

Instructions for Installing QuickBooks 2016

1/14/2016

Installing QuickBooks Pro 2016 on your computer is easy. This document consists of some installation guidelines and the screen shots that you will see when installing QuickBooks Pro 2016. Please pay careful attention to the screen shots as they serve as a guide particularly during the registration process.

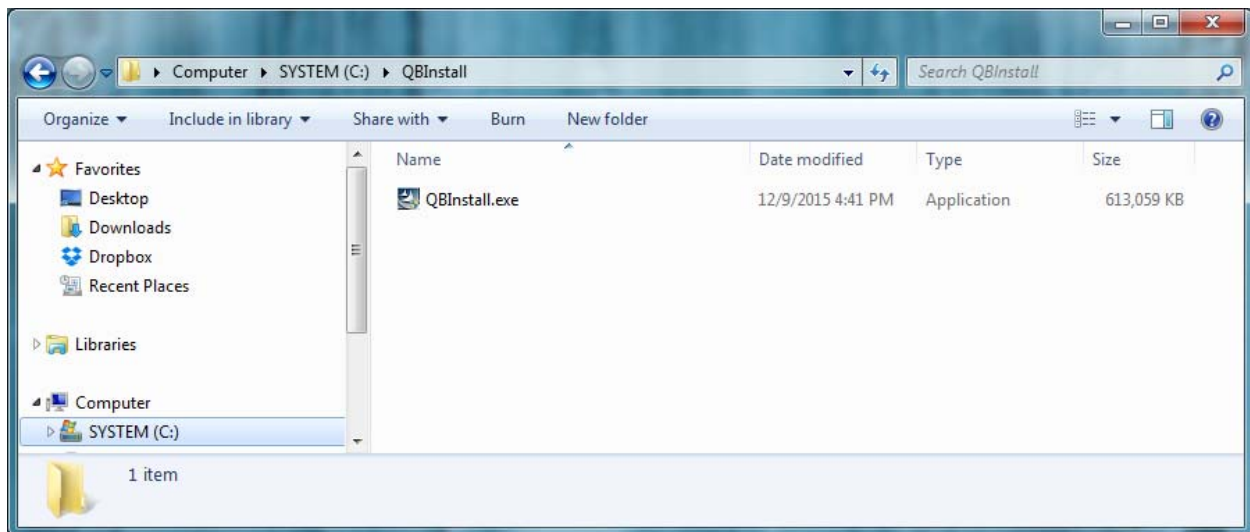
Prerequisites:

You should have received a license number and product number from Administrative Services. The license number is 14 digits long in the pattern 9999-9999-9999-999 and the product number is 6 digits long in the pattern 999-999.

You will need to supply a User ID which is typically your email address. You will also need the password associated with that User ID/email address (if it was used for previous QuickBooks registrations).

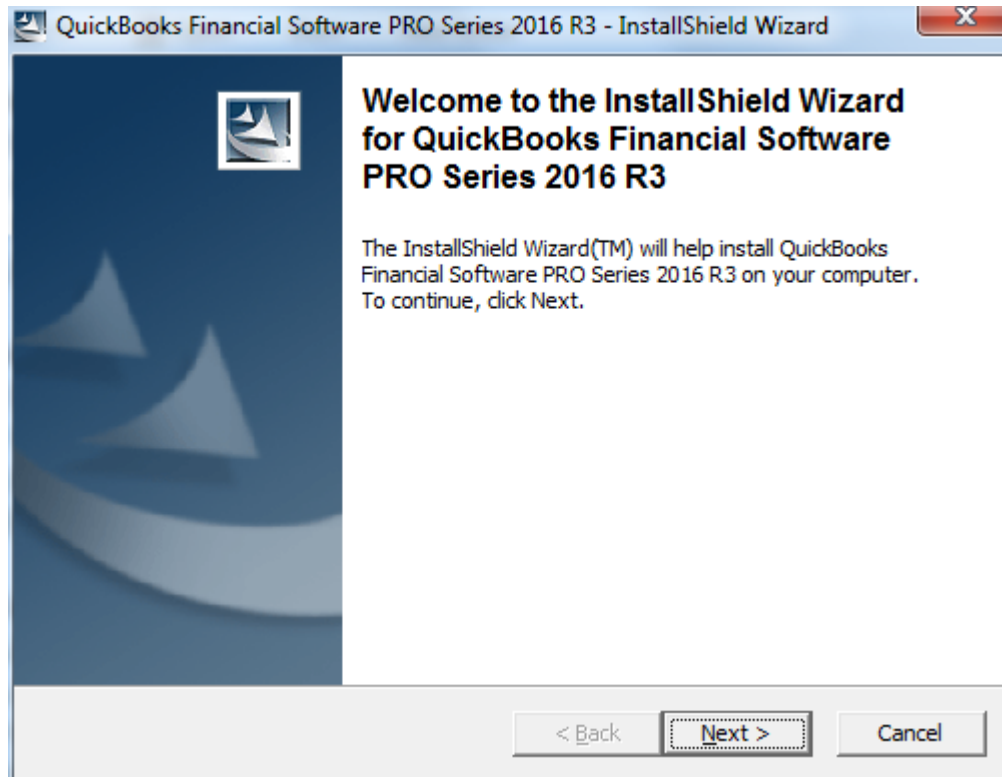
Here are the steps for installing QuickBooks 2016:

1. *Click on the Start Button and select Computer.*
2. *Select System (C:) then open the QBInstall folder.*
(if you do not see the QBInstall folder, stop and contact the Admin Services Team)
3. *Double click on QBInstall.exe to begin installation.*



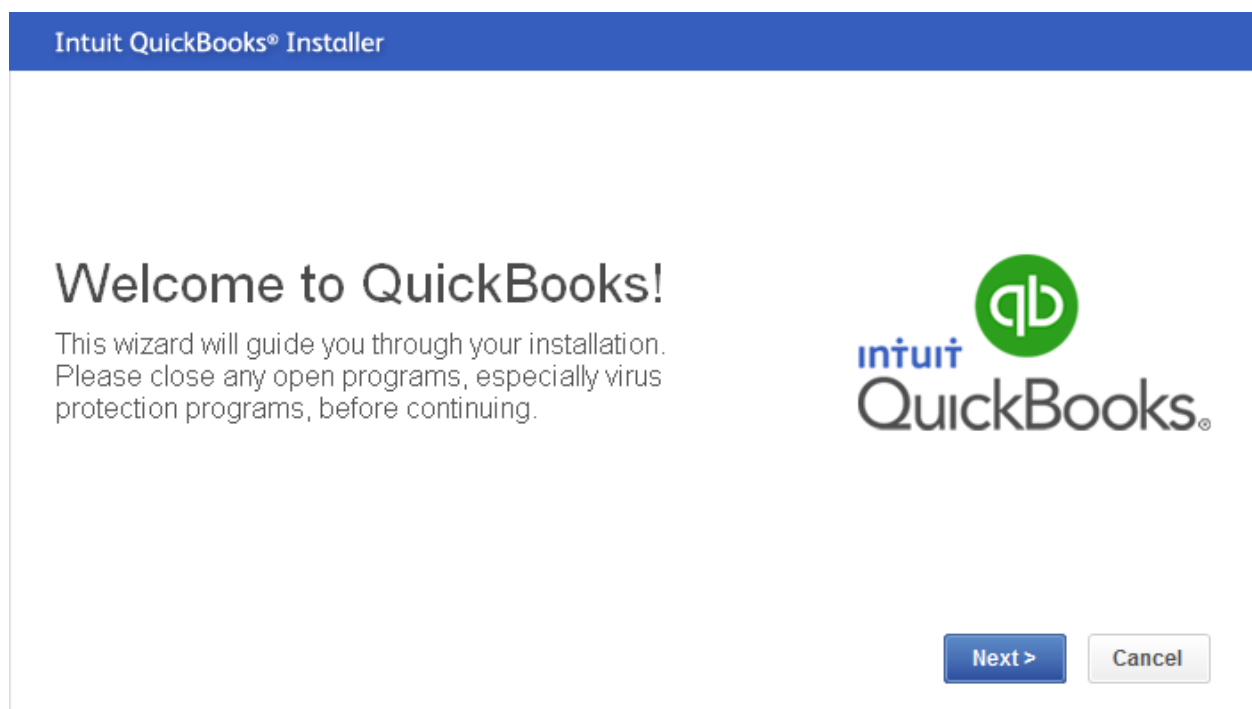
4. *The InstallShield Wizard window should appear.*

(if you are presented with a User Account Control dialog, which asks for Username and Password, STOP and contact the Admin Services Team)



5. *Click Next.*

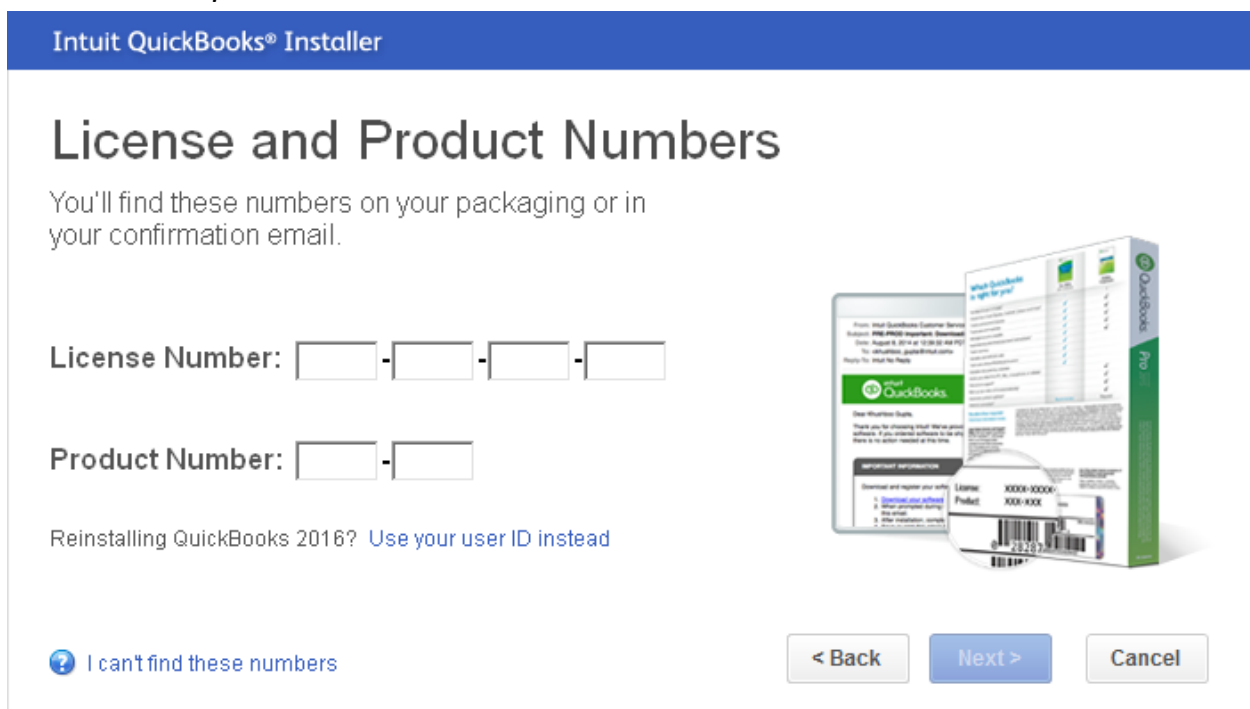
6. *At the Intuit QuickBooks Installer window, click Next.*



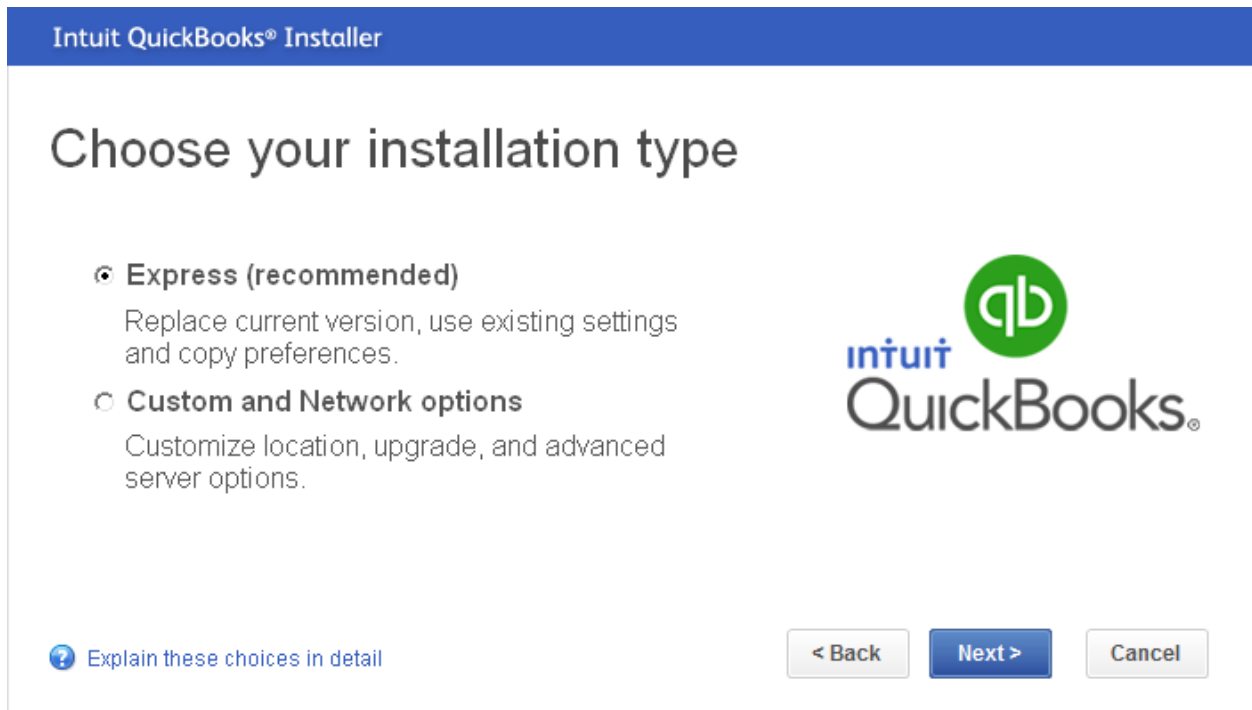
7. At the License Agreement , add a check to “I accept the terms of the license agreement and click Next.



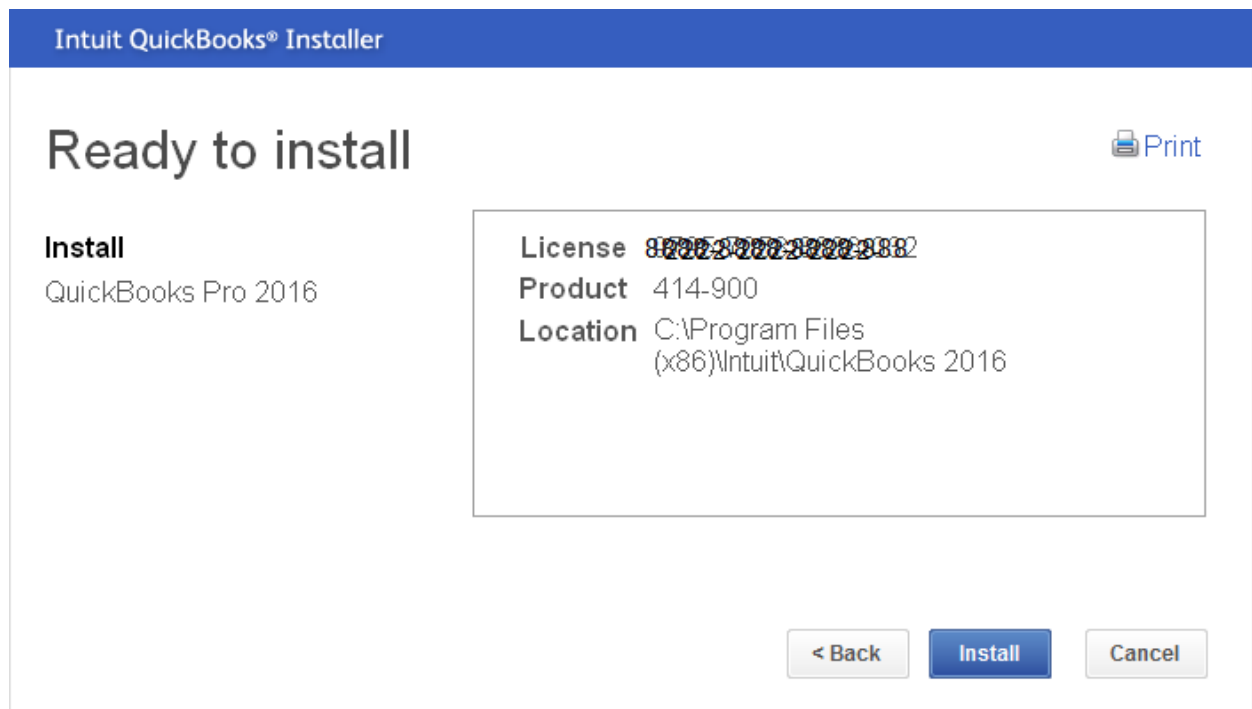
8. Enter the License Number and Product Number that you received from Administrative Services then press Next.



At the “Choose your installation type” screen, select Express and click Next.



9. At the “Ready to install” screen, click Install.



10. You will be asked to activate your copy using a User ID (typically your email address) and password. We recommend using your Penn State email address. If you are not currently using it, this would be a good time to make the change.

The screenshot shows the 'Intuit QuickBooks® Installer' window. At the top, it says 'Congratulations!' with a green progress bar and a 'Finish' button. Below that, it states 'Status: You've installed QuickBooks.' The main heading is 'While QuickBooks is installing, let's take care of your activation.' followed by the instruction 'Your QuickBooks user ID is usually your email address-give that a try first.' There are two input fields: '* User ID' containing 'crs3@psu.edu' and '* Password' which is empty. To the right of the User ID field is a 'Validate' button and the text 'Found' with a green checkmark. Below the User ID field is a note: 'If we can't find your user ID, we'll set up a new account.' Below the Password field is a link 'Forgot your password?'. At the bottom left, there is a '* Required' label and a link 'Need sign in help?'. At the bottom right, there are 'Log In' and 'Skip this' buttons.

Note: If no account existing for your User ID (i.e. email address), you will be prompted to create an account with additional information.

11. At the "Choose a Customer Account" screen, your name, email, phone and company should be displayed. Click Next.

Intuit QuickBooks® Installer

Congratulations!

Status: You've installed QuickBooks.

Choose a Customer Account

Customer Account(s) currently exist for the profile you have signed in with. Select the Customer Account you would like to use for the QuickBooks registration. You will be able to update your information after you have chosen an account.

Customer Account Number 560621692 ✓	
Penn State University 220 AG ADMIN BLDG UNIVERSITY PARK, PA, 16802 8148632848	CRAIG STORY crs3@psu.edu 8148632848

Not finding your account? [Create a New Account.](#)

Next

12. Continue with the registration by verifying your information and pressing Next.




Intuit QuickBooks® Installer

Congratulations!

Finish

Status: You've installed QuickBooks.

Register your product and get started!

 Tell us about your business  Who is the primary contact for this Intuit account?  Help us make your experience better

* BUSINESS NAME

* ADDRESS

* PHONE

* Required fields

Intuit respects and protects your privacy. We will not rent, sell or share your personal information with outside companies for their promotional use. [Learn more](#)

[I'll do this later](#)




Intuit QuickBooks® Installer

Congratulations!

Finish

Status: You've installed QuickBooks.

Register your product and get started!

 Tell us about your business  Who is the primary contact for this Intuit account?  Help us make your experience better

* NAME

* EMAIL

* PHONE

* Required fields


Intuit respects and protects your privacy. We will not rent, sell or share your personal information with outside companies for their promotional use. [Learn more](#)

[I'll do this later](#)

13. At the “Register your product and get started!” screen, complete the survey and click Register QuickBooks.




Intuit QuickBooks® Installer

Congratulations!

 Finish

Status: You've installed QuickBooks.

Register your product and get started!

 Tell us about your business  Who is the primary contact for this Intuit account?  Help us make your experience better

* MY COMPANY HAS QUICKBOOKS BEFORE.

* I GOT THIS COPY OF QUICKBOOKS FROM

* MY INDUSTRY IS

* MY COMPANY HAS FULL AND PART-TIME EMPLOYEES ON PAYROLL.

WE A PAYROLL SERVICE OR PAYROLL SOFTWARE.

WE CREDIT CARDS.

WE CHECKS.

* Required fields

Intuit respects and protects your privacy. We will not rent, sell or share your personal information with outside companies for their promotional use. [Learn more](#)


Back Register QuickBooks I'll do this later

14. You have now completed the install and registration process.

Intuit QuickBooks® Installer

Congratulations!

QuickBooks has successfully installed.



Open QuickBooks

