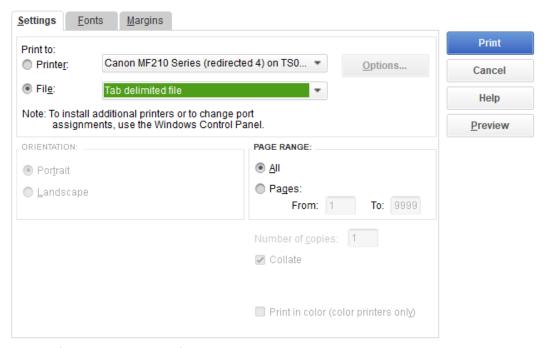
Anthology Sample Chart of Accounts

You can easily check to see if the Chart Of Accounts (COA) is setup correctly in QB.

- 1. Open your COA
 - a. Ctrl+A from Home screen
 - b. List | Chart of Accounts (menu)
- 2. Choose File | Print List
 - a. Choose File and then tab delimited file
 - b. Choose Print



- 3. The file should have the following entries
 - a. Red for AR
 - b. Blue for AP

Account	Туре
Checking	Bank
Receivables	Accounts Receivable
Inventory	Other Current Asset
Accumulated Depreciation	Fixed Asset
Furniture and Equipment	Fixed Asset
Security Deposits Asset	Other Asset
Payables	Accounts Payable
Payroll Liabilities	Other Current Liability
Opening Balance Equity	Equity

Retained Earnings Equity
Merchandise Sales Income
Sales Income
Invoice Income
Sales Discounts Income

COGS Cost of Goods Sold

Freight In Cost of Goods Sold

Merchant Account Fees Cost of Goods Sold

Advertising and Promotion Expense Automobile Expense Expense **Bank Service Charges** Expense Computer and Internet Expenses Expense **Depreciation Expense** Expense Insurance Expense Expense **Interest Expense** Expense Janitorial Expense Expense Meals and Entertainment Expense Office Supplies Expense **Payroll Expenses** Expense **Professional Fees** Expense Rent Expense Expense Repairs and Maintenance Expense Telephone Expense Expense Uniforms Expense Utilities Expense

Ask My Accountant Other Expense
Shipping Other Expense