

MC QuickBooks File Setup

Once QB is installed, select **Advanced Set up**

Let's get your business set up quickly!

Answer some basic questions and we'll do the rest. You can always make changes later. (Recommended for new users)

Express Start

Advanced Setup Give us more details and we'll guide you step by step through the available options. (Recommended if you want to fine-tune your setup)

Other Options ▼ Open or convert existing files from other software including QuickBooks. Set this file up on behalf of someone else.

Need help? Give us a call

Enter appropriate office information, then click Next

EasyStep Interview

Get answers

Enter your company information

QuickBooks uses this information on your tax forms and forms you use to communicate with your customers and vendors.

* Company name

Legal name
The name you use on your tax and legal forms. Unless you use a DBA name, this will probably be the same as the company name. [Explain](#)

Tax ID
Your Federal Employer Identification Number (EIN) or Social Security Number. Used only on tax forms.

Street address

City State Zip

Country

Phone Fax

Use the format you would like displayed on your forms, e.g. (555) 555-1212

E-mail address

Web site

* required field What if I have more than one business?

Need help setting up?
[Find A Local QuickBooks Expert](#)
(fees may apply)

Do not select business type from list – just click Next

The screenshot shows the 'EasyStep Interview' window with the title bar 'EasyStep Interview' and a close button. On the left sidebar, there's a 'EasyStep Interview' header, an 'Interview Progress' bar, and a 'Need help setting up?' section with links for 'Find A Local QuickBooks Expert' and 'Intuit Certified Professional QuickBooks'. The main content area is titled 'Select your industry' and includes a 'Get answers' link. It explains that the user's industry selection will customize QuickBooks and that settings can be changed later. A note suggests choosing a similar industry if the exact one isn't listed. Below this is a list of industries: Accounting or Bookkeeping, Advertising or Public Relations, Agriculture, Ranching, or Farming, Art, Writing, or Photography, Automotive Sales or Repair, Church or Religious Organization, Construction General Contractor, Construction Trades (Plumber, Electrician, HVAC, etc.), and Design, Architecture, or Engineering. At the bottom, there's a 'How does QuickBooks use my industry selection?' link, a 'Leave...' button, and '< Back' and 'Next >' buttons.

EasyStep Interview

Get answers

Select your industry

Tell us your industry and we'll customize QuickBooks to work best for you.

You will be able to review our recommendations and change them in this interview. And, you can always change each of these settings later. [Explain](#)

Note: Don't see your industry? Choose an industry that is similar to yours. [Examples](#)

Select an industry from the list

INDUSTRY

- Accounting or Bookkeeping
- Advertising or Public Relations
- Agriculture, Ranching, or Farming
- Art, Writing, or Photography
- Automotive Sales or Repair
- Church or Religious Organization
- Construction General Contractor
- Construction Trades (Plumber, Electrician, HVAC, etc.)
- Design, Architecture, or Engineering

How does QuickBooks use my industry selection?

Need help setting up?

Find A Local QuickBooks Expert (fees may apply)

Intuit Certified Professional QuickBooks

Leave...

< Back

Next >

Select Other/None then Next

The screenshot shows the 'EasyStep Interview' window with the title bar 'EasyStep Interview' and a close button. On the left sidebar, there's a 'EasyStep Interview' header, an 'Interview Progress' bar, and a 'Need help setting up?' section with links for 'Find A Local QuickBooks Expert' and 'Intuit Certified Professional QuickBooks'. The main content area is titled 'How is your company organized?' and includes a 'Get answers' link. It explains that the selection will help QuickBooks create the correct accounts for the business entity and assign tax form lines. A list of business entities is provided with radio button selections: Sole Proprietorship (FORM 1040), Partnership or LLP (FORM 1065), LLC (Single-member LLC (Form 1040) dropdown), Corporation (also known as Regular or C Corporation) (FORM 1120), S Corporation (FORM 1120-S), Non-Profit (FORM 990), and Other/None. At the bottom, there's a 'Which business entity should I choose?' link, a 'Leave...' button, and '< Back' and 'Next >' buttons.

EasyStep Interview

Get answers

How is your company organized?

Your selection will help QuickBooks create the correct accounts for your business entity and assign tax form lines to those accounts.

- ☒ **Sole Proprietorship**
An unincorporated business with one owner (FORM 1040)
- ☐ **Partnership or LLP**
An unincorporated business owned by two or more partners (FORM 1065)
- ☐ **LLC**
A formal business entity that provides limited liability to its owners
Single-member LLC (Form 1040)
- ☐ **Corporation (also known as Regular or C Corporation)**
A formal business entity with one or more shareholders. (FORM 1120)
- ☐ **S Corporation**
A corporation that has elected to pass tax liability to its shareholder(s) (FORM 1120-S)
- ☐ **Non-Profit**
A not-for-profit organization exempt from paying taxes (FORM 990)
- ☒ **Other/None**

Which business entity should I choose?

Need help setting up?

Find A Local QuickBooks Expert (fees may apply)

Intuit Certified Professional QuickBooks

Leave...

< Back

Next >

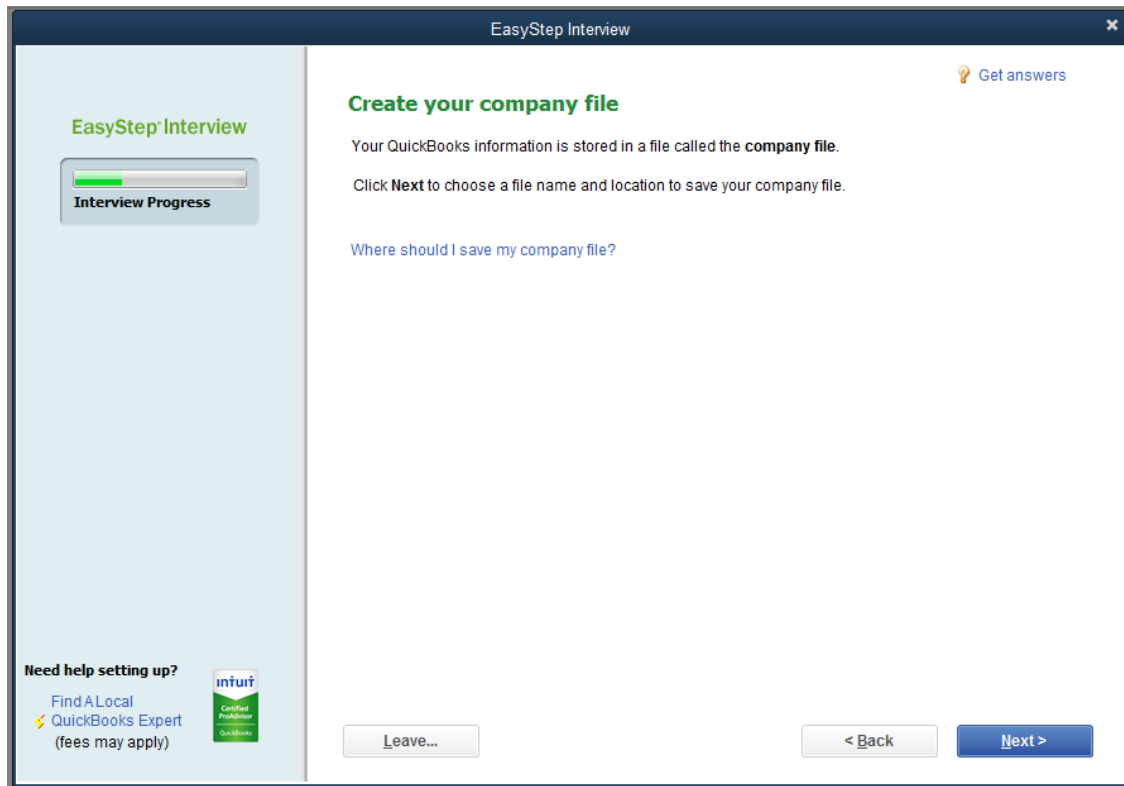
Select January for start of fiscal year, then Next

The screenshot shows the 'EasyStep Interview' window. On the left sidebar, there is a progress bar labeled 'EasyStep Interview' and 'Interview Progress'. Below it, a link says 'Need help setting up?' with options 'Find A Local QuickBooks Expert (fees may apply)' and an 'Intuit Certified Professional QuickBooks' logo. The main content area is titled 'Select the first month of your fiscal year'. It includes a help link 'Get answers' and explanatory text: 'Your fiscal year is typically the same as your income tax year. Explain'. A dropdown menu shows 'January' selected for 'My fiscal year starts in'. At the bottom, there are 'Leave...', '< Back', and 'Next >' buttons.

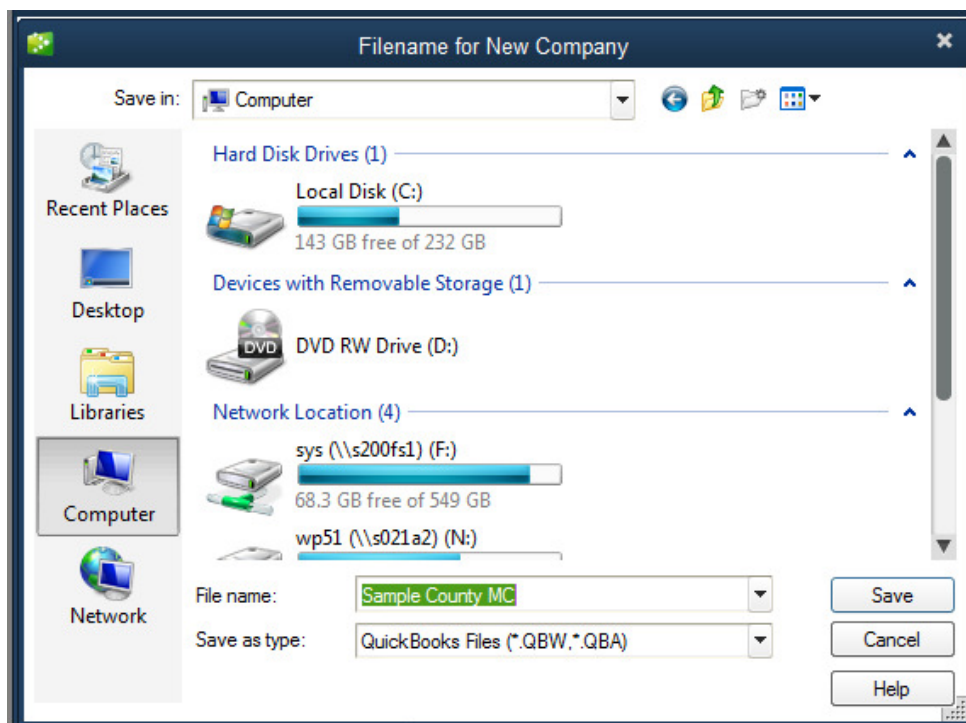
Set password if desired, otherwise leave blank. Then click Next

The screenshot shows the 'EasyStep Interview' window at the 'Set up your administrator password' step. The left sidebar is identical to the previous screen. The main content area is titled 'Set up your administrator password (optional)' with a 'Get answers' link. It explains: 'We recommend you set up a password to protect your company file. You will be prompted for this password whenever you open this file. It is optional to set up a password.' There are two input fields: 'Administrator password' and 'Retype password'. A note below the fields states 'Your password is case-sensitive.' Below the fields, a definition of 'administrator' is provided: 'What is an "administrator"? Entering a password here sets up the administrator user, who has full access to all activities and information in QuickBooks. When you are ready, you can set up other users with more limited privileges.' A 'Note' at the bottom says: 'Note: You can also set up or change your administrator password later.' The bottom navigation buttons are 'Leave...', '< Back', and 'Next >'.

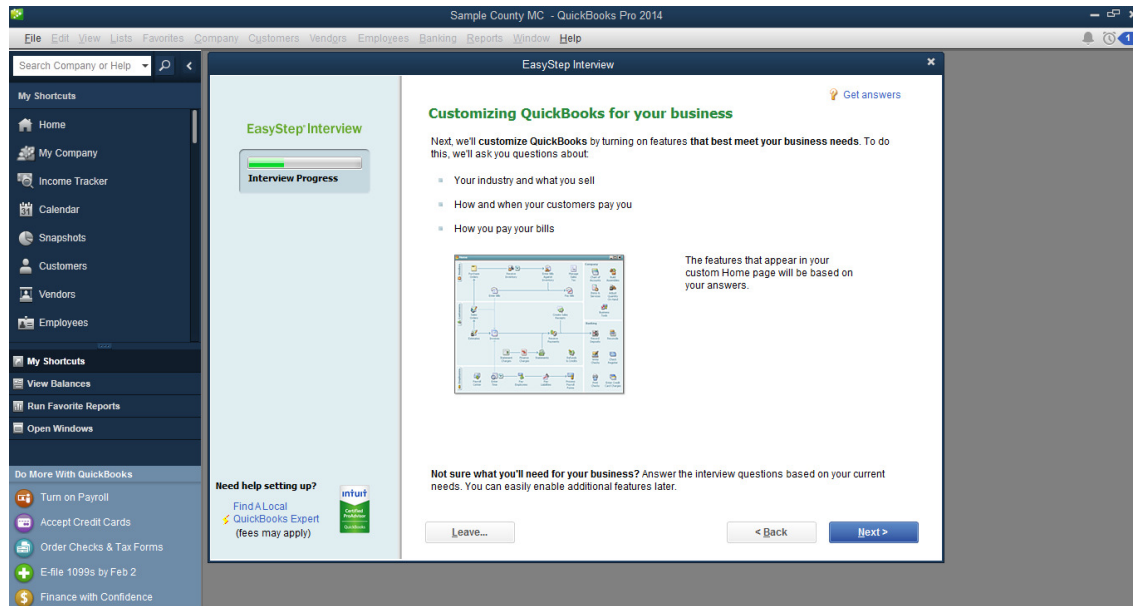
Click Next



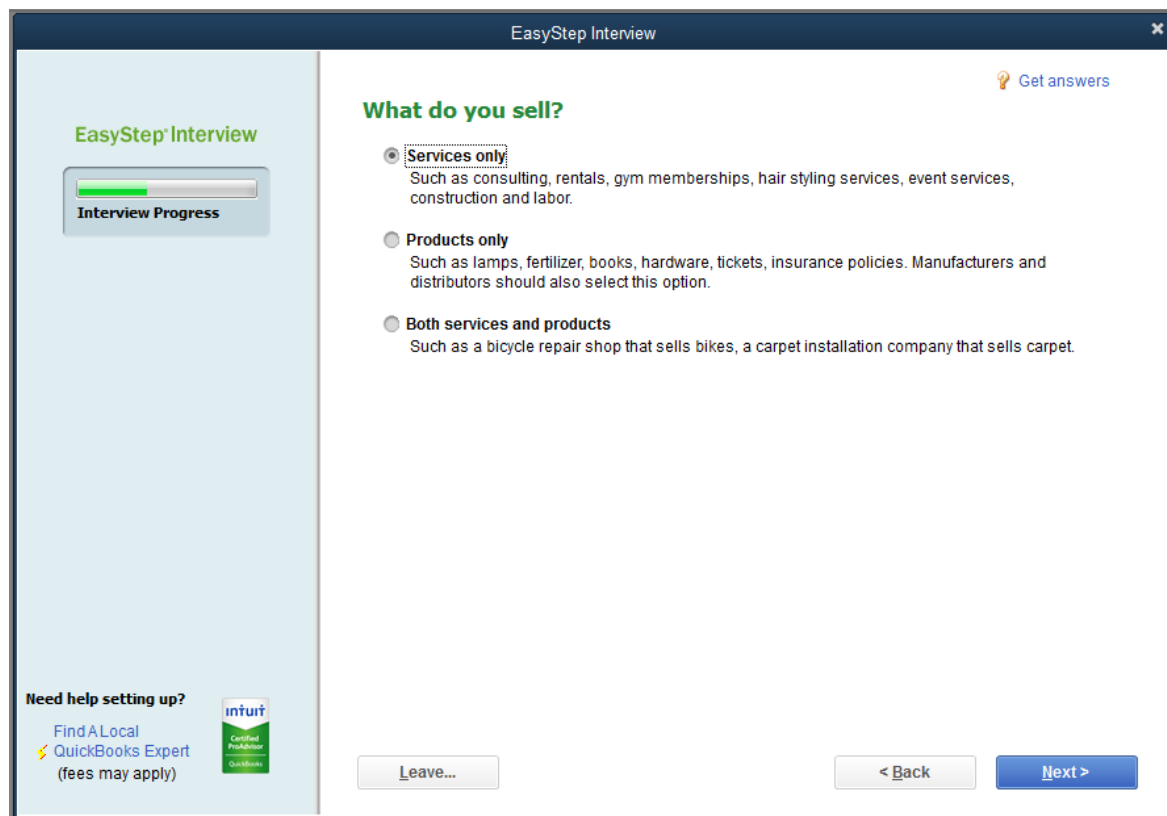
Navigate to location where you want to store the QB data file (hard drive of computer, server location, etc.) and click Save.



Wait while the file is created and saved. The default desktop view will appear. Select Next



Select Services Only, then Next



Select No to sales tax, then Next

The screenshot shows the 'EasyStep Interview' window. On the left sidebar, there is a progress bar labeled 'Interview Progress' and a section titled 'Need help setting up?' with links for 'Find A Local QuickBooks Expert' and the Intuit logo. The main content area displays the question 'Do you charge sales tax?' with two radio button options: 'Yes' and 'No'. The 'No' option is selected and marked as '(recommended for your business)'. At the top right of the main area is a 'Get answers' link. At the bottom are three buttons: 'Leave...', '< Back', and 'Next >'.

EasyStep Interview

Get answers

EasyStep Interview

Interview Progress

Do you charge sales tax?

☐ Yes

☒ No (recommended for your business)

Need help setting up?

Find A Local QuickBooks Expert (fees may apply)

intuit

Leave...

< Back

Next >

Select No to estimates, then Next

The screenshot shows the 'EasyStep Interview' window. On the left sidebar, there is a progress bar labeled 'Interview Progress' and a section titled 'Need help setting up?' with links for 'Find A Local QuickBooks Expert' and the Intuit logo. The main content area displays the question 'Do you want to create estimates in QuickBooks?' with a subtext 'Some businesses refer to estimates as quotes, bids, or proposals.' and two radio button options: 'Yes' and 'No'. The 'No' option is selected and marked as '(recommended for your business)'. Below the options is a link 'Why should I use QuickBooks to create my estimates?'. At the top right of the main area is a 'Get answers' link. At the bottom are three buttons: 'Leave...', '< Back', and 'Next >'.

EasyStep Interview

Get answers

EasyStep Interview

Interview Progress

Do you want to create estimates in QuickBooks?

Some businesses refer to estimates as quotes, bids, or proposals.

☐ Yes (recommended for your business)

☒ No

Why should I use QuickBooks to create my estimates?

Need help setting up?

Find A Local QuickBooks Expert (fees may apply)

intuit

Leave...

< Back

Next >

Select No to billing statements, then Next

The screenshot shows the 'EasyStep Interview' window with the title bar 'EasyStep Interview' and a close button. On the left sidebar, there's a green header 'EasyStep Interview' and a progress bar labeled 'Interview Progress'. Below the progress bar, it says 'Need help setting up?' with links for 'Find A Local QuickBooks Expert (fees may apply)' and the Intuit logo. The main content area is titled 'Using statements in QuickBooks' with a 'Get answers' link. It explains that billing statements list charges over time and provides examples: an attorney sending a reminder statement and a gym sending a monthly statement. The question 'Do you want to use billing statements in QuickBooks?' has two radio buttons: 'Yes (recommended for your business)' and 'No' (which is selected). At the bottom are 'Leave...', '< Back', and 'Next >' buttons.

EasyStep Interview

Get answers

Using statements in QuickBooks

Billing statements are sent to customers to list charges accumulated over a period of time. Statements may be sent at regular intervals, as in a monthly statement, or when a customer payment is past due.

Some examples:

- An attorney **invoices** a client for multiple services provided. If the invoice isn't paid, the attorney can then send the client a **reminder statement**.
- A gym sends each member a **monthly statement** that includes fees and any overdue payments or finance charges.

Do you want to use billing statements in QuickBooks?

☐ Yes (recommended for your business)

☒ No

Leave... < Back Next >

Need help setting up?

Find A Local QuickBooks Expert (fees may apply)

intuit Certified Professional QuickBooks

Select No to Invoicing, then Next

The screenshot shows the 'EasyStep Interview' window with the title bar 'EasyStep Interview' and a close button. On the left sidebar, there's a green header 'EasyStep Interview' and a progress bar labeled 'Interview Progress'. Below the progress bar, it says 'Need help setting up?' with links for 'Find A Local QuickBooks Expert (fees may apply)' and the Intuit logo. The main content area is titled 'Using invoices in QuickBooks' with a 'Get answers' link. It explains that you use an invoice when you do not receive full payment at the time of service and provides examples: a consultant sending an invoice when a project is complete, a general contractor invoicing at each stage, and a caterer receiving a down payment and later invoicing. The question 'Do you want to use invoices in QuickBooks?' has two radio buttons: 'Yes' and 'No (recommended for your business)' (which is selected). A note states: 'Note: If you use an estimate or a sales order you must use an invoice in QuickBooks to bill a customer.' At the bottom are 'Leave...', '< Back', and 'Next >' buttons.

EasyStep Interview

Get answers

Using invoices in QuickBooks

Use an invoice when you do not receive full payment at the time you provide your product or service. Using invoices will help you keep track of what your customers owe you.

Some examples:

- A consultant sends an invoice to receive payment **when a project is complete**.
- A general contractor invoices the customer **at each stage** of a construction project.
- A caterer receives a **down payment** and later invoices the customer for the remaining balance.

Do you want to use invoices in QuickBooks?

☐ Yes

☒ No (recommended for your business)

Note: If you use an estimate or a sales order you must use an invoice in QuickBooks to bill a customer.

Leave... < Back Next >

Need help setting up?

Find A Local QuickBooks Expert (fees may apply)

intuit Certified Professional QuickBooks

Select No to tracking bills, then Next

The screenshot shows the 'EasyStep Interview' window. On the left, there's a sidebar with 'EasyStep Interview' and an 'Interview Progress' bar. Below that, it says 'Need help setting up?' with links for 'Find A Local QuickBooks Expert' and the Intuit logo. The main content area is titled 'Managing bills you owe' and includes a 'Get answers' link. It explains that knowing what money you owe is important for cash flow and lists three points: knowing which vendors, tracking how much, and reminding you when bills are due. The question 'Do you want to keep track of bills you owe?' has two radio button options: 'Yes (recommended for your business)' and 'No', with 'No' being selected. Below this is a link 'When should I track my bills in QuickBooks?'. At the bottom, there are three buttons: 'Leave...', '< Back', and 'Next >'.

EasyStep Interview

Get answers

Managing bills you owe

Knowing what money you owe—your "accounts payable"—is an important part of managing your cash flow. QuickBooks can help you manage your cash flow by:

- Knowing which vendors you owe money to
- Tracking how much money you owe
- Reminding you when bills are due

Do you want to keep track of bills you owe?

☐ Yes (recommended for your business)

☒ No

[When should I track my bills in QuickBooks?](#)

Need help setting up?

Find A Local QuickBooks Expert (fees may apply)

intuit Certified Professional QuickBooks

Leave... < Back Next >

Select No to Time Tracking, then Next

The screenshot shows the 'EasyStep Interview' window. On the left, there's a sidebar with 'EasyStep Interview' and an 'Interview Progress' bar. Below that, it says 'Need help setting up?' with links for 'Find A Local QuickBooks Expert' and the Intuit logo. The main content area is titled 'Tracking time in QuickBooks' and includes a 'Get answers' link. It explains that QuickBooks can help track time spent by you, your partners, your employees, or your contractors, and lists three points: bill customers, analyze time, and pay hourly employees. The question 'Do you want to track time in QuickBooks?' has two radio button options: 'Yes (recommended for your business)' and 'No', with 'No' being selected. At the bottom, there are three buttons: 'Leave...', '< Back', and 'Next >'.

EasyStep Interview

Get answers

Tracking time in QuickBooks

QuickBooks can help you track time spent by you, your partners, your employees, or your contractors, so you can:

- Bill customers for time spent on a project.
- Analyze time spent on the project for planning and job costing.
- Pay hourly employees and contractors.

Do you want to track time in QuickBooks?

☐ Yes (recommended for your business)

☒ No

Need help setting up?

Find A Local QuickBooks Expert (fees may apply)

intuit Certified Professional QuickBooks

Leave... < Back Next >

Select No to employees, then Next. The payroll subscription necessary to process payroll through QuickBooks is not an authorized expense to be paid with judicial sales fees; unless the commissioner chooses to pay personally for this option, the Employee/Payroll functions will not be used in QB.

The screenshot shows the 'EasyStep Interview' window. On the left, there's a sidebar with 'EasyStep Interview' and an 'Interview Progress' bar. Below that, it says 'Need help setting up?' with links for 'Find A Local QuickBooks Expert' and an Intuit Certified Professional logo. The main area is titled 'Do you have employees?' with a 'Get answers' link. There are two radio buttons: 'Yes' and 'No'. Under 'Yes', there are checkboxes for 'We have W-2 employees.' and 'We have 1099 contractors.'. The 'No' option is selected. Below this, there's a section for 'QuickBooks Payroll' with a description and a 'Next >' button. At the bottom, there are 'Leave...', '< Back', and 'Next >' buttons.

EasyStep Interview

Get answers

Do you have employees?

☐ Yes

☐ We have W-2 employees.

☐ We have 1099 contractors.

☒ No

QuickBooks Payroll makes your payroll hassle-free. Quickly generate paychecks and download the latest tax tables. Do payroll calculations and fill out forms automatically. (Subscription required.)

Need help setting up?

Find A Local QuickBooks Expert (fees may apply)

intuit Certified Professional QuickBooks

Leave... < Back Next >

Click Next

The screenshot shows the 'EasyStep Interview' window. On the left, there's a sidebar with 'EasyStep Interview' and an 'Interview Progress' bar. Below that, it says 'Need help setting up?' with links for 'Find A Local QuickBooks Expert' and an Intuit Certified Professional logo. The main area is titled 'Using accounts in QuickBooks' with a 'Get answers' link. It explains that the next step is to set up a 'Chart of Accounts'. Below this, it asks 'Why is the chart of accounts important?' and provides a list of steps to set up the chart of accounts. At the bottom, there are 'Leave...', '< Back', and 'Next >' buttons.

EasyStep Interview

Get answers

Using accounts in QuickBooks

Next, we'll help you set up your **Chart of Accounts**, which are categories of income, expenses and more that you'll use to track your business.

Why is the chart of accounts important?

To set up your chart of accounts, you'll need to:

- Decide on a date to use as the starting point to track your business finances in QuickBooks (e.g., beginning of fiscal year, first of this month, etc.)
- Understand how you want to categorize your business' income and expenses. (You may want to discuss this with your accountant, if you have one.)

Need help setting up?

Find A Local QuickBooks Expert (fees may apply)

intuit Certified Professional QuickBooks

Leave... < Back Next >

Select starting date for QB file. If new MC, this will be appointment date. If existing MC and new QB file, suggest first day of year. Click Next.

The screenshot shows the 'EasyStep Interview' window. On the left, there's a sidebar with 'EasyStep Interview' and 'Interview Progress' (a progress bar). Below that, it says 'Need help setting up?' with links to 'Find A Local QuickBooks Expert' and 'Intuit Certified Professional QuickBooks'. The main area is titled 'Select a date to start tracking your finances'. It explains that the selected date will be the start date in QuickBooks. There are two radio button options: 'Beginning of this fiscal year: 01/01/2015' and 'Use today's date or the first day of the quarter or month:'. The second option is selected. Below it, a date picker shows '01/30/2015'. At the bottom, there are 'Leave...', '< Back', and 'Next >' buttons.

EasyStep Interview

Get answers

Select a date to start tracking your finances

The date you select will be your **start date** in QuickBooks.

- ☐ Beginning of this fiscal year: 01/01/2015
 - In order to complete this year's tax returns, you'll need to enter transactions from the beginning of this fiscal year to today.
- ☒ Use today's date or the first day of the quarter or month:
 - You'll need to enter transactions from this date forward.

01/30/2015

What date should I choose?

Need help setting up?

Find A Local QuickBooks Expert (fees may apply)

Intuit Certified Professional QuickBooks

Leave... < Back Next >

Scroll through account list and UNCHECK each item. You will create your own chart of accounts later. Click Next.

The screenshot shows the 'EasyStep Interview' window. On the left, there's a sidebar with 'EasyStep Interview' and 'Interview Progress' (a progress bar). Below that, it says 'Need help setting up?' with links to 'Find A Local QuickBooks Expert' and 'Intuit Certified Professional QuickBooks'. The main area is titled 'Review income and expense accounts'. It explains that income and expense accounts categorize money your business earns from, or spends on, normal business operations. There's a checkmark icon and text: 'Recommended accounts for your industry are typically all you need for income tax purposes. Explain'. Below this is a table with two columns: 'ACCOUNT NAME' and 'TYPE'. The table lists various accounts: Sales, Sales Discounts, Merchant Account Fees, Subcontracted Services, Advertising and Promotion, Automobile Expense, Bank Service Charges, Business Licenses and Permits, and Charitable Contributions. Each row has a checkbox in the 'ACCOUNT NAME' column, and all are currently checked. Below the table is a 'Restore Recommendations' button. At the bottom, there's a note: 'Note: You can modify your chart of accounts anytime after completing this interview.' and buttons for 'Leave...', '< Back', and 'Next >'.

EasyStep Interview

Get answers

Review income and expense accounts

Income and expense accounts categorize money your business earns from, or spends on, normal business operations.

✓ Recommended accounts for your industry are typically all you need for income tax purposes. Explain

ACCOUNT NAME	TYPE
<input checked="" type="checkbox"/> Sales	Income
<input checked="" type="checkbox"/> Sales Discounts	Income
<input checked="" type="checkbox"/> Merchant Account Fees	Cost of Goods Sold
<input checked="" type="checkbox"/> Subcontracted Services	Cost of Goods Sold
<input checked="" type="checkbox"/> Advertising and Promotion	Expense
<input checked="" type="checkbox"/> Automobile Expense	Expense
<input checked="" type="checkbox"/> Bank Service Charges	Expense
<input checked="" type="checkbox"/> Business Licenses and Permits	Expense
<input checked="" type="checkbox"/> Charitable Contributions	Expense

Restore Recommendations

Note: You can modify your chart of accounts anytime after completing this interview.

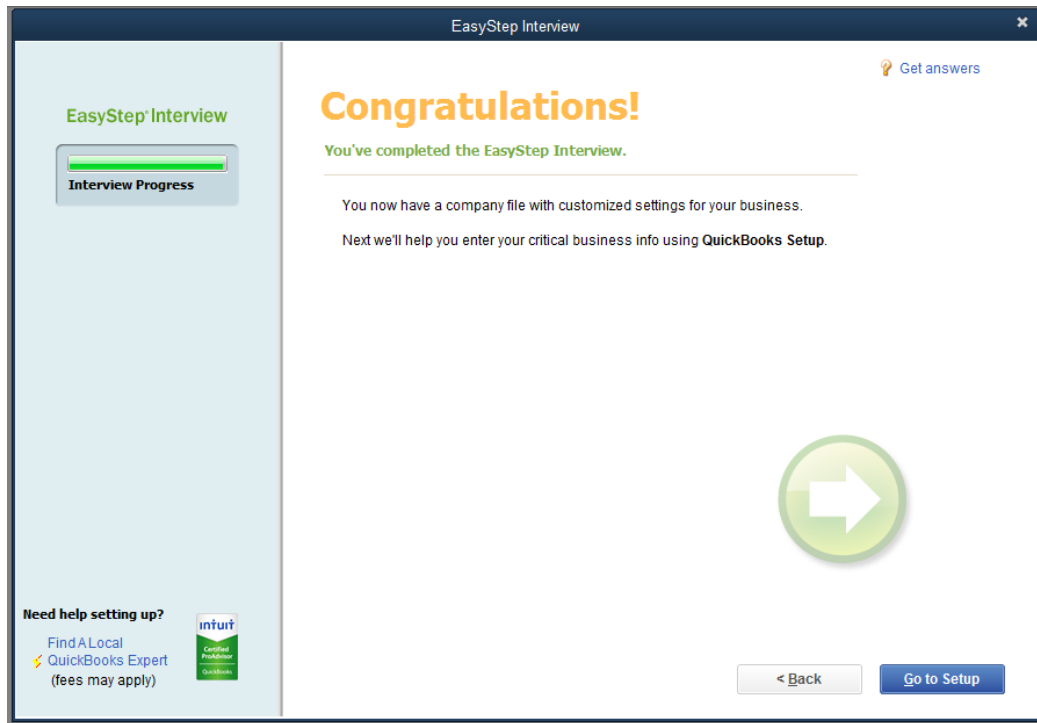
Need help setting up?

Find A Local QuickBooks Expert (fees may apply)

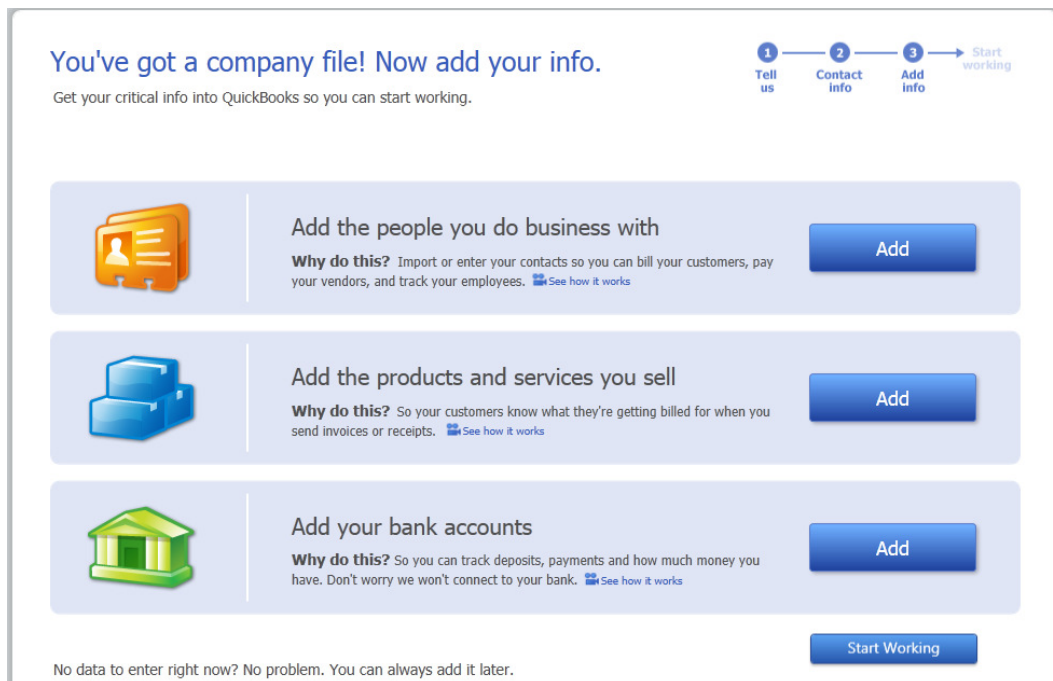
Intuit Certified Professional QuickBooks

Leave... < Back Next >

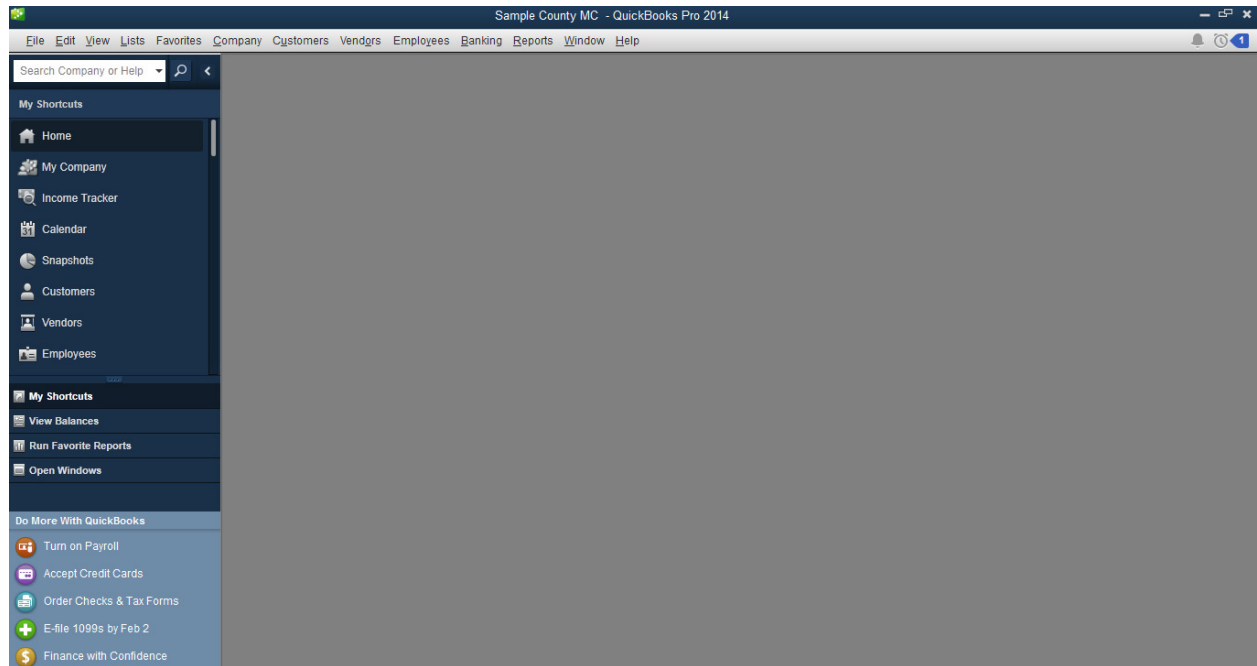
Select Go to Setup



Select Start Working

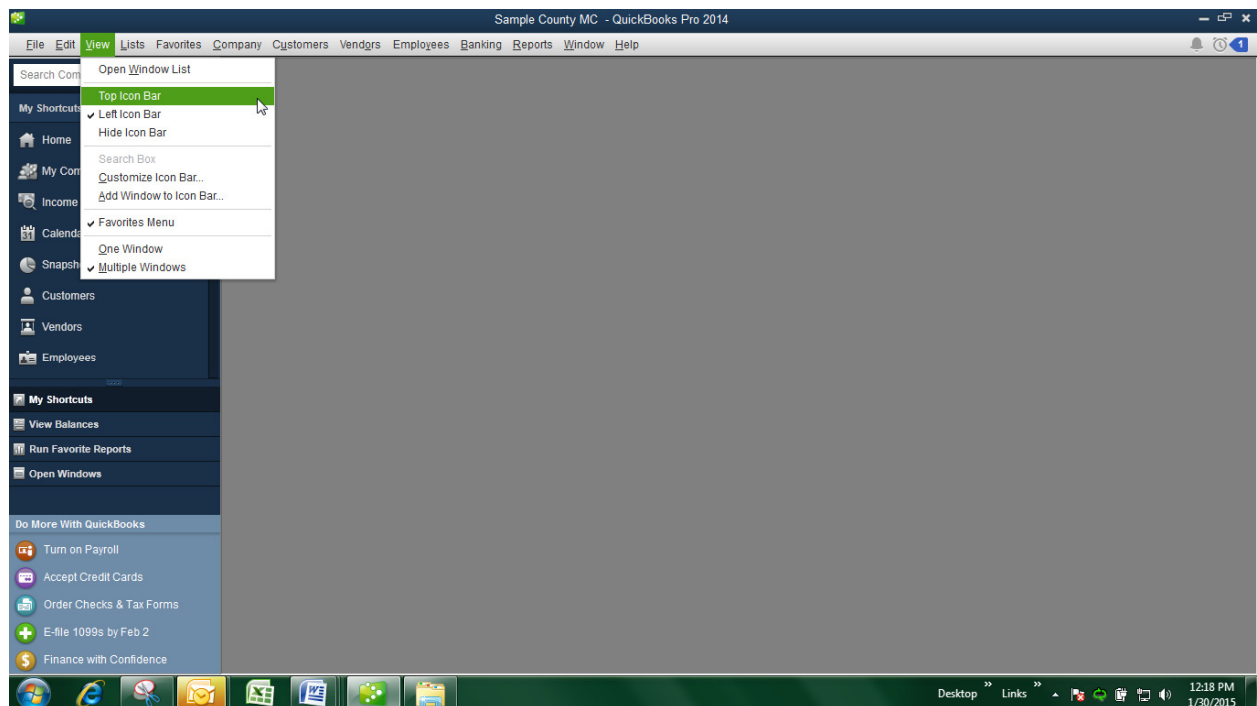


Close any dialog boxes or screens that open, until you are left with a bare desktop and left menu bar.

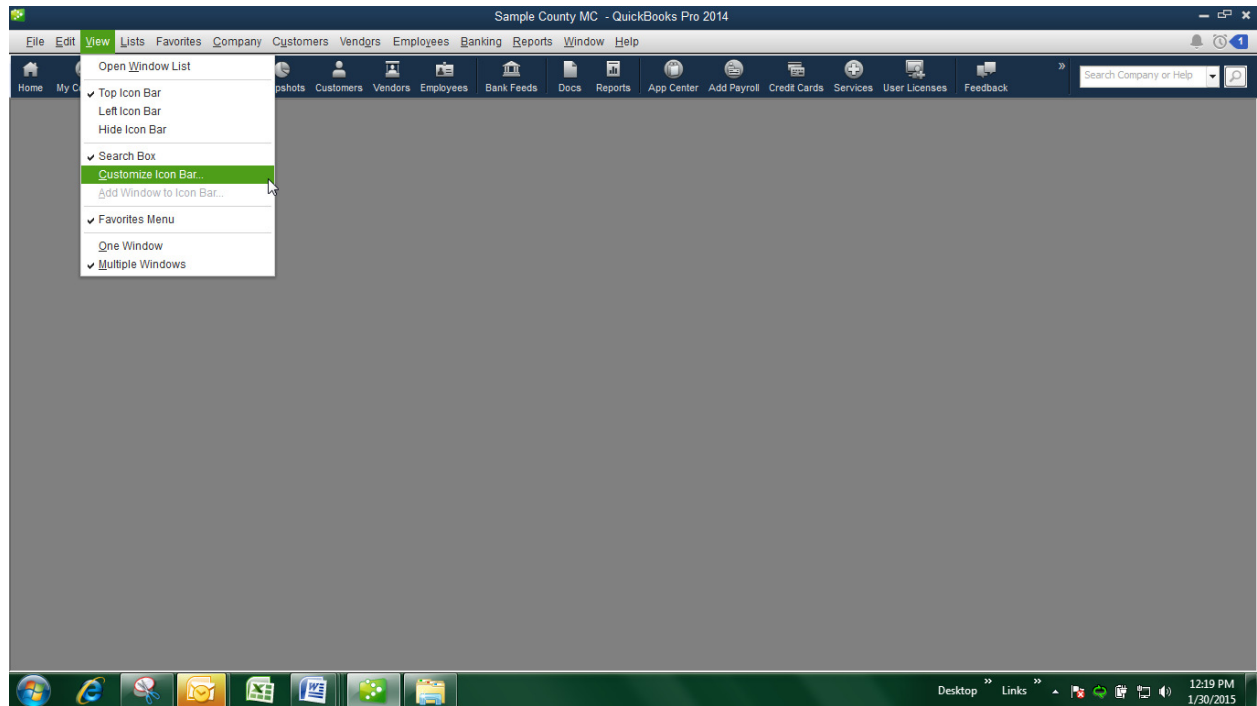


I suggest using the top icon bar instead of the left menu bar, as it is more functional and easier to customize.

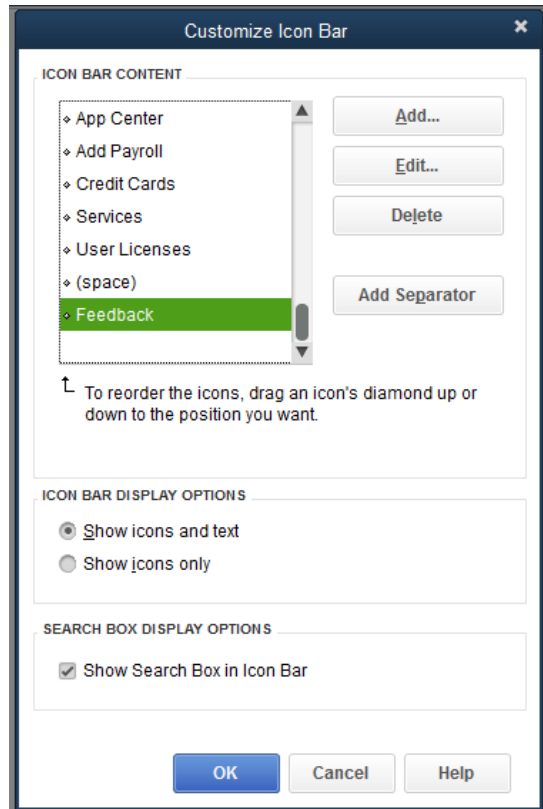
Select **View** → **Top Icon Bar**



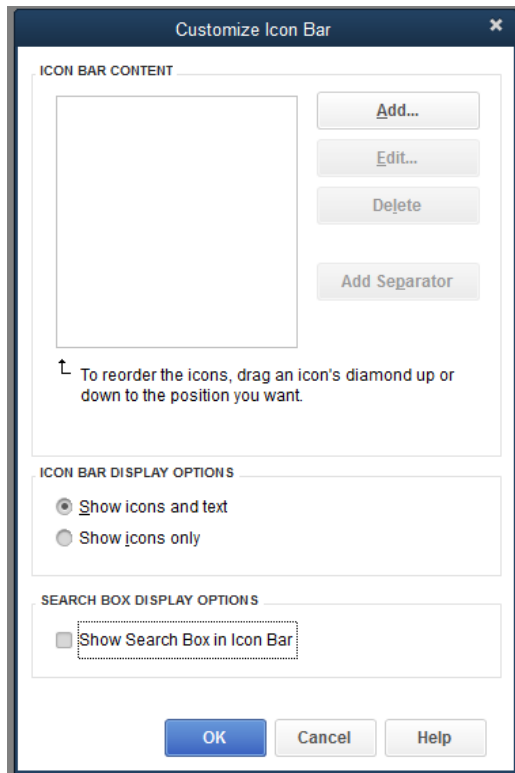
Select View → Customize Icon Bar



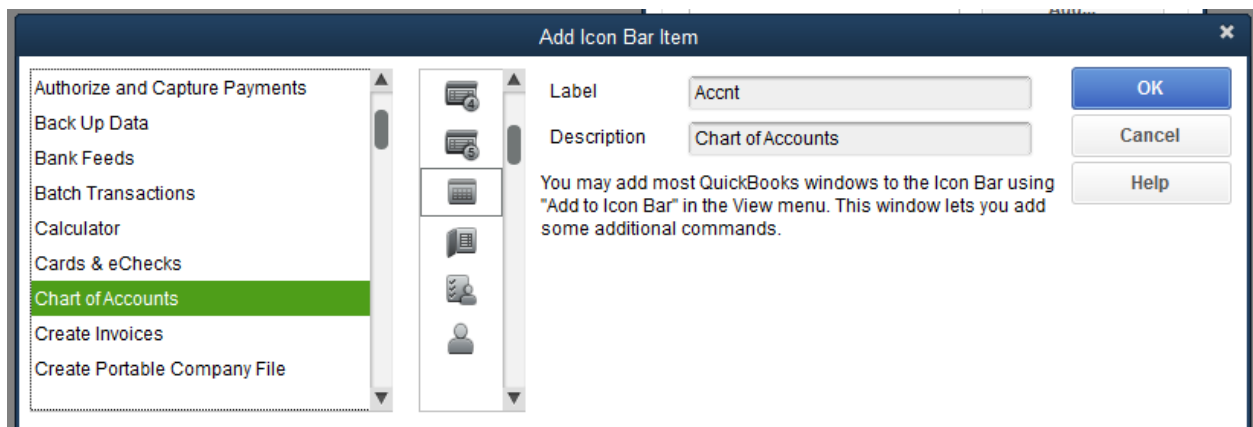
Delete all items on the list



Uncheck **Show Search Box** then click **Add**



Scroll down list and select desired icon, click OK. (Must be repeated for each item to add to bar.)



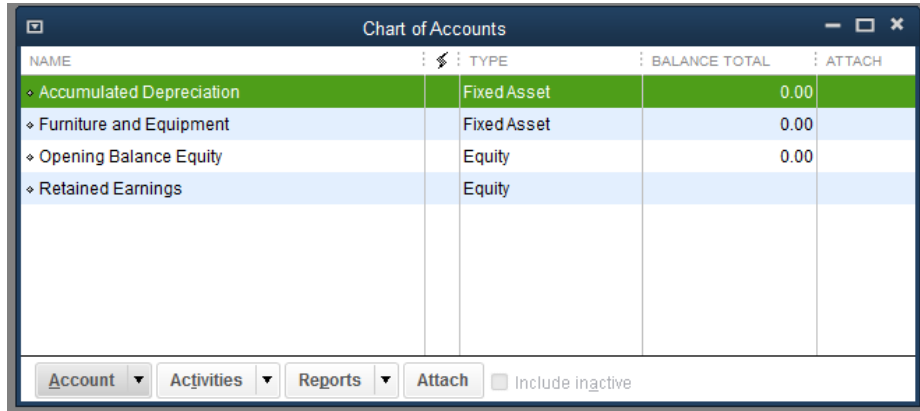
I suggest adding icons for

- Find Transactions
- Chart of Accounts
- Use Register
- Write Checks
- Print Checks (if checks are to be printed from QB)

Other icons should be added, but will need to be done individually after the file is established.

Create necessary accounts.

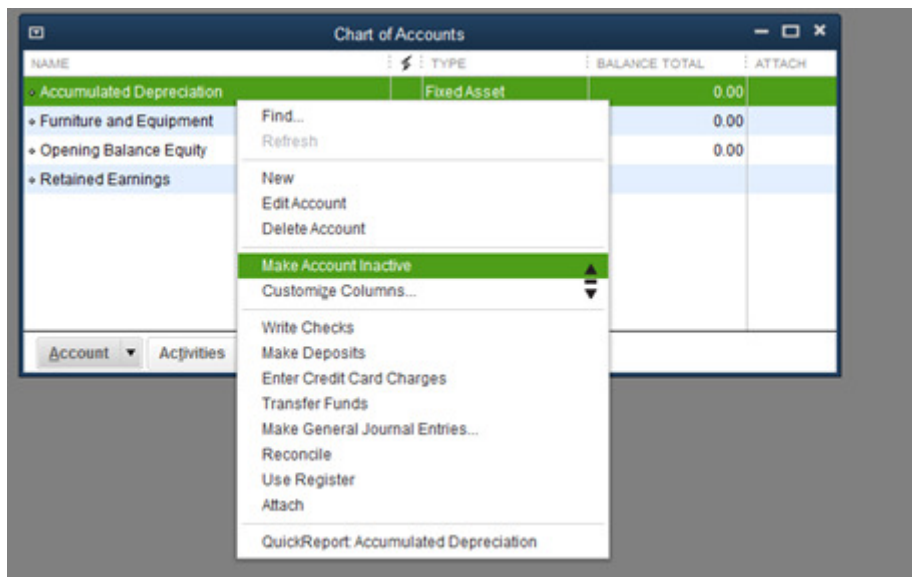
Click **Acct** on the Icon Bar to open the chart of accounts



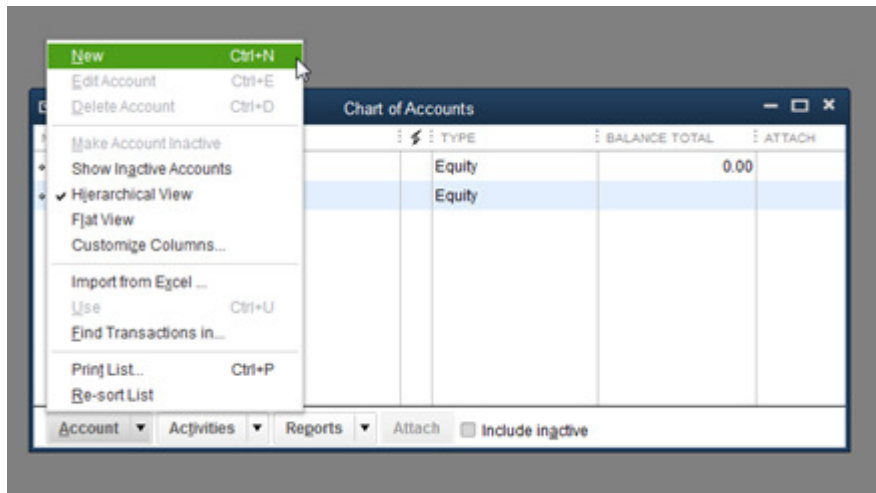
NAME	TYPE	BALANCE TOTAL	ATTACH
Accumulated Depreciation	Fixed Asset	0.00	
Furniture and Equipment	Fixed Asset	0.00	
Opening Balance Equity	Equity	0.00	
Retained Earnings	Equity		

Account Activities Reports Attach ☐ Include inactive

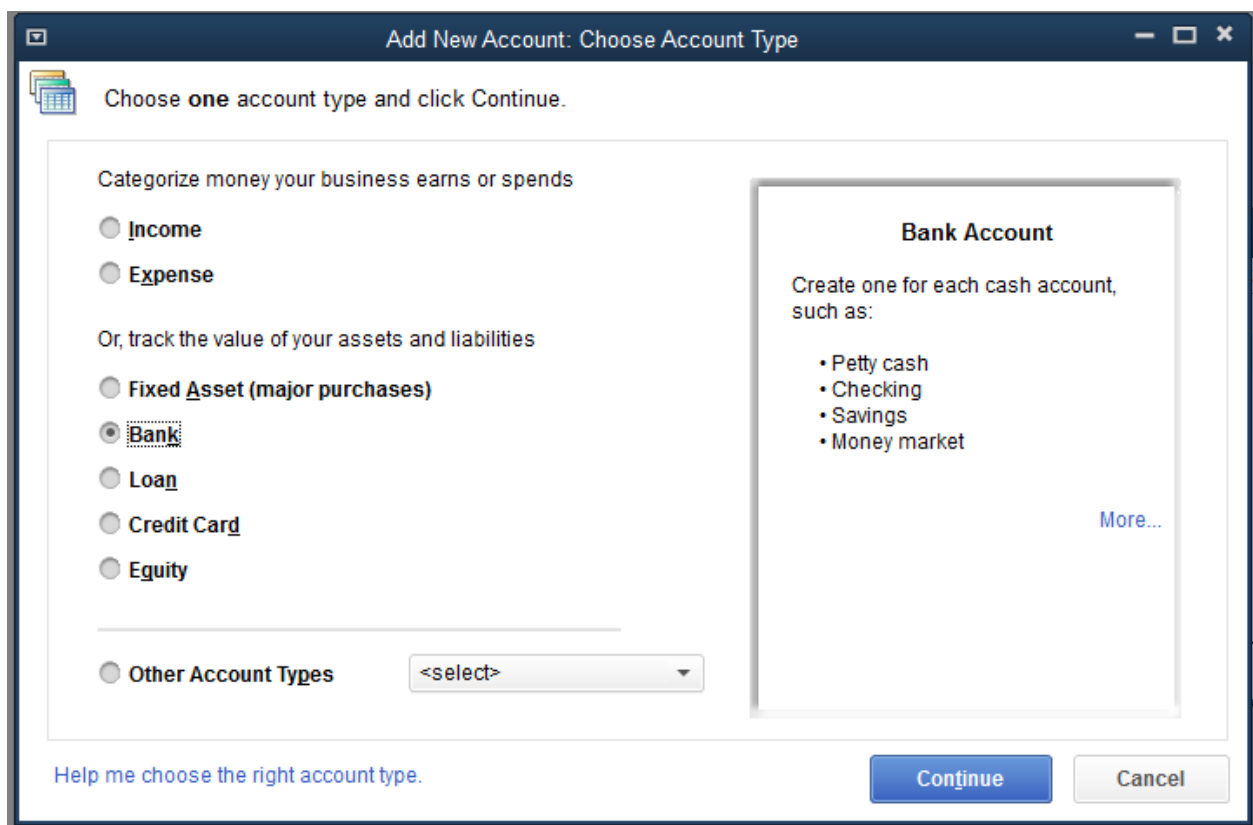
Right click on Accumulated Depreciation and select “Make Account Inactive.” Repeat for Furniture and Equipment.



Click the Account button at bottom left of box, and select New



Select Bank, then Continue



Name the Escrow account (Escrow Checking or Escrow “Bank” where “Bank” = bank name), then **Save and New**. –Do not enter opening balances on any account at creation.

Account Type: Bank

Account Name: Escrow Checking

Select from Examples

☐ Subaccount of

OPTIONAL

Description

Bank Acct. No.

Routing Number

Enter Opening Balance...

Should I enter an opening balance?

Remind me to order checks when I reach check number

☐ Order checks I can print from QuickBooks

Learn more

Save & Close Save & New Cancel

Add another Bank Account for the Operating Account if necessary, then click **Save & New**. (You may choose to track the operating account activity in this QB file, or set up as a separate QB file. Whichever you feel will work best for you.)

If there is no Operating Account in this QB File, switch Account Type at top of screen to Other Current Liability, then create accounts for check printing charges/orders and interest. I recommend adding zz at the beginning to keep these accounts at the bottom of the list on reports, and not intermingled with the case funds. This just makes it easier to see case funds at a glance. Enter zzCheck Orders.

Account Type: Other Current Liability

Account Name: zzCHECK ORDERS

Select from Examples

☐ Subaccount of

OPTIONAL

Description

Account No.

Routing Number

Enter Opening Balance...

Should I enter an opening balance?

Save & Close Save & New Cancel

Click **Save & New** to create zzEscrow Interest. If you have a list of cases with funds, it's easier to add them now rather than one at a time later. I suggest naming the case account Defendant YY-#### (example: Case is 14-CI-01432 Bank vs. John Doe --- account name would be Doe 14-1432).

If you are tracking operating account activity in this QuickBooks file, also add the following accounts:

- Operating Interest (Other Current Liability)
- Payroll deductions (Other Current Liability)
- Fee Revenue (Income)
- MC Salary (Expense)
- Staff Salary (Expense)
- Check Printing (Expense)

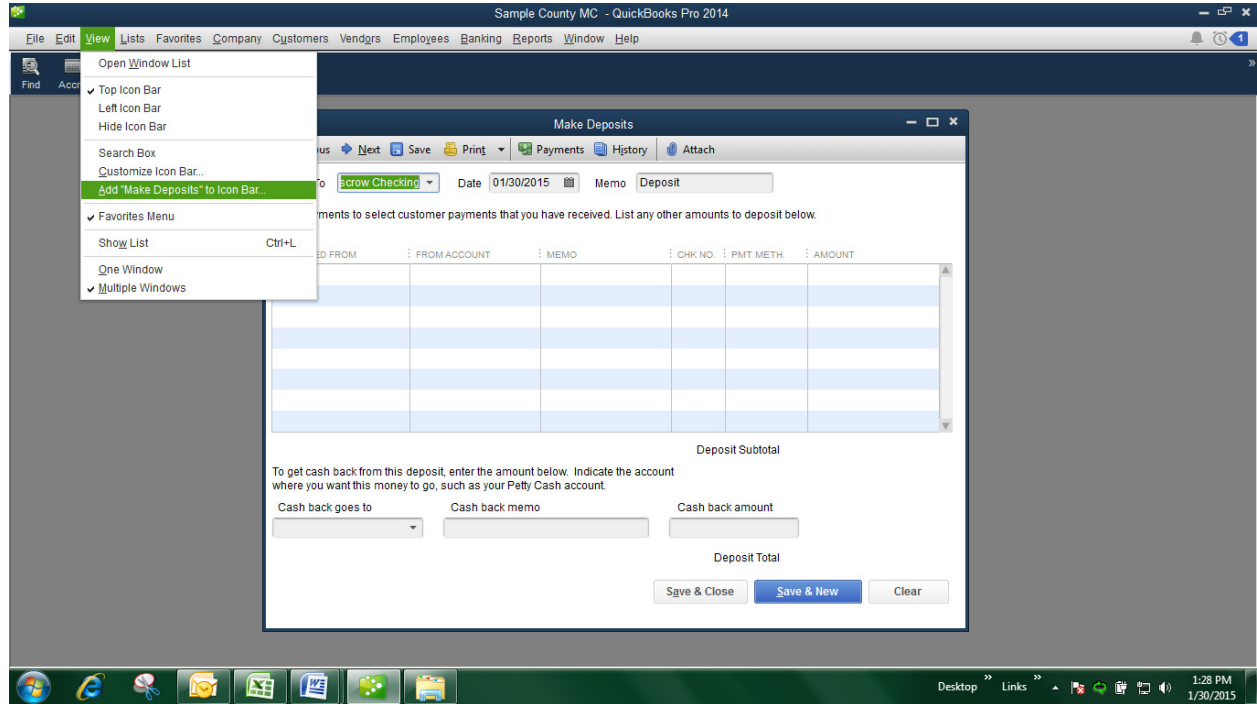
If you use a separate QuickBooks file to track operating account activity, set these accounts up in the separate file.

If you choose to personally pay for the payroll subscription service or add the MC QB file to an existing service, you may do so. However, the typical QB Payroll setup will not apply to MC or MC staff for FICA/Med withholding. There will be no employer match paid by the MC office, and payroll tax returns – other than any necessary local returns – are not filed by the MC office. Employees should be set up WITHOUT being subject to the standard SS/Medicare taxes. This will require a deliberate override in the employee setup screen. Instead of the pre-defined SS/Med taxes, create custom deductions for SS-withholding (6.2% of gross) and Med-withholding (1.45% of gross), selecting “Other” as tax tracking type. W2s **will not** be issued from the MC office, and therefore, this selection has no reporting effect. Federal and state income tax withholding, as well as SS/Medicare are to be calculated on gross less retirement contributions. When setting up the retirement deduction (if necessary), ensure that all four tax deductions are checked on the “taxes affected” screen.

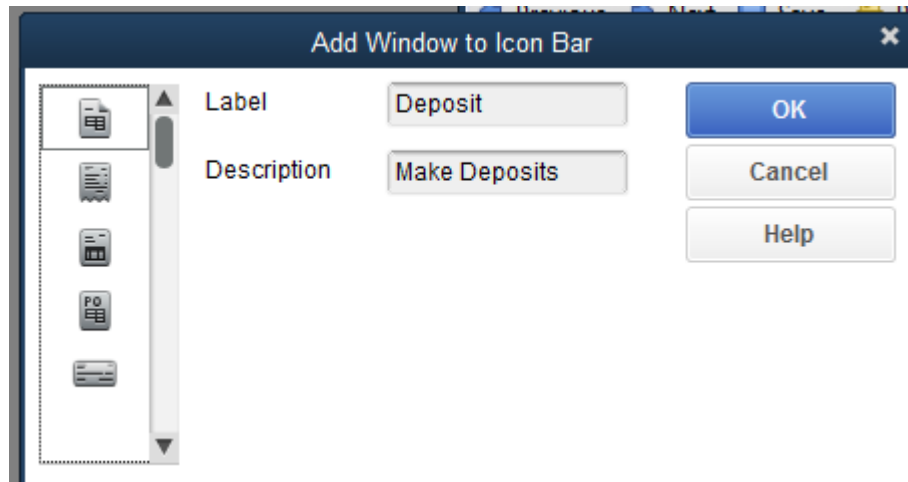
Add more icons to Icon Bar:

Click on **Banking**, then select **Make Deposits**

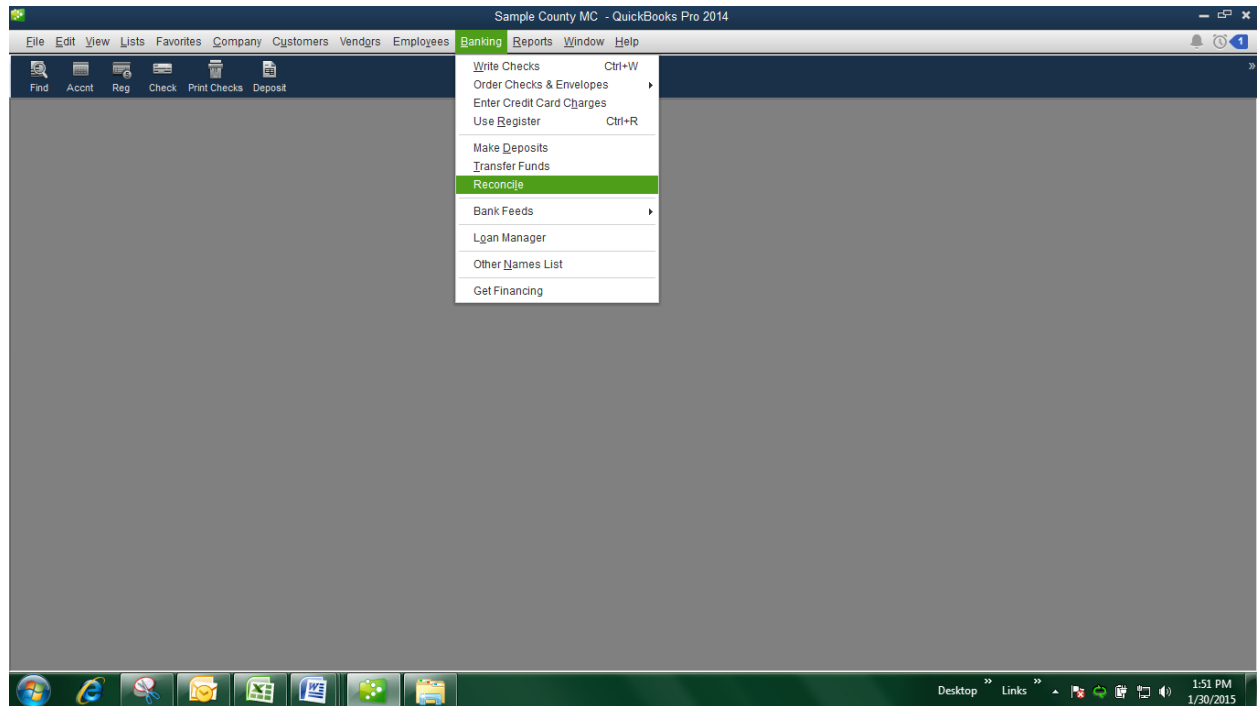
Select **View** → Add “Make Deposits” to Icon Bar



Select OK



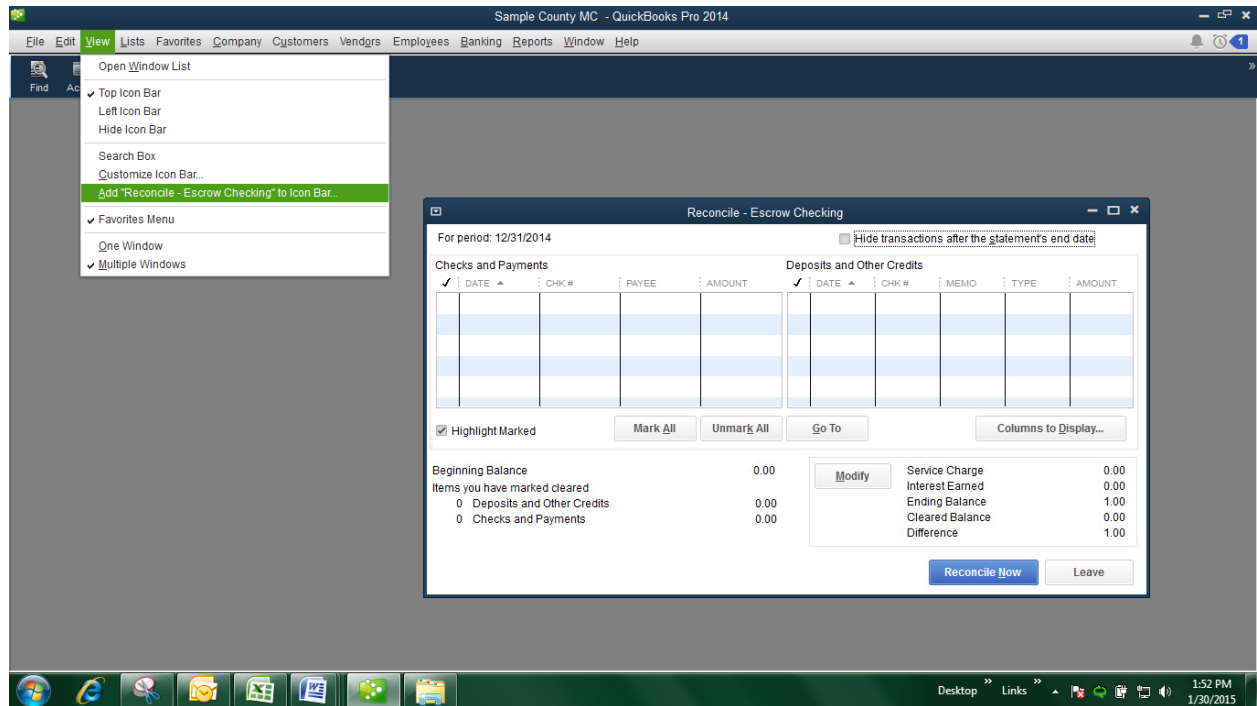
Add Reconcile by selecting **Banking** → **Reconcile**



If you have a statement to reconcile, enter the actual statement ending balance. Otherwise, enter \$1 to proceed to next screen. Click Continue.

A screenshot of the 'Begin Reconciliation' dialog box in QuickBooks. The dialog box has a title bar 'Begin Reconciliation' and a close button. The main text says 'Select an account to reconcile, and then enter the ending balance from your account statement.' Below this, there are fields for 'Account' (set to 'Escrow Checking'), 'Statement Date' (set to '12/31/2014'), 'Beginning Balance' (set to '0.00'), and 'Ending Balance' (set to '1'). A blue link 'What if my beginning balance doesn't match my statement?' is next to the 'Beginning Balance' field. Below these fields, there is a section for 'Enter any service charge or interest earned.' with two rows for 'Service Charge' and 'Interest Earned', each with fields for 'Amount', 'Date', and 'Account'. At the bottom, there are five buttons: 'Locate Discrepancies', 'Undo Last Reconciliation', 'Continue' (highlighted in blue), 'Cancel', and 'Help'.

Select **View** → Add “Reconcile” to Icon Bar



Click OK



Any action that you use often can be added to the Icon Bar using **View** → Add *** To Icon Bar with the window and/or report open.