

Quickbooks guidelines

To start a new company

Create a new company file

For someone else

Enter name

Industry is general service based business

Business type non profit

Email address

Skip everything else

Create Company

You're all set...start working

View (top menu line)

Top icon bar

One window

Edit (top menu line)

Preferences

Desk top view – unmark everything under company preferences

Desk top view – one window, save current desk top, switch to colored icons, unmark show home page in my preferences

General – check mark all except bring back all one time messages, turn off pop up messages

Payroll – no payroll

Reports & graphs – refresh automatically in my preferences. In company preferences unclick default formatting for reports, click on format, fonts & numbers, change font, font style is regular, size is 10, yes change all related fonts

Lists (top menu line)

Chart of accounts

Payroll liabilities, payroll expenses – make both inactive by right clicking the account and choosing "make account inactive"

To set up bank

Lists (top menu bar)

Chart of accounts

Account

New

Bank

Checking account

To add or delete icons on icon bar

Right click icon bar

Customize icon bar

Delete all except home, reports and vendors

To add to icon bar...when in the check register, click on view (top menu) add checking account to icon bar and click ok.

You can add any window to icon bar as a short cut when you have the window open

Open checking account

Banking

Use register

Click box for 1 line at bottom left

Make checking account entries

Enter date

Enter check number, EFT, dep, etc

Enter payee – you can add “on the fly” just start typing in name and either enter new name or click on existing name...ie landlord

Enter account – you can add “on the fly” by starting to type the name or enter a new name...ie rent

Enter payment or deposit amount

Click on “splits” if payment needs to go to multiple accounts

To run reports click on reports icon

To see vendors, click on vendor icon

To use checking account click on checking account icon you created