



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.
_____	11110	Petty Cash	_____	_____
_____	11120	Premium Trust Account	_____	_____
_____	11130	Operating Account 1	_____	_____
_____	11140	Operating Account 2	_____	_____
_____	11150	Interbank Transfers	_____	_____
_____	11170	Bank Holding Account	_____	_____
_____	11190	Bank Reconciliation Adjustments	_____	_____
_____	11211	AR - Agency Business	_____	_____
_____	11212	Deferred Standard AR - Agency Business	_____	_____
_____	11213	Deferred Binder AR - Agency Business	_____	_____
_____	11221	AR - Broker Business	_____	_____
_____	11222	Deferred Standard AR - Broker Business	_____	_____
_____	11223	Deferred Binder AR - Broker Business	_____	_____
_____	11224	Deferred Broker Commissions	_____	_____
_____	11231	AR - Finance Companies	_____	_____
_____	11232	Deferred Standard AR - Finance Companies	_____	_____
_____	11233	Deferred Binder AR - Finance Companies	_____	_____
_____	11241	DB Comm Receivable - Insurance Companies	_____	_____
_____	11242	DB Comm Receivable - Brokerage Companies	_____	_____
_____	11243	* Conv DB Comm Receivable - Insurance Co	_____	_____



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_____	11244	* Conv DB Comm Receivable - Brokerage Co	_____	_____
_____	11290	Conversion Receivables Differences	_____	_____
_____	11310	Note Receivable 1	_____	_____
_____	11350	Interdivision Transfer	_____	_____
_____	11410	Prepaid Expenses - Insurance	_____	_____
_____	11420	Prepaid Expenses - Lease	_____	_____
_____	11430	Prepaid Expenses - Advertising	_____	_____
_____	11440	Prepaid Expenses - Other	_____	_____
_____	11500	Cash Value Life Insurance	_____	_____
_____	11600	Memberships	_____	_____
_____	11700	Savings	_____	_____
_____	11800	Security Investments	_____	_____
_____	13110	Automobiles	_____	_____
_____	13120	Allowance for Depreciation - Automobiles	_____	_____
_____	13210	Furniture & Fixtures	_____	_____
_____	13220	Allowance for Depreciation - F & F	_____	_____
_____	13310	Buildings	_____	_____
_____	13320	Allowance for Depreciation - Buildings	_____	_____
_____	13410	Leasehold Improvements	_____	_____
_____	13420	Allowance for Depreciation - Improvement	_____	_____
_____	13500	Land	_____	_____
_____	18100	Goodwill	_____	_____
_____		<i>Note: Use blank lines below to plan for additional asset accounts needed by your agency.</i>	_____	_____
_____			_____	_____
_____			_____	_____



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		LIABILITIES		
	21111	Accounts Payable to Insurance Companies		
	21112	Accounts Payable to Brokerage Companies		
	21113	* Conv Accounts Payable to Insurance Co		
	21114	* Conv Accounts Payable to Brokerage Co		
	21118	* Conv Accounts Payable to Fee Co		
	21119	Accounts Payable to Fee Companies		
	21121	DB Deposits Payable -Insurance Companies		
	21122	DB Deposits Payable -Brokerage Companies		
	21123	* Conv DB Deposits Payable -Insurance Co		
	21124	* Conv DB Deposits Payable -Brokerage Co		
	21125	DB Deposits Payable - Finance Companies		
	21126	* Conv DB Deposits Payable - Finance Co		
	21131	Commissions Payable - Agency Business		
	21132	Deferred AB Comm Exp - Agency Business		
	21133	Deferred DB Comm Exp - Agency Business		
	21134	* Conv Commissions Payable - Agency Bus		
	21135	Commissions Payable - Broker Business		
	21136	Deferred AB Comm Exp - Broker Business		
	21137	Deferred DB Comm Exp - Broker Business		
	21138	* Conv Commissions Payable - Broker Bus		
	21139	Employee Draw		
	21140	Accounts Payable - Other		
	21150	Vendor Payable		
	21160	Employee Expenses and Reimbursements		
	21211	Federal Income Tax Withheld - Employee		
	21212	FICA Withheld - Employee		



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_____	21213	State Income Tax Withheld - Employee	_____	_____
_____	21214	County Income Tax Withheld-Employee	_____	_____
_____	21215	City Income Tax Withheld - Employee	_____	_____
_____	21221	Accrued Federal Income Tax - Company	_____	_____
_____	21222	Accrued FICA - Company	_____	_____
_____	21223	Accrued State Income Tax - Company	_____	_____
_____	21224	Accrued County Income Tax - Company	_____	_____
_____	21225	Accrued City Income Tax - Company	_____	_____
_____	21226	Accrued UCC Tax - Company	_____	_____
_____	21230	State Taxes Payable	_____	_____
_____	21300	Accrued Expenses	_____	_____
_____	21350	Accrued Vendor Payables	_____	_____
_____	21410	Deferred AB Comm Inc-Insurance Companies	_____	_____
_____	21420	Deferred AB Comm Inc-Brokerage Companies	_____	_____
_____	21430	Deferred Agency Fee Income	_____	_____
_____	21450	Deferred L&H AB Comm Inc-Insurance Companies	_____	_____
_____	21455	Deferred L&H AB Comm Inc-Brokerage Companies	_____	_____
_____	21460	Deferred Other AB Comm Inc-Insurance Companies	_____	_____
_____	21465	Deferred Other AB Comm Inc-Brokerage Companies	_____	_____
_____	21470	Deferred FS AB Comm Inc-Insurance Companies	_____	_____
_____	21475	Deferred FS AB Comm Inc-Brokerage Companies	_____	_____
_____	21480	Deferred Late Charge Income - Agency Bus	_____	_____
_____	21490	Deferred Late Charge Income - Broker Bus	_____	_____
_____	21600	Dividends Declared	_____	_____



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		EQUITY		
_____	31100	Capital (Sole Prop or Partnership)	_____	_____
_____	31200	Preferred Stock	_____	_____
_____	31300	Common Stock	_____	_____
_____	31400	Premium On Preferred Stock	_____	_____
_____	31500	Dividend On Preferred Stock	_____	_____
_____	31600	Premium On Common Stock	_____	_____
_____	31700	Dividend On Common Stock	_____	_____
_____	31800	Additional Paid in Capital	_____	_____
_____	35100	Retained Earnings	_____	_____
_____	38100	Drawing (Sole Prop or Partnership)	_____	_____
_____	38200	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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<u>Old GL #</u>	<u>AMS 360 GL #</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
		INCOME		
_____	40111	P&C AB Commission Inc - Insurance Co	_____	_____
_____	40112	P&C AB Commission Inc - Brokerage Co	_____	_____
_____	40113	* P&C Conv AB Commission Inc - Ins Co	_____	_____
_____	40114	* P&C Conv AB Commission Inc - Brok Co	_____	_____
_____	40121	P&C DB Commission Inc - Insurance Co	_____	_____
_____	40122	P&C DB Commission Inc - Brokerage Co	_____	_____
_____	40123	* P&C Conv DB Commission Inc - Ins Co	_____	_____
_____	40124	* P&C Conv DB Commission Inc - Brok Co	_____	_____
_____	40211	L&H AB Commission Inc - Insurance Co	_____	_____
_____	40212	L&H AB Commission Inc - Brokerage Co	_____	_____
_____	40213	* L&H Conv AB Commission Inc - Ins Co	_____	_____
_____	40214	* L&H Conv AB Commission Inc - Brok Co	_____	_____
_____	40221	L&H DB Commission Inc - Insurance Co	_____	_____
_____	40222	L&H DB Commission Inc - Brokerage Co	_____	_____
_____	40223	* L&H Conv DB Commission Inc - Ins Co	_____	_____
_____	40224	* L&H Conv DB Commission Inc - Brok Co	_____	_____
_____	40311	Other AB Commission Inc - Insurance Co	_____	_____
_____	40312	Other AB Commission Inc - Brokerage Co	_____	_____
_____	40313	* Other Conv AB Commission Inc - Ins Co	_____	_____
_____	40314	* Other Conv AB Commission Inc - Brok Co	_____	_____
_____	40321	Other DB Commission Inc - Insurance Co	_____	_____
_____	40322	Other DB Commission Inc - Brokerage Co	_____	_____
_____	40323	* Other Conv DB Commission Inc - Ins Co	_____	_____
_____	40324	* Other Conv DB Commission Inc - Brok Co	_____	_____
_____	40411	FS AB Commission Inc - Insurance Co	_____	_____
_____	40412	FS AB Commission Inc - Brokerage Co	_____	_____



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	40413	* FS Conv AB Commission Inc - Ins Co		
	40414	* FS Conv AB Commission Inc - Brok Co		
	40421	FS DB Commission Inc - Insurance Co		
	40422	FS DB Commission Inc - Brokerage Co		
	40423	* FS Conv DB Commission Inc - Ins Co		
	40424	* FS Conv DB Commission Inc - Brok Co		
	40500	Life Insurance Commission		
	40600	Accident & Health Commission		
	40700	Assigned Risk Commission		
	40800	Countersigning Commission		
	40810	Average Comm Adjustment / Contingency Comm		
	40820	Mutual Fund Commission		
	40830	Real Estate Commission		
	40840	Rental Income		
	41111	Late Charge Income - Agency Business		
	41112	Late Charge Income - Broker Business		
	41113	* Conv Late Charge Income - Agency Bus		
	41114	* Conv Late Charge Income - Broker Bus		
	41120	Recoveries of Bad Debts		
	41130	Agency Fee Income		
	41140	* Conv Agency Fee Income		
	41150	Finance Charge Income		
	41210	Late Charges Waived		
	41220	Small Balances Waived		
		<i>Note: Use blank lines below to plan for additional Income accounts needed by your agency.</i>		



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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>
		SALES EXPENSE		
	51110	AB Commission Expense - Agency Business		
	51120	AB Commission Expense - Broker Business		
	51130	* Conv AB Commission Expense - Agency Bus		
	51140	* Conv AB Commission Expense - Broker Bus		
	51210	DB Commission Expense - Agency Business		
	51220	DB Commission Expense - Broker Business		
	51230	* Conv DB Commission Expense - Agency Bus		
	51240	* Conv DB Commission Expense - Broker Bus		
	52000	Advertising		
	53100	Automobile Maintenance		
	53200	Automobile Depreciation		
	53300	Automobile Lease		
	54000	Entertainment & Promotion		
	55000	Postage (Advertising)		
		<i>Note: Use blank lines below to plan for additional Sales Expense accounts needed by your agency.</i>		



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		ADMINISTRATIVE EXPENSE		
_____	61100	Executive Salaries	_____	_____
_____	61200	Office Salaries	_____	_____
_____	61300	Other Salaries	_____	_____
_____	62000	Accounting & Legal	_____	_____
_____	62100	Office Automation Systems	_____	_____
_____	62200	Bad Debts	_____	_____
_____	62300	Bank Charges	_____	_____
_____	62400	Contributions & Charitable Donations	_____	_____
_____	62500	Depreciation and Amortization	_____	_____
_____	62600	Dues and Subscriptions	_____	_____
_____	62710	Insurance - Property & Casualty	_____	_____
_____	62720	Insurance - Group Hospitalization	_____	_____
_____	62730	Insurance - Group Life	_____	_____
_____	62740	Insurance - Group Disability	_____	_____
_____	62750	Insurance - Keyman & Other	_____	_____
_____	62800	Interest	_____	_____
_____	62900	Leased Equipment	_____	_____
_____	63000	Licenses & Permits	_____	_____
_____	63100	Office Supplies & Printing	_____	_____
_____	63200	Postage	_____	_____
_____	63300	Profit Sharing Trust Fund	_____	_____
_____	63400	Rent	_____	_____
_____	63500	Repair & Maintenance	_____	_____
_____	63610	Taxes - FICA	_____	_____
_____	63620	Taxes - UCC	_____	_____
_____	63630	Taxes - Property	_____	_____



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			<u>Debit</u>	<u>Credit</u>
		<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 should 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 cannot balance check with your Agency Accountant.