

# The Chart of Accounts in QuickBooks Online

## BALANCE SHEET ACCOUNTS

Account Type	Detail Type	Used to track...:
Bank	Cash on Hand	Cash for occasional expenses. Also called petty cash.
Bank	Checking	All your checking activity, including debit card transactions. Use the last 4 digits of the account number in the name.
Bank	Money Market	Amounts in money market accounts.
Bank	Rents Held in Trust	Deposits and rent held on behalf of the property owners.
Bank	Savings	Savings and CD activity. Create one for every account, even if it only has \$5 in it.
Bank	Trust account	Money held by you for the benefit of someone else. Trust accounts are used by attorneys to keep track of clients' expense money.
Accounts Receivable (A/R)	Accounts Receivable (A/R)	Money from invoices and payments. QuickBooks Online automatically creates one Accounts Receivable account for you. Most businesses need only one.
Other Current Assets	Allowance for Bad Debts	Estimate the part of Accounts Receivable you think you might not collect. Use this only if you are keeping your books on the accrual basis.
Other Current Assets	Development Costs	Amounts you deposit or set aside to arrange for financing, such as a loan, or for deposits in anticipation of the purchase of assets. When the deposit is refunded, or the purchase takes place, remove the amount from this account.
Other Current Assets	Employee Cash Advances	Employee wages and salary you issue to an employee early, or other non-salary money given to employees. Once you catch up through Payroll, remove this amount.
Other Current Assets	Inventory	The price paid for items your business purchases for resale, but have not yet been sold. When the goods are sold, transfer the sale to a Cost of Goods Sold account.
Other Current Assets	Investment – Mortgage/Real Estate Loans	Show the balances of any mortgage or real estate loans your business has given or purchased.
Other Current Assets	Investment – Tax-Exempt Securities	Investments in state and local bonds, or mutual funds that invest in state and local bonds.
Other Current Assets	Investment – U.S. Government Obligations	Bonds issued by the U.S. government.
Other Current Assets	Investments – Other	The value of investments not covered by other investment account types. Examples include publicly-traded stocks, coins, or gold.
Other Current Assets	Loans to Others	Money your business loans to other people or businesses. This type of account is also referred to as Notes Receivable.
Other Current Assets	Loans To Officers	Corporations or S Corporation use this to track business loans to its officers.
Other Current Assets	Loans to Stockholders	Corporations or S Corporation use this to track business loans to its stockholders.
Other Current Assets	Other Current Assets	Current assets not covered by other types. Will be converted to cash or used up in a year.
Other Current Assets	Prepaid Expenses	Payments for expenses that are incurred as a lump sum but allocated through the year. When you recognize the expense, make a journal entry to transfer money from this account to the proper expense account.
Other Current Assets	Retainage	Use Retainage if your customers regularly hold back a portion of a contract amount until you have completed a project. This type of account is often used in the construction industry on an accrual basis.
Other Current Assets	Undeposited Funds	Payments that haven't been deposited or cleared the bank yet.
Other Current Assets	Uncategorized Asset	Default account created by QuickBooks Online to assign unknown balance sheet transfers from the Banking Feed.
Fixed Assets	Accumulated Amortization	Use Accumulated amortization to track how much you amortize intangible assets.
Fixed Assets	Accumulated Depletion	Use Accumulated depletion to track how much you deplete a natural resource.
Fixed Assets	Accumulated Depreciation	Depreciate a fixed asset.
Fixed Assets	Buildings	The cost of structures you own and use for your business.

Fixed Assets	Depletable Assets	Natural resources such as timberlands, oil wells, and mineral deposits.
Fixed Assets	Fixed Asset Computers	Computers over \$2,500 purchased and tracked at fair-market value with depreciation over time.
Fixed Assets	Fixed Asset Copiers	Copiers and/or Copying Equipment over \$2,500 at fair-market value with depreciation over time.
Fixed Assets	Fixed Asset Furniture	Furniture over \$2,500 at fair-market value with depreciation over time.
Fixed Assets	Fixed Asset Other Tools Equipment	Other Tools and Equipment over \$2,500 at fair-market value with depreciation over time.
Fixed Assets	Fixed Asset Phone	Phone Systems over \$2,500 at fair-market value with depreciation over time.
Fixed Assets	Fixed Asset Photo Video	Photo and Video Equipment over \$2,500 at fair-market value with depreciation.
Fixed Assets	Fixed Asset Software	Software purchased over \$2,500 at fair-market value and depreciation.
Fixed Assets	Furniture & Fixtures	Furniture & fixtures over \$2,500, like a dental chair or sales booth.
Fixed Assets	Intangible Assets	Intangible assets you plan to amortize, like franchises, customer lists, copyrights, patents.
Fixed Assets	Land	Land or property you don't depreciate.
Fixed Assets	Leasehold Improvements	Improvements to a leased asset that increases the asset's value. For example, if you carpet a leased office space and are not reimbursed, that's a leasehold improvement.
Fixed Assets	Machinery & Equipment	Computer hardware, and non-furniture equipment owned and used for your business.
Fixed Assets	Other fixed assets	Fixed Assets that are not covered by other asset types. Physical property you use in your business that you do not expect to sell or use up during one year of normal operations.
Fixed Assets	Vehicles	The value of vehicles your business owns and uses solely for business. If you use a vehicle for both business and personal use, consult your accountant.
Other Assets	Accumulated Amortization of Other Assets	How much you've amortized assets whose type is Other Asset.
Other Assets	Goodwill	The intangible assets of an acquired company which gave it an advantage, such as favorable government relations, business name, outstanding credit ratings, location, superior management, customer lists, product quality, or good labor relations.
Other Assets	Lease Buyout	Lease payments to be applied toward the purchase of a leased asset. Use Journal Entries to transfer this amount until the amount has been depleted.
Other Assets	Licenses	Non-professional licenses for permission to engage in an activity, like selling alcohol or radio broadcasting. If the amount is under \$2500, you may choose to expense it instead.
Other Assets	Organizational Costs	Legal, accounting, and filing costs incurred when forming a partnership or corporation.
Other Assets	Other Long-term Assets	Long-term assets not covered by other types. Long-term assets are expected to provide value for more than one year.
Other Assets	Security Deposits	Funds you've paid to cover any potential costs incurred by damage, loss, or theft. The funds should be returned to you at the end of the contract.
Accounts Payable (A/P)	Accounts Payable (A/P)	Amounts you owe to your vendors and suppliers. QuickBooks Online automatically creates one Accounts Payable account for you.
Credit Card	Credit Card	The balances for each credit card your business uses. Create one for every card # using the last 4 digits.
Other Current Liabilities	Federal Income Tax Payable	Income tax liabilities when your business is on an accrual basis.
Other Current Liabilities	Insurance Payable	Insurance amounts due. Most useful for businesses with monthly recurring insurance expenses such as Workers' Compensation.
Other Current Liabilities	Line of Credit	The balance due on any lines of credit your business has.
Other Current Liabilities	Loan Payable	Create an account for each loan your business has if it's payable within the next twelve months.
Other Current Liabilities	Other Current Liabilities	Liabilities due within the next twelve months that do not fit the Other Current Liability account types.
Other Current Liabilities	Payroll Clearing	Any non-tax amounts deducted from employee paychecks or that you owe as a result of doing payroll. When you pay the appropriate vendors, transfer to an expense account.
Other Current Liabilities	Payroll Tax Payable	Tax amounts that you owe to Federal, State, and Local government agencies as a result of paying wages and taxes you have withheld from employee paychecks. When you pay the government agency, deduct the amount from the balance of this account.
Other Current Liabilities	Prepaid Expenses Payable	Track items such as property taxes that will be due, but are not yet deductible as an expense because the period they cover has not yet passed.

Other Current Liabilities	Rents in trust – Liability	Use Rents in trust – liability to offset the Rents in trust amount in assets. Amounts in these accounts are held by your business on behalf of others. They do not belong to your business, so should not appear to be yours on your balance sheet. This “contra” account takes care of that, as long as the two balances match.
Other Current Liabilities	Sales Tax Payable	Sales tax you have collected, but not yet remitted to the State.
Other Current Liabilities	State/Local Income Tax Payable	Income tax liabilities if your business is a corporation, S corporation, or limited partnership keeping records on the accrual basis.
Other Current Liabilities	Trust Accounts – Liabilities	Used to offset Trust accounts in assets. Amounts in these accounts are held by your business on behalf of others. They do not belong to your business, so should not appear to be yours on your balance sheet. This “contra” account takes care of that, as long as the two balances match.
Other Current Liabilities	Undistributed Tips	These are for retail businesses that receive Tips from customers, but are payable to Employees.
Long Term Liabilities	Notes Payable	The amounts your business owes in long-term (over twelve months) loans. Create one for each loan.
Long Term Liabilities	Other Long Term Liabilities	Liabilities due in more than twelve months that don’t fit the other Long-term liability account types.
Long Term Liabilities	Shareholder Notes Payable	Long-term loans from shareholders.
Equity	Accumulated Adjustment	S corporations use this account to track adjustments to owner’s equity that are not attributable to net income.
Equity	Common Stock	Corporations use Common stock to track shares of its common stock in the hands of shareholders. The amount in this account should be the stated (or par) value of the stock.
Equity	Estimated Taxes	Personal Income Taxes pre-paid by the entity in behalf of owners, shareholders, and/or partners.
Equity	Healthcare	Personal healthcare expenses paid in behalf of owners, shareholders, and/or partners.
Equity	Opening Balance Equity	As you enter opening balances, QuickBooks Online records the amounts in Opening Balance Equity. When finished setting up, transfer the balance to Retained Earnings. Should always be \$0.
Equity	Owner’s Equity	S corporations use Owner’s Equity to show the cumulative net income or loss of their business as of the beginning of the fiscal year.
Equity	Paid-In Capital or Surplus	C Corporations use Paid-in capital to track amounts received from shareholders in exchange for stock that are over and above the stock’s stated (or par) value.
Equity	Partner Contributions	Amounts partners contribute to a Partnership during the year.
Equity	Partner Distributions	Amounts distributed by the partnership to its partners during the year.
Equity	Partner’s Equity	The income remaining in the partnership for each partner as of the end of the prior year.
Equity	Personal Expense	Owner's Draw/Shareholder Distribution. Any expenses paid by the business that are really personal expenses paid in behalf of owners, shareholders, and/or partners.
Equity	Personal Income	Owner's Contributions. Any income received by the business that was paid for personally by owners, shareholders, and/or partners
Equity	Preferred Stock	C Corporations use this account to track shares of its preferred stock in the hands of shareholders. The amount in this account should be the stated (or par) value of the stock.
Equity	Retained Earnings	Default account. Cumulative net income from previous fiscal years. QBO automatically transfers your profit (or loss) to Retained Earnings at the end of each fiscal year.
Equity	Treasury Stock	C Corporations use Treasury stock to track amounts paid by the corporation to buy its own stock back from shareholders.
Equity	Dividends Paid	C Corporations use this to pay their shareholders a portion of the profits.
<b>PROFIT AND LOSS ACCOUNTS</b>		
Income	Discounts/Refunds Given	Discounts you give to customers. It has a negative balance to offset other income.
Income	Non-Profit Income	Money coming in if you are a non-profit organization.
Income	Other Primary Income	Income from normal business operations that doesn’t fall into another Income type.
Income	Sales	General revenue account to track all sales. It can't be deleted, but it can be renamed.
Income	Sales of Product Income	Use Sales of Product Income to track income from selling tangible goods.
Income	Service/Fee Income	Income from services you perform or usage fees you charge.
Income	Unapplied Cash Payment Income	Cash Basis income from customers payments you’ve received but not applied to invoices or charges. In QBO, a balance here may mean your Payment is dated before your Invoice.

Income	Uncategorized Income	Default Account created by QBO to assign unknown bank deposits. A balance here is typically a Banking Feed user error.
Cost of Goods Sold	Cost of labor – COS	The direct cost of paying subcontractors to produce products or supply services. Employees usually are an Expense.
Cost of Goods Sold	Equipment Rental – COS	The cost of renting equipment to produce products or services.
Cost of Goods Sold	Other Costs of Services – COS	Costs related to services you provide that don't fall into another Cost of Goods Sold type.
Cost of Goods Sold	Shipping, Freight & Delivery – COS	The cost of shipping products to customers or distributors.
Cost of Goods Sold	Supplies & Materials – COGS	The cost of raw goods and parts used or consumed when producing a product or providing a service.
Expenses	Advertising/Promotional	Money spent promoting your company. You may wish to split this into Advertising, Marketing, and Promotional subcategories.
Expenses	Auto	Costs associated with vehicles owned by the business. You may want subaccounts to track gasoline, repairs, and maintenance.
Expenses	Auto:Fuel	Gas for business vehicle usage
Expenses	Auto:Parking	Parking paid for business vehicle usage
Expenses	Auto:Auto Insurance	Insurance paid for business vehicle usage
Expenses	Auto:Auto Repairs and Maintenance	Repairs and Maintenance paid for business vehicle usage
Expenses	Auto:Auto Lease Payment	Lease Payment paid for business vehicle usage. You may need to split each payment between bank loan principal (liability) and the interest (expense).
Expenses	Auto:Mileage Reimbursement	Employee reimbursement for business use of vehicle.
Expenses	Bad Debts	Invoices you have written off as uncollectible. Accrual basis only.
Expenses	Bank Charges	All fees you pay to financial institutions.
Expenses	Charitable Contributions	Gifts to charity. NOTE: These may NOT be deductible by the business. Please confirm with your accountant.
Expenses	Contractors	Services provided by 1099 contractors, such as landscapers, electricians, and web designers.
Expenses	Cost of Labor	The cost of paying for labor provided to the business as overhead, not COGS.
Expenses	Dues & subscriptions	Organizational dues & magazine subscriptions related to running your business. For software, see "Office Supplies" below.
Expenses	Entertainment	Events to entertain employees. Entertainment is not deductible post-2018 tax law change
Expenses	Entertainment Meals (or Meals and Entertainment)	How much you spend on dining with your employees to promote morale. Be sure to include who you ate with and the purpose of the meal. "Working meals" are deductible up to 50%. If you dine with a customer to promote your business, use a Promotional meals account instead.
Expenses	Equipment Rental	Use Equipment rental to track the cost of renting equipment to run the business.
Expenses	Finance costs	The cost of using credit to leverage a purchase. This is similar to Interest Expense, but some non-banking institutions call it "Finance Cost" instead.
Expenses	Insurance	Insurance payments. You may want subaccounts of this type for different types of insurance (auto, general liability, and so on).
Expenses	Interest Paid	All types of interest you pay, including mortgage interest, finance charges on credit cards, and interest on loans.
Expenses	Job Supplies	Supplies you bought to complete one or more jobs, usually durable goods like hammers & ladders (not products you sell to customers).
Expenses	Legal & Professional Fees	Paid to professionals to help you run your business. You may want subaccounts for your accountant, lawyer, and other consultants.
Expenses	Office/General Administrative Expenses	All types of general and office-related expenses.
Expenses	Office Supplies & Software	Office, kitchen, and bathroom supplies, including software under \$2,500. I frequently separate Software into its own category.
Expenses	Other Business Expenses	For any other expense that does not fit any other category in the Chart of Accounts.
Expenses	Other Miscellaneous Service Cost	Costs related to providing services that don't fall into another Expense type. QuickBooks Desktop files imported into QBO will have this Detail Type by default.
Expenses	Uncategorized Expense	Default account created by QuickBooks Online to assign unknown bank or credit card expenses. Money here is user error. Account CANNOT BE DELETED

Expenses	Payroll Expenses	Use Payroll expenses to track payroll expenses. Make subaccounts of this type for things like:
Expenses	Payroll Expenses:Compensation of officers	Subcategory of Payroll Expenses to track Gross Compensation of officers
Expenses	Payroll Expenses:Workers compensation	Subcategory of Payroll Expenses to track Workers Compensation Insurance
Expenses	Payroll Expenses:Salaries and wages	Subcategory of Payroll Expenses to track Gross Salaries and wages
Expenses	Payroll Expenses:Payroll taxes	Subcategory of Payroll Expenses to track Employer-paid Payroll taxes
Expenses	Guaranteed Payments	Payments made to partner(s) for services rendered in lieu of Payroll and before calculating profitability for making partner's distributions. Partnerships Only
Expenses	Promotional Meals	Use Promotional meals to track how much you spend dining with a customer to promote your business. Be sure to include who you ate with and the purpose of the meal when you enter the transaction. Frequently used as a subcategory of Advertising or Meals.
Expenses	Reimbursable Expenses	Purchases you made for a customer that they will reimburse. I don't use this category. Put the expense in the category it really belongs in, or COGS.
Expenses	Rent & Lease	Rent payments you make.
Expenses	Repair & Maintenance	Repairs and maintenance fees. You may want different accounts of this type to track different types repair & maintenance expenses (auto, equipment, landscaping, computers).
Expenses	Shipping, Freight & Delivery	Administrative postage and incidental shipping. Use COGS for shipping goods to customers.
Expenses	Supplies & Materials	The cost of materials not consumed in a single job, and instead used across several customers.
Expenses	Taxes Paid	Use Taxes paid to track taxes you pay.
Expenses	Taxes & Licenses	Business Licenses required by local and state governments.
Expenses	Sales Tax Paid	Sales taxes are tracked in the Sales Tax Liability account with invoices that were used to collect sales tax from customers, but if a Sales Tax is paid as a cost of doing business, then this category could be used
Expenses	State Tax Paid	Some entities pay state income tax.
Expenses	Federal Tax Paid	A business's Federal Taxes paid quarterly or at year end (Generally only for C Corporations)
Expenses	Travel	Use Travel to track travel costs.
Expenses	Travel Meals	How much you spend on food while traveling.
Expenses	Unapplied Cash Bill Payment Expense	Unapplied Cash Bill Payment Expense reports the Cash Basis expense from vendor payment checks you've sent but not yet applied to vendor bills. A balance here frequently shows that your Payment date is before your Bill date.
Expenses	Utilities	Utility payments. You may want subaccounts to track different types of utility payments (gas and electric, telephone, water, and so on).
Expenses	Ask My Accountant	Flagged to review with your accountant. I usually change the category Type to Other Expense to move it to the bottom of the P&L.
Other Income	Dividend Income	Taxable dividends from investments.
Other Income	Interest Earned	Interest received from bank accounts, investments, and interest payments to yo.
Other Income	Other Investment Income	Other types of investment income that isn't from dividends or interest.
Other Income	Other Miscellaneous Income	Income that isn't from normal business operations, and doesn't fall into another Other Income type.
Other Income	Tax-Exempt Interest	Interest that isn't taxable, such as interest on money in tax-exempt retirement accounts, or interest from tax-exempt bonds.
Other Expense	Amortization	Amortization of intangible assets.
Other Expense	Depreciation	Depreciation on fixed assets. You may want a depreciation account for each fixed asset.
Other Expense	Penalties & Settlements	Money you pay for violating laws or regulations, settling lawsuits, or other penalties.

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