



Evaluating and Restructuring Your Chart of Accounts

Welcome

Please take a moment to locate the Zoom Webinar controls.
Feel free to say hello or ask a question using the Q & A feature.

Welcome – Introducing our Panelists



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Why?

- **What** is the Scope of the Chart of Account Changes and when should it take place?
- **Who** needs to have an opinion of the final product?
- **What** reports are needed and what should they look like?
- **Plan, Plan, and Plan** some more!
- **Map** out the changes with plenty of time to complete the project.
 - The Breadcrumb Trail in the examples show where, in the financials, this features shown are located.



Changing the Chart of Accounts for the New Fiscal Year

Cons

- Re-mapping to ChMS, Vendor, Payroll and possibly other applications.
- Having the finance team learn the new account structure.
- Teaching the new account structure to the staff.

Pros

- Making a chart of account that reflects your organization's vision and ministry.
- Simplify a complex chart or make a simple chart more complex.
- Make reports easier to read and understand
- Reduce the amount of time needed to create or modify reports outside of Shelby



Creating a New Year

- The Options include...
 - **Copy same as last year**
 - Use same budget?
 - Copy from Another Company or Year
 - **Templates**
 - **Do not copy. Create manually.**

Applications Enter Manage View Reports Modify Utilities

Home > General Ledger > Year Period

[Add New Year](#)

* Begin Date 7/1/2022 * End Date 6/30/2023

* Number of Periods 12 Include Audit Period? Is Year Closed?

NOTE ATTACHMENTS

Home > General Ledger > Year Period

Set up account structure and accounts for 23-24

- Copy From
- Year 22-23
 - Another company or fiscal year
 - Templates
 - Do not copy. Create manually
 - Copy Budgets?

Update Cancel



Transition to a New Fiscal Beginning Period (Stub Year)

- Edit the ending date for the current year making it a short (stub) year.
 - Change the End Date
 - Change the Number of Periods
 - Update and Save Changes
- When creating the new year, it will suggest the following 12-month fiscal year.

Applications Enter Manage View Reports Modify Utilities Help

Home > General Ledger > Year Period

Add New Year

* Begin Date 7/1/2024

* End Date 12/31/2024

* Number of Periods 6

Include Audit Period? Is Year Closed?

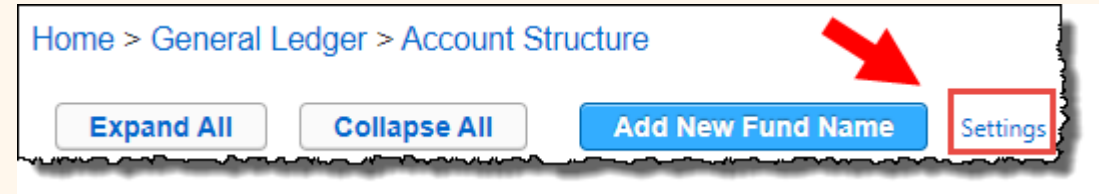
NOTE ATTACHMENTS

Period Information	Closed?
1 July	<input type="checkbox"/>
2 August	<input type="checkbox"/>
3 September	<input type="checkbox"/>
Audit	<input type="checkbox"/>
4 October	<input type="checkbox"/>
5 November	<input type="checkbox"/>
6 December	<input type="checkbox"/>

Update Reset or Cancel

Account Structure Settings

- Two Level Settings:
 - Balance Sheet Levels
 - Budgeted (Income and Expense Accounts)
- Customize the Level Name
- Account Lengths from 4 to 15 digits
- Sub-Accounts
- **Can add but you can't take away!**



Account Structure Settings ✕

Balance Sheet:

Rename

Region

Fund Group

Fund

Budgeted:

Location

Cost Center

Department


Account Length ▼

Use Sub-Accounts

[Reset or Cancel](#)
















































Account Settings

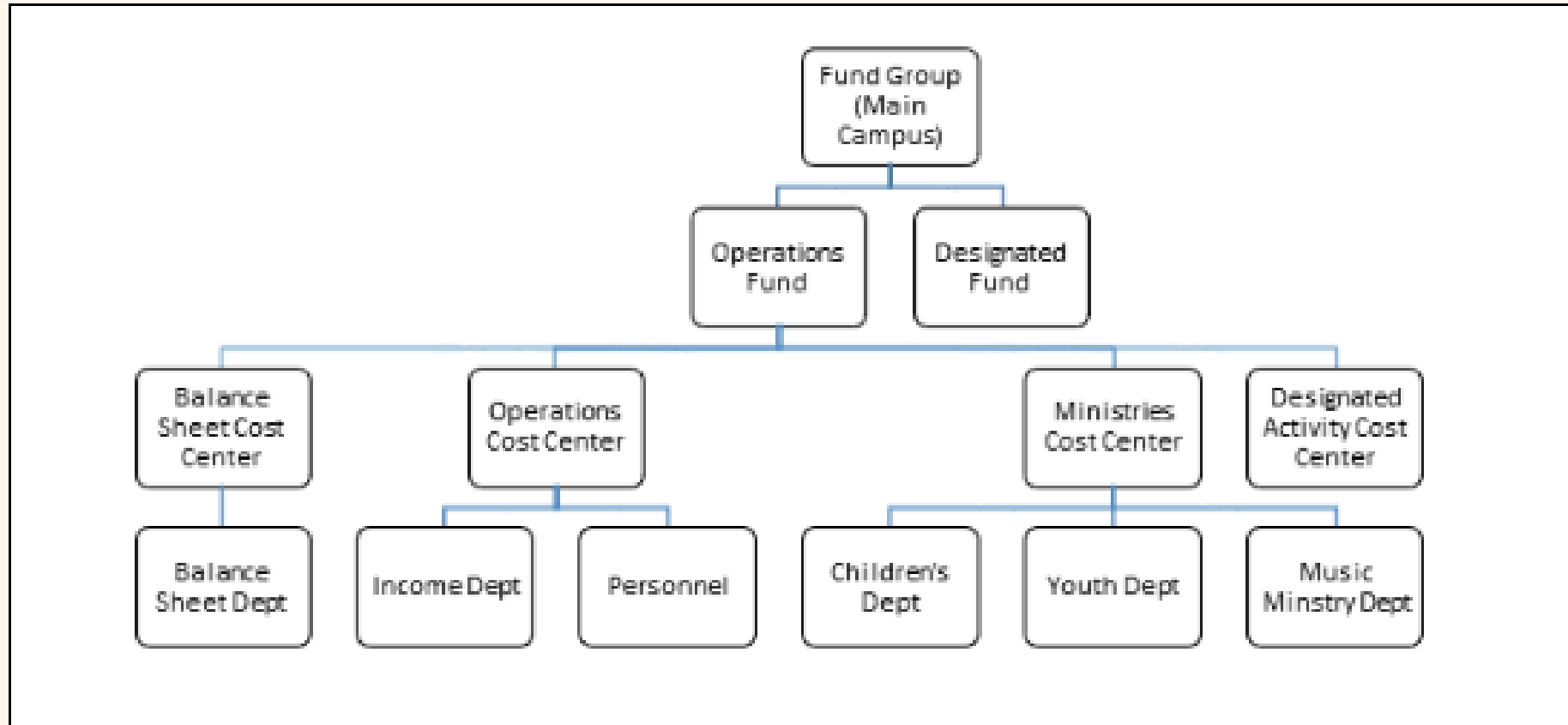
- Based on the Levels selected, options to add Funds, Cost Centers, and Departments will appear...
 - Click Add New Fund (or Cost Center) Name
 - Click to Add Departments 
- Department "0" is the default for Balance Sheet Accounts (Assets, Liabilities, and Net Assets).
- Funds and Department Numbers allow up to 4 digits.
- Option to copy from another Fund, Cost Center, or Department.

Home > General Ledger > Account Structure

Expand All Collapse All Add New Fund Name Settings

	Level	Number	Name
	   Fund Name	1	Church
	  Department Name	0	Balance Sheet Accounts
	  Department Name	10	Genl Income
	  Department Name	20	Personnel
	  Department Name	30	Genl Operations
	  Department Name	40	Children
	  Department Name	50	Youth
	  Department Name	60	Adult Groups
	  Department Name	70	Worship/Arts
	  Department Name	80	All Church Activities
	  Department Name	90	Missions-Budget
	  Department Name	100	Designated Gifts
	  Department Name	120	Bookstore & Coffee House
	  Department Name	900	Non Cash
	   Fund Name	2	School
	 Department Name	0	Balance Sheet
	  Department Name	200	Sch Genl Operations
	  Department Name	210	Sch Designated Gifts
	  Department Name	220	Sch Booster Club
	  Department Name	900	Sch Non Cash
	  Department Name	999	Net Church & School

Account Settings Example



Add, Edit, Inactivate, or Delete Levels

- Cannot Delete a Fund, Cost Center, or Department with current year activity.

Home > General Ledger > Account Structure

Expand All Collapse All Add New Fund Name Settings

	Level	Number	Name	Active	Setup
	Fund Name	1	Church	✓	
	Department Name	0	Balance Sheet Accounts	✓	
	Department Name	10	Genl Income	✓	
	Department Name	20	Personnel	✓	
	Department Name	30	Genl Operations	✓	
	Department Name	40	Children	✓	
	Department Name	50	Youth	✓	

Add New Department Name

* Number

* Name

Active?

Copy from another Department Name

Fund Name 1 Church



Add Accounts

- Accounts are only added to the current Fiscal Year.
- If you rely heavily on comparing years, you may want to make the same changes to the Prior Fiscal Year.

Home > General Ledger > Chart of Accounts

Filters

Account Type Balance Sheet Income and Expense Show Inactive

Fund Name Church

Department Name Children

		Account Number	Usage	Account Type	Name	Budget	Closing Account
		40000 - 59996		Income	CHILDREN		
		40000 - 49995		Income	INCOME		
		50000 - 59995		Expense	EXPENSES		
		52120		Expense	AWANA	\$5,200.00	30110
		52170		Expense	Curriculum	\$6,000.00	30110
		52230		Expense	Ministry Contacts/Gifts	\$600.00	30110
		52260		Expense	Nursery Supplies	\$2,900.00	30110
		52270		Expense	Outreach	\$1,200.00	30110
		52280		Expense	Postage/shipping	\$900.00	30110
		52315		Expense	Resource Material	\$600.00	30110
		52320		Expense	Small Equipment	\$3,350.00	30110



Standardize Accounts

- New Accounts can be copied to other levels, such as Departments. Example: 52310 Printing/copier could be used in multiple departments.

Add New Account

Account # 52310 -

Name Printing/Copier

Active? Prevent Use of Manual Journal?

Account Type Expense

Closing Account 30110 General operations

Note

Fund Name 1 Church
Department Name 40 Children

Modify Levels... Levels Selected **Apply** **OK** Reset or Close

Select From Available Levels

Company #1 - First Church
Add account # to the following levels:

Structure	Level Description
<input type="checkbox"/>	1-0 Balance Sheet Accounts
<input type="checkbox"/>	1-10 Genl Income
<input type="checkbox"/>	1-20 Personnel
<input checked="" type="checkbox"/>	1-30 Genl Operations
<input checked="" type="checkbox"/>	1-50 Youth
<input checked="" type="checkbox"/>	1-60 Adult Groups
<input checked="" type="checkbox"/>	1-70 Worship/Arts
<input checked="" type="checkbox"/>	1-80 All Church Activities
<input checked="" type="checkbox"/>	1-90 Missions-Budget
<input type="checkbox"/>	1-100 Designated Gifts
<input type="checkbox"/>	1-120 Bookstore & Coffee House

Continue Close



Standardize Accounts

	Account Number	Usage	Account Type	Name	Budget	Closing Account
+	40000 - 60-53999	✗	Expense	CHILDREN NET INCOME/EXPENSE		
+	40000 - 49995	✗	Income	INCOME		
+	43110	!	Income	←	\$0.00	30110
+	43140	!	Income	Camps	\$0.00	30110
+	43190	!	Income	VBS		
+	50000 - 59995	✗	Expense	EXPENSES		
+	52120	!	Expense	AWANA		
+	52170	!	Expense	Curriculum		
+	52230	!	Expense	Ministry Contacts/Gifts		
+	52260	!	Expense	Nursery Supplies		
+	52270	!	Expense	Outreach		

Account Usage Detail ✕

1-40-43110 Activities

Level	Name	Change Name?	Add?
1-0			<input type="checkbox"/>
1-10	Activities		<input type="checkbox"/>
1-20			<input type="checkbox"/>
1-30			<input type="checkbox"/>
1-50	Activities		<input type="checkbox"/>
1-60	Activities		<input type="checkbox"/>
1-70	Activities		<input type="checkbox"/>
1-80	Activities		<input type="checkbox"/>
1-90			<input type="checkbox"/>
1-99			<input type="checkbox"/>
1-100			<input type="checkbox"/>

Update
Close

Allows easy adding, or maintenance of standardized accounts across levels.



Edit, Inactivate, or Delete Accounts

- Cannot delete an account with current year activity or connected to a sub-ledger such as a Recurring Payment or Payroll Distribution. Remove then try deleting again.
- Changes to accounts in the current Fiscal Year will not affect prior years chart of accounts.
- You can uncheck Active to Inactivate or edit the fields to Renumber or Rename.

Home > General Ledger > Chart of Accounts

Filters

Account Type Balance Sheet Income and Expense Show Inactive

Fund Name Church

Department Name Children

Edit Account

* Account # -

* Name

Active? Prevent Use of Manual Journal?

Account Type

Closing Account

Note

Fund Name 1 Church
Department Name 40 Children

		52320		Expense	Small Equipment
		52330		Expense	Snacks
		52340		Expense	Supplies
		52360		Expense	Teacher Development
		52390		Expense	Videos/CD's/DVD's



How to “Hide” a Company

- Do you have an old Company that you no longer use and would prefer not to see?
- You can delete or inactivate anything under a Company, except the Company!
- Use an Account Rights Role, under Security Setup to "hide" it!

Home > Security Setup > Account Rights Roles > Update

* Account Rights Role Name

Note

ACCOUNT RIGHTS **USERS**

+ Add New Role Detail

Company	Account Structure
<input type="text" value="2 No Fund Church"/>	
Department Name <input type="text"/>	
Account Range <input type="text"/> - <input type="text"/>	
Omit Access <input checked="" type="checkbox"/>	

No records to display.



How to “Hide” a Company

- Assign it to everyone except your Administrator account!

Home > Security Setup > Account Rights Roles > Update

* Account Rights Role Name

Note

ACCOUNT RIGHTS **USERS**

List Of All Users	Assigned User(s)
System Administrator	Mark Crain - All Ben Lane Bill Ballou Bill Black Blake Edwards Carmen Dea Matt Hascher Instructor

Move Account Utility

- Use this when you want to move an account number from one level, such as a department, to another.
- It moves the current fiscal year history!
- Only one account number at a time.

Home > General Ledger > Move Account

Account to Move

Fund Name Church

Department Name Genl Operations

* Account # Maintenance-A/C Heating

Only the current fiscal year?

Where to Move

Department Name Building & Grounds

[Reset or Cancel](#)



Move Account Utility

- When you want to move an entire level, such as a department

Home > General Ledger > Move Account Structure

Move Cost Center ▼

Move Department Name ▼ To Cost Center ▼



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Making, Tracking, and Reporting	09/27/2022	Slides

