

Intuit QuickBooks Training
by Real World Training

Mastering QuickBooks®

Level 1

Learning Manual **Day 1**

Mastering QuickBooks®

Day 1

Learning Manual

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Real World Training
5501 LBJ Freeway, Suite 180
Dallas, TX 75240-5225
Phone (214) 515-0577
Fax (214) 515-0580
www.quickbookstraining.com

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Chapter 1- Introduction to QuickBooks®

Mastering QuickBooks
Day 1

Introduction

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.

Online Editions	More Information
QuickBooks Online	Page 4
QuickBooks for Mac	Page 5
QuickBooks Pro	Page 6
QuickBooks Premier	Page 7
QuickBooks Enterprise Solutions	Page 8
Industry-Specific Editions	Page 9-12

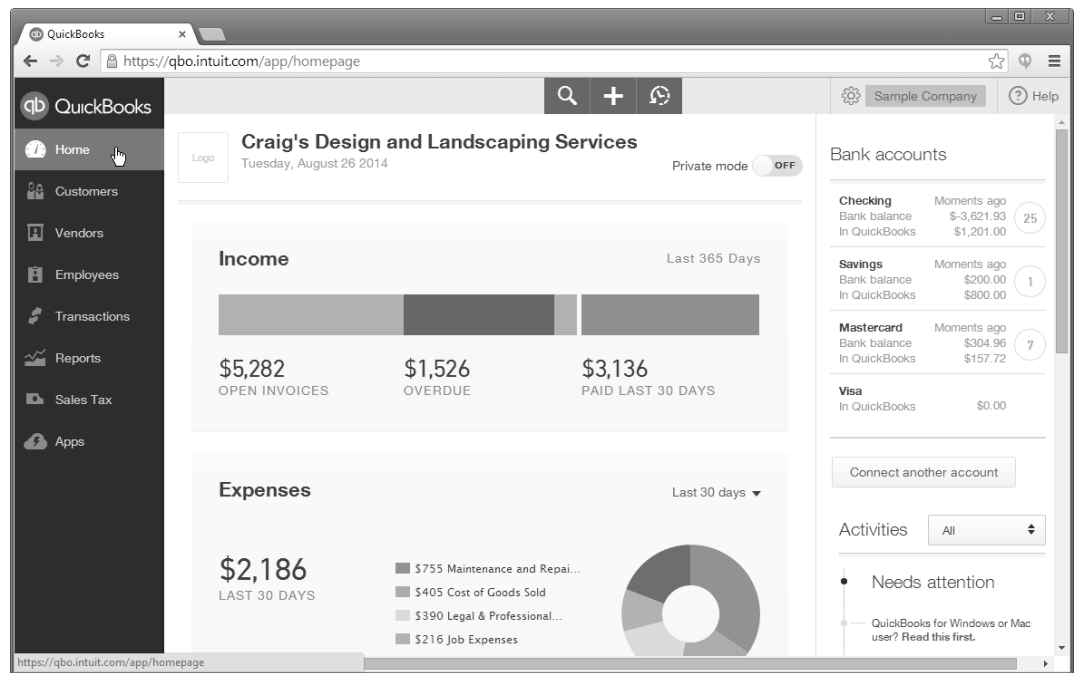
QuickBooks Online

QuickBooks Online¹ 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](http://quickbooks.intuit.com) for up to date pricing information.

QuickBooks for Mac

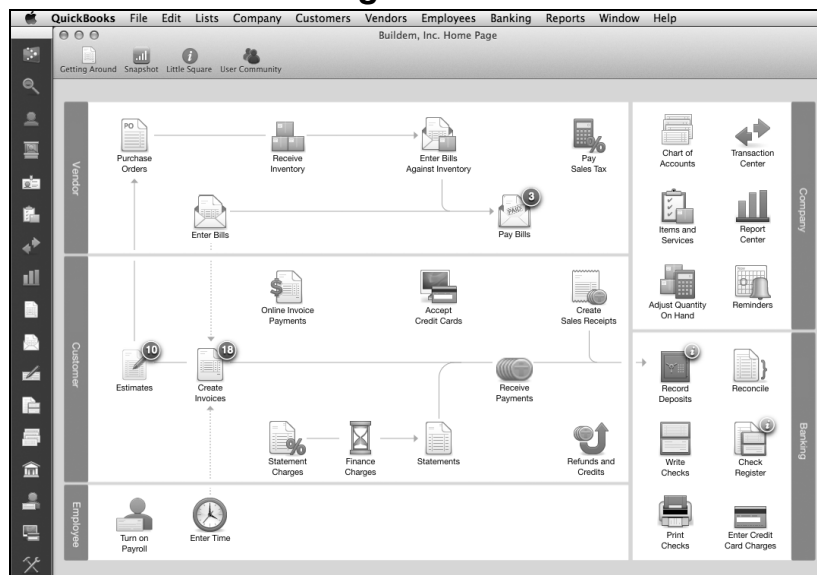
- 1) **Print Checks, Pay Bills, Track Sales and Expenses**
- 2) **Create Estimates, Invoices, and Purchase Orders**
- 3) **Manage Payroll¹ and Track Employee Time**
- 4) **Download Bank and Credit Card Transactions²**
- 5) **Organize Customers, Vendors, and Transactions using Centers**
- 6) **Find Reports 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 Windows³**

¹ Requires paid subscription to QuickBooks Payroll for Mac, EIN, and internet access. Adobe Reader is required to print checks and forms.

² Online services vary by participating financial institutions or other parties, and may be subject to application approval, additional terms, conditions, and fees.

³ QuickBooks 2015 for Mac can exchange data with QuickBooks Pro and Premier 2015 for Windows (U.S. versions, round trip, between Mac and Windows).

QuickBooks for Mac Home Page



QuickBooks Pro[®] Features

QuickBooks Pro includes the following functions:

- 1) Up to 3 Simultaneous Users**
- 2) Time Tracking**
- 3) Advanced Job Costing**
- 4) Integration with Word, Excel[®], & Outlook¹**
- 5) Inventory**
- 6) Price Levels for Customers**
- 7) Integration with Leading Business Software Applications²**
- 8) Create and Customize Professional-Looking Forms**
- 9) Additional Customer Statement Options**
- 10) Automatically Create a Budget**
- 11) Vehicle Mileage Tracker**
- 12) Loan Manager**
- 13) Cash Flow Projector**
- 14) Fixed Asset Tracker**
- 15) Track Multiple Ship To Addresses**
- 16) Multicurrency**

¹ Applications sold separately. Microsoft[®] Word and Excel integration requires Word and Excel 2000-2013. Microsoft Outlook synchronization requires Outlook or Outlook Express 2000-2013.

² For a complete list of the business software that works with QuickBooks, visit marketplace.intuit.com.

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

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 Inventory¹**
- 6) Combine Reports from Multiple Companies²**
- 7) Run Reports Faster**
- 8) QuickBooks Statement Writer³**
- 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.

² Microsoft® Excel® 2000-2013 is required for this feature.

³ Compatible with Microsoft® Office® 2002-2010.

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 ProSeries¹**
 - **Sample Company Files for Various Industries**
- 4) Design Professional Financial Statements²**
- 5) Working Trial Balance**
- 6) Fixed Asset Manager**
- 7) Toggle Between QuickBooks Editions³**
- 8) QuickBooks File Manager**
- 9) Multiple Instances of QuickBooks**

¹ Lacerte and ProSeries software sold separately.

² Requires Microsoft® Excel® 2000-2010.

³ Does not include QuickBooks for Mac, QuickBooks Online, or QuickBooks Enterprise Solutions.

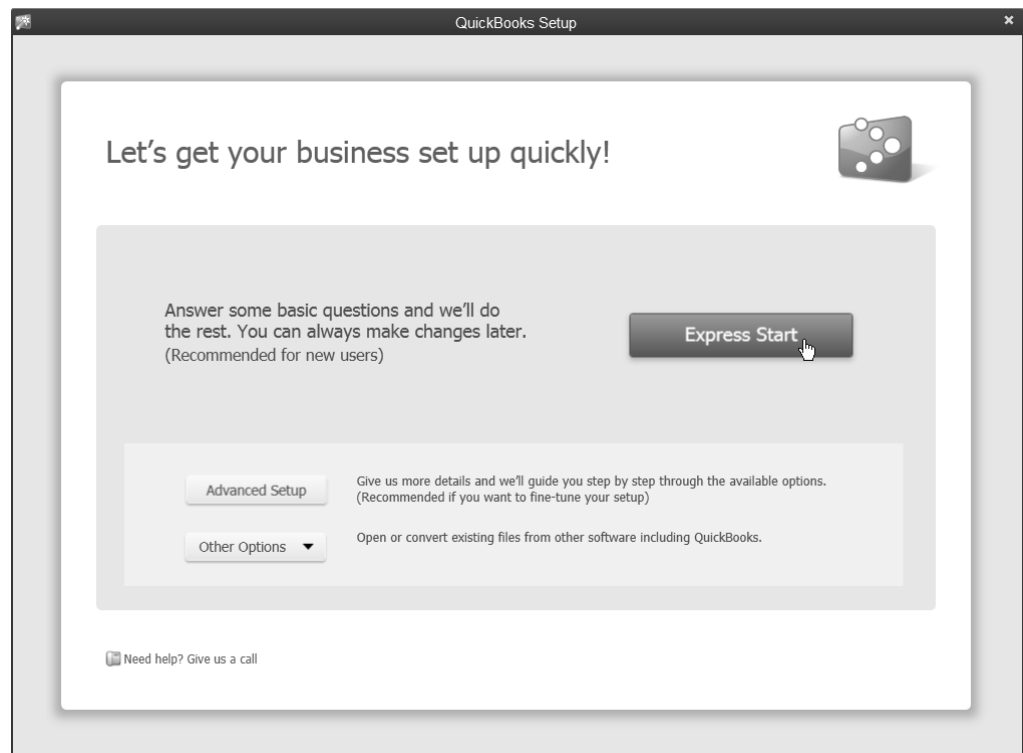
Express Start

The *Express Start* is the quickest and easiest way to set up your company file. Just answer some basic questions about your business to create your company file.



Start Express Start

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



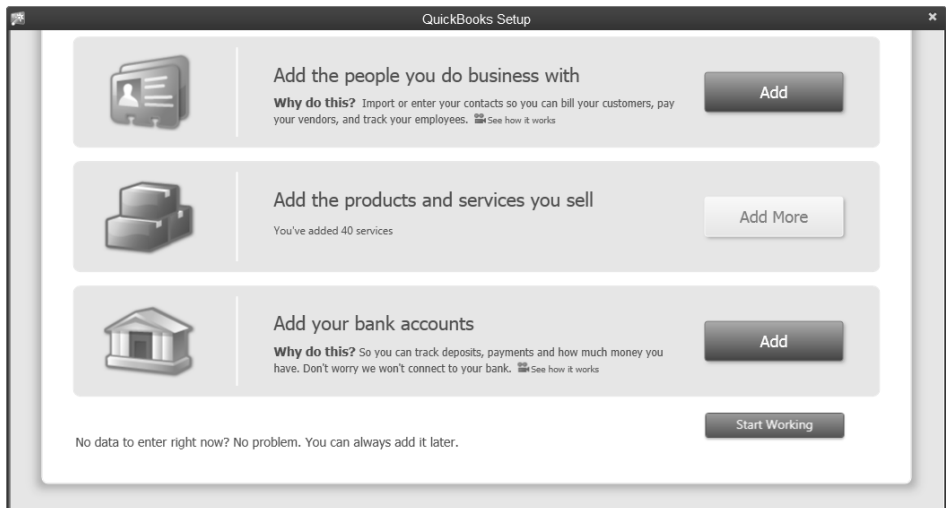
Complete Your Setup

After the Express Start, use QuickBooks Setup to set up your customers, vendors, employees, items, and bank accounts. Then, use the Quick Start Center to start common tasks and review helpful tips to get the most out of QuickBooks.

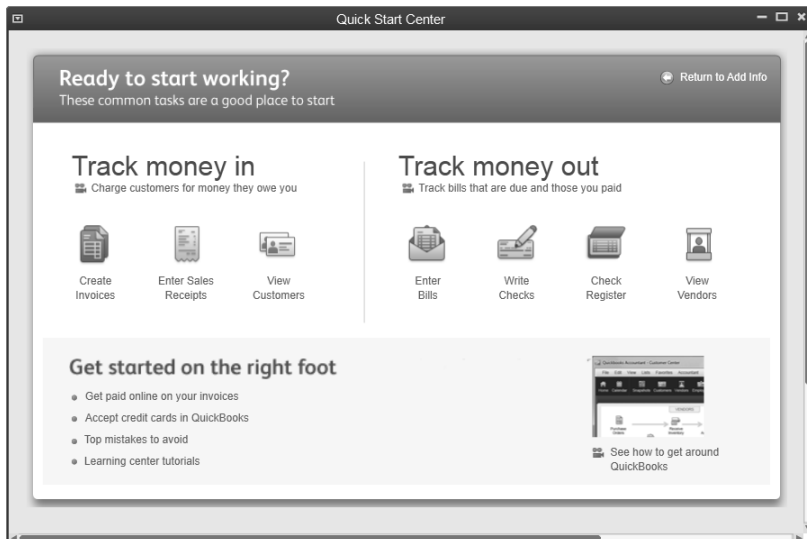
Complete Setup

- 1) When you finish the **Express Start**, QuickBooks opens the **QuickBooks Setup** window.
- 2) Click the **Add** button to enter customers, vendors, employees, items, and bank accounts.
- 3) Click **Start Working** to begin using QuickBooks.

QuickBooks Setup



Quick Start Center



Moving Around in QuickBooks

You can access the features of QuickBooks using the home page, icon bar, centers, or menus.

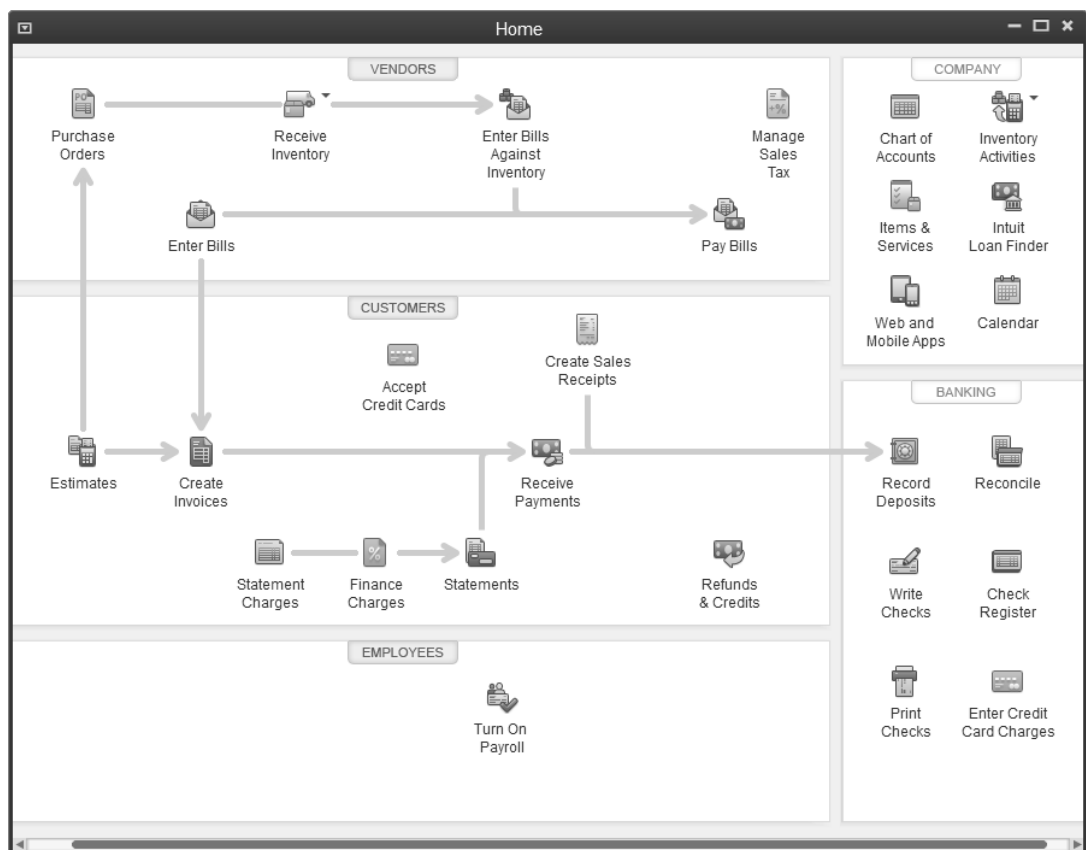
Home Page

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.



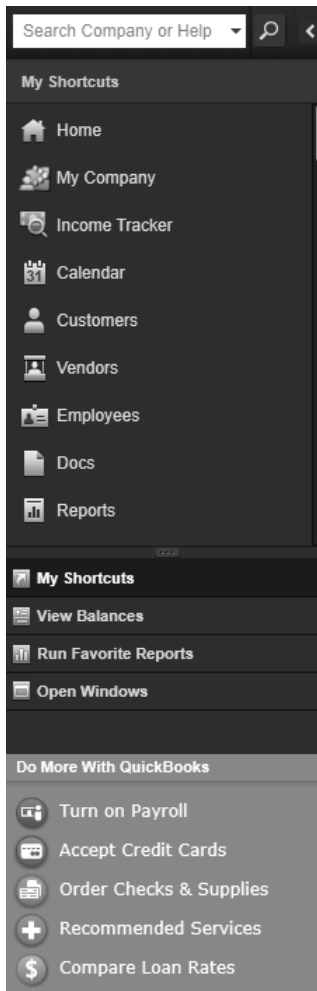
Icon Bar

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.

Customer Information

Company Name: **Columbia Manage...** Main Phone: 405-555-3540 QuickReport
 Full Name: Alt. Phone: 404-555-4455 Open Balance
 Customer Type: **Residential** Fax: 404-555-3541 Show Estimates
 Terms: **Net 30** Main Email: annie@columbiam... Customer Snapshot
 Bill To: Columbia Managem...
 9009 Riverfront
 Seattle, WA 95993

Transactions | Contacts | To Do's | Notes | Sent Email

SHOW: All Trans... FILTER BY: All DATE: This Fisc... 01/01/2015 - 12/31/2015

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Payment	2621.25	03/30/2015	Undeposited Fun...	2,621.25
Payment	544	03/26/2015	Undeposited Fun...	32,738.44
Invoice	2	02/28/2015	Accounts Receiva...	2,621.25
Invoice	19	02/25/2015	Accounts Receiva...	32,738.44



Manage Transactions | Run Reports

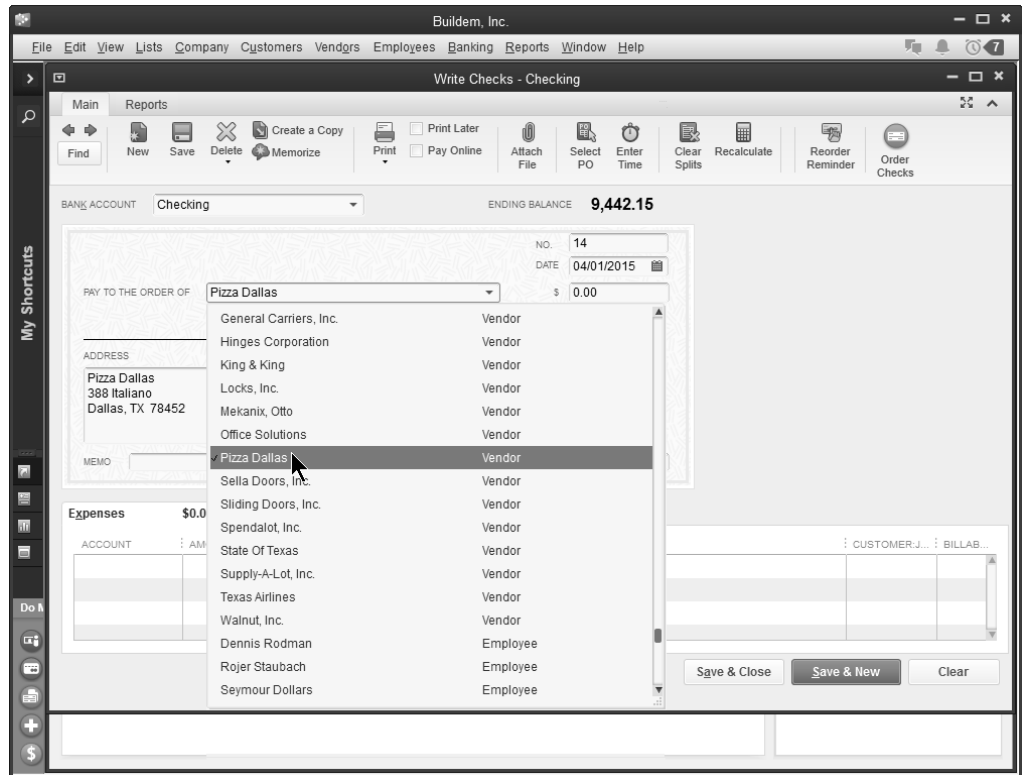
Menus

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

Screen Object	Definition
Ribbon	Provides quick access to additional features and options for the current transaction.
Drop-down arrow	Allows you to choose from a list.
	Records the entry and opens a new transaction window.
	Records the entry and displays the prior transaction.
Save	Records the entry and leaves the window open.
Save & Close	Records the entry and closes the window.
Save & New	Records the entry and opens a new transaction window.
Clear	Erases information entered on a new form.
Revert	Erases changes entered while modifying a saved transaction.
Attach File	Allows you to attach a document to the current transaction.



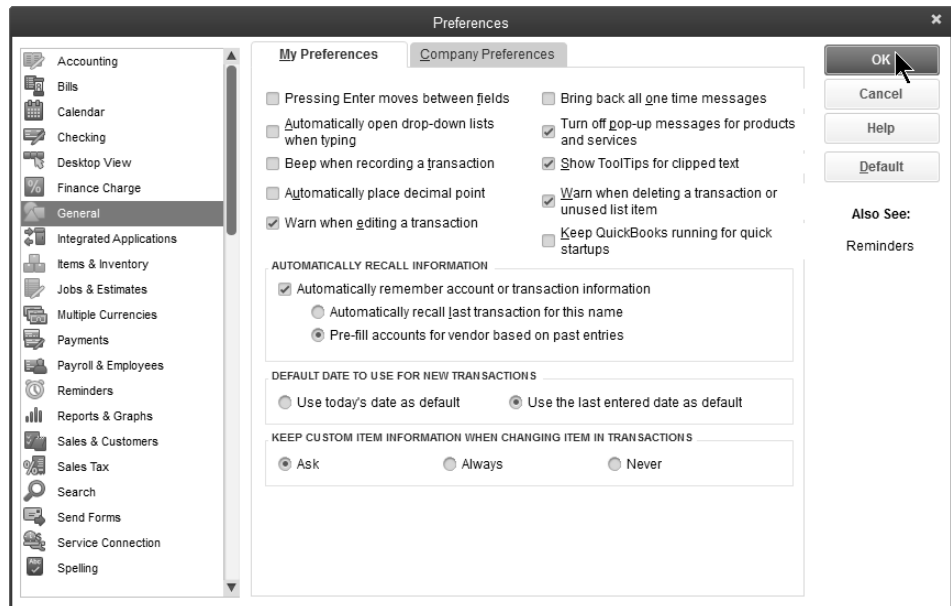
Preferences

Customize how QuickBooks works by modifying your preferences.



QuickBooks Preferences

- 1) Select **Edit:Preferences** from the menu.



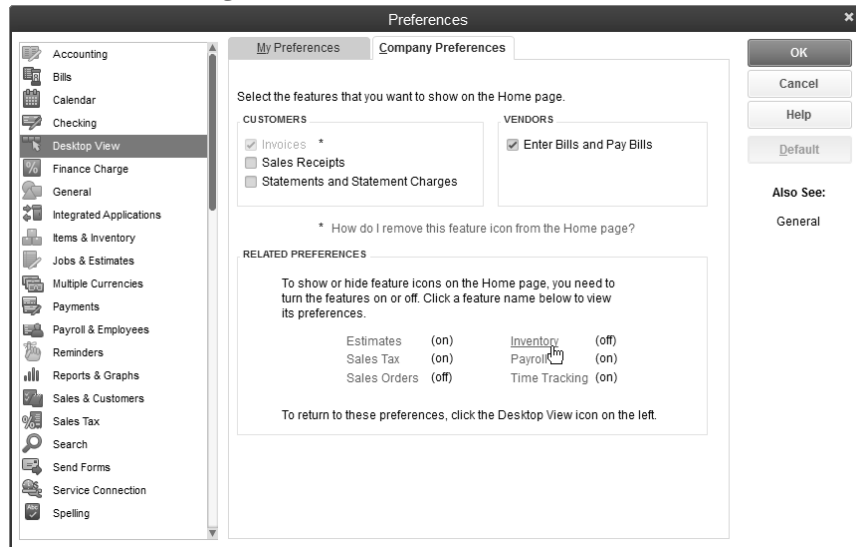
Customize Home Page

You can customize the Home page to match the workflow of your business.

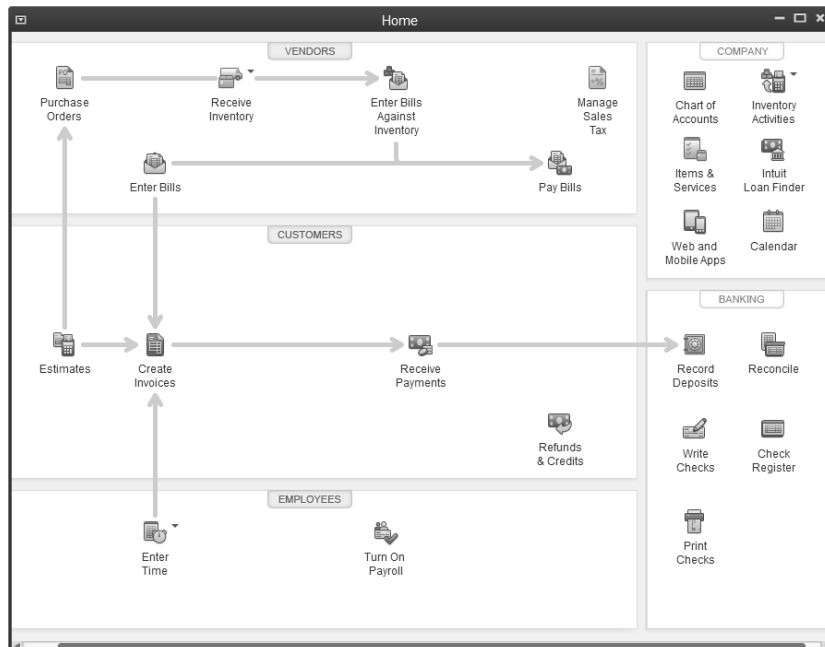
Customize Home Page

- 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**.

Customize Home Page



Home Page



Chapter 2-

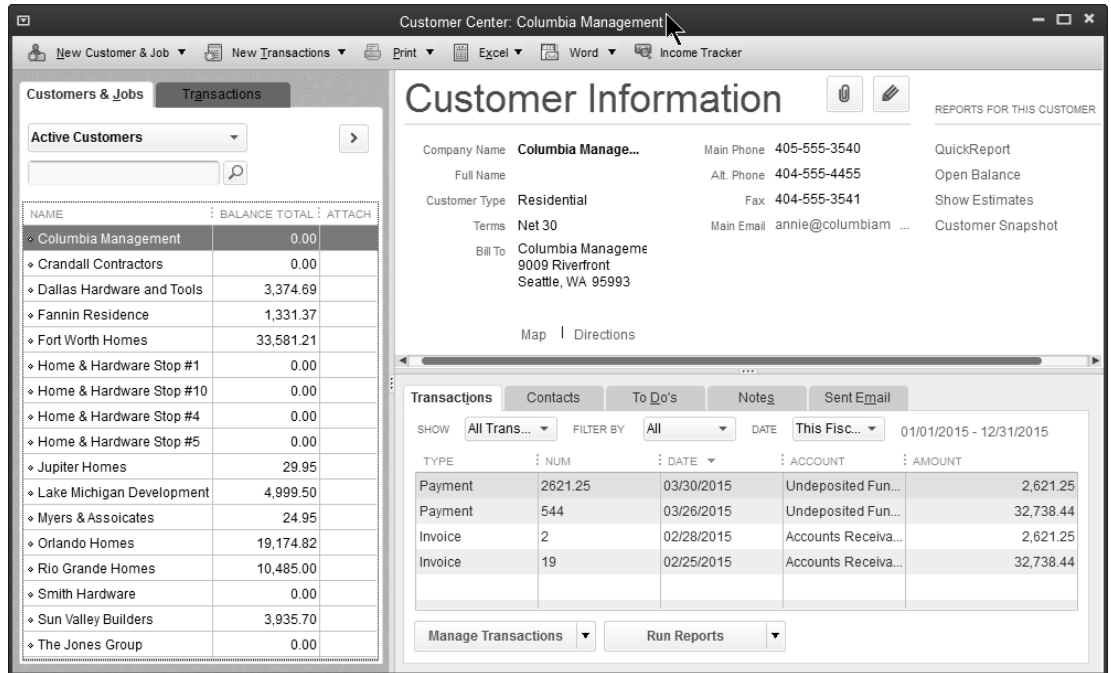
Work with Lists

Mastering QuickBooks
Day 1

List Types

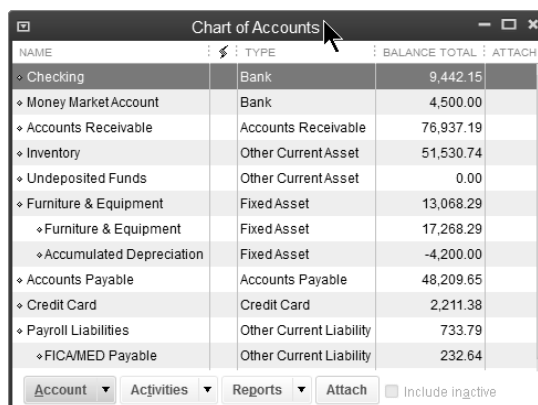
Center-Based Lists

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

Names Lists	Pro & Premier	Enterprise Only
Customers & Jobs	14,500 ¹	Unlimited ²
Vendors		
Employees		
Other Names List		

List Name	Pro & Premier	Enterprise Only
Items-including inventory items	14,500	Unlimited ²
Sales reps	10,000	10,000
Price levels	100	100
Sales tax codes	10,000	10,000
Job types	10,000	10,000
Vendor types	10,000	100,000
Customer types	10,000	100,000
Payroll items	10,000	10,000
Classes	10,000	100,000
A/R terms & A/P terms (added together)	10,000	29,000
Payment methods	10,000	10,000
Shipping methods	10,000	10,000
Customer messages	10,000	100,000
To do's	10,000	100,000
Memorized transactions	14,500	50,000
Memorized reports	14,500	29,000

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).

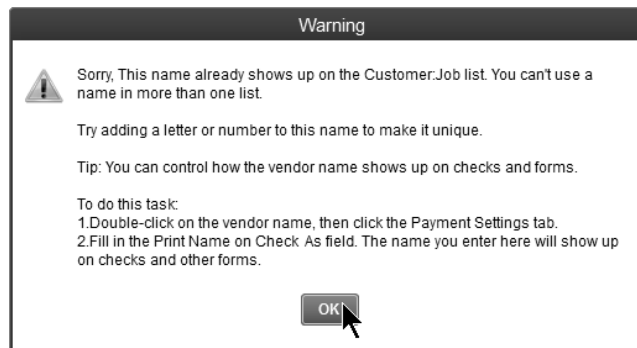


View List Totals

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

FILE INFORMATION Location C:\My Docs\E drive\2013\QBO\X\BOX Files\current\MQB Buildem D1CH03.qbw		Last run None Last as of date None Last payroll deleted None Last inventory deleted None
File Size 16000 K Page Size 4096 Total Transactions 104 Total Targets 468 Total Links 53 Dictionary Entries 0 DB File Fragments 5 Schema version 78.0 Server Port 0 Server IP 192.168.11.113 Server Name QB_data_engine_23	Versions Used on File V3.1 R4 01/17/96 V4.0 R6 06/11/96 V4.0 R2 04/01/96 V5.0D R1 04/01/97 RB 04/01/97 RB 04/01/97 RB 04/01/97	List Information Total Accounts: 85 Total Names: 50 Customers: 19 Vendors: 25 Employees: 4 Free Memory 1149576 K

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



- 3) Once entered on a list, the name can not 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		

Other Names Activities Reports Attach Include inactive

Select Name Type

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

Vendor
 Customer
 Employee
 Other

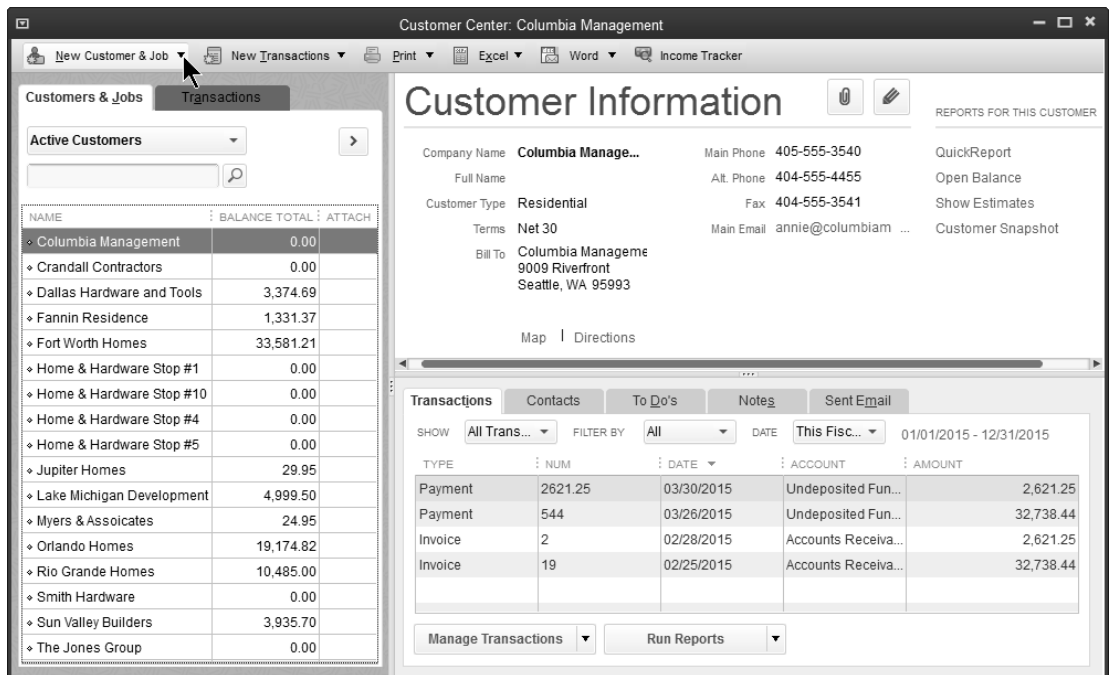
OK Cancel

Use Lists

Add Entry

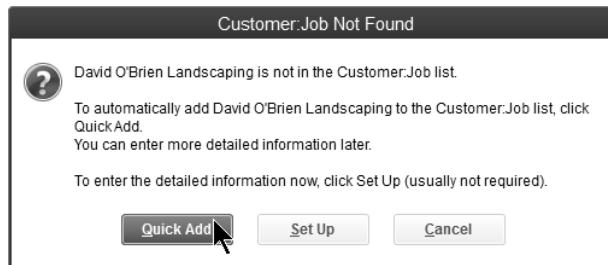
Add Entry from List

- 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**.

NAME	DESCRIPTION	TYPE	ACCOUNT	TOTAL QUANTITY ON HAND	PRICE	ATTACH
Double Install	Install double doors (oak)	Service	Service Income		1,295.00	
Garage Install	Install garage door	Service	Service Income		395.99	
Garage Repair	Repair entire garage	Service	Service Income		599.00	
Garage Service	Miscellaneous garage repairs.	Service	Service Income		50.00	
Repairs-Durr	Door service and repair as requested by ...	Service	Service Income		49.95	
Repairs-Hinges	Hinges service and repair as requested ...	Service	Service Income		24.95	
Repairs-Knob	Doob knob service and repair as request...	Service	Service Income		19.95	
Repairs-Lock	Lock service and repair as requested by ...	Service	Service Income		29.95	
Cedar Door	Natural Cedar Door	Inventory Part	Parts Sales	26	499.95	
Garage Door	All-weather customer garage door.	Inventory Part	Materials	30	1,599.95	

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.

NAME	DESCRIPTION	TYPE	ACCOUNT	TOTAL QUANTITY ON HAND	PRICE	AT...
◊Double Install	Install double doors (oak)	Service	Service Income		1,295.00	
◊Garage Install	Install garage door	Service	Service Income		395.99	
◊Garage Repair	Repair entire garage	Service	Service Income		599.00	
◊Garage Service	Miscellaneous garage repairs.	Service	Service Income		50.00	
◊Repairs-Durr	Door service and repair as requ...	Service	Service Income		49.95	
◊Repairs-Hinges	Hinges service and repair as req...	Service	Service Income		24.95	
◊Repairs-Knob	Doob knob service and repair as ...	Service	Service Income		19.95	
◊Repairs-Lock	Lock service and repair as requ...	Service	Service Income		29.95	
◊Cedar Door	Natural Cedar Door	Inventory Part	Parts Sales	26	499.95	
◊Garage Door	All-weather customer garage door.	Inventory Part	Materials	30	1,599.95	

Item List

Look for in All fields Search Reset Search within results

Item Activities Reports Excel Attach Include inactive

Sort Lists



Sort Using Column Headings

- 1) Display the appropriate list.
- 2) Click the appropriate column heading.

The screenshot shows the QuickBooks Customer Center interface. On the left, there is a list of customers under the 'Active Customers' tab. The columns are 'NAME', 'BALANCE TOTAL', and 'ATTACH'. A mouse cursor is pointing at the 'BALANCE TOTAL' column heading. The list includes customers like Fort Worth Homes, Orlando Homes, Rio Grande Homes, etc.

On the right, the 'Customer Information' window is open for 'Columbia Management'. It shows details like Company Name, Full Name, Customer Type (Residential), Terms (Net 30), and contact information. Below this, there is a 'Transactions' window showing a list of transactions with columns for TYPE, NUM, DATE, ACCOUNT, and AMOUNT. The transactions listed include Payments and Invoices.



Restore List Order (after column sort)

- 1) Display the appropriate list.
- 2) Click the diamond at the top left of the list.



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.



Sort a List Automatically

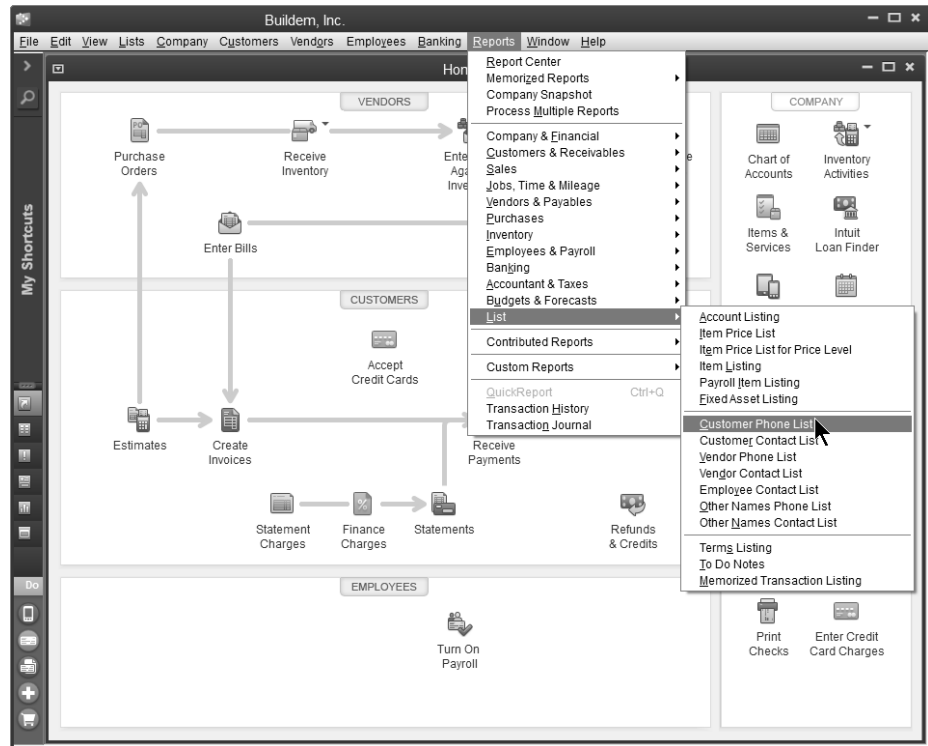
- 1) Display the appropriate list.
- 2) For center-based lists, select **View:Re-sort List** from the menu.
For menu-based lists, click the left-most button at the bottom of the list, then select **Re-sort List** from the menu.
- 3) Click **OK** in the **Resort List?** window.

Print Lists

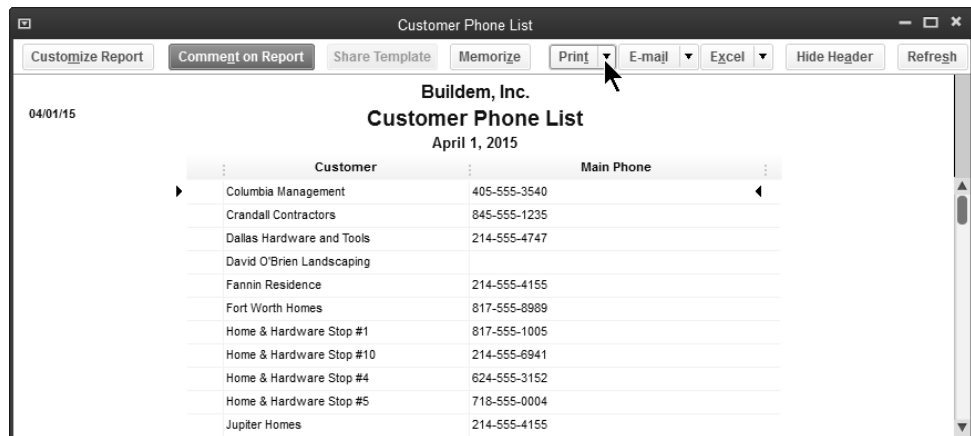
Print a List

- 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.

NAME	TYPE	BALANCE TOTAL	ATTACH
◊ Checking	Bank	9,442.15	
◊ Money Market Account	Bank	4,500.00	
◊ Accounts Receivable	Accounts Receivable	76,937.19	
◊ Inventory	Other Current Asset	51,530.74	
◊ Undeposited Funds	Other Current Asset	0.00	
◊ Computer Equipment	Fixed Asset	0.00	
◊ Furniture & Equipment	Fixed Asset	13,068.29	
◊ Furniture & Equipment	Fixed Asset	17,268.29	
◊ Accumulated Depreciation	Fixed Asset	-4,200.00	
◊ Accounts Payable	Accounts Payable	48,209.65	
◊ Credit Card	Credit Card	2,211.38	
◊ Payroll Liabilities	Other Current Liability	733.79	

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.



Buildem, Inc.	
Balance Sheet	
As of April 1, 2015	
ASSETS	
Current Assets	
Checking/Savings	
Checking	9,442.15
Money Market Account	4,500.00
Total Checking/Savings	13,942.15

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.

NAME	TYPE	BALANCE TOTAL	ATTACH
Sales	Income		
Parts Sales	Income		
Service Income	Income		
Freight Income	Income		
Uncategorized Income	Income		
Construction Labor	Cost of Goods Sold		
Cost of Sales	Cost of Goods Sold		
Materials	Cost of Goods Sold		
Advertising	Expense		
Automobile Expense	Expense		
Bank Service Charges	Expense		

Buildem, Inc.	
Profit & Loss	
January 1 through April 1, 2015	
Jan 1 - Apr 1, 15	
Ordinary Income/Expense	
Income	
Sales	9,762.70
Parts Sales	66,063.14
Service Income	106,667.73
Freight Income	3,461.56
Total Income	185,955.13
Cost of Goods Sold	
Construction Labor	65,500.00
Cost of Sales	8,992.58
Materials	37,146.28



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!

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

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

Choose one account type and click Continue.

Categorize money your business earns or spends

- Income
- Expense

Or, track the value of your assets and liabilities

- Fixed Asset (major purchases)
- Bank
- Loan
- Credit Card
- Equity

Other Account Types: <select>

Fixed Asset Account

Tracks the value of significant items* that have a useful life of more than one year, such as:

- Buildings
- Land
- Machinery and equipment
- Vehicles

* Consult your tax professional for a minimum dollar amount.

More...

Help me choose the right account type.

Continue Cancel

Add New Account

Account Type: Fixed Asset

Account Name: Computer Equipment

Subaccount of: <select>

OPTIONAL

Description: <input type="text">

Note: <input type="text">

Enter Opening Balance... Should I enter an opening balance?

Save & Close Save & New Cancel

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.

NAME	TYPE	BALANCE TOTAL	ATTACH
Office Supplies	Expense		
Payroll Expenses	Expense		
Postage and Delivery	Expense		
Printing and Reproduction	Expense		
Professional Fees	Expense		
Accounting	Expense		
Legal Fees	Expense		
Rent	Expense		
Machine Rental	Expense		
Office Rent	Expense		
Repairs	Expense		

Collapse Financial Statements

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.

Buildem, Inc.	
Profit & Loss	
January 1 through April 1, 2015	
	Jan 1 - Apr 1, 15
Dues and Subscriptions	141.05
Equipment Rental	8,883.10
Freight & Delivery	162.79
Fuel Expense	19.55
▶ Insurance	14,332.28
Interest Expense	8.11
Landscaping	135.00
Machine Rental	1,800.00
Meals	515.05
Miscellaneous	243.55
Office Rent	2,850.00
Office Supplies	758.76
Payroll Expenses	14,456.75
Postage and Delivery	25.00
Printing and Reproduction	70.24
▶ Professional Fees	1,300.00
▶ Taxes	2,069.22
Tools and Machinery	2,585.33
▶ Travel & Ent	2,751.54
▶ Utilities	5,008.38
Total Expense	64,138.08
Net Ordinary Income	10,178.19
Net Income	10,178.19

General Journal Entries

Make Journal Entry



Make Journal Entry

- 1) Select **Company:Make General Journal Entries** from the menu.
- 2) Enter appropriate information in the **Make General Journal Entries** window.
- 3) Click **Save & Close**.

Below are some special considerations before making journal entries.

- 1) A **Name** must be specified for entries to accounts receivable, accounts payable, and sales tax payable accounts. This way, QuickBooks can assign the entry to the proper name in the subledger.
- 2) Only one accounts receivable or accounts payable line can be used per journal entry. Make multiple journal entries to adjust multiple accounts receivable, accounts payable, or sales tax payable accounts.
- 3) Journal entries to accounts payable or accounts receivable will affect the sub-ledgers but still need to be applied.
- 4) Do not use a journal entry if you want the transaction to appear on a 1099 tax form. Journal entries can cause unexpected results on 1099's.
- 5) Journal entries to accounts receivable will affect customer statements printed for customers.
- 6) Journal entries made to any payroll tax liability accounts will not affect the liabilities shown in the built-in payroll system and payroll reports.

Reversing Journal Entry

It's easy to reverse a journal entry in QuickBooks Premier and Enterprise Solutions.



Reverse Journal Entry

- 1) Display the journal entry to be reversed.
- 2) Click the **Reverse** button.
- 3) Check the accuracy of the reversing entry **Date**.
- 4) Click **Save & Close**.

DATE	ENTRY NO.	ADJ.	ACCOUNT	MEMO	DEBIT/CREDIT(+/-)
03/31/2015	7		Cost of Sales		1,450.00
03/01/2015	4		Retained Earnings		-5,401.18

Your Financial Statements



Review a Comparison Balance Sheet

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

	Apr 1, 15	Apr 1, 14	\$ Change	% Change
Buildem, Inc.				
Balance Sheet Prev Year Comparison				
As of April 1, 2015				
Accrual Basis				
FUTA Payable	80.37	0.00	80.37	100.0%
SUI Payable	170.78	0.00	170.78	100.0%
Total Payroll Liabilities	733.79	0.00	733.79	100.0%
Sales Tax Payable	1,582.13	0.00	1,582.13	100.0%
Total Other Current Liabilities	2,315.92	0.00	2,315.92	100.0%
Total Current Liabilities	52,736.95	18,799.99	33,936.96	180.5%
Long Term Liabilities				
Loan Payable	25,488.00	0.00	25,488.00	100.0%
Total Long Term Liabilities	25,488.00	0.00	25,488.00	100.0%
Total Liabilities	78,224.95	18,799.99	59,424.96	316.1%
Equity				
Retained Earnings	67,075.23	(18,799.99)	85,875.22	456.8%
Net Income	10,178.19	(2,397.96)	12,576.15	524.5%
Total Equity	77,253.42	(21,197.95)	98,451.37	464.4%
TOTAL LIABILITIES & EQUITY	155,478.37	(2,397.96)	157,876.33	6,583.8%



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**.

Company Snapshot

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.

The screenshot displays the 'Company Snapshot' application interface. At the top, there are tabs for 'Company', 'Payments', and 'Customer'. Below these is a search bar and a 'Search' button. The main area is titled 'Add content to your Company Snapshot' and contains several panels:

- Customers Who Owe Money:** A table listing customers with columns for Customer, Due Date, and Amt Due. A 'Show Preview' button and an 'Added' status are visible.
- Top Vendors by Expense:** A table listing vendors with columns for Vendor, Due Date, and Amt Due. A 'Show Preview' button and an 'Add' button are visible.
- Vendors to Pay:** A table listing vendors with columns for Vendor, Due Date, and Amt Due. A 'Show Preview' button and an 'Add' button are visible.
- Reminders:** A table listing reminders with columns for Description, Due Date, and Amt Due. A 'Show Preview' button and an 'Add' button are visible.

At the bottom of the main window, there are three summary panels:

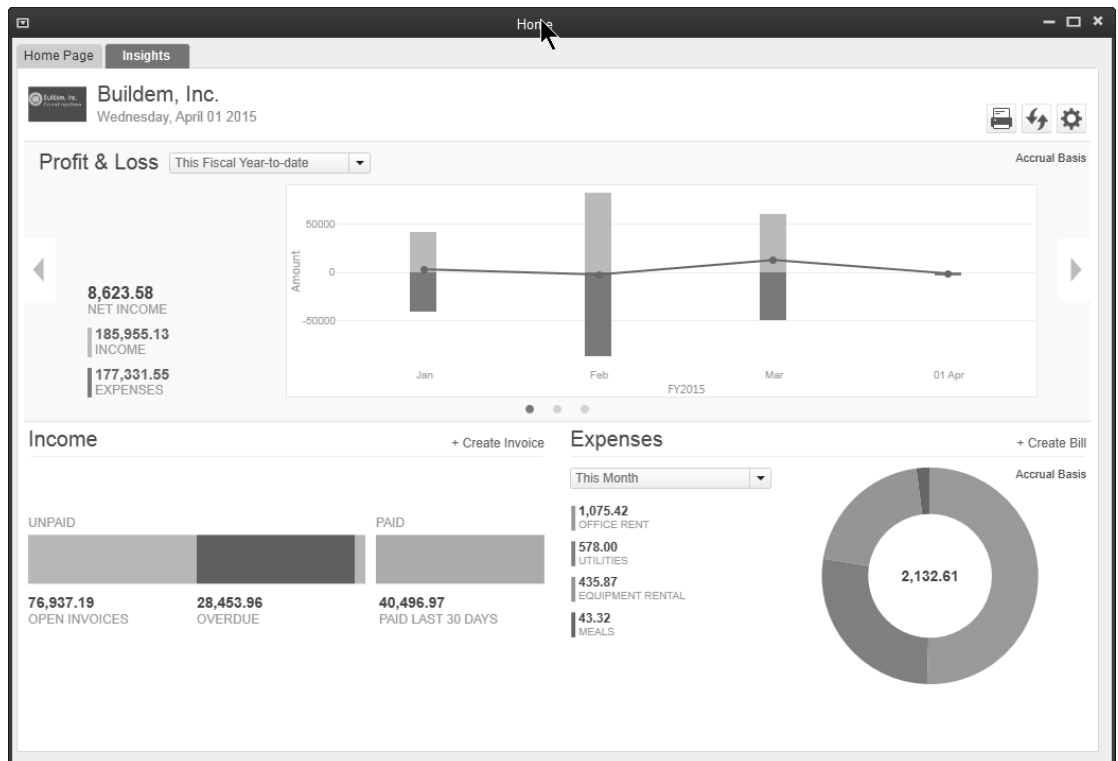
- Income and Expense Trend:** A bar chart showing income and expense in thousands for the months of Jan, Feb, Mar, and Apr 1-1. The y-axis ranges from 0 to 100.
- Prev Year Income Comparison:** A bar chart comparing income in thousands for the years 2010 through 2015. The y-axis ranges from 0 to 200.
- Customers Who Owe Money:** A table listing customers with columns for Customer, Due Date, and Amt Due. The table includes entries like Fort Worth Homes, Orlando Homes, Sun Valley Builders, etc.

Insights Tab



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.



Visit Our Website
www.quickbookstraining.com

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

NAME	DESCRIPTION	TYPE	ACCOUNT	TOTAL QUA...	PRICE	AT...
Install Patio Locks	Install patio locks on glass doors	Service	Service Income		150.00	
Knob Install	Install door knob	Service	Service Income		99.95	
Lock Repairs	Repairs by subcontractors	Service	Service Income		24.95	
Lock Repair-Brad	Repair by senior specialist Brad.	Service	Service Income		24.95	
Lock Repair-David	Repair by senior specialist David.	Service	Service Income		49.95	
Lock Repair-Thelma	Repair by senior specialist Thel...	Service	Service Income		29.95	
Oak Install	Install custom oak door	Service	Service Income		150.00	
Patio Lock Install	Customized Installation of Delux...	Service	Service Income		199.95	
Services		Service	Service Income		0.00	
Cedar Door	Natural Cedar Door	Inventory Part	Parts Sales	26	499.95	
Door Knob	Deluxe Brass Door Knob	Inventory Part	Parts Sales	151	49.95	

Item on Invoice

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT	TAX
Door Knob	1	Deluxe Brass Door Knob	49.95	49.95	Non

ONLINE PAY: Off
 Customer Message:
 MEMO:
 CUSTOMER TAX CODE: Non
 Out of State (0.0%): 0.00
 Total: 49.95
 PAYMENTS APPLIED: 0.00
 BALANCE DUE: 49.95

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

NAME	DESCRIPTION	TYPE	ACCOUNT	TOTAL QUA...	PRICE	AT...
Install Patio Locks	Install patio locks on glass doors	Service	Service Income		150.00	
Knob Install	Install door knob	Service	Service Income		99.95	
Lock Repairs	Repairs by subcontractors	Service	Service Income		24.95	
Lock Repair-Brad	Repair by senior specialist Brad.	Service	Service Income		24.95	
Lock Repair-David	Repair by senior specialist David.	Service	Service Income		49.95	
Lock Repair-Thelma	Repair by senior specialist Thel...	Service	Service Income		29.95	
Oak Install	Install custom oak door	Service	Service Income		150.00	
Patio Lock Install	Customized Installation of Delux...	Service	Service Income		199.95	
Services		Service	Service Income		0.00	
Cedar Door	Natural Cedar Door	Inventory Part	Parts Sales	26	499.95	
Door Knob	Deluxe Brass Door Knob	Inventory Part	Parts Sales	151	49.95	

Item Types

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.

Item Type	Description	Use If You-
Service	Services provided to or from others	Buy or sell services

Inventory Part	Inventory you purchase, track as inventory, and then sell	Track quantities, value, and number on order of inventory
Non-inventory Part	Materials or parts for which you do not track quantities	Do not track the quantity of inventory
	Materials or parts you buy but do not sell	Purchase items that are not sold
	Materials or parts you sell but do not buy	Sell items that are not purchased
Inventory Assembly	Inventory items you assemble from other inventory, non-inventory, inventory assembly, other charge, and service items and then sell	Assemble finished goods from components

Other Charge	Miscellaneous charges	Show freight, handling, or delivery charges on PO or invoice
Subtotal	Used to calculate subtotals	Show subtotal on invoice or PO
Group	Allows fast entry of a group of individual items	Often sell or buy the same group of items
Discount	Calculates an amount to be subtracted from a total or subtotal	Give or receive discounts off the sales price
Payment	Shows payment received on an invoice	Pay funds before preparing invoice
Sales Tax Item	Calculates a single sales tax	Charge customers for sales taxes
Sales Tax Group	Calculates two or more sales taxes grouped together on the same sale	Charge customers for a combination of sales tax rates as one line item on invoice

Add Items



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

Non-inventory Part

Service (Performed by Subcontractor)

The screenshot shows the 'Edit Item' dialog box with the following fields and options:

- TYPE:** Service (dropdown). Description: Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.
- Item Name/Number:** Knob Install (text field). Subitem of (checkbox).
- UNIT OF MEASURE:** Enable... (button).
- This service is used in assemblies or is performed by a subcontractor or partner. Item is inactive.
- PURCHASE INFORMATION:**
 - Description on Purchase Transactions: Install door knob (text area).
 - Cost: 75.00 (text field).
 - Expense Account: Subcontractors (dropdown).
 - Preferred Vendor: Hinges Corporation (dropdown).
- SALES INFORMATION:**
 - Description on Sales Transactions: Install door knob (text area).
 - Sales Price: 99.95 (text field).
 - Tax Code: Non (dropdown).
 - Income Account: Service Income (dropdown).

Buttons on the right side: OK, Cancel, Notes, Custom Fields, Spelling.

Reports



Review the Sales by Item Summary

- 1) Select **Reports:Sales:Sales by Item Summary** from the menu.

Sales by Item Summary
Buildem, Inc.
January 1 through April 1, 2015
Accrual Basis

	Qty	Amount	% of Sales	Avg Price	COGS
Inventory					
Cedar Door	17	8,499.15	2.2%	499.95	5,099.83
Door Knob	174	8,535.23	2.2%	49.05	6,255.30
Glass Door	10	3,959.90	1%	395.99	1,999.50
Lock	31	2,168.45	0.6%	69.95	928.45
Oak Door	41	45,969.00	11.7%	1,121.20	30,709.00
Regular Door	15	1,099.75	0.3%	73.32	749.25
Steel Locks	15	239.25	0.1%	15.95	149.25
Walnut Door	50	39,997.50	10.2%	799.95	24,799.50
Total Inventory	353.00	110,468.23	28.1%	312.94	70,690.08
Parts					
Bag Of Nails	215	3,139.25	0.8%	14.60	
Bag of Washer	60	1,797.00	0.5%	29.95	
Bolts	330	6,583.50	1.7%	19.95	
Total Parts	605	11,519.75	2.9%	19.04	



Review a Purchases by Item Summary

- 1) Select **Reports:Purchases:Purchases by Item Summary** from the menu.

Purchases by Item Summary
Buildem, Inc.
January 1 through April 1, 2015
Accrual Basis

	Qty	Amount
Inventory		
Cedar Door	35	10,499.65
Garage Door	50	37,497.50
Oak Door	30	22,470.00
Steel Locks	100	995.00
Total Inventory	215.00	71,462.15
Service		
Lock Repairs		
Lock Repair-Brad	100	3,500.00
Lock Repair-David	90	4,580.00
Lock Repair-Thelma	100	4,000.00
Lock Repairs - Other	50	1,085.00
Total Lock Repairs	340	13,165.00



Review an Item Profitability Report

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

Item Profitability

Customize Report Share Template Memorize Print E-mail Excel Hide Header Collapse Refresh

Dates All From To Columns Total only

10:39 AM
04/01/15

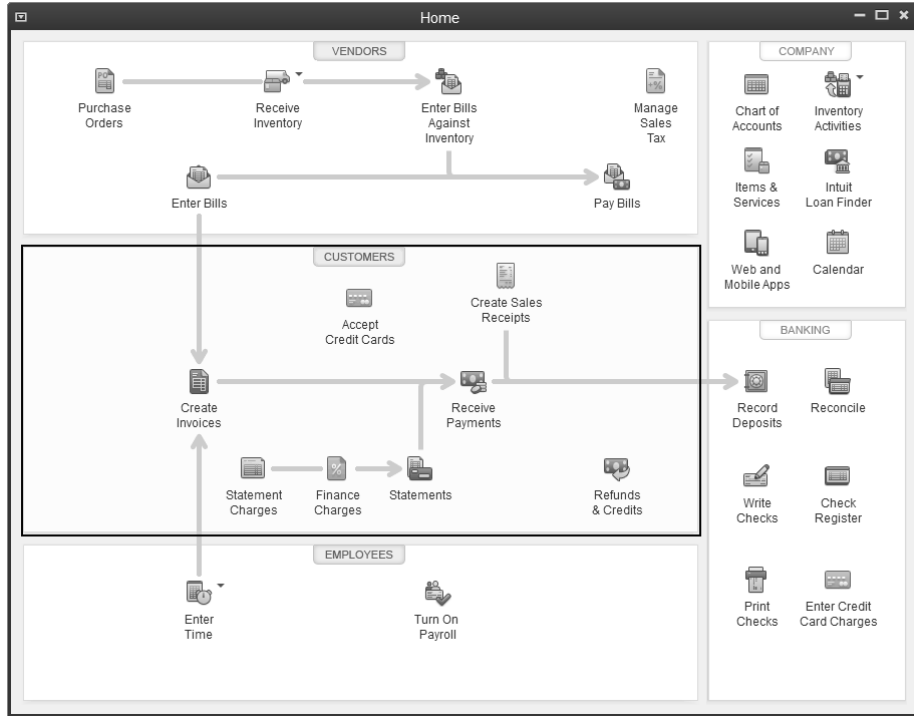
Buildem, Inc.
Item Profitability
All Transactions

	Act. Cost	Act. Revenue	(\$ Diff.
Inventory			
Cedar Door (Natural Cedar Door)	5,099.83	8,499.15	3,399.32
Door Knob (Standard Door Knob)	6,255.30	8,535.23	2,279.93
Glass Door (Glass Patio Door)	1,999.50	3,959.90	1,960.40
Lock (Lock with Kryptonite key)	928.45	2,168.45	1,240.00
Oak Door (Old-fashioned varnished oak door)	30,709.00	45,969.00	15,260.00
Regular Door (Regular wood door)	749.25	1,099.75	350.50
Steel Locks (Regular dead-bolt lock.)	149.25	239.25	90.00
Walnut Door (Natural varnish Walnut Door)	<u>24,799.50</u>	<u>39,997.50</u>	<u>15,198.00</u>
Total Inventory	70,690.08	110,468.23	39,778.15
Parts			
Bag Of Nails (Deluxe Container with 2" Heavy Duty Nails)	0.00	3,139.25	3,139.25
Bag of Washer (Heavy duty deluxe bag of washers (vario...)	0.00	1,797.00	1,797.00
Bolts (1/4" bolts)	<u>0.00</u>	<u>6,583.50</u>	<u>6,583.50</u>
Total Parts	0.00	11,519.75	11,519.75

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.

Customer Information

Company Name: **Auldridge Windows** Main Phone: 312-395-3939
 Full Name: **Ms. Mary W Auldridge** Alt. Phone: 312-555-3839
 Customer Type: **Direct Mail** Fax: 555-555-3838
 Terms: **Net 30** Main Email: hotmama@verizon.t
 Bill To: **Auldridge Windows**
 Mary W Auldridge
 123 West Brooklyn Br
 New York, NY 10022

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Invoice	31	03/28/2015	Accounts Receiva...	7,874.50
Invoice	30	02/28/2015	Accounts Receiva...	33,625.00
Payment	2929	02/25/2015	Checking	10,000.00
Invoice	29	02/08/2015	Accounts Receiva...	21,972.50
Payment	39992	02/07/2015	Checking	2,494.12
Invoice	28	02/01/2015	Accounts Receiva...	2,494.12

Should you use customers?

To invoice a customer, you must first add a customer to the Customers & Jobs list.



Add Customers

- 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

Payment Settings

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

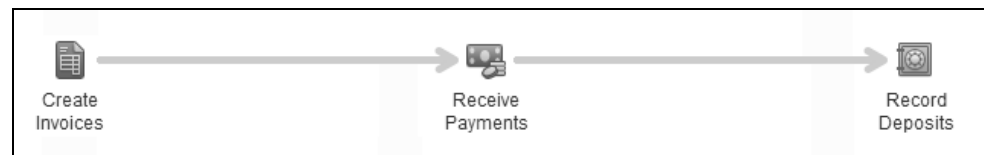
- 1) Click the **Customer Center** icon.
- 2) Click the **Customers & Jobs** tab in the **Customer Center** window.
- 3) Select the appropriate customer or job in the list.
- 4) Click the **New Customer & Job** drop-down arrow and select **Add Job**.
- 5) Enter appropriate information in the **New Job**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

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.



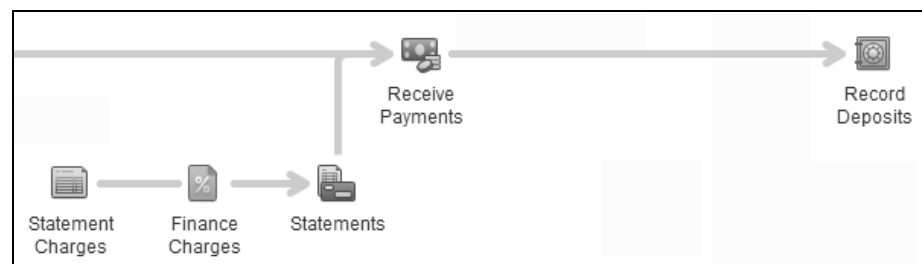
2. Sales Receipt

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



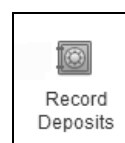
3. Statement Charge

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.



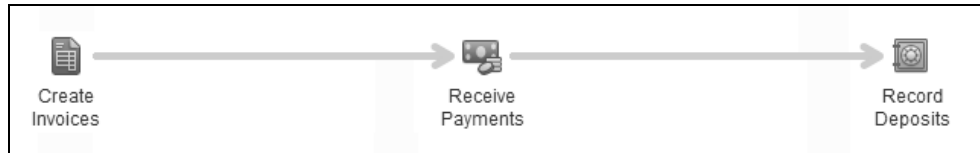
5. Import from Other Program

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

The screenshot shows the 'Create Invoices' window with the following details:

- Customer/Job:** Fort Worth Ho...
- Template:** Intuit Service...
- Invoice Title:** Invoice
- Date:** 04/01/2015
- Invoice #:** 41
- Bill To:** Fort Worth Homes, 88 Avenue West 1st, Fort Worth, TX 83943
- Terms:** Net 30
- Table:**

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT	TAX
Services			5,000.00	5,000.00	Non
- Tax:** Dallas County (8.25%)
- Summary:**
 - Total: 5,000.00
 - PAYMENTS APPLIED: 0.00
 - BALANCE DUE: 5,000.00
- Buttons:** Save & Close, Save & New, Clear

Product Invoice

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

A/R Account: Accounts Receivable

Select Invoices to print, then click OK.
There are 4 Invoices to print for USD \$78,080.97.

✓	DATE	TYPE	NO.	CUSTOMER	TEMPLATE	AMOUNT
✓	04/01/2015	INV	39	Orlando Homes:Division 1a	Intuit Service Invoice	2,806.75
✓	04/01/2015	INV	40	Trevor Incorporated:Dallas ...	Progress Invoice	18,754.62
✓	04/01/2015	INV	41	Fort Worth Homes:Conventi...	Intuit Service Invoice	5,000.00
✓	04/01/2015	INV	42	Frugal Discount Store	Intuit Service Invoice	51,519.60

Buttons: OK, Cancel, Help, Select All, Select None, Print Labels

Print Invoices

Print Invoices

Settings | Fonts

Printer name: Xerox DocuTech 6135 PS on LPT1 | Options...

Printer type: Page-oriented (Single sheets)

Note: To install additional printers or to change port assignments, use the Windows Control Panel.

Print on:

- Intuit Preprinted forms.
- Blank paper.
- Letterhead.

 Note: The form Template provides additional print settings such as Logo selection. Templates are accessed by selecting Templates from the List menu.

Do not print lines around each field.

Number of copies: 2

Collate

Buttons: Print, Cancel, Help, Preview, Align

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**.

Customer Payment CUSTOMER BALANCE 33,581.21

RECEIVED FROM: Fort Worth Homes.M...
 PAYMENT AMOUNT: 25,832.71
 DATE: 04/01/2015
 CHECK #: 3232

Where does this payment go?

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
03/24/2015	6	25,832.71	25,832.71	25,832.71
03/28/2015	13	7,748.50	7,748.50	0.00
Totals		33,581.21	33,581.21	25,832.71

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	25,832.71
APPLIED	25,832.71
DISCOUNT AND CREDITS APPLIED	0.00

MEMO:

Buttons: Save & Close, Save & New, Clear

Partial Payment

Customer Payment CUSTOMER BALANCE 7,895.60

RECEIVED FROM: Sun Valley Builders
 PAYMENT AMOUNT: 1,500.00
 DATE: 04/01/2015
 CHECK #:

Where does this payment go?

DATE	JOB	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
02/21/2015	Philly County	4	3,959.90	3,959.90	1,000.00
03/05/2015	Philadelphia Ba...	14	999.90	999.90	500.00
03/21/2015	Philly County	16	2,935.80	2,935.80	0.00
Totals			7,895.60	7,895.60	1,500.00

UNDERPAYMENT \$ 3,459.80

WHEN FINISHED:

LEAVE THIS AS AN UNDERPAYMENT
 WRITE OFF THE EXTRA AMOUNT

VIEW CUSTOMER CONTACT INFORMATION

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	4,959.80
APPLIED	1,500.00
DISCOUNT AND CREDITS APPLIED	0.00

MEMO:

Buttons: Save & Close, Save & New, Clear

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

Payments to Deposit ✕

SELECT VIEW

View payment method type: All types What are payment method views?

Sort payments by: Payment Method

SELECT PAYMENTS TO DEPOSIT

✓	DATE	TIME	TYPE	NO.	PAYMENT METHOD	NAME	AMOUNT	
✓	03/30/2015		PMT		Cash	Myers & Associates	24.95	
✓	04/01/2015		PMT		Check	Sun Valley Builders	1,500.00	
✓	04/01/2015		PMT	3232	Check	Fort Worth Homes:Madison Development	25,832.71	
3 of 3 payments selected for deposit							Payments Subtotal	27,357.66

Select All
Select None

OK
Cancel
Help

Make Deposits

Make Deposits _ □ ✕

← Previous
Next →
Save
Print
Payments
History
Attach

Deposit To: Checking
Date: 04/01/2015
Memo: Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	AMOUNT
Myers & Associates	Blue Vinyl Bank Bag			Cash	24.95
Sun Valley Builders	Blue Vinyl Bank Bag		1111	Check	1,500.00
Fort Worth Homes:Madison Development	Blue Vinyl Bank Bag		3232	Check	25,832.71
Electric, Inc.	Utilities:Electricity	Rate Adjustment	393939393	Check	3.12
Deposit Subtotal					27,360.78

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to:
Cash back memo:
Cash back amount:

Deposit Total **27,360.78**

Save & Close
Save & New
Clear

Reports



Review an Open Invoices Report

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

Type	Date	Num	P. O. #	Terms	Due Date	Aging	Open Balance	
Buildem, Inc.								
Open Invoices								
As of April 1, 2015								
Auldridge Windows								
Invoice	02/08/2015	29	102	Net 30	03/10/2015	22	10,973.50	
Invoice	02/28/2015	30	109	Net 30	03/30/2015	2	33,625.00	
Invoice	03/28/2015	31	NONE	Net 30	04/27/2015		7,874.50	
Total Auldridge Windows							52,473.00	
Crandall Contractors								
Cheyenne 1								
Invoice	03/28/2015	26		Net 15	04/12/2015		4,990.00	
Invoice	03/28/2015	27	3929	Net 15	04/12/2015		22,330.34	
Total Cheyenne 1							27,320.34	
Total Crandall Contractors								27,320.34
Dallas Hardware and Tools								
Invoice	03/25/2015	20	5488	Net 15	04/09/2015		3,374.69	
Total Dallas Hardware and Tools							3,374.69	



Review a Collections Report

- 1) Select **Reports:Customers & Receivables:Collections Report** from the menu.

Type	Date	Num	P. O. #	Terms	Due Date	Aging	Open Balance
Buildem, Inc.							
Collections Report							
As of April 1, 2015							
Auldridge Windows							
Mary W Auldridge 312-395-3939							
Katie Kelsey 312-555-3839							
Invoice	02/08/2015	29	102	Net 30	03/10/2015	22	10,973.50
Invoice	02/28/2015	30	109	Net 30	03/30/2015	2	33,625.00
Total Auldridge Windows							44,598.50
KC Construction							
Alfred Work 555-555-5555							
Invoice	01/12/2015	32	039	Net 30	02/11/2015	49	48,260.25
Total KC Construction							48,260.25

Income Tracker

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.

The screenshot shows the 'Income Tracker' window with the following summary data:

UNBILLED	UNPAID	PAID
553,549.17 7 ESTIMATES	295,644.60 24 OPEN INVOICES	97,763.58 5 OVERDUE
		63,745.42 13 PAID LAST 30 DAYS

Filters: CUSTOMER:JOB All, TYPE All, STATUS All, DATE All

CUSTOMER	TYPE	NUMBER	DATE	DUE DATE	AMOUNT	OPEN BALANCE	LAST SENT DATE	STATUS	ACTION
Crandall Contractors	Payment	5811	4/1/2015		4,990.00	0.00		Paid	Select
Franny's Fruit Shop	Invoice	40	4/1/2015	4/11/2015	24,614.37	24,614.37		Open	
Frontier Housing	Payment	3232	4/1/2015		7,748.50	0.00		Paid	
The O'Brien Group	Credit Memo	39	4/1/2015	4/1/2007	-54.07	-54.07		Overdue	
Frontier Housing	Sales Receipt	1	3/31/2015	3/31/2007	0.00	0.00		Paid	
Frontier Housing:Lake Wort...	Invoice	38	3/31/2015	4/30/2015	12,950.00	12,950.00	Pending	Open	
Rio Grande Homes:Valley S...	Payment	383	3/31/2015		10,485.00	0.00		Paid	
Columbia Management:Sea...	Payment	2621.25	3/30/2015		2,621.25	0.00		Paid	
Myers & Associates	Payment	2929	3/30/2015		24.95	0.00		Paid	
Auldridge Windows	Invoice	31	3/28/2015	4/27/2015	7,874.50	7,874.50		Open	
Crandall Contractors:Cheye...	Invoice	27	3/28/2015	4/12/2015	22,330.34	22,330.34		Open	
KC Construction	Invoice	33	3/28/2015	4/27/2015	48,260.25	48,260.25		Open	
Myers & Associates	Invoice	37	3/28/2015	4/12/2015	5,000.00	5,000.00		Open	
Rio Grande Homes:Jackso...	Payment	10044	3/28/2015		104.85	0.00		Paid	
The O'Brien Group	Invoice	24	3/28/2015	4/27/2015	54.07	54.07		Open	
Tom's Painting	Invoice	36	3/28/2015	4/27/2015	5,412.50	5,412.50		Open	
...		Open	

Buttons: Batch Actions, Manage Transactions. Showing 1 - 44 of 44

Chapter 6- Customers & Sales-Part II

Mastering QuickBooks
Day 1

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 Chapter 6



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**.

Enter Sales Receipts
- □ ×

Main Formatting Send/Ship Reports Payments

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Print Later Email Later Attach File Add time/costs Add Credit Card Processing

CUSTOMER:JOB Em-Ming Doors TEMPLATE Custom C...

Sales Receipt

DATE: 04/01/2015

SALE NO.: 3

SOLD TO:

Em-Ming Doors
 Ming Em
 123 Thai Lane
 Mountain View, TX 75393

CHECK NO. 393

PAYMENT METHOD: Check

ITEM	DESCRIPTION	QTY	RATE	AMOUNT	TAX
Door Knob	Deluxe Brass Door Knob	5	49.95	249.75	Tax
					Dallas County (8.25%) 20.60
					Total 270.35

Customer Message

MEMO

CUSTOMER TAX CODE Tax

Process payment when saving

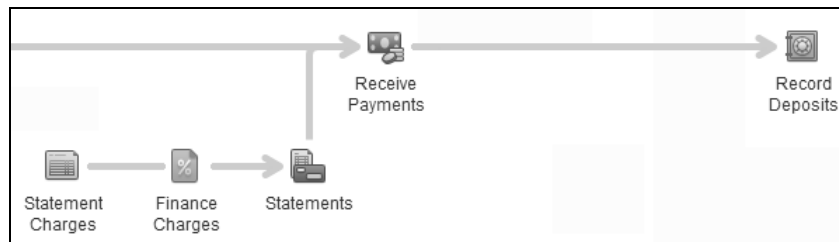
Save & Close Save & New Revert

Method 3-Statement Charges

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 73)
- 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**.

Jupiter Homes:White Residence - Accounts Receivable

Print... Edit Transaction Time/Costs... QuickReport

Customer:Job Jupiter Homes:White Residence

DATE	NUMBER	ITEM	QTY	RATE	AMT CHRG	AMT PAID	BALANCE
	TYPE	DESCRIPTION			BILLED DATE	DUE DATE	
02/26/2015	8				540.99		540.99
	INV					Paid	
03/25/2015	783					540.99	0.00
	PMT						
04/01/2015	Number	Lock Repairs	2	24.95	49.90		49.90
	STMTCH	Repairs by subcontractors					

1-Line Show open balance ENDING BALANCE **49.90**

Sort by Date, Type, Number/Ref

Record **Restore**

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

Customer:Job Jupiter Homes:White Residence

DATE	NUMBER	ITEM	QTY	RATE	AMT CHRG	AMT PAID	BALANCE
	TYPE	DESCRIPTION			BILLED DATE	DUE DATE	
02/26/2015	8				540.99		540.99
	INV					Paid	
03/25/2015	783					540.99	0.00
	PMT						
04/01/2...	Number	Lock Repairs	2	24.95	49.90		49.90
	STMTCH	Repairs by subcontractors					

1-Line Show open balance ENDING BALANCE **49.90**

Sort by: Date, Type, Number/Ref

Record Restore

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**.

The screenshot shows the 'Make Deposits' window with the following details:

- Deposit To:** Checking
- Date:** 04/01/2015
- Memo:** Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	AMOUNT
	Service Income	deposit for the day		Cash	500.00
Deposit Subtotal					500.00

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: Cash back memo: Cash back amount:

Deposit Total: 500.00

Buttons: Save & Close, Save & New, Revert

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

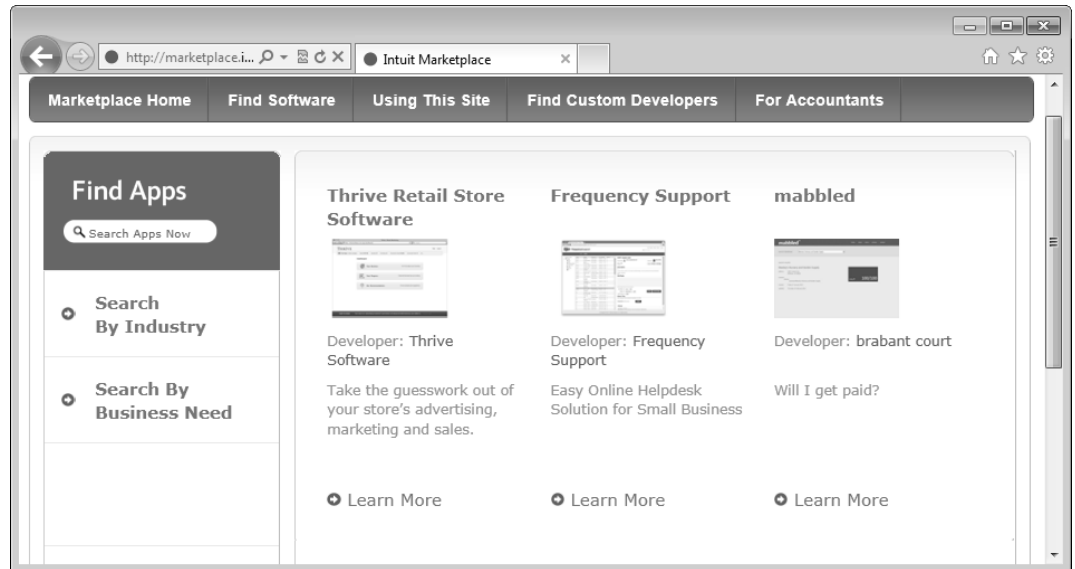
Method 5-Import from Other Program

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)

Create Credit Memos/Refunds

Customer: **Auldridge Wind...** TEMPLATE: **Custom Cr...**

Credit Memo

Date: 04/01/2015 Customer: Auldridge Windows
 Mary W Auldridge
 123 West Brooklyn Bridge
 New York, NY 10022

Credit No.: 43 P.O. No.:

ITEM	DESCRIPTION	QTY	RATE	AMOUNT	TAX
Door Knob	Deluxe Brass Door Knob	20	49.95	999.00	Non

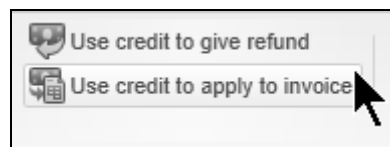
Out of State (0.0%) 0.00
 Total 999.00

Customer Message:

REMAINING CREDIT: **0.00**

Memo: Customer Tag Code: **Non** **Save & Close** **Save & New** **Revert**

Use Credit to Apply to Invoice



Apply Credit to Invoices

Apply Credit to Invoices

CREDIT MEMO

Customer:Job Auldrige Windows

Ref. No. 43 Original Amt. 999.00

Date 04/01/2015 Remaining Credit 0.00

✓ DATE	JOB	NUMBER	ORIG. AMT.	AMT. DUE	AMT. APPLIED
02/08/2015		29	21,972.50	11,972.50	999.00
02/28/2015		30	33,625.00	33,625.00	0.00
03/28/2015		31	7,874.50	7,874.50	0.00
Totals			63,472.00	0.00	999.00

Clear Selections

Done Cancel

 **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**.

Issue a Refund

A refund is due to Auldrige Windows Issue this refund via Check

Refund Amount \$ 49.95 Account Checking

Date 04/01/2015 Ref/Check No. To Print Ending Balance 25,840.36

Address

Auldrige Windows
 Mary W Auldrige
 123 West Brooklyn Bridge
 New York, NY 10022

Memo

To be printed

OK Cancel

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

		Amount Due	Amount Enc.
		\$52,423.05	
Date	Transaction	Amount	Balance
02/08/2015	INV #29. Due 03/10/2015. Orig. Amount \$21,972.50.	10,973.50	10,973.50
02/28/2015	INV #30. Due 03/30/2015. Orig. Amount \$33,625.00.	33,625.00	44,598.50
03/28/2015	INV #31. Due 04/27/2015. Orig. Amount \$7,874.50.	7,874.50	52,473.00

Customer Statement-Activity Based with Invoice Summary

Print Preview -- Page 1 of 1

Print Prev page Next page Zoom Out Help Close

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

		Amount Due	Amount Enc.
		\$52,423.05	
Date	Transaction	Amount	Balance
12/31/2014	Balance forward		0.00
02/01/2015	INV #28. Due 03/03/2015.	2,494.12	2,494.12
02/07/2015	PMT #39992.	-2,494.12	0.00
02/08/2015	INV #29. Due 03/10/2015.	21,972.50	21,972.50
02/25/2015	PMT #2929.	-10,000.00	11,972.50
02/28/2015	INV #30. Due 03/30/2015.	33,625.00	45,597.50
03/28/2015	INV #31. Due 04/27/2015.	7,874.50	53,472.00

Customer Statement-Activity Based with Invoice Item Detail

Print Preview -- Page 1 of 1

Print Prev page Next page Zoom Out Help Close

Auldridge Windows
Mary W Auldridge
123 West Brooklyn Bridge
New York, NY 10022

		Amount Due	Amount Enc.
		\$52,423.05	
Date	Transaction	Amount	Balance
12/31/2014	Balance forward		0.00
02/01/2015	INV #28. Due 03/03/2015. --- Lock Repairs, 25 @ \$27.03 = 675.75 --- Lock Repairs, 25 @ \$40.7848 = 1,019.62 --- Lock Repairs, 25 @ \$31.95 = 798.75 --- Tax: Out of State @ 0.0% = 0.00	2,494.12	2,494.12
02/07/2015	PMT #39992.	-2,494.12	0.00
02/08/2015	INV #29. Due 03/10/2015. --- Bag Of Nails, 100 @ \$19.95 = 1,995.00 --- Bolts, 250 @ \$19.95 = 4,987.50 --- Knob Install, 100 @ \$99.95 = 9,995.00 --- Door Knob, 100 @ \$49.95 = 4,995.00 --- Tax: Out of State @ 0.0% = 0.00	21,972.50	21,972.50
02/25/2015	PMT #2929.	-10,000.00	11,972.50

Reports



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.

Buildem, Inc.	
Sales by Customer Summary	
January 1 through April 1, 2015	
◊ Jan 1 - Apr 1, 15 ◊	
Auldridge Windows	65,966.12
▶ Columbia Management	50,359.69
▶ Crandall Contractors	29,300.29
Dallas Hardware and Tools	3,117.50
▶ Fort Worth Homes	63,518.75
Frugal Discount Store	47,593.16
Home & Hardware Stop	2,178.75
▶ Jupiter Homes	1,808.84
▶ KC Construction	96,520.50
Lancaster County	4,999.50
Myers & Associates	5,024.95
▶ Orlando Homes	21,981.57
▶ Rio Grande Homes	10,589.85
▶ Sun Valley Builders	7,895.60
The Jones Group	-49.95
Tom's Painting	17,500.00
▶ Trevor Incorporated	17,468.18
TOTAL	445,773.30



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**.

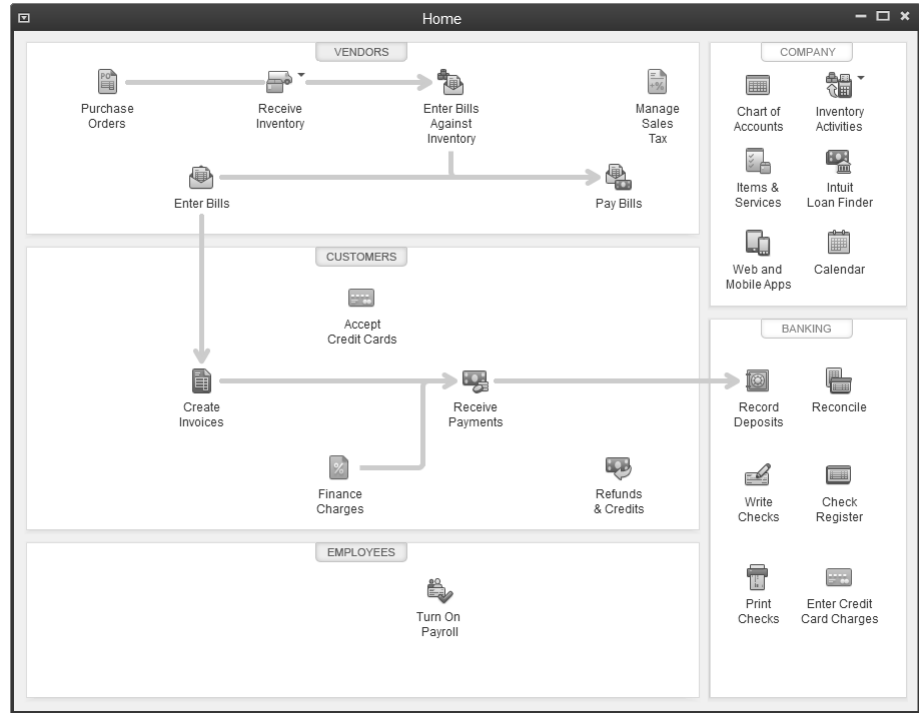
Buildem, Inc.	
Sales by Customer Summary	
January 1 through April 1, 2015	
◊ Jan 1 - Apr 1, 15 ◊	
	% of Column
Auldridge Windows	14.8%
▶ Columbia Management	11.3%
▶ Crandall Contractors	6.6%
Dallas Hardware and Tools	0.7%
▶ Fort Worth Homes	14.2%
Frugal Discount Store	10.7%
Home & Hardware Stop	0.5%
▶ Jupiter Homes	0.4%
▶ KC Construction	21.7%
Lancaster County	1.1%
Myers & Associates	1.1%
▶ Orlando Homes	4.9%
▶ Rio Grande Homes	2.4%
▶ Sun Valley Builders	1.8%
The Jones Group	-0%
Tom's Painting	3.9%
▶ Trevor Incorporated	3.9%
TOTAL	100.0%

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Chapter 7- Vendors & Expenses

Mastering QuickBooks
Day 1

Vendors



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*.

Vendor Information

Company Name: American Express Main Phone: 800-383-3333
 Full Name: Alt. Phone: 800-383-3334
 Vendor Type: Administrative Fax: 800-383-3335
 Account No.: 383-333333-02222 Main Email: ebby@ae.com
 Terms: Net 10
 Billed From: American Express
 100 South Rich
 Phoenix, AZ 85100

Map | Directions

Transactions Contacts To Do's Notes Sent Email

SHOW: All Trans... FILTER BY: All DATE: This Fisc... 01/01/2015 - 12/31/2015

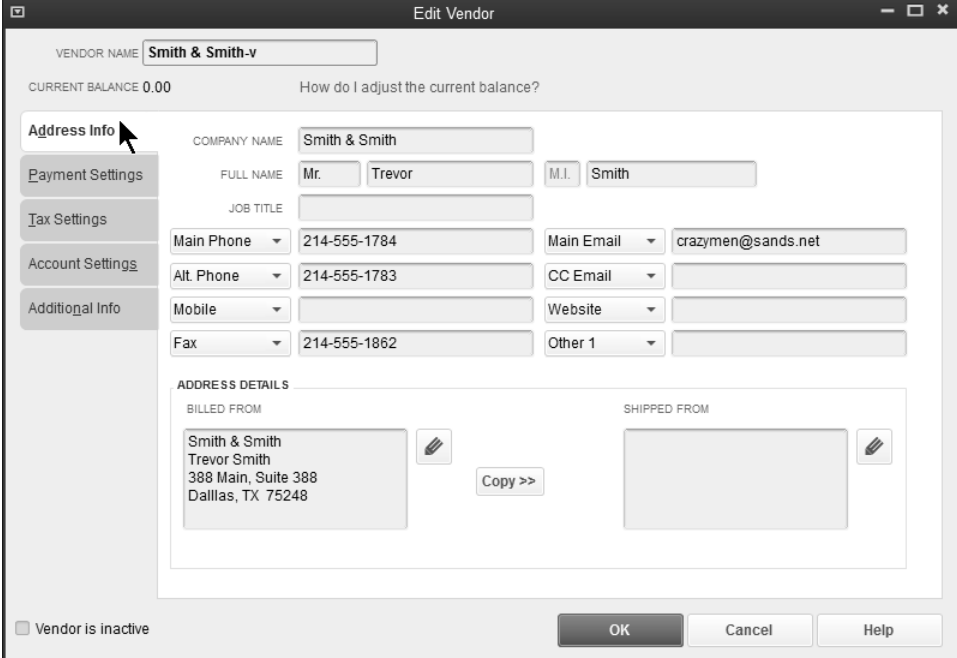
TYPE	NUM	DATE	ACCOUNT	AMOUNT
There are no transactions of type "All Transactions", filtered by "All", in date range "This Fiscal Year".				

Manage Transactions Run Reports

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



Edit Vendor

VENDOR NAME **Smith & Smith-v**

CURRENT BALANCE **0.00** How do I adjust the current balance?

Address Info (selected)

COMPANY NAME **Smith & Smith**

FULL NAME **Mr.** **Trevor** **M.I.** **Smith**

JOB TITLE

Main Phone **214-555-1784** Main Email **crazymen@sands.net**

Alt. Phone **214-555-1783** CC Email

Mobile Website

Fax **214-555-1862** Other 1

ADDRESS DETAILS

BILLED FROM

Smith & Smith
Trevor Smith
388 Main, Suite 388
Dallas, TX 75248

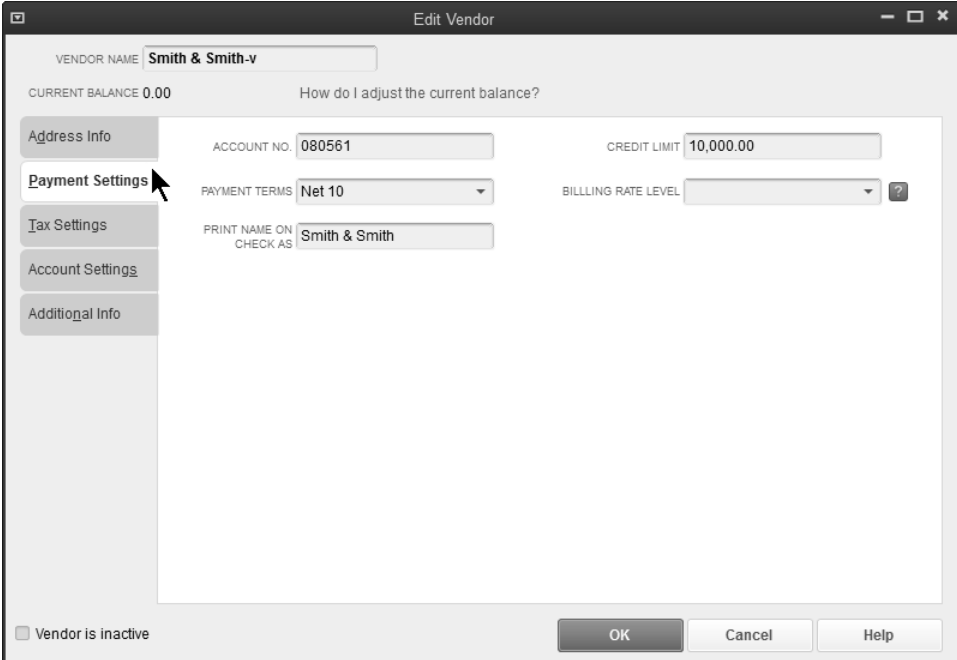
SHIPPED FROM

Copy >>

Vendor is inactive

OK Cancel Help

Payment Settings



Edit Vendor

VENDOR NAME **Smith & Smith-v**

CURRENT BALANCE **0.00** How do I adjust the current balance?

Payment Settings (selected)

ACCOUNT NO. **080561** CREDIT LIMIT **10,000.00**

PAYMENT TERMS **Net 10** BILLING RATE LEVEL

PRINT NAME ON CHECK AS **Smith & Smith**

Vendor is inactive

OK Cancel Help

Track Accounts Payable

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**.

The screenshot shows the 'Enter Bills' window in QuickBooks. The window title is 'Enter Bills'. It has a menu bar with 'Main' and 'Reports'. Below the menu bar is a toolbar with icons for 'Find', 'New', 'Save', 'Delete', 'Create a Copy', 'Memorize', 'Print', 'Attach File', 'Select PO', 'Clear Splits', 'Recalculate', and 'Pay Bill'. The main area of the window is divided into two sections: 'BILL' and 'CREDIT'. The 'BILL' section is selected. It contains a form for entering bill information. The vendor is 'Smith & Smith-v'. The date is '04/01/2015'. The reference number is '399'. The amount due is '1,000.00'. The bill due date is '05/01/2015'. The terms are 'Net 30'. Below the bill form is a table of expenses. The table has columns for 'ACCOUNT', 'AMOUNT', 'MEMO', 'CUSTOMER:JOB', and 'BILLABLE?'. The total amount of expenses is '\$1,000.00'. The expenses listed are: 'Printing and Reproduction' (700.00), 'Office Supplies' (280.00), and 'Freight & Delivery' (20.00). At the bottom of the window are three buttons: 'Save & Close', 'Save & New', and 'Clear'.

(2) Pay Bills



Review an Unpaid Bills Detail Report

- 1) Select **Reports:Vendors & Payables:Unpaid Bills Detail** from the menu.

Type	Date	Num	Due Date	Aging	Open Balance
Door Knob Corporation					
Item Receipt	03/21/2015				3,749.75
Total Door Knob Corporation					3,749.75
General Carriers, Inc.					
Credit	03/29/2015	CM-0...			-500.00
Bill	03/15/2015	888	04/14/2015	17	7,250.00
Bill	03/31/2015	932	04/30/2015	1	4,250.00
Total General Carriers, Inc.					11,000.00
JoJo, Inc.					
Bill	03/05/2015	343	04/04/2015	27	18,748.75
Bill	03/15/2015	343v	04/14/2015	17	2,999.90
Bill	03/25/2015	3553	04/24/2015	7	1,085.00
Total JoJo, Inc.					22,833.65



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**.

Preferences

My Preferences Company Preferences

Accounting

Bills

Calendar

Checking

Desktop View

Finance Charge

General

Integrated Applications

Items & Inventory

Jobs & Estimates

Multiple Currencies

Payments

Payroll & Employees

Reminders

Reports & Graphs

Sales & Customers

Sales Tax

Search

Send Forms

Service Connection

Spelling

ENTERING BILLS

Bills are due 10 days after receipt

Warn about duplicate bill numbers from same vendor

PAYING BILLS

Automatically use credits

Automatically use discounts

Default Discount Account Purchase Discounts

OK

Cancel

Help

Default

Also See:

General

Sales and Customers

 **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

SELECT BILLS TO BE PAID

Show bills Due on or before 04/11/2015 Show all bills

Filter By All vendors

Sort By Vendor

<input checked="" type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input checked="" type="checkbox"/>	04/14/2015	King & King	4558		3,250.00	0.00	0.00	3,250.00
<input checked="" type="checkbox"/>	05/01/2015	Sella Doors, Inc.			14,999.00	0.00	0.00	14,999.00
<input checked="" type="checkbox"/>	05/01/2015	Smith & Smith-v	399		1,000.00	0.00	0.00	1,000.00
<input checked="" type="checkbox"/>	03/15/2015	Spendalot	0039		14,000.00	0.00	0.00	5,000.00
Totals					67,582.65	21.70	0.00	47,060.95

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor Spendalot	Terms Net 15	Number of Credits 0
Bill Ref. No. 0039	Sugg. Discount 0.00	Total Credits Available 0.00

PAYMENT

Date 04/01/2015	Method Check	<input checked="" type="radio"/> To be printed	Account Checking
		<input type="radio"/> Assign check number	Ending Balance 46,791.09

(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

Bank Account: Checking First Check Number: 1004 Order Checks

Select Checks to print, then click OK.
There are 5 Checks to print for \$47,060.95.

✓	DATE	PAYEE	AMOUNT
✓	04/01/2015	JoJo, Inc.	22,811.95
✓	04/01/2015	King & King	3,250.00
✓	04/01/2015	Sella Doors, Inc.	14,999.00
✓	04/01/2015	Smith & Smith-v	1,000.00
✓	04/01/2015	Spendalot	5,000.00

OK Cancel Help Select All Select None

Print Checks

Print Checks

You have 5 checks to print for \$47,060.95

Settings **Fonts** **Partial Page**

Printer name: WRWT01Xerox WorkCentre 7120 PCL6 on I... Options...

Printer type: Page-oriented (Single sheets)

Note: To install additional printers or to change port assignments, use the Windows Control Panel.

CHECK STYLE

Voucher Standard Wallet

Number of copies: 1

Collate
 Print company name and address.
 Use logo
 Print Signature Image

Print Cancel Help Logo Signature

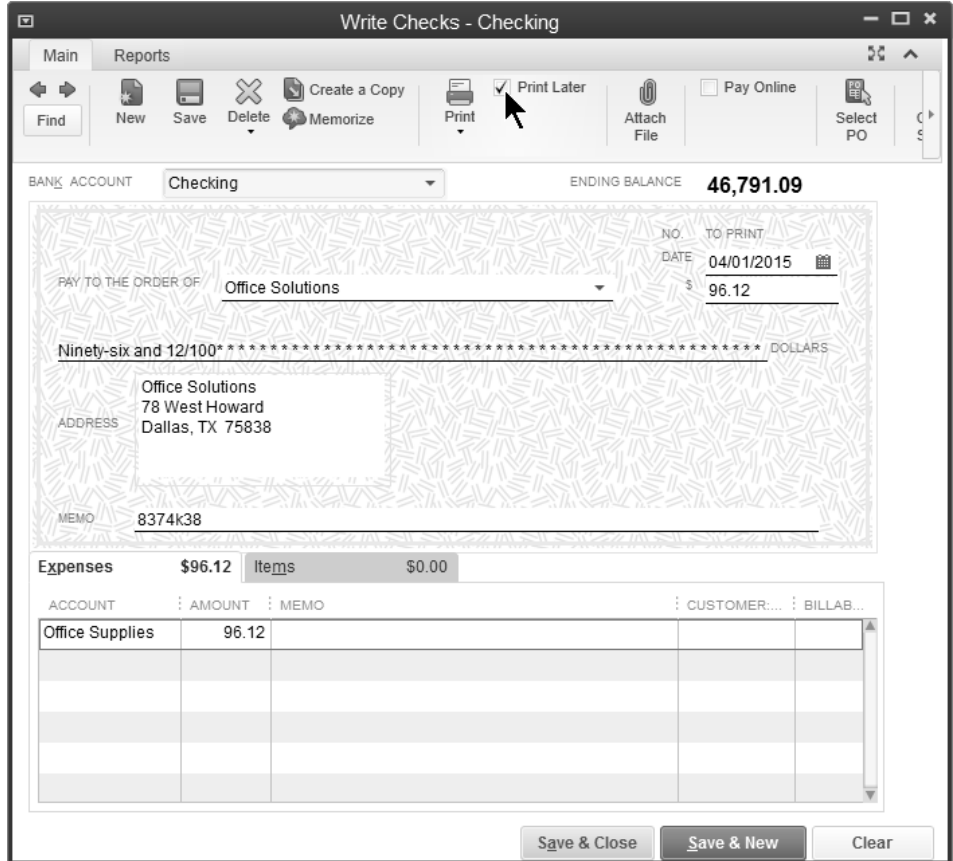
Write Checks

(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



Write Checks - Checking

Main Reports

Find New Save Delete Create a Copy Memorize Print Print Later Attach File Pay Online Select PO

BANK ACCOUNT: Checking ENDING BALANCE: 46,791.09

PAY TO THE ORDER OF: Office Solutions NO. TO PRINT: DATE: 04/01/2015 \$ 96.12

Ninety-six and 12/100***** DOLLARS

ADDRESS: Office Solutions
78 West Howard
Dallas, TX 75838

MEMO: 8374k38

Expenses \$96.12 Items \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER...	BILLAB...
Office Supplies	96.12			

Save & Close Save & New Clear

(2) Print Checks

Print the checks following the steps on page 81 for printing bill payment checks.

Hand-written Check

Write Checks - Checking

Main Reports

Find New Save Delete Memorize Create a Copy Print Print Later Attach File Select PO Clear Splits Recalculate

BANK ACCOUNT: Checking ENDING BALANCE: 46,679.99

NO: 10 DATE: 04/01/2015 \$ 14.98

PAY TO THE ORDER OF: Pizza Dallas

Fourteen and 98/100 ***** DOLLARS

ADDRESS: Pizza Dallas, 388 Italiano, Dallas, TX 78452

MEMO: Anchovy, garlic, and onion special

Expenses	Amount	Items	Amount
Meals	14.98		0.00

ACCOUNT AMOUNT MEMO CUSTOMER:JOB BILLABLE?

Meals 14.98

Save & Close Save & New Revert

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.

Write Checks - Checking

Main Reports

Find New Save Delete Memorize Create a Copy Print Print Later Attach File Pay Online Select PO

BANK ACCOUNT: Checking ENDING BALANCE: 46,679.99

NO: DEBIT DATE: 04/01/15 \$ 0.00

PAY TO THE ORDER OF: _____

_____ DOLLARS

ADDRESS: _____

MEMO: _____

Expenses	Amount	Items	Amount
	0.00		0.00

ACCOUNT AMOUNT MEMO CUSTOMER:JOB BILLABLE?

Save & Close Save & New Clear

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**.

ACCOUNT	AMOUNT	MEMO	CUSTOMER/JOB	BILLABLE?
Automobile Expense...	27.50			

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**.

The screenshot shows the 'Enter Bills' window in QuickBooks. At the top, there are tabs for 'Main' and 'Reports'. Below the tabs is a toolbar with icons for 'Find', 'New', 'Save', 'Delete', 'Create a Copy', 'Memorize', 'Print', 'Attach File', 'Select PO', 'Clear Splits', and 'Recalculate'. The 'CREDIT' radio button is selected. The main area displays 'Credit' with the following fields: VENDOR: General Carriers, Inc.; DATE: 04/01/2015; REF. NO.: CM-888; CREDIT AMOUNT: 1,000.00. Below this is a table for expenses:

ACCOUNT	AMOUNT	MEMO	CUSTOMER...	BILLAB...
Freight & Delivery	1,000.00			

At the bottom of the window, there are three buttons: 'Save & Close', 'Save & New', and 'Clear'.

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

BILL

Vendor	General Carriers, Inc.	Amount Due	7,250.00
Ref. No.	888	Discount Used	0.00
Date	03/15/2015	Credits Used	1,000.00
Original Amt.	7,250.00	Amt. To Pay	6,250.00

Discount **Credits**

<input checked="" type="checkbox"/>	DATE	REF. NO.	CREDIT AMT.	AMT. TO USE	CREDIT BALANCE
<input type="checkbox"/>	03/29/2015	CM-03-20	500.00	0.00	500.00
<input checked="" type="checkbox"/>	04/01/2015	CM-888	1,000.00	1,000.00	0.00
Totals			1,500.00	1,000.00	500.00

Pay Bills-Apply Credit

Pay Bills

SELECT BILLS TO BE PAID

Show bills: Due on or before 04/11/2015 Show all bills

Filter By: All vendors Sort By: Due Date

<input checked="" type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input type="checkbox"/>	03/15/2015	Spandalot	0039		9,000.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>	04/14/2015	General Carriers, Inc.	888		7,250.00	0.00	1,000.00	6,250.00
<input checked="" type="checkbox"/>	04/30/2015	General Carriers, Inc.	932		4,250.00	0.00	500.00	3,750.00
Totals					20,500.00	0.00	1,500.00	10,000.00

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor	General Carriers, Inc.	Terms	Net 30	Number of Credits	0
Bill Ref. No.	932	Sugg. Discount	0.00	Total Credits Available	0.00

PAYMENT

Date: 04/01/2015 Method: **Check** To be printed Account: **Checking**

Assign check number **Ending Balance** **36,694.97**

Assign Check Numbers

Assign Check Numbers

Payment Account: **Checking**

How do you want to assign check numbers?

Let QuickBooks assign check numbers.

Let me assign the check numbers below.

CHECK NO.	DATE	PAYEE	AMOUNT
1010	04/01/2015	General Carriers, Inc.	10,000.00

Reports



Review Expense by Vendor Summary

- 1) Select **Reports:Company & Financial:Expenses by Vendor Summary** from the menu.

8:59 AM
04/01/15
Accrual Basis

Buildem, Inc.
Expenses by Vendor Summary
January 1 through April 1, 2015

◊ Jan 1 - Apr 1, 15 ◊

Bank Of Texas	250.00
Chamber of Commerce	50.00
Craig's Gasoline	24.85
Dave's Cafe	4,397.08
Edgar Leasing	4,518.82
Electric, Inc.	112.78
General Carriers, Inc.	11,000.00
JoJo, Inc.	1,063.30
King & King	8,985.19
Office Solutions	242.25
Pizza Dallas	0.00
Smith & Smith-v	1,000.00
Spendalot	24,578.99
Supply-A-Lot	45,941.06
Telephone Co.	245.66
Texas Airlines	1,720.00
TOTAL	<u>104,129.98</u>



Review a Vendor Balance Detail Report

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

Vendor Balance Detail

Customize Report Share Template Memorize Print E-mail Excel Hide Header Refresh

Dates All From To Sort By Default

1:51 PM
04/01/15

Buildem, Inc.
Vendor Balance Detail

All Transactions

Type	Date	Num	Account	Amount	Balance
Door Knob Corporation					
Item Receipt	03/21/2015		Accounts Payable	3,749.75	3,749.75
Total Door Knob Corporation				3,749.75	3,749.75
General Carriers, Inc.					
Bill	03/15/2015	888	Accounts Payable	7,250.00	7,250.00
Credit	03/29/2015	CM-0...	Accounts Payable	-500.00	6,750.00
Bill	03/31/2015	932	Accounts Payable	4,250.00	11,000.00
Credit	04/01/2015	CM-8...	Accounts Payable	-1,000.00	10,000.00
Bill Pmt -Check	04/01/2015		Accounts Payable	-10,000.00	0.00
Total General Carriers, Inc.				0.00	0.00
JoJo, Inc.					
Bill	03/05/2015	343	Accounts Payable	18,748.75	18,748.75
Bill	03/15/2015	343v	Accounts Payable	2,999.90	21,748.65
Bill	03/25/2015	3553	Accounts Payable	1,085.00	22,833.65
Bill Pmt -Check	04/01/2015	1004	Accounts Payable	-22,811.95	21.70
Discount	04/01/2015	1004	Accounts Payable	-21.70	0.00
Total JoJo, Inc.				0.00	0.00



Review an Accounts Payable Aging Summary

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

A/P Aging Summary

Customize Report Share Template Memorize Print E-mail Excel Hide Header Collapse Refresh

Dates Today 04/01/2015 Interval (days) 30 Through (days past due) 90 Sort By Default

1:51 PM
04/01/15

Buildem, Inc.
A/P Aging Summary
As of April 1, 2015

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Door Knob Corporation	0.00	3,749.75	0.00	0.00	0.00	3,749.75
Locks, Inc.	0.00	0.00	995.00	0.00	0.00	995.00
Spendalot	0.00	0.00	9,000.00	0.00	0.00	9,000.00
TOTAL	0.00	3,749.75	9,995.00	0.00	0.00	13,744.75

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.

The screenshot shows the 'Preferences' window in QuickBooks. The 'My Preferences' tab is selected. The 'Do you charge sales tax?' section has the 'Yes' radio button selected. Below this is the 'SET UP SALES TAX ITEM' section, which includes a text input field for 'Your most common sales tax item' with 'Dallas' entered. The 'ASSIGN SALES TAX CODES' section has 'Tax' selected for 'Taxable item code' and 'Non' for 'Non-taxable item code'. The 'WHEN DO YOU OWE SALES TAX?' section has 'As of invoice date (Accrual Basis)' selected. The 'WHEN DO YOU PAY SALES TAX?' section has 'Monthly' selected. The window also includes 'OK', 'Cancel', 'Help', and 'Default' buttons, and an 'Also See: General' link.

(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 Group

TAX ITEM	RATE	TAX AGENCY	DESCRIPTION
Idaho State	3.0%	State of Idaho	State tax in Idaho
Boise City	2.5%	City of Boise	Tax in Boise City
Boise County	2.75%	Boise County	Tax in Boise County
Group Rate		8.25%	

*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

CODE	DESCRIPTION	TAXABLE
Tax	Taxable Sales	<input checked="" type="checkbox"/>
Ext	Exempt Sales	<input type="checkbox"/>
Non	Non-Taxable Sales	<input type="checkbox"/>
Out	Out of State Sales	<input type="checkbox"/>
Res	Sales to Resellers	<input type="checkbox"/>

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.



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

Create Invoices

Main Formatting Send/Ship Reports

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Email Later Attach File Add Time/Costs Apply Credits Receive Payments

CUSTOMER_JOB: San Antonio Cl... TEMPLATE: Intuit Service...

Invoice

Date: 03/31/2015 Invoice #: 27

Bill To: San Antonio Cleaners
Timothy Duncan
123 West Spur 105
San Antonio, TX 75899

P.O. No. Terms: Net 30

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT	TAX
Door Knob	5	Deluxe Brass Door Knob	49.95	249.75	Tax
Knob Install	5	Install New Brass Door Knob on Door	75.00	375.00	Non

ONLINE PAY: Off

Customer Message

San Antonio (7.75%) 19.36

Total 644.11

PAYMENTS APPLIED 0.00

BALANCE DUE 644.11

MEMO CUSTOMER TAX CODE: Tax Save & Close Save & New Revert

Non-taxable Sale

Create Invoices

Main Formatting Send/Ship Reports

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Email Later Attach File Add Time/Costs Apply Credits Receive Payments

CUSTOMER_JOB: Alamo Foundat... TEMPLATE: Intuit Service...

Invoice

Date: 03/31/2015 Invoice #: 28

Bill To: Alamo Foundation
Davy Crockett
878 Alamo Blvd.
San Antonio, TX 73999

P.O. No. Terms: Net 30

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT	TAX
Door Knob	5	Deluxe Brass Door Knob	49.95	249.75	Ext
Knob Install	5	Install New Brass Door Knob on Door	75.00	375.00	Ext

ONLINE PAY: Off

Customer Message

San Antonio (7.75%) 0.00

Total 624.75

PAYMENTS APPLIED 0.00

BALANCE DUE 624.75

MEMO CUSTOMER TAX CODE: Ext Save & Close Save & New Clear

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**.

Sales Tax Revenue Summary

Buildem, Inc.
Sales Tax Revenue Summary
March 2015

	◊ Taxable Sales ◊	◊ Exempt Sales ◊	◊ Non-Taxable Sales ◊	◊ Out of State Sales ◊	◊ Sales to Resellers ◊	◊ TOTAL ◊
State Of Texas						
Arlington	499.50	0.00	299.50	0.00	0.00	799.00
Brownsville	699.50	0.00	10,485.00	0.00	0.00	11,184.50
Dallas	4,116.50	4,999.50	249.95	0.00	0.00	9,365.95
Fort Worth	0.00	0.00	0.00	0.00	17,748.50	17,748.50
Mesquite	499.50	0.00	249.50	0.00	0.00	749.00
Plano	1,958.60	0.00	2,935.80	0.00	0.00	4,894.40
San Antonio	249.75	624.75	375.00	0.00	0.00	1,249.50
Total State Of Texas	8,023.35	5,624.25	14,594.75	0.00	17,748.50	45,990.85
No tax vendor						
Out of State	0.00	0.00	0.00	20,174.72	0.00	20,174.72
Total (no tax vendor)	0.00	0.00	0.00	20,174.72	0.00	20,174.72
TOTAL	8,023.35	5,624.25	14,594.75	20,174.72	17,748.50	66,165.57



Review a Sales Tax Liability Report

- 1) Click the **Manage Sales Tax** icon on the **Home** page.
- 2) Click **Sales Tax Liability**.

Sales Tax Liability

Buildem, Inc.
Sales Tax Liability
March 2015

	◊ Total Sales ◊	◊ Non-Taxable Sales ◊	◊ Taxable Sales ◊	◊ Tax Rate ◊	◊ Tax Collected ◊	◊ Sales Tax Payable As of Mar 31, 15 ◊
State Of Texas						
Arlington	799.00	299.50	499.50	8.25%	41.21	41.21
Brownsville	11,184.50	10,485.00	699.50	7.25%	50.71	50.71
Dallas	9,365.95	5,249.45	4,116.50	8.25%	339.61	339.61
Fort Worth	17,748.50	17,748.50	0.00	7.75%	0.00	0.00
Mesquite	749.00	249.50	499.50	7.75%	38.71	38.71
Plano	4,894.40	2,935.80	1,958.60	8.25%	161.58	161.58
San Antonio	1,249.50	999.75	249.75	7.75%	19.36	19.36
Total State Of Texas	45,990.85	37,967.50	8,023.35		651.18	651.18
No tax vendor						
Out of State	20,174.72	20,174.72	0.00	0.0%	0.00	0.00
Total (no tax vendor)	20,174.72	20,174.72	0.00		0.00	0.00
TOTAL	66,165.57	58,142.22	8,023.35		651.18	651.18

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

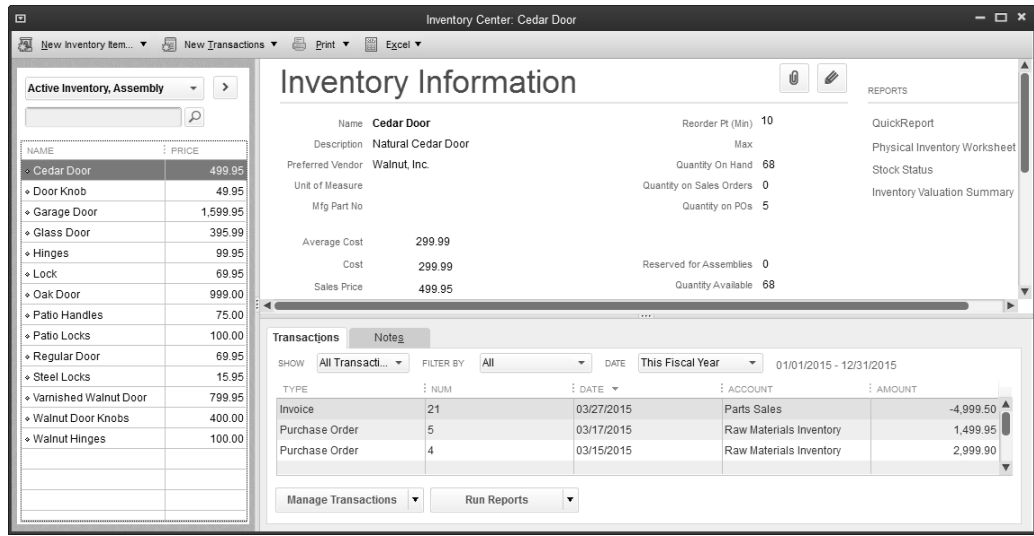
- 1) Click the **Manage Sales Tax** icon on the **Home** page.
- 2) Click the **Pay Sales Tax** button.
- 3) Click the individual items to select for payment.
- 4) Enter remaining information in the **Pay Sales Tax** window.
- 5) Click **OK**.
- 6) Click **Close** in the **Manage Sales Tax** window.

P... ITEM	VENDOR	AMT. DUE	AMT. PAID
✓ Brownsville	State Of Texas	50.71	50.71
✓ Plano	State Of Texas	161.58	161.58
✓ Arlington	State Of Texas	41.21	41.21
Totals		676.18	676.18

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.

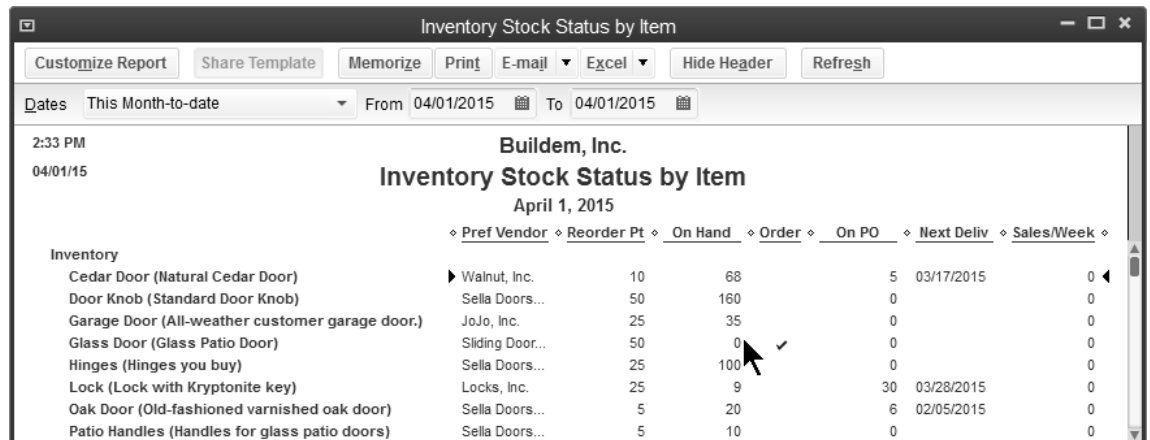


Purchase Orders



Review Inventory Stock Status by Item Report

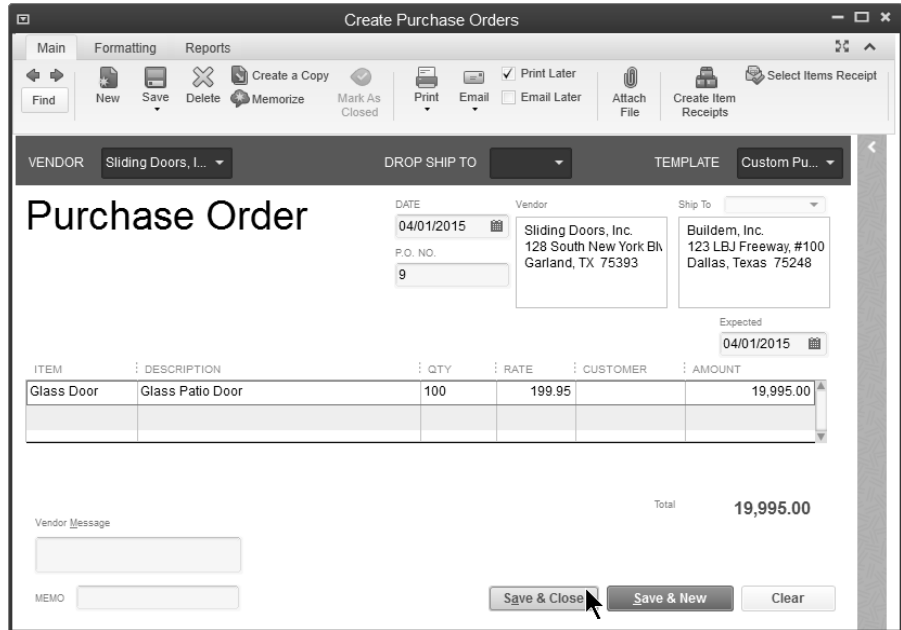
- 1) Select Reports:Inventory:Inventory Stock Status by Item from the menu.



(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**.

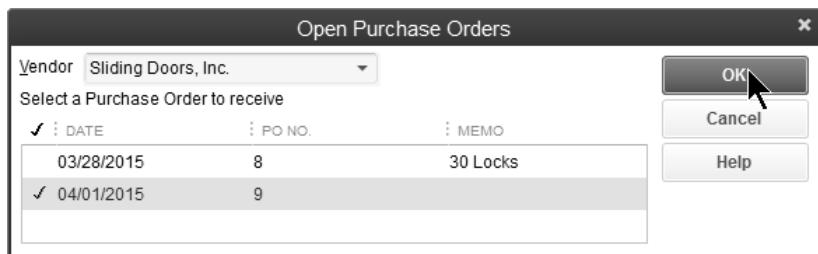


(2) Receive Items with Bill

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.

Item	Description	Preferred Vendor	Quantity On Hand	Physical Count
Cedar Door	Natural Cedar Door	Walnut, Inc.	68	
Door Knob	Deluxe Brass Door Knob	Sella Doors, Inc.	160	
Garage Door	All-weather customer g...	JoJo, Inc.	35	
Glass Door	Deluxe, Customized Cle...	Sliding Doors, Inc.	100	
Hinges	Hinges for us on doors	Sella Doors, Inc.	100	
Lock	Lock with Kryptonite key	Locks, Inc.	9	
Oak Door	Old-fashioned varnishe...	Sella Doors, Inc.	20	
Patio Handles	Handles for glass patio ...	Sella Doors, Inc.	10	
Patio Locks	Patio locks for use on p...	Sella Doors, Inc.	100	
Regular Door	Regular wood door.	Supply-A-Lot	55	
Steel Locks	Regular dead-bolt lock.	Locks, Inc.	260	



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**.

Adjustment Type: Quantity

Adjustment Date: 04/01/2015

Reference No.: 1

Adjustment Account: Inventory Adjustment

Customer Job: [Empty]

ITEM	DESCRIPTION	QTY ON HAND	NEW QUANTITY	QTY DIFFERENCE
Cedar Door	Natural Cedar Door	68	65	-3
Door Knob	Deluxe Brass Door Knob	160	162	2

Memo: [Empty]

Total Value of Adjustment: -828.07

Number of Item Adjustments: 2

ITEM INFO AFTER ADJUSTMENT

Quantity on Hand	65
Avg Cost per Item	299.99
Value	19,499.35

Buttons: Save & Close, Save & New, Clear

Inventory Reports



Review an Open Purchase Orders Detail Report

- 1) Select **Reports:Purchases:Open Purchase Orders Detail** from the menu.

Buildem, Inc.
Open Purchase Orders Detail
 All Transactions

Date	Num	Name	Source Name	Memo	Deliv Date	Qty	Rcv'd
Inventory							
Cedar Door (Natural Cedar Door)							
03/17/2015	5	Sella Doors, Inc.	Sella Doors, Inc.		03/17/2015	5	0
Total Cedar Door (Natural Cedar Door)						5	0
Lock (Lock with Kryptonite key)							
03/28/2015	8	Sliding Doors, Inc.	Sliding Doors, Inc.	30 Locks	03/28/2015	30	0
Total Lock (Lock with Kryptonite key)						30	0
Oak Door (Old-fashioned varnished oak door)							
02/05/2015	1	Sella Doors, Inc.	Sella Doors, Inc.		02/05/2015	1	0



Review an Inventory Valuation Summary

- 1) Select **Reports:Inventory:Inventory Valuation Summary** from the menu.

Buildem, Inc.
Inventory Valuation Summary
 As of April 1, 2015

	On Hand	Avg Cost	Asset Value	% of Tot Asset	Sales Price	Retail Value
Inventory						
Cedar Door (Natural Cedar Door)	65	299.99	19,499.35	15.7%	499.95	32,496.75
Door Knob (Standard Door Knob)	162	35.95	5,823.90	4.7%	49.95	8,091.90
Garage Door (All-weather customer garage door.)	35	749.95	26,248.25	21.1%	1,599.95	55,998.25
Glass Door (Glass Patio Door)	100	199.95	19,995.00	16.1%	395.99	39,599.00
Hinges (Hinges you buy)	100	50.00	5,000.00	4.0%	99.95	9,995.00
Lock (Lock with Kryptonite key)	9	29.95	269.55	0.2%	69.95	629.55
Oak Door (Old-fashioned varnished oak door)	20	749.00	14,980.00	12.0%	999.00	19,980.00
Patio Handles (Handles for glass patio doors)	10	45.00	450.00	0.4%	75.00	750.00
Patio Locks (Patio Locks you buy)	100	50.00	5,000.00	4.0%	100.00	10,000.00
Regular Door (Regular wood door)	55	49.95	2,747.25	2.2%	69.95	3,847.25
Steel Locks (Regular dead-bolt lock.)	260	9.95	2,587.00	2.1%	15.95	4,147.00
Varnished Walnut Door (Natural varnish Walnut Door)	20	495.99	9,919.80	8.0%	799.95	15,999.00
Walnut Door Knobs (Walnut Door Knobs)	40	250.00	10,000.00	8.0%	400.00	16,000.00
Walnut Hinges (Walnut Hinges)	40	50.00	2,000.00	1.6%	100.00	4,000.00
Total Inventory	1,016		124,520.10	100.0%		221,533.70

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Appendix II- Advanced Financial Statements

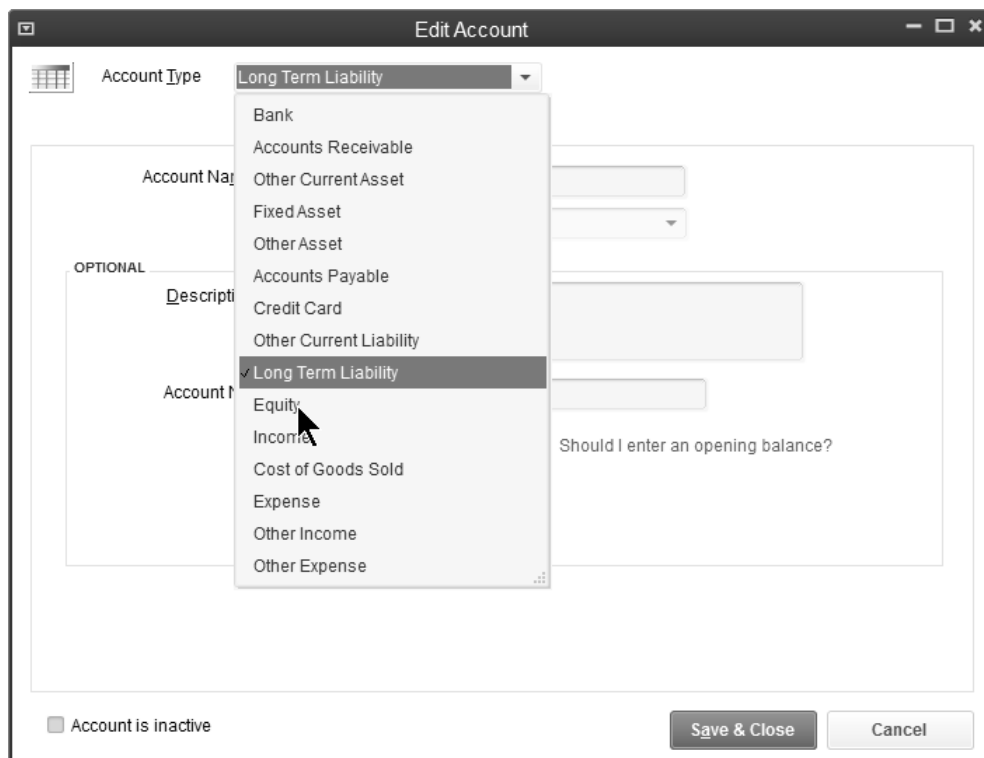
Mastering QuickBooks
Day 1

Change Account Type

Clients often set up accounts with the wrong account type. It is easy to fix this error.

Change Account Type

- 1) Click the **Chart of Accounts** icon on the **Home** page.
- 2) Select the appropriate account.
- 3) Click the **Account** button.
- 4) Select **Edit Account** from the menu.
- 5) Select the appropriate **Account Type**.
- 6) Click **Save & Close**.



The screenshot shows the 'Edit Account' window with the 'Account Type' dropdown menu open. The menu lists various account types, with 'Long Term Liability' currently selected and highlighted. A mouse cursor is pointing at 'Equity'. The background shows the 'Edit Account' form with fields for 'Account Name', 'Description', and 'Account Number'. There is also a checkbox for 'Account is inactive' and 'Save & Close' and 'Cancel' buttons.

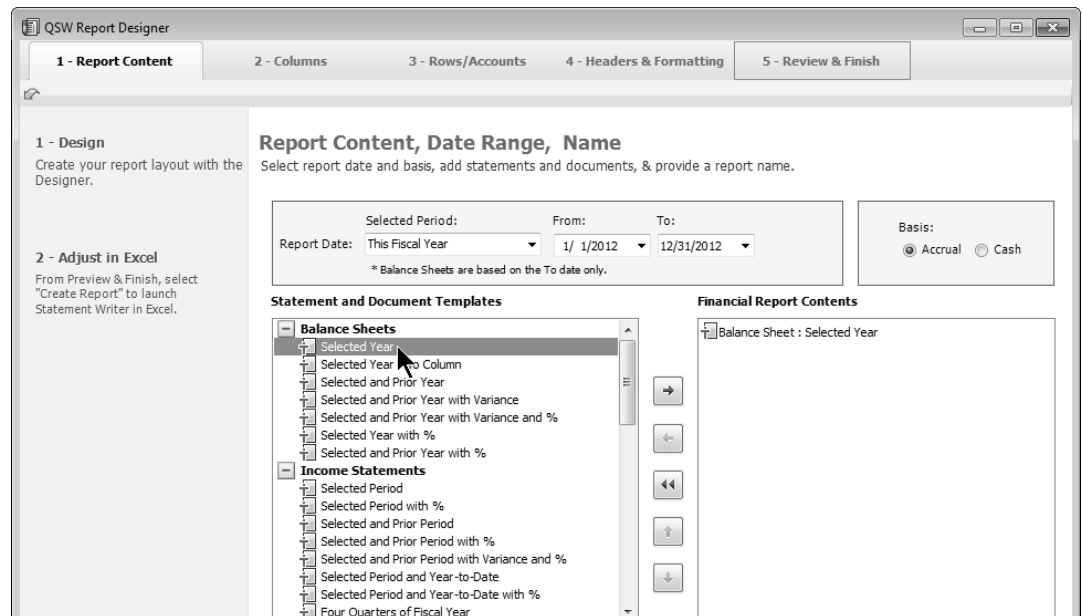
QuickBooks Statement Writer

The QuickBooks Statement Writer, available in Premier Accountant and Enterprise Solutions editions*, helps you create custom, professional statements. Because it works directly with QuickBooks data, you can customize a statement without having to reformat the statement each time it is produced. Create multiple statements and supporting documents, including cover letters, engagement letters, disclosures, and more.



QuickBooks Statement Writer

- 1) Select **Reports:QuickBooks Statement Writer** from the menu.
- 2) Choose **Create New Report**.
- 3) Select or enter an appropriate **Report Date** range.
- 4) Select **Cash** or **Accrual** as the **Basis**.
- 5) Below **Statement and Document Templates**, select the desired statement, template or related document, and click the right arrow to add it to your selection. Repeat this step for each desired report.
- 6) Enter an appropriate **Report Name**.
- 7) Click **OK**.
- 8) Use the **Document Actions** pane to further customize your reports.
- 9) To save the report template, select **Statement Writer:Save Report** below **Document Actions**.
- 10) To generate a **PDF** version of the report, select **Statement Writer:Save As:PDF**.
- 11) To review or customize the report later, open **Intuit Statement Writer** and select **Open Existing Report**.



*QuickBooks Statement Writer included with QuickBooks Enterprise Solutions. Sold separately for QuickBooks Premier: Accountant Edition. 30 day free trial included with Accountant Edition. Requires Excel and Word 2007 or 2010 (sold separately).

Account Activity Reports



Review the General Ledger

- 1) Select **Reports:Accountant & Taxes:General Ledger** from the menu.
- 2) Click **Expand** to see line items on transactions.

Buildem, Inc.
General Ledger
As of April 1, 2015

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit
Inventory Adjust	01/01/2015				Oak Door Op...	Opening Bal E...	1,498.00	
Inventory Adjust	01/01/2015				Lock Openin...	Opening Bal E...	1,198.00	
Inventory Adjust	01/01/2015				Garage Doo...	Opening Bal E...	3,749.75	
Inventory Adjust	01/01/2015				WalnutDoor ...	Opening Bal E...	14,879.70	
Inventory Adjust	01/02/2015				Cedar Door ...	Opening Bal E...	2,399.92	
Inventory Adjust	01/02/2015				Steel Locks ...	Opening Bal E...	1,741.25	
Inventory Adjust	01/02/2015				Regular Doo...	Opening Bal E...	2,997.00	
Invoice	02/01/2015	1		Home & Hardware...		Accounts Re...		149.25
Invoice	02/15/2015	5		Fort Worth Homes	-MULTIPLE-	Accounts Re...		1,749.70
Item Receipt	02/20/2015			Locks, Inc.	Received ite...	Accounts Pa...	995.00	
Invoice	02/21/2015	6		Fort Worth Homes		Accounts Re...		7,490.00
Invoice	02/25/2015	19		Columbia Managem...		Accounts Re...		14,980.00
Invoice	02/26/2015	8		Jupiter Homes		Accounts Re...		29.95



Display the Trial Balance

- 1) Select **Reports:Accountant & Taxes:Trial Balance** from the menu.

Buildem, Inc.
Trial Balance
As of March 31, 2015

	Mar 31, 15	
	Debit	Credit
Checking	58,026.54	
Money Market Account	4,500.00	
Accounts Receivable	110,409.69	
Inventory	51,530.74	
Undeposited Funds	0.00	
Furniture & Equipment:Furniture & Equipment	17,268.29	
Furniture & Equipment:Accumulated Depreciation		4,200.00
Accounts Payable		47,856.65



Display the Journal Report

- 1) Select **Reports:Accountant & Taxes:Journal** from the menu.

Combine Financial Statements

QuickBooks Enterprise Solutions lets you combine financial statements and several other reports from multiple company files, including:

- 1) Balance Sheet Standard
- 2) Balance Sheet Summary
- 3) Profit & Loss Standard
- 4) Statement of Cash Flows
- 5) Trial Balance
- 6) Profit & Loss by Class
- 7) Sales by Customer Summary



Combine Reports from Multiple Companies

- 1) Select **Reports:Combine Reports from Multiple Companies** from the menu.
- 2) Click **Add Files** to combine financial statements for additional company files.
- 3) Click **Open**.
- 4) Repeat steps 2 and 3 until all appropriate company files are included.
- 5) Select appropriate reports to combine below **Select reports for combining**.
- 6) Enter remaining information in the **Combine Reports from Multiple Companies** window.
- 7) Click the **Combine Reports in Excel** button.
- 8) QuickBooks Enterprise Solutions automatically runs Excel and displays the combined report.

	Buildem Const	Hammer Construction	Nail Construction	TOTAL
Ordinary Income/Expense				
Income				
Sales	61,656.39	54,389.69	35,686.05	151,732.13
Parts Sales	46,762.85	40,764.35	17,985.85	105,513.05
Service Income	34,026.00	7,289.55	16,026.00	57,341.55
Freight Income	2,585.01	2,585.01	5.01	5,175.03
Total Income	145,030.25	105,028.60	69,702.91	319,761.76
Cost of Goods Sold				
Construction Labor	51,500.00	40,500.00	2,000.00	94,000.00
Cost of Sales	7,542.58	0.00	0.00	7,542.58

Working Trial Balance



Working Trial Balance

- 1) Select **Accountant:Working Trial Balance** from the menu.
- 2) Select the appropriate date range and report **Basis**.
- 3) Click the **Make Adjustments** button.
- 4) Enter appropriate information in the **Make General Journal Entries** window.
- 5) Click **Save & Close**.
- 6) Click in the **Workpaper Reference** column next to the appropriate **Account**, enter appropriate information, and press the **Enter** key (if applicable).

Working Trial Balance					
Selected Period	This Fiscal Year	From	01/01/2015	To	12/31/2015
					Basis: Accrual
ACCOUNT	BEGINNING BALANCE	TRANSACTIONS	ADJUSTMENTS	ENDING BALANCE	WORKPAPER REFERENCE
Checking	40,687.04	-32,944.89		7,742.15	
Money Market Account	4,500.00			4,500.00	
Accounts Receivable	-3,374.69	76,937.19		73,562.50	
Prepaid Insurance	1,200.00		-300.00	900.00	F-15
Inventory	28,463.62	23,067.12		51,530.74	
Undeposited Funds		0.00		0.00	
Furniture & Equipment:Furniture & Equi...	16,578.54	689.75		17,268.29	
Furniture & Equipment:Accumulated De...	-4,200.00			-4,200.00	
Accounts Payable	0.00	-48,209.65		-48,209.65	
Credit Card	-160.00	-2,051.38		-2,211.38	
Payroll Liabilities		0.00		0.00	
Payroll Liabilities:FICA/MED Payable	-145.00	-87.64		-232.64	
Payroll Liabilities:FIT Withheld	-200.00	-50.00		-250.00	
Totals	0.00	0.00	0.00	0.00	
				Net Income	9,878.19

Only show accounts with transaction activity
 Make Adjustments...
Print...



Review an Adjusted Trial Balance Report

- 1) Select **Reports:Accountant & Taxes:Adjusted Trial Balance** from the menu.

Intuit QuickBooks Training
by Real World Training

Mastering QuickBooks®

Level 1

Learning Manual Day 2

Mastering QuickBooks®

Day 2

Learning Manual

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Real World Training
5501 LBJ Freeway, Suite 180
Dallas, TX 75240
Phone (214) 515-0577
Fax (214) 515-0580
www.quickbookstraining.com

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Chapter 1- QuickBooks Online

Mastering QuickBooks
Day 2

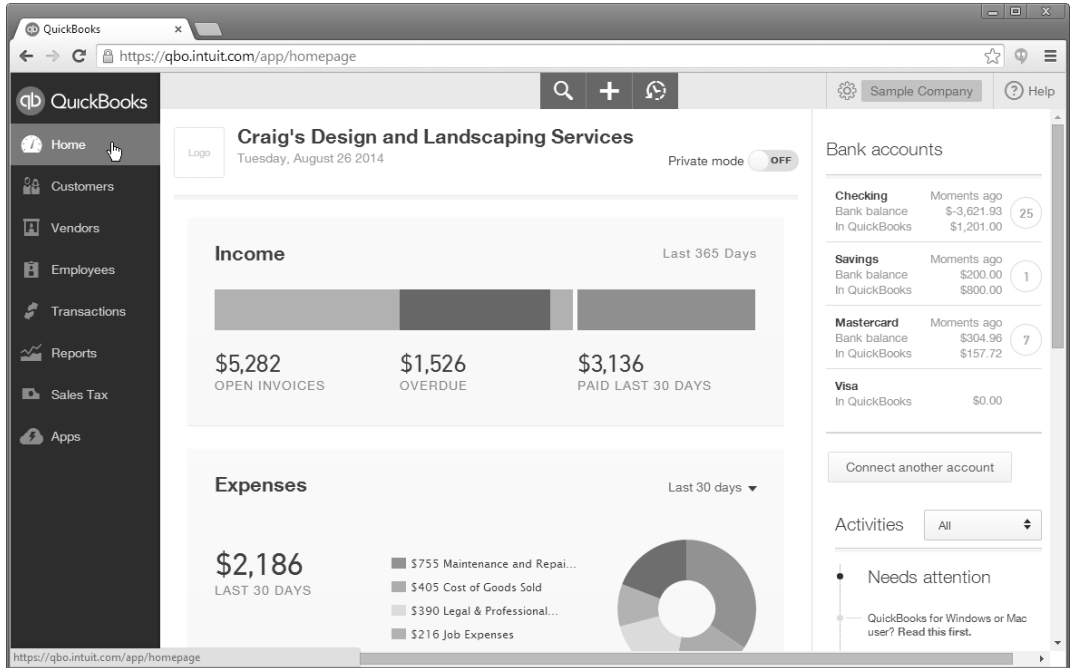
Home Page

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

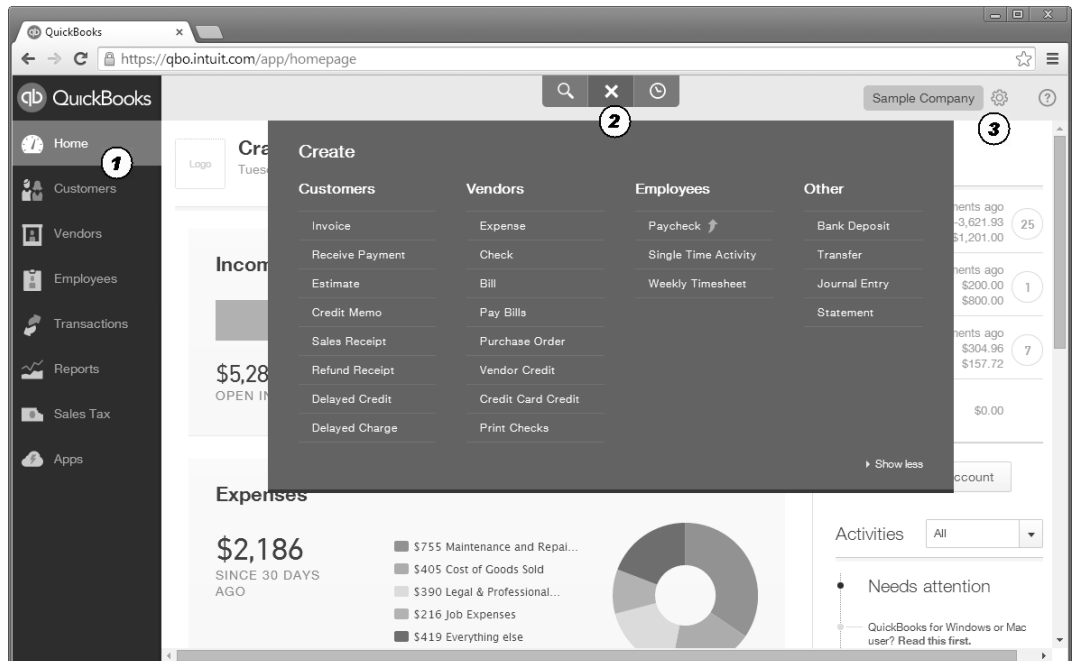
- 1) Click the **Home** icon.



Moving Around in QuickBooks

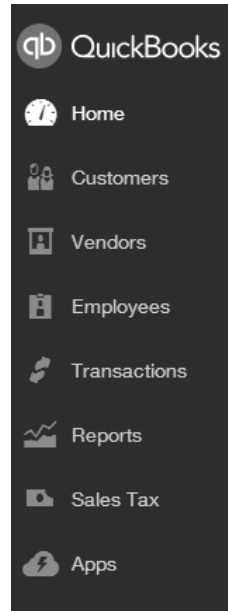
You access all of the features of QuickBooks Online from three different areas:

- 1) Navigation bar
- 2) Global Create menu
- 3) Company menu



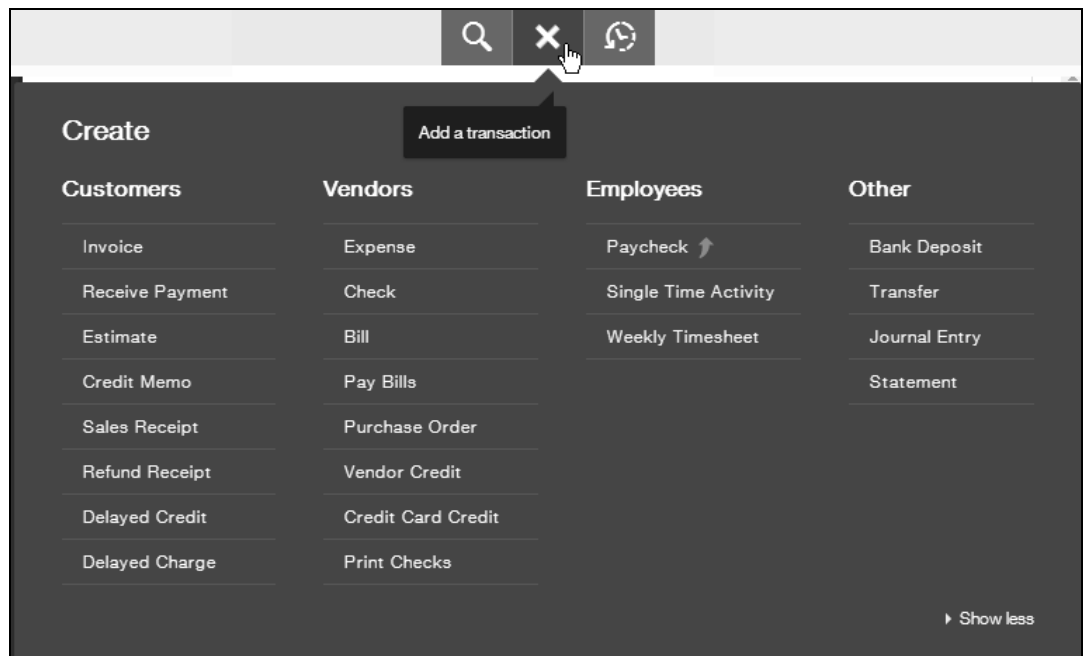
Navigation Bar

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.



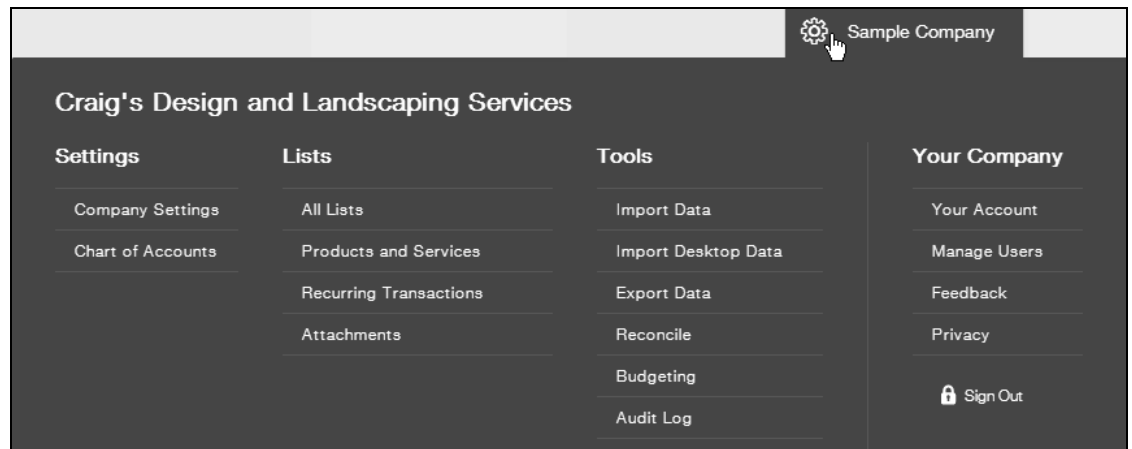
Global Create + Menu

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.



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.

The screenshot shows the 'View Recent Transactions' menu. At the top, there are three icons: a magnifying glass (search), a plus sign (+), and a circular arrow (refresh). A hand cursor is pointing to the refresh icon. Below the icons is a table of recent transactions.

Recent Transactions			
Credit Card Expense	09/07/2014	\$34.00	
Credit Card Expense	08/19/2014	\$42.40	Hicks Hardware
Credit Card Expense	08/25/2014	\$19.99	Squeaky Kleen Car ...
Credit Card Expense	08/18/2014	\$19.99	Squeaky Kleen Car ...
Credit Card Expense	08/18/2014	\$18.97	Bob's Burger Joint
Credit Card Credit	08/27/2014	\$900.00	
Check No. Debit	08/11/2014	\$19.99	Squeaky Kleen Car ...
Cash Expense	08/09/2014	\$3.86	Bob's Burger Joint
Cash Expense	08/04/2014	\$19.99	Squeaky Kleen Car ...
Cash Expense	08/04/2014	\$5.66	Bob's Burger Joint

More...

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.

The screenshot shows the QuickBooks Online 'Invoice' form. At the top, there are fields for the customer name 'Mark Cho' and email 'Mark@Cho.com'. A 'BALANCE DUE' of '\$1,000.00' is displayed in the top right. Below this, the 'Billing address' is 'Mark Cho, 36 Willow Rd, Menlo Park, CA 94304'. The 'Terms' are 'Net 30', the 'Invoice date' is '08/26/2014', and the 'Due date' is '09/25/2014'. There is a 'Crew #' field. A table with columns for '#', 'PRODUCT/SERVICE', 'DESCRIPTION', 'QTY', 'RATE', 'AMOUNT', and 'TAX' contains one line item: 'Concrete' with a quantity of 10, a rate of 100, and an amount of 1,000.00. Below the table are 'Add lines' and 'Clear all lines' buttons. The 'Subtotal' is '\$1,000.00' and the 'Taxable subtotal' is '\$1,000.00'. At the bottom, there are buttons for 'Cancel', 'Clear', 'Print or Preview', 'Make recurring', 'Customize', 'Save', and 'Save and send'.

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Concrete	Concrete for fountain installation	10	100	1,000.00	✓
2						

Convert from Desktop QuickBooks

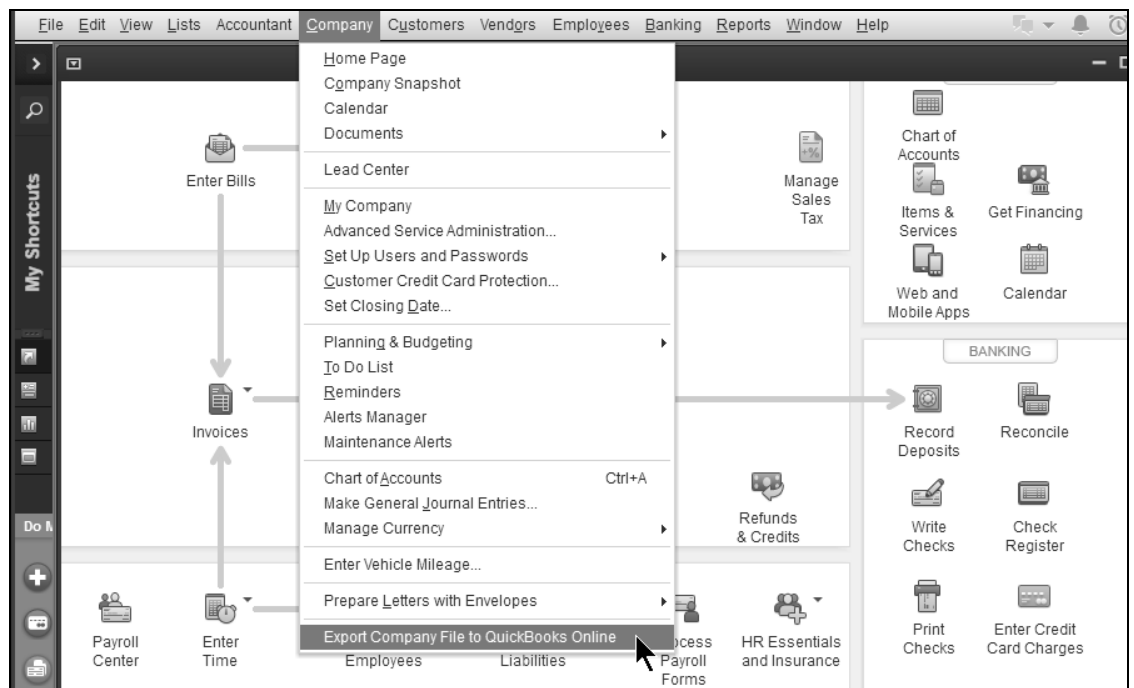
Setup

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

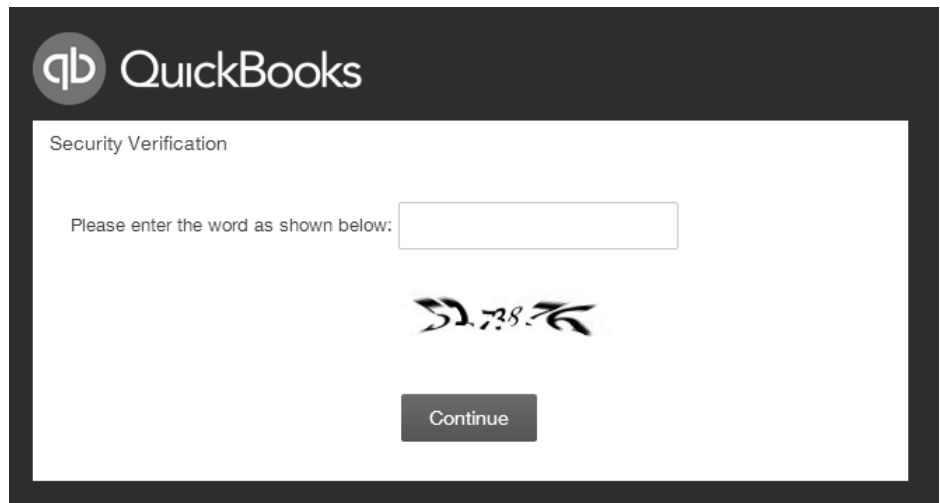
Test Drive QuickBooks Online

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.



Start Test Drive

- 1) Open an internet browser (Google Chrome preferred).
- 2) Browse to <https://qbo.intuit.com/redirect/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.

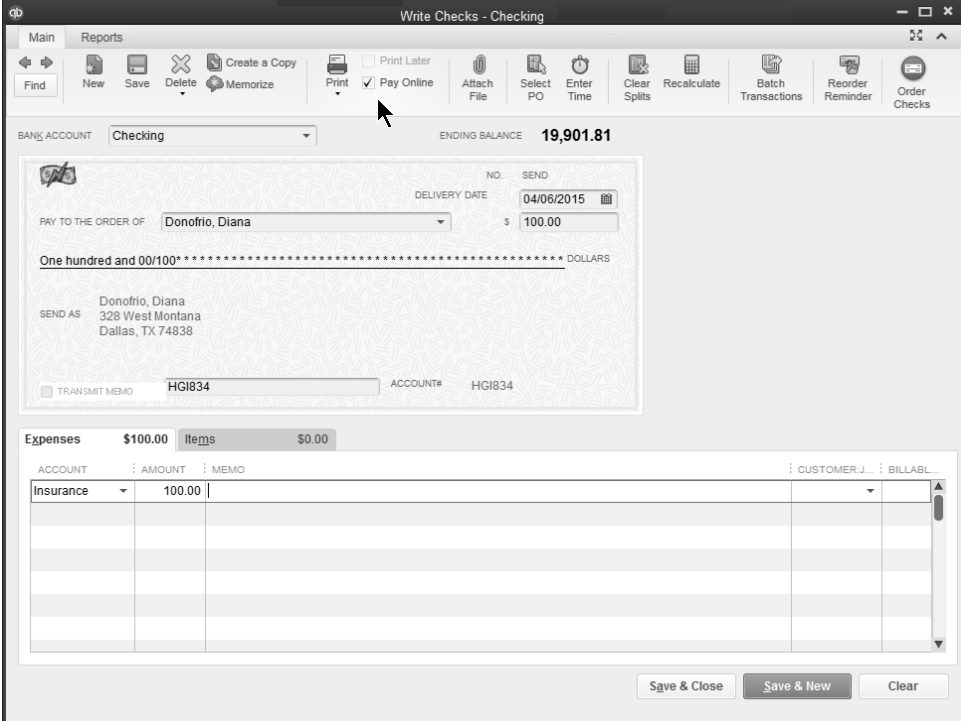
Online Payments

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 Payment



Write Checks - Checking

Main Reports

Find New Save Delete Create a Copy Memorize Print Pay Online Attach File Select PO Enter Time Clear Splits Recalculate Batch Transactions Reorder Reminder Order Checks

BANK ACCOUNT: Checking ENDING BALANCE: 19,901.81

NO. SEND
DELIVERY DATE: 04/06/2015

PAY TO THE ORDER OF: Donofrio, Diana \$ 100.00

One hundred and 00/100* DOLLARS

SEND AS: Donofrio, Diana
328 West Montana
Dallas, TX 74838

TRANSMIT MEMO: HG1834 ACCOUNT#: HG1834

Expenses \$100.00 Items \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER J...	BILLAB...
Insurance	100.00			

Save & Close Save & New Clear

Online Bill Payment

Pay Bills

SELECT BILLS TO BE PAID

Show bills: Due on or before 04/06/2015 Show all bills

Filter By: Sort By:

<input type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY	
<input checked="" type="checkbox"/>	03/09/20...	Dee, Karen	7d0		388.00	0.00	0.00	388.00	
<input type="checkbox"/>	03/14/20...	Weiskopf, Nicola	0039		14,000.00	0.00	0.00	0.00	
<input type="checkbox"/>	04/04/20...	Hanson Erik	343		18,748.75	0.00	0.00	0.00	
<input type="checkbox"/>	04/11/20...	Dee, Michael	38888		578.00	0.00	0.00	0.00	
					Totals	47,214.65	0.00	0.00	388.00

Clear Selections

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor: **Dee, Karen** Terms: **Net 10** Number of Credits: **0**

Bill Ref. No: **7d0** Sugg. Discount: **0.00** Total Credits Available: **0.00**

Go to Bill Set Discount Set Credits

PAYMENT

Date: 04/01/2015

Method: Online Bank Pmt

Account: Checking

Ending Balance: 19,413.81

Pay Selected Bills Cancel

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.



Set Rule Preferences

- 1) Select **Edit:Preferences** from the menu.
- 2) Select **Checking**.
- 3) Click the **Company Preferences** tab.

Preferences

My Preferences Company Preferences

Print account names on voucher

Change check date when non-cleared check is printed

Start with payee field on check

Warn about duplicate check numbers

Autofill payee account number in check memo

SELECT DEFAULT ACCOUNTS TO USE

Open the Create Paychecks form with account

Open the Pay Payroll Liabilities form with account

BANK FEEDS

View and enter downloaded transactions using:

Express Mode (new in QuickBooks 2014) [What's the difference?](#)

Create rules automatically

Always ask before creating a rule

Classic Mode (Register Mode)

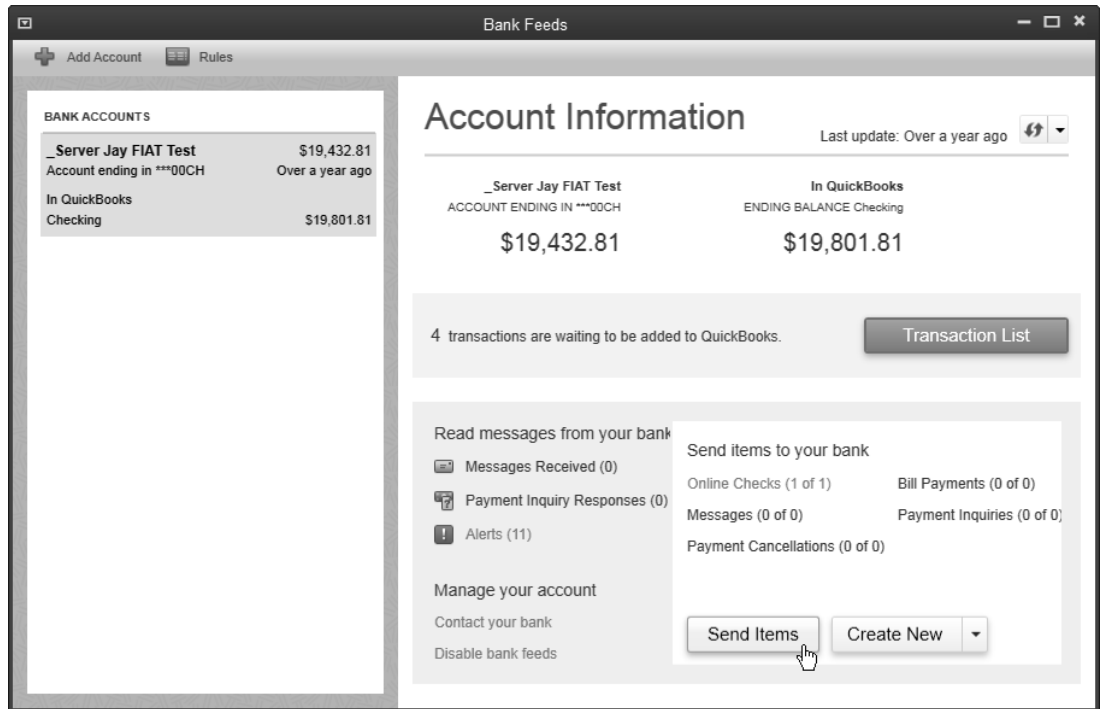
OK Cancel Help Default

Also See: General



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 Matched and Unmatched Transactions

Transactions List

4 Transactions

Checking

NEW TO QUICKBOOKS: 2 NEED YOUR REVIEW

IN YOUR REGISTER: 2 AUTO-MATCHED

Tell QuickBooks how to handle these bank transactions

STATUS: All | TYPE: All types | FROM: 05/19/2008 | TO: 05/26/2008

STATUS	TYPE	DATE	NO.	DOWNLOADED AS	PAYEE	ACCOUNT	PAYMENT	DEPOSIT	ACTION
Rev	CHK	05/20/2008	102	King Cable Company			45.00		Select
Rev	CHK	05/23/2008	101	Debbie Wong			369.00		
Auto	CHK	05/19/2008	103	Check	Duncan Leasing	Equipment Rental	22.00		
Auto	CHK	05/26/2008		D. Martin	Duncan Leasing	Equipment Rental	55.00		

Batch Actions

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**.

Add Rules Details

RULE NAME: King Cable Company

WHEN...

DESCRIPTION: STARTS WITH King Cable

... DO THIS

Rename THE PAYEE FIELD TO King Cable Co.

Save Cancel

Reconcile Bank Account

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

Begin Reconciliation ✕

Select an account to reconcile, and then enter the ending balance from your account statement.

Account: Checking last reconciled on 02/28/2015.

Statement Date: 03/31/2015

Beginning Balance: 55,990.57 What if my beginning balance doesn't match my statement?

Ending Balance: 68,200.10

Enter any service charge or interest earned.

Service Charge	Date	Account	
12.50	03/31/2015	Bank Service Charges	
Interest Earned	Date	Account	
0.00	03/31/2015	Interest Income	

Locate Discrepancies
Undo Last Reconciliation
Continue
Cancel
Help

Reconcile

Reconcile - Checking _ □ ✕

For period: 03/31/2015 Hide transactions after the statement's end date

Checks and Payments				Deposits and Other Credits				
✓ DATE	CHK #	PAYEE	AMOUNT	✓ DATE	CHK #	MEMO	TYPE	AMOUNT
✓ 03/19/2015	ATM	Bank Of Texas	250.00	✓ 02/28/2015		Deposit	DEP	10,000.00
✓ 03/15/2015	DEBIT	Dave's Cafe	4,219.54	✓ 03/05/2015		Deposit	DEP	539.63
✓ 03/24/2015	DEBIT	King & King	5,735.19	✓ 03/15/2015		Deposit	DEP	3,633.83
✓ 03/24/2015	DEBIT	Office Solutions	142.91	✓ 03/21/2015		Deposit	DEP	15,317.98
✓ 03/01/2015	4	State Of Texas	1,242.52	03/26/2015		Deposit	DEP	32,738.44
✓ 03/10/2015	5	Edgar Leasing	1,700.00	03/30/2015		Deposit	DEP	3,267.09
✓ 03/13/2015	6	Electric, Inc.	78.89					
✓ 03/18/2015	7	Telephone Co.	245.66					
✓ 03/21/2015	8	Office Solutions	835.88					
03/30/2015	9	Spendalot	10,500.00					
✓ 02/28/2015	1003	Edgar Leasing	2,818.82					

Highlight Marked
 Mark All Unmark All Go To Columns to Display...

Beginning Balance	55,990.57				
Items you have marked cleared					
4 Deposits and Other Credits	29,491.44				
10 Checks and Payments	17,269.41				

Modify
Service Charge -12.50

Interest Earned 0.00

Ending Balance 68,200.10

Cleared Balance 68,200.10

Difference 0.00

Reconcile Now
Leave

Locate Discrepancies

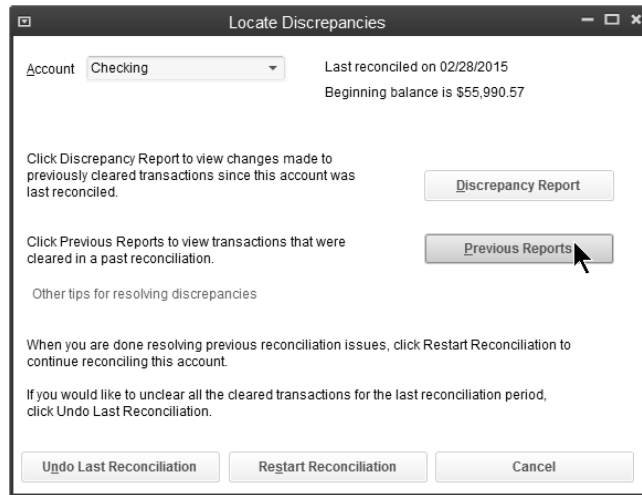
QuickBooks provides an easy way to locate and fix bank account reconciliation discrepancies. You can undo the last reconciliation or restart the reconciliation of a selected account. You can run a *Discrepancy Report* as well as previous reconciliation reports. QuickBooks Pro only lets you print a copy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

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						55,990.57
Cleared Transactions						
Checks and Payments - 11 items						
Check	02/28/2015	1003	Edgar Leasing	✓	-2,818.82	-2,818.82
Sales Tax Paym...	03/01/2015	4	State Of Texas	✓	-1,242.52	-4,061.34
Check	03/10/2015	5	Edgar Leasing	✓	-1,700.00	-5,761.34
Check	03/13/2015	6	Electric, Inc.	✓	-78.89	-5,840.23
Check	03/15/2015	DEBIT	Dave's Cafe	✓	-4,219.54	-10,059.77
Check	03/18/2015	7	Telephone Co.	✓	-245.66	-10,305.43
Check	03/19/2015	ATM	Bank Of Texas	✓	-250.00	-10,555.43
Check	03/21/2015	8	Office Solutions	✓	-835.88	-11,391.31
Check	03/24/2015	DEBIT	King & King	✓	-5,735.19	-17,126.50
Check	03/24/2015	DEBIT	Office Solutions	✓	-142.91	-17,269.41
Check	03/31/2015			✓	-12.50	-17,281.91
Total Checks and Payments					-17,281.91	-17,281.91
Deposits and Credits - 4 items						
Deposit	02/28/2015			✓	10,000.00	10,000.00
Deposit	03/05/2015			✓	539.63	10,539.63
Deposit	03/15/2015			✓	3,633.83	14,173.46
Deposit	03/21/2015			✓	15,317.98	29,491.44
Total Deposits and Credits					29,491.44	29,491.44

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.

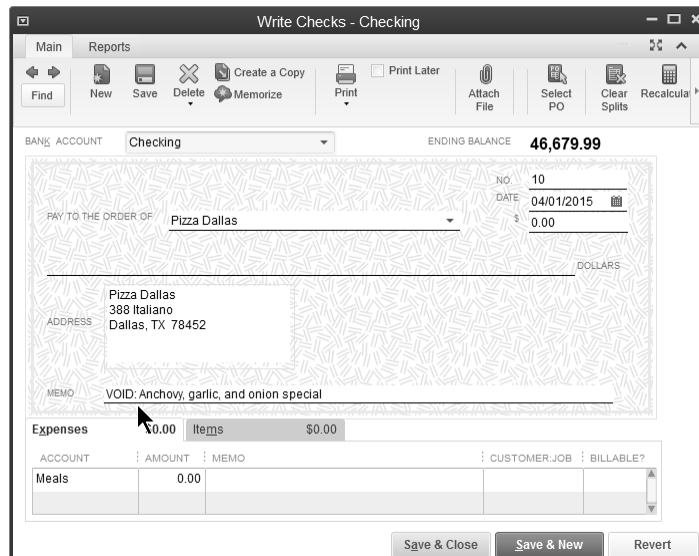
Delete a Check

- 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



Write Checks - Checking

Main Reports

Find New Save Delete Create a Copy Memorize Print Print Later Attach File Select PO Clear Splits Recalculate

BANK ACCOUNT: Checking ENDING BALANCE: 46,679.99

NO: 10 DATE: 04/01/2015

PAY TO THE ORDER OF: Pizza Dallas \$ 0.00 DOLLARS

ADDRESS: Pizza Dallas, 388 Italiano, Dallas, TX 78452

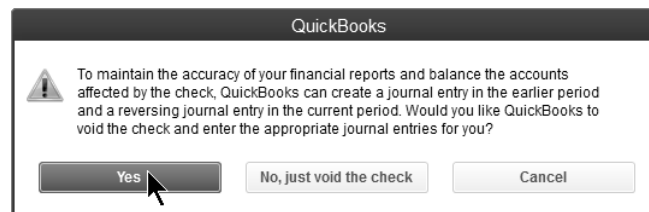
MEMO: VOID-Anchovy, garlic, and onion special

Expenses: 0.00 Items: \$0.00


ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE?
Meals	0.00			

Save & Close Save & New Revert

Enter Adjusting Journal Entry



QuickBooks

 To maintain the accuracy of your financial reports and balance the accounts affected by the check, QuickBooks can create a journal entry in the earlier period and a reversing journal entry in the current period. Would you like QuickBooks to void the check and enter the appropriate journal entries for you?

Yes No, just void the check Cancel

*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

Reports



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**.

Missing Checks

Customize Report Share Template Memorize Print E-mail Excel Hide Header Refresh

Dates All From To

1:25 PM
04/01/15

Buildem, Inc.
Missing Checks
All Transactions

Type	Date	Num	Name	Memo	Account	Split	Amount
Check	01/15/2015	1	Sella Doors, Inc.		Checking	Raw Material...	-22,470.00
Check	01/21/2015	2	Electric, Inc.		Checking	Electricity	-124.89
Check	02/15/2015	3	Supply-A-Lot		Checking	-SPLIT-	-25,000.00
Sales Tax Paym...	03/01/2015	4	State Of Texas		Checking	Sales Tax Pa...	-1,242.52
Check	03/10/2015	5	Edgar Leasing		Checking	-SPLIT-	-1,700.00
Check	03/13/2015	6	Electric, Inc.		Checking	Gas	-87.89
Check	03/18/2015	7	Telephone Co.		Checking	Telephone	-245.66
Check	03/21/2015	8	Office Solutions		Checking	-SPLIT-	-835.88
Check	03/30/2015	9	Spendalot		Checking	-SPLIT-	-10,500.00
Check	04/01/2015	10	Pizza Dallas	VOID: Anch...	Checking	Meals	0.00
Check	04/01/2015	11	Voided Checks	VOID:	Checking	Miscellaneous	0.00
*** Missing numbers here ***							
Bill Pmt -Check	01/29/2015	1000	Walnut, Inc.	Reg-384	Checking	Accounts Pa...	-7,499.75
Check	02/20/2015	1001	Supply-A-Lot	03929	Checking	-SPLIT-	-12,154.15

Visit Our Website
www.quickbookstraining.com

Chapter 3- Special Topics

Mastering QuickBooks
Day 2

NSF Checks

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



Record NSF Check

- 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**.

Manage Bounced Check

What did the bank charge you for this bounced check?

BANK FEE 25.00 DATE 04/01/2015

EXPENSE ACCOUNT Bank Service Charges

How much do you want to charge your customer?

CUSTOMER FEE 35.00 Learn more

Back Next Finish Help Cancel

Bounced Check Summary

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	2,621.25
-----------	---------------------	--------	----------

2. These fees will be deducted from your bank account:

Checking	Check 560	2,621.25
Checking	Service Fee	25.00

3. This invoice will be created for the fee you want to charge your customer:

Invoice	Columbia Management	35.00
---------	---------------------	-------

(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**.

Print Preview -- Page 1 of 1

Print Prev page Next page Zoom Out Help Close

Buildem, Inc.
123 LBJ Freeway, #100
Dallas, Texas 75248

Statement

Date
04/01/2015

To:	
Columbia Management	
9009 Riverfront	
Seattle, WA 95993	

		Amount Due	Amount Enc.
		\$2,656.25	

Date	Transaction	Amount	Balance
03/01/2015	Balance forward		0.00
03/15/2015	INV #2. Due 04/14/2015.	2,621.25	2,621.25
03/30/2015	PMT #560.	-2,621.25	0.00
04/01/2015	GENJRNL Bounced Check# 560	2,621.25	2,621.25
04/01/2015	INV #33. Due 05/01/2015. Bounced Check# 560	35.00	2,656.25

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.

Receive Payments

Main Reports Payments

Find New Delete Print Email Attach File Look up Customer/Invoice Un-Apply Payment Discounts And Credits Record Bounced Check Process payment Add Credit Card Processing

Customer Payment

CUSTOMER BALANCE 0.00

RECEIVED FROM Crandall Contractors

PAYMENT AMOUNT 5,000.00

DATE 04/01/2015

REFERENCE # 3333

Where does this payment go?

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
There are no unpaid invoices for this customer				
Totals			0.00	0.00

OVERPAYMENT \$5,000.00

WHEN FINISHED:

LEAVE THE CREDIT TO BE USED LATER

REFUND THE AMOUNT TO THE CUSTOMER

VIEW CUSTOMER CONTACT INFORMATION

MEMO Down Payment

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	0.00
APPLIED	0.00
DISCOUNT AND CREDITS APPLIED	0.00

Save & Close Save & New Clear

(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

Apply Credits

INVOICE

Customer:Job Crandall Contractors
 Number 33
 Date 04/01/2015
 Original Amt. 25,900.00

Amount Due 25,900.00
 Discount Used 0.00
 Credits Used 5,000.00
 Balance Due 20,900.00

Credits

AVAILABLE CREDITS

DATE	CREDIT NO.	CREDIT AMT.	AMT. TO USE	CREDIT BALANCE
04/01/2015	3333	5,000.00	5,000.00	0.00
Totals		5,000.00	5,000.00	0.00

Of all the credits issued to this customer, only unused credits applicable to this specific invoice are displayed above.

Clear

Done Cancel Help

Invoice with Credits Applied

Create Invoices

Main Formatting Send/Ship Reports

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Print Later Attach File Add Time/Costs Apply Credits Receive Payments Create a Batch Refund/Credit

CUSTOMER_JOB Crandall Contractors TEMPLATE Customized Inv...

Invoice

DATE 04/01/2015 INVOICE # 33

BILL TO Crandall Contractors
 77 3rd Street
 Cheyenne, WY 80399

TERMS Net 15 DUE DATE 04/16/2015 WHEN CALLING, ASK... Johnson

ITEM	DESCRIPTION	QTY	RATE	COLOR	AMOUNT	TAX
Double...	Install double doors (oak)	20	1,295.00		25,900.00	Non

TAX Out of State (0.0%) 0.00

TOTAL 25,900.00
 PAYMENTS APPLIED 5,000.00
 BALANCE DUE 20,900.00

CUSTOMER MESSAGE

MEMO CUSTOMER TAX CODE Non

Save & Close Save & New Clear

Use the steps to customize forms on Page 94 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

Payroll Setup

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.

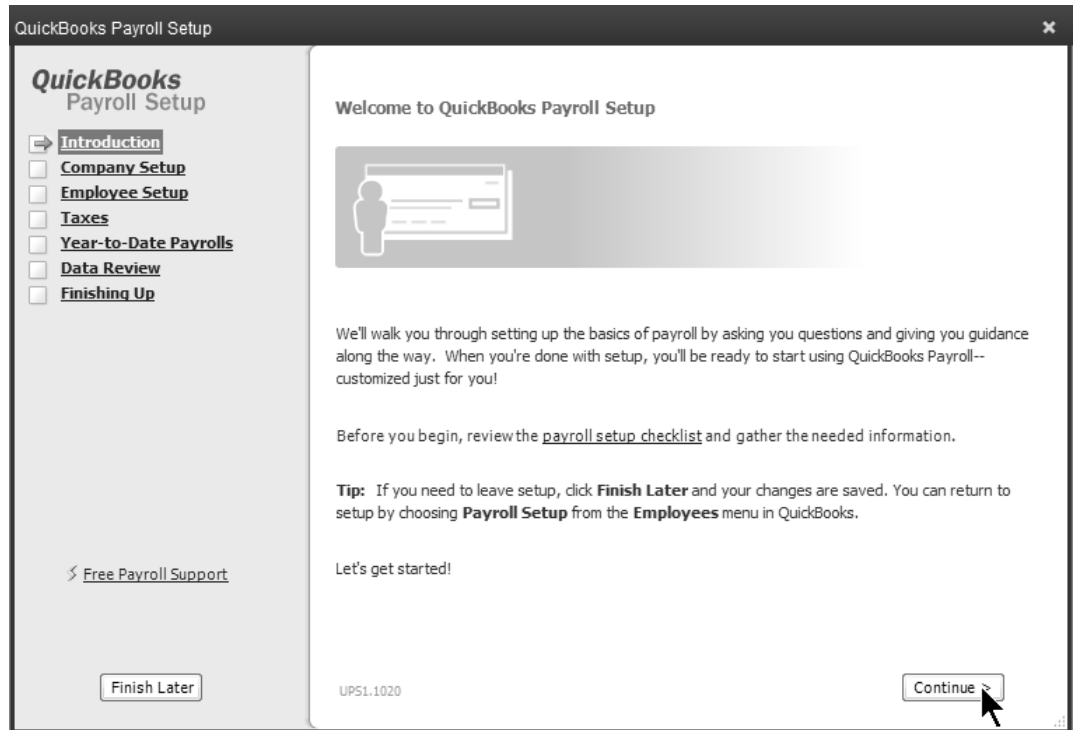
(2) Payroll Setup Interview

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.



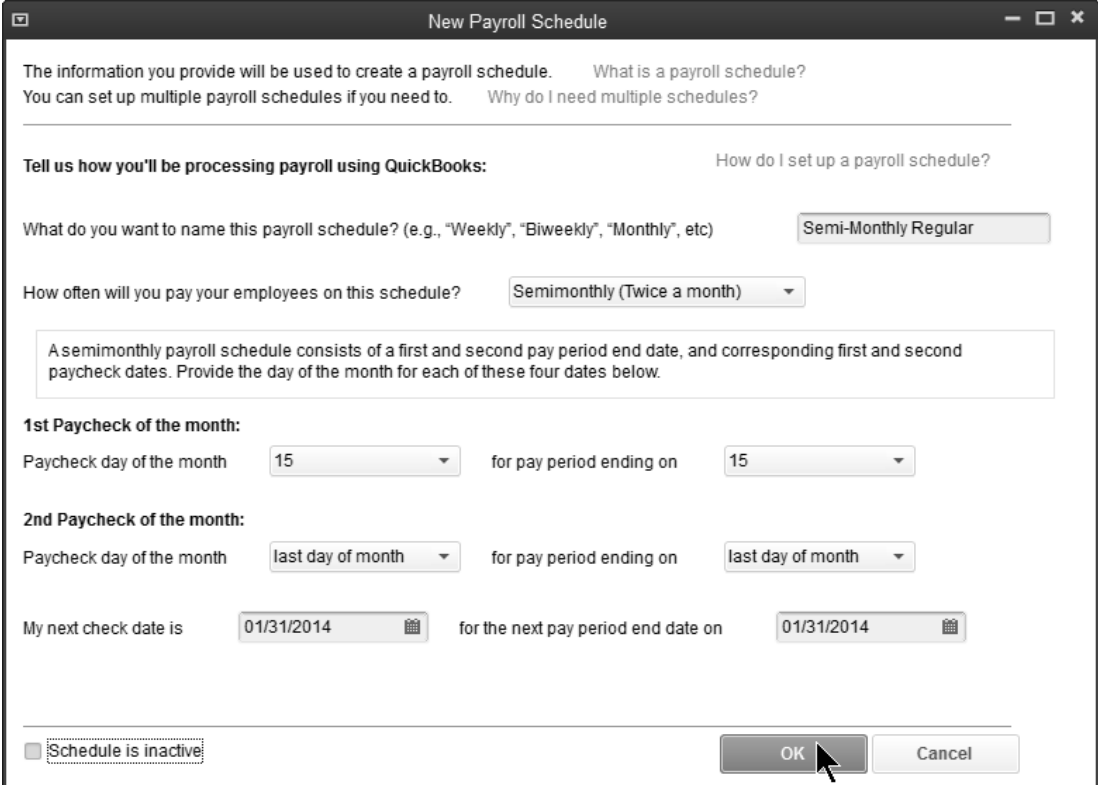
(3) Create Payroll Schedules

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



The information you provide will be used to create a payroll schedule. [What is a payroll schedule?](#)
 You can set up multiple payroll schedules if you need to. [Why do I need multiple schedules?](#)

Tell us how you'll be processing payroll using QuickBooks: [How do I set up a payroll schedule?](#)

What do you want to name this payroll schedule? (e.g., "Weekly", "Biweekly", "Monthly", etc)

How often will you pay your employees on this schedule?

A semimonthly payroll schedule consists of a first and second pay period end date, and corresponding first and second paycheck dates. Provide the day of the month for each of these four dates below.

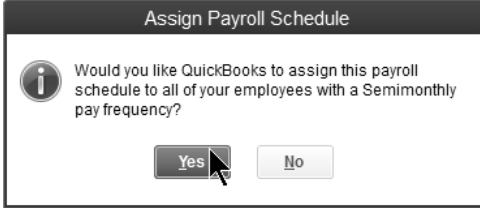
1st Paycheck of the month:
 Paycheck day of the month for pay period ending on

2nd Paycheck of the month:
 Paycheck day of the month for pay period ending on


My next check date is for the next pay period end date on

Schedule is inactive

Assign Payroll Schedule Window



Assign Payroll Schedule

 Would you like QuickBooks to assign this payroll schedule to all of your employees with a Semimonthly pay frequency?

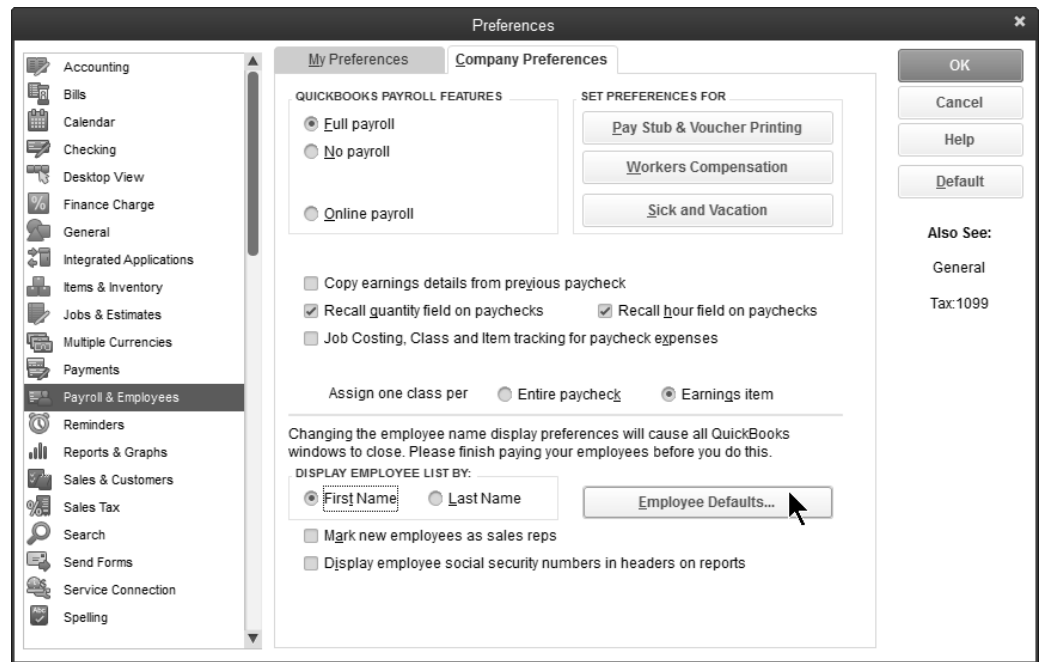
Preferences



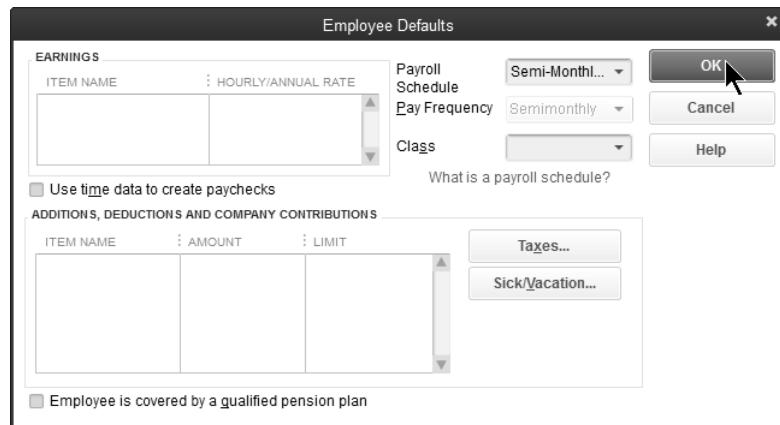
Set Payroll Preferences

- 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

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

Add Payroll Item



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

Set up the payment schedule for health insurance

Payee (Vendor) [Explain](#)

Account #
(The number the payee uses to identify you. Example: 99-99999X)

Payment frequency

Weekly, on for the previous week's liabilities

Monthly, on the day of the month for the previous month's liabilities

Quarterly, on the day of the month for the previous quarter's liabilities

Annually, on for the previous year's liabilities

I don't need a regular payment schedule for this item

Edit Payroll Item



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 (Deduction:Medical Insurance)

Agency for employee-paid liability

Enter name of agency to which liability is paid:

Enter the number that identifies you to agency:

Liability account (employee-paid):
This liability account tracks deductions to be paid. You can change this account at any time.

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

The screenshot shows the 'Employee Center: Mary B Auldridge' window. On the left, there is a list of 'Active Employees' with names: Mary B Auldridge, Pete J Smith, and Thelma I Crabtree. The main area is titled 'Employee Information' and contains the following details:

- Full Name:** Mary B Auldridge
- Address:** Mary B Auldridge, 100 East Collins, Dallas, TX 75248
- Main Phone:** 214-515-0577
- Alt. Phone:** 214-515-0055
- Mobile:** 214-564-2688
- Fax:** 214-515-0580
- Main Email:** mary@buildem.com

Below the employee information, there is a 'Transactions' section with a table. The table headers are 'TRANSACTION TYPE', 'DATE', 'ACCOUNT', and 'AMOUNT'. The table is currently empty, displaying the message: 'There are no transactions of type "All Transactions" in date range "This Calendar Year".'

Personal Information

The screenshot shows the 'Edit Employee' window for Mary B Auldridge. The 'Personal' tab is selected. The form contains the following fields:

- LEGAL NAME:** Ms. Mary Auldridge
- PRINT ON CHECKS AS:** Mary B Auldridge
- SOCIAL SECURITY NO.:** 449-29-4444
- GENDER:** Female
- DATE OF BIRTH:** 11/30/1973
- MARITAL STATUS:** (Dropdown menu)
- U.S. CITIZEN:** (Dropdown menu)
- ETHNICITY:** (Dropdown menu)
- DISABILITY:** DISABLED (Dropdown menu)
- DISABILITY DESCRIPTION:** (Text field)
- I-9 FORM:** ON FILE (Dropdown menu)
- WORK AUTHORIZATION EXPIRES:** (Date field)
- MILITARY:** U.S. VETERAN (Dropdown menu)
- STATUS:** (Dropdown menu)

At the bottom left, there is a checkbox labeled 'Employee is inactive'. At the bottom right, there are buttons for 'OK', 'Cancel', and 'Help'.

Address and Contact Information

INFORMATION FOR **Mary B Auldridge**

Personal

Address & Contact

Additional Info

Payroll Info

Employment Info

Workers' Comp

Employee is inactive

OK Cancel Help

HOME ADDRESS

ADDRESS: 100 East Collins

CITY: Dallas

STATE: TX ZIP: 75248

MAIN PHONE: 214-515-0577 MAIN EMAIL: mary@buildem.com

Alt. Phone: 214-515-0055 CC Email:

Mobile: 214-564-2688 Website:

Fax: 214-515-0580 Other 1:

EMERGENCY CONTACT INFO

CONTACT NAME	CONTACT PHONE	RELATION
Primary Contact		
Secondary Contact		

Employment Information

INFORMATION FOR **Mary B Auldridge**

Personal

Address & Contact

Additional Info

Payroll Info

Employment Info

Workers' Comp

Employee is inactive

OK Cancel Help

Employment Leave of Absence Termination

EMPLOYMENT DATES

HIRE DATE: 01/14/2014

ORIGINAL HIRE DATE:

ADJUSTED SERVICE DATE:

RELEASE DATE (LAST DATE ON PAYROLL):

EMPLOYMENT DETAILS

EMPLOYMENT TYPE: Regular

FULL/PART TIME:

EXEMPT:

KEY EMPLOYEE:

JOB DETAILS

TITLE:

SUPERVISOR:

DEPARTMENT:

DESCRIPTION:

TARGET BONUS:

Payroll and Compensation Information

INFORMATION FOR **Mary B Auldridge**

Personal

Address & Contact

Additional Info

Payroll Info

Employment Info

Workers' Comp

Employee is inactive

OK Cancel Help

PAYROLL SCHEDULE: Semi-Monthly Regular

PAY FREQUENCY: Semimonthly

CLASS: Dallas

Direct Deposit Taxes... Sick/Vacation...

EARNINGS

ITEM NAME	HOURLY/ANNUAL RATE
Hourly Rate	20.00
Overtime Rate	30.00
Vacation Hourly Rate	20.00
Sick Hourly Rate	20.00

Use time data to create paychecks

ADDITIONS, DEDUCTIONS AND COMPANY CONTRIBUTIONS

ITEM NAME	AMOUNT	LIMIT
Medical Insurance	-50.00	

Employee is covered by a qualified pension plan

Federal Taxes

The screenshot shows the 'Federal Taxes' window for Mary B Auldridge. The 'Federal' tab is selected. The 'Filing Status' is set to 'Single', 'Allowances' is 4, and 'Extra Withholding' is 0.00. Under 'SUBJECT TO', the following options are checked: Medicare, Social Security, and Federal Unemployment Tax (Company Paid). The 'Advance Earned Income Credit' is unchecked. A question at the bottom asks 'What if this employee is subject to Nonresident Alien Withholding?'.

State Taxes

The screenshot shows the 'State Taxes' window for Mary B Auldridge. The 'State' tab is selected. 'STATE WORKED' is set to 'TX' with 'SUI (Company Paid)' checked. 'STATE SUBJECT TO WITHHOLDING' is also set to 'TX'. There are empty fields for 'MISCELLANEOUS DATA (DEPENDS ON STATE SELECTED)', 'PREVIOUS STATE DATA (FOR REFERENCE ONLY)', and 'Filing Status'.

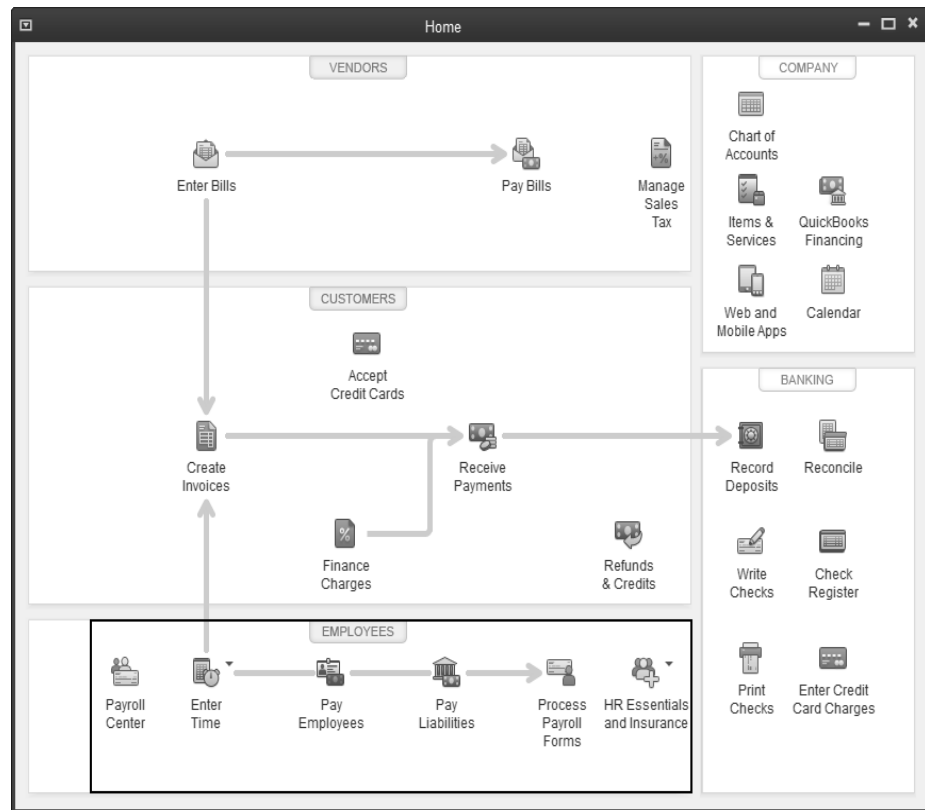
Sick & Vacation Information

The screenshot shows the 'Sick and Vacation Information' window for Mary B Auldridge. It is divided into 'SICK' and 'VACATION' sections. In the 'SICK' section, 'Hours available as of 01/14/2014' and 'Hours used in 2014' are both 0:00. The 'Accrual period' is 'Every paycheck', 'Hours accrued per paycheck' is 1:40, and the 'Maximum number of hours' is 40:00. The 'Reset hours each new year?' checkbox is checked. The 'Year begins on' is January 14, and 'Begin accruing sick time on' is 01/14/2014. In the 'VACATION' section, 'Hours available as of 01/14/2014' and 'Hours used in 2014' are both 0:00. The 'Accrual period' is 'Beginning of year', 'Hours accrued at beginning of year' is 80:00, and the 'Maximum number of hours' is 0:00. The 'Reset hours each new year?' checkbox is checked. The 'Year begins on' is January 22, and 'Begin accruing vacation time on' is 01/14/2014.

Chapter 5- Time Tracking

Mastering QuickBooks
Day 2

Set Up Time Tracking



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**.

Enter Time

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)

Timesheet NAME: **Mary B Auldridge** WEEK OF: **Jan 20 to Jan 26, 2014**

CUSTOMER	SERVICE	PAYROLL	NOTES	CLASS	M 20	TU 21	W 22	TH 23	F 24	SA 25	SU 26	TOTAL	BILLABLE
Orlando Ho...	Repair-Hinges	Hourly Rate	The success...	Dallas	8:00	8:00						16:00	<input checked="" type="checkbox"/>
Orlando Ho...	Repair-Hinges	Overtime Rate		Dallas	3:00	2:00						5:00	<input checked="" type="checkbox"/>
Orlando Ho...	Repair-Hinges	Hourly Rate		Dallas			4:00					4:00	<input type="checkbox"/>
Orlando Ho...	Lock Install	Hourly Rate		Dallas			4:00	8:00				12:00	<input checked="" type="checkbox"/>
Jupiter ...	Lock In...	Hourly ...		H...					8:00			8:00	<input checked="" type="checkbox"/>
Totals					11:00	10:00	8:00	8:00	8:00	0:00	0:00	45:00	

Wrap text in Notes field

Copy Last Sheet Save & Close Save & New Clear

Weekly Timesheet (Subcontractor)

Weekly Timesheet
_ □ ×

← Previous Next → Print ▼ Edit Single Activity

Timesheet

NAME Otto Mekanix
WEEK OF Jan 20 to Jan 26, 2014
📅

CUSTOMER:...	SERVICE ITEM	NOTES	CLASS	M 20	TU 21	W 22	TH 23	F 24	SA 25	SU 26	TOTAL	BILLABLE?
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



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

Select Timesheets to Print ✕

Dated thru

	NAME	TYPE	HOURS
✓	Mary B Auldridge	Employee	45:00

Activity notes: Print first line only. Print full activity notes.

Timesheet

Timesheet														
											Printed on: 01/31/2014			
Name: Mary B Auldridge											Jan 20 to Jan 26, 2014			
Customer/Job	Service Item	Payroll Item	Notes	Class	M	Tu	W	Th	F	Sa	Su	Total	Bill*	
Orlando HomesDivision 1a	Repair-Hinges	HourlyRate	The success of...	Dallas	8:00	8:00						16:00	B	
Orlando HomesDivision 1a	Repair-Hinges	Overtime Rate		Dallas	3:00	2:00						5:00	B	
Orlando HomesDivision 1a	Repair-Hinges	HourlyRate		Dallas			4:00					4:00	N	
Orlando HomesDivision 1a	Lock Install	HourlyRate		Dallas			4:00	8:00				12:00	B	
Jupiter Homes:Fannin Residence	Lock Install	HourlyRate		Houston					8:00			8:00	B	
Totals					11:00	10:00	8:00	8:00	8:00	0:00	0:00	45:00		
Signature _____														

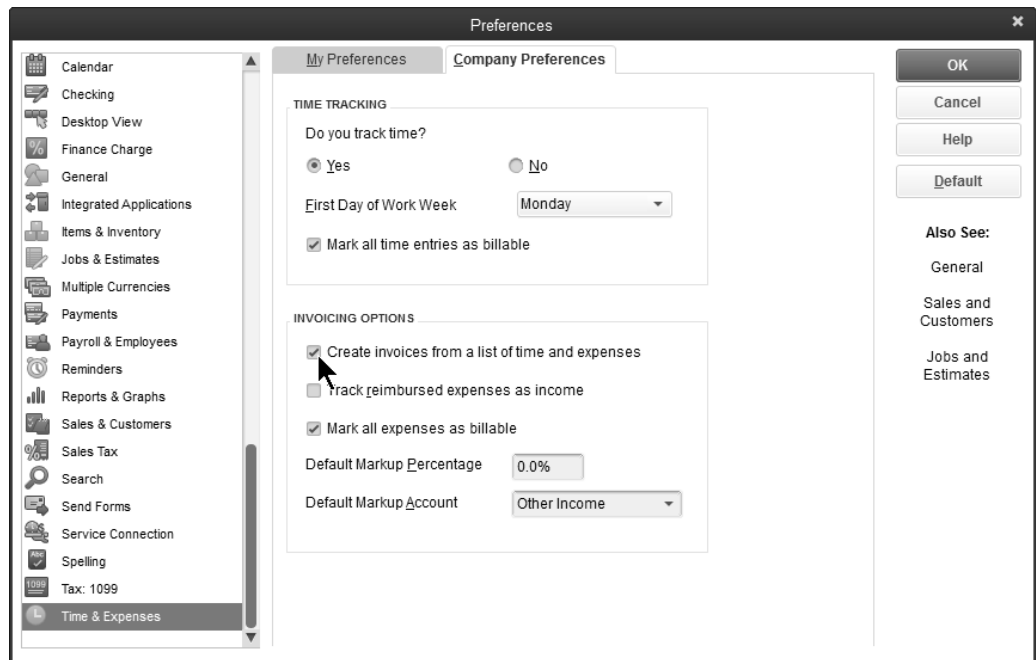
Invoice Time & Expenses

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

Invoice for Time & Expenses

Select the Date Range and Template. Then select Customer:Jobs to invoice. Click Create Invoice or Next Step.

Date Range From To 01/31/2014 Template Service Invoice

CUSTOMER:JOB	TIME	EXPENSES	MILEAGE	ITEMS	TOTAL
Fort Worth Homes:Madison Development	0.00	3,046.55	0.00	0.00	3,046.55
Jupiter Homes:Fannin Residence	512.00	0.00	0.00	0.00	512.00
Lake Michigan Development	0.00	1,025.00	0.00	0.00	1,025.00
Orlando Homes:Division 1a	1,501.95	100.00	0.00	100.00	1,701.95

Let me select specific billables for this Customer:Job

Choose Billable Time & Costs

Choose Billable Time and Costs

Time and Costs For: Orlando Homes:Division 1a

Time \$1,501.95 Expenses \$0.00 Mileage \$0.00 Items \$0.00

Click on Options... to customize how information from timesheets is brought into QuickBooks invoices

DATE	EMPLOYEE	SERVICE ITEM	HOU...	RATE	AMOUNT	NOTES	HIDE
01/20/2014	Mary B Auldrige	Repair-Hinges	8:00	34.95	279.60	The success ...	
01/20/2014	Mary B Auldrige	Repair-Hinges	3:00	34.95	104.85		
01/21/2014	Mary B Auldrige	Repair-Hinges	8:00	34.95	279.60	The success ...	
01/21/2014	Mary B Auldrige	Repair-Hinges	2:00	34.95	69.90		
01/22/2014	Mary B Auldrige	Lock Install	4:00	64.00	256.00		
01/23/2014	Mary B Auldrige	Lock Install	8:00	64.00	512.00		

Print selected time and costs as one invoice item 1,501.95

Options for Transferring Billable Time

Options for Transferring Billable Time

When transferring billable time to an invoice:

- Enter a separate line on the invoice for each activity
 - Transfer activity notes
 - Transfer item descriptions
 - Transfer both notes and descriptions
- Combine activities with the same service items

Customer Invoice

Create Invoices
Main Formatting Send/Ship Reports

Find New Save Delete Memorize Mark As Pending Print Email Print Later Email Later Attach File Add Time/Costs Apply Credits Receive Payments

CUSTOMER_JOB Orlando Home... CLASS TEMPLATE Service Inv...

Invoice

DATE:

INVOICE #:

BILL TO:

P.O. NO.:

TERMS:

SERVICED	ITEM	QUANTITY	DESCRIPTION	RATE	CLASS	AMOUNT	TAX
01/20/2014	Repair...	8	The success of this	34.95	Dallas	279.60	Non
01/20/2014	Repair...	3		34.95	Dallas	104.85	Non
01/21/2014	Repair...	8	The success of this	34.95	Dallas	279.60	Non
01/21/2014	Repair...	2		34.95	Dallas	69.90	Non

TAX: (0.0%) 0.00

TOTAL 1,501.95

PAYMENTS APPLIED 0.00

BALANCE DUE **1,501.95**

CUSTOMER MESSAGE:

MEMO: CUSTOMER TAX CODE:

Save & Close Save & New Clear

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**.

Buildem, Inc.
Time by Name
 January 2014

	Billed	Unbilled	Not Billable	Jan 14
Mary B Auldridge				
Jupiter Homes:Fannin Reside...	0:00	8:00	0:00	8:00
Orlando Homes:Division 1a	33:00	0:00	4:00	37:00
Total Mary B Auldridge	33:00	8:00	4:00	45:00
TOTAL	33:00	8:00	4:00	45:00



Review a Time by Job Detail Report

- 1) Select **Reports:Jobs, Time & Mileage:Time by Job Detail** from the menu.

Buildem, Inc.
Time by Job Detail
 January 2014

Date	Name	Billing Status	Duration
Jupiter Homes:Fannin Residence			
Lock Install			
01/24/2014	Mary B Auldridge	Unbilled	8:00
Total Lock Install			8:00
Total Jupiter Homes:Fannin Residence			8:00
Orlando Homes:Division 1a			
Lock Install			
01/22/2014	Mary B Auldridge	Unbilled	4:00
01/23/2014	Mary B Auldridge	Unbilled	8:00
Total Lock Install			12:00
Repair-Hinges			
01/20/2014	Mary B Auldridge	Unbilled	8:00
01/20/2014	Mary B Auldridge	Unbilled	3:00
01/21/2014	Mary B Auldridge	Unbilled	8:00
01/21/2014	Mary B Auldridge	Unbilled	2:00
01/22/2014	Mary B Auldridge	Not Billable	4:00
Total Repair-Hinges			25:00
Total Orlando Homes:Division 1a			37:00
TOTAL			45:00



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**.

Service	Act. Cost	Act. Revenue	(\$)' Diff.
Lock Install (Install Kryptonite Lock)	266.28	768.00	501.72
Repair-Hinges (Hinges service and repair as requested by custom...	610.23	733.95	123.72
Total Service	876.51	1,501.95	625.44
Other Charges			
Freight (Freight Costs)	100.00	0.00	(100.00)
Total Other Charges	100.00	0.00	(100.00)
TOTAL	976.51	1,501.95	525.44

*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

The screenshot displays the 'Employee Center: Payroll Center' interface. On the left, there's a sidebar with 'My Payroll Service' and a calendar for January and February 2014. The main area has tabs for 'Pay Employees', 'Pay Liabilities', and 'File Forms'. The 'Create Paychecks' section shows a table with columns for 'PROCESS PAYROLL BY', 'PAYROLL SCHEDULE', 'PAY PERIOD', and 'CHECK DATE'. Below this are buttons for 'Start Unscheduled Payroll' and 'Start Scheduled Payroll'. A 'Recent Payrolls' table is also visible with columns for 'DATE', 'STATUS', 'PAYCHECK COUNT', 'GROSS PAY', and 'NET PAY'. At the bottom, there are sections for 'Quick Guides', 'Other Activities', 'Reports', and 'Supplies & Services'.

Enter Payroll Information Window

Enter Payroll Information

1 Enter Payroll Information → 2 Review & Create Paychecks → 3 Print & Distribute Paychecks

How do I pay my employees?

PAYROLL INFORMATION

PAYROLL SCHEDULE: Semi-Monthly Regular PAY PERIOD ENDS: 01/31/2014 BANK ACCOUNT: Checking

EMPLOYEES SELECTED TO PAY: 3 CHECK DATE: 01/31/2014 BANK ACCOUNT BALANCE: 20,063.75

CHECK OPTIONS

Print paychecks on check stock First Check#: 28

Handwrite & Assign check numbers

Uncheck All Open Paycheck Detail...

Sort by: Employee Name Show/Hide Columns

EMPLOYEE	HOURLY RATE	OVERTIME RATE	VACATION HOURLY RA...	SICK HOURLY RATE	SALARY	TOTAL HOURS
✓ Mary B Auldridge	40.00	5.00				45.00
✓ Pete J Smith						
✓ Thelma I Crabtree	72.00	6.00	8.00	8.00		94.00

How do I use this window to enter payroll information?

Finish Later Continue

Review and Create Paychecks

Review and Create Paychecks

1 Enter Payroll Information → 2 Review & Create Paychecks → 3 Print & Distribute Paychecks

How do I pay my employees?

PAYROLL INFORMATION

PAYROLL SCHEDULE: Semi-Monthly Regular PAY PERIOD ENDS: 01/31/2014 BANK ACCOUNT: Checking

NUMBER OF PAYCHECKS: 3 CHECK DATE: 01/31/2014 BANK ACCOUNT BALANCE: 20,063.75

CHECK OPTIONS

Print paychecks on check stock First Check#: 28

Handwrite & Assign check numbers

Open Paycheck Detail...

Employee	Gross Pay	Taxes	Deductions	Net Pay	Employer Taxes	Contributions	Total Hours	Direct Dep
Mary B Auldridge	950.00	-92.68	-50.00	807.32	104.03	0.00	45.00	
Pete J Smith	1,458.33	-297.57	-50.00	1,110.76	159.69	0.00		
Thelma I Crabtree	970.00	-128.21	-20.00	821.79	106.22	0.00	94.00	
	3,378.33	-518.46	-120.00	2,739.87	369.94	0.00	139.00	

< Back Finish Later Create Paychecks

Review Paycheck Amounts

Pete J Smith
PAY PERIOD 01/20/2014 - 01/31/2014

Earnings

ITEM NAME	RATE	HOURS	CUSTOMER-JOB	CLASS
Salary	1,458.33			Atlanta
TOTALS				
		1,458.33	0:00 hrs	

Use Direct Deposit

SICK AVAILABLE 3:20
VACATION AVAIL. 12:00
SICK ACCRUED 1:40
VAC. ACCRUED 2:00

Do not accrue sickvac

Other Payroll Items

ITEM NAME	RATE	QUANTITY
Dental Insurance	-50.00	

Employee Summary

ITEM NAME	AMOUNT	YTD
Salary	1,458.33	1,458.33
Dental Insurance	-50.00	-50.00
Medicare Employee Addl Tax	0.00	0.00
Federal Withholding	-186.00	-186.00
Social Security Employee	-90.42	-90.42
Medicare Employee	-21.15	-21.15
Check Amount:	1,110.76	

Company Summary

ITEM NAME	AMOUNT	YTD
Social Security Company	90.42	90.42
Medicare Company	21.15	21.15
Federal Unemployment	8.75	8.75
TX - Unemployment Comp...	39.37	39.37

Save & Previous
Save & Next
Save & Close
Cancel
Help
 Enter net/Calculate gross

Confirmation and Next Steps

1 Enter Payroll Information
2 Review & Create Paychecks
3 Print & Distribute Paychecks

You have successfully created 3 paychecks:

3 for printing **0** for direct deposit [Learn more](#)

Next step:

Print your paychecks/stubs, and distribute to employees.

Print Paychecks
Print Pay Stubs

Do not advance the dates of this payroll schedule in the Payroll Center

Close

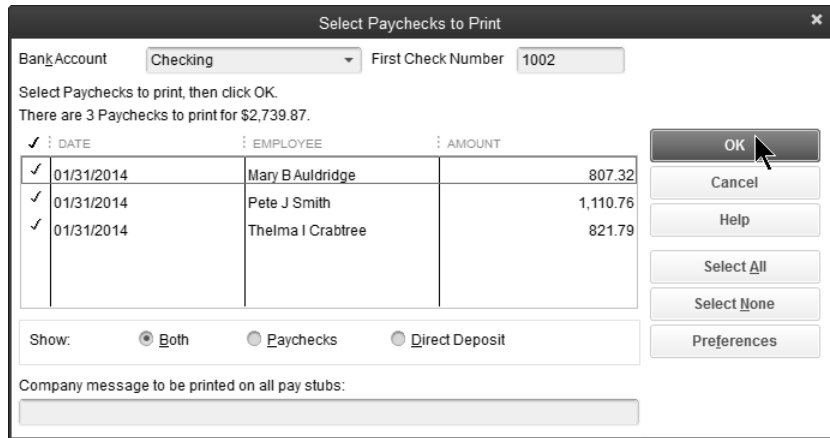
Print Paychecks

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 38.
- 2) Click **Print Paychecks** in the **Confirmation and Next Steps** window.
- 3) Click **Print**.

Select Paychecks to Print



Select Paychecks to Print

Bank Account: Checking First Check Number: 1002

Select Paychecks to print, then click OK.
There are 3 Paychecks to print for \$2,739.87.

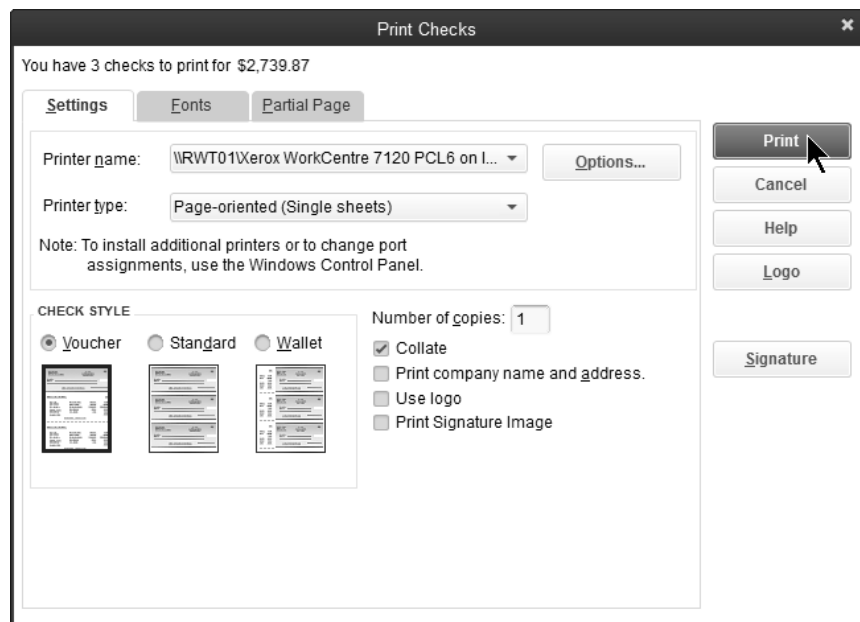
✓	DATE	EMPLOYEE	AMOUNT
✓	01/31/2014	Mary B Auldridge	807.32
✓	01/31/2014	Pete J Smith	1,110.76
✓	01/31/2014	Thelma I Crabtree	821.79

Show: Both Paychecks Direct Deposit

Company message to be printed on all pay stubs:

Buttons: OK, Cancel, Help, Select All, Select None, Preferences

Print Checks



Print Checks

You have 3 checks to print for \$2,739.87

Settings | Fonts | Partial Page

Printer name: WRWT01Xerox WorkCentre 7120 PCL6 on L... Options...

Printer type: Page-oriented (Single sheets)

Note: To install additional printers or to change port assignments, use the Windows Control Panel.

CHECK STYLE

Voucher Standard Wallet

Number of copies: 1

Collate
 Print company name and address.
 Use logo
 Print Signature Image

Buttons: Print, Cancel, Help, Logo, Signature

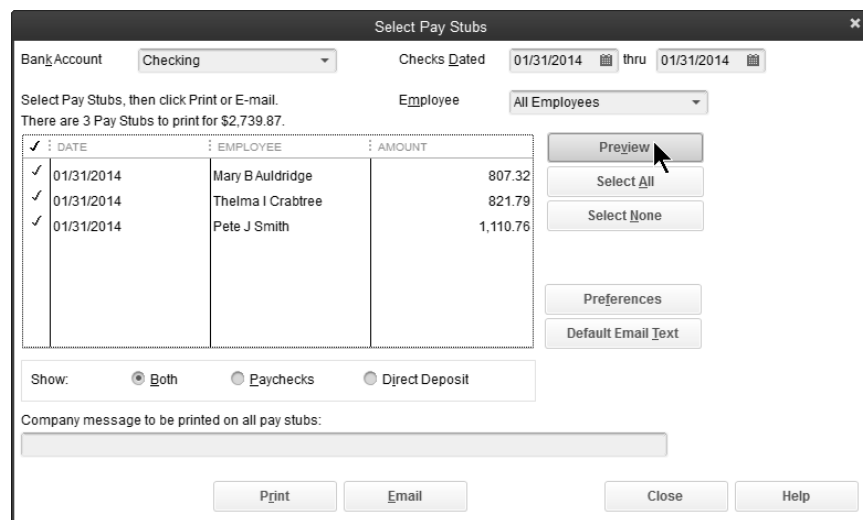
Print Pay Stubs

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 46.
- 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



Select Pay Stubs

Bank Account: Checking Checks Dated: 01/31/2014 thru 01/31/2014

Select Pay Stubs, then click Print or E-mail. Employee: All Employees

There are 3 Pay Stubs to print for \$2,739.87.

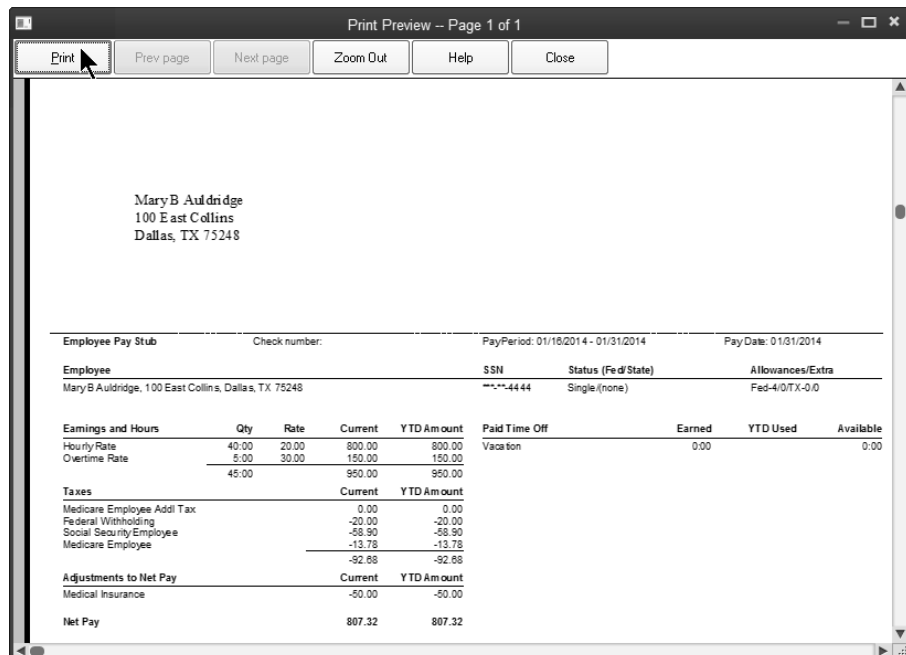
DATE	EMPLOYEE	AMOUNT
01/31/2014	Mary B Auldridge	807.32
01/31/2014	Thelma I Crabtree	821.79
01/31/2014	Pete J Smith	1,110.76

Show: Both Paychecks Direct Deposit

Company message to be printed on all pay stubs:

Buttons: Print, Email, Close, Help

Pay Stub



Print Preview -- Page 1 of 1

Mary B Auldridge
100 East Collins
Dallas, TX 75248

Employee Pay Stub Check number: Pay Period: 01/16/2014 - 01/31/2014 Pay Date: 01/31/2014

Employee	SSN	Status (F#&State)	Allowances/Extra
Mary B Auldridge, 100 East Collins, Dallas, TX 75248	***-**-4444	Single (none)	Fed-4/0/TX-0/0

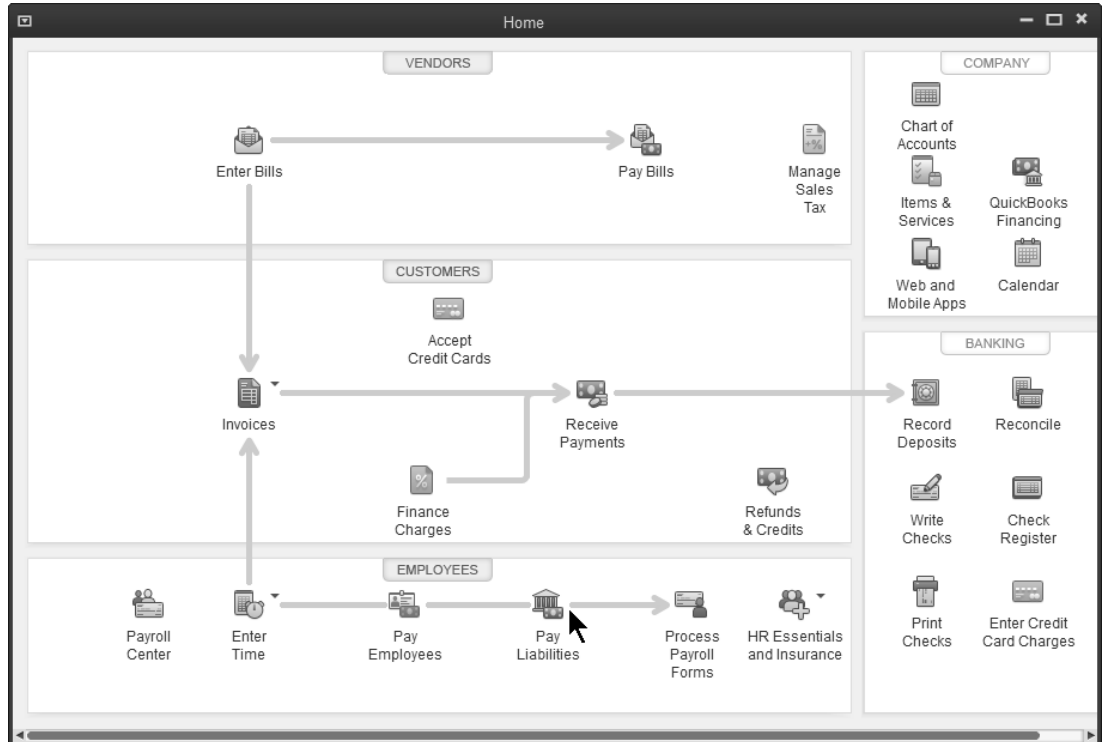
Earnings and Hours	Qty	Rate	Current	YTD Amount	Paid Time Off	Earned	YTD Used	Available
Hourly Rate	40.00	20.00	800.00	800.00	Vacation	0.00	0.00	
Overtime Rate	5.00	30.00	150.00	150.00				
	45.00		950.00	950.00				

Taxes	Current	YTD Amount
Medicare Employee Addl Tax	0.00	0.00
Federal Withholding	-20.00	-20.00
Social Security Employee	-58.90	-58.90
Medicare Employee	-13.78	-13.78
	-92.68	-92.68

Adjustments to Net Pay	Current	YTD Amount
Medical Insurance	-50.00	-50.00
Net Pay	807.32	807.32

Pay Liabilities & Taxes

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

Employee Center: Payroll Center (QuickBooks Enhanced Payroll for unlimited employees)

My Payroll Service | Time Tracking | Payroll Updates | Payroll Items | Hiring Forms | Payroll Setup | Preferences | Support | Help

Pay Employees | **Pay Liabilities** | File Forms

Pay Taxes & Other Liabilities

SEND BY	STATUS	PAYMENT	METHOD	PERIOD	AMOUNT DUE
02/05/14	5 Days	Federal 941/944/943	Check	1/29-1/31/14	776.92
02/15/14	2 Weeks	Medical Insurance	Check	Jan 2014	50.00
04/30/14	2 Months	Federal 940	Check	Q1 2014	20.27
04/30/14	2 Months	TX Unemployment Insurance	Check	Q1 2014	91.21

Total Selected Items: 776.92 View/Pay

Payment History

All Payments | E-Payments

DATE	TYPE	STATUS	CHECK NU...	PERIOD EN...	PAYEE	PAYMENT	ACCOUNT	AMOUNT

Quick Guides

- Payroll Tax Payments
- Electronic Payment
- Liability Management

Other Activities

- Start Paying Electronically
- Adjust Payroll Liabilities
- Change Payment Method
- Create Custom Payments
- Deposit a Tax Refund

Reports

- Payroll Liability Balances
- Payroll Liability Accruals & Payments
- Report Center...

Liability Payment

Liability Payment - Checking

Payment 1 of 1 Print

Bank Account: Checking Ending Balance: 17,323.88

Print As: United States Treasury No. To Print: 1

Date: 01/31/2014

Pay to the Order of: Internal Revenue Service \$ 776.92

Seven hundred seventy-six and 92/100* ***** Dollars

Address: Internal Revenue Service, P.O. Box 7922, San Francisco, CA 94120-7922

Memo: 75-1234567

Period: 01/29/14 - 01/31/14 How do I e-pay? E-payment Check

Expenses: \$50.00 Payroll Liabilities: \$776.92 To be printed

ACCOUNT	AMOUNT	MEMO	CUSTOMER...	BILL...	CLASS
IRS Penalties/In...	50.00				

Recalculate Save & Close Save & Next Cancel

Tax Form 941



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

Payroll Tax Form

Tax Form for EIN: 75-1234567

Interview for your Form 941/Schedule B

Employer's Quarterly Federal Tax Return

Instructions: Use this interview to help you fill out your Form 941 and Schedule B (if applicable).
* QuickBooks uses your answers to complete your Form 941.

Printing Schedule B for your records only?

Some employers want to print a Schedule B for their records, even if the IRS does not require it to be filed. Check this box to print **Schedule B** regardless of applicability

Tell us your IRS assigned deposit schedule

What if I don't know my deposit schedule?
Which deposit schedule should I select if I pay quarterly?
To help determine if the IRS requires you to file a Schedule B, check your IRS assigned deposit schedule:

Monthly

Semi-Weekly

Note: Your selection on Form 941, page 2, line 16 determines if the IRS requires you to file a Schedule B.

Answer the following questions for Form 941

If you do not have to file returns in the future, check here
and enter the date that final wages were paid
You would not have to file returns in the future if you went out of business or stopped paying wages

[View details about this form](#) [View filing and printing instructions](#)

Automatically create an archive when I e-file or print

Reports



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**.

Buildem, Inc. Payroll Summary January 2014												
Mary B Aldridge			Pete J Smith			Thelma I Crabtree			TOTAL			
	Hours	Rate	Jan 14	Hours	Rate	Jan 14	Hours	Rate	Jan 14	Hours	Rate	Jan 14
Employee Wages, Taxes and Adjustm.												
Gross Pay												
Salary			0.00			1,458.33			0.00			1,458.33
Hourly Rate	40	20.00	800.00			0.00	72	10.00	720.00	112		1,520.00
Overtime Rate	5	30.00	150.00			0.00	6	15.00	90.00	11		240.00
Sick Hourly Rate			0.00			0.00	8	10.00	80.00	8		80.00
Vacation Hourly Rate			0.00			0.00	8	10.00	80.00	8		80.00
Total Gross Pay	45	950.00	950.00	94	970.00	970.00	139	3,378.33	3,378.33			
Adjusted Gross Pay	45	950.00	950.00	94	970.00	970.00	139	3,378.33	3,378.33			
Taxes Withheld												



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**.

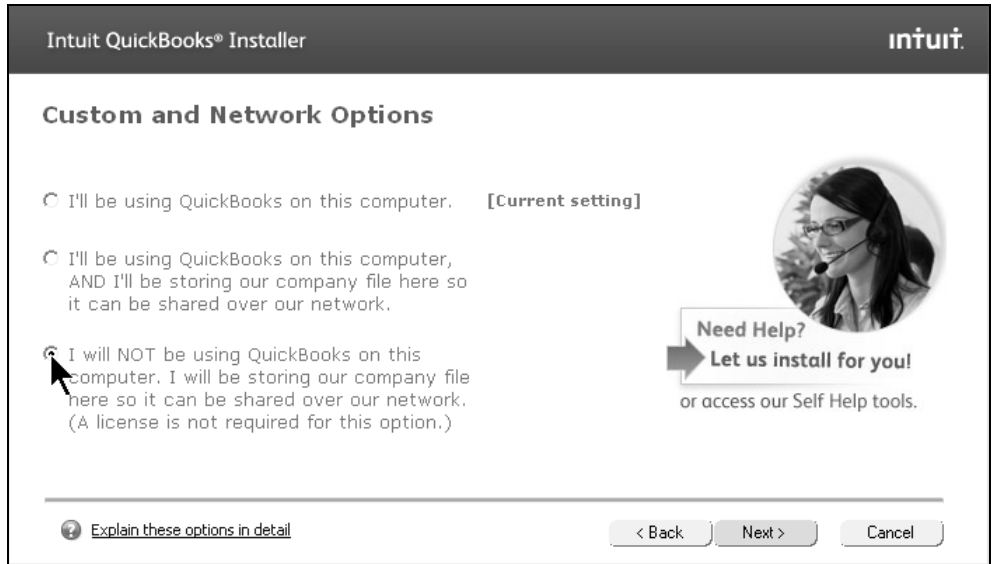
Buildem, Inc. Job Profitability Detail for Orlando Homes:Division 1a All Transactions			
	Act. Cost	Act. Revenue	(\$) Diff.
Service			
Lock Install (Install Kryptonite Lock)	266.28	768.00	501.72
Repair-Hinges (Hinges service and repair as requested by custom...	610.23	733.95	123.72
Total Service	876.51	1,501.95	625.44
Other Charges			
Freight (Freight Costs)	100.00	0.00	(100.00)
Total Other Charges	100.00	0.00	(100.00)
TOTAL	976.51	1,501.95	525.44

Chapter 7- Security & Multi-user

Mastering QuickBooks
Day 2

Multi-User QuickBooks

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).



Administrator

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

The screenshot shows a dialog box titled "Change user password and access" with a sub-header "Admin Name and Password". The main instruction is "Provide a name and an optional password for this user." The form contains three input fields: "User Name:" with the text "David", "Password:" with masked characters, and "Confirm Password:" with masked characters. Below these is a section for a challenge question: "Select a challenge question and enter answer. How will this help me recover my password?". It includes a dropdown menu for "Challenge Question:" set to "City where you went to high school" and a "Challenge Answer:" field with masked characters. At the bottom, there are buttons for "Back", "Next" (with a mouse cursor), "Finish", "Help", and "Cancel".

Login Window

The screenshot shows a dialog box titled "QuickBooks Login". The text inside reads: "You need to log in as QuickBooks Administrator to proceed. Please enter the admin (owner) password for the company." Below this, the company name "Buildem, Inc." is displayed. There is a "Password:" field with masked characters and a link that says "I forgot my password". A note below the password field states "Passwords are case sensitive." At the bottom, there are buttons for "OK" (with a mouse cursor), "Cancel", and "Help".

Users

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**.



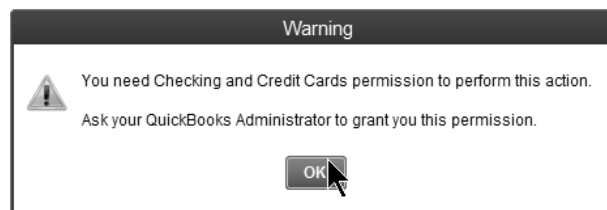
Open QuickBooks as a New User

- 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



Audit Trail

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

Audit Trail															
Customize Report		Share Template		Memorize		Print		E-mail		Excel		Hide Header		Refresh	
Date Entered/Last Modified		Today		From 04/01/2015		To 04/01/2015									
Buildem, Inc															
Audit Trail															
Entered/Last Modified April 1, 2015															
Num	Entered/Last Modified	Last modified by	State	Date	Name	Memo	Account	Amount							
Invoice 25															
25	04/01/2015 10:40:14	David (Admin)	Latest	04/01/2015	Smith Hardware		Accounts Receiva...	100.00							
					Smith Hardware		Job Income	-100.00							
25	04/01/2015 15:35:32	Robin Banks	Prior	04/01/2015	Smith Hardware		Accounts Receiva...	49.75							
					Smith Hardware	Bag of 2" Ga...	Job Income	-49.75							

Audit Trail w/Deletion

Audit Trail															
Customize Report		Share Template		Memorize		Print		E-mail		Excel		Hide Header		Refresh	
Date Entered/Last Modified		Today		From 04/01/2015		To 04/01/2015									
Buildem, Inc															
Audit Trail															
Entered/Last Modified April 1, 2015															
Num	Entered/Last Modified	Last modified by	State	Date	Name	Memo	Account	Amount							
Invoice 25															
25	04/01/2015 10:41:49	David (Admin)	Deleted					0.00							
25	04/01/2015 10:40:14	David (Admin)	Prior	04/01/2015	Smith Hardware		Accounts Receiva...	100.00							
					Smith Hardware	Bag of 2" Ga...	Job Income	-100.00							
25	04/01/2015 15:35:32	Robin Banks	Prior	04/01/2015	Smith Hardware		Accounts Receiva...	49.75							
					Smith Hardware	Bag of 2" Ga...	Job Income	-49.75							

Chapter 8- Working with Reports

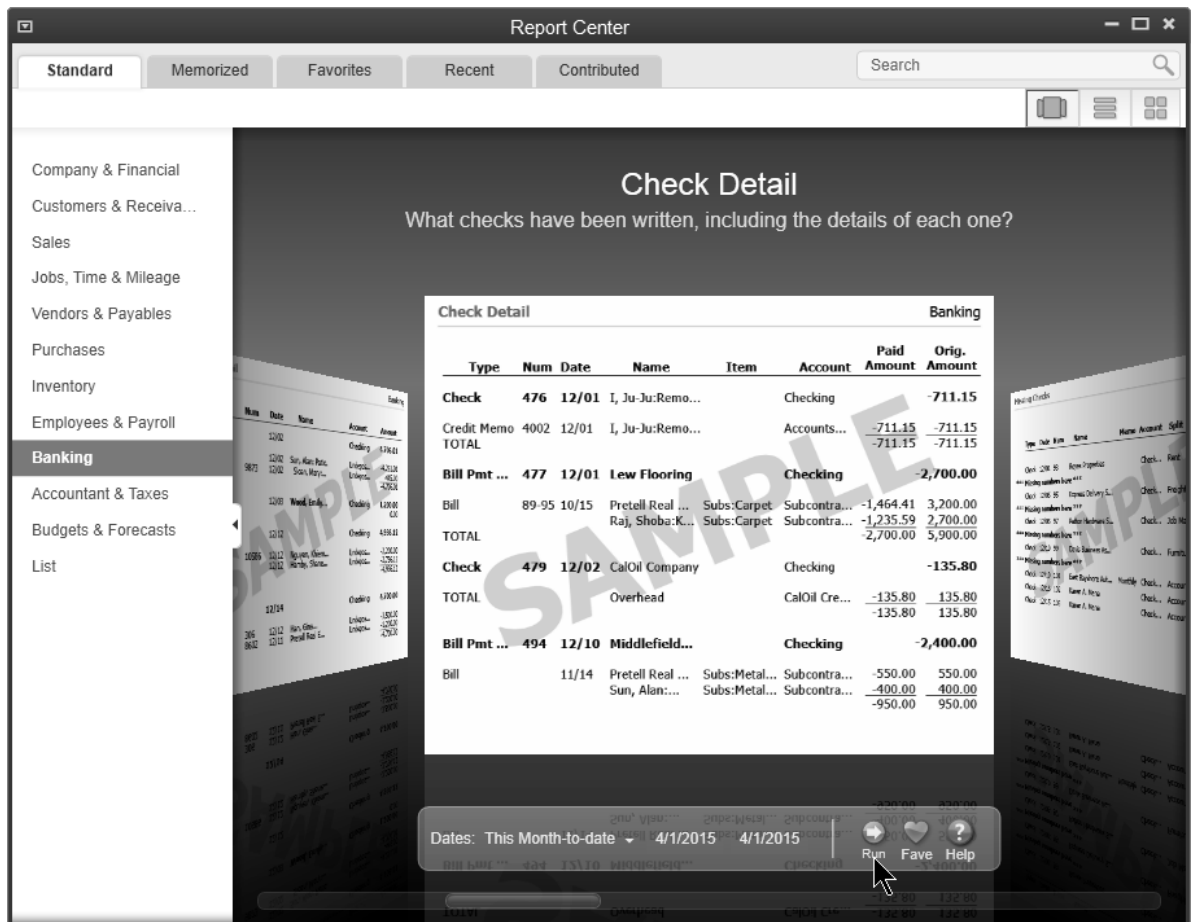
Mastering QuickBooks
Day 2

Report Center

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

Report Center

- 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.



Check Detail
What checks have been written, including the details of each one?

Type	Num	Date	Name	Item	Account	Paid Amount	Orig. Amount
Check	476	12/01	I, Ju-Ju:Remo...		Checking	-711.15	-711.15
Credit Memo	4002	12/01	I, Ju-Ju:Remo...		Accounts...	-711.15	-711.15
TOTAL						-711.15	-711.15
Bill Pmt ...	477	12/01	Low Flooring		Checking	-2,700.00	
Bill	89-95	10/15	Pretell Real ...	Subs:Carpet	Subcontra...	-1,464.41	3,200.00
			Raj, Shoba:K...	Subs:Carpet	Subcontra...	-1,235.59	2,700.00
TOTAL						-2,700.00	5,900.00
Check	479	12/02	CalOil Company		Checking	-135.80	
TOTAL			Overhead		CalOil Cre...	-135.80	135.80
						-135.80	135.80
Bill Pmt ...	494	12/10	Middlefield...		Checking	-2,400.00	
Bill		11/14	Pretell Real ...	Subs:Metal...	Subcontra...	-550.00	550.00
			Sun, Alan:...	Subs:Metal...	Subcontra...	-400.00	400.00
						-950.00	950.00

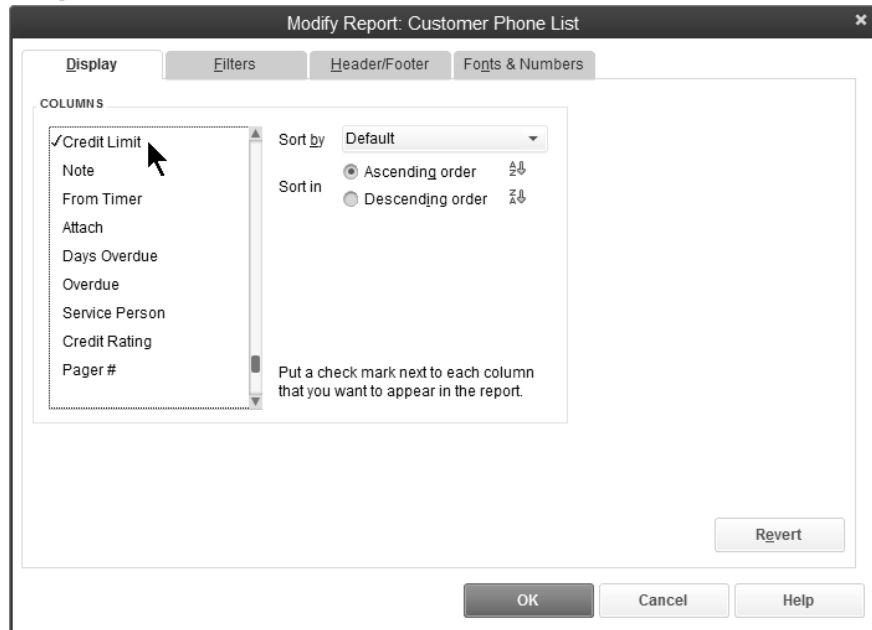
Dates: This Month-to-date 4/1/2015 4/1/2015 **Run** Fave Help

Modify Columns

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

The screenshot shows the 'Customer Phone List' report for 'Buildem, Inc.' dated 'April 1, 2015'. The report has a toolbar with buttons for 'Customize Report', 'Comment on Report', 'Share Template', 'Memorize', 'Print', 'E-mail', 'Excel', 'Hide Header', and 'Refresh'. The report data is as follows:

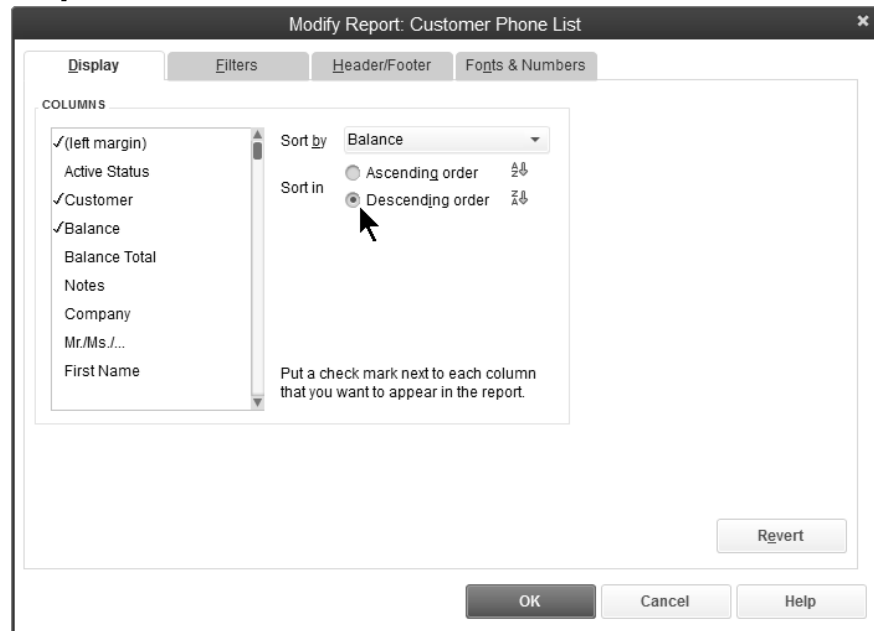
Customer	Balance	Primary Contact	Credit Limit
Chicago Hotel Builders	0.00	JoJo Crazer	
Chicago Hotel Builders:Lake Michigan	1,515.93	Brad White	5,000.00
Columbia Management	0.00	Annie Bayer	
Columbia Management:Seattle School	0.00	Annie Bayer	
Columbia Management:Spokane Civic Ce...	0.00	Annie Bayer	
Crandall Contractors	0.00	Ted Crandall	30,000.00
Crandall Contractors:Cheyenne 1	0.00	Ted Crandall	30,000.00
Dallas Hardware and Tools	3,374.69	Eddie Sinclair	10,000.00
Fort Worth Homes	0.00	Betty Cronkite	100,000.00
Fort Worth Homes:Lake Worth Homes	34,832.72	Betty Cronkite	100,000.00
Home & Hardware Stop	0.00	Store Manager	10,000.00
Jupiter Homes	0.00	Fred Ellis	
Jupiter Homes:Fannin Residence	1,331.37	Fred Ellis	4,000.00
Jupiter Homes:Rucker Residence	31,438.91	Fred Ellis	100,000.00
Jupiter Homes:White Residence	0.00	Fred Ellis	
Lake Michigan Development	4,999.50	Scott Dakota	40,000.00
Myers & Associates	26.88	Jackie Myers	25,000.00

Sort Report

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	Balance	Primary Contact	Credit Limit
Fort Worth Homes:Lake Worth Homes	34,832.72	Betty Cronkite	100,000.00
Jupiter Homes:Rucker Residence	31,438.91	Fred Ellis	100,000.00
Rio Grande Homes:Valley Savings Deve...	24,203.56	Edna Callman	200,000.00
Orlando Homes:Division 1a	15,727.50	Pat West	75,000.00
Rio Grande Homes:Jackson Residence	11,366.34	Edna Callman	200,000.00
Lake Michigan Development	4,999.50	Scott Dakota	40,000.00
Orlando Homes:Division 3a	3,447.32	Pat West	75,000.00
Dallas Hardware and Tools	3,374.69	Eddie Sinclair	10,000.00
Overnight, Inc.:Dallas Motor Inn	3,245.01	Josephine Patranella	
Sun Valley Builders:Philly Towers	3,178.00	Reggie Gibbs	45,000.00
Chicago Hotel Builders:Lake Michigan	1,515.93	Brad White	5,000.00
Jupiter Homes:Fannin Residence	1,331.37	Fred Ellis	4,000.00
Sun Valley Builders:Philadelphia Bank	999.90	Reggie Gibbs	10,000.00
Myers & Associates	26.88	Jackie Myers	25,000.00
Smith Hardware	25.82	Henry Plume	
Chicago Hotel Builders	0.00	JoJo Crazer	
Columbia Management	0.00	Annie Bayer	

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.

Customer Phone List

Buildem, Inc.
Customer Phone List
April 1, 2015

Customer	Balance	Primary Contact	Credit Limit
Fort Worth Homes:Lake Worth Homes	34,832.72	Betty Cronkite	100,000.00
Jupiter Homes:Rucker Residence	31,438.91	Fred Ellis	100,000.00
Rio Grande Homes:Valley Savings Deve...	24,203.56	Edna Callman	200,000.00
Orlando Homes:Division 1a	15,727.50	Pat West	75,000.00
Rio Grande Homes:Jackson Residence	11,366.34	Edna Callman	200,000.00
Lake Michigan Development	4,999.50	Scott Dakota	40,000.00
Orlando Homes:Division 3a	3,447.32	Pat West	75,000.00
Dallas Hardware and Tools	3,374.69	Eddie Sinclair	10,000.00
Overnight, Inc.:Dallas Motor Inn	3,245.01	Josephine Patranella	
Sun Valley Builders:Philly Towers	3,178.00	Reggie Gibbs	45,000.00
Chicago Hotel Builders:Lake Michigan	1,515.93	Brad White	5,000.00
Jupiter Homes:Fannin Residence	1,331.37	Fred Ellis	4,000.00
Sun Valley Builders:Philadelphia Bank	999.90	Reggie Gibbs	10,000.00
Myers & Associates	26.88	Jackie Myers	25,000.00
Smith Hardware	25.82	Henry Plume	
Chicago Hotel Builders	0.00	JoJo Crazer	



Change Column Order

- 1) Run the appropriate report.
- 2) Click and drag the column title over the diamond between column headings.

Customer Phone List

Buildem, Inc.
Customer Phone List
April 1, 2015

Customer	Primary Contact	Balance	Primary Contact	Credit Limit
Fort Worth Homes:Lake Worth Homes		34,832.72	Betty Cronkite	100,000.00
Jupiter Homes:Rucker Residence		31,438.91	Fred Ellis	100,000.00
Rio Grande Homes:Valley Savings Deve...		24,203.56	Edna Callman	200,000.00
Orlando Homes:Division 1a		15,727.50	Pat West	75,000.00
Rio Grande Homes:Jackson Residence		11,366.34	Edna Callman	200,000.00
Lake Michigan Development		4,999.50	Scott Dakota	40,000.00
Orlando Homes:Division 3a		3,447.32	Pat West	75,000.00
Dallas Hardware and Tools		3,374.69	Eddie Sinclair	10,000.00
Overnight, Inc.:Dallas Motor Inn		3,245.01	Josephine Patranella	
Sun Valley Builders:Philly Towers		3,178.00	Reggie Gibbs	45,000.00
Chicago Hotel Builders:Lake Michigan		1,515.93	Brad White	5,000.00
Jupiter Homes:Fannin Residence		1,331.37	Fred Ellis	4,000.00
Sun Valley Builders:Philadelphia Bank		999.90	Reggie Gibbs	10,000.00
Myers & Associates		26.88	Jackie Myers	25,000.00
Smith Hardware		25.82	Henry Plume	
Chicago Hotel Builders		0.00	JoJo Crazer	
Columbia Management		0.00	Annie Bayer	

Header/Footer

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

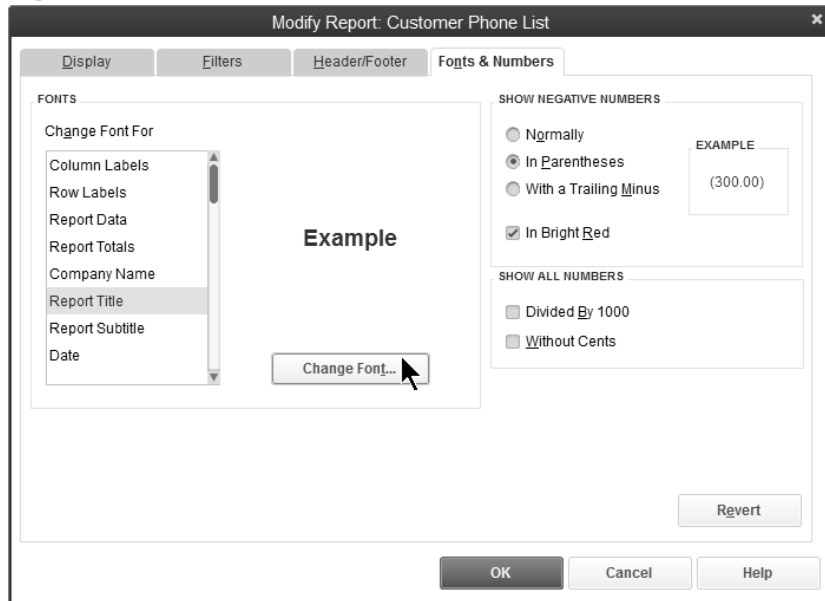
Customer	Primary Contact	Balance	Credit Limit
Fort Worth Homes:Lake Worth Homes	Betty Cronkite	34,832.72	100,000.00
Jupiter Homes:Rucker Residence	Fred Ellis	31,438.91	100,000.00
Rio Grande Homes:Valley Savings Deve...	Edna Callman	24,203.56	200,000.00
Orlando Homes:Division 1a	Pat West	15,727.50	75,000.00
Rio Grande Homes:Jackson Residence	Edna Callman	11,366.34	200,000.00
Lake Michigan Development	Scott Dakota	4,999.50	40,000.00
Orlando Homes:Division 3a	Pat West	3,447.32	75,000.00
Dallas Hardware and Tools	Eddie Sinclair	3,374.69	10,000.00
Overnight, Inc.:Dallas Motor Inn	Josephine Patranella	3,245.01	
Sun Valley Builders:Philly Towers	Reggie Gibbs	3,178.00	45,000.00
Chicago Hotel Builders:Lake Michigan	Brad White	1,515.93	5,000.00
Jupiter Homes:Fannin Residence	Fred Ellis	1,331.37	4,000.00
Sun Valley Builders:Philadelphia Bank	Reggie Gibbs	999.90	10,000.00
Myers & Associates	Jackie Myers	26.88	25,000.00
Smith Hardware	Henry Plume	25.82	
Chicago Hotel Builders	JoJo Crazer	0.00	

Fonts & Numbers

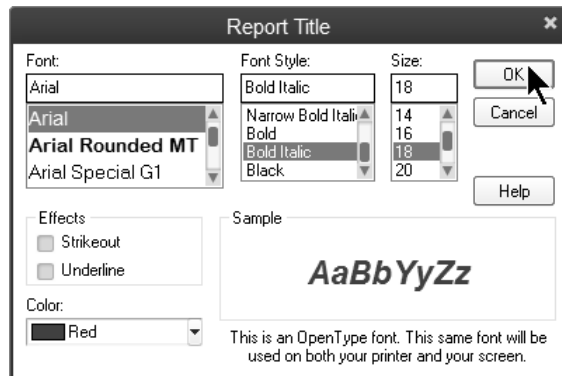
Change Fonts & Numbers

- 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

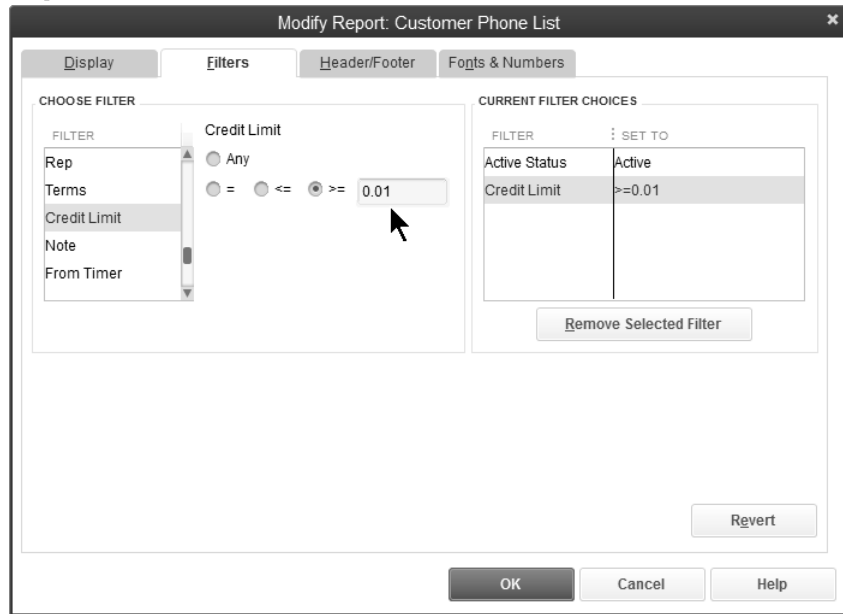


Filter Reports

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



Reports w/Filter

The screenshot shows the 'Customer Phone List' report window for 'Buildem, Inc.' dated 'April 1, 2015'. The report title is 'Balances and Credit Limits'. The table below lists various customers with their primary contacts, balances, and credit limits. A mouse cursor is pointing to the 'Credit Limit' column header.

Customer	Primary Contact	Balance	Credit Limit
Fort Worth Homes:Lake Worth Homes	Betty Cronkite	34,832.72	100,000.00
Jupiter Homes:Rucker Residence	Fred Ellis	31,438.91	100,000.00
Rio Grande Homes:Valley Savings Deve...	Edna Callman	24,203.56	200,000.00
Orlando Homes:Division 1a	Pat West	15,727.50	75,000.00
Rio Grande Homes:Jackson Residence	Edna Callman	11,366.34	200,000.00
Lake Michigan Development	Scott Dakota	4,999.50	40,000.00
Orlando Homes:Division 3a	Pat West	3,447.32	75,000.00
Dallas Hardware and Tools	Eddie Sinclair	3,374.69	10,000.00
Sun Valley Builders:Philly Towers	Reggie Gibbs	3,178.00	45,000.00
Chicago Hotel Builders:Lake Michigan	Brad White	1,515.93	5,000.00
Jupiter Homes:Fannin Residence	Fred Ellis	1,331.37	4,000.00
Sun Valley Builders:Philadelphia Bank	Reggie Gibbs	999.90	10,000.00
Myers & Associates	Jackie Myers	26.88	25,000.00
Crandall Contractors	Ted Crandall	0.00	30,000.00
Crandall Contractors:Cheyenne 1	Ted Crandall	0.00	30,000.00
Fort Worth Homes	Betty Cronkite	0.00	100,000.00

Report Preferences

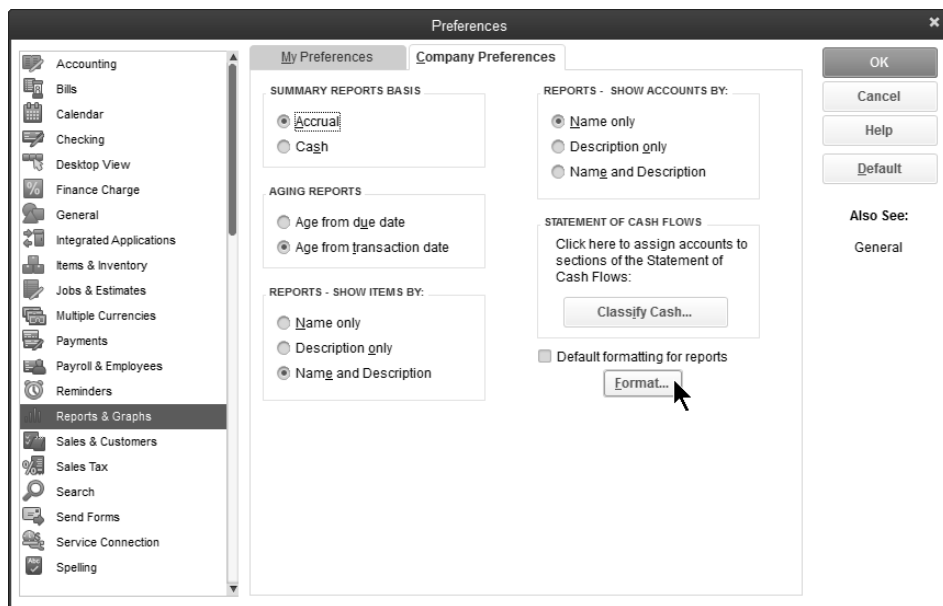
Report preferences allow you to customize and format reports for your business needs.



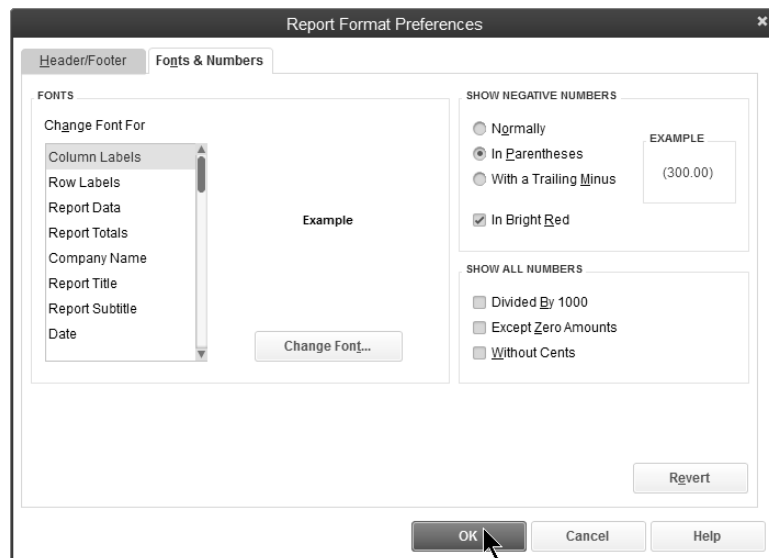
Report Preferences

- 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

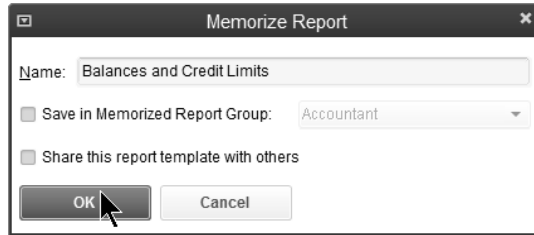


Memorize Reports



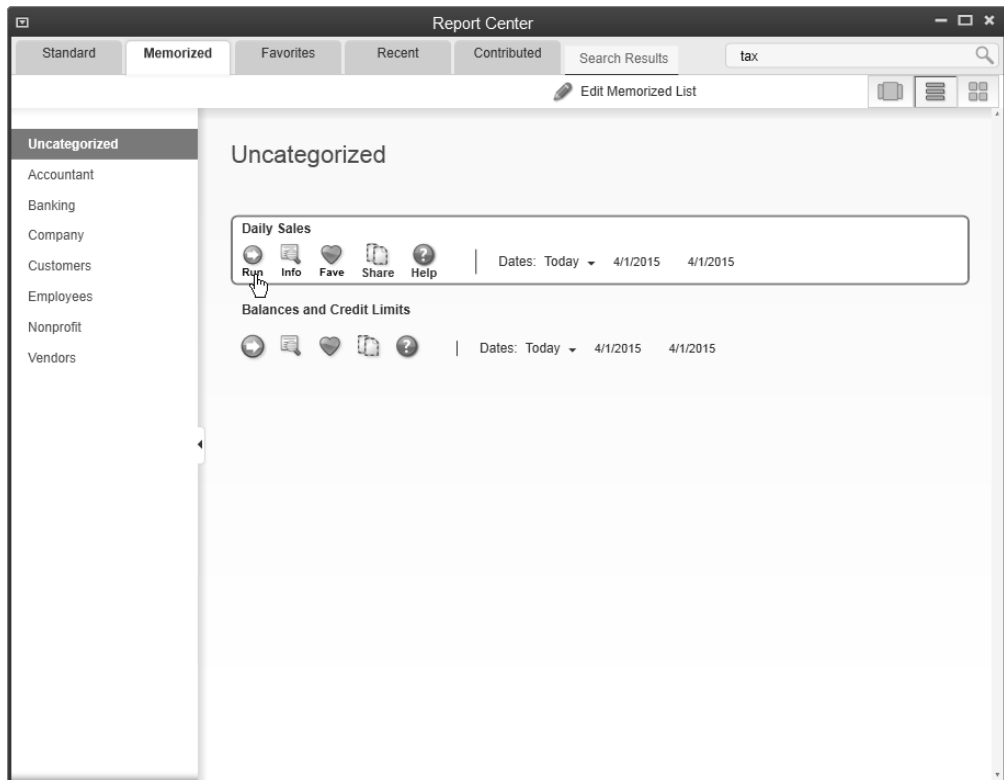
Memorize a Report

- 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**.



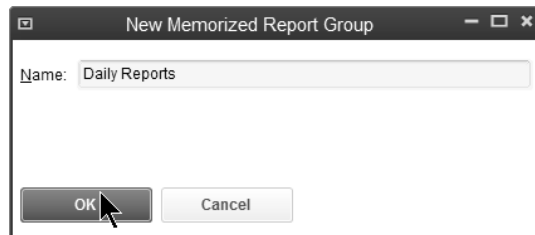
Report Groups

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.



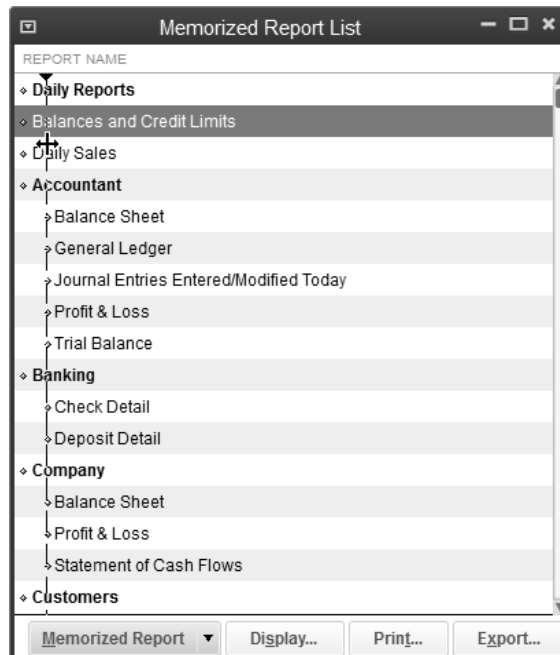
Add a Memorized Report Group

- 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.

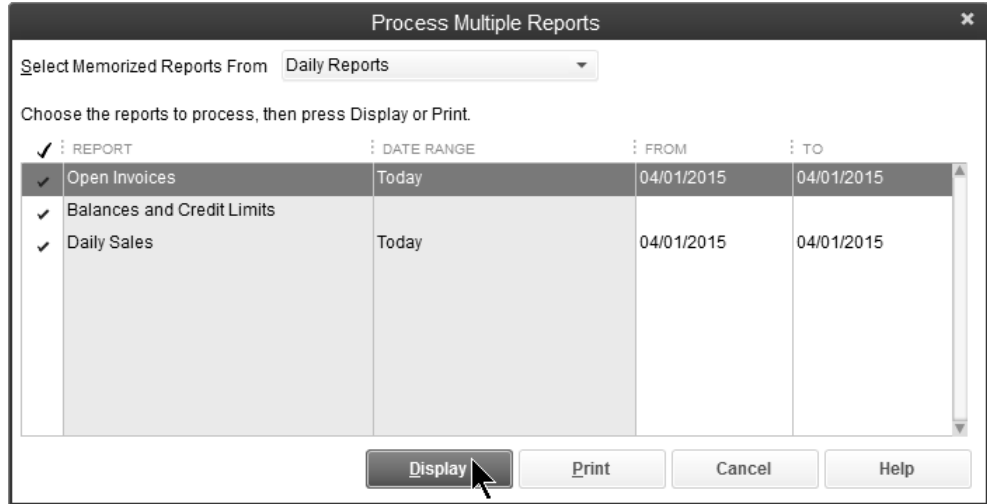




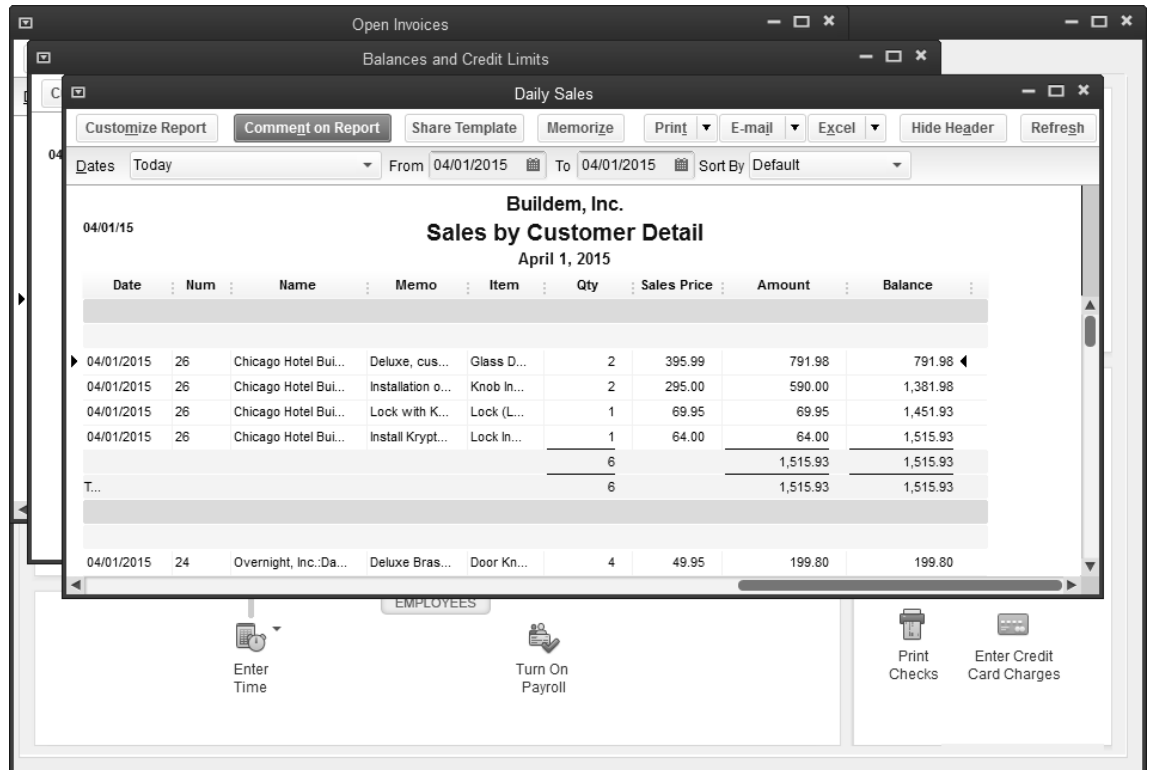
Display/Print a Memorized Report Group

- 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



Working with Microsoft® Excel®

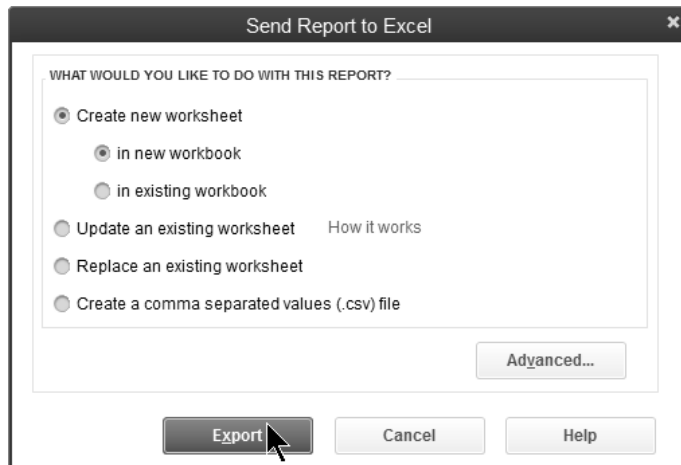
QuickBooks lets you create custom reports in Excel without having to re-enter the data.



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

Buildem, Inc.		
Profit & Loss		04/01/2015
April 2015		Accrual Basis
		Apr 15
Ordinary Income/Expense		
Income		
Construction Income		1,453.90
Parts Sales		13,078.63
Service Income		4,000.00
Freight Income		602.94
Total Income		19,135.47
Cost of Goods Sold		
Materials		4,947.57
Total COGS		4,947.57

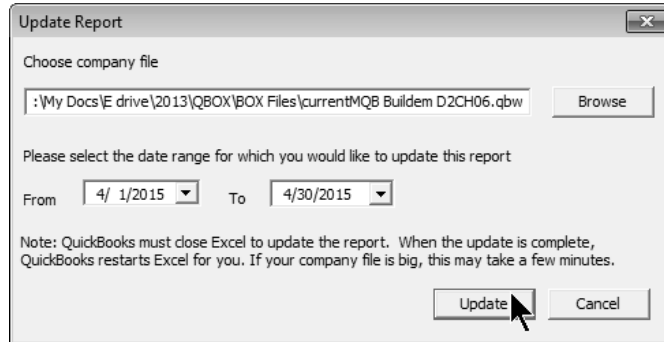
Update Report in Excel

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

The screenshot shows an Excel spreadsheet with a financial report. The formula bar at the top indicates a formula error in cell H17, displaying the value 10875. The formula bar shows the formula $=G17*3$. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L
7						Freight Income	223.57					
8						Total Income	90,813.52					
9						Cost of Goods Sold						
10						Construction Labor	10,500.00					
11						Cost of Sales	1,450.00					
12						Materials	11,947.55					
13						Total COGS	23,897.55					
14						Gross Profit	66,915.97					
15						Expense						
16						Legal Fees	600.00					
17						Advertising	3,625.00	10875				
18						Automobile Expense						
19						Fuel Expense	64.95					
20						Car Repairs	427.50					
21						Total Automobile Expense	492.45					
22						Bank Service Charges	12.50					
23						Building Supplies	98.22					
24						Cleaning	10.00					
25						Contributions	0.00					
26						Depreciation Expense	3,110.96					
27						Dues and Subscriptions	128.55					

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Chapter 9- Utilities

Mastering QuickBooks
Day 2

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 Options

Use this window to set default options for your manual and automatic backups.

LOCAL BACKUP ONLY

Tell us where to save your backup copies (**required**)

P:\Backup Folder\

Add the date and time of the backup to the file name (recommended)

Limit the number of backup copies in this folder to

ONLINE AND LOCAL BACKUP

Remind me to back up when I close my company file every times.

Select an option to verify that your company data is OK (that is, not corrupted) when you save.

Complete verification (recommended)


Quicker verification

No verification

[Help me choose](#)

Backup Frequency/Schedule

Create Backup ✕



When do you want to backup your company file?

BACK UP AUTOMATICALLY:

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

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

BACK UP ON A SCHEDULE:

Click **New** to schedule regular backups of your company file.

DESCRIPTION	BACKUP LOCATION	STATUS	NEXT BACKUP

New...
Edit...
Remove

Back

Next

Finish

Help

Cancel

Restore Data Files

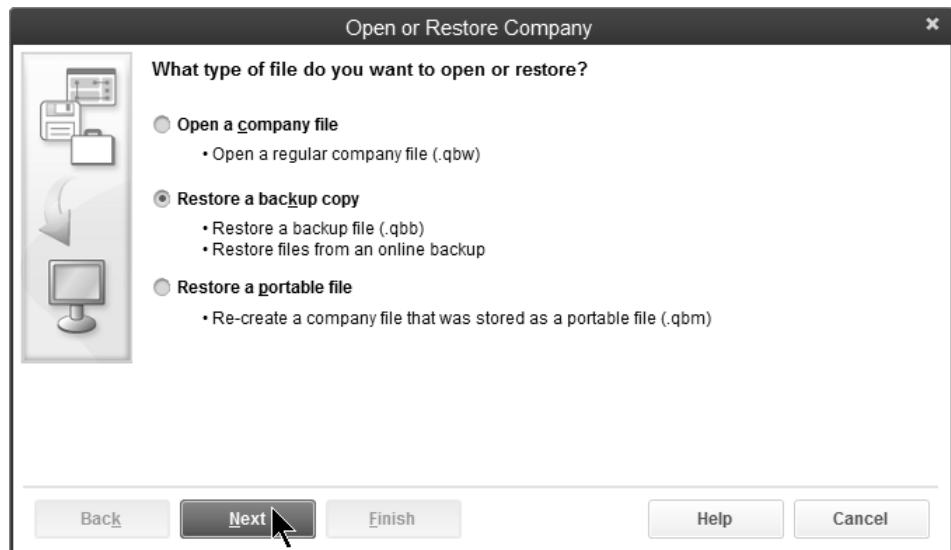
Restoring data files means recreating a company data file from a backup copy. You may do this for several reasons.

- 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.



Restore 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.

Product Information

Product QuickBooks Premier 2015 (via AE) Release R1P
 License number 8392-7994-1800-364 REGISTERED
 Product number 919-801
 User Licenses 1
 Installed 07/17/2013

SERVICES INFORMATION
 AuthID
 Company Realm ID null
 Online Billing Token
 Shopping Source Token

USAGE INFORMATION
 Date First Used 07/17/2013 Number of Uses 194
 Audit Trail Enabled since 03/19/2007 13:44:16

FILE INFORMATION
 Location C:\Users\Michael_Cobb\Desktop\QBES stuff\current\MOB
 Buildem D2CH08.qbw

VERSIONS USED ON FILE

File Size	15844 K	V3.1 R4 01/17/96
Page Size	4096	V4.0 R6 06/11/96
Total Transactions	168	RB 04/01/96
Total Targets	563	RB 04/01/96
Total Links	52	RB 04/01/96
Dictionary Entries	0	V4.0D R2 04/01/96
DB File Fragments	29	V5.0D R1 04/01/97
Schema version	94.0	RB 04/01/97
Server Port	0	

CONDENSE INFORMATION
 Last run None
 Last as of date None
 Last payroll deleted None
 Last inventory deleted None

LIST INFORMATION
 Total Accounts: 80
 Total Names: 56
 Customers: 30
 Vendors: 24
 Employees: 2

Free Memory 3690332 K

LOCAL SERVER INFORMATION
 Hosting: Off Server IP DB Engine version 11.0.1.2584
 Initial Cache 128 Server Port 0
 Cache 256 Server Name

OK

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.



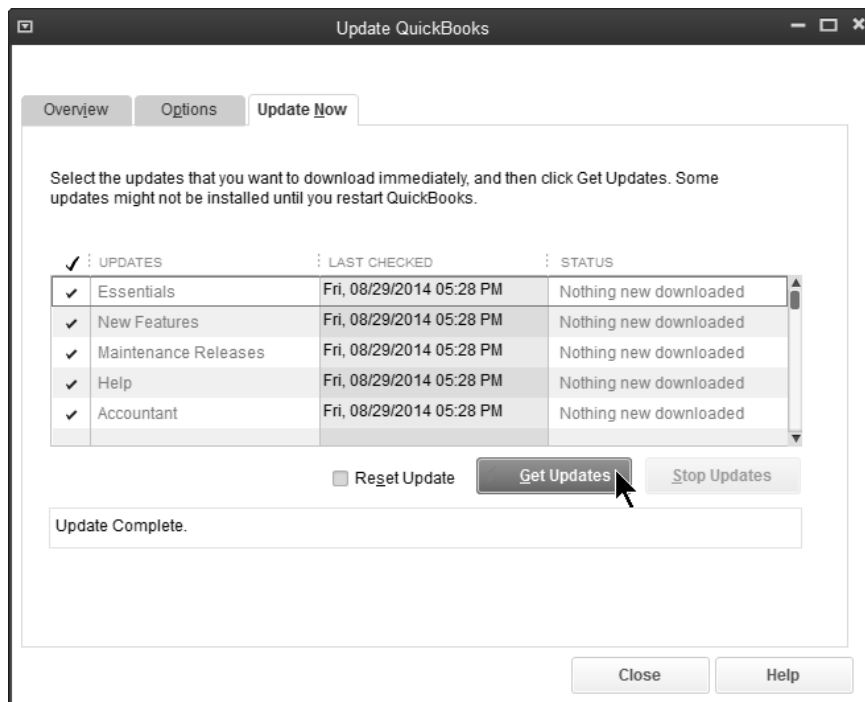
Turn On/Off Automatic Update

- 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

Mastering QuickBooks
Day 2

(1) Year-End Guide

Keep as many years of data in QuickBooks as needed. However, there are certain procedures that your clients should follow at year-end. In this chapter, you learn 4 steps they should complete in QuickBooks at year-end.

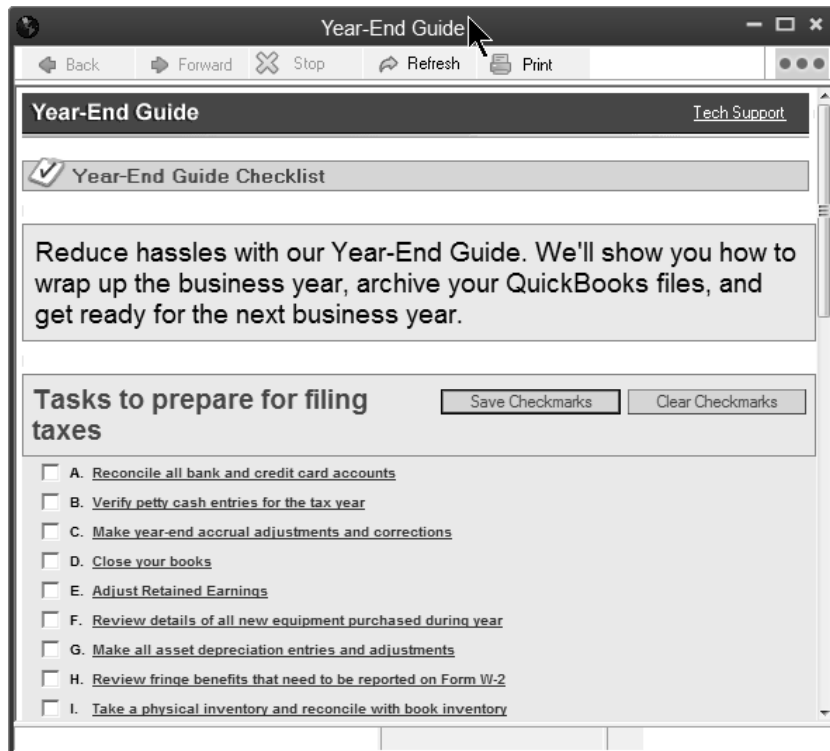
- 1) Client should consult you (accountant) and the QuickBooks Year-End Guide to build a complete list of tasks that should be performed at year-end.
- 2) Client sets a closing date and password to restrict users from a prior period.
- 3) Get QuickBooks financial information from your client using a method such as the *Accountant's Copy*.
- 4) Incorporate your (accountant) changes into the client company file.

(1) Year-End Guide



Open Year-End Guide

- 1) Select **Help:Year-End Guide** from the menu.



(2) Set a Closing Date

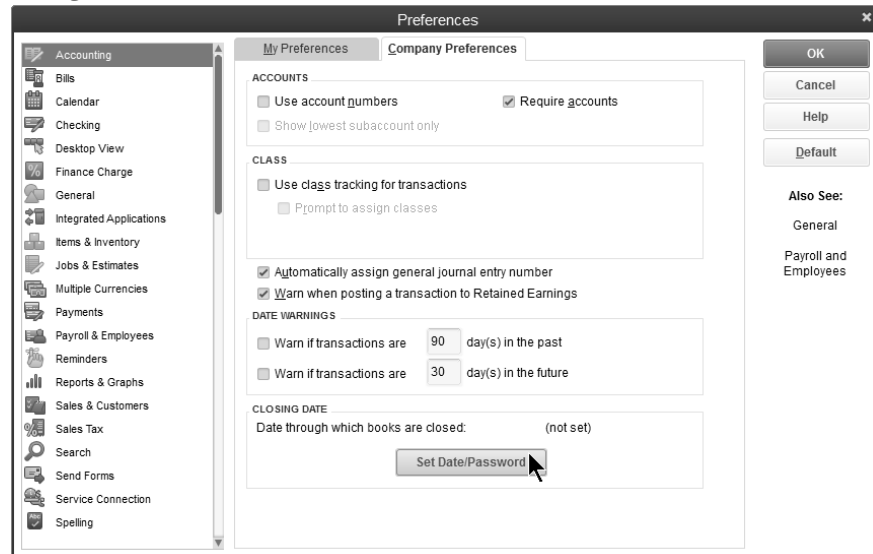
The second year-end procedure involves restricting user access to prior accounting periods and setting a closing date and password. To make a change to a prior period, a user must have access and must know the closing date password.



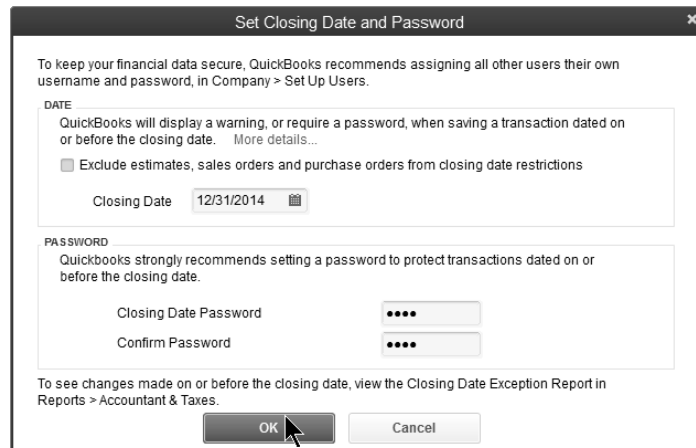
Set a Closing Date & Password

- 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

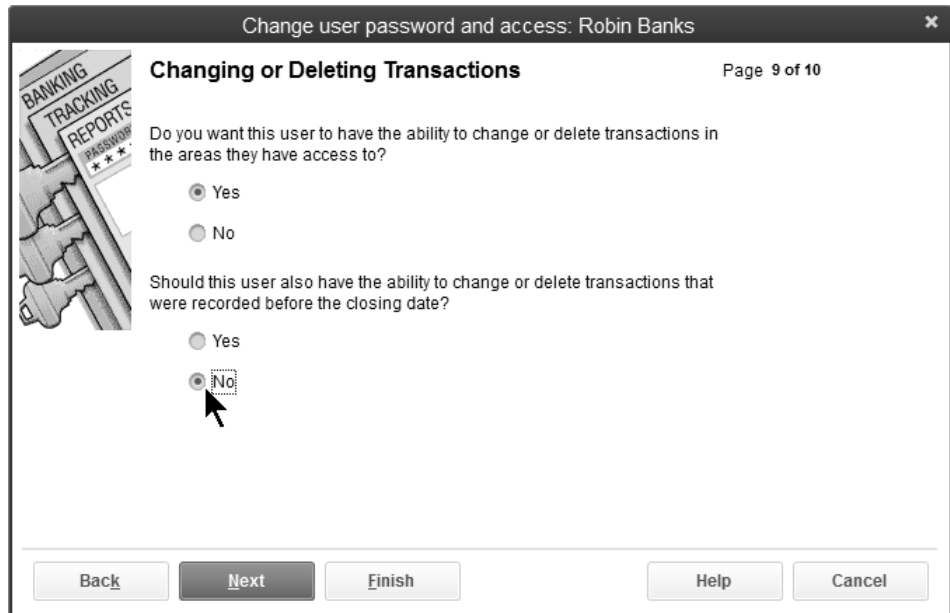




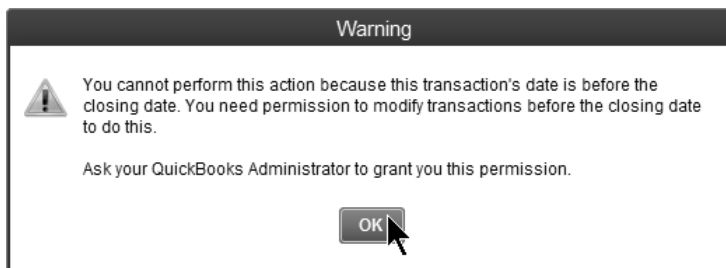
Restrict User Access to Prior Period

- 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



No Access to Prior Transactions



(3) Financial Info from Client

The *Accountant's Copy* is an efficient way to work with clients that use QuickBooks. With this process, you use a special copy of the data file to enter adjustments. Meanwhile, your client can continue to work on the original data file. When the adjustments are complete, the changes are imported into the original data file.

What Client Can Do

While your accountant is working with the Accountant's Copy, you can continue to work in the current period (after the dividing date). To prevent your work from conflicting with your accountant's work, there are limitations to what you can do after creating an Accountant's Copy.

■ Transactions:

- You can work only on transactions dated after the dividing date.

■ Accounts:

- You can add a new account, but you cannot add a new subaccount to an existing account.
- Existing accounts: You cannot edit, merge, or make an existing account inactive.
- New accounts: You can edit an account or make any account inactive that you **created while your accountant has the Accountant's Copy**.

■ Lists (other than Chart of Accounts):

- You can edit, sort, and make list items inactive.
- You cannot delete or merge list items.

■ Reconciling:

- You can reconcile your accounts while your accountant has an Accountant's Copy.
- All reconciliations that include transactions in the current period (after the dividing date) are saved and will not be undone.
- To prevent conflicts with your accountant's changes, reconciliations that include transactions dated **on or before** the dividing date will be undone when you import your accountant's changes.
- If your accountant has reconciled or undone a reconciliation for any period, any reconciliations you did will be undone when you import your accountant's changes.

What You Can Do

As an accountant working in an Accountant's Copy, you can work on transactions dated on or before the dividing date. Your client continues to work in the company file on transactions dated after the dividing date. To prevent your work from conflicting with your client's work, there are limitations to what you can do in an Accountant's Copy.

Note: If the restrictions on using an Accountant's Copy won't accommodate your situation, you can convert it to a regular company file. If you do this, your client will not be able to automatically import your changes. He or she will have to enter your changes manually in the company file.

How do I know what I can do?

An Accountant's Copy prevents you from making any changes that may conflict with your client's work. Some fields may be disabled in an Accountant's Copy. In other areas, you may see fields with a highlighted background.

- **Highlighted background.** Information you enter in fields with a highlighted background **will** be included in changes you send back to your client.
- **Without highlighted background.** For fields without the highlighted background, you can change the information in the field if it helps you with your work, but that information **will not** be included in the changes you send back to your client.

Sent back to client?

Rate	0.00	← No
Tax Code	Tax	← Yes

Transaction restrictions in Accountant's Copy

In an Accountant's Copy, you can add, edit, void, and delete most transactions. However, you can't add, edit, void, or delete the following transactions:

- Payroll
- Nonposting transactions (such as estimates, sales orders)
- Transfer of funds between accounts
- Build assemblies
- Sales tax payments

You can add or delete, but not edit or void:

- Bill payments by credit card

You can add, delete, and edit, but not void:

- Payments received

Reconciliation restrictions in Accountant's Copy

You can reconcile any period that ends before the dividing date, and your changes will be sent back to your client. Also, if you change the reconcile status of a transaction in the register, the change will go back to your client.

You can also reconcile periods ending after the dividing date if it helps you with your work, but those changes won't be sent back to your client. You can unreconcile any period.

List restrictions in Accountant's Copy

Note: The chart of accounts has no restrictions. You can work with the chart of accounts as you would in a regular QuickBooks file.

Generally, you can only view lists in an Accountant's Copy, but there are exceptions. You can edit and delete list items, and make any list items you create **in the Accountant's Copy** inactive. For lists with items dated before the Accountant's Copy was created, you can **only view** the lists. You can edit the following lists:

- Item lists
- Vendor lists

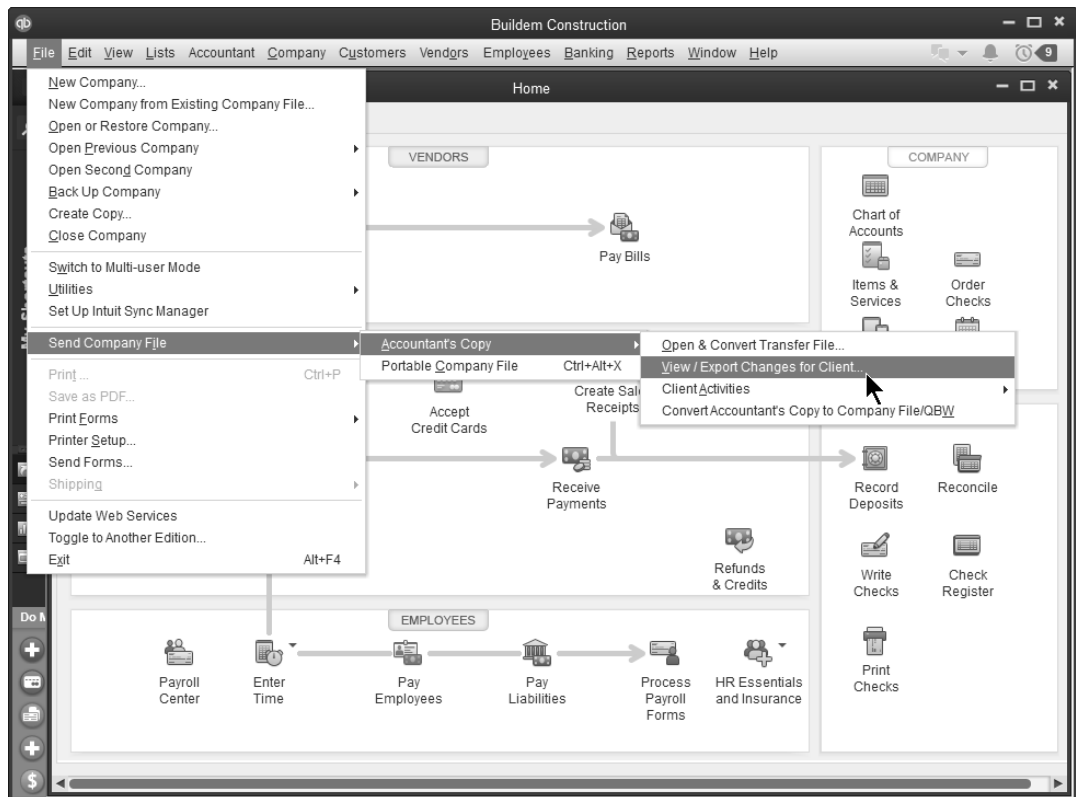
Also, you can add items to the following lists:

- Class list
- Customer list
- Vendor list
- Employee list
- Item list
- Fixed asset item
- Sales tax code list (you can't edit or inactivate items on this list)
- Other names lists

(4) Send Changes to Client

If you use the Accountant's Copy, your client can import your changes into their QuickBooks data file.

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



Chapter 11- Customizing Forms

Mastering QuickBooks
Day 2

Create Form Design

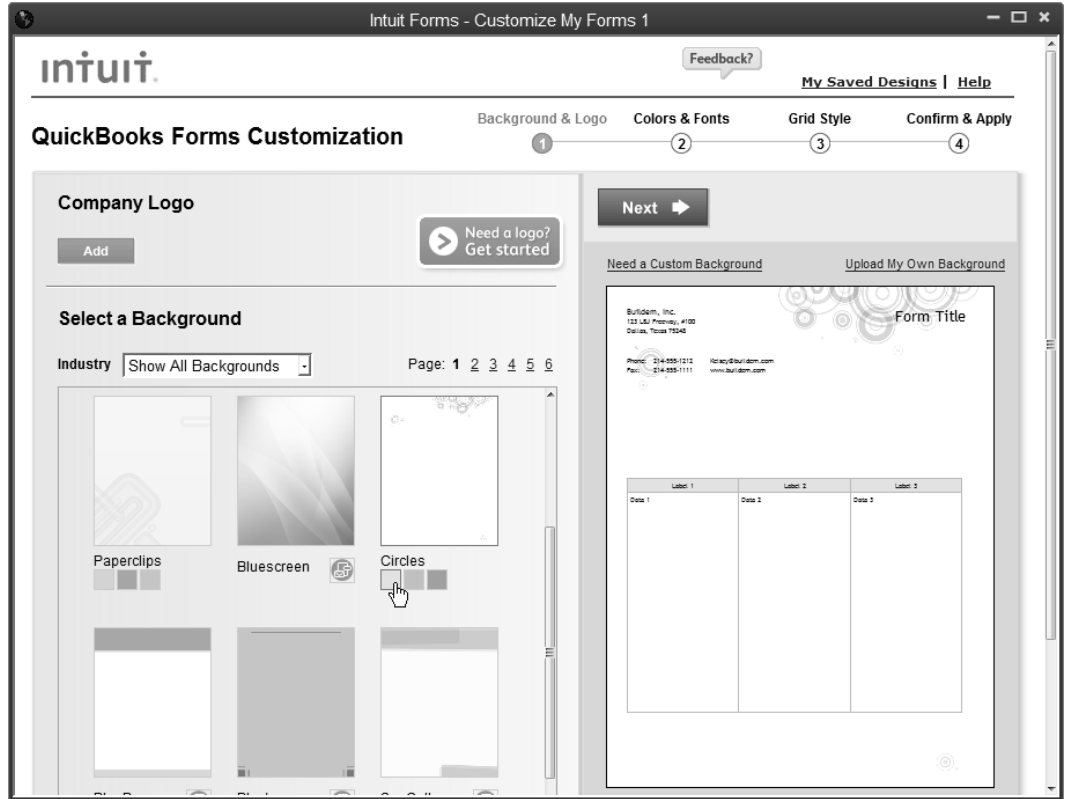
You can create a professional-looking design and apply it to many of your QuickBooks forms. Select from existing professional design templates or create your own design. You can add your logo, and customize the fonts, colors, and grid styles. QuickBooks makes it easy to apply your design to multiple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



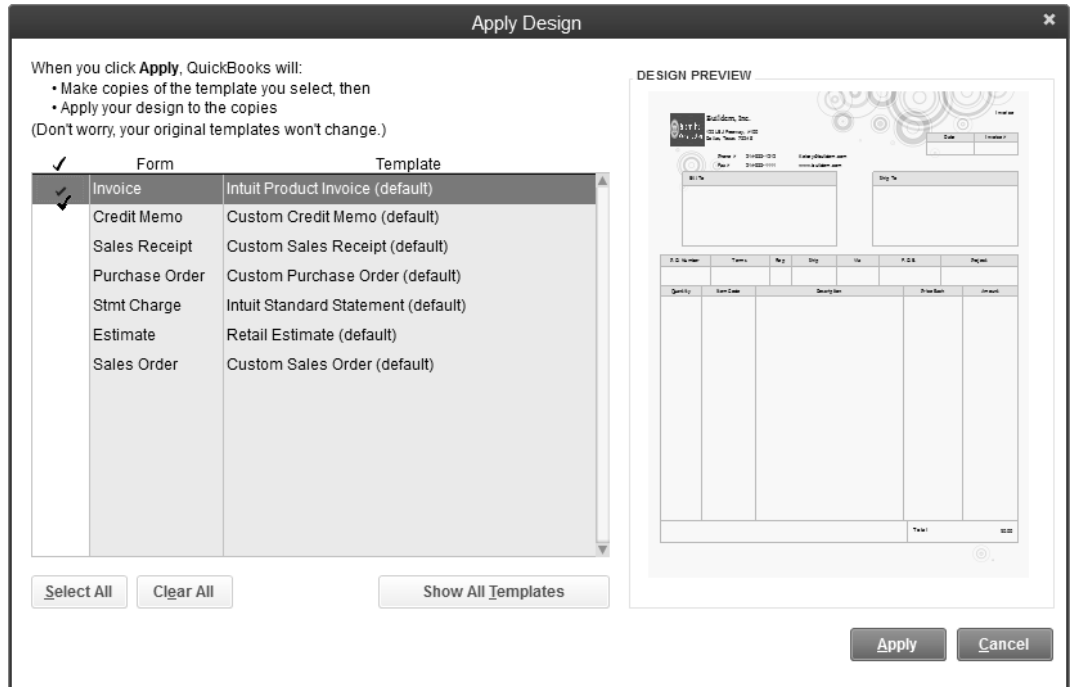
Create Form Design

- 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



Customize Form Data Layout

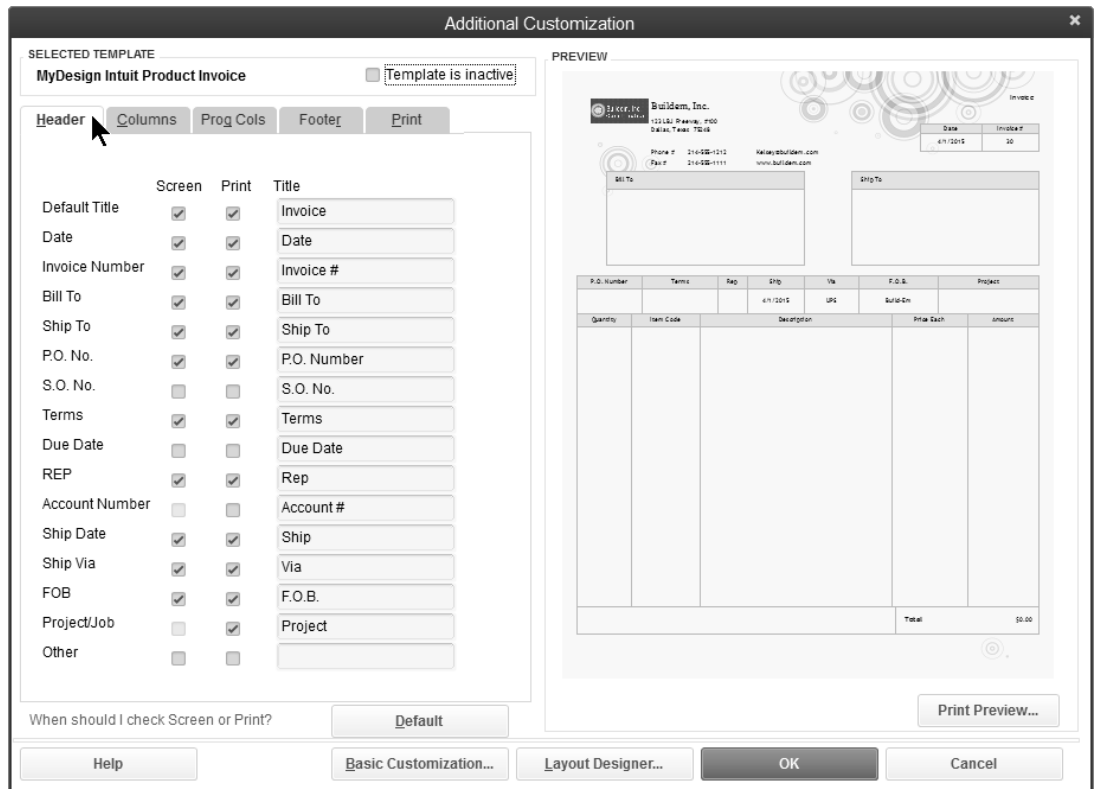
You can change the data layout of several different forms in QuickBooks. You can customize invoices, credit memos, sales receipts, purchase orders, statements, estimates, and sales orders. You can specify which fields and columns to include, what they are called, and where they are placed on the printed 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

Additional Customization

SELECTED TEMPLATE: MyDesign Intuit Product Invoice Template is inactive

Header Columns **Footer** Print

	Screen	Print	Title
Message	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Customer Message
Subtotal	<input type="checkbox"/>	<input type="checkbox"/>	Subtotal
Sales Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sales Tax
Total	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Total
Payments/Credits	<input type="checkbox"/>	<input type="checkbox"/>	Payments/Credits
Balance Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Balance Due
Customer Total Balance	<input type="checkbox"/>	<input type="checkbox"/>	Customer Total Balance
Job Total Balance	<input type="checkbox"/>	<input type="checkbox"/>	Job Total Balance
Long text (disclaimer)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	We are never, never, never EVER responsible for anything, anywhere, anytime...EVER!
Intuit PaymentNetwork	<input type="checkbox"/>	<input type="checkbox"/>	Intuit PaymentNetwork

When should I check Screen or Print?

PREVIEW

Buildem, Inc. Invoice

123 LBJ Freeway, #100
Dallas, Texas 75248

Phone # 214-555-1212 Kelsey@buildem.com
Fax # 214-555-1111 www.buildem.com

Date	Invoice #
4/1/2015	30

Bill To: Chicago Hotel Builders, JoJo Crazer, 100 Smith Street, Chicago, IL 56565

Ship To: Chicago Hotel Builders, JoJo Crazer, 100 Smith Street, Chicago, IL 56565

Due Date	Terms	Rep	Ship	Via	F.O.B.	Project
5/1/2015	Net 30		4/1/2015	UPS	Build-Em	

Quantity	Item Code	Description	Price Each	Amount
1	Cedar Door	Natural Cedar Door	499.95	499.95
We are never, never, never EVER responsible for anything, anywhere, anytime...EVER!			Total	\$499.95

Customized Invoice

Buildem, Inc. Invoice

123 LBJ Freeway, #100
Dallas, Texas 75248

Phone # 214-555-1212 Kelsey@buildem.com
Fax # 214-555-1111 www.buildem.com

Date	Invoice #
4/1/2015	30

Bill To
Chicago Hotel Builders
JoJo Crazer
100 Smith Street
Chicago, IL 56565

Ship To
Chicago Hotel Builders
JoJo Crazer
100 Smith Street
Chicago, IL 56565

Due Date	Terms	Rep	Ship	Via	F.O.B.	Project
5/1/2015	Net 30		4/1/2015	UPS	Build-Em	

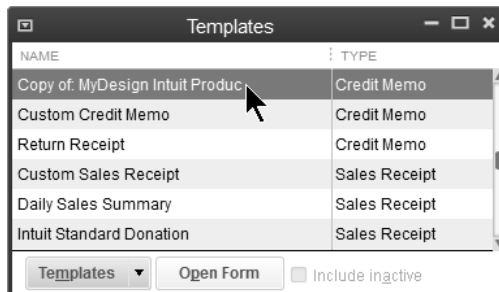
Quantity	Item Code	Description	Price Each	Amount
1	Cedar Door	Natural Cedar Door	499.95	499.95
We are never, never, never EVER responsible for anything, anywhere, anytime...EVER!			Total	\$499.95

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.”

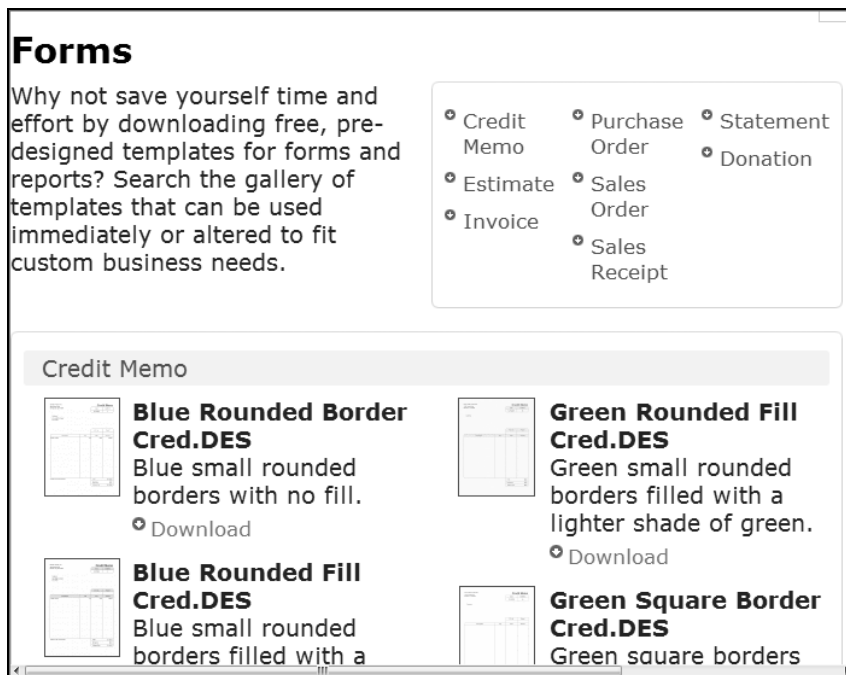
Duplicate Custom Form (template)

- 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.

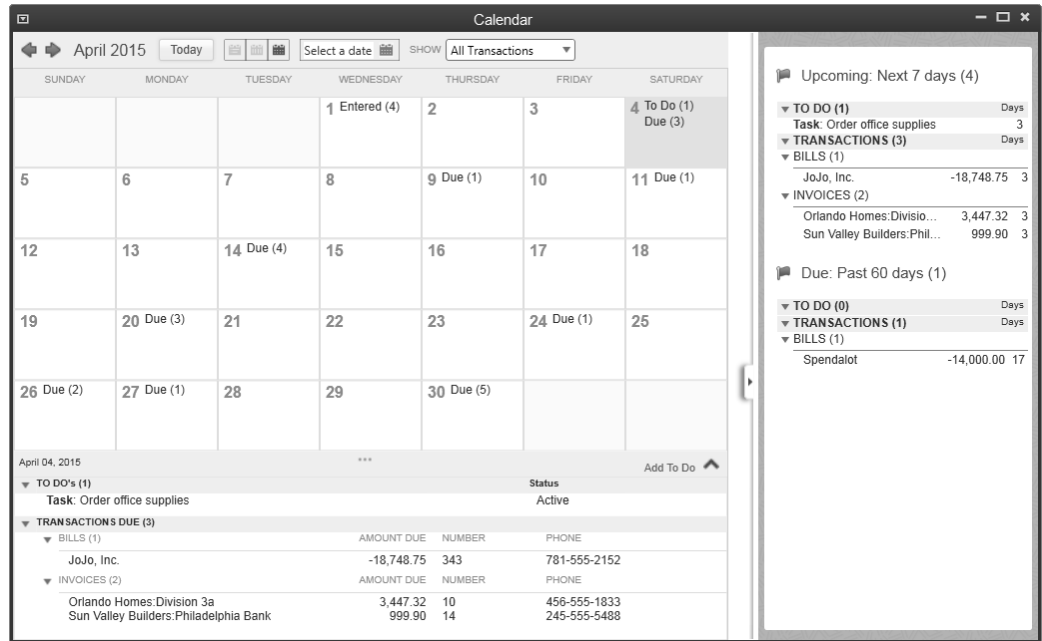


Chapter 12- Finding & Saving Time

Mastering QuickBooks
Day 2

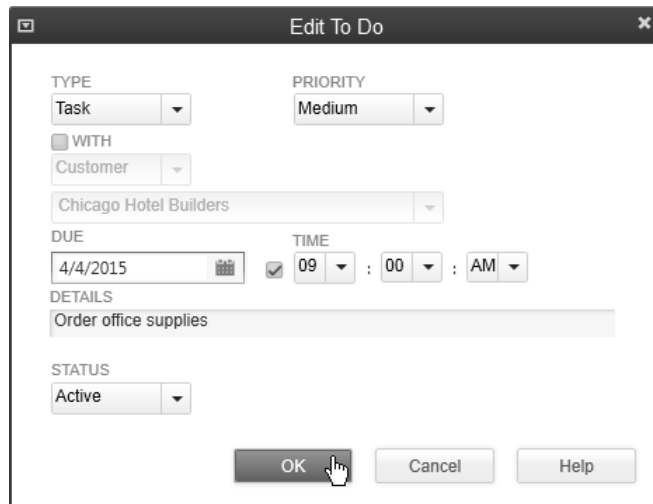
QuickBooks Calendar

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.



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**.



Find

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.



Use Previous/Next Buttons

- 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.



Use Find Button

- 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.

The screenshot shows the 'Customer Center: Invoices' window. On the left, there is a sidebar with 'Customers & Jobs' and 'Transactions' tabs. Under 'Transactions', there is a list of categories: Invoices, Statement Charges, Sales Receipts, Received Payments, Credit Memos, and Refunds. The main area displays a table of transactions. The table has columns for CUSTOMER, NUM, DATE, DUE DATE, AGING, AMOUNT, and OPEN BALANCE. The data is filtered by 'Open Invoic...' and 'DATE' for 'This Fiscal Year' from '01/01/2015 - 12/31/2015'. At the bottom, there are buttons for 'Manage Transactions' and 'Run Reports'.

CUSTOMER	NUM	DATE	DUE DATE	AGING	AMOUNT	OPEN BALANCE
Chicago Hotel Builders:La...	26	04/01/2015	05/01/2015		1,515.93	1,515.93
Chicago Hotel Builders:La...	32	04/01/2015	05/01/2015		250.00	250.00
Dallas Hardware and Tools	20	03/25/2015	04/09/2015		3,374.69	3,374.69
Fort Worth Homes	6	02/21/2015	03/23/2015	9	25,832.71	25,832.71
Fort Worth Homes	13	03/28/2015	04/27/2015		9,000.01	9,000.01
Jupiter Homes	18	03/21/2015	04/20/2015		32.42	32.42
Michigan Development	21	03/27/2015	04/26/2015		4,999.50	4,999.50
Myers & Associates	23	03/30/2015	04/14/2015		26.88	26.88
Orlando Homes:Division 1a	22	03/27/2015	04/26/2015		15,727.50	15,727.50
Orlando Homes:Division 3a	10	03/05/2015	04/04/2015		3,447.32	3,447.32
Overnight, Inc.:Dallas Moto...	24	04/01/2015	05/01/2015		3,245.01	3,245.01
Rio Grande Homes:Jacks...	28	04/01/2015	05/01/2015		104.85	104.85
Rio Grande Homes:Valley ...	15	03/12/2015	04/11/2015		11,245.16	11,245.16
Smith Hardware	25	04/01/2015	05/01/2015		21.54	21.54
Smith Hardware	29	04/01/2015	04/01/2007	2922	4,374.31	4,374.31
Sun Valley Builders:Philad...	14	03/05/2015	04/04/2015		999.90	999.90
Sun Valley Builders:Philly ...	27	04/01/2015	05/01/2015		3,178.00	3,178.00

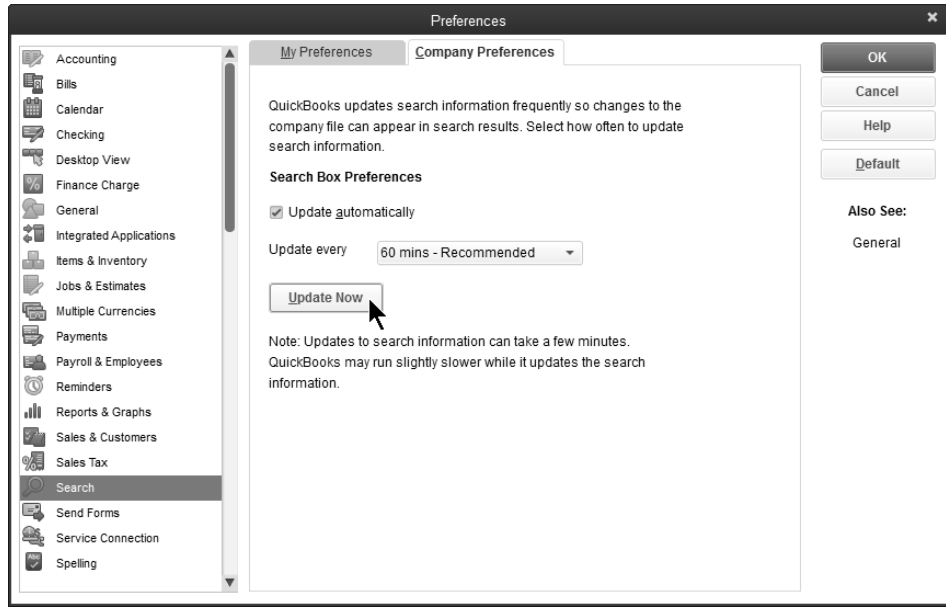
QuickBooks Search

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.



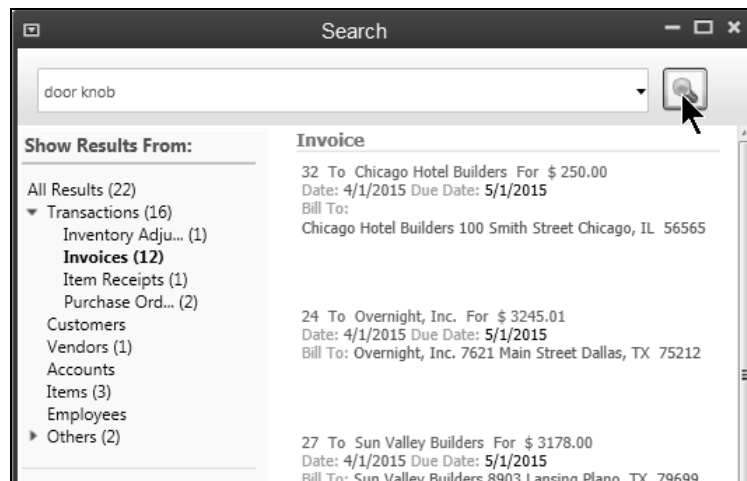
Set Search Preferences and Update Search Index

- 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

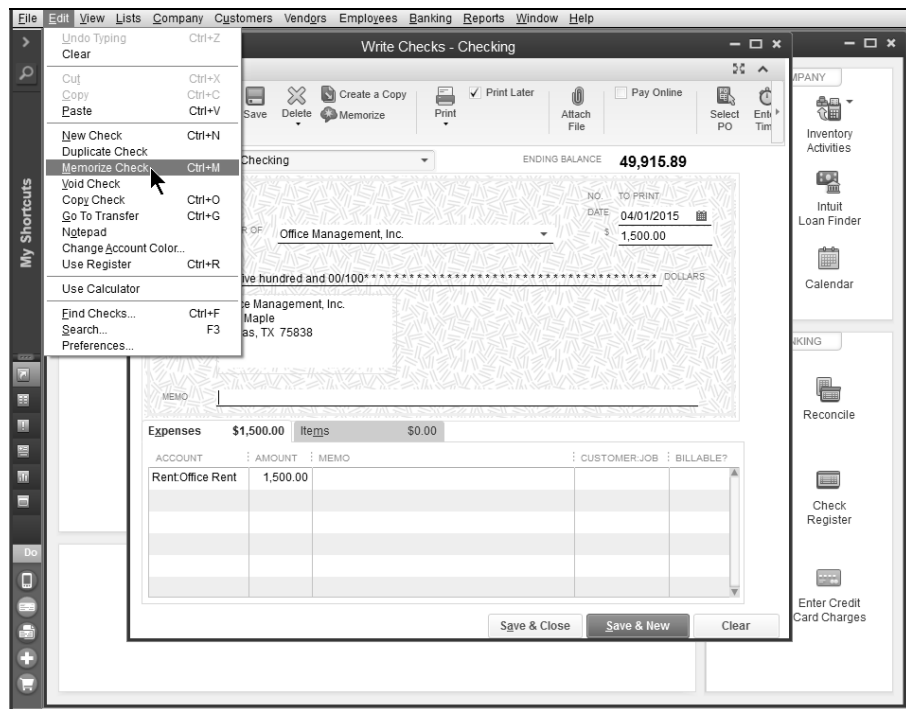
If you have transactions that occur often, you can save time by memorizing the transaction. This allows you to reuse the transaction whenever needed. QuickBooks lets you memorize checks, bills, invoices, and many other transactions.

Memorizing Recurring Transactions

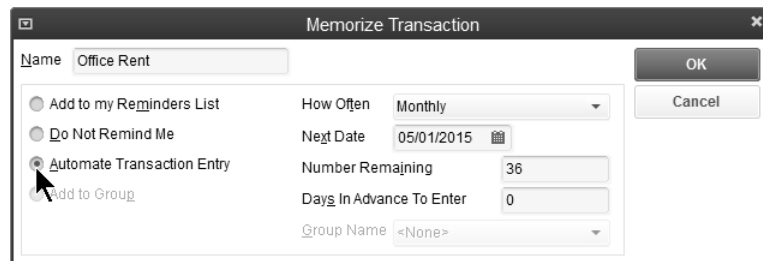
Memorizing a Transaction for Automatic Entry

- 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



Memorize Rent Check



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.

You have 2 memorized transactions to be entered now

SELECT ALL	TRANSACTION NAME	TYPE	ACCOUNT	FREQUENCY	DATE	AMOUNT
✓	Monthly Insurance	Check	Checking	Monthly	05/01/2015	-100.00
✓	Office Rent	Check	Checking	Monthly	05/01/2015	-1,500.00

Enter Checked Now Enter All Later

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

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