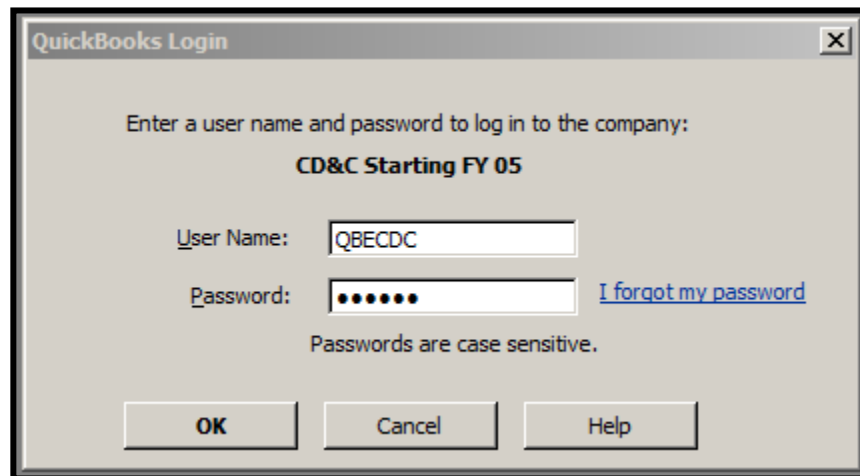


# QuickBooks – Getting Started

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## Getting Access:

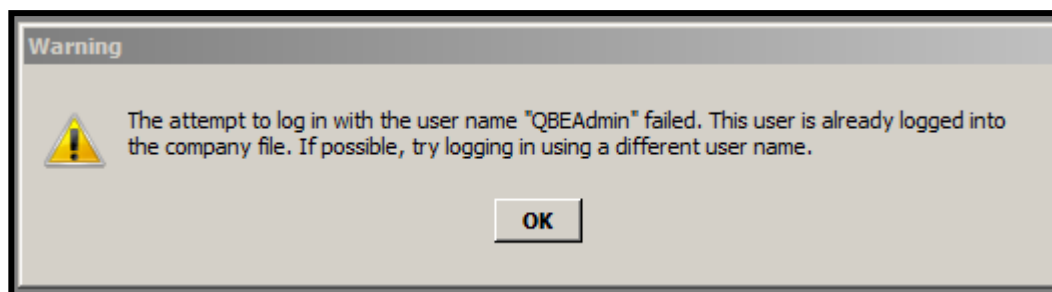
Pull up the [File System](#) and access the Y: Drive – e. Quickbooks. Select your business's QuickBooks file. It does take a long time to load, so be patient. Enter the User Name and Password for your business:



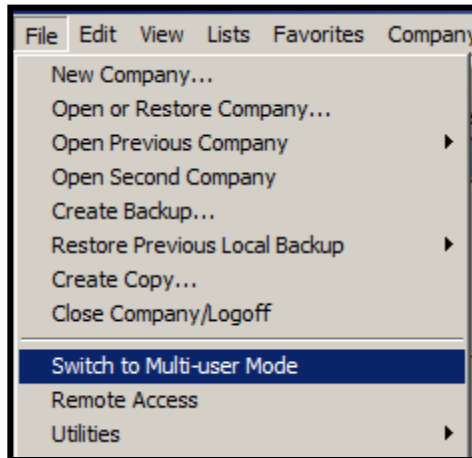
The image shows a 'QuickBooks Login' dialog box. The title bar reads 'QuickBooks Login'. The main text says 'Enter a user name and password to log in to the company:'. Below this, it says 'CD&C Starting FY 05'. There are two input fields: 'User Name:' with the text 'QBECDC' and 'Password:' with a masked password of seven dots. To the right of the password field is a blue link that says 'I forgot my password'. Below the input fields, it says 'Passwords are case sensitive.'. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Help'.

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:

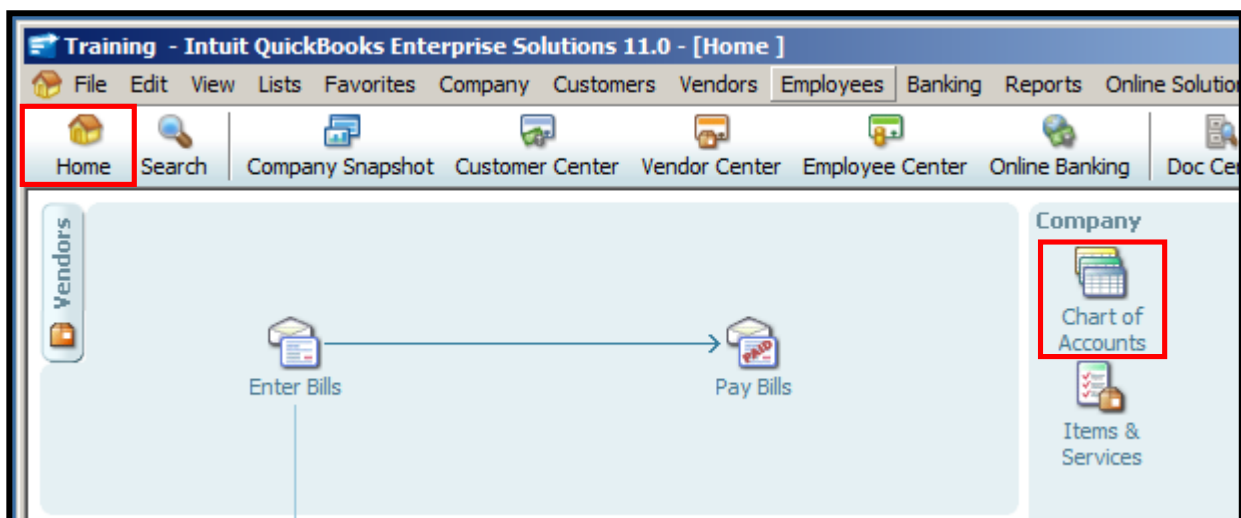


Find out if anyone else is using your business's QuickBooks and ask them to switch to multi-user mode this way:



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

11/21/2016

Number Payee Memo Increase Decrease

Account

Splits

Ending balance 1,773.95

1-Line

Sort by Date, Type, Number /...

Record Restore