Exercise

# Chart of Accounts

Use this link to complete the following exercise: <https://qbo.intuit.com/redir/testdrive>

1. Open the chart of accounts by going to the grey menu on the left, clicking on accounting and then chart of accounts. Now click on dashboard (or click the back arrow). Open the chart of accounts another way, click on the gear in the upper right corner and then chart of accounts.
2. Click on name to sort the order alphabetically.
3. Click on type to sort the order by type.
4. Search the name job.