

Dear Test Candidate,

To help you prepare for the Intuit Certified QuickBooks User exam (Online Edition), you'll find the following in this PDF:

- Topic areas and objectives for the exam.
- Practice exercises.

We've assembled materials from the QuickBooks software to highlight a few of the more challenging techniques covered on the exam. You can work through these technical guides with the provided images included in each exercise. Additionally, we've included the certification objectives so that you are aware of the elements that are covered on the exam.

These materials are meant to help you familiarize yourself with the areas of the exam, but it is not comprehensive across all the objectives.

Thank you,
Certiport, Inc.



EXAM OBJECTIVES

1. QuickBooks setup and maintenance - 14%

- 1.1 What information QuickBooks does and does NOT require when creating a new QuickBooks account
- 1.2 What lists can be imported and the basic steps to do so (including what is NOT imported)
- 1.3 How to modify/change basic elements after setting up (e.g., accounts, company address, etc.)
- 1.4 How to setup users including a basic knowledge of the access rights available for different user types.
- 1.5 How to navigate or move around QuickBooks. A student should know:
 - 1.5.1 What info and functionality is found in the 3 key access points – navigation bar, global create, and company settings
 - 1.5.2 What's located on the home page and how to control what is or isn't seen
 - 1.5.3 What each button (e.g., save, more, etc.) does on major forms (e.g. invoice, bill, etc.)

2. List management - 12%

- 2.1 The names of the major lists in QuickBooks and what type of information is tracked on each.
- 2.2 How to manage lists (Customers, Chart of Accounts, Products and Services, etc.). This includes:
 - 2.2.1 Who should appear on which names list (e.g. employees or customers) and how to handle situations where the same person/company should be on more than one list.
 - 2.2.2 Adding new list entries
 - 2.2.3 Removing list entries (including what QuickBooks does if an entry has a balance)
 - 2.2.4 Editing list entries
 - 2.2.5 Merging list entries (including the basic rules of what can and can't be merged)
- 2.3 Which names MUST appear on which forms (i.e. which names are required on specific transactions otherwise QuickBooks will NOT save the transaction)

3. Sales/money-in – 20%

- 3.1 How to set up a Product or Service
 - 3.1.1 How this set up allows QuickBooks to perform the appropriate accounting behind the scenes to correctly impact Financial Statements
- 3.2 How to set up Customers including how to specify when payment is due (terms) and track multiple projects/jobs for a single customer (sub-customers)
- 3.3 How to record sales/revenue. This includes:
 - 3.3.1 Knowing the advantages of using built in sales forms (e.g., invoice) over other methods (e.g. Bank Deposit or Journal Entry)
 - 3.3.2 Completing the Invoicing (A/R) and Sales Receipt (no A/R) workflow from sale to bank deposit. A student should know the differences between these methods and when to use each.
 - 3.3.3 How QuickBooks impacts and uses the Undeposited Funds, Accounts Receivable, and the bank accounts in the invoicing cycle.
 - 3.3.4 How to invoice for billable expenses (includes how to turn this feature on and record expenses to begin the process)
 - 3.3.5 How and why to record a customer credit
- 3.4 How and why to use Estimates, Delayed Charges, and Credit Memos. The student should understand how these transactions affect customer balances.

EXAM OBJECTIVES

4. Purchases/money-out – 18%

- 4.1 How to set up a Product or Service to be used on purchase Forms and when this is appropriate
 - 4.1.1 How this set up allows QuickBooks to perform the appropriate accounting behind the scenes to correctly impact Financial Statements
- 4.2 How to set up Vendors
- 4.3 When to use the following transactions/workflows. This includes knowing the steps to record them in QuickBooks when the company does NOT have connected bank accounts (online banking). And how each affects the Vendor's Balance
 - 4.3.1 Purchase Orders
 - 4.3.2 Entering and paying bills (A/P)
 - 4.3.3 Recording Checks (handwritten or printed)
 - 4.3.4 Recording Credit and Debit Card transactions
 - 4.3.5 Recording EFT's, online payments, wire transfers, etc.
 - 4.3.6 Vendor Credits
- 4.4 When and how to void vs. delete a check
- 4.5 How to use the Vendor page and reports to identify how much your company owes, and when payment is due.

5. Basic Accounting - 10%

- 5.1 What the basic financial statements are and have a basic understanding of their sections and what they mean.
- 5.2 The difference between cash and accrual reports
- 5.3 How and why to set a closing date
- 5.4 How to enter a Journal Entry if asked to do so by an accountant (students do not need to understand how to determine which accounts to debit or credit)
- 5.5 How to use the Audit Log to determine changes made by specific users.

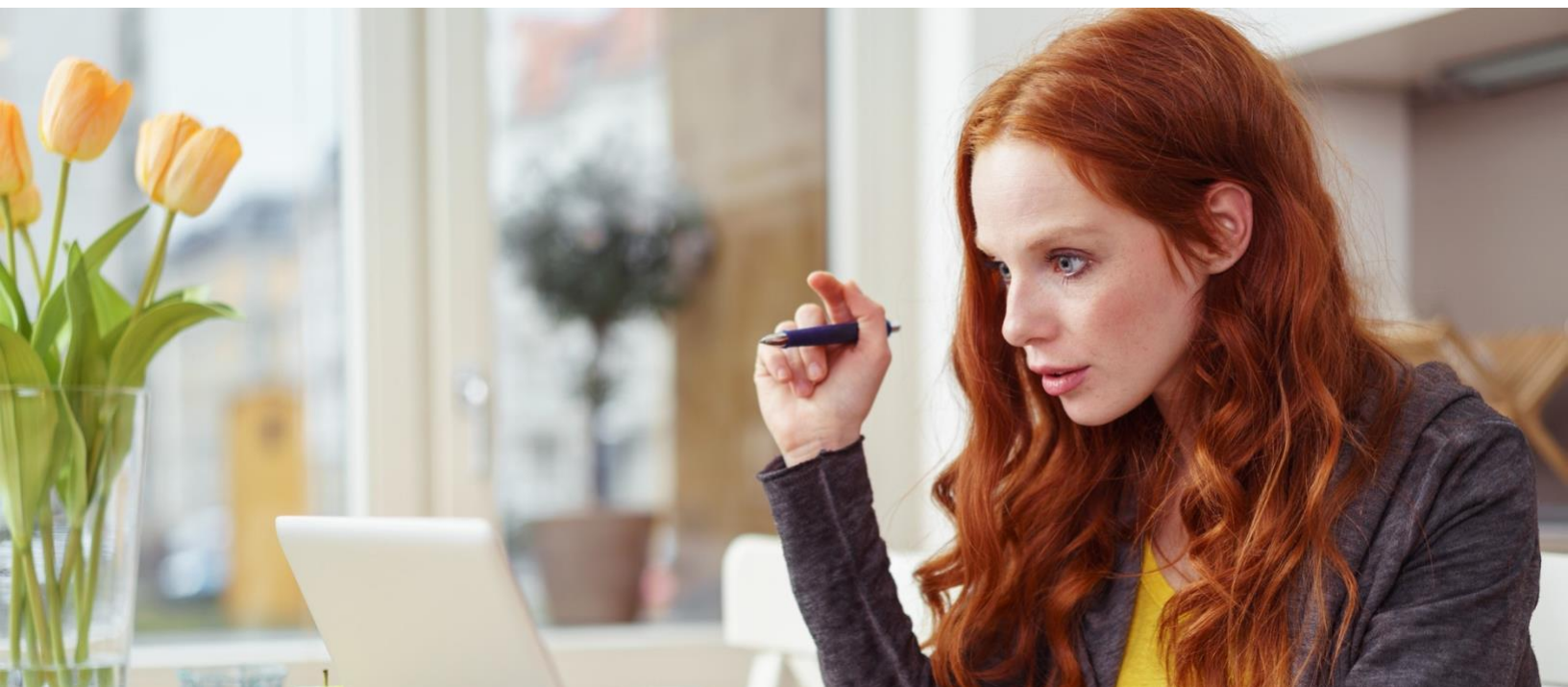
6. Reports – 8%

- 6.1 How to customize a report and run customized reports later
- 6.2 How to set up QuickBooks to automatically email reports
- 6.3 How and why to collapse and expand reports
- 6.4 How and why to export reports to Excel and any limitations on exporting the report back into QuickBooks How and why to record a customer credit

EXAM OBJECTIVES

7. Customization/saving time – 18%

- 7.1 How to set up QuickBooks to track income and expenses for multiple locations, or to separate transactions by class (e.g., department, profit center, etc.)
- 7.2 How to create custom fields on invoices.
- 7.3 How and why to make transactions recurring, including which transactions can be made recurring.
- 7.4 Which forms can be customized and the steps to customize a sales form.
- 7.5 How to use a keyboard shortcut to find a list of keyboard shortcuts.
- 7.6 The time saving benefits of using QuickBooks online. These include:
 - 7.6.1 Using QuickBooks on phones and tablets (IOS and Android). Students just need to be familiar with basic functionality and understand that QuickBooks mobile can use a mobile device's camera, phone, and GPS to save time.
 - 7.6.2 Connecting Apps to expand what QuickBooks does. Students should know where to find apps and know that apps expand what QuickBooks does and automatically synch data with QuickBooks.
 - 7.6.3 The ability to have users/employees with different operating systems (e.g. Mac vs. P.C.) and web browsers (e.g. Chrome vs. Safari) still access the same data.
 - 7.6.4 Not needing to backup, and no IT issues (e.g. reinstalling software in cases of crashes or new computer purchases) usually associated with desktop software

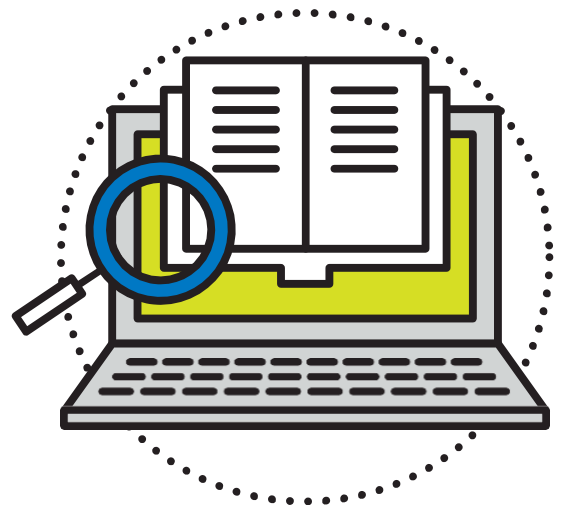




Study Guide Activities

This section of the study guide will provide guidance to complete key QuickBooks exercises that could be included on the certification exam. It will cover the following QuickBooks exercises:

1. How to track Accounts Payable
2. How to merge (combine) entries on a list
3. How to use Class tracking (only available in QBO Plus)
4. How to use invoice and receive payment from a customer
5. How to set a closing date and password



HOW TO TRACK ACCOUNTS PAYABLE

There are two ways to handle bills from vendors/suppliers who give you some time before you have to pay. The method you use depends on whether or not you want to track Accounts Payable (how much you owe vendors/suppliers). To track Accounts Payable in QuickBooks, you enter the bill before paying the vendor. By tracking Accounts Payable, you always know how much you owe vendors/suppliers, and you can ensure that expenses are recorded in the correct accounting period.

Many smaller businesses don't bother with tracking Accounts Payable. In other words, they skip the step of entering the bill, and simply record the bill payment as a check or expense. Although this method has fewer steps, QuickBooks can't warn you about duplicate bills or provide reports about how much you owe.

STEPS IF YOU DO NOT USE ACCOUNTS PAYABLE

Use "Check" for checks OR

Use "Expense" for credit card, debit card, PayPal, cash, or other forms of payment.

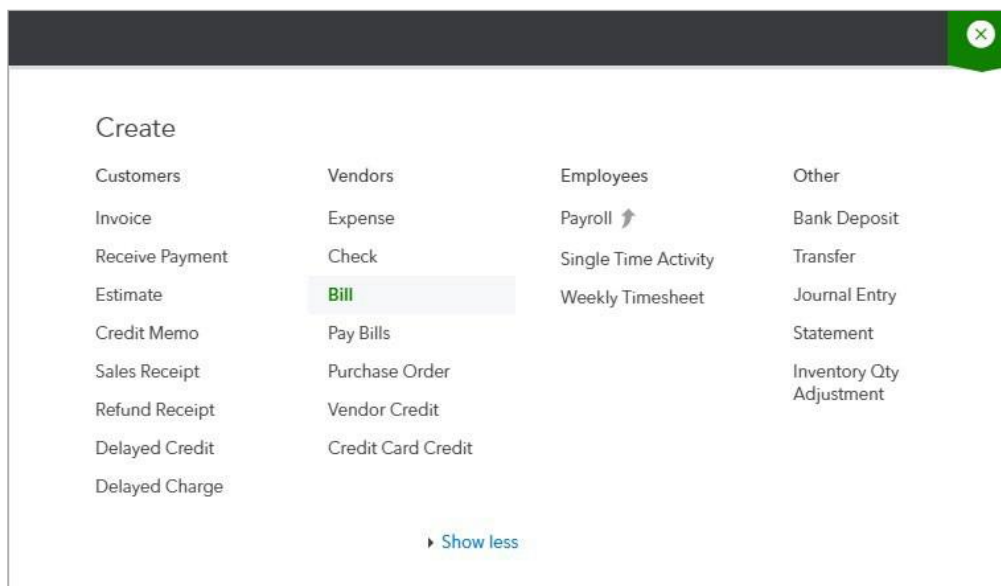
The steps for this method are no different than entering regular checks and expenses. You see these in a later exercise.

STEPS IF YOU USE ACCOUNTS PAYABLE

Enter Bill > Pay Bill (regardless of how you pay the bill: check, credit card, debit card, PayPal, cash, other)

ENTER BILL

1. Click the  sign.
2. Select **Bill**.



3. Enter the appropriate information on the bill. It's helpful to remember that you should always capture at least 4 pieces of information on **EVERY** transaction:

- **Who?** A vendor for expenses, customers on sales, and employees on paychecks
- **When?** The date of the transaction
- **What?** An expense account or inventory item for an expense, check, or bill. The product or service you sold on invoices and sales receipts And...
- **How much?** The amount of the transaction

Bill

Robertson & Associates

BALANCE DUE
\$315.00
Make payment

Mailing address: Jenny Robertson, Robertson & Associates, P.O. Box 147, Bayshore, CA 94326

Terms: [dropdown] Bill date: 08/19/2017 Due date: 08/19/2017 Bill no.: [input]

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	CUSTOMER
1	Legal & Professional Fees		315.00		
2					

Add lines Clear all lines

Item details

4. Click **Save and close**.

PAY BILLS

1. Click the **+** sign.
2. Select **Pay Bills**.

Create

Customers: Invoice, Receive Payment, Estimate, Credit Memo, Sales Receipt, Refund Receipt, Delayed Credit, Delayed Charge

Vendors: Expense, Check, Bill, **Pay Bills**, Purchase Order, Vendor Credit, Credit Card Credit

Employees: Payroll, Single Time Activity, Weekly Timesheet

Other: Bank Deposit, Transfer, Journal Entry, Statement, Inventory Qty Adjustment

Show less

3. Select the **Payment account**.

The screenshot shows the 'Pay Bills' interface. At the top, the 'Payment account' is set to 'Checking' with a balance of \$2,639.78. The 'Starting check no.' is 72. The 'TOTAL PAYMENT AMOUNT' is \$0.00. Below this, there is a table of bills with columns: PAYEE, REF NO., DUE DATE, OPEN BALANCE, CREDIT APPLIED, PAYMENT, and TOTAL AMOUNT. Three bills are listed: Brosnahan Insurance Agency (\$2,000.00), Robertson & Associates (\$315.00), and Hall Properties (\$900.00). All bills have 'Not available' under 'CREDIT APPLIED' and empty 'PAYMENT' boxes. The bottom of the interface has a 'Cancel' button and a 'Save and close' button.

4. Select the bills to pay.

The screenshot shows the 'Pay Bills' interface with the 'TOTAL PAYMENT AMOUNT' updated to \$3,215.00. The checkboxes for all three bills are now checked. The 'PAYMENT' boxes are filled with the respective amounts: 2,000.00 for Brosnahan Insurance Agency, 315.00 for Robertson & Associates, and 900.00 for Hall Properties. The bottom of the interface has a 'Cancel' button and a 'Save and close' button.

5. Enter the **payment date**.

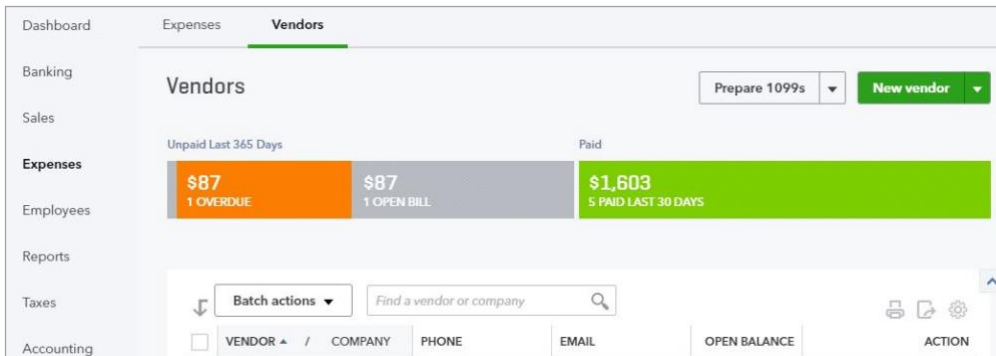
The screenshot shows the 'Pay Bills' interface with the 'Payment date' field set to 08/10/2017. The 'TOTAL PAYMENT AMOUNT' remains \$3,215.00. The table of bills and the 'Save and close' button are the same as in the previous screenshot.

6. Click **Save and print** or **Save and close**.

MANAGE ACCOUNTS PAYABLE (WHAT YOU OWE)

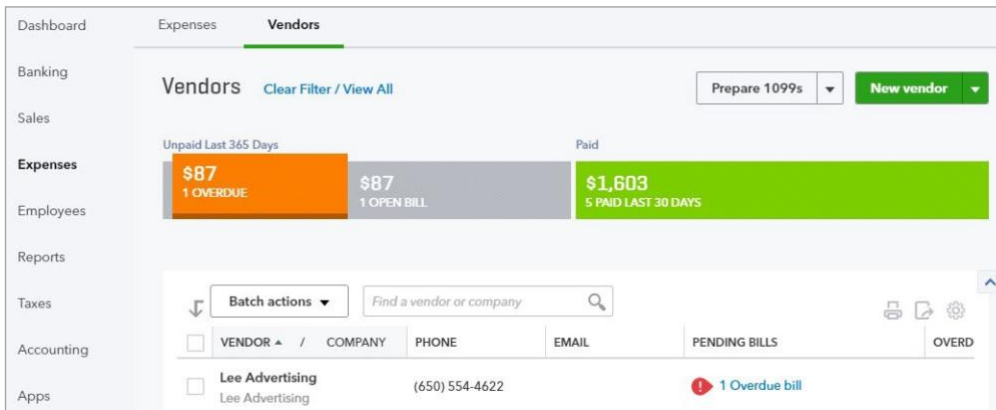
Companies or individuals you purchase goods or services from are called vendors/suppliers. If you need to enter a bill, or track purchases by vendor, they must be set up as a vendor/supplier. The Vendors/ Suppliers list stores vendor/supplier information and makes it easy to filter to see all vendors/suppliers, overdue bills, etc

1. Click the **Vendors/Suppliers** tab.



The screenshot shows the 'Vendors' page in QuickBooks. At the top, there are tabs for 'Dashboard', 'Expenses', and 'Vendors'. Below the tabs, there are buttons for 'Prepare 1099s' and 'New vendor'. The main content area features a summary bar with three sections: 'Unpaid Last 365 Days' showing \$87 with 1 Overdue bill, 'Open Bills' showing \$87 with 1 Open Bill, and 'Paid' showing \$1,603 with 5 Paid Last 30 Days. Below the summary bar, there is a search bar and a table with columns for Vendor, Company, Phone, Email, Open Balance, and Action.

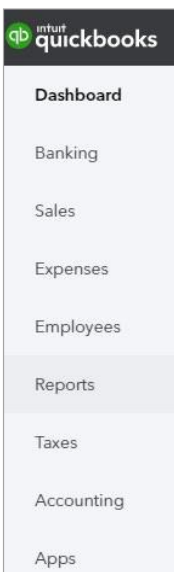
2. Click the **Overdue** filter on the top money bar to see any vendor/supplier that you have a past due balance with.



The screenshot shows the 'Vendors' page with the 'Overdue' filter applied. The summary bar now only shows the 'Unpaid Last 365 Days' section with \$87 and 1 Overdue bill. Below the summary bar, there is a search bar and a table with columns for Vendor, Company, Phone, Email, Pending Bills, and Overdue. The table shows one vendor, 'Lee Advertising', with a phone number of (650) 554-4622 and 1 Overdue bill.

REVIEW THE A/P AGING SUMMARY

13. Click the **Reports** tab.



The screenshot shows the QuickBooks navigation menu. The 'Reports' tab is selected and highlighted. The menu items are: Dashboard, Banking, Sales, Expenses, Employees, Reports, Taxes, Accounting, and Apps.

14. Enter [A/P Aging Summary](#) in the search field.

15. Click the  icon.

VENDOR/SUPPLIER CREDIT

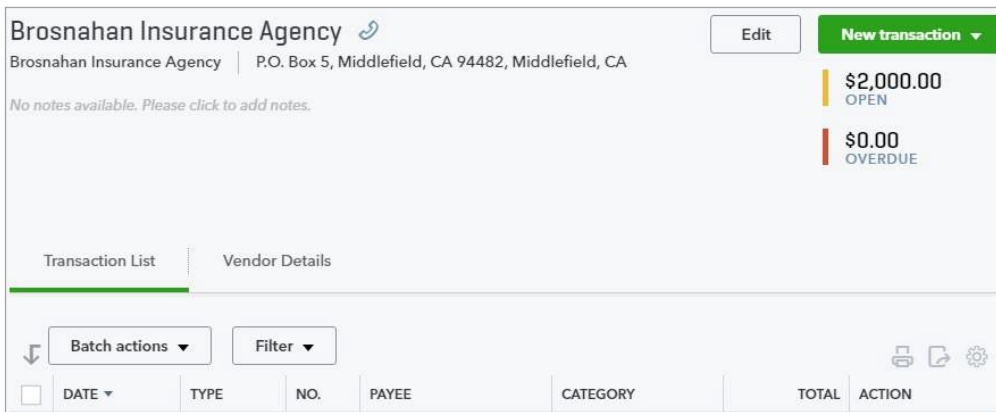
Why would a vendor/supplier issue a credit memo? Maybe they sent you a bill and over-charged for freight. Or, a vendor/supplier ships some inventory and you discover that some of it is damaged. So, you return it and receive a “credit memo”. Remember, vendor/supplier credit memos reduce what you owe the vendor/supplier.


What should you do with a vendor credit? It depends. If you don’t owe them any money, you can keep the credit to use later or request a refund. But if you do owe them money (i.e. there’s an open bill for that vendor/supplier), you can apply it to unpaid bills. In this exercise you record a credit memo and apply it to a bill.

ENTER A CREDIT MEMO

1. To begin, click the [Expenses](#) tab and select [Vendors/Suppliers](#) at the top. Then click the vendor/supplier who gave you the credit (this step isn’t necessary, but it helps to see the effect of a Credit).

2. Note that in this example the vendor has a balance of \$2000. Suppose you received a credit for overpaying your insurance by \$1000.



Brosnahan Insurance Agency 

Brosnahan Insurance Agency | P.O. Box 5, Middlefield, CA 94482, Middlefield, CA

[Edit](#) [New transaction](#) ▾

\$2,000.00
OPEN

\$0.00
OVERDUE

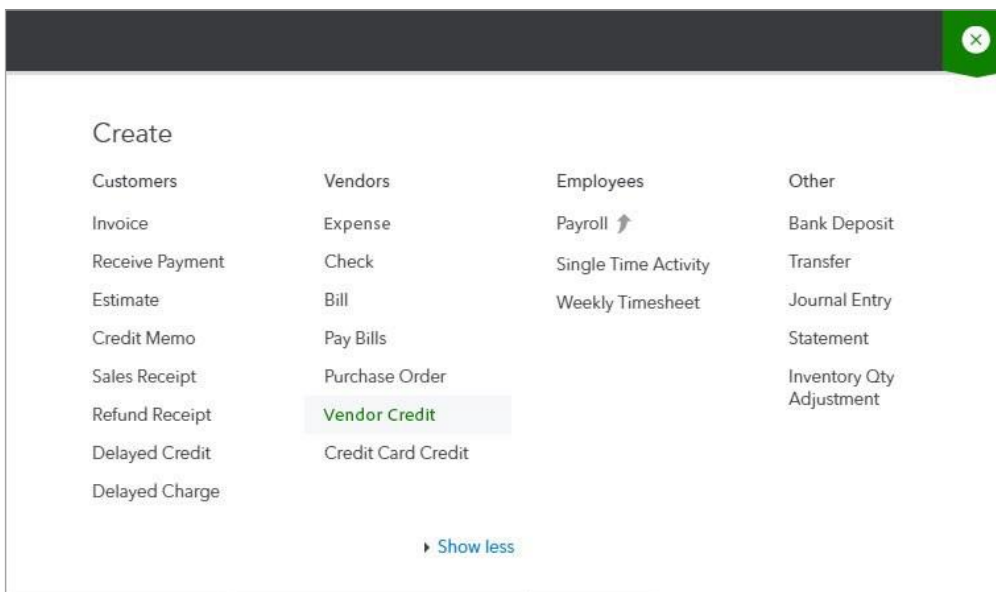
No notes available. Please click to add notes.

Transaction List | Vendor Details


Batch actions ▾ Filter ▾

<input type="checkbox"/>	DATE ▾	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
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3. Click [New transaction > Vendor/Supplier Credit](#) (you can also do this from the  Menu.)



Create

Customers	Vendors	Employees	Other
Invoice	Expense	Payroll 	Bank Deposit
Receive Payment	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge			

[Show less](#)

4. Select the vendor/supplier from the drop down list.

The screenshot shows the 'Vendor Credit' form. At the top left, there is a dropdown menu with 'Brosnahan Insurance Agency' selected. To the right, the 'CREDIT AMOUNT' is displayed as '\$0.00'. Below the vendor selection, there are fields for 'Mailing address' (Brosnahan Insurance Agency, P.O. Box 5, Middlefield, CA 94482), 'Payment date' (09/16/2017), and 'Ref no.' (empty). A section titled 'Account details' is expanded, showing a table with one row:

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	CUSTOMER
1					

5. Enter a Ref number. This is a number that both you and the vendor/supplier can refer to when discussing this credit. Traditionally, the credit number includes the original bill number.

The screenshot shows the 'Vendor Credit #1024' form. The vendor selection remains 'Brosnahan Insurance Agency'. The 'CREDIT AMOUNT' is still '\$0.00'. The 'Ref no.' field now contains the number '1024'. The 'Account details' table remains empty:

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	CUSTOMER
1					

6. Next, click the drop-down list and select the Account for which you are receiving a credit. This is usually the same Account you used on the original bill.

NOTE: If the credit is for inventory, enter the inventory items below Item Details.

The screenshot shows the 'Vendor Credit #1024' form with the 'Account details' table expanded. The first row now has 'Insurance' selected in the 'ACCOUNT' column. The 'CUSTOMER' column has a dropdown menu with 'Enter Text' selected. There are 'Add lines' and 'Clear all lines' buttons below the table. At the bottom of the form, there are buttons for 'Cancel', 'Revert', 'Make recurring', 'More', and 'Save and new'.

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	CUSTOMER
1	Insurance			<input type="checkbox"/>	Enter Text
2					

7. Enter the credit Amount.

Vendor Credit #1024

Brosnahan Insurance Agency

CREDIT AMOUNT
\$1,000.00

Mailing address: Brosnahan Insurance Agency, P.O. Box 5, Middlefield, CA 94482
 Payment date: 09/16/2017
 Ref no.: 1024

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	CUSTOMER
1	Insurance		1,000.00	<input type="checkbox"/>	Enter Text
2					

Buttons: Cancel, Revert, Make recurring, More, Save and close

8. Click [Save and close](#).

9. Notice that the Open Balance for the vendor decreases by the amount of the credit.

Brosnahan Insurance Agency

Brosnahan Insurance Agency | P.O. Box 5, Middlefield, CA 94482, Middlefield, CA

No notes available. Please click to add notes.

Buttons: Edit, New transaction

\$1,000.00 OPEN

\$0.00 OVERDUE

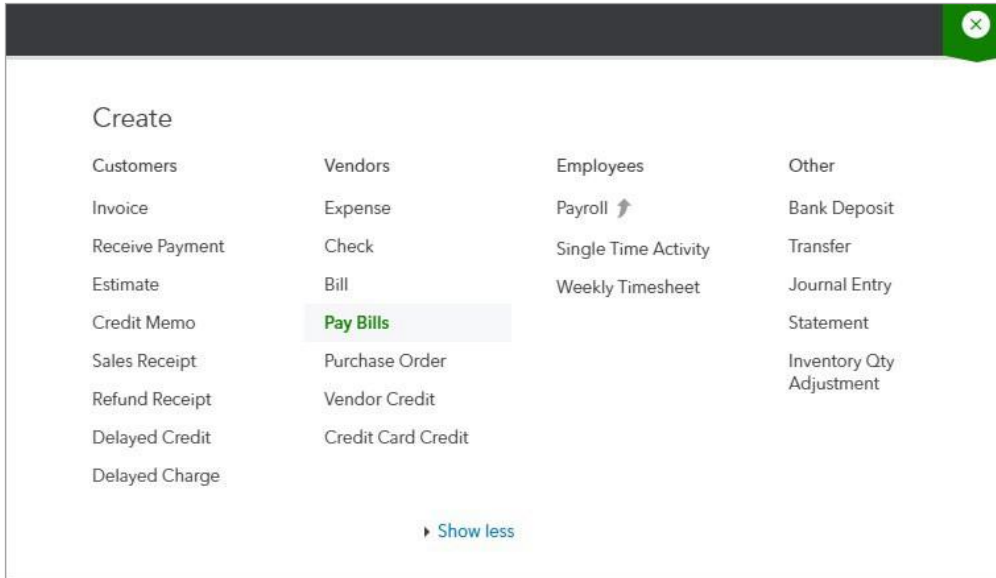
Transaction List | Vendor Details

DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
09/16/2017	Bill	1024	Brosnahan Insurance A...	Insurance	\$2,000.00	Make payment
09/16/2017	Vendor Credit	1024	Brosnahan Insurance A...	Insurance	\$1,000.00	

In the next exercise, you apply the credit against bills you owe the vendor/supplier.

APPLY A CREDIT MEMO

1. Click the  sign and select **Pay Bills**.



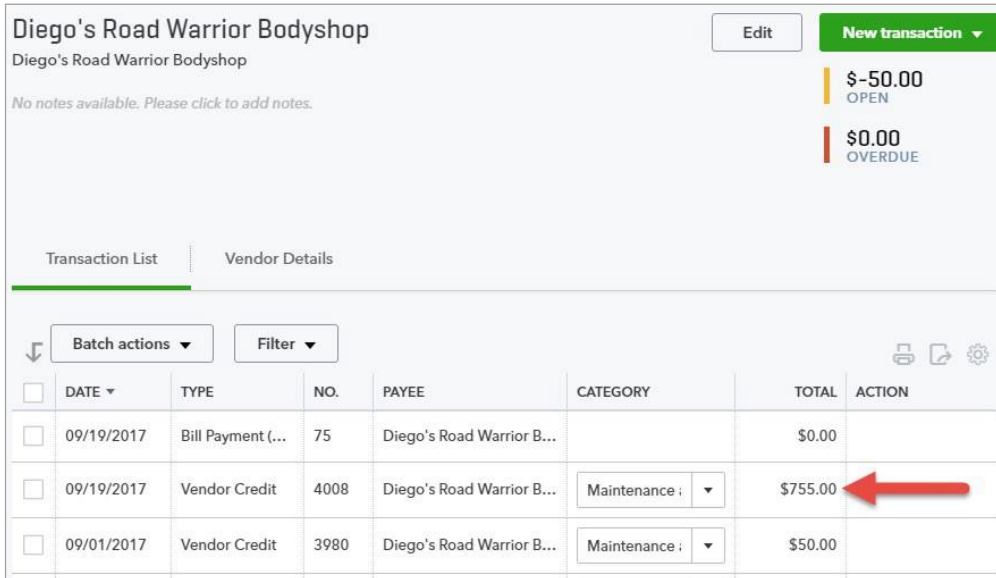
The screenshot shows a 'Create' menu with four columns of options:

- Customers:** Invoice, Receive Payment, Estimate, Credit Memo, Sales Receipt, Refund Receipt, Delayed Credit, Delayed Charge
- Vendors:** Expense, Check, Bill, **Pay Bills** (highlighted), Purchase Order, Vendor Credit, Credit Card Credit
- Employees:** Payroll, Single Time Activity, Weekly Timesheet
- Other:** Bank Deposit, Transfer, Journal Entry, Statement, Inventory Qty Adjustment

A 'Show less' link is located at the bottom right of the menu.

Use this window to apply vendor/supplier credits. In this example, the process is easy because there is only 1 bill and 1 credit. What happens if you have multiple bills and/or multiple credits?

2. To demonstrate this scenario, we have another vendor/supplier with multiple credits. Suppose THIS is the credit we want to use.



The screenshot shows the vendor details for 'Diego's Road Warrior Bodyshop'. The page includes an 'Edit' button, a 'New transaction' button, and a summary of the account balance: \$-50.00 OPEN and \$0.00 OVERDUE. Below the summary, there are tabs for 'Transaction List' and 'Vendor Details'. The 'Transaction List' tab is active, showing a table of transactions. A red arrow points to the \$755.00 credit entry.

	DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	09/19/2017	Bill Payment (...)	75	Diego's Road Warrior B...		\$0.00	
<input type="checkbox"/>	09/19/2017	Vendor Credit	4008	Diego's Road Warrior B...	Maintenance ;	\$755.00	
<input type="checkbox"/>	09/01/2017	Vendor Credit	3980	Diego's Road Warrior B...	Maintenance ;	\$50.00	

3. From the Transaction List, click the [bill payment](#).

Scroll down and select the other credit. In this case, the credit is for the same amount. If it weren't, then the amount of the bill payment would change. Use the bill payment form to select which credits to apply to which bills.

Bill Payment #75

Amount: 0.00

Outstanding Transactions

Find Invoice No. Filter All

<input checked="" type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Bill # 4008 (08/22/2017)	08/22/2017	755.00	755.00	755.00

< First Previous 1-1 of 1 Next Last >

Credits

Find Credit Memo No. Filter All

<input type="checkbox"/>	DESCRIPTION	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input type="checkbox"/>	Vendor Credit # 3980 (09/01/2017)	50.00	50.00	
<input checked="" type="checkbox"/>	Vendor Credit # 4008 (09/19/2017)	755.00	755.00	755.00

< First Previous 1-2 of 2 Next Last >

Amount to Apply: \$755.00
Amount to Credit: \$0.00

Clear Payment

Cancel Revert More Save and close


14. Click [Save and close](#).

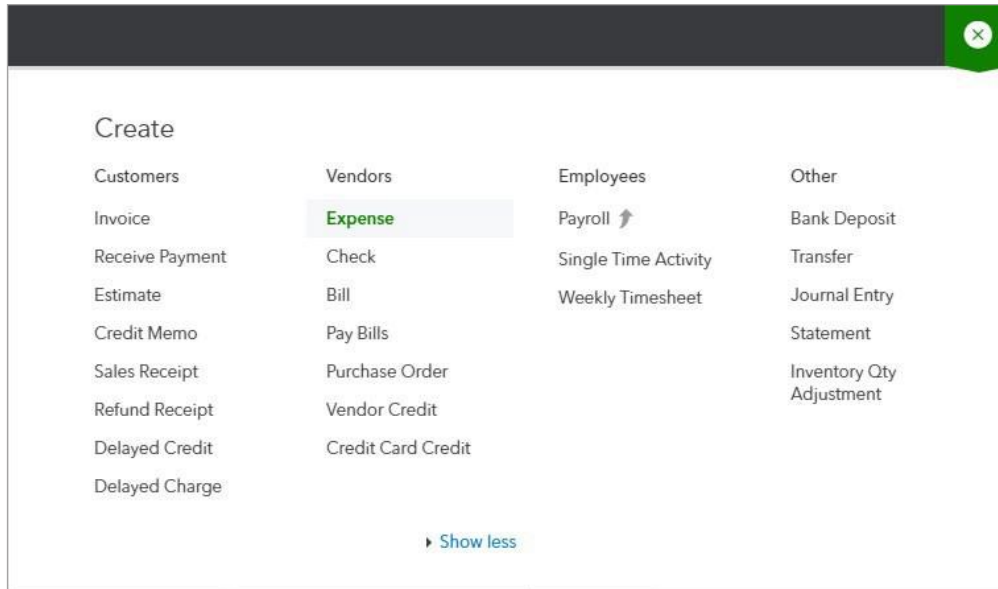
CREATE AN EXPENSE

There are so many ways to pay for things: EFTs (Electronic Fund Transfers) checks, credit cards, debit cards, and more. How do you enter these in QuickBooks? The choice is simple. If you wrote or printed a check, use the check form. For EVERYTHING else, use the Expense form.

NOTE: If you connect a bank account, you don't have to worry about entering the non-check transactions yourself. QuickBooks downloads them automatically, and when you approve them they are added as expenses.

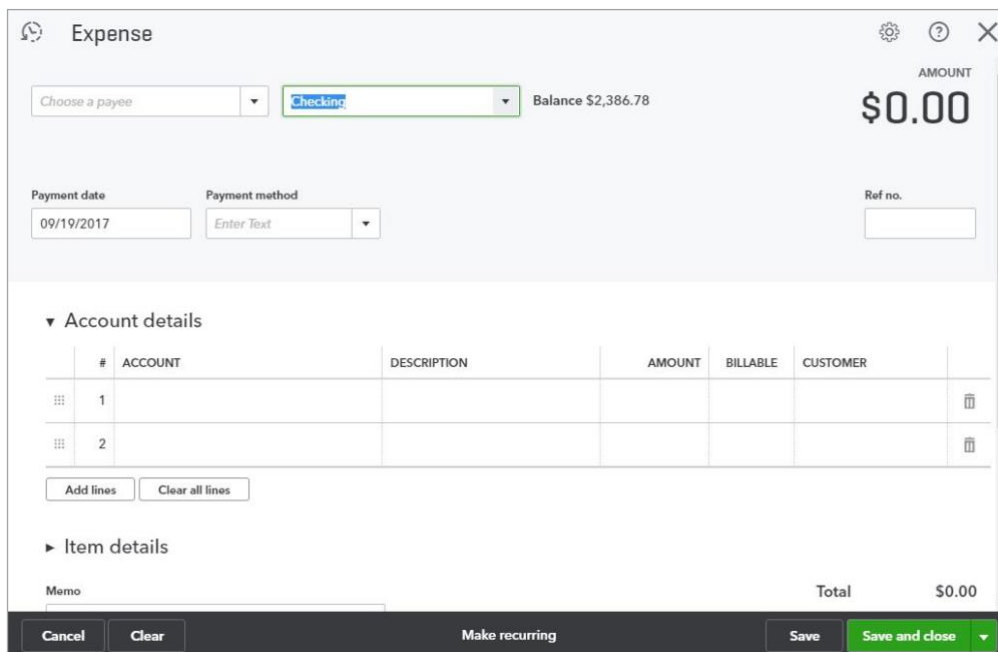
Remember to use the Expense form for any payment form OTHER than check (Debit or Credit card, EFT, wire transfer, etc.)

1. Click the  sign.
2. Select **Expense**.



3. Select the appropriate payment account. This is where the funds to make the purchase are coming from. For debit cards and online transfers from your bank, use the appropriate bank account. For credit cards, setup and use the appropriate credit card.

NOTE: If you select a credit card, QuickBooks INCREASES how much you owe that credit card. If you select a bank account, QuickBooks DECREASES how much you have available in that account.



The screenshot shows the 'Expense' form in QuickBooks. The form is titled 'Expense' and has a close button (X) in the top right corner. The 'Choose a payee' dropdown is set to 'Checking', and the balance is \$2,386.78. The amount is \$0.00. The 'Payment date' is 09/19/2017, and the 'Payment method' is 'Enter Text'. The 'Ref no.' field is empty. The 'Account details' section is expanded, showing a table with columns: #, ACCOUNT, DESCRIPTION, AMOUNT, BILLABLE, CUSTOMER, and a trash icon. There are two rows in the table, both with empty cells. Below the table are 'Add lines' and 'Clear all lines' buttons. The 'Item details' section is collapsed. The 'Memo' field is empty. The 'Total' is \$0.00. At the bottom, there are 'Cancel', 'Clear', 'Make recurring', 'Save', and 'Save and close' buttons.

4. Select the Payment method. This isn't really necessary for a Credit Card, because there is only 1 form of payment - "Credit Card" or "MasterCard". However, if you're paying for this expense from your bank account, the payment method might be Debit Card, ACH, Wire Transfer, and so on. You can Add New payment methods directly from the drop down list.

The screenshot shows the 'Expense' form with the following details:

- Payee:** Choose a payee (dropdown)
- Account:** Checking (dropdown)
- Balance:** \$2,386.78
- AMOUNT:** \$0.00
- Payment date:** 09/19/2017
- Payment method:** Enter Text (dropdown menu is open, showing options: Add new, American Express, Cash, Check, Credit Card, Diners Club, Discover, Mastercard, Visa)
- Ref no.:** (text input)
- Account details table:**

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	CUSTOMER
1					
2					
- Item details:** Memo (text input)
- Total:** \$0.00
- Buttons:** Cancel, Clear, Make recurring, Save, Save and close

5. Enter appropriate information in the Expense form. It's helpful to remember that you should always capture at least 4 pieces of information on EVERY transaction:

- **Who?** A vendor for expenses, customers on sales, and employees on paychecks
- **When?** The date of the transaction
- **What?** What did you buy for an expense. On invoices use a product or service. And...
- **How much?** The amount of the transaction

The screenshot shows the 'Expense' form with the following details:

- Payee:** Cigna Health Care (dropdown)
- Account:** Checking (dropdown)
- Balance:** \$2,386.78
- AMOUNT:** \$200.00
- Payment date:** 09/19/2017
- Payment method:** Enter Text (dropdown)
- Ref no.:** (text input)
- Account details table:**

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	CUSTOMER
1	Insurance		200.00	<input type="checkbox"/>	Enter Text
2					
- Item details:** Memo (text input)
- Total:** \$200.00
- Buttons:** Cancel, Clear, Make recurring, Save, Save and close

6. Click Save and new if you want to enter more expenses. Or if this is the last one, click the drop-down arrow and select **Save and close**.

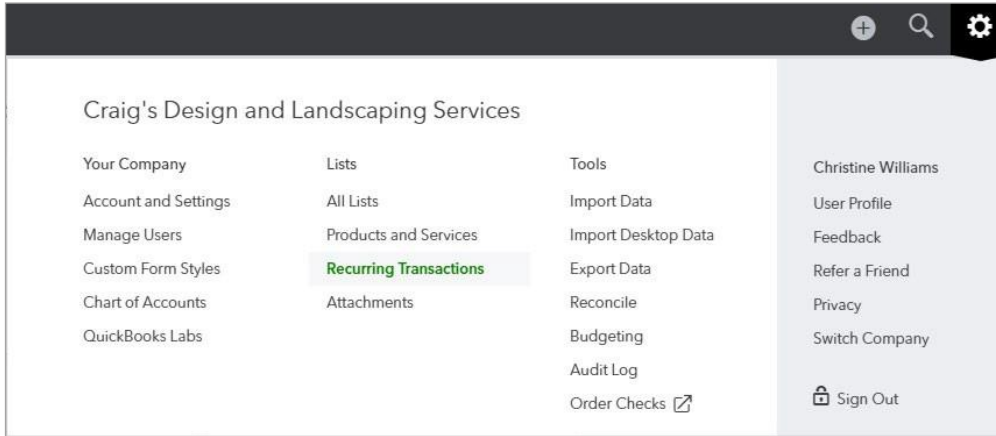
AUTOMATING DATA ENTRY - RECURRING TRANSACTIONS

Most businesses have to repeatedly enter the same transaction periodically. For example, you have to create the same check for rent to the landlord every month. Or if you're a landlord or membership organization, you have to create the same invoice to send to your renters or members every month.

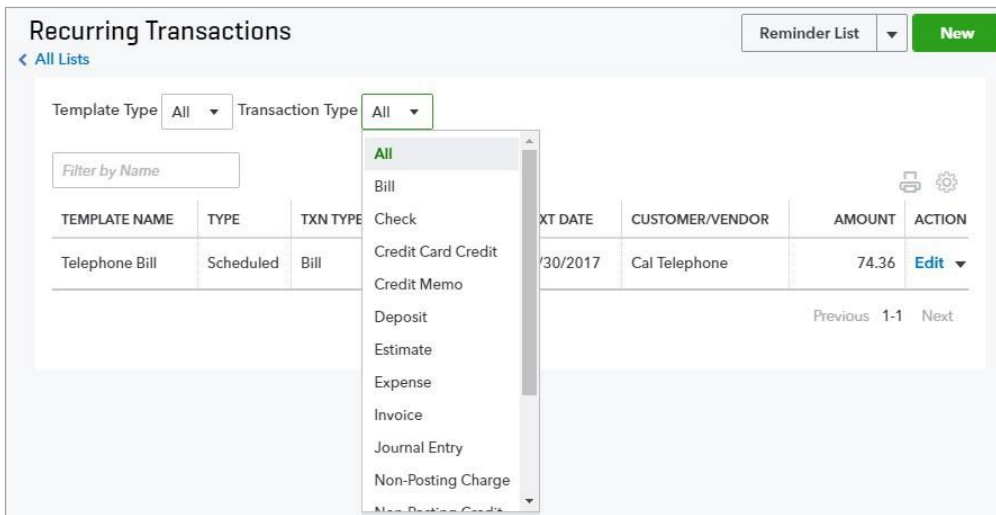
In both cases, the name (who), amount (how much), and account/category (what) doesn't change. The date (when) is the only change and it's based on a specific frequency (e.g. weekly, monthly, etc.). Don't waste your time entering these transactions yourself. Let QuickBooks do the work for you by setting up Recurring Transactions. In this example, we'll automate a rent check that we have to print every month.

WHAT TRANSACTIONS CAN YOU MAKE RECURRING?

1. Click the  icon and select **Recurring Transactions**.



2. Click the Transaction Type drop down list.



CREATE A RECURRING TRANSACTION

3. Create a new transaction and add information that will be the same every time.

Check #75

Hall Properties | Checking | Balance \$2,501.78 | AMOUNT \$900.00

Mailing address: Hall Properties, P.O.Box 357, South Orange, NJ 07079

Payment date: 10/19/2017

Check no.: 75

Print later

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	CUSTOMER
1	Rent & Lease		900.00		
2					

▶ Item details

Memo: | Total \$900.00

Buttons: Cancel, Clear, Print check, Order checks, Make recurring, More, Save and close

4. Click [Make recurring](#).

5. Enter the appropriate information for the recurring transaction.

Check

Recurring Check

Template name: Hall Properties | Type: Scheduled | Create: days in advance

Payee: Hall Properties | Account: Checking

Interval: Monthly on day 1st of every 1 month(s) | Start date: | End: None

Mailing address: Hall Properties, P.O.Box 357, South Orange, NJ 07079

Check no.: | Print later

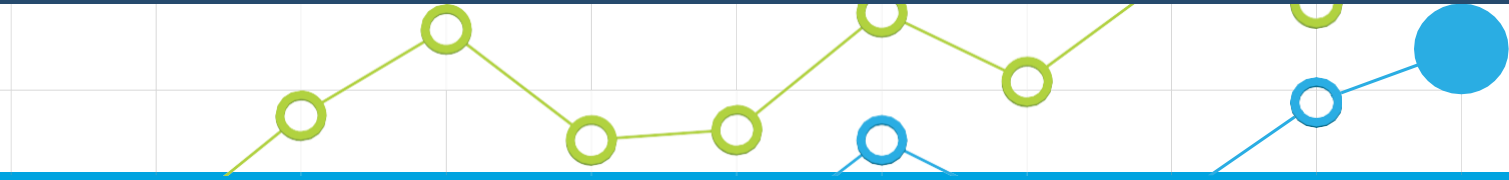
▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	CUSTOMER
1	Rent & Lease		900.00		
2					

Buttons: Cancel, Clear, Save template

6. Click [Save template](#).

HOW TO MERGE (COMBINE) ENTRIES ON A LIST



You'll probably come across this real-world scenario. Someone accidentally enters the same "thing" (name, account, etc.) on a list by accident. This often happens because they misspell the entry. Now you have a problem. The list contains duplicate entries for the same thing.

In this example, we had a customer named "Calvin Baker" but someone else entered an invoice to "Cal Baker". They should have used Calvin Baker. Note: If the wrong name was only used on 1 transaction, you could edit the transaction (invoice in this case) and change the name. But what if there are 100's of transactions associated with the "wrong" name? Merging solves this problem.


In this example, we want to merge "Cal Baker" and all the associated transactions with Calvin Baker. Let's merge these 2 names (note: this technique works on other lists too).

1. Click the **Sales** tab and select **Customers** at the top.

2. Since there are two individual customer records for the same customer you'll need to merge them. On the Customers list click the name that you are going to merge (i.e. the one you're removing), in this case, **Calvin Baker**.

CUSTOMER	COMPANY	PHONE	OPEN BALANCE	ACTION
Amy's Bird Sanctuary		(650) 555-3311	\$239.00	Receive payment
Bill's Windsurf Shop		(415) 444-6538	\$85.00	Receive payment
Cal Baker		(415) 555-8863	\$233.28	Receive payment
Calvin Baker		(415) 555-8863	\$414.72	Receive payment




3. To make sure our fix works, note that Calvin Baker owes us \$414.72 for this invoice number 1039. When we've completed merging, this invoice should be under Cal Baker.

Calvin Baker  Edit New transaction ▾

[Add notes](#)

\$414.72 OPEN
\$0.00 OVERDUE

Transaction List | Customer Details

Batch actions ▾ Filter ▾   

<input type="checkbox"/>	DATE ▾	TYPE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	09/30/2...	Invoice	1039	10/30/2017	\$414.72	\$414.72	Open	Receive payment ▾

4. Click [Edit](#).

5. In the **Display name as** field enter the name you are merging this customer's record with, [Cal Baker](#).

Customer Information ✕

Title First name Middle name Last name Suffix Email

Separate multiple emails with commas

Company Phone Mobile Fax
 (415) 555-8863

* Display name as Other Website
[Cal Baker](#)

Print on check as Use display name

Is sub-customer
 Enter parent customer ▾ Bill with parent ▾

Address Notes Tax info Payment and billing Attachments

Billing address [map](#) Shipping address [map](#) Same as billing address

Street Street

City/Town State City/Town State

ZIP Country ZIP Country


Cancel Make inactive Privacy Save

6. Click [Save](#).

7. Click [Yes](#) when asked to confirm that you are merging the two customer records.

Please Confirm
 That name is already being used. Would you like to merge the two?

8. Click on the entry you merged the other one into. Here is invoice number 1039 for \$414.72.

Cal Baker 

[Add notes](#)

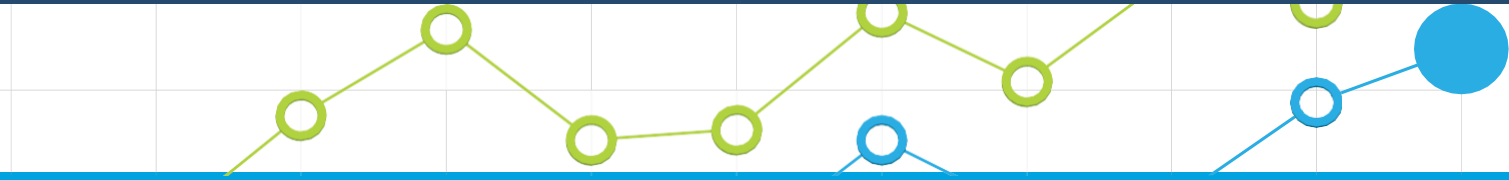
\$648.00 OPEN

\$0.00 OVERDUE

Transaction List | Customer Details

<input type="checkbox"/>	DATE	TYPE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	09/30/2...	Invoice	1039	10/30/2017	\$414.72	\$414.72	Open	Receive payment
<input type="checkbox"/>	01/18/2...	Invoice	1010	02/17/2017	\$233.28	\$233.28	Open	Receive payment

HOW TO USE CLASS TRACKING (only available in QBO Plus)




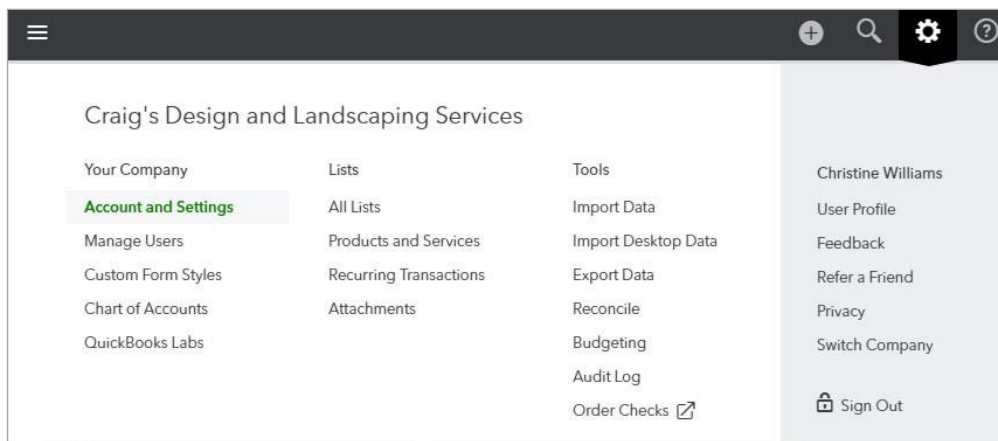
Some businesses need to track the sales and expenses for one part of their business separately from another part of their business. Sales minus expenses represents profit. That's why these "parts" of a business are often called "Profit Centers".

For example, a store with 2 locations wants to track the sales and expenses (profit) of each location separately. Or a bakery that has a retail shop and a catering division wants to track the sales and expenses (profit) of each division separately. QuickBooks provides 2 ways to do this. If you need to track different locations, use [Locations](#). And if you need to track another type of profit center, use [Classes](#).

A good way to understand how location and class tracking works is to think of them as a way to "tag" sales and expenses with a specific profit center (you can even split a transaction and tag it with 2 or more classes/locations - for example, if you make one purchase for office supplies that are distributed to the different profit centers).

In this example, our landscaping company needs to track two profit centers separately: Maintenance (mowing, etc.) and Construction (installing fountains and fireplaces). The goal is to tag transactions appropriately so you can quickly see how profitable each profit center is.

1. Click the  icon to open the Company menu.
2. Click [Account and Settings](#).



3. Click the **Advanced** tab.

Category	Setting	Value	Action
Accounting	First month of fiscal year	January	✎
	First month of income tax year	Same as fiscal year	
	Accounting method	Accrual	
	Close the books	Off	
Company type	Tax form		✎
	Chart of accounts	Enable account numbers	Off ✎
Categories	Track classes	Off ✎	
	Track locations	Off	
Automation	Pre-fill forms with previously entered content	On ✎	
	Automatically apply credits	On	
	Automatically invoice unbilled activity	Off	
	Copy estimates to invoices	Off	

Done

4. In the **Categories** section turn on **Track classes**.


Category	Setting	Value	Action
Accounting	Accounting method	Accrual	
	Close the books	Off	
Company type	Tax form		✎
	Chart of accounts	Enable account numbers	Off ✎
Categories	Track classes	<input checked="" type="checkbox"/> On	
	Warn me when a transaction isn't assigned a class	<input type="checkbox"/>	
Assign classes		One to each row in transaction	
Track locations	Track locations	<input type="checkbox"/> Off	
	Automation	Pre-fill forms with previously entered content	On ✎
	Automatically apply credits	On	

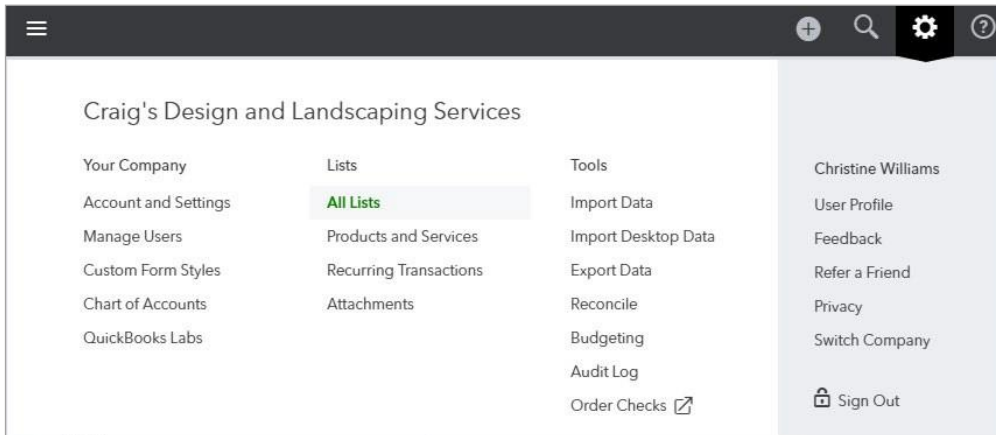
Cancel **Save**

Done

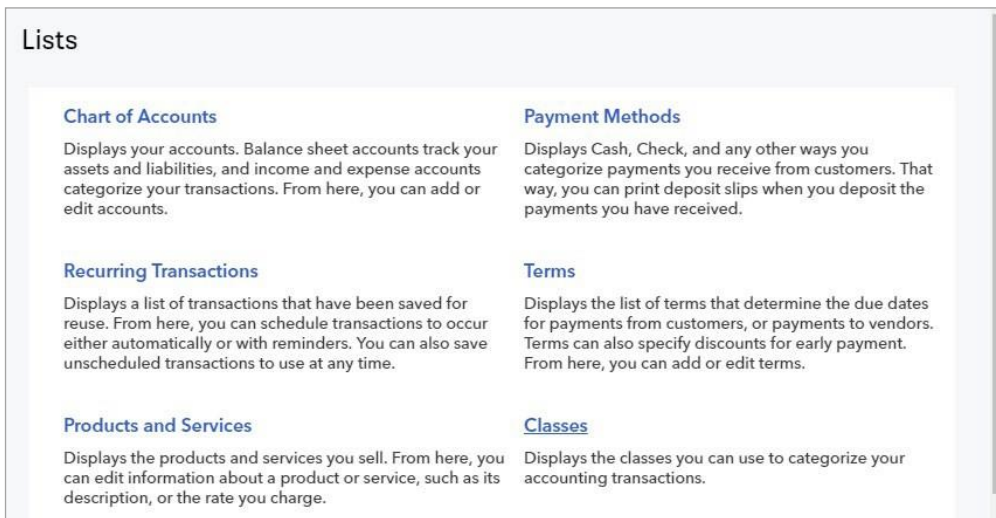
5. Click **Save** and **Done**.

ADD CLASSES

1. Click the  icon.
2. Under Lists click [All Lists](#), and select [Classes](#).



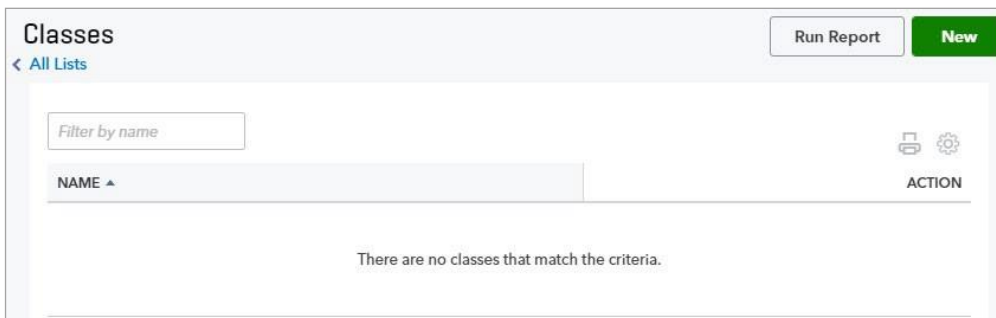
The screenshot shows the top navigation menu of the QuickBooks Online interface. The menu is organized into three columns. The first column contains options like 'Your Company', 'Account and Settings', 'Manage Users', 'Custom Form Styles', 'Chart of Accounts', and 'QuickBooks Labs'. The second column, labeled 'Lists', has 'All Lists' highlighted in green, with other options including 'Products and Services', 'Recurring Transactions', and 'Attachments'. The third column, labeled 'Tools', includes 'Import Data', 'Import Desktop Data', 'Export Data', 'Reconcile', 'Budgeting', 'Audit Log', and 'Order Checks'. On the right side, there is a user profile section for 'Christine Williams' with options for 'User Profile', 'Feedback', 'Refer a Friend', 'Privacy', 'Switch Company', and 'Sign Out'.



The screenshot shows the 'Lists' page in QuickBooks Online. It features a grid of six list categories, each with a title and a brief description:

- Chart of Accounts**: Displays your accounts. Balance sheet accounts track your assets and liabilities, and income and expense accounts categorize your transactions. From here, you can add or edit accounts.
- Payment Methods**: Displays Cash, Check, and any other ways you categorize payments you receive from customers. That way, you can print deposit slips when you deposit the payments you have received.
- Recurring Transactions**: Displays a list of transactions that have been saved for reuse. From here, you can schedule transactions to occur either automatically or with reminders. You can also save unscheduled transactions to use at any time.
- Terms**: Displays the list of terms that determine the due dates for payments from customers, or payments to vendors. Terms can also specify discounts for early payment. From here, you can add or edit terms.
- Products and Services**: Displays the products and services you sell. From here, you can edit information about a product or service, such as its description, or the rate you charge.
- Classes**: Displays the classes you can use to categorize your accounting transactions.

3. Click [New](#).



The screenshot shows the 'Classes' page in QuickBooks Online. At the top right, there are two buttons: 'Run Report' and 'New'. Below the buttons is a search filter box labeled 'Filter by name'. The main content area shows a table header with 'NAME' and 'ACTION' columns. Below the header, a message states: 'There are no classes that match the criteria.'

4. Name the class Mowing/Maintenance and click [Save](#).

Class

*** Name**
Mowing/Maintenance

Is sub-class

[Cancel](#) [Save](#)

5. Create a second class named Construction/Hardscapes and click [Save](#).

Class



*** Name**
Construction/Hardscapes

Is sub-class

[Cancel](#) [Save](#)

ASSIGN CLASSES TO AN EXPENSE TRANSACTION

1. Click the  sign.
2. Select [Expense](#).

☰  

Create

Customers	Vendors	Employees	Other
Invoice	Expense	Payroll ↕	Bank Deposit
Receive Payment	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge			

[▶ Show less](#)

- Enter the date as the first of next month.
- Select the appropriate payment account, Payment method, Expense information, and Class.

Expense #952 AMOUNT

Tania's Nursery Checking Balance \$2,786.00 **\$1,000.00**

Payment date: 10/01/2017 Payment method: Enter Text Ref no.: 952

#	ACCOUNT	DESCRIPTION	AMOUNT	CLASS
1	Job Expenses:Job Materials:Plants and Soil		1,000.00	Construction/Hardscapes
2				

Total **\$1,000.00**

Buttons: Cancel, Clear, Make recurring, Save, **Save and new** (dropdown arrow)

- Click the Save and new drop-down arrow and select **Save and close**.

ASSIGN CLASSES TO A SALES RECEIPT TRANSACTION

- Click the **+** sign.
- Because the customer paid at the time of the sale, you don't need to create an invoice. Instead create a **Sales Receipt**.

☰
+
🔍

Create

Customers	Vendors	Employees	Other
Invoice	Expense	Payroll ↕	Bank Deposit
Receive Payment	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge			

▶ Show less

8. Enter the date as the first of next month.

Sales Receipt ? X

Choose a customer Email (Separate emails with a comma)

Send later

AMOUNT
\$0.00

Billing address

Sales Receipt date

Payment method Reference no. Deposit to

Accept payments in QuickBooks

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	CLASS
1						
2						

Cancel Clear Print or Preview Make recurring Customize Save **Save and send**

9. Select the appropriate payment account, Payment method, Expense information, and Class.

Sales Receipt ? X

Dylan Sollfrank Email (Separate emails with a comma)

Send later

AMOUNT
\$337.50

Billing address

Sales Receipt date

Payment method Reference no. Deposit to


Accept payments in QuickBooks

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	CLASS
1	Design	Custom Design	4.5	75	337.50	Construction/Hardscapes
2						

Add lines Clear all lines Total **\$337.50**

10. Select **Save and close**.

ASSIGN CLASSES TO A CHECK TRANSACTION

11. Click the  sign.
12. Select **Check**. Enter the date as the first of next month.

Check #71 ? ×

Choose a payee Checking Balance \$1,786.00 **AMOUNT \$0.00**

Mailing address Payment date Check no.
 Print later

#	ACCOUNT	DESCRIPTION	AMOUNT	CLASS
1				
2				

Memo **Total \$0.00**

13. Enter the payee and payment account.

Check #71 ? ×

Chin's Gas and Oil Checking Balance \$1,786.00 **AMOUNT \$0.00**

Mailing address Payment date Check no.
 Print later

#	ACCOUNT	DESCRIPTION	AMOUNT	CLASS
1				
2				

Memo **Total \$0.00**

14. Select the account details, including assigning a Class.

Check #71

Chin's Gas and Oil | Checking | Balance \$1,786.00

AMOUNT: **\$185.00**

Mailing address: Chin's Gas and Oil | Payment date: 10/01/2017 | Check no.: 71

#	ACCOUNT	DESCRIPTION	AMOUNT	CLASS
1	Repairs & Maintenance		185.00	Mowing/Maintenance
2				

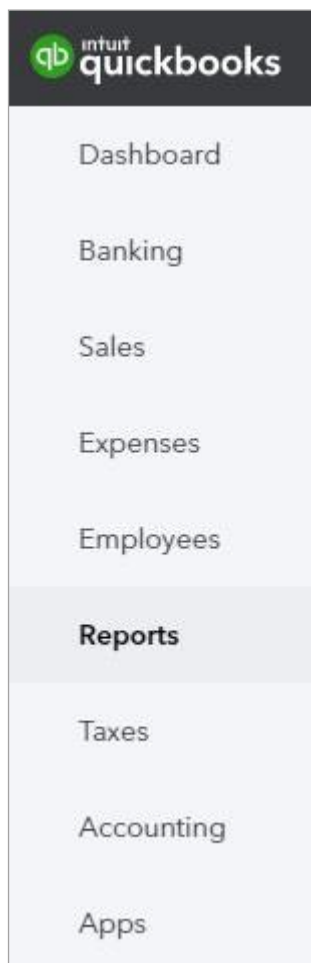
Total: \$185.00


Buttons: Cancel, Clear, Print check, Order checks, Make recurring, More, Save and new

15. Select [Save and close](#).

RUN A REPORT BASED ON CLASSES

16. Click the [Reports](#) tab.



- Search for **Profit and Loss by Class**.
- Click the  icon.
- Adjust the date range to reflect **Next Month**.

Report period

- This Year-to-date ▼
- Last Quarter-to-date ▲
- Last Year
- Last Year-to-date
- Since 30 Days Ago
- Since 60 Days Ago
- Since 90 Days Ago
- Since 365 Days Ago
- Next Week
- Next 4 Weeks
- Next Month**
- Next Quarter
- Next Year

- The first two columns show information from the Mowing/Maintenance and Construction/Hardscapes classes.

Display columns by: Classes | Show non-zero or active only: Active rows/active columns | Period to compare: Select period | Accounting method: Cash Accrual | **Run report**

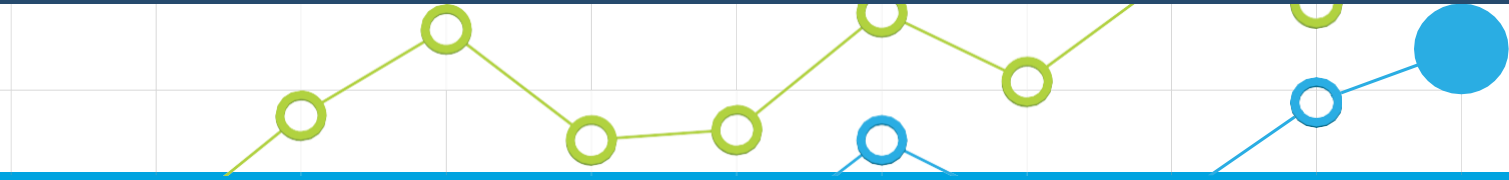
Collapse Sort Add notes Edit header

Craig's Design and Landscaping Services
PROFIT AND LOSS BY CLASS
October 2017

	CONSTRUCTION/HARDSCAPES	MOWING/MAINTENANCE	TOTAL
▼ INCOME			
Sales	337.50		\$337.50
Total Income	\$337.50	\$0.00	\$337.50
GROSS PROFIT	\$337.50	\$0.00	\$337.50
▼ EXPENSES			
▼ Job Expenses			\$0.00
▼ Job Materials			\$0.00
Plants and Soil	1,000.00		\$1,000.00
Total Job Materials	1,000.00		\$1,000.00
Total Job Expenses	1,000.00		\$1,000.00
Repairs & Maintena...		185.00	\$185.00
Total Expenses	\$1,000.00	\$185.00	\$1,185.00
NET INCOME	\$-662.50	\$-185.00	\$-847.50


NOTE: Any transactions entered within the report's date range not categorized by class will appear in a Not Specified column.

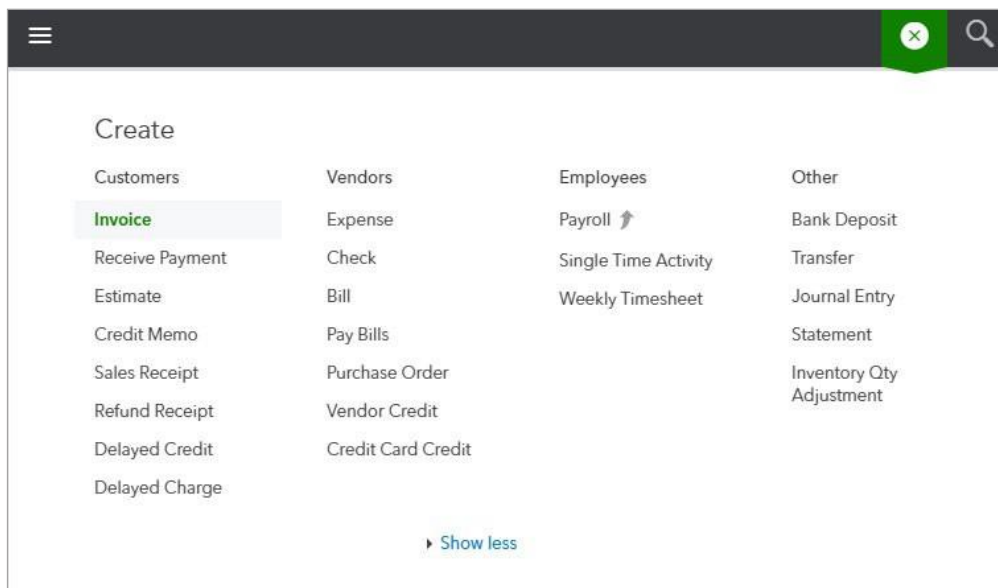
HOW TO USE INVOICE AND RECEIVE PAYMENT FROM A CUSTOMER



If you deliver goods or provide services before the customer pays, record the sale with an invoice. Invoices record an increase in sales income and Accounts Receivable, which tracks how much customers owe you. The invoice date reflects the sale date, and the due date tells the customer when payment is due. QuickBooks will automatically calculate the due date for you based on the terms you enter. What are terms? These tell your customer how long they have to pay.

CREATE AND SEND AN INVOICE

1. Click the  sign.
2. Select [Invoice](#).



3. Click the **Customer** drop-down arrow and select an existing customer, or add a new one.

Invoice

Choose a customer: **Net 30** | Email (Separate emails with a comma): | Payment Options: **Get set up**

Send later **Cc/Bcc** | Credit card | Free bank transfer A/C/E

BALANCE DUE
\$0.00

Terms: **Net 30** | Invoice date: 10/01/2017 | Due date: 10/31/2017

	DESCRIPTION	QTY	RATE	AMOUNT	CLASS	
1						
2						

Total: \$0.00
Balance due: \$0.00

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and send

4. Click the **Terms** drop down to select when the invoice is due.

Invoice

Jeff's Jalopies | Jalopies@intuit.com | Payment Options: **Get set up**

Send later **Cc/Bcc** | Credit card | Free bank transfer A/C/E

BALANCE DUE
\$0.00

Billing address: Jeff's Jalopies, 12 Willow Rd., Menlo Park, CA 94305 | Terms: **Net 30** | Invoice date: 10/01/2017 | Due date: 10/31/2017

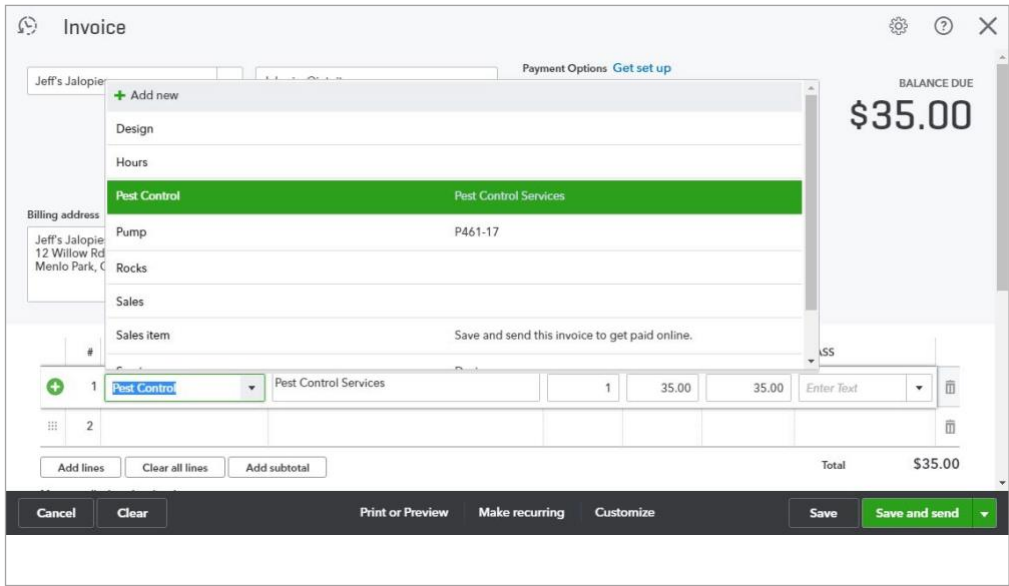
#	PRODUCT/SERVICE	QTY	RATE	AMOUNT	CLASS	
1						
2						

Total: \$0.00
Balance due: \$0.00

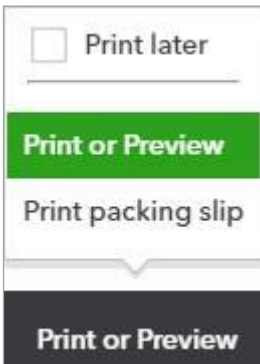
Message displayed on invoice: Thank you for your business and have a great day!

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and send

5. Click the **Product/Service** drop-down arrow to select an existing service. You can also add a new one if necessary. Note: Each product or service “points” to an income account that tells QuickBooks to increase that income account each time you sell that product/service.



6. Click **Print or Preview** to view what the invoice you print or send will look like. You can print the invoice directly from this window.



7. To email the invoice, click **Save and send** and follow the steps.

SEE A LIST OF OVERDUE CUSTOMERS

1. Click the [Sales](#) tab and select [Customers](#) at the top.

The screenshot shows the QuickBooks interface with the 'Customers' tab selected. The top navigation bar includes 'Dashboard', 'Invoices', 'All Sales', 'Customers', and 'Products and Services'. A sidebar on the left lists various categories: Banking, Sales, Expenses, Employees, Reports, Taxes, and Accounting. The main content area displays a 'Customers' summary with a 'New customer' button. Below this, three metrics are shown: 'Unbilled Last 365 Days' (\$0, 0 ESTIMATE, 0 UNBILLED ACTIVITY), 'Unpaid Last 365 Days' (\$1,237, 1 OVERDUE, \$2,158, 5 OPEN INVOICES), and 'Paid' (\$0, 0 PAID LAST 30 DAYS). A table below the metrics has columns for 'CUSTOMER', 'COMPANY', 'PHONE', 'OPEN BALANCE', and 'ACTION'. A search bar and 'Batch actions' dropdown are also visible.

2. Click the [Overdue](#) filter on the top money bar to see any customers with an overdue balance.

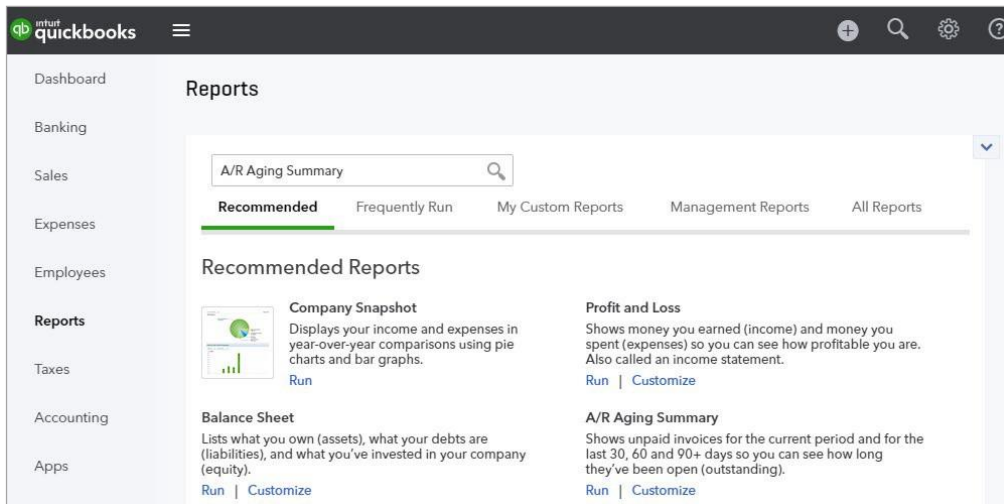
This screenshot is similar to the first one but with the 'Overdue' filter applied. The 'Unpaid Last 365 Days' metric now shows '\$1,237' and '1 OVERDUE'. The table below has columns for 'CUSTOMER', 'PHONE', 'PENDING INVOICES', 'OVERDUE BALANCE', and 'ACTION'. A 'Clear Filter / View All' link is visible next to the 'Customers' title.

REVIEW THE ACCOUNTS RECEIVABLE (A/R) AGING SUMMARY REPORT

3. Click the [Reports](#) tab.

The screenshot shows the QuickBooks navigation menu. The 'intuit quickbooks' logo is at the top. Below it, a list of menu items is shown: Dashboard, Banking, Sales, Expenses, Employees, Reports, Taxes, Accounting, and Apps. The 'Reports' item is highlighted with a dark background.

4. Enter **A/R Aging Summary** in the search field.



5. This report displays how much of each customer’s balance is current (i.e. not overdue) versus overdue.

RECEIVE AND DEPOSIT INVOICE PAYMENTS(USING UNDEPOSITED FUNDS)

Use the Receive Payment form to record customer payments against invoices. However, to record the deposit correctly you must answer 1 question.

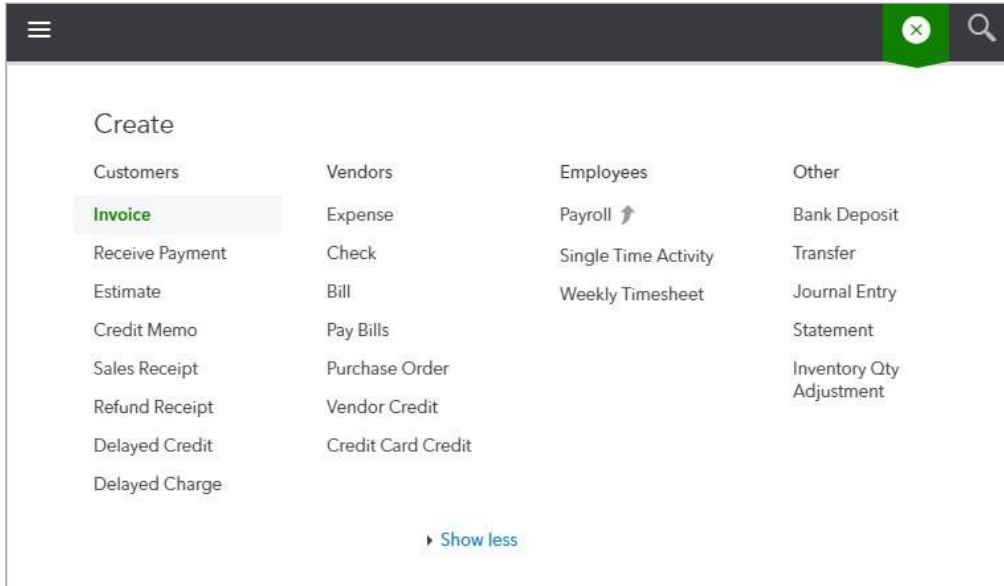
Does this customer payment amount match the actual deposit you made at the bank? If you only deposited that 1 customer payment, the answer is **YES** and you can **record that the customer payment was deposited into the bank account**.

However, in many cases the answer is **NO**. Why? Because most businesses deposit multiple customer payments together. That customer payment is part of a bigger deposit that includes other customer payments. For example, if you receive 3 checks for \$100 each, and make one deposit at the end of the day for \$300, you should **NOT record that each customer payment was deposited into the bank account**. If you do, your QuickBooks records will show 3 deposits of \$100 each, and the bank will show 1 deposit for \$300. You won’t be able to reconcile your bank account, and when the bank downloads the deposit of \$300, it won’t “match” the 3 deposits of \$100 each.

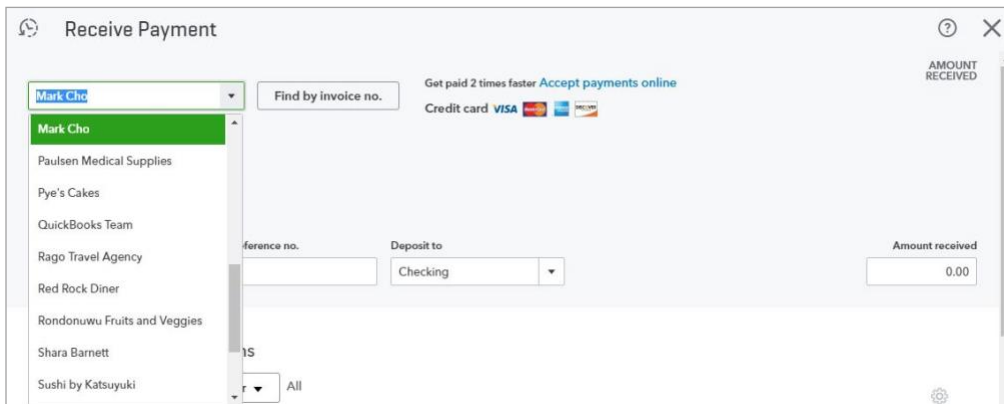
To solve this issue, deposit each payment to “Undeposited Funds” first, and then deposit the combined amount from Undeposited Funds into the bank account. You learn how in the next steps.

RECEIVE INVOICE PAYMENT

1. Click the  sign.
2. Select **Receive Payment**.



3. Select the **customer**.



- Enter the remaining information. Receive the payment ten days after the invoice date. Deposit it to Undeposited Funds.

Receive Payment

Mark Cho Find by invoice no. Get paid 2 times faster [Accept payments online](#)
Credit card

AMOUNT RECEIVED

Payment date: 10/10/2017

Payment method: Check Reference no.: Deposit to: Undeposited Funds Amount received: 0.00

Outstanding Transactions

Find Invoice No. Filter All

<input type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input type="checkbox"/>	Invoice # 1007 (09/14/2016)	10/14/2016	314.28	314.28	<input type="text"/>

< First Previous 1-1 of 1 Next Last >

Cancel Clear **Save and new**

- Select the Outstanding Transaction(s).

Receive Payment

Mark Cho Find by invoice no. Get paid 2 times faster [Accept payments online](#)
Credit card

AMOUNT RECEIVED

\$314.28

Payment date: 10/10/2017

Payment method: Check Reference no.: Deposit to: Undeposited Funds Amount received: 314.28

Outstanding Transactions

Find Invoice No. Filter All

<input checked="" type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1007 (09/14/2016)	10/14/2016	314.28	314.28	314.28

< First Previous 1-1 of 1 Next Last >

Amount to Apply: \$314.28
 Amount to Credit: \$0.00

Clear Payment

Cancel Clear **Save and new**


- Enter a Memo. (Optional)
- Click the **Save and close**.

You can see the Undeposited Funds account on the Chart of Accounts. In this case, the balance is \$701.28 which represents 2 payments. The \$314.28 payment we just received, and a payment of \$387 that we received earlier.

Chart of Accounts		Reconcile			
Chart of Accounts				Run Report	New
Filter by name					
NAME	TYPE	DETAIL TYPE	QUICKBOOKS BA	BANK BALANCE	ACTION
Checking	Bank	Checking	1,938.50		View register
Accounts Receivable (A/R)	Accounts rec...	Accounts Re...	2,158.22		View register
Inventory Asset	Other Curre...	Inventory	0.00		View register
Uncategorized Asset	Other Curre...	Other Curre...	0.00		View register
Undeposited Funds	Other Curre...	Undeposited...	701.28		View register


Now we'll deposit this amount to the checking account which currently has a balance of \$1,938.50.

RECORD DEPOSIT

1. Click the  sign. Say you received other checks as well today, and you need to deposit these at the bank.
2. Select [Bank Deposit](#).

✕

Create

Customers	Vendors	Employees	Other
Invoice	Expense	Payroll 	Bank Deposit
Receive Payment	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge			

[▶ Show less](#)

3. Click the Account drop-down arrow and select the account to deposit to.

Deposit

Checking Balance \$1,938.50 Date 01/18/2017

AMOUNT \$0.00

+ Add new

Checking Bank

Inventory Asset Other Current Assets

Uncategorized Asset Other Current Assets

Undeposited Funds Other Current Assets

	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input type="checkbox"/>	10/10/2017	Payment	Check			314.28
<input type="checkbox"/>	01/18/2017	Payment	Check			387.00

1-2

Select all Clear all

Total 701.28

Selected Payments Total 0.00

Add New Deposits

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	CLASS
1							
2							

Cancel Clear Print Make recurring Save and close

4. Select the payments to deposit.

Deposit

Checking Balance \$1,938.50 Date 01/18/2017

AMOUNT \$701.28

Select Existing Payments

	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Mark Cho	10/10/2017	Payment	Check			314.28
<input checked="" type="checkbox"/>	Kookies by Kathy	01/18/2017	Payment	Check			387.00

1-2

Select all Clear all

Total 701.28

Selected Payments Total 701.28

Add New Deposits

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	CLASS
1							
2							

Cancel Clear Print Make recurring Save and close

5. Enter a Memo. (Optional)

6. Click [Save and close](#).

Now Undeposited Funds is zero and the checking account reflects the deposit. When you reconcile your bank account, your QuickBooks records will match the bank's records exactly.

Chart of Accounts Reconcile

Chart of Accounts Run Report New


< All Lists

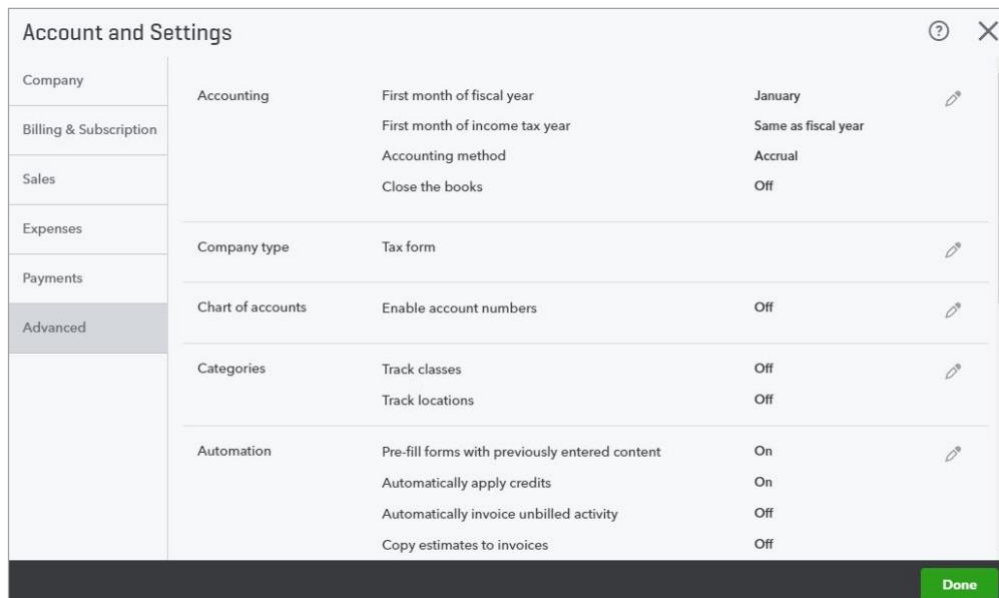
Filter by name

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BA	BANK BALANCE	ACTION
Checking	Bank	Checking	2,639.78		View register
Accounts Receivable (A/R)	Accounts rec...	Accounts Re...	2,158.22		View register
Inventory Asset	Other Curre...	Inventory	0.00		View register
Uncategorized Asset	Other Curre...	Other Curre...	0.00		View register
Undeposited Funds	Other Curre...	Undeposited...	0.00		View register

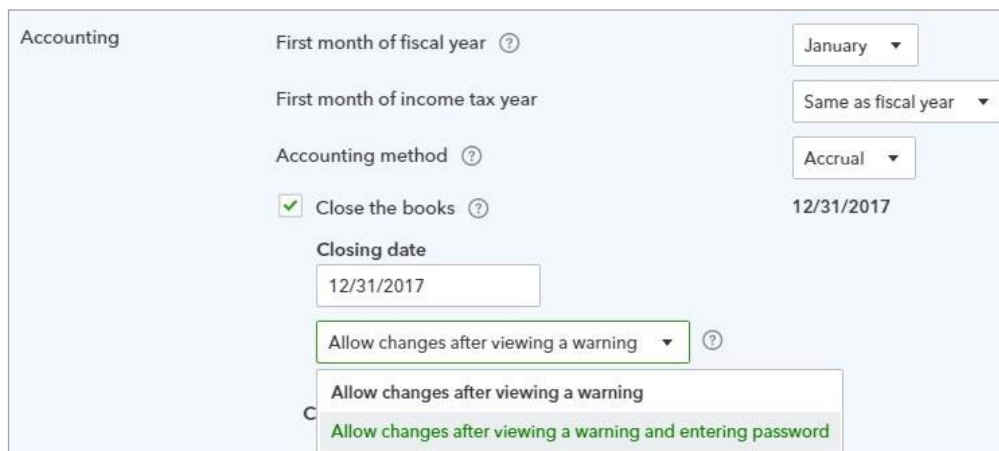
HOW TO SET A CLOSING DATE AND PASSWORD

The Closing Date in QuickBooks essentially “locks” QuickBooks on a certain date to avoid anyone modifying transactions (adding, editing, deleting) dated before that day. This is an important step to close prior accounting periods. If anyone wants/needs to modify a transaction prior to the closing date, they must know the closing date password (if you’ve set one).

1. Click the  icon and select **Account and Settings**.
2. Click the **Advanced** tab on the list to the left.



3. Click in the **Accounting** section.
4. Check the box next to **Close the books**.
5. Enter the **Closing date**.
6. Click the drop-down arrow and select the appropriate option.



7. Enter the password in the Password and Confirm Password fields. (Optional)

Accounting

First month of fiscal year ?

First month of income tax year

Accounting method ?

Close the books ? **12/31/2017**

Closing date

?

Password

Confirm Password

8. Click [Save](#) and [Done](#).