

Intuit[®]Academy

Lacerte[®] Trial Balance

QuickBooks[®] Integration

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The Lacerte Trial Balance Utility

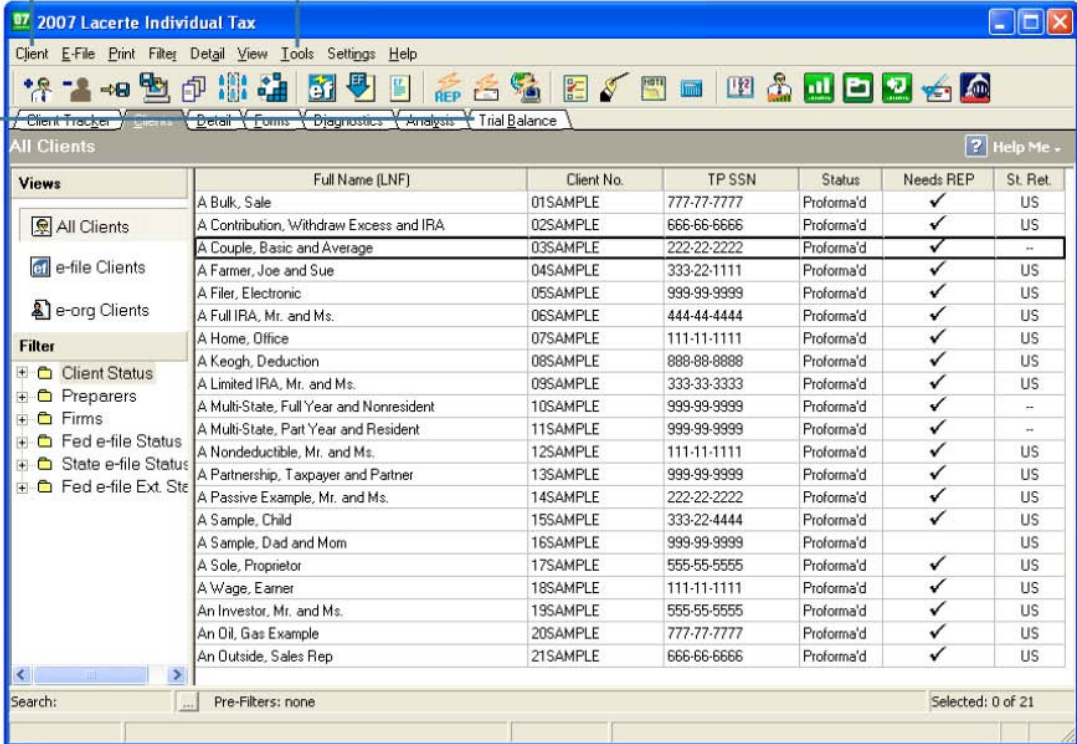
In the Lacerte Trial Balance Utility, you integrate your accounting data sources from Intuit's QuickBooks financial software and EasyACCT (as well as all non-Intuit products using the Import from Excel feature), into a Lacerte tax return. Because you access the Trial Balance Utility in Lacerte Tax, the trial balance data travels with each client year over year saving you valuable time during tax season. Using the Trial Balance Utility you can create a chart of accounts from scratch, add and delete accounts, make adjusting journal entries, assign the accounts in the trial balance to Lacerte input fields using the award-winning SmartMap, and post the accounts to your Lacerte tax return. Because this information transfers to the next year, you always have previous year comparisons and it saves you time each year when making journal entries and tax line assignments.

Accessing the Lacerte Trial Balance Utility

You have three different methods to access the Lacerte Trial Balance Utility. Select the method that best fits your workflow:

- Select Lacerte Trial Balance Utility from the Tools menu.
- Select Import, and then Lacerte Trial Balance Utility from the Client menu.
- Click the Trial Balance tab from the Client list.

Launch the Trial Balance Utility from the Client menu, the Tools menu, or the Trial Balance tab that appears when viewing the Client list.



The screenshot displays the '2007 Lacerte Individual Tax' application window. The 'Client Tracker' tab is active, and the 'Trial Balance' sub-tab is selected. The main area shows a table of clients with columns for Full Name (LNF), Client No., TP SSN, Status, Needs REP, and St. Ret. The table contains 21 sample client entries. A search bar at the bottom shows 'Pre-Filters: none' and 'Selected: 0 of 21'.

Views	Full Name (LNF)	Client No.	TP SSN	Status	Needs REP	St. Ret.
All Clients	A Bulk, Sale	01SAMPLE	777-77-7777	Proforma'd	✓	US
	A Contribution, Withdraw Excess and IRA	02SAMPLE	666-66-6666	Proforma'd	✓	US
	A Couple, Basic and Average	03SAMPLE	222-22-2222	Proforma'd	✓	--
e-file Clients	A Farmer, Joe and Sue	04SAMPLE	333-22-1111	Proforma'd	✓	US
	A Filer, Electronic	05SAMPLE	999-99-9999	Proforma'd	✓	US
e-org Clients	A Full IRA, Mr. and Ms.	06SAMPLE	444-44-4444	Proforma'd	✓	US
Filter	A Home, Office	07SAMPLE	111-11-1111	Proforma'd	✓	US
Client Status	A Keogh, Deduction	08SAMPLE	888-88-8888	Proforma'd	✓	US
Preparers	A Limited IRA, Mr. and Ms.	09SAMPLE	333-33-3333	Proforma'd	✓	US
Firms	A Multi-State, Full Year and Nonresident	10SAMPLE	999-99-9999	Proforma'd	✓	--
Fed e-file Status	A Multi-State, Part Year and Resident	11SAMPLE	999-99-9999	Proforma'd	✓	--
State e-file Status	A Nondeductible, Mr. and Ms.	12SAMPLE	111-11-1111	Proforma'd	✓	US
Fed e-file Ext. Sta	A Partnership, Taxpayer and Partner	13SAMPLE	999-99-9999	Proforma'd	✓	US
	A Passive Example, Mr. and Ms.	14SAMPLE	222-22-2222	Proforma'd	✓	US
	A Sample, Child	15SAMPLE	333-22-4444	Proforma'd	✓	US
	A Sample, Dad and Mom	16SAMPLE	999-99-9999	Proforma'd		US
	A Sole, Proprietor	17SAMPLE	555-55-5555	Proforma'd	✓	US
	A Wage, Earner	18SAMPLE	111-11-1111	Proforma'd	✓	US
	An Investor, Mr. and Ms.	19SAMPLE	555-55-5555	Proforma'd	✓	US
	An Oil, Gas Example	20SAMPLE	777-77-7777	Proforma'd	✓	US
	An Outside, Sales Rep	21SAMPLE	666-66-6666	Proforma'd	✓	US

Overview of the Lacerte Trial Balance Utility

The screenshot displays the Lacerte Trial Balance Utility window. The title bar reads "Lacerte Trial Balance Utility: 104-01 Trial Balance File (7-31-2007): Trial Bal - 104-01". The menu bar includes File, View, Tools, Group, and Help. The toolbar contains buttons for Import, Open..., New Company..., Print Reports..., and Options... Below the toolbar are three tabs: Trial Balance (selected), Journal Entries, and Tax Line Assignment. The main area is a table with the following columns: Number, Account, Type, Prior End Tax, Unadj Book, Book Dr, Book Cr, Adj Book, Tax Dr, Tax Cr, and Tax Bal. The table lists various accounts such as Checking - General, Petty Cash, Cash - Savings, and Accumulated Depreciation. At the bottom of the table, it shows "Totals" with values of 0.00 for several columns. Below the table, there are summary fields: "Total Assets: \$0.00", "Total Liab. & Equity: \$0.00", and "Net Income: \$0.00". At the bottom of the window, there are several buttons: Add Acct, Insert Acct, Delete Acct, Add JE, Edit JE, Column Options, Post to Tax Return, Unpost Selected, Close, and Help.

Number	Account	Type	Prior End Tax	Unadj Book	Book Dr	Book Cr	Adj Book	Tax Dr	Tax Cr	Tax Bal
1010	Checking - General	Asset	18,236.21	0.00			0.00			0.00
1080	Checking - Payroll	Asset	1,373.62	0.00			0.00			0.00
1090	Petty Cash	Asset	1,000.00	0.00			0.00			0.00
1100	Cash - Savings	Asset	292,162.41	0.00			0.00			0.00
1150	Marketable Secur...	Asset	5,000.00	0.00			0.00			0.00
1200	Accounts Receiva...	Asset	46,031.40	0.00			0.00			0.00
1220	Unbilled Receivabl...	Asset	31,054.66	0.00			0.00			0.00
1230	Unbilled Expenses ...	Asset	4,960.05	0.00			0.00			0.00
1400	Deposits & Prepaid...	Asset	4,500.00	0.00			0.00			0.00
1500	Leasehold Improve...	Asset	28,000.00	0.00			0.00			0.00
1550	Furniture & Fixtures	Asset	4,181.97	0.00			0.00			0.00
1560	Office Equipment	Asset	28,116.01	0.00			0.00			0.00
1570	Software	Asset	6,025.00	0.00			0.00			0.00
1600	Accumulated Depr...	Asset	-6,918.00	0.00			0.00			0.00
1650	Accumulated Depr...	Asset	-2,304.10	0.00			0.00			0.00
Totals:			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Assets: \$0.00 Total Liab. & Equity: \$0.00 Net Income: \$0.00

Use buttons to import clients, open previously imported clients, create new companies, print reports, and change the utility options.

Click the tabs to switch between the accounts, journal entries, and assigning input fields to the trial balance accounts.

Use the buttons at the bottom of the Trial Balance tab to add, insert, and delete accounts, as well as add and edit journal entries.

Use the Column Options button to customize your column preferences.

Use the buttons at the bottom of the window to post accounts to the tax return or unpost accounts.

What is SmartMap?

SmartMap is the Lacerte Trial Balance Utility's award-winning tax line assignment tool. It includes a database that automatically assigns as many accounts as it can during the import process, then it allows you to assign the remaining accounts to input fields by interacting with the actual Lacerte input screens. You can drag or click accounts from a list and drop them directly into Lacerte input fields. After you make assignments and post them to a tax return, the SmartMap database remembers these assignments. When you import a new client file in the utility, SmartMap automatically assigns tax lines based on these previous assignments.

The screenshot shows the Lacerte Trial Balance Utility interface. The main window has a menu bar (File, View, Tools, Group, Help) and a toolbar with buttons for Import, Open, New Company, Print Reports, and Options. The 'Tax Line Assignment' tab is active, displaying a table with columns: Account Name, Lacerte Screen, Sched. #, Lacerte Input Field, Amount to Post, SmartMap, and Options. A callout box points to the SmartMap button in the Options column.

The SmartMap tool window is open, showing the following components:

- Instructions:**
 1. Highlight account(s)
 2. Select a Lacerte screen (and schedule)
 3. Drag to (or click in) a tax field
- Account List:** A table with columns: Account Name, Amount to Post.

Account Name	Amount to Post
1600 Accumulated Depreci...	0.00
1650 Accumulated Depreci...	0.00
1660 Accumulated Depreci...	0.00
1670 Accumulated Depreci...	0.00
2080 FIT Payable	0.00
2100 Stockholder Payable	0.00
6070 Entertainment of Clients	0.00
6160 Printing Costs	0.00
6250 Supplies	0.00
6280 Travel and Subsistence	0.00
7000 Depreciation Expense	0.00
7030 Federal Income Taxes	0.00
- Lacerte Screen Selection:** A list box containing: Income, Deductions, Balance Sheet, Schedule M-1 (Book-Tax Adj.).
- Schedule/Activity:** A text field containing "Not Applicable".
- Other dividends:** A section with input fields for "Certain preferred stock: dividend deduction" and "Dividends [0]".
- Other Income:** A section with input fields for "Gross rents", "Gross royalties", "Capital gain (see Screen 15) [0]", and "Form 4797 (see Screen 15) [0]".
- Other:** A section with input fields for "Federal telephone excise tax credit - memo only (excludes interest)", "State tax refunds", and "Other [Ult+E]".
- Net Active Income (closely held corporation only):** A section with a "Federal" sub-section and an input field for "Regular net active income [0]".
- Buttons:** "Unassign Selected", "Show unassigned accounts only", "Close", and "Help".

Differences Between the Licensed Version and the Unlicensed (Free) Version

The chart provided here gives a quick overview of the differences in the Lacerte Trial Balance Utility when you purchase a licensed version versus using the unlicensed (free) version.



Licensed Version
Only

This image appears throughout the text indicating that the feature is only available in the licensed version.

	LICENSED	UNLICENSED (FREE)
SmartMap tax line assignments	✓	✓
Integration with QuickBooks	✓	✓
Integration with EasyACCT	✓	✓
Integrate with other sources by import from Excel	✓	
Post trial balance to Lacerte Tax	✓	✓
Integrate with DMS	✓	✓
Make adjusting journal entries	✓	
Track book vs. tax adjusting entries	✓	
Rapid entry of chart of accounts	✓	
Edit accounts and balances	✓	
Copy chart of accounts between clients	✓	
Proforma tax line assignments	✓	✓
Proforma journal entries in Lacerte Tax	✓	
Print journal entries	✓	
Trial balance reporting	✓	
Print Balance Sheet & Income Statement	✓	
Export data to Excel	✓	

Using the Lacerte Trial Balance Utility Demos

You can "test drive" the licensed version of the Lacerte Trial Balance Utility before actually purchasing a license. This demo allows you to use the licensed version for three (3) of your Lacerte Tax clients, and you can still use the unlicensed version for your remaining Lacerte Tax clients.

To test the licensed version, simply open the Lacerte Trial Balance Utility. A message appears notifying you that you have the unlicensed version installed. Now is when you can make the choice whether or not you want to use the one of your demos for the licensed version.

To use the licensed version for up to three (3) of your Lacerte Tax clients select the **Open this tax client as one of my demos of the licensed version of Trial Balance Utility** check box, and then select to Import Clients Now, or Add a New Company.

Getting Your License Information Updated

If you purchased a license for the Lacerte Trial Balance Utility when you purchased Lacerte Tax, your prep file includes the Lacerte Trial Balance Utility license. If, however, you purchased your license for the Lacerte Trial Balance Utility at a later date, you will need to update your prep file so your system recognizes you have the appropriate licensing information for the Trial Balance Utility.

How to Update the Prep File:

1. On the Settings menu, point to Update Preparer Information, and then click Download Prep File.
2. Click **Connect** at the Communication Manager window.
3. To update your preparer information immediately, select **Update My Program Now**, and then click **OK**.

Working With Trial Balance Clients

Integrating Trial Balance Clients into Lacerte

With the current and prior year versions of QuickBooks or EasyACCT, you can import trial balance accounts and balances directly into Lacerte Tax. Once you have transferred the accounts into the Lacerte Trial Balance Utility, the SmartMap database pre-assigns accounts to Lacerte input fields for you automatically. Then, you can map the remaining unmapped accounts. You can also map multiple amounts to an input field and then export your Lacerte billing amounts to QuickBooks for use with your QuickBooks clients. While integrating EasyACCT data you can also match depreciation amounts directly to forms.



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You can also import trial balance data from an Excel or CSV (comma separated value) file. This allows you to integrate with any accounting or financial software that allows you to export to Excel. (e.g., Quicken or Peachtree Accounting.)

This section covers the following areas:

- Transferring trial balance accounts to Lacerte Tax
- Creating a trial balance from scratch
- Assigning tax lines to trial balance accounts
- Working with the SmartMap database
- Working with companies, journal entries and charts of account
- Posting accounts to the tax return
- Customizing the Trial Balance tab
- Exporting trial balance data

Transferring Trial Balance Accounts to Lacerte

You can transfer balance account information and amounts into Lacerte Tax one of two ways: (1), from within QuickBooks or EasyACCT; or (2), from within Lacerte Tax. After transferring information, SmartMap automatically pre-assigns certain accounts to Lacerte input fields, and then you map the rest. Once the mapping is complete, post the accounts to the tax return. As the accountant, you have control over when the tax return is updated, as no changes are made to the tax return until you post the amounts.

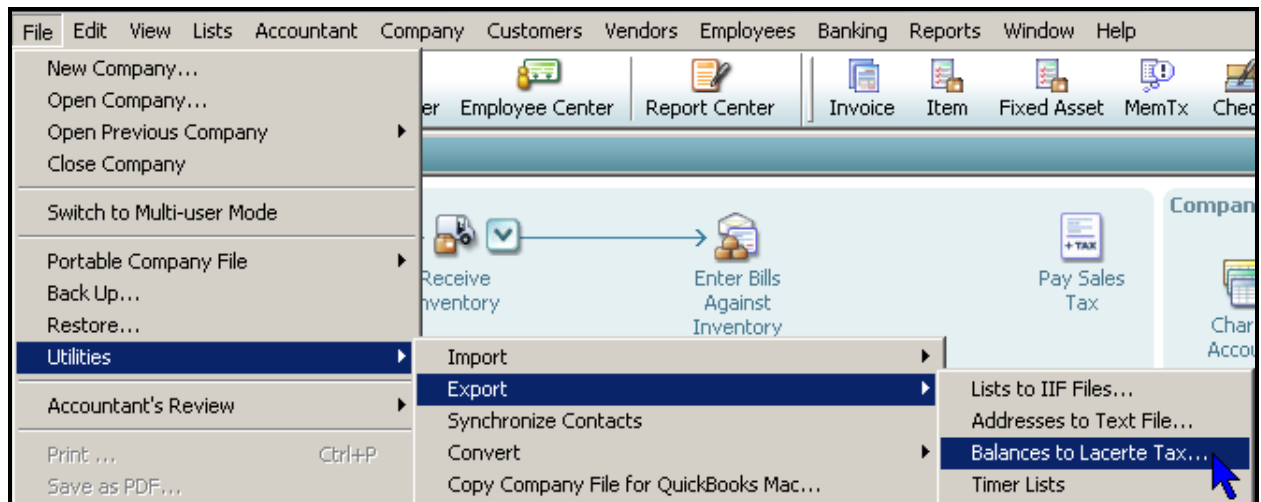
Overview of How to Transfer Trial Balance Accounts to a Tax Return

1. Finalize your trial balance accounts in your trial balance software. Keep in mind you can enter adjusting entries in the licensed version of the Lacerte Trial Balance Utility.
2. Transfer a client from QuickBooks, EasyACCT, or from an Excel spreadsheet or CSV file. For specific steps on each of these transfer methods, refer to the next section.
3. View your client in the Trial Balance Utility to verify the transfer was successful and assign the remaining accounts not mapped by the SmartMap database to tax lines.
4. Post accounts to your client's tax return.

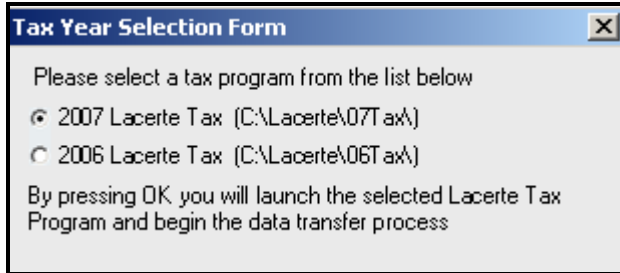
Transferring Clients into Lacerte

To Transfer a Client From Within QuickBooks:


1. Open QuickBooks and select the company you need. From the **File** menu, point to **Utilities**, then to **Export**, and then click **Balances to Lacerte Tax**.




2. Select the **Tax Program** and click **OK**.



3. In the **Entity Type** list, select the type of client for whom you want to transfer balances.

 The Entity Type will pre-fill based on the "Income Tax Form Used" entry in the Company Information section of QuickBooks.

4. Verify the location of the client in **File Location**.
5. In the **Select Lacerte Client** list, select the client whose balances you want to transfer.
Or, if you need to add a new client in Lacerte, click **Add New Client**.
6. Select the type of tax return you are filing for this client.
7. Select the **Tax Year, Begin and End Dates** and **Accounting Method**.

 To import accounts and balances from earlier versions of QuickBooks (2003 or earlier), use the Data Conductor feature in Lacerte. To do this, go to the **Tools** menu and select **Data Conductor**. Or you can export the earlier versions of QuickBooks data to an Excel file and use the Lacerte Trial Balance Utilities Import from Excel feature.

Assigning Tax Lines to the Trial Balance Accounts

Once you have your trial balance accounts in the Lacerte Trial Balance Utility, mapping these accounts has never been easier using the award-winning SmartMap database. The SmartMap database automatically pre-assigns accounts to Lacerte input fields based on the business entity type and account name. Then, you can map the remaining accounts. You can group like accounts together when mapping them to Lacerte input fields saving you even more time. Accounts must be mapped to Lacerte input fields before the client's tax return is updated. Since the client's tax return is updated only when you select to post the accounts to the return, this gives you, the accountant, control over when and how the tax return is updated. Once you post these accounts to input fields, SmartMap remembers these assignments and applies these assignments to all of your Lacerte Tax clients. When you open a new client in the Lacerte Trial Balance Utility, SmartMap automatically assigns input fields to accounts based on your previous assignments.

This section covers:

- Grouping accounts together
- Mapping accounts to input fields

Grouping Accounts Together

You can group like accounts together in the Trial Balance Utility, and assign them to one input field in Lacerte. The utility automatically groups accounts that share an input field assignment, or you can manually group accounts together. A group must always include more than one account.

To Create a Group of Accounts:

1. In the Trial Balance Utility, click the **Tax Line Assignment** tab.
2. On the **Group** menu, click **Create new tax line** group.
3. Type a name for the group in the **Tax Line Group Name** box.
4. In the **Available Accounts** list, click the account you want to add to the group.
5. Click the **Add** button to move the account to the **Assigned Accounts** list.
6. Choose how to post the group to the tax return: In detail (itemized list), In Summary, or Do not post.
7. Click **OK** to save the changes.

 The Lacerte Trial Balance Utility automatically groups accounts that share an input field assignment, or you can manually group accounts together.

To Change a Group of Accounts:

1. In the Trial Balance Utility, click the **Tax Line Assignment** tab.
2. Select the group name.
3. On the **Group** menu, click **Edit tax line group**.
4. To add accounts to the group, select the account in the Available Accounts list and click the **Add** button.
5. To remove accounts from the group, select the account in the Assigned Accounts list and click the **Remove** button.
6. Choose how to post the group to the tax return: In detail (itemized list), In Summary, or Do not post.
7. Click **OK** to save changes.

To Split a Group of Accounts:

1. In the Trial Balance Utility, click the **Tax Line Assignment** tab.
2. Select at least two accounts in a group that you want to split into their own group in the Trial Balance Utility.
3. On the **Group** menu, click **Split tax line group**.

To Add to an Existing Group:


4. In the Trial Balance Utility, click the **Tax Line Assignment** tab.
5. Select the account.
6. On the **Group** menu, click **Add accounts to existing group**.
7. In the Tax Line Group list, select the group to which you want to add the account.
8. Click **OK** to save the changes.

Working With the SmartMap Database and Mapping Accounts to Input Fields

Before you can post accounts to a tax return, you must assign trial balance accounts to input fields in the Lacerte Tax program. If you have imported and assigned tax input fields to your trial balance before, SmartMap may assign some accounts to tax line assignments for you. You can assign accounts directly in the utility on the Tax Line Assignment tab or use SmartMap to assign the input fields.

To Assign Amounts Using SmartMap:

1. In the Trial Balance Utility, click the **Tax Line Assignment** tab.
2. Find the account you want to assign to an input field.
3. In the SmartMap column for that account, click the **SmartMap** button.
4. In the list on the left, click the account.
5. In the Lacerte Screen list at the top of the dialog box, click the input screen where you want to assign the account.
6. If there is a schedule associated with the Lacerte screen, click it in the Schedule Prefix list.

 In the SmartMap screen, limit the account list to just show those accounts that need to be assigned by selecting the **Show unassigned accounts only** check box. Also, when mapping accounts you can drag and drop the account on the left to the Lacerte input field on the right.

To Map Information From the Tax Line Assignment Tab:

1. In the Trial Balance Utility, click the **Tax Line Assignment** tab.
2. You can assign accounts directly from this tab or use SmartMap to assign input fields by viewing the Lacerte input screens.
3. Find the account you want to assign to an input field.
4. In the Lacerte Screen column for that field, begin typing the name of the input screen. The program matches the screen as you type.
5. You can also click the down arrow and choose the screen from the list, or choose <Show All> to view all screens and select a screen from the dialog box.
6. Press **TAB** to advance to the Sched. # column. If there is a schedule associated with the Lacerte screen, type the letter here.
7. Press **TAB** to advance to the Lacerte Input Field column. Begin typing the name of the input field and the program matches to the input fields available on the input screen you selected.

You can also click the down arrow and choose the input field from the list.

Change Conflicting Assignments in the Auto-Assign Manager

Because the SmartMap database applies the tax line assignment to all clients, you may have assigned the same account description to more than one tax field in that tax module, creating a conflict. In that case, the SmartMap database does not auto-assign that account. You can choose the default assignment using the Auto-Assign Manager in the Lacerte Trial Balance Utility.

To Access the Auto-Assign Manager:

1. On the **Tools** menu in the Trial Balance Utility, click **Auto-Assign Manager**.
2. You can choose to view only accounts that conflict with each other, or view all accounts. Select the option in the View By section.
3. If there is a conflicting set of accounts, select the **Default** check box next to the assignment you want to use for this account.

To Set the Auto-Assignment Option:

1. On the **Tools** menu in the Trial Balance Utility, click **Options**.
2. In the Automatic Account Assignment Options section, choose whether to turn on auto-assigning or turn it off.
3. Click **OK**.



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Working with Companies

This section covers the basic steps for creating new companies, copying and deleting companies and managing imported files (companies) within each client.

Creating a New Company

The first time you access the Lacerte Trial Balance Utility, the Welcome screen appears. Click the **Add New Company** button to add a new company, or create a new company by importing from QuickBooks, EasyACCT or Excel.

To Create a New Company

1. On the **Tools** menu in the Lacerte Tax program, click Lacerte **Trial Balance Utility**.
2. From the Trial Balance Utility's **File** menu, click **New Company**.
3. Enter the new company name. Then, change the fiscal year end date if necessary and select the type of return you are filing for this client.
4. In the Copy Chart of Accounts box, click **Select** if you want to copy the chart of accounts from another company already set up in the Trial Balance Utility.

From the **Select Company** screen, select the company from which you want to copy the chart of accounts. Also, select if you want to copy the journal entries. Selecting the Journal Entries option means the chart of accounts are copied over to this company with zero balances. Click **Select** to return to the New Company screen.

5. Click **OK** to create the new company.

To Copy a Company:

You can copy a chart of accounts from one company to a new company. This saves you time when setting up a new company that has the same or similar chart of accounts as another company.

1. On the **Tools** menu in the Lacerte Tax program, click **Lacerte Trial Balance Utility**.
2. From the Trial Balance Utility's **File** menu, click **Copy COA**.
3. In the Files list, click the company that has the chart of accounts you want to copy to the new company.
4. Select the **Include Journal Entries?** check box if you want to copy the journal entries along with the chart of accounts.
5. Click **Select** to continue.

To Edit Company Information:

1. On the **Tools** menu in the Lacerte Tax program, click **Lacerte Trial Balance Utility**.
2. From the Trial Balance Utility's **File** menu, click **Edit Company Info**.
3. Change the new company name, if necessary.
4. Change the fiscal year end date, if necessary.
5. Select the type of return you are filing for this client.
6. Click OK to save the changes.

To Delete a Company:

1. On the **Tools** menu in the Lacerte Tax program, click **Lacerte Trial Balance Utility**.
2. From the Trial Balance Utility's **File** menu, click **Delete Company**.
3. Confirm you want to delete the company by selecting **Yes**.

Managing Multiple Companies

To Open a Company:

1. From the Trial Balance Utility's **File** menu, click **Open**.
2. Select the company file in the list of files previously imported for the current client.
3. Click **Open**.

To Update an Imported File:

1. From the Trial Balance Utility's **File** menu, point to **Import**, and then select which type of file you are importing.
2. Review the information as needed.
3. Click the **Post to Tax Return** button.



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Making Journal Entries

You can make adjusting journal entries in the Lacerte Trial Balance Utility. In addition to being able to enter and view these adjusting journal entries, these journal entries proforma from year to year to assist you in preparing the next year's return.

Click the Journal Entries tab to make adjusting journal entries.

Lacerte Trial Balance Utility: 104-01 Trial Balance File (7-31-2007): Trial Bal - 104-01

File View Tools Group Help

Import Open... New Company... Print Reports... Options...

Trial Balance **Journal Entries** Tax Line Assignment

+ Number	Date	Description	Account	Debit	Credit	Type
<input checked="" type="checkbox"/> 1	12/31/2006	Record depreciation expense ...				Book
			7000 · Depreciation Expense	0.00		
			1600 · Accumulated Deprec...		0.00	
			1650 · Accumulated Deprec...		0.00	
			1660 · Accumulated Deprec...		0.00	
			1670 · Accumulated Deprec...		0.00	
<input checked="" type="checkbox"/> 2	12/31/2006	Record personal expenses by ...				Book
			6070 · Entertainment of Clie...	0.00		
			6160 · Printing Costs	0.00		
			6280 · Travel and Subsisen...	0.00		
			6250 · Supplies	0.00		
			2100 · Stockholder Payable		0.00	
<input checked="" type="checkbox"/> 3	12/31/2006	Record Federal Income Tax ex...				Book
			7030 · Federal Income Taxes	0.00		
			2080 · FIT Payable		0.00	

Total Assets: \$0.00 Total Liab. & Equity: \$0.00 Net Income: \$0.00

Add JE Edit Selected Delete

Post to Tax Return Unpost Selected Close Help

To Add Journal Entries:


1. In the Trial Balance Utility, click the **Journal Entries** or **Trial Balance** tab. (You can access journal entries from either).
2. Click the **Add JE** button.

To Edit Journal Entries:

1. In the Trial Balance Utility, click the **Journal Entries** or **Trial Balance** tab. (You can access journal entries from either).
2. Click the **Edit JE** button.

To Delete Journal Entries

1. In the Trial Balance Utility, click the **Journal Entries** tab.
2. Select the journal entry you want to delete.
3. Click the Delete button.
4. Confirm you want to delete the journal entry.

 While viewing the Trial Balance tab, you can double-click an amount in the Tax Dr, Tax Cr, Book Dr or Book Cr columns to quickly jump to the journal entry associated with the amount. If the amount was due to multiple entries, select the journal entry you want to edit from the list of journal entries that appear and click **Select**.



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Working With Chart of Accounts

You can add accounts to the Trial Balance in two areas: the Trial Balance tab, or on-the-fly from the Journal Entry screen.

To Add an Account From the Trial Balance Tab:


1. In the Trial Balance Utility, click the **Trial Balance** tab.
2. Select a line on the **Trial Balance** tab and click **Insert Acct.** A new row is inserted above the selected line. Begin typing the account information in the appropriate columns. You can click the **Add Acct** button to add a new account to the bottom of the list of accounts (i.e., you don't need to add an account to a specific location in the Chart of Accounts).

To Add an Account on-the-fly From the Journal Entry Screen:

1. In the Trial Balance Utility, click the **Trial Balance** or the Journal Entries tab.
2. Open the Journal Entry screen by adding or editing a journal entry.
3. From the Account list, select **<Add New Account>**.
4. From the Add Account screen, enter the information for the new account.

To Edit Accounts:

1. In the Trial Balance Utility, click the **Trial Balance** tab.
2. Select the account you want to edit.
3. Change the information on the row associated with the account.

 If you are unable to edit information in a column, click the Column Options button located at the bottom of the tab to confirm the column is editable.

The amounts that appear in the Prior End Tax column are proforma amounts from last year; however this column can be modified manually.

To Delete an Account:

1. In the Trial Balance Utility, click the **Trial Balance** tab.
2. Select the account you want to delete.
3. Click the **Delete Acct** button at the bottom of the Trial Balance tab.
4. Click **OK** to confirm you want to delete the account.

☞ Before deleting an account, you must delete all journal entries using the account on the Journal Entries tab.

To Copy a Chart of Accounts:

You can copy a chart of accounts from one company to a new company. This saves you time when setting up a new company that has the same or similar chart of accounts as another company.

1. From the Trial Balance Utility's File menu, click **Copy COA**.
2. In the Files list, click the company that has the chart of accounts you want to copy to the new company.
3. Select the **Include Journal Entries?** check box if you want to copy the journal entries along with the chart of accounts.
4. Click **Select** to continue.

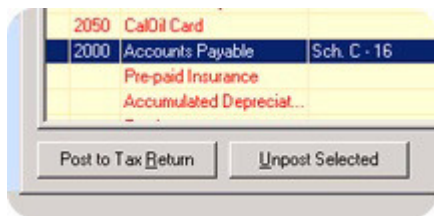
Posting Accounts and Groups

Once you assign input fields to the accounts in your trial balance file, you can post the accounts to the tax return. This section covers:

- Posting assigned accounts to a return
- Posting a group of accounts
- Unposting accounts already posted to the tax return

To Post Assigned Accounts to a Return:

1. Click the **Post to Tax Return** button at the bottom of the Trial Balance Utility.






2. Accounts that have been assigned to input fields are posted to the tax return, unless you have selected to not post an account.

☞ You can view which amounts are posted to the return on the Tax Line Assignment tab in the Amount to Post column. The amounts that appear in gray indicate the amount was posted to the return.


☞ The SmartMap database is updated whenever you post accounts to a tax return.


To Post (or Not Post) a Group of Accounts:

In the Options column on the Tax Line Assignment tab you will notice an image that indicates the posting option for each account or group of accounts. Verify if you want to post the group in detail or post it in summary. To indicate how you want to post each account or group, click the image in the column until you see the posting option you want.

-  Post the group of accounts in detail, with the amounts and descriptions listed
-  Post the group of accounts as one total sum of the account balances
-  Don't post

Then, click the **Post to Tax Return** button at the bottom of the Lacerte Trial Balance Utility. Any accounts that have been assigned to input fields are posted to the tax return.

 The Don't Post option is especially helpful for accounts such as Depreciation and Retained Earnings, particularly if you are using Lacerte's Depreciation module to calculate depreciation.

 SmartMap stores your posting selections globally.

To Unpost Accounts Already Posted to the Return:

1. In the Trial Balance Utility, click the **Trial Balance** tab.
2. Select the account or accounts you want to remove from the tax return.
3. At the bottom of the screen, click the **Unpost Selected** button.
4. Select Yes to remove the amounts from the tax return.



Customizing the Trial Balance Tab

You can customize the Trial Balance tab that appears in the Lacerte Trial Balance Utility to your preference by selecting which columns are editable as well as showing only the columns you want. You can also adjust the sort to find accounts more easily, and hide accounts with zero balances.

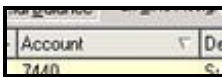
To Customize the Trial Balance Tab

1. In the Trial Balance Utility, click the **Trial Balance** tab.
2. On the **View** menu, click **Column Options** or click the **Column Options** button at the bottom of the Trial Balance tab.
3. On the **Edit Columns** tab, select the columns you want to be able to edit while viewing the Trial Balance tab. To select all columns, click the **Check All** button. To clear all columns, click the **Uncheck All** button. The columns that appear gray are columns that you are unable to edit at any time.
4. On the **Show Columns** tab, select the columns you want to view on the Trial Balance tab. To view all columns, click the **Check All** button. To hide the optional columns, click the **Uncheck All** button. The columns that appear gray are required in the Trial Balance tab and cannot be hidden.
5. Click **OK** to save the changes.

To Sort Trial Balance Columns:

To change the sort based on a column heading, click the column heading to sort the information in ascending or descending numeric/alphabetic order based on that column.

The sort arrow appears in the column header and indicates whether the content is ascending or descending.



To change the sort on the Trial Balance tab to the original sort (based on the source file), press **F3** or from the **View** menu point to **Sort by**, and then click **Original**.

To Show Zero Balances in the Trial Balance:

- On the **View** menu, select **Accounts with Zero Balances**

Changing Options for the Trial Balance

You can change how the utility posts accounts to returns and choose whether or not to use SmartMap's Auto-Assign feature with your accounts.

To Change Options for the Trial Balance:

1. On the **Tools** menu, select **Options** or click the **Options** button on the toolbar.
2. Set the desired options and click **OK**.

Posting Options

Post Groups to tax return default setting

Select how you want to post groups to the tax return: In Detail, with an itemized list of amounts and descriptions, or in summary.

Automatic Account Assignment Options

Turn account auto-assign

Select whether or not to use the SmartMap database to assign accounts to input fields automatically.



Exporting Trial Balance Data

You can export the trial balance data to an Excel worksheet.

To Export Trial Balance Data:

1. On the **File** menu in the Lacerte Trial Balance Utility, select **Export**.
2. Select the report you want to export to Excel.
3. In the Folder field, click the browse button to navigate to a different location.
4. In the Export File Name box, type the name of the file you want to export.
5. Click **Export** to export the report.

The selected reports are exported to a single Excel workbook file with a separate worksheet tab for each report

Printing Trial Balance Reports

The Lacerte Trial Balance Utility comes with several standard reports available to give you the information you need, when you need it most.

This chapter covers the following areas:

- How to print reports
- Setting report options
- List of sample reports

Printing Reports from the Lacerte Trial Balance Utility


The screenshot displays the Lacerte Trial Balance Utility window. The main window shows a trial balance table with columns for Number, Account, Type, Prior End Tax, Unadj Book, Book Dr, Book Cr, Adj Book, Tax Dr, Tax Cr, and Tax Bal. A 'Trial Balance Reports' dialog box is open, allowing the user to select reports to print. The dialog includes a 'Print to:' section with options for Printer, File (PDF), and Document Management System. The 'Printer Settings' section shows the selected printer as 'HP LaserJet 2100 Series P3' and the number of copies as 1. The 'Print' button is highlighted with a blue arrow.

Number	Account	Type	Prior End Tax	Unadj Book	Book Dr	Book Cr	Adj Book	Tax Dr	Tax Cr	Tax Bal
6010	Accounting	Expense	0.00	1,000.00			1,000.00			1,000.00
2000	Accounts Payable	Liability	0.00	-20,309.31			-20,309.31			-20,309.31
1200	Accounts Receiva...	Asset	0.00	46,931.40			46,931.40			46,931.40
2030	Accrued Payroll	Liability	0.00	-6,500.00			-6,500.00			-6,500.00
1650	Accumulated Depr...	Asset	0.00	-1,501.00						
1600	Accumulated Depr...	Asset	0.00	-5,900.00						
1660	Accumulated Depr...	Asset	0.00	-13,204.00						
1670	Accumulated Depr...	Asset	0.00	-4,038.00						
3010	Additional Paid-In...	Liability	0.00	-20,000.00						
7010	Bad Debt Write-Offs	Expense	0.00	1,025.00						
6000	Bank Charges	Expense	0.00	500.00						
1100	Cash - Savings	Asset	0.00	249,754.00						
1010	Checking - General	Asset	0.00	18,236.00						
1080	Checking - Payrol	Asset	0.00	1,373.00						
3000	Common Stock	Liability	0.00	-20,000.00						
Totals:			0.00	0.00						

Total Assets: \$404,489.56

To Print Reports

1. In the Trial Balance Utility, click the tab related to the report you want to print.
2. Click the **Print Reports** button on the toolbar.
3. Select the report you want to print.

 The items listed here vary between the free and licensed versions.

4. Click the **Report Options** button to set the font, margins and other report settings.
5. Click the **Preview** button to view how the report will look when printed.
6. In the Print To section:

Select the check boxes next to the places where you want to print this item. You can print to the Printer, create a PDF file, or print a copy to Document Management System (prints as a PDF file). You can choose any combination of the three.


7. In the Printer Settings section:

Verify the printer you are using in the Name list. Click the arrow to change printers.

Change how many copies you want to print and if you want the copies collated using the **Number of Copies** box and the Collate check box.

Click the **Properties** button to change the paper orientation (landscape or portrait).

8. Click **Print**.

 Printing to the Document Management System (DMS) requires a licensed version of DMS. You can print reports directly to DMS (Document Management System) from the Lacerte Trial Balance Utility. Just select the Document Management System option in the Print To section when printing the report.



Setting Report Options

You can change how the Trial Balance Utility reports print with these options.

The image shows two overlapping dialog boxes from the Lacerte software. The top dialog is titled "Trial Balance Reports" and contains a list of reports to print. The bottom dialog is titled "Report Options" and contains various settings for printing.

Numbered callouts (1-9) point to the following elements:

- 1: "Select Trial Balance Reports to Print" section of the Trial Balance Reports dialog.
- 2: "Report Options..." button in the Trial Balance Reports dialog.
- 3: "Print to:" section of the Report Options dialog.
- 4: "Printer Settings:" section of the Report Options dialog.
- 5: "Journal Entry Settings:" section of the Report Options dialog.
- 6: "Balance Sheet/Income Statement Settings:" section of the Report Options dialog.
- 7: "Font Settings:" section of the Report Options dialog.
- 8: "Margins:" section of the Report Options dialog.
- 9: "Restore Defaults" button in the Report Options dialog.

To Set the Report Options

1. From the Print Reports screen, select the report you want to print.
2. Click the **Report Options** button.
3. From the Report Options screen, select the **Include accounts with zero balances** check box if you want to view all accounts in the selected reports.
4. Select the **Include prior year balances** check box, if applicable.
5. In the Journal Entry Settings section, select whether or not you want to print the journal entry descriptions for Book, Tax or All journal entries.
6. In the Balance Sheet/Income Statement Settings section, select the balances you want to use, Unadjusted Book, Adjusted Book or the Tax Balance.
7. In the Font Settings section, select the Report Font name and size, the Header Font Size and the Subheader Font Size.
8. In the Margins section, set the margins settings for Top, Bottom, Left and Right.
9. Click **OK** to save the settings and return to the Trial Balance Report screen.

List of Sample Reports

You can print reports about the trial balance, adjusting journal entries and tax line assignments to Lacerte input fields. The list provided below contains some of the reports available in the Trial Balance Utility, along with samples that follow. Look for the Licensed Version Only image to identify the reports available only with the licensed version of the Lacerte Trial Balance Utility.

- Trial Balance Report - Unadjusted
- Trial Balance Report - Adjusted Book
- Trial Balance Report - Adjusted Tax
- Balance Sheet
- Income Statement
- Journal Entries
- Chart of Accounts - All
- Tax Line Assignments
- SmartMap Database Listing

Trial Balance Report: Unadjusted

Includes the account number, account type, account name, and the unadjusted balance.

XYZ, Inc.		
UNADJUSTED TRIAL BALANCE		
As of December 31, 2007		
Acct Number	T	Account Name
		2007
1010	A	Checking - General
		\$ 18,236.21
1080	A	Checking - Payroll
		1,373.62
1090	A	Petty Cash
		1,000.00
1100	A	Cash - Savings
		249,754.41
1150	A	Marketable Securities
		5,000.00
1200	A	Accounts Receivable
		46,931.40
1220	A	Other Receivables
		31,054.66
1230	A	Unbilled Expenses Receivable
		4,960.05
1400	A	Deposits & Prepaid Expenses
		4,500.00
1500	A	Leasehold Improvements
		28,000.00
1550	A	Furniture & Fixtures
		4,181.97
1560	A	Office Equipment
		28,116.01
1570	A	Software
		6,025.00
1600	A	Accumulated Depreciation - Leasehold Imp
		(5,900.00)
1650	A	Accumulated Depreciation - Furniture & F
		(1,501.10)
1660	A	Accumulated Depreciation - Office Equipm
		(13,204.12)
1670	A	Accumulated Depreciation - Software
		(4,038.55)
2000	L	Accounts Payable
		(20,309.31)
2030	L	Accrued Payroll
		(6,500.00)
2040	L	FICA Withholding Payable
		(9,788.88)
2050	L	Federal Withholding Payable
		(2,186.31)
2060	L	MI Withholding Payable
		(2,668.68)
2070	L	FUTA Payable
		(167.99)
2080	L	FIT Payable
		(5,550.37)
2090	L	MI SBT Payable
		(4,073.86)
2500	L	Loan - Bank
		(5,000.00)
3000	L	Common Stock
		(20,000.00)
3010	L	Additional Paid-In Capital
		(20,000.00)
3500	L	Retained Earnings
		(255,024.70)
4000	R	Revenue - Paper Sales
		(301,884.35)
4020	R	Revenue - Supply Sales
		(79,654.73)
4030	R	Revenue - Post-It Setup Services
		(48,406.01)
4040	R	Revenue - Misc
		(28,629.98)
4050	R	Revenue - NW Territory
		(95,979.52)
4060	R	Miscellaneous Income
		(50,602.53)
4100	R	Other Income
		(1,833.79)
4110	R	Interest Income
		(1,125.00)
4200	R	Gain on Sales - Proceeds
		(2,100.00)
5010	E	Salaries - Officers
		120,000.00
5020	E	Salaries - Jobs
		186,166.63
5030	E	Salaries - Admin
		66,200.00
5100	E	Taxes - FICA, Unemp
		14,535.15
5200	E	Employee Benefits
		16,793.98
6000	E	Bank Charges
		500.00
6010	E	Accounting
		1,000.00
6020	E	Contributions
		1,440.55
6030	E	Data Processing Supplies
		305.96
6040	E	Dues & Subscriptions
		205.00



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Trial Balance Report - Adjusted Book

Includes the account number, account type, account name, unadjusted book balance, adjusting debits, adjusting credits and the adjusted book balance.

XYZ, Inc. BOOK TRIAL BALANCE As of December 31, 2007						
Acct Number	T	Account Name	Unadjusted Book 12/31/2007	Book Debits	Book Credits	Adjusted Book 12/31/2007
1010	A	Checking - General	\$ 18,236.21	\$ 0.00	\$ 0.00	\$ 18,236.21
1080	A	Checking - Payroll	1,373.62	0.00	0.00	1,373.62
1090	A	Petty Cash	1,000.00	0.00	0.00	1,000.00
1100	A	Cash - Savings	249,754.41	0.00	0.00	249,754.41
1150	A	Marketable Securities	5,000.00	0.00	0.00	5,000.00
1200	A	Accounts Receivable	46,931.40	0.00	0.00	46,931.40
1220	A	Other Receivables	31,054.66	0.00	0.00	31,054.66
1230	A	Unbilled Expenses Receivable	4,960.05	0.00	0.00	4,960.05
1400	A	Deposits & Prepaid Expenses	4,500.00	0.00	0.00	4,500.00
1500	A	Leasehold Improvements	28,000.00	0.00	0.00	28,000.00
1550	A	Furniture & Fixtures	4,181.97	0.00	0.00	4,181.97
1560	A	Office Equipment	28,116.01	0.00	0.00	28,116.01
1570	A	Software	6,025.00	0.00	0.00	6,025.00
1600	A	Accumulated Depreciation - Leasehold Imp	(5,900.00)	0.00	0.00	(5,900.00)
1650	A	Accumulated Depreciation - Furniture & F	(1,501.10)	0.00	0.00	(1,501.10)
1660	A	Accumulated Depreciation - Office Equipm	(13,204.12)	0.00	0.00	(13,204.12)
1670	A	Accumulated Depreciation - Software	(4,038.55)	0.00	0.00	(4,038.55)
2000	L	Accounts Payable	(20,309.31)	0.00	0.00	(20,309.31)
2030	L	Accrued Payroll	(6,500.00)	0.00	0.00	(6,500.00)
2040	L	FICA Withholding Payable	(9,788.88)	0.00	0.00	(9,788.88)
2050	L	Federal Withholding Payable	(2,186.31)	0.00	0.00	(2,186.31)
2060	L	MI Withholding Payable	(2,668.68)	0.00	0.00	(2,668.68)
2070	L	FUTA Payable	(167.99)	0.00	0.00	(167.99)
2080	L	FIT Payable	(5,550.37)	0.00	0.00	(5,550.37)
2090	L	MI SBT Payable	(4,073.86)	0.00	0.00	(4,073.86)
2500	L	Loan - Bank	(5,000.00)	0.00	0.00	(5,000.00)
3000	L	Common Stock	(20,000.00)	0.00	0.00	(20,000.00)
3010	L	Additional Paid-In Capital	(20,000.00)	0.00	0.00	(20,000.00)
3500	L	Retained Earnings	(255,024.70)	0.00	0.00	(255,024.70)
4000	R	Revenue - Paper Sales	(301,884.35)	0.00	0.00	(301,884.35)
4020	R	Revenue - Supply Sales	(79,654.73)	0.00	0.00	(79,654.73)
4030	R	Revenue - Post-It Setup Services	(48,406.01)	0.00	0.00	(48,406.01)



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Trial Balance Report - Adjusted Tax

Includes the account number, account type, account name, unadjusted tax balance, adjusting debits, adjusting credits and the adjusted tax balance.

XYZ, Inc. TAX TRIAL BALANCE As of December 31, 2007						
Acct Number	T	Account Name	Adjusted Book 12/31/2007	Tax Debits	Tax Credits	Tax Balance 12/31/2007
1010	A	Checking - General	\$ 18,236.21	\$ 0.00	\$ 0.00	\$ 18,236.21
1080	A	Checking - Payroll	1,373.62	0.00	0.00	1,373.62
1090	A	Petty Cash	1,000.00	0.00	0.00	1,000.00
1100	A	Cash - Savings	249,754.41	0.00	0.00	249,754.41
1150	A	Marketable Securities	5,000.00	0.00	0.00	5,000.00
1200	A	Accounts Receivable	46,931.40	0.00	0.00	46,931.40
1220	A	Other Receivables	31,054.66	0.00	0.00	31,054.66
1230	A	Unbilled Expenses Receivable	4,960.05	0.00	0.00	4,960.05
1400	A	Deposits & Prepaid Expenses	4,500.00	0.00	0.00	4,500.00
1500	A	Leasehold Improvements	28,000.00	0.00	0.00	28,000.00
1550	A	Furniture & Fixtures	4,181.97	0.00	0.00	4,181.97
1560	A	Office Equipment	28,116.01	0.00	0.00	28,116.01
1570	A	Software	6,025.00	0.00	0.00	6,025.00
1600	A	Accumulated Depreciation - Leas	(5,900.00)	0.00	0.00	(5,900.00)
1650	A	Accumulated Depreciation - Furni	(1,501.10)	0.00	0.00	(1,501.10)
1660	A	Accumulated Depreciation - Offic	(13,204.12)	0.00	0.00	(13,204.12)
1670	A	Accumulated Depreciation - Soft	(4,038.55)	0.00	0.00	(4,038.55)
2000	L	Accounts Payable	(20,309.31)	0.00	0.00	(20,309.31)
2030	L	Accrued Payroll	(6,500.00)	0.00	0.00	(6,500.00)
2040	L	FICA Withholding Payable	(9,788.88)	0.00	0.00	(9,788.88)
2050	L	Federal Withholding Payable	(2,186.31)	0.00	0.00	(2,186.31)
2060	L	MI Withholding Payable	(2,668.68)	0.00	0.00	(2,668.68)
2070	L	FUTA Payable	(167.99)	0.00	0.00	(167.99)
2080	L	FIT Payable	(5,550.37)	0.00	0.00	(5,550.37)
2090	L	MI SBT Payable	(4,073.86)	0.00	0.00	(4,073.86)
2500	L	Loan - Bank	(5,000.00)	0.00	0.00	(5,000.00)
3000	L	Common Stock	(20,000.00)	0.00	0.00	(20,000.00)
3010	L	Additional Paid-In Capital	(20,000.00)	0.00	0.00	(20,000.00)
3500	L	Retained Earnings	(255,024.70)	0.00	0.00	(255,024.70)
4000	R	Revenue - Paper Sales	(301,884.35)	0.00	0.00	(301,884.35)
4020	R	Revenue - Supply Sales	(79,654.73)	0.00	0.00	(79,654.73)
4030	R	Revenue - Post-It Setup Services	(48,406.01)	0.00	0.00	(48,406.01)



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Balance Sheet

Includes the balance sheet accounts using the unadjusted book, adjusted book or tax balance amounts. To select the type of balance to use for this report click **Report Options** and select the appropriate Balance Sheet/Income Statement Settings.

XYZ, Inc.	
BALANCE SHEET	
As of December 31, 2007	
	2007
Assets	
Checking - General	\$ 18,236.21
Checking - Payroll	1,373.62
Petty Cash	1,000.00
Cash - Savings	249,754.41
Marketable Securities	5,000.00
Accounts Receivable	46,931.40
Other Receivables	31,054.66
Unbilled Expenses Receivable	4,960.05
Deposits & Prepaid Expenses	4,500.00
Leasehold Improvements	28,000.00
Furniture & Fixtures	4,181.97
Office Equipment	28,116.01
Software	6,025.00
Accumulated Depreciation - Leasehold Imp	(5,900.00)
Accumulated Depreciation - Furniture & F	(1,501.10)
Accumulated Depreciation - Office Equipm	(13,204.12)
Accumulated Depreciation - Software	(4,038.55)
Total Assets	\$ 404,489.56
Liabilities and Equity	
Accounts Payable	20,309.31
Accrued Payroll	6,500.00
FICA Withholding Payable	9,788.88
Federal Withholding Payable	2,186.31
MI Withholding Payable	2,668.68
FUTA Payable	167.99
FIT Payable	5,550.37
MI SBT Payable	4,073.86
Loan - Bank	5,000.00
Common Stock	20,000.00
Additional Paid-In Capital	20,000.00
Retained Earnings	255,024.70
Net Income (Loss)	53,219.46
Total Liabilities and Equity	\$ 404,489.56



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Income Statement

Includes the income statement accounts using the unadjusted book, adjusted book or tax balance amounts. To select the type of balance to use for this report click Report Options and select the appropriate Balance Sheet/Income Statement Settings.

XYZ, Inc.	
INCOME STATEMENT	
For the Period Ended December 31, 2007	
	<u>2007</u>
Revenue	
Revenue - Paper Sales	\$ 301,884.35
Revenue - Supply Sales	79,654.73
Revenue - Post-It Setup Services	48,406.01
Revenue - Misc	28,629.98
Revenue - NW Territory	95,979.52
Miscellaneous Income	50,602.53
Other Income	1,833.79
Interest Income	1,125.00
Gain on Sales - Proceeds	2,100.00
Total Revenue	\$ 610,215.91
Expenses	
Salaries - Officers	120,000.00
Salaries - Jobs	186,166.63
Salaries - Admin	66,200.00
Taxes - FICA, Unemp	14,535.15
Employee Benefits	16,793.98
Bank Charges	500.00
Accounting	1,000.00
Contributions	1,440.55
Data Processing Supplies	305.96
Dues & Subscriptions	205.00
Duplication Costs	7,873.78
Employee Awards	2,036.98
Entertainment of Clients	142.98
Equipment Rental	2,000.00
Firm Meeting Expense	4,225.00
Insurance	6,875.98
Insurance - Liability	5,456.23
Janitorial	2,500.00
Legal Expenses	2,359.51
Postage and Express Charges	1,449.09
Practice Development Expense	1,852.83
Printing Costs	1,831.46
Professional Licenses	4,033.66
Professional Publications	7,025.00
Promotional Expenses	7,810.35
Rent	45,550.37
Repairs and Maintenance	20,400.00
Software	2,604.00
Staff Recruitment	3,593.67
Stationery & Office Supplies	2,935.00
Supplies	3,876.00
Telephone	994.07
Training Classes	2,497.41
Travel and Subsistence	391.55
1	

Journal Entries



Includes the reference number, date, account number, account type, account name, debits, credits and the journal entry description for Book entries, Tax entries, or All entries. To select the type of entries you want to appear on this report click Report Options and select the appropriate Journal Entry Settings.

XYZ, Inc. ALL JOURNAL ENTRIES As of December 31, 2006							
Ref #	Date	Account Number	Type	Account Name	Debit	Credit	Description
1	12/31/2006	7000	Book	Depreciation Expense	\$ 12,746.00		Record depreciation expense per Lacerte
		1600		Accumulated Depreciation - L		1,018.00	
		1650		Accumulated Depreciation - F		803.00	
		1660		Accumulated Depreciation - O		8,997.00	
		1670		Accumulated Depreciation - S		1,928.00	
2	12/31/2006	6070	Book	Entertainment of Clients	1,066.00		Record personal expenses by stockholder, per client list of expenses
		6160		Printing Costs	528.00		
		6280		Travel and Subsistence	1,544.00		
		6250		Supplies	335.00		
		2100		Stockholder Payable		3,473.00	
3	12/31/2006	7030	Book	Federal Income Taxes			Record Federal Income Tax expense per Lacerte.
		2080		FIT Payable			
Total					<u>\$ 16,219.00</u>	<u>\$ 16,219.00</u>	

Chart of Accounts - All

Includes the account number, account type and account name.

XYZ, Inc.		
CHART OF ACCOUNTS		
Acct Number	T	Account Name
1010	A	Checking - General
1080	A	Checking - Payroll
1090	A	Petty Cash
1100	A	Cash - Savings
1150	A	Marketable Securities
1200	A	Accounts Receivable
1220	A	Other Receivables
1230	A	Unbilled Expenses Receivable
1400	A	Deposits & Prepaid Expenses
1500	A	Leasehold Improvements
1550	A	Furniture & Fixtures
1560	A	Office Equipment
1570	A	Software
1600	A	Accumulated Depreciation - Leasehold Imp
1650	A	Accumulated Depreciation - Furniture & F
1660	A	Accumulated Depreciation - Office Equipm
1670	A	Accumulated Depreciation - Software
2000	L	Accounts Payable
2030	L	Accrued Payroll
2100	L	Stockholder Payable
2040	L	FICA Withholding Payable
2050	L	Federal Withholding Payable
2060	L	MI Withholding Payable
2070	L	FUTA Payable
2080	L	FIT Payable
2090	L	MI SBT Payable
2500	L	Loan - Bank
3000	L	Common Stock
3010	L	Additional Paid-In Capital
3500	L	Retained Earnings
4000	R	Revenue - Paper Sales
4020	R	Revenue - Supply Sales
4030	R	Revenue - Post-It Setup Services
4040	R	Revenue - Misc
4050	R	Revenue - NW Territory
4060	R	Miscellaneous Income
4100	R	Other Income
4110	R	Interest Income
4200	R	Gain on Sales - Proceeds
5010	E	Salaries - Officers
5020	E	Salaries - Jobs
5030	E	Salaries - Admin
5100	E	Taxes - FICA, Unemp
5200	E	Employee Benefits
6000	E	Bank Charges
6010	E	Accounting
6020	E	Contributions
6030	E	Data Processing Supplies
6040	E	Dues & Subscriptions

Tax Line Assignments

Includes the account number, account type, account name, schedule number, tax balance, and amount to post. If there are accounts grouped together, they appear on this report.

XYZ, Inc.					
Tax Line Assignment					
As of December 3, 2007					
Account Number	T	Account Name	Schedule #	Tax Balance	Post Amount
Income Fully Taxable Interest					
4110	R	Interest Income		\$ (1,125.00)	\$ 1,125.00
Income Other Income					
4100	R	Other Income		(1,833.79)	1,834.00
Deductions Accounting					
6010	E	Accounting		1,000.00	1,000.00
Deductions Bank Charges					
6000	E	Bank Charges		500.00	500.00
Deductions Rents - Personal Property					
6080	E	Equipment Rental		2,000.00	2,000.00
Deductions Insurance					
6100	E	Insurance		6,875.98	6,876.00
Deductions Janitorial					
6120	E	Janitorial		2,500.00	2,500.00
Deductions Rents - Real Property					
6200	E	Rent		45,550.37	45,550.00
Deductions Repairs and Maintenance					
6210	E	Repairs and Maintenance		20,400.00	20,400.00
Deductions Supplies					
6250	E	Supplies		3,876.00	3,876.00
Deductions Telephone					
6260	E	Telephone		994.07	994.00
Deductions Utilities					
6290	E	Utilities		2,497.29	2,497.00
Balance Sheet Cash					
1090	A	Petty Cash		1,000.00	1,000.00
Balance Sheet Accounts Receivable					
1200	A	Accounts Receivable		46,931.40	46,931.00
Balance Sheet Buildings and Other Depr. Assets					
1550	A	Furniture & Fixtures		4,181.97	4,182.00
Balance Sheet Accounts Payable					
2000	L	Accounts Payable		(20,309.31)	20,309.00

Smart Map Database Listing

Includes the account name, account type, schedule, Lacerte input screen and Lacerte input field.

XYZ, Inc. Smart Map Database Listing As of December 3, 2007				
Account Name	Type	Schedule	Lacerte Screen	Lacerte Input Field
Non-Conflicting Smart Mappings				
Other Income	Revenue	Farm Activities	Rental/Other Passive Activities	Other Income (Loss)
Other Assets	Asset	Form 1120	Balance Sheet	Other Assets
Employee Tips Payable	Unknown	Form 1120	Balance Sheet	Other Current Liabilities
Retained Earnings	Liability	Rental / Other Passive Activities	Balance Sheet	Retained Earnings: Approp.
Bad Debts	Expense	Farm Activities	Rental/Other Passive Activities	Bad Debts
Custom Hire and Contract Lab	Expense	Farm Activities	Deductions	Other Deductions
Trust Account Liability	Unknown	Form 1120	Balance Sheet	Other Current Liabilities
Research Services	Expense	Form 1120	Deductions	Other Deductions
Conservation Expenses	Expense	Farm Activities	Deductions	Other Deductions
Laundry and Cleaning	Expense	Farm Activities	Rental/Other Passive Activities	Cleaning and Maintenance
SUTA Payable	Liability	Rental / Other Passive Activities	Balance Sheet	State Tax Payable
Other Job Related Costs	Unknown	Form 1120	Cost of Goods Sold	Other Costs
Computer and Internet Expen	Expense	Rental / Other Passive Activities	Deductions	Other Deductions
Commission Adjustments	Revenue	Form 1120	Income	Gross Receipts or Sales
Fuel Tax Credits and Other In	Revenue	Farm Activities	Income	Gross Receipts or Sales
Prepaid Insurance	Asset	Rental / Other Passive Activities	Balance Sheet	Other Current Assets
Purchases	Expense	Form 1120	Cost of Goods Sold	Purchases
Lodging Sales	Revenue	Form 1120	Income	Gross Receipts or Sales
Other Income	Revenue	Rental / Other Passive Activities	Farm Activities	Other Farm Income
Preferred Stock	Liability	Farm Activities	Balance Sheet	Preferred Stock
Federal Withholding Payable	Liability	Form 1120	Balance Sheet	Federal Tax Payable
Shipping and Delivery Income	Revenue	Form 1120	Income	Gross Receipts or Sales
Unloading Fees	Revenue	Form 1120	Income	Gross Receipts or Sales
Food and Beverage Sales	Revenue	Form 1120	Income	Gross Receipts or Sales
Cash Over and Short	Expense	Form 1120	Deductions	Other Deductions
Small Tools and Equipment	Expense	Farm Activities	Deductions	Other Deductions
Accounts Receivable	Asset	Form 1120	Balance Sheet	Accounts Receivable
SUTA Payable	Liability	Form 1120	Balance Sheet	State Tax Payable
Janitorial	Expense	Form 1120	Deductions	Janitorial
Crop Insurance Proceeds	Revenue	Farm Activities	Income	Gross Receipts or Sales
Commissions Paid	Unknown	Form 1120	Cost of Goods Sold	Other Costs
Legal Fee Income	Revenue	Form 1120	Income	Gross Receipts or Sales