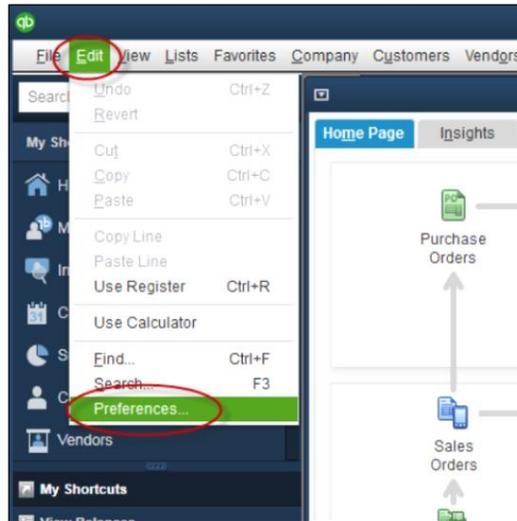


How to Add Customer Account Numbers to QuickBooks

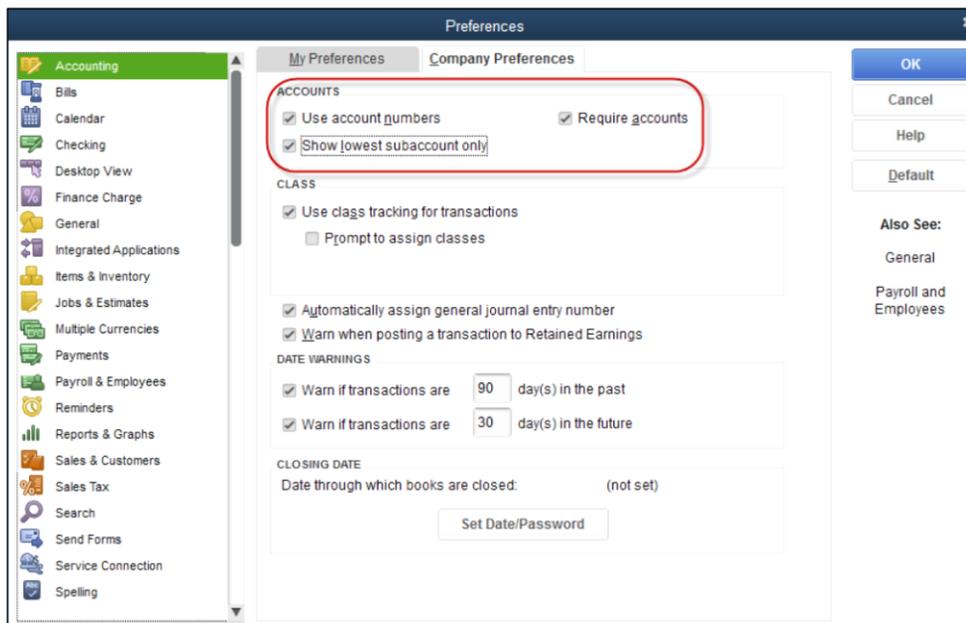
EmbTrak, Inc.

June 2, 2015

- 1. Back up your current QuickBooks company file to a safe location. DO NOT SKIP THIS STEP!**
2. Use of Account Numbers is recommended for growing companies. You may use Customer Account Numbers without using numbers on other QuickBooks accounts. If you do not want to use account numbers everywhere, then skip this step. To set up Account numbers everywhere in QuickBooks:
 - a. Set up company preferences to require accounts and customer numbers
 - b. Click on QuickBooks main menu 'Edit' and then 'Preferences' to open the 'Preferences' screen.

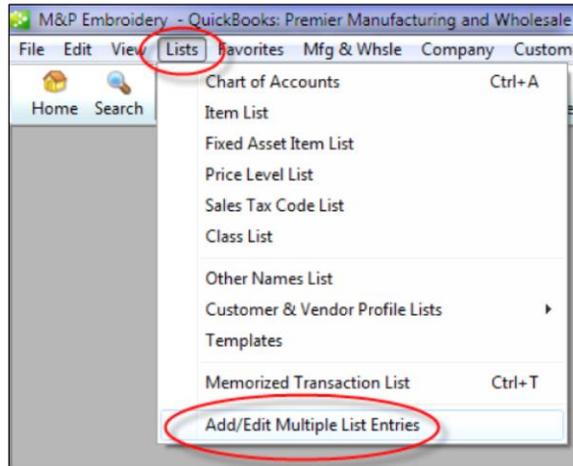


- c. On the open 'Preferences' screen, select 'Accounting' and click the 'Company Preferences' tab and then check the 'Use account numbers' and 'Require accounts' checkboxes. Also optionally check the 'Show lowest subaccount only' if you want to present a cleaner appearance in displays and reports. Click 'OK' to close.

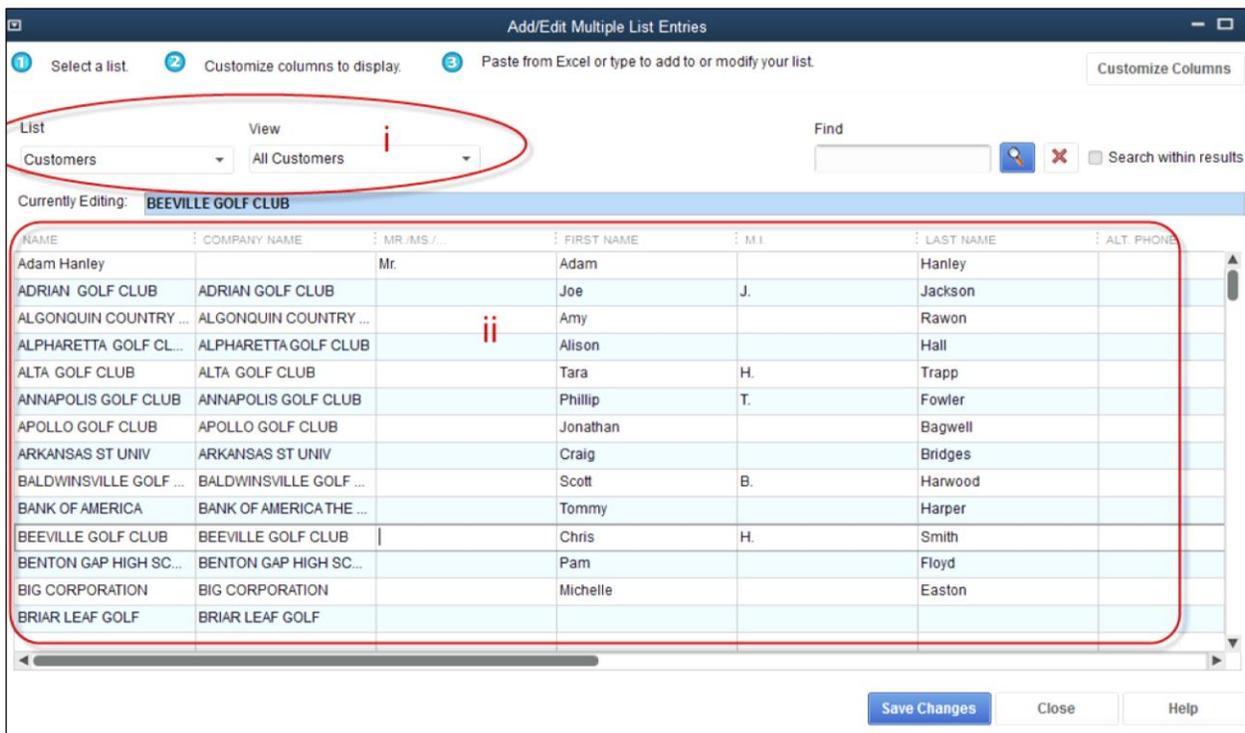


3. ADD Customer Account Numbers:

- a. Click on the 'Lists' menu on the main QuickBooks screen. Then click 'Add/Edit Multiple List Entries' to bring up the 'Add/Edit Multiple List Entries' screen.



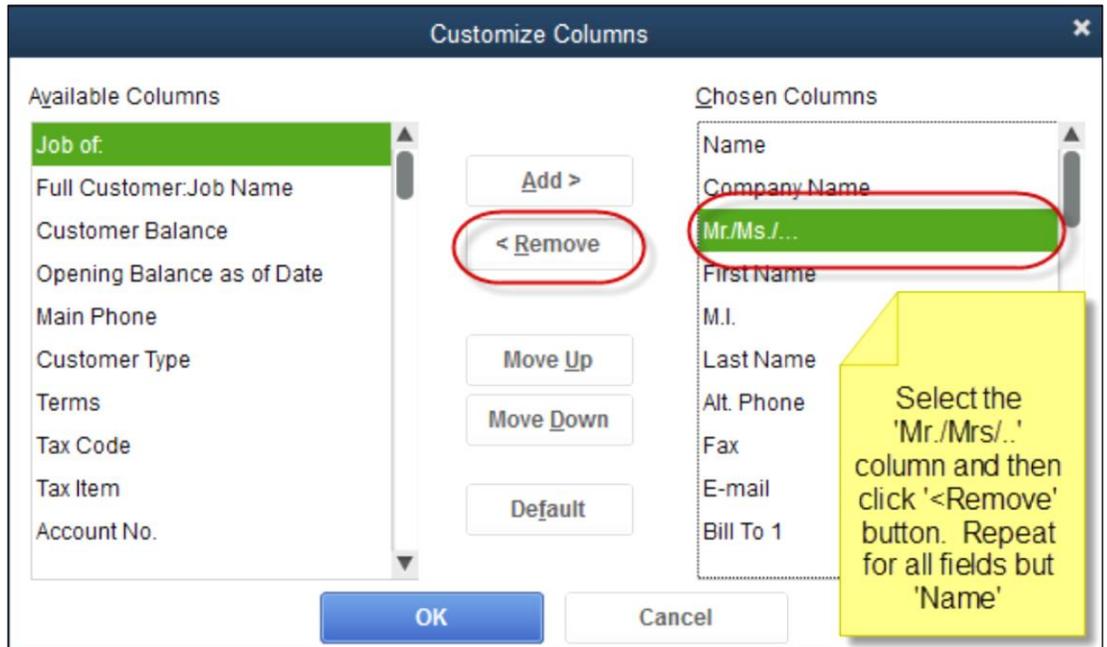
- b. The 'Add/Edit Multiple List Entries' screen allows the user to easily edit multiple records using a spreadsheet format. As indicated by the Blue Dot numbers on the top of the screen we can see there are three steps: **1** Select a list, **2** Customize columns to display and **3** Paste from Excel or type to add to or modify your list.
 - i. **1** Select 'Customers' from the 'List' drop list. Also select 'All Customers' from the 'View' droplist.
 - ii. This will bring in the default fields of all the data for all of your customers.



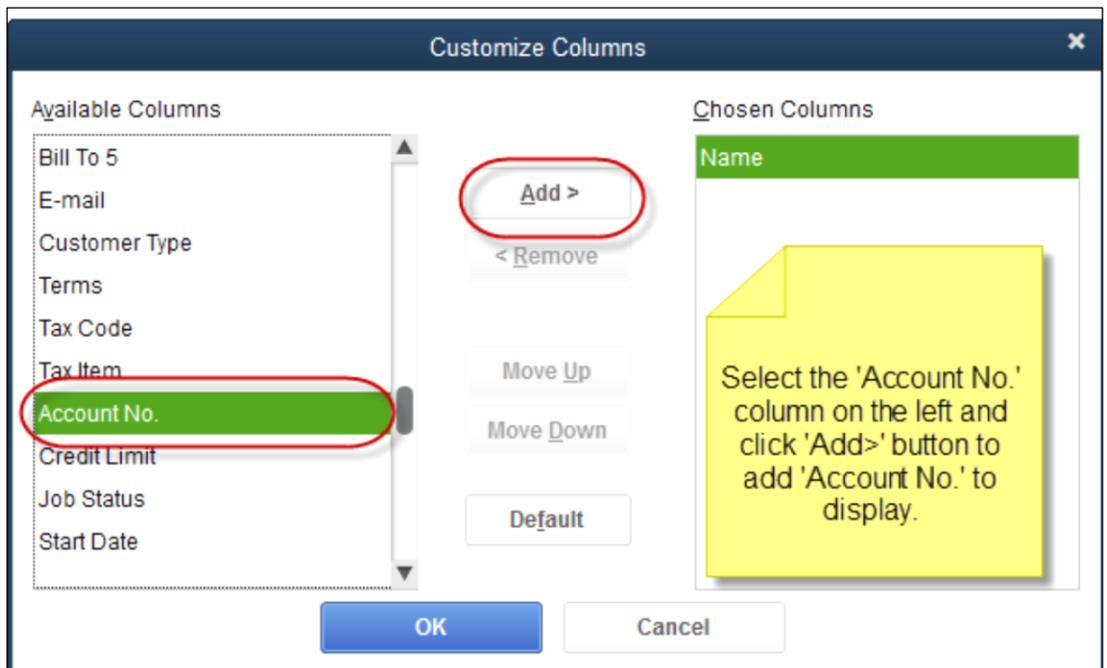
- iii. There are only two fields required to edit the 'Customers' list. The first of these is the 'Name' field, which is the unique identifier used by QuickBooks to identify each account. QuickBooks

will not allow more than one Customer record to have the same value in the 'Name' field. By including the 'Name' field, all changes to the Customer records can be linked back to the original Customer records in QuickBooks.

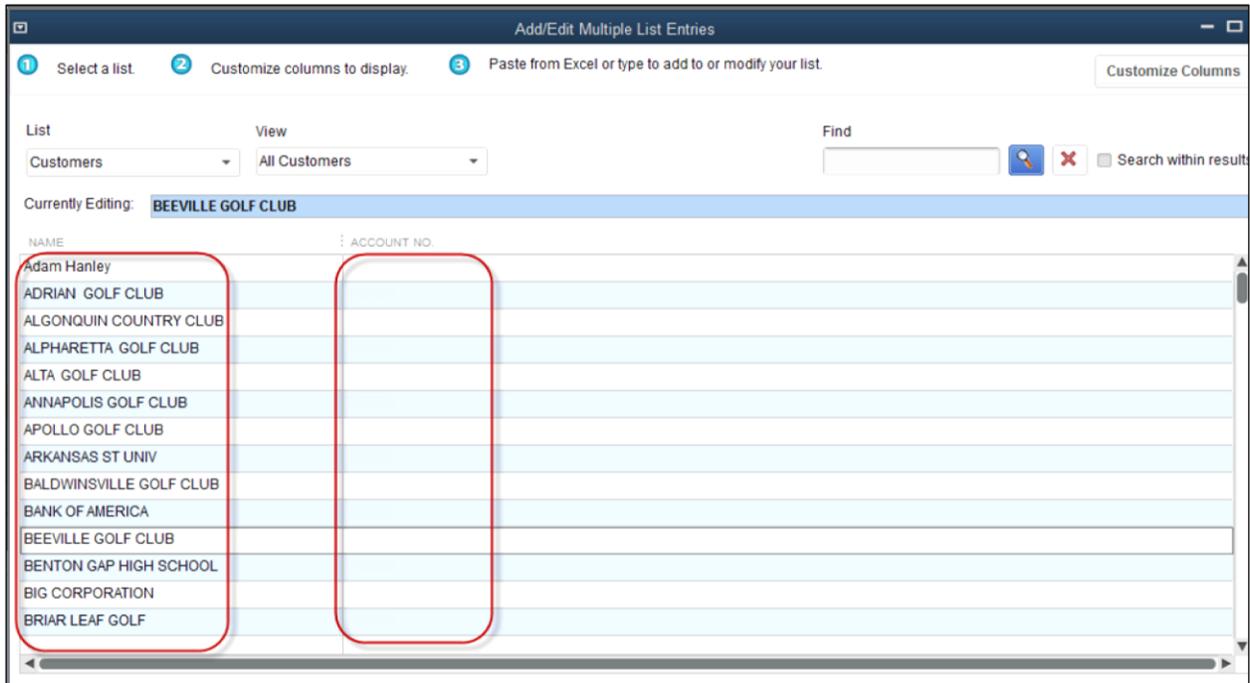
- iv. The second required field is the one that will be edited. In this case, the edited field will be the 'Account No.' field. It is not included in the default display, so we have to [2 Customize the Columns](#) to add it. We can also delete from the display all the other fields except Name and Account No.
- v. Click the 'Customize Columns' button on the far right of the screen. The below picture shows how to use the 'Customize Columns' screen to adjust the columns to remove all but 'Name'.



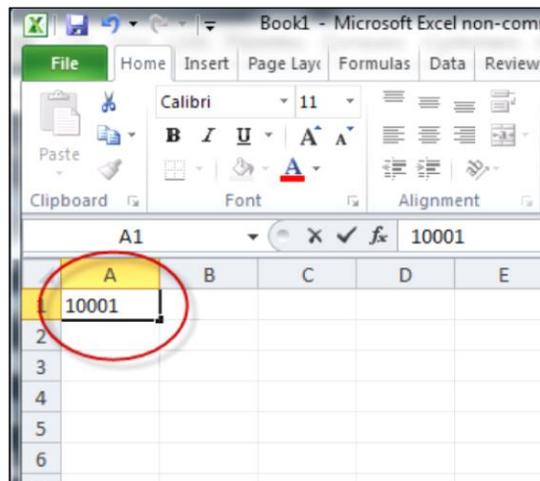
- vi. To add the 'Account No.' field so it can be edited:



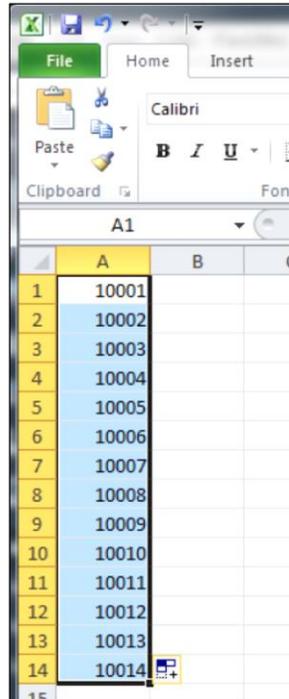
- vii. The screen will now contain only two columns: 'Name' (as the unique identifier for the customer record to be edited) and 'Account No.' (which is blank, because customer records have not had Account Numbers until now). The below picture shows only three accounts because that is all the accounts in this demonstration QuickBooks company. Note there are three Names and three blank Account No. fields.



- viii. To edit this sample with only 14 customers, it would be easy enough to simply place the mouse on each line and type in the new Account No. values. However, with thousands of customers, we need to let Excel do the work. Here's how:
1. Open an Excel spreadsheet.
 2. In the first column, first cell, enter the account number value that you want to start with. In the sample below we have chosen to start with 10,001, which is a good starting point for most companies, since all account numbers will be between 10,001 and 99,999—allowing for a lot of growth and yet limiting entry to 5 characters.



3. Use the Fill Series functionality to create a column of numbers incrementing by one from 10001 to whatever will be the last Account No. needed for the number of customers in the list. For the above sample, the list is only three numbers long. (Take care to create as close as possible to the correct number of Account No. numbers since any excess or shortage will have to be cleaned up on the 'Add/Edit Multiple List Entries' screen before saving.)



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C
1	10001		
2	10002		
3	10003		
4	10004		
5	10005		
6	10006		
7	10007		
8	10008		
9	10009		
10	10010		
11	10011		
12	10012		
13	10013		
14	10014		
15			

4. Highlight the entire list and type 'Ctl C' to copy the list.
5. Go back to the QuickBooks 'Add/Edit Multiple List Entries' screen and position your mouse on the first cell in the 'Account No.' column.

6. Type 'Ctl V' to paste the Excel list of account numbers into the 'Add/Edit Multiple List Entries' 'Account No.' column.

The screenshot shows the 'Add/Edit Multiple List Entries' window. At the top, there are three numbered steps: 1. Select a list, 2. Customize columns to display, and 3. Paste from Excel or type to add to or modify you. Below these steps, there are dropdown menus for 'List' (set to 'Customers') and 'View' (set to 'All Customers'). The 'Currently Editing:' section shows 'BEEVILLE GOLF CLUB'. The main table has two columns: 'NAME' and 'ACCOUNT NO.'. The 'NAME' column contains various customer names, and the 'ACCOUNT NO.' column contains sequential numbers from 10001 to 10014. A yellow sticky note with the text 'The pasted Excel list of numbers will fill in the Account No. column.' is placed over the 'ACCOUNT NO.' column.

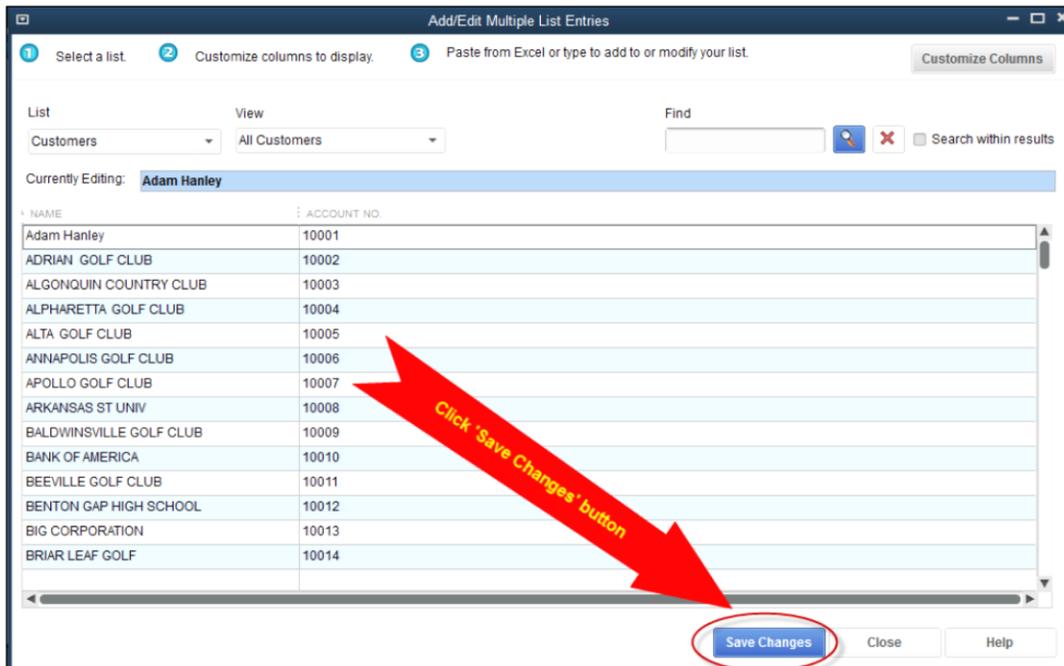
NAME	ACCOUNT NO.
Adam Hanley	10001
ADRIAN GOLF CLUB	10002
ALGONQUIN COUNTRY CLUB	10003
ALPHARETTA GOLF CLUB	10004
ALTA GOLF CLUB	10005
ANNAPOLIS GOLF CLUB	10006
APOLLO GOLF CLUB	10007
ARKANSAS ST UNIV	10008
BALDWINVILLE GOLF CLUB	10009
BANK OF AMERICA	10010
BEEVILLE GOLF CLUB	10011
BENTON GAP HIGH SCHOOL	10012
BIG CORPORATION	10013
BRIAR LEAF GOLF	10014

7. If the pasted numbers go below the last account 'Name' they must be deleted one by one before proceeding to save the changes back to the Customer list. If the list of numbers is too short, additional numbers will have to be entered or pasted until every Name on the list has a valid, unique matching Account No.

The screenshot shows the 'Add/Edit Multiple List Entries' window, similar to the previous one. The 'Currently Editing:' section still shows 'BEEVILLE GOLF CLUB'. The table has the same 'NAME' and 'ACCOUNT NO.' columns. The 'ACCOUNT NO.' column now includes an additional entry, '10015', which is circled in red. A yellow sticky note with the text 'Remove any numbers on rows without a Customer Name.' is placed over the 'ACCOUNT NO.' column.

NAME	ACCOUNT NO.
Adam Hanley	10001
ADRIAN GOLF CLUB	10002
ALGONQUIN COUNTRY CLUB	10003
ALPHARETTA GOLF CLUB	10004
ALTA GOLF CLUB	10005
ANNAPOLIS GOLF CLUB	10006
APOLLO GOLF CLUB	10007
ARKANSAS ST UNIV	10008
BALDWINVILLE GOLF CLUB	10009
BANK OF AMERICA	10010
BEEVILLE GOLF CLUB	10011
BENTON GAP HIGH SCHOOL	10012
BIG CORPORATION	10013
BRIAR LEAF GOLF	10014
	10015

- When all Names have an Account No., click the 'Save Changes' button in the bottom right of the 'Add/Edit Multiple List Entries' screen. Finally, Click 'Close'.



- Open the Customer Center in QuickBooks to view Customer records and confirm that the new 'Account No.' values are present.