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## **Getting Stared**

- 1. Download the MyChartofAccountsUtiltiy.zip file and install on the same computer where QuickBooks is installed. (See Installation Instructions)
- 2. Open QuickBooks, and open the company file that you want to use.
- 3. Start the My Chart of Accounts Utility by double clicking the icon on the desktop or by going to Start- Programs- QB Utility My Chart of Accounts Utility



4. The My Chart of Accounts Utility will open in a new window. Begin by clicking "**Connect to QB**" button in upper left corner of window

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Connected To				notes Menar	Charges     Toder
a Acd Active Number Name	Sub Account of	SpecAccType Description	AcctType	New Account Type	Bank Number



5. A window will appear asking if QB is open to the company that you would like to use. Ensure that QuickBooks is open on the company that you would like to work with, and then click "Yes"



6. The first time you use the My Chart of Accounts Utility, QuickBooks will require you to grant permission to the utility to access data stored in QuickBooks. Check the box next to "Yes, whenever this QuickBooks company file is open" and then click "Continue".

	An application without a certificate is requesting acce following QuickBooks company file:	ss to the			
T	Chart of Accuonts Test Co.				
	Access may include reading and modifying QuickBooks enhancing the QuickBooks user interface.	s data as w <mark>e</mark> ll as			
	The Application Calls Itself				
NOICAT	My Chart of Accounts Utility				
CERTIFICATI	Certificate Information	Certificate Information			
C.F.	This application does not have a certificate. QuickBooks cannot verify the developer's identity.				
	QuickBooks Solutions Marketplace				
	Search for information about this application at the <u>VuickBooks Solutions Marketplace</u>				
o you want to allow this app No Yes, prompt each time Yes, whenever this Quick!	lication to read and modify this company file? Books company file is open				
) Yes, always; allow access	even if QuickBooks is not running				
This application requir and customer credit c	es access to personal data such as Social Security Numbe ard information.	ers <u>Tell me mor</u>			



7. A window will appear asking you to confirm, click "Yes".

Confirm	to Proceed
?	This application is not signed with a digital certificate. If you allow unsigned applications to access your file, a different application could use the same application name and possibly misuse your data. For suggestions about enhancing the safety of your company's data, click Help.
	You have chosen to allow this unsigned application to access employee Social Security Numbers, customer credit card information, and other personal data in your QuickBooks company file without asking the user again.
	To help protect your company's data, Intuit suggests: - Always use signed applications - Find out what data this application accesses - Notify your employees that certain data may be accessed - Inform the application developer that you prefer to use only signed applications
	Are you sure you want to allow this access?
	Yes Help

8. Access Confirmation window will appear, click "Done"



## **Editing your Chart of Accounts**

- 1. My Chart of Accounts Utility will display your Chart of Accounts list from QuickBooks in a grid that is easy to edit.
  - a. Click in any field to edit your Chart of Accounts list.
  - b. Right click on the grid to copy and paste selected data to or from other sources.
  - c. If at any time you want to undo your changes, click **CLEAR CHANGES** to disregard your entries and refresh the grid with your unchanged QuickBooks account list.

	Connect to	QB				
	ls Active	Acct Number	Name	Sub Account	SpecAcctType	Desc
۶.	V	11110	Primary Checking Account			
	1	11120	Secondary Checking Account			
		11200	Primary Savings Account			
	V	12000	Accounts Receivable			Trade
		13100	Inventory Asset		InventoryAssets	Costs
	V	15000	Patent			Main

2. If you try to change an account to an Account Type that is not permitted by QuickBooks, you will receive a warning message, and your changes will be reversed.





3. Two accounts cannot have the exact same Account Name. If you set two accounts with the same name you will receive an Update Error and those accounts will be skipped in the update process.



4. When you have made your changes, then Click **UPDATE QB** to send your changes back to QuickBooks. Once QuickBooks has been updated changes cannot be undone.

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	AcctType	New Account Type	Bank Numbe	r
	Bank			
	Bank			
	Bank			
ceivable	AccountsReceiv			
urchased	OtherCurrentAsset			
	OtherCurrentAsset			

5. Confirm that you want to save the changes to QuickBooks by clicking "Yes"





6. You will receive a notification that the accounts have been updated in QuickBooks. Click "OK"





### **Creating New Accounts**

1. Click **CREATE NEW** if you'd like to add new accounts to your account list.

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Create New Clear Changes Update QB									
•	Description	AcctType	New Account Type	Bank Number	- Â				
		Bank		-					
		Bank		-					
		Bank		-					

2. Enter the information about your new accounts, and click **ADD TO QB** to send your new accounts to QuickBooks, or Click **CANCEL** to close the New Accounts window without adding any accounts to QuickBooks.

1	Create New Accounts									
						Cancel	Add to QB			
l		Account Number	Account Name	Account Type	Description		Bank Number			
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For information or help with the My Chart of Accounts Utility please visit our website at <u>www.QButility.com</u>, or email us <u>support@qbutility.com</u>.

#### Thank you for using My Chart of Accounts Utility!