

Accounting CS

# Write-Up WalkThrough

version 2018.x.x

ACCOUNTING CS<sup>®</sup>

part of the  
CS PROFESSIONAL SUITE<sup>®</sup>

CS Support: 800-968-0600  
CS Sales: 800-968-8900  
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## GETTING STARTED

This walkthrough will provide you with basic information on the design and functionality of Accounting CS. Although a relatively brief walkthrough can't cover all of the application's capabilities, if you complete the walkthrough, you will have a good understanding of some of the basic features and processes in Accounting CS. This walkthrough is most beneficial when you read the pages in sequence and follow along with the documented steps in the Accounting CS application.

This chapter of the walkthrough describes the following:

- Methods for navigating the Accounting CS application, including using the menus, toolbar, and Home Dashboard.
- The Help & How-To Center, where you can find resources and information about using Accounting CS.

## About Accounting CS

Accounting CS is a powerful accounting application that includes features for write-up, trial balance, accounts payable and accounts receivable processing, live and after-the-fact payroll processing, customizable reporting, and complete financial statements. It enables multiple staff members to work simultaneously in the same client records using a single firm database.

If your firm processes live payroll for your clients, consider adding a license for Accounting CS Payroll to include even more payroll processing features, such as net-to-gross calculations, impounding, time clock data import capability, benefits tracking, payroll automation, employee check printing, payroll direct deposit, remote data entry, and more.

For even more convenience, you may also consider adding a license for Accounting CS Workpapers, which provides an efficient way to store, organize, and manage workpapers electronically. With this optional license, you can store virtually any type of file in an organized folder structure, customize and process a variety of standard reports and financial statements, add workpapers directly from PPC Checkpoint Tools, create customized Microsoft® Excel® and Word workpapers, transfer 1040 engagement client source document data to UltraTax CS®, and more. Accounting CS Workpapers enables your staff members to collaborate in real-time and manage documents and data from a variety of sources.

# Logging in to Accounting CS

When you open Accounting CS, you may see two login pages — first the CS Professional Suite login page and then the Accounting CS login page.

- **CS Professional Suite login:** use your Thomson Reuters ID and password (or your NetStaff CS® account login if your firm is licensed for NetFirm CS™). Each staff member who uses Accounting CS must have a Thomson Reuters ID, which you can set up on the My Account page of the CS website ([cs.thomsonreuters.com/myaccount](https://cs.thomsonreuters.com/myaccount)).

**Note:** If you run Accounting CS in the Virtual Office CS® or Software as a Service (SaaS) environment, you will not see the CS Professional Suite login screen because you have already entered these credentials when you logged in to NetFirm CS, NetStaff CS, or NetClient CS®.

- **Accounting CS login:** use the ID and password that was set up for the staff member in Accounting CS. After you set up a new staff record, the application will prompt that staff member to set up their password the first time they log in.

**Note:** If the firm administrator enabled the **Remember login** feature (in the Preferences tab of the Setup > Firm Information > Firm screen) for your firm, you can mark the *Remember login information* checkbox in the Accounting CS login screen to have the application remember your Accounting CS login information. If the email address associated with your staff record in Accounting CS matches your Thomson Reuters ID email address (or the email address associated with your NetStaff CS account), the next time you open the application, it will skip the Accounting CS login screen.

## Multi-factor authentication

We strongly advise you to implement multi-factor authentication in your firm to protect your valuable data against hacking and fraud attempts. The passwords you use to access your online accounts or software applications are protected by a login and password — the single factor in the authentication process to confirm your identity. Multi-factor authentication adds another layer of security to the identity confirmation process.

To add multi-factor authentication to your CS Professional Suite applications, you will need to download and install the Thomson Reuters Authenticator mobile app on your mobile device. This app provides an additional layer of security to protect your firm's confidential data by requiring you to confirm your identity on the mobile app each time you open a CS Professional Suite application.

**Note:** If you use multiple applications in the CS Professional Suite, you need to log in to the CS Professional Suite login screen only once. For example, if you log in to UltraTax CS and then open Accounting CS, the application will bypass the CS Professional Suite login screen and go directly to the Accounting CS login screen — unless you marked the *Remember login information* checkbox. In that case, it will bypass both login screens.

For additional details, see the following articles in the Help & How-To Center.

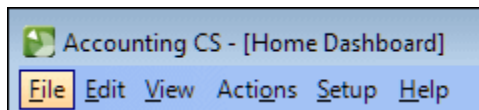
- [Multi-factor authentication overview](#)
- [Thomson Reuters Authenticator mobile app installation and permissions \(Apple iOS and Android\)](#)

### Navigating the application

There are several ways to access the screens and dialogs you need in Accounting CS. As you become more familiar with the application, you will figure out the methods that work best for you.

#### Menu commands

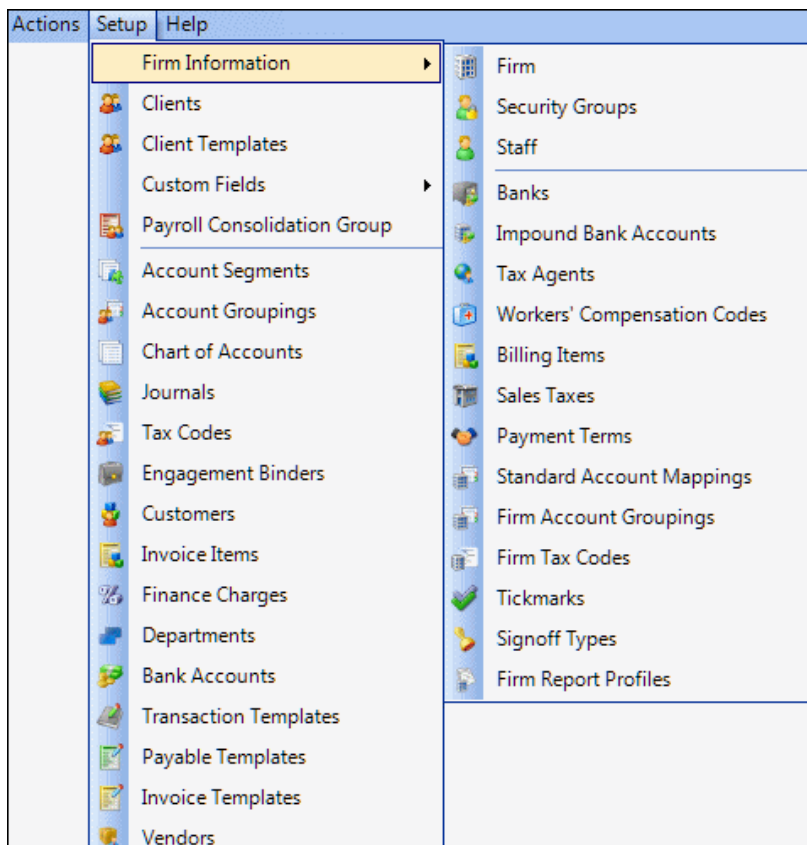
The menu bar at the top of the screen in Accounting CS contains several pull-down menus, each of which contain numerous commands. These commands enable you to perform specific functions, such as opening a particular screen in the application. The name of each menu includes one underlined letter, which becomes visible when you press the ALT key.



To open a menu, do either of the following:

- Click the menu name in the menu bar.
- Press the ALT key plus the underlined letter in the menu name. For example, to open the File menu, press ALT+F.

Some menu commands include an arrow next to the command. This indicates that there are additional menu choices in a cascading menu.



## Getting Started

Note that the availability of menu commands may vary for each individual user, depending on your security settings.

### Tips

- Some of the menu commands have corresponding buttons on the Accounting CS toolbar, as well as corresponding links in the navigation pane (see below).
- Some of the most commonly used menu commands have special shortcut keys that enable you to execute the commands quickly from your keyboard. For example, press ALT+F1 to open or close the Navigation pane. See [Keyboard shortcuts](#) in the Help & How-To Center for a list of shortcuts available in the application.

### Toolbar

The toolbar, located beneath the menu bar, contains buttons to facilitate navigation through the application and to perform various tasks. Click a toolbar button to open the applicable screen or to execute the command. Note that the buttons available on the toolbar vary depending on the services that are enabled for the current client.

To view a tooltip for an individual button on the toolbar, hover the mouse pointer over the button.





## Getting Started

### Navigation pane

The navigation pane provides a convenient way to access specific screens for completing various kinds of tasks (based on the services that are enabled for the client) in Accounting CS. Click any of the items in the Actions or Setup lists to open that screen.

At the bottom of that frame are buttons that you can click to switch the list of items in the frame to display Accounting, Accounts Payable, Accounts Receivable, Payroll, or Firm items. The Accounting navigation options are shown in this illustration.


Click the  or  buttons at the top of the Navigation pane to hide or display the frame.

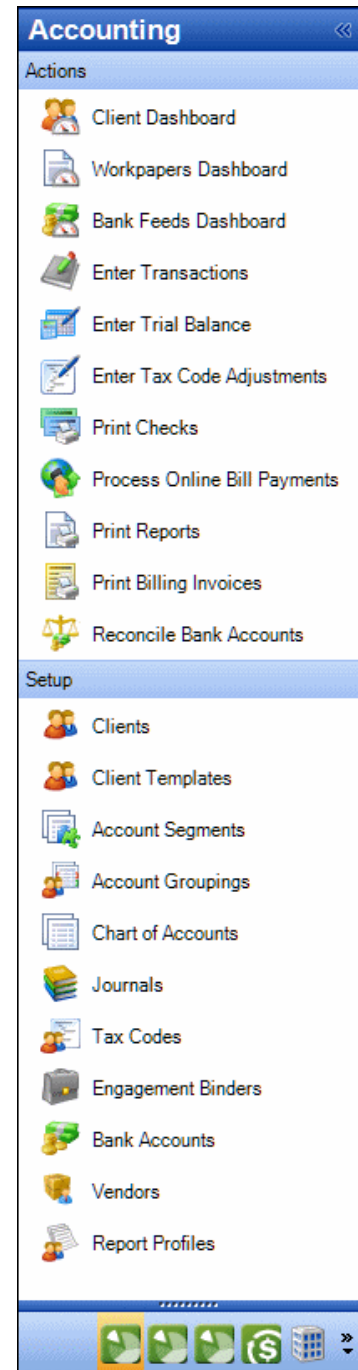
When the Navigation pane is displayed, it remains open on the left side of your screen. You can hide the Navigation pane to create more room for the workspace. When the frame is hidden, you can temporarily display the frame by clicking the hidden frame. After you click an action icon, the application hides the frame again.

If the list of available actions is longer than the available space, you can use the scroll buttons to scroll through the list.

### Home Dashboard

The Home Dashboard is a customizable view that offers quick access to many frequently used features, including links to various application functions and to helpful resources, and displays important application information and, if you choose, industry news.

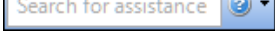

To view the Home Dashboard, click the Home Dashboard  button on the toolbar. For more information about the dashboards, see [Using the dashboards](#) in the Help & How-To Center.



# Help and How-To Center

The Help & How-To Center provides extensive information about using Accounting CS.

You can use any of the following methods to access the Help & How-To Center.

- Enter a search term in the search  field in the toolbar to search for articles related to that term.
- Click the Help & How-To  button to open an article explaining the current screen or click the down arrow to display a list of tasks and articles related to the screen.
- Press F1 to view help that is relevant to the current screen.
- Choose Help > Help & How-To or press ALT+Y to open the Browse subjects for Accounting CS article.

In the Help & How-To Center, use the toolbar to find the information you need.



- **Browse Subjects** — Click this button to access a list of categories, then click a category to view a list of related articles.
- **Index** — Click this button to view an alphabetical list of keywords. Click a keyword to view the associated article.
- **Search field** — Enter a search term or phrase and press the ENTER key to see a list of related articles. To view sample searches, click the Finding answers in the Help & How-To Center link in the box on the right side of the screen.

**Note:** Almost every article in the Help & How-To Center includes a box on the right that provides quick access to alerts and other timely information.



## FIRM AND STAFF SETUP

Before you can begin write-up work for your clients in Accounting CS, you must first complete some firm, staff, and client setup steps.

### Firm setup

The first step in setting up Accounting CS is to enter information about your firm and to select preferences for those in your firm who use the application to process data for your clients.

#### Entering basic firm information

In Accounting CS, you enter basic identification and contact information on the Main tab of the Firm screen.

1. Choose Setup > Firm Information > Firm.
2. On the Main tab, the application automatically enters the firm name and EIN or SSN based on your license. However, you can override this information as needed.
3. By default, the application enters address information from your license as a business address. You can enter additional addresses if needed. Click the down arrow next to the *Business* field and select a different address type.

Addresses

Business  7322 Newman Blvd.

City:  Business

County:  Home

Other

The field name changes based on the type you select.

Addresses

Home  499 Powell Street

City:  Business

County:  Home

Other

### Notes

- Accounting CS enables you to customize the options in the drop-down list for some of the data-entry fields in several of the setup screens (Firm, Staff, Clients, Vendors, and Customers). Custom fieldviews are indicated by a vertical green line to the right of the drop-down arrow.



When you enter data in those fields and press CTRL+S, the application saves that entry to the drop-down list and makes it available in other data-entry screens throughout the application. For more information, see [Custom Fieldview Editor](#) in the Help & How-To Center.

- Accounting CS includes an address verification feature, which verifies that the addresses you enter are accurate and valid. For additional details, see [Verifying client and employee addresses](#) in the Help & How-To Center.


- Enter the other applicable firm information.

## Adding logo and signature images

Accounting CS enables you to print a logo and/or signatures on checks, invoices, reports, financial statements, and letters. Simply create the images in BMP, JPG, or PNG format, and then select them in the Firm screen.

### Notes

- The dimensions of the image you're adding should be the actual size that you want to use on the documents.
- For signature images, be sure that the signature is dark enough to display and print properly. If the signature is not dark enough, it may not be legible.

- In the Firm screen, click the Images tab.
- Click the Ellipsis  button next to the logo or signature field for which you want to select the image.
- In the Insert Image dialog, click the Insert button, browse to the appropriate image file, and then click the Open button.
- If the image is acceptable, click Done.

## Setting firm preferences

The majority of settings that apply to the application at the global level are available in the Preferences tab of the Setup > Firm Information > Firm screen. These settings apply to all staff members who use Accounting CS and to all clients whose data you process in Accounting CS.

For detailed information on each of the options, see [Firm preferences, overview](#) in the Help & How-To Center. In particular, you may want to enable firm security and event tracking.

### Enabling firm security

We recommend that you enable firm-level security to require the use of staff logins that can be associated with security group permissions.

1. Click the Preferences tab in the Firm screen.
2. Mark the *Enable firm security* checkbox and then click Enter to save the firm record.
3. Close Accounting CS and then re-open it to activate the security setting.

❗ Once you enable firm security in Accounting CS, you cannot disable it for your firm.

### Enabling event tracking

Accounting CS gives you the ability to record and monitor activities that occur in the firm database, such as adding, editing, and deleting client and employee records, GL accounts, and banks. The event tracking feature even allows for transaction-level tracking.

- ▶ Event tracking is enabled by default. To disable it, mark the *Disable event tracking* checkbox in the Preferences tab of the Firm screen. If you disable it, the application stops tracking any new events, but it retains the history of events that have already been logged.

**Note:** For detailed information on the events you can track, see [Event tracking, overview](#) in the Help & How-To Center.

### Setting up security groups

In Accounting CS, you can set up an unlimited number of security groups to specify which features are available to the members of those groups.

#### Notes

- The Security Groups screen is available only when firm security is enabled.
- By default, Accounting CS includes the **Administrator** security group, which has complete access to all areas of the application. You cannot change or delete this group. All firms must assign at least one staff member to the Administrator security group to ensure that all areas of the application and all client records are accessible.

Let's add a security group for the staff members who will use Accounting CS. We recommend that you create security groups based on the **roles** of your staff, not on the individual staff members.

1. Choose Setup > Firm Information > Security Groups.
2. Click the Add button and enter **Accounting staff** as the description for the security group.
3. In the General tab, mark the *General* checkbox. The application marks all checkboxes under that heading, giving staff members in this security group access to those areas of the application.

## Firm and Staff Setup

4. In this example, we don't want the accounting staff members to be able to change any firm settings, security groups, or staff information, so clear the *Firm Information* checkbox under the *Setup Menu* checkbox.
5. Clear all checkboxes in the Payroll, Accounts Payable, Accounts Receivable, and Workpapers tabs. Notice that when you do this, the application clears any checkboxes in the General tab that are related to those services.
6. Click the Reports tab. Mark the *Accounting*, *Financial Statements*, and *Letters* checkboxes. The application marks all reports in those categories, giving accounting staff members access to those reports.
7. Click Enter to save the security group.

## Staff setup

After you enter information about your firm, you can enter information about each of your firm's staff members who use Accounting CS. For this walkthrough, let's add a staff record for Amy Simmons, one of the accountants at your firm.

### Entering basic staff information

1. Choose Setup > Firm Information > Staff, and then click Add.
2. In the Main tab, enter the following information in the Identification section.

ID	AJS
SSN	123-45-6789
First, Middle, Last Name	Amy J. Simmons
Title	Accountant

3. We are going to use Amy's home address as her mailing address. Click the down arrow next to the address type field (by default, Business is selected), select **Home**, and then enter the following address.

**575 West Main St  
Dexter, MI 48130**

**Note:** As with the firm addresses, you can use the address verification feature to verify that the staff address is valid. For details, see [Verifying client and employee addresses](#) in the Help & How-To Center.

4. Mark the *Mailing address* checkbox.

### Assigning staff to security groups

We need to assign Amy to applicable security groups to specify which security privileges she will have.

1. In the Staff screen, click the Security tab.
2. In the Member of groups pane, mark the *Accounting staff* checkbox.
3. Click Enter to save the staff record.

#### Notes

- The options available on the tabbed pages on the Security tab include the screens, dialogs, and features available to members of the selected security group. You cannot change those settings in this screen.
- You can reset Amy's Accounting CS password by clicking the Reset Password button in the upper-right corner. When you do, Amy will be prompted to change her password the next time she opens Accounting CS. This does not affect her Thomson Reuters ID or NetStaff CS login.

### Setting staff-level user preferences

Each staff member can specify user preferences that apply specifically to their login by following these steps.

1. Choose Setup > User Preferences.
2. In each tabbed page, mark the checkbox for each desired option.

**Note:** For a description of each option, see [User Preferences dialog](#) in the Help & How-To Center.

3. By default, Accounting CS displays the Home Dashboard when you first open the application. To display a different screen, select one from the drop-down list in the *Favorite screen* field on the System tab.
4. Click OK to save the preferences.





## CLIENT SETUP

Before you can start processing data for your clients, you must first set up records for each client whose data you will process, and then set up the information that will help you to track and process that data. Accounting CS enables you to set up clients from scratch or to create clients from a template.

### Client templates

In Accounting CS, client templates help you to add new client records and information more efficiently and accurately. Using templates, you can set up common firm-level policies such as staff assignments, check printing defaults, billing options and fee schedules, and custom fields.

In addition, if you have a number of clients working in similar industries (for example, if you have a number of restaurant clients), you can set up a client template with chart of accounts, bank account, vendor information, staff assignments, and billing information that are common between those clients.

For more information about creating client templates, see [Using templates for client and employee setup](#) in the Help & How-To Center.

### Restoring client templates

Accounting CS includes a number of standard client templates that you can download from our website. For details, see [Accounting CS client templates](#) in the Help & How-To Center.

For this walkthrough, we are going to restore one of those client templates. If you see the templates in the Setup > Client Templates screen, you can skip these steps.

1. Choose File > Client Data Management Utility.
2. In the Client Data Management Utility screen, select **Restore** from the *Action* field.
3. Verify that the file location points to the **X:\WinCSI\Accounting CS Data\Backup** folder, where X represents the drive on which the data is stored.

**Note:** If you downloaded the client templates from our website and saved them in a different location, you would browse to that location instead.

4. Mark the checkbox for the **ACSSER01, Service Business Template** row and then click the Restore Selected button.

5. After the template has been restored, click OK at the prompt. The application displays a diagnostic report that shows information about the restoration. After reviewing the information, you can close the preview window.

## Adding a client record


For this walkthrough, let's assume that our accounting firm has just acquired a new client, Bay Shore Communications. Our firm will provide accounting services for the new client.

1. Choose Setup > Clients and click the Add button. For this procedure, we are going to set up this client from scratch instead of using a template. If we had set up an appropriate template, we could select it in the *Template* field.
2. In the Add Client dialog, enter the following information.

ID	<b>BAYSHORE</b>
Client name	<b>Bay Shore Communications</b>
State	<b>MI</b>

3. In the Services section, mark the *Accounting* checkbox and then click the Add button. Accounting CS creates the client record and opens the Setup > Clients screen.
4. In the Main tab, enter the following information.

Address (Business)	<b>150 Sunrise Highway, Dexter, MI 48130</b>
Phone (Business)	<b>734-414-9800</b>
Active date	<b>(today's date)</b>
Industry code	<b>517110 Wired Telecommunications Carriers</b>
Primary processor	<b>Amy Simmons</b>

**Note:** If you don't know the specific code for a client's industry, you can click the Ellipsis  button next to the *Industry code* field and drill down to the appropriate code. In this case, to find the appropriate code for Bay Shore Communications, you would drill down as follows:

**51 Information > 517 Telecommunications > 5171 Wired Telecommunications Carriers > 51711 Wired Telecommunications Carriers > 517110 Wired Telecommunications Carriers**

## Client Setup

5. Click the Account Mask tab. Notice that Accounting CS assigned the default account mask (XXXXXXXXXX) for the client.

**Note:** In Accounting CS, the account mask defines the alphanumeric format for all accounts in the client's chart of accounts. For details, see [Setting up a client's chart of accounts mask](#) in the Help & How-To Center.

6. Click the Accounting Information tab and review the default information. If necessary, update the information. In particular, be sure that the correct entity type, fiscal year end date, and period frequency are selected.

For information on the fields on this tabbed page, see [Accounting Information tab](#) in the Help & How-To Center.

7. Click Enter to save the client record.

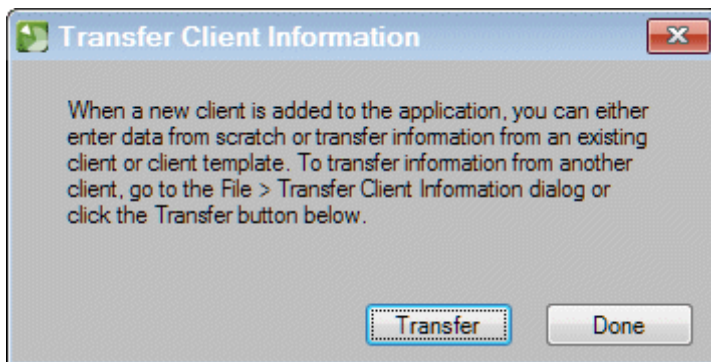
## Adding accounts to the client's chart of accounts

After you set up the client record, you can set up the chart of accounts. If you did not create the client record from a client template that includes a chart of accounts, you can enter the accounts manually, transfer the information from another client, or import the information from a spreadsheet.

### Transferring accounts from another client

If you have an existing client or client template set up in Accounting CS with a chart of accounts that is similar to that of the client you are setting up, you can save time by transferring that information to the new client. For this walkthrough, we are going to transfer the chart of accounts from the **ACSSER01, Service Business Template** client template that we restored earlier.

1. Choose Setup > Chart of Accounts.
2. When you open this screen for the first time after setting up a new client record, the application displays a prompt asking if you want to enter data from scratch or transfer information from another client. Click the Transfer button.



**Note:** You can access the Transfer Client Information dialog at any time by choosing File > Transfer Client Information.

## Client Setup

3. In the Transfer Client Information dialog, select **ACSSER01, Service Business Template** in the *Source client* field.
4. Select **BAYSHORE, Bay Shore Communications** in the *Destination client* field.
5. Mark the **Chart of Accounts** checkbox in the Information to Transfer grid, and then click the Transfer button.
6. Click Yes at the prompt asking if you want to continue.
7. Click Close in the preview window of the diagnostic report and notice that accounts are now included in the Setup > Chart of Accounts screen for the new client.

For detailed information on transferring data from another client, see [Transferring client information](#) in the Help & How-To Center.

### Importing a chart of accounts

If you don't want to manually enter accounts or transfer a chart of accounts from another client, Accounting CS offers other options for adding accounts.

- If you have access to the client's chart of accounts in a spreadsheet file (XLS or XLSX file format), you can import that data into the client record. For details and for basic sample spreadsheets that you can download and use for practice in Accounting CS, see [Spreadsheet import – chart of accounts](#) in the Help & How-To Center.
- If your client uses QuickBooks® for their business, you can import the client's chart of accounts from QuickBooks. For details, see [Importing client data from QuickBooks](#) in the Help & How-To Center.
- If your client uses QuickBooks Online for their business, you can import the client's chart of accounts from QuickBooks Online. For details, see [Importing client data from QuickBooks Online](#) in the Help & How-To Center.

## Modifying the client's chart of accounts mask

In Accounting CS, the client's chart of accounts mask can contain up to 60 characters, up to 20 segments, and an unlimited number of codes for each segment. For this client, we need to use a segmented account structure to accommodate their two locations.

### Adding account segments

Before we can change the account format to use a segmented account mask, we first need to add the segments.


1. Choose Setup > Account Segments.
2. Enter **Location** in the *Description* field.

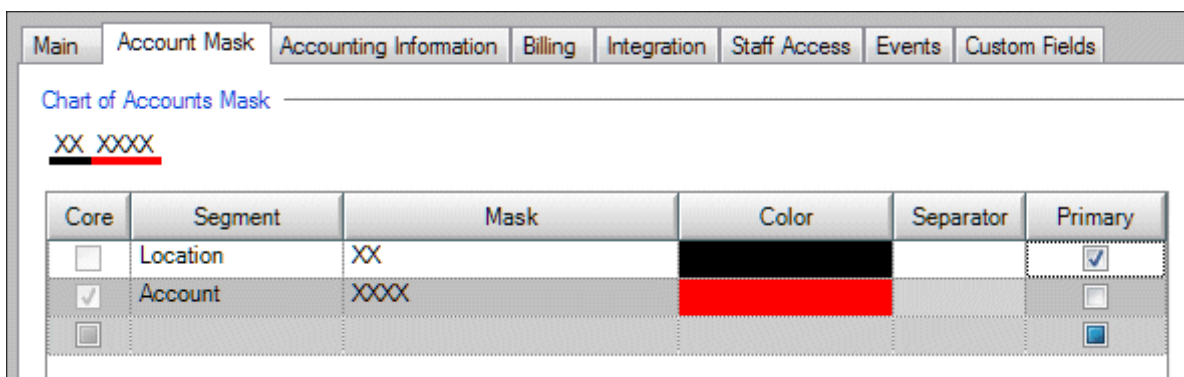
## Client Setup

3. Enter **XX** in the *Mask* field.
4. In the first row of the Codes grid, enter **1** in the *Code* column and **Ann Arbor** in the *Description* column.
5. In the second row, enter **2** in the *Code* column and **Dexter** in the *Description* column.
6. Click Enter to save the segment.

### Modifying the account mask

Now that we've added the location segment, we can modify the account mask to include the segment.

1. Choose Setup > Clients and verify that **BAYSHORE** is selected.
2. Click Edit, and then click the Account Mask tab.
3. In the **Account** row of the grid, change the entry in the Mask column to **XXXX**, and then press the TAB key.
4. Select **Red** in the Color column, and then press TAB. Notice that the application updated the mask key (above the grid) and changed the color of the line under the corresponding segment.
5. In the next row, select **Location** in the Segment column, and then click the Up Arrow  button to move it up to the first row. Notice that the application moved the position of the location segment in the mask.
6. Mark the checkbox in the Primary column for the Location row. If you choose to round balances by segment or close the fiscal year by segment, Accounting CS will use the primary segment when performing those tasks.



Core	Segment	Mask	Color	Separator	Primary
<input type="checkbox"/>	Location	XX			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Account	XXXX			<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>


7. Click Enter to save the client record.

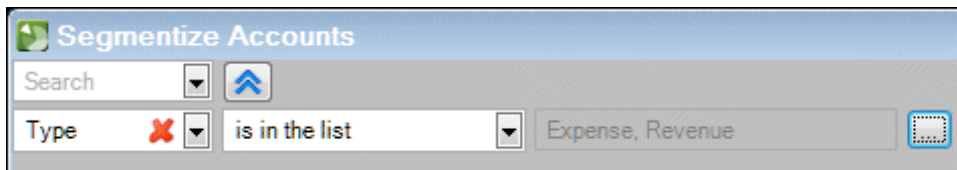
**Note:** For information on using account segments in Accounting CS, see [Using account segments](#) in the Help & How-To Center. For examples of segmented account masks and account numbers, see [Chart of accounts mask and segments examples](#).


### Segmentizing the client's accounts

Because we want to track the client's revenues and expenses for each location separately, we need to add the location segment to the accounts. We can do this easily by segmentizing the accounts.

1. Choose Setup > Chart of Accounts.
2. In the Chart of Accounts screen, verify that **BAYSHORE** is selected in the upper-right corner of the screen.
3. Click the **Edit Multiple Accounts** link at the bottom of the screen, select **Segmentize accounts** in the *Information to edit* field in the Edit Multiple Accounts dialog, and then click Enter.
4. For this walkthrough, we will segmentize only the revenue and expense accounts, so let's filter the list of accounts.

In the *Filter* field in the upper-left corner of the Segmentize Accounts dialog, select **Type**. In the *Method* field that opens, select **is in the list**, click the Ellipsis  button, select **Expense** and **Revenue** in the Multiple Selection dialog, and then click OK.



5. Click the Ellipsis  button next to the *Segment codes* field.
  6. In the Select Segment Codes dialog, mark the *Location* checkbox to select both locations.
- Note:** You can click the + button next to the *Location* checkbox to see the available location segments and to select or deselect individual segments.
7. Click Enter.
  8. In the Segmentize Accounts dialog, click Apply.
  9. Scroll through the list of accounts in the grid. There are now two accounts for each core account — each one preceded by a location segment. Verify that the accounts in the New Account column are correct, and then click Done.
  10. Click OK at the prompt that displays the number of accounts that were segmentized.
  11. In the Edit Multiple Accounts dialog, click Cancel to close it. The Chart of Accounts screen now includes the core accounts and accounts for each location.

**Note:** If you change the status of a core account to inactive, all associated accounts also become inactive and will not appear in the Chart of Accounts screen unless the *Include inactive* checkbox is marked.

## Setting up client bank accounts

You can enter checking and savings account information for the bank accounts that your client uses for their business transactions.

1. Choose Setup > Bank Accounts.
2. Enter the following information in the Main tab.

Description	Checking
Bank (Routing number)	<b>Bank of America (011000138)</b>
Account type	<b>Checking</b>
Account number	<b>987654321</b>
Next check number	<b>1000</b>
General Ledger Account	<b>1020</b>

3. Click the Layouts tab.
4. In the Layout Selection section, select **Forms CS 135L & 800LC Middle Check MICR Dup Stubs** in the *Vendor* field. This is the default layout that Accounting CS will use when printing checks from this account.
5. Click Enter to save the bank account information.

## Setting up vendors

In Accounting CS, vendor records represent the vendors and agents that provide goods and services to the client.

1. Choose Setup > Vendors, and then click Add.
2. Enter the following information in the Main tab.

ID	<b>GREEN</b>
EIN/SSN	<b>36-9456123</b>
Vendor name	<b>Green Properties</b>
Vendor type	<b>Trade</b>
Business address	<b>852 Long St Ann Arbor, MI 48108</b>

3. Click Enter to save the vendor record.

**Note:** Accounting CS enables you to transfer vendor data from another client and import vendor data from a spreadsheet. For details, see [Transferring client information](#) and [Spreadsheet import – vendor data](#) in the Help & How-To Center.

## Setting up journals

In Accounting CS, journals can help you record related types of transactions for reporting purposes. By default, Accounting CS includes the General journal. You cannot rename or delete the General journal, but you can set up additional journals to fit your client's needs. For example, you could create separate journals for sales, purchases, cash receipts, etc.

1. Choose Setup > Journals, and then click Add.
2. Enter **Purchases** in the *Description* field.
3. You could enter a code to display on several of the general ledger and transaction-based reports, but we will leave it blank for this walkthrough. Click Enter to save the journal.



## WRITE-UP WORKFLOW

The remainder of this walkthrough describes the write-up process, from receiving client documentation to preparing the data for the tax return to closing the year for the client's accounts in Accounting CS.

Accounting CS includes a number of interactive graphical workflows in the Help & How-To Center. These workflows include links to help articles for the various procedures. To quickly access these workflows, click the [Workflows in Accounting CS](#) link in the Alerts and notices section on the right side of most Accounting CS help articles.

[Alerts and notices](#)

- New phishing email targets practitioners with false "software update" messages. Thomson Reuters will never ask you to download an update via a link in an email. [More information.](#)
- [Accounting CS user bulletins](#)
- [Finding answers in the Help & How-To Center](#)
- [Transitioning from CSA to Accounting CS Services](#)
- [Getting started with Accounting CS](#)
- [Accounting CS and Accounting CS Payroll features](#)
- [Payroll tax forms approved between application updates](#)
- [Workflows in Accounting CS](#)
- [Efficiency tips for Accounting CS](#)

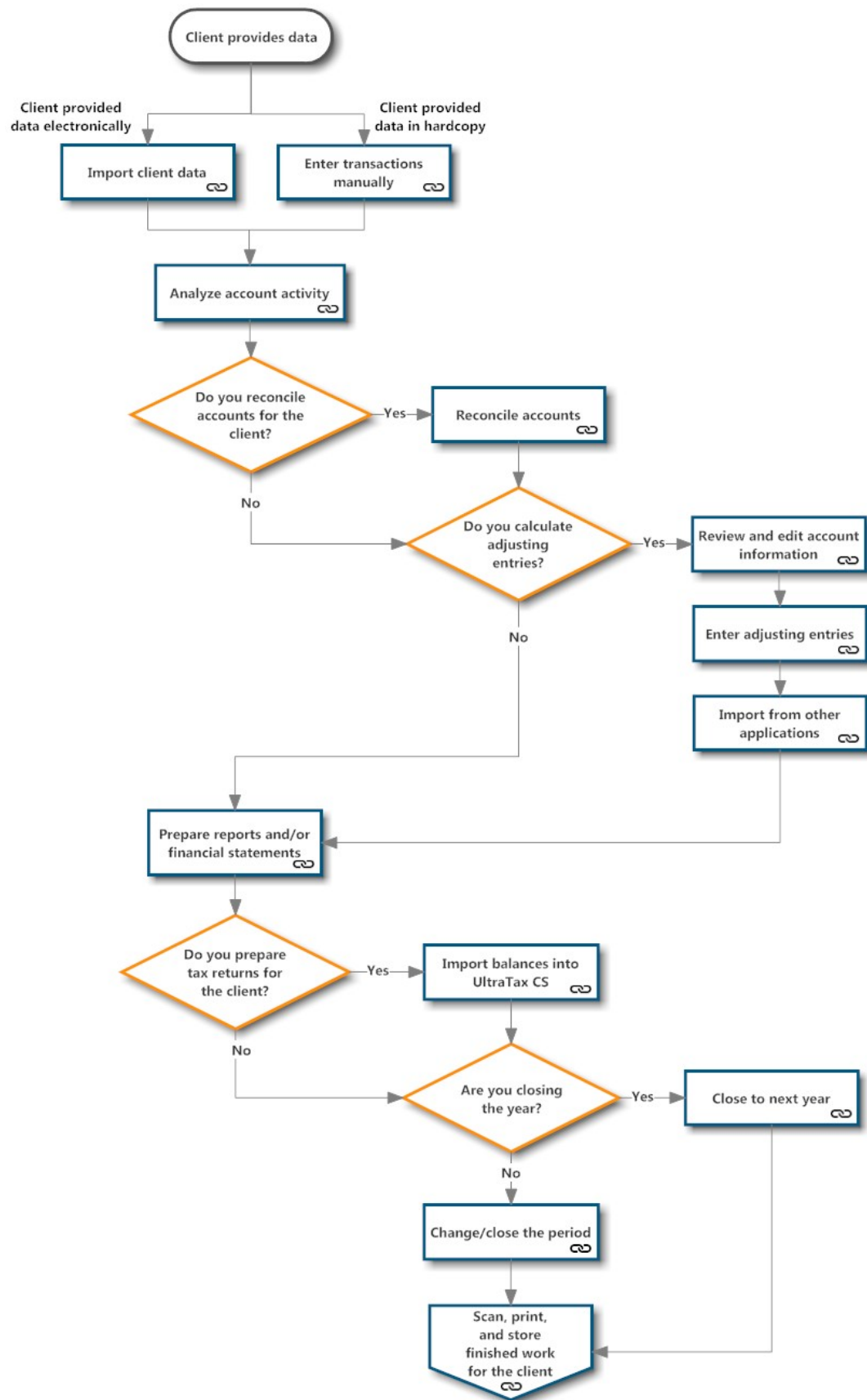
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For this walkthrough, we will follow the steps in the write-up process workflow on the following page.

## Write-Up Workflow





## ENTERING TRANSACTIONS

After you set up the client information, you are ready to enter transactions. In general, there are two main methods for entering client transactions in Accounting CS — manual data entry in the Actions > Enter Transactions screen and data import from other sources, including QuickBooks and spreadsheets.

### Enter Transactions screen

The Enter Transactions screen is the main screen for entering transactions in Accounting CS. In this screen, you can enter transactions for checks, payments, deposits, and journal entries. If you have the Accounts Payable service enabled for a client, you can also enter AP checks and AP payments in this screen.

1. Choose Actions > Enter Transactions.
2. Select **Check** from the drop-down list in the *Type* field and then enter the following checks.

Check #	Payee	Amount	Distributions
1415	Office Depot	\$498	16320, Computer Repairs (\$375) 16550, Office Supplies (\$123)
1416	Express Printing	\$220	16260, Printing and Reproduction
1417	White Glove	\$550	16750, Janitorial Expense

**Note:** Although you can enter a check for a recipient that does not exist as a vendor in Accounting CS (by manually entering a unique name in the *Payee* field), we recommend that you set up vendor records for reporting purposes and 1099 tracking.

3. Select **Deposit** in the *Type* field to enter a deposit to the Checking bank account with the following information.

Reference	Description	Amount	Distributions
Deposit	Monthly services deposit	\$8,500	14020, Services

## Entering Transactions

4. Select **Payment** in the *Type* field to enter a payment with the following information.

Reference	Description	Amount	Distributions
Online ad	Ace Advertising	\$225	16270, Professional Fees

### Transaction templates

With Accounting CS, you can create transaction templates to make data entry quicker and easier. For example, you can set up templates to create transactions on a scheduled basis or on an as-needed basis. Let's set up a transaction template for our monthly rent payment.

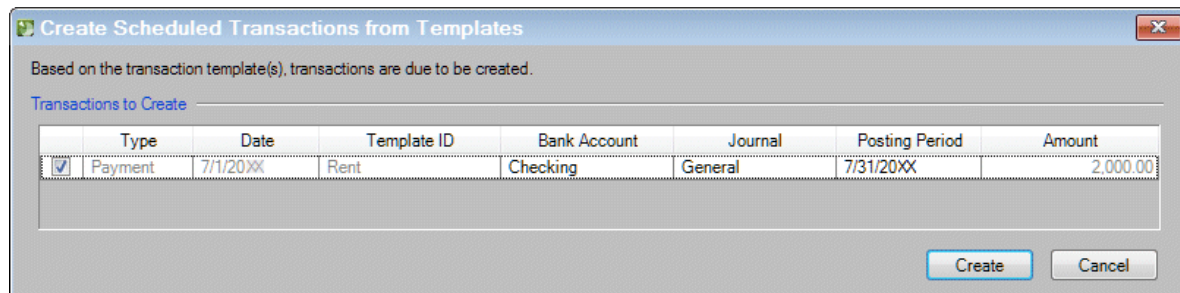
1. Choose Setup > Transaction Templates.
2. In the Transaction Detail section, select **Payment** in the *Type* field.
3. Select **Checking** in the *Bank account* field.
4. Select **General** in the *Journal* field.
5. Enter **Rent** in the *Reference* field.
6. Select **GREEN** in the *Vendor ID* field.
7. Enter **\$2,000** in the *Amount* field.
8. In the Template tab, enter **Rent** in the *Template ID* field and **Dexter office rent** in the *Description* field.
9. Select **Scheduled** in the *Type* field.
10. Click the Distributions tab and select **26290** in the *Account* column.
11. Click the Schedule tab and enter or select the following options.

Recurs	<b>Monthly</b>
Create on day	<b>1 of every 1 month</b>
Start date	<b>(first day of the current month)</b>
Prompt before creating transaction(s)	<b>Mark this checkbox</b>
Create	<b>5 days in advance</b>
End schedule based on	<b>No end</b>

## Entering Transactions

- Click Enter to save the transaction template.

Starting five days before the first of every month (based on your computer's system date), when you open the Enter Transactions screen, Accounting CS will open the [Create Scheduled Transactions from Templates dialog](#) to prompt you to create a rent payment transaction. If you choose not to create the transaction at that time, Accounting CS will continue to prompt you until you create it.



## Importing transactions

If you have access to your client's transaction data from other sources, you can save time and prevent data-entry errors by importing those transactions into Accounting CS. There are several import options available — directly from the client's financial institution (via Bank Feeds), from a spreadsheet, or from QuickBooks or QuickBooks Online.

### Importing transactions via Bank Feeds

With Accounting CS Bank Feeds, you can import transactions directly from a client's financial institution into Accounting CS. This add-on service can save time and prevent data-entry errors and give you real-time access to the data that impacts your client's financial accounts.

Before you can view and import your clients' transactions via the Bank Feeds Dashboard, your client needs to link their bank account to Accounting CS. After they link their account, you can begin importing transactions.

During the import, Accounting CS attempts to match the bank feeds transactions with existing Accounting CS transactions. If it finds any matches, it will not import those transactions, but it will mark the existing transactions as cleared in the bank account reconciliation. The imported transactions will be available in the Actions > Enter Transactions and Actions > Reconcile Bank Accounts screens.

For details on this feature, see [Bank Feeds overview](#) in the Help & How-To Center.

### Importing transactions from a spreadsheet

Accounting CS includes the Spreadsheet Import wizard, which enables you to import client transactions (including checks, payments, deposits, and journal entries) from a spreadsheet file that is in XLS or XLSX file format. The source of the transactions in the spreadsheet could be data downloaded from a bank statement or other accounting applications such as point-of-sale applications, ADP payroll, BAI2, or OFX files.

## Entering Transactions

For additional information on importing transaction data from a spreadsheet, see [Spreadsheet import – transactions](#) in the Help & How-To Center. This article includes links to sample spreadsheets that you can download and use for learning purposes.

### Importing transactions from QuickBooks

If your clients use QuickBooks Pro, Premier (including Accountant's edition), or Enterprise edition (for the current version and two prior-year versions) or QuickBooks Online, Accounting CS enables you to import transactions for those clients.

**Note:** You cannot import payroll transactions from QuickBooks Online.

For details on this feature, see [Importing client data from QuickBooks](#) and [Importing client data from QuickBooks Online](#) in the Help & How-To Center.

## Analyzing client activity

In Accounting CS, the Analyze Client Activity feature enables you to quickly generate a view of the current client's activity, including the Trial Balance, General Ledger, and Financial Statement Worksheet views.

In each view, you can click the blue hyperlinks to drill down to details at the transaction level. When you click the hyperlink for a transaction amount in a view, the application opens the source transaction record in the original data-entry screen.

### Trial balance activity

This view shows the client's current period and year-to-date balances for the general ledger accounts with activity.

1. Choose Actions > Analyze Client Activity > Trial Balance.
2. Click the blue link in the Debit column for account 1020 to view the activity for that amount.

Trial Balance							
Bay Shore Communications							
Trial Balance							
Adjusted Balance							
Period and Year-to-Date Ended July 31, 20XX							
Account	Type	Description	Period Ended July 31, 20XX		Year-to-Date Ended July 31, 20XX		
			Debit	Credit	Debit	Credit	
1020	A	Cash in Bank	7,007.00		7,007.00		
14020	R	Services		8,500.00		8,500.00	
16260	E	Printing and Reproduction	220.00		220.00		
16270	E	Professional Fees	225.00		225.00		
16320	E	Computer Repairs	375.00		375.00		
16550	E	Office Supplies	123.00		123.00		
16750	E	Janitorial Expense	550.00		550.00		
Totals			8,500.00	8,500.00	8,500.00	8,500.00	
Net Profit/(Loss)			7,007.00		7,007.00		

## Entering Transactions

- The view shows checks, deposit, and payment transactions we entered for account 1020. Click any of the blue amounts to open that transaction in the Enter Transactions screen.

Account	Type	Description	Debit	
1020	A	Cash in Bank	7,007.00	
Date	Reference	Description	Debit	Credit
07/26/XX	1415	Office Depot		498.00
07/26/XX	1416	Express Printing		220.00
07/26/XX	1417	White Glove		550.00
07/26/XX	Deposit	Monthly services deposit	8,500.00	
07/26/XX	Online ad	Ace Advertising		225.00
Transaction Totals			8,500.00	1,493.00

## General ledger activity

This view shows the client's beginning balances, current debit and credit amounts, and period-end balances for general ledger accounts with activity.

- Choose Actions > Analyze Client Activity > General Ledger.
- Click the blue **Current Activity** link for account 1020 to view the activity for that account.

General Ledger					
Bay Shore Communications					
General Ledger					
Date: <input type="text" value="Current period"/>		Adjusted Balance		Period Ended July 31, 20XX	
		<a href="#">Expand All</a>		<a href="#">Collapse All</a>	
		<a href="#">Refresh</a>		<a href="#">Print...</a>	
Account	Description	Beginning Balance	Debit Amount	Credit Amount	Period End Balance
1020	Cash in Bank	0.00			
	<a href="#">Current Activity</a>		8,500.00	1,493.00	
Totals for 1020			8,500.00	1,493.00	7,007.00
14020	Services	0.00			
	<a href="#">Current Activity</a>		0.00	8,500.00	
Totals for 14020			0.00	8,500.00	(8,500.00)
16260	Printing and Reproduction	0.00			
	<a href="#">Current Activity</a>		220.00	0.00	
Totals for 16260			220.00	0.00	220.00
16270	Professional Fees	0.00			
	<a href="#">Current Activity</a>		225.00	0.00	
Totals for 16270			225.00	0.00	225.00
16320	Computer Repairs	0.00			
	<a href="#">Current Activity</a>		375.00	0.00	
Totals for 16320			375.00	0.00	375.00
16550	Office Supplies	0.00			
	<a href="#">Current Activity</a>		123.00	0.00	
Totals for 16550			123.00	0.00	123.00
16750	Janitorial Expense	0.00			
	<a href="#">Current Activity</a>		550.00	0.00	
Totals for 16750			550.00	0.00	550.00
Report Total					0.00
Net Profit/(Loss)					
Current Period			7,007.00		
Year-to-Date			7,007.00		

## Entering Transactions

- The view shows the beginning balance, debit and credit amounts, and the period end balance for the checks, deposit, and payment we entered for account 1020. Click any of the blue amounts to open that transaction in the Enter Transactions screen.

Account	Description	Beginning Balance	Debit Amount	Credit Amount	Period End Balance
1020	Cash in Bank	0.00			
	Current Activity				
	Date	Reference	Journal	Description	
	07/26/XX	1415		Office Depot	498.00
	07/26/XX	1416		Express Printing	220.00
	07/26/XX	1417		White Glove	550.00
	07/26/XX	Deposit		Monthly services deposit	
	07/26/XX	Online ad		Ace Advertising	225.00
				Totals for 1020	
			8,500.00	1,493.00	7,007.00

## Financial Statement Worksheet

This view shows the client's year-to-date balances for the Balance Sheet and the Income Statement to help you prepare and review financial statements.

- Choose Actions > Analyze Client Activity > Financial Statement Worksheet.
- Click the blue amount in the Debit column for the CA code and CASH subcode to view the activity for the accounts that are assigned to that code and subcode.

Financial Statement Worksheet

Bay Shore Communications

Financial Statement Worksheet

Adjusted Balance  
Year-to-Date Ended July 31, 20XX

Refresh

Print...

Code	Subcode	Description	Balance Sheet		Statement of Income	
			Debit	Credit	Debit	Credit
CA		Current Assets				
CA	CASH	Cash and Equivalents	7,007.00			
		Total Current Assets	7,007.00	0.00		
INC		Income				
INC	SALE	Sales Revenue				8,500.00
		Total Income			0.00	8,500.00
EXP		Operating Expenses				
EXP	No Subcode	Operating Expenses			1,118.00	
EXP	RM	Repairs and Maintenance			375.00	
		Total Operating Expenses			1,493.00	0.00
			7,007.00	0.00	1,493.00	8,500.00
		Net Profit/Loss		7,007.00	7,007.00	
		Totals	7,007.00	7,007.00	8,500.00	8,500.00

- The view shows the year-to-date balance for items that are classified as current assets, cash and equivalents. Click any of the blue amounts to show the items that were entered for that account.

Code	Subcode	Description	Balance Sheet		Statement of Income	
			Debit	Credit	Debit	Credit
CA		Current Assets				
CA	CASH	Cash and Equivalents	7,007.00			
		Total Current Assets	7,007.00	0.00		
		Account Description				
	1000	Cash on Hand	0.00			
	1020	Cash in Bank	7,007.00			
	1030	Savings	0.00			
		Totals for 1020	7,007.00	0.00		

## Entering Transactions

Code	Subcode	Description	Balance Sheet		Statement of Income	
			Debit	Credit	Debit	Credit
CA		<b>Current Assets</b>				
CA	CASH	Cash and Equivalents		7,007.00		
	<b>Account</b>	<b>Description</b>				
	1000	Cash on Hand		0.00		
	1020	Cash in Bank		7,007.00		
	<b>Date</b>	<b>Reference</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>	
	07/26/XX	1415	Office Depot		498.00	
	07/26/XX	1416	Express Printing		220.00	
	07/26/XX	1417	White Glove		550.00	
	07/26/XX	Deposit	Monthly services deposit	8,500.00		
	07/26/XX	Online ad	Ace Advertising		225.00	
		<b>Transaction Totals</b>	<u>8,500.00</u>	<u>1,493.00</u>		
	1030	Savings		0.00		
		<b>Total Current Assets</b>		<u>7,007.00</u>		<u>0.00</u>





## RECONCILING BANK ACCOUNTS

Accounting CS offers the ability to reconcile your clients' bank accounts.

1. Choose Actions > Reconcile Bank Accounts.
2. In the Reconcile Bank Accounts screen, select the account to reconcile.
3. Enter the following information in the General Information tab.

Statement beginning date	(first day of the current month)
Statement ending date	(last day of the current month)
Beginning balance	0
Deposits and additions	\$8,500
Checks and payments	\$1,268
Ending balance	\$7,232

4. Click the Deposits & Additions tab. This tab lists all deposits and other credit-type transactions that were direct deposited or that have been entered for the selected bank account.

Mark the checkbox for the **Deposit** transaction (\$8,500).

5. Click the Checks & Payments tab. This tab lists all checks and other payment-type transactions that have been entered for the selected bank account.

Mark the checkbox for the following items. As you mark each checkbox, the application updates the information below the grid.

Reference	Description	Amount
1415	Office Depot	\$498
1416	Express Printing	\$220
1417	White Glove	\$550

## Reconciling Bank Accounts

- Click the Account Summary tab. The application displays the amounts of the items that were marked to clear in the previous steps. Notice that the **Unreconciled amount** is zero. This indicates that the account is in balance.

<b>Statement Dates</b>	
Beginning: 7/1/20XX	Ending: 7/31/20XX
<b>Balance per Bank Statement</b>	
Ending statement balance:	7,232.00
Open deposits & additions: +	0.00
Open checks & payments: -	225.00
Bank errors: +/-	0.00
Bank account reconciled:	7,007.00
<b>Balance per Bank Account</b>	
Ending period balance:	7,007.00
Adjustments: +/-	0.00
Adjusted period balance:	7,007.00
<b>Difference</b>	
Unreconciled amount:	0.00

**Note:** If the unreconciled amount were not zero, the Notes section of the Reconciliation Analysis tab would list potential causes for the unreconciled amount.

### Finalizing the reconciliation

As you work on the bank account reconciliation, you can click the Finish Later button at any time to save the reconciliation and finish it at a later time. When the bank account reconciliation is in balance or reconciled, you can click the Finalize button to finalize the reconciliation at that moment.

For this walkthrough, we can finalize the reconciliation.

**Note:** Accounting CS provides the **Bank Account Reconciliation Worksheet** and **Bank Account Reconciliation Transmittal** reports, which are available in the File > Print Reports screen. You can print these reports for the current reconciliation and for prior reconciliations.



## PRINTING REPORTS AND FINANCIAL STATEMENTS

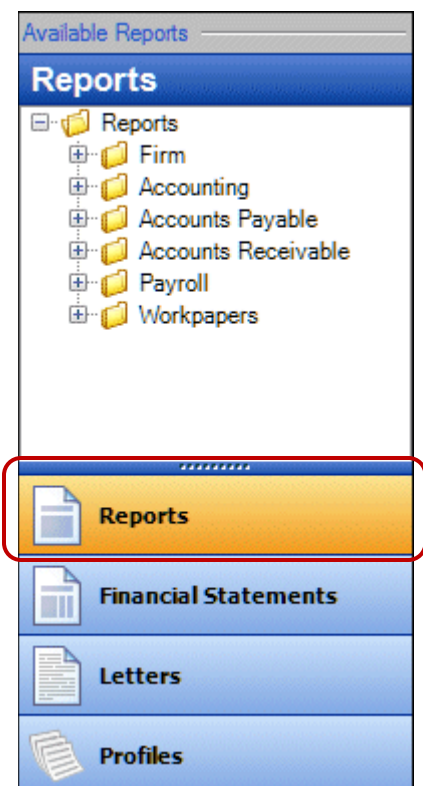
Accounting CS includes a number of pre-defined reports and financial statements that you can use to present your clients' data. You can use the Report Designer to modify any of the pre-defined reports, or you can create new reports from scratch.

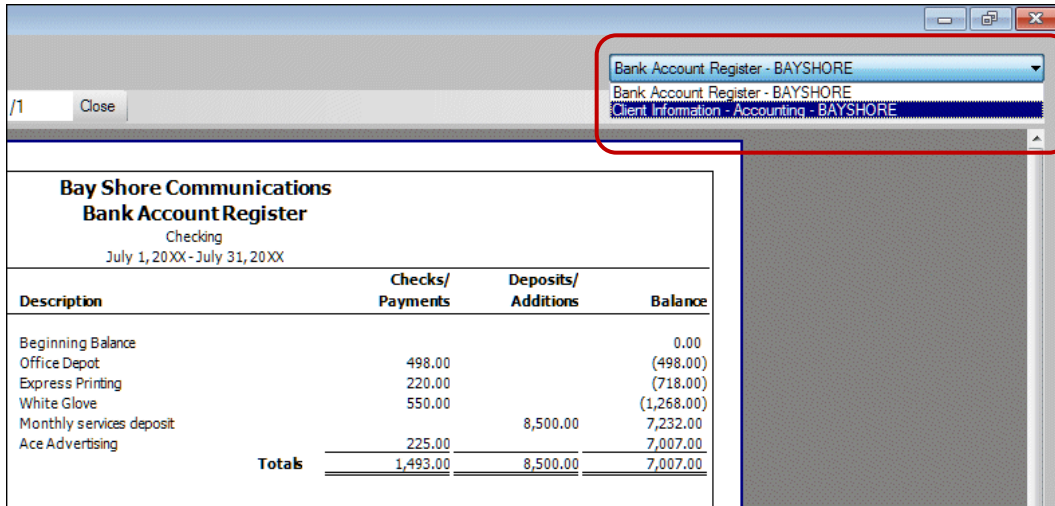
To make printing reports a more efficient part of your firm's procedures, you can create report profiles to group reports to print in batches for multiple clients.

### Printing reports

The Print Reports screen in Accounting CS provides a variety of firm and client reports that you can print for a single client or for multiple clients at the same time. You can also print financial statements and letters from the Print Reports screen.

1. Choose File > Print Reports.
2. Click the Reports button below the Available Reports pane. Notice that the reports are grouped into different categories — Firm, Accounting, Accounts Payable, Accounts Receivable, Payroll, and Workpapers.
3. Expand the Accounting folder and double-click **Bank Account Register** and **Client Information - Accounting**.
4. We will use the default report settings. Click the Preview Selected button to see what the reports will look like when we print them.
5. The application displays the Bank Account Register report first. To view the Client Information - Accounting report, click the report list in the upper-right corner of the screen, and then select the next report.






### Notes

- The Print Preview window opens as a separate window so that you can minimize it, adjust its size, or move it to another monitor as you continue to work in the application.
- In the Print Preview window, you can click the Refresh button to regenerate the same reports (using the original report options) with real-time data changes.
- In the Print Preview window, Accounting CS retains your report selections as you continue to work in the application. After you print the selected reports using the Print Selected button, or when you close Accounting CS, it will clear all of your report selections.

## Firm report profiles

In Accounting CS, you can create firm-level report profiles, which you can use for all clients. If certain clients require a modified version, you can customize them on a client-by-client basis and save them as client-level profiles.

1. Choose Setup > Firm Information > Firm Report Profiles, and then click Add.
2. Enter **Walkthrough** in the *Description* field and click the *Client reports* option.
3. Click the Ellipsis  button next to the *Selections* field to open the Report Selections dialog.
4. In the Report Selections dialog, select the following reports, and then click OK.
  - Bank Account Reconciliation Worksheet
  - General Ledger
  - Trial Balance - Condensed

**Note:** You can rearrange the order of the reports by dragging and dropping reports in the appropriate position in the list of selected reports.

5. In the Report Options section, select each report, one at a time, from the *Report* field. Notice that the options change for each report. You can select different options for each report, including regions and sections to include and different filtering and sorting options.


For the purposes of this walkthrough, we are going to keep the default options.

6. Click Enter to save the firm report profile.

## Client report profiles

After you create firm report profiles, you can customize them for each client, or you can create a client-specific report profile from scratch. We are going to modify the Walkthrough firm report profile for the Bay Shore Communications client.

To modify a report profile for a specific client, use the following procedure.

1. Choose Setup > Report Profiles.
2. Select **Walkthrough** from the drop-down list in the *Firm profile* field.
3. We are going to add a report to the profile for this client, so click the Ellipsis  button next to the *Selections* field.
4. Select the **Chart of Accounts - Detailed** report, and then click OK.
5. Click Enter to save the client report profile.

## Using report profiles


You can now use these report profiles to print the selected reports with the specified report options. This can save you valuable time when you need to consistently print the same set of reports for one or more clients.

Let's print the reports in the profile we just set up.

1. Choose File > Print Reports.
2. Click the Profiles button below the Available Reports pane. The pane lists the firm profiles and the client profiles that have been set up for the selected client.
3. Double-click the **Walkthrough** profile. Accounting CS adds the three reports to the Selected Reports pane.
4. Adjust the print options for each report as needed.
5. Preview or print the selected reports. Accounting CS includes all of the reports in the profile and any other reports you have selected.

## Printing Reports and Financial Statements

**Note:** To save even more time, you can print the reports in a profile for multiple clients at the same time. Use the *Client* fields above the Available Reports pane to select the clients.

- To select specific clients, select **is in the list** from the drop-down list and then click the Ellipsis  button and select the clients.
- To select a range of clients, select **is in the ID range** or **is in the name range**, and then select the first and last clients in the range.



## IMPORTING BALANCES INTO ULTRATAX CS

UltraTax CS uses tax codes to import balances from Accounting CS. If you already maintain a client's general ledger information in Accounting CS, using tax codes to import balances saves you time as you prepare a client's tax return.

UltraTax CS examines the general ledger balances in the client write-up files, summarizes those balances as needed, applies whole-dollar rounding, and then transfers relevant amounts to the corresponding input screens according to the tax codes. UltraTax CS also makes adjustments to the total Assets or total Liabilities so that the balance sheet balances.

We did not set up tax codes for any of the accounts in this walkthrough. If we had, we would use the procedure below to transfer a client's general ledger account balances from Accounting CS to UltraTax CS.

1. Be sure that the appropriate tax codes are assigned to the selected client's chart of accounts in either of the following screens.
  - **Setup > Chart of Accounts:** Tax information section
  - **Actions > Enter Trial Balance:** Data-entry grid
2. Before you transfer account balances from Accounting CS to UltraTax CS, you may want to print the following reports.
  - Tax Code Groupings
  - Tax Code Worksheet (if applicable)
  - Tax Reconciliation Worksheet (if applicable)
3. In UltraTax CS, choose Utilities > Accounting CS (Import).
4. In the Import from Accounting CS dialog, select the **BAYSHORE** client.
5. Choose the type of trial balance data to retrieve, and then click Import.







## CLOSING THE YEAR

When you are ready to close the year for your clients, use the Year End Close dialogs to specify how the application should update budgets for the new year, to choose closing options, and to specify the distribution of net income and balance sheet accounts.

### Changing the posting period

If you are not ready to close the year but need to change the posting period, follow these steps.

1. Choose Actions > Change Posting Period.

**Note:** The toolbar includes the Change Posting Period  icon and the Advance Posting Period  icon to enable you to quickly access the associated dialogs from anywhere in the application.

2. Verify that the **BAYSHORE** client is selected.
3. Verify or select the year of the processing period to which you want to move.
4. Select the appropriate posting period, and then click OK.

### Closing the year

When you are ready to close the year, follow these steps.

1. Choose Actions > Change Posting Period.
2. Verify that the **BAYSHORE** client is selected.
3. Select the year that follows the client's current processing year.
4. Select the appropriate posting period, and then click OK.
5. In the Year End Close dialog, specify how you want to handle budget amounts in the year to which you are advancing, choose any applicable closing options, and then click OK.

## Closing the Year

6. If the *Zero account balances* checkbox is not marked, a subsequent Year End Close dialog opens. In this dialog, you can distribute net income to one or more equity accounts, and you can close balance sheet accounts from one account to another.

**Note:** Only equity accounts (those assigned to classification code EQ) are included in the drop-down list in the Account column of the Distribution of Net Income grid.

7. Click OK.



## PRINTING AND STORING CLIENT DOCUMENTS

Accounting CS is part of the CS Professional Suite, which offers solutions not only for accounting and payroll work, but also for auditing, tax and asset management, firm and workflow management, document management, client portals and websites, and more.

When it comes to printing and storing client documents, Accounting CS offers many options. Among the many applications that integrate with Accounting CS, FileCabinet CS® and GoFileRoom® are two document management applications that will help your firm stay organized.

### FileCabinet CS

With FileCabinet CS, you can securely store virtually any document electronically on your computer or network. You can drag and drop documents, scan documents for storage, store image files, email documents, and send documents to a file.

When your firm is licensed for FileCabinet CS and it is installed on your computer, the Print dialog in many of the processing screens in Accounting CS includes an option to print your documents to FileCabinet CS. You can specify the file location, document names, and other document options.

For more information on setting up and using FileCabinet CS, see [Getting started with FileCabinet CS](#) in the Help & How-To Center.

### GoFileRoom

GoFileRoom is a secure, web-based, and cost-effective document management application that adds speed and efficiency to your daily workflow. GoFileRoom provides the ability to store any type of document with user-defined indexes, to quickly locate stored documents, to add annotations to documents for others to view, to email stored documents as a link or attachment, to edit Microsoft Word and Excel files, and more.

When your firm is licensed for GoFileRoom and the GoFileRoom Client Add-In is installed, the Print dialog in many of the processing screens in Accounting CS includes an option to print your documents to GoFileRoom. You can select the drawer and index information.

For more information on setting up and using GoFileRoom, see [Getting started with GoFileRoom](#) in the Help & How-To Center.

## Printing and Storing Client Documents

**Print**

**Page Numbering**

☐ Continue page numbering across reports/profiles

Starting page number:

**Printer**

☐ Output to printer: Xerox ColorQube 9301 PS

Page range:

☒ All

☐ Current page

☐ Pages:

Number of copies:

☐ Duplex

Enter page numbers and/or page ranges separated by commas. For example, 3,6,8-10

**FileCabinet CS**

☐ Output to FileCabinet CS: C:\WinCSI\FCabData

☐ Send to NetClient CS Document Presentation

**Onvio Documents**

☐ Output to Onvio Documents: Adobe Acrobat (\*.pdf)

**GoFileRoom**

☐ Output to GoFileRoom: Adobe Acrobat (\*.pdf)

**Engagement CS**

☐ Output to Engagement CS

**File**

☒ Output to file: Microsoft Excel (\*.xls) Password Protect...

Destination: C:\Users\lu0124831\Desktop

☒ Open file when complete

OK Cancel



## NEXT STEPS

Accounting CS is designed to be flexible enough for professional accountants to handle clients in all types of industries and organizations. This walkthrough is intended to introduce you to some of the basic setup and processing procedures you will use for your write-up clients in Accounting CS. However, we encourage you to explore the many features in Accounting CS to improve your firm's workflow and boost productivity.

If you are looking for information on using Accounting CS to its full potential, you may find the following articles in the Help & How-To Center helpful.

- [Accounting CS features](#)
- [Efficiency tips for Accounting CS](#)
- [Workflows in Accounting CS](#)
- [Adding or removing Accounting CS services](#)
- [Using templates for client and employee setup](#)
- [Setting up and using transaction templates](#)
- [Accounting CS Ideas Community](#)
- [CS Professional Suite application security overview](#)

## Next Steps