

TEdec Topics

- a monthly news flash for January 2012

Update on Activity/Group Assignment

In the TEdec v. 6.3.9p.10 program we have augmented the TEdec program regarding Activity/Group Assignment and maintenance thereof. This will include Rental and Royalty Activities, other business activities and other group assignments for both fiduciary accounting and tax purposes.

1. How to Assign your Completrac Accounts to an Activity/Group. Start with the Completrac Account that you wish to assign to the Activity/Group. For instance, a Tenant being assigned to a Rental Activity.

1.1 When setting up or modifying a Completrac Account at Completrac Maintenance (CM), simply go to the Activity folder (on the right side of the folders in the Completrac window) and click on the magnifying glass located on the left side of the screen. Then select or add an Activity (explained below).

1.2 TEdec will allow you to assign only certain Completrac Accounts to any activity/group. The specific Completrac Accounts which allow Activity/Group assignment include: Real Property, Tenants, Leasehold Interest, Cash and Other Principal and Income Accounts; General & Professional Liability Accounts; and, Beneficiary Accounts.

1.3 Once you assign a Completrac Account to an Activity/Group, you will be given the option to re-assign all transactions associated with that Completrac Account to the assigned (or re-assigned) Activity/Group

2. Activity(ies) - what are they? When you set up an Activity/Group, you are given options for the following Types: **Rental/Royalties** **Business Activity** **Other Activity/Group**

2.1 When printing your Fiduciary Accounting, you can group all Completrac Accounts assigned to a specific Activity/Group on the accounting schedule to which it is assigned – e.g. Group all income and expenses associated with a particular rental activity on the accounting schedules of Income Collected or Administration Expenses.

2.2 When preparing a Taxable Income Report, TEdec will allow you to sort by Activity, thereby grouping all income and expenses for each Activity/Group.

2.3 When exporting to Lacerte Tax Software, TEdec - Lacerte will automatically create for you a Schedule E for each Activity designated as a Rents/Royalties Activity.

3. Activity/Group Maintenance. To make a modification in the title to an Activity or Group, go to Utilities -> File Utilities -> Activity/Group Maintenance, make the modification and update all Completrac Accounts and transactions automatically.

4. Re-assign recorded transactions. To re-assign your recorded transactions use the Modify All feature of the Journal Transaction Search program. Simply go to Utilities -> File Utilities -> Journal Transaction Search and select your search parameters. Once TEdec populates the transactions to the screen, you will be given an option to Modify All records in the screen to another schedule and/or section. You can also limit your search by Activity/Group. Please note: we recommend that you populate your search parameters after each change to make sure that you have transferred all desired transactions.

TEdec University Password for January 2012. The TEdec Website now includes an option for TEdec University. This is where you will find (1) recordings of "How to" by topic and by reference to the TEdec Tutorial, and (2) recordings of the TEdec User Webinars (which started in June 2009). TEdec users with a current SMA will need to sign in at the top left of the Home Page. The User Name is always TEdec and the Password (which will change monthly) for this month is **Jan452** Please take a look at TEdec University — you will be glad you did!

Free User Webinar → TEdec has scheduled a **Free User Webinar** for **Tuesday, January 31, 2012** at **9:00 a.m. and 4:00 p.m.** EST, each lasting approximately 30 minutes in length. We will highlight the topics covered in this issue of the TEdec Topics. Call TEdec support for your Webinar reservation. Space is limited, so call today! You'll be glad you did! We look forward to having you join our next user Webinar!

TEdec Systems, Inc.

*207 Court Street, Little Valley, NY 14755 • Phone: 716-938-9137 Fax: 716-938-6155
on the world wide web at www.tedec.com*