

# 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
<b>A</b>	<b>My apps menu</b>	Click <b>Accounting</b> → <b>Chart of Accounts</b> to open a list of general ledger accounts.
<b>B</b>	<b>New account button</b>	Click the <b>New account button</b> in the top right portion of the <b>Chart of Accounts window</b> to open the <b>New account window</b> .
<b>C</b>	<b>Account name</b>	Type the account name.
<b>D</b>	<b>Account number</b>	Type the account number.
<b>E</b>	<b>Account type</b>	Select the type of account being added.
<b>F</b>	<b>Detail type</b>	Select the tax form section.
<b>G</b>	<b>Description</b>	Type a description of the account
<b>H</b>	<b>New account window</b>	Review the information to verify that it is correct.
<b>I</b>	<b>Save options</b>	Save the new general ledger record and close the window.

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

QBO windows



Reference – Payroll Cycle and Other Activities:  
General Ledger Account Maintenance



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

QBO windows (continued)

### Chart of accounts

Feedback
Run report
New account

< All lists

All

B

Batch actions

Previous 1 - 75 Next

<input type="checkbox"/>	NUMBER ↑	NAME ↓	ACCOUNT TYPE ⊕ ⊖	DETAIL TYPE ↓	QUICKBOOKS BALANCE ↓	BANK BALANCE ↓	ACTION
<input type="checkbox"/>	10100	10100 Cash	Bank <span style="background-color: #28a745; color: white; padding: 2px;">BAL</span>	Cash on hand		\$0.00	<a href="#">View register</a> <span style="float: right;">▼</span>
<input type="checkbox"/>	10200	10200 Accounts Receivable	Accounts receivable (A/R) <span style="background-color: #28a745; color: white; padding: 2px;">BAL</span>	Accounts Receivable (A/R)		\$0.00	<a href="#">View register</a> <span style="float: right;">▼</span>
<input type="checkbox"/>	10300	10300 Allowance for Uncollectible Accounts	Accounts receivable (A/R) <span style="background-color: #28a745; color: white; padding: 2px;">BAL</span>	Accounts Receivable (A/R)		\$0.00	<a href="#">View register</a> <span style="float: right;">▼</span>
<input type="checkbox"/>	10400	10400 Inventory	Other Current Assets <span style="background-color: #28a745; color: white; padding: 2px;">BAL</span>	Inventory		\$78,013.60	<a href="#">View register</a> <span style="float: right;">▼</span>
<input type="checkbox"/>	10500	10500 Prepaid expenses	Other Current Assets <span style="background-color: #28a745; color: white; padding: 2px;">BAL</span>	Prepaid Expenses		\$0.00	<a href="#">View register</a> <span style="float: right;">▼</span>
<input type="checkbox"/>	10600	10600 Short-term Investments	Other Current Assets <span style="background-color: #28a745; color: white; padding: 2px;">BAL</span>	Investments - Other		\$0.00	<a href="#">View register</a> <span style="float: right;">▼</span>
<input type="checkbox"/>	10800	10800 Fixed Assets	Fixed Assets <span style="background-color: #28a745; color: white; padding: 2px;">BAL</span>	Other fixed assets		\$0.00	<a href="#">View register</a> <span style="float: right;">▼</span>
<input type="checkbox"/>	10900	10900 Accumulated	Fixed <span style="background-color: #28a745; color: white; padding: 2px;">---</span>	Accumulated		\$0.00	<a href="#">View register</a> <span style="float: right;">▼</span>



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

QBO windows (continued)

**H**

### New account

Account name\* **C**  Account number **D**

Account type\* **E**  Detail type\* **F**

Make this a subaccount

Description **G**

**Profit & Loss** **NEW ACCOUNT PREVIEW**  
Active accounts as of 05/16/2024

Credit card rewards
31200 Dividend Income
<b>123456 Dividends</b>
Dividends received
30900 G/L on Sale of Fixed Assets
31000 G/L on Sale of Investments
Insurance claims
Interest earned
31100 Interest Income
Sale of an asset
Sale of investments
Tax exempt investment interest

**I**

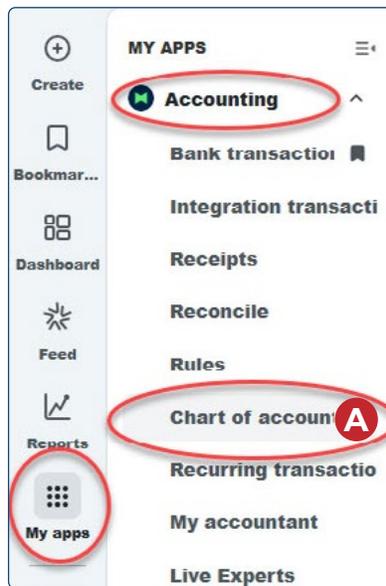
Sample window shown completed for readability.



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

Step	Box or Other Location	Procedure
<b>A</b>	My apps menu	Click <b>Accounting</b> → <b>Chart of Accounts</b> to open a list of general ledger accounts.
<b>B</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> .
<b>C</b>	Edit account window	Change appropriate information in the window.
<b>D</b>	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)

## Chart of accounts

Feedback
Run report
New account

[All lists](#)

Batch actions

All

Previous
1 - 75
Next

☐	NUMBER ↑	NAME ↕	ACCOUNT TYPE ↕	DETAIL TYPE ↕	QUICKBOOKS BALANCE ↕	BANK BALANCE ↕	ACTION
<input type="checkbox"/>	10100	10100 Cash	Bank <span style="color: green;">BAL</span>	Cash on hand	\$13,350.75		<a href="#">View register</a> <span>▼</span>
<input type="checkbox"/>	10200	10200 Accounts Receivable	Accounts receivable (A/R) <span style="color: green;">BAL</span>	Accounts Receivable (A/R)	\$4,492.50		<a href="#">View register</a> <span>▼</span>
<input type="checkbox"/>	10300	10300 Allowance for Uncollectible Accounts	Accounts receivable (A/R) <span style="color: green;">BAL</span>	Accounts Receivable (A/R)	\$0.00		<a href="#">View register</a> <span>▼</span>
<input type="checkbox"/>	10400	10400 Inventory	Other Current Assets <span style="color: green;">BAL</span>	Inventory	\$60,133.35		<a href="#">View register</a> <span>▼</span>
<input type="checkbox"/>	10500	10500 Prepaid expense	Other Current Assets <span style="color: green;">BAL</span>	Prepaid Expenses	\$0.00		<a href="#">View register</a> <span>▼</span>
<input type="checkbox"/>	10600	10600 Short-term Investments	Other Current Assets <span style="color: green;">BAL</span>	Investments - Other	\$0.00		<a href="#">View register</a> <span>▼</span>
<input type="checkbox"/>	10800	10800 Fixed Assets	Fixed Assets <span style="color: green;">BAL</span>	Other fixed assets	\$0.00		<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <span>Edit <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">B</span></span>  <span>Make inactive (reduces usage)</span>  <span>Run report</span> </div>
<input type="checkbox"/>	10900	10900 Accumulated depreciation	Fixed Assets <span style="color: green;">BAL</span>	Accumulated Depreciation	\$0.00		
<input type="checkbox"/>	20100	20100 Trade Accounts Payable	Accounts payable (A/P) <span style="color: green;">BAL</span>	Accounts Payable (A/P)	\$1,009.88		<a href="#">View register</a> <span>▼</span>



# Change Information in an Existing General Ledger Account Record

QBO windows (continued)

**C**

**Edit Account** ✕

**Account name\***

**Account number**

**Account type\*** ⓘ

**Detail type\***

Make this a subaccount

**Description**

**Balance:**  
\$5,000.00

**Balance Sheet**  
Active accounts as of 05/16/2024

[EDIT ACCOUNT PREVIEW](#)

Allowance for bad debts

Employee cash advances

10400 Inventory

Inventory Asset

Loans to officers

Loans to others

Loans to shareholders

Payments to deposit

10500 Prepaid expenses

Real estate loans to others

10600 Short-term Investments

**D**

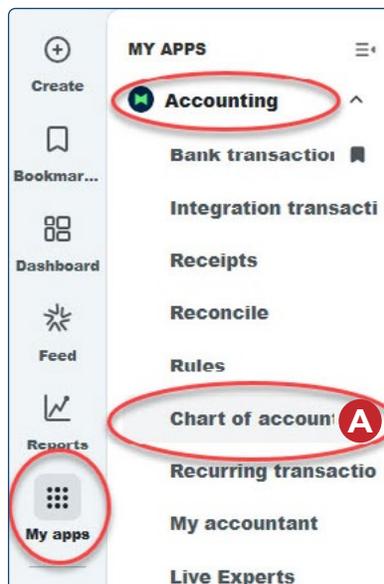


## Make a General Ledger Account Record Inactive – Quick Reference Table

Step	Box or Other Location	Procedure
<b>A</b>	My apps menu	Click <b>Accounting</b> → <b>Chart of Accounts</b> to open a list of general ledger accounts.
<b>B</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> .
<b>C</b>	QBO message	A message appears asking if you want to deactivate the account. Click the <b>Yes, make inactive button</b> .
<b>D</b>	QBO message – account that cannot be deactivated	If the account you're attempting to make inactive cannot be activated (non-zero balance, in the default chart of accounts, etc.), a message will appear that the account cannot be deactivated. Click the <b>Got it</b> button.

## Make a General Ledger Account Record Inactive

### QBO windows



# Make a General Ledger Account Record Inactive

QBO windows (continued)

**Chart of accounts** Feedback Run report New account

< All lists

Batch actions  All

< Previous 1 - 75 Next >

<input type="checkbox"/>	NUMBER	NAME	ACCOUNT TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
<input type="checkbox"/>	10100	10100 Cash	Bank	Cash on hand	\$0.00		View register
<input type="checkbox"/>	10200	10200 Accounts Receivable	Accounts receivable (A/R)	Accounts Receivable (A/R)	\$0.00		View register
<input type="checkbox"/>	10300	10300 Allowance for Uncollectible Accounts	Accounts receivable (A/R)	Accounts Receivable (A/R)	\$0.00		View register
<input type="checkbox"/>	10400	10400 Inventory	Other Current Assets	Inventory	\$78,013.60		View register
<input type="checkbox"/>	10500	10500 Prepaid expenses	Other Current Assets	Prepaid Expenses	\$0.00		View register
<input type="checkbox"/>	10600	10600 Short-term Investments	Other Current Assets	Investments - Other	\$0.00		View register
<input type="checkbox"/>	10800	10800 Fixed Assets	Fixed Assets	Other fixed assets	\$0.00		View register
<input type="checkbox"/>	10900	10900 Accumulated	Fixed	Accumulated			View register

**B** (Callout box for account 10600): Edit, Make inactive (won't reduce usage), Run report

**Deactivate this account?**

This completes all transactions associated with the accounts. [Learn more](#)

**C**

**1 account wasn't deactivated**

Here are some reasons this might be case:

- They have a non-zero balance.
- They're one of the default accounts used in your chart of accounts.
- They're being used in an automated workflow.

**D**

