

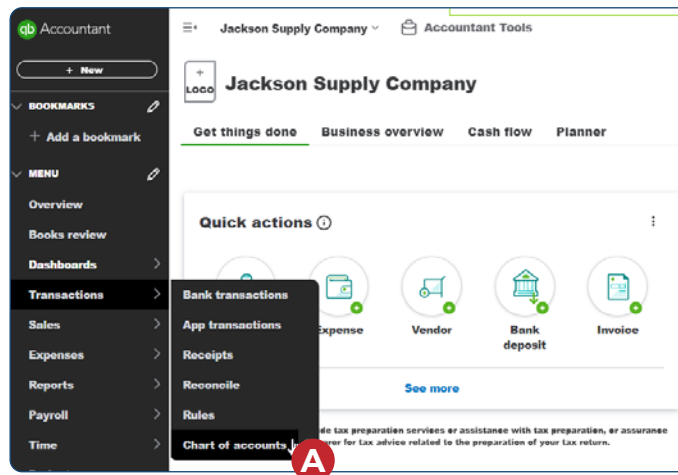
# General Ledger Account Maintenance

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 name	Type the account name.
D	Account number	Type the account number.
E	Account type	Select the type of account being added.
F	Detail type	Select the tax form section.
G	Description	Type a description of the account
H	New 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** ▼

[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)

**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**

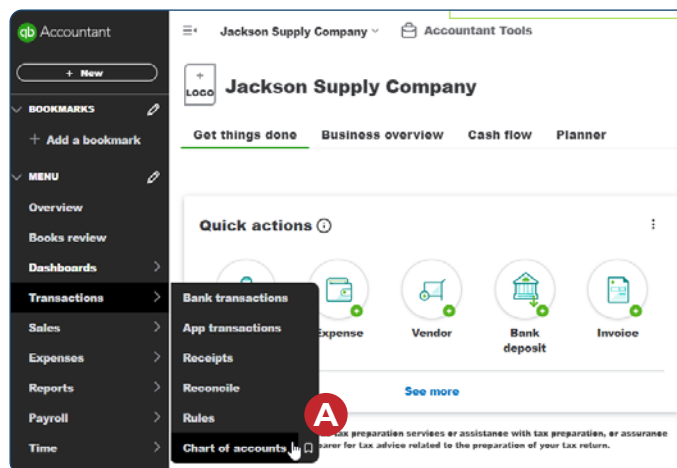
Sample window shown completed for readability.



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

Step	Box or Other Location	Procedure
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    *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"/>	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> <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** ✕

Account name\*

Account number

Account type\* ⓘ

Detail type\*

Make this a subaccount

Description

**Balance:**  
**\$5,000.00**

**Balance Sheet**[EDIT ACCOUNT PREVIEW](#)

Active accounts as of 05/16/2024

- 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**



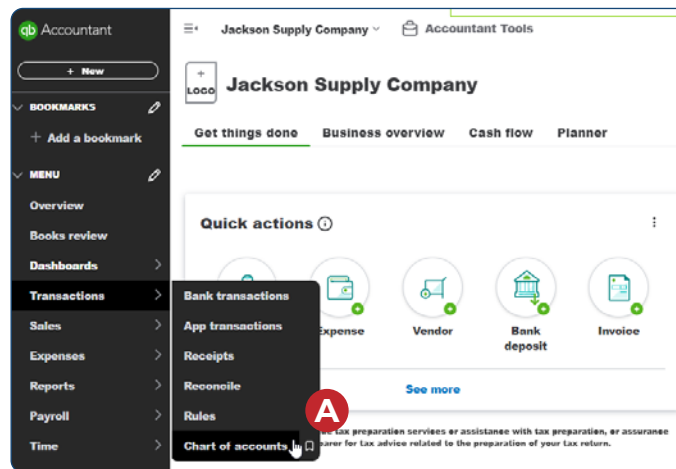


## Make a General Ledger Account Record Inactive – Quick Reference Table

Step	Box or Other Location	Procedure
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

