# Write-Up
# Client Set Up Manual

## Full Contact Accounting ™

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**Table of contents**

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# Chapter 1 - Create a New Company File

To create a new company file:

1. Select **File/New/Company** to create a new company file.
2. Enter the file name in the **Database name** field.  This will be the name of the file in your Data folder and the name that appears on the **Company** tab of the **Workspace** pane.
3. Select the appropriate **Period Type** from the drop-down list.
   - **4 Weeks** – Thirteen 4 week periods each year.
   - **Month** – Twelve monthly periods each year.
   - **Quarter** – Four periods each year consisting of three months each.
   - **Year** – One period for each year.
4. Enter the date that the current fiscal year end will end in the **Fiscal Year End** field.
5. Enter the appropriate date for the end of the period of processing or the period end date for which opening balances will be entered in the **Current Period End Date** field.
6. Enter the accounting **Year** if the client has a fiscal year end.
7. Click **OK** to create the company file.



**Note:**  The **Period Type** for a client file may **NOT** be changed after the file is created.

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# Chapter 2 - Import Accounts and Settings from Existing Company File

**Accounts**, **Settings**, **Payroll Items** and **Tax Maps** can be imported from an existing FCAS client.  When **Settings** is selected, the screen options and column configuration information is copied from the source company.

To import from another file:

1. Select **File/Imports/Full Contact Accounting**.
2. Check the desired **record types to import**.  Leave the **Select action to take when duplicate record is found** at **None** for all contact types.
3. Select a company with an appropriate Chart of Accounts from the **Source Company** list.
4. Click **OK**.
5. Review selected items and click **OK** to begin import.
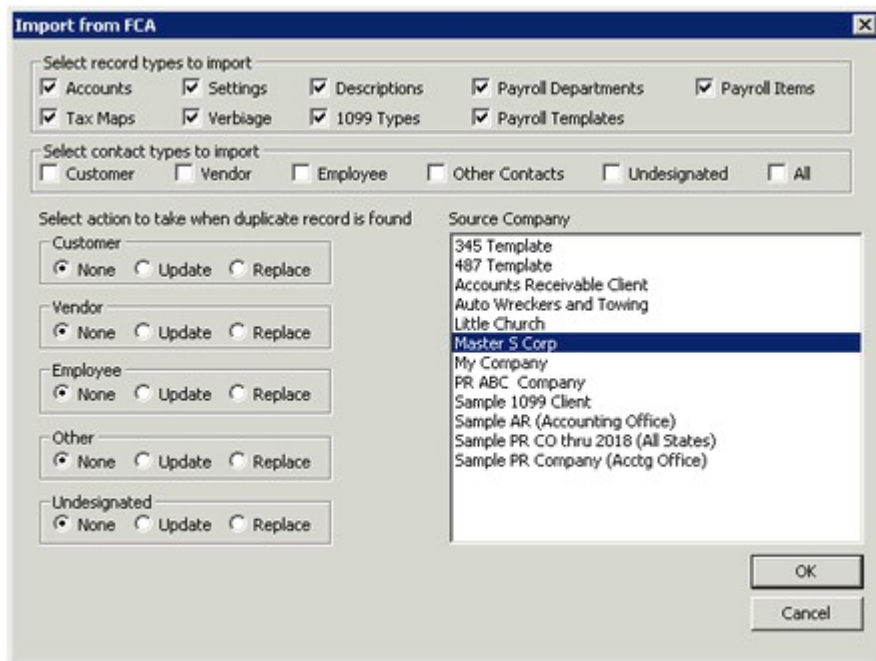
The following dialog box will appear when the import is complete.
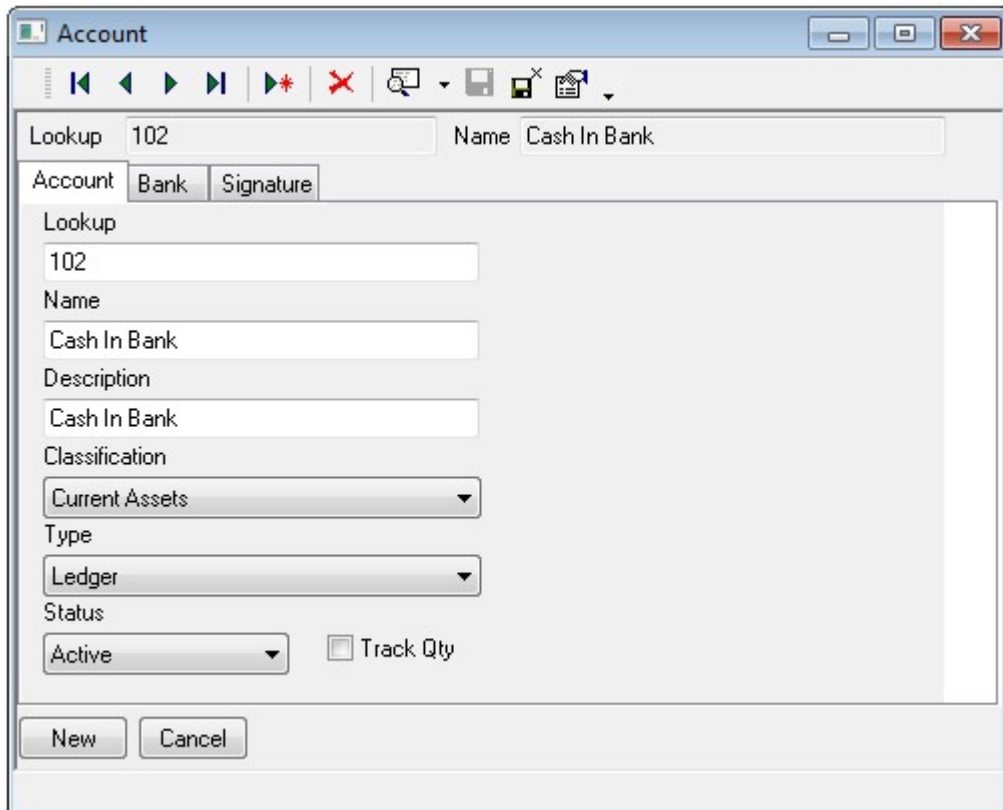


6. Click **OK** to close the dialog box.

**Note**:  If information is in a file in, QuickBooks, Check Writer, BusinessWorks, or Peachtree, GL accounts, Customers, Vendors, Employees, etc. can be imported using the **File/Imports** menu instead of importing accounts from PBM or FCAS. See **Help** for specific instructions.

# Chapter 3 - General Ledger Account Maintenance

Some of the accounts that were imported from the source company file may need modification. Additional accounts may also need to be set up for some clients.

There are 2 equity class accounts which are required. One account must be set up with a **Type** of **Prior Profit/Loss**. This is typically the Retained Earnings, Accumulated Adjustments, or Capital Account. There must also be one account with a **Type** of **Profit/Loss.** No entries should ever be posted to this account. This account is used to display the current year profit on the Balance Sheet.

1. Select **Setup/Accounts**.

2. Click on the **List** icon   or press **Ctrl + I** and verify all necessary accounts are set up.

3. Edit account **Lookup(s), Name(s)** and **Description(s)** as needed.

4. Set up any additional necessary accounts.

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# Chapter 4 - Set Up Company Information

To set up company information:

1.  Select **Setup/Company Information**.
2.  Enter **Name, DBA, Address, City, State** and **Zip Code** in the appropriate fields on the **Company** tab.  Information entered on this screen will print on reports.
3.  Enter additional information as desired in the remaining fields for use on **Cover Letters**, **Written Analysis Reports** and various management reports.
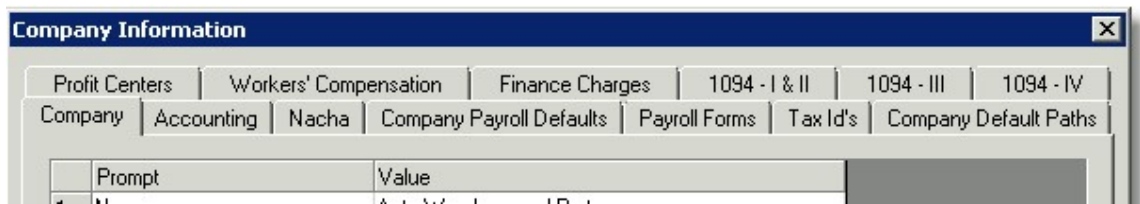
## Accounting Tab

Most fields on this tab are for informational purposes only.  Do not change any values other than **Business Type**.

1. Select the **Accounting** tab.
2. Review the values on this screen for accuracy.
3. Select the appropriate **Business Type**.  The value selected in this field is used in **Files/Exports/Tax Software**.
4. Select the appropriate **Legal Entity**.  The value selected in this field is used in **Cover** and **Analysis** letters.
5. Do **NOT** change the **Period End Date** or **Year End Date** in this field.
6. Select **No** in the **Office AR Client** field.  (This is only yes for the accounting office accounts receivable file.)
7. Select **Yes** in the **Sync With AR Client** field only if any changes on the **Company Tab** for this client are to be imported into the Company AR file.
8. Enter the appropriate period in the **First Year Start Period** only if this is the first year the company is in business.
9. Select **Yes** in the **Open Client File with Notes** if desired.

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4-2

**Nacha Tab** – Not used for write-up.

**Company Payroll Defaults Tab** – See **Payroll Setup Manual Chapter 7**.

**Payroll Forms Tab** – See **Payroll Setup Manual Chapter 7**.

**Tax Id's Tab** – See **Payroll Setup Manual Chapter 7**.

**Company Default Paths** – Enter default paths for backup, imports and exports.
See **Help** for additional information.

**Profit Centers** – Enter **Account Filters** and **Profit Center Names** as needed.
See **Help** for additional information.

**Workers' Compensation** – See **Payroll Setup Manual Chapter 7**.

**Finance Charges** – Used for **Accounts Receivable**.

**1094 I & II** – See **Payroll Setup Manual Chapter 7**.

**1094 III** – See **Payroll Setup Manual Chapter 7**.

**1094 IV** – See **Payroll Setup Manual Chapter 7**.

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# Chapter 5 - Set Up Payroll

The steps in this chapter need to be completed only if payroll checks are **NOT** processed in a separate file.

This chapter will provide an overview of setting up payroll information.  Specific instructions for payroll can be found in the **Payroll Setup Manual**.

### Set Up Payroll Departments

Refer to **Payroll Setup Manual Chapter 6** for specific instructions.

### Review and Edit Payroll Items

Refer to **Payroll Setup Manual Chapter 8** for specific instructions.

### Enter State Unemployment and Disability Rates

Refer to **Payroll Setup Manual Chapter 9** for specific instructions.

### Set Up Payroll Templates

Refer to **Payroll Setup Manual Chapter 10** for specific instructions.

### Set Up Employees

Refer to **Payroll Setup Manual Chapter 11** for specific instructions.

**Enter Payroll Opening Balances**


If the first period to be processed is the first period that the client has had payroll is or the first payroll period of the calendar year, **DO NOT** enter **Payroll Opening Balances**.

**Payroll Opening Balances** must be entered if the first month of processing for a monthly client is NOT January or if the first period of processing for a quarterly client is NOT March.

To enter **Payroll Opening Balances**:

1.  Select **Setup/Payroll Opening Balances**.
2.  Enter **Year-To-Date** payroll balances.

    **Note:** The check date will determine the payroll tax liability date. To produce payroll tax returns for each quarter, enter a separate check for each quarter for each employee.

Payroll opening balance amounts are entered the same way an after-the-fact payroll check is entered. Amounts entered in the **Payroll Opening Balance** screen **will not** affect the general ledger. All payroll amounts are included in the general ledger opening balance entry.

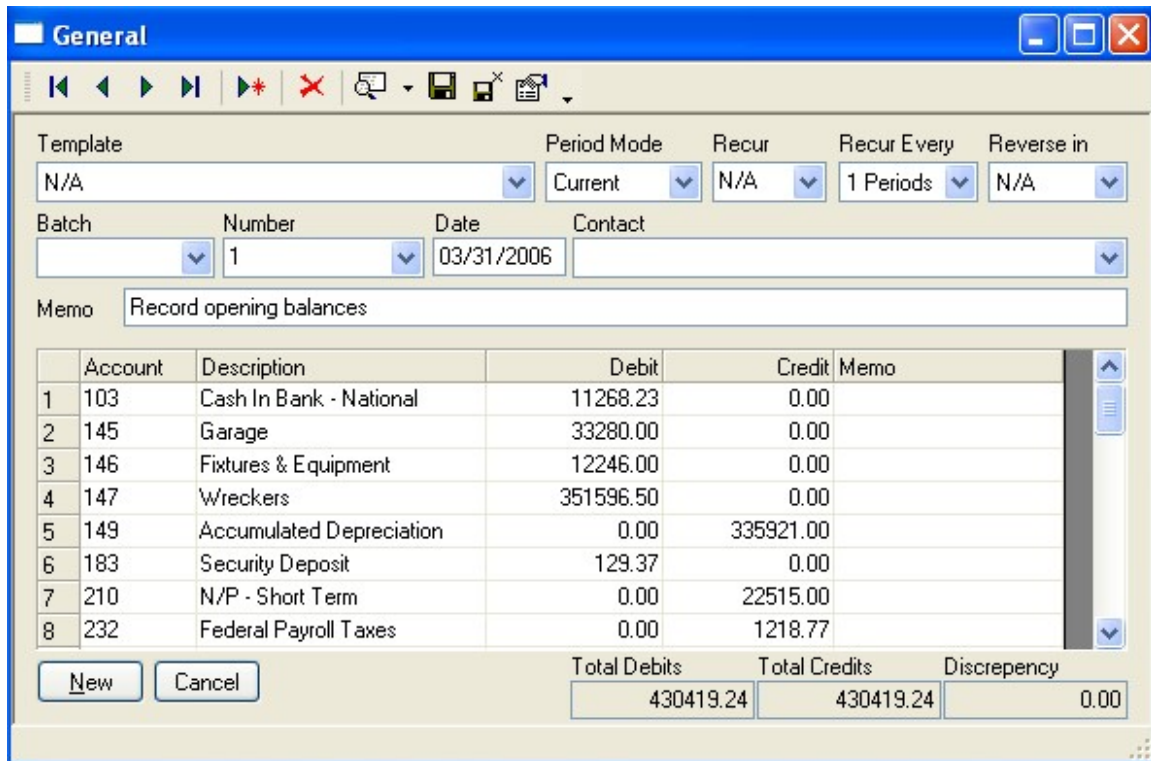**IMPORTANT NOTE: REVIEW payroll tax returns for accuracy before closing period.**

# Chapter 6 - Enter Opening Balances

To **enter opening balances**:

1. Select **Write Up/General Journal**.
2. Enter balances from statements provided by the client.
3. Verify discrepancy is 0.00.

**Note:** Entries posted in the **General Journal** screen may be entered using the **Debit** and **Credit** columns or using the **Amount** column. Click on **Screen Options** icon. Select **Dr/Cr** or **Amount** as the **Edit Mode Value** on the **General Journal System** tab. Close the **General Journal** screen and reopen to see changes. Enter credit values as a negative when using **Amount** mode.

**General Journal Screen** using **Dr/Cr** mode.

**General Journal Screen** using **Amount** mode.

# Chapter 7 - Set Up Bank Reconciliation

Balance to the prior month bank statement.  Enter prior months' outstanding checks and/or deposits in transit.

To enter prior outstanding items:

1.  Select **Write Up/Bank Reconciliation**.
2.  Select the desired **Bank Account** from the drop-down list.
3.  Enter the balance from the bank statement for the opening period.

|  | Balance | Variance |
|---|---|---|
| Bank | 11094.57 | 11094.57 |
| Client | 0.00 | 22362.80 |
|  | 11268.23 | |

| Number | Amount |
|---|---|
|  | |

[Unresolved ()]  [Corr (Sh+F6)]

☐ Don't include other ded/add in corrections

4.  Check the **Clr** box for the opening balance entry in the **Outstanding Deposits/Additions** or **Outstanding Checks/Deds** grid.

| Deposits/A | Total: $11268.23 | | Cleared: $11268.23 | | Outstanding: $0.00 | | |
|---|---|---|---|---|---|---|---|
|  | Clr | ? | Amount | Number | Date | Memo | Contact | Description |
| 1 | ☑ | ☐ | 11268.23 | 1 | 3/31/2006 | | | Record opening balances |
| ▶ | ☐ | ☐ | | | | | | |

5. Click **Prior Out Chks/Dep** or press **Sh+F3** to enter **Prior Outstanding Checks and/or Deposits**.
6. Enter appropriate information in the **Check #**, **Date**, **Amount** and **Payee** fields in the **Checks** grid for **Outstanding Checks**.
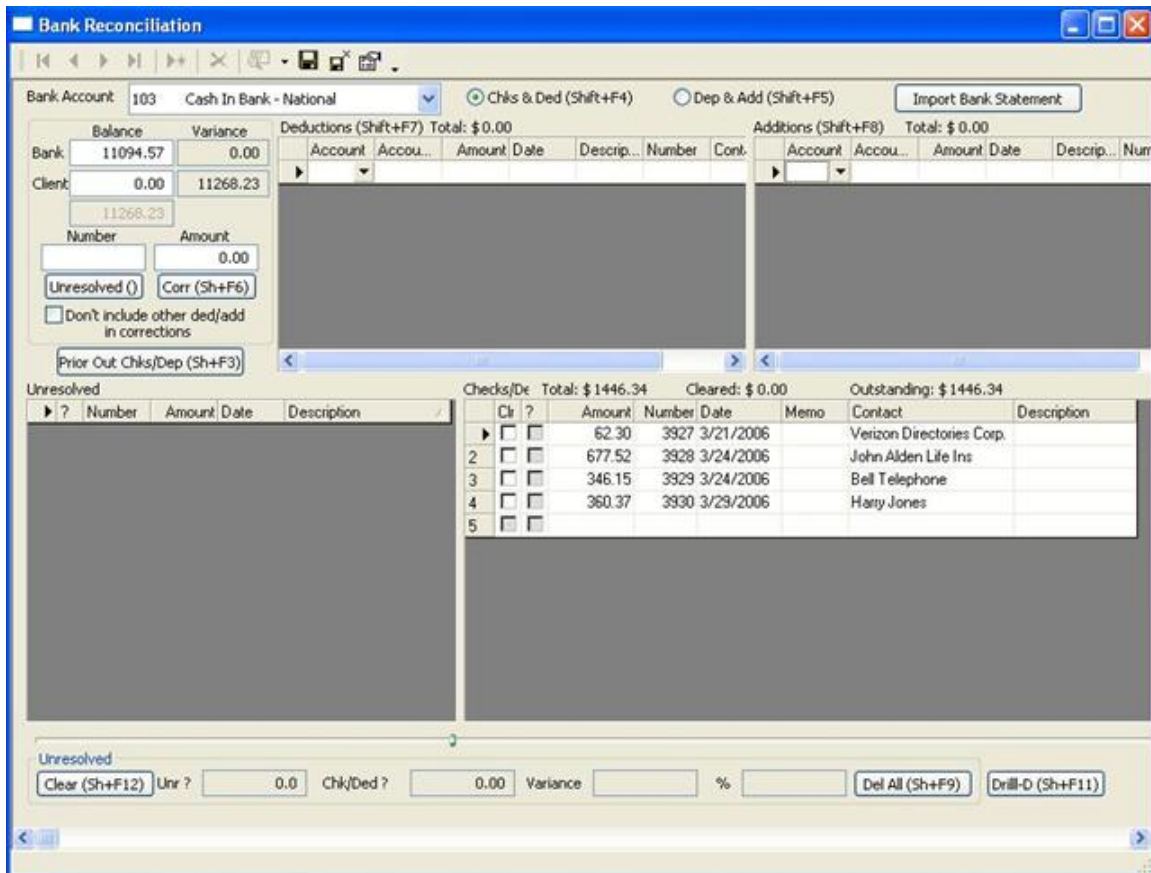


7. Enter appropriate information in the **Number**, **Date**, **Amount** and **Memo** fields in the **Deposits** grid for **Outstanding Deposits**.



8. Click **OK**.

9. Verify that **Bank Variance** is **0.00**.

10. Click **Save and Close** or press **Alt+X**. to close the screen.

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# Chapter 8 - Set Up Client Specific Report Group(s)

Some clients may require extra copies of some reports, unique options for some reports or reports that are not included in the standard report group.  If the report package for this client differs from the global Standard Report Group that is set up, create a unique client specific report group.
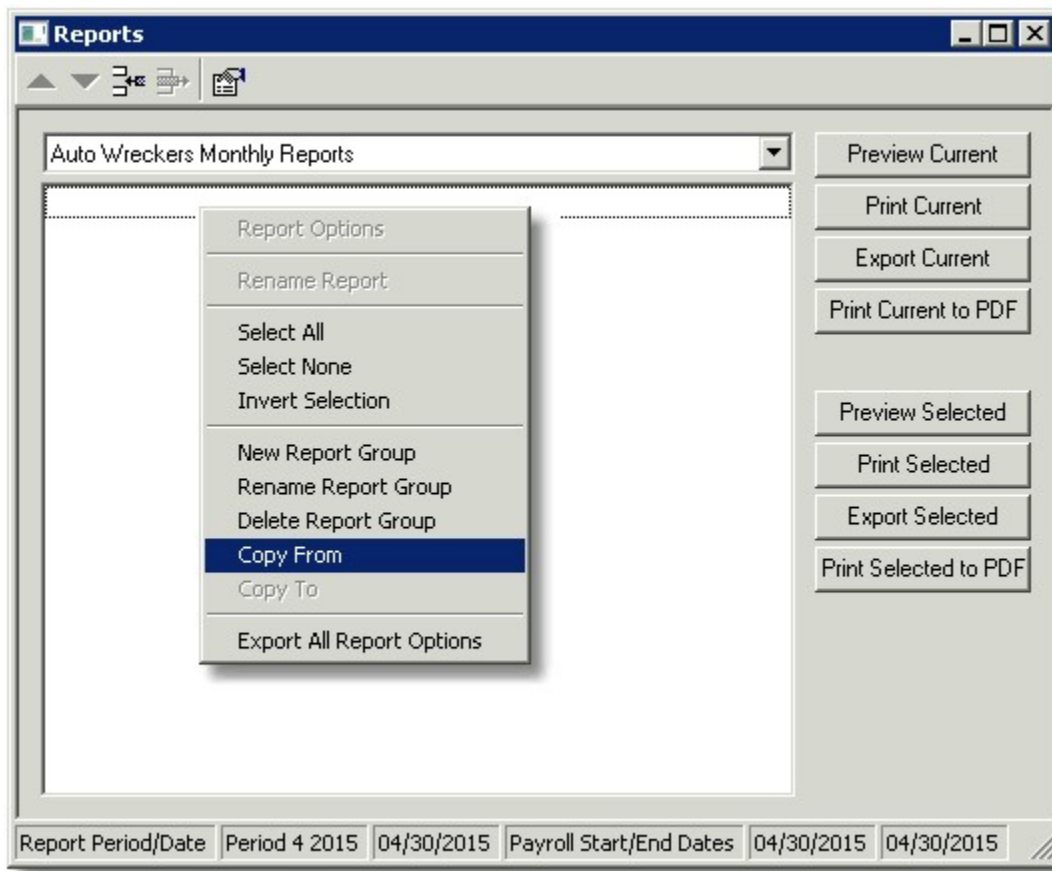
To set up a client specific report group:

1. Select **Reports/Report List**.
2. **Right Click** in the report list.
3. Select **New Report Group**.
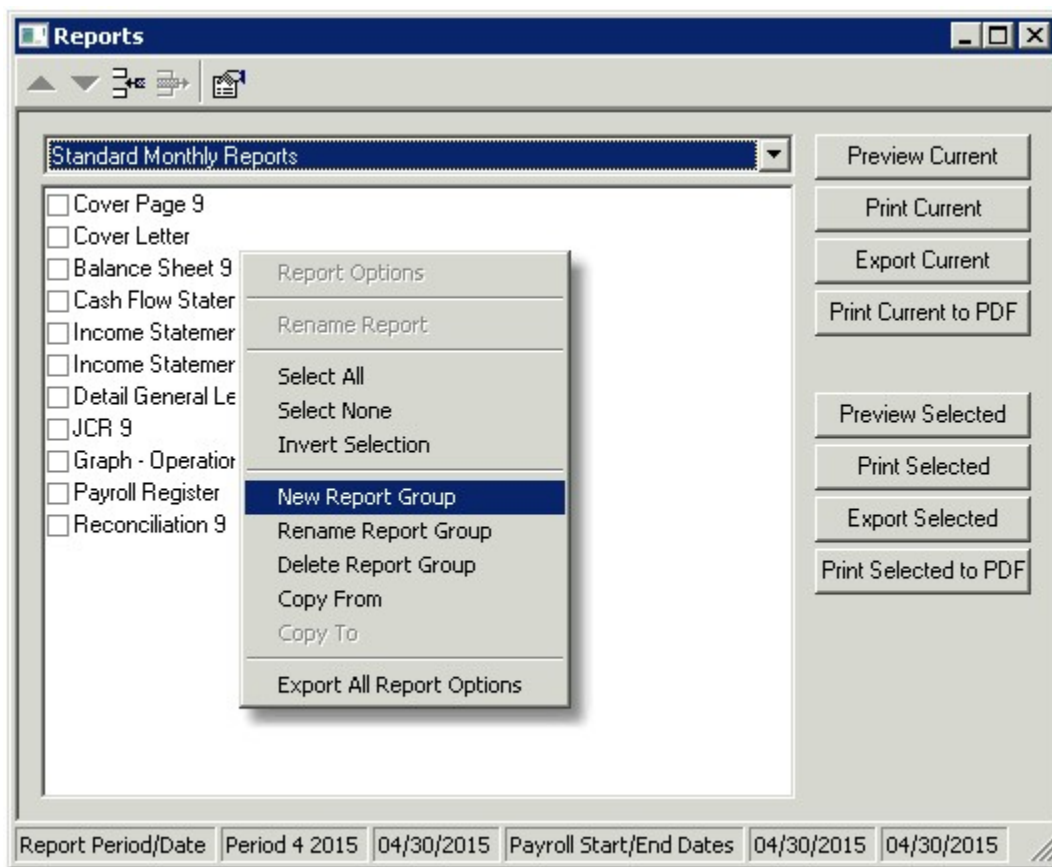
4. Enter a report group **Name**.  Be sure to include part of the client's name to identify this group as client specific.
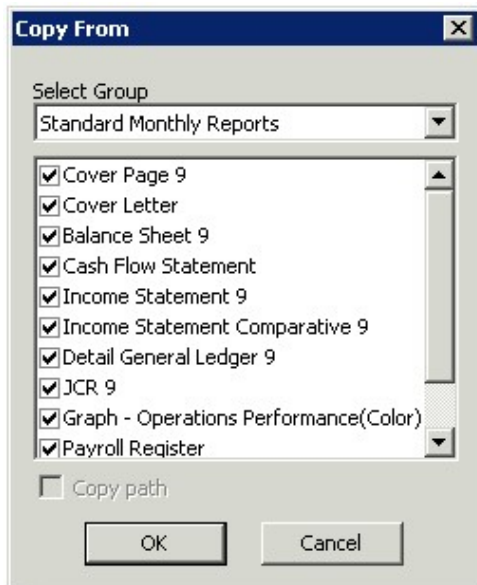5. Check the **Client** box.
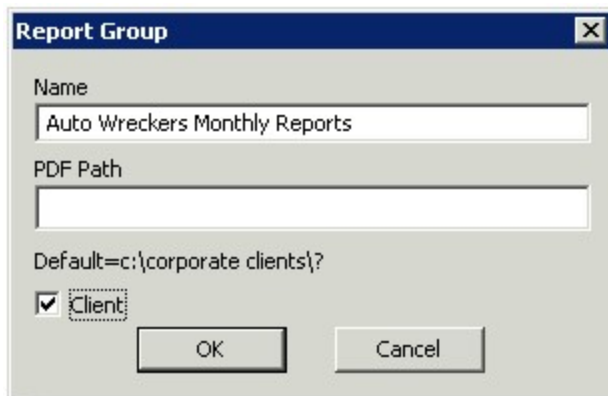


6. Click **OK** to save the new report group.



7. **Right Click** in the report list.
8. Select **Copy From**.

9.  Select the desired group to **Copy From** from the **Select Group** drop-down list.

10. Select the reports to be copied by clicking in the appropriate boxes or **Right Click** and choose **Select All** to select all reports.
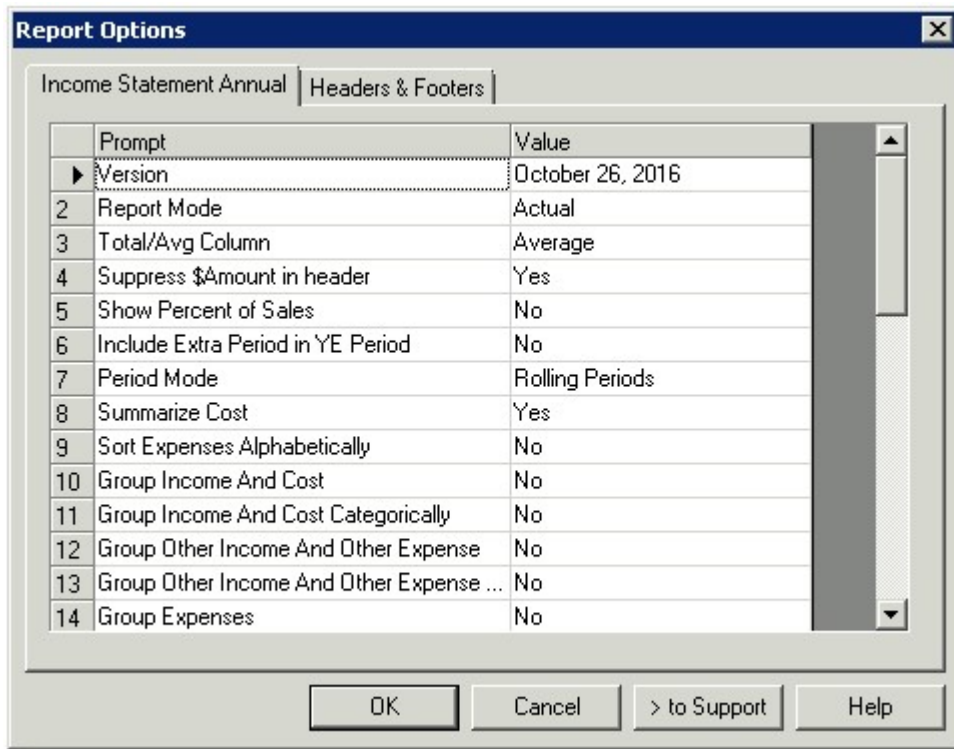


11. Click **OK**.
12. Repeat **Step 10** for extra copies of reports.

13. Click **Insert Row** [icon] to insert new reports.
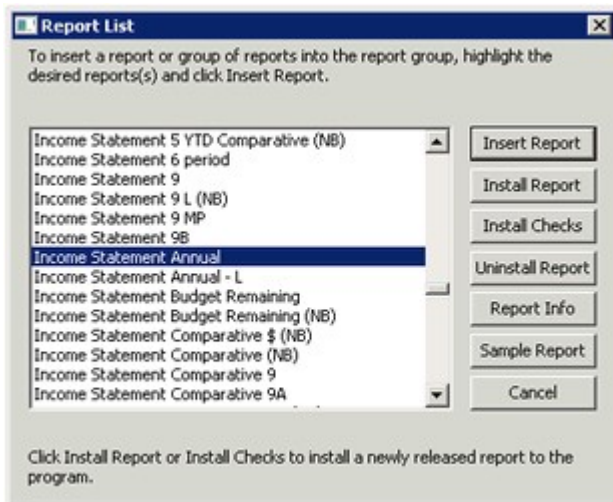


14. Select additional report(s) by clicking on desired report(s).
15. Click **OK**.

16. Select new report.
17. **Right Click** and select **Report Options**.
18. Review and changes **Values** as desired.



19. Click **OK**.

At print time, if more than one report is selected and **Print Selected** or **Export Selected** is chosen, the reports will print in the order in which they appear in the list. Arrange the reports in the list in the same order as they appear in the final client package.

To change the order of reports in the list:

1. Click on desired report.
2. Click **Move Row Up** ▲ or press **Shift + Up Arrow** to move the report up one line in the list. Click **Move Row Down** ▼ or press **Shift + Down Arrow** to move the report down one line in the list.
3. Repeat **Steps 1 and 2** until reports are in desired print order.

# Chapter 9 - Set Up Templates

Set up a **Custom Journal Template** to use for posting sales and deposits.  Also set up templates for recurring journal entries with amounts that change from month to month, for example, posting payroll entries from an outside payroll service, fuel invoices or accounts payable entries.

See the **Help** topic **Write Up/Custom Journal – Write Up** for specific instructions.

Set up **Templates** for calculated entries such as cost of goods sold percentage, allocating expenses for profit centers and/or allocating expense portion of note payment.

See the **Help** topic **Setup/Templates** for specific instructions.
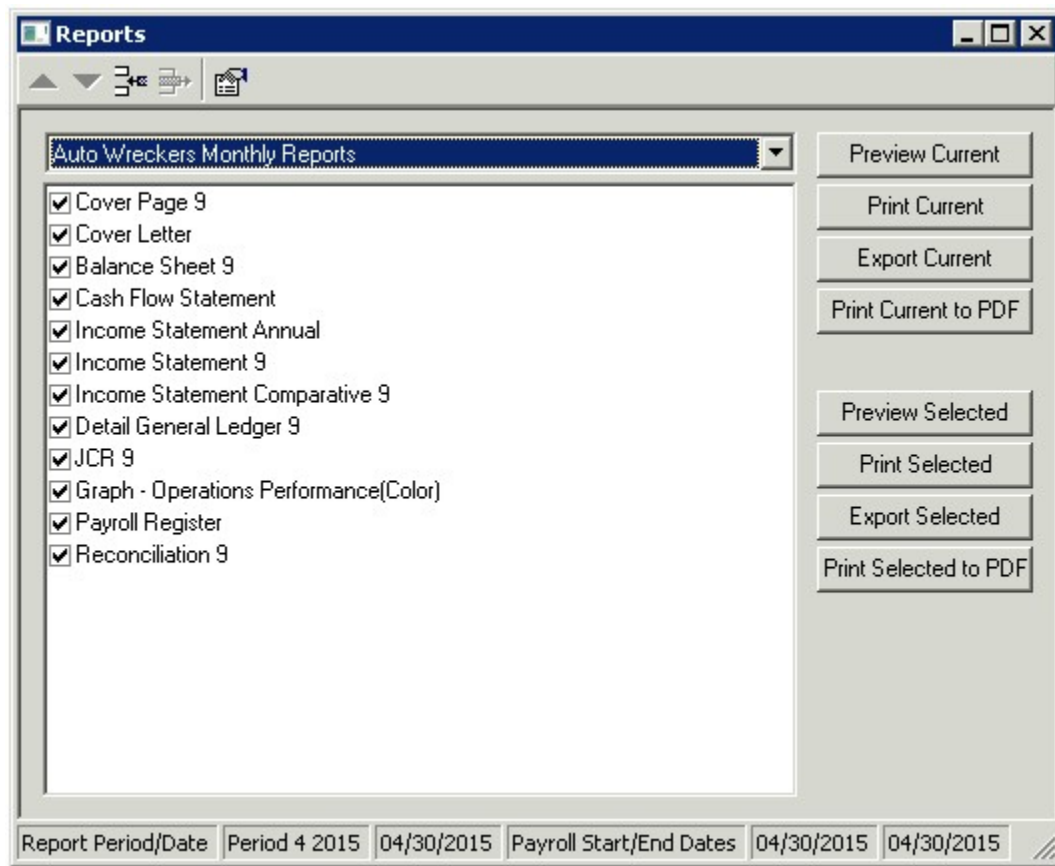
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# Chapter 10 - Print and Review Reports

Print and review reports for accuracy before closing this period.

To print reports:

1. Select **Reports/Report List**.
2. Select the desired **Report Group** from the drop-down list.
3. Select desired reports.  Click in the box to the left of a report to check it or right-click in the list and click on **Select All** to select all reports.
4. Click **Print Selected** to print.

**Note:**  If payroll opening balances were entered, print and review tax returns for accuracy.  Select **Reports/Tax Forms** to print payroll tax returns.

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