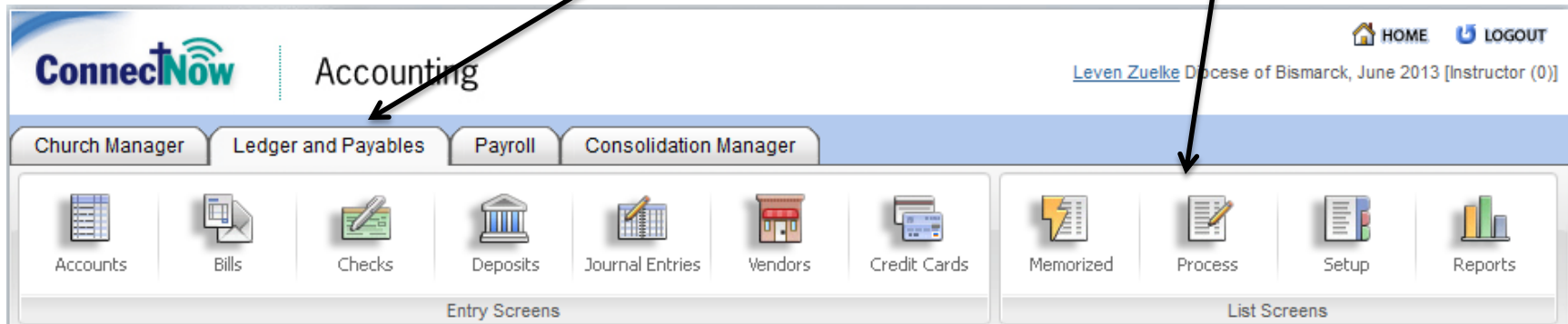
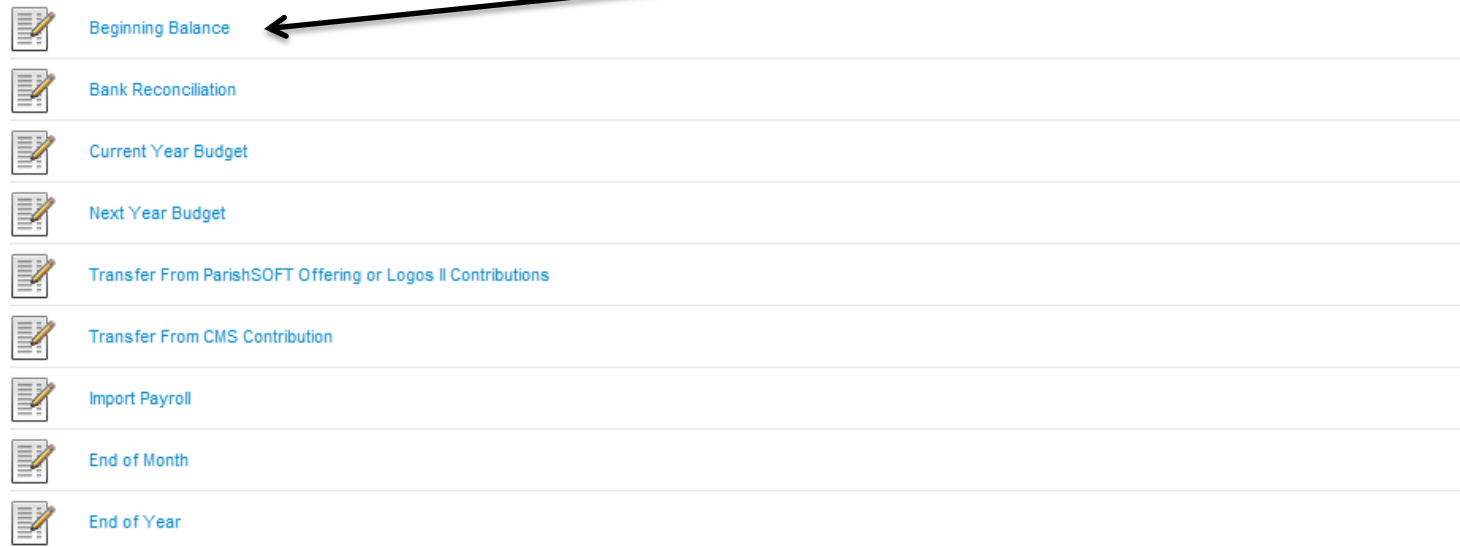


To begin setting up your beginning balances, click on the “Ledgers and Payables” tab and then click on the “Process” button.



Once you have done this, a list of options will appear. The first one should be “Beginning Balances.” Click this.



The screen that will appear looks very similar to the journal entry screen under the "Journal Entries" button. In fact, you will be entering your beginning balances in the form of a journal entry. Below is an example with the breakdown of the accounts:

Beginning Balance Information

Number: Date:

Comment:

#	Account	Debit	Credit	Comment	Project
✖ 1	1110.00P: Checking account A-1-10-1110-00	2.00	0.00	Beginning Balances	
✖ 2	1190.00P: Petty cash A-1-10-1190-00	2.00	0.00	Beginning Balances	
✖ 3	1210.00P: Savings/Investments Other- Unrest A-	2.00	0.00	Beginning Balances	
✖ 4	1220.00P: Savings/CD - Expansion D andL Fund-	2.00	0.00	Beginning Balances	
✖ 5	1510.00P: Land A-1-40-1510-00	2.00	0.00	Beginning Balances	
✖ 6	1520.00P: Buildings A-1-40-1520-00	2.00	0.00	Beginning Balances	
✖ 7	1530.00P: Furniture Fixtures Equipment A-1-40-1	2.00	0.00	Beginning Balances	
✖ 8	2130.00P: Federal Tax W/H Payable L-1-60-2130	0.00	1.00	Beginning Balances	
✖ 9	2135.00P: FICA Payable L-1-60-2135-00	0.00	1.00	Beginning Balances	
✖ 10	2140.00P: Medicare Tax Payable L-1-60-2140-00	0.00	1.00	Beginning Balances	
✖ 11	2145.00P: State Tax W/H Payable L-1-60-2145-0	0.00	1.00	Beginning Balances	
✖ 12	8100.00PAD: God's Share Appeal D-1-01-8100-0	0.00	1.00	Beginning Balances	
✖ 13	8115.00PAD: African Mission D-1-01-8115-00	0.00	1.00	Beginning Balances	
✖ 14	8120.00PAD: Black and Indian Collection D-1-01-	0.00	1.00	Beginning Balances	
✖ 15	8125.00PAD: Holy Father collection D-1-01-8125-	0.00	1.00	Beginning Balances	
✖ 16	8130.00PAD: Holy Land Collection D-1-01-8130-0	0.00	1.00	Beginning Balances	
✖ 17	8135.00PAD: Home Mission collection D-1-01-81	0.00	1.00	Beginning Balances	
✖ 18	3000.00P: Net assets N-1-90-3000-00	0.00	4.00	Beginning Balances	
Total:		14.00	14.00		

[More Lines](#)

Asset Accounts.
Debits Increase.

Liability Accounts.
Credits Increase.

Dedicated Accounts.
Credits Increase.

Net Assets.
Credits Increase.

MUST BALANCE!!!!

Hints:

1. List your Net Assets last. Put in the beginning balances for all your other accounts first. The Net Assets will be what is left over.
2. Notice that there is no Income or Expense accounts. These accounts should have closed out June 30, so there should not be Income or Expense accounts.
3. Do one journal entry for each entity you have. If you have a parish, school and alter society, you should have three different entries.
4. DOUBLE AND TRIPLE CHECK these entries before submitting. If you make a mistake, you must make a new entry editing the mistake.
5. Make sure that the total debits equal the total credits. If they do not equal, you will get a pink screen telling you that you can't enter the entry.
6. There are a few exceptions to debits increasing assets and credits increasing liabilities. In assets, there is an account for Accumulated Depreciation. If you use this account, a credit will increase this because it is reducing the buildings and equipment. If you use the liability accounts called Exchange accounts and Due to/Due from, a debit will increase these if you are owed money.
7. When you are determining your beginning balances for your bank accounts, use your balance at June 30 and subtract out your outstanding checks (checks issued before July 1)