

Practical Accounting Templates - RGP Chart of Accounts

Chart of Accounts

Name of Company

Account Name

Balance Sheet Accounts

Current Assets

101	Cash in Bank - Checking
102	Cash in Bank - Savings
110	Accounts Receivable - Customers
110A	Allowance for Doubtful Accounts
111	Accounts Receivable - Others
120	Inventory - Finished Goods
121	Inventory - Supplies
131	Prepaid Insurance
132	Prepaid Advertising
133	Prepaid Dues & Fees

Fixed Assets

151	Machinery & Equipment
151A	Accumulated Depr - M&E
152	Furniture & Fixtures
152A	Accumulated Depr - F&F
153	Leasehold Improvements
153A	Accumulated Depr - LI
154	Buildings
154A	Accumulated Depr - Buildings
155	Land

Other Assets

160	Deposits (Utilities & Other)
161	Goodwill
162	Incorporation Expenses
162A	Accumulated Amortization - IE

Current Liabilities

201	Accounts Payable - Vendors
202	Accounts Payable - Others
203	Notes Payable - Short Term
211	FICA Taxes Payable
212	Federal W/H Taxes Payable
213	State W/H Taxes Payable
214	Federal Unemployment Taxes Payable
215	State Unemployment Taxes Payable
216	State Sales Taxes Payable
217	Property Taxes Payable
221	Health Insurance Payable
222	Interest Payable
223	Insurance Payable
224	Advertising Payable
225	Accrued Payroll

Long Term Debt

241	Bank Loans Payable
241A	Short-term Portion (deduct)
245	Officers Loans Payable

Owners Equity

301	Invested Capital
302	Retained Earnings

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Income Statement Accounts

Sales

401 Product #1 Sales
402 Product #2 Sales
403 Product #3 Sales
404 Product #4 Sales
411 Service Sales - City
412 Service Sales - Country

Cost of Goods Sold

501 COGS Product #1
502 COGS Product #2
503 COGS Product #3
504 COGS Product #4
511 COGS Service City
512 COGS Service Country

Operating Expenses

601 Rent & Related Costs
602 Operating Salaries
603 Payroll Taxes - Operating Salaries
604 Repair & Maintenance
605 Supplies - Operating
606 Utilities
607 Insurance - Building & Contents
608 Property Taxes
609 Miscellaneous Operating Expenses
620 Depreciation - Buildings
621 Depreciation - Equipment

Selling Expenses

701 Selling Salaries
702 Payroll Taxes - Selling Salaries
703 Advertising
704 Auto/Van - Delivery & Travel
705 Telephone
706 Miscellaneous Selling Expenses

Administration Expenses

801 Officers Salaries
802 Office Salaries
803 Payroll Taxes - Administration Salaries
804 Office Supplies
805 Professional Fees - Accounting & Legal
806 Office Equipment Repairs
807 Software & Computer Expense
808 Miscellaneous Admin Expenses
809 Insurance General Liability
810 Interest Expenses

Income Taxes

901 Income Taxes - Federal & State