

# Accounting General Ledger

## General Ledger

### Ledger Entries

#### ►Program ►Ledger ►Ledger Entry Records

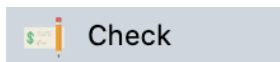
All financial transactions in CDM+ end up in the General Ledger window. Items posted from Contributions, Payroll, Accounts Payable, and Accounts Receivable can be viewed and queried here. On the Entry window, there is a source that indicates where this journal entry was created. If an entry was posted from another part of CDM+, there will also be jump buttons to take you to that source entry. In addition, Checks, Deposits, and Journal Entries can be entered directly into the ledger through this window.

**Check:** enter checks written by hand or without using CDM+ Accounts Payable system.

The screenshot shows the 'Ledger Entry Records' window. At the top, there's a search bar with 'Find records where Line Item Account equal to 5000 Senior Minister Salary (3000.5000.H)'. Below that is a table with columns: Amount, Reference Nu..., Transaction Date, Type. The table is currently empty. Below the table is a 'Check' form with fields for Check #, Date (Sep 8 2023), Amount, and Checking Account. There are also fields for Vendor, Written to, and Address. A 'Detail' table is visible with columns: Account, Description, Amount. The total amount is 0.00.



Check amounts may be split between multiple Expense accounts by adding detail lines under the Check Sources option.



Check

You can print a "quick pay" check from the Ledger Entries window after recording the entry by clicking on the Print Check button.

**Deposit:** to enter deposit transactions click Deposit under Add.

The screenshot shows the 'Ledger Entry Records' window with a list of journal entries. Below the list is a 'New Ledger Entry' form. The 'Deposit' section is active, showing fields for Deposit Date (Sep 8 2023), Deposit Amount (0.00), and Account. A 'Detail' table is visible with columns: Account, Description, Amount. The total amount is 0.00.



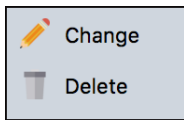
Deposit amounts may be split over multiple Income accounts by adding detail lines under Breakdown option.

**Journal Entry/Custom Type:** for transactions involving expenditures without a check number (ex., Debit Card) and adjusting journal entries.

Amount	Reference Nu...	Transaction Date	Type
200.00	108	Jan 27 2022	Journal Entry
30.00	49	Dec 29 2021	Journal Entry
800.00	140	Jan 27 2022	Journal Entry
90.00	92	Feb 28 2022	Journal Entry
5239.44	389	Feb 1 2022	Journal Entry
25.00	102	Feb 28 2022	Journal Entry
700.00	107	Feb 28 2022	Journal Entry
1500.00	151	Feb 27 2022	Journal Entry
150.00	377	Jan 22 2022	Journal Entry

Account	Description	Debit	Credit
1560	Accounts Receivable - 1560.A2 (-650.00)	150.00	0.00
4350	Day Care Income - 3130.4350.N (150.00)	0.00	150.00
<b>Totals:</b>		150.00	150.00



Use when changing or correcting a ledger entry.  
When ledger entry is complete, click the Save button.

## Finding Ledger information

Amount	Reference Nu...	Transaction Date	Type
1200.00	297	Jan 11 2022	Payroll Check
960.00	203	Nov 11 2022	Payroll Check
525.00	204	Nov 11 2022	Payroll Check
1200.00	205	Nov 11 2022	Payroll Check
1500.00	176	Aug 5 2022	Payroll Check
525.00	187	Jul 8 2022	Payroll Check
0.00	359	Oct 8 2022	Voided Check N...
0.00	358	Oct 8 2022	Voided Check N...
0.00	179	Aug 6 2022	Voided Check N...

Account	Description	Debit	Credit
1000	Voided Check Number	0.00	0.00
	Checking - 1000.A1 (122,638.60)		
<b>Totals:</b>		0.00	0.00

**Find:** use for simple queries, i.e., single search criteria.

**Advanced Find:** queries with more than one search criteria.

**All:** will display all Ledger Entries.

**Print:** Quick printing of ledger transaction using the Trial Balance report.

## Recurring Ledger Entries

Recurring Ledger Entries are for regularly-scheduled transactions that would manually be entered into the ledger. These may include fund-to-fund transfers or auto payments that are drafted from your checking account. The day of the month allows for certain items to be created at different times. It does not have to refer to the actual day of the auto payment.

Two steps are required for Recurring Transactions:

1. Set up the transaction under Recurring Ledger Entries Setup.

### ►Program ►Ledger ►Recurring Ledger Entry Setup Records

Account	Description	Debit	Credit	Vendor
				Enter Vendor's code or name
				Memo
Totals:		0.00	0.00	

2. Select the transaction to be created from the Create Ledger Entries from Recurring.

### ►Program ►Ledger ►Create Ledger Entries from Recurring

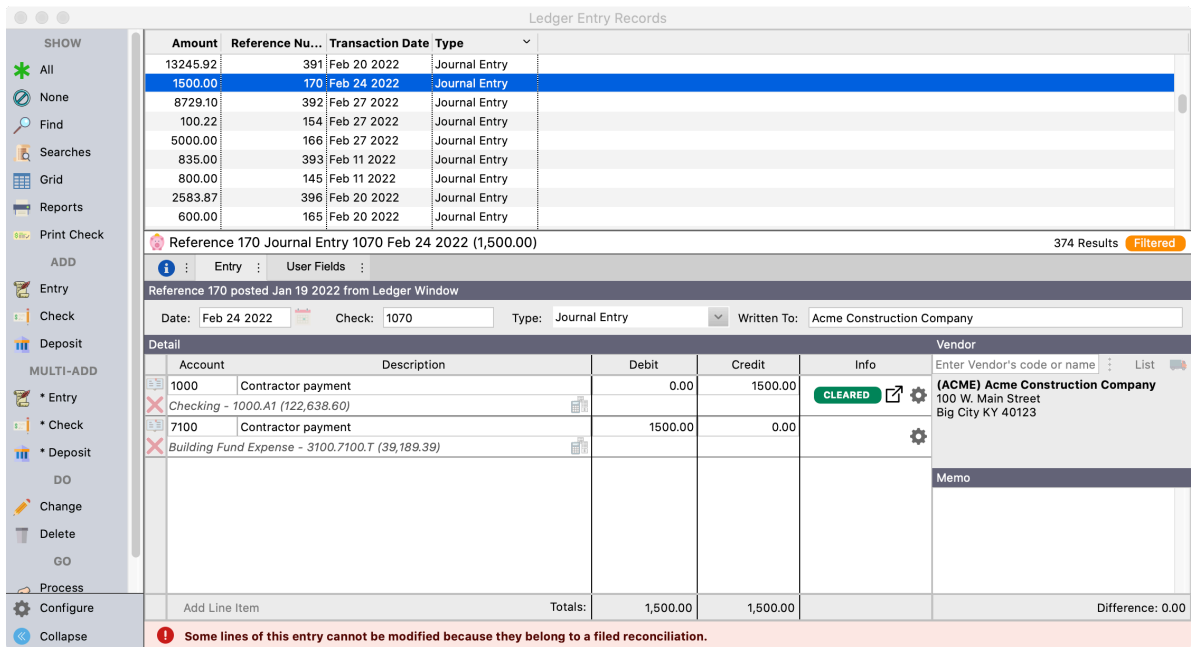
Account	Description	Debit	Credit	Vendor
				Enter Vendor's code or name
				Memo
Totals:		0.00	0.00	

When recurring ledger entries are created, a posting report will be generated. In addition, it will prompt you to view the ledger entries created in the General Ledger window so you can easily modify the entries if need be. For example, you may need to change an amount or the transaction date.

# Ledger Changes – Voiding and Deleting

## Voiding Checks

1. **Ledger Checks:** Should I “zero out this entry” or “create an offsetting entry”?
  - a. Zero Out – changes the current transaction by zeroing out all of the debits and credits. A memo is added to the entry showing the original amount of the check.
  - b. Create Offsetting Entry – you will now have two ledger entries for this check.
    - i. Ref #583 -The original check entry with a memo that this transaction has been voided by Ref #608.
    - ii. Ref #608 - An offsetting entry with the debits and credits reversed and a memo stating this entry voids Ref #583.
    - iii. When creating an offsetting entry, the date of the offsetting entry will be the current date when it was made. This date may be changed, but not to a closed period. The date of the original entry will not be changed.



2. **Accounts Payable Checks:** The procedure is identical to voiding a ledger check, however, voiding the AP check will also delete the invoice and remove the information relating to the original check from the Vendor record.
3. **Payroll Checks – PAYROLL CHECKS CAN ONLY BE VOIDED FROM PAYROLL RECORDS WINDOW:**
  - a. Voiding in Payroll will do the following:
    - i. Place a void entry in ledger as an offsetting transaction
    - ii. Adjusts AP invoices for voided taxes if applicable.

Payroll Records

SHOW

- All
- None
- Find
- Searches
- Grid
- Reports
- DO
- Void
- GO
- Ledger Entry
- Employee
- Invoice
- Configure
- Collapse

**Voiding a payroll will mark the payroll records deleted and create offsetting entries for the related ledger entries and AP invoices. Are you sure you want to void the selected payroll?**

This action cannot be undone.

Yes No

Scheduled Date	Total Deposit	W
		0.00
		0.00
May 9 2022	6320.35	
May 9 2022	6320.35	
		0.00
		0.00
		0.00

Feb 18 2022 payroll for Ruth Stokes 94 Results Filtered

Summary Detail Other Deductions

Payroll Period From: Feb 1 2021 To: Feb 12 2022

Employee: Ruth Stokes Employee ID: ST01 Payer: FCC Big City

Freq. Basis: SemiMonthly

Summary	Taxes	Check Information
Regular Pay: 1200.00	Federal: 1200.00 1200.00 54.61	Date Paid: Feb 18 2022
Allowances: 0.00	FICA: 1200.00 1200.00 74.40	Check #: 1113
Gross Pay: 1200.00	Medicare: 1200.00 1200.00 17.40	<input type="checkbox"/> Auto Draw
Taxes: 219.81	State: 1200.00 1200.00 55.40	Asset: 1000
Other Deductions: 50.00	Local 1: 1200.00 1200.00 18.00	Checking - 1000.A1 (122638.60)
Net Pay: 930.19	Local 2: 0.00 0.00 0.00	<input type="checkbox"/> Do not print or post
	Empr FICA: 74.40 Empr Med: 17.40	Posted: Oct 31 2021 1:53 PM
		Ledger Ref#: 244

Note that some fields cannot be changed on posted payroll. To change amounts, void and then re-calculate the payroll.

- Deleting a Ledger Entry** – If an entry is not in a closed period, CDM+ will give you an option to delete it. In doing so, the entry still exists in CDM+ and can be viewed on the Audit Trail. By deleting a transaction, CDM+ will reverse the debits and credits from the account balances and this entry will not show on any regular financial reports.

## Troubleshooting Accounting

To find Ledger Entries by Account in Ledger Entries window, search on a "Line Item" field (ex., Line Item Account, or Line Item Description)

### ►Program ►Ledger ►Ledger Entry Records

Ledger Entry Records

Find records where Line Item Account equal to 5000 Senior Minister Salary (3000.5000.H) Find Advanced Find

Amount	Reference Num.	Transaction Date	Type
13245.92	891	Feb 20 2022	Journal Entry
1500.00	170	Feb 24 2022	Journal Entry
8729.10	392	Feb 27 2022	Journal Entry
100.22	154	Feb 27 2022	Journal Entry
500.00	166	Feb 27 2022	Journal Entry
835.00	393	Feb 11 2022	Journal Entry
800.00	145	Feb 11 2022	Journal Entry
5653.87	306	Feb 20 2022	Journal Entry

Reference 170 Journal Entry 1070 Feb 24 2022 (1,500.00) 374 Results Filtered

Entry User Fields

Reference 170 posted Jan 19 2022 from Ledger Window

Date: Feb 24 2022 Check: 1070 Type: Journal Entry Written To: Acme Construction Company

Account	Description	Debit	Credit	Info	Vendor
1000	Contractor payment	0.00	1500.00	CLEARED	(ACME) Acme Construction Company
1000.A1	Checking - 1000.A1 (122,638.60)				100 W. Main Street
7100	Contractor payment	1500.00	0.00		Big City NY 40123
	Building Fund Expense - 3100.7100.T (39,189.39)				

Memo

Add Line Item Totals: 1,500.00 1,500.00 Difference: 0.00

Some lines of this entry cannot be modified because they belong to a filed reconciliation.



After the search is complete, select on a Header within the Find Results window to sort by the Header field (Transaction Date, Amount, Check Number, etc.)


►Program ►Accounting ►Accounting Troubleshooter

Use these functions to correct various problems in Accounting, including Check Account Balances and Recalculate Vendor Balances. These items should rarely need to be used and are there for convenience. If you find that these need to be run on a regular basis, then please contact our support team to investigate.

**Budgets**

►Program ►Accounting ►Budget

Account	Amount	Percentage
5000 Senior Minister Salary - 3000.5000.H	24000.00	19.13%
5020 Secretary Salary - 3000.5020.H	19200.00	15.30%
5030 Custodian Salary - 3000.5030.H	11520.00	9.18%
5035 Nursery Attendant - 3000.5035.H	720.00	0.57%
5040 Travel Expenses - 3000.5040.H	2400.00	1.91%
5045 Housing - 3000.5045.H	9600.00	7.65%
5090 Church's FICA/Medicare Portion - 3000.5090.H	2406.00	1.92%
5110 Office Supplies - 3000.5110.I	5000.00	3.99%
5120 Office Equipment - 3000.5120.I	3000.00	2.39%
5130 Telephone - 3000.5130.I	1200.00	0.96%
5140 Sunday School Materials - 3000.5140.J	1500.00	1.20%
5150 Vacation Bible School - 3000.5150.J	400.00	0.32%
5160 Resource Materials - 3000.5160.J	300.00	0.24%
5170 Children's Ministries - 3000.5170.J	2000.00	1.59%
5180 Youth Ministries Expense - 3000.5180.J	1500.00	1.20%
5190 General Maintenance - 3000.5190.K.K1	2000.00	1.59%
5200 Insurance - 3000.5200.K.K1	1500.00	1.20%

CDM+ will spread the budget equally over a 12 month period. Select the Budget Inspector icon  to enter varying monthly amounts. These amounts are used to calculate YTD budget.

Month	Amount	Percentage
Jan:	2,000.00	8.33%
Feb:	2,000.00	8.33%
Mar:	2,000.00	8.33%
Apr:	2,000.00	8.33%
May:	2,000.00	8.33%
Jun:	2,000.00	8.33%
Jul:	2,000.00	8.33%
Aug:	2,000.00	8.33%
Sep:	2,000.00	8.33%
Oct:	2,000.00	8.33%
Nov:	2,000.00	8.33%
Dec:	2,000.00	8.33%

These two accounting reports are very helpful in budget planning:

- Monthly Comparison
- Monthly Summary

**Add Accounts:** Add new budget line items to existing Chart of Accounts or to a complete new year.

**Copy Year:** Copy the current Budget Year in view to a new year.

**Rename:** Change the name (year) of an existing budget to a new year. If you choose this option you will no longer have a budget for this year.

**Delete Year:** Delete

## Budget Report

### ► Reports ► Accounting Reports ► Budget Comparison

This report will print the selected budget years in columns so you can compare from prior year budgets.

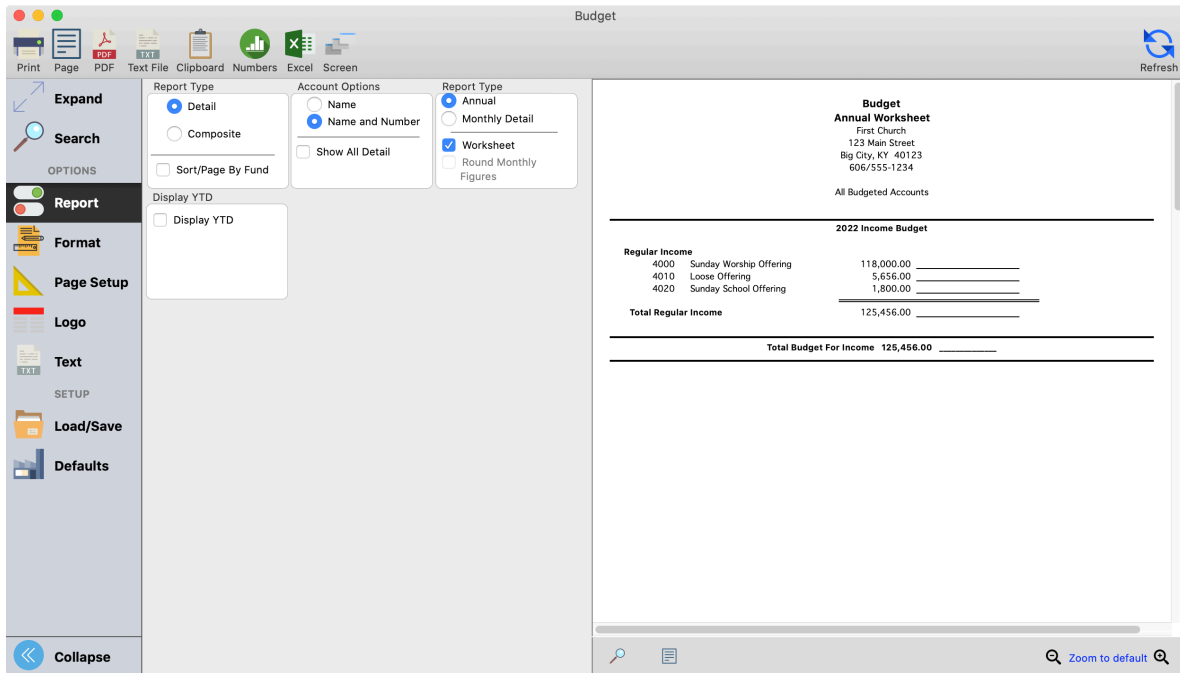
#### Budget Comparison

Expenses Budget			
	2024	2025	2026
<b>Personnel</b>			
Senior Minister Salary	24,000.00	30,000.00	24,000.00
Secretary Salary	19,200.00	25,000.00	19,200.00
Custodian Salary	11,520.00	18,000.00	11,520.00
Nursery Attendant	720.00	720.00	720.00
Travel Expenses	2,400.00	2,400.00	2,400.00
Housing	9,600.00	9,600.00	9,600.00
Church's FICA/Medicare Portion	2,406.00	2,406.00	2,406.00
<b>Totals Personnel</b>	<b>69,846.00</b>	<b>88,126.00</b>	<b>69,846.00</b>
<b>Administrative</b>			
Office Supplies	5,000.00	5,000.00	5,000.00
Office Equipment	3,000.00	3,000.00	3,000.00
Telephone	1,200.00	1,200.00	1,200.00
<b>Totals Administrative</b>	<b>9,200.00</b>	<b>9,200.00</b>	<b>9,200.00</b>
<b>Christian Education</b>			
Sunday School Materials	1,500.00	1,500.00	1,500.00
Vacation Bible School	410.00	410.00	400.00
Resource Materials	300.00	300.00	300.00
Children's Ministries	2,000.00	2,000.00	2,000.00
Youth Ministries Expense	1,500.00	1,500.00	1,500.00
<b>Totals Christian Education</b>	<b>5,710.00</b>	<b>5,710.00</b>	<b>5,700.00</b>
<b>Property</b>			
<b>General Property</b>			
General Maintenance	2,000.00	2,000.00	2,000.00
Insurance	1,500.00	1,500.00	1,500.00
Custodial Supplies	500.00	500.00	500.00
Gas for Van	600.00	600.00	600.00
Mortgage Principal	3,600.00	3,600.00	3,600.00
Mortgage Interest	8,400.00	8,400.00	8,400.00
<b>Totals General Property</b>	<b>16,600.00</b>	<b>16,600.00</b>	<b>16,600.00</b>

These reports compare the selected budget year to the ledger.

1. Ledger to Budget
2. Monthly Comparison
3. Quarterly Comparison

► Reports ► Accounting Reports ► Budget

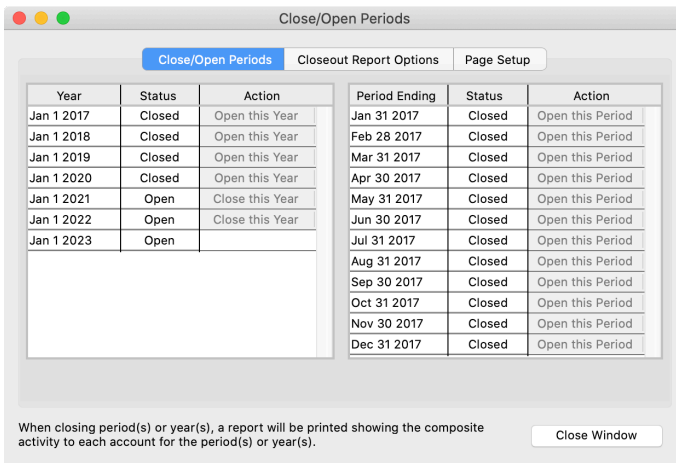


## Accounting Procedures

### Close/Open Month

Closing a Month prevents any changes to transactions in that month and stores the Month End Balances for all accounts. A closed month can be easily re-opened if necessary.

► Program ► Accounting ► Close/Open Periods



Open/Close a Month may be done one month at a time or multiple months at a time.

#### Before closing a month:

- Make any Month-End Journal Entries
- Perform the Bank Reconciliation
- Run a Balance Sheet for the last day of the month you are closing.
- Run all of your Month-End Reports and review for accuracy



## Close Year

### ►Program ►Accounting ►Close/Open Periods

**Closing a Year** - A regular and important year-end procedure is closing the Ledger for the year. This procedure will update the Period Ending Balance for the last month of your year and set the Beginning Balances for the new year. All months of the year must be closed before running the Close this Year procedure. If necessary, a closed year can be re-opened.

Close/Open Periods

Close/Open Periods Closeout Report Options Page Setup

Year	Status	Action	Period Ending	Status	Action
Jan 1 2017	Closed	Open this Year	Jan 31 2022	Closed	Open this Period
Jan 1 2018	Closed	Open this Year	Feb 28 2022	Closed	Open this Period
Jan 1 2019	Closed	Open this Year	Mar 31 2022	Closed	Open this Period
Jan 1 2020	Closed	Open this Year	Apr 30 2022	Closed	Open this Period
Jan 1 2021	Open	Close this Year	May 31 2022	Closed	Open this Period
Jan 1 2022	Open	Close this Year	Jun 30 2022	Closed	Open this Period
Jan 1 2023	Open		Jul 31 2022	Closed	Open this Period
			Aug 31 2022	Closed	Open this Period
			Sep 30 2022	Closed	Open this Period
			Oct 31 2022	Closed	Open this Period
			Nov 30 2022	Closed	Open this Period
			Dec 31 2022	Closed	Open this Period

When closing period(s) or year(s), a report will be printed showing the composite activity to each account for the period(s) or year(s).

Close Window

## Opening Previously Closed Period

### ►Program ►Accounting ►Close/Open Periods

Click on Open this Period or Open this Year.

Close/Open Periods

Close/Open Periods Closeout Report Options Page Setup

Year	Status	Action	Period Ending	Status	Action
Jan 1 2017	Closed	Open this Year	Jan 31 2022	Closed	Open this Period
Jan 1 2018	Closed	Open this Year	Feb 28 2022	Closed	Open this Period
Jan 1 2019	Closed	Open this Year	Mar 31 2022	Closed	Open this Period
Jan 1 2020	Closed	Open this Year	Apr 30 2022	Closed	Open this Period
Jan 1 2021	Closed	Open this Year	May 31 2022	Closed	Open this Period
Jan 1 2022	Closed	Open this Year	Jun 30 2022	Closed	Open this Period
Jan 1 2023	Open		Jul 31 2022	Closed	Open this Period
			Aug 31 2022	Closed	Open this Period
			Sep 30 2022	Closed	Open this Period
			Oct 31 2022	Closed	Open this Period
			Nov 30 2022	Closed	Open this Period
			Dec 31 2022	Closed	Open this Period

When closing period(s) or year(s), a report will be printed showing the composite activity to each account for the period(s) or year(s).

Close Window

# Bank Reconciliation

## Start a New Bank Reconciliation

►Program ►Ledger ►Bank Reconciliation ►Add

To start a new bank reconciliation, select the Asset account and then click the Add button. Complete the End Date and Statement Ending Balance fields as reflected on the bank statement that you received from the bank.

Asset: **1000 Checking**

Start Date: Sep 1 2022

End Date: Sep 30 2022

Statement Ending Balance: 0.00

Previous Reconciliations:

Start	End	Balance
Aug 1 2022	Aug 31 2022	0.00
Jul 1 2022	Jul 31 2022	0.00
Jun 1 2022	Jun 30 2022	149,252.00
May 1 2022	May 31 2022	150,832.56
Apr 1 2022	Apr 30 2022	112,401.18
Mar 1 2022	Mar 31 2022	80,739.10
Feb 1 2022	Feb 28 2022	25,375.12

Cancel OK

►Program ►Ledger ►Bank Reconciliation

Bank balance minus outstanding checks (credits) plus outstanding deposits (debits) equals reconciliation balance, which should agree with CDM+ current balance (your checkbook). To mark an item cleared that has cleared your bank.

Use the Modify button to change specific Bank Reconciliations.

Assets:

- 1000 (1 account)
- 1010 (1 account)
- 1100 (1 account)
- 1200 (1 account)
- 1500 (1 account)
- 1520 (1 account)
- 1540 (1 account)
- 1560 (1 account)
- 1600 (1 account)
- 1900 (1 account)

Reconciliations:

	Start Date	End Date	Balance	Filed
X	Aug 1 2022	Aug 31 2022	0.00	<input type="checkbox"/>
X	Jul 1 2022	Jul 31 2022	0.00	<input type="checkbox"/>
X	Jun 1 2022	Jun 30 2022	149252.00	<input type="checkbox"/>
X	May 1 2022	May 31 2022	150832.56	<input type="checkbox"/>
X	Apr 1 2022	Apr 30 2022	112401.18	<input type="checkbox"/>
X	Mar 1 2022	Mar 31 2022	80739.10	<input type="checkbox"/>
X	Feb 1 2022	Feb 28 2022	25375.12	<input type="checkbox"/>
X	Jan 1 2022	Jan 31 2022	21854.50	<input checked="" type="checkbox"/>

Revert Bank reconciliations that are filed or have cleared items cannot be deleted. Close Save

## Advanced Fund Accounting

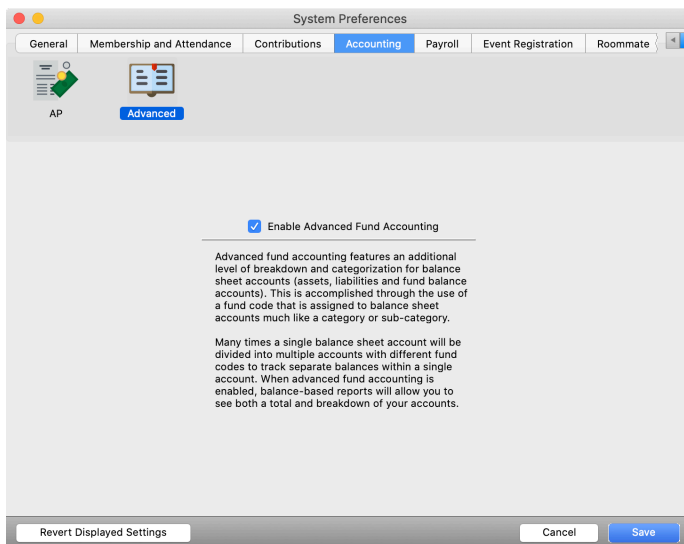
In Advanced Fund Accounting, balance sheet accounts are tied to specific Fund Codes. The overall purpose of Advanced Fund Accounting is to provide a balance sheet for each Fund and keep track of the specific location of monies for each Fund.

In Advanced Fund Accounting, there is a difference between Fund Codes and Fund Balances. A Fund Code (or the mega Fund which is trying to be tracked) will have assets, liabilities, and fund balances. Income and Expense accounts continue to be tied to specific fund balances. Therefore, a Fund in Advanced Fund Accounting will have at least one fund balance. When the Advanced Fund Accounting feature is used in CDM+, one checking account may have multiple fund designations within it. Each designation within that checking account will have its own Chart of Accounts line and balance. The use of category and sub-category designations on the balance sheet accounts in Advanced Fund Accounting are important to represent the totals of specific assets, liabilities, and fund balances.

**NOTE:** Once Advanced Fund Accounting is turned on and being used it is not an easy process to return to basic fund accounting.

## Enabling Advanced Fund Accounting

CDM+(Mac)/File(Windows) ► Preferences ► CDM+ System ► Accounting tab ► Advanced icon



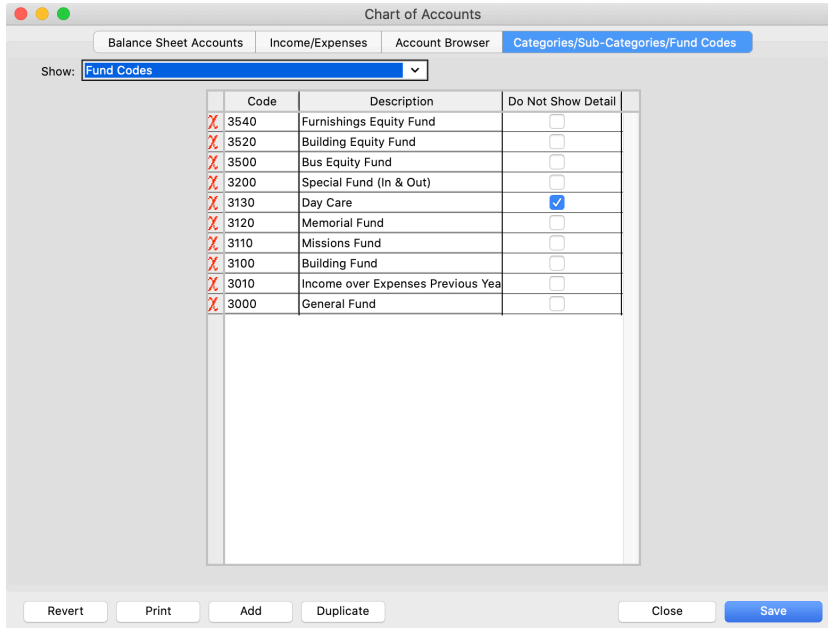
Once Advanced Fund Accounting is turned on and being used it is not an easy process to return to basic fund accounting.

You must first set up Funds under the Funds Definition window. Open the Chart of Accounts window, then select the Categories/Sub-Categories/Fund Codes tab.

# Setting Up Chart of Accounts

## ►Program ►Accounting ►Chart of Accounts

On the Chart of Accounts window, click on the Categories/Sub-Categories/Fund Codes tab. Select Fund Codes from the drop down list.



Funds that are defined here are different from fund balances to which income and expenses are tied. The purpose of Advanced Fund Accounting is to be able to create balance sheets for major funds.

Once the major funds are defined on the Fund Codes pane of the Chart of Accounts window, you may designate Assets, Liabilities, and Funds to the major funds on the Balance Sheet Accounts pane.

When Writing Checks from within CDM+ or doing a Bank Reconciliation, just choose the one asset.

Asset	Number	Account	Start Date	End Date	Balance
1000	Checking		Aug 1 2022	Aug 31 2022	0.00
1010	New Checking Account		Jul 1 2022	Jul 31 2022	0.00
1100	Savings		Jun 1 2022	Jun 30 2022	149,262.00
1200	Investments				

Summary	Current Balance:	122,638.60	Statement Balance:	0.00	
Interest:	+	0.00	Unclrd. Deposits:	+	31,426.28
Bank Charges:	-	0.00	Unclrd. Checks:	-	53,374.55
Adj. Current:	=	122,638.60	Adj. Statement:	=	-21,848.27
Difference (Adjusted Current - Adjusted Statement):		=	144,586.87		

Uncleared Items (double-click to clear)	Date	Check #	Debit	Credit	Reference
	May 6 2022		0.00	3,089.95	456
	Jun 30 2022		0.00	350.88	453
	Jul 8 2022		0.00	2,400.00	185
	Jul 8 2022	1080	0.00	786.99	186
	Jul 8 2022	1081	0.00	434.32	187
	Jul 8 2022	1082	0.00	917.11	188
	Jul 10 2022		28.49	0.00	376
	Jul 11 2022		49.35	0.00	355
	Jul 14 2022		3,000.00	0.00	230
	Jul 15 2022	1129	0.00	800.07	269
	Jul 15 2022	1130	0.00	674.99	270
	Jul 15 2022	1131	0.00	930.19	271
	Jul 24 2022		0.00	2,400.00	190
	Jul 24 2022	1083	0.00	814.01	191
	Jul 24 2022	1084	0.00	481.59	192
	Jul 24 2022	1085	0.00	917.11	193
	Jul 28 2022	(Auto-Draw)	0.00	38.95	239
	Jul 28 2022	1108	0.00	35.17	234

**NOTE:** When making ledger or journal entries, the specific asset/liability/fund for the specific entry must be set.

Amount	Reference Nu...	Transaction...	Type
100.22	134	Dec 27 2022	Journal Entry
1500.00	131	Dec 27 2022	Journal Entry
800.00	130	Dec 27 2022	Journal Entry
480.00	132	Dec 27 2022	Journal Entry
500.00	460	Jan 30 2023	Auto-Draw
63.56	458	Jan 30 2023	Check
150.00	459	Jan 30 2023	Check

Account	Description	Debit	Credit
2030	Payroll Taxes and Withholdings Jan 15 2019	29.81	0.00
2030	Payroll Taxes and Withholdings Jan 31 2019	33.75	0.00
1000	Multiple Line Items		
1000.A1	- Checking (Cash Accounts)		

To generate Separate Balance Sheets for each Fund, choose the Page by Fund option under Report Sort. A Single Sheet Balance Sheet report is also available.

Take a special look at the Net Change line on Balance Sheet to be certain everything is accounted for properly.

## Payroll Liabilities and Advanced Fund Accounting

If you need to charge payroll liabilities to different Fund Codes, you need to activate that function on the Payroll Setting tab of the Payroll Setup window.

Click the checkbox next to "Enable Fund Accounting Posting in Payroll."

Then, you need to specify on a per employee/liability line the liability account to which it should post. If this function is not activated, then all payroll liabilities will show on just one Fund Code balance sheet.

### ► Program ► Payroll ► Payroll Setup ► Payroll Settings tab

The screenshot shows the "Payroll Setup" window with the "Payroll Settings" tab selected. The window is divided into several sections:

- Pay Descriptions:** A list of items with checkboxes and an "Add" button at the bottom. The items are: Health Insurance, Housing, Pastor's Salary, Reg Hours, and Travel.
- Time Off:** A section with radio buttons for "Days" and "Hours" for three categories: Sick Accrues, Vacation Accrues, and Other Accrues. The "Other Description" field contains the text "Personal".
- Enable Advanced Fund Accounting Posting in Payroll:** A checkbox that is checked.
- Buttons:** "Change", "Cancel", and "Save" buttons are located at the bottom right. "Chart Of Accounts" and "Close" buttons are located at the bottom left.