Intuit QuickBooks Training
by Real World Training

Mastering QuickBooks®
Level 1

Learning Manual
All times are CST (Class begins 7:30AM PST on the west coast, and 10:30am EST on the east coast).

Seminar Welcome........................................................................................................9:30

I. Introduction to QuickBooks............................................................9:55
   Break.................................................................................................................11:10

II. Working with Lists ..........................................................................11:25
III. Financial Statements ......................................................................12:05
   Lunch Break..............................................................................................12:30

IV. Items.......................................................................................................1:30
V. Customers & Sales-Part I .............................................................1:50
VI. Customers & Sales-Part II .............................................................2:50
   Break...........................................................................................................3:30

VII. Vendors & Expenses .................................................................3:45
   Class Dismissed..................................................................................5:00
   Appendix and Question & Answer Session ....................................5:10
   (Optional)
# Mastering QuickBooks
## Day 2 - Agenda

*All times are CST (Class begins 7:30AM PST on the west coast, and 10:30am EST on the east coast).*

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Chapter 1 -
Introduction to
QuickBooks®

Mastering QuickBooks
Day 1
Welcome
Welcome to Day 1 of the Mastering QuickBooks seminar. Using QuickBooks software effectively for your business is the focus of this seminar.

Goals/Learning Objectives
1) Learn the features and capabilities of QuickBooks.
2) Learn the most common problems (and their fixes!) in each area of QuickBooks.
3) Discover the tricks and tips of QuickBooks to help you use QuickBooks to its fullest potential.

About Intuit
Intuit Inc. is a leading provider of business and financial management solutions for small businesses, consumers and accounting professionals. Its flagship products and services, including QuickBooks®, Quicken® and TurboTax® software, simplify small business management and payroll processing, personal finance, and tax preparation and filing. ProSeries® and Lacerte® are Intuit's leading tax preparation software suites for professional accountants. For more information, visit www.intuit.com on the internet.

About Real World Training
Real World Training was founded in 1992 by David J. O'Brien, CPA. Initially the company provided one-on-one accounting software training to small businesses. In 1994, the company began focusing exclusively on QuickBooks and began offering training courses on the program. In 1996, Real World Training developed the Mastering QuickBooks seminar. Since that time, Real World Training has taught over 1,500,000 students how to master QuickBooks for their business. For more information on Real World Training or to see seminar schedules online, visit www.quickbookstraining.com on the internet.
Editions of QuickBooks

There are several editions of QuickBooks: QuickBooks Online, QuickBooks for Mac, QuickBooks Pro, QuickBooks Premier, and QuickBooks Enterprise Solutions.

Each edition includes basic features such as check writing, paying bills, entering sales and making deposits, and additional features and capabilities to support your growing business.

As an additional benefit, QuickBooks Pro, Premier, and Enterprise Solutions share a common look and feel. QuickBooks Premier and QuickBooks Enterprise Solutions are also available in industry-specific editions.

Your most important decision is whether to use online software or desktop software.

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<th>QuickBooks Editions</th>
<th>More Information</th>
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<td>Industry-Specific Editions</td>
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QuickBooks Online uses your web browser. Even though QuickBooks online works differently than the desktop editions of QuickBooks, it does have some benefits over the desktop editions. Visit quickbooks.intuit.com for more information.

**Advantages of QuickBooks Online**

QuickBooks Online has several advantages over the desktop editions of QuickBooks:

1) Anytime, anywhere access to QuickBooks.
2) All data is stored online, so there are no computer hassles or backup issues.
3) Because it’s all online, you’ll always be using the most current version.
4) Works flawlessly with smartphones and tablets.

1 Subscription based. Go to quickbooks.intuit.com for up to date pricing information.
QuickBooks for Mac

1) Print Checks, Pay Bills, Track Sales and Expenses
2) Create Estimates, Invoices, and Purchase Orders
3) Manage Payroll and Track Employee Time
4) Download Bank and Credit Card Transactions\(^1\)
5) Organize Customers, Vendors, and Transactions using Centers
6) Find Reports Quickly and Flag Favorites with the Report Center
7) Multi-user
8) Sync Contacts with Mac OS X Address Book
9) Exchange Data with QuickBooks for Windows

\(^1\) Online services vary by participating financial institutions or other parties, and may be subject to application approval, additional terms, conditions, and fees.

QuickBooks for Mac Home Page
QuickBooks Pro® Features

QuickBooks Pro includes the following functions:

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<td>Up to 3 Simultaneous Users</td>
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<td>Time Tracking</td>
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<td>Advanced Job Costing</td>
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<td>Integration with Word, Excel®, &amp; Outlook</td>
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<td>Integration with Leading Business Software Applications</td>
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<td>Create and Customize Professional-Looking Forms</td>
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<td>Automatically Create a Budget</td>
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<td>Vehicle Mileage Tracker</td>
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<td>Loan Manager</td>
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<td>Cash Flow Projector</td>
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<td>Fixed Asset Tracker</td>
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<td>Track Multiple Ship To Addresses</td>
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<td>Multicurrency</td>
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QuickBooks Premier Features

QuickBooks Premier includes everything in QuickBooks Pro, plus:

1) Up to 5 Simultaneous Users
2) Sales Orders/Back Orders
3) Inventory Assemblies
4) More Powerful Reports for Accountants
5) Export Report Templates
6) More Journal Entry Options
7) Create Forecasts
8) Business Planner Tool
9) Create Purchase Orders from Estimates and Sales Orders
10) Per Item Price Levels
11) Units of Measure-Simple
12) Improved Invoicing for Time and Expenses
QuickBooks Enterprise Solutions includes everything in QuickBooks Premier, plus:

1) Up to 30 Simultaneous Users  
2) Improved Multi-user Performance  
3) Enhanced Security  
4) Expanded List Capacity  
5) Advanced Inventory\(^1\)  
6) Combine Reports from Multiple Companies  
7) Run Reports Faster  
8) QuickBooks Statement Writer  
9) Even More Journal Entry Options  
10) Units of Measure-Advanced  
11) Enhanced Custom Field Capability  
12) Custom Advanced Reporting with ODBC  
13) Enhanced Inventory Receiving

\(^1\) Additional fees may apply.
Industry-Specific QuickBooks

QuickBooks Premier and QuickBooks Enterprise Solutions are available in industry-specific editions. The following industry-specific editions are currently available: Contractors (Construction), Nonprofit Organizations, Manufacturers/Wholesalers, Retail, Professional Services, and Accounting Firms. Visit quickbooks.intuit.com for information on new industry-specific QuickBooks editions as they become available.

1) QuickBooks Contractor Edition
QuickBooks Contractor Edition includes everything in QuickBooks, plus:

1) Contractor Specific Menu
2) Job Costing Center
3) Contractor Reports: (Including)
   - Job Status
   - Job Costs by Vendor
   - Costs-to-Complete
   - Unpaid Job Bills by Vendor
   - Expenses Not Assigned to Jobs
   - Certified Payroll - Box 1 Employee Info
4) Change Orders
5) Billing Rate Levels
2) QuickBooks Nonprofit Edition
QuickBooks Nonprofit Edition includes everything in QuickBooks, plus:

1) Nonprofit Specific Home Page and Menu
2) Nonprofit Reports: (Including)
   - Biggest Donors/Grants
   - Donors/Grants Report
   - Programs/Projects Report
   - Budget vs. Actual by Donors/Grants
   - Budget vs. Actual by Programs/Projects
   - Statement of Financial Position
   - Statement of Functional Expenses
     (Form 990 Report)
3) Special Forms (Enter Pledges, Donations)
4) Nonprofit Unified Chart of Accounts (UCOA)

3) QuickBooks Manufacturing & Wholesale Edition
QuickBooks Manufacturing & Wholesale Edition includes everything in QuickBooks, plus:

1) Manufacturing/Wholesale Specific Menu
2) Manufacturing/Wholesale Reports: (Including)
   - Inventory Reorder Report by Vendor
   - Sales by Customer Type
   - Sales Volume by Customer
   - Profitability by Product
3) Special Forms (Quotes, Sales Order Worksheet)
4) Customized Form Templates
   - Customer Return Materials Authorization
   - Non-conforming Material Report
   - Damaged Goods Log
5) Improved Bill of Materials and Sales Orders
4) **QuickBooks Retail Edition**
QuickBooks Retail Edition includes everything in QuickBooks, plus:

1) **Retail Specific Menu**
2) **Retail Reports:** (Including)
   - Profit & Loss Monthly Comparison
   - Balance Sheet Monthly Comparison
   - Gross Margin by Inventory Item
   - Customer Payment by Payment Item
   - Monthly Sales by Customer
   - Purchase Volume by Vendor
   - Vendor Returns
3) **Special Forms (Enter Daily Sales, Vendor Returns, Sales Order Worksheet)**
4) **Customized Form Templates**
   - Customer Return Materials Authorization
   - Non-conforming Material Report
   - Damaged Goods Log
5) **Improved Bill of Materials and Sales Orders**

5) **QuickBooks Professional Services Edition**
QuickBooks Professional Services Edition includes everything in QuickBooks, plus:

1) **Professional Service Specific Menu**
2) **Professional Services Reports:** (Including)
   - Project Cost Detail
   - Unbilled Expenses by Project
   - Expenses Not Assigned to Projects
   - Billed vs. Proposal by Project
   - Billed/Unbilled Hours Reports
   - Project Status
   - Open Balances by Customer/Project
   - A/R Aging Detail by Class
3) **Special Forms (Proposal & Estimates, Enter Bills & Expenses)**
4) **Billing Rate Levels**
6) **QuickBooks Accountant Edition**

QuickBooks Accountant Edition includes everything in all the editions of QuickBooks, plus:

1) Accountant Specific Menu

2) Accountant Reports: (Including)
   - Adjusted Trial Balance Report
   - Adjusting Journal Entry Report
   - Journal Entries Entered Today
   - Many Industry Reports

3) Advanced Accounting Tools:
   - Client Data Review
   - Export G/L Balances to Lacerte or ProSeries
   - Sample Company Files for Various Industries

4) Design Professional Financial Statements

5) Working Trial Balance

6) Fixed Asset Manager

7) Toggle Between QuickBooks Editions

8) QuickBooks File Manager

9) Multiple Instances of QuickBooks
Create Company File

QuickBooks makes it easy to create your QuickBooks company file. Just answer some basic questions about your business to get started.

Create Company File

1) Select **File: New Company** from the menu.
2) Click the **Start Setup** button.
3) Enter appropriate information into the windows displayed by QuickBooks.
Complete Your Setup

After you create your company file, there are several tasks you may need to complete:

1) **Complete and modify lists.** This includes lists such as customers, vendors, items, employees.

2) **Enter opening balances.** Enter these opening balances as of one day BEFORE your start date. There is some guidance in the QuickBooks Help system.

3) **Enter historical transactions.** Enter all transactions from the start date to the current date. You must enter these transactions in a specific order. There is also some guidance for this in the QuickBooks Help system.

Start Working

1) When you finish creating your company file, QuickBooks opens the **QuickBooks Setup** window.

2) Click **Start Working** to begin using QuickBooks.
You can access the features of QuickBooks using the home page, icon bar, centers, or menus.

**Home Page**
The Home page provides an easy way to access windows and shows the workflow of common business transactions.

📋 **Display the Home Page**
1) Click **My Shortcuts**.
2) Click the **Home** icon.
Icon Bar
The Icon Bar appears at the top or to the left of the window. To use an icon, click with the mouse.

Display/Hide the Icon Bar
1) Select View: Top Icon Bar or Left Icon Bar from the menu.
Centers

Display Center

1) Click My Shortcuts.
2) Click the (List Name) icon.

Menus

All the features of QuickBooks are available via the menus. There are three different types of menus available.

1) Drop-down menus at the top of the screen
2) Shortcut menu by clicking the right mouse button
3) Menus on the bottom of most lists
What You See on Screen

<table>
<thead>
<tr>
<th>Screen Object</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Ribbon</td>
<td>Provides quick access to additional features and options for the current transaction.</td>
</tr>
<tr>
<td>Drop-down arrow</td>
<td>Allows you to choose from a list.</td>
</tr>
<tr>
<td></td>
<td>Records the entry and opens a new transaction window.</td>
</tr>
<tr>
<td></td>
<td>Records the entry and displays the prior transaction.</td>
</tr>
<tr>
<td>Save</td>
<td>Records the entry and leaves the window open.</td>
</tr>
<tr>
<td>Save &amp; Close</td>
<td>Records the entry and closes the window.</td>
</tr>
<tr>
<td>Save &amp; New</td>
<td>Records the entry and opens a new transaction window.</td>
</tr>
<tr>
<td>Clear</td>
<td>Erases information entered on a new form.</td>
</tr>
<tr>
<td>Revert</td>
<td>Erases changes entered while modifying a saved transaction.</td>
</tr>
<tr>
<td>Attach File</td>
<td>Allows you to attach a document to the current transaction.</td>
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</tbody>
</table>
Customize how QuickBooks works by modifying your preferences.

QuickBooks Preferences

1) Select Edit:Preferences from the menu.
You can customize the Home page to match the workflow of your business.

**Customize Home Page**

1. Select Edit:Preferences from the menu.
2. Select Desktop View from the list of Preferences.
3. Select the Company Preferences tab.
4. Enter appropriate information in the Preferences window.
5. Click OK.

**Home Page**
Chapter 2-
Work with Lists

Mastering QuickBooks
Day 1
List Types

Center-Based Lists
Open center-based lists from the appropriate QuickBooks Center. These lists include Customers & Jobs, Vendors, and Employees.

Menu-Based Lists
Menu-based lists are available via the Lists menu. These include the Item List, Chart of Accounts, Class List, and Payroll Item List. You can also open the Item List and Chart of Accounts from the Home page.
# List Limits

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<tr>
<td>Vendors</td>
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<td>Employees</td>
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<td>Items-including inventory items</td>
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<td>Unlimited²</td>
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<td>Sales reps</td>
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<td>10,000</td>
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<td>Price levels</td>
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<td>100</td>
</tr>
<tr>
<td>Sales tax codes</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Job types</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Vendor types</td>
<td>10,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Customer types</td>
<td>10,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Payroll items</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Classes</td>
<td>10,000</td>
<td>100,000</td>
</tr>
<tr>
<td>A/R terms &amp; A/P terms (added together)</td>
<td>10,000</td>
<td>29,000</td>
</tr>
<tr>
<td>Payment methods</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Shipping methods</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Customer messages</td>
<td>10,000</td>
<td>100,000</td>
</tr>
<tr>
<td>To do's</td>
<td>10,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Memorized transactions</td>
<td>14,500</td>
<td>50,000</td>
</tr>
<tr>
<td>Memorized reports</td>
<td>14,500</td>
<td>29,000</td>
</tr>
</tbody>
</table>

¹ In Pro/Premier, you can have a total of 14,500 names. Names include Customers, Vendors, Employees, and Other Names.

² Performance testing was conducted at 100,000 list entries. You may see performance degradation as you add more than 100,000 items, customers or vendors.
Names Lists

1) **Customers & Jobs** - This list stores customers and the jobs performed for them. To invoice a company on account, they must be entered as a customer or job.

2) **Vendors** - This list stores the companies and individuals from whom you purchase goods or services. To track accounts payable from a company or issue a 1099 at the end of the year, a name must be entered as a vendor.

3) **Employees** - This list stores employees and their related payroll information. To pay an employee using payroll or issue a W-2 to an employee, he/she must be entered as an employee.

4) **Other Names** - This list stores the names of companies and individuals that do not need to appear on another names list.

Rules for Names Lists

1) An individual list is limited to 14,500 names (unlimited in QuickBooks Enterprise Solutions). The limit for the four names lists combined is also 14,500 names (unlimited in QuickBooks Enterprise Solutions).

   ![View List Totals](image)

   1) Press the F2 key or hold down the **Control** key and press 1 on the keyboard.

   2) An individual name can only be included on one list.

   ![Warning](image)

   3) Once entered on a list, the name cannot be moved to another list. The only exception is the **Other Names List**. When Other Names are moved to another list, the move is permanent.
Moving Other Names

Move Individual Other Names to Another List
1) Display the list by selecting **Lists:Other Names List** from the menu.
2) Select the item to be moved from the list.
3) Click the **Other Names** button at the bottom of the list.
4) Select **Edit Other Name** from the menu.
5) Click the **Change Type** button.
6) Click the button next to the appropriate new name type.
7) Click **OK**.
8) Click **OK**.

**Other Names List**

```
NAME    | NOTES | ATTACH
-------|-------|-------
Bobrosky, Edna |      |       
In N Out Burger |      |       
O'Brien, Bethany |      |       
```

**Select Name Type**

```
Select Name Type

Select the name type. Once this name’s type has been changed it cannot be undone.

- Vendor
- Customer
- Employee
- Other

OK Cancel
```
Add Entry

Add Entry from List
1) Display the appropriate list.
2) For center-based lists, click the New (List Name) button.
   For menu-based lists, click the left-most button at the bottom of the list, then select New from the menu.
3) Enter appropriate information in the window.
4) Click OK.

Add Entry from Form
1) Display the form and enter appropriate information.
2) Type the name of the new entry as it will appear in the list.
3) Press the Tab key.
4) Click the Quick Add button or Set Up button in the window.
5) Enter appropriate information in the window (if you selected Set Up in step 4).
**Edit Entry**

Edit List Entry

1) Display the appropriate list.
2) Select the entry in the list to edit.
3) For center-based lists, click the **Edit (List Name)** button.
   For menu-based lists, click the left-most button at the bottom of the list, then select **Edit (List Name)** from the menu.
4) Enter or change appropriate information.
5) Click **OK**.

![Item List Example]

**Delete Entry**

Delete List Entry

1) Display the appropriate list.
2) Select the entry in the list to delete.
3) For center-based lists, select **Edit:Delete (List Name)** from the menu.
   For menu-based lists, click the left-most button at the bottom of the list, then select **Delete (List Name)** from the menu.
4) Click **OK**.
Merge Entry

Merge List Entry
1) Display the appropriate list.
2) Select the entry in the list to merge.
3) For center-based lists, click the Edit (List Name) button.
   For menu-based lists, click the left-most button at the bottom of the list, then select Edit (List Name) from the menu.
4) Type another entry’s name as the new name.
5) Click OK.
6) Click Yes in the Merge window.

Make Inactive (Hide Entry)

Make List Entry Inactive
1) Display the appropriate list.
2) Select the entry in the list to make inactive.
3) For center-based lists, click the Edit (List Name) button.
   For menu-based lists, click the left-most button at the bottom of the list, then select Make (List Name) Inactive from the menu.
4) For center-based lists, click the (List Name) is inactive box, then click OK.

Hide or Show All Entries on List
1) Display the appropriate list.
2) For center-based lists, click the View drop-down arrow on the (List Name) tab, then select All (List Name).
   For menu-based lists, click the Include inactive checkbox.
Sort Lists

ียว Sort Using Column Headings
1) Display the appropriate list.
2) Click the appropriate column heading.

بيب Restore List Order (after column sort)
1) Display the appropriate list.
2) Click the diamond at the top left of the list.

ViewInit Sort a List Manually (available on most lists)
1) Display the appropriate list.
2) Click the diamond to the left of the entry and drag it up or down.

بيب View Sort a List Automatically
1) Display the appropriate list.
2) For center-based lists, select View: Re-sort List from the menu.
   For menu-based lists, click the left-most button at the bottom of the list, then select Re-sort List from the menu.
3) Click OK in the Resort List? window.
Print Lists

Print a List
1) Select Reports:List from the menu.
2) Select the appropriate list report.
3) Click the Print drop-down arrow and select Report.
4) Click Print in the Print Reports window.

Reports Menu

Report Window
Chapter 3 - Financial Statements

Mastering QuickBooks
Day 1
Financial Statements

The Chart of Accounts represents the “hub” of your accounting system. Every transaction you enter flows through to the Chart of Accounts. The end result of the accounting process is the financial statements. In QuickBooks, your Chart of Accounts is your financial statements. Each account in the Chart of Accounts becomes a line on either the Balance Sheet or the Profit & Loss Statement.

You use the Chart of Accounts to track the financial transactions of your company. For instance, a check for office supplies would not be charged or coded to an account called Advertising Expense or Cleaning Expense. Instead, the check would be charged to an expense called Office Supplies.

Balance Sheet
The Balance Sheet is the financial snapshot of your business. If someone took a photograph of your business right now, what would the financial picture look like? The Balance Sheet is comprised of assets, liabilities, and equity.

Assets
Those items owned by your business including amounts owed to you by others. Assets include all your company owns such as cash, receivables, and inventory.

Liabilities
What your business owes other people and companies. Liabilities include accounts payable, payroll taxes due, and loans.

Equity
What the owners really own in the business. Equity accounts include common stock and retained earnings.
**Profit & Loss Statement**
This statement is the *movie* of your business. It measures activity over a specified time period. This financial statement includes **income** and **expenses**.

**Income**
Income accounts track money that comes into your company for goods and services you produce for others. Examples include sales and service income.

**Expenses**
Expense accounts track what your business spends for goods and services. Expense accounts include utilities and office supplies.
Account Types

The most important element when working with the Chart of Accounts is the **ACCOUNT TYPE**. This must be correct or your financial statements will be wrong!

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank</td>
<td>Your bank accounts</td>
<td>Checking and Savings</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>Transactions with your customers</td>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>Other Current Asset</td>
<td>Assets likely to be converted into cash within year</td>
<td>Inventory and Short-term Investments</td>
</tr>
<tr>
<td>Fixed Asset</td>
<td>Assets depreciated over a time period of greater than a year</td>
<td>Furniture &amp; Fixtures and Computer Equipment</td>
</tr>
<tr>
<td>Other Asset</td>
<td>Assets that do not belong in the other asset types</td>
<td>Long-term Investments</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Transactions with your vendors</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Credit Card</td>
<td>Company credit cards</td>
<td>American Express and VISA</td>
</tr>
<tr>
<td>Other Current Liability</td>
<td>Liabilities to be paid within year</td>
<td>Sales Taxes Payable and Payroll Taxes</td>
</tr>
<tr>
<td>Long Term Liability</td>
<td>Liabilities not to be paid within 1 year</td>
<td>Mortgage Payable and Long-term Bank Notes</td>
</tr>
<tr>
<td>Equity</td>
<td>Owners’ share of assets after liabilities paid</td>
<td>Retained Earnings and Common Stock</td>
</tr>
<tr>
<td>Income</td>
<td>Various sources of your company’s revenue</td>
<td>Service Income and Sales</td>
</tr>
<tr>
<td>Cost of Goods Sold</td>
<td>Tracks the cost of product sold</td>
<td>Materials and Cost of Sales</td>
</tr>
<tr>
<td>Expense</td>
<td>Operating expenses other than Cost of Goods Sold</td>
<td>Office Supplies and Rent</td>
</tr>
<tr>
<td>Other Income</td>
<td>Non-operating income</td>
<td>Interest Income</td>
</tr>
<tr>
<td>Other Expense</td>
<td>Non-operating expense</td>
<td>Interest Expense</td>
</tr>
</tbody>
</table>
Add Accounts/Subaccounts

Accounts

✔ Add Account
1) Click the Chart of Accounts icon on the Home page.
2) Click the Account button.
3) Select New from the menu.
4) Select the appropriate Account Type.
5) Click Continue.
6) Enter remaining information in the Add New Account window.
7) Click Save & Close.

Select Account Type

Add New Account
Subaccounts
Subaccounts allow you to track your business in more detail by grouping accounts together in a logical fashion. Subaccounts are useful when you print financial statements because they group together related accounts and show a subtotal for the group. QuickBooks supports five different account levels.

Add Subaccount
1) Click the Chart of Accounts icon on the Home page.
2) Click the Account button.
3) Select New from the menu.
4) Select the appropriate Account Type.
5) Click Continue.
6) Enter remaining information in the Add New Account window.
7) Click the box next to Subaccount of.
8) Click the Subaccount of drop-down arrow and select the appropriate account.
9) Click Save & Close.

Change Account to Subaccount
1) Click the Chart of Accounts icon on the Home page.
2) Move the cursor over the diamond to the left of the account that will become a subaccount.
3) Click and drag the account to move below the parent account.
4) Click and drag the account to move to the right.
When printing financial statements with subaccounts, the *collapse* feature allows you to hide the subaccounts and only show the parent accounts. You can collapse individual and different levels of subaccounts, or you can collapse all of the subaccounts.

**Collapse/Expand Financial Statements**

1. Select **Reports:Company & Financial** from the menu.
2. Click the appropriate report.
3. Click the arrows to the left of the accounts to collapse individual accounts, or click the **Collapse** button to collapse all the subaccounts.
4. Click the arrows to the left to expand the individual subaccounts, or click the **Expand** button to expand all the subaccounts.
Occasionally, you may need to change the balances of your accounts in the chart of accounts. These entries are called general journal entries.

Make General Journal Entry

1) Select Company: Make General Journal Entries from the menu.
2) Enter the information in the Make General Journal Entries window.
3) Click Save & Close.
Your Financial Statements

Review a Comparison Balance Sheet
1) Select Reports:Company & Financial:Balance Sheet Prev Year Comparison from the menu.

Review a Profit & Loss Statement-By Month
1) Select Reports:Company & Financial:Profit & Loss Standard from the menu.
2) Click the Columns drop-down arrow and select Month.

Review a Profit & Loss Statement-% of Income
1) Select Reports:Company & Financial:Profit & Loss Standard from the menu.
2) Click the Customize Report button.
3) Click the % of Income box below Add subcolumns for.
4) Click OK.

Review a Profit & Loss Statement-Cash Basis
1) Select Reports:Company & Financial:Profit & Loss Standard from the menu.
2) Click the Customize Report button.
3) Click the Cash button below Report Basis.
4) Click OK.
Review and Customize the Company Snapshot

1) Select **Company:Company Snapshot** from the menu.
2) Click **Add Content**.
3) Click the left or right arrow buttons to browse the available snapshot panels.
4) Click the **Add** button next to the desired panel.
5) Click **Done** to hide the available snapshot panels.
6) Click and drag a panel heading to reposition a panel.
7) Make additional selections as appropriate to customize individual panels.
8) Click a panel down arrow to view additional options, such as **Print** or **Print Preview**.
9) Click **X** on a panel to remove it from the **Company Snapshot** window.
10) Click **OK** (if prompted) to confirm the deletion.
Review and Customize the Insights Tab

1) Click the Insights tab.
2) Click the gear icon to add or remove reports.
3) Select the report(s) to add.
4) Click OK.
5) Make the appropriate selections on each panel to customize the panel.
Chapter 4-
Items

Mastering QuickBooks
Day 1
Understanding Items

Items are critical to maximizing the use of QuickBooks. Items perform these functions in QuickBooks.

1) Any line item on a purchase order, invoice, or estimate must be set up as an Item.
2) Items make it easier to fill out sales forms.
3) Items act as pointers for the financial statements. In other words, items handle the behind the scenes accounting for sales and purchases.
4) Items allow you to track quantities purchased and sold in addition to dollars purchased and sold.

**Item List**

![Image of Item List]

**Item on Invoice**

![Image of Item on Invoice]
How Much Detail
How much detail is necessary when setting up items? The rule of thumb is to set up as much detail as possible to get the full benefit of items. However, the limit is 14,500 items in a QuickBooks company file (unlimited in QuickBooks Enterprise Solutions). A good method is to set up individual items only if it will be used more than once. If an item will only be used once, a generic item might be more appropriate.

Service Item

Item List-Service Item
When adding an item, the key element is the *Type*. QuickBooks is very restrictive when allowing changes in the type. Therefore, it is critical they are set up correctly.

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Description</th>
<th>Use If You-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service</td>
<td>Services provided to or from others</td>
<td>Buy or sell services</td>
</tr>
<tr>
<td>Inventory Part</td>
<td>Inventory you purchase, track as inventory, and then sell</td>
<td>Track quantities, value, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>number on order of inventory</td>
</tr>
<tr>
<td>Non-inventory Part</td>
<td>Materials or parts for which you do not track quantities</td>
<td>Do not track the quantity of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>inventory</td>
</tr>
<tr>
<td></td>
<td>Materials or parts you buy but do not sell</td>
<td>Purchase items that are not sold</td>
</tr>
<tr>
<td></td>
<td>Materials or parts you sell but do not buy</td>
<td>Sell items that are not purchased</td>
</tr>
<tr>
<td>Inventory Assembly</td>
<td>Inventory items you assemble from other inventory, non-inventory, inventory assembly, other charge, and service items and then sell</td>
<td>Assemble finished goods from components</td>
</tr>
<tr>
<td>Other Charge</td>
<td>Miscellaneous charges</td>
<td>Show freight, handling, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>delivery charges on PO or invoice</td>
</tr>
<tr>
<td>Subtotal</td>
<td>Used to calculate subtotals</td>
<td>Show subtotal on invoice or PO</td>
</tr>
<tr>
<td>Group</td>
<td>Allows fast entry of a group of individual items</td>
<td>Often sell or buy the same group of items</td>
</tr>
<tr>
<td>Discount</td>
<td>Calculates an amount to be subtracted from a total or subtotal</td>
<td>Give or receive discounts off the sales price</td>
</tr>
<tr>
<td>Payment</td>
<td>Shows payment received on an invoice</td>
<td>Pay funds before preparing invoice</td>
</tr>
<tr>
<td>Sales Tax Item</td>
<td>Calculates a single sales tax</td>
<td>Charge customers for sales taxes</td>
</tr>
<tr>
<td>Sales Tax Group</td>
<td>Calculates two or more sales taxes grouped together on the same sale</td>
<td>Charge customers for a combination of sales tax rates as one line item on invoice</td>
</tr>
</tbody>
</table>
Add Items

1) Click the **Items & Services** icon on the **Home** page.
2) Click the **Item** button.
3) Select **New** from the menu.
4) Select the appropriate item **Type**.
5) Enter remaining information in the **New Item** window.
6) Click **OK**.

**Inventory Part**

![Inventory Part window](image1.png)

**Non-inventory Part**

![Non-inventory Part window](image2.png)
Service (Performed by Subcontractor)
Review the Sales by Item Summary
1) Select Reports:Sales:Sales by Item Summary from the menu.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Amount</th>
<th>% of Sales</th>
<th>Avg Price</th>
<th>COGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedar Door (Natural Cedar Door)</td>
<td>17</td>
<td>8,459.15</td>
<td>2.2%</td>
<td>499.95</td>
<td>5,935.03</td>
</tr>
<tr>
<td>Door Knob (Deluxe Brass Door Knob)</td>
<td>174</td>
<td>8,530.22</td>
<td>2.5%</td>
<td>49.85</td>
<td>6,005.37</td>
</tr>
<tr>
<td>Glass Door (Deluxe, Customized Clear Glass Patio Door)</td>
<td>10</td>
<td>9,899.89</td>
<td>1%</td>
<td>989.99</td>
<td>8,909.90</td>
</tr>
<tr>
<td>Lock (Lock with Kryptonite key)</td>
<td>31</td>
<td>2,160.45</td>
<td>0.6%</td>
<td>68.85</td>
<td>925.45</td>
</tr>
<tr>
<td>Oak Door (Old-fashioned varnished oak door)</td>
<td>41</td>
<td>45,969.60</td>
<td>11.7%</td>
<td>1,121.20</td>
<td>20,700.00</td>
</tr>
<tr>
<td>Regular Door (Regular wood door)</td>
<td>15</td>
<td>1,890.75</td>
<td>0.5%</td>
<td>73.32</td>
<td>746.25</td>
</tr>
<tr>
<td>Steel Locks (Regular dead-bolt lock)</td>
<td>15</td>
<td>239.25</td>
<td>0.1%</td>
<td>15.95</td>
<td>143.25</td>
</tr>
<tr>
<td>Steel Door (Natural varnish Walnut Door)</td>
<td>50</td>
<td>36,801.50</td>
<td>10.2%</td>
<td>739.95</td>
<td>24,739.50</td>
</tr>
<tr>
<td>Total Inventory</td>
<td>552</td>
<td>116,440.23</td>
<td>30.1%</td>
<td>312.94</td>
<td>70,690.00</td>
</tr>
</tbody>
</table>

Review a Purchases by Item Summary
1) Select Reports:Purchases:Purchases by Item Summary from the menu.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bag of Nails (Deluxe Container with 2&quot; Heavy Duty Nails)</td>
<td>215</td>
<td>3,133.25</td>
</tr>
<tr>
<td>Bag of Washer (Heavy duty deluxe bag of washers (various sit...)</td>
<td>60</td>
<td>1,767.00</td>
</tr>
<tr>
<td>Bolts (1/4&quot; bolts)</td>
<td>336</td>
<td>8,960.60</td>
</tr>
<tr>
<td>Total Parts</td>
<td>605</td>
<td>11,519.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedar Door (Natural Cedar Door)</td>
<td>25</td>
<td>10,499.65</td>
</tr>
<tr>
<td>Garage Door (All-weather customer garage door)</td>
<td>70</td>
<td>37,497.50</td>
</tr>
<tr>
<td>Oak Door (Old-fashioned varnished oak door)</td>
<td>30</td>
<td>22,410.00</td>
</tr>
<tr>
<td>Steel Locks (Regular dead-bolt lock)</td>
<td>100</td>
<td>995.00</td>
</tr>
<tr>
<td>Total Inventory</td>
<td>215</td>
<td>71,462.15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lock Repair</td>
<td>100</td>
<td>3,500.00</td>
</tr>
<tr>
<td>Lock Repair-Diag (Repair by senior specialist Drad.)</td>
<td>90</td>
<td>4,500.00</td>
</tr>
<tr>
<td>Lock Repair-Therm (Repair by senior specialist Therm.)</td>
<td>100</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Lock Repair - Other</td>
<td>50</td>
<td>1,805.00</td>
</tr>
<tr>
<td>Total Lock Repair</td>
<td>340</td>
<td>12,105.00</td>
</tr>
</tbody>
</table>
Review an Item Profitability Report

1) Select **Reports: Jobs, Time & Mileage: Item Profitability** from the menu.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Actual Cost</th>
<th>Actual Revenue</th>
<th>Profit Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedar Door (Natural Cedar Door)</td>
<td>5,099.83</td>
<td>8,499.15</td>
<td>3,399.32</td>
</tr>
<tr>
<td>Door Knob (Standard Door Knob)</td>
<td>6,255.30</td>
<td>8,535.23</td>
<td>2,279.93</td>
</tr>
<tr>
<td>Glass Door (Glass Patio Door)</td>
<td>1,999.50</td>
<td>3,959.90</td>
<td>1,960.40</td>
</tr>
<tr>
<td>Lock (Lock with Kryptonite key)</td>
<td>998.45</td>
<td>2,168.45</td>
<td>1,170.00</td>
</tr>
<tr>
<td>Oak Door (Old-fashioned varnished oak door)</td>
<td>30,700.00</td>
<td>45,960.00</td>
<td>15,260.00</td>
</tr>
<tr>
<td>Regular Door (Regular wood door)</td>
<td>749.25</td>
<td>1,096.75</td>
<td>347.50</td>
</tr>
<tr>
<td>Steel Locks (Regular dead-bolt lock)</td>
<td>148.25</td>
<td>236.25</td>
<td>88.00</td>
</tr>
<tr>
<td>Walnut Door (Natural varnish Walnut Door)</td>
<td>24,299.50</td>
<td>38,987.50</td>
<td>14,688.00</td>
</tr>
<tr>
<td>Total Inventory</td>
<td>70,856.08</td>
<td>110,488.23</td>
<td>39,632.15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Items</th>
<th>Price</th>
<th>Profit Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bag Of Nails (Deluxe Container with 2&quot; Heavy Duty Nails)</td>
<td>3,139.25</td>
<td>3,139.25</td>
</tr>
<tr>
<td>Bag of Washers (Heavy duty Deluxe bag of washers (vario...</td>
<td>1,797.00</td>
<td>1,797.00</td>
</tr>
<tr>
<td>Bolts (1/4&quot; bolts)</td>
<td>6,583.50</td>
<td>6,583.50</td>
</tr>
<tr>
<td>Total Parts</td>
<td>11,519.75</td>
<td>11,519.75</td>
</tr>
</tbody>
</table>
Chapter 5-
Customers & Sales-Part I

Mastering QuickBooks
Day 1
Customers and Jobs

The Customer Center stores information about your customers and the jobs you perform for them.
**Should you use customers?**
To invoice a customer, you must first add a customer to the Customers & Jobs list.

![Add Customers](image)

1. Click the **Customer Center** icon.
2. Click the **Customers & Jobs** tab in the **Customer Center** window.
3. Click the **New Customer & Job** drop-down arrow and select **New Customer**.
4. Enter appropriate information in the **New Customer** window.
5. Click **OK**.

**Address Info**

![Address Info](image)

**Payment Settings**

![Payment Settings](image)
**Additional Info**

Should you use jobs?

QuickBooks uses jobs to track income and expense by project. For instance, a construction company that builds homes might build 20 homes during a year. It is critical that they know which houses are profitable and which are not. They should enter each house as a job.

![Add Jobs](image)

Add Jobs

1) Click the **Customer Center** icon.
2) Click the **Customers & Jobs** tab in the **Customer Center** window.
3) Select the appropriate customer or job in the list.
4) Click the **New Customer & Job** drop-down arrow and select **Add Job**.
5) Enter appropriate information in the **New Job** window.
6) Click **OK**.

![New Job](image)
Recording Sales

There are 5 ways to record sales in QuickBooks.

1. **Invoice**

Use this method if a customer owes you money and will pay you later.

2. **Sales Receipt**

Use this method if your customer pays you at the time of the sale.

3. **Statement Charge**

Use this method to record “periodic” charges that you bill at the end of a given period.

4. **Deposit**

Use this method to record income on a deposit, when none of the previous methods are used.

5. **Import from Other Program**

There are 100s of compatible programs that work with QuickBooks. You record sales in the other program and send it to QuickBooks.
Method 1-Invoice

Steps for Invoicing Process
1) Create Invoice
2) Receive Payment
3) Make Deposit

Create Invoice
1) Click the Create Invoices icon on the Home page.
2) Click the Customer:Job drop-down arrow and select the appropriate customer or job.
3) Enter remaining information in the Create Invoices window.
4) Click Save & Close.

Service Invoice
**Product Invoice**

![Image of a Product Invoice]

**E-mail Invoice**

![Image of an E-mail Invoice]

You can edit the e-mail template by selecting Edit:Preferences:Send Forms from the menu.
Print Invoices

- **Print Invoices**
  1) Select File: Print Forms: Invoices from the menu.
  2) Click OK.
  3) Select the appropriate batch to print, and click **Print** in the **Print Batches** window (if applicable).
  4) Enter appropriate information in the **Print Invoices** window.
  5) Click **Print**.
  6) Click **OK** in the **Print Invoices - Confirmation** window.

Select Invoices to Print

![Select Invoices to Print](image)

Print Invoices

![Print Invoices](image)
Receive Payments

Receive Customer Payments

1) Click the Receive Payments icon on the Home page.
2) Click the Received From drop-down arrow and select the appropriate customer or job.
3) Enter remaining information in the Receive Payments window.
4) Click Save & Close.

Partial Payment
Make Deposits

Making Deposit

1) Click the Record Deposits icon on the Home page.
2) Select the appropriate payment method(s) to view next to View payment method type.
3) Click the line items to deposit.
4) Click OK.
5) Enter any additional items for deposit in the Make Deposits window.
6) Click the Print button to print deposit slips and/or the deposit summary.
7) Click Save & Close.

Select Payments to Deposit

Make Deposits
Reports

Review an Open Invoices Report

1) Select Reports: Customers & Receivables: Open Invoices from the menu.

Review a Collections Report

1) Select Reports: Customers & Receivables: Collections Report from the menu.
The Income Tracker allows you to easily see your Accounts Receivable transactions in one place. Select from the available categories at the top of the window to see Unbilled, Unpaid, or Paid transactions.

**Review the Income Tracker**

1) Select **Customers:Income Tracker** from the menu.

2) Make the appropriate selections in the **Income Tracker** window.
Method 2-Sales Receipts

Enter sales receipts when your customer pays you in full at the time of the sale.

Steps for Method 2
1) Create Sales Receipt
2) Make Deposit as you learned in Day 1 Chapter 5.

Enter Sales Receipts
1) Click the Create Sales Receipts icon on the Home page.
2) Click the Customer:Job drop-down arrow and select the appropriate customer or job.
3) Enter remaining information in the Enter Sales Receipts window.
4) Click Save & Close.
Statement charges let you charge customers for services right on their statement. Monthly billing statements are often used instead of printing and mailing numerous individual invoices.

**Steps for Method 3**
1) Create Statement Charge
2) Send Customer Statement (see page 71)
3) Receive Payment
4) Record Deposit

**Enter Statement Charge**
1) Click the Statement Charges icon on the Home page.
2) Click the Customer:Job drop-down arrow and select the appropriate customer or job.
3) Enter appropriate information in the (Customer:Job Name) - Accounts Receivable window.
4) Click Record.
Limitations of Statement Charges
Statement charges do have some limitations:

1) Can’t be used if sales tax is charged on an item
2) Terms (aging) do not work unless you print or email the statement. You should print the statement even if you don’t intend to send it.
3) Can’t apply discounts to statement charges
4) Can’t use group items
5) Can’t be used for invoicing from an estimate (progress invoicing) or invoicing against sales orders
Method 4-Make Deposits

Use this method to record income on a deposit, when none of the previous methods are used.

Steps for Method 4
  1) Make Deposit as you learn next

Making Deposit
  1) Click the Record Deposits icon on the Home page.
  2) Click OK.
  3) Enter any amounts to deposit in the Make Deposits window.
  4) Click the Print button to print deposit slips and/or the deposit summary.
  5) Click Save & Close.

Limitations of Lump-Sum Deposits
Making lump-sum deposits has some limitations:
  1) You can’t use items
  2) You can’t record sales tax
Method 5-Import from Other Program

With Method 5 another program designed for your industry determines how sales are imported into QuickBooks.

Visit the QuickBooks Solutions Marketplace

1) In your web browser, visit marketplace.intuit.com.
2) Click Search By Industry or Search By Business Need.
3) Enter a search term below Find Apps and click the search magnifying glass button.
Credit Memos

Use this form to issue a customer credit for a previously recorded sale. You can create a refund check as part of this process. You should create credit memos if you use methods 1, 2, or 3. You should not create credit memos if you use methods 4 or 5.

Enter Credit Memo/Apply to Invoice
1) Click the Refunds & Credits icon on the Home page.
2) Click the Customer:Job drop-down arrow and select the appropriate customer or job.
3) Enter remaining information in the Create Credit Memos/Refunds window.
4) Click the Use Credit to apply to invoice button.
5) Make appropriate selections in the Apply Credit to Invoices window.
6) Click Done.
7) Click Save & Close.

Credit Memo (Applied to Invoice)

Use Credit to Apply to Invoice
Apply Credit to Invoices

1) Click the Refunds & Credits icon on the Home page.
2) Click the Customer:Job drop-down arrow and select the appropriate customer or job.
3) Enter remaining information in the Create Credit Memos/Refunds window.
4) Click the Use Credit to give refund button.
5) Make appropriate selections in the Issue a Refund window.
6) Click OK.
7) Click Save & Close.

Enter Credit Memo/Issue Refund Check

1) Click the Refunds & Credits icon on the Home page.
2) Click the Customer:Job drop-down arrow and select the appropriate customer or job.
3) Enter remaining information in the Create Credit Memos/Refunds window.
4) Click the Use Credit to give refund button.
5) Make appropriate selections in the Issue a Refund window.
6) Click OK.
7) Click Save & Close.
Customer Statements

You use statements for two reasons:

1) To bill customers if you record sales using statement charges (Method 3)
2) To help remind customers of past due balances

You can print or e-mail statements to customers.

✔️ Prepare Customer Statements

1) Click the Statements icon on the Home page.
2) Make appropriate selections below Select Statement Options, Select Customers, and Select Additional Options.
3) Click Print.
4) Click Print in the Print Statement(s) window.

Create Statements

Customer Statement-All Open Transactions
### Customer Statement - Activity Based with Invoice Summary

To:
Auldridge Windows
Mary W. Auldridge
132 West Brooklyn Bridge
New York, NY 10022

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/2014</td>
<td>Balance forward</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>02/01/2015</td>
<td>INV #26, Due 02/03/2015, 2,494.12</td>
<td>2,494.12</td>
<td>2,494.12</td>
</tr>
<tr>
<td>02/07/2015</td>
<td>PMF #39992</td>
<td>-2,494.12</td>
<td>0.00</td>
</tr>
<tr>
<td>02/08/2015</td>
<td>INV #50, Due 02/10/2015, 21,972.50</td>
<td>21,972.50</td>
<td>21,972.50</td>
</tr>
<tr>
<td>02/25/2015</td>
<td>PMF #3929, -10,000.00</td>
<td>11,972.50</td>
<td>11,972.50</td>
</tr>
<tr>
<td>02/28/2015</td>
<td>INV #30, Due 02/30/2015, 33,625.00</td>
<td>45,597.50</td>
<td>45,597.50</td>
</tr>
<tr>
<td>03/28/2015</td>
<td>INV #31, Due 03/27/2015, 1,874.50</td>
<td>53,472.00</td>
<td>53,472.00</td>
</tr>
</tbody>
</table>

### Customer Statement - Activity Based with Invoice Item Detail

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/2014</td>
<td>Balance forward</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>02/01/2015</td>
<td>INV #26, Due 02/03/2015, 2,494.12</td>
<td>2,494.12</td>
<td>2,494.12</td>
</tr>
<tr>
<td>02/07/2015</td>
<td>--- Lock Repair, 25 @ $27.98 = 700.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/07/2015</td>
<td>--- Lock Repair, 25 @ $40.7845 = 1,019.62</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/07/2015</td>
<td>--- Lock Repair, 25 @ $31.95 = 798.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/07/2015</td>
<td>--- Tax: Out of State @ 0.0% = 0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/08/2015</td>
<td>PMF #39992, -2,494.12</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>02/08/2015</td>
<td>INV #26, Due 02/10/2015, 21,972.50</td>
<td>21,972.50</td>
<td>21,972.50</td>
</tr>
<tr>
<td>02/08/2015</td>
<td>--- Bag Of Sheds, 100 @ $19.95 = 1,995.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/08/2015</td>
<td>--- Roll, 250 @ $30.95 = 4,870.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/08/2015</td>
<td>--- Knob Install, 100 @ $99.95 = 9,995.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/08/2015</td>
<td>--- Door Knob, 100 @ $49.95 = 4,995.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/08/2015</td>
<td>--- Tax: Out of State @ 0.0% = 0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/25/2015</td>
<td>PMF #39290</td>
<td>11,972.50</td>
<td>11,972.50</td>
</tr>
</tbody>
</table>

---

72
Review a Sales by Customer Summary (Collapsed)

1) Select **Reports:Sales:Sales by Customer Summary** from the menu.
2) Click the **Collapse** button to show less detail.

Review a Sales by Customer Summary (% of Sales)

1) Select **Reports:Sales:Sales by Customer Summary** from the menu.
2) Click the **Collapse** button to show less detail.
3) Click the **Customize Report** button.
4) Click the **% of Column** box below **Add subcolumns for**.
5) Click **OK**.
Review a Sales by Customer Summary (Cash Basis)

1) Select Reports:Sales:Sales by Customer Summary from the menu.
2) Click the Collapse button to show less detail.
3) Click the Customize Report button.
4) Select Cash under Report Basis.
5) Click OK.
Chapter 7-
Vendors & Expenses

Mastering QuickBooks
Day 1
Companies or individuals you purchase goods or services from are called vendors. If you need to send a 1099 to a company or individual, they must be set up as a vendor in the Vendor Center.
Add Vendors
1) Click the Vendor Center icon.
2) Click the Vendors tab in the Vendor Center window.
3) Click the New Vendor button.
4) Select New Vendor.
5) Enter appropriate information in the New Vendor window.
6) Click OK.

Address Info

Payment Settings
There are two different ways to enter and pay bills. The method you use depends on if you track accounts payable for a transaction.

Tracking accounts payable means that you enter the bill before paying the vendor. If you track accounts payable, you always know how much you owe vendors for bills.

If you do not use accounts payable, you directly write the check to the vendor. In other words, you do not enter the bill before paying the vendor. Although this method involves fewer steps, QuickBooks will not know how much you owe vendors for bills.

**Steps if you use Accounts Payable**
1) Enter Bill
2) Pay Bill
3) Print Check

**Steps if you DO NOT use Accounts Payable**
1) Write Check
2) Print Check

**1) Enter Bills**

Enter Bill

1) Click the Enter Bills icon on the Home page.
2) Click the Vendor drop-down arrow and select the appropriate vendor.
3) Enter remaining information in the Enter Bills window.
4) Click Save & Close.
(2) Pay Bills

✔ Review an Bill Tracker
  1) Select Vendors:Bill Tracker from the menu.

![Bill Tracker](image)

✔ Turn On/Off Automatic Discounts/Credits
  1) Select Edit:Preferences from the menu.
  2) Click the Bills icon in the list to the left.
  3) Click the Company Preferences tab.
  4) Click the Automatically use credits box.
  5) Click the Automatically use discounts box.
  6) Click the Default Discount Account drop-down arrow and select the appropriate account.
  7) Click OK.
Pay Bills

1) Click the **Pay Bills** icon on the **Home** page.
2) Click the individual bills to select for payment.
3) Enter remaining information in the **Pay Bills** window.
4) Click **Pay Selected Bills**.
5) Click **Print Checks** or **Done** in the **Payment Summary** window.

![Pay Bills window](image)

- **Due on or before**: 04/11/2015
- **Vendor**:
  - King & King
  - Bella Doors, Inc.
  - Smith & Smithy
  - Spendido

- **Disc. Date**: 05/01/2015
- **Disc. Used**: 0.00
- **Amt. Due**: 3.250.00
- **Amt. to Pay**: 3.250.00

**Discount & Credit Information for Highlighted Bill**

- **Vendor**: Spendido
- **Bill Ref. No.**: 0039
- **Terms**: Net 15
- **Buss. Discount**: 0.00
- **Total Credits Available**: 0.00

**Payment**

- **Method**: Check
- **To be printed**: Yes
- **Assign check number**: Yes
- **Ending Balance**: 46,731.99
(3) Print Check(s)

Print Check(s)
1) Click the Print Checks icon on the Home page.
2) Click the individual checks to select for printing.
3) Click OK.
4) Click the button next to the appropriate Check Style in the Print Checks window.
5) Click Print.
6) Click OK in the Print Checks - Confirmation window.

Select Checks to Print

Select Checks to Print window

Print Checks

Print Checks window

Select Checks to Print window

Print Checks window
(1) Write Checks

**Write Check**
1) Click the **Write Checks** icon on the **Home** page.
2) Click the **Pay to the Order of** drop-down arrow and select the payee.
3) For checks to be printed later, click the **Print Later** box.
   For hand-written checks, make sure the **Print Later** box is **NOT** checked.
4) Enter remaining information in the **Write Checks** window.
5) Click **Save & Close**.

**Check To Be Printed Later**

(2) Print Checks

Print the checks following the steps on page 81 for printing bill payment checks.
**Hand-written Check**

Many businesses use debit cards as a convenient form of payment. How do you enter debit card transactions? Use the same *Write Checks* form, but enter “DEBIT” as the check no. The money is taken out of your bank account without altering the check number sequence. These debit card transactions also appear during the bank reconciliation.

**Debit Card Transactions**

Many businesses use debit cards as a convenient form of payment. How do you enter debit card transactions? Use the same *Write Checks* form, but enter “DEBIT” as the check no. The money is taken out of your bank account without altering the check number sequence. These debit card transactions also appear during the bank reconciliation.
Using Credit Cards

Add Account

Add Credit Card Account
1) Click the Chart of Accounts icon on the Home page.
2) Click the Account button.
3) Select New from the menu.
4) Select Credit Card as the Account Type.
5) Click Continue.
6) Enter remaining information in the Add New Account window.
7) Click Save & Close.

Enter Charges

Enter Credit Card Charges
1) Click the Enter Credit Card Charges icon on the Home page.
2) Click the Credit Card drop-down arrow and select the appropriate credit card.
3) Enter remaining information in the Enter Credit Card Charges window.
4) Click Save & Close.
Credit Memos

Enter Credit Memo
1) Click the Enter Bills icon on the Home page.
2) Click the Credit button at the top of the window.
3) Enter remaining information in the Enter Bills window.
4) Click Save & Close.

Apply Credit Memo
1) Click the Pay Bills icon on the Home page.
2) Click the appropriate bills to select for payment.
3) Click the bill to specify the credit application.
4) Click the Set Credits button.
5) Select the appropriate credits and amounts to apply in the Discount and Credits window.
6) Click Done.
7) Enter remaining information in the Pay Bills window.
8) Click Pay Selected Bills.
9) Click Print Checks or Done in the Payment Summary window.
**Discount and Credits**

![Discount and Credits](image1)

**Pay Bills - Apply Credit**

![Pay Bills - Apply Credit](image2)

**Assign Check Numbers**

![Assign Check Numbers](image3)
Review Expense by Vendor Summary
1) Select Reports: Company & Financial: Expenses by Vendor Summary from the menu.

Review Unpaid Bills Report
1) Select Reports: Vendors & Payables: Unpaid Bills Detail from the menu.
Review a Vendor Balance Detail Report

1) Select Reports: Vendors & Payables: Vendor Balance Detail from the menu.

Review an Accounts Payable Aging Summary

1) Select Reports: Vendors & Payables: A/P Aging Summary from the menu.
Appendix - Miscellaneous Topics

Mastering QuickBooks
Day 1
Set Up Sales Taxes

Tracking sales taxes can be a challenge. For instance, some customers might be taxable while others are not. Also, you might have to tax customers at different rates depending upon where they are located. And finally, some of the things you sell might be taxable while others are not. QuickBooks can help you track and control sales taxes. There are five steps to setting up sales taxes in QuickBooks:

1) Set sales tax preferences
2) Set up sales tax items and groups
3) Set up sales tax codes
4) Assign a sales tax code to items
5) Assign a sales tax item and sales tax code to customers

(1) Sales Tax Preferences

Set Sales Tax Preferences

1) Click the Manage Sales Tax icon on the Home page.
2) Click the Sales Tax Preferences button.
3) Enter appropriate information in the Preferences window.
4) Click OK.
5) Click Close in the Manage Sales Tax window.
(2) Sales Tax Items and Groups

Sales tax items identify the rate and the tax agency for which you collect sales taxes. There are two different types of items for sales tax purposes:

1) **Sales Tax Items** are used to calculate single taxes paid to a single tax agency.

2) **Sales Tax Groups** are used to calculate two or more sales taxes grouped together and applied to the same sale.

Add Sales Tax Items and Groups

1) Click the Manage Sales Tax icon on the Home page.
2) Click the Sales Tax Preferences button.
3) Click the Add sales tax item button.
4) Select Sales Tax Item or Sales Tax Group as the Type.
5) Enter remaining information in the New Item window.
6) Click OK.
7) Click OK in the Preferences window.
8) Click Close in the Manage Sales Tax window.

Sales Tax Item

![Sales Tax Item window](image)

Sales Tax Group

![Sales Tax Group window](image)

*View or edit existing sales tax items or groups by clicking View Sales Tax Items in the Manage Sales Tax window. Double-click to edit the appropriate item.
(3) Sales Tax Codes
Some states require more detailed reporting of non-taxable sales. Sales tax codes are used to classify why a transaction is either taxable or non-taxable.

Add Sales Tax Code
1) Click the Manage Sales Tax icon on the Home page.
2) Click Open Sales Tax Code List.
3) Click the Sales Tax Code button.
4) Select New from the menu.
5) Enter a code under Sales Tax Code.
6) Click the Taxable or Non-Taxable button as appropriate.
7) Click OK.
8) Click Close in the Manage Sales Tax window.

Sales Tax Code List

Example Sales Tax Code

(4) Assign Sales Tax Code to Item
Assign a sales tax code to indicate whether an item is taxable or non-taxable. Sales tax codes can be assigned to service, inventory part, non-inventory part, other charge, and discount items.

Assign Sales Tax Code to Item
1) Click the Items & Services icon on the Home page.
2) Click to select the appropriate item.
3) Click the Item button.
4) Select Edit Item from the menu.
5) Click the Tax Code drop-down arrow and select the appropriate sales tax code.
6) Click OK.
(5) **Assign Sales Tax Item and Code to Customer**

Assign a sales tax code to indicate whether a customer is taxable or non-taxable. Assign a sales tax item to indicate the customer’s tax rate. Non-taxable customers are not charged sales tax even if they are purchasing a taxable item.

1. **Assign Sales Tax Item and Code to Customer**
   1. Click the **Customer Center** icon.
   2. Click the **Customers & Jobs** tab in the **Customer Center** window.
   3. Click to select the appropriate customer.
   4. Click the **Edit Customer** button.
   5. Click the **Sales Tax Settings** tab.
   6. Click the **Tax Code** drop-down arrow and select the appropriate sales tax code.
   7. Click the **Tax Item** drop-down arrow and select the appropriate sales tax item.
   8. Click **OK**.
# Invoice Sales Taxes

## Taxable Sale

![Image of taxable sale invoice]

## Non-taxable Sale

![Image of non-taxable sale invoice]
Pay Sales Taxes

Determine Amount Due

Review a Sales Tax Revenue Summary Report
1) Click the Manage Sales Tax icon on the Home page.
2) Click Sales Tax Revenue Summary.

Review a Sales Tax Liability Report
1) Click the Manage Sales Tax icon on the Home page.
2) Click Sales Tax Liability.
Make Adjustments

Adjust Sales Taxes
1) Click the Manage Sales Tax icon on the Home page.
2) Click Adjust Sales Tax Due.
3) Enter an appropriate adjustment in the Sales Tax Adjustment window.
4) Click OK.
5) Click Close in the Manage Sales Tax window.

Pay Sales Taxes

Pay Sales Taxes
1) Click the Manage Sales Tax icon on the Home page.
2) Click the Pay Sales Tax button.
3) Click the individual items to select for payment.
4) Enter remaining information in the Pay Sales Tax window.
5) Click OK.
6) Click Close in the Manage Sales Tax window.
Manage Inventory

QuickBooks helps you manage your inventory with essential inventory activities and reports. QuickBooks Enterprise Solutions Advanced Inventory allows you to accurately track the quantity and value of inventory items held in multiple locations. You can also transfer inventory from one location to another. Additional fees apply. Learn more at www.qbes.com/inventory.

The Inventory Center stores information about all of the Inventory and Inventory Assemblies in your company file.

Purchase Orders

Review Inventory Stock Status by Item Report

1) Select Reports:Inventory:Inventory Stock Status by Item from the menu.
(1) Enter Purchase Order

Enter Purchase Order

1) Click the Purchase Orders icon on the Home page.
2) Click the Vendor drop-down arrow and select the appropriate vendor.
3) Enter remaining information in the Create Purchase Orders window.
4) Click Save & Close.

(2) Receive Items with Bill

Enter Inventory Receipt & Bill

1) Click the Receive Inventory icon on the Home page and select Receive Inventory with Bill from the drop-down arrow.
2) Click the Vendor drop-down arrow and select the Vendor.
3) Click Yes in the Open PO's Exist window.
4) Click the purchase order(s) being received against in the Open Purchase Orders window.
5) Click OK.
6) Change any information in the Enter Bills window.
7) Click Save & Close.

Open Purchase Orders
Enter Bills

(3) Pay Bill

Pay Bill

1) Click the Pay Bills icon on the Home page.
2) Click the individual bills to select for payment.
3) Enter remaining information in the Pay Bills window.
4) Click Pay Selected Bills.
5) Click Print Checks or Done in the Payment Summary window.
Adjust Inventory
For a business with inventory, the quantity on-hand is critical information. When you purchase inventory, you add to the on-hand quantity. Invoicing a customer reduces the quantity. If the actual quantity differs from the quantity in QuickBooks, you need to adjust the inventory.

☁ Review a Physical Inventory Worksheet
1) Select **Reports:Inventory:Physical Inventory Worksheet** from the menu.

![Physical Inventory Worksheet](image)

☁ Adjust Inventory
1) Click **Inventory Activities** on the Home page.
2) Click **Adjust Quantity/Value on Hand**…
3) Click the **Adjustment Type** drop-down arrow and select the appropriate **Adjustment Type**.
4) Enter appropriate information in the **Adjust Quantity/Value on Hand** window.
5) Enter either the **New Qty** or **Qty Difference** in the window.
6) Click **Save & Close**.
Inventory Reports

Review an Open Purchase Orders Detail Report
1) Select Reports: Purchases: Open Purchase Orders Detail from the menu.

Review an Inventory Valuation Summary
1) Select Reports: Inventory: Inventory Valuation Summary from the menu.
Chapter 1 - QuickBooks Online

Mastering QuickBooks
Day 2
The Home page provides quick information at your fingertips, including a financial dashboard, bank account balances, and an activity feed. You can enable Private Mode to hide your Profit and Loss, bank balances, and total amounts.

Display the Home Page
1) Click the Home icon.
Moving Around in QuickBooks

You access all of the features of QuickBooks Online from three different areas:

1) Navigation bar
2) Global Create menu
3) Company menu
**Navigation Bar**

The *Navigation Bar* appears to the left of the window. It provides quick access to lists you use often as well as common transactions and reports.

![QuickBooks Navigation Bar](image)

**Global Create Menu**

The *Global Create* menu is at the top of the window. It allows you to add transactions for customers, vendors, and employees, as well as other transactions such as bank deposits and journal entries.

![QuickBooks Global Create Menu](image)
Company Menu (aka. “Gear Icon”)
The Company menu provides access to company settings, lists, tools, and account management features.

View Recent Transactions
The View recent transactions menu provides an easy way to review and edit your most recent activity in QuickBooks.
What You See on Screen

All the forms in QuickBooks look the same. This makes it even easier to get around and enter transactions. Just fill out the “Who?” at the top, the “What?” below, and the total.
Convert from Desktop QuickBooks

Setup
If you have your accounting information in an existing desktop QuickBooks company file, you can convert it into a QuickBooks Online account.

Export Company File to QuickBooks Online
1) Within desktop QuickBooks, click the Company menu and select Export Company File to QuickBooks Online.
2) Follow the onscreen instructions.

Tips for a Successful Conversion
If you have your accounting information in an existing desktop QuickBooks company file, you can convert it into a QuickBooks Online account.

Before you Convert to QuickBooks Online
- Reconcile your Checking and Credit Card accounts
- Pay Sales and Payroll Taxes
- File Payroll Quarterly reports (have to set up payroll again in QuickBooks Online)

After you Convert
Open your QuickBooks desktop company and QuickBooks Online company at the same time. Run the following reports in both and compare. The balances should match.
- Profit and Loss Statement
- Balance Sheet
- A/R Aging
- A/P Aging
You can practice in QuickBooks using a sample file. Please note: The test drive will expire and log you out due to inactivity after about an hour and any changes or transactions you’ve entered will be deleted.

 teste

**Start Test Drive**

1) Open an internet browser (Google Chrome preferred).
2) Browse to [https://qbo.intuit.com/redir/testdrive](https://qbo.intuit.com/redir/testdrive). (You can also do a Google search for “QBO Test Drive” to find the test drive page.)
3) Enter the provided security code to prove you are human.
4) Click Continue.
Chapter 2-
Banking

Mastering QuickBooks
Day 2
Bank Feeds

Use Bank Feeds to electronically manage bank accounts directly from QuickBooks. First, set up bank feeds. Next, enter online transactions, payments, and messages using the Bank Feeds Center. Next, send transactions in QuickBooks. Finally, match or add downloaded transactions into QuickBooks.

Get Started with Bank Feeds

1) Contact your financial institution to obtain Login and Password information.
2) Select Banking:Bank Feeds:Set Up Bank Feed for an Account from the menu.
3) Complete the remaining on-screen instructions.

Online Payments

Fees may apply for online payments or online bill payments. Contact your financial institution for more information.

Write Check for Online Payment

1) Click Banking:Write Checks from the menu.
2) Click the Pay to the Order drop-down arrow and select the payee.
3) Enter the remaining information in the Write Checks window.
4) Select the box next to Pay Online.
5) Click Save & Close.
Online Bill Payment

Send and Download Transactions
Use the Bank Feeds Center to send transactions to your bank and download transactions into QuickBooks. Set Rule preferences to help QuickBooks “learn” as you go.

 Urdu Set Rule Preferences
1) Select Edit:Preferences from the menu.
2) Select Checking.
3) Click the Company Preferences tab.

Express Mode (new in QuickBooks 2014)
- Create rules automatically
- Always ask before creating a rule
- Classic Mode (Register Mode)
Send Transactions
1) Click Banking:Bank Feeds:Bank Feeds Center from the menu.
2) Click Send Items.
3) Enter a PIN (if prompted).
4) Click OK.
5) Click to Print or Close the Online Transmission Summary.

Match or Add Downloaded Transactions to QuickBooks
1) Click Banking:Bank Feeds:Bank Feeds Center from the menu.
2) Select the account you want to work with.
3) Click Transaction List.
4) For each matched transaction, click the Action drop-down arrow and make the appropriate selection.
5) For each unmatched transaction, click the Action drop-down arrow and select the appropriate action.
Review Rules

1) Click Rules.
2) To add a rule, click the Manage Rules drop-down arrow and select Add New. Then enter the appropriate information, and click Save.
3) To edit a rule, double-click the rule, make your changes, and click Save.
In QuickBooks, you reconcile bank accounts to make sure your records agree with the bank’s records. This helps you locate errors in QuickBooks and errors in the bank’s records.

**Reconcile Account**
1. Click the **Reconcile** icon on the **Home** page.
2. Click the **Account** drop-down arrow and select the appropriate bank account.
3. Enter appropriate information in the **Begin Reconciliation** window.
4. Click **Continue**.
5. Click the items that cleared the bank.
6. Click the **Reconcile Now** button.
7. Select the type of reconciliation report in the **Select Reconciliation Report** window.
8. Click **Print**.

**Begin Reconciliation**

---

**Reconcile**

---
Mastering QuickBooks Level 1

Locate Discrepancies
QuickBooks provides an easy way to locate and fix bank account reconciliation discrepancies. You can undo the last reconciliation or restart the reconciliation of a selected account. You can run a Discrepancy Report as well as previous reconciliation reports. QuickBooks Pro only lets you print a copy of the last reconciliation report.

Locate Discrepancies
1) Click the Reconcile icon on the Home page.
2) Click the Account drop-down arrow and select the appropriate bank account.
3) Click Locate Discrepancies.
4) Make appropriate selections in the Locate Discrepancies window.

Locate Discrepancies Window

Reconciliation Detail Report

Reconciliation Detail Report

Buildem, Inc.
Reconciliation Detail
Checking, Period Ending 03/31/2015

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Ctr</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>55,996.57</td>
</tr>
<tr>
<td>Begin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check</td>
<td>03/29/2015</td>
<td>1000</td>
<td>Edgar Leasing</td>
<td></td>
<td>-2,918.82</td>
<td>-2,918.82</td>
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<tr>
<td>Sales Tax Paym.</td>
<td>03/01/2015</td>
<td>4</td>
<td>State Of Texas</td>
<td></td>
<td>-1,242.52</td>
<td>-4,061.34</td>
</tr>
<tr>
<td>Check</td>
<td>03/10/2015</td>
<td>5</td>
<td>Edgar Leasing</td>
<td></td>
<td>-1,700.00</td>
<td>-5,761.24</td>
</tr>
<tr>
<td>Check</td>
<td>03/13/2015</td>
<td>6</td>
<td>Electric Inc.</td>
<td></td>
<td>-70.00</td>
<td>-5,831.24</td>
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<tr>
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<td>03/15/2015</td>
<td>DEBIT</td>
<td>Dave's Cafe</td>
<td></td>
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<td>-10,050.77</td>
</tr>
<tr>
<td>Check</td>
<td>03/19/2015</td>
<td>7</td>
<td>Telephone Co.</td>
<td></td>
<td>-245.66</td>
<td>-10,306.43</td>
</tr>
<tr>
<td>Check</td>
<td>03/19/2015</td>
<td>ATM</td>
<td>Bank Of Texas</td>
<td></td>
<td>-250.00</td>
<td>-10,556.43</td>
</tr>
<tr>
<td>Check</td>
<td>03/21/2015</td>
<td>8</td>
<td>Office Solutions</td>
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<td>-635.88</td>
<td>-11,192.31</td>
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<tr>
<td>Check</td>
<td>03/24/2015</td>
<td>DEBIT</td>
<td>King &amp; King</td>
<td></td>
<td>-5,755.19</td>
<td>-17,947.50</td>
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<tr>
<td>Check</td>
<td>03/24/2015</td>
<td>DEBIT</td>
<td>Office Solutions</td>
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<td>-17,803.59</td>
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<tr>
<td>Check</td>
<td>03/31/2015</td>
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<td></td>
<td></td>
<td>-12.59</td>
<td>-17,816.18</td>
</tr>
<tr>
<td>Total Checks and Payments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-17,281.91</td>
<td>-17,281.91</td>
</tr>
<tr>
<td>Deposits and Credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>29,491.44</td>
<td>29,491.44</td>
</tr>
</tbody>
</table>
Void vs. Delete Checks

Void a check if you used the check number, but the check will never be cashed. Delete a check if the check was never written.

Delete a Check
1) Display the appropriate check in the Write Checks window.
2) Select Edit:Delete Check or Edit:Delete Bill Pmt-Check from the menu.
3) Click OK in the Delete Transaction window.
4) Click Save & Close.

Void a Check
1) Display the appropriate check in the Write Checks window.
2) Select Edit:Void Check or Edit:Void Bill Pmt-Check from the menu.
3) Click Save & Close.
4) Click Yes to void the check and enter adjusting journal entries.*

Voided Check

Enter Adjusting Journal Entry

*QuickBooks automatically records journal entries so the check is voided in the current period, and prior accounting periods are not affected. This only applies to checks written using expense accounts.
Review a Missing Checks Report

1) Select *Reports:Banking:Missing Checks* from the menu.
2) Click the *Specify Account* drop-down arrow and select the bank account.
3) Click OK.
Chapter 3-
Special Topics

Mastering QuickBooks
Day 2
If someone writes you a bad check, you can easily handle the bounced check using the built-in feature in QuickBooks.

**(1) Record NSF Check**

![QuickBooks interface for managing bounced checks]

1. Click the **Receive Payments** icon on the **Home** page.
2. Click the **Previous** arrow to find the bad check.
3. On the **Main** tab, click **Record Bounced Check**.
4. Enter the fee your bank charged you.
5. Enter the date of the bank fee.
6. Click the **Expense Account** drop-down arrow and select the appropriate expense account for the bank fee.
7. If you want to charge your customer a fee for bouncing the check, enter a **Customer Fee**.
8. Click **Next**.
9. Click **Finish**.
**Bounced Check Summary**

When you click Record Bounced Check, here's what will happen in QuickBooks:

1. Following invoices will be marked unpaid:
   - Invoice 2  Columbia Management  Unpaid  2,521.25

2. These fees will be deducted from your bank account:
   - Checking  Check 560  2,521.25
   - Checking  Service Fee  25.00

3. This invoice will be created for the fee you want to charge your customer:
   - Invoice  Columbia Management  25.00

[Finish button highlighted]
(2) Send Statement

Prepare Customer Statements

1) Click the Statements icon on the Home page.
2) Make appropriate selections below Select Statement Options.
3) Select the applicable customers below Select Customers.
4) Click Print.
Customer Deposits

There are several ways to handle customer deposits. Real World Training recommends the method shown here because it is the easiest to follow for non-accountants. A journal entry to reclassify unused deposits might be required to prepare year-end financial statements. To enter customer deposits, follow these steps:

1) Record the deposit as a payment when you receive the money
2) Create an invoice when you provide the products or services
3) Apply the deposit to the invoice

(1) Receive Payment

Receive Customer Deposit

1) Click the Receive Payments icon on the Home page.
2) Click the Received From drop-down arrow and select the appropriate customer or job.
3) Enter remaining information in the Receive Payments window.
4) Select Leave the credit to be used later.
5) Click Save & Close.
6) Click OK in the Payment Credit window.

Customer Payment

Customer Balance: 0.00

Received From: Crandall Contractors

Payment Amount: $5,000.00

Date: 04/01/2015

Reference #: 3333

There are no unpaid invoices for this customer

Overpayment: $5,000.00

Amounts for Selected Invoices:

Amount Due: 0.00
Applied: 0.00
Discount and Credits Applied: 0.00
(2) Invoice Customer and (3) Apply Credits

Invoice Customer

1) Click the Create Invoices icon on the Home page.
2) Click the Customer:Job drop-down arrow and select the appropriate customer or job.
3) Enter remaining information in the Create Invoices window.
4) Click the Apply Credits button.
5) Click Yes in the Apply Credits window.
6) Make appropriate selections in the Apply Credits window.
7) Click Done.
8) Click Save & Close.

Apply Credits

![Image of Apply Credits window]

Use the steps to customize forms on Page 194 to add the Payments/Credits field to your invoice. You can also change the title of Payments/Credits to “Down Payment”.
Chapter 4-
Setting Up Payroll

Mastering QuickBooks
Day 2
Perform these three steps to set up payroll from scratch:

1) Select Payroll Service
2) Payroll Setup Interview
3) Create Payroll Schedules (optional)

(1) Select Payroll Service

Basic Payroll
A Basic Payroll subscription is designed for companies who pay their employees directly, but have an accountant file tax forms. With this service you set up payroll, enter employee time, process paychecks, and make tax deposits. The service gives you up to date federal and state tax tables. This allows QuickBooks to calculate taxes automatically. Updates are available via Internet downloads to your computer. You may also receive tax table updates on CD for an additional fee. Because tax regulations change, it is recommended that you check for updates each time you pay your employees, or at least every 45 days. Basic Payroll requires a subscription, a unique EIN, Internet access to download tax table updates, and a current version of QuickBooks*. Additional fees apply and internet access is required for the optional Direct Deposit service. Checks are sold separately. Terms, conditions, features, pricing and service options are subject to change.

Enhanced Payroll
Enhanced Payroll offers all the features of Basic Payroll, plus additional features that make running payroll faster and easier. You can print federal and state tax forms directly from QuickBooks. There is also a built-in method for tracking, reporting, and calculating workers compensation. A service called E-pay lets you electronically pay federal and selected state taxes. And, you can do net-to-gross calculations easily when preparing paychecks. Enhanced Payroll requires a subscription, a unique EIN, Internet access to download tax table updates, and a current version of QuickBooks*.

Full Service Payroll
With a Full Service Payroll subscription, all you need to do is enter hours for your employees and Intuit does the rest of the work for you.

After you enter employee hours into QuickBooks, the data is sent to Intuit via the Internet. Intuit creates paychecks and calculates and files payroll taxes for you. You can either print the paychecks or use the optional free direct deposit service. Each quarter, Intuit sends you a copy of the filed federal and state payroll tax forms. At the end of the year, Intuit prints and mails you the W-2’s. To use Full Service Payroll, you must have an internet connection, a unique employer id number, state withholding and unemployment tax id numbers, and a current version of QuickBooks*.

Direct Deposit
With the Direct Deposit option, you enter bank account information for each employee. Then, you enter paychecks in the normal fashion. Finally, you send the paycheck information to Intuit. The funds are directly deposited in each employee’s bank account.

* Intuit's payroll services are compatible with the latest version(s) of QuickBooks. However, supported versions are subject to change.
(2) Payroll Setup Interview

QuickBooks has a Payroll Setup Interview that walks you through the process of setting up your payroll. If you have not started using QuickBooks payroll, it is recommended that you use the Interview.

Start QuickBooks Payroll Setup

1) Select Employees: Payroll Setup from the menu.
2) Click the Continue button.
3) Enter appropriate information into the windows displayed by QuickBooks.
(3) Create Payroll Schedules
Payroll schedules define when you should run payroll so that you can pay employees on their payday. QuickBooks gives you the option of using Payroll Schedules.

Create Payroll Schedule
1) Click the Payroll Center icon.
2) On the Pay Employees tab, click the Payroll Schedule button.
3) Select New from the menu.
4) Enter appropriate information into the window.
5) Click OK.
6) Click Yes to assign employees with the same pay frequency to the payroll schedule (if prompted).
7) Click OK in the QuickBooks Information window.

Payroll Schedule

Assign Payroll Schedule Window
Preferences

Set Payroll Preferences
1) Select Edit:Preferences from the menu.
2) Click Payroll & Employees in the list to the left.
3) Click the Company Preferences tab.
4) Change appropriate information in the Preferences window.
5) Click OK.

Payroll & Employee Preferences

Employee Defaults
Payroll Items

QuickBooks uses Payroll Items for anything that affects the amount on a payroll check and for company expenses related to payroll. After turning on QuickBooks Payroll, you can add payroll items as needed.

When you add an item, you can use EZ Setup or Custom Setup. Real World Training recommends EZ Setup.

Payroll Item Types

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation</td>
<td>Hourly or salary wage, commission, or bonus paid to employee</td>
<td>Straight Time, Salary, Sales Commission, Bonus</td>
</tr>
<tr>
<td>Insurance Benefits</td>
<td>Taxable and pre-taxable Insurance benefits</td>
<td>Health Insurance, Sec 125 Insurance, Dental Insurance</td>
</tr>
<tr>
<td>Retirement Benefits</td>
<td>Employee benefits related to retirement</td>
<td>401(K) Plans, Simple IRA</td>
</tr>
<tr>
<td>Paid Time Off</td>
<td>Vacation and sick time</td>
<td>Vacation Salary, Vacation Hourly, Sick Hourly</td>
</tr>
<tr>
<td>Other Additions</td>
<td>Other common additions to a paycheck</td>
<td>Mileage Reimbursement, Employee Advance</td>
</tr>
<tr>
<td>Other Deductions</td>
<td>Other common deductions from a paycheck</td>
<td>Wage Garnishments, Union Dues</td>
</tr>
<tr>
<td>Custom</td>
<td>Payroll items not falling within another type</td>
<td>State Income Tax, State Unemployment Tax</td>
</tr>
</tbody>
</table>
Add Payroll Item

摸索 Add Payroll Items
1) Select Employees:Manage Payroll Items:New Payroll Item from the menu.
2) Select EZ Setup and click Next.
3) Select one of the top payroll item types and click Next.
4) Enter remaining information in the Add New payroll item windows.
5) Click Finish.

![Add New window](image1)

Edit Payroll Item

摸索 Edit Payroll Items
1) Select Employees:Manage Payroll Items:View/Edit Payroll Item List from the menu.
2) Select a payroll item to edit.
3) Click the Payroll Item button.
4) Select Edit Payroll Item from the menu.
5) Enter remaining information in the Edit payroll item windows.
6) Click Finish.

![Edit payroll item window](image2)
Employees

Add Employees
1) Click Employees.
2) Click the New Employee button.
3) Enter appropriate information in the New Employee window.
4) Click OK.

Employee List

Personal Information
Address and Contact Information

Employment Information

Payroll and Compensation Information
Setting up Payroll - Chapter 4

**Federal Taxes**

Federa | State | Other
--- | --- | ---
Filing Status | Single | 
Allowances | 4 | 
Extra Withholding | 0.00 |

SUBJECT TO:
- Medicare
- Social Security
- Advance Earned Income Credit
- Federal Unemployment Tax (Company Paid)

What if this employee is subject to Nonresident Alien Withholding?

**State Taxes**

Federa | State | Other
--- | --- | ---
STATE WORKED:
State | TX | STUI (Company Paid)

STATE SUBJECT TO WITHHOLDING:
State | TX |

MISCELLANEOUS DATA (DEPENDS ON STATE SELECTED)
PREVIOUS STATE DATA (FOR REFERENCE ONLY)
Filing Status

**Sick & Vacation Information**

**Sick**
- Hours available as of 01/18/2015: 0:30
- Hours used in 2015: 0:30
- Accrual period: Every paycheck
- Hours accrued per paycheck: 1:40
- Maximum number of hours: 40:00
- Reset hours each new year?
- Year begins on: January 20
- Begin accruing sick time on: 01/18/2015

**Vacation**
- Hours available as of 01/18/2015: 0:30
- Hours used in 2015: 0:30
- Accrual period: Beginning of year
- Hours accrued at beginning of year: 80:00
- Maximum number of hours: 0:30
- Reset hours each new year?
- Year begins on: January 20
- Begin accruing vacation time on: 01/18/2015
Chapter 5-
Time Tracking

Mastering QuickBooks
Day 2
Benefits of Time Tracking in QuickBooks
QuickBooks lets you track the time an employee, subcontractor, or owner spends on each job. Once you enter the time, you can use the information in several ways.

1) Invoice the customer for actual time worked on jobs
2) Print reports showing the time spent on jobs
3) Use the information to prepare employee paychecks

Set Time Tracking Preferences
Turn on Time Tracking and set the first day of your work week by setting time tracking preferences. If you have QuickBooks Premier or Enterprise Solutions, you can also activate invoicing from a list of time and expenses.

Set Time Tracking Preferences
1) Select Edit:Preferences from the menu.
2) Click the Time & Expenses icon in the list to the left.
3) Click the Company Preferences tab.
4) Change appropriate information in the Preferences window.
5) Click OK.
QuickBooks lets you track the time employees or subcontractors spend on each job. The time can be used to pay employees, pay subcontractors, and invoice customers.

**Weekly Timesheet**
This allows entry of an employee's time for a full week.

- **Enter Time on Timesheet**
  1. Click the **Enter Time** icon on the Home page and select **Use Weekly Timesheet** from the drop-down arrow.
  2. Click the **Name** drop-down arrow and select the appropriate employee.
  3. Enter remaining information in the **Weekly Timesheet** window.
  4. Click **Save & Close**.

---

![Weekly Timesheet (Employee)](image)
**Weekly Timesheet (Subcontractor)**

![Weekly Timesheet Image](image_url)

<table>
<thead>
<tr>
<th>CUSTOMER/PROJECT</th>
<th>SERVICE ITEM</th>
<th>NOTES</th>
<th>CLASS</th>
<th>M 18</th>
<th>TUE 21</th>
<th>W 22</th>
<th>THU 23</th>
<th>F 24</th>
<th>SA 25</th>
<th>SU 26</th>
<th>TOTAL</th>
<th>BILLABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals: 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

- Wrap text in Notes field
- Copy Last Sheet
- Save & Close
- Save & New
- Clear
Print Timesheets

1) Click the Enter Time icon on the Home page and select Use Weekly Timesheet from the drop-down arrow.
2) Click the Print drop-down arrow and select Print.
3) Enter appropriate Dates in the Select Timesheets to Print window.
4) Click on the individual timesheets to select for printing.
5) Click OK.
6) Click Print.

Print Timesheets

Timesheet

<table>
<thead>
<tr>
<th>Customer Job</th>
<th>Service Item</th>
<th>Payroll Item</th>
<th>Notes</th>
<th>Class</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
<th>Sa</th>
<th>Su</th>
<th>Total</th>
<th>BP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orlando Home Division</td>
<td>Repair Hinges</td>
<td>Hourly Rate</td>
<td>The success of t...</td>
<td>Dallas</td>
<td>8:00</td>
<td>8:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>10:00</td>
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<td>Orlando Home Division</td>
<td>Repair Hinges</td>
<td>Overtime Rate</td>
<td></td>
<td>Dallas</td>
<td>3:00</td>
<td>2:00</td>
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<td>5:00</td>
<td>B</td>
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<tr>
<td>Orlando Home Division</td>
<td>Repair Hinges</td>
<td>Hourly Rate</td>
<td></td>
<td>Dallas</td>
<td>4:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4:00</td>
<td>N</td>
</tr>
<tr>
<td>Orlando Home Division</td>
<td>Lock Install</td>
<td>Hourly Rate</td>
<td></td>
<td>Dallas</td>
<td>4:00</td>
<td>8:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12:00</td>
<td>B</td>
</tr>
<tr>
<td>Jupiter House White Residence</td>
<td>Lock Install</td>
<td>Hourly Rate</td>
<td></td>
<td>Houston</td>
<td></td>
<td></td>
<td>8:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8:00</td>
<td>B</td>
</tr>
</tbody>
</table>

Totals: 11:00 10:00 8:00 8:00 8:00 0:00 0:00 45:00

Signature
QuickBooks Premier makes it easier to invoice for time and expenses by setting a preference.

**Set Time Preferences**
1. Select **Edit:Preferences** from the menu.
2. Click **Time & Expenses** from the list of preferences.
3. Click the **Company Preferences** tab.
4. Click the box next to **Create invoices from a list of time and expenses**.

**Invoice for Time**
1. Click the **Invoices** icon on the **Home** page.
2. Click **Invoice for Time & Expenses** from the list.
3. Click the appropriate customer or job from the list.
4. Check the box next to **Let me select specific billables for this Customer:Job**.
5. Click **Create Invoice**.
6. Select the time to bill in the **Choose Billable Time and Costs** window.
7. Click **OK**.
8. Enter remaining information in the **Create Invoices** window.
9. Click **Save & Close**.
Invoice for Time & Expenses

Choose Billable Time & Costs

Options for Transferring Billable Time
**Customer Invoice**

![Customer Invoice Image]

- **Date:** 01/31/2016
- **Invoice #:** 24
- **Customer:** Orlando Homes
- **Address:** 33 North
- **City:** Orlando, FL, 32748

### Services and Charges

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Rate</th>
<th>Class</th>
<th>Amount</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/18/2016</td>
<td>Repair-Hinges</td>
<td>1</td>
<td>The success of this job hinges on May</td>
<td>$34.95</td>
<td>Dallas</td>
<td>$279.90</td>
<td>Non</td>
</tr>
<tr>
<td>01/18/2016</td>
<td>Repair-Hinges</td>
<td>1</td>
<td>The success of this job hinges on May</td>
<td>$34.95</td>
<td>Dallas</td>
<td>$194.95</td>
<td>Non</td>
</tr>
<tr>
<td>01/19/2016</td>
<td>Repair-Hinges</td>
<td>1</td>
<td>The success of this job hinges on May</td>
<td>$34.95</td>
<td>Dallas</td>
<td>$279.90</td>
<td>Non</td>
</tr>
<tr>
<td>01/19/2016</td>
<td>Repair-Hinges</td>
<td>1</td>
<td>The success of this job hinges on May</td>
<td>$34.95</td>
<td>Dallas</td>
<td>$194.95</td>
<td>Non</td>
</tr>
<tr>
<td>01/20/2016</td>
<td>Lock Install</td>
<td>1</td>
<td></td>
<td>$64.00</td>
<td>Dallas</td>
<td>$256.00</td>
<td>Non</td>
</tr>
</tbody>
</table>

**Out of State:** 0.0%

**Total:** 1,501.95

**Balance Due:** 1,501.95
Productivity Reports

Review a Time by Name Report
1) Select Reports:Jobs, Time & Mileage:Time by Name from the menu.
2) Click the Customize Report button.
3) Click the boxes next to Billed, Unbilled, and Not Billable below Add subcolumns for.
4) Click OK.

Review a Time by Job Detail Report
1) Select Reports:Jobs, Time & Mileage:Time by Job Detail from the menu.
Review a Job Profitability Detail Report

1) Select Reports:Jobs, Time & Mileage:Job Profitability Detail from the menu.
2) Click the Customer:Job drop-down arrow and select the appropriate customer or job.
3) Click OK.

*Only income shows after invoicing. Costs show after paying employees in the next chapter.*
Chapter 6-
Running Payroll

Mastering QuickBooks
Day 2
Create Paychecks

Create Paychecks
1) Click the Pay Employees icon on the Home page. Or click the Payroll Center icon on the Home page.
2) If using payroll schedules, select the appropriate payroll schedule for payment. Then click Start Scheduled Payroll.
3) If not using payroll schedules, click Unscheduled Payroll. Then select the employees to pay in the Enter Payroll Information window.
4) Enter and review hours in the Enter Payroll Information window.
5) Click Continue.
6) Review information in the Review and Create Paychecks window.
7) To make a change, click the employee’s name.
8) Click OK to save changes.
9) Click the Create Paychecks button.
10) Select whether to Print Paychecks and/or Print Pay Stubs in the Confirmation and Next Steps window.
11) Click Close.

Employee Center: Payroll Center
Enter Payroll Information Window

Review and Create Paychecks
**Review Paycheck Amounts**

![Paycheck Review Window]

**Confirmation and Next Steps**

![Confirmation and Next Steps Window]

You have successfully created 3 paychecks:
3 for printing  0 for direct deposit

Next step:
Print your paychecks/stubs, and distribute to employees.
Print Paychecks

You can print a paycheck while reviewing it in the Paycheck window. This method works well if you are printing only one or two checks. If you are printing several paychecks at once, you can click the Print:Print Paychecks button in the Payroll Center or select File:Print Forms:Paychecks from the menu.

Print Paychecks
1) Create paychecks as usual using the steps on page 148.
2) Click Print Paychecks in the Confirmation and Next Steps window.
3) Click Print.

Select Paychecks to Print

![Select Paychecks to Print]

Print Checks

![Print Checks]
Print Pay Stubs

Print pay stubs from the Confirmation and Next Steps window, or click the Print:Print/Email Paystubs button in the Payroll Center, or select File:Print Forms:Pay Stubs from the menu.

✔ Print Pay Stubs

1) Create paychecks as usual using the steps on page 148.
2) Click Print Pay Stubs in the Confirmation and Next Steps window.
3) Select pay stubs to print, click Print, and click Print again.

Select Pay Stubs to Print

Pay Stub
When you create paychecks, QuickBooks calculates taxes for you and calculates due dates based on your payment schedules. You enter the payment schedule for each liability when you add a payroll liability item. QuickBooks shows the due dates for the payments and warns you when your liability payments are overdue.

**Pay Taxes/Liabilities**

1) Click the **Pay Liabilities** icon on the **Home** page.
2) In the **Pay Taxes & Other Liabilities** section of the window, select the tax or liability to pay in the list.
3) Click the **View/Pay** button.
4) Enter expenses and/or penalties in the **Liability Payment** window (if applicable).
5) Click **Save & Close**.
6) Click **Close** in the **Payment Summary** window.
**Pay Liabilities**

![Image of Pay Liabilities](image1)

**Liability Payment**

![Image of Liability Payment](image2)
Process Form 941

1) Click the Process Payroll Forms icon on the Home page.
2) Select Quarterly Form 941/Schedule B in the Select Payroll Form window.
3) Click File Form.
4) Enter the appropriate filing period below Select Filing Period.
5) Click OK.
6) Answer all questions in the Interview for your Form 941/Schedule B, and click Next until finished.
7) Click the Check for errors button.
8) After any errors are corrected, click Print forms.
9) Make appropriate selections in the Printing window.
10) Click Print.
11) Click Save & Close.

Interview for your Form 941/Schedule B
Review a Payroll Summary
1) Select Reports: Employees & Payroll: Payroll Summary from the menu.
2) Click the Customize Report button.
3) Click the boxes next to Hours and Rate below Add subcolumns for.
4) Click OK.

Review a Job Profitability Detail
1) Select Reports: Jobs, Time & Mileage: Job Profitability Detail from the menu.
2) Click the Customer: Job drop-down arrow and select the appropriate customer or job.
3) Click OK.
Chapter 7 - Security & Multi-user

Mastering QuickBooks
Day 2
To use QuickBooks in multi-user mode, you must install a licensed copy of QuickBooks on each networked computer. The company file should be located on a shared resource (like a server or a hard disk that can be accessed by all users).
The first step is to designate one user as the *QuickBooks Administrator*. This one person has unlimited access to all of QuickBooks. The *Administrator* is the only person who can:

1) Add new users  
2) Change a user’s access privileges  
3) Import and export data*  
4) Change company info and preferences*  
5) Set and change the closing date and password*  
6) Create portable company files*

*A user set up as an External Accountant can also perform these tasks.

**Assign an Administrator**

1) Select *Company:Set Up Users and Passwords:Set Up Users* from the menu.
2) Enter the administrator’s name as the *Administrator’s Name*.
3) Enter the administrator’s password as the *Administrator’s Password*.
4) Enter the administrator’s password as the *Confirm Password*.
5) Select a *Challenge Question* and enter a *Challenge Answer*.
6) Click *Next*, and then click *Finish*.
7) Click *Close*.

**Administrator Setup**

**Login Window**
The *QuickBooks Administrator* can add users to the company file and assign user security levels. You can set up the accountant as an External Accountant user. An External Accountant user can access all areas of QuickBooks, but can't view sensitive customer information, such as credit card numbers.

**Add a New User (Pro and Premier)**

1. Select *Company:Set Up Users and Passwords:Set Up Users* from the menu.
2. Enter the administrator password (if prompted) and click **OK**.
3. Click the **Add User** button.
4. Enter the new user's name as the **User Name**:
5. Enter the new user's password as the **Password**:
6. Enter the new user's password as the **Confirm Password**:
7. Check the box if you want to add this user to your license.
8. Click the **Next** button.
9. In the first screen, select the user's access level: *Selected areas of QuickBooks*, *All areas of QuickBooks*, or *External Accountant*.
10. Select the appropriate level of access in the following windows.
11. Click **Finish** in the last window.
12. Click **Close**.

**Add a New User (Enterprise Solutions)**

1. Select *Company:Users:Set Up Users and Roles* from the menu.
2. If prompted, enter the appropriate **Password** and click **OK**.
3. Click **New**.
4. Enter the user’s name as the **User Name**.
5. Enter the user’s password as the **Password (optional)**.
6. Enter the user’s password as the **Confirm Password**.
7. Select a role from the list of *Available Roles* and click **Add**.
8. Repeat Step 7 to assign additional roles.
9. Click **OK**.
10. Click **Close**.
Using in Multi-user Mode

QuickBooks works in two different modes: Single-user and Multi-user. Multiple users can access the company file in Multi-user mode. In Single-user mode, only one user can access the company file at a time.

Certain actions are permitted only in Single-user mode. These actions include:

1) Some types of changes to lists (such as deleting, merging, and sorting)
2) Change company preferences
3) Create or work with accountant's copies
4) Condense or rebuild data
5) Import or export data
6) Create portable company files
7) Adjust inventory

Switch to Multi-user Mode
1) Select File:Switch to Multi-user Mode from the menu.
2) Click OK.

Open QuickBooks as a New User
1) Select File:Open or Restore Company from the menu.
2) Select Open a company file (.QBW).
3) Click Next.
4) Select the name of the appropriate company file.
5) Click Open.
6) Enter the User Name: and the Password:.
7) Click OK.

Login Window

Action Not Permitted
An important part of accounting is tracking which transactions have been added, changed, or deleted during a period of time…and by whom. QuickBooks provides this information through the Audit Trail report.

Review an Audit Trail Report

1) Select Reports: Accountant & Taxes: Audit Trail from the menu.

Audit Trail w/Change

<table>
<thead>
<tr>
<th>Num</th>
<th>Date Entered</th>
<th>Last Modified</th>
<th>Name</th>
<th>Memo</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>04/01/2015</td>
<td>10:40:14</td>
<td>David</td>
<td>Latest</td>
<td>Smith Hardware</td>
<td>$100.00</td>
</tr>
<tr>
<td>25</td>
<td>04/01/2015</td>
<td>10:36:32</td>
<td>Robin</td>
<td>Prior</td>
<td>Smith Hardware</td>
<td>-$10.75</td>
</tr>
</tbody>
</table>

Audit Trail w/Deletion

<table>
<thead>
<tr>
<th>Num</th>
<th>Date Entered</th>
<th>Last Modified</th>
<th>Name</th>
<th>Memo</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>04/01/2015</td>
<td>10:41:49</td>
<td>David</td>
<td>Deleted</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>25</td>
<td>04/01/2015</td>
<td>10:40:14</td>
<td>David</td>
<td></td>
<td>Smith Hardware</td>
<td>$100.00</td>
</tr>
<tr>
<td>25</td>
<td>04/01/2015</td>
<td>10:36:32</td>
<td>Robin</td>
<td></td>
<td>Smith Hardware</td>
<td>-$10.75</td>
</tr>
</tbody>
</table>
Chapter 8-
Working with Reports

Mastering QuickBooks
Day 2
The **Report Center** helps locate and run reports that show the information you need.

1. In **My Shortcuts** on the left icon bar, click **Reports**.
2. Click the appropriate report group to the left.
3. To open a report, click the **Run** icon below the report preview.
Modify Report Columns

1) Run the appropriate report.
2) Click the Customize Report button.
3) Change appropriate information in the Modify Report window.
4) Click OK.

Modify Report-Columns

Report w/Modified Columns
Sort Report

1) Run the appropriate report.
2) Click the Customize Report button.
3) Click the drop-down arrow next to Sort by to select the sort field.
4) Click the appropriate button next to Sort in.
5) Click OK.

Modify Report-Sort
**Sorted Report**

![Customer Phone List](image)

<table>
<thead>
<tr>
<th>Customer</th>
<th>Balance</th>
<th>Primary Contact</th>
<th>Credit Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fort Worth Homes/Lake Worth Homes</td>
<td>34,832.75</td>
<td>Betty Crockett</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Jupiter Homes - Florida Residence</td>
<td>31,436.81</td>
<td>Fred Ellis</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Rio Grande Homes Valley Savings Drive</td>
<td>24,325.05</td>
<td>Edna Callahan</td>
<td>200,000.00</td>
</tr>
<tr>
<td>Orlando Homes Division 1a</td>
<td>15,777.50</td>
<td>Pat West</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Rio Grande Homes Jackson Residence</td>
<td>11,366.34</td>
<td>Edna Callahan</td>
<td>200,000.00</td>
</tr>
<tr>
<td>Lake Michigan Development</td>
<td>4,999.50</td>
<td>Scott Dakota</td>
<td>40,000.00</td>
</tr>
<tr>
<td>Orlando Homes Division 3a</td>
<td>3,667.32</td>
<td>Pat West</td>
<td>75,000.00</td>
</tr>
<tr>
<td>Dallas Hardware and Tools</td>
<td>3,374.09</td>
<td>Eddie Sinclair</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Overnight, Inc./Dallas Motor Inn</td>
<td>3,245.91</td>
<td>Josephine Peterson</td>
<td></td>
</tr>
<tr>
<td>Sun Valley Builders/Phi Tommy</td>
<td>3,178.00</td>
<td>Reggie Globus</td>
<td>45,000.00</td>
</tr>
<tr>
<td>Chicago Hotel/Builders Lake Michigan</td>
<td>1,515.83</td>
<td>Brad White</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Jupiter Homes - Florida Residence</td>
<td>1,331.37</td>
<td>Fred Ellis</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Sun Valley Builders/Philadelphia Bank</td>
<td>999.99</td>
<td>Reggie Globus</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Myers &amp; Associates</td>
<td>26.00</td>
<td>Jackie Myers</td>
<td>25,000.00</td>
</tr>
<tr>
<td>Smith Hardware</td>
<td>26.02</td>
<td>Henry Phane</td>
<td></td>
</tr>
<tr>
<td>Chicago Hotel/Builders</td>
<td>0.00</td>
<td>Julia Chasser</td>
<td></td>
</tr>
<tr>
<td>Columbia Management</td>
<td>0.00</td>
<td>Anne Dayer</td>
<td></td>
</tr>
</tbody>
</table>
Column Width & Order

Change Column Width

1) Run the appropriate report.
2) Click and drag the divider between column headings to the left or right.

Change Column Order

1) Run the appropriate report.
2) Click and drag the column title over the diamond between column headings.
Change Header/Footer
1) Run the appropriate report.
2) Click the Customize Report button.
3) Click the Header/Footer tab.
4) Change appropriate information in the Modify Report window.
5) Click OK.

Modify Report-Header/Footer

Report w/New Header
Fonts & Numbers

Change Fonts & Numbers
1) Run the appropriate report.
2) Click the Customize Report button.
3) Click the Fonts & Numbers tab.
4) Select the appropriate report element in the Change Font For list.
5) Click the Change Font button.
6) Enter appropriate information in the window.
7) Click OK.
8) Select whether to change all related fonts.
9) Enter remaining information in Customize Report window.
10) Click OK.

Modify Report - Fonts & Numbers

Modify Report Title Font
Filter Reports

Change Report Filters
1) Run the appropriate report.
2) Click the Customize Report button.
3) Click the Filters tab.
4) Change appropriate information in the Modify Report window.
5) Click OK.

Modify Report-Filters

Modify Report-Filters

Reports w/Filter
Report preferences allow you to customize and format reports for your business needs.

**Report Preferences**

1. Click the **Edit** menu and select **Preferences**.
2. Click **Reports & Graphs** in the list to the left.
3. Click the **Company Preferences** tab.
4. Click **Format**.
5. Change the **Header/Footer** or **Fonts & Numbers** on reports.

**Company Preferences Window**

**Report Format Preferences**
Memorize Reports

**Memorize a Report**
1) Run the appropriate report.
2) Make appropriate changes to the report.
3) Click the **Memorize** button.
4) Enter the report name in the **Memorize Report** window.
5) Click **OK**.

**Run a Memorized Report**
1) Click the **Report Center** icon.
2) Click the **Memorized** tab at the top of the window.
3) Click the appropriate report group to the left.
4) Select the appropriate report.
5) Click **Run**.
Report Groups

QuickBooks lets you display/print multiple reports at one time. To do so, create a *Memorized Report Group*. Once a group is added, you can click and drag memorized reports to make them part of a group. Reports can also be added to a report group when you memorize the report.

### Add a Memorized Report Group
1) Select `Reports:Memorized Reports:Memorized Report List` from the menu.
2) Click the *Memorized Report* button.
3) Select *New Group* from the menu.
4) Enter the *Name* in the *New Memorized Report Group* window.
5) Click OK.

### Add Memorized Report to Group
1) Select `Reports:Memorized Reports:Memorized Report List` from the menu.
2) Move the cursor over the diamond to the left of the report that will become part of the group.
3) Click and drag the report below the appropriate group.
4) Click and drag the report to the right.
Display/Print a Memorized Report Group
1) Select Reports:Process Multiple Reports from the menu.
2) Select the reports to display/print in the Process Multiple Reports window.
3) Change the From and To dates of the reports as appropriate.
4) Click Display or Print.

Process Multiple Reports

Reports Displayed on Screen
QuickBooks lets you create custom reports in Excel without having to re-enter the data.

Export a Report to Excel
1) Run the appropriate report.
2) Click the Excel button.
3) Select whether to create a new worksheet or update an existing worksheet from the menu.
4) Click the Advanced button to modify the transfer options.
5) Click the Export button.
6) QuickBooks automatically runs Excel and displays the report.

Export Report

Report in Excel
Update Report in Excel

QuickBooks makes it easy to update report data in Excel if the QuickBooks data changes after export. The first time you do this, your QuickBooks Company File must be open.

✓ Update Report in Excel
1) Save the report in Excel.
2) Click the QuickBooks tab and select Update Report.
3) Click Browse to select the location of your company file (if necessary).
4) Click the drop-down arrows to change the date range for the report (if necessary).
5) Click Update.

Export Report-Considerations

If you make changes to your exported report, Excel only keeps certain changes:

1) Renamed report titles
2) Font formatting in row and column headers
3) Resized columns
4) Renamed column and row headers
5) Inserted rows and columns with information entered
6) Formulas (the updated report must contain the row associated with the formula)
7) Inserted text

Any of the following changes you make to your exported report will have to be updated manually when the report is updated:

1) Font formatting in non-header cells
2) Formatting other than changes to Font
3) Moved data cells

If you entered a formula in your Excel report and you receive an error when you update the report, you have two choices:

1) Close the workbook without saving to retain the report before the update.
2) Save the report on Sheet1 to keep the updated report without the formula.
### Updated Report - Formula Error

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Freight Income</td>
<td>223.57</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Total Income</td>
<td>98,813.52</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Cost of Goods Sold</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Construction Labor</td>
<td>10,500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Cost of Sales</td>
<td>1,450.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>12</td>
<td>Materials</td>
<td>11,947.55</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>13</td>
<td>Total COGS</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Gross Profit</td>
<td>86,915.97</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Expense</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Legal Fees</td>
<td>800.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Advertising</td>
<td>3,625.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Automobile Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Fuel Expense</td>
<td>84.95</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Car Repairs</td>
<td>427.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Total Automobile Expense</td>
<td>492.45</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Bank Service Charges</td>
<td>12.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Building Supplies</td>
<td>98.22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Cleaning</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Contributions</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Depreciation Expense</td>
<td>3,110.98</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Dues and Subscriptions</td>
<td>138.55</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In cell H17, the formula is incorrect, as the cell shows a value of 1087,53 instead of the expected value.
Backup Data Files

You should make regular backups of your QuickBooks company files and keep these backups off-site. This ensures you will always have a recent copy of your critical accounting records should a data loss occur. QuickBooks makes this easy with options for setting the reminder frequency for backups, verifying data integrity, and scheduling backups at set intervals. You can also use Intuit’s online backup service (additional fees apply).

There are four ways to back up your company file in QuickBooks:

1) Backup online
2) Manual backup
3) Automatic backup
4) Scheduled backup

**Back Up Company Data File**
1) Select File: Back Up Company: Create Local Backup from the menu.
2) Click the Options button to set the backup location and other options.
3) Click Next.
4) Select when to back up.
5) Click Next.
6) If creating a manual backup, click Save.
   If creating an automatic or scheduled backup, set options and create a schedule.
7) Click Finish.

**Backup Options**
Backup Frequency/Schedule

When do you want to backup your company file?

BACK UP AUTOMATICALLY:

☑ Save backup copy automatically when I close my company file every 3 times

Click Options to view or change where the automatic backup copies will be saved.

BACK UP ON A SCHEDULE:

Click New to schedule regular backups of your company file.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>BACKUP LOCATION</th>
<th>STATUS</th>
<th>NEXT BACKUP</th>
</tr>
</thead>
</table>

New...  Edit...  Remove

Back  Next  Finish  Help  Cancel
Utilities-Chapter 9

Restore Data Files

Restoring data files means recreating a company data file from a backup copy. You may do this for several reasons.

1) The company file on your hard drive is damaged.
2) The computer's hard drive is damaged.
3) You wish to review your company data as it stood at an earlier date.

Restoration of a Company Data File

1) Select File: Open or Restore Company from the menu.
2) Select Restore a backup copy.
3) Click Next.
4) Select Local backup or Online backup.
5) Click Next.
6) Select the backup file being restored in the Open window.
7) Click Open.
8) Click Next.
9) Select an appropriate Restore To location.
10) Click Save.
11) Enter the User Name: and Password: in the QuickBooks Login window (if file is password protected).
12) Click OK in the QuickBooks Information window.
Updating QuickBooks

**Versions**
A new version of QuickBooks is released approximately every year. A new version adds new features and improvements. Intuit charges a fee for the purchase of a new version. Contact Intuit for current prices.

After the new version is installed, QuickBooks asks you whether your data file should be updated to the new version. By typing “YES”, QuickBooks automatically updates your file to the new version. Once the file is updated, you can no longer open the data file in the previous version.

**Maintenance Releases**
Intuit occasionally creates maintenance releases for an existing version of QuickBooks. A maintenance release usually corrects problems in QuickBooks not discovered until after distribution of a new version. Also, Intuit might add features that were not available at the time the version was distributed. Intuit does not charge a fee for maintenance releases.

To determine the current version and release of QuickBooks, display the *Product Information* window.

### Display the Product Information Window

1. Press the F2 key or hold down the Ctrl key and press 1 on the keyboard.
Getting Maintenance Releases

You should download the current maintenance release of QuickBooks. The update must be installed on every computer that will run QuickBooks in a multi-user system. Updates can be shared with other users in a multi-user environment. There are three ways to get the latest maintenance release.

1) Get updates automatically, via the QuickBooks Update Service. By turning on the **Automatic Update** feature in the Update QuickBooks window, QuickBooks will automatically download a new maintenance release when available.

2) Check for and download updates using the QuickBooks Update Service when you want. You should check for updates once a month to keep QuickBooks current.

3) You can also download the latest maintenance release from the QuickBooks website. Then, you can manually install the maintenance release using the on-screen instructions.

💡 **Turn On/Off Automatic Update**

1) Select Help:Update QuickBooks from the menu.

2) Click the Options tab.

3) Click the Yes or No button next to Automatic Update.

4) Click to select the appropriate updates in the Update QuickBooks window.

5) Click Save.

6) Click Close.

💡 **Check for and Download Updates**

1) Select Help:Update QuickBooks from the menu.

2) Click the Update Now tab.

3) Click the Get Updates button.

4) Click the Yes button when exiting QuickBooks (if prompted).
Chapter 10 - Year-End Procedures
You can keep as many years of data in QuickBooks as you wish. However, there are certain procedures you should follow at year-end. In this chapter, you learn 4 steps to complete in QuickBooks at year-end. Consult your accounting professional regarding all year-end procedures your company must complete.

1) Consult the QuickBooks Year-End Guide and your accountant to build a complete list of tasks you need to perform at year-end.
2) Set a closing date and password to restrict users from a prior period.
3) Provide your accountant with your QuickBooks financial information using a method such as the Accountant’s Copy.
4) Incorporate changes from accountant.

(1) Year-End Guide

Open Year-End Guide
1) Select Help:Year-End Guide from the menu.
(2) Set a Closing Date

The second year-end procedure involves restricting user access to prior accounting periods and setting a closing date and password. To make a change to a prior period, a user must have access and must know the closing date password.

Set a Closing Date & Password

1) Select Company: Set Closing Date from the menu.
2) Click Set Date/Password.
3) Enter a Closing Date.
4) Enter the password as the Closing Date Password.
5) Enter the password as the Confirm Password.
6) Click OK.
7) Click OK.

Set Closing Date

Set Closing Date and Password

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Restrict User Access to Prior Period

1) Select **Company: Set Up Users and Passwords: Set Up Users** from the menu.
2) Enter the **Password** in the **QuickBooks Login** window.
3) Click **OK**.
4) Select the appropriate user.
5) Click the **Edit User** button.
6) Click the **Next** button until you see the **Changing or Deleting Transactions** window.
7) Select if the user can change or delete transactions prior to the closing date.
8) Click **Finish**.
9) Click **Close**.

Restrict User Access

![Restrict User Access Screen](image)

No Access to Prior Transactions

![No Access to Prior Transactions Screen](image)
The Accountant's Copy is an efficient way to work with accountants that use QuickBooks. With this process, a special copy of your data file can be given to your accountant to enter adjustments. Meanwhile, you can continue to work on your original data file. When the adjustments are complete, the changes are imported into your original data file.

There are restrictions on you and your accountant while an Accountant's Copy exists. For a list of restrictions, search for “Accountant’s Copy” in the QuickBooks Help system.

A “Dividing Date” is used to ensure changes you make in the current period don’t conflict with changes your accountant is making in a prior period.

Create Accountant's Copy

2) Click Next.
3) Select a Dividing Date for the Accountant's Copy.
4) Click Next.
5) Click OK.
(4) Incorporate Accountant’s Changes

If you use the Accountant’s Copy, you can import your accountant’s changes into your QuickBooks data file.

If you are not using the Accountant’s Copy, there are several ways your accountant’s changes can be incorporated into QuickBooks. For example, your accountant might send you a list of year-end journal entries and ask you to enter them into QuickBooks. Or, your accountant might travel to your office to enter year-end journal entries. Consult with your accountant to determine the most efficient way of entering their changes in QuickBooks.

Import Accountant’s Changes


![Import Accountant's Changes from File](image)
Chapter 11-
Customizing Forms

Mastering QuickBooks
Day 2
Create Form Design

You can create a professional-looking design and apply it to many of your QuickBooks forms. Select from existing professional design templates or create your own design. You can add your logo, and customize the fonts, colors, and grid styles. QuickBooks makes it easy to apply your design to multiple forms at once for a consistent look across your different forms. (Additional fees may apply.)

 créé
Create Form Design
1) Open a form to customize.
2) Click the Formatting tab.
3) Click the Customize Design button.
4) Make appropriate selections in the QuickBooks Forms Customization window.
5) Preview the new design and select which forms to apply the design to.
6) Click Apply.
QuickBooks Forms Customization

Apply Design

When you click Apply, QuickBooks will:
- Make copies of the template you selected.
- Apply your design to the copies.

(Don't worry, your original templates won't change.)

<table>
<thead>
<tr>
<th>Form</th>
<th>Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice</td>
<td>Intuit Product Invoice (default)</td>
</tr>
<tr>
<td>Credit Memo</td>
<td>Custom Credit Memo (default)</td>
</tr>
<tr>
<td>Sales Receipt</td>
<td>Custom Sales Receipt (default)</td>
</tr>
<tr>
<td>Purchase Order</td>
<td>Custom Purchase Order (default)</td>
</tr>
<tr>
<td>Stmt Change</td>
<td>Intuit Standard Statement (default)</td>
</tr>
<tr>
<td>Estimate</td>
<td>Retail Estimate (default)</td>
</tr>
<tr>
<td>Sales Order</td>
<td>Custom Sales Order (default)</td>
</tr>
</tbody>
</table>
Customize Form Data Layout

You can change the data layout of several different forms in QuickBooks. You can customize invoices, credit memos, sales receipts, purchase orders, statements, estimates, and sales orders. You can specify which fields and columns to include, what they are called, and where they are placed on the printed form. QuickBooks also enables you to add text box, data fields, and other image files to the printed form.

Customize Form Layout

1) Open a form to customize.
2) Click the Formatting tab.
3) Click Customize Data Layout.
4) Select whether to include fields on screen by clicking the box below Screen. Select whether to print fields by clicking the box below Print.
5) Repeat step 4) for each tab in the Additional Customization window.
6) Click the Layout Designer button to change the appearance of the printed form.
7) Make changes to the layout as appropriate.
8) Click OK in the Layout Designer window.
9) Click OK in the Additional Customization window.

Additional Customization-Header
Additional Customization-Footer

Customer Invoice

We are never, never, never EVER responsible for anything, anywhere, anytime...EVER!
Duplicate/Download Templates

You can duplicate a custom form to use it as a starting point for other forms. This makes it easier to create additional forms with the same “look and feel.”

**Duplicate Custom Form (template)**

1) Select Lists:Templates from the menu.
2) Select the template to be duplicated.
3) Click the Templates button and select Duplicate.
4) Select the form type to be created in the Select Template Type window.
5) Click OK.

**Download Custom Templates**

1) Select Lists:Templates from the menu.
2) Click the Templates button and select Download Templates.
3) Select the form to download from the Intuit QuickBooks Community website and click Download.
4) Save the form to your computer.
Chapter 12-
Finding & Saving Time

Mastering QuickBooks
Day 2
QuickBooks Calendar

For each day, the QuickBooks calendar shows you what is due (bills, invoices, and to do’s) and what was entered. You can also add to do’s for future tasks. Customize Calendar settings with Calendar preferences.

![QuickBooks Calendar](image)

Add a To Do

1) Click the QuickBooks Calendar icon on the homepage.
2) Click Add To Do.
3) Select the appropriate to do Type, Priority, and Due Date.
4) Enter the Details.
5) Select the appropriate Status.
6) Click OK.
What if you make a mistake on an invoice or a check? Can you retrieve the original transaction and make the necessary changes? Yes! QuickBooks lets you retrieve and change transactions using the methods discussed in this chapter.

**Previous/Next Buttons**

Use the Previous/Next buttons to locate recently entered transactions.

1. Display the appropriate form.
2. Click the **Previous** or **Next** button until the original transaction is displayed.

**Find Button**

QuickBooks has a Find button on checks, invoices, bills, estimates, sales receipts, credit card charges, purchase orders, credit memos, and sales orders. Use the Find button to quickly locate transactions.

1. Display the appropriate form.
2. Click the **Find** button on the toolbar at the top of the form.
3. Enter appropriate search information.
4. Click the **Find** button.
Simple Find

- **Use Simple Find**
  1. Select **Edit:Find** from the menu.
  2. Click the **Simple** tab.
  3. Enter appropriate search information.
  4. Click the **Find** button.
  5. Click on the appropriate transaction at the bottom of the **Find** window.
  6. Click the **Go To** button.

Find Using Centers

- **Find Transactions**
  1. Click the **(List Name) Center** icon, then click the **(List Name)** tab.
  2. Click the **View** drop-down arrow and select the appropriate option.
  3. Select the appropriate name in the list to the left.
  4. Make appropriate selections from the drop-down arrows.

Find Transactions for All Names

- **Find Transactions**
  1. Click the **(List Name) Center** icon.
  2. Click the **Transactions** tab.
  3. Make appropriate selections from the drop-down arrows.
QuickBooks Search
QuickBooks Search helps you find list entries, transactions, and menu items. Not sure how to access a feature? Not sure which list a name is on? Use Search to find it quickly.

Set Search Preferences and Update Search Index
1) Choose Edit:Preferences from the menu.
2) Select Search.
3) Click the Company Preferences tab.

Use QuickBooks Search
1) Choose Edit:Search from the menu.
2) (Optional) Click the Update search information link.
3) Enter a term in the Search field.
4) Narrow down your search by using the search filters provided.
5) Press Enter or click the magnifying glass button.
Memorizing Transactions

If you have transactions that occur often, you can save time by memorizing the transaction. This allows you to reuse the transaction whenever needed. QuickBooks lets you memorize checks, bills, invoices, and many other transactions.

Memorizing Recurring Transactions

- **Memorizing a Transaction for Automatic Entry**
  1) Enter the transaction to memorize.
  2) Select **Edit: Memorize (Form Name)** from the menu.
  3) Click the **Automate Transaction** option.
  4) Enter remaining information in the **Memorize Transaction** window.
  5) Click **OK**.

Rent Check

![Rent Check Image]

**Memorize Rent Check**

![Memorize Rent Check Image]
Recording Memorized Transactions

- **Automatically Enter Transactions**
  1) Start QuickBooks on the appropriate date.
  2) Select the transactions to automatically enter.
  3) Click **Enter Checked Now** to enter transactions now, or **Enter All Later** to enter no transactions.
  4) Click **OK** in the QuickBooks Information window.

![Enter Memorized Transactions window]

- **Changing Memorized Transactions**
  - **Change Transaction Detail**
    1) Select **Lists: Memorized Transaction List** from the menu.
    2) Double-click on the transaction you are changing.
    3) Enter any changes in the transaction window.
    4) Select **Edit: Memorize (Form Name)** from the menu.
    5) Click the **Replace** button in the **Replace Memorized Transaction** window.
    6) Press the **ESC** key.
    7) Click **No** (to avoid recording the entry before its scheduled date).

  - **Change Schedule Details**
    1) Select **Lists: Memorized Transaction List** from the menu.
    2) Select the transaction to edit.
    3) Click the **Memorized Transaction** button.
    4) Select **Edit Memorized Transaction** from the menu.
    5) Make appropriate changes in the **Schedule Memorized Transaction** window.
    6) Click **OK**.

Deleting Memorized Transactions

- **Delete Memorized Transaction**
  1) Click the **Memorized Transaction** button.
  2) Select **Delete Memorized Transaction** from the menu.
  3) Click **OK** to confirm the deletion.
## Keyboard Shortcuts

<table>
<thead>
<tr>
<th>Keyboard Strokes</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + 1</td>
<td>Displays important information about QuickBooks</td>
</tr>
<tr>
<td>Ctrl + F</td>
<td>Find transaction</td>
</tr>
<tr>
<td>Ctrl + H</td>
<td>History of A/R or A/P transaction</td>
</tr>
<tr>
<td>Ctrl + M</td>
<td>Memorize transaction</td>
</tr>
<tr>
<td>Ctrl + O</td>
<td>Copy transaction in a register</td>
</tr>
<tr>
<td>Ctrl + Q</td>
<td>QuickReport of list item</td>
</tr>
<tr>
<td>Ctrl + R</td>
<td>Use register</td>
</tr>
<tr>
<td>Ctrl + U</td>
<td>Use item on a list</td>
</tr>
<tr>
<td>Ctrl + V</td>
<td>Paste transaction in register</td>
</tr>
<tr>
<td>Tab</td>
<td>Moves to the next field</td>
</tr>
<tr>
<td>Shift + Tab</td>
<td>Moves to the prior field</td>
</tr>
<tr>
<td>Ctrl + Tab</td>
<td>Toggles between open windows in QuickBooks</td>
</tr>
<tr>
<td>Esc</td>
<td>Cancels transaction or closes window</td>
</tr>
<tr>
<td>Ctrl + Z</td>
<td>Undoes changes made to field</td>
</tr>
<tr>
<td>Up Arrow</td>
<td>Moves to line above in detail area</td>
</tr>
<tr>
<td>Down Arrow</td>
<td>Moves to line below in detail area</td>
</tr>
<tr>
<td>+</td>
<td>Increase form number or increase date</td>
</tr>
<tr>
<td>-</td>
<td>Decrease form number or decrease date</td>
</tr>
<tr>
<td>R</td>
<td>Changes date to end of year</td>
</tr>
<tr>
<td>Y</td>
<td>Changes date to beginning of year</td>
</tr>
<tr>
<td>M</td>
<td>Changes date to beginning of month</td>
</tr>
<tr>
<td>H</td>
<td>Changes date to end of month</td>
</tr>
<tr>
<td>T</td>
<td>Changes date to today’s date</td>
</tr>
<tr>
<td>Space Bar</td>
<td>Use to mark or unmark boxes with check marks</td>
</tr>
<tr>
<td>Ctrl + Up Arrow</td>
<td>Scrolls through individual entries on a list while in a form</td>
</tr>
<tr>
<td>Alt + Down Arrow</td>
<td>Displays the list on a form</td>
</tr>
<tr>
<td>Diamond</td>
<td>Use the diamond on lists to move the item to another position or to make subaccounts, sub-items, or jobs</td>
</tr>
</tbody>
</table>
Notes
FEEDBACK ABOUT QUICKBOOKS

Before completing this course, how likely were you to recommend QUICKBOOKS to a friend, colleague, or family member? 

Not Likely at All 0 1 2 3 4 5 6 7 8 9 10 Extremely Likely Not Sure

What are the main reasons for your answer to this question? 


Now that you have completed this course, how likely are you to recommend QUICKBOOKS to a friend, colleague, or family member? 

What are the main reasons for your answer to this question? 


REVIEW THIS COURSE

QUICKBOOKSTRAINING.COM/FEEDBACK
ADDITIONAL FEEDBACK

How did you find out about this class?  □ Received brochure/mail,  □ Internet search,  □ Intuit website,  □ Intuit Support,  □ Friend/Colleague/Accountant referral,  □ Other: ________________________________

Did you purchase additional training or support during this course?  □ Yes  □ No  Explain: ________________________________

Do you plan to pursue QuickBooks User Certification following this course?  □ Yes  □ No  Explain: ________________________________

What do you need additional help with? ________________________________

Do you agree that additional training and support would be a helpful next step?  □ Yes  □ No  Explain: ________________________________

PLEASE COMPLETE THE SECTION BELOW IF YOU NEED CPE CREDIT

CPE EVALUATION

* There are no prerequisites for this course, and no advance preparation is necessary

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
</tbody>
</table>

Overall, my rating for this course is favorable .................................................................0 1 2 3 4 5 6 7 8 9 10
I will be more effective in my job as a result of taking this course ...............................0 1 2 3 4 5 6 7 8 9 10
Instructor answered questions to my satisfaction ..............................................................0 1 2 3 4 5 6 7 8 9 10 N/A
Prerequisites were appropriate ...............................................................................................0 1 2 3 4 5 6 7 8 9 10
Stated learning objectives were met .....................................................................................0 1 2 3 4 5 6 7 8 9 10
Handout and/or advance preparation materials were satisfactory ......................................0 1 2 3 4 5 6 7 8 9 10 N/A
The time allotted to the learning activity was appropriate ...................................................0 1 2 3 4 5 6 7 8 9 10
Course materials were accurate ............................................................................................0 1 2 3 4 5 6 7 8 9 10
Course materials were relevant, and contributed to the achievement of the learning objectives .................................................................0 1 2 3 4 5 6 7 8 9 10
The audio and visual materials were effective .....................................................................0 1 2 3 4 5 6 7 8 9 10
The facilities and/or technological equipment were appropriate ......................................0 1 2 3 4 5 6 7 8 9 10 N/A
Overall, the course instructor was effective ........................................................................0 1 2 3 4 5 6 7 8 9 10
Course focused on areas that are useful in my job ..............................................................0 1 2 3 4 5 6 7 8 9 10
This course was a good value for the money ......................................................................0 1 2 3 4 5 6 7 8 9 10 N/A

Any comments or suggestions? ________________________________________________________

Instructor F/U: ______