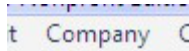


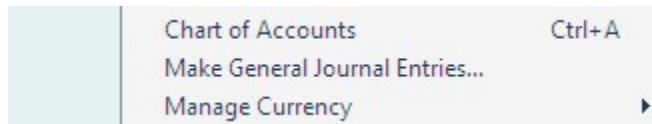
Adding Items to a Company File

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'.

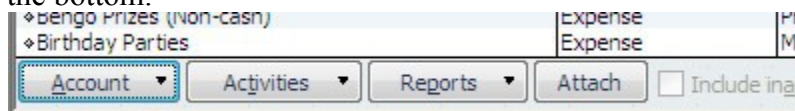


Click on that or press Ctrl+ A.

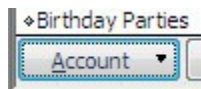
You'll see this:

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		

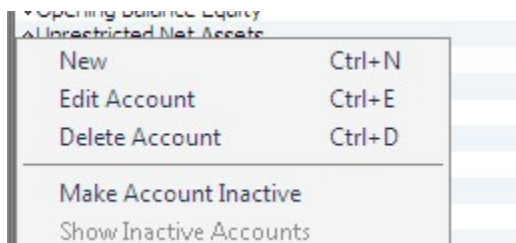
Look at the boxes at the bottom.



Click on 'Account'.



You'll get this menu.



Click on 'New'.

You'll see this.

Choose **one** account type and click Continue.

Categorize money your business earns or spends

Income

Expense

Or, track the value of your assets and liabilities

Fixed Asset (major purchases)

Bank

Loan

Credit Card

Equity

Other Account Types <select>

Click an account type on the left to see a description here.

[Help me choose the right account type.](#)

Continue Cancel

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

Income

Expense

Click 'Continue'.

Continue Cancel

This box will come up:

Add New Account

Account Type Income

Account Name Select from Examples

Subaccount of

Optional

Description

Note

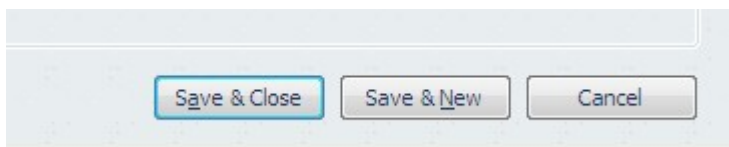
Tax-Line Mapping <Unassigned> [How do I choose the right tax line?](#)

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

The screenshot shows a form with the following fields and controls:

- Account Name:** A text input field containing "Cookie Sales" and a "Select from Examples" button to its right.
- Subaccount of:** A checkbox labeled "Subaccount of" followed by a dropdown menu.
- Description:** A large text input field.
- Note:** A smaller text input field.
- Tax-Line Mapping:** A dropdown menu currently showing "<Unassigned>" and a link labeled "How do I choose the right tax line?"

Click 'Save & Close'.



Your new item should show up in the list.

Name	Type	Description	Balance
Cookie Sales	Income		
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	