**Quick Books second class project.**

**Take your time. I am not a QuickBooks expert and only want you to follow these exact steps. If you go someplace you didn’t want to go in the software, I can try to help you but most likely will tell you to start over again with a new company name.**

We will go through these steps and save screen shots of what you are doing.  **I only want you to grab screen shots using the Snip tool**. Here is the video link to the Snip instructions <https://youtu.be/QfuaRMc59pY>

Open up a word document and save the screenshots into it. You will then email it to me at the end of class to document your work.

**Open up Quickbooks**

1. Under File in the top left-hand corner, fourth selection down – open a previous company
2. Find Your Name Consulting Company on the drive where it is saved

**Next Project: Customize the Chart of Accounts**





**To show account numbers for the accounts**

1. Top left-hand corner, edit
2. Last selection, preferences
3. Top selection – Accounting
4. Right Tab – Company preferences



**Click – Use Account numbers and OK**



**Will see account numbers now**



**We will want to add an account number for UNO Bank**

**Click on UNO Bank and at the bottom of the chart of accounts, click Account**



**Select Edit Account and add number 10000 and save and close**





**Next, we will add an account for advertising expense**

**Click on account at the bottom, select new. The following screen appears. Click expense and continue**



**Fill out the following fields. Since the company is a sole proprietor, the tax schedules have been populated for a sole proprietorship. We will want to select, Schedule C advertising.**





**Next: Add account number (Don’t worry about tax schedules)**

**40000 to Sales Income and**

**50000 to Cost of Goods Sold**

**Next: Delete the account inventory asset because the company will not be selling inventory**

1. In the chart of accounts, select Inventory Asset
2. At the bottom, select account
3. In account, select Delete Account
4. The program will ask if you are sure
5. Click OK



**Your chart of accounts should look like this now:**

**GRAB A SCREENSHOT AND SAVE TO YOUR WORD DOCUMENT**



**Next Project: Paying Bills**

Close the chart of accounts view and you should be back to the module view

1. **In the module view, under vendors, select vendors**



1. **In the top left hand corner, select new vendor**



1. **Fill out the following**









**Under additional info, select new vendor type and add advertiser and click ok**

**Then click OK for to add vendor**



**GRAB A SCREENSHOT AND SAVE TO YOUR WORD DOCUMENT**



**Close out screen and get back to module view**

**Under Banking, select write checks**



**You will see a check prototype.**

1. In the pull down menu under Pay To the Order Of: Select WWL
2. Fill in $100.00
3. Click on Expenses
4. Select Advertising expense
5. Select Save & Close at bottom right hand corner



**GRAB A SCREENSHOT AND SAVE TO YOUR WORD DOCUMENT**

**Next Project: View Check Register**



**Click on check register. You should see this**



**Exit screen and get back to module**

**Next Project: Print Journal Entries**

**In the module view,**

1. Select reports in top menu
2. Go to Accountant and Taxes
3. Select Journal in first box at the bottom
4. You will see this message. Click OK



**You will be brought to this screen**

**GRAB A SCREENSHOT AND SAVE TO YOUR WORD DOCUMENT**



**Next Project: Income Statement and Balance Sheet**

**Top Menu – Reports**

1. Select Company and Financial
2. Select Profit and Loss Standard



**GRAB A SCREENSHOT AND SAVE TO YOUR WORD DOCUMENT**

**Go back to Reports Menu**

1. Select Company and Financial
2. Select in second box, top selection, Standard Balance Sheet



**GRAB A SCREENSHOT AND SAVE TO YOUR WORD DOCUMENT**

**To Save:**

1. Select File in the top left hand corner
2. Back up company
3. Create local backup



1. Local back up has been selected for you.
2. Click on Next
3. The following screen will appear, under browse, select the drive to which you wish to save the back up (Should be your jump or portable drive)
4. The recommended complete verification has been selected for you
5. Click OK



1. You will see this message box and save it now has been selected for you, click next



1. You will see this message box, the software has named and dated your back up. Select save



**This is all for QuickBooks.**

