



QuickBooks[®]

ACCOUNTING SOFTWARE FOR SMALL BUSINESS

QuickStart Guide 2005

Don't get penalised by the government — we follow the tax laws so you don't have to.

QuickBooks Payroll Service — the only payroll service that's completely integrated with QuickBooks

To make life even easier for small businesses, you can also use QuickBooks to manage your payroll. It's the only payroll service that fully integrates payroll, tax filing, reporting and accounting with QuickBooks — which means you only ever need to enter data once.

Designed for small businesses, QuickBooks Payroll updates your QuickBooks accounts simultaneously.

- * File your payroll returns online and get up to £825 tax free from the Inland Revenue!
- * Automatically calculate Income Tax and National Insurance
- * Print and issue payslips
- * Keep track of payroll liabilities
- * Manage Statutory payments (SMP, SSP, SPP)
- * Calculate Tax Credits & Student Loans
- * Allows for 99 Employees per company/Multiple Companies
- * Includes reports for P11, P14/P60, P35
- * Issue P45 to leavers
- * Includes free Tax table updates during your subscription period



For further information or to subscribe call 0845 606 2161.

Welcome to QuickBooks 2005

Follow these steps to install, create or update your company file, and activate QuickBooks.

STEP 1 ▶ Install QuickBooks

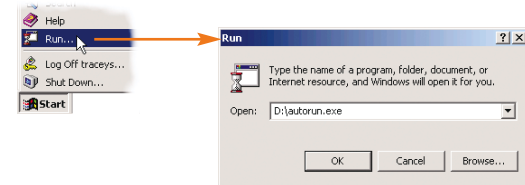



If you're upgrading from an earlier version of QuickBooks, you must verify and back up your company file before installing QuickBooks 2005.

- TO VERIFY** ▶ From the **File** menu, select **Utilities**, then **Verify Data**. Follow the on-screen instructions.
- TO BACKUP** ▶ From the **File** menu, select **Back Up**. Back up to a different directory than where QuickBooks is installed. It's best to back up to a CD.

If backing up to a CD, you'll first need to save the backup file (.QBB) to your hard drive, then burn the backup file to the CD with your CD writing software.

- 1 Shut down all programs that are open, including any virus protection software.
- 2 Insert the QuickBooks Installation CD into your CD-ROM drive. If the installer doesn't start, you'll have to start it manually.



- a Click the  button and select **Run**.
- b Type the letter associated with your CD-ROM drive, then type `: \autorun.exe` and click **OK**.

Install QuickBooks (continued)

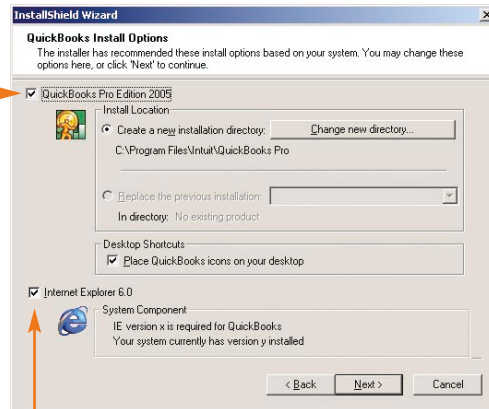
- 3 When prompted, enter your Installation Key Code (IKC), then click **Next**.

WHERE CAN I FIND MY IKC? A unique IKC is assigned to each QuickBooks software package. The location of the IKC is different depending on how you purchased QuickBooks. Use this table to help you locate your IKC.

QUICKBOOKS PURCHASED	IKC PROVIDED...
in a retail store	on the back of CD case
by calling Intuit directly	over the phone, or on the invoice
through the Web site	by e-mail

Store your IKC in a safe place in case you need to reinstall QuickBooks.

- 4 At the Install Options window, choose where you want QuickBooks to be installed.



If you want to install to the default directory, click the **Next** button at the bottom of the screen.

To install to a different directory than the default, click the **Change new directory** button, then specify your new directory.

If the software detects that Internet Explorer (IE) version 6.0 is not installed on your computer, this tick box is selected. **Do not clear this tick box if it is selected.** IE 6.0 is needed for QuickBooks to run properly.

- 5 If the Transfer Existing Settings window appears, accept the default settings and click **Next**.
- 6 At the QuickBooks Anonymous Usage Survey window, keep the **I agree to send anonymous usage statistics to Intuit** tickbox selected to participate in our help tracking survey.
- With the Anonymous Usage Survey turned on, QuickBooks tracks the help topics that you open while using the software. With this data, we are then able to improve QuickBooks for the future. We do not track any personal or financial data about your company.
- 7 Follow the remaining instructions until the software is installed, then restart your computer.



For instructions on installing the **QuickBooks Pro Timer**, refer to the User Guide. The Timer is a separate program that can track and record time data which you can then import in to QuickBooks Pro and higher.

WHAT'S NEXT The next step after you've installed QuickBooks 2005 is to create a company file in QuickBooks or (if an existing user) update existing company files. See Create or update your company files on page 6.

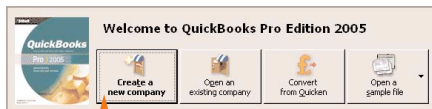
STEP 2 ► Create or update your company files

If you are **new to QuickBooks**, your next step is to create a company file. Read the section **CREATING A NEW COMPANY FILE**.

If you are **currently running QuickBooks 2004 or earlier** and are upgrading to QuickBooks 2005, you need to update your company file. Read the section **UPDATING EXISTING COMPANY FILES** on the following page.

CREATING A NEW COMPANY FILE

- 1 Open QuickBooks. Click the QuickBooks icon on your desktop, or from the **Start** menu, go to **Programs** and select **QuickBooks**. QuickBooks may take some time to open depending on the speed of your computer.
- 2 On the Welcome window, click the **Create a new company** button.



Click here to create a new company file.



If you need help setting up your company file, refer to Chapter 2 of the User Guide.

WHAT'S NEXT The next step after you've created and set up your company file is to activate your software. See **Activating QuickBooks** on page 9.

UPDATING EXISTING COMPANY FILES

If you are upgrading from QuickBooks 2004 or earlier, you need to update your existing company file(s) to the 2005 format.



You must be in single-user mode to update company files. If you're in multi-user mode, go to the **File** menu and select **Switch to Single-User Mode**.

- 1 Open QuickBooks 2005, then open your existing company file.

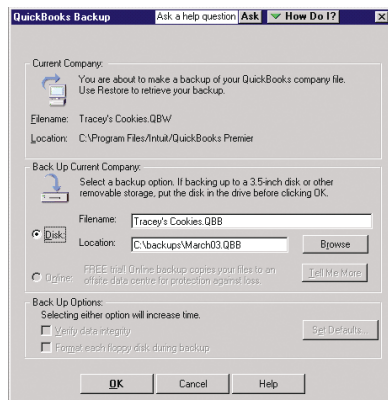


If you can't find your company file(s), select **Search** from the Windows **Start** menu on your taskbar. Search for a file with a **.QBW** extension.

- 2 QuickBooks prompts you to update your company file. Type **Yes**, then click **OK**.
- 3 Before the update process begins, you'll be asked to back up your company file again.

Save this backup file to a location that is different than the backup file you were asked to create when installing QuickBooks. Having more than one backup is recommended in case one becomes corrupt or the update process is interrupted in any way.

Create or update your company files (continued)



Click **OK** on this window to back up your file. After your file is backed up, QuickBooks begins the update process. This process may take some time especially if you have a large company file.

While QuickBooks is updating your file, it may seem like the software is “frozen”, but this is usually not the case. A good rule of thumb is if you see this cursor and the hard drive light on your computer is flickering, then QuickBooks is not frozen.

Don't attempt to shut down QuickBooks while it is updating your company file as it could damage the file.

- 4 When QuickBooks tells you that your file is updated, click **OK**. Update any other company files that you have.
- 5 When you have finished updating your file(s), close QuickBooks.

WHAT'S NEXT The next step after you've updated your company file(s) is to activate your new software. See Activating QuickBooks on page 9.

STEP 3 ▶ Activate QuickBooks

You must activate QuickBooks within the first 6 uses of the product. Activation is a fast and easy process that validates you as the licenced user of this software. If you have a multi-user licence, you must activate QuickBooks on each computer where you have QuickBooks installed.

If you wish to activate QuickBooks at a later time, click the **Cancel** button on the QuickBooks Activation window. You can open the Activation wizard again by going to the **File** menu and selecting **Activate QuickBooks**. You'll be reminded periodically to activate until the sixth use at which time, if you still have not activated QuickBooks, you will no longer be able to add or edit data in your company file.



If you use the Internet, make sure you are connected to it before you start activating QuickBooks.

- 1 Open QuickBooks 2005. Then open your company file (if you have not done so already).

The Activation wizard is displayed. If you don't see the Activation wizard, go to the **File** menu and select **Activate QuickBooks**.

eXceed Support

QuickBooks eXceed Support is a dynamic combination of online and telephone support for all QuickBooks users.



When you join the eXceed community, you'll discover a wealth of information and assistance which will enable you to get the most out of QuickBooks.

eXceed Support membership also gives you exclusive access to our Data Recovery service (additional costs apply). This is a vital component of our support, designed to combat the escalating number of computer viruses.

* **UNLIMITED TELEPHONE SUPPORT**

9.00 am to 5.30 pm, Monday to Friday

* **INSTANT MESSAGING** for immediate

technical support, 9.00 am to 5.30 pm, Monday to Friday

* **LIVE CHAT** learn how other businesses operate, share knowledge and network

* **TRAINING** online training, feature demonstrations and walk throughs

- * **TOOLS** currency converters, financial year calendars and much more
- * **SUPPORT** online technical support, with frequently asked questions and help on getting started
- * **DATA RECOVERY** exclusive to eXceed members, can you afford to be without it?
- * **PASSWORD REMOVAL** available only to eXceed members
- * **ONLINE INFORMATION** available 24 hours a day, 7 days a week

These benefits are only available to eXceed support members, yearly subscription applies.

For further information call 0845 606 2161 or visit our Web site at www.quickbooks.co.uk

Activate QuickBooks (continued)

- 2 Click **Next** on the QuickBooks Activation window and follow the on-screen instructions.

You will activate by phone or through the Internet.

- > **ACTIVATING BY PHONE** If you activate QuickBooks by calling us, the QuickBooks representative will ask you for your **Product Key** number. You can find this number on the same screen that prompted you to call us. The QuickBooks representative will then give you a **Licence Key** number which you must enter in the Licence Key field. This field is also located on the screen that provided your Product Key number.
- > **ACTIVATING THROUGH THE INTERNET** If you are prompted to activate through the Internet, the software sends your product information to Intuit and automatically activates your software for you. This is a safe and secure process.



When you have activated QuickBooks, you can see the details of your licence information by going to the **Help** menu and selecting **My Licence Information**.

WHAT'S NEXT Now you are ready to begin using QuickBooks to do your accounting. The first thing we recommend that you do is read the User Guide.

Simple, efficient and secure online payment system

QuickBooks has teamed up with leading online payments specialist WorldPay (part of the Royal Bank of Scotland Group) to provide QuickBooks Card Solutions — to help businesses process online payments.

QuickBooks Card Solutions allows you to accept payment from Visa, Mastercard, Amex, Switch and Laser. Your customers can pay you online and you can process and enter transactions directly from within QuickBooks. As it's integrated with QuickBooks, it also saves you time, so you can concentrate on running your business.

Save time and reduce errors

Why waste time entering transactions into a terminal and again into your books? Just enter them once in QuickBooks! Processing starts the moment you save, and you'll know the results in seconds.

Streamline credit and debit card transactions

E-mail invoices or statements and accept credit and debit card payments online, your customers can pay you as soon as they receive your invoice.



Save money

- * No additional hardware, swipe terminal or dedicated phone required
- * Reduce defaults on payments
- * Reduce administration costs
- * Provide payment choices for your customers
- * Free WorldPay Customer Service available from 8.00 am to 8.00 pm, Monday to Saturday

For further information call 0845 606 2161 or visit www.worldpay.com/quickbooks

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The quick, safe and secure solution to making controlled and accurate payments to employees and suppliers by BACS*



CONTROL CASH FLOW When you initiate an automatic electronic payment, you know precisely which day it will be cleared from your account. You then know what funds need to be in your account on that day to fund the payment.

PAY ACCURATELY every time, and no re-keying of payments is necessary at all.

MAKE FASTER PAYMENTS No need to write out cheques and post them: BACS payments are cleared in three days. Pay salaries and bills into Banks or Building Societies via BACS.

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Get back to do what you do best

- ▶ With QuickBooks Customer Manager you can be a mouse click away from everything you need to know, about every customer you have! QuickBooks Customer Manager integrates seamlessly and synchronises with QuickBooks 2005 and Microsoft Outlook data*

Provide customers with a better more attentive service

Customer Manager shows you everything you need at a glance. Your customers don't need to wait while you search for project, appointment, financial or contact information.

Instantly see the value of every customer

Customer Manager puts all your QuickBooks financial data at your fingertips. It even shows you customer's balances, allowing you to jump directly into their entries in QuickBooks for in-depth details.

Become more productive

It doesn't just streamline your day and eliminate the drudgery of

constantly typing the same information! Customer Manager also allows you to keep abreast of important dates and tasks, leaving you with more time to concentrate on your business.

Easy to set up

An easy five step set-up wizard means getting started should only take you about 30 minutes. Customer Manager also comes with a 30 Day Money Back Guarantee.

* Synchronises with Microsoft Outlook 2000, 2002, 2003 and Outlook Express 5.5 and 6.

For further information or to order call **0845 606 2161**.

Get even better control of your accounts

The QuickBooks Accountant Edition offers advanced features that truly meet a professional accountant's unique needs.

Remote access to client data

The QuickBooks remote access service lets you use your computer to directly access a QuickBooks company file on a different computer. Check details in client files, enter changes, set up a new company file, or train your clients on QuickBooks without ever leaving your desk.

Journal Entries

Work faster with better controls by using new Journal Entry options:

- * One-click general journal entry reversal
- * Automatic numbering of journal entries
- * Auto-filling journal memo fields
- * A memorised report for Journal Entries Entered Today

Reversing an entry creates a new entry – dated the first day of the following month – that reverses the debit and credit amounts.



Reconciliation Reporting

Be more productive by saving and viewing previous reconciliation reports and view a summary report of all client changes made since the last reconciliation.

Report Templates

If you have a particular report you would like your clients to run, set up the report as a memorised report on your own computer and then export the report settings as a report template. Your clients then import the template and run the memorised report using their own QuickBooks data.

For further information or to order call
0845 606 2161.

30 Day Money Back Guarantee

In the event you determine that you are not satisfied with the software, you may obtain a full refund of the purchase price you paid* for the software and Payroll Service (if applicable) if within thirty (30) days of purchase you:

- 1 Send to the address below: all items provided to you as part of the Software or Payroll Service and original copy of documentation evidencing the date and amount you paid for the Software (e.g. dated receipt, shipping invoice);
- 2 Delete any Software, Payroll Service and documentation downloaded or loaded onto your computer; and
- 3 Destroy any and all copies made by you (or with your permission) of any portion of the Software and Payroll Service. In order for us to process your refund satisfactorily, please complete the following:

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* Minus applicable shipping and handling fees.



QuickBooks advice is never far away

Benefits from the Intuit Professional Advisors Programme

Intuit can help you find advice in your local area from an accounting professional who understands QuickBooks and can advise you on small business issues. Your Intuit Professional Advisor is ready to provide one-on-one advice that will help you make your business more efficient and productive.

Intuit Professional Advisors provide a full range of services including

- * Report generation & interpretation of QuickBooks data to help you make better business decisions
- * Payroll set-up & monitoring
- * Preparation & production of year-end accounts
- * Staff training & development from complete novice to expert
- * Technical support in accounting for VAT, payroll & taxation
- * Strategic business planning & cash flow forecasting



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If you are an accounting professional, small business consultant or trainer, you can become a member, subject to approval, of the Intuit Professional Advisors Programme.

To find a Professional Advisor visit www.quickbooks.co.uk/findaproadvisor or call 0845 606 2164



QuickBooks Keyboard Shortcuts

General	Key
To start QuickBooks without a company file	Ctrl + double-click
To suppress the desktop windows (at Open Company window)	Alt (while opening)
Display information about QuickBooks	Ctrl + 1 (one)
Cancel	Esc
Record (when black border is around OK, Next, or Prev button)	.
Record (always)	Ctrl + J

Dates	Key
Next day	+ (plus key)
Previous day	- (minus key)
Today	T
First day of the Week	W
Last day of the week	K
First day of the month	M
Last day of the month	H
First day of the Year	Y
Last day of the year	R
Date calendar	Alt + down arrow

Editing	Key
Edit transaction selected in register	Ctrl + E
Delete character to right of insertion point	Del
Delete character to left of insertion point	Backspace
Delete line from detail area	Ctrl + Del
Insert line in detail area	Ctrl + Ins
Cut selected characters	Ctrl + X
Copy selected characters	Ctrl + C
Paste cut or copied characters	Ctrl + V
Increase cheque or other form number by one	+ (plus key)
Decrease cheque or other form number by one	- (minus key)
Undo changes made in a field	Ctrl + Z

Help window	Key
Display Help in context	F1
Select next option or topic	Tab
Select previous option or topic	Shift + Tab
Display selected topic	J
Close popup box	Esc
Close Help window	Esc

Activity	Key
Account list, display	Ctrl + A
Cheque, write	Ctrl + W
Copy transaction in register	Ctrl + O
Customer/Job list, display	Ctrl + J
Delete cheque, invoice, transaction, or item from list	Ctrl + D
Edit lists or registers	Ctrl + E
QuickFill and Recall (type first few letters of name and press Tab, name fills in)	abc Tab
Find transaction	Ctrl + F
Go to register of transfer account	Ctrl + G
Help in context, display	F1
History of A/R or A/P transaction	Ctrl + H
Invoice, create	Ctrl + I
List (for current field), display	Ctrl + L
Memorise transaction or report	Ctrl + M
Memorised transaction list, display	Ctrl + T
New invoice, bill, cheque or list item	Ctrl + N
Paste copied transaction in register	Ctrl + V
Print	Ctrl + P
QuickZoom on report	J
QuickReport on transaction or list item	Ctrl + Q
Register, display	Ctrl + R
Show list	Ctrl + S
Use list item	Ctrl + U
Transaction journal, display	Ctrl + Y

Moving around a window	Key
Next field	Tab
Previous field	Shift + Tab
Report column to the right	Right arrow
Report column to the left	Left arrow
Beginning of current field	Home
End of current field	End
Line below in detail area or on report	Down arrow
Line above in detail area or on report	Up arrow
Down one screen	Page Down
Up one screen	Page Up
Next word in field	Ctrl + →
Previous word in field	Ctrl + ←
First item on list or previous month in register	Ctrl + Page Up
Last item on list or next month in register	Ctrl + Page Down
Close active window	Esc or Ctrl + F4



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