



## Modifying Your Chart Of Accounts

To put all PPP transactions in one account, you will need to create a PPP account or accounts.

Option 1: Create only one account and place all items there.

Option 2: Create a Parent Account called PPP and then create Subaccounts for all the expenses, for instance, PPP Rent, PPP Payroll, and PPP Utilities so the types of accounts mirror those you use on your regular P&L. This is the preferred method.

### Add new Account

#### To create a new parent account:

1. Go to the **Gear Icon** and click **Chart of Accounts**.
2. Click **New** in the top right corner.
3. Click the **Category Type** drop-down arrow and select the account type.
4. If more than one choice appears in the **Detail Type** field, select the type of account you want to create.
5. In the **Name** field, enter a name for the account.
6. (Optional) In the **Description** field, enter a brief description of the account.
7. Click **Save and Close** (or **Save and New** if you want to enter another account right away).

#### Adding a subaccount:

1. Follow the procedure above to create an account.
2. Before saving your account details, click to select the **Is sub-account** checkbox. Then click the **Enter parent account** drop-down arrow and select the subaccount's parent account.
3. **Notes**
4. The parent account must be the same category type. For example, if the subaccount account is an expense account, the parent must be an expense account.
5. You can create up to 5 levels of subaccounts (1 Parent with 4 subs).

## Merge Accounts

**Important:** The merging process is not reversible. Merging is permanent and cannot be undone at a later point.

1. Go to the **Gear Icon** and click **Chart of Accounts**.
2. Click on the account you are keeping selecting it and then the **Edit** button.
3. Copy the **Name**, make note of the **Detail Type** and if the **Is Sub-account** option is marked. If sub-account is marked, make note of the parent account it is associated with.
4. Click the browser's back arrow to return to the **Chart of Accounts**.
5. Select the account whose name you **don't** want to use and click **Edit**.
6. Paste in the **Name** and make sure the **Detail Type** matches the account with which you're merging.
7. If these are **sub-accounts**, make sure they are associated with the same parent. If only one is a **sub-account**, make it a parent account by deselecting the Is Sub-account option.
8. Click **Save**.
9. Click **Yes** to confirm that you want to merge the two accounts.

**Note:** The account being merged will remain with a status of "deleted" until QuickBooks Online's nightly processing removes them. Any transactions in the account being merged will be moved to the remaining account at the time the merge is processed.

### Special Considerations:

There are accounts whose **Type** cannot be changed, or they cannot be merged into an existing account.

- One example is the Uncategorized Asset account.  
If a user who has Online Banking tries to change its **Type** to another type of an account, they will receive the following:  
"Please correct the following errors: You can't change the type of this account because it is reserved for the Online Banking feature."

Since the system needs these accounts, you cannot delete or merge them with other accounts.

Also, if you're merging two accounts and one has a symbol in the name, you'll get an error. You need to change the account's name to take out the symbol, and then try the merging process again.

If you are merging **bank accounts** that have **reconciliation reports**, these reports will be **deleted** from the account that has been merged. The reconcile status (R) will remain on the merged transactions though.

## Edit Accounts


Go to the **Gear Icon** and click **Chart of Accounts**.

Scroll to the account that you want to edit.

Click on the account's corresponding button to the right under the Action column.

Select Edit from the dropdown menu

The account information will appear. Make the desired changes and hit the Save and Close green button at lower right corner.



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