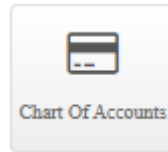


Chart of Accounts - Transaction Types



When you are allocating other income or expenses in your “Bank Import” and you see the terminology is incorrect or there is an expense account that needs to be added for example... Water and electricity.

The “Chart of Accounts” function is where you can add, edit or delete any “Asset, Expense, Equity, Other Income or Liabilities”

- **Click on the Chart of Accounts” button.**
- **A list of all the current expense types will be listed.**
- **To add one, simply click on the “Add Chart of Accounts” button and complete the new tab.**
- **To delete, highlight the relevant transaction and click the “Delete Chart of Accounts” button.**
- **To edit, highlight the relevant transaction and click the “Edit Chart of Accounts” button and complete the tab.**

Add Chart Of Accounts

Edit Chart Of Accounts

Delete Chart Of Accounts