

**Intuit QuickBooks Training**  
by Real World Training

# Mastering QuickBooks®

**Level 1**

**Learning Manual**

# Mastering QuickBooks Desktop Level 1<sup>©</sup> Learning Manual

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## Real World Training

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# Day 1 Agenda

*During webinars, all times listed below are in Central time.*

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

**Chapter 1: Introduction to QuickBooks**

Break ..... 10 minutes

**Chapter 2: Working With Lists**

**Chapter 3: Financial Statements**

**Chapter 4: Items**

Lunch Break..... 1 hour

**Chapter 5: Customers & Sales-Part I**

**Chapter 6: Customers & Sales-Part II**

Break ..... 10 minutes

**Chapter 7: Customizing Forms**

**Chapter 8: Finding and Saving Time**

**Chapter 9: Sales Tax**

Class Dismissed ..... 5:00

Question & Answer Session (Optional)

## Day 2 Agenda

*During webinars, all times listed below are in Central time.*

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

**Chapter 10: Vendors and Expenses**

**Chapter 11: Banking**

**Chapter 12: Special Topics**

Break ..... 10 minutes

**Chapter 13: Setting Up Payroll**

**Chapter 14: Time Tracking**

Lunch Break ..... 1 hour

**Chapter 15: Running Payroll**

**Chapter 16: Security & Multi-User**

**Chapter 17: Working With Reports**

**Chapter 18: Utilities**

Break ..... 10 minutes

**Chapter 19: Year-End Procedures**

**Chapter 20: Inventory**

Class Dismissed ..... 5:20

Question & Answer Session (Optional)

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# Chapter 1

# Introduction to QuickBooks®

## Introduction

Welcome to Mastering QuickBooks. Using QuickBooks effectively for your business is the focus of this class.

### 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®, 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](http://www.intuit.com)**.

### 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 2,000,000 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](http://www.quickbookstraining.com).

## Editions of QuickBooks

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

Each edition includes basic features such as check writing, paying bills, entering sales and making deposits.

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.

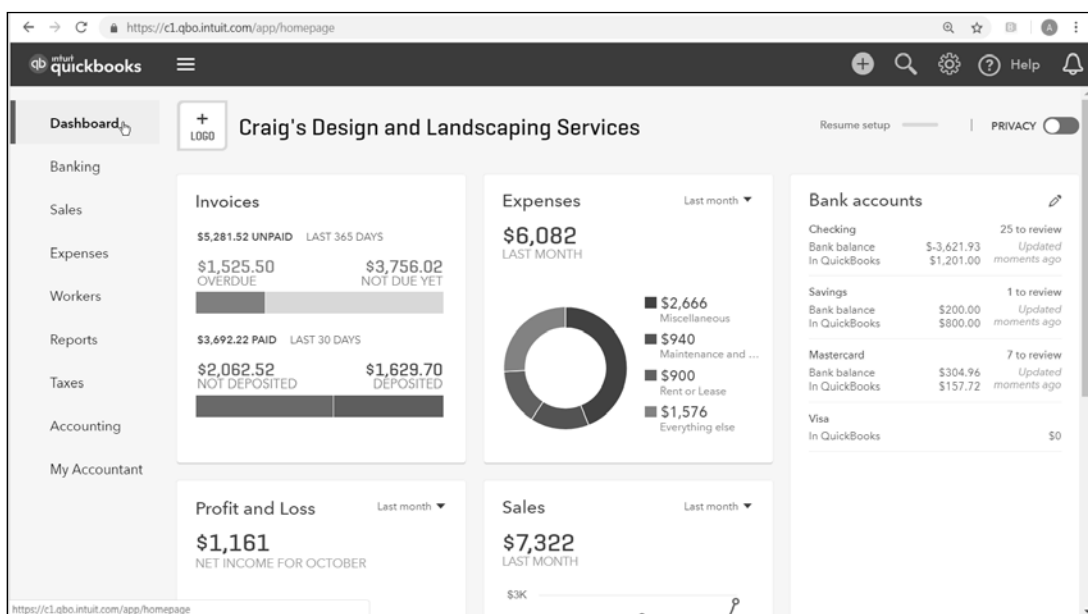
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## QuickBooks Online

QuickBooks Online uses your web browser. QuickBooks online looks different than desktop editions of QuickBooks but has similar features. Also, since it is cloud-based software, it has several advantages over the desktop editions. Visit [quickbooks.intuit.com](https://quickbooks.intuit.com) for more information.

## Advantages of QuickBooks Online

1. Anytime, anywhere access
2. All data stored online; no computer or backup issues
3. Always up to date; software updates applied automatically
4. Works flawlessly with smart phones and tablets



1 Subscription based. Go to [quickbooks.intuit.com](https://quickbooks.intuit.com) for current pricing and plans.

## QuickBooks Pro

QuickBooks Pro includes the following features:

Features
Up to 3 Simultaneous Users
Time Tracking
Advanced Job Costing
Integration with Word, Excel®, & Outlook
Inventory
Price Levels for Customers
Integration with Leading Business Software Applications
Create and Customize Professional-Looking Forms
Additional Customer Statement Options
Automatically Create a Budget
Vehicle Mileage Tracker
Loan Manager
Cash Flow Projector
Fixed Asset Tracker
Track Multiple Ship To Addresses
Multicurrency

## QuickBooks Premier

QuickBooks Premier includes everything in QuickBooks Pro, plus:

Features
Up to 5 Simultaneous Users
Sales Orders/Back Orders
Inventory Assemblies
More Powerful Reports for Accountants
Export Report Templates
More Journal Entry Options
Create Forecasts
Business Planner Tool
Create Purchase Orders from Estimates and Sales Orders
Per Item Price Levels
Units of Measure-Simple
Improved Invoicing for Time and Expenses

## QuickBooks Enterprise Solutions

QuickBooks Enterprise Solutions includes everything in QuickBooks Premier, plus:

Features
Up to 30 Simultaneous Users
Improved Multi-user Performance
Enhanced Security
Expanded List Capacity
Advanced Inventory (additional fees may apply)
Combine Reports from Multiple Companies
Run Reports Faster
QuickBooks Statement Writer
Even More Journal Entry Options
Units of Measure-Advanced
Enhanced Custom Field Capability
Custom Advanced Reporting with ODBC
Enhanced Inventory Receiving

## Industry-Specific QuickBooks

QuickBooks Premier and QuickBooks Enterprise Solutions are available in industry-specific editions, including: **Contractors (Construction), Nonprofit Organizations, Manufacturers/Wholesalers, Retail, Professional Services, and Accounting Firms.**

### Contractor Edition

Contractor Edition includes everything in QuickBooks, plus:

- Contractor Specific Menu
- Job Costing Center
- Contractor Reports:
  - 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
- Change Orders
- Billing Rate Levels

### Nonprofit Edition

Nonprofit Edition includes everything in QuickBooks, plus:

- Nonprofit Specific Home Page and Menu
- Nonprofit Reports:
  - 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)
- Special Forms (Enter Pledges, Donations)
- Nonprofit Unified Chart of Accounts (UCOA)

## Manufacturing & Wholesale Edition

Manufacturing & Wholesale Edition includes everything in QuickBooks, plus:

- Manufacturing/Wholesale Specific Menu
- Manufacturing/Wholesale Reports:
  - Inventory Reorder Report by Vendor
  - Sales by Customer Type
  - Sales Volume by Customer
  - Profitability by Product
- Special Forms (Quotes, Sales Order Worksheet)
- Customized Form Templates:
  - Customer Return Materials Authorization
  - Non-conforming Material Report
  - Damaged Goods Log
- Improved Bill of Materials and Sales Orders

## Retail Edition

Retail Edition includes everything in QuickBooks, plus:

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



## Professional Services Edition

Professional Services Edition includes everything in QuickBooks, plus:

- Professional Service Specific Menu
- Professional Services Reports:
  - 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
- Special Forms (Proposal & Estimates, Enter Bills & Expenses)
- Billing Rate Levels

## Accountant Edition

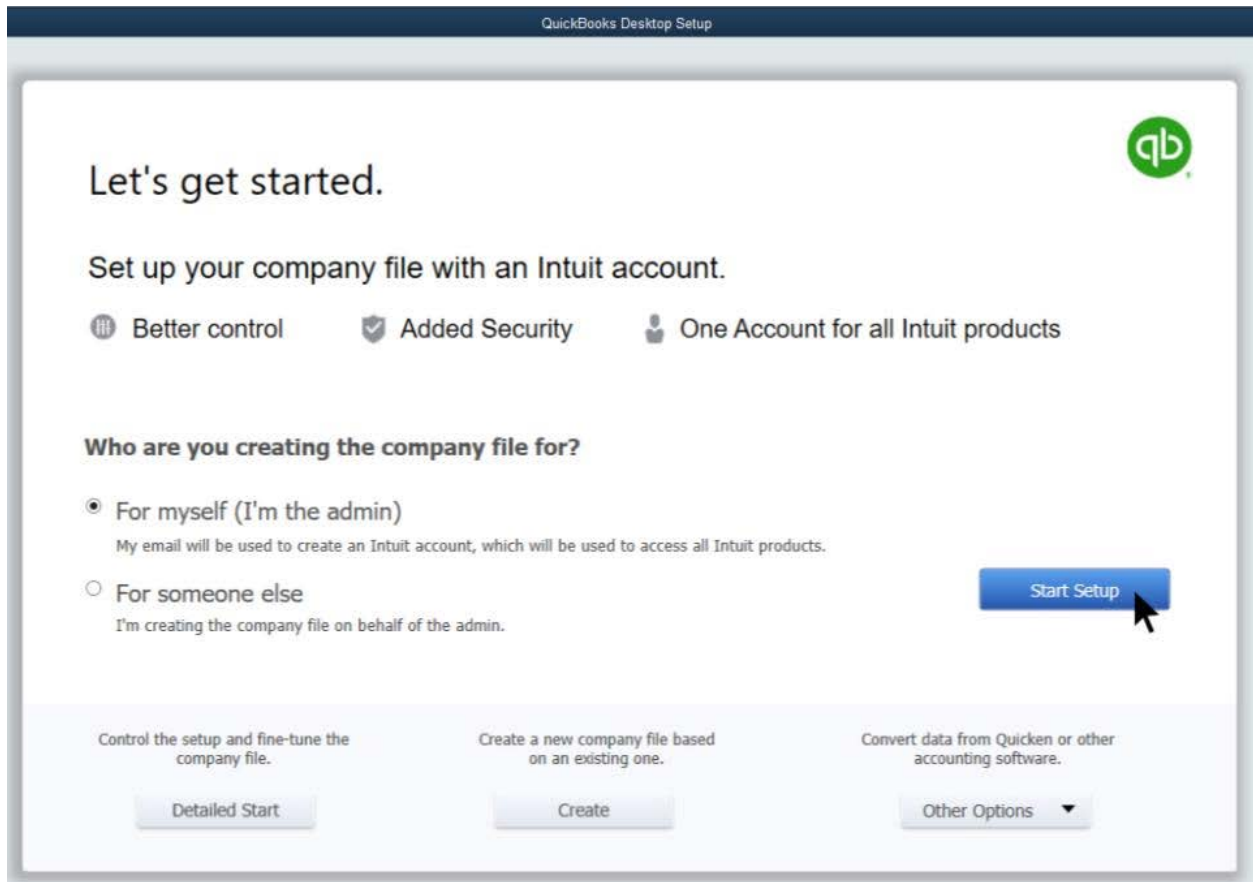
Accountant Edition includes everything in all the editions of QuickBooks, plus:

- Accountant Specific Menu
- Accountant Reports: (Including)
  - Adjusted Trial Balance Report
  - Adjusting Journal Entry Report
  - Journal Entries Entered Today
- Advanced Accounting Tools:
  - Client Data Review
  - Export G/L Balances to Lacerte or ProSeries
  - Sample Company Files for Various Industries
- Design Professional Financial Statements
- Working Trial Balance
- Fixed Asset Manager
- Toggle Between QuickBooks Editions
- QuickBooks File Manager
- Multiple Instances of QuickBooks

## Create Company File

QuickBooks makes it easy to get started. Just answer some basic questions about your business. For a more complete setup, we recommend the Advanced Setup under Other Options.

1. Select **File:New Company** from the menu.



2. Click the **Start Setup** button.
3. Enter appropriate information into the windows displayed by QuickBooks.

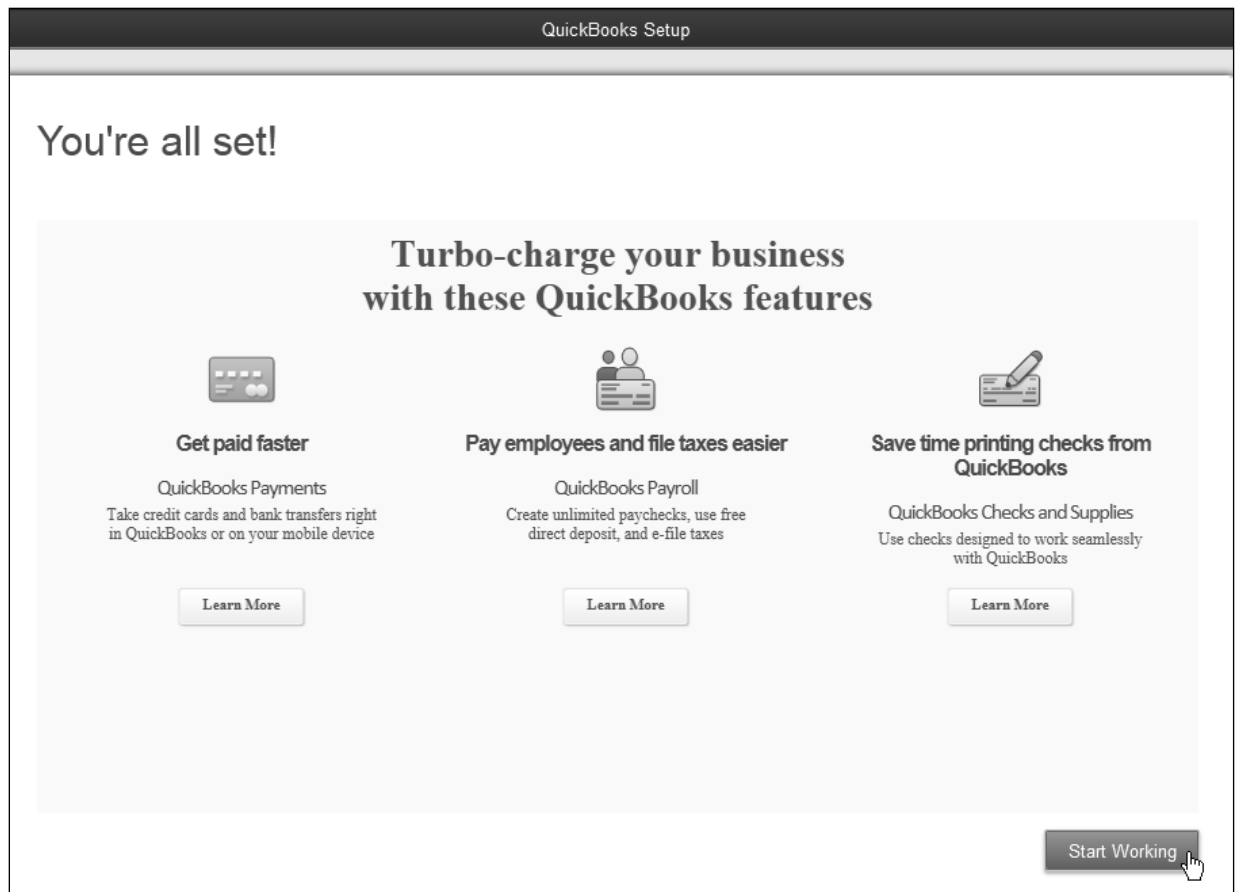
## Complete Your Setup

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

1. Complete and modify lists. This includes lists such as customers, vendors, items, employees.
2. Enter opening balances. Enter these opening balances as of one day BEFORE your start date. There is some guidance in the QuickBooks Help system.
3. Enter historical transactions. Enter all transactions from the start date to the current date. You must enter these transactions in a specific order. There is also some guidance for this in the QuickBooks Help system.

## Start Working

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



2. Click **Start Working** to begin using QuickBooks.

# Moving Around in QuickBooks

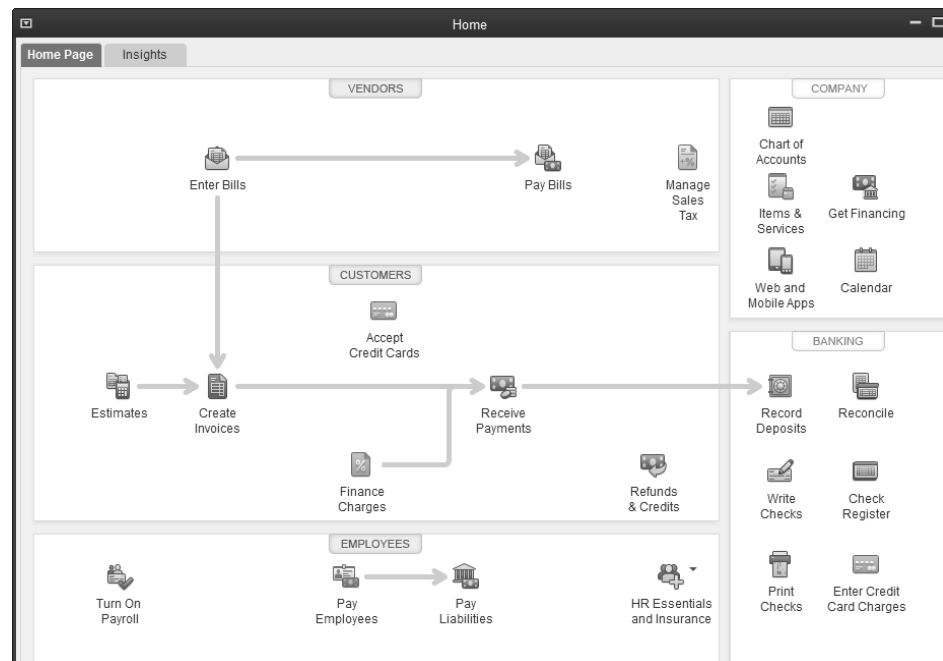
You can access the features of QuickBooks using the home page, icon bar, centers, or menus.

## 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.

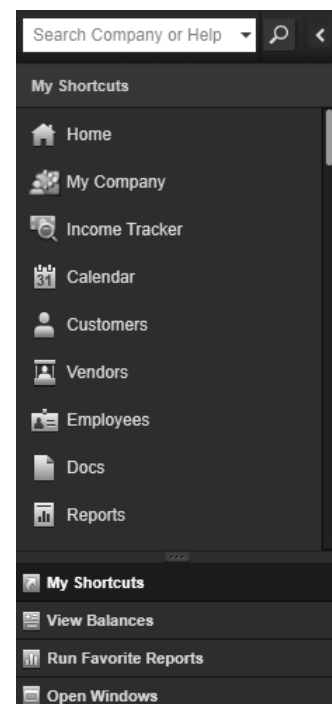


## Icon Bar

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.

The screenshot displays the QuickBooks interface. On the left, the 'Customers & Jobs' sidebar is visible, showing a list of 'Active Customers'. The main area on the right is titled 'Customer Information' for 'Alamo Foundation'. Below this, there is a 'Transactions' section with a table of recent transactions.

NAME	BALANCE TOTAL	ATTACH
Alamo Foundation	16,295.00	
• Amy G's Ciderworks	0.00	
• Auldridge Windows	53,472.00	
• Building 101	0.00	
• Unit 1	0.00	
• Tenant - Smith	0.00	
• Unit 2	0.00	
• Tenant - Jones	0.00	
• Building 201	0.00	
• Unit 1	0.00	
• Tenant - Johnson	0.00	
• Columbia Management	0.00	
• Seattle School	0.00	
• Spokane Civic Center	0.00	

**Customer Information**

Company Name: **Alamo Foundation** Main Phone: 210-888-1051  
Full Name: Thomas A Ruvaldt Work Phone: 210-888-1051  
Terms: Net 30 Mobile: 210-888-1051  
Bill To: Alamo Foundation Main Email: alamofoundation@ ...  
Thomas A. Ruvaldt Website: www.alamofoundati ...  
9383 Amy Ave. Apt. G  
San Antonio, TX 78232

Map | Directions

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



SHOW: All Trans... FILTER BY: All DATE: All

TYPE	NUM	DATE	ACCOUNT
Sales Receipt	3	03/01/2023	Undeposited Fu
Invoice	35	01/01/2023	Accounts Recei
Invoice	37	01/01/2023	Accounts Recei

## Menus

All the features of QuickBooks are available via the menus. There are three 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
4. 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.

Write Checks - Checking

Main Reports

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

BANK ACCOUNT: Checking ENDING BALANCE: 75,904.13

NO. 16 DATE 04/01/2023

PAY TO THE ORDER OF: Pizza Dallas \$ 0.00

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

MEMO:

Expenses \$0.00

ACCOUNT

Vendor List:

- Jo Jo Inc. Vendor
- King & King Vendor
- Locks, Inc. Vendor
- Mekanix, Otto Vendor
- Merchant Services Company Vendor
- Office Solutions Vendor
- Pizza Dallas Vendor
- PMTA Vendor
- Sella Doors, Inc. Vendor
- Sliding Doors, Inc. Vendor
- Smith & Smith - v Vendor

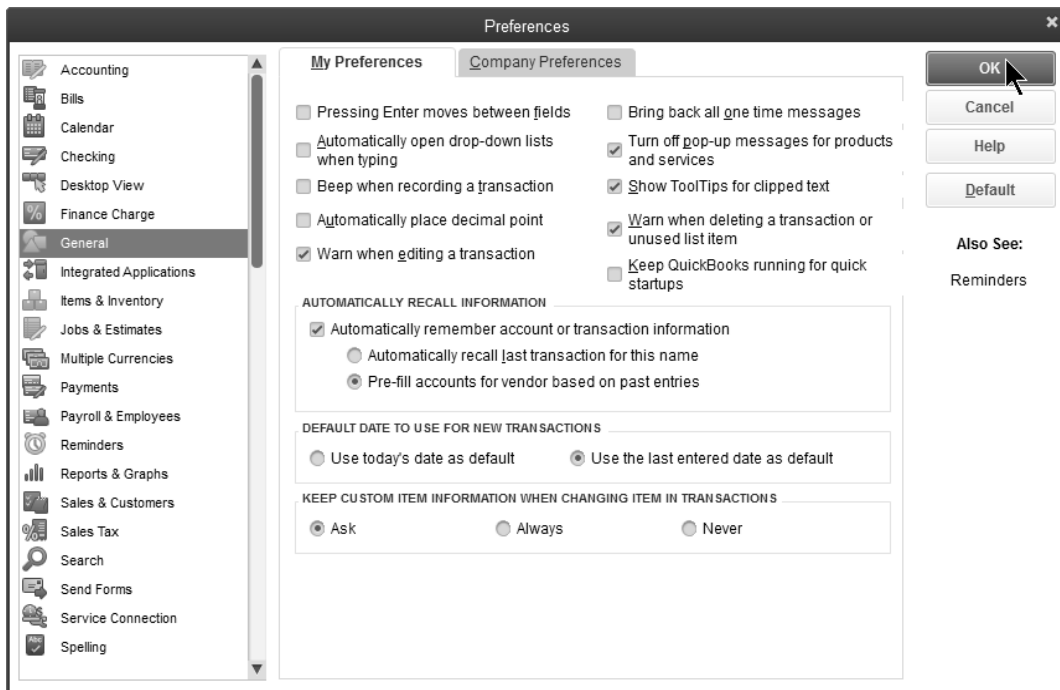
: CUSTOMER:JOB : BILLABLE?

# Preferences

Customize how QuickBooks works by modifying your preferences.

## Customize QuickBooks Preferences

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

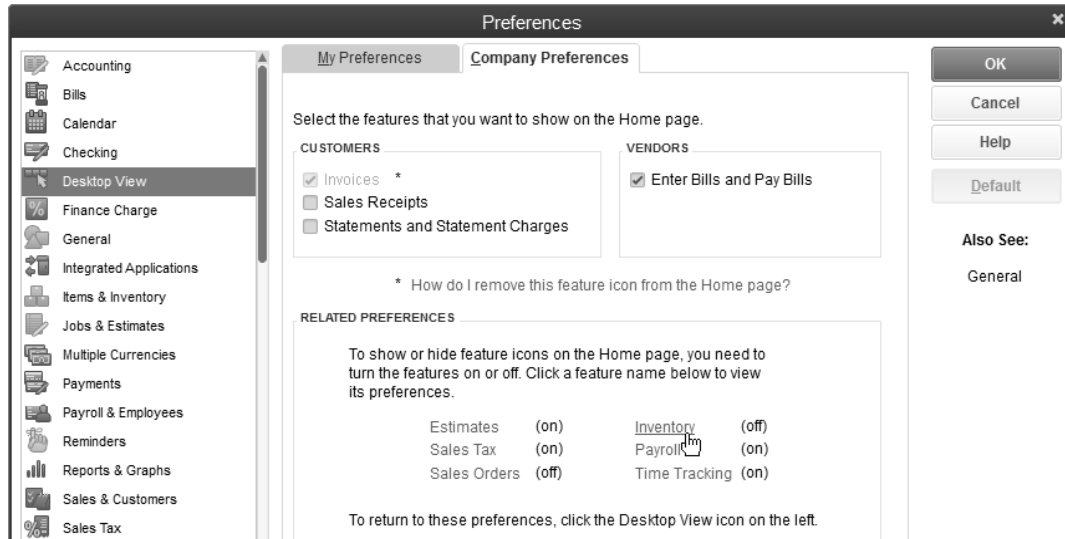


# Customize Home Page

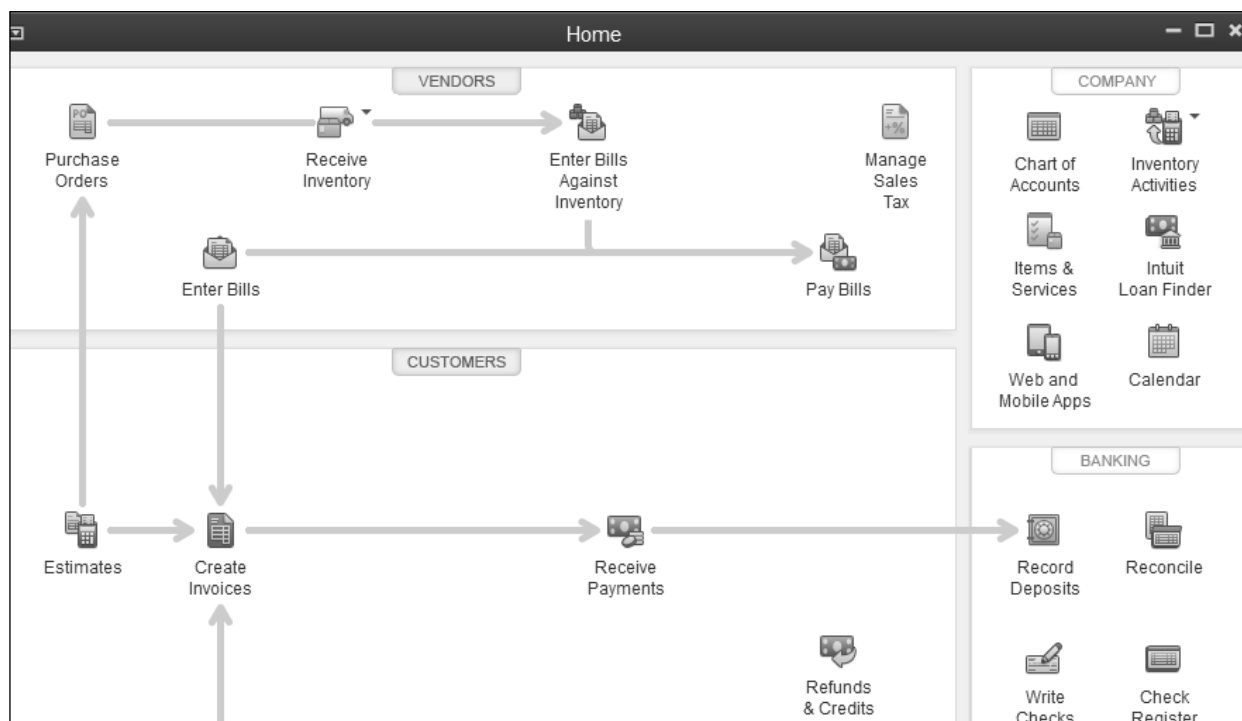
You can customize the Home page to match the workflow of your business.

## Customize Home Page

1. Select **Edit:Preferences** from the menu.
2. Select Desktop View.
3. Click the Company Preferences tab.



4. Enter appropriate information in the **Preferences** window.
5. Click **OK**.





# Chapter 2

## Work with Lists

# List Types

## Center-Based Lists

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

**Customer Center: Alamo Foundation**

**Customers & Jobs** | Transactions

Active Customers

NAME	BALANCE TOTAL	ATTACH
Alamo Foundation	16,295.00	
Amy G's Ciderworks	0.00	
Auldridge Windows	53,472.00	
Building 101	0.00	
Unit 1	0.00	
Tenant - Smith	0.00	
Unit 2	0.00	
Tenant - Jones	0.00	
Building 201	0.00	
Unit 1	0.00	
Tenant - Johnson	0.00	
Columbia Management	0.00	
Seattle School	0.00	
Spokane Civic Center	0.00	

**Customer Information**

Company Name: **Alamo Foundation** | Main Phone: 210-888-1051  
Full Name: **Thomas A Ruvaldt** | Work Phone: 210-888-1051  
Terms: **Net 30** | Mobile: 210-888-1051  
Bill To: **Alamo Foundation** | Main Email: alamofoundation@...  
9383 Amy Ave. Apt. G | Website: www.alamofoundati...  
San Antonio, TX 78232

Map | Directions

NOTE: No note available

REPORTS FOR THIS CUSTOMER: QuickReport, Open Balance, Show Estimates, Customer Snapshot

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

SHOW: All Trans... | FILTER BY: All | DATE: All

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Sales Receipt	3	03/01/2023	Undeposited Funds	499.95
Invoice	35	01/01/2023	Accounts Receivable	1,295.00
Invoice	37	01/01/2023	Accounts Receivable	15,000.00

## 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.

**Chart of Accounts**

Look for account name or number

Search Reset

NAME	TYPE	BALANCE TOTAL	ATTACH
Checking	Bank	75,904.13	
Money Market Account	Bank	4,500.00	
Petty Cash	Bank	0.00	
Accounts Receivable	Accounts Receivable	334,677.68	
Finished Goods Inventory	Other Current Asset	0.00	
Inventory	Other Current Asset	151,545.31	
Raw Materials Inventory	Other Current Asset	750.00	
Retainage Receivable	Other Current Asset	10,724.50	
Undeposited Funds	Other Current Asset	0.00	
Furniture & Equipment	Fixed Asset	13,037.83	
Accumulated Depreciation	Fixed Asset	-4,200.00	

Account Activities Reports Attach Include inactive

## List Limits

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

List Name	Pro & Premier	Enterprise Only
Items-including inventory items	14,500	Unlimited <sup>2</sup>
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

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

<sup>2</sup> 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).
2. **An individual name can only be included on one list.**
3. **Once entered on a list, the name cannot be moved to another list.** The only exception is the Other Names List. When Other Names are moved to another list, the move is permanent.

### 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\2016\Products\IL1\manual update_jan\2015 Live Class AND Product Datafiles\Day1\IL1D1CH02.QBW
File Size	14532 K
Page Size	4096
Total Transactions	106
Total Targets	496
Total Links	57
Dictionary Entries	0
DB File Fragments	3
Schema version	107.6
Server Port	55363
Server IP	192.168.1.183
Server Name	QB_AMYC_25

Versions Used on File	
V24.0D R3	12/13/2013
V25.0D R4	04/01/2015
V25.0D R3	01/19/2015

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

List Information	
Total Accounts:	86
Total Names:	49
Customers:	13
Vendors:	25
Employees:	8

Free Memory	1447408 K
-------------	-----------

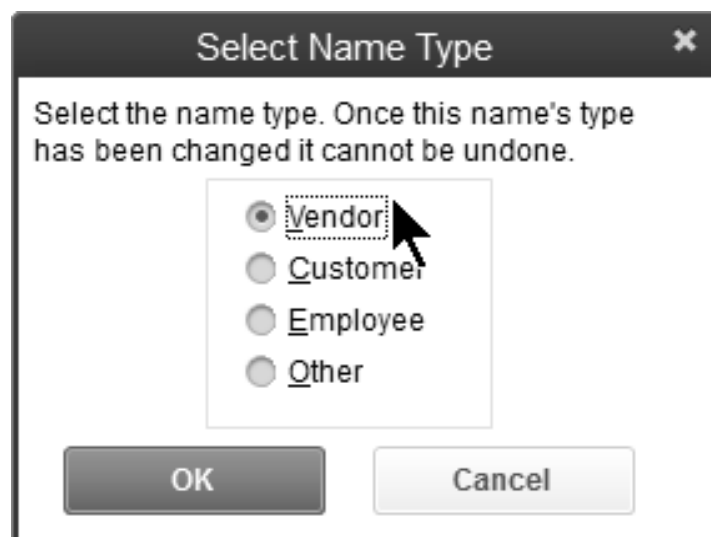
## Moving Other Names

### 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.

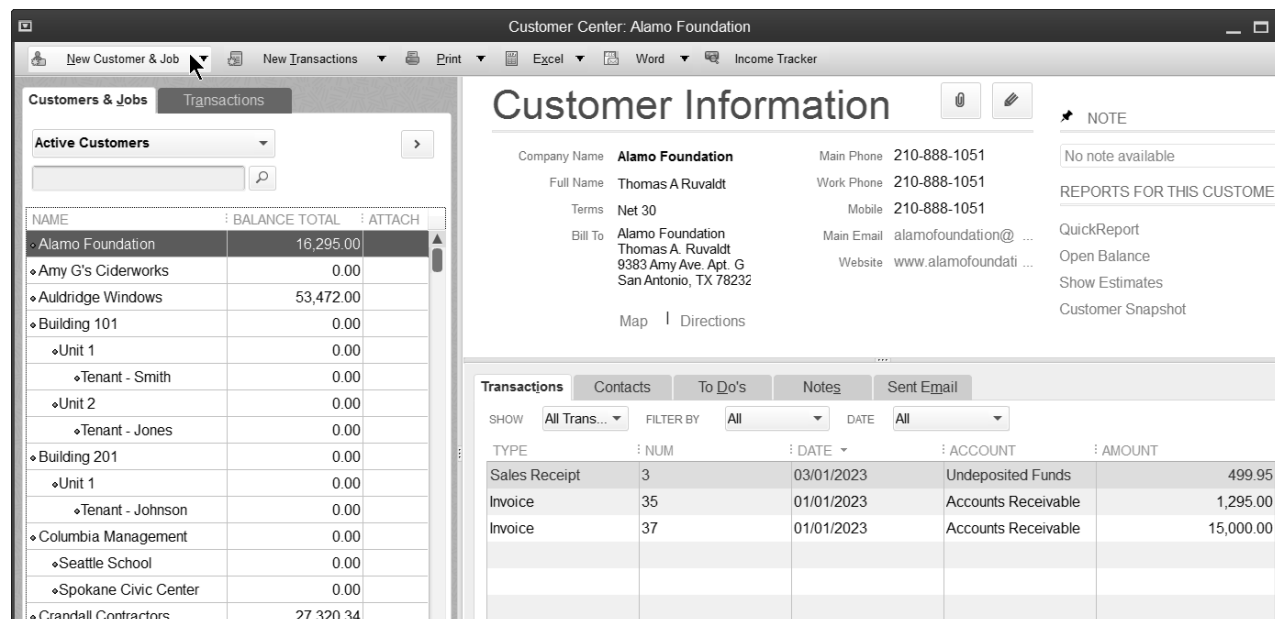


6. Click the button next to the appropriate new name type.
7. Click **OK**.
8. Click **OK**.

## Use Lists

### Add Entry from List

1. Display the appropriate list.



Customer Center: Alamo Foundation

New Customer & Job | New Transactions | Print | Excel | Word | Income Tracker

Customers & Jobs | Transactions

Active Customers

NAME	BALANCE TOTAL	ATTACH
Alamo Foundation	16,295.00	
Amy G's Ciderworks	0.00	
Auldridge Windows	53,472.00	
Building 101	0.00	
Unit 1	0.00	
Tenant - Smith	0.00	
Unit 2	0.00	
Tenant - Jones	0.00	
Building 201	0.00	
Unit 1	0.00	
Tenant - Johnson	0.00	
Columbia Management	0.00	
Seattle School	0.00	
Spokane Civic Center	0.00	
Crandall Contractors	27,320.34	

Customer Information

Company Name: Alamo Foundation | Main Phone: 210-888-1051  
Full Name: Thomas A Ruvaldt | Work Phone: 210-888-1051  
Terms: Net 30 | Mobile: 210-888-1051  
Bill To: Alamo Foundation, 9383 Amy Ave. Apt. G, San Antonio, TX 78232  
Main Email: alamofoundation@... | Website: www.alamofoundati...  
Map | Directions

NOTE: No note available

REPORTS FOR THIS CUSTOMER: QuickReport, Open Balance, Show Estimates, Customer Snapshot

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

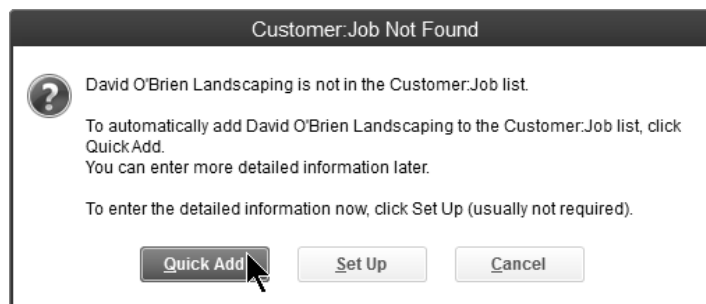
SHOW: All Trans... | FILTER BY: All | DATE: All

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Sales Receipt	3	03/01/2023	Undeposited Funds	499.95
Invoice	35	01/01/2023	Accounts Receivable	1,295.00
Invoice	37	01/01/2023	Accounts Receivable	15,000.00

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, and 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.



Customer:Job Not Found

David O'Brien Landscaping is not in the Customer:Job list.

To automatically add David O'Brien Landscaping to the Customer:Job list, click QuickAdd.  
You can enter more detailed information later.

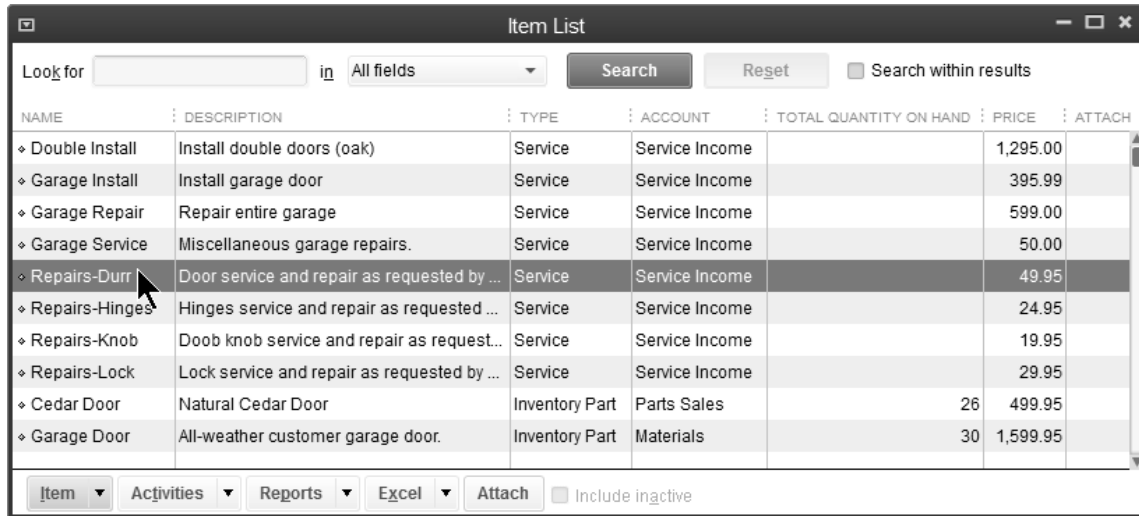
To enter the detailed information now, click Set Up (usually not required).

Quick Add | Set Up | Cancel

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 List Entry

1. Display the appropriate list.



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-Door	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	

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**.

## 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**.

## 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**.

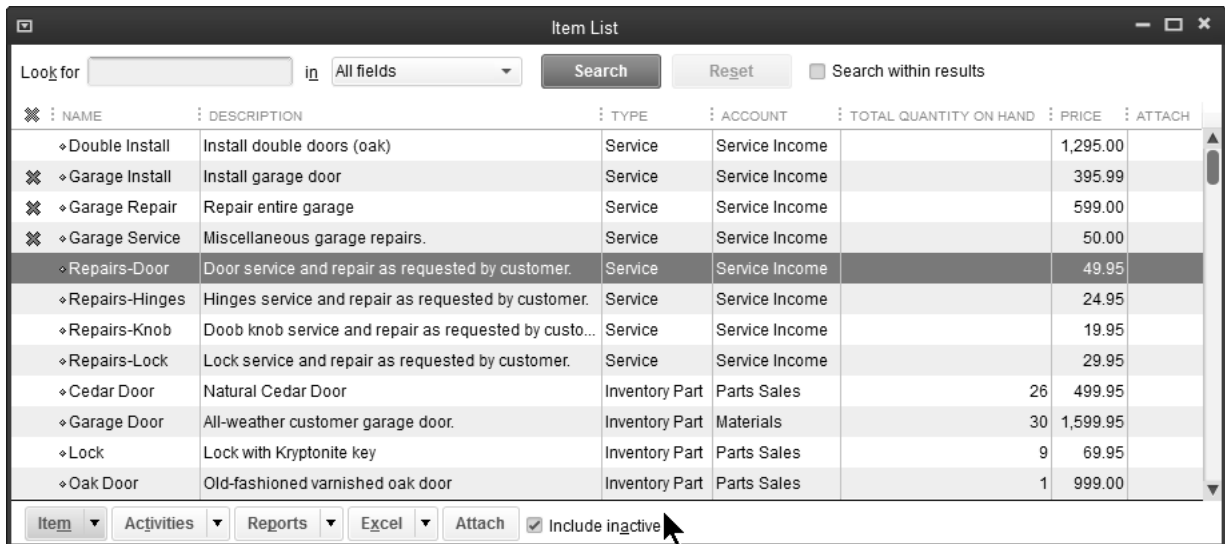
## Merge List Entry

Display the appropriate list.

5. Select the list entry to merge (the entry you no longer want to see).
6. 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.
7. Type another entry's name as the new name (the name of the entry you want to keep).
8. Click **OK**.
9. Click **Yes** in the **Merge** window.

## Hide or Show All Entries on List

1. Display the appropriate list.



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-Door	Door service and repair as requested by customer.	Service	Service Income		49.95	
♦Repairs-Hinges	Hinges service and repair as requested by customer.	Service	Service Income		24.95	
♦Repairs-Knob	Doob knob service and repair as requested by custo...	Service	Service Income		19.95	
♦Repairs-Lock	Lock service and repair as requested by customer.	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	
♦Lock	Lock with Kryptonite key	Inventory Part	Parts Sales	9	69.95	
♦Oak Door	Old-fashioned varnished oak door	Inventory Part	Parts Sales	1	999.00	

Item List

Look for  in  All fields Search Reset ☐ Search within results

Item Activities Reports Excel Attach ☒ Include inactive

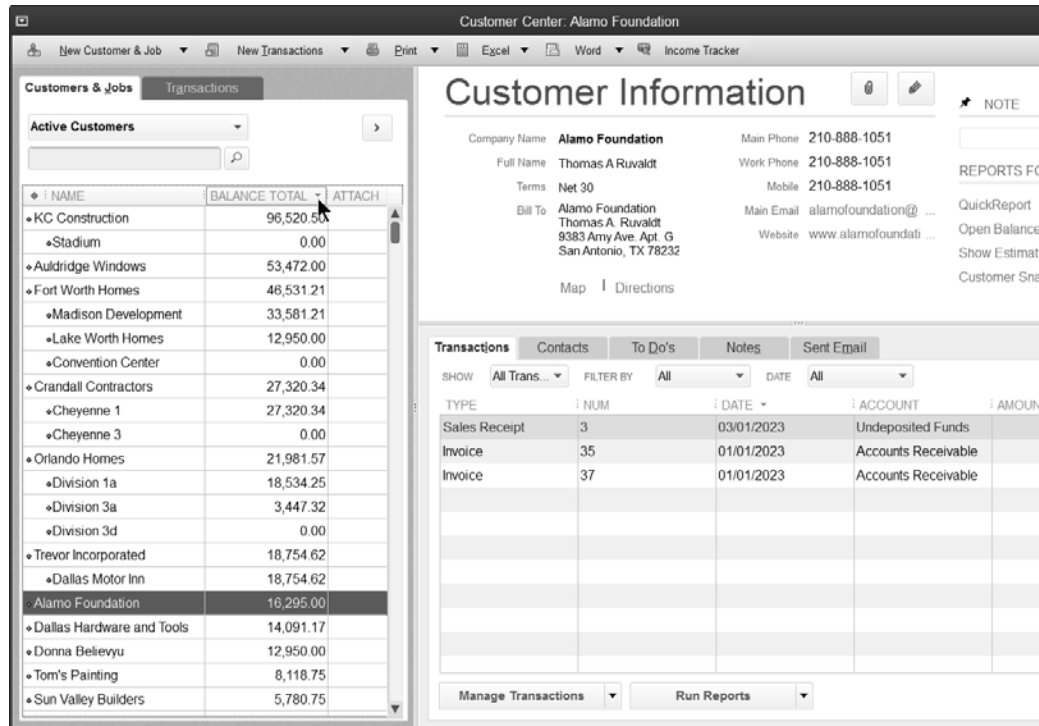
2. For center-based lists, click the **View** drop-down arrow on the **(List Name)** tab, then select **All (List Name)**.  
For menu-based lists, click the **Include inactive** checkbox.



## Sort Lists

### Sort Using Column Headings

1. Display the appropriate list.



2. Click the appropriate column heading.

### 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.

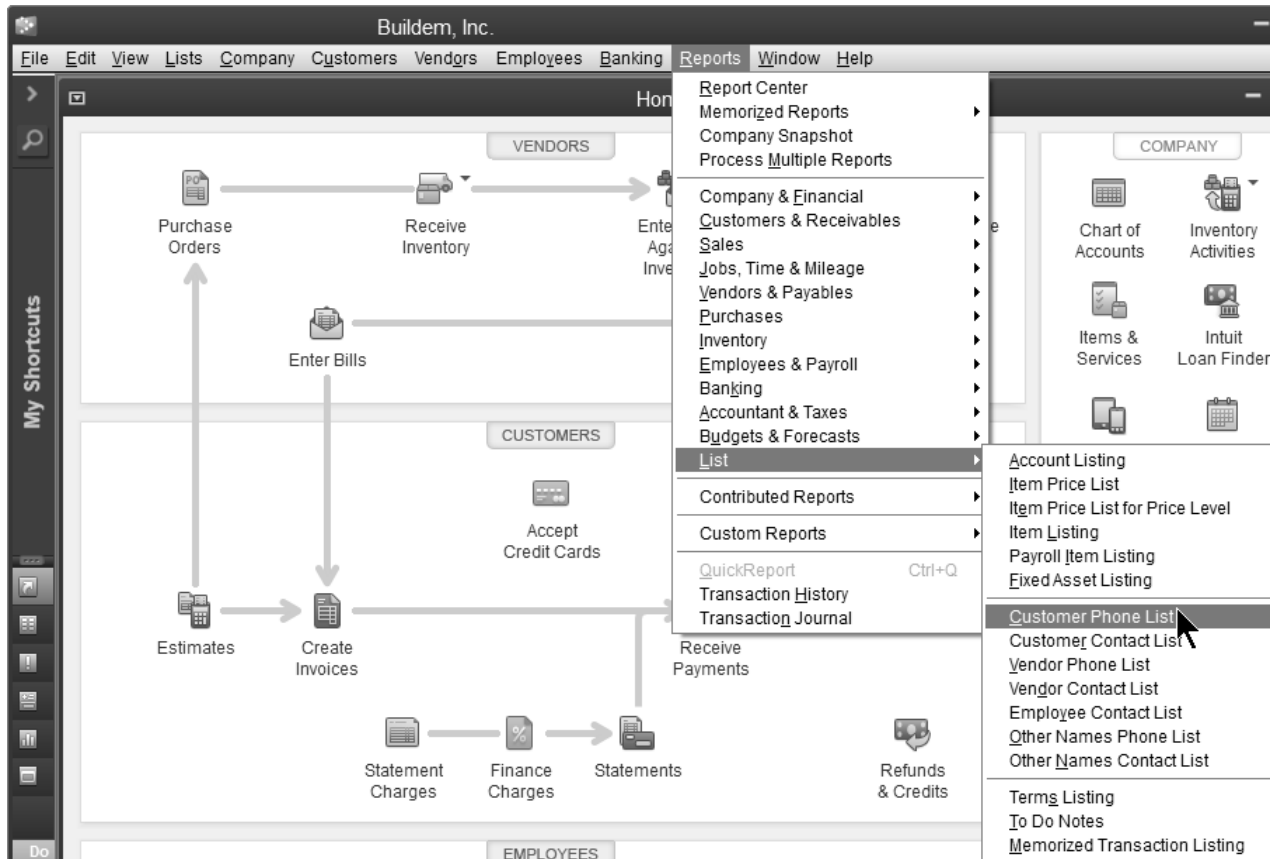
### Sort Alphabetically (restores order after manual sort)

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.

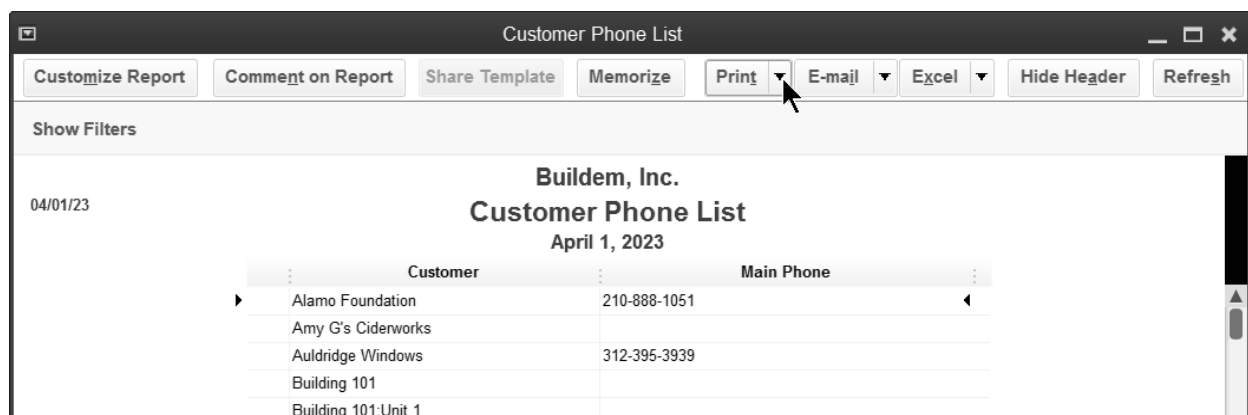
# Print Lists

## Print a List

1. Select Reports:List:<List Name> from the menu.



2. Click the **Print** drop-down arrow and select **Report**.



Click **Print** in the **Print Reports** window.

# Chapter 3

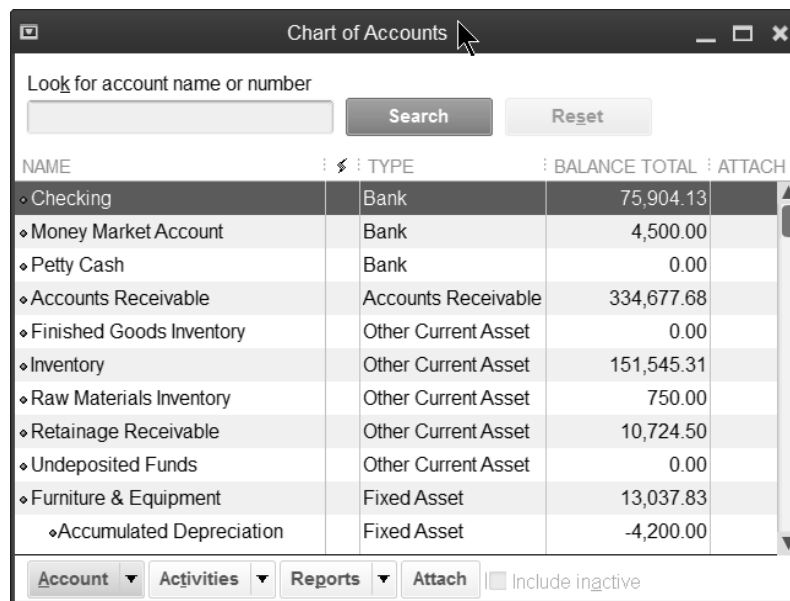
# Financial Statements

# Financial Statements

## Chart of Accounts

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

You use the Chart of Accounts to track the financial transactions of your company. For instance, a check for office supplies would not be categorized as Advertising Expense or Cleaning Expense. Instead, the check would be categorized as Office Supplies.



NAME	TYPE	BALANCE TOTAL	ATTACH
Checking	Bank	75,904.13	
♦ Money Market Account	Bank	4,500.00	
♦ Petty Cash	Bank	0.00	
♦ Accounts Receivable	Accounts Receivable	334,677.68	
♦ Finished Goods Inventory	Other Current Asset	0.00	
♦ Inventory	Other Current Asset	151,545.31	
♦ Raw Materials Inventory	Other Current Asset	750.00	
♦ Retainage Receivable	Other Current Asset	10,724.50	
♦ Undeposited Funds	Other Current Asset	0.00	
♦ Furniture & Equipment	Fixed Asset	13,037.83	
♦ Accumulated Depreciation	Fixed Asset	-4,200.00	

Chart of Accounts

Look for account name or number

Search Reset

NAME	TYPE	BALANCE TOTAL	ATTACH
• Checking	Bank	75,904.13	
• Money Market Account	Bank	4,500.00	
• Petty Cash	Bank	0.00	
• Accounts Receivable	Accounts Receivable	334,677.68	
• Finished Goods Inventory	Other Current Asset	0.00	
• Inventory	Other Current Asset	151,545.31	
• Raw Materials Inventory	Other Current Asset	750.00	
• Retainage Receivable	Other Current Asset	10,724.50	
• Undeposited Funds	Other Current Asset	0.00	
• Furniture & Equipment	Fixed Asset	13,037.83	
• Accumulated Depreciation	Fixed Asset	-4,200.00	

Account Activities Reports Attach Include inactive

Balance Sheet

Customize Report Comment on Report Share Template

Dates This Fiscal Year-to-date As of 04/01/2023

Report Basis: ☒ Accrual ☐ Cash Show Filters

04/01/23

**Buildem, Inc.**

**Balance Sheet**

Accrual Basis As of April 1, 2023

Apr 1, 23

ASSETS	
Current Assets	
Checking/Savings	
Checking	75,904.13
Money Market Account	4,500.00
<b>Total Checking/Savings</b>	<b>80,404.13</b>

## 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.

**Chart of Accounts**

Look for account name or number

Search Reset

NAME	TYPE	BAL
♦ Purchase Discounts	Income	
♦ Construction Income	Income	
♦ Food Sales	Income	
♦ Freight Income	Income	
♦ Markup Income	Income	
♦ Parts Sales	Income	
♦ Sales Discount	Income	
♦ Service Income	Income	
♦ Uncategorized Income	Income	
♦ Construction Labor	Cost of Goods Sold	
♦ Cost of Sales	Cost of Goods Sold	

Account Activities Reports Attach Include in

**Profit & Loss**

Customize Report Comment on Report Share Template Memorize Print

Dates This Fiscal Year-to-date From 01/01/2023 To 04/01/2023

Report Basis: ☒ Accrual ☐ Cash Show Filters

04/01/23

**Buildem, Inc.**  
**Profit & Loss**  
January 1 through April 1, 2023

Accrual Basis Jan 1 - Apr 1, 23

▼ Ordinary Income/Expense	
▼ Income	
Construction Income	177,045.00
Freight Income	3,344.65
Parts Sales	122,325.83
Service Income	70,641.77
<b>Total Income</b>	<b>373,357.25</b>

## Profit & Loss Statement

This statement is the *movie* of your business. It measures activity over a specified time period. This financial statement includes **income** and **expenses**.

- **Income:** Income accounts track money that comes into your company for goods and services you produce for others. Examples include sales and service income.
- **Expenses:** Expense accounts track what your business spends for goods and services. Expense accounts include utilities and office supplies.

## Account Types

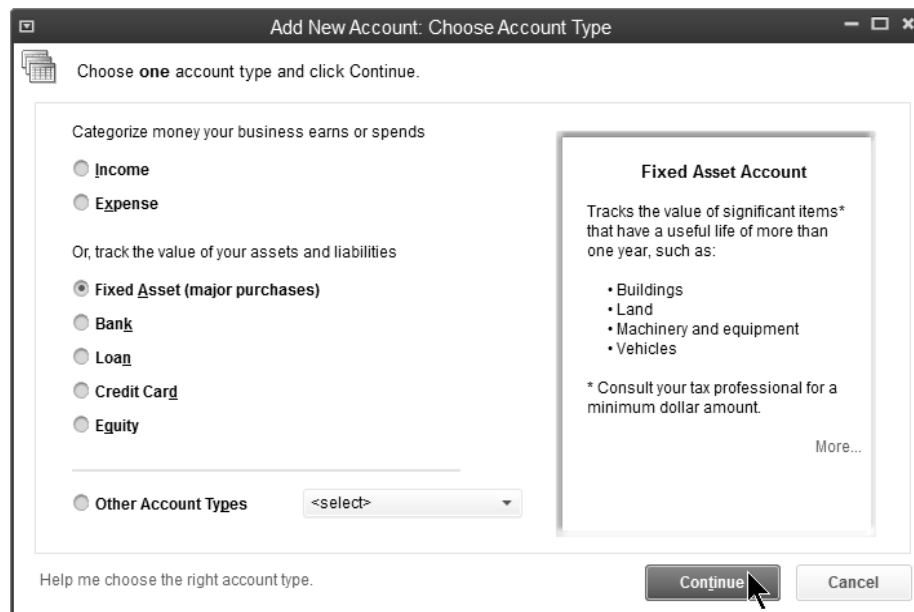
The most important element when working with the Chart of Accounts is the **Account Type**. This must be correct or your financial statements will be wrong!

Statement	Type	Description	Example
<b>Balance Sheet</b>	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
<b>Profit &amp; Loss</b>	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

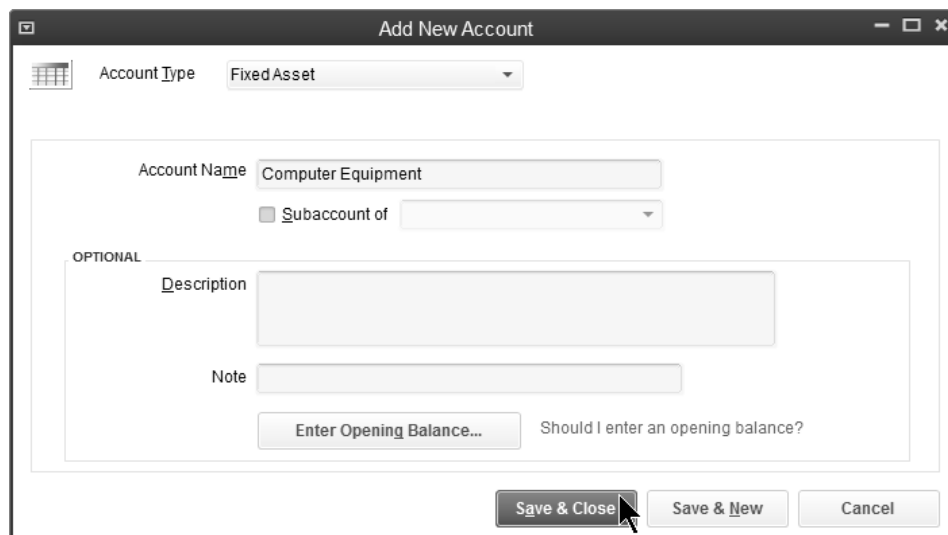
### Add Account

1. Click the **Chart of Accounts** icon on the **Home** page.
2. Click the **Account** button.
3. Select **New** from the menu.



The dialog box is titled "Add New Account: Choose Account Type". It contains a list of account types with radio buttons: **Income**, **Expense**, **Fixed Asset (major purchases)** (selected), **Bank**, **Loan**, **Credit Card**, **Equity**, and **Other Account Types** with a dropdown menu. A detailed box for the selected **Fixed Asset Account** explains its purpose and lists examples like Buildings, Land, Machinery and equipment, and Vehicles. At the bottom, there are "Continue" and "Cancel" buttons, with a mouse cursor clicking on "Continue".

4. Select the appropriate **Account Type**.
5. Click Continue.



The dialog box is titled "Add New Account". The "Account Type" dropdown is set to "Fixed Asset". The "Account Name" field contains "Computer Equipment". There is a "Subaccount of" dropdown. An "OPTIONAL" section includes a "Description" text area, a "Note" text field, and an "Enter Opening Balance..." button. A checkbox "Should I enter an opening balance?" is also present. At the bottom, there are "Save & Close", "Save & New", and "Cancel" buttons, with a mouse cursor clicking on "Save & Close".

6. Enter remaining information in the **Add New Account** window.
7. Click Save & Close.

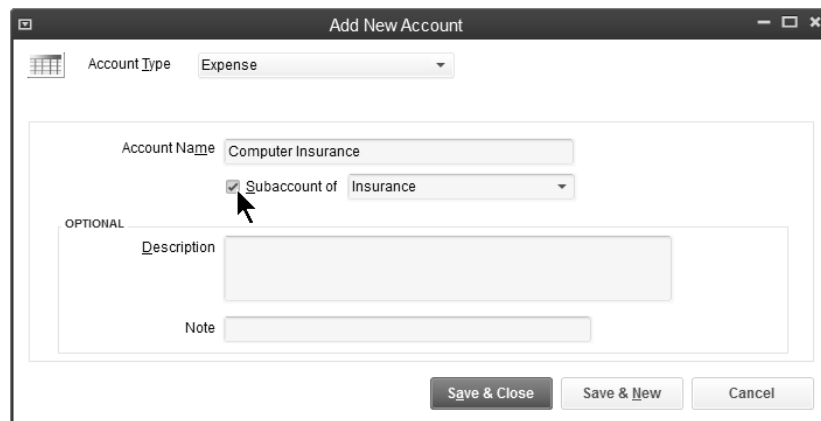


## Subaccounts

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 account levels.

### Add Subaccount

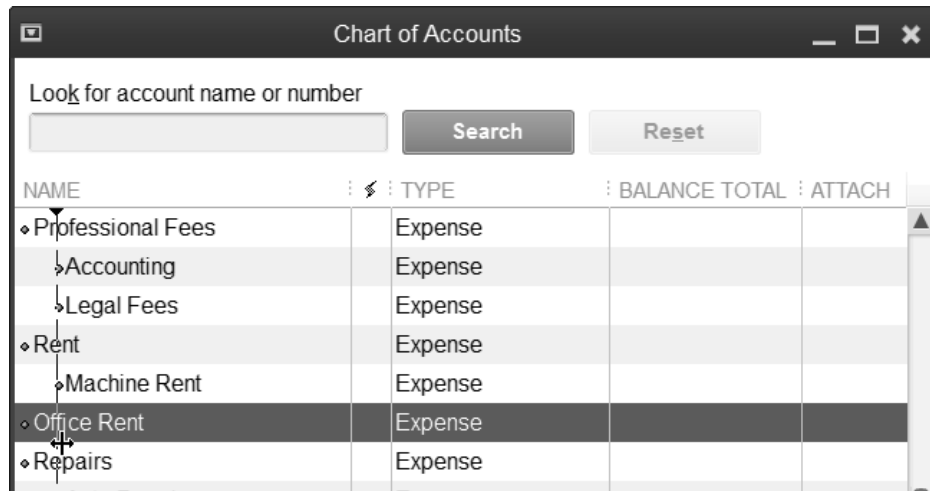
1. Click the **Chart of Accounts** icon on the **Home** page.
2. Click the **Account** button.
3. Select **New** from the menu.
4. Select the appropriate **Account Type**.
5. Click Continue.



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.

## Collapse Financial Statements

When printing financial statements with subaccounts, the *collapse rows* feature allows you to hide the subaccounts and only show the parent accounts. You can collapse different levels of subaccounts or all of the subaccounts.

### Collase/Expand Financial Statements

1. Select Reports:Company & Financial from the menu.
2. Click the appropriate report.

Buildem, Inc.  
Profit & Loss  
January 1 through April 1, 2023

	Jan 1 - Apr 1, 23
Depreciation Expense	1,200.00
Dues and Subscriptions	99.16
Equipment Rental	6,953.10
Freight & Delivery	3,897.80
Insurance	10,791.89
Landscaping	90.00
Meals	116.05
Merchant Services Fees	0.00
Miscellaneous	386.59
Office Supplies	445.77
Payroll Expenses	5,351.76
Postage and Delivery	25.00
Printing and Reproduction	70.24
Professional Fees	950.00
Rent	1,350.00
Office Rent	1,900.00
Subcontractors	4,585.00
Taxes	1,516.40
Tools and Machinery	1,785.33
Travel & Ent	1,720.00
Utilities	3,182.79
Total Expense	50,549.98
Net Ordinary Income	207,280.88
Net Income	207,280.88

3. Click the arrows to the left of the accounts to collapse individual accounts, or click the **Collapse Rows** button to collapse all the subaccounts.
4. Click the arrows to the left to expand the individual subaccounts, or click the **Expand Rows** button to expand all the subaccounts.

## General Journal Entries

Occasionally, you may need to change the balances of your accounts in the chart of accounts. These entries are called general journal entries. When entering journal entries, the Debit total and Credit total must equal.

## Make General Journal Entry

1. Select Company:Make General Journal Entries from the menu.

2. Enter the information in the **Make General Journal Entries** window.
3. Click Save & Close.

## Your Financial Statements

### Review a Comparison Balance Sheet

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

Buildem, Inc.					
Balance Sheet Prev Year Comparison					
As of April 1, 2023					
	Apr 1, 23	Apr 1, 22	\$ Change	% Change	
Sales Tax Payable	0.00	(861.93)	861.93	100.0%	
Total Other Current Liabilities	6,733.79	871.86	5,861.93	672.4%	
Total Current Liabilities	80,738.57	(9,136.41)	89,874.98	983.7%	
▼ Long Term Liabilities					
Automobile Loan	25,488.00	25,488.00	0.00	0.0%	
Total Long Term Liabilities	25,488.00	25,488.00	0.00	0.0%	
Total Liabilities	106,226.57	16,351.59	89,874.98	549.6%	
▼ Equity					
Owner's Contribution	50,000.00	0.00	50,000.00	100.0%	
Retained Earnings	227,632.01	187,841.34	39,790.67	21.2%	
Net Income	207,030.88	(1,085.00)	208,115.88	19,181.2%	
Total Equity	484,662.89	186,756.34	297,906.55	159.5%	
TOTAL LIABILITIES & EQUITY	590,889.46	203,107.93	387,781.53	190.9%	

## 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**.

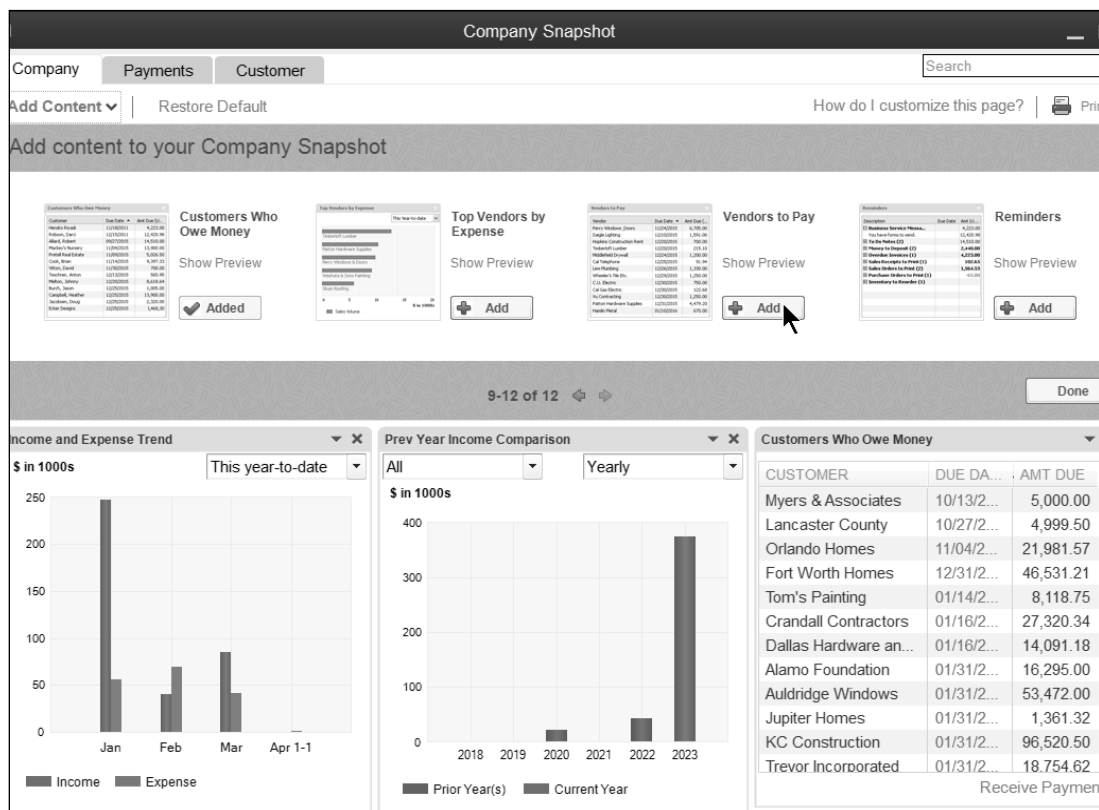
## Review a Profit & Loss Statement-Cash Basis

1. Select Reports:Company & Financial:Profit & Loss Standard from the menu.
2. Click the **Cash** button next to **Report Basis**.

## Company Snapshot

### Review and Customize the Company Snapshot

1. Select Company:Company Snapshot from the menu.



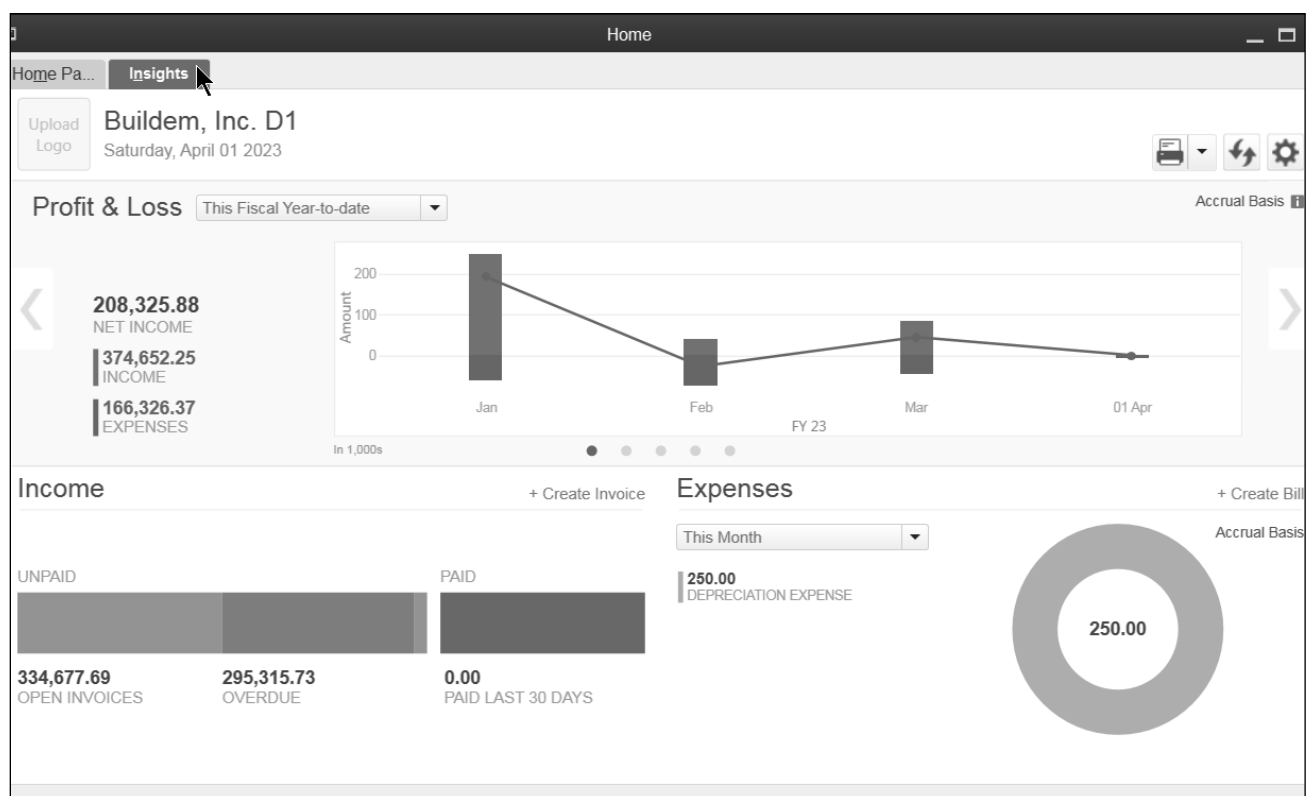
2. Click Add Content.

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.

## 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

# Chapter 4

## Items

# 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

CUSTOMER: Columbia Mana... TEMPLATE: Intuit Service...

Invoice

DATE: 04/01/2023 INVOICE #: 41

BILL TO: Columbia Management  
9009 Riverfront  
Seattle, WA 95993

P.O. NO. TERMS: Net 30

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

Your customer can't pay this invoice online Turn on

TAX: Out of State (0.0%) 0.00

TOTAL 49.95

PAYMENTS APPLIED 0.00

BALANCE DUE 49.95

CUSTOMER MESSAGE

MEMO

CUSTOMER TAX CODE: Non

Save & Close Save & New Clear



## 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

The 'Edit Item' window is shown with the following details:

- TYPE:** Service (dropdown menu). Description: Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.
- Item Name/Number:** Services (text field). ☐ Subitem of (dropdown menu).
- UNIT OF MEASURE:** (empty field) with an 'Enable...' button.
- ☐ This service is used in assemblies or is performed by a subcontractor or partner.
- ☐ Item is inactive.
- Description:** (empty text area).
- Rate:** 0.00 (text field).
- Tax Code:** Non (dropdown menu).
- Account:** Service Income (dropdown menu).
- Buttons:** OK, Cancel, Notes, Custom Fields, Spelling.

## Item List-Service Item

The 'Item List' window displays a table of items. The 'Services' item is highlighted with a mouse cursor.

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	

At the bottom of the window, there are buttons for 'Item', 'Activities', 'Reports', 'Excel', and 'Attach', along with an 'Include inactive' checkbox.

## 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

The screenshot shows the 'Edit Item' window in QuickBooks. The 'TYPE' dropdown is set to 'Inventory Part', which is described as 'Use for goods you purchase, track as inventory, and resell.' The 'Item Name/Number' field contains 'Door Knob'. The 'UNIT OF MEASURE' section has an 'Enable...' button. The 'PURCHASE INFORMATION' section includes 'Description on Purchase Transactions' (Standard Door Knob), 'Cost' (35.95), 'COGS Account' (Materials), and 'Preferred Vendor' (Sella Doors, Inc.). The 'SALES INFORMATION' section includes 'Description on Sales Transactions' (Deluxe Brass Door Knob), 'Sales Price' (49.95), 'Tax Code' (Tax), and 'Income Account' (Parts Sales). There is an 'Item is inactive' checkbox. The 'INVENTORY INFORMATION' section shows 'Asset Account' (Inventory), 'Reorder Point' (50), 'On Hand' (151), 'Average Cost' (35.95), and 'On P.O.' (0). On the right side, there are buttons for 'OK', 'Cancel', 'Notes', 'Custom Fields', and 'Spelling'.

## Non-inventory Part

The 'Edit Item' window shows the configuration for a 'Non-inventory Part'. The 'TYPE' dropdown is set to 'Non-inventory Part', with a tooltip explaining its use for goods like office supplies. The 'Item Name/Number' field contains 'Bolts'. The 'UNIT OF MEASURE' section has an 'Enable...' button. A checkbox 'This item is used in assemblies or is purchased for a specific customer/job' is unchecked. The 'Description' field contains '1/4" bolts'. The 'Price' is set to '0.03', 'Tax Code' is 'Tax', and 'Account' is 'Parts Sales'. On the right, there are buttons for 'OK', 'Cancel', 'Notes', 'Custom Fields', and 'Spelling', along with an 'Item is inactive' checkbox.

Field	Value
TYPE	Non-inventory Part
Item Name/Number	Bolts
UNIT OF MEASURE	Enable...
Description	1/4" bolts
Price	0.03
Tax Code	Tax
Account	Parts Sales

## Service (Performed by Subcontractor)

The 'Edit Item' window shows the configuration for a 'Service (Performed by Subcontractor)'. The 'TYPE' dropdown is set to 'Service', with a tooltip explaining its use for services like specialized labor. The 'Item Name/Number' field contains 'Knob Install'. The checkbox 'This service is used in assemblies or is performed by a subcontractor or partner' is checked. The 'PURCHASE INFORMATION' section includes 'Description on Purchase Transactions' (Install door knob), 'Cost' (75.00), 'Expense Account' (Subcontractors), and 'Preferred Vendor' (Hinges Corporation). The 'SALES INFORMATION' section includes 'Description on Sales Transactions' (Install door knob), 'Sales Price' (99.95), 'Tax Code' (Non), and 'Income Account' (Service Income). On the right, there are buttons for 'OK', 'Cancel', 'Notes', 'Custom Fields', and 'Spelling', along with an 'Item is inactive' checkbox.

Field	Value
TYPE	Service
Item Name/Number	Knob Install
Description	1/4" bolts
Price	0.03
Tax Code	Tax
Account	Parts Sales

# 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, 2023

04/01/23  
Accrual Basis

Jan 1 - Apr 1, 23

	Qty	Amount	% of Sales	Avg Price	COGS
<b>Inventory</b>					
Cedar Door (Natural Cedar Door)	14	6,999.45	1.9%	499.96	4,199.86
Door Knob (Deluxe Brass Door Knob)	177	8,685.08	2.3%	49.07	6,363.15
Glass Door (Deluxe, Customized Clear Glass Patio Door)	25	9,899.75	2.6%	395.99	4,998.75
Oak Door (Old-fashioned varnished oak door)	41	45,969.00	12.3%	1,121.20	30,709.00
Regular Door (Regular wood door.)	10	750.00	0.2%	75.00	499.50
Walnut Door (Natural varnish Walnut Door)	50	39,997.50	10.7%	799.95	24,799.50
<b>Total Inventory</b>	<b>317.00</b>	<b>112,300.78</b>	<b>29.9%</b>	<b>354.26</b>	<b>71,569.76</b>
<b>Parts</b>					
Bag Of Nails (Deluxe Container with 2' Heavy Duty Nails)	150	2,492.50	0.7%	16.62	
Bag of Washer (Heavy duty deluxe bag of washers (various siz...	50	1,497.50	0.4%	29.95	
Bolts (1/4" bolts)	301	6,085.00	1.6%	20.22	
<b>Total Parts</b>	<b>501</b>	<b>10,075.00</b>	<b>2.7%</b>	<b>20.11</b>	

## 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, 2023

04/01/23  
Accrual Basis

Jan 1 - Apr 1, 23

	Qty	Amount
<b>Inventory</b>		
Cedar Door (Natural Cedar Door)	45	13,499.55
Garage Door (All-weather customer garage door.)	50	37,497.50
Steel Locks (Regular dead-bolt lock.)	100	995.00
<b>Total Inventory</b>	<b>195.00</b>	<b>51,992.05</b>
<b>Service</b>		
<b>Lock Repairs</b>		
Lock Repair-Brad (Repair by senior specialist Brad.)	100	3,500.00
Lock Repair-David (Repair by senior specialist David.)	90	4,580.00
Lock Repair-Thelma (Repair by senior specialist Thel...	100	4,000.00
Lock Repairs - Other	50	1,085.00
<b>Total Lock Repairs</b>	<b>340</b>	<b>13,165.00</b>

## Review an Item Profitability Report

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

**Buildem, Inc.**  
**Item Profitability**  
All Transactions

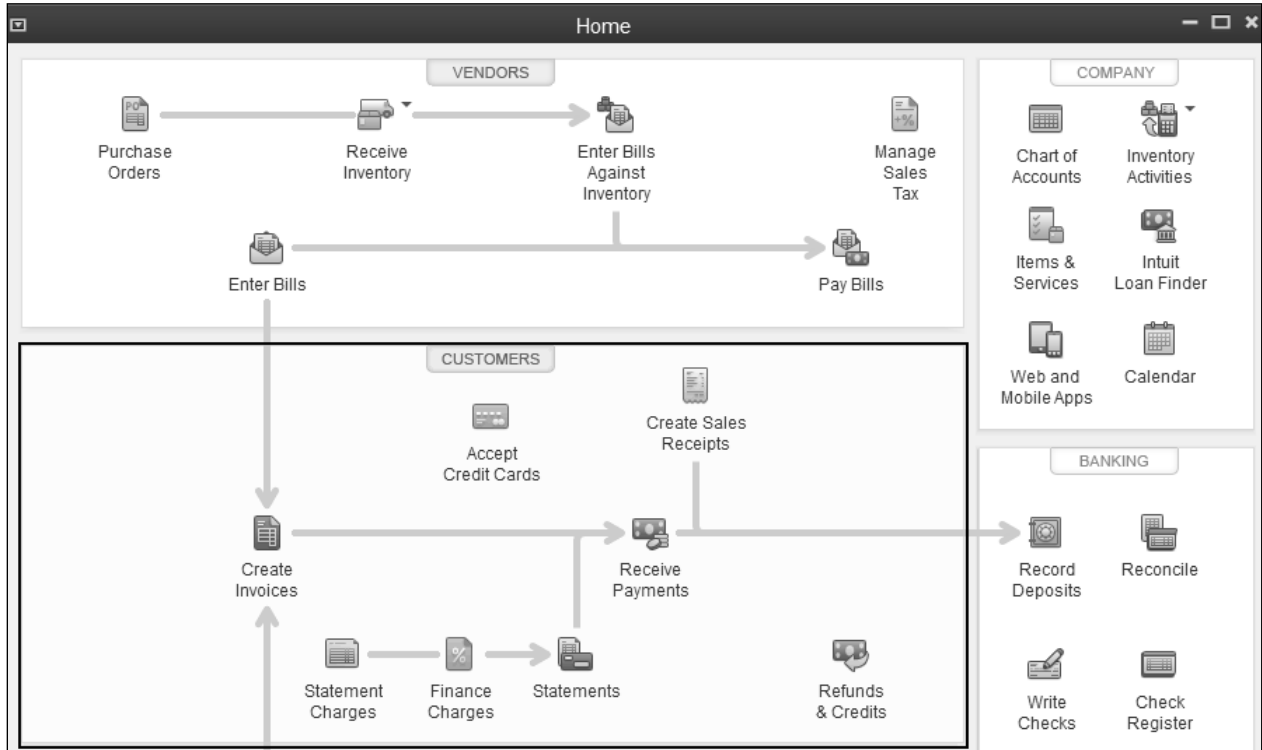
04/01/23

	Act. Cost	Act. Revenue	(\$) Diff.
<b>Inventory</b>			
Cedar Door (Natural Cedar Door)	8,699.71	14,498.70	5,798.99
Door Knob (Deluxe Brass Door Knob)	6,363.15	8,685.08	2,321.93
Glass Door (Deluxe, Customized Clear Glass Patio Door)	4,998.75	9,899.75	4,901.00
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)	24,799.50	39,997.50	15,198.00
<b>Total Inventory</b>	<b>77,397.06</b>	<b>122,557.48</b>	<b>45,160.42</b>
<b>Parts</b>			
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 (various siz...	0.00	1,797.00	1,797.00
Bolts (1/4" bolts)	0.00	6,683.50	6,683.50
<b>Total Parts</b>	<b>0.00</b>	<b>11,619.75</b>	<b>11,619.75</b>

# Chapter 5

## Customers & Sales-Part I

# Customers and Jobs



The Customer Center stores information about your customers and the jobs you perform for them.

Customer Center: Alamo Foundation

New Customer & Job | New Transactions | Print | Excel | Word | Income Tracker

**Customers & Jobs** | Transactions

Active Customers

NAME	BALANCE TOTAL	ATTACH
Alamo Foundation	16,295.00	
• Amy G's Ciderworks	0.00	
• Auldridge Windows	53,472.00	
• Building 101	0.00	
• Unit 1	0.00	
• Tenant - Smith	0.00	
• Unit 2	0.00	
• Tenant - Jones	0.00	
• Building 201	0.00	
• Unit 1	0.00	
• Tenant - Johnson	0.00	
• Columbia Management	49.95	
• Seattle School	0.00	
• Spokane Civic Center	0.00	
• Crandall Contractors	27,320.34	
• Cheyenne 1	27,320.34	
• Cheyenne 3	0.00	
• Dallas Hardware and Tools	14,091.18	
• Ditttrich Motors	0.00	
• Donna Believyyu	12,950.00	

**Customer Information**

Company Name: Alamo Foundation | Main Phone: 210-888-1051  
 Full Name: Thomas A Ruvaldt | Work Phone: 210-888-1051  
 Terms: Net 30 | Mobile: 210-888-1051  
 Bill To: Alamo Foundation, Thomas A. Ruvaldt, 9383 Amy Ave. Apt. G, San Antonio, TX 78232  
 Main Email: alamofoundation@g... | Website: www.alamofoundati...  
 Map | Directions

NOTE

REPORTS FOR THIS CUSTOMER

- QuickReport
- Open Balance
- Show Estimates
- Customer Snapshot

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

SHOW: All Trans... | FILTER BY: All | DATE: All

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Sales Receipt	3	03/01/2023	Undeposited Funds	499.95
Invoice	35	01/01/2023	Accounts Receivable	1,295.00
Invoice	37	01/01/2023	Accounts Receivable	15,000.00

Manage Transactions | Run Reports



## Should you use customers?

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

### Add Customers

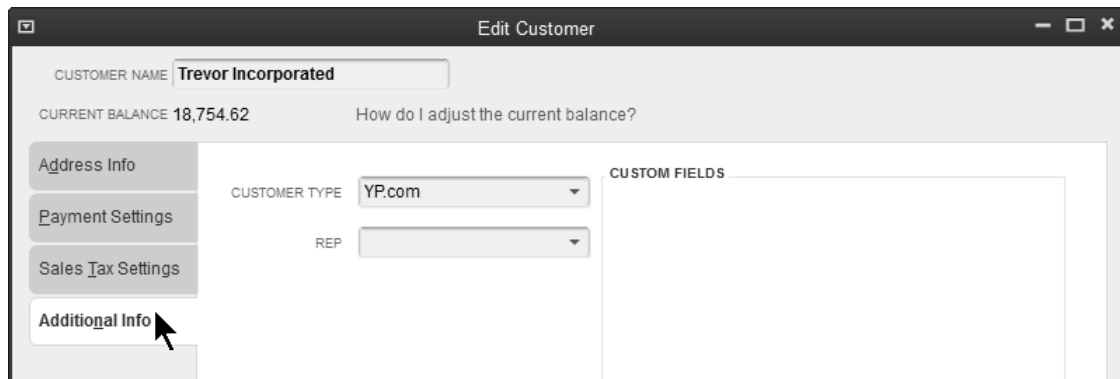
1. Click the **Customer Center** icon.
2. Click the Customers & Jobs tab in the Customer Center window.
3. Click the **New Customer & Job** drop-down arrow and select **New Customer**.
4. Enter appropriate information in the **New Customer** window.
5. Click **OK**.

The screenshot shows the 'Edit Customer' window for 'Trevor Incorporated'. The 'Address Info' tab is selected. The current balance is 18,754.62. The form includes fields for company name, full name, job title, main phone, alt phone, mobile, fax, main email, CC email, website, and other email. The address details section shows the invoice/bill to and ship to addresses, both of which are the same: Trevor Incorporated, Trevor Matheson, 7621 Main Street, Dallas, TX 75212. The 'Default shipping address' checkbox is checked.

### Payment Settings

The screenshot shows the 'Edit Customer' window for 'Trevor Incorporated' with the 'Payment Settings' tab selected. The current balance is 18,754.62. The form includes fields for account number, credit limit, payment terms, price level, preferred delivery method, preferred payment method, and credit card information. The 'Payment Terms' are set to 'Net 30'. The 'Preferred Payment Method' is 'American Express'. The 'Credit Card Information' section includes fields for credit card number, exp. date, name on card, address, and zip/postal code.

## Additional Info

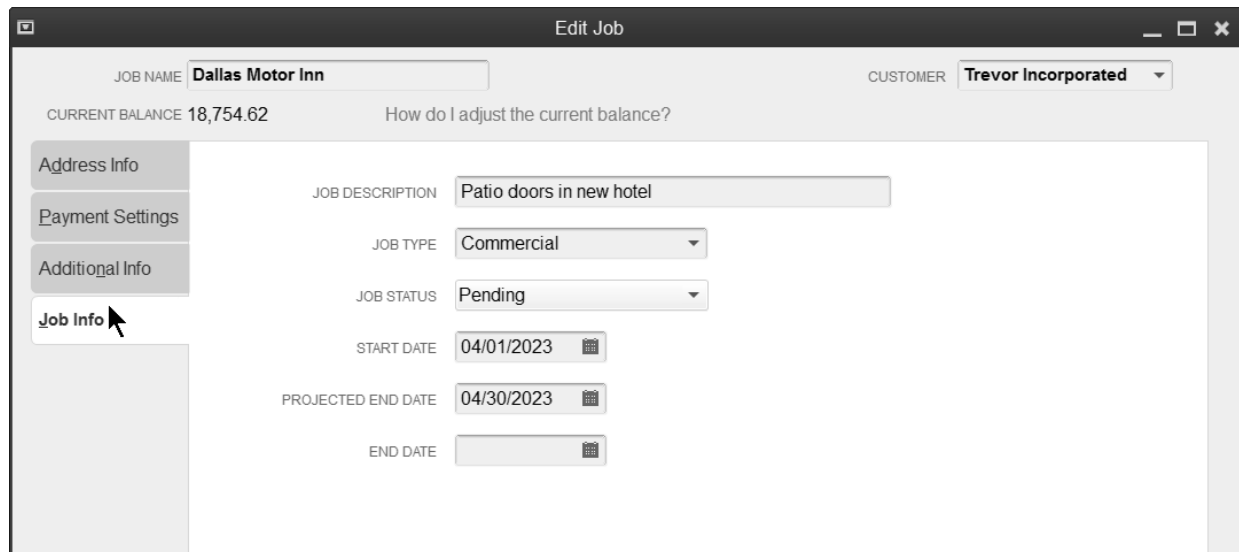


### Should you use jobs?

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**.



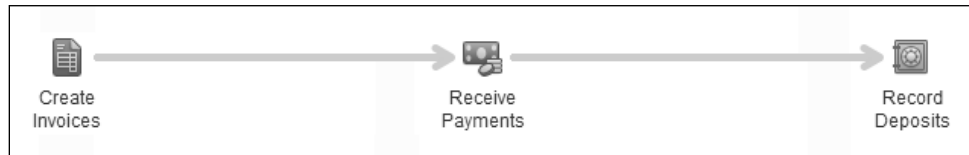
5. Enter appropriate information in the **New Job** window.
6. Click **OK**.

## Recording Sales

There are 5 ways to record sales in QuickBooks.

### Invoice

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



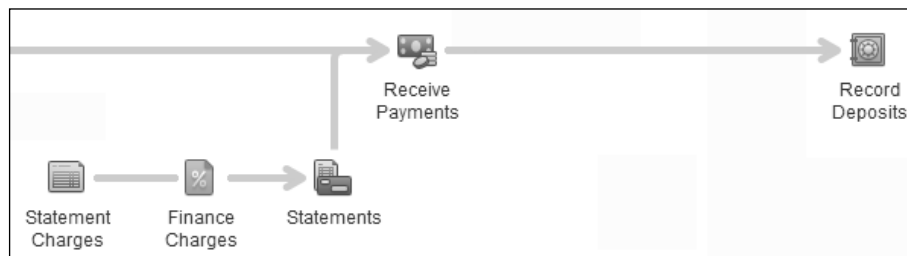
### Sales Receipt

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



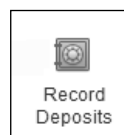
### Statement Charge

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



### Deposit

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



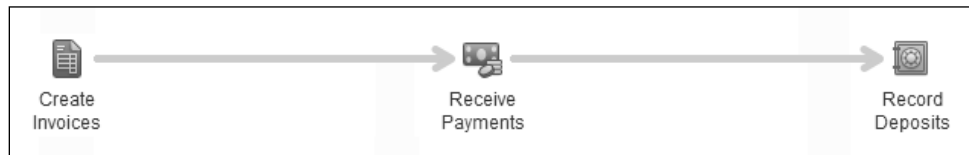
### Import from Other Program

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 Method 1

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

**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 Create a Batch Refund/Credit

CUSTOMER: J... Fort Worth Home... TEMPLATE Intuit Service...

# Invoice

DATE 04/01/2023 INVOICE # 47

BILL TO Fort Worth Homes  
88 Avenue West 1st  
Fort Worth, TX 83943

P.O. NO. TERMS Net 30

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT	TAX
Services			5,000.00	5,000.00	Non

Your customer can't pay this invoice online  
Turn on

CUSTOMER MESSAGE

TAX Dallas (8.25%) 0.00

TOTAL 5,000.00

PAYMENTS APPLIED 0.00

BALANCE DUE 5,000.00

MEMO CUSTOMER TAX CODE Tax

Save & Close Save & New Clear

## Product Invoice

**Create Invoices**

Main   Formatting   Send/Ship   Reports

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

CUSTOMER: **Frugal Discount ...**   TEMPLATE: **Intuit Service...**

# Invoice

DATE: **04/01/2023**   INVOICE #: **48**   BILL TO: **Frugal Discount Store  
Bob B Frugal  
123 Cheaper  
Lower, TX 73999**

P.O. NO.   TERMS: **Net 10**

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT	TAX
Garage Door	20	All-weather customer garage door.	1,599.95	31,999.00	Tax
Door Knob	50	Deluxe Brass Door Knob	49.95	2,497.50	Tax
Oak Door	25	Old-fashioned varnished oak door	999.00	24,975.00	Tax
Bag Of Nails	1	Deluxe Container with 2" Heavy Duty Nails	19.95	19.95	Tax
Total before Discount		This is what a regular customer pays		59,491.45	
Your Discount		Your preferred customer discount	-20.0%	-11,898.29	Tax

☐ Your customer can't pay this invoice online  
 Turn on

TAX: **Dallas** (8.25%)   3,926.43

TOTAL: 51,519.59

PAYMENTS APPLIED: 0.00

BALANCE DUE: **51,519.59**

CUSTOMER MESSAGE:

MEMO:    CUSTOMER TAX CODE: **Tax**


**Save & Close**   **Save & New**   **Clear**

## E-mail Invoice

**Send Invoice**

FROM: **CompanyEmail@gmail.com**

TO: **Bob@frugal.com**   Cc:   Bcc:

ATTACH: **Inv 48 from Buildem Inc. D1 3908.pdf**     
 Attached 60KB of 2MB limit.

TEMPLATE: **Basic Invoice**

SUBJECT: **Invoice 48 from Buildem, Inc.**

BODY: **Dear Bob Frugal:**

Your invoice-48 for 51,519.59 is attached. Please remit payment at your earliest convenience.

Thank you for your business - we appreciate it very much.

Sincerely,  
Buildem, Inc. D1

214-555-1212  
www.buildem.com

**Check Spelling**

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

## Print Invoices

1. Select File:Print Forms:Invoices from the menu.

Select Invoices to Print

A/R Account: Accounts Receivable

Select Invoices to print, then click OK.  
There are 3 Invoices to print for \$57,864.54.

✓	DATE	TYPE	NO.	CUSTOMER	TEMPLATE	AMOUNT
✓	03/31/2023	INV	45	Sun Valley Builders	Intuit Service Invoice	1,344.95
✓	04/01/2023	INV	47	Fort Worth Homes...	Intuit Service Invoice	5,000.00
✓	04/01/2023	INV	48	Frugal Discount St...	Intuit Service Invoice	51,519.59

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

2. Click **OK**.
3. Select the appropriate batch to print, and click **Print** in the **Print Invoices** window (if applicable).

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

4. Enter appropriate information in the **Print Invoices** window.
5. Click **Print**.
6. Click OK in the Print Invoices - Confirmation window.

## Receive Payments

1. Click the **Receive Payments** icon on the **Home** page.

**Customer Payment** CUSTOMER BALANCE 38,581.21

RECEIVED FROM: Fort Worth Homes:Ma...  
PAYMENT AMOUNT: 25,832.71  
DATE: 04/01/2023  
CHECK #: 3232

Where does this payment go?

✓	DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
	03/24/2023	13	7,748.50	7,748.50	0.00
✓	03/28/2023	6	25,832.71	25,832.71	25,832.71
	04/01/2023	47	5,000.00	5,000.00	0.00
Totals			38,581.21	38,581.21	25,832.71

**AMOUNTS FOR SELECTED INVOICES**

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

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

## Partial Payment

**Customer Payment** CUSTOMER BALANCE 5,780.75

RECEIVED FROM: Sun Valley Builders  
PAYMENT AMOUNT: 1,500.00  
DATE: 04/01/2023  
CHECK #: 1111

Where does this payment go?

✓	DATE	JOB	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
✓	03/05/2023	Philadelphia Bank	42	1,500.00	1,500.00	1,000.00
✓	03/21/2023	Philly County	44	2,935.80	2,935.80	500.00
	03/31/2023		45	1,344.95	1,344.95	0.00
Totals				5,780.75	5,780.75	1,500.00

**UNDERPAYMENT** \$ 2,935.80.

WHEN FINISHED:

☒ LEAVE THIS AS AN UNDERPAYMENT

☐ WRITE OFF THE EXTRA AMOUNT

VIEW CUSTOMER CONTACT INFORMATION

**AMOUNTS FOR SELECTED INVOICES**

AMOUNT DUE	4,435.80
APPLIED	1,500.00
DISCOUNT AND CREDITS APPLIED	0.00

MEMO: Save & Close Save & New Clear

1. Click the **Record Deposits** icon on the **Home** page.

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 METH...	NAME	AMOUNT
✓	04/01/2023		PMT	3232	Check	Fort Worth Homes:Mad...	25,832.71
✓	04/01/2023		PMT	1111	Check	Sun Valley Builders	1,500.00
2 of 2 payments selected for deposit						Payments Subtotal	27,332.71

Select All

Select None

OK

Cancel

Help

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**.

**Make Deposits**

---

Previous Next Save Print Payments History Attach

---

Deposit To Checking ▼ Date 04/01/2023 📅 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 ME...	AMOUNT
Fort Worth Homes:Madison Development	Undeposited Funds		3232	Check	25,832.71
Sun Valley Builders	Undeposited Funds		1111	Check	1,500.00
Electric, Inc.	Utilities:Electricity	Rate Adjustment	39393939393	Check	3.12
<b>Deposit Subtotal</b>					<b>27,335.83</b>

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      27,335.83

Save & Close
Save & New
Clear

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.



# Reports

## Review an Open Invoices Report

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

04/01/23

**Buildem, Inc.**  
**Open Invoices**  
As of April 1, 2023

Type	Date	Num	P. O. #	Terms	Due Date	Aging	Open Balance
<b>Alamo Foundation</b>							
Invoice	01/01/2023	35		Net 30	01/31/2023	60	1,295.00
Invoice	01/01/2023	37		Net 30	01/31/2023	60	15,000.00
Total Alamo Foundation							16,295.00
<b>Auldridge Windows</b>							
Invoice	01/01/2023	25	102	Net 30	01/31/2023	60	11,972.50
Invoice	01/01/2023	26	109	Net 30	01/31/2023	60	33,625.00
Invoice	01/28/2023	40	NONE	Net 30	02/27/2023	33	7,874.50
Total Auldridge Windows							53,472.00
<b>Columbia Management</b>							
Invoice	04/01/2023	46		Net 30	05/01/2023		49.95
Total Columbia Management							49.95
<b>Crandall Contractors</b>							

## Review a Collections Report

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

04/01/23

**Buildem, Inc.**  
**Collections Report**  
As of April 1, 2023

Type	Date	Num	P. O. #	Terms	Due Date	Aging	Open Balance
<b>Alamo Foundation</b>							
210-888-1051							
Invoice	01/01/2023	35		Net 30	01/31/2023	60	1,295.00
Invoice	01/01/2023	37		Net 30	01/31/2023	60	15,000.00
Total Alamo Foundation							16,295.00
<b>Auldridge Windows</b>							
Mary W Auldridge							
312-395-3939							
Katie Kelsey							
312-555-3839							
Invoice	01/01/2023	25	102	Net 30	01/31/2023	60	11,972.50
Invoice	01/01/2023	26	109	Net 30	01/31/2023	60	33,625.00
Invoice	01/28/2023	40	NONE	Net 30	02/27/2023	33	7,874.50
Total Auldridge Windows							53,472.00

# 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.

Income Tracker

UNBILLED

UNPAID

PAID

407,107.78  
7 ESTIMATES

46,687.66  
4 TIME & EXPENSES

363,914.52  
32 OPEN INVOICES

295,315.73  
25 OVERDUE

27,332.71  
2 PAID LAST 30 DAYS

CUSTOMER:JOB

All

TYPE

All

STATUS

All

DATE

All

<input type="checkbox"/>	CUSTOMER	TYPE	NUMBER	DATE	DUE DATE	AMOUNT	OPEN BALANCE	LAST SENT DATE	STATUS	ACTION
<input type="checkbox"/>	Columbia Management	Invoice	46	4/1/2023	5/1/2023	49.95	49.95		Open	Select
<input type="checkbox"/>	Fort Worth Homes:Madison Development	Invoice	47	4/1/2023	5/1/2023	5,000.00	5,000.00		Open	
<input type="checkbox"/>	Fort Worth Homes:Madison Development	Payment	3232	4/1/2023		25,832.71	0.00		Paid	
<input type="checkbox"/>	Frugal Discount Store	Invoice	48	4/1/2023	4/11/2023	51,519.59	51,519.59		Open	
<input type="checkbox"/>	Sun Valley Builders	Payment	1111	4/1/2023		1,500.00	0.00		Paid	
<input type="checkbox"/>	Trevor Incorporated:Dallas Motor Inn	Estimate	8	4/1/2023	4/1/2015	39,187.30	21,719.11		Open	
<input type="checkbox"/>	Sun Valley Builders	Invoice	45	3/31/2023	4/30/2023	1,344.95	1,344.95		Open	
<input type="checkbox"/>	Fort Worth Homes:Madison Development	Invoice	13	3/24/2023	4/23/2023	7,748.50	7,748.50		Open	
<input type="checkbox"/>	Sun Valley Builders:Philly County	Invoice	44	3/21/2023	4/20/2023	2,935.80	2,435.80		Open	
<input type="checkbox"/>	Orlando Homes:Division 3d	Estimate	7	3/20/2023	3/20/2015	88,549.00	88,549.00		Open	
<input type="checkbox"/>	Donna Believyyu	Invoice	43	3/10/2023	3/10/2023	12,950.00	12,950.00		Overdue	
<input type="checkbox"/>	Sun Valley Builders:Philadelphia Bank	Invoice	42	3/5/2023	4/4/2023	1,500.00	500.00		Open	
<input type="checkbox"/>	Ruvaldt Pickling Co.	Invoice	4	2/13/2023	3/15/2023	1,295.00	1,295.00		Overdue	
<input type="checkbox"/>	Crandall Contractors:Cheyenne 3	Estimate	5	2/5/2023	2/5/2015	77,700.00	77,700.00		Open	
<input type="checkbox"/>	Lancaster County	Estimate	6	2/5/2023	2/5/2015	3,885.00	3,885.00		Open	
<input type="checkbox"/>	Sun Valley Builders:Philly County	Estimate	4	1/29/2023	1/29/2015	7,863.75	7,863.75		Open	
<input type="checkbox"/>	Auldrige Windows	Invoice	40	1/28/2023	2/27/2023	7,874.50	7,874.50		Overdue	
<input type="checkbox"/>	Sample Customer	Invoice	39	1/13/2023	2/12/2023	205.95	205.95		Overdue	
<input type="checkbox"/>	KC Construction	Invoice	38	1/12/2023	2/11/2023	48,260.25	48,260.25		Overdue	
<input type="checkbox"/>	Alamo Foundation	Invoice	35	1/1/2023	1/31/2023	1,295.00	1,295.00		Overdue	
<input type="checkbox"/>	Alamo Foundation	Invoice	37	1/1/2023	1/31/2023	15,000.00	15,000.00		Overdue	
<input type="checkbox"/>	Auldrige Windows	Invoice	26	1/1/2023	1/31/2023	33,625.00	33,625.00		Overdue	

Batch Actions

Manage Transactions

Showing 1 - 45 of 45

# Chapter 6

## Customers & Sales- Part II

## Method 2-Sales Receipts

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

### Steps for Method 2

5. Create Sales Receipt
6. Make Deposit



### Enter Sales Receipts

1. Click the **Create Sales Receipts** icon on the **Home** page.

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 Process payment

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

## Sales Receipt

DATE: 04/01/2023  
SALE NO.: 4  
CHECK NO.: 393

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

CASH CHECK CREDIT DEBIT e-CHECK MORE

ITEM	DESCRIPTION	QTY	RATE	AMOUNT	TAX
Door Knob	Deluxe Brass Door Knob	5	49.95	249.75	Tax

TAX: Dallas (8.25%) TOTAL: 270.36

CUSTOMER MESSAGE:

MEMO:  CUSTOMER TAX CODE: Tax

Save & Close Save & New Clear

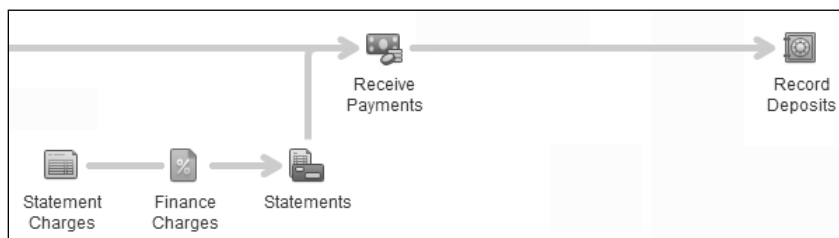
2. Click the **Customer:Job** drop-down arrow and select the appropriate customer or job.
3. Enter remaining information in the **Enter Sales Receipts** window.
4. Click Save & Close.

## 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
3. Receive Payment
4. Record Deposit



### Enter Statement Charge

1. Click the **Statement Charges** icon on the **Home** page.

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	
02/26/2023	8				540.99		540.99
	INV					Paid	
03/25/2023	783					540.99	0.00
	PMT						
04/01/2023	Number	Lock Repairs	2	24.95	49.90		49.90
	STMTCHG	Repairs by subcontractors					
04/01/2023							

☐ 1-Line ☐ Show open balance

Sort by Date, Type, Number/Ref

ENDING BALANCE **49.90**

**Record** Restore

2. Click the **Customer:Job** drop-down arrow and select the appropriate customer or job.
3. Enter appropriate information in the **(Customer:Job Name) - Accounts Receivable** window.
4. Click **Record**.

## Limitations of Statement Charges

Statement charges do have some limitations:

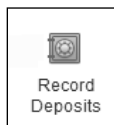
1. Can't be used if sales tax is charged on an item
2. Terms (aging) do not work unless you print or email the statement. You should print the statement even if you don't intend to send it.
3. Can't apply discounts to statement charges
4. Can't use group items
5. Can't be used for invoicing from an estimate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

Buildem, Inc. Payroll		Statement	
123 LBJ Freeway, #100		Date	
Dallas TX 75248		4/1/2023	
To:			
Jupiter Homes			
4822 Neptune Road			
Dallas, TX 75111			
		Amount Due	Amount Enc.
		\$590.89	
Date	Transaction	Amount	Balance
02/26/2023	White Residence-		
04/01/2023	INV #8. Due 03/28/2023. Orig. Amount \$1,081.98.	540.99	540.99
	Due 05/01/2023. Repairs by subcontractors	49.90	590.89

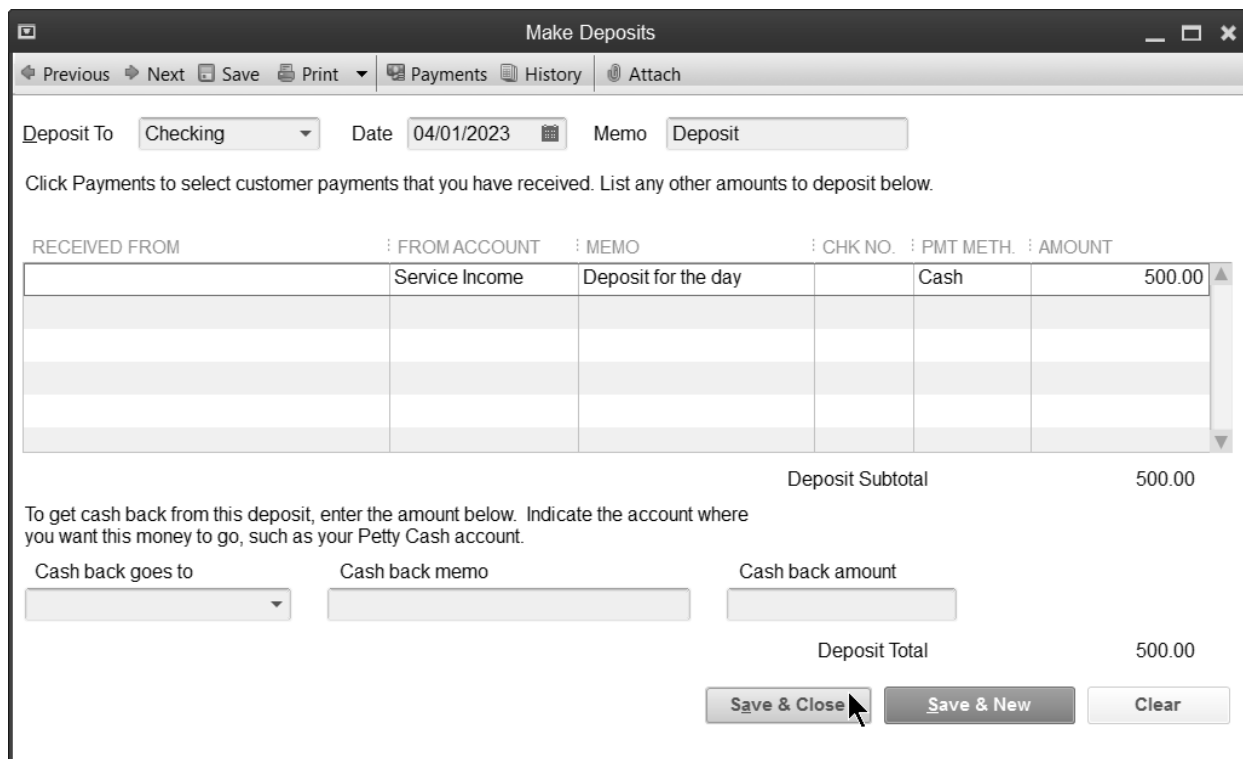
## Method 4-Make Deposits

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

### Steps for Method 4 : Make Deposit



1. Click the **Record Deposits** icon on the **Home** page.
2. Click **OK**.

The screenshot shows the 'Make Deposits' window. At the top, there's a title bar 'Make Deposits' with standard window controls. Below it is a menu bar with 'Previous', 'Next', 'Save', 'Print', 'Payments', 'History', and 'Attach'. The main form has fields for 'Deposit To' (set to 'Checking'), 'Date' (04/01/2023), and 'Memo' (Deposit). A instruction text says: 'Click Payments to select customer payments that you have received. List any other amounts to deposit below.' Below this is a table with columns: RECEIVED FROM, FROM ACCOUNT, MEMO, CHK NO., PMT METH., and AMOUNT. The first row is populated with 'Service Income', 'Deposit for the day', an empty 'CHK NO.', 'Cash', and '500.00'. Below the table, 'Deposit Subtotal' is shown as 500.00. A section for cash back has fields for 'Cash back goes to', 'Cash back memo', and 'Cash back amount'. At the bottom, 'Deposit Total' is 500.00. Three buttons are at the bottom right: 'Save & Close' (with a mouse cursor), 'Save & New', and 'Clear'.

3. Enter any amounts to deposit in the **Make Deposits** window.
4. Click the **Print** button to print deposit slips and/or the deposit summary.
5. Click Save & Close.

## Limitations of Lump-Sum Deposits

Making lump-sum deposits has some limitations:

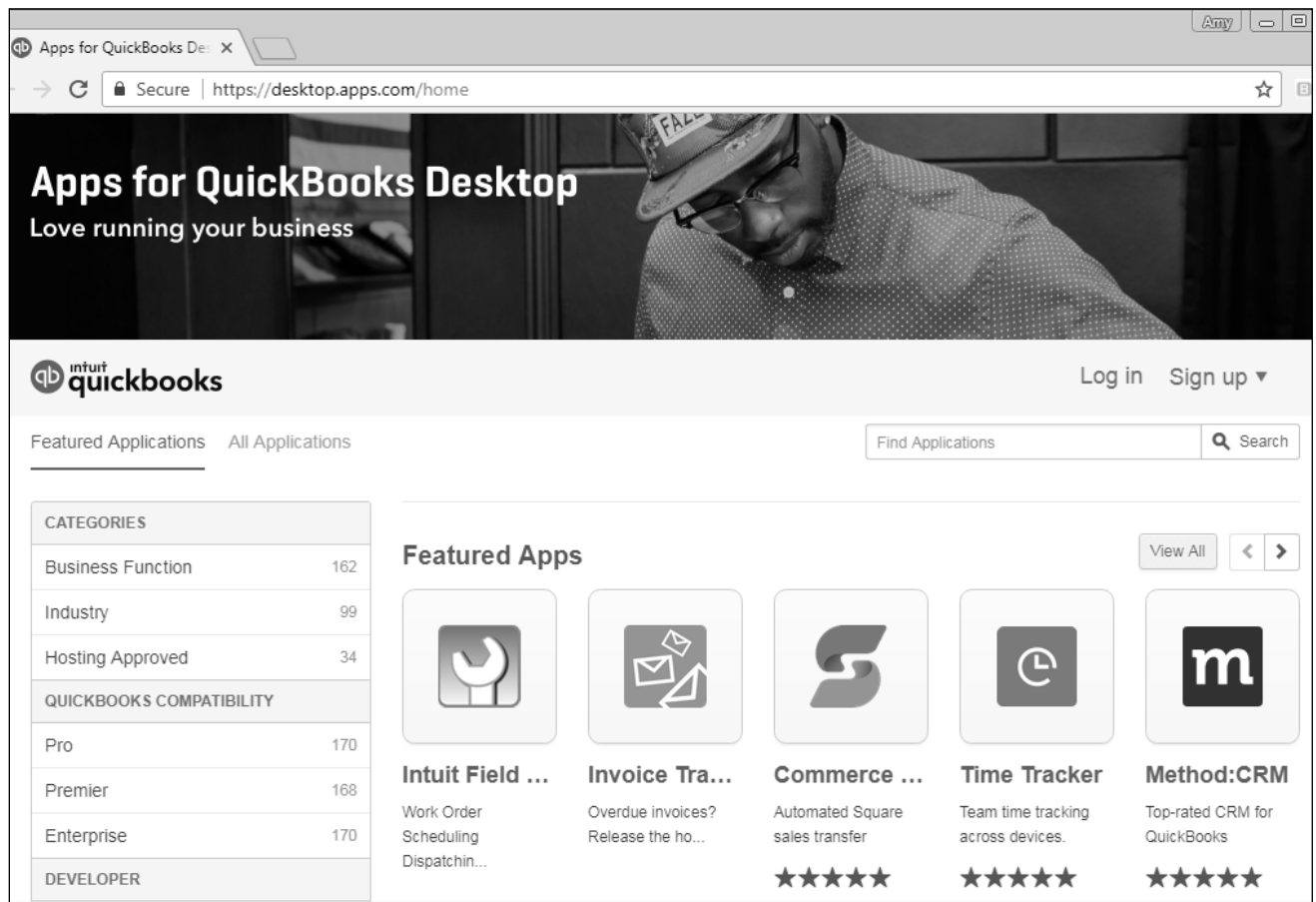
1. You can't use items
2. You can't record sales tax

## Method 5-Import from Other Program

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

### Visit the QuickBooks Desktop Marketplace for Apps

1. In your browser, visit **desktop.apps.com**.



## 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.

## 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.

Issue a Refund

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

Refund Amount \$ 49.95 Account Checking

Date 04/01/2023 Ref/Check No. To Print Ending Balance 103,739.96

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

Memo

☒ To be printed

OK Cancel

5. Make appropriate selections in the **Issue a Refund** window.
6. Click **OK**.
7. Click Save & Close.

## Customer Statements

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

## Prepare Customer Statements

1. Click the **Statements** icon the **Home** page.

**Create Statements**

**SELECT STATEMENT OPTIONS**

Statement Date: 04/01/2023

Statement Period From: 03/02/2023 To: 04/01/2023

☒ All open transactions as of Statement Date

☐ Include only transactions over 30 days past due date

**SELECT CUSTOMERS**

☒ All Customers

☐ Multiple Customers

☒ One Customer: Auldridge Windows

☐ Customers of Type

☐ Preferred Send Method

View Selected Customers...

**SELECT ADDITIONAL OPTIONS**

Template: Intuit Standard Statement [Customize]

Create One Statement: Per Customer

☐ Show invoice item details on statements

☐ Print statements by billing address zip code

☒ Print due date on transactions

Do not create statements:

☐ with a zero balance

☐ with a balance less than 0.00

☐ with no account activity

☒ for inactive customers

Assess Finance Charges...

Preview Print E-mail Close Help

2. Make appropriate selections below Select Statement Options, Select Customers, and Select Additional Options.
3. Click **Print** (or **E-Mail**).

## All Open Transactions Statement

**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.
		\$52,473.00	
Date	Transaction	Amount	Balance
01/01/2023	INV #25. Due 01/31/2023. Orig. Amount \$21,972.50.	10,973.50	10,973.50
01/01/2023	INV #26. Due 01/31/2023. Orig. Amount \$33,625.00.	33,625.00	44,598.50
01/28/2023	INV #40. Due 02/27/2023. Orig. Amount \$7,874.50.	7,874.50	52,473.00

## Activity Based Statement with Invoice Summary

Print Preview -- Page 1 of 1			
<div> <div>Print</div> <div>Prev page</div> <div>Next page</div> <div>Zoom Out</div> <div>Help</div> <div>Close</div> </div>			
<div>To:</div> <div> Auldrige Windows  Mary W Auldrige  123 West Brooklyn Bridge  New York, NY 10022 </div>			
		Amount Due	Amount Enc.
		\$52,473.00	
Date	Transaction	Amount	Balance
12/31/2022	Balance forward		0.00
01/01/2023	INV #24. Due 01/31/2023.	2,494.12	2,494.12
01/01/2023	INV #25. Due 01/31/2023.	21,972.50	24,466.62
01/01/2023	INV #26. Due 01/31/2023.	33,625.00	58,091.62
01/28/2023	INV #40. Due 02/27/2023.	7,874.50	65,966.12
02/07/2023	PMT #39992.	-2,494.12	63,472.00
02/25/2023	PMT #2929.	-10,000.00	53,472.00

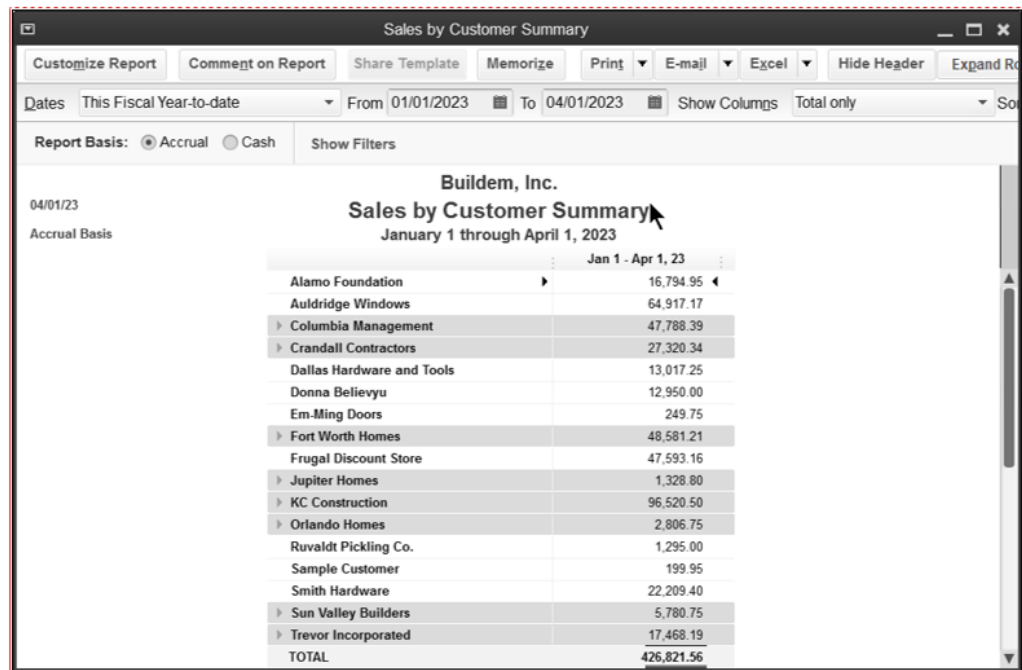
## Activity Based Statement with Invoice Item Detail

Print Preview -- Page 1 of 1			
<div> <div>Print</div> <div>Prev page</div> <div>Next page</div> <div>Zoom Out</div> <div>Help</div> <div>Close</div> </div>			
<div>To:</div> <div> Auldrige Windows  Mary W Auldrige  123 West Brooklyn Bridge  New York, NY 10022 </div>			
		Amount Due	Amount Enc.
		\$52,473.00	
Date	Transaction	Amount	Balance
01/01/2023	INV #25. Due 01/31/2023. Orig. Amount \$21,972.50. --- 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	10,973.50	10,973.50
01/01/2023	INV #26. Due 01/31/2023. Orig. Amount \$33,625.00. --- Regular Door, 10 @ \$75.00 = 750.00 --- Lock Repair-David, 10 @ \$50.00 = 500.00 --- Double Install, 25 @ \$1,295.00 = 32,375.00 --- Tax: Out of State @ 0.0% = 0.00	33,625.00	44,598.50
01/28/2023	INV #40. Due 02/27/2023. Orig. Amount \$7,874.50. --- Glass Install, 25 @ \$295.00 = 7,375.00 --- Door Knob, 10 @ \$49.95 = 499.50 --- Tax: Out of State @ 0.0% = 0.00	7,874.50	52,473.00

# Reports

## Review a Sales by Customer Summary (Collapsed)

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



Buildem, Inc.	
Sales by Customer Summary	
January 1 through April 1, 2023	
	Jan 1 - Apr 1, 23
Alamo Foundation	16,794.95
Auldridge Windows	64,917.17
Columbia Management	47,788.39
Crandall Contractors	27,320.34
Dallas Hardware and Tools	13,017.25
Donna Believyy	12,950.00
Em-Ming Doors	249.75
Fort Worth Homes	48,581.21
Frugal Discount Store	47,593.16
Jupiter Homes	1,328.80
KC Construction	96,520.50
Orlando Homes	2,806.75
Ruvaldt Pickling Co.	1,295.00
Sample Customer	199.95
Smith Hardware	22,209.40
Sun Valley Builders	5,780.75
Trevor Incorporated	17,468.19
<b>TOTAL</b>	<b>426,821.56</b>

## Show % of Sales

1. Click the **Customize Report** button, click **% of Column**, and then click **OK**.

Sales by Customer Summary

Customize Report

Comment on Report

Share Template

Memorize

Print

E-mail

Excel

Hide Header

Expand R

Dates

This Fiscal Year-to-date

From 01/01/2023

To 04/01/2023

Show Columns

Total only

Report Basis:

Accrual

Cash

Show Filters

04/01/23

Accrual Basis

Buildem, Inc.

Sales by Customer Summary

January 1 through April 1, 2023

	Jan 1 - Apr 1, 23	% of Column
Alamo Foundation	16,794.95	3.9%
Auldridge Windows	64,917.17	15.2%
Columbia Management	47,788.39	11.2%
Crandall Contractors	27,320.34	6.4%
Dallas Hardware and Tools	13,017.25	3%
Donna Believyy	12,950.00	3%
Em-Ming Doors	249.75	0.1%
Fort Worth Homes	48,581.21	11.4%
Frugal Discount Store	47,593.16	11.2%
Jupiter Homes	1,328.80	0.3%
KC Construction	96,520.50	22.6%
Orlando Homes	2,806.75	0.7%
Ruvaldt Pickling Co.	1,295.00	0.3%
Sample Customer	199.95	0%
Smith Hardware	22,209.40	5.2%
Sun Valley Builders	5,780.75	1.4%
Trevor Incorporated	17,468.19	4.1%
TOTAL	426,821.56	100.0%

## Show Cash Basis Report

1. At the top of the report, select **Cash** next to **Report Basis**.

The screenshot shows a software interface for a 'Sales by Customer Summary' report. At the top, there are buttons for 'Customize Report', 'Comment on Report', 'Share Template', 'Memorize', 'Print', 'E-mail', 'Excel', 'Hide Header', and 'Expand Report'. Below these, there are date pickers for 'Dates' (set to 'This Fiscal Year-to-date'), 'From' (01/01/2023), and 'To' (04/01/2023). There are also 'Show Columns' and 'Total only' options. The 'Report Basis' is set to 'Cash' (selected with a radio button). The report title is 'Buildem, Inc. Sales by Customer Summary January 1 through April 1, 2023'. The data table lists customers and their sales amounts for the period 'Jan 1 - Apr 1, 23'.

	Jan 1 - Apr 1, 23
Alamo Foundation	499.95
Auldridge Windows	12,444.17
▶ Columbia Management	47,738.44
Em-Ming Doors	249.75
▶ Fort Worth Homes	35,832.71
▶ KC Construction	0.00
Smith Hardware	22,209.40
▶ Sun Valley Builders	1,500.00
<b>TOTAL</b>	<b>120,474.42</b>

# Chapter 7

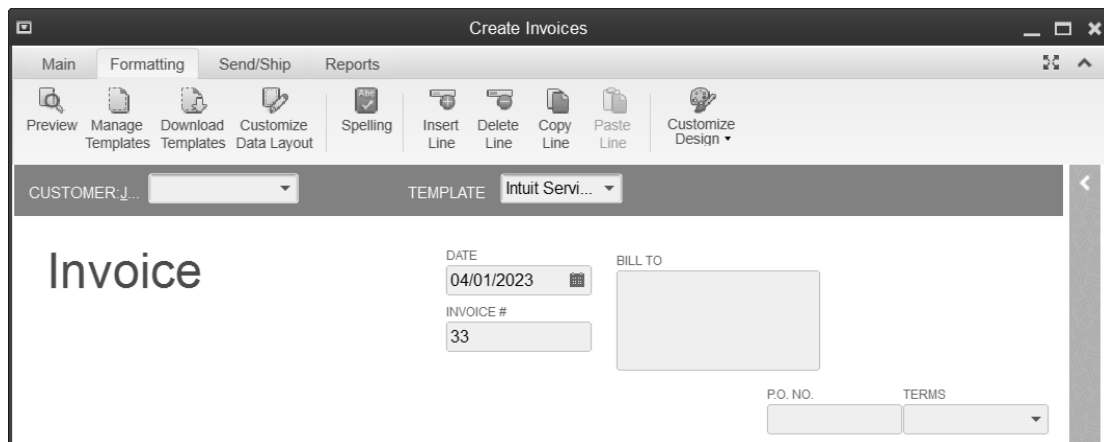
# Customizing Forms

## Create Form Design

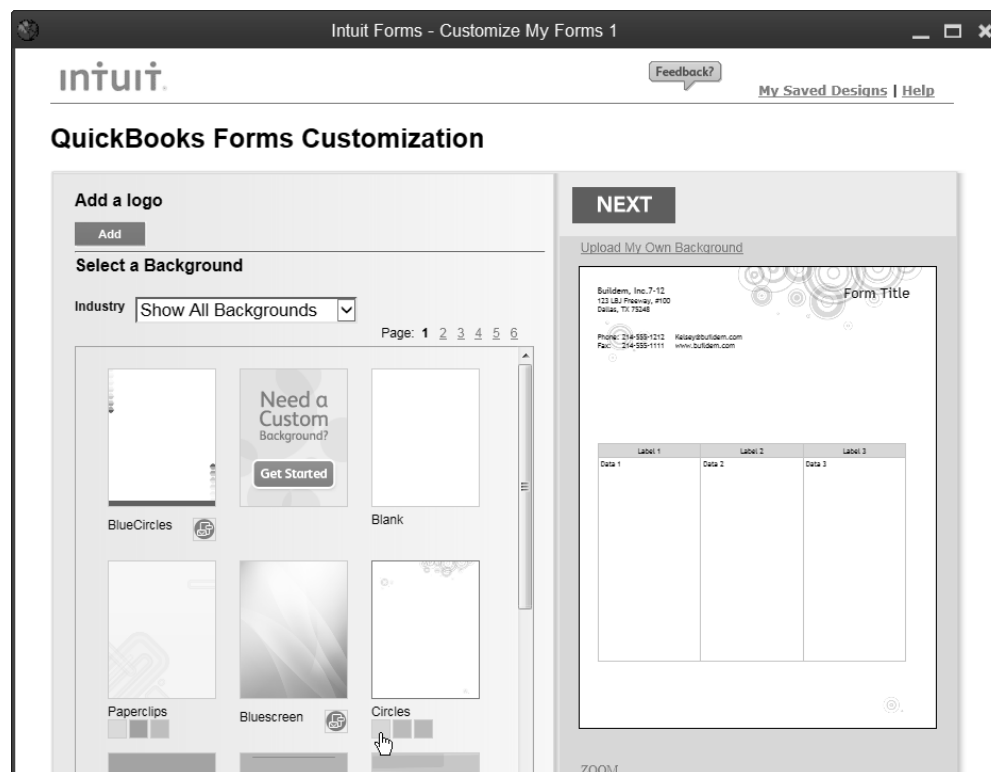
You can create a professional-looking design and apply it to many of your QuickBooks forms. Select from existing professional design templates or create your own design. You can add your logo, and customize the fonts, colors, and grid styles.

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.)

2. Open a form to customize.
3. Click the **Formatting** tab.

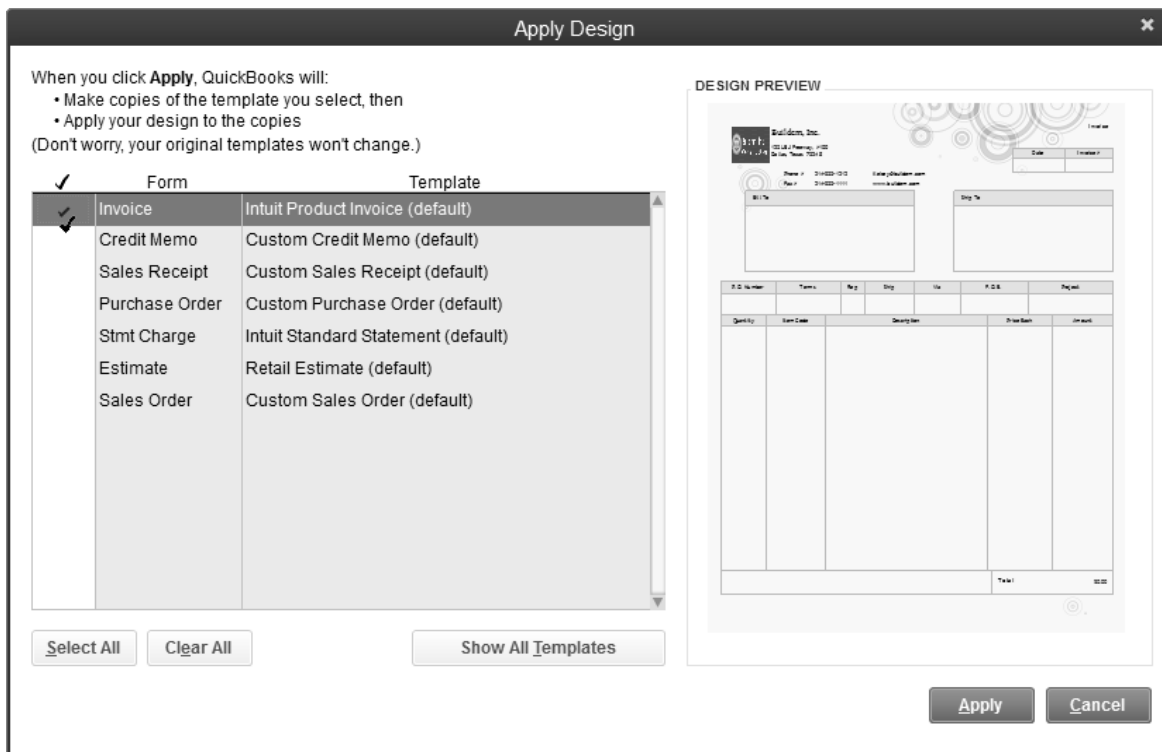


4. Click the **Customize Design** button.





5. Make appropriate selections in the **QuickBooks Forms Customization** window.
6. Preview the new design and select which forms to apply the design to.



7. Click **Apply**.

## Customize Form Data Layout

You can change the data layout of several 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.

**Additional Customization**

**SELECTED TEMPLATE**  
MyDesign Intuit Product Invoice ☐ Template is inactive

**Header** | Columns | Prog Cols | Footer | Print

	Screen	Print	Title
Default Title	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice
Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Date
Invoice Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice #
Bill To	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bill To
Ship To	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ship To
P.O. No.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P.O. Number
S.O. No.	<input type="checkbox"/>	<input type="checkbox"/>	S.O. No.
Terms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Terms
Due Date	<input type="checkbox"/>	<input type="checkbox"/>	Due Date
REP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Rep
Account Number	<input type="checkbox"/>	<input type="checkbox"/>	Account #
Ship Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ship
Ship Via	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Via
FOB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	F.O.B.
Project/Job	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project
Other	<input type="checkbox"/>	<input type="checkbox"/>	

When should I check Screen or Print? **Default**

**PREVIEW**

Buildem, Inc.  
1234567890 P.O.  
Dallas, Texas 75248  
Phone # 214-555-1212  
Fax # 214-555-1111  
Kellie@buildem.com  
www.buildem.com

Invoice # 10  
Date 4/1/2015

Bill To  
Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			4/1/2015	UPS	Build-Em	

Quantity	Item Code	Description	Price Each	Amount

Total \$0.00

Print Preview...

Help Basic Customization... Layout Designer... **OK** Cancel

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 for each tab in the **Additional Customization** window.

Additional Customization

SELECTED TEMPLATE  
MyDesign Intuit Product Invoice ☐ Template is inactive

Header Columns Prog Cols 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

PREVIEW

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

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

Invoice # 30 Date 4/1/2013

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
5/1/2023	Net 30		4/1/2023	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

- Click the **Layout Designer** button to change the appearance of the printed form.
- Make changes to the layout as appropriate.
- Click **OK** in the **Layout Designer** window.
- Click OK in the Additional Customization window.

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

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

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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!

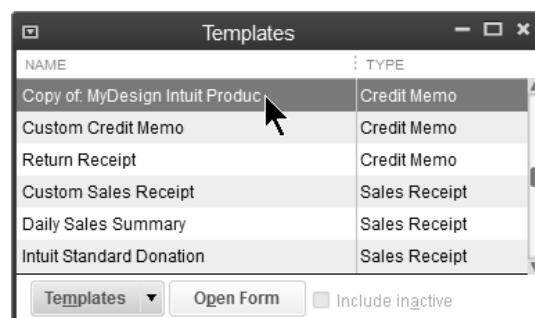
Total \$499.95

## 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

6. Select **Lists:Templates** from the menu.
7. Click the **Templates** button and select **Download Templates**.

### Forms


Why not save yourself time and effort by downloading free, pre-designed templates for forms and reports? Search the gallery of templates that can be used immediately or altered to fit custom business needs.


- Credit Memo
- Estimate
- Invoice

- Purchase Order
- Sales Order
- Sales Receipt

- Statement
- Donation

Credit Memo

**Blue Rounded Border Cred.DES**  
Blue small rounded borders with no fill.  
[Download](#)

**Green Rounded Fill Cred.DES**  
Green small rounded borders filled with a lighter shade of green.

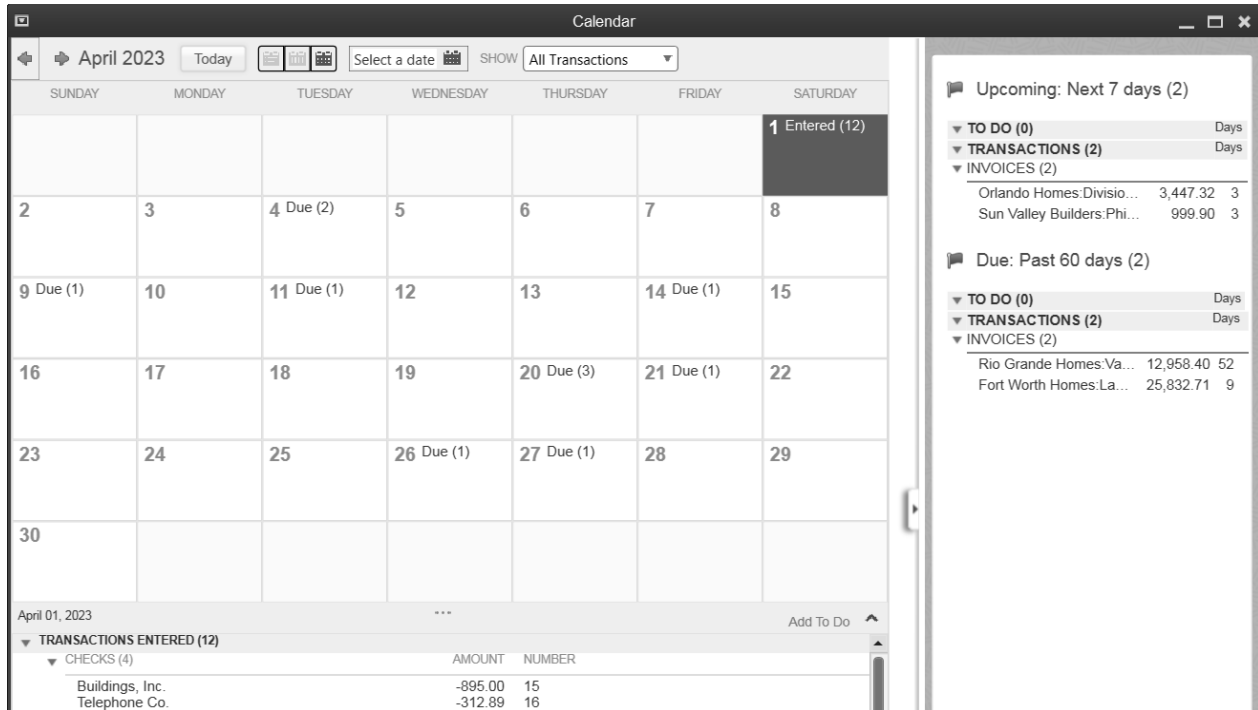
8. Select the form to download from the **Intuit QuickBooks Community** website and click **Download**.
9. Save the form to your computer.

# Chapter 8

## Finding and Saving Time

## 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 **Home** page.
2. Click Add To Do.

TYPE: Task

PRIORITY: Medium

WITH: Customer

Customer: Chicago Hotel Builders

DUE: 4/4/2023

TIME: 09:00 AM

DETAILS: Order office supplies.

STATUS: Active

Buttons: OK, Cancel, Help

3. Select the appropriate to do **Type**, **Priority**, and **Due Date**.

4. Enter the **Details** and an appropriate **Status**.
5. Click **OK**.

## Find

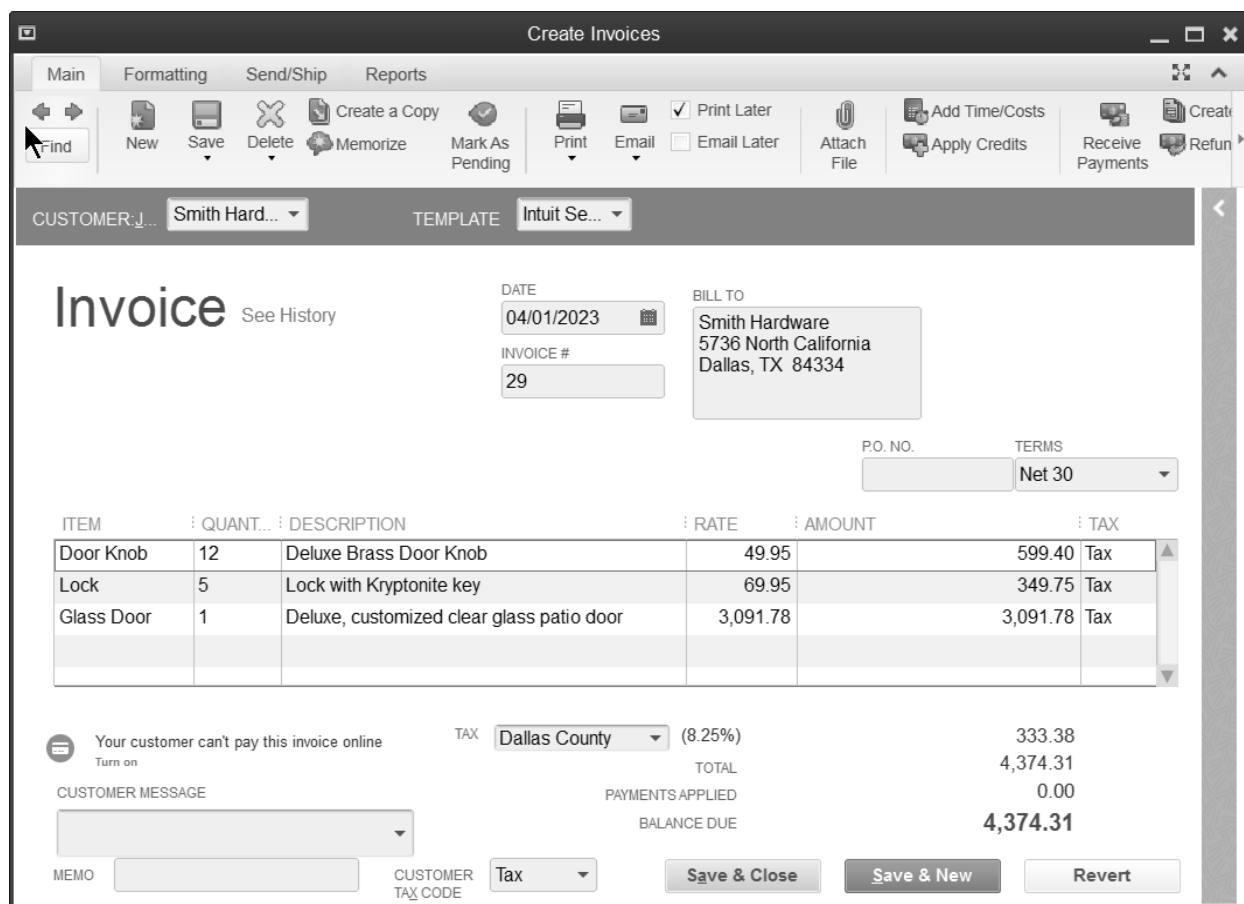
What if you make a mistake on an invoice or a check? Can you retrieve the original transaction and make the necessary changes? Yes! QuickBooks lets you retrieve and change transactions using the methods discussed in this chapter.

## 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.



**Create Invoices**

Main Formatting Send/Ship Reports

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

CUSTOMER: J... Smith Hard... TEMPLATE Intuit Se...

**Invoice** See History

DATE 04/01/2023

INVOICE # 29

BILL TO Smith Hardware  
5736 North California  
Dallas, TX 84334

P.O. NO. TERMS Net 30

ITEM	QUANT...	DESCRIPTION	RATE	AMOUNT	TAX
Door Knob	12	Deluxe Brass Door Knob	49.95	599.40	Tax
Lock	5	Lock with Kryptonite key	69.95	349.75	Tax
Glass Door	1	Deluxe, customized clear glass patio door	3,091.78	3,091.78	Tax

Your customer can't pay this invoice online Turn on

TAX Dallas County (8.25%) 333.38

TOTAL 4,374.31

PAYMENTS APPLIED 0.00

BALANCE DUE 4,374.31

CUSTOMER MESSAGE

MEMO CUSTOMER TAX CODE Tax

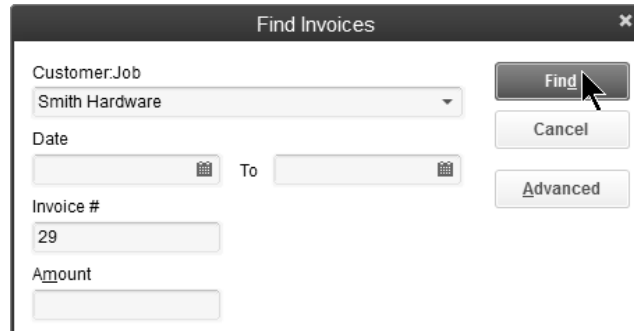
Save & Close Save & New Revert

## 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

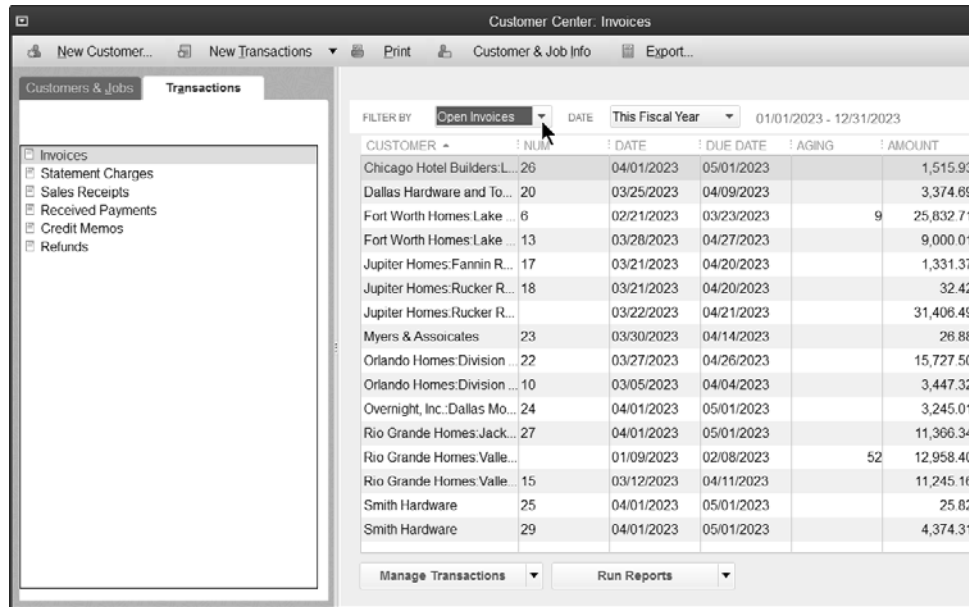
### Find Name On List

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

1. Click the (List Name) Center icon.
2. Click the **Transactions** tab.
3. Make appropriate selections from the drop-down arrows.

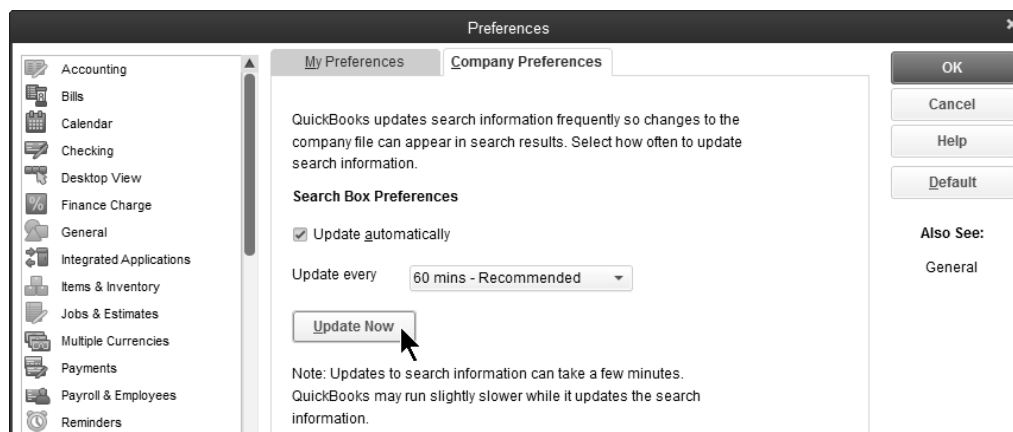


## QuickBooks Search

QuickBooks Search helps you find list entries, transactions, and menu items. Not sure how to access a feature? Not sure which list a name is on? Use Search to find it quickly.

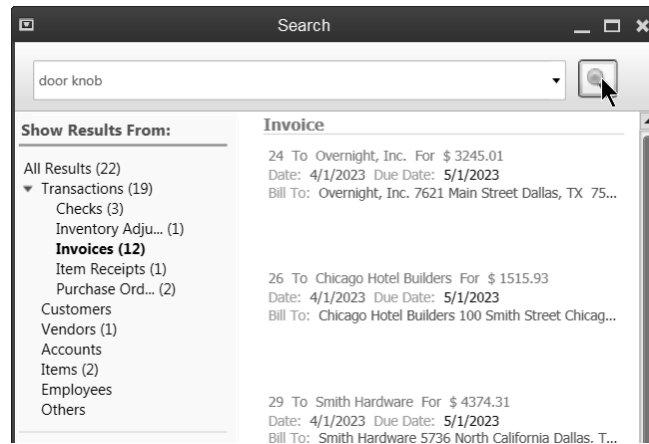
### Set Search Preferences and Update Search Index

1. Select **Edit:Preferences** from the menu.
2. Select **Search**.
3. Click the Company Preferences tab.



## Use QuickBooks Search

1. Select **Edit:Search** from the menu.
2. Click the **Update search information** link. (Optional)



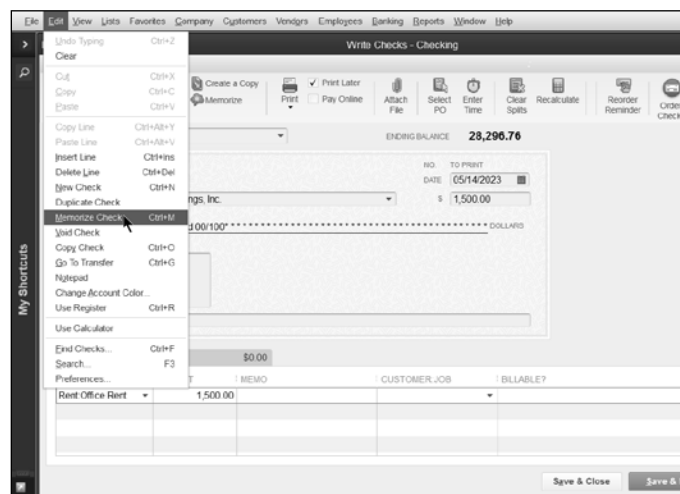
3. Enter a term in the **Search** field.
4. Narrow your search by using the search filters provided.
5. Press **Enter** or click the magnifying glass button.

## 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.

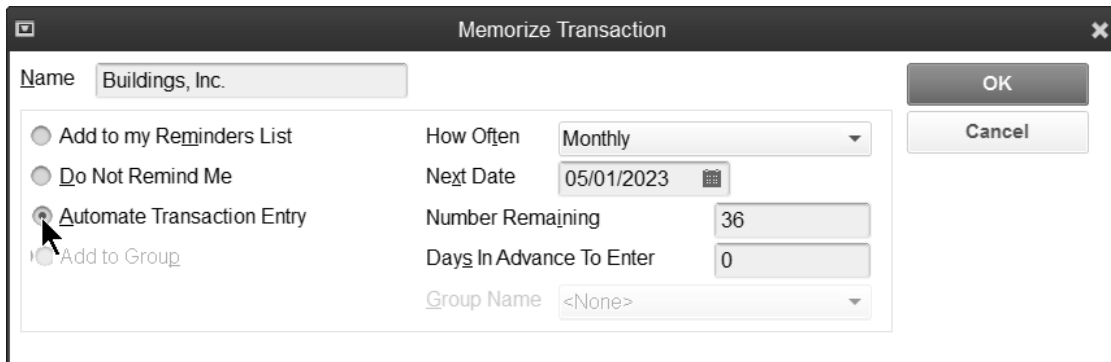
### Memorize Recurring Transaction for Automatic Entry

1. Enter the transaction to memorize.





2. Select Edit:Memorize (Form Name) from the menu.

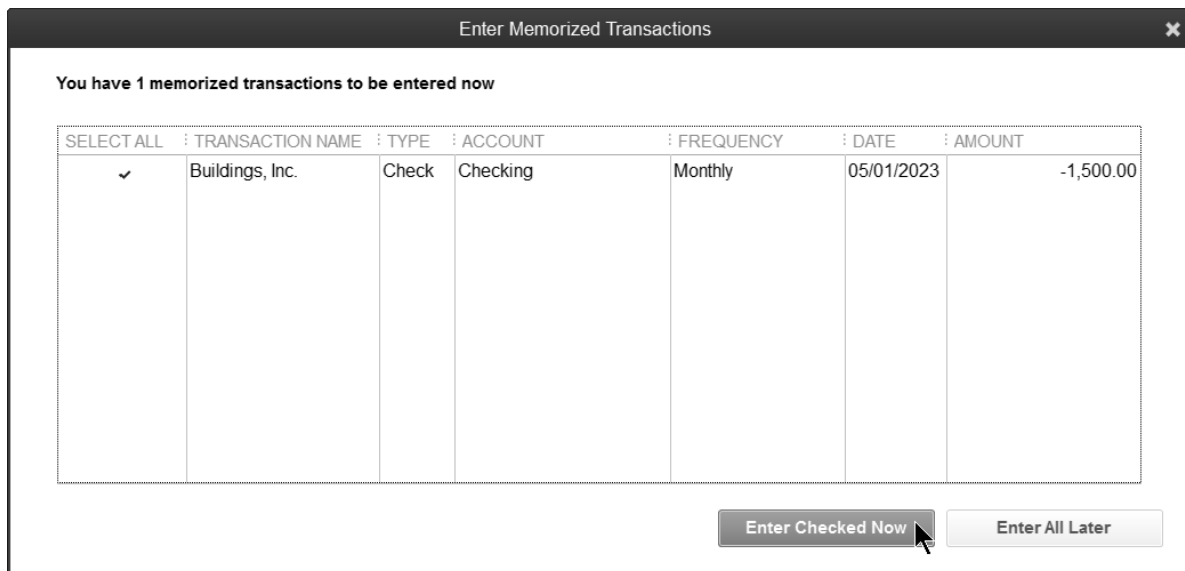


The "Memorize Transaction" dialog box is shown. It has a title bar with a close button. Inside, there's a "Name" field with "Buildings, Inc." entered. Below it are four radio buttons: "Add to my Reminders List", "Do Not Remind Me", "Automate Transaction Entry" (which is selected and has a mouse cursor over it), and "Add to Group". To the right of these are several fields: "How Often" (Monthly), "Next Date" (05/01/2023 with a calendar icon), "Number Remaining" (36), "Days In Advance To Enter" (0), and "Group Name" (<None>). At the bottom right are "OK" and "Cancel" buttons.

3. Click the Automate Transaction option.
4. Enter remaining information in the **Memorize Transaction** window.
5. Click **OK**.

## Automatically Enter Memorized Transactions

1. Start QuickBooks on the appropriate date.



The "Enter Memorized Transactions" dialog box is shown. It has a title bar with a close button. Inside, it says "You have 1 memorized transactions to be entered now". Below this is a table with the following columns: "SELECT ALL", "TRANSACTION NAME", "TYPE", "ACCOUNT", "FREQUENCY", "DATE", and "AMOUNT". The table contains one row with a checkmark in the "SELECT ALL" column, "Buildings, Inc." in "TRANSACTION NAME", "Check" in "TYPE", "Checking" in "ACCOUNT", "Monthly" in "FREQUENCY", "05/01/2023" in "DATE", and "-1,500.00" in "AMOUNT". At the bottom right are two buttons: "Enter Checked Now" (with a mouse cursor over it) and "Enter All Later".

SELECT ALL	TRANSACTION NAME	TYPE	ACCOUNT	FREQUENCY	DATE	AMOUNT
✓	Buildings, Inc.	Check	Checking	Monthly	05/01/2023	-1,500.00

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.

## Change Memorized 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 Memorized 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**.

## Delete Memorized Transaction

1. Click the Memorized Transaction button.
2. Select Delete Memorized Transaction from the menu.
3. Click **OK** to confirm the deletion.



# Chapter 9

# Sales Tax

# 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

1. Click the **Manage Sales Tax** icon on the **Home** page.
2. Click the Sales Tax Preferences button.

The screenshot shows the 'Preferences' window in QuickBooks, with the 'Company Preferences' tab selected. The 'Sales Tax' category is highlighted in the left-hand navigation pane. The main content area is divided into several sections:

- Do you charge sales tax?**: Two radio buttons, 'Yes' (selected) and 'No'.
- SET UP SALES TAX ITEM**: A text box with the instruction 'Add a sales tax item for each county, district, parish, etc. where you collect sales tax.' and a 'Show Examples' link. Below this is an 'Add sales tax item...' button and a dropdown menu for 'Your most common sales tax item' with 'Dallas' selected.
- ASSIGN SALES TAX CODES**: A text box stating 'Sales tax codes determine if the items you sell are taxable or non-taxable.' Below this are two dropdown menus: 'Taxable item code' (set to 'Tax') and 'Non-taxable item code' (set to 'Non'). There is also a checkbox for 'Identify taxable amounts as "T" for "Taxable" when printing'.
- WHEN DO YOU OWE SALES TAX?**: Two radio buttons, 'As of invoice date (Accrual Basis)' (selected) and 'Upon receipt of payment (Cash Basis)'.
- WHEN DO YOU PAY SALES TAX?**: Three radio buttons, 'Monthly' (selected), 'Quarterly', and 'Annually'.

On the right side of the window, there are buttons for 'OK', 'Cancel', 'Help', and 'Default'. Below these is an 'Also See:' section with a link to 'General'.

3. Enter appropriate information in the **Preferences** window.
4. Click **OK**.
5. Click **Close** in the **Manage Sales Tax** window.



## 2-Sales Tax Items and Groups

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

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

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.

### Sales Tax Item

**TYPE**  
Sales Tax Item Use to calculate a single sales tax at a specific rate that you pay to a single tax agency.

Sales Tax Name  
Rhode Island

Description  
Rhode Island Sales Tax

Tax Rate (%) Tax Agency (vendor that you collect for)  
7.0% State of Rhode Island

OK  
Cancel  
Notes  
Spelling

☐ Item is inactive

## Sales Tax Group

The 'New Item' dialog box shows the 'TYPE' dropdown set to 'Sales Tax Group'. A description explains its use for tracking multiple sales tax items. The 'Group Name/Number' field contains 'San Antonio' and the 'Description' field contains 'San Antonio Combined Rate'. On the right, there are 'OK', 'Cancel', 'Notes', and 'Spelling' buttons, along with an 'Item is inactive' checkbox. At the bottom, a table lists individual tax items and their rates.

TAX ITEM	RATE	TAX AGENCY	DESCRIPTION
Texas State	6.25%	State Of Texas	Texas State
San Antonio City	1.25%	State Of Texas	San Antonio City Rate
San Antonio Speci...	0.75%	State Of Texas	San Antonio Specia...
Group Rate		8.25%	

## 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.

1. Click the **Manage Sales Tax** icon on the **Home** page.
2. Click Open Sales Tax Code List.

The 'Sales Tax Code List' window displays a table with columns for CODE, DESCRIPTION, and TAXABLE. It lists codes for Taxable, Exempt, Non-Taxable, Out of State, and Reseller sales. At the bottom, there are dropdown menus for 'Sales Tax Code', 'Activities', and 'Reports', along with an 'Include inactive' checkbox.

CODE	DESCRIPTION	TAXABLE
Tax	Taxable Sales	✓
Ext	Exempt Sales	
Non	Non-Taxable Sales	
Out	Out of State Sales	
Res	Sales to Resellers	

3. Click the **Sales Tax Code** button and select **New** from the menu.

The 'Edit Sales Tax Code' dialog box shows the 'Sales Tax Code' field with 'Ext' entered. The 'Description' field contains 'Exempt Sales'. There are radio buttons for 'Taxable' and 'Non-Taxable', with 'Non-Taxable' selected. On the right, there are 'OK', 'Cancel', and 'Sales Tax Code is inactive' checkboxes.

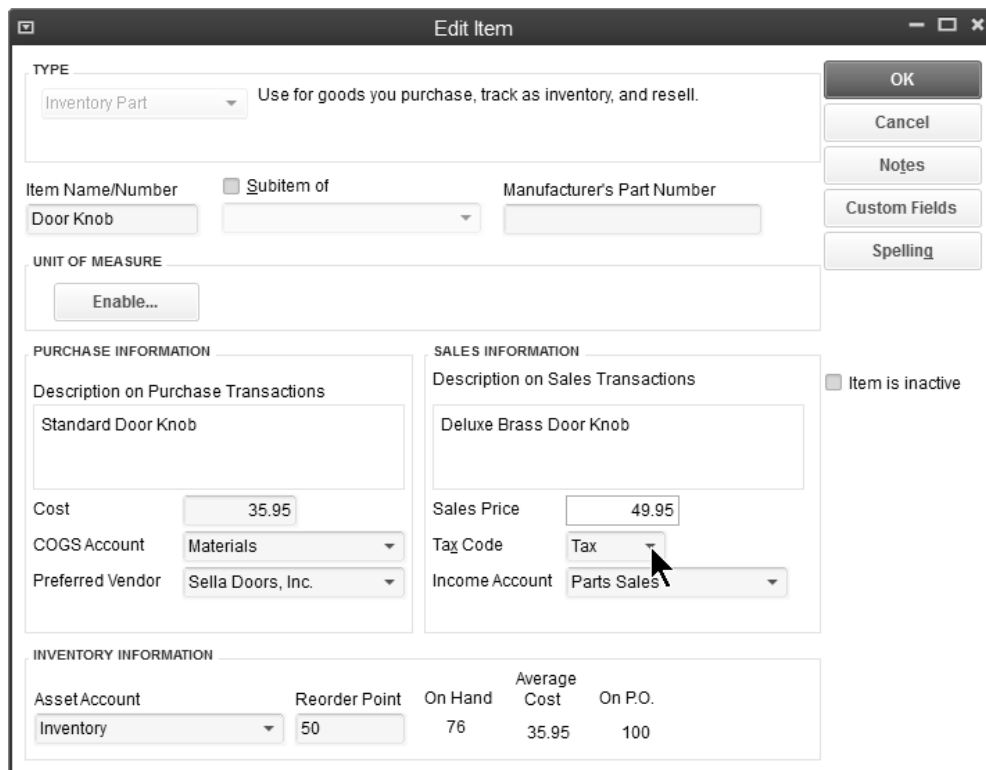
4. Enter a code under **Sales Tax Code**.
5. Click the **Taxable** or **Non-Taxable** button as appropriate.
6. Click **OK**.
7. Click **Close** in the **Manage Sales Tax** window.

## 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.



The screenshot shows the 'Edit Item' window with the following details:

- TYPE:** Inventory Part (Use for goods you purchase, track as inventory, and resell.)
- Item Name/Number:** Door Knob
- UNIT OF MEASURE:** Enable...
- PURCHASE INFORMATION:**
  - Description on Purchase Transactions: Standard Door Knob
  - Cost: 35.95
  - COGS Account: Materials
  - Preferred Vendor: Sella Doors, Inc.
- SALES INFORMATION:**
  - Description on Sales Transactions: Deluxe Brass Door Knob
  - Sales Price: 49.95
  - Tax Code: Tax (selected)
  - Income Account: Parts Sales
- INVENTORY INFORMATION:**

Asset Account	Reorder Point	On Hand	Average Cost	On P.O.
Inventory	50	76	35.95	100

Buttons on the right: OK, Cancel, Notes, Custom Fields, Spelling. A checkbox for 'Item is inactive' is also present.

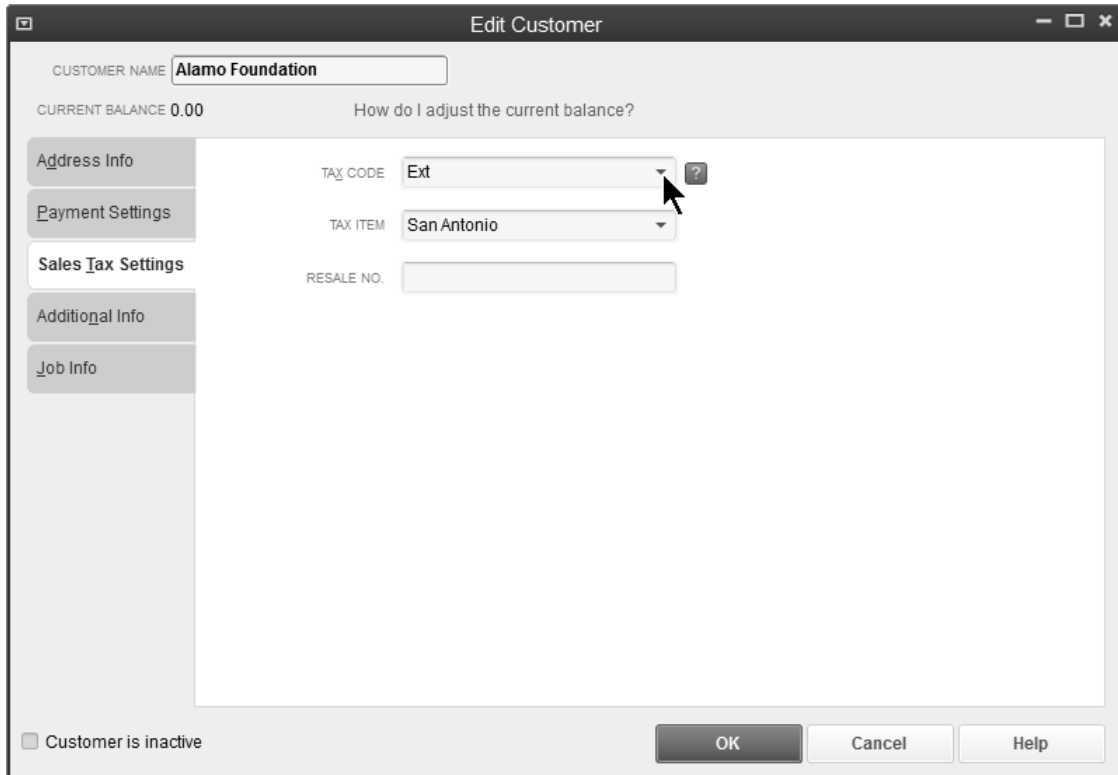
5. Click the **Tax Code** drop-down arrow and select the appropriate sales tax code.
6. Click **OK**.

## 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.



The screenshot shows the 'Edit Customer' window for 'Alamo Foundation'. The 'Sales Tax Settings' tab is selected in the left sidebar. The main area displays the following fields:

- CUSTOMER NAME:** Alamo Foundation
- CURRENT BALANCE:** 0.00
- How do I adjust the current balance?:** (dropdown menu)
- TAX CODE:** Ext (dropdown menu with a help icon)
- TAX ITEM:** San Antonio (dropdown menu)
- RESALE NO.:** (text field)

At the bottom, there is a checkbox for 'Customer is inactive' and three buttons: 'OK', 'Cancel', and 'Help'.

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

Create Invoices

Main Formatting Send/Ship Reports

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

CUSTOMER: J... San Antonio Cle... TEMPLATE Intuit Servic...

### Invoice

DATE 03/31/2023

INVOICE # 52

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 door knob	99.95	499.75	Non

☰ Your customer can't pay this invoice online  
Turn on

TAX San Antonio (8.25%) 20.60

CUSTOMER MESSAGE

MEMO

CUSTOMER TAX CODE

TOTAL 770.10

PAYMENTS APPLIED 0.00

BALANCE DUE 770.10

Save & Close Save & New Clear

## 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 Create a Batch Refund/Credit

CUSTOMER: J... Alamo Foundation TEMPLATE Intuit Servic...

### Invoice

DATE 03/31/2023

INVOICE # 53

BILL TO  
Alamo Foundation  
Thomas A. Ruvaldt  
9383 Amy Ave. Apt. G  
San Antonio, TX 78232

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 door knob	99.95	499.75	Ext

☰ Your customer can't pay this invoice online  
Turn on

TAX San Antonio (8.25%) 0.00

CUSTOMER MESSAGE

MEMO

CUSTOMER TAX CODE Ext

TOTAL 749.50

PAYMENTS APPLIED 0.00

BALANCE DUE 749.50

Save & Close Save & New Clear

# Pay Sales Taxes

## 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

Customize Report

Comment on Report

Share Template

Memorize

Print

E-mail

Excel

Hide Header

Collapse Rows

Dates

Last Month

From

03/01/2023

To

03/31/2023

Show Columns

Sales Tax Code

Sort By

Default

Report Basis:

Accrual

Cash

Show Filters

04/01/23

Accrual Basis

Buildem, Inc.

Sales Tax Revenue Summary

March 2023

	Taxable Sales	Exempt Sales	Non-Taxable Sales	Sales to Resellers	TOTAL
State Of Texas					
Dallas City	0.00	499.95	43,581.21	12,950.00	57,031.16
Dallas Special Rate	0.00	499.95	43,581.21	12,950.00	57,031.16
San Antonio City	249.75	749.50	499.75	0.00	1,499.00
San Antonio Special Rate	249.75	749.50	499.75	0.00	1,499.00
Texas State	249.75	1,249.45	44,080.96	12,950.00	58,530.16
Multiple taxes for State Of Te...	(499.50)	(2,498.90)	(88,161.92)	(25,900.00)	(117,060.32)
Total State Of Texas	249.75	1,249.45	44,080.96	12,950.00	58,530.16
No tax vendor					
Out of State	4,999.50	0.00	22,990.65	0.00	27,990.15
Total (no tax vendor)	4,999.50	0.00	22,990.65	0.00	27,990.15
TOTAL	5,249.25	1,249.45	67,071.61	12,950.00	86,520.31

## Review a Sales Tax Liability Report

Click the Manage Sales Tax icon on the Home page.

1. Click Sales Tax Liability.

Sales Tax Liability

Customize Report

Comment on Report

Share Template

Memorize

Print

E-mail

Excel

Hide Header

Collapse Rows

Dates

Last Month

From 03/01/2023

To 03/31/2023

Sort By Default

Report Basis:

Accrual

Cash

Show Filters

04/01/23

Accrual Basis

Buildem, Inc.

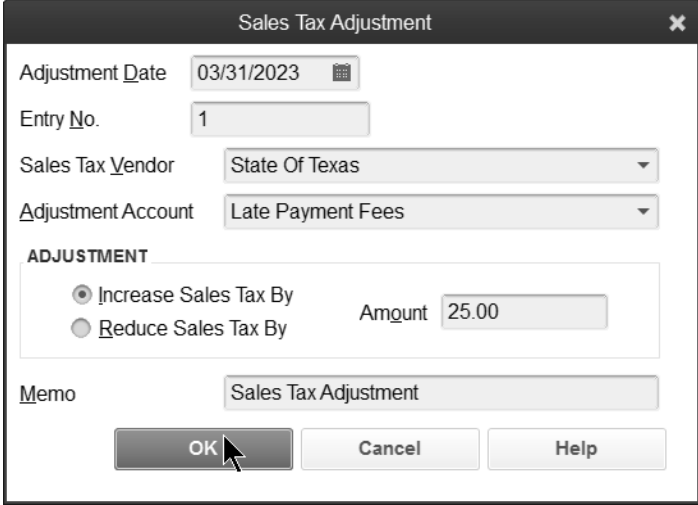
Sales Tax Liability

March 2023

	Total Sales	Non-Taxable Sales	Taxable Sales	Tax Rate	Tax Collected	Sales Tax Payable As of Mar 31, 23
Idaho Sales Tax Commission						
Boise, Idaho	0.00	0.00	0.00	6.0%	0.00	0.00
Total Idaho Sales Tax Commis...	0.00	0.00	0.00		0.00	0.00
State Of Texas						
Dallas City	57,031.16	57,031.16	0.00	1.0%	0.00	0.00
Dallas Special Rate	57,031.16	57,031.16	0.00	1.0%	0.00	0.00
El Paso City	0.00	0.00	0.00	1.0%	0.00	0.00
San Antonio City	1,499.00	1,249.25	249.75	1.25%	3.12	3.12
San Antonio Special Rate	1,499.00	1,249.25	249.75	0.75%	1.87	1.87
Texas State	58,530.16	58,280.41	249.75	6.25%	15.61	15.61
Waco City	0.00	0.00	0.00	1.0%	0.00	0.00
Multiple taxes for State Of Te...	(117,060.32)	(116,560.82)	(499.50)		0.00	0.00
Total State Of Texas	58,530.16	58,280.41	249.75		20.60	20.60
No tax vendor						
Out of State	27,990.15	22,990.65	4,999.50	0.0%	0.00	0.00
Total (no tax vendor)	27,990.15	22,990.65	4,999.50		0.00	0.00
TOTAL	86,520.31	81,271.06	5,249.25		20.60	20.60

## Adjust Sales Taxes

1. Click the **Manage Sales Tax** icon on the **Home** page.
2. Click Adjust Sales Tax Due.

A screenshot of the 'Sales Tax Adjustment' dialog box. The window has a title bar with the text 'Sales Tax Adjustment' and a close button. Inside, there are several input fields: 'Adjustment Date' with a date picker showing '03/31/2023', 'Entry No.' with a text box containing '1', 'Sales Tax Vendor' with a dropdown menu showing 'State Of Texas', and 'Adjustment Account' with a dropdown menu showing 'Late Payment Fees'. Below these is a section titled 'ADJUSTMENT' containing two radio buttons: 'Increase Sales Tax By' (which is selected) and 'Reduce Sales Tax By'. To the right of these radio buttons is a text box labeled 'Amount' containing '25.00'. At the bottom, there is a 'Memo' field with the text 'Sales Tax Adjustment'. At the very bottom are three buttons: 'OK', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'OK' button.

Sales Tax Adjustment

Adjustment Date 03/31/2023

Entry No. 1

Sales Tax Vendor State Of Texas

Adjustment Account Late Payment Fees

**ADJUSTMENT**

☒ Increase Sales Tax By ☐ Reduce Sales Tax By Amount 25.00

Memo Sales Tax Adjustment

OK Cancel Help

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

1. Click the **Manage Sales Tax** icon on the **Home** page.
2. Click the **Pay Sales Tax** button.

The screenshot shows the 'Pay Sales Tax' window with the following details:

- Pay From Account:** Checking
- Check Date:** 04/01/2023
- Show sales tax due through:** 03/31/2023
- Starting Check No.:** 1011

PAY	ITEM	VENDOR	AMT. DUE	AMT. PAID
✓	San Antonio City	State Of Texas	3.12	3.12
✓	San Antonio Speci...	State Of Texas	1.87	1.87
✓	Texas State	State Of Texas	15.61	15.61
		State Of Texas	25.00	0.00
Totals			45.60	20.60

Buttons: Clear Selections, Adjust, Ending Bank Balance 59,809.31, OK, Cancel, Help.

☐ To be printed

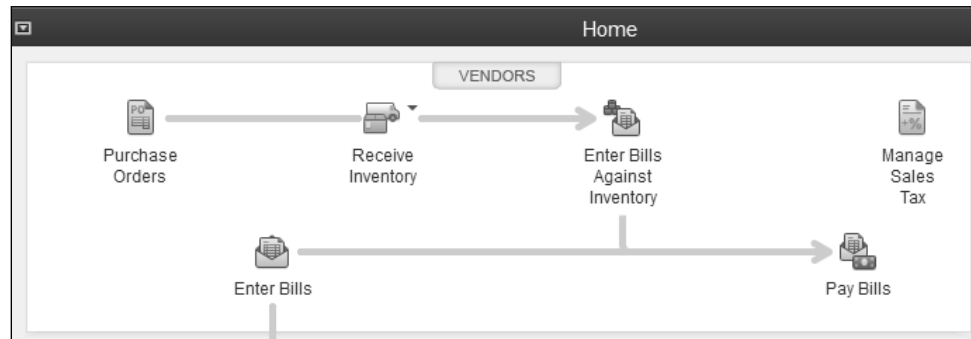
3. Click the individual items to select for payment.
4. Enter remaining information in the **Pay Sales Tax** window.
5. Click **OK**.
6. Click **Close** in the **Manage Sales Tax** window.



# Chapter 10

## Vendors & Expenses

## 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 Center: American Express

New Vendor... New Transactions Print Excel Word Bill Tracker

Vendors Transactions

Active Vendors

NAME	BALANCE T...	ATTACH
American Express	0.00	
Arizona Dept of Tax	0.00	
Boise County Idaho	0.00	
Buildings, Inc.	0.00	
Chamber of Commerce	0.00	
City of Boise, Idaho	0.00	
Computer Warehouse	0.00	
Craig's Gasoline	0.00	
D. Bell	388.00	
Dallas Bell	578.00	
Dallas Phone Company	0.00	
Dave's Cafe	0.00	
Door Knob Corporation	3,749.75	
Edgar Leasing	0.00	
Electric, Inc.	0.00	
General Carriers, Inc.	11,000.00	
Hinges Corporation	0.00	
Idaho Sales Tax Commissi...	0.00	
Jo Jo Inc.	22,833.65	
King & King	3,250.00	

### Vendor Information

Company Name: American Express  
 Full Name: American Express  
 Vendor Type: Administrative  
 Account No.: 8383-333333-02222  
 Terms: Due on receipt  
 Billed From: American Express  
 123 West Park Avenue  
 New York, NY 10878

Main Phone: 800-383-3333  
 Alt. Phone: 800-383-3334  
 Fax: 800-383-3335  
 Main Email: ebby@ae.com

Map | Directions

NOTE

REPORTS FOR THIS

QuickReport  
 Open Balance

Order 1099 Forms  
 Order Checks

Transactions Contacts To Do's Notes Sent Email

SHOW: All Transactions FILTER BY: All DATE: All

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

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

The screenshot shows the 'Edit Vendor' window with the 'Address Info' tab selected. The window title is 'Edit Vendor'. At the top, there is a 'VENDOR NAME' field with 'Smith & Smith-v' and a 'CURRENT BALANCE 0.00' label. Below this is a section for 'How do I adjust the current balance?'. The 'Address Info' tab is active, showing a sidebar with 'Address Info', 'Payment Settings', 'Tax Settings', 'Account Settings', and 'Additional Info'. The main area contains fields for 'COMPANY NAME' (Smith & Smith), 'FULL NAME' (Mr. Trevor 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), and 'Other 1'. Below these is the 'ADDRESS DETAILS' section with 'BILLED FROM' and 'SHIPPED FROM' addresses. The 'BILLED FROM' address is 'Smith & Smith, Trevor Smith, 388 Main, Suite 388, Dallas, TX 75248'. There is a 'Copy >>' button between the two address boxes. At the bottom, there is a checkbox for 'Vendor is inactive' and 'OK', 'Cancel', and 'Help' buttons.

## Payment Settings

The screenshot shows the 'Edit Vendor' window with the 'Payment Settings' tab selected. The window title is 'Edit Vendor'. At the top, there is a 'VENDOR NAME' field with 'Smith & Smith-v' and a 'CURRENT BALANCE 0.00' label. Below this is a section for 'How do I adjust the current balance?'. The 'Payment Settings' tab is active, showing a sidebar with 'Address Info', 'Payment Settings', 'Tax Settings', 'Account Settings', and 'Additional Info'. The main area contains fields for 'ACCOUNT NO.' (080561), 'CREDIT LIMIT' (10,000.00), 'PAYMENT TERMS' (Net 30), 'BILLING RATE LEVEL', 'PRINT NAME ON CHECK AS' (Smith & Smith), and a question mark icon. At the bottom, there are 'OK', 'Cancel', and 'Help' buttons.

## Track Accounts Payable

There are two 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.

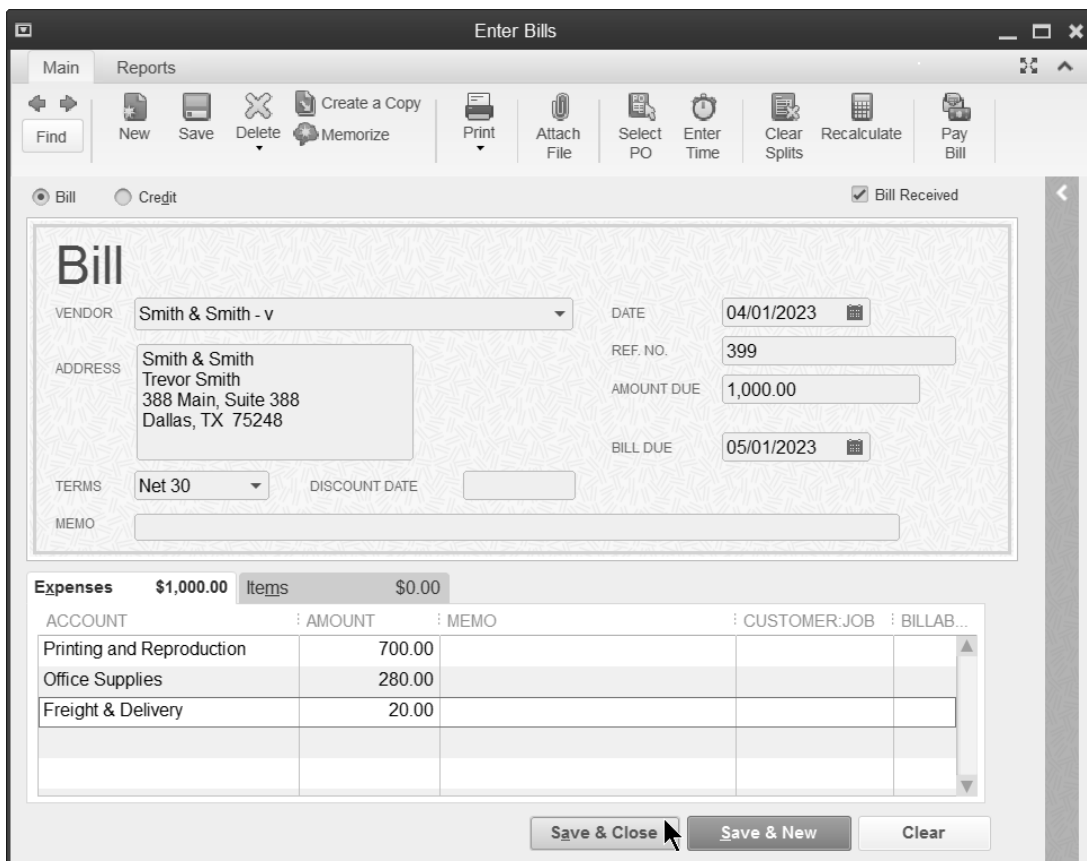
**Steps if you use accounts payable: Enter Bill → Pay Bill → Print Check**

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. With this method, QuickBooks will not know how much you owe vendors for bills.

**Steps if you DON'T use accounts payable: Write Check → Print Check**

### Enter Bill

1. Click the **Enter Bills** icon on the **Home** page.



**Enter Bills**

Main Reports

Find New Save Delete Create a Copy Memorize Print Attach File Select PO Enter Time Clear Splits Recalculate Pay Bill

☒ Bill ☐ Credit ☒ Bill Received

**Bill**

VENDOR: Smith & Smith - v

DATE: 04/01/2023

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

REF. NO.: 399

AMOUNT DUE: 1,000.00

TERMS: Net 30

DISCOUNT DATE:

BILL DUE: 05/01/2023

MEMO:

**Expenses** \$1,000.00 **Items** \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLAB...
Printing and Reproduction	700.00			
Office Supplies	280.00			
Freight & Delivery	20.00			

Save & Close Save & New Clear

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.

## Review Bill Tracker

1. Select **Vendors:Bill Tracker** from the menu.

Bill Tracker

UNBILLED: 2,172.50 (2 PURCHASE ORDERS)

UNPAID: 72,793.40 (14 OPEN BILLS), 14,000.00 (1 OVERDUE)

PAID: 1,025.00 (3 PAID IN LAST 30 DAYS)

VENDOR: All, TYPE: All, STATUS: All, DATE: All, GROUP BY: None

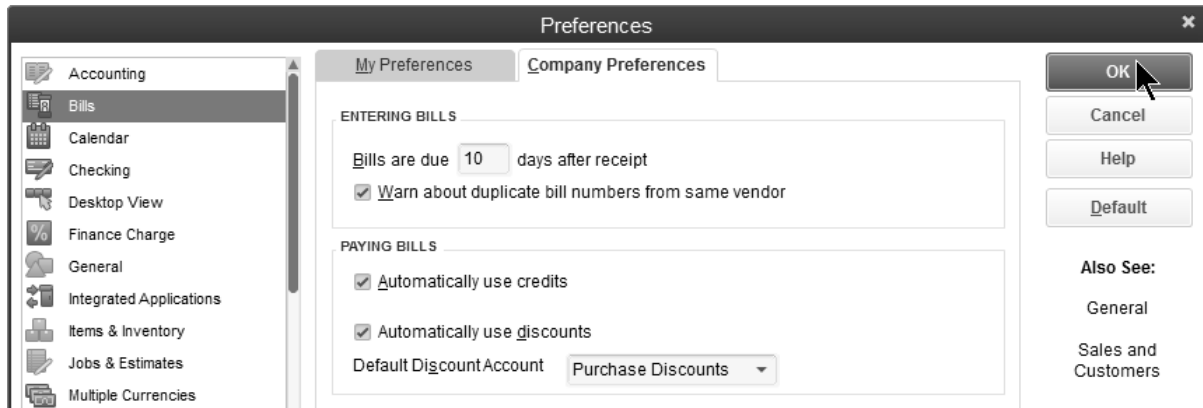
VENDOR	TYPE	NUMBER	DATE	DUE DATE	STATUS	AMOUNT	OPEN BALANCE	ACTION
Hinges Corporation	Purchase Order	9	3/7/2023	6/7/2017	Open	375.00		Convert to Bill
Door Knob Corp...	Purchase Order	8	3/7/2023	6/7/2017	Open	1,797.50		
Spendalot, Inc.	Bill	0039	2/28/2023	3/15/2023	Overdue	14,000.00	14000.00	
Jo Jo Inc.	Bill	343v	3/2/2023	4/1/2023	Open	2,999.90	2999.90	
Jo Jo Inc.	Bill	343	3/5/2023	4/4/2023	Open	18,748.75	18748.75	
Dallas Bell	Bill	38888	3/28/2023	4/7/2023	Open	578.00	578.00	
King & King	Bill	4558	3/15/2023	4/14/2023	Open	3,250.00	3250.00	
General Carriers,...	Bill		3/15/2023	4/14/2023	Open	7,250.00	7250.00	
D. Bell	Bill	#7d0	3/31/2023	4/15/2023	Open	388.00	388.00	
Jo Jo Inc.	Bill	3553	3/25/2023	4/24/2023	Open	1,085.00	1085.00	
General Carriers,...	Bill	3993	3/31/2023	4/30/2023	Open	4,250.00	4250.00	
Sella Doors, Inc.	Bill		4/1/2023	5/1/2023	Open	14,999.00	14999.00	
Smith & Smith - v	Bill	399	4/1/2023	5/1/2023	Open	1,000.00	1000.00	

Batch Actions, Manage Transactions

Showing 1 - 19 of 19

## Turn On/Off Automatic Discounts/Credits

1. Select **Edit:Preferences** from the menu.
2. Select **Bills**.
3. Click the Company Preferences tab.



4. Click the Automatically use credits box.
5. Click the Automatically use discounts box.
6. Click the **Default Discount Account** drop-down arrow and select the appropriate account.
7. Click **OK**.

## Pay Bills

1. Click the **Pay Bills** icon on the **Home** page.

**Pay Bills**

**SELECT BILLS TO BE PAID**

Show bills ☐ Due on or before 04/11/2023 ☒ Show all bills

Filter By  Sort By Vendor

<input checked="" type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DA...	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input checked="" type="checkbox"/>	04/14/2023	King & King	4558		3,250.00	0.00	0.00	3,250.00
<input checked="" type="checkbox"/>	05/01/2023	Sella Doors, Inc.			14,999.00	0.00	0.00	14,999.00
<input checked="" type="checkbox"/>	05/01/2023	Smith & Smith - v	399		1,000.00	0.00	0.00	1,000.00
<input checked="" type="checkbox"/>	03/15/2023	Spendalot, Inc.	0039		14,000.00	0.00	0.00	14,000.00
Totals					68,548.65	0.00	0.00	33,249.00

Clear Selections

**DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL**

Vendor Spendalot, Inc. Terms Net 15 Number of Credits 0

Bill Ref. No. 0039 Sugg. Discount 0.00 Total Credits Available 0.00

Go to Bill Set Discount Set Credits

**PAYMENT**

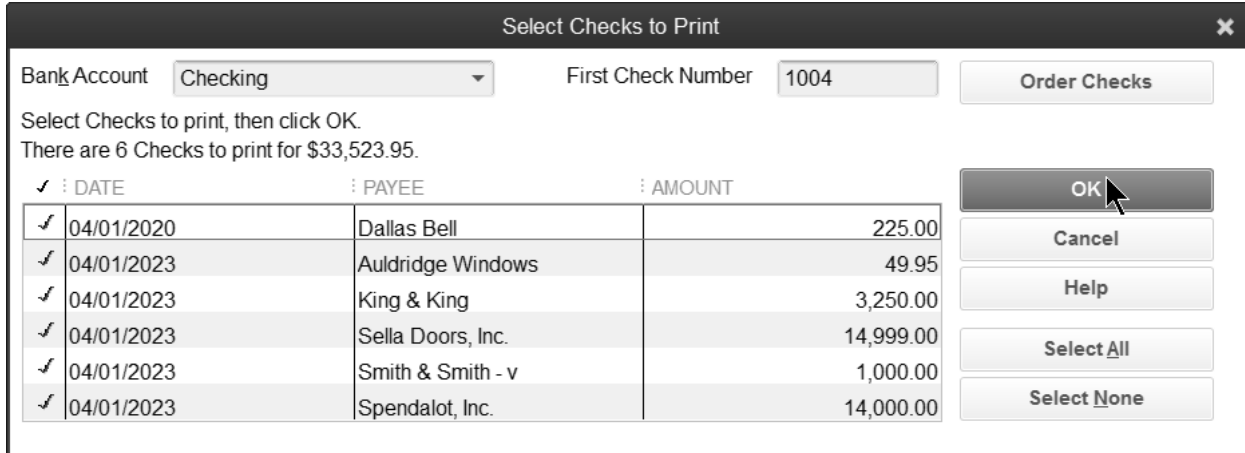
Date 04/01/2023 Method Check ☒ To be printed ☐ Assign check number Account Checking Ending Balance 70,441.01

Pay Selected Bills Cancel

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.

## Print Checks

1. Click the **Print Checks** icon on the **Home** page.



Select Checks to Print

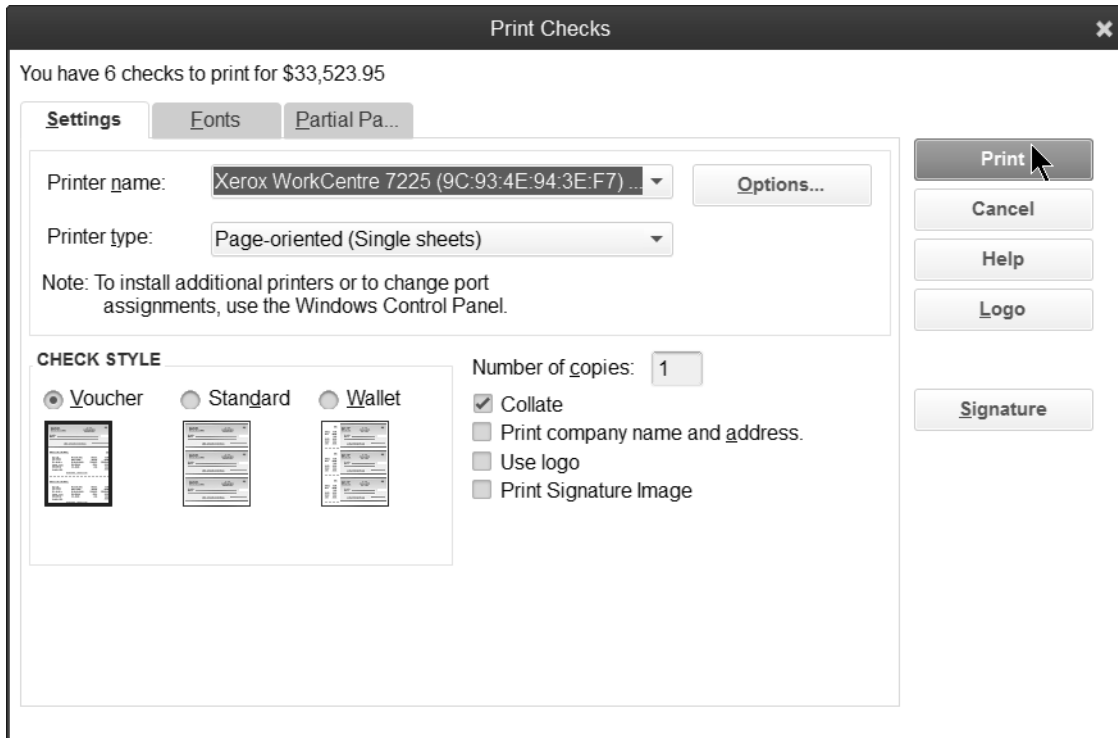
Bank Account: Checking First Check Number: 1004 Order Checks

Select Checks to print, then click OK.  
There are 6 Checks to print for \$33,523.95.

<input checked="" type="checkbox"/>	DATE	PAYEE	AMOUNT
<input checked="" type="checkbox"/>	04/01/2020	Dallas Bell	225.00
<input checked="" type="checkbox"/>	04/01/2023	Auldrige Windows	49.95
<input checked="" type="checkbox"/>	04/01/2023	King & King	3,250.00
<input checked="" type="checkbox"/>	04/01/2023	Sella Doors, Inc.	14,999.00
<input checked="" type="checkbox"/>	04/01/2023	Smith & Smith - v	1,000.00
<input checked="" type="checkbox"/>	04/01/2023	Spendalot, Inc.	14,000.00

OK Cancel Help Select All Select None

2. Click the individual checks to select for printing.
3. Click **OK**.



Print Checks

You have 6 checks to print for \$33,523.95

**Settings** Fonts Partial Pa...

Printer name: Xerox WorkCentre 7225 (9C:93:4E:94:3E:F7) ... 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

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.



## Write Checks

If you don't use accounts payable, you write checks directly to vendors.

### 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 Pay Online Attach File Select PO Enter Time Clear Splits Recalculate Batch Transactions Reorder Reminder Order Checks

BANK ACCOUNT: Checking ENDING BALANCE: 70,441.01

NO. TO PRINT  
DATE: 04/01/2023

PAY TO THE ORDER OF: Office Solutions \$ 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 JOB	BILLABLE?
Office Supplies	96.12			

Save & Close Save & New Clear

### Print Checks

Print the checks following the steps you learned earlier.

## Hand-written Check

The screenshot shows the 'Write Checks - Checking' window. The 'BANK ACCOUNT' is set to 'Checking' and the 'ENDING BALANCE' is 70,344.89. The check is for 'Pizza Dallas' for the amount of \$14.98, dated 04/01/2023. The check number is 16. The address is 'Pizza Dallas, 388 Italiano, Dallas, TX 78452'. The memo is 'Anchovy, garlic, and onion special.' The 'Expenses' section shows a total of \$14.98 for 'Meals'.

ACCOUNT	AMOUNT	MEMO	CUSTOMER-JOB	BILLABLE?
Meals	14.98			

## 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.

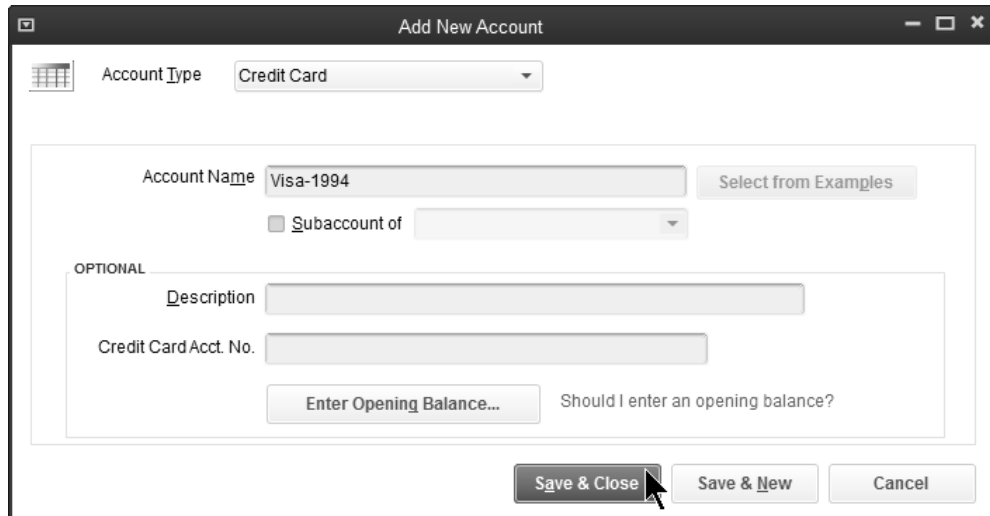
The screenshot shows the 'Write Checks - Checking' window. The 'BANK ACCOUNT' is set to 'Checking' and the 'ENDING BALANCE' is 70,329.91. The check is for 'DEBIT' for the amount of \$0.00, dated 04/01/2023. The 'Expenses' section shows a total of \$0.00.

ACCOUNT	AMOUNT	MEMO	CUSTOMER-JOB	BILLABLE?

## Using Credit Cards

### 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 Credit Card Charges

1. Click the **Enter Credit Card Charges** icon on the **Home** page.

Enter Credit Card Charges - Visa-1994

Main Reports

Find New Save Delete Create a Copy Memorize Attach File Download Card Charges Select PO Enter Time Clear Splits Recalculate Batch Transactions

CREDIT CARD: Visa-1994 Purchase/Charge Refund/Credit ENDING BALANCE: 0.00

### Credit Card Purchase/Charge

PURCHASED FROM: Craig's Gasoline DATE: 04/01/2023

REF NO.: REF NO. AMOUNT: 27.50

MEMO: MEMO

Expenses \$27.50 Items \$0.00 Ready to pay a credit card bill?

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLAB...
Automobile Exp...	27.50			

Save & Close Save & New Clear

2. Click the **Credit Card** drop-down arrow and select the appropriate credit card.
3. Enter remaining information in the **Enter Credit Card Charges** window.
4. Click Save & Close.

# Credit Memos

## Enter Credit Memo

1. Click the **Enter Bills** icon on the **Home** page.

The screenshot shows the 'Enter Bills' window with the 'Credit' tab selected. The window has a toolbar with buttons like Find, New, Save, Delete, Create a Copy, Memorize, Print, Attach File, Select PO, Enter Time, Clear Splits, and Recalculate. Below the toolbar, there are radio buttons for 'Bill' and 'Credit', with 'Credit' being the active selection. The main form area contains fields for VENDOR (General Carriers, Inc.), DATE (04/01/2023), REF. NO. (CM-888), and CREDIT AMOUNT (1,000.00). There is also a MEMO field. At the bottom, there is a summary section showing 'Expenses' of \$1,000.00 and 'Items' of \$0.00. Below this is a table with columns for ACCOUNT, AMOUNT, MEMO, CUSTOMER:JOB, and BILLA... The table contains one row for 'Freight & Delivery' with an amount of 1,000.00.

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLA...
Freight & Delivery	1,000.00			

2. Click the **Credit** button at the top of the window.
3. Enter remaining information in the **Enter Bills** window.
4. Click Save & Close.

## Apply Credit Memo

1. Click the **Pay Bills** icon on the **Home** page.
2. Click the appropriate bills to select for payment.
3. Click the bill to specify the credit application.
4. Click the **Set Credits** button.

**Discount and Credits**

**BILL**

Vendor: General Carriers, Inc.

Ref. No.:                      Amount Due: 7,250.00

Date: 03/15/2023              Discount Used: 0.00

Original Amt: 7,250.00              Credits Used: 1,000.00

   Amt. To Pay: 6,250.00

**Discount**      **Credits**

✓ DATE	REF. NO.	CREDIT AMT.	AMT. TO USE	CREDIT BALANCE
01/01/2023	CM-03-20	500.00	0.00	500.00
✓ 04/01/2023	CM-888	1,000.00	1,000.00	0.00
Totals		1,500.00	1,000.00	500.00

Clear

Done      Cancel      Help

5. Select the appropriate credits and amounts to apply in the **Discount and Credits** window.

6. Click **Done**.

**Pay Bills**

SELECT BILLS TO BE PAID

Show bills: ☐ Due on or before 04/11/2023 ☒ Show all bills

Filter By:      Sort By: Vendor

DATE DUE	VENDOR	REF. NO.	DISC. DA.	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
04/15/2023	D. Bell	#7d0		388.00	0.00	0.00	0.00
04/07/2023	Dallas Bell	38888		578.00	0.00	0.00	0.00
04/14/2023	General Carriers, Inc.			7,250.00	0.00	1,000.00	6,250.00
04/30/2023	General Carriers, Inc.	3993		4,250.00	0.00	500.00	3,750.00
Totals				35,299.65	0.00	1,500.00	10,000.00

Clear Selections

**DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL**

Vendor: General Carriers, Inc.      Terms: Net 30      Number of Credits: 0

Bill Ref. No.: 3993      Sugg. Discount: 0.00      Total Credits Available: 0.00

Go to Bill      Set Discount      Set Credits

**PAYMENT**

Date: 04/01/2023      Method: Check      ☒ To be printed      Account: Checking

☐ Assign check number      Ending Balance: 60,329.91

Pay Selected Bills      Cancel

7. Enter remaining information in the **Pay Bills** window.

8. Click Pay Selected Bills.

**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.

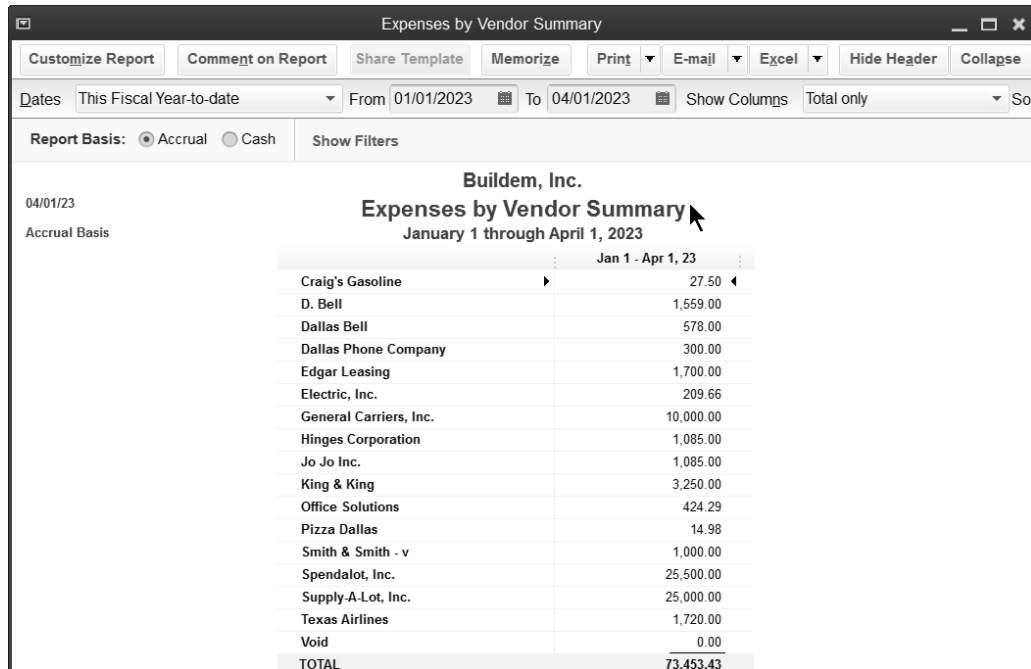
CHECK NO.	DATE	PAYEE	AMOUNT
1010	04/01/2023	General Carriers, Inc.	1,500.00

9. Click Print Checks or Done in the Payment Summary window.

# Reports

## Review Expense by Vendor Summary

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



**Expenses by Vendor Summary**  
Buildem, Inc.  
Expenses by Vendor Summary  
January 1 through April 1, 2023

04/01/23  
Accrual Basis

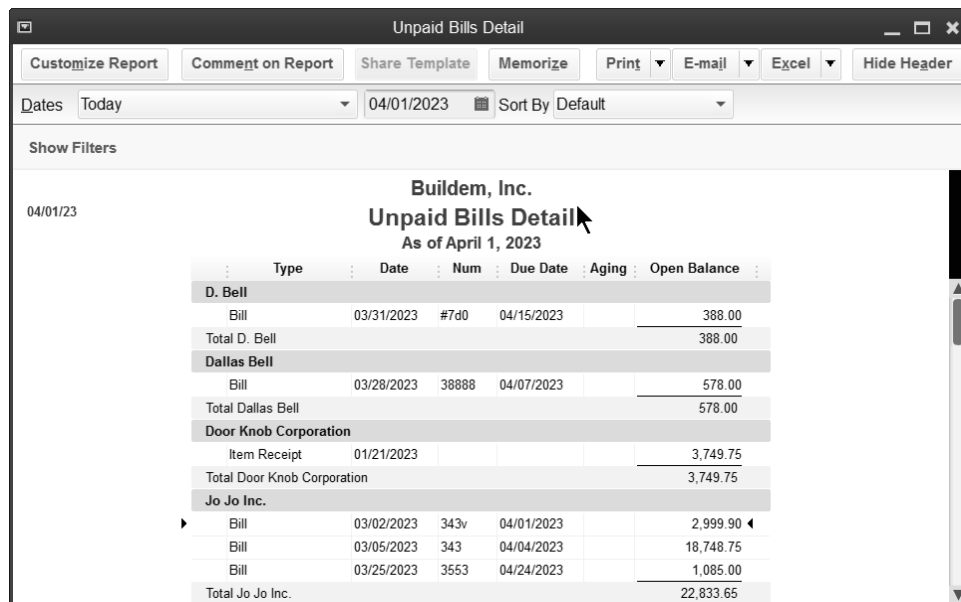
Report Basis: ☒ Accrual ☐ Cash

Jan 1 - Apr 1, 23

Craig's Gasoline	27.50
D. Bell	1,559.00
Dallas Bell	578.00
Dallas Phone Company	300.00
Edgar Leasing	1,700.00
Electric, Inc.	209.66
General Carriers, Inc.	10,000.00
Hinges Corporation	1,085.00
Jo Jo Inc.	1,085.00
King & King	3,250.00
Office Solutions	424.29
Pizza Dallas	14.98
Smith & Smith - v	1,000.00
Spendalot, Inc.	25,500.00
Supply-A-Lot, Inc.	25,000.00
Texas Airlines	1,720.00
Void	0.00
<b>TOTAL</b>	<b>73,453.43</b>

## Review Unpaid Bills Report

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



**Unpaid Bills Detail**  
Buildem, Inc.  
Unpaid Bills Detail  
As of April 1, 2023

04/01/23

Sort By: Default

Show Filters

Type	Date	Num	Due Date	Aging	Open Balance
<b>D. Bell</b>					
Bill	03/31/2023	#7d0	04/15/2023		388.00
Total D. Bell					388.00
<b>Dallas Bell</b>					
Bill	03/28/2023	38888	04/07/2023		578.00
Total Dallas Bell					578.00
<b>Door Knob Corporation</b>					
Item Receipt	01/21/2023				3,749.75
Total Door Knob Corporation					3,749.75
<b>Jo Jo Inc.</b>					
Bill	03/02/2023	343v	04/01/2023		2,999.90
Bill	03/05/2023	343	04/04/2023		18,748.75
Bill	03/25/2023	3553	04/24/2023		1,085.00
Total Jo Jo Inc.					22,833.65

## Review a Vendor Balance Detail Report

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

Vendor Balance Detail

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

Dates All From To Sort By Default

Show Filters

04/01/23

**Buildem, Inc.**  
**Vendor Balance Detail**  
All Transactions

Type	Date	Num	Account	Amount	Balance
<b>Door Knob Corporation</b>					
Item Receipt	01/21/2023		Accounts Payable	3,749.75	3,749.75
Total Door Knob Corporation				3,749.75	3,749.75
<b>General Carriers, Inc.</b>					
Bill	01/25/2020	7224	Accounts Payable	1,037.50	1,037.50
Bill Pmt -Check	04/01/2020	35	Accounts Payable	(1,037.50)	0.00
Bill	03/15/2023		Accounts Payable	7,250.00	7,250.00
Bill	03/31/2023	3993	Accounts Payable	4,250.00	11,500.00
Credit	04/01/2023	CM-...	Accounts Payable	(1,000.00)	10,500.00
Bill Pmt -Check	04/01/2023		Accounts Payable	(9,000.00)	1,500.00
Bill Pmt -Check	04/01/2023	1010	Accounts Payable	(1,500.00)	0.00
Total General Carriers, Inc.				0.00	0.00
<b>Hinges Corporation</b>					
Bill	03/05/2020	343	Accounts Payable	18,748.75	18,748.75
Bill Pmt -Check	04/01/2020	36	Accounts Payable	(22,833.65)	(4,084.90)
Bill	01/01/2023	343v	Accounts Payable	2,999.90	(1,085.00)
Bill	01/01/2023	3553	Accounts Payable	1,085.00	0.00
Total Hinges Corporation				0.00	0.00
<b>Jo Jo Inc.</b>					
Bill	03/02/2023	343v	Accounts Payable	2,999.90	2,999.90
Bill	03/05/2023	343	Accounts Payable	18,748.75	21,748.65
Bill	03/25/2023	3553	Accounts Payable	1,085.00	22,833.65
Total Jo Jo Inc.				22,833.65	22,833.65

## Review an Accounts Payable Aging Summary

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

A/P Aging Summary

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

Dates Today 04/01/2023 Interval (days) 30 Through (days past due) 90 Sort By Default

Show Filters

04/01/23

**Buildem, Inc.**  
**A/P Aging Summary**  
As of April 1, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
D. Bell	388.00	0.00	0.00	0.00	0.00	388.00
Dallas Bell	578.00	0.00	0.00	0.00	0.00	578.00
Door Knob Corpora...	0.00	0.00	0.00	3,749.75	0.00	3,749.75
Jo Jo Inc.	22,833.65	0.00	0.00	0.00	0.00	22,833.65
Locks, Inc.	0.00	0.00	0.00	995.00	0.00	995.00
<b>TOTAL</b>	<b>23,799.65</b>	<b>0.00</b>	<b>0.00</b>	<b>4,744.75</b>	<b>0.00</b>	<b>28,544.40</b>



# Chapter 11

# Banking

## Bank Feeds

Use Bank Feeds to electronically manage bank accounts directly from QuickBooks. There are several steps to using Bank Feeds successfully:

1. Set up bank feeds
2. Enter online transactions, payments, and messages using the Bank Feeds Center
3. Send transactions in QuickBooks
4. Match or add downloaded transactions into QuickBooks

## Set Up

### Get Started with Bank Feeds

5. Contact your financial institution to obtain Login and Password information.
6. Select **Banking:Bank Feeds:Set Up Bank Feed for an Account** from the menu.
7. 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.

The screenshot shows the 'Write Checks - Checking' window. At the top, there's a toolbar with buttons like 'Find', 'New', 'Save', 'Delete', 'Memorize', 'Print', 'Pay Online' (highlighted), 'Attach File', 'Select PO', 'Clear Splits', 'Recalculate', 'Reorder Reminder', and 'Order Checks'. Below the toolbar, the 'BANK ACCOUNT' is set to 'Checking' and the 'ENDING BALANCE' is \$19,901.81. The check form includes fields for 'PAY TO THE ORDER OF' (Donofrio, Diana), 'DELIVERY DATE' (12/17/2018), and 'AMOUNT' (\$100.00). The amount is written in words as 'One hundred and 00/100'. The 'SEND AS' field shows 'Donofrio, Diana, 328 West Montana, Dallas, TX 74838'. The 'ACCOUNT#' is HGB34. At the bottom, there's an 'Expenses' section with a table showing an expense of \$100.00 for 'Insurance'.

2. Click the **Pay to the Order of** drop-down arrow and select the payee.
3. Enter the remaining information in the **Write Checks** window.
4. Select the box next to **Pay Online**.
5. Click Save & Close.

### Online Bill Payment

The screenshot shows the 'Pay Bills' window. At the top, there's a 'SELECT BILLS TO BE PAID' section with 'Show bills' set to 'Due on or before' (12/22/2018) and 'Filter By' set to 'Due Date'. Below this is a table of bills to be paid:

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

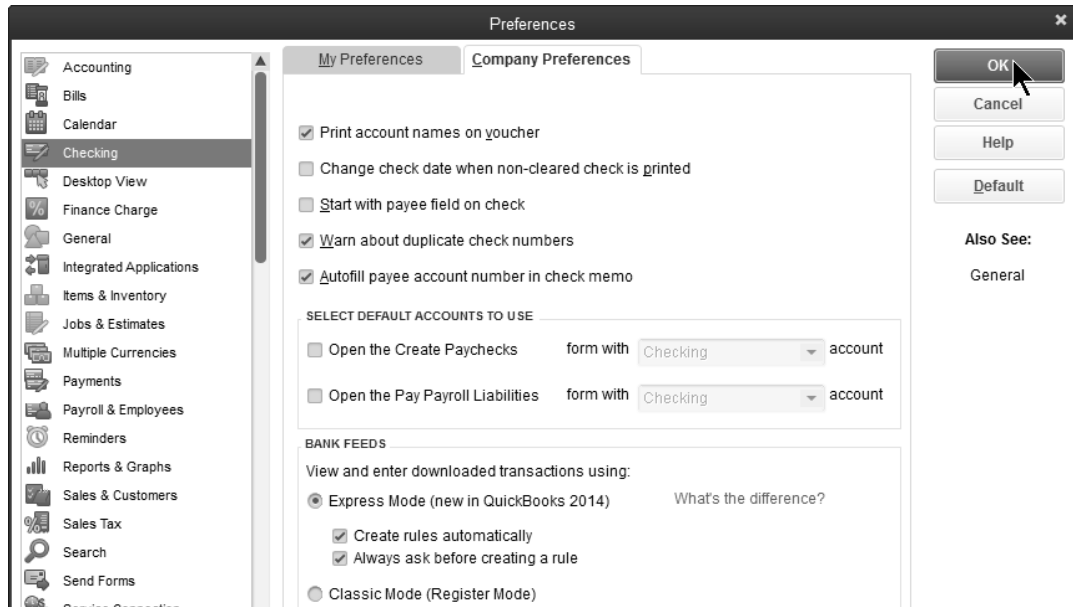
Below the table is a 'DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL' section. It shows 'Vendor: Dee, Karen', 'Terms: Net 10', 'Bill Ref. No.: 7d0', 'Sugg. Discount: 0.00', 'Number of Credits: 0', and 'Total Credits Available: 0.00'. There are buttons for 'Go to Bill', 'Set Discount', and 'Set Credits'. At the bottom, there's a 'PAYMENT' section with 'Date' set to 12/17/2018, 'Method' set to 'Online Bank Pmt', 'Include reference number' checked, and 'Account' set to 'Checking'. The 'Ending Balance' is \$19,413.81. The 'Pay Selected Bills' button is highlighted.

## 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.

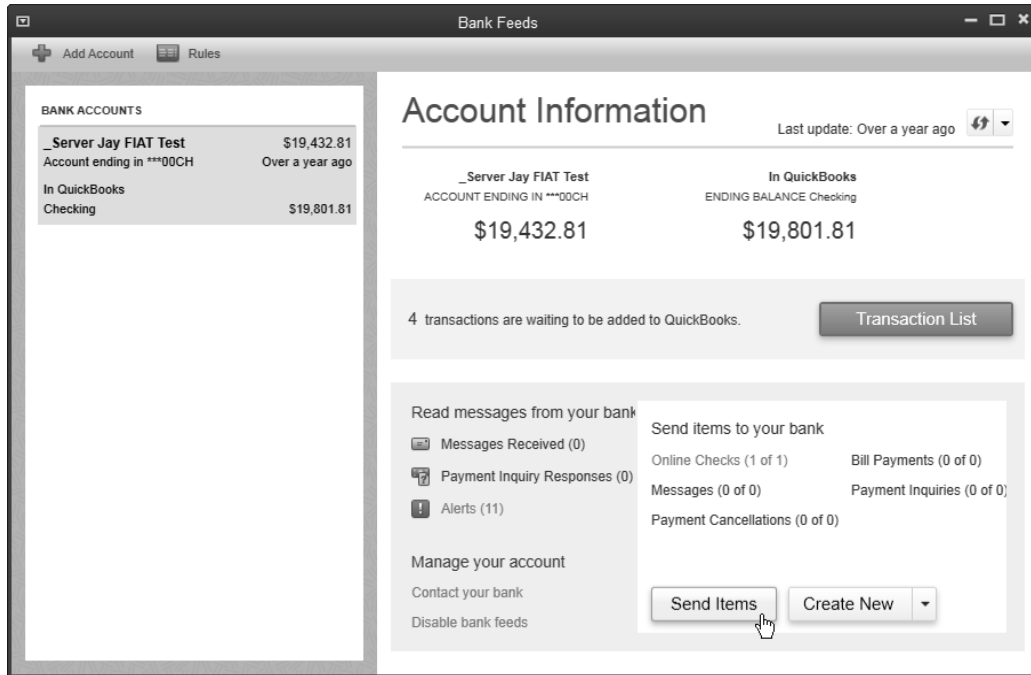
### Set Rule Preferences

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



## 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 Transactions

## 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.

Transactions List

Back Rules

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
<input type="checkbox"/>	Rev	CHK	05/20/2008	102	King Cable Company			45.00		Select
<input type="checkbox"/>	Rev	CHK	05/23/2008	101	Debbie Wong			369.00		
<input type="checkbox"/>	Auto	CHK	05/19/2008	103	Check	Duncan Leasing	Equipment Rental	22.00		
<input type="checkbox"/>	Auto	CHK	05/26/2008		D. Martin	Duncan Leasing	Equipment Rental	55.00		

Batch Actions

4. For each transaction, click the Action drop-down arrow and make the appropriate selection.

## 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.

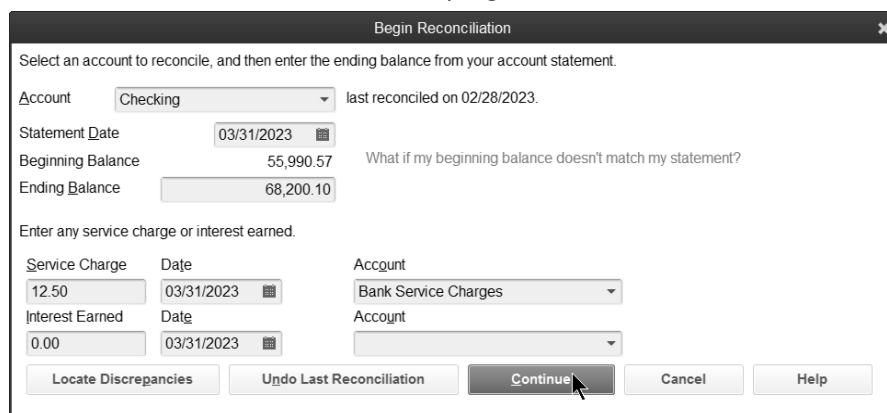
Save Cancel

# 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.

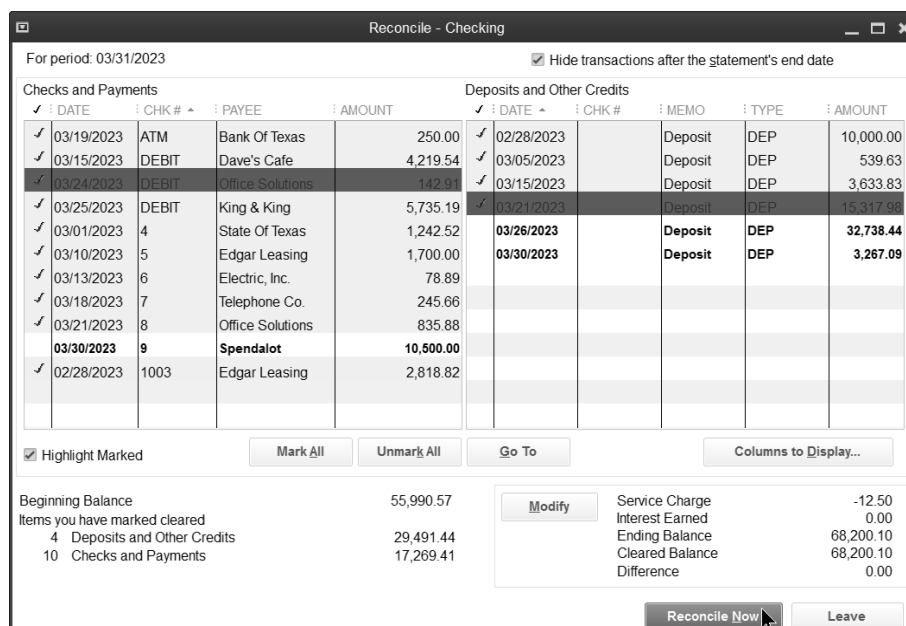
## Reconcile Account

1. Click the **Reconcile** icon on the **Home** page.



The 'Begin Reconciliation' window in QuickBooks. It prompts the user to select an account to reconcile and enter the ending balance from their account statement. The 'Account' dropdown is set to 'Checking', and the 'last reconciled on' date is 02/28/2023. The 'Statement Date' is 03/31/2023. The 'Beginning Balance' is 55,990.57, and the 'Ending Balance' is 68,200.10. There are fields for 'Service Charge' (12.50) and 'Interest Earned' (0.00), each with a date and account dropdown. At the bottom, there are buttons for 'Locate Discrepancies', 'Undo Last Reconciliation', 'Continue', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'Continue' button.

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.



The 'Reconcile - Checking' window in QuickBooks. It shows a list of transactions for the period 03/31/2023. The window is divided into two main sections: 'Checks and Payments' and 'Deposits and Other Credits'. The 'Checks and Payments' section lists transactions with columns for DATE, CHK #, PAYEE, and AMOUNT. The 'Deposits and Other Credits' section lists transactions with columns for DATE, CHK #, MEMO, TYPE, and AMOUNT. At the bottom, there are buttons for 'Mark All', 'Unmark All', 'Go To', and 'Columns to Display...'. Below these buttons, there is a summary section showing the '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), and a 'Modify' button. To the right of the 'Modify' button, there is a table showing the reconciliation details: Service Charge (-12.50), Interest Earned (0.00), Ending Balance (68,200.10), Cleared Balance (68,200.10), and Difference (0.00). At the bottom right, there are buttons for 'Reconcile Now' and 'Leave'. A mouse cursor is pointing at the 'Reconcile Now' button.

DATE	CHK #	PAYEE	AMOUNT
03/19/2023	ATM	Bank Of Texas	250.00
03/15/2023	DEBIT	Dave's Cafe	4,219.54
03/24/2023	DEBIT	Office Solutions	142.91
03/25/2023	DEBIT	King & King	5,735.19
03/01/2023	4	State Of Texas	1,242.52
03/10/2023	5	Edgar Leasing	1,700.00
03/13/2023	6	Electric, Inc.	78.89
03/18/2023	7	Telephone Co.	245.66
03/21/2023	8	Office Solutions	835.88
03/30/2023	9	Spendalot	10,500.00
02/28/2023	1003	Edgar Leasing	2,818.82

DATE	CHK #	MEMO	TYPE	AMOUNT
02/28/2023		Deposit	DEP	10,000.00
03/05/2023		Deposit	DEP	539.63
03/15/2023		Deposit	DEP	3,633.83
03/21/2023		Deposit	DEP	15,317.98
03/26/2023		Deposit	DEP	32,738.44
03/30/2023		Deposit	DEP	3,267.09

5. Select the items that cleared the bank, then click **Reconcile Now**.
6. Select the type of reconciliation report in the **Select Reconciliation Report** window.
7. Click **Print**.

## 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 and select the appropriate account.
2. Click Locate Discrepancies.

Account: **Checking** Last reconciled on 02/28/2023  
Beginning balance is \$55,990.57

Click Discrepancy Report to view changes made to previously cleared transactions since this account was last reconciled. **Discrepancy Report**

Click Previous Reports to view transactions that were cleared in a past reconciliation. **Previous Reports**

Other tips for resolving discrepancies

When you are done resolving previous reconciliation issues, click Restart Reconciliation to continue reconciling this account.

If you would like to unclear all the cleared transactions for the last reconciliation period, click Undo Last Reconciliation.

**Undo Last Reconciliation** **Restart Reconciliation** **Cancel**

## Reconciliation Detail Report

11:47 AM  
04/01/23

**Buildem, Inc.**  
**Reconciliation Detail**  
Checking, Period Ending 03/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						55,990.57
<b>Cleared Transactions</b>						
<b>Checks and Payments - 11 items</b>						
Check	02/28/2023	1003	Edgar Leasing	✓	-2,818.82	-2,818.82
Sales Tax Paym...	03/01/2023	4	State Of Texas	✓	-1,242.52	-4,061.34
Check	03/10/2023	5	Edgar Leasing	✓	-1,700.00	-5,761.34
Check	03/13/2023	6	Electric, Inc.	✓	-78.89	-5,840.23
Check	03/15/2023	DEBIT	Dave's Cafe	✓	-4,219.54	-10,059.77
Check	03/18/2023	7	Telephone Co.	✓	-245.66	-10,305.43
Check	03/19/2023	ATM	Bank Of Texas	✓	-250.00	-10,555.43
Check	03/21/2023	8	Office Solutions	✓	-835.88	-11,391.31
Check	03/24/2023	DEBIT	Office Solutions	✓	-142.91	-11,534.22
Check	03/25/2023	DEBIT	King & King	✓	-5,735.19	-17,269.41
Check	03/31/2023			✓	-12.50	-17,281.91
Total Checks and Payments					-17,281.91	-17,281.91
<b>Deposits and Credits - 4 items</b>						
Deposit	02/28/2023			✓	10,000.00	10,000.00
Deposit	03/05/2023			✓	539.63	10,539.63
Deposit	03/15/2023			✓	3,633.83	14,173.46
Deposit	03/21/2023			✓	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 used in the real world.

### Delete a Check

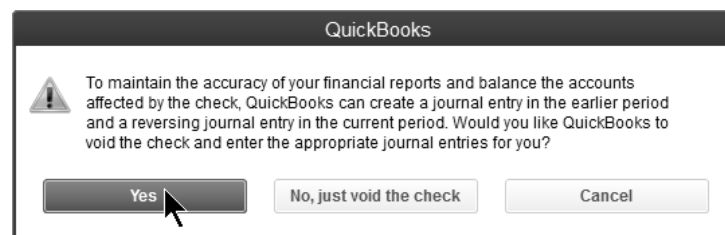
1. Display the appropriate check in the **Write Checks** window.
2. Select Edit>Delete Check or Edit>Delete Bill Pmt-Check from the menu.
3. Click **OK** in the **Delete Transaction** window.
4. Click Save & Close.

### 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.

The screenshot shows the 'Write Checks - Checking' window in QuickBooks. The 'BANK ACCOUNT' is set to 'Checking' with an 'ENDING BALANCE' of 36,521.08. The check is for \$0.00, dated 04/01/2023, payable to 'Pizza Dallas'. The address is 'Pizza Dallas, 388 Italiano, Dallas, TX 78452'. The memo field contains 'VOID: Anchovy, garlic, and onion special'. The expenses table shows a single entry for 'Meals' for \$0.00.

3. Click Save & Close.



4. Click **Yes** to void the check and enter adjusting journal entries.\*

\*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**.

Customize Report

Comment on Report

Share Template

Memorize

Print

E-mail

Excel

Hide Header

Refresh

Dates

All

From

To

Show Filters

11:51 AM

04/01/23

Buildem, Inc.

Missing Checks

All Transactions

Type	Date	Num	Name	Memo	Account	Split	Amount
Check	01/15/2022	1	Sella Doors, Inc.		Checking	Raw Materia...	-22,470.00
Check	01/21/2022	2	Electric, Inc.		Checking	Electricity	-124.89
Check	02/15/2022	3	Supply-A-Lot		Checking	-SPLIT-	-25,000.00
Sales Tax Paym...	03/01/2023	4	State Of Texas		Checking	Sales Tax Pa...	-1,242.52
Check	03/10/2023	5	Edgar Leasing	838AC	Checking	-SPLIT-	-1,700.00
Check	03/13/2023	6	Electric, Inc.		Checking	Gas	-78.89
Check	03/18/2023	7	Telephone Co.		Checking	Telephone	-245.66
Check	03/21/2023	8	Office Solutions	8374k38	Checking	-SPLIT-	-835.88
Check	03/30/2023	9	Spendalot		Checking	-SPLIT-	-10,500.00
Check	04/01/2023	10	Pizza Dallas	VOID: Anch...	Checking	Meals	0.00
Check	04/01/2023	11	Voided Checks	VOID:	Checking	Miscellaneous	0.00

\*\*\* Missing numbers here \*\*\*

# Chapter 12

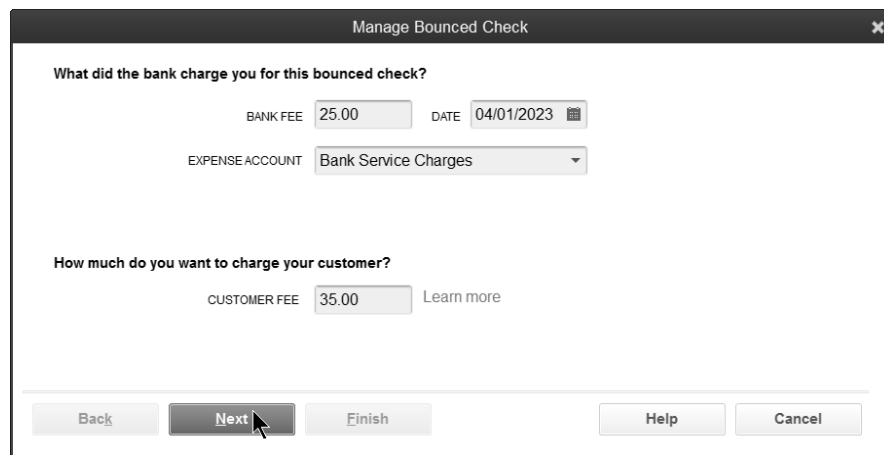
# Special Topics

# Bounced Checks

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

## Record Bounced Check

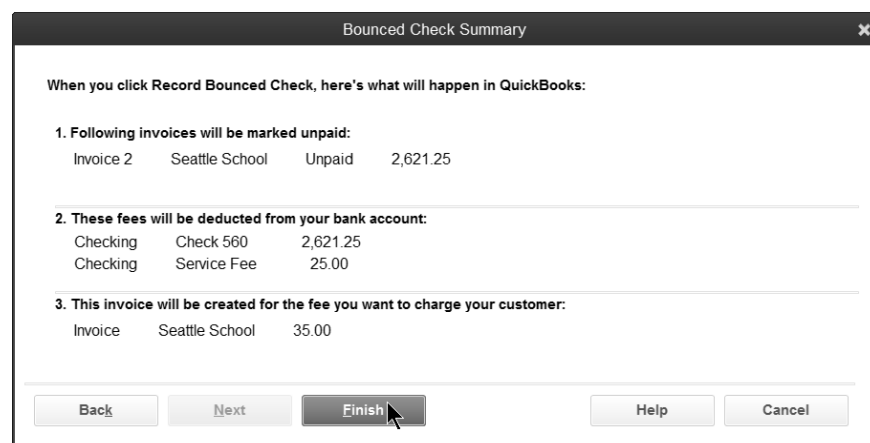
1. Click the **Receive Payments** icon on the **Home** page.
2. Click the **Previous** arrow to find the bad check.
3. On the Main tab, click Record Bounced Check.



The 'Manage Bounced Check' dialog box contains the following fields and controls:

- What did the bank charge you for this bounced check?**
  - BANK FEE:** Input field with value 25.00
  - DATE:** Date picker showing 04/01/2023
  - EXPENSE ACCOUNT:** Drop-down menu showing 'Bank Service Charges'
- How much do you want to charge your customer?**
  - CUSTOMER FEE:** Input field with value 35.00 and a 'Learn more' link
- Buttons:** Back, Next (highlighted with a mouse cursor), Finish, Help, Cancel

2. Enter the fee your bank charged you.
3. Enter the date of the bank fee.
4. Click the **Expense Account** drop-down arrow and select the appropriate expense account for the bank fee.
5. If you want to charge your customer a fee for bouncing the check, enter a **Customer Fee**.
6. Click **Next**.



The 'Bounced Check Summary' dialog box displays the following information:

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

- Following invoices will be marked unpaid:**

Invoice 2	Seattle School	Unpaid	2,621.25
-----------	----------------	--------	----------
- These fees will be deducted from your bank account:**

Checking	Check 560	2,621.25
Checking	Service Fee	25.00
- This invoice will be created for the fee you want to charge your customer:**

Invoice	Seattle School	35.00
---------	----------------	-------

**Buttons:** Back, Next, Finish (highlighted with a mouse cursor), Help, Cancel

7. Click Finish.

## 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** (or **E-Mail**).

Print Preview -- Page 1 of 1

Print Prev page Next page Zoom Out Help Close

**Buildem, Inc.**  
123 LBJ Freeway #100  
Dallas, TX 75248

**Statement**

To:	
Columbia Management 9009 Riverfront Seattle, WA 95993	

		Amount Due	Amount Enc.
		\$2,656.25	

Date	Transaction	Amount	Balance
12/31/2022	Balance forward		0.00
01/01/2023	Seattle School- INV #2. Due 01/31/2023.	2,621.25	2,621.25
01/05/2023	PMT #560.	-2,621.25	0.00
04/01/2023	GENRNL Bounced Check# 560	2,621.25	2,621.25
04/01/2023	INV #30. Due 05/01/2023. 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

## Receive Customer Payment/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.

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: 04/01/2023

CHECK #: 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	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

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	APPLIED	DISCOUNT AND CREDITS APPLIED
0.00	0.00	0.00

Save & Close Save & New Clear

4. Select Leave the credit to be used later.
5. Click Save & Close.
6. Click **OK** in the **Payment Credit** window.

## Invoice Customer and Apply Credits

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.

**Apply Credits**

**INVOICE**

Customer:Job	Crandall Contractors	Amount Due	25,900.00
Number	31	Discount Used	0.00
Date	04/01/2023	Credits Used	5,000.00
Original Amt.	25,900.00	Balance Due	20,900.00

**Credits**

**AVAILABLE CREDITS**

✓	DATE	CREDIT NO.	CUSTOMER:JOB	CREDIT AMT.	AMT. TO ...	CREDIT BA...
✓	04/01/2023	3333	Crandall Contractors	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**

6. Make appropriate selections in the **Apply Credits** window.
7. Click **Done**.
8. Click **Save & Close**.

## 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 Email Later Attach File Add Time/Costs Apply Credits Receive Payments Create Refund

CUSTOMER: J... Crandall Contrac... TEMPLATE Intuit Service...

# Invoice

See History

DATE 04/01/2023

INVOICE # 31

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

P.O. NO. TERMS Net 15

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

☐ Your customer can't pay this invoice online  
 Turn on

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 Tax

Save & Close Save & New Revert

Use the steps to customize forms you learn later to add the Payments/Credits field to your invoice. You can also change the title of Payments/Credits to "Down Payment."



# Chapter 13

## Setting Up Payroll

# 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 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. Basic Payroll requires a subscription, a unique EIN, Internet access to download tax table updates, and a current version of QuickBooks\*. 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\*.

## **Assisted Payroll**

With an *Assisted 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 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 Assisted 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.

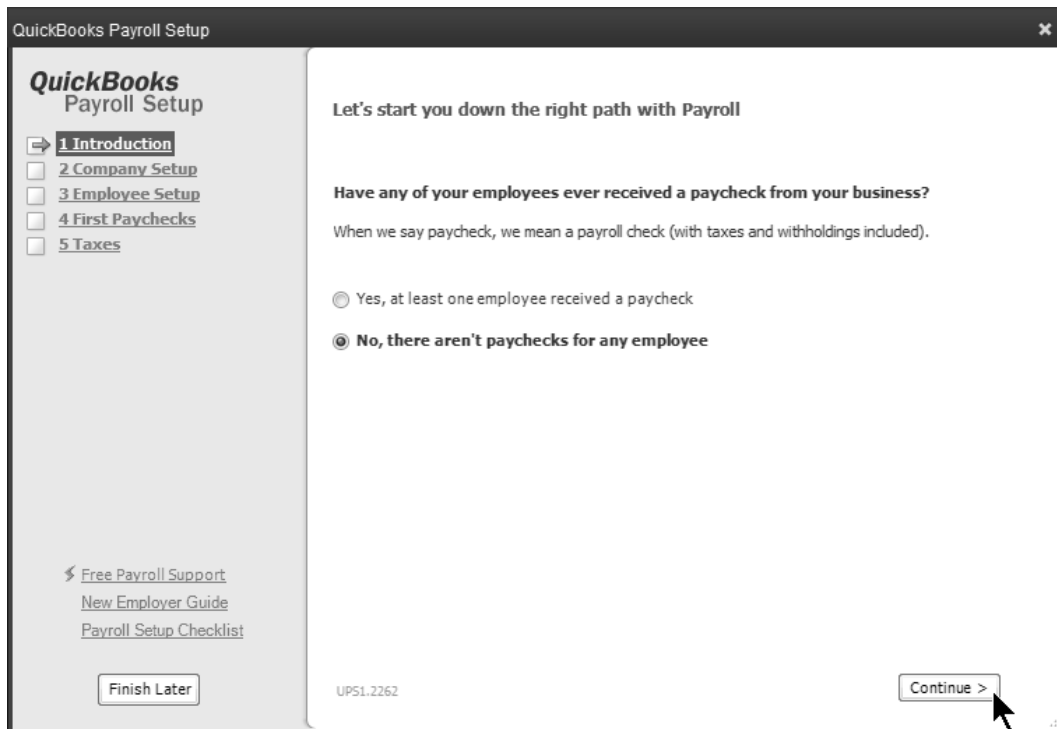
\* Intuit's payroll services are compatible with the latest version(s) of QuickBooks. However, supported versions are subject to change.

## 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.



The screenshot shows the 'QuickBooks Payroll Setup' window. On the left, a sidebar lists the setup steps: 1 Introduction (selected), 2 Company Setup, 3 Employee Setup, 4 First Paychecks, and 5 Taxes. Below the sidebar are links for 'Free Payroll Support', 'New Employer Guide', and 'Payroll Setup Checklist', along with a 'Finish Later' button. The main area displays the question: 'Let's start you down the right path with Payroll'. Below this is the question: 'Have any of your employees ever received a paycheck from your business?'. A subtext explains: 'When we say paycheck, we mean a payroll check (with taxes and withholdings included)'. Two radio button options are provided: 'Yes, at least one employee received a paycheck' and 'No, there aren't paychecks for any employee'. The 'No' option is selected. At the bottom right, a 'Continue >' button is highlighted with a mouse cursor. A small ID 'UPS1.2262' is visible at the bottom center.

2. Select the appropriate option.
3. Click the **Continue** button.
4. 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.

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 Desktop:** How do I set up a payroll schedule?

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

How often will you pay your employees on this schedule? **Semimonthly (Twice a month)**

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 **15** for pay period ending on **15**

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

My next check date is **01/31/2019 20** for the next pay period end date on **01/31/2019 20**

☐ Schedule is inactive **OK** **Cancel**

4. Enter appropriate information into the window.
5. Click **OK**.

**Assign Payroll Schedule**

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

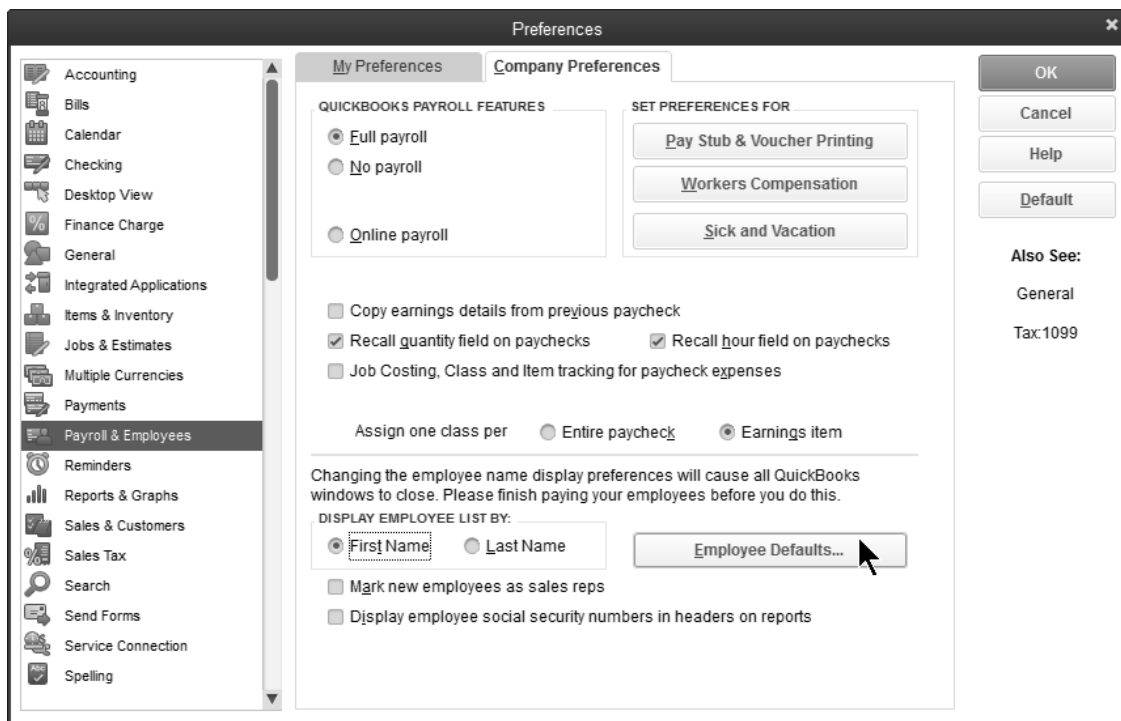
**Yes** **No**

6. Click **Yes** to assign employees with the same pay frequency to the payroll schedule (if prompted).
7. Click OK in the QuickBooks Desktop Information window.

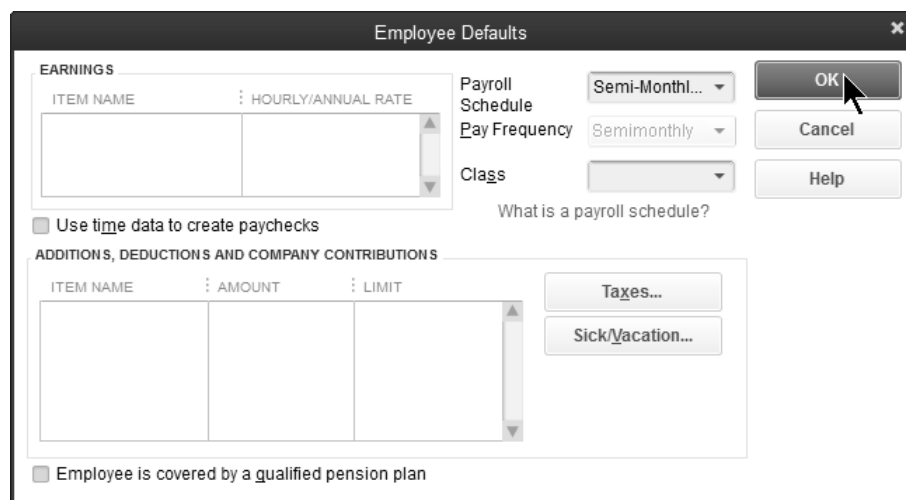
# Preferences

## Set Payroll Preferences

1. Select **Edit:Preferences** from the menu.
2. Select Payroll & Employees.
3. Click the Company Preferences tab.



4. Change appropriate information in the **Preferences** window.
5. Click the **Employee Defaults** button.



6. Click **OK**.

## Payroll Items

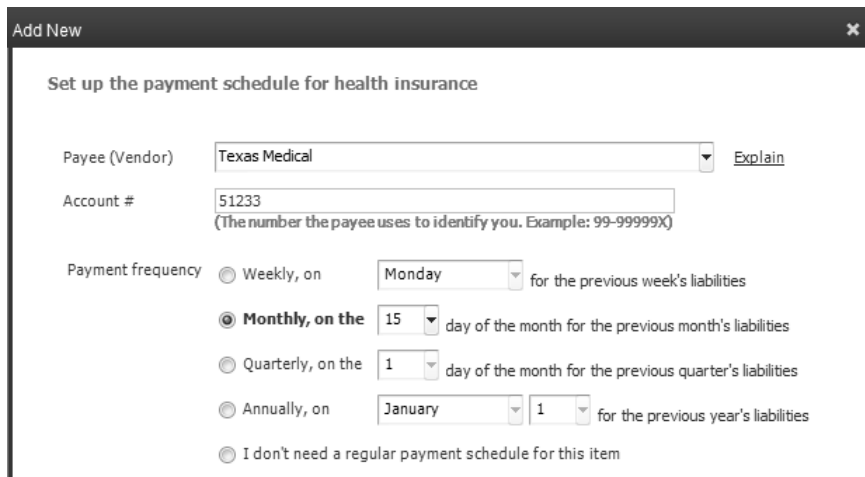
QuickBooks uses Payroll Items for anything that affects the amount on a payroll check and for company expenses related to payroll. After turning on QuickBooks Payroll, you can add payroll items as needed. When you add an item, you can use EZ Setup or Custom Setup. Real World Training recommends EZ Setup.

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

## Payroll Item Types

### 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**.

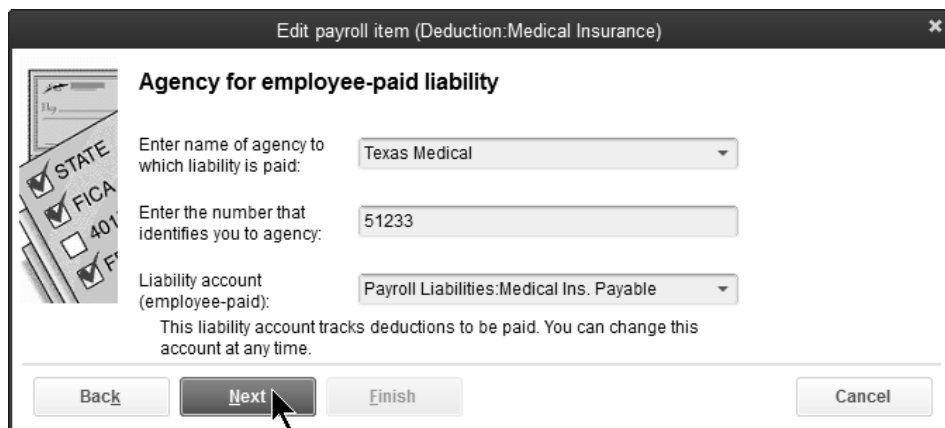


The screenshot shows a window titled "Add New" with a close button (X) in the top right corner. The main heading is "Set up the payment schedule for health insurance". Below this, there are three fields: "Payee (Vendor)" with a dropdown menu showing "Texas Medical" and an "Explain" link; "Account #" with a text box containing "51233" and a note "(The number the payee uses to identify you. Example: 99-99999X)"; and "Payment frequency" with five radio button options. The "Monthly, on the" option is selected, with a dropdown menu showing "15" and the text "day of the month for the previous month's liabilities". The other options are "Weekly, on Monday" (for the previous week's liabilities), "Quarterly, on the 1" (day of the month for the previous quarter's liabilities), "Annually, on January 1" (for the previous year's liabilities), and "I don't need a regular payment schedule for this item".

4. Enter remaining information in the **Add New** payroll item windows.
5. Click **Finish**.

### 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.



The screenshot shows a window titled "Edit payroll item (Deduction:Medical Insurance)" with a close button (X) in the top right corner. The main heading is "Agency for employee-paid liability". On the left, there is a graphic of a document with checkboxes for "STATE", "FICA", "401", and "F". To the right of the graphic are three fields: "Enter name of agency to which liability is paid:" with a dropdown menu showing "Texas Medical"; "Enter the number that identifies you to agency:" with a text box containing "51233"; and "Liability account (employee-paid):" with a dropdown menu showing "Payroll Liabilities:Medical Ins. Payable". Below these fields is a note: "This liability account tracks deductions to be paid. You can change this account at any time." At the bottom, there are four buttons: "Back", "Next" (with a mouse cursor pointing to it), "Finish", and "Cancel".

5. Enter remaining information in the **Edit payroll item** windows.
6. Click **Finish**.



# Employees

## Add Employees

1. Click Employees.

The screenshot shows the 'Employee Center: Mary B Auldridge' window. The 'Employees' tab is selected, showing a list of active employees: Mary B Auldridge, Pete J Smith, and Thelma I Crabtree. The 'Employee Information' section for Mary B Auldridge is displayed, including her full name, address (100 East Collins, Dallas, TX 75248), phone numbers (Main: 214-515-0577, Alt: 214-515-0055, Mobile: 214-564-2688, Fax: 214-515-0580), and email (mary@buildem.com). A 'NOTE' section is also visible on the right.

2. Click the **New Employee** button.
3. Enter appropriate information in the **New Employee** window.
4. Click **OK**.

## Personal Information

The screenshot shows the 'Edit Employee' window for Mary B Auldridge. The 'Personal' tab is selected, displaying various fields for personal information. The 'LEGAL NAME' field is split into 'Ms.', 'Mary', 'B', and 'Auldridge'. Other fields include 'PRINT ON CHECKS AS' (Mary B Auldridge), 'SOCIAL SECURITY NO.' (449-29-4444), 'GENDER' (Female), 'DATE OF BIRTH' (11/30/1973), 'MARITAL STATUS' (Divorced), 'U.S. CITIZEN' (Yes), and 'ETHNICITY' (White). The 'DISABILITY' section has 'DISABLED' set to 'No'. The 'I-9 FORM' section has 'ON FILE' set to 'Yes'. The 'MILITARY' section has 'U.S. VETERAN' set to 'No'. At the bottom, there is a checkbox for 'Employee is inactive' and buttons for 'OK', 'Cancel', and 'Help'.

## Address and Contact Information

**Edit Employee**

INFORMATION FOR **Mary B Auldridge**

**Personal**

**Address & Contact**

**Additional Info**

**Payroll Info**

**Employment Info**

**Workers' Comp**

**HOME ADDRESS**

ADDRESS

CITY

STATE  ZIP

MAIN PHONE  MAIN EMAIL

Alt. Phone  CC Email

Mobile  Website

Fax  Other 1

**EMERGENCY CONTACT INFO**

CONTACT NAME	CONTACT PHONE	RELATION
<input type="text" value="Primary Contact"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Secondary Contact"/>	<input type="text"/>	<input type="text"/>

☐ Employee is inactive

**OK** **Cancel** **Help**

## Employment Information

**Edit Employee**

INFORMATION FOR **Mary B Auldridge**

**Personal**

**Address & Contact**

**Additional Info**

**Payroll Info**

**Employment Info**

**Workers' Comp**

**Employment** **Leave of Absence** **Termination**

**EMPLOYMENT DATES**

HIRE DATE

ORIGINAL HIRE DATE

ADJUSTED SERVICE DATE

RELEASE DATE (LAST DATE ON PAYROLL)

**EMPLOYMENT DETAILS**

EMPLOYMENT TYPE

FULL/PART TIME

EXEMPT

KEY EMPLOYEE

**JOB DETAILS**

TITLE

SUPERVISOR

DEPARTMENT

DESCRIPTION

TARGET BONUS

☐ Employee is inactive

**OK** **Cancel** **Help**

## Payroll and Compensation Information

**Edit Employee**

INFORMATION FOR **Mary B Auldrige**

**Personal**  
**Address & Contact**  
**Additional Info**  
**Payroll Info**  
**Employment Info**  
**Workers' Comp**

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

☐ Employee is inactive

**OK** **Cancel** **Help**

## Federal Taxes

**Taxes for Mary B Auldrige**

**Federal** **State** **Other**

Filing Status: **Single**  
Allowances: **4**  
Extra Withholding: **0.00**

**SUBJECT TO**

☒ Medicare  
☒ Social Security  
☐ Advance Earned Income Credit  
☒ Federal Unemployment Tax (Company Paid)

What if this employee is subject to Nonresident Alien Withholding?

**OK** **Cancel** **Help**

## State Taxes

The screenshot shows a dialog box titled "Taxes for Mary B Auldridge" with three tabs: "Federal", "State", and "Other". The "State" tab is selected, and a mouse cursor is pointing at it. The "State" tab contains the following fields:

- STATE WORKED**: A dropdown menu for "State" with "TX" selected, and a checkbox for "SUI (Company Paid)" which is checked.
- STATE SUBJECT TO WITHHOLDING**: A dropdown menu for "State" with "TX" selected.
- MISCELLANEOUS DATA (DEPENDS ON STATE SELECTED)**: A text input field.
- PREVIOUS STATE DATA (FOR REFERENCE ONLY)**: A text input field.
- Filing Status**: A text input field.

On the right side of the dialog box, there are three buttons: "OK", "Cancel", and "Help".

## Sick & Vacation Information

The screenshot shows a dialog box titled "Sick and Vacation for Mary B Auldridge" with two sections: "SICK" and "VACATION".

**SICK**

- Hours available as of 01/20/2020: 1:40
- Hours used in 2020: 0:00
- Accrual period: Every paycheck (dropdown)
- Hours accrued per paycheck: 1:40
- Maximum number of hours to accrue: 40:00
- ☒ Reset hours each new year?
- Maximum hours to carryover: (empty field)
- Year begins on: January (dropdown) Day 20
- Begin accruing sick time on: 01/20/2020 (calendar icon)

**VACATION**

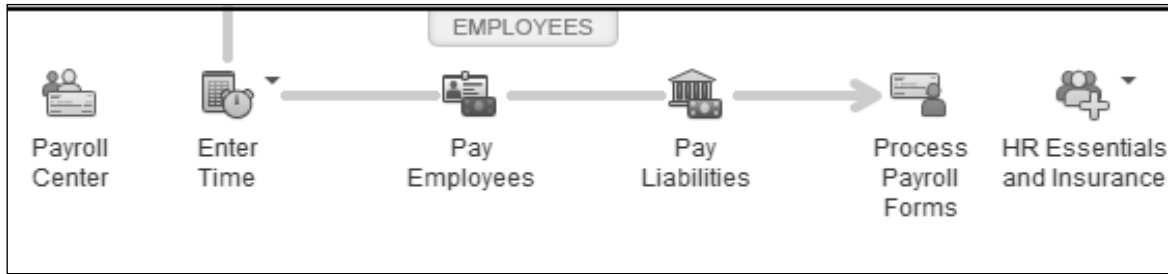
- Hours available as of 01/20/2020: 0:00
- Hours used in 2020: 0:00
- Accrual period: Beginning of year (dropdown)
- Hours accrued at beginning of year: 80:00
- Maximum number of hours: 0:00
- ☒ Reset hours each new year?
- Year begins on: January (dropdown) Day 20
- Begin accruing vacation time on: 01/20/2020 (calendar icon)

On the right side of the dialog box, there are three buttons: "OK", "Cancel", and "Help".

# Chapter 14

# Time Tracking

## 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.

- Invoice the customer for actual time worked on jobs
- Print reports showing the time spent on jobs
- 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. Select Time & Expenses.
3. Click the Company Preferences tab.
4. Change appropriate information in the **Preferences** window.
5. Click **OK**.

## Enter Weekly Timesheet

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.

### 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.

The screenshot shows the 'Weekly Timesheet' window for 'Mary B. Aldridge' for the week of Jan 20 to Jan 26, 2020. The window has a title bar with 'Weekly Timesheet' and standard window controls. Below the title bar is a toolbar with 'Previous', 'Next', 'Print', and 'Edit Single Activity'. The main area is titled 'Timesheet' and contains a table with columns: CUSTOMER, SERVICE ITEM, PAYROLL ITEM, NOTES, CLASS, and days of the week (M 21, TU 22, W 23, TH 24, F 25, SA 26, SU 27), followed by 'TOTAL' and 'BILLABLE?'. The table contains several rows of data, including 'Orlando Homes...' and 'Jupiter Homes...' with various services like 'Repair-Hinges' and 'Lock Install'. The 'TOTAL' column shows 45.00 hours. At the bottom, there are buttons for 'Copy Last Sheet', 'Save & Close', 'Save & New', and 'Clear'. A checkbox for 'Wrap text in Notes field' is also present.

CUSTOMER	SERVICE ITEM	PAYROLL ITEM	NOTES	CLASS	M 21	TU 22	W 23	TH 24	F 25	SA 26	SU 27	TOTAL	BILLABLE?
Orlando Homes...	Repair-Hinges	Hourly Rate	The succe...	Dallas	8.00	8.00						16.00	<input checked="" type="checkbox"/>
Orlando Homes...	Repair-Hinges	Overtime Rate		Dallas	3.00	2.00						5.00	<input checked="" type="checkbox"/>
Orlando Homes...	Repair-Hinges	Hourly Rate		Dallas			4.00					4.00	<input type="checkbox"/>
Orlando Homes...	Lock Install	Hourly Rate		Dallas			4.00	8.00				12.00	<input checked="" type="checkbox"/>
Jupiter Homes...	Lock Install	Hourly Rate		Houston					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	

3. Enter remaining information in the **Weekly Timesheet** window.
4. Click Save & Close.
5. Weekly Timesheet (Subcontractor)

The screenshot shows the 'Weekly Timesheet' window for 'Otto Mekanix' for the week of Jan 20 to Jan 26, 2020. The window has a title bar with 'Weekly Timesheet' and standard window controls. Below the title bar is a toolbar with 'Previous', 'Next', 'Print', and 'Edit Single Activity'. The main area is titled 'Timesheet' and contains a table with columns: CUSTOMER, JOB, SERVICE ITEM, NOTES, CLASS, and days of the week (M 21, TU 22, W 23, TH 24, F 25, SA 26, SU 27), followed by 'TOTAL' and 'BILLABLE?'. The table is currently empty. At the bottom, there are buttons for 'Copy Last Sheet', 'Save & Close', 'Save & New', and 'Clear'. A checkbox for 'Wrap text in Notes field' is also present.

CUSTOMER	JOB	SERVICE ITEM	NOTES	CLASS	M 21	TU 22	W 23	TH 24	F 25	SA 26	SU 27	TOTAL	BILLABLE?
Totals					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

## Print Timesheets

Print timesheets for your records or for review and approval.

### 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**.

Select Timesheets to Print

Dated 01/01/2020 thru 01/31/2020

NAME	TYPE	HOURS
Mary B Aldridge	Employee	45:00

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

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

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**.

Timesheet													
Name: Mary B Aldridge										Jan 21 to Jan 27, 2020			
Customer/Job	Service Item	Payroll Item	Notes	Class	M	Tu	W	Th	F	Sa	Su	Total	Bill*
Orlando Homes.Division 1a	Repair-Hinges	Hourly Rate	The success of...	Dallas	8:00	8:00						16:00	B
Orlando Homes.Division 1a	Repair-Hinges	Overtime Rate		Dallas	3:00	2:00						5:00	B
Orlando Homes.Division 1a	Repair-Hinges	Hourly Rate		Dallas			4:00					4:00	N
Orlando Homes.Division 1a	Lock Install	Hourly Rate		Dallas			4:00	8:00				12:00	B
Jupiter Homes.Fannin Residence	Lock Install	Hourly Rate		Houston					8:00			8:00	B
Totals					11:00	10:00	8:00	8:00	8:00	0:00	0:00	45:00	
Signature _____													

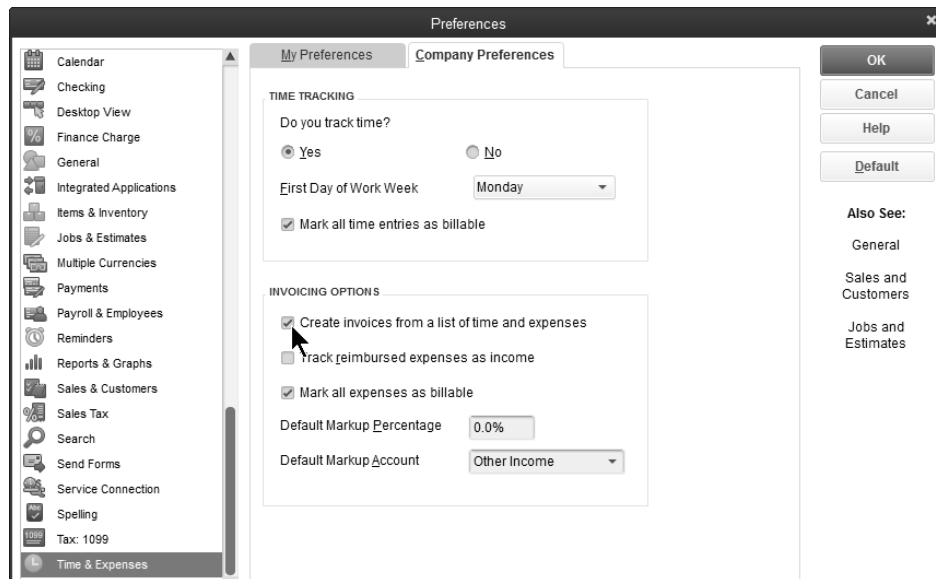


## Invoice Time & Expenses

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

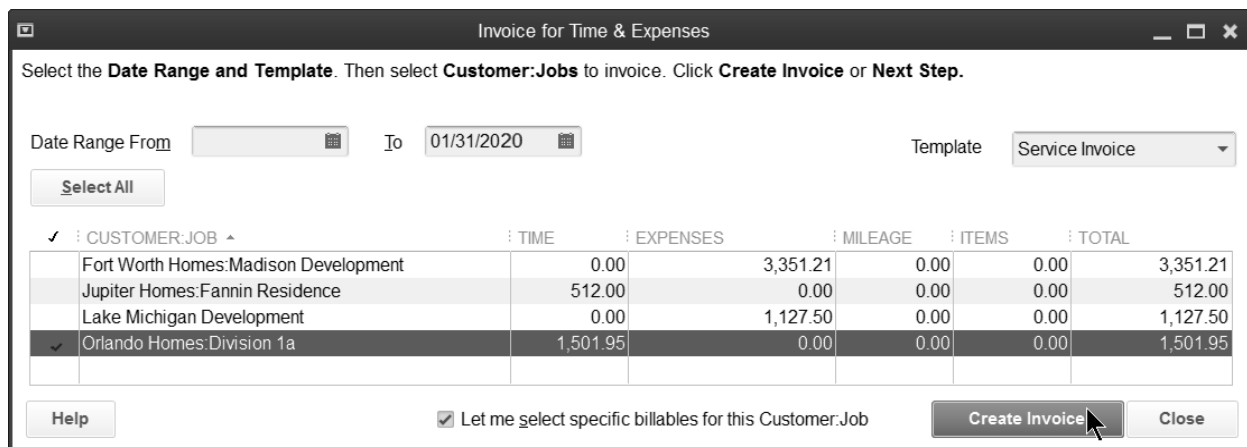
### Set Time Preferences

1. Select **Edit:Preferences** from the menu.
2. Select Time & Expenses.
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.

Time and Costs For: Orlando Homes:Division 1a

Time (6) \$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	HOURS	RATE	AMOUNT	NOTES
01/21/2020	Mary B Auldridge	Repair-Hinges	8.00	34.95	279.60	The success of this job hing...
01/21/2020	Mary B Auldridge	Repair-Hinges	3.00	34.95	104.85	
01/22/2020	Mary B Auldridge	Repair-Hinges	8.00	34.95	279.60	The success of this job hing...
01/22/2020	Mary B Auldridge	Repair-Hinges	2.00	34.95	69.90	
01/23/2020	Mary B Auldridge	Lock Install	4.00	64.00	256.00	
01/24/2020	Mary B Auldridge	Lock Install	8.00	64.00	512.00	

☐ Print selected time and costs as one invoice item

Total billable time and costs 1,501.95

OK Cancel Help

7. Click **Options** to make additional decisions about the time to be invoiced and click **OK**.

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

OK Cancel Help

8. Click **OK**.

CREATE INVOICES

CUSTOMER: Orlando Homes... CLASS: TEMPLATE: Service Invo...

Invoice

DATE: 01/31/2020 INVOICE #: 24

BILL TO: Orlando Homes, 33 North Orlando, FL 53748

P.O. NO. TERMS: Net 30

SERVICED	ITEM	QUANTITY	DESCRIPTION	RATE	CLASS	AMOUNT	TAX
01/21/2020	Repair-Hinges	8	The success of this job hinges on Mary	34.95	Dallas	279.60	Non
01/21/2020	Repair-Hinges	3		34.95	Dallas	104.85	Non
01/22/2020	Repair-Hinges	8	The success of this job hinges on Mary	34.95	Dallas	279.60	Non
01/22/2020	Repair-Hinges	2		34.95	Dallas	69.90	Non

TAX: Out of State (0.0%) 0.00

TOTAL 1,501.95

PAYMENTS APPLIED 0.00

BALANCE DUE 1,501.95

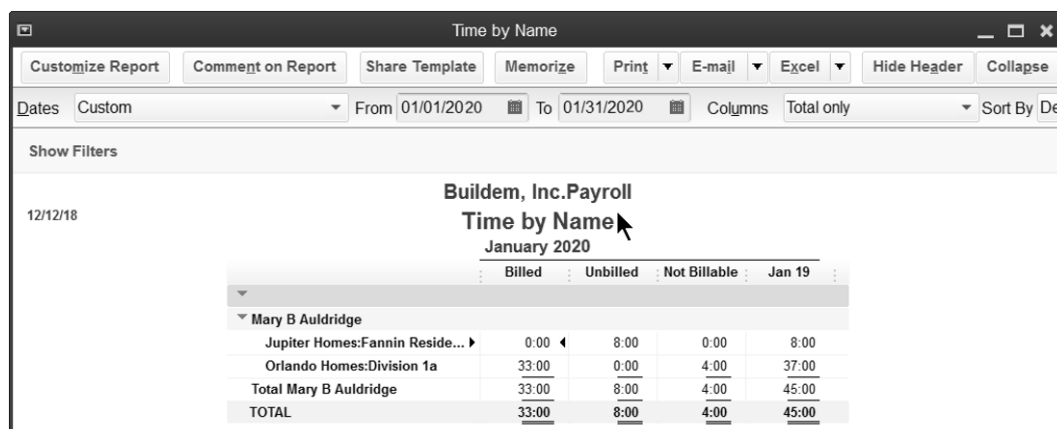
Save & Close Save & New Clear

9. Enter remaining information in the **Create Invoices** window.
10. Click Save & Close.

## Productivity Reports

### Review a Time by Name Report

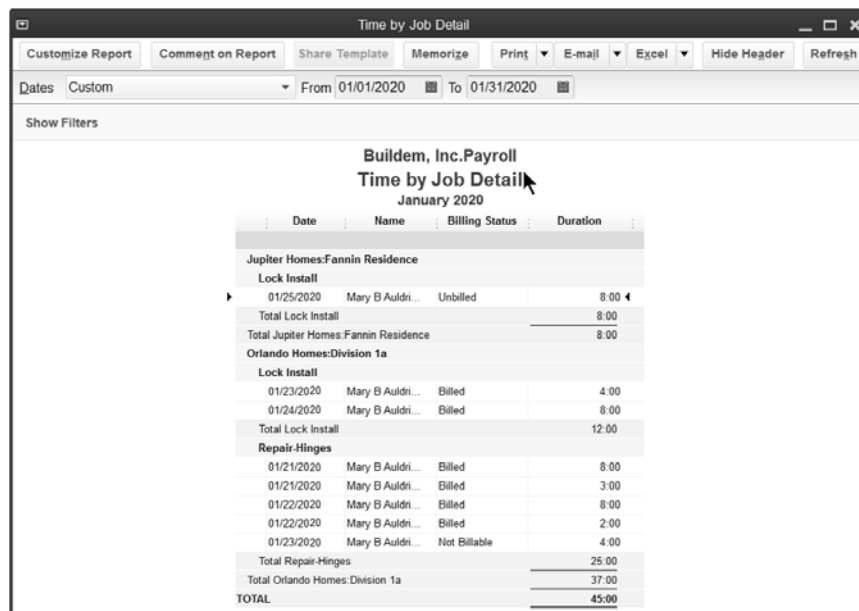
1. Select Reports:Jobs, Time & Mileage:Time by Name from the menu.
2. Click the **Customize Report** button.
3. Click the boxes next to Billed, Unbilled, and Not Billable below **Add subcolumns for**.
4. Click **OK**.



	Billed	Unbilled	Not Billable	Jan 19
<b>Mary B Auldrige</b>				
Jupiter Homes:Fannin Residence...	0:00	8:00	0:00	8:00
Orlando Homes:Division 1a	33:00	0:00	4:00	37:00
<b>Total Mary B Auldrige</b>	<b>33:00</b>	<b>8:00</b>	<b>4:00</b>	<b>45:00</b>
<b>TOTAL</b>	<b>33:00</b>	<b>8:00</b>	<b>4:00</b>	<b>45:00</b>

### Review a Time by Job Detail Report

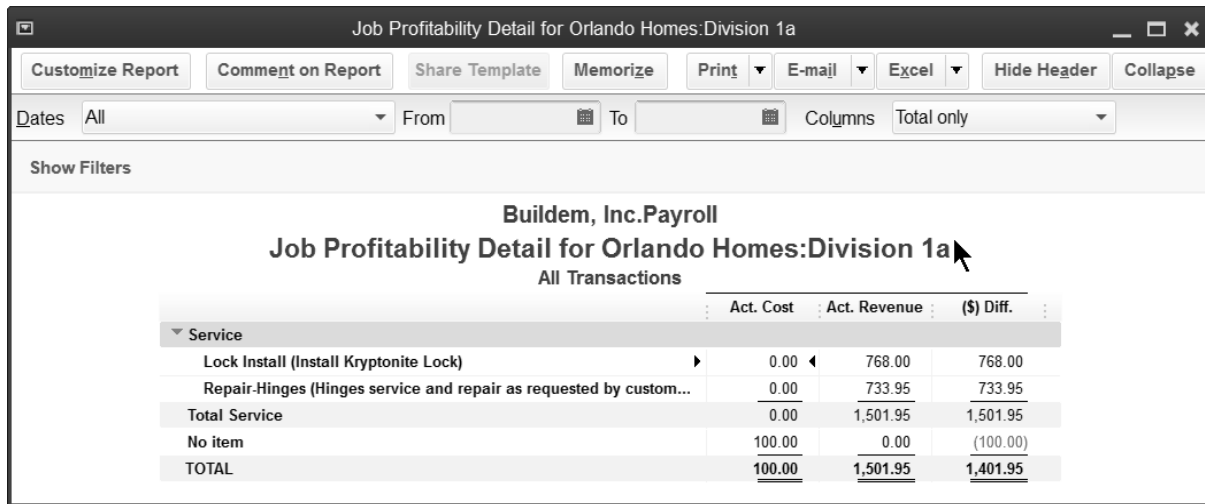
1. Select Reports:Jobs, Time & Mileage:Time by Job Detail from the menu.



Date	Name	Billing Status	Duration
<b>Jupiter Homes:Fannin Residence</b>			
<b>Lock Install</b>			
01/25/2020	Mary B Auldrige	Unbilled	8:00
<b>Total Lock Install</b>			<b>8:00</b>
<b>Total Jupiter Homes:Fannin Residence</b>			<b>8:00</b>
<b>Orlando Homes:Division 1a</b>			
<b>Lock Install</b>			
01/23/2020	Mary B Auldrige	Billed	4:00
01/24/2020	Mary B Auldrige	Billed	8:00
<b>Total Lock Install</b>			<b>12:00</b>
<b>Repair:Hinges</b>			
01/21/2020	Mary B Auldrige	Billed	8:00
01/21/2020	Mary B Auldrige	Billed	3:00
01/22/2020	Mary B Auldrige	Billed	8:00
01/22/2020	Mary B Auldrige	Billed	2:00
01/23/2020	Mary B Auldrige	Not Billable	4:00
<b>Total Repair:Hinges</b>			<b>25:00</b>
<b>Total Orlando Homes:Division 1a</b>			<b>37:00</b>
<b>TOTAL</b>			<b>45:00</b>

## 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, select the appropriate customer or job, and click **OK**.



Job Profitability Detail for Orlando Homes:Division 1a

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

Dates All From To Columns Total only

Show Filters

Buildem, Inc.Payroll

Job Profitability Detail for Orlando Homes:Division 1a

All Transactions

	Act. Cost	Act. Revenue	(\$ Diff.
Service			
Lock Install (Install Kryptonite Lock)	0.00	768.00	768.00
Repair-Hinges (Hinges service and repair as requested by custom...	0.00	733.95	733.95
Total Service	0.00	1,501.95	1,501.95
No item	100.00	0.00	(100.00)
TOTAL	100.00	1,501.95	1,401.95

\*Only income shows after invoicing. Costs show after paying employees as you learn in the next chapter.

# Chapter 15

## Running Payroll

## Create Paychecks

1. Click the **Pay Employees** icon on the **Home** page. Or click the **Payroll Center** icon on the Home page.

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

Employees | Transactions | Payroll

SUBSCRIPTION STATUSES

Free Payroll Support

December 2020

SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Payroll Schedules

Start Unscheduled Payroll | Start Scheduled Payroll

Recent Payrolls

DATE	STATUS	PAYCHECK COUNT	GROSS PAY	NET PAY

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.

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: 01/31/2020 | BANK ACCOUNT: Checking | BANK ACCOUNT BALANCE: 21,313.07

EMPLOYEES SELECTED TO PAY: 3 | CHECK DATE: 01/31/2020

Explain Printing Options

CHECK OPTIONS

☐ Print paychecks on check stock | First Check#

☒ Handwrite & Assign check numbers | 1016

Uncheck All | Open Paycheck Detail... | SORT BY: Employee Name | Show/Hide Columns

EMPLOYEE	HOURLY RATE	OVERTIME ...	VACATION ...	SICK HOU...	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

4. Enter and review hours in the **Enter Payroll Information** window.
5. Click Continue.

**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: 01/31/2020    BANK ACCOUNT: Checking

NUMBER OF PAYCHECKS: 3    CHECK DATE: 01/31/2020    BANK ACCOUNT BALANCE: 21,313.07

Explain Printing Options

**CHECK OPTIONS**

☐ Print paychecks on check stock    First Check#: 1016

☒ Handwrite & Assign check numbers

Open Paycheck Detail...

Employee	Gross Pay	Taxes	Deductions	Net Pay	Employer Tax	Contributions	Total Hours	Direct Dep.
Mary B Auldridge	950.00	-160.68	-50.00	739.32	104.03	0.00	45:00	
Pete J Smith	1,458.33	-260.57	-20.00	1,177.76	159.69	0.00		
Thelma I Crabtree	970.00	0.00	-20.00	950.00	0.00	0.00	94:00	
	3,378.33	-421.25	-90.00	2,867.08	263.72	0.00	139:00	

6. Review information in the **Review and Create Paychecks** window.
7. To make a change, click the employee's name.

**Review Paycheck**

**Pete J Smith**    PAY PERIOD: 01/16/2020 - 01/31/2020

☐ Use Direct Deposit

**Earnings**

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

SICK AVAILABLE: 3.20  
VACATION AVAIL: 12.00  
SICK ACCRUED: 1.40  
VAC. ACCRUED: 2.00  
☐ Do not accrue sick/vac

**Other Payroll Items**

ITEM NAME	RATE	QUANTITY
Dental Insurance		-20.00

How are these items calculated?

**Company Summary**

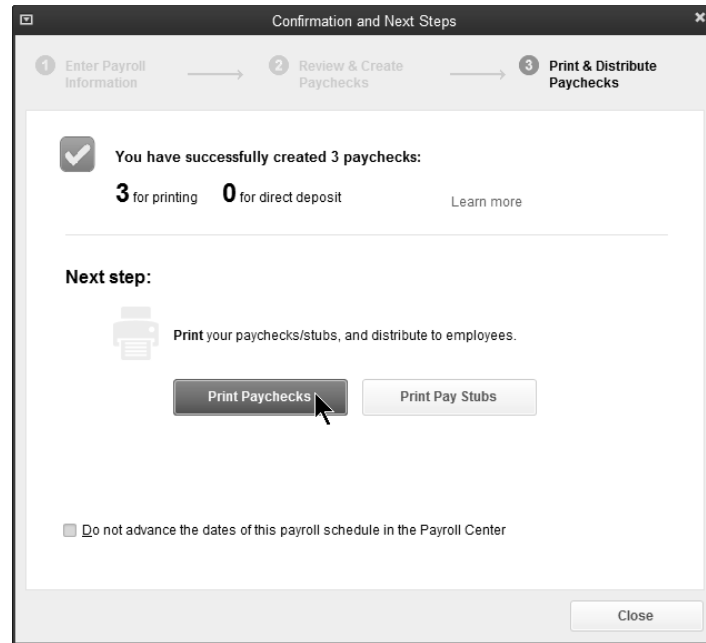
ITEM NAME	AMOUNT	YTD
Social Security Com...	90.42	90.42
Medicare Company	21.15	21.15
Federal Unemployment	8.75	8.75
TX - Unemployment ...	39.37	39.37

**Employee Summary**

ITEM NAME	AMOUNT	YTD
Salary	1,458.33	1,458.33
Dental Insurance	-20.00	-20.00
Medicare Employee ...	0.00	0.00
Federal Withholding	-149.00	-149.00
Social Security Empl...	-90.42	-90.42
Medicare Employee	-21.15	-21.15
Check Amount:	1,177.76	

           ☒ Lock Net Pay    ☐ Unlock Net Pay    ☐ Enter net/Calculate gross

8. Click **Save & Close** 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**.



## 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.

The 'Select Paychecks to Print' dialog box shows the 'Bank Account' set to 'Checking' and 'First Check Number' set to '1'. It displays a table of 3 paychecks for the date 01/31/2020, totaling \$2,867.08. The table lists employees Mary B Auldridge (\$739.32), Pete J Smith (\$1,177.76), and Thelma I Crabtree (\$950.00). On the right, the 'OK' button is highlighted with a mouse cursor. Other buttons include 'Cancel', 'Help', 'Select All', 'Select None', and 'Preferences'. At the bottom, there are radio buttons for 'Show: Both', 'Paychecks', and 'Direct Deposit', and a text field for 'Company message to be printed on all pay stubs:'.

✓	DATE	EMPLOYEE	AMOUNT
✓	01/31/2020	Mary B Auldridge	739.32
✓	01/31/2020	Pete J Smith	1,177.76
✓	01/31/2020	Thelma I Crabtree	950.00

2. Click Print Paychecks in the Confirmation and Next Steps window.

The 'Print Checks' dialog box shows 'You have 3 checks to print for \$2,867.08'. It has tabs for 'Settings', 'Fonts', and 'Partial Pa...'. Under 'Settings', the 'Printer name' is 'Xerox WorkCentre 7225 (9C:93:4E:94:3E:F7)' and 'Printer type' is 'Page-oriented (Single sheets)'. A note states: 'Note: To install additional printers or to change port assignments, use the Windows Control Panel.' Under 'CHECK STYLE', 'Voucher' is selected, and 'Number of copies' is '1'. There are checkboxes for 'Collate' (checked), 'Print company name and address', 'Use logo', and 'Print Signature Image'. On the right, the 'Print' button is highlighted with a mouse cursor. Other buttons include 'Options...', 'Cancel', 'Help', 'Logo', and 'Signature'.

3. Click **Print**.

## 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.

1. Create paychecks as usual.

Bank Account:  Checks Dated:  thru

Select Pay Stubs, then click Print or E-mail.  
There are 3 Pay Stubs to print for \$2,867.08.

Employee:

DATE	EMPLOYEE	AMOUNT
01/31/2020	Thelma I Crabtree	950.00
01/31/2020	Mary B Auldrige	739.32
01/31/2020	Pete J Smith	1,177.76

Buttons: Preview, Select All, Select None, Preferences, Default Email Text

Show: ☒ Both ☐ Paychecks ☐ Direct Deposit

Company message to be printed on all pay stubs:

Buttons: Print, Email, Close, Help

2. Click Print Pay Stubs in the Confirmation and Next Steps window.
3. Select pay stubs to print, click **Print**, and click **Print** again.

Print Preview -- Page 2 of 3

Buttons: Print, Prev page, Next page, Zoom Out, Help, Close

Mary B Auldrige  
100 East Collins  
Dallas, TX 75248

Employee Pay Stub

Check number: Pay Period: 01/16/2020 - 01/31/2020 Pay Date: 01/31/2020

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

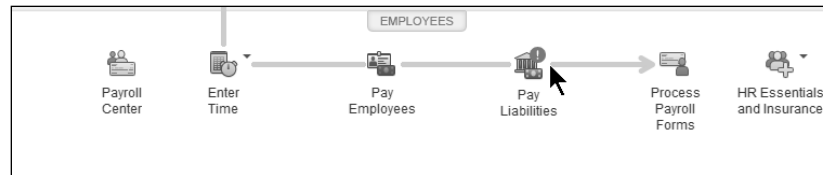
Earnings and Hours	Qty	Rate	Current	YTD Amount
Hourly Rate	40.00	20.00	800.00	800.00
Overtime Rate	5.00	30.00	150.00	150.00
	45.00		950.00	950.00

Taxes	Current	YTD Amount
Medicare Employee Add'l Tax	0.00	0.00
Federal Withholding	-88.00	-88.00
Social Security Employee	-58.90	-58.90
Medicare Employee	-13.78	-13.78
	-160.68	-160.68

Adjustments to Net Pay	Current	YTD Amount

## 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.



1. Click the **Pay Liabilities** icon on the **Home** page.

SEND BY	STATUS	PAYMENT	METHOD	PERIOD	AMOUNT DUE
02/06/20	6 Days	Federal 941/944/943	Check	1/30-2/1/20	605.50
02/15/19	2 Weeks	Medical Insurance	Check	Jan 2020	50.00
04/30/19	2 Months	Federal 940	Check	Q1 2020	14.45
04/30/19	2 Months	TX Unemployment Insurance	Check	Q1 2020	65.02

Total Selected Items: 605.50 **View/Pay**

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.

Bank Account: Checking Ending Balance: 18,445.99

Print As: United States Treasury

Pay to the Order of: Internal Revenue Service

No. To Print: 1 Date: 01/31/2020

\$ 655.50

Six hundred fifty-five and 50/100\* Dollars

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

Memo: 75-1234567

Period: 01/30/20 - 02/01/20

How do I e-pay? ☐ E-payment ☒ Check

Expenses: \$50.00 Payroll Liabilities: \$605.50 ☒ To be printed

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

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.

## Tax 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 Create 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.

# 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**.

Payroll Summary

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

Dates This Calendar Quarter-to-date From 01/01/2019 To 01/31/2019 Show Columns Employee

Show Filters

01/31/19

Buildem, Inc.  
Payroll Summary  
January 2019

	Mary B Auldridge			Pete J Smith			Thelma I Crabtree			TOTAL		
	Hours	Rate	Jan 19	Hours	Rate	Jan 19	Hours	Rate	Jan 19	Hours	Rate	Jan 19
▼ Employee Wages, Taxes and Adjust...												
▼ 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			1,458.33	94		970.00	139		3,378.33
Adjusted Gross Pay	45		950.00			1,458.33	94		970.00	139		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**.

Job Profitability Detail for Orlando Homes:Division 1a

01/31/19

Buildem, Inc.

Job Profitability Detail for Orlando Homes:Division 1a

All Transactions

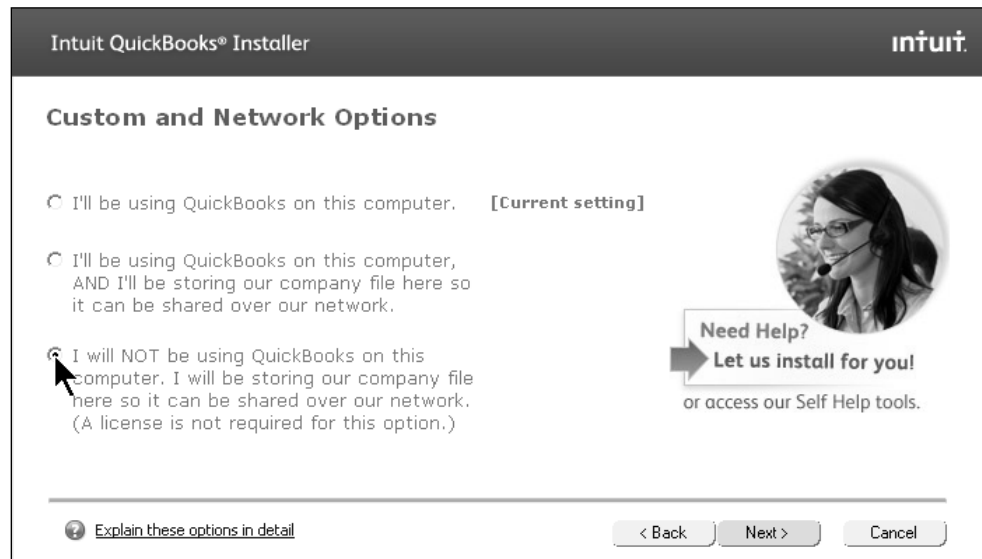
	Act. Cost	Act. Revenue	(\$). Diff.
Service			
Lock Install (Install Kryptonite Lock)	240.00	768.00	528.00
Repair-Hinges (Hinges service and repair as requested by custom...	550.00	733.95	183.95
Total Service	790.00	1,501.95	711.95
No item	100.00	0.00	(100.00)
TOTAL	890.00	1,501.95	611.95

# Chapter 16

## Security & Multi-User

## 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:

- Add new users
- Change a user's access privileges
- Import and export data\*
- Change company info and preferences\*
- Set and change the closing date and password\*
- Create portable company files\*

\*An External Accountant user can also perform these tasks.



## Assign an Administrator

1. Select Company:Set Up Users and Passwords:Set Up Users from the menu.

Change user password and access

**Admin Name and Password**

Provide a name and an optional password for this user.

User Name: David

Password: .....

Confirm Password: .....

Select a challenge question and enter answer.

How will this help me recover my password?

Challenge Question: City where you went to high school

Challenge Answer: .....

Back Next Finish Help Cancel

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**.

QuickBooks Login

You need to log in as QuickBooks Administrator to proceed. Please enter the admin (owner) password for the company:

**Buildem, Inc.**

Password: ..... I forgot my password

Passwords are case sensitive.

OK Cancel Help

## Users

The *QuickBooks Administrator* can add users to the company file and assign user security levels. You can set up your 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 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:

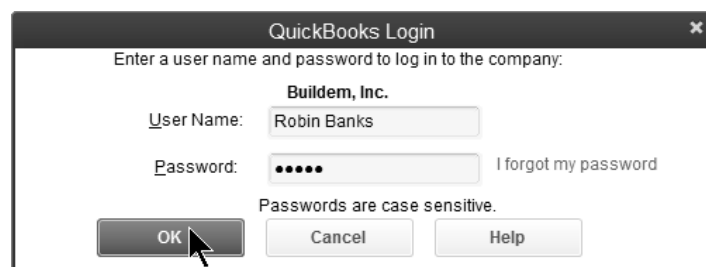
- Some types of changes to lists (such as deleting, merging, and sorting)
- Change company preferences
- Create or work with accountant's copies
- Condense or rebuild data
- Import or export data
- Create portable company files
- Adjust inventory

### Switch to Multi-user Mode

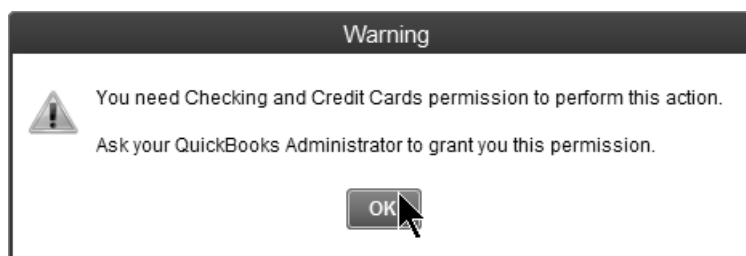
1. Select **File: Switch to Multi-user Mode** from the menu.
2. Click **OK**.

### 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**.



# Audit Trail

An important part of accounting is tracking which transactions have been added, changed, or deleted during a time period...and by whom. QuickBooks provides this information through the Audit Trail report.

## Review an Audit Trail Report

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

## Audit Trail w/Change

Audit Trail

Customize Report

Comment on Report

Share Template

Memorize

Print

E-mail

Excel

Hide Header

Refresh

Date Entered/Last Modified

Today

From

04/01/2023

To

04/01/2023

Show Filters

Buildem, Inc.

Audit Trail

Entered/Last Modified April 1, 2023

Num	Entered/Last Modified	Last modified by	State	Date	Name	Memo	Account	Split	Amount
Transactions entered or modified by David (Admin)									
Invoice 33									
33	04/01/2023 10:02:05	David (Admin)	Latest	04/01/2023	Smith Hardware		Accounts Receiva...	-SPLIT-	100.00
					Smith Hardware	Deluxe Con...	Parts Sales	Accounts Re...	(100.00)
					State Of Texas	Sales Tax R...	Sales Tax Payable	Accounts Re...	0.00
33	04/01/2023 09:58:56	Robin Banks	Prior	04/01/2023	Smith Hardware		Accounts Receiva...	-SPLIT-	53.85
					Smith Hardware	Deluxe Con...	Parts Sales	Accounts Re...	(49.75)
					State Of Texas	Sales Tax R...	Sales Tax Payable	Accounts Re...	(4.10)
Transactions entered or modified by Robin Banks									
Invoice 33									
33	04/01/2023 10:02:05	David (Admin)	Latest	04/01/2023	Smith Hardware		Accounts Receiva...	-SPLIT-	100.00
					Smith Hardware	Deluxe Con...	Parts Sales	Accounts Re...	(100.00)
					State Of Texas	Sales Tax R...	Sales Tax Payable	Accounts Re...	0.00
33	04/01/2023 09:58:56	Robin Banks	Prior	04/01/2023	Smith Hardware		Accounts Receiva...	-SPLIT-	53.85

## Audit Trail w/Deletion

Audit Trail

Customize Report

Comment on Report

Share Template

Memorize

Print

E-mail

Excel

Hide Header

Refresh

Date Entered/Last Modified

Today

From

04/01/2023

To

04/01/2023

Show Filters

04/01/23

Buildem, Inc.

Audit Trail

Entered/Last Modified April 1, 2023

Num

Entered/Last Modified

Last modified by

State

Date

Name

Memo

Account

Split

Amount

Transactions entered or modified by David (Admin)

Invoice 33

33

04/01/2023 10:06:24

David (Admin)

Deleted

0.00

33

04/01/2023 10:02:05

David (Admin)

Prior

04/01/2023

Smith Hardware

Accounts Receiva...

-SPLIT-

100.00

Smith Hardware

Deluxe Con...

Parts Sales

Accounts Re...

(100.00)

State Of Texas

Sales Tax R...

Sales Tax Payable

Accounts Re...

0.00

33

04/01/2023 09:58:56

Robin Banks

Prior

04/01/2023

Smith Hardware

Accounts Receiva...

-SPLIT-

53.85

Smith Hardware

Deluxe Con...

Parts Sales

Accounts Re...

(49.75)

State Of Texas

Sales Tax R...

Sales Tax Payable

Accounts Re...

(4.10)

Transactions entered or modified by Robin Banks

Invoice 33

33

04/01/2023 10:06:24

David (Admin)

Deleted

0.00

33

04/01/2023 10:02:05

David (Admin)

Prior

04/01/2023

Smith Hardware

Accounts Receiva...

-SPLIT-

100.00

# Chapter 17

# Working With Reports

# Report Center

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

## Open Report Center

1. In **My Shortcuts** on the left icon bar, click **Reports**.

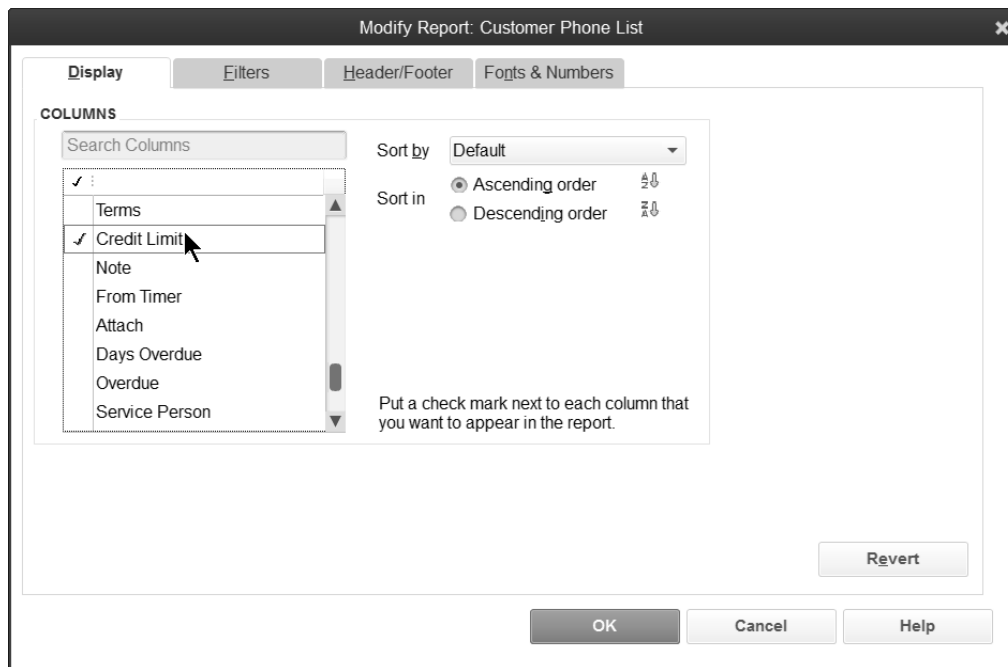


2. Click the appropriate report group to the left.
3. To open a report, click the **Run** icon below the report preview.

# 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**.

Customer Phone List

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

Show Filters

04/01/23

Buildem, Inc.

Customer Phone List

April 1, 2023

Customer	Main Phone	Credit Limit
Chicago Hotel Builders	312-555-1251	
Chicago Hotel Builders:Lake Michigan	312-555-8621	5,000.00
Columbia Management	405-555-3540	
Columbia Management:Seattle School	405-555-3540	
Columbia Management:Spokane Civic C...	405-555-3540	
Crandall Contractors	845-555-1235	30,000.00
Crandall Contractors:Cheyenne 1	845-555-1235	30,000.00
Dallas Hardware and Tools	214-555-4747	10,000.00
Fort Worth Homes	817-555-8989	100,000.00
Fort Worth Homes:Lake Worth Homes	817-555-8989	100,000.00
Home & Hardware Stop	605-555-8499	10,000.00
Jupiter Homes	214-555-4155	
Jupiter Homes:Fannin Residence	214-555-4155	4,000.00
Jupiter Homes:Rucker Residence	214-555-4155	100,000.00
Jupiter Homes:White Residence	214-555-4155	
Lake Michigan Development	778-555-7887	40,000.00
Myers & Associates	214-555-9281	25,000.00

# Sorting

## Sort Report

1. Run the appropriate report.
2. Click the **Customize Report** button.

Modify Report: Customer Phone List

Display Filters Header/Footer Fonts & Numbers

COLUMNS

Search Columns

Sort by Balance

Sort in ☐ Ascending order ☒ Descending order

Put a check mark next to each column that you want to appear in the report.

Revert

OK Cancel Help

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**.

Customer Phone List

04/01/23

Buildem, Inc.

Customer Phone List

April 1, 2023

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
Smith Hardware	4,400.13	Henry Plume	
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	



# 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	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
Smith Hardware	4,400.13	Henry Plume	
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	2,590.00	JoJo Crazer	

## Change Column Order

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

Customer	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
Smith Hardware	4,400.13	Henry Plume	
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	

# Header/Footer

## Change Header/Footer

1. Run the appropriate report.
2. Click the **Customize Report** button.
3. Click the **Header/Footer** tab.

The screenshot shows the 'Modify Report: Customer Phone List' dialog box with the 'Header/Footer' tab selected. The 'SHOW HEADER INFORMATION' section includes checkboxes for 'Company Name', 'Report Title', 'Subtitle', 'Date Prepared', 'Time Prepared', and 'Print header on pages after first page'. The 'SHOW FOOTER INFORMATION' section includes checkboxes for 'Page Number', 'Extra Footer Line', and 'Print footer on first page'. The 'PAGE LAYOUT' section shows 'Alignment' set to 'Centered' and a preview of the report header and footer. The 'Revert', 'OK', 'Cancel', and 'Help' buttons are at the bottom.

**Modify Report: Customer Phone List**

Display Filters **Header/Footer** Fonts & Numbers

**SHOW HEADER INFORMATION**

☒ Company Name Buildem, Inc.

☒ Report Title Balances and Credit Limits

☒ Subtitle April 1, 2023

☒ Date Prepared 12/31/01

☐ Time Prepared

☒ Print header on pages after first page

**SHOW FOOTER INFORMATION**

☒ Page Number Page 1

☒ Extra Footer Line

☒ Print footer on first page

**PAGE LAYOUT**

Alignment  
Centered

Time Company  
Date Title  
Basis Subtitle

Test Report Description Page 1 of 1

Field Name Value  
Company Name Buildem, Inc.  
Report Title Balances and Credit Limits  
Subtitle April 1, 2023  
Date Prepared 12/31/01  
Time Prepared  
Print header on pages after first page  
Page Number Page 1  
Extra Footer Line  
Print footer on first page

Revert

OK Cancel Help

4. Change appropriate information in the **Modify Report** window.
5. Click **OK**.

The screenshot shows the 'Customer Phone List' report window. The report title is 'Buildem, Inc. Balances and Credit Limits' dated 'April 1, 2023'. The report displays a table with columns: Customer, Primary Contact, Balance, and Credit Limit. The table lists various customers and their primary contacts, along with their balance and credit limit.

**Customer Phone List**

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

Show Filters

04/01/23

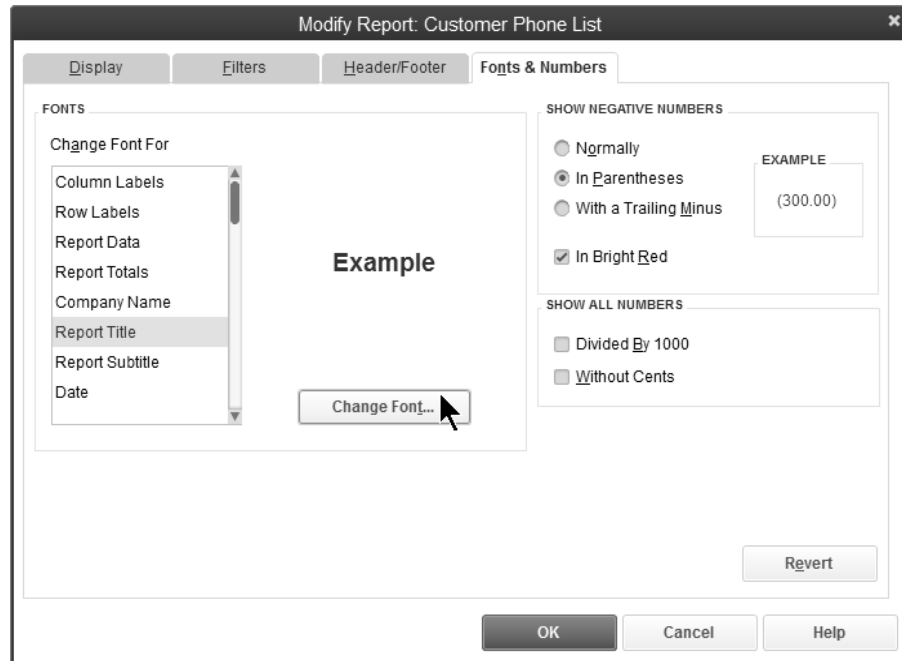
**Buildem, Inc.**  
**Balances and Credit Limits**  
April 1, 2023

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
Smith Hardware	Henry Plume	4,400.13	
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	JoJo Crazer	2,590.00	
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
Columbia Management	Annie Bayer	0.00	

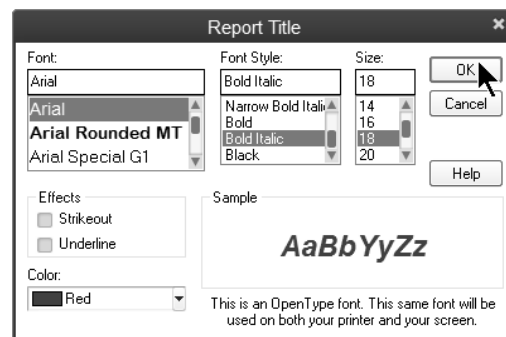
# Fonts & Numbers

## 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**.

# Change Filter Reports

1. Run the appropriate report.
2. Click the **Customize Report** button.
3. Click the **Filters** tab.

Modify Report: Customer Phone List

Display Filters Header/Footer Fonts & Numbers

CHOOSE FILTER

FILTER

Rep

Terms

Credit Limit

Note

From Timer

Credit Limit

Any

= <= >=

0.01

CURRENT FILTER CHOICES

FILTER SET TO

Active Status Active

Credit Limit >=0.01

Remove Selected Filter

Revert

OK Cancel Help

4. Change appropriate information in the **Modify Report** window.
5. Click **OK**.

Customer Phone List

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

Show Filters

04/01/23

Buildem, Inc.

**Balances and Credit Limits**

April 1, 2023

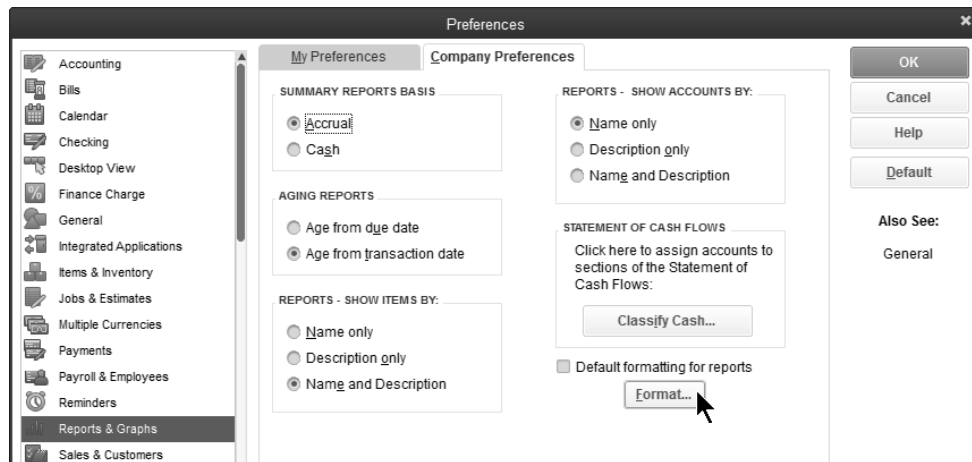
Customer	Primary Contact	Balance	Credit Limit
Fort Worth Homes:Lake Worth Homes	Betty Cronkite	34,832.72	100,000.00
Jupiter Homes:Rucker Residence	Fred Ellis	31,438.91	100,000.00
Rio Grande Homes:Valley Savings Deve...	Edna Callman	24,203.56	200,000.00
Orlando Homes:Division 1a	Pat West	15,727.50	75,000.00
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
Home & Hardware Stop	Store Manager	0.00	10,000.00

# Report Preferences

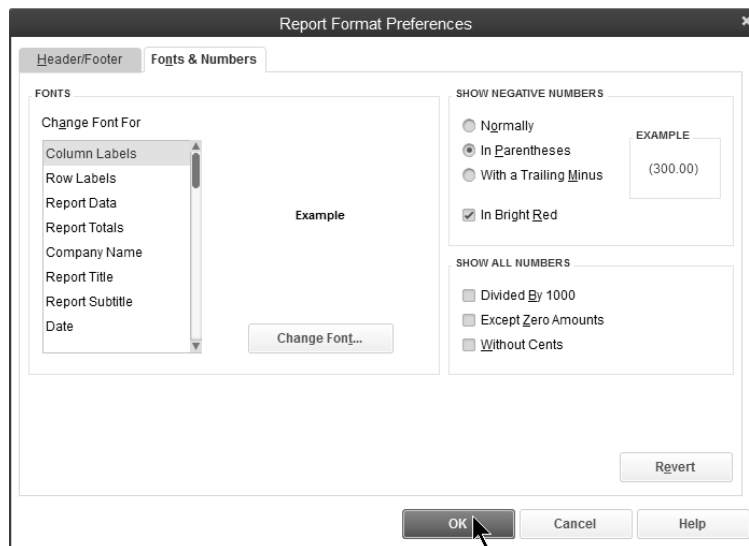
Report preferences allow you to customize and format reports for your business needs.

## Set 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**.

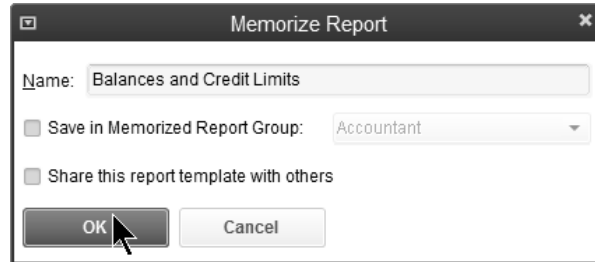


5. Change the **Header/Footer** or Fonts & Numbers on reports.

# Memorizing

## Memorize a Report

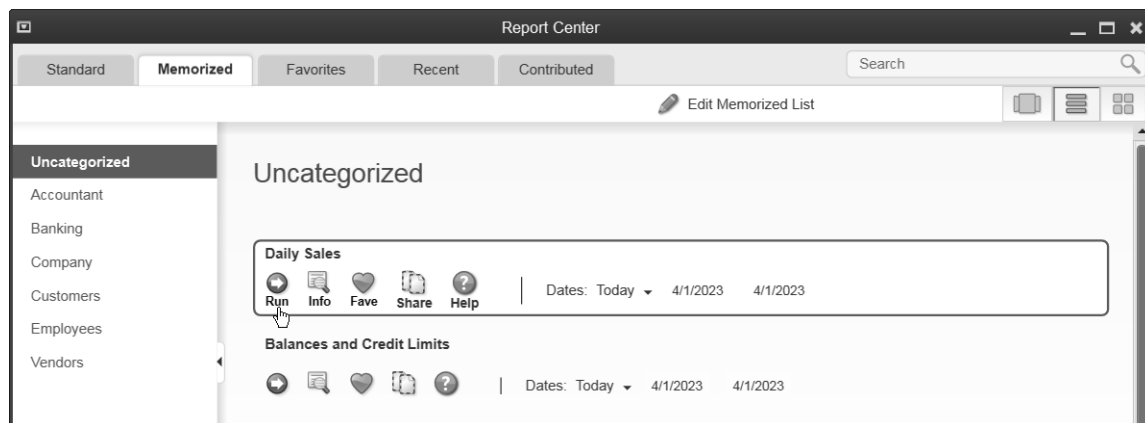
1. Run the appropriate report.
2. Make appropriate changes to the report.
3. Click the **Memorize** button.



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.



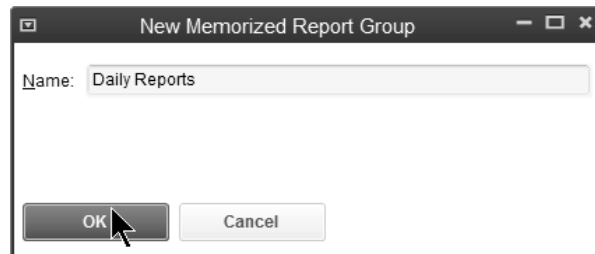
5. Click **Run**.

## 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

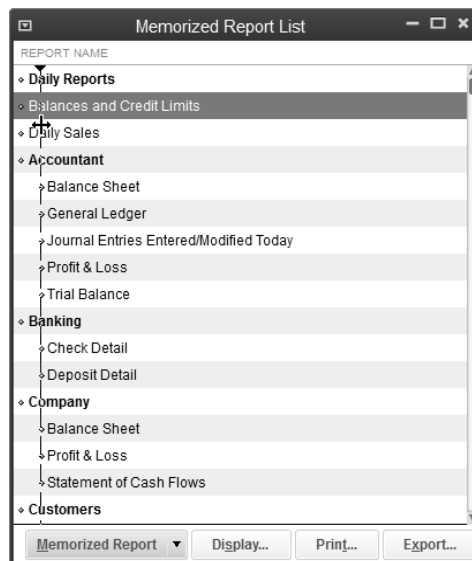
1. Select Reports:Memorized Reports:Memorized Report List from the menu.
2. Click the **Memorized Report** button.
3. Select **New Group** from the menu.



4. Enter the Name in the New Memorized Report Group window.
5. Click **OK**.

### Add Memorized Report to Group

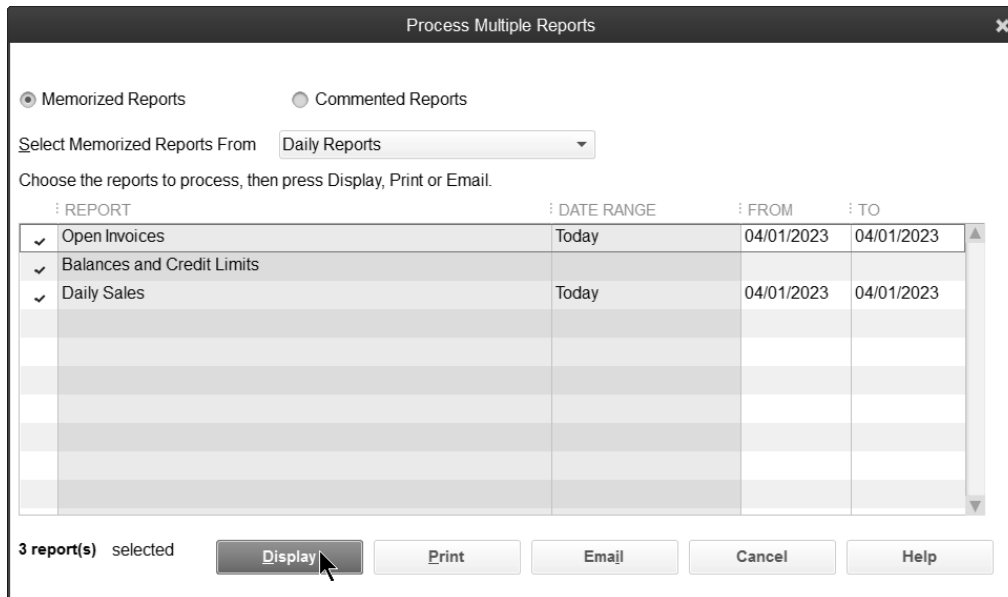
1. Select Reports:Memorized Reports:Memorized Report List from the menu.



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

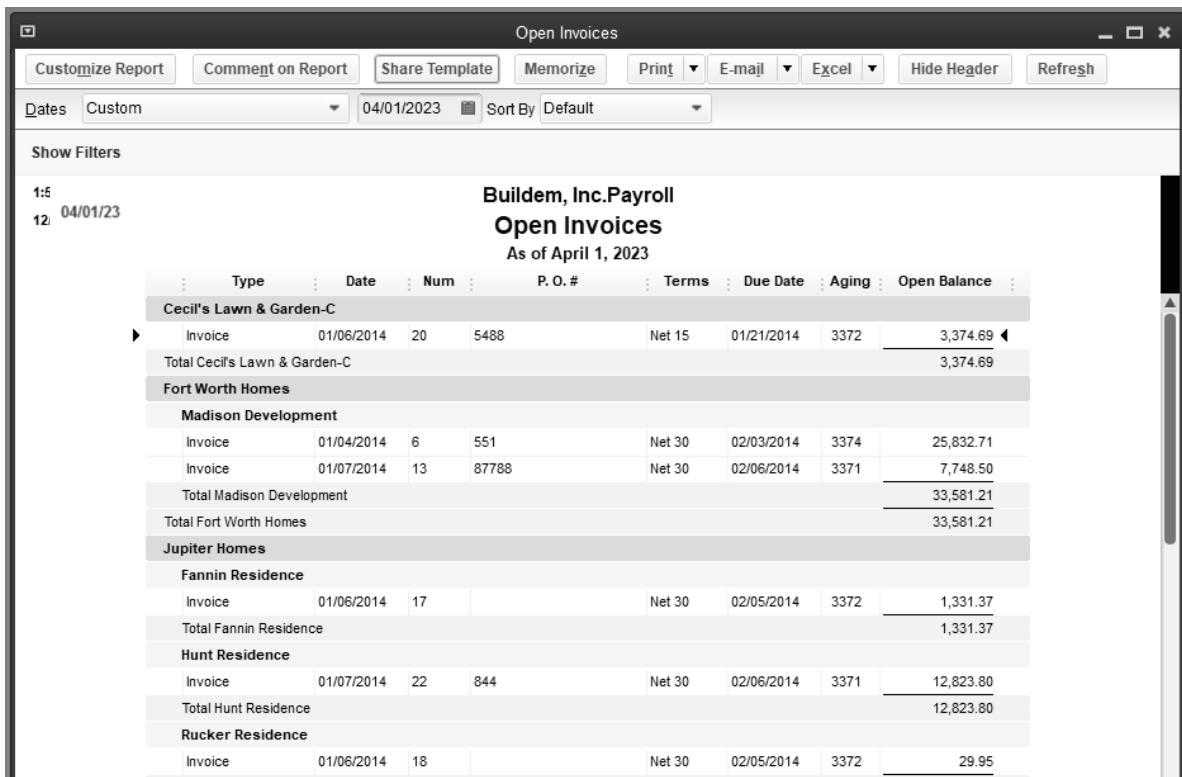
1. Select Reports:Process Multiple Reports from the menu.



The "Process Multiple Reports" dialog box is shown. It has two radio buttons: "Memorized Reports" (selected) and "Commented Reports". Below them is a dropdown menu labeled "Select Memorized Reports From" with "Daily Reports" selected. A text label says "Choose the reports to process, then press Display, Print or Email." Below this is a table with columns: REPORT, DATE RANGE, FROM, and TO. Three reports are selected with checkmarks: "Open Invoices", "Balances and Credit Limits", and "Daily Sales". The "DATE RANGE" for all is "Today". The "FROM" and "TO" dates are "04/01/2023". At the bottom, it says "3 report(s) selected" and has buttons for "Display", "Print", "Email", "Cancel", and "Help". A mouse cursor is pointing at the "Display" button.

REPORT	DATE RANGE	FROM	TO
✓ Open Invoices	Today	04/01/2023	04/01/2023
✓ Balances and Credit Limits			
✓ Daily Sales	Today	04/01/2023	04/01/2023

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.



The "Open Invoices" report window is shown. It has a title bar "Open Invoices" and a menu bar with "Customize Report", "Comment on Report", "Share Template", "Memorize", "Print", "E-mail", "Excel", "Hide Header", and "Refresh". Below the menu bar are "Dates" (Custom) and "Sort By" (Default). A "Show Filters" button is on the left. The report title is "Buildem, Inc. Payroll Open Invoices As of April 1, 2023". The report table has columns: Type, Date, Num, P. O. #, Terms, Due Date, Aging, and Open Balance. The data is grouped by customer: Cecil's Lawn & Garden-C, Fort Worth Homes, Madison Development, Jupiter Homes, Fannin Residence, Hunt Residence, and Rucker Residence. Each group shows individual invoices and a total.

Type	Date	Num	P. O. #	Terms	Due Date	Aging	Open Balance
<b>Cecil's Lawn &amp; Garden-C</b>							
Invoice	01/06/2014	20	5488	Net 15	01/21/2014	3372	3,374.69
Total Cecil's Lawn & Garden-C							3,374.69
<b>Fort Worth Homes</b>							
<b>Madison Development</b>							
Invoice	01/04/2014	6	551	Net 30	02/03/2014	3374	25,832.71
Invoice	01/07/2014	13	87788	Net 30	02/06/2014	3371	7,748.50
Total Madison Development							33,581.21
Total Fort Worth Homes							33,581.21
<b>Jupiter Homes</b>							
<b>Fannin Residence</b>							
Invoice	01/06/2014	17		Net 30	02/05/2014	3372	1,331.37
Total Fannin Residence							1,331.37
<b>Hunt Residence</b>							
Invoice	01/07/2014	22	844	Net 30	02/06/2014	3371	12,823.80
Total Hunt Residence							12,823.80
<b>Rucker Residence</b>							
Invoice	01/06/2014	18		Net 30	02/05/2014	3372	29.95

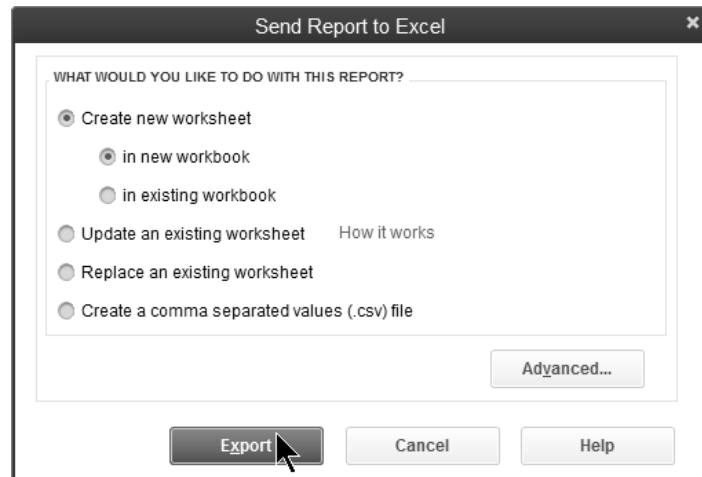


# Working with Microsoft® Excel®

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.

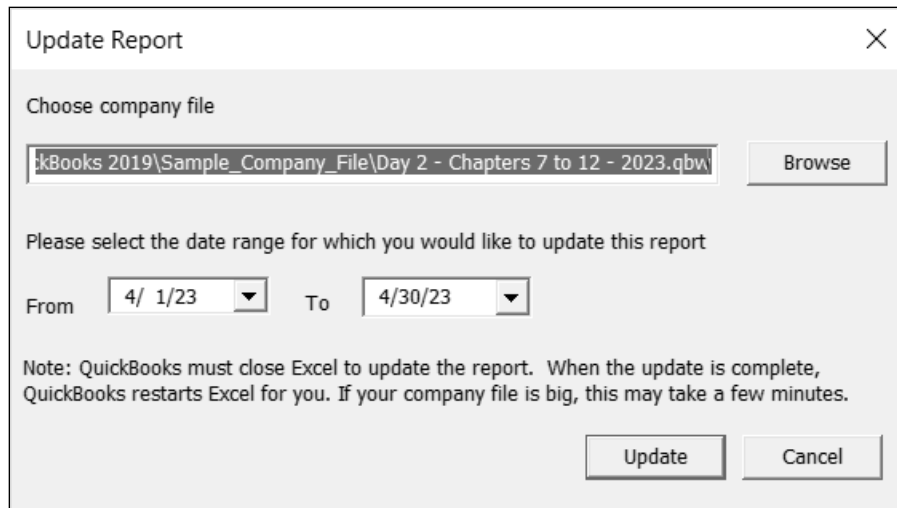
Buildem, Inc.		
Profit & Loss		04/01/2023
April 1, 2023		Accrual Basis
		Apr 1, 23
Ordinary Income/Expense		
Income		
	Construction Income	1,453.90
	Freight Income	602.94
	Parts Sales	17,119.56
	Service Income	4,000.00
	Total Income	23,176.40
Cost of Goods Sold		
	Materials	6,232.10
	Total COGS	6,232.10

## Update Report Data

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**.



The screenshot shows a dialog box titled "Update Report" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Choose company file" with a text box containing the file path "kBooks 2019\Sample\_Company\_File\Day 2 - Chapters 7 to 12 - 2023.qbw" and a "Browse" button to its right. Below this, a prompt says "Please select the date range for which you would like to update this report". There are two date pickers: "From" with the date "4/ 1/23" and "To" with the date "4/30/23". At the bottom, a note states: "Note: QuickBooks must close Excel to update the report. When the update is complete, QuickBooks restarts Excel for you. If your company file is big, this may take a few minutes." There are two buttons at the bottom right: "Update" and "Cancel".

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:

- Renamed report titles
- Font formatting in row and column headers
- Resized columns
- Renamed column and row headers
- Inserted rows and columns with information entered
- Formulas (the updated report must contain the row associated with the formula)
- Inserted text

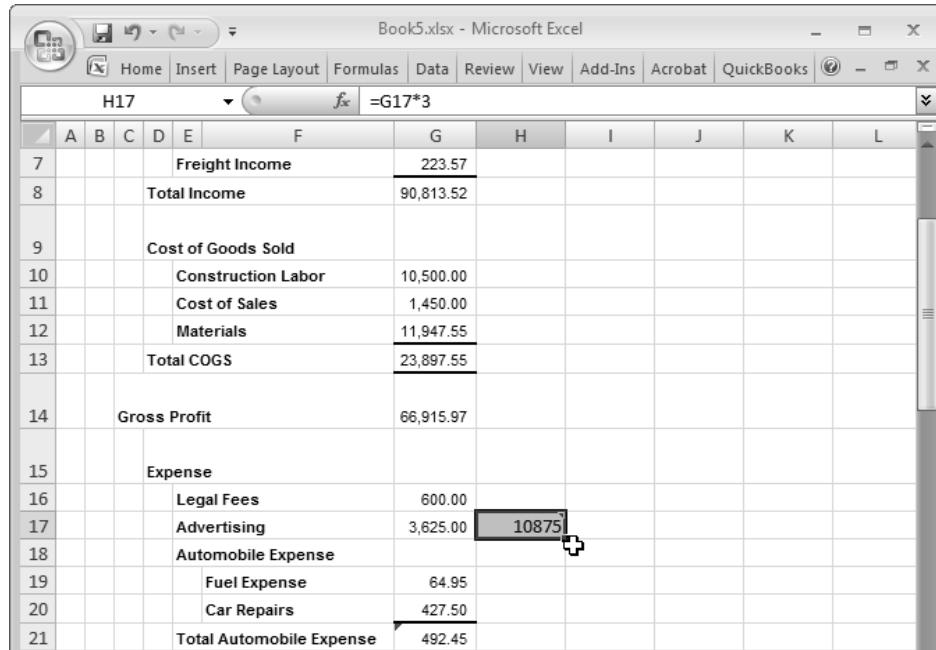
Any of the following changes you make to your exported report will have to be updated manually when the report is updated:

- Font formatting in non-header cells
- Formatting other than changes to Font
- Moved data cells

## Formula Errors

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.



The screenshot shows an Excel spreadsheet titled "Book5.xlsx - Microsoft Excel". The formula bar at the top displays "H17" and the formula "=G17\*3". The spreadsheet contains a financial report with the following data:

	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					

# Chapter 18

## Utilities

## 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.
3. Set the backup location and other options and click **OK**.

The 'Backup Options' dialog box is titled 'Backup Options' with a close button (X) in the top right corner. It contains instructions: 'Use this window to set default options for your manual and automatic backups.' The dialog is divided into two sections: 'LOCAL BACKUP ONLY' and 'ONLINE AND LOCAL BACKUP'. In the 'LOCAL BACKUP ONLY' section, there is a text field for 'Tell us where to save your backup copies (required)' with the value 'P:\Backup Folder\'. To the right of this field is a 'Browse...' button. Below this, there are two checked checkboxes: 'Add the date and time of the backup to the file name (recommended)' and 'Limit the number of backup copies in this folder to' followed by a spin box set to '5'. The 'ONLINE AND LOCAL BACKUP' section has a checked checkbox 'Remind me to back up when I close my company file every' followed by a spin box set to '4' and the word 'times'. Below this, it says 'Select an option to verify that your company data is OK (that is, not corrupted) when you save.' There are three radio button options: 'Complete verification (recommended)' (which is selected), 'Quicker verification', and 'No verification'. A 'Help me choose' link is at the bottom right of this section.

4. Click **Next**.
5. Select when to back up.
6. Click **Next**.
7. If creating a manual backup, click **Save**.  
If creating an automatic or scheduled backup, set options and create a schedule.

The 'Create Backup' dialog box is titled 'Create Backup' with a close button (X) in the top right corner. It has a left sidebar with icons for a folder, a document, and a computer. The main area is titled 'When do you want to backup your company file?'. It has two sections: 'BACK UP AUTOMATICALLY:' and 'BACK UP ON A SCHEDULE:'. In the 'BACK UP AUTOMATICALLY:' section, there is a checked checkbox 'Save backup copy automatically when I close my company file every' followed by a spin box set to '3' and the word 'times'. Below this, it says 'Click Options to view or change where the automatic backup copies will be saved.' and there is an 'Options' button with a mouse cursor pointing to it. In the 'BACK UP ON A SCHEDULE:' section, it says 'Click New to schedule regular backups of your company file.' Below this is a table with four columns: 'DESCRIPTION', 'BACKUP LOCATION', 'STATUS', and 'NEXT BACKUP'. The table is currently empty. Below the table are three buttons: 'New...', 'Edit...', and 'Remove'. At the bottom of the dialog are five buttons: 'Back', 'Next', 'Finish' (which is highlighted), 'Help', and 'Cancel'.

8. Click **Finish**.

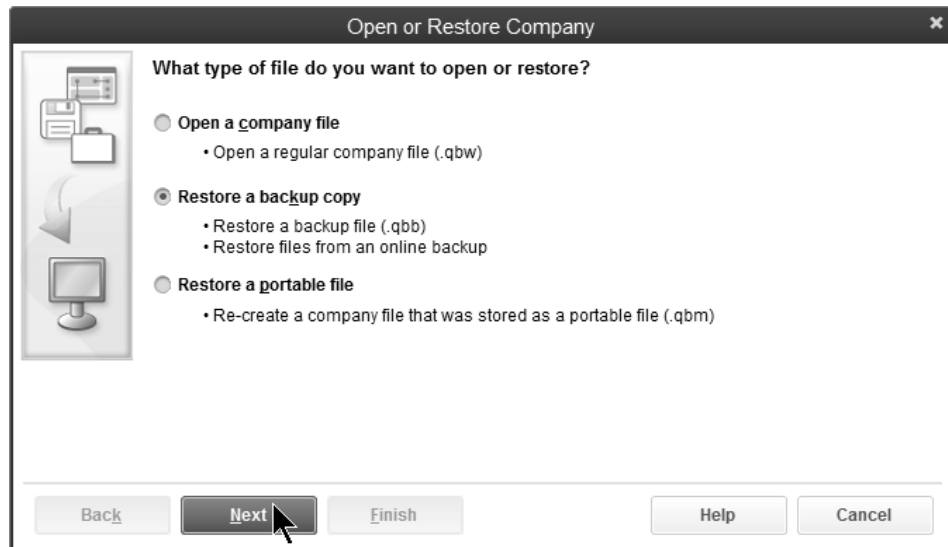
## Restore Data Files

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

- The company file on your hard drive is damaged.
- The computer's hard drive is damaged.
- 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

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

The screenshot shows the 'Product Information' window with the following data:

Product		QuickBooks Premier 2019 (via AE) Release R3P	
License number	4167-4607-3425-394	ACTIVATED	
Product number	355-957	R3_86	
User Licenses	1		
Installed	N/A		

USAGE INFORMATION	
Date First Used	07/30/2015
Number of Uses	63
Audit Trail	Enabled since 01/30/2014 08:33:26

FILE INFORMATION	
Location	C:\Users\Public\Documents\Intuit\QuickBooks\Sample Company Files\QuickBooks 2019\Day 2 - Chapters 7 to 12 - 2023.qbw

Versions Used on File	
File Size	16468 K
Page Size	4096
Total Transactions	173
Total Targets	630
Total Links	54
Dictionary Entries	0
DB File Fragments	2
Schema version	125.5
Server Port	0
Server IP	192.168.1.120
Server Name	QB_data_engine_29
# of Users Logged In	1
Current Cache Size	513
Max Cache Size	1024

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

INTEGRATED APPLICATION INFORMATION	
# of apps	0
Last accessed	

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

List Information	
Total Accounts:	81
Total Names:	57
Customers:	28
Vendors:	25
Employees:	4

Free Memory	
	4194303 K

## Getting Maintenance Releases

You should download the current maintenance release for your QuickBooks version. 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.

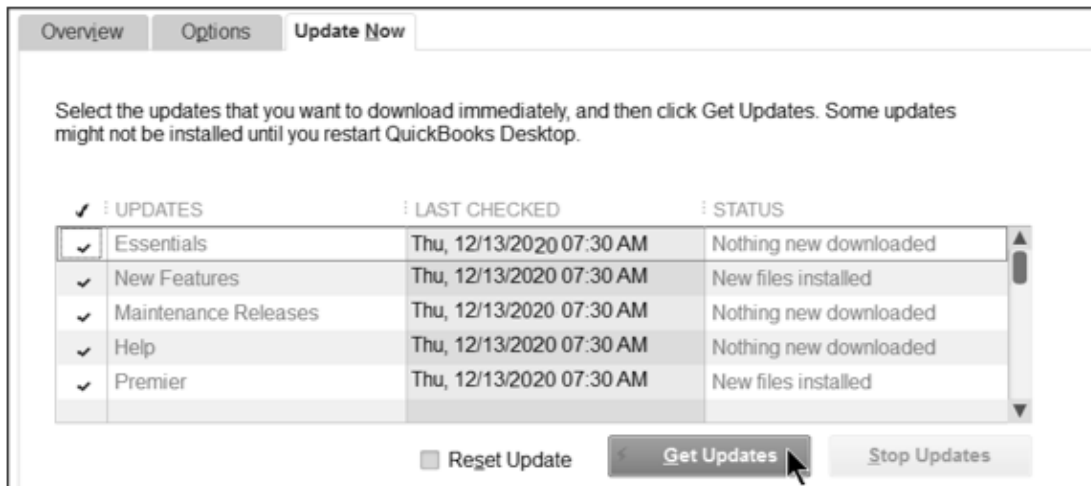
1. Get updates automatically, via the *QuickBooks Update Service*. By turning on the Automatic Update feature in the Update QuickBooks window, QuickBooks will automatically download a new maintenance release when available.
2. Check for and download updates using the *QuickBooks Update Service* when you want. You should check for updates once a month to keep QuickBooks current.
3. Manually download and install the latest maintenance release from the QuickBooks website.

### Turn On/Off Automatic Update

1. Select Help:Update QuickBooks Desktop 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**, then **Close**.

### Check For and Download Updates

1. Select Help:Update QuickBooks Desktop 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 19

## Year-End Procedures

## Year-End Steps

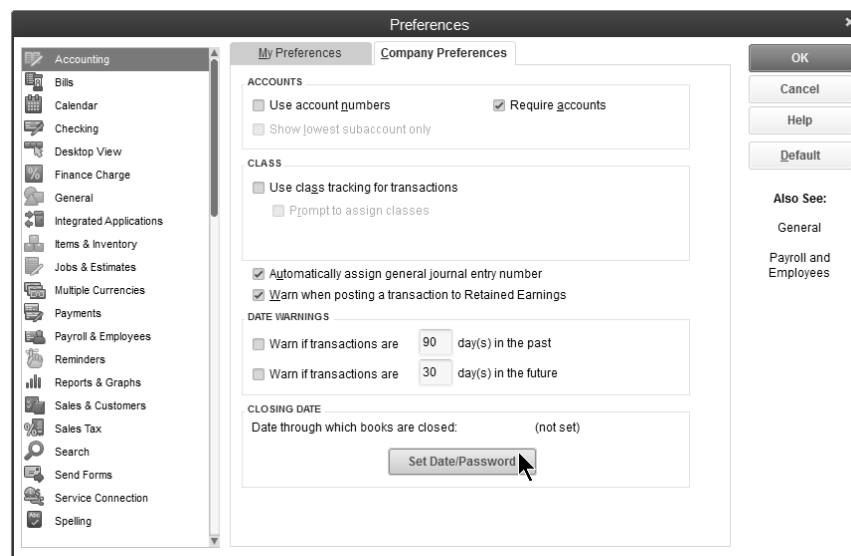
You can keep as many years of data in QuickBooks as you wish. However, there are certain procedures you should follow at year-end. In this chapter, you learn 3 steps to complete in QuickBooks at year-end. Consult your accounting professional regarding all year-end procedures your company must complete.

1. Set a closing date and password to restrict users from a prior period.
2. Provide your accountant with your QuickBooks financial information using a method such as the *Accountant's Copy*.
3. Incorporate changes from accountant.

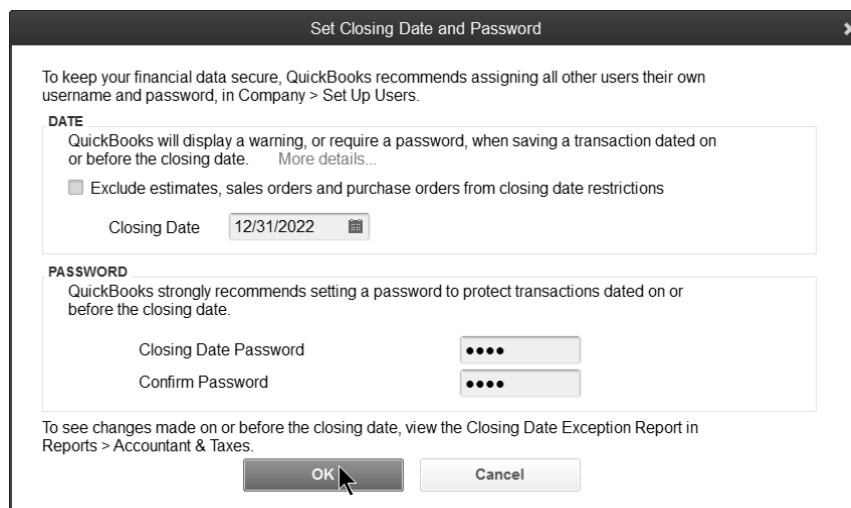
## Set a Closing Date

This 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.

5. Select Company: Set Closing Date from the menu.



6. Click Set Date/Password.

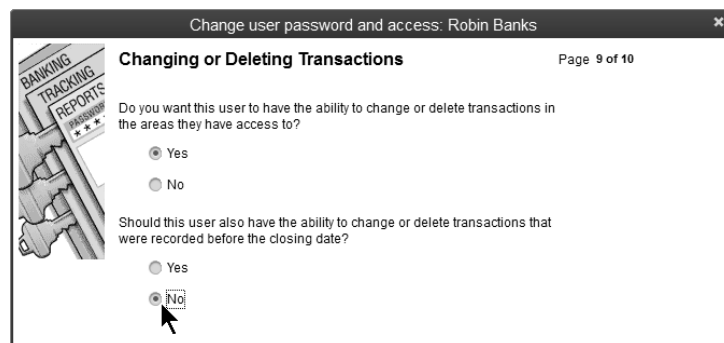


7. Enter a Closing Date.

8. Enter the password as the **Closing Date Password**.
9. Enter the password as the **Confirm Password**.
10. Click **OK**.

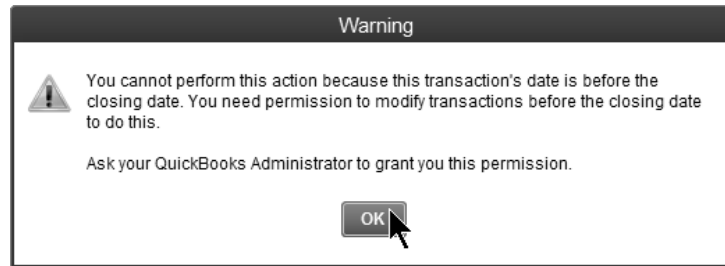
## Restrict User Access to Prior Period

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**.

## No Access to Prior Transactions



## Financial Info to Accountant

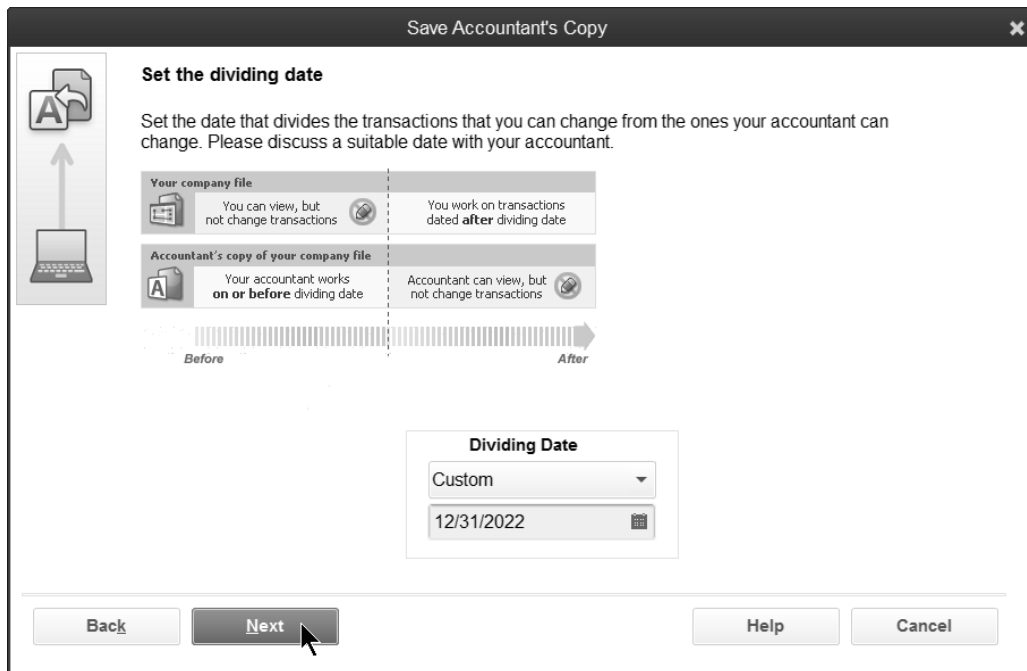
The *Accountant's Copy* is an efficient way to work with accountants that use QuickBooks. With this process, a special copy of your data file can be given to your accountant to enter adjustments. Meanwhile, you can continue to work on your original data file. When the adjustments are complete, the changes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

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

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

## Create Accountant's Copy

1. Select File:Send Company File:Accountant's Copy:Save File.
2. Click **Next**.



3. Select a Dividing Date for the Accountant's Copy.
4. Click **Next**.
5. Click **OK**.

## Incorporate Accountant's Changes

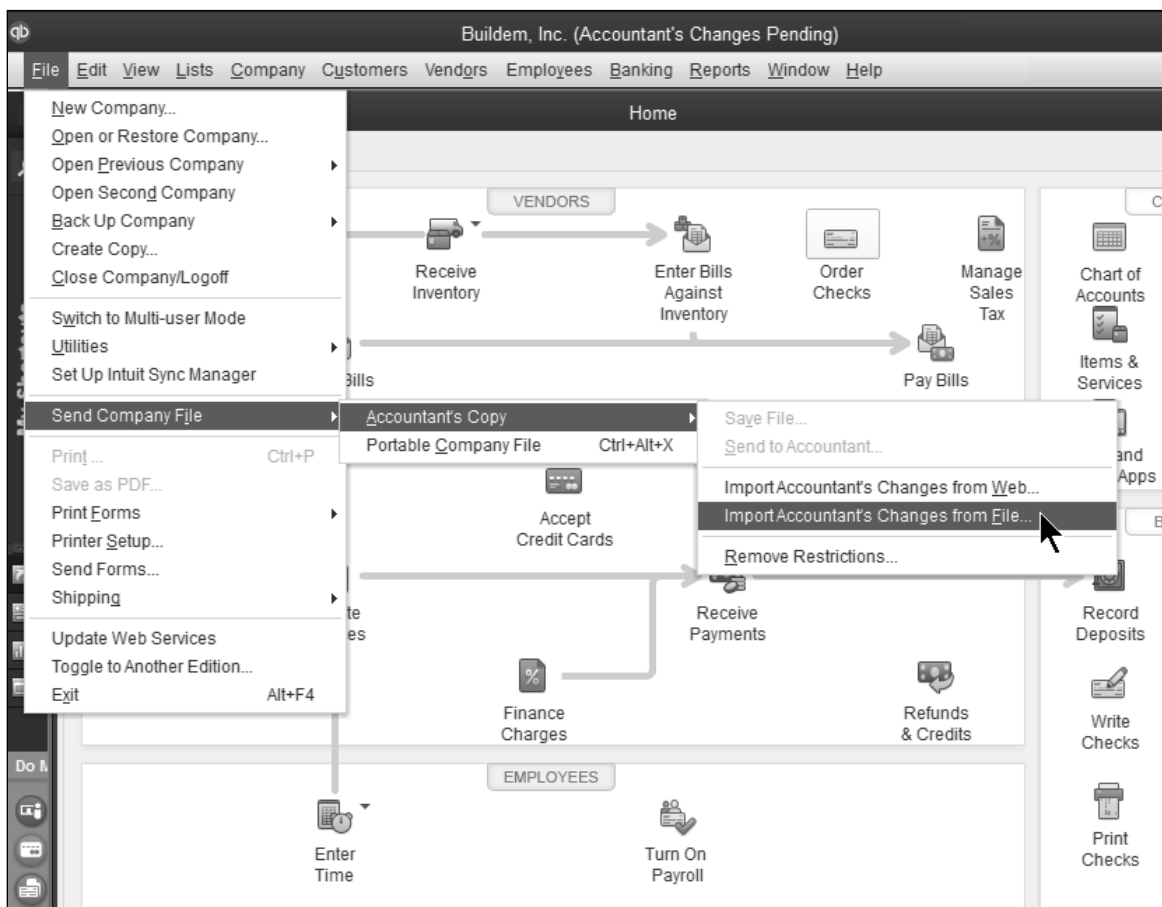
If you use the Accountant's Copy, you can import your accountant's changes into your QuickBooks data file.

If you are not using the Accountant's Copy, there are several ways your accountant's changes can be incorporated into QuickBooks. For example, your accountant might send you a list of year-end journal entries and ask you to enter them into QuickBooks. Or, your accountant might travel to your office to enter year-end journal entries.

Consult with your accountant to determine the most efficient way of entering their changes in QuickBooks.

## Import Accountant's Changes

Select File:Send Company File:Accountant's Copy:Import Accountant's Changes from File.





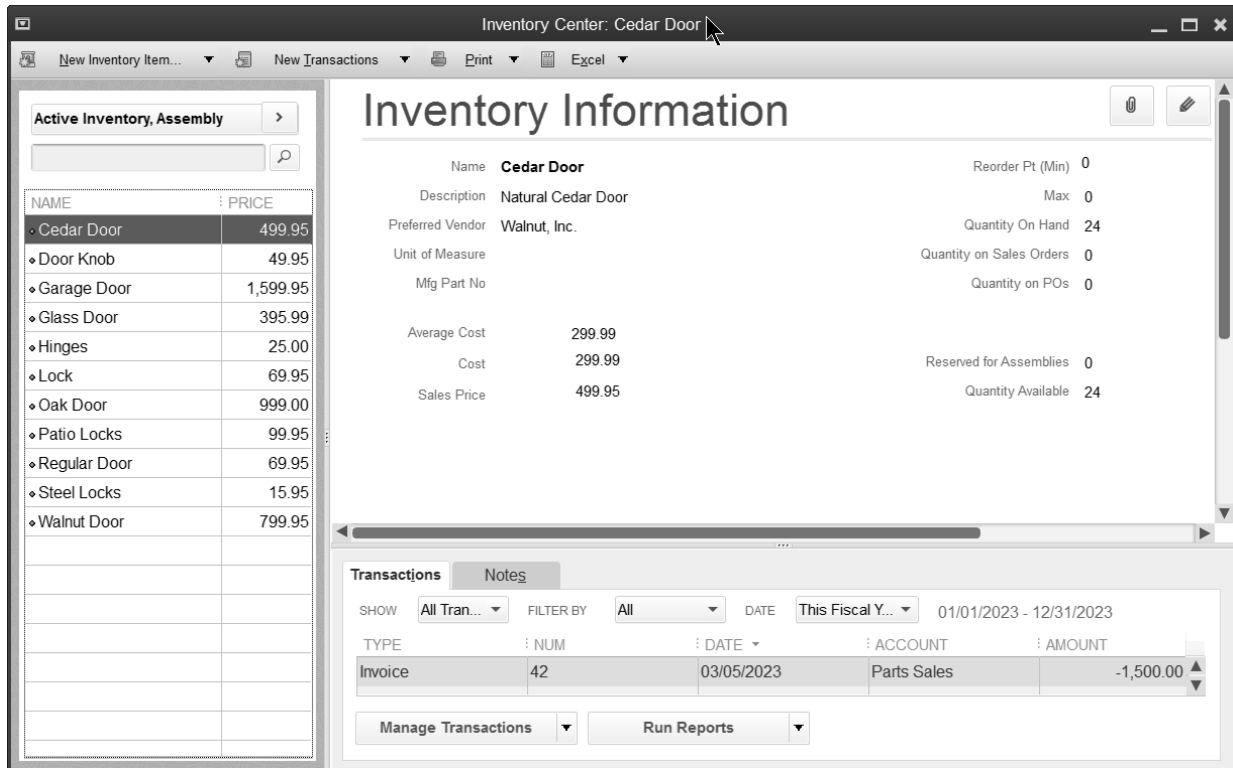
# Chapter 20

# Inventory

## 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](http://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.

The screenshot shows the 'Inventory Stock Status by Item' report for Buildem, Inc. as of April 1, 2023. The report includes a table with columns for inventory items, preferred vendors, reorder points, maximum quantities, on-hand quantities, orders, on-hand quantities, reorder quantities, next delivery dates, and sales per week. A mouse cursor is pointing at the 'On Hand' column for the 'Glass Door (Glass Patio Door)' item.

Inventory	Pref Vendor	Reorder Pt (Min)	Max	On Hand	Order	On PO	Reorder Qty	Next Deliv	Sales/Week
Cedar Door (Natural Cedar Door)	Walnut, Inc.	0	0	24		0	0		0
Door Knob (Standard Door Knob)	Sella Doo...	0	0	104		50	0	06/07/2023	245
Garage Door (All-weather customer garage do...	Hinges Co...	0	0	60		0	0		140
Glass Door (Glass Patio Door)	Sliding Do...	50	150	10	✓	0	140		0
Hinges (Hinges you buy for doors)	Sella Doo...		0	50		25	0	06/07/2023	0
Lock (Lock with Kryptonite key)	Locks, Inc.	0	0	9		0	0		0
Oak Door (Old-fashioned varnished oak door)	Sella Doo...	0	0	10		0	0		175
Patio Locks (Locks for installation on patio do...	Sella Doo...	0	0	100		0	0		0
Regular Door (Regular wood door)	Supply-A...	0	0	45		0	0		0
Steel Locks (Regular dead-bolt lock.)	Locks, Inc.	0	0	360		0	0		0
Walnut Door (Natural varnish Walnut Door)	Walnut, Inc.	0	0	80		0	0		0

## Enter Purchase Order

1. Click the **Purchase Orders** icon on the **Home** page.

**Create Purchase Orders**

Main Formatting Reports

Find New Save Delete Create a Copy Memorize Mark As Closed Print Email Print Later Email Later Attach File Create Item Receipts Select Items Receipt

VENDOR Sliding Doors, L... DROP SHIP TO TEMPLATE Custom ...

**Purchase Order**

DATE 04/01/2023 VENDOR Sliding Doors, Inc. 128 South New York Blv Garland, TX 75393 SHIP TO Buildem, Inc. D1 123 LBJ Freeway, #100 Dallas, TX 75248

P.O. NO. 10

EXPECTED

ITEM	DESCRIPTION	QTY	RATE	CUSTOMER	AMOUNT
Glass Door	Glass Patio Door	100	199.95		19,995.00

VENDOR MESSAGE

MEMO 100 Glass doors

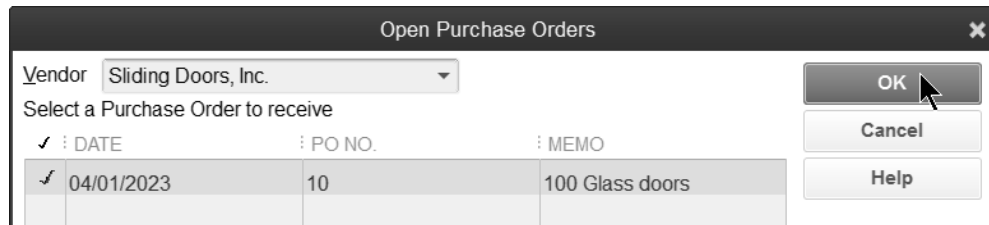
TOTAL 19,995.00

Save & Close Save & New Clear

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.

## Receive Items with Bill

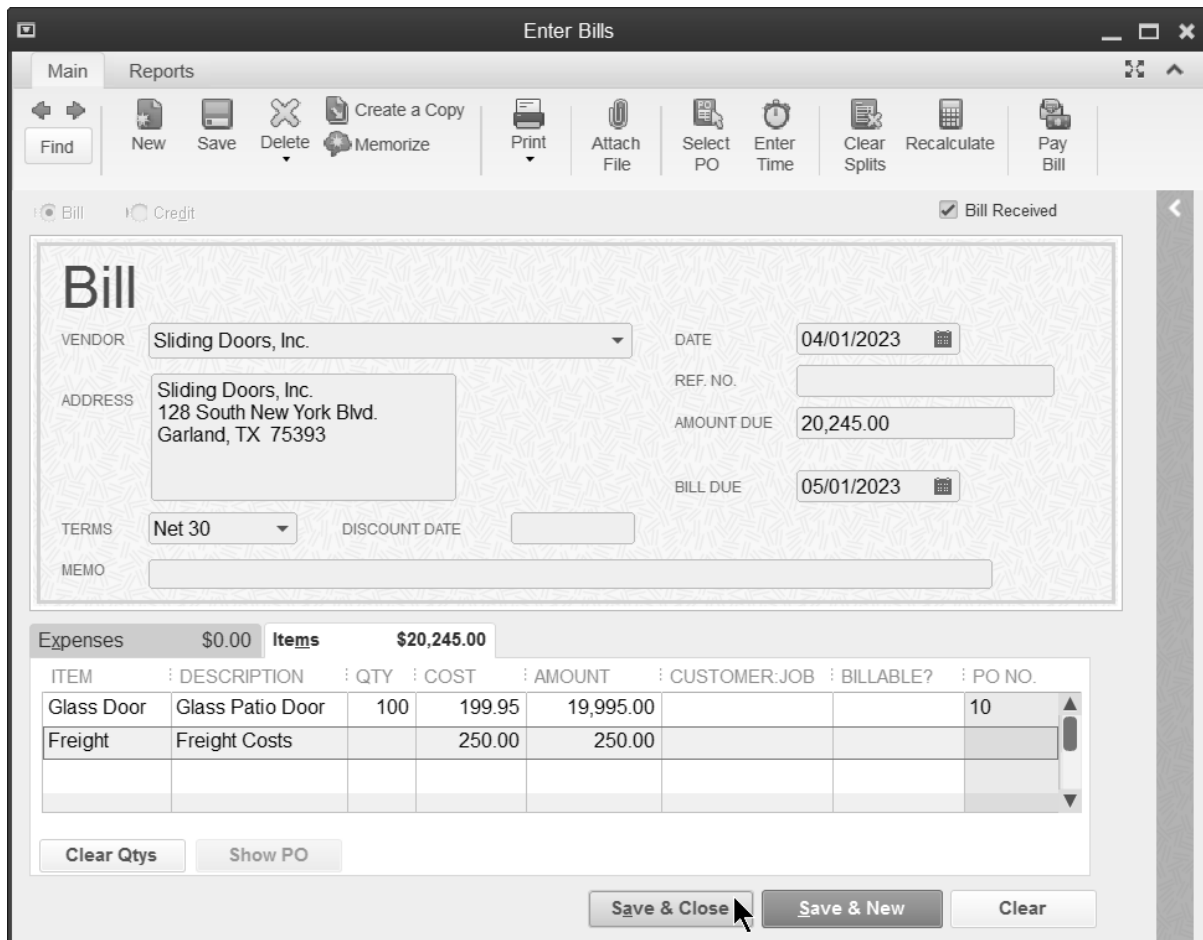
1. Click the **Receive Inventory** icon on the **Home** page and select **Receive Inventory with Bill** from the drop-down arrow.
2. Click the **Vendor** drop-down arrow and select the **Vendor**.
3. Click **Yes** in the **Open PO's Exist** window.



The 'Open Purchase Orders' dialog box is shown. It has a title bar with a close button. Inside, there is a 'Vendor' dropdown menu set to 'Sliding Doors, Inc.'. Below it is a label 'Select a Purchase Order to receive'. There is a table with columns: DATE, PO NO., and MEMO. The first row contains '04/01/2023', '10', and '100 Glass doors'. To the right of the table are three buttons: 'OK', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'OK' button.

DATE	PO NO.	MEMO
04/01/2023	10	100 Glass doors

4. Click the purchase order(s) being received against in the **Open Purchase Orders** window.
5. Click **OK**.



The 'Enter Bills' window is shown. It has a title bar with standard window controls. Below the title bar is a menu bar with 'Main' and 'Reports'. Under 'Main' are icons for Find, New, Save, Delete, Create a Copy, Memorize, Print, Attach File, Select PO, Enter Time, Clear Splits, Recalculate, and Pay Bill. Below the menu bar is a toolbar with 'Bill' and 'Credit' radio buttons, and a 'Bill Received' checkbox which is checked. The main area is titled 'Bill' and contains fields for VENDOR (Sliding Doors, Inc.), ADDRESS (Sliding Doors, Inc., 128 South New York Blvd., Garland, TX 75393), DATE (04/01/2023), REF. NO., AMOUNT DUE (20,245.00), BILL DUE (05/01/2023), TERMS (Net 30), DISCOUNT DATE, and MEMO. Below these fields is a table with columns: ITEM, DESCRIPTION, QTY, COST, AMOUNT, CUSTOMER JOB, BILLABLE?, and PO NO. The table has two rows: 'Glass Door' with description 'Glass Patio Door', QTY 100, COST 199.95, AMOUNT 19,995.00, and PO NO. 10; and 'Freight' with description 'Freight Costs', QTY, COST 250.00, AMOUNT 250.00, and PO NO. Below the table are buttons for 'Clear Qtys' and 'Show PO'. At the bottom are buttons for 'Save & Close', 'Save & New', and 'Clear'. A mouse cursor is pointing at the 'Save & Close' button.

ITEM	DESCRIPTION	QTY	COST	AMOUNT	CUSTOMER JOB	BILLABLE?	PO NO.
Glass Door	Glass Patio Door	100	199.95	19,995.00			10
Freight	Freight Costs		250.00	250.00			

6. Change any information in the **Enter Bills** window.
7. Click Save & Close.

## Pay Bill

1. Click the **Pay Bills** icon on the **Home** page.

**Pay Bills**

**SELECT BILLS TO BE PAID**

Show bills ☐ Due on or before 04/11/2023 ☒ Show all bills

Filter By  Sort By

<input checked="" type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DA...	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input type="checkbox"/>	04/01/2023	Jo Jo Inc.	343v	03/12/2023	2,999.90	0.00	0.00	0.00
<input type="checkbox"/>	04/04/2023	Jo Jo Inc.	343	03/15/2023	18,748.75	0.00	0.00	0.00
<input type="checkbox"/>	04/24/2023	Jo Jo Inc.	3553	04/04/2023	1,085.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>	05/01/2023	Sliding Doors, Inc.			20,245.00	0.00	0.00	20,245.00
Totals					44,044.65	0.00	0.00	20,245.00

**DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL**

Vendor **Sliding Doors, Inc.** Terms **Net 30** Number of Credits **0**

Bill Ref. No. Sugg. Discount **0.00** Total Credits Available **0.00**

**PAYMENT**

Date **04/01/2023** Method **Check** ☐ To be printed ☒ Assign check number

Account **Checking** Ending Balance **39,564.31**

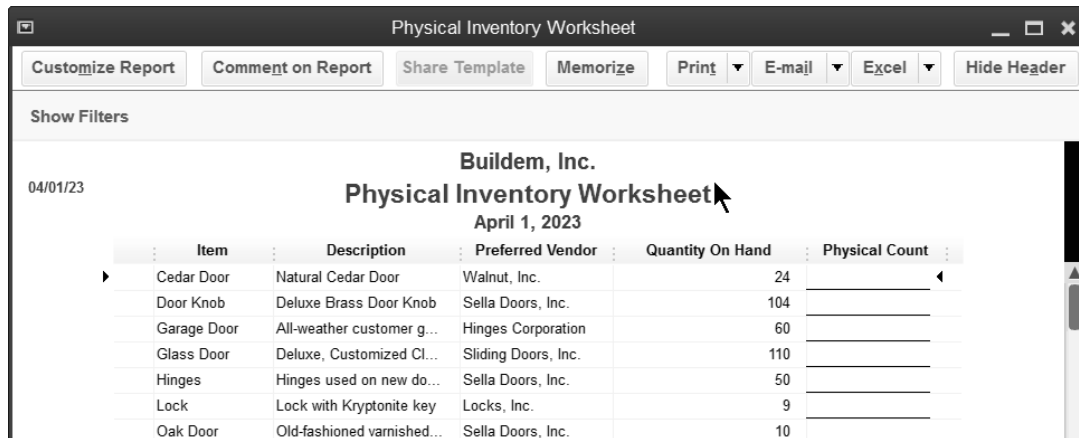
2. Click the individual bills to select for payment.
3. Enter remaining information in the **Pay Bills** window.
4. Click Pay Selected Bills.
5. Click Print Checks or Done in the Payment Summary window.

## 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.

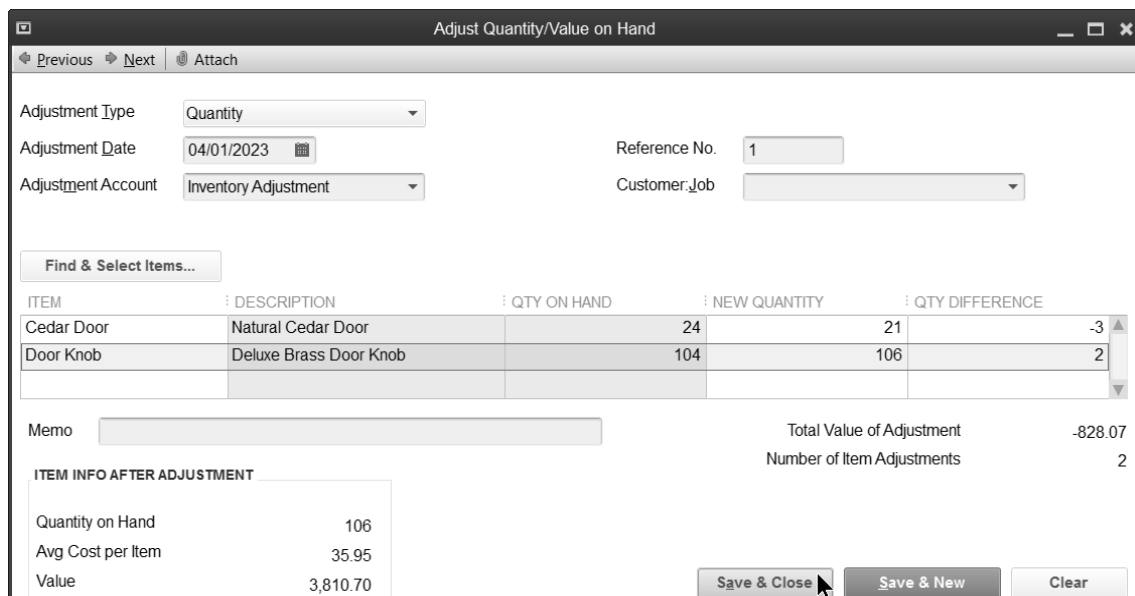


The screenshot shows the 'Physical Inventory Worksheet' window for 'Buildem, Inc.' dated '04/01/23'. It includes a table with columns: Item, Description, Preferred Vendor, Quantity On Hand, and Physical Count. The table lists items like Cedar Door, Door Knob, Garage Door, Glass Door, Hinges, Lock, and Oak Door with their respective quantities and vendors.

Item	Description	Preferred Vendor	Quantity On Hand	Physical Count
Cedar Door	Natural Cedar Door	Walnut, Inc.	24	
Door Knob	Deluxe Brass Door Knob	Sella Doors, Inc.	104	
Garage Door	All-weather customer g...	Hinges Corporation	60	
Glass Door	Deluxe, Customized Cl...	Sliding Doors, Inc.	110	
Hinges	Hinges used on new do...	Sella Doors, Inc.	50	
Lock	Lock with Kryptonite key	Locks, Inc.	9	
Oak Door	Old-fashioned varnished...	Sella Doors, Inc.	10	

## Adjust Inventory

1. Click Inventory Activities on the Home page.
2. Click Adjust Quantity/Value on Hand.



The screenshot shows the 'Adjust Quantity/Value on Hand' window. It includes fields for Adjustment Type (Quantity), Adjustment Date (04/01/2023), Adjustment Account (Inventory Adjustment), Reference No. (1), and Customer Job. Below these is a table with columns: ITEM, DESCRIPTION, QTY ON HAND, NEW QUANTITY, and QTY DIFFERENCE. The table shows adjustments for Cedar Door and Door Knob. At the bottom, there is a Memo field, a Total Value of Adjustment (-828.07), and a Number of Item Adjustments (2). A section titled 'ITEM INFO AFTER ADJUSTMENT' shows details for the Door Knob: Quantity on Hand (106), Avg Cost per Item (35.95), and Value (3,810.70). Buttons for 'Save & Close', 'Save & New', and 'Clear' are at the bottom right.

ITEM	DESCRIPTION	QTY ON HAND	NEW QUANTITY	QTY DIFFERENCE
Cedar Door	Natural Cedar Door	24	21	-3
Door Knob	Deluxe Brass Door Knob	104	106	2

Memo:

Total Value of Adjustment: -828.07  
Number of Item Adjustments: 2

ITEM INFO AFTER ADJUSTMENT

Quantity on Hand	106
Avg Cost per Item	35.95
Value	3,810.70

Buttons: Save & Close, Save & New, Clear

3. Click the **Adjustment Type** drop-down arrow and select the appropriate **Adjustment Type**.
4. Enter appropriate information in the **Adjust Quantity/Value on Hand** window.
5. Enter either the **New Qty** or **Qty Difference** in the window.
6. Click Save & Close.

# Inventory Reports

## Review an Open Purchase Orders Detail Report

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

Open Purchase Orders Detail

Customize Report

Comment on Report

Share Template

Memorize

Print

E-mail

Excel

Hide Header

Refresh

Dates

All

From

To

Total By

Item detail

Sort By

Default

Show Filters

04/01/23

Buildem, Inc.

Open Purchase Orders Detail

All Transactions

Date	Num	Name	Source Name	Memo	Deliv Date	Qty	Rcv'd	Backordered	Amount	Open Balance
Inventory										
Door Knob (Standard Door Knob)										
03/07/2023	8	Door Knob Corpor...	Door Knob Corpor...	Standard Do...	06/07/2023	50	0	50	1,797.50	1,797.50
Total Door Knob (Standard Door Knob)						50	0	50	1,797.50	1,797.50
Hinges (Hinges you buy for doors)										
03/07/2023	9	Hinges Corporation	Hinges Corporation	Hinges you ...	06/07/2023	25	0	25	375.00	375.00
Total Hinges (Hinges you buy for doors)						25	0	25	375.00	375.00
Total Inventory						75	0	75	2,172.50	2,172.50
TOTAL						75	0	75	2,172.50	2,172.50

## Review an Inventory Valuation Summary

1. Select Reports:Inventory:Inventory Valuation Summary from the menu.

Inventory Valuation Summary

Customize Report

Comment on Report

Share Template

Memorize

Print

E-mail

Excel

Hide Header

Refresh

Dates

This Month-to-date

As of

04/01/2023

☐ Hide zero QOH

☐ Show Inactive Inventory Items

Show Filters

04/01/23

Buildem, Inc.

Inventory Valuation Summary

As of April 1, 2023

	On Hand	Avg Cost	Asset Value	% of Tot Asset	Sales Price	Retail Value	% of Tot Retail
Inventory							
Cedar Door (Natural Cedar Door)	24	299.99	7,199.76	5.3%	499.95	11,998.80	4.8%
Door Knob (Standard Door Knob)	104	35.95	3,738.80	2.7%	49.95	5,194.80	2.1%
Garage Door (All-weather customer garage door.)	60	749.95	44,997.00	32.9%	1,599.95	95,997.00	38.2%
Glass Door (Glass Patio Door)	110	199.95	21,994.50	16.1%	395.99	43,558.90	17.3%
Hinges (Hinges you buy for doors)	50	15.00	750.00	0.5%	25.00	1,250.00	0.5%
Lock (Lock with Kryptonite key)	9	29.95	269.55	0.2%	69.95	629.55	0.3%
Oak Door (Old-fashioned varnished oak door)	10	749.00	7,490.00	5.5%	999.00	9,990.00	4.0%
Patio Locks (Locks for installation on patio doors)	100	50.00	5,000.00	3.7%	99.95	9,995.00	4.0%
Regular Door (Regular wood door)	45	49.95	2,247.75	1.6%	69.95	3,147.75	1.3%
Steel Locks (Regular dead-bolt lock.)	360	9.95	3,582.00	2.6%	15.95	5,742.00	2.3%
Walnut Door (Natural varnish Walnut Door)	80	495.99	39,679.20	29.0%	799.95	63,996.00	25.4%
Total Inventory	952		136,948.56	100.0%		251,499.80	100.0%
TOTAL	952		136,948.56	100.0%		251,499.80	100.0%

## 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	Cancels 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



# Notes

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# Notes

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