Store Accounting Workflow

centershift

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Chart of Accounts
Centershift Store™ utilizes the following base chart of accounts to record financial operations. The GL account numbers reflected are for use internally with the Store application and functionality is provided for every organization/site to "map" each account number to a corresponding GL account number or description that translates into that site's General Ledger accounting system.

Category	GAAP Class	Default Description	GL	Category	GAAP Class	Default Description	GL
Balance Sheet	Asset	Cash - Operating	100	Profit/Loss	Revenue	Revenue - Storage Rentals	5000-100
Balance Sheet	Asset	Deposits - Cash	200	Profit/Loss	Revenue	Revenue - Retail	5100-100
Balance Sheet	Asset	Deposits - Checks	300	Profit/Loss	Revenue	Revenue - Fees	5200-100
Balance Sheet	Asset	Deposits - Money Orders	400	Profit/Loss	Revenue	Revenue - Services	5300-100
Balance Sheet	Asset	Deposits - Travelers Checks	500	Profit/Loss	Revenue	Revenue - Other	5400-100
Balance Sheet	Asset	Deposits - ACH	600				
Balance Sheet	Asset	Deposits - Visa/MC	700	Profit/Loss	Other Income	Revenue - Rent Refund Retained	5700-100
Balance Sheet	Asset	Deposits - AmEx	800	Profit/Loss	Other Income	Revenue - Retail Refund Retained	5710-100
Balance Sheet	Asset	Deposits - Discover	900	Profit/Loss	Other Income	Revenue - Service/Ins Refund Ret	5720-100
Balance Sheet	Asset	AR - Rent	1000	Profit/Loss	Other Income	Revenue - Sec Deposit Retained	5800-100
Balance Sheet	Asset	AR - Retail	1100	Profit/Loss	Other Income	Revenue - Res Deposit Retained	5900-100
Balance Sheet	Asset	AR - Fees	1200				
Balance Sheet	Asset	AR - Services	1300	Profit/Loss	Contra Rev	Discount Expense - Storage Rentals	6000-100
Balance Sheet	Asset	AR - Other	1400	Profit/Loss	Contra Rev	Discount Expense - Retail	6100-100
				Profit/Loss	Contra Rev	Discount Expense - Services	6300-100
				Profit/Loss	Contra Rev	Discount Expense - Other	6400-100
Balance Sheet	Liability	Accrued Discounts - Rent	2000	Profit/Loss	Contra Rev	Write Off Expense - Storage Rentals	7000-100
Balance Sheet	Liability	Deposits - Security	2100	Profit/Loss	Contra Rev	Write Off Expense - Retail	7100-100
Balance Sheet	Liability	Deposits - Reservation	2200	Profit/Loss	Contra Rev	Write Off Expense - Fees	7200-100
Balance Sheet	Liability	Deposits - Prepayment	2300	Profit/Loss	Contra Rev	Write Off Expense - Services	7300-100
Balance Sheet	Liability	AP - Insurance Premiums	3000	Profit/Loss	Contra Rev	Write Off Expense - Other	7400-100
Balance Sheet	Liability	AP - Sales Tax Collected	3100	Profit/Loss	Contra Rev	Waive Expense - Fees	8200-100
Balance Sheet	Liability	AP - Rental Refunds	3200	Profit/Loss	Contra Rev	Bad Debt Expense - Vacated Tenants	8900-100
Balance Sheet	Liability	AP - Service/Ins Refunds	3250				
Balance Sheet	Liability	AP - Retail Refunds	3300	Profit/Loss	Cost Of Goods	Shrinkage/Write Downs - Retail	9100-100
Balance Sheet	Liability	AP - Liquidation Overage	3500	Profit/Loss	Expense	Operating Cash Write-Off	9800
Balance Sheet	Liability	Prepaid - Prepaid Rent	4000	Profit/Loss	Expense	Misc Expense - Operations	9900
Balance Sheet	Liability	Prepaid - Prepaid Services	4100				

Revenue Classes and GL Mapping
The above list represents the base chart of accounts only. You will notice that all the revenue-related accounts have a second segment of '-100'. Store affords operators the ability to define an unlimited number revenue classes in which to track revenue streams in a more granular manner all the way through to the General Ledger, if so desired.   This base list represents only a single

default revenue class in in each revenue category.   Whenever a new revenue class is defined and assigned to a site, Store automatically creates several additional Profit/Loss GL accounts to track revenue for that class.   (Note that there are 5 categories of revenue: *Rental, Retail, Fee, Service, and Misc/Other*.)

To show an example: All *Storage Rental Revenue* is by default captured in GL account 5000-100. Additionally, all discounts related to *Storage Rentals* are tracked in 6000-100. When *Storage Rental Revenue* is accrued but goes uncollected when a tenant vacates, *Storage Rental Write-Offs* are recorded in 7000-100. Finally, when prepaid Storage Rent is denied to a tenant upon vacating the unit, Storage Rental Rent Refund Retained records that revenue in GL 5700-100.

Now, let's say that a site desires to track *RV Parking* revenue separately from standard *Storage Rental* revenue. The site can quickly create a new revenue class under the Rental category and assign it to the site. The site's chart of accounts will immediately be appended with 4 new GL accounts:

Default Description	Default GL
Revenue - RV Parking	5000-101
Revenue - RV Parking Refund Retained	5700-101
Discount Expense - RV Parking	6000-101
Write Off Expense - RV Parking	7000-101

Note that the new revenue class GL's share the same first segment of the GL account number as *Storage Rentals* (5000) but the second segment has been incremented to 101 to differentiate it.

Similarly, when a new revenue class is added in another revenue category, say *Fee Revenue*, for instance, new GL accounts will also be added as appropriate. (For example, Fees Revenue does not require a refund retained account.)

Once Store creates a GL account, each operator will want to, on a site by site basis, "map" the account number and possibly the description to something that makes sense both to their accounting system and their desired financial reporting goals:

Default Description	Default GL		Mapped Description	Mapped GL
Revenue - RV Parking	5000-101	→	*RV Parking Rental Income*	26-4800-2001-REV

In some cases, an organization may want to see a separate GL account for all different rental revenue, but map all rent related write-offs to a single GL account. That would look something like this:

Default Description	Default GL		Mapped Description	Mapped GL
Revenue - Storage Rentals	5000-100	→	*Self Storage Rental Income*	26-4800-**2000**-REV
Revenue - RV Parking	5000-101	→	*RV Parking Rental Income*	26-4800-**2001**-REV
Write Off Expense - Storage Rentals	7000-100	→	*Write Off Expense*	**26-6000-00**
Write Off Expense - RV Parking	7000-101	→	*Write Off Expense*	**26-6000-00**

It is important to note that in most cases whenever a new revenue class is assigned to a site, the GL Map values will also need to be immediately updated in order for amounts in the new accounts to properly integrate into your General Ledger.

Analysis of Each GL Account and Related Workflow Logic

Store utilizes standard double entry accounting logic for all payment transactions as well as revenue accruals. Also note that Store can operate in one of three accounting bases: Cash Basis, Accrual Basis, and Daily accrual Basis. Cash basis only recognizes revenue when payment is received. Accrual basis recognizes revenue in its entirety on the first day that the charge is due. Daily accrual recognizes revenue in a daily pro-rata method for <u>Rent Revenue and Discount Expense ONLY</u>. All other revenue (Fee, Retail, Service, Misc.) are recognized on the Accrual basis.

We will walk through each of the GL accounts so that an organization will understand the types of transactions that affect each account so as to gain a full understanding of how each account should be mapped.

Category	GAAP Class	Default Description	GL
Balance Sheet	Asset	Cash - Operating	100
Balance Sheet	Asset	Deposits - Cash	200
Balance Sheet	Asset	Deposits - Checks	300
Balance Sheet	Asset	Deposits - Money Orders	400
Balance Sheet	Asset	Deposits - Travelers Checks	500
Balance Sheet	Asset	Deposits - ACH	600
Balance Sheet	Asset	Deposits - Visa/MC	700
Balance Sheet	Asset	Deposits - AmEx	800
Balance Sheet	Asset	Deposits - Discover	900

This group of accounts represents the 'cash' related accounts that are impacted during transactions, and for convenience purposes will heretofore be collectively referred to as 'cash', even though there are separate accounts for the various methods of payment.

Of note is the *Cash-Operating* account. All other cash accounts are preceded by the word 'Deposits', assuming that all debits to those accounts for that day are reflected in your site's banking institution. The *Cash-Operating* account, by contrast, is designed to be a holding account for the physical cash that crosses the counter at each site for that day and allows for validation/reconciliation prior to depositing the cash into the bank. Also, if desired, the *Cash-Operating* account can be configured to carry a balance from day to day to allow for petty cash usage or hard cash refunds, if so desired. Once a cash amounts are validated and reconciled for a day, Store then transfers the appropriate amount for deposit from *Cash-Operating* to *Deposits – Cash.*

The vast majority of all transactions in Store involve the exchange of cash or some other method of payment. The impact is thus DR cash and CR to revenue or liability.

There are several reports within Store that deal with Cash amounts, notably *Cash Receipts Worksheet, Cash Audit,* and *Deposit Slip.*

Category	GAAP Class	Default Description	GL
Balance Sheet	Asset	AR - Rent	1000

AR – Rent is the account that records the asset of outstanding customer rent receivable. Note that there is a single *AR – Rent* account that contains the receivable for **ALL** customers, regardless of which revenue class the revenue is being recorded in. The *AR – Rent* account is typically impacted in one of four ways:

1.) For Daily Accrual sites Store will, on a daily basis, recognize (roughly) $1/30^{th}$ of a delinquent tenant's rent rate as revenue. (DR AR-Rent, CR Rent Revenue).
2.) For Accrual sites, store will recognize ALL of a delinquent tenant's rent rate on the first day of the month in question. (DR AR-Rent, CR Rent Revenue).
3.) When a past due customer makes a rent payment, Store will DR Cash and CR AR – Rent for the appropriate amount. (Daily Accrual sites will most often see a pro-rated portion of the CR go against AR Rent and the balance of the payment as a CR to *Prepaid Rent.*)

4.) When a delinquent customer vacates and leaves an AR Rent balance, Store makes a CR entry to AR Rent and a DR Entry to the appropriate Rent Revenue Write Off Expense (GL 7000) for that revenue class.

See the discussion about *Accrued Discounts - Rent* for some examples of how AR Rent is impacted for Daily Accrual Basis sites.

The *Accrued Account Balances* report in Store will show all past due tenants and their AR Rent balance, which should tie to the balance in your General Ledger.

Category	GAAP Class	Default Description	GL
Balance Sheet	Asset	AR - Retail	1100

AR – Retail is utilized on EVERY retail transaction. Since Store can be configured to allow customers to purchase retail 'on account' (buy now, pay later), Store records all retail purchases as DR to AR – Retail and CR to the retail revenue account. When the retail item is actually paid for (nearly always within the same minute) Store then records a DR to Cash and a CR to AR – Retail. Even though a site is able to record retail revenue in an unlimited number of revenue class accounts, there is only a single AR Retail account in which all transactions are recorded.

Category	GAAP Class	Default Description	GL
Balance Sheet	Asset	AR - Fees	1200

The AR - Fees account records ALL outstanding, unpaid fee charges. This account receives a DR entry whenever a fee is assessed to a rental, with the CR going to the appropriate revenue class revenue account. Even though a site is able to record fee revenue in an unlimited number of revenue class accounts, there is only a single AR Fees account in which all transactions are recorded. When the fee is paid, the CR is to AR – Fees and the DR is to Cash. When a Fee is waived, the CR goes to AR Fees and the DR goes to the appropriate Fee Revenue Waive Expense (GL 8200) for that revenue class. When a customer terminates with outstanding fees unpaid, the CR goes against AR Fees and the DR goes to the appropriate Fee Revenue Write Off Expense (GL 7200) for that revenue class.

The *Accrued Account Balances* report in Store will show all tenants and their AR Fees balance, which should tie to the balance in your General Ledger.

Category	GAAP Class	Default Description	GL
Balance Sheet	Asset	AR - Services	1300

AR – Services records all outstanding, unpaid service charges for a tenant. Service charges are defined by each organization, but are intended to include such items as 24 Hour access fees, invoice fees, electricity or dumpster charges, and so forth.

AR – Services receives a DR on the first day a service charge becomes due, with the CR going to the appropriate service revenue class revenue account. Even though a site is able to record fee revenue in an unlimited number of revenue class accounts, there is only a single AR Fees account in which all transactions are recorded. AR – Services receives a CR entry when the charge is paid (DR offset to Cash) or written off as uncollected (DR offset to the appropriate Service Revenue Write Off Expense (GL 7300) for that revenue class.

The *Accrued Account Balances* report in Store will show all tenants and their AR Services balance, which should tie to the balance in your General Ledger.

Category	GAAP Class	Default Description	GL

Balance Sheet	Asset	AR - Other	1400

AR – Other is used solely for the purpose of recording the amount due from an NSF chargeback on a check that was received prior to a site converting to Store. In such a case, Store can CR the Cash account, but is unable to accurately DR receivable or revenue because it does not have the details on that transaction.   When a customer with AR – Other balance presents himself for payment, Store will record the CR offset against AR – Other.

The *Accrued Account Balances* report in Store will show all tenants and their AR - Other balance, which should tie to the balance in your General Ledger.

Category	GAAP Class	Default Description	GL
Balance Sheet	Liability	Accrued Discounts - Rent	2000

This account records the unamortized rental discount liability balance for all rental tenants with discounts that pertain to rental periods that have not yet been recognized. Store adheres to the matching principle in that all discounts should be recognized at the same rate and at the same time as the revenue to which the discount applies. For Accrual Basis sites, this account should reflect FULL month unrecognized discount amounts. For Daily Accrual sites, this account will reflect the pro-rated unamortized balance AND full month unrecognized balances.

An example rental payment (showing *Daily Accrual Basis*):

Rent	**$100**
Discount	**75% off first two months.**

	Desc.	DR	CR
Transaction:	Prepaid Rent		100
	Accrued Discounts – Rent	75	
	Cash	25	

Also note that this transaction occurred strictly on the balance sheet. For Daily Accrual sites, during the nightly close process, Store will amortize both the *Prepaid Rent* balance and the *Accrued Discount* balance for 1/30th of the rate, thus:

	Desc.	DR	CR
Daily Accrual:	Prepaid Rent	3.33	
	Accrued Discounts – Rent		2.50
	Storage Rent Revenue		3.33
	Storage Discount Expense	2.50	

A similar entry will be made for this tenant for the next 30 days, until the 1st day after his paid-thru-date, in which case Store will make the following accrual entry (assuming the customer has not paid for the 2nd month):

	Desc.	DR	CR
Daily Accrual:	AR - Rent	3.33	
	Storage Rent Revenue		3.33

Even though the customer was due a discount on the 2nd month, the discount will not be set up for amortization until after the customer makes a payment for the 2nd month. Let's say the customer finally makes a payment on the 3rd day of the 2nd month:

	Desc.	DR	CR
Transaction:	AR – Rent		9.99
	Prepaid Rent		90.01
	Accrued Discounts – Rent	67.50	
	Storage Discount Expense	7.50	
	Cash	25.00	

The payment was allocated against the appropriate GL buckets in order to match revenue and expenses to the appropriate period. Subsequent accrual postings will then follow suit as before:

	Desc.	DR	CR
Daily Accrual:	Prepaid Rent	3.33	
	Accrued Discounts – Rent		2.50
	Storage Rent Revenue		3.33
	Storage Discount Expense	2.50	

The *Accrued Account Balances* report in Store will show all tenants and their unamortized discounts balance, which should tie to the balance in your General Ledger.

Category	GAAP Class	Default Description	GL
Balance Sheet	Liability	Deposits - Security	2100
Balance Sheet	Liability	Deposits - Reservation	2200

These two accounts contain each tenant's security and reservation deposit amounts. When a deposit is collected, the offset is a DR to Cash. This account gets relieved whenever a reservation deposit is applied against charges, when a reservation is cancelled (DR *AP - Rental Refunds*) or when a tenant with a reservation deposit terminates (DR either *AP - Rental Refunds* or another outstanding AR account.)

The Reservation and Security Deposits report in Store will reflect every tenant's deposit balance and should tie to the balance in your General Ledger.

Category	GAAP Class	Default Description	GL
Balance Sheet	Liability	Deposits - Prepayment	2300

When a tenant makes a payment and the configuration of Store is such that any part or all of the payment cannot be applied to outstanding charges in Store (nor immediately given back to the customer – i.e., a customer owes $80 and mails in a check for $85), Store records these amounts in the *Deposits - Prepayment* account. These funds are essentially in escrow – rightfully the property of the customer but awaiting disposition in the form of application against outstanding charges or refund. (Note that in Store 3.1, these amounts were considered to be prepaid rent and would flow through the prepaid rent GL account, in Store 4 this is tracked in a separate account.)

The *Accrued Account Balances* report in Store will show all tenants and their escrow prepayment balance, which should tie to the balance in your General Ledger.

Category	GAAP Class	Default Description	GL
Balance Sheet	Liability	AP - Insurance Premiums	3000

Store does not recognize monies received during the sale of insurance as revenue but rather a payable to the insurance carrier. Therefore, the *AP - Insurance Premiums* represent a liability and carries a CR balance. Since payment submittals to insurance carriers should DR this account, Store has no way of keeping track of what your GL balance is at any given point in time.   Insurance is treated as a 'Cash Basis' item, meaning that only when a customer pays an insurance premium is it recorded anywhere in the GL.

Category	GAAP Class	Default Description	GL
Balance Sheet	Liability	AP - Sales Tax Collected	3100

Similar to insurance, *AP - Sales Tax Collected* represents a payable liability that is only recoded when a customer actually makes a payment and remits sales tax. Store has a nice report that reconciles the tax amount collected for a period against gross receipts, prepayment credits, prior period reversals, and the like.

Category	GAAP Class	Default Description	GL
Balance Sheet	Liability	AP - Rental Refunds	3200
Balance Sheet	Liability	AP - Service/Ins Refunds	3250
Balance Sheet	Liability	AP - Retail Refunds	3300
Balance Sheet	Liability	AP - Liquidation Overage	3500

These four accounts represent refund payable categories. For refund transactions, Store has already made the proper GL entries to 'back out' any previously recognized revenue. The result is a simple record with a single net amount that is due and payable to the customer.

The *AP - Liquidation Overage* account contains the net residual amount resulting from auction proceeds that yielded more than what was owed on a storage unit.   This is typically payable to the tenant, however this account can easily be mapped to a revenue account for those sites in states that allow it.

Category	GAAP Class	Default Description	GL
Balance Sheet	Liability	Prepaid - Prepaid Rent	4000

Note that there is a single *Prepaid Rent* account that contains the balance for **ALL** prepaid customers, regardless of which revenue class the revenue is being recorded in.   The *Prepaid Rent* account is typically impacted in one of four ways:

1.) For Daily Accrual sites Store will, on a daily basis, recognize (roughly) $1/30^{th}$ of a prepaid tenant's rent rate as revenue. (DR PPD Rent, CR Rent Revenue).
2.) For Accrual sites, store will recognize ALL of a prepaid tenant's rent rate on the first day of the month in question.   (DR PPD Rent, CR Rent Revenue).
3.) When a customer makes a rent payment for all or part of a period that is in the future, Store will DR Cash and CR PPD Rent for the appropriate amount. (Daily Accrual sites will most often see a pro-rated portion of the CR go against *AR Rent* and the balance of the payment as a CR to *Prepaid Rent*.)
4.) When a prepaid customer vacates and has a PPD Rent balance, Store makes a DR entry to PPD Rent and a CR entry to AP – Rental Refunds (GL 3200). Should the refund be denied, AP – Rental Refunds is then DR and a CR entry is made to the appropriate Rent Refund Retained (GL 5700) account for that revenue class.

See the discussion about *Accrued Discounts - Rent* for some examples of how Prepaid Rent is impacted for Daily Accrual Basis sites.

The *Accrued Account Balances* report in Store will show all tenants and their prepaid rent balance, which should tie to the balance in your General Ledger.

Category	GAAP Class	Default Description	GL
Balance Sheet	Liability	Prepaid - Prepaid Services	4100

Prepaid services records the liability reflecting all customers who have prepaid service charges. Note that there is a single *Prepaid Services* account that contains the balance for **ALL** prepaid service customers, regardless of which revenue class the revenue is being recorded in.   Prepaid services does not receive Daily Accrual treatment.

The *Accrued Account Balances* report in Store will show all tenants and their prepaid service balance, which should tie to the balance in your General Ledger.

Category	GAAP Class	Default Description	GL
PL	Revenue	Revenue - Storage Rentals	5000
PL	Other Income	Revenue - Rent Refund Retained	5700
PL	Contra Rev	Discount Expense - Storage Rentals	6000
PL	Contra Rev	Write Off Expense - Storage Rentals	7000

This is the default GL account that will record the revenue for all items that are assigned to the default Storage Rentals revenue class.   This account receives a CR entry whenever revenue is recognized, with the DR offset being either *AR - Rent, Prepaid Rent*, or *cash* (in the case of Cash Basis and Accrual Basis).

Additional rent revenue accounts can be added whenever additional revenue classes are added. For all revenue class accounts, a subclass reference delimiter of *101, 102, 103*…etc. is added to keep them separate, although Store treats all like accounts between revenue classes the same.

'Sister' accounts to the *Revenue* account (*Refund Retained, Discount Expense, Write Off Expense*) are also automatically added whenever a new revenue class is added and also given the same subclass reference delimiter as the Revenue account.

Category	GAAP Class	Default Description	GL
PL	Revenue	Revenue - Retail	5100
PL	Other Income	Revenue - Retail Refund Retained	5710
PL	Contra Rev	Discount Expense - Retail	6100
PL	Contra Rev	Write Off Expense - Retail	7100

Similar to the *Rent Revenue* account group, *Retail Revenue* accounts track all revenue and associated contra revenue in the *Retail* revenue category. Additional accounts are automatically added whenever a new revenue class in the *Retail* category are added to a site.

Category	GAAP Class	Default Description	GL
PL	Revenue	Revenue - Fees	5200
PL	Contra Rev	Write Off Expense - Fees	7200
PL	Contra Rev	Waive Expense - Fees	8200

The revenue category of *Fees* is represented by the above three GL accounts. Additional accounts are automatically added whenever a new revenue class in the *Retail* category are added to a site. The single *AR Fees* account acts as the balance sheet offset to all the accounts in this revenue category.

Category	GAAP Class	Default Description	GL
PL	Revenue	Revenue - Services	5300
PL	Other Income	Revenue - Service/Ins Refund Ret	5720
PL	Contra Rev	Discount Expense - Services	6300
PL	Contra Rev	Write Off Expense - Services	7300

The revenue category of Services is represented by the above four GL accounts. Additional accounts are automatically added whenever a new revenue class in the *Services* category are added to a site.   *AR Services* and *PPD Services* accounts act as the balance sheet offset to all the accounts in this revenue category.   Note that when an insurance refund is retained, the amount will be recorded in the 5720 GL account.

Category	GAAP Class	Default Description	GL
PL	Revenue	Revenue - Other	5400
PL	Contra Rev	Discount Expense - Other	6400
PL	Contra Rev	Write Off Expense - Other	7400

The *Other* revenue category is designed as a catch-all account for all other non-defined revenue sources. Typically, this is where a site would track misc. non-storage related revenue (postage, fax machine) or unexpected income (snow removal rebate check?). Additional accounts are automatically added whenever a new revenue class in the *Other* category are added to a site.   The AR – Other balance sheet offset is occasionally used to accrue outstanding pre-conversion NSF charges, however nearly always the revenue is unexpected and therefore has not been accrued for. Therefore, the offset to this will always be *Cash*.   The *Write Off Expense – Other* account is only used when an *AR – Other* balance goes uncollected.

Category	GAAP Class	Default Description	GL
PL	Other Income	Revenue - Sec Deposit Retained	5800
PL	Other Income	Revenue - Res Deposit Retained	5900

These two accounts serve as the offset when a reservation deposit or security deposit is forfeited. These accounts do not fall into any revenue category.

Category	GAAP Class	Default Description	GL
PL	Contra Rev	Bad Debt Expense - Vacated Tenants	8900

This account is used for vacated accounts that has a subsequent NSF check or payment reversal. The previously recognized revenue from that payment will be debited into this account.

Category	GAAP Class	Default Description	GL
PL	Expense	Operating Cash Write-Off	9800

When a cash reconciliation is performed and the amount verified is different than the amount in Store, the difference will be posted to this account. Offset is *Cash - Operating*.

Category	GAAP Class	Default Description	GL
PL	Expense	Misc Expense - Operations	9900

When a user spends cash that is in the cash drawer (AKA, *Cash - Operating*) for sundry expenses such as stamps, office supplies, the amount is recorded in this account. The offset is a CR to *Cash - Operating*.

General Ledger Posting
Store will only post GL postings grouped in the following summary format: First by site, then by date, then by source, then by GL account. **Source** could be one of three values :

1.) **Transaction postings**. This contains the results of all over the counter transactions. New rentals, payment, move-outs, transfers, voids, reversals, NSF transactions retail only transactions, fee waives, and so forth. This is the only source group wherein cash entries can be present. For Cash Basis sites, this is the only group of postings that will be present.

2.) **Accrual postings**. Contains the periodic and point in time recognition of revenue. These are the result of system generated accruals for items such as AR Fees/Fee Revenue, AR Services/Service Revenue. Accrual Basis sites will also see entries for AR Rent/PPD Rent/Rent Revenue as well as Accrued Discounts/Discount Expense.

3.) **Daily Accrual Entries**. Contains the daily amortization of rent and discounts. This is the only group of entries that is guaranteed to be present every day for Daily Accrual basis sites. There should be very small day-to-day differences in these postings as the whole intent of Daily Accrual basis accounting is to 'smooth' the revenue across the calendar month.

In Store, within the *Data Export* tool you can find an extract for *General Ledger Posting – Complete,* which contains additional GL posting fields not normally present in the Financial Integration Utility. Additionally, look for the *General Ledger Posting – Detail* extract which, as the name suggests, contains the excruciating double-entry detail behind all transaction postings, accrual postings, and daily accrual postings for a site for a day. For a typical Daily Accrual basis site this extract would contain somewhere north of 800 records, therefore it is likely not something you would want to import into your General Ledger, however it serves as a great resource for researching and auditing specific transactions or rentals.