

Recommended Account Numbering

#Range		Acct Type
10000	14999	Bank
15000	15999	Accounts Receivable
16000	16999	Other Current Asset
17000	18999	Fixed Asset
19000	19999	Other Asset
20000	20999	Accounts Payable
21000	23999	Credit Card
24000	26999	Other Current Liability
27000	29999	Long Term Liability
30000	39999	Equity
40000	49999	Income
50000	59999	Cost of Goods Sold
60000	69999	Expense
70000	79999	Other Income
80000	89999	Other Expense
90000	99999	Nonposting

Using Subaccounts

If you're using numbered accounts, when you set up your main (parent) accounts, be sure to leave enough open numbers to be able to fit in all the subaccount you'll need; plan to increment subaccount numbers by ten. Try to number your accounts so that the labels end up alphabetical for easier reading.

- 63300 Insurance
 - 63310 General Liability
 - 63320 Health
 - 63330 Life & Disability
- 68400 Travel
 - 68410 Sales
 - 68420 Seminars & Meetings
- 68600 Utilities
 - 68610 Electric
 - 68620 Gas