

Chart of Accounts Listing

The Accounts screen is use to view all the details maintained for each account.

Shown below is the Account Listing where you can quickly find an account that you want to view details for.

Sample Data File - 12/31/2013 - Accounts

File Edit Help

Add Edit Delete Previous Next Print Re-Order Home

Account Listing Account Details

Account Type SHOW ALL Search accounts

A/C Number	A/C Name	Account Type
101	Cash in Drawer	Assets - Current
102	MidCity Bank - 66378	Assets - Current
110	Inventory	Assets - Inventory
120	Computers	Assets - Fixed
121	Computers - A/Depr	Assets - Fixed
130	Furniture & Fixtures	Assets - Fixed
131	Furniture & Fixtures - A/Depr	Assets - Fixed
205	Payroll Liabilities	Liabilities - Current
206	Sales Taxes Payable	Liabilities - Current
210	Note Payable - Pro-Ware, LLC	Liabilities - Current
301	Capital - JJF	Equity - Capital Stock
401	Sales	Income - Sales
501	Purchases	Cost of Goods Sold - Purchases
601	Bank Charges	Expenses - Operating
602	Insurance	Expenses - Operating
603	Maintenance & Cleaning	Expenses - Operating
604	Advertising	Expenses - Operating
605	Credit Card Merchant Fees	Expenses - Operating
606	Office Expenses	Expenses - Operating
607	Rent	Expenses - Operating
608	Repairs	Expenses - Operating
609	Telephone	Expenses - Operating
610	Travel & Conventions	Expenses - Operating
611	Depreciation	Expenses - Operating
612	Utilities	Expenses - Operating
615	Payroll	Expenses - Operating
616	Payroll Taxes	Expenses - Operating
617	Taxes & Licenses	Expenses - Operating
618	Professional Fees	Expenses - Operating
619	Supplies	Expenses - Operating

32 accounts of 32 Double click account to view details.

Created 5/11/2014 - 6:52 PM Last Modified 5/11/2014 - 6:52 PM [How To...?](#)

Account Details

By click the Account Details tab, you can view much more informaiton, including, the current year activity, prior year balances for up to 10 years, group codes, extenally linked documents, and any notes that you've entered for this account.

The screenshot displays the 'Account Details' window in Quick Trial Balance Pro. The window title is 'Sample Data File - 12/31/2013 - Accounts'. The interface includes a menu bar (File, Edit, Help) and a toolbar with icons for Add, Edit, Delete, Previous, Next, Print, Re-Order, and Home. Below the toolbar are two tabs: 'Account Listing' and 'Account Details', with the latter being active. The main area shows account information: A/C Number '102', A/C Name 'MidCity Bank - 66378', and A/C Type 'Assets - Current'. There are sub-tabs for 'Balances', 'Group Codes', 'Documents', and 'Notes', with 'Balances' selected. The 'Balances' section shows a table of account activity for '1-TX-Income Taxes'. The table includes fields for Beginning Balance, Cash Transactions, Working Trial Balance, Journal Entries, and Adjusted Trial Balance. A 'Workpaper Ref #' field is set to '101'. A 'Cash flow section' dropdown is set to 'Operating - Affects cash'. At the bottom, there are 'Created' and 'Last Modified' fields, both showing '5/11/2014 - 6:52 PM', and a 'How To...?' link.

1-TX-Income Taxes	
Beginning Balance	25,648.65
Cash Transactions	-1,823.84
Working Trial Balance	23,824.81
Journal Entries	0.00
Adjusted Trial Balance	23,824.81
Workpaper Ref #	101
12/31/2012	25,648.65
12/31/2011	16,199.53
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00