

Introducing QuickBooks

Title Bar - Name of Company - Version - Edition

Menu Bar - Access all QuickBook Commands

Icon Bar - Comes Preset with shortcuts to QuickBooks Windows

Customer Center

Vendor Center

Employee Center

Report Center

Online Banking

Home Page – Work Flow

Includes Tool Tips and Drop Down Arrows

Explore QuickBooks

- 1 Click the Vendors Button on the left side of the Home Page
- 2 From the Menu Bar choose Customers - Create Invoice
- 3 From the Icon Bar click the Company Snapshot
- 4 From the Menu Bar choose View - Open Window List
- 5 From the Open Window List choose Create Invoices
- 6 From the Menu Bar choose Window - Close All
- 7 Close the Open Window List by clicking on the X
- 8 From the Icon Bar click on the Home Page icon
- 9 Put you mouse over the following icons on the Home Page and read the tool tip Enter Bills, Receive Payments, Write Checks, Chart of Accounts

Bookkeeping Method (Edit > Preferences > Reports&Graphs > Comp Pref tab)

Cash – Record income when they receive the money and expenses when they pay the bills

Accural – Record income at the time of the sale and enter expenses when you incur the expense

Accounting with QuickBooks

Balance Sheet Accounts

Assets – What you own and what people owe you

Liabilities – What you owe to others

Equity – Difference between Assets & Liabilities

Profit & Loss Accounts

Income Accounts

Expense Accounts

Banking with QuickBooks

Chart of Accounts

Home > Chart of Accounts (Company Section)

Add an Account

Account Menu button > New

12 Add a New Account

Type	Expense
Account Name	Advertising

13 Add a New Account

Type	Bank
Account Name	Petty Cash

If you get the message to set up for online say NO

14 Add an Other Current Liability Account called Loans Payable

Type	Other Current Liability
Account Name	Loans Payable

Add a Subaccount

Account Menu button > New

15 Add a new Subaccount to Office Supplies

Type	Expense
Account Name	Computer Supplies
Subaccount of	Office Supplies

16 Add a new Subaccount to Loans Payable

Type	Other Current Liability
Account Name	Smith, J
Subaccount of	Loans Payable
Description	Joan Smith

Edit an Account

Account Menu button > Edit

17 Change the Bank account called Savings to Money Market

18 Change the Expense account called Automobile to Cars

Delete an Account

Choose Account > Right Click > Delete Account

- 19 Delete Bond Expense
- 20 Delete or Make inactive Depreciation Expense

Sorting Lists

Click on Diamond to the left of account name and drag

- 21 Move Bad Debt to between Utilities:Water and Interest Income
(bottom of chart of accounts)
- 22 Move Petty Cash above the Money Market account

Writing Checks

Using the "Write Check"

Home > Write Checks (Banking Section)

23 Bank Account	Great Statewide Bank
Date	12/15/2015
No.	T- to be printed
Pay to the order	Bayshore Water
\$	143.87
Expense	Utilities:Water
Amount	143.87
24 Bank Account	Great Statewide Bank
Date	12/15/2015
No.	T-to be printed
Pay to the order	East Bayshore Tool and Supply
\$	365.50
Expense	Job Expense:Job Material
Amount	300.00
Expense	Freight & Delivery
Amount	65.50

Writing Checks

Using the the "Check Register"

Home > Check Register > Great Statewide Bank

25 Date	12/15/2015
Number	1205
Payee	Express Delivery Service
Payment	76.95
Account	Freight & Delivery
Memo	Delivery
26 Date	12/15/2015
Number	1206

Payee	Holly Heating and Electric
Payment	251.25
Account	Job Expense:Subcontractors
Memo	Install Washer/Dryer Outlet

Transferring Funds

Banking > Transfer Funds

27 Transfer Funds

Date	12/15/2015
From	Great Statewide Bank
To	Money Market
Amount	2000.00

28 Transfer Funds

Date	12/15/2015
From	QuickBooks Credit Card:QBCC Dept #1
To	Great Statewide Bank
Amount	6000.00

Record a Credit Card Purchase

Home > Enter Credit Card Charges (Banking Section), Purchase

29 Credit Card	QuickBooks Credit Card:QBCC Dept #1
Purchase/Refund	Purchase
Purchased From	City of Bayshore
Date	12/15/2015
Ref No	
Amount	325.00
Expense	Job Expenses:Permits and Licenses

30 Credit Card	CalOil Card
Purchase/Refund	Purchase
Purchased From	Bayshore CalOil Service
Date	12/15/2015
Ref No	
Amount	250.00
Expense	Cars:Repairs and Maintenance

Record a Credit Card Return

Home > Enter Credit Card Charges (Banking Section), Refund

31 Credit Card	CalOil Card
Purchase/Refund	Refund
Purchased From	Bayshore CalOil Service
Date	12/15/2015

Ref No	
Amount	75.00
Expense	Cars:Repairs and Maintenance

Reconciling Accounts

Home > Reconcile (Banking Section)

32 Reconcile the Great Statewide Bank account

Statement Date: 01/15/2015

Beginning Balance should be \$34,592.98

Ending Balance: \$56,005.16

Service Charge: \$14.00

Checks, Payments & Services	Deposits & Other Credits
6935.75	7633.28
2000.00	4700.00
640.92	6000.00
143.87	13560.39
76.95	
45.00	
625.00	

Total Checks cleared \$10467.49

Total Deposit cleared \$31893.67

Reconciling and Paying the Credit Card Bill

Home > Reconcile (Banking Section)

33 Account	QuickBooks Credit Card
Statement Date	11/30/2015
Beginning Balance	0.00
Ending Balance	70.00
Charges	45.00
	25.00
Payments	0.00
Reconcile	
Write a check for payment now	
Close the report	
Pay to the order	QBCC 4321

Working with Customer Transaction

Add a New Customer

Customer Center > New Customer & Job > New Customer

34 Customer Name	Betty Rozen
Address	300 Main Street, Suite 3 Middlefield, CA 94432
Phone	415-555-6767
Alternate Contact	Shannon Stubb
Type	Commercial
Preferred Send Method	Mail
Terms	Net 15
Tax Code	Tax
Tax Item	San Domingo
Account Number	1120-25
Credit Limit	2500.00

35 Customer Name	Rick Stevens
Address	752 North Maple Road San Tomas, CA 95554
Contact	Rick Stevens
Phone	555-270-6875
Type	Residential
Terms	Due Upon Receipt
Tax Code	Tax
Tax Item	San Tomas
Credit Limit	1000.00

Add a Job

Customer Center > New Customer & Job > Add Job
or Right click on Customer > Add Job

36 Add a new job to your customer Lee Smith	
Job Name	Kitchen
Job Info	
Job Status	Awarded
Start Date	Dec. 12, 2015
Projected End Date	Jan. 30, 2016
Job Description	Kitchen Remodel
Job Type	Remodel

Rate	225.00
Account	Construction:Miscellaneous

Create an Invoice

Home > Create Invoice (Customer Section)

44 Customer Name:Job	Keenan, Bridget:Sun Room
Item	Surveying
Quantity	2
Total	300

45 Customer Name:Job	Smith, Lee:Kitchen
Item	Drafting
Quantity	1
Total	225

Entering Customer on the Fly

Create an Invoice

46 Customer Name:Job	Dunnings Pool Depot - QuickAdd
Address	1111 Blast Avenue Uptown, MI 55562
Item	Surveying
Quantity	1
Item	Drafting
Quantity	2
Total Invoice	\$600.00
Save and Close - Say yes to save billing address	

Receiving Payments and Making Deposits

Home > Receive Payments (Customer Section)

Home > Record Deposits (Banking Section)

47 Receive a payment	
Customer	Smallson, Fran:Office Remodeling
Amount	1665.00
Date	12/15/2015
Payment Method	Check
Check #	125

48 Create an Invoice	
Customer	Ruff, Bryan:Utility Shed
Date	12/15/2015
Item	Framing

Quantity	5
Item	Wood Door:Exterior
Quantity	1
Item	Hardware:Doorknobs Locking Exterior
Quantity	1
Total Invoice	458.69

49 Receive a partial payment

Customer	Ruff, Bryan:Utility Shed
Amount	200.00
Date	12/15/2015
Payment Method	Check
Check #	2596

50 Receive a downpayment from Jennifer Fisher for her Garage Roof job

Customer	Fisher, Jennifer:Garage Roof
Amount	1000.00
Date	12/15/2015
Payment Method	Check
Check #	1111

51 Deposit the following checks:

Smallson \$1665.00, Ruff \$200.00, Fisher \$1000.00.

Total Deposit \$2865.00

Entering Sales Receipts

Home > Create Sales Receipts (Customer Section)

52 View Undeposited Funds Account on the Chart of Accounts

53 Create a Sales Receipt

Customer Name:Job	Baker, Chris:Family Room
Date	12/15/2015
Item	Flooring
Quantity	1
Amount	1375.00
Payment Method	Check
Check No.	5578
Amount	1481.56

54 Deposit the payments from Wilma Nelson and Chris Baker

Total Deposit \$3528.79

55 View the Undeposited Funds Account and notice how the payments are now

marked as cleared

Reminding Customers of Overdue Payments

From Customer Invoice - Create Letter

Home > Statements (Customer Section)

56 Create a Open Invoice Report

Customer:Job Lew Plumbing

Invoice No. 71

Quick Zoom in to open the invoice

Click on Letters

Click on Cover Letter

57 Create a reminder letter for Chris Baker's Family Room Job Invoice #74.

58 Create a reminder letter for Darci Robson's Invoice #72

59 Create statements

Statement Date 12/15/2015

Stmt Period From 11/16/2015-12/15/2015

Select Customers All Customers

Select Add'l Options Do not create stmts with balance less than 1000
Print due date on transaction

60 Create statements

Statement Date 12/15/2015

Stmt Period From 11/16/2015-12/15/2015

Select Customers Multiple Customers

Choose Chris Baker & Mathew Cuddihy

Select Add'l Options Show invoice item detail on statements

Working with Vendor Transactions

Add a Vendor

Vendor Center > New Vendor

61 New Vendor

Company Name	Martin Drywall
Name and Address	PO Box 76 Middleton, CA 94432
Contact	Sean D Martin
Phone	999-555-6765
Fax	999-555-6766
Account No.	082-4343
Type	Subcontractor
Terms	Net 30
Credit Limit	1000.00

62 New Vendor

Company Name	House of Hoses
Name and Address	567 Cattle Drive Cantor, IL 25896
Contact	Robert L Jones
Phone	888-222-2123
Fax	888-222-2124
Account No.	1254796
Type	Materials
Terms	Net 15
Credit Limit	1500.00

Editing the Vendor

Vendor Center > Select Vendor > Edit (upper right corner)

63 Keswick Insulation - Add an Account #R5558796

64 Holly Heating and Electric - Add an Additional Contact - Kerry Evers

Deleting the Vendor

Vendor Center > Choose Vendor > Edit (menu bar) > Delete Vendor

65 Delete Hughes Electric

66 Delete Hopkins Construction Rentals - Make In-Active

Entering Bills

Home > Enter Bills (Vendor Section)

67 Enter a Bill

Vendor	Lew Plumbing
Date	12/15/2015
Amount	2750.00 - click No to receive against Purchase Order
Expense	Repairs:Equipment Repairs
Amount	1800.00
Expense	Repairs:Building Repairs
Amount	700.00
Expense	Job Expense:Equipment Rental
Amount	250.00

68 Enter a Credit

Vendor	Lew Plumbing
Date	12/15/2015
Amount	295.00
Expense	Repairs:Equipment Repairs
Amount	200.00
Expense	Repairs:Building Repairs
Amount	70.00
Expense	Job Expense:Equipment Rental
Amount	25.00

69 Enter a Bill use the ITEMS tab

Vendor	Custom Kitchen of Bayshore
Date	12/15/2015
Amount	4634.81
ITEM	Cabinets:Light Pine
Quantity	3
ITEM	Cabinets:Cabinet Pulls
Quantity	61
Cost	2.21 each

70 Enter a Bill

Vendor	Hamlin Metal
Date	12/15/2015
Amount	1600.00
Expense	Job Expense:Subcontractors
Amount	1600.00

Paying the Bills

Home > Pay Bills (Vendor Section)

71 Pay the following Bills

Vendor	Lew Plumbing
Amt. Due	2750.00
In "Discounts and Credits for Highlighted Bill"	
Select "Set Credits"	295.00
Amt to Pay	2455.00
Vendor	Custom Kitchens of Bayshore
Amt. Due	4634.81
Vendor	Hamlin Metal
Amt. Due	1600.00
In "Discounts and Credits for Highlighted Bill"	
Select "Set Discounts"	
Discount Amount	32.00
Discount Account	Construction:Discounts
Amt to Pay	1568.00

72 View the checks in the Checking Account register.

Lew Plumbing \$2455.00
 Custom Kitchens of Bayshore \$4634.81
 Hamlin Metal \$1568.00

Pay a Bill with a Credit Card

Home > Pay Bills > Payment Method

73 Pay a Bill using a credit card

Vendor	Hopkins Construction Rentals
Amount	550.00
Payment Date	12/15/2015
Method	Credit Card
Account	QuickBooks Credit Card:QBCC Dept #1

Creating a Company File

Create a New Company File

File > New Company > Easy Step Interview

Company	Lockhart Design
Tax ID	94-1234567
Address	1239 Bayshore Raod Middlefield, CA 94432
Phone	650-555-1234
Fax	650-555-5678
Email	mary@samplename.com
Web	lockhartdesign@samplename.com