



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.

About Account Sections

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. Rent, 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 Reimbursable and Non-Reimbursable.

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.

Defining Account Sections

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

Current Assets [Account Section]	
ID	ASSET CUR
Section Name	Current Assets
Ledger Code	1000
Section Header Description	Current Assets
Section Total Description	Total Current Assets
Main Section	
Sub Section	
Balance Sheet	Totaled Details
Other Financial Statements	Totaled Details
Associated Account Type	Current Assets

Select from the account sections created the main section for this account section if it is a sub-section to one of them. For example, if the account section is Current Assets, the main section is probably Assets. If the account section is Rental Income, the main section is probably Income.

Sub Section

Select from the account sections created the sub section for this account section if it falls beneath a sub-account section.

Balance Sheet, Revenue and Expense, Cash Flow, Property and Tax Analysis

You can choose the detail/total option you want on each of the above reports. Choose one of the options below from the Find List.

Details - the total for each account is given but the account sections are not totaled

Total Details - the total for each account is given and each account section total is printed.

Summary - the account line totals don't print, just the total for the account section

Associated Account Type

The account type chosen here will be used when a new account is created. When the account type is chosen, the account section information will be filled in.

Levels

- 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.

Using on Reports

Even after setting up the account sections you must select that option when running the applicable reports. This is done from the Options button on the Report screen.

1. From the Reports screen, highlight the report you wish to view with account sections.

The screenshot shows the 'Ledger Reports' window. On the left, a list of reports is shown with 'Income Statement' selected. On the right, the 'Description of Highlighted Report' for 'Income Statement' is displayed, including filters and sort fields. At the bottom, the 'Options' button is highlighted with a red arrow.

2. Click on <Options>.
3. In the Account Grouping field, use the dropdown arrow to choose Account Sections.

The screenshot shows the 'Report Options' dialog box. The 'Account Grouping' dropdown menu is open, showing 'Account Section' selected. A red arrow points to the dropdown arrow.

4. Then <Save and Run Highlighted Report>.
5. Enter your parameters (date range and ledger) and <Preview>.

One Level Breakdown

Basically, this means no account sections are used. 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. An Income Statement or Cash Flow Statement would look as follows:

Income Statement			
Harrison S. Golden			
Cash Accounting			
April 30, 2018		Month To Date	Year to Date
Income			
Rent		\$1,125.00	\$6,570.00
Repair Reimbursement		\$275.00	\$275.00
	Total Income	\$1,400.00	\$6,845.00
Expenses			
Electric Bill		\$66.45	\$66.45
Fumace		\$980.00	\$980.00
Gas		\$23.77	\$23.77
Glass/Screens		\$67.28	\$95.05
HOA Fee		\$134.50	\$269.00
Lawn Service		\$0.00	\$48.83
Management Fee		\$120.94	\$690.76
Mortgage Payment		\$793.46	\$3,164.38
Roof/Gutters/Chimney		\$0.00	\$417.32
Sewer		\$37.22	\$37.22
Trash Removal		(\$25.00)	(\$10.10)
	Total Expenses	\$2,198.62	\$5,782.68
	Net Operating Income (Loss)	(\$798.62)	\$1,062.32
	Net Income (Loss)	(\$798.62)	\$1,062.32

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.
- Rent will also display separately from other income because it's account type is Taxable Income. No account section is needed.
- The report would look as below:

Income Statement			
Harrison S. Golden			
Cash Accounting			
April 30, 2018		Month To Date	Year to Date
Income			
Repair Reimbursement		\$275.00	\$275.00
Taxable Income			
Rent		\$1,125.00	\$6,570.00
	Total Taxable Income	\$1,125.00	\$6,570.00
	Total Income	\$1,400.00	\$6,845.00
Expenses			
Fumace		\$980.00	\$980.00
Glass/Screens		\$67.28	\$95.05
HOA Fee		\$134.50	\$269.00
Lawn Service		\$0.00	\$48.83
Management Fee		\$120.94	\$690.76
Mortgage Payment		\$793.46	\$3,164.38
Roof/Gutters/Chimney		\$0.00	\$417.32
Sewer		\$37.22	\$37.22
Trash Removal		(\$25.00)	(\$10.10)
Utilities			
Electric Bill		\$66.45	\$66.45
Gas		\$23.77	\$23.77
	Total Utilities	\$90.22	\$90.22
	Total Expenses	\$2,198.62	\$5,782.68
	Net Operating Income (Loss)	(\$798.62)	\$1,062.32
	Net Income (Loss)	(\$798.62)	\$1,062.32

For the 2 level breakdown set up the Account Section / Account Code as below.

Ledger Reports Utilities [Account Section]

ID UTILITIES Utilities Ledger Code 6000

Section Header Description Utilities

Section Total Description Total Utilities

Main Section

Sub Section

Balance Sheet Totaled Details

Other Financial Statements Totaled Details

Associated Account Type

Ledger Reports Electric Bill [Account]

ID ELECTRIC Electric Bill Ledger Code 6160 Active

Account Type Expenses Bank Account

Classification No Classification Checking Account

Escrow Deposit Analysis

Impound Account

Account Sections

Balance Sheet CURRENT YR: Current Year Earnings

Other Financial Statements UTILITIES: Utilities

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	Level 3
Acct Section	City	County	Level 2
Main Section	Utilities	Utilities	Level 1

The report would look as follows:

Income Statement			
Harrison S. Golden			
Cash Accounting			
April 30, 2018		Month To Date	Year to Date
Income			
Repair Reimbursement		\$275.00	\$275.00
Taxable Income			
Rent		\$1,125.00	\$6,570.00
	Total Taxable Income	\$1,125.00	\$6,570.00
	Total Income	\$1,400.00	\$6,845.00
Expenses			
Furnace		\$980.00	\$980.00
Glass/Screens		\$67.28	\$95.05
HOA Fee		\$134.50	\$269.00
Lawn Service		\$0.00	\$48.83
Management Fee		\$120.94	\$690.76
Mortgage Payment		\$793.46	\$3,164.38
Roof/Gutters/Chimney		\$0.00	\$417.32
Trash Removal		(\$25.00)	(\$10.10)
Utilities			
City Utilities			
Electric Bill		\$66.45	\$66.45
Sewer		\$37.22	\$37.22
	Total City Utilities	\$103.67	\$103.67
County Utilities			
Gas		\$23.77	\$23.77
	Total County Utilities	\$23.77	\$23.77
	Total Utilities	\$127.44	\$127.44
	Total Expenses	\$2,198.62	\$5,782.68
	Net Operating Income (Loss)	(\$798.62)	\$1,062.32
	Net Income (Loss)	(\$798.62)	\$1,062.32

For the 3 level breakdown set up additional Account Sections and assign to appropriate account codes.

Ledger Reports **City Utilities [Account Section]**

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

Other Financial Statements Totalled Details

Associated Account Type

Ledger Reports **Find Account** **Electric Bill [Account]**

ID ELECTRIC Electric Bill Ledger Code 6160 Active

Account Type
 Expenses Bank Account
 Checking Account

Classification
 No Classification Escrow Deposit Analysis
 Impound Account

Account Sections

Balance Sheet CURRENT YR: Current Year Earnings

Other Financial Statements CITY: City Utilities

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	Level 4
Acct Section	Reimb. City	Reimb. County	Level 3
Sub Section	City	County Supplied	Level 2
Main Section	Utilities	Utilities	Level 1
Acct Code	Water	Sewer	Level 4
Acct Section	Non-r City	Non-r County	Level 3
Sub Section	City	County Supplied	Level 2
Main Section	Utilities	Utilities	Level 1

On a Cash Flow Statement or Income Statement, 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.

Income Statement

Harrison S. Golden

Cash Accounting

April 30, 2018

Month To Date

Year to Date

Income

Repair Reimbursement	\$275.00	\$275.00
----------------------	----------	----------

Taxable Income

Rent	\$1,125.00	\$6,570.00
------	------------	------------

	Total Taxable Income	\$1,125.00	\$6,570.00
--	----------------------	------------	------------

	Total Income	\$1,400.00	\$6,845.00
--	--------------	------------	------------

Expenses

Fumace	\$980.00	\$980.00
--------	----------	----------

Glass/Screens	\$67.28	\$95.05
---------------	---------	---------

HOA Fee	\$134.50	\$269.00
---------	----------	----------

Lawn Service	\$0.00	\$48.83
--------------	--------	---------

Management Fee	\$120.94	\$690.76
----------------	----------	----------

Mortgage Payment	\$793.46	\$3,164.38
------------------	----------	------------

Roof/Gutters/Chimney	\$0.00	\$417.32
----------------------	--------	----------

Trash Removal	(\$25.00)	(\$10.10)
---------------	-----------	-----------

Utilities

City Utilities

Non-Reimbursable City

Sewer	\$37.22	\$37.22
-------	---------	---------

Reimbursable City

Electric Bill	\$66.45	\$66.45
---------------	---------	---------

	Total City Utilities	\$103.67	\$103.67
--	----------------------	----------	----------

County Utilities

Gas	\$23.77	\$23.77
-----	---------	---------

	Total County Utilities	\$23.77	\$23.77
--	------------------------	---------	---------





	Total Utilities	\$127.44	\$127.44
--	-----------------	----------	----------



	Total Expenses	\$2,198.62	\$5,782.68
--	----------------	------------	------------

	Net Operating Income (Loss)	(\$798.62)	\$1,062.32
--	-----------------------------	------------	------------

	Net Income (Loss)	(\$798.62)	\$1,062.32
--	-------------------	------------	------------

For the 4 level breakdown set up additional Account Sections and assign to appropriate account codes.

Ledger Reports		Find Account		Non-Reimbursable City [Account Section]	
ID	NON-R-CITY	Non-Reimbursable City	Ledger Code	9999	
Section Header Description	Non-Reimbursable City				
Section Total Description	Total Non-Reimbursable City				
Main Section	UTILITIES: Utilities				 
Sub Section	CITY: City Utilities				 
Balance Sheet	Totalled Details				▼
Other Financial Statements	Totalled Details				▼
Associated Account Type	▼				

Ledger Reports		Find Account		Sewer [Account]	
ID	SEWER	Sewer	Ledger Code	9999	<input checked="" type="checkbox"/> Active
Account Type	Expenses	<input type="checkbox"/> Bank Account			
		<input type="checkbox"/> Checking Account			
Classification		<input type="checkbox"/> Escrow Deposit Analysis			
		<input type="checkbox"/> Impound Account			
Account Sections					
Balance Sheet	CURRENT YR: Current Year Earnings				 
Other Financial Statements	NON-R-CITY: Non-Reimbursable City				