

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

The screenshot shows the 'Print' dialog box in QuickBooks. The 'Print to:' section has 'File:' selected with 'Tab delimited file' chosen. The 'ORIENTATION:' section has 'Portrait' selected. The 'PAGE RANGE:' section has 'All' selected. The 'Number of copies:' is set to 1, and 'Collate' is checked. There are buttons for 'Print', 'Cancel', 'Help', and 'Preview' on the right.

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

Account

Checking

Receivables

Inventory

Accumulated Depreciation

Furniture and Equipment

Security Deposits Asset

Payables

Payroll Liabilities

Opening Balance Equity

Type

Bank

Accounts Receivable

Other Current Asset

Fixed Asset

Fixed Asset

Other Asset

Accounts Payable

Other Current Liability

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