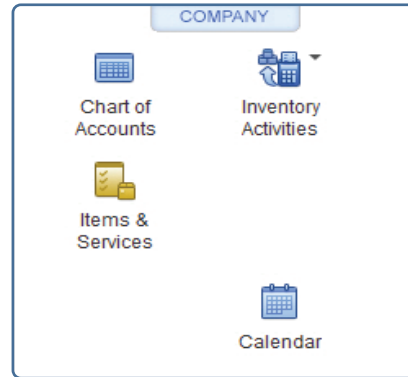


# General Ledger Account Maintenance

The table below and the two tables on the following page include instructions to add a general ledger account, change information for an existing general ledger account, and delete a former general ledger account. The *QuickBooks* windows for these maintenance activities are shown on pages 84 and 85.



## Add a General Ledger Account Record Quick Reference Table

Box or Other Location	Procedure
Home Page	Click the Chart of Accounts icon to open the Chart of Accounts window.
Chart of Accounts window	Right-click on any chart of accounts name and select New.
Add New Account: Choose Account Type window	Select the type of account being created and click the Continue button.
Number	Enter the account number.
Account Name	Enter account name.
Description	Enter a description of the new account, if appropriate.
Tax-Line Mapping	Accept default entry or change based on information given for the new account.
Save & Close/ Save & New buttons	Click the Save & Close or Save & New button to save the account created.

## Change Information in An Existing General Ledger Account's Record Quick Reference Table

Box or Other Location	Procedure
Home Page	Click the Chart of Accounts icon to open the Chart of Accounts window.
List of Accounts	Right-click on the account name that is to be changed and select Edit Account to open the Edit Account window.
Edit Account window	Change appropriate information in the window.
Save & Close button	Click the Save & Close button to save the edited account information and close the window.

## Delete a General Ledger Account Record No Longer Being Used Quick Reference Table

Box or Other Location	Procedure
Home Page	Click the Chart of Accounts icon to open the Chart of Accounts window.
List of Accounts	Right-click on the account name that is to be deleted and select Delete Account. ( <i>Note:</i> Be sure you want to delete the account before you do so. If you want that account included later, you will need to find and reenter the information as you would for a new account following the guidance in Add a General Ledger Account Record – Quick Reference Table.)
<i>QuickBooks</i> message	If the account is associated with at least one transaction in the current year or has a prior balance, a warning message will appear. For this project, click cancel and do not delete the account.

# General Ledger Account Maintenance

## QuickBooks windows

### Chart of Accounts Window → New

The screenshot shows the 'Chart of Accounts' window in QuickBooks. A search bar at the top allows looking for an account name or number. Below is a table listing various accounts with their types and balance totals. A context menu is open over the '12000 - Undeposited Funds' account, showing options like 'New', 'Edit Account', and 'Delete Account'. The 'New' option is highlighted.

NAME	TYPE	BALANCE TOTAL	ATTACH
10100 - Cash-General Account	Bank	18,220.45	
10200 - Accounts Receivable	Accounts Receivable	5,965.11	
↳ Allowance for Uncoll. Accts.	Accounts Receivable	-500.00	
Inventory	Other Current Asset	70,764.60	
Pre-paid Insurance	Other Current Asset	0.00	
Prepaid Insurance	Other Current Asset	0.00	
Short-term Investments	Other Current Asset	5,000.00	
12000 - Undeposited Funds	Other Current Asset	0.00	
12100 - Inventory Asset	Other Current Asset	0.00	
Accumulated Depreciation	Fixed Asset	-86,925.45	
Fixed Assets	Fixed Asset	420,591.00	
15000 - Furniture and Equipme	Fixed Asset	0.00	
15100 - Vehicles	Fixed Asset	0.00	
15200 - Buildings and Improv	Fixed Asset	0.00	
15300 - Construction Equipme	Fixed Asset	0.00	
16900 - Land	Fixed Asset	0.00	
Long-term Investments	Other Asset	15,000.00	
Trade Accounts Payable	Accounts Payable	8,796.25	
*Sales Tax Payable	Other Current Liability	0.00	
Accrued Payroll	Other Current Liability	0.00	
Direct Deposit Liabilities	Other Current Liability	0.00	
Dividends Payable	Other Current Liability	0.00	
Emp. Health Ins Payable	Other Current Liability	0.00	

### Add New Account — Choose Account Type Window

The screenshot shows the 'Add New Account: Choose Account Type' window. It prompts the user to choose one account type and click Continue. The window is divided into two sections: 'Categorize money your business earns or spends' and 'Or, track the value of your assets and liabilities'. The first section has radio buttons for 'Income' and 'Expense'. The second section has radio buttons for 'Fixed Asset (major purchases)', 'Bank', 'Loan', 'Credit Card', and 'Equity'. There is also an 'Other Account Types' option with a dropdown menu. A large empty box on the right contains the text 'Click an account type on the left to see a description here.' At the bottom, there are 'Continue' and 'Cancel' buttons.

(windows continued on the following page)

## General Ledger Account Maintenance

QuickBooks windows (continued)

### Add New Account Window

The screenshot shows the 'Add New Account' window in QuickBooks. The window title is 'Add New Account'. At the top left, there is a grid icon. To its right is the 'Account Type' dropdown menu, which is currently set to 'Expense'. Further right is the 'Number' input field. Below these is the main form area. It starts with the 'Account Name' field. Underneath it is the 'Subaccount of' dropdown menu, which is currently empty, and there is an unchecked checkbox to its left. Below this is the 'OPTIONAL' section, which is enclosed in a light gray border. Inside this section, there are three fields: 'Description', 'Note', and 'Tax-Line Mapping'. The 'Tax-Line Mapping' dropdown is currently set to '<Unassigned>'. To the right of this dropdown is a link that says 'How do I choose the right tax line?'. Below the 'Tax-Line Mapping' dropdown is a checkbox labeled 'Track reimbursed expenses in Income Acct.' with an unchecked box and a dropdown menu to its right. At the bottom of the window, there are three buttons: 'Save & Close', 'Save & New', and 'Cancel'.