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TEdec Topics

- a monthly news flash for October 2011

Activity/Group Assignment

In the TEdec v. 6.3.9p.8 program (release date 10-15-11) we have augmented TEdec to accommodate assigning Completrac Accounts to Activities/Groups. 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.

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 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.

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

2.4 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. Re-assign your recorded Fiduciary Accounting Schedules/Sections. To transfer your recorded transactions from one accounting schedule or section to another schedule or section, use the **Modify All feature** of the **Journal Transaction Search**. Simply, go to Utilities -> Journal Transaction Search and select your search parameters. Once TEdec populates the transactions, you will be given the option to Modify All records in the screen to another schedule or section. You can also limit your search by Activity/Group. Please note: you should populate your search parameters after each change to make sure you have transferred all of the transactions.

TEdec University Password for October 2011. 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 **Oct107.** 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, October 25, 2011** 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!

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