # with which to record payments to this vendor. Each vendor may have up to 10 different accounts in which to record these expenses.

Form

Select the form number from the list of forms to the right of the screen on which to print these expenses.

Box

Select the box number from the corresponding form in which to print these expenses.

Payroll Working Reports

We start with two sets of reports both of which present similar information in detail and summary for employees or recipients.

Employee / 1099 Earnings Detail

This report displays each check issued the range of employees selected. This date sensitive report also include period, quarterly and year to day totals. If the period chosen is within the second quarter the Quarterly totals will reflect that quarter. Year to date totals are always just that, no matter the period selected.

Employee / 1099 Earnings Summary

The summary displays the totals of the transactions with the specified period plus the quarter and year to date figures. Year to date is always YTD no matter the period selected. If the period specified is within the third quarter then the quarterly totals reflect the third quarter's figures.

Employee Listing

This report prints the demographic information for a selected range of employees as verification of the data entered. The report may be printed in employee name or employee number order and by division.

1099 Listing

This report prints the demographic information for a selected range of Vendors as verification of the data entered. The report may be printed in Vendor name or Vendor number order and by division.

Payroll Forms Printing

Xpert can print forms in a variety of options. The Laser Module allows forms to be printed on blank white paper where government approved. Certain forms are required to be on pink pre-printed forms which Xpert accommodates on both laser and impact printers.

Quarterly Forms – 941, 944, Suta, Futa

Selecting to print these forms is straightforward. Depending on the questions presented choose the quarter and form desired. If a specific state form option is available it may be chosen as well.

Though payroll transactions may be entered through the 1st quarter of the new year the prior year must be closed to allow the new year's transactions to be posted and reports printed. See also Year-End Close.

When selecting any of these forms to print Xpert calculates the totals and displays the form on the screen. This form may be edited before printing. Once this form is ready, click the 'Begin Printing' button and the actual form that prints will display on the screen.

Printing the Actual Laser Form

When the actual form that will print is on the screen you are now in Xpert's Laser printing module.

Laser Printing Module Screen

The screenshot shows the PCLView software interface with the 'Form 941 for 2009: Employer's Quarterly Federal Tax Return' displayed. A 'Print' dialog box is open, showing the following settings:

- Printer: System Printer (pdfFactory)
- Print Range: All
- Pages: From 1 To 3
- Print Quality: 1440 dpi
- Copies: 1
- Collate Copies: ☒

The dialog box also includes buttons for 'Ok', 'Cancel', 'Setup', and 'Help'. The background form shows the 'Form 941 for 2009' with fields for Employer identification number (59-1234584), Name (Sample Company), Address (1955 NE 53rd Ave, Miami, FL 33133), and various tax calculation lines.

Click 'File' and 'Print'.

Important: Before you click the 'OK' button to print make sure the 'Print Range' box says 'ALL' which means to print all pages otherwise it will print only the current page. Also, make sure the first line that says 'Printer' is the printer you want to print to. Otherwise select the 'Setup' button on the right and select your printer. Once set then click 'OK' to Print or 'Cancel'.

Making Payroll Journal Entries

Payroll entries are comprised of both employees and 1099 recipients / vendors transactions. These transactions are entered during journal entry by clicking the 'Payroll' button. Both employee and recipient ID numbers are entered in the same 4-digit Employee field. Depending whether an employee or recipient ID number was entered the entry screen will change appropriately. In addition new employees or recipient/vendors may be created on the fly.

Journal Entry / Payroll Screen

M	G/L Account #	Enter	G/L Description	Date	Ref. #	Debit Amount	Credit Amount	BK	Description Information
	670		Advertising Expense	01/05/04	345	420.00			Ph-Graphix Full
	670		Advertising Expense	01/06/04	346	1,878.00			McBee-200 Bind
	680		Misc. Selling Expense	01/06/04	347	126.00			Johnson+ Press
	680		Misc. Selling Expense	01/06/04	348	1,875.00			Warehouse-tel
	720		Taxes & Insurance	01/07/04	349	4,753.00			Metropolitan 1
	730		Misc. Supplies Expense	01/07/04	350	54.00			Office Depot
	110.01		Cash - Citicorp	01/07/04	0		9,114.50		ck's 345-350
	670		Advertising Expense	01/09/04	351	890.00			Practical Acct
	670		Advertising Expense	01/09/04	352	795.00			Nat Public Acct
	670		Advertising Expense	01/11/04	353	465.00			Ph-Graf 1/3 pg
	730		Misc. Supplies Expense	01/11/04	354	745.00			Post Master
	670		Advertising Expense	01/11/04	355	2,895.00			Mass Mail Man
	720		Taxes & Insurance	01/11/04	356	8,457.00			Sales Tax 12/83
	110.01		Cash - Citicorp	01/11/04	0		14,237.40		ck's 351-356
	4E	Payroll	Kjell Anderson	01/30/04	4586	1,001.86			Kjell Anderson
	2E	Payroll	Johnathan Higgins	01/30/04	4587	538.90			Johnathan Higgins
	3E	Payroll	Jeff Carrington	01/30/04	4588	1,589.47			Jeff Carrington
	5E	Payroll	Robin Molar	01/30/04	4589	1,263.85			Robin Molar
	110.02	Payroll	Cash - Nova Scotia Bank	01/30/04	0		4,395.18		Pay Jan 84
				00/00/00	0				

New Line / F4 Valid GL # - Quickbooks Auto Increment Ck. # or Duplicate Auto Duplicate GL # Yes No
 Delete Line / F3 Print Transaction Code Lookup
 Cancel Line Exit Batch: 2 Hash Total: 8624.040000 Journal Balance: 0.00 Net Check: 0.00
 Create ZOOM WIDE INS

Fig. 10 - 9. Journal Entry / Payroll Entry

Employees

The transaction entry screen for an employee displays all the accounts defined for the employee as setup under Employee Maintenance. All gross earnings accounts are shown on the left side of the screen and deductions on the right. Gross accounts are typically debit balance accounts and deductions credit balance accounts.

Employee Transaction Entry Screen

Accounting Xpert v18a

Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

General Ledger

Display Management Console

Payroll Entry

Employee / 1099 #: 2 Johnathan Higgins Check #: Date: 00/00/00 Job: 0

Pays		Deductions		
	Debit	Credit		
Gross Wages	1,000.00		FICA Payable	80.00
Tips			Fed. W/Holding Payable	150.00
Meals and Lodging			State W/Holding Payable	20.00
Sales Commissions			Employee Insurance	10.00
			Reserved	
			NET PAY:	740.00

Cancel Changes Next Payroll Entry / PgDn Back to Main Screen / ESC Exit

Hint: For speed of Entry a Mouse is not required in any of the Entry Screens. For Example, in the Employee # you can Press the 'F6' key to look up Employees / 1099's. After Finishing the Entry, you can press the 'PgDn' key to go to the next Payroll Entry screen or hit 'ESC' to go back to the Main JE Screen.

Create INS

Fig. 10 - 10. Enter employee checks and /or period balances.

If you do not know the employee or 1099 recipient ID you can click the button next to Employee / 1099 #. You then have an option of looking up or creating an employee or 1099 recipient.

Fica Check

After entering a payroll check you may press **PgDn** to enter another check or you may press **ESC** to return to the main Journal Entry screen. If the FICA check in the Journal Entry Defaults is set to 'Yes' then the system will calculate and compare the FICA amount to the calculated amount. The system will give you the option to automatically adjust FICA by adding any excess to Federal Withholding or taking out of Federal Withholding and adding to FICA for any shortage. The net check balance does not change.

Fica Check Verification

The screenshot shows the Accounting Xpert v18a software interface. The main window is titled 'Payroll Entry' and contains fields for 'Employee / 1099 #', 'Check #', 'Date', and 'Job'. A 'Fica Check' dialog box is open, displaying a 'Fica Tax Calculation' table. The table has three columns: 'YTD Amounts', 'Entered', and 'Calculated'. The data is as follows:

	YTD Amounts	Entered	Calculated
Fica Wages:	0.00	1,000.00	1,000.00
Medicare Wages:	0.00	1,000.00	1,000.00
Fica Tax		80.00	76.50
Federal Withholding		150.00	153.50

Below the table, there is a dropdown menu for 'Use Calculated Tax Amounts' set to 'Yes'. At the bottom of the dialog box, there are buttons for 'OK' and '[or Press Tab Key]'. The background window also shows a 'Hint' at the bottom: 'Hint: For speed of Entry a Mouse is not required in any of the Entry Screens. For Example; in the Employee # you can Press the 'F6' key to look up Employees / 1099's. After Finishing the Entry, you can press the 'PgDn' key to go to the next Payroll Entry screen or hit 'ESC' to go back to the Main JE Screen.'

Fig. 10 - 11. Fica Check

1099 / Vendor Recipients

1099 Recipients are entered exactly the same way as employees. On the main Journal Entry Screen click on the 'Payroll' button. You can enter or look-up a Recipient # by pressing F5 or double clicking in Recipient # field. You can also add recipients on the fly.

The transaction entry screen for a 1099 recipient displays all the accounts defined for the vendor as setup under 1099 Maintenance. Normally only one expense account is defined for a vendor though up to 10 separate accounts may be setup per recipient.

1099 Recipient Transaction Entry Screen

1099 Setup - Sample Company with Data

Recipient ID: 100
 Name: Michael A Johnson
 Street: 15554 NE 80th Street
 City: Boca Raton State: FL Zip: 33434
 Company: Michael A. Johnson Consulting
 Phone #: 561-555-3431
 Tax Id #: 59-12343211
 Division: 0
 Active: Yes

1099 Form Selection

G/L #	Account Description	Form	Box
658	Consulting Expense	Miscellaneous	Non Employee Compensation

New Undo Delete Exit Previous Next

Fig. 10 - 12. Enter vendor/1099 payments here.

Payroll Close (Year End)

The Payroll Close zeros out all employee and 1099 balances for the year to get the system ready for the New Year. This process is done after all W2, 1099 forms and payroll reports have been printed. **Make sure all forms and reports have been printed before proceeding.**

Payroll Year End Closing Screen

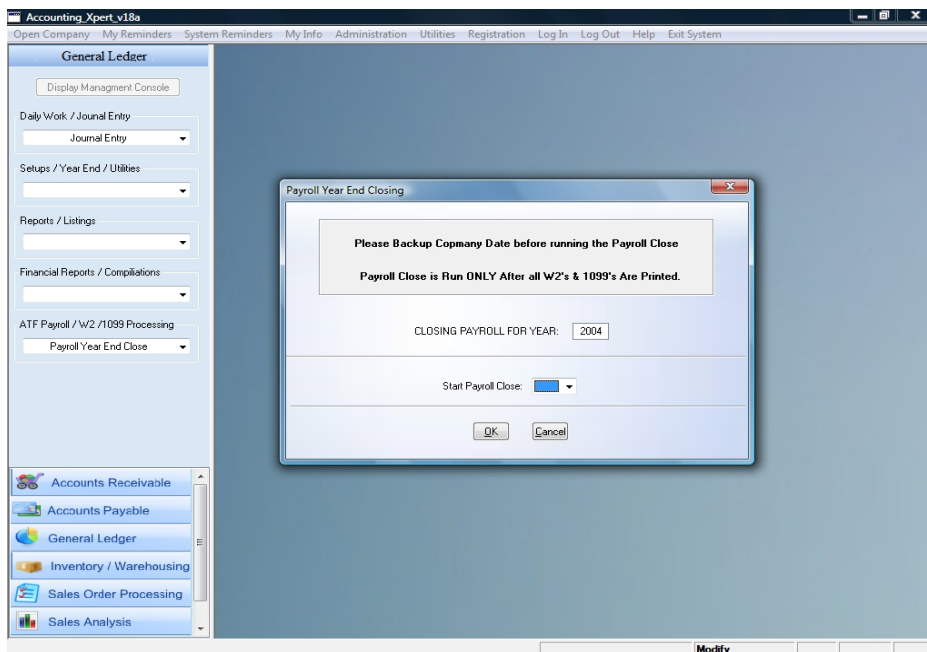


Fig. 10 - 13. Payroll Close



Accounting Xpert
Enterprise Edition V.1.9a

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Supplemental Section / Notes

External Product Interfaces

W2 / 1099 Processing

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Purpose of Supplemental Section / Manual

The Accounting Xpert Enterprise Edition – Client Write-up as well as its business modules, interface with a variety of other companies products.

Some of these include Microsoft Word and Excel, Quicken and QuickBooks, tax programs and other accounting programs.

In some cases Xpert exports information to be used in other products such as tax software, and in other case Xpert imports data such as QuickBooks transactions into Xpert's General Ledger.

In other cases Xpert works in conjunction with other software such as Microsoft Word where Xpert merges client information into Word documents during printing.

This manual section is included in the main Accounting Xpert Client Write-up Manual. Because of the changing nature of these external products, Micronetics, Intl. updates this as a separate manual and allows downloading on a more frequent basis.

This manual also includes information on W2 / 1099 processing and because of the changing nature of these government forms, it is included in this manual as well.

Additionally new features that are constantly being added in various updates to Xpert are first included in the supplemental manual until the main manuals are updated and re-printed at a later date.

Periodically when the Supplemental Manual is updated you will receive a notice that it is available for downloading and printing. You may also request a printed copy if necessary by contacting our Customer Service Department.

Word Interface for Compilation Letters

Micronetics, Intl. is committed to interfacing the Xpert *Product line* with **Microsoft's Office products**. Integrating Xpert with **Microsoft Office products** opens up a whole new realm of power and benefits that will become more and more apparent and necessary as time goes on.

Under the Financials Reports / Compilations menu select Compilation Letter Setup **to** create cover pages, compilation letters, notes, etc. When you create a letter it automatically launches **Word** and opens a special blank document. Embedded in this document is a **pull down list of merge fields**. By inserting merge fields such as **<CN> for Company Name, <CC> for Current Month, etc.**, you can create one document which can be used by all clients. Xpert **will automatically insert the appropriate Company's Name, Address, Dates, etc.** into the document during printing. These merge fields are the same used for Financial Reports and may be found under the Financials Reports section of the manual.

Another feature is that you can set up separate **Print Queues per client**. This allows you to select pages typically printed for this client. Example: for one client you may print a Cover Page, Compilation Letter, and some notes. For another client you may print a different type of cover page, letter, etc.

The final feature in Xpert allows you to **Queue Clients for printing**. This will automatically print each client selected in the queue and print all associated letters queued for that client. In the future, Xpert will enable you to queue Financials and other Reports allowing you to print an entire collated packet per client.

Installation Issues


Because **Microsoft Word** requires you in advance to have a drive letter designated for Mail Merge functions, Xpert **defaults the system to C:\AX**. Even if you are processing Xpert on a Network, **Word will use the C:\AX directory for temporary files**.

If Xpert is installed on a different Drive then 'C:' you will need to run the **Microsoft Word Interface Setup** found in Financials Reports / Compilations menu.

If you do not have a 'C:' drive available, please contact our Customer Service Department so we can walk you through changing Microsoft's default Merge drive letter.

Important Note: Microsoft provides mail merge and sql functionality to their office products which offers tremendous benefits. However, Microsoft is extremely concerned about viruses being transmitted through macros and sql statements in email and word documents so as a default they have disabled these advanced features. To take advantage of these features you must enable these functions as explained below. Please contact Micronetics Customer Service if you need assistance.

Enabling Microsoft Macros - Steps

1. Marco's are used for merging data and Word defaults to 'High' which does not allow merging of data. To enable do the following.
2. Click the **Microsoft Office Button**  , and then click **Word Options**.
3. Click **Trust Center**, click **Trust Center Settings**, and then click **Macro Settings**.
4. **Click - Enable all macros**.

Enabling MSSQL

In order to merge data you must disable MSSQL security which requires editing the Registry. Since the registry is very important in the operation of your computer you may want to contact our Customer Service Department for assistance.

Editing the Registry - Steps

1. Start Registry Editor by clicking 'Start', then 'Run' and typing in 'REGEDIT'.
2. Locate and then click the following registry key:
HKEY_CURRENT_USER\Software\Microsoft\Office\11.0\Word\Options
(Note: the 11.0 above may be lower or higher, use the latest)
3. Click Edit, point to New, and then click DWORD Value.
4. Under Name, type:
SQLSecurityCheck.
5. Double-click SQLSecurityCheck.
6. In the Value data box, type:
00000000
7. Click OK.

Note: Because you are allowing these advanced features to be used, please insure your virus software is up to date and is functioning properly.

Processing Steps for each Computer

Creating or Editing a Letter

1. Are you running Xpert from the 'C:' drive - **If yes go to Step 3.**
Run the **Microsoft Word Interface Setup** in the **Financials Reports / Compilations menu**.
2. **Note:** If you do not have a 'C' drive, contact Micronetics, Intl. Customer service department for assistance.
3. To **Create a Letter** select **Compilation Letter Entry**.
4. Assign up to an 8-character file name and a description for the letter.
5. Pressing enter will automatically launch Microsoft Word and create a merge document using the file name you entered.
6. You may now type your letter. Depending on the version of Word you will find a pull down **Merge Field box** allowing you to select merge fields for insertion into the document. Under Word 2007+ it is found under the **'Mailings'** tab. For a complete list of what each code means, refer to Report Codes in the manual under the Financials Section.
7. After completing your document, **click File "Save" or click the "X" in the upper right** hand corner to save changes and/or additions. (**Do not select File "Save as"** because the document name must be the same as created in Xpert).
8. This brings you back into Xpert. To create another letter follow the same procedures.

Setting up a Client Print Queue

The **Client Print Queue setup** allows you to first select a client and then select the letters used by this client.

1. Select **Compilation Print Queue Setup**.
2. To Create a Queue for a Client, 'Click' the button under 'Select Client' and select a client from the client list.
3. After selecting a Client, click on "**Zoom**" button to select letters to be used for this client.

Printing Client Queues

The first step is to establish for which clients you print letters for . Once your list of clients is defined, at printing time you can just check off which client to print for the session.

1. Select Compilation Queue Printing.
2. Select under 'Zoom' to add a Client to your print Queue or check off the Print box for clients already setup that you want to print in this session.
3. Click OK and the Queue will begin to print for each client selected.

Note: Letters will automatically print to the default Windows printer. Before printing letters, please insure that your default Windows printer is assigned to the correct printer.

Excel Interface

Xpert has the ability to easily export any Financial Report including Divisional Reports to an Excel Spreadsheet for automatic Charting and Graphics or other manipulation.

All Posting and Total Accounts are exported. Titles, underlines, dollar signs and line advances are ignored since these are not needed and can affect the proper alignment of the columns.

The data is exported in a columnar format.

The First Column always consists of the Account Type. This allows you to filter by Account Type. For example, you can select Account Type 1 (Assets), 2 (Liabilities), 3 (Equity) and create an instant pie chart.

The Second Column is the G/L Type. This allows you to select only posting accounts or include totals in your Graphs.

The rest of the Columns pertain to the report columns. For example the next three columns might be the Account Description, Current Month, and YTD.

Interface Procedures

1. Go to Financials Reports / Compilations and select Microsoft Excel Interface. You may also the Excel option through the standard financial printing menu.
2. Select a Financial Report.
3. Financials must be in columnar format (Data for each period must be in only one column) such as a comparative report. Any report over 2 columns automatically becomes columnar. In the case of a Non-Comparative Balance Sheet which has only 2 columns, you must add a "B" for Blank Column as the 3rd column in the Financial Report Generator which would turn it into a columnar format. The First Column would be the Account Description, the Second would be the Money, and the Third would be Blank.

4. On the Financial Printing Options - Select "Yes" in the "Send to Excel" field.

Upon selecting this option Xpert will default Report Output Options to Disk and create an XPERT x .XLS file (where x = the user # of the user running the report). Your user # may be found under 'My Info.' on the top menu bar. For example user # 1 the file would be XPERT1.XLS.

Upon selecting "OK" to print Xpert creates the XPERT x .XLS and launches Excel. (**Note:** This file will overwrite any previous XPERT x .XLS file.)

At this point the XPERT x .XLS file can be brought into Excel via the **File/Open. The file will be created in the \AX directory.**

Once the XPERT x .XLS file is selected, the Text Import Wizard will guide the user through the remainder of the process.

Excel Rows

The First Row (A) is always Header/Field Names

The Account Type, G/L Account Type, and the description columns come in blank above the columns. Field names can and should be entered into the first row. Money column field names will import as they were set up in the respective Financial Report.

Xpert erases the XLS file each time a Financial Report is exported to Excel. If you want to save a file for future reference you will need to save the file in Excel with a different name in an XLS format with an XLS extension (Default format is TXT with an XLS extension).

Please refer to your Excel Documentation for specifics on Formatting, Auto Filters and Automatic Graphing.

Formatting

At this point the data can be graphed, used "As is" or manipulated into other formats.

Column Widths should be set by selecting the Columns to be resized then select Format/Columns/AutoFit Selection.

Auto Filter

This Excel feature can be utilized for query functions to the Excel Spreadsheet. This feature will function best if data has been arranged and formatted as discussed above. You can then highlight the entire first row and select Auto Filter. This will create pull-down boxes allowing you to filter your selections.

Graphing

Once you have selected the data, you can just click on the graph button to automatically create a variety of charts and graphs. **Remember:** If you want to save the Graphs, click Save As and save under a name other than **XPERTx.XLS**. Do not save as **XPERTx.XLS** as this file will be overwritten the next time you do an Excel Export from within Xpert.

1120/1065 Tax Interface

Generic Tax Export

Xpert provides the ability to export G/L balances to an ASCII file, which can then be imported into a variety of business tax programs. Xpert's export function allows for flexibility in defining the export file to accommodate the import requirements of most business tax programs.

The concept of the Tax interface is to export the G/L Account #, Description, Closing or YTD balances and Opening Balances to an ASCII file. You would then go into your tax program and follow the steps for importing this information into a tax return.

Usually, the first time importing into your tax program you will have to assign a Tax Line # to each G/L Account #. When doing the actual import, your tax software will match each G/L account with the proper line on the Tax Return. If more than one G/L account is assigned to a tax line each account balance will be added into that particular line. (See "**Tax Export for Specific Products**" for exceptions).

Xpert normally exports all accounts as positive unless the current balance is opposite its normal balance. Some tax programs require that all credit accounts be negative, and then they reverse the sign automatically during the import procedure. Xpert allows credit accounts to be exported as either positive or negative.

The following information may be exported from Xpert.

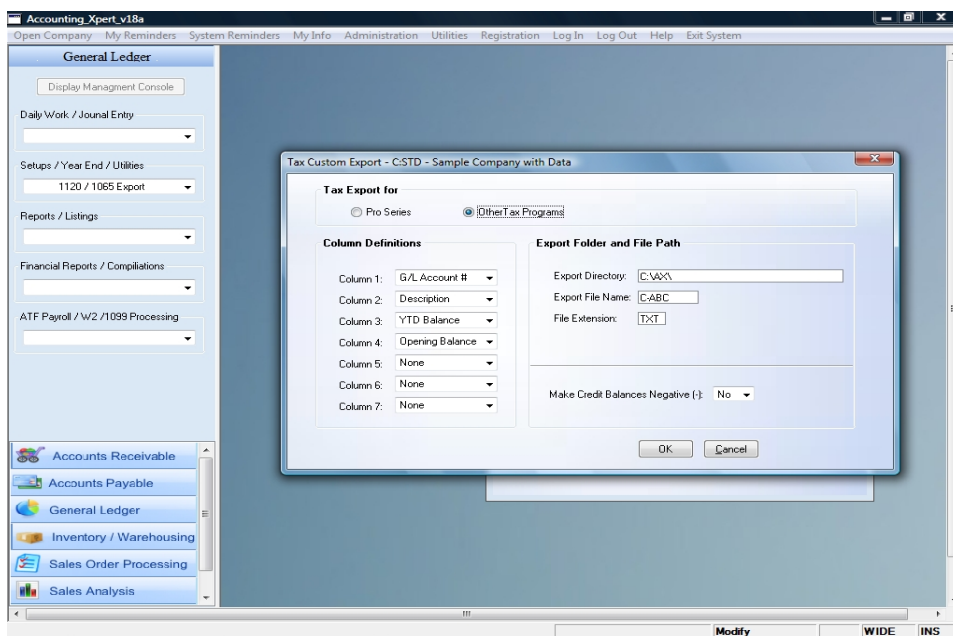
1. G/L Account #
2. Account Description
3. YTD Balance (P & L) or Year End Balance Sheet
4. Balance Sheet Opening Balances
5. Tax Code 1 (Line # on tax return)
6. Tax Code 2 (Line # on tax return)
7. Tax Code 3 (Line # on tax return)

Tax Interface Steps

The 1120/1065 Tax Connection is found under 'Setups / Year End / Utilities.

1. The first step is '**Tax Code Setup**'. **Most tax programs do not utilize this feature**; therefore, this step may be skipped on the Client Write-Up side. This is primarily a feature for Lacerte users. If your tax program accepts tax codes in the import file then refer to the Lacerte notes.

2. The next step is to export the G/L information to an ASCII file through the '**Tax Code Export - Custom**' program. In this program you specify which fields to export and the order in which they will be exported. Depending on the requirements of the tax program, you define whether credit accounts should have a normal positive or negative balance. The last item is to specify the directory and file name to use for the exported file. See notes below regarding information or various tax program requirements.



Tax Custom Export Screen

3. The last step is to start your tax program and use its import function.

Additional Tax Interface Notes

You may need to contact your tax software vendor regarding the information they allow for importing. In most cases you can just export all the information only specifying how to handle credits. Your tax program should then be able to handle the rest.

Non- Standard Tax Imports

Lacerte Tax Users

Lacerte may be exported and imported the generic way as explained previously and / or use the special export / import designed specifically for the Accounting Xpert Enterprise - Client Write-up.

Lacerte Users

A special export function is available for Lacerte users. Lacerte users must complete the 'Tax Code Setup' as previously described. In this screen you would use Tax Code 1 for Lacerte's Series #. Tax Code 2 would consist of Lacerte's Closing Balance Sheet balances or the YTD P & L balances. Tax Code 3 is used for Balance Sheet opening balances. The Tax Series Codes and Tax Codes are available on Lacerte's input sheets.

The next step is to run the '**Tax Code Export - Lacerte**'. This will create an ASCII file for Lacerte to read. Upon starting up your Lacerte Tax program, Lacerte will automatically read this file and update the tax return. Lacerte is the only program which does not require you to run an import function.

The Export function defaults to the normal Lacerte Tax Directory and File extension. All you are required to do is assign a file name to the export file. This is the Client ID assigned in Lacerte for that user.

Example C:\lacerte\xttax\cdata\Xpert.cbxx

This example shows the typical Lacerte Path for a corporate client called **Xpert** where x values will default and vary depending on the version of Lacerte you are running.

Remember: Lacerte will automatically import the data upon starting the Lacerte Tax Program. (Note: if you do not want to update the information then assign a new file name when exporting from Xpert, and Lacerte will create a client using that name.)

...Procedure Automatic once Tax Codes are defined in Xpert.

...Negative Credits set to 'N'. Credits are Positive.

Intuit Pro-Series

Xpert's Tax Interface has a special options for Pro-Series. Upon selecting Pro-Series in the Tax Interface, all options are set automatically. You are only required to assign a name to the Export File.

Fields automatically exported.

1. G/L Account #
2. G/L Description
3. Closing / YTD Balance

Use the Intuit Pro-Series procedure to import this data.

State Laser Tax Modules

As a by-product of the ATF payroll entries, Xpert **has** the capability of printing a State Unemployment Worksheet as well as a variety of State Laser generated forms.

Currently Xpert produces laser forms or scanable forms for NY, CA, TX, and FL, and MI. Additional states are being added so please check Micronetics to find when your state will be available.

Important Note

Both California and Texas require a scanable form. Only the data will be printed on blank white paper. No laser form is printed

California is accessed through W2 / 1099 Processing Module under the State Processing Tab. Note: **The W2 / 1099 Module requires you to scroll the menus down and is under the Sales Analysis Module.**

Florida, Texas and New York are accessed through ATF Payroll in the Client Write-up Module, from the SUTA Form Printing button.

All State Modules - General

1. **Select applicable State (1,2,3,4, or 5)** - State information comes from the State Unemployment section of Payroll Rates Setup in ATF Payroll section.
2. **Select Quarter** you would like to process, verify the proper state and **Select Yes for Laser** printing (If "Yes" is not selected in the Laser field Xpert will print out SUTA Worksheet).
3. If "Yes" is selected for 'Laser Printing', Xpert will display the forms on the screen. You must click on one of the blue boxes in order to move around or edit the form. The Tab or the Enter key will also take you from field to field.
4. Buttons on the screens will guide you back and forth from page 1 to page 2 details where applicable. Click on "Exit" button to get to "Begin Printing". Click on "Begin Printing" to print scanable form or laser form facsimile.

State Tax Modules Notes- by State

New York

Prints both NYS-45 and NYS-45-ATT.

Columns D and E only print if Final Return is set to 'Y' or if you are printing the 4th Quarter.

Please make sure you have defined the correct information in the Payroll Reports Setup under the ATF Payroll Menu.

Part A

This is defined in **Page 1** of the Payroll Report Setup.

In the SUTA Wage box define Gross Wages.

Parts B & C (Defined in Page 2 of the Payroll Report Setup)

State Income Tax uses the State Income Tax Box.

City of New York uses Local Tax withheld Box.

City of Yonkers Tax uses Box 13 Top on W2.

Texas C3 and C4 Forms

Texas requires that only data be printed in a scannable format (the form does not print).

The CITY CODE must be input manually.

These are optional and not required. If you prefer to show these, the UI RATE and SMART JOBS ASSESSMENT rates must be input manually, and Xpert will perform the calculations.

California DE6 Form

California requires that only data be printed in a scannable format (the form does not print).

Employer Account # comes from the SUTA rate setup section of Payroll Rate Setup in ATF Payroll. **This number must include the dashes.**

Social Security number comes from Employee setup and **must include the dashes.**

Florida UCT-6

Select Suta form printing from the ATF Payroll screen, select the State, then Quarter and a facsimile form will display. This form may be edited if needed and then printed.

QuickBooks Import

Xpert has the ability to import G/L transactions from **QuickBooks**. This is a quick, simple and powerful procedure that will **eliminate the need for re-keying these entries into Xpert**.

The general procedure is to export the **QuickBooks G/L transactions** to an ASCII file, import these transactions into Xpert, define the column headings (G/L #, Date, Check #, Amount, and Description) and then let it update Xpert Journals for review, editing and posting. During the updating of Xpert's Journals, Xpert automatically checks for invalid G/L account #'s and puts an asterisk by the G/L account # on the Journal Entry screen.

Xpert **allows you to automatically remove a batch and all the transactions within that batch**. If you accidentally import incorrect G/L transactions you can easily remove them in seconds and then re-import the correct information.

Important: Matching G/L Account #'s

For the QuickBooks interface to work efficiently, the most important aspect is to insure that the G/L Account #'s in QuickBooks match the G/L Account #'s in Xpert. It is recommended that you change the G/L #'s in QuickBooks to match Xpert's G/L #'s. If you change an account # in QuickBooks it automatically changes the account # for all the associated G/L transactions in QuickBooks.

It is not recommended to change Xpert to try to match the QuickBooks G/L #'s because we have found that an accountant's chart of accounts is more standardized and is properly setup. It also lends to consistency as most accountants are somewhat consistent in their chart of accounts setup from client to client.

If a client adds a invalid G/L Account #, it will be flagged during importing so you may add it into Xpert or have the client reclassify to a proper account #.

The concept of using a cross reference file has been eliminated as we have found it is not efficient in that it requires more maintenance then it is worth. Having a consistent COA is the only efficient means to use this feature.

Steps within QuickBooks

There may be some variation of the exact steps below depending on the version of QuickBooks you are using. QuickBooks changes the names and functions from version to version.

Make sure “Use account numbers” is checked in:

Edit/Preferences/Accounting/Company Preferences

1. Go to ***Reports/Custom Transaction Detail***.

Modify report as follows:

- a) Select the proper date range of the transactions you want to export and refresh the screen.
- b) Select the required columns ***Account #, Name(or Memo), Date, Check # and Amount.***
- c) Total by “***Total Only***”
- d) Sort by “***Date***”

Print Report to file:

1. At ***Print To:*** select “***File***”
2. Click on down arrow to the right of “***ASCII Text file***” select “***Comma Delimited***”. Look for the ‘PRN’ output selection. This is the format required and depending on the version of QuickBooks, the options selected above may be slightly different.
3. Select “***Print***” and save to any location using any name. Remember the location and file name you export so you can locate it for the import.

Steps within Xpert

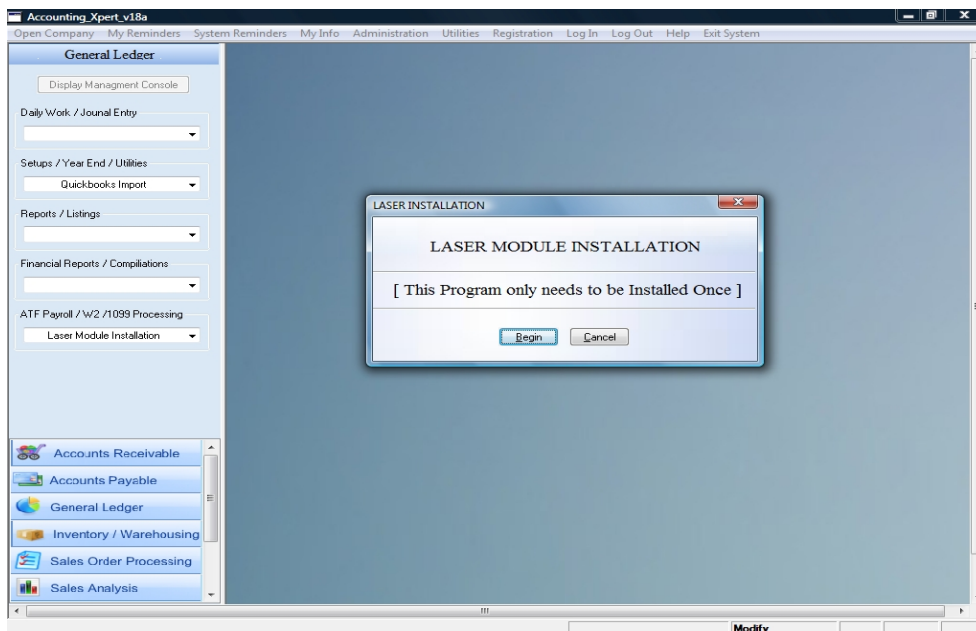
1. In **Xpert's Client Write-up** under the **Setups / Year End /Utilities** select **'QuickBooks Import'**.
2. Select the first button **'Import QuickBooks Data'** and select the file to import (this is the file name you exported).
3. Select the next button, **'Define Column Headings'**, and specify what each column is from the pull down list. Because QuickBooks exports information Xpert does not need, you are required to define only columns for the G/L Account #, Description, Date, Check # and Amount. All other columns will be ignored
4. Click the last button and **'Update Xpert's Journal'**. This will allow you to specify which Xpert Journal to update.
5. After updating Xpert's Journals, you may then enter the **Journal Entry program**, select the Journal and Batch you imported and review, modify or delete any G/L transactions that have been imported. Any invalid G/L #'s will be flagged with a 'Red *' next to the G/L Account #. These may be corrected during 'Journal Entry' and once corrected, you may click the button in the bottom of the Journal Entry screen to 'Re-check QuickBooks' to insure all accounts have been corrected properly.
6. If everything is ok, run the normal posting procedure. **If you need to remove a batch, select the 'Remove' option instead of Add or Edit a Journal Batch.**

LASER INSTALLATION

Xpert can print tax forms to non-hp-pcl compatible printers including color, inkjet, and all in one printers/fax/copiers.

You must install the Laser Module on each computer running Xpert by running the '**Laser Module Installation**' found in the ATF Payroll Menu or the W2 / 1099 Processing Module found under the 'Import / Utilities / Closing menu option.

When running this function, a variety of questions pop-up. **The only required entry is your name.** Leave all the other questions with their defaults and click '**NEXT**' through each screen.



Laser Installation Screen

Do not change any of the defaults. Just click 'Next', 'Continue' or 'OK' through each screen. Only enter in your name when asked.

W2/1099 Processing

Micronetics prints W2's and 1099's on the following types of forms. These forms **may be ordered from CodaSystem Forms @ (800) 622-2794** and have been certified **as IRS approved and Micronetics software compatible.**

It is recommended for W2 and W3 forms to use blank white perforated paper where Xpert prints both the forms and data.

For 1099's the government requires 'Red' forms. Certain copies may be printed on blank white as show below.

W2 Forms

1. Preprinted Laser form – 2 forms per page (**not recommended**)
 - a) Copies 1, 2, B, C, D (2 employees per page)
 - b) Copies B & C (2 forms per page, same employee copy B & C)

Recommended to use options 2 and 3 below.

2. 2 Up Laser on Blank White Perforated (W2's only).
3. 4 Up Laser on Blank White Perforated. (W2's only).

1099 Forms

1. **Preprinted Red forms are required for all Federal 1099 form submissions.**
2. Blank white paper can now be used on the 1099 Misc. for non-fed copies.

W3 Forms

1. Blank white paper can be used to generate W3.
2. Preprinted Laser forms.

1096 Forms

Preprinted Laser forms.
Copies (file) are available on blank white.

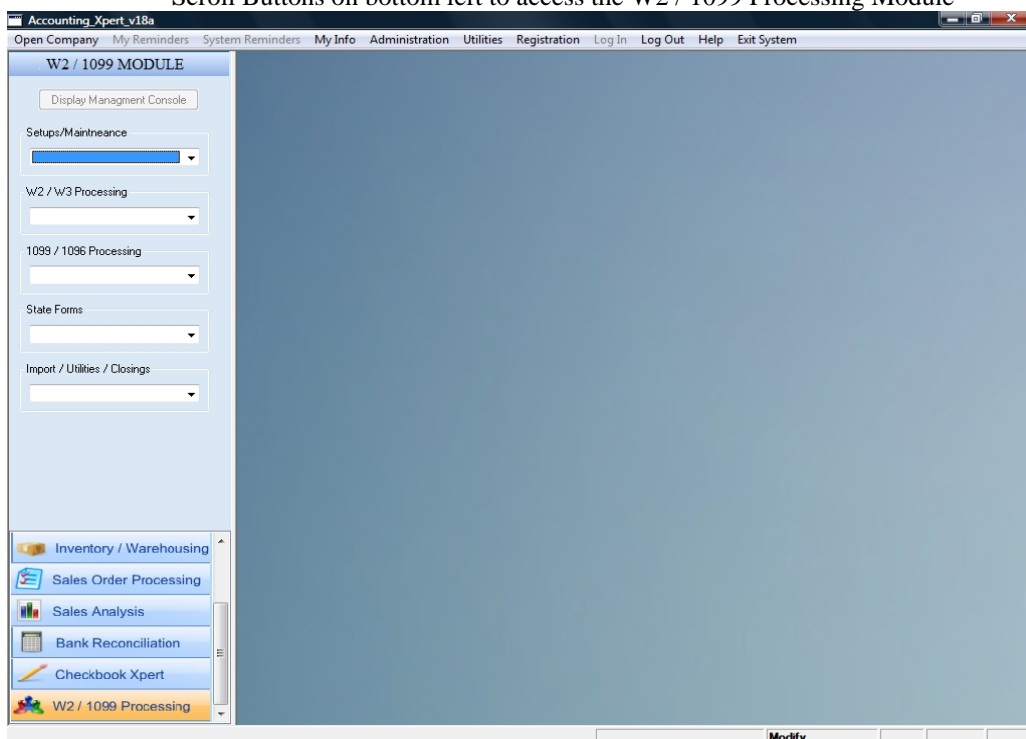
W2 / 1099 Processing Notes

W2's and 1099's may be processed in **two ways** using **Xpert**. Payroll information may be **imported** into the **W2 /1099 Processing module** from **Xpert's Write-Up** or may be **manually entered** in batch for those clients who are not being processed through **Xpert's Write-Up**.

To process **W2's and 1099's** you would log into the client you want to process. If the client does not already exist, you must first create it in the **'Company / Client Selection' screen**.

After logging into the client you will be at the Menu System. **YOU MUST SCROLL DOWN ON THE MENU TO SEE THE W2 /1099 PROCESSING MODULE.**

Scroll Buttons on bottom left to access the W2 / 1099 Processing Module

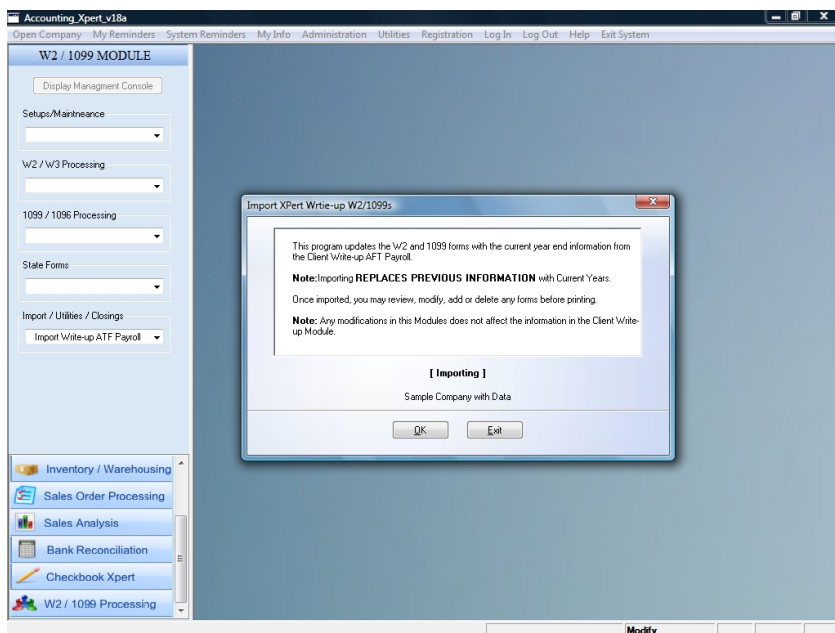


W2 /1099 Processing Menu

Two options: After entering the module you have two options available:

1. If the client's payroll data has been **processed through Xpert's Write-Up** then you would run the 'Import – Write-up ATF Payroll'.

Select the Menu option 'Import / Utilities / Closings'



W2 / 1099 Import Screen

Click OK to begin import.

This will import all the employees and 1099 recipients' information into the proper forms. At this point you may add, change or delete information. Any changes made in the **W2 / 1099 Processing module does not affect data in Xpert's Write-Up module.**

Warning: If you re-import **Xpert's Write-Up** payroll data it will **replace the old information with the newly imported information.** Any changes made in the W2 module will be lost. Changes should always be made in **Xpert's Write-Up** module and then re-imported if necessary.

- Once the data is in the **W2 /1099 Processing module** a variety of options and reports are available as well as forms printing.

Accounting_Xpert_v18a

W2 Entry Screen

W2 and W3 forms may be printed on blank white perforated paper. Red copies are not required but may be printed (not recommended). 1099 and 1096 forms are required to be printed on pre-printed ‘RED’ copies for the government. 1096 and Misc. copies may be printed on blank white or pre-printed forms.

W2 Magnetic Media

The W2 magnetic media module can be found in the W2 / W3 Processing section in the W2 / 1099 Processing Module. There is required information in all of the tabs. All required fields are marked with a **.

The Social Security Administration offers media testing software called Accuwage. It is highly recommended that users download this software from <http://www.ssa.gov/employer/software.htm> to test their media file before submission to ensure that all required information is included and accurate.

Printing W2 Forms

The W2 form printing screen allows you to select a variety of ways to print W2 forms. Forms may be printed in sorted order, range of ID #'s, selected states with options to print 2up or 4up style forms.

Although not recommended you may print on pre-printed laser or continuous forms.

Accounting Xpert v18a

Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

W2 / 1099 MODULE

Display Management Console

Setups/Maintenance

W2 / W3 Processing

W2 Forms Printing

1099 / 1096 Processing

State Forms

Import / Utilities / Closings

Inventory / Warehousing

Sales Order Processing

Sales Analysis

Bank Reconciliation

Checkbook Xpert

W2 / 1099 Processing

W2 Form Printing - C:\STD - Sample Company with Data

Report Options

Sort By: Social Security #

Social Security #: 0 to ~

Employee #: 0 to 9999999999

Selected State (XX) or ALL: ALL

W2 Form Printing Options

Print on Pink Preprinted Laser Form: No

Print Laser Form on Blank White Bond: Yes

Select W2 Form Style to Print: 2 Up Laser Form

Select the W2 Form Copy to Print: Copy A

Print Same Employee on Page: No

Margin between Forms: 1

Top Margin 1/2 Spacing: 1

Print Sub-total Page: No

Print State Wages (Boxes 16-21): Yes

Standard Printing: Yes

Printer Name:

Output Path: W:\XPFORM.PCL

OK Cancel

Modify

W2 Forms Printing Screen

Print Form

Once the forms display on the screen, click 'File' at the top and select 'Print'.

PCLView - [AXI\PF\FORM.PCL - Page 1 of 3]

File Preferences Search Page Effects Window Help

22222 Void a Employee's social security number 344-45-4333 For Official Use Only ▶ OMB No. 1545-0008

b Employer identification number 59-1234584	1 Wages, tips, other comp. 5536.07	2 Fed. income tax withheld 829.12
c Employer's name, address, and ZIP code Sample Company with Data 19555 NE 53rd Street Miami, FL 33443-1444	3 Social security wages 5536.07	4 Soc. sec. tax withheld 343.24
	5 Medicare wages and tips 5536.07	6 Medicare tax withheld 80.27
	7 Social security tips	8 Allocated tips
d Control number 5	9 Advance EIC payment	10 Dependent care benefits
e Employee's first name and initial Robin	Last name Molar	Suff. 11 Nonqualified plans
234 Cedar Street Ft. Lauderdale, FL 33021		12a See inst. for box 12
f Employee's address and ZIP code		13 Statutory employee Retirement plan Third-party
		12b
		14 Other
		12c
		12d
15 State Employee's state ID number FL 58-8878-55	16 State wages, tips, etc. 5536.07	17 State income tax
		18 Local wages, tips, etc.
		19 Local income tax
		20 Locality name UCT6

Form **W-2** Wage and Tax Statement

Copy A For Social Security Administration-- Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.

20xx

0000/1297

DO NOT CUT, FOLD, STAPLE FORMS ON THIS PAGE

Department of the Treasury -- Internal Revenue Service

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

22222 Void a Employee's social security number 456-45-4565 For Official Use Only ▶ OMB No. 1545-0008

b Employer identification number 59-1234584	1 Wages, tips, other comp. 4453.49	2 Fed. income tax withheld 888.04
c Employer's name, address, and ZIP code Sample Company with Data	3 Social security wages 4453.49	4 Soc. sec. tax withheld 276.11
	5 Medicare wages and tips	6 Medicare tax withheld

CAPS NUM DVR

Laser Module Print Screen

Important Laser Printing Options

There are two options you need to pay attention to on the Print screen.

The first line shows your default printer where the W2 or appropriate form will print. If this is not the printer you want to print to, then click the 'Setup' button and select the proper printer.

Secondly, under 'Print Range' select 'ALL' to print all the forms. Leaving it 'Selection' will only print the current page displayed.

Note: At year end when printing many forms you may want to set your default printer in the Windows printer setup to be the one you are printing the forms to so you do not have to select it each time you print forms.

W2 and other Forms 'Printing Screen'

The screenshot shows the PCLView software interface with the 'Print' dialog box open. The dialog box has the following options:

- Printer: System Printer (pdfFactory)
- Print Range: All (selected), Selection, Pages, Ranges
- Print Quality: 1440 dpi
- Copies: 1
- Print Range: From: 1 To: 3
- Buttons: Ok, Cancel, Setup, Help

The background shows a W-2 form (Form W-2 Wage and Tax Statement) with the following data:

Employee's address and ZIP code		State wages, tips, etc.		State income tax		Local wages, tips, etc.		Local income tax		Locality	
15 State Employer's state ID number FL 58-8878-55		16 State wages, tips, etc. 5536.07		17 State income tax 0000/1297		18 Local wages, tips, etc.		19 Local income tax		20 Locality UCT6	

The form is titled 'Form W-2 Wage and Tax Statement' and includes the Department of the Treasury -- Internal Revenue Service logo. It also includes a '20xx' box for the year.

W3, 1099 and 1096 forms printing

The W3 form may be also printed on Blank White perforated paper. Copies of the 1099 Miscellaneous form and 1096 form may be printed on blank white paper however the government copy must be on a 'Red' preprinted form.

Depending on the form, select in the appropriate printing program and whether to print blank white or on pre-printed forms. Xpert will only display the appropriate options allowed for a particular form.

The same method for printing W2 forms as explained previously is used for these and all other forms including the 941, 940, Suta forms, etc..

Frequently Asked Questions

What forms do I use and where do I get them?

Forms can be ordered from CodaSystem Forms @ (800) 622-2794.

The Federal Copy of W2 forms are usually printed on blank white perforated laser paper in 2up format. Copies may be done the same or in 4up blank white format. Xpert also supports printing W2's on Red pre-printed 2up laser forms (not recommended).

The W3 Form may be printed on blank white laser forms (recommended) or on Red pre-printed laser forms (not recommended).

The 1099 forms for Federal Copies are required to be Red pre-printed forms. The copies for the 1096 and 1099 Miscellaneous forms may be printed on blank white laser paper.

Where do I find the W2 / 1099 Processing module?

You must scroll down on the Menu buttons on the bottom left as it is one of the last menu buttons.

I do not see any data. Where are my employees?

You must first import the Xpert employee data into the W2/1099 Processing module. This is done in the 'W2 /1099 Processing Module' under 'Import / Utilities / Closings', 'Import – Write-up ATF Payroll'.

Why do I see funny characters printing appearing on W2, 941, 940 or State Laser forms?

This means that your printer is not pcl compatible and you must select the 'Print' option instead of the 'Fast Print' option. The 'Print' options formats the form as an image and will work on any type of printer, including color, inkjets, all in one, etc, however it is not as fast as 'Fast Print' which uses PCL printing.

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