

# Entering Company Data

Step one of being able to use QuickBooks to track your company's financial transactions and produce reports about those transactions is to enter information about your company into your QuickBooks program. This process of entering company data has the effect of customizing QuickBooks so the program becomes a unique financial information resource for your company. Use the checklist that follows this section to help gather the information you need to make the setup process smooth and efficient. When you open QuickBooks the first time, you are given a choice of creating a new company file, opening an existing company file, restoring an existing company file from backup, and opening a sample company file. Select the option to create a new company and you'll be ready to begin entering your company data.

The *company file* is the term QuickBooks gives to the place on your computer where your company's financial information is stored. When you select to open a new company file, the EasyStep Interview begins. Follow along, answering each question as well as you can. You can always make corrections later.

## Did You Know?

*You can change the company data you entered during the interview. After you are running your QuickBooks program, select Company, Company Information from the QuickBooks menu and make any necessary changes.*

## Open a New Company File and Follow the Interview Questions

- 1 Select the Create A New Company option. Selecting this option opens the EasyStep Interview.
- 2 Click the Next button, or press Alt+N, to advance through the interview. Proceed through the introductory screens, acquainting yourself with the various features of QuickBooks.
- 3 Enter the name under which your company does business and the legal name of your company.
- 4 Continue clicking the Next button as you enter the rest of the required information about your company.
- 5 You will be asked to give your company a filename. All your company data will be stored in this file. From this point forward, you can exit the interview at any time (see "[Stopping and Restarting the Interview](#)," later in this chapter) and your data will be saved.