

HCA Client Accounting

Quick Start Training Manual 11/07/2014

All Windows Version Compatible

Please contact [Support](#) for any questions or help



HCA is a powerful reporting program, this quick start manual gives you a brief overview of the program to help you get setup and running quickly. Please review some of the sample clients to see the excellent reporting options that are available for your clients. The main manual details the advanced features of the software and we are currently updating all of our manuals for the new HCA programs. We have just finished major upgrades to the program and our main manuals are definitely outdated but the operations of the programs are basically the same.

Please feel free to call us with any questions you may have while evaluating the Demo program, we will be happy to assist you in anyway.



HCA LICENSE AGREEMENT

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Passwords for downloading HCA

Password = _____

QLink

Password = _____

Laser Forms

Password = _____

Payroll & Check Writer

Password = _____

SUPPORT & SERVICE POLICY

For over 30 years our support has been free, we only require that your software is updated annually. We are always looking for ways to provide better support (remote hookup is our newest enhancement)

• INTERNET SUPPORT

Our web page is www.hcasoftware.com and our E-mail address is support@howellsoftware.com Our web page has a Menu Selection named Downloads where you can download any new programs and updates throughout the year. Email support is monitored continuously and is the quickest way to receive support. The Support menu at the web site has an option to submit a Support Ticket and to attach a backup of any client files, if needed.

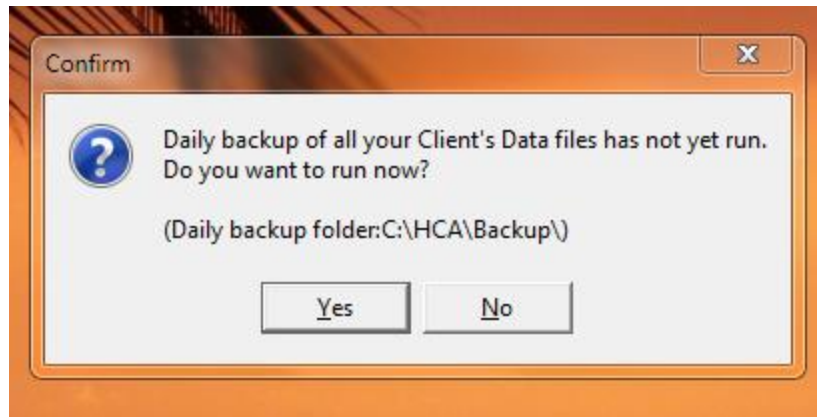
• TELEPHONE SUPPORT

9 AM to 4 PM eastern time on normal business days @ (352) 589-6438

Fax: (888) 221-4448

HCA
33811 Venice Lane
Sorrento, FL 32776

When you first start HCA every day you are prompted with an option to backup all your clients. This is an option that can be turned off or on underneath the Settings Menu

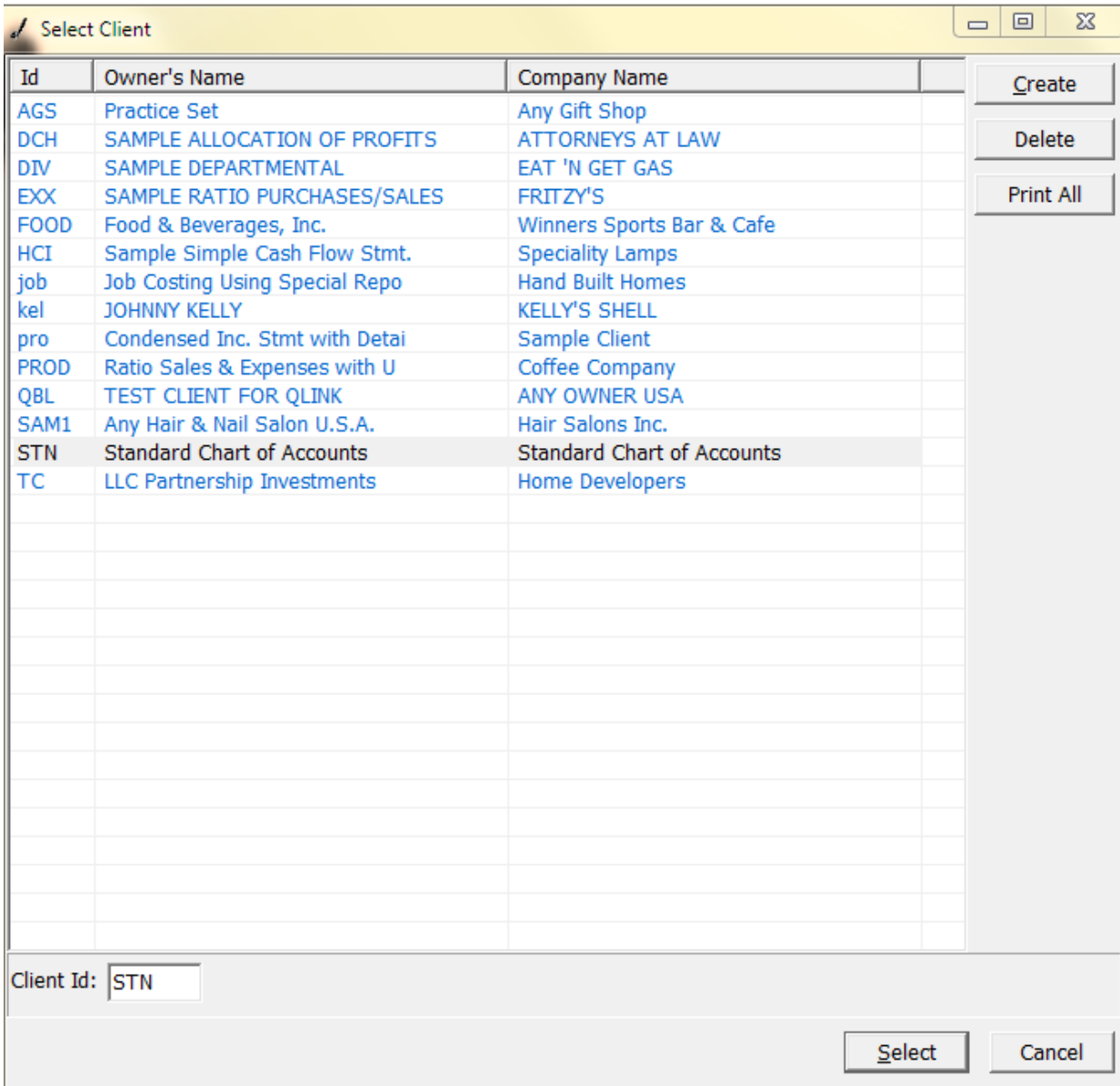


After your selection the Main Screen loads and sample client STN should automatically load. STN is a standard chart of accounts which you can use as a template for your new clients, the chart of accounts can be easily modified for your personal preferences.



Loading Your Clients

Select the **File Menu** then the **Select/Create Client** option. The following screen should appear with a list of the sample clients. For this training we will use the STN client – double click on STN and it will load and take you back to the main screen. You can have an unlimited number of clients.



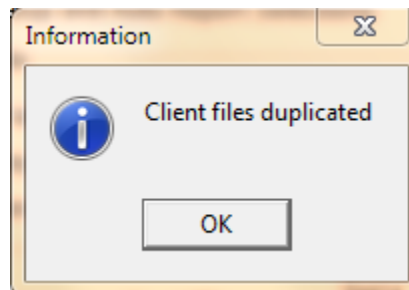
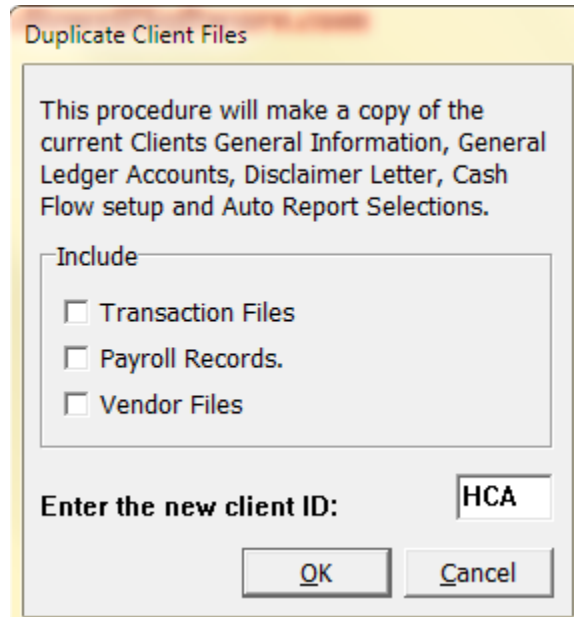
The screenshot shows a window titled "Select Client" with a table of client data and a "Client Id" input field at the bottom. The table has three columns: "Id", "Owner's Name", and "Company Name". The "STN" client is highlighted in the table. To the right of the table are buttons for "Create", "Delete", and "Print All". At the bottom of the window, there is a "Client Id:" label followed by a text box containing "STN", and two buttons labeled "Select" and "Cancel".

Id	Owner's Name	Company Name
AGS	Practice Set	Any Gift Shop
DCH	SAMPLE ALLOCATION OF PROFITS	ATTORNEYS AT LAW
DIV	SAMPLE DEPARTMENTAL	EAT 'N GET GAS
EXX	SAMPLE RATIO PURCHASES/SALES	FRITZY'S
FOOD	Food & Beverages, Inc.	Winners Sports Bar & Cafe
HCI	Sample Simple Cash Flow Stmt.	Speciality Lamps
job	Job Costing Using Special Repo	Hand Built Homes
kel	JOHNNY KELLY	KELLY'S SHELL
pro	Condensed Inc. Stmt with Detai	Sample Client
PROD	Ratio Sales & Expenses with U	Coffee Company
QBL	TEST CLIENT FOR QLINK	ANY OWNER USA
SAM1	Any Hair & Nail Salon U.S.A.	Hair Salons Inc.
STN	Standard Chart of Accounts	Standard Chart of Accounts
TC	LLC Partnership Investments	Home Developers

Client Id:

Duplicating an Existing Client to a New Client Code

Underneath the **Client Setup Menu** select **Duplicate Client Files** and the following screen will load. You have check boxes for different types of existing data for STN or any client if you want to duplicate that data also. We are setting up a completely new client and do not want any data, so no boxes are checked. Type a new Client code for your new client, we will use HCA. You can use up to 4 characters either Alpha or Numeric values. Now click OK then OK again. Any existing Client can be duplicated.



Now click on **File** and **Select/Create Clients** now you should see new client code HCA, double click on the new client HCA to load it. Now you should see the new client code HCA in the bottom left corner of the screen.

Setting up your New Client

Click on **Client Setup Menu** and select **Client Information** and the following screen will load and you will see the information duplicated from the client STN – make any changes needed for your new client HCA

Client General Information

Owner's Name:	Standard Chart of Accounts			Rates	
Company Name:	Standard Chart of Accounts			Monthly Charge:	225.00
Address:	374 MORNING GLORY DR			Per G/L Account:	0.00
City, State, Zip:	LAKE MARY	FL	32746	Per Transaction:	0.00
Phone:	(407)323-1983			After Base Transactions:	0
Fax:	(407)323-3892			Settings	
E-Mail:	support@howellsoftware.com			G/L Account Length:	4
Contact Name:	DON ROBERTS			G/L Sub Account Length:	4
Organization:	Sole Owner			<input type="checkbox"/> Reconcile Retained Earnings	
Fiscal Year End:	12	Periods in Year:	12	<input type="checkbox"/> Assign Dollar Signs	
Federal ID#:	59-1234567			<input checked="" type="checkbox"/> Brackets in Statements	
Head Disclaimer:	UNAUDITED			<input type="checkbox"/> Dates in Caps	
Foot Disclaimer:	For Management Purposes Only			<input type="checkbox"/> Skip Lines on Transaction Listings	
				<input type="checkbox"/> No Decimals in Financial Statements	
				Security	
				Password:	
				Repeat:	
				Save	Cancel

New information filled in for HCA shows in the next screen shot. We recommend leaving the G/L Account and G/L Sub Account Length to 4 and 4 this gives you the ability to use the software for more advanced reporting options like departmental statements and Master and Sub account relationships this is explained in more detail in the complete manual. Now reload client HCA again and you should see your name change at the left bottom of the main screen.

Client General Information

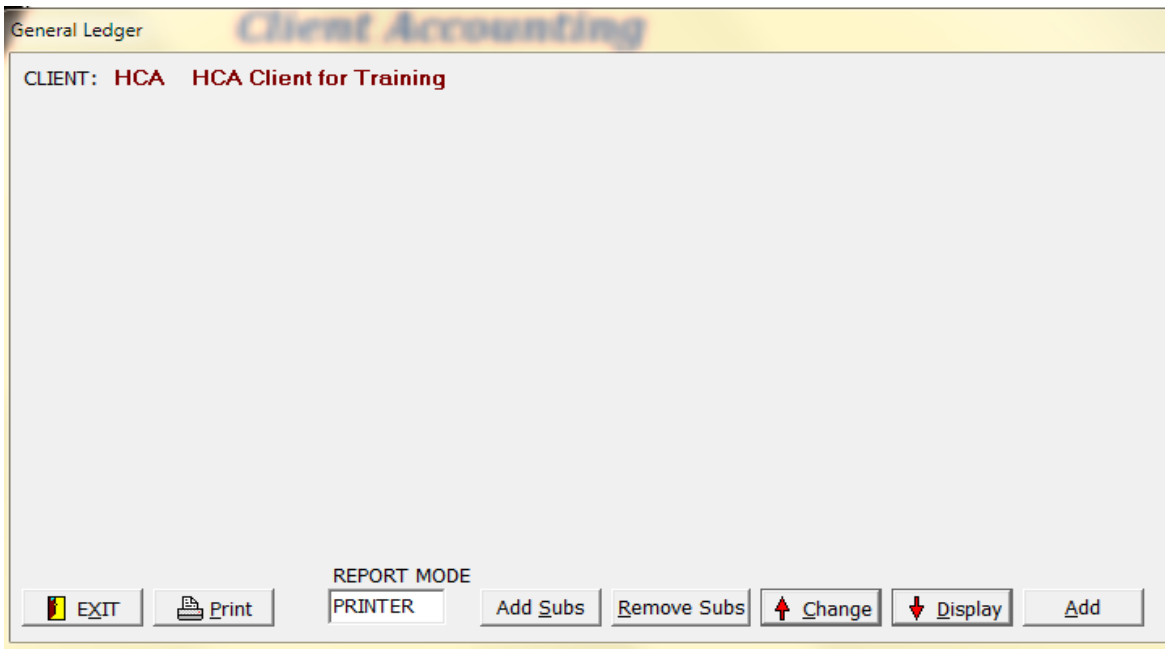
Owner's Name:	HCA Client for Training			Rates	
Company Name:	HCA Inc.			Monthly Charge:	300.00
Address:	374 MORNING GLORY DR			Per G/L Account:	0.00
City, State, Zip:	LAKE MARY	FL	32746	Per Transaction:	0.00
Phone:	(407)323-1983			After Base Transactions:	0
Fax:	(407)323-3892			Settings	
E-Mail:	support@howellsoftware.com			G/L Account Length:	4
Contact Name:	DON ROBERTS			G/L Sub Account Length:	4
Organization:	Sub S Corporation			<input type="checkbox"/> Reconcile Retained Earnings	
Fiscal Year End:	12	Periods in Year:	12	<input type="checkbox"/> Assign Dollar Signs	
Federal ID#:	59-2534567			<input checked="" type="checkbox"/> Brackets in Statements	
Head Disclaimer:	UNAUDITED			<input type="checkbox"/> Dates in Caps	
Foot Disclaimer:	For Management Purposes Only			<input type="checkbox"/> Skip Lines on Transaction Listings	
				<input type="checkbox"/> No Decimals in Financial Statements	
				Security	
				Password:	
				Repeat:	
				Save	Cancel


QuickView

Client: HCA, HCA Client for Training Period Ending: 12/31/11

The key to using the HCA software is having a correct setup and after that the processing of your work is a breeze.

OK, moving right along the next step is setting up your **Chart of Accounts**, click on **Client Setup** and then **General Ledger** and the following screen will load.



Click on **Display** and you will see your duplicated **Chart of Accounts**. Take a few minutes and review the chart of accounts, this is the backbone for the HCA software. You can easily add, edit or delete the chart of accounts from this menu. **Click on Account # 1101 test**

Line	Account	Ext.	Description	Current	Year to date
1	10000000	20	ASSETS	0.00	0.00
2	10000000	40	CURRENT ASSETS	0.00	0.00
3	10100000		Cash on Hand	0.00	0.00
4	11010000		test	0.00	0.00
5	11020000		Cash in Bank	0.00	0.00
6	11030000		Cash In Bank	0.00	0.00
7	11100000		Cash Transfers	0.00	0.00
8	12500000		Employee Advances	0.00	0.00
9	12600000		Accounts Receivable	0.00	0.00
10	12900000		Inventory	0.00	0.00
11	14999999	10	TOTAL CURRENT ASSETS	0.00	0.00
12	14999999	40	FIXED ASSETS	0.00	0.00
13	15100000		Furniture & Fixtures	0.00	0.00
14	15200000		Accumulated Depreciation	0.00	0.00
15	15400000		Machinery & Equipment	0.00	0.00
16	15500000		Accumalated Depreciation	0.00	0.00
17	15700000		Autos & Trucks	0.00	0.00
18	15800000		Accumulated Depreciation	0.00	0.00
19	16000000		Office Equipment	0.00	0.00
20	16100000		Accumulated Depreciation	0.00	0.00
21	16300000		Leasehold Improvements	0.00	0.00
22	16400000		Accumulated Amortization	0.00	0.00
23	18999999	10	TOTAL FIXED ASSETS	0.00	0.00
24	18999999	40	OTHER ASSETS	0.00	0.00
25	19100000		Deposits	0.00	0.00
26	19500000		Organizational Cost	0.00	0.00
27	19600000		Accumulated Amortization	0.00	0.00
28	19700000		Suspense	0.00	0.00
29	19999999	10	TOTAL OTHER ASSETS	0.00	0.00
30	19999999	40	TOTAL ASSETS	0.00	0.00
31	20000000	10	LIABILITIES AND EQUITY	0.00	0.00
32	20000000	40	CURRENT LIABILITIES	0.00	0.00
33	20200000		Accounts Payable	0.00	0.00

Right-click line for details.

Select Cancel

General Ledger File Maintenance

Account Number: 11010000 / Account Type: Posting

Name: test

Report Options

Report Type: Balance Sheet

Total Level: 0

Extra Lines: 0

Line Flag: No lines, but print amount

Print Column: 0

Amounts

Period-To-Date: 0.00

Year-To-Date: 0.00

Previous Year: 0.00

Annual Budget: 0.00

History Budget

Donor Account

Account # 00000000 /

Donates: 000.00 %

Special Flag: None

Apply budget in equal amounts

Yes

No

Normal Balance

Debit

Credit

Dollar Sign

Yes

No

Delete Ok Cancel

Click in the Name field and change test to **Payroll Account - NCNB** and click OK

Double click on **Account # 1102** and then click on Delete

This how you can quickly customize the Chart of Accounts for your new clients and have a consistent numbering scheme to use. If you click on the Print option shown on next screen shot you have 3 options for printing the Chart of Accounts.

General Ledger

CLIENT: STN Standard Chart of Accounts

PRINT G/L ACCOUNTS

Posting Accounts - With balances

Posting Accounts - No balances

All Accounts

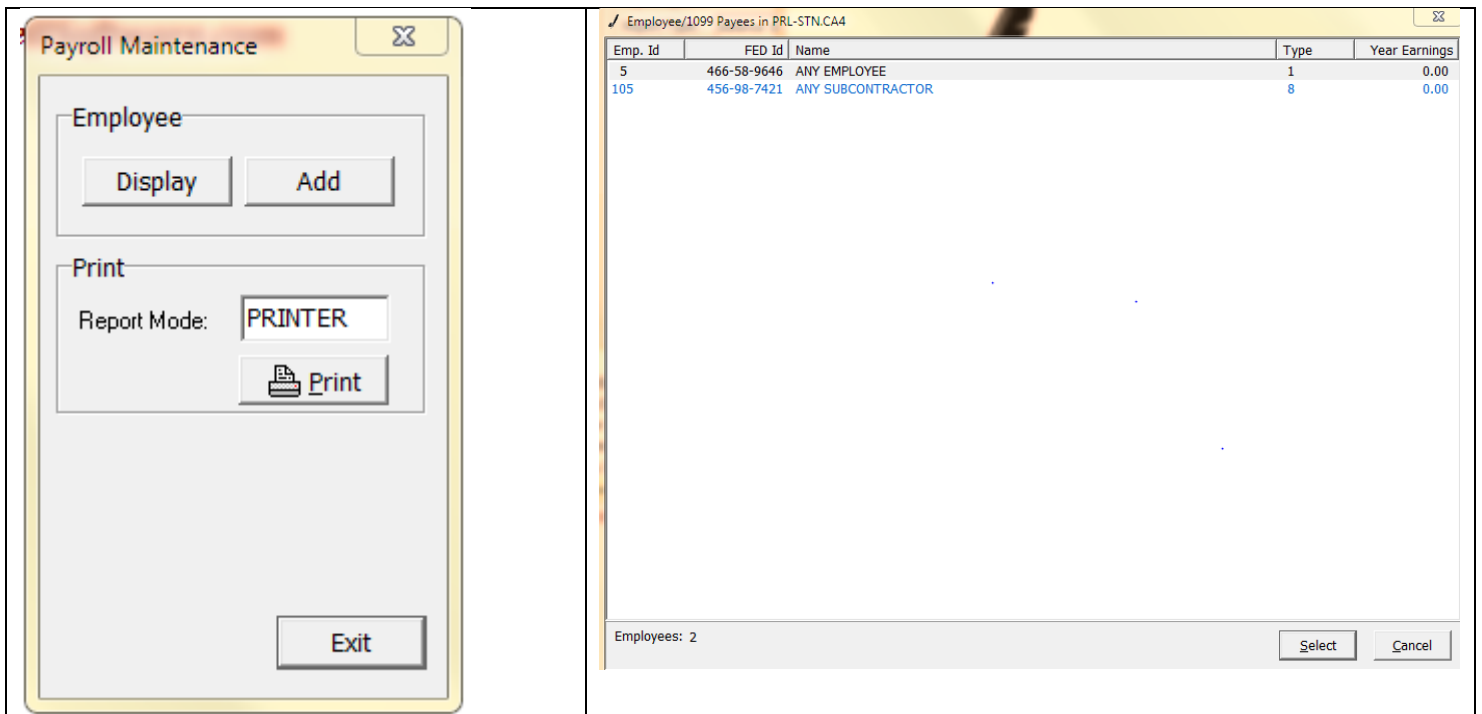
EXIT Print

REPORT MODE

PRINTER Add Subs Remove Subs Change Display Add

After the Fact Payroll Setup

HCA can automatically perform many of your Payroll functions and work for you (accruing payroll tax expenses, etc.). **Click on Client Setup** and **Select the Payroll Setup** option then **Select Payroll/1099 Records**.



Click on Display and you will see a list of any employees and 1099's that have been setup, if you **Double Click on any Name** you will see the setup screen – shown on next page

Employee W2/1099 Setup

Payee Number: 5

Federal Number: 466-58-9646 G/L Account: 56000000 [DC] Other Account: 00000000 [DC]

Employee Name: ANY EMPLOYEE

Address: 374 MORNING GLORY DR

City, State ZIP: LAKE MARY, FL 32746

State Code: FL

Local Code:

Special W-2 Flag: 0 None

Deferred Comp: 0 None

Date Hired: 00/ /

Date Separated: / /

Subject to State U/C

Subject to FUTA

Pay FICA/Med for employee

Use in Live Payroll Program

Payee Type: 1 Regular Employee

Other Type: 0

Delete Earnings... Personal Save Cancel Close

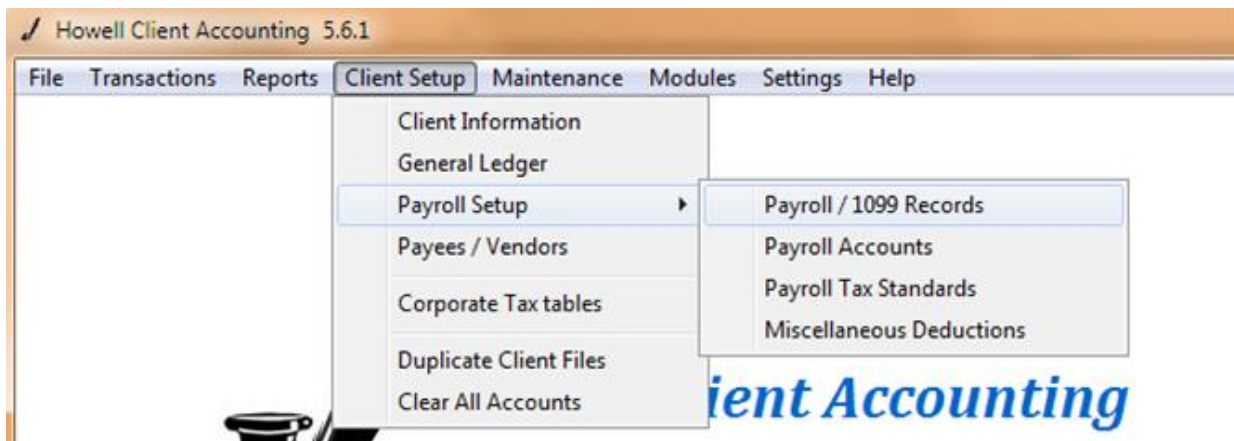
Client: STN Standard Chart of Accounts Page 1 of 2

Explore some of the different options – The **Earnings** button allows you to view any payrolls recorded and allow editing of earnings if needed for Current, Quarter and Year to Date Earnings

If you plan on using the HCA **Live Payroll and Check Writer** program you would have the **Use in Live Payroll Program** box Checked and then the **Personal** button is activated for setting live payroll up.

Click the **Close** button and at the previous screen Select the **Add** button This brings up a blank setup screen to add new Payees

The employee or 1099 number you enter has to be **Numeric** – The setup of Vendors requires an Alpha code.



Now select Payroll accounts and enter the correct account numbers

Payroll & Related Tax Expense Accounts

Client **STN** **STANDARD CHART OF ACCOUNTS**

Group 1-10

Payroll Acct	[DC]	Tax Expense	[DC]
55900000		58600000	
00000000		00000000	
00000000		00000000	
00000000		00000000	
00000000		00000000	
00000000		00000000	
00000000		00000000	
00000000		00000000	
00000000		00000000	
00000000		00000000	
00000000		00000000	

Group 1-10

Group 11-20

OK CANCEL

Fill out page 1 thru 3 for Payroll & Tax Standards

Payroll and Tax Standard - Page 1

Page 1 of 3

Kind of Employer:

Maximum FICA Wages:	<input type="text" value="_106800"/>	Maximum Medicare Wages:	<input type="text" value="9999999"/>
Employees' FICA Rate:	<input type="text" value="04.200"/>	Employees' Medicare Rate:	<input type="text" value="01.450"/>
Total FICA Rate:	<input type="text" value="10.400"/>	Total Medicare Rate:	<input type="text" value="02.900"/>
Maximum FUTA Wages:	<input type="text" value="___7000"/>	FUTA Rate:	<input type="text" value="00.800"/>

FICA/MEDICARE Calculation

Automatic

Manual

Non-deducted FICA to Other Income

Track Reported Tips Track Allocated Tips

Record Advance E.I.C. Preparer's Name on Reports

Record Deferred Compensation

Deduct State W/H Taxes

Deduct Local W/H Taxes

Accrue Payroll Tax Expense

Record Cafeteria Plans

Number of states that will print on W2, Maximum is 2

STATE PAYROLL STANDARDS

Page 3 of 3

State Abbreviation: State of

State Tax #:

State Unemployment #:

Maximum State U/C Wages:

State Unemployment Rate:

S.D.I. Maximum Wages:

S.D.I. Rate:

Other Rate on U/C:

Other Rate on S.D.I.:

Include Reported Tips in U/C Base

Track S.D.I.

Accumulate Weeks/Hours Worked

Include Deferred Income in U/C Base

Include Cafeteria in U/C Base

Include Deferred Income in state wages

Include Cafeteria in state wages

Include Deferred Income in Local wages

Payroll and Tax Liability Accounts

Page 2 of 3

FICA/Medicare Liability Account	<input type="text" value="20400000"/>	(DC)
Federal Income Tax Liability Account	<input type="text" value="20500000"/>	
State Income Tax Liability Account	<input type="text" value="20600000"/>	
Local Income Tax Liability Account	<input type="text" value="00000000"/>	
FUTA Liability Account	<input type="text" value="22300000"/>	
State Unemployment Liability Account	<input type="text" value="22400000"/>	
S.D.I. Liability Account	<input type="text" value="00000000"/>	
Deferred Compensation Payable	<input type="text" value="00000000"/>	

09/30/14

Data Entry

There are two ways to enter your data, the Cash Journal or the General Journal – Click on the Transactions Menu and you will see the two different options

1. Cash Journals

The screenshot shows the 'Cash Journal Transactions' dialog box. At the top, 'Cash Account' is set to '11020000' with a dropdown arrow and '[DC]' next to it. Below this are four radio button options: 'Enter Cash Receipts', 'Enter Cash Disbursements' (which is selected), 'Print Cash Receipts', and 'Print Cash Disbursements'. There are two text input fields: 'Receipts Journal Name' with 'Journal 21' and 'Cash Receipts' entered, and 'Disbursements Journal Name' with 'Journal 22' and 'Cash Disbursements' entered. At the bottom, there are two checkboxes: 'Enter Other Income' and 'Enter Overtime Earnings', both of which are unchecked. The 'Processing Date' is set to '12/31/11' and the 'Formatted Entry Template' is set to '0'. At the very bottom are 'Select' and 'Exit' buttons.

2. General Journal

The screenshot shows the 'JOURNAL SELECTION' dialog box. At the top, it displays 'CLIENT: HCA HCA Client for Training' and 'Period Ending 12/31/11'. The main area contains two columns of radio button options, each with a corresponding text input field. The first column has options A/1 through Q/15. The second column has options P/16 through T/20. The text input fields contain the following values: A/1: 'Checks Operating Account', B/2: 'Check Payroll Account', C/3: 'Deposits Operating Account', D/4: 'Bank Drafts', E/5: (empty), F/6: (empty), G/7: (empty), H/8: (empty), I/9: (empty), J/10: (empty), K/11: (empty), L/12: (empty), M/13: (empty), N/14: (empty), O/15: (empty), P/16: (empty), Q/17: (empty), R/18: (empty), S/19: 'Beginning Balances 01/01/11', T/20: 'Depreciation/Amortization'. At the bottom right, there are three fields: 'Processing Date' set to '12/31/11', 'Formatted Entry Template' set to '0', and 'Report Mode' set to 'SCREEN'. At the very bottom are 'Select' and 'Exit' buttons.

Data Entry Screen

TRANSACTIONS						
Client: HCA		HCA Client for Training			Processing Date: 12/31/11	
Journal: 1		Checks Operating Account				
2	101	12/01	54000000	Office Sup	HCA	250.00
3	102	12/02	59000000	Telephone	Bell South	105.10
4	103	12/02	00000000		Office Depot	
5	103		54000000			26.00
6	103		51100000	NET AMOUNT		41.00

DIFFERENCE =	<input type="text" value="396.10"/>	TOTAL =	<input type="text" value="396.10"/>	<input type="text" value="0.00"/>
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<input type="text" value="103"/>	Reference	<input type="text" value="chks"/> [+ or * to start splits]	<input type="button" value="File View"/>	<input type="button" value="Cancel"/>	<input type="button" value="Exit"/>
<input type="text" value="12/02"/>	Date	<input type="text" value="12/02"/>			
<input type="text" value="Office Depot"/>	Description	<input type="text" value="Dec Checks"/>	EMPLOYEES/1099		
<input type="text" value="59000000"/>	G/L Account	<input type="text" value="11020000"/> ↓	Account	<input type="text" value="Cash in Bank"/>	
	Debit	<input type="text" value="0.00"/>	Type / Balance	<input type="text" value="Balance Sheet, Debit"/>	
	Credit	<input type="text" value="396.10"/>	<input type="button" value="OK"/>	Open:	<input type="text" value="0.00"/>
				Close:	<input type="text" value="0.00"/>

There are several options to make data entry fast – your Enter key will work at this screen and you should be able to stay on your keyboard's 10 key for fast processing

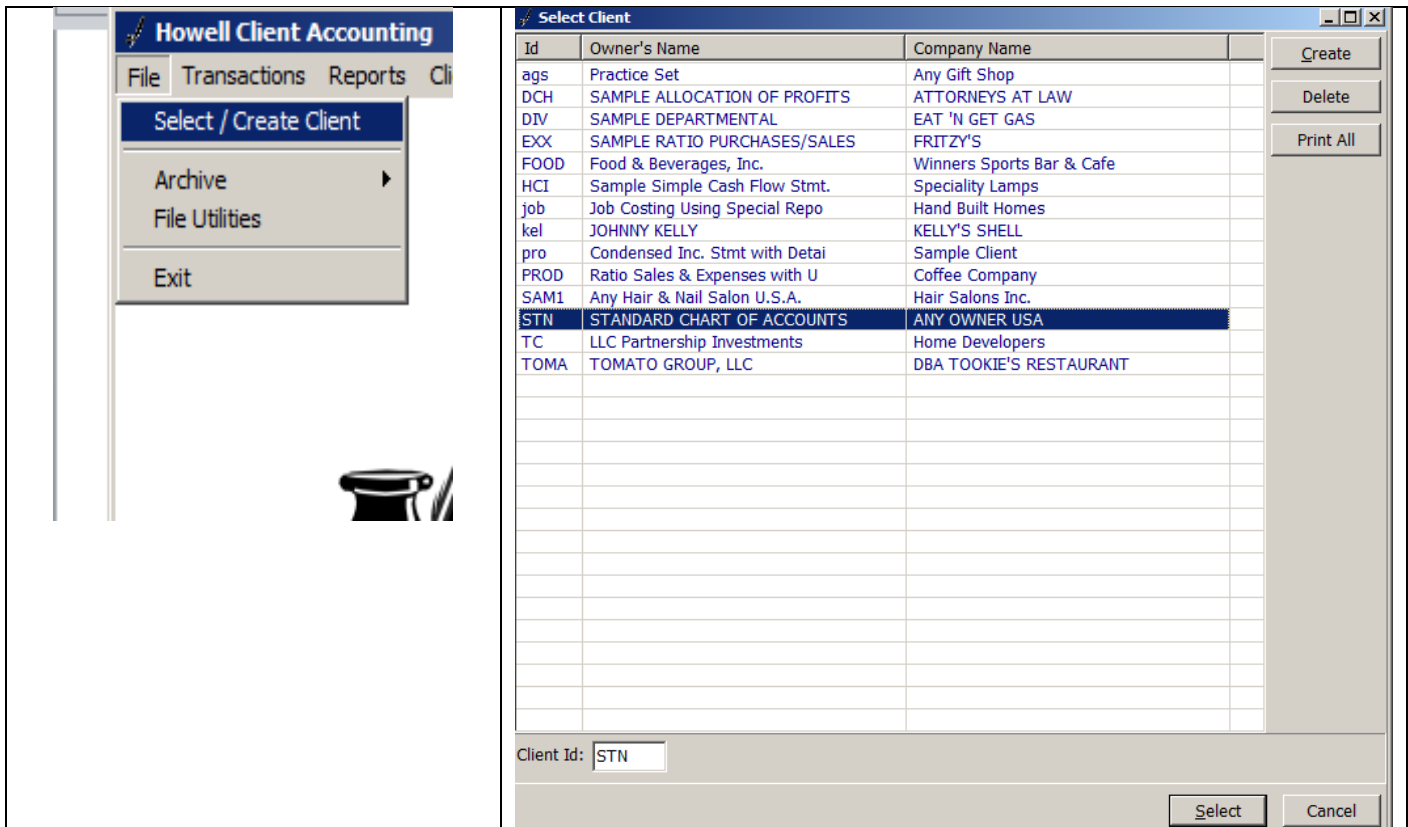
1. Reference field – if you enter a numeric check number like 101 then just hit enter when at the reference field again it will automatically click up to the next check – if you have a multiple transaction (or Split) hit the + key instead of enter at the reference field, you can have unlimited splits, when the cursor returns to the G/L field hit the + key again and it totals your splits and record them, Remember + starts splits and + ends splits
2. The description field is where you would enter an employee number you have setup to record an after the fact payroll check and if you setup Vendors you can enter the vendor code or type in anything.

This Quick Start manual should get you up and running quickly, you can print the complete manual from within the HCA software under the Help menu. The manual is being updated for this new version but all the operations in the old manual are basically the same.

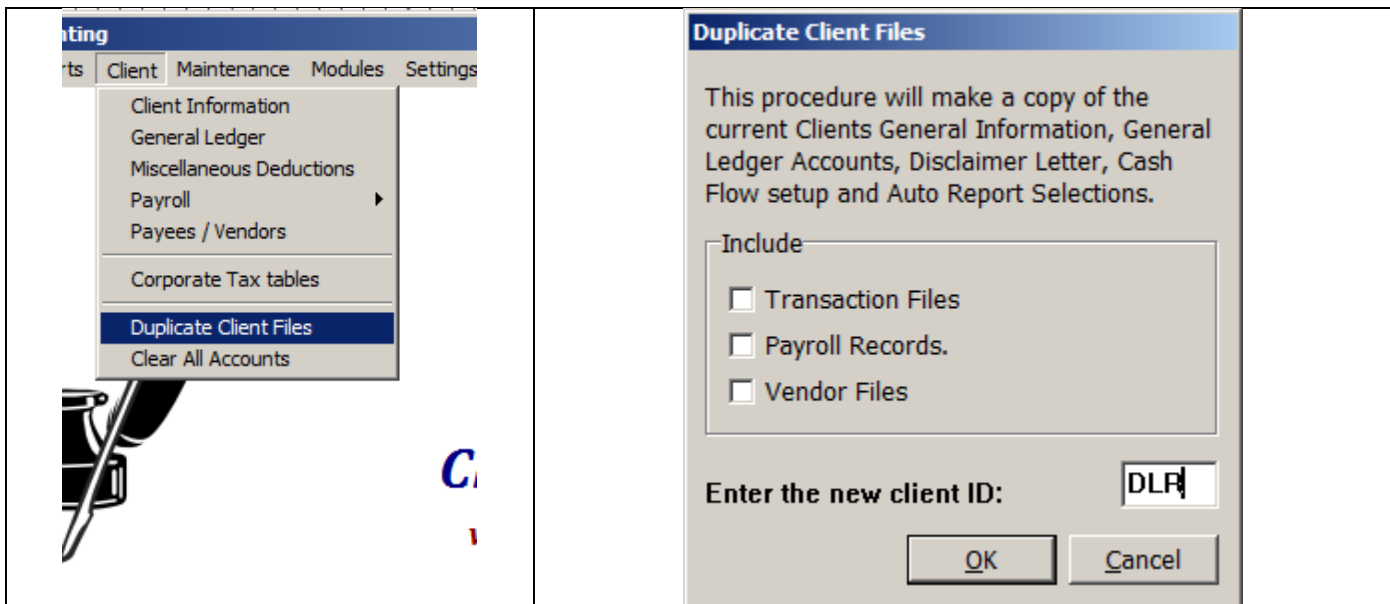
We will be posting more training and videos at our Support page. Please call us at 352-589-6438 for any help, we have a built in remote hook-up with HCA and will be glad to assist you in anyway.

REVIEW - 10 EASY STEPS FOR SETTING UP A NEW CLIENT

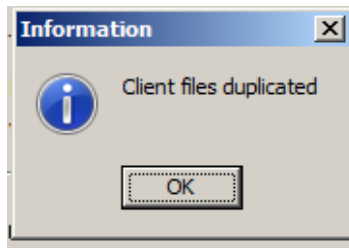
1. Load the client that you want to duplicate the chart of accounts – For this training we will copy over the STN (Standard Chart of Accounts). From the main menu click on File then the select/create Client option and highlight the Client Code STN from the list and click OK this will load the STN sample client.



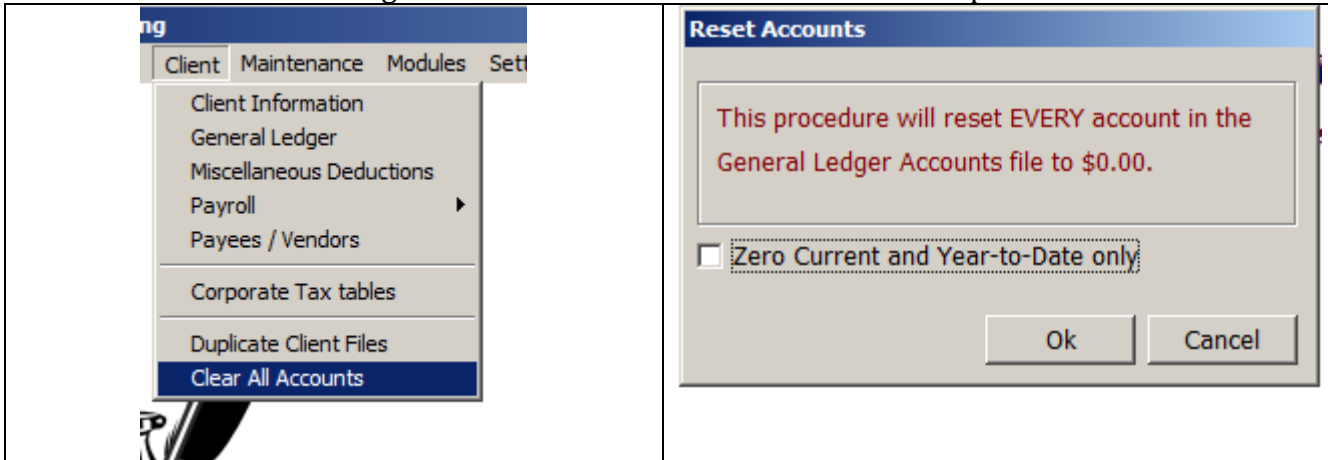
2. Select Client from main menu & then select the Duplicate client's files option



Assign your new client an ID - Alpha or Numeric and 3 or 4 digits – Then make sure you reselect the new Client ID you just created to load the new client.



3. Select the Client menu again and then select the clear all accounts option.



4. Select Client General Information from Client Menu again and make necessary changes.

 A "Client General Information" form with a blue header. The form is divided into several sections:

- Owner's Name:** STANDARD CHART OF ACCOUNTS
- Company Name:** ANY OWNER USA
- Address:** 374 MORNING GLORY DR
- City, State, Zip:** LAKE MARY, FL, 32746
- Phone:** (407)323-1983
- Fax:** (407)323-3892
- E-Mail:** support@howellsoftware.com
- Contact Name:** DON ROBERTS
- Organization:** Sole Owner (dropdown menu)
- Fiscal Year End:** 12, **Periods in Year:** 12
- Federal ID#:** 59-1234567
- Head Disclaimer:** UNAUDITED
- Foot Disclaimer:** For Management Purposes Only
- Rates:**
 - Monthly Charge: 225.00
 - Per G/L Account: 0.00
 - Per Transaction: 0.00
 - After Base Transactions: 0
- Settings:**
 - G/L Account Length: 4
 - G/L Sub Account Length: 4
 - Reconcile Retained Earnings
 - Assign Dollar Signs
 - Brackets in Statements
 - Dates in Caps
 - Skip Lines on Transaction Listings
 - No Decimals in Financial Statements
- Security:**
 - Password: [empty field]
 - Repeat: [empty field]

 At the bottom right are "Save" and "Cancel" buttons.

5. Select the Client Menu again and then select Payroll then payroll and tax standards and make any necessary changes. There are 4 pages, page four requires no information and leave it blank. Click prior and then OK to save your changes

ng

Client Maintenance Modules Settings Help

- Client Information
- General Ledger
- Miscellaneous Deductions
- Payroll**
 - Payroll / 1099
 - Payroll Accounts
 - Payroll Tax Standards**
- Payees / Vendors
- Corporate Tax tables
- Duplicate Client Files
- Clear All Accounts

How

Payroll and Tax Standard - Page 1

Page 1 of 4

Kind of Employer:

Maximum FICA Wages:	<input type="text" value="106800"/>	Maximum Medicare Wages:	<input type="text" value="9999999"/>
Employees' FICA Rate:	<input type="text" value="04.200"/>	Employees' Medicare Rate:	<input type="text" value="01.450"/>
Total FICA Rate:	<input type="text" value="10.400"/>	Total Medicare Rate:	<input type="text" value="02.900"/>
Maximum FUTA Wages:	<input type="text" value="___7000"/>	FUTA Rate:	<input type="text" value="00.800"/>

FICA/MEDICARE Calculation

Automatic

Manual

Non-deducted FICA to Other Income

Track Reported Tips Track Allocated Tips

Record Advance E.I.C. Preparer's Name on Reports

Record Deferred Compensation

Deduct State W/H Taxes Number of W2 States:

Deduct Local W/H Taxes

Accrue Payroll Tax Expense

Record Cafeteria Plans

PAYROLL and TAX STANDARDS

Page 2 of 4

FICA/Medicare Liability Account	20400000	[DC]
Federal Income Tax Liability Account	20500000	
State Income Tax Liability Account	20600000	
Local Income Tax Liability Account	00000000	
FUTA Liability Account	22300000	
State Unemployment Liability Account	22400000	
S.D.I. Liability Account	00000000	
Deferred Compensation Account	00000000	

STATE PAYROLL STANDARDS

Page 3 of 4

State Abbreviation State of

State Tax #

State Unemployment #

Maximum State U/C Wages

State Unemployment Rate

S.D.I. Maximum Wages

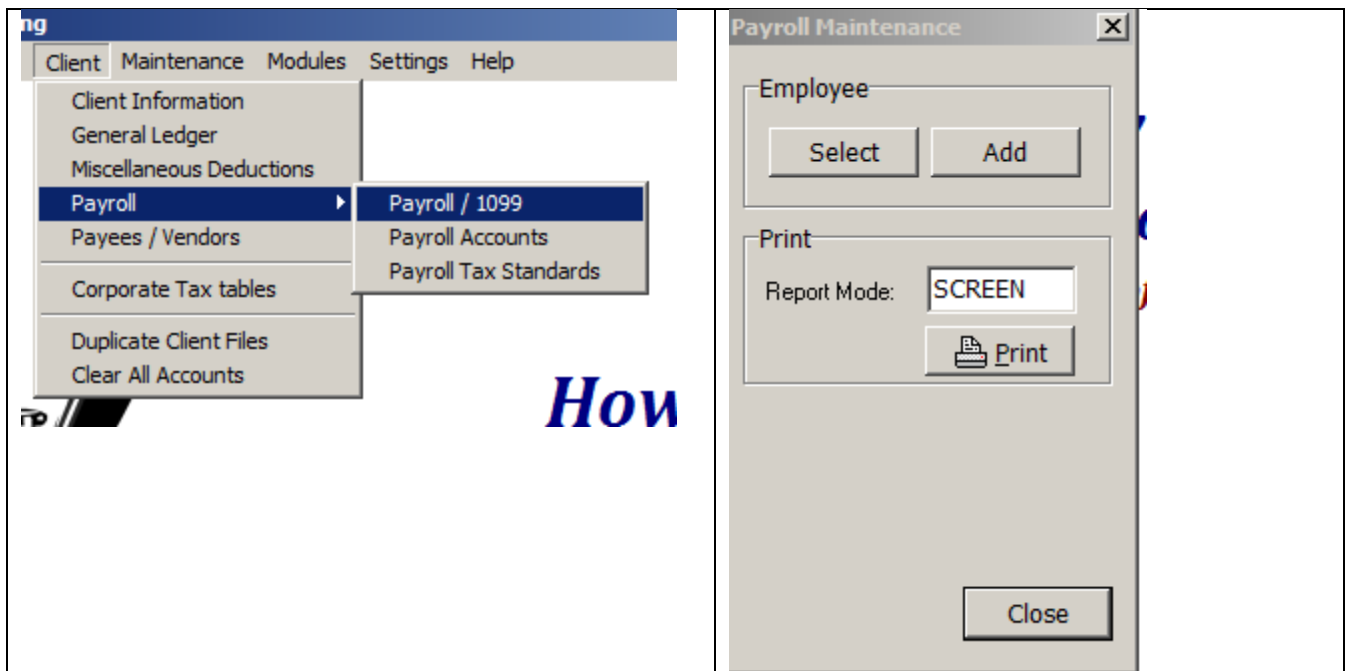
S.D.I. Rate

Other Rate on U/C

Other Rate on S.D.I.

Include Reported Tips in U/C Base
 Track S.D.I.
 Accumulate Weeks/Hours Worked
 Include Deferred Income in U/C Base
 Include Cafeteria in U/C Base
 Include Deferred Income in state wages
 Include Cafeteria in state wages

- Go to the Payroll/1099 option from the Client Menu and click Add setup new employee enter any prior earnings for period, quarter & year to date.



How

EDIT PAYROLL HEADER

CLIENT: **STN John Doe**

Payee Number:

Federal Number: G/L Account: Other Account:

Employee Name:

Address:

City, State Zip:

Payee Type: Regular Employee

State Code:

Local Code:

Special W-2 Flag: None

Deferred Comp: None

Date Hired:

Subject to State U/C
 Subject to FUTA

PAYEE TYPES
For W-2 records:
 1 = Regular Employee
 9 = Family Employee (exempt FICA)
 0 = Agricultural/Home
For 1099 records:
 2 Interest Payer (1098)
 3 Dividend distributions (1099-Div)
 4 Interest income (1099-Int)
 5 Taxable distributions received from cooperatives (1099-Patr)
 6 <not used>
 7 <not used>
 8 Miscellaneous income (1099-Misc)

Page 1 of 2

CURRENT EARNINGS

CLIENT: **STN John Doe** EMPLOYEE **5**

Regular Earnings	1,000.00	miscellaneous 1	0.00
Other Income	0.00	miscellaneous 2	0.00
Overtime Earnings	0.00	miscellaneous 3	0.00
Reported Tips	0.00	miscellaneous 4	0.00
Allocated tips	0.00	miscellaneous 5	0.00
Advanced E I Cr	0.00	miscellaneous 6	0.00
Deferred Compensation	0.00	miscellaneous 7	0.00
		miscellaneous 8	0.00
Cafeteria Plans	0.00	miscellaneous 9	0.00
FICA/Medicare	76.50	miscellaneous 10	0.00

Federal W/H: 150.00
 State W/H: 0.00
 Local W/H: 0.00
 SDI: 0.00
 Weeks/Hrs Worked: 0.000

Buttons: **← Prior**, **Current**, **Quarter**, **Year**, **Standard**

QUARTER EARNINGS

CLIENT: **STN John Doe** EMPLOYEE **5**

Regular Earnings	2,000.00	miscellaneous 1	0.00
Other Income	0.00	miscellaneous 2	0.00
Overtime Earnings	0.00	miscellaneous 3	0.00
Reported Tips	0.00	miscellaneous 4	0.00
Allocated tips	0.00	miscellaneous 5	0.00
Advanced E I Cr	0.00	miscellaneous 6	0.00
Deferred Compensation	0.00	miscellaneous 7	0.00
		miscellaneous 8	0.00
Cafeteria Plans	0.00	miscellaneous 9	0.00
FICA/Medicare	153.00	miscellaneous 10	0.00

Federal W/H: 150.00
 State W/H: 0.00
 Local W/H: 0.00
 SDI: 0.00
 Weeks/Hrs Worked: 0.000

Buttons: **← Prior**, **Current**, **Quarter**, **Year**, **Standard**

YEAR-TO-DATE EARNINGS

CLIENT: **STN John Doe** EMPLOYEE **5**

Regular Earnings	8,000.00	miscellaneous 1	0.00
Other Income	0.00	miscellaneous 2	0.00
Overtime Earnings	0.00	miscellaneous 3	0.00
Reported Tips	0.00	miscellaneous 4	0.00
Allocated tips	0.00	miscellaneous 5	0.00
Advanced E I Cr	0.00	miscellaneous 6	0.00
Deferred Compensation	0.00	miscellaneous 7	0.00
		miscellaneous 8	0.00
Cafeteria Plans	0.00	miscellaneous 9	0.00
FICA/Medicare	612.00	miscellaneous 10	0.00

Federal W/H: 1,200.00
 State W/H: 0.00
 Local W/H: 0.00
 SDI: 0.00
 Weeks/Hrs Worked: 0.000

Buttons: **← Prior**, **Current**, **Quarter**, **Year**, **Standard**

- From Maintenance menu - select miscellaneous deductions - add, change or delete accounts as needed - these are after tax deductions or could be reimbursements not subject to taxes.

MISCELLANEOUS DEDUCTIONS

Client **STN John Doe**

	Deduction Description	Account to Credit
Misc 1	Advances	12500000
Misc 2	Uniforms	59800000
Misc 3		00000000
Misc 4		00000000
Misc 5		00000000
Misc 6		00000000
Misc 7		00000000
Misc 8		00000000
Misc 9		00000000
Misc 10		00000000

Buttons: **CANCEL**, **OK**

- Go to the General Ledger option from the Maintenance menu. You should Add, Change or Delete chart of accounts as needed for your new client.

CLIENT: STN John Doe

NUMBER OF ACCOUNTS 113

REPORT MODE

GENERAL LEDGER FILE MAINTENANCE

STN John Doe

Account: 11020000 / Account Type: 0 Posting

Name: Cash in Bank Tax Code:

Report Type: 2 Balance Sheet

Normal Balance: Debit Credit

Total Level: 0

Extra Lines: 0

Line Flag: 0

Print Column: 1

Dollar Sign: Yes No

Special Flag: 0 None

Donor Account: 00000000 /

Donated Percent: 000.000 %

Transactions are: Retained Not retained

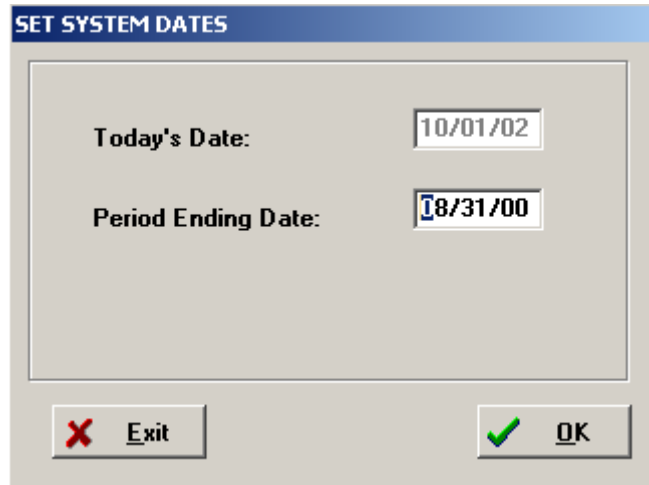
Period-To-Date: 0.00

Year-To-Date: 0.00

Previous Year: 0.00

Annual Budget: 0.00

10. From the Main menu, select System then select the System Dates option and set your processing date. (08/31/00) for the practice set.



The image shows a software dialog box titled "SET SYSTEM DATES". It contains two input fields: "Today's Date:" set to "10/01/02" and "Period Ending Date:" set to "08/31/00". At the bottom, there are two buttons: "Exit" (with a red X icon) and "OK" (with a green checkmark icon).

If our STN Standard Chart of Accounts is not numbered in a manner you like you can create from scratch your own special standard chart of accounts. In some cases, such as contractor's job costing, you may have to create from scratch. It is recommended however that you do it the easy way and duplicate any client you have setup already or the STN. Then you will have consistent account numbers that you will eventually memorize and also save yourself a tremendous amount of time.

HCA Client Accounting Training Notes

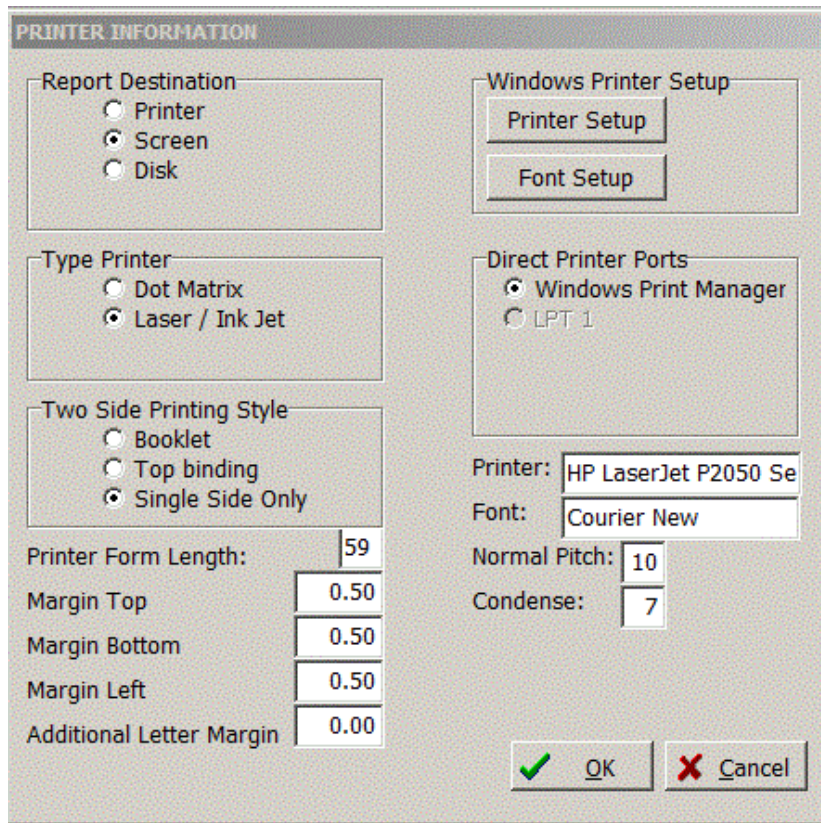
Before starting the practice set you should check your System settings. From the main menu click on System

The screenshot shows a software interface with a menu bar containing 'System', 'Additional', and 'Help'. The 'System' menu is open, displaying a list of options: 'Accountant's information', 'system Dates', 'File paths', 'Printer Information', and 'system Information'. To the right, a dialog box titled 'ACCOUNTANT'S INFORMATION' is open. It features several text input fields: 'Name 1' with the text 'Any CPA Firm', 'Name 2' with 'Don Roberts', 'Address 1' with '374 Morning Glory Dr', 'Address 2' with 'Lake Mary, FL 32746', and 'Address 3' with 'droberts7@cfl.rr.com'. At the bottom of the dialog box, there are two buttons: 'eXit' (with a red 'X' icon) and 'OK' (with a green checkmark icon).

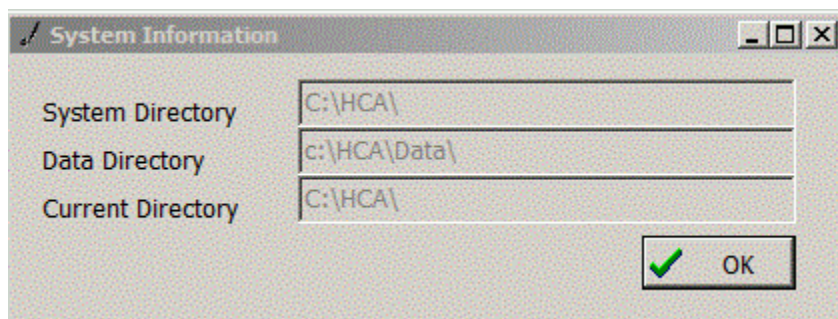
1. Accountant's Information – make necessary changes. This information will appear on your invoice and the name fields will print at the bottom of your reports.
2. System Dates – Displays today's date and the period ending date for the work you are processing

The screenshot shows a dialog box titled 'SET SYSTEM DATES'. It contains two text input fields: 'Today's Date' with the value '10/01/02' and 'Period Ending Date' with the value '8/31/00'. At the bottom of the dialog box, there are two buttons: 'Exit' (with a red 'X' icon) and 'OK' (with a green checkmark icon).

3. Printer Information – Make any changes needed for your printer setup. If you have a laser or inkjet printer be sure to have the lines per page set to 59 and if you are using a dot matrix it should be 66. Select the Printer Setup option and select your printer. We recommend that you use the Courier font as shown



5. System Information – shows the version number of the software and other information for the current client you are working on



6. The About Screen under the Help Menu tells you the Version you are using

