



BOOKS

Chart of Accounts

Customize the categories your transactions can belong to. Account types, sub-accounts, deactivating vs. deleting.

Prepared by Terrance Bortell · May 16, 2026

On this page

- [Account Types](#)
- [Account Hierarchy](#)
- [Adding an Account](#)
- [Editing or Deactivating](#)
- [Importing a Custom Chart of Accounts](#)

Your Chart of Accounts (COA) is the master list of categories you can assign to transactions. Books ships with a travel-agency-tailored default chart; you can customize it freely.

Account Types

Every account belongs to one of five high-level types:

- **Asset** — things you own (Bank accounts, Equipment, Inventory)
- **Liability** — things you owe (Credit cards, Loans, Accounts payable)
- **Equity** — owner's stake (Retained earnings, Owner contributions)
- **Income** — money earned (Commissions, Service fees, Refunds received)
- **Expense** — money spent (Software, Office rent, Marketing, Meals)

Account Hierarchy

Accounts can have sub-accounts. Example:

- Marketing Expenses (parent)
 - → Email & SMS (child)
 - → Paid Ads (child)
 - → Print (child)

Sub-accounts give you both detail (in detailed reports) and roll-up (parent totals on summary reports) without re-categorizing.

Adding an Account

1. Go to **Chart of Accounts** → **New Account**.
2. Pick the account **type** (this is permanent — can't change later without recategorizing).
3. Name the account.
4. Optionally pick a **parent** account to make this a sub-account.

5. Optionally add a **code** (e.g. 5050) for accountants who want numbered accounts.

6. Save.

Editing or Deactivating

You can rename and re-parent accounts freely — changes propagate automatically. You can't change an account's **type** once it has transactions (changing Asset to Income mid-year would corrupt reports).

If you stop using an account, **deactivate** it instead of deleting. Deactivated accounts:

- Don't appear in new transaction category pickers
- Still show on historical reports (so old transactions stay properly categorized)
- Can be reactivated at any time

ADVISOR TIP

Deleting an account permanently removes it. Books only allows deleting accounts that have **no transactions ever**. For anything with history, use deactivate.

Importing a Custom Chart of Accounts

If you have a chart of accounts from another bookkeeping system (QuickBooks, Xero, etc.), you can import it as a CSV. Go to **Chart of Accounts** → **Import** and upload a CSV with columns: Name, Type, Parent, Code. Books validates the import and shows any conflicts before committing.