QuickBooks – The Basics

Getting Access:

Pull up the File System and access the Q: Drive. Select your business’s QuickBooks file (make sure it has the extension .QBW). It does take a long time to load. Enter the User Name and Password for your business:

![QuickBooks Login]

Refer to the charts on the walls, or ask a consultant or grad assistant for help.

If you should receive an error such as this one:

![Warning]

Find out if anyone else is using your business’s QuickBooks and ask them to switch to multi-user mode this way:
Navigation:

When QuickBooks opens it should be on the Home Screen. If not, press the Home button. Really the only item you will need for basic usage is the Chart of Accounts:

When you open the Chart of Accounts, the only account you want is the General Ledger:
You will then get to the General Ledger which looks like this:

**Basic Data Entry:**

Let’s walk step by step through a journal entry. The entry at the bottom will be blank and look like this:
Date: Enter the date the transaction occurred not just today’s date.

Number: Enter your initials into this field. (Yes, that is confusing)

Payee: This is where you enter what it is you are recording. Is it Cash revenue for the day, or an invoice from PFG? As you start typing, it should fill in approved entries, or you can select the arrow at the end of the field for a complete list:

Account: Similar to Payee, this describes the categorization of the entry. There is also a drop-down menu to select from:

Memo: You don’t always have to write a memo, but it is useful for tracking purposes. So if your transaction is in any way out of the ordinary, or is being used to adjust a previous entry, write a memo:
**Increase or Decrease:** Remember to put the amount in the appropriate column: Increase for revenue or vendor credits, Decrease for expenses:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>37.26</td>
</tr>
<tr>
<td>Revenues:652100 Ca...</td>
<td></td>
</tr>
<tr>
<td>Memo</td>
<td></td>
</tr>
<tr>
<td>Snows Ice Cream</td>
<td>Increase 202.54</td>
</tr>
<tr>
<td>FF Facility Operations...</td>
<td></td>
</tr>
<tr>
<td>Memo</td>
<td></td>
</tr>
</tbody>
</table>

If you are sure everything has been entered correctly, hit **Record**. If you need to start from scratch or you want to clear the entry in any way, hit **Restore**.

**Modifying Entries:**

For most things, you should create a new adjusting entry to make any changes as that preserves the accounting record. However, for editing or removing at the time of entry, here is the procedure.

**Editing an Entry:** Simply click on the entry you wish to change, edit the pertinent information, and hit Enter. QuickBooks will ask you if you are sure you want to make a change, and if the original entry is older than 90 days, a further warning will appear. We recommend a new adjusting entry for anything that old.

**Deleting an Entry:** This should only be done only when necessary, such as when two people make the same entry. To remove an entry, right click on the line and select the (rather frightening) option to ‘Delete General Journal’: