

Chart of Accounts Layout

Default Layout of Accounts

Sales

Product Sales	4000	4099
Export Sales	4100	4199
Sales of Assets	4200	4299
Credit Charges (Late Payments)	4400	4499
Other Sales	4900	4999

Purchases

Purchases	5000	5099
Purchase Charges	5100	5199
Stock	5200	5299

Direct Expenses

Labour	6000	6099
Commissions	6100	6199
Sales Promotion	6200	6299
Miscellaneous Expenses	6900	6999

Overheads

Gross Wages	7000	7099
Rent and Rates	7100	7199
Heat, Light and Power	7200	7299
Motor Expenses	7300	7399
Travelling and Entertainment	7400	7499
Printing and Stationery	7500	7549
Telephone and Computer charges	7550	7599
Professional Fees	7600	7699
Equipment Hire and Rental	7700	7799
Maintenance	7800	7899
Bank Charges and Interest	7900	7999
Depreciation	8000	8099
Bad Debts	8100	8199
General Expenses	8200	8299
Suspense & Mispostings	9998	9999

Taxation

Taxation	9001	9001
----------	------	------

Fixed Assets

Property	0010	0019
Plant and Machinery	0020	0029
Office Equipment	0030	0039
Furniture and Fixtures	0040	0049
Motor Vehicles	0050	0059

Chart of Accounts Layout

Default Layout of Accounts

Current Assets

Stock	1000	1099
Debtors	1100	1199
Deposits and Cash	1210	1239
Credit Card (Debtors)	1250	1250
Bank Account	1200	1209
VAT Liability	2200	2209

Current Liabilities

Creditors : Short Term	2100	2199
Payroll Taxation	2210	2219
Wages	2220	2299
Credit Card (Creditors)	1240	1240
Bank Account	1200	1209
VAT Liability	2200	2209

Long Term Liabilities

Creditors : Long Term	2300	2399
-----------------------	------	------

Capital & Reserves

Capital	3000	3099
Reserves	3100	3299