

CHART OF ACCOUNTS

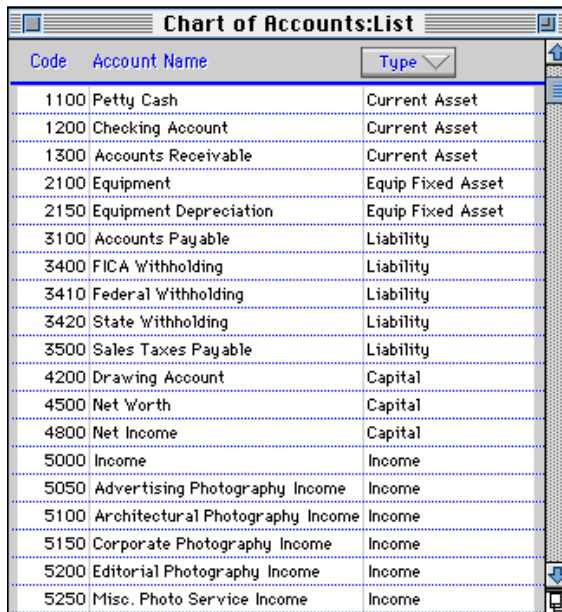
Chart of Accounts is a critical part of InView. It is the file that provides your accounts and account codes to Worksheet, Stocksheet, Checkbook, Payables, Receivables and the General Ledger for financial reporting. Theorizer and Expense Log also use information from Chart of Accounts.

Accounting makes most heads spin, but for the sake of accuracy, every monetary transaction needs an account. If you set up and use your accounts carefully, HindSight's reports help you understand your financial activity in a simple way. Good accounting is not a simple matter and everyone's needs are different. Wouldn't it be nice to just ignore it, but to succeed in business, accounting is as important as your pulse. We've tried to make complex tasks simple and still produce useful and valuable information.

InView is not intended to serve as a replacement for your accountant, nor can we offer accounting advice. There is no substitute for the guidance of a professional accountant.

InView provides reports as detailed as your Chart of Accounts permits. Through these reports you provide your accountant with information about where your money came from and where it went. The value of the reports you get from InView depends on how you set up this file. If, along the way, you discover you missed an account or need a new one, you can add new accounts at any time.

It's your choice how detailed your Chart of Accounts is. If you want reports to show how much you spent on staples versus paper clips, go for it: give them each their own account. Or be cavalier and put everything you buy under one account for the cost of doing business. Hopefully there's a happy medium in there for you. If you're unsure, call your accountant. It is definitely worthwhile.



Code	Account Name	Type
1100	Petty Cash	Current Asset
1200	Checking Account	Current Asset
1300	Accounts Receivable	Current Asset
2100	Equipment	Equip Fixed Asset
2150	Equipment Depreciation	Equip Fixed Asset
3100	Accounts Payable	Liability
3400	FICA Withholding	Liability
3410	Federal Withholding	Liability
3420	State Withholding	Liability
3500	Sales Taxes Payable	Liability
4200	Drawing Account	Capital
4500	Net Worth	Capital
4800	Net Income	Capital
5000	Income	Income
5050	Advertising Photography Income	Income
5100	Architectural Photography Income	Income
5150	Corporate Photography Income	Income
5200	Editorial Photography Income	Income
5250	Misc. Photo Service Income	Income

ACCOUNT CODES, NAMES AND TYPES

The Chart of Accounts file has only two windows and three fields.

ACCOUNT CODE

The Account Code field holds the number you assign to an account. Codes that appear in the Code field of the Checkbook, Payables, Worksheet, Stocksheet and the General Ledger files must agree with the Account Code in your Chart of Accounts file. As a safety measure most of these files have popup menus and other entry aids to install Account Codes. Both Worksheet and Stocksheet refuse to post UNcoded items to the Receivables file.

No single Account Code should appear twice! Unique numbers are what you want here.

ACCOUNT NAME

Account Name is the label used in reports to identify each account so you don't have a long list of unidentified account numbers followed by dollar amounts.

No two accounts should have the same name. Again, unique names are in order.

TYPE

The Type field specifies the kind of account an entry in the Chart of Accounts is. Which types you enter depends on how much of InView's financial record keeping you want to use. You may find your use increases over a period of time and you can continue to build your Chart of Accounts as you take advantage of additional InView features.

Although there are always exceptions, some accounts are required by specific files. You must have certain account types entered for various files you use. Worksheet, Stocksheet and Receivables require Income accounts. Checkbook and Payables require Expense accounts. The General Ledger needs Current Asset, Equipment Fixed Asset, Fixed Asset, Liability, Capital, Income and Expense accounts. The chapters on these files provides more information about how each uses the Chart of Accounts.

The Type field is a place where there will be many repeats because there are only a few acceptable



entries. They must be entered precisely. Clairvoyance is active in the Type field to assure accuracy. Enter the first character or two of the Type and the rest is filled in for you. When in doubt, the column heading, Type, is a popup button. It inserts your choice in the active cell. InView checks your entries and alerts you to any errors.

CURRENT ASSET

Current Asset accounts are Debit Balance Accounts; cash and other assets that are consumed in a relatively short period of time in the normal operation of business. Checking, Savings, and Accounts Receivable are examples. Suggested Code range is 1001 to 1999.

Only the General Ledger requires Current Assets.

EQUIPMENT FIXED ASSET

Equipment Fixed Asset accounts (entered as Equip Fixed Assets) are for Equipment you own and will have a Debit balance. Depreciation taken on equipment has a Credit balance. Suggested Code range is 2000 to 2099.

Only the General Ledger requires Equipment Fixed Assets.

FIXED ASSET

Fixed Asset accounts are Debit Balance Accounts whose benefits extend over longer periods, such as buildings, stocks and bonds, and long-term investments or deposits. Suggested Code range is 2100 to 2999.

Only the General Ledger requires Fixed Assets.

LIABILITY

Liability accounts are Credit Balance Accounts indicating obligations or money you owe. Accounts Payable, Commercial Loan, and Sales Taxes Payable or Payroll Withholding are some examples. Suggested Code range is 3001 to 3999.

Only the General Ledger requires Liabilities.

CAPITAL

Capital accounts are Credit Balance Accounts indicating the value of your company. A credit balance means your Assets out weigh your Liabilities. THAT'S GOOD! Suggested Code range is 4001 to 4999.

Only the General Ledger requires Capital.

INCOME

Income accounts are Credit Balance Accounts which summarize money earned or collected for fees for services, usage, or reimbursements. Services rendered, expense reimbursements or interest income are some examples. Suggested Code range is 5001 to 6999.

Worksheet, Stocksheets, Receivables and the General Ledger require Income accounts.

EXPENSE

Expense accounts are Debit Balance Accounts which summarize how you spend money. Auto, operating and production expense categories are examples. Suggested Code range is 7001 to 8999.

Checkbook, Payables and the General Ledger require Expense accounts.

REIMBURSABLE EXPENSES VS. EXPENSES

Although they're often referred to as expenses, reimbursable expenses you bill in Worksheet are actually income in your books and should be listed in Chart of Accounts as Income. You know, the client sends you a check for your fees plus expenses. At that point the whole Invoice is income adjusted elsewhere by the check you wrote to pay for those expenses.

These reimbursable expenses are items such as film, processing, airfare, printing and such. The Account Name for this Income account can be something like Film Expense Reimbursement, Processing Expense Reimbursement, Travel Expense Reimbursement and Printing Expense Reimbursement. The same items could be put into broader coverage such as Film and Processing Reimbursement or even just Reimbursable Expenses.

If you want to keep track of specific expenses vs. what you were reimbursed for each, each of these Reimbursable Expense/Income accounts needs an Expense account to be used when you actually incur or pay the debt. To use the same examples as above, you can have perfectly matching Expense accounts named Film Expense, Processing Expense, Airfare Expense and Printing Expense. Or they can be broader names like Film and Processing Expense and Travel Expense or even Job Expenses.

The point is: every Income account for an expense reimbursement should have some corresponding Expense account to which the actual expenditure is allocated.

M E N U S

S O R T

S O R T B Y A C C O U N T N A M E

This sorts all the accounts into alphabetical order based on the Account Names.



S O R T B Y A C C O U N T C O D E

This sorts all the accounts into an order based on the Account Code number.

F U N C T I O N S

I N S P E C T S E T U P

Remember garbage in equals garbage out? This is a garbage check. Inspect Setup examines and sorts your Chart of Accounts choices and advises you of any potential problems.

Inspect Setup starts by checking to see if you have the required accounts. If any are missing they are installed for you.

InView requires accounts specifically named Income, Mark Ups, Rebilling Fees and Expenses. StockView requires Usage Fees, Holding Fees and Research Fees. You may use your own account codes for them, but you must have these account names listed. Several reports and features look for these accounts by name.

Although you may have assigned very specific accounts for all your various income and expenses, creating the basic accounts named Income and Expenses provides a handy and quick choice if a situation arises where you haven't decided on a account name or code. A record keeping seat belt of sorts.

As soon as the Account Name and Account Code fields have passed scrutiny, Inspect Setup moves on to the Type field to make sure that you've identified each entry properly. Again, you're advised if you've missed any but not if you've mis-identified some! Better check that yourself.



N E W A C C O U N T

This adds a new account at the end of the Chart of Accounts. You may also click on an existing account and press the Return Key to add a new account directly below it. Hold the Opt/Alt key and press return to enter a new account above the active record.

D E L E T E A C C O U N T

This Deletes the active account with a warning that tells you which account you are about to delete. This gives you a chance to change your mind and cancel the delete. The Delete or Backspace key also deletes the account. Hold the Opt/Alt key to bypass the warning. No forewarning here.

I N S T A L L A C C O U N T S

To help you get started, InView can install a bare bones set of accounts for you. Build from that set or install a broader set of sample account codes we provide. InView first asks if you want to Replace the existing chart or Add to it. Replaces, removes your codes and installs another set. Add will add the accounts to your existing chart. Watch out for duplicates in this case.

Next InView asks if you want the Minimal or Extended set of codes. The Extended contains the same accounts as the Minimal, plus some extras.

I M P O R T S A M P L E C H A R T

To import a HindSight sample chart, hold the Opt/Alt key and choose Open File from the File menu. In the dialog window that opens, locate the sample file and click on Open. The sample file's data is imported.



WINDOWS

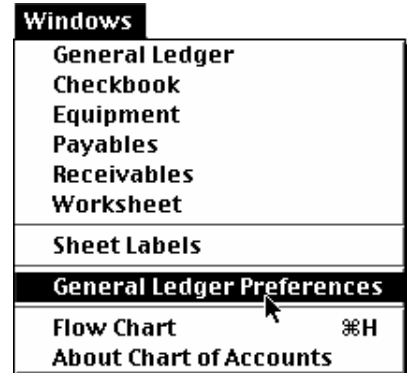
For the most part, the Windows menu lists other InView files. Choose one to open the named file.

SHEET LABELS

This opens a window for printing labels for file folders. The labels are preset for Avery 5160 and require that you set the Larger Print Area, or Letter as opposed to Letter Small, or whatever your printer's option is for expanding the printable area. Choose Page Setup from the File menu to find your printer's larger print area.

GENERAL LEDGER PREFERENCES

This opens the Preferences for the General Ledger. Since the two files work very closely, it's here for your convenience, but the GL Preferences have no influence on Chart of Accounts. *(See the chapter on General Ledger.)*



ABOUT CHART OF ACCOUNTS

This presents the version, copyright and author information about Chart of Accounts.

IMPORTING ACCOUNTS

The Chart of Accounts file has an import capability in order to access the sample Account Codes shipped in the HindSight Samples folder located on the HindSight Extras folder.

To use the sample accounts, open the Chart of Accounts file. Hold the Opt/Alt key and choose Open File from the File menu. In the dialog window that opens, locate the sample file and click on Open. The sample file's data is imported into the Chart of Accounts file.