

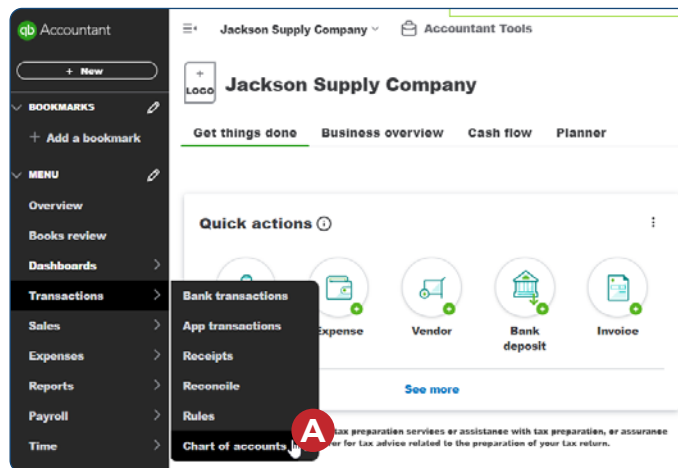
# General Ledger Account Maintenance

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 <b>Transactions</b> → <b>Chart of Accounts</b> (or <b>Accounting</b> → <b>Chart of Accounts</b> , depending on your dashboard view) to open a list of general ledger accounts.
B	New button	Click the <b>New button</b> in the top right portion of the <b>Chart of Accounts window</b> to open the <b>New account window</b> .
C	Account type buttons	Select the type of account being added.
D	Save account under	Select the account type/category.
E	Tax form section	Select the tax form section.
F	Account name	Type the account name.
G	Account number	Type the account number.
H	Description	Type a description of the account
I	New account window	Review the information to verify that it is correct.
J	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** ▼

[All Lists](#)

**!** 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 ▼

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

**B**



## Add a General Ledger Account Record - Quick Reference Table

QBO windows (continued)

**I**

### New account

Income Expenses Banks Assets Credit cards Liabilities Equity **C**

Save account under \*  
Other Income **D**

Tax form section \* ⓘ  
Other Investment Income **E**

Account name \* Account number  
Dividend income **F** 123456 **G**

Description  
Dividends received **H**

**Profit & Loss** NEW ACCOUNT PREVIEW  
Balance as of 01/24/2023

Sales of Product Income
Uncategorized Income
Other Income
123456 Dividend income
30900 G/L on Sale of Fixed Assets
31000 G/L on Sale of Investments
31100 Interest Income
31200 Dividend Income

Cancel Save

**J**

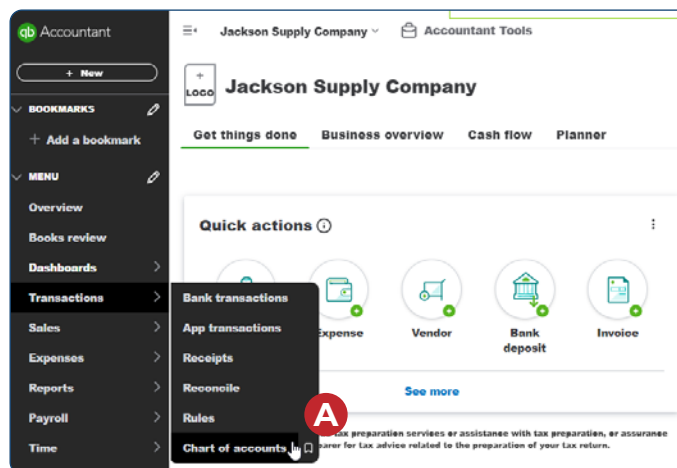
Sample window shown completed for readability.



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

Step	Box or Other Location	Procedure
A	QBO Navigation Bar	Click <b>Transactions</b> → <b>Chart of Accounts</b> (or <b>Accounting</b> → <b>Chart of Accounts</b> , depending on your dashboard view) to open a list of general ledger accounts.
B	Action column – Edit link	Locate the account that you want to edit and click the <b>Edit link</b> in the <b>Action column</b> to open the <b>Edit account window</b> .
C	Edit 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        All

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



# Change Information in an Existing General Ledger Account Record

QBO windows (continued)

**C**

### Edit account

Income Expenses Banks **Assets** Credit cards Liabilities Equity

Save account under \*  
Other Current Assets

Tax form section \*  
Investments - Other

Account name \* Account number  
Short-term Investments 10600

Description

**Balance**  
\$5,000.00

**Balance Sheet** [EDIT ACCOUNT PREVIEW](#)  
Balance as of 01/24/2023

Accounts Receivable	
10200 Accounts Receivable	
10300 Allowance for Uncollectible Accounts	
Other Current Assets	
10400 Inventory	78,013.60
10500 Prepaid Expenses	0.00
10600 Short-term Investments	5,000.00
Inventory Asset	0.00

Cancel Save

**D**

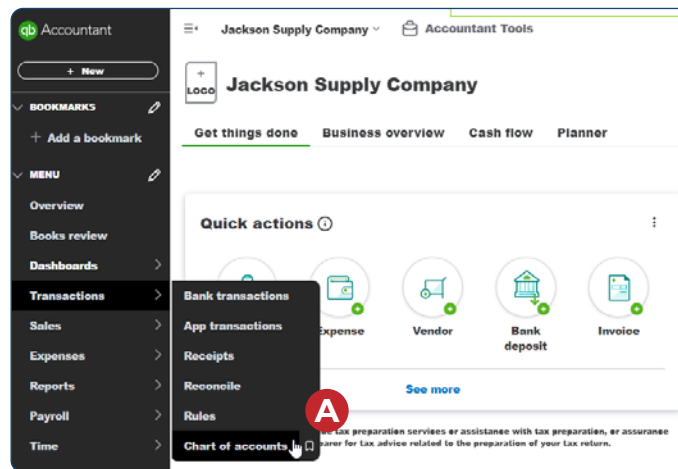


## Make a General Ledger Account Record Inactive – Quick Reference Table

Step	Box or Other Location	Procedure
A	QBO Navigation Bar	Click <b>Transactions</b> → <b>Chart of Accounts</b> (or <b>Accounting</b> → <b>Chart of Accounts</b> , depending on your dashboard view) 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 <b>Action column drop-down list button</b> on that account's line. Select <b>Make inactive</b> .
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 <b>No or Cancel button</b> 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 <b>Yes or Yes, make inactive button</b> .

## 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  
[All Lists](#)    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** (points to 'Make Inactive' option in dropdown menu)

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

**D** **Are you sure you want to Inactivate this?**

May say Cancel
May say Yes, make inactive

