

Using Chart of Accounts

The screenshot displays the QuickBooks Pro 2015 interface for the Madison Soil Conservation District. The 'Lists' menu is open, showing the path to the Chart of Accounts. The main workspace is divided into three sections: VENDORS, CUSTOMERS, and EMPLOYEES. The VENDORS section includes 'Enter Bills', 'Pay Bills', 'See Funding Options', and 'Manage Sales Tax'. The CUSTOMERS section includes 'Accept Credit Cards', 'Create Sales Receipts', 'Estimates', 'Create Invoices', 'Receive Payments', 'Statement Charges', 'Statements', and 'Refunds & Credits'. The EMPLOYEES section includes 'Payroll Center', 'Enter Time', 'Pay Employees', 'Pay Liabilities', 'Process Payroll Forms', and 'HR Essentials and Insurance'. On the right side, there are three panels: 'COMPANY' with 'Chart of Accounts', 'Items & Services', 'Order Checks', and 'Important Notice'; 'BANKING' with 'Record Deposits', 'Reconcile', 'Write Checks', 'Check Register', and 'Print Checks'. An 'Important Notice' banner is visible at the bottom left, stating: 'On 5/31, Payroll service will no longer work with your version of QuickBooks. Act Now'.

To get to the Chart of Accounts click on the Lists button & then down to the Chart of Accounts.

Using Chart of Accounts

Madison Soil Conservation District - QuickBooks Pro 2015 - [Chart of Accounts]

NAME	TYPE	BALANCE TOTAL	ATTACH
Madison SWCD Bank of Idaho	Bank	32,879.31	
Petty Cash	Bank	0.00	
Accounts Receivable	Accounts Receivable	360.00	
*Inventory Asset	Other Current Asset	0.00	
Clark Receivable	Other Current Asset	0.00	
Credit Card Receivables	Other Current Asset	0.00	
Inventory Asset	Other Current Asset	0.00	
Inventory Asset-1	Other Current Asset	0.00	
Payroll Asset	Other Current Asset	0.00	
Undeposited Funds	Other Current Asset	114.48	
Fixed Assets	Fixed Asset	402.22	
↳ Accumulated Depreciation	Fixed Asset	0.00	
↳ Field Equipment	Fixed Asset	0.00	
↳ Fabric Layer/Roller	Fixed Asset	0.00	
↳ Accumulated Depreciation	Fixed Asset	-1,750.00	
↳ Fabric Layer/Roller Orig Cost	Fixed Asset	1,750.00	
↳ Tree Planter	Fixed Asset	0.00	
↳ Accumulated Depreciation	Fixed Asset	-1,000.00	
↳ Tree Planter Original Cost	Fixed Asset	1,000.00	
↳ Utility Flatbed Trailer	Fixed Asset	0.00	
↳ Accumulated Depreciation	Fixed Asset	-1,000.00	
↳ UtilityFlatbed Trailer Orig Cos	Fixed Asset	1,000.00	
↳ Office Equipment	Fixed Asset	402.22	
↳ Dell Inspiron 15 5547 Laptop	Fixed Asset	354.64	
↳ Accumulated Depreciation	Fixed Asset	-12.22	
↳ Original Cost	Fixed Asset	366.86	
↳ Dell Vostro Laptop	Fixed Asset	0.00	
↳ Accumulated Depreciation	Fixed Asset	-526.29	

Account Activities Reports Attach Include inactive

The above screen shows what Charts of Accounts look like.

Using Chart of Accounts

The screenshot shows the QuickBooks Pro 2015 interface for the 'Madison Soil Conservation District'. The 'Chart of Accounts' window is open, displaying a list of accounts. The 'Account' button at the bottom left is clicked, opening a context menu with the following options:

- New (Ctrl+N)
- Edit Account (Ctrl+E)
- Delete Account (Ctrl+D)
- Make Account Inactive
- Show Inactive Accounts
- ✓ Hierarchical View
- Flat View
- Customize Columns...
- Import from Excel...
- Use (Ctrl+U)
- Find Transactions in...
- Print List... (Ctrl+P)
- Re-sort List

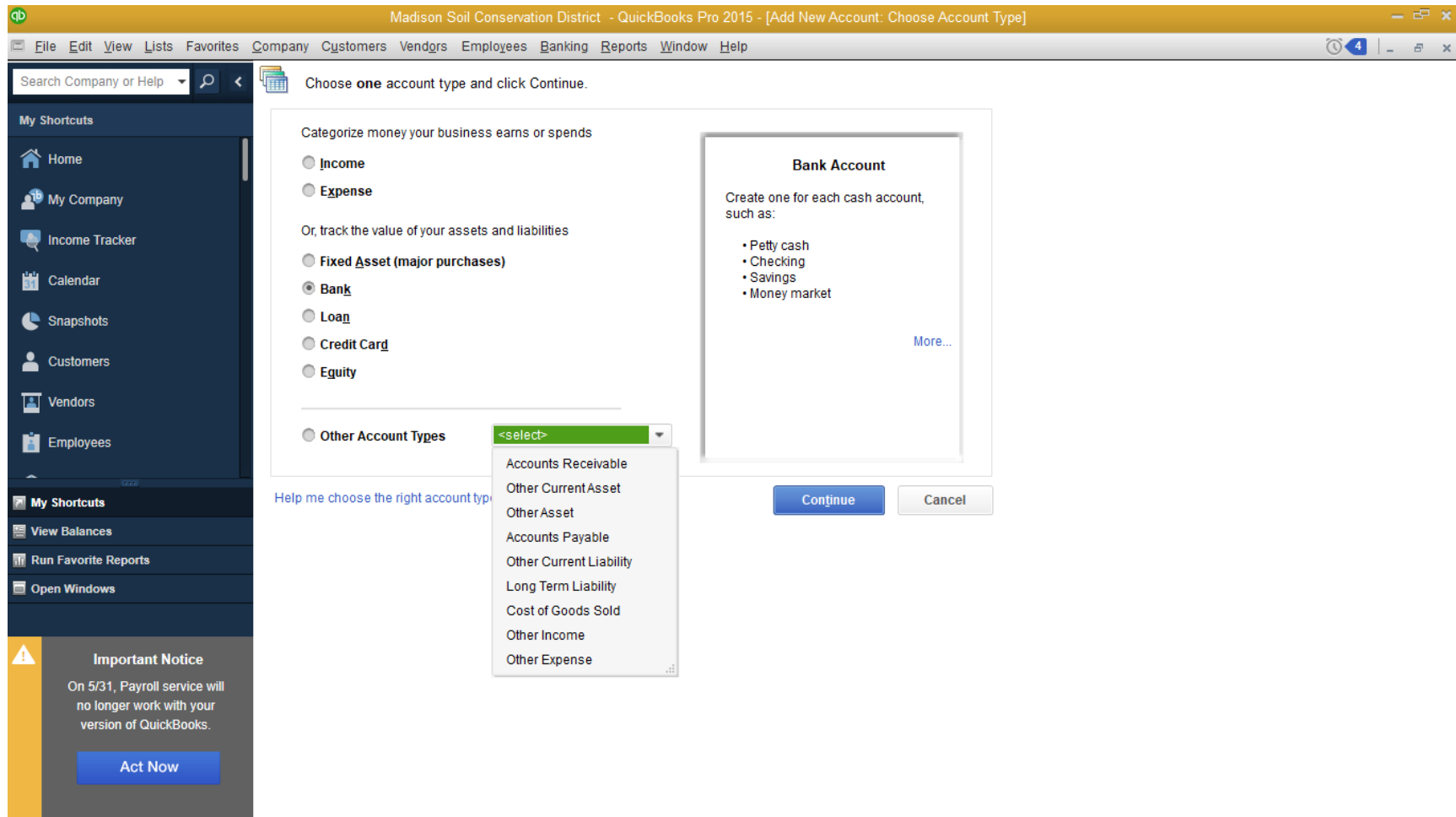
The main table of accounts is as follows:

NAME	TYPE	BALANCE TOTAL	ATTACH
Madison SWCD Bank of Idaho	Bank	32,879.31	
Petty Cash	Bank	0.00	
Accounts Receivable	Accounts Receivable	360.00	
*Inventory Asset	Other Current Asset	0.00	
Clark Receivable	Other Current Asset	0.00	
Credit Card Receivables	Other Current Asset	0.00	
Inventory Asset	Other Current Asset	0.00	
Inventory Asset-1	Other Current Asset	0.00	
Payroll Asset	Other Current Asset	0.00	
Undeposited Funds	Other Current Asset	114.48	
Fixed Assets	Fixed Asset	402.22	
↳ Accumulated Depreciation	Fixed Asset	0.00	
↳ Field Equipment	Fixed Asset	0.00	
↳ Fabric Layer/Roller	Fixed Asset	0.00	
↳ Accumulated Depreciation	Fixed Asset	-1,750.00	
↳ Fabric Layer/Roller Orig Cost	Fixed Asset	1,750.00	
	Fixed Asset	0.00	
	Fixed Asset	-1,000.00	
	Fixed Asset	1,000.00	
	Fixed Asset	0.00	
	Fixed Asset	-1,000.00	
	Fixed Asset	1,000.00	
	Fixed Asset	402.22	
	Fixed Asset	354.64	
	Fixed Asset	-12.22	
	Fixed Asset	366.86	
	Fixed Asset	0.00	
	Fixed Asset	-526.29	

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.

Using Chart of Accounts



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

Madison Soil Conservation District - QuickBooks Pro 2015 - [Add New Account]

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help

Search Company or Help

Account Type Bank

Account Name

Subaccount of

OPTIONAL

Description

Bank Acct. No.

Routing Number

Enter Opening Balance... [Should I enter an opening balance?](#)

Remind me to order checks when I reach check number

Order checks I can print from QuickBooks [Learn more](#)

Save & Close Save & New Cancel

Important Notice
On 5/31, Payroll service will no longer work with your version of QuickBooks.
[Act Now](#)

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.