

Quick Trial Balance - Accounts

Accounts Listing

The Accounts screen can be accessed via the Accounts toolbar button or the Accounts menu.

When the Accounts screen is first displayed, you will be on the listing tab. Here you can search for an existing account to view, edit or delete as well as add a new account.

To search, simply type in all or part of the account number, name, or account type (or whatever field you have selected for column 3) and all matching items will highlight in the grid. You can also filter the grid by narrowing down which account types, etc. you wish to view.

ABC Custom Wheels, Inc. - 12/31/2009 - Accounts

File Edit Help

Add Edit Delete Previous Next Print Re-Order Home

Account Listing Account Details

Account Type SHOW ALL

Display in column 3

A/C Number	A/C Name	Account Type
101	Cash -	Assets - Current
102	Cash -	Assets - Current
111	Account	Assets - Current
112	Due fro	Assets - Current
154	Trucks	Assets - Current
155	Office E	Assets - Current
156	Office E	Assets - Current
201	Accoun	Assets - Current
202	Withho	Assets - Current
203	Sales Te	Assets - Current
204	Current	Assets - Current
211	Note Pa	Assets - Current
301	Capital	Assets - Current
302	Retaine	Assets - Current
401	Sales - f	Assets - Current
121	Invento	Assets - Inventory
122	Invento	Assets - Inventory
123	Invento	Assets - Inventory
151	Equipment	Assets - Fixed
152	Equipment - Accum Depr	Assets - Fixed
153	Trucks	Assets - Fixed
402	Sales - Unfinished Wheels	Income - Sales
403	Sales - Accessories	Income - Sales
404	Interest - Money Market	Income - Sales
501	Purchases - Unfinished Wheels	Cost of Goods Sold - Purchases
502	Purchases - Accessories	Cost of Goods Sold - Purchases
508	Purchases - Inventory Change	Cost of Goods Sold - Purchases
503	Salaries - COGS	Cost of Goods Sold - Other
504	Supplies - COGS	Cost of Goods Sold - Other
505	Depreciation - Equipment	Cost of Goods Sold - Other

43 accounts of 43 Double click account to view details.

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Account Details / Balances

When you add or edit an account, you will automatically be brought to the account details tab of the Accounts screen. As the name suggests, here you can see and enter all the details for the account.

Towards the top of the screen, enter the main account information (account number, name, and type). More account information is entered in the tabbed sections below. By default, the first tab shown is the Balances table. Here you can enter the beginning balances for the books, the workpaper reference numbers, and any prior year information. You can also see your cash transactions totals, working trial balances, journal entries totals, and adjusted trial balances.

ABC Custom Wheels, Inc. - 12/31/2009 - Accounts

File Edit Help

Save Edit Delete Previous Next Print Re-Order Cancel

Account Listing Account Details

A/C Number A/C Name A/C Type Assets - Current

Balances Group Codes Documents Notes

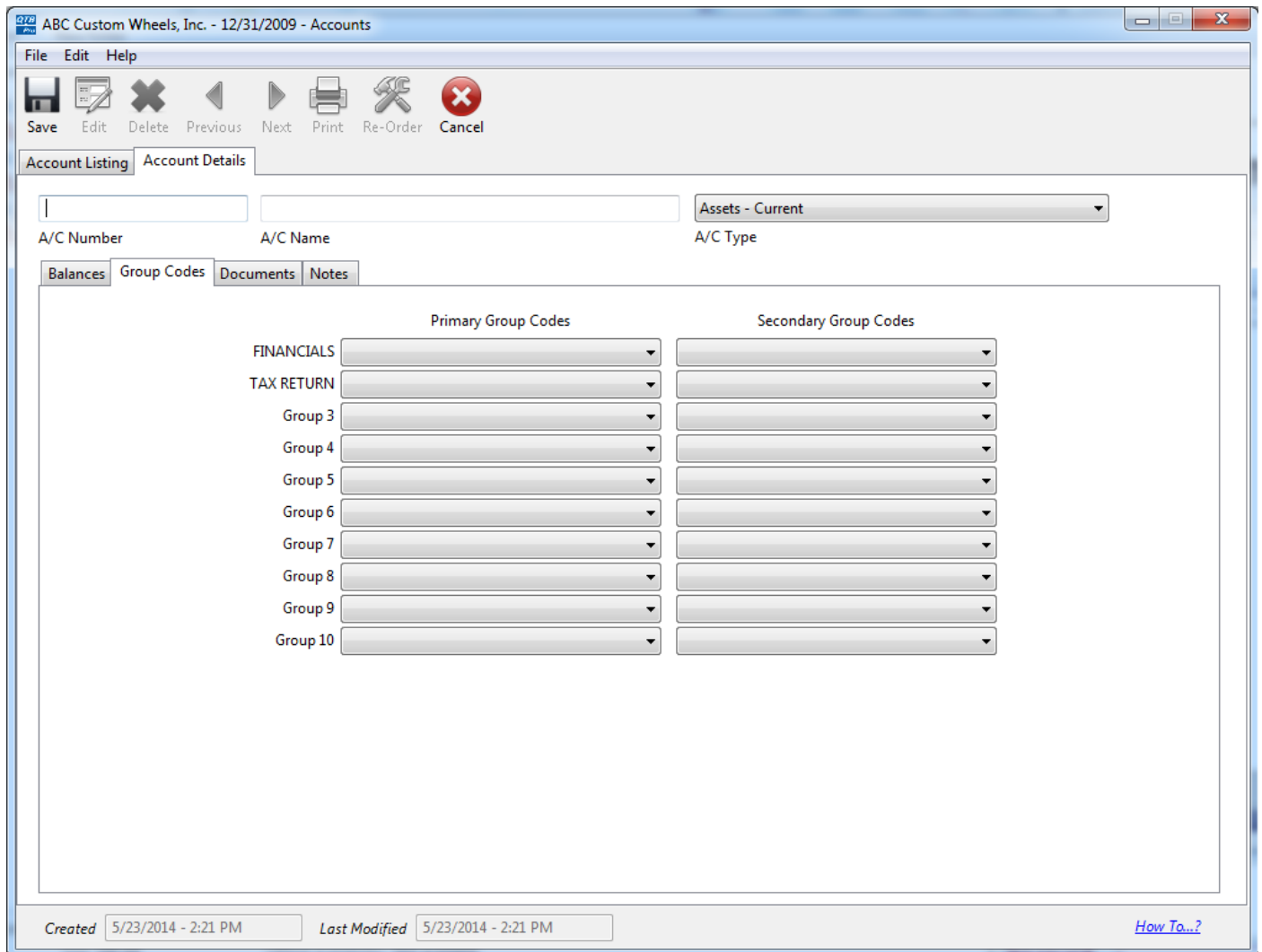
	1-TX-Income Taxes	2-BK-Financial Statements
Beginning Balance	0.00	0.00
Cash Transactions	0.00	0.00
Working Trial Balance	0.00	0.00
Journal Entries	0.00	0.00
Adjusted Trial Balance	0.00	0.00
Workpaper Ref #		
12/31/2008	0.00	0.00
12/31/2007	0.00	0.00
Prior Year 3	0.00	0.00
Prior Year 4	0.00	0.00
Prior Year 5	0.00	0.00
Prior Year 6	0.00	0.00
Prior Year 7	0.00	0.00
Prior Year 8	0.00	0.00
Prior Year 9	0.00	0.00
Prior Year 10	0.00	0.00

No affect
Cash flow section

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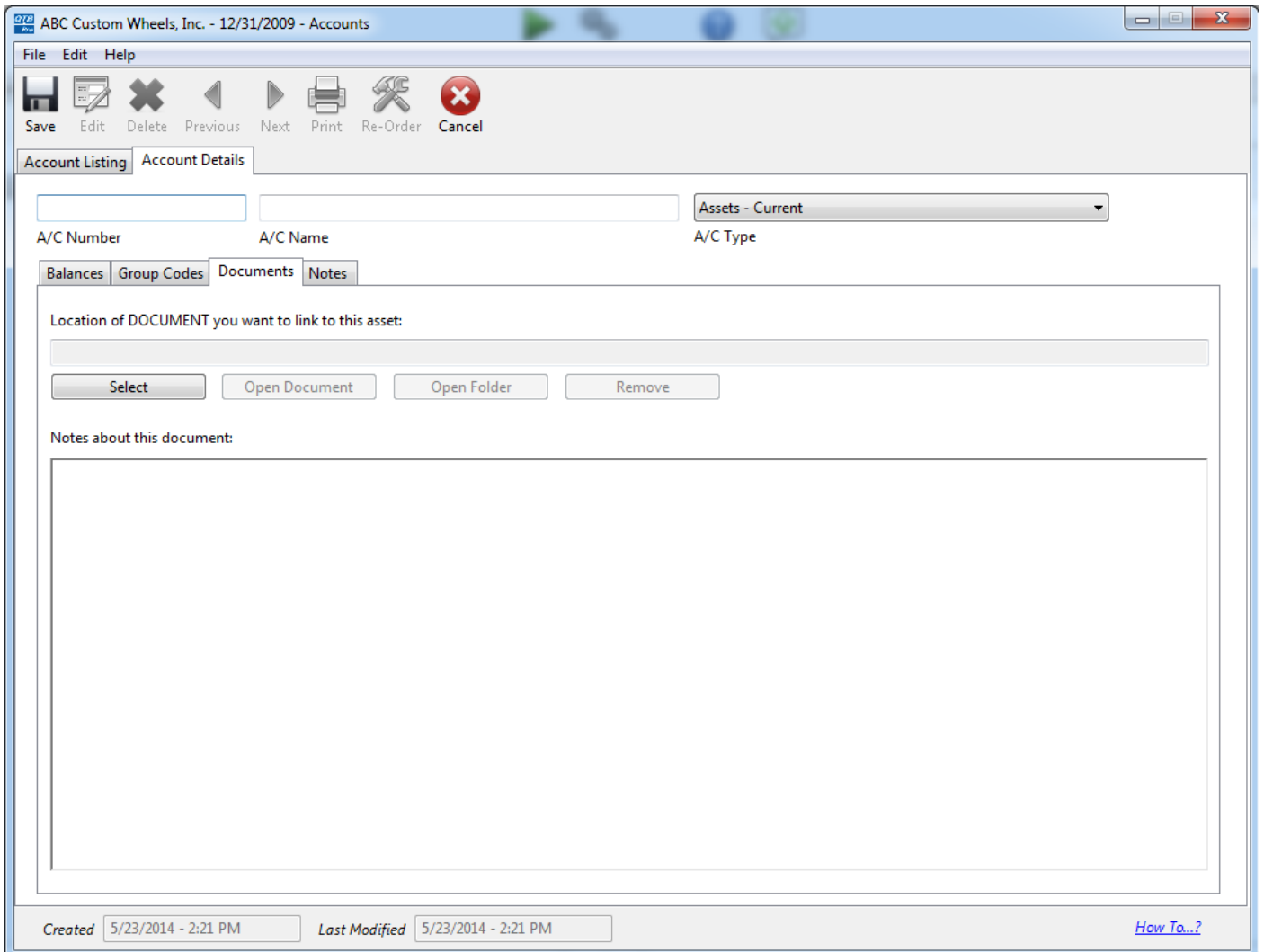
Group Codes

On the group codes tab, you can assign the selected account to any primary or secondary group codes you have already setup for each of the ten available groups. These group codes must already be set up via the Manage Primary Group Codes / Manage Secondary Group Codes screens under the File menu. Group codes can also be assigned to accounts on the Auto-Assign Primary Group Codes and Auto-Assign Secondary Group Codes screens under the Accounts menu.



Documents

On the Documents tab, you can link the account to a document of your choice and write any notes about the linked document.



Notes

Finally, on the notes tab, you can enter any detailed notes about the account. If you click the 'Append New Note' button, a time-stamped note will be appended to the top of your notes. Otherwise, you can freely type in the provided notes box.

