QuickBooks – Getting Started

**Getting Access:**

Pull up the File System and access the Y: Drive – e. Quickbooks. Select your business’s QuickBooks file. It does take a long time to load, so be patient. Enter the User Name and Password for your business:

![QuickBooks Login](image)

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](image)

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: