General Ledger Account Maintenance

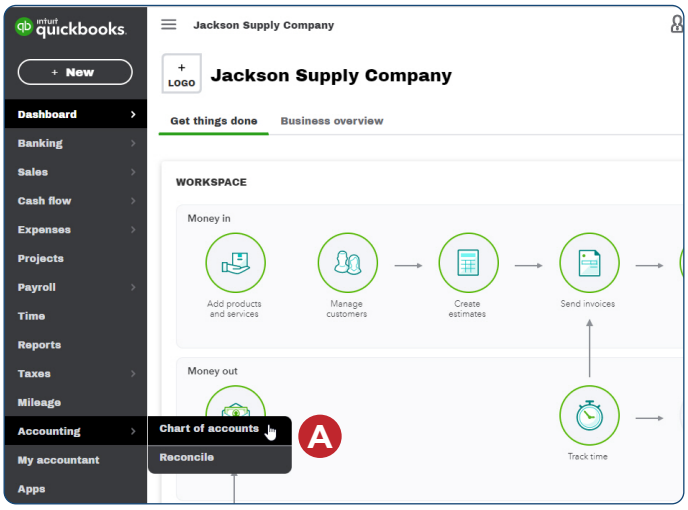
General ledger account maintenance includes adding a general ledger account, changing information for an existing general ledger account, and making a general ledger account inactive. The three maintenance tasks are covered in detail on the following pages, including *QBO* windows.

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.

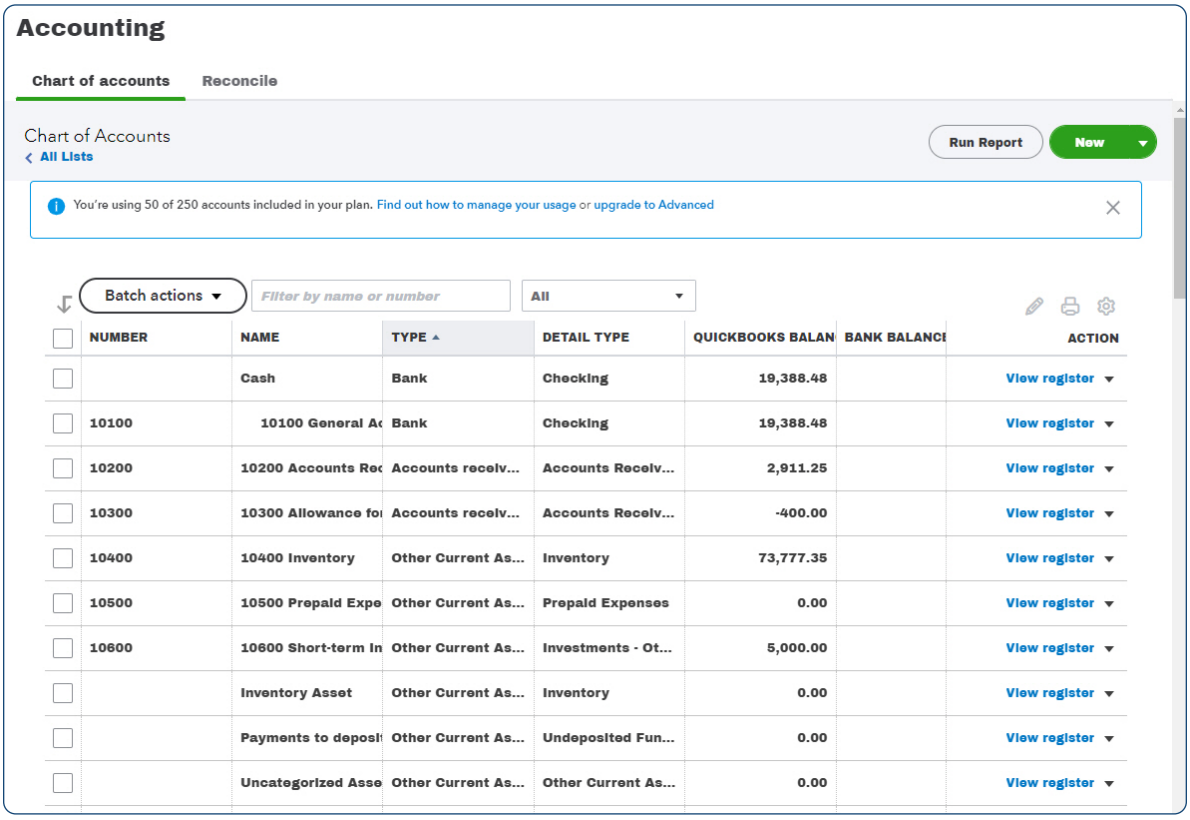
Add a General Ledger Account Record - Quick Reference Table

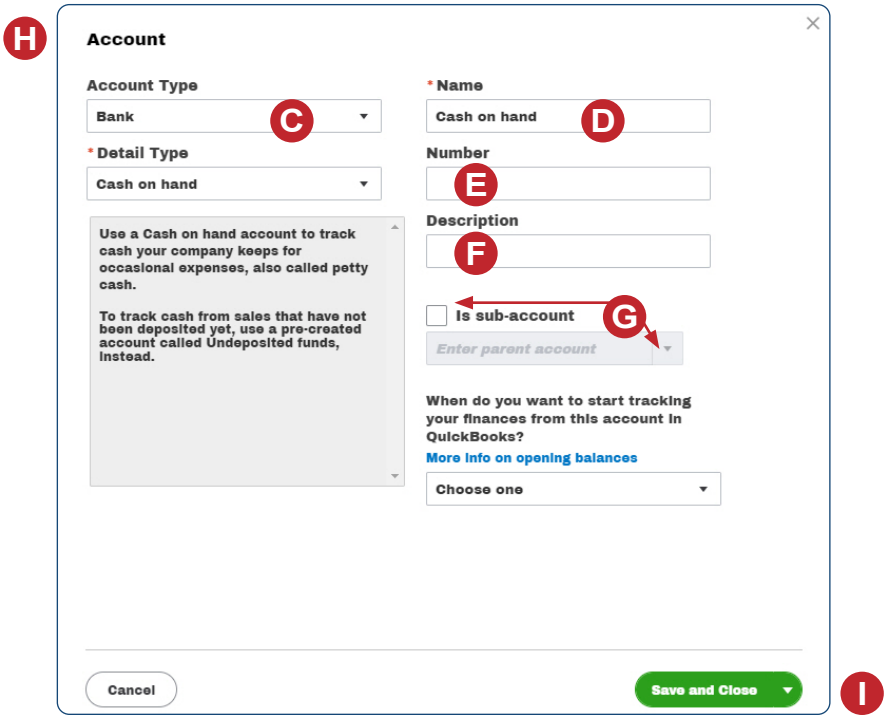
***QBO* windows**



Add a General Ledger Account Record - Quick Reference Table

QBO windows *(continued)*



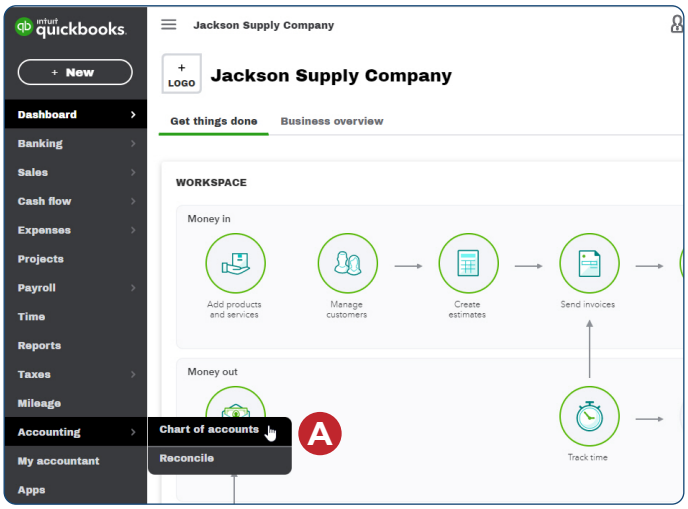


Change Information in an Existing General Ledger Account Record – Quick Reference Table

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.

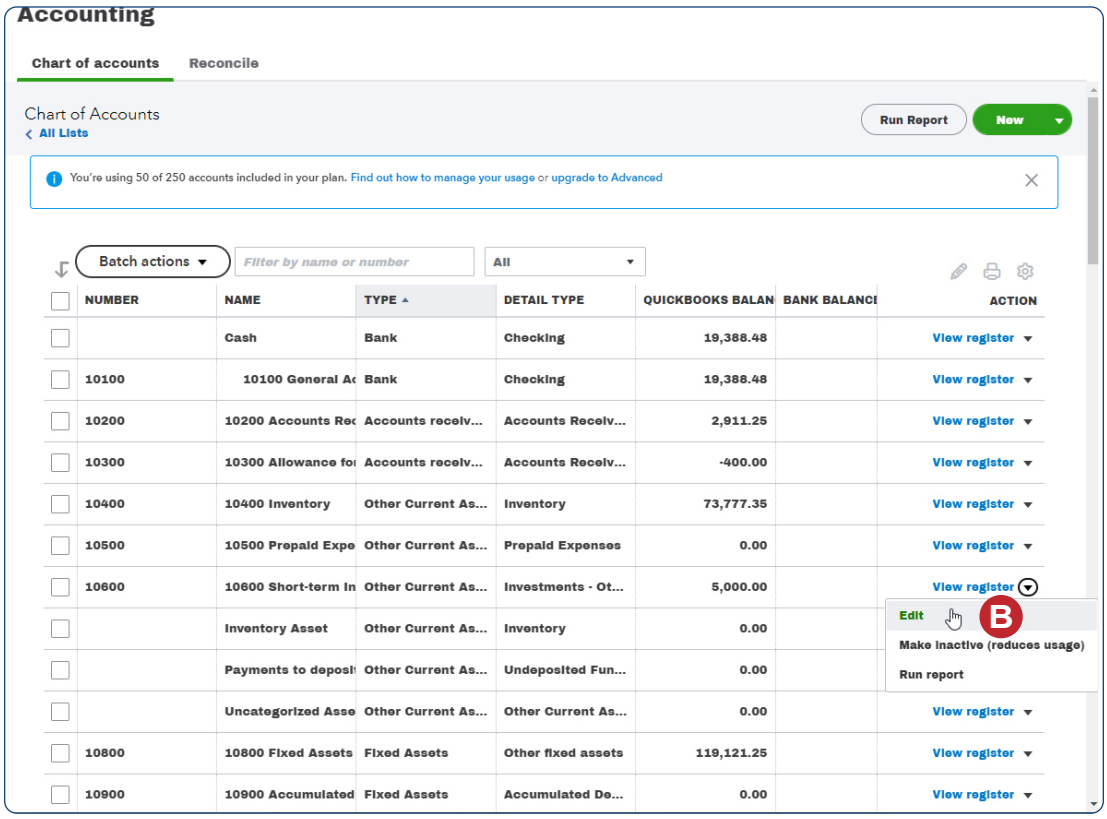
Change Information in an Existing General Ledger Account Record

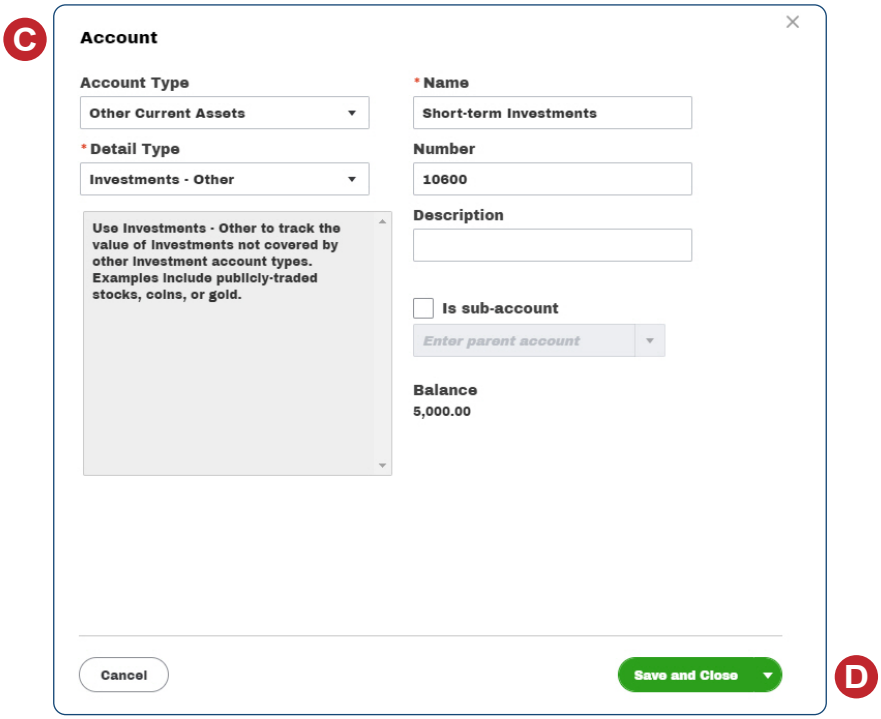
QBO windows



Change Information in an Existing General Ledger Account Record

QBO windows *(continued)*



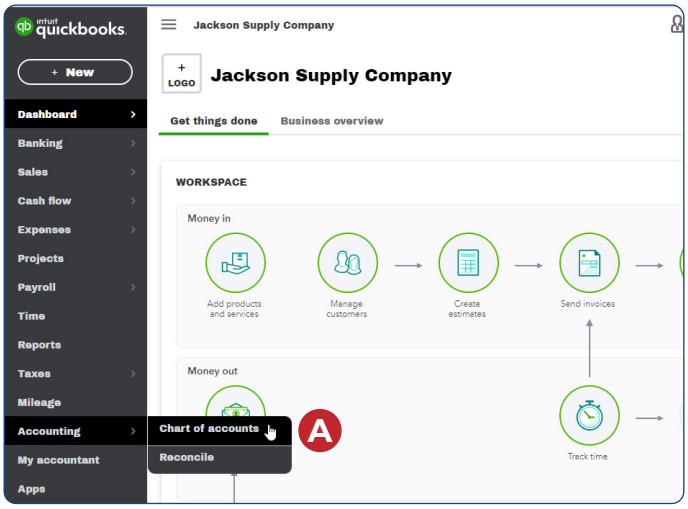


Make a General Ledger Account Record Inactive – Quick Reference Table

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**.

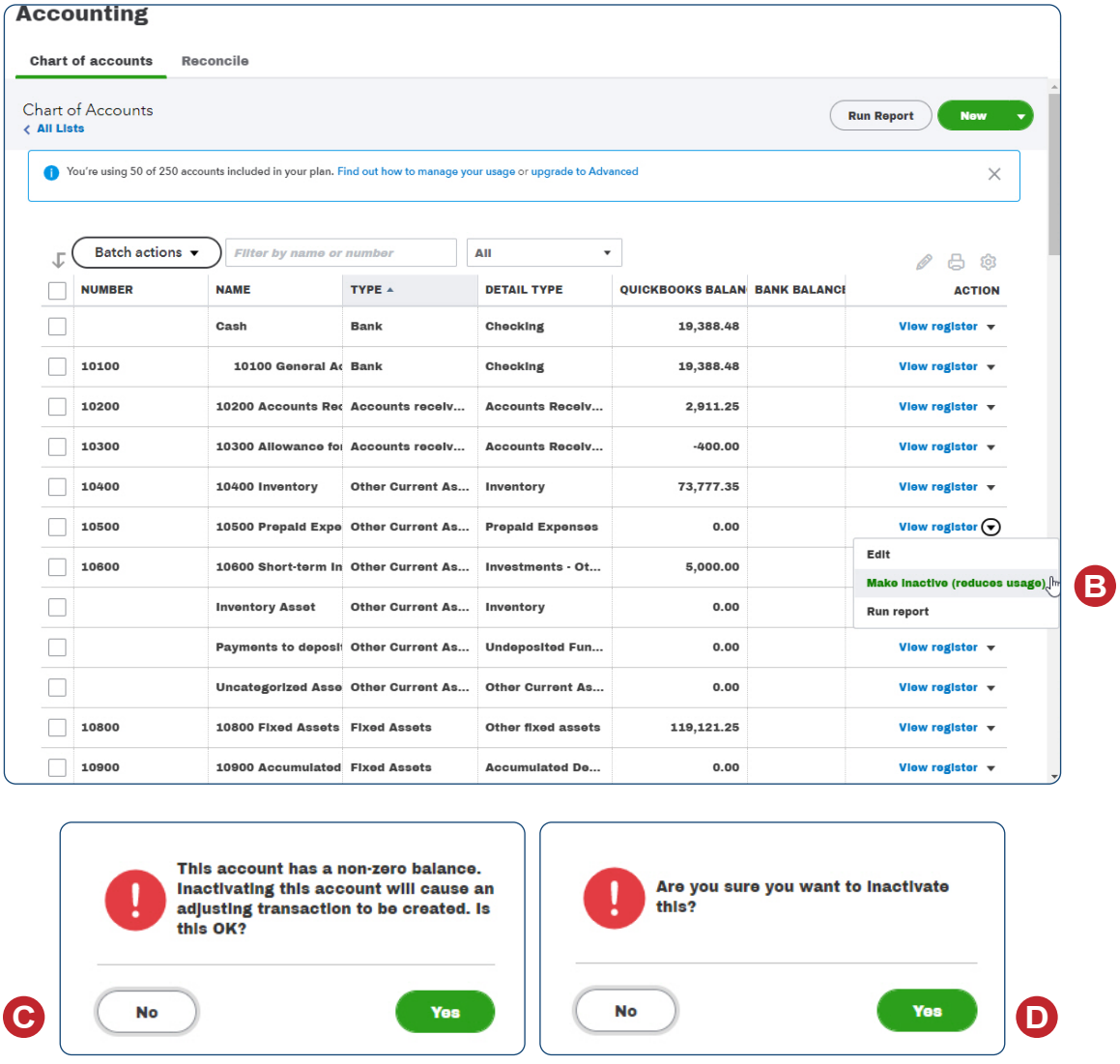
Make a General Ledger Account Record Inactive

QBO windows



Make a General Ledger Account Record Inactive

QBO windows *(continued)*



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