

## Set Up Chart of Accounts

### What's the purpose of this setup step?

This step shows you how to change and add new general ledger accounts ("GL accounts") to the chart of accounts.

Your Cyrious Control system comes with a chart of accounts pre-loaded into it. Many customers use the pre-loaded chart of accounts as is. However, some customers choose to revise the pre-loaded GL accounts or to replace them entirely with their own chart of accounts. The choice is yours.

In this step you will do the following:

- A. Educate you on the information that the general ledger account screen use.
- B. Choose which GL accounts to leave visible and which to hide.
- C. Review, and modify if desired, the GL accounts in the chart of accounts.
- D. Create a new GL account.
- E. Create a new GL account group.



**Suggestion:** If you do intend to put in your own chart of accounts, we recommend that you first review your chart of accounts and see if any cleanup is necessary. It'll save you work if you clean up your chart of accounts before putting them into Control.

What's not covered in this step: In the later Setup Steps we'll show you how to check and revise:

- The sales taxes;
- The income accounts that are linked to each product;
- The expense accounts that are linked to each parts; and,
- The direct labor expense accounts that are linked to each station.

### A. Let's take a look at some of the information in a typical income account:

The screenshot shows the 'New Account Group' setup interface. On the left is a tree view of account groups: Assets, Liabilities, Equity, Income, and Sales. Under 'Sales', various income accounts are listed, including 'Service Income'. The main panel displays the details for 'Service Income' (Account Number 4080). The details include: Account Name (Service Income), Member of (Sales), Description (Service Income), Classification Type (Income), External Account Name (Sales Income:Service), and External Account Desc. There are checkboxes for 'Consolidate with other external accounts' and 'Exclude from external accounts'. A section for 'Include in royalty base' has fields for 'Base Royalty' and 'Advertising Fee', both set to 0.00. A section for 'Used by the following products' lists 'Electric Sign Maintenance Agre...', 'Service of Non-Electric Signs', 'Billboard Service', and 'Electric Sign Service'. The interface is annotated with green circles and numbers 1 through 12, corresponding to the numbered list in the text.

1. The name of the GL Account. If you like numbers in the names of your accounts, add those to the Account Name, for example "1010 – Cash."
2. The group, also known as category, this account is in. For example, the "Service" income account is in the "Sales" category. The Sales category is in the "Income" category.
3. The Description can be anything you like.
4. The Classification Type is inherited from the category the account is in. Once an account has been created, you can't change the Classification Type. If you want that account to have a different Classification Type you need to create a new account and deactivate the old one.
- 5, 6, & 7. These fields are used for exporting your accounting information to external accounting programs. These do not appear on any of the reports in Control.
8. **This does not get used if you're using the Control Accounting Module.** This field enables you to consolidate this account with others before you export its contents to an external accounting system. For example, in Control you may want to be able to view reports showing your sales by these various income accounts. However in your external accounting program, you may not want your income broken down this finely.
9. **This does not get used if you're using the Control Accounting Module.** In some cases, an account can be setup to track things in Control that you may not wish to track in your external accounting system. This is most commonly used for the WIP, Built, and Orders Due GL Accounts which track the revenue potential of work in progress. Checking this box enables you to exclude this account from the accounting information that is exported to your external accounting package. **Warning:** Excluding GL Accounts can result in an unbalanced general ledger export. Make sure that the accounts not exported always balance between themselves.
10. **Ignore this unless you're a franchise.** This is used for franchises. Only income accounts have this.
11. Shows the products that use this income account. Only income accounts have this box.
12. Used to deactivate this account.

Some GL account screens will have some unique fields. Here's a summary of the GL accounts that have unique fields and an explanation of those fields:

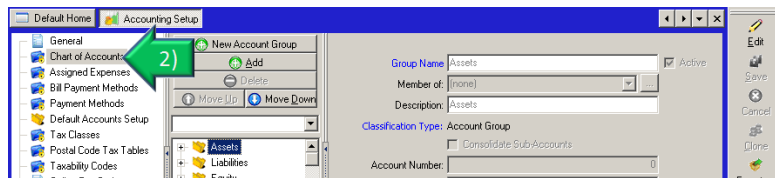
- In Liabilities, the Credit Card Account has the following unique field:
  - Default Vendor for Bills: If you are using the full accounting module, if you like you can select the vendor that corresponds to this credit card to make creating bills for the credit card easier.
- In Liabilities, the Sales Tax Liabilities GL accounts have the several unique fields. These will be covered in a separate Setup Step.
- If you are using full accounting, you will want to record most receipts into Undeposited Fund accounts and then transfer them into your bank account when you actually deposit them. This will make reconciliation of the bank statement much easier because deposit amounts in Control will correspond to deposit amounts on the bank statement. In Assets, the Undeposited Funds GL accounts have the following unique field:
  - Default Deposit into: This field let's you choose which account money will go into when the Undeposited Funds are deposited. This is typically your bank account.

**B. Choose which accounts in the chart of accounts to leave visible and which to hide. In Control, visible GL accounts are called “Active” and hidden ones are “Inactive.”**

- 1) Click **Setup**.
  - a) Click **Accounting Setup**.



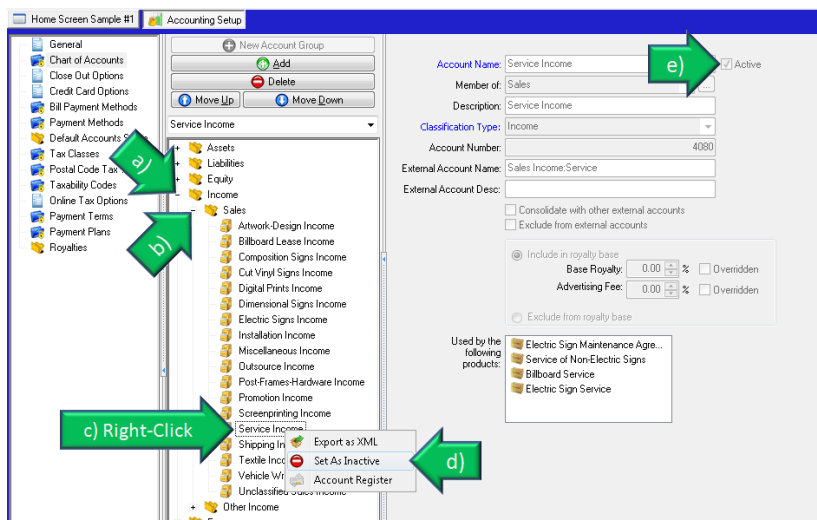
- 2) Click **Chart of Accounts**.



- 3) Here's how you can deactivate an account that you do not want to use. In this example, let's assume that you do not service signs so you don't want an income account for Service.

**Note:** Some accounts are “System Accounts” as noted by the words “System Account” just above the **Account Name** field. You cannot delete System accounts. You can deactivate or rename them, however if you rename them be sure to only use them for their intended purpose or classification type. (e.g., Don't rename a Tax Account to a general purpose asset.) Here are some examples of system accounts: Petty Cash, Bank Account, Undeposited Funds Cash-Checks, Accounts Receivable, Accounts Payable.

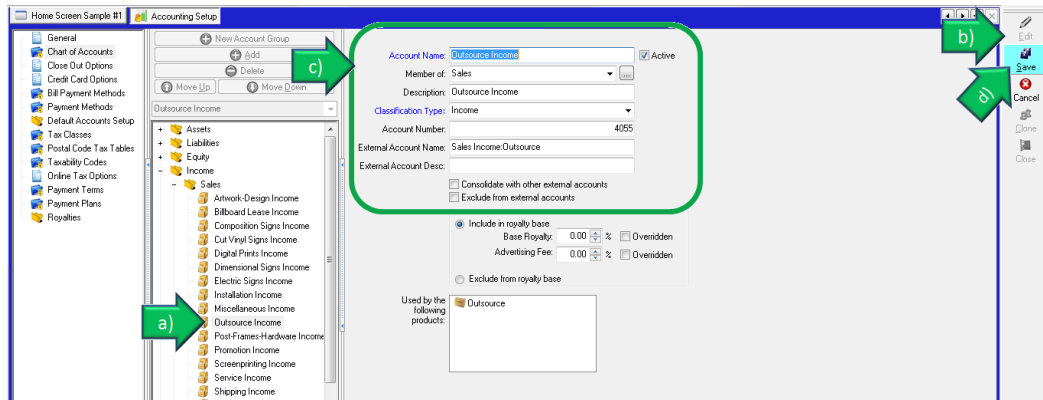
- a) Click the “+” sign by **Income**.
- b) Click the “+” sign by **Sales**.
- c) RIGHT click on **Service**.
- d) Click **Set as Inactive**.
- e) Notice the **Active** checkbox will be unchecked.



- f) Repeat for the other accounts that you want to make inactive.

### C. Review, and modify if desired, the accounts in the chart of accounts.

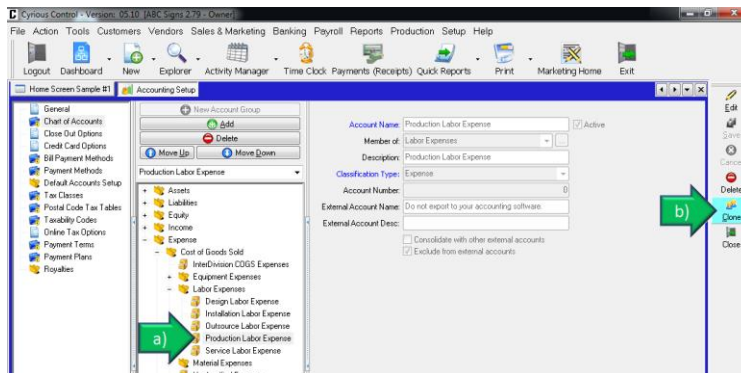
- 1) Here's how you revise the name or other information on an account.
  - a) Click on the account in the list that you'd like to revise.
  - b) Click **Edit**.
  - c) Change the name or other information. Note that if you change the name of an account, the change will be reflected elsewhere. For example, if you change the name of an expense account in the chart of accounts it will automatically be changed on the part that uses that account.
  - d) Click **Save**.



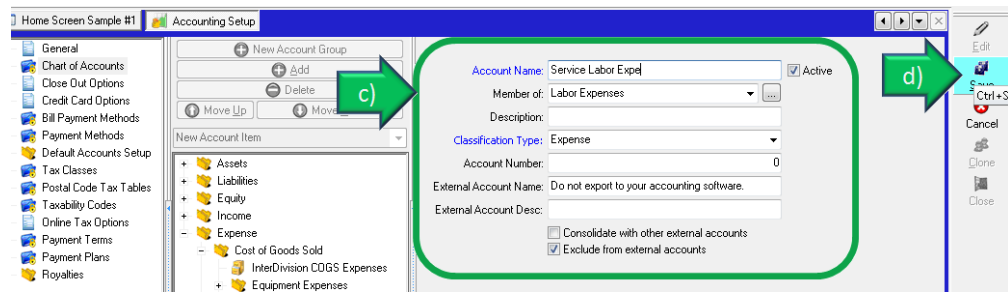
- e) Repeat these steps for the other accounts that you want to modify.

### D. Create a new GL account.

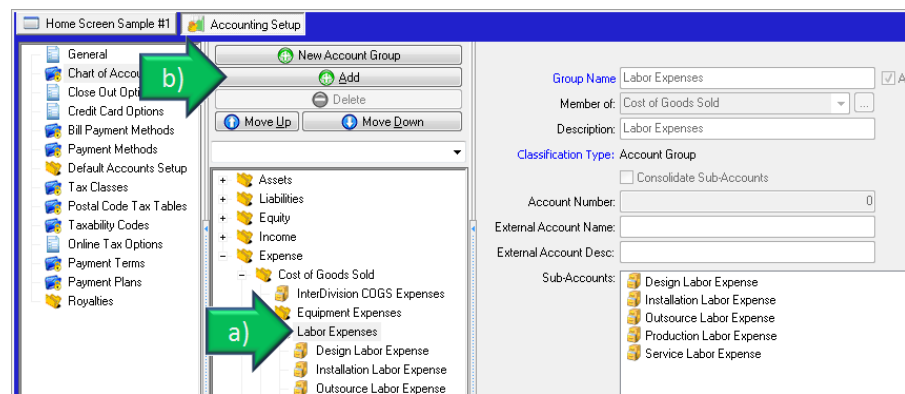
- 1) Here's how you add an account if you can find an account that is very similar.
  - a) Click on the account that is similar to the one that you want to add.
  - b) Click **Clone**.



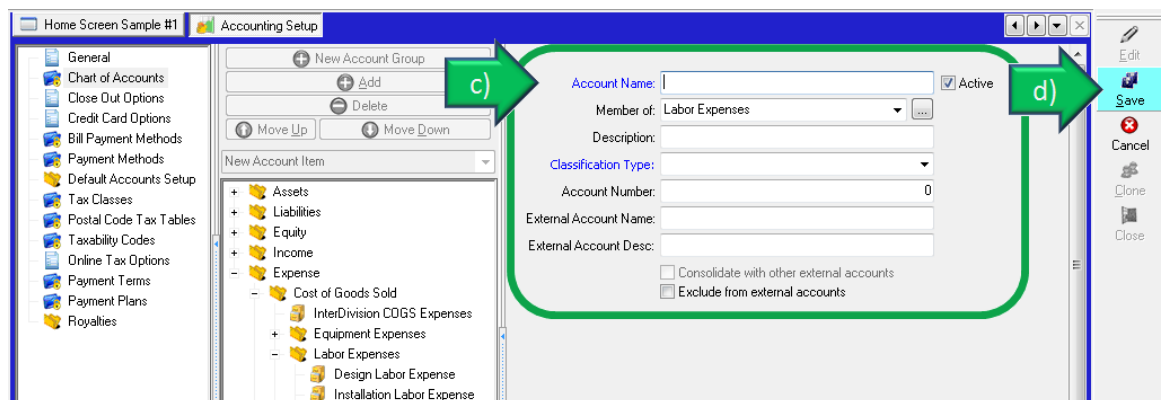
- c) Type in the **Account Name** of the new account. Verify the **Classification Type** is appropriate. Change any other fields as necessary.
- d) Click **Save**.



- 2) Here's how you add an account if you can NOT find an account that is very similar.
  - a) Click on the category that the new account would most naturally fit into.
  - b) Click **Add**.



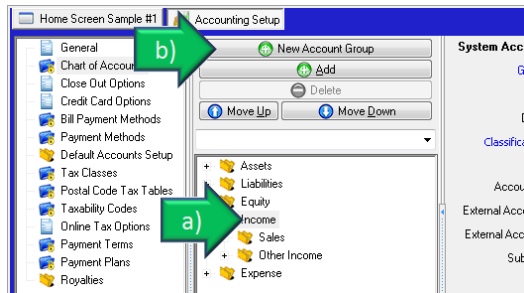
- c) Type in the **Account Name**. Set the **Classification Type**. Notice that different types of accounts will often have different fields. Fill-in the rest of the fields for that account.
- d) Click **Save**.



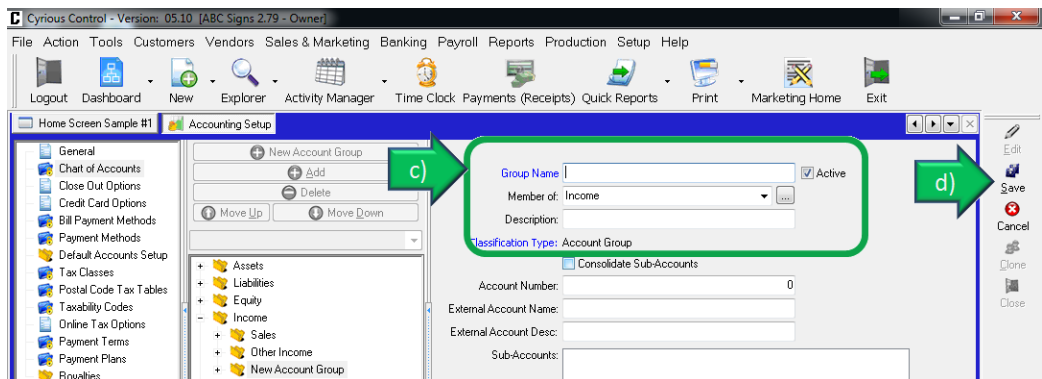
- e) Repeat these steps for the other accounts that you want to create.

## E. Create a new GL account group.

- 1) Here's how you add a new GL account group:
  - a) Click on the category that the new account group would most naturally fit into.
  - b) Click **Add Account Group**.



- c) Type in the **Group Name**, and a **Description**, if you like.
  - d) Click **Save**.



- e) Repeat these steps for the other Groups that you want to create.

Now your Chart of Accounts is set up. It's time to go to the next step.