

Tax Ready Bookkeeping

Account Number Structure Template

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Standard Account Numbering System (GAAP Convention)

This template provides a standard numbering structure for your Chart of Accounts. Customize account names for your industry while maintaining the logical numbering structure.

Assets (1000-1999)

Current Assets (1000-1499)

Number	Account Name	Type
1000	Checking - Primary	Bank
1010	Checking - Payroll	Bank
1020	Checking - Operating	Bank
1050	Savings	Bank
1100	Accounts Receivable	Accounts Receivable
1150	Allowance for Doubtful Accounts	Other Current Asset
1200	Inventory	Other Current Asset
1300	Prepaid Expenses	Other Current Asset
1310	Prepaid Insurance	Other Current Asset
1320	Prepaid Rent	Other Current Asset
1400	Employee Advances	Other Current Asset
1450	Undeposited Funds	Other Current Asset

Fixed Assets (1500-1799)

Number	Account Name	Type
1500	Furniture & Fixtures	Fixed Asset
1510	Accumulated Depreciation - F&F	Fixed Asset
1550	Computer Equipment	Fixed Asset
1560	Accumulated Depreciation - Computers	Fixed Asset

Number	Account Name	Type
1600	Vehicles	Fixed Asset
1610	Accumulated Depreciation - Vehicles	Fixed Asset
1700	Buildings	Fixed Asset
1710	Accumulated Depreciation - Buildings	Fixed Asset
1750	Land	Fixed Asset
1800	Leasehold Improvements	Fixed Asset
1810	Accumulated Amortization - Leasehold	Fixed Asset

Other Assets (1800-1999)

Number	Account Name	Type
1900	Security Deposits	Other Asset
1950	Organization Costs	Other Asset

Liabilities (2000-2999)

Current Liabilities (2000-2499)

Number	Account Name	Type
2000	Accounts Payable	Accounts Payable
2100	Credit Card - Business	Credit Card
2110	Credit Card - Amex	Credit Card
2200	Accrued Expenses	Other Current Liability
2210	Accrued Wages	Other Current Liability
2220	Accrued Interest	Other Current Liability
2300	Payroll Liabilities	Other Current Liability
2310	Federal Withholding	Other Current Liability
2320	State Withholding	Other Current Liability
2330	FICA Payable	Other Current Liability
2340	Federal Unemployment	Other Current Liability
2350	State Unemployment	Other Current Liability
2400	Sales Tax Payable	Other Current Liability
2450	Unearned Revenue	Other Current Liability
2460	Customer Deposits	Other Current Liability

Long-Term Liabilities (2500-2999)

Number	Account Name	Type
2500	Notes Payable	Long Term Liability
2600	Vehicle Loan	Long Term Liability
2700	SBA Loan	Long Term Liability

Number	Account Name	Type
2800	Line of Credit	Long Term Liability
2900	Shareholder Loans	Long Term Liability

Equity (3000-3999)

Number	Account Name	Type
3000	Owner's Capital / Common Stock	Equity
3100	Owner's Draw / Distributions	Equity
3200	Additional Paid-In Capital	Equity
3500	Retained Earnings	Equity
3900	Opening Balance Equity	Equity

Income (4000-4999)

Operating Income (4000-4499)

Number	Account Name	Type
4000	Revenue - Primary Services	Income
4010	Revenue - Service Line A	Income
4020	Revenue - Service Line B	Income
4030	Revenue - Service Line C	Income
4100	Revenue - Product Sales	Income
4200	Revenue - Consulting	Income
4300	Revenue - Maintenance/Support	Income
4400	Shipping & Handling Revenue	Income
4450	Discounts Given	Income
4500	Returns & Allowances	Income

Other Income (4500-4999)

Number	Account Name	Type
4600	Interest Income	Other Income
4700	Rental Income	Other Income
4800	Gain on Sale of Assets	Other Income
4900	Other Income	Other Income

Cost of Goods Sold (5000-5999)

Number	Account Name	Type
5000	Cost of Goods Sold	Cost of Goods Sold
5100	Direct Labor	Cost of Goods Sold
5200	Direct Materials	Cost of Goods Sold
5300	Subcontractor Costs	Cost of Goods Sold
5400	Shipping Costs	Cost of Goods Sold
5500	Manufacturing Overhead	Cost of Goods Sold
5600	Job Costs - Other	Cost of Goods Sold
5700	Inventory Adjustments	Cost of Goods Sold
5800	Purchase Discounts	Cost of Goods Sold

Operating Expenses (6000-6999)

Facilities (6000-6199)

Number	Account Name	Type
6000	Rent Expense	Expense
6050	Utilities	Expense
6060	Electricity	Expense
6070	Gas/Heating	Expense
6080	Water	Expense
6100	Repairs & Maintenance	Expense
6150	Janitorial	Expense

Personnel (6200-6399)

Number	Account Name	Type
6200	Wages & Salaries	Expense
6210	Officer Compensation	Expense
6220	Contract Labor	Expense
6250	Payroll Taxes	Expense
6300	Employee Benefits	Expense
6310	Health Insurance	Expense
6320	Retirement Contributions	Expense
6350	Workers' Compensation	Expense

Office & Administrative (6400-6599)

Number	Account Name	Type
6400	Office Supplies	Expense
6420	Postage & Shipping	Expense
6450	Telephone & Internet	Expense
6480	Software Subscriptions	Expense
6500	Equipment Rental	Expense
6550	Bank Service Charges	Expense
6560	Merchant Fees	Expense

Professional Services (6600-6699)

Number	Account Name	Type
6600	Accounting & Bookkeeping	Expense
6620	Legal Fees	Expense
6650	Consulting	Expense
6680	IT Services	Expense

Insurance (6700-6749)

Number	Account Name	Type
6700	Insurance - General Liability	Expense
6710	Insurance - Professional Liability	Expense
6720	Insurance - Property	Expense
6730	Insurance - Vehicle	Expense

Marketing & Sales (6750-6849)

Number	Account Name	Type
6750	Advertising	Expense
6760	Marketing	Expense
6780	Website & Online Marketing	Expense
6800	Trade Shows & Events	Expense
6820	Client Entertainment	Expense
6840	Promotional Materials	Expense

Travel & Meals (6850-6899)

Number	Account Name	Type
6850	Travel - Airfare	Expense
6860	Travel - Lodging	Expense
6870	Travel - Ground Transportation	Expense

Number	Account Name	Type
6880	Meals - Business	Expense
6890	Meals - Employee	Expense

Vehicle Expenses (6900-6949)

Number	Account Name	Type
6900	Vehicle - Fuel	Expense
6910	Vehicle - Repairs	Expense
6920	Vehicle - Insurance	Expense
6930	Vehicle - Registration	Expense
6940	Vehicle - Lease	Expense

Other Operating (6950-6999)

Number	Account Name	Type
6950	Dues & Subscriptions	Expense
6960	Licenses & Permits	Expense
6970	Training & Education	Expense
6980	Depreciation Expense	Expense
6990	Bad Debt Expense	Expense

Other Income/Expense (7000-7999)

Number	Account Name	Type
7000	Interest Expense	Other Expense
7100	Loss on Sale of Assets	Other Expense
7500	Income Tax Expense	Other Expense
7900	Extraordinary Items	Other Expense

Implementation Notes

Setting Up in QuickBooks Online:

1. Go to Settings (gear icon) > Account and Settings > Advanced
2. Enable "Account numbers"
3. Edit existing accounts to add numbers
4. Use "Add" to create new accounts with proper numbering

Best Practices:

- Leave gaps (use increments of 10) for future accounts
- Create parent accounts before sub-accounts
- Don't change numbers for accounts with many transactions mid-year
- Document your numbering system for consistency

Customization:

- Add industry-specific accounts as needed
- Create sub-accounts for detailed tracking
- Ensure tax line mappings are correct for your entity type

For more resources: projectbits.com/taxready/ch1

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