



Worksheet
GL Beginning Balances and Chart of Accounts Setup

BEGINNING BALANCES

<u>Old GL #</u>	<u>AMS 360 GL #</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
		ASSETS		Enter credit balances preceded by a minus (-) sign in this column.
_____	11110000	Petty Cash	_____	_____
_____	11120000	Premium Trust Account	_____	_____
_____	11130000	Operating Account 1	_____	_____
_____	11140000	Operating Account 2	_____	_____
_____	11150000	Interbank Transfers	_____	_____
_____	11170000	Bank Holding Account	_____	_____
_____	11190000	Bank Reconciliation Adjustments	_____	_____
_____	11211000	AR - Agency Business	_____	_____
_____	11212000	Deferred Standard AR - Agency Business	_____	_____
_____	11213000	Deferred Binder AR - Agency Business	_____	_____
_____	11221000	AR - Broker Business	_____	_____
_____	11222000	Deferred Standard AR - Broker Business	_____	_____
_____	11223000	Deferred Binder AR - Broker Business	_____	_____
_____	11224000	Deferred Broker Commissions	_____	_____
_____	11231000	AR - Finance Companies	_____	_____
_____	11232000	Deferred Standard AR - Finance Companies	_____	_____
_____	11233000	Deferred Binder AR - Finance Companies	_____	_____
_____	11241000	DB Comm Receivable - Insurance Companies	_____	_____
_____	11242000	DB Comm Receivable - Brokerage Companies	_____	_____
_____	11243000	* Conv DB Comm Receivable - Insurance Co	_____	_____

Conversion Accounts are denoted by an asterisk (*)



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_____	11244000	* Conv DB Comm Receivable - Brokerage Co	_____	_____
_____	11290000	Conversion Receivables Differences	_____	_____
_____	11310000	Note Receivable 1	_____	_____
_____	11350000	Interdivision Transfer	_____	_____
_____	11410000	Prepaid Expenses - Insurance	_____	_____
_____	11420000	Prepaid Expenses - Lease	_____	_____
_____	11430000	Prepaid Expenses - Advertising	_____	_____
_____	11440000	Prepaid Expenses - Other	_____	_____
_____	11500000	Cash Value Life Insurance	_____	_____
_____	11600000	Memberships	_____	_____
_____	11700000	Savings	_____	_____
_____	11800000	Security Investments	_____	_____
_____	13110000	Automobiles	_____	_____
_____	13120000	Allowance for Depreciation - Automobiles	_____	_____
_____	13210000	Furniture & Fixtures	_____	_____
_____	13220000	Allowance for Depreciation - F & F	_____	_____
_____	13310000	Buildings	_____	_____
_____	13320000	Allowance for Depreciation - Buildings	_____	_____
_____	13410000	Leasehold Improvements	_____	_____
_____	13420000	Allowance for Depreciation - Improvement	_____	_____
_____	13500000	Land	_____	_____
_____	18100000	Goodwill	_____	_____
_____		<i>Note: Use blank lines below to plan for additional asset accounts needed by your agency.</i>	_____	_____
_____			_____	_____
_____			_____	_____

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		LIABILITIES		
_____	21111000	Accounts Payable to Insurance Companies	_____	_____
_____	21112000	Accounts Payable to Brokerage Companies	_____	_____
_____	21113000	* Conv Accounts Payable to Insurance Co	_____	_____
_____	21114000	* Conv Accounts Payable to Brokerage Co	_____	_____
_____	21118000	* Conv Accounts Payable to Fee Co	_____	_____
_____	21119000	Accounts Payable to Fee Companies	_____	_____
_____	21121000	DB Deposits Payable -Insurance Companies	_____	_____
_____	21122000	DB Deposits Payable -Brokerage Companies	_____	_____
_____	21123000	* Conv DB Deposits Payable -Insurance Co	_____	_____
_____	21124000	* Conv DB Deposits Payable -Brokerage Co	_____	_____
_____	21125000	DB Deposits Payable - Finance Companies	_____	_____
_____	21126000	* Conv DB Deposits Payable - Finance Co	_____	_____
_____	21131000	Commissions Payable - Agency Business	_____	_____
_____	21132000	Deferred AB Comm Exp - Agency Business	_____	_____
_____	21133000	Deferred DB Comm Exp - Agency Business	_____	_____
_____	21134000	* Conv Commissions Payable - Agency Bus	_____	_____
_____	21135000	Commissions Payable - Broker Business	_____	_____
_____	21136000	Deferred AB Comm Exp - Broker Business	_____	_____
_____	21137000	Deferred DB Comm Exp - Broker Business	_____	_____
_____	21138000	* Conv Commissions Payable - Broker Bus	_____	_____
_____	21139000	Employee Draw	_____	_____
_____	21140000	Accounts Payable - Other	_____	_____
_____	21150000	Vendor Payable	_____	_____
_____	21160000	Employee Expenses and Reimbursements	_____	_____
_____	21211000	Federal Income Tax Withheld - Employee	_____	_____
_____	21212000	FICA Withheld - Employee	_____	_____

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_____	21213000	State Income Tax Withheld - Employee	_____	_____
_____	21214000	County Income Tax Withheld-Employee	_____	_____
_____	21215000	City Income Tax Withheld - Employee	_____	_____
_____	21221000	Accrued Federal Income Tax - Company	_____	_____
_____	21222000	Accrued FICA - Company	_____	_____
_____	21223000	Accrued State Income Tax - Company	_____	_____
_____	21224000	Accrued County Income Tax - Company	_____	_____
_____	21225000	Accrued City Income Tax - Company	_____	_____
_____	21226000	Accrued UCC Tax - Company	_____	_____
_____	21230000	State Taxes Payable	_____	_____
_____	21300000	Accrued Expenses	_____	_____
_____	21350000	Accrued Vendor Payables	_____	_____
_____	21410000	Deferred AB Comm Inc-Insurance Companies	_____	_____
_____	21420000	Deferred AB Comm Inc-Brokerage Companies	_____	_____
_____	21430000	Deferred Agency Fee Income	_____	_____
_____	21450000	Deferred L&H AB Comm Inc-Insurance Companies	_____	_____
_____	21455000	Deferred L&H AB Comm Inc-Brokerage Companies	_____	_____
_____	21460000	Deferred Other AB Comm Inc-Insurance Companies	_____	_____
_____	21465000	Deferred Other AB Comm Inc-Brokerage Companies	_____	_____
_____	21470000	Deferred FS AB Comm Inc-Insurance Companies	_____	_____
_____	21475000	Deferred FS AB Comm Inc-Brokerage Companies	_____	_____
_____	21480000	Deferred Late Charge Income - Agency Bus	_____	_____
_____	21490000	Deferred Late Charge Income - Broker Bus	_____	_____
_____	21600000	Dividends Declared	_____	_____



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_____	21710000	ST Note Payable 1	_____	_____
_____	25110000	LT Note Payable 1	_____	_____
_____	25200000	Real Estate & Rentals	_____	_____
_____	_____	<i>Note: Use blank lines below to plan for additional Liability accounts needed by your agency.</i>	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



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<u>Old GL #</u>	<u>AMS 360 GL #</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
		EQUITY		
_____	31100000	Capital (Sole Prop or Partnership)	_____	_____
_____	31200000	Preferred Stock	_____	_____
_____	31300000	Common Stock	_____	_____
_____	31400000	Premium On Preferred Stock	_____	_____
_____	31500000	Dividend On Preferred Stock	_____	_____
_____	31600000	Premium On Common Stock	_____	_____
_____	31700000	Dividend On Common Stock	_____	_____
_____	31800000	Additional Paid in Capital	_____	_____
_____	35100000	Retained Earnings	_____	_____
_____	38100000	Drawing (Sole Prop or Partnership)	_____	_____
_____	38200000	Treasury Stock	_____	_____
_____		<i>Note: Use blank lines below to plan for additional Equity accounts needed by your agency.</i>	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
		Column Totals for Liabilities + Owner's Equity	0.00	0.00
		TOTAL LIABILITIES + OWNER'S EQUITY →	0.00	



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		INCOME		
	40111000	P&C AB Commission Inc - Insurance Co		
	40112000	P&C AB Commission Inc - Brokerage Co		
	40113000	* P&C Conv AB Commission Inc - Ins Co		
	40114000	* P&C Conv AB Commission Inc - Brok Co		
	40121000	P&C DB Commission Inc - Insurance Co		
	40122000	P&C DB Commission Inc - Brokerage Co		
	40123000	* P&C Conv DB Commission Inc - Ins Co		
	40124000	* P&C Conv DB Commission Inc - Brok Co		
	40211000	L&H AB Commission Inc - Insurance Co		
	40212000	L&H AB Commission Inc - Brokerage Co		
	40213000	* L&H Conv AB Commission Inc - Ins Co		
	40214000	* L&H Conv AB Commission Inc - Brok Co		
	40221000	L&H DB Commission Inc - Insurance Co		
	40222000	L&H DB Commission Inc - Brokerage Co		
	40223000	* L&H Conv DB Commission Inc - Ins Co		
	40224000	* L&H Conv DB Commission Inc - Brok Co		
	40311000	Other AB Commission Inc - Insurance Co		
	40312000	Other AB Commission Inc - Brokerage Co		
	40313000	* Other Conv AB Commission Inc - Ins Co		
	40314000	* Other Conv AB Commission Inc - Brok Co		
	40321000	Other DB Commission Inc - Insurance Co		
	40322000	Other DB Commission Inc - Brokerage Co		
	40323000	* Other Conv DB Commission Inc - Ins Co		
	40324000	* Other Conv DB Commission Inc - Brok Co		
	40411000	FS AB Commission Inc - Insurance Co		
	40412000	FS AB Commission Inc - Brokerage Co		

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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
		Column Totals for Income	0.00	0.00
		TOTAL INCOME →	0.00	



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<u>Old GL #</u>	<u>AMS 360 GL #</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
		ADMINISTRATIVE EXPENSE		
	61100000	Executive Salaries		
	61200000	Office Salaries		
	61300000	Other Salaries		
	62000000	Accounting & Legal		
	62100000	Office Automation Systems		
	62200000	Bad Debts		
	62300000	Bank Charges		
	62400000	Contributions & Charitable Donations		
	62500000	Depreciation and Amortization		
	62600000	Dues and Subscriptions		
	62710000	Insurance - Property & Casualty		
	62720000	Insurance - Group Hospitalization		
	62730000	Insurance - Group Life		
	62740000	Insurance - Group Disability		
	62750000	Insurance - Keyman & Other		
	62800000	Interest		
	62900000	Leased Equipment		
	63000000	Licenses & Permits		
	63100000	Office Supplies & Printing		
	63200000	Postage		
	63300000	Profit Sharing Trust Fund		
	63400000	Rent		
	63500000	Repair & Maintenance		
	63610000	Taxes - FICA		
	63620000	Taxes - UCC		
	63630000	Taxes - Property		



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		<u>Balancing</u>		
		Total Assets + (Liabilities + Equity) = Balance Sheet		0.00
		Total Income + Expenses = Income & Expense Statement)		0.00
		TOTAL Balance Sheet & Income & Expense Statement		0.00

Balancing Note: Total of all entries must balance to zero. If they do not, check for data entry errors: (wrong number keyed, transposition, or debit entered for a credit or *vice/versa* . If you still can't balance, check with your Agency Accountant.