CHAPTER 02
Customizing QuickBooks and the Chart of Accounts

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CHAPTER 2 OVERVIEW

Customize:

- QuickBooks Software Editions
- QuickBooks Preferences
- QuickBooks Chart of Accounts
- QuickBooks Security
CUSTOMIZE

QuickBooks Editions:

- QuickBooks Pro
- QuickBooks Premier
- QuickBooks Accountant
- QuickBooks Enterprise Solutions
CUSTOMIZE QUICKBOOKS PREFERENCES

Edit menu > Preferences
CUSTOMIZE

CHART OF ACCOUNTS

Chart of Accounts:

- Lists accounts and account numbers
- Automatically created by QuickBooks
ACCOUNT CATEGORIES

CHART OF ACCOUNTS

Profit and Loss accounts
- Income
  - Sales
  - Delivery fees
  - Interest
- Expense
  - Supplies
  - Rent
  - Utilities

Balance Sheet accounts
- Assets
  - Bank account
  - Accounts receivable
  - Equipment
- Liability
  - Accounts payable
  - Credit cards
  - Sales tax payable
  - Loans
- Equity
  - Capital investment
  - Retained earnings
ACCOUNT CATEGORIES

Non-posting Accounts:
- Purchase Orders
- Estimates
QuickBooks Lists

Lists provide supporting detail:

- Customer List
- Vendor List
- Employee List
- Item List
- Payroll Item List
- Class List
CUSTOMIZE

CHART OF ACCOUNTS

- Add accounts
- Update accounts
CUSTOMIZE CHART OF ACCOUNTS

- Edit accounts
- Delete accounts
- Print account listing
GO PAPERLESS CHART OF ACCOUNTS

- Select **Account** > Re-sort List
- Select **Reports** > Account Listing
GO PAPERLESS

CHART OF ACCOUNTS

- Select Excel > Create New Worksheet
Go Paperless Chart of Accounts

- Select **in existing workbook**
- **Browse for**
  - **YourFirstName LastName CH2 REPORTS Excel file**
- Select **Advanced**
- **Uncheck QuickBooks Export Guide worksheet with helpful advice.**
- Select **Export.**
Copy the contents of the new sheet into the prelabeled sheet for the assignment:

- **Select all** in the new worksheet (SheetNo.).
- **Right-click** on the sheet and select **Copy**.
- **Select** the prelabeled sheet tab in your template (CH2.6 COA).
- **Right-click** and select **Paste**.
- **Right-click** on the new worksheet tab (SheetNo.). Select **Delete**.
QuickBooks without security precautions...

...is like leaving your front door unlocked and standing open!
Without restricted access, an intruder has open access to your entire accounting system!
To prevent unauthorized access to your QuickBooks accounting system, use:

- User IDs
- Passwords
- Restricted access
USER ID AND PASSWORD
RESTRICTED ACCESS

Notice the External Accountant Access

Notice user access rights by area to create, print or report
Beware the Coffee break bandit....

...when QuickBooks is left open on unattended computers.
CUSTOMIZE QUICKBOOKS CALENDAR
To Learn More …

Turn to Chapter 2

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