



### Overview

The account sections are used to customize the presentation of financial reports by enabling you to group accounts and total the accounts in a group. You can dictate the groupings, heading names and total name labels within a major section of the report and cause an account's dollar amount to be placed wherever you want. You can define grouping up to three levels down from the major section. Each account can be assigned to a specific account section.

The default for Account Sections is one section for each [Account Type]. The exception is the [Account Type] Equity, which on appropriate reports is broken down to Current Year Earnings and Retained (prior year) Earnings. Each account (i.e. Fees, Plumbing, Advertising) is assigned an account type (i.e. Income, Expenses) which determines the major section of the report in which it will appear.

By adding Account Sections you can structure a report so the accounts get grouped and subtotaled within the default section. You can go down three levels. Thus you could take Expenses and break out Utilities. Then you could take Utilities and break it down into City and County. You could then take City and break it down to Reimbursible and Non-Reimbursible.

The sequencing of the sub-groupings is based on the ledger code assigned to the Account Section.

This approach to determining the report layout gives maximum flexibility since any account can be anywhere on the report. There are no restrictions on its positioning. See on-line Help for setting up the account sections. See the Examples below for further explanation of how you can define account sections to format financial reports.

If no account sections are defined, all accounts fall under their major report section heading, determined by their account type.

A second level breakdown requires an account section like Utilities, G&A, etc. These account sections do not have the Main Section or Sub Section fields filled in.

A third level breakdown requires an account section with a main account reference filled in.



The fourth level breakdown requires that an account section be defined with both the Main Section and Sub Section fields filled in.



[Account Section] X


ID  Ledger Code


Section Header Description


Section Total Description

Main Section   




Sub Section   

Balance Sheet  

Revenue and Expense  

Cash Flow  

Associated Account Type

?    Save Report Close

## One Level Breakdown

There are two major sections, Income and Expense and you want no further subheadings other than the accounts themselves. No additional account sections are defined. A Revenue and Expense or Cash Flow report would look as follows:

Revenue and Expenses				
Wednesday, August 1, 2018 to Friday, August 31, 2018				
Maple HOA				
Cash Accounting Year Starts January 1, 2018				
	Current	Percent	Year To Date	Percent
<b>INCOME</b>				
Income				
Bank Interest Earned	\$0.00	0.0	\$55.00	0.9
Late Fee Income	\$0.00	0.0	\$100.00	1.7
Legal Fee Income	\$0.00	0.0	\$22.00	0.4
Miscellaneous Income	\$0.00	0.0	\$67.25	1.2
Monthly Dues	\$492.00	68.9	\$3,936.00	67.7
NSF Fee	\$0.00	0.0	\$20.00	0.3
Special Assessment	\$222.00	31.1	\$1,614.00	27.8
Total Income	\$714.00	100.0	\$5,814.25	100.0
Other Income				
Discount taken	\$0.00	0.0	\$39.00	0.7
Total Other Income	\$0.00	0.0	\$39.00	0.7
TOTAL INCOME	\$714.00	100.0	\$5,853.25	100.7
<b>EXPENSES</b>				
Expenses				
Accounting	\$0.00	0.0	\$288.12	5.0
Bank Service Charge	\$0.00	0.0	(\$45.00)	0.8
Electric	\$66.45	9.3	\$610.63	10.5
Gas	\$98.27	13.8	\$366.15	6.3
Lawn Service	\$252.92	35.4	\$679.92	11.7
New Expense	\$0.00	0.0	\$128.25	2.2
NSF Bank Charge	\$0.00	0.0	\$3.00	0.1
Pest Control	\$111.24	15.6	\$211.24	3.6
Repairs & Maintenance	\$0.00	0.0	\$450.61	7.8
Trash Collection	\$0.00	0.0	\$127.00	2.2
Total Expenses	\$528.88	74.1	\$2,819.92	48.5
TOTAL EXPENSES	\$528.88	74.1	\$2,819.92	48.5



## Account Section / Account Code



Expenses [Account Section] ×


ID EXPENSE Expenses Ledger Code 5000


Section Header Description Expenses


Section Total Description Total Expenses


Main Section  










Sub Section  

Balance Sheet Totalled Details 

Revenue and Expense Totalled Details 


Cash Flow Totalled Details 



Associated Account Type Expenses 



       Save  Report  Close



Electric [Account] ×

ID ELECTRIC Electric Ledger Code 6220  Active










Account Type  
Expenses   Bank Account  
 Checking Account  
 Accrual Payable or Receivable

Account Sections  
Balance Sheet CURRENT YR: Current Year Earnings  

Revenue and Expense EXPENSE: Expenses  

Cash Flow EXPENSE: Expenses  

1. Account Options / 2. Checking Account Setup / 3. MICR Check Setup /

       Save  Report  Close

## Two Level Breakdown

There are two major sections - Income and Expense. You may want to get a total on Utilities as a subset of Expenses. You would set up an Account Section for Utilities and assign the utility accounts to that Account Section. No main or sub sections would be assigned. The report would look as below:

Revenue and Expenses				
Wednesday, August 1, 2018 to Friday, August 31, 2018				
Maple HOA				
Cash Accounting Year Starts January 1, 2018				
	Current	Percent	Year To Date	Percent
<b>INCOME</b>				
Income				
Bank Interest Earned	\$0.00	0.0	\$55.00	0.9
Discount taken	\$0.00	0.0	\$39.00	0.7
Late Fee Income	\$0.00	0.0	\$100.00	1.7
Legal Fee Income	\$0.00	0.0	\$22.00	0.4
Miscellaneous Income	\$0.00	0.0	\$67.25	1.2
Monthly Dues	\$492.00	68.9	\$3,936.00	67.7
NSF Fee	\$0.00	0.0	\$20.00	0.3
Special Assessment	\$222.00	31.1	\$1,614.00	27.8
Total Income	\$714.00	100.0	\$5,853.25	100.7
TOTAL INCOME	\$714.00	100.0	\$5,853.25	100.7
<b>EXPENSES</b>				
Expenses				
Accounting	\$0.00	0.0	\$288.12	5.0
Bank Service Charge	\$0.00	0.0	(\$45.00)	0.8
Electric	\$66.45	9.3	\$610.63	10.5
Gas	\$98.27	13.8	\$366.15	6.3
Lawn Service	\$252.92	35.4	\$679.92	11.7
New Expense	\$0.00	0.0	\$128.25	2.2
NSF Bank Charge	\$0.00	0.0	\$3.00	0.1
Pest Control	\$111.24	15.6	\$211.24	3.6
Repairs & Maintenance	\$0.00	0.0	\$450.61	7.8
Sewer	\$92.11	12.9	\$225.11	3.9
Trash Collection	\$45.00	6.3	\$172.00	3.0
Water	\$67.45	9.4	\$387.45	6.7
Total Expenses	\$733.44	102.7	\$3,477.48	59.8
TOTAL EXPENSES	\$733.44	102.7	\$3,477.48	59.8
<b>NET INCOME (LOSS)</b>	(\$19.44)	2.7	\$2,375.77	40.9



## Account Section / Account Code


Utilities [Account Section] ×

ID UTILITIES Utilities Ledger Code 9999

Section Header Description Utilities

Section Total Description Total Utilities

Main Section   










Sub Section  

Balance Sheet Totalled Details

Revenue and Expense Totalled Details

Cash Flow Totalled Details



Associated Account Type



       Save  Report  Close



Electric [Account] ×

ID ELECTRIC Electric Ledger Code 6220  Active










Account Type  
Expenses   Bank Account  
 Checking Account  
 Accrual Payable or Receivable

Account Sections  
Balance Sheet CURRENT YR: Current Year Earnings   

Revenue and Expense UTILITIES: Utilities   

Cash Flow UTILITIES: Utilities   

1. Account Options / 2. Checking Account Setup / 3. MICR Check Setup

       Save  Report  Close

### Three Level Breakdown

There are two major sections - Income and Expense. You may want to get a total on Utilities as a subset of Expenses. You also want to break down Utilities into County and City supplied. You would set up Account Sections for Utilities (as on the two level breakdown), County and City. The Account Section for County would be assigned a Main Section of Utilities, etc as below. Each account would be assigned to the section in which it belongs.

Acct code	Electric	Gas	Discount Taken
Acct Section	City	County	Other Income
Main Section	Utilities	Utilities	

The report would look as follows:

Revenue and Expenses				
Wednesday, August 1, 2018 to Friday, August 31, 2018				
Maple HOA				
Cash Accounting Year Starts January 1, 2018				
	Current	Percent	Year To Date	Percent
<b>INCOME</b>				
Income				
Bank Interest Earned	\$0.00	0.0	\$55.00	0.9
Late Fee Income	\$0.00	0.0	\$100.00	1.7
Legal Fee Income	\$0.00	0.0	\$22.00	0.4
Miscellaneous Income	\$0.00	0.0	\$67.25	1.2
Monthly Dues	\$492.00	68.9	\$3,936.00	67.7
NSF Fee	\$0.00	0.0	\$20.00	0.3
Special Assessment	\$222.00	31.1	\$1,614.00	27.8
<b>Total Income</b>	<b>\$714.00</b>	<b>100.0</b>	<b>\$5,814.25</b>	<b>100.0</b>
Other Income				
Discount taken	\$0.00	0.0	\$39.00	0.7
<b>Total Other Income</b>	<b>\$0.00</b>	<b>0.0</b>	<b>\$39.00</b>	<b>0.7</b>
<b>TOTAL INCOME</b>	<b>\$714.00</b>	<b>100.0</b>	<b>\$5,853.25</b>	<b>100.7</b>
<b>EXPENSES</b>				
Expenses				
Accounting	\$0.00	0.0	\$288.12	5.0
Bank Service Charge	\$0.00	0.0	(\$45.00)	0.8
Lawn Service	\$252.92	35.4	\$679.92	11.7
New Expense	\$0.00	0.0	\$128.25	2.2
NSF Bank Charge	\$0.00	0.0	\$3.00	0.1
Pest Control	\$111.24	15.6	\$211.24	3.6
Repairs & Maintenance	\$0.00	0.0	\$450.61	7.8
Sewer	\$92.11	12.9	\$225.11	3.9
Trash Collection	\$45.00	6.3	\$172.00	3.0
Water	\$67.45	9.4	\$387.45	6.7
<b>Total Expenses</b>	<b>\$568.72</b>	<b>79.7</b>	<b>\$2,500.70</b>	<b>43.0</b>
Utilities				
City Supplied				
Electric	\$66.45	9.3	\$610.63	10.5
<b>Total City Supplied</b>	<b>\$66.45</b>	<b>9.3</b>	<b>\$610.63</b>	<b>10.5</b>
County Supplied				
Gas	\$98.27	13.8	\$366.15	6.3
<b>Total County Supplied</b>	<b>\$98.27</b>	<b>13.8</b>	<b>\$366.15</b>	<b>6.3</b>
<b>Total Utilities</b>	<b>\$164.72</b>	<b>23.1</b>	<b>\$976.78</b>	<b>16.8</b>
<b>TOTAL EXPENSES</b>	<b>\$733.44</b>	<b>102.7</b>	<b>\$3,477.48</b>	<b>59.8</b>
<b>NET INCOME (LOSS)</b>	<b>(\$19.44)</b>	<b>2.7</b>	<b>\$2,375.77</b>	<b>40.9</b>

### Account Sections / Account Code

City Utilities [Account Section] X

ID CITY City Utilities Ledger Code 9999

Section Header Description City Utilities

Section Total Description Total City Utilities

Main Section UTILITIES: Utilities

Sub Section

Balance Sheet Totalled Details

Revenue and Expense Totalled Details

Cash Flow Totalled Details

Associated Account Type

? [Print] [Calendar] [Back] [Home] [Forward] [Save] [Report] [Close]

County Utilities [Account Section] X

ID COUNTY County Utilities Ledger Code 9999

Section Header Description County Utilities

Section Total Description Total County Utilities

Main Section UTILITIES: Utilities

Sub Section

Balance Sheet Totalled Details

Revenue and Expense Totalled Details

Cash Flow Totalled Details

Associated Account Type

? [Print] [Calendar] [Back] [Home] [Forward] [Save] [Report] [Close]

Electric [Account] X

ID ELECTRIC Electric Ledger Code 6220  Active

Account Type  
Expenses  Bank Account  
 Checking Account  
 Accrual Payable or Receivable

Account Sections  
Balance Sheet CURRENT YR: Current Year Earnings  
Revenue and Expense CITY: City Utilities  
Cash Flow CITY: City Utilities

1. Account Options 2. Checking Account Setup 3. MICR Check Setup

? [Print] [Calendar] [Back] [Home] [Forward] [Save] [Report] [Close]

## Four Level Breakdown

There are two major sections - Income and Expense. You may want to break down Expenses into several sub-totals, e.g. G&A, Utilities, Payroll, Other. Within Utilities you may want a breakdown of



County Supplied and City Supplied. Within each of those you may want Reimbursable and Non-Reimbursable.

An account section would be created for each of the headings. The Utilities account section is as shown for the two level breakdown. The City Supplied is as shown for the three level breakdown. The Account Section for Reimb. City would be assigned a Main Section of Utilities and a Sub-section of City Supplied, etc as shown below. Each account would be assigned to the section in which it belongs.

Acct code	Electric	Gas
Acct Section	Reimb. City	Reimb. County
Main Section	Utilities	Utilities
Sub Section	City Supplied	County Supplied

Acct Code	Water	Sewer
Acct Section	Non-r City	Non-r County
Main Section	Utilities	Utilities
Sub Section	City Supplied	County Supplied

On a Cash Flow or Revenue & Expense report, you can get totals for each account section (Reimbursable, Non-reimbursable), each sub section (city, county supplied), each main section (utilities, G&A, etc) and for all expenses.

# Revenue and Expenses

Wednesday, August 1, 2018 to Friday, August 31, 2018

## Maple HOA

Cash Accounting Year Starts January 1, 2018

		Current	Percent	Year To Date	Percent
<b>INCOME</b>					
	Income				
	Discount taken	\$0.00	0.0	\$39.00	0.7
	Late Fee Income	\$0.00	0.0	\$100.00	1.8
	Monthly Dues	\$492.00	68.9	\$3,772.00	68.8
	Special Assessment	\$222.00	31.1	\$1,614.00	29.4
	Total Income	\$714.00	100.0	\$5,525.00	100.7
	<b>TOTAL INCOME</b>	\$714.00	100.0	\$5,525.00	100.7
<b>EXPENSES</b>					
	Expenses				
1	Accounting	\$0.00	0.0	\$288.12	5.3
	Lawn Service	\$252.92	35.4	\$679.92	12.4
	New Expense	\$0.00	0.0	\$39.00	0.7
	NSF Bank Charge	\$0.00	0.0	\$3.00	0.1
	Pest Control	\$111.24	15.6	\$111.24	2.0
	Repairs & Maintenance	\$0.00	0.0	\$450.61	8.2
	Trash Collection	\$45.00	6.3	\$172.00	3.1
	Total Expenses	\$409.16	57.3	\$1,743.89	31.8
2	Utilities				
3	City Supplied				
4	Non-Reimbursable City				
	Water	\$67.45	9.4	\$387.45	7.1
	Total Non-Reimbursable City	\$67.45	9.4	\$387.45	7.1
4	Reimbursable City				
	Electric	\$66.45	9.3	\$610.63	11.1
	Total Reimbursable City	\$66.45	9.3	\$610.63	11.1
	Total City Supplied	\$133.90	18.8	\$998.08	18.2
3	County Supplied				
4	Non-Reimbursable County				
	Sewer	\$92.11	12.9	\$225.11	4.1
	Total Non-Reimbursable County	\$92.11	12.9	\$225.11	4.1
4	Reimbursable County				
	Gas	\$98.27	13.8	\$366.15	6.7
	Total Reimbursable County	\$98.27	13.8	\$366.15	6.7
	Total County Supplied	\$190.38	26.7	\$591.26	10.8
	Total Utilities	\$324.28	45.4	\$1,589.34	29.0
	<b>TOTAL EXPENSES</b>	\$733.44	102.7	\$3,333.23	60.8
	<b>NET INCOME (LOSS)</b>	(\$19.44)	2.7	\$2,191.77	40.0



## Account Section / Account Code



Reimbursable City [Account Section] ×


ID REIMB CITY Reimbursable City Ledger Code 9999


Section Header Description Reimbursable City


Section Total Description Total Reimbursable City


Main Section UTILITIES: Utilities  







Sub Section CITY: City Supplied  

Balance Sheet Totalled Details 

Revenue and Expense Totalled Details 


Cash Flow Totalled Details 



Associated Account Type 



      Save Report Close



Electric [Account] ×

ID ELECTRIC Electric Ledger Code 6220  Active







Account Type  
Expenses   Bank Account  
 Checking Account  
 Accrual Payable or Receivable

Account Sections  
Balance Sheet CURRENT YR: Current Year Earnings  

Revenue and Expense REIMB CITY: Reimbursable City  

Cash Flow REIMB CITY: Reimbursable City  

1. Account Options / 2. Checking Account Setup / 3. MICR Check Setup

      Save Report Close