

Sample list of QB Chart of Accounts

#	Account Name	Account Description	Account Type
40000	Sales - Install	Revenue from design/build/install work	Income
41000	Sales - Grounds Maint	Revenue from maintenance-type work	Income
42000	Sales - Snow + Ice	Revenue from snow + ice service work	Income
43000	Sales - Other	Other revenue sources	Income
50000	Materials	Expenses for job-related materials	COGS
50100	Subcontractors	Expenses for job-related subcontractors	COGS
50200	Rentals	Expenses for job-related tool + equipment rentals	COGS
50300	Disposal, Permits, Other	Expenses for other job-related expenses	COGS
51000	Field Payroll - Wages	Payroll costs for field staff/crews	COGS
51100	Field Payroll - Liabilities	Payroll tax (labor burden) expenses for field crews	COGS
51200	Field Payroll - Work Comp	Worker's Comp expenses for field crews	COGS
52000	Equipment	Expenses for vehicles and equipment used on jobs (lease payments etc.)	COGS
52100	Equipment - Depreciation	Depreciation expenses for job-related equipment	COGS
52200	Equipment - Fuel	Fuel expenses for job-related equipment	COGS
52300	Equipment - Repairs + Parts	Repair and parts expenses for job-related equipment	COGS
52400	Equipment - Insurance	Insurance expenses for field vehicles + equipment	COGS
60000	Advertising		Operating Expense/OH
60010	Amortization	Amortization expenses for building, etc.	Operating Expense/OH
60020	Bad Debts	Unpaid invoices written off	Operating Expense/OH
60030	Bank Charges		Operating Expense/OH
60040	Bonding	Bonding expenses	Operating Expense/OH
60050	Computers + Software	Computer purchases, software expenses	Operating Expense/OH
60060	Consumable Materials	Material expenses for non-estimated (small/misc) materials (paint, garbage bags, blades, sandpaper, nails + screws, etc.)	Operating Expense/OH
60070	Courier/Shipping Fees		Operating Expense/OH
60080	Donations		Operating Expense/OH
60090	Dues and Subscriptions	Association dues + other membership dues	Operating Expense/OH
60100	Education and Training		Operating Expense/OH
60110	Fines and Penalties		Operating Expense/OH
60120	GPS	GPS Hardware + subscription costs	Operating Expense/OH
60130	Internet		Operating Expense/OH
60140	Liability Insurance	General liability insurance costs	Operating Expense/OH
60150	Loan Interest	Interest paid on loans, lines of credit, credit cards...	Operating Expense/OH
60160	Meals + Entertainment		Operating Expense/OH
60170	Merchant Fees	Payment processing fees for CC payments	Operating Expense/OH
60180	Office Cleaning/Security		Operating Expense/OH
60190	Office Supplies		Operating Expense/OH
60200	Professional Service Fees	Accountant, lawyer, consultant fees	Operating Expense/OH
60210	Property Tax		Operating Expense/OH
60220	Rent		Operating Expense/OH
60230	Safety Supplies		Operating Expense/OH
60240	Small Tools and Equipment	Expenses for non-estimated small tools (drills, rakes, string line, pressure washer, etc.)	Operating Expense/OH
60250	Snow Tools and Equipment	Expenses for non-estimated small tools for snow (shovels, hand spreaders, etc.)	Operating Expense/OH
60260	Taxes: Federal	Corporate federal taxes	Operating Expense/OH
60270	Taxes: State	Corporate state/province taxes	Operating Expense/OH
60280	Telephone + Mobile	Office phone and cell phone	Operating Expense/OH
60290	Travel and Parking		Operating Expense/OH
60300	Uniforms	Staff uniforms	Operating Expense/OH
60310	Utilities	Heat, hydro, etc.	Operating Expense/OH
61000	Overhead Payroll - Wages	Wages paid to office/overhead (non-estimated) staff	Operating Expense/OH

61010	OH Payroll - Liabilities	Payroll taxes + insurances paid on overhead wages	Operating Expense/OH
61020	OH Payroll - Work Comp	Workers comp premiums paid on overhead wages	Operating Expense/OH
62000	Overhead Equipment	Expenses for vehicles and equipment for office/overhead purposes (non-job equip)	Operating Expense/OH
62010	Equipment - Depreciation	Depreciation expenses for overhead equipment	Operating Expense/OH
62020	Equipment - Fuel	Fuel expenses for overhead equipment	Operating Expense/OH
62030	Equipment - Repairs + Parts	Repair and parts expenses for overhead equipment	Operating Expense/OH
62040	Equipment - Insurance	Insurance expenses for overhead vehicles + equipment	Operating Expense/OH

Sample list of QB Service Items

#	Service Item Name	Description	Links To...
4010.0	Install	Used for customer invoices and timesheets	An Income Account for tracking install sales
4010.1	Install-Materials	Used for vendor invoices (material expenses)	A COGS Account for material expenses
4010.2	Install-Subs	Used for vendor invoices (subcontractor expenses)	A COGS Account for material expenses
4010.3	Install-Rental	Used for vendor invoices (equipment rentals)	A COGS Account for equipment rentals
4010.4	Install-Other	Used for vendor invoices (permits, disposal, , other expenses that don't "fit")	A COGS Account for general/other expenses
4020.0	Maintenance	Used for customer invoices and timesheets	An Income Account for tracking Maintenance sales
4020.1	Maintenance-Materials	Used for vendor invoices (material expenses)	A COGS Account for material expenses
4020.2	Maintenance-Subs	Used for vendor invoices (subcontractor expenses)	A COGS Account for material expenses
4020.3	Maintenance-Rental	Used for vendor invoices (equipment rentals)	A COGS Account for equipment rentals
4020.4	Maintenance-Other	Used for vendor invoices (permits, disposal, , other expenses that don't "fit")	A COGS Account for general/other expenses
4030.0	Snow	Used for customer invoices and timesheets	An Income Account for tracking Snow sales
4030.1	Snow-Materials	Used for vendor invoices (material expenses)	A COGS Account for material expenses
4030.2	Snow-Subs	Used for vendor invoices (subcontractor expenses)	A COGS Account for material expenses
4030.3	Snow-Rental	Used for vendor invoices (equipment rentals)	A COGS Account for equipment rentals
4030.4	Snow-Other	Used for vendor invoices (permits, disposal, , other expenses that don't "fit")	A COGS Account for general/other expenses
4040.0	Irrigation	Used for customer invoices and timesheets	An Income Account for tracking Irrigation sales
4040.1	Irrigation-Materials	Used for vendor invoices (material expenses)	A COGS Account for material expenses
4040.2	Irrigation-Subs	Used for vendor invoices (subcontractor expenses)	A COGS Account for material expenses
4040.3	Irrigation-Rental	Used for vendor invoices (equipment rentals)	A COGS Account for equipment rentals
4040.4	Irrigation-Other	Used for vendor invoices (permits, disposal, , other expenses that don't "fit")	A COGS Account for general/other expenses
6010.0	Unbillable (Field)	Used for timesheets when field staff (crews) are working on unbillable hours (e.g. shop time, meetings etc.)	A COGS Payroll account
6010.1	Unbillable - Materials	Used for vendor invoices (material expenses)	An Operating Expense (overhead) account for consumable material expenses
6020.0	Unbillable (Overhead)	Used for timesheets for overhead staff	An operating expense (overhead) payroll account

Sample QB Transaction

