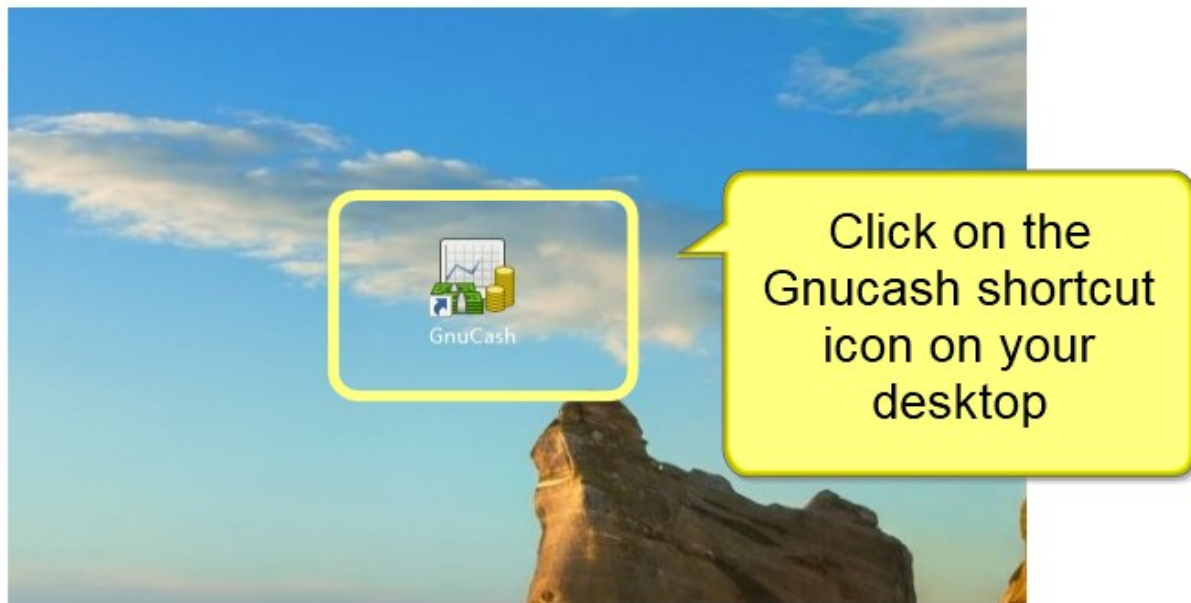# GnuCash Quick Start Tutorial- How To Setup Business Accounts

Now that Gnucash has been installed you should see the GnuCash icon on your desktop which the program created when you installed the program, as long as you left the option checked.

If you don't see the shortcut on your desktop look for the program in your windows start menu.
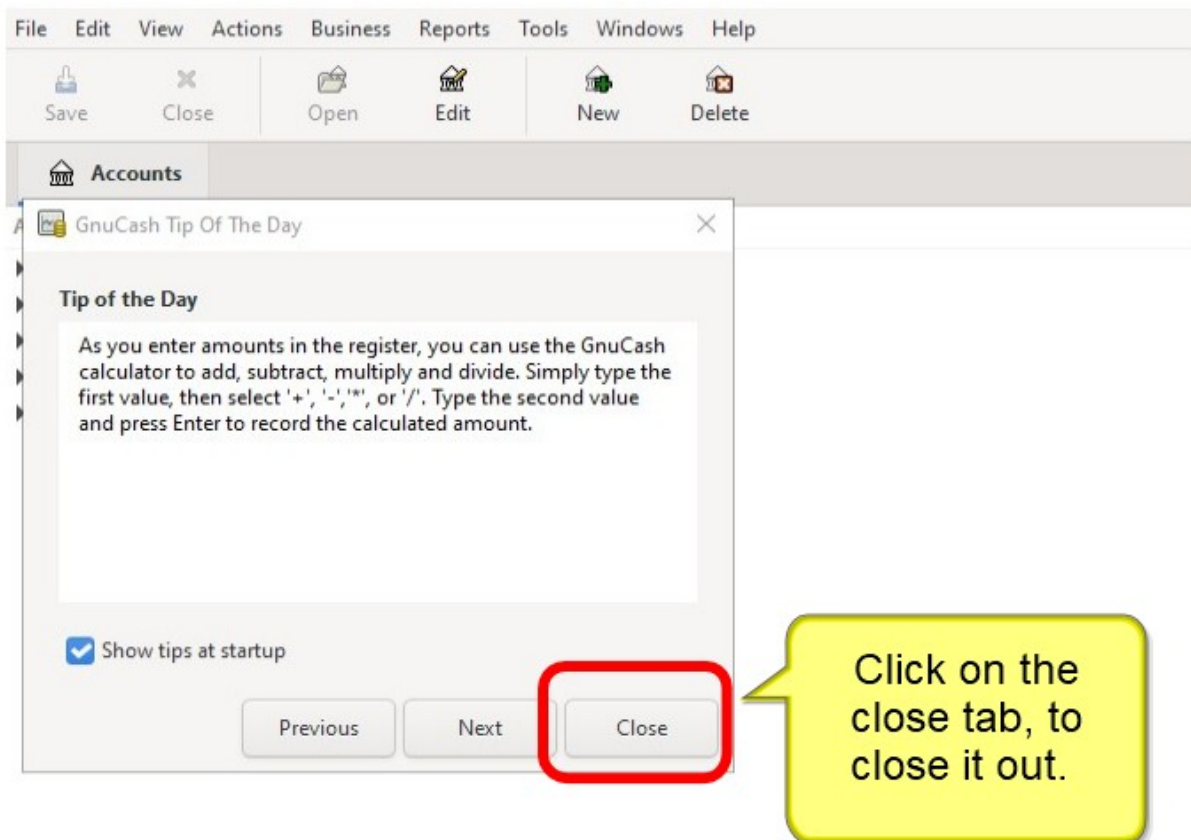
To Open GnuCash:

Click on the Gnucash shortcut icon on your desktop.

Click on the Gnucash shortcut icon on your desktop

Each time you start GnuCash the tip of the day appears, for now, simply click on the close tab, to close it out.
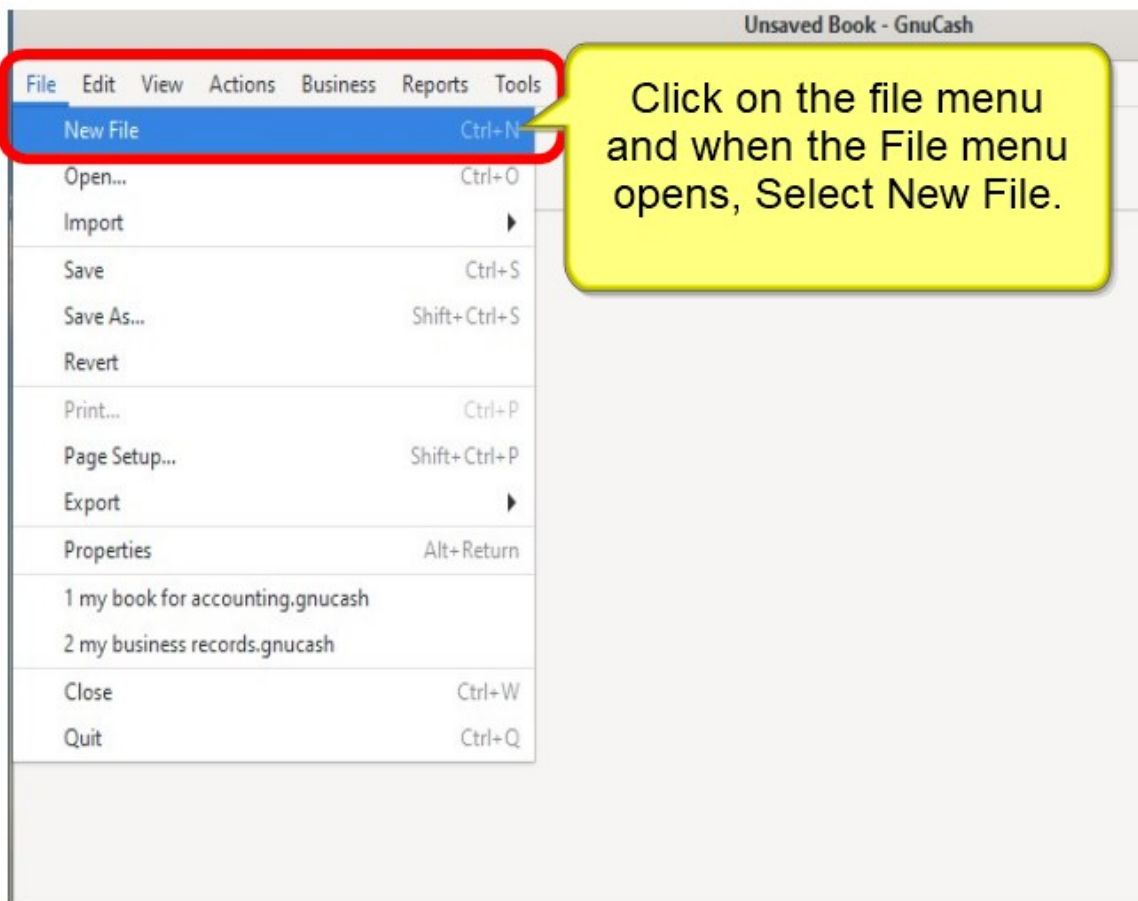

In Gnucash you can either use the default business Accounts or you can set up your business accounts manually.

For simplicity, we will use the GnuCash pre-built Business Accounts.

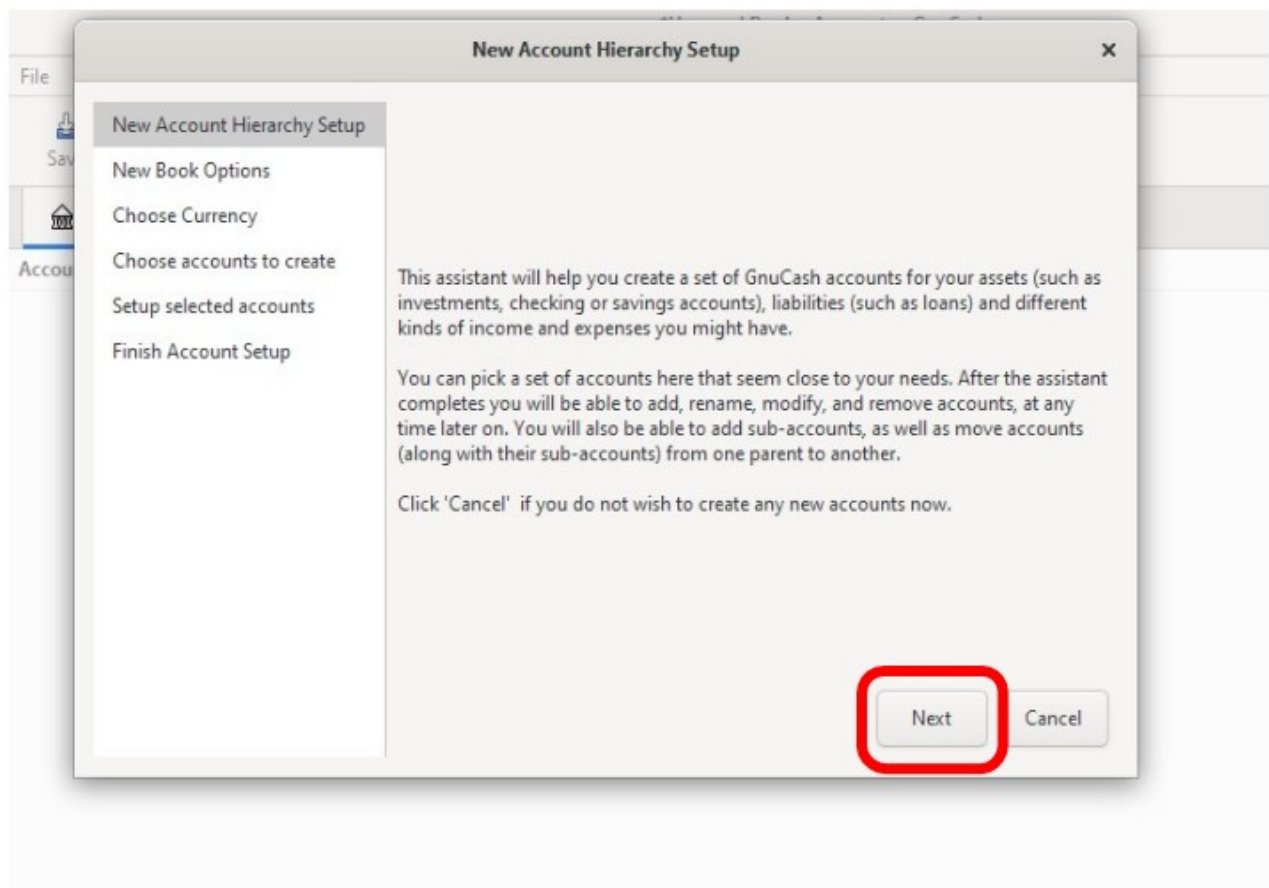# GnuCash Quick Start Tutorial- How To Setup Business Accounts

To Begin:

Click on the file menu and when the "File Menu" opens:
Select "New File"

Click on the file menu and when the File menu opens, Select New File.

GnuCash Quick Start Tutorial- How To Setup Business Accounts

The New Account Hierarchy setup wizard opens: this screen gives you a general overview of the setup wizard.
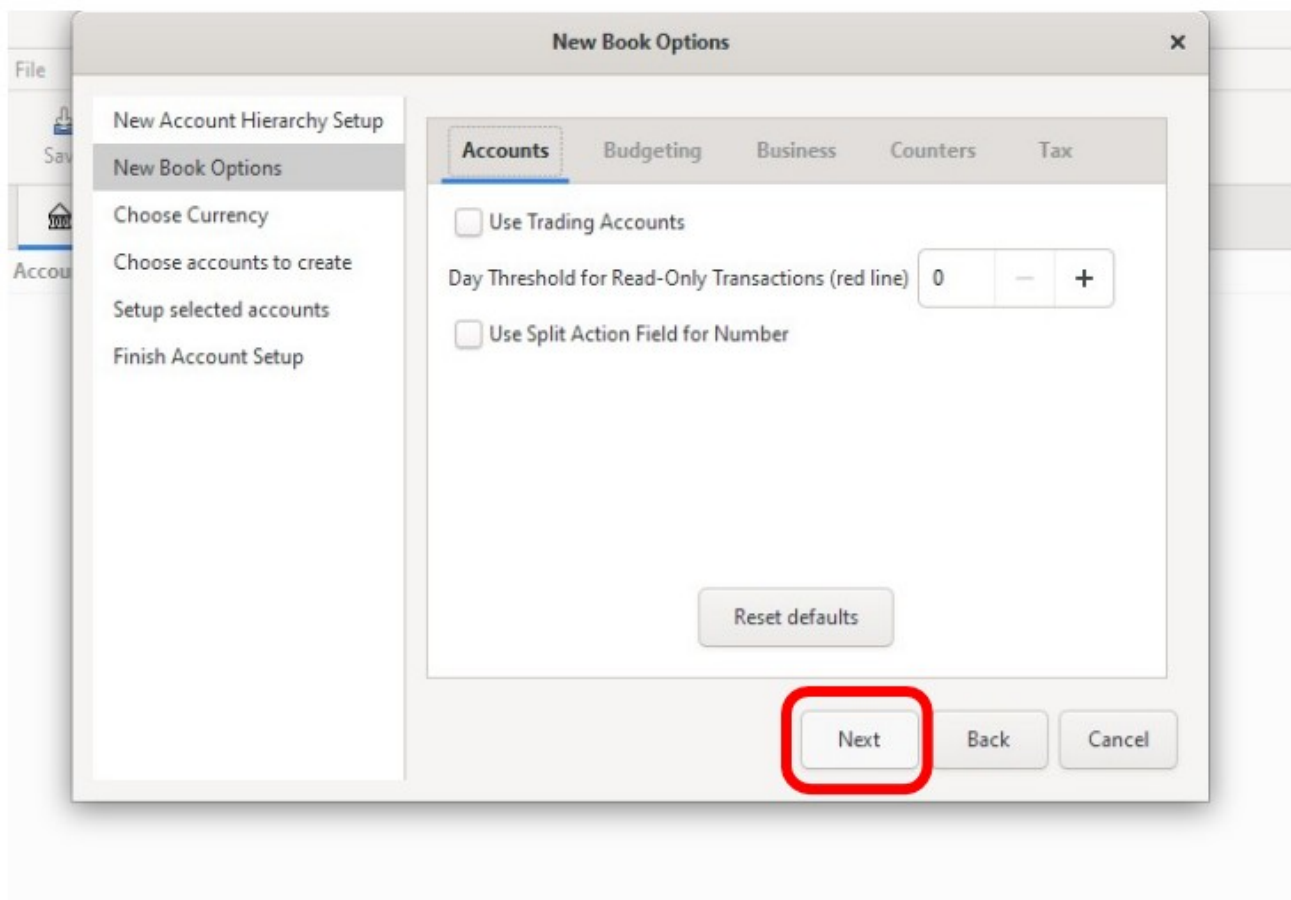
Click on the "Next", to move to the next screen.

GnuCash Quick Start Tutorial- How To Setup Business Accounts

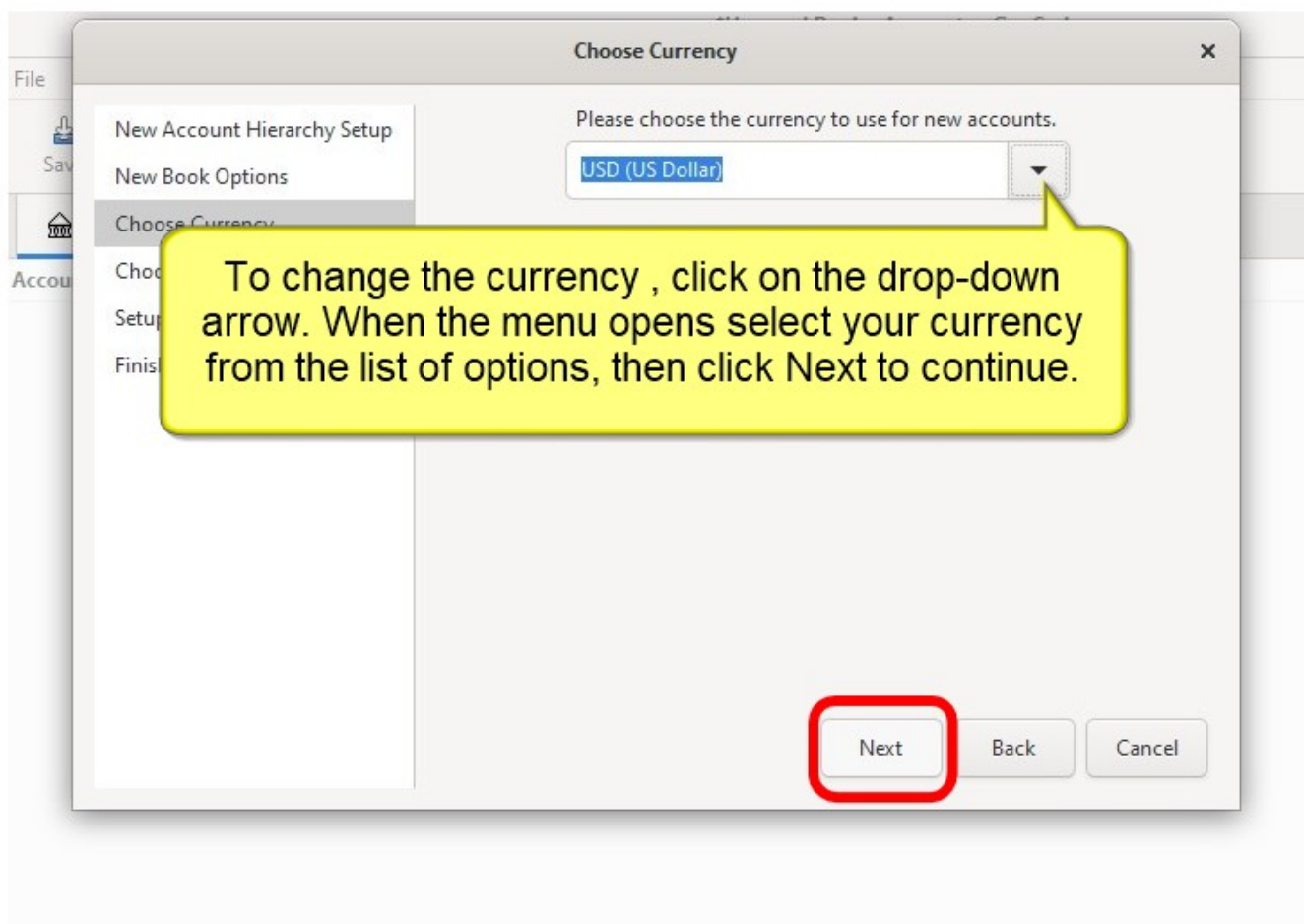The "New Book Options " screen opens, the options available here can be configured at any time.

Click on, "Next" to move to the next screen.

GnuCash Quick Start Tutorial- How To Setup Business Accounts

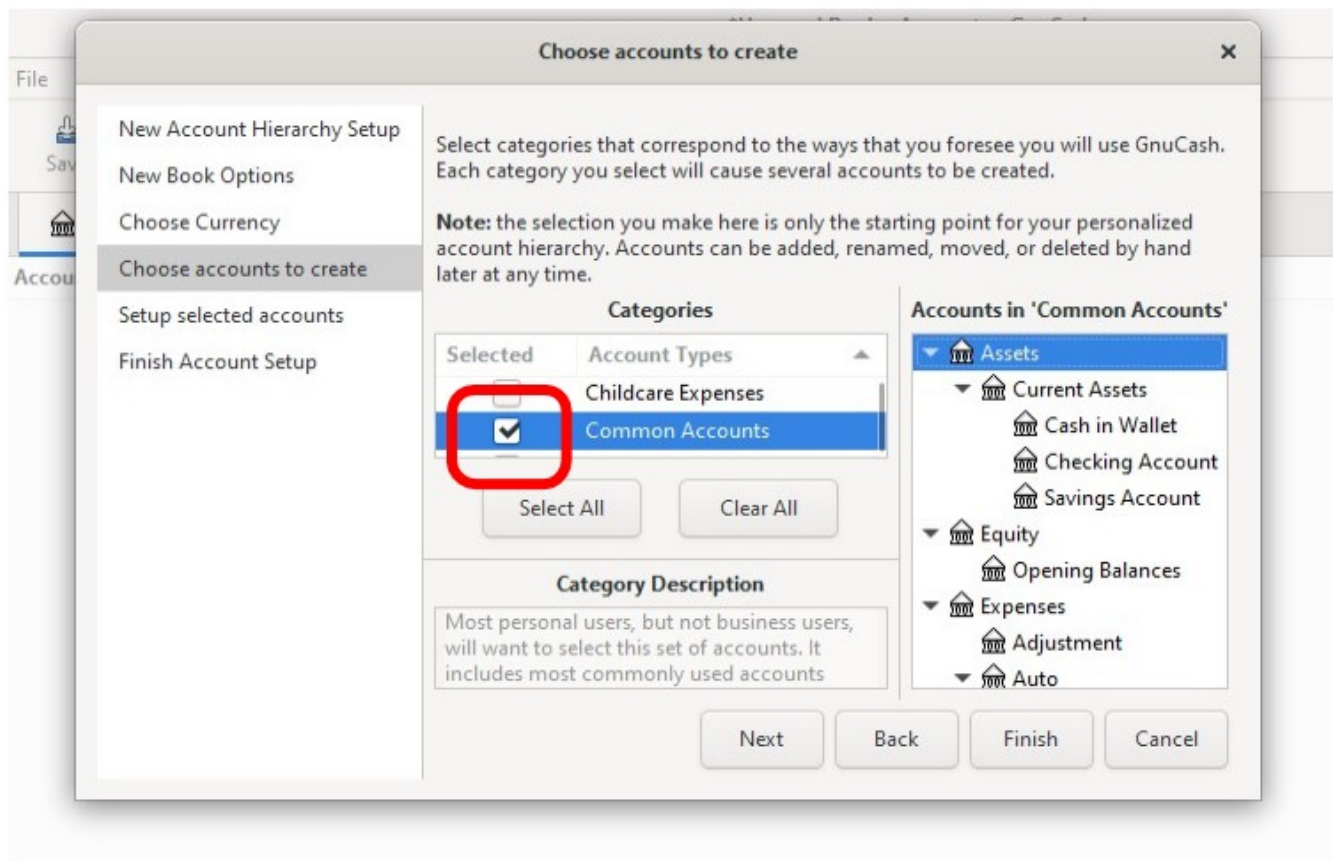The choose currency window opens, by default US Dollars is selected:

1. If US currency is your desired currency select, next to continue.

2. If US currency is not your desired currency, click on the drop-down arrow.

a. When the menu opens select your currency from the list of options, then

b. Now click Next to continue.

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On the Choose accounts to Create Screen" you are presented with various accounts, by default, Common Accounts" is selected.

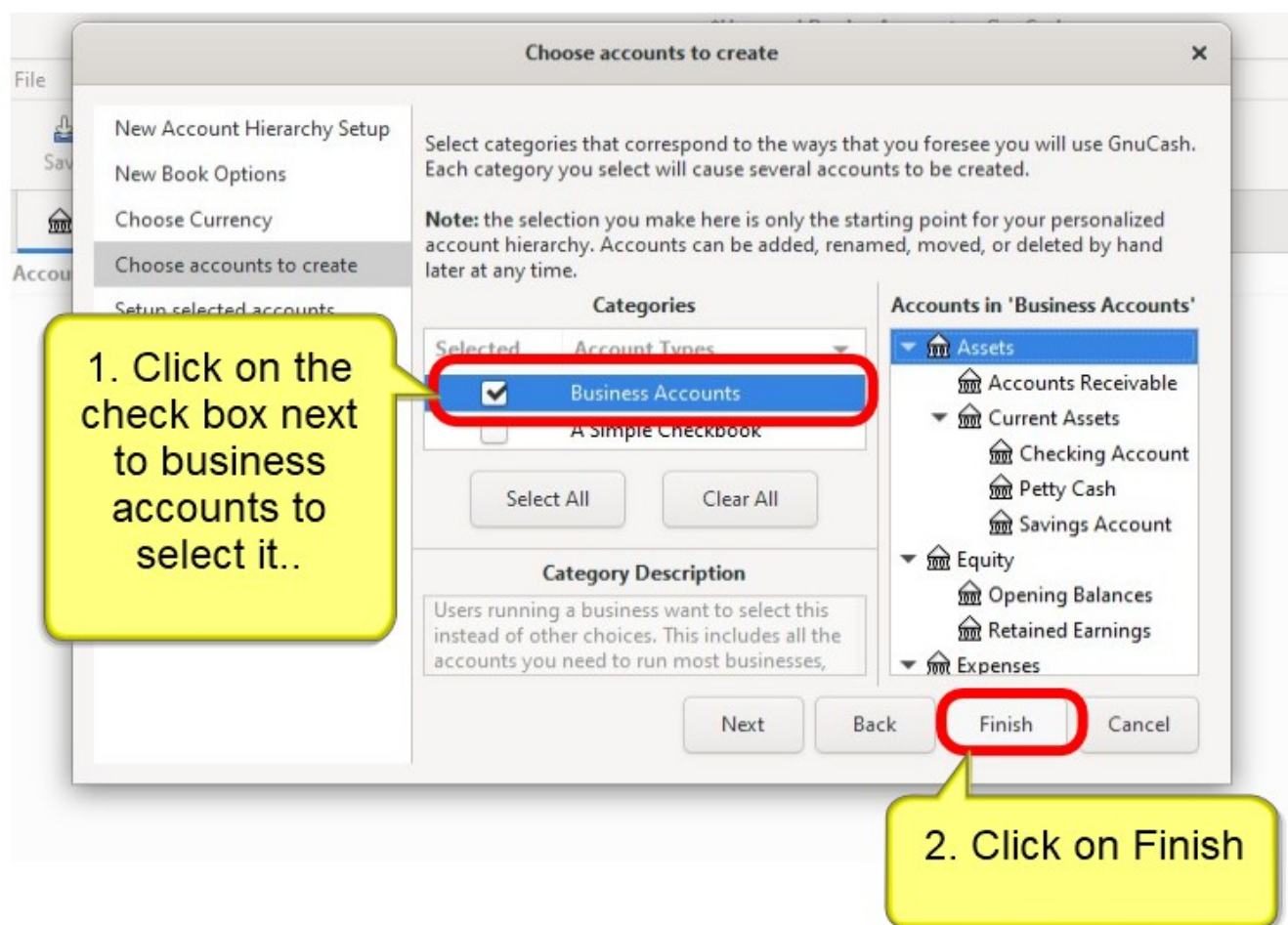You can see on the right-hand side the type of accounts that are included in the common accounts.

Next, run your mouse pointer along the bottom corner of the dialog box until you see the scroll bar appear, then hold down the left side of your mouse while you scroll up and down until you find the business accounts.

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Next click on the box next to the Business Accounts to select it, a checkmark should appear indicating this is the active account you are selecting.

On the right-hand side, you can see the pre-built business accounts Gnucash designed specifically for small businesses.
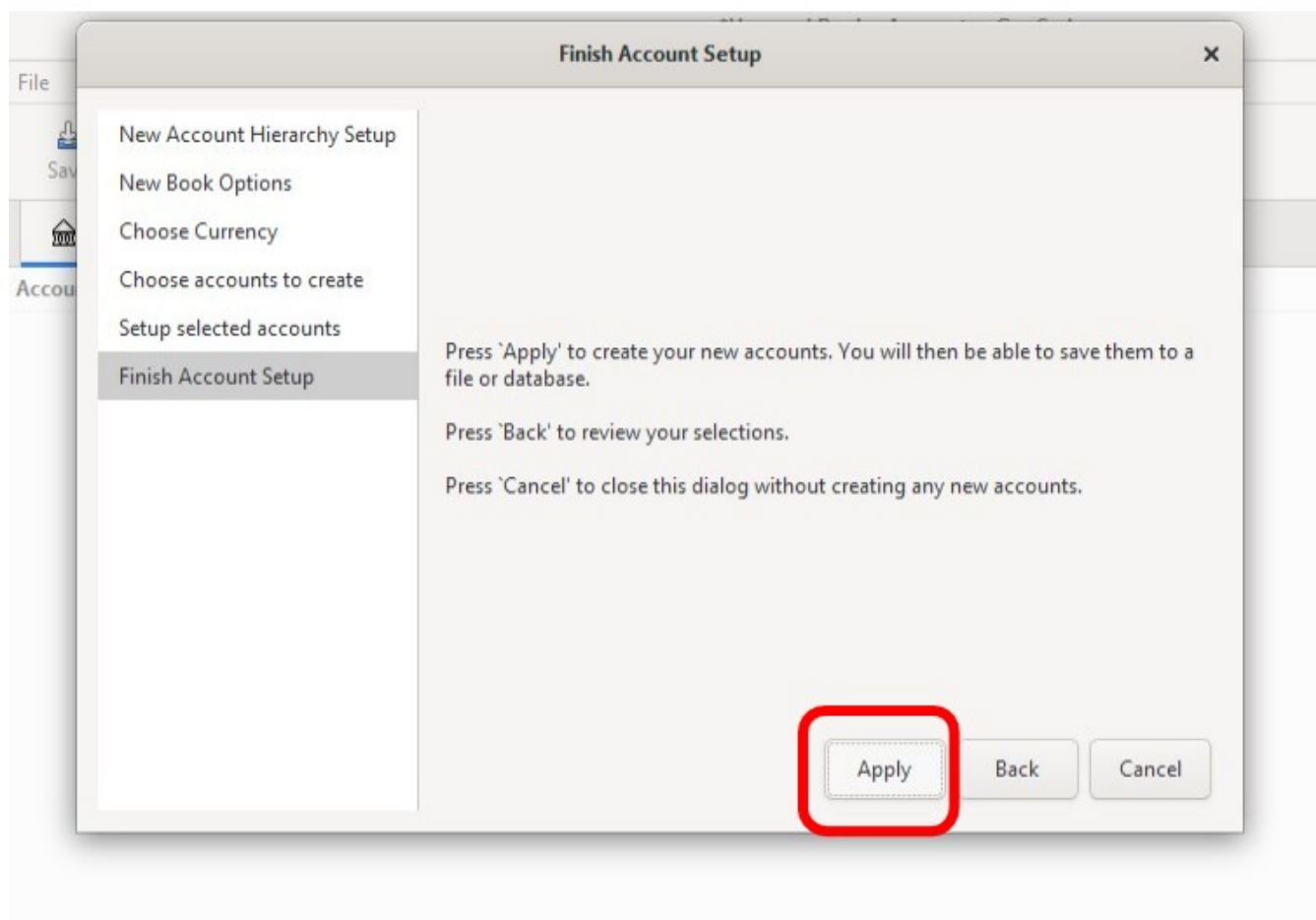
Click on the finish button, to move to the next screen

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On the finish account setup screen, at any given point in the setup you are given the option to go back by selecting the back key or to cancel if for some reason you need to.

If you followed the instruction so far and you are satisfied that everything was done correctly then the only thing left to do is Click on apply to finish up this part of the setup.
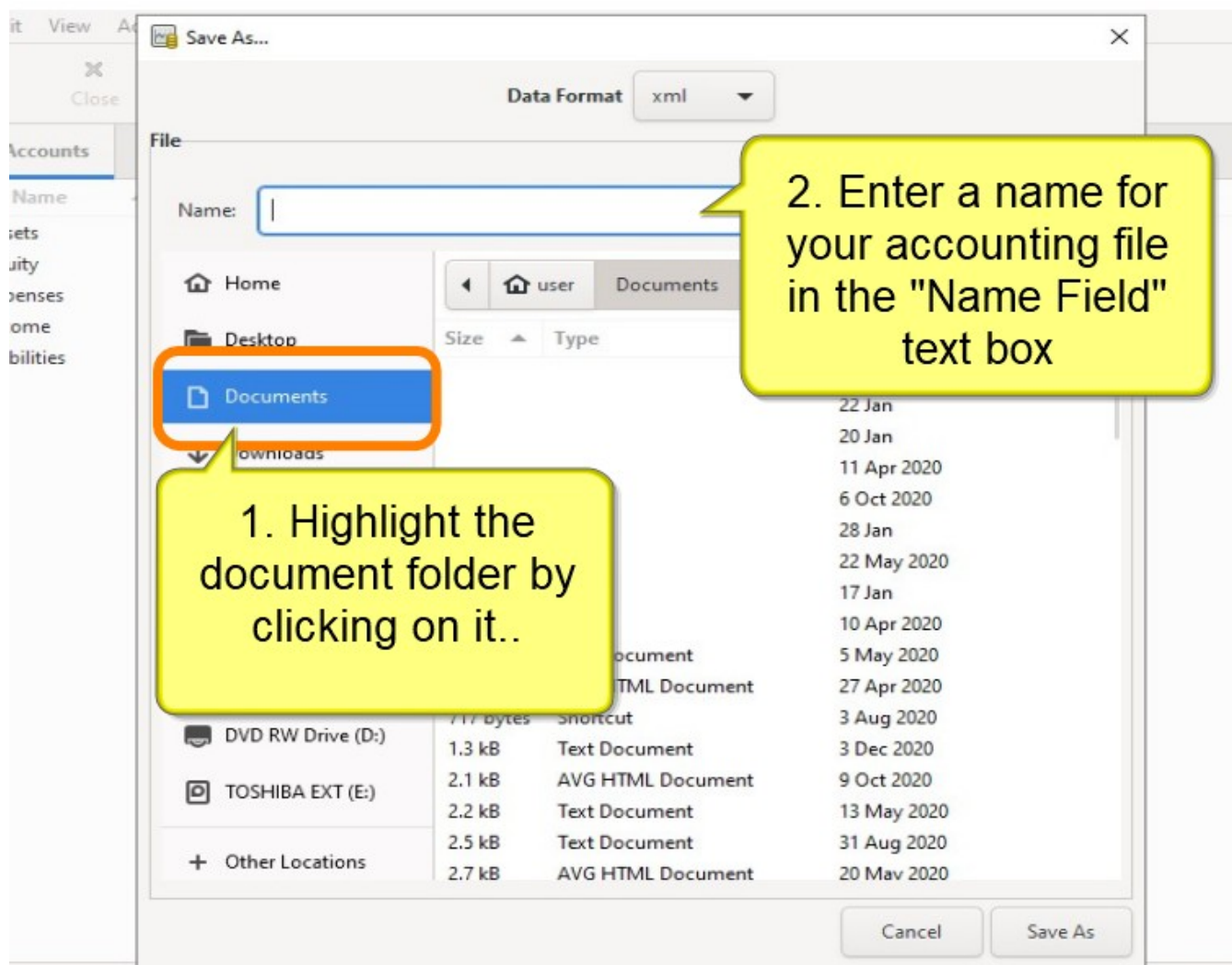
GnuCash Quick Start Tutorial- How To Setup Business Accounts

In this next step of the business accounts setup, you will name your accounting file and create a folder to hold the files.

1. Make sure your document folder on the left-hand side is highlighted, by clicking on it. indicating this is the active folder, where your files and folder will be saved.
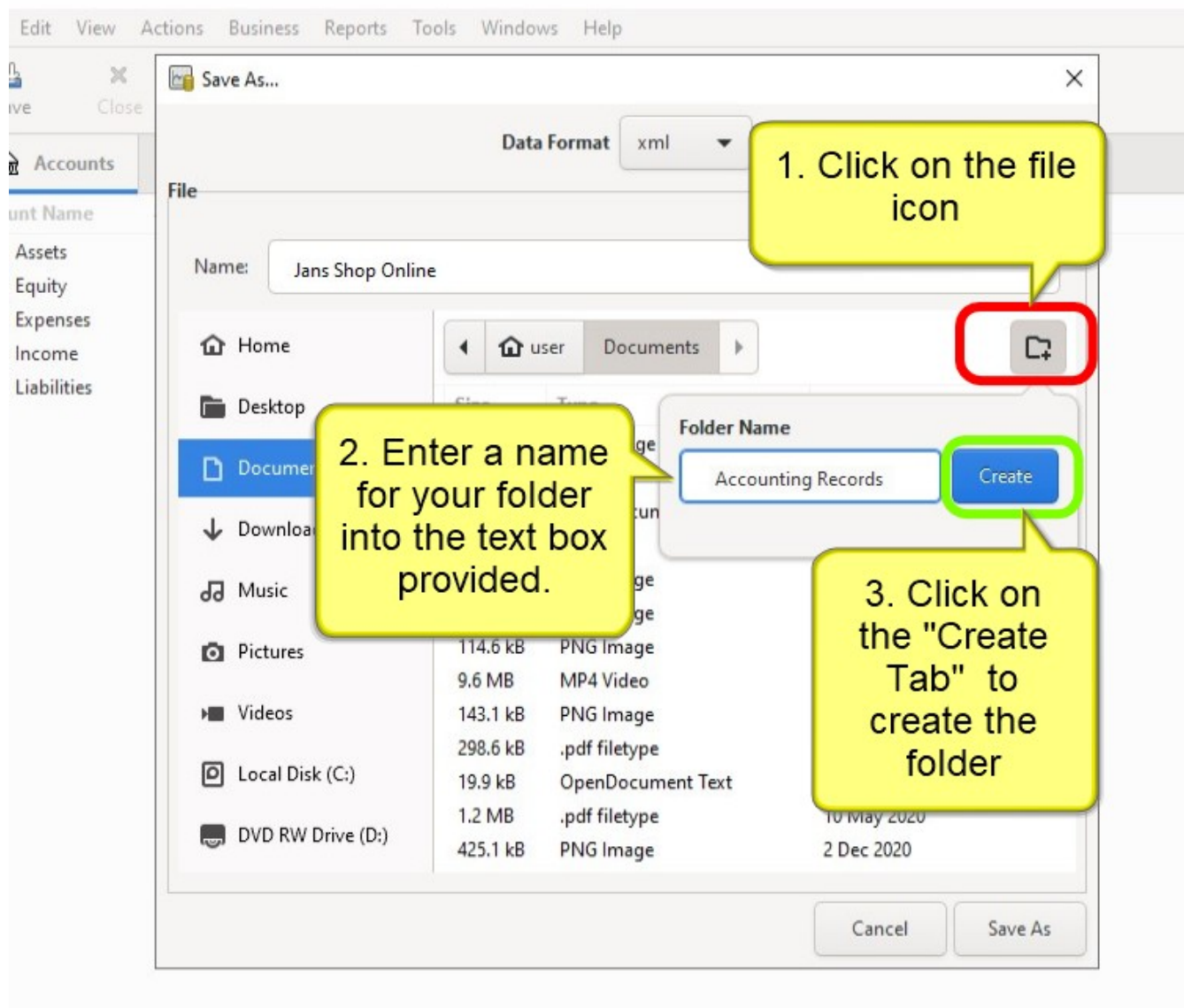
2. Enter a name for your accounting file in the "Name Field" text box above. I will enter Jan's Shop Online.

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Next- click on the file icon located on the right-hand side, to create a folder to hold your GnuCash files.
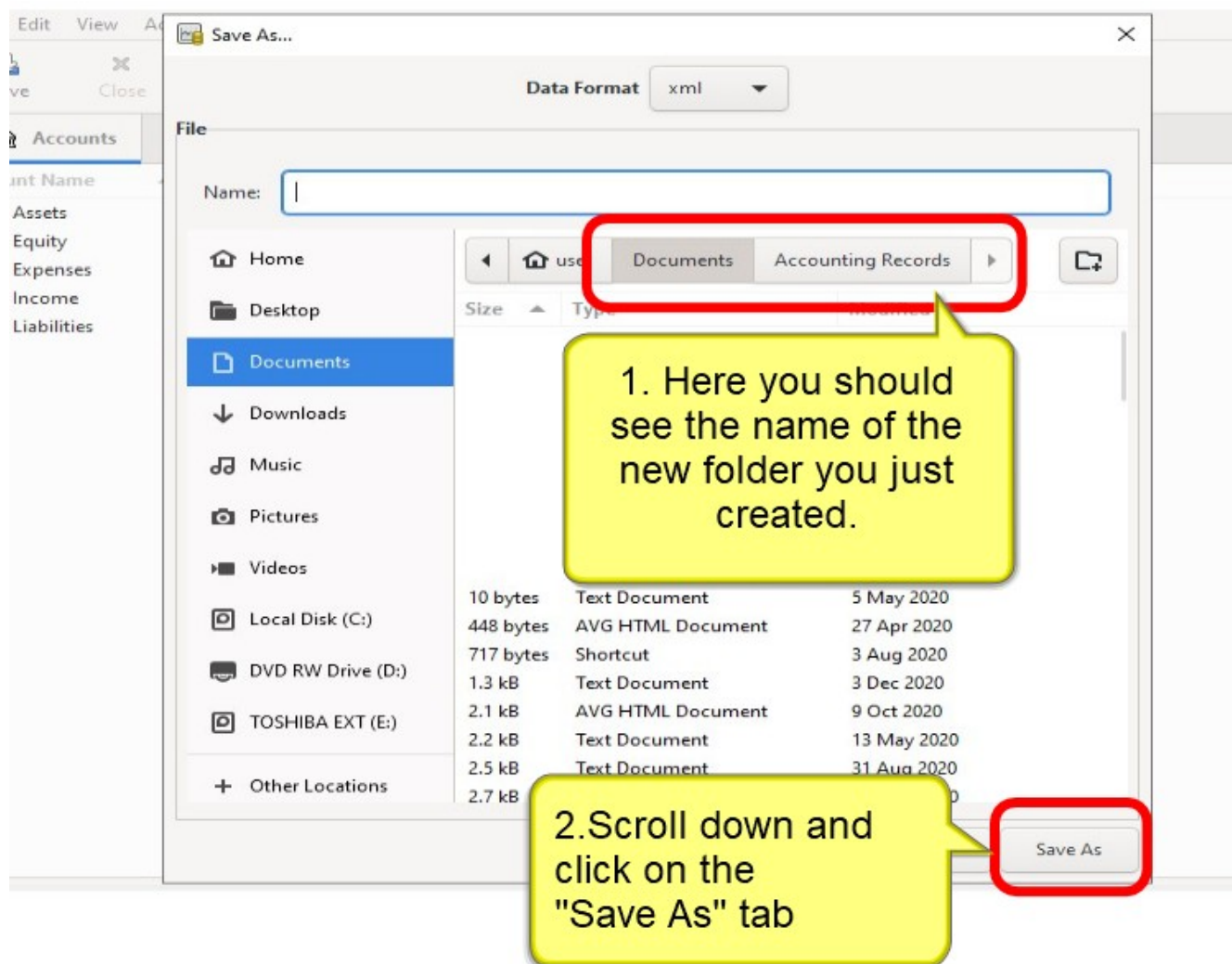
Enter a name for your folder into the text box provided. I will name my folder Accounting Records. it is very important that you click on the Create button to create the folder otherwise the folder will not be created to store the files

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Now if everything was done correctly you should see the name of your newly created file folder alongside the Documents folder Tab.

Scroll down and click on the "Save As" tab

You are now ready to begin working with the Gnucash Business Accounts.

You can close out of GnuCash, at any time by clicking on the file menu, and when the file menu opens select Quit.

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End of GnuCash Business Accounts