
QuickBooks® Starter Guide

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QuickBooks® Starter Guide

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Screen captures are provided for illustrations only and may not fully represent the actual screen views.

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This guide is suitable for the following software versions:
QuickBooks® Canadian versions: 2015, 2014, 2013, 2012, 2011

1 Installing QuickBooks®

Beforehand preparation

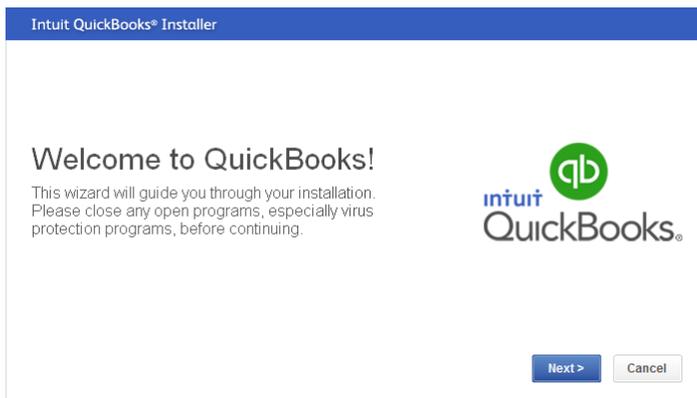
1. Make sure that your computer meets the minimum system requirements.
2. Update your Windows OS to the latest patch.
3. Close any open programs, especially virus protection programs.

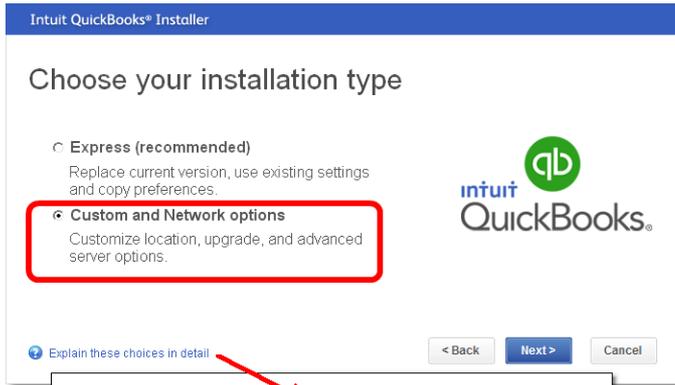
Start the installation wizard

From a CD: Insert the QuickBooks® DVD into the DVD drive.

TIP If the installation does not start automatically, browse to your DVD drive and double-click the Setup.exe file to begin the installation.

Follow the installation wizard





Choose Installation Type

Thinking about the computer you're installing on right now...

Choose Express when:

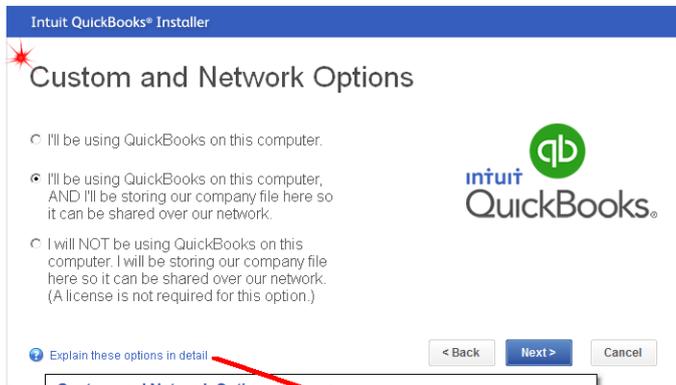
- You want to replace (and copy settings from) your existing version of QuickBooks with the version you're installing now.
- Note:** Replacing a version does not affect your company data.
- Someone will use the QuickBooks program on this computer.

Choose Custom and Network Options when:

- You want to change the installation location from the default to another location. For example, if you install your application programs to a second local hard drive, you would use this option to change the install location to your second hard drive. (or)
- This computer only stores company files and no one uses QuickBooks here. For example, if you store your company files on a separate computer from where you run QuickBooks, use this option to install just the server components and not the QuickBooks program.

1. You normally WON'T want to replace any earlier version of QuickBooks®

2. Basically, gives you flexibility in subsequent steps (marked ✨)



Custom and Network Options

Thinking about the computer you're installing on right now...

Choose I'll be using QuickBooks on this computer when:

- This computer stores company files that DO NOT need to be shared with other computers.
- You use QuickBooks on this computer.

Choose I'll be using QuickBooks on this computer, AND I'll be storing our company file here so it can be shared over our network when:

- This computer stores company files that DO need to be shared so other users on the network can open them.
- You use QuickBooks on this computer.

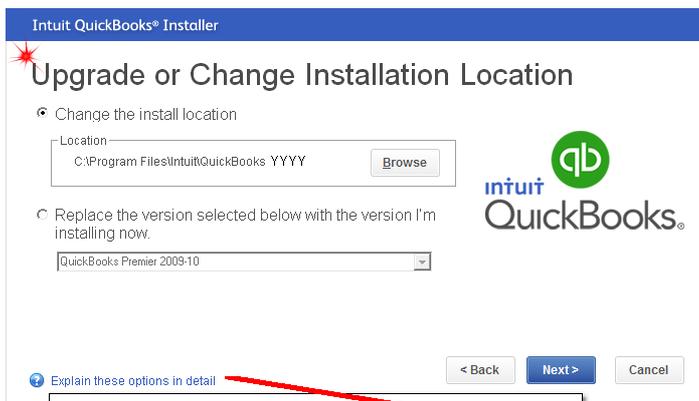
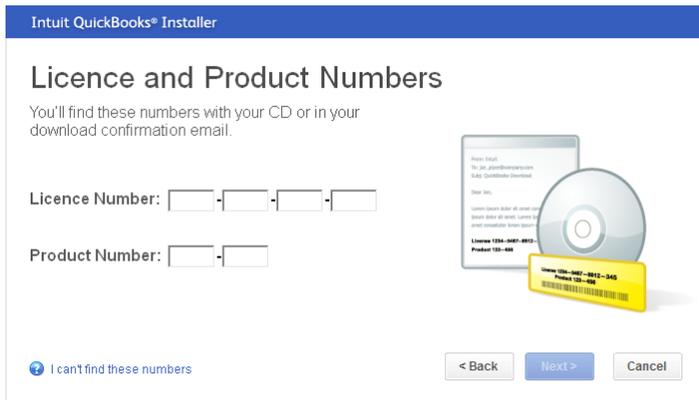
Choose I will NOT be using QuickBooks on this computer. I'll be storing our company file here so it can be shared over our network when:

- No one uses QuickBooks on this computer and it only stores company files that other users open.

For single user: Folder that stores data file will NOT be automatically shared (you can manually share folder later on)

For multi users: Folder that stores data file will automatically be shared

Computer used to store QuickBooks® data file, and not run QuickBooks® program



Upgrade and Installation Location Options

Thinking about the computer you're installing on right now...

This screen allows you to do one of two things:

Change the folder where QuickBooks is installed or replace your earlier version of QuickBooks with the version you're installing now.

Change the folder where QuickBooks is installed

If you're not replacing your earlier version, you can change the install location for the version you're installing now. (If you are replacing your earlier version, the installation location automatically defaults to the location of the version being replaced.)

To change the install location choose the **Change the install location** option and then click **Browse** to set the new location.

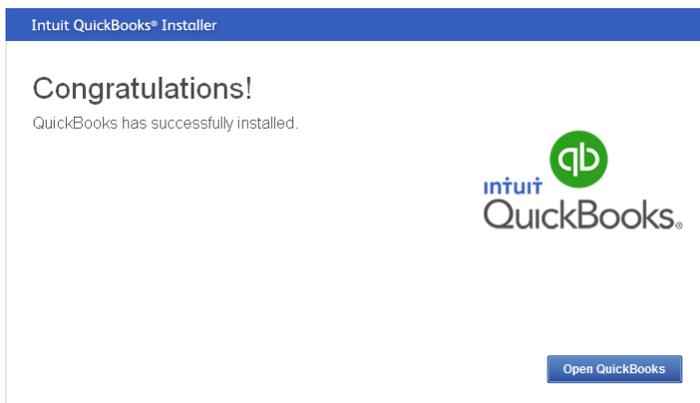
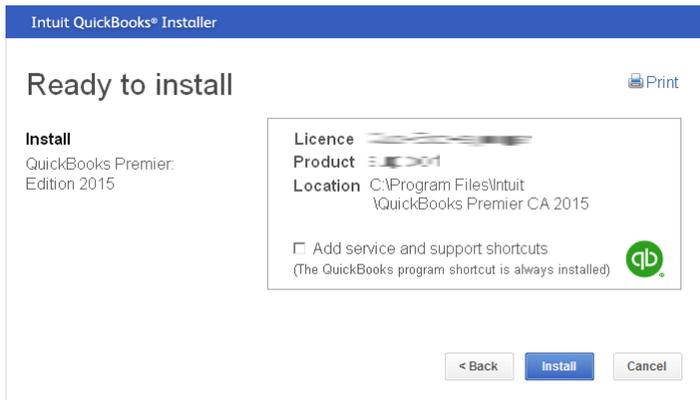
Do you still need to use your earlier version of QuickBooks?

If don't need to use your earlier version and want to replace it, choose the option for **I don't need to use my earlier version so replace it with the version I'm installing now** and use the drop-down menu to select the version to replace.

Note: Replacing a version does not affect your company data. Your company data will be updated when you open it using the new version.

If you need to continue to use your earlier version as well as the version you're installing now, choose the option to **Change the install location** to install the newer version to a separate folder.

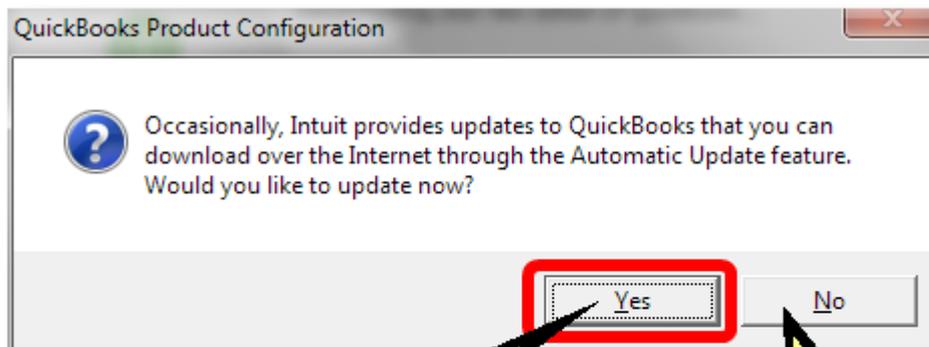
As mentioned, you normally won't want to replace any earlier version of QuickBooks®



Open QuickBooks®

PREMIER ONLY: Select industry-specific edition (refer next section).

QuickBooks® prompts for update:

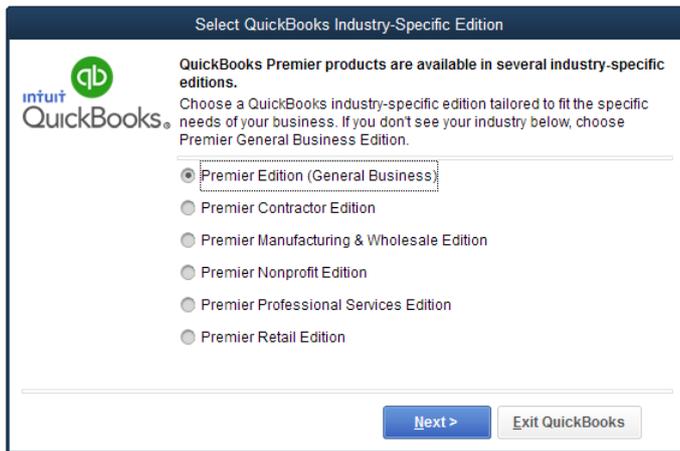


Update QuickBooks® with the latest patch
Note: Requires internet connection

You may choose No and update later within QuickBooks® (under the Help menu)

2 Selecting Industry-Specific Edition (Premier)

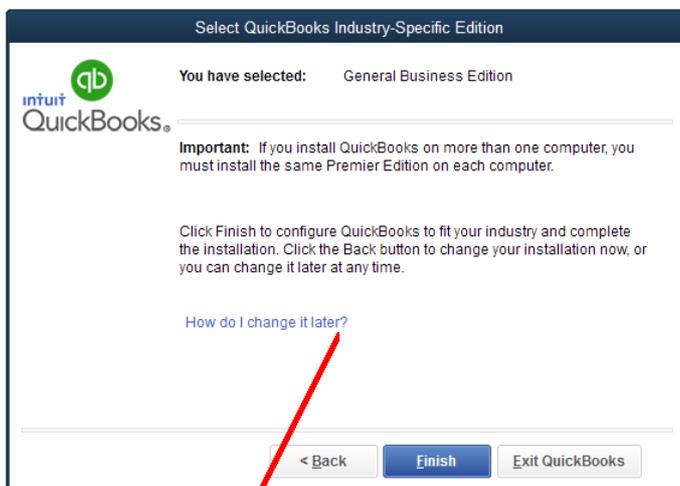
For QuickBooks® **PREMIER** only. When you run QuickBooks Premier for the first time after installation, it asks you to select your Industry Type. If you are not sure, choose Premier General Business Edition (you can change later within QuickBooks®).



Note: QuickBooks® does two things when you choose a specific industry type:

1. Create extra standard reports specific to that industry.
2. Create extra sales/purchase forms for you to use.

Your accounts are not affected.



Change your industry edition

You can change to a different industry edition from within QuickBooks. There is a general edition that can be used for any business. There are also editions designed specifically for contractors, nonprofit organizations, retailers, accounting businesses, manufacturers & wholesalers, and professionals.

Changing industry editions does NOT change your accounts. Your company file will be identical in the new edition but will have different, industry-specific reports and forms.

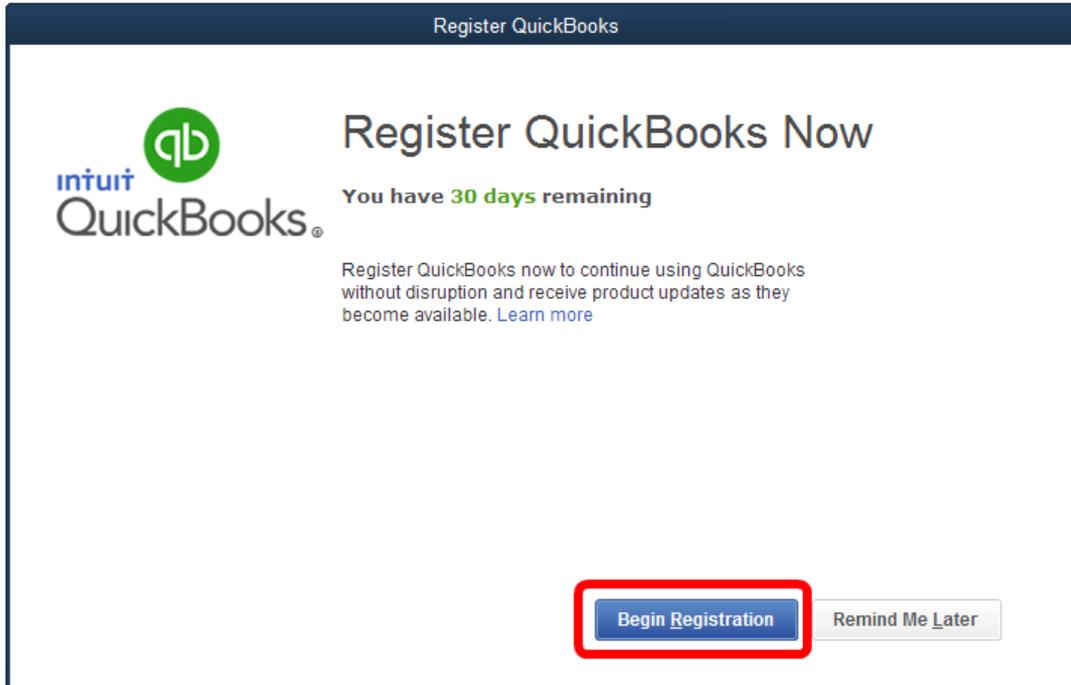
To do this task

1. Choose **Help > Manage My Licence > Change to a Different Industry Edition**.
Note: In QuickBooks Accountant, choose **File > Toggle to Another Edition** and select the edition you want to use.
2. Select a different industry and click **Next**.
3. Verify your selection and click **Finish**.
4. QuickBooks prompts you to make a backup. Click **Yes** to start the backup.

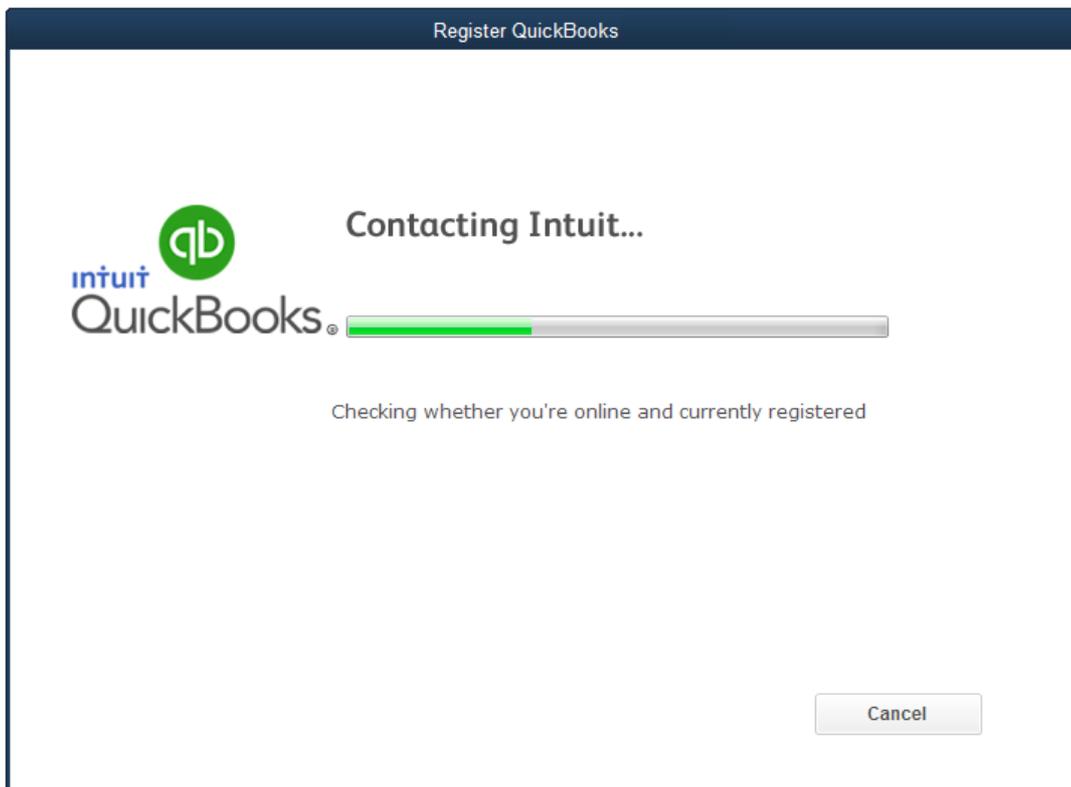
QuickBooks will complete the edition change and reopen using the new edition.

3 Registering QuickBooks®

When you launch QuickBooks®, you get a "Register QuickBooks" pop-up reminder:



Also available from **Help > Register QuickBooks**



SCENARIO I WITH Internet Connection

intuit

QuickBooks® Product Registration

Registering your software is an important process of using and owning QuickBooks software licenses. By registering, you will be able to take advantage of your one FREE support call, receive important product updates, compliance notifications and have access to additional benefits, exclusively for QuickBooks customers.

Fields marked with an asterisk * are required.

Select Country*
CANADA

COMPANY INFORMATION

Company Name*

Business Owner First Name* Business Owner Last Name*

Address 1* Address 2

City* Province*
Not Applicable

Postal Code*

Business Phone* Ext.
() | |
(123) 123-1234 (Include area code)

Business Fax
() | |

PRIMARY USER CONTACT INFORMATION

First Name* Last Name*

Title

Is the Primary User a Designated Accountant?
Select One

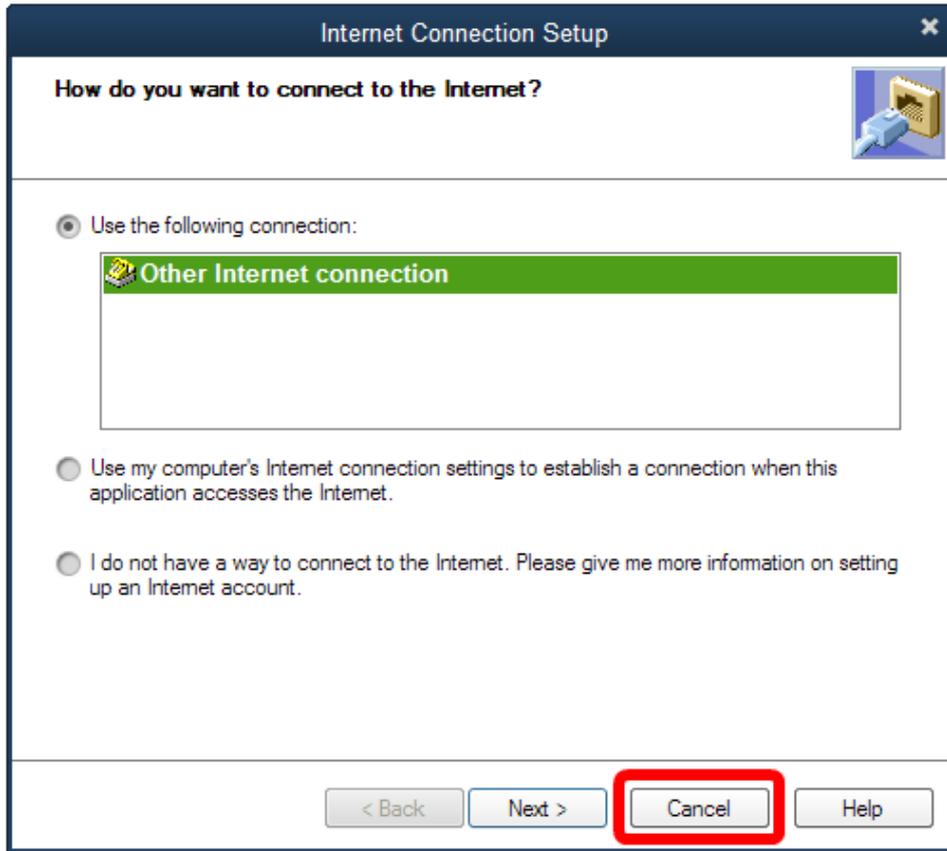
Primary Phone* Ext.
() | |
(123) 123-1234 (Include area code)

Email Address* Re-type Email Address*

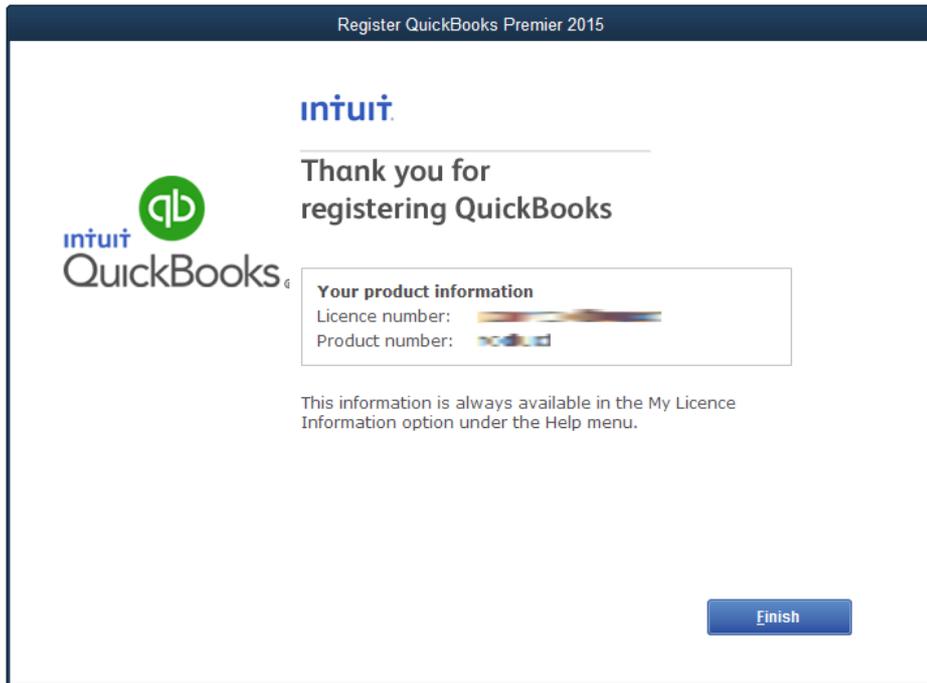
Next Reset

PRIVACY POLICY
The information you provide to Intuit will be used to register your QuickBooks software. Intuit does not share your information with outside companies for their promotional use. Occasionally Intuit may contact you with special offers that may be of interest to you. For more details on Quickbooks privacy statement click here.

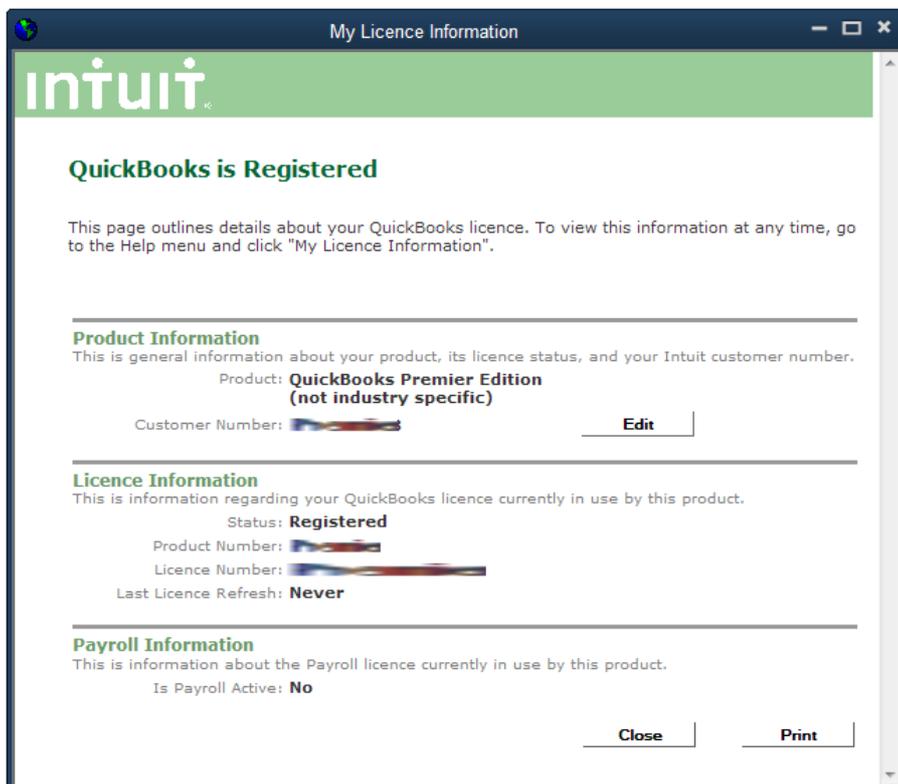
© Intuit Canada

SCENARIO 2 NO Internet Connection

After registration, a confirmation screen appears:

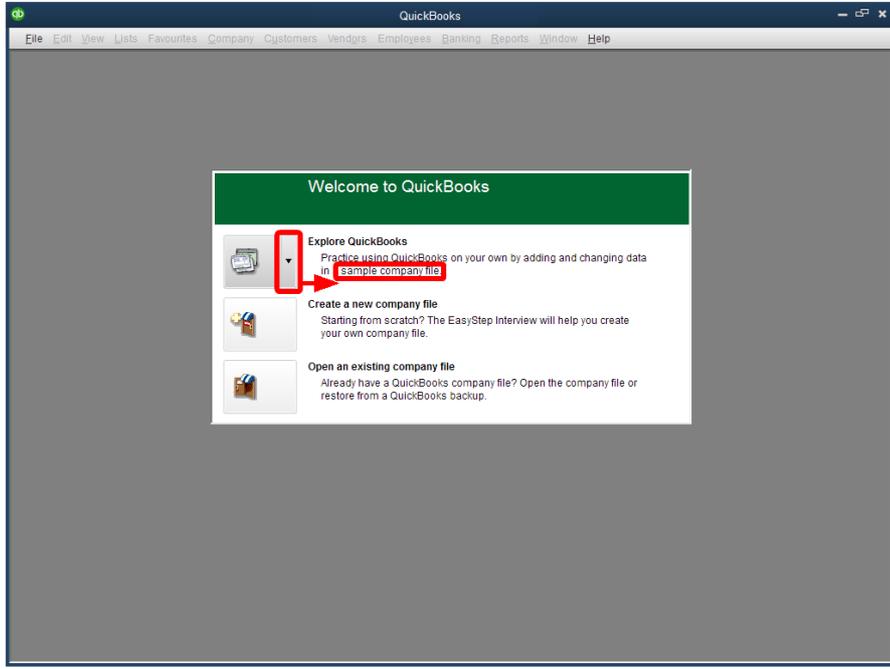


Check your software registration status under **Help > My License Information**

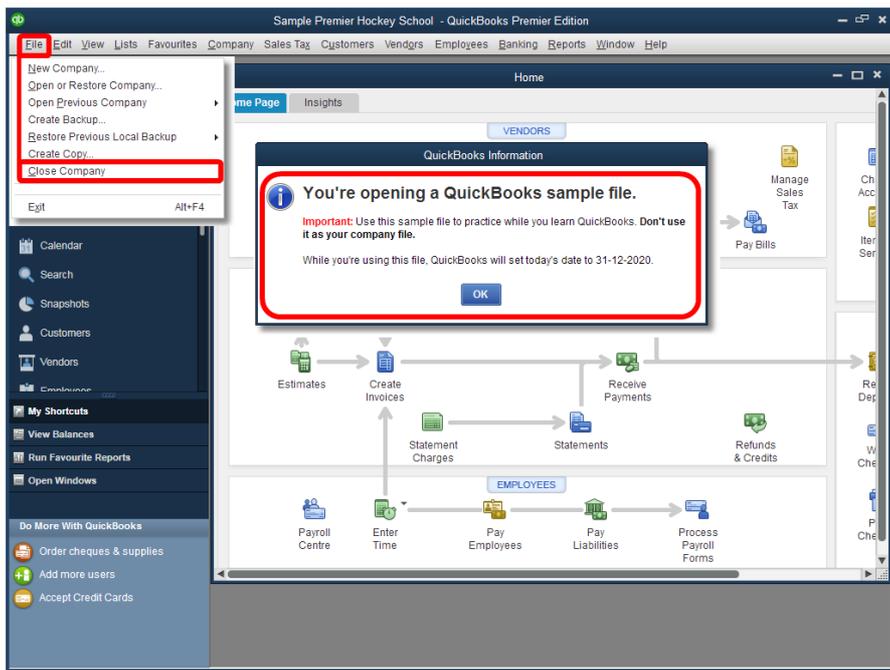


4 QuickBooks® Company Data File Basics

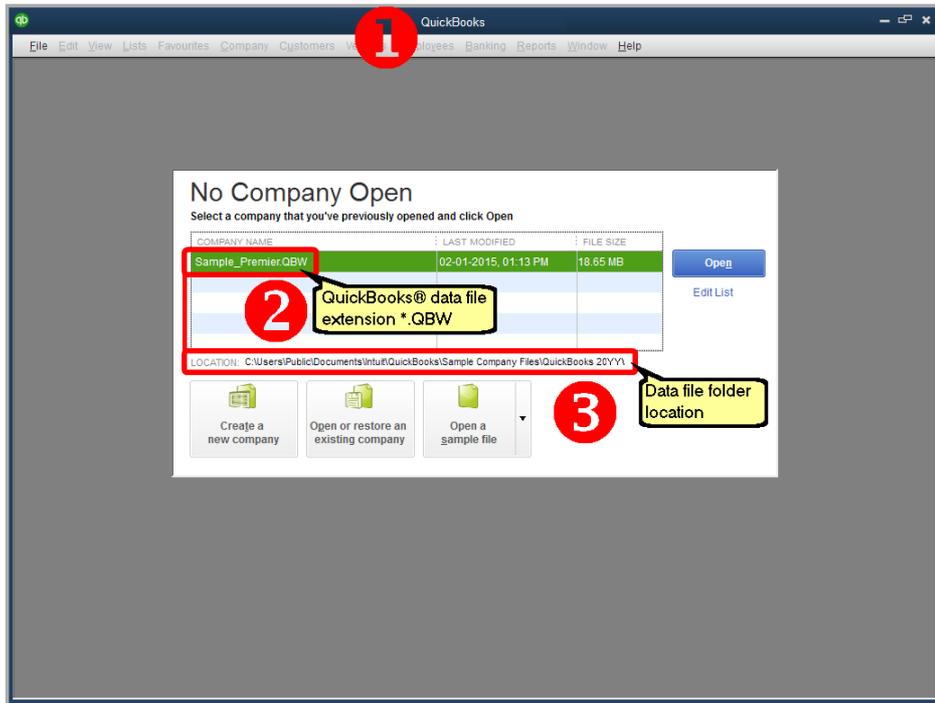
The first time you open QuickBooks®, you get a "Welcome to QuickBooks" screen as follows and you may explore QuickBooks® by opening the sample company file.



You may close the sample company file by using the drop-down menu **File > Close Company**



Thereafter, QuickBooks® defaults to a "No Company Open" window as follows:



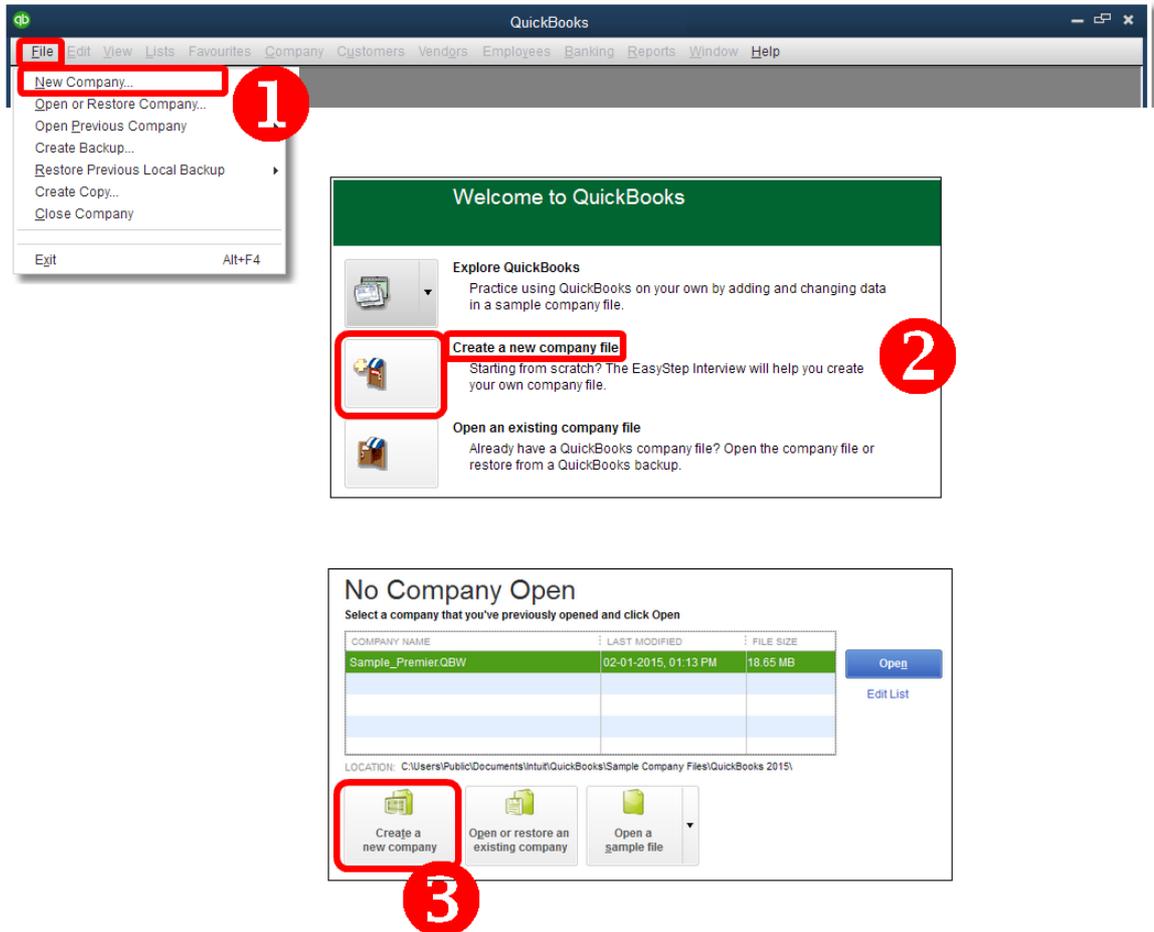
TIP The QuickBooks® accounting system comprises 3 components:

- ① QuickBooks® application (program)
- ② QuickBooks® data file (*.QBW)
- ③ Data file location (folder)

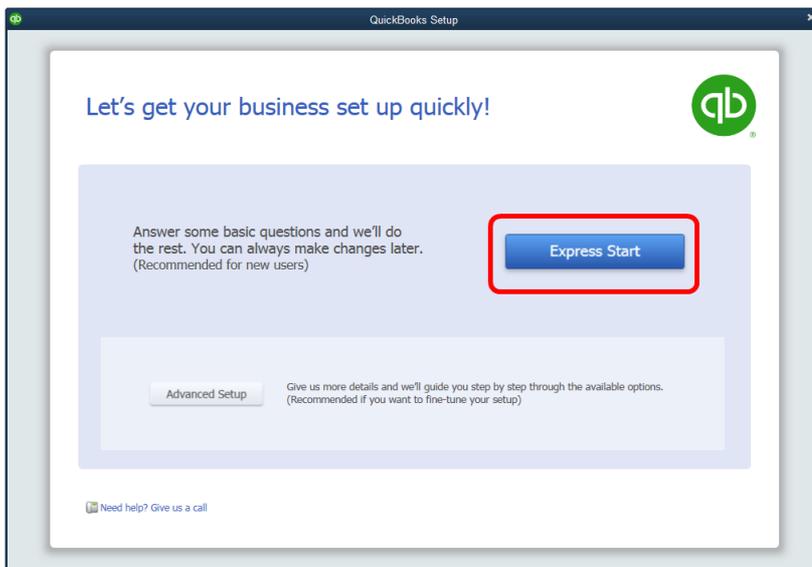
You may create as many data files as you wish.

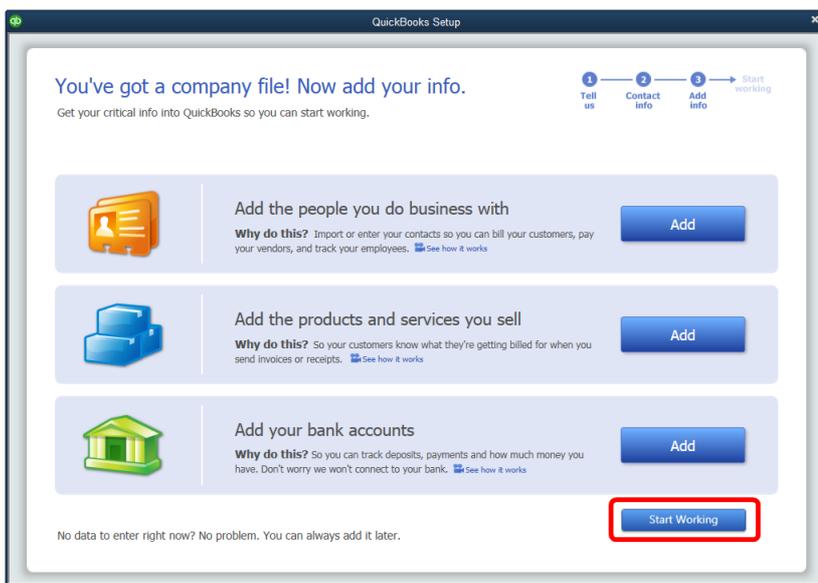
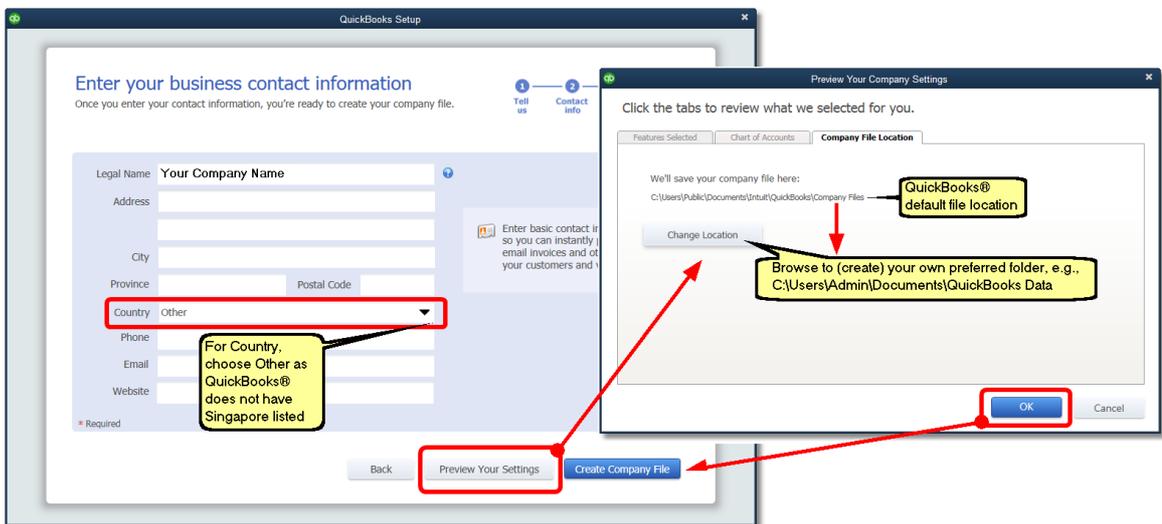
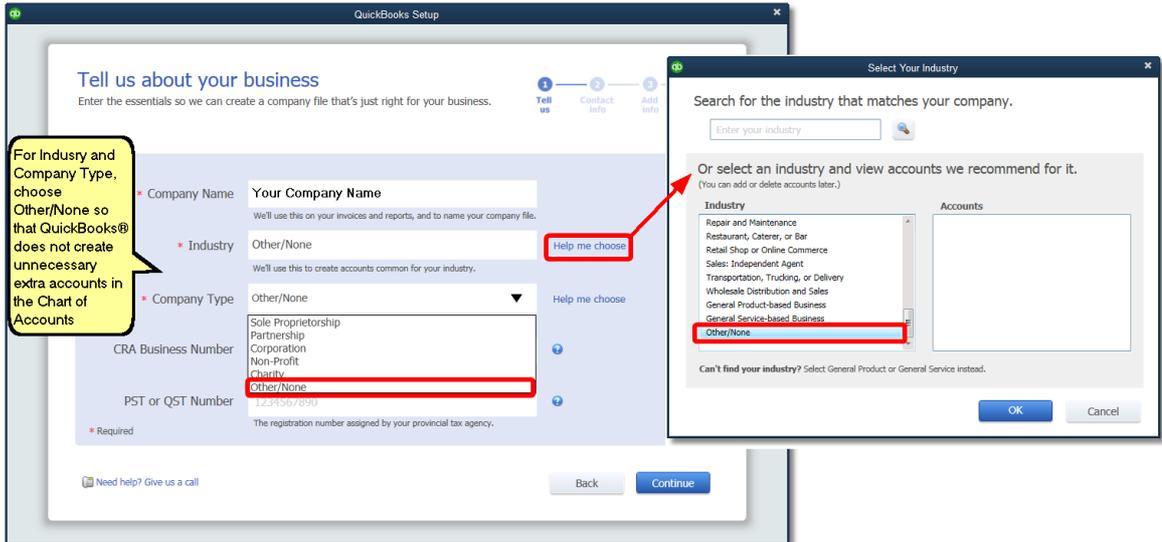
5 Creating a Company Data File

Create a new data file from any of the following ways:



Follow the Express interview steps to create a data file:





6 Classroom Training for QuickBooks®

Save more time

with **QuickBooks®** by

Getting yourself trained



Training Sylabus for Quickbooks®

For QuickBooks® Canada desktop versions only (2011 to 2015)

		BUNDLED
STANDALONE		1.5D
1D Introductory Workshop à Do basic accounting for a service company		1D
<ul style="list-style-type: none"> ∅ Creating: <ul style="list-style-type: none"> ✓ Chart of accounts ✓ Customer information ✓ Supplier information ✓ <u>Basic</u> service items ∅ Entering opening balances from current accounting records ∅ Creating additional items: discount, GST tax items and tax codes ∅ Performing key sales cycle activities: <ul style="list-style-type: none"> ✓ Invoice and collection ✓ Credit note ∅ Performing key purchase cycle activities: <ul style="list-style-type: none"> ✓ Supplier bill and payment ✓ Supplier credit ∅ Processing banking transactions: <ul style="list-style-type: none"> ✓ Expense ✓ Deposit ∅ Posting journal entries ∅ Preparing bank reconciliations ∅ Generating GST reports ∅ Customising invoice template ∅ Reading basic reports 	\$350	Introductory \$550 \$500 + Advance
½D Advance Workshop à Perform advanced sales/purchase functions		
<ul style="list-style-type: none"> ∅ Modifying and customising reports ∅ Tracking departmental P&L (class) ∅ Using purchase orders ∅ Creating non-inventory items ∅ Using inventory items ∅ Processing sales orders ∅ Multicurrency accounting: <ul style="list-style-type: none"> ✓ Setting up multicurrency ✓ Recording foreign transactions ✓ Calculating exchange gain/loss ✓ Revaluing foreign currency accounts ∅ Setting up user names and passwords 	\$200	

Hands-on Training: All participants are provided with a computer each to work on. Training comes with an in-house manual and extensive proficiency exercises.

Training Venue: Advanteach Learning Lap 135 Middle Road #02-20 Bylands Building, Singapore 188975

Training Centre is managed by **Advanteach Learning Lap**
 Tel: 6334 7137 Fax: 6234 3260 Email: program@advanteach.com

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classroom training for QuickBooks® Registration form

Please complete this form and fax to 6234-3260. We will then contact you on class availability, invoice and payment matters. Confirmation will be given after receipt of payment, subject to class availability and on a first-come-first-served basis. Once confirmed, we cannot refund fee or postpone class. However, a change of person attending the training can be arranged.

Company: _____ QuickBooks® Version _____

Address: _____

Tel: _____ Fax: _____ E-mail: _____

1) Name: Dr / Mr / Mrs / Ms _____

Designation: _____

2) Name: Dr / Mr / Mrs / Ms _____

Designation: _____

<p>Registration Confirmation</p> <p>Authorized Signature & Company Stamp</p>

/ QTC

Please circle on the dates below (**subject to availability**):

QUICKBOOKS®		Time	2015								PRICE (\$)			
			Month	Jan		Feb		Mar		Apr		1/2-1D	1.5D	2 pax
Workshop	Introductory [1D]	9 a.m. – 5 p.m.	12	29	10	26	12	30	16	29	350	500	10% off for ALL	15% off for ALL
	Advance [0.5D]	9 a.m. – 1 p.m.	13	30	11	27	13	31	17	30	200			

Notes:

1. Send more than 1 person from the same organization to attend training on the same day/s and learn better as a team. At the same time, you enjoy special discount for **all** the participants.
2. Training dates and durations are subject to change when necessary without prior notice.
3. Classroom training covers a standard syllabus and is therefore not meant for organization-specific consultancy. It also does not come with subsequent support by phone or otherwise.
4. Training is only for the QuickBooks® **Canada desktop** versions 2011, 2012, 2013, 2014, or 2015.

BENEFIT from TRAINING...

1. **Save time** – QuickBooks® is designed to be easy to use, and you can save even more time by discovering simple tricks, avoiding common mistakes, and understanding the recommended ways to use it for your business.
2. **Have control over your business** – When you know that you have done your accounts right, you have better control over your business and can make more informed decisions.
3. **Motivate your staff** - Well-trained employees are generally happy, productive, and confident. All these contribute to your company's profitability and competitiveness.

Training Centre is managed by **Advantech Learning Lap**
135 Middle Road #02-20 Bylands Building, Singapore 188975
Tel: 6334 7137 Fax: 6234 3260 Email: program@advantech.com



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