

COMPUTER ACCOUNTING WITH QUICKBOOKS 2018

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CHAPTER 2

QUICKBOOKS CHART OF ACCOUNTS

SECTION 2.1 SATNAV

QB SatNav

QB SETTINGS

Company Settings

Chart of Accounts

QB TRANSACTIONS

> *Money in* *Money out* >

Banking

Customers & Sales

Vendors & Expenses

Employees & Payroll

QB REPORTS

Reports

CHAPTER 2 OVERVIEW

- **Customize Chart of Accounts**
- **Chart of Accounts Report**
- **Password**
- **Back Up QuickBooks Files**

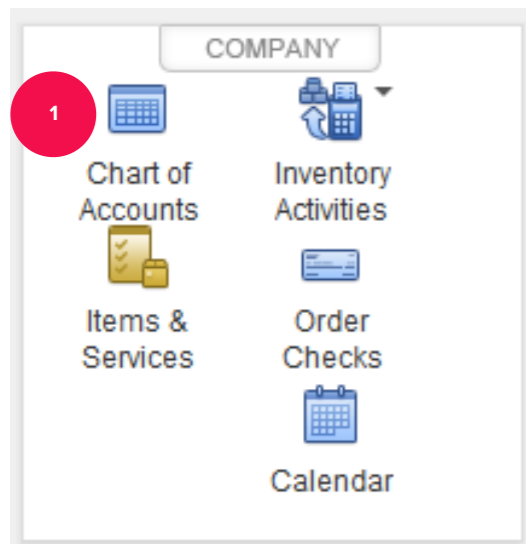
CHART OF ACCOUNTS

Chart of Accounts (COA) is a list of all the accounts and account numbers for a business

CUSTOMIZE CHART OF ACCOUNTS

To customize the QuickBooks Chart of Accounts:

- Add accounts
- Edit accounts
- Delete accounts



A screenshot of the QuickBooks 'Chart of Accounts' window. The window title is 'Chart of Accounts'. It features a search bar with the text 'Look for account name or number', a 'Search' button, and a 'Reset' button. Below the search bar is a table with columns: NAME, TYPE, BALANCE TOTAL, and ATTACH. The table contains five rows of account data. At the bottom of the window, there are several buttons: 'Account', 'Activities', 'Reports', 'Attach', and a checkbox labeled 'Include inactive'. A red circle with the number '2' is placed over the 'Account' button.

NAME	TYPE	BALANCE TOTAL	ATTACH
10100 - Chec...	Bank	46,969.10	
10300 - Savin...	Bank	17,910.19	
10400 - Petty ...	Bank	500.00	
11000 - Accou...	Accounts Receivable	93,007.93	
12000 - Unde...	Other Current Asset	2,440.00	

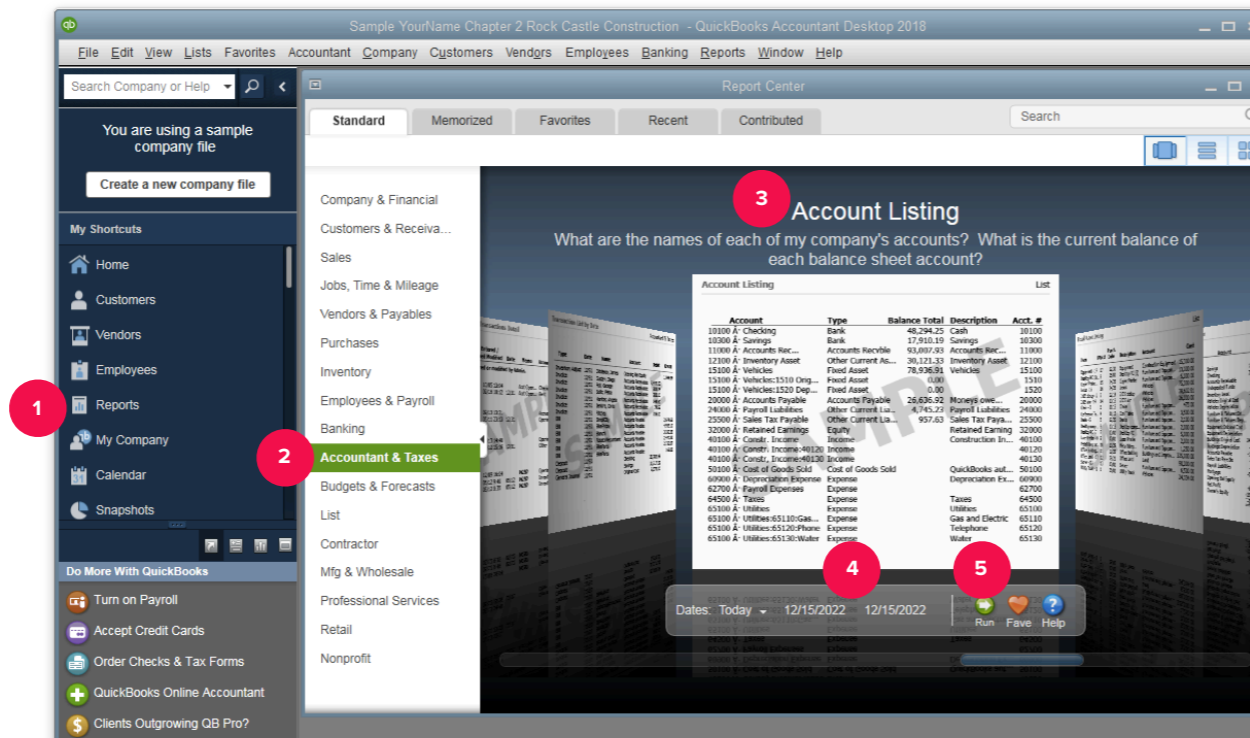
CHART OF ACCOUNTS

In general, there are five different types of accounts on the Chart of Accounts:

1. **Assets**
2. **Liabilities**
3. **Equity**
4. **Income (Revenue)**
5. **Expenses**

CHART OF ACCOUNTS REPORT

- Chart of Accounts report is also called the Account Listing
- To prepare Chart of Accounts report:
 - ▶ From the Report Center, select Accountant & Taxes
 - ▶ Select Account Listing



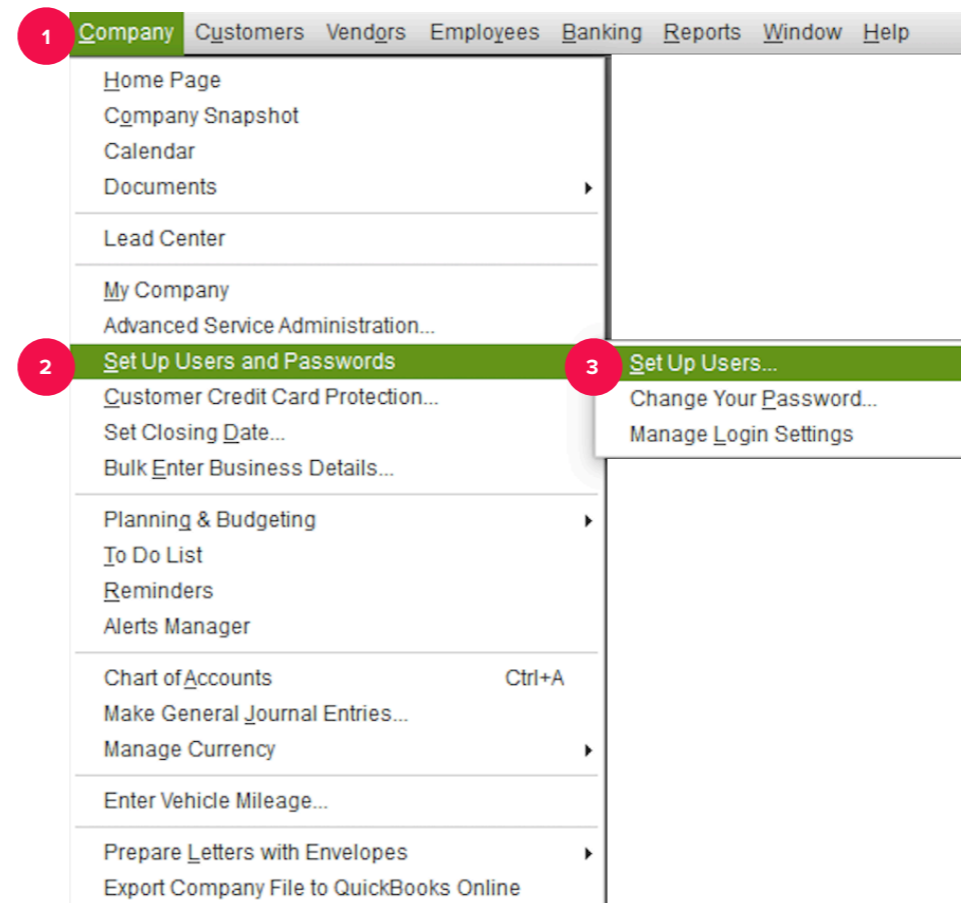
QUICKBOOKS PASSWORD PROTECTION

To add passwords after the QuickBooks company file is created:

1. Select Company Menu

2. Select Set Up Users and Passwords

3. Select Set Up Users



TO LEARN MORE... SEE CHAPTER 2

