

**Resource Management Associates**

Suggested Start-up Procedures and About **A**sset **C**ost and **C**ontrol

ACC is designed to account for the following:

1. Fixed Assets – accounts for cost and accumulated depreciation, calculates depreciation expense, tracks remaining life and book values
2. Prepaid Expenses – calculates monthly amortization
3. Accrued Expenses – calculates monthly expense

**Part I - Before you get started:**

The **System Menu** and some of its features:

Item 1 – Data Path

 Here is where you define the location of your data. The path tells the ACC program where to access your data. The program files can be located on your server or on individual work stations or lap tops depending on your IT protocols. The data should be backed up on a regular basis and stored in a safe environment, typically a server, which itself is backed up on a regular basis. Clicking the column in the left of the data path grid defines the default path which is where the program automatically points when it is started.

Item 3 – Printer Setup

 This is where your default printer is determined. It can be any printer your workstation has access to, either through direct connection or networking. Establish your most commonly used printer to begin with. If you want to print to any other printer you must Select it prior to printing any report or posting journal.

Item 5 – Item Change Report is an audit trail for each asset or expense entered into the system.

Item 6 – GL Debit Setup

 This is where your ACC system is configured to upload automatically your monthly depreciation expense, amortization of prepaid expenses and accrual of expenses. RMA works with all core processors on a regular basis. This eliminates manual entry of all such expenses. Please call RMA to help set this feature up.

Item 8 – Password Maintenance is where all of your users and their authorizations is defined.

The **Maintenance Menu** and some of its features:

Item 1 – General Ledger Categories. You should have a GL category for every GL number you are posting to. Please note your General Ledger Accounts must be setup beforehand (Item 4 below.) Be prepared with the following information:

For **Fixed Assets**:

1. Asset Description
2. Short Name
3. Accumulated Depreciation GL Account
4. Depreciation Expense Account

For **Prepaid Expenses**:

1. The Prepaid GL Asset Account
2. The GL expense account to amortize the expense to monthly.

For **Accrued Expenses**:

1. The Accrued GL Expense Liability Account
2. The GL expense account to accrue monthly to.

Item 2 – Types

 For each Fixed Asset Category along with Prepaid and accrued expenses there should be a type:

1. Land
2. Buildings
3. Leasehold Improvements
4. Furniture, Fixtures and Equipment
5. (You define these)
6. Prepaid Expense
7. Accrued Expense

Item 3 – Cost Centers

 Cost centers may be associated with Branches, locations or departments

Item 4 – General Ledger Accounts

 Enter all accumulated depreciation accounts, prepaid expense asset accounts, accrued expense liability accounts and any expense account associated with the afore-mentioned accounts. (i.e. if you have an account for accumulated depreciation for leasehold improvements, you should have a leasehold improvement depreciation expense account.)

Item 5 – Vendors

 This is not a required item.

Item 6 – Locations

 Enter your physical locations

Item 7 – Cost Center Allocations

 Here you enter the allocations you wish to set up at your discretion. You can do 100% or split asset amortization/depreciation/accrual over multiple cost centers.

The **Processing Menu** and some of its features:

Item 1 – Item Maintenance

 Here you can (1) – Add an asset – make sure you enter all the way through the bottom of the add item screen or make sure you press save. When adding an item you should have all of the necessary information at hand, cost, life, associated gl numbers, cost center, location, etc.

 (2) – Edit an asset

 (3) – Retire an item (for fixed assets only)

 To retire an item you must make all of your own GL entries to record the retirement or sale of an asset, including receipt of net proceeds and any gains or losses, and reversing accumulated depreciation.

 (4) – Delete an item. If you have YTD activity it must be edited to zero for it to be deleted.

 (5) – Edit Serial Numbers

 (6) – Establish a maintenance schedule

 (7) – Scan an invoice for the acquisition or expense

Item 2 – Accounting Menu

1. Post Assets – this is where your monthly depreciation, amortization and accruals take place.
2. Printing Posting Journal – shows the activity for each item.
3. Journal Entries
	1. Print manual entries
	2. Create ACH File for upload to your core processor

The **Reports Menu** and some of its features:

1. The **ACC Register** should be used to reconcile your accounts on a monthly basis, including cost, accumulated depreciation, book value of prepaid assets and book value of prepaid expenses. The Register will not necessarily reconcile YTD expense, especially if items have been retired or deleted. The Register can be sorted by numerous parameters and exported as well.
2. The **Remaining Life** Report shows the remaining life of all items.
3. The **Date Acquired Report** can help locate the acquisition date of specific items or show the capital expenditure over a given date range.
4. The **Retired Item** Report is a useful tool in tax preparation.
5. The **Physical Inventory** Report generates a checklist by location or cost center to take a physical inventory and note missing, obsolete or damaged items.
6. The **Maintenance Report** gives the maintenance schedule if that feature is being utilitized.
7. The **Forecast** gives the estimated expense over a given date range.
8. The **Property Tax** report gives the accumulated acquisitions by Year and is perfect for property tax rendition reports.