



Step-by-Step Tasks in Full Color

## Includes

- More than 600 of the Most Essential QuickBooks 2009 Tasks ▶
- Workshops ▶
- Easy Setup Procedures ▶
- Reporting Techniques ▶

# QuickBooks® 2009

1 2 3 4 5 6 7 **on Demand**

What you need, when you need it!

que®

Gail Perry, CPA  
With Laura Madeira

## QuickBooks® 2009 on Demand

### Copyright © 2009 by Que Publishing

All rights reserved. No part of this book shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the publisher. No patent liability is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this book, the publisher and author assume no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein.

ISBN-13: 978-0-7897-3935-3

ISBN-10: 0-7897-3935-6

*Library of Congress Cataloging-in-Publication Data*  
Perry, Gail.

QuickBooks 2009 on demand / Gail Perry.

p. cm.

ISBN 978-0-7897-3935-3

1. QuickBooks. 2. Small business--Accounting--Computer programs. 3. Small business--Finance--Computer programs. I. Title.

HF5679.P4165 2009

657'.9042028553--dc22

2009007086

Printed in the United States of America

First Printing: April 2009

### Trademarks

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Que Publishing cannot attest to the accuracy of this information. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.

QuickBooks is a registered trademark of Intuit, Inc.

### Warning and Disclaimer

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The information provided is on an "as is" basis. The author and the publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damages arising from the information contained in this book or from the use programs accompanying it.

### Bulk Sales

Que Publishing offers excellent discounts on this book when ordered in quantity for bulk purchases or special sales. For more information, please contact

**U.S. Corporate and Government Sales**

**1-800-382-3419**

**corpsales@pearsontechgroup.com**

For sales outside of the U.S., please contact

**International Sales**

**international@pearson.com**

### **Associate Publisher**

Greg Wiegand

### **Acquisitions Editor**

Michelle Newcomb

### **Development Editor**

Sherry Kinkoph Gunter

### **Managing Editor**

Kristy Hart

### **Project Editors**

Andy Beaster

Jovana San Nicolas-

Shirley

### **Copy Editor**

Language Logistics

### **Senior Indexer**

Cheryl Lenser

### **Proofreader**

Jennifer Gallant

### **Technical Editor**

Victor Madeira

### **Publishing Coordinator**

Cindy Teeters

### **Book Designer**

Anne Jones

### **Compositor**

Bronkella Publishing, LLC

# Introduction

---

## What You'll Learn

Welcome to *QuickBooks 2009 On Demand*, a visual quick reference guide that shows you how you can take advantage of the nation's best-selling small business accounting program.

QuickBooks 2009 is filled with new features. If you've used QuickBooks in the past, you'll welcome this guide that familiarizes you with the new QuickBooks so you won't feel like an outsider.

## The Best Place to Start

The best place to start is with a question. What do you want to know? What's not working the way you expected it to work? What QuickBooks features do you think should provide you with more value? What kind of information are you trying to get from your QuickBooks program? Ask the question and then go to the table of contents or the index to find the area of the book that contains the answer.

Chances are, you'll begin by finding the answer to your question, and then you'll start paging through the book, discovering new features and learning tips for making your QuickBooks experience more worthwhile and efficient.

## How This Book Works

Each task is presented on one page or two facing pages, with step-by-step instructions in the left column and screen illustrations on the right. This arrangement lets you focus on a single task without having to turn the page.

Each time you see a numbered step, look at the corresponding figure to see where the number points. And because *QuickBooks 2009 On Demand* is a full-color book, this image should look just like the one you see on your own computer screen.



## How You'll Learn

**The Best Place to Start**

**How This Book Works**

**Step-by-Step Instructions**

**Organization of the Book**



# Step-by-Step Instructions

This book provides concise step-by-step instructions that show you how to accomplish a task. Each set of instructions includes illustrations that directly correspond to the easy-to-follow steps. Also included in the text are timesavers, checklists, and sidebars to help you work more efficiently or to provide you with more in-depth information. A “Did You Know?” feature provides tips and techniques to help you work smarter, and a “See Also” feature directs you to other parts of the book containing related information about the task. “Important” reminders call your attention to information you won’t want to ignore, and the “Timesaver” feature points out shortcuts for performing common tasks. In addition to the step-by-step instructions, you’ll find sidebars that describe how many standard QuickBooks features work, including the Starting Date, Items, and Classes. There are also sidebars that describe the behind-the-scenes accounting functions that QuickBooks performs on your behalf.

## Making Estimated Tax Payments

1 Click the **Write Checks** icon on the Home page to open a new check.

**TIMESAVER** Pressing **Ctrl+W** will also take you to the **Write Checks** window.

- 2 Enter the date of the payment.
- 3 Enter the payee. This will probably be your bank. Ask your accountant for instructions on how to present your tax payments.

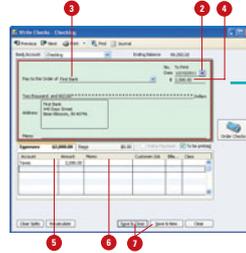
**IMPORTANT** Payroll taxes and income taxes are not the same! Make sure you have separate tax accounts for your income tax expenses and liabilities and that these accounts are not the same ones you use to record your payroll tax expenses and liabilities. Payroll taxes include the taxes withheld from employee paychecks and the employer's share of taxes such as FICA and Unemployment Compensation.

- 4 Enter the amount.
- 5 Enter the account name where the payment will be recorded (see the previous sidebar “Accounting for Income Taxes”).
- 6 Enter an optional description.
- 7 Save the payment.
- 8 Print the check (see “Printing Checks” in Chapter 5, “Making Purchases and Recording Payments.”)

### See Also

See “Scheduling Recurring Transactions” on page 190 to save time by scheduling and automating quarterly tax payments.

Typically, each of your quarterly estimated payments is equal to at least 25% of the lesser of 100% of the estimated income tax for the current year or 100% of the tax shown on the corporation's tax return for the preceding year. Use Form 9199 (call 1-800-TAX-FORM) or contact your local IRS office to accompany your tax deposits. Some corporations must use the Electronic Federal Tax Payment System to make tax deposits electronically. Contact the IRS or your accountant for more information on how to make deposits.



### Did You Know?

**Choose** either your income tax liability or your income tax expense account for recording the tax payment. If the tax liability has already been recorded, this payment should be assigned to the liability account. If you haven't recorded the tax liability, record the payment to the income tax expense account.

**Different estimated tax payment rules apply depending on the type of business.** The information presented in this task describes estimated tax information for taxable corporations. Different rules apply for individuals and other types of organizations. Check with your tax professional to ensure you are paying the correct amount of estimated tax.

Easy-to-follow introductions focus on a single concept.

Illustrations match the numbered steps.

Numbered steps guide you through each task.

See Also points you to related information in the book.

Did You Know? alerts you to tips, techniques, and related information.

# Organization of the Book

*QuickBooks On Demand 2009* is arranged in chapters that correspond with various features of the program. Although every chapter might not apply to your business, there's ample information about the QuickBooks program throughout the book, along with cross-references to other areas of the book, so after you find the answer to one question, you will likely be led to related information.

By chapter, these are the topics covered in this book:

- ◆ **Chapter 1, "Setting Up Your Company Accounts with the EasyStep Interview"**—Chapter 1 provides information about working your way through the EasyStep Interview, what information you need to have on hand before you begin the interview, what areas of the interview you can skip now and complete after starting the program, and how you can leave the interview and return later.
- ◆ **Chapter 2, "Setting Up and Using Payroll Features"**—Learn how to set up your employees, activate payroll deductions, record vacation and sick pay, prepare paychecks, and pay payroll taxes. Whether you use QuickBooks for your payroll or not, you'll find useful information in this chapter about accounting for payroll taxes, distinguishing between employees and independent contractors, and issuing 1099 forms.
- ◆ **Chapter 3, "Adding or Changing Information After the Interview Is Completed"**—Whether you used the EasyStep Interview or not, there's bound to be more information you need to enter in your QuickBooks company file as time goes by. This chapter shows you how to set up new accounts, customers, vendors, and items and explains how to manage the lists that QuickBooks uses to organize all this information.
- ◆ **Chapter 4, "Invoicing and Collecting Income"**—Learn how to record your company's revenue-producing activities and keep track of customers. Use invoices, track accounts receivable, make deposits, give discounts, and communicate with your customers. Tips for all these tasks are provided here.
- ◆ **Chapter 5, "Making Purchases and Recording Payments"**—QuickBooks provides a place to record names and information about all your vendors and suppliers. Learn how to record purchase orders, enter bills, record receipts of items you've ordered, write checks, and use the check register.
- ◆ **Chapter 6, "Collecting and Paying Sales Tax"**—If your company sells items that are subject to sales tax, you need to keep track of the tax you collect and the taxable sales you make, and you need to pay that tax to the government. In addition, you need to know how to account for sales to tax-exempt entities. Learn how to find the information you need to prepare your sales tax returns and pick up tips on recording sales tax discounts.
- ◆ **Chapter 7, "Using Time-Saving Features"**—QuickBooks has some great timesaving tools, such as reminders, memorized transactions, and scheduled transactions. Learn how to use these features and you'll be ready to leave work early.
- ◆ **Chapter 8, "Job Cost Estimating and Tracking"**—QuickBooks provides you with the ability to create estimates, track jobs, and invoice based on the portion of the job that is completed.
- ◆ **Chapter 9, "Tracking Time"**—Use the QuickBooks Time Tracker to turn your computer into a time clock and then export the time to QuickBooks, where it flows right into the payroll component of the program and can be billed directly to customers.

- ◆ **Chapter 10, “QuickBooks Tips and Tricks”**—Here’s a catch-all chapter that contains a little bit of everything. Look here for information on spellchecking, creating and using budgets, working with classes, setting payment terms, customizing forms, making journal entries, and using QuickBooks to produce information that will make an auditor happy.
- ◆ **Chapter 11, “Using the QuickBooks Online Features”**—Take advantage of the online features in QuickBooks, including online banking, saving your company information online, and using QuickBooks from remote locations.
- ◆ **Chapter 12, “Preparing Income Tax Returns”**—You might not enjoy the drudgery of preparing income tax returns for your company, but QuickBooks makes the process a whole lot easier by providing reports that detail all the information you need for your quarterly and annual tax forms. Whether your company is a corporation, partnership, not-for-profit, or proprietorship, you’ll find the tax information you can produce will save you time when it comes to preparing information for the IRS.
- ◆ **Chapter 13, “Security”**—Let’s face it; everyone needs to be careful in this era of hacking, identity theft, and vengeful employees. Take advantage of the high level of security offered by QuickBooks to protect your precious company financial information.
- ◆ **Chapter 14, “Using Inventory Features”**—QuickBooks offers many features to help you track your inventory and produce inventory reports. Learn how the inventory features work in QuickBooks and what features are going to help you keep track of inventory as it moves in and out of your company.
- ◆ **Chapter 15, “Recording Your Assets”**—Every company has assets. From bank accounts, inventory, and receivables, to buildings, computers, and furniture, there’s plenty to keep track of. QuickBooks provides a complete asset record-keeping system that enables you to keep track of all the assets owned by your company.
- ◆ **Chapter 16, “Recording Owners’ Equity”**—Just how much is your company worth? Learn how QuickBooks tracks the value of your company and figure out what you need to know about that pesky Opening Balance Equity account that QuickBooks insists on using.
- ◆ **Chapter 17, “Recording Liabilities”**—Keep track of what you owe and to whom. Manage your payables, and learn how QuickBooks records loans and tracks the portion of your loan payments that represents interest.
- ◆ **Chapter 18, “Preparing the Top Ten QuickBooks Reports”**—Everyone uses reports in QuickBooks. The reports summarize all the transactions you’ve entered in your QuickBooks company file and provide the information you need to judge your performance, attract investors, prepare for the future, pay your taxes, collect revenue, and pay your bills. Learn which reports are used frequently and how you can customize the QuickBooks reports so they provide you with just the information you want.
- ◆ **Workshops**—This section contains a handful of interesting projects that go beyond the day-to-day experience. With these projects, you learn to customize the appearance of your program, stay on top of your To Do list, and manage all the activity in your QuickBooks file with the Company Snapshot.

# Adding or Changing Information After the Interview Is Completed

---

# 3

In the first chapter, you learned how to set up your company using the EasyStep Interview. Because the interview gathers the basic start-up information necessary to use your QuickBooks program, you can now use QuickBooks on a daily basis in a style that fits your business needs, without having to continually re-enter those pieces of information.

That said, you might find that you need to enter more information into your QuickBooks company file after the interview is completed. Using the information presented in this chapter, you'll be able to customize your QuickBooks experience so that the program produces exactly the results your company requires as well as being able to add additional information that you might have skipped over or not thought of during the interview process.

QuickBooks uses lists to keep track of everything, including your chart of accounts, your company's vendors and customers, employees, jobs on which you're working, different options for terms of payment, payroll items that are used for paychecks, and more. All the information that's entered on QuickBooks forms is stored in a list. In this chapter, you'll learn how to add to lists, change information already existing on lists, change the placement of list entries, sort lists, remove entries from lists, and combine list entries. When you change an item on a list, those changes carry through to the forms you use in QuickBooks and the reports you create.

## What You'll Do

**Set General Preferences**

**Set Desktop View Preferences**

**Sort Lists**

**Display Lists on Forms**

**Add Accounts**

**Use Account Numbers**

**Add Customers**

**Display Detailed Customer Information**

**Add Vendors**

**Add Items**

**Add Information "On-the-Fly"**

**Move Items on a List**

**Create Subitems**

**Edit Information on a List**

**Hide Entries on Lists**

**Delete Entries on a List**

**Merge Entries on a List**

**Print Lists**

**Search for Transactions**

**Generate a QuickReport**

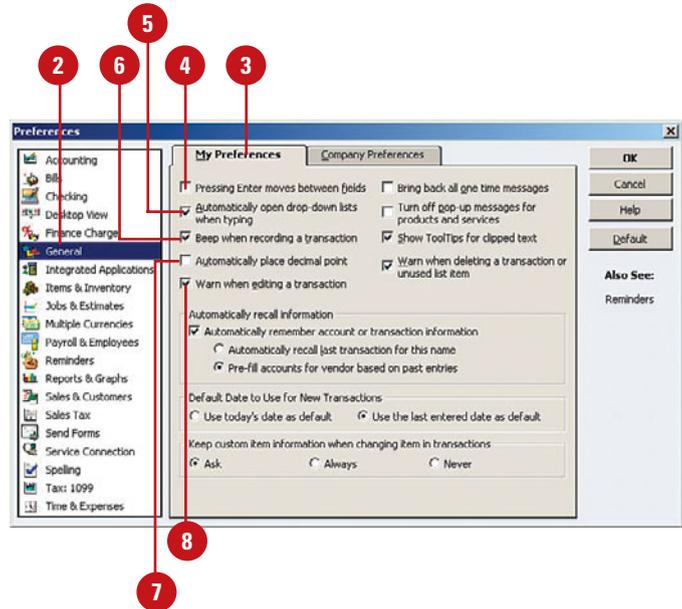
**Set Accounting Preferences**

# Setting General Preferences

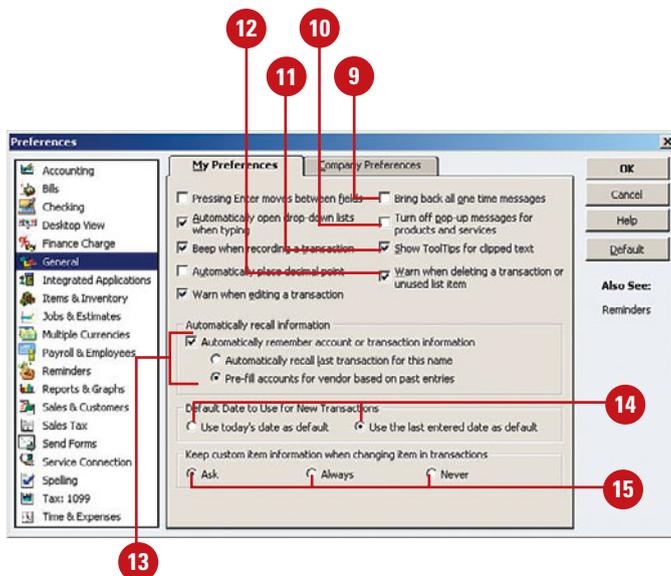
## Set Personal General Preferences

- 1 Open the Preferences dialog box by selecting **Edit, Preferences**.
- 2 Click the **General** option on the left side of the Preferences dialog box.
- 3 Click the **My Preferences** tab at the top of the dialog box if that tab is not already selected.
- 4 Check the **Pressing Enter Moves Between Fields** box if you want to use the Enter key to move between fields the way the Tab key works; otherwise, pressing Enter typically completes a transaction.
- 5 Check the **Automatically Open Drop-Down Lists When Typing** box if you want QuickBooks to always display a list of options for your data fields.
- 6 If **Beep When Recording a Transaction** is checked, you'll hear a "beep" sound every time you complete a transaction.
- 7 If you want to type 1234 and have it appear as 12.34, check the **Automatically Place Decimal Point** box; otherwise 1234 will appear as 1,234.00.
- 8 Checking the **Warn When Editing a Transaction** option results in a pop-up box appearing every time you make changes to a previously saved transaction.

QuickBooks's general preferences affect the way the program works and provide you with an opportunity to set technical performance options, such as what happens when you press the Enter key, how information appears on your screen, and how the editing features work. After you've used QuickBooks for a while, you might want to revisit the general preferences and make changes to those preferences to make your time spent in QuickBooks easier or more efficient.



- 9 Check **Bring Back All One Time Messages** to restore the pop-up reminder messages that gave you an option if you didn't want to see the messages again.
- 10 If the pop-up sales pitch messages are sounding a bit too familiar, turn them off completely by checking **Turn Off Pop-Up Messages for Products and Services** (or uncheck if you want to start seeing them again).
- 11 When you check the **ToolTips** option and then place your mouse over a field where the text is too long, QuickBooks displays the extended text.
- 12 The **Warn When Deleting** option causes a pop-up warning to appear whenever you attempt to delete a transaction or an item that hasn't been used.
- 13 Check **Automatically Remember Account or Transaction Information** if you want QuickBooks to read your mind. When using the recall options, as soon as you start typing, QuickBooks finds the customer or vendor that matches your entry and fills in the appropriate information.
- 14 Select **Use Today's Date as Default** for new transactions, or you can choose the **Use the Last Entered Date as Default** box instead.
- 15 Choose how you want QuickBooks to treat customized descriptions that you enter on forms—keep the description you enter on a form even if you change the item selection (**Always**), remove the description when an item is changed (**Never**), or **Ask** with each circumstance.



## Did You Know?

**You can override customer or vendor information entered by QuickBooks.** When you begin a transaction, such as writing a check, you can change the information that fills in automatically right on the form you are using.

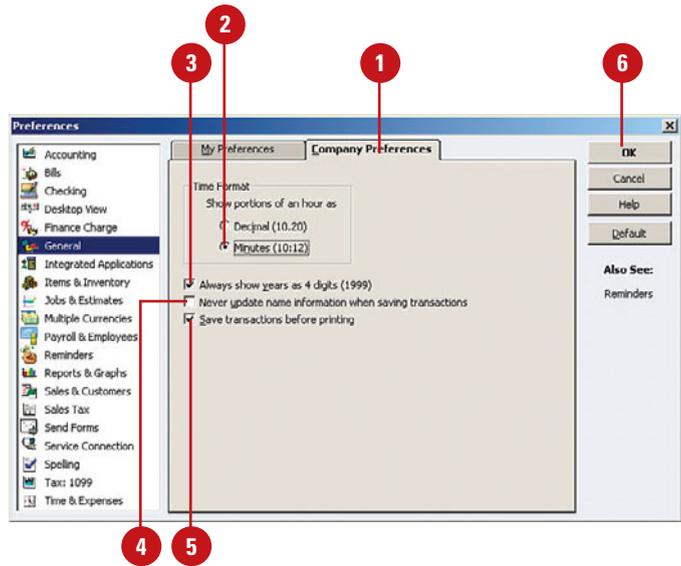
**If you check *Automatically Remember Account or Transaction Information*,** you can choose to either have QuickBooks automatically recall name and amount information from the last transaction you entered for this name, or you can choose to have QuickBooks pre-fill in the name of a particular vendor based on your collective previous entries.

## Set Company General Preferences

- 1 With **General** still selected on the left side of the Preferences dialog box, click the **Company Preferences** tab at the top of the box.
- 2 Choose whether you prefer to have time shown in **Decimal** or **Minutes** format. The Minutes choice is significant if you use QuickBooks for tracking time.
- 3 Check the **Always Show Years as 4 Digits (1999)** box, or uncheck the box if you want to display two-digit years.
- 4 If you change the vendor or customer information on a form, QuickBooks prompts you to update the customer or vendor record. You may select the **Never Update** option to prevent changes to the customer or vendor information.
- 5 Checking the box to **Save Transactions Before Printing**, will automatically save your forms when you press the print button on the form.
- 6 Click **OK**.

**TIMESAVER** You can quickly update customer or vendor information while filling out a form. With your cursor in the customer or vendor field, press **Ctrl+L** to open the customer or vendor list. Double-click the name of the customer or vendor you want to edit, make your changes, click **OK** to save the changes, and then press **Esc** to close the list.

**IMPORTANT** Save your changes. Any changes you make in the QuickBooks preferences dialog box are ignored by the program if you click the "X" or press **Esc** to close the preferences window. Be sure to click the **OK** button to save all your changes.



### For Your Information

#### Easy Keyboard Shortcuts for Entering Dates in QuickBooks

You don't have to use any special keys like Ctrl or Alt to take advantage of these shortcuts. Just place your cursor in a date field and type the letter or symbol listed here:

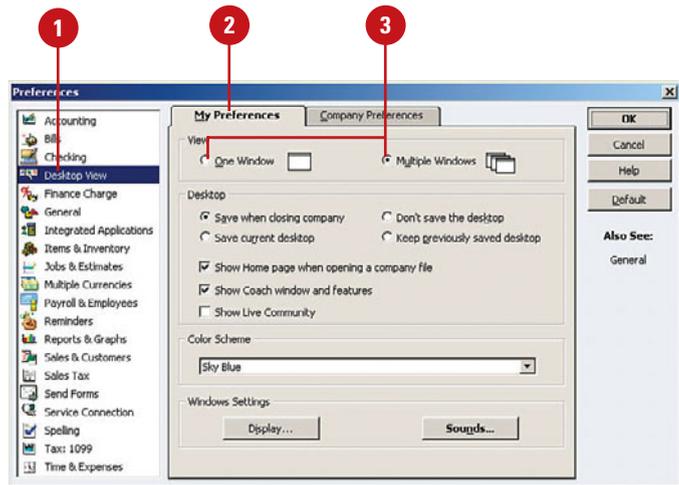
Action	Shortcut
Today	t
Increase date by one day	+
Decrease date by one day	-
First day of week	w
Last day of week	k
First day of month	m
Last day of month	h
First day of year	y
Last day of year	r
Display date calendar	Alt+down arrow

## Setting Desktop View Preferences

- 1 Select **Edit, Preferences** and then click the **Desktop View** option on the left side of the dialog box.
- 2 Click the **My Preferences** tab.
- 3 Choose whether you want to see one QuickBooks window at a time or multiple windows. Note that if you select **One Window**, you can still open multiple windows in QuickBooks; the windows just layer instead of appear separately.

*Continued, next page*

If you use QuickBooks on someone else's computer, you might see a program that looks different from your own. The reason is that there is a variety of ways in which you can customize the appearance of your QuickBooks program. You might prefer to see a separate QuickBooks window on your screen for each transaction that is in progress, whereas other users might want to fill the screen with a single window or choose a different color scheme. If you use QuickBooks on a network, each user can have separate desktop settings. For that reason, you will see that there are only My Preferences available among the desktop view choices, and no Company Preferences from which to choose.



4 Select an option for the display of your desktop. If you choose the **Save When Closing Company** option, every time you open QuickBooks, the program will reinstate the way your screen looked the last time you closed the program. Select **Save Current Desktop** to select items you want QuickBooks to restore when you open the program. A new selection, **Keep previously saved desktop** will be automatically added. Select **Don't Save the Desktop** and your desktop will return to the QuickBooks start-up desktop each time you reopen the program.

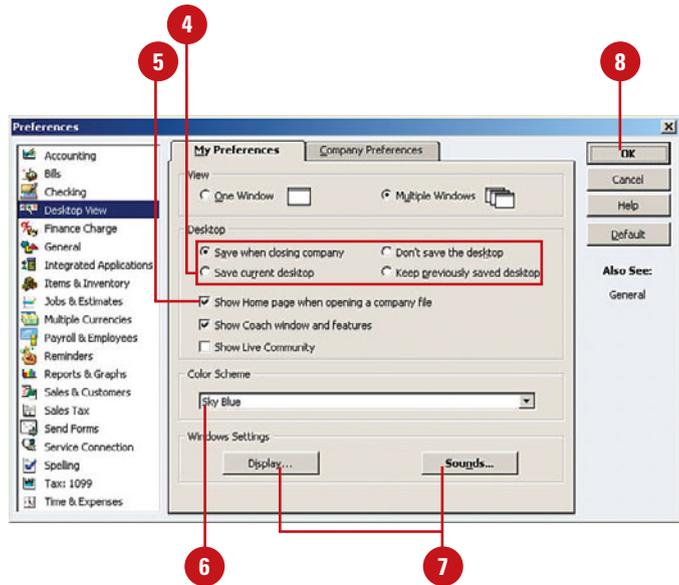
**IMPORTANT** *Saving a desktop can slow your program's performance. The more items you have open on your desktop, the more time it will take QuickBooks to open if you choose one of the options to save open items on your desktop.*

5 Check the **Show Home Page When Opening a Company File** box if you want to display the new Home page each time you open QuickBooks. The Home page has replaced the old QuickBooks Navigators. Selecting the box to **Show coach window and features**, will add these features to the Home page. Selecting the box, **Show live community**, will place the new help bar on the right of your screen.

6 Select from a variety of color schemes for your desktop display.

7 The two buttons in the Windows Settings area open Windows program dialog boxes that give you format options that affect Windows on your computer, not just in QuickBooks.

8 Click **OK**.



## Did You Know?

**You can change your screen resolution.** If you can't see all your QuickBooks windows in your screen, your screen resolution might need to be adjusted. Click the **Display** button in the Desktop View preferences, and then click the **Settings** tab. Experiment with changing the setting on the Screen Area until you find a resolution appropriate to your QuickBooks program. The higher the numbers you select, the smaller your screen items will appear, and more items will fit on your screen.

**You can get creative with your QuickBooks program.** Use the Color Scheme option in the Desktop View preference to change your program to fit your mood. Choose from an array of 15 color choices. Experiment to see which ones you most enjoy working with. When you choose a color scheme, only the colors change. The program works exactly the same with every color choice.

# Sorting Lists

- 1 Select a list from the **Lists** menu to display that list on your screen.
- 2 Click the heading of one of the columns to sort the list by that column. Notice that an up arrow appears at the top of the column, indicating that the list is sorted by that column alphabetically or numerically (depending on the type of content) in ascending order.
- 3 Click the column arrow once to change the direction of the arrow and change to a descending sort order.
- 4 Click the heading of any other column to sort by that column.
- 5 Click the diamond that appears to the left of the first column to return the list to the default sort order.

## Did You Know?

*However a list is sorted when you close the list, the same sort order remains in place the next time you view the list.*

## Did You Know?

*The default order depends on the list you are viewing.* For example, the Chart of Accounts list is sorted first by Type, and then alphabetically by Name or Account Number (see "Using Account Numbers," later in this chapter).

Sometimes the list you see isn't the list you need. There are several ways that you can change how your list is sorted. If you've sorted a list and decide that the result isn't what you need, you can easily return your list to the way it was originally sorted. If your list contains subaccounts, you can choose to retain the subaccount indentations when sorting.

The screenshot shows a window titled "Chart of Accounts" with a table of accounts. The table has columns for Name, Type, and Balance Total. The "Name" column is currently sorted by Type. Red callouts point to: 2 (the "Name" column header), 3 (the column arrow), 4 (the "Type" column header), and 5 (the diamond icon to the left of the "Name" column).

Name	Type	Balance Total
Accounts Payable	Accounts Payable	2,578.69
Accounts Receivable	Accounts Receivable	35,810.02
Advertising	Expense	
Amortization Expense	Expense	
Automobile	Expense	
Fuel	Expense	
Insurance	Expense	
License & Fees	Expense	
Maintenance & Repairs	Expense	
Bad Debt	Expense	
Bank Loan	Long Term Liability	5,369.06
Bank of Anycity Loan	Long Term Liability	19,932.65
Bank Service Charges	Expense	
Barter Account	Bank	0.00

# Displaying Lists on Forms

- 1 Open a form. For this example, an invoice has been opened.
- 2 Place your cursor in a field (for example, the vendor field, customer field, or item field) on your form.
- 3 Method #1: Click the drop-down arrow that appears in the field.
- 4 Click an item on the list. The list closes and the item appears in the appropriate field.
- 5 Method #2: With your cursor in the field you want to fill, press **Alt+down arrow** on your keyboard.
- 6 Arrow up or down on your keyboard to the item you want.
- 7 Press **Enter** to select the item. The list closes and the item appears in the appropriate field.

When you're filling out a form, remember that all the information you enter on the form comes from your lists. Customers, vendors, product names, types of service, account names, shipping options, and payment terms all reside on lists. You don't have to guess how a vendor's name is spelled or the specific name of a product. You can display the appropriate list, select the item you need, and then close the list and complete your form.

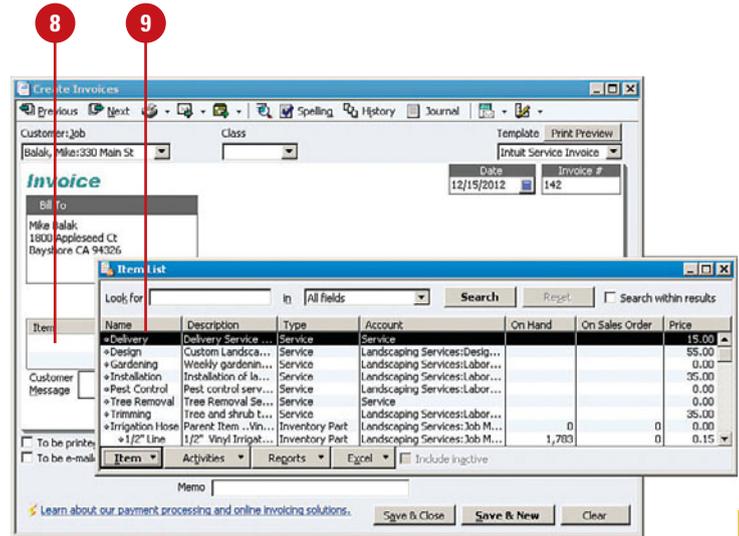
The screenshot shows the 'Create Invoices' window. The 'Customer:Job' field is set to 'Balak, Mike:330 Main St'. A dropdown list is open, showing a list of customer names and their addresses. Red circles 2, 3, and 4 are placed over the field, the dropdown arrow, and a list item respectively.

The screenshot shows the 'Create Invoices' window with the 'Invoice' form displayed. The 'Customer:Job' field is now filled with 'Mike Balak, 1800 Applesseed Ct, Bayshore CA 94326'. The 'Terms' field is set to 'Net 30'. A dropdown list is open, showing a list of terms. Red circles 5 and 6 are placed over the Terms field and a list item respectively.

- 8 Method #3: With your cursor in the field you want to fill, press **Ctrl+L**. A separate list window appears.
- 9 Arrow down to the item you want.
- 10 Press **Ctrl+U**. The item is selected and placed in the appropriate field.

## Did You Know?

*You can jump to a spot in a list.* Instead of using the down arrow to move through a list, type the first letter of the item you want to choose and arrow down from that point on the list to the appropriate item.



# Adding Accounts

- 1 Open the Chart of Accounts window by selecting **Chart of Accounts** from the **Lists** menu or **Company** menu.

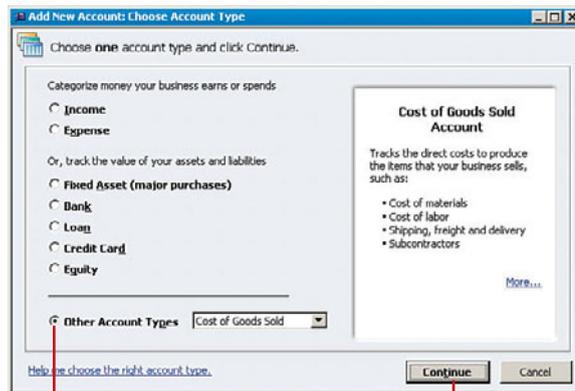
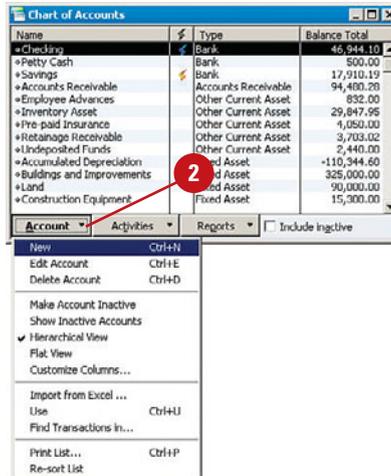
**TIMESAVER** You can also open the Chart of Accounts window by clicking on the **Chart of Accounts** icon in the **Company** section of the Home page, or by pressing **Ctrl+A**.

- 2 Click the **Account** button at the bottom of the window and select **New** from the drop-down menu, or press **Ctrl+N**.

- 3 In the Add New Account: Choose Account Type window: Choose Account Type window, select the type of account. **Cost of Goods Sold** has been selected in the figure. The information that appears in the next screen is determined by the type of account you choose.

- 4 Click **Continue**.

There are many reasons to add accounts to your existing list of accounts. The standard account list provided by QuickBooks might not be sufficient or your company might have grown to add new types of income and you need accounts to reflect that change. You might have incurred a new expense that doesn't fit into any of the existing account categories or you might simply want to change the names of the accounts. Whatever the reason, adding or changing account names is a simple process.



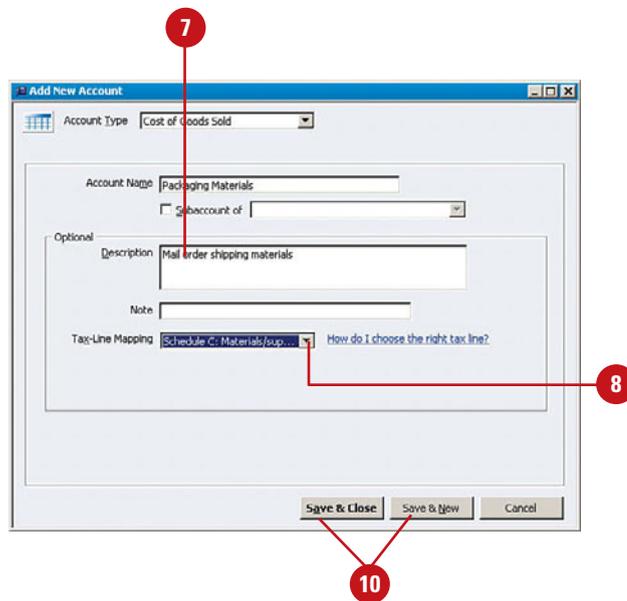
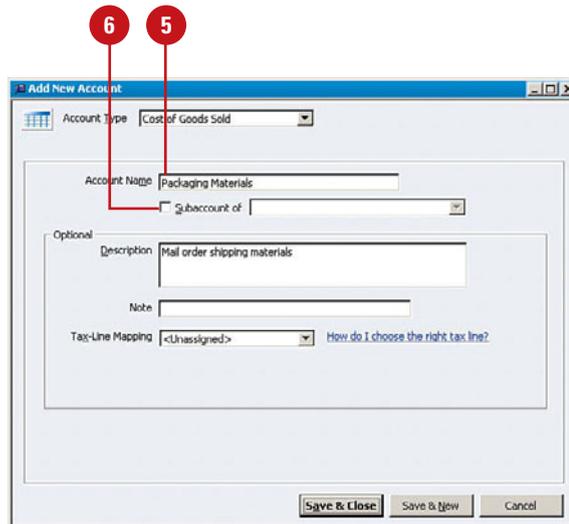
- 5 Enter a unique name for this account. The name you enter will appear on company financial statements, so be sure the spelling and capitalization are correct.
- 6 If this account is to appear on financial statements as a subaccount of another account, check the **Subaccount Of** check box and select the parent account from the drop-down list.
- 7 Enter an optional description for this account. The Description field, and, if visible, the Note or Bank account fields are optional fields.
- 8 Use the **Tax-Line Mapping** drop-down list to select a tax line for this account if you plan to use QuickBooks to prepare information for your company's income tax return. Pick the line on which information from this account is to be summarized on your tax return.
- 9 Your new account window might include an Opening Balance field. If there is a balance in the account when you begin using QuickBooks, enter that balance in this field.
- 10 Click a save option.

### See Also

See "Assigning Tax Lines" on page 298 for information on the tax lines feature.

### See Also

See "Understanding the Opening Balance Equity Account" on page 364 for information on what happens when you enter an opening balance.



# Using Account Numbers

- 1 Turn on account numbering by selecting **Edit, Preferences**, and selecting **Accounting** in the Preferences window.
- 2 Click the **Company Preferences** tab, and then check the **Use Account Numbers** option to make account numbering available for your company.
- 3 Click **OK** to save this change.
- 4 View account numbers by pressing **Ctrl+A** to open the Chart of Accounts window.
- 5 Add or change an account number by clicking once on the account name, and then pressing **Ctrl+E** to edit the account.

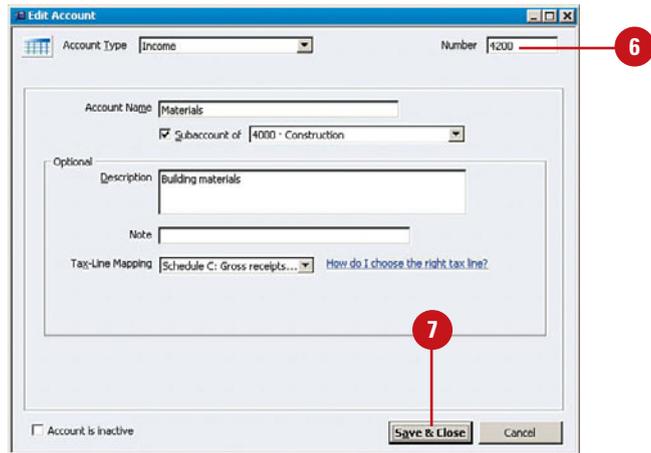
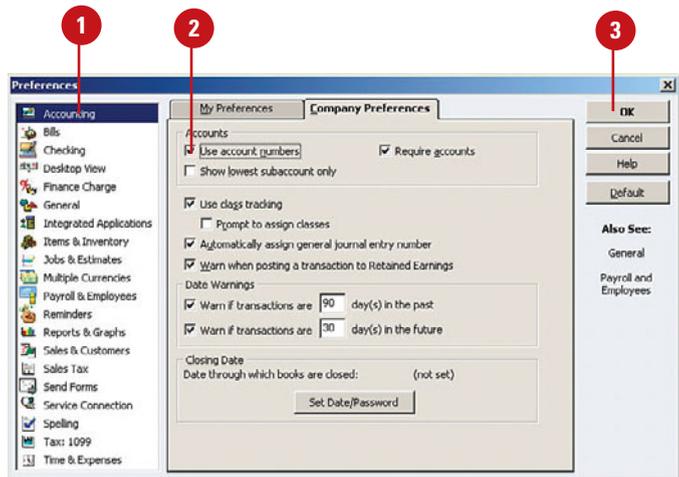
**TIMESAVER** Or you can click the account name, click the **Account** button at the bottom of the Chart of Accounts window, and select **Edit Account** from the menu.

- 6 Enter the account number for this account.
- 7 Click **Save & Close** to save the new account number.

## See Also

See "Preparing a Trial Balance" on page 395 for information on displaying account numbers on reports.

QuickBooks automatically assigns account numbers to your standard list of accounts. (These numbers aren't displayed initially.) You can accept these numbers or change them. When you add accounts, you can assign any number you want. Your account numbers can be up to seven characters long and can contain a combination of letters and numbers.



## Did You Know?

**Your financial statements are ordered first by type of account and then in account number order.** When you assign account numbers, those numbers are treated as if they are a part of the account name, and any financial statements that appear in account name order are ordered by type, then chronologically by account number. Keep this in mind when selecting account numbers for your accounts so the accounts on your financial statements will be ordered correctly.

# Adding Customers

## Add Customers

- 1 Click the **Customer Center** icon on the toolbar.

**TIMESAVER** Alternatively, you can click the **Customers** icon on the Home page or press **Ctrl+J**.

- 2 Click the **New Customer & Job** button at the top of the Customer Center window, and then click **New Customer** from the drop-down menu (or press **Ctrl+N**).

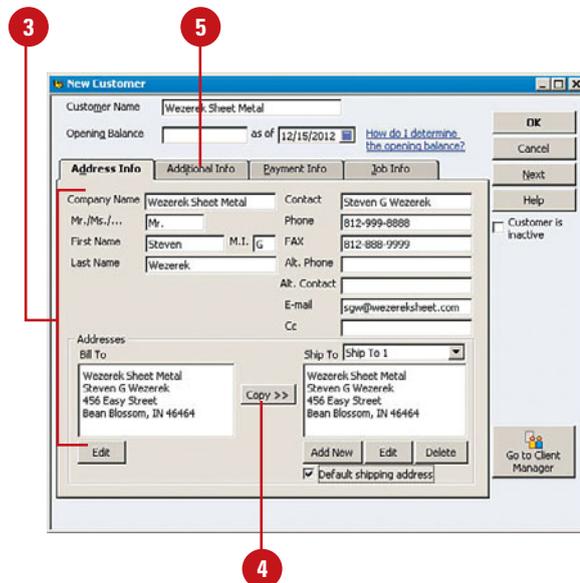
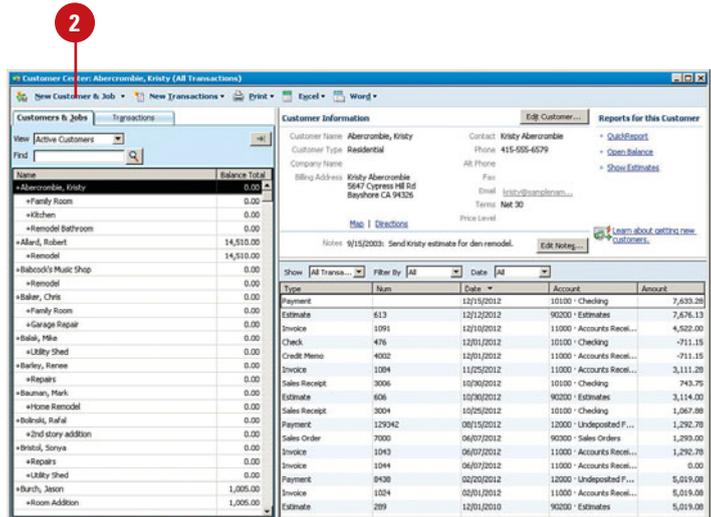
- 3 Enter all the information you have about this customer, including name, address, billing and shipping addresses, phone and fax numbers, and email address. Note that you can add more than one Ship To address.

- 4 Clicking the **Copy** button enables you to quickly transfer address information from the Bill To address field to the Ship To field.

- 5 Click the **Additional Info** tab to progress to the next customer information screen.

Continued, next page

By using QuickBooks to keep track of your customers, you can personalize their billings, send invoices and mailings effortlessly, and see at a glance the status of their accounts. QuickBooks provides you with built-in fields for entering detailed information about each of your customers.



6 If you plan to track this information, enter the type of referral that led this customer to you.

7 Enter the terms you've made available to this customer. You can select **Add New** to add your own options to this and the other drop-down lists.

### See Also

See "Creating Payment Terms" on page 249 for information on setting up payment terms for your customers.

8 If your company is required to collect sales tax from this customer, you should identify the type of sales tax that applies to this customer and indicate that the customer is taxable in the Sales Tax Information section of the window.

9 You can use the Custom Fields area to create useful fields of your own. Click the **Define Fields** button to add your own fields to this area.

10 Click the other tabs to enter information such as credit limit, credit card number, status of job, and so on.

11 Click **OK**.

The screenshot shows the 'New Customer' dialog box with the following fields and buttons highlighted by numbered callouts:

- 6: Customer Name field (Wizerek Sheet Metal)
- 7: Terms field (2% 10 Net 30)
- 8: Tax Code field (Tax)
- 9: Define Fields button
- 10: Additional Info tab
- 11: OK button

The dialog box contains the following sections and fields:

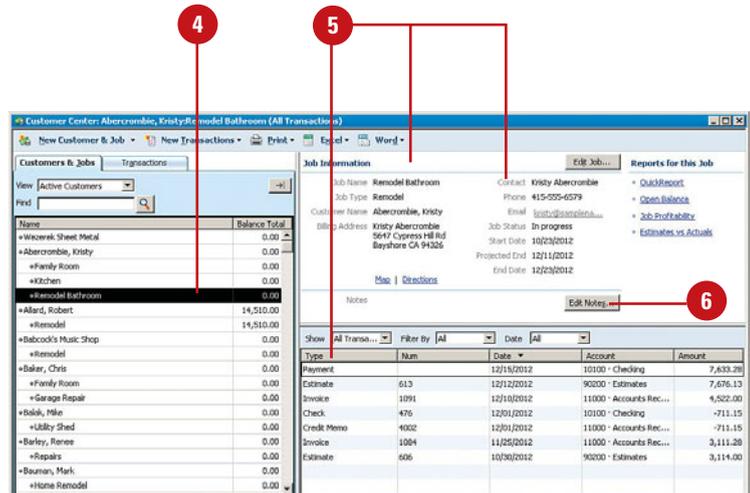
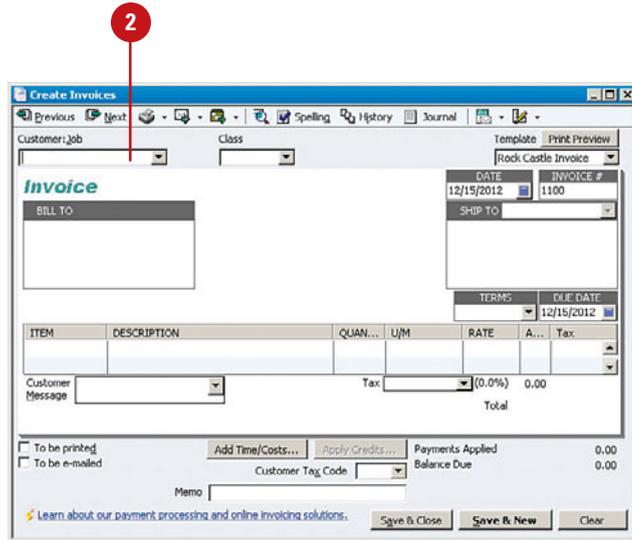
- Customer Name:** Wizerek Sheet Metal
- Opening Balance:** [Empty] as of 2/15/2012
- Address Info:** [Empty]
- Additional Info:** Price Level: Commercial; Custom Fields: [Empty]; Contract #: [Empty]; B-Day: [Empty]; Spouse's Name: [Empty]
- Payment Info:** [Empty]
- Job Info:** [Empty]
- Category and Defaults:** Type: Commercial; Terms: 2% 10 Net 30; Rep: [Empty]; Preferred Send Method: None
- Sales Tax Information:** Tax Code: Tax; Tax Item: Out of State; Resale Number: [Empty]
- Buttons:** OK, Cancel, Next, Help, Define Fields, Go to Client Manager
- Customer is Inactive:** [Unchecked]

# Displaying Detailed Customer Information

- 1 Open a customer form, such as an invoice (press **Ctrl+I**).
- 2 Click in the **Customer:Job** field.
- 3 With your cursor in the Customer:Job field, press **Ctrl+L** to display your complete Customer:Job list.
- 4 Arrow or scroll down to select the particular customer whose information you want to view.
- 5 View the job information, contact information, and transaction history for the customer or job selected.
- 6 Click the **Edit Notes** button icon to retrieve or enter informational notes about this customer or related jobs.

Continued, next page

When entering into a transaction with a customer, you might want to see detailed information about that customer, such as the amount the customer owes you, jobs in progress, informational notes, and pending estimates. This information is readily available and can be accessed while you fill out a customer's form.



- Click **OK** (or press **Esc**) to close the Notepad window.

## Did You Know?

**Create Reminders.** Click the **New To Do** button in the Notepad window to make an entry that gets entered in your Reminders list. More information about using the QuickBooks reminders feature can be found in Chapter 7, "Using Time-Saving Features."

- Click the customer name and then click the **QuickReport** button to view the details of transactions relating to this customer.

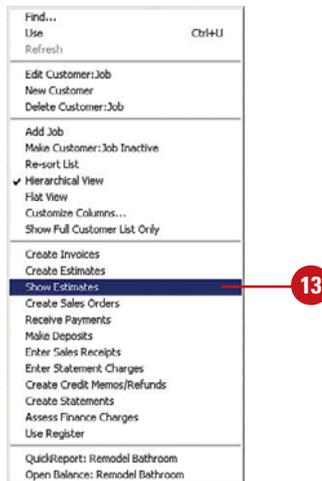
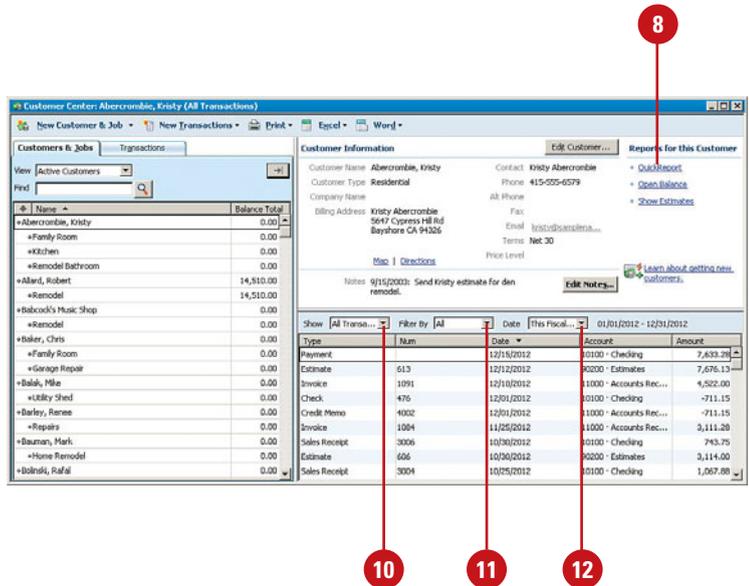
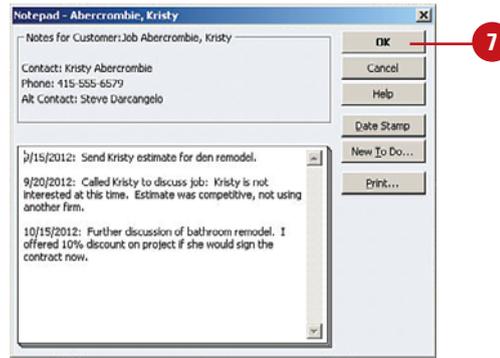
- Press **Esc** to close the QuickReport.

- Alternatively, click the **Show** drop-down list to select from a variety of transaction displays.

- Depending on the option you choose in Step 10, there are filtering options available to you for customizing the data.

- Customize the time period to zero in on exactly the results you want.

- Right-click one of the jobs for this customer and select **Show Estimates** to see a report of the estimates for that particular job.



- 14 Double-click any estimate to see the actual estimate form.
- 15 Press **Esc** to close each of the windows you displayed.
- 16 Click the **Transactions** tab in the Customer Center to view a list of transactions for all customers.
- 17 Choose the type of transaction you want to view.
- 18 Click the **Filter By** drop-down arrow to choose whether you want to see all of the transactions for the type you chose, or particular transactions. For example, you can choose to filter the list by **All Estimates** or **Open Estimates**.
- 19 Click the **Date** field to select a date range for the transactions that appear on the list.

Estimates by Job

Rock Castle Construction  
Estimates by Job  
All Transactions

Type	Date	Num	Memo	Estimate Active	Amount
<b>Abercrombie, Kristy</b>					
<b>Kitchen</b>					
Estimate	12/01/2010	289			5,019.08
Total Kitchen					5,019.08
<b>Remodel Bathroom</b>					
Estimate	10/30/2012	606		✓	3,114.00
Estimate	12/12/2012	613			7,676.13
Total Remodel Bathroom					10,790.13
Total Abercrombie, Kristy					15,009.21
<b>TOTAL</b>					<b>15,809.21</b>

Customer Center: Estimates

Filter By: All Estimates | Date: All

Customer	Num	Date	Active Estimate?	Amount	Open Balance
Abercrombie, Kr...	289	12/01/2010		5,019.08	0.00
Abercrombie, Kr...	606	10/30/2012	✓	3,114.00	3,114.00
Abercrombie, Kr...	613	12/12/2012		7,676.13	342.85
Bulinski, Rafal2...	303	10/02/2011		10,188.96	778.00
Cook, Brian2nd...	605	10/11/2012	✓	22,427.44	22,427.44
Cook, Brian3rd...	604	11/17/2012	✓	8,941.69	7,305.00
Cook, Brian3rd...	610	11/17/2012	✓	4,225.41	4,225.41
Craven, Pam-D...	602	05/21/2012		602.40	0.60
Easley, Paula-G...	502	09/16/2011		2,513.45	153.45
Ecker Design...	609	11/16/2012	✓	5,828.80	5,828.80
Freeman, Kirby...	504	11/27/2011		5,660.19	300.01
Jacobsen, Doug...	612	12/05/2012		6,323.50	6,323.50
Jacobsen, Doug...	293	12/08/2010		6,103.00	6,103.00
Jacobsen, Doug...	294	12/09/2010		7,688.65	-302.67
Kantz, Marlon...	295	12/10/2010		6,278.80	700.00
Melton, Johnny...	607	11/05/2012		16,281.99	3,768.35
Morgenstaler, J...	601	02/03/2012		6,134.17	80.24
Nabeilo, Ernest...	614	12/13/2012		14,595.25	1,034.66
Nguyen, Tuan...	603	08/14/2012		8,819.00	0.00
Pretel Real Est...	600	11/12/2012	✓	10,409.93	5,660.56
Robson, Darc...	611	11/24/2012		12,865.98	0.00

# Adding Vendors

## Enter Vendor Address Information

- 1 Click the **Vendor Center** button on the toolbar. In the Vendor Center, select the **Vendors** tab. Click the **New Vendor** button at the top of the Vendor list to open the New Vendor window.

**TIMESAVER** You can also click the **Vendors** icon on the Home page to open the Vendor Center. To open the New Vendor window press **Ctrl+N** from within the Vendor Center.

- 2 Enter a name for the vendor. This is the name you will use to select the vendor from your vendor list. It doesn't have to be the name printed on vendor forms or checks.
- 3 If a balance is due to this vendor at your company's QuickBooks start date, enter the amount and the start date in the Opening Balance field.
- 4 Enter the vendor's legal name in the **Company Name** field. This is the name that appears on forms you prepare for this vendor.
- 5 Enter the name of a personal contact, if applicable, and the mailing address of the vendor.
- 6 Enter other pertinent information that you want to save.
- 7 If there is a name other than the Company Name that needs to appear on checks to this vendor, enter that name in the space provided.

Vendors are businesses and people who regularly sell you goods and services. When you enter vendor information in QuickBooks, you have all the details you need to contact your vendors, prepare purchase forms, process year-end 1099 forms, write checks, and create reports of your company's spending.

The screenshot shows the 'New Vendor' window with the following fields and callouts:

- 1: Vendor Name (Besecker Packing Supplies)
- 2: Opening Balance (empty)
- 3: as of (12/15/2012)
- 4: Company Name (Besecker Packing Supplies)
- 5: Contact (James F Besecker)
- 6: Address Info (Besecker Packing Supplies, James F Besecker, 567 Easy Street, Been blossom, IL 46164)
- 7: Print on Check as (Besecker Packing Supplies)

## See Also

See "Understanding the Opening Balance Equity Account" on page 364 for information on what happens when you enter an opening balance.

## Did You Know?

**You can make address changes right on the forms.** When you use forms such as purchase orders, bills, and invoices, you can change the address of vendors and customers right on those forms. QuickBooks will prompt you, asking if you want the new address information to be available the next time. If you indicate "Yes," the address information is changed for the appropriate vendor or customer.

## Enter Additional Vendor Information

- 1 Click the **Additional Info** tab to access another page of information for the vendor.
- 2 Enter an account number. This is the number that this vendor has assigned to your company. If you print your checks from your QuickBooks program, the account number appears on the memo line of the checks.
- 3 For categorizing purposes, enter the type of goods or service you acquire from this vendor in the **Type** field.
- 4 In the **Terms** field, enter the terms your vendor has given you, if applicable. The payment terms you enter allow your QuickBooks program to calculate the due date of payments owed to this vendor.
- 5 If the vendor has assigned a credit limit to your account, enter that amount in the **Credit Limit** field.
- 6 If you are required to supply this vendor with a 1099 form, check the **Vendor Eligible for 1099** box and enter the vendor's tax identification number.
- 7 You can use the **Define Fields** button to create new fields that are customized to your business needs.
- 8 Click **OK** to complete the entries for this vendor.

The screenshot shows the 'New Vendor' dialog box in QuickBooks. The 'Additional Info' tab is selected. The 'Account No.' field is highlighted with a red circle and the number 2. The 'Type' field is highlighted with a red circle and the number 3. The 'Terms' field is highlighted with a red circle and the number 4. The 'Credit Limit' field is highlighted with a red circle and the number 5. The 'Tax ID' field is highlighted with a red circle and the number 6. The 'Vendor eligible for 1099' checkbox is highlighted with a red circle and the number 7. The 'Define Fields' button is highlighted with a red circle and the number 7. The 'OK' button is highlighted with a red circle and the number 8. The 'Cancel', 'Next', and 'Help' buttons are also visible.

### See Also

See "Issuing 1099 Forms" on page 66 for information on providing vendors with year-end 1099 forms.

# Adding Items

- 1 To create a new item, open the Item List by clicking **Item List** on the **Lists** menu or the **Customers** menu. Press **Ctrl+N** to open the New Item window.

**TIMESAVER** You can also open the Item List from the Home page by clicking the **Items & Services** icon.

- 2 Select the type of item from the **Type** drop-down list. Your item type must be selected from one of the 10 categories offered in this list. **Inventory Part** has been selected in this example. Your screen might differ if you select a different item type.

**IMPORTANT** Be careful when selecting an item type. Most item types are permanent choices and cannot be changed after they've been selected.

- 3 Enter a name by which you will identify this item when you enter the item on purchase and sales forms.
- 4 If the item is to be a subitem of another item, check the **Subitem Of** box and enter the parent item.
- 5 Enter the description you use for this item on purchase forms such as purchase orders and bills.

An *item* is a description that appears on your purchase and sales forms. Services and products that you buy and sell are items, as are the charges related to those services and products, including discounts, freight charges, late fees, and sales tax. At any time you can add to your item list, increasing the number of items that can be entered on your company's forms.

The screenshot shows the 'New Item' dialog box with the following details:

- Type:** Inventory Part (selected)
- Item Name/Number:** Cement Steps
- Subitem of:**  Masonry
- Manufacturer's Part Number:** GSS0
- Unit of Measure:** Enable...
- Purchase Information:**
  - Description on Purchase Transactions: Masonry steps - 3 steps
  - Cost: 99.00
  - COGS Account: Cost of Goods Sold
  - Preferred Vendor: Gallon Masonry
- Sales Information:**
  - Description on Sales Transactions: Masonry steps - 3 steps
  - Sales Price: 199.00
  - Tax Code: Tax
  - Income Account: Construction:Materials
- Inventory Information:**
  - Asset Account: Inventory Asset
  - Reorder Point: 1
  - On Hand: 0
  - Total Value: 0.00
  - As of: 12/15/2012

6 In the **Cost** field, enter the amount you pay when you purchase this item. If the cost varies with each purchase, leave the field blank and enter the cost on the bill when you enter the actual purchase in QuickBooks.

7 Enter the account to which you will charge the expense for this item in the **COGS Account** field.

8 If you purchase this item from the same vendor time after time, enter the vendor name in the **Preferred Vendor** field. Otherwise, leave this field blank and enter the vendor name on the bill each time you purchase the item.

9 If you are creating an inventory item, in the **Asset Account** field, enter the account to which this item is added when purchases are made. This field might not appear, depending on the type of item you are creating.

10 If you are entering an inventory item, enter the number of the items necessary to trigger a reorder in the **Reorder Point** field. Enter also the quantity of items currently on hand.

11 Enter the description of the item as it appears on an invoice.

12 In the **Sales Price** field enter the amount you normally charge for this item. If the sales price varies with each sale, leave the price blank and enter the price on the actual invoice when the item is sold.

13 Indicate whether the item is taxable in the **Tax Code** field.

14 Enter the account to which income from the item's sale is credited in the **Income Account** field.

15 Click **OK**.

The screenshot shows the 'New Item' window in QuickBooks. The window is titled 'New Item' and has a blue header bar. The main area is divided into several sections: 'Type' (Inventory Part), 'Item Name/Number' (Cement Steps), 'Unit of Measure' (Masonry), 'Purchase Information' (Description on Purchase Transactions: Masonry steps - 3 steps), 'Sales Information' (Description on Sales Transactions: Masonry steps - 3 steps), 'Cost' (99.00), 'COGS Account' (Cost of Goods Sold), 'Preferred Vendor' (Galton Masonry), 'Sales Price' (199.00), 'Tax Code' (Tax), 'Income Account' (Construction Materials), 'Inventory Information' (Asset Account: Inventory Asset, Reorder Point: 1, On Hand: 0, Total Value: 0.00, As of: 12/15/2012), and 'Item is inactive' (unchecked). The 'OK' button is highlighted in red. Red callout boxes with numbers 6 through 15 point to the following elements: 6 (Cost field), 7 (COGS Account field), 8 (Preferred Vendor field), 9 (Asset Account field), 10 (Reorder Point field), 11 (Description on Sales Transactions field), 12 (Sales Price field), 13 (Tax Code field), 14 (Income Account field), and 15 (OK button).

## Did You Know?

**You can type your choice or choose from the drop-down list.** When you enter information in a field that contains a drop-down list, you have the choice of clicking on the arrow and choosing from the selections on the drop-down list, or you can type the entry in the field. If the entry you type does not appear on the drop-down list, QuickBooks gives you the opportunity to QuickAdd the new entry to your list.

**QuickBooks offers a Unit of Measure inventory option.** Click the **Enable** button in the Unit of Measure area of New Item window to define the unit of measure for an item. If the button doesn't appear, turn on the Unit of Measure feature by selecting **Edit, Preferences, Items & Inventory, Company Preferences**, and clicking **Enable**. Define measurement units such as foot, yard, pound, or whatever is appropriate for the inventory item. Multiple units of measure allow you to purchase, store, and sell in different units. For example, a fabric store might purchase fabric by the bolt, count it in inventory by the number of yards on the bolt, and sell it by the foot, thus using a set of three units of measure.

# Types of Items

QuickBooks gives you the option of creating ten types of items. Any items that you create must fit into one of these ten categories:

- ◆ **Service**—Labor charges and professional fees.
- ◆ **Payment**—Money received that reduces the amount owed on an invoice.
- ◆ **Inventory part**—Merchandise your company purchases, keeps in stock, and resells.
- ◆ **Noninventory part**—Products you sell but do not normally keep in stock or products you do not purchase (such as livestock that you raised or food dishes that you prepared).
- ◆ **Group**—A group of related items that are saved as one item. Typically you sell the entire group as a whole, but you can also reserve the option to sell pieces of the group individually.
- ◆ **Discount**—An amount of money subtracted from a total or subtotal cost of an item, such as a sale markdown or a reduction in sales price of a specific item.

- ◆ **Sales tax**—A sales tax item calculates a sales tax at a specified rate that represents the amount you pay to a sales tax agency.
- ◆ **Sales tax group**—You can combine related sales tax items, such as state, county, and city tax, as one group, and the group will appear as one item on an invoice.
- ◆ **Subtotal**—This item serves the purposes of providing a subtotal on an invoice; you can use this subtotal in calculations.
- ◆ **Other charge**—Items that don't fit in the other groups, such as freight, finance charges and late fees, special handling charges, and rush charges are all considered to be Other Charge items.

QuickBooks Premier and Enterprise Solutions versions also provides an Inventory Assembly item for grouping parts into kits or pre-assembled parts.

# Using Items on Forms

An *item* is a description that appears on your purchase and sales forms. An amount is associated with the item, and QuickBooks uses the amount to perform calculations on your forms. Things you buy and sell are items. Discounts you apply and services you perform are also items, as are the sales tax you charge and the cost of freight. You'll find all the items listed in the QuickBooks Lists menu.

Customers, vendors, invoices, purchase orders, and accounts are not items. Items are services or products you sell or buy and the charges related to those services or products.

For an example of working with items, look at an invoice form. If you plan to invoice a customer for some construction-related labor, such as installation and repair work, you must first enter descriptions of the labor as items in QuickBooks. These are *service items*. Each of these items represents a type of service you provide and sell to customers. Other types of items are described in the "Types of Items" section that preceded this section.

To create your invoice, press **Ctrl+I** and enter the customer information. Click in the **Item** column and then click the drop-down arrow that appears. Click an item from the list, in this case **Installation**. If you entered a sales price when you created the item, the item description and rate per hour are filled in automatically. You can modify the descriptions on your invoice forms if necessary. For a service item, enter the number of hours charged to this job in the **Amount** column; the total amount for the invoice is calculated automatically.

Next, click the line under **Installation** and click the drop-down arrow that appears. Select **Repairs** from the list and then enter the appropriate number of hours. If a specific rate does not appear, enter the hourly rate you want to charge for these repairs. Modify the description if necessary.

Continue in this manner until all the items for this invoice have been entered.

Enter the type of service in this column.

Enter the number of hours in this column.

Item	Quantity	Description	Rate	Amount	Tax
Installation	6	Installation labor	35.00	210.00	Non
Repairs	4	Repair work	35.00	140.00	Non
Tax (San Tomas) (7.75%)				0.00	
Total				350.00	

The amount calculates automatically.

# Adding Information “On-the-Fly”

## Did You Know?

**Invoice forms vary.** The invoice form that appears on your screen might vary slightly from the one shown here, depending on the standard type of invoice you chose for your company in the EasyStep Interview.

- 1 Open an invoice by selecting **Create Invoices** from the **Customers** menu.

**TIMESAVER** You can also open an invoice by clicking the **Invoices** icon on the Home page.

- 2 In the **Customer:Job** field, enter the name of a customer not already in your Customer:Job list.
- 3 Click in another field of the form, or press **Tab** to move to the next field. A Customer:Job Not Found window appears.
- 4 You have three choices relating to this customer. Clicking **Quick Add** adds only the customer name to your Customer:Job list and you are ready to complete the form.
- 5 Clicking **Set Up** opens the New Customer dialog box, where you can enter all the pertinent information about this customer.
- 6 Clicking **Cancel** closes the Customer:Job window. You cannot complete the invoice form until you either add this customer to your Customer:Job list or enter a different customer name.

When you need to add an item to your items list, a customer to your customer list, a vendor to your vendor list, or any other piece of information to a list in QuickBooks, you can open the list and add the item, a process that has been described in this chapter. Alternatively, you can add the item “on-the-fly,” which is to say that you can open a form, such as an invoice or a bill, and simply enter the name of the piece of information you want to add to a list. When that name represents a new entry on the list, a window appears on your screen telling you this information is not found on your company lists and asking you whether you want to add the information now. Choosing to do so makes your job a bit more efficient. For purposes of this demonstration, the next example adds a customer “on-the-fly.” The technique shown here can be used on any QuickBooks form, for any QuickBooks List.

The screenshot shows the 'Create Invoices' window. The 'Customer:Job' field is set to 'Rock, James'. The 'DATE' is 12/15/2012 and the 'INVOICE #' is 95. There is a table with columns for ITEM, DESCRIPTION, QUANT., RATE, AMOU., and Tax. The 'Customer Message' field is empty. At the bottom, there are buttons for 'Save & Close', 'Save & New', and 'Clear'. A red circle with the number '2' points to the 'Customer:Job' field.

The screenshot shows the 'Customer:Job Not Found' dialog box. It contains the following text: 'Rock, James is not in the Customer:Job list. To automatically add Rock, James to the Customer:Job list, click Quick Add. You can enter more detailed information later. To enter the detailed information now, click Set Up (usually not required)'. There are three buttons: 'Quick Add', 'Set Up', and 'Cancel'. Red circles with numbers 4, 5, and 6 point to these buttons respectively.

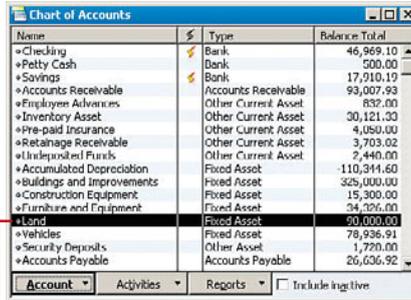
## Did You Know?

**Use Add New.** Another way to initiate adding a piece of information on-the-fly is to click in a field of your form that has a drop-down list associated with it and then select **Add New**, which is always the first entry on the list. Clicking Add New immediately opens the dialog box you need to set up the new customer, vendor, item, or whatever you have chosen.

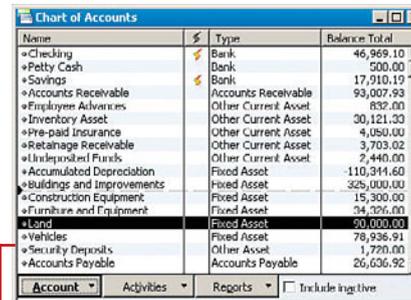
# Moving Items on a List

- 1 Open a list by selecting the list from the **Lists** menu. For purposes of this example, the **Chart of Accounts** list has been selected.
- 2 Scroll to the area of the list you want to reorder.
- 3 Place your mouse pointer on the small diamond to the left of the account you want to move. The mouse pointer becomes a four-sided arrow.
- 4 Drag the account diamond to the new location on the list.
- 5 Release the mouse. The account has been moved. The next time you open the list, the account will still be in its new location.

By default, QuickBooks sorts lists in a particular order. The Customer and Vendor lists are alphabetized; the Item list is sorted first by type of item and then alphabetized within each type. The list order is carried over to reports and statements. You can change the order of items on your lists. When you change the order on a list, the change remains permanent and carries through to your reports.



Name	Type	Balance Total
•Checking	Bank	46,969.10
•Petty Cash	Bank	500.00
•Savings	Bank	17,910.19
•Accounts Receivable	Accounts Receivable	93,007.93
•Employee Advances	Other Current Asset	832.00
•Inventory Asset	Other Current Asset	30,121.33
•Pre-paid Insurance	Other Current Asset	4,050.00
•Retainage Receivable	Other Current Asset	3,703.02
•Unexpended Funds	Other Current Asset	2,440.00
•Accumulated Depreciation	Fixed Asset	-110,344.60
•Buildings and Improvements	Fixed Asset	325,000.00
•Construction Equipment	Fixed Asset	15,300.00
•Furniture and Equipment	Fixed Asset	34,326.00
•Land	Fixed Asset	90,000.00
•Vehicles	Fixed Asset	78,936.91
•Security Deposits	Other Asset	1,720.00
•Accounts Payable	Accounts Payable	26,636.92

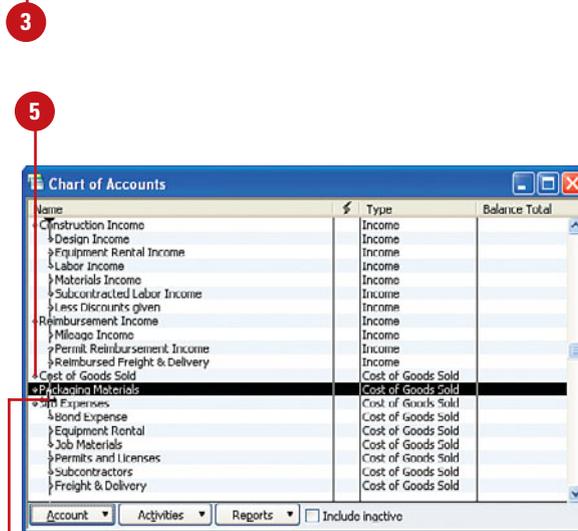
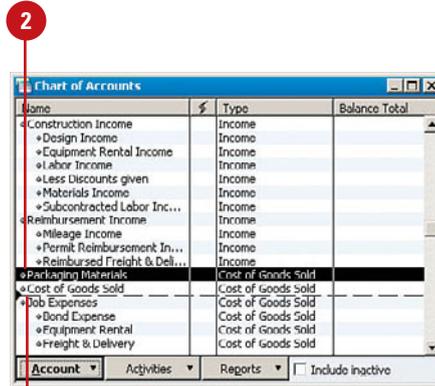


Name	Type	Balance Total
•Checking	Bank	46,969.10
•Petty Cash	Bank	500.00
•Savings	Bank	17,910.19
•Accounts Receivable	Accounts Receivable	93,007.93
•Employee Advances	Other Current Asset	832.00
•Inventory Asset	Other Current Asset	30,121.33
•Pre-paid Insurance	Other Current Asset	4,050.00
•Retainage Receivable	Other Current Asset	3,703.02
•Unexpended Funds	Other Current Asset	2,440.00
•Accumulated Depreciation	Fixed Asset	-110,344.60
•Buildings and Improvements	Fixed Asset	325,000.00
•Construction Equipment	Fixed Asset	15,300.00
•Furniture and Equipment	Fixed Asset	34,326.00
•Land	Fixed Asset	90,000.00
•Vehicles	Fixed Asset	78,936.91
•Security Deposits	Other Asset	1,720.00
•Accounts Payable	Accounts Payable	26,636.92

# Creating Subitems

- 1 Open a list. This example uses the Chart of Accounts list. You can open this list quickly by pressing **Ctrl+A**.
- 2 Place your mouse pointer over the diamond to the left of the item that is to become the subitem. The mouse pointer turns into a black four-sided arrow.
- 3 Drag the mouse pointer so that the item is located directly beneath the item that will be its parent. A dashed horizontal black line appears where the item is to move. In this example, subitems can only be placed with other accounts of the same type.
- 4 Release the mouse pointer.
- 5 Again, place your mouse pointer over the diamond to the left of the item that is to become the subitem.
- 6 Drag the mouse pointer slightly to the right. A dashed vertical black line appears where the item is to move.
- 7 Release the mouse pointer. The item is now indented beneath its parent.

You might have noticed that when you set up a new item, customer, vendor, or account, you can designate that the item is a *subitem*, a lower-level item under a parent, or leader item. If you didn't designate the substatus when you first entered the information, you can do so at any time. Open the appropriate list and simply drag the item to its new parent, and then drag to indent.



## Editing Information on a List

- 1 Open a list. For this example, the Item List is used. You can open this list by selecting **Item List** from the **Lists** menu.
- 2 Scroll to the item you want to edit. Some of the item information is displayed to the right of the item name.
- 3 Double-click the name of the item. The Edit Item window appears.
- 4 Make your changes or enter new information about this item. In this example, the rate for repair work has been changed from \$35.00 to \$40.00.
- 5 Click **OK** to save the information.

From time to time, you will need to edit information on your lists. You might notice a spelling error, need to change an address, add notes, or add other information that you want to save.

Name	Description	Type	Account	On Hand	On Sales Order
+Blueprint changes	Blueprints	Service	Construction Income:Design Income		
+Blueprints	Blueprints	Service	Construction Income:Design Income		
+Concrete Slab	Foundation slab - prep and p...	Service	Construction Income:Labor Income		
+Floor Plans	Floor plans	Service	Construction Income:Design Income		
+Framing	Framing labor	Service	Construction Income:Labor Income		
+Installation	Installation labor	Service	Construction Income:Labor Income		
+Labor	Removal labor	Service	Construction Income:Labor Income		
+Removal	Removal labor	Service	Construction Income:Labor Income		
+Repairs	Repairs	Service	Construction Income:Labor Income		
+Subs	Subcontracted services	Service	Construction Income:Subcontracted...		
+Carpet	Install carpeting	Service	Construction Income:Subcontracted...		
+Drywall	Install drywall	Service	Construction Income:Subcontracted...		
+Duct Work	Heating & Air Conditioning Du...	Service	Construction Income:Subcontracted...		

**Edit Item**

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

Item Name/Number: Repairs Subitem of: [dropdown]

Unit of Measure: [dropdown] Enable...

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

Description: Repair work Rate: 40.00 Tag Code: Non Account: Construction:....

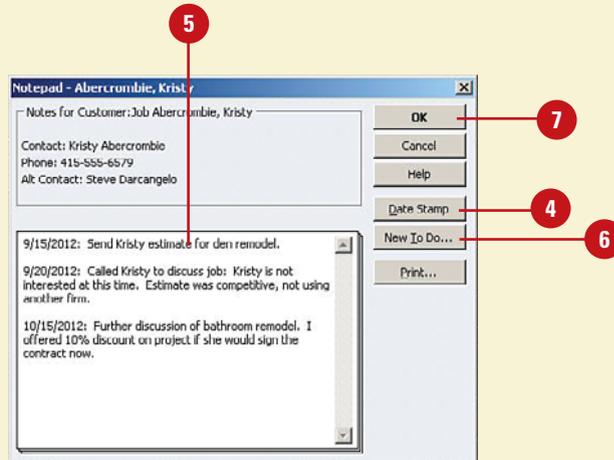
How can I set rates by customers or employees?

Buttons: OK, Cancel, Custom Fields, Spelling

# Using Notes to Enter Customer and Job Information

QuickBooks provides a Notes feature on the Customer:Job list. To use this feature, follow these instructions:

1. Click the **Customer Center** button on the toolbar to open the Customer Center.
2. Click on the name of a customer for whom you want to use the notes feature.
3. Click the **Edit Notes** button.
4. In the window that appears, click the **Date Stamp** button to enter today's date in the Notepad.
5. Enter the notes you want to save in the white text area.
6. Click **New To Do** to enter information for reminders.
7. Click **OK** to close the Notepad.



# Hiding Entries on Lists

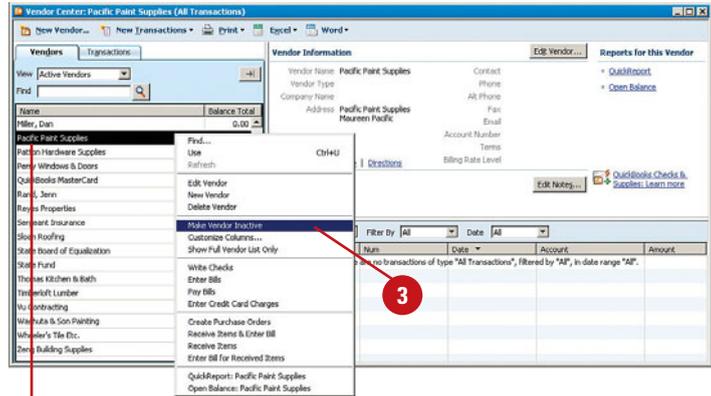
## Hide a List Entry

- 1 Open a list. This example uses the Vendor List, found by opening the Vendor Center.
- 2 Click the name of a vendor you want to hide.
- 3 Right-click on the vendor name, and then select **Make Vendor Inactive**.

### Did You Know?

*At the top of the Vendors list, change the view to All Vendors to see inactive members of the list. Inactive list members appear with an X to the left of the name.*

If you have a vendor who is no longer available as a current supplier, you can hide the vendor's name so it no longer appears on the list. This way you won't run the risk of choosing that vendor by mistake. Also, the vendor you hide is no longer included in reports, although if you prepare a report that includes a time period where the vendor was still active, it will show up on the report.



### Did You Know?

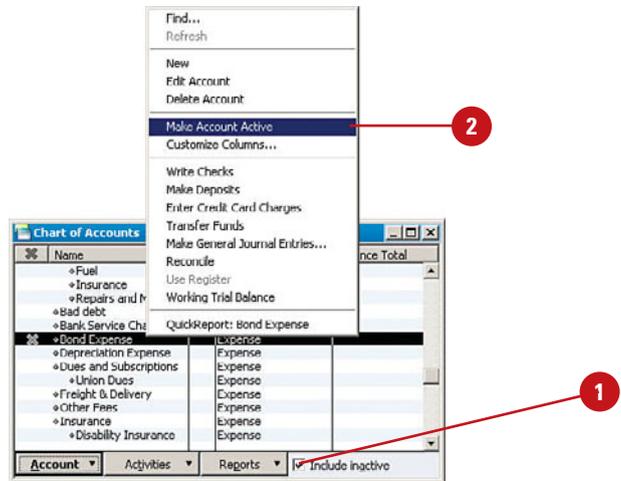
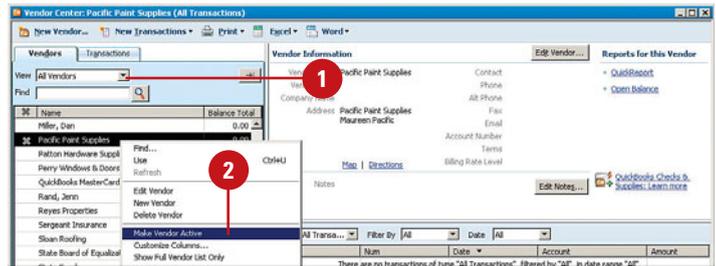
*The Vendor List displayed in this task is one type of list.* This list, like the Customer List and the Employee List, is displayed as part of the Center to which it relates. The other type of list is a standalone list like the Chart of Accounts and the Item List. For these lists, the process of making a list entry inactive is the same as described in this task. To view inactive entries in a standalone list, place a check in the **Include Inactive** checkbox that appears at the bottom of these lists.

## Change the Hidden Status of List Entries

- 1 Hiding information on a list is not a permanent situation. Display hidden entries by checking the **Include Inactive** box that appears in some lists, or choose to display the entire list as I have done here by selecting **All Vendors**.

**TIMESAVER** When you display inactive members of a list, those entries appear with an X to the left of the listing. Displaying the inactive members does not change their inactive status.

- 2 Right click an inactive list entry, and then select the **Make Account Active** choice to change the status back to Active.



## Using the Activities Menu on Your Lists

Each list that stands alone in a separate window, such as the Chart of Accounts list and the Items list, has a drop-down activities menu. The menu contains shortcuts to chores relating to paying or receiving money. The Center lists, such as those that appear in the Vendor Center and the Customer Center, feature a New Transactions button that provides a similar activities menu. You can conduct most of your company business from the list windows.

Here are some examples of activities that appear as menu choices on the various lists:

- ◆ **Customer Center**—Create invoices, create estimates, receive payments, make deposits, create statements, and create credit memos/refunds
- ◆ **Vendor Center**—Write checks, enter bills, and create purchase orders
- ◆ **Employee Center**—Pay employees, pay liabilities/taxes, and process payroll forms
- ◆ **Chart of Accounts List**—Write checks, make deposits, and transfer funds
- ◆ **Items List**—Create invoices, enter sales receipts, change item prices, create purchase orders, receive items and enter bills, and adjust quantity/value on hand

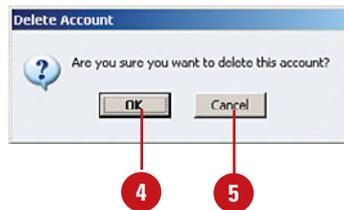
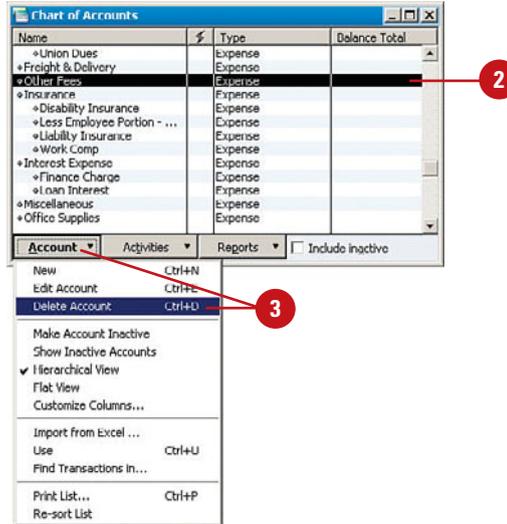
# Deleting Entries on a List

## Delete a List Entry

- 1 Open a list. This example uses the Chart of Accounts List.
- 2 Click the account you want to delete.
- 3 Click the **Account** button at the bottom of the dialog box, then select **Delete Account** from the drop-down menu. On a list that appears in one of the Centers, right-click on the list entry you want to delete, then choose **Delete** from the pop-up menu.
- 4 Click **OK** when the Delete Account window appears.
- 5 Click **Cancel** if you change your mind and want to keep the account.

**TIMESAVER** *There's a shortcut for deleting list entries. Select the entry you want to delete, and then press **Ctrl+D**.*

You can remove list entries that have never been used. This option generally applies to account names that QuickBooks entered when you first set up your company and that you never intend to use, but this procedure can also be used for other information you don't need. For example, if you open the Terms List and see several options for payment terms that your company doesn't use, you can delete the unwanted choices.



## Merging Entries on a List

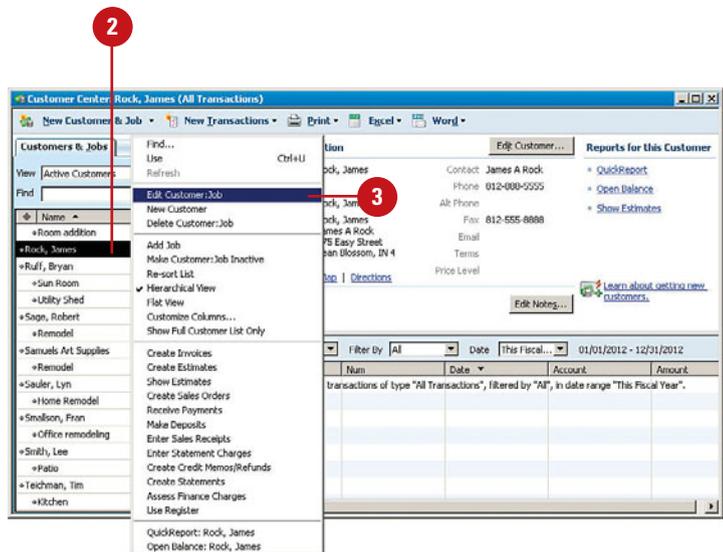
- 1 Open a list. This example uses the Customer List.
- 2 Click the customer name you want to remove from the list but can't because it has been used before.
- 3 Right-click the customer name and then select **Edit Customer:Job** from the drop-down menu.

**TIMESAVER** You can press **Ctrl+E** instead to get to the Edit Center window.

### Did You Know?

**You can't delete an entry from a list if it has been used previously.** If you try to delete the entry by pressing **Ctrl+D**, you will receive an error message telling you the entry cannot be deleted.

If you tried to delete an entry from one of your lists and were prevented from doing so, it is because the entry was used at some time in the past on at least one of your company's forms. QuickBooks does not allow you to remove any member of a list that appears on a form. In lieu of deleting, you can make that list entry inactive by hiding it (see "Hiding Entries on Lists" previously in the chapter), or you can merge the entry into another entry on the same list. When you merge, you combine the unwanted entry into a different entry that you want to keep. For example, say you have a customer named Redland Farms, but when you originally set up the customer, you entered the name as Redling Farms and used that name on an invoice form. Create a new customer named Redland Farms, and then merge Redling Farms into Redland Farms. All activity of Redling Farms is now part of Redland Farms, and Redling Farms no longer exists in your records. If you open the invoice that was prepared for Redling Farms, you will now see that the customer name has been changed to Redland Farms.



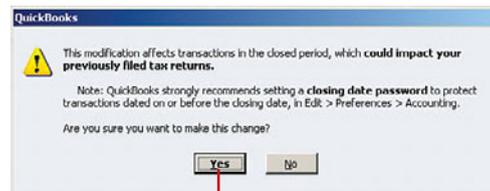
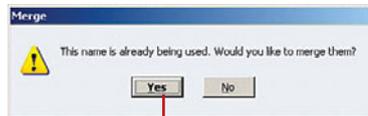
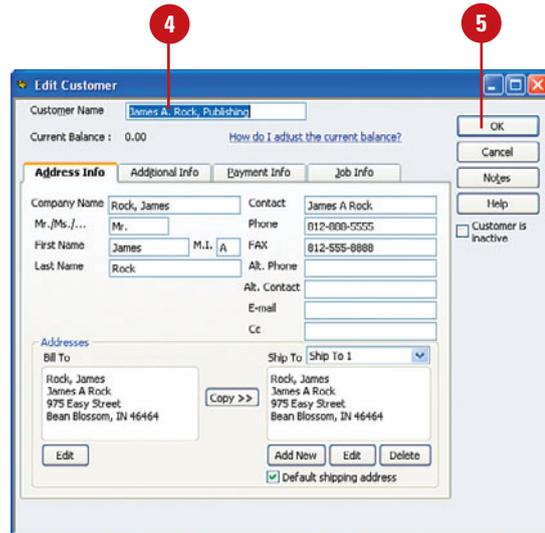
4 When the Edit Customer window appears, change the **Customer Name** at the top of the window to the name of the customer with whom you want to merge this customer information. In this example, the customer name is changed from James Rock to James A. Rock, Publishing.

**IMPORTANT** *Be sure to spell the name of the customer correctly. When merging one customer's information into another's, or when merging any two list entries, take extra care with the spelling and, if applicable, the punctuation of the name. QuickBooks recognizes a merge attempt only when the name matches exactly the name of the entry to which you are merging.*

5 Click the **OK** button.

6 Click **Yes** to execute the merge. The unwanted customer name is removed from the customer list and all transactions from that customer are transferred to the customer into which you merged.

7 Click **Yes** if presented with an alert telling you that this change will affect closed periods and previous financial reports.

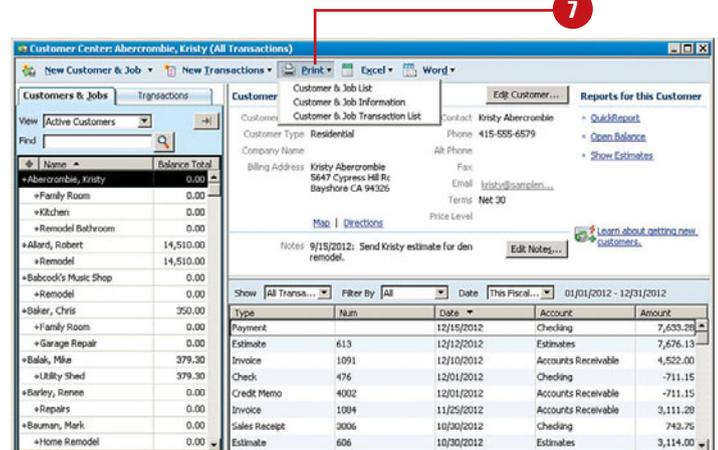
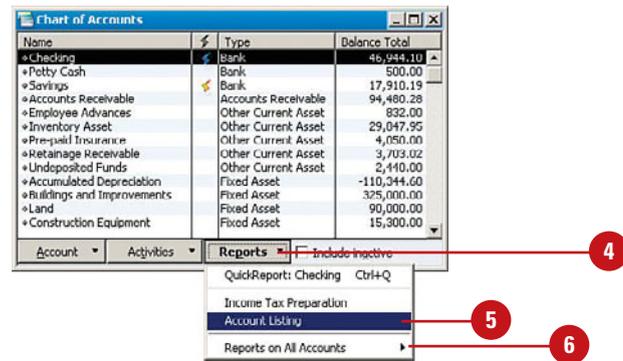
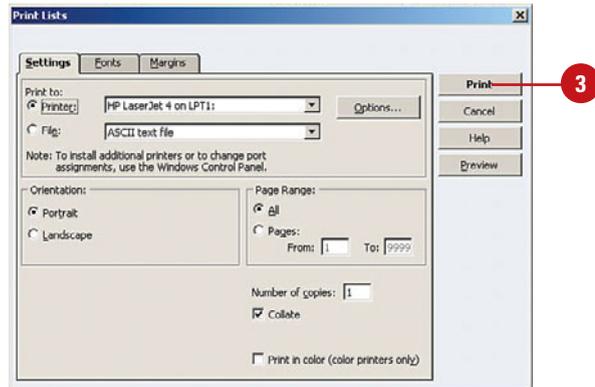


# Printing Lists

Printing a paper copy of your list provides you with a printed snapshot of the list as of today. You might want to print monthly copies of certain lists to save for comparison purposes. Or perhaps you need a printed copy of your customer list that includes telephone numbers. You can easily print your lists whenever you need them.

## Print a List

- 1 Open the list you want to print, such as the Chart of Accounts, Item List, Vendors List in the Vendors Center, and so on.
- 2 To print a simple copy of the list, without adding any formatting, press **Ctrl+P**.
- 3 In the Print Lists window that appears, click the **Print** button to print the list.
- 4 Alternatively, click the **Reports** button at the bottom of the list to see a selection of reports you can produce and print.
- 5 Depending on the list you opened, the choices vary. Select the list you want to print.
- 6 Click the **Reports on All Accounts** option at the bottom of the Reports menu to see other options. After selecting a report, click the **Print** button on the report.
- 7 To print a list that opens in one of the centers, such as the Customer:Job List, open the Center, then click the **Print** button that appears at the top of the list. Choose from the menu options that appear.

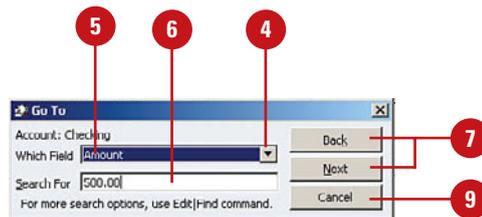
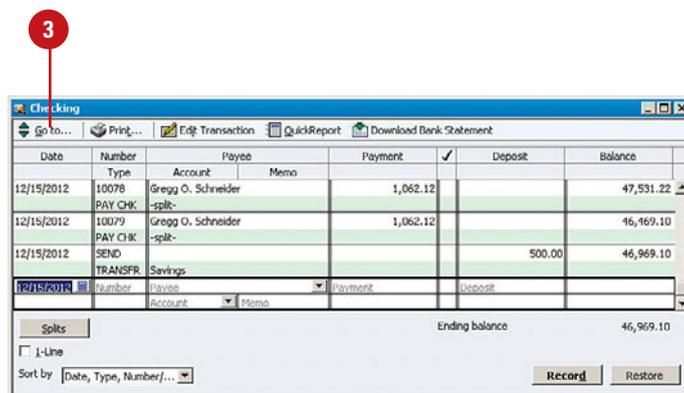
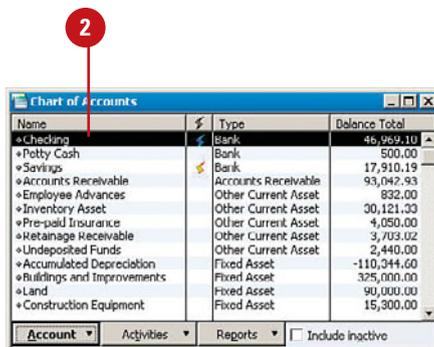


# Searching for Transactions

- 1 Select **Lists, Chart of Accounts** to open the Chart of Accounts (or press **Ctrl+A**).
- 2 Double-click the name of the cash account you use for your payments and deposits. The account register appears.
- 3 Click the **Go To** button.
- 4 Click the arrow next to **Which Field** to display a list of field choices.
- 5 Click the field in which you want to conduct your search.
- 6 In the **Search For** area, enter the payee name, account name, or amount for which you are searching.
- 7 Click **Back** to search backward in the register, or click **Next** to search forward.
- 8 Continue clicking **Back** or **Next** until you find the transaction you want.
- 9 Click **Cancel** when you're ready to close the Go To window.
- 10 Double-click the register transaction to display the original form that was used to create the transaction.

**IMPORTANT** *Be careful when editing transactions. If you edit a transaction that has already been recorded, you run the risk of changing information that has already been used on financial statements or in bank reconciliations. Proceed with caution whenever you change a QuickBooks transaction.*

If you are looking for a particular transaction, such as a payment you received or check you wrote, you can find the transaction by searching in your check register.

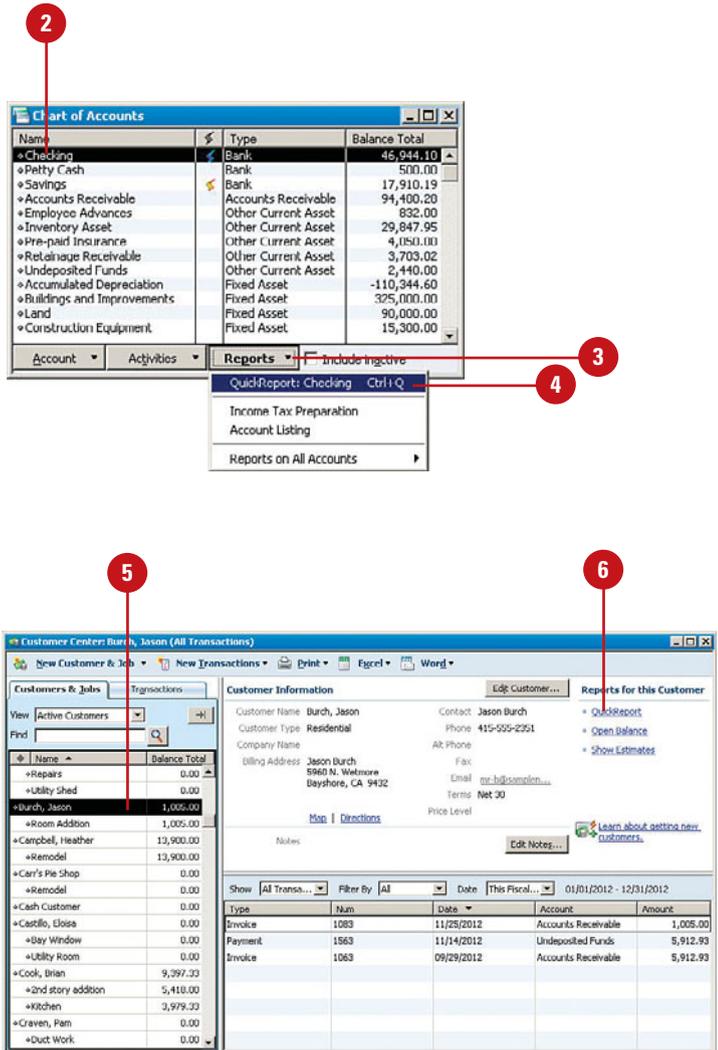


# Generating a QuickReport

- 1 Open a list. For this example, use **Ctrl+A** to open the Chart of Accounts.
  - 2 Click any account or any entry on the list you displayed.
  - 3 Click the **Reports** menu button at the bottom of the list window.
  - 4 Click **QuickReport**, the first choice on the Reports menu.
- TIMESAVER** Click any list item and then press **Ctrl+Q** to quickly display a QuickReport.

- 5 The Centers provide a QuickReport button for their lists. In a Center, click on the customer, vendor, or employee for whom you want to see a QuickReport.
- 6 Click the **QuickReport** button.

Every list that opens in a separate window includes an option to produce a QuickReport. Select any entry on the list and request a QuickReport, and you will see all the transactions that relate to that entry.



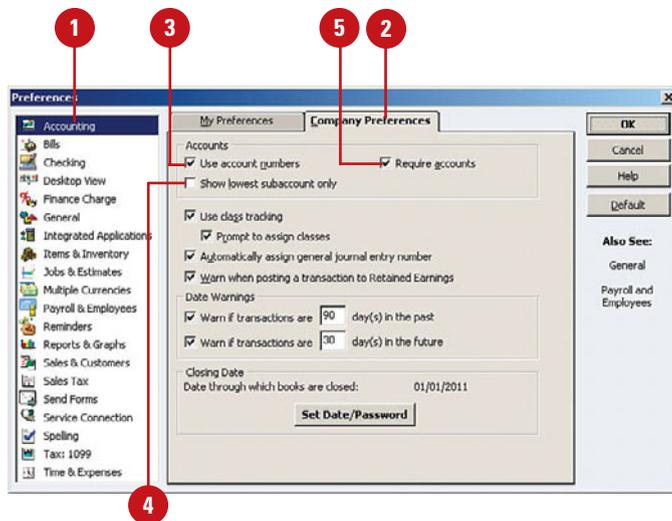
# Setting Accounting Preferences

- 1 Open the Preferences window by selecting **Edit, Preferences**. Click the **Accounting** icon on the left side of the window.
- 2 Click the **Company Preferences** tab at the top of the window.
- 3 Check the **Use Account Numbers** box to turn on the account numbers feature.
- 4 Check the **Show Lowest Subaccount Only** box if you use account numbers and you can display subaccounts independent of their parents on reports.
- 5 Check the **Require Accounts** box to prevent a user from exiting a form without entering related account information. When this box is left unchecked, transaction information not assigned to accounts gets placed in the Uncategorized Income or Uncategorized Expense accounts.

## See Also

See "Setting Up Classes" on page 245 for information about creating and using the QuickBooks Class feature.

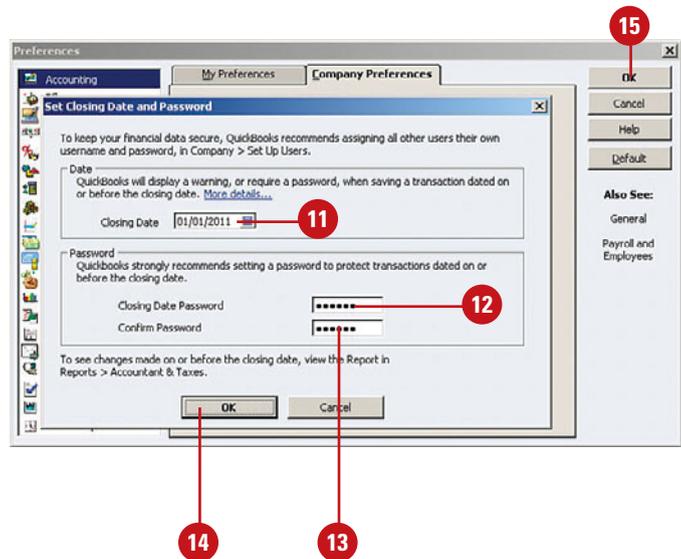
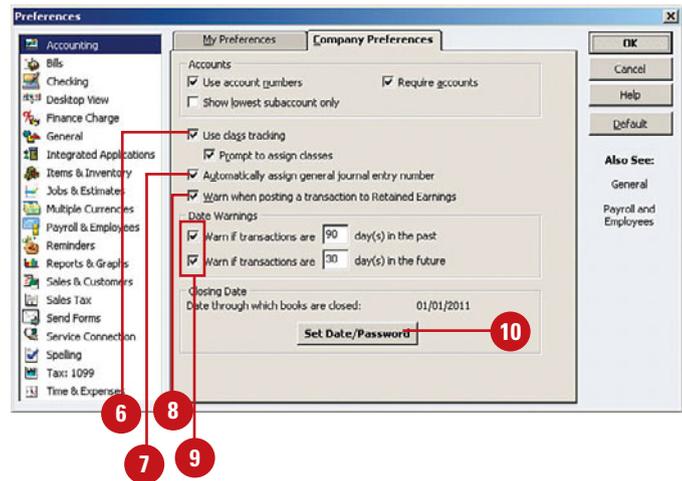
Accounting preferences are rules for your QuickBooks program that relate to your company's unique way of using this program. Included in this section are the opportunity to turn on or off the account numbering feature and the opportunity to use other important features such as class tracking and automatically assigning numbers to journal entries. There's also an option here to require users to enter account numbers on QuickBooks forms.



## Did You Know?

**Turning off account numbers does not remove the numbers.** If you decide to turn off the account numbers option, (for example, if you want to print a report that doesn't display account numbers) the numbers you assigned to accounts remain in place. The next time you turn on account numbers, all the numbers return.

- 6 Check the **Use Class Tracking** box to enable the Class feature in QuickBooks. If you check this feature, you have an option of requesting that the user be prompted to assign classes.
- 7 Check the **Automatically Assign General Journal Entry Number** box if you want QuickBooks to keep track of the last journal entry number you used and automatically increment the number for the next journal entry.
- 8 Check the **Warn When Posting a Transaction to Retained Earnings** box if you want QuickBooks to provide a pop-up warning when changes are about to be made to Retained Earnings.
- 9 Check the **Date Warnings** options and set a range of days in the past and the future if you want to receive a warning box alerting you to transactions that have dates outside the designated range.
- 10 Click **Set Date/Password** to set up a closing date and password protection for entries that occurred before your closing date.
- 11 Indicate a date in the **Closing Date** field after which no entries can be made to your company file unless a password is entered.
- 12 Enter a password to protect entries that occurred before your closing date.
- 13 Re-enter the password.
- 14 Click **OK**.
- 15 Click **OK** to close the Preferences window.



# Index

---

## Symbols

- (decrease date by day) keyboard shortcut, 72
- + (increase date by day) keyboard shortcut, 72
- 1099 forms
  - issuing, 66
  - setting up, 63-65

## A

- accessing tax reports, 300-301
- accounting methods for job estimates, 201
- accounting preferences for companies, setting, 105-106
- accounts. *See also* Chart of Accounts
  - assets, effect on, 352
  - bank accounts, setting up, 21
  - color-coding, 420-421
  - expense accounts, setting up, 22
  - income accounts, setting up, 22
  - income taxes, effect on, 302
  - inventory, effect on, 331
  - liabilities, effect on, 372
  - numbering, 80
  - prefilling, 277-278
  - purchases, effect on, 145
  - sales, effect on, 110
  - sales taxes, effect on, 183
  - tax lines, assigning, 298-299
  - transferring money between, 289
- accounts payable, 371
  - aging detail reports, preparing, 405
  - checks
    - voiding from previous year, 169
    - voiding in current year, 167-168
  - early payment discounts, 155-156
  - management of, 373
  - unpaid bills reports, viewing, 153
- accounts receivable
  - aging summary reports, preparing, 403
  - bad debts, 139-140
  - tracking, 126
  - unpaid invoices
    - collection letter creation, 136-138
    - viewing, 135
- acquiring assets, accounting methods, 352
- activating
  - audit trails, 258
  - inventory, 330
  - online banking in QuickBooks, 267-269
- Activities menu, selecting list options, 98
- adding
  - accounts to Chart of Accounts, 78-79
  - customer information, 81-82
  - items
    - inventory items, 331, 334
    - on-the-fly method, 92
    - purchase forms, 88-89
    - sales forms, 88-89
  - memorized transactions to Icon Bar, 192
  - multiple online transactions, 282-283
  - online transactions to QuickBooks, 273-275
  - transactions to groups, 188
  - vendors, 86
    - additional information, 87
    - address information, 86
- addresses
  - employees, entering, 32
  - vendors, adding, 86
- adjusting
  - inventory prices, 331, 347-348
  - inventory quantities, 331, 346
- administrators of company financials
  - password assignments, 319-322
  - setting up, 318



- advance payments, recording, 131
- advertising in pop-up windows, 401
- aging detail reports (accounts payable), preparation of, 405
- aging summary reports (accounts receivable), preparation of, 403
- alerts, Reminders feature, 198
- Alt+down arrow (display date calendar) keyboard shortcut, 72
- assets. *See also* fixed assets
  - acquisitions, accounting methods, 352
  - balance sheets, report preparation, 393-394
  - deposits, recording as, 356
  - EasyStep Interview process, 18
  - sale of, tax consequences, 352
- assigning passwords, 319-322
- Assisted Payroll option, 29
- associating
  - online deposits with open customer invoices, 280
  - online transactions with open vendor bills, 279
- ATM withdrawals, recording, 353
- Audit Trail feature, 258
- audit trails
  - activating, 258
  - removing, 325
  - reports, creating, 258

## B

- backups
  - company files
    - creating, 310-312
    - restoring, 313-314
  - online data backup service, cost of, 316-317
  - for timer data without condensing, 235
- bad debts (accounts receivable), recording as, 139-140
- balance sheets, preparing, 393-394
- bank accounts, setting up, 21
- bank statements
  - EasyStep Interview process, 17
  - reconciling, 350-351
- banks, sending email messages to, 288. *See also* online banking
- Basic Payroll option, 29
- batch printing invoices, 116
- benefits
  - sick time, setting up, 36
  - vacation time, setting up, 37

- billing rates for employees, entering, 32
- Billing Solutions, 294
- billing timer data to customers, 233-234
- bills
  - paying online, 284-285
    - canceling payments, 286-287
  - preferences, setting, 144
  - scheduling, 190
  - vendors
    - deleting payments, 161
    - early payment discounts, 155-156
    - editing payments, 159-160
    - paying, 154
- budgets
  - creating, 239-242
  - EasyStep Interview process, 18
  - first of year of business, 242
  - reports, creating, 243, 397-398
- business assets, sales of (tax consequences), 352
- buttons (Icon Bar), 412-413

## C

- calculating
  - compound interest, 383
  - depreciation expenses, fixed assets, 359
  - inventory value, 336
  - net worth, 363
  - simple interest, 383
- canceling online bill payments, 286-287
- cancelled checks, EasyStep Interview process, 17
- capital stock accounts, par value, 363
- cash sales, recording, 129
- changing. *See* modifying
- charging customers
  - expenses, 120-121
  - sales taxes, 175
- Chart of Accounts
  - accounts, adding, 78-79
  - balance equity accounts, opening, 363-364
    - viewing, 364
    - zeroing-out, 365
  - credit cards
    - reconciling, 378-380
    - recording charges, 377
    - setting up, 376
  - draw accounts, 367
    - recording owner withdrawals, 368
    - setting up, 367
  - EasyStep Interview process, 17

- fixed assets
  - entering, 357-358
  - naming guidelines, 358
- liabilities, recording deposits/retainers, 381
- list options, 98
- opening, 298
- retained earnings, managing, 370
- check register, recording payments, 157-158
- checking accounts. *See* bank accounts
- checks
  - Easy Step Interview process, 17
  - preferences, setting, 162-163
  - printing, 166
  - voiding from previous year, 169
  - voiding in current year, 167-168
  - writing, 164-165
- classes
  - companies
    - list display, 246
    - reports, 248
    - setting up, 244-245
  - forms, multiple use of, 247
  - payrolls, 244
- closing
  - reports, 391
  - year-end company records, 326-327
- closing date exception reports, creating, 328
- collapsing subaccounts in reports, 391
- collection letters, creating, 136-138
- color-coding accounts, 420-421
- columns in reports
  - changing, 406-407
  - resizing, 391
- companies
  - accounting preferences, setting, 105-106
  - accounts. *See* accounts
  - accounts payable. *See* accounts payable
  - accounts receivable. *See* accounts receivable
  - administrators, setting up for financial access, 318
  - assets. *See* assets; fixed assets
  - audit trails, 258
  - bad debts, recording, 139-140
  - balance sheets, preparing, 393-394
  - billing preferences, setting, 144
  - budgets. *See* budgets
  - capital stock accounts, par value, 363
  - checks. *See* checks
  - classes. *See* classes
  - closing date exception reports, creating, 328
  - collection letters, creating, 136-138
  - credit card payments, receiving, 355
  - customer invoices, recording down payments, 381
  - customers. *See* customers
  - daily transactions checklist, monitoring, 314-315
  - deposits, recording as assets, 356
  - depreciation expenses, fixed assets, 349
  - draw accounts, 367-368
  - estimated tax payments, 302-303
  - estimates. *See* estimates (jobs)
  - finance charges, setting preferences, 122
  - financial information, entering, 13-18
  - financial statements, prior period adjustments, 369
  - forms, customizing, 250-256
  - general ledger reports, preparation of, 396
  - general preferences, setting, 72
  - historical data, entering in EasyStep Interview process, 25
  - income statements, preparing, 392
  - inventory. *See* inventory
  - invoices. *See* invoices
  - jobs. *See* jobs
  - jobs progress reports, preparing, 404
  - journal entries, creating in General Journal, 257
  - liabilities. *See* liabilities
  - mailing labels, creating, 261-262
  - monthly statements, creating, 123-124
  - net worth, calculating, 363
  - opening balance equity accounts, 363-366
  - payments. *See* payments
  - payroll, liability reports, 401-402
  - petty cash, tracking, 354
  - purchase orders. *See* purchase orders
  - purchases, effect on accounts, 145
  - refunds, issuing to customers, 128
  - retained earnings, managing, 370
  - sales, effect on accounts, 110
  - sales taxes. *See* sales taxes
  - sample files, practicing, 11-12
  - send forms, setting preferences, 125
  - trial balances, preparing, 395
  - unpaid bills reports, viewing, 153
  - users
    - editing rights access levels, 323-324
    - removing, 325
    - setting rights access levels, 319-322

- vendors. *See* vendors
  - year-end records, closing, 326-327
  - company files
    - backups
      - creating, 310-312
      - online data backup service, 316-317
      - restoring, 313-314
    - creating
      - alternate methods, 15
      - via EasyStep Interview, 13-18
      - required information, 17-18
    - start dates
      - changing, 20
      - choosing, 20
      - entering, 19
  - company names, EasyStep Interview process, 17
  - Company Snapshot feature, 414-416
  - composing collection letters, 136-138
  - compound interest
    - calculating, 383
    - options for loans, 385
  - configuring QuickBooks, 13-18
  - contractors. *See* independent contractors
  - counting inventory, 344-345
  - credit card liabilities, 371
    - paying, 378-380
    - recording, 376-377
  - credit card payments, receiving, 355
  - credits, issuing to customers, 128
  - current liabilities, 371
    - loans, recording, 382
  - custom fields for employees, entering, 32
  - Custom invoices, 112
  - Customer Center, list options, 98
  - customer lists, EasyStep Interview process, 17
  - customers
    - accounts receivable. *See* accounts receivable
    - advance payments, receiving, 131
    - bad debts, recording, 139-140
    - billing times, applying to invoices, 233-234
    - cash payments, 129-130
    - collection letters, creating, 136-138
    - credits, issuing, 128
    - down payments, 131, 381
    - estimates
      - creating, 210-211
      - factors, 201
      - invoicing against, 211-214
      - revising, 215-216
    - expenses, charging, 120-121
    - finance charges, setting, 122
    - information
      - adding, 81-82
      - detailed display of, 83-85
    - invoices. *See* invoices
    - jobs. *See* jobs
    - mailing labels, creating, 261-262
    - monthly statements, creating, 123-124
    - notes, adding, 96
    - open invoices, associating online deposits with, 280
    - preferences, setting, 108-109
    - sales order management, 339-340
    - tax exempt items, sale of, 177-179
  - customizing
    - forms, 250-256
    - Icon Bar, 412-413
    - QuickBooks, company data entry, 13-18
    - reports
      - column modifications, 406-407
      - date changes, 406-407
      - filter changes, 407
      - footer alterations, 408
      - header alterations, 408
      - memorizing customized, 409
- ## D
- data
    - company historical data, entering, 25
    - transferring
      - from earlier QuickBooks versions, 8
      - from Quicken, 9-10
  - date entry keyboard shortcuts, 72
  - dates
    - invoices, setting, 114
    - jobs, 208
    - reports, changing, 406-407
  - deductions (payroll), setting up, 39-40
  - deleting. *See* removing
  - deposits
    - online, associating with open customer invoices, 280
    - recording, 130
      - as assets, 356
      - as liabilities, 381
  - depreciation expenses, fixed assets, 349
    - calculation methods, 359
    - entering, 360
  - desktop view preferences, setting, 73-74
  - direct-depositing paychecks, 49-50

- disabling pop-up messages, 287
- discount items, 90
- discounts
  - early bill payments, 155-156
  - invoices, issuing, 132-134
  - sales taxes, early payment of, 182
- displaying
  - customer information, 83-85
  - lists on forms, 76-77
- down payments, recording, 131, 381
- downloading
  - IRS forms, 302-306
  - state tax forms, 302, 307
  - W-4 forms, 35
- draw accounts
  - owner withdrawals, recording, 368
  - setting up, 367
- drill down capabilities, reports, 391

## E

- early payment discounts (bills), 155-156
- EasyStep Interview
  - bank accounts, setting up, 21
  - company files, creating, 13-20
  - finishing, 24
  - getting started checklist, 17-18
  - historical data, entering, 25
  - income/expense accounts, setting up, 22
  - questions list, 16
  - required information, 17-18
  - restarting, 24
  - stopping, 23
- editing
  - bill payments, 159-160
  - inventory items, 335
  - list information, 95
  - memorized transactions, 193
  - recurring transactions, 194
  - Renaming Rules, 276
  - rights access levels, 323-324
  - timer transactions, 232
- email messages, sending to banks, 288
- emailing invoices, 117-119
- employee lists, EasyStep Interview process, 18
- employees
  - addresses, entering, 32
  - billing rates, entering, 32
  - custom fields, adding, 32
  - independent contractors versus, 64
  - mailing labels, creating, 261

- paychecks
  - direct deposit, 49-50
  - preparing, 42-43, 46
  - printing, 48
  - special preparation, 44, 46
- payroll
  - Assisted Payroll, 29
  - Basic Payroll, 29
  - creating reports, 51-52
  - deductions, setting up, 39-40
  - Enhanced Payroll, 29
  - information, setting up, 33
  - Online Payroll, 29
  - outsourcing, 67
  - reporting taxes, 53-54, 56
  - scheduling, 30
  - setting preferences, 28, 30
  - taxes, setting up, 34-35
  - timer information in, 47
  - W-2 forms, preparing, 59-60
  - W-3 forms, preparing, 61-62
  - personal information, entering, 31
  - preferences, setting, 31-32
  - sick benefits, setting up, 36
  - time information
    - exporting to timer, 223
    - recording, 224-225
  - timer use guidelines, 222
  - vacation benefits, setting up, 37
  - year-to-date payroll amounts
    - entering, 38
    - tax liabilities, 37
- Employees Center, list options, 98
- Enhanced Payroll option, 29
- entries in lists
  - deleting, 99
  - hiding, 97-98
  - merging, 100-101
- equity accounts (balance sheets), report
  - preparation, 393-394
- escrow payments, 384
- estimated taxes, paying, 302-303
- estimates (jobs), 199
  - accounting methods, 201
  - creating, 210-211
  - factors, 201
  - preferences, setting, 200
  - progress invoicing, 211-212
  - percentage of, 213
  - selected items only, 214

- progress reports, displaying, 217-218
- revising, 215-216
- Excel, payroll data in, 402
- expenditures, vendor bills
  - deleting payments, 161
  - editing payments, 159-160
  - paying, 154-156
- expense accounts, setting up, 22
- expenses, tracking
  - jobs, 202-204
  - petty cash, 354
- exporting
  - time information to timer, 223
  - timer data to QuickBooks, 228

## F

- favorite reports, adding to Icon Bar, 399
- federal identification numbers, EasyStep Interview process, 17
- federal taxes. *See* taxes
- files. *See* company files
- filtering
  - progress reports, 218
  - reports, changing filters, 407
- finance charges, setting preferences, 122
- financial institutions. *See* banks
- financial statements
  - account numbers, sorting, 80
  - prior period adjustments, entering, 369
- finishing EasyStep Interview process, 24
- first in, first out (FIFO) method, inventory valuation, 336
- fixed assets
  - categories, 349
  - Chart of Accounts entries, 357-358
  - depreciation expenses, 349
    - calculation methods, 359
    - entering, 360
  - Modified Accelerated Cost Recovery System (MACRS) depreciation expense calculation, 359
  - naming guidelines, 358
  - purchasing, 357-358
  - sales, entering
    - in general journal entries, 362
    - on invoice, 361
  - selling, 361-362
- FOB (free on board), 108
- footers on reports, changing, 408
- Form 940 (unemployment compensation taxes), 57-58
- Form 941 (reporting payroll taxes), 53-54, 56
- Form 990 (tax-exempt organizations), 297
- Form 990-PF (foundations), 297
- Form 990-T (tax-exempt organizations), 297
- Form 1040 (individuals), 297
- Form 1065 (partnerships), 297
- Form 1120 (taxable corporations), 297
- Form 1120S (S corporations), 297
- Form 1099 (miscellaneous income)
  - issuing, 66
  - setting up, 63-65
- Form 8109 (estimated tax payments), 302-303
- Form W-2, preparing, 59-60
- Form W-3, preparing, 61-62
- Form W-4, downloading, 35
- forms
  - creating, 252-256
  - customizing, 250-256
  - items, using on, 91
  - lists, displaying, 76-77
  - multiple classes, setting up, 247
- forms (IRS)
  - downloading, 302-306
  - Form 940 (unemployment compensation taxes), 57-58
  - Form 941 (reporting payroll taxes), 53-54, 56
  - Form 990 (tax-exempt organizations), 297
  - Form 990-PF (foundations), 297
  - Form 990-T (tax-exempt organizations), 297
  - Form 1040 (individuals), 297
  - Form 1065 (partnerships), 297
  - Form 1120 (taxable corporations), 297
  - Form 1120S (S corporations), 297
  - Form 1099 (miscellaneous income)
    - issuing, 66
    - setting up, 63-65
  - Form 8109 (estimated tax payments), 302-303
  - Form W-2, preparing, 59-60
  - Form W-3, preparing, 61-62
  - Form W-4, downloading, 35
  - selecting income tax returns, 296-297
- foundations (IRS Form 990-PF), 297
- freelancers. *See* independent contractors
- Fun With Taxes website, 302, 307

## G

- General Journal entries
  - creating, 257
  - depreciation expenses, entering, 360
  - fixed assets, entering sales of, 362
  - payroll tax accruals, recording, 375

- general ledger reports, preparing, 396
- general preferences, setting
  - companies, 72
  - personal, 70-71
- getting started checklist (EasyStep Interview), 17-18
- goods (purchase orders), recording receipt of, 150-151
- graphs, setting preferences, 388-390
- group items, 90
- groups
  - inventory items, creating, 337-338
  - sales tax groups, creating, 174
  - transactions
    - adding to, 188
    - memorizing, 187

## H

- H (last day of month) keyboard shortcut, 72
- hardware/software requirements, 5
- headers (reports)
  - changing, 408
  - hiding, 391
- hiding
  - entries on lists, 97-98
  - Icon Bar, 412
  - report headers, 391
- historical data (companies), entering in EasyStep Interview process, 25
- home page, setting Company Snapshot as, 416

## I

- Icon Bar
  - customizing, 412-413
  - favorite reports, adding to, 399
  - hiding, 412
  - memorized transactions, adding, 192
  - viewing, 412
- implementing memorized transactions, 189
- income accounts, setting up, 22
- income statements, preparing, 392
- income tax returns
  - creating, 302-307
  - Detail reports, accessing, 301
  - estimated taxes, paying, 302-303
  - forms
    - Form 990 (tax-exempt organizations), 297
    - Form 990-PF (foundations), 297

- Form 990-T (tax-exempt organizations), 297
- Form 1040 (individuals), 297
- Form 1065 (partnerships), 297
- Form 1120 (taxable corporations), 297
- Form 1120S (S corporations), 297
  - selecting, 296-297
- liability accounts, effect on, 302
- non-tax-related transactions, 302, 308
- tax lines, assigning to accounts, 298-299
- tax reports, accessing, 300
- TurboTax, 302, 308
- independent contractors
  - 1099 forms
    - issuing, 66
    - setting up, 63, 65
  - employees versus, 64
  - time information
    - exporting to timer, 223
    - recording, 224-225
- inserting Icon Bar buttons, 413
- installing
  - QuickBooks
    - in multiuser environment, 7
    - software/hardware requirements, 5
    - starting installation CD, 2-4
  - timer on remote machines, 221-222
- interest
  - calculating, 383
  - on loans, compounding options, 385
- Internet connections
  - manual setup, 265
  - setting preferences, 264
- Intuit online data backup service, 316-317
- Intuit QuickBooks Bill Pay Service, 285
- Intuit Remote Access feature, 260
- Intuit website, interest loan calculators, 383
- inventory, 329
  - accounting transactions, 331
  - activating, 330
  - FOB (free on board), 108
  - groups, creating, 336-338
  - items
    - adding to, 334
    - editing, 335
    - setting up, 332-333
    - tax status, setting, 176
  - manufactured, recording, 331
  - physical counts of, 344-345
  - prices, adjusting, 347-348
  - quantities, adjusting, 346

- replenishment reminders, setting, 341
  - reports, preparing, 342-343
  - sales order management, 339-340
  - tax exempt items, sales of, 177-179
  - valuation methods, 336
  - inventory lists, EasyStep Interview process, 17
  - inventory part items, 90
  - Inventory Stock Status by Item report, 343
  - Inventory Stock Status by Vendor report, 343
  - Inventory Valuation Detail report, 343
  - Inventory Valuation Summary report, 343
  - invoices
    - batches
      - emailing, 119
      - printing, 116
    - billing time, applying, 233-234
    - creating, 111
    - credits, issuing, 128
    - dates, setting, 114
    - emailing, 117-118
    - fixed assets, sales entries, 361
    - inventory items, setting tax status, 176
    - issuing against estimates, 211-212
      - percentage of, 213
      - selected items only, 214
    - monthly statements, creating, 123-124
    - payment terms, creating, 249
    - payments, recording, 127
    - preferences, setting, 109
    - previewing, 113
    - printing, 115
    - sales order management, 339-340
    - sales taxes, effect on liability accounts, 183
    - sending online, 294
    - types, 112
    - unpaid
      - bad debt status, 139-140
      - collection letter creation, 136-138
      - viewing, 135
  - IRS
    - forms
      - downloading, 302-306
      - Form 940 (unemployment compensation taxes), 57-58
      - Form 941 (reporting payroll taxes), 53-56
      - Form 990 (tax-exempt organizations), 297
      - Form 990-PF (foundations), 297
      - Form 990-T (tax-exempt organizations), 297
      - Form 1040 (individuals), 297
      - Form 1065 (partnerships), 297
      - Form 1120 (taxable corporations), 297
      - Form 1120S (S corporations), 297
      - Form 1099 (miscellaneous income), 63-66
      - Form 8109 (estimated tax payments), 302-303
      - Form W-2, preparing, 59-60
      - Form W-3, preparing, 61-62
      - Form W-4, downloading, 35
        - selecting for income tax returns, 296-297
    - website
      - depreciation resources, 359
      - forms downloads, 302-306
  - issuing credits/refunds to customers, 128
  - items
    - forms, using on, 91
    - information, adding on-the-fly, 92
    - inventory
      - adding, 334
      - editing, 335
      - setting up, 332-333
    - lists, moving on, 93
    - purchase forms, adding, 88-89
    - purchase orders
      - adding, 147
      - viewing, 148
    - sales forms, adding, 88-89
    - sales tax items, creating, 173
    - sub-items, designating, 94
    - types, 90
  - Items List, list options, 98
- ## J-K
- jobs
    - dates feature, launching, 208
    - description feature, launching, 209
    - estimates. *See* estimates (jobs)
    - expenses, tracking, 202-204
    - miscellaneous information, entering, 203
    - payment information, entering, 203-204
    - progress reports, displaying, 217-218
    - revenues, tracking, 202-204
    - specific information, entering, 204
    - status feature, 205-206
    - time information
      - exporting to timer, 223
      - recording, 224-225
    - timed activities, creating (timer), 226-227
    - type feature, 207

jobs progress reports, preparation of, 404  
journal entries. *See* General Journal entries  
K (last day of week) keyboard shortcut, 72  
keyboard shortcuts (date entry), 72

## L

last in, first out (LIFO) method, inventory valuation, 336  
liabilities  
    accounting methods, 372  
    accounts payable, 371  
        management of, 373  
    balance sheets, report preparation, 393-394  
    credit card purchases, 371  
        paying, 378-380  
        recording, 376-377  
    current, 371  
    deposits for future goods/services, entry as, 381  
    income taxes, effect on, 302  
    loans  
        paying, 386  
        recording, 382  
        setting up (Loan Manager), 383-385  
    long-term, 371  
    payroll report preparation, 401-402  
    payroll tax accruals, recording, 375  
    sales taxes, 183  
        report preparation, 400  
lists  
    Activities menu, selecting, 98  
    classes, displaying, 246  
    entries  
        deleting, 99  
        hiding, 97-98  
        merging, 100-101  
    forms, displaying on, 76-77  
    information, editing, 95  
    items, moving on, 93  
    notes, adding, 96  
    printing, 102  
    sorting, 75  
Loan Manager, setting up loans, 383-385  
loans  
    escrow payments, 384  
    interest  
        calculating, 383  
        compounding options, 385

liabilities  
    current versus long-term, 382  
    paying, 386  
    payments, recording, 386  
    recording, 382  
    setting up (Loan Manager), 383-385  
local taxes (employee payroll information), setting up, 35  
long-term liabilities, 371  
loans, recording, 382

## M

M (first day of month) keyboard shortcut, 72  
mailing labels, creating, 261-262  
manufacturing inventory, recording, 331  
memorizing  
    reports, 391  
        customized, 409  
    transactions, 185-186  
        adding to Icon Bar, 192  
        groups of, 187  
        implementing, 189  
        modifying, 193  
        removing, 195  
merging entries on lists, 100-101  
messages. *See* email messages  
Modified Accelerated Cost Recovery System (MACRS), depreciation expense calculation, 359  
modifying. *See* editing  
monitors, changing screen resolution, 74  
monthly statements, creating, 123-124  
moving items on lists, 93  
multiple classes, creating forms, 247  
multiuser environment, QuickBooks in, 7

## N-O

naming fixed assets (chart of accounts), 358  
net worth, calculating, 363  
non-inventory part items, 90  
non-taxable items, establishing status, 176  
notes, adding, 96  
numbering accounts, 80  
on-the-fly additions, item information, 92  
online banking, 263. *See also* Online Banking Center  
    accounts, transferring money between, 289  
    activating in QuickBooks, 267-269  
    advantages of, 270

- bill payment, 284-285
  - canceling payments, 286-287
- deposits, associating with open customer invoices, 280
- email messages, sending, 288
- Internet connections
  - manual setup, 265
  - setting preferences, 264
- QuickBooks Billing Solutions, 294
- QuickBooks Online Edition, 292-293
- Renaming Rules
  - automatic creation of, 275
  - modifying, 276
- signing up for, 266
- transactions
  - adding multiple, 282-283
  - adding to QuickBooks, 273-275
  - associating with open vendor bills, 279
  - deleting multiple, 281
  - prefilling accounts, 277-278
  - reports on, 290
  - retrieving, 271-272
- Online Banking Center. *See also* online banking
  - online deposits, associating with open customer invoices, 280
  - online transactions
    - adding to QuickBooks, 273-275
    - associating with open vendor bills, 279
    - prefilling accounts, 277-278
    - retrieving, 271-272
  - Renaming Rules
    - automatic creation of, 275
    - modifying, 276
  - transactions, adding multiple, 282-283
- Online Bill Payment, 284-285
  - canceling payments, 286-287
- online data backup service, cost of, 316-317
- Online Payroll option, 29
- online timer features, 219
- open customer invoices
  - associating online deposits with, 280
  - viewing, 135
- open vendor bills, associating online transactions with, 279
- opening
  - balance equity accounts, 363-364
  - retained earnings, recording, 370
  - transaction examples, 366
  - viewing, 364
  - zeroing-out, 365
- timer data in QuickBooks, 229-230

- other charge items, 90
- out-of-state sales tax, 174
- outsourcing payroll, 67

## P

- par value, 363
- partial orders (purchase orders), receiving, 152
- partnerships (IRS Form 1065), 297
- passwords, assigning, 319-322
- paychecks
  - direct deposit, 49-50
  - employees, preparing, 42-46
  - printing, 48
- paying
  - bills
    - deleting, 161
    - editing, 159-160
    - online, 284-285
    - from vendors, 154-156
  - credit card accounts, 378-380
  - loans, 386
  - sales taxes, 181-182
- payment items, 90
- payment terms (invoices), creating, 249
- payments
  - advance type, receiving, 131
  - cash, receiving, 129
  - check register, recording, 157-158
  - depositing, 130
  - discounts, issuing, 132-134
  - down type, receiving, 131
  - invoices, recording, 127
  - refunds, issuing, 128
- payroll
  - Assisted Payroll, 29
  - Basic Payroll, 29
  - classes, 244
  - deductions, setting up, 39-40
  - employee information, setting up, 33
  - Enhanced Payroll, 29
  - liability reports, preparing, 401-402
  - Online Payroll, 29
  - outsourcing, 67
  - paychecks, preparing, 42-46
  - preferences, setting, 28, 30
  - reports, creating, 51-52
  - scheduling, 30
  - sick benefits, setting up, 36
  - taxes
    - EasyStep Interview process, 18
    - reporting, 53-54, 56

- setting up, 34-35
    - unemployment compensation, 57-58
    - W-2 forms, preparing, 59-60
    - W-3 forms, preparing, 61-62
  - time information
    - exporting to timer, 223
    - preferences, setting, 220
    - recording, 224-225
  - timer information in, 47
  - vacation benefits, setting up, 37
  - year-to-date amounts
    - entering, 38
    - tax liabilities, 37
  - payroll tax accruals, recording, 375
  - Pending Builds report, 343
  - personal general preferences, setting, 70-71
  - personal information (employees), entering, 31
  - petty cash, tracking, 354
  - physical inventory counts, 344-345
  - Physical Inventory Worksheet report, 343
  - pop-up messages
    - advertising in, 401
    - disabling, 287
  - preferences
    - accounting, setting, 105-106
    - billing, setting, 144
    - checks, setting, 162-163
    - customers, setting, 108-109
    - desktop views, setting, 73-74
    - employees, setting, 31-32
    - estimates, setting, 200
    - finance charges, setting, 122
    - general
      - company settings, 72
      - personal style, 70-71
    - graphs, setting, 388-390
    - Internet connection, setting, 264
    - invoices, setting, 109
    - jobs, setting, 200
    - payroll, setting, 28, 30
    - purchase orders, setting, 142-143
    - Reminders feature
      - company settings, 197
      - personal settings, 196
    - reports, setting, 388-390
    - sales, setting, 108-109
    - send forms, setting, 125
    - time tracking (payroll), setting, 220
    - vendors, setting, 142-143
  - prefilling accounts, setting online transaction preferences, 277-278
  - Premier Accountant Edition (QuickBooks), 259
  - previewing invoices, 113
  - prices of inventory items, adjusting, 347-348
  - print elements, screen elements versus, 251
  - printing
    - checks, 166
      - preference setting, 162-163
    - invoices, 115
      - batches of, 116
    - lists, 102
    - paychecks, 48
    - reports, 391
  - prior period adjustments, entering, 369
  - Product invoices, 112
  - Professional invoices, 112
  - profit & loss statements. *See* income statements
  - progress invoicing, 211-212
    - percentage of, 213
    - selected items only, 214
  - progress reports
    - estimates, displaying, 217-218
    - filtering, 218
    - jobs, displaying, 217-218
  - purchase form items
    - adding, 88-89, 92
    - sub-item creation, 94
  - purchase orders
    - creating, 146
    - items
      - adding, 147
      - recording receipt of, 150-151
      - viewing, 148
    - partial orders, receiving, 152
    - preferences, setting, 142-143
  - purchase reports (vendors), generating, 170
  - purchases, effect on accounts, 145
  - purchasing fixed assets, 357-358
- Q**
- QuickBooks
    - activating online banking in, 267-269
    - data, transferring
      - from earlier versions, 8
      - from Quicken, 9-10
    - hardware/software requirements, 5

- installing
    - in multiuser environment, 7
    - software/hardware requirements, 5
    - starting installation CD, 2-4
  - in multiuser environment, 7
  - registering, 6
  - software/hardware requirements, 5
  - updating, 282
  - website, 291
  - QuickBooks Billing Solutions, 294
  - QuickBooks Enterprise Solutions, 331
  - QuickBooks Online Edition, 292-293
  - QuickBooks Premier, 331
  - QuickBooks Premier Accountant Edition, 259
  - Quicken data, transferring to QuickBooks, 9-10
  - QuickFill feature, 160
  - QuickReports, generating, 104
- R**
- R (last day of year) keyboard shortcut, 72
  - receiving
    - cash payments, 129
    - credit card payments, 355
    - down payments, 131
    - goods on purchase orders, 150-151
    - partial orders against purchase orders, 152
    - payments for invoices, 127
  - reconciling
    - bank statements, 350-351
    - credit card accounts, 378-380
    - petty cash, 354
  - recording
    - ATM withdrawals, 353
    - deposits as assets, 356
    - manufacturing inventory, 331
    - payments to check register, 157-158
    - payroll tax accruals, 375
    - time information to timer, 224-225
  - recurring transactions
    - modifying, 194
    - scheduling, 190-191
  - refunds, issuing to customers, 128
  - registering QuickBooks, 6
  - reminders
    - alerts, 198
    - company preferences, setting, 197
    - entries, viewing, 198
    - inventory replenishment, setting, 341
    - memorized transaction groups, setting, 187
    - personal preferences, setting, 196
    - To Do Notes, creating, 417-419
  - remote access feature, activating, 260
  - remote machines, installing timer, 221-222
  - removing
    - audit trails, 325
    - bill payments, 161
    - direct deposit, 49
    - entries on lists, 99
    - Icon Bar buttons, 412
    - memorized transactions, 195
    - multiple online transactions, 281
    - To Do Notes, 418
    - users, 325
  - renaming Icon Bar buttons, 413
  - Renaming Rules
    - automatic creation of, 275
    - modifying, 276
  - reordering Icon Bar buttons, 413
  - replenishment reminders (inventory items),
    - setting, 341
  - Report Center categories, 374
  - reporting payroll taxes, 53-54, 56
  - reports
    - accounts payable aging detail, preparing, 405
    - accounts receivable aging summary,
      - preparing, 403
    - adding to Icon Bar, 399
    - audit trails, activating, 258
    - balance sheets, preparing, 393-394
    - budget, preparing, 243, 397-398
    - classes, displaying, 248
    - closing, 391
    - closing date exception reports, creating, 328
    - columns
      - changing, 406-407
      - resizing, 391
    - Company Snapshot feature, 414-416
    - customized, memorizing, 409
    - dates, changing, 406-407
    - drill down capabilities, 391
    - filters, changing, 407
    - footers, changing, 408
    - general ledger, preparing, 396
    - headers
      - changing, 408
      - hiding, 391
    - income statements, preparing, 392

- income tax returns, accessing, 300-301
- inventory, preparing, 342-343
- jobs progress, preparing, 404
- memorizing, 391
- monthly sales tax reports, creating, 180
- online transactions, 290
- payroll, creating, 51-52
- payroll liabilities, preparing, 401-402
- preferences, setting, 388-390
- printing, 391
- progress reports, displaying, 217-218
- purchases, generating, 170
- QuickReports, generating, 104
- sales tax liabilities, preparing, 400
- subaccounts, collapsing, 391
- trial balances, preparing, 395
- unpaid bills, viewing, 153
- uses, 387
- restarting EasyStep Interview process, 24
- restoring from backups
  - company files, 313-314
  - timer data, 236
- retained earnings, managing, 370
- retainers, recording as liabilities, 381
- retrieving
  - online transactions, 271-272
  - reports from Icon Bar, 399
- revenues (jobs), tracking, 202-204
- reversing journal entries, 257
- revising estimates, 215-216
- rules, Renaming Rules
  - automatic creation of, 275
  - modifying, 276

**S**

- S corporations (IRS Form 1120S), 297
- sales
  - effect on accounts, 110
  - preferences, setting, 108-109
- Sales and Customers preferences screen, 108-109
- sales form items
  - adding, 88-89, 92
  - sub-item creation, 94
- sales orders, managing, 339-340
- sales reps, tracking sales of, 41
- sales tax group items, 90
- sales tax items, 90
- sales taxes
  - agencies, setting up, 173
  - customers, charging, 175
  - early payments, discounts, 182
  - EasyStep Interview process, 18
  - exempt items, selling, 177-179
  - groups, creating, 174
  - items, creating, 173
  - liability accounts, effect on, 183
  - liability reports, preparing, 400
  - monthly reports, producing, 180
  - for out-of-state customers, 174
  - paying, 181
  - preferences, setting up, 172
  - rates, setting, 175
  - sample company files, practicing, 11-12
  - savings accounts. *See* bank accounts
  - scheduled transactions, common uses, 191
  - scheduling
    - bills, 190
    - payroll, 30
    - recurring transactions, 190-191
  - screen elements, print elements versus, 251
  - screen resolution, changing, 74
  - searching transactions, 103
  - security
    - administrators, setting up for financial access, 318
    - backups
      - creating, 310-312
      - online data backup service, 316-317
      - restoring, 313-314
    - rights access levels
      - editing, 323-324
      - removing users, 325
      - setting, 319-322
    - year-end company records
      - closing, 326-327
      - creating closing data exception report, 328
  - selecting
    - employees, special paycheck preparation, 44, 46
    - income tax forms, 296
  - selling
    - assets, tax consequences, 359
    - fixed assets, 361-362
    - tax exempt items, 177-179
  - send forms preferences, setting, 125
  - sending
    - email messages to banks, 288
    - invoices online, 294
  - Separators (Icon Bar), 413
  - Service invoices, 112
  - service items, 90

- setup
  - 1099 forms, 63, 65
  - classes, transaction tracking, 245
  - employee payroll information, 33
  - employee payroll taxes, 34-35
  - employee payroll deductions, 39-40
  - sick benefits, 36
  - vacation benefits, 37
- shipping, FOB (free on board), 108
- sick benefits, setting up, 36
- signing up for online banking, 266
- simple interest, calculating, 383
- snapshots (Company Snapshot feature), 414-416
- software/hardware requirements, 5
- sorting lists, 75
- specific identification method, inventory valuation, 336
- spellchecking feature, limitations of, 238
- spelling preferences, setting, 238
- start dates (EasyStep Interview process), 17
  - changing, 20
  - choosing, 20
  - entering, 19
- state taxes
  - downloading forms, 302, 307
  - employee payroll, setting up, 35
- stock shares, par value, 363
- stopping EasyStep Interview process, 23
- sub-items, creating, 94
- subaccounts (reports), collapsing, 391
- subtotal items, 90
- summary reports (payroll), creating, 51

## T

- T (today) keyboard shortcut, 72
- tasks (To Do Notes), creating, 417-419
- tax lines
  - accounts, assigning, 298-299
  - Chart of Accounts, opening, 298
- tax-exempt organizations, 297
- taxable corporations, 297
- taxable items, establishing status, 176
- taxes. *See also* forms (IRS); income tax returns;
  - sales taxes
    - 1099 forms
      - issuing, 66
      - setting up, 63, 65
    - asset sales, consequences of, 352
    - employee payroll, setting up, 34-35
    - employees, year-to-date payroll liabilities, 37

- inventory items, setting status, 176
- payroll
  - EasyStep Interview process, 18
  - reporting, 53-54, 56
  - unemployment compensation, 57-58
  - W-2 forms, preparing, 59-60
  - W-3 forms, preparing, 61-62
- state taxes
  - downloading forms, 302, 307
  - employee payroll, setting up, 35
  - W-4 forms, downloading, 35
- time tracking
  - preferences, setting (payroll), 220
  - reasons for, 222
- timer
  - billing time, applying to invoices, 233
  - data
    - backing up without condensing, 235
    - exporting to QuickBooks, 228
    - opening in QuickBooks, 229-230
    - restoring from backups, 236
  - employee use guidelines, 222
  - installing on remote machines, 221-222
  - online features, 219
  - time information
    - exporting to, 223
    - in payroll, 47
    - recording, 224-225
  - timed activities, creating, 226-227
  - transactions
    - editing, 232
    - viewing, 231
- To Do Notes, creating, 417-419
- tracking
  - accounts receivable, 126
  - customers, 81-82
  - daily transactions, checklists, 314-315
  - petty cash, 354
  - sales rep sales, 41
- transactions
  - classes, setting up, 245
  - daily checklists, creating, 314-315
  - groups
    - adding to, 188
    - memorizing, 187
  - memorized, 185-186
    - adding to Icon Bar, 192
    - implementing, 189
    - modifying, 193
    - removing, 195

- online
  - adding multiple, 282-283
  - adding to QuickBooks, 273-275
  - associating with open vendor bills, 279
  - deleting multiple, 281
  - prefilling accounts, 277-278
  - reports on, 290
  - retrieving, 271-272
- recurring
  - frequency of, 191
  - modifying, 194
  - scheduling, 190-191
- scheduled, common uses, 191
- searching, 103
- timer
  - backing up with condensing, 235
  - editing, 232
  - restoring from backups, 236
  - viewing, 231
- year-end date, setting, 326-327
- transferring
  - data
    - from earlier QuickBooks versions, 8
    - from Quicken, 9-10
  - money between accounts, 289
- trial balances, preparing, 395
- TurboTax, using with QuickBooks, 302, 308

## U

- unemployment compensation taxes, paying, 57-58
- Unit of Measure feature, 89
- unpaid bills reports, viewing, 153
- unpaid invoices
  - bad debts, recording, 139-140
  - collection letters, creating, 136-138
  - viewing, 135
- updating QuickBooks 2009, 282
- users
  - access restrictions, pre-closing date transactions, 327
  - company financials
    - editing rights access levels, 323-324
    - removing, 325
    - setting rights access levels, 319-322
  - desktop view preferences, setting, 73-74

## V

- vacation benefits, setting up, 37
- valuation methods for inventory, 336
- Vendor Center, list options, 98
- vendor lists, EasyStep Interview process, 18
- vendors
  - accounts payable aging detail reports, 405
  - adding, 86-87
  - assigning prefill accounts to, 277-278
  - bills
    - deleting payments, 161
    - early payment discounts, 155-156
    - editing payments, 159-160
    - online bill payment, 287
    - paying, 154-156
  - checks, voiding
    - in current year, 167-168
    - from previous year, 169
  - information, viewing, 149
  - inventory items
    - editing, 335
    - receiving from, 334
  - mailing labels, creating, 261-262
  - open bills, associating online transactions with, 279
  - payments, recording in check register, 157-158
  - preferences, setting, 142-143
  - purchase orders
    - creating, 146
    - item additions, 147
    - item display, 148
    - receipt of goods, 150-151
  - purchase reports, generating, 170
  - unpaid bills status, viewing, 153
- viewing
  - Icon Bar, 412
  - items on purchase orders, 148
  - opening balance equity accounts, 364
  - progress reports
    - estimates, 217-218
    - jobs, 217-218
  - timer transactions, 231
  - unpaid bills reports, 153
  - unpaid invoices, 135
  - vendor information, 149
- voiding checks
  - in current year, 167-168
  - from previous year, 169

## W

W (first day of week) keyboard shortcut, 72

W-2 forms, preparing, 59-60

W-3 forms, preparing, 61-62

W-4 forms, downloading, 35

websites

    Fun With Taxes, 302, 307

    Intuit interest loan calculations, 383

    IRS depreciation resources, 359

    QuickBooks, 291

withdrawals (ATM), recording, 353

writing checks, 164-165

## X-Z

Y (first day of year) keyboard shortcut, 72

year-end records, closing, 326-327

year-to-date payroll information

    entering, 38

    tax liabilities, 37

year-to-date payroll liabilities report, creating, 52

zeroing-out opening balance equity

    accounts, 365