Ajendico Pty Ltd
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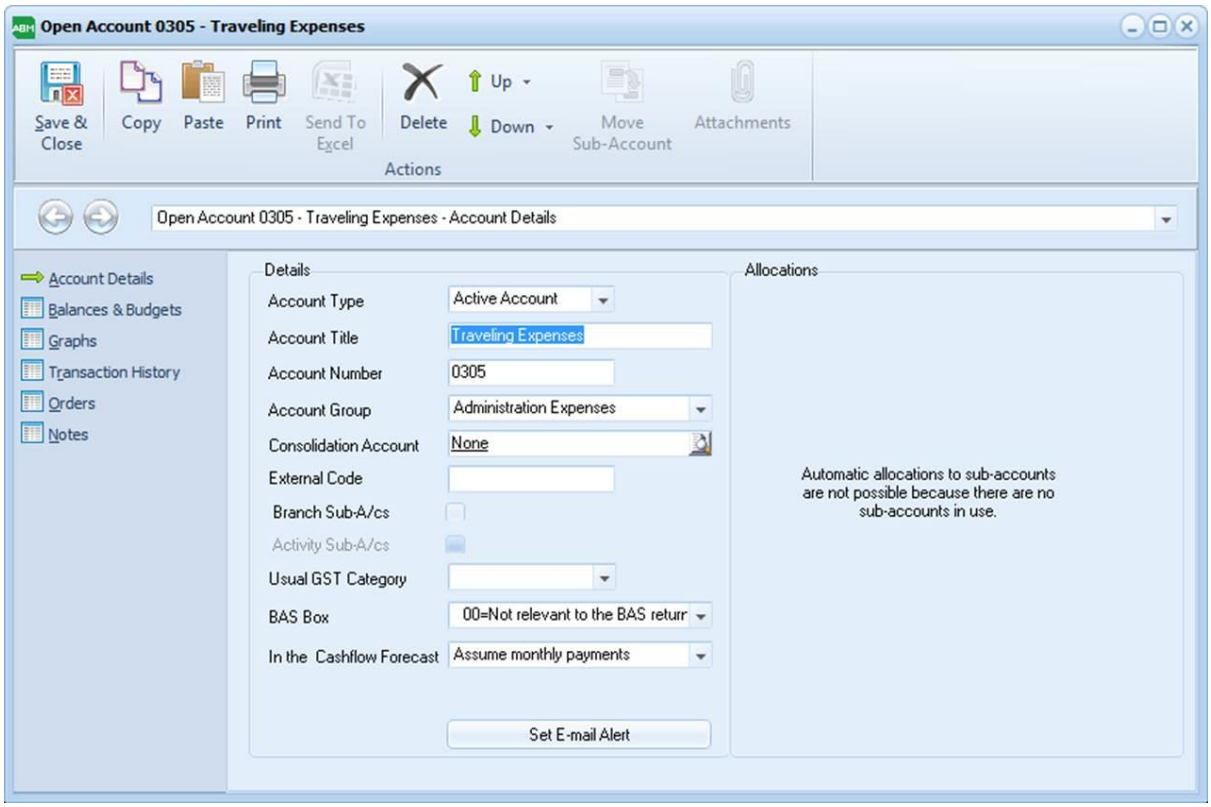
ABM ACCOUNT SETUP OPTIONS IN GENERAL LEDGER

Account type

An account in ABM can be Active or Inactive

Inactive Accounts can have account balances and accounts reporting such as profit and loss and balance sheet will continue to include this account where a balance existed in the reporting period. Making an account inactive will ensure that further journal postings are not made to that account



Account Group

The Account Group can be selected from a drop down list. These groups are controlled by ABM as they determine how the account will function for reporting and transaction purposes. Some groups cannot be changed, for example, you cannot change an existing Current asset into a bank account as the two groups function differently for transactions such as receipts, payments, journals, transfers and bank reconciliation purposes. If you need to change a group and the system will not allow that change, you can create a new account and journal or pay the funds from one account to the other then make the obsolete account inactive.

Consolidation Account
This controls the Consolidated Account Reporting feature in ABM. You can select individual accounts that have no logical grouping and point them all to one Consolidation Account, then when you print Profit and Loss Consolidated, they will appear as one line item. For example, you may have Advertising, Marketing and PR/Media Expense accounts that all have separate account numbers but when you report your P&L, you may want to show them as one line item called Advertising

External Code
This field is used to enter your External Accountants code for the account where their Chart of Accounts has a different numbering system to your own. This field can be added to any Crystal or Alchemex reports to show the accountants code to make moving data between ABM and your Accountants Management System easier. This field holds alphanumeric data

Sub Accounts
In the screenshot above, these two options are listed as Branch and Activity Sub Accounts but the naming convention is setup at time of creating the database and can be changed. You can have no sub accounts, one or two and the length of the sub account code can be set at time of database creation. These fields hold alphanumeric codes. If you want to break an account into sub accounts, you can tick either or both of these boxes. Generally, you would do this more often on profit and loss accounts but rarely on balance sheet accounts. For example, you may want to break Sales up by Branch (Sydney, Melbourne, Brisbane, Perth, Adelaide) then also by Activity being type of sales (consulting, freight charges, product types etc)

When sub accounts are activated, the account goes from 0305 to 0305-01-01 range when entering receipts, payments and journals in the system.

Usual GST Category
In Australian accounting databases, GST is calculated on a transaction, not a general ledger account so leave this field blank at all times. You do not need to code a general ledger account to a GST tax type as the GST is calculated on the tax type included on every transaction line in invoices and credits in an accrual based GST system and invoices, credits, receipts and payments in a Cash Based GST system.

BAS Box
This field will allow you to code certain expense accounts to a BAS return category such as Bas Box 1C to 1F, 5B to 7, T1, F2 to F3 and W1 to W4

Debits will appear as amounts on your Bas return. Credits will appear as negative amounts on your BAS return

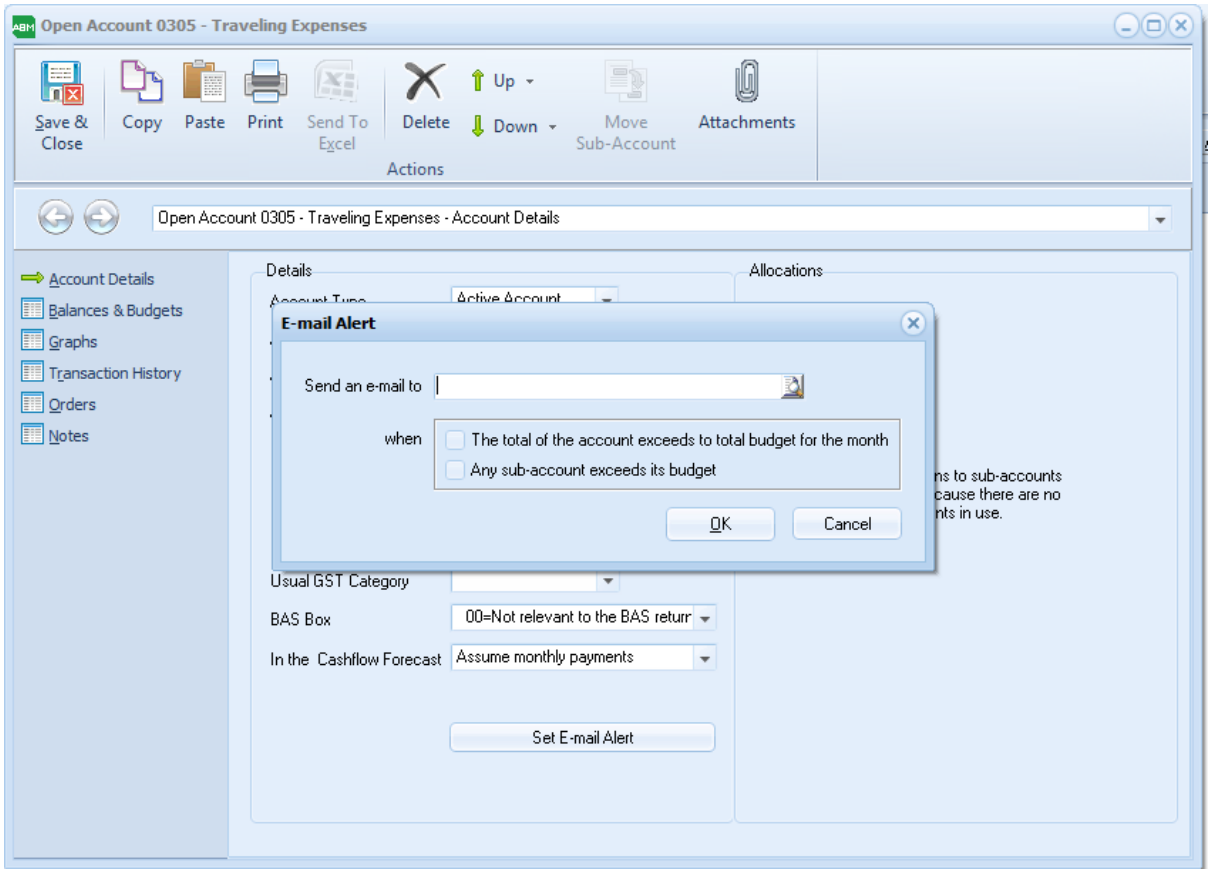
For example, W1 is Gross Wages and should point to the expense account called ages and Salaries, but W2 is the PAYG tax on Wages and this would need to be posted to a separate expense account to show correctly.

The danger here is that if you link each of these Bas Boxes to a specific general ledger account, they will automatically appear when you run the BAS return and will be submitted to the Australia Taxation Office without being verified.

Ajendico Pty Ltd Support Team strongly recommends that you do not link these up as incorrect dates on transactions and linking up the wrong account type can give incorrect results. We recommend this field always be left blank and each company accountant should calculate these taxes manually so that reconciliation is completed before submitting any BAS return.

In the Cashflow Forecast
ABM has a cashflow feature under the Cashbook tab. This option allows you to control how each account will appear in the Cashflow Statement. For example you would normally set an income and expense account to Assume Monthly Payments but you might want to set Depreciation to Exclude This Account and other expenses such as Fees and Registrations to Assume Annual Payments. You might also set a loan account that you are repaying on your balance sheet to Assume Monthly Payments as well

Set Email Alert
This feature allows you to send an alert to a specified email address when an individual general ledger account exceeds the monthly budget set for that account. You can also set it at sub account level as well, so if you have set budgets at Branch/Activity level, and posted individual entries to Branch/Activity accounts. Simply type in the email address and tick the appropriate boxes



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