



2 SET-UP STEP 2

PURGING ALL THE SETUP INFO

Replace web address with <https://app.qbo.intuit.com/app/purgecompany>

- Type “YES” in the field in the bottom right and click OK
- What type of business is this? – Select *Retail Establishments*
- Create accounts based on my industry? – Select *Create an empty chart of accounts*
- Select WIPE DATA

Open the Chart of Accounts by selecting ACCOUNTING in the left menu and clicking CHART OF ACCOUNTS

- Click SEE YOUR CHART OF ACCOUNTS – This only appears the first time you open the chart.
- There should only be a few accounts right now, maybe 6 or so. We will be adjusting these and entering the rest.