

# Introducing QuickBooks for PC Desktop

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**Download the Trial Desktop Version of QuickBooks here:**

<https://quickbooks.intuit.com/learn-support/en-us/new-subscriptions/download-a-trial-of-quickbooks-desktop/00/185974>



# Introducing QuickBooks for PC Desktop

*Learning from each-other...*

Why are you here?

What line of business will QB help you with?



# Three Versions of QuickBooks:

- ▶ Online
- ▶ PC Desktop
- ▶ MAC

# QuickBooks Online

- ▶ Cloud-based accounting system
  - Monthly Fee, subscription based
- ▶ Accessible anytime, anywhere, from any device
- ▶ Subscription-based accounting software
  - Simple Start
  - Essentials
  - Plus
  - Advanced
- ▶ Suitable for most business types

***TIP!** You can use the QuickBooks mobile app to perform many important QuickBooks activities!*

# QuickBooks Online Options....

- **Self Employed**: 1 User; Track income and expenses; capture and organize receipts; calculated estimated taxes; track mileage; \$15/monthly/\$180 annually
- **Simple Start**: 1 User; Track income and expenses; Mileage Tracking; Create Invoices and accept Payments; Tax Deductions; Run General Reports; Send Estimates; Track Sales and Sales Tax; Capture and Organize Receipts; Manage 1099 Contractors; \$25/monthly/\$300 annually (Payroll add \$19/monthly+\$2 per employee)
- **Essential**: 3 Users; Same as prior level+ Bill management; Enter Time; \$50 monthly/\$600 annually
- **Plus**: 5 Users; Same as prior level+ Track inventory; Track Project Profitability; \$80/monthly/\$960 annually (Payroll add \$19/monthly+\$2 per employee)
- **Advanced**: 5+ Users; Same as prior level plus Customized Access Levels; Batch Invoice and Expenses; Business Analytics and Insights; Custom Fields; Dedicated support and training; On-Demand Training Videos; Automated Workflows; Restore Company Data; \$180/monthly/\$2,160 annually

# QuickBooks Desktop Options....

- ▶ Desktop 2022
  - QuickBooks Desktop for Windows is updating its product lineup.
  - Subscription-based product lineup: For 2022 versions, QB now is only selling Pro and Premier products as Pro Plus and Premier Plus subscriptions.
  - 2021 is the last non-subscription version; Intuit no longer sells it, but it can be purchased from vendors who still have it (\$200 approx.)

# QuickBooks Desktop Options....

## ▶ Desktop 2022 Subscriptions

- **ProPlus**: Powerful capabilities and insights for desktop users; (\$349.00 annually) (Does not manage 1099 Contractors, Employee Timesheets, or Track Project Profitability)
- **PremierePlus**: Provides for Industry specific features for a tailor-made experience (General business, Retail, Contractor; Manufacturing, Non-profit; Service); and adds 1099 Contractor Management, Timesheets; and Project Profitability) (\$549.99 annually)
- **Enterprise**: End-to-end business management with advanced user permissions, capabilities, and more; \$1,340/annually per user

# QuickBooks Mac Options....

## ▶ Mac

- Mac Plus Desktop for Mac 2022; \$349.00 annually (one user); The Mac version is similar to the PC Desktop version, but there are missing features and interface differences; the limit is three users (\$749 annually)
- Similar to PC Desktop, Intuit is only offering a subscription-based Mac product

-

# QB Desktop Vs QB Online

- ▶ Examples of what QB Desktop does, that QB Online cannot do:
  - Sales Orders
  - Multiple ship-to addresses
  - Making a copy of your file (practice sessions)
  - Inventory assemblies

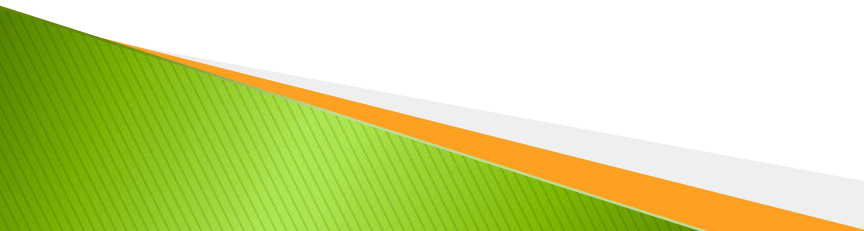
# Course Overview

**Software Edition:  
2021 Accountant Edition  
(PC Desktop– Premier)**

## Three Sessions

- ▶ I. Introduction & Sales Part I (7/11)
  - ▶ II. Sales Part II (7/12)
  - ▶ III. Expenses & Reports (7/13)
- 


# Objectives– Part I. Introduction

- ▶ Some of the basic principles of accounting
  - ▶ The accounting behind the scenes in QuickBooks
  - ▶ An overview of QuickBooks data files and types
  - ▶ Opening Portable Files
  - ▶ How to restore backup files
  - ▶ Entering Transactions in QuickBooks
  - ▶ QuickBooks user interface features
- 

# Accounting's Purpose:

- ▶ To assess:
  - The financial position of the organization relative to its debts (liabilities)
  - Its capabilities to satisfy those debts and continue operations (assets), and
  - The difference between liabilities and assets (net worth or equity)
- ▶ The Accounting Equation,  
$$\text{Assets} = \text{Liabilities} + \text{Equity}$$

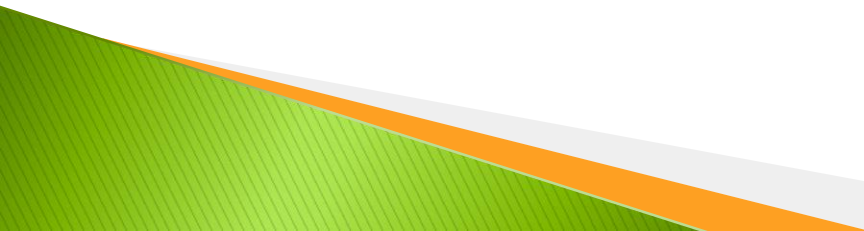
# Accounts and Chart of Accounts

- ▶ Business transactions are recorded in several types of *ledgers*, called accounts
  - ▶ A listing of every account is called the *Chart of Accounts*.
  - ▶ Each account has a type
- 

# Account Types:

- ▶ Primary five account types:
  1. Asset
  2. Liability
  3. Equity
  4. Income
  5. Expense

# Double-entry Accounting

- ▶ Total debits must always equal total credits
    - Debits = Credits
  - ▶ Double Entry Accounting
    - Every transaction creates a debit in one or more accounts and a credit in one or more accounts.
  - ▶ A debit might increase or decrease an account; the same is true of credits
    - Depending on the type of account
    - Debits are not always “bad” and credits are not always “good”
- 

# The Accounting in QuickBooks


- ▶ Transactions are entered in forms
  - Invoices, Bills and Checks
- ▶ QuickBooks handles the debits and credits

# About QuickBooks Desktop Files

QuickBooks has three primary types of files:

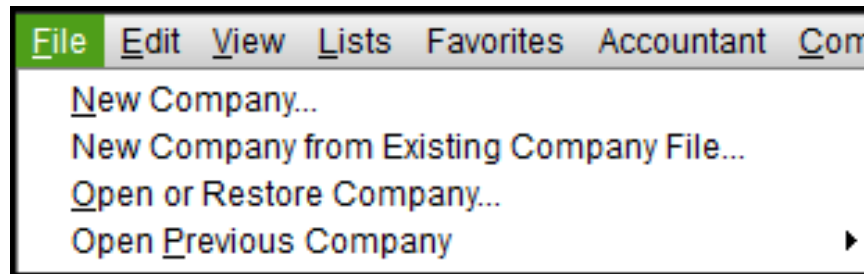
- ▶ Data files (extension “.QBW”)
  - To enter data or create reports
- ▶ Backup files (extension “.QBB”)
  - A condensed, stable version of the data file
  - Restore into a .QBW file before using
- ▶ Portable files (extension “.QBM”)
  - Very condensed
  - To move your QuickBooks data to another computer
  - Restore into a .QBW file before using

# Backup Desktop Files

- ▶ Ensures safety of your data file
  - ▶ Online backup safer than local
  - ▶ To create a backup, select the **File Menu** and then choose **Backup**
  - ▶ Scheduled backups
- 

# Open Desktop QuickBooks Data Files

- ▶ Launch the QuickBooks program
- ▶ Previously opened data file will be opened
- ▶ To open a different file, select the **File** menu and then select **Open or Restore Company**



# Entering Desktop Transactions in QuickBooks

Three main components of QuickBooks

- ▶ Forms
- ▶ Lists
- ▶ Registers

# Desktop QuickBooks User Interface Features

- ▶ There are various methods for entering information and transactions:
  - Home Page
  - Centers
  - Icon Bar

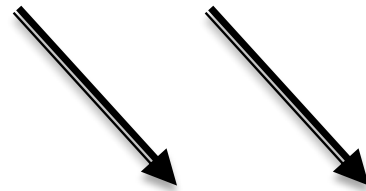
# Desktop QuickBooks User Interface Features







Menus →


Icon Bar →



# Online Dashboard



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**Dashboard**  **Rock Castle Construction** PRIVACY

Banking  
Sales  
Expenses  
Workers  
Reports  
Taxes  
Accounting  
My Accountant  
Apps  
[Get Paid Faster](#)

### Profit and Loss

Last month


**\$0**  
NET INCOME FOR AUGUST

**\$0** INCOME   
**\$0** EXPENSES 

### Expenses


Last month

**\$0**  
LAST MONTH



■ \$0  
■ \$0  
■ \$0

### Bank accounts



10100 Checking In QuickBooks	\$127,834.10
10400 Petty Cash In QuickBooks	\$600.00
10300 Savings In QuickBooks	\$17,910.19
20600 CalOil Credit Card In QuickBooks	\$382.62
20500 QuickBooks Credit Card In QuickBooks	\$1,094.20

### Income

Last 365 days

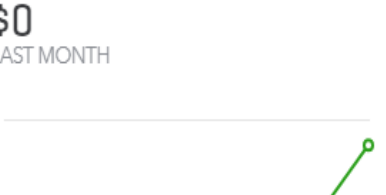
**\$100,608**  
OPEN INVOICES

**\$0**

### Sales

Last month

**\$0**  
LAST MONTH

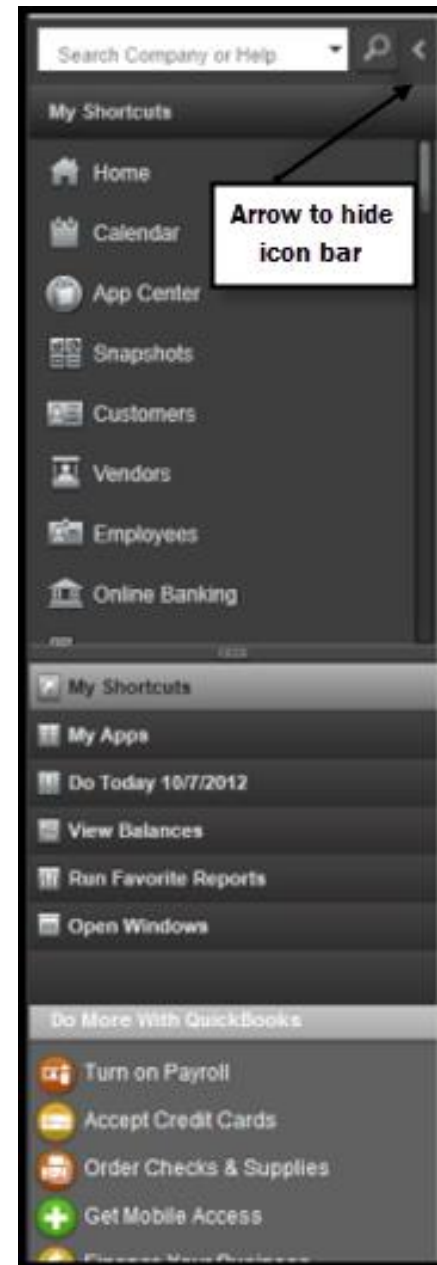


# Desktop Home Page

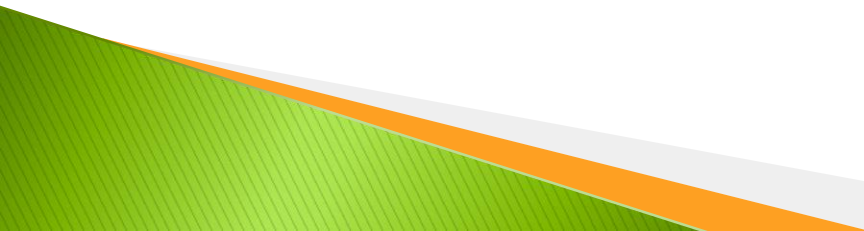
- ▶ Common tasks are shown as icons.
- ▶ Five regions
  - Customers
  - Vendors
  - Employees
  - Company
  - Banking

# Desktop Icon Bar


- ▶ Select activities
- ▶ Can be customized.



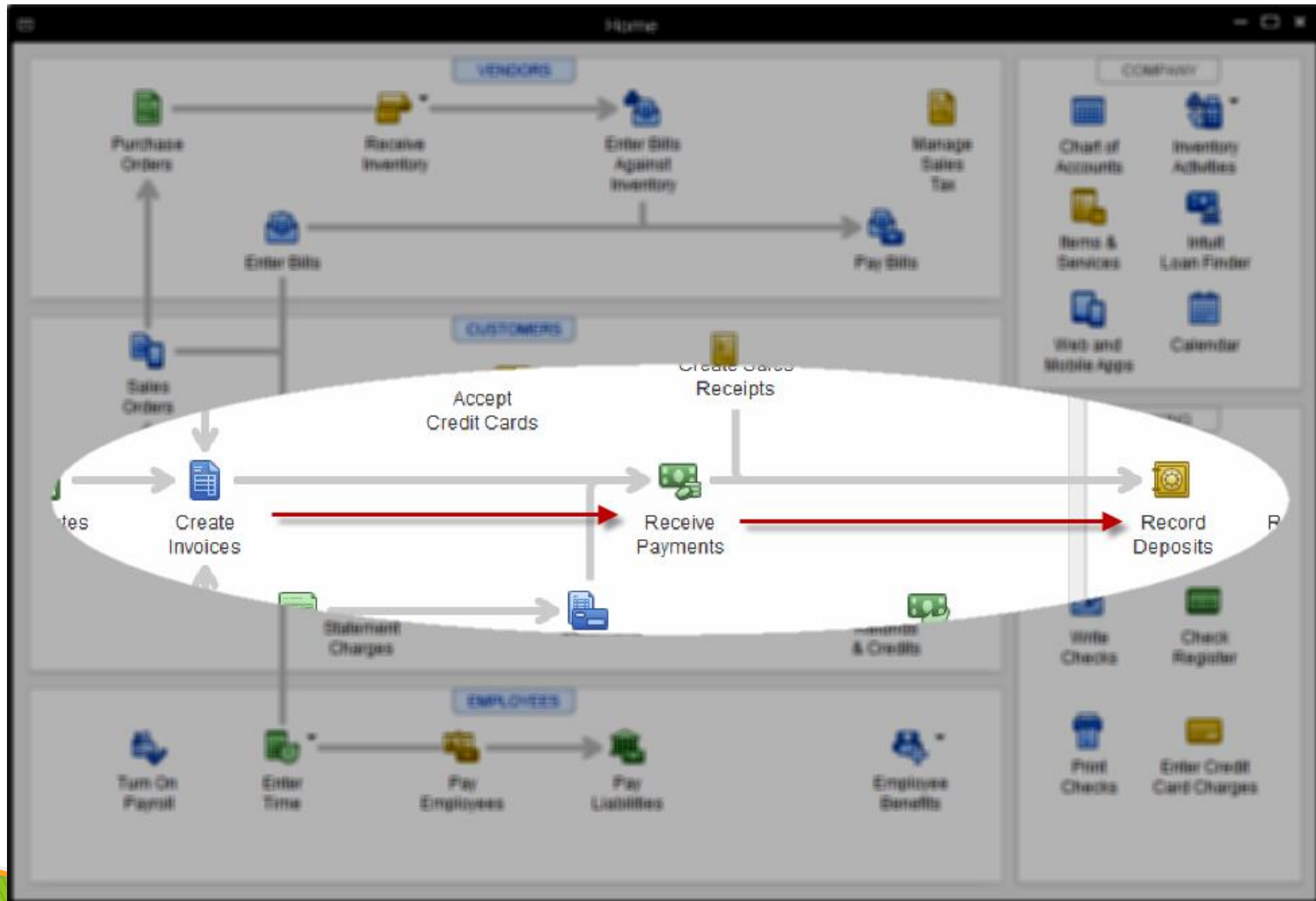
# Objectives– Part II. Sales Process

- ▶ Track company sales
  - ▶ Set up customer records in the Customer Center
  - ▶ Track income and expenses by Job
  - ▶ Record Sales Receipts
  - ▶ Use the Undeposited Funds account to track your cash receipts
  - ▶ Record Invoices and Payments from customers
  - ▶ Record bank deposits
- 

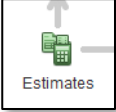
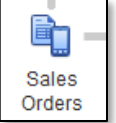
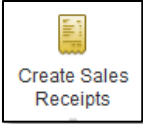
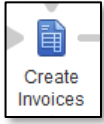
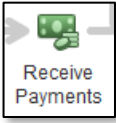
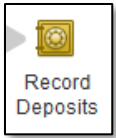

# Tracking Company Sales

- ▶ Sales Receipt:
    - Cash customers
  - ▶ Invoice:
    - Credit Customers
  - ▶ Both track detailed information
- 

# Invoicing Workflow



# Steps in the Sales Process

Business Transaction	Cash Customers (Pay by cash, check or credit card at time of sale)		Credit Customers (Pay on a date after the sale date)	
	QuickBooks Transaction	Accounting Entry	QuickBooks Transaction	Accounting Entry
Customer Estimate (Optional)	Not Usually Used			Non-posting entry used to record estimates (bids) for customers or jobs.
Customer Sales Order (Optional)*	Not Usually Used			Non-posting entry used to record customer orders.
Recording a Sale		Increase (debit) <b>Undeposited Funds</b> , increase (credit) <i>income</i> account.		Increase (debit) <b>Accounts Receivable</b> , increase (credit) <i>income</i> account.
Receiving Money in Payment of an Invoice	No additional action is required on the sales form			Decrease (credit) <b>Accounts Receivable</b> , increase (debit) <b>Undeposited Funds</b> .
Depositing Money in the Bank		Increase (debit) <i>bank</i> Account, decrease (credit) <b>Undeposited Funds</b> .		Decrease (credit) <b>Undeposited Funds</b> , increase (debit) <i>bank</i> Account.

# Setting Up Customers

- ▶ Customer Center
  - Open from the Icon bar.
- ▶ Setup Info

The screenshot shows a 'New Customer' form with the following fields and sections:

- CUSTOMER NAME:** Feng, Tim
- OPENING BALANCE:** [Empty field] AS OF: 01/01/2017 [Calendar icon] [How do I determine the opening balance?](#)
- Address Info:**
  - COMPANY NAME:** [Empty field]
  - FULL NAME:** Dr. Tim S. Feng
  - JOB TITLE:** Owner
  - Main Phone:** 408-555-8297
  - Work Phone:** [Empty field]
  - Mobile:** [Empty field]
  - Fax:** [Empty field]
  - Main Email:** drf@df.biz
  - CC Email:** [Empty field]
  - Website:** [Empty field]
  - Other 1:** [Empty field]
- ADDRESS DETAILS:**
  - INVOICE/BILL TO:** Tim S. Feng, 300 Main St., Suite 3, San Jose, CA 95111
  - SHIP TO:** Office
  - SHIP TO Address:** Tim S. Feng, 300 Main St., Suite 3, San Jose, CA 95111
  - Default shipping address

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

# TRY IT: Set up This Customer-

**New Customer**

CUSTOMER NAME

OPENING BALANCE  AS OF  [How do I determine the opening balance?](#)

**Address Info**

COMPANY NAME

FULL NAME

JOB TITLE

Main Phone  Main Email

Work Phone  CC Email

Mobile  Website

Fax  Other 1

**ADDRESS DETAILS**

INVOICE/BILL TO

SHIP TO

Default shipping address

Customer is inactive

# Add Customers using the Online Edition

- ▶ Add customers
- ▶ Go to **Sales** or **Invoicing** from the left menu, then select **Customer**.
- ▶ Select **New Customer**.
- ▶ Complete the fields in the Customer Information window.  
**Note:** You can enter additional information on the Note, Tax info, and Payment and billing tabs, if necessary. You can also add attachments.  
Select **Save**.

# Job Costing with Desktop

- ▶ Multiple jobs for each customer QuickBooks tracks jobs in addition to customers
  - Helps track income and expenses
  - Help with reporting

# TRY IT– Job Costing (Desktop)

- ▶ Create the customer job –
  - “Branch Opening” for Tim Feng

# Recording Sales Receipts

- ▶ Use when customers pay at the time of the sale
- ▶ Customers menu > Enter Sales Receipts
- ▶ *History Pane*

Enter Sales Receipts

Main Formatting Send/Ship Reports Payments

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

CUSTOMER\_JOB Perez, Jerry CLASS San Jose TEMPLATE Custom Sa...

Sales Receipt

Date 01/25/2017 Sold To Perez, Jerry

Sale No. 2017-1

Check No. 3612 Payment Method Check

ITEM	DESCRIPTION	TAX	QTY	RATE	AMOUNT
Indoor Photo S...	Indoor Studio Session	Non	1	95.00	95.00
Premium Phot...	Premium Package of Photography from Session	Tax	2	85.00	170.00

Santa Clara (8.25%) 14.03

Total 279.03

Customer Message Thank you for your business.

MEMO Indoor Sessi... CUSTOMER TAX CODE Tax

Save & Close Save & New Clear

Perez, Jerry

Customer Transaction

SUMMARY

Open balance 0.00

Active estimates 0

Sales Orders to be invoiced 0

RECENT TRANSACTION

NOTES

# TRY IT– Recording Sales Receipts

- ▶ Create a new, on-the-fly customer, “Jerry Perez” and sell an item from inventory

Enter Sales Receipts

Main Formatting Send/Ship Reports Payments

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

CUSTOMER:JOB Perez, Jerry CLASS San Jose TEMPLATE Custom Sa...

## Sales Receipt

Date: 01/25/2017 Sold To: Perez, Jerry

Sale No.: 2017-1

Check No.: 3612 Payment Method: Check

ITEM	DESCRIPTION	TAX	QTY	RATE	AMOUNT
Indoor Photo S...	Indoor Studio Session	Non	1	95.00	95.00
Premium Phot...	Premium Package of Photography from Session	Tax	2	85.00	170.00

Santa Clara (8.25%) 14.03

Total 279.03

Customer Message: Thank you for your business.

MEMO Indoor Sessi... CUSTOMER TAX CODE Tax

Process payment when saving

Save & Close Save & New Clear

Perez, Jerry

Customer Transaction

SUMMARY

Open balance 0.00

Active estimates 0

Sales Orders to be invoiced 0

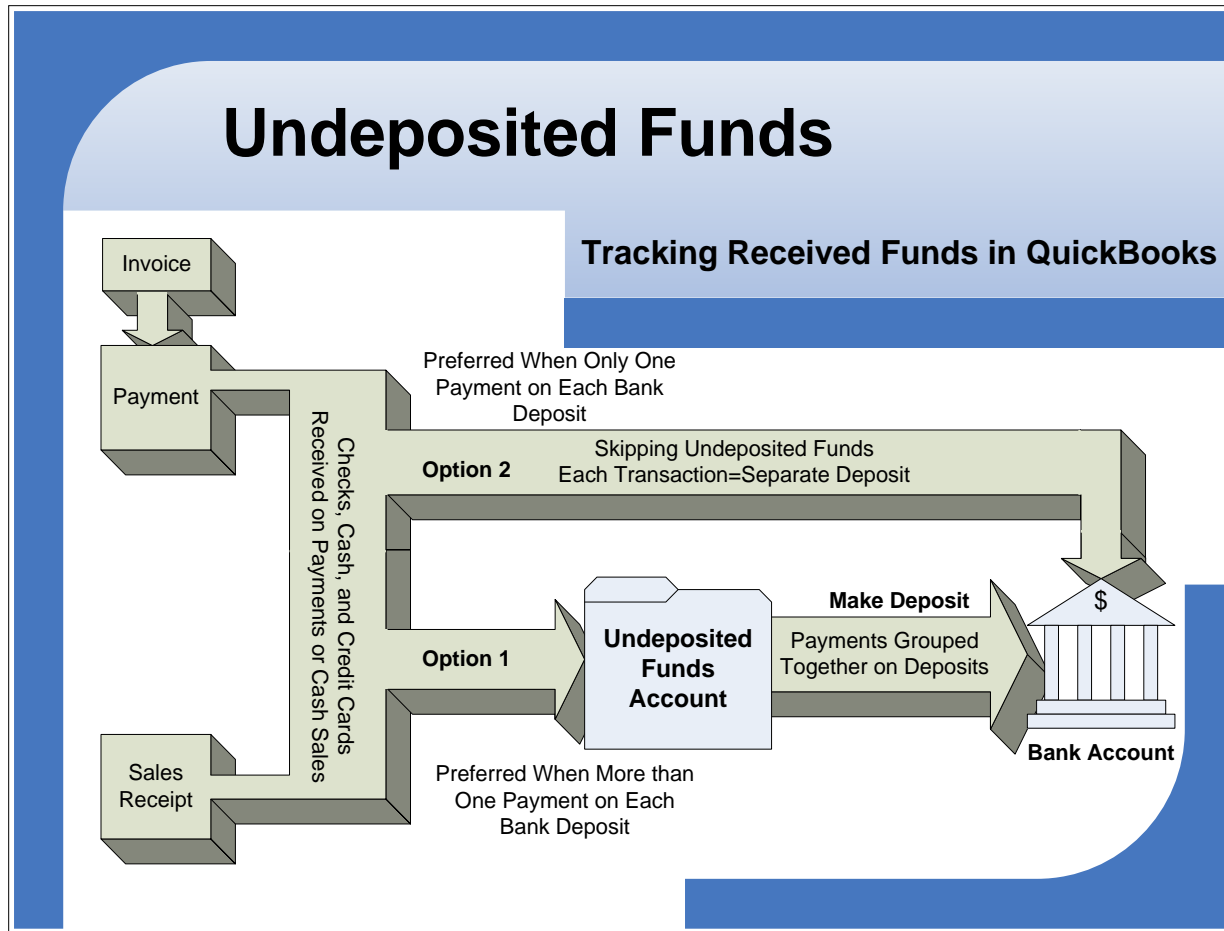
RECENT TRANSACTION

NOTES

# Undeposited Funds

- ▶ Temporary holding account
- ▶ Tracks checks and credit card receipts before they are deposited
- ▶ Two choices:
  1. Group with other Undeposited Funds (default)
  2. Deposit to bank accounts
- ▶ **Group with other Undeposited Funds is best**
  - Makes reconciliation of bank accounts easier

# Undeposited Funds



# Creating Invoices

- ▶ Use Invoices to record sales to your credit customers

The screenshot displays the 'Create Invoices' software interface. The window title is 'Create Invoices'. The menu bar includes 'Main', 'Formatting', 'Send/Ship', and 'Reports'. The toolbar contains various icons for actions like 'Find', 'New', 'Save', 'Delete', 'Create a Copy', 'Mark As Pending', 'Print', 'Email', 'Print Later', 'Email Later', 'Attach File', 'Add Time/Costs', 'Apply Credits', 'Receive Payments', 'Create a batch', 'Refund/Credit', and 'Online Pay'.

The main area shows the following details:

- CUSTOMER\_JOB:** Mason, Bob
- CLASS:** San Jo...
- TEMPLATE:** Academy Ph...

## Invoice

**Date:** 01/26/2017  
**Invoice #:** 2017-106  
**Bill To:** Bob Mason, 376 Pine St, #5E, Morgan Hill, CA 95111  
**Terms:** 2% 10 Net 30

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT	CLASS	TAX
Indoor Photo Session	2	Indoor Studio Session	95.00	190.00	San Jose	Non
Standard Photo Package	1	Standard Package of Photography from Session	55.00	55.00	San Jose	Tax

**Summary:**

- ONLINE PAY: Off
- Santa Clara (8.25%): 4.54
- Total: 249.54
- PAYMENTS APPLIED: 0.00
- BALANCE DUE: 249.54

**Customer Message:** Thank you for your business.

**RECENT TRANSACTION:**

- 01/09/17 Invoice: 776.47
- 12/18/16 Invoice: 401.39

**MEMO:** 2 Hr Indoor Session, 1 S...  
**CUSTOMER TAX CODE:** Tax

Buttons: Save & Close, Save & New, Clear

# TRY IT- Create an Invoice for Customer Bob Mason and sell two items from inventory

**Create Invoices**

Main Formatting Send/Ship Reports

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

CUSTOMER: JOB Mason, Bob CLASS San Jo... TEMPLATE Academy Ph...

## Invoice

Date: 01/26/2017  
 Invoice #: 2017-106  
 Bill To: Bob Mason, 376 Pine St, #5E, Morgan Hill, CA 95111  
 P.O. No.: Terms: 2% 10 Net 30

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT	CLASS	TAX
Indoor Photo Session	2	Indoor Studio Session	95.00	190.00	San Jose	Non
Standard Photo Package	1	Standard Package of Photography from Session	55.00	55.00	San Jose	Tax

ONLINE PAY: Off  
 Customer Message: Thank you for your business.  
 MEMO: 2 Hr Indoor Session, 1 S...  
 CUSTOMER TAX CODE: Tax

Santa Clara (8.25%) 4.54  
 Total 249.54  
 PAYMENTS APPLIED 0.00  
 BALANCE DUE 249.54

Save & Close Save & New Clear

Mason, Bob

Customer Transaction

**SUMMARY**

Phone: 408-555-8225  
 Email: bmason@mh.com  
 Open balance: 1,177.86  
 Active estimates: 0  
 Sales Orders to be invoiced: 0

**RECENT TRANSACTION**

01/09/17 Invoice: 776.47  
 12/18/16 Invoice: 401.39

**NOTES**

# Receiving Payments from Customers

- ▶ Receiving Payments
- ▶ Handling Partial Payments
- ▶ Where Do the Payments Go?

# Receiving Payments by Check

- ▶ Select the **Customers** menu, and then select **Receive Payments**

The screenshot displays the 'Receive Payments' window in a software application. The window title is 'Receive Payments'. The interface includes a menu bar with 'Main', 'Reports', and 'Payments'. Below the menu bar is a toolbar with icons for 'Find', 'New', 'Delete', 'Print', 'Attach File', 'Look up Customer/Invoice', 'Un-Apply Payment', 'Discounts And Credits', and 'Add Credit Card Processing'.

The main section is titled 'Customer Payment'. It contains the following fields:

- RECEIVED FROM: Mason, Bob
- CUSTOMER BALANCE: 1,427.40
- AMOUNT: 401.39
- DATE: 01/27/2017
- PMT. METHOD: Check
- CHECK #: 5256

Below the form is a table with the following columns: DATE, NUMBER, ORIG. AMT., DISC. DATE, AMT. DUE, and PAYMENT. The table contains three rows of data, with the first row highlighted in green.

✓	DATE	NUMBER	ORIG. AMT.	DISC. DATE	AMT. DUE	PAYMENT
✓	12/18/2016	3947	401.39		401.39	401.39
	01/09/2017	2017-104	776.47		776.47	0.00
	01/26/2017	2017-106	249.54	02/05/2017	249.54	0.00
Totals			1,427.40		1,427.40	401.39

Below the table is a section titled 'AMOUNTS FOR SELECTED INVOICES' with the following values:

- AMOUNT DUE: 401.39
- APPLIED: 401.39
- DISCOUNT AND CREDITS APPLIED: 0.00

At the bottom of the window, there is a 'MEMO' field containing 'Payment Receiv...', a checkbox for 'Process payment when saving', and three buttons: 'Save & Close', 'Save & New', and 'Revert'.

# TRY IT: Receiving Payments by Check- Enter a payment for Bob Mason

Receive Payments

Main Reports Payments

Find New Delete Print Attach File Look up Customer/Invoice Un-Apply Payment Discounts And Credits Add Credit Card Processing

## Customer Payment

RECEIVED FROM: Mason, Bob    CUSTOMER BALANCE: **1,427.40**

AMOUNT: 401.39    DATE: 01/27/2017

PMT. METHOD: Check    CHECK #: 5256

Where does this payment go?

✓	DATE	NUMBER	ORIG. AMT.	DISC. DATE	AMT. DUE	PAYMENT
✓	12/18/2016	3947	401.39		401.39	401.39
	01/09/2017	2017-104	776.47		776.47	0.00
	01/26/2017	2017-106	249.54	02/05/2017	249.54	0.00
<b>Totals</b>			<b>1,427.40</b>		<b>1,427.40</b>	<b>401.39</b>

THIS CUSTOMER HAS DISCOUNTS AVAILABLE. TO APPLY DISCOUNTS CLICK DISCOUNT\_CREDITS...

**AMOUNTS FOR SELECTED INVOICES**

AMOUNT DUE **401.39**

APPLIED **401.39**

DISCOUNT AND CREDITS APPLIED **0.00**

MEMO Payment Receiv...     Process payment when saving

Save & Close
Save & New
Revert

# Where Do the Payments Go?

- ▶ Undeposited Funds
  - Unless you turned off “Use Undeposited Funds as a default deposit to account” preference
- ▶ QuickBooks does not increase your bank balance when you receive payments
- ▶ To have payments show up in your bank account, you must **Make Deposits.**

# Handling Partial Payments

- ▶ Two options
  - Leave the invoice open
  - Write off the unpaid amount

**UNDERPAYMENT** **\$ 676.47.**

WHEN FINISHED:

LEAVE THIS AS AN UNDERPAYMENT

WRITE OFF THE EXTRA AMOUNT

[VIEW CUSTOMER CONTACT INFORMATION](#)

# Making Bank Deposits

- ▶ Depositing Checks and Cash
- ▶ Holding Cash Back from Deposits

# Depositing Checks and Cash

The screenshot shows a software window titled "Payments to Deposit". It features a "SELECT VIEW" section with a dropdown menu for "View payment method type" currently set to "Cash and Check". A secondary dropdown menu is open, listing options: "All types", "Selected types", "Cash and Check" (highlighted with a mouse cursor), "American Express", "MasterCard, Visa, Discover", "Other credit card", "Debit Card", and "E-Check". Below this is a "SELECT PAYMENTS TO DEPOSIT" section with a table of payment entries. The table has columns for a checkmark, date, time, payment method, name, and amount. Three rows are visible, with the middle row highlighted in blue.

✓	DATE	TIME	PAYMENT METHOD	NAME	AMOUNT
	01/25/2017		American Express	Perez, Jerry	279.03
	01/27/2017		MasterCard, Visa, Discover	Mason, Bob	401.39
	01/27/2017		Other credit card	Mason, Bob	244.55

# Holding Cash Back from Deposits

- ▶ Fill in the bottom part of the deposit slip indicating the account to which you want to post the cash


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

Cash back goes to

Cash back memo

Cash back amount

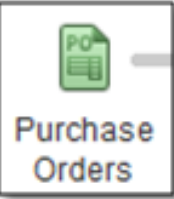

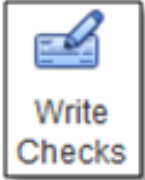

# Objectives– Part III. Expenses

- ▶ Set up vendors in the Vendor list
  - ▶ Understand how to use classes in QuickBooks
  - ▶ Use QuickBooks for job costing
  - ▶ Enter expense transactions in several different ways
  - ▶ Manage Accounts Payable transactions
  - ▶ Void Checks
- 

# Entering Expenses in QuickBooks

- ▶ Cash/writing a check to Vendors:
  - Write check to appropriate expense accounts
  - Don't use Accounts Payable account
- ▶ Credit Vendors:
  - Track bills and bill payments
  - Use Accounts Payable account

# Steps for Entering Expenses

Business Transaction	Cash Vendors		Credit Vendors	
	QuickBooks Transaction	Accounting Entry	QuickBooks Transaction	Accounting Entry
Recording a Purchase Order	Not usually used		 Purchase Orders	Non-posting entry used to track <i>Purchase Orders</i>
Recording a Bill from a Vendor	Not usually used		 Enter Bills	Increase (debit) <b>Expenses</b> , Increase (credit) <b>Accounts Payable</b>
Paying Bills	 Write Checks	Increase (debit) <b>Expense</b> , Decrease (credit) <b>Checking</b>	 Pay Bills	Decrease (debit) <b>Accounts Payable</b> , Decrease (credit) the <b>Checking Account</b>

# Setting up Vendors

- ▶ Vendors include everyone from whom you purchase products or services

**New Vendor**

VENDOR NAME:

OPENING BALANCE:  AS OF:  [How do I determine the opening balance?](#)

**Address Info**

COMPANY NAME:

FULL NAME:   M.I.:

JOB TITLE:

Main Phone:  Main Email:

Work Phone:  CC Email:

Mobile:  Website:

Fax:  Other 1:

**ADDRESS DETAILS**

BILLED FROM:

SHIPPED FROM:

Vendor is inactive

# TRY IT- Setting up Vendors

**New Vendor**

VENDOR NAME

OPENING BALANCE  AS OF  [How do I determine the opening balance?](#)

**Address Info**

**Payment Settings**

**Tax Settings**

**Account Settings**

**Additional Info**

COMPANY NAME

FULL NAME   M.I.

JOB TITLE

Main Phone  Main Email

Work Phone  CC Email

Mobile  Website

Fax  Other 1

**ADDRESS DETAILS**

BILLED FROM

SHIPPED FROM

Vendor is inactive

# Activating Class Tracking

- ▶ Class Tracking allows you to:
  - Separate your income and expenses by department, location, profit center, or any other meaningful breakdown of your business
  - Create separate profit and loss reports for each class of the business

The screenshot shows the 'Enter Bills' software interface. The main window is titled 'Enter Bills' and has a menu bar with 'Main' and 'Reports'. Below the menu bar is a toolbar with various icons for actions like 'Find', 'New', 'Save', 'Delete', 'Create a Copy', 'Memorize', 'Print', 'Attach File', 'Select PO', 'Enter Time', 'Clear Splits', and 'Recalculate'. The main area is divided into two sections: 'BILL' and 'CREDIT'. The 'CREDIT' section is active, showing a 'Credit' entry for 'Neliss Distributing' with a date of '01/30/2017', a reference number of '5055C', and a credit amount of '25.00'. The memo is 'Return'. Below this is a table for 'Expenses' with columns for 'ACCOUNT', 'AMOUNT', 'MEMO', 'CUSTOMER.J...', 'BILLABLE?', and 'CLASS'. The first row shows '50000 - Cost of Goods Sold' with an amount of '25.00' and a class of 'Walnut Creek'. The 'CLASS' dropdown menu is open, showing 'Walnut Creek' selected. To the right of the main window is a sidebar for 'Neliss Distributing' with a 'SUMMARY' section showing 'Phone: 925-555-3322', 'Open balance: 0.00', and 'POs to be received: 0'. Below that is a 'RECENT TRANSACTION' section with a list of transactions: '02/07/17 Bill Pmt - Check 375.00', '01/30/17 Credit 25.00', and '01/29/17 Bill - Paid 400.00'. At the bottom of the main window are buttons for 'Save & Close', 'Save & New', and 'Revert'.

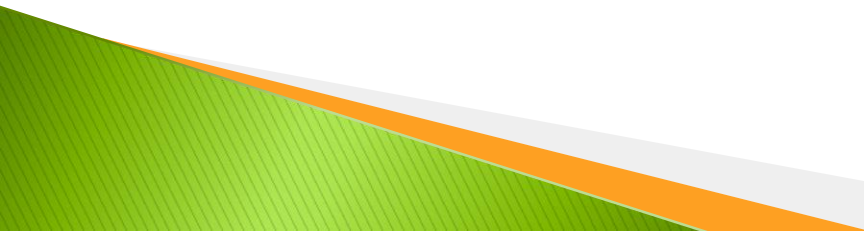
# Tracking Job Costs

- ▶ Job Costing tracks expenses for each customer or job
- ▶ Use the Customer:Job column to link each expense account or Item with the customer or job to which it applies
- ▶ Profit & Loss by Job report shows income and expenses separately for each job

Expenses	\$142.00	Items	\$0.00			
ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE?	CLASS	
53500 - Subcontracted Services	142.00	Video Production Costs	Mason, Bob	<input type="checkbox"/>	San Jose	

**Customer or Jobs**

# Paying Vendors

- ▶ Pay vendors with check, credit card, electronic funds transfer, or cash
  - ▶ The three common situations are:
    1. Manually write a check and record the transaction in an account register
    2. Use the Write Checks window to write and print checks
    3. Use the Enter Bills window to record Accounts Payable and then use the Pay Bills window to pay the bill
- 

# TRY IT– Paying Vendors w Register

1. Manually write a check and record the transaction in an account register (Next Slide)

# TRY IT– Paying Vendors w/Registers

- ▶ Enter the transaction and press **Record**
- ▶ To apply your purchase to more than one account click the **Splits** button at the bottom left of the register

DATE	NUMBER	PAYEE		PAYMENT	DEPOSIT	BALANCE
	TYPE	ACCOUNT	MEMO			
01/30/2017	329	National Bank		2,152.00		11,939.34
	CHK	22000 - National Bank	1234-1234-1234-1234			
02/07/2017	330	Nellis Distributing		375.00		11,564.34
	BILLPMT	20000 - Accounts Payab				
02/08/2017		Payee		0.00	Deposit	
		Account	Memo			

ENDING BALANCE **11,564.34**

1-Line

Sort by


# TRY IT– Paying Vendors w/ Write Check

1. Manually write a check and record the transaction in an account register
2. Use the Write Checks window to write and print checks

# TRY IT– Write Checks w/out Using A/P

- ▶ Select the **Banking** menu and then select **Write Checks**
- ▶ Use the Write Checks window to record your expenses:
  - If you're tracking job costs or classes and are not using the Accounts Payable
  - If you use Items to track purchases and you are not using the Accounts Payable

# Try It– Paying Vendors w/ Enter Bills

1. Manually write a check and record the transaction in an account register
  2. Use the Write Checks window to write and print checks
  3. Use the Enter Bills window to record Accounts Payable and then use the Pay Bills window to pay the bill
- 

# TRY IT- Entering Bills

- ▶ A bill tracks the amount owed and the details of purchase in Accounts Payable
- ▶ You must pay it using the **Pay Bills** window

The screenshot displays the 'Enter Bills' window in a software application. The window title is 'Enter Bills'. The interface includes a menu bar with 'Main' and 'Reports', and a toolbar with various icons for actions like 'New', 'Save', 'Delete', 'Create a Copy', 'Memorize', 'Print', 'Attach File', 'Select PO', 'Enter Time', 'Clear Splits', 'Recalculate', and 'Pay Bill'. Below the toolbar, there are radio buttons for 'BILL' (selected) and 'CREDIT', and a checked box for 'BILL RECEIVED'. The main area is a form for entering bill details. The 'Bill' form includes fields for Vendor (Ace Supply), Address (435 Race Street, Suite 1, Hayward, CA 94555), Date (02/08/2017), Ref. No. (2085), Amount Due (360.00), Bill Due (03/10/2017), Terms (2% 10 Net...), Discount Date (02/18/2017), and Memo (Photo Materials for Jerry Perez Job). Below the form, there are two summary rows: 'Expenses \$360.00' and 'Items \$0.00'. A table below these rows shows the expense details:

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE?	CLASS
50000 - Cost of Goods Sold	360.00	Photo Materials	Perez, Jerry	<input checked="" type="checkbox"/>	Walnut Creek

At the bottom of the form are buttons for 'Save & Close', 'Save & New', and 'Clear'. On the right side of the window, there is a sidebar for 'Ace Supply' with tabs for 'Vendor' and 'Transaction'. The 'SUMMARY' section shows: Phone 510-555-4646, Open balance 0.00, Credit Limit 5,000.00, and POs to be received 0. The 'RECENT TRANSACTION' section shows: 01/20/17 Bill Pmt - Check 123.48, 01/18/17 Bill - Paid 126.00, and 01/05/17 Check 128.60. There is also a 'NOTES' section at the bottom of the sidebar.

# TRY IT- Entering Bills

Enter Bills

Main Reports

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

BILL  CREDIT  BILL RECEIVED

Bill

VENDOR	Ace Supply	DATE	02/08/2017
ADDRESS	Ace Supply 435 Race Street, Suite 1 Hayward, CA 94555	REF. NO.	2085
TERMS	2% 10 Net...	AMOUNT DUE	360.00
MEMO	Photo Materials for Jerry Perez Job	BILL DUE	03/10/2017
	DISCOUNT DATE		02/18/2017

<b>Expenses</b>	<b>\$360.00</b>	<b>Items</b>	<b>\$0.00</b>
-----------------	-----------------	--------------	---------------

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE?	CLASS
50000 - Cost of Goods Sold	360.00	Photo Materials	Perez, Jerry	<input checked="" type="checkbox"/>	Walnut Creek

Save & Close Save & New Clear

Ace Supply

Vendor Transaction

**SUMMARY**

Phone	510-555-4646
Open balance	0.00
Credit Limit	5,000.00
POs to be received	0

**RECENT TRANSACTION**

01/20/17 Bill Pmt -Check	123.48
01/18/17 Bill - Paid	126.00
01/05/17 Check	128.60

**NOTES**

# Paying Bills

- ▶ Bills are tracked in Accounts Payable
- ▶ When you pay your bills using Pay Bills function, the balance in Accounts Payable is reduced
- ▶ To use Pay Bills function:
  - Select the **Vendors** menu and then select **Pay Bills**

# Paying Bills Options

Show Bills

SELECT BILLS TO BE PAID

Show bills  Due on or before 03/10/2017  Show all bills

Filter By All vendors

Sort By Due Date

<input checked="" type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input checked="" type="checkbox"/>	02/10/2017	Wong & Son Vi...	2342		142.00	0.00	0.00	142.00
<input checked="" type="checkbox"/>	03/10/2017	Ace Supply	2085	02/18/2017	360.00	7.20	0.00	352.80
Totals					502.00	7.20	0.00	494.80

Clear Selections

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor **Ace Supply**

Bill Ref. No. 2085

Go to Bill

Terms **2% 10 Net 30**

Sugg. Discount **7.20**

Number of Credits **0**

Total Credits Available **0.00**

Set Discount

Set Credits

PAYMENT

Date 02/10/2017

Method Check

To be printed  Assign check number

Account 10100 - Checking

Ending Balance **7,740.94**

Pay Selected Bills

Cancel

Discounts & Credits

Amt to Pay

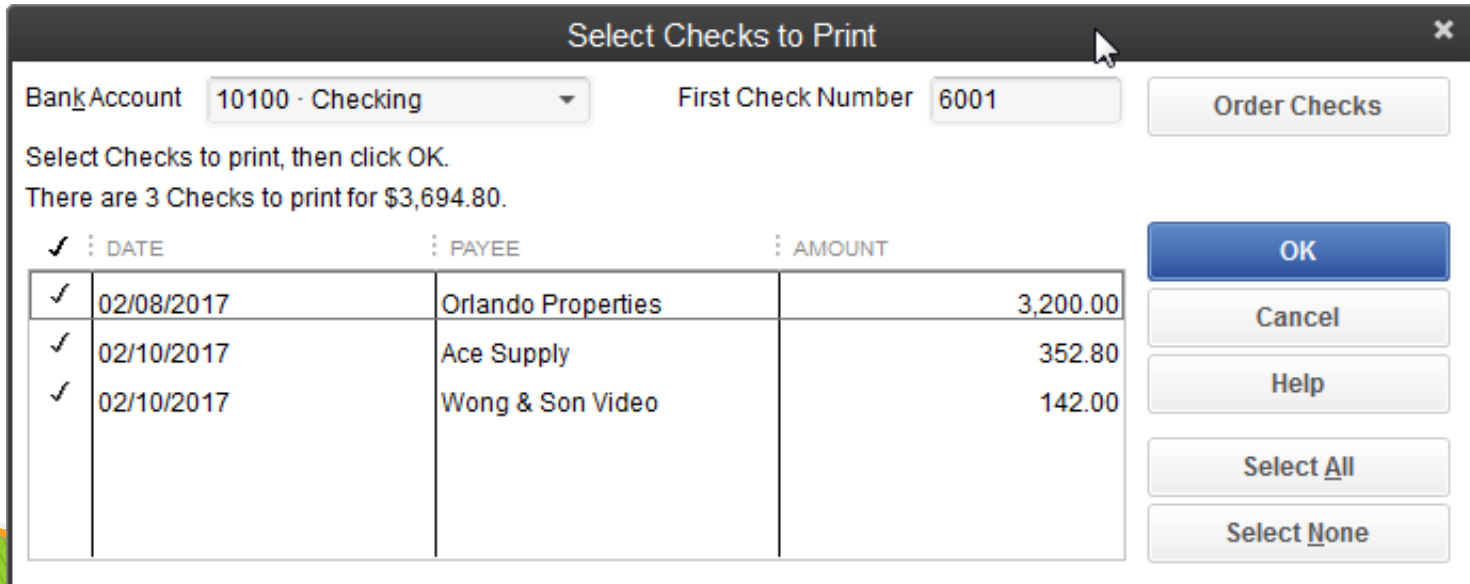
Payment Method

# TRY IT– Paying Bills

- ▶ Pay the bill for Ace Supply

# Printing Checks

- ▶ You can print checks either individually or all together in a batch:
- ▶ Verify printing with *Print Checks – Confirmation* window.



The screenshot shows a software window titled "Select Checks to Print" with a close button (X) in the top right corner. At the top left, there is a dropdown menu for "Bank Account" set to "10100 - Checking". To its right is a text field for "First Check Number" containing "6001". Further right is a button labeled "Order Checks". Below these fields, a message reads: "Select Checks to print, then click OK. There are 3 Checks to print for \$3,694.80." The main area of the window contains a table with three columns: a checkmark column, a "DATE" column, a "PAYEE" column, and an "AMOUNT" column. All three rows in the table have a checkmark in the first column. To the right of the table is a vertical stack of buttons: "OK" (highlighted in blue), "Cancel", "Help", "Select All", and "Select None".

✓	DATE	PAYEE	AMOUNT
✓	02/08/2017	Orlando Properties	3,200.00
✓	02/10/2017	Ace Supply	352.80
✓	02/10/2017	Wong & Son Video	142.00

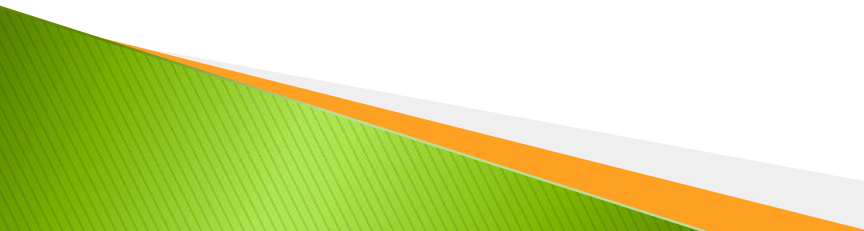
# Voiding Checks

- ▶ Retains a record of check and prevents gaps in check number sequence
- ▶ To void a check:
  - Select check to be voided in Checking account register
  - Select the **Edit** menu and then select **Void Check**
  - Changes the amount to zero, enters “VOID” in the memo field, and marks the check cleared

# Creating Vendor Credits

- ▶ Vendor credits are recorded in the **Enter Bills** window using the **Credit** radio button
- ▶ *Discount* window can also be used to record vendor credits, but has several disadvantages:
  - Reference numbers or memos
  - Allocation of the credit to multiple accounts.
  - Allocation to customers or jobs
  - The use of Items.
- ▶ Apply the credit to one of your unpaid bills for the vendor

# Objectives– Part IV. Reports

- ▶ Describe several types of QuickBooks reports
  - ▶ Customize the look of reports and filter the data on reports
  - ▶ Memorize and group reports
  - ▶ Process and print multiple reports in batches
  - ▶ Use QuickZoom to see the “numbers behind the numbers” on reports
  - ▶ Export reports to spreadsheets for further analysis
- 

# Balance Sheet

- ▶ Shows financial position, as defined by the balances in each of your asset, liabilities, and equity accounts on a given date

Balance Sheet

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

Dates Custom As of 01/31/2017 Columns Total only Sort By Default

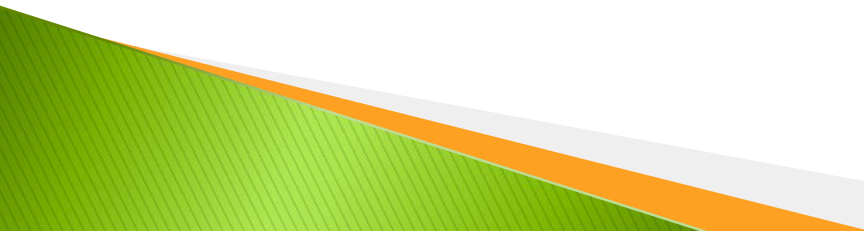
Academy Photography Reports Chapter  
Balance Sheet  
As of January 31, 2017

Accrual Basis

◊ Jan 31, 17 ◊

ASSETS	
Current Assets	
Checking/Savings	
10100 · Checking	17,426.71
10200 · Money Market	12,100.00
10300 · Savings	<u>500.00</u>
Total Checking/Savings	30,026.71
Accounts Receivable	
11000 · Accounts Receivable	<u>4,506.47</u>
Total Accounts Receivable	4,506.47
Other Current Assets	
12100 · Inventory Asset	<u>5,135.75</u>
Total Other Current Assets	<u>5,135.75</u>
Total Current Assets	39,668.93
Fixed Assets	
15000 · Furniture and Equipment	13,250.00
17000 · Accumulated Depreciation	<u>-1,325.00</u>
Total Fixed Assets	<u>11,925.00</u>
TOTAL ASSETS	<u>51,593.93</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

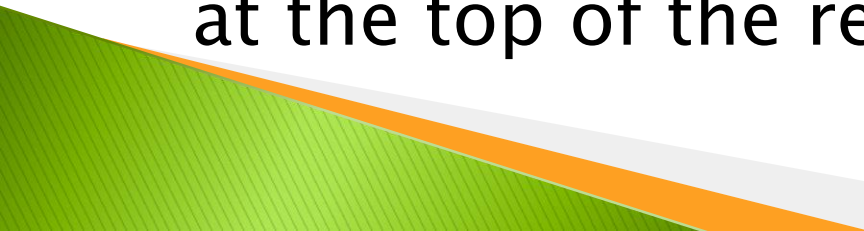
# Profit and Loss Report

- ▶ Select the **Reports** menu, select **Company & Financial**, and then select **Profit & Loss Standard**
  - ▶ Set the *Dates* fields *From* and *To* and Press **TAB**
  - ▶ It summarizes the totals of all your Income and expense accounts showing the net income (or loss) for the period you specified in the *Dates* fields
- 

# Building Custom Reports

- ▶ Use the **Modify Report** button to add or delete columns and change several other formats of the report
- ▶ Use the *Filters* tab on the Modify Report window to narrow the contents of reports

# Memorizing Reports

- ▶ After you've modified a report, you can memorize the format and filtering so that you don't have to perform all of the modification steps the next time you want to view the report
  - ▶ Memorizing reports doesn't memorize the data on the report, only the format, dates, and filtering
  - ▶ With your report displayed, click **Memorize** at the top of the report
- 

# Report Groups

- ▶ Report Groups allows you to combine several reports into a group, so that you can later display and/or print the reports in the group as a batch

Process Multiple Reports

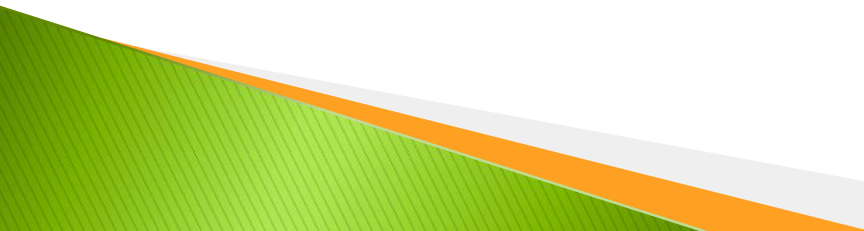
Select Memorized Reports From <All Reports>

Choose the reports to process, then press Display or Print.

✓ : REPORT	DATE RANGE	FROM	TO
Accountant:Balance Sheet	This Fiscal Year-to-date	01/01/2017	02/28/2017
Accountant:General Ledger	This Month-to-date	02/01/2017	02/28/2017
Accountant:Journal Entries Entered/Modified Today	All		
Accountant:Profit & Loss	This Month-to-date	02/01/2017	02/28/2017
Banking:Check Detail	This Month-to-date	02/01/2017	02/28/2017
Banking:Deposit Detail	This Month-to-date	02/01/2017	02/28/2017
Company:Balance Sheet	This Fiscal Year-to-date	01/01/2017	02/28/2017
Company:Profit & Loss	This Month-to-date	02/01/2017	02/28/2017

Display Print Cancel Help

# Processing Multiple Reports

- ▶ Select the **Reports** menu and then select **Process Multiple Reports**
  - ▶ Select the group from the **Select Memorized Reports From** drop-down list
  - ▶ If you don't want to display or print all the reports in the group, click the checkmark (✓) in the left column to remove it
  - ▶ Click **Display** to show the reports on the window or click **Print** to print all the reports
- 

# Using QuickZoom

- ▶ Convenient feature that allows you to see the detail behind numbers on reports
- ▶ Double click to see more detail.

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

Dates Custom From 01/01/2017 To 01/31/2017 Columns Total only Sort By Default

**Academy Photography Reports Chapter**  
**Profit & Loss**  
January 2017

Accrual Basis

◇ Jan 17 ◇

Ordinary Income/Expense	
Income	
40000 · Services	
40200 · Photography Services ▶	3,145.00
40500 · Development Services	1,520.00
Total 40000 · Services	4,665.00
45000 · Sales	4,235.79
Total Income	8,900.79

QuickZoom  
magnifying  
glass

# Exporting a Report to Microsoft Excel

- ▶ Exporting to Excel to modify reports
- ▶ After exporting, you can update the report with QuickBooks data from within Excel

## ▶ Case Study

