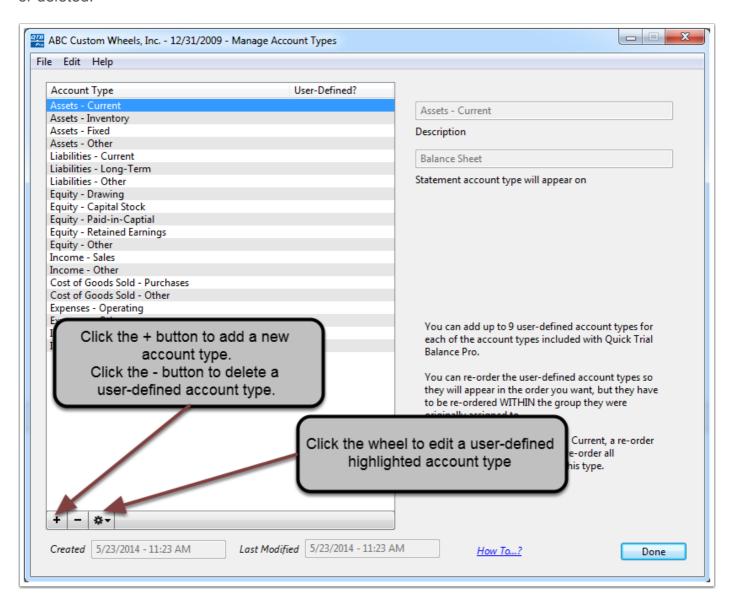
## **Quick Trial Balance Pro - Manage Account Types**

## **Account Types Setup**

Although Quick Trial Balance has account types already setup for you, you can add sub-account types to further group your accounts on the financial statements and trial balances. These newly added account types will be marked as user-defined and will be the only ones that can be edited or deleted.



## **Account Types Setup**

Clicking the "+" (plus) button allows you to enter a new account type, and the main account type the sub-type belongs to.

Clicking the "-" (minus) button allows you to delete a user-defined account type. Account types values cannot be deleted until there are no accounts assigned this type.

To edit user-defined account types, highlight the account type and click the cog wheel button.

When you click the "Save" button the new account type is added to the table and can be assigned as you add or edit accounts on the Accounts screen or Auto-Assign Account Types screen.

