

Quickbooks cheat sheet and troubleshooting

Accounts:

The treasurers will use the 'council' account

The password for that should be **council@work** (I believe it is at all the hi-rises except Mt. Airy.

The password for their council account is **burgerking**)

Opening Quickbooks:

If everything is set you will see a login box when you open Quickbooks.



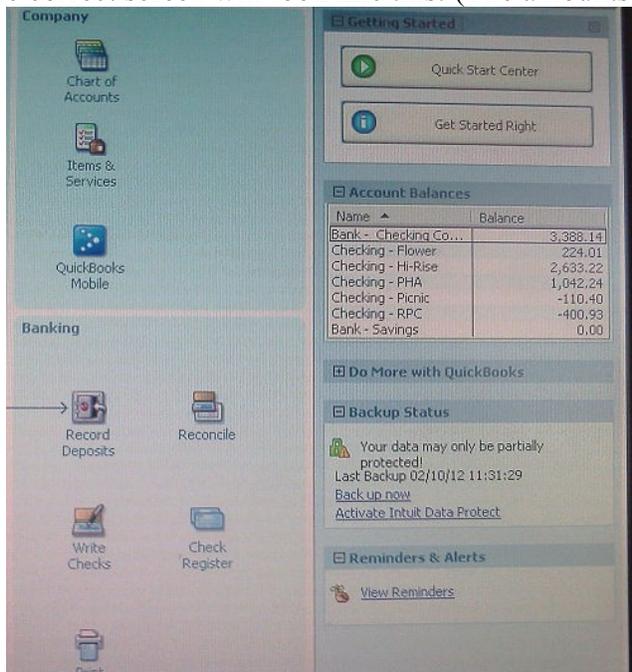
The two accounts set up are admin and treasurer.

The password for admin is **showmethemoney**

The password for treasurer is **moneytalks** (Except at Hamline and Mt. Airy. The password there is **moneymanager**)

Enter the password and the company file should open.

The correct screen will look like this: (The amounts won't be in there if you're just starting though.)



If things aren't set up you will get a box giving you the option to create a new company file or restore an existing one. (There are also options for restoring from a backup or opening a portable file.)

You will want to open a portable file.

Click on that box and a larger box will pop up. You will choose your file here.

The file should be saved in 'my documents' or on the desktop.

If you can't find it you should check the admin account on the computer. (It was saved there on some of the earlier installs.)

If you need a copy of the file you can download it here:

<http://www.stphapresidentscouncil.org/seal.qbm>

If you find the file click on it and click 'okay'.

You will then be asked where you want to save the file.

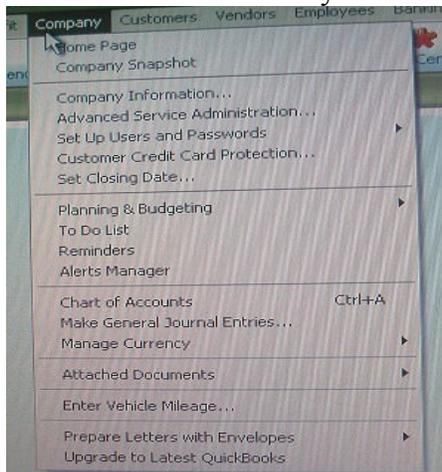
I would stick with the default location.

Change the name to the name of the hi-rise and click save.

Quickbooks will update the file and open it.

Things to know about the company file:

It was created using Seal's info so you will have to go to the company information tab and put in the information for the hi-rise you are at.



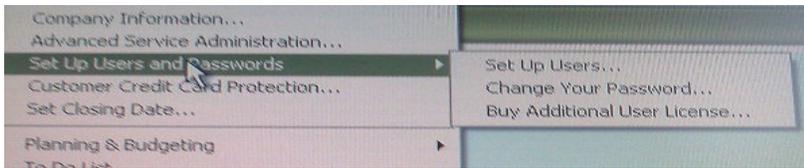
The information window will look like this on the company file if you had to add it.

A screenshot of the 'Company Information' window in QuickBooks. The window is titled 'Company Information' and contains several sections for entering company data. The 'Contact Information' section includes fields for 'Company Name' (Seal Resident Council), 'Address' (825 Seal St, Saint Paul, MN 55114), 'Phone #', 'Fax #', 'E-mail' (web@sealhrise.com), 'Web Site' (http://www.sealhrise.com), and 'Country' (US). The 'Legal Information (Appears on payroll tax forms)' section includes fields for 'Legal Name' (Seal Resident Council), 'Legal Address' (825 Seal St), 'City/State/ZIP' (Saint Paul, MN, 55114), and 'Legal Country' (US). The 'Company Identification' section includes fields for 'Federal Employer Identification No.' (27-4942976) and 'Social Security Number'. The 'Report Information' section includes fields for 'First month in your:' (July), 'Fiscal Year' (July), 'Tag Year' (July), and 'Income Tax Form Used' (Form 990 (Exempt Organization)). The 'Payroll Tax Form Information' section includes fields for 'Contact', 'Title', and 'Phone #'. The window has 'OK', 'Cancel', 'Help', and 'Attach...' buttons.

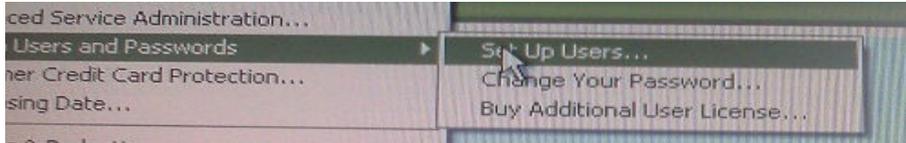
Several permissions need to be changed on the treasurer account. (The way it was set up originally will not allow them to print reports or enter bills.)

Go to the company tab.

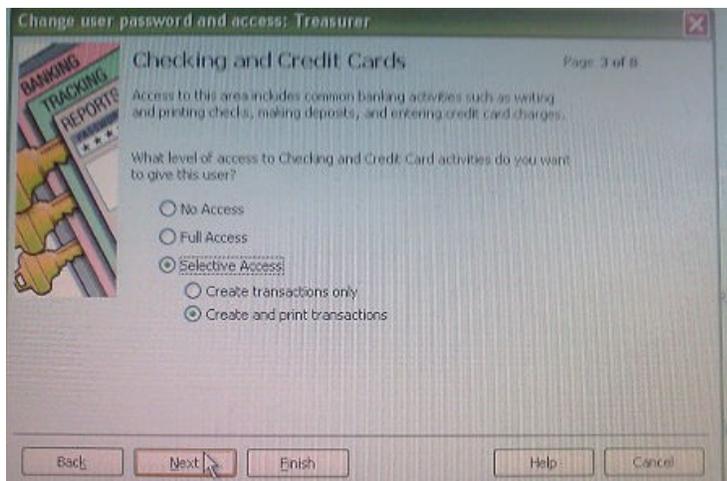
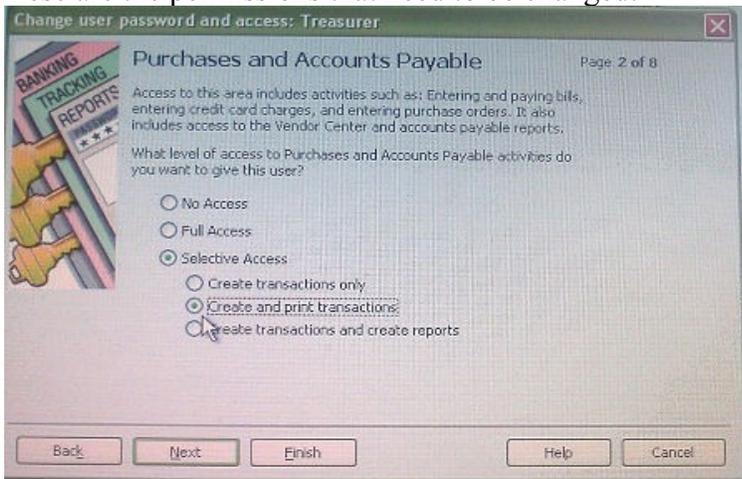
Scroll down to set up users and passwords.



Click on set up users.



These are the permissions that need to be changed:



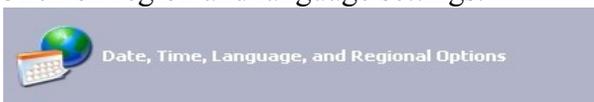
Troubleshooting:

Invalid character error:

Check the language and currency settings on the computer.

Go to the control panel

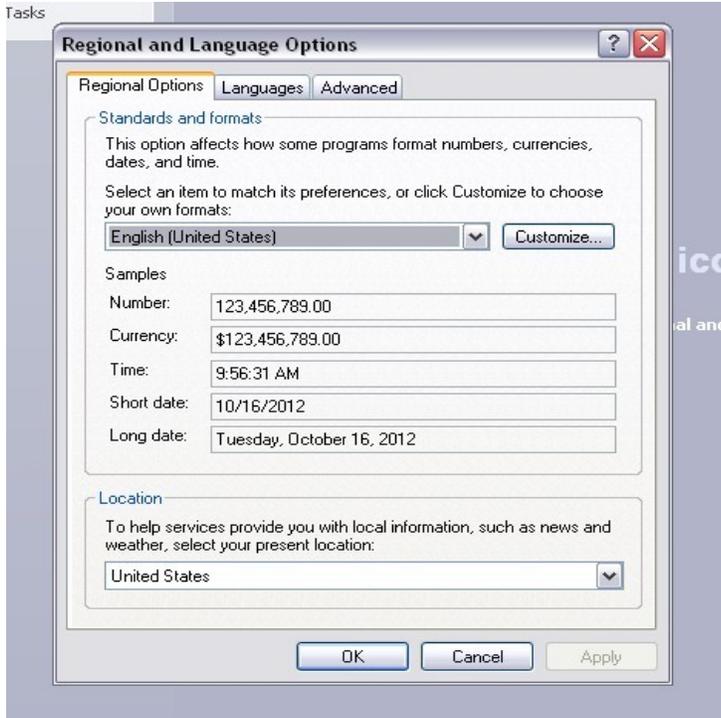
Click on region and language settings.



Click on regional and language options.



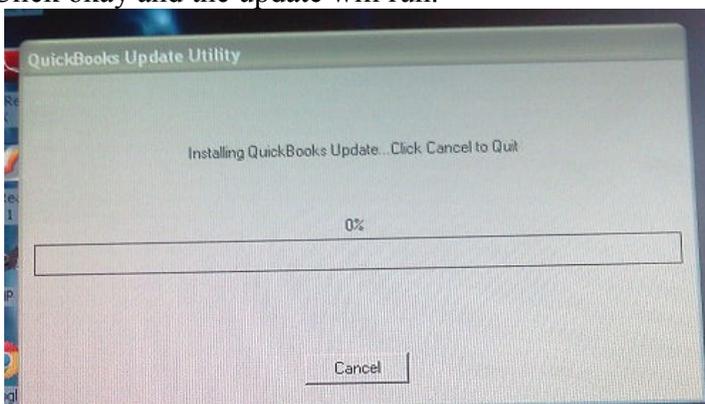
Be sure English (US) is selected and that the region is United States. That should take care of this issue.



Other notes:

You will likely see an update box when you open Quickbooks. (It's already been done at Mt. Airy, Valley, and Seal.)

Click okay and the update will run.



It will take a few minutes to complete. Quickbooks will open normally when it is completed.