To get to the Chart of Accounts click on the Lists button & then down to the Chart of Accounts.
The above screen shows what Charts of Accounts look like.
Using Chart of Accounts

By clicking on the Account button at the bottom left of the Chart of Accounts screen, you will find several choices that you can do in Chart of Accounts such as adding a new account, editing an existing account or making an account inactive.

Deleting a Chart of Account is not allowed if you have used it in any previous transactions.
To add a new Chart of Account, the screen above shows you your options. Normally you will select between Income or Expense and then click the continue button.
Using Chart of Accounts

The above screen shows you what information is required to add a new Chart of Account item. You will notice that you have the choice of adding the item as an account or subaccount.