

Create a New Account

In QuickBooks, the Chart of Accounts is divided into the following types of accounts:

Assets	Liabilities	Income and Expense
Bank accounts Accounts Receivable Petty Cash Fixed Assets: Bldg, Land, equipment, furniture	Payroll Liabilities Accounts Payable Long Term Liabilities: bank notes	0100 to 1600 Income 2700 to 8500 Expense

When establishing a new account, the selection of the **appropriate account type** is crucial so QuickBooks can determine whether the amount applicable to this account should be subtracted or added to the account.

- Under **Lists, Chart of Accounts** screen, click on the **Accounts button** at lower left of screen. (or, **right click** anywhere within the Chart of Accounts screen, left click on **New**.)
 - Click **New**
 - Under **Type**, select **the appropriate type of account**.
 - Enter a new number, .
 - Enter the name of the new account.
- Note: When appropriate, set up the new account as a subaccount. Click in box preceding "**subaccount of**" so there is a checkmark.
(This is not necessary for the new Postage account)
- Click **OK**.

