

intuit®

QuickBooks®

SMALL BUSINESS ACCOUNTING

EasyStart User Guide

What's Inside

Support Options	2
Installation	3
Registration	4
Getting Started Checklist	5
Common Tasks	7
Keyboard Shortcuts	Back Cover

Welcome to QuickBooks

Congratulations. You are about to experience your business in a whole new way: clear, organized, managed. Whether you're a seasoned entrepreneur or starting up your very first business, QuickBooks is your solution for efficient financial management.

This QuickStart Guide will walk you through some set up essentials.

- **Install** QuickBooks & **Set up** your company file.
- **Perform** common QuickBooks activities.
- **Navigate** QuickBooks with ease.
- **Find support** when you have questions.

Support Options

3 easy ways to get help if you need it



Remember, we're here to help you. You can get in touch in a variety of ways. **FREE support phone session** (up to 60 minutes) with a QuickBooks expert within 60 days of purchasing your software. Call **1-877-772-9158**, (Monday to Friday, 8 a.m. to 8 p.m EST). Product registration must be completed within 30 days of purchase. The free 60-minute technical support call must be completed within 60 days of purchase. Length of call cannot be redeemed in increments. Canada only. Intuit Canada ULC reserves the right to limit the length of the telephone call.



Visit quickbooks.ca/getstarted. Intuit's Getting Started Centre is your source for FAQs, "how to" videos, tips & tricks.

Search quickbooks.ca/findexpert for local accounting experts to help set up or manage your financials using QuickBooks.



Click the **Help** Menu to access in-product support and video tutorials. Find local QuickBooks Experts, join the QuickBooks Live Community, and more.

Install QuickBooks in 3 easy steps

To install QuickBooks:

1. Shut down all running programs, including antivirus programs (remember to turn them back on once installation is complete).
2. Insert the QuickBooks CD into your CD-ROM drive.



If installation does not start automatically:

1. Click **Start** from your Windows menu.
2. Choose **Run**.
3. Type **D:\setup.exe**
(Where “D” is your CD drive).
4. Click **OK**.

3. Follow the on-screen instructions.



Where should I install QuickBooks?

We recommend that you accept the default folder location. Windows Vista, Windows 7 and higher require program files to be installed in different locations than in previous operating systems. The new location is compatible with these new requirements.



To start QuickBooks, double-click the QuickBooks icon on your desktop, or click the Windows Start button and then click QuickBooks from the Programs group.

Register your copy of QuickBooks

Under the **Help** Menu, select **Register QuickBooks**. Registration must be made within **30 days** of product installation. It only takes a few minutes to activate your product and get you on board. When you register, you'll receive one free support call within 60 days of purchase and have access to other QuickBooks support options.



Where can I find my Licence and Product Numbers?

If you purchased QuickBooks:

- From a retail store, your numbers are on the “Getting Started” folder.
- By calling Intuit directly:
 - Your numbers are on the packing slip,
 - In an email (if you gave one to the sales representative),
 - Or you may have received it over the phone.
- From our website, your numbers are on the web receipt.

Getting Started Checklist

Company Name and Address

You will need the contact information and legal name for your company. Your legal name is the name you use to file taxes for your business.

Business Number (BN)

If your business is incorporated, collects sales tax, or has employees, you need the 9-digit business number issued to you by the Canada Revenue Agency (CRA). For more information on Business Numbers, visit the CRA website at <http://www.cra-arc.gc.ca>

Sales Tax Information

The sales taxes you pay and collect (GST, HST, PST, and/or QST), what you charge them on, and how much of each sales tax you owe.



Bank Statements, Credit Card Accounts, and Outstanding Cheques

You need your latest bank statement balances and information about any outstanding cheques, deposits, withdrawals, or charges applicable to all the accounts you want to set up and manage in QuickBooks. This includes credit cards, bank accounts, lines of credit, and loans.



Optional Information

Eventually, you will need to enter detailed information about your customers, vendors, and employees, as well as the products and services you sell.

Common Tasks

Add an Account

When you set up your company file, QuickBooks automatically creates several accounts for you. There are two types of accounts: **balance sheet accounts** (such as chequing and savings) and accounts used to group transactions for reporting purposes (such as **income and expense accounts**).

A **chart of accounts** is a complete list of your business' accounts and their balances. Your chart of accounts tracks how much money your company has, owes, and is coming in and going out. As your business grows and changes, you might need to add new accounts to your chart of accounts to better organize your finances.



Tip: For a video introduction to accounts (and other topics), visit quickbooks.ca/videos

To add an account:

1. Go to the **Company** menu, and click **Lists**.
2. Select **Chart of Accounts**.
3. Under Related Activities, click **Create a new account**.
4. Select the type of account you want to create, then click **Continue**.
5. Enter information about the account:
 - In **Account Name**, enter the name of the account as you want it to appear on your financial statements.
 - Enter additional information about the account as needed based on the account type, such as the bank account number, the opening balance, or a description.
6. Click **Save & Close**.

Add Customers

Customers are the people and companies to whom you sell your products and services. You can use the information you enter to personalize invoices for customers and quickly view the status of their accounts.



Tip: For a video introduction to customers (and other topics), visit quickbooks.ca/videos

To add a customer:

1. Go to the **Company** menu, and click **Lists**.
2. Select **Customer List**.
3. Under Related Activities, click **Add a customer**.
4. In **Customer Name**, enter the name of the customer. If necessary, also enter an opening balance.
5. In the **Address Info** tab, enter customer information, including the full name, billing and shipping addresses, and additional contact information.
6. Enter details in the **Payment Settings** tab, as desired.
7. Click **OK**.

Add Vendors

Vendors are the people and companies you buy goods and services from to run your business. This could include the phone company, office supplies vendor, or utility companies.

To add a vendor:

1. Go to the **Company** menu and click **Lists**.
2. Select **Vendor List**.
3. Under Related Activities, click **Add a vendor**.
4. In **Vendor Name**, enter the name of the vendor.
5. Under **Address Info**, enter the vendor information including the full name, address, and additional contact information.
6. Click **OK**.

Add Items

In QuickBooks, an item is anything that your company buys, sells, or resells to run your business. Items are your products, services, and things such as shipping and handling charges, subtotals, and discounts.



Tip: For a video introduction to items (and other topics), visit quickbooks.ca/videos

When you choose an item from the **Item List** on a sales form, QuickBooks fills in a description of the line item and calculates the amount for you.

QuickBooks already includes several items you can use to perform calculations on the amounts in a sale, such as discount and subtotal items. You can add your own items to help record the services and products your business sells.

To add an item:

1. Go to the **Company** menu and click **Lists**.
2. Select **Item List**.
3. Under Related Activities, click **Add an item you sell**.
4. In **Item Name**, enter the item name as it should appear on sales forms.
5. In **Description**, enter a description that should appear on sales forms when you use the item.
6. Enter the Price you charge your customers for the item.
7. If you charge sales tax, choose the **tax code** that applies to the item.
8. Click the **Account** drop-down list and choose an account (category). QuickBooks chooses the Sales account by default.



Tip: If you track sales tax, make sure you select an appropriate code in the Tax Code field.

9. Click **OK**.

Keyboard Shortcuts

Create new invoice	Ctrl + I
Delete cheque, invoice, transaction, or item from list	Ctrl + D
Find transaction	Ctrl + F
New invoice, bill, cheque or list item in context	Ctrl + N
Open Chart of Accounts	Ctrl + A
Open Customer Centre (Customers & Jobs list)	Ctrl + J
Open Help for active window	F1
Open memorized transaction list	Ctrl + T
Open transaction journal	Ctrl + Y
Print	Ctrl + P
QuickReport on transaction or list item	Ctrl + Q
Write new cheque	Ctrl + W

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