



QuickBooks Online

How to Add a Sub-Account to Your Chapter's Chart of Accounts:

Login to your chapter QuickBooks Online, Enter your “User” ID & “Password”

qb QuickBooks

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Intermittent Yahoo email delivery issues
by Paige - Apr 11, 2014
Is the primary email on your QuickBooks account a Yahoo email address? If so, you might have encountered this issue between 4/6 ...

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Sign In

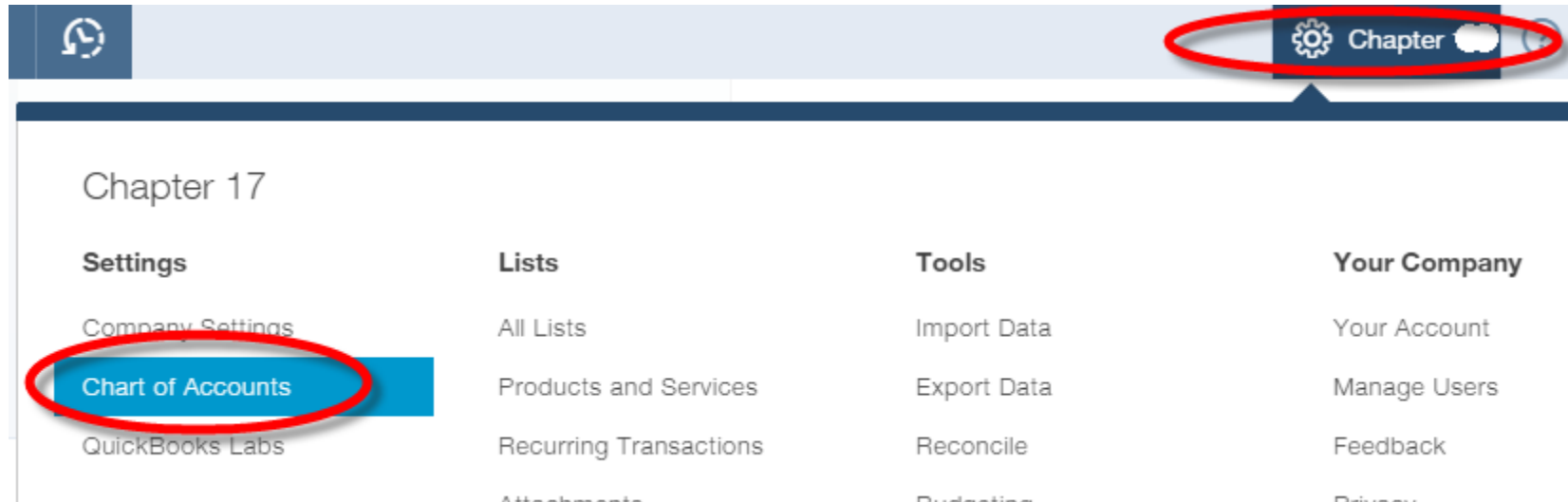
User ID

Password

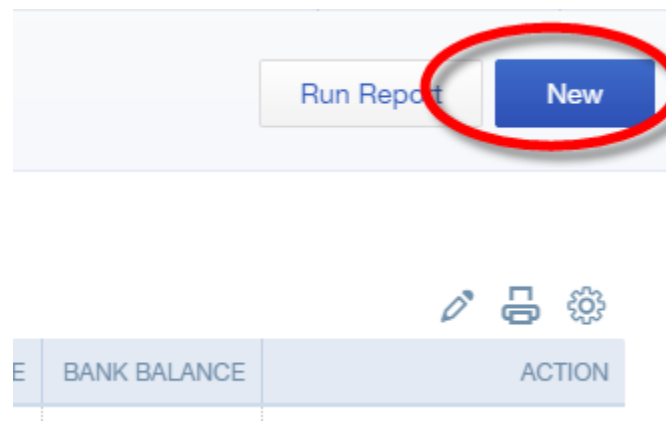
Remember my user ID

Sign In [Can't access your account?](#)

Click on  Chapter  on top right corner of your screen and select [“Chart of Accounts”](#)



Click on [“New”](#)



Select the “Category Type” for your account, in this case “Expenses”

Account

Category Type

Accounts receivable (A/R)

Accounts payable (A/P)

Credit Card

Other Current Liabilities

Long Term Liabilities

Equity

Income

Other Income

Cost of Goods Sold

Expenses

Other Expense

creates one Accounts receivable account for you. Most businesses need only one.

Each member has a register, which functions like an Accounts receivable account for each member.

Enter your account **Name**, account **Number**, account **Description**, check mark **Is Sub-Account** box and select the main account, then click on **Save**

The image shows a form for creating an account. The fields are as follows:

- Name:** Chapter's Monthly Lunch
- Number:** 6510
- Description:** Lunch with Chapter Members
- Is sub-account:** Is sub-account
- Main account:** 6500 SEMINARS & CON
- Save button:** Save