



*Advanced
Accounting*

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Chapter 1: Introduction to Advanced Accounting

In this session, you will learn about the advanced accounting methods available in Ensite Pro. In this session, we will discuss the following topics and how they work with responsibility centers:

- Responsibility Center and G/L Departments concepts
- Global parameters and Chart of Accounts
- Global parameters and Responsibility Centers in Order Entry
- Accounts Payable and Cost of Goods Sold
- Accounts Receivable
- Reporting.

Complete documentation is available in Ensite Pro online help.

Note: Fifteen-digit G/L Numbers and Responsibility Centers are not included in all software packages and require authorization. For more information, contact ECI² sales.

About Responsibility Centers

Responsibility Centers (RC) let you view or report information about a particular segment of the business, even if its activity occurs over multiple locations. As long as there have been organized companies, internal reports have been segmented to better understand the performance of sales districts, product lines, distribution centers, and general and administrative cost centers. The term, responsibility center, refers to a manager or managers who are evaluated on the performance of revenue, profitability, or cost control. For example, Joe, in the Virginia office, is responsible for buying paper for all branches. Joe has a responsibility center assigned to him specifically for paper.

Responsibility centers let you further break down your information. For example, if your revenue or cost center information is currently broken down by location, you can further break it down by responsibility centers within that location. The RC can be controlled by item departments or salesperson.

RCs are now part of your general ledger accounts. In the Chart of Accounts Master window, you can set up fifteen-digit account numbers. The first two digits are location; the next four digits identify the cost or responsibility center; the next six digits specify the major account number; and the final three digits specify the minor account number.

Advanced Accounting

Responsibility centers affect many different areas of the system. You can assign RCs in the following databases: Salespersons, Vendors, Items, General Ledger, and Machines. Responsibility centers also affect the Order Entry and Machines applications.

There are several important issues to consider before setting up the responsibility centers.

- 0000 is the RC summary level center and does not allow posting.
- You must set up a default corporate center. The default center will contain the balance sheet accounts for the location. The default is typically the general and administrative center.
- You must also create a set of accounts for each RC in the Chart of Accounts. Once the accounts for a revenue or expense center have been created, you can use the Copy Records action in the Chart of Accounts Special dialog box to reduce keystrokes as new centers are added.

You should also plan for the future. For example, you might set up the following accounts:

- Center 1200 is set up as the Ohio sales territory – Regional VP
XXXX
- Center 1210 is set up as the Cleveland district – District Mgr YYYYY
- Center 1240 is set up as the Cincinnati district – District Mgr
ZZZZ

Using these examples allows reports to be easily generated for VP XXXX by including the RC range of 1200 – 1240.

If Regional VP XXXX manages sales in Ohio for two separate companies (such as one furniture division and one office supply division), center 1200 would be set up in both companies as the Ohio sales territory. This lets you easily generate reports across locations by limiting the responsibility centers.

A range of open numbers should be left between centers to allow for future growth and changes. For example, Cincinnati may be broken down into two districts or a new district may be added for a new major city. Additionally, districts may be broken down even further into routes. You might leave 20 or more open numbers between the districts. Another advantage of leaving a range of open numbers is that you can later break down the RC information even further.

Before you set up RCs, you must first take into account how you run your business. For example, in addition to creating RCs, you need to set up business types in the General Ledger Departments Parameters. Examples of these types are machine parts or machine services, or service contracts, etc. Therefore, you must first set up parameters before creating and assigning responsibility centers.

About Xtended G/L Numbers

You can enter a fifteen-digit general ledger number in the Chart of Accounts Master window. The first two digits are location; the next four digits identify the cost or responsibility center; the next six digits specify the major account number; and the final three digits specify the minor account number.

Fifteen-digit account numbers offer several advantages:

- You can set up multiple profit centers, maintain one balance sheet, and print multiple income statements.
- Profit centers can be assigned by item department or by customer account number based on the assigned salesperson.
- The major account number can be used to categorize key expenses such as wages, advertising, or delivery expenses. These figures can easily be totaled across various company departments.

You set up fifteen-digit account numbers in the General Ledger Parameters. Use the G/L Master Numbers text boxes to enter general ledger master numbers for A/P, A/R, Cash, Cost, Credit Cards, Deposit, Payroll, Sales, and Taxes. Any master account numbers entered here will override the G/L master numbers set in the (L2) G/L Master Numbers screen.

The following is an example of how seven-digit account numbers compare to fifteen-digit account numbers.

Example of a number from a standard chart of accounts:

01-621-01 Wages Warehouse Manager

01 is the location or profit center.

6 is the book number, with 6 defined as an expense account.

21 is warehouse expenses.

01 is the posting account for warehouse manager wages.

The fifteen-digit account number:

01-0100-621000-001 Wages Warehouse Manager

01 is the location or profit center.

0100 is responsibility center.

6 is the book number, with 6 defined as an expense account.

21000 is the expanded major number for warehouse expenses.

001 is the minor number, allowing 999 posting accounts for each major.

Requirements for Xtended G/L Numbers

You must be authorized for Extended G/L to use these features: fifteen-digit G/L numbers, responsibility centers, and General Ledger departments.

- To use these features, you must first be authorized for Premium.
- To use these features, you must be authorized for Extended G/L.
- The Activate Extended GL Numbers and Responsibility Centers text box in the General Ledger General Configuration parameters activates fifteen-digit general ledger numbers and responsibility centers. Type **Y** to activate these features.
- In the General Ledger Parameters, you can also set up Responsibility Centers and G/L Departments.
- Set up fifteen-digit account numbers in the General Ledger Master Numbers Parameters.
- You can also enter the fifteen-digit account number in the Expense G/L # box in the Vendor Master tab.
- All postings for general ledger, order entry, accounts receivable, and accounts payable must be done in Ensite Pro (not text-based software).
- All general ledger reports must be run in Ensite Pro.

Chapter 2: Setting Up Global Parameters & the Chart of Accounts

First, determine how you want to define responsibility centers.

Setting Up Xtended G/L Numbers

In this section, we'll give you examples of different ways to set up Xtended G/L numbers.

Example One:

The type of product defines the responsibility center as:

0100 Office Supplies Profit Center

0200 Furniture Profit Center

0300 Office Machines Profit Center

If you are a dealership with a single location, this allows you to have multiple profit centers while maintaining a single balance sheet.

Dealers with multiple locations are still able to print an income statement by location, as well as by division with the division shown by responsibility center.

Example Two:

The customer (via salesperson) assigned to the sale determines the responsibility center. In this example, you may have multiple income statements while maintaining a single balance sheet. This works well for dealers who have satellite offices with no inventory, or dealers who want to set up a salesperson as an individual profit center. This way, they can easily track profitability for that person or office. The inventory sales in the Item database are still tracked by the location in which the order is placed. Therefore, this does not allow for physical stocking locations.

0001 Fort Worth Corporate Office

0200 Dallas Sales Office

0300 Waco Sales Office

Corporate Responsibility Centers

In both of the above examples, all balance sheet accounts default to one RC (0001 Corporate). This is set up in the General Ledger General Configuration Parameters.

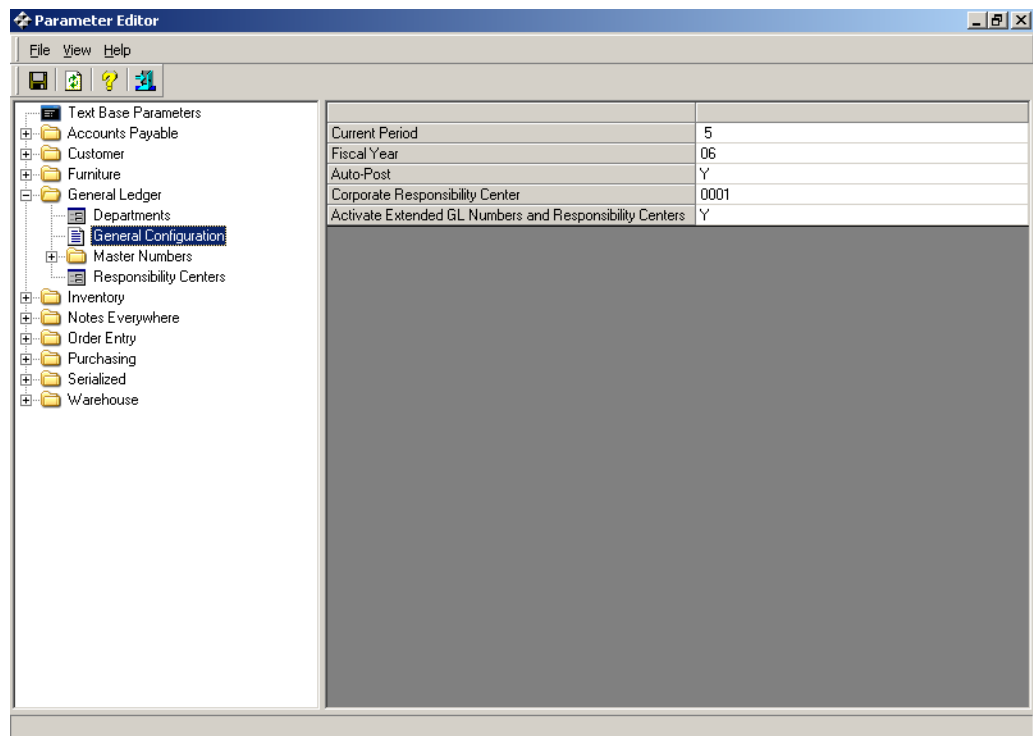
For both of these examples, you must meet the requirements listed under the heading **Requirements for Xtended G/L Numbers**.

Setting Up Chart of Accounts for Responsibility Centers

Set up your chart of accounts for responsibility centers.

1. The standard DDMS chart of accounts is set up with only responsibility center of 0000.
2. The 0000 set of account numbers need to include all G/L accounts and descriptions. Be sure that the corporate responsibility center contains all general ledger numbers.
3. Copy the 0000 responsibility center from 0000 to the corporate responsibility center as shown in Figure 1.
4. Copy the 0000 records to your first responsibility center.
5. Delete all balance sheet accounts from your first responsibility center.
6. Copy this set of accounts to the remainder of the responsibility centers you have set up.

Figure 1: The General Ledger General Configuration Parameters



Chapter 3: Setting Up Global Parameters & RC in Order Entry

In this chapter, we explain how to set up our examples.

Setting Up Example One

For Example One, assign the responsibility center based on item department.

Setting Up Responsibility Centers for Example One

- 1 From the Ensite Pro Master Menu, double-click



- 2 From the Keyop Menu, double-click




- 3 From the Parameter Editor window, double-click General Ledger.
- 4 Double-click Responsibility Centers.

Figure 2: The Responsibility Centers Dialog Box

Responsibility Centers									
File Help									
Location 1 ? ?									
	Responsibility Center		Type Limits		Additional Types				
	Number	Description	From	To	1	2	3	4	5
1	0100	Supplies	OS	OS	SP	ST			
2	0200	Furniture	FN	FN	F1				
3									
4									
5									
6									
7									
8									
9									
10									

- 5 The Responsibility Centers dialog box opens. Use this dialog box to add or delete responsibility centers. Press the Space Bar to begin entering information. See Figure 2. In this figure, all supply-related items post to responsibility center 0100 and all furniture-related items post to responsibility center 0200. The type limits of OS, SP, ST, FN, and FI will be used in the G/L Department parameters.



In the Location box, enter the location for which you want to enter responsibility centers. The default for this box is location one.


- 6 In the Responsibility Center Number box, enter the RC number.
- 7 In the Responsibility Center Description box, enter the description for this responsibility center.
- 8 Type codes allow you to group item departments so that you can limit by business type. This code is defined in the General Ledger Departments Parameters. In the Type Limits From/To boxes, enter the type code that you want to limit to for this responsibility center. Enter the beginning of the range in the From box and the end of the range in the To box.
- 9 In the Additional Types 1, 2, 3, 4, 5 boxes, you can enter up to five additional limits for this responsibility center. These type codes are defined in the General Ledger Departments Parameters.
- 10 Close the Responsibility Centers dialog box and click  to save your changes.

Setting Up General Ledger Departments for Example One

You assign the item to a responsibility center and G/L codes by matching the item department to the Dept column in the G/L Departments Parameters to the Type Limit set up in the Responsibility Center Parameters. By setting this parameter, you are assigning each item to post to the appropriate responsibility center. The Dept column relates directly to the G/L department in the Item window.

If an invalid G/L number error message appears, the account is not set up in the corporate responsibility center.

- 1 In the Parameters Editor window, double-click General Ledger.
- 2 Double-click Departments.
- 3 The G/L Departments dialog box opens. Use this dialog box to add or delete general ledger departments.
 - Click  to add a department.
 - To delete a department, highlight the department and click .

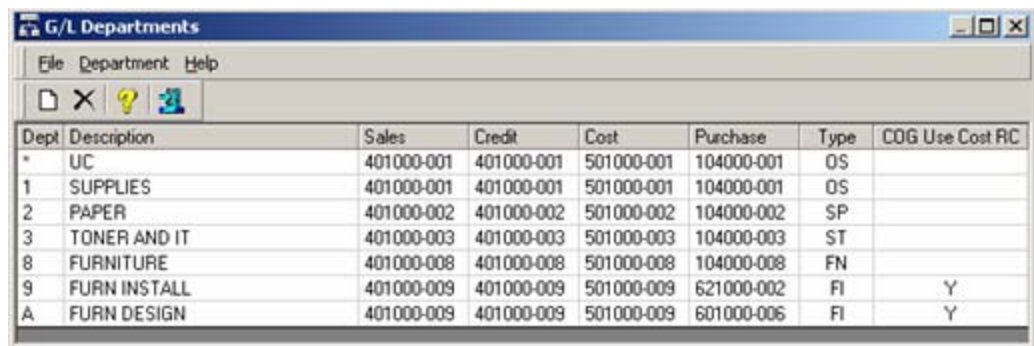
- 11 The COG Use Cost RC box lets you indicate whether to move dollars from an expense account to cost of goods. To move dollars from expenses to cost of goods, type Y in this box. For example, if this is an expense such as labor, you would type Y. If you do not want to move dollars from expenses to cost of goods, leave this box blank. If this example were a product, you might leave this box blank.
- 12 Close the G/L Departments dialog box and click  to save your changes.

Understanding the Type Limit

When an item is placed on an order, the GL Dept assigned to the item in the Item Master tab checks the Dept box in the G/L Department Parameters. If these match, the system uses this to search for the responsibility center. The system finds the RC by checking the Type Limits boxes in the Responsibility Center Parameters. The Sales G/L code is set. The Credit, Cost and Purchase columns will be used at a later time. Previously, the item's G/L department was set by the minor number posted. Now, the G/L Department parameters control the posting account.

If the G/L department is 1, it will match on the second line of GL Dept box in the Item Master tab. See Figure 3. This line is Type OS. This type finds a corresponding type in the first line of the responsibility parameter, so it will post to the responsibility center 0100.

Figure 4: The G/L Departments Parameters Dialog Box



Dept	Description	Sales	Credit	Cost	Purchase	Type	COG Use Cost RC
*	UC	401000-001	401000-001	501000-001	104000-001	OS	
1	SUPPLIES	401000-001	401000-001	501000-001	104000-001	OS	
2	PAPER	401000-002	401000-002	501000-002	104000-002	SP	
3	TONER AND IT	401000-003	401000-003	501000-003	104000-003	ST	
8	FURNITURE	401000-008	401000-008	501000-008	104000-008	FN	
9	FURN INSTALL	401000-009	401000-009	501000-009	621000-002	FI	Y
A	FURN DESIGN	401000-009	401000-009	501000-009	601000-006	FI	Y

The first record in the G/L Department Parameters is always set to * (asterisk), as shown in Figure 4. This tells the system where to post any items that do not have a match in this window. If you have an item assigned to G/L department 5 in the Item database, and department 5 is defined in this parameter, the entry will post to the responsibility center and G/L code to which the * entry is assigned. This record must be set up before you can enter any additional G/L departments.

Note: Every G/L number set in the G/L Department Parameters must exist in RC 0001 (corporate RC) or the Invalid G/L Number error message appears.

Example 1A

In location 01, you have an order containing three items. Item 1 has G/L department 1 and a price of \$50. Item 2 has G/L department 8 with a sale price of \$40. Item 3 has G/L department 3 with a sale price of \$10 and sales tax of \$5. The following is an example of how these G/L postings would look.

01-0001-102000-001	A/R trade	105.00	debit
01-0001-220000-030	Sales tax	5.00	credit
01-0100-401000-001	Sales	50.00	credit
01-0100-401000-003	Sales	10.00	credit
01-0200-401000-008	Sales	40.00	credit

Note: All balance sheet entries post to the corporate responsibility center of 0001 while the sales entries are broken out into their corresponding responsibility center.

Responsibility Center Flow for Technology

Service Contract Sales: In the Machine Contract Types Departments tab, you can set up RCs by department. You can set as many as 10 departments to break out for contract or meter income. This income amount can be controlled by a percentage or by an actual dollar amount for each department you create. Examples for using this breakout would be to allocate portions of the contract income to 1) Service Depts, 2) Supply Sales, 3) Parts, and so on. Contract types act as the default contract information when you sell a contract. However, you can always change the default information in the Serialized Order Entry window. The contract information is then updated in the Contract Detail window when you complete the sale.

Contract Billings: Contract billings and renewals use the same logic as described above when selling a machine. In this case, the RC is driven by the contract detail record on a per machine basis. The billing uses the RC directly from the departmental breakout you specify.

Machine Sales: When selling a machine in the Serialized Order Entry window, the system uses the same flow as Commercial Order Entry. The system pulls the RC from the Salesperson database assigned to the customer. If a salesperson is not set up for the customer, the system pulls the RC from the tables set up in the Serialized Parameters.

Machine Work Orders: You can also set up a RC in the Machine Tools Territories tab. The territory RC you specify would then become the default for the work order. This allows the cost of the work order to flow back against the income of the contract. In a billable situation, the cost and income is controlled by the territory RC assigned to the work order.

Machine Supply Sales: This feature allows you to place an order for covered supply items as well as non-covered supply items from within the Commercial Order Entry window. When selling supply items in the Commercial Order Entry window, the system pulls the RC from the Salesperson database assigned to the customer. If a salesperson is not set up for the customer, the system pulls the RC from the tables set up in the Serialized Parameters.

Setting Up Example Two

For Example Two, assign the responsibility center based on salesperson. Using this method, you do not need to set up the G/L Departments parameters.

Figure 5: Setting Up Responsibility Centers

Responsibility Center		Type Limits		Additional Types				
Number	Description	From	To	1	2	3	4	5
1	0001							
2	0200							
3	0300							
4								
5								
6								
7								
8								
9								
10								

Setting Up Responsibility Centers for Example Two

- 1 From the Ensite Pro Master Menu, double-click




- 2 From the Keyop Menu, double-click



- 3 From the Parameter Editor window, double-click General Ledger.
- 4 Double-click Responsibility Centers.
- 5 The Responsibility Centers dialog box opens. Use this dialog box to add or delete responsibility centers. Press the Space Bar to begin entering information.

In the Location box, enter the location for which you want to enter responsibility centers. The default for this box is location one.

- 6 In the Responsibility Center Number box, enter the item department number for this responsibility center. See Figure 5.
- 7 In the Responsibility Center Description box, enter the description for this responsibility center.
- 8 Since we are setting up responsibility centers for salespersons, Type limits do not apply. Close the Responsibility Centers dialog box and click  to save your changes.

Setting Up Salespersons for Example Two

Note: Setting up the responsibility center for salespersons overrides the GL Dept box in the Item Master tab.

- 1 From the Ensite Pro Master Menu, double-click



- 2 Retrieve the salesperson to which to assign the responsibility center.

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- 3 Use the drop down arrow in the R/C box to select the responsibility center. See Figure 6. In this example, our salesperson's address is Fort Worth, Texas, so we are assigning him to RC 0001.

By using this method, the sales G/L accounts on an order post to the same responsibility center. You will not have multiple responsibility centers for sales G/L codes from one invoice. The balance sheet G/L numbers still post to the corporate responsibility center as in Example One. If both the Salesperson and the G/L Department parameters are set, the salesperson responsibility center overrides and posts to general ledger.

- 4 Close the Responsibility Centers dialog box and click  to save your changes.

Figure 6: Setting Up Salespersons

General Information

SalesPerson #: 101

Name: TEST SALESPERSON

Address: 1234 FORT WORTH WAY

City: FORT WORTH

St: TX Zip: 76262

Phone: 800-959-3367

Password: _____

R/C: 0001 Group: _____ District: _____

Restrict O/E Inquiry: (Furniture)

History

	Month	Year	Last Year
Sales	13.41	1125.54	0
Cost	6.22	712.32	0
Margin	7.19	413.22	0
Gross %	53.62	36.71	0

Text Base Usage Options:

Use Text Base O/E

Use Text Base P/O

Use Text Base A/R

Use Text Base A/P

Disallowed Pay Codes:

User Type: _____

Example 2A

If you created an order with three items for a salesperson assigned to R/C 0200, item 1 being in G/L dept 1 with a price of \$50.00; item 2 in G/L department 8 with a sale price of \$40.00; and item 3 in G/L department 3 with a sale price of \$10.00 and sales tax of \$5.00; the following postings are made to general ledger:

01-0001-102000-001	A/R trade	105.00	debit
01-0001-220000-030	Sales tax	5.00	credit
01-0200-401000-001	Sales	50.00	credit
01-0200-401000-003	Sales	10.00	credit
01-0200-401000-008	Sales	40.00	credit

Note: All balance sheet entries post to the corporate responsibility center or 0001. The sales entries are in responsibility center 0200. When using salesperson responsibility centers, you do not have multiple RCs.

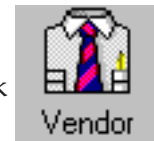
Chapter 4: Accounts Payable & Cost of Goods Sold

In this chapter, we'll discuss how to set up RCs in the vendor database and the Cost of Goods Sold report.

Setting Up Vendors

Before posting to accounts payable, you must set up vendors with default RCs.

- 1 From the Ensite Pro Master Menu, double-click



- 2 In the Vendor Master tab, retrieve the vendor as you normally would.
- 3 The Expense G/L # displays the assigned expense general ledger account number for this vendor. The first part of this box is the RC number for this account. The following two boxes are the major and minor number. This number displays in the Accounts Payable Invoice tab where it is used to identify vendors.

Figure 7: Setting Up Vendors

Vendor: SMITH - ABC

File View Help

Master RemitTo/Settings Account Status

Billing Address

Vendor # SMITH Code: A Mach Dlr: Comm: <None>

Name: ABC Minimum Order \$/#/Cu:

Address: 4357 SOUTHLAKE Minimum Freight \$/#/Cu:

City: ROANOKE Ship Method:

St: TX Zip: 98765 Contact: JEFF DWENS

Phone: - - Fax: - - Acct #:

Expense G/L # 23 000 029 Trade Discount Information

Sales/Purch Major: 23 000 Use RC: P/O Detail:

Discount % 34.0 Terms: Net Terms:

Enter the RC in the first box. See Figure 7. (When posting in A/P, you can override this number, if needed.)

- 4 The Use RC box indicates which responsibility center number to use when posting invoices and purchase orders in Accounts Payable. To follow the responsibility center flow and set the reverse responsibility center number to the number set in the Responsibility Center dialog box, check this box.

To use the default (corporate) responsibility center number set in the G/L Departments dialog box, leave this box blank.

To have a responsibility center assigned on the purchase order, the purchase orders must have originated from a sales order.

You would check the Use RC box if you are posting directly to cost of goods sold.

If you are posting to the inventory account, you would want to post to the corporate responsibility center. You would not check the Use RC box for that vendor.

- 5 Click .

Cost of Goods Sold

The Cost of Goods Sold Report checks the COG Use Cost RC box in the G/L Department Parameters.

Product items: For the cost of goods to credit inventory in the corporate responsibility center (0001) and to debit the cost of goods sold in the appropriate responsibility center (0100, 0200, etc) assigned to that item, the COG Use Cost RC box in the G/L Department Parameters should be left blank.

Labor and other costs: For the system to reduce another expense account (credit) and increase the cost of goods account (debit), you would set the COG Use Cost RC box to blank. In Figure 8, 601000-006 is the payroll account for design and 621000-002 is the expense account for installation. By running the cost of goods batch, the cost associated with the job is moved from the payroll account to the cost of goods. If you want the expenses of the payroll to remain in the payroll instead of cost of goods sold, then these item department codes must be excluded from the Cost of Goods report.

Note: If you are using the Furniture Work In Progress (WIP) program, all associated costs of an order must post to the cost of goods sold.

Figure 8: G/L Departments Parameters

Dept	Description	Sales	Credit	Cost	Purchase	Type	COG Use Cost RC
*	UC	401000-001	401000-001	501000-001	104000-001	OS	
1	SUPPLIES	401000-001	401000-001	501000-001	104000-001	OS	
2	PAPER	401000-002	401000-002	501000-002	104000-002	SP	
3	TONER AND IT	401000-003	401000-003	501000-003	104000-003	ST	
8	FURNITURE	401000-008	401000-008	501000-008	104000-008	FN	
9	FURN INSTALL	401000-009	401000-009	501000-009	621000-002	FI	Y
A	FURN DESIGN	401000-009	401000-009	501000-009	601000-006	FI	Y

Chapter 5: Accounts Receivable

In this chapter, we'll discuss posting A/R payments.

Accounts Receivable Payments Tab

The Accounts Receivable Payments tab is shown in Figure 9. All postings in the Payments tab post to the corporate responsibility center, for example, RC 0001. All postings made in this tab post to balance sheet accounts (A/R trade and Cash). The exception is discounts when posting. These post to the corporate center. Since item departments may be used to set the responsibility center and there is no item detail in the accounts receivable file, the system defaults to the corporate responsibility center.

The screenshot displays the 'Accounts Receivable Posting' window with the 'Payments (F2)' tab selected. The interface is divided into several sections:

- Batch:** Fields for Batch, Post Date (3/6/2006), Bus. Period, and Control G/L.
- Customer:** Fields for ID, Name (redacted), Address, and Remarks. Includes checkboxes for 'Statement Exempt' and 'Update Customer History', and a 'View Deposits' button.
- Payment Information:** Fields for Check #, Chk Amount (0.00), CC Amount (0.00), Credit Amt (0.00), Available (0.00), and Applied (0.00). Includes buttons for 'Enter Payments To Invoices', 'Post Payments To A/R', and 'Cancel Payments'.
- Aged Invoice Totals:** Fields for Prev, Current, and Total.
- Find Invoice:** Fields for Invoice, Short PO, and Long PO.

At the bottom, a table header is visible with columns: C, Customer ID, Invoice #, Date, Inv Balance, Payments, Discount Amt, Amount Due, Reverse GL, Loc, and Dispute.

Figure 9: A/R Payments Tab

Accounts Receivable Post/Change Tab

The Accounts Receivable Post/Change tab is shown in Figure 10. As in Accounts Payable, you can post to any RC.

**Figure 10: A/R
Post/Change
Tab**

Invoice #	Date	Check #	Charges	Payments	Discount	Type

Chapter 6: Reporting

In this chapter, we'll discuss Trial Balance Reports and Financial Reports.

Trial Balance Reports

When running Trial Balance Reports, you can now limit by responsibility center. See Figure 11.

The Trial Balance Report can be limited to a responsibility center for a single location or across all locations. This lets you run a Trial Balance Report for a location, profit center, or a combination of both.

Trial Balance Reports

Select a Report Level to run :

Minor

Report limits :	From	To
Company		
RC	0100	0100
Book		
Major		
Minor		
Category		
SubCat		
Period		
Fiscal Year	1	

Options :

- Sort By Account Number
- Suppress Zero Accounts
- Suppress Zero Balances
- Display Acct Categories
- Display Carry Forward

Build Report Close

Figure 11: RC Boxes in the Trial Balance Reports Dialog Box

Financial Reports

When running Financial Reports, you can now limit by responsibility center. See Figure 12.

Income statements can be limited to a single location and responsibility center. If you have three locations and office supply and furniture divisions in each, you could run the income statement limited to furniture or supply sales across all three locations as well as the profitability of each.

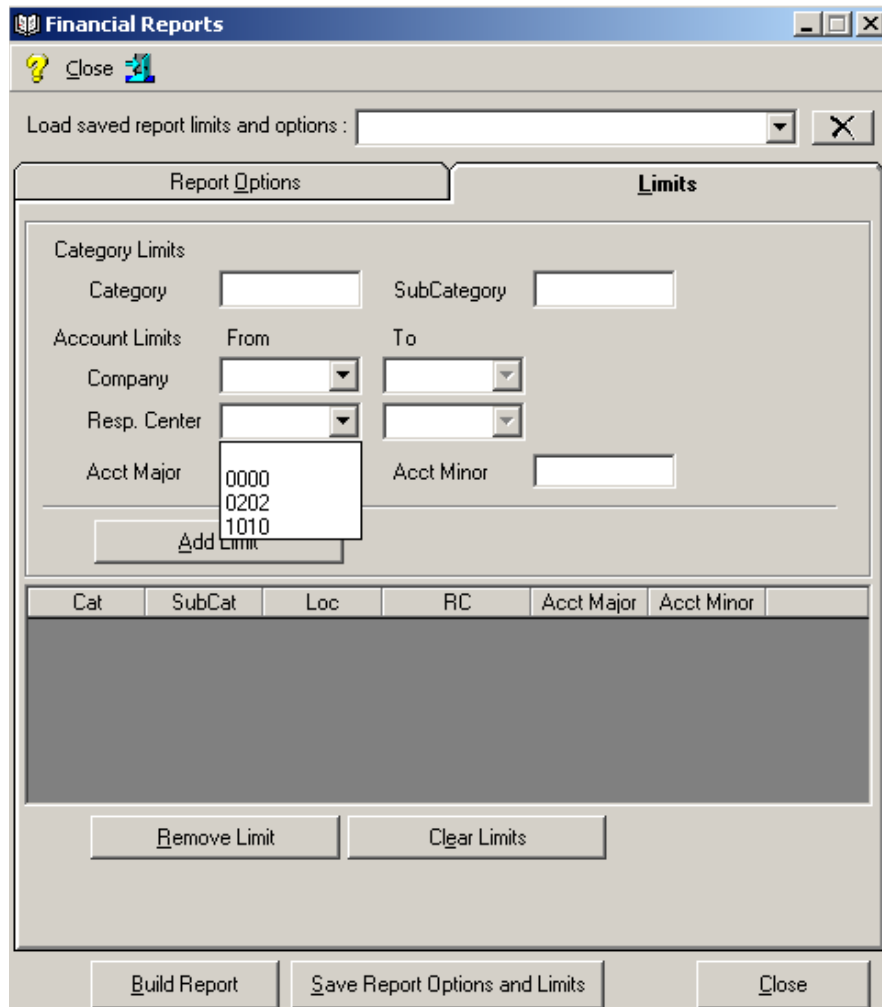


Figure 12: Resp Center Boxes in the Financial Reports Dialog Box