



QuickBooksTraining.com

# QuickBooks® Priority Circle

## Desktop Edition

Learning Manual

# QuickBooks Priority Circle Learning Manual

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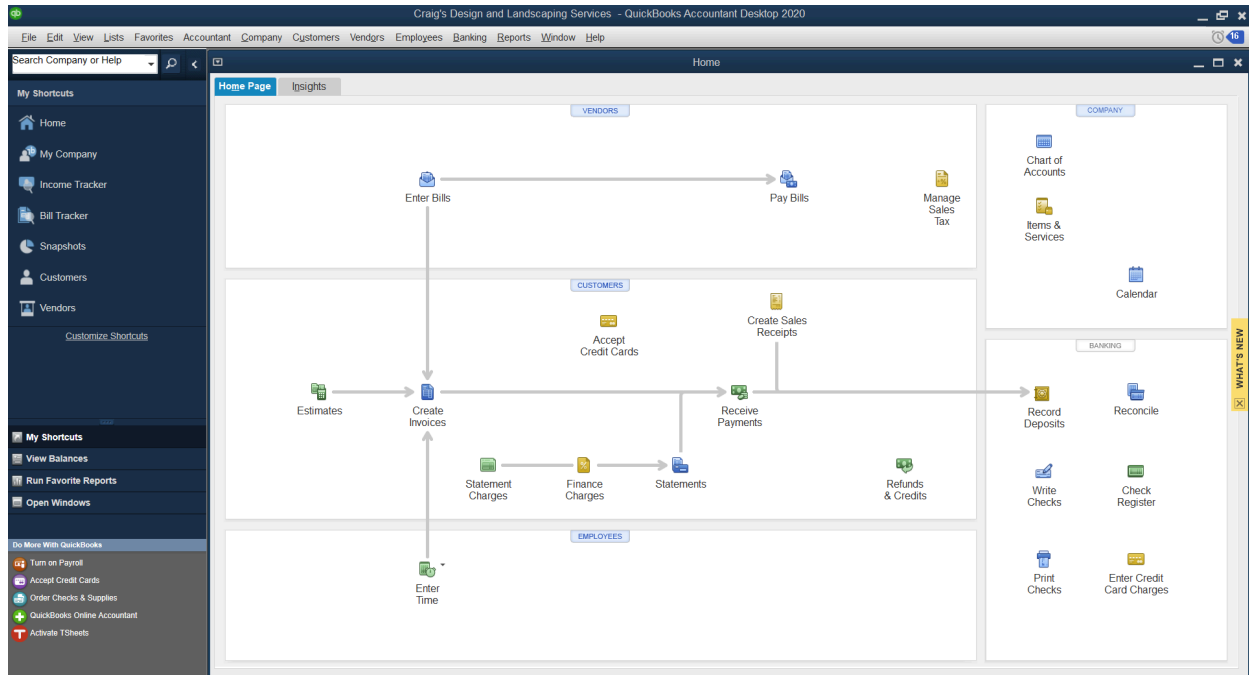
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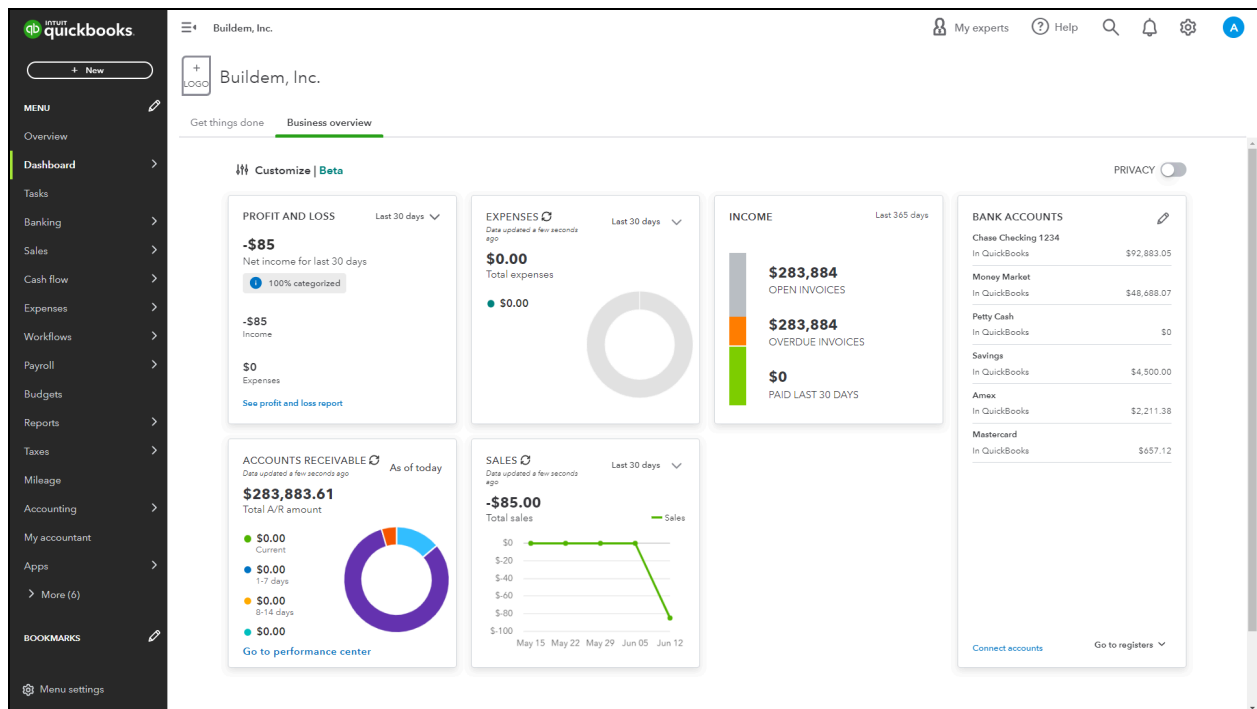
# This Manual is for QuickBooks Desktop Editions (Pro, Premier, Enterprise Solutions)

If you use one of the desktop editions of QuickBooks, your screen will look like this:



## QuickBooks Online

If you use QuickBooks Online, your screen will look like this:





## Introduction

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

## Goals/Learning Objectives

- Learn the features and capabilities of QuickBooks.
- Learn the most common problems (and their fixes!) in each area of QuickBooks.
- 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 class schedules online, visit [www.quickbookstraining.com](http://www.quickbookstraining.com).

## About QuickBooks Foundations

For over 25 years, this class has been endorsed by Intuit, the maker of QuickBooks, for anyone who wants to learn QuickBooks. We designed this class to apply to any edition of the software and cover the essentials that every QuickBooks user must know. In addition to the core version of this class, we also designed versions of this class tailored to specific editions of QuickBooks. These additional classes include all of the lessons from the core version and add extra information for features that are only available in that edition of the software. Because these versions of QuickBooks Foundations are so similar, we present this manual as a supplement for ALL versions of QuickBooks Foundations. Because of this, you may notice small differences in the number of chapters between this manual and some versions of QuickBooks Foundations.

# Chapter 1

# Introduction to QuickBooks®

# Editions of QuickBooks

There are several editions of QuickBooks: QuickBooks Online, QuickBooks Desktop (e.g. QuickBooks Pro, QuickBooks Premier, and QuickBooks Enterprise Solutions).

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

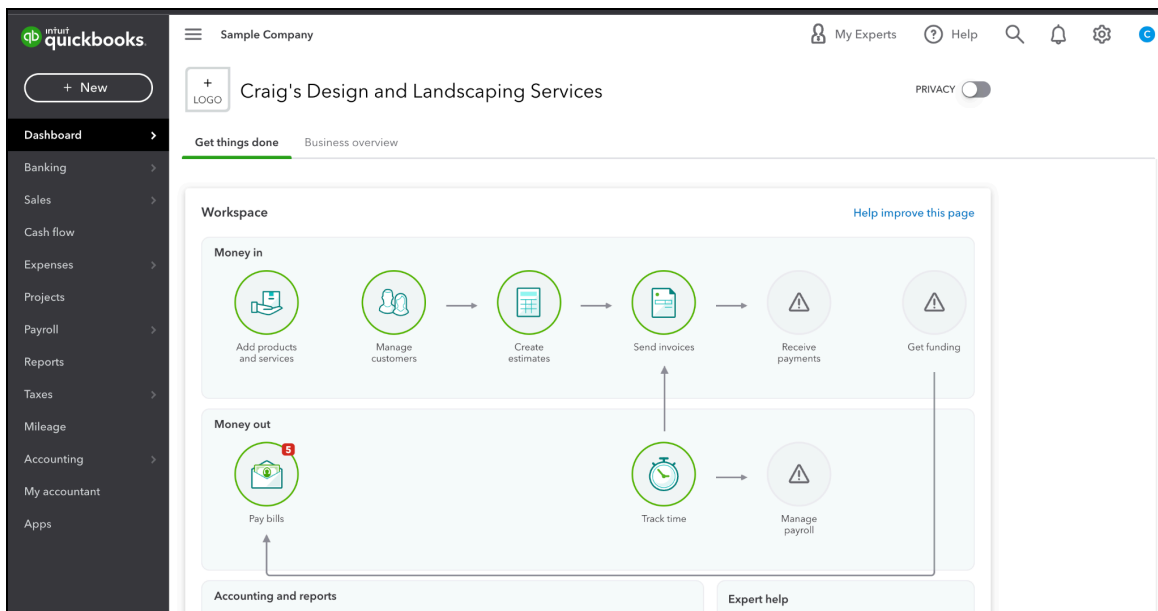
As an additional benefit, QuickBooks Pro, Premier, and Enterprise Solutions share a common look and feel. QuickBooks Premier and QuickBooks Enterprise Solutions are also available in industry-specific editions.

## QuickBooks Online Editions

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](http://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 smartphones and tablets



Go to [quickbooks.intuit.com](http://quickbooks.intuit.com) for current pricing and plans.

# QuickBooks Desktop Editions

## 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
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 40 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
- Liability and Pay as You Go Workman's Comp Insurance tracking
- 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

## Toggle to Another QuickBooks Edition

QuickBooks Desktop Premier, QuickBooks Accountant (QBA), Enterprise Solutions Accountant (QBESA), and QuickBooks Enterprise Solutions (QBES) have the Toggle feature. This enables you to change your QuickBooks Desktop edition from a specific industry to another.

These are the Industry-specific Editions you can toggle from and to:

- General
  - Accountant
  - Contractor
  - Manufacturing & Wholesale
  - Nonprofit
  - Professional Services
  - Retail
  - Pro (not available in QBESA/QBES)
1. Toggle QuickBooks Desktop Premier or Enterprise Solutions to another edition  
From the Help menu, choose Manage My License
  2. Choose Change to a Different Industry Edition
  3. Select the edition you wish to switch to.
  4. QuickBooks will take a few moments to configure and will relaunch in the selected version.

Note: In the Accountants Edition, select File:Toggle to Another Edition.

Note: To find out which version of QuickBooks you have, Press F2.

Product Information

Product QuickBooks Accountant Desktop 2022 Release R1P (64-bit)	
License number	ACTIVATED
Product number	R1_8
User Licenses	1
Installed	10/22/2021

<b>USAGE INFORMATION</b>	
Date First Used	10/21/2021
Number of Uses	117
Audit Trail	Enabled since 01/06/2014 14:03:33

<b>FILE INFORMATION</b>		
Location C:\Users\rural\Downloads\Chapters 1 to 10 AR Fix.qbw		
<b>Versions Used on File</b>		
File Size	21744 K	V31.0D R4 06/22/2021
Page Size	4096	V32.0D R1 12/29/2021
Total Transactions	261	
Total Targets	1936	
Total Links	125	
Dictionary Entries	7	
DB File Fragments	24	
Schema version	138.0	
Server Port	0	
Server IP	192.168.1.75	
Server Name	QB_data_engine_32	
# of Users Logged In	1	
Current Cache Size	513	
Max Cache Size	1024	

<b>LOCAL SERVER INFORMATION</b>			
Hosting:	Off	Server IP	
Initial Cache	512	Server Port	0
Cache	1024	Server Name	

<b>SERVICES INFORMATION</b>	
AuthID	
Online Billing Token	
Shopping Source Token	

<b>INTUIT ACCOUNT INFORMATION</b>	
Company Intuit ID	null
Primary admin email	
Primary admin last signed in on	
Primary admin sign in status	

<b>INTEGRATED APPLICATION INFORMATION</b>	
# of apps	0
Last accessed	

<b>CONDENSE INFORMATION</b>	
Last run	None
Last as of date	None
Last payroll deleted	None
Last inventory deleted	None

<b>List Information</b>	
Total Accounts:	121
Total Names:	129
Customers:	65
Vendors:	58
Employees:	3
Other Names:	3

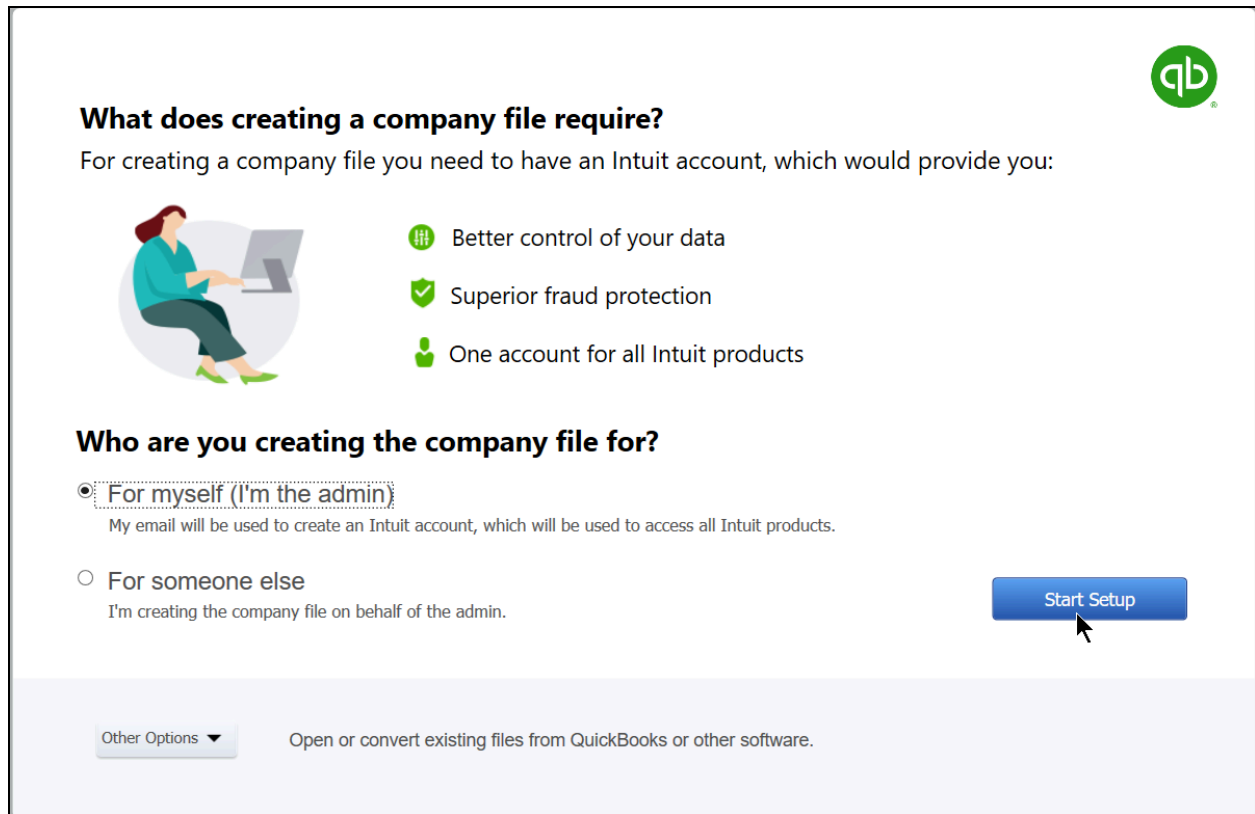
  

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DB Engine version	17.0.4.2182

# Create Company File




QuickBooks makes it easy to start. Just answer some basic questions about your business.

1. Select File:New Company from the menu.



**What does creating a company file require?**

For creating a company file you need to have an Intuit account, which would provide you:

-  Better control of your data
-  Superior fraud protection
-  One account for all Intuit products

**Who are you creating the company file for?**

For myself (I'm the admin)  
My email will be used to create an Intuit account, which will be used to access all Intuit products.

For someone else  
I'm creating the company file on behalf of the admin.

[Start Setup](#)

[Other Options](#) ▼ Open or convert existing files from QuickBooks or other software.

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

For a more complete setup, we recommend the Advanced Setup (Easy Step Interview), under Other Options.

## Glad you're here.

Help us customize your settings to offer you the right tools for seamless business experience.

Business Name \*

Industry \*  [Help me choose](#)

Business Type \*  [Help me choose](#)

Admin's email \*  [Help me choose](#)

Employer Identification Number (EIN)   Phone

Business Address

City  ZIP

State  Country

\* Required  
[Intuit's Privacy Statement](#)

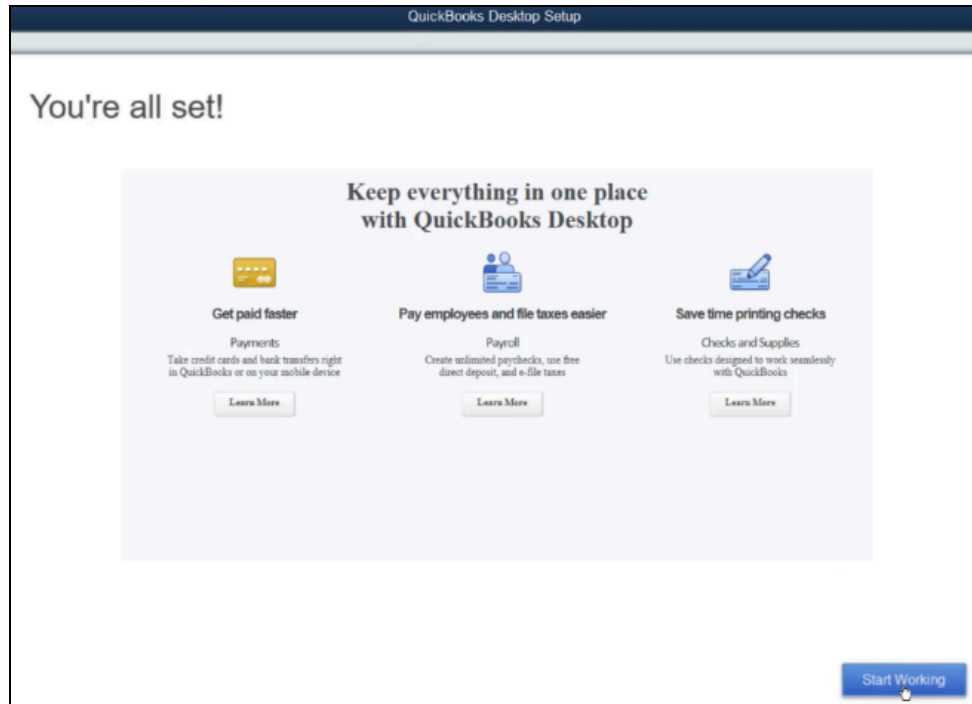
## Complete Your Setup

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. Select Start Working to begin using QuickBooks.

# My Company Information

You can view and edit the contact details for your business in the My Company window.

1. Select Company: My Company.
2. To edit, select the pencil.

**Buildem, Inc.** Sign In

**COMPANY INFORMATION**

Contact Name & Address	Buildem, Inc. 123 LBJ Freeway Dallas TX 75240 US	Legal Name & Address	Buildem, Inc. 123 LBJ Freeway Dallas TX 75240 US
Main Phone	214-555-1212	EIN	75-1234567
Fax	214-555-1111	SSN	
Email	office@buildem.com	Income Tax Form	Form 1120 (Corporation)
Website	www.buildem.com	Payroll Contact	Myrna Matheson, President 214-555-4455

**PRODUCT INFORMATION**

Product Name	QuickBooks Accountant Desktop 2022
License #	
Product #	
No. of Seats	1
Activation	ACTIVATED

**MANAGE YOUR APPS, SERVICES & SUBSCRIPTIONS** [Not seeing all your services?](#)

- Enhanced Payroll
- Accountant's Copy File Transfer
- Pro-Advisor Program

**APPS, SERVICES & SUBSCRIPTIONS RECOMMENDED FOR YOU**

- Get E-commerce Integration
- Accept Credit Cards
- Order Checks
- QuickBooks Enterprise Solutions
- Advanced Inventory
- App Center

# Moving Around in QuickBooks

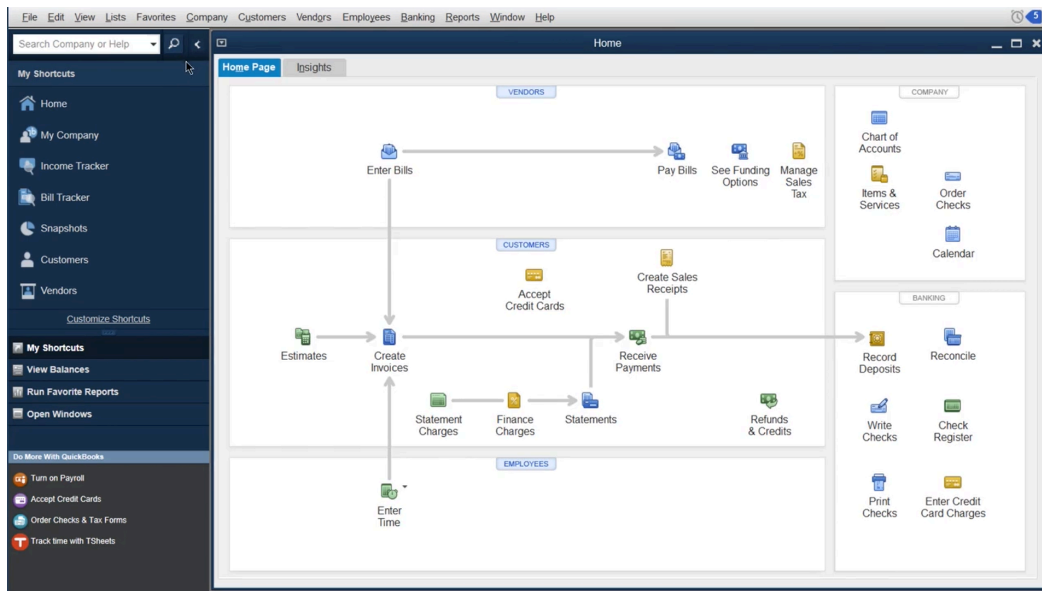
You can access the features of QuickBooks using the home page, icon bar, centers, or menus.

## Home Page

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

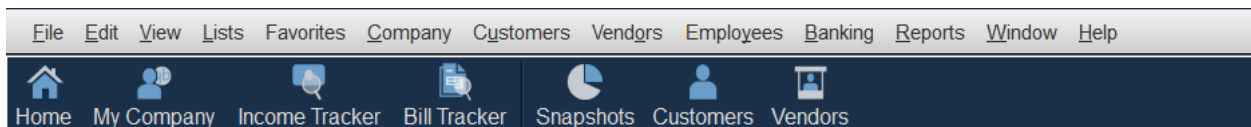
## Display the Home Page

1. Select My Shortcuts.
2. Select the Home icon.



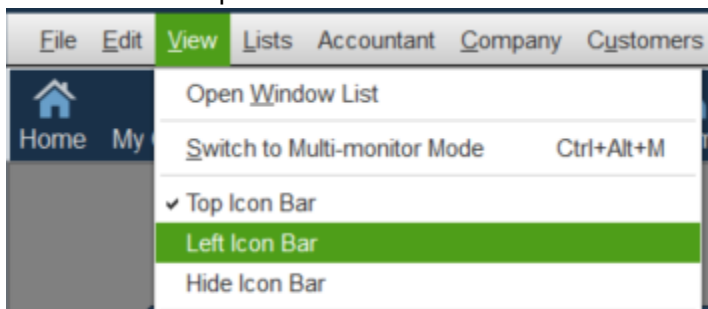
## Icon Bar

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

Select View: Top Icon Bar or Left Icon bar from the menu.

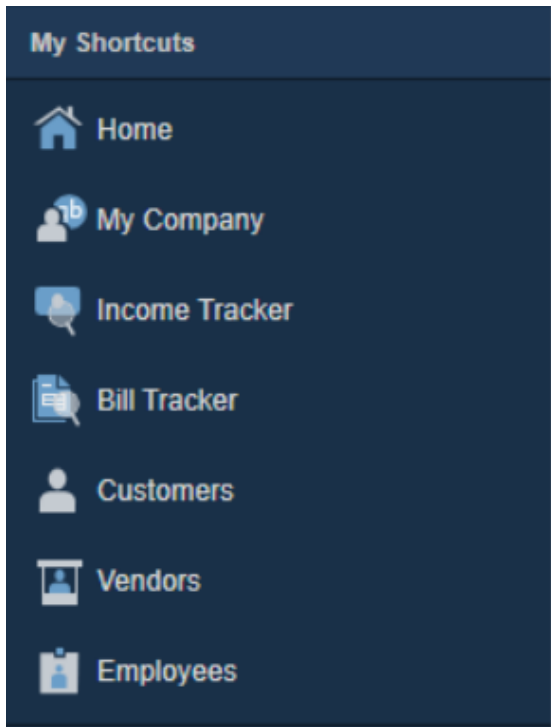




# Centers

## Display Center

1. Select My Shortcuts.



2. Select the (List Name) icon (e.g. Vendors, Customers) .

The screenshot shows the "Customer Center: Columbia Management" interface. On the left is a "Customers & Jobs" sidebar with a list of customers and their balances. The "Columbia Management" entry is highlighted. The main area displays "Customer Information" for Columbia Management, including contact details and a "Transactions" table.

NAME	BALANCE	ATT...
Alamo Foundation	16,990.22	
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	
<b>Columbia Management</b>	<b>0.00</b>	
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 To...	14,091.17	
Ditrich Motors	0.00	
Donna Believuy	12,950.00	

**Customer Information**

Company Name: **Columbia Management** | Main Phone: 404-555-3540  
Full Name: | Alt. Phone: 404-555-4455  
Customer Type: Direct Mail | Fax: 404-555-3541  
Terms: Net 30 | Main Email: annie@columbiamanagement.com  
Bill To: Columbia Management, 9009 Riverfront, Seattle, WA 95993

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

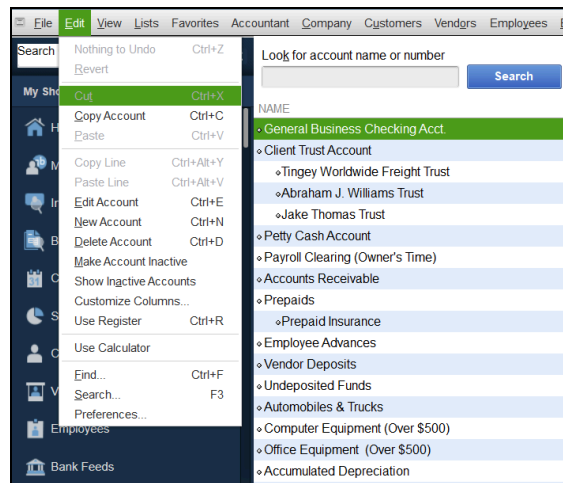
**Transactions**

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Invoice	41	02/25/2023	Accounts Receivable	32,738.44
Payment	544	01/01/2023	Undeposited Funds	32,738.44
Estimate	1	01/01/2023	Estimates	168,160.50
Payment	2621.25	03/30/2020	Undeposited Funds	2,621.25
Invoice	2	01/18/2020	Accounts Receivable	2,621.25

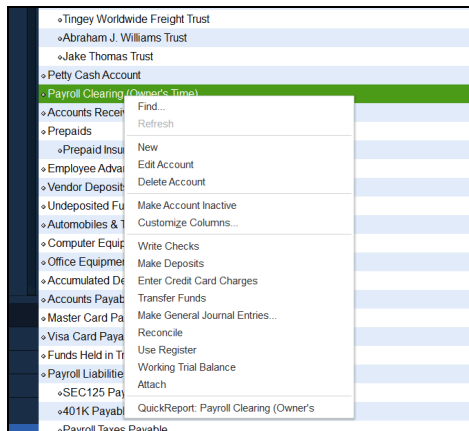
## Menus

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

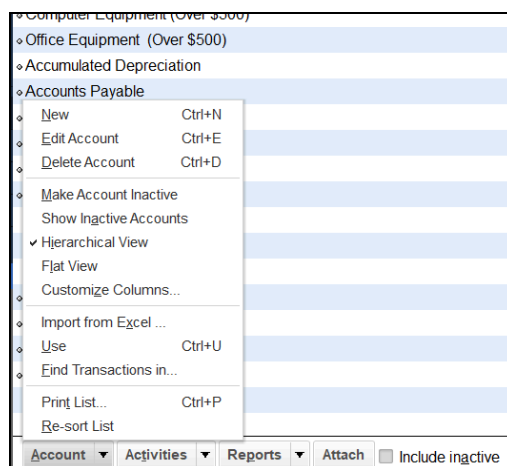
Drop-down menus at the top of the screen



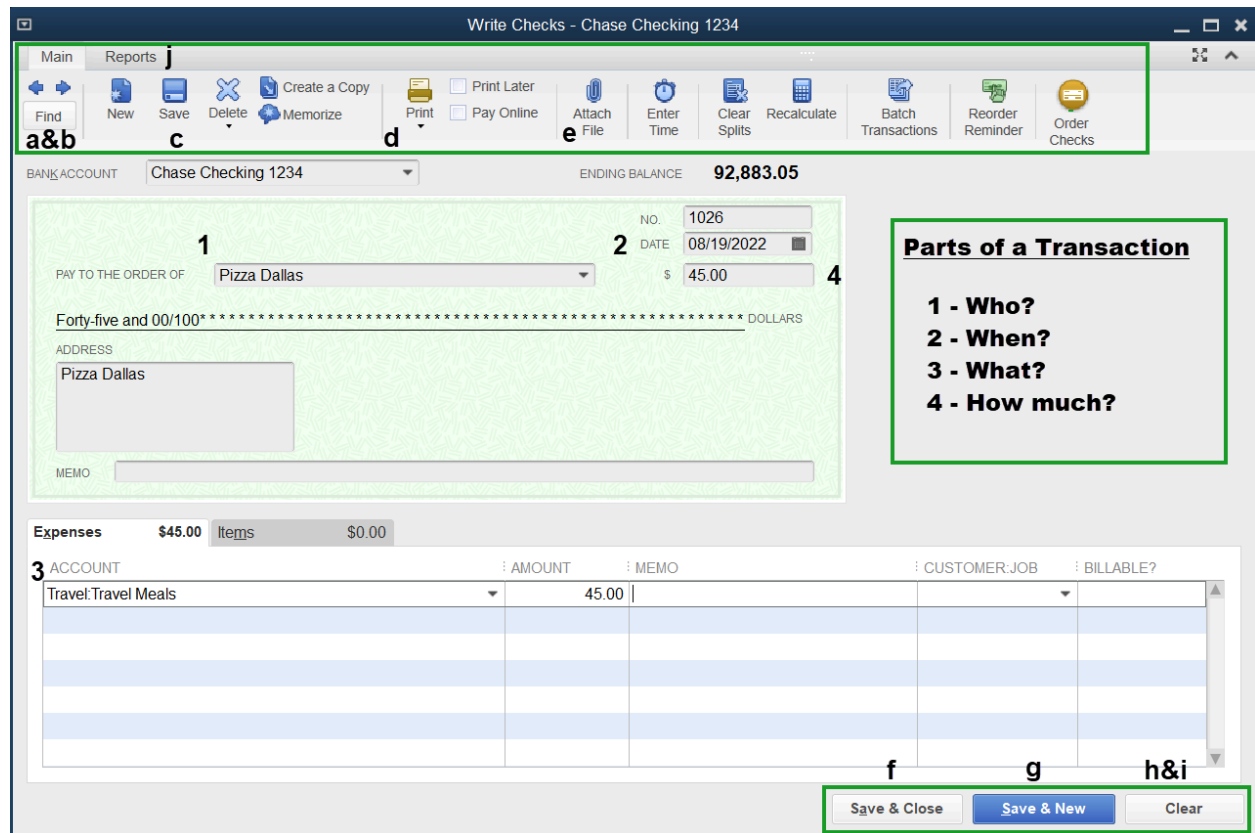
Shortcut menu by clicking the right mouse button



Menus on the bottom of most lists



# What You See on Screen



Ribbon - Provides quick access to features and options for the current transaction.

- a. Back Arrow- Records the entry and displays the prior transaction.
- b. Forward Arrow- Records the entry and opens a new transaction window.
- c. Save- Records the entry and leaves the window open.
- d. Print- Print the transaction.
- e. Attach File- Allows you to attach a document to the current transaction.  
(Attachments aren't stored in the company file, but in an "Attach" folder in the file location.)
- f. Save & Close- Records the entry and closes the window.
- g. Save & New- Records the entry and opens a new transaction window.
- h. Clear- Erases information entered on a new form.
- i. Revert- Clear is replaced by revert once a transaction is saved. It erases changes entered while modifying a saved transaction.
- j. Tabs to switch between ribbons.

Parts of a Transaction- Four basic details you enter for each transaction.

- 1. Who -Who are you paying or who is paying you?
- 2- When - When did the transaction happen in the real world?
- 3- What - What are you purchasing or selling?
- 4- How much - The amount of money you receive or spend on a transaction.

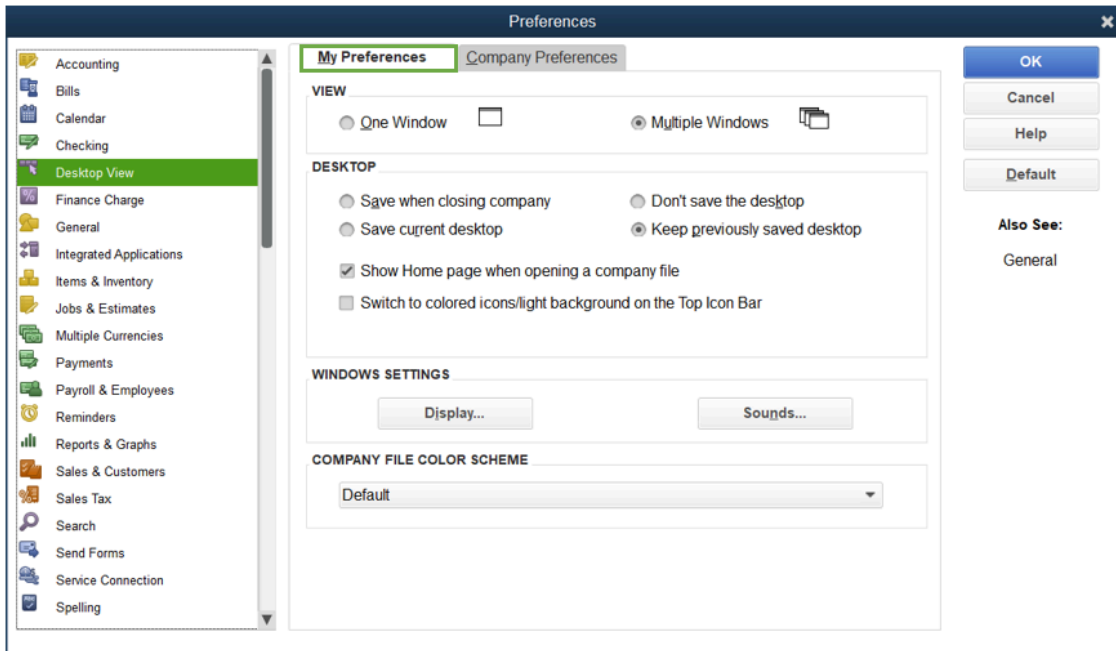
# Preferences

Customize how QuickBooks works by modifying your preferences.

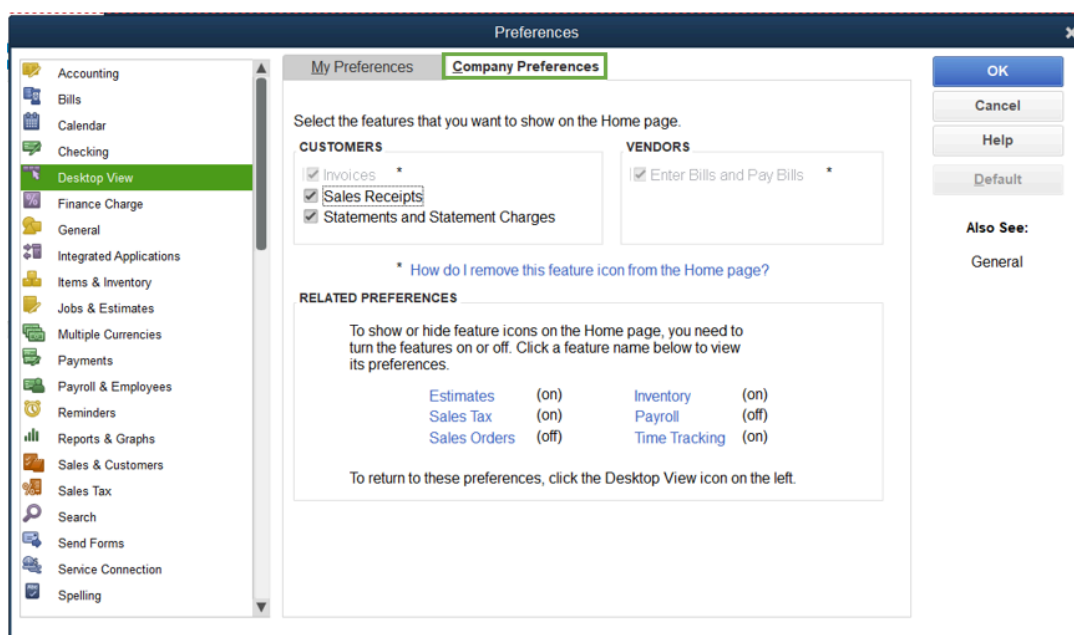
Customize QuickBooks Preferences

1. Select Edit:Preferences from the menu.

Note: The My Preferences tab only affects you.



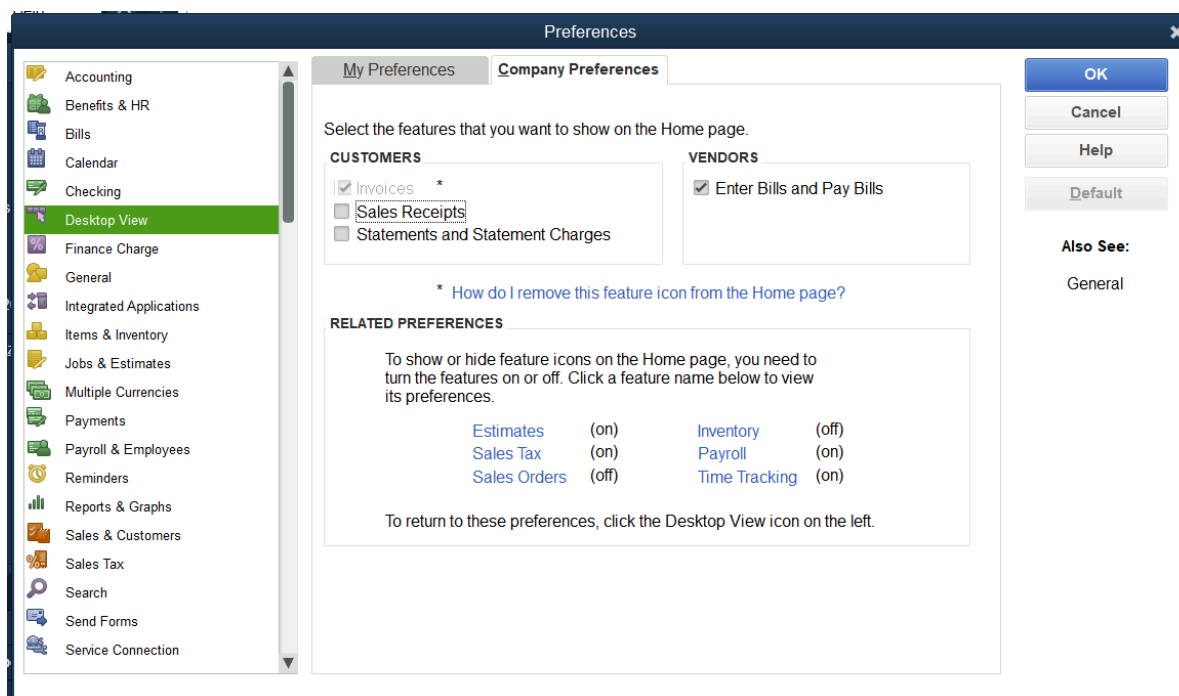
The Company Preferences tab affects all users that use the QuickBooks company file.



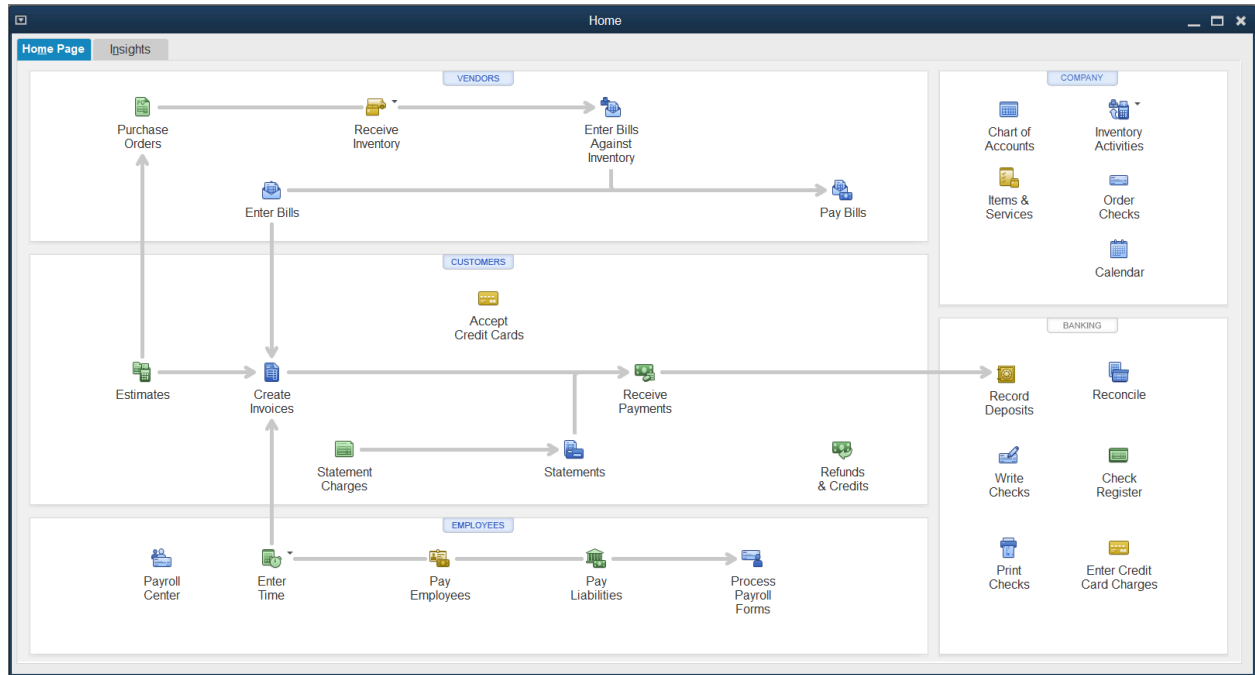
## Customize Home Page

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

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



4. Enter appropriate information in the Preferences window.
5. Select OK.



# Chapter 2

# Working with Lists

# What are Lists?

QuickBooks uses lists to organize information about the people and businesses you buy things from as well as the things you buy and sell. Lists help you save time in several ways:

1. Lists store information about people and businesses you work with to record transactions quickly. They also help you find previously recorded transactions.
2. Lists are the foundation of reports. How you organize the list translates to what you'll see on reports.
3. Lists let you track who owes/paid you money and who you owe/paid money to.

## List Types

### Center-Based Lists

Open center-based lists from their icon on the Home page or the top menu. These lists include Customers & Jobs, Vendors and Employees.

The screenshot displays the QuickBooks Customer Center interface. On the left, a sidebar shows a list of customers under the heading 'Active Customers'. The 'Columbia Management' entry is highlighted in green. The main area shows the 'Customer Information' for Columbia Management, including contact details and a list of transactions.

NAME	BALANCE	ATTACH
◦ Aaron's Photography Studio	85.00	
◦ Alamo Foundation	16,295.00	
◦ Amy's Bird Sanctuary	750.00	
◦ Auldridge Windows	53,472.00	
◦ Bill's Windsurf Shop	0.00	
◦ Bryan Martial Arts Academy	0.00	
◦ 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	
◦ Cassie's Dog Grooming	0.00	
◦ Columbia Management	0.00	
◦ Seattle School	0.00	
◦ Spokane Civic Center	0.00	
◦ Cool Cars	0.00	
◦ Crandall Contractors	22,330.34	
◦ Cheyenne 1	22,330.34	
◦ Cheyenne 3	0.00	
◦ Daily Sales	0.00	
◦ Dallas Hardware and Tools	14,091.17	

**Customer Information**

Company Name: **Columbia Management** Main Phone: 404-555-3540  
Full Name: Alt. Phone: 404-555-4455  
Customer Type: Direct Mail Fax: 404-555-3541  
Terms: Net 30 Main Email: annie@columbiamanagem...  
Bill To: Columbia Management, 9009 Riverfront, Seattle, WA 98193  
Map | Directions

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

**Transactions**

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Invoice	27	12/31/2021	Accounts Receivable	2,621.25
Invoice	78	12/31/2021	Accounts Receivable	32,738.44
Payment	544	12/31/2021	Undeposited Funds	32,738.44
Payment	560	12/31/2021	Undeposited Funds	2,621.25
Estimate	1	01/03/2022	Estimates	168,160.50



## 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.

NAME	TYPE	BALANCE TOTAL	ATT...
◊ Checking	Bank	79,750.55	
◊ Savings	Bank	4,500.00	
◊ Petty Cash	Bank	0.00	
◊ Accounts Receivable	Accounts Receiva...	337,656.68	
◊ Finished Goods Inventory	Other Current Asset	0.00	
◊ Inventory	Other Current Asset	151,545.31	
◊ Prepaid Expenses	Other Current Asset	0.00	
◊ Raw Materials Inventory	Other Current Asset	750.00	
◊ Retainage Receivable	Other Current Asset	10,724.50	
◊ Undeposited Funds	Other Current Asset	0.00	
◊ Property and Buildings	Fixed Asset	581,182.26	
◊ Warehouse	Fixed Asset	454,235.42	

## List Limits

To view your specific company's list limits visit the F2 menu. The counts listed in the menu are specific to the company file.

Names List	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
Chart of Accounts	10,000	100,000

<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. 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, you must enter the name as a vendor.
2. Customers & Jobs-This list stores customers and the jobs performed for them. To invoice a company on account, you must enter the name as a customer or job.
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, you must enter the person 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. The limit for each individual list is 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). Press the F2 key or hold down the Control key and press 1 on the keyboard.

Product number	R1_8	Admin
User Licenses	1	Online Billing Token
Installed	10/22/2021	Shopping Source Token
<b>USAGE INFORMATION</b>		
Date First Used	10/21/2021	Number of Uses 117
Audit Trail	Enabled since 01/06/2014 14:03:33	
<b>FILE INFORMATION</b>		
Location	C:\Users\ruval\Downloads\Chapters 1 to 10 AR Fix.qbw	
<b>Versions Used on File</b>		
File Size	21744 K	V31.0D R4 06/22/2021
Page Size	4096	V32.0D R1 12/29/2021
Total Transactions	261	
Total Targets	1936	
Total Links	125	
Dictionary Entries	7	
DB File Fragments	24	
Schema version	138.0	
Server Port	0	
Server IP	192.168.1.75	
Server Name	QB_data_engine_32	
# of Users Logged In	1	
Current Cache Size	513	
Max Cache Size	1024	
<b>LOCAL SERVER INFORMATION</b>		
Hosting:	Off	Server IP
Initial Cache	512	Server Port 0
Cache	1024	Server Name
DB Engine version	17.0.4.2182	
<b>INTUIT ACCOUNT INFORMATION</b>		
Company Intuit ID	null	
Primary admin email		
Primary admin last signed in on		
Primary admin sign in status		
<b>INTEGRATED APPLICATION INFORMATION</b>		
# of apps	0	
Last accessed		
<b>CONDENSE INFORMATION</b>		
Last run	None	
Last as of date	None	
Last payroll deleted	None	
Last inventory deleted	None	
<b>List Information</b>		
Total Accounts:	121	
Total Names:	129	
Customers:	65	
Vendors:	58	
Employees:	3	
Other Names:	3	
Free Memory	4106088 K	

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

**Vendor Name:** Otto Mekanix (Vendor)

**Current Balance:** 0.00 [How do I adjust the current balance?](#)

**Address Info**

COMPANY NAME: [Empty]

FULL NAME: Mr./Ms./ Otto M.I. Mekanix

JOB TITLE: [Empty]

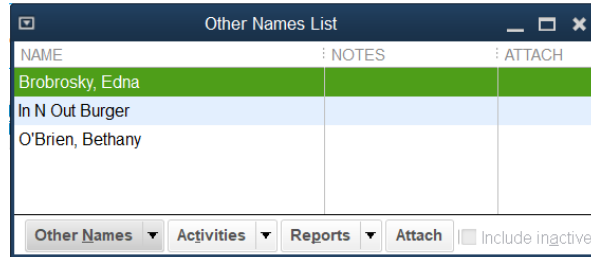
Main Phone: 214-555-7515 Main Email: [Empty]

3. Once entered on a list, you can not move the name to another list. The only exception is the Other Names List. When you move Other Names to another list, the move is permanent.

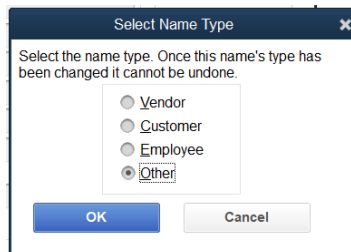
# Moving Other Names

## Move Individual Other Names to Another List

1. Display the list by selecting Lists:Other Names List from the menu.

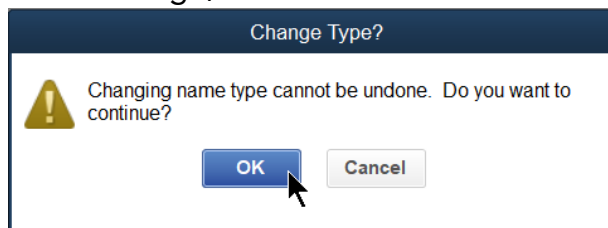


2. Select the item to be moved from the list.
3. Select the Other Names button at the bottom of the list.
4. Select Edit Other Name from the menu.
5. Select the Change Type button.

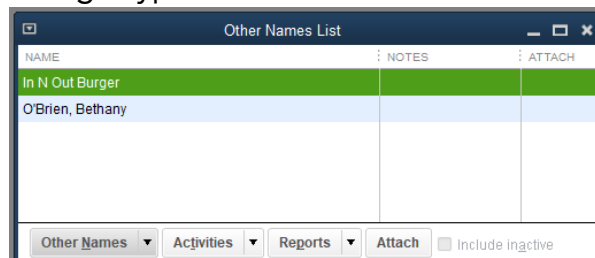


6. Select the button next to the appropriate new name type.
7. Select OK.

Note: When making a name change, this cannot be undone.



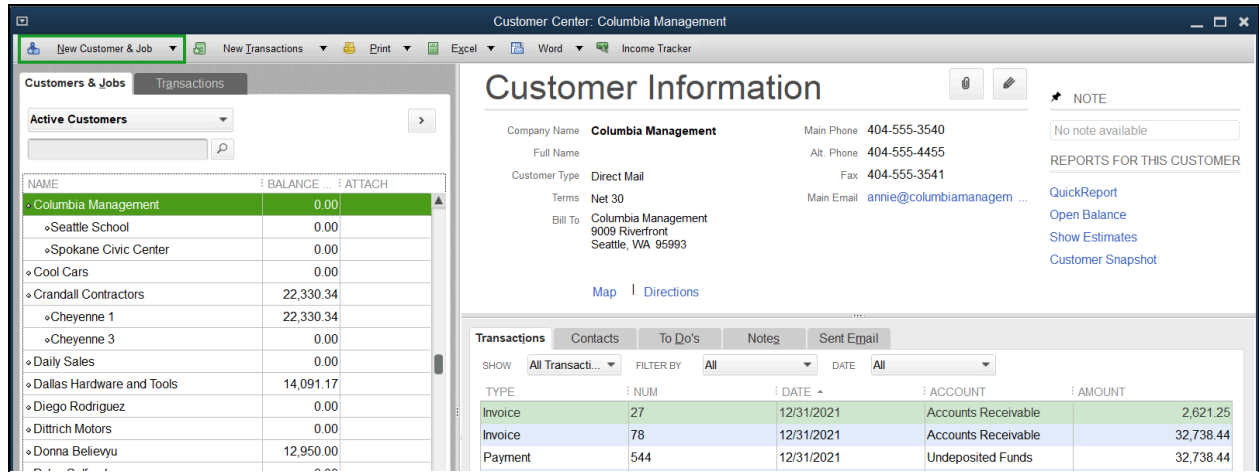
8. Select OK on the Change Type window.



## Use Lists

### Add Entry from a Center

1. Display the appropriate list.
2. Select the New (List Name) button.
3. Enter appropriate information in the window, and select OK

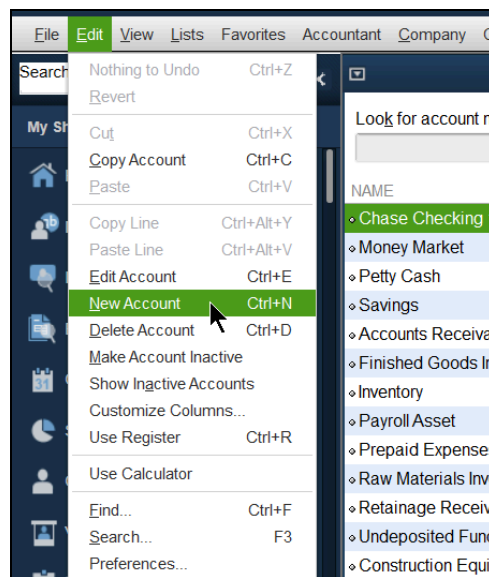


### Add Entry from a List

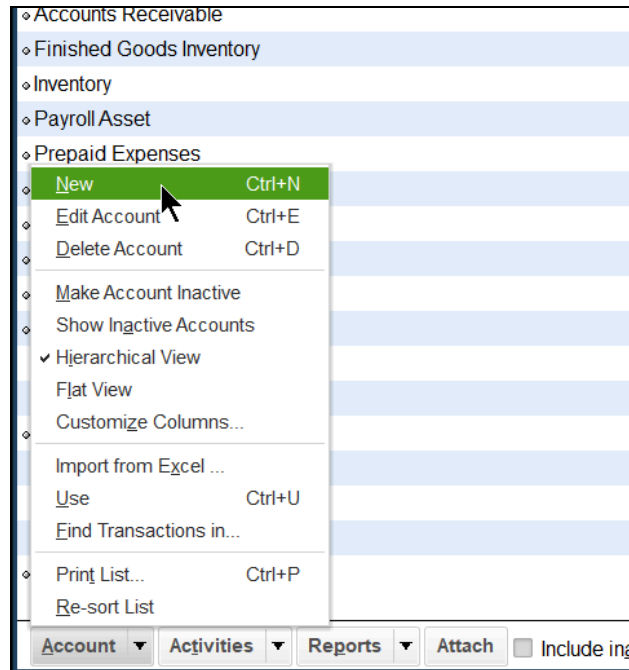
Display the appropriate list.

For menu-based lists, choose between the desired entry, then select one of the following:

the Edit menu.



selecting the left-most button at the bottom of the list.

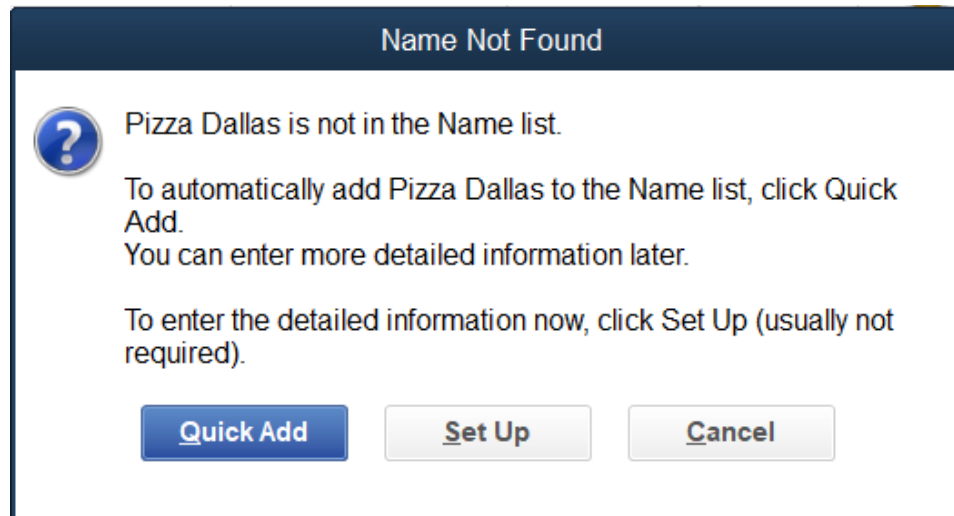


or Right-Clicking on a list or a transaction to get a menu.



## Add Entry from Form

1. Display the form and enter appropriate information.
2. Type the name of the new entry as it will appear in the list.
3. Press the Tab key.



4. When adding a name, select the Quick Add button or Set Up button in the window. When adding an account or item select Set up.
5. Enter appropriate information in the window (if you selected Set Up in step 4).

## Edit List Entry

1. Open the list for the type of entry you want to modify.

NAME	DESCRIPTION	TYPE	ACCOUNT	TOTAL	PRICE	ATTACH
Design	Custom Design Services	Service	Design Income		75.00	
Double Install	Install double doors (oak)	Service	Construction Income		1,295.00	
Gardening	Weekly Gardening Services	Service	Service Income		25.00	
Glass Install	Installation of New Patio Door.	Service	Service Income		295.00	
Install Patio Locks	Install patio locks on glass doors	Service	Service Income		150.00	
Installation	Installation labor for fountains, sprinklers and other products.	Service	Service Income		50.00	
Knob Install	Install door knob	Service	Service Income		99.95	
Lock Install	Lock Install	Service	Service Income		64.00	
Lock Repairs	Repairs by subcontractors	Service	Service Income		24.95	
Lock Repair-Brandon	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 Thelma.	Service	Service Income		29.95	
Oak Install	Install custom oak door	Service	Service Income		150.00	
Patio Lock Install	Customized Installation of Deluxe Kryptonite Lock	Service	Service Income		199.95	
Repair Durr	Door Service & Repair as requested by customer	Service	Service Income		49.95	
Repair Hinges	Hinges service and repair as requested by customer	Service	Construction Income		34.95	
Services		Service	Service Income		0.00	
Tree Trimming	Tree trimming services: pruning, removal, etc.	Service	Service Income		50.00	
Cedar Door	Natural Cedar Door	Inventory Part	Parts Sales	22	499.95	
Door Knob	Deluxe Brass Door Knob	Inventory Part	Parts Sales	114	49.95	
Garage Door	All-weather customer garage door.	Inventory Part	Parts Sales	60	1,599.95	

2. Select the entry in the list to edit.
3. For center-based lists, select the Edit (List Name) button.  
For menu-based lists, select 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. Select OK.

Note: You can press Control+E on your keyboard for a shortcut and on most lists double-clicking the entry also opens the edit window.



## Delete List Entry

Note: If you have used a list entry in a transaction you cannot delete it. Instead, you must make the entry inactive or merge it with another 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, select the left-most button at the bottom of the list, then select Delete (List Name) from the menu.
4. Select OK.

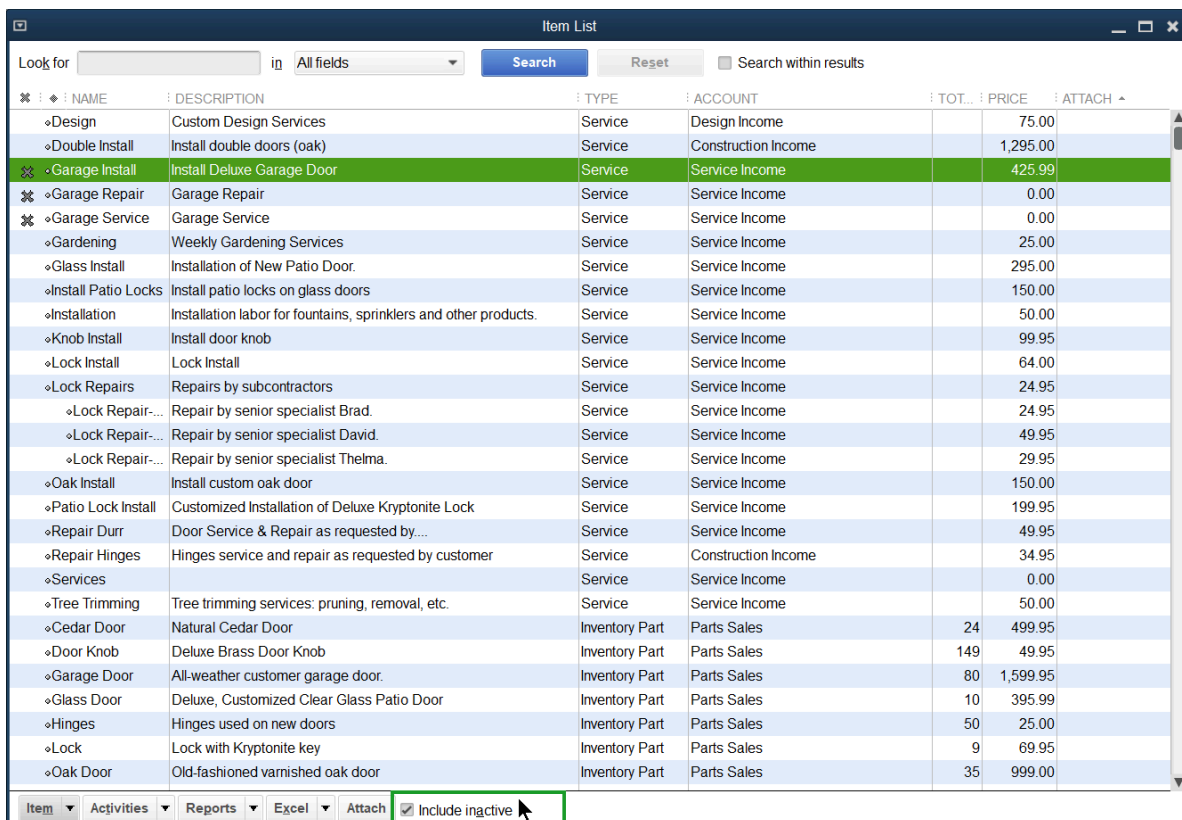
## Make List Entry Inactive

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

## Hide or Show All Entries on List

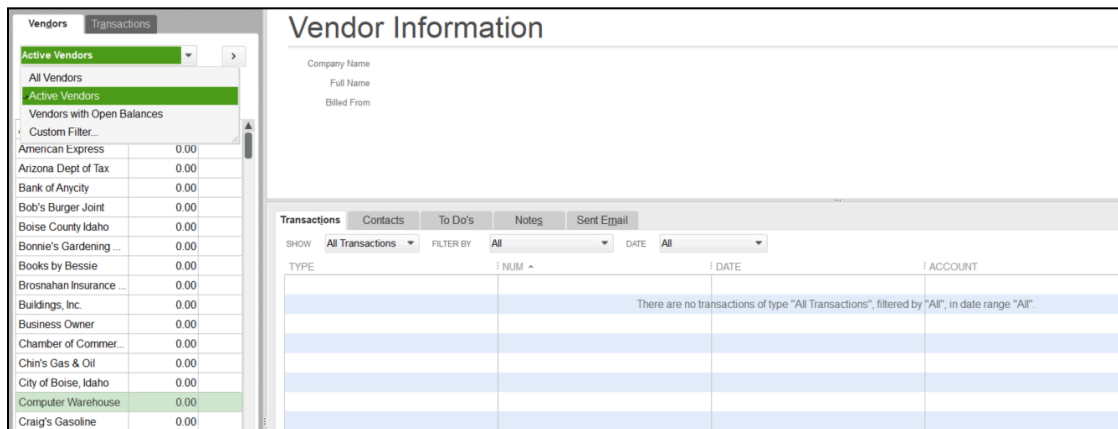
Display the appropriate list.

For menu-based lists, select the Include inactive checkbox.



NAME	DESCRIPTION	TYPE	ACCOUNT	TOT..	PRICE	ATTACH
Design	Custom Design Services	Service	Design Income		75.00	
Double Install	Install double doors (oak)	Service	Construction Income		1,295.00	
Garage Install	Install Deluxe Garage Door	Service	Service Income		425.99	
Garage Repair	Garage Repair	Service	Service Income		0.00	
Garage Service	Garage Service	Service	Service Income		0.00	
Gardening	Weekly Gardening Services	Service	Service Income		25.00	
Glass Install	Installation of New Patio Door.	Service	Service Income		295.00	
Install Patio Locks	Install patio locks on glass doors	Service	Service Income		150.00	
Installation	Installation labor for fountains, sprinklers and other products.	Service	Service Income		50.00	
Knob Install	Install door knob	Service	Service Income		99.95	
Lock Install	Lock Install	Service	Service Income		64.00	
Lock Repairs	Repairs by subcontractors	Service	Service Income		24.95	
Lock Repair...	Repair by senior specialist Brad.	Service	Service Income		24.95	
Lock Repair...	Repair by senior specialist David.	Service	Service Income		49.95	
Lock Repair...	Repair by senior specialist Thelma.	Service	Service Income		29.95	
Oak Install	Install custom oak door	Service	Service Income		150.00	
Patio Lock Install	Customized Installation of Deluxe Kryptonite Lock	Service	Service Income		199.95	
Repair Durr	Door Service & Repair as requested by...	Service	Service Income		49.95	
Repair Hinges	Hinges service and repair as requested by customer	Service	Construction Income		34.95	
Services		Service	Service Income		0.00	
Tree Trimming	Tree trimming services: pruning, removal, etc.	Service	Service Income		50.00	
Cedar Door	Natural Cedar Door	Inventory Part	Parts Sales	24	499.95	
Door Knob	Deluxe Brass Door Knob	Inventory Part	Parts Sales	149	49.95	
Garage Door	All-weather customer garage door.	Inventory Part	Parts Sales	80	1,599.95	
Glass Door	Deluxe, Customized Clear Glass Patio Door	Inventory Part	Parts Sales	10	395.99	
Hinges	Hinges used on new doors	Inventory Part	Parts Sales	50	25.00	
Lock	Lock with Kryptonite key	Inventory Part	Parts Sales	9	69.95	
Oak Door	Old-fashioned varnished oak door	Inventory Part	Parts Sales	35	999.00	

For center-based lists, select the View drop-down arrow on the (List Name) tab, then select All (List Name).



Note: Make sure to change the dropdown back to “Active” when finished.

## Merge List Entry

1. Display the appropriate list.
2. Select the list entry to merge (the entry you no longer want to see).
3. For center-based lists, select the Edit (List Name) button.  
For menu-based lists, select the left-most button at the bottom, then select edit (List Name) from the menu.
4. Type the entry you want to merge it with as the new name.  
Note: For accuracy, copy and paste the name into the Name field.
5. Select OK on the pop-up asking “Are you Sure?”.
6. Select Yes in the Merge window.

Note: When merging accounts in the Chart of Accounts, you can only merge accounts that are of the same type (e.g. liability with other liabilities, expense with other expenses, income with other incomes).

## Sort Lists

### Sort Using Column Headings

1. Display the appropriate list.
2. Select the appropriate column heading.

The screenshot shows the QuickBooks Customer Center interface for 'KC Construction'. On the left, a list of customers is displayed with columns for NAME, BALANCE TOTAL, and ATTACH. The 'KC Construction' entry is highlighted in green. On the right, the 'Customer Information' panel shows details for 'KC Construction', including contact information and a list of reports. Below this, a 'Transactions' table is visible, showing two invoice entries.

NAME	BALANCE TOTAL	ATTACH
KC Construction	96,520.50	
Auldridge Windows	53,472.00	
Fort Worth Homes	38,571.21	
Madison Development	38,571.21	
Convention Center	0.00	
Lake Worth Homes	0.00	
Crandall Contractors	22,330.34	
Cheyenne 1	22,330.34	
Cheyenne 3	0.00	
Trevor Incorporated	18,754.62	
Dallas Motor Inn	18,754.62	
Alamo Foundation	16,295.00	

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Invoice	69	01/01/2022	Accounts Receivable	48,260.25
Invoice	75	01/12/2022	Accounts Receivable	48,260.25

### Restore List Order (after column sort)

1. Display the appropriate list.
2. Select the diamond at the top left of the list.

This screenshot is similar to the previous one, but the diamond icon at the top left of the customer list is highlighted, indicating that the list order is being restored.

### Sort a List Manually (available on most lists)

1. Display the appropriate list.
2. Select the diamond to the left of the entry and drag it up or down.

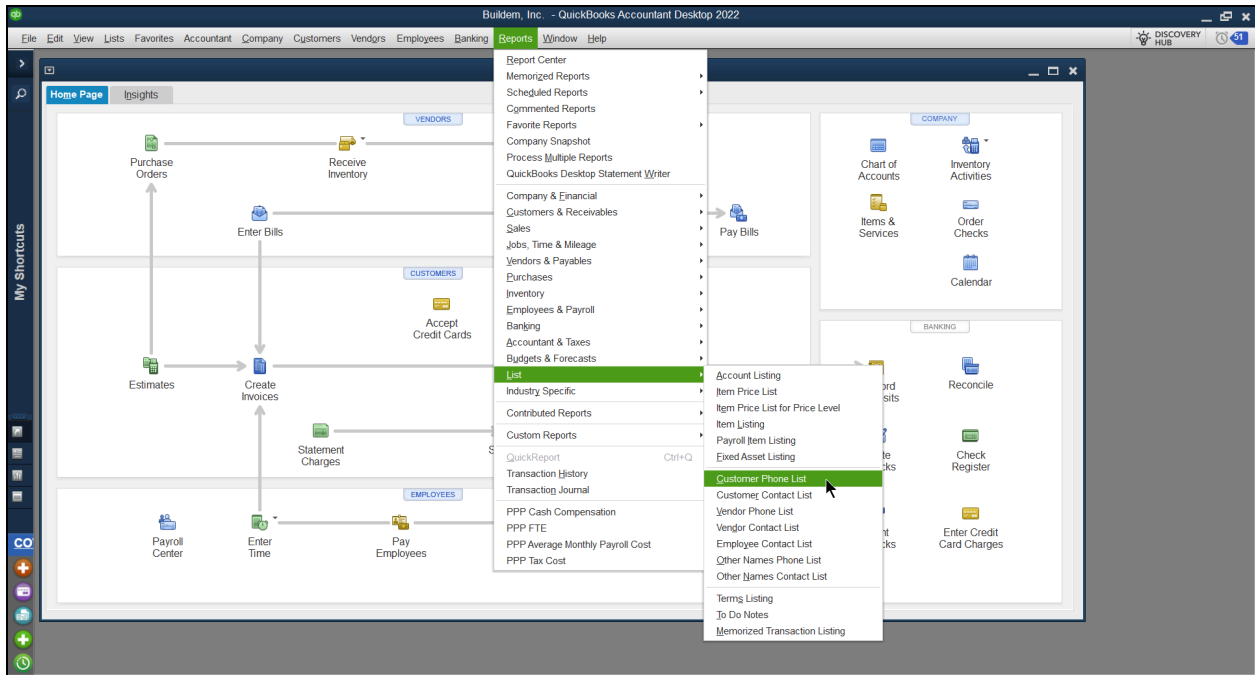
### Sort Alphabetically (restores order after manual sort)

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

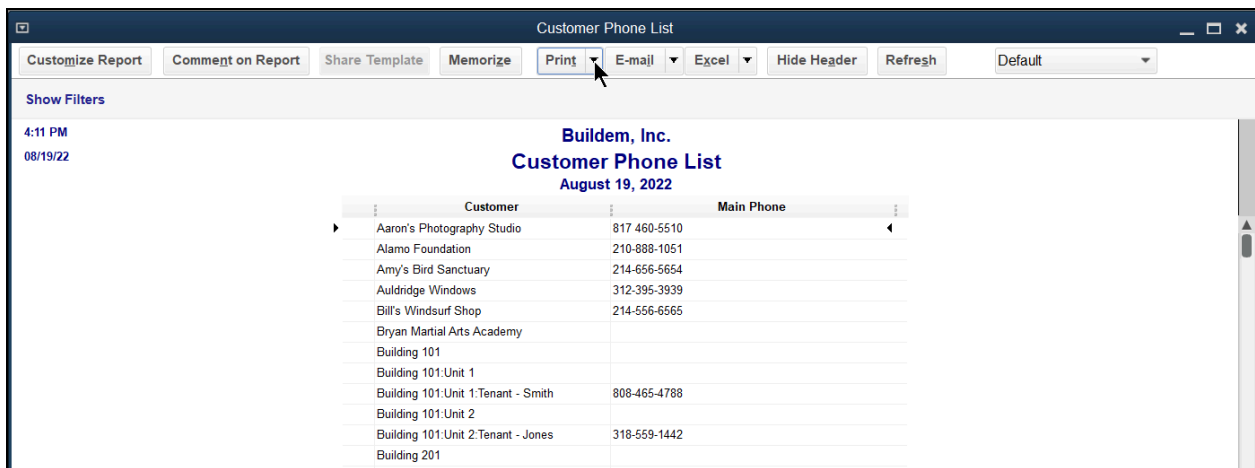
# Print Lists

## Option 1: From the Reports Tab

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



2. Select the Print drop-down arrow and select Report.



3. Select Print in the Print Reports window.

Option 2: Select the first menu in the bottom left hand corner of the list, then select Print List.

Option 3: Select the Print button at the top of the Center Based list.

# Chapter 3

# Financial Statements

# Financial Statements

For those of you who are from a non-accounting background, this chapter will help you to learn some accounting basics, which leads to understanding more about how QuickBooks works. You'll discover the intention behind the Chart of Accounts and how it relates to two financial statements: the Balance Sheet and the Profit & Loss.

## Chart of Accounts

The Chart of Accounts represents the "hub" of your accounting system. Each account represents something that your business owns/owes or a reason that your business earns/spends money. As you record transactions, you assign accounts that represent where the money came from/went to and why. After each transaction, the account balances update on your financial statements based on the accounts and amounts you entered. Each account in the Chart of Accounts becomes a line on either the Balance Sheet or the Profit & Loss Statement.

For example, you used a debit card in an office supplies store and then later download the transaction. The first account affected by the transaction is the Checking account linked to your debit card. That represents where the money came from/went to. The second account the transaction affects is the reason why you spent/earned money ...in this case, office supplies. So you would probably use an expense account named Office Supplies so that you could track how much you've spent on office supplies over time.

NAME	TYPE	BALANCE TOTAL	ATT...
◊ Checking	Bank	79,750.55	
◊ Savings	Bank	4,500.00	
◊ Petty Cash	Bank	0.00	
◊ Accounts Receivable	Accounts Receiva...	337,656.68	
◊ Finished Goods Inventory	Other Current Asset	0.00	
◊ Inventory	Other Current Asset	151,545.31	
◊ Prepaid Expenses	Other Current Asset	0.00	
◊ Raw Materials Inventory	Other Current Asset	750.00	
◊ Retainage Receivable	Other Current Asset	10,724.50	
◊ Undeposited Funds	Other Current Asset	0.00	
◊ Property and Buildings	Fixed Asset	581,182.26	
◊ Warehouse	Fixed Asset	454,235.42	

## Balance Sheet

The screenshot displays two windows from QuickBooks. On the left is the 'Chart of Accounts' window, which lists various accounts with their types and balance totals. On the right is the 'Buildem, Inc. D1 Balance Sheet As of April 1, 2023' report. A black arrow points from the 'Checking' row in the Chart of Accounts to the 'Checking' row in the Balance Sheet report, which is highlighted with a green box.

NAME	TYPE	BALANCE TOTAL
Checking	Bank	
Savings	Bank	
Petty Cash	Bank	0.00
Accounts Receivable	Accounts Receivable	337,656.68
Finished Goods Inventory	Other Current Asset	0.00
Inventory	Other Current Asset	151,545.31
Prepaid Expenses	Other Current Asset	0.00
Raw Materials Inventory	Other Current Asset	750.00
Retainage Receivable	Other Current Asset	10,724.50

Buildem, Inc. D1 Balance Sheet As of April 1, 2023	
Apr 1, 23	
ASSETS	
Current Assets	
Checking/Savings	
Checking	78,109.73
Money Market Account	4,500.00
Total Checking/Savings	82,609.73
Accounts Receivable	
Accounts Receivable	334,177.68
Total Accounts Receivable	334,177.68
Other Current Assets	
Inventory	148,845.40

The Balance Sheet is the financial *snapshot* or position of your business. If someone took a photograph of your business right now, what would the financial picture look like? The Balance Sheet has 3 areas: assets, liabilities, and equity.

### Assets

Anything owned by your business. Assets include cash/liquid assets like bank accounts, inventory you plan to sell to customers, fixed assets like vehicles and equipment, and even receivables that your customers owe you

### Liabilities

What your business owes people/companies outside of your business. Liabilities include credit cards, loans like mortgages and car notes, lines of credit and even payables that you owe on open bills from vendors.

### Equity

What the business owes the owners of the business. Equity tracks the investments into the business, draws out of the business to pay the owner/partner and retained earnings. You might also see an account called Opening Balance Equity, which is a summary of what the business was worth to the owner before the business started using QuickBooks.

### Run a Balance Sheet

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

# Profit & Loss Statement

NAME	TYPE	BALANCE TOTAL
◦ Purchase Discounts	Income	
◦ Sales Discount	Income	
◦ Service Income	Income	
◦ Uncategorized Income	Income	
◦ Construction Labor	Cost of Goods Sold	
◦ Cost of Sales	Cost of Goods Sold	
◦ Materials	Cost of Goods Sold	
◦ Advertising	Expense	

Jan 1 - Apr 1, 23	
Ordinary Income/Expense	
Income	
Construction Income	162,800.00
Freight Income	2,024.69
Parts Sales	110,785.88
Service Income	48,384.71
Total Income	323,995.28
Cost of Goods Sold	
Construction Labor	35,000.00

This statement is the *movie* of your business. It measures performance over a specified time period. This financial statement includes income, costs of goods sold and expenses.

## Income

Income accounts track money that comes into your business through the sale of goods or services. They're also used to track income generated through donations or pledges from donors. Examples include sales and service income.

## Cost of Goods Sold

Cost of Goods Sold accounts track the money you spend that is directly related to a specific sale. This includes the cost of contractors you paid to work on a specific job, materials purchased for a specific customer/project, and even the original purchase price of inventory that you've sold.

Note: If you use inventory products & services, QuickBooks automatically calculates the cost of goods sold for you when you record your sale of inventory. You learn about this in the Inventory chapter.

## Expenses

Expense accounts track what your business spends on regular expenses like rent, insurance and payroll. Expenses are also often called "overhead" and don't tend to increase or decrease based on the work you perform.

## Run a Profit and Loss

1. Select Reports: Company & Financial from the menu.
2. Select the appropriate Profit and Loss report.

Note: You will learn how to print/send and export to Excel in the Working with [Reports Chapter](#).



## Account Types

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

### Account Types - Balance Sheet

QuickBooks Type	Description	Examples
Bank	Your bank accounts	Checking, Savings and Petty Cash
Accounts Receivable	What your customers owe you	Accounts Receivable
Other Current Asset	Assets likely to be turned into cash within 1 year	Inventory, Short-term Investments and Undeposited Funds
Fixed Asset	Assets expensed over more than 1 year	Furniture & Fixtures and Computer Equipment
Other Asset	Assets that do not belong in other types	Long-term Investments
Accounts Payable	What you owe vendors in open bills	Accounts Payable
Credit Card	Company credit cards used to make purchases	AMEX, Mastercard, and VISA
Other Current Liability	Liabilities you'll pay off within 1 year	Sales Taxes Payable and Payroll Taxes
Long Term Liability	Liabilities that take longer than 1 year to pay off	Mortgage Payable and Long-term Bank Notes
Equity	Owner's investments and draws out of the business	Owner's Contribution and Owner's Draw and Retained Earnings

### Account Types - Profit & Loss

QuickBooks Type	Description	Examples
Income	Revenue generated through sales/donations	Product Sales, Service Income and Donations
Cost of Goods Sold	Cost you pay for products sold/services performed	Materials and Cost of Sales
Expense	Operating expenses and overhead	Insurance, Office Supplies and Rent
Other Income	Income earned outside of normal operations	Credit Cards Rewards, Cash Rewards and Interest Income
Other Expense	Non-operating expense	Interest Expense

# Add Accounts/Subaccounts

## Add Account

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

The screenshot shows a dialog box titled "Add New Account: Choose Account Type". It contains the following elements:

- Instruction: "Choose **one** account type and click Continue."
- Section: "Categorize money your business earns or spends" with radio buttons for **Income** (selected) and **Expense**.
- Section: "Or, track the value of your assets and liabilities" with radio buttons for **Fixed Asset (major purchases)**, **Bank**, **Loan**, **Credit Card**, and **Equity**.
- Section: **Other Account Types** with a dropdown menu showing "<select>".
- Right side: A large empty box with the text "Click an account type on the left to see a description here."
- Bottom left: A link "Help me choose the right account type."
- Bottom right: "Continue" and "Cancel" buttons.

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

The screenshot shows the "Add New Account" dialog box with the following details:

- Account Type: Fixed Asset (selected in the dropdown)
- Account Name: Computer Equipment (text input)
- Select from Examples: Button
- Subaccount of:  Subaccount of (dropdown)
- OPTIONAL section:
  - Description: Text input
  - Note: Text input
  - Tax-Line Mapping: B/S-Assets: Buildings/oth. depr. ... (dropdown)
  - Enter Opening Balance...: Button
- Help links: "How do I choose the right tax line?" and "Should I enter an opening balance?"
- Bottom buttons: "Save & Close" (highlighted with a mouse cursor), "Save & New", and "Cancel".

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

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

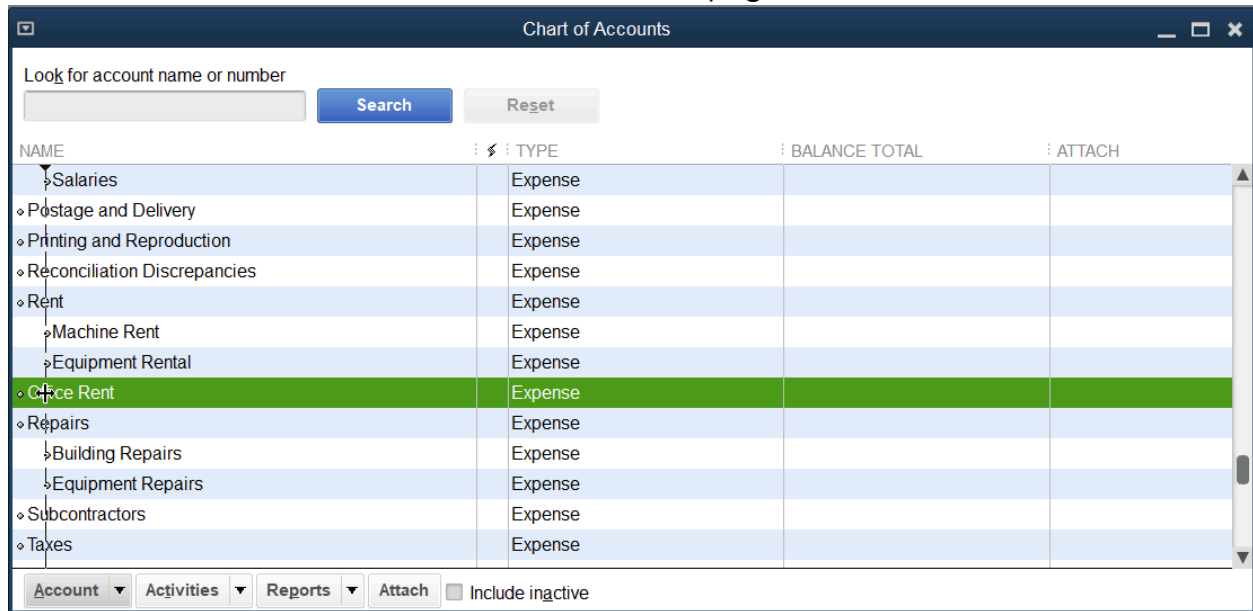
1. Select the Chart of Accounts icon on the Home page.
2. Select the Account button.
3. Select New from the menu.
4. Select the appropriate Account Type.
5. Select Continue.

The screenshot shows the 'Add New Account' window. The 'Account Type' is set to 'Expense'. The 'Account Name' is 'Computer Insurance'. The 'Subaccount of' checkbox is checked, and the dropdown menu is set to 'Insurance'. The 'OPTIONAL' section includes a 'Description' field, a 'Note' field, and a 'Tax-Line Mapping' dropdown set to '<Unassigned>'. A blue link 'How do I choose the right tax line?' is visible. The 'Save & Close' button is highlighted with a mouse cursor.

6. Enter remaining information in the Add New Account window.
7. Select the box next to Subaccount of.
8. Select the Subaccount of drop-down arrow and select the appropriate account.
9. Select 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.

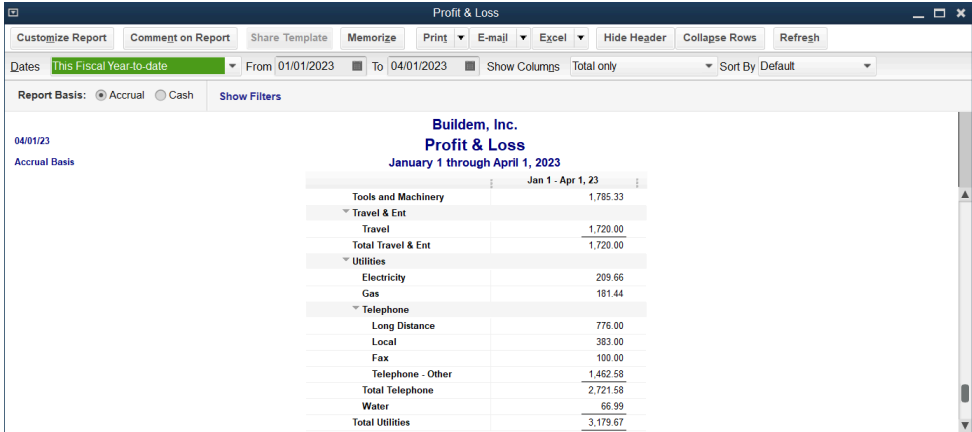
5. If the list is no longer in order alphabetically, Click View, Re-sort to return the list to its original order.

## 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.

### Collapse/Expand Financial Statements

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



The screenshot shows a Profit & Loss report for Buildem, Inc. for the period from January 1, 2023, to April 1, 2023. The report is displayed on an Accrual Basis. The subaccounts are collapsed, showing only the parent accounts and their totals. The subaccounts are: Tools and Machinery, Travel & Ent, Utilities, and Telephone. The totals are: Tools and Machinery (1,785.33), Travel & Ent (1,720.00), Utilities (3,179.67), and Telephone (2,721.58).

Buildem, Inc.	
Profit & Loss	
January 1 through April 1, 2023	
Jan 1 - Apr 1, 23	
Tools and Machinery	1,785.33
▼ Travel & Ent	
Travel	1,720.00
Total Travel & Ent	1,720.00
▼ Utilities	
Electricity	209.66
Gas	181.44
▼ Telephone	
Long Distance	776.00
Local	383.00
Fax	100.00
Telephone - Other	1,462.58
Total Telephone	2,721.58
Water	66.99
Total Utilities	3,179.67

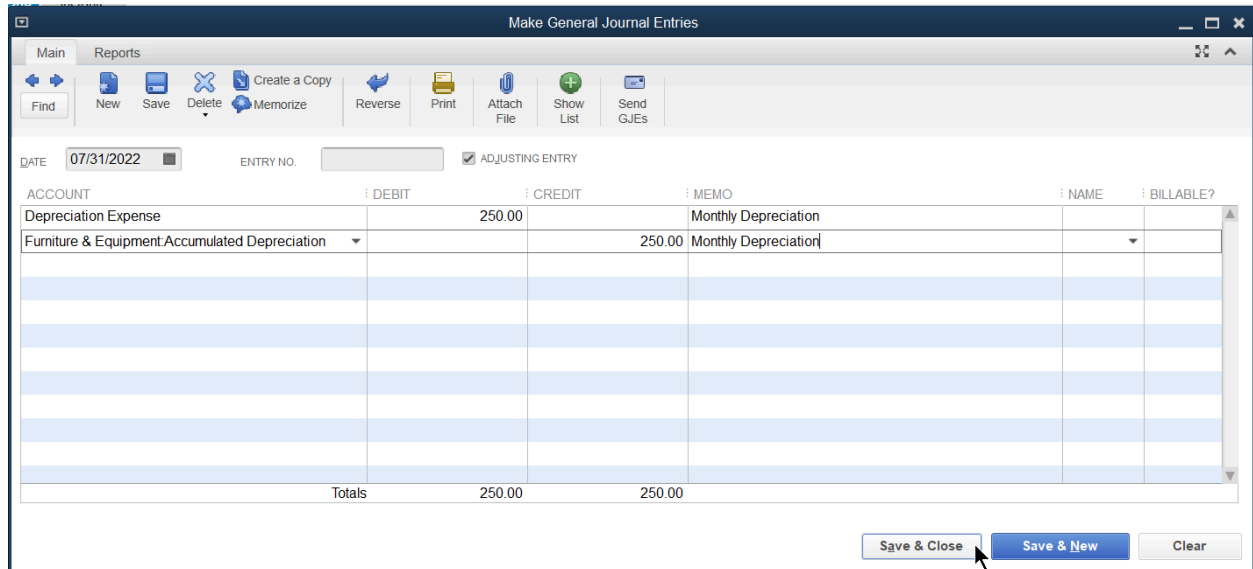
3. Select the arrows to the left of the accounts to collapse individual accounts, or select the Collapse Rows button to collapse all the subaccounts.
4. Select the arrows to the left to expand the individual subaccounts, or select the Expand Rows button to expand all the subaccounts.

# General Journal Entries

Occasionally, you may need to change the balances of your accounts in the chart of accounts. These entries are 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. Select Save & Close.

Note: Journal Entries can be memorized for automatic entry each month.

# 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 August 19, 2022

	Aug 19, 22	Aug 19, 21	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Chase Checking 1234	92,843.05	230,656.78	(137,813.73)	(59.8%)
Money Market	48,688.07	0.00	48,688.07	100.0%
Savings	4,500.00	4,500.00	0.00	0.0%
<b>Total Checking/Savings</b>	146,031.12	235,156.78	(89,125.66)	(37.9%)
<b>Accounts Receivable</b>				
Accounts Receivable	283,968.61	16,897.36	267,071.25	1,580.6%
<b>Total Accounts Receivable</b>	283,968.61	16,897.36	267,071.25	1,580.6%
<b>Other Current Assets</b>				
Inventory	151,545.31	158,165.62	(6,620.31)	(4.2%)
Raw Materials Inventory	750.00	750.00	0.00	0.0%

## Review a Profit & Loss Statement-By Month

1. Select Reports:Company & Financial:Profit & Loss Standard from the menu.
2. Select the Columns drop-down arrow and select Month.

Buildem, Inc.  
Profit & Loss  
January through March 2022

	Jan 22	Feb 22	Mar 22	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Construction Income	113,505.00	2,580.00	13,160.00	129,245.00
Design Income	750.00	0.00	17,209.90	17,959.90
Freight Income	2,269.41	0.00	1,319.96	3,589.37
Parts Sales	85,306.43	0.00	16,539.45	101,845.88
Service Income	50,251.44	420.00	35,207.05	85,878.49
<b>Total Income</b>	252,082.28	3,000.00	83,436.36	338,518.64
<b>Cost of Goods Sold</b>				
Construction Labor	3,000.00	32,000.00	0.00	35,000.00
Cost of Sales	0.00	7,542.58	1,450.00	8,992.58
Materials	44,828.00	79.88	11,524.04	56,431.92
<b>Total COGS</b>	47,828.00	39,622.46	12,974.04	100,424.50
<b>Gross Profit</b>	204,254.28	(36,622.46)	70,462.32	238,094.14
<b>Expense</b>				
<b>Advertising</b>				
Print				
Brochures	0.00	0.00	560.00	560.00
Newspapers & Magazines	0.00	0.00	1,065.00	1,065.00
<b>Total Print</b>	0.00	0.00	1,625.00	1,625.00

## Review a Profit & Loss Statement-% of Income

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

## Review a Profit & Loss Statement-Cash Basis

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

Profit & Loss

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

Dates Custom From 01/01/2022 To 03/31/2022 Show Columns Month Sort By Default

Report Basis:  Accrual  Cash Show Filters

4:25 PM  
08/19/22  
Cash Basis

**Buildem, Inc.**  
**Profit & Loss**  
January through March 2022

	Jan 22	Feb 22	Mar 22	TOTAL
<b>Ordinary Income/Expense</b>				
Income				
Construction Income	20,838.75	5,000.00	0.00	25,838.75
Design Income	1,650.00	0.00	4,259.90	5,909.90
Freight Income	717.32	0.00	0.00	717.32
Parts Sales	11,497.76	5,451.13	4,999.50	21,948.39
Service Income	22,034.50	12,042.99	22,950.00	57,027.49
<b>Total Income</b>	<b>56,738.33</b>	<b>22,494.12</b>	<b>32,209.40</b>	<b>111,441.85</b>
Cost of Goods Sold				
Construction Labor	3,000.00	25,000.00	0.00	28,000.00
Cost of Sales	0.00	7,542.58	1,450.00	8,992.58
Materials	6,408.35	1,716.02	3,098.12	11,222.49
<b>Total COGS</b>	<b>9,408.35</b>	<b>34,258.60</b>	<b>4,548.12</b>	<b>48,215.07</b>
<b>Gross Profit</b>	<b>47,329.98</b>	<b>(11,764.48)</b>	<b>27,661.28</b>	<b>63,226.78</b>
Expense				
Advertising				
Print				
Brochures	0.00	0.00	60.00	60.00
Newspapers & Magazines	0.00	0.00	65.00	65.00
<b>Total Print</b>	<b>0.00</b>	<b>0.00</b>	<b>125.00</b>	<b>125.00</b>

Note: When running financial statements, choose the appropriate report basis. Accrual basis shows transactions in the period when the service was performed or when the goods were delivered, not when it was paid. Cash Basis shows transactions in the period when it was paid.



# Company Snapshot

## Review and Customize the Company Snapshot

1. Select Company:Company Snapshot from the menu.

The screenshot displays the 'Company Snapshot' window in QuickBooks. The window title is 'Company Snapshot' and it has tabs for 'Company', 'Payments', and 'Customer'. The main area is titled 'Add content to your Company Snapshot' and contains several panels that have been added to the dashboard. A mouse cursor is pointing at the 'Income Breakdown' panel's 'Added' button. The dashboard includes:

- Account Balances:** A table showing various account balances.
- Prev Year Income Comparison:** A bar chart comparing income from 2017 to 2022.
- Income Breakdown:** A pie chart showing the composition of income from 2017 to 2022.
- Prev Year Expense Comparison:** A bar chart comparing expenses from 2017 to 2022.
- Income and Expense Trend:** A bar chart showing trends from 2017 to 2022.
- Top Customers by Sales:** A horizontal bar chart showing sales for various customers.
- Customers Who Owe Money:** A table listing customers and their due amounts.
- Prev Year Expense Comparison:** A bar chart comparing expenses from 2017 to 2022.

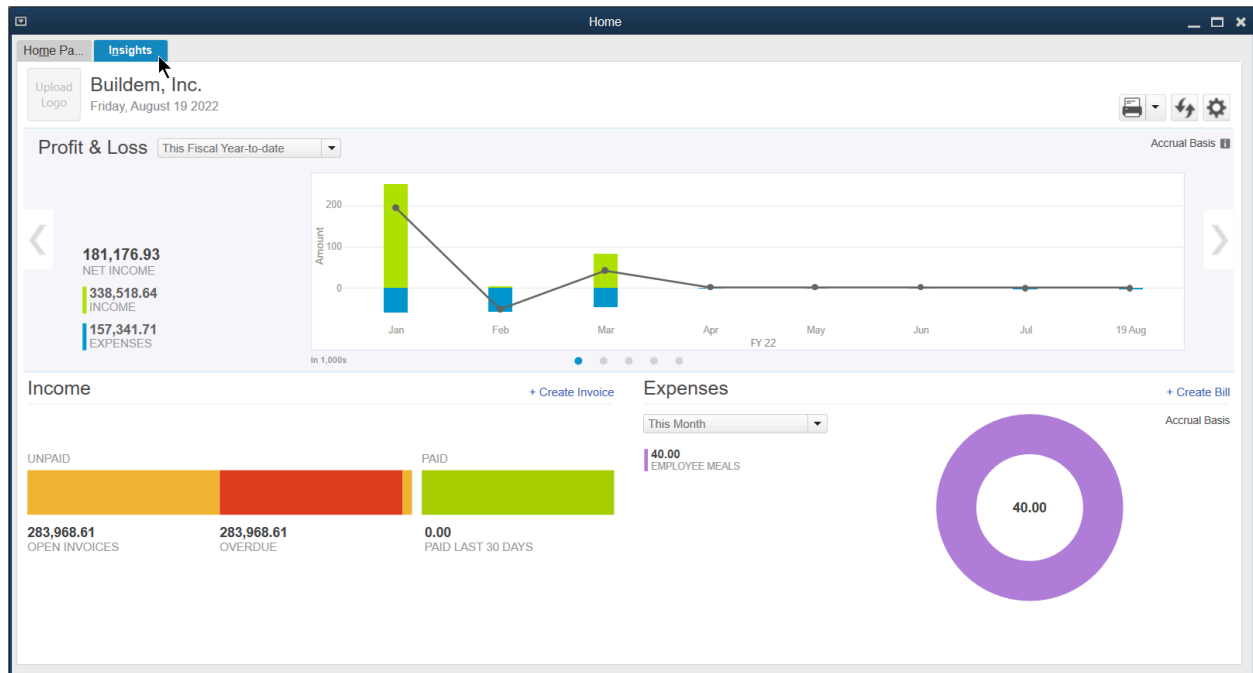
CUSTOMER	DUE DATE	AMT DUE
Jenna's Jingles	01/13/2022	199.95
Crandall Contractors	01/16/2022	22,330.34
Dallas Hardware and Tools	01/16/2022	14,091.17
Aaron's Photography Studio	01/31/2022	85.00
Alamo Foundation	01/31/2022	16,295.00
Auldridge Windows	01/31/2022	53,472.00
Fort Worth Homes	01/31/2022	38,571.21
Jupiter Homes	01/31/2022	1,361.32
KC Construction	01/31/2022	96,520.50
Orlando Homes	01/31/2022	2,806.75
Amy's Bird Sanctuary	02/02/2022	750.00
Trevor Incorporated	03/02/2022	18,754.02

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

# Insights Tab

## Review and Customize the Insights Tab

1. Select the Insights tab.



2. Select the gear icon to add or remove reports.
3. Select the report(s) to add.
4. Select 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	TOT.	PRICE	ATTACH
Design	Custom Design Services	Service	Design Income		75.00	
Double Install	Install double doors (oak)	Service	Construction Income		1,295.00	
Gardening	Weekly Gardening Services	Service	Service Income		25.00	
Glass Install	Installation of New Patio Door.	Service	Service Income		295.00	
Install Patio Locks	Install patio locks on glass doors	Service	Service Income		150.00	
Installation	Installation labor for fountains, sprinklers and other products.	Service	Service Income		50.00	
Knob Install	Install door knob	Service	Service Income		99.95	
Lock Install	Lock Install	Service	Service Income		64.00	
Lock Repairs	Repairs by subcontractors	Service	Service Income		24.95	
Lock Repair-Brandon	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 Thelma.	Service	Service Income		29.95	
Oak Install	Install custom oak door	Service	Service Income		150.00	
Patio Lock Install	Customized Installation of Deluxe Kryptonite Lock	Service	Service Income		199.95	
Repair Durr	Door Service & Repair as requested by...	Service	Service Income		49.95	
Repair Hinges	Hinges service and repair as requested by customer	Service	Construction Income		34.95	
Services		Service	Service Income		0.00	
Tree Trimming	Tree trimming services: pruning, removal, etc.	Service	Service Income		50.00	
Cedar Door	Natural Cedar Door	Inventory Part	Parts Sales	24	499.95	
Door Knob	Deluxe Brass Door Knob	Inventory Part	Parts Sales	149	49.95	
Garage Door	All-weather customer garage door.	Inventory Part	Parts Sales	80	1,599.95	
Glass Door	Deluxe, Customized Clear Glass Patio Door	Inventory Part	Parts Sales	10	395.99	
Hinges	Hinges used on new doors	Inventory Part	Parts Sales	50	25.00	
Lock	Lock with Kryptonite key	Inventory Part	Parts Sales	9	69.95	

## Item on Invoice

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

TOTAL 49.95  
PAYMENTS APPLIED 0.00  
BALANCE DUE 49.95

# How Much Detail

How much detail is necessary when setting up items? The rule of thumb is to set up as much detail as possible to get the full benefit of items. However, the limit is 14,500 items in a QuickBooks company file (unlimited in QuickBooks Enterprise Solutions). A good method is to set up individual items if you will use the item more than once. If you will only use the item once, a *generic* item might be more appropriate.

## Service Item

**TYPE**  
Service Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.

Item Name/Number  Subitem of  
Knob Install

**UNIT OF MEASURE**  
Enable...

This service is used in assemblies or is performed by a subcontractor or partner

Description: Install door knob  
Rate: 99.95  
Account: Service Income

Item is inactive

[How can I set rates by customers or employees?](#)

## Item List - Service Item

NAME	DESCRIPTION	TYPE	ACCOUNT	TOT...	PRICE	ATTACH
Design	Custom Design Services	Service	Design Income		75.00	
Double Install	Install double doors (oak)	Service	Construction Income		1,295.00	
Gardening	Weekly Gardening Services	Service	Service Income		25.00	
Glass Install	Installation of New Patio Door.	Service	Service Income		295.00	
Install Patio Locks	Install patio locks on glass doors	Service	Service Income		150.00	
Installation	Installation labor for fountains, sprinklers and other products.	Service	Service Income		50.00	
Knob Install	Install door knob	Service	Service Income		99.95	
Lock Install	Lock Install	Service	Service Income		64.00	
Lock Repairs	Repairs by subcontractors	Service	Service Income		24.95	
Lock Repair-Brandon	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 Thelma.	Service	Service Income		29.95	
Oak Install	Install custom oak door	Service	Service Income		150.00	

## 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 * Not available in Pro.

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 or percent to be subtracted from a total or subtotal	Give or receive discounts off the sales price
Payment	Used to split into multiple payments types on sales receipts	Enter daily sales onto a sales receipt
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

1. Select the Items & Services icon on the Home page.
2. Select 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. Select OK.

### Inventory Part

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

- TYPE:** Inventory Part (Use for goods you purchase, track as inventory, and resell.)
- Item Name/Number:** Door Knob
- Subitem of:** (checkbox unchecked)
- Manufacturer's Part Number:** (empty)
- UNIT OF MEASURE:** (Enable... button)
- 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
  - Income Account: Parts Sales
- INVENTORY INFORMATION:**

Asset Account	Reorder Point (Min)	Max	On Hand	Total Value	As of
Inventory			0.00	0.00	08/19/2022
- Buttons:** OK, Cancel, Next, Notes, Custom Fields, Spelling
- Other:**  Item is inactive

### Non-Inventory Part

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

- TYPE:** Non-inventory Part (Use for goods you buy but don't track, like office supplies, or materials for a specific job that you charge back to the customer.)
- Item Name/Number:** Bolts
- Subitem of:** (checkbox unchecked)
- Manufacturer's Part Number:** (empty)
- UNIT OF MEASURE:** (Enable... button)
- Other:**  This item is used in assemblies or is purchased for a specific customer/job
- Description:** 1/4" Bolts
- Price:** 0.03
- Account:** Parts Sales
- Buttons:** OK, Cancel, Next, Notes, Custom Fields, Spelling
- Other:**  Item is inactive

## Service (Performed by Subcontractor)

**New Item**

**TYPE**  
Service Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.

Item Name/Number  Subitem of  
Knob Install

**UNIT OF MEASURE**  
Enable...

This service is used in assemblies or is performed by a subcontractor or partner

**PURCHASE INFORMATION**

Description on Purchase Transactions  
Install Door Knob

Cost

Expense Account

Preferred Vendor

**SALES INFORMATION**

Description on Sales Transactions  
Install Door Knob

Sales Price

Income Account

Item is inactive

[How can I set rates by customers or employees?](#)

OK  
Cancel  
Next  
Notes  
Custom Fields  
Spelling



# Reports

## Review the Sales by Item Summary

Select Reports:Sales:Sales by Item Summary from the menu.

**Buildem, Inc.**  
**Sales by Item Summary**  
 January 1 through April 1, 2023

03/02/21  
 Accrual Basis

Jan 1 - Apr 1, 23

	Qty	Amount	% of Sales	Avg Price
<b>Inventory</b>				
Cedar Door (Natural Cedar Door)	14	6,999.45	1.9%	499.96
Door Knob (Deluxe Brass Door Knob)	176	8,635.13	2.3%	49.06
Glass Door (Deluxe, Customized Clear Glass Patio Door)	25	9,899.75	2.6%	395.99
Oak Door (Old-fashioned varnished oak door)	41	45,969.00	12.3%	1,121.20
Regular Door (Regular wood door.)	10	750.00	0.2%	75.00
Walnut Door (Natural varnish Walnut Door)	50	39,997.50	10.7%	799.95
<b>Total Inventory</b>	<b>316.00</b>	<b>112,250.83</b>	<b>30%</b>	<b>355.22</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>501.00</b>	<b>10,075.00</b>	<b>2.7%</b>	<b>20.11</b>
<b>Service</b>				
Double Install (Install double doors (oak))	128	179,465.00	48%	1,402.07

# Review a Purchases by Item Summary

Select Reports:Purchases:Purchases by Item Summary from the menu.

Purchases by Item Summary

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

Dates Custom From 01/01/2023 To 04/01/2023 Show Columns Total only Sort By De

Report Basis:  Accrual  Cash Show Filters

03/02/21  
Accrual Basis

**Buildem, Inc.**  
**Purchases by Item Summary**  
January 1 through April 1, 2023

	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>		
Lock Repairs		
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>
<b>Total Service</b>	<b>340.00</b>	<b>13,165.00</b>
<b>Other Charges</b>		
Freight (Freight Costs)	0	4,250.00
<b>Total Other Charges</b>	<b>0.00</b>	<b>4,250.00</b>
<b>TOTAL</b>	<b>535.00</b>	<b>69,407.05</b>

# Review an Item Profitability Report

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

Item Profitability

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

Dates: All From To Columns: Total only

Show Filters

03/02/21

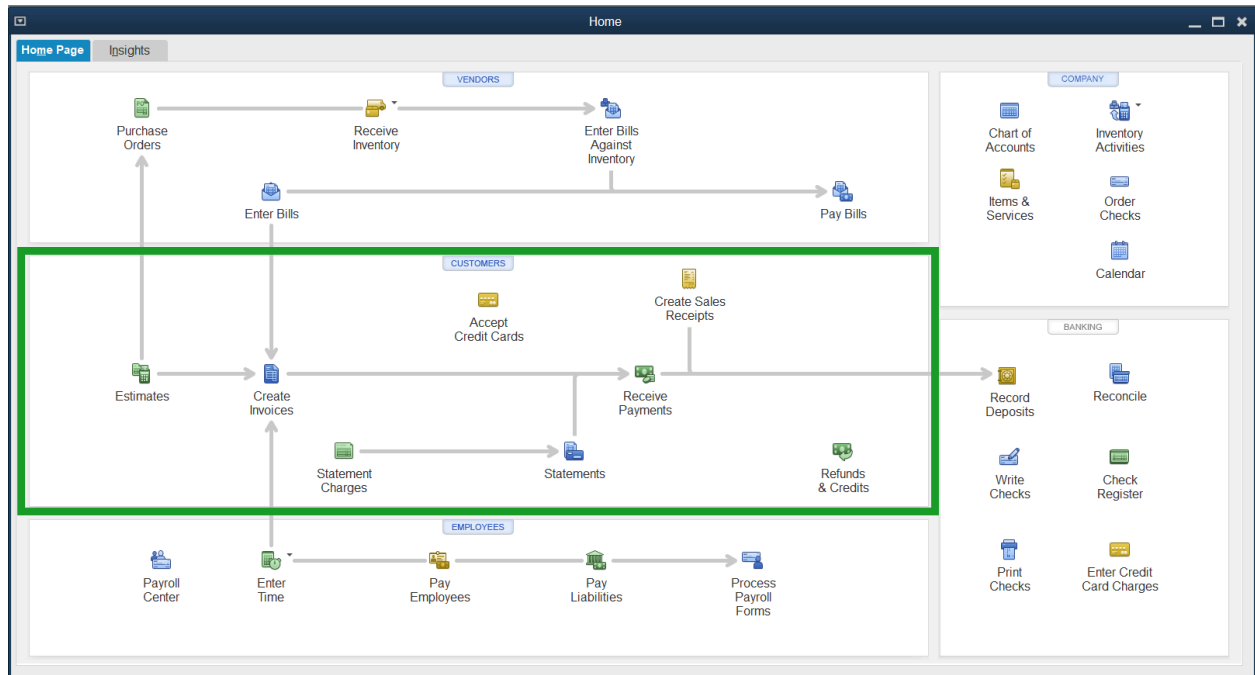
**Buildem, Inc.**  
**Item Profitability**  
All Transactions

	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)	6,327.20	8,635.13	2,307.93
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>77,361.11</b>	<b>122,507.53</b>	<b>45,146.42</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
Sod (20 lb sack of sod.)	0.00	500.00	500.00
<b>Total Parts</b>	<b>0.00</b>	<b>12,119.75</b>	<b>12,119.75</b>

# Chapter 5

# Money In I

# Customers and Jobs



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

Note: If you start typing you can get to the name very quickly (the cursor is dark green, don't use the search box).

**Customer Information**

Company Name: **Aaron's Photography Studio** Main Phone: 817 460-5510  
 Full Name: Aaron Cave Main Email: Aaron@Caveman.com  
 Terms: Net 30  
 Bill To: 900 W Division St, Providence, RI 02901

REPORTS FOR THIS CUSTOMER  
[QuickReport](#)  
[Open Balance](#)  
[Show Estimates](#)  
[Customer Snapshot](#)

**Transactions**

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Invoice	23	01/08/2020	Accounts Receivable	868.15
Payment	698989	01/10/2020	Undeposited Funds	868.15
Invoice	13	01/01/2022	Accounts Receivable	85.00

## Should you use customers?

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

## Add Customers

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

**EDIT CUSTOMER**

CUSTOMER NAME **Trevor Incorporated**

CURRENT BALANCE 18,754.62 [How do I adjust the current balance?](#)

**Address Info**

COMPANY NAME Trevor Incorporated

FULL NAME Mr. Trevor M.I. Matheson

JOB TITLE

Main Phone 214-555-1111 Main Email trevinc@rwt.com

Alt. Phone 214-213-8166 CC Email

Mobile Website

Fax 214-555-9999 Other 1

**ADDRESS DETAILS**

INVOICE/BILL TO SHIP TO Ship To 1

Trevor Incorporated  
Trevor Matheson  
7621 Main Street  
Dallas, TX 75212

Trevor Incorporated  
Trevor Matheson  
7621 Main Street  
Dallas, TX 75212

Copy >>

Default shipping address

OK Cancel Help

Customer is inactive

# Payment Settings

CUSTOMER NAME **Trevor Incorporated**

CURRENT BALANCE **18,754.62** [How do I adjust the current balance?](#)

**Address Info**

ACCOUNT NO. **68** CREDIT LIMIT **100,000.00**

**Payment Settings**

PAYMENT TERMS **Net 30** PRICE LEVEL  ?

PREFERRED DELIVERY METHOD **None**

PREFERRED PAYMENT METHOD

**CREDIT CARD INFORMATION** ?

CREDIT CARD NO.

EXP. DATE  /





NAME ON CARD


ADDRESS

ZIP / POSTAL CODE

**ONLINE PAYMENTS**

Let this customer pay you by:

Credit Card    

Bank Transfer (ACH) 

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

Customer is inactive

# Additional Info

CUSTOMER NAME **Trevor Incorporated**

CURRENT BALANCE **18,754.62** [How do I adjust the current balance?](#)

**Address Info**

**Payment Settings**

**Sales Tax Settings**

**Additional Info**

CUSTOMER TYPE **Per Click Banner Ad**

REP

**CUSTOM FIELDS**

**Define Fields**

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

Customer is inactive

## Should you use jobs?

QuickBooks uses jobs to track income and expenses 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. Select the Customer Center icon.
2. Select the Customers & Jobs tab in the Customer Center window.
3. Select the appropriate customer or job in the list.
4. Select the New Customer & Job drop-down arrow and select Add Job.

The screenshot shows the 'Edit Job' window in QuickBooks. The window title is 'Edit Job'. At the top, 'JOB NAME' is 'Dallas Motor Inn' and 'CUSTOMER' is 'Trevor Incorporated'. Below this, 'CURRENT BALANCE' is '18,754.62' with a link 'How do I adjust the current balance?'. On the left, there is a sidebar with tabs: 'Address Info', 'Payment Settings', 'Additional Info', and 'Job Info' (which is selected and has a mouse cursor). The main area contains fields for 'JOB DESCRIPTION' (Patio doors in new hotel), 'JOB TYPE' (Commercial), 'JOB STATUS' (Pending), 'START DATE' (04/01/2023), 'PROJECTED END DATE' (04/30/2023), and 'END DATE'. At the bottom left, there is a checkbox 'Job is inactive'. At the bottom right, there are 'OK', 'Cancel', and 'Help' buttons.

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

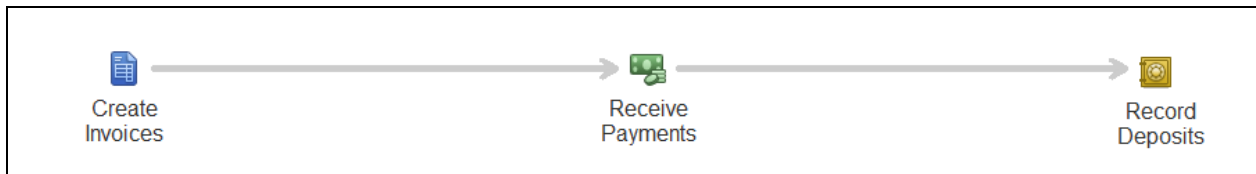


## Recording Sales

There are 4 ways to record sales in QuickBooks.

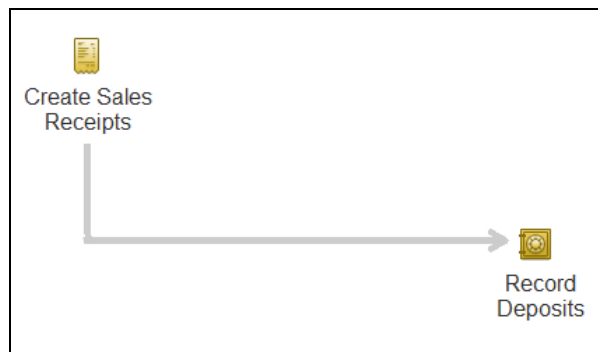
### Method 1- Invoice

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



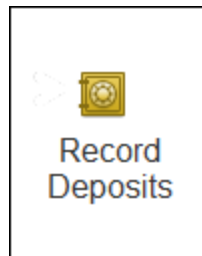
### Method 2- Sales Receipt

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



### Method 3- Deposit

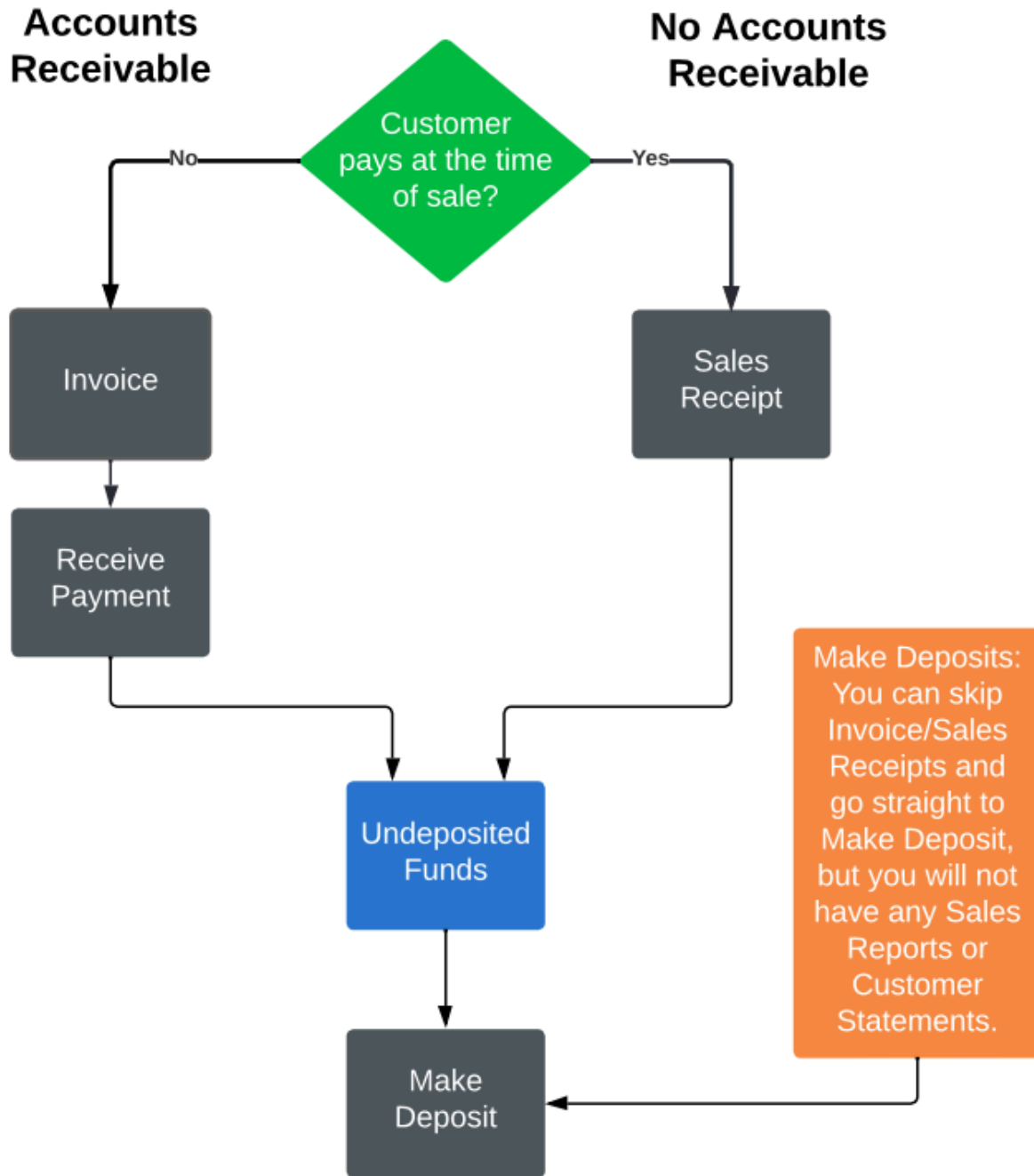
Use this method to record income on a deposit, when you do not use any of the previous methods.



### Method 4- 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.

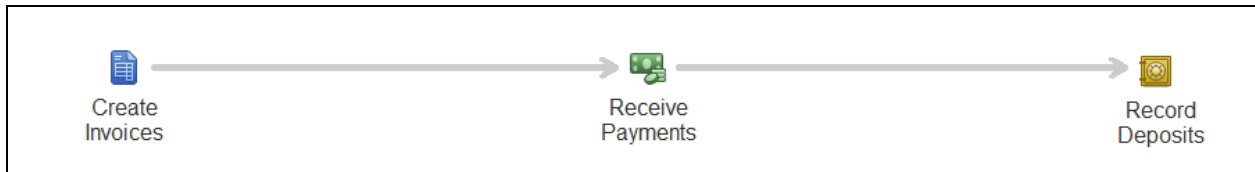
# Money In Workflow



# Method 1-Invoice

## Steps for Method 1

1. Create Invoice
2. Receive Payment
3. Make Deposit



## Create Invoice

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

## Service Invoice

**Invoice** See History

DATE: 08/23/2022  
INVOICE #: 87

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

TERMS: Net 30

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT
Services		Specialized repairs and maintenance.	5,000.00	5,000.00

TOTAL: 5,000.00  
PAYMENTS APPLIED: 0.00  
BALANCE DUE: 5,000.00

Buttons: Save & Close, Save & New, Revert

Right-hand pane: Fort Worth Homes: Convention Ce...  
Customer: Transaction  
SUMMARY: Phone 817-555-8989, Preferred delivery method None, Open balance 5,000.00, Credit Limit 100,000.00, Active estimates 0  
CUSTOMER PAYMENT: Your customer can not pay online, Edit customer preferences  
RECENT TRANSACTION: 08/23/22 Invoice 5,000.00, 12/31/21 Invoice - Paid 3,084.58  
NOTES

# Product Invoice

**Invoice** See History

DATE: 08/23/2022  
INVOICE #: 88

BILL TO: Frugal Discount Store  
Bob B Frugal  
123 Cheaper Lower, TX 73999

PO. NO. \_\_\_\_\_ TERMS: Net 10

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

TOTAL: 47,593.16  
PAYMENTS APPLIED: 0.00  
BALANCE DUE: 47,593.16

Buttons: Save & Close, Save & New, Revert

## Email Invoice

### Email While in Invoice

While in the Invoice, select the down arrow next to the Email Button and Invoice or Batch.

Buttons: Print, Email, Email Later, Attach File, Add Time/Costs, Apply Credits

Dropdown: Invoice, Batch

Tooltip: Email just this Invoice or any marked "Email Later."

FROM: AMarks@quickbookstraining.com

TO: Bob@frugal.com

ATTACH: Inv\_88\_from\_Buildem\_Inc\_11096.pdf

TEMPLATE: Basic Invoice

SUBJECT: Invoice 88 from Buildem, Inc.

BODY: Dear Bob Frugal:  
Your invoice-88 for 47,593.16 is attached. Please remit payment at your earliest convenience.  
Thank you for your business - we appreciate it very much.  
Sincerely,  
Buildem, Inc.  
214-555-1212  
www.buildem.com

Preview: Buildem, Inc. Invoice # 88, Date 8/23/2022. Items: Garage Door, Door Knob, Oak Door, Bag Of Nails, Total before Discount, Your Discount.

Buttons: Send, Cancel

## Setting Up an Email

1. Select Edit:Preferences:Send Forms from the menu.
2. Select My Preferences

My Preferences Company Preferences

Auto-check the "Email Later" checkbox if customer's Preferred Delivery Method is e-mail.  Use "P... for e-m...

SEND E-MAIL USING:

Show

Web Mail

QuickBooks E-mail

Please refer to the 'Send email using' section in Help to understand how to set up a default e-mail client

E-MAIL IDS : SELECT DEFAULT

CompanyEmail@gmail.com	Current Default
------------------------	-----------------

## Edit Email Templates

1. Edit the email template by selecting Edit:Preferences Send Forms
2. Select Company Preferences

My Preferences Company Preferences

Delivery Method Default: E-mail

Email Templates: Invoices

Show: Invoices

Bcc:

TEMPLATE NAME	DEFAULT TEMPLATE
Basic Invoice	Current Default

Edit Email Template

TEMPLATE TYPE: Invoices | TEMPLATE NAME: Basic Invoice  Default

SUBJECT: Invoice <NUM> from Buildem, Inc.

Dear [Name-First-Last]:

Your invoice-[Transaction-Number] for [Transaction-Total] is attached. Please remit payment at your earliest convenience.

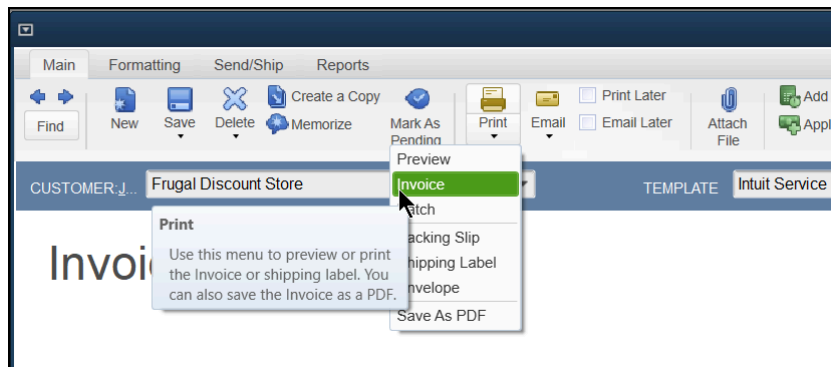
Thank you for your business - we appreciate it very much.

Sincerely,  
[Company-Name]  
[Company-Telephone]  
[Company-Website]

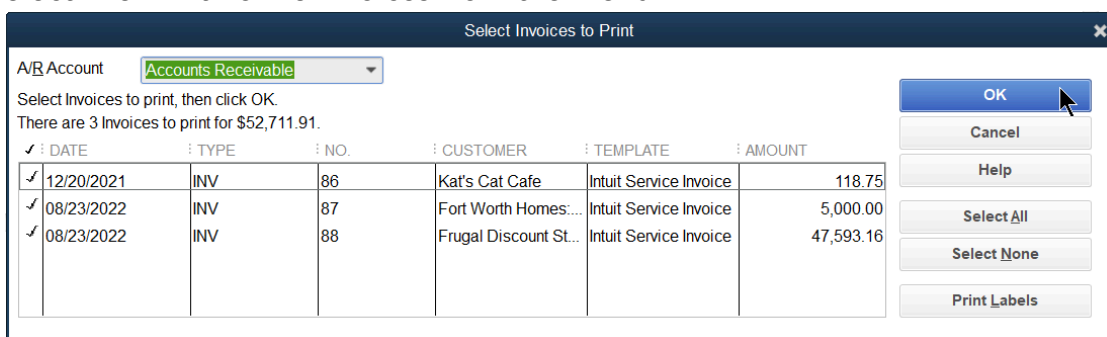
# Print Invoices

## Print While in Invoice

1. While in the Invoice, select the down arrow next to the Print Button and Invoice or Batch.



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



3. Select OK.
4. Select the appropriate batch to print, and select Print in the Print Invoices window (if applicable).
5. Enter appropriate information in the Print Invoices window.
6. Select Print.
7. Select OK in the Print Invoices - Confirmation window.

Note: Once the invoice is printed, it will be removed from the Print Later Queue.

## Review Accounts Receivable Aging Summary

Select Reports:Customers & Receivables:A/R Aging Summary from the menu

The screenshot shows the 'A/R Aging Summary' report for 'Buildem, Inc.' as of August 26, 2022. The report includes the following table:

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Aaron's Photography St...	0.00	0.00	0.00	0.00	85.00	85.00
Alamo Foundation	749.50	0.00	0.00	0.00	16,295.00	17,044.50
Amy's Bird Sanctuary	0.00	0.00	0.00	0.00	750.00	750.00
Auldridge Windows	0.00	11,972.50	33,625.00	0.00	7,874.50	53,472.00
<b>Crandall Contractors</b>						
Cheyenne 1	0.00	0.00	22,330.34	0.00	0.00	22,330.34
<b>Total Crandall Contractors</b>	0.00	0.00	22,330.34	0.00	0.00	22,330.34
Dallas Hardware and To...	0.00	0.00	3,374.69	0.00	10,716.48	14,091.17
Donna Believyyu	0.00	0.00	0.00	0.00	12,950.00	12,950.00
<b>Fort Worth Homes</b>						
Convention Center	5,000.00	0.00	0.00	0.00	0.00	5,000.00
Madison Development	38,571.21	0.00	0.00	0.00	0.00	38,571.21
<b>Total Fort Worth Homes</b>	43,571.21	0.00	0.00	0.00	0.00	43,571.21
Frugal Discount Store	47,593.16	0.00	0.00	0.00	0.00	47,593.16
Jenna's Jingles	0.00	199.95	0.00	0.00	0.00	199.95

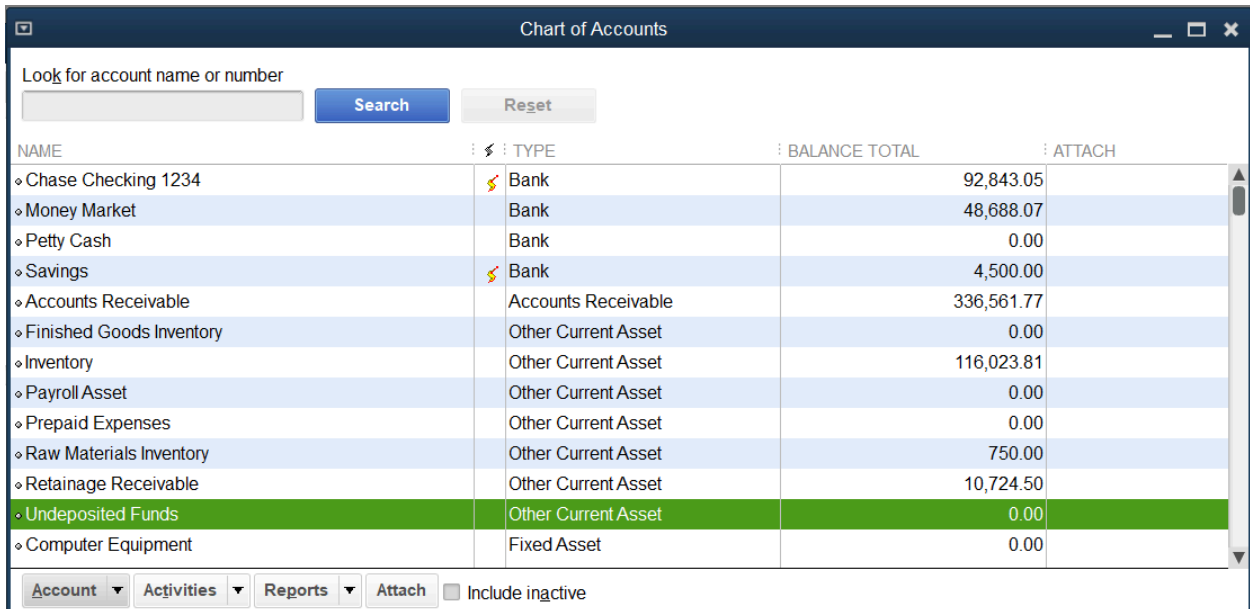
# Undeposited Funds

When you receive a customer's payment it is automatically placed into an asset account called Undeposited Funds. This is a temporary holding place for received payments until a Deposit is made.

 A number will appear on the Record Deposits icon on the homepage indicating how many payments are in Undeposited Funds.

When you select Record Deposits, you match up all checks that are going to the bank that day, and it will drop the payments into a deposit slip window. Once you have placed all payments in a deposit, then Undeposited Funds will go to zero.

Note: You can edit the name of the account to represent where you actually keep your money (e.g. Payments to be Deposited).



NAME	TYPE	BALANCE TOTAL	ATTACH
◊ Chase Checking 1234	Bank	92,843.05	
◊ Money Market	Bank	48,688.07	
◊ Petty Cash	Bank	0.00	
◊ Savings	Bank	4,500.00	
◊ Accounts Receivable	Accounts Receivable	336,561.77	
◊ Finished Goods Inventory	Other Current Asset	0.00	
◊ Inventory	Other Current Asset	116,023.81	
◊ Payroll Asset	Other Current Asset	0.00	
◊ Prepaid Expenses	Other Current Asset	0.00	
◊ Raw Materials Inventory	Other Current Asset	750.00	
◊ Retainage Receivable	Other Current Asset	10,724.50	
◊ Undeposited Funds	Other Current Asset	0.00	
◊ Computer Equipment	Fixed Asset	0.00	

# Receive Payments

1. Select the Receive Payments icon on the Home page.

**Customer Payment** CUSTOMER BALANCE 47,593.16

RECEIVED FROM: Frugal Discount Store

PAYMENT AMOUNT: 47,593.16

DATE: 08/23/2022

CHECK #: 3232

Where does this payment go?

✓	DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
✓	08/23/2022	88		47,593.16	47,593.16
Totals				47,593.16	47,593.16

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	47,593.16
APPLIED	47,593.16
DISCOUNT AND CREDITS APPLIED	0.00

MEMO: Payment on Inv #88

Save & Close Save & New Clear

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



## Receiving a Partial Payment

**Customer Payment** CUSTOMER BALANCE 5,780.75

RECEIVED FROM: Sun Valley Builders  
 PAYMENT AMOUNT: 1,500.00  
 DATE: 08/23/2022  
 CHECK #: 1111

DATE	JOB	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
03/21/2022	Philly County	81	2,935.80	2,935.80	500.00
03/22/2022	Philadelphia Bank	79	1,500.00	1,500.00	1,000.00
03/31/2022	Philly County	84	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

**AMOUNTS FOR SELECTED INVOICES**

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

MEMO: Payment Inv #81(\$500) & Inv #79(\$10...)

Buttons: Save & Close, Save & New, Clear

## The Result

The transaction is now listed in the Undeposited Funds account. In order to transfer it from undeposited funds into the correct bank account, follow the steps listed next to Record Deposits.

Look for account name or number

Search Reset

NAME	TYPE	BALANCE TOTAL	ATTACH
Chase Checking 1234	Bank	92,843.05	
Money Market	Bank	48,688.07	
Petty Cash	Bank	0.00	
Savings	Bank	4,500.00	
Accounts Receivable	Accounts Receivable	287,468.61	
Finished Goods Inventory	Other Current Asset	0.00	
Inventory	Other Current Asset	116,023.81	
Payroll Asset	Other Current Asset	0.00	
Prepaid Expenses	Other Current Asset	0.00	
Raw Materials Inventory	Other Current Asset	750.00	
Retainage Receivable	Other Current Asset	10,724.50	
<b>Undeposited Funds</b>	<b>Other Current Asset</b>	<b>49,093.16</b>	
Computer Equipment	Fixed Asset	0.00	

Account Activities Reports Attach Include inactive

**Undeposited Funds**

Go to... Print... Edit Transaction QuickReport

DATE	REF	PAYEE	DECREASE	INCREASE	BALANCE
	TYPE	ACCOUNT			
03/01/2022		Smith Hardware	22,209.40		-22,209.40
	DEP	Deposit From: Chase Checking 1234			
03/01/2022	2	Smith Hardware		22,209.40	0.00
	RCPT	-split-			
03/24/2022	82	Fort Worth Homes:Madison Development		10,000.00	10,000.00
	INV	Accounts Receivable (split) Payment on invoice			
03/31/2022	82	Fort Worth Homes:Madison Development	10,000.00		0.00
	DEP	Deposit From: Chase Checking 1234 Payment on invoice			
08/23/2022	1111	Sun Valley Builders		1,500.00	1,500.00
	PMT	Accounts Receivable Payment Inv #81(\$500) & Inv #79(\$1000)			
08/23/2022	3232	Frugal Discount Store		47,593.16	49,093.16
	PMT	Accounts Receivable Payment on Inv #88			

1-Line ENDING BALANCE **49,093.16**  
 Sort by: Date, Type, Number/Ref

## Make Deposits

1. Select the Record Deposits icon on the Home page.

**Payments to Deposit**

SELECT VIEW  
 View payment method type:  [What are payment method views?](#)  
 Sort payments by:

SELECT PAYMENTS TO DEPOSIT

DATE	TIME	TYPE	NO.	PAYMENT METH...	NAME	AMOUNT
✓ 08/23/2022		PMT	3232	Check	Frugal Discount Store	47,593.16
✓ 08/23/2022		PMT	1111	Check	Sun Valley Builders	1,500.00

2 of 2 payments selected for deposit Payments Subtotal **49,093.16**

2. Select the appropriate payment method(s) to view next to the View payment method type.
3. Select the line items to deposit.
4. Select OK.

Note: If you want to go back to this window, select Payments in the deposit window.

Make Deposits

Previous Next Save Print **Payments** History Journal Attach

Deposit To: Chase Checking 1234 Date: 08/23/2022 Memo: Deposit

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

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	AMOUNT
Frugal Discount Store	Undeposited Funds	Payment on Inv #88	3232	Check	47,593.16
Sun Valley Builders	Undeposited Funds	Payment Inv #81(\$500) & Inv #79(\$1000)	1111	Check	1,500.00
Deposit Subtotal					49,093.16

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: 49,093.16

Save & Close Save & New Clear

5. Enter any additional items for deposit in the Make Deposits window.
6. Select the Print button to print deposit slips and/or the deposit summary.

Print Preview -- Page 1 of 1

Print Prev page Next page Zoom Out Help Close

**Deposit Summary** 8/23/2022 12:10 PM  
Builden, Inc.

Summary of Deposits to Chase Checking 1234 on 08/23/2022

Chk No.	Pmt Method	Red From	Memo	Amount
3232	Check	Frugal Discount Store	Payment on Inv #88	47,593.16
1111	Check	Sun Valley Builders	Payment Inv #81(\$500) & Inv #79(\$10...	1,500.00
<b>Less Cash Back:</b>				
<b>Deposit Total:</b>				<b>49,093.16</b>

7. Select Save & Close.

Note: Undeposited funds is now reduced and has been transferred onto a deposit slip that is now found in the bank account.

Funds being deposited in the Checking account

Chase Checking 1234

Go to... Print... Edit Transaction QuickReport Download Transactions

DATE	NUMBER	PAYEE	PAYMENT	DEPOSIT	BALANCE
	TYPE	ACCOUNT	MEMO		
03/31/2022	EFT	Joaquin's Hardware Emporium	895.00		92,883.05
	CHK	Tools and Machinery			
08/19/2022	1026	Pizza Dallas	40.00		92,843.05
	CHK	Employee Meals			
08/23/2022	Number	Payee		49,093.16	141,936.21
	DEP	-split-	Deposit		
08/23/2022					
ENDING BALANCE					<b>141,936.21</b>

Splits 1-Line Sort by: Date, Type, Number/Ref Record Restore

## Result in the Chart of Accounts

Chart of Accounts				
Look for account name or number				
<input type="text"/>		<input type="button" value="Search"/>	<input type="button" value="Reset"/>	
NAME	TYPE	BALANCE TOTAL	ATTACH	
◦ Chase Checking 1234	Bank	141,936.21		
◦ Money Market	Bank	48,688.07		
◦ Petty Cash	Bank	0.00		
◦ Savings	Bank	4,500.00		
◦ Accounts Receivable	Accounts Receivable	287,468.61		
◦ Finished Goods Inventory	Other Current Asset	0.00		
◦ Inventory	Other Current Asset	116,023.81		
◦ Payroll Asset	Other Current Asset	0.00		
◦ Prepaid Expenses	Other Current Asset	0.00		
◦ Raw Materials Inventory	Other Current Asset	750.00		
◦ Retainage Receivable	Other Current Asset	10,724.50		
◦ Undeposited Funds	Other Current Asset	0.00		
◦ Computer Equipment	Fixed Asset	0.00		

Account ▾ Activities ▾ Reports ▾ Attach  Include inactive

Undeposited Funds							
Go to... Print... Edit Transaction QuickReport							
DATE	REF	PAYEE	DECREASE	INCREASE	BALANCE		
	TYPE	ACCOUNT	MEMO				
08/23/2022	1111	Sun Valley Builders		1,500.00	1,500.00		
	PMT	Accounts Receivable	Payment Inv #81(\$500) & Inv #79(\$1000)				
08/23/2022	1111	Sun Valley Builders	1,500.00		0.00		
	DEP	Chase Checking 1234 [split]	Payment Inv #81(\$500) & Inv #79(\$1000)				
08/23/2022	3232	Frugal Discount Store		47,593.16	47,593.16		
	PMT	Accounts Receivable	Payment on Inv #88				
08/23/2022	3232	Frugal Discount Store	47,593.16		0.00		
	DEP	Chase Checking 1234 [split]	Payment on Inv #88				

1-Line ENDING BALANCE **0.00**

Sort by

# Reports

## Review an Open Invoices Report

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

Open Invoices

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

Dates Today 08/23/2022 Sort By Default

Show Filters

12:22 PM  
08/23/22

**Buildem, Inc.**  
**Open Invoices**  
As of August 23, 2022

Type	Date	Num	P. O. #	Terms	Due Date	Aging	Open Balance
<b>Aaron's Photography Studio</b>							
Invoice	01/01/2022	13		Net 30	01/31/2022	204	85.00
Total Aaron's Photography Studio							85.00
<b>Alamo Foundation</b>							
Invoice	01/01/2022	72		Net 30	01/31/2022	204	1,295.00
Invoice	01/01/2022	74		Net 30	01/31/2022	204	15,000.00
Total Alamo Foundation							16,295.00
<b>Amy's Bird Sanctuary</b>							
Invoice	01/03/2022	21		Net 30	02/02/2022	202	750.00
Total Amy's Bird Sanctuary							750.00
<b>Auldridge Windows</b>							

Note: If you see a zero balance or invoices that have really been paid, or credits in this report then you have not connected the payments or credits to the open invoices.

## Review a Collections Report

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

Collections Report

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

Dates Today 08/23/2022 Past due 1 Sort By Default

Show Filters

12:23 PM  
08/23/22

**Buildem, Inc.**  
**Collections Report**  
As of August 23, 2022

Type	Date	Num	P. O. #	Terms	Due Date	Aging	Open Balance
<b>Aaron's Photography Studio</b>							
817-460-5510							
Invoice	01/01/2022	13		Net 30	01/31/2022	204	85.00
Total Aaron's Photography Studio							85.00
<b>Alamo Foundation</b>							
210-888-1051							
Invoice	01/01/2022	72		Net 30	01/31/2022	204	1,295.00
Invoice	01/01/2022	74		Net 30	01/31/2022	204	15,000.00
Total Alamo Foundation							16,295.00
<b>Amy's Bird Sanctuary</b>							
214-656-5654							
Invoice	01/03/2022	21		Net 30	02/02/2022	202	750.00
Total Amy's Bird Sanctuary							750.00
<b>Auldridge Windows</b>							

# Income Tracker

The Income Tracker allows you to easily see your Accounts Receivable transactions in one place. Select from the available categories at the top of the window to see Unbilled, Unpaid, or Paid transactions.

## Review the Income Tracker

1. Select Customers:Income Tracker from the menu.
2. Make the appropriate selections in the Income Tracker window.

The screenshot shows the 'Income Tracker' window with a summary of transactions categorized by status:

- UNBILLED:** 577,937.47 (9 ESTIMATES)
- UNPAID:** 43,672.10 (3 TIME & EXPENSES)
- UNPAID:** 287,468.61 (25 OPEN INVOICES)
- UNPAID:** 282,468.61 (24 OVERDUE)
- PAID:** 49,093.16 (2 PAID LAST 30 DAYS)

Filters: 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 checked="" type="checkbox"/>	Fort Worth Homes:Conventi...	Invoice	87	8/23/2022	9/22/2022	5,000.00	5,000.00		Open	Select
<input type="checkbox"/>	Frugal Discount Store	Payment	3232	8/23/2022		47,593.16	0.00		Paid	
<input type="checkbox"/>	Sun Valley Builders	Payment	1111	8/23/2022		1,500.00	0.00		Paid	
<input type="checkbox"/>	Sun Valley Builders:Philly C...	Invoice	84	3/31/2022	4/30/2022	1,344.95	1,344.95		Overdue	
<input type="checkbox"/>	Fort Worth Homes:Madison...	Invoice	83	3/28/2022	4/27/2022	25,832.71	25,832.71		Overdue	
<input type="checkbox"/>	Fort Worth Homes:Madison...	Invoice	82	3/24/2022	4/23/2022	7,748.50	7,748.50		Overdue	
<input type="checkbox"/>	Sun Valley Builders:Philadel...	Invoice	79	3/22/2022	4/21/2022	1,500.00	500.00		Overdue	
<input type="checkbox"/>	Sun Valley Builders:Philly C...	Invoice	81	3/21/2022	4/20/2022	2,935.80	2,435.80		Overdue	

Batch Actions Manage Transactions Showing 1 - 39 of 39

# Chapter 6

# Money In II

## Method 2-Sales Receipts

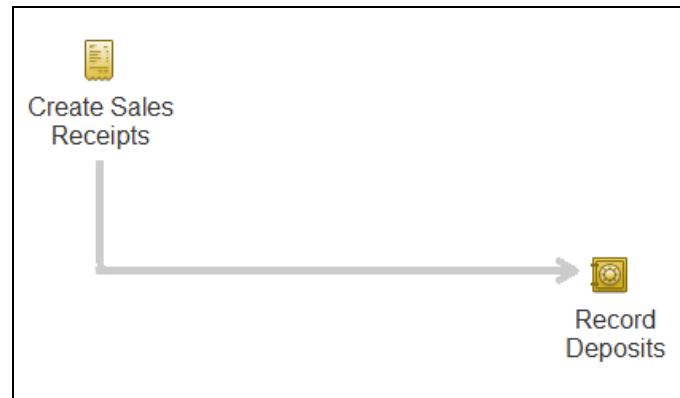
Enter sales receipts when your customer pays you in full at the time of the sale.

Scenarios for using a Sales Receipt (not limited to)

- Retail sales
- Walk in sales
- Donations
- Online Sales

### Steps for Method 2

1. Create Sales Receipt
2. Make Deposit





## Enter Sales Receipts

1. Select the Create Sales Receipts icon on the Home page.

**Enter Sales Receipts**

Customer: Em-Ming Doors | Template: Custom Sa...

**Sales Receipt**

DATE: 08/23/2022 | SOLD TO: Em-Ming Doors, Ming Em, 123 Thai Lane, Mountain View, TX 75393

SALE NO.: 5

CASH | CHECK | CREDIT DEBIT | e-CHECK

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

TOTAL: 249.75

CUSTOMER MESSAGE: Thank you for your business.

Buttons: Save & Close, Save & New, Clear

Customer Summary: Em-Ming Doors, Phone: 390-393-2929, Email: ming@emmingdoors.com, Open balance: 0.00, Active estimates: 0

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

## Make Deposit

1. Select the Record Deposits icon on the Home page.
2. Select the line items to deposit.
3. Select OK.

Note: You can batch payments for invoices and sales receipts in the same deposit.

## Limitations of Sales Receipts

1. Can't track a due date for the payment (they have paid immediately)
2. Cannot track balance (Sales receipts don't affect the customer balance in the customer center because they do not have time to pay like they would in an invoice situation).
3. Are not going to show up on Customer Statements

## Advantages of Sales Receipts

1. There is only one step required to record both income and payment.
2. QuickBooks does not require Customer in Sales Receipt transactions.
3. No effect on Accounts Receivable.
4. Can include details about the products sold.

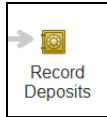
## Method 3 - Make Deposits

Use this method to record income on a deposit, when you do not use any of the previous methods.

### Steps for Method 3

#### Make Deposit

1. Select the Record Deposits icon on the Home page.
2. Select OK.



The screenshot shows the 'Make Deposits' window in QuickBooks Desktop. The window title is 'Make Deposits'. At the top, there are navigation buttons: Previous, Next, Save, Print, Payments, History, Journal, and Attach. Below these, the 'Deposit To' dropdown is set to 'Chase Checking 1234', the 'Date' is '08/23/2022', and the 'Memo' is 'Deposit'. A message 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 filled with 'Service Income', 'Deposit for the day', and 'Cash', with an amount of 500.00. Below the table, there are fields for 'Cash back goes to', 'Cash back memo', and 'Cash back amount'. At the bottom right, there are buttons for 'Save & Close', 'Save & New', and 'Clear'. The 'Deposit Subtotal' and 'Deposit Total' are both 500.00.

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

### Limitations of Lump-Sum Deposits

1. You can't use items
2. You can't record sales tax
3. Does not show on Sales Reports or Customer Statements, Only Profit and Loss

### Scenarios to Use Lump-Sum Deposits

1. Great for non-profits whose only income is one or two large donations checks per year.
2. Great for restaurants or retail using a third party or POS to track sales details outside of QuickBooks.
3. To record money the owner gives from their personal bank account to the business.

## Method 4-Import from Other Program

With Method 4 another program designed for your industry determines how the sales data imports into QuickBooks.

Visit the QuickBooks Desktop Marketplace for Apps

In your browser, visit [desktop.apps.com](https://desktop.apps.com).

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The Most Customizable CRM for Qu...  
★★★★★
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Track time for payroll, billing ...  
★★★★★
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Work Order Scheduling Dispatchin...  
★★★★★

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## Credit Memos Intro

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. You should not create credit memos if you use methods 3 or 4.

### Scenarios to Use a Credit Memo

- Providing discounts to a customer with an outstanding balance
- Bad Debt- when a customer does not pay what they owe and the company incurs the charge
- To reverse incorrect invoices
- Use a credit memo to give refunds or credits for a current or future invoice.

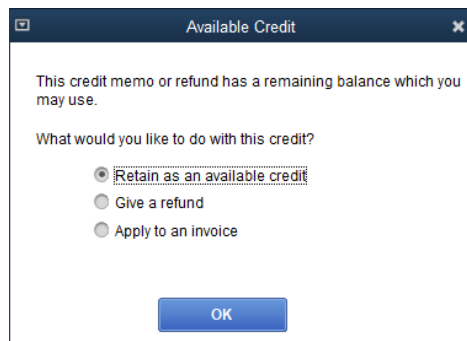
### Limitations of Credit Memos

- Using a Credit Memo for sales tax vs. non sales tax, you must handle each differently.

## Using Credit Memos

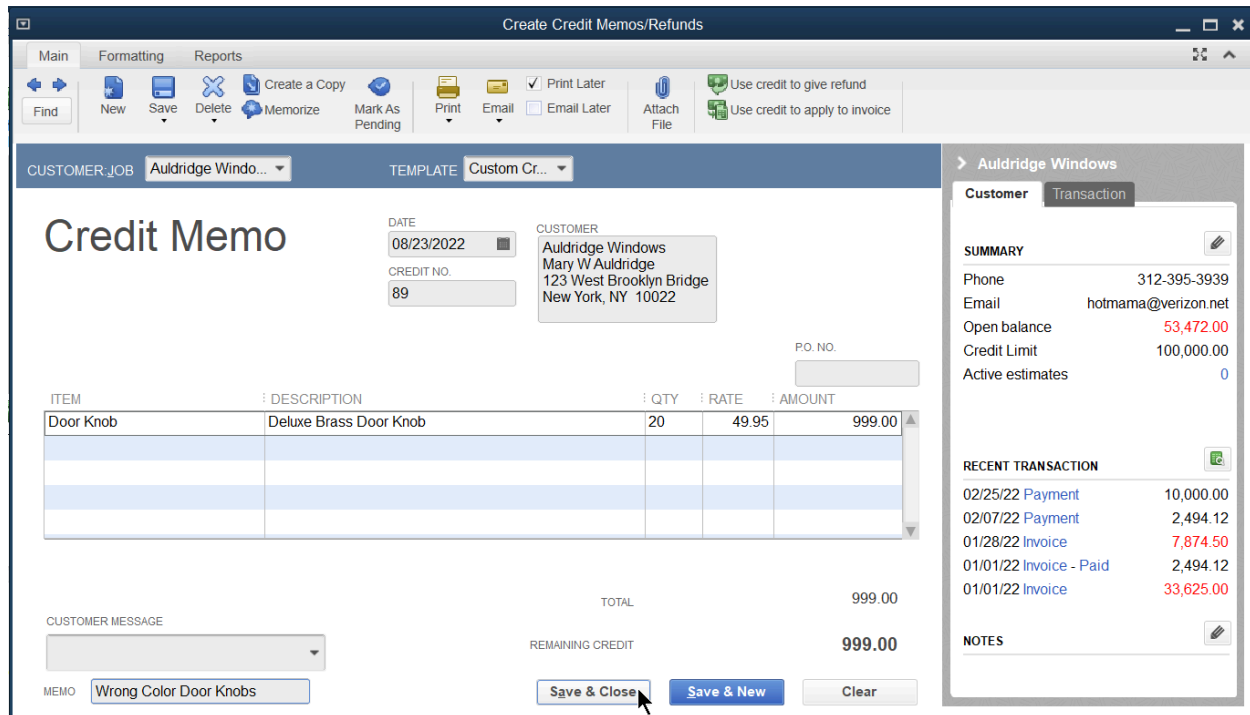
When entering in a credit memo, three options are available as to how you can use/apply to the customer account.

1. Retaining as Available Credit
2. Giving a Refund
3. Apply to an Invoice

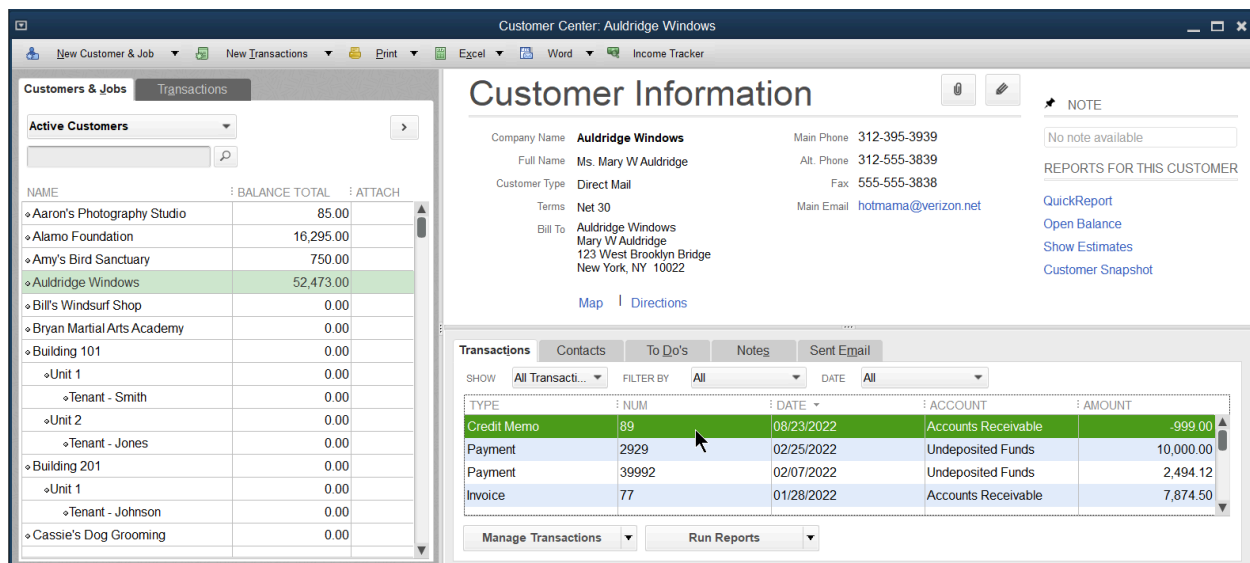


# Option 1: Retaining as Available Credit

1. Select the Refunds & Credits icon on the Home page.



2. Select 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. In the popup, select the option to Retain as an available credit.
5. On the customer account the credit will be visible in the transactions list. It will show an open amount that you can apply on a future invoice.



## Option 2: Use Credit to Apply to Invoice

1. Select the Refunds & Credits icon on the Home page.

**Customer:JOB** Auldridge Windows

**TEMPLATE** Custom Cr...

**DATE** 08/23/2022

**CREDIT NO.** 89

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

**P.O. NO.**

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

**CUSTOMER MESSAGE**  
Wrong Color Door Knobs

**REMAINING CREDIT** 999.00

Buttons: Save & Close, Save & New, Revert

**Customer Summary:**  
Phone: 312-395-3939  
Email: hotmama@verizon.net  
Open balance: 52,473.00  
Credit Limit: 100,000.00  
Active estimates: 0

**RECENT TRANSACTION:**  
08/23/22 Credit Memo: 999.00  
02/25/22 Payment: 10,000.00  
02/07/22 Payment: 2,494.12  
01/28/22 Invoice: 7,874.50  
01/01/22 Invoice - Paid: 2,494.12

2. Select 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. In the pop-up window, select Apply Credit to Invoices
5. Select the Invoice(s) to apply the available credit to, enter the amount to apply to each invoice in the Amt. Applied column.
6. Select Done.

**CREDIT MEMO**

Customer:Job: Auldridge Windows

Ref. No.: 89

Date: 08/23/2022

Original Amt.: 999.00

Remaining Credit: 0.00

DATE	JOB	NUMBER	ORIG. AMT.	AMT. DUE	AMT. APPLIED
01/01/2022		62	21,972.50	11,972.50	999.00
01/01/2022		63	33,625.00	33,625.00	0.00
01/28/2022		77	7,874.50	7,874.50	0.00
Totals			63,472.00	0.00	999.00

Buttons: Clear Selections, Done, Cancel

## Option 3: Giving a Refund

1. Select the Refunds & Credits icon on the Home page.

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

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

REMAINING CREDIT: 999.00

CUSTOMER MESSAGE: Wrong Color Door Knobs

MEMO: Wrong Color Door Knobs

RECENT TRANSACTION:

DATE	DESCRIPTION	AMOUNT
08/23/22	Credit Memo	999.00
02/25/22	Payment	10,000.00
02/07/22	Payment	2,494.12
01/28/22	Invoice	7,874.50
01/01/22	Invoice - Paid	2,494.12

2. Select 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. Select the Use Credit to give refund button.

A refund is due to: Auldridge Windows

Refund Amount: \$ 999.00

Date: 08/23/2022

Issue this refund via: Check

Account: Chase Checking 1234

Ending Balance: 142,685.96

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

Memo:

To be printed

OK

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

# Customer Statements

Use statements for two reasons:

1. To help remind customers of past due balances
2. To send activity of transactions for a specific period (e.g., invoices, payments)

## Prepare Customer Statements

1. Select the Statements icon on the Home page.

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

## All Open Transactions Statement

		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

1. To access, select Customers:Create Statements and enter in the desired details.

2. Then select Preview

**Statement**

Buidem, Inc. D1  
123 LBJ Freeway, #100  
Dallas, TX 75248

Date  
4/1/2023

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
12/31/2022	Balance forward		0.00
01/01/2023	INV #04 Due 01/31/2023	2,494.12	2,494.12
01/01/2023	INV #05 Due 01/31/2023	21,972.50	24,466.62
01/01/2023	INV #06 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
04/01/2023	CREDITMEM #17	-999.00	52,473.00

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	0.00	52,473.00	0.00	0.00	\$52,473.00

# Activity Based Statement with Invoice Item Detail

1. To access, select Customers:Create Statements and enter in the desired details.

2. Then select Preview

**Statement**

Buildem, Inc. D1  
123 LBJ Freeway, #100  
Dallas, TX 75248

Date  
4/9/2023

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

		Amount Due	Amount Enc.		
		\$52,473.00			
Date	Transaction	Amount	Balance		
12/30/2022	Balance forward		0.00		
01/01/2023	INV #24. Due 01/31/2023. --- Lock Repair-Brad, 25 @ \$27.03 = 675.75 --- Lock Repair-David, 25 @ \$40.748 = 1,019.62 --- Lock Repair-Thelma, 25 @ \$31.95 = 798.75 --- Tax: Out of State @ 0.0% = 0.00	2,494.12	2,494.12		
01/01/2023	INV #25. Due 01/31/2023. --- Bag Of Nails, 100 @ \$19.95 = 1,995.00 --- Bolts, 250 @ \$19.95 = 4,987.50 --- Knob Install, 100 @ \$99.95 = 9,995.00 --- Door Knob, 100 @ \$49.95 = 4,995.00 --- Tax: Out of State @ 0.0% = 0.00	21,972.50	24,466.62		
01/01/2023	INV #26. Due 01/31/2023. --- 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	58,091.62		
01/28/2023	INV #40. Due 02/27/2023. --- 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	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		
04/01/2023	CREDMEM #46. door knobs didn't match door color --- Door Knob, 20 @ \$49.95 = 999.00 --- Tax: Out of State @ 0.0% = 0.00	-999.00	52,473.00		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	0.00	0.00	0.00	52,473.00	\$52,473.00

# Reports

## Review a Sales by Customer Summary (Collapsed)

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

5:00 PM  
08/23/22  
Accrual Basis

**Buildem, Inc.**  
**Sales by Customer Summary**  
January 1 through August 23, 2022

	Jan 1 - Aug 23, 22
Aaron's Photography Studio	85.00
Alamo Foundation	16,295.00
Amy's Bird Sanctuary	750.00
Auldridge Windows	64,967.12
Cassie's Dog Grooming	100.00
<b>Crandall Contractors</b>	
Cheyenne 1	22,330.34
<b>Total Crandall Contractors</b>	<b>22,330.34</b>
Dallas Hardware and Tools	14,091.17
Dittrich Motors	10,000.00

## Show % of Sales

Select the Customize Report button, select % of Column, and then select OK.

5:06 PM  
08/23/22  
Accrual Basis

**Buildem, Inc.**  
**Sales by Customer Summary**  
January 1 through August 23, 2022

	Jan 1 - Aug ...	% of Column
Aaron's Photography Studio	85.00	0%
Alamo Foundation	16,295.00	4.2%
Amy's Bird Sanctuary	750.00	0.2%
Auldridge Windows	64,967.12	16.6%
Cassie's Dog Grooming	100.00	0%
<b>Crandall Contractors</b>	<b>22,330.34</b>	<b>5.7%</b>
Dallas Hardware and Tools	14,091.17	3.6%
Dittrich Motors	10,000.00	2.6%
Donna Believeyu	12,950.00	3.3%
Em-Ming Doors	249.75	0.1%
<b>Fort Worth Homes</b>	<b>53,571.21</b>	<b>13.7%</b>
Frugal Discount Store	47,593.16	12.2%
Jenna's Jingles	199.95	0.1%
<b>Jupiter Homes</b>	<b>1,361.32</b>	<b>0.3%</b>
KC Construction	96,520.50	24.7%
<b>Orlando Homes</b>	<b>2,806.75</b>	<b>0.7%</b>
Smith Hardware	22,209.40	5.7%
<b>Sun Valley Builders</b>	<b>5,780.75</b>	<b>1.5%</b>
<b>Trevor Incorporated</b>	<b>18,754.62</b>	<b>4.8%</b>
<b>TOTAL</b>	<b>390,616.04</b>	<b>100.0%</b>

## Show Report Columns by Month

At the top of the report, select Month from the Show Columns dropdown menu.

**Buildem, Inc.**  
**Sales by Customer Summary**  
 January 1 through August 23, 2022

	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 1 - 2...	TOTAL
Aaron's Photography St...	85.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.00
Alamo Foundation	16,295.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,295.00
Amy's Bird Sanctuary	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
Auldrige Windows	65,966.12	0.00	0.00	0.00	0.00	0.00	0.00	(999.00)	64,967.12
Cassie's Dog Grooming	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Crandall Contractors	22,330.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,330.34
Dallas Hardware and To...	14,091.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,091.17
Dittrich Motors	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
Donna Believyu	0.00	0.00	12,950.00	0.00	0.00	0.00	0.00	0.00	12,950.00
Em-Ming Doors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	249.75	249.75
Fort Worth Homes	4,990.00	0.00	43,581.21	0.00	0.00	0.00	0.00	5,000.00	53,571.21
Frugal Discount Store	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47,593.16	47,593.16
Jenna's Jingles	199.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	199.95
Jupiter Homes	1,361.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,361.32
KC Construction	96,520.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96,520.50
Orlando Homes	2,806.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,806.75
Smith Hardware	0.00	0.00	22,209.40	0.00	0.00	0.00	0.00	0.00	22,209.40
Sun Valley Builders	0.00	0.00	5,780.75	0.00	0.00	0.00	0.00	0.00	5,780.75
Trevor Incorporated	18,754.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,754.62
<b>TOTAL</b>	<b>244,250.77</b>	<b>10,000.00</b>	<b>84,521.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>51,843.91</b>	<b>390,616.04</b>

## Show Cash Basis Report

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

**Buildem, Inc.**  
**Sales by Customer Summary**  
 January 1 through August 23, 2022

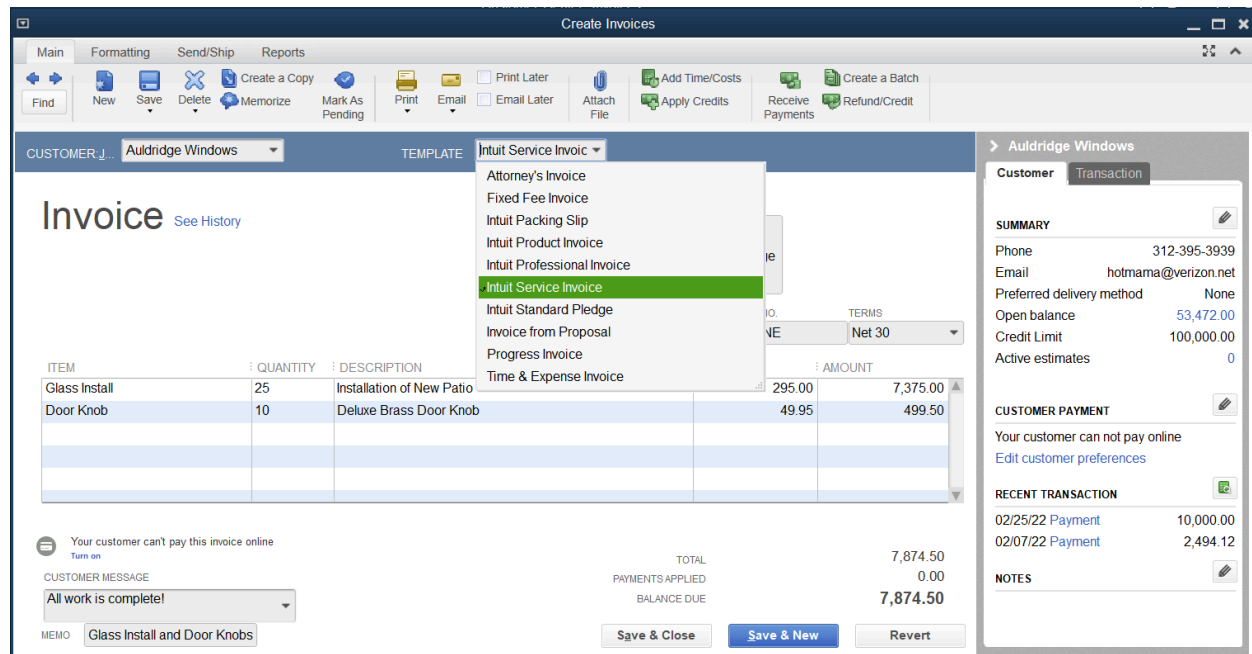
	Jan 1 - Aug 2...	% of Column
Auldrige Windows	12,494.12	8.2%
Bill's Windsurf Shop	150.00	0.1%
Cassie's Dog Grooming	1,225.00	0.8%
Dallas Hardware and Tools	0.00	0.0%
Dittrich Motors	10,100.00	6.6%
Em-Ming Doors	249.75	0.2%
Fort Worth Homes	22,950.00	15%
Frugal Discount Store	47,593.16	31.1%
Kat's Cat Cafe	118.75	0.1%
KC Construction	0.00	0.0%
Lancaster County	4,999.50	3.3%
Orlando Homes	19,174.82	12.5%
Ruvoldt Pickling Co.	1,695.00	1.1%
Smith Hardware	22,209.40	14.5%
Sun Valley Builders	1,500.00	1%
Tom's Painting	8,118.75	5.3%
Weiskopf Consulting	375.00	0.2%
<b>TOTAL</b>	<b>152,953.25</b>	<b>100.0%</b>

# Chapter 7

# Customizing Forms

# Introduction to Templates

You use a template to create nearly every transaction in QuickBooks. Any template with Intuit in front of its name, is a default template within the QuickBooks Desktop software and you cannot edit it. However, it is possible to make a copy of the template so that you can adjust the design as desired, through the Template dropdown. When ready to edit the template, select the Formatting tab found along the top of the transaction toolbar.



## Create Template Design

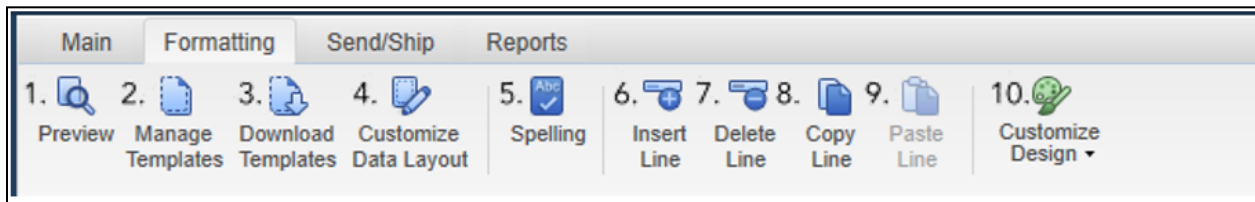
You can select from existing professional design templates or create your own design. You can add your logo, and customize the fonts, colors, and grid styles.

QuickBooks makes it easy to apply your design to multiple templates at once for a consistent look across your different templates. (Additional fees may apply.)

You can make multiple templates for different types of customers. You can also change whether or not customers can see certain fields of your invoices. There are things that you might want to keep internal vs. being visible to your customers, such as the internal terminology vs. public terminology used in the business.

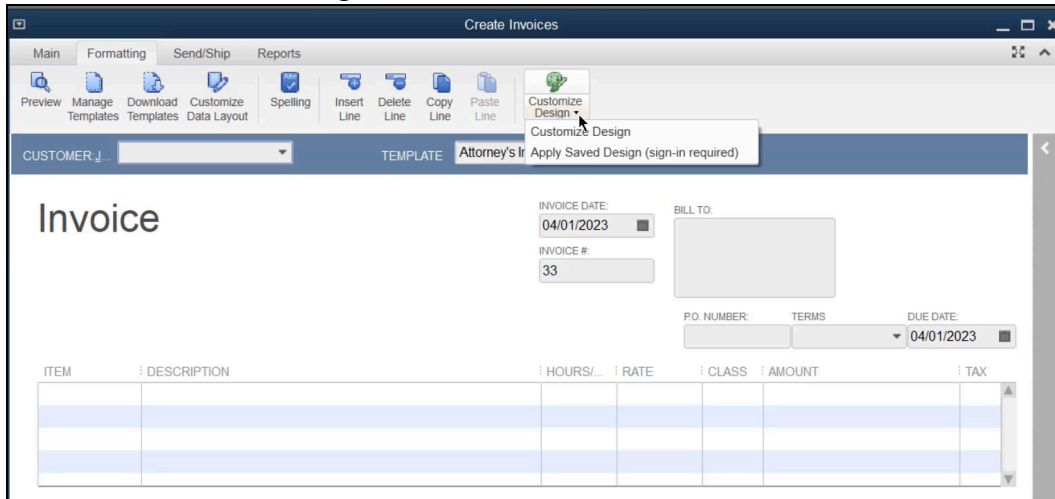
- Estimate (internal) and Bid or Quote (external)
- Invoice (internal) and Pledge (external)
- Sales Receipt (internal) and Donation or Daily Sales (external)

1. Open a template to customize.
2. Select the Formatting tab.

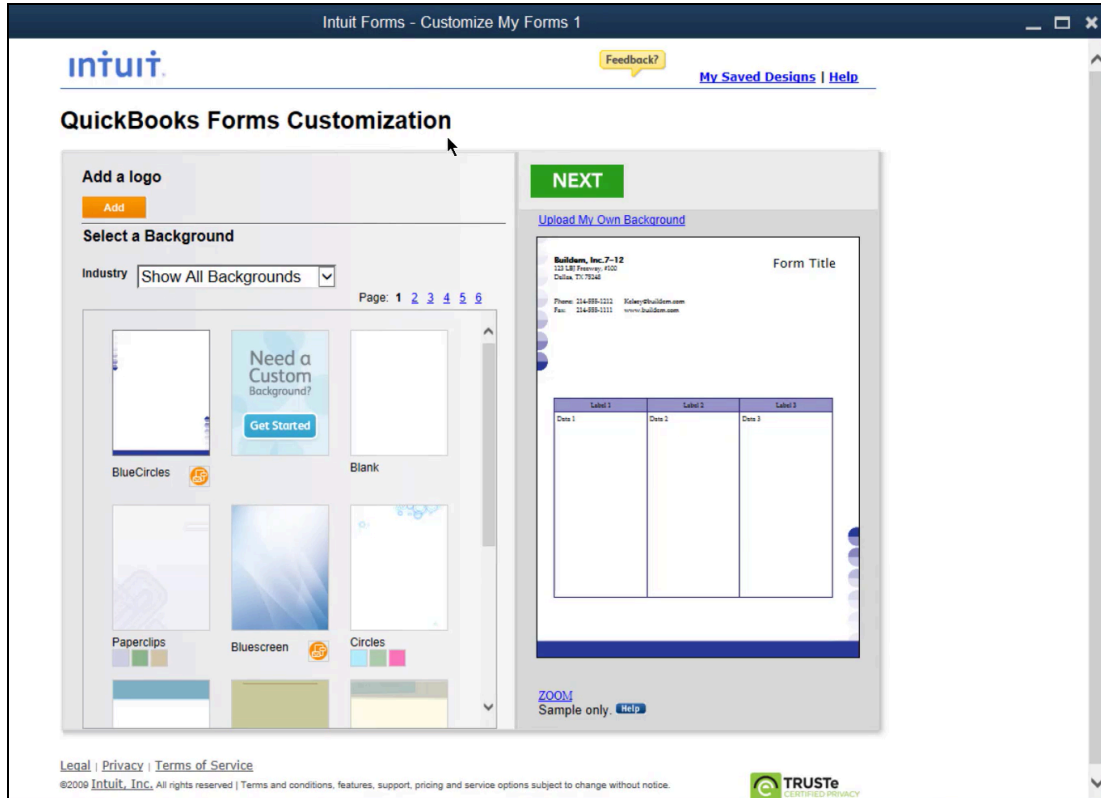


1. Preview	See the template the way your customer/vendor will see it when you print or email it.
2. Manage Templates	View a list of templates so you can copy, rename, customize, and download additional templates.
3. Download Templates	Downloads customize templates to create the right image for your business.
4. Customize Data Layout	Customizes what information appears on a transaction and where it appears on the printed emailed version your customers/vendors see.
5. Spelling	Spell-checks the descriptions
6. Insert Line	Inserts a blank line above an item so you can type additional text, create space, or insert a new live item when applicable.
7. Delete Line	Deletes selected line item(s).
8. Copy Line	Copies selected line item(s).
9. Paste Line	Pastes copied line item(s).
10. Customize Design	Adds a professional look to your templates.

3. Select the Customize Design button.

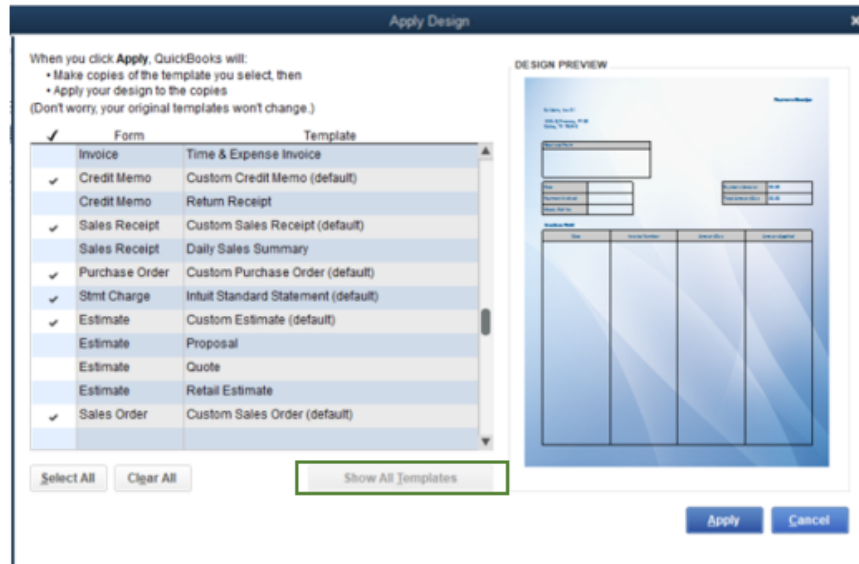


4. Make appropriate selections in the QuickBooks Forms Customization window.

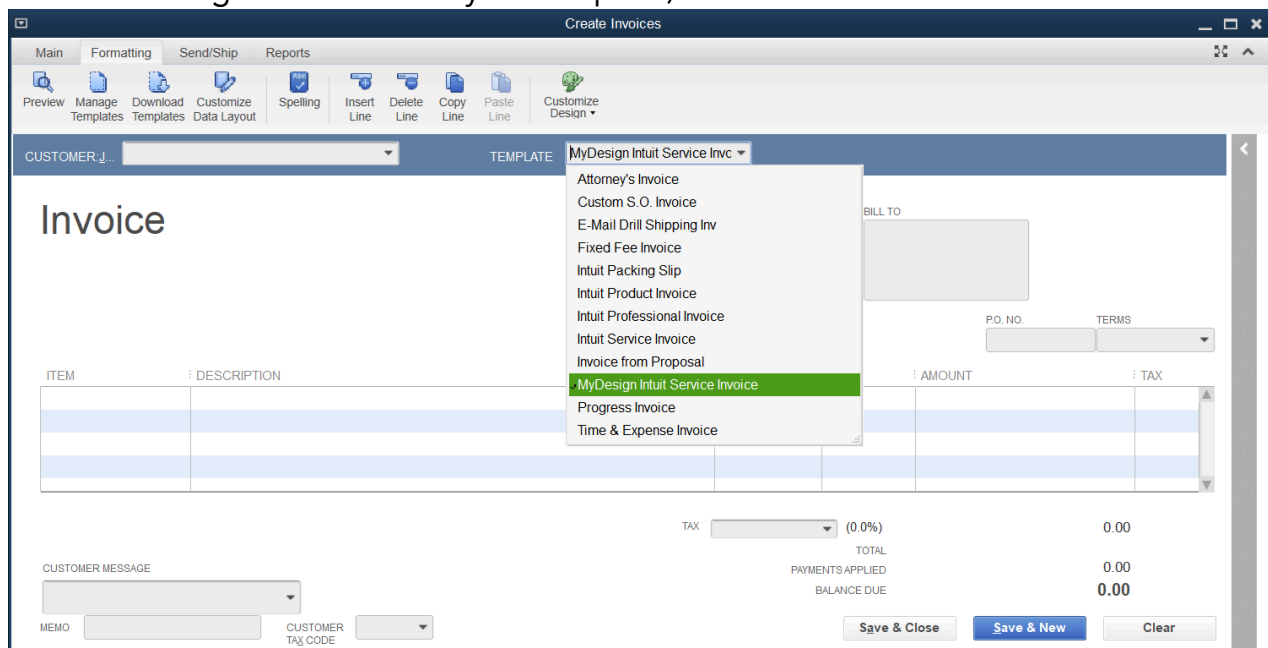




5. Preview the new design and select which forms to apply the design to.



6. Select Apply (to find the template, you'll need to select Show All Templates and scroll through the list to find your template).



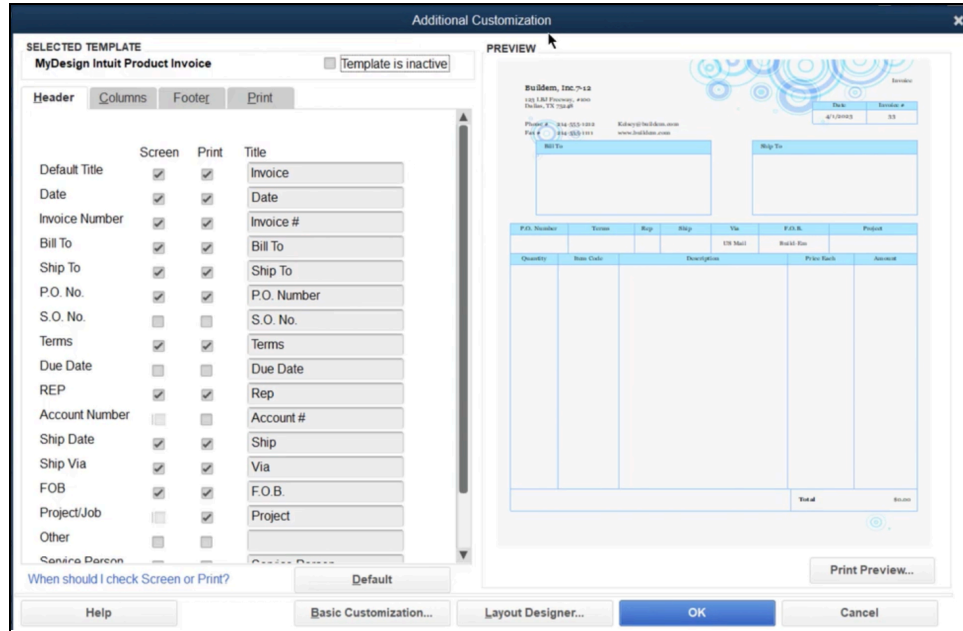
## Customize Template Data Layout

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, the name that appears for them, and where they show up on the printed form. QuickBooks also enables you to add text box, data fields, and other image files to the printed form.

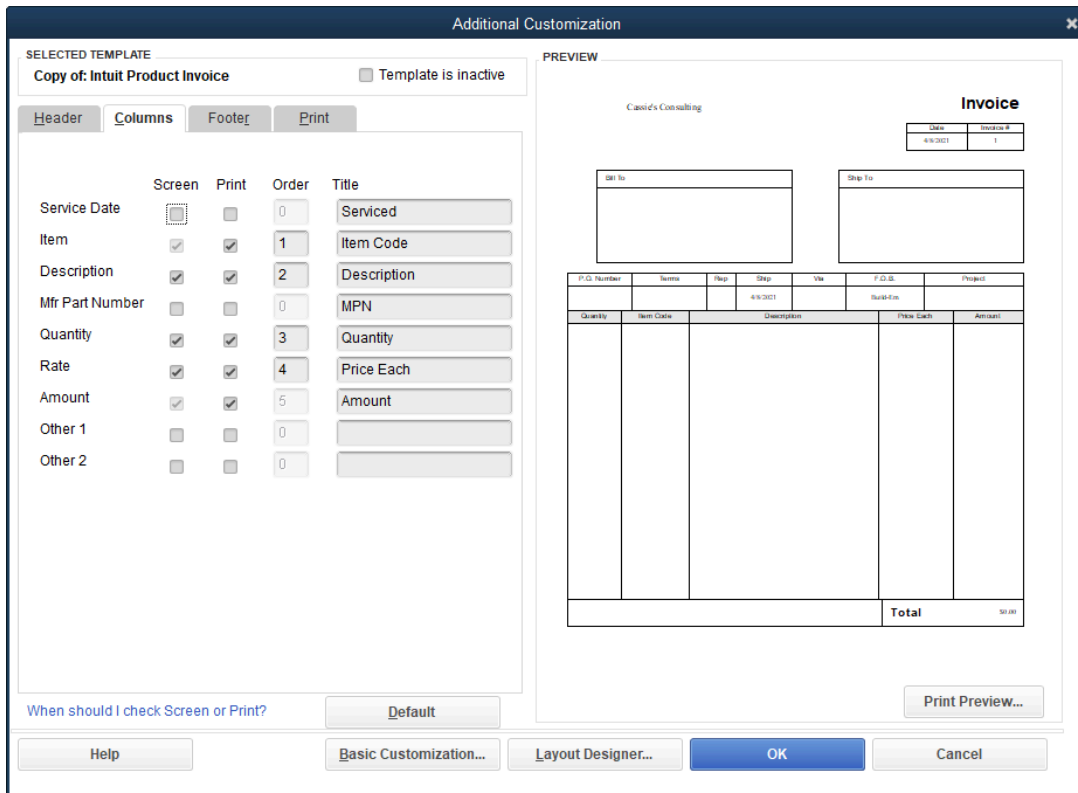
## Customize Template Layout

1. Open a form to customize.
2. Select the Formatting tab.

### 3. Select Customize Data Layout.

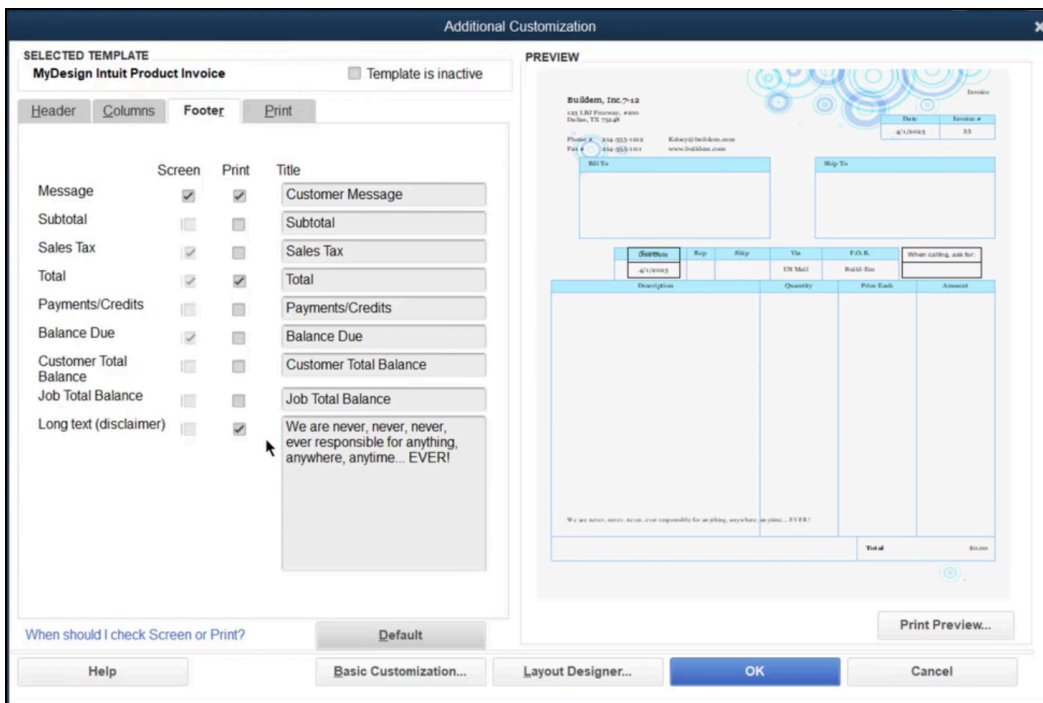


Default Title	The title that your customer sees
Date	The date of the transaction
Invoice #	Distinct number applied to the transaction
Bill To	Address and Name of the customer you are billing/charging the transaction to
Ship To	Address and Name of the customer to ship the item(s) to
P.O. Number	Related purchase order numbers to the transaction (if applicable)
S.O. Number	Related sales order numbers to the transaction (if applicable)
Terms	Length of time before the payment is due
Due Date	The date the payment is due
REP	The sales representative who made the sale on the transaction
Account Number	Customer account number
Ship Date	The date you expect to ship the items to the customer
Ship Via	Shipping details
F.O.B.	Free On Board / Freight On Board
Project/Job	Related project or job to this particular sale for the customer
Other	Custom Field shown in the Header
OK	Saves your changes
Cancel	Closes without saving your changes



Service Date	Adds a date column for date of service performed/ goods sold
Item	What was sold/purchased on the transaction
Description	Description of item/service sold/purchased
Mfr. Part Number	Identifying number for items sold/purchased
Quantity	How many of each good or service sold/purchased
Rate	Rate for one item sold/purchased
Amount	Quantity x Rate for the line item

4. Select whether to include fields on screen by selecting the box below Screen. Select whether to print fields by selecting the box below Print.
5. Repeat steps for each tab in the Additional Customization window.



Message	Message to the customer
Subtotal	Total, less taxes
Sales Tax	Amount of sales tax
Total	Total dollar amount of entire transaction
Payments/Credits	Dollar amount of payments or credits applied to transaction
Balance Due	Current amount due on the transaction
Customer Total Balance	Customers current Accounts Receivable balance
Job Total Balance	The jobs' current Accounts Receivable balance
Long text (disclaimer)	(optional) Extra line to communicate to customer or provide legal disclaimer

6. Select the Layout Designer button to change the appearance of the printed form.
7. Make changes to the layout as appropriate.
8. Select OK in the Layout Designer window.
9. Select OK in the Additional Customization window.

Rock Castle Construction  
 1735 County Road  
 Bayshore, CA 94326

Phone # 650-555-1234 rockcastle@samplename.com  
 Fax # 214-555-1111 www.samplename.com

Invoice

Date	Invoice #
3/21/2023	17

**Bill To**

Gregory Baxter  
 4822 Neptune Road  
 Dallas, TX 75111

**Ship To**

Jupiter Homes  
 5788 Oaks Blvd.  
 San Antonio, TX 71222

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30		3/21/2007			

Quantity	Item Code	Description	Price Each	Amount
1	Garage Service	Miscellaneous garage repairs.	50.00	50.00
1	Repairs-Lock	Lock service and repair as requested by customer.	29.95	29.95
	Garage Service	Miscellaneous garage repairs.	50.00	50.00
	Repairs-Hinges	Hinges service and repair as requested by customer.	24.95	24.95
		Sales Tax Rate in Dallas County	8.25%	0.00

## Manage Templates

Manage Templates

**SELECT TEMPLATE**

- Attorney's Invoice
- Copy of: Intuit Service Invoice
- Fixed Fee Invoice
- Intuit Packing Slip
- Intuit Product Invoice
- Intuit Professional Invoice
- Intuit Service Invoice
- Invoice from Proposal
- Service Invoice
- Time & Expense Invoice

**PREVIEW**

Template Name

**Invoice**

Date	Invoice #
1/7/2014	22

Buildem, Inc. Payroll  
 123 1st Freeway #100  
 Dallas, TX 75248

**Bill To**

Jupiter Homes  
 4822 Neptune Road  
 Dallas, TX 75111

P.O. No.	Terms	Project
844	Net 10	Home Renovation

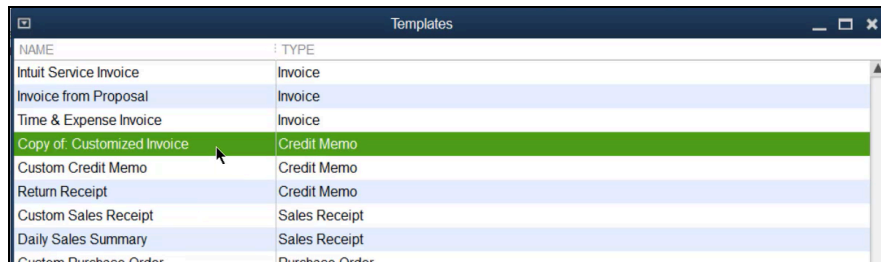
Quantity	Description	Rate	Amount
24	Hinges, service and repair as requested by customer.	34.95	838.80
150	Lock service and repair as requested by customer.	49.95	7,492.50
150	Garage service and repair as requested by customer.	29.95	4,492.50
	Miscellaneous repairs and service to door, hinges, knob, and lock.		12,521.00
	Sales Tax Rate in Dallas County	8.25%	0.00
<b>Total</b>			312,821.80

## Duplicate/Download Templates

Duplicate a custom template to use it as a starting point for other forms. This makes it easier to create additional templates with the same “look and feel”.

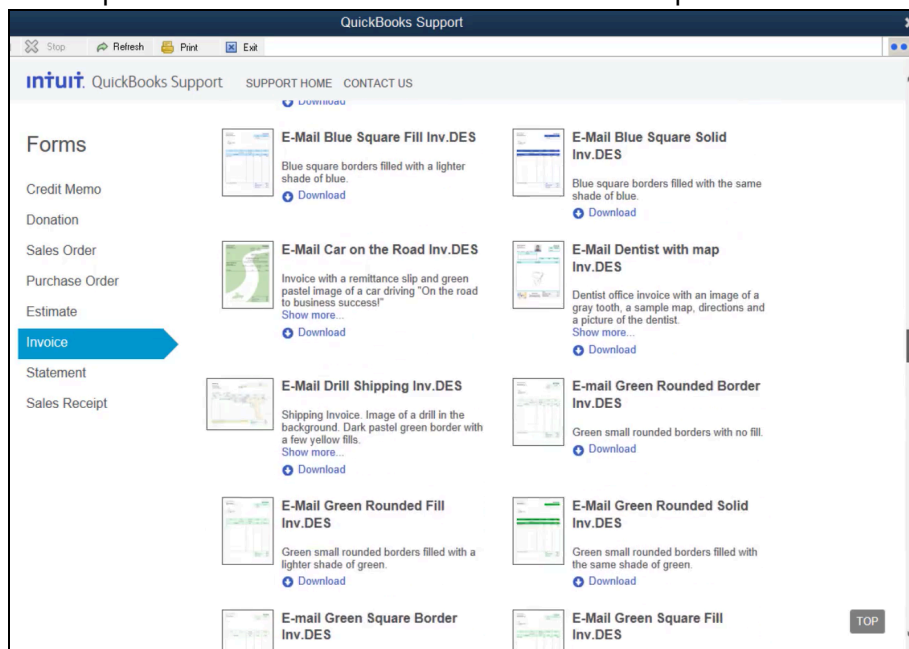
### Duplicate Custom Template

1. Select Lists:Templates from the menu.
2. Select the template to duplicate.
3. Select the Templates button and select Duplicate.
4. Select the form type to create in the Select Template Type window.
5. Select OK. (Once duplicated you can edit the name and details on the template.)



### Download Custom Templates

1. Select Lists:Templates from the menu.
2. Select the Templates button and select Download Templates.



3. Select the form and select Download.
4. Save the template to your computer.

### Making the New Template a Default

Note: After you record a transaction with a template, it becomes your default.

# Chapter 8

# Finding and Saving Time

There are a lot of ways to save time in QuickBooks. In this chapter you'll learn a few of those ways including ...

- QuickBooks Calendar
- QuickBooks Search
- Keyboard Shortcuts
- Recurring Transactions

## QuickBooks Calendar

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

Note: Your calendar may be different from others in your company, based on the security settings of the company.

This calendar is just used for QuickBooks information, it will not connect to Google Calendar or any other outside calendar applications.

DATE	DESCRIPTION	AMOUNT	NUMBER
April 01, 2023	TRANSACTIONS ENTERED (16)		
CHECKS (5)			
	Buildings, Inc.	-895.00	15
	Telephone Co.	-312.89	16
	Dave's Landscaping	-75.00	14
	Office Solutions	-100.00	1003
	Buildings, Inc.	-100.00	1005
CREDIT CARD CHARGES (2)			
	Office Solutions	-129.65	
	Office Solutions	-67.86	
DEPOSITS (1)			
	Checking	4,000.00	
INVENTORY ADJUSTMENTS (1)			



## Add a To Do

1. Select the QuickBooks Calendar icon on the Home page.
2. Select Add To Do.

TYPE  
Task

PRIORITY  
High

WITH  
Customer  
Fort Worth Homes

DUE  
8/24/2022

TIME  
 09 : 00 : AM

DETAILS  
Discuss New Project

STATUS  
Active

OK Cancel Help

3. Select the appropriate to do Type, Priority, and Due Date.
4. Enter the Details and an appropriate Status.
5. Select OK.

# How to Find a Transaction

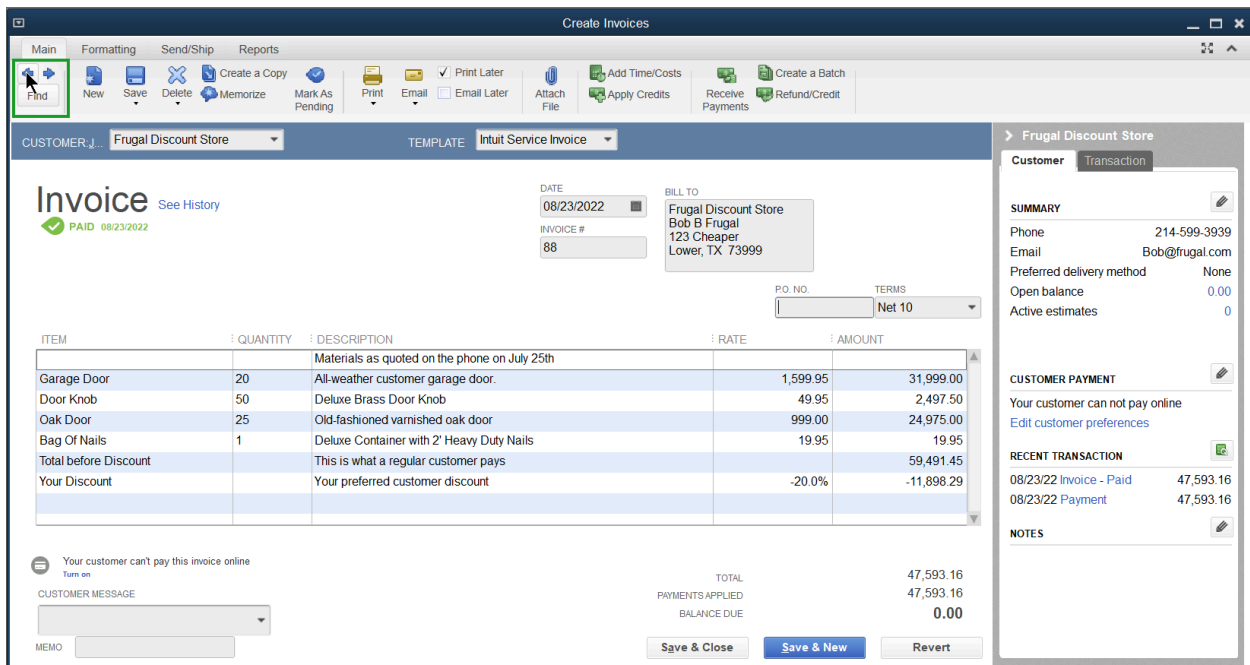
What if you make a mistake on an invoice or a check? Can you retrieve the original transaction and make the necessary changes? Yes! QuickBooks lets you retrieve and change transactions using the methods discussed in this chapter.

## Previous/Next Buttons

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

## Use Previous/Next Buttons

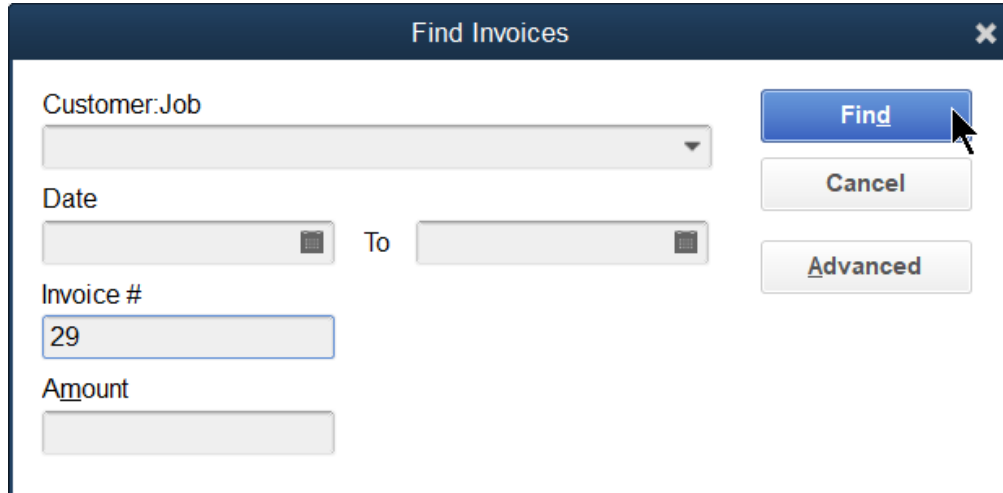
1. Display the appropriate form.
2. Select the Previous or Next button until the original transaction shows on the screen.



## Find Button

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

1. Display the appropriate form.
2. Select the Find button on the toolbar at the top of the form.



3. Enter the information you want to search for.
4. Select the Find button.

## Use Simple Find

1. Select Edit:Find from the menu. (Keyboard shortcut: Control + F)
2. Select the Simple tab.
3. Enter information you want to search for.
4. Select the Find button.
5. Double select to open the transaction.

## Use Advanced Find

1. Select Edit:Find from the menu. (Keyboard shortcut: Control + F)
2. Select the Advanced tab.
3. Choose the Filter(s). (e.g., Amount, Name or Memo)
4. Enter information you want to search for.
5. Select the Find button.
6. Double select to open the transaction.

The screenshot shows the 'Find' dialog box with the 'Advanced' tab selected. The 'CHOOSE FILTER' section has 'Memo' selected. The 'Current Choices' table shows the following settings:

FILTER	SET TO
Memo	Printer
Posting Status	Either
Zero Reorder ...	Hide

Below the filter settings is a table with the following columns: DATE, TYPE, NUM, NAME, ACCOUNT, MEMO, AMOUNT. The table contains one row of data:

DATE	TYPE	NUM	NAME	ACCOUNT	MEMO	AMOUNT
01/01/2023	CHK		Office Solutio...	Furniture & E...	Laser Printer	659.29

At the bottom right of the dialog box, it says 'Number of matches: 1'. The 'Find' button is highlighted in blue.

# Find Names and Transactions Using Centers

## Find Name In a Center

1. Select Vendors/Customers/Employees from the Home Page, then select the first tab.

2. Select the name in the list to the left.

Note: If you can't remember the name, you can search for an address or other information. Select the magnifying glass to see the results.

NAME	BALANCE TOTAL	ATTACH
◦ Cecil's Lawn & Garden-C	3,374.69	
◦ Columbia Management	2,656.25	
◦ Columbia Management:Seattle School	2,656.25	
◦ Columbia Management:Spokane Civic Ce...	0.00	
◦ Crandall Contractors	-3,695.05	
◦ Crandall Contractors:Cheyenne 1	0.00	
◦ Crandall Contractors:Cheyenne 2	0.00	
◦ Crandall Contractors:Cheyenne 3	0.00	
◦ Fort Worth Homes	13,581.21	
◦ Fort Worth Homes:Convention Center	0.00	
◦ Fort Worth Homes:Lake Worth Homes	0.00	
◦ Fort Worth Homes:Madison Development	33,581.21	
◦ Home & Hardware Stop #1	0.00	
◦ Home & Hardware Stop #10	0.00	
◦ Home & Hardware Stop #11	0.00	
◦ Home & Hardware Stop #3	0.00	
◦ Home & Hardware Stop #4	0.00	

NAME	BALANCE TOTAL	ATTACH
◦ Cecil's Lawn & Garden-C	3,374.69	
◦ Jupiter Homes	14,185.12	
◦ Jupiter Homes:Bartell Residence	0.00	
◦ Jupiter Homes:Fannin Residence	1,331.37	
◦ Jupiter Homes:Hunt Residence	12,823.80	
◦ Jupiter Homes:Rucker Residence	29.95	
◦ Jupiter Homes:White Residence	0.00	
◦ Orlando Homes	4,949.27	
◦ Orlando Homes:Division 1a	1,501.95	
◦ Orlando Homes:Division 2c	0.00	
◦ Orlando Homes:Division 3a	3,447.32	
◦ Orlando Homes:Division 3d	0.00	
◦ Plano Homes	0.00	
◦ Sun Valley Builders	3,935.70	

3. Once you've selected the name, the transactions tab will be visible. Choose what type of transactions to view, and filter by status and date.

4. Double select to open the transaction.

### Job Information

**Job Name:** Cheyenne 1      **Main Phone:** 845-555-1235  
**Customer Name:** Crandall Contractors      **Fax:** 845-555-1236  
**Job Type:** Commercial      **Main Email:** Crandall@gmail.com  
**Job Status:** Awarded  
**Start Date:** 02/01/1996  
**Projected End:** 02/20/1996  
**End Date:** 02/25/1996  
**Bill To:** Crandall Contractors  
 77 3rd Street  
 Cheyenne, WY 80399

**REPORTS FOR THIS JOB**

- [QuickReport](#)
- [Open Balance](#)
- [Job Profitability](#)
- [Estimates vs Actuals](#)

### Transactions

SHOW: All Transactions      FILTER BY: All      DATE: All

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Invoice	30	01/01/2023	Accounts Receivable	4,990.00
Invoice	31	01/01/2023	Accounts Receivable	22,330.34
Payment	1288	02/22/2020	Undeposited Funds	1,979.95
Invoice	3	02/12/2020	Accounts Receivable	1,979.95

[Manage Transactions](#)      [Run Reports](#)

## Find Transaction in a Center

1. Select Vendors/Customers/Employees from the Home Page.
2. Select the Transactions tab.
3. Make appropriate selections from the drop-down arrows.

Customer Center: Invoices

Filter by: Open Inv. DATE: This Fiscal... 01/01/2023 - 12/31/2023

CUSTOMER	DUE DATE	AGING	AMOUNT	OPEN BALA...
Jupiter Hom	04/20/2023		1,331.37	1,331.37
Jupiter Hom	04/20/2023		32.42	32.42
Columbia Ma... 19	02/25/2023	03/27/2023	32,738.44	0.00
Dallas Hardw... 20	03/25/2023	04/09/2023	3,374.69	3,374.69
Orlando Hom... 22	03/27/2023	04/26/2023	15,727.50	15,727.50
Myers & Ass... 23	03/30/2023	04/14/2023	26.88	26.88
Overnight, Inc... 24	04/08/2023	05/08/2023	3,245.01	3,245.01
Smith Hardw... 25	04/08/2023	05/08/2023	25.82	25.82
Chicago Hot... 26	04/01/2023	05/01/2023	1,515.93	1,515.93
Rio Grande H... 27	04/01/2023	05/01/2023	11,366.34	11,366.34
Smith Hardw... 29	04/01/2023	05/01/2023	4,374.31	4,374.31
Lake Michiga... 33	04/01/2023	05/01/2023	64.00	64.00
Columbia Ma... 34	04/01/2023	05/01/2023	0.00	0.00
Chicago Hot... 35	04/01/2023	05/01/2023	0.00	0.00
Chicago Hot... 36	04/01/2023	05/01/2023	0.00	0.00
			<b>182,535.50</b>	<b>139,152.26</b>

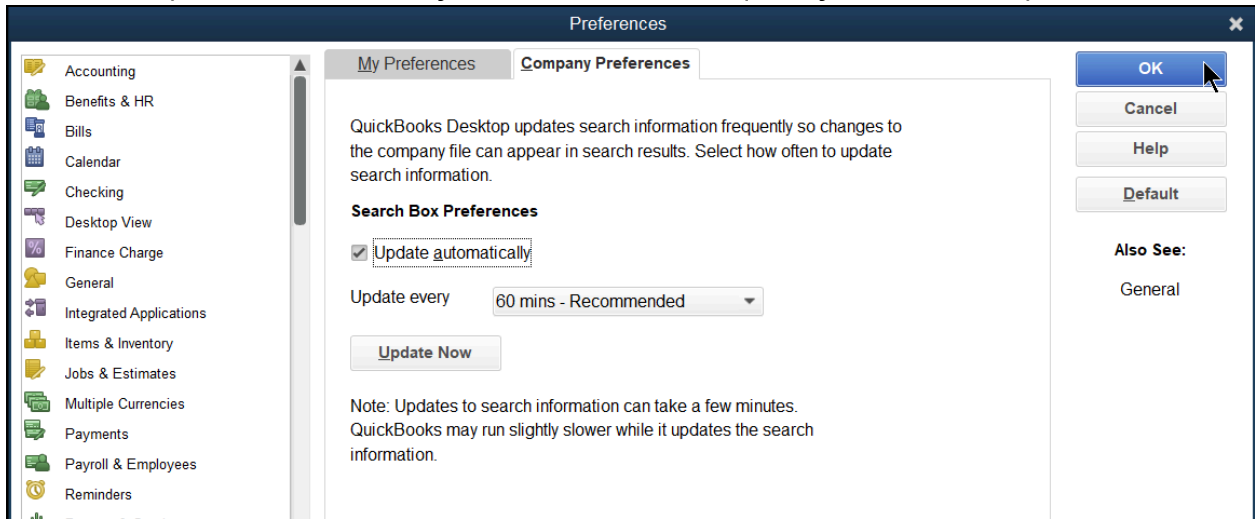
Manage Transactions Run Reports

## 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.

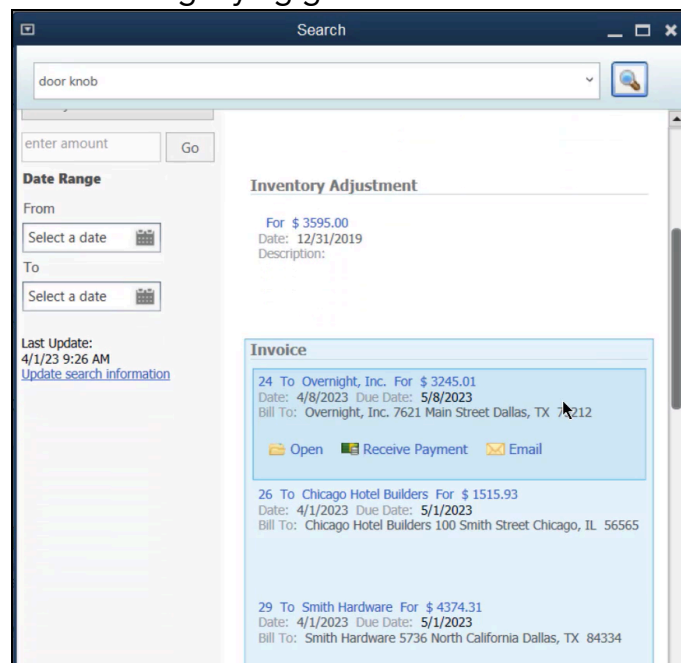
### Set Search Preferences and Update Search Index

1. Select Edit:Preferences from the menu.
2. Select Search.
3. Select the Company Preferences tab.
4. Select Update automatically and choose the frequency from the dropdown.



### Use QuickBooks Search

1. Select Edit:Search from the menu.
2. Enter the information in the Search field.
3. Narrow your search by using the search filters provided.
4. Press Enter or select the magnifying glass.



## QuickBooks Keyboard Shortcuts

General Shortcuts	Action
F2 or Ctrl + 1	Displays important information about QuickBooks
Ctrl + A	Chart of Accounts
Ctrl + W	Opens Write Checks window
Ctrl + I	Opens the Create an Invoice window
Ctrl + J	Customer Center
Ctrl + M	Memorize current transaction
Ctrl + T	Show Memorized Transaction List
Ctrl + R	Goes to active Register, or Register selector
Ctrl + Q	QuickReport of list entry
Ctrl + H	List of connected transactions
Ctrl + Y	Accounting background of a transaction (transaction journal)
Ctrl + F	Find transaction
Ctrl + P	Prints the active window
Alt-Print Screen	Takes a screenshot of current window (don't forget to paste)
Print Screen	Takes a screenshot of entire screen (don't forget to paste)
Ctrl + Tab	Toggles between open windows in QuickBooks
Alt + Tab	Toggles between open applications in Windows
Diamond	Use the diamond on lists to move the entry to another position in the list or to make subaccounts, sub-times or jobs
F1	Help
Date Shortcuts	Action
+	Increase date
-	Decrease date
T	Changes date to today's date
Y	Changes date to beginning of year
R	Changes date to end of year
M	Changes date to beginning of month
H	Changes date to end of month
W	Changes date to beginning of week
K	Changes date to end of week

Data Entry Shortcuts	Action
Esc	Closes active window
Tab	Moves to the next field
Shift Tab	Moves to previous field
Ctrl + L	Opens corresponding list for current field
Alt + S	Saves a transaction
Alt + N	Saves the transaction opens a new transaction
Alt + Down Arrow	Displays the drop down list for that field on a form
Ctrl + X	Cuts text in a field
Ctrl + C	Copy text in a field
Ctrl + O	Copy transaction in a register
Ctrl + V	Paste transaction in register, or text in a field
Ctrl + Alt + Y	Copy line in invoice
Ctrl + Alt + V	Paste copied line in invoice
Ctrl + Delete	Deletes a line in a transaction
Ctrl + Insert	Inserts a line in a transaction
Ctrl + N	New transaction/list entry
Ctrl + E	Edit transaction/list entry
Ctrl + D	Deletes a Transaction (will ask "Are you Sure?")
Up Arrow	Moves to line/field above
Down Arrow	Moves to line/field below
Space Bar	Toggle checkboxes on and off
Home	Beginning of current field
End	End of current field
Ctrl + Right Arrow	Moves cursor one word to the right
Ctrl + Left Arrow	Moves cursor one word to the left



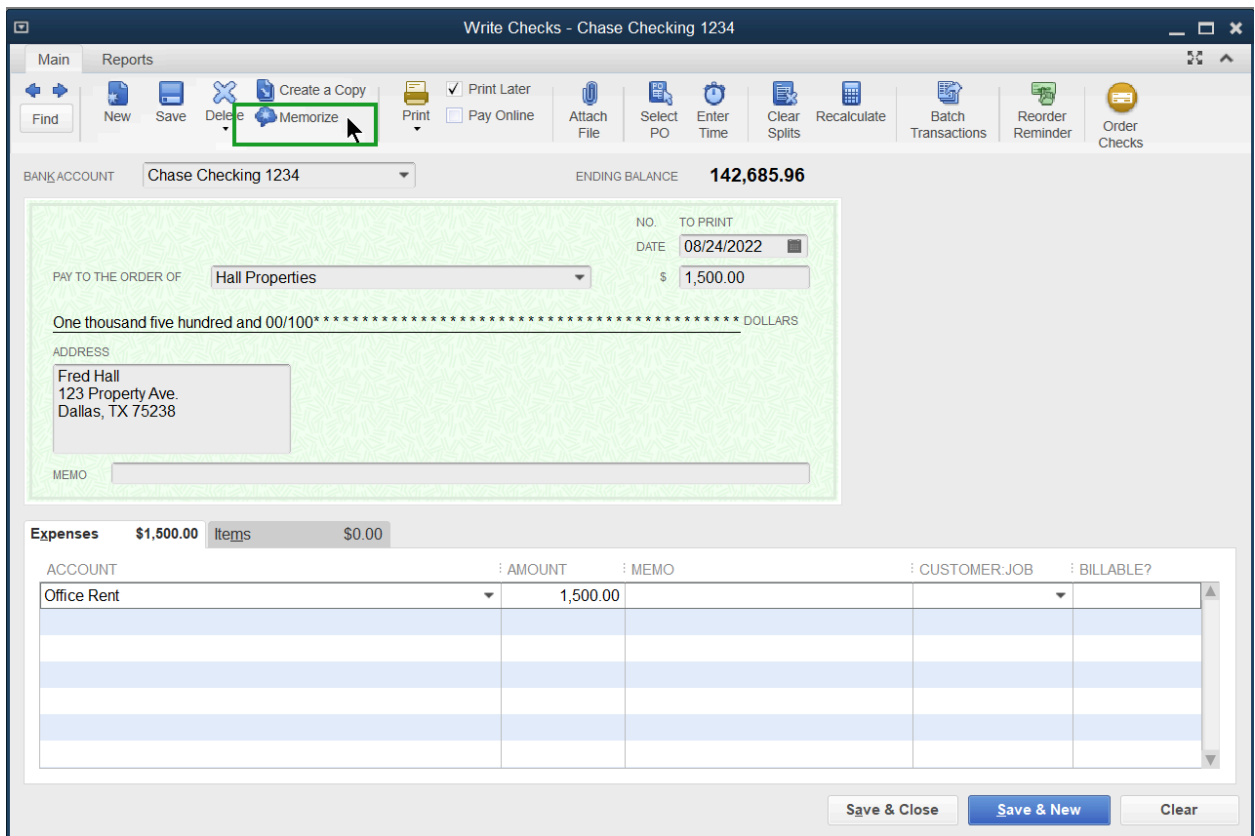
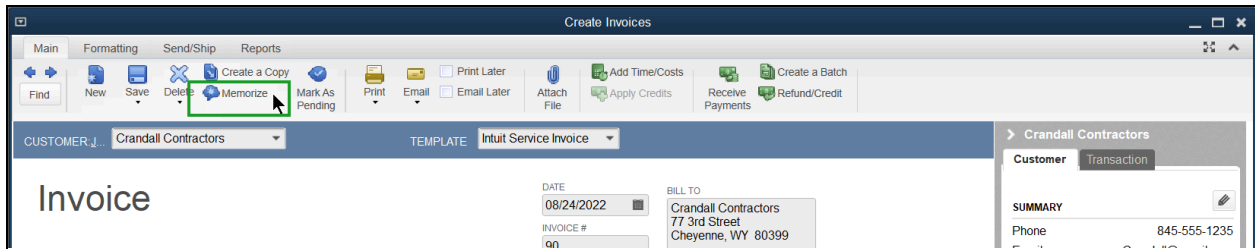
# Memorizing Transactions

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

QuickBooks does not allow memorization of any transactions that require decisions (bill payments, customer payments or payroll).

## Memorize Recurring Transaction for Automatic Entry

1. Enter the transaction to memorize.
2. Select the Memorize button at the top of the transaction.



Note: If you do not see a Memorize button, select Edit:Memorize (Form Name) from the menu.

3. Choose how you want QuickBooks to handle the transaction.
4. Enter remaining information in the Memorize Transaction window.
5. Select OK.

Add to my Reminders List	The transaction will be added to the Memorized Transactions on your reminders list. Choose how often to receive the reminder.
Do not remind me	The transaction will not be added to your reminders list or automated. Use for transactions that repeat from time to time. Go to the memorized transaction list and double-click the transaction to record it.
Automate Transaction Entry	When you open QuickBooks, it prompts you to enter the transaction based on the schedule you choose.
How Often	The frequency that QuickBooks will remind or enter the transaction
Next Date	The date for the next reminder or the next entry
Number Remaining	Including next date, how many times to remind or enter
Days In Advance to Enter	Number of days before next date for QuickBooks to remind or enter

## Automatically Enter Memorized Transactions

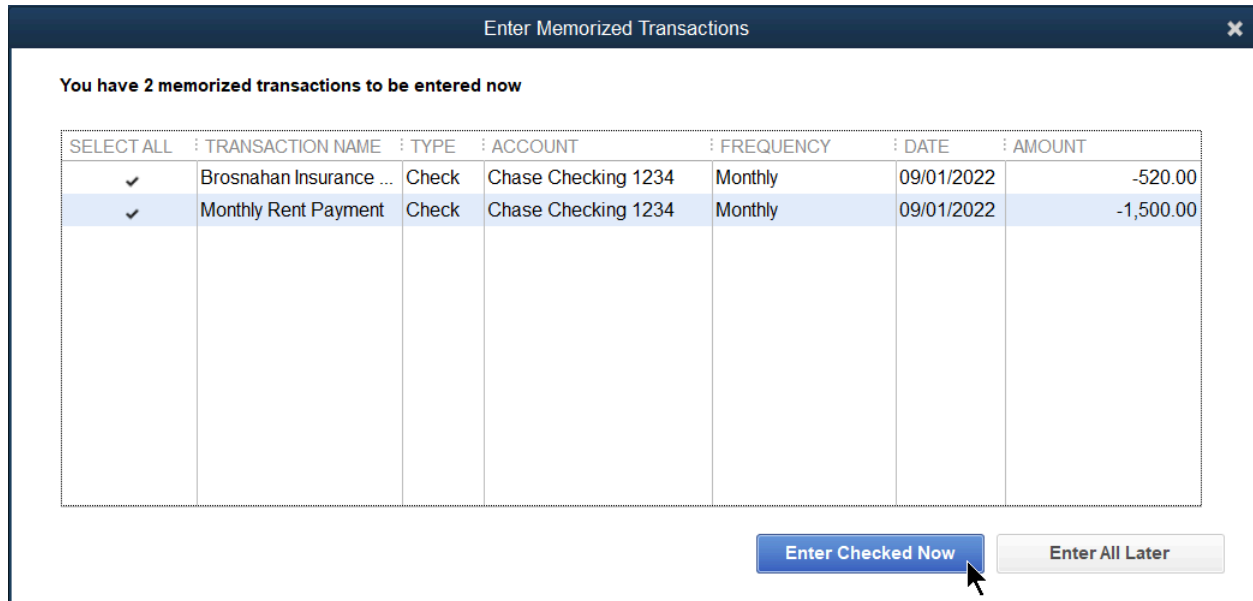
1. When you open your QuickBooks company file, you're prompted to select the transactions to automatically enter.

Note: Opening the company file activates memorized transactions. You must close and reopen the company file to execute the memorized transaction on the date created/setup.

2. Choose Enter Checked Now to enter transactions now or Enter All Later to enter no transactions at this time.

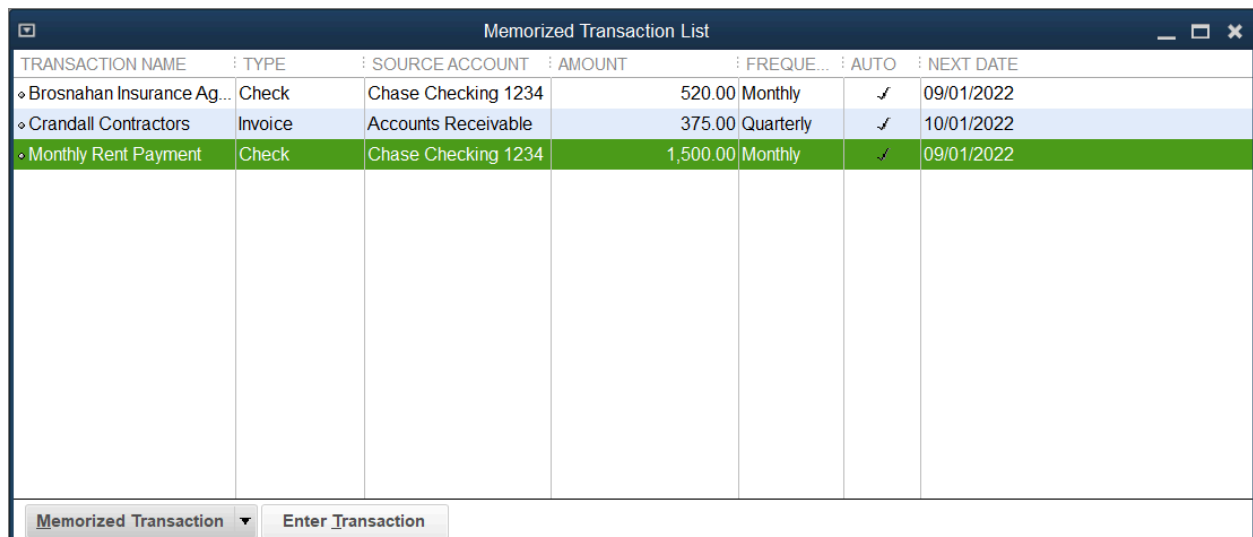
Note: If you do not want a prompt to automatically enter this transaction in the future, delete it from the Memorized Transactions List.

3. Select OK in the QuickBooks Information window.



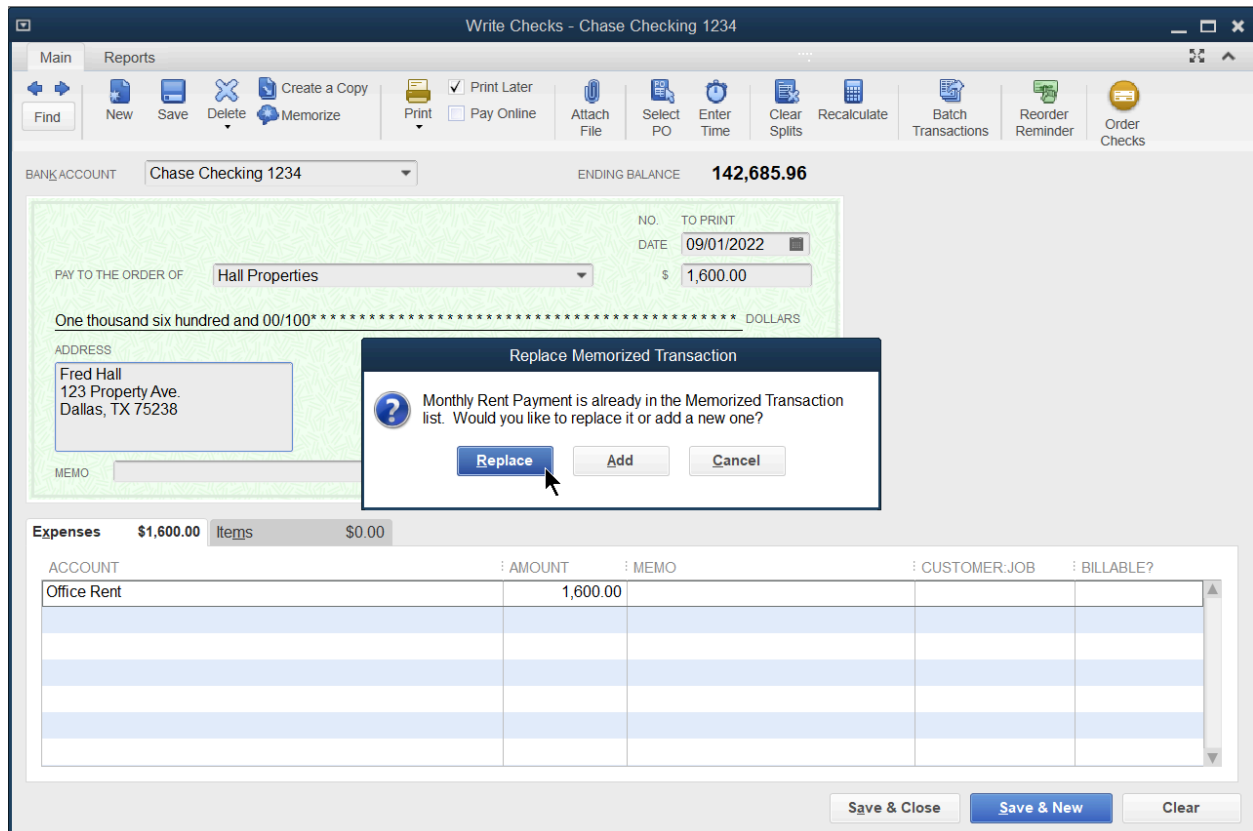
## View the Memorized Transaction List

1. Select Lists:Memorized Transaction List from the menu.



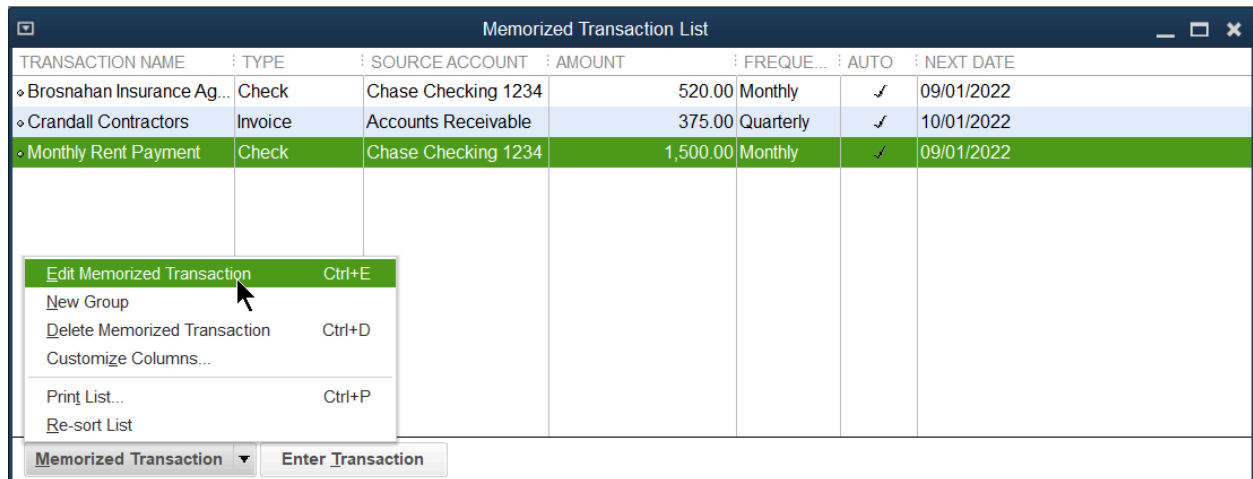
# Change Memorized Transaction Detail

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 the Memorize button at the top of the transaction.
5. Select the Replace button to replace the details in the memorized transaction, or Add to save it as a new memorized transaction
6. Press the ESC key.
7. Select No (to avoid recording the entry before its scheduled date).



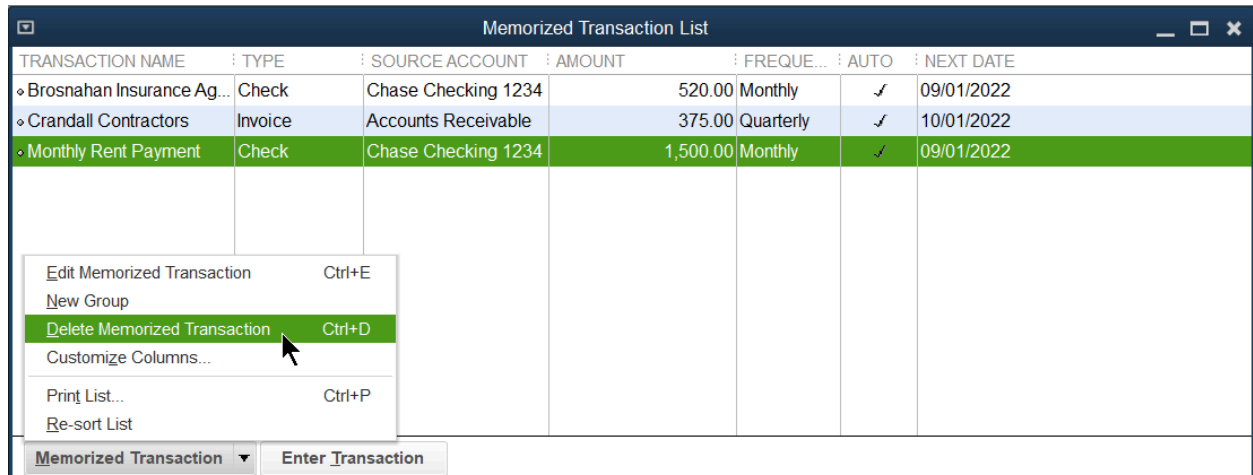
## Change Memorized Schedule Details

1. Select Lists:Memorized Transaction List from the menu.
2. Right select the transaction and select Edit Memorized Transaction.
3. Make appropriate changes in the Schedule Memorized Transaction window.
4. Select OK.



## Delete Memorized Transaction

1. Select Lists:Memorized Transaction List from the menu.
2. Right select the transaction and select Delete Memorized Transaction.
3. Select OK to confirm the deletion



# Chapter 9

# Sales Tax

## What is Sales Tax?

Sales taxes are taxes placed on the sale or lease of goods and services. Each individual state governs sales tax in the United States and there is no national sales tax.

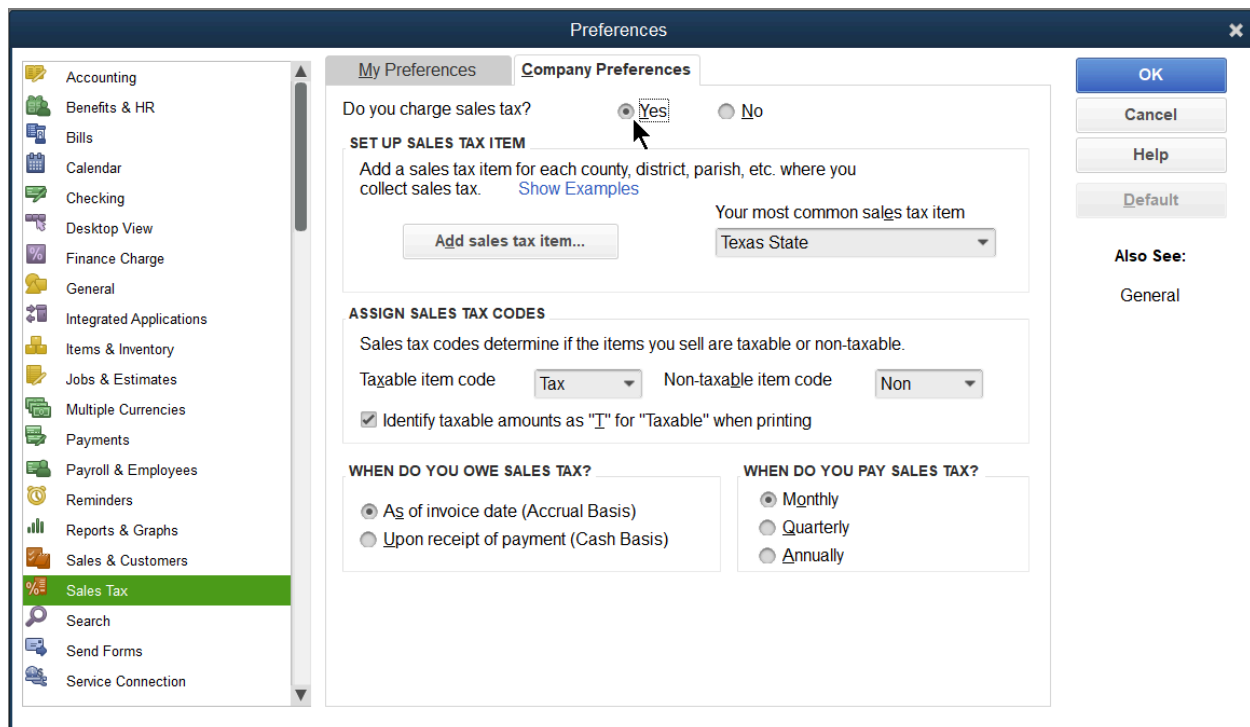
## Set Up Sales Taxes

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 their location. 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. Turn on sales tax
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

### Step 1: Turn on Sales Tax

1. Select Edit Preferences
2. Select Sales Tax on the left-hand side
3. Select Company Preferences
4. Select Yes to track sales tax.
5. Select Add Sales Tax Item button to set up your first tax rate. [See step 2 for details.](#)
6. Enter the additional information in the Preferences window.
7. Select OK.



## Step 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 calculate single taxes paid to a single tax agency.
- Sales Tax Groups calculate two or more sales taxes grouped together and applied to the same sale.

1. Select the Items and Services icon on the Home page.
2. Select the Item button and select New.
3. Select Sales Tax Item or Sales Tax Group as the Type.
4. Enter remaining information in the New Item window.
5. Select OK.

Note: If a rate changes, double select the Sales Tax Item to adjust the rate.

### 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**  
El Paso City

**Description**  
El Paso City Rate

**Tax Rate (%)**      **Tax Agency (vendor that you collect for)**  
1.0%      State Of Texas

Item is inactive

OK  
Cancel  
Notes  
Spelling

### Sales Tax Group

**TYPE**  
Sales Tax Group Use to calculate and individually track two or more sales tax items that apply to the same sale. The customer sees only the total sales tax.

**Group Name/Number**  
San Antonio

**Description**  
San Antonio Combined Rate

Enter each individual sales tax you need to charge in this district. QuickBooks will collect tax for these items as a group, but will report on each one individually.

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

Item is inactive

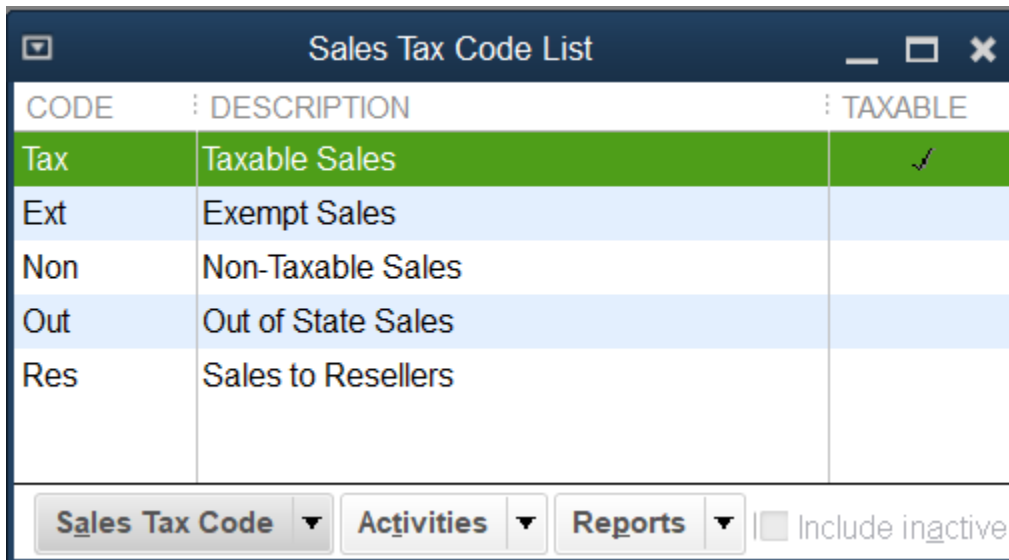
OK  
Cancel  
Next  
Notes  
Spelling



### Step 3: Sales Tax Codes

Some states require more detailed reporting of non-taxable sales. Sales tax codes classify why a transaction is either taxable or non-taxable.

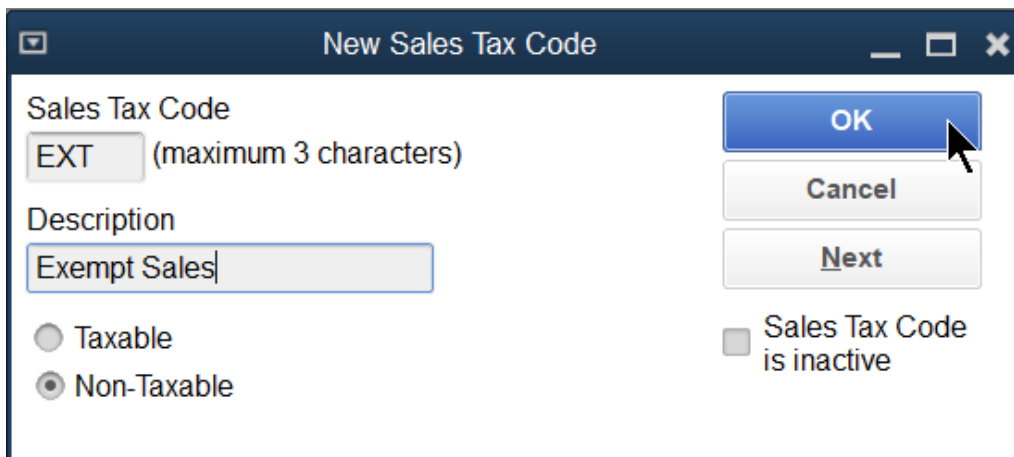
1. Select the Manage Sales Tax icon on the Home page.
2. Select Open Sales Tax Code List.



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

At the bottom of the window, there are three dropdown menus: 'Sales Tax Code', 'Activities', and 'Reports', followed by a checkbox labeled 'Include inactive'.

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



The dialog box is titled 'New Sales Tax Code'. It has the following fields and controls:

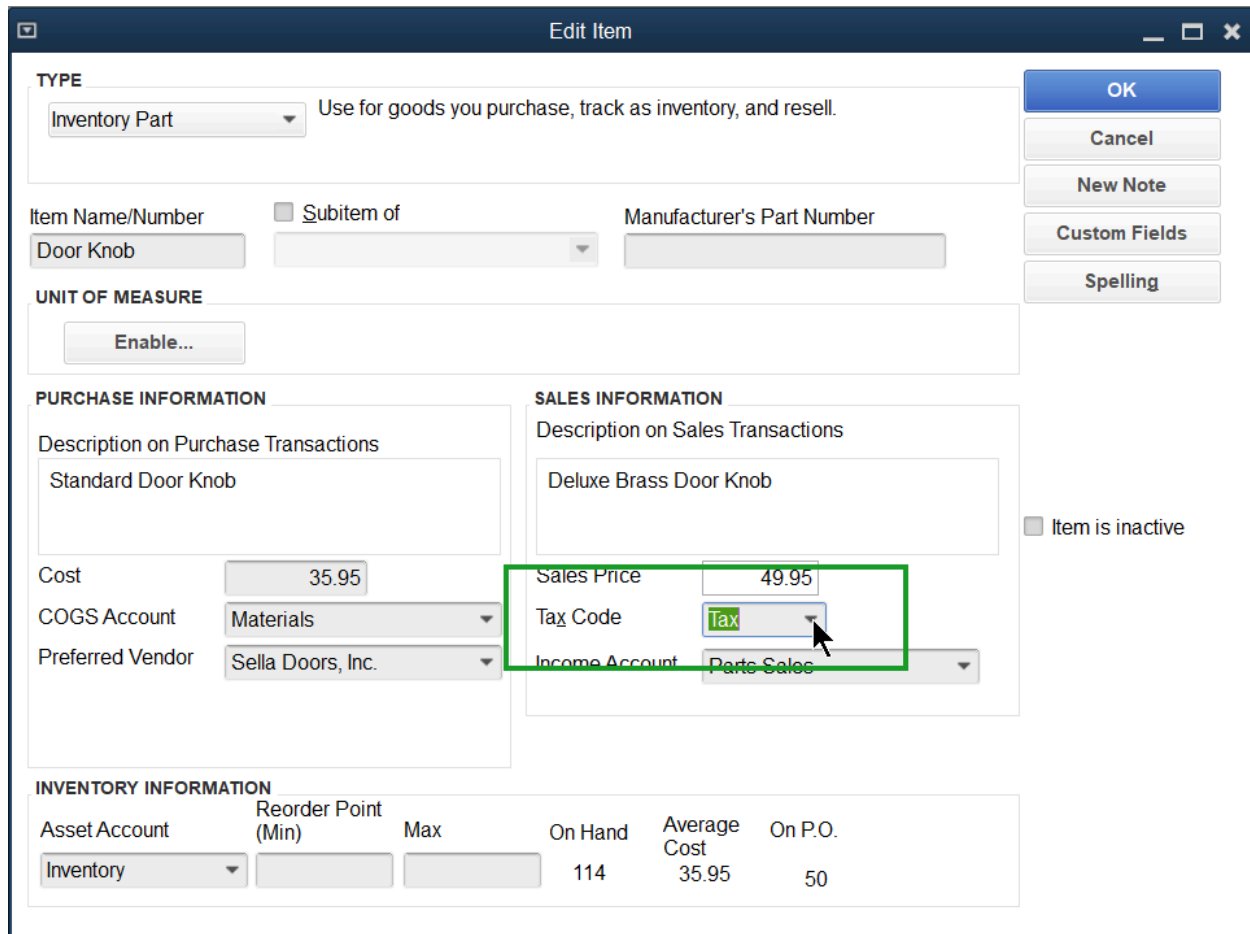
- Sales Tax Code:** A text box containing 'EXT' with '(maximum 3 characters)' in parentheses.
- Description:** A text box containing 'Exempt Sales'.
- Taxable/Non-Taxable:** Two radio buttons. 'Non-Taxable' is selected.
- Inactive:** A checkbox labeled 'Sales Tax Code is inactive' which is currently unchecked.
- Buttons:** 'OK' (highlighted with a mouse cursor), 'Cancel', and 'Next'.

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

## Step 4: Assign Sales Tax Code to Item

Assign a sales tax code to indicate whether an item is taxable or non-taxable. Assign Sales tax codes to service, inventory part, non-inventory part, other charge, and discount items.

1. Select the Items & Services icon on the Home page.
2. Double select the item to edit it.
3. Select the Tax Code drop-down arrow and select the appropriate sales tax code.
4. Select OK.



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; Income Account: Parts Sales
- INVENTORY INFORMATION:** Asset Account: Inventory; Reorder Point (Min): ; Max: ; On Hand: 114; Average Cost: 35.95; On P.O.: 50

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

## Step 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. Transactions for non-taxable customers do not calculate sales tax even if they are purchasing a taxable item.

1. Select the Customer Center icon.
2. Select the Customers & Jobs tab in the Customer Center window.
3. Double select the Customer.
4. Select the Sales Tax Settings tab.
5. Select the Tax Code drop-down arrow and select the appropriate sales tax code.
6. Select the Tax Item drop-down arrow and select the appropriate sales tax item.
7. Select OK.

The screenshot shows the 'Edit Customer' window for 'San Antonio Cleaners'. The window has a title bar with standard window controls. Below the title bar, the customer name is displayed in a text box. Below that, the current balance is shown as 0.00, with a link to 'How do I adjust the current balance?'. On the left side, there is a vertical menu with tabs: 'Address Info', 'Payment Settings', 'Sales Tax Settings' (which is selected and highlighted), 'Additional Info', and 'Job Info'. In the main area, there are three fields: 'TAX CODE' with a dropdown menu set to 'Tax', 'TAX ITEM' with a dropdown menu set to 'San Antonio Combined Rate', and 'RESALE NO.' with an empty text box. At the bottom right, there are three buttons: 'OK' (highlighted with a mouse cursor), 'Cancel', and 'Help'. At the bottom left, there is a checkbox labeled 'Customer is inactive' which is currently unchecked.

When you record an invoice or a sales receipt, QuickBooks uses the status of the item and the customer to calculate sales tax. The customers' status overrides the item status if the customer is non-taxable.

## Taxable Sale

**San Antonio Cleaners**

DATE: 08/24/2022  
INVOICE #: 90

BILL TO: San Antonio Cleaners  
Timothy Duncan  
123 West Spur 105  
San Antonio, TX 75899

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

TAX: San Antonio Co... (8.25%) 20.60  
TOTAL: 770.10  
PAYMENTS APPLIED: 0.00  
BALANCE DUE: 770.10

## Non-taxable Sale

**Alamo Foundation**

DATE: 08/24/2022  
INVOICE #: 91

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

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

TAX: Exempt (0.0%) 0.00  
TOTAL: 749.50  
PAYMENTS APPLIED: 0.00  
BALANCE DUE: 749.50

# Review a Sales Tax Revenue Summary Report

1. Select the Manage Sales Tax icon on the Home page.
2. Select Sales Tax Revenue Summary.

**Sales Tax Revenue Summary**  
Buildem, Inc.  
January 1 through August 24, 2022

	Taxable Sales	Exempt Sales	Non-Taxable Sales	TOTAL
<b>State Of Texas</b>				
San Antonio City	249.75	0.00	499.75	749.50
San Antonio Special Rate	249.75	0.00	499.75	749.50
Texas State	249.75	0.00	499.75	749.50
Multiple taxes for State Of Te...	(499.50)	0.00	(999.50)	(1,499.00)
<b>Total State Of Texas</b>	<b>249.75</b>	<b>0.00</b>	<b>499.75</b>	<b>749.50</b>
<b>No tax vendor</b>				
Exempt	0.00	749.50	0.00	749.50
Other	0.00	0.00	390,616.04	390,616.04
<b>Total (no tax vendor)</b>	<b>0.00</b>	<b>749.50</b>	<b>390,616.04</b>	<b>391,365.54</b>
<b>TOTAL</b>	<b>249.75</b>	<b>749.50</b>	<b>391,115.79</b>	<b>392,115.04</b>

# Review a Sales Tax Liability Report

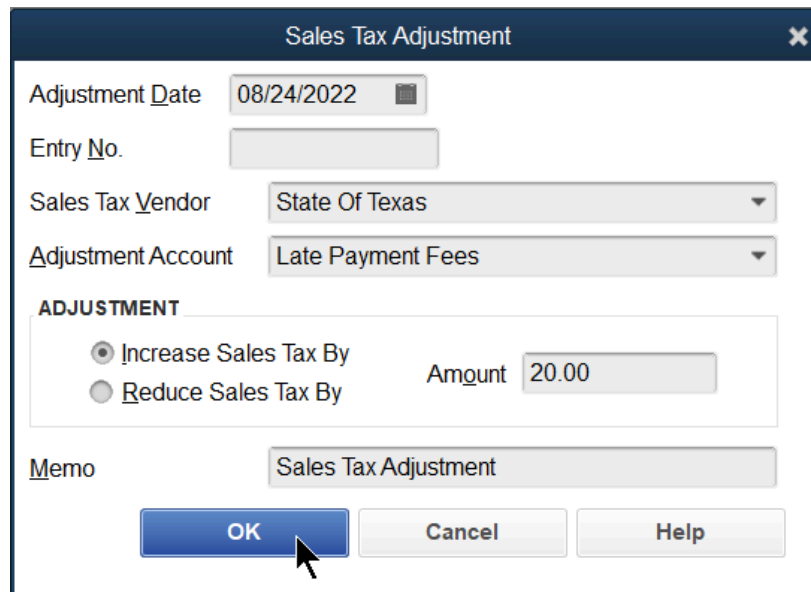
1. Select the Manage Sales Tax icon on the Home page.
2. Select Sales Tax Liability.

**Sales Tax Liability**  
Buildem, Inc.  
January 1 through August 24, 2022

	Total Sales	Non-Taxable Sales	Taxable Sales	Tax Rate	Tax Collected	Sales Tax Payable As of Aug 24, 22
<b>State Of Texas</b>						
San Antonio City	749.50	499.75	249.75	1.25%	3.12	3.12
San Antonio Special Rate	749.50	499.75	249.75	0.75%	1.87	1.87
Texas State	749.50	499.75	249.75	6.25%	15.61	15.61
Multiple taxes for State Of Te...	(1,499.00)	(999.50)	(499.50)		0.00	0.00
<b>Total State Of Texas</b>	<b>749.50</b>	<b>499.75</b>	<b>249.75</b>		<b>20.60</b>	<b>20.60</b>
<b>No tax vendor</b>						
Exempt	749.50	749.50	0.00	0.0%	0.00	0.00
Other	390,616.04	390,616.04	0.00		0.00	0.00
<b>Total (no tax vendor)</b>	<b>391,365.54</b>	<b>391,365.54</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
<b>TOTAL</b>	<b>392,115.04</b>	<b>391,865.29</b>	<b>249.75</b>		<b>20.60</b>	<b>20.60</b>

## Adjust Sales Taxes

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



Sales Tax Adjustment

Adjustment Date: 08/24/2022

Entry No.:

Sales Tax Vendor: State Of Texas

Adjustment Account: Late Payment Fees

**ADJUSTMENT**

Increase Sales Tax By      Amount: 20.00

Reduce Sales Tax By

Memo: Sales Tax Adjustment

OK      Cancel      Help

3. Enter an appropriate adjustment in the Sales Tax Adjustment window.
4. Select OK.
5. Select Close in the Manage Sales Tax window.

## Pay Sales Taxes

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

**Pay Sales Tax** ✕

Pay From Account  
Chase Checking 1234

Check Date  
08/24/2022

Show sales tax due through  
08/24/2022

Starting Check No.  
EFT

PAY	ITEM	VENDOR	AMT. DUE	AMT. PAID
<input checked="" type="checkbox"/>	San Antonio City	State Of Texas	3.12	3.12
<input checked="" type="checkbox"/>	San Antonio Speci...	State Of Texas	1.87	1.87
<input checked="" type="checkbox"/>	Texas State	State Of Texas	15.61	15.61
<input checked="" type="checkbox"/>		State Of Texas	20.00	20.00
<b>Totals</b>			<b>40.60</b>	<b>40.60</b>

Ending Bank Balance 142,645.36

To be printed

3. Select the individual items to select for payment.
4. Enter remaining information in the Pay Sales Tax window.
5. If paying electronically on your state's website, enter EFT or other reference as the starting check number.
6. Select OK.
7. Select Close in the Manage Sales Tax window.
8. You can see the payment in the Checking account register.

Note: If you delete a sales tax payment, the amount goes back into the Sales Tax Liability.

**Chase Checking 1234** \_ □ ✕

Go to...
Print...
Edit Transaction
QuickReport
Download Transactions

DATE	NUMBER	PAYEE	PAYMENT	DEPOSIT	BALANCE
	TYPE	ACCOUNT			
08/23/2022		Undeposited Funds		249.75	142,185.96
08/23/2022	DEP	Service Income		500.00	142,685.96
08/24/2022	EFT	State Of Texas	40.60		142,645.36
	TAXPMT	-split-			
08/24/2022					
<b>ENDING BALANCE</b>					<b>142,645.36</b>

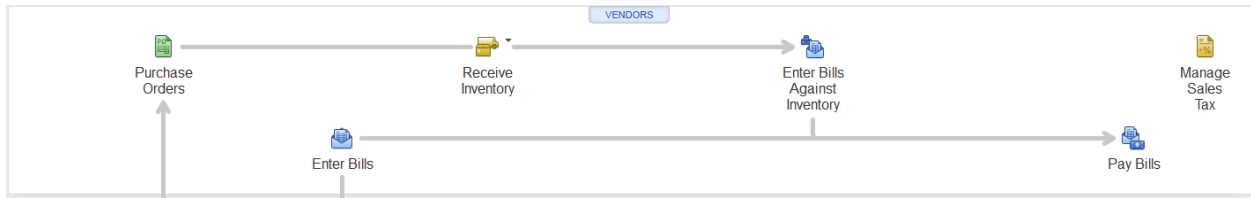
1-Line

# Chapter 10

# Money Out I



## Vendors



Vendors are companies or individuals you purchase goods or services from.

### Reasons to Track a Vendor

1. Contractors or subcontractors that are eligible for a 1099
2. To track money owed to companies or individuals
3. To get reports about goods and services purchased from a vendor

## Add Vendors

1. Select Vendors from the Home page.
2. Select the New Vendor button and select New Vendor

**Vendor Information**

Company Name: Alanna's Translating S... Main Phone: (972) 708-7343  
Full Name: Alana Mills Main Email: Alanna@Translation...  
Billed From: Alana Mills, 4848 Pearing St, Arlington, TX 76001

NOTE: No note available

REPORTS FOR THIS VENDOR: QuickReport, Open Balance

Buttons: Order 1099 Forms, Order Checks

NAME	BALANCE T...	ATTACH
Alanna's Translating Services	0.00	
American Express	0.00	
Arizona Dept of Tax	0.00	
Art's Parts Warehouse	0.00	
Bank of Anycity	0.00	
Bob's Burger Joint	0.00	
Boise County Idaho	0.00	
Bonnie's Gardening Services	0.00	
Books by Bessie	0.00	
Brandon's Beach Cabana	0.00	
Brosnahan Insurance Agency	0.00	
Buildings, Inc.	0.00	
Business Owner	0.00	
Chamber of Commerce	0.00	
Chiri's Gas & Oil	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	

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Check	EFT	02/01/2019	Chase Checking 1234	-6,500.00

Buttons: Manage Transactions, Run Reports, Schedule Online Payment

3. Enter appropriate information in the New Vendor window.
4. Select OK

**Edit Vendor**

VENDOR NAME **Smith & Smith (Vendor)**

CURRENT BALANCE 1,000.00 [How do I adjust the current balance?](#)

**Address Info**

COMPANY NAME **Smith & Smith**

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

JOB TITLE

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

Work Phone CC Email

Mobile Website

Fax **214-555-1852** Other 1

**ADDRESS DETAILS**

BILLED FROM

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

SHIPPED FROM

Copy >>

Vendor is inactive

**OK** Cancel Help

## Payment Settings

**Edit Vendor**

VENDOR NAME **Smith & Smith (Vendor)**

CURRENT BALANCE 1,000.00 [How do I adjust the current balance?](#)

**Address Info**

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

**Payment Settings**

PAYMENT TERMS **2% 10 Net 30** BILLING RATE LEVEL

**Tax Settings**

PRINT NAME ON CHECK **Smith & Smith**

AS

**Edit Vendor**

VENDOR NAME **Smith & Smith (Vendor)**

CURRENT BALANCE 1,000.00 [How do I adjust the current balance?](#)

**Address Info**

**Payment Settings**

**Tax Settings**

**Account Settings**

**Additional Info**

**Tell us which expense accounts to prefill when you enter bills for this vendor.**  
Spending a little time here can save you time later on.  
Accounts you select here show up automatically in the accounts field when you enter a bill for this vendor.  
Example: Bills from the phone company would be assigned to the Telephone Utilities expense account.

Printing and Reproduction

Office Supplies

Freight & Delivery

Clear All

# Money Out Workflow

Your bookkeeping should accurately mirror the transactions that occur in the real world as closely as possible. There are two different ways to enter and pay bills. The method you use depends on if you track accounts payable for a transaction.

## Track Your Purchases

There are two ways to record purchases. The method used depends on if you track accounts payable.

### Method 1: Track Accounts Payable

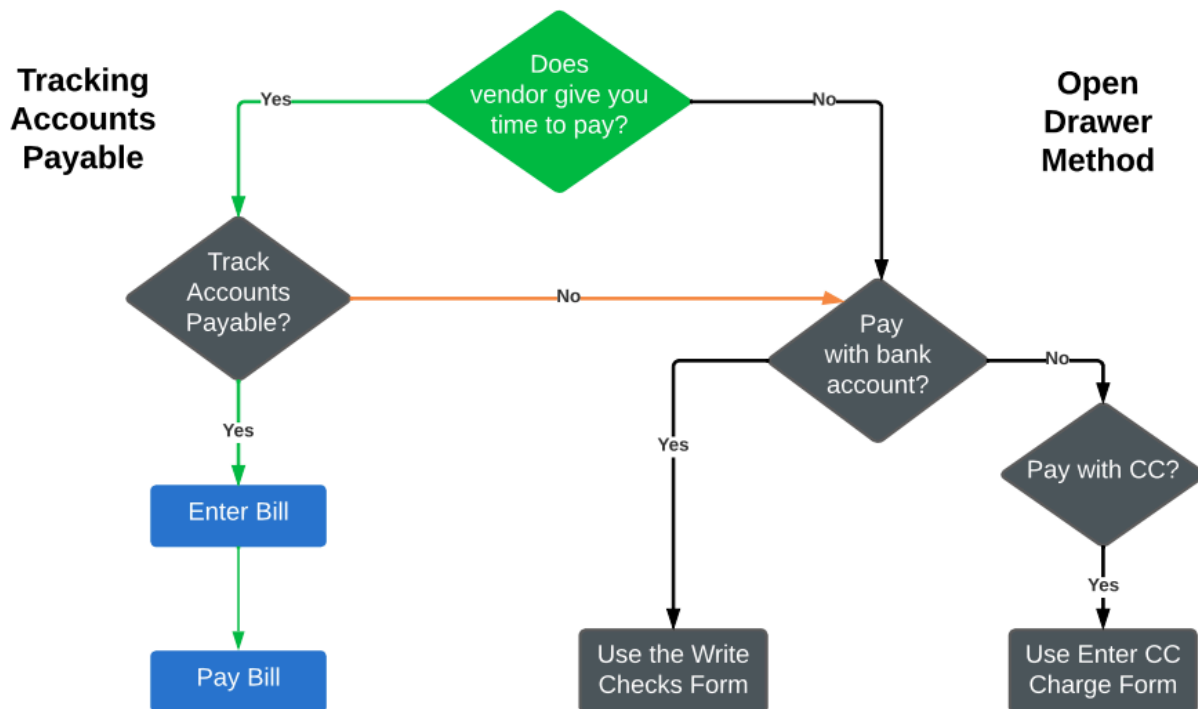
Tracking accounts payable means that you enter the bill before paying the vendor. If you track accounts payable, you always know how much you owe your vendor.

Steps if you use Accounts Payable: Enter Bill → Pay Bill

### Method 2: Open Drawer

If you do not use accounts payable, you directly write the check or enter the credit card charge. In other words, you do not enter the bill before paying the vendor. With this method, QuickBooks will not know how much you owe your vendor.

Steps if use Open Drawer method: Write Check or Enter Credit Card Charge

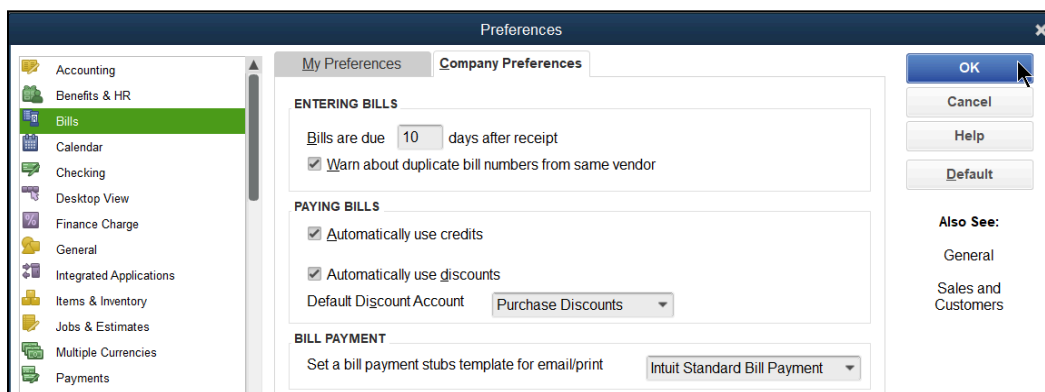


## Advantages of Tracking Bills

- QuickBooks warns about Duplicate Bills

QuickBooks will warn you if you enter a reference number (ref. no.) that has already been used for that vendor, so you do not double pay.

- Automatically use Discounts/Credits
  1. Select Edit: Preferences from the menu.
  2. Select Bills.
  3. Select the Company Preferences tab.
  4. Select the Warn about duplicate bill numbers from the same vendor box.
  5. Select the Automatically use credits box.
  6. Select the Automatically use discounts box.
  7. Select the Default Discount Account drop-down arrow and select the appropriate account.
  8. Select OK.



- Greater Control over Expenses and Financial Statements

Using Bills allows you to realize the expense on the day of the Bill and not the day of the Bill Payment. This allows you to see both Cash and Accrual based reports. The expense shows on the Accrual basis report based on the date of the bill and the expense shows on a Cash basis report based on the date of the bill payment.

- Keep Track of Who you Owe and Bill Due Dates

By using bills, you have access to the Accounts Payable Aging Summary and Detail reports. Both reports show who you owe, how much you owe them and if you are overdue. The Summary report shows totals owed to the vendor whereas the Detail report shows each bill separately.

- Prints Payment Details on the Voucher Stub

By tracking accounts payable, you're able to see payment details on the voucher stub such as invoice numbers, due dates, the original amount, amount paid, discounts and credits, rather than having to add the details all in the memo.

# Method 1: Track Accounts Payable

1. Enter Bill
2. Pay Bill (regardless of how you pay the bill: check, credit card, PayPal, cash, or wire)

## Enter Bill

1. Select the Enter Bills icon on the Home page.

**Bill**

VENDOR: Smith & Smith

DATE: 08/20/2022

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

REF NO.: 399

AMOUNT DUE: 1,000.00

TERMS: 2% 10 Net ...

DISCOUNT DATE: 08/30/2022

BILL DUE: 09/19/2022

MEMO:

ACCOUNT	AMOUNT	MEMO	CUSTOMER JOB	BILLABLE?
Printing and Reproduction	700.00			
Office Supplies	280.00			
Freight & Delivery	20.00			

Expenses: \$1,000.00    Items: \$0.00

Buttons: Save & Close, Save & New, Clear

**Smith\_Smith**

Vendor: Transaction

**SUMMARY**

Phone: 214-555-1784  
Email: crazymen@sands.net  
Open balance: 0.00  
Credit Limit: 10,000.00  
POs to be received: 0

**RECENT TRANSACTION**

DATE	DESCRIPTION	AMOUNT
04/01/21	Check	50.32
12/31/20	Check	75.32

NOTES

2. Select the Vendor drop-down arrow and select the appropriate vendor.
3. Enter remaining information in the Enter Bills window.
4. Select Save & Close.

## Review Unpaid Bills Report

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

Note: Run an Unpaid Bills Detail report to determine what is causing a discrepancy in your Accounts Payable account.

Unpaid Bills Detail

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

Dates Today 08/24/2022 Sort By Default

Show Filters

11:12 AM  
08/24/22

**Buildem, Inc.**  
**Unpaid Bills Detail**  
As of August 24, 2022

Type	Date	Num	Due Date	Aging	Open Balance
<b>Art's Parts Warehouse</b>					
Bill	01/10/2022	53781	01/20/2022	216	200.00
Total Art's Parts Warehouse					200.00
<b>Brosnahan Insurance Agency</b>					
Bill	08/20/2022	1741	08/30/2022		1,000.00
Total Brosnahan Insurance Agency					1,000.00
<b>D. Bell</b>					
Bill	07/31/2022	#7d0	08/10/2022	14	388.00
Total D. Bell					388.00
<b>Dallas Bell</b>					
Bill	06/28/2022	38888	07/08/2022	47	578.00
Total Dallas Bell					578.00
<b>Door Knob Corporation</b>					
Item Receipt	01/21/2022				3,749.75
Total Door Knob Corporation					3,749.75
<b>General Carriers, Inc.</b>					
Credit	01/01/2022	CM-...			(500.00)
Bill	06/15/2022	888	07/15/2022	40	7,250.00
Bill	06/30/2022	3993	07/30/2022	25	4,250.00
Total General Carriers, Inc.					11,000.00
<b>Jo Jo Inc.</b>					

## Review an Accounts Payable Aging Summary

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 Rows Refresh

Dates Today 08/24/2022 Interval (days) 30 Through (days past due) 90 Sort By Default

Show Filters

11:11 AM  
08/24/22

**Buildem, Inc.**  
**A/P Aging Summary**  
As of August 24, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Art's Parts Warehouse	0.00	0.00	0.00	0.00	200.00	200.00
Brosnahan Insurance Age...	1,000.00	0.00	0.00	0.00	0.00	1,000.00
D. Bell	0.00	388.00	0.00	0.00	0.00	388.00
Dallas Bell	0.00	0.00	578.00	0.00	0.00	578.00
Door Knob Corporation	0.00	0.00	0.00	0.00	3,749.75	3,749.75
General Carriers, Inc.	0.00	4,250.00	7,250.00	0.00	(500.00)	11,000.00
Jo Jo Inc.	0.00	19,833.75	0.00	2,999.90	0.00	22,833.65
King & King	0.00	3,250.00	0.00	0.00	0.00	3,250.00
Locks, Inc.	0.00	0.00	995.00	0.00	0.00	995.00
PG&E	0.00	0.00	0.00	0.00	85.15	85.15
Sella Doors, Inc.	14,999.00	0.00	0.00	0.00	0.00	14,999.00
Smith & Smith (Vendor)	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Spandalot, Inc.	14,000.00	0.00	0.00	0.00	0.00	14,000.00
<b>TOTAL</b>	<b>30,999.00</b>	<b>27,721.75</b>	<b>8,823.00</b>	<b>2,999.90</b>	<b>3,534.90</b>	<b>74,078.55</b>

1. Select the Pay Bills icon on the Home page.

**SELECT BILLS TO BE PAID**

Show bills  Due on or before 09/03/2022  Show all bills

Filter By  Sort By Vendor

<input type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input type="checkbox"/>	08/10/2022	D. Bell	#7d0		388.00	0.00	0.00	0.00
<input type="checkbox"/>	07/08/2022	Dallas Bell	38888		578.00	0.00	0.00	0.00
<input type="checkbox"/>	07/15/2022	General Carriers, Inc.	888		7,250.00	0.00	0.00	0.00
<input type="checkbox"/>	07/30/2022	General Carriers, Inc.	3993		4,250.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>	05/31/2022	Jo Jo Inc.	3422	05/11/2022	2,999.90	0.00	0.00	2,999.90
<input checked="" type="checkbox"/>	07/25/2022	Jo Jo Inc.	3553	07/05/2022	1,085.00	0.00	0.00	1,085.00
<input checked="" type="checkbox"/>	08/04/2022	Jo Jo Inc.	3434	07/15/2022	18,748.75	0.00	0.00	18,748.75
<input checked="" type="checkbox"/>	08/14/2022	King & King	4558		3,250.00	0.00	0.00	3,250.00
<input type="checkbox"/>	01/20/2022	PG&E	3221		85.15	0.00	0.00	0.00
<input checked="" type="checkbox"/>	08/30/2022	Sella Doors, Inc.	25445		14,999.00	0.00	0.00	14,999.00
<input checked="" type="checkbox"/>	09/19/2022	Smith & Smith (Vendor)	399	08/30/2022	1,000.00	20.00	0.00	980.00
<input checked="" type="checkbox"/>	09/05/2022	Spendalot, Inc.	0039		14,000.00	0.00	0.00	5,000.00
<b>Totals</b>					<b>69,833.80</b>	<b>20.00</b>	<b>0.00</b>	<b>47,062.65</b>

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 08/24/2022

Method **Check**  To be printed  Assign check number

Account Chase Checking 1234 Ending Balance 95,582.71

Pay Selected Bills Cancel

2. Select the bills you want to mark as paid.

3. Enter remaining information in the Pay Bills window.

- If you're making a partial payment on a bill, change the dollar amount in the Amt. to Pay column.
- If you set the Automatically Apply Discounts or Credits preference, you will see the discount calculated, and the credit applied when you pay the bill.
- If you did not turn on the Automatically Apply Discounts or Credits, select Set Discount or Set Credits to manually apply them.
- If you're paying the bill with a bank account, select Check as the payment method, and choose Print Check or Assign Check #, for anything other than a printed check. (Common examples include Debit, Wire, ACH, EFT and PayPal)
- If you're paying a bill with a Credit Card, choose Credit Card as a method.

#### 4. Select Pay Selected Bills.

- If you choose print check, you'll see this window. You can print the checks from this window or you can Pay More Bills. If you select Done to close this window you access the print queue from the home page (which you will see in the next section).

**Payment Summary**

**PAYMENT DETAILS**

Payment Date: 08/24/2022  
Payment Account: Chase Checking 1234  
Payment Method: Check

Payments have been successfully recorded for the following 7 of 7 bills:

DATE DUE	VENDOR	AMOUNT PAID
05/31/2022	Jo Jo Inc.	2,999.90
07/25/2022	Jo Jo Inc.	1,085.00
Total		47,062.65

[How do I find and change a bill payment?](#)

You can print checks now or print them later from Print Forms on the File menu.

**Pay More Bills** **Print Checks** **Bill Payment Stub** **Done**

- If you chose to assign check #'s, you'll see this window. This is where you assign payment details (hand written check numbers, or other payment methods).

**Assign Check Numbers**

Payment Account: Chase Checking 1234

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
	08/24/2022	Jo Jo Inc.	22,833.65
	08/24/2022	King & King	3,250.00
	08/24/2022	Sella Doors, Inc.	14,999.00
	08/24/2022	Smith & Smith (Ven...	980.00
	08/24/2022	Spendalot, Inc.	5,000.00

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



## Accessing Print Checks from Home Page

1. Select the Print Checks icon on the Home page.

Select Checks to Print

Bank Account: Chase Checking 1234 First Check Number: 1028 Order Checks

Select Checks to print, then click OK.  
There are 5 Checks to print for \$47,062.65.

DATE	PAYEE	AMOUNT
✓ 08/24/2022	Jo Jo Inc.	22,833.65
✓ 08/24/2022	King & King	3,250.00
✓ 08/24/2022	Sella Doors, Inc.	14,999.00
✓ 08/24/2022	Smith & Smith (Vendor)	980.00
✓ 08/24/2022	Spendalot, Inc.	5,000.00

Show:  Both  Checks  Direct Deposit

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

2. Select the individual checks to select for printing.
3. Select OK.

Print Checks

You have 5 checks to print for \$47,062.65

Settings Fonts Partial Pa...

Printer name: EPSONEE184B (WF-7710 Series) on WSD-9... Options...

Printer type: Page-oriented (Single sheets)

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

CHECK STYLE

Voucher  Standard  Wallet

Number of copies: 1

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

Buttons: Print, Cancel, Help, Logo, Signature

4. Select the button next to the appropriate Check Style in the Print Checks window.
5. Select Print.
6. Select OK in the Print Checks - Confirmation window

Note: Voucher checks allow you to see the details of the bills paid on the voucher.

## Print Bill Payment Stubs

If you track accounts payable, you can always print out a paper stub, to see the bills and credits on the bill payment.

1. Select File:Print Forms:Bill Payment Stubs
2. Select the stubs to print in the Select Bill Payment Stubs to Print window.
3. Select OK.

Bill Payment

Buildem, Inc.

123 LBJ Freeway  
Dallas TX 75240

**Paid To**

Jo Jo Inc.  
123 Main Street  
Dallas, TX 79240

Date	8/24/2022
Check/Ref No	1028
Amount	\$22,833.65
Payment Type	Check

Date	Type	Reference	Original Amount	Balance	Discount	Payment
5/1/2022	Bill	3422	\$2,999.90	\$2,999.90		\$2,999.90
6/25/2022	Bill	3553	\$1,085.00	\$1,085.00		\$1,085.00
7/5/2022	Bill	3434	\$18,748.75	\$18,748.75		\$18,748.75

## Method 2: Open Drawer

If you've decided to not track Accounts Payable in QuickBooks, or you've just paid for something that didn't involve a bill, you don't need to use Bills/Bill Payments. Instead, all you have to record is a Check or Credit Card Charge. Use Checks anytime you spend money out of a bank account and you are not entering a bill. Whether you want to print them through QuickBooks or record a handwritten check, Checks are the right transaction to record. If you spend money through a credit card use a Credit Card Charge instead. ([You see Credit Card Charges in the next chapter.](#))

### Record a check

1. Select the Write Checks icon on the Home page.
2. Select the Pay to the Order of drop-down arrow and select the payee.
3. For checks to be printed later, select the Print Later box.  
For hand-written checks, make sure the Print Later box is NOT checked so you can enter the handwritten check number.
4. Enter remaining information in the Write Checks window.
5. Select Save & Close.

Write Checks - Chase Checking 1234

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 Chase Checking 1234 ENDING BALANCE 95,582.71

PAY TO THE ORDER OF Office Solutions NO. TO PRINT DATE 08/24/2022 \$ 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 Checks

You still have to record handwritten checks that you wrote outside of QuickBooks so that they affect your account balances in QuickBooks. Enter the hand-written check information, using the check # from the hand-written check.

Write Checks - Chase Checking 1234

Main Reports

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

BANK ACCOUNT Chase Checking 1234 ENDING BALANCE 95,486.59

NO. 1033  
DATE 08/24/2022

PAY TO THE ORDER OF O'Brien Window Wizards \$ 112.00

One hundred twelve and 00/100\* \*\*\*\*\* DOLLARS

ADDRESS  
O'Brien Window Wizards  
100 Clean Streak Blvd  
Dallas, TX 75240

MEMO Clean office Windows

Expenses \$112.00 Items \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE?
Cleaning	112.00			

Save & Close Save & New Clear

## Making Non-Bill Payments with Electronic Transactions

Anytime you spend money out of a bank account, and you did not use a bill, use this method. In the No. field, enter in the way you made the payment (e.g. common examples include Debit, Wire, ACH, EFT and PayPal). How do you enter these electronic transactions? Use the same *Write Checks* form, but enter "DEBIT" (or any other payment method) as the check no. QuickBooks shows the transaction reduces the balance in your bank account without altering the check number sequence. These debit card transactions also appear during the bank reconciliation.

Note: These processes do not apply to credit cards, you will see credit cards in the next chapter.

Write Checks - Chase Checking 1234

Main Reports

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

BANK ACCOUNT Chase Checking 1234 ENDING BALANCE 95,374.59

NO. DEBIT  
DATE 08/24/2022

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

# Reports

## Review Expense by Vendor Summary

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

Note: Expenses by Vendor Summary report does not show purchases made with the items tab.

	Jan 1 - Aug 24, 22
Art's Parts Warehouse	1,090.33
Bank of Anycity	25.00
Bonnie's Gardening Services	90.00
Brandon's Beach Cabana	695.00
Brosnahan Insurance Agency	4,550.00
Chamber of Commerce	78.55
D. Bell	688.00
Dallas Bell	1,449.00
Dallas Phone Company	300.00
Door Knob Corporation	0.00
Edgar Leasing	2,700.00
Electric, Inc.	924.21
Ellis Equipment Rental	8,153.10
Emma Pack & Ship	157.05
Fulci's Lawn and Garden	158.61
General Carriers, Inc.	11,000.00
Hall Properties	1,900.00
Hinges Corporation	1,085.00
Jo Jo Inc.	1,085.00
Joaquin's Hardware Emporium	993.22
King & King	4,925.00
King Cable Co.	320.32
Lee Advertising	125.00
O'Brien Window Wizards	112.00
Office Solutions	890.29
Pam Seitz	700.00
PG&E	85.15
Pizza Dallas	40.00
Pye's Cakes	98.55
Dee's BBQ Smokehouse	70.00

The following report is only available for people who record bills and bill payments.

# Review a Vendor Balance Detail Report

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

1:46 PM  
08/24/22

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

Type	Date	Num	Account	Amount	Balance
<b>Art's Parts Warehouse</b>					
Bill	01/10/2022	53781	Accounts Payable	200.00	200.00
Total Art's Parts Warehouse				200.00	200.00
<b>Books by Bessie</b>					
Bill	01/03/2020	494	Accounts Payable	75.00	75.00
Bill Pmt -Check	01/07/2020	4	Accounts Payable	(75.00)	0.00
Total Books by Bessie				0.00	0.00
<b>Brosnahan Insurance Agency</b>					
Bill	01/06/2020		Accounts Payable	2,000.00	2,000.00
Bill Pmt -Check	01/08/2020	6	Accounts Payable	(2,000.00)	0.00
Bill	08/20/2022	1741	Accounts Payable	1,000.00	1,000.00
Total Brosnahan Insurance Agency				1,000.00	1,000.00
<b>D. Bell</b>					
Bill	07/31/2022	#7d0	Accounts Payable	388.00	388.00
Total D. Bell				388.00	388.00
<b>Dallas Bell</b>					
Bill	02/01/2019	000001	Accounts Payable	200.00	200.00
Bill Pmt -Check	03/31/2019	1000	Accounts Payable	(200.00)	0.00
Bill Pmt -Check	09/01/2019	1001	Accounts Payable	(100.00)	(100.00)
Bill	01/07/2020		Accounts Payable	114.09	14.09
Bill Pmt -Check	01/09/2020	DEBIT	Accounts Payable	(114.09)	(100.00)
Bill	03/15/2020	3838	Accounts Payable	225.00	125.00
Bill Pmt -Check	04/01/2020	1010	Accounts Payable	(225.00)	(100.00)
Bill	08/01/2020	99999	Accounts Payable	100.00	0.00
Bill	06/28/2022	38888	Accounts Payable	578.00	578.00
Total Dallas Bell				578.00	578.00
<b>Dallas Phone Company</b>					
Bill	12/01/2019	7654	Accounts Payable	400.00	400.00

# Review Bill Tracker

Select Vendors:Bill Tracker from the menu.

The screenshot displays the 'Bill Tracker' window with a summary bar at the top and a detailed table of bills below.

UNBILLED	UNPAID	PAID
2,172.50 2 PURCHASE ORDERS	26,995.90 11 OPEN BILLS	12,751.15 6 OVERDUE
		47,406.89 9 PAID IN LAST 30 DAYS

VENDOR	TYPE	NUMBER	DATE	DUE DATE	STATUS	AMOUNT	OPEN BALANCE	ACTION
<input type="checkbox"/> Art's Parts Warehouse	Bill	53781	1/10/2022	1/20/2022	Overdue	200.00	200.00	Pay Bill
<input type="checkbox"/> PG&E	Bill	3221	1/10/2022	1/20/2022	Overdue	85.15	85.15	
<input type="checkbox"/> Door Knob Corporation	Purchase Order	8	3/7/2022	4/5/2022	Open	1,797.50		
<input type="checkbox"/> Hinges Corporation	Purchase Order	9	3/7/2022	4/7/2022	Open	375.00		
<input type="checkbox"/> Dallas Bell	Bill	38888	6/29/2022	7/8/2022	Overdue	578.00	578.00	
<input type="checkbox"/> General Carriers, Inc.	Bill	888	6/15/2022	7/15/2022	Overdue	7,250.00	7250.00	
<input type="checkbox"/> General Carriers, Inc.	Bill	3993	6/30/2022	7/30/2022	Overdue	4,250.00	4250.00	
<input type="checkbox"/> D. Bell	Bill	#7d0	7/31/2022	8/10/2022	Overdue	388.00	388.00	
<input type="checkbox"/> Brosnahan Insurance A...	Bill	1741	8/20/2022	8/30/2022	Open	1,000.00	1000.00	
<input type="checkbox"/> Spendalot, Inc.	Bill	0039	8/21/2022	9/5/2022	Open	14,000.00	9000.00	
<input type="checkbox"/> Locks, Inc.	Item Receipt		7/1/2022		Open	995.00	995.00	
<input type="checkbox"/> Door Knob Corporation	Item Receipt		1/21/2022		Open	3,749.75	3749.75	
<input type="checkbox"/> General Carriers, Inc.	Credit	CM-03...	1/1/2022		Open	-500.00	-500.00	
<input type="checkbox"/> Pizza Dallas	Check	1026	8/19/2022		Paid	40.00		
<input type="checkbox"/> Office Solutions	Check		8/24/2022		Paid	96.12		
<input type="checkbox"/> O'Brien Window Wizards	Check	1033	8/24/2022		Paid	112.00		
<input type="checkbox"/> Office Solutions	Check	DEBIT	8/24/2022		Paid	96.12		
<input type="checkbox"/> Jo Jo Inc.	Bill Pmt-Check	1028	8/24/2022		Paid	22,833.65	0.00	
<input type="checkbox"/> King & King	Bill Pmt-Check	1029	8/24/2022		Paid	3,250.00	0.00	

Showing 1 - 22 of 22



# Chapter 11

# Money Out II

# Using Credit Cards

## Add Credit Card Account

1. Select the Chart of Accounts icon on the Home page.
2. Select the Account button.
3. Select New from the menu.
4. Select Credit Card as the Account Type.
5. Select Continue.

Account Type: Credit Card

Account Name: Chase Visa 1994 [Select from Examples](#)

Subaccount of

**OPTIONAL**

Description

Credit Card Acct. No.

Tax-Line Mapping: B/S-Liabs/Eq.: Other current lia... [How do I choose the right tax line?](#)

[Enter Opening Balance...](#) 1,200.00 as of 12/31/2021

[Save & Close](#) [Save & New](#) [Cancel](#)

6. Enter remaining information in the Add New Account window.
7. Select Save & Close.
- 8.

## Enter Credit Card Charges

1. Select the Enter Credit Card Charges icon on the Home page.

Enter Credit Card Charges - Chase Visa 1994

Main Reports

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

CREDIT CARD Chase Visa 1994  Purchase/Charge  Refund/Credit ENDING BALANCE 1,200.00

### Credit Card Purchase/Charge

PURCHASED FROM Gas Stations DATE 08/24/2022  
REF NO.  
AMOUNT 27.50  
MEMO Fuel for the Truck

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

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE?
Automobile Expense:Fuel Expense	27.50			

Save & Close Save & New Clear

2. Select the Credit Card drop-down arrow and select the appropriate credit card.
3. Select Purchase/Charge if you're recording a purchase, or Refund/Credit if you need to record a refund or a credit.
4. Enter remaining information in the Enter Credit Card Charges window.
5. Select Save & Close.

Note: For Credit Card Payment, use the Write Checks window, not a Bill in QuickBooks. If paid electronically, enter EFT in the Check No.

## Record Credit Card Payment

1. Select the Write Checks icon on the Home page.
2. Select the Bank Account drop-down arrow and select the bank account you used to pay the credit care.
3. Select in the expenses tab and choose the credit card account you are paying as the account.
4. Enter remaining information in the Write Checks window.
5. Select Save & Close.

Write Checks - Chase Checking 1234

Main Reports

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

BANK ACCOUNT: Chase Checking 1234 ENDING BALANCE: 95,278.47

NO: EFT  
DATE: 08/24/2022  
PAY TO THE ORDER OF: Chase Bank \$ 700.00

Seven hundred and 00/100\* \*\*\*\*\* DOLLARS

ADDRESS: Chase Bank

MEMO:

Expenses \$700.00 Items \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER	JOB
Chase Visa 1994	700.00			
< Add New >				
Chase Visa 1994		Credit Card		

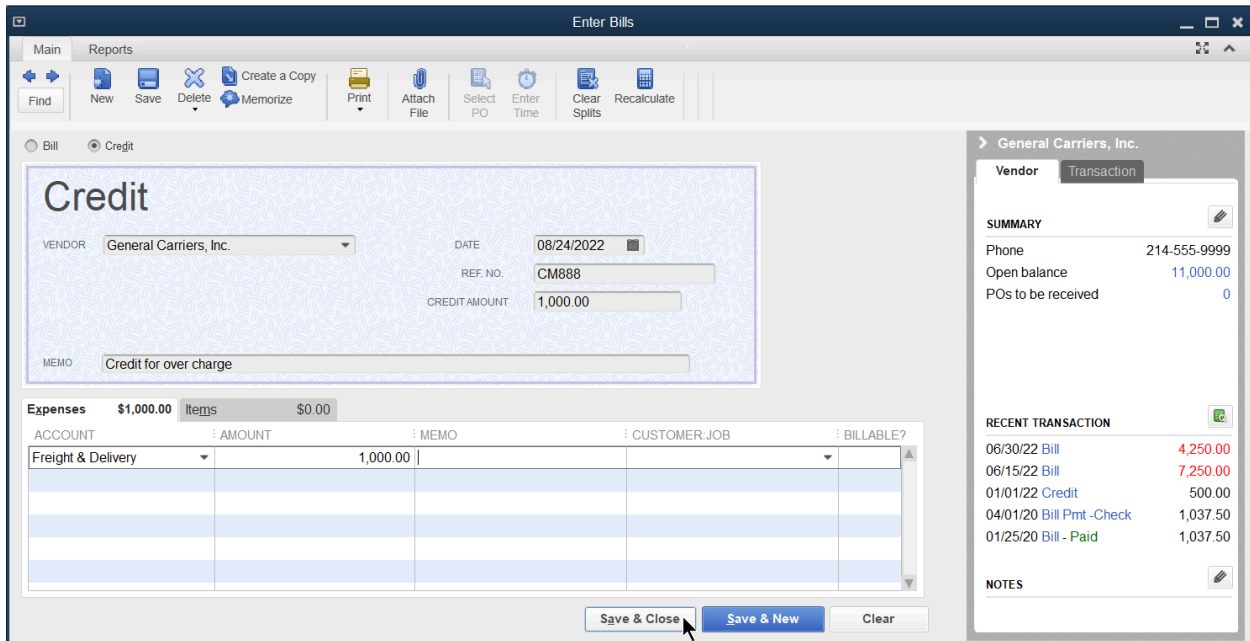
Save & Close Save & New Clear

Note: You can get to the credit card register, by going to Chart of Accounts, double-clicking the credit card or by pressing Ctrl R while you are entering transactions.

# Creating Vendor Credit Memos

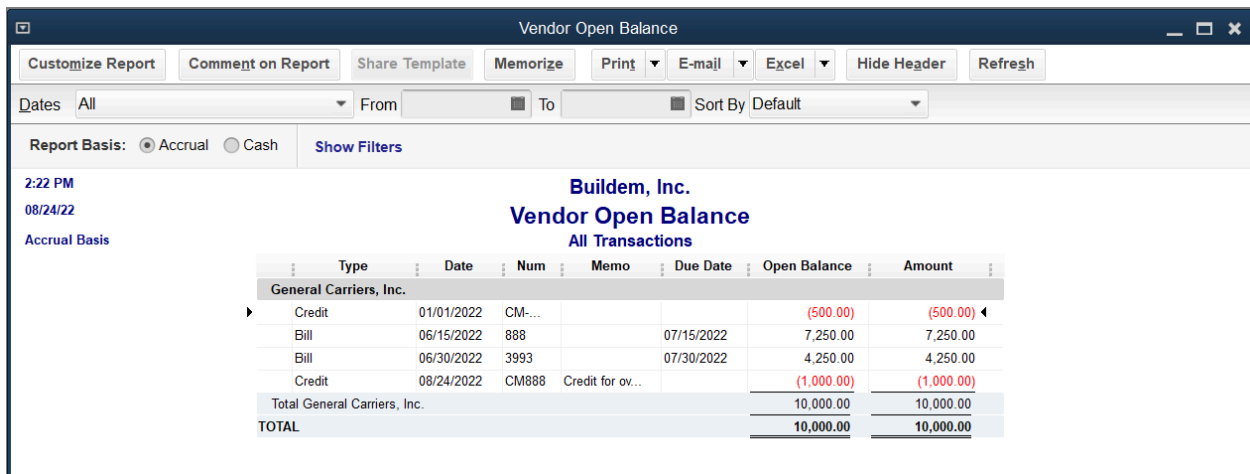
When a vendor gives you a credit to reduce your accounts payable balance (how much you owe the vendor), enter a Vendor Credit.

1. Select the Enter Bills icon on the Home page.
2. Select the Credit button at the top of the window in order to reduce the accounts payable balance for the vendor.
3. Enter remaining information in the Enter Bills window.
4. Select Save & Close.



# Review the Vendor Open Balance Report

1. Select the Vendors icon on the Home page.
2. Highlight the vendor.
3. Select the Open Balance link in the vendor record.



## Applying Vendor Credit Memo

1. Select the Vendors icon on the Home page.
2. Select the Pay Bills icon on the Home page.
3. Select the appropriate bills for the payment.

Note: If you have selected the setting for automatically apply credits, QuickBooks will apply the credit. If you have not selected the setting click Set Credits and choose which credits to apply.

**Discount and Credits**

**BILL**

Vendor	General Carriers, Inc.		
Ref. No.	888	Amount Due	7,250.00
Date	06/15/2022	Discount Used	0.00
Original Amt.	7,250.00	Credits Used	1,000.00
		Amt. To Pay	6,250.00

**Discount** | **Credits**

<input type="checkbox"/>	DATE	REF. NO.	CREDIT AMT.	AMT. TO USE	CREDIT BALANCE
<input type="checkbox"/>	01/01/2022	CM-03-20	500.00	0.00	500.00
<input checked="" type="checkbox"/>	08/24/2022	CM888	1,000.00	1,000.00	0.00
Totals			1,500.00	1,000.00	500.00

4. Enter the appropriate payment details in the pay bills window.
5. Select Pay Selected Bills.

**Pay Bills**

**SELECT BILLS TO BE PAID**

Show bills  Due on or before 09/03/2022  Show all bills

Filter By

Sort By Vendor

<input type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input type="checkbox"/>	01/20/2022	Art's Parts Warehouse	53781		200.00	0.00	0.00	0.00
<input type="checkbox"/>	08/30/2022	Brosnahan Insurance Agency	1741		1,000.00	0.00	0.00	0.00
<input type="checkbox"/>	08/10/2022	D. Bell	#7d0		388.00	0.00	0.00	0.00
<input type="checkbox"/>	07/08/2022	Dallas Bell	38888		578.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>	07/15/2022	General Carriers, Inc.	888		7,250.00	0.00	1,000.00	6,250.00
<input checked="" type="checkbox"/>	07/30/2022	General Carriers, Inc.	3993		4,250.00	0.00	500.00	3,750.00
<input type="checkbox"/>	01/20/2022	PG&E	3221		85.15	0.00	0.00	0.00
<input type="checkbox"/>	09/05/2022	Spendalot, Inc.	0039		9,000.00	0.00	0.00	0.00
Totals					22,751.15	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 08/24/2022 Method **Check**  To be printed  Assign check number Account Chase Checking 1234

Ending Balance 84,582.34

Pay Selected Bills Cancel

**Assign Check Numbers**

Payment Account **Chase Checking 1234**

How do you want to assign check numbers?

Let QuickBooks assign check numbers.

Let me assign the check numbers below.

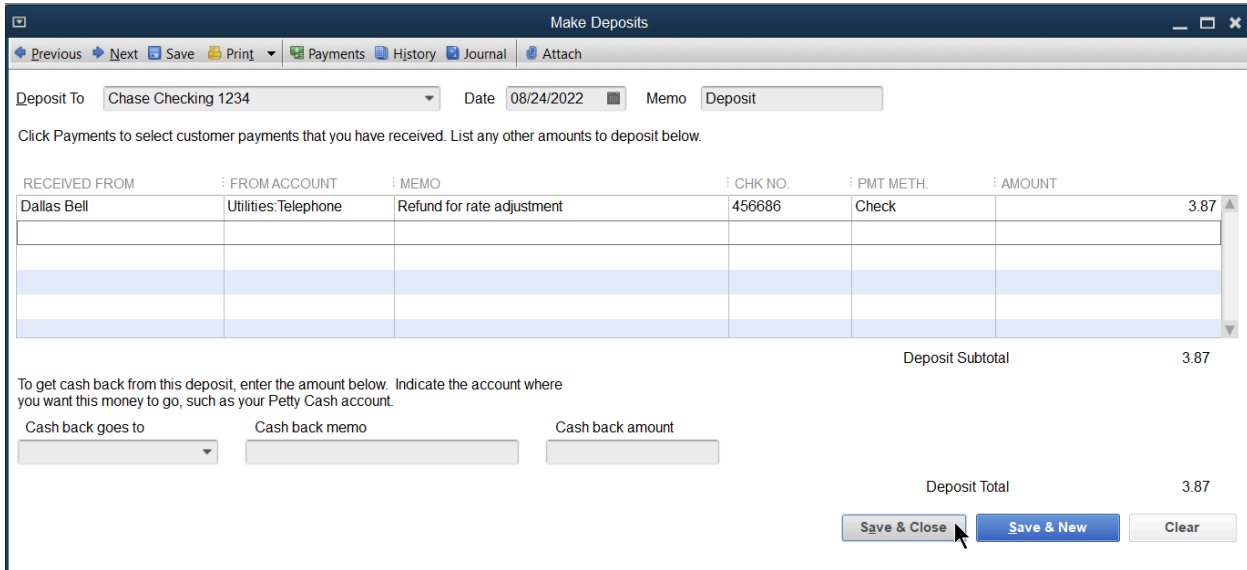
CHECK NO.	DATE	PAYEE	AMOUNT
EFT	08/24/2022	General Carriers, Inc.	10,000.00

OK Cancel Help

## Vendor Refund

When a vendor gives you a refund that you deposit into your bank account, you should record a deposit transaction in QuickBooks.

1. Select the Record Deposit icon on the Home page.



RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	AMOUNT
Dallas Bell	Utilities:Telephone	Refund for rate adjustment	456686	Check	3.87

2. Select the bank account you are depositing the check in and enter the appropriate date.
3. Enter the vendor name in the Received From field.
4. In the From Account field use the account that was used on the original transaction. For example, telephone expense which would reduce the amount of telephone expense.
5. Enter any notes you would like to see in reporting in the Memo field.
6. Include the Check No. and Payment Method.
7. Enter the amount of the refund.
8. Select Save & Close.

Note: If you deposit the refund with other payments from customers, select the undeposited funds to include in the deposit as you learned in the Money In I chapter and on the next blank line type in the vendor refund details.



## Void vs. Delete Checks

Void a check if you used the check number, but the payee will never cash it. 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. Enter any notes you would like to see in the Audit Trail reporting in the Memo field.
3. Select Save in the ribbon.
4. Select Edit>Delete Check or Edit>Delete Bill Pmt-Check from the menu.
5. Select OK in the Delete Transaction window.
6. Select Save & Close.

## Void a Check

1. Display the appropriate check in the Write Checks window.

Write Checks - Chase Checking 1234

Main Reports

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

BANK ACCOUNT Chase Checking 1234 ENDING BALANCE 84,582.34

NO. 1026  
DATE 08/19/2022

PAY TO THE ORDER OF Pizza Dallas \$ 0.00 DOLLARS

ADDRESS  
Pizza Dallas

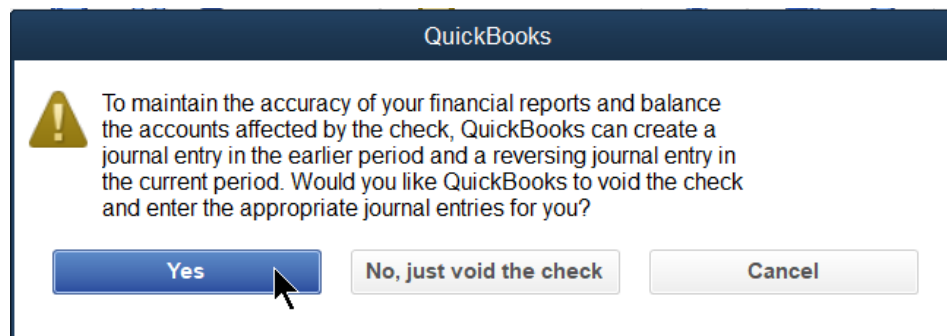
MEMO VOID: Cold...but we ate it anyway!!!

Expenses \$0.00 Items \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER JOB	BILLABLE?
Employee Meals	0.00			

Save & Close Save & New Revert

2. Select Edit:Void Check or Edit:Void Bill Pmt-Check from the menu.
3. Enter any notes you would like to see in reporting in the Memo field.
4. Select Save & Close.
5. Select Yes to void the check and enter adjusting journal entries.



Note: If the check was from a prior accounting period, QuickBooks voids the check and automatically records journal entries replacing it in the past so the previous periods remain unaffected. This only applies to checks written using expense accounts (also known as simple checks) and only if you choose "Yes" when QuickBooks asks.

# Reports

Review the Missing Checks Report

1. Select Reports:Banking:Missing Checks from the menu.
2. Select the Specify Account drop-down menu and select the bank account.
3. Select OK.

10:18 AM  
08/25/22

**Buildem, Inc.**  
**Missing Checks**  
All Transactions

Type	Date	Num	Name	Memo	Account	Split	Amount
Check	01/01/2020	1	Business Owner		Chase Checking 1...	Owner's Draw	(1,286.82)
Check	01/06/2020	2	Tania's Nursery		Chase Checking 1...	Materials	(108.09)
Check	01/06/2020	3	Tania's Nursery		Chase Checking 1...	Materials	(46.98)
Bill Pmt -Check	01/07/2020	4	Books by Bessie		Chase Checking 1...	Accounts Pa...	(75.00)
Check	01/08/2020	5	Pye's Cakes		Chase Checking 1...	Travel Meals	(87.50)
Bill Pmt -Check	01/08/2020	6	Brosnahan Insuran...		Chase Checking 1...	Accounts Pa...	(2,000.00)
Check	01/10/2020	7	Pam Seitz		Chase Checking 1...	Accounting	(75.00)
Check	01/10/2020	8	Hicks Hardware		Chase Checking 1...	Materials	(228.75)
Check	01/29/2020	9	Hicks Hardware		Chase Checking 1...	Materials	(665.00)
*** Missing numbers here ***							
Bill Pmt -Check	03/31/2019	1000	Dallas Bell	7865	Chase Checking 1...	Accounts Pa...	(200.00)
Bill Pmt -Check	09/01/2019	1001	Dallas Bell	7865	Chase Checking 1...	Accounts Pa...	(100.00)
Bill Pmt -Check	01/01/2020	1002	Dallas Phone Com...		Chase Checking 1...	Accounts Pa...	(400.00)
Check	02/01/2020	1003	Smith County		Chase Checking 1...	Property	(600.00)
Check	02/01/2020	1004	Lee Advertising		Chase Checking 1...	-SPLIT-	(1,400.00)
Check	02/01/2020	1005	Tania's Nursery		Chase Checking 1...	Materials	(8,665.36)
Check	02/28/2020	1006	Dallas Bell	7865	Chase Checking 1...	Telephone	(337.00)

# Chapter 12

# Banking

## Bank Feeds

Use Bank Feeds to electronically manage bank and credit card accounts directly from QuickBooks. There are two ways to connect your bank and credit card accounts.

### Option 1: Direct Connect

With Direct Connect, QuickBooks receives information directly from your financial institution and maintains a persistent connection that downloads transactions whenever they clear. Transactions await your approval in the Bank Feeds Center before they're added to the register. This requires the use of a PIN or password from your financial institution.

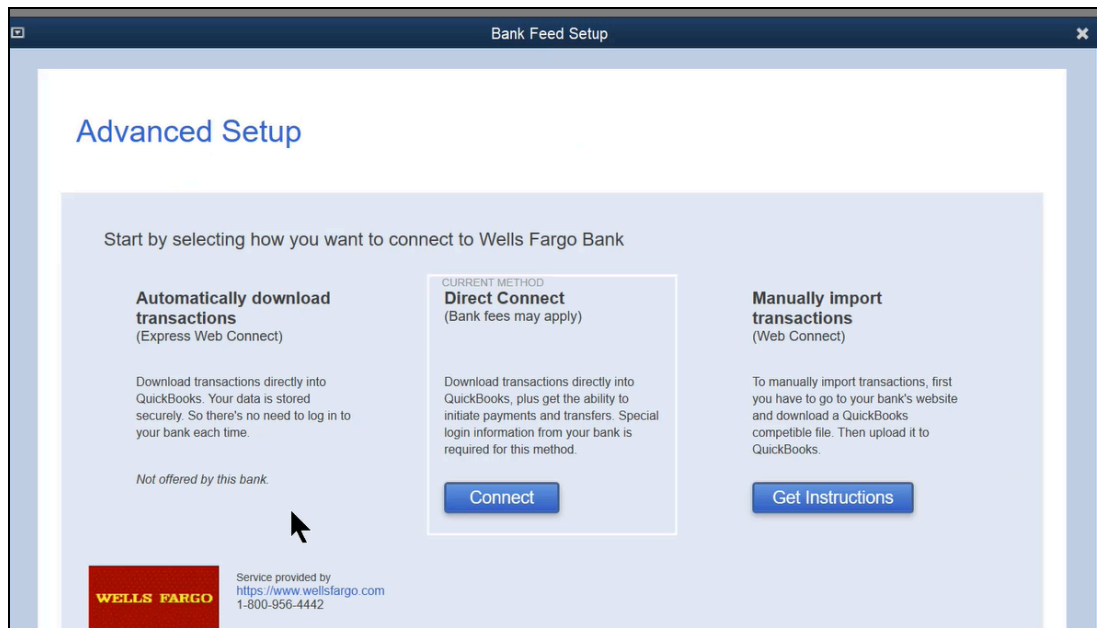
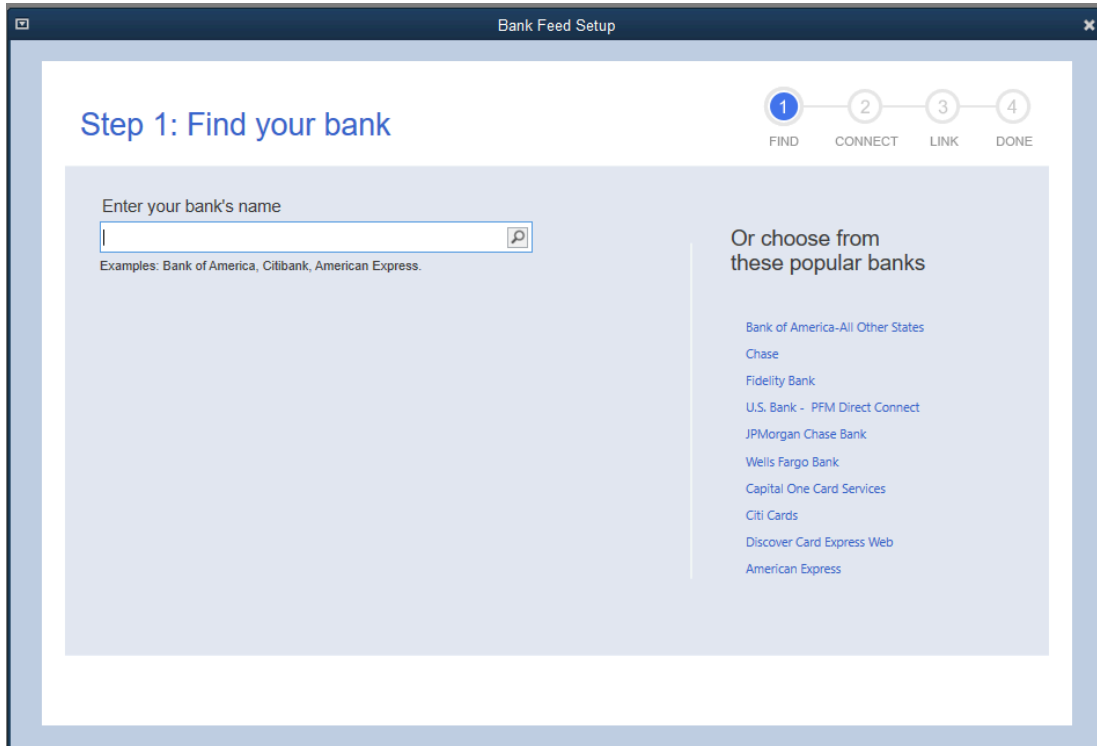
Note: Not all banking institutions allow Direct Connect and some banks charge a fee for this service.

### Option 2: Download and Import a Web Connect File from your Bank/Credit Card's Website

Some bank/credit card websites let you download records of your financial transactions as .QBO files. Once you've downloaded a .QBO file, you can import it, and the records it contains, into QuickBooks. This method requires you to download and import a new file anytime you want to bring new transactions into Bank Feeds.

# Get Started with Bank Feeds (Direct Connect)

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

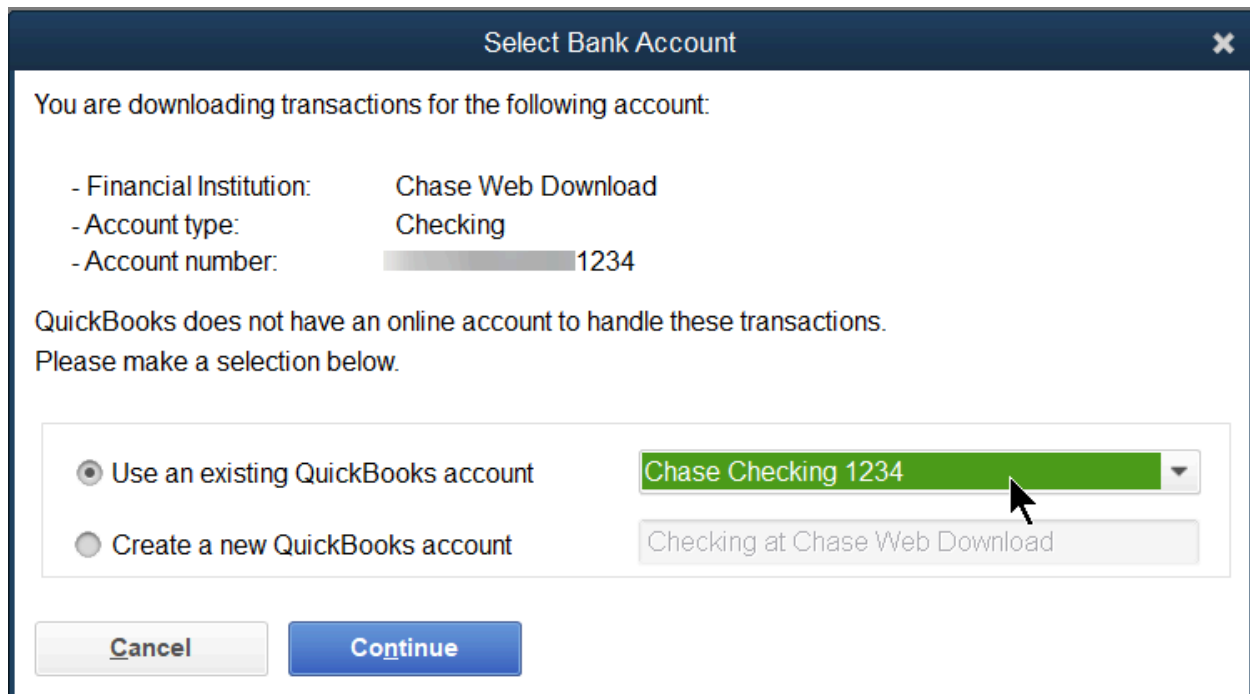


## Get Started with Bank Feeds (Web Connect)

1. Sign in to your financial institution's website.
2. Download/Export your transactions for the date range you need as a .QBO file, and save it in an easily accessible place on your computer.

Note: Some financial institutions call .QBO files QuickBooks files or Web Connect.

3. In QuickBooks, select Banking:Bank Feeds: Import Web Connect file.
4. Select the bank or credit card account the transactions relate to. If you've already created the bank or credit card account on the chart of accounts in QuickBooks, choose Use an existing QuickBooks account and select the account from the drop-down menu. If you have not set up the account on your chart of accounts in QuickBooks, select Create a new QuickBooks account.



Select Bank Account

You are downloading transactions for the following account:

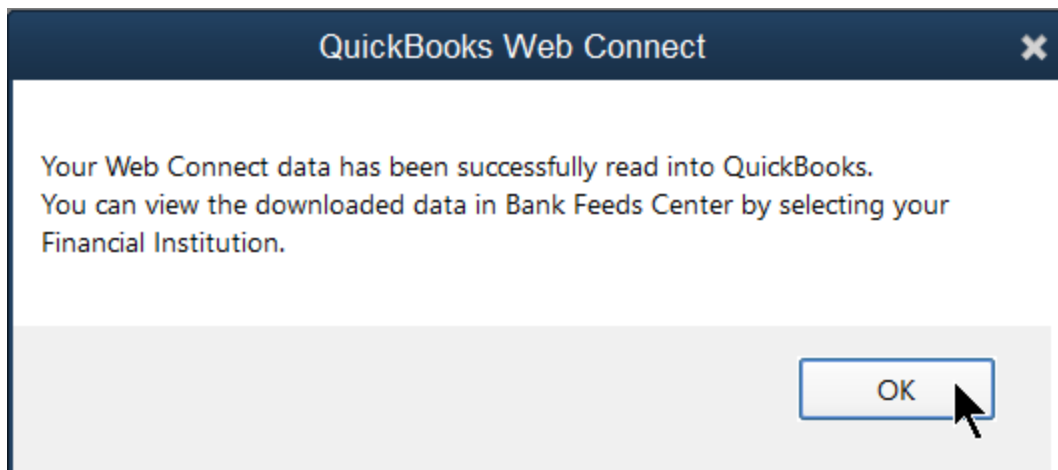
- Financial Institution: Chase Web Download
- Account type: Checking
- Account number: 1234

QuickBooks does not have an online account to handle these transactions.  
Please make a selection below.

Use an existing QuickBooks account Chase Checking 1234

Create a new QuickBooks account Checking at Chase Web Download

5. Select Continue.



QuickBooks Web Connect

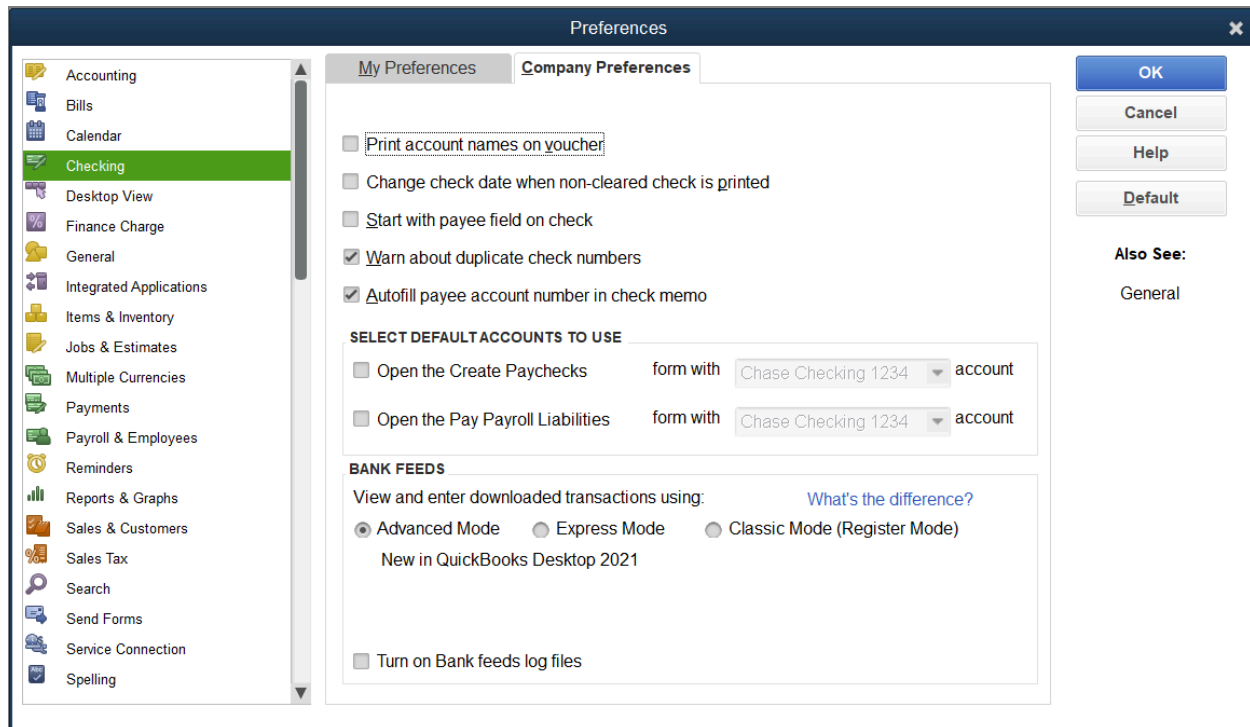
Your Web Connect data has been successfully read into QuickBooks.  
You can view the downloaded data in Bank Feeds Center by selecting your  
Financial Institution.

6. Select OK.

## Set Preferences

1. Select Edit:Preferences from the menu.
2. Select Checking.
3. Select the Company Preferences tab.
4. Select Advanced Mode.

Note: If you're using Express Mode, set rule preferences to help QuickBooks "learn" as you go. *Always ask before creating a rule* allows you to edit the rule before saving.





## Bank Feeds Center

The Bank Feeds Center stores all transactions downloaded from your financial institutions. You can add these transactions as new entries on your register, or match them to transactions you've already recorded in QuickBooks.

Note: The first time you use Direct Connect, the financial institution determines how far back to retrieve transactions. If you download again at a later time, this feature knows where you left off. For Web Connect: You must put in a date range each time you download a .QBO file from your bank/credit card.

1. Add Account	Add accounts to Bank Feeds
2. Rules	View/edit/delete rules applied to banking transactions
3. Connected Accounts	View bank and credit card accounts connected to QuickBooks
4. Transaction List	Downloaded transactions you need to review

## Reviewing Downloaded Transactions

1. Select Banking:Bank Feeds:Bank Feeds Center from the menu.
2. Select the account you want to work with.
3. Select the tab you want to work in (Recognized, Partially-recognized, etc.).
4. You can confirm details for a single transaction through the Action drop-down menu, or select multiple transactions and confirm them in a batch with the Batch Actions drop-down menu.

Note: Options vary based on the type of transaction and the tab (recognized vs unrecognized) you are viewing.

## Recognized Tab

Recognized (9)    Partially-recognized (0)    Unrecognized (12)    Added to register (0)										
Search in Payee, Memo...										
<input checked="" type="checkbox"/>	Date ↑	Check no ↓	Match status ↓	Downloaded as ↓	Payee ↓	Bank memo ↓	Account ↓	Payment ↓	Deposit ↓	Action
<input checked="" type="checkbox"/>	1/15/2022	DEBIT	● Auto-Matched	Ron BBQ Smokehouse	Ron's BBQ Smokeho...	Trans #1655465	Meals	15.85		Confirm ↓
<input checked="" type="checkbox"/>	1/12/2022	1022	● Auto-Matched	Electric Inc.	Electric, Inc.	Utility Services	Utilities:Electricity	87.89		Confirm ↓
<input checked="" type="checkbox"/>	1/10/2022	1014	● Auto-Matched	Spendalot	Spendalot, Inc.		-split-	10,500.00		Confirm ↓
<input checked="" type="checkbox"/>	1/10/2022		● Auto-Matched				Undeposited Funds		24.95	Confirm ↓
<input checked="" type="checkbox"/>			● Auto-Matched				Service Income		408.00	Confirm ↓
<input checked="" type="checkbox"/>			● Auto-Matched				-split-		218.75	Confirm ↓

Batch Actions drop-down options (Recognized Tab)	
Add/Confirm	If you've already entered the downloaded transactions, this matches them to what you've already entered. Matching downloaded transactions to existing transactions avoids duplicates. If the transactions are new, this adds them to the register.
Ignore	Removes the downloaded transactions from the transaction review list.
Not a Match	Tells QuickBooks the transactions don't match and moves them into the Unrecognized tab.

Recognized (9)    Partially-recognized (0)    Unrecognized (12)    Added to register (0)										
Search in Payee, Memo...										
<input checked="" type="checkbox"/>	Date ↑	Check no ↓	Match status ↓	Downloaded as ↓	Payee ↓	Bank memo ↓	Account ↓	Payment ↓	Deposit ↓	Action
<input checked="" type="checkbox"/>	1/15/2022	DEBIT	● Auto-Matched	Ron BBQ Smokehouse	Ron's BBQ Smokeho...	Trans #1655465	Meals	15.85		Confirm ↓
<input checked="" type="checkbox"/>	1/12/2022	1022	● Auto-Matched	Electric Inc.	Electric, Inc.	Utility Services	Utilities:Electricity	87.89		Confirm ↓
<input checked="" type="checkbox"/>	1/10/2022	1014	● Auto-Matched	Spendalot	Spendalot, Inc.		-split-	10,500.00		Confirm ↓
<input checked="" type="checkbox"/>	1/10/2022		● Auto-Matched				Undeposited Funds			Confirm ↓
<input checked="" type="checkbox"/>	1/9/2022		● Auto-Matched				Service Income		408.00	Confirm ↓
<input checked="" type="checkbox"/>	1/8/2022		● Auto-Matched				-split-		218.75	Confirm ↓

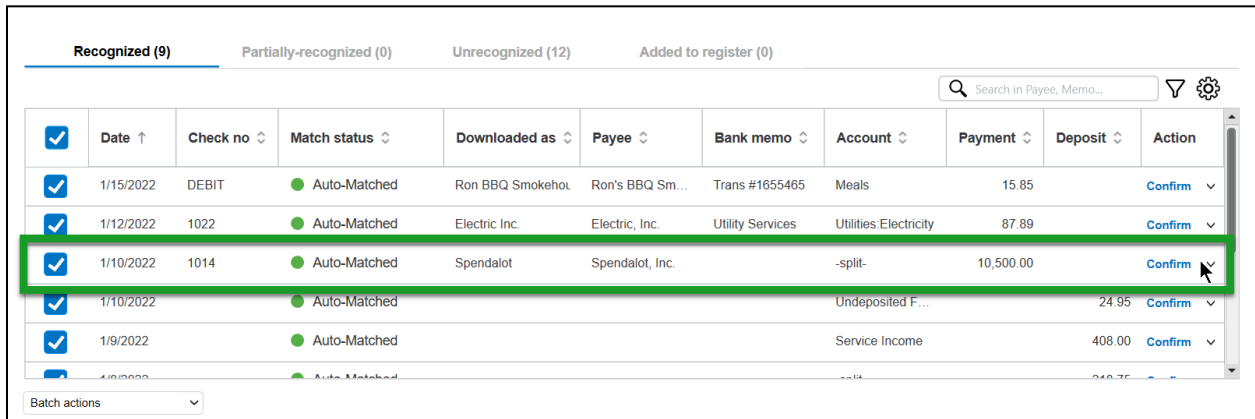
Individual Transaction Actions drop-down options (Recognized Tab)	
Add/Confirm	If you've already entered the downloaded transaction, this matches it to what you've already entered. Matching a downloaded transaction to an existing transaction avoids duplicates. If the transaction is new, this adds it to the register.
View Details	Displays the existing transaction that QuickBooks suggests you match the downloaded transaction to.
Not a Match	Tells QuickBooks the transactions don't match and moves them into the Unrecognized tab.
Ignore	Removes the downloaded transaction from the transaction review list.

## Matching To Existing Transaction (Recognized Tab)

On the Recognized tab, QuickBooks auto-matches transactions downloaded from your bank/credit card to transactions you've already entered manually into QuickBooks. The Recognized tab also shows transactions QuickBooks has applied a rule to. You learn about rules later in this chapter.

You can confirm transactions one-by-one from the Action column or you can batch confirm transactions by selecting *Add/Confirm* under the batch actions drop down menu. This will confirm matches and/or add any transactions QuickBooks applied a rule to.

If the transaction is not a match for an existing transaction, choose *Not a match* under the action drop-down menu, and QuickBooks moves the transaction to the Unrecognized tab.



<input checked="" type="checkbox"/>	Date ↑	Check no ⇅	Match status ⇅	Downloaded as ⇅	Payee ⇅	Bank memo ⇅	Account ⇅	Payment ⇅	Deposit ⇅	Action
<input checked="" type="checkbox"/>	1/15/2022	DEBIT	● Auto-Matched	Ron BBQ Smokehol	Ron's BBQ Sm...	Trans #1655465	Meals	15.85		Confirm ▾
<input checked="" type="checkbox"/>	1/12/2022	1022	● Auto-Matched	Electric Inc.	Electric, Inc.	Utility Services	Utilities:Electricity	87.89		Confirm ▾
<input checked="" type="checkbox"/>	1/10/2022	1014	● Auto-Matched	Spendalot	Spendalot, Inc.	-split-		10,500.00		Confirm ▾
<input checked="" type="checkbox"/>	1/10/2022		● Auto-Matched				Undeposited F...	24.95		Confirm ▾
<input checked="" type="checkbox"/>	1/9/2022		● Auto-Matched				Service Income	408.00		Confirm ▾
<input checked="" type="checkbox"/>	1/8/2022		● Auto-Matched				split	240.75		Confirm ▾

## Unrecognized Tab

Recognized (9)	Partially-recognized (0)	Unrecognized (12)	Added to register (0)						
<input type="checkbox"/>	Date ↑	Check no ↓	Downloaded as ↓	Payee ↓	Bank memo ↓	Account ↓	Payment ↓	Deposit ↓	Action
<input type="checkbox"/>	2/3/2022		A1 Backhoe Rental		A1 Backhoe Rental		1,200.00		Add ↓
<input type="checkbox"/>	1/30/2022		Transfer to Savings		Transfer to Savings		500.00		Add ↓
<input type="checkbox"/>	1/25/2022		Tim Philip Masonry	Tim Philip Masonry	Tim Philip Masonry		680.00		Add ↓
<input type="checkbox"/>			A1 Backhoe Rental		A1 Backhoe Rental		800.00		Add ↓
<input type="checkbox"/>			Pam Seitz	Pam Seitz	Pam Seitz		350.00		Add ↓
<input type="checkbox"/>			Books hv Bessie	Books hv Bessie	Books hv Bessie		55.00		Add ↓

### Batch Actions drop-down options (Unrecognized Tab)

Modify	Enters the same Payee, Account, Customer:Job and Memo to multiple transactions at one time.
Add/Confirm	Records the transactions in the bank/credit card account register.
Ignore	Removes the downloaded transactions from the transaction review list.

Recognized (9)	Partially-recognized (0)	Unrecognized (12)	Added to register (0)						
<input type="checkbox"/>	Date ↑	Check no ↓	Downloaded as ↓	Payee ↓	Bank memo ↓	Account ↓	Payment ↓	Deposit ↓	Action
<input type="checkbox"/>	2/3/2022		A1 Backhoe Rental		A1 Backhoe Rental		1,200.00		Add ↓
<input type="checkbox"/>	1/30/2022		Transfer to Savings		Transfer to Savings		500.00		Add ↓
<input type="checkbox"/>	1/25/2022		Tim Philip Masonry	Tim Philip Masonry	Tim Philip Masonry		680.00		Add ↓
<input type="checkbox"/>	1/13/2022		A1 Backhoe Rental		A1 Backhoe Rental		800.00		Add ↓
<input type="checkbox"/>	1/10/2022	EFT	Pam Seitz	Pam Seitz	Pam Seitz		350.00		Add ↓
<input type="checkbox"/>	1/6/2022		Books hv Bessie	Books hv Bessie	Books hv Bessie		55.00		Add ↓

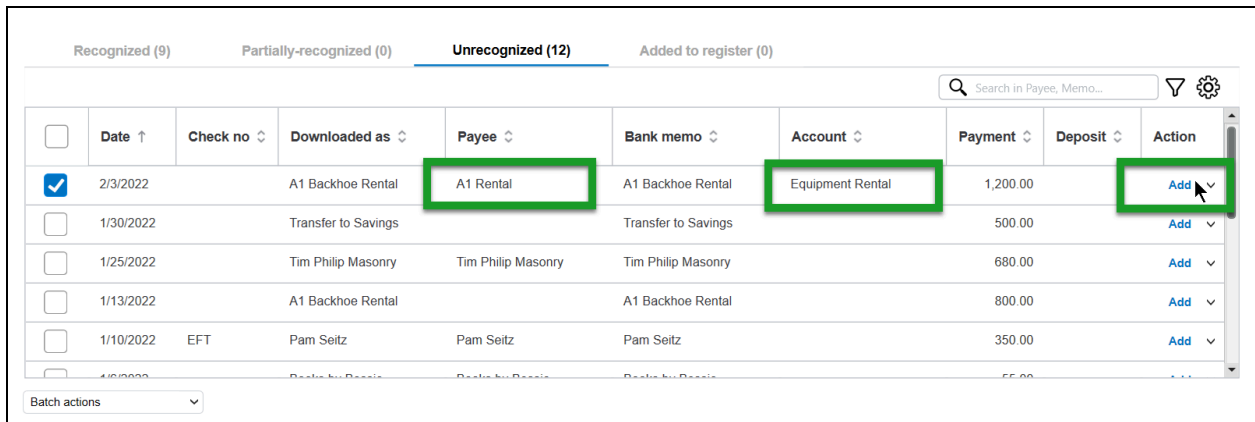
### Individual Transaction Actions drop-down options (Unrecognized Tab)

Add	Adds downloaded transaction to the register
Add more details	Add details not available through the transaction review list, like multiple accounts (split).
Match to existing transactions	Choose a match from transactions you've already recorded. Matching a downloaded transaction to an existing transaction avoids duplicates.
Ignore	Removes the downloaded transaction from the transaction review list.

## Adding a New Transaction (Unrecognized Tab)

You use the Unrecognized tab to record transactions that aren't in QuickBooks yet.

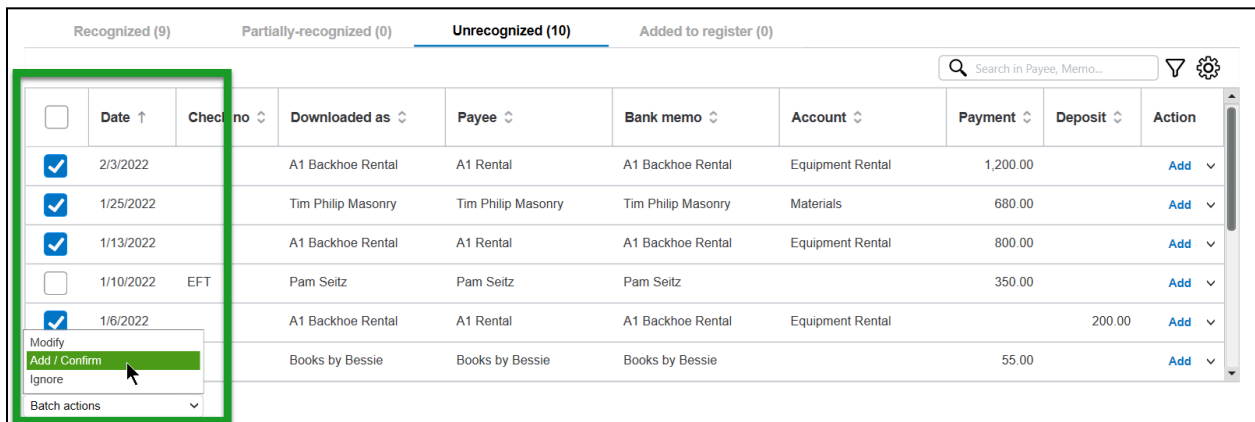
1. Select the Payee drop-down menu > select (or Add New) the customer, vendor, employee or other name the transaction was with.
2. Select the Account drop-down menu > select (or Add New) the account that best describes why you received or spent money. Note: this is where the transaction appears on your financial statements.
3. Select Add to record the transaction into the account register.



<input type="checkbox"/>	Date ↑	Check no ◯	Downloaded as ◯	Payee ◯	Bank memo ◯	Account ◯	Payment ◯	Deposit ◯	Action
<input checked="" type="checkbox"/>	2/3/2022		A1 Backhoe Rental	A1 Rental	A1 Backhoe Rental	Equipment Rental	1,200.00		Add ▾
<input type="checkbox"/>	1/30/2022		Transfer to Savings		Transfer to Savings		500.00		Add ▾
<input type="checkbox"/>	1/25/2022		Tim Philip Masonry	Tim Philip Masonry	Tim Philip Masonry		680.00		Add ▾
<input type="checkbox"/>	1/13/2022		A1 Backhoe Rental		A1 Backhoe Rental		800.00		Add ▾
<input type="checkbox"/>	1/10/2022	EFT	Pam Seitz	Pam Seitz	Pam Seitz		350.00		Add ▾
<input type="checkbox"/>	1/6/2022		Books by Bessie	Books by Bessie	Books by Bessie		55.00		Add ▾

(Optional) To save time:

1. Enter details for multiple transactions.
2. Select the checkbox next to each transaction. (See screenshot below)
3. Select Batch Actions > Add/Confirm.



<input type="checkbox"/>	Date ↑	Check no ◯	Downloaded as ◯	Payee ◯	Bank memo ◯	Account ◯	Payment ◯	Deposit ◯	Action
<input checked="" type="checkbox"/>	2/3/2022		A1 Backhoe Rental	A1 Rental	A1 Backhoe Rental	Equipment Rental	1,200.00		Add ▾
<input checked="" type="checkbox"/>	1/25/2022		Tim Philip Masonry	Tim Philip Masonry	Tim Philip Masonry	Materials	680.00		Add ▾
<input checked="" type="checkbox"/>	1/13/2022		A1 Backhoe Rental	A1 Rental	A1 Backhoe Rental	Equipment Rental	800.00		Add ▾
<input type="checkbox"/>	1/10/2022	EFT	Pam Seitz	Pam Seitz	Pam Seitz		350.00		Add ▾
<input checked="" type="checkbox"/>	1/6/2022		A1 Backhoe Rental	A1 Rental	A1 Backhoe Rental	Equipment Rental		200.00	Add ▾
<input type="checkbox"/>			Books by Bessie	Books by Bessie	Books by Bessie		55.00		Add ▾

## What if QuickBooks Should've Matched Something but Didn't?

Whenever transactions appear in your Bank Feeds Center, QuickBooks searches through your transaction history to see if you've already recorded it. If it discovers a match, the transaction appears in the Recognized tab, which you learned about earlier. If you download a transaction that you've already recorded and QuickBooks didn't find the match on its own, you can find the match yourself.

1. Select Action drop-down menu > select Match to existing transaction.
2. Enter an amount, type of transactions and/or date to search for the transaction.
3. Select the correct transaction to match with the downloaded transaction.
4. Select Save and add to register.

Note: If you add downloaded transactions that are already in QuickBooks without matching them, you create a duplicate in the register.

**Transaction from your bank**

Match status: Unrecognized    Date: 1/10/2022    Downloaded as: Pam Seitz    CHK no: EFT    Amount: 350.00

[Add more details](#)    [Match to existing transactions](#)

Search: 350.00    Type: All    Last 30 days    Show all

	Date	Type	No	Payee	Account	Amount	To pay
<input type="checkbox"/>	01/20/2022	CHK	EFT	Pam Seitz	Legal & Professional Fees:Legal Fee	350.00	
<input checked="" type="checkbox"/>	01/10/2022	CHK	EFT	Pam Seitz	Legal & Professional Fees:Bookkeep	350.00	

How Resolve works?     Resolve    1 Selected transaction(s) amount: 350.00    Difference amount: 0.00    Total: 350.00

[Cancel](#)    [Save and add to register](#)

## What QuickBooks Downloads vs What You Enter Manually

Why would you need to manually enter anything into QuickBooks if you can just download from your connected bank or credit card account? Since Bank Feeds makes it so easy to enter transactions, it's tempting to rely on it to record all of your transactions. However, there are some transactions that you *cannot* download from the bank. If you want QuickBooks to print a check, or if you want to record more specific products and services a customer purchased from you, you'll need to record those details through a manually entered transaction.

Transactions you add through Bank Feeds:

- Receive Payment from customers (you should still record this manually if it applies to multiple invoices, or deposited with other payments)
- Bill Payments (if you paid a bill with a printed check, handwritten check, or used credits, you should still enter it manually)
- Credit Card Charges
- Credit Card Credits
- Transfers

Transactions you enter manually:

- Invoices
- Estimates
- Sales Receipts
- Refunds & Credits to customers
- Deposits (you can download some vendor refunds without adding manually)
- Checks (printed or handwritten)
- Bills
- Vendor Credits
- Purchase Orders
- Paychecks and Timesheets (you can sometimes download third-party payroll)

## Add a Deposit

If you receive a deposit that doesn't relate to a sale, such as a refund from a vendor or an owner's contribution, you can add it from the Unrecognized tab.

1. Select the Payee drop-down menu > select (or Add New) who you received the money from.
2. Select the Account drop-down menu > select (or Add New) an account that best describes why you received the money. Note: For vendor refunds, use the same account you used when you paid the vendor. This reduces that account's balance.
3. Select Add.

<input type="checkbox"/>	Date ↑	Check no ◯	Downloaded as ◯	Payee ◯	Bank memo ◯	Account ◯	Payment ◯	Deposit ◯	Action
<input checked="" type="checkbox"/>	1/6/2022		A1 Backhoe Rental	A1 Rental	A1 Backhoe Rental	Equipment Rental		200.00	Add ▾
<input type="checkbox"/>	1/5/2022		Mastercard	Mastercard	Mastercard Payment		657.12		Add ▾
<input type="checkbox"/>	1/4/2022		Mahoney's Mugs	Mahoney's Mugs	Mahoney's Mugs		18.08		Add ▾
<input type="checkbox"/>	1/3/2022		The Cheesecake Factory		The Cheesecake Factory		24.38		Add ▾
<input type="checkbox"/>	1/3/2022		Chin's Gas and Oil		Chin's Gas and Oil	Automobile Expense	185.00		Add ▾

Batch actions ▾



# Split Transaction

Use "Add more details" to assign more than one account to a transaction.

1. Select the Action drop-down menu > select Add more details.
2. Split the total amount into multiple accounts and/or Customer:Jobs. Select Add line and enter the amount on each line to reach the total amount of the transaction.
3. Select Save and add to register to record the transaction.

**Transaction from your bank**

Match status: Unrecognized    Date: 1/3/2022    Downloaded as: Chin's Gas and Oil    CHK no:    Amount: 185.00

[Add more details](#)    [Match to existing transactions](#)

Date: 1/3/2022    Memo: Chin's Gas and Oil    Number:    Payee: Gas Stations

**Expenses**

Account	Customer:Job	Memo	Billable	Amount
Automobile Expense:Fuel Exper		Fuel for the Truck	<input type="checkbox"/>	100.00
Travel:Travel Meals		Burritos for the team	<input type="checkbox"/>	85.00

[Add line](#)    [Reset](#)    Total: 185.00

[Create rule from this transaction](#)    [Cancel](#)    [Save and add to register](#)

# Ignore Transactions

You may need to ignore downloaded transactions, such as duplicates or transactions that took place before you chose to start tracking an account.

## Reasons to Ignore Transactions

1. If you download transactions you've already included in a reconciliation (you learn about reconciliations later). You cannot reconcile a transaction twice, so ignore to avoid a duplicate.
2. If the bank sent the transaction more than once.
3. If the transaction happened before the date you chose as the starting point for the account. Whenever you set up a new bank or credit card account you have to choose an opening balance date, and enter your balance on that account on that date. If you record any transactions that happened before that date, it's like recording it twice.

To ignore one transaction:

1. Select the Action drop-down menu.
2. Select Ignore.

To ignore more than one transaction:

1. Select the checkboxes next to each transaction you want to ignore.
2. Select Batch actions.
3. Select Ignore.

<input type="checkbox"/>	Date ↑	Check no ↕	Downloaded as ↕	Payee ↕	Bank memo ↕	Account ↕	Payment ↕	Deposit ↕	Action
<input type="checkbox"/>	1/5/2022		Mastercard	Mastercard	Mastercard Payment		657.12		Add ▾
<input type="checkbox"/>	1/4/2022		Mahoney's Mugs	Mahoney's Mugs	Mahoney's Mugs		18.08		Add ▾
<input type="checkbox"/>	1/3/2022		The Cheesecake Factory	The Cheesecake Factory	The Cheesecake Factory		24.38		Add ▾
<input type="checkbox"/>	1/3/2022		Chin's Gas and Oil	Chin's Gas and Oil	Automobile Expense		185.00		Add ▾
<input checked="" type="checkbox"/>	12/14/2021		Bonnies Garden Services	Landscaping Services			85.00		Add ▾

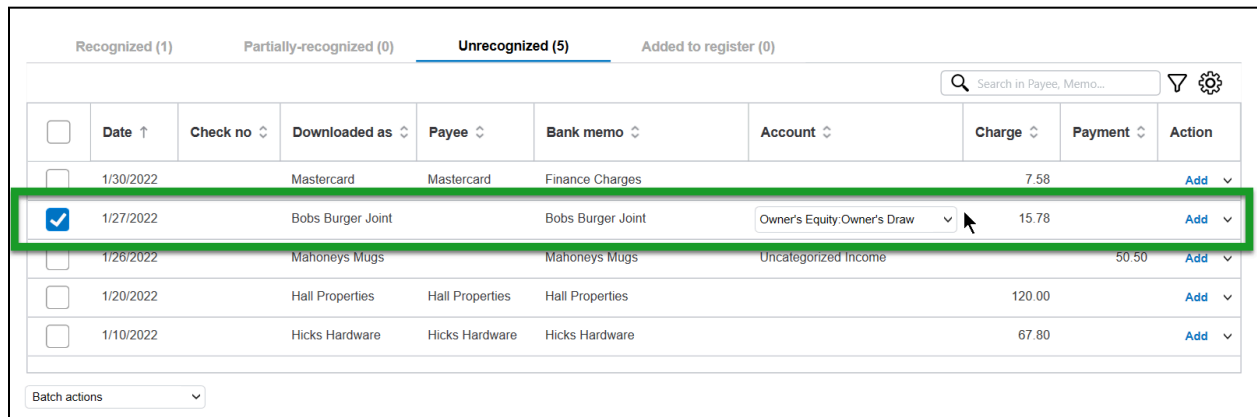
Batch actions ▾

- Add more details
- Match to existing transactions
- Ignore

## Recording Owner's Personal Expenses

It's tempting to ignore personal expenses; however, you need to record all transactions from your bank and credit card accounts in order to reconcile the account. During a reconciliation, you compare your bank statements to what you have in QuickBooks to make sure you've recorded everything that happened in that account. If you ignore ANY transaction that appears on your statement, you'll not be able to reconcile.

Instead of ignoring these transactions, you can use an equity account to properly record the transaction. Most businesses have an equity account named Owner's Draw that you use for these kinds of personal purchases. If you do not have this on your Chart of Accounts, you can easily create a new equity account with this name.



Recognized (1) Partially-recognized (0) **Unrecognized (5)** Added to register (0)

Search in Payee, Memo...

<input type="checkbox"/>	Date ↑	Check no ⇅	Downloaded as ⇅	Payee ⇅	Bank memo ⇅	Account ⇅	Charge ⇅	Payment ⇅	Action
<input type="checkbox"/>	1/30/2022		Mastercard	Mastercard	Finance Charges		7.58		Add ▾
<input checked="" type="checkbox"/>	1/27/2022		Bobs Burger Joint	Bobs Burger Joint		Owner's Equity: Owner's Draw ▾	15.78		Add ▾
<input type="checkbox"/>	1/26/2022		Mahoneys Mugs	Mahoneys Mugs		Uncategorized Income		50.50	Add ▾
<input type="checkbox"/>	1/20/2022		Hall Properties	Hall Properties	Hall Properties		120.00		Add ▾
<input type="checkbox"/>	1/10/2022		Hicks Hardware	Hicks Hardware	Hicks Hardware		67.80		Add ▾

Batch actions ▾

# Transfers

Transfers represent the movement of money from one bank account to another. You can download and add them to QuickBooks without entering them manually first. If you transfer money between two bank accounts that you've connected to bank feeds, then you only need to Add the transfer for one account. It will show up in the Recognized tab for the other account.

## Add/Match Transfers

1. In the Account field, select the account the money came from (if the amount appears in the Deposit column) or the account the money went to (if the amount appears in the Payment column).
2. Select Add.
3. If the other bank account is also connected to bank feeds, confirm the match in the Recognized tab for that bank account

The screenshot shows the 'Bank and Credit cards' section with three accounts: Chase Checking 1234, Savings, and Mastercard. The 'Unrecognized (12)' tab is selected. A table lists transactions, with the 1/30/2022 'Transfer to Savings' transaction highlighted. The 'Savings' account is selected in the 'Account' field, and the 'Add' button is being clicked.

	Date ↑	Check no ↓	Downloaded as ↓	Payee ↓	Bank memo ↓	Account ↓	Payment ↓	Deposit ↓	Action
<input type="checkbox"/>	2/3/2022		A1 Backhoe Rental		A1 Backhoe Rental		1,200.00		Add ↓
<input checked="" type="checkbox"/>	1/30/2022		Transfer to Savings		Transfer to Savings	Savings	500.00		Add ↓
<input type="checkbox"/>	1/25/2022		Tim Philip Masonry	Tim Philip Mas...	Tim Philip Masonry		680.00		Add ↓

The screenshot shows the same 'Bank and Credit cards' section, but now the 'Recognized (1)' tab is selected. The 1/30/2022 transaction is now marked as 'Auto-Matched' and is highlighted in green. The 'Confirm' button is being clicked.

	Date ↑	Check no ↓	Match status ↓	Downloaded as ↓	Payee ↓	Bank memo ↓	Account ↓	Payment ↓	Deposit ↓	Action
<input checked="" type="checkbox"/>	1/30/2022		Auto-Matched	Transfer to Savings		Transfer to Savi...	Chase Checkin...		500.00	Confirm ↓

# Credit Card Payments

If you pay your credit card balance online, with a debit card or with a bank transfer, the payments will download to the Bank Feeds Center.

## Add Credit Card Payments

1. Select the Payee drop-down menu > select (or Add New) the name of the vendor or other name you paid.
2. Select the Account drop-down menu > select the credit card account you paid.
3. Select Add.
4. If the credit card account is also connected to bank feeds, confirm the match in the Recognized tab for that credit card.

The screenshot shows the 'Bank and Credit cards' section with three accounts: Chase Checking 1234, Savings, and Mastercard. The Mastercard account shows a balance of -\$160.66 and \$657.12 in QuickBooks. Below the accounts, there are tabs for 'Recognized (9)', 'Partially-recognized (0)', 'Unrecognized (12)', and 'Added to register (0)'. The 'Unrecognized' tab is active, displaying a table of transactions. The transaction for 1/5/2022 is highlighted with a green box, showing it was downloaded as 'Mastercard' from 'Chase Bank' to 'Mastercard' for a payment of 657.12. The 'Add' button for this transaction is also highlighted.

<input type="checkbox"/>	Date ↑	Check no ↓	Downloaded as ↓	Payee ↓	Bank memo ↓	Account ↓	Payment ↓	Deposit ↓	Action
<input type="checkbox"/>	1/6/2022		A1 Backhoe Rental		A1 Backhoe Rental			200.00	Add ↓
<input checked="" type="checkbox"/>	1/5/2022		Mastercard	Chase Bank	Mastercard Payment	Mastercard	657.12		Add ↓
<input type="checkbox"/>	1/4/2022		Mahoney's Mugs	Mahoney's Mugs	Mahoney's Mugs		18.08		Add ↓
<input type="checkbox"/>	1/3/2022		The Cheesecake Factory		The Cheesecake Factory		24.38		Add ↓

The screenshot shows the same 'Bank and Credit cards' section. The Mastercard account now shows a balance of -\$160.66 and \$0.00 in QuickBooks. The 'Recognized (1)' tab is active, displaying a table with one transaction. The transaction for 1/5/2022 is highlighted with a green box, showing it is 'Auto-Matched' from 'Mastercard' to 'Chase Bank' for a payment received of 657.12. The 'Confirm' button for this transaction is also highlighted.

<input checked="" type="checkbox"/>	Date ↑	Check no ↓	Match status ↓	Downloaded as ↓	Payee ↓	Bank memo ↓	Account ↓	Charge ↓	Payment ↓	Action
<input checked="" type="checkbox"/>	1/5/2022		Auto-Matched	Mastercard	Chase Bank	Payment received	Chase Checkin...		657.12	Confirm ↓

## Review Rules

1. Select Rules.
2. To add a rule, select + Add Rule. Enter the appropriate information, and select Save.
3. To edit a rule, double-click the rule, make changes, then select Save.

The screenshot shows the 'Add rule details' dialog box. At the top, the title is 'Add rule details'. Below the title, there are two fields: 'Rule name:' with the value 'Backhoe Rule' and 'For:' with a dropdown menu showing 'Money out'. Below this, there is a section titled 'When a transaction meets Any of these conditions'. Under this section, there are three fields: 'Description' with a dropdown menu showing 'Contains', 'Contains' with a dropdown menu showing 'Backhoe', and a text input field containing 'Backhoe'. To the right of the text input field is a trash icon. Below these fields is a blue button labeled 'Add line'. Below the 'Add line' button is a section titled 'Do this'. Under this section, there are three rows of actions: 'Rename Payee to' with a dropdown menu showing 'A1 Rental', 'and Categorize in account' with a dropdown menu showing 'Equipment Rental', and 'and Assign customer:job' with a dropdown menu. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Save'.

Note: If QuickBooks asks you to set up a rule, always review/edit the rule to be sure that you approve what QuickBooks created for you.

# Chapter 13

# Reconciliation

# Reconcile a Bank Account

In QuickBooks, you reconcile bank and credit card accounts to make sure your records match the bank's. This helps you locate errors in QuickBooks. You should reconcile bank and credit cards each month when you receive their statements.

Buildem, Inc.  
123 LBJ Freeway  
Dallas, TX 75240

## Account Summary

Opening Balance	\$367,091.38
Withdrawals	\$27,490.95
Deposits	\$42,050.65
<b>Closing Balance on Jan 31, 2022</b>	<b>\$381,651.08</b>

You are eligible for a \$100 bonus

Scan this QR code with your Smartphone  
To find out more about a High Interest  
Savings Account – with the first \$100  
Deposit on us!



You may need to get a QR Code® reader from your SmartPhone App Store

**For Jan 01, 2022 to Jan 31, 2022**

**Account Number**  
00-123456  
**Branch Transit Number**  
098765

## Contact Information

**1-800-222-0123**

Contact us by phone for questions, on this statement, change of personal information, and general inquiries, 24 hours a day, 7 days a week

**TTY for the hearing impaired:**

1-800-123-0007

**Outside North America:**

+1-123-4567

**Your branch**

Main and Elm  
100 Main Street  
Dallas, TX  
75240

## Your Transaction Details

Deposits and other credits cleared (7) Total \$42,050.65

Date	Ref No.	Payee	Amount
01/01/2022		Alamo Foundation	\$499.95
01/01/2022		Deposit	\$40,000.00
01/03/2022	Cash	Deposit	\$699.00
01/06/2022		A1 Rental	\$200.00
01/08/2022		Deposit	\$218.75
01/09/2022		Erik's Foundation and Roof Repair	\$408.00
01/10/2022		Myers & Associates	\$24.95

Checks and payments cleared (23) \$27,490.95

Date	Ref No.	Payee	Amount
01/01/2022		King Cable Co	-\$320.32



# Compare your Statement to QuickBooks

1. Get your bank statement from the bank/credit card company
2. Select the Reconcile icon on the Home page.

3. Select the Account drop-down menu and select the bank or credit card account you want to reconcile.
4. Enter appropriate information in the Begin Reconciliation window.
5. Select Continue.

DATE	CHK #	PAYEE	AMOUNT
01/06/2022		Books by Bessie	55.00
01/09/2022	1017	D. Bell	100.00
01/10/2022	DEBIT	Electric, Inc.	175.89
01/10/2022	EFT	Pam Seitz	350.00
01/13/2022		A1 Rental	800.00
01/13/2022	1022	Electric, Inc.	87.89
01/15/2022		Ron's BBQ Smoke...	15.85
01/20/2022	EFT	Pam Seitz	350.00
01/24/2022	DEBIT	Office Solutions	142.91
01/25/2022		Tim Philip Masonry	680.00
01/30/2022			500.00
01/31/2022	1023	Hinges Corporation	22,833.65

DATE	CHK #	MEMO	TYPE	AMOUNT
12/31/2021		Deposit	DEP	499.95
12/31/2021		Deposit	DEP	24.95
01/01/2022		Deposit	DEP	40,000.00
01/02/2022		Deposit Payee...	DEP	699.00
01/06/2022		Deposit	DEP	218.75
01/06/2022		A1 Backhoe Re...	DEP	200.00
01/07/2022		Deposit	DEP	408.00

Beginning Balance	367,091.38	
Items you have marked cleared		
7 Deposits and Other Credits	42,050.65	
23 Checks and Payments	27,490.95	
Ending Balance	381,651.08	
Cleared Balance	381,651.08	
Difference	0.00	

Tip: When reconciling, you must make what you see in QuickBooks match what is on your statement.

- Work through one section at a time, starting with Deposits and Other Credits (for example). Statements typically group transactions into three sections: Total Deposits, Checks, and Other.
- Starting with the Deposits, your goal is to make the total value for the Deposits and Other Credits in QuickBooks match the total value you see on the statement.
- If a transaction is different from how it appears on the statement, double-click it and edit it. Select Save once you've made it match the statement.

6. Select the items that cleared the bank. Once there is zero difference between what you have in QuickBooks and what appears on the statement, select Reconcile Now.
7. Select the type of reconciliation report you want to keep for your records.
8. Select Print/Display.

## Reconciliation Reports

Reconciliation Summary

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

Show Filters

10:44 AM  
01/31/22

**Buildem, Inc.**  
**Reconciliation Summary**  
Chase Checking 1234, Period Ending 01/31/2022

Jan 31, 22	
Beginning Balance	367,091.38
▼ Cleared Transactions	
Checks and Payments - 23 it...	(27,490.95)
Deposits and Credits - 7 items	42,050.65
<b>Total Cleared Transactions</b>	<b>14,559.70</b>
<b>Cleared Balance</b>	<b>381,651.08</b>
▼ Uncleared Transactions	
Checks and Payments - 1 item	(22,833.65)
<b>Total Uncleared Transactions</b>	<b>(22,833.65)</b>
<b>Register Balance as of 01/31/2022</b>	<b>358,817.43</b>
▼ New Transactions	
Checks and Payments - 45 it...	(324,718.39)
Deposits and Credits - 5 items	54,703.52
<b>Total New Transactions</b>	<b>(270,014.87)</b>
<b>Ending Balance</b>	<b>88,802.56</b>

Reconciliation Detail

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

Show Filters

10:44 AM  
01/31/22

**Buildem, Inc.**  
**Reconciliation Detail**  
Chase Checking 1234, Period Ending 01/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						
<b>367,091.38</b>						
Cleared Transactions						
Checks and Payments - 23 items						
▶ Bill Pmt -Check	12/31/2021	1013	Walnut, Inc.	✓	(7,499.75)	(7,499.75)
Check	12/31/2021	EFT	Smith County	✓	(957.76)	(8,457.51)
Check	12/31/2021	EFT	King Cable Co.	✓	(320.32)	(8,777.83)
Check	01/01/2022	1014	Spendalot, Inc.	✓	(10,500.00)	(19,277.83)
Check	01/01/2022	1020	Dallas Bell	✓	(871.00)	(20,148.83)
Bill Pmt -Check	01/01/2022	1019	Dallas Phone Com...	✓	(300.00)	(20,448.83)
Check	01/01/2022	1018	D. Bell	✓	(200.00)	(20,648.83)

## What if your difference is not zero?

In a reconciliation, discrepancies (or differences) mean that something in QuickBooks doesn't match the statement. Use the list below of potential problems/solutions to successfully complete the reconciliation.

Problem	Solution
Incorrect beginning balance	If this is your first reconciliation, add or edit the beginning balance from the register. If this is not your first reconciliation, consult the <a href="#">Locate Discrepancies</a> report.
Missing or extra cleared transactions	Unselect transactions that do not appear on your statement and/or record missing transactions and select them.
Transactions entered for the wrong amount or date	Double-click the transaction and correct the dollar amount or date.
Incorrect ending balance	Select Modify to edit the ending balance using the correct balance from the bank or credit card statement.

## 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. Note: QuickBooks Pro only lets you print a copy of the most recent reconciliation report.

1. Select the Reconcile icon on the Home page and select the appropriate account.
2. Enter appropriate information in the Begin Reconciliation window.
3. Select Continue.
4. Select Modify.

Reconcile - Chase Checking 1234

For period: 01/31/2022 ☑ Hide transactions after the statement's end date

Checks and Payments				Deposits and Other Credits				
DATE	CHK #	PAYEE	AMOUNT	DATE	CHK #	MEMO	TYPE	AMOUNT
12/31/2021	EFT	Smith County	957.76	12/31/2021		Deposit	DEP	499.95
12/31/2021	EFT	King Cable Co.	320.32	12/31/2021		Deposit	DEP	24.95
12/31/2021	1013	Walnut, Inc.	7,499.75	01/01/2022		Deposit	DEP	40,000.00
01/01/2022	1014	Spendalot, Inc.	10,500.00	01/02/2022		Deposit Payee:D...	DEP	699.00
01/01/2022	1018	D. Bell	200.00	01/06/2022		Deposit	DEP	218.75
01/01/2022	1019	Dallas Phone Company	300.00	01/06/2022		A1 Backhoe Rental	DEP	200.00
01/01/2022	1020	Dallas Bell	871.00	01/07/2022		Deposit	DEP	408.00
01/03/2022		Restaurant	24.38					
01/03/2022		Gas Stations	185.00					
01/03/2022	1021	Edgar Leasing	2,700.00					
01/04/2022		Mahoney's Mugs	18.08					
01/05/2022		Mastercard	657.12					
01/06/2022		Books by Bessie	55.00					
01/09/2022	1017	D. Bell	100.00					

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

Beginning Balance	367,091.38		
Items you have marked cleared			
7 Deposits and Other Credits	42,050.65		
22 Checks and Payments	27,348.04		

Modify

Service Charge	0.00
Interest Earned	0.00
Ending Balance	381,651.08
Cleared Balance	381,793.99
Difference	-142.91

Reconcile Now
Leave

## 5. Select Locate Discrepancies.

Locate Discrepancies

Account: Chase Checking 1234      Last reconciled on 12/31/2021  
 Beginning balance is \$367,091.38

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

## Register Tips

1. Select Chart of Accounts.
2. Double-click a bank or credit card account.
3. Reconciled transactions display a checkmark in the checkmark column. Transactions downloaded and added/matched from bank feeds display a lightning bolt, which means they are pre-reconciled for the next reconciliation.

DATE	NUMBER	ACCOUNT	PAYEE	MEMO	PAYMENT	DEPOSIT	BALANCE
01/24/2022	DEBIT	Office Solutions			142.91		382,831.08
	CHK	Office Supplies	8374k38				
01/25/2022	CHK	Tim Philip Masonry			680.00		382,151.08
	CHK	Materials	Tim Philip Masonry				
01/30/2022	CHK	Savings	Transfer to Savings		500.00		381,651.08
01/31/2022	1023	Hinges Corporation			22,833.65		358,817.43
	BILLPMT	Accounts Payable	83848				
02/01/2022	EFT	Telephone Co.			871.00		357,946.43
	CHK	-split-					
02/03/2022	CHK	A1 Rental			1,200.00		356,746.43
	CHK	Rent Equipment Rental	A1 Backhoe Rental				
02/07/2022						2,494.12	359,240.55
02/10/2022						10,000.00	369,240.55
ENDING BALANCE							<b>88,802.56</b>

Note: To see transactions grouped by status, select the Sort By drop-down menu on the bottom left and sort by Cleared status. Sort the transactions by amount to view any duplicate transactions.

Do not delete or edit reconciled transactions. Doing so disrupts future reconciliations.

# Tips on the Reconciliation Window

For period: 01/31/2022

1  Hide transactions after the statement's end date

Checks and Payments				Deposits and Other Credits				
DATE	CHK #	PAYEE	AMOUNT	DATE	CHK #	MEMO	TYPE	AMOUNT
01/03/2022	1021	Edgar Leasing	2,700.00	12/31/2021		Deposit	DEP	499.95
01/04/2022		Mahoney's Mugs	18.08	12/31/2021		Deposit	DEP	24.95
01/05/2022		Mastercard	657.12	01/01/2022		Deposit	DEP	40,000.00
01/06/2022		Books by Bessie	55.00	01/02/2022		Deposit Payee:D...	DEP	699.00
01/09/2022	1017	D. Bell	100.00	01/06/2022		Deposit	DEP	218.75
01/10/2022	DEBIT	Electric, Inc.	175.89	01/06/2022		A1 Backhoe Rental	DEP	200.00
01/10/2022	EFT	Pam Seitz	350.00	01/07/2022		Deposit	DEP	408.00
01/13/2022		A1 Rental	800.00					
01/13/2022	1022	Electric, Inc.	87.89					
01/15/2022		Ron's BBQ Smokehou...	15.85					
01/20/2022	EFT	Pam Seitz	350.00					
01/25/2022		Tim Philip Masonry	680.00					
01/30/2022			500.00					
01/31/2022	1023	Hinges Corporation	22,833.65					

2

Beginning Balance	367,091.38
Items you have marked cleared	0.00
7 Deposits and Other Credits	42,050.65
22 Checks and Payments	27,348.04

3 Matched

4 Modify

Service Charge	0.00
Interest Earned	0.00
Ending Balance	381,651.08
Cleared Balance	381,793.99
Difference	-142.91

Reconcile Now Leave

1. In the top right corner, choose to Hide transactions after the statement's end date to remove any transactions not in the statement date range.
2. Double-check the Beginning Balance and make sure that the number of deposits and other credits/checks and payments are the same as what's on your statement.
3. If you have the account connected to bank feeds, you see a Matched button. Select it and enter the statement end date to select all of the transactions you matched or added from the bank feeds window.
4. Select Modify to correct information like Statement Date and Ending Balance.

Begin Reconciliation

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

Account **Chase Checking 1234** last reconciled on 12/31/2021.

Statement Date **01/31/2022**

Beginning Balance **367,091.38**

Ending Balance **381,651.08**

[What if my beginning balance doesn't match my statement?](#)

Enter any service charge or interest earned.

Service Charge	Date	Account
0.00	01/31/2022	Bank Service Charges
Interest Earned	Date	Account
0.00	01/31/2022	Interest Income

Locate Discrepancies Undo Last Reconciliation Continue Cancel Help

# Chapter 14

# Security and Multi-User

## Users

Users on the QuickBooks Desktop have varying permissions within the account. Depending on the type of user set up, one would have access to different responsibilities within the Desktop account.

- Help you track who makes changes

## Admin

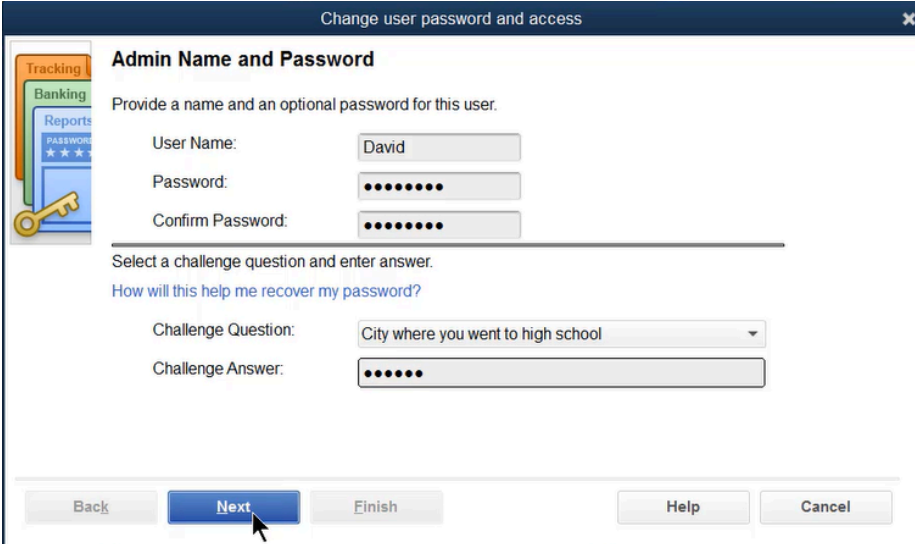
When you set up a new company, QuickBooks automatically sets up an admin user. This one user has unlimited access to all of QuickBooks. The *Admin* is the only user who can:

- 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.

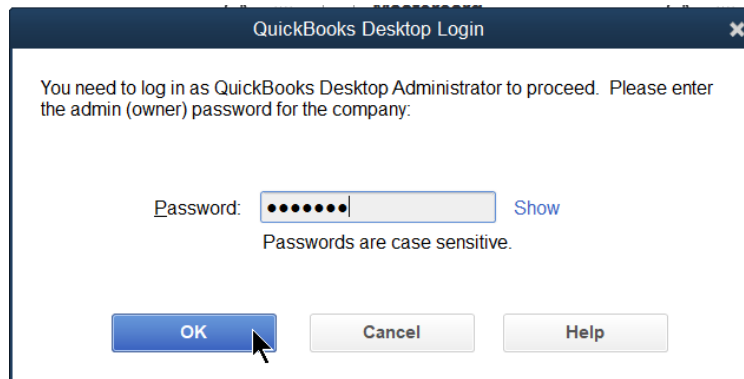
## Add Details to an Admin User

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



2. Enter the admin's name as the Admin's Name.
3. Enter the admin's password as the Admin's Password.
4. Enter the admin's password as the Confirm Password.
5. Select a Challenge Question and enter a Challenge Answer.
6. Select Next, and then select Finish.
7. Select Close.





## Add a New User

The *QuickBooks Admin* 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.

Note: You can have as many users in a company file as you would like, this is not the same as User Licenses.

### 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 select OK.
3. Select 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. Select 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. Select Finish in the last window.
12. Select 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 select OK.
3. Select 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 select Add.
8. Repeat Step 7 to assign additional roles.
9. Select OK.
10. Select Close.

Note: Now that you have set up various users, you can run your account in Multi-User mode. To Log Off, select File: Close Company/Logoff

## What is multi-user mode?

### Benefits of Multi-user mode

- Multiple people can work in the file at the same time, so they don't have to trade the company file back and forth.

### Requirements to use Multi-User Mode

- Install QuickBooks on a computer that is networked with your other computers.
- Or install on a server that is networked with all of your other computers.
- Or contact Right Networks to set up remote hosting.

QB Version	Number of Simultaneous Users
QuickBooks Pro	up to 3
QuickBooks Premier	up to 5
Enterprise Gold & Platinum	up to 30
Enterprise Diamond	up to 40

### Drawbacks of Multi-User Mode

In most QuickBooks editions, you must be in *Single-user* mode to perform certain actions. 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

## How to use multi-user mode...

### Switch to Multi-user Mode

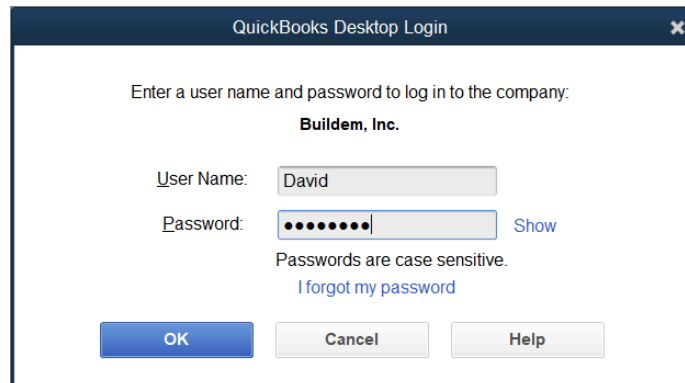
1. Select File: Switch to Multi-user Mode from the menu.
2. Select OK.

### Switch Back to Single User Mode

1. Select File: Switch to Single-user Mode from the menu.
2. Select OK.

### Log in as another user

1. Log out as current user (select File: Close Company/Logoff)
2. Select File: Open or Restore Company from the menu.
3. Select Open a company file (.QBW).
4. Select Next.
5. Select the name of the appropriate company file.
6. Select Open.
7. Enter the User Name and the Password.



QuickBooks Desktop Login

Enter a user name and password to log in to the company:

**Buildem, Inc.**

User Name:

Password:  Show

Passwords are case sensitive.  
[I forgot my password](#)

8. Select OK.

# Audit Trail

An important part of accounting is tracking the transactions 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 to view Additions, Changes, Deletions and more on transactions.

## Audit Trail with Modification

Audit Trail																	
Customize Report		Comment on Report		Share Template		Memorize		Print		E-mail		Excel		Hide Header		Refresh	
Date Entered/Last Modified		Today		From		08/25/2022		To		08/25/2022							
11:26 AM											<b>Buildem, Inc.</b>						
08/25/22											<b>Audit Trail</b>						
											Entered/Last Modified August 25, 2022						
Num	Entered/Last Modified	Last modified by	State	Date	Name	Memo	Account	Split	Debit	Credit							
Transactions entered or modified by Admin																	
Invoice 93																	
▶ 93	08/25/2022 11:26:52	Admin	Latest	08/25/2022	Smith Hardware		Accounts Receiva...	-SPLIT-	21.25								
					Smith Hardware	Deluxe Con...	Parts Sales	Accounts Re...		20.00							
					State Of Texas	Texas State...	Sales Tax Payable	Accounts Re...		1.25							
93	08/25/2022 11:26:14	Robin Banks	Prior	08/25/2022	Smith Hardware		Accounts Receiva...	-SPLIT-	42.39								
					Smith Hardware	Deluxe Con...	Parts Sales	Accounts Re...		39.90							
					State Of Texas	Texas State...	Sales Tax Payable	Accounts Re...		2.49							
Transactions entered or modified by Robin Banks																	
Invoice 93																	
93	08/25/2022 11:26:52	Admin	Latest	08/25/2022	Smith Hardware		Accounts Receiva...	-SPLIT-	21.25								
					Smith Hardware	Deluxe Con...	Parts Sales	Accounts Re...		20.00							
					State Of Texas	Texas State...	Sales Tax Payable	Accounts Re...		1.25							
93	08/25/2022 11:26:14	Robin Banks	Prior	08/25/2022	Smith Hardware		Accounts Receiva...	-SPLIT-	42.39								
					Smith Hardware	Deluxe Con...	Parts Sales	Accounts Re...		39.90							
					State Of Texas	Texas State...	Sales Tax Payable	Accounts Re...		2.49							

# Audit Trail with Deletion

Audit Trail																		
Customize Report		Comment on Report		Share Template		Memorize		Print		E-mail		Excel		Hide Header		Refresh		
Date Entered/Last Modified		Today		From		08/25/2022		To		08/25/2022								
<b>Show Filters</b>																		
11:27 AM		<b>Buildem, Inc.</b>																
08/25/22		<b>Audit Trail</b>																
Entered/Last Modified August 25, 2022																		
Num	Entered/Last Modified	Last modified by	State	Date	Name	Memo	Account	Split	Debit	Credit								
<b>Transactions entered or modified by Admin</b>																		
<b>Invoice 93</b>																		
▶ 93	08/25/2022 11:27:30	Admin	<b>Deleted</b>						0.00		◀							
93	08/25/2022 11:26:52	Admin	Prior	08/25/2022	Smith Hardware		Accounts Receiva...	-SPLIT-	21.25									
					Smith Hardware	Deluxe Con...	Parts Sales	Accounts Re...		20.00								
					State Of Texas	Texas State...	Sales Tax Payable	Accounts Re...		1.25								
93	08/25/2022 11:26:14	Robin Banks	Prior	08/25/2022	Smith Hardware		Accounts Receiva...	-SPLIT-	42.39									
					Smith Hardware	Deluxe Con...	Parts Sales	Accounts Re...		39.90								
					State Of Texas	Texas State...	Sales Tax Payable	Accounts Re...		2.49								
<b>Transactions entered or modified by Robin Banks</b>																		
<b>Invoice 93</b>																		
93	08/25/2022 11:27:30	Admin	<b>Deleted</b>						0.00									
93	08/25/2022 11:26:52	Admin	Prior	08/25/2022	Smith Hardware		Accounts Receiva...	-SPLIT-	21.25									
					Smith Hardware	Deluxe Con...	Parts Sales	Accounts Re...		20.00								
					State Of Texas	Texas State...	Sales Tax Payable	Accounts Re...		1.25								
93	08/25/2022 11:26:14	Robin Banks	Prior	08/25/2022	Smith Hardware		Accounts Receiva...	-SPLIT-	42.39									
					Smith Hardware	Deluxe Con...	Parts Sales	Accounts Re...		39.90								
					State Of Texas	Texas State...	Sales Tax Payable	Accounts Re...		2.49								

# Chapter 15

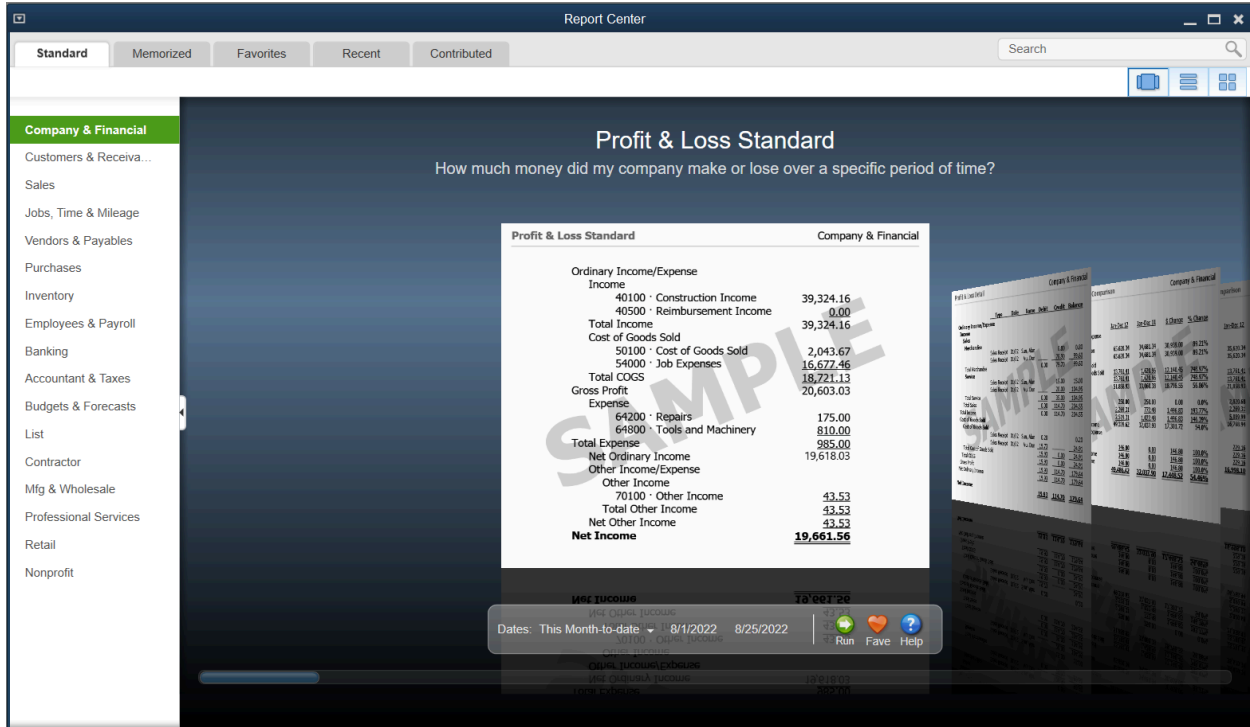
# Reports

# 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, select Reports.



2. Select the appropriate report group to the left.

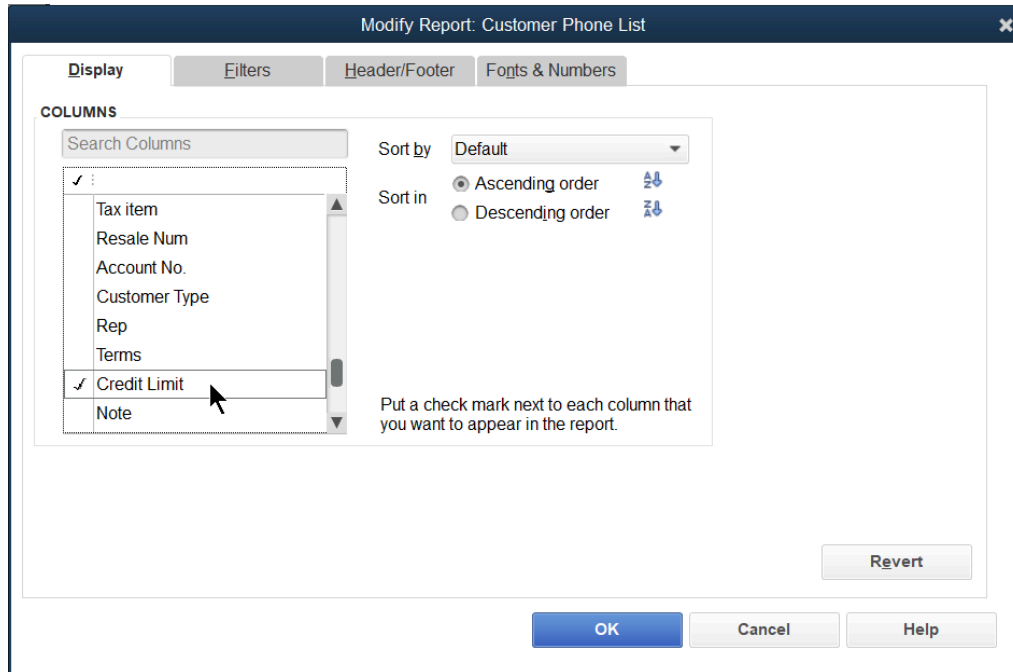
3. To open a report, select the Run icon below the report preview.

Note: The Contributed tab allows access to shared reports from other QuickBooks users.

# Columns

## Modify Report Columns

1. Run the appropriate report. Select Reports:Customers & Sales:Customer Phone List.
2. Select the Customize Report button.



3. Change appropriate information in the Modify Report window.
4. Select OK.

Customer Phone List

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

Show Filters

11:34 AM  
08/25/22

**Buildem, Inc.**  
**Customer Phone List**  
August 25, 2022

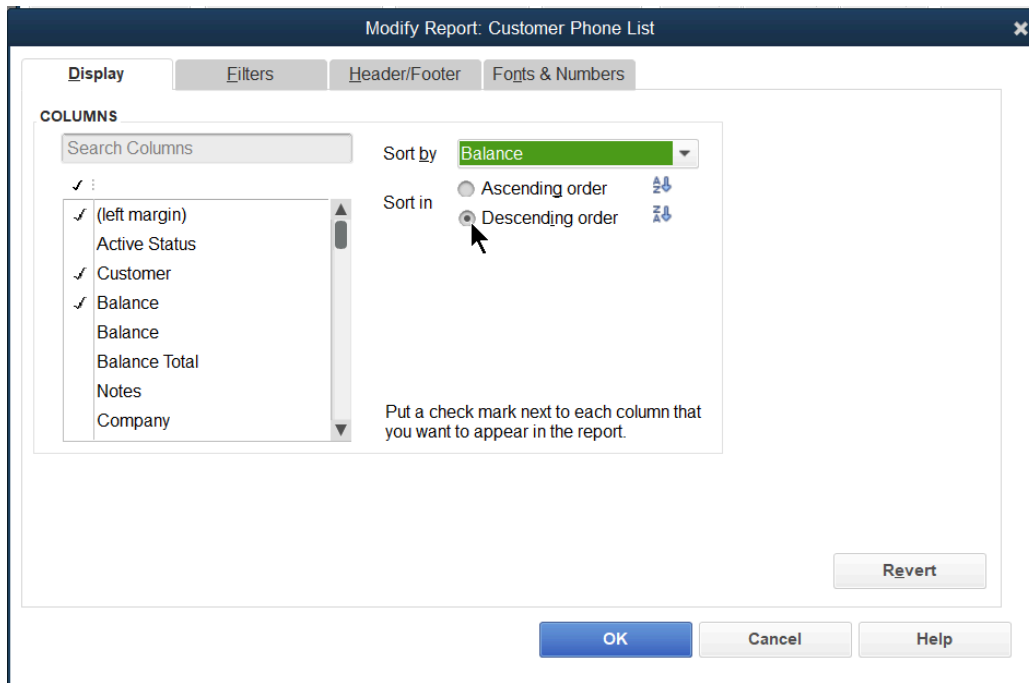
Customer	Balance	Main Phone	Primary Contact	Credit Limit
Aaron's Photography Studio	85.00	817-460-5510	Aaron Cave	
Alamo Foundation	17,044.50	210-888-1051	Thomas A Ruvaldt	
Amy's Bird Sanctuary	750.00	214-656-5654	Amy Sparrow	
Auldrige Windows	52,473.00	312-395-3939	Mary W Auldrige	100,000.00
Bill's Windsurf Shop	0.00	214-556-6565	Bill Windsurf	
Bryan Martial Arts Academy	0.00		A Bryan	
Building 101	0.00			
Building 101:Unit 1	0.00			
Building 101:Unit 1:Tenant - Smith	0.00	808-465-4788	Joey Smith	
Building 101:Unit 2	0.00			
Building 101:Unit 2:Tenant - Jones	0.00	318-559-1442	Nattie Jones	
Building 201	0.00			
Building 201:Unit 1	0.00			
Building 201:Unit 1:Tenant - Johnson	0.00	665-555-1555		
Cassie's Dog Grooming	0.00	800-637-1512	Cassie Light	
Columbia Management	0.00	404-555-3540	Annie Bayer	
Columbia Management:Seattle School	0.00	404-555-3540	Annie Bayer	
Columbia Management:Spokane Civic C...	0.00	405-555-3540	Annie Bayer	
Cool Cars	0.00	214-566-5556	Johnny Kars	
Crandall Contractors	0.00	845-555-1235	Ted Crandall	30,000.00
Crandall Contractors:Cheyenne 1	22,330.34	845-555-1235	Ted Crandall	30,000.00
Crandall Contractors:Cheyenne 3	0.00	845-555-1235	Ted Crandall	30,000.00
Daily Sales	0.00			
Dallas Hardware and Tools	14,091.17	214-555-4747	Eddie Sinclair	10,000.00
Diego Rodriguez	0.00	469-754-9654	Diego Rodriguez	



# Sorting

## Sort Report

1. Run the appropriate report.
2. Select the Customize Report button.



3. Select the drop-down arrow next to Sort by to select the sort field.
4. Select the appropriate button next to Sort in.
5. Select OK.

Customer Phone List

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

Show Filters

11:35 AM  
08/25/22

**Buildem, Inc.**  
**Customer Phone List**  
August 25, 2022

Customer	Balance	Main Phone	Primary Contact	Credit Limit
KC Construction	96,520.50	555-555-5555	Alfred Work	100,000.00
Auldridge Windows	52,473.00	812-395-3939	Mary W Auldridge	100,000.00
Fort Worth Homes:Madison Development	38,571.21	817-555-8989	Betty Cronkite	100,000.00
Crandall Contractors:Cheyenne 1	22,330.34	845-555-1235	Ted Crandall	30,000.00
Trevor Incorporated:Dallas Motor Inn	18,754.62	214-555-1111	Trevor Matheson	25,000.00
Alamo Foundation	17,044.50	210-888-1051	Thomas A Ruvaldt	
Dallas Hardware and Tools	14,091.17	214-555-4747	Eddie Sinclair	10,000.00
Donna Believyu	12,950.00		Donna Believyu	
Fort Worth Homes:Convention Center	5,000.00	817-555-8989	Betty Cronkite	100,000.00
Sun Valley Builders:Philly County	3,780.75	245-555-5488	Reggie Gibbs	
Orlando Homes:Division 1a	2,806.75	456-555-1833	Pat West	75,000.00
Jupiter Homes:Fannin Residence	1,331.37	214-555-4155	Fred Ellis	
San Antonio Cleaners	770.10			
Amy's Bird Sanctuary	750.00	214-656-5654	Amy Sparrow	
Sun Valley Builders:Philadelphia Bank	500.00	245-555-5488	Reggie Gibbs	
Jenna's Jingles	199.95	800-777-1546		
Aaron's Photography Studio	85.00	817-460-5510	Aaron Cave	
Jupiter Homes:Rucker Residence	29.95	214-555-4155	Fred Ellis	
Bill's Windsurf Shop	0.00	214-556-6565	Bill Windsurf	
Bryan Martial Arts Academy	0.00		A Bryan	
Building 101	0.00			
Building 101:Unit 1	0.00			
Building 101:Unit 1:Tenant - Smith	0.00	808-465-4788	Joey Smith	
Building 101:Unit 2	0.00			
Building 101:Unit 2:Tenant - Jones	0.00	318-559-1442	Nattie Jones	

# Column Width & Order

## Change Column Width

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

Customer Phone List

11:35 AM  
08/25/22

**Buildem, Inc.**  
**Customer Phone List**  
August 25, 2022

Customer	Balance	Primary Contact	Credit Limit
KC Construction	96,520.50	Alfred Work	100,000.00
Auldridge Windows	52,473.00	Mary W Auldridge	100,000.00
Fort Worth Homes:Madison Development	38,571.21	Betty Cronkite	100,000.00
Crandall Contractors:Cheyenne 1	22,330.34	Ted Crandall	30,000.00
Trevor Incorporated:Dallas Motor Inn	18,754.62	Trevor Matheson	25,000.00
Alamo Foundation	17,044.50	Thomas A Ruvaldt	
Dallas Hardware and Tools	14,091.17	Eddie Sinclair	10,000.00
Donna Believu	12,950.00	Donna Believu	
Fort Worth Homes:Convention Center	5,000.00	Betty Cronkite	100,000.00
Sun Valley Builders:Philly County	3,780.75	Reggie Gibbs	
Orlando Homes:Division 1a	2,806.75	Pat West	75,000.00
Jupiter Homes:Fannin Residence	1,331.37	Fred Ellis	
San Antonio Cleaners	770.10		
Amy's Bird Sanctuary	750.00	Amy Sparrow	
Sun Valley Builders:Philadelphia Bank	500.00	Reggie Gibbs	
Jenna's Jingles	199.95		
Aaron's Photography Studio	85.00	Aaron Cave	
Jupiter Homes:Rucker Residence	29.95	Fred Ellis	
Bill's Windsurf Shop	0.00	Bill Windsurf	
Bryan Martial Arts Academy	0.00	A Bryan	
Building 101	0.00		
Building 101:Unit 1	0.00		
Building 101:Unit 1:Tenant - Smith	0.00	Joey Smith	
Building 101:Unit 2	0.00		
Building 101:Unit 2:Tenant - Jones	0.00	Natie Jones	

## Change Column Order

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

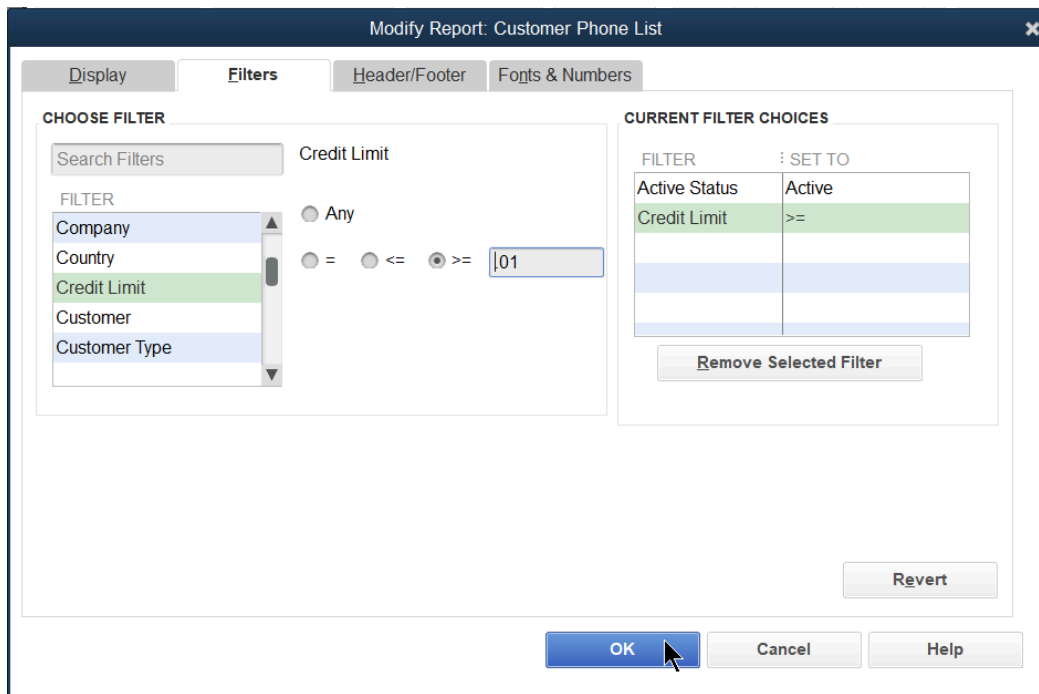
11:35 AM  
08/25/22

**Buildem, Inc.**  
**Customer Phone List**  
August 25, 2022

Customer	Primary Contact	Balance	Primary Contact	Credit Limit
KC Construction	Alfred Work	96,520.50		100,000.00
Auldridge Windows	Mary W Auldridge	52,473.00		100,000.00
Fort Worth Homes:Madison Development	Betty Cronkite	38,571.21		100,000.00
Crandall Contractors:Cheyenne 1	Ted Crandall	22,330.34		30,000.00
Trevor Incorporated:Dallas Motor Inn	Trevor Matheson	18,754.62		25,000.00
Alamo Foundation	Thomas A Ruvaldt	17,044.50		
Dallas Hardware and Tools	Eddie Sinclair	14,091.17		10,000.00
Donna Believu	Donna Believu	12,950.00		
Fort Worth Homes:Convention Center	Betty Cronkite	5,000.00		100,000.00
Sun Valley Builders:Philly County	Reggie Gibbs	3,780.75		
Orlando Homes:Division 1a	Pat West	2,806.75		75,000.00
Jupiter Homes:Fannin Residence	Fred Ellis	1,331.37		
San Antonio Cleaners		770.10		
Amy's Bird Sanctuary	Amy Sparrow	750.00		
Sun Valley Builders:Philadelphia Bank	Reggie Gibbs	500.00		
Jenna's Jingles		199.95		
Aaron's Photography Studio	Aaron Cave	85.00		
Jupiter Homes:Rucker Residence	Fred Ellis	29.95		
Bill's Windsurf Shop	Bill Windsurf	0.00		
Bryan Martial Arts Academy	A Bryan	0.00		
Building 101		0.00		
Building 101:Unit 1		0.00		
Building 101:Unit 1:Tenant - Smith	Joey Smith	0.00		
Building 101:Unit 2		0.00		
Building 101:Unit 2:Tenant - Jones	Nattie Jones	0.00		

## Filter Reports

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



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

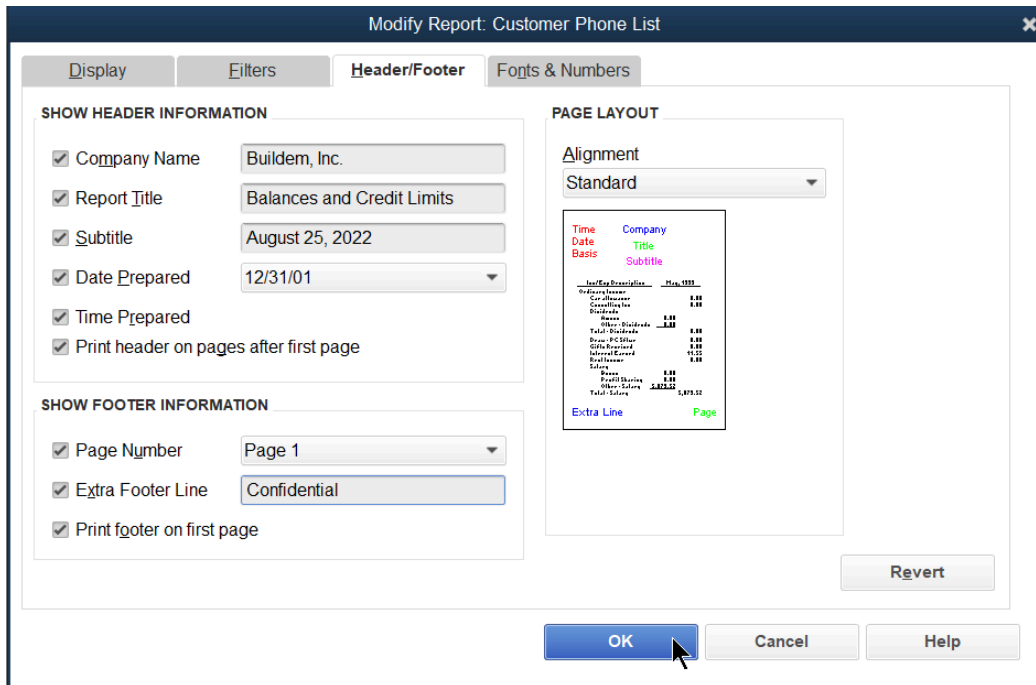
The screenshot shows the 'Customer Phone List' report window. The title bar reads 'Customer Phone List'. The menu bar includes 'Customize Report', 'Comment on Report', 'Share Template', 'Memorize', 'Print', 'E-mail', 'Excel', 'Hide Header', 'Refresh', and 'Balance'. The report content shows the following table:

Customer	Primary Contact	Balance	Credit Limit
KC Construction	Alfred Work	96,520.50	100,000.00
Auldridge Windows	Mary W Auldridge	52,473.00	100,000.00
Fort Worth Homes:Madison Development	Betty Cronkite	38,571.21	100,000.00
Crandall Contractors:Cheyenne 1	Ted Crandall	22,330.34	30,000.00
Trevor Incorporated:Dallas Motor Inn	Trevor Matheson	18,754.62	25,000.00
Dallas Hardware and Tools	Eddie Sinclair	14,091.17	10,000.00
Fort Worth Homes:Convention Center	Betty Cronkite	5,000.00	100,000.00
Orlando Homes:Division 1a	Pat West	2,806.75	75,000.00
Crandall Contractors	Ted Crandall	0.00	30,000.00
Crandall Contractors:Cheyenne 3	Ted Crandall	0.00	30,000.00
Fort Worth Homes	Betty Cronkite	0.00	100,000.00
Fort Worth Homes:Lake Worth Homes	Betty Cronkite	0.00	100,000.00
Home & Hardware Stop	Store Manager	0.00	10,000.00
Lancaster County	Scott Dakota	0.00	40,000.00
Myers & Associates	Jackie Myers	0.00	25,000.00
Orlando Homes	Pat West	0.00	75,000.00
Orlando Homes:Division 3a	Pat West	0.00	75,000.00
Orlando Homes:Division 3d	Pat West	0.00	75,000.00
Rio Grande Homes	Edna Callman	0.00	200,000.00
Rio Grande Homes:Jackson Residence	Edna Callman	0.00	200,000.00
Rio Grande Homes:Valley Savings Development	Edna Callman	0.00	200,000.00
The Jones Group	Mike Jones	0.00	25,000.00
The Jones Group Stadium	Alfred Work	0.00	100,000.00
Tom's Painting	Tom O'Brien	0.00	100,000.00
Trevor Incorporated	Trevor Matheson	0.00	100,000.00

# Header/Footer

## Change Header/Footer

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



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

Customer Phone List

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

Show Filters

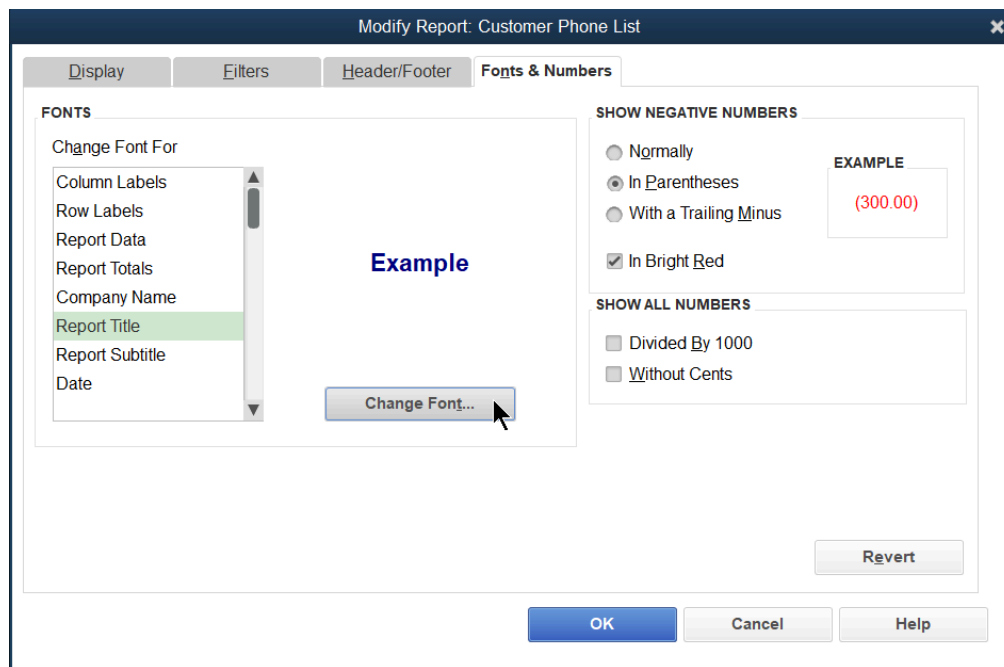
11:40 AM  
08/25/22

**Buildem, Inc.**  
**Balances and Credit Limits**  
August 25, 2022

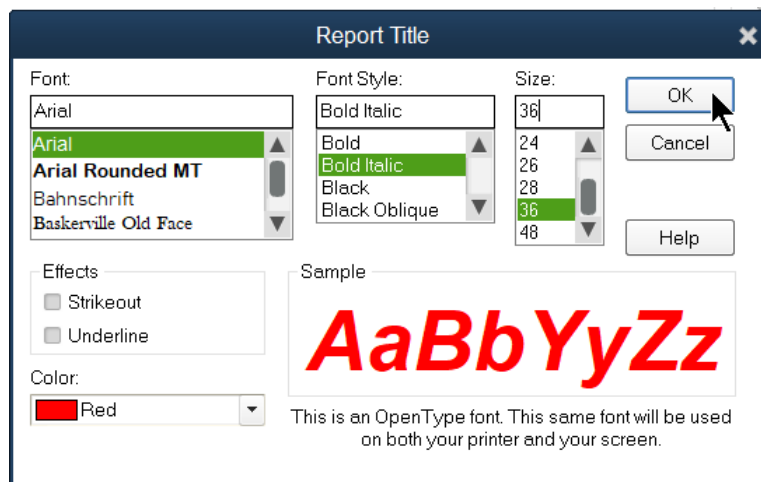
Customer	Primary Contact	Balance	Credit Limit
KC Construction	Alfred Work	96,520.50	100,000.00
Auldridge Windows	Mary W Auldridge	52,473.00	100,000.00
Fort Worth Homes:Madison Development	Betty Cronkite	38,571.21	100,000.00
Crandall Contractors:Cheyenne 1	Ted Crandall	22,330.34	30,000.00
Trevor Incorporated:Dallas Motor Inn	Trevor Matheson	18,754.62	25,000.00
Dallas Hardware and Tools	Eddie Sinclair	14,091.17	10,000.00
Fort Worth Homes:Convention Center	Betty Cronkite	5,000.00	100,000.00
Orlando Homes:Division 1a	Pat West	2,806.75	75,000.00
Crandall Contractors	Ted Crandall	0.00	30,000.00
Crandall Contractors:Cheyenne 3	Ted Crandall	0.00	30,000.00
Fort Worth Homes	Betty Cronkite	0.00	100,000.00
Fort Worth Homes:Lake Worth Homes	Betty Cronkite	0.00	100,000.00
Home & Hardware Stop	Store Manager	0.00	10,000.00
Lancaster County	Scott Dakota	0.00	40,000.00
Myers & Associates	Jackie Myers	0.00	25,000.00
Orlando Homes	Pat West	0.00	75,000.00
Orlando Homes:Division 3a	Pat West	0.00	75,000.00
Orlando Homes:Division 3d	Pat West	0.00	75,000.00
Rio Grande Homes	Edna Callman	0.00	200,000.00
Rio Grande Homes:Jackson Residence	Edna Callman	0.00	200,000.00
Rio Grande Homes:Valley Savings Development	Edna Callman	0.00	200,000.00
The Jones Group	Mike Jones	0.00	25,000.00
The Jones Group:Stadium	Alfred Work	0.00	100,000.00
Tom's Painting	Tom O'Brien	0.00	100,000.00
Trevor Incorporated	Trevor Matheson	0.00	100,000.00

## Fonts & Numbers

1. Run the appropriate report.
2. Select the Customize Report button.
3. Select the Fonts & Numbers tab.



4. Select the appropriate report element in the Change Font For list.
5. Select the Change Font button.



6. Enter appropriate information in the window.
7. Select OK.
8. Select whether to change all related fonts.
9. Enter remaining information in the Customize Report window.
10. Select OK.

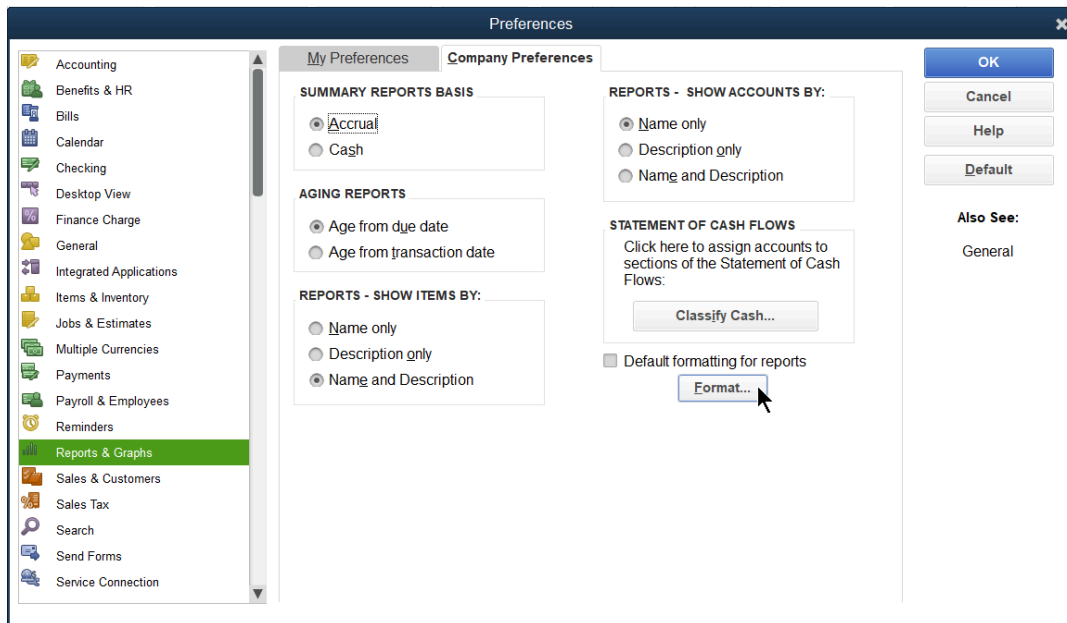
Note: You can change the font size in a report by right clicking the part you want to change fonts for.

# Report Preferences

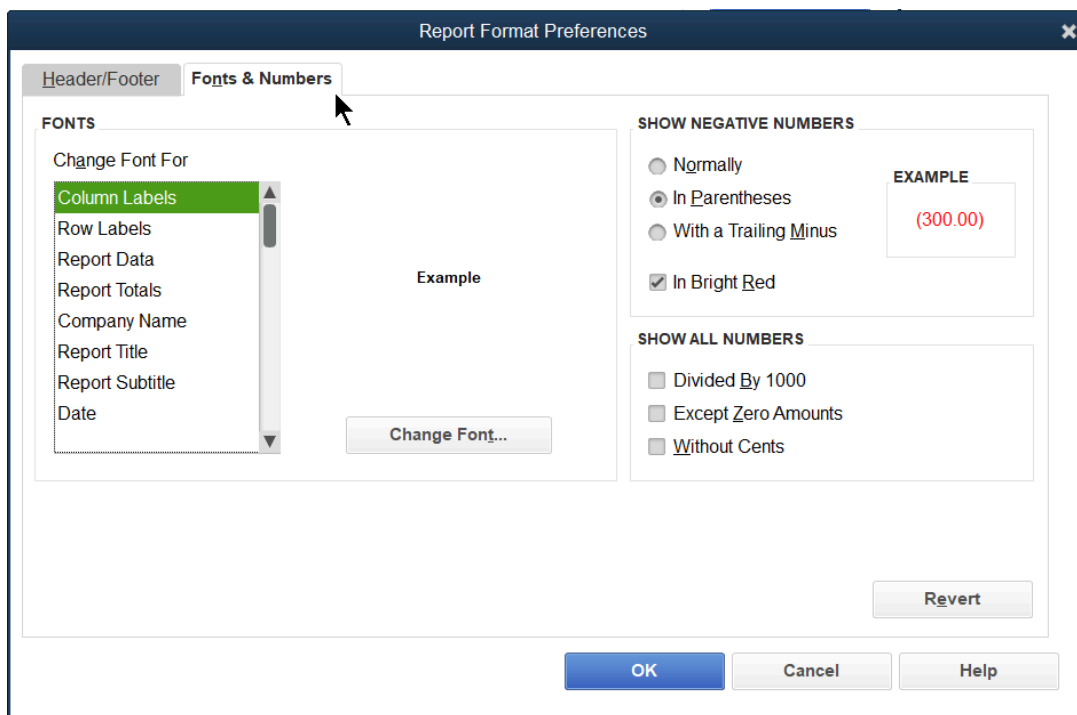
Report preferences allow you to customize and format reports for your business needs.

## Set Report Preferences

1. Select the Edit menu and select Preferences.
2. Select Reports & Graphs in the list to the left.
3. Select the Company Preferences tab.



4. Select Format.

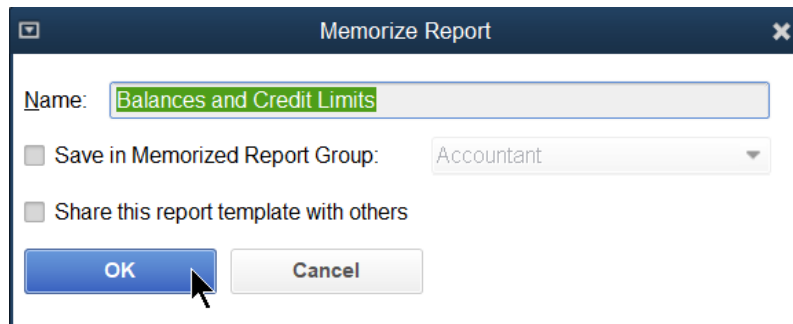


5. Change the Header/Footer or Fonts & Numbers on reports.

## Memorizing

### Memorize a Report

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



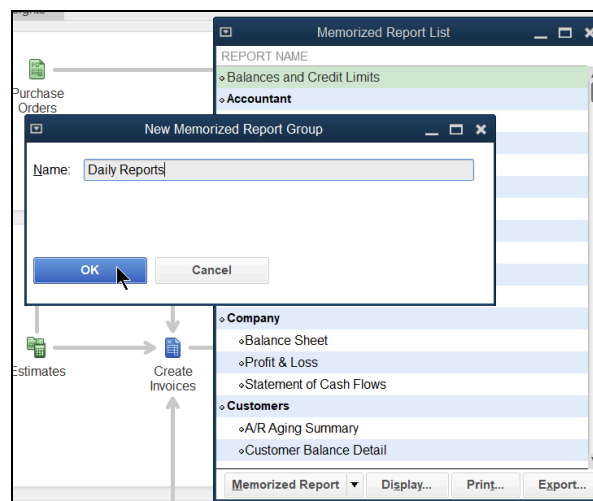
4. Enter the report name in the Memorize Report window.
5. Select OK.

## Report Groups

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

### Add a Memorized Report Group

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



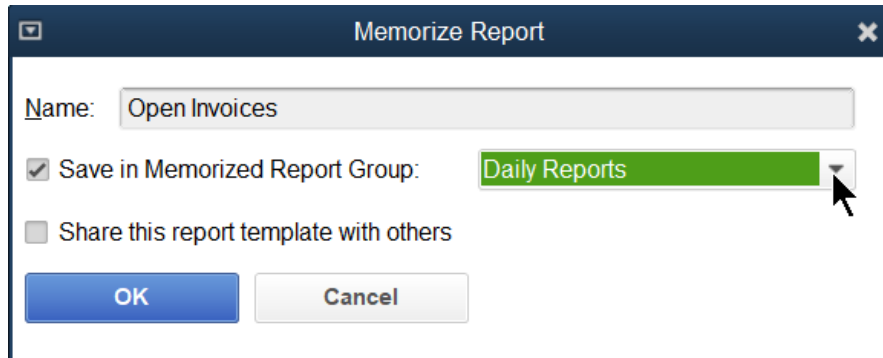
4. Enter the Name in the New Memorized Report Group window.
5. Select OK.

Note: If you make any changes you can memorize the report again and choose either replace (to replace the existing report) or new (to create a 2nd memorized report).



## Add Memorized Report to Group

1. Display the report you want to add to the group
2. Select Memorize
3. Check Save in Memorized Report Group
4. Select the group you want to add it to in the drop down



## Display/Print a Memorized Report Group

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

Process Multiple Reports

Memorized Reports     Commented Reports

Select Memorized Reports From **Daily Reports**

Choose the reports to process, then press Display, Print or Email.

REPORT	DATE RANGE	FROM	TO
<input checked="" type="checkbox"/> Open Invoices	Today	08/25/2022	08/25/2022
<input checked="" type="checkbox"/> Balances and Credit Limits			
<input checked="" type="checkbox"/> Daily Sales	This Month-to-date	08/01/2022	08/25/2022

3 report(s) selected

**Display**    **Print**    **Email**    **Cancel**    **Help**

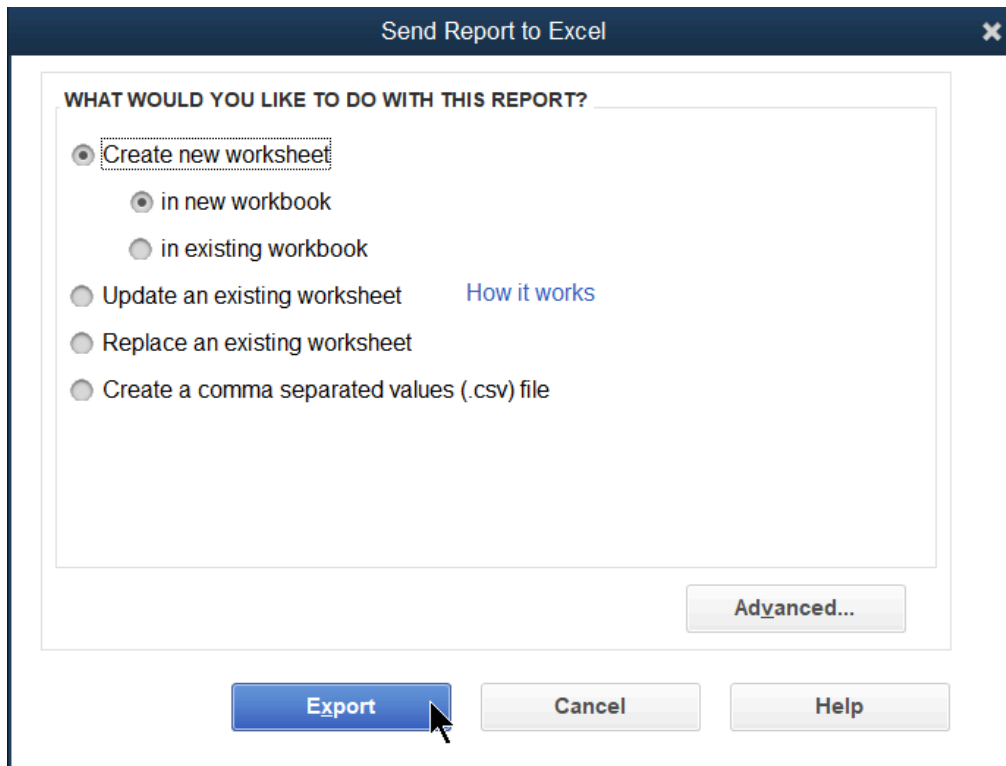
5. Select the reports to display/print in the Process Multiple Reports window.
6. Change the From and To dates of the reports as appropriate.
7. Select Display or Print.

## 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. Select the Excel button.
3. Select whether to create a new worksheet or update an existing worksheet from the menu.
4. Select the Advanced button to modify the transfer options.



Note: Select Advanced to remove spaces between columns before exporting.

5. Select the Export button.
6. QuickBooks automatically runs Excel and displays the report.

AutoSave  Off Book2 - Excel

File Home Insert Draw Page Layout Formulas Data

Paste Arial 8 A^ A^

**B** *I* U A

Clipboard Font Alignment

D3 X ✓ fx Sales

	A	B	C	D	E	F	G	H	I
1								<b>Jan - Mar 22</b>	
2				<b>Ordinary Income/Expense</b>					
3				Sales					
4							Construction Income	132,750.00	
5							Design Income	17,959.90	
6							Freight Income	3,589.37	
7							Parts Sales	101,845.88	
8							Service Income	90,458.49	
9							<b>Total Income</b>	<b>346,603.64</b>	
10				<b>Cost of Goods Sold</b>					
11							Construction Labor	28,000.00	
12							Cost of Sales	8,992.58	
13							Materials	56,431.92	
14							<b>Total COGS</b>	<b>93,424.50</b>	
15							<b>Gross Profit</b>	<b>253,179.14</b>	
16							<b>Expense</b>		
17							Advertising		

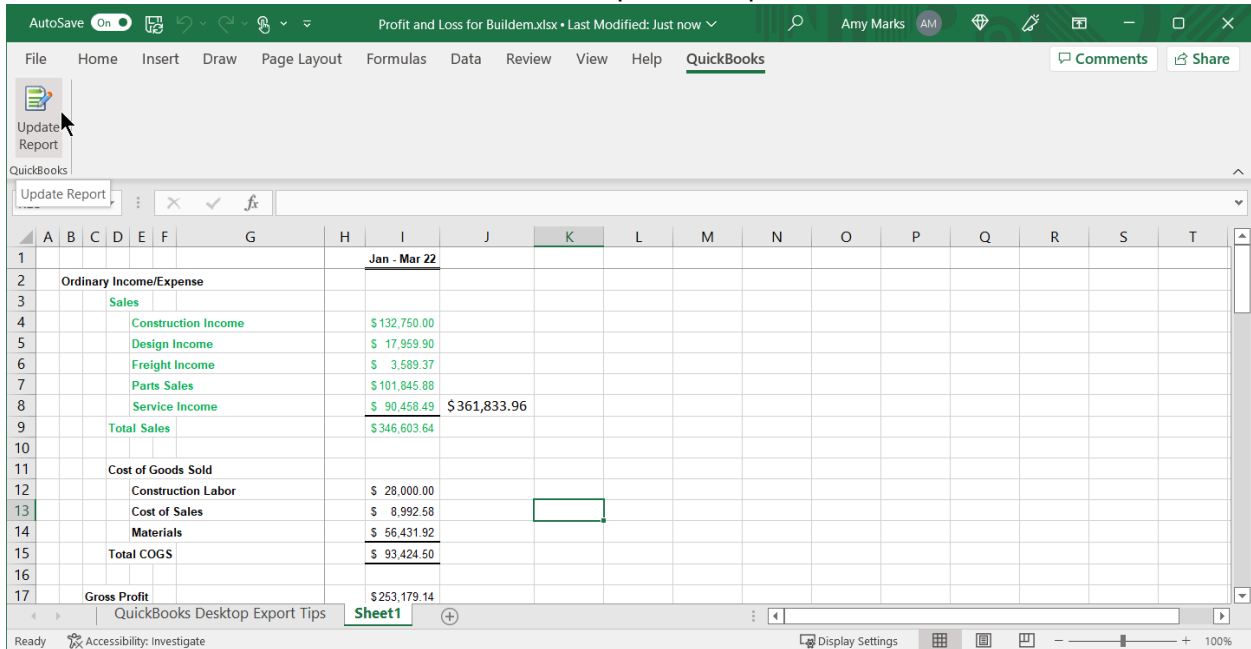
QuickBooks Desktop Export Tips **Sheet1**

## 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, you must have your QuickBooks Company File open.

### Update Report in Excel

1. Save the report in Excel.
2. Select the QuickBooks tab and select Update Report.



3. Select Browse to select the location of your company file (if necessary).
4. Select the drop-down arrows to change the date range for the report (if necessary).
5. Select 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 time you make the following changes to your exported report you will have to manually update the excel file:

- 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.

# Chapter 16

# Accounting Tasks & Procedures

## 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 backup 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. Select the Options button.
3. Set the backup location and other options and select OK.

Backup Options

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

**LOCAL BACKUP ONLY**

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

F:\

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

Limit the number of backup copies in this folder to

**ONLINE AND LOCAL BACKUP**

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

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

Complete verification (recommended)

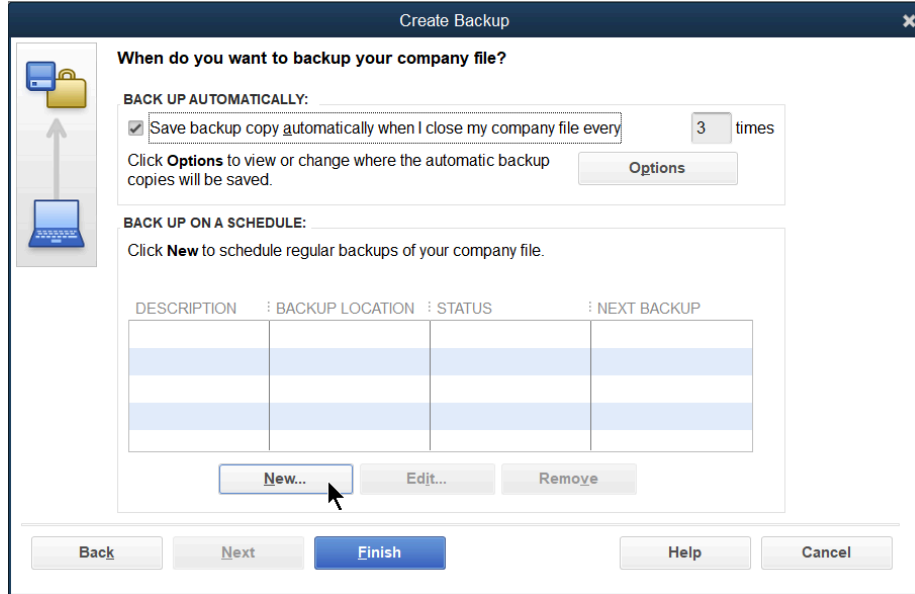
Quicker verification

No verification [Help me choose](#)

4. Select Next.
5. Select when to back up, select Next.



6. If creating a manual backup, select Save.  
If creating an automatic or scheduled backup, set options and create a schedule.



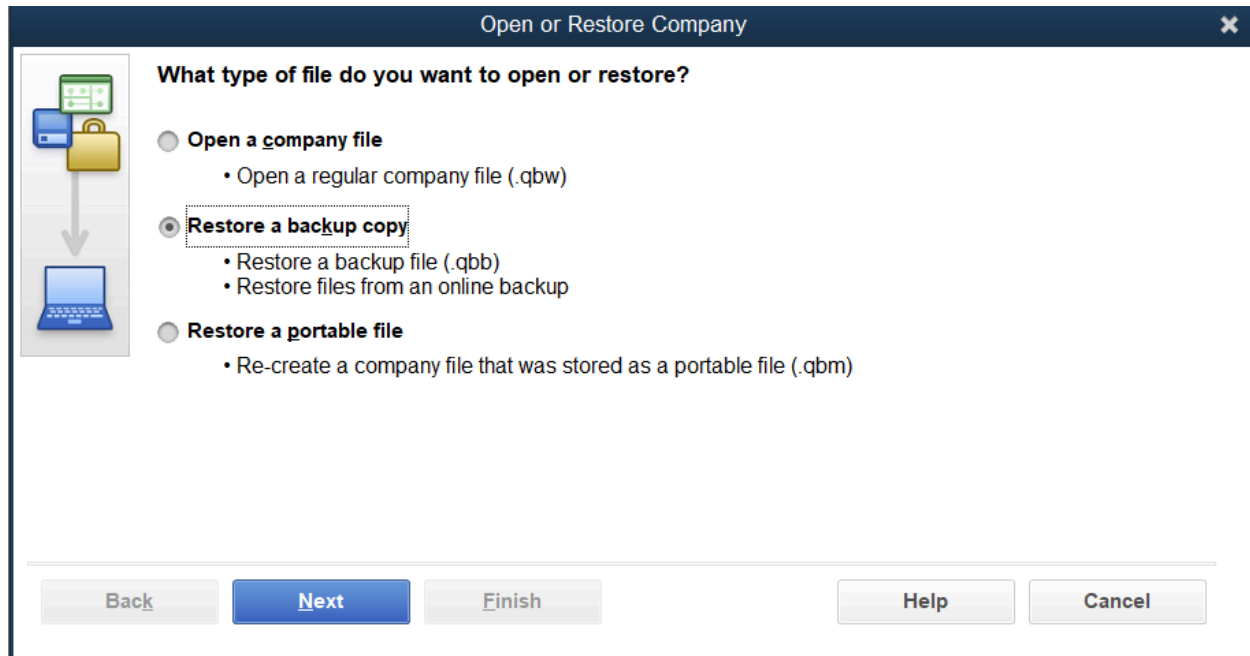
7. Select Finish.

## Restore Data Files

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

- You have a damaged company file.
- You have a damaged hard drive on your computer.
- You wish to review your company data as it stood at an earlier date.

1. Select File:Open or Restore Company from the menu.



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

# Updating QuickBooks Versions

QuickBooks releases a new version of the software 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 you install the new version, QuickBooks asks you to update your data file to the new version. By typing "YES", QuickBooks automatically updates your file to the new version. Once you update the file, you can no longer open the data file in the previous version.

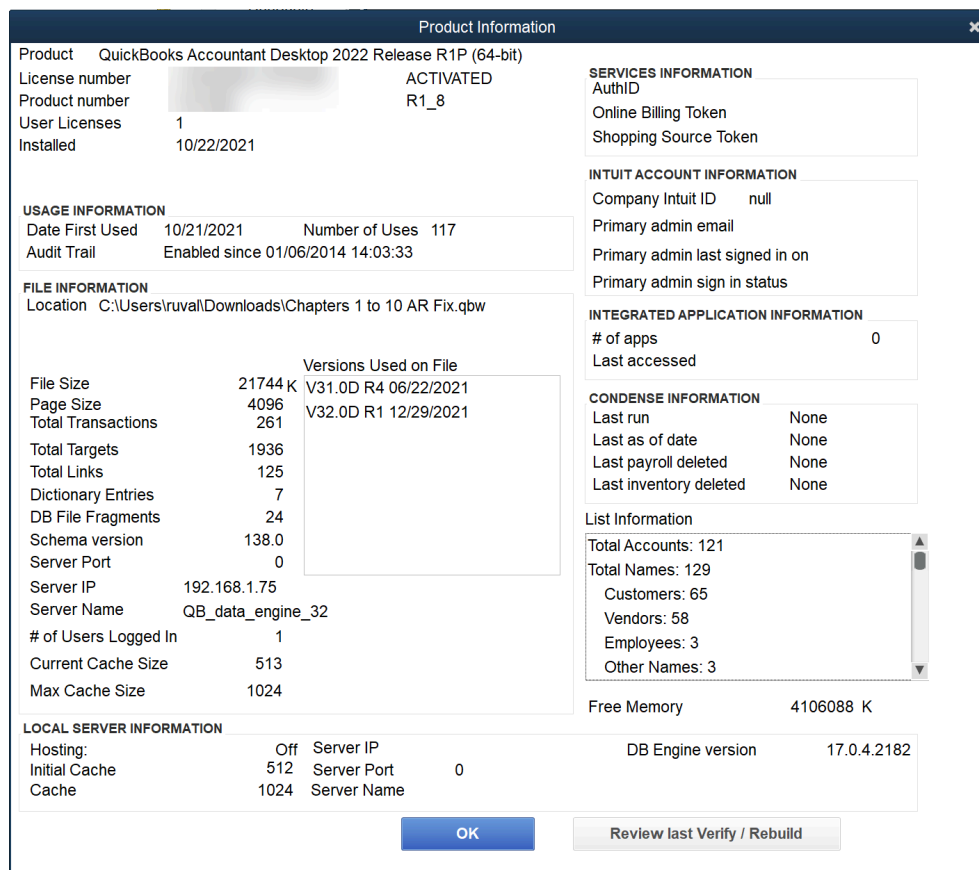
## Maintenance Releases

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 of the release of the version. 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.



## Getting Maintenance Releases

You should download the current maintenance release for your QuickBooks version. You must install the update on every computer that will run QuickBooks in a multi-user system. You can share updates with other users in a multi-user environment.

There are three ways to get the latest maintenance release.

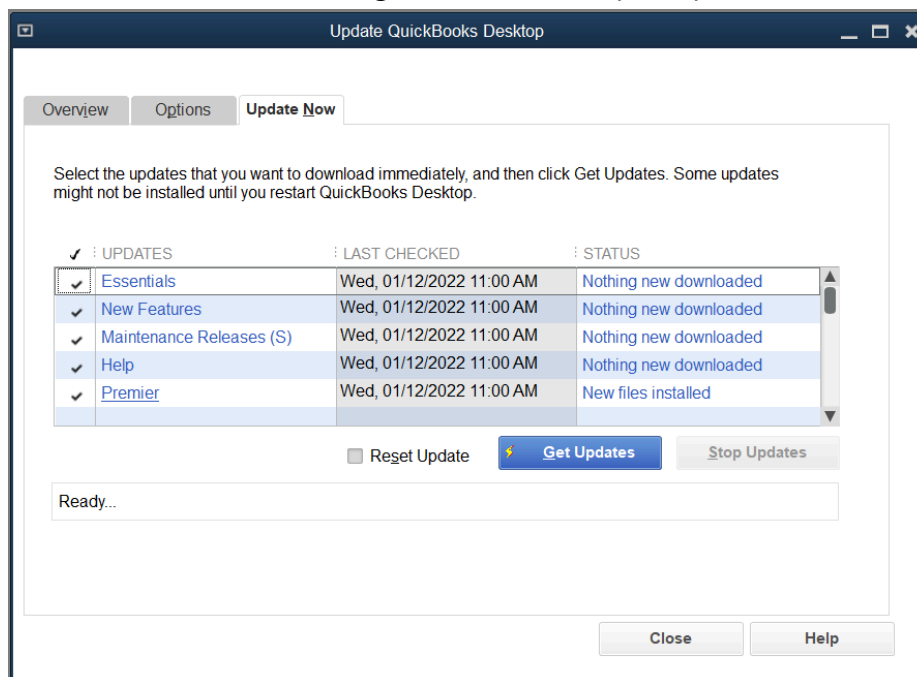
1. Get updates automatically, via the *QuickBooks Update Service*. By turning on the Automatic Update feature in the Update QuickBooks window, QuickBooks will automatically download a new maintenance release when available.
2. Check for and download updates using the *QuickBooks Update Service* when 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. Select the Options tab.
3. Select the Yes or No button next to Automatic Update.
4. Select to select the appropriate updates in the Update QuickBooks window.
5. Select Save, then Close.

### Check For and Download Updates

1. Select Help:Update QuickBooks Desktop from the menu.
2. Select the Update Now tab.
3. Select the Get Updates button.
4. Select the Yes button when exiting QuickBooks (if prompted).



## Year-End Steps

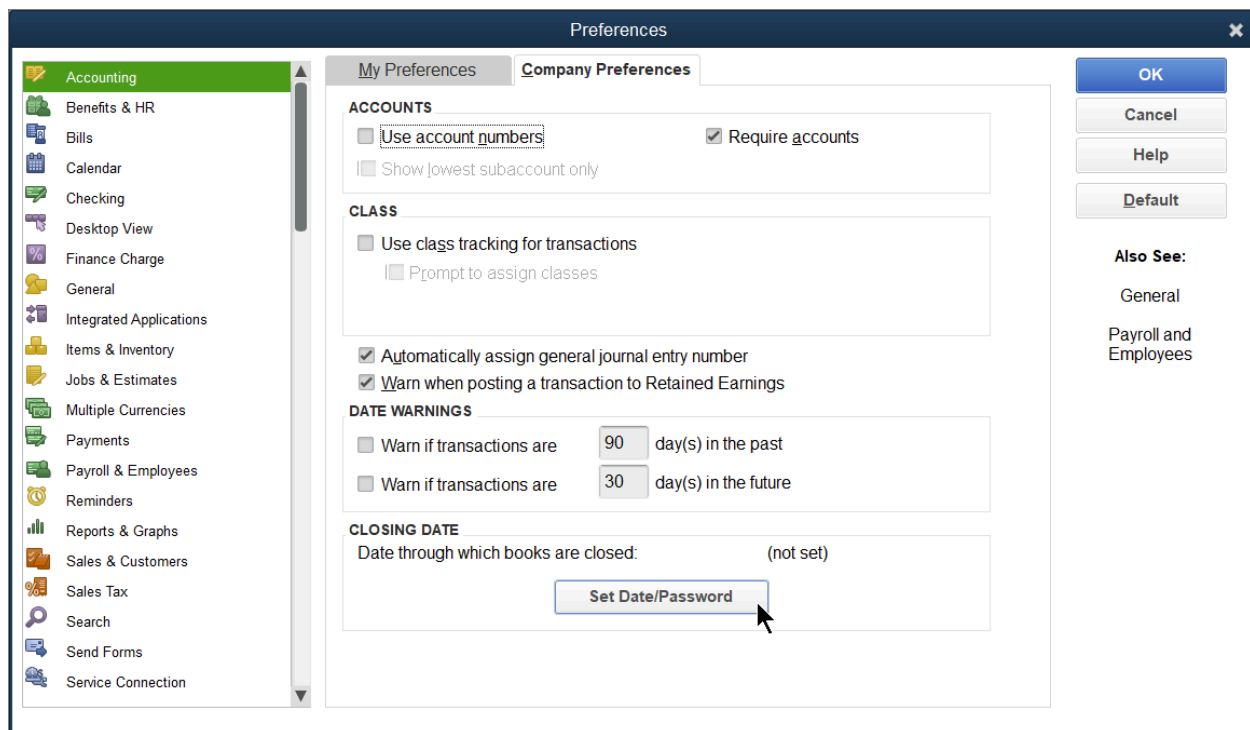
You can keep as many years of data in QuickBooks as you wish. However, there are certain procedures you should follow at year-end. In this chapter, you learn 3 steps to complete in QuickBooks at year-end. Consult your accounting professional regarding all year-end procedures your company must complete.

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.

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



2. Select Set Date/Password.

**Set Closing Date and Password** ✕

To keep your financial data secure, QuickBooks recommends assigning all other users their own username and password, in [Company > Set Up Users](#).

**DATE**

QuickBooks will display a warning, or require a password, when saving a transaction dated on or before the closing date. [More details...](#)

Exclude estimates, sales orders and purchase orders from closing date restrictions

Closing Date

**PASSWORD**

QuickBooks strongly recommends setting a password to protect transactions dated on or before the closing date.

Closing Date Password  [Show](#)

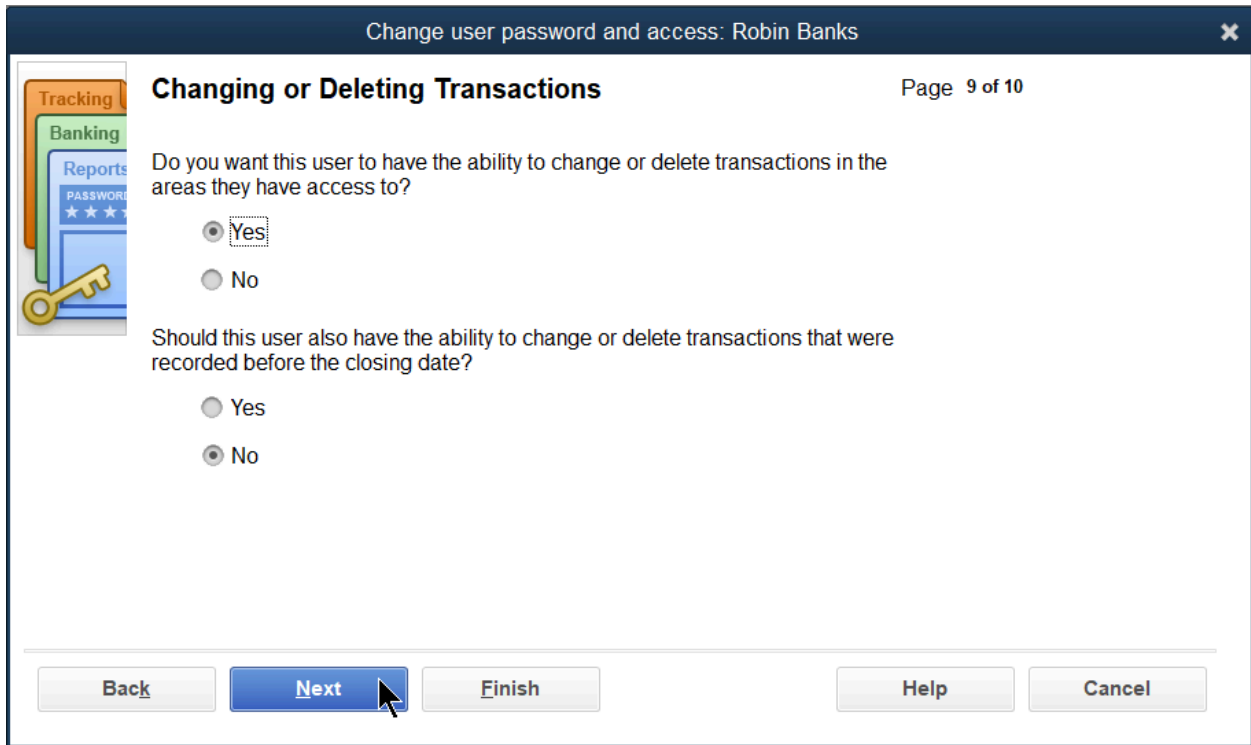
Confirm Password

To see changes made on or before the closing date, view the Closing Date Exception Report in [Reports > Accountant & Taxes](#).

3. Enter a Closing Date.
4. Enter the password as the Closing Date Password.
5. Enter the password as the Confirm Password.
6. Select 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. Select OK.
4. Select the appropriate user.
5. Select the Edit User button.
6. Select the Next button until you see the Changing or Deleting Transactions window.



Change user password and access: Robin Banks

**Changing or Deleting Transactions** Page 9 of 10

Do you want this user to have the ability to change or delete transactions in the areas they have access to?

Yes

No

Should this user also have the ability to change or delete transactions that were recorded before the closing date?

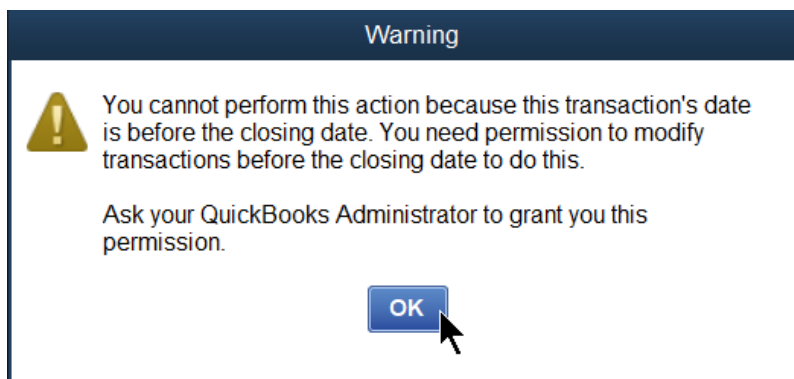
Yes

No

Back Next Finish Help Cancel

7. Select if the user can change or delete transactions prior to the closing date.
8. Select Finish.
9. Select Close

### No Access to Prior Transactions



## Financial Info to Accountant

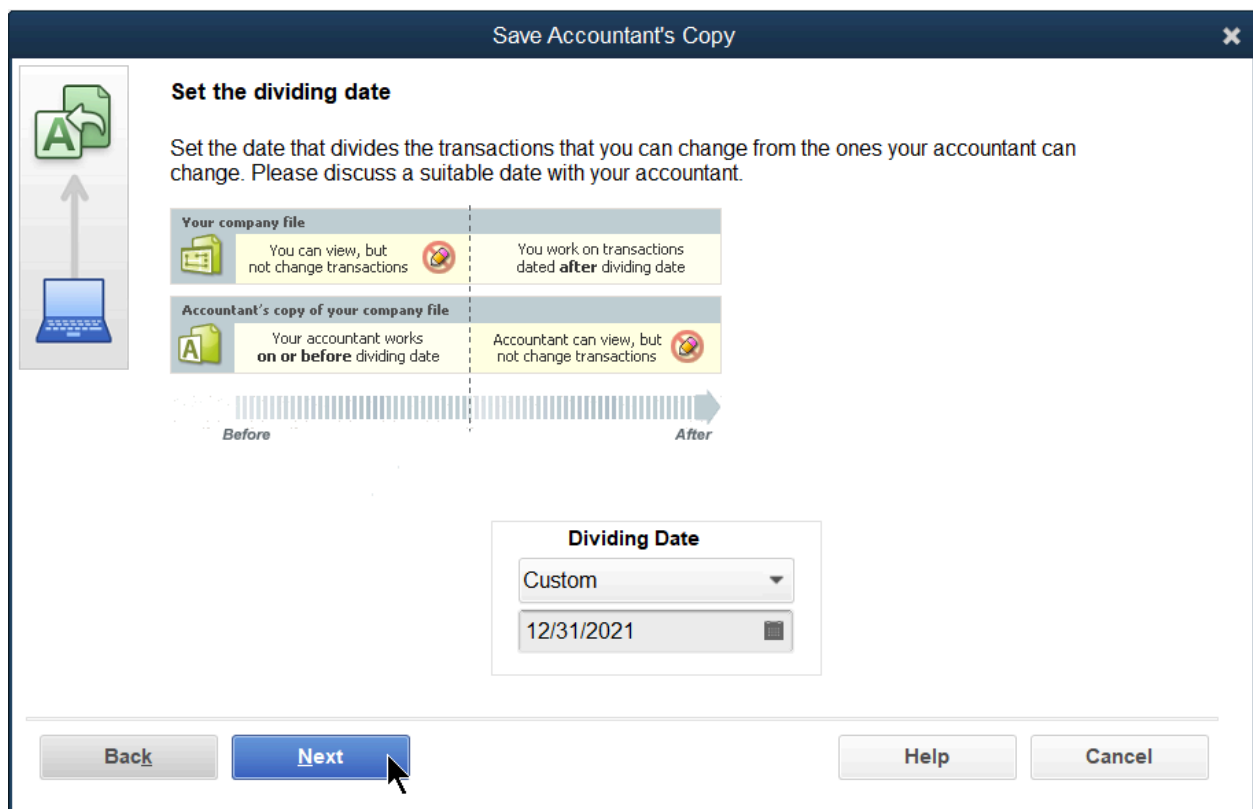
The *Accountant's Copy* is an efficient way to work with accountants that use QuickBooks. With this process, you can give a special copy of your data file to your accountant to enter adjustments. Meanwhile, you can continue to work on your original data file. When the adjustments are complete, the changes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

Use a *Dividing Date* 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. Select Next.



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



## Incorporate Accountant's Changes

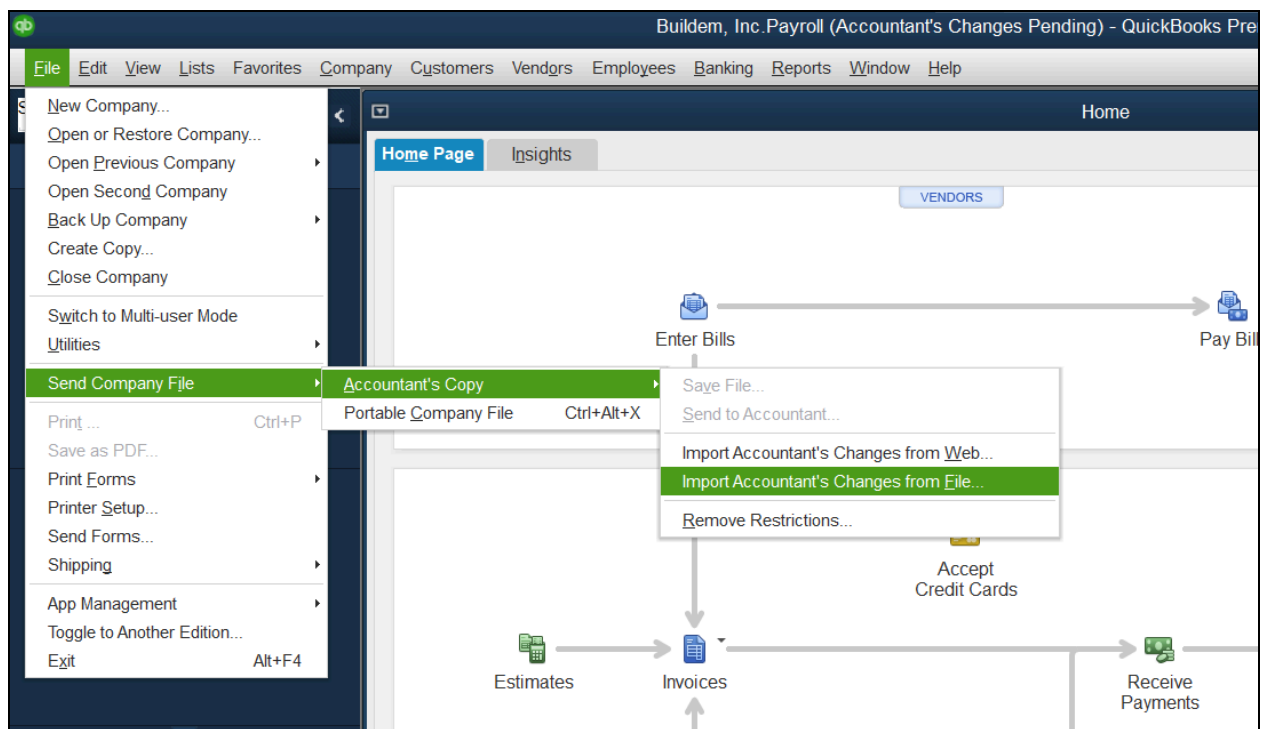
If you use the Accountant's Copy, you can import your accountant's changes into your QuickBooks data file.

If you are not using the Accountant's Copy, you can incorporate your accountant's changes into QuickBooks in several ways. 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.



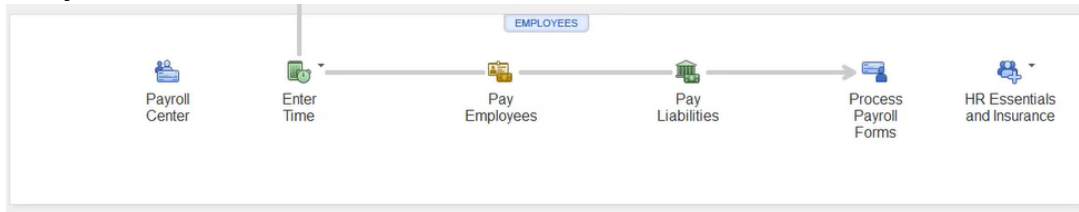
# Chapter 17

# Payroll Setup

# Payroll Setup

Perform these four steps to set up payroll from scratch:

1. Review and Select Payroll Service
2. Payroll Setup Interview
3. Create Payroll Schedules (optional)
4. Set Payroll Preferences



## Step 1. Review and Select Payroll Service

Options can be found on the QuickBooks website at

<https://quickbooks.intuit.com/payroll/desktop/>

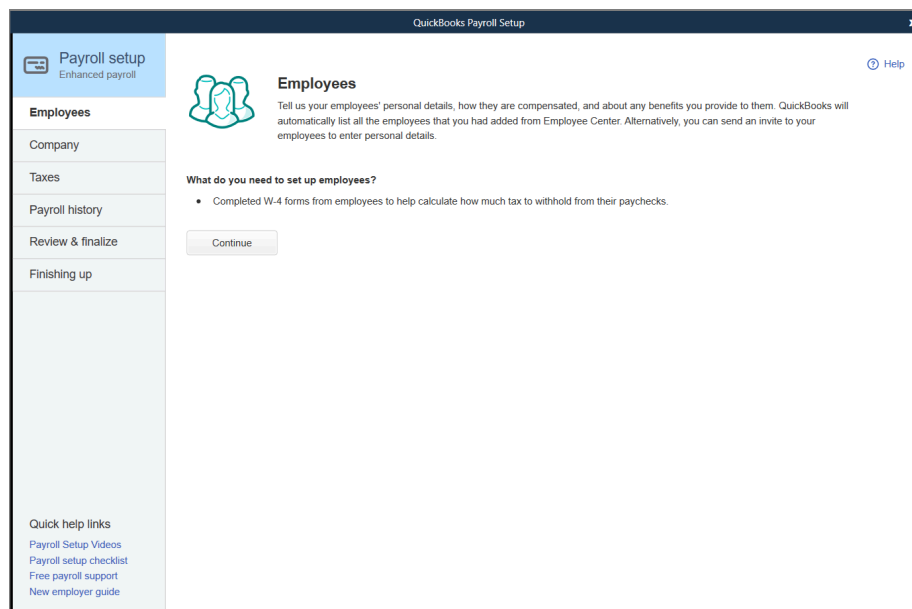
\* Intuit's payroll services are compatible with the latest version(s) of QuickBooks. However, supported versions are subject to change.

## Step 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, use the Interview.

## Start QuickBooks Payroll Setup

1. Select Employees:Payroll Setup from the menu.



2. Select the appropriate option.
3. Select the Continue button.
4. Enter appropriate information into the windows displayed by QuickBooks.

### Step 3. Create Payroll Schedules (optional)

Payroll schedules define when you should run payroll so that you can pay employees on their payday. QuickBooks gives you the option to use *Payroll Schedules*.

1. Select the Lists: Payroll Schedule Lists
2. 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)

How often will you pay your employees on this schedule?

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

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

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

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

Schedule is inactive

3. Enter appropriate information into the window.
4. Select OK.

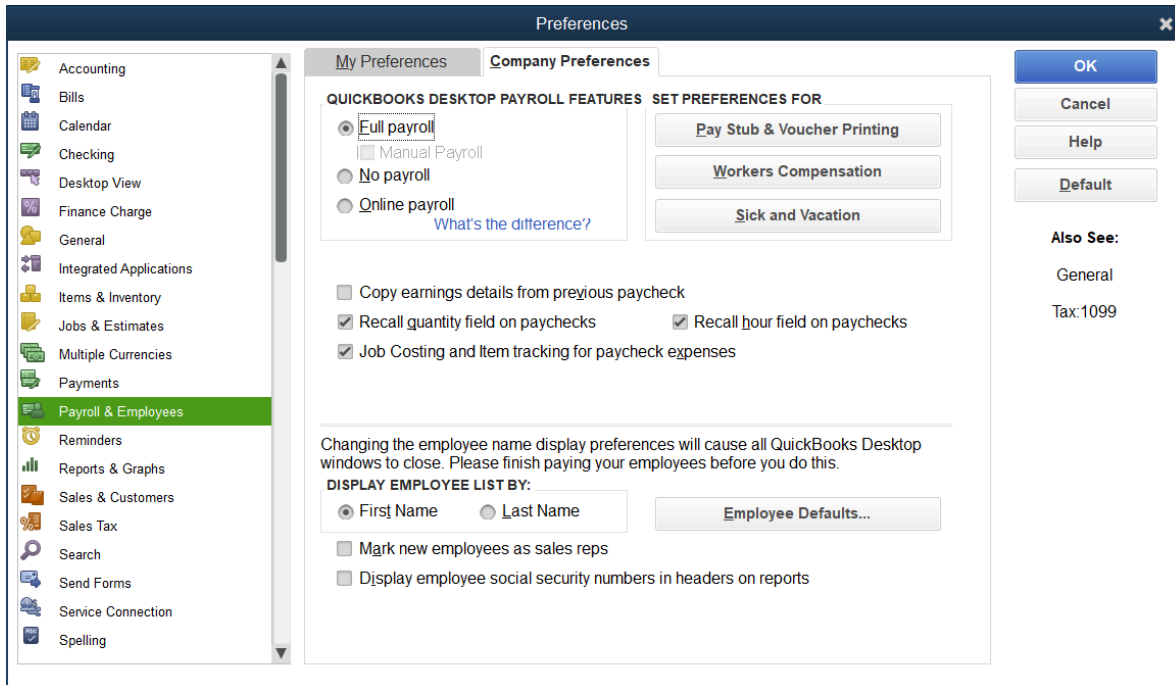
**Assign Payroll Schedule**

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

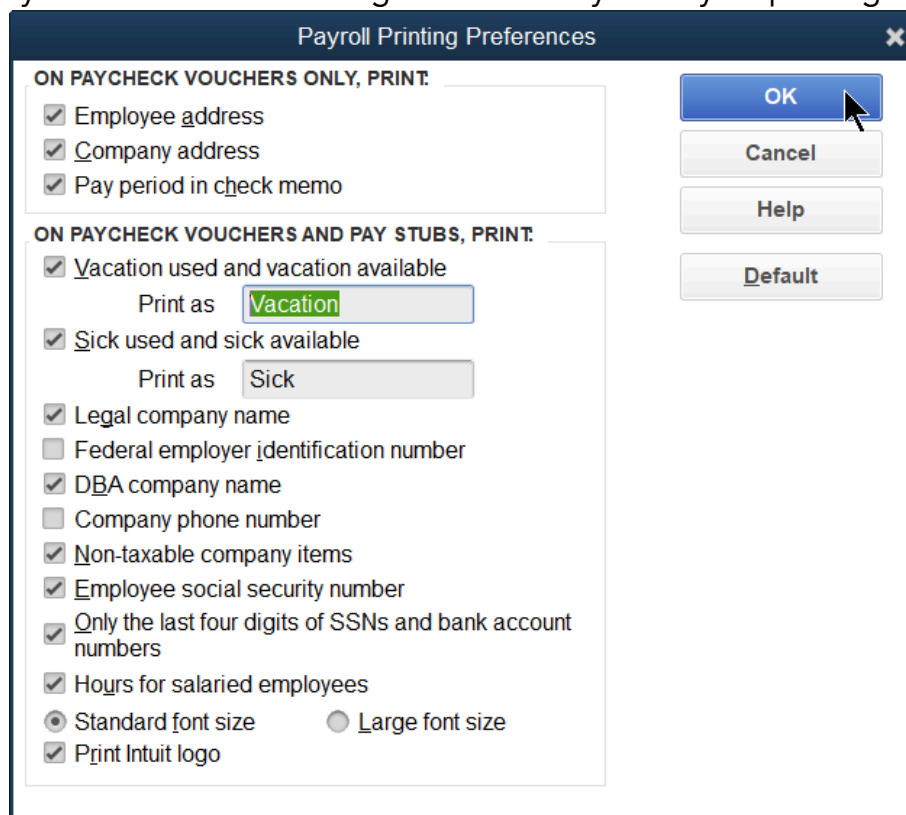
5. Select Yes to assign employees with the same pay frequency to the payroll schedule (if prompted).
6. Select OK in the QuickBooks Desktop Information window.

## Step 4. Set Payroll Preferences

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



4. Select Pay Stub & Voucher Printing to customize your Payroll printing settings.



Select the Employee Defaults button and enter any details you want to apply to new employees you set up in your company.

5. If your company needs job costing information for payroll expenses, select Job Cost.
6. Select OK.

## Payroll Items

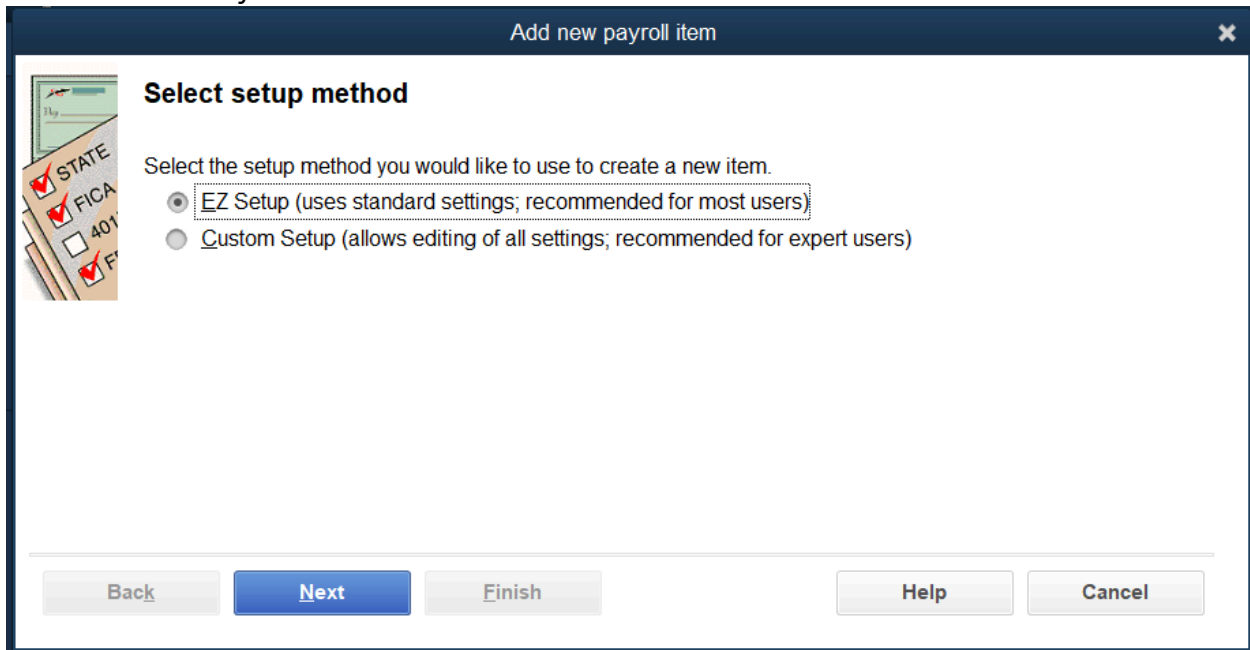
Item Type	Description	Example
Compensation	Hourly or salary wage, commission, or bonus paid to employee	Straight Time, Salary, Sales Commission, Bonus
Insurance Benefits	Taxable and pre-taxable Insurance benefits	Health Insurance, Sec 125 Insurance, Dental Insurance
Retirement Benefits	Employee benefits related to retirement	401(K) Plans, Simple IRA
Paid Time Off	Vacation and sick time used on a paycheck	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, (e.g. Child Support Orders), Union Dues
Custom	Payroll items not falling within another type	State Income Tax, State Unemployment Tax

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

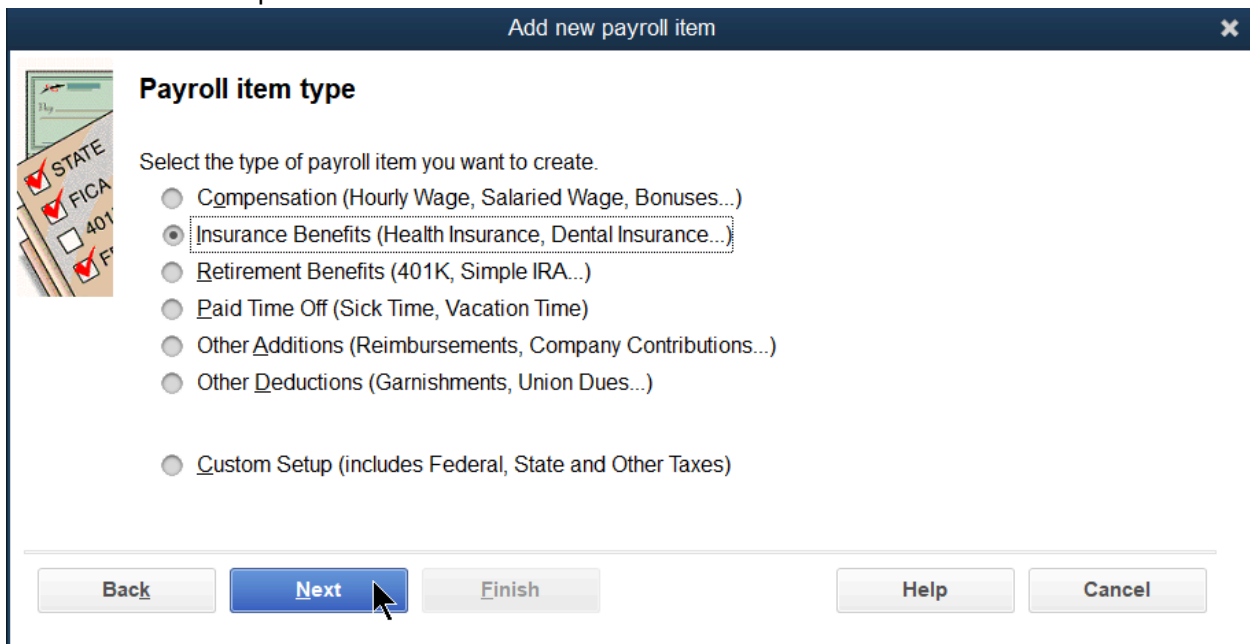
# Payroll Item Types

## Add Payroll Items

1. Select Lists: Payroll Item lists
2. Select the Payroll Item List button, then New.



3. Select EZ Setup and select Next.



4. Select one of the top payroll item types and select Next.

**Add New**

**Set up the payment schedule for health insurance**

Payee (Vendor)  [Explain](#)

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

Payment frequency:  Weekly, on  for the previous week's liabilities

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

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

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

for the previous year's liabilities

UPS3.3689

5. Enter remaining information in the Add New payroll item windows.
6. Select Finish.

Note: EZ Setup uses preset standard settings. To get more detailed questions during setup, always edit the payroll item after it has been created. Most payroll problems originate from incorrect or incomplete setup.



## Edit Payroll Items

1. Select Lists: Payroll Item lists
2. Select the payroll item to edit.
3. Select the Payroll Item button.
4. Select Edit Payroll Item from the menu.

Agency for employee-paid liability

Enter name of agency to which liability is paid: Texas Medical

Enter the number that identifies you to agency: 51233

Liability account (employee-paid): Payroll Liabilities:Medical Ins. Payable

This liability account tracks deductions to be paid. You can change this account at any time.

Back Next Finish Cancel

5. Enter remaining information in the Edit payroll item windows.

Default rate and limit

The rate you enter here will be the default rate for this item when added to the employee record. To change the rate or amount for a particular employee, edit their record directly. QuickBooks will use the number in the employee record when calculating paychecks. Enter a percent symbol (%) after the number if this is a percentage.

0.00

If this item has an upper limit, enter it here. If you leave the limit blank on an employee's record, this limit will be used. If you leave this limit blank, the limit entered on an employee's record will be used. If you enter a limit both here and on an employee's record, the lower of the two will be used.

Limit Type

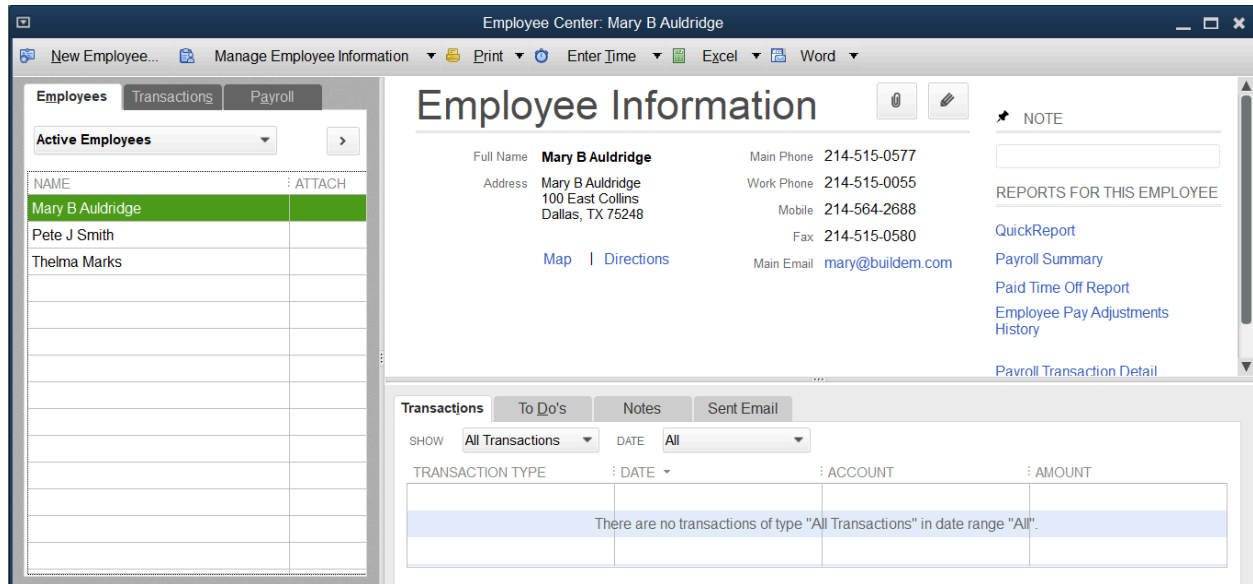
Annual - Restart each year

Back Next Finish Cancel

6. Select Finish.

# Employees

1. To Add / Edit Employees... select Employees.



2. Select the New Employee button, or double-click to edit an existing employee.
3. Enter appropriate information in the New or Edit Employee window.
4. Select OK.

## Personal Information

The screenshot shows the 'Edit Employee' window for Mary B Auldridge. The window is titled 'Edit Employee' and 'INFORMATION FOR Mary B Auldridge'. On the left, there is a sidebar with tabs for 'Personal', 'Address & Contact', 'Additional Info', 'Payroll Info', 'Employment Info', and 'Workers' Comp'. The 'Personal' tab is active, showing various fields for personal information. The fields are: LEGAL NAME (Ms., Mary, B, Auldridge), 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). There are also sections for 'DISABILITY' (DISABLED: No, DISABILITY DESCRIPTION), 'I-9 FORM' (ON FILE: Yes, WORK AUTHORIZATION EXPIRES), and 'MILITARY' (U.S. VETERAN: No, STATUS). 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 Auldrige**

Personal

Address & Contact

Additional Info

Payroll Info

Employment Info

Workers' Comp

**HOME ADDRESS**

ADDRESS 100 East Collins

CITY Dallas

STATE TX ZIP 75248

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

Work Phone 214-515-0055 Alt. Phone

Mobile 214-564-2688 Website

Fax 214-515-0580 Other 1

**EMERGENCY CONTACT INFO**

CONTACT NAME	CONTACT PHONE	RELATION
Primary Contact		
Secondary Contact		

## Employment Information

Edit Employee

INFORMATION FOR **Mary B Auldrige**

Personal

Address & Contact

Additional Info

Payroll Info

Employment Info

Workers' Comp

**Employment** Leave of Absence Termination

**EMPLOYMENT DATES**

HIRE DATE 01/01/2022

ORIGINAL HIRE DATE

ADJUSTED SERVICE DATE

RELEASE DATE (LAST DATE ON PAYROLL)

**EMPLOYMENT DETAILS**

EMPLOYMENT TYPE Regular

FULL/PART TIME

SEASONAL

EXEMPT

KEY EMPLOYEE

**JOB DETAILS**

TITLE

SUPERVISOR

DEPARTMENT

DESCRIPTION

TARGET BONUS

Employee is inactive

OK Cancel Help

# Payroll and Compensation Information

INFORMATION FOR **Mary B Auldrige**

Personal  
 Address & Contact  
 Additional Info

Payroll Info

Employment Info  
 Workers' Comp

PAYROLL SCHEDULE: Semimonthly  
 PAY FREQUENCY: Semimonthly

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

EARNINGS		ADDITIONS, DEDUCTIONS AND COMPANY CONTRIBUTIONS		
ITEM NAME	HOURLY/ANNUAL ...	ITEM NAME	AMOUNT	LIMIT
Hourly	20.00	Medical Insurance	-100.00	
Overtime hourly	30.00	Dental Insurance	-20.00	
Sick Hourly Rate	20.00			
Vacation Hourly Rate	20.00			

Use time data to create paychecks  
 Employee is covered by a qualified pension plan

Employee is inactive

OK Cancel Help

# Federal Taxes

Taxes for Mary B Auldrige

Federal State Other

Form W-4: 2020 and Later  
 Filing Status: Single or Married filing separately

Two jobs only (If there are only two jobs total, you may select this box)

Claim Dependents: 0.00  
 Other Income: 0.00  
 Deductions: 0.00  
 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 the 'Taxes for Mary B Auldrige' dialog box with the 'State' tab selected. The 'STATE WORKED' section has 'State' set to 'TX' and the 'SUI (Company Paid)' checkbox checked. The 'STATE SUBJECT TO WITHHOLDING' section has 'State' set to 'TX'. The 'MISCELLANEOUS DATA (DEPENDS ON STATE SELECTED)' and 'PREVIOUS STATE DATA (FOR REFERENCE ONLY)' sections are empty. The 'Filing Status' field is also empty. On the right side, there are 'OK', 'Cancel', and 'Help' buttons.

## Sick & Vacation Information

The screenshot shows the 'Sick and Vacation for Mary B Auldrige' dialog box. It is divided into two sections: 'SICK' and 'VACATION'.  
**SICK Section:**  
- Hours available as of 01/01/2022: 0:00  
- Hours used in 2022: 0:00  
- Accrual period: Every paycheck  
- Hours accrued per paycheck: 1:40  
- Maximum number of hours to accrue: (empty)  
-  Reset hours each new year?  
- Maximum hours to carryover: (empty)  
- Year begins on: January Day 1  
- Begin accruing sick time on: 03/30/2022  
**VACATION Section:**  
- Hours available as of 01/01/2022: 0:00  
- Hours used in 2022: 0:00  
- Accrual period: Beginning of year  
- Hours accrued at beginning of year: 80:00  
- Maximum number of hours: (empty)  
-  Reset hours each new year?  
- Year begins on: January Day 1  
- Begin accruing vacation time on: 03/30/2022  
On the right side, there are 'OK', 'Cancel', and 'Help' buttons.

Note: Options for sick and vacation hours are the same.

Hours Available	How many hours the employee has available. You can enter the amount or change as needed.
Hours Used	Number of hours employee has used
Year Begins On	The beginning of the year is set per employee. It relates to the accrual period as well as the reset.
Accrual Period: Beginning of the year	Lump sum of hours given at the beginning of the year (does not accrue over time). ( <i>see Year Begins On</i> )
Accrual Period: Every paycheck	Hours accrue each paycheck
Accrual Period: Every hour on paycheck	Hours accrue based on the hours in the paycheck.
Maximum number of hours	Limits maximum available hours at any point in time.
Reset hours each new year	Check the box if you have a "use it or lose it" policy.
Begin accruing time on	Accrual begins after a specified date to allow for a probation period.

# Chapter 18

# 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.

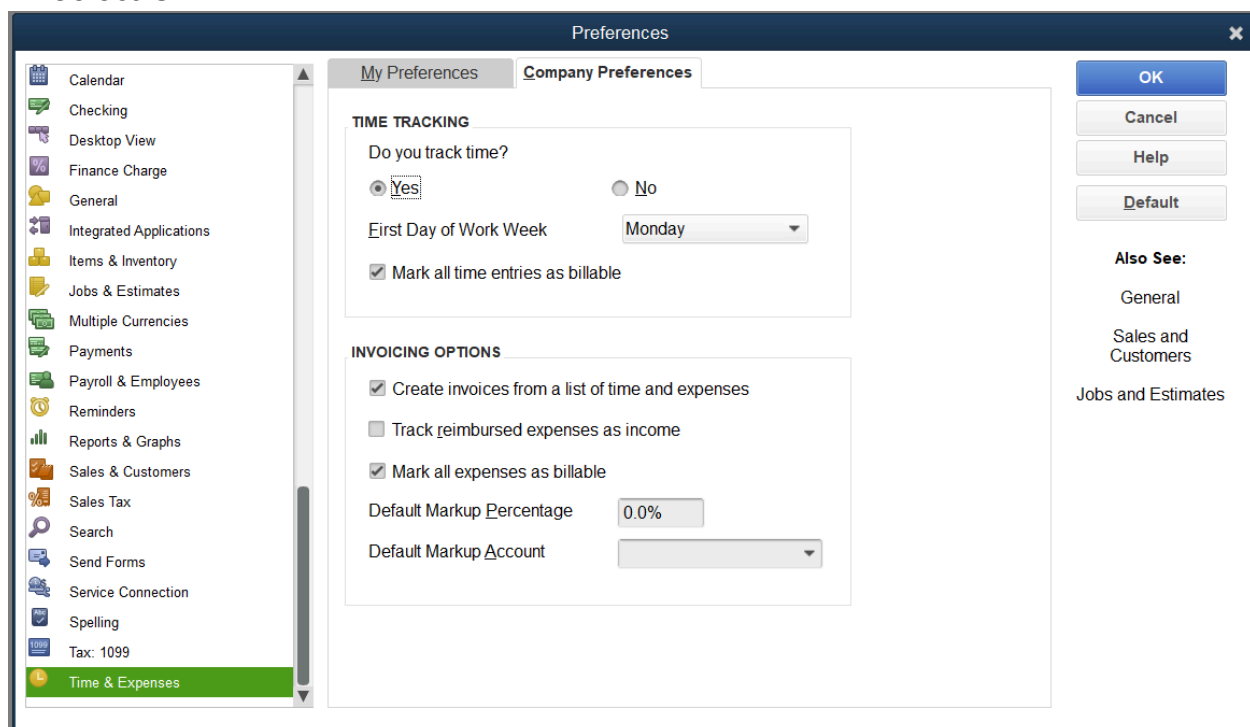
Note: It is not necessary to have payroll to use time tracking.

- Invoice the customer for actual time worked on jobs
- Print reports showing the time spent on jobs
- To run accurate time reports, you must enter time in the timesheet rather than entering it directly onto a paycheck
- Prefill employee paychecks with entered time

## 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.

5. Select Edit:Preferences from the menu.
6. Select Time & Expenses.
7. Select the Company Preferences tab.
8. Change appropriate information in the Preferences window.
9. Select OK.





## Enter Weekly Timesheet

QuickBooks lets you track the time employees or subcontractors spend on each job. You can use the time to pay employees, pay subcontractors, and invoice customers. Entering time alone does not update job costing reports.

Note: Timesheets are a non-posting transaction (this means it does not affect your reports).

1. Select the Enter Time icon on the Home page and select Use Weekly Timesheet from the drop-down arrow.
  - Make sure the date range is correct.
  - Select the Name drop-down arrow and select the appropriate employee.

CUSTOMER:JOB	SERVICE ITEM	PAYROLL ITEM	NOTES	M 27	TU 28	W 29	TH 30	F 31	SA 1	SU 2	TOTAL	BILLABLE?
The Jones Group:Stadium	Repair Hinges	Hourly	The success of ...	8:00	8:00						16:00	<input checked="" type="checkbox"/>
The Jones Group:Stadium	Repair Hinges	Overtime hourly		3:00	2:00						5:00	<input checked="" type="checkbox"/>
The Jones Group:Stadium	Repair Hinges	Hourly					4:00				4:00	<input type="checkbox"/>
The Jones Group:Stadium	Lock Install	Hourly					4:00	8:00			12:00	<input checked="" type="checkbox"/>
Jupiter Homes:Fannin Residence	Lock Install	Hourly							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	

4. Enter remaining information in the Weekly Timesheet window.
5. Select Save & Close.

## Weekly Timesheet (Subcontractor)

CUSTOMER:JOB	SERVICE ITEM	NOTES	M 27	TU 28	W 29	TH 30	F 31	SA 1	SU 2	TOTAL	BILLABLE?	
Jupiter Homes:Fannin Residence	Knob Install						6:00	8:00			14:00	<input checked="" type="checkbox"/>

### Note about Subcontractor Timesheets

- Recording time is not enough for it to translate to financial reports.
- There are no payroll items on timesheets for Subcontractors. The costs flow to the reports from the vendor transactions you create.
- The rate paid to the Subcontractor comes from service items.

# Print Timesheets

Print timesheets for your records or for review and approval.

1. Select the Enter Time icon on the Home page and select Use Weekly Timesheet from the drop-down arrow.
2. Select the Print drop-down arrow and select Print.

**Select Timesheets to Print**

Dated  thru

NAME	TYPE	HOURS
✓ Mary B Auldridge	Employee	45:00
✓ Otto Mekanix	Vendor	14:00

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

3. Enter appropriate Dates in the Select Timesheets to Print window.
4. Select on the individual timesheets to select for printing.
5. Select OK.
6. Select Print.

**Timesheet**  
Printed on: 01/07/2022

Name: Mary B Auldridge Dec 27 to Jan 2, 2022

Customer:Job	Service Item	Payroll Item	Notes	M	Tu	W	Th	F	Sa	Su	Total	Bill*
The Jones Group Stadium	Repair Hinges	Hourly	The success of this j...	8:00	8:00						16:00	B
The Jones Group Stadium	Repair Hinges	Overtime hourly		3:00	2:00						5:00	B
The Jones Group Stadium	Repair Hinges	Hourly				4:00					4:00	N
The Jones Group Stadium	Lock Install	Hourly				4:00	8:00				12:00	B
Jupiter Homes:Fannin Residence	Lock Install	Hourly						8:00			8:00	B
Totals				11:00	10:00	8:00	8:00	8:00	0:00	0:00	45:00	

Signature \_\_\_\_\_

## Invoice for Time

1. Select the Create Invoices icon on the Home page.

Note: For QuickBooks Pro, after you select Create Invoices, enter the customer's name and it takes you directly to the choose Billable Time and Cost window.

2. For QuickBooks Premier and Enterprise Solutions, select Invoice for Time & Expenses from the list.

CUSTOMER:JOB	TIME	EXPENSES	MILEAGE	ITEMS	TOTAL
Columbia Management:Spokane Civic Center	0.00	1,000.00	0.00	36,249.00	37,249.00
Fort Worth Homes:Madison Development	0.00	5,398.10	0.00	0.00	5,398.10
Jupiter Homes:Fannin Residence	1,911.30	0.00	0.00	0.00	1,911.30
Lancaster County	0.00	1,025.00	0.00	0.00	1,025.00
Orlando Homes:Division 1a	0.00	0.00	0.00	4,495.50	4,495.50
The Jones Group:Stadium	1,501.95	0.00	0.00	0.00	1,501.95

3. Select the appropriate customer or job from the list.

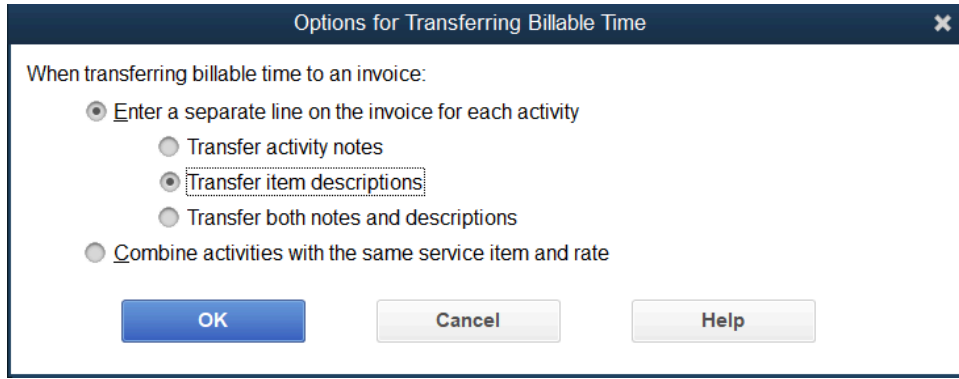
4. Check the box next to Let me select specific billables for this Customer:Job.

5. Select Create Invoice.

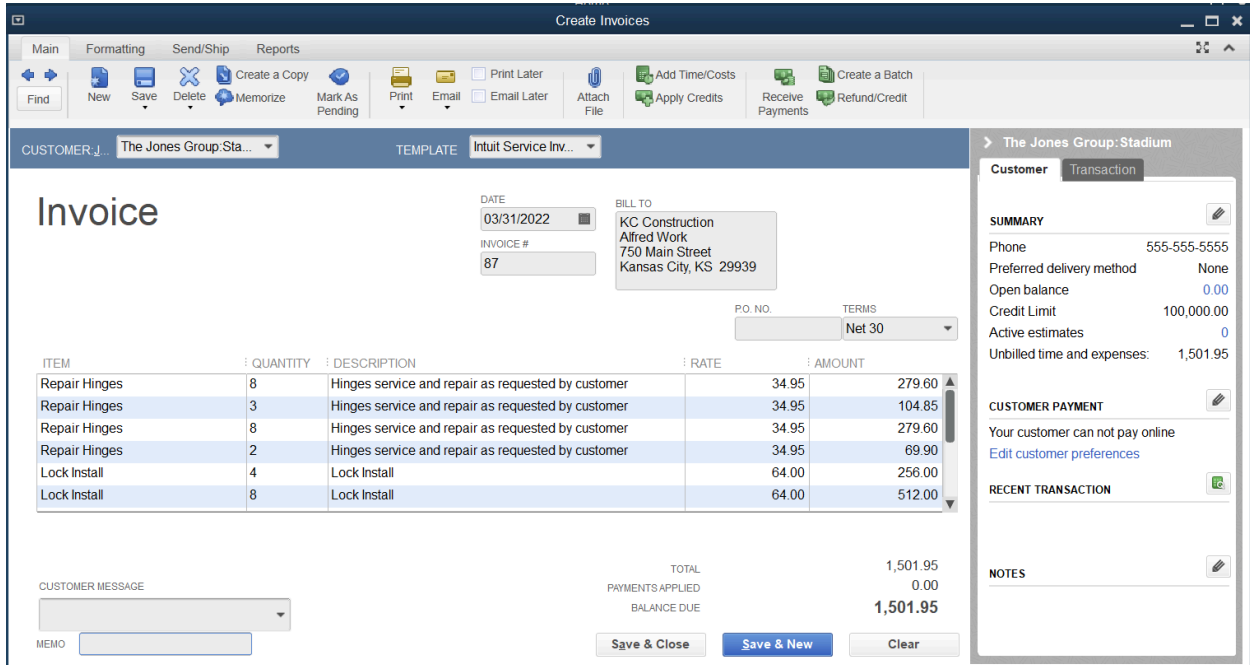
DATE	EMPLOYEE	SERVICE ITEM	HOURS	RATE	AMOUNT	DESCR...
12/27/2021	Mary B Aldridge	Repair Hinges	8:00	34.95	279.60	Hinges s...
12/27/2021	Mary B Aldridge	Repair Hinges	3:00	34.95	104.85	Hinges s...
12/28/2021	Mary B Aldridge	Repair Hinges	8:00	34.95	279.60	Hinges s...
12/28/2021	Mary B Aldridge	Repair Hinges	2:00	34.95	69.90	Hinges s...
12/29/2021	Mary B Aldridge	Lock Install	4:00	64.00	256.00	Lock Inst...
12/30/2021	Mary B Aldridge	Lock Install	8:00	64.00	512.00	Lock Inst...

6. Select the time to bill in the Choose Billable Time and Costs window.

7. Select Options to make additional decisions about the time to be invoiced and select OK.



8. Select OK.



9. Enter remaining information in the Create Invoices window.

10. Select Save & Close.

# Time Reports

## Review a Time by Name Report

1. Select Reports:Jobs, Time & Mileage:Time by Name from the menu.
2. Select the Customize Report button.

	Billed	Unbilled	Not Billable	Jan 22
<b>Mary Auldridge</b>				
Jupiter Homes:Fannin Residence	0:00	8:00	0:00	8:00
The Jones Group:Stadium	0:00	33:00	4:00	37:00
<b>Total Mary Auldridge</b>	0:00	41:00	4:00	45:00
<b>Otto Mekanix (Vendor)</b>				
Jupiter Homes:Fannin Residence	0:00	14:00	0:00	14:00
<b>Total Otto Mekanix (Vendor)</b>	0:00	14:00	0:00	14:00
<b>TOTAL</b>	<b>0:00</b>	<b>55:00</b>	<b>4:00</b>	<b>59:00</b>

Modify Report: Time by Name

Display Filters Header/Footer Fonts & Numbers

REPORT DATE RANGE

Dates Custom The date range you specify in the From and To fields

From 01/01/2022 To 01/31/2022

COLUMNS

Display columns by Total only across the top. Sort by Default

Display time grouped by Time by Name by Job as row data. Sort in Ascending order Descending order

Add subcolumns for

Previous Period  Previous Year  Year-To-Date  % of Row  % of Column

\$ Change  \$ Change  % of YTD  Billed  Unbilled

% Change  % Change  Not Billable  Estimated

Advanced... Revert

OK Cancel Help

3. Select the boxes next to Billed, Unbilled, and Not Billable.
4. Select OK.

	Billed	Unbilled	Not Billable	Jan 22
<b>Mary Auldridge</b>				
Jupiter Homes:Fannin Reside...	0:00	8:00	0:00	8:00
The Jones Group:Stadium	0:00	33:00	4:00	37:00
<b>Total Mary Auldridge</b>	0:00	41:00	4:00	45:00
<b>Otto Mekanix (Vendor)</b>				
Jupiter Homes:Fannin Reside...	0:00	14:00	0:00	14:00
<b>Total Otto Mekanix (Vendor)</b>	0:00	14:00	0:00	14:00
<b>TOTAL</b>	<b>0:00</b>	<b>55:00</b>	<b>4:00</b>	<b>59:00</b>

## Review a Time by Job Detail Report

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

Time by Job Detail

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

Dates This Month-to-date From 01/01/2022 To 01/07/2022

Show Filters

8:56 PM  
01/07/22

**Buildem, Inc.**  
**Time by Job Detail**  
**January 1 - 7, 2022**

Date	Name	Billing Status	Duration
<b>Jupiter Homes:Fannin Residence</b>			
<b>Lock Install</b>			
01/07/2022	Mary B Auldri...	Unbilled	8:00
<b>Total Lock Install</b>			8:00
<b>Total Jupiter Homes:Fannin Residence</b>			8:00
<b>The Jones Group:Stadium</b>			
<b>Lock Install</b>			
01/05/2022	Mary B Auldri...	Billed	4:00
01/06/2022	Mary B Auldri...	Billed	8:00
<b>Total Lock Install</b>			12:00
<b>Repair Hinges</b>			
01/03/2022	Mary B Auldri...	Billed	8:00
01/03/2022	Mary B Auldri...	Billed	3:00
01/04/2022	Mary B Auldri...	Billed	8:00
01/04/2022	Mary B Auldri...	Billed	2:00
01/05/2022	Mary B Auldri...	Not Billable	4:00
<b>Total Repair Hinges</b>			25:00
<b>Total The Jones Group:Stadium</b>			37:00
<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. Select the Customer:Job drop-down arrow, select the appropriate customer or job, and select OK.

Job Profitability Detail for The Jones Group:Stadium

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

Dates All From To Columns Total only

Show Filters

2:53 PM  
08/25/22

**Buildem, Inc.**  
**Job Profitability Detail for The Jones Group:Stadium**  
**All Transactions**

Service	Act. Cost	Act. Revenue	(\$) Diff.
Lock Install (Lock Install)	0.00	768.00	768.00
Repair Hinges (Hinges service and repair as requested by custom..)	0.00	733.95	733.95
<b>Total Service</b>	<b>0.00</b>	<b>1,501.95</b>	<b>1,501.95</b>
<b>TOTAL</b>	<b>0.00</b>	<b>1,501.95</b>	<b>1,501.95</b>

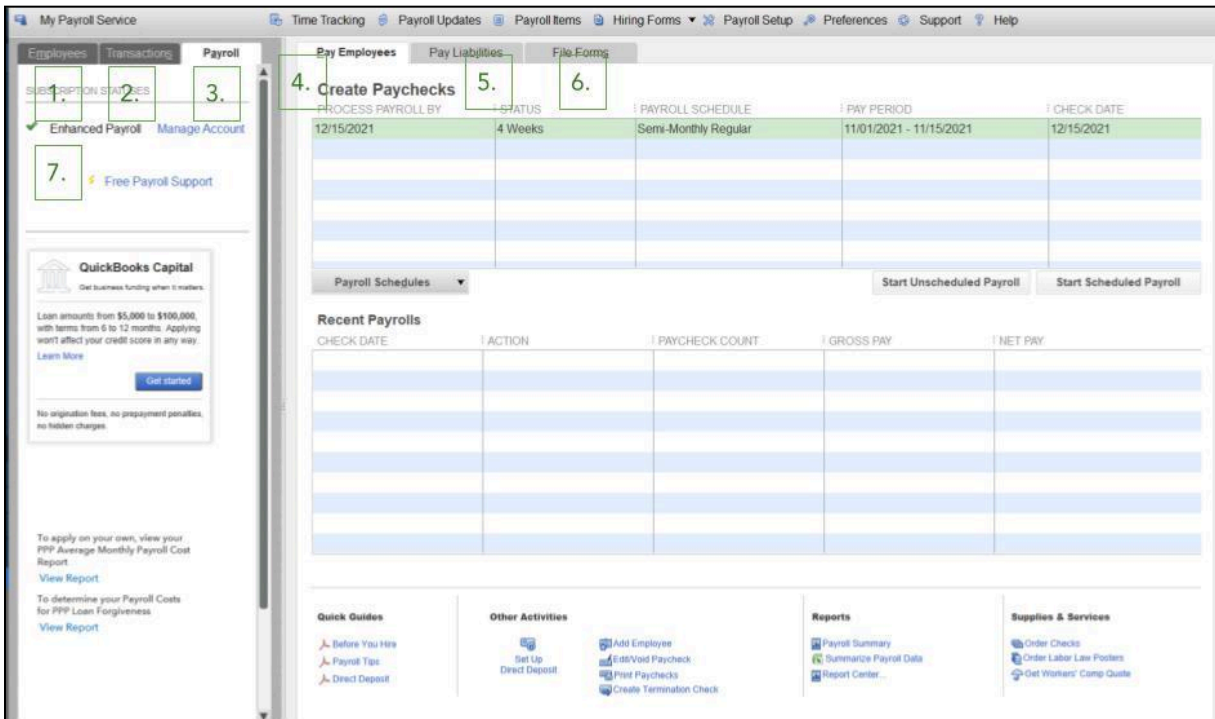
Note: Only income shows after invoicing. Costs show after paying employees as you learn in the next chapter.

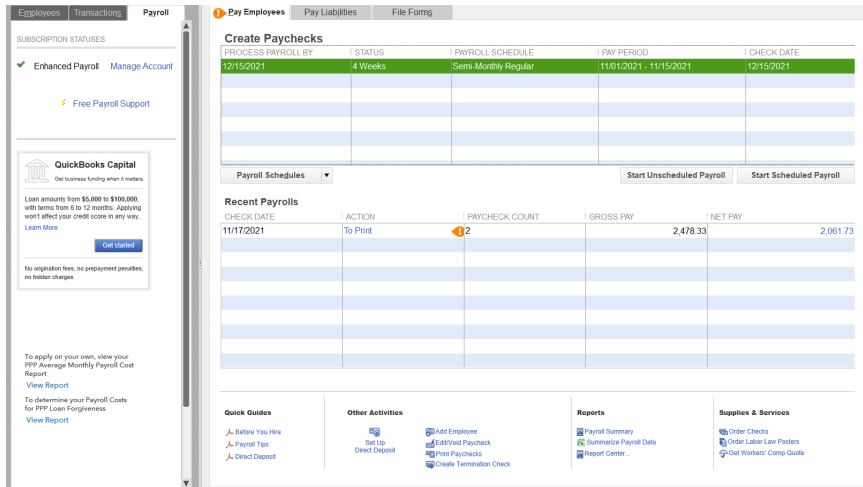
# Chapter 19

# Running Payroll

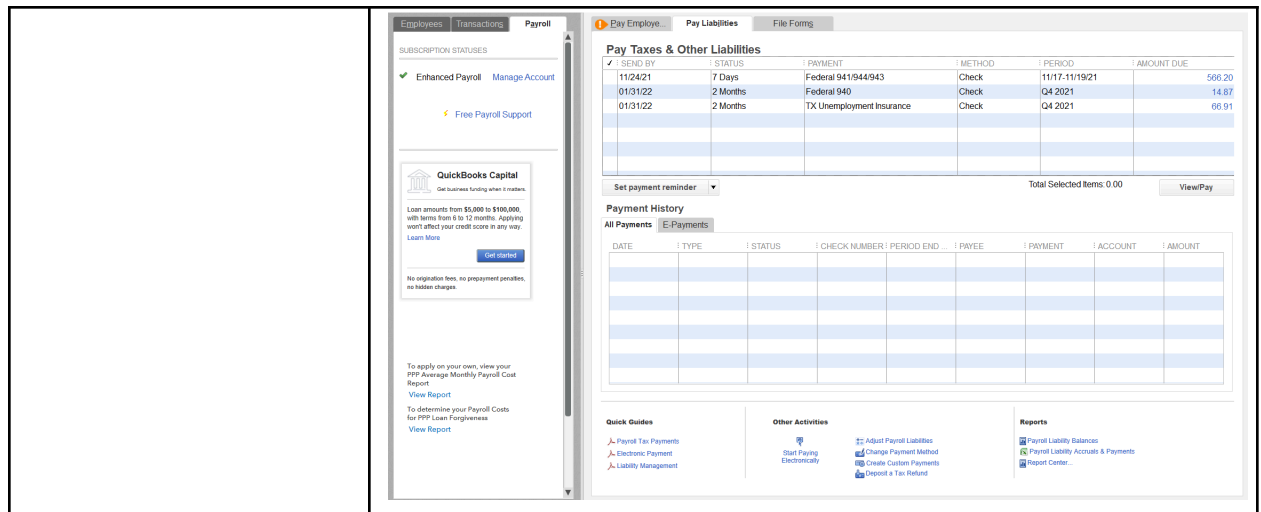
# Create Paychecks

1. Select the Pay Employees icon on the Home page. Or select the Payroll Center icon on the Home page. Enter Payroll information.



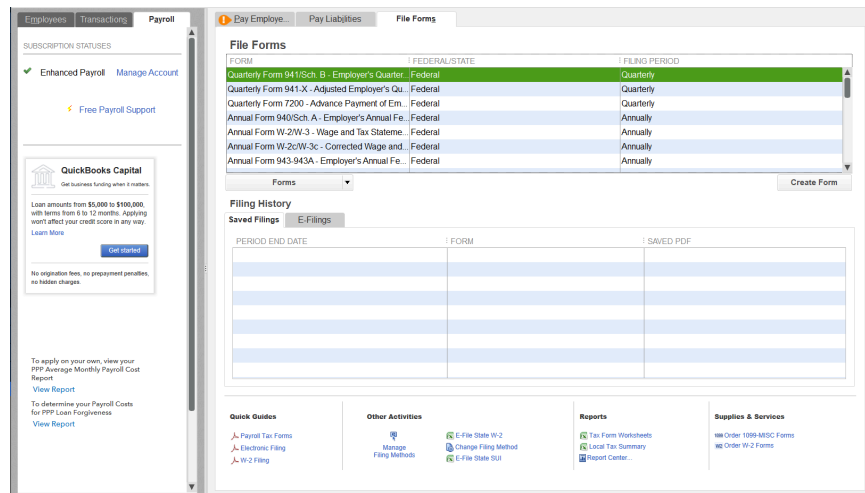
1. Employee tab	Select this tab to view details about Employees. This tab allows access to edit existing, create new, and remove employees, as well as add time worked.
2. Transaction tab	Select this tab to view transactions related to employees, including payroll paycheck details, liability checks, as well as liability and year-to-date adjustments.
3. Payroll tab	Create new and view prior payroll and liability check details on this tab. See details below for information about individual tab actions.
4. Pay Employees tab	<p>Create new and view prior payroll run details on this tab.</p> 
5. Pay Liabilities tab	Create new liability and tax checks on this tab and view tax and liability payment history on this tab.





6. File Forms tab

Create and file tax forms from this tab. You can also view historical forms that you have created and filed here as well.



7. Subscription Statuses

Under this heading will be the subscription type your company has purchased for QuickBooks Desktop payroll.

2. If using payroll schedules, select Scheduled Payroll for payment. Then select Start Scheduled Payroll. If not using payroll schedules, select 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: Semimonthly      PAY PERIOD ENDS: 01/15/2022      BANK ACCOUNT: Chase Checking 1234

EMPLOYEES SELECTED TO PAY: 3      CHECK DATE: 01/15/2022      BANK ACCOUNT BALANCE: 91,228.50

[Explain Printing Options](#)

**CHECK OPTIONS**

Print paychecks on check stock      [First Check#](#)  
 Handwrite & Assign check numbers      1026

           SORT BY: Employee Name     

✓ EMPLOYEE	HOURLY	OVERTIM...	SICK HOU...	VACATION...	SALARY	TOTAL HOURS
✓ Mary B Auldridge	40:00	5:00				45:00
✓ Pete J Smith						
✓ Thelma Marks	80:00	3:00				83:00

[How do I use this window to enter payroll information?](#)           

3. Enter and review hours in the Enter Payroll Information window.

#### Scenarios for Unscheduled and Schedule Payroll

Scenario	Scheduled or Unscheduled
Creating paychecks for regular pay cycle	Scheduled
A bonus check, not included in a regular paycheck	Unscheduled
Additional check for hours missing on a regular paycheck	Unscheduled

Note: If you enter additional hours here, they will not show up on time reports. Time reports only include time entered on timesheets.

4. Select Continue.
5. Review information in the Review and Create Paychecks window.
6. To make a change, select the employee's name.

**Mary B Auldridge** PAY PERIOD 01/01/2022 - 01/15/2022

Use Direct Deposit

ITEM NAME	RATE	HOURS	CUSTOMER JOB	SERVICE ITEM
Hourly	20.00	12:00	The Jones Group:Stadium	Lock Install
Hourly	20.00	20:00	The Jones Group:Stadium	Repair Hinges
Overtime hourly	30.00	5:00	The Jones Group:Stadium	Repair Hinges
Hourly	20.00	8:00	Jupiter Homes:Fannin Resid...	Lock Install
hrs				
TOTALS		950.00	45:00	

ITEM NAME	RATE	QUA...
Medical Insurance		-100.00

ITEM NAME	AMOUNT	YTD
Social Security Company	52.70	52.70
Medicare Company	12.33	12.33
Federal Unemployment	5.10	5.10
TX - Unemployment	25.65	25.65

ITEM NAME	AMOUNT	YTD
Hourly	240.00	800.00
Hourly	400.00	800.00
Overtime hourly	150.00	150.00
Hourly	160.00	800.00
Medical Insurance	-100.00	-100.00
Medicare Employee Addl Tax	0.00	0.00
Federal Withholding	-31.00	-31.00
Social Security Employee	-52.70	-52.70
Medicare Employee	-12.33	-12.33
Check Amount:	753.97	

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

7. Select Save & Close to save changes.
8. Select the Create Paychecks button.

Confirmation and Next Steps

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

You have successfully created 3 paychecks:  
3 for printing 0 for direct deposit [Learn more](#)

**Next step:**

Print your paychecks/stubs, and distribute to employees.

Do not advance the dates of this payroll schedule in the Payroll Center  
Do you want to pay your liabilities now?

9. Select whether to Print Paychecks and/or Print Pay Stubs in the Confirmation and Next Steps window.
10. Select 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 select 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.

Select Paychecks to Print

Bank Account: Chase Checking 1234 First Check Number: 1024

Select Paychecks to print, then click OK.  
There are 3 Paychecks to print for \$3,731.56.

✓	DATE	EMPLOYEE	AMOUNT
✓	01/15/2022	Mary B Auldridge	753.97
✓	01/15/2022	Pete J Smith	1,726.95
✓	01/15/2022	Thelma Marks	1,250.64

Show:  Both  Paychecks  Direct Deposit

Company message to be printed on all pay stubs:

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

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

Print Checks

You have 3 checks to print for \$3,731.56

Settings | Fonts | Partial Pa...

Printer name: Microsoft Print to PDF on PORTPROMPT Options...

Printer type: Page-oriented (Single sheets)

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

CHECK STYLE

Voucher  Standard  Wallet

Number of copies: 1

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

Buttons: Print, Cancel, Help, Logo, Signature

3. Select Print.

# Print Pay Stubs

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

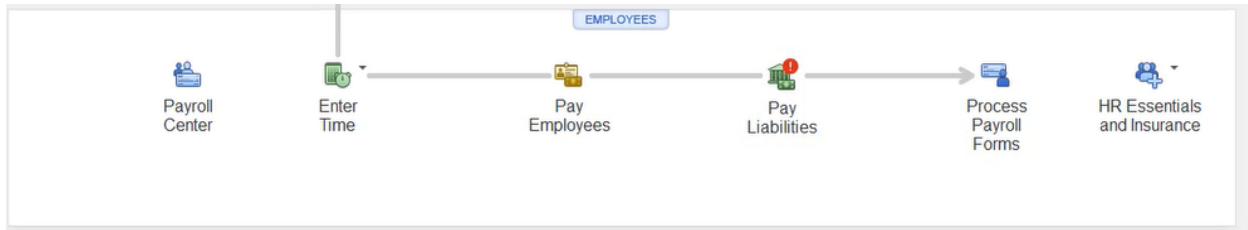
1. Create paychecks as usual.

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

Mary B Auldridge 100 East Collins Dallas, TX 75248									
<b>Employee Pay Stub</b>		Check number: 1026		Pay Period: 01/01/2022 - 01/15/2022			Pay Date: 01/15/2022		
<b>Employee</b>				Pay Period: 01/18/2023 - 01/31/2023					
Mary B Auldridge, 100 East Collins, Dallas, TX 75248				***-**-4444					
<b>Earnings and Hours</b>	<b>Qty</b>	<b>Rate</b>	<b>Current</b>	<b>YTD Amount</b>	<b>Sick</b>	<b>Accrued</b>	<b>Used</b>	<b>Available</b>	
Hourly	40:00	20.00	800.00	800.00	Current	1:40	0:00	1:40	
Overtime hourly	5:00	30.00	150.00	150.00	YTD	1:40			
	45:00		950.00	950.00					
<b>Deductions From Gross</b>			<b>Current</b>	<b>YTD Amount</b>					
Medical Insurance			-100.00	-100.00					
<b>Taxes</b>			<b>Current</b>	<b>YTD Amount</b>					
Medicare Employee Addl Tax			0.00	0.00					
Federal Withholding			-31.00	-31.00					
Social Security Employee			-52.70	-52.70					
Medicare Employee			-12.33	-12.33					
			-96.03	-96.03					
<b>Net Pay</b>			<b>753.97</b>	<b>753.97</b>					

# 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. Select the Pay Liabilities icon on the Home page.

The screenshot shows the 'Pay Taxes & Other Liabilities' section of the QuickBooks Payroll Center. The table below lists the liabilities:

SEND BY	STATUS	PAYMENT	METHOD	PERIOD	AMOUNT DUE
01/21/22	2 Weeks	Federal 941/944/943	Check	1/15-1/18/22	1,023.54
02/15/22	5 Weeks	Medical Insurance	Check	Jan 2022	100.00
05/02/22	3 Months	Federal 940	Check	Q1 2022	26.72
05/02/22	3 Months	TX Unemployment Insurance	Check	Q1 2022	122.96

Below the table, there is a 'Set payment reminder' dropdown and a 'Total Selected Items: 0.00' indicator. A 'View/Pay' button is located at the bottom right of the table area.

2. In the Pay Taxes & Other Liabilities section of the window, select the tax or liability to pay in the list.
3. Select the View/Pay button.

Note: If you are not set up to pay electronically, and you want to, select Manage Payment Methods at the bottom of the Pay Liabilities tab.

**Liability Payment - Checking**

**Payment 1 of 1** Print

Bank Account: Checking Ending Balance: 18,499.72

---

Print As: United States Treasury

No. EFTPS

Date: 01/01/2022

Pay to the Order of: Internal Revenue Service \$ 751.96

Seven hundred fifty-one and 96/100\*\*\*\*\* Dollars

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

Memo: 75-1234567

Period: 12/29/21 - 12/31/21 How do I e-pay?  E-payment  Check

Expenses: \$50.00 Payroll Liabilities: \$701.96  To be printed

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

Recalculate Save & Close Save & Next Cancel

4. Enter expenses and/or penalties in the Liability Payment window (if applicable).
5. Select Save & Close.
6. Select Close in the Payment Summary window.
  - With E-pay, select E-payment.
  - Put in your user id, password, and your 4 digit pin for the EFTPS website, select Submit, and print when it tells you to save for your records.

# Tax Form 941

1. Select the Process Payroll Forms 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

Enhanced Payroll | Manage Account

Free Payroll Support

QuickBooks Capital  
Get business funding when it matters.  
Loan amounts from \$5,000 to \$100,000, with terms from 6 to 12 months. Applying won't affect your credit score in any way.  
Learn More  
Get started  
No origination fees, no prepayment penalties, no hidden charges.

To apply on your own, view your PPP Average Monthly Payroll Cost Report  
View Report  
To determine your Payroll Costs for PPP Loan Forgiveness  
View Report

Pay Employees | Pay Liabilities | File Forms

File Forms

FORM	FEDERAL/STATE	FILING PERIOD
Quarterly Form 941/Sch. B - Employer's Quarterly Feder...	Federal	Quarterly
Quarterly Form 941-X - Adjusted Employer's Quarterly F...	Federal	Quarterly
Quarterly Form 7200 - Advance Payment of Employer C...	Federal	Quarterly
Annual Form 940/Sch. A - Employer's Annual Federal Un...	Federal	Annually
Annual Form W-2/W-3 - Wage and Tax Statement/Trans...	Federal	Annually

Forms | Create Form

Filing History

Saved Filings | E-Filings

PERIOD END DATE	FORM	SAVED PDF

Quick Guides

- Payroll Tax Forms
- Electronic Filing
- W-2 Filing

Other Activities

- Manage Filing Methods
- E-File State W-2
- Change Filing Method
- E-File State SUI

Reports

- Tax Form Worksheets
- Local Tax Summary
- Report Center...

Supplies & Services

- Order 1099-MISC Forms
- Order W-2 Forms

Note: Select on Manage Filing Methods to request a 10 digit pin from the IRS to E-File your forms.

2. Select Quarterly Form 941/Schedule B in the Select Payroll Form window.
3. Select Create Form.
4. Enter the appropriate filing period below Select Filing Period.
5. Select OK.



Payroll Tax Form

Tax Form for EIN **75-1234567**

### Interview for your Form 941/Schedule B

Employer's Quarterly Federal Tax Return

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

**Legal Business Name**

Your legal business name ..... Buildem, Inc.

**Business Name Control - E-FILERS ONLY**

[What is Business Name Control?](#)  
Your business name control. **Modify value if needed** (based on 'Legal Business Name' above) ..... Buil

**Printing Schedule B for your records only?**

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

**Select your IRS assigned deposit schedule**

[What if I don't know my deposit schedule?](#)  
[Which deposit schedule should I select if I pay quarterly?](#)

To help determine if the IRS requires you to file a Schedule B, check your IRS assigned deposit schedule:

**Monthly** .....   
**Semi-Weekly** .....

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

**Answer all that apply to you**

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

If you are a seasonal employer, check here .....   
*Seasonal employers are not required to file Form 941 during quarters when they regularly do not have a tax liability because they have no wages. If you are a seasonal employer, checking this box notifies the IRS that you will not have to file a return for one or more quarters of the year.*

[View details about this form](#) [View filing and printing instructions](#) <<< Previous Next >>>

Save and Close Save as PDF... Print for Your Records... Check for Errors Submit Form...  
 Automatically create an archive when I e-file or print.

6. Answer all questions in the Interview for your Form 941/Schedule B, and select Next until finished.
7. Select the Check for errors button.
8. After correcting any errors, select Print forms.
9. Make appropriate selections in the Printing window.
10. Select Print.
11. Submit Form if you have requested the 10 digit pin from the IRS through Manage Filing Methods, prior to selecting Create Form in step 3.
12. Select Save & Close.

# Reports

## Review a Payroll Summary

1. Select Reports:Employees & Payroll:Payroll Summary from the menu.
2. Select the Customize Report button.
3. Select the boxes next to Hours and Rate below Add subcolumns for.
4. Select OK.

Payroll Summary																					
Customize Report		Comment on Report		Share Template		Memorize		Print		E-mail		Excel		Hide Header		Refresh		Jan 21		Jan 21	
Dates		Custom		From 01/01/2022		To 01/15/2022		Show Columns		Employee											
<p>9:19 PM 01/07/22</p> <p align="center"><b>Buildem, Inc.</b> <b>Payroll Summary</b> January 1 - 15, 2022</p>																					
			Mary B Aldridge			Pete J Smith			Thelma Marks			TOTAL									
	Hours	Rate	Jan 1 - 1...	Hours	Rate	Jan 1 - 1...	Hours	Rate	Jan 1 - 1...	Hours	Rate	Jan 1 - 1...									
Employee Wages, Taxes and Adjustm...																					
Gross Pay																					
Salary			0.00			2,083.33			0.00			2,083.33									
Hourly	40	20.00	800.00			0.00	80	18.00	1,440.00	120		2,240.00									
Overtime hourly	5	30.00	150.00			0.00	3	27.00	81.00	8		231.00									
Sick Hourly Rate			0.00			0.00		18.00	0.00			0.00									
Vacation Hourly Rate			0.00			0.00		18.00	0.00			0.00									
<b>Total Gross Pay</b>	<b>45</b>		<b>950.00</b>			<b>2,083.33</b>	<b>83</b>		<b>1,521.00</b>	<b>128</b>		<b>4,554.33</b>									
Deductions from Gross Pay																					
Medical Insurance			(100.00)			0.00			0.00			(100.00)									
<b>Total Deductions from Gross Pay</b>			<b>(100.00)</b>			<b>0.00</b>			<b>0.00</b>			<b>(100.00)</b>									
<b>Adjusted Gross Pay</b>	<b>45</b>		<b>850.00</b>			<b>2,083.33</b>	<b>83</b>		<b>1,521.00</b>	<b>128</b>		<b>4,454.33</b>									
Taxes Withheld																					
Federal Withholding			(31.00)			(177.00)			(134.00)			(342.00)									
Medicare Employee			(12.33)			(30.21)			(22.06)			(64.60)									
Social Security Employee			(52.70)			(129.17)			(94.30)			(276.17)									
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00									
<b>Total Taxes Withheld</b>			<b>(96.03)</b>			<b>(336.38)</b>			<b>(250.36)</b>			<b>(682.77)</b>									
Deductions from Net Pay																					
Dental Insurance			0.00			(20.00)			(20.00)			(40.00)									
<b>Total Deductions from Net Pay</b>			<b>0.00</b>			<b>(20.00)</b>			<b>(20.00)</b>			<b>(40.00)</b>									
<b>Net Pay</b>	<b>45</b>		<b>753.97</b>			<b>1,726.95</b>	<b>83</b>		<b>1,250.64</b>	<b>128</b>		<b>3,731.56</b>									
Employer Taxes and Contributions																					
Federal Unemployment			5.10			12.50			9.12			26.72									
Medicare Company			12.33			30.21			22.06			64.60									
Social Security Company			52.70			129.17			94.30			276.17									
TX - Unemployment			25.65			56.25			41.06			122.96									

## Review a Job Profitability Detail

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

Job Profitability Detail for The Jones Group:Stadium

9:22 PM  
01/07/22

**Buildem, Inc.**  
**Job Profitability Detail for The Jones Group:Stadium**  
All Transactions

Service	Act. Cost	Act. Revenue	( $)$ Diff.
Lock Install (Lock Install)	264.19	768.00	503.81
Repair Hinges (Hinges service and repair as requested by customer)	605.45	733.95	128.50
Total Service	869.64	1,501.95	632.31
TOTAL	869.64	1,501.95	632.31

Note: Income shows after invoicing. Now that payroll has been processed we see the costs as well.

# 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.

Note: Inventory Center is only available for premier and enterprise. Pro users work from the Items & Services list

The screenshot shows the 'Inventory Center: Cedar Door' window. On the left, there is a list of inventory items with their names and prices. The main area displays 'Inventory Information' for the 'Cedar Door' item, including details like description, preferred vendor, and various costs. Below this, there is a 'Transactions' table showing recent activity.

NAME	PRICE
Cedar Door	499.95
Door Knob	49.95
Garage Door	1,599.95
Glass Door	395.99
Hinges	25.00
Lock	69.95
Oak Door	999.00
Patio Locks	99.95
Regular Door	69.95
Steel Locks	15.95
Walnut Door	799.95

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Bill	3422	05/01/2022	Inventory	2,999.90
Invoice	79	03/22/2022	Parts Sales	-1,500.00
Sales Receipt	2	03/01/2022	Parts Sales	-4,999.50
Bill	343v	01/01/2022	Inventory	2,999.90

The screenshot shows the 'Item List' window. It features a search bar at the top and a table listing various inventory items with their descriptions, types, accounts, and quantities. The 'Cedar Door' item is highlighted in green.

NAME	DESCRIPTION	TYPE	ACCOUNT	TOT	PRICE	ATTACH
Cedar Door	Natural Cedar Door	Inventory Part	Parts Sales	24	499.95	
Door Knob	Deluxe Brass Door Knob	Inventory Part	Parts Sales	104	49.95	
Garage Door	All-weather customer garage door.	Inventory Part	Parts Sales	60	1,599.95	
Glass Door	Deluxe, Customized Clear Glass Patio Door	Inventory Part	Parts Sales	10	395.99	
Hinges	Hinges used on new doors	Inventory Part	Parts Sales	50	25.00	
Lock	Lock with Kryptonite key	Inventory Part	Parts Sales	9	69.95	
Oak Door	Old-fashioned varnished oak door	Inventory Part	Parts Sales	10	999.00	
Patio Locks	Kryptonite locks used on patio doors	Inventory Part	Parts Sales	100	99.95	
Regular Door	Regular wood door.	Inventory Part	Parts Sales	45	69.95	
Steel Locks	Regular dead-bolt lock.	Inventory Part	Parts Sales	360	15.95	
Walnut Door	Natural varnish Walnut Door	Inventory Part	Parts Sales	80	799.95	
Bag Of Nails	Deluxe Container with 2' Heavy Duty Nails	Non-inventory ...	Parts Sales		19.95	
Bag of Washer	Heavy duty deluxe bag of washers (various sizes)	Non-inventory ...	Parts Sales		29.95	
Bolts	1/4" bolts	Non-inventory ...	Parts Sales		0.03	

# Purchase Orders

## Review Inventory Stock Status by Item Report

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

Inventory Stock Status by Item																	
Customize Report		Comment on Report		Share Template		Memorize		Print		E-mail		Excel		Hide Header		Refresh	
Dates		This Month-to-date		From 08/01/2022		To 08/25/2022		<input type="checkbox"/> Use avail qty to reorder		<input type="checkbox"/> Hide zero QOH		<input type="checkbox"/> Full Assemblies					
Show Filters																	
2:12 PM		<b>Buildem, Inc.</b>															
08/25/22		<b>Inventory Stock Status by Item</b>															
		<b>August 1 - 25, 2022</b>															
	Pref Vendor	Reorder Pt (Min)	Max	On Hand	For Assemblies	Available	Order	On PO	Reorder Qty	Next Deliv	Sales/Week						
<b>Inventory</b>																	
Cedar Door (Natural Cedar Door)	Walnut, Inc.			24	0	24		0	0		0						
Door Knob (Standard Door Knob)	Sella Doo...			104	0	104		50	0	04/05/2022	12.6						
Garage Door (All-weather customer garage do...	Hinges Co...			60	0	60		0	0		5.6						
Glass Door (Glass Patio Door)	Sliding Do...	50	100	10	0	10	✓	0	90		0						
Hinges (Hinges you buy for doors)	Sella Doo...			50	0	50		25	0	04/07/2022	0						
Lock (Lock with Kryptonite key)	Locks, Inc.			9	0	9		0	0		0						
Oak Door (Old-fashioned varnished oak door)	Sella Doo...			10	0	10		0	0		7						
Patio Locks (Locks for installation on patio do...	Sella Doo...			100	0	100		0	0		0						
Regular Door (Regular wood door)	Supply-Ar...			45	0	45		0	0		0						
Steel Locks (Regular dead-bolt lock.)	Locks, Inc.			360	0	360		0	0		0						
Walnut Door (Natural varnish Walnut Door)	Walnut, Inc.			80	0	80		0	0		0						

## Enter Purchase Order

1. Select the Purchase Orders icon on the Home page.

**Create Purchase Orders**

VENDOR: Sliding Doors, Inc. DROP SHIP TO: [ ] TEMPLATE: Custom P...

**Purchase Or...** DATE: 08/25/2022 VENDOR: Sliding Doors, Inc. SHIP TO: Buildem, Inc.  
128 South New York Blv  
Garland, TX 75393 123 LBJ Freeway  
Dallas, TX 75248

P.O. NO.: 10 EXPECTED: 08/29/2022

ITEM	DESCRIPTION	QTY	RATE	CUSTOMER	AMOUNT	RCV...	CLSD
Glass Door	Glass Patio Door	90	199.95		17,995.50	0	

TOTAL 17,995.50

VENDOR MESSAGE: [ ]

MEMO: 90 Glass Doors

Buttons: Save & Close, Save & New, Revert

**Sliding Doors, Inc. Vendor Transaction**

**SUMMARY**

Phone: 214-555-8751  
Open balance: 0.00  
Credit Limit: 10,000.00  
POs to be received: 1

**RECENT TRANSACTION**

07/01/20 Check 38,620.75

**NOTES**

2. Select the Vendor drop-down arrow and select the appropriate vendor.
3. Enter remaining information in the Create Purchase Orders window.
4. Select Save & Close.

Note: Purchase Orders are non posting transactions that do not affect your financials.

## Receive Items with Bill

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

**Open Purchase Orders**

Vendor: Sliding Doors, Inc.

Select a Purchase Order to receive

DATE	PO NO.	MEMO
08/25/2022	10	90 Glass Doors

Buttons: OK, Cancel, Help

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

**Enter Bills**

Bill Received

Bill Information:

- VENDOR: Sliding Doors, Inc.
- DATE: 08/25/2022
- ADDRESS: Sliding Doors, Inc., 128 South New York Blvd., Garland, TX 75393
- AMOUNT DUE: 15,246.25
- TERMS: Net 30
- BILL DUE: 09/24/2022

ITEM	DESCRIPTION	QTY	COST	AMOUNT	BILL NO.	PO NO.
Glass Door	Glass Patio Door	75	199.95	14,996.25		10
Freight	Freight Costs		250.00	250.00		

Summary:

- Phone: 214-555-8751
- Open balance: 0.00
- Credit Limit: 10,000.00
- POs to be received: 1

Recent Transaction: 07/01/20 Check 38,620.75

Buttons: Save & Close, Save & New, Clear

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



# Pay Bill

1. Select the Pay Bills icon on the Home page.

**SELECT BILLS TO BE PAID**

Show bills  Due on or before 09/04/2022  Show all bills

Filter By  Sort By Vendor

<input checked="" type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input type="checkbox"/>	01/20/2022	Art's Parts Warehouse	53781		200.00	0.00	0.00	0.00
<input type="checkbox"/>	08/30/2022	Brosnahan Insurance Agency	1741		1,000.00	0.00	0.00	0.00
<input type="checkbox"/>	08/10/2022	D. Bell	#7d0		388.00	0.00	0.00	0.00
<input type="checkbox"/>	07/08/2022	Dallas Bell	38888		578.00	0.00	0.00	0.00
<input type="checkbox"/>	01/20/2022	PG&E	3221		85.15	0.00	0.00	0.00
<input checked="" type="checkbox"/>	09/24/2022	Sliding Doors, Inc.			15,246.25	0.00	0.00	15,246.25
<input type="checkbox"/>	09/05/2022	Spendalot, Inc.	0039		9,000.00	0.00	0.00	0.00
Totals					26,497.40	0.00	0.00	15,246.25

Clear Selections

**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

Go to Bill Set Discount Set Credits

**PAYMENT**

Date 08/25/2022 Method Check  To be printed  Assign check number Account Chase Checking 1234 Ending Balance 69,376.09

Pay Selected Bills Cancel

2. Select the individual bills to select for payment.

3. Enter remaining information in the Pay Bills window.

4. Select Pay Selected Bills.

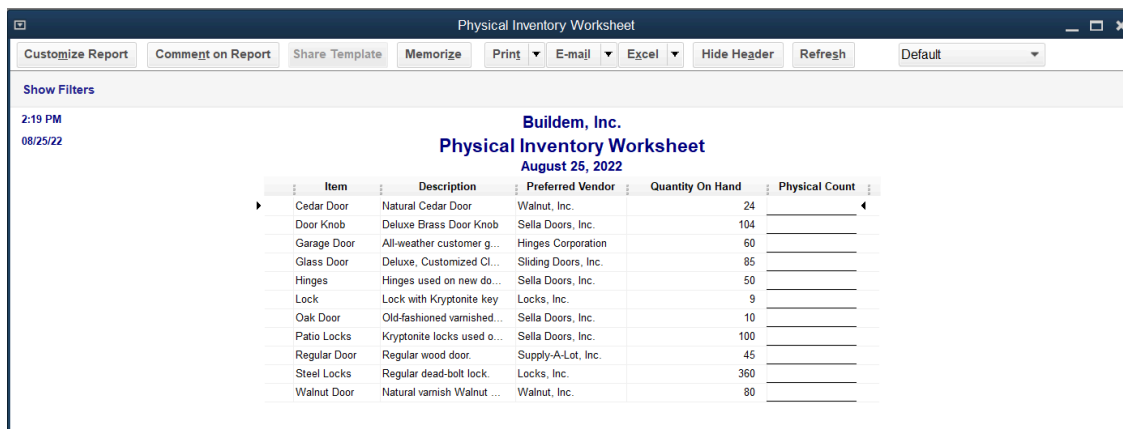
5. Select Print Checks or Done in the Payment Summary window.

## 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

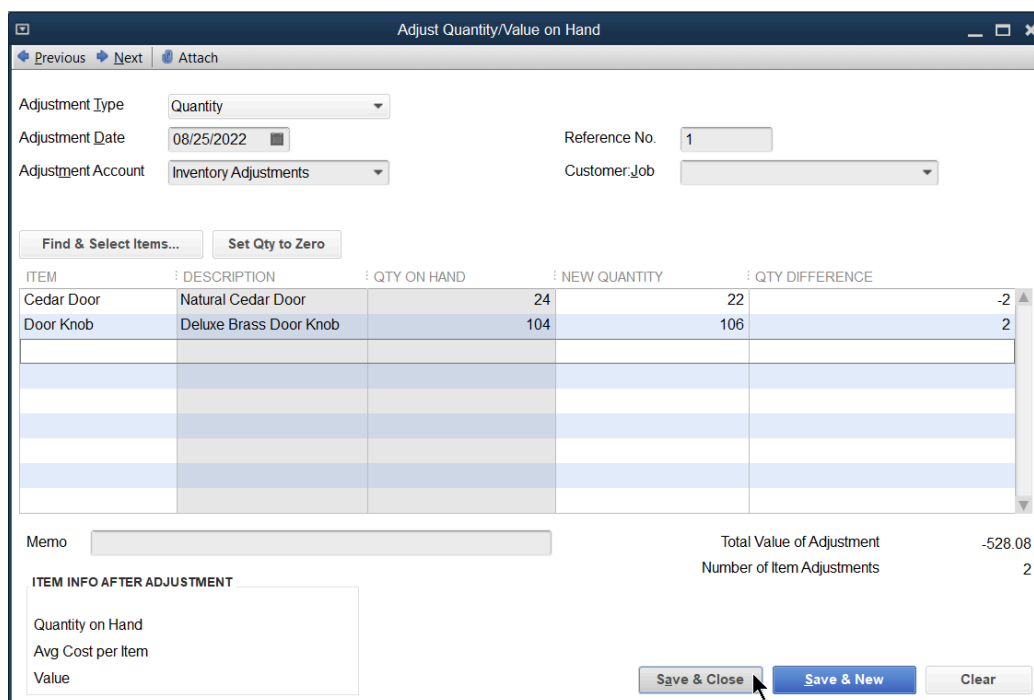
Select Reports:Inventory:Physical Inventory Worksheet from the menu.



Item	Description	Preferred Vendor	Quantity On Hand	Physical Count
Cedar Door	Natural Cedar Door	Walnut, Inc.	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.	85	
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	
Patio Locks	Kryptonite locks used o...	Sella Doors, Inc.	100	
Regular Door	Regular wood door.	Supply-A-Lot, Inc.	45	
Steel Locks	Regular dead-bolt lock.	Locks, Inc.	360	
Walnut Door	Natural varnish Walnut ...	Walnut, Inc.	80	

## Adjust Inventory

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



ITEM	DESCRIPTION	QTY ON HAND	NEW QUANTITY	QTY DIFFERENCE
Cedar Door	Natural Cedar Door	24	22	-2
Door Knob	Deluxe Brass Door Knob	104	106	2

Memo

ITEM INFO AFTER ADJUSTMENT

Quantity on Hand  
Avg Cost per Item  
Value

Total Value of Adjustment: -528.08  
Number of Item Adjustments: 2

Save & Close Save & New Clear

3. Select 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. Select Save & Close.

# Inventory Reports

## Review an Open Purchase Orders Detail Report

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

2:22 PM  
08/25/22

**Buildem, Inc.**  
**Open Purchase Orders Detail**  
All Transactions

Date	Num	Name	Source Name	Memo	Deliv Date	Qty	Rcv'd	Backordered	Amount	Open Balance
<b>Inventory</b>										
<b>Door Knob (Standard Door Knob)</b>										
03/07/2022	8	Door Knob Corpor...	Door Knob Corpor...	Standard Do...	04/05/2022	50	0	50	1,797.50	1,797.50
Total Door Knob (Standard Door Knob)						50	0	50	1,797.50	1,797.50
<b>Glass Door (Glass Patio Door)</b>										
08/25/2022	10	Sliding Doors, Inc.	Sliding Doors, Inc.	Glass Patio...	08/29/2022	90	75	15	17,995.50	2,999.25
Total Glass Door (Glass Patio Door)						90	75	15	17,995.50	2,999.25
<b>Hinges (Hinges you buy for doors)</b>										
03/07/2022	9	Hinges Corporation	Hinges Corporation	Hinges you ...	04/07/2022	25	0	25	375.00	375.00
Total Hinges (Hinges you buy for doors)						25	0	25	375.00	375.00
Total Inventory						165	75	90	20,168.00	5,171.75
<b>TOTAL</b>						<b>165</b>	<b>75</b>	<b>90</b>	<b>20,168.00</b>	<b>5,171.75</b>

## Review an Inventory Valuation Summary

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 08/25/2022 Hide zero QOH Show Inactive Inventory Items

Show Filters

2:23 PM  
08/25/22

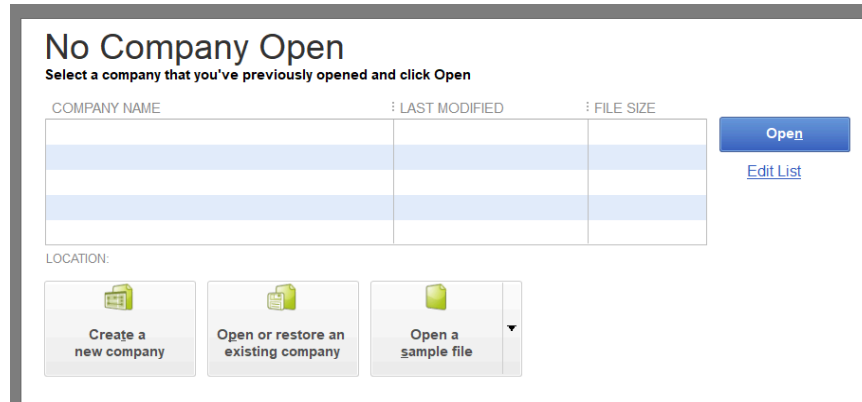
**Buildem, Inc.**  
**Inventory Valuation Summary**  
As of August 25, 2022

Inventory	On Hand	Avg Cost	Asset Value	% of Tot Asset	Sales Price	Retail Value	% of Tot Retail
Cedar Door (Natural Cedar Door)	22	299.99	6,599.78	5.0%	499.95	10,998.90	4.6%
Door Knob (Standard Door Knob)	106	35.95	3,810.70	2.9%	49.95	5,294.70	2.2%
Garage Door (All-weather customer garage do...)	60	749.95	44,997.00	34.2%	1,599.95	95,997.00	39.9%
Glass Door (Glass Patio Door)	85	199.95	16,995.75	12.9%	395.99	33,659.15	14.0%
Hinges (Hinges you buy for doors)	50	15.00	750.00	0.6%	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	5.7%	999.00	9,990.00	4.2%
Patio Locks (Locks for installation on patio do...)	100	50.00	5,000.00	3.8%	99.95	9,995.00	4.2%
Regular Door (Regular wood door)	45	49.95	2,247.75	1.7%	69.95	3,147.75	1.3%
Steel Locks (Regular dead-bolt lock.)	360	9.95	3,582.00	2.7%	15.95	5,742.00	2.4%
Walnut Door (Natural varnish Walnut Door)	80	495.99	39,679.20	30.2%	799.95	63,996.00	26.6%
Total Inventory	927		131,421.73	100.0%		240,700.05	100.0%
<b>TOTAL</b>	<b>927</b>		<b>131,421.73</b>	<b>100.0%</b>		<b>240,700.05</b>	<b>100.0%</b>

# What To Do After Class Is Over

## Proper Way to Close QuickBooks

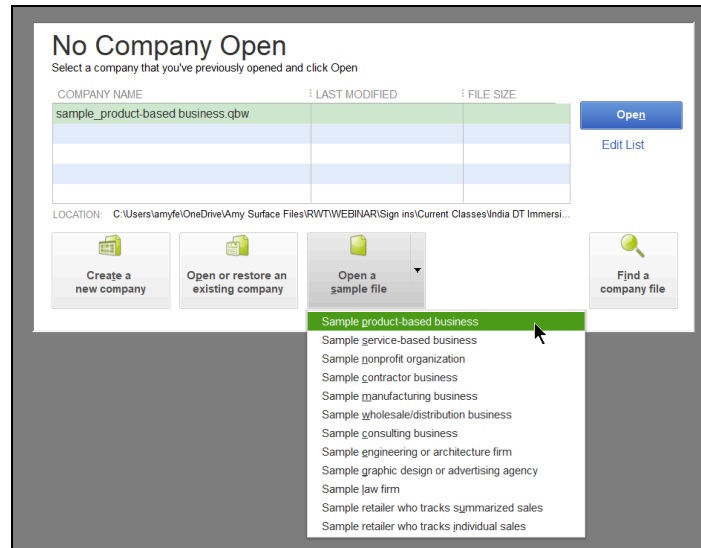
You can only work on one Company file at a time, as you open another company QuickBooks will close that company before it opens another. When you finish working for the day, always select File Close, this properly closes the company so that the software can close properly and protects you from corrupting the data. Then selecting File Exit or the X in the top right corner is ok to press. If it says no company open, then you are ready to close the software.



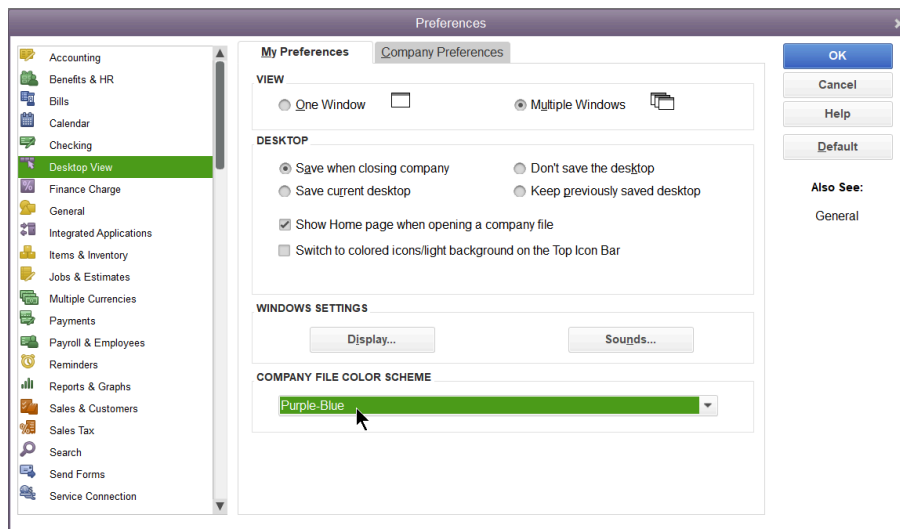
## How to Open a Sample File

You can practice in a sample file. Select File>Close, and then select the down arrow next to Open a Sample File in the bottom right corner. We recommend you change the company file color scheme in preferences if a practice file so you can tell which is the Sample File. To switch back to your working company file select File>Open Previous Company.

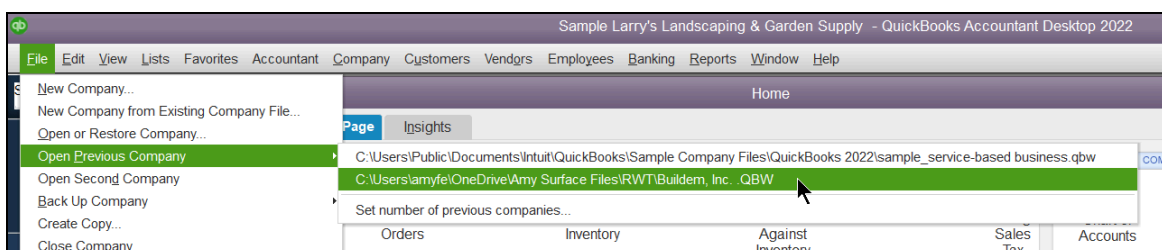
Open a sample company file



Change color for company file



Switch back to working company file



# Notes

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