

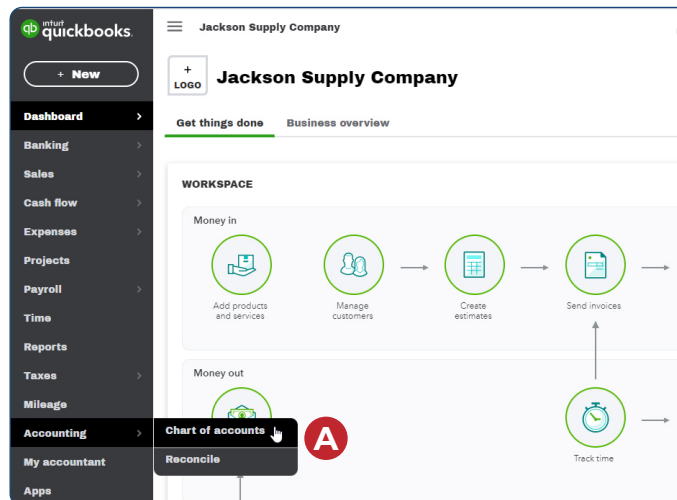
General Ledger Account Maintenance

General ledger account maintenance includes adding a general ledger account, changing information for an existing general ledger account, and making a general ledger account inactive. The three maintenance tasks are covered in detail on the following pages, including QBO windows.

Add a General Ledger Account Record – Quick Reference Table

Step	Box or Other Location	Procedure
A	QBO Navigation Bar	Click Accounting → Chart of Accounts to open a list of general ledger accounts.
B	New button	Click the New button in the top right portion of the Chart of Accounts window to open the Account window.
C	Account Type	Select the type of account being added.
D	Name	Type the account name.
E	Number	Type the account number.
F	Description	Enter a description of the new account.
G	Is sub-account	If the account being added is a sub-account of an existing account, click the adjacent check box and then use the drop-down list to select the main account.
H	Account window	Review the information to verify that it is correct.
I	Save options	Save the new general ledger record and close the window.

Add a General Ledger Account Record - Quick Reference Table QBO windows



Add a General Ledger Account Record - Quick Reference Table

QBO windows (continued)

Accounting

Chart of accounts **Reconcile**

Chart of Accounts Run Report New **B**

1 You're using 50 of 250 accounts included in your plan. Find out how to manage your usage or upgrade to Advanced

Batch actions All

<input type="checkbox"/>	NUMBER	NAME	TYPE ^	DETAIL TYPE	QUICKBOOKS BALAN	BANK BALANCE	ACTION
<input type="checkbox"/>		Cash	Bank	Checking	19,388.48		View register
<input type="checkbox"/>	10100	10100 General Ac	Bank	Checking	19,388.48		View register
<input type="checkbox"/>	10200	10200 Accounts Rec	Accounts receiv...	Accounts Receiv...	2,911.25		View register
<input type="checkbox"/>	10300	10300 Allowance for	Accounts receiv...	Accounts Receiv...	-400.00		View register
<input type="checkbox"/>	10400	10400 Inventory	Other Current As...	Inventory	73,777.35		View register
<input type="checkbox"/>	10500	10500 Prepaid Expe	Other Current As...	Prepaid Expenses	0.00		View register
<input type="checkbox"/>	10600	10600 Short-term In	Other Current As...	Investments - Ot...	5,000.00		View register
<input type="checkbox"/>		Inventory Asset	Other Current As...	Inventory	0.00		View register
<input type="checkbox"/>		Payments to deposi	Other Current As...	Undeposited Fun...	0.00		View register
<input type="checkbox"/>		Uncategorized Asse	Other Current As...	Other Current As...	0.00		View register

H **Account**

Account Type **C**
Bank

* Detail Type
Cash on hand

* Name **D**
Cash on hand

Number **E**

Description **F**

Is sub-account **G**
Enter parent account

When do you want to start tracking your finances from this account in QuickBooks?
[More info on opening balances](#)
Choose one

Cancel Save and Close **I**

Use a Cash on hand account to track cash your company keeps for occasional expenses, also called petty cash.

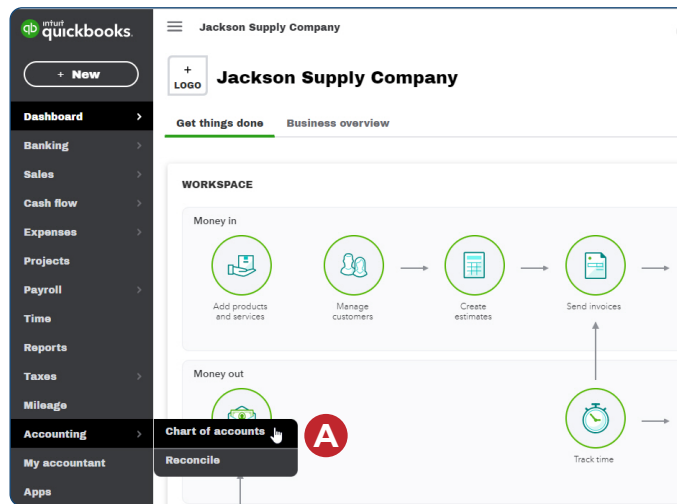
To track cash from sales that have not been deposited yet, use a pre-created account called Undeposited funds, instead.



Change Information in an Existing General Ledger Account Record – Quick Reference Table

Step	Box or Other Location	Procedure
A	QBO Navigation Bar	Click Accounting → Chart of Accounts to open a list of general ledger accounts.
B	Action column – Edit link	Locate the account that you want to edit and click the Edit link in the Action column to open that account's Account window .
C	Account window	Change appropriate information in the window.
D	Save options	Save the revised general ledger account record and close the window.

Change Information in an Existing General Ledger Account Record QBO windows



Change Information in an Existing General Ledger Account Record

QBO windows (continued)

Accounting

Chart of accounts Reconcile

Chart of Accounts
[All Lists](#) Run Report **Now**

! You're using 50 of 250 accounts included in your plan. [Find out how to manage your usage or upgrade to Advanced](#)

Batch actions Filter by name or number All

NUMBER	NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALAN	BANK BALANCE	ACTION
	Cash	Bank	Checking	19,388.48		View register
10100	10100 General Ac	Bank	Checking	19,388.48		View register
10200	10200 Accounts Rec	Accounts receiv...	Accounts Receiv...	2,911.25		View register
10300	10300 Allowance for	Accounts receiv...	Accounts Receiv...	-400.00		View register
10400	10400 Inventory	Other Current As...	Inventory	73,777.35		View register
10500	10500 Prepaid Expe	Other Current As...	Prepaid Expenses	0.00		View register
10600	10600 Short-term In	Other Current As...	Investments - Ot...	5,000.00		View register
	Inventory Asset	Other Current As...	Inventory	0.00		Edit Make inactive (reduces usage) Run report
	Payments to deposi	Other Current As...	Undeposited Fun...	0.00		
	Uncategorized Asse	Other Current As...	Other Current As...	0.00		View register
10800	10800 Fixed Assets	Fixed Assets	Other fixed assets	119,121.25		View register
10900	10900 Accumulated	Fixed Assets	Accumulated De...	0.00		View register

C **Account**

Account Type: **Other Current Assets**

* Name: **Short-term Investments**

* Detail Type: **Investments - Other**

Number: **10600**

Description:

Is sub-account

Enter parent account:

Balance: **5,000.00**

D [Save and Close](#) [Cancel](#)

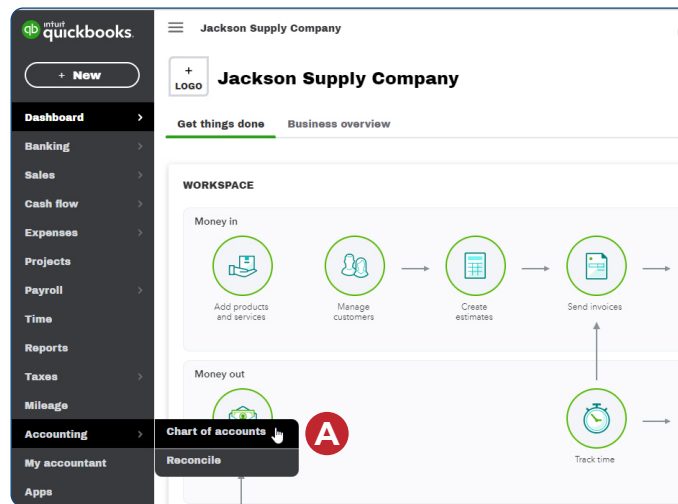
Use Investments - Other to track the value of investments not covered by other investment account types. Examples include publicly-traded stocks, coins, or gold.



Make a General Ledger Account Record Inactive – Quick Reference Table

Step	Box or Other Location	Procedure
A	QBO Navigation Bar	Click Accounting → Chart of Accounts to open a list of general ledger accounts.
B	Action column drop-down list button	Locate the general ledger account record that you want to make inactive and click the Action column drop-down list button on that account’s line. Select Make inactive .
C	QBO message – account with non-zero balance	If the account you’re attempting to make inactive has a balance in it, a warning message appears that the account has a non-zero balance. Click the No button because you should not make any account inactive if it has transactions in it.
D	QBO message – all other accounts	A message will appear that says, “Are you sure you want inactivate this?” Click the Yes button .

Make a General Ledger Account Record Inactive QBO windows



Make a General Ledger Account Record Inactive

QBO windows (continued)

Accounting

Chart of accounts Reconcile

Chart of Accounts Run Report New

You're using 50 of 250 accounts included in your plan. Find out how to manage your usage or upgrade to Advanced

Batch actions Filter by name or number All

NUMBER	NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALAN	BANK BALANCE	ACTION
	Cash	Bank	Checking	19,388.48		View register
10100	10100 General Ac	Bank	Checking	19,388.48		View register
10200	10200 Accounts Rec	Accounts receiv...	Accounts Receiv...	2,911.25		View register
10300	10300 Allowance for	Accounts receiv...	Accounts Receiv...	-400.00		View register
10400	10400 Inventory	Other Current As...	Inventory	73,777.35		View register
10500	10500 Prepaid Expe	Other Current As...	Prepaid Expenses	0.00		View register
10600	10600 Short-term In	Other Current As...	Investments - Ot...	5,000.00		View register
	Inventory Asset	Other Current As...	Inventory	0.00		View register
	Payments to deposi	Other Current As...	Undeposited Fun...	0.00		View register
	Uncategorized Asse	Other Current As...	Other Current As...	0.00		View register
10800	10800 Fixed Assets	Fixed Assets	Other fixed assets	119,121.25		View register
10900	10900 Accumulated	Fixed Assets	Accumulated De...	0.00		View register

B (Action menu for 10600: Edit, Make Inactive (reduces usage), Run report)

C

! This account has a non-zero balance. Inactivating this account will cause an adjusting transaction to be created. Is this OK?

No Yes

D

! Are you sure you want to Inactivate this?

No Yes

