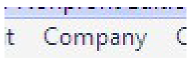
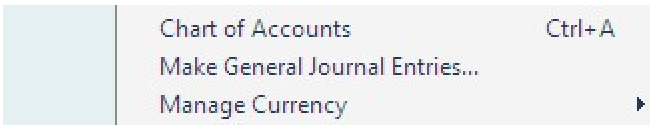
Adding Items to a Company File

This tutorial will show you how to add new expense or income categories to your company file. This will likely be needed when you are doing your budget.

Go to 'Company' in the top bar.

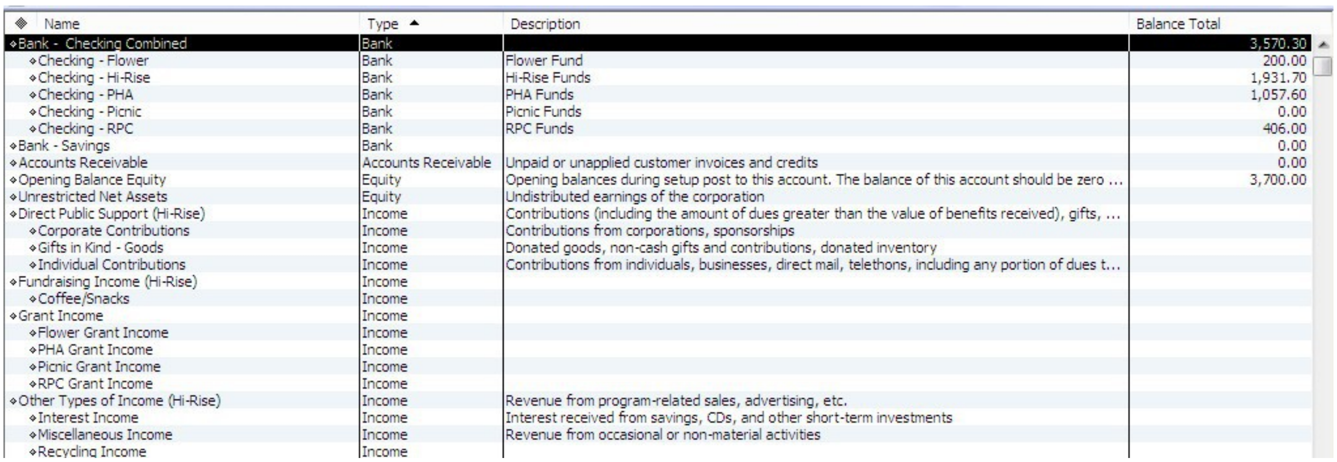


Look at the dropdown menu and find 'Chart of Accounts'.



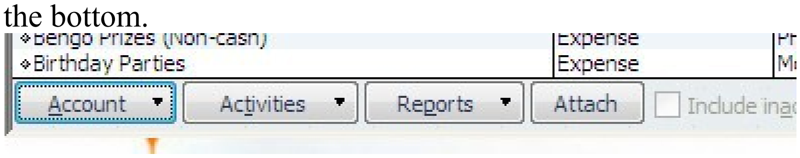
Click on that or press Ctrl+ A.

You'll see this:

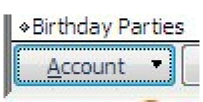


Name	Type	Description	Balance Total
◆Bank - Checking Combined	Bank		3,570.30
◆Checking - Flower	Bank	Flower Fund	200.00
◆Checking - Hi-Rise	Bank	Hi-Rise Funds	1,931.70
◆Checking - PHA	Bank	PHA Funds	1,057.60
◆Checking - Picnic	Bank	Picnic Funds	0.00
◆Checking - RPC	Bank	RPC Funds	406.00
◆Bank - Savings	Bank		0.00
◆Accounts Receivable	Accounts Receivable	Unpaid or unapplied customer invoices and credits	0.00
◆Opening Balance Equity	Equity	Opening balances during setup post to this account. The balance of this account should be zero ...	3,700.00
◆Unrestricted Net Assets	Equity	Undistributed earnings of the corporation	
◆Direct Public Support (Hi-Rise)	Income	Contributions (including the amount of dues greater than the value of benefits received), gifts, ...	
◆Corporate Contributions	Income	Contributions from corporations, sponsorships	
◆Gifts in Kind - Goods	Income	Donated goods, non-cash gifts and contributions, donated inventory	
◆Individual Contributions	Income	Contributions from individuals, businesses, direct mail, telethons, including any portion of dues t...	
◆Fundraising Income (Hi-Rise)	Income		
◆Coffee/Snacks	Income		
◆Grant Income	Income		
◆Flower Grant Income	Income		
◆PHA Grant Income	Income		
◆Picnic Grant Income	Income		
◆RPC Grant Income	Income		
◆Other Types of Income (Hi-Rise)	Income	Revenue from program-related sales, advertising, etc.	
◆Interest Income	Income	Interest received from savings, CDs, and other short-term investments	
◆Miscellaneous Income	Income	Revenue from occasional or non-material activities	
◆Recycling Income	Income		

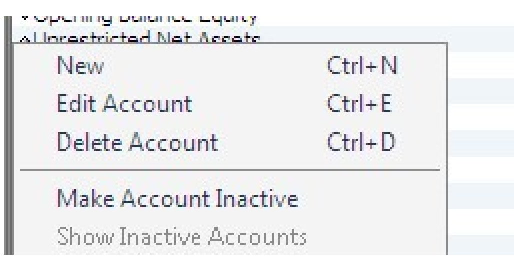
Look at the boxes at the bottom.



Click on 'Account'.

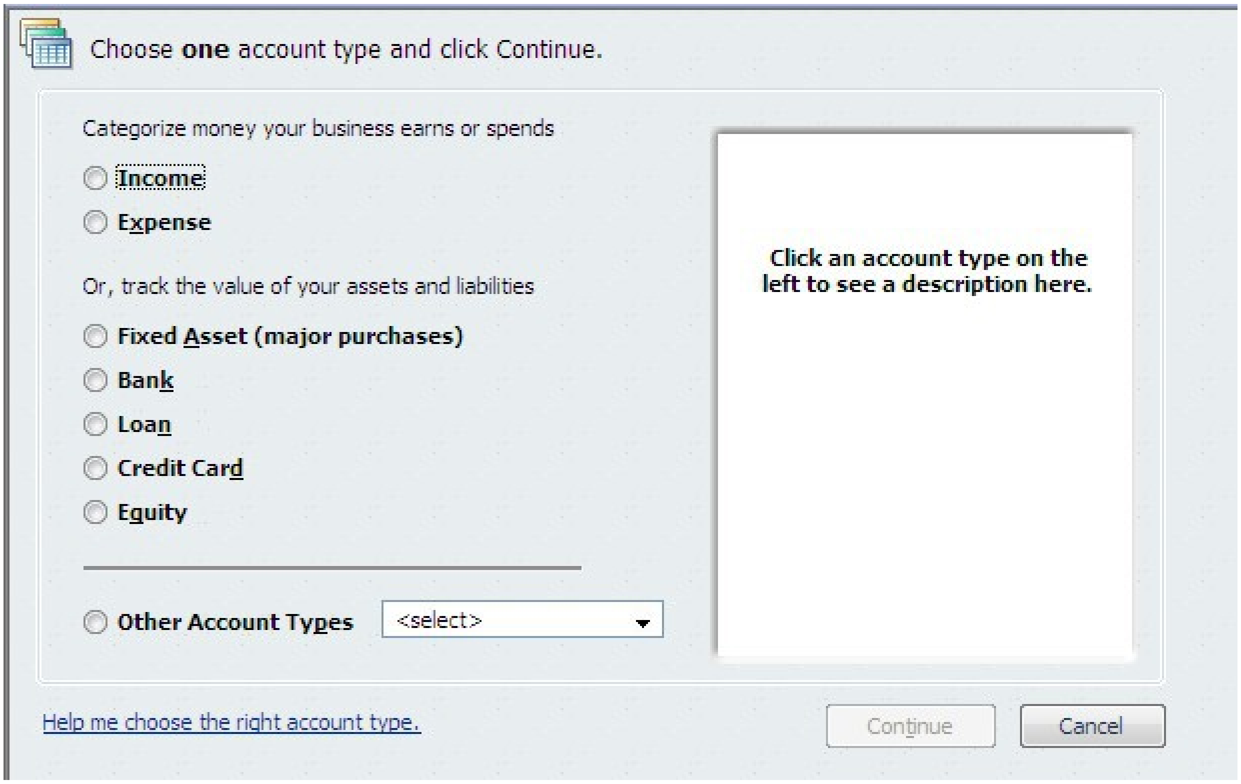


You'll get this menu.



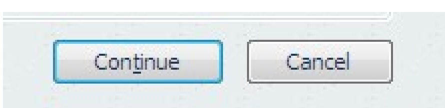
Click on 'New'.

You'll see this.

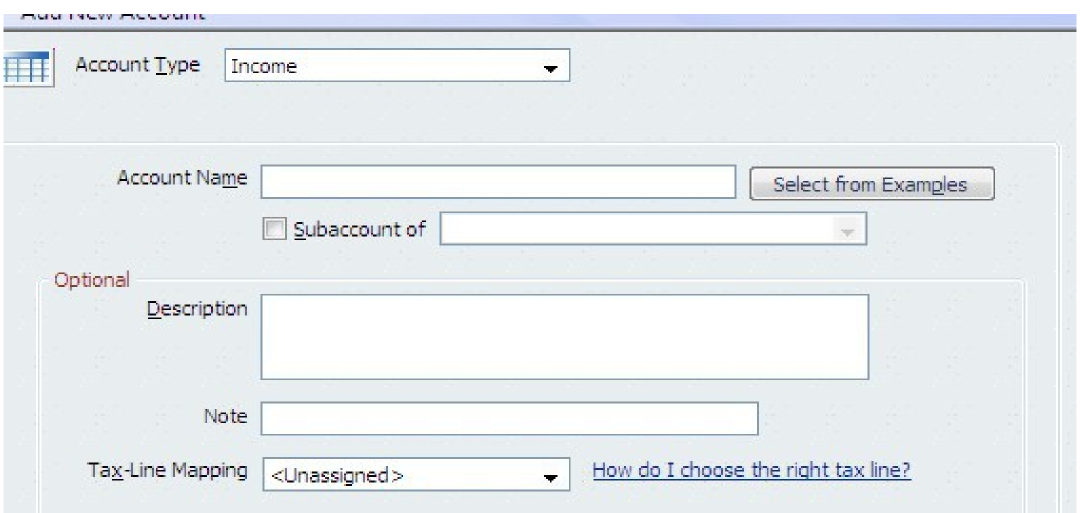


Choose income or expense for the item you want to add.

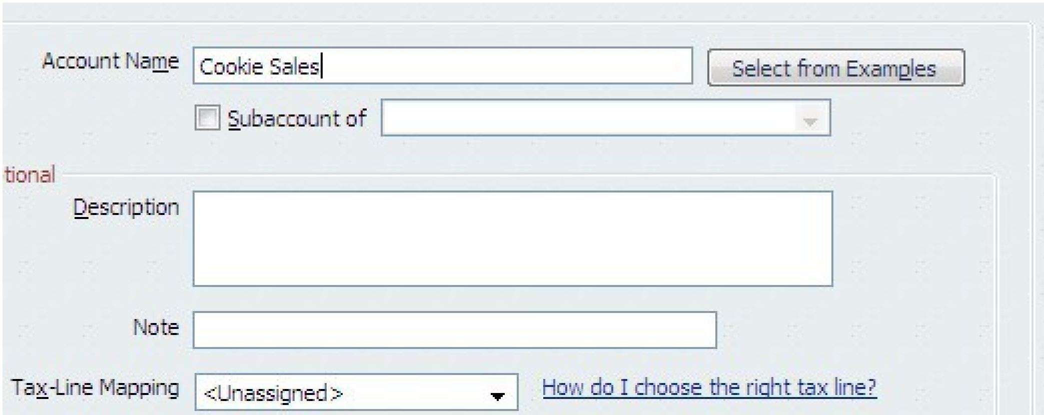
Click 'Continue'.



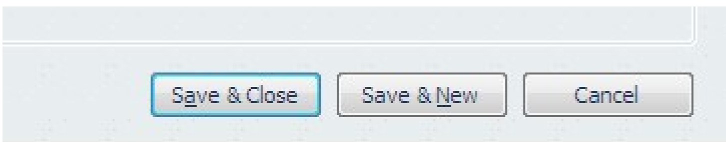
This box will come up:



Enter the Item you want to add and a description of it.



Click 'Save & Close'.



Your new item should show up in the list.