


Prelude

ExcelBook is an Excel-based Accounting Program that is fully scaled for small businesses, including everything you need for your business accounting needs. It consists of the following 8 modules: General Ledger, Accounts Payable, Accounts Receivable, Inventory, Payroll, Job Costing, Purchase Order, and Sales Order.

It is an all-in-one Accounting Program, and the best Excel-based Accounting Program you will ever use. You will see and experience the powerful functions and amazing features in this ExcelBook.

It runs on Excel 2007 or higher versions on PC (not for Mac). It works great with Excel 2007, 2010, and 2013. The following are the program missions:

Download the free program copy from www.ExcelBook.Org:  ExcelBook

It contains 30 to 40 Excel files. DO NOT open any files right after you download. Please unzip the folder and/or copy all the Excel files into your computer's local folder.

Step 1, Unzip the folder: Extract all files into your local dedicated folder (do not open it directly from the zipped folder). It will not work from the zipped folder or from a cloud drive.
For example: C:\Accounting\Program\XYZ Company\

Step 2, Open Program file in Excel (Excel 2007, 2010, or 2013): **ABMenu.xlsm**

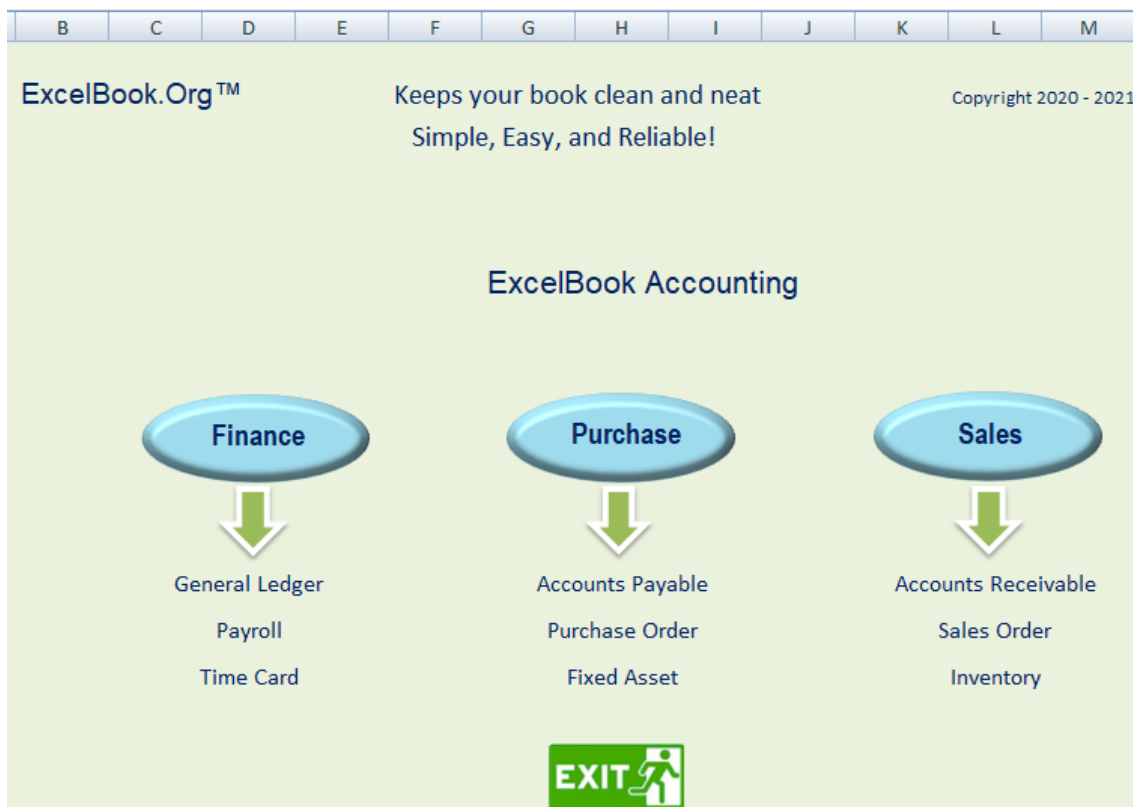


Figure A

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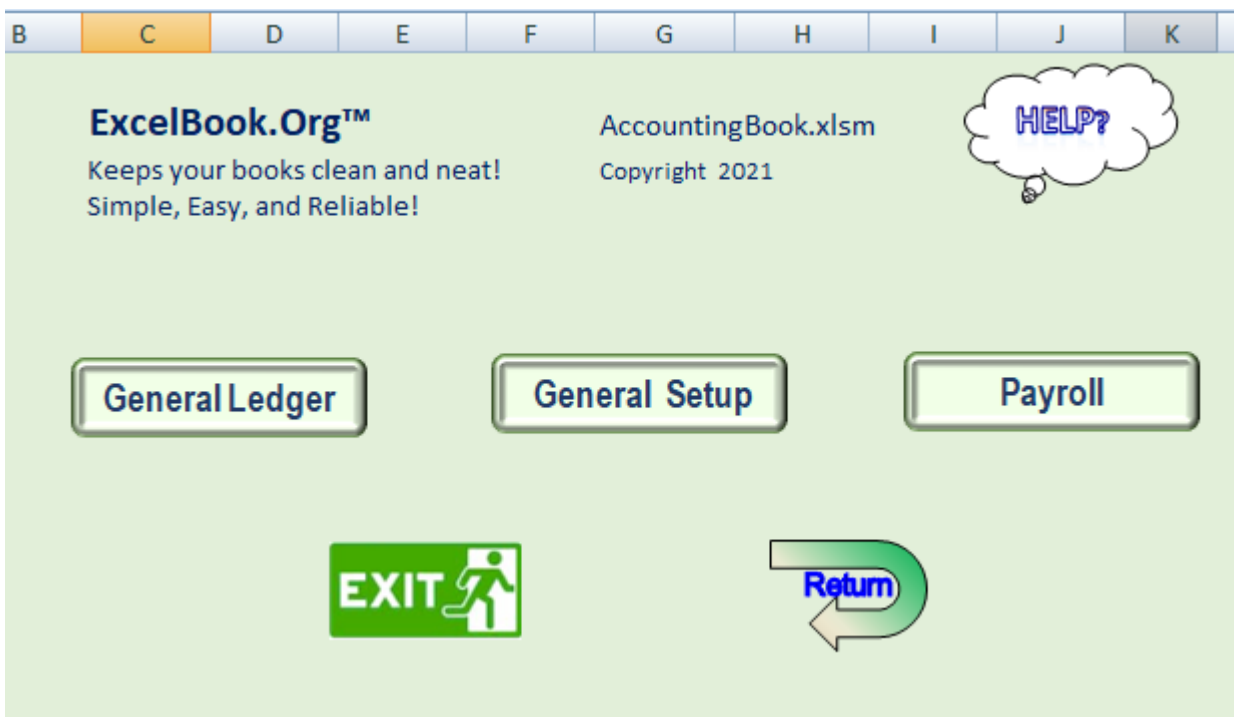
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Chapter 1 – Getting Started

Use Excel 2007, 2010, or 2013 to open the Excel Accounting Book Menu file (ABMenue.xlsm) you will see the menu page as figure-A above. This is the main page of the program. There are four buttons: [Finance], [Purchase], [Sales], and [Exit] buttons and click on each of them will bring you to General Ledger, Payable, and Receivable module respectively.

Let's click the [Finance] button to start:

Figure 1-1



This is the General Ledger's main page. There are six buttons in the page: General Ledger, General Setup, Payroll, Help, Return, and Exit.

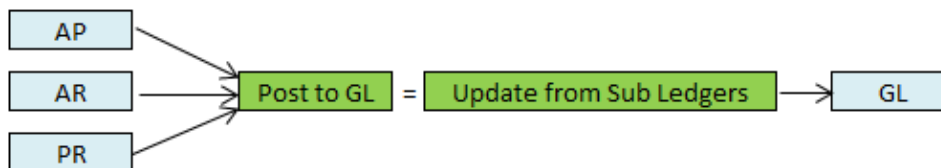
Before we go any further, it is necessary to discuss the program structure and its hierarchy in order to understand how the program is composed and how to use it. Please continue read chapter 2.

Chapter 2 – Program Overview

I. Program Structure and Hierarchy

There are four major modules in this program: General Ledger (GL), Accounts Payable (AP), Accounts Receivable (AR), and Payroll (PR), while Sales Order and Inventory reside within Accounts Receivable, and Purchase Order resides within Accounts Payable.

Information flow chart



Module Functions

| | |
|----|--|
| AP | Record all vendor invoices and payments. |
| AR | Enter all sales, Inventory Receipt and adjustment, and all types of cash receipts. |
| PR | Process all employee payroll. |
| GL | Make entries for accrual, adjustment, reclass, and correction entries. |

AP, AR, and PR periodically distribute (through users' posting or releasing) their entries to GL, and then GL updates the information from the subsidiaries' distribution (Integration). All the files (either programming files or data files) are kept in the same directory folder (for example: C:\document\program\Accounting\ABCompany\).

However, each module can be operated independently and/or simultaneously in different computers or different locations. Subsidiaries (AR, AP, or PR) can run in separated computers without any linkage, network, WIFI, or Bluetooth. If you install AR, AP, or PR in different computers, you may simply copy the distribution files from the subsidiaries to the folder where your GL module is located, and the GL can import those files via clicking the [Integration] button.

To do the distribution, simply enter a date range in AP, AR, or PR (for example, in AP from 1/1/2022 to 1/31/2022) and click the [release to GL] button (detailed instruction shows in each module). The program will create a distribution file (APPD20220101-20220131.xlsx) when you post the batch. This data file will be saved in the same directory folder. Once a data file from AP, AR, or PR is available in the folder, GL can update/post the entries from the subsidiaries via the Integration button (see detailed instruction in later chapter).

II. General Information and General Ledger:

Traditionally, there are two kinds of GL accounts: Balance Sheet Accounts and Income Statement Accounts. All accounts are categorized as Asset, Liability, Capital, Sale, Cost, and Expense (see Table 2-1 below). Each of these accounts contains its own sub-category showing on the right column (Account Type Table 2-1):

| | |
|-------------|--|
| Asset: | <u>Current Asset, Long-Term Asset, Fixed Asset, Real Property, and Other Asset</u> |
| Liability: | <u>Current Liability, Long-Term Liability, and Other Liability</u> |
| Capital: | <u>Capital, Retained Earnings, and Current Earnings</u> |
| Sales: | <u>Revenue</u> |
| Cost: | <u>Cost of Sales</u> |
| Expense: | <u>General Operating Expense</u> |
| Other: | <u>Other Expense (Income)</u> |
| Tax: | <u>Income Tax</u> |
| Adjustment: | <u>Adjustment</u> |

Table 2-1 ExcelBook All GL Account Types:

| | Account | Category | Account Type |
|----|-----------------|------------|---------------------------|
| 1 | Balance Sheet | Asset | Current Asset |
| 2 | | | Long-Term Asset |
| 3 | | | Fixed Asset |
| 4 | | | Real Property |
| 5 | | | Other Asset |
| 6 | | Liability | Current Liability |
| 7 | | | Long-Term Liability |
| 8 | | | Other Liability |
| 9 | | Capital | Capital |
| 10 | | | Retained Earning |
| 11 | Current Earning | | |
| 12 | Income | Sales | Revenue |
| 13 | | Cost | Cost of Sales |
| 14 | | Expense | General Operating Expense |
| 15 | | Other | Other Income and Expense |
| 16 | | Tax | Income Tax |
| 17 | | Adjustment | Adjustment |

Table 2-1

III. General Ledger Account and Reporting Structure:

The program is set the account type in this order for reporting purposes. You are not able to change the order or rename them. Same as the Account Type on the left column, these account types are also static and you may not change them. However, you may add, edit, or delete a GL account and rename their reporting titles.

Under each Account Type, it may contain several reporting titles. For instance, [Current Asset] - under this account type there are up to six (6) reporting titles for Current Asset (Sample: Cash & Cash Equivalence, Accounts Receivable, Inventory, Short-Term Notes, Prepaid Asset, and Other Current Assets. See Table 2-2 below). You can rename these titles as needed. Under each reporting title, it can contain several GL accounts. For example, you may have two GL accounts for the reporting title of "Utility Expense: Electricity and Water"; or you may have Saving, Checking, and Petty Cash under the reporting title of "Cash & Cash Equivalence". Table 2-2 below shows the relationships between Account Types, Reporting Titles, and GL accounts.

Table 2-2: Balance Sheet Account Type and Reporting Titles

| Order | Act Type | Reporting Title | Reporting Title Sample | Maximum Acct Limit |
|-------|---------------------|-----------------------|----------------------------|--------------------|
| 1 | Current Assets | Current Asset 1 | Cash & Cash Equivalence | 7 |
| 2 | | Current Asset 2 | Accounts Receivable | 3 |
| 3 | | Current Asset 3 | Inventory | 5 |
| 4 | | Current Asset 4 | ST Note Receivable | 5 |
| 5 | | Current Asset 5 | Prepaid Assets | 5 |
| 6 | | Current Asset 6 | Other Current Assets | 5 |
| 7 | Long-Term Assets | Long-Term Asset 1 | Notes Receivable | 5 |
| 8 | | Long-Term Asset 2 | Long-Term Investment | 5 |
| 9 | Fixed Assets | Fixed Asset 1 | Furniture and Fixture | 5 |
| 10 | | Fixed Asset 2 | Equipment and Machinery | 5 |
| 11 | | Fixed Asset 3 | Other Fixed Assets | 5 |
| 12 | | Fixed Asset 4 | Accumulative Depreciation | 2 |
| 13 | Real Property | Real Property | Land and Real Property | 3 |
| 14 | Other Assets | Other Asset 1 | Intangible Assets | 2 |
| 15 | | Other Asset 2 | Other Assets | 2 |
| 16 | Current Liability | Current Liability 1 | Accounts Payable | 3 |
| 17 | | Current Liability 2 | Short-Term Notes | 5 |
| 18 | | Current Liability 3 | Customer Deposit | 2 |
| 19 | | Current Liability 4 | Other Short-Term Notes | 2 |
| 20 | | Current Liability 5 | Accrued Liability | 5 |
| 21 | | Current Liability 6 | Purchase Contrast Clearing | 5 |
| 22 | | Current Liability 7 | Current Unearned Revenue | 2 |
| 23 | | Current Liability 8 | Warranty Liability | 2 |
| 24 | | Current Liability 9 | Other Current Liability | 3 |
| 25 | Long-Term Liability | Long-Term Liability 1 | Mortgage | 2 |
| 26 | | Long-Term Liability 2 | Long-Term Note | 3 |
| 27 | | Long-Term Liability 3 | Long-Term Unearned Revenue | 3 |
| 28 | | Long-Term Liability 4 | Deferred Liability | 3 |
| 29 | Other Liability | Other Liability 1 | Estimated Legal Liability | 2 |
| 30 | | Other Liability 2 | Other Liability | 5 |
| 31 | Capital | Capital 1 | Owners' Equity | 2 |
| 32 | | Capital 2 | Paid in Capital | 2 |
| 33 | | Capital 3 | Treasury Stock | 2 |
| 34 | | Capital 4 | Capital Withdrawal | 2 |
| 35 | Retained Earnings | Retained Earnings 1 | Retained Earning | 2 |
| 36 | | Retained Earnings 2 | Dividend Distribution | 2 |
| 37 | Current Earnings | Current Earnings | Current Earning | 2 |

Table 2-3: Income and Expense Account Type and Reporting Titles

| Order | Act Type | Reporting Title | Reporting Title Sample | Maximum Acct Limit |
|-------|------------------------|----------------------|----------------------------|--------------------|
| 1 | Revenue | Sales 1 | Product Sales | 5 |
| 2 | | Sales 2 | Service Revenue | 5 |
| 3 | | Sales 3 | Freight Charges | 5 |
| 4 | | Sales 4 | Return and Allowance | 5 |
| 5 | | Sales 5 | | 5 |
| 6 | Cost of Sales | Cost of Goods Sold 1 | Product Cost | 5 |
| 7 | | Cost of Goods Sold 2 | Service Cost | 5 |
| 8 | | Cost of Goods Sold 3 | Shipping Cost | 5 |
| 9 | | Cost of Goods Sold 4 | | 5 |
| 10 | | Cost of Goods Sold 5 | | 5 |
| 11 | General Admin Expense | Expense 1 | Salary and Wages | 3 |
| 12 | | Expense 2 | Payroll Taxes | 3 |
| 13 | | Expense 3 | Rent | 3 |
| 14 | | Expense 4 | Marketing & Advertising | 3 |
| 15 | | Expense 5 | Office Supplies | 3 |
| 16 | | Expense 6 | Utilities | 3 |
| 17 | | Expense 7 | Commission | 3 |
| 18 | | Expense 8 | Outside Service | 3 |
| 19 | | Expense 9 | Phone & Internet | 3 |
| 20 | | Expense 10 | Bank & Financial Charges | 3 |
| 21 | | Expense 11 | Dues and Subscriptions | 3 |
| 22 | | Expense 12 | Freight and Postage | 3 |
| 23 | | Expense 13 | Employee Benefits | 3 |
| 24 | | Expense 14 | IT Expenses | 3 |
| 25 | | Expense 15 | Equipment Lease | 3 |
| 26 | | Expense 16 | Travel & Entertainment | 3 |
| 27 | | Expense 17 | Repair & Maintenance | 3 |
| 28 | | Expense 18 | Business Insurance | 3 |
| 29 | | Expense 19 | Employee Insurance | 3 |
| 30 | | Expense 20 | Taxes, Permits, & Licenses | 3 |
| 31 | | Expense 21 | | 3 |
| 32 | | Expense 22 | | 3 |
| 33 | | Expense 23 | | 3 |
| 34 | | Expense 24 | | 3 |
| 35 | | Expense 25 | | 3 |
| 36 | | Expense 26 | | 3 |
| 37 | | Expense 27 | | 3 |
| 38 | | Expense 28 | | 3 |
| 39 | Other Expense (Income) | Other Expense 1 | Interest Expense | 3 |
| 40 | | Other Expense 2 | | 3 |
| 41 | | Other Income 1 | Interest Income | 3 |
| 42 | | Other Income 2 | | 3 |
| 43 | Income | Income Tax | Federal & State Tax | 3 |
| 44 | Taxes | Other Tax | Local Other Tax | 3 |
| 45 | Adjustment | Adjustment | Extraordinary Items | 2 |

Table 2-4: Reporting Titles and GL Accounts: Sample 1

| Reporting Title | Account Number | Accounts Name |
|-------------------------|----------------|------------------|
| Cash & Cash Equivalence | 1000 | Checking Account |
| | 1010 | Saving Account |
| | 1020 | Petty Cash |
| | : | |
| | | |
| | | |
| | | |

Table 2-5: Reporting Titles and GL Accounts: Sample 2

| | | |
|---------------|------|----------------|
| Sales | 4000 | Regular Sales |
| | 4100 | Sales Discount |
| | | |
| Wage & Salary | 6000 | Wage & Salary |
| | 6010 | Other Wages |
| | : | |
| | | |
| Utilities | 8400 | Electricity |
| | 8410 | Gas |
| | 8420 | Water |
| | 8430 | Garbage |
| | : | |

Tables 2-4 and 2-5 show samples that you can Add, Edit, or Delete a GL Account within each reporting group.

(***See detailed instructions in later chapter for how to ADD, EDIT, or DELETE an Account***)

IV. Reporting Format:

The following two charts show the reporting format of Balance Sheet and Income Statement:

| Balance Sheet | | Account Type Reporting Title | |
|---------------------------|------|------------------------------------|------|
| Current Asset | | Current Liability | |
| Cash & Cash Equivalence | XXX | Accounts Payable | XXX |
| Accounts Receivable | XXX | Short-Term Notes | XXX |
| Inventory | XXX | Customer Deposit | XXX |
| ST Note Receivable | XXX | Other ST Notes | XXX |
| Prepaid Assets | XXX | Accrued Liability | XXX |
| Other Current Asset | XXX | Inventory Clearing | XXX |
| Total Current Asset | XXX | Unearned Revenue | XXX |
| Long Term Asset | | Warranty Liability | XXX |
| Notes Receivable | XXX | Other Current Liability | XXX |
| Long Term Investment | XXX | Total Current Liability | XXX |
| Total LongTerm Asset | XXX | Long Term Liability | |
| Fixed Asset | | Mortgage | XXX |
| Furniture and Fixture | XXX | LongTerm Note | XXX |
| Equipment and Machinery | XXX | LT Unearned Revenue | XXX |
| Other Fixed Asset | XXX | Deferred Liability | XXX |
| Accumulative Depreciation | XXX | Estimated Legal Liability | XXX |
| Total Fixed Asset | XXX | Total Long Term Liability | XXX |
| Real Property | | Other Liability | |
| Land and Real Property | XXX | Other Liability | XXX |
| Total Real Property | XXX | Total Other Liability | XXX |
| Other Asset | | Total Liabilities | XXXX |
| Intangible Asset | | Capital | |
| Other Asset | XXX | Owners' Equity | XXX |
| Total Other Asset | XXX | Paid in Capital | XXX |
| Total Assets | XXXX | Treasury Stock | XXX |
| | | Capital Withdrawal | XXX |
| | | Retained Earning | |
| | | Retained Earning | XXX |
| | | Dividend Distribution | XXX |
| | | Current Earning | |
| | | Current Earnings | XXX |
| | | Suspicious Unclassified | XXX |
| | | Total Owners' Equity | XXXX |
| | | Total Liability and Owner's Equity | XXXX |

| Income Statement | | Account Type | Reporting Title |
|-------------------------------------|----------------|--------------|-----------------|
| Revenue | | | |
| | Sales1 | XXX | |
| | Sales2 | XXX | |
| | : | XXX | |
| | Total Sales | XXXX | |
| Cost of Sales | | | |
| | Cost1 | XXX | |
| | Cost2 | XXX | |
| | : | XXX | |
| | Total Cost | XXXX | |
| | Margin | XXXX | |
| General and Administrative Expenses | | | |
| | Expense1 | XX | |
| | Expense2 | XX | |
| | Expense3 | XX | |
| | Expense4 | XX | |
| | Expense5 | XX | |
| | Expense6 | XX | |
| | Expense7 | XX | |
| | Expense8 | XX | |
| | : | XX | |
| | Total Expenses | XXXX | |
| Other Income and Expense | | | |
| | Expense1 | | |
| | Expense2 | | |
| Income Before Income Tax | | XXXX | |
| Income Taxes | | | |
| | Income Tax 1 | XX | |
| | Income Tax 2 | XX | |
| Income After Tax | | XXX | |
| Adjustment | Adjustment | X | |
| Net Income | | XXX | |

Chapter 3 – General Ledger

I. General Setup

Click on the [General Setup] Button from Figure 1-1 above. The Setup Page is shown as Figure 3-1 below.

A) Enter Company information in the green area.

Figure 3-1

Update or Renew at ExcelBook.Org

General Ledger Setup

Company Information

Name: Sandy Furniture Store

Address1: 1230 Danny Blvd

Address2:

City: San Francisco

State: CA

Zip: 94124

Tax ID: 94-999999

Organization Type

☒ Sole Proprietorship

☐ Corporation

☐ Limited Liability Co

☐ Partnership

Business Type

☐ Service

☒ Merchandising

☐ Construction

☐ Manufacture

Accounting Cycle Year and Month End: 2020

Current Year-End 12/31/2020 December

CLOSE Year-End

Select [Open] or [Close] to Close or Open a Month:

| Current Year | Month-End | Select to Close |
|--------------|------------|-----------------|
| 1st Month | 1/31/2020 | Close |
| 2nd Month | 2/29/2020 | Close |
| 3rd Month | 3/31/2020 | Close |
| 4th Month | 4/30/2020 | Close |
| 5th Month | 5/31/2020 | Close |
| 6th Month | 6/30/2020 | Close |
| 7th Month | 7/31/2020 | Open |
| 8th Month | 8/31/2020 | Open |
| 9th Month | 9/30/2020 | Open |
| 10th Month | 10/31/2020 | Open |
| 11th Month | 11/30/2020 | Open |
| 12th Month | 12/31/2020 | Open |


Dimension [Optional]

| No. | Name |
|-----|---------------------|
| 1 | Accounting |
| 2 | Marketing |
| 3 | Sales |
| 4 | Operation |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| 11 | |
| 12 | None-Tax Deductable |

Save

Return

- Select your organization type and business type.
- Select/enter accounting cycle (select Year and Month). Make sure to select all months as [Open].
- Enter company dimensions if any (optional). Dimensions can be departments or operation sections.
- Click the [Save] icon, and Click the [Return] icon to return to the previous menu (Figure 2-1).
- Link AP and AR modules. AP or AR modules with their data files in the same folder as the GL files are automatically linked together. However, if you have more than one company using this

- G) program, you must store the program in different locations or different folders since you may not be able to change the program name or names of the data files. To prevent program files from crossing or being misplaced, you can click the link  icon to create a linkage bond so that the AP and AR files in the same folder will be firmly linked.

II. Setup General Ledger Accounts

From Figure 1-1, click on the [General Ledger] button. Figure 3-2 should be shown.

Figure 3-2







Sandy Furniture Store General Ledger Year End: 2020-12-31

| GL Account List | | Current Selection | |
|-----------------|-------------------------------|----------------------|-------------------------|
| Account | Description | Account Type: | Fixed Asset |
| 1000 | BOA Checking | Reporting Group: | Equipment and Machinery |
| 1010 | Saving | Account Number: | 1650 |
| 1030 | Payroll Checking | Account Description: | Equipment and Machinery |
| 1100 | Accounts Receivables | | |
| 1150 | Inventory | | |
| 1300 | Short Term Notes Receivable | | |
| 1350 | Prepaid Expense | | |
| 1400 | Security Deposits | | |
| 1600 | Furniture and Fixture | | |
| 1650 | Equipment and Machinery | | |
| 1760 | Accumulative Depreciation | | |
| 1800 | Land and Real Properties | | |
| 2000 | Accounts Payable | | |
| 2100 | Income Tax Payable | | |
| 2110 | Sales Tax Payable | | |
| 2120 | Payroll Taxes Payable | | |
| 2200 | Customer Prepayment | | |
| 2350 | Accrued Wages | | |
| 2500 | Inventory Clearing | | |
| 2700 | Bank LT Mortgage Loan | | |
| 2950 | Deferred LT Tax | | |
| 3000 | Common Stock | | |
| 3300 | Retained Earnings | | |
| 3350 | Retained Earning Distribution | | |
| 3400 | Current Earnings | | |
| 3410 | Suspicious Unclassified | | |
| 4000 | Sales | | |

Pick a GL Account

| Reports | |
|------------------|-------------------|
| Dimension: | All Dimensions |
| Reporting Year: | Current Year |
| From: | 1/1/2020 |
| To: | 12/31/2020 |
| Select A Report: | Chart of Accounts |

Journal Entry Integration

 Delete Account
 Maintenance
 Delete Year
 Fetch
 Run Report
 Return

Before making changes (add, edit, or delete) to GL accounts, you may need to design your General Ledger accounts if you are starting a new company. To do so, please refer to the beginning section [General Ledger Overview] and lay out your General Ledger accounts and financial reporting structure. However, there is a default setting with the program, and you can modify it to meet your needs.

If you are transferring or converting your Accounting System to this ExcelBook Accounting Program, the first thing you may need to do is to compare the Chart of Accounts between yours and the default one from ExcelBook (you can print the ExcelBook default Chart of Accounts from the Report Section). And then modify the accounts or make changes wherever necessary. Please also read the "System Conversion Instruction" in the Appendix.

Default General Ledger Accounts

Asset:

There are five (5) Asset types in Asset GL Accounts: Current Asset, Long-Term Asset, Fixed Asset, Real Property, and Other Asset. The program already pre-sets some accounts for Current Asset, Fixed Asset, and Real Property Accounts. You can modify, delete, or add some accounts if needed.

Liability:

There are three (3) Liability types in Liability GL Accounts: Current Liability, Long-Term Liability, and Other Liability. The program has already pre-set some accounts for each type of liabilities. You can modify, delete, or add some accounts in each reporting title.

Capital:

There are three (3) Capital types in Equity GL Accounts: Capital, Retained Earnings, and Current Earnings. You can rename the reporting titles for the Capital accounts. But, you are not allowed to change or delete the Retained Earning Accounts.

Revenue and Cost of Sales Accounts:

There are up to five (5) reporting titles for Revenue (Sales) and five (5) reporting titles for Cost of Sales Accounts: Each Revenue reporting title can also contain five (5) individual GL Accounts. The default company setup has two (2) sales reporting titles: Sales, and Sales Return and Allowance. There are two (2) GL accounts under the [Sales] reporting title: Sales (4000) and Shipping and Handling Charges (4010).

Operation Expense Accounts:

There are up to twenty-eight (28) reporting titles for Operating Expenses Accounts: The following 19 reporting titles are already named in the default setting:

| | |
|----|------------------------------------|
| 1 | Salary and Wages |
| 2 | Payroll Taxes |
| 3 | Advertising & Marketing |
| 4 | Rent |
| 5 | Insurance |
| 6 | Commission |
| 7 | Outside Service |
| 8 | Bank and Financial Charges |
| 9 | Dues and Subscriptions |
| 10 | Office Supplies |
| 11 | Freight and Postage |
| 12 | Depletion and Depreciation Expense |
| 13 | Employee Benefits |
| 14 | Repair and Maintenance |
| 15 | Travel and Entertainment |
| 16 | Other Expenses |
| 17 | License and Permits |

| | |
|----|------------------------|
| 18 | Telephone and Internet |
| 19 | Utilities |

Each of these reporting titles can contain up to 3 to 7 GL accounts. You can add more reporting titles and/or add/delete/edit GL accounts.

Other Income and Expenses:

This section is after the Operating Expense but before the Income Tax Section: Generally, interest income and interest expenses are reported in this section.

Income Tax Expenses:

The last section in the Income Statement: The existing default accounts including Federal Income Tax and State Income Tax. You can modify them or add other local taxes, if any.

Adjustment:

Adjustment account for Prior Accounting Error or Other Items: You can add an adjustment account if needed, as this account should be reported as net of tax if it is from a prior adjustment or accounting errors. Net changes from Discontinued Operation sections or Extraordinary Transactions or Cumulative effects can also be reported here.

Existing default accounts show in Table 2-1 below:

Account Number – Restricted for a four (4) numeric number, such as 1000, 1011, 2111, 6542, etc.

Type – Account Type, they are set by the program and not changeable. You must select one of the types for setting up an Account.

Reporting Group – Reporting title or heading, you may change the description of the reporting titles, but you may not delete them. If you don't have any GL account under a reporting title, the program will automatically purge it when generating reports.

Description – Account descriptions, please keep them short and brief.

Cash Type – Net changes of the Account reports in Statement of Cash Flow.

Table 3-1






| Account | Type | Report | Description | Cash Type |
|---------|----------------------------|------------------------------|--------------------------------|-----------|
| 1000 | Current Asset | Cash & Cash Equivalence | Cash | Operating |
| 1100 | Current Asset | Accounts Receivable | Accounts Receivables | Operating |
| 1200 | Current Asset | Inventory | Inventory | Operating |
| 1300 | Current Asset | ST Note Receivable | Short Term Notes Receivable | Operating |
| 1350 | Current Asset | Prepaid Assets | Prepaid Expense & Deposits | Operating |
| 1400 | Current Asset | Other Current Asset | Other Current Asset | Operating |
| 1600 | Fixed Asset | Furniture and Fixture | Furniture and Fixture | Investing |
| 1650 | Fixed Asset | Equipment and Machinery | Equipment and Machinery | Operating |
| 1760 | Fixed Asset | Accumulative Depreciation | Accumulative Depreciation | Operating |
| 1800 | Real Property | Land and Real Property | Land and Real Properties | Investing |
| 2000 | Current Liability | Accounts Payable | Accounts Payable | Operating |
| 2100 | Current Liability | Tax Payable | Income Tax Payable | Operating |
| 2110 | Current Liability | Tax Payable | Sales Tax Payable | Operating |
| 2200 | Current Liability | Unearned Revenue | Customer Prepayment | Operating |
| 2350 | Current Liability | Accrued Liability | Accrued Wages | Operating |
| 2500 | Current Liability | Inventory Clearing | Inventory Clearing | Operating |
| 2700 | Long Term Liability | Mortgage | Bank LT Mortgage Loan | Financing |
| 2950 | Other Liability | Other Liability | Deferred LT Tax | Operating |
| 3000 | Capital | Owners' Equity | Common Stock | Financing |
| 3300 | Retained Earning | Retained Earning | Retained Earnings | Financing |
| 3350 | Retained Earning | Dividend Distribution | Retained Earning Distribution | Financing |
| 3400 | Current Earning | Current Earnings | Suspicious Unclassified | Operating |
| 3410 | Current Earning | Suspicious Unclassified | Current Earning | Operating |
| 4000 | Revenue | Sales | Sales | Operating |
| 4010 | Revenue | Sales | Shipping and Handling Charge | Operating |
| 4100 | Revenue | Sales Return & Allowance | Sales Return & Allowance | Operating |
| 5000 | Cost of Sales | Cost of Good Sold | Cost of Good Sold | Operating |
| 6000 | General Operating Expenses | Salary and Wages | Wages | Operating |
| 6010 | General Operating Expenses | Salary and Wages | Overtime Wages | Operating |
| 6020 | General Operating Expenses | Salary and Wages | PTO and Other Pay | Operating |
| 6100 | General Operating Expenses | Payroll Taxes | Payroll Taxes | Operating |
| 6200 | General Operating Expenses | Advertising & Marketing | Advertising & Marketing | Operating |
| 6300 | General Operating Expenses | Rent | Rent | Operating |
| 6400 | General Operating Expenses | Insurance | Business Insurance | Operating |
| 6410 | General Operating Expenses | Insurance | Health Insurance | Operating |
| 6500 | General Operating Expenses | Commission | Commission | Operating |
| 6600 | General Operating Expenses | Outside Service | Outside Service | Operating |
| 6700 | General Operating Expenses | Bank and Financial Charge | Bank and Financial Fees | Operating |
| 6800 | General Operating Expenses | Dues and Subscriptions | Dues & Subscriptions | Operating |
| 6900 | General Operating Expenses | Office Supplies | Computer Supplies and Services | Operating |
| 6950 | General Operating Expenses | Office Supplies | Office Supplies | Operating |
| 7000 | General Operating Expenses | Freight and Postage | Freight and Postage | Operating |
| 7100 | General Operating Expenses | Depletion and Depreciation | Depletion and Depreciation | Operating |
| 7200 | General Operating Expenses | Employee Benefits | 401K Matches | Operating |
| 7300 | General Operating Expenses | Repair and maintenance | Repair and maintenance | Operating |
| 7400 | General Operating Expenses | Travel and Entertainment | Travel and Entertainment | Operating |
| 7500 | General Operating Expenses | Other Expenses | Other Expenses | Operating |
| 7600 | General Operating Expenses | License and Permits | License and Taxes | Operating |
| 7700 | General Operating Expenses | Telephone and Internet | Telephone and Internet | Operating |
| 7800 | General Operating Expenses | Utilities | Electric and Gas | Operating |
| 7850 | General Operating Expenses | Utilities | Water & Garbage | Operating |
| 8800 | Other Income and Expense | Interest Expense (Income) | Interest Expense | Investing |
| 8810 | Other Income and Expense | Interest Expense (Income) | Interest Income | Investing |
| 8900 | Other Income and Expense | Other Misc Income | Other Misc Income | Operating |
| 9000 | Income Tax | Federal and State Income Tax | Federal income Tax | Operating |
| 9010 | Income Tax | Federal and State Income Tax | State Income Tax | Operating |
| 9100 | Income Tax | Other Income Taxes | Local Income Tax | Operating |

A) Delete a General Ledger Account

Step 1, Click on the Account you want to delete from the GL Account List window

Figure 3-2


Sandy Furniture Store General Ledger Year End: 2020-12-31

| GL Account List | | Current Selection | | |
|-----------------|-------------------------------|----------------------|-------------------------|---|
| Account | Description | Account Type: | Fixed Asset |  Delete Account  Maintenance |
| 1000 | BOA Checking | Reporting Group: | Equipment and Machinery | |
| 1010 | Saving | Account Number: | 1650 | |
| 1030 | Payroll Checking | Account Description: | Equipment and Machinery | |
| 1100 | Accounts Receivables | | |  Delete Year  Fetch Run Report |
| 1150 | Inventory | | | |
| 1300 | Short Term Notes Receivable | | | |
| 1350 | Prepaid Expense | | | |
| 1400 | Security Deposits | | |  Return |
| 1600 | Furniture and Fixture | | | |
| 1650 | Equipment and Machinery | | | |
| 1760 | Accumulative Depreciation | | | |
| 1800 | Land and Real Properties | | | |
| 2000 | Accounts Payable | | | |
| 2100 | Income Tax Payable | | | |
| 2110 | Sales Tax Payable | | | |
| 2120 | Payroll Taxes Payable | | | |
| 2200 | Customer Prepayment | | | |
| 2350 | Accrued Wages | | | |
| 2500 | Inventory Clearing | | | |
| 2700 | Bank LT Mortgage Loan | | | |
| 2950 | Deferred LT Tax | | | |
| 3000 | Common Stock | | | |
| 3300 | Retained Earnings | | | |
| 3350 | Retained Earning Distribution | | | |
| 3400 | Current Earnings | | | |
| 3410 | Suspicious Undassified | | | |
| 4000 | Sales | | | |

Pick a GL Account


| Reports | |
|------------------|-------------------|
| Dimension: | All Dimensions |
| Reporting Year: | Current Year |
| From: | 1/1/2020 |
| To: | 12/31/2020 |
| Select A Report: | Chart of Accounts |




Journal Entry Integration

Step 2, Click on the icon  . Delete this Account (you are not able to delete a GL account if it has activities).

Step 3, click "Yes" to confirm or "No" to cancel.

B) Add a General Ledger Account

From Figure 3-2, Click on the Maintenance Icon  to get into the page below:

| | A | B | C | D | E | F | G | H | I | J |
|----|--------------------------|---|--|---|--|---|---|---|--|---|
| 1 | XYZ Company Inc. | | Account Maintenance | | | | Year End: 12/31/2020 | | | |
| 2 | | | | | | | | | | |
| 3 | Add or Edit a GL Account | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | Step 1 | | Select Account Type: | | General Operating Expense | | ▼ | | | |
| 6 | Step 2 | | Select Report Title: | | Line 1: Salary and Wages | | ▼ | |  Edit Title | |
| 7 | | | Select Cash Flow Type: | | Operating | | ▼ | | | |
| 8 | | | | | | | | | | |
| 9 | | | Account Exist: | | 6000 Wages | | | | | |
| 10 | | | Act Limit = 5 | | 6010 Overtime Wages | | | | | |
| 11 | | | | | 6020 PTO and Other Pay | | | | | |
| 12 | | | | | | | | | | |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |
| 15 | | | | | | | | | | |
| 16 | Step 3 | | Enter Account # to Add or Change the Description to Edit an Existing Account | | | | | | | |
| 17 | | | Enter a 4-Digit Acct Num: | | <input type="text"/> | | | | | |
| 18 | | | Account Description: | | <input type="text"/> | | | | | |
| 19 | | | | | | | | | | |
| 20 | | | | | | | | | | |
| 21 | | | | | | | | | | |
| 22 | | | | |  | |  | | | |
| 23 | | | | | Save | | Cancel | | | |
| 24 | | | | | | | | | | |
| 25 | | | | | | | | | | |

Follow the instructions on the screen:

Step 1, Select Account Type

Select one from the drop-down menu:

| |
|-----------------|
| Current Asset |
| Long-Term Asset |
| Fixed Asset |
| Real Property |
| Other Asset |

| |
|---------------------|
| Current Liability |
| Long-Term Liability |
| Other Liability |
| Capital |
| Retained Earning |
| Current Earning |

| |
|---------------------------|
| Revenue |
| Cost of Sales |
| General Operating Expense |
| Other Income and Expense |
| Income Tax |
| Adjustment |

Add or Edit a GL Account

Step 1 *Select Account Type:* Other Income and Expense ▼

Step 2 *Select Report Title:* Retained Earning
Current Earning
Revenue
Cost of Sales
General Operating Expense
Other Income and Expense
Income Tax
Adjustment

Select Cash Flow Type:

Account Exist:

Act Limit = 2

Edit Title

Step 2, Select Report Title

Each Account Type has one or more reporting titles. Select one of them.

Add or Edit a GL Account

Step 1 *Select Account Type:* General Operating Expense ▼

Step 2 *Select Report Title:* Line 1: Salary and Wages ▼

Select Cash Flow Type: Line 1: Salary and Wages
Line 2: Payroll Taxes
Line 3: Advertising & Marketing
Line 4: Rent
Line 5: Insurance
Line 6: Commission
Line 7: Outside Service
Line 8: Bank and Financial Charges

Account Exist:

Act Limit = 5

Edit Title

Then, select a Cash Flow Type from the second drop-down menu beneath the Report Title. This is for the purpose of reporting cash activities. The net changes of the account will be reported in Cash Flow Statement.

Add or Edit a GL Account

Step 1 *Select Account Type:* General Operating Expense ▼

Step 2 *Select Report Title:* Line 1: Salary and Wages ▼

Select Cash Flow Type: Operating
Investing
Financing

Account Exist:

Act Limit = 5

Edit Title

6010 Overtime Wages
6020 PTO and Other Pay

Step 3, Enter Account Number and Description

Once you select a reporting title in Step 2, a list of existing Accounts under the selected reporting title will be displayed. After you enter a unique Account Number in the green cell [E17] and enter

the default Account description (same as the reporting title) will show in cell [E18]. If this is not the right description, you may change it.

Account Exist: 6000 Wages
 Act Limit = 5 6010 Overtime Wages
 6020 PTO and Other Pay

Step 3 Enter Account # to Add or Change the Description to Edit an Existing Account
 Enter a 4-Digit Acct Num: 6030
 Account Description: Salary and Wages



Click the [Save] icon, and the new Account will be added to the system.

C) Edit a General Ledger Account


In Step 3 above, enter the Account Number you want to edit in cell [E17]. If the Account Number you entered is unique, then a new account will be added when you click the [Save] icon. However, if you enter an existing Account Number, it will display in red telling you the Account already exists in the system. Make changes to the description. Click the [Save] icon, and the new description will be saved for the Account.

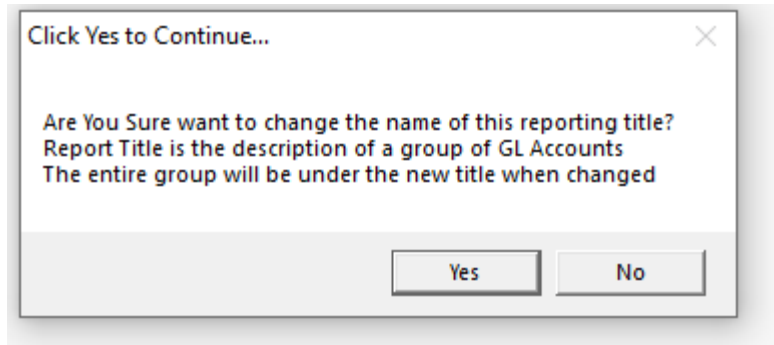
Account Exist: 6000 Wages
 Act Limit = 5 6010 Overtime Wages
 6020 PTO and Other Pay

Step 3 Enter Account # to Add or Change the Description to Edit an Existing Account
 Enter a 4-Digit Acct Num: 6000
 Account Description: Wages
 Account exists under: General Operating Expense \ Salary and Wages

If you know the Account Number, you can skip Steps 1 and 2. Just enter the Account Number and you can change the description. Click [Save] to update the Account information. Please note that you are not able to change the Account Number or reclassify the reporting position of an existing Account.

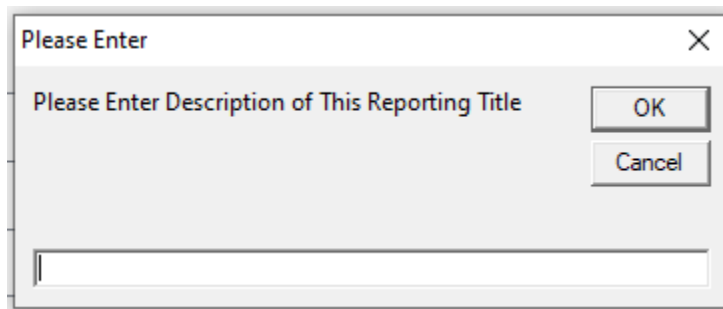
D) Edit a Reporting Title

The report title can be changed by clicking on the [Edit] icon . A warning message will pop-up when you click this icon:



Click "Yes" to Confirm or "No" to quit.

Click Yes:



Enter your new Report Title in the dialogue box and click OK to complete the change.

Please note that once the reporting title is changed, all the existing GL accounts under the old reporting title will change to this new title.


III. Financial Statements and Related Reports

Major financial statements are included in the default pre-setting. Income Statement, Balance Sheet, and Statement of Cash Flow are set at the standard format as shown in the Previous Chapter [General Ledger Overview] or page 9 in the instruction booklet. All financial reports are exported in Excel format.

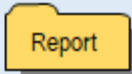
To generate a financial report, Click the [General Ledger] button from the main page:

Select Report

| | | |
|-------------------------|-------------------|---|
| Dimension: | All Dimensions | ▼ |
| Reporting Year: | Current Year | ▼ |
| From: | 1/1/2020 | |
| To: | 12/31/2020 | |
| Select A Report: | Chart of Accounts | ▼ |



Delete Selected Year



Run Selected Report

A) Trial Balance, Income Statements, Balance Sheets, Statements of Cash Flow, or General Entry Reports:

Step 1, Select a Reporting Year from the drop-down menu. The default year is the current year. After you close a year, it will become a history year. If you want to run a report from a history year, you have to select that year to run a history report.

Step 2, Enter a date range in the green cells. It can be any range within the reporting year.

Step 3, Select a Report from the drop-down menu.


Select Report

| | | |
|-------------------------|-------------------|---|
| Dimension: | All Dimensions | ▼ |
| Reporting Year: | Current Year | ▼ |
| From: | 1/1/2020 | |
| To: | 12/31/2020 | |
| Select A Report: | Chart of Accounts | ▼ |

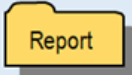
GJ Entry

Integration


- Trial Balance
- General Ledger Detail
- General Ledger Balance
- Income Statement-Detail**
- Income Statement-Condensed
- Balance Sheet - Detail
- Balance Sheet - Summary
- Cash Flow Statement



Delete Selected Year



Run Selected Report



Cancel/Exit

Step 4, Click on the Report icon  to run the report.

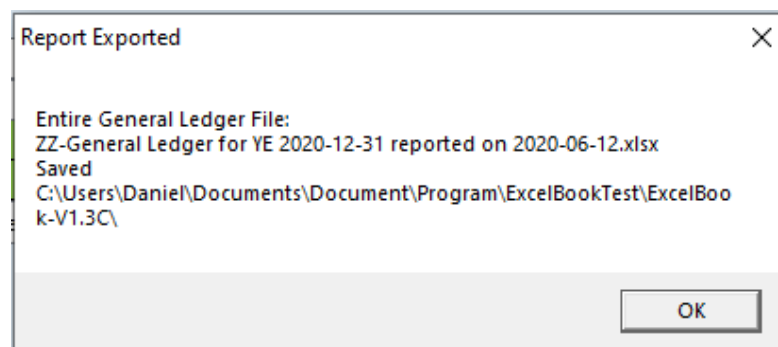
B) General Ledger Reports

To run a GL account in detail or summary, click on the GL Account to select, and complete Steps 1 through 4 as section A above.

| GL Account List | |
|-----------------|-------------------------------|
| Account | Description |
| 1000 | Cash |
| 1100 | Accounts Receivables |
| 1200 | Inventory |
| 1300 | Short Term Notes Receivable |
| 1350 | Prepaid Expense & Deposits |
| 1400 | Other Current Asset |
| 1600 | Furniture and Fixture |
| 1650 | Equipment and Machinery |
| 1760 | Accumulative Depreciation |
| 1800 | Land and Real Properties |
| 2000 | Accounts Payable |
| 2100 | Income Tax Payable |
| 2110 | Sales Tax Payable |
| 2200 | Customer Prepayment |
| 2350 | Accrued Wages |
| 2500 | Inventory Clearing |
| 2700 | Bank LT Mortgage Loan |
| 2950 | Deferred LT Tax |
| 3000 | Common Stock |
| 3300 | Retained Earnings |
| 3350 | Retained Earning Distribution |
| 3400 | Suspicious Unclassified |
| 3410 | Current Earning |
| 4000 | Sales |
| 4010 | Shipping and Handling Charges |
| 4100 | Sales Return & Allowance |
| 5000 | Cost of Good Sold |

Select an Account

In Step 1 above, if you select [Export All General Ledgers], a file named: ZZ-General Ledger for YE YYYY-MM-DD reported on YYYY-MM-DD.xlsx will be saved in the same directory as your program located. You can use this file or open it to view all the GL accounts.



Please note that all files named with a “Z-” or “ZZ-” prefix are for end-users, and you may cut and copy or move them to other locations or delete them if you don’t need it (file and data management will be discussed in the later chapter).

C) “Reporting Title” Reports


Financial Statements summarize GL Accounts and are displayed as “Reporting Titles”; to drill down the details, you need to run this “reporting title” report. To do so, simply repeat Steps 1 through 4 in Section A above. But, to select “BS Report Title Detail” or “IC Report Title Detail”


representing “Balance Sheet Reporting Titles” or “Income Statement Reporting Titles” respectively.

IV. Journal Entry

Click on the [Journal Entry] button from page 16 showing in Figure 3-2 above. The General Journal Entry page shows as follows:

| | A | C | D | E | F | G | H | I | J | |
|----|-------------------------|-----------|-----------|-------------------------|--------------------------------|-------|---------------------|------------------------------|---|--|
| 1 | Sandy's Furniture Store | | | General Journal Entries | Last Period Closed: 03-31-2020 | | | | | |
| 2 | Date: | 6/12/2020 | | | | | Auto Reverse: | <input type="checkbox"/> Yes | | |
| 3 | Name: | | Template: | Standard New | | | Save for Recurring: | <input type="checkbox"/> Yes | | |
| 4 | | | | | | | | | | |
| 5 | Line | Dimension | Account | Account Description | Reference | Debit | Credit | | | |
| 6 | 1 | | | | | | | | | |
| 7 | 2 | | | | | | | | | |
| 8 | 3 | | | | | | | | | |
| 9 | 4 | | | | | | | | | |
| 10 | 5 | | | | | | | | | |
| 11 | 6 | | | | | | | | | |
| 12 | 7 | | | | | | | | | |
| 13 | 8 | | | | | | | | | |
| 14 | 9 | | | | | | | | | |
| 15 | 10 | | | | | | | | | |
| 16 | 11 | | | | | | | | | |







A) General Entry

Enter the information in the green area and Click on the [Post] icon  to post the entry

| | A | C | D | E | F | G | H | I | J | |
|----|-------------------------|--------------|-----------|-------------------------|--------------------------------|----------|---------------------|---|-------------------|--|
| 1 | Sandy's Furniture Store | | | General Journal Entries | Last Period Closed: 03-31-2020 | | | | | |
| 2 | Date: | 5/31/2020 | | | | | Auto Reverse: | <input checked="" type="checkbox"/> Yes | Reversal Selected | |
| 3 | Name: | Accrue Wages | Template: | Standard New | | | Save for Recurring: | <input type="checkbox"/> Yes | | |
| 4 | | | | | | | | | | |
| 5 | Line | Dimension | Account | Account Description | Reference | Debit | Credit | | | |
| 6 | 1 | Accounting | 6000 | Wages | 5/25-5/31 wages | 1,200.00 | | | | |
| 7 | 2 | Marketing | 6000 | Wages | 5/25-5/31 wages | 1,200.00 | | | | |
| 8 | 3 | | 2350 | Accrued Wages | | | 2,400.00 | | | |
| 9 | 4 | | | | | | | | | |
| 10 | 5 | | | | | | | | | |
| 11 | 6 | | | | | | | | | |
| 12 | 7 | | | | | | | | | |
| 13 | 8 | | | | | | | | | |
| 14 | 9 | | | | | | | | | |






B) Reversal Entry


The program will automatically post a reversal entry on the first day of next month if the [Auto Reverse] check box is checked (see the screenshot in Section A above).

C) Save and/or Remove a saved Recurring Entry Template


You can save an entry as a template if the [Save for Recurring] check-box is checked.



| A | C | D | E | F | G | H | I | J |
|----|-------------------------|------------------------|-------------------------|--|-----------------|---|----------|--------------------|
| 1 | Sandy's Furniture Store | | General Journal Entries | | | Last Period Closed: 03-31-2020 | | |
| 2 | Date: 5/31/2020 | | | | | Auto Reverse: <input checked="" type="checkbox"/> Yes | | Reversal Selected |
| 3 | Name: Accrue Wages | Template: Standard New | |  | | Save for Recurring: <input checked="" type="checkbox"/> Yes | | Save as a Template |
| 4 | | | | | | | | |
| 5 | Line | Dimension | Account | Account Description | Reference | Debit | Credit | |
| 6 | 1 | Accounting | 6000 | Wages | 5/25-5/31 wages | 1,200.00 | | |
| 7 | 2 | Marketing | 6000 | Wages | 5/25-5/31 wages | 1,200.00 | | |
| 8 | 3 | | 2350 | Accrued Wages | | | 2,400.00 | |
| 9 | 4 | | | | | | | |
| 10 | 5 | | | | | | | |



After you click the [Post]  icon, the template will be saved and ready for you to use next month.

D) Clear/Reset Entry or Delete a saved Template

| A | C | D | E | F | G | H | I |
|---|---------------------------|-------------------------------|-------------------------|---|-------------|--|--------|
| | Sandy's Furniture Store | | General Journal Entries | | | Last Period Closed: 07-31-2020 | |
| | Date: 6/12/2020 | | | | | Auto Reverse: <input type="checkbox"/> Yes | |
| | Name: Monthly Adjustments | Template: Monthly Adjustments | |  | | Save for Recurring: <input type="checkbox"/> Yes | |
| | | | | | | | |
| | Line | Dimension | Account | Account Description | Reference | Debit | Credit |
| | 1 | | 6400 | Business Insurance | Monthly Adj | 125.00 | - |
| | 2 | | 6410 | Health Insurance | Monthly Adj | 350.00 | - |
| | 3 | | 1350 | Prepaid Assets | Monthly Adj | - | 475.00 |
| | 4 | | | | | | |

If the Template drop-down box shows [Standard New], click the Delete-Clear  to clear the entry.
 If the Template drop-down box shows a saved template other than [Standard New], click the Delete-Clear  to delete the Template, or reselect [Standard New] in the Template drop-down box to clear the entry.

V. Integration with Subsidiary Ledgers

Click on the **[Integration]** button from page 16 showing in Figure 3-2 above. The page shows as follows:

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|---|---|----------------------------|---|---|---|--------------------|---|----------------------|---|---|---|
| 1 | Sandy's Furniture Store | | | | | | Integration | | Year End: 12/31/2020 | | | |
| 2 | | | | | | | | | | | | |
| 3 | Update From Linked Subsidiary Ledgers | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | Current Selection: Linked Program from | | | | | | | | | | | |
| 6 | Source: | | Accounts Receivable | | | | | | | | | |
| 7 | File: | | ARPD20200101-20201230.xlsx | | | | | | | | | |
| 8 | | | | | | | | | | | | |
| 9 | From: | | 01/01/2020 | | | | | | | | | |
| 10 | To: | | 12/30/2020 | | | | | | | | | |
| 11 | | | | | | | | | | | | |
| 12 | Select a Journal to Post: | | | | | | | | | | | |
| 13 | <div> <div>APPD20200101-20201231.xlsx</div> <div>ARPD20200101-20200322.xlsx</div> <div>ARPD20200101-20201230.xlsx</div> <div>ARPD20200101-20201231.xlsx</div> <div>ARPD20200102-20201231.xlsx</div> </div> | | | | | | | | | | | |
| 14 | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | |
| 22 | Post | | | | | | Return | | | | | |
| 23 | | | | | | | | | | | | |

A) Post Entries from Subsidiaries

The list of Excel files in the selection box is the information released from AP, AR, or PR naming:

APPDYYYYMMDD-YYYYMMDD.xlsx -- from the first two letters AP (Account Payable)

ARPDYYYYMMDD-YYYYMMDD.xlsx -- from the first two letters AR (Account Receivable)


PRPSYYYYMMDD-YYYYMMDD.xlsx -- from the first two letters PR (Payroll)

These files are created by the system when you post/release AP, AR, or PR information to GL.

The second two letters are either "PD" or "PS" standards for "Post in Detail" or "Post in Summary" (Payroll module posts in summary).

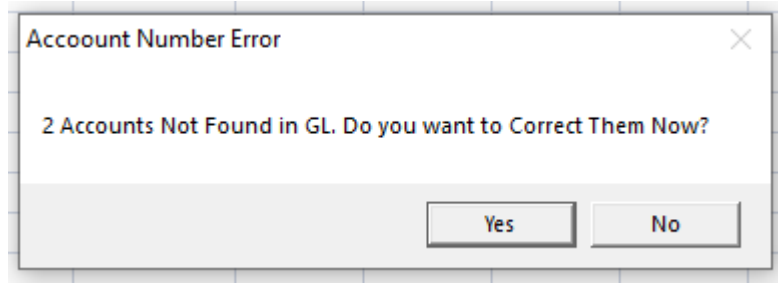
For example, APPD20200101-20200131.xlsx is the Accounts Payable file, posted in Detail from January 1, 2020 thru January 31, 2020.

For AP and AR if you post in summary, the GL Account dimensions cannot be identified. So, in order to have a dimensional report for GL accounts, you should post/release information in detail format (to be discussed in AR/AP modules).



Select a file from the window in the page that lists all available entries from subsidiary ledgers. You can click the **[Post]** button to post the entry. If you are unsure and want to view the actual entry before posting, click on the magnifying glass  icon to open the file.

B) Account Error Handling


For whatever reasons, if an Account Number from a subsidiary ledger posting is not matching the Accounts in General Ledger, the posting is not allowed.



Click [Yes] to do the correction or click [No] to abort the posting. After you click [Yes], the correction page shows the following:

| B | C | D | E | F | G | H | I | J |
|-------------------------|---|---|---|---|---|---|--|---|
| Sandy's Furniture Store | | | | | Account Error Correction | | | Year End: 12/31/2020 |
| | | | | | Correction on Account Number Error Required | | |  |
| | | | | | File: ARPD20200101-20200322.xlsx | | | |
| | | | | | Select an Account to Replace the Error Account: 1111 | | | |
| | | | | | <div> Account Error: <div> 1099 1111 </div> </div> | | <div> <div></div> </div> | |
| | | | | | <div>Use This Account</div> | | <div>  Cancel </div> | |

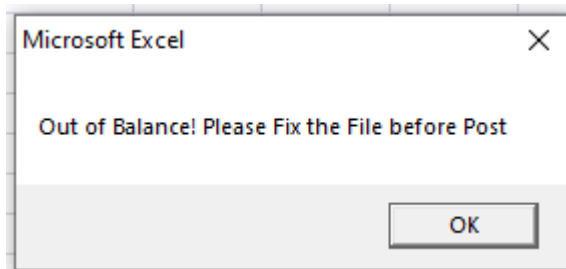
Highlight the Error Account from the [Account Error window], then select or enter the correct Account Number in the green cell [G7], and finally click [Use This Account] to correct the Account error.


| | | | | |
|--|--|--|--|---|
| Sandy's Furniture Store | | Account Error Correction | | Year End: 12/31/2020 |
| | | Correction on Account Number Error Required | |  |
| | | File: ARPD20200101-20200322.xlsx | | |
| Account Error: | | Select an Account to Replace the Error Account: 1111 | | |
| <div> <div>1099</div> <div>1111</div> </div> | | <div> <div>1100</div> <div></div> </div> | Accounts Receivables | |
| | | <div>Use This Account</div> | <div> <div>Return</div> <div>Cancel</div> </div> | |

C) Unbalancing Correction

In addition to the Account Number error, if anything is unbalanced in Debit or Credit, entries will not be posted.

The following message will display:



If this is the case, click the magnifying glass  icon to open the file. Make necessary Debit or Credit amount changes to correct the balance; save the Excel file (do not change the names, formats, or locations of the files); and close the file.

VI. Month End and Year End Closing

Click the [General Setup] button from the main page (Figure 1-1 above) to get into the Setup page:

General Ledger Setup

Update or Renew at ExcelBook.Org

Company Information

| | |
|-----------|-----------------------|
| Company: | Sandy Furniture Store |
| Address1: | 1230 Danny Blvd |
| Address2: | |
| City: | San Francisco |
| State: | CA |
| Zip: | 94124 |
| Tax ID: | 94-999999 |

Organization Type

☒ Sole Proprietorship
☐ Corporation
☐ Limited Liability Co
☐ Partnership

Business Type

☐ Service
☒ Merchandising
☐ Construction
☐ Manufacture

Accounting Cycle Year and Month End: 2020
 Current Year-End: 12/31/2020 December

SELECT TO CLOSE

| Current Year | Month-End | Select to Close |
|--------------|------------|-----------------|
| 1st Month | 1/31/2020 | Close |
| 2nd Month | 2/29/2020 | Close |
| 3rd Month | 3/31/2020 | Close |
| 4th Month | 4/30/2020 | Close |
| 5th Month | 5/31/2020 | Close |
| 6th Month | 6/30/2020 | Close |
| 7th Month | 7/31/2020 | Open |
| 8th Month | 8/31/2020 | Open |
| 9th Month | 9/30/2020 | Open |
| 10th Month | 10/31/2020 | Open |
| 11th Month | 11/30/2020 | Open |
| 12th Month | 12/31/2020 | Open |

Dept. or Dimension [Optional]

| No. | Name |
|-----|---------------------|
| 1 | Accounting |
| 2 | Marketing |
| 3 | Sales |
| 4 | Operation |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| 11 | |
| 12 | None-Tax Deductable |

CLOSE Year-End

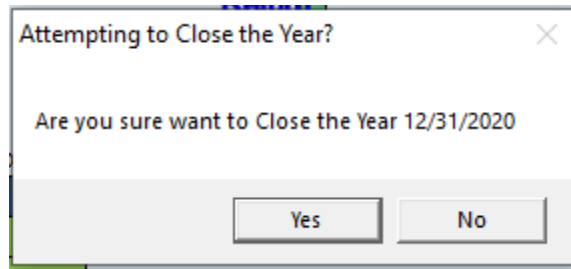
Return

- (A) Close a month: From the General Setup page above (Figure 3-1), select or enter “Close” in the [Select to Close] column for a month. Closing a month must be in chronological order; you cannot close a month when the prior month is still open.

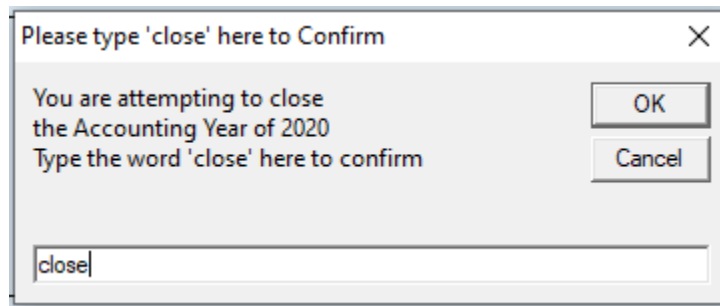
Note: Closing a month is optional. It is not necessary to close a month before working on next month’s transactions. Closing a month in Excel Accounting Book means to lock the period when the month is completed. You can reopen a month whenever it is needed.

- (B) Close a Year: It is different from closing a month. Closing a year is necessary when a year is completed. You can continue working on transactions using the new accounting cycle year without closing the old year if adjustment entries are not completed. However, you must close the old year before the new Accounting year reaches its year end.

Click the  button in the setup page (Figure 3-1).



Click "Yes" to confirm the closing process.



Type the actual word "close" in the dialogue box above.
Click "OK" to complete the Year End Closing.

Warning 1: Before closing the year, you should complete all of your posting entries from subsidiary ledgers and general adjustment entries. Once the year is closed, it is NOT reversible. In another words, you are not able to reopen a year if it is closed. Please make sure you make a backup copy before closing.

Warning 2: This [Close Year-End] button is also used to clear/erase sample data (to make a blank copy of the program. Instead of typing the word "close" in the dialogue box, if you type a special clearing code into this box, the program will erase all data in the program. You may need to clear the sample data or the practice sand box information once in a lifetime. You can order a clearing code from ExcelBook.Org, if needed.

Appendix I. – System Conversion

Converting an Accounting system to a new one could be a big or sometimes complicated job. However, with the methodologies of ExcelBook, you can make the transition simple, effective, and accurate. In case you need help, ExcelBook is happy to assist you in converting or in setting up the system for you.

Advice and Recommendations before conversion:

- (A) Understand the program – learn the program by reading the instructions or watching the tutorial videos.
- (B) Make a duplicated copy of the program. Clear all sample data to make a blank copy of the program (see Appendix III - how to clear the sample data).

After you learn and become familiar with the program, you may start new or convert your system over.

The conversion process contains three (3) stages:

- (1) Preparation
- (2) Planning
- (3) Conversion

Stage 1, Preparation

The preparation stage is to modify the ExcelBook default general ledger accounts to your own general ledger accounts, and to upload/enter all customers, vendors, and inventory item information into the new ExcelBook system.

Modify the default GL accounts:

- A) Print your existing Chart of Accounts or get a list of your existing Accounts with detailed account information. For example:

| Account | Description | | Account | Description |
|---------|---------------------|--|---------|---------------------------|
| 100200 | Checking | | 200100 | Accounts Payable |
| 100250 | Saving | | 200200 | Sales Tax Payable |
| 100300 | 6 Month CD | | 200300 | Accrued Income Taxes |
| 100500 | Accounts Receivable | | 200500 | Unearned Revenue |
| 120000 | Inventory | | 200600 | Other Accrued Liabilities |
| 135000 | Equipments | | 200800 | Deferred Tax |
| 150000 | Furniture | | 210000 | Long Term Notes Payable |
| : | : | | : | : |
| : | : | | : | : |

B) Organize and classify your account type

Classify all your general ledger accounts into the following types, if applicable:

Current Asset
Long-Term Asset
Fixed Asset
Real Property
Other Asset
Current Liability
Long-Term Liability
Other Liability
Capital
Retained Earnings
Current Earning
Revenue/Sales
Cost of Sales
General Operating Expenses
Other Income and Expense
Income Tax
Adjustment

The idea of doing this is to match your accounts with the default accounts in ExcelBook so that you can modify the existing accounts in ExcelBook without “Deleting and Recreating” all the accounts in ExcelBook.

| Account | Description | |
|---------|---------------------|----------------------|
| 100200 | Checking | <i>Current Asset</i> |
| 100250 | Saving | |
| 100300 | 6 Month CD | |
| 100500 | Accounts Receivable | |
| 120000 | Inventory | <i>Fixed Asset</i> |
| 135000 | Equipments | |
| 150000 | Furniture | |
| ⋮ | ⋮ | |
| ⋮ | ⋮ | |

After you have classified all your general ledger accounts, you are ready to input all of them into the ExcelBook system.

C) Print ExcelBook’s default Chart of Account

| B | C | D | E | F | G |
|-------|---------|---------------------------|--------------------------------|--------------------------------|-----------|
| | | | Sandy's Furniture Store | | |
| | | | Current Year Ending 12/31/2020 | | |
| | | | Chart of Account | | |
| | | | | | |
| Index | Account | Type | Report | Description | Cash Type |
| 100 | 1000 | Current Asset | Cash & Cash Equivalence | B of A Checking | Operating |
| 101 | 1010 | Current Asset | Cash & Cash Equivalence | Petty Cash | Operating |
| 103 | 1030 | Current Asset | Cash & Cash Equivalence | Payroll Checking | Operating |
| 110 | 1100 | Current Asset | Trade Receivable | Accounts Receivables | Operating |
| 115 | 1150 | Current Asset | Inventory | Inventory | Operating |
| 130 | 1300 | Current Asset | ST Note Receivable | Short Term Notes Receivable | Operating |
| 135 | 1350 | Current Asset | Prepaid Assets | Prepaid Assets | Operating |
| 136 | 1400 | Current Asset | Prepaid Assets | Security Deposits | Operating |
| 160 | 1600 | Fixed Asset | Furniture and Fixture | Furniture and Fixture | Investing |
| 165 | 1650 | Fixed Asset | Equipment and Machinery | Equipment and Machinery | Operating |
| 176 | 1760 | Fixed Asset | Accumulative Depreciation | Accumulative Depreciation | Operating |
| 180 | 1800 | Real Property | Land and Real Property | Land and Real Properties | Investing |
| 200 | 2000 | Current Liability | Accounts Payable | Accounts Payable | Operating |
| 210 | 2100 | Current Liability | Tax Payable | Income Tax Payable | Operating |
| 211 | 2110 | Current Liability | Tax Payable | Sales Tax Payable | Operating |
| 220 | 2200 | Current Liability | Unearned Revenue | Customer Prepayment | Operating |
| 235 | 2350 | Current Liability | Accrued Liability | Accrued Wages | Operating |
| 250 | 2500 | Current Liability | Inventory Clearing | Inventory Clearing | Operating |
| 270 | 2700 | Long Term Liability | Mortgage | Bank LT Mortgage Loan | Financing |
| 295 | 2950 | Other Liability | Other Liability | Deferred LT Tax | Operating |
| 300 | 3000 | Capital | Owners' Equity | Common Stock | Financing |
| 330 | 3300 | Retained Earning | Retained Earning | Retained Earnings | Financing |
| 335 | 3350 | Retained Earning | Dividend Distribution | Retained Earning Distribution | Financing |
| 340 | 3400 | Current Earning | Current Earnings | Suspicious Unclassified | Operating |
| 341 | 3410 | Current Earning | Suspicious Unclassified | Current Earning | Operating |
| 400 | 4000 | Revenue | Sales | Sales | Operating |
| 401 | 4120 | Revenue | Sales | Shipping Charges | Operating |
| 410 | 4100 | Revenue | Other Sales | Service Charges | Operating |
| 411 | 4200 | Revenue | Other Sales | Financial Charges | Operating |
| 500 | 5000 | Cost of Sales | Cost of Good Sold | Cost of Good Sold | Operating |
| 600 | 6000 | General Operating Expense | Salary and Wages | Wages | Operating |
| 601 | 6010 | General Operating Expense | Salary and Wages | Over Time Wages | Operating |
| 602 | 6020 | General Operating Expense | Salary and Wages | Holiday Pay | Operating |
| 610 | 6100 | General Operating Expense | Payroll Taxes | Payroll Taxes | Operating |
| 620 | 6200 | General Operating Expense | Advertising & Marketing | Advertising & Marketing | Operating |
| 630 | 6300 | General Operating Expense | Rent | Rent | Operating |
| 640 | 6400 | General Operating Expense | General Business Insurance | Business Insurance | Operating |
| 641 | 6410 | General Operating Expense | General Business Insurance | Health Insurance | Operating |
| 650 | 6500 | General Operating Expense | Commission | Commission | Operating |
| 660 | 6600 | General Operating Expense | Outside Service | Outside Service | Operating |
| 670 | 6700 | General Operating Expense | Bank and Financial Charges | Bank and Financial Charges | Operating |
| 680 | 6800 | General Operating Expense | Dues and Subription | Dues & Subscriptions | Operating |
| 690 | 6900 | General Operating Expense | Office Supplies | Computer Supplies and Services | Operating |
| 691 | 6950 | General Operating Expense | Office Supplies | Office Supplies | Operating |
| 700 | 7000 | General Operating Expense | Freight and Postage | Freight and Postage | Operating |
| 710 | 7100 | General Operating Expense | Equipment Lease | Automobile Lease | Operating |
| 711 | 7110 | General Operating Expense | Equipment Lease | Equipment Rental | Operating |

The default Chart of Account from ExcelBook contains six (6) columns: Index, Account Number, Account Type, Reporting Group, Account Description, and Cash Type.

And, traditionally, asset account numbers start with a “1” (such as 1000), liability accounts start with “2”, equity accounts start with “3”, sales accounts start with “4”, cost of goods sold accounts start with “5”, and expense accounts start with “6”, “7”, or “8”, etc.

In ExcelBook’s default design, the Index Numbers and the Account Numbers are similar. The Index Number is a 3-digit number that is used by the system; and the Account Number is a 4-digit number that should be created by the end user. Because the system index is always in numeric order, ExcelBook created the 4-digit Account Numbers similar to the system index for the purpose of making sure the Account Numbers are in an Accounting order.

Of course, you don’t have to follow this un-documented rule. You can create your own or do not even need an account number. However, in order to keep your book clear and organized, ExcelBook strongly recommends that you should follow the pattern.

D) Match your existing accounts with the default ones in ExcelBook.

| Chart of Account | | | | Old Account Numbers | |
|--------------------------------|---------------|-------------------------|-----------------------------|--------------------------------|---------------------|
| <u>Keep the Account number</u> | | | | <u>Retain Old Description</u> | |
| Account | Type | Report | Description | Account | Description |
| 1000 | Current Asset | Cash & Cash Equivalence | B of A Checking | 100200 | Checking |
| 1010 | Current Asset | Cash & Cash Equivalence | Petty Cash | 100250 | Saving |
| 1030 | Current Asset | Cash & Cash Equivalence | Payroll Checking | 100300 | 6 Month CD |
| 1100 | Current Asset | Trade Receivable | Accounts Receivables | 100500 | Accounts Receivable |
| 1150 | Current Asset | Inventory | Inventory | 120000 | Inventory |
| 1300 | Current Asset | ST Note Receivable | Short Term Notes Receivable | | |
| 1350 | Current Asset | Prepaid Assets | Prepaid Assets | | |
| 1400 | Current Asset | Prepaid Assets | Security Deposits | | |
| 1600 | Fixed Asset | Furniture and Fixture | Furniture and Fixture | 135000 | Equipments |
| 1650 | Fixed Asset | Equipment and Machinery | Equipment and Machinery | 150000 | Furniture |

The left side is the Chart of Account from ExcelBook and the right side is your existing accounts. After you match them one by one, you will retain the ExcelBook account numbers, but change the description (highlighted in yellow) to your account descriptions (highlighted in green).

Delete the accounts that you don’t need. Add accounts if necessary. When adding an Account, you may want to make sure the account numbers are in sequence. For example, if you want to add a 4th cash account, select “Current Asset”, then “Cash & Cash Equivalence”, then perhaps enter 1040 (any number after 1030). You don’t want to enter a number that is beyond the reporting group or the existing current asset number, such as 1200. You can see from the chart, 1200 is after Inventory. “Cash & Cash Equivalence” accounts should be before 1100 Accounts Receivable.

After you modified all the Accounts in ExcelBook to be identical with the Accounts from your older system, you are now ready for Stage 2 and to transfer your ledger trial balances to ExcelBook system.

Stage 2, Planning

Before transferring data to your new ExcelBook system, you should plan a cutoff day and make a decision if history data will be transferred. The cutoff date is the date that you want to transfer the data over and start using your new ExcelBook system the next day.

In order to be clear, follow this example:

Today is October 22, and you selected **October 31** as the cutoff date. Here is the plan:

- A) Between October 22 and October 31, you will continue to use your old system as usual.
- B) On October 31 (by the end of the day), print an AP and AR aging detailed reports from your old system. Print the open AP and AR distribution journals [only the open items for AP (purchase) invoice journal entries and open AR (sales) invoice journal entries].
- C) After October 31, if the month of October has not been closed (you may need to work on GL adjustment entries until sometime later), you will continue to use your old system on your GL entries until the month of October is closed. But do not enter any AP or AR transactions (AP or AR invoice, AR cash receipts, etc.) in your old system after October 31st.
- D) Regardless if October is closed or not, beginning November 1st you will be using the new system for all subsidiaries (AP, AR, and PR) entries:
 - a) AP: enter all AP New invoices regardless of the invoice dates in new system (AP New invoices - meaning the invoices that have not been recorded or entered in your old system).
 - b) AR: enter all new sales invoices in the system (AR new sales invoices - meaning all invoices that have not been entered in your old system).
 - c) In the meantime, enter all AP and AR aging open invoices from the aging reports (printed in Section B above) into the new ExcelBook system. There is no need to enter them all at once (as it may take time to enter them), just as long as you can complete the entries by the end of November 30th (or by the due dates for AP to pay if earlier than November 30th).
 - d) AP payments (such as cutting checks) and AR cash receipts will be recorded in the new ExcelBook system if the payment or cash receipt transaction dates are on or after November 1st, regardless of the original AP or AR invoice dates.
- E) After October is closed, print out a trial balance as of October 31 and transfer the balance to the new ExcelBook system (either by manual general journal method or import integration method —discussed in the technical menu).
- F) Reconcile and reverse AP and AR aging to complete the conversion.

Stage 3, Conversion

Let's continue to use the example in Stage 2 for the conversion process:

- A) Print GL trial balances from the last year end through the last month end. In this case, you will need your trial balance as of 12/31/2019, 1/31/2020, 2/29/2020, 3/31/2020....Through 9/30/2020. Print AP and AR aging as of 10/31/2020 and print the open AP and AR distribution journals [only the open items for AP (purchase) invoice journal entries and open AR (sales) invoice journal entries].
- B) Setup your Accounting year end as: December 31, 2019.

| | | | | |
|---|------------|----------|---|-----------------------|
| Accounting Cycle Year and Month End: | | 2019 | ▼ | Close Year-End |
| Current Year-End | 12/31/2019 | December | ▼ | |

Select [Open] or [Close] to Close or Open a Month:


| Current Year | Month-End | Select to Close |
|--------------|-----------|-----------------|
| 1st Month | 1/31/2019 | Open |
| 2nd Month | 2/28/2019 | Open |
| 3rd Month | 3/31/2019 | Open |
| 4th Month | 4/30/2019 | Open |

Dept. or Dimension [Optional]

| No. | Name |
|-----|------------|
| 1 | Accounting |
| 2 | Marketing |
| 3 | Sales |
| 4 | Operation |

- C) Transfer the trial balance as of 12/31/2019 via general journal entry method or integration method

- Enter the trial balance in the general journal entry.

| A | C | D | E | F | G | H |
|------------------|------------------|--------------------------------|---------------------|--|--|--------|
| Your own Company | | General Journal Entries | | Last Period Closed: 12-31-2018 | | |
| Date: | 12/31/2019 | Template: | Standard New |  Delete-Clear | Auto Reverse: <input type="checkbox"/> Yes | |
| Name: | Balance Transfer | | | | Save as Template: <input type="checkbox"/> Yes | |
| | | | | Remaining Bal: | 82500 Cr | |
| Line | Dimension | Account | Account Description | Reference | Debit | Credit |
| 1 | | 1000 | Checking | Balance Fwd | 12,500.00 | |
| 2 | | 1010 | Saving | Balance Fwd | 50,000.00 | |
| 3 | | 1030 | 6 Month CD | Balance Fwd | 20,000.00 | |

There are 116 lines for entering the trial balance as the journal entry. If you have more than 116 accounts with balances, you can use the integration method to post the trial balance.


- To use the integration method, download a template from ExcelBook.Org or create a new Excel document file exactly as shown below:

| | A | B | C | D | E | F | G | H | I | J | K |
|-----|---------|---------|---------------------|------------|--------|-----------------|---------------|------------|----------|-----------------|-------|
| | Doc | Account | Description | Debit | Credit | Doc Description | Doc Reference | Source | Gldate | Audit Reference | SysID |
| 2 | Balance | 1000 | Checking | 12,500.00 | - | Balance FWD | Quickbook | Old System | 12/31/19 | TB transfer | 100 |
| 3 | Balance | 1010 | Saving | 50,000.00 | - | Balance FWD | Quickbook | Old System | 12/31/19 | TB transfer | 101 |
| 4 | Balance | 1030 | 6 Month CD | 20,000.00 | - | Balance FWD | Quickbook | Old System | 12/31/19 | TB transfer | 103 |
| 5 | Balance | 1100 | Accounts Receivable | 118,000.00 | - | Balance FWD | Quickbook | Old System | 12/31/19 | TB transfer | 110 |
| 6 | Balance | 1150 | Inventory | 89,500.00 | - | Balance FWD | Quickbook | Old System | 12/31/19 | TB transfer | 115 |
| 7 | | Total | | 290,000.00 | - | | | | | | |
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Integration File Requirements:

- The Excel file contains three (3) tabs (by default): Sheet1, Sheet2, and Sheet3.
- Data to be entered in [Sheet1] shown above.
- The heading in row 1(Red) must be exactly as above.
- The end of column "B" must contain the word "Total".
- The end of column "D" and "E" must contain the total number in equal value.
- In the Debit and Credit columns, "D" and "E" must be in value in all cells (cannot be blank, if it is zero, enter "0" instead of leaving it blank). No cell should be left blank for all columns A thru K.
- Fill in all green areas as shown above.
- Save the file as: GLPS20191231-20191231.xlsx in your program folder. File name format: GLPSyyyyymmdd-yyyyymmdd.xlsx

Then, go through the integration from General Ledger module:

| Integration | |
|--|----------------------------|
| Update From Linked Subsidiary Ledgers | |
| Current Selection: Linked Program from | |
| Source: | General Ledger or Other |
| File: | GLPS20191231-20191231.xlsx |
| From: | 12/31/2019 |
| To: | 12/31/2019 |
|  Open - View | |
| Select a Journal to Post: | |
| GLPS20191231-20191231.xlsx | |

- D) Since you are now in October 2020, you need to close the year ending 12/31/2019. Once you close the year, you will start a new year beginning 1/1/2020. If you do not wish to transfer the history data of 2019, you will select December 31, 2020 as your Accounting cycle in Section "B" above.
- E) Get the net changes or calculate the net changes from each month's ending trial balance for the months of January and February thru September 2020. Repeat one of the methods in section "C" above to transfer the trial balance of each month.
- F) Reconcile your GL to AP and AR. Because the open AP and AR aging invoices are entered into the new system, which they are already included in the general ledger from the old system, after posting the AR and AP, related account balances will be duplicated. Therefore, you must reverse those AP/AR invoice entries before the GL balances can be reconciled.

To do so, get the distribution (AP or AR journal) for invoices (outstanding invoices in the old system) entered into the new system (they should be the same as the journal reports in Section A above). The journals can be in either detail or summary. They can be very simple depending on how many AP or AR invoices open as of 10/31/2020. For example:

When you process an AP invoice, you can see the journal entry as:

| | | | |
|------|------------------|--------|--------|
| 6950 | Office Supply | 360.00 | |
| 7000 | Shipping | 35.00 | |
| 2000 | Accounts Payable | | 395.00 |

(from your distribution report on AP aging open invoices)

| | |
|---------|----------|
| Invoice | A100150 |
| Date | 10/15/20 |
| Amount | 395.00 |
| Balance | 395.00 |

Analyze-Unapply
View Journal

Invoice #A100150 was entered and distributed as:

| GLDate | GL# | Description | Reference | Amount |
|----------|------|---------------|-------------|----------|
| 10/15/20 | 2000 | Accounts Pay | Office Supp | (395.00) |
| 10/15/20 | 6950 | Office Suppli | 0 | 360.00 |
| 10/15/20 | 7000 | Freight and P | 0 | 35.00 |

After you enter this invoice again in the new system, you will need to reverse them in GL to offset the duplication:

| | | | |
|----------------------------------|------------------|--------|--------|
| 2000 | Accounts Payable | 395.00 | |
| 6950 | Office Supply | | 360.00 |
| 7000 | Shipping | | 35.00 |
| (to the reverse the new posting) | | | |

Do the same for all open AR (sales) invoices as of October 31st. However, the AR sales invoices are double entries:

| | | | |
|------|---------------------|---------|--------|
| 1100 | Accounts Receivable | 1000.00 | |
| 4000 | Sales | | 910.00 |
| 2110 | Sales Tax Payable | | 90.00 |
| 5000 | Cost of Goods Sold | 420.00 | |
| 1150 | Inventory | | 420.00 |

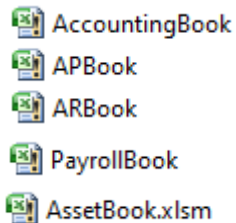
If however you need help with this, please contact ExcelBook.Org and we will help you either setup this system for a startup new company or help you convert your current bookkeeping system to ExcelBook system.

Appendix II. – File Management

It is very important to understand how the program works and what the files are. You will be able to use the data files, organize them, and manage your program files and folders.

There are three (3) types of files in ExcelBook folder: Programming files, Program data files, and User data files.

(1) Programming Files:



AccountingBook.xlsm is the main file, and all general ledger programming activities are executed by this file. This file also manages and controls other subsidiary ledger files.

You can open them directly from the folder. These four (4) files manage and use all other program data files. You may not change the names or save them as different formats.

APBook.xlsm manages Accounts Payable (AP). All AP data files are controlled and used by this file.

ARBook.xlsm manages Accounts Receivable (AR). All AR data files are controlled and used by this file.

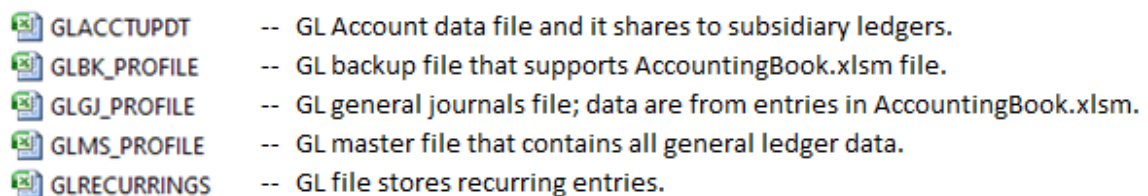
PayrollBook.xlsm manages Payroll (PR). All AR data files are controlled and used by this file.

AssetBook.xlsm is an independent module that manages and calculates fixed asset depreciations.







All program files must be saved in the same program folder. You may not change the names of them. You may make copies and paste them to other folders with program data.

(2) Program Data Files:







A) General Ledger files:





B) Accounts Payable files:

| | |
|--|------------------------------------|
|  APCK_PROFILE | -- AP check/payment file |
|  APIN_PROFILE | -- AP invoices file |
|  APJL_PROFILE | -- AP journal file |
|  APLG_PROFILE | -- AP vendor ledgers |
|  APRECURRING | -- AP recurring data file |
|  APACCTUSED | -- AP GL account used sharing file |





C) Accounts Receivable files:

| | |
|--|------------------------------------|
|  ARCS_PROFILE | -- AR cash receipt file |
|  ARIN_PROFILE | -- AR invoices file |
|  ARJL_PROFILE | -- AR journal file |
|  ARLG_PROFILE | -- AR customer ledgers |
|  APRECURRING | -- AR recurring data file |
|  ARACCTUSED | -- AR GL account used sharing file |





D) Inventory Files:

| | |
|--|---------------------------------------|
|  INVT_PROFILE | -- Inventory transaction file |
|  INVTUPDATE | -- Inventory item update sharing file |

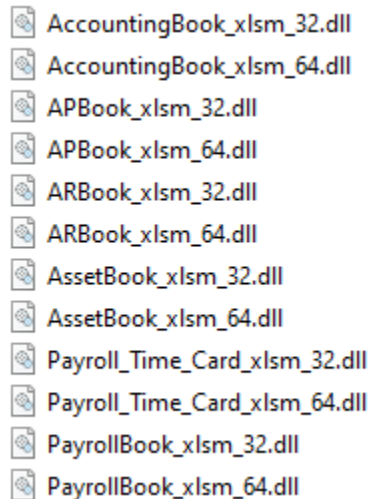
E) Purchase Order and Sales Order Files:

| | |
|--|-----------------------------|
|  PURCHSORDERS | -- Purchase order data file |
|  PURCHSORDERSBK | -- Purchase backup file |
|  SALESORDERS | -- Sales order data file |
|  SALESORDERSBK | -- Sales order backup file |

F) Payroll Files:

| | |
|---|--------------------------------------|
|  Payroll Record | -- Payroll record data file |
|  Payroll Time Card | -- Payroll timecard programming file |
|  PayrollBook | -- Payroll programming file |
|  PRRecord | -- payroll record backup file |

G) Coding files:



These are the coding files that support related programming files.

All program files, program supporting files, and data files must be saved in the same folder as the programming files. You may not change the names of them. You may copy and paste them to other folders with the programming files. Most of the data files are password protected and files can only be opened by the program or used by authorized tech agents. Do not attempt to make changes to the data files or the program will malfunction. If you see data files are open, please close them without saving them or the data may be damaged, and you should store a backup copy for your program.

All program data files ending with a suffix of “_PROFILE” are data with the current year information. Once the current Accounting year is closed, the program will create history files and rename them with a suffix as “_YYYYMMDDYE”. For example:

ARIN_PROFILE => Current Year data






ARIN_20201231YE => History file for year ending December 31, 2020

You may not change names of history files. If you do not wish to retain the history information, you may delete the history year through the program, and the program will remove these files for you.

(3) User Data Files:

Similar to the programming data files, the program will create more and more files as the program is being used. You may delete any unwanted year history files through the program; the program will delete them when you click the delete button. However, some files are created by the program for end user use only. The data files for end users are with a pre-fix “Z-” or “ZZ-”. They are not password protected, and you may use them, move, copy, or delete them. When you closed a year-end in General Ledger, all these “Z-” or “ZZ-” user files will be moved to a yearly data folder by the system.

For example:

 Z-PRPS20200416-20200430-1332P
 Z-PRPS20200501-20200515-1342P
 Z-PRPS20200516-20200531-1343P
 ZZ-APDIS202012_Records_End_User
 ZZ-ARDIS202012_Records_End_User

“Z-” file was being used by the program, but won’t be used by the program any more. You can open them, view them, or use them.

Z-PRPS20200416-20200430-1332P, stands for Payroll (PR), Posting in Summary (PS), data from April 16, 2020 (20200416), thru April 30, 2020 (-20200430), in sequence of 1342, Posted (1342P).

If there is no prefix or suffix, then the file is ready for the program or the end users to use.

For example: ARPD20200301-20200331.xlsx - This file was created when post distribution journal from Accounts Receivable to General Ledger, and then wait for GL to update.

ARPD20200301-20200331 stands for Accounts Receivable (AR), Posting in Detail (PD), data from March 1, 2020 (20200301) thru March 31, 2020 (-20200331).

A file with a prefix “ZZ-” generally means a user exported the file from the program. You may open it and use it. If this is password protected, it is for your supervisor or administrative staffs to use. The password can be reset by end users. The default password is “Admin” or “Admin000”.

(4) File Management Warning and Advice

Warning: Any attempt to manipulate a non-end-user file may damage the program. You should pay extra attention to maintain and take care of the files.

Advice: Create a habit of backing up all files in the folder. Make a daily backup and store them in different locations if necessary.

Appendix III. – Program Requirements and Technical Reference

The standard version of ExcelBook Accounting is designed for small businesses only.

- Private Companies who have fewer than 50 employees
- Gross annual revenue under USD \$20 million
- Total general ledger accounts fewer than 150 accounts
- Total number of vendors less than 200 accounts
- Total number of major repeated customers less than 300 accounts
- Any employee may not have an annual compensation over USD \$200K and may not be paid lower than USD \$8 per hour.

The trial version of ExcelBook Accounting is free for the users of:

- Nonprofit organizations
- Educational entities
- Educators
- Accounting students
- Mom and Pop businesses with gross annual revenue under USD \$5 million or fewer than 5 employees

Hardware and Software requirements:

- PC users (not for Mac)
- Excel 2007 or higher; Excel 2007, 2010, and 2013 is recommended. Office 365 or Excel 2016 has a screen update issue and has not yet been resolved by Microsoft.
- Minimum 8G RAM and 10G free hard disk.

Clear sample data/make blank copies of the program:

- To clear the sample data: go to [Setup] Page, click on [Close Year-End] button, enter an eight (8) digit clearing code to erase all existing data (get the clearing code from ExcelBook.Org).