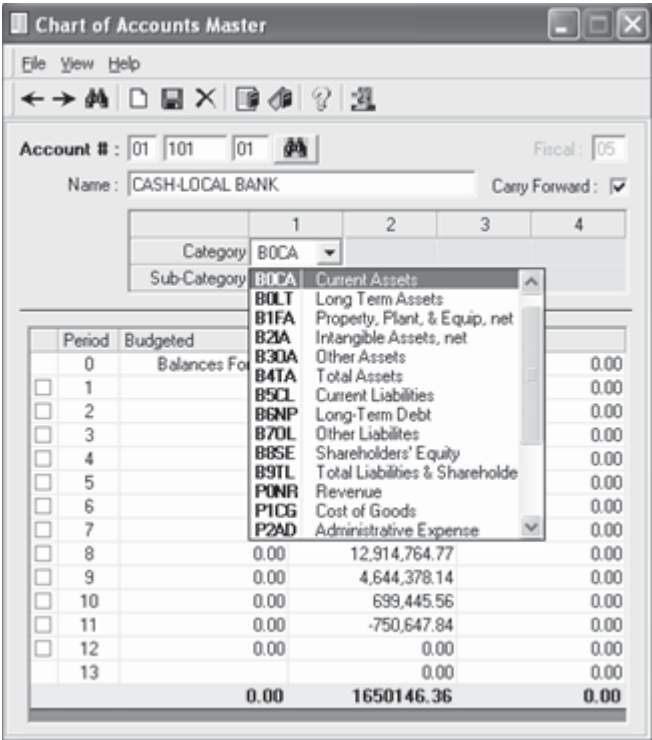


Categories for Chart of Accounts

Your Ensite Pro system has default categories assigned however, you can change these default categories, as needed. Categories are pre-defined as well as pre-assigned. Simply click the drop-down arrow in the Category box and select a category for this account, as shown in Figure 6. As you can see in this figure, balance sheet accounts start with the letter B and profit and loss statements begin with a P. For a listing of all the pre-defined categories, refer to the heading **Category List**.

You can make changes to categories and sub-categories. From the Chart of Accounts Master window, click View then select Category. You can search for the category or sub-category you want to change using the search feature then simply highlight the text to make your changes.

Figure 6: The Category List Box

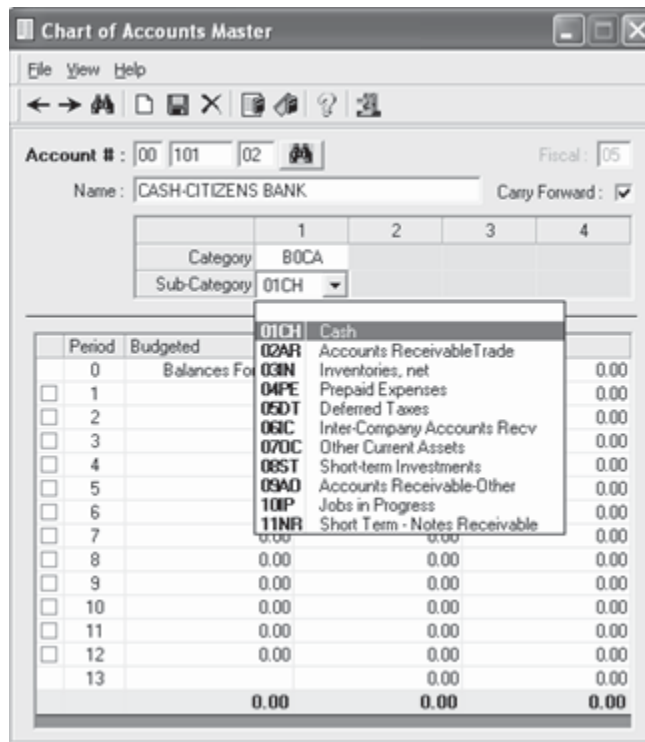


Sub-categories for Chart of Accounts

You can assign sub-categories to your chart of accounts. These sub-categories are pre-defined and are based on the category that you selected. For example, since we selected Current Assets as the category, only subcategories of Current Assets are listed.

Simply click the drop-down arrow in the Sub-Category box and select a sub-category for this account, as shown in Figure 7. For a listing of all the pre-defined sub-categories, refer to the heading **Sub-category List**.

Figure 7: The Sub-Category List Box



Category List

The following categories are pre-defined. You can also edit categories and sub-categories. From the Chart of Accounts Master window, click View then select Categories. The Category/Sub Category dialog box opens.

- **BØCA:** Current Assets
- **B1FA:** Property, Plant, & Equip, net
- **B2IA:** Intangible Assets, net
- **B3OA:** Other Assets
- **B4TA:** Total Assets
- **B5CL:** Current Liabilities
- **B6NP:** Notes Payable
- **B7OL:** Other Liabilities
- **B8SE:** Shareholders' Equity
- **B9TL:** Total Liabilities & Shareholder
- **PØNR:** Revenue
- **P1CG:** Cost of Goods
- **P2EX:** Expenses
- **P3OI:** Other Income (Expenses)

Sub-category List

Sub-categories are pre-defined and are based on the category.

Category **BØCA:** Current Assets

Sub-categories include:

- **01CH:** Cash
- **02AR:** Accounts Receivable
- **03IN:** Inventories, net
- **04PE:** Prepaid Expenses
- **05DT:** Deferred Taxes
- **06IC:** Intercompany Accounts Receivable
- **07OC:** Other Current Assets

G/L Account Categories

Category B1FA: Property, Plant, & Equip, net

Sub-categories include:

- **11RP:** Real Property, net
- **12A:** Automobiles, net
- **13CE:** Computer Equipment, net
- **14E:** Equipment, net
- **15FF:** Furniture and Fixtures, net
- **16LI:** Leasehold Improvements, net

Category B2IA: Intangible Assets, net

Sub-categories include:

- **21CR:** Copyrights, net
- **22GW:** Goodwill, net
- **23P:** Patents, net
- **24OI:** Other Intangible Assets, net

Category B3OA: Other Assets

Sub-categories include:

- **31OA:** Other Assets

Category B4TA: Total Assets

Sub-categories include:

- **41TA:** Total Assets

Category B5CL: Current Liabilities

Sub-categories include:

- **51AP:** Accounts Payable
- **52AE:** Accrued Expenses
- **53PR:** Accrued Payroll & Benefits
- **54PT:** Accrued Payroll Taxes
- **55ST:** Sales Taxes Payable
- **56IT:** Income Taxes Payable
- **57IC:** Intercompany Accounts Payable
- **58OC:** Other Current Liabilities

Category B6NP: Notes Payable

Sub-categories include:

- **61NB:** Notes Payable Banks
- **62NS:** Notes Payable Shareholders

Category B7OL: Other Liabilities

Sub-categories include:

- **71OL:** Other Liabilities

Category B8SE: Shareholders' Equity

Sub-categories include:

- **81PS:** Preferred Stock
- **82CS:** Common Stock
- **83PC:** Paid-In Capital
- **84TS:** Treasury Stock
- **85RE:** Retained Earnings
- **86NI:** Current Net Income

Category B9TL: Total Liabilities & Shareholders

Sub-categories include:

- **91TL:** Total Liabilities & Shareholders

Category PØNR: Revenue

Sub-categories include:

- **Ø1SL:** Sales
- **Ø2SD:** Less: Sales Discount

Category P1CG: Cost of Goods

Sub-categories include:

- **11CG:** Cost of Goods Sold
- **12FR:** Shipping/Freight
- **13PK:** Packaging
- **14DL:** Delivery Expenses

Category P2EX: Expenses

Sub-categories include:

- **21A:** Advertising & Selling Expense
- **22AD:** Amortization and Depreciation
- **23AE:** Automobile Expenses
- **24BD:** Bad Debt Expense
- **25BF:** Bank Fees
- **25CC:** Credit and Collection Expenses
- **26CS:** Computer Software
- **27CF:** Conferences and Seminars
- **28CL:** Contract Labor
- **29CD:** Contributions and Donations
- **29DF:** Directors' Fees
- **29DS:** Dues and Subscriptions
- **2AET:** Education and Training
- **2BEB:** Employee Benefits
- **2CF:** Freight
- **2DI:** Insurance
- **2EIN:** Interest
- **2ELB:** Lease - Building
- **2ELE:** Lease - Equipment
- **2FME:** Meals and Entertainment
- **2GM:** Meetings
- **2HMS:** Miscellaneous Expenses
- **2IOS:** Payroll - Officers' Salaries
- **2JSW:** Payroll - Salaries & Wages
- **2KPT:** Payroll Taxes
- **2LP:** Postage
- **2MPR:** Printing Expenses
- **2NPS:** Professional Services

- **2OR:** Recruiting Expenses
- **2QRB:** Repair & Maintenance - Building
- **2RRC:** Repair & Maintenance - Computer
- **2SRE:** Repair & Maintenance - Equip
- **2TS:** Settlements
- **2USL:** State and Local Taxes
- **2VSC:** Supplies - Computer
- **2WSO:** Supplies - Office
- **2XSW:** Supplies - Warehouse
- **2YTE:** Telephone
- **2YTR:** Travel
- **2ZUN:** Uniform Expenses
- **2ZUT:** Utilities

Category P3OI: Other Income (Expenses)

Sub-categories include:

- **31OI:** Other Income (Expenses)

Category P4IT: Provision for Income Taxes

Sub-categories include:

- **41IT:** Provision for Income Taxes