CHAPTER 2
QUICKBOOKS CHART OF ACCOUNTS
SECTION 2.1 SATNAV

QB SatNav

QB SETTINGS

Company Settings
Chart of Accounts

QB TRANSACTIONS

> Money in  Money out >

Banking
Customers & Sales
Vendors & Expenses
Employees & Payroll

QB REPORTS

Reports
CHAPTER 2 OVERVIEW

- Customize Chart of Accounts
- Chart of Accounts Report
- Password
- Back Up QuickBooks Files
Chart of Accounts (COA) is a list of all the accounts and account numbers for a business.
CUSTOMIZE CHART OF ACCOUNTS

To customize the QuickBooks Chart of Accounts:

- Add accounts
- Edit accounts
- Delete accounts
In general, there are five different types of accounts on the Chart of Accounts:

1. Assets
2. Liabilities
3. Equity
4. Income (Revenue)
5. Expenses
• Chart of Accounts report is also called the Account Listing

• To prepare Chart of Accounts report:
  ‣ From the Report Center, select Accountant & Taxes
  ‣ Select Account Listing
QUICKBOOKS PASSWORD PROTECTION

To add passwords after the QuickBooks company file is created:

1. Select Company Menu
2. Select Set Up Users and Passwords
3. Select Set Up Users
TO LEARN MORE... SEE CHAPTER 2