

SRS Full Accounting

The first page in the Accounting section is going to be your Accounts. Here is where you'll find your Chart of Accounts we can import. To add a new account, click the new button, type in the name then save at the bottom.

AccountNum	Name	Type	Balance
5000	Accounts Payable	Accts Payable	-\$40.00
1100	Accounts Receivable	Accts Recel...	\$130,122,349.27
3900	Accrued Sales Tax	Other Asset	\$0.00
3910	Accrued Taxes	Other Asset	\$456.00
1310	Acct Rec Funeral	Accts Recel...	\$0.00
6005	Advertising	Expense	\$60.00
-99	ARbad	Accts Recel...	\$0.00
-88	ARgood	Accts Recel...	\$0.00
3920	Auto Insurance	Expense	\$33.00
5002	Auto Loan	Accts Payable	\$0.00

Name: Accounts Payable Balance: \$-60.00
Type: Accts Payable Start Balance: \$0.00
Account #: 5000
☐ Needs COGS Account ☒ Has Branch-Accounts
New Save Delete

Branch-Accounts:
Start Balances DO NOT Equal Main Account
New Delete

Branch	Start Balance
Thompson	(\$1,000.00)
Simons	(\$545.00)

Each account listed will show the balance as well as the type of account, whether it's an expense, asset, or income. The account number is listed and can be edited as well. If the account needs branch accounts, check the box. This will display each branch where you can set the start balance.

Double clicking on the account will take you to the next tab - Transactions. Here, you can use the drop down to select an account and view all of the recent transactions from your accounting activity.

Date	Transaction #	To/From	Debit	Credit	Note	#
9/17/2015	A_09/03/...	Casket Sales		7,500.00	this is a test item...	0
9/8/2015	999888 - B...	Casket Sales		3,000.00	Pieta Maple	0

Check will be your check generator. Clicking new will generate the next check number and today's date. Select which account or person you want to write the check payable to from the drop down, or you can manually enter. In the amount, type the dollar amount of the check you're writing. Any notes can be included in the notes section for your check. The bank account will automatically withdraw the checks from your Checking account.

Check Current Account: Checking Invoice/Order ID:
Check Number: 4567 Show... Cemetery Date: 9/23/2015
Pay to the order of: Blackwelltown Cemetery Amount: \$750.00
Midland, VA Staff: Simons, Scotty R.
Note:
☐ Electronic ☒ Printed ☐ Cleared ☐ Payroll
Expense Account(s): Tax From Trust \$0.00
Trust Withhold \$0.00
Vault Expense \$0.00
New Check Save Check Delete Check VOID Check

The checkboxes to the right are also very important. Here, you can select if that check was an electronic payment, or if you paid online. When the check is printed by using the printer icon, the printed box will automatically check. The most important step here is when the check is reconciled and has been drawn from your bank account, be sure to check the Cleared box. In the Expense account section, choose which account this check is paying for. For example, if the check you're writing is for a credit card bill, select your Credit Card Expense account. The bottom box will display checks that have not been reconciled yet. Click Reconcile, then Clear Checks.

Journal entries can be used to move your money from one account to another. If you want to transfer funds from your Savings account to your Checking, you can manually debit your Savings account, then credit your Checking. If there are journal entries you use frequently, these can be saved as Defaults. Click Default Setup, then new. Here you can enter the transaction type (i.e. Transfer to Checking). Select the default accounts from the drop downs, and save. The next step will be the amount that you're moving. You can enter any notes in the notes section as well.

Journal Entry

Staff:

Default Entry:

Debit Account:

Credit Account:

Amount: Date:

Type:

Note:

☒ Entry is Deposit

Default Journal Entries:

Transaction Type:

Default Debit:

Default Credit:

Transaction Type	Debit	Credit
Preneed ...	Checking	Trust PN Li...
Transfer t...	Savings ...	Checking

If this journal entry needs to be used to make a deposit, be sure to check Entry is Deposit. Key in the deposit number and select the payment items in the deposit using the check boxes. Click save when finished with your entry. This will show you the debit and credit amounts of your entry.

The Accounts Payable tab will be another way to quickly write checks for any money owed. Selecting the person or business from the bottom box will populate the top information. For example, if you select your utility bill, the top section will show who the check is made out to and the original invoice date. The debit account will be automatically selected based on your default account for that lender. After entering the Payable information, click Pay from Default. This will debit and credit the default accounts tied to that business/person. Paying from Other will allow you to select a different account if necessary. Check All will select every payable in the list. Check Staff Payroll Only will select all staff members to write your paychecks. Uncheck all can be selected. Use the printer icon to print the checks.

Accts Payable Transactions

Show:

Pay to the order of:

Invoice/Order ID:

Invoice Date:

Amount:

Staff:

☐ Payroll ☐ Electronic Payment

Credit Account:

Note:

Debit Account (s):

C/A Reconcile is to be used to reconcile all of your Cash Advances. Here, you can select which Cash Advance form the list that you would like to pay. In your Rolodex, you can associate fees with contacts. For example, Allegheny Cemetery charges \$500 for their Opening and Closing Fee. That information can be saved in the Rolodex in Custom Data. When the Cemetery charges in your price list are entered, they'll have a \$0 fee. This is simply so when you choose that specific Rolodex entry, their fee will automatically populate! How does this all tie together? Here's an example: creating an invoice and adding Cemetery Fee from Cash Advances. The \$500 from Allegheny Cemetery will populate. When you go to the C/A Reconcile section, select Allegheny Cemetery, and it will record to pay that cemetery from the Cemetery Fee expense account. Click save when finished, then Return to Accounting.

Search will simply be used to search for any checks written. You can search by who the check was paid to, a date range it was written, or the amount. You can also use a combination of all three criteria. Check numbers can be used to search as well.

The Default tab will also be very important to your accounting. Here is where you'll assign your specific accounts to the type of account. For example, an Accounts Receivable account should be tied to an Accounts Receivable account. That was an easy one! If you have a Sales Tax Income account, tie this to the Sales Tax. Payroll Wages can have an Accounts Payable account tied.

Corporate Default Accounts

Acct Rec: Accounts Receivable

Cash: Undeposited Funds

Checking: Checking

Discounts: Discounts

Refund: Refunds

Interest: Interest

Inventory: Inventory

Payable: Accounts Payable

Sales Tax: NEW SALES TAX

Payroll Wages:

Payroll Expense: Advertising

Payroll Checking:

PN Trust Liability: PN Trust Liability SRS

You may choose specific A/R and Sales Tax Default Accounts per Branch Below

Branch: Simons

Acct Rec: Accounts Receivable

Sales Tax: NEW SALES TAX

Save

You may choose specific Debits and Credits by Payment Type per Branch by Entering the Defaults Below

Pmt/Adj Type: Payment: Payment C

Pmt/Adj Debit: Accounts Receivable

Category:

Pmt/Adj Credit: Accounts Receivable

Branch: ALL

SaveDelete

Type	Branch	Debit	Credit
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The bottom section is if you need to be a bit more specific with your default accounts. Sure, the Cash account should have the Undeposited Funds account tied to it. This way, when you receive cash or a check, you have to physically take that to the bank to deposit. But what do you do for credit cards? In the bottom section, select Credit Card or a specific credit card type, depending on how you have them set up for Payments and Adjustments. To the right, you can select which accounts to debit and credit when that payment is selected. Always be sure to save when you're finished! The best part is, once your defaults are set up, they'll populate for you for every invoice.

You may choose specific Debits and Credits by Payment Type per Branch by Entering the Defaults Below

Pmt/Adj Type: Payment: Payment C

Pmt/Adj Debit: Accounts Receivable

Category: Payment

Pmt/Adj Credit: Auto Insurance

Branch: ALL

SaveDelete

Type	Branch	Debit	Credit
Payment Credit Card	FH-Thomp...	Accounts Receivable	Auto Insur
Payment Credit Card	FH-SRS C...	Accounts Receivable	Auto Insur

Reports will give you a running list of all accounting reports. You can select which account you want to view activity for, then select the report. Select a date range, then click the printer icon. For example, you can select the Casket Sales account, then the Atneed Sales Report. This will show you the atneed sales with caskets. Checking and Bank Account Reports can be viewed as well, such as an Account Reconciliation and a Deposit Report.

Accounting Reports:

Account: Casket Sales

Report: A/N Sales

Start Date: 8/23/2014

End Date: 9/23/2015

This Year

Last Year

This Month

Last Month

