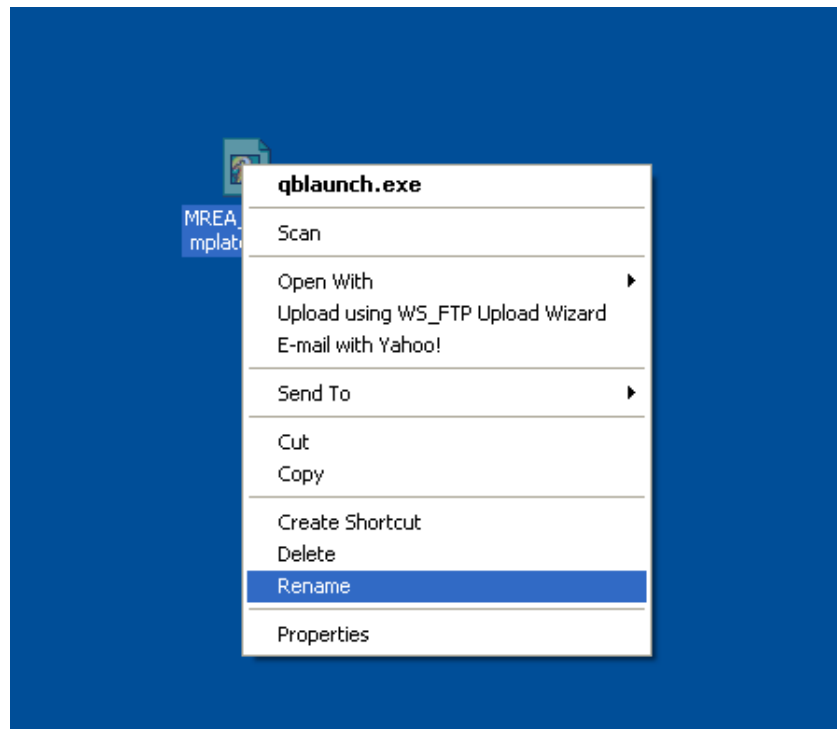


QuickBooks Template Customization Instructions – Sole Proprietors

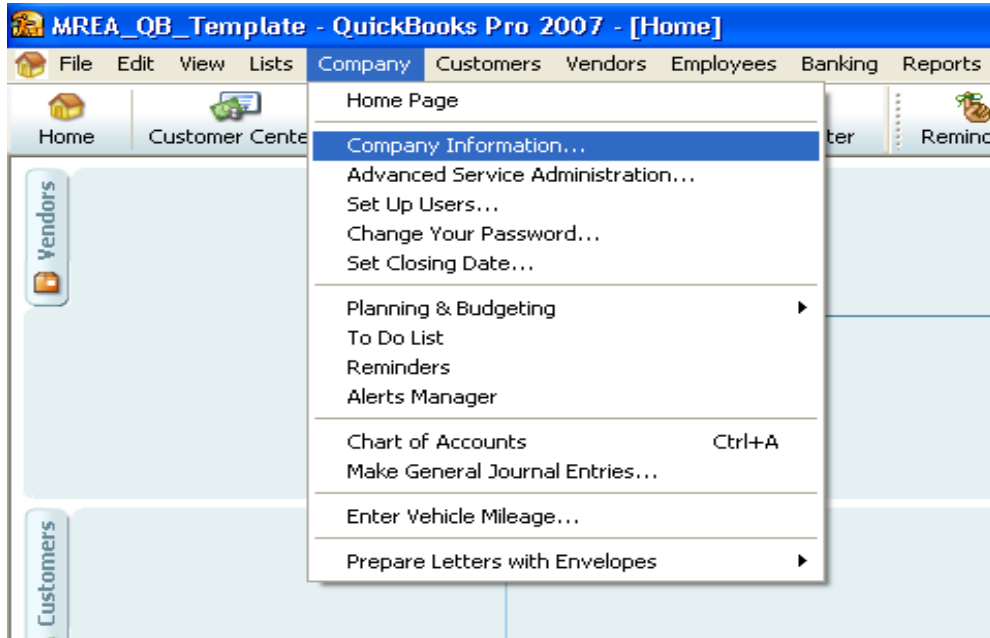
Disclaimer: *This template and the existing chart of accounts is provided as a guideline only and it is recommended that you consult with your accounting professional to ensure proper company file setup based on your company's individual accounting needs. This template has been set up specifically for **Sole Proprietors**. If your company's legal entity is not Sole Proprietor, please consult with your accounting professional to assist in modifying it for your business needs.*

1. Install **QuickBooks Pro or Premier** on your computer (version 2007 or later).
Note: Currently *QuickBooks Pro or Premier are the only versions of the QuickBooks software products compatible with the templates. Also, please note you will need to download the applicable template file for your version of QuickBooks (Ex. MREAQB2009.qbw for usage with QuickBooks Pro or Premier). Also, please note these templates will not work with QuickBooks Pro or Premier version(s) 2006 and earlier.*
2. Download your applicable QuickBooks template and save to your desktop. Once it is downloaded, right click on the file icon and rename it to your desired file name. Example: JohnSmith.qbw

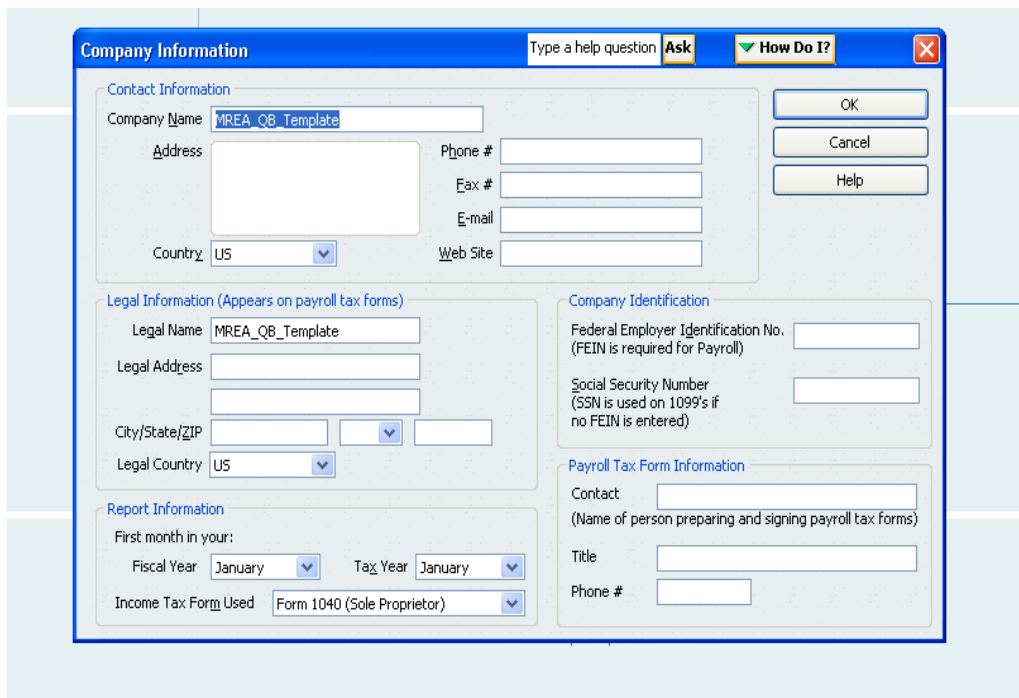


3. Once the file is renamed, open the file using your QuickBooks Pro or Premier software. Again, please ensure you have downloaded the applicable template version for your version of QuickBooks Pro software.

- Once the file is opened, you will want to update your Company Information. In the upper navigation, select **Company**, then select **Company Information**.



- When the **Company Information** window opens, please note that the file will still show the name MREA_QB_Template in the upper left corner until you update it with your own company information.



6. Once the **Company Information** window is open, update the following fields, then click **OK** once completed:

- a. **Contact Information**
 - i. Company Name – As a Sole Proprietor, enter your full name
 - ii. Address – Enter business address (street address, city, state and zip code)
 - iii. Country – Enter US or Canada
 - iv. Phone # – Enter your business phone number
 - v. Fax # – Enter your business fax number
 - vi. Email – Enter your business email address
 - vii. Web site – Enter your business Web site address
- b. **Legal Information (Appears on payroll tax forms)**
 - i. Legal Name – Enter legal name of business
 - ii. Legal Address – Enter legal business address
 - iii. City/State/Zip – Enter legal city, state, zip code
 - iv. Country – Enter US or Canada
- c. **Report Information**
 - i. Fiscal Year – Enter first month in your fiscal year – most will begin with January. If you are unsure of this answer, inquire with your accounting professional.
 - ii. Tax Year – Enter first month in your tax year – most will begin with January. If you are unsure of this answer, inquire with your accounting professional.
 - iii. Income Tax Form Used – Defaults to Form 1040 (Sole Proprietor)
- d. **Company Identification**
 - i. Federal Employer Identification Number (FEIN) – If you have a FEIN, enter it here
 - ii. Social Security Number – Enter your Social Security Number if you don't have a separate FEIN

e. **Payroll Tax Form Information**

- i. Contact – Enter the name of the person responsible for preparing and signing payroll tax forms
- ii. Title – Enter the title for the person preparing and signing payroll tax forms
- iii. Phone # – Enter the phone number for the person preparing and signing payroll tax forms

Note: *If you do not have employees and therefore do not file payroll tax returns, you can leave this information blank. If you do have employees and will be generating payroll tax returns, please consult with your accounting professional to complete this section.*

7. Your QuickBooks company file is now ready for use. Please note that while the MREA Recommended Chart of Accounts is already set up for you, other accounts such as checking, credit card and fixed asset accounts will have to be modified or added separately. For those that will be handling their own accounting, QuickBooks offers easy to follow tutorials on how to perform these functions. For those who will have assistance in handling their business finances, inquire with your accounting professional for the list of all necessary items you will need to furnish to finalize the customization of your company file.