

Chart of Accounts

As much as possible do not change or redo the **Chart of Accounts** It is **created** and **organized** according to how this **system works**.

Notes:

1. Accounts that are originally listed in the **Chart of Accounts** cannot be edited or deleted.
2. Only newly added/inserted accounts can be edited or deleted.

Important points:

1. The **Chart of Accounts** is a list of all the accounts of the **WRS business**;
2. It has the following fields:
 - a. **Account No.** - requires input from user
 - b. **Account Name** - requires input from user
 - c. **Account Type** - user will select it from choices
 - d. **Account Function** - in the form, user is offered with choices
 - e. **Account Label** - in the form, system generates its value
 - f. **Account Sub-Type** - in the form, the user is presented with choices

Each of the above fields must be defined. The **Account No.** must be unique (no duplicates). **Account Number** is a 3-digit number organized as follows:

ASSET range - from **100** to **200**

EXPENSE range - from **201** to **499**

REVENUE range- from **500** to **599**

LIABILITY range- from **600** to **799**

EQUITY range - from **800** to **900**

Account Name - Can be any name (textual characters, avoid using '/', '&', '%' and other symbols)

Account Type - There are 5 account types:

1. **ASSET**
2. **EXPENSE**
3. **LIABILITY**
4. **REVENUE**
5. **EQUITY**

Account Function - This refers to where the accounts is particularly used. The system provides the following choices: **COGM** (cost of goods manufactured), **DE** (delivery expense), **AE** (administrative expense), **OE** (other expense), **CALC** (calculations), **IS** (income statement), **ISUM** (income summary).

Account Sub-Type

1. **CURRENT**
2. **NON-CURRENT**

Asset Accounts and **Liability Accounts**, its Sub-Type must be defined. **Expense, Revenue, and Equity**, you can leave it blank.

Chart of Accounts (used by this system)

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Account No.	Account Name	Account Type	Account Function	Label	Account Sub-Type
110	Cash	ASSET		CASH	CURRENT
120	Accounts Receivables	ASSET		ACRECEIVABLES	CURRENT
130	Notes Receivable	ASSET		NORECEIVABLES	CURRENT
135	Insurance	ASSET		INSURANCE	CURRENT
140	Raw Materials and Accessories Suppl...	ASSET	INVENTORY	RMAAS	CURRENT
155	Withdrawals	DRAWING	DRAWING	WITHDRAWALS	CURRENT
160	Finished Goods (FG)	ASSET	COGS	FGOODS	CURRENT
165	Goods-in-Process (GIP)	ASSET	COGM	GOINPROC	CURRENT
170	Machineries, Eqpmt, Tools, Instrume...	ASSET	CAPITALIZED	METI	NON-CURRENT
175	Service Vehicle	ASSET	CAPITALIZED	SEVEHICLE	NON-CURRENT
180	Plant/Office Building	ASSET	CAPITALIZED	PLOFBUILDING	NON-CURRENT
185	Land	ASSET	CAPITALIZED	LAND	NON-CURRENT
300	Superintendence	EXPENSE	COGM	SUPERINTENDENCE	
310	Utilities	EXPENSE	COGM	UTILITIES	
330	Rent - plant/office building	EXPENSE	COGM	RPOB	
340	WRS Operation and Maint.	EXPENSE	COGM	WROPANMAIN	
350	Accumulated Depreciation - meti	EXPENSE	COGM	DEMETI	
355	Accumulated Depreciation - sv	EXPENSE	COGM	DESV	
356	Accumulated Depreciation - pob	EXPENSE	COGM	DEPOB	
357	Accumulated Depreciation - land	EXPENSE	COGM	DELAND	
360	Salaries - Plant	EXPENSE	COGM	SAPLANT	
370	Delivery Expense	EXPENSE	DE	DEEXPENSE	
380	Salaries - DC	EXPENSE	DE	SADC	
400	Tax and Licenses expense	EXPENSE	TLE	TALE	

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Account No.	Account Name	Account Type	Account Function	Label	Account Sub-Type
355	Accumulated Depreciation - sv	EXPENSE	COGM	DESV	
356	Accumulated Depreciation - pob	EXPENSE	COGM	DEPOB	
357	Accumulated Depreciation - land	EXPENSE	COGM	DELAND	
360	Salaries - Plant	EXPENSE	COGM	SAPLANT	
370	Delivery Expense	EXPENSE	DE	DEEXPENSE	
380	Salaries - DC	EXPENSE	DE	SADC	
400	Tax and Licenses expense	EXPENSE	TLE	TALE	
410	Plant Supplies	EXPENSE	COGM	PLSUPPLIES	
420	Office Supplies	EXPENSE	AE	OFSUPPLIES	
430	Salaries - AE	EXPENSE	AE	SAAE	
440	Other Expense	EXPENSE	OE	OTEXPENSE	
450	Cost of Goods Manufactured (COGM)	EXPENSE	CALC	COGM	
460	Cost of Goods Sold (COGS)	EXPENSE	CALC	COGS	
500	Other Income	REVENUE	IS	OTINCOME	
510	Sales Revenue	REVENUE	IS	SAREVENUE	
600	Accounts Payable	LIABILITY	IS	ACPAVABLE	CURRENT
610	Salaries Payable	LIABILITY	IS	SAPAYABLE	CURRENT
630	Notes Payable	LIABILITY	IS	NOPAYABLE	CURRENT
640	Utilities Payable	LIABILITY	IS	UTPAYABLE	CURRENT
650	Unearned Revenue	LIABILITY	IS	UNREVENUE	CURRENT
660	Owner's Equity	LIABILITY	IS	OWEQUITY	EQUITY
670	Retained Earnings	LIABILITY	IS	REEARNINGS	CURRENT
810	Capital	EQUITY	IS	CAPITAL	EQUITY
900	Income Summary	DUMMY	ISUM	INSUMMARY	

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Notice the gap in numbering between accounts, the purpose of which is to accomodate insertion of an account with similar properties. It is highly advised to keep this chart of accounts as it is. If you need more new account, please insert it in-between numbers and keep the other accounts, even if you may not need it. Anyways, it being there, will not affect the functionality of this app.