

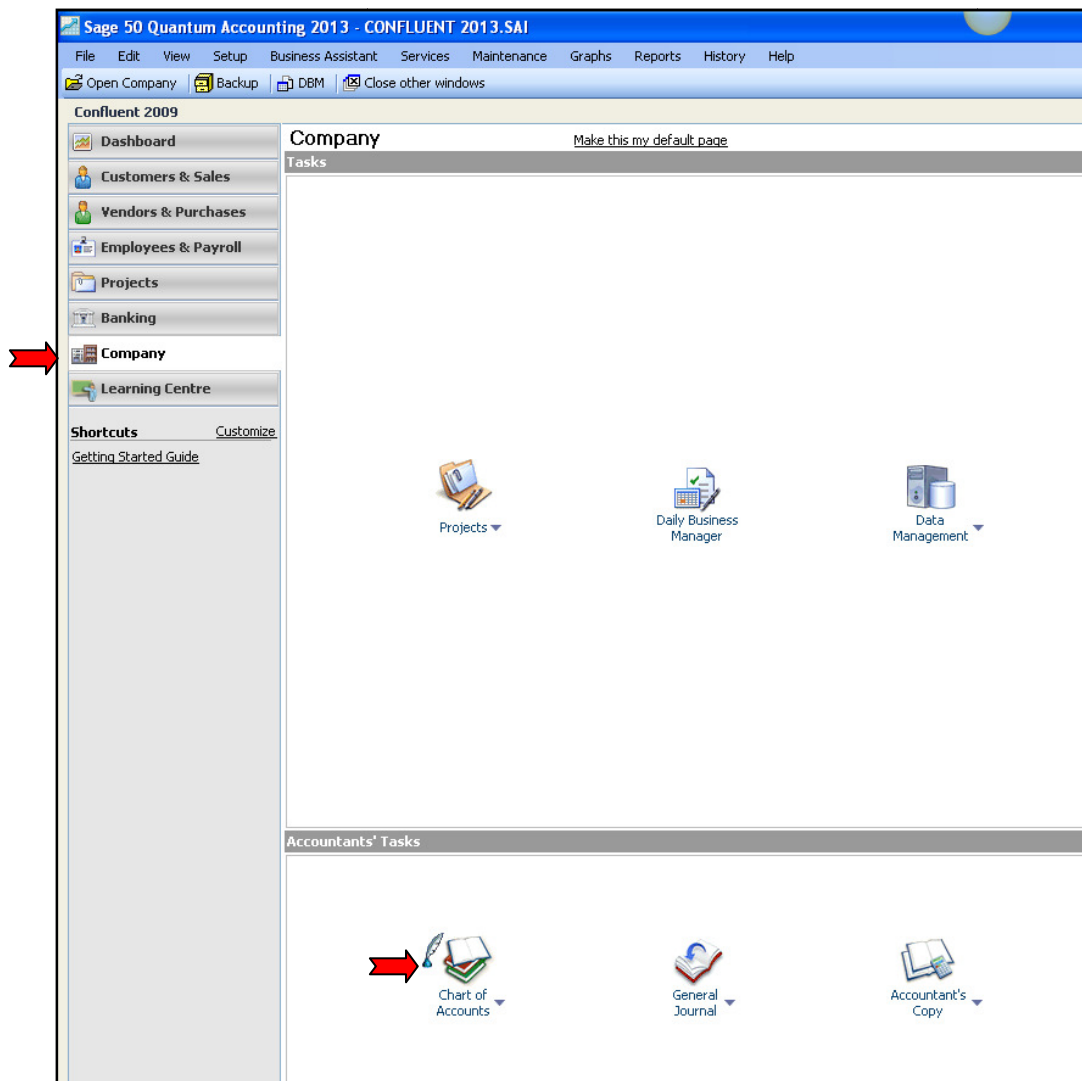


Foursquare Gospel Church of Canada

5.02 CREATING, MODIFYING, DELETING ACCOUNTS

Accounts can be created, modified or deleted as follows:

Under COMPANY, double click on Chart of Accounts:



CREATE new account:

- Click on File
 - o Select "Create"

OR

- Click on Red Book on toolbar to open Chart of Accounts Record

Balances are as of the latest transaction date			Type	Balance
ASSETS				
1000 Current Assets				
1020	1020	Deposit Clearing	A	0.00
1050	1050	Petty Cash	A	0.00
1055	1055	CIBC General Bank	A	0.00
1060	1060	CIBC Bank - Other	A	0.00
1075	1075	Total Cash	S	0.00
1200	1200	Accounts Receivable	A	0.00
1220	1220	GST Receivable	A	0.00
1221	1221	PST Receivable	A	0.00
1230	1230	Total Receivables	S	0.00
1320	1320	Prepaid Expenses	G	0.00
1400	1400	Total Current Assets	T	0.00

Enter:

- **Account:** new account number in sequence
- **Description:** include account number
- **Account Type:** H, A, S, G, T
 - o Save & Close ...or...Create Another

Select: [dropdown]

Account: * [input] * * Required Field

Account | Class Options | Additional Info | Reconciliation & Deposits | Related Historical Accounts | Notes

Type

Group Heading

Subgroup Account

Subgroup Total

Group Account

Group Total

Information

GIFI Code: [input]

Omit from Financial Statements if Balance is Zero

Allow Project Allocations

Opening Balance [input] 0.00

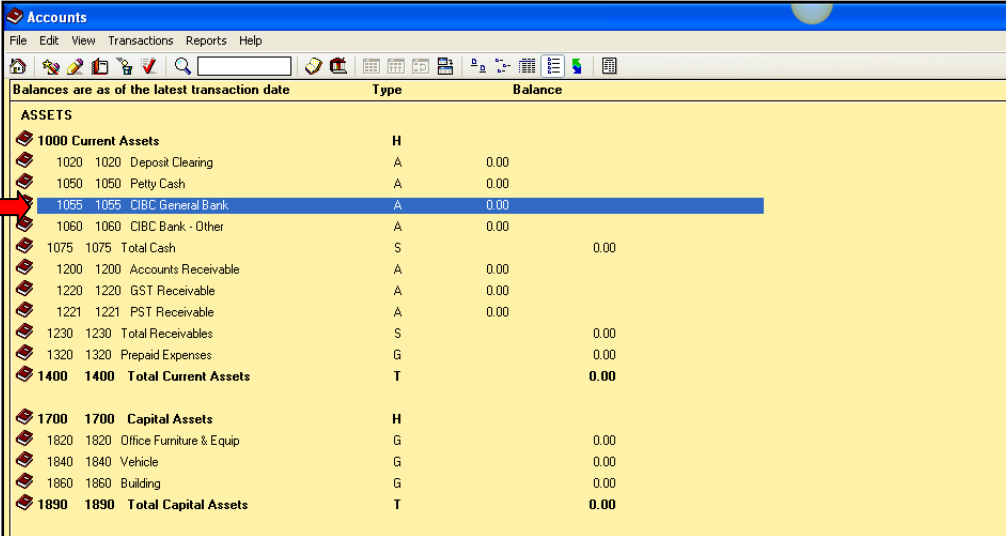
Inactive Account

Current Balance 0.00

Balances as of 01/01/2013

MODIFY existing account:

Double Click on the account to be modified:



Balances are as of the latest transaction date			Type	Balance
ASSETS				
1000 Current Assets				
1020	1020	Deposit Clearing	A	0.00
1050	1050	Petty Cash	A	0.00
1055	1055	CIBC General Bank	A	0.00
1060	1060	CIBC Bank - Other	A	0.00
1075	1075	Total Cash	S	0.00
1200	1200	Accounts Receivable	A	0.00
1220	1220	GST Receivable	A	0.00
1221	1221	PST Receivable	A	0.00
1230	1230	Total Receivables	S	0.00
1320	1320	Prepaid Expenses	G	0.00
1400	1400	Total Current Assets	T	0.00
1700 Capital Assets				
1820	1820	Office Furniture & Equip	G	0.00
1840	1840	Vehicle	G	0.00
1860	1860	Building	G	0.00
1890	1890	Total Capital Assets	T	0.00

Make adjustments as needed:

- Click "Save & Close"

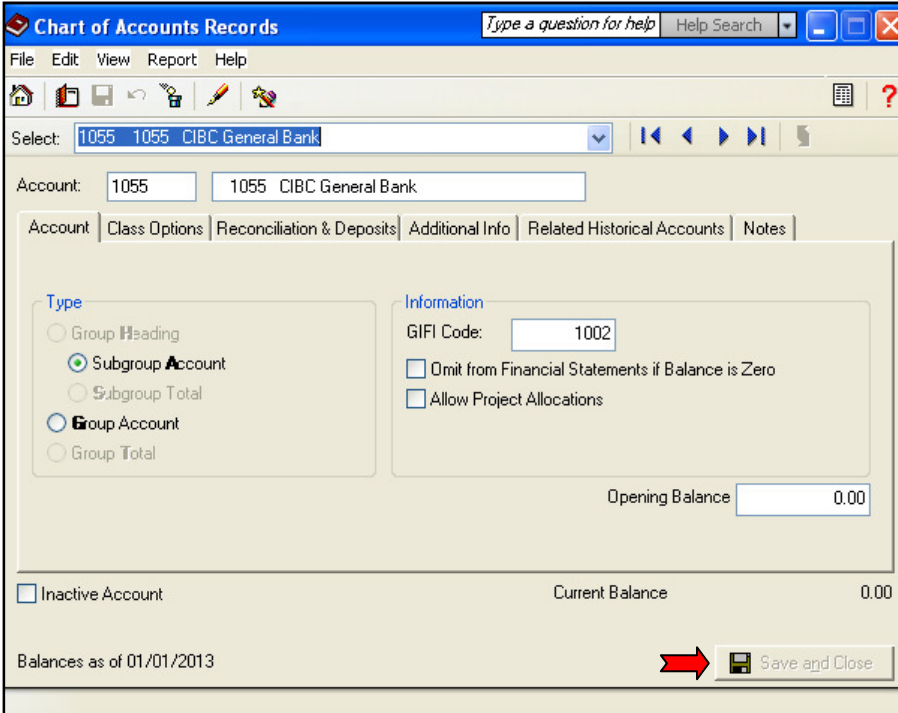


Chart of Accounts Records

Select: 1055 - 1055 CIBC General Bank

Account: 1055 1055 CIBC General Bank

Account | Class Options | Reconciliation & Deposits | Additional Info | Related Historical Accounts | Notes

Type

Group Heading

Subgroup Account

Subgroup Total

Group Account

Group Total

Information

GIFI Code: 1002

Omit from Financial Statements if Balance is Zero

Allow Project Allocations

Opening Balance 0.00

Inactive Account

Current Balance 0.00

Balances as of 01/01/2013

Save and Close

DELETE existing account:

Highlight Account to be deleted:

- Click on File
 - o Select "Remove"

OR

Click on Garbage Can on toolbar

****Note:** if there are transactions posted in the account the program will not allow the account to be deleted until inactive for 2 years.

Balances are as of the latest transaction date		Type	Balance	
ASSETS				
1000 Current Assets				
1020	1020	Deposit Clearing	A	0.00
1050	1050	Petty Cash	A	0.00
1055	1055	CIBC General Bank	A	0.00
1060	1060	CIBC Bank - Other	A	0.00
1075	1075	Total Cash	S	0.00
1200	1200	Accounts Receivable	A	0.00
1220	1220	GST Receivable	A	0.00
1221	1221	PST Receivable	A	0.00
1230	1230	Total Receivables	S	0.00
1320	1320	Prepaid Expenses	G	0.00
1400	1400	Total Current Assets	T	0.00
1700 Capital Assets				
1820	1820	Office Furniture & Equip	G	0.00
1840	1840	Vehicle	G	0.00
1860	1860	Building	G	0.00
1890	1890	Total Capital Assets	T	0.00