

# QuickBooks®-Shopkeeper Chart of Accounts

~BALANCE SHEET~		~PROFIT & LOSS STATEMENT~	
		~SALES OF PRODUCTS & SERVICES~	~EXPENSES~
<p><b>BANKING</b></p> <p>10000 · Bank 1 10100 · Bank 2 10300 · Cash in Safe 10400 · RJO Exchange Account 10500 · Barter Exchange Account 12000 · Accounts Receivable 13000 · Stock-Spec Order Inv W-Skus ← - - -</p> <p style="background-color: #ffff00;">13800 · Shopkeeper Store Charges-AR</p> <p>13850 · Prepaid Expenses 13860 · Bad Check Holding Account 14000 · Undeposited Funds-Deposit \$\$ 15000 · Furniture and Equipment 15100 · Shop Equipment 15200 · Laser Welder 15300 · Leasehold Improvements 15400 · Vehicles 15900 · Accumulated Depreciation</p> <p><b>DEBT</b></p> <p>17000 · Accounts Payable 18000 · Credit Card 1 18100 · Credit Card 2 18200 · Credit Card 3 18300 · Credit Card 4</p> <p style="background-color: #ffff00;">21000 · Customer Deposits-Refunds</p> <p>22000 · Sales Tax Payable 23000 · Payroll Liabilities 24000 · Loans to Officer</p> <p><b>EQUITY</b></p> <p>30100 · Balance Adjustment Needed 30200 · Capital Stock</p> <p><b>31400 · DRAWS</b></p> <p>31410 · Draw 1 31420 · Draw 2 31430 · Draw 3 32000 · Retained Earnings</p>	<p style="background-color: #90ee90;"><b>40000 · PRODUCT SALES</b></p> <p>40100 · *Stock-Special Order Sales 40200 · *Memo-Consignment Sales 40300 · *Bulk &amp; Misc Sales</p> <p><b>40400 · *OTHER SHOPKEEPER SALES</b></p> <p>40500 · *Shipping-Fees-Finance Charges 40600 · *Appraisals 40700 · *Discounts-Coupons</p> <p><b>45000 · *SHOP SALES</b></p> <p>45100 · *Jewelry Repair 45200 · *Custom Design 45300 · *Watch Repair-Batteries</p> <p style="background-color: #ffff00;">46000 · Scrap Gold &amp; Dia Sales/Checks 41200 · Trade-In Overpayment</p> <p style="background-color: #90ee90;"><b>~COST OF PRODUCTS &amp; SERVICES~</b></p> <p style="background-color: #90ee90;"><b>~PRODUCT COST OF GOODS</b></p> <p>→ 50100 · *Stock-Spec Order COG → 50200 · *Memo-Consignment COG</p> <p style="background-color: #ffff00;"><b>50300 · Bulk &amp; Misc COG-Bkeeper Enter</b></p> <p>50600 · Appraisers Wages/Costs</p> <p style="background-color: #90ee90;"><b>55000 · *SHOP COST OF GOODS</b></p> <p style="background-color: #ff0000;"><b>55100 · Findings/Mtgs/Gold/Stones</b></p> <p>55200 · Tools &amp; Shop Supplies 55300 · Laser Lease/Depreciation 55400 · Watch Repair Costs 55500 · Outside Trade Shops 55600 · Jewelers Wages 55700 · Jewelers Taxes 55800 · Jewelers Benefits 55900 · 1099 Jeweler</p> <p style="background-color: #ffff00;"><b>56000 · *MASTER SCRAP GOLD COG</b></p> <p style="background-color: #90ee90;">***** 56100 · Scrap Gold COG-Customers</p> <p style="background-color: #ffff00;">B'kepr 56200 · *Scrapped Inv From Shopkeeper 57000 · Missing Inventory-Adjustments</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; background-color: #f0f0f0;"> <p style="text-align: center; margin: 0;"><b>IMPORTANT NOTE TO BOOKKEEPER</b></p> <p style="text-align: center; margin: 0;">Never, Ever make an entry into a grey colored area on this sheet in QuickBooks. Nor use an account in QB with an asterisk "*"</p> </div>	<p><b>60000 · *ADVERTISING-PROMOTION</b></p> <p>60100 · Billboard 60200 · Cable/TV/Radio 60300 · Magazines/Newspapers/YP 60400 · Direct Mail 60500 · Web/Internet 60600 · Give-A-Ways/Promotions 60700 · Vendor Advertising Rebates 60800 · Other Advertising</p> <p><b>61000 · *AUTOMOBILE EXPENSE</b></p> <p>61100 · Lease Payment 61200 · Fuel 61300 · Service 61400 · Reimbursement for Mileage</p> <p><b>61500 · *BANK SERVICE CHARGES</b></p> <p>61510 · Bank Charges 61520 · Credit Card Fees</p> <p>61700 · Bad Check &amp; A/R Write Off</p> <p><b>61800 · *MASTER CHARITABLE COSTS</b></p> <p>61810 · Charitable Contributions-Checks 61820 · *Jewelry Donations-Edge</p> <p>61850 · Business Licenses and Permits</p> <p><b>61900 · *COMPUTER EXPENSES</b></p> <p>61910 · Hardware 61920 · Service 61930 · Software</p> <p>62400 · Depreciation Expense 62500 · Dues and Subscriptions</p> <p><b>63300 · *INSURANCE EXPENSE</b></p> <p>63310 · Jewelers Block 63320 · General Liability Insurance 63330 · Health Insurance 63340 · Transgardian</p> <p>63400 · Interest Expense 63500 · Miscellaneous Expense</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>David Geller (404) 255-9565 David@JewelerProfit.com www.JewelerProfit.com Copyright July 2018</p> </div>	<p><b>64000 · *OFFICE EXPENSES</b></p> <p>64100 · Office Supplies 64200 · Printing (non advertising) 64300 · Boxes &amp; Wrap 64400 · Gifts 64700 · Over/Short</p> <p><b>65000 · *PAYROLL EXPENSES</b></p> <p>65100 · Sales Staff Wages 65200 · Admin Wages 65300 · Officer/Owner Wages 65400 · Occasional Staff 65500 · All Payroll Taxes 65600 · Benefits &amp; Matching Retirement 65700 · Payroll Service Costs 65800 · Training/Education 65900 · Employee Meals-100%</p> <p><b>66500 · *POSTAGE &amp; DELIVERY</b></p> <p>66510 · US Postage 66520 · Overnight Shipping Out 66530 · Freight Into Store</p> <p><b>66700 · *PROFESSIONAL FEES</b></p> <p>66710 · Accountant 66720 · Legal 66730 · Business Consulting</p> <p><b>67000 · *BUILDING OVERHEAD</b></p> <p>67100 · Rent Expense &amp; Cam Charges 67200 · Repairs and Maintenance 67300 · Showroom Improvement &amp; Displays</p> <p>68000 · Taxes - Property</p> <p><b>68400 · *TRAVEL AND ENTERTAINMENT</b></p> <p>68410 · Hotel/Air/Car Rental 68420 · Entertainment-50% 68430 · Meals-50%</p> <p><b>69000 · *UTILITIES</b></p> <p>69100 · Electric/Water/Gas 69200 · Alarm 69300 · Internet Connection/DSL 69400 · Telephone &amp; Cell</p> <p>70100 · Other Income 70200 · Interest Income 70300 · Vendor Discounts 70400 · Buying Group Rebates 70500 · Proceeds from Sale of Assets 80000 · Ask My Accountant 80100 · Other Expenses</p>

**IMPORTANT NOTES FOR BOOKKEEPER**

- Shopkeeper exports to the grey colored boxes. Never make an entry in them as if the bookkeeper enters and Shopkeeper enters it will be doubled.
- Never use an ALL CAPITALIZED account nor an account that has an asterisk in front of the name: example \*Stock-Spec Order COG.
- Bookkeeper for sure makes entries in the yellow colored areas.
- The only place to make an entry for items resalable arte in red above.
  - 55100 · Findings/Mtgs/Gold/Stones      We do not enter shop costs into Shopkeeper only QuickBooks.
  - 50300 · Bulk & Misc COG-Bkeeper Enter
- If the store has open accounts (A/R) in Shopkeeper that amount of A/r is not sent to the 13800 · Shopkeeper Store Charges-AR account. This has to be done at least yearly by the bookkeeper with a journal entry.
- Shopkeeper sends customer deposits for all accounts (repair & custom deposits) along with special order & layaway deposits to 21000 · Customer Deposits-Refunds account.
- The 21000 · Customer Deposits-Refunds account is also where Shopkeeper sends A/R and so once a year must be moved out.
- REFUNDS:** Credit card and cash refunds are combined in "Deposit \$\$" for that day. It will be the net amount, matching the credit card processors batch total.
- If you need to write a check for a refund on the expense tab use the 21000 · Customer Deposits-Refunds account.
- Two ways to buy scrap gold from a customer:
  - Ignore Shopkeeper and just write a check in QuickBooks. If you know you'll scrap it use in QB on thee expense account # 56100 · Scrap Gold COG-Customers
  - If you're going to use **the scrap as a credit against a sale in Shopkeeper** add class code 898-00001 "Buy scrap" and enter "Qty" as a negative 1. This will send the cost in QB to # 56100 · Scrap Gold COG-Customers acct.
- When you receive the refiners check for scrap you can enter it one of two ways:
  - Just make a deposit only in QuickBooks and on the 2nd page add a line and under "account" column use the "46000 · Scrap Gold & Dia Sales/Checks" account.
  - If you want to enter this into Shopkeeper it will be a sale to a refiner and use class code 897-00001 as a positive number. This will export to the sales account "46000 · Scrap Gold & Dia Sales/Checks" account. Then deposit the refiners check as normal from the "Deposit \$\$" screen.