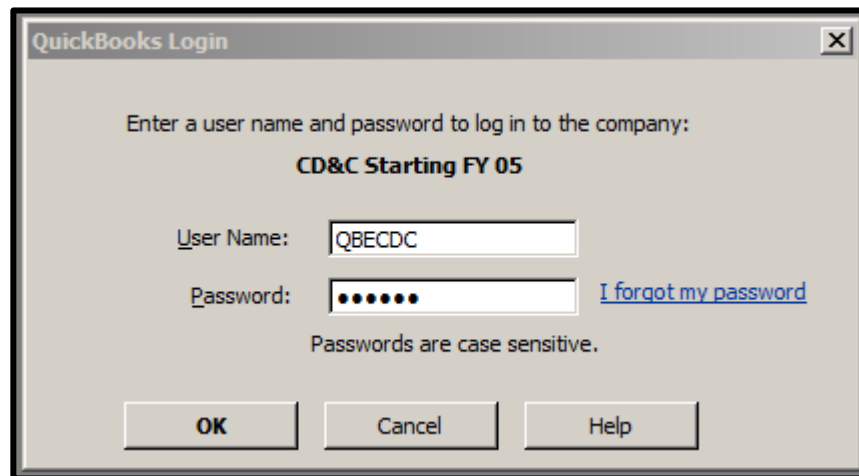


QuickBooks – The Basics

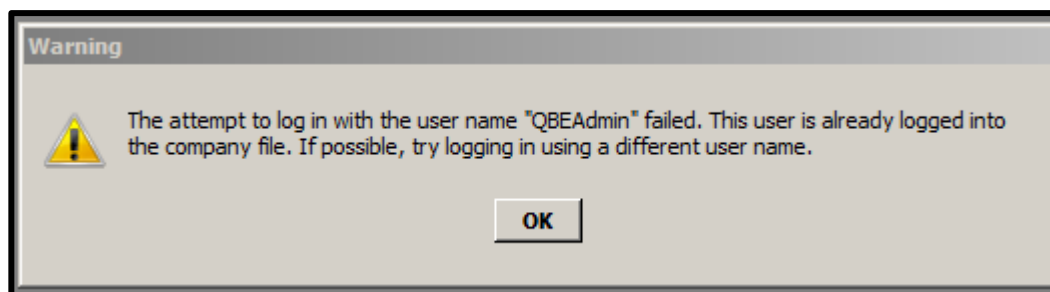
Getting Access:

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:

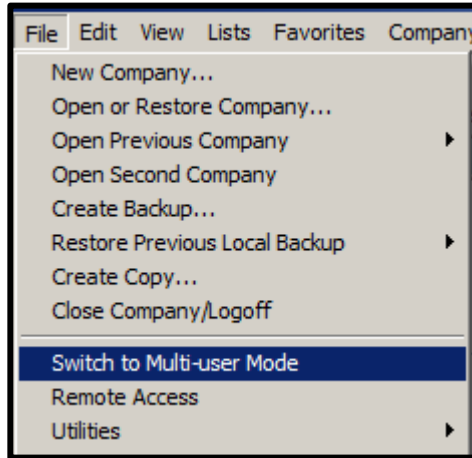


Refer to the charts on the walls, or ask a consultant or grad assistant for help.

If you should receive an error such as this one:

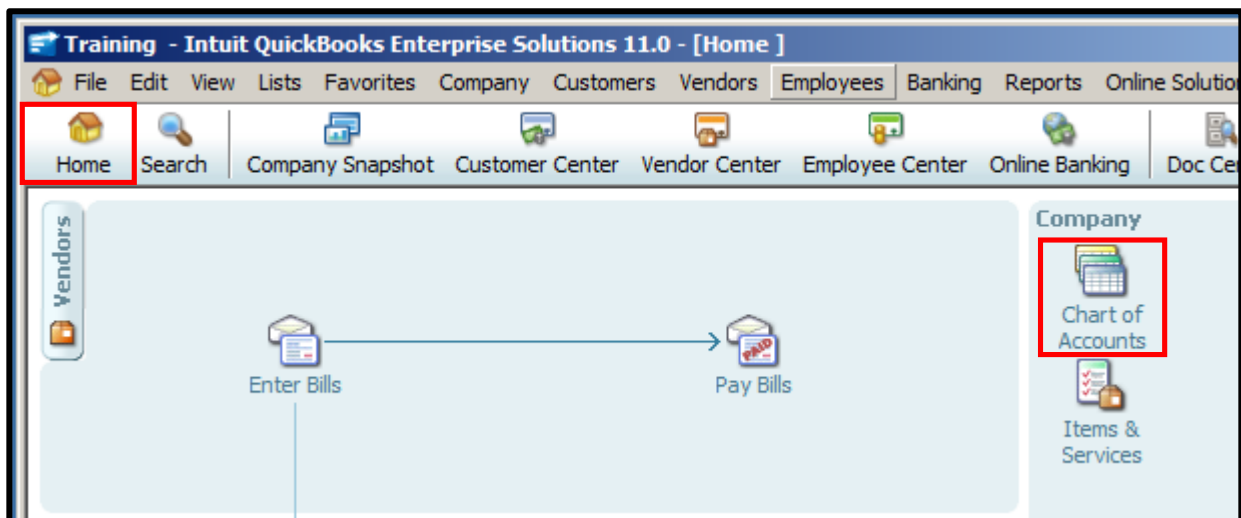


Find out if anyone else is using your business's QuickBooks and ask them to switch to multi-user mode this way:



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:

Training - Intuit QuickBooks Enterprise Solutions 11.0 - [Chart of Accounts]

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports
Online Solutions Window Help

Home Search Company Snapshot Customer Center Vendor Center Employee Center Online Banking Doc

Name	Type	B...	Att...
◆ Accounts Receivable	Accounts Receivable	0.00	
◆ Beginning Loan	Other Current Liability	0.00	
◆ General Ledger	Equity	1,...	
◆ Opening Bal Equity	Equity	-5,...	
◆ Unrestricted Net Assets	Equity		
◆ Revenues	Income		
◆ 652100 Cash Food Sales	Income		
◆ 657000 Tips/Donations	Income		
◆ 695300 UCard	Income		

You will then get to the General Ledger which looks like this:

Training - Intuit QuickBooks Enterprise Solutions 11.0 - [General Ledger]

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Online Solutions Window Help

Home Search Company Snapshot Customer Center Vendor Center Employee Center Online Banking Doc Center Report Center App Center Help Reminders Feedback Services Add Payroll Credit Cards

Go to... Print... Edit Transaction QuickReport

Date	Number	Account	Payee	Memo	Increase	Decrease	Balance
10/27/2009	kf	UCard			176.50		1,566.69
	GENJRNL	Revenues:695300 UCard					
10/27/2009	kf	YCMP			79.20		1,645.89
	GENJRNL	Revenues:699905 YCMP					
10/27/2009	kf	Stop & Shop				2.99	1,642.90
	GENJRNL	FF Facility Operational Expense:739190 Food for Resale:739190p PRO					
10/27/2009	kf	Stop & Shop				51.61	1,591.29
	GENJRNL	FF Facility Operational Expense:739190 Food for Resale:739190p PRO					
10/27/2009	kf	Stop & Shop				12.37	1,578.92
	GENJRNL	FF Facility Operational Expense:739190 Food for Resale:739190p PRO					
10/28/2009	kf	PPG				144.15	1,434.77
	GENJRNL	FF Facility Operational Expense:739190 Food for Resale #6613388					
10/28/2009	SR	Cash			96.35		1,531.12
	GENJRNL	Revenues:652100 Cash Food Sales					
10/28/2009	SR	UCard			98.50		1,629.62
	GENJRNL	Revenues:695300 UCard					
10/28/2009	SR	YCMP			36.00		1,665.62
	GENJRNL	Revenues:699905 YCMP					
10/29/2009	kf	Shows Ice Cream				315.12	1,350.50
	GENJRNL	FF Facility Operational Expense:739190 Food for Resale #80588					
10/29/2009	SR	Cash			204.40		1,554.90
	GENJRNL	Revenues:652100 Cash Food Sales					
10/29/2009	SR	UCard			189.00		1,743.90
	GENJRNL	Revenues:695300 UCard					
10/29/2009	SR	YCMP			84.83		1,828.73
	GENJRNL	Revenues:699905 YCMP					
10/31/2009	SR	YCMP			5.83		1,834.56
	GENJRNL	Revenues:699905 YCMP		End of Month Adjustment			
10/31/2009	SR	Payroll			0.06		1,834.62
	GENJRNL	CC Payroll Category:730015 Student Payroll		End of Month Adjustment			
10/31/2009	SR	UCard				60.67	1,773.95
	GENJRNL	EE Administrative Expense:735620 2% UCard Service Fee					
11/24/2015	Number	Payee			Increase	Decrease	
	Account						

Spits Ending balance 1,773.95

1-Line

Sort by [Date, Type, Number/...] Record Restore

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:

05/05/2015	Number		Increase	Decrease
	Account	Memo		

Date: Enter the date the transaction **occurred** not just today's date.

05/05/2015	Number	
	Account	

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

05/05/2015	CMW	Payee
		Account

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:

CMW	Cash	Increase
	< Add New >	
	G Housen & Co.	Vendor
	PFG	Vendor
	Snows Ice Cream	Vendor
	UCard	Vendor
	BOB Dues	Other Name
Type, Num	✓ Cash	Other Name

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

CMW	Snows Ice Cream	Increase
	FF Facility Operational E	Memo
	734500 Postage	Expense
	734700 Telephone Equipment	Expense
	735010 Membership Dues (BOB)	Expense
	735600 Fees, Fines, Licenses	Expense
	735620 2% UCard Service Fee	Expense
Type, Num	FF Facility Operational Expense	Expense
	✓ 739190 Food for Resale	Expense

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:

CMW	Snows Ice Cream	
	FF Facility Operationa...	Special Catering Order

Increase or Decrease: Remember to put the amount in the appropriate column: Increase for revenue or vendor credits, Decrease for expenses:

Cash	▼	37.26	Decrease
Revenues:652100 Ca...	▼	Memo	

Snows Ice Cream	▼	Increase	202.54
FF Facility Operationa...	▼	Memo	

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**.

05/05/2015	CMW	Cash	▼	37.26	Decrease	
		R...	▼	Memo		

Splits Ending balance 1,773.95

1-Line

Sort by Date, Type, Number/... ▼

Record **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':

UCard		100.00
Revenues:695300 UCard	Memo	
YCMP		
Revenues:699905 YCMP		
YCMP		
Revenues:699905 YCMP	End of Month Adj	
Payroll		
CC Payroll Category:730015 Student F	End of Month Adj	
UCard		
EE Administrative Expense:735620 2%		
Cash		
Revenues:652100 Cash Food Sales		

- Undo Typing
- Cut
- Copy
- Paste
- Select All
- Find...
- Refresh
- Edit General Journal
- Delete General Journal**