CoA.5

Customizing Your CoA from the California FarmLink Model Chart of Accounts

Step 1: From your Home page in QBO, open the Chart of Accounts

1. 1.1. Click the **Accounting center** from the oval tab at the top of the screen or from "All apps" in the left navigation bar.
2. 1.2. Select **Chart of Accounts**.

   *Tip: Click the **hamburger icon** (three lines) at the top left by "All Apps" to expand your screen space.*
3. If you do not see the **Number** column, you need to enable account numbers for your CoA. See **Step 3: Enable Account Numbers** in CoA.3 below.

Step 2: Add accounts

1. Click the **green New account** button at the top right corner
2. Enter the **Account name** and the appropriate **account number**. Refer to the Annotated Model Chart of Accounts document for information on the numbering system and reserved "Open/Other" accounts
3. You must also enter a **Detail type.** This is theoretically used to connect to tax software; however, it is usually not helpful. We suggest you choose the detail type based on a similar account in the Model CoA.
4. If you would like the account to be a subaccount of another, check the **Make this a subaccount** box and choose the correct Parent account.
5. The **Description** is to help you or anyone else who will be looking at the accounts; however, it is not necessary.
6. Some accounts will give you the option to set an **Opening balance**. Do **NOT** do so. Leave it blank.

Step 3: Inactivate multiple accounts in a batch

Note: You cannot fully delete accounts in QBO — they become inactive instead. Inactive accounts can be reactivated later if needed. Some QBO default accounts are required and cannot be inactivated. Be very careful about Balance Sheet accounts (Banks, Assets, Liabilities, Equities). **Do NOT inactivate a Balance Sheet account with a balance!** QBO will create an offsetting transaction in the Opening Balance Equity account.

1. Click the **gear icon** (top of account list on the right) and increase the **Page Size** to show all accounts on one page. If you can click "Next >" under the gear icon you have more pages of accounts; if it is greyed out, all accounts are on this page.
2. Above the list of accounts there is a "Batch action" box and **two filter boxes**. The dropdown list on the box that says "All" has several options that can narrow the accounts that are shown. The box that says "Filter by name or number" is helpful if you want to work with several accounts that contain the same word or numbers.
3. If any account you would like to inactivate has subaccounts you must **inactivate subaccounts first** — QBO requires this before you can inactivate a parent account.
    a. You may use the filter mentioned in 3.2. to select "**subaccounts only**". If you don't have that option, scroll through your accounts and look for **indented accounts** — those are subaccounts.
    b. Check the boxes on the left side of all subaccounts you would like to inactivate. If you would like to inactivate all the accounts that are displayed, use the checkbox at the top of the list, just to the left of the Number column to select all accounts.
    c. Return to the top of the accounts list and click the green **Batch Actions** box above the checkboxes. Select **Make inactive**.
4. Once subaccounts are inactivated, set the filter back to "All" or whatever filtered group you prefer. Check the boxes on the left side of all subaccounts you would like to inactivate or use the checkbox at the top of the list, just to the left of the Number column, to select all accounts.
5. Once again click the green **Batch Actions** box above the checkboxes and select **Make inactive**.

Step 4: Edit individual accounts

1. You have the option to edit accounts individually using the dropdown list in the **ACTION** column on the right.
   a. You can **Edit**, which will display the same screen that you see when you add an account. See Step 2.
   b. You can **Create a subaccount.**
   c. You can **Make the account inactive.**

Step 5: Batch Edit

1. You have the option to edit the **account number and name** of multiple accounts by using the **Batch edit** tool. This is a pencil icon that says "Batch edit" in green on the right side above the ACTION column.
2. When you have completed your edits, select the **green Save** button.

Authored by Frances Andrews

