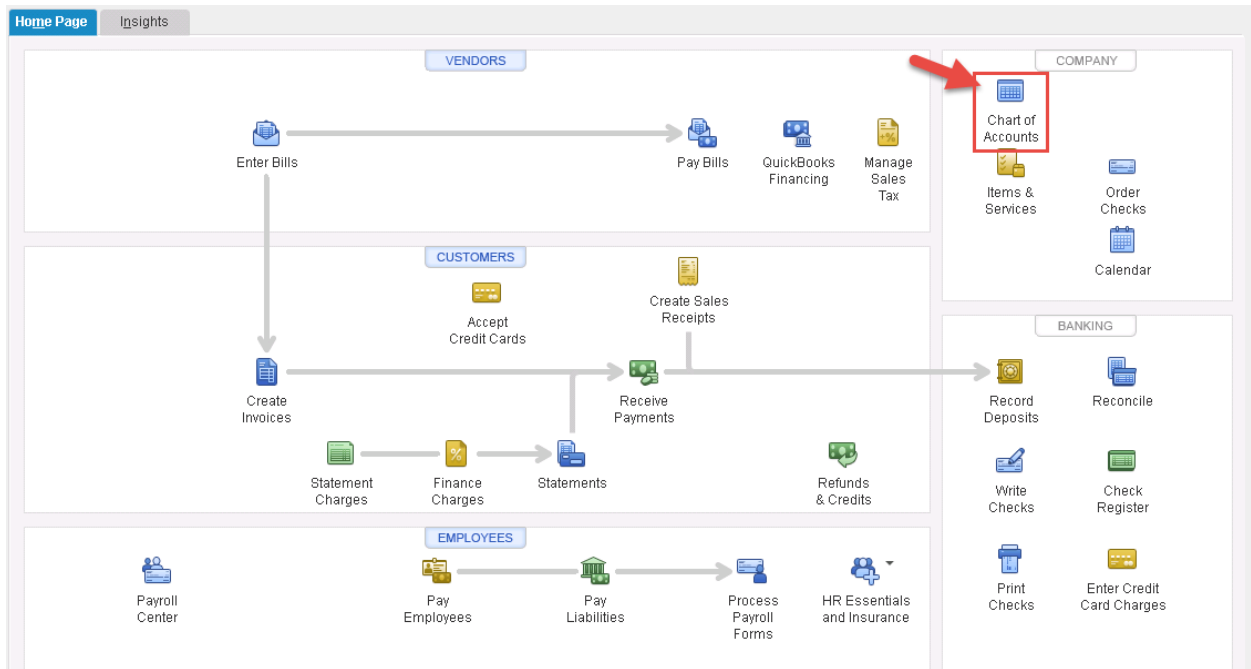


# Set up a New Client Trust Account

From the Home Screen, select “Chart of Accounts”




At the bottom of the screen select “Account”

A menu will appear – then select “New” at the top



Select "Bank" then select "Continue"

 Choose **one** account type and click Continue.

Categorize money your business earns or spends

- Income**
- Expense**

Or, track the value of your assets and liabilities

- Fixed Asset (major purchases)**
- Bank**
- Loan**
- Credit Card**
- Equity**


**Other Account Types**

**Click an account type on the left to see a description here.**

[Help me choose the right account type.](#)

Enter the name of the client's trust account in "Account Name"  
Check the box for "Subaccount of" and choose the "Trust Account"  
Click "Save and Close"

---

 Account Type Bank

**Account Name**

**Subaccount of** TrustAccount

OPTIONAL


**Description**

**BankAcct. No.**

**Routing Number**

**Tax-Line Mapping** <Unassigned> [How do I choose the right tax line?](#)

[Should I enter an opening balance?](#)

 **Remind me to order checks when I reach check number**

**Order checks I can print from QuickBooks** [Learn more](#)