

# Introduction

Welcome to the *Microsoft Office Accounting Express 2007 Starter Kit*! Inside you'll find lots of helpful tips and pictures showing how to set up and use this versatile accounting software.

The *Starter Kit* is a solid introduction to the software. It enables you to start quickly and set up properly. Read the book from beginning to end. You can refer to chapters after you've read them, but the best way to use the book is to follow the steps as they're laid out. That way, you'll set up everything correctly the first time.

The book starts with a comparison between the Express and Professional versions of Microsoft Office Accounting 2007. Learn which version is best for your company. If you need to upgrade, it's as easy as buying an upgrade key code. (See Chapter 1, "A Microsoft Accounting Products Comparison.") Then use the included CD or download the software from Microsoft, back up your computer, and install the software. The minimum system requirements and basic computer security are covered in Chapter 2, "Downloading and Installing."

In Chapter 3, "Registration and Setup Wizard," and Chapter 4, "Importing Data," you learn how to use the Setup Wizard to start a new company or import your data. Importing from Intuit QuickBooks, Microsoft Money, and Microsoft Excel are covered in depth. Follow the easy steps to prevent you from wasting time.

Company setup involves entering company, account, bank, customer, vendor, and employee information. You learn the techniques for this in Chapter 5, "Company Setup." Sales tax setup, a difficult subject, is made easier with this book.

In Chapter 6, "Basic Accounting Transactions," you learn how to enter your daily transactions, including invoices, payments, deposits, payroll, and general journal entries. This book explains the correct form to use for each type of transaction.

In Chapter 7, "Accounting Reports," you will see a complete list of reports and learn how to modify them. Each report is pictured and explained.

End-of-period processes are covered in detail in Chapter 8, "End of Period," including auditing data, editing and paying sales tax, and sending your books to your accountant. Express offers new choices for transferring data. This chapter explores the pros and cons and provides tips.

In Chapter 9, "Advanced Features," you walk through setting up and using the new features of Accounting Express, including PayPal, Equifax, eBay, ADP Payroll, and Outlook integration. In addition, you learn how to modify data entry and printed forms and create Word letters from your accounting information.

Appendix A, “Troubleshooting,” contains commonly asked questions and their answers. You’ll also learn how to restore, rebuild, or repair Express data files. For beginners, a guide to computers and Microsoft Windows is included, along with a list of additional help resources.

The glossary defines unfamiliar terms. The terms are italicized and defined in the chapter where they’re first used.

Some users prefer to use the keyboard instead of the mouse. A list of Express shortcut keys are included on the inside cover of the book.

See the section “Author Information” in the front of the book to learn about the author and the additional support she can provide on her website.

Enjoy Express! It’s extremely flexible, and is necessary for the growth of your business. This book provides the missing manual and essential guidance.

## Book Conventions

### What You’ll Learn

Each chapter contains a “What You’ll Learn” section that provides an overview of the topics covered in the chapter.

### New Terms

Throughout the book, you will find new terms *italicized and defined* on first use to indicate that they appear in the glossary.

### More Information

When a topic is covered in more detail in another section of the book, you will see this reference:

➞ For more information about this topic, see page 2.

### Notes, Tips, and Cautions

Notes, Tips, and Cautions appear in the margins. They provide valuable information.

#### NOTE

##### **THIS IS A NOTE**

A *note* contains useful information about options to consider.

#### TIP

##### **THIS IS A TIP**

A *tip* contains information that makes tasks easier.

#### CAUTION

##### **THIS IS A CAUTION**

A *caution* points out items that might cause trouble if not handled correctly. Pay close attention to cautions.