



User Guide

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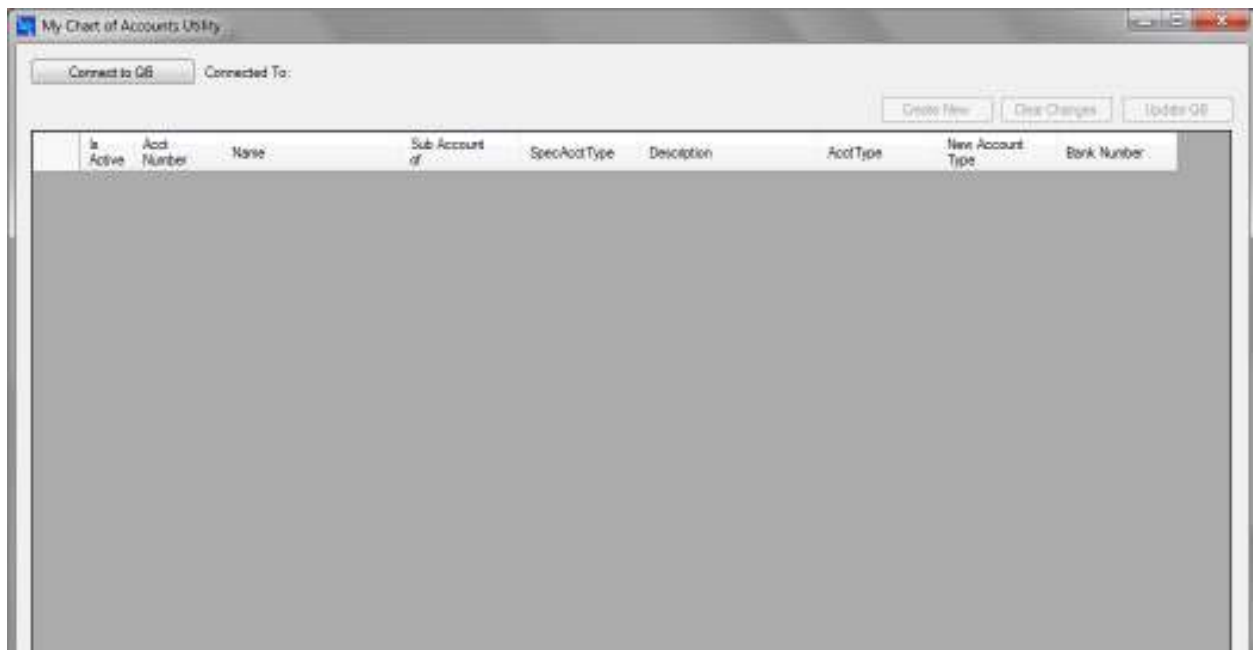
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Getting Started

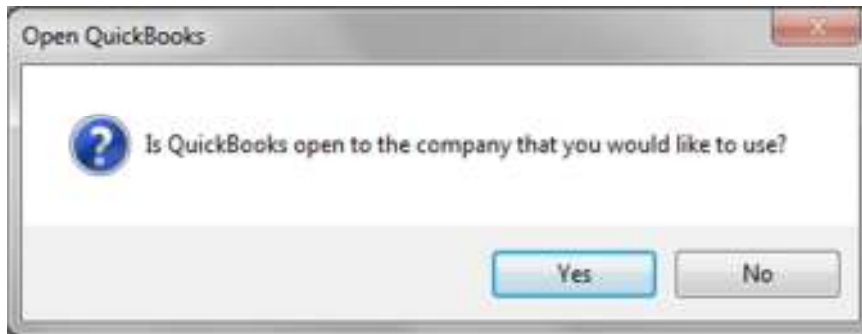
1. Download the MyChartofAccountsUtiliy.zip file and install on the same computer where QuickBooks is installed. (See Installation Instructions)
2. Open QuickBooks, and open the company file that you want to use.
3. Start the My Chart of Accounts Utility by double clicking the icon on the desktop or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



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"



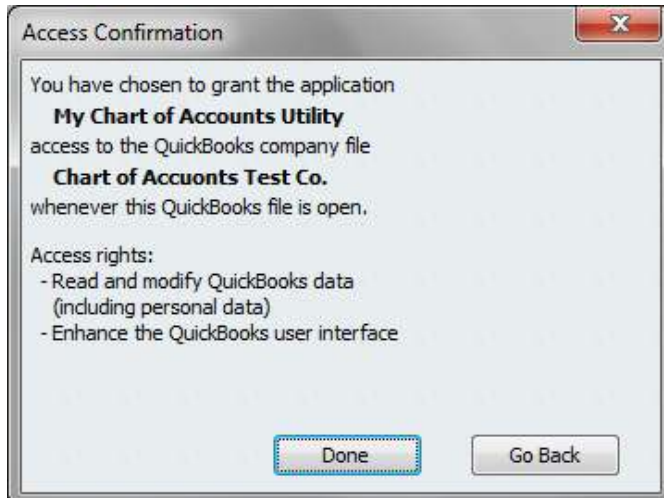
6. The first time you use the My Chart of Accounts Utility, QuickBooks will require you to grant permission to the utility to access data stored in QuickBooks. Check the box next to "Yes, whenever this QuickBooks company file is open" and then click "Continue".



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

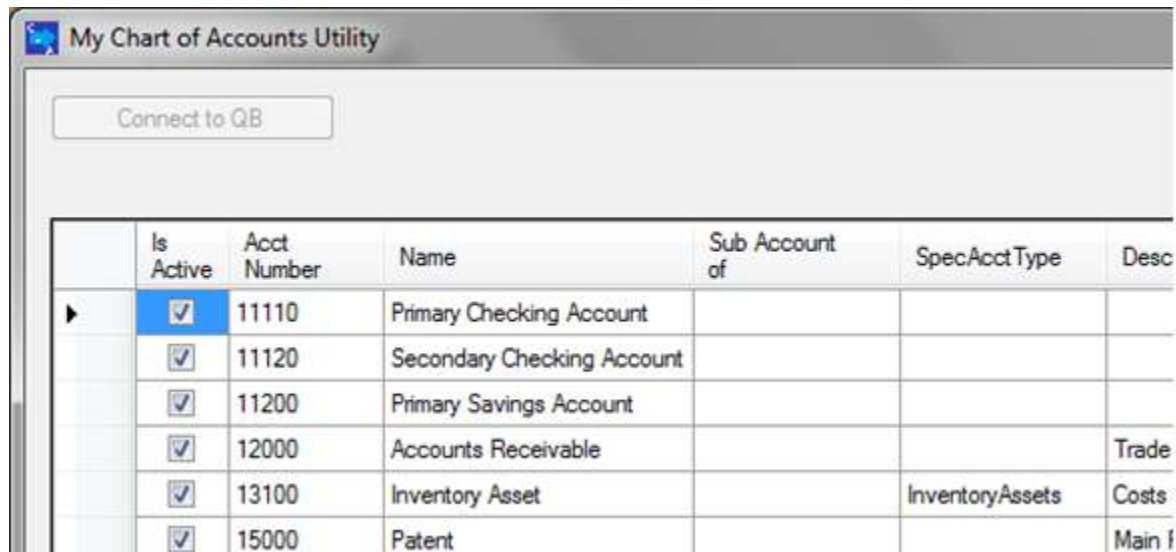


8. Access Confirmation window will appear, click "Done"



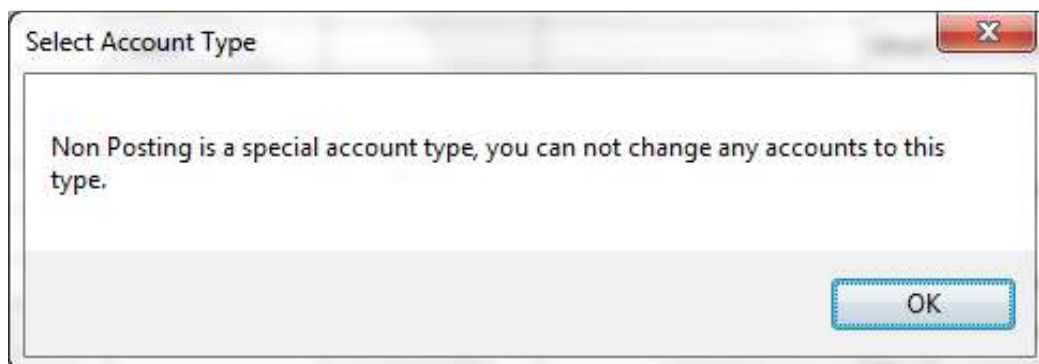
Editing your Chart of Accounts

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.



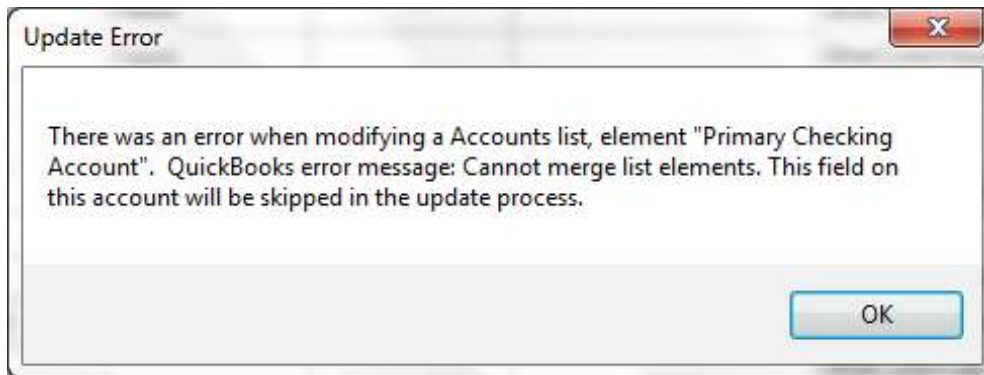
| | Is Active | Acct Number | Name | Sub Account of | SpecAcct Type | Desc |
|---|-------------------------------------|-------------|----------------------------|----------------|-----------------|--------|
| ▶ | <input checked="" type="checkbox"/> | 11110 | Primary Checking Account | | | |
| | <input checked="" type="checkbox"/> | 11120 | Secondary Checking Account | | | |
| | <input checked="" type="checkbox"/> | 11200 | Primary Savings Account | | | |
| | <input checked="" type="checkbox"/> | 12000 | Accounts Receivable | | | Trade |
| | <input checked="" type="checkbox"/> | 13100 | Inventory Asset | | InventoryAssets | Costs |
| | <input checked="" type="checkbox"/> | 15000 | Patent | | | Main f |

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.

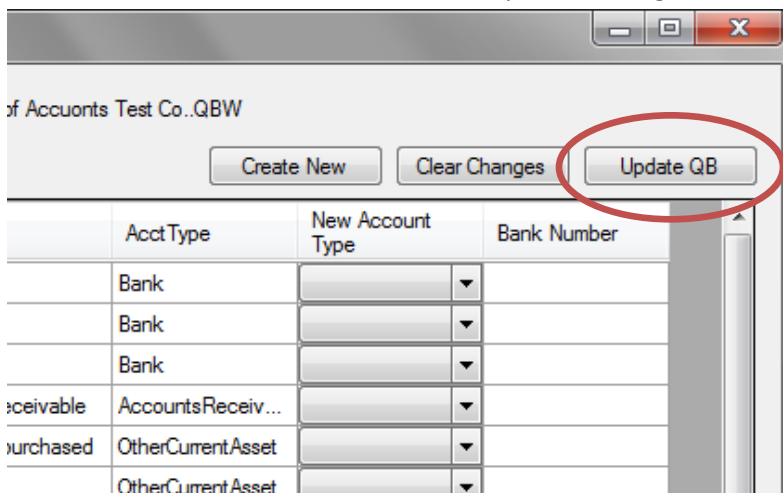


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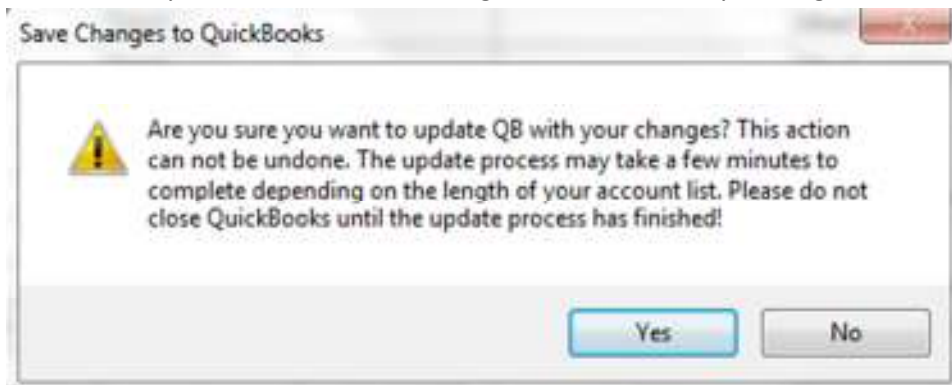
- Two accounts cannot have the exact same Account Name. If you set two accounts with the same name you will receive an Update Error and those accounts will be skipped in the update process.



- 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.



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

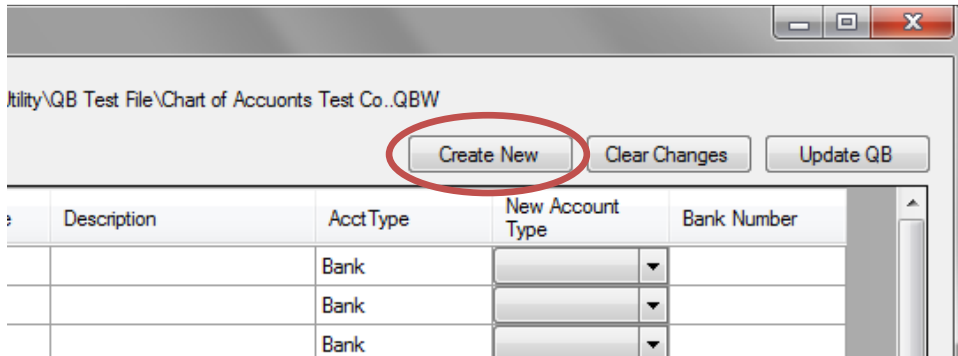


6. You will receive a notification that the accounts have been updated in QuickBooks. Click "OK"

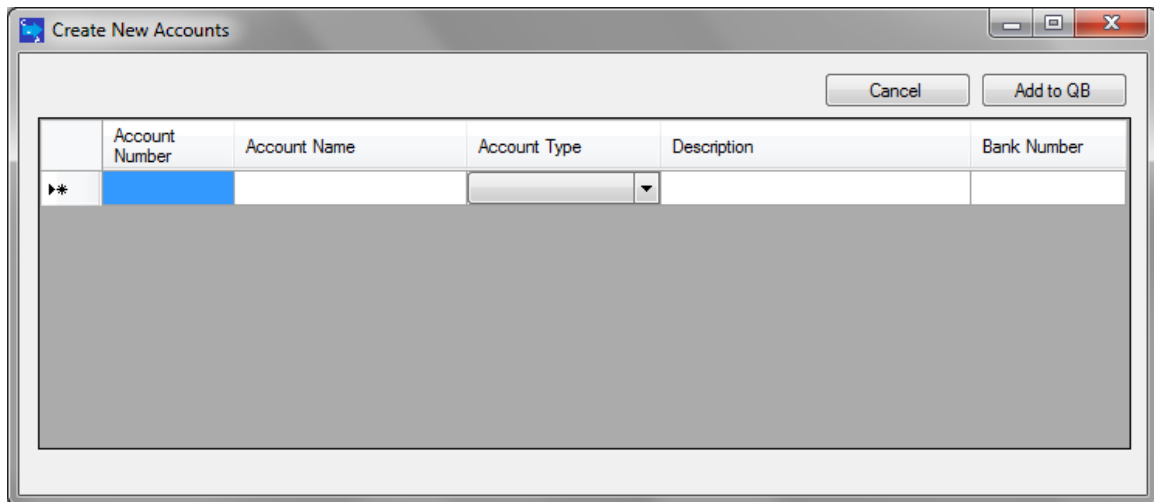


Creating New Accounts

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



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.



For information or help with the My Chart of Accounts Utility please visit our website at www.QButility.com, or email us support@qbutility.com.

Thank you for using My Chart of Accounts Utility!