

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.

ABC Custom Wheels, Inc. - 12/31/2009 - Manage Account Types

File Edit Help

Account Type	User-Defined?
Assets - Current	
Assets - Inventory	
Assets - Fixed	
Assets - Other	
Liabilities - Current	
Liabilities - Long-Term	
Liabilities - Other	
Equity - Drawing	
Equity - Capital Stock	
Equity - Paid-in-Captial	
Equity - Retained Earnings	
Equity - Other	
Income - Sales	
Income - Other	
Cost of Goods Sold - Purchases	
Cost of Goods Sold - Other	
Expenses - Operating	
Expenses - Other	
Expenses - Selling	
Expenses - Administrative	

Assets - Current

Description

Balance Sheet

Statement account type will appear on

You can add up to 9 user-defined account types for each of the account types included with Quick Trial Balance Pro.

You can re-order the user-defined account types so they will appear in the order you want, but they have to be re-ordered WITHIN the group they were originally assigned to.

Current, a re-order
re-order all
his type.

Click the + button to add a new account type.
Click the - button to delete a user-defined account type.

Click the wheel to edit a user-defined highlighted account type

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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.

