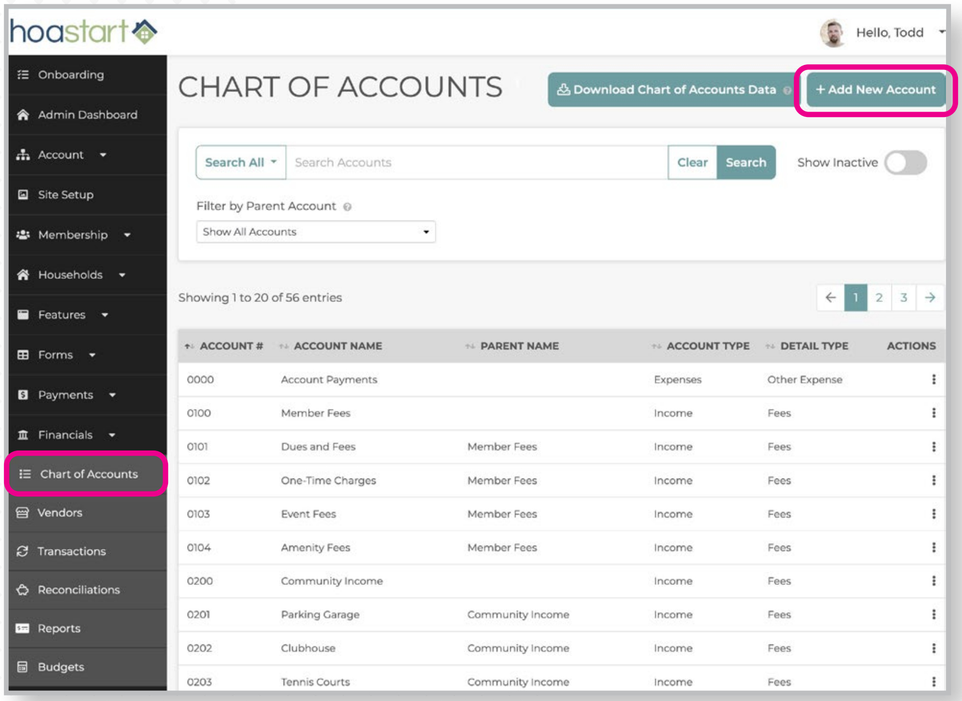
# FINANCIALS: CHART OF ACCOUNTS

The Chart of Accounts lists every financial institution and transaction category for your organization. It enables you to organize your transactions by source and analyze your finances over time. Parent accounts represent major transaction categories while sub-accounts itemize more-specific categories.

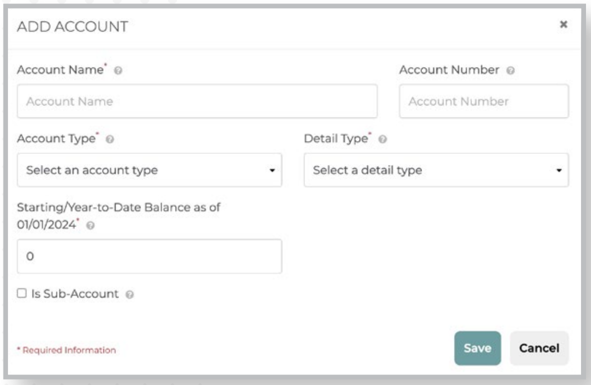
## Create a New Account

Click on the “Financials” tab to open it and the “Chart of Accounts” tab to view the Chart of Accounts summary screen, which shows any accounts you already created. To create a new account, click on the “+ Add New Account” button at the top right of the window. This opens the ADD ACCOUNT window.




Start by giving your Account Name a descriptive name and Account Number.

- This can be an actual account number assigned to you, a numeric sequence that indicates it is a parent account, or (if this is a sub-account) a numeric sequence that associates this account with its parent.
- Although this Account Number is optional, it can be extremely helpful when you track parent accounts and sub-accounts in other areas of the Financials feature.




Click on the “Account Type” dropdown menu and select the appropriate type from the list, which includes “Income,” “Expenses,” “Equity,” “Asset,” “Liability,” “Bank,” and “Credit Card.”

Click on the “Detail Type” dropdown menu and select the appropriate type from the list. The list items vary contextually depending on the item you select for “Account Type.”

Enter the dollar value in the “Starting/Year-to-Date Balance” box to represent the opening balance for this account as of the “Effective Starting Date for Financial Transactions” entered in the Settings window. If you have added a date to the Account > Settings > Effective Starting Date for Financial Transactions box, the “...as of...” date will show up at the end of the name of this data value.

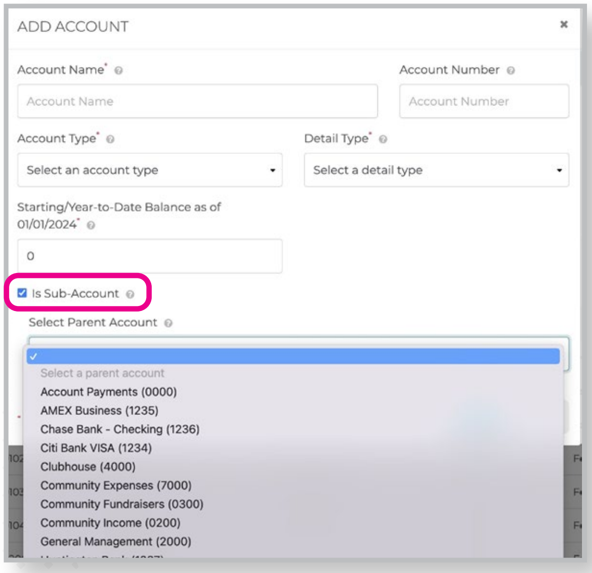
# FINANCIALS: CHART OF ACCOUNTS—CONTINUED

- For more information about setting up the Financial Settings, be sure to review the **Financials: Settings Overview** Quick Reference Guide.

If this is a sub-account of a parent account, activate the "Is Sub-Account" checkbox.

- Once you activate the "Is Sub-Account" checkbox, the "Select Parent Account" box dropdown menu appears. Click on the "Select Parent Account" dropdown menu and select the applicable parent account.

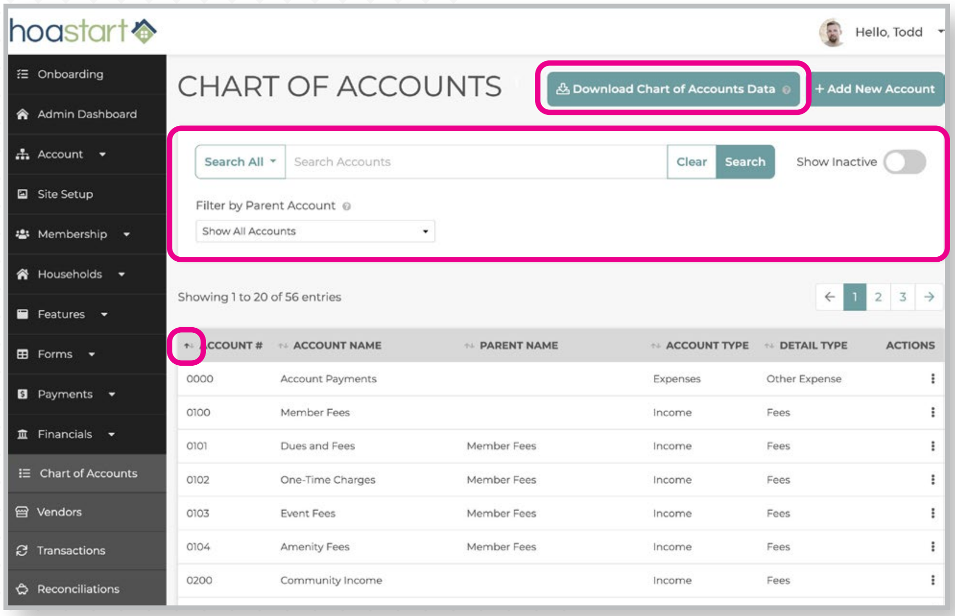
When you are happy with your account setup, click on the "Save" button.




## Chart of Accounts Data Summary Screen

The Chart of Accounts summary screen provides you with options to search, sort, and manage the overall view of account data.

Click on the "Download Chart of Accounts Data" button at the top right to download a CSV file of all your account information. View the information in one spreadsheet-compatible document.




The "Search Accounts" box enables you to search among your accounts to find entries that match specific criteria. You can search all account criteria at the same time. To find a specific account name, account type, or detail type, click on the "Search All" dropdown menu and select one of its options. To view only the sub-accounts of a specific parent account, set the "Filter by Parent Account" dropdown menu to the name of the parent account. Click on the "Search" button to do your search.

- To sort your search results by one of the categories of information in the account list, click on a column name or the pair of arrows to the left of the name. By default, the records sort in ascending order. To change the sort to descending order, click on the pair of arrows again.
- Click within the row of any account listed will open the EDIT ACCOUNTS modal for that account.

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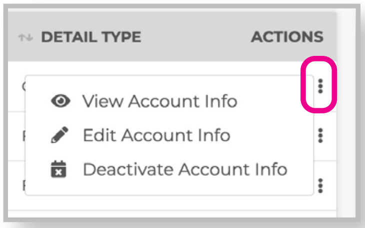
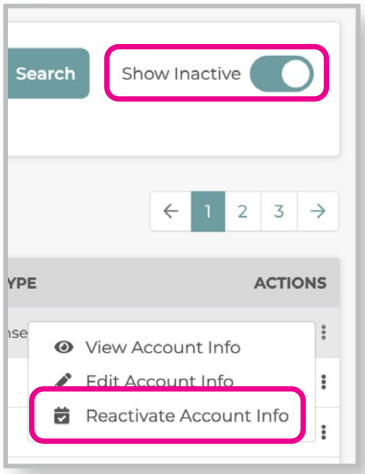
In the Actions menu, click on the three-dots menu to access the available options.




- To view the account details, choose "View Account Info."
- To edit the account details, choose "Edit Account Info."
- If you no longer need an account, choose "Deactivate Account Info." Once you deactivate an account, it no longer appears in the list of accounts—but you can make it visible. In the top right corner of the "CHART OF ACCOUNTS" window, activate the "Show Inactive" toggle switch. To reactivate an inactive account, in the "Actions" column, open the three-dots menu and choose "Reactivate Account Info."




**If you have additional questions about the Chart of Accounts, please visit the Support Desk through your Admin Dashboard and open a support ticket.**