

Fact Sheet #16: Deductions From Wages for Uniforms and Other Facilities Under the Fair Labor Standards Act (FLSA)

This fact sheet provides general information concerning the application of the [FLSA](#) to deductions from employees' wages for uniforms and other facilities.

Characteristics

The FLSA does not allow uniforms, or other items which are considered to be primarily for the benefit or convenience of the employer, to be included as wages. Thus, an employer may not take credit for such items in meeting his/her obligations toward paying the [minimum wage](#) or [overtime](#).

Requirements

Uniforms: The FLSA does not require that employees wear uniforms. However, if the wearing of a uniform is required by some other law, the nature of a business, or by an employer, the cost and maintenance of the uniform is considered to be a business expense of the employer. If the employer requires the employee to bear the cost, it may not reduce the employee's wage below the [minimum wage](#) of \$7.25 per hour effective July 24, 2009. Nor may that cost cut into [overtime](#) compensation required by the Act.

For example, if an employee who is subject to the statutory [minimum wage](#) of \$7.25 per hour (effective July 24, 2009) is paid an hourly wage of \$7.25, the employer may not make any deduction from the employee's wages for the cost of the uniform nor may the employer require the employee to purchase the uniform on his/her own. However, if the employee were paid \$7.75 per hour and worked 30 hours in the workweek, the maximum amount the employer could legally deduct from the employee's wages would be \$15.00 (\$.50 X 30 hours).

The employer may prorate deductions for the cost of the uniform over a period of paydays provided the prorated deductions do not reduce the employee's wages below the required [minimum wage](#) or [overtime](#) compensation in any workweek.

Other Items: Employers at times require employees to pay or reimburse the employer for other items. The cost of any items which are considered primarily for the benefit or convenience of the employer would have the same restrictions as apply to reimbursement for uniforms. In other words, no deduction may be made from an employee's wages which would reduce the employee's earnings below the required [minimum wage](#) or [overtime compensation](#).

Some examples of items which would be considered to be for the benefit or convenience of the employer are tools used in the employee's work, damages to the employer's property by the employee or any other individuals, financial losses due to clients/customers not paying bills, and theft of the employer's property by

the employee or other individuals. Employees may not be required to pay for any of the cost of such items if, by so doing, their wages would be reduced below the required [minimum wage](#) or [overtime compensation](#). This is true even if an economic loss suffered by the employer is due to the employee's negligence.

Employers may not avoid FLSA [minimum wage](#) and [overtime](#) requirements by having the employee reimburse the employer in cash for the cost of such items in lieu of deducting the cost from the employee's wages.

Typical Problems

(1) A [minimum wage](#) employee working as a cashier is illegally required to reimburse the employer for a cash drawer shortage. (2) An employer improperly requires tipped employees to pay for customers who walk out without paying their bills or for incorrectly totaled bills. (3) An employer furnishes elaborate uniforms to employees and makes them responsible for having the uniforms cleaned. (4) An employee driving the employer's vehicle causes a wreck, and the employer holds the employee responsible for the repairs, thereby reducing the employee's wages below the [minimum wage](#). (5) A security guard is required to purchase a gun for the job, and the cost causes him/her to not earn the [minimum wage](#). (6) The cost of an employer-required physical examination cuts into an employee's [minimum wage](#) or [overtime](#) compensation.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
[Contact Us](#)



Department of Workforce Development

Direct Deposit of Wages

Overview

Wisconsin labor standards laws do not directly address the issue of direct deposit of wages. However, several laws have an indirect impact on how direct deposit programs may be used.

Mandatory Direct Deposit

Mandatory direct deposit systems are permitted under certain circumstances:

The employee must be able to collect his or her wages at a bank or facility in the State of Wisconsin.

The employee must receive all of his or her wages, and cannot be made to incur any charges to receive them. If an employee uses an existing bank account, generally this will cause no problem. If an employee does not bank, and has to establish an account solely for the purpose of receiving wages, all fees must be covered by the employer.

Voluntary Direct Deposit

If an employer chooses to institute a direct deposit pay system that is available at the option of the employee, it is immaterial whether or not there are fees associated with obtaining the wages. If the employee chooses to use the direct deposit system, it is assumed that the employee has agreed to pay these fees for the convenience and security of having the wages placed directly into his or her bank account.

Direct Deposit as a Condition of Employment

Because this issue is not addressed in the statutes, an employer may make employee participation in a direct deposit pay program a condition of employment. An employer may also require that established employees participate in a direct deposit system as a condition of continued employment.

Wisconsin Statutes

Wis. Stat. § 103.45

[Wisconsin Statutes 103.45](#), states that wages paid in a method other than cash must be paid "in some designated place of business in the county in which the work was performed, or at the office of the person paying the wages if within this state, or at any bank within this state." This means that a direct deposit system must utilize a Wisconsin facility unless the employee voluntarily chooses a facility that is located outside of the state.

Wis. Stat. § 109.03(1)

[Wisconsin Statutes 109.03\(1\)](#) requires an employer to make timely payments to workers, and that wages be paid in full on the corresponding pay date. This means that a mandatory direct deposit system must provide a worker with 100% of his or her wages without the worker incurring any cost to gain access to their pay (check fees, service charges on an account, etc.).

For More Information

- [Contact Info](#)
- [Complaint Process](#)
- [Labor Standards Complaint Form](#) (LS-119-E)



QUICKBOOKS ONLINE 2019 CLIENT TRAINING

Course 2

Navigate QuickBooks Online

Copyright

Copyright 2019 Intuit, Inc.
All rights reserved.

Intuit, Inc.
5601 Headquarters Drive
Plano, TX 75024

Trademarks

©2019 Intuit, Inc. All rights reserved. Intuit, the Intuit logo, Intuit ProLine, Lacerte, ProAdvisor, ProSeries and QuickBooks, among others, are trademarks or registered trademarks of Intuit, Inc. in the United States and other countries. Other parties' marks are the property of their respective owners.

Notice to Readers

The publications distributed by Intuit, Inc. are intended to assist accounting professionals in their practices by providing current and accurate information. However, no assurance is given that the information is comprehensive in its coverage or that it is suitable in dealing with a client's particular situation. Accordingly, the information provided should not be relied upon as a substitute for independent research. Intuit, Inc. does not render any accounting, legal or other professional advice, nor does it have any responsibility for updating or revising any information presented herein. Intuit, Inc. cannot warrant that the material contained herein will continue to be accurate nor that it is completely free of errors when published. Readers should verify statements before relying on them.

Table of Contents

About the Author.....	2
Training at a Glance.....	3
QuickBooks Online Test Drive.....	3
Topic 1: Best Practices.....	4
Identify Best Practices when Using QuickBooks Online.....	4
Topic 2: Navigate.....	8
Company Home Page.....	8
Customer Center.....	13
Vendor Center.....	15
Various Transactions Tabs.....	16
Quick Create.....	23
Course Conclusion.....	24

About the Author



Esther Friedberg Karp, MBA

President, EFK CompuBooks Inc.

esther@e-compubooks.com

Esther Friedberg Karp is an internationally-renowned trainer, writer, business consultant and speaker who was named one of the Top 10 QuickBooks ProAdvisors in the world, with the title Top International ProAdvisor.

Based in Toronto, Canada, Esther has the unique distinction of holding ProAdvisor certifications in the United States, Canada and the United Kingdom. She has authored materials and delivered educational and certification courses for Intuit in all those countries, as well as Australia where she conducted live QuickBooks Online training. She has spoken at Scaling New Heights, QuickBooks Connect and other conferences, as well as those of various accounting and professional organizations and written countless articles for Intuit Global.

Esther counts among her clients' companies from around the world, as well as accounting professionals who seek her out on behalf of their own clients for her expertise in various countries' editions of QuickBooks Desktop and Online, and for her talent in customizing QuickBooks usage for different industries.

Esther holds a BSc from the University of Toronto in Actuarial Science and Mathematics, and an MBA in Marketing and Finance from York University's Schulich School of Business.

She can be reached at esther@e-compubooks.com or 416-410-0750.



Training at a Glance

Use this as a guide to select specific activities you want to cover.

TOPIC	CONTENT
BEST PRACTICES	<ul style="list-style-type: none">• Browser Functionality• Keyboard Shortcuts
NAVIGATING	<ul style="list-style-type: none">• Client Home• Various Left-hand Navigation Tabs• Quick Create

QUICKBOOKS ONLINE TEST DRIVE

Exercises contained in this handbook can be completed using a QuickBooks Online “test drive” file. The test drive uses a sample company file called Craig’s Design & Landscaping Services. It can be accessed through the following link:

[Craig's Design & Landscaping](#)

You don’t have to create an account or sign in to access the test drive file; just complete the security validation and click **Continue**.

This test drive is designed for you to explore and try out new things without worrying you will break something or make a mistake. It is not designed to retain any changes you make. Once you close this QuickBooks Online test drive company it is completely refreshed, so remember to allow sufficient time to complete each activity. But don’t worry if you have to close the test drive before you are finished! You can always begin again.

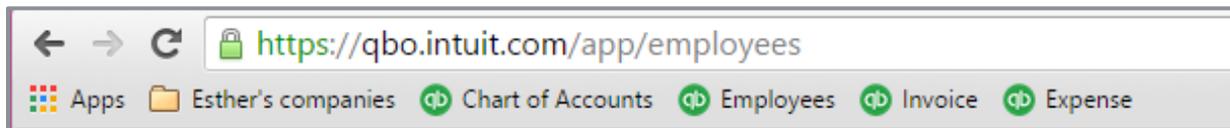
Topic 1: Best Practices

IDENTIFY BEST PRACTICES WHEN USING QUICKBOOKS ONLINE

Browser Tips

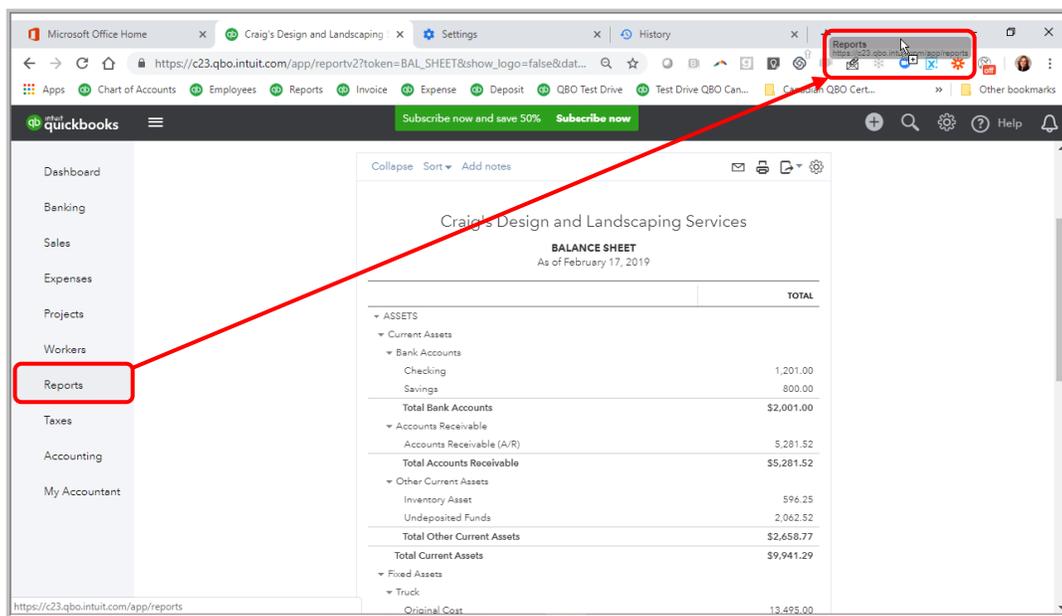
The tips below are based on Google's Chrome browser, but many of them work in other browsers:

- Click a choice in the left navigation bar, Quick Create menu, gear icon or other access points and drag it up to access it in a new tab in the existing browser
- Log in to a QuickBooks Online company (including the test drive company), right-click your browser tab, left-click **Duplicate**. (You can repeat this as many times as you like.) Now you have multiple tabs logged in to the same QuickBooks Online Company. You can then navigate to another access point in QuickBooks Online in one (or more) of the tabs so you have two (or more) tabs open to the same company showing different areas of QuickBooks Online.
- Pull one tab out of the browser window and you can work in QuickBooks Online on two different screens side-by-side. You can work on these two windows independently of each other. Repeat, as needed!
- Chrome allows you to create different users (**Customize** ⓘ → **Settings** → **People**). If you have two or more different QuickBooks Online companies, you can log in to each of them using a different Chrome user and operate each account simultaneously. (Or you can log in using two or more different browsers, such as Chrome, Firefox and Safari, or log in as an incognito user.)
- Log in as a separate Chrome user for your QuickBooks Online companies. Open the screens you use most often and bookmark them (click ★) to create a QuickBooks Online icon bar to be used with multiple QuickBooks companies.
- If a company has special screens you use regularly, create a folder on the Chrome bookmark bar, bookmark those screens and save in the folder



- Right-click the **back arrow** of the browser to display a recent history of the screens you were on previously; left-click the one you want to return to and resume working

- Left-click and drag your selection up to where a new browser tab can be positioned and release it to open a new tab with that selection



- If you are getting unexpected results when working in QuickBooks Online or are having problems logging in, make sure to clear your cache and cookies in Chrome (**Customize**  → **History** → **History** → **Clear browsing data**)
- **CTRL+** and **CTRL -** allow you to zoom in and out quickly

NOTE: This browser functionality works best in a Chrome browser and is useful because many accounting professionals use two (and sometimes three) monitors. (Internet Explorer and Edge also allow the user to right-click a tab and select **Duplicate**. Other browsers, namely Firefox and Safari, do not necessarily have the ability to select Duplicate by right-clicking a tab. However, it is possible to highlight the entire URL of the tab, right-click and select **Copy**, then open a new tab in the same browser window, right-click and select either **Paste** or **Paste & Go**, depending on the browser being used.) All the browsers mentioned do feature the ability to drag a tab off to open in a separate browser window.

Keyboard Shortcut Tips

You may be used to working with keyboard shortcuts when using desktop programs, whether QuickBooks Desktop, Microsoft Word®, Excel® or other programs. There are also keyboard shortcuts when working in QuickBooks Online. Some common keyboard shortcuts can be found by clicking **Ctrl + Alt + /**. If you're on a Mac, use **Option + Ctrl + /**. Notice that the same shortcut key acts differently depending on the screen you are in.

For example, **Ctrl + Alt + c** opens the Customer Center, if you are *not* in the middle of creating a transaction. If you are in the middle of creating a transaction, it cancels that transaction.

These shortcuts indicate what function you can fulfill quickly in a Windows environment by clicking on **Ctrl + Alt + letter** (the list of letters is in the chart below). If you're using a Mac, substitute **Command + Option + letter**.

Your Company ID is **1935 1484 6511 734**

H23
Keyboard Shortcuts

To take advantage of shortcuts, simultaneously press [ctrl] and [alt or option] and one [key from the list below]

REGULAR PAGES - HOMEPAGE, CUSTOMERS, AND SO ON		TRANSACTION PAGES - INVOICE, EXPENSE, AND SO ON	
SHORTCUT KEY	ACTION	SHORTCUT KEY	ACTION
i	Invoice	x	Exit transaction view
w	Check	c	Cancel out
e	Estimate	s	Save and New
x	Expense	d	Save and Close
r	Receive Payment	m	Save and Send
c	Customers	p	Print
v	Vendors		
a	Chart of Accounts		
l	Lists		
h	Help		
f	Search Transactions		
d	Focus the left menu		
? or /	This dialog		

This screen is also one place you can find your Company ID, which you might need if you have to call technical support.

Other keyboard shortcuts you may be interested in are the date shortcuts. When you are in a date field, you can move forward and back a day at a time by using your **+** and **-** keys. To go to today, use the letter **t**. Here are some other date shortcuts:

- **w** for first day of the week
- **k** for the last day of the week
- **m** for the first day of the month
- **h** for the last day of the month
- **y** for the first day of the year
- **r** for the last day of the year

Do you see the pattern? Use the first letter to go to the beginning and the last letter to go to the end of the time period related to the date that is currently displayed.

Also, the ESC key will cancel the current transaction being entered/edited.

Calculations

There's a simple calculator available directly on the rate or amount field of a transaction. Enter your first number then use your keyboard to add (**+**), subtract (**-**), multiply (*****) or divide (**/**). The beauty of this feature is the results are entered directly into the transaction by moving to the next field, either with your mouse or the **Tab** key; no retyping of numbers is necessary.

The screenshot shows the 'Check #71' entry form in QuickBooks Online. The 'AMOUNT' field is highlighted with a red box, and the result '10.00' is displayed in a separate box. The form includes fields for Payee, Bank Account, Mailing address, Payment date, and Check no. The 'AMOUNT' field is currently set to '2+8', and the result '10.00' is shown in a separate box.

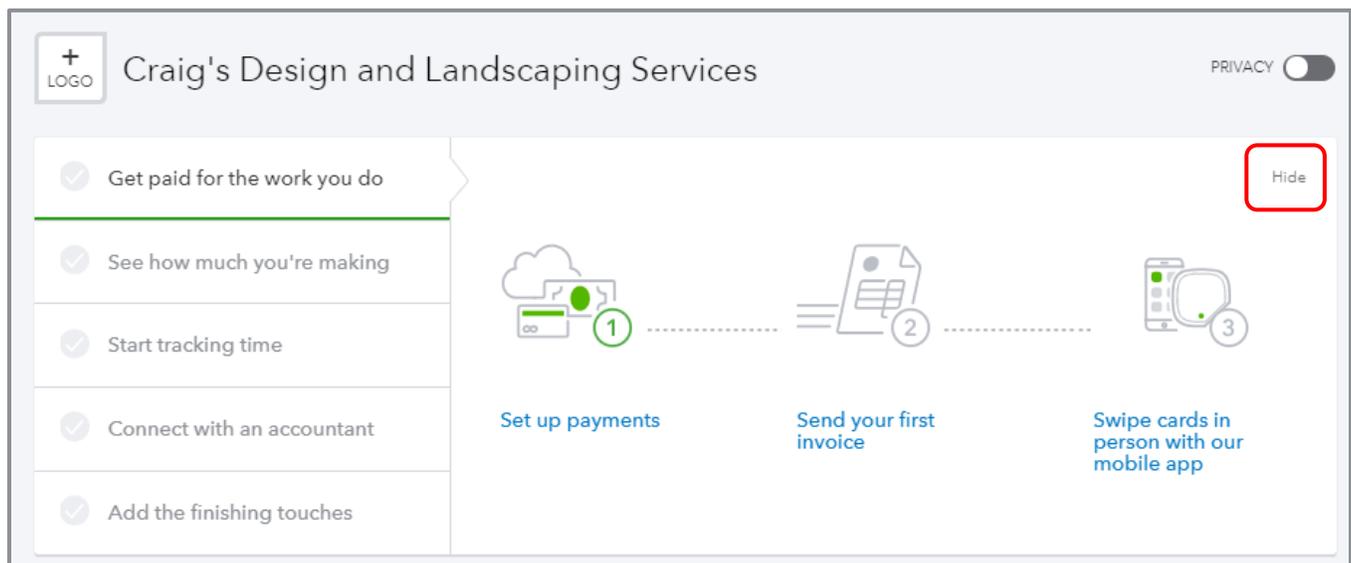
Topic 2: Navigate

In this topic, we discuss how to navigate around QuickBooks Online. It's important to understand the interface and to know the options for entering information so you can figure out the correct workflow for your business.

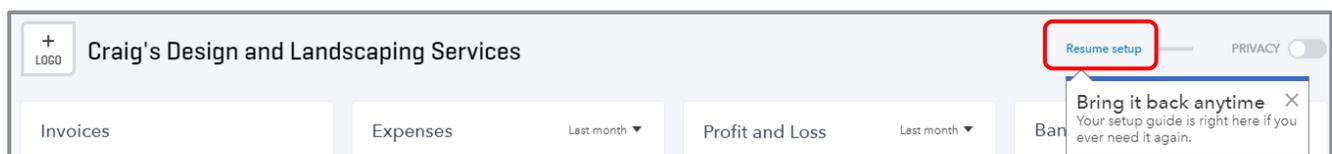
COMPANY HOME PAGE

When you log in to QuickBooks Online, the Home page is the first screen that appears. The top of the screen shows the name of the QuickBooks Online company (helpful when you are running more than one company in QuickBooks Online).

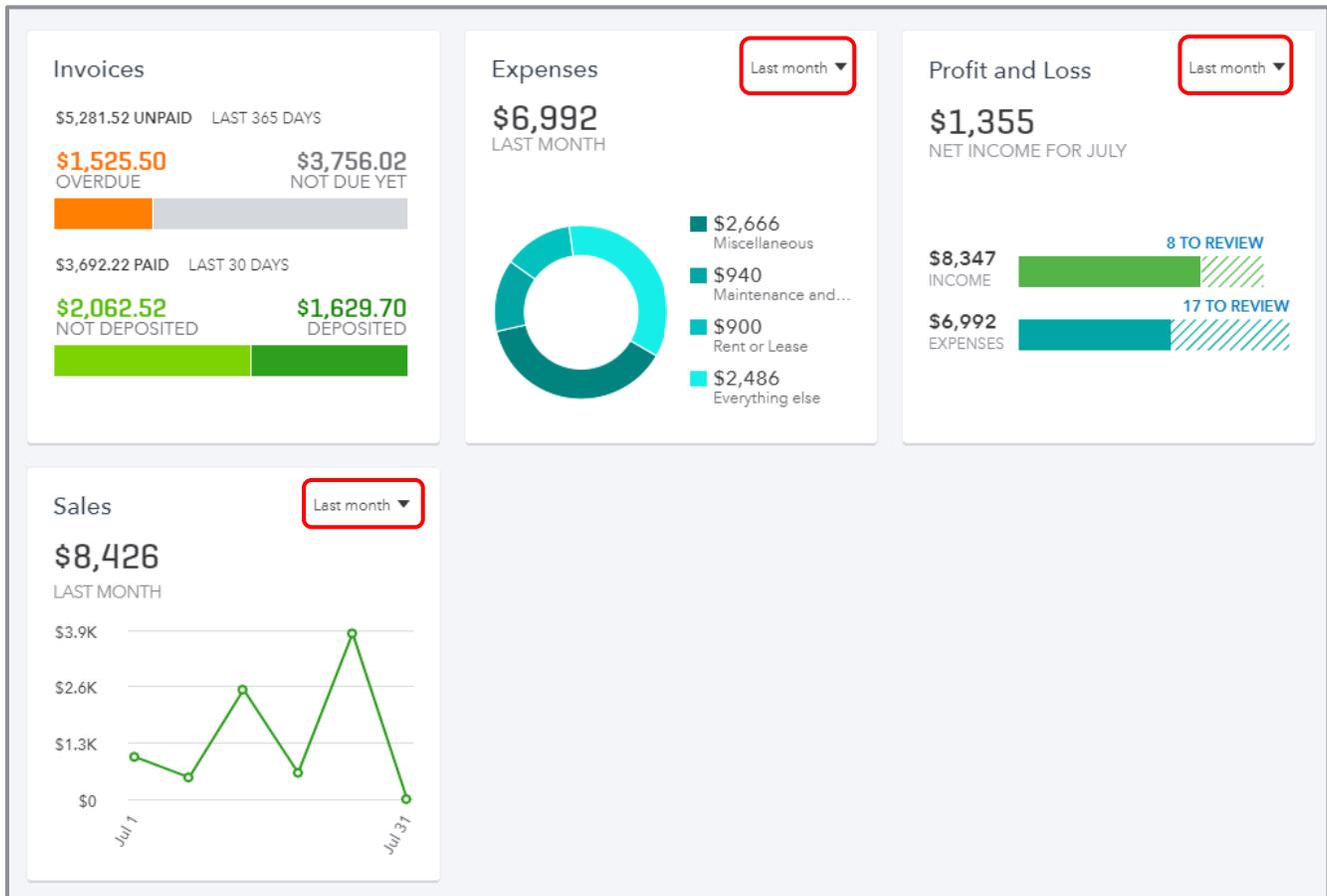
You'll see a Setup guide at the top of the Home page which can guide you through such steps as invoicing and connecting with an accountant. Clicking **Hide** will collapse this guide so you have more screen real estate available on this Home page.

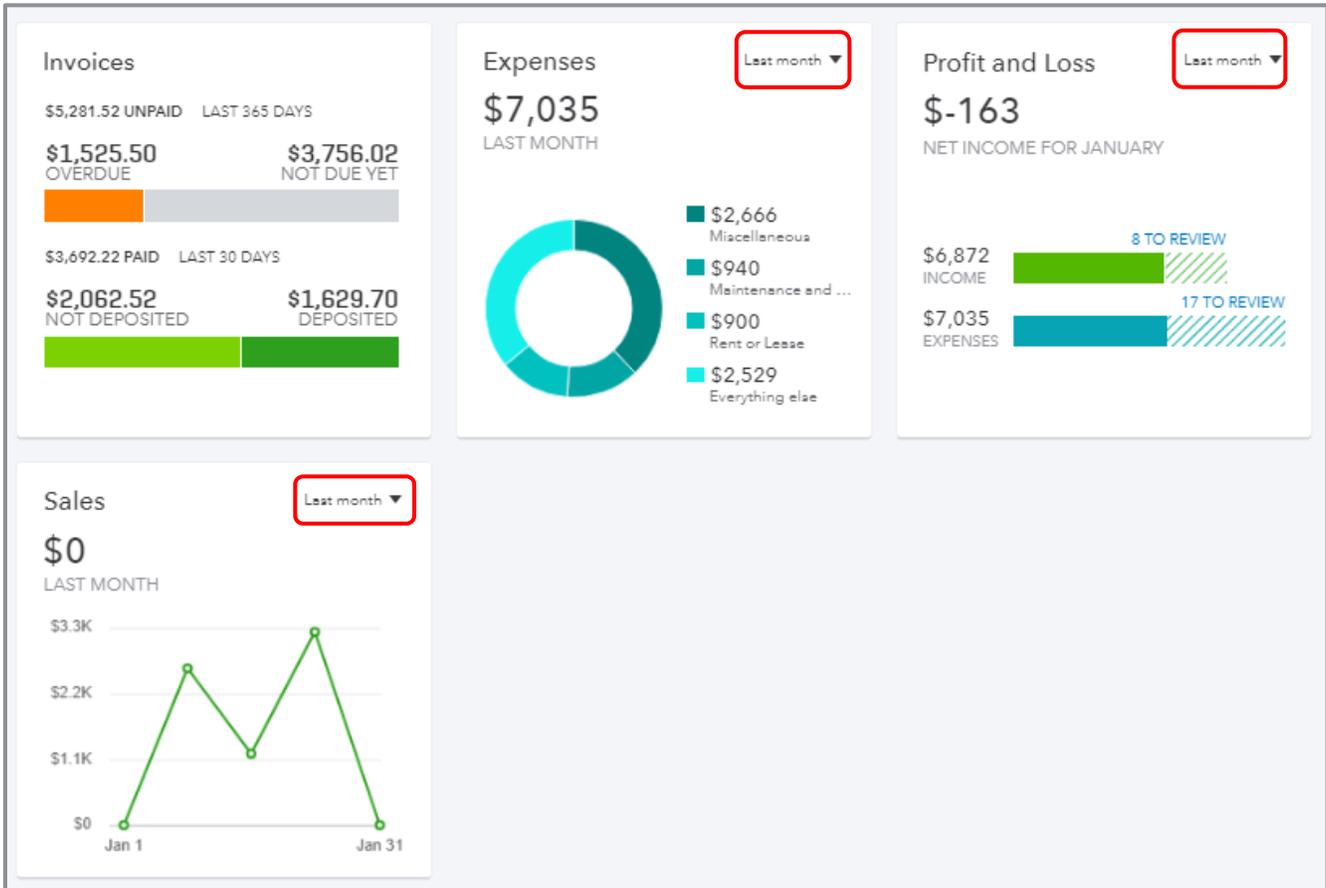


Once it's collapsed you can click **Resume setup** to expand the setup guide again.



Below the Setup guide, you'll see several bar charts and graphs related to the performance of your company. You'll see Invoices receivable, including those that are overdue. You'll also see invoices that were paid in the last 30 days, including those that were not yet deposited. You'll also see a breakdown of major expense categories, income and expenses on the Profit and Loss, as well as a Sales graph. The time frames on these last three graphs start out at Last month but can be changed by clicking the **drop-down** arrow to choose another date range. As you hover over any of the sections of these graphics, you will get more information about that section. You can drill down to get either a detail report related to totals or continue to get to an actual transaction.





On the right side of the Home page is a list of bank and credit card balances and, if those accounts are connected with the banks, you get information as to current bank or credit card balance versus the QuickBooks Online balance for each account, and how many transactions have been downloaded and not matched or entered into QuickBooks Online. There is also a direct link to connect a bank or credit card account to its QuickBooks Online counterpart, as well as a drop-down to take you directly to the register for the bank or credit card account of your choice.

This section of the Home page acts as a reminder to review the bank feeds on a timely basis. You'll learn more about the Banking Center later in this training.

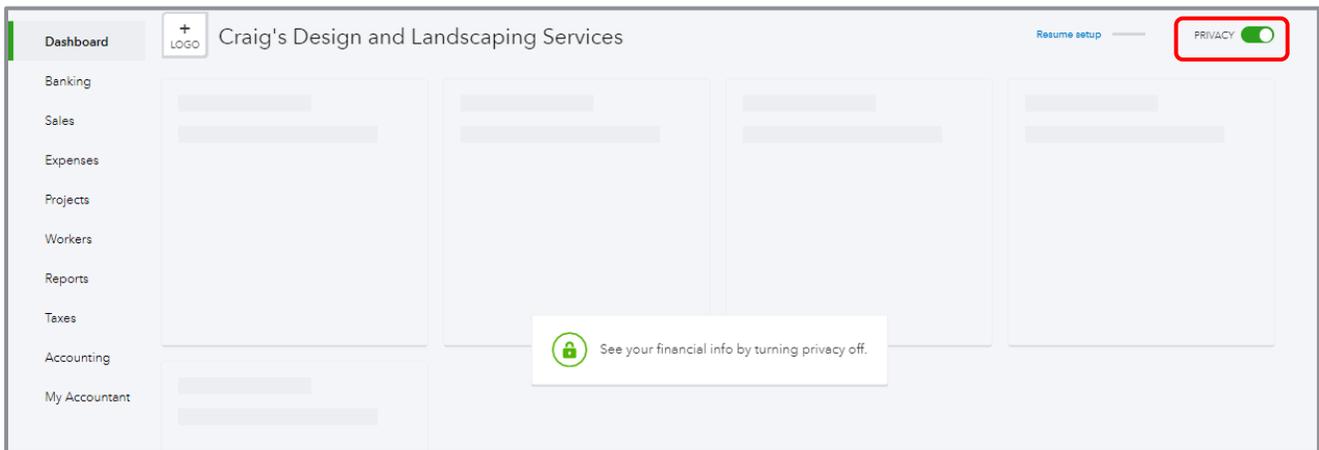
Bank accounts 

Checking		25 to review
Bank balance	\$-3,621.93	Updated
In QuickBooks	\$1,201.00	moments ago
Savings		1 to review
Bank balance	\$200.00	Updated
In QuickBooks	\$800.00	moments ago
Mastercard		7 to review
Bank balance	\$304.96	Updated
In QuickBooks	\$157.72	moments ago
Visa		
In QuickBooks		\$0

Checking
Savings
Mastercard
Visa

[Connect accounts](#) [Go to registers](#) 

At the top right corner of the Home screen is a switch called Privacy. When you activate it, QuickBooks hides all the financial numbers on the screen to protect this sensitive information from anyone walking by your computer. This is very helpful if you're working in a public place such as an airport or a coffee shop.



On the left side of any QuickBooks Online company you'll find the navigation bar. You will learn more about this as you go through this module.



Because the Home page automatically opens when you open QuickBooks Online, it directs the small business owner to review key metrics about their business. This is a good thing. Too often, small business owners and staff enter transactions but don't really look at their results until tax time. And that could be too late.

CUSTOMER CENTER

Click the **Sales** tab in the navigation bar, then the **Customers** sub-tab (either in the horizontal list of tabs or in the pop-up list of tabs) to open the Customer Center.

CUSTOMER / PROJECT / COMPANY	PHONE	OPEN BALANCE	ACTION
<input type="checkbox"/> Amy's Bird Sanctuary Amy's Bird Sanctuary	(650) 555-3311	\$239.00	Receive payment
<input type="checkbox"/> Bill's Windsurf Shop Bill's Windsurf Shop	(415) 444-6538	\$85.00	Receive payment
<input type="checkbox"/> Cool Cars Cool Cars	(415) 555-9933	\$0.00	Create invoice

- The colorful money bar at the top of this center is a visual representation of potential revenue in the form of unbilled estimates and time and expenses, plus receivables (including overdue invoices), as well as invoices paid in the last 30 days. You can drill down on any color block of the money bar to get to the underlying list and, ultimately, to transactions to review, edit or delete.
- The New Customer button in the top right corner creates a new customer in the Customer Center, as opposed to creating one on the fly in the Customer field of a transaction, which you can always do
- You can also click the **drop-down** next to **New Customer** and choose to **Import customers** here
- The visible columns of the Customer Center can be set by selecting the **grid gear** icon (in the top right corner of the customer list, above the Action column) to show the address, email and/or attachments column, as well as how many rows of the Center to display on a page and whether to include inactive customers. This setting is "sticky," which means the next time you open the Customer Center, QuickBooks Online will remember your preference.
- Click the **customer name** to view or edit the customer details (i.e., profile) for them, see a list of transactions or create new transactions

- Click the **envelope** icon next to a customer name in the Customer Center to launch your native email client to send them an email
- Above the Customer list, you can easily find a customer or filter the list by typing part of the name in the search box
- You can sort the customer list (or a transaction list for a customer, if you've clicked on the customer name or a color block of the money bar) forward and backward by several parameters simply by clicking the **column header** for that parameter, either once or twice, to specify sorting forward or backward
- Once in the transaction list for a customer (or if you've clicked **Open Invoices** or **Overdue Invoices** in the money bar), you can create invoices, receive payments, send a reminder or an invoice link, print a packing slip, print a statement or copy a sales transaction for an individual customer under the Actions column
- Clicking the **Start invoice** hyperlink next to an entry (any entry which can lead to invoices such as an estimate, a delayed charge or a time activity) will open an invoice populated with that entry; any additional entries available to be added to the invoice will be in the drawer to the right of the invoice.

Customers [Clear Filter / View All](#) Customer types New customer

Unbilled Last 365 Days: \$362 (1 ESTIMATE)
 Unpaid Last 365 Days: \$874 (4 UNBILLED ACTIVITY)
 Overdue: \$1,526 (10 OVERDUE)
 Open Invoices: \$5,282 (20 OPEN INVOICES)
 Paid: \$3,136 (12 PAID LAST 30 DAYS)

CUSTOMER / PROJECT / COMPANY	PHONE	OPEN ESTIMATES	ESTIMATE AMOUNT	ACTION
<input type="checkbox"/> Sonnenschein Family Store Sonnenschein Family Store	(650) 557-8463	1 Open estimate	\$362.07	Start Invoice

< First Previous 1-1 Next Last >

- You can perform batch actions related to statements and email for more than one customer by placing checkmarks in the boxes next to the appropriate customers in the Customer Center and choosing from the **Batch Actions** drop-down menu

VENDOR CENTER

Click the **Expenses** tab in the navigation bar then the **Vendors** sub-tab (either in the horizontal list of tabs or in the pop-up list of tabs) to open the Vendor Center.

VENDOR / COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/> Bob's Burger Joint			\$0.00	Create bill
<input type="checkbox"/> Books by Bessie Books by Bessie	(650) 555-7745	Books@intuit.com	\$0.00	Create bill

The Vendor Center is like the Customer Center, except it's related to vendors, not customers.

- The colorful money bar at the top of this center relates to potential expenses (open purchase orders), unpaid and overdue bills and what has been paid in the last 30 days
- If you click any of these color blocks, QuickBooks will display the underlying list of transactions that pertain to that section; if you keep drilling down, you can ultimately drill down into individual transactions to review, edit or delete
- Although you can always create a new vendor on the fly in transactions by simply typing a new vendor name in the Vendor field, the New Vendor button in the Vendor Center also allows you to create a new vendor
- If you click the **drop-down** next to New Vendor, you can import vendors here
- The Prepare 1099s button allows you to prepare 1099s
- The editing columns, individual transactions, batch transactions, emailing and viewing the vendor in the Vendor Center work the same as in the Customer Center

VARIOUS TRANSACTIONS TABS

There are four main ways to enter transactions in the Transactions tab of the left navigation bar: Banking, Sales, Expenses and Accounting. (And for those who have enabled Projects, there is a fifth way. You can enter transactions via the Projects tab.)



- **Banking** - This opens the Banking Center. If you have connected your bank and/or credit card accounts to QuickBooks, you'll see those accounts listed across the top of the page, as well as a list of transactions that need to be either matched or added to QuickBooks. You will learn about that in Topic 4 of this training.

- **Sales** - Click **Sales** in the left navigation bar, then **All Sales** to open the Sales Center where there is a Sales money bar that shows potential revenue, unpaid/overdue invoices and what has been paid in the last 30 days
 - As opposed to the Customer Center which shows a Customer list, the Sales Center shows a list of transactions that can be filtered
 - New transactions can be easily added from the top right corner of the screen by clicking **New transaction**
 - Next to the New transaction button there is an Import Transactions button which allows you to import sales transactions from Square, if you have that set up
 - The Action column shows suggested next steps, as well as other choices related to that transaction in the drop-down menu
 - As in the other centers, you can check multiple transactions and perform batch actions of printing or sending

The screenshot displays the 'Sales Transactions' page in QuickBooks Online. At the top, there are navigation tabs for Overview, All Sales (selected), Invoices, Customers, and Products and Services. A summary bar shows: Unbilled Last 365 Days: \$362 (1 ESTIMATE); Unpaid Last 365 Days: \$874 (2 UNBILLED ACTIVITY); \$1,526 (10 OVERDUE); Paid: \$5,282 (20 OPEN INVOICES); \$3,136 (12 PAID LAST 30 DAYS). Below the summary bar is a table of transactions with columns: DATE, TYPE, NO., CUSTOMER, DUE DATE, BALANCE, TOTAL, STATUS, and ACTION. A 'New transaction' dropdown menu is open on the right, listing options: Invoice, Payment, Estimate, Sales Receipt, Credit Memo, Delayed Charge, and Time Activity.

DATE	TYPE	NO.	CUSTOMER	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
02/17/2019	Charge	1	Amy's Bird Sanctuary	02/17/2019	\$0.00	\$124.00	Open	Create invoice
02/17/2019	Estimate	1001	Sonnenschein Family ...	02/17/2019	\$0.00	\$362.07	Pending	Create invoice
01/22/2019	Invoice	1035	Mark Cho	02/21/2019	\$314.28	\$314.28	Open	Receive payment
01/22/2019	Invoice	1037	Sonnenschein Family ...	02/21/2019	\$362.07	\$362.07	Open	Receive payment

- **Expenses** - Click **Expenses** in the left navigation bar, then **Expenses** to see a list of recent expense transactions which, like other centers, can be easily filtered
 - Click a transaction in the list to open the original transaction
 - The types of transactions that can be entered from here are: bills, expenses, checks, purchase orders or vendor credits
 - You can also print checks from this screen

The screenshot displays the 'Expense Transactions' interface in QuickBooks Online. On the left, a navigation menu lists various sections, with 'Expenses' highlighted. The main area shows a table of transactions with the following data:

DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL
02/16/2019	Credit Card Expense			Automobile	\$34.00
02/05/2019	Credit Card Credit			Checking	\$-900.00
02/03/2019	Credit Card Expense		Squeaky Kleen Car Wash	Automobile	\$19.99
01/28/2019	Credit Card Expense		Hicks Hardware	Job Expenses:Job Materials:C	\$42.40
01/27/2019	Credit Card Expense		Squeaky Kleen Car Wash	Automobile	\$19.99
01/27/2019	Credit Card Expense		Bob's Burger Joint	Meals and Entertainment	\$18.97
01/25/2019	Cash Expense		Tania's Nursery	Job Expenses:Job Materials:F	\$-23.50

At the top right of the table area, there are buttons for 'Print Checks' and 'New transaction'. The 'New transaction' dropdown menu is open, showing options: Bill, Expense, Check, Purchase order, and Vendor Credit.

- **Chart of Accounts** - Click **Accounting** in the left navigation bar, then **Chart of Accounts** (you may also have to click **See your Chart of Accounts**), to see a list of your general ledger accounts
 - You can double-click the account or select **View register** to open the register for any balance sheet account (except Retained Earnings)
 - If you click the **drop-down** next to **Add check** in the top left corner of a bank account register you've opened, you can add many types of transactions that affect a bank account:
 - Check
 - Deposit
 - Sales Receipt
 - Receive Payment
 - Bill Payment
 - Refund
 - Expense
 - Transfer
 - Journal Entry
 - The types of transactions available from the drop-down will vary depending on the type of balance sheet account being viewed in the register

Bank Register Checking Bank Balance \$-3,621.93 ENDING BALANCE \$1,201.00 Reconcile

Go to: 1 of 1 < First Previous 1-44 of 44 Next Last >

▼ All

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	PAYMENT	DEPOSIT	✓	BALANCE
<div style="border: 1px solid #ccc; padding: 5px;"> Add check CTR+ALT+N <ul style="list-style-type: none"> Check Deposit Sales Receipt Receive Payment Bill Payment Refund Expense Transfer Journal Entry </div>							
	71	Payee	Memo	Payment	Deposit		
	Check	Account					
				\$900.00			\$1,201.00
	CC-Credit	Mastercard					
		Tania's Nursery		\$23.50			\$2,101.00
	Cash Purch	Job Expenses:Job Materials:Plants and Soil					
	76	Pam Seitz		\$75.00			\$2,124.50
	Expense	Legal & Professional Fees					
01/22/2019	75	Hicks Hardware		\$228.75			\$2,199.50
	Check	-Split-					
01/22/2019					\$868.15		\$2,428.25

- Back in the Chart of Accounts, if you click the **drop-down** next to **View register** you can:
 - Edit the account
 - Make the account inactive
 - Run a report (an Account QuickReport)

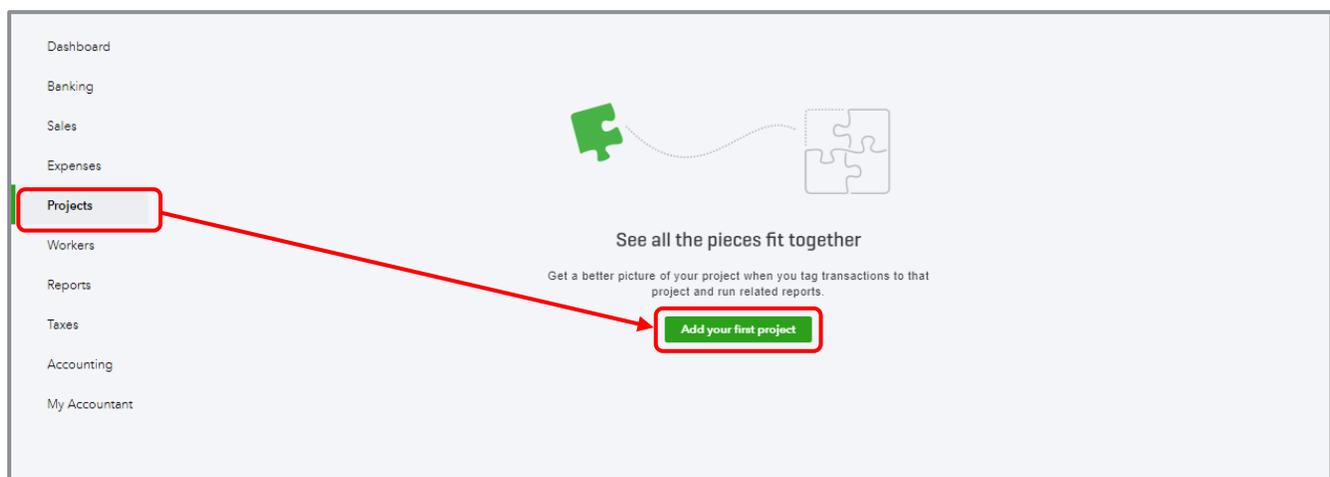
Craig's Design and Landscaping Services								
ACCOUNT QUICKREPORT								
Since November 19, 2018								
DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
▼ Checking								
	Beginning Balance							4,625.00
12/03/2018	Check	4	Chin's Gas and Oil		Checking		-54.55	4,570.45
12/09/2018	Sales Tax Payment			Q1 Payment	Checking		-38.40	4,532.05
12/09/2018	Sales Tax Payment			Q1 Payment	Checking		-38.50	4,493.55
12/12/2018	Expense	9	Tania's Nursery		Checking		-89.09	4,404.46
12/12/2018	Check	12	Books by Bessie		Checking		-55.00	4,349.46
12/18/2018	Check	5	Chin's Gas and Oil		Checking		-62.01	4,287.45
12/19/2018	Expense	15	Tania's Nursery		Checking		-108.09	4,179.36
12/28/2018	Sales Receipt	1008	Kate Whelan		Checking		225.00	4,404.36
12/28/2018	Payment	5664	Freeman Sporting Goods:55 ...		Checking		86.40	4,490.76
12/30/2018	Payment		Amy's Bird Sanctuary	Amy claims the pest control d...	Checking		105.00	4,595.76
01/01/2019	Bill Payment (Check)	7	Hicks Hardware		Checking		-250.00	4,345.76
01/04/2019	Expense	8	Hicks Hardware		Checking		-24.36	4,321.40
01/13/2019	Cash Expense		Bob's Burger Joint		Checking		-5.66	4,315.74
01/13/2019	Check		Tony Rondonuwu		Checking		-100.00	4,215.74
01/13/2019	Cash Expense		Squeaky Kleen Car Wash		Checking		-19.99	4,195.75

- You can select **Run report** to view an Account QuickReport for any Profit and Loss account

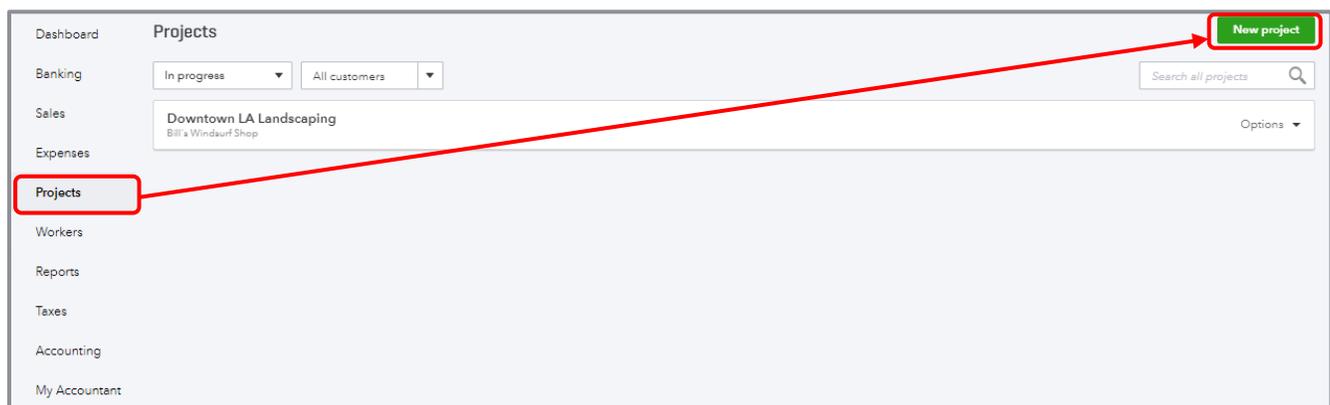
To summarize, the Navigation bar, in general, and the various Transactions tabs specifically, (Banking, Sales, Expenses and Accounting, and Projects, if this feature is enabled) are places to go to enter transactions.

However, there is one other place to launch all transactions and we will cover it next.

- **Projects** – If the Projects feature in QuickBooks Online Plus has been enabled, you can launch transactions related to a project from the Projects area of the left navigation bar. (You will not see the Projects tab in the left navigation bar unless this feature is enabled by clicking the **gear** icon → **Account and Settings** → **Advanced** → **Projects**.)
 - Click **Projects** in the left navigation bar. If there are no pre-existing projects, click **Add your first project**.



- If there are pre-existing projects and you wish to add one, click **New project** in the top right corner



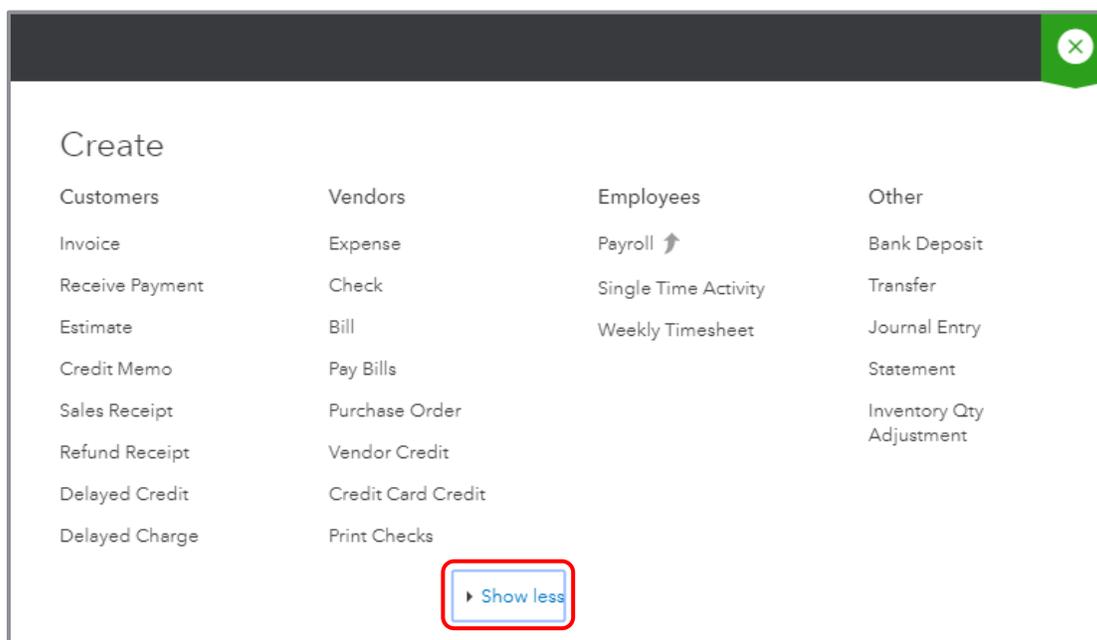
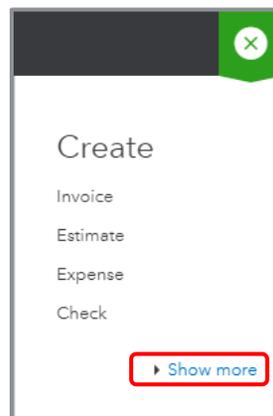
- If you wish to add a transaction to a pre-existing project, click the **project name** in the list of projects, then click **Add to project**. You can add any of the following transactions to the chosen project: Invoice, Receive payment, Expense, Estimate, Time entry, Bill, and Purchase order.

The screenshot displays the QuickBooks Online interface for a project named "Downtown LA Landscaping". The left sidebar contains navigation options: Dashboard, Banking, Sales, Expenses, Projects, Workers, Reports, Taxes, Accounting, and My Accountant. The main content area shows the project details, including "Bill's Windsurf Shop" and "In progress" status. A dropdown menu is open, highlighting the "Add to project" option, which is circled in red. The dropdown menu lists the following transaction types: Invoice, Receive payment, Expense, Estimate, Time, Bill, and Purchase order. Below the dropdown, there are three project reports: "Project profitability" (How much you're making or losing on this project.), "Nonbillable time" (All time you're not going to send invoices for on this project.), and "Unbilled time and expenses" (All time and expenses on this project you still need to send invoices for.).

QUICK CREATE

The Quick Create icon is at the top right of the QuickBooks Online page. It's the **+** key that spins into an **X** when you click it. This is your one-stop shop for creating new transactions.

There are two views of Quick Create. There's a condensed view that just shows the common transactions of Invoice, Estimate, Expense and Check, and a Show More view that lists all transactions in QuickBooks sorted by the different areas of the company: Customers, Vendors, Employees and Other. The choice of view is sticky; QuickBooks Online remembers which view you prefer and offers it to you the next time you click the **Quick Create** button.



Course Conclusion

You have just covered *Course 2 - Navigate QuickBooks Online*. This course has been developed to help you train your clients on how to use QuickBooks Online successfully.

By completing this module, your client should understand:

- Best practices in QuickBooks Online
- How to navigate around QuickBooks Online



QUICKBOOKS DESKTOP 2019 STUDENT GUIDE

Lesson 1

Get Started

Copyright

Copyright 2019 Intuit, Inc.
All rights reserved.

Intuit, Inc.
5601 Headquarters Drive
Plano, TX 75024

Trademarks

©2019 Intuit, Inc. All rights reserved. Intuit, the Intuit logo, Intuit ProLine, Lacerte, ProAdvisor, ProSeries and QuickBooks, among others, are trademarks or registered trademarks of Intuit, Inc. in the United States and other countries. Other parties' marks are the property of their respective owners.

Notice to Readers

The publications distributed by Intuit, Inc. are intended to assist accounting professionals in their practices by providing current and accurate information. However, no assurance is given that the information is comprehensive in its coverage or that it is suitable in dealing with a client's particular situation. Accordingly, the information provided should not be relied upon as a substitute for independent research. Intuit, Inc. does not render any accounting, legal or other professional advice, nor does it have any responsibility for updating or revising any information presented herein. Intuit, Inc. cannot warrant that the material contained herein will continue to be accurate nor that it is completely free of errors when published. Readers should verify statements before relying on them.

Table of Contents

About the Author.....	4
Lesson Objectives.....	5
Forms.....	6
Lists	7
Registers.....	8
Get Around in QuickBooks	9
All the Accounting You Need to Know	15
About the Chart of Accounts	15
About Assets, Liabilities and Equity	16
Cash versus Accrual Bookkeeping.....	17
Measure Business Profitability	17
General Journal Transactions	18
Get Help while Using QuickBooks.....	19
Exit QuickBooks	21
Move between Company Files	22
Get Started – Review Questions	23
Answers to Review Questions	25

About the Author



Esther Friedberg Karp, MBA

President, EFK CompuBooks Inc.

esther@e-compubooks.com

Esther Friedberg Karp is an internationally-renowned trainer, writer, business consultant and speaker who was named one of the Top 10 QuickBooks ProAdvisors in the world, with the title Top International ProAdvisor.

Based in Toronto, Canada, Esther has the unique distinction of holding ProAdvisor certifications in the United States, Canada and the United Kingdom. She has authored materials and delivered educational and certification courses for Intuit in all those countries, as well as Australia where she conducted live QuickBooks Online training. She has spoken at Scaling New Heights, QuickBooks Connect and other conferences, as well as those of various accounting and professional organizations and written countless articles for Intuit Global.

Esther counts among her clients' companies from around the world, as well as accounting professionals who seek her out on behalf of their own clients for her expertise in various countries' editions of QuickBooks Desktop and Online, and for her talent in customizing QuickBooks usage for different industries.

Esther holds a BSc from the University of Toronto in Actuarial Science and Mathematics, and an MBA in Marketing and Finance from York University's Schulich School of Business.

She can be reached at esther@e-compubooks.com or 416-410-0750.



Lesson Objectives

- Gain an overview of the course and the topics to be covered
- Understand how QuickBooks Desktop (aka QuickBooks) works and how to get around in it
- Learn common business terms used by QuickBooks
- Practice using the QuickBooks Help tools
- See how to exit QuickBooks

Forms

You record most of your daily business transactions in QuickBooks Desktop on a QuickBooks form, which looks just like a paper form. Here’s an example of the form you use when you want to record a bill from one of your vendors.

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: Cal Gas & Electric DATE: 12/15/2023

ADDRESS: Cal Gas & Electric, P.O. Box 5037, Middlefield CA 94482 REF. NO.: 12/03

TERMS: Net 15 DISCOUNT DATE: AMOUNT DUE: 122.68

MEMO: Acct #560-82645-99C BILL DUE: 12/30/2024

ACCOUNT	AMOUNT	MEMO	CUSTOMER JOB	BILL...	CLASS
65100 - Utilities:65110 - ...	122.68		Overhead	<input type="checkbox"/>	Overhead

Expenses \$122.68 Items \$0.00

Save & Close Save & New Revert

Cal Gas_Electric

Vendor Transaction

SUMMARY

Phone 415-555-0202
Open balance 122.68
POs to be received 0

RECENT TRANSACTION

12/15/23 Bill 122.68
11/25/23 Check 97.53
10/25/23 Check 56.87
09/05/23 Bill Pmt - Check 122.68
08/25/23 Bill - Paid 122.68

NOTES

NOTES

Lists

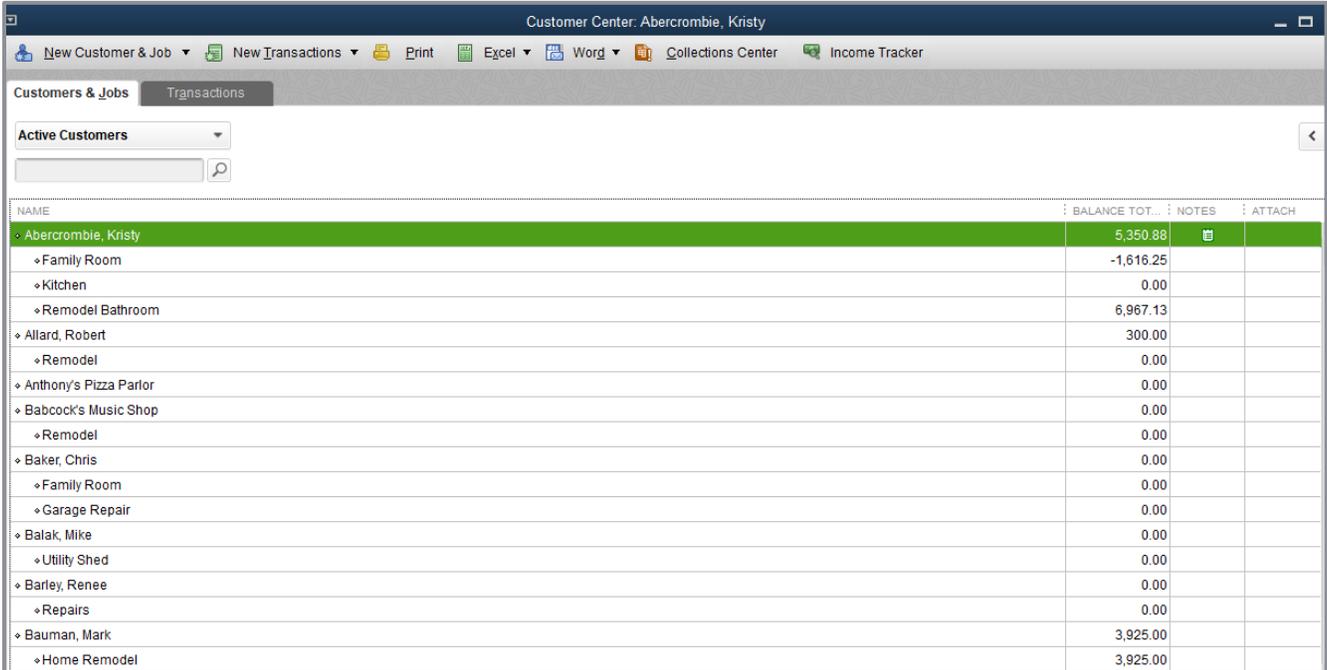
The list is another basic QuickBooks feature. You fill out most QuickBooks forms by selecting entries from a list.

Note: In the Enter Bills window above, the information in the Vendor, Terms, Account and Customer/Job fields are pulled from lists.

QuickBooks uses lists to store information about customers, vendors, employees, items or services you sell, and so on. Lists save time and help you enter information consistently and correctly.

When you're filling out an invoice form and you select a customer name from the Customer/Job list, QuickBooks not only fills in the name, but also the address, payment terms and customer's sales tax, based on the information previously entered in the customer's record in the Customer Center.

Here's an example of the Customers & Jobs list in the Customer Center. You can customize columns in the list by right-clicking a column header and choosing **Customize Columns**.



NAME	BALANCE TOT...	NOTES	ATTACH
Abercrombie, Kristy	5,350.88		
♦ Family Room	-1,616.25		
♦ Kitchen	0.00		
♦ Remodel Bathroom	6,967.13		
♦ Allard, Robert	300.00		
♦ Remodel	0.00		
♦ Anthony's Pizza Parlor	0.00		
♦ Babcock's Music Shop	0.00		
♦ Remodel	0.00		
♦ Baker, Chris	0.00		
♦ Family Room	0.00		
♦ Garage Repair	0.00		
♦ Balak, Mike	0.00		
♦ Utility Shed	0.00		
♦ Barley, Renee	0.00		
♦ Repairs	0.00		
♦ Bauman, Mark	3,925.00		
♦ Home Remodel	3,925.00		

NOTES

Registers

In addition to forms and lists, you'll also work with registers in QuickBooks. Just as you use your paper checkbook register to see a record of all the transactions in your checking account – checks you've written, other withdrawals you've made, as well as deposits – a QuickBooks register is a record of all the activity in that one account. (Some people use registers for entering transactions, although the preferred method is to use forms.) Almost every QuickBooks account on the balance sheet (all assets, liabilities and equity accounts) has its own register. (The exception is Retained Earnings.) See the next section *All the Accounting You Need to Know* for more information.

Accounts Receivable is the record of money owed to that business; that is, the outstanding invoices for which a business has not yet received payment from customers.

Here's an example of the register for an Accounts Receivable account.

11000 - Accounts Receivable							
DATE	NUMBER	CUSTOMER	ITEM	QTY	RATE	AMT CHRG	AMT PAID
	TYPE	DESCRIPTION		CLASS		BILLED DATE	DUE DATE
2/15/2023		Abercrombie, Kristy:Remodel Bathroom					7,633.28
	PMT						
2/15/2023		Brenda Bowden_c					10,000.00
	PMT						
2/15/2023	68	Vasquez, Anabel:Basement Remodel				862.00	
	INV						12/30/2023
2/15/2023	69	Ted Customer				45,000.00	
	INV						12/15/2023
2/15/2023	73	Bauman, Mark:Home Remodel				3,925.00	
	INV						12/30/2023
2/15/2023	74	Bristol, Sonya:Repairs				3,925.00	
	INV						01/14/2024
2/15/2023	75	Bristol, Sonya:Utility Shed				3,925.00	
	INV						01/14/2024
2/15/2023	76	Burch, Jason:Room Addition				3,925.00	
	INV						01/14/2024
						ENDING BALANCE	125,491.63

1-Line Show open balance

Sort by Date, Type, Number/Ref

Record Restore

NOTES

Get Around in QuickBooks

QuickBooks provides access to information to help you get started.



Step-by-Step: Get Started

1. Select **F1** on your keyboard or, in the Help menu, select **QuickBooks Desktop Help**. Scroll down the window that appears.

Have a Question?

Ask your question here

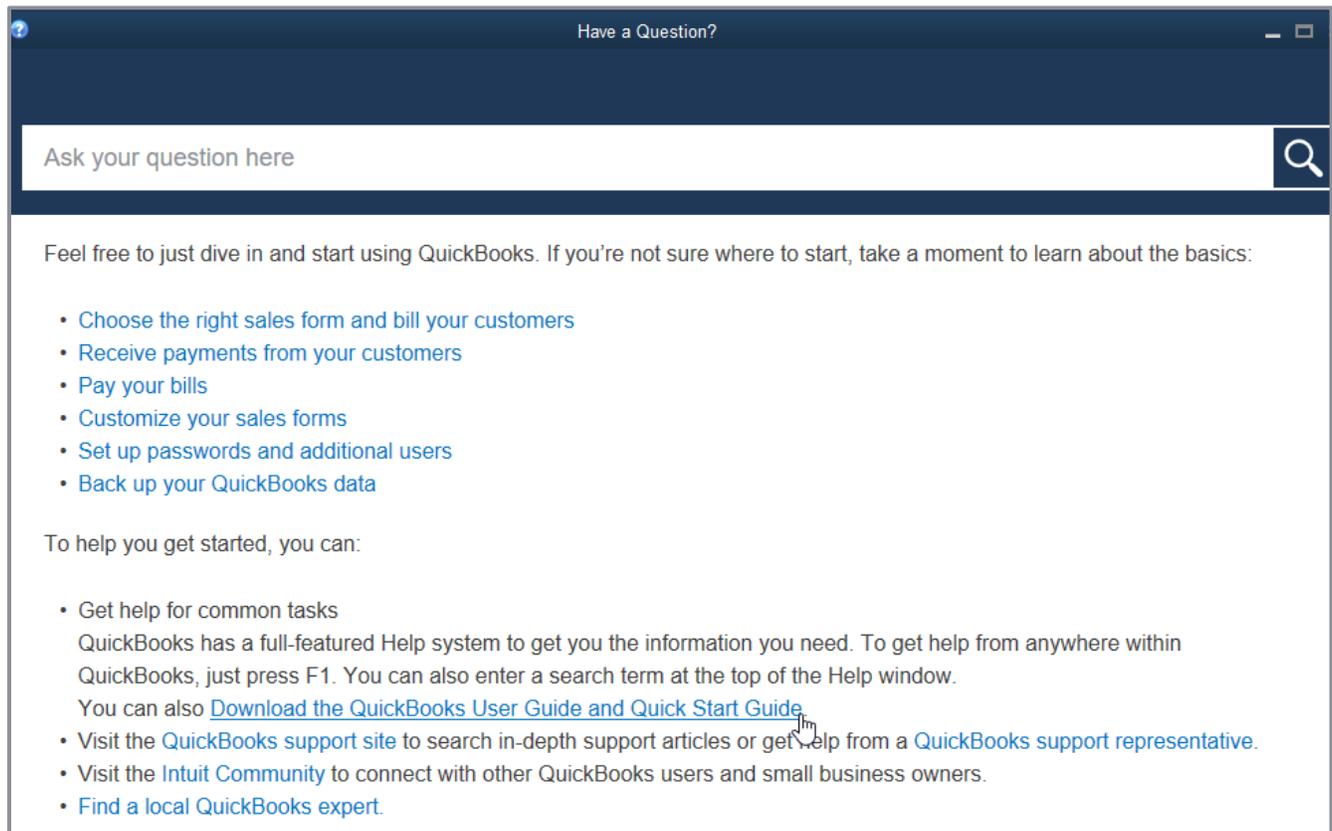
Get started with QuickBooks Desktop

After you create a company file, you can start using QuickBooks right away. However, we recommend that you continue setting up your business to make sure your financial statements are accurate.

Although you set up your basic company information when you created your company file, you still need to set up additional, company-specific information. You can enter this information as you work, or you can enter this information now.

- Add your customers
- Add your vendors
- [Set up QuickBooks Desktop Payroll](#)
- Add your employees
- Set up the items you buy and sell
- Set up your other accounts (bank accounts, etc.)
- Make sure QuickBooks is up to date by entering all transactions that occurred before your start date
- Set up your sales tax information (if you charge sales tax)

2. Click the link **Download the QuickBooks User Guide and Quick Start Guide**.



- Click the link(s) to download the guide(s).



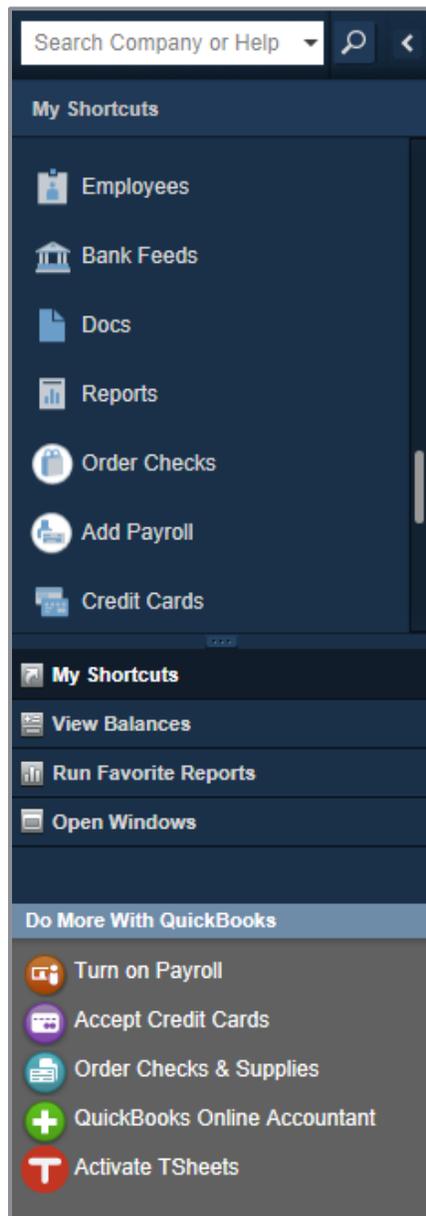
- By looking under **User Manuals for QuickBooks Desktop for Windows**, you can open, or download and save as PDF various resources from QuickBooks Desktop for Windows, version years 2016 through 2018. (It also includes the QuickBooks for Mac 2016 official eBook.) All these version-years offer the two-page QuickBooks Quick Start Guide and the 22-page QuickBooks User Guide, which includes a visual guide. QuickBooks 2016 also offers *QuickBooks 2016: The Missing Manual - The Official Intuit Guide to QuickBooks*, also available at https://http-download.intuit.com/http.intuit/CMO/quickbooks/2016/docs/QuickBooks_2016_The_Missing_Manual.pdf, which will help guide you through many tasks, including the following.
 - **Manage your open windows** - QuickBooks can be set to display one window at a time or several windows (organized side-by-side or cascaded)
 - **Use the menu bar** - You can find all commands on the menu bar



- **Use the top icon bar** - The top icon bar allows you to manage your business more quickly and provides quick access to the centers



- **Use the left side navigation** - The left side navigation acts like the top icon bar, allowing you access to quick and easy shortcuts. Use the top icon bar, the left side navigation or neither. You cannot use both the top icon bar and the left side navigation at the same time.

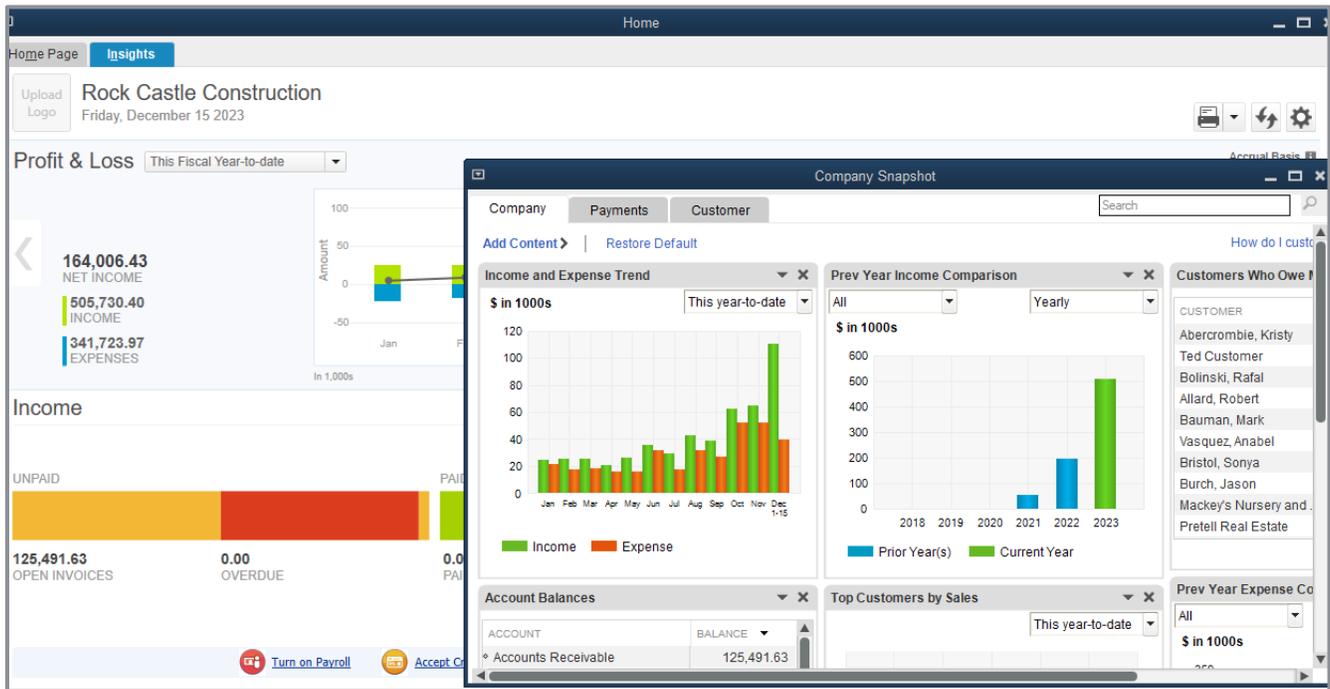


- **QuickBooks Centers** - For Customers, Vendors, Employees, Reports and Bank Feeds, these Centers offer quick access to common tasks
- **Make the Home page your starting point** - The Home page provides a graphical representation of the workflow, organized into logical groups. You can click any of these icons on the Home page to launch a window or transaction represented by the icon.

The screenshot displays the QuickBooks Home page interface. At the top, there are tabs for 'Home Page' and 'Insights'. The main area is divided into three horizontal sections: VENDORS, CUSTOMERS, and EMPLOYEES. Each section contains a flowchart of tasks. The VENDORS section includes 'Purchase Orders', 'Receive Inventory', 'Enter Bills Against Inventory', and 'Manage Sales Tax'. The CUSTOMERS section includes 'Sales Orders', 'Accept Credit Cards', 'Create Sales Receipts', 'Estimates', 'Create Invoices', 'Receive Payments', 'Statement Charges', 'Finance Charges', 'Statements', and 'Refunds & Credits'. The EMPLOYEES section includes 'Payroll Center', 'Enter Time', 'Pay Employees', 'Pay Liabilities', 'Process Payroll Forms', and 'HR Essentials and Insurance'. To the right of the workflow, there are three vertical toolbars: 'COMPANY' (Chart of Accounts, Inventory Activities, Items & Services, QuickBooks Mobile, Calendar), 'BANKING' (Record Deposits, Reconcile, Write Checks, Check Register, Print Checks, Enter Credit Card Charges), and a 'DO MORE WITH QUICKBOOKS' section with links like 'Turn on Payroll', 'Accept Credit Cards', 'Order Checks & Supplies', and 'Clients Outgrowing QB Pro?'. On the far right, there are three panels: 'ACCOUNT BALANCES' (a table with columns for NAME and BALANCE), 'BACKUP STATUS' (showing 'Local: January 02, 2019, 5:56 PM'), and a 'Create a new company file' button.

NAME	BALANCE
1001 - B of A C...	0.00
10100 - Checki...	83,154.95
10300 - Savings	17,910.19

- Get an overview of your company** - The Insights tab of the Home page gives you real-time information about how your company is doing and provides a location where you can keep track of the tasks you need to perform. You can also get more detailed information from the Company Snapshot found in both the Reports and the Company drop-down menus.



NOTES

All the Accounting You Need to Know

ABOUT THE CHART OF ACCOUNTS

- Chart of Accounts
 - The Chart of Accounts is a complete list of your business accounts and their balances
 - An account is a tracking category for your business’s assets, liabilities, equity, income and expenses

- When you keep books for a company, you want to track:
 - Where the income comes from
 - Where you put it
 - What the expenses are for
 - What you use to pay them

- You track this flow of money through the Chart of Accounts

NAME	TYPE	DESCRIPTION	BALANCE TOTAL	ATTACH
1001 - B of A Checking	Bank	Checking account at Bank of America	0.00	
10300 - Savings	Bank	Savings	17,910.19	
10100 - Checking	Bank	Cash	83,154.95	
10400 - Petty Cash	Bank	Petty Cash	700.00	
11000 - Accounts Receivable	Accounts Receivable	Accounts Receivable	125,491.63	
12800 - Employee Advances	Other Current Asset	Employee Advances	770.00	
12100 - Inventory Asset	Other Current Asset	Inventory Asset	33,725.28	
13100 - Pre-paid Insurance	Other Current Asset	Pre-paid Insurance	4,050.00	
13400 - Retainage Receivable	Other Current Asset	Retainage Receivable	3,703.02	
12000 - Undeposited Funds	Other Current Asset	Undeposited Funds	32,420.98	
17000 - Accumulated Depreciation	Fixed Asset	Accumulated Depreciation	-110,344.60	
15200 - Buildings and Improvements	Fixed Asset	Buildings and Improvements	325,000.00	
15300 - Construction Equipment	Fixed Asset	Construction Equipment	15,300.00	
15000 - Furniture and Equipment	Fixed Asset	Furniture and Equipment	34,326.00	
16900 - Land	Fixed Asset	Land	90,000.00	
15100 - Vehicles	Fixed Asset	Vehicles	78,936.91	
18700 - Security Deposits	Other Asset	Security Deposits	1,720.00	
20000 - Accounts Payable	Accounts Payable	Moneys you owe to vendors and suppliers	48,136.92	
20600 - CalOil Credit Card	Credit Card		382.62	
20500 - QuickBooks Credit Card	Credit Card	QuickBooks Credit Card	94.20	

ABOUT ASSETS, LIABILITIES AND EQUITY

● Assets

- Include both what you have or own and what others owe you
- The money people owe you from outstanding invoices is called your accounts receivable or A/R for short. QuickBooks uses an accounts receivable account to track the money owed to you by customers from invoices. You may have additional notes receivable if the business has issued loans that are due for repayment. These additional notes receivable would not be classified as A/R as they're not related to sales and so they'd be classified either as an Other Current asset (if the money is owed within a year) or an Other asset (if it's owed for a longer period than a year).
- The rest of your company's assets may include checking accounts, savings accounts, petty cash, fixed assets (such as equipment or trucks), inventory and undeposited funds (money you've received from customers but haven't yet deposited in the bank)

● Liabilities

- What your company owes to others
- The money you owe for unpaid bills is your accounts payable or A/P for short. QuickBooks uses an accounts payable account to track the money you owe to vendors or suppliers for bills
- A liability can be a formal loan, an unpaid bill, or sales and payroll taxes you owe to the government. When setting up your company file in QuickBooks, note that even though unpaid bills are liabilities, they will be set up as accounts payable type accounts in QuickBooks.

● Equity

- Equity is the difference between what you have (your assets) and what you owe (your liabilities): $\text{Equity} = \text{Assets} - \text{Liabilities}$

CASH VERSUS ACCRUAL BOOKKEEPING

- Cash basis
 - Income is recorded when money (from sales) is received; expenses are recorded when money (from bills) is paid. In other words, income and expenses are recognized based on the date money changes hands.
- Accrual basis
 - Income is recorded at the time of the sale; expenses are recorded when you receive the bill. In other words, income and expenses are recognized based on the date of the paperwork.



TIP: You can change or set the default reporting basis (accrual or cash) for summary reports in the preferences of the company, based on the bookkeeping method you have chosen for tax purposes. You can change the reporting basis of individual reports (except transaction detail reports) by customizing the reports.

MEASURE BUSINESS PROFITABILITY

- **The Balance Sheet** - A snapshot of your company on one date. It shows:
 - What your business has, including what others owe your business (assets and accounts receivable)
 - What your business owes to others, including to vendors/suppliers (liabilities and accounts payable)
 - The net worth of your business (equity)
- **The Profit & Loss Statement** - Also known as the Income Statement, it covers activity over a particular date range (with a start date and an end date). It shows:
 - Income
 - Expenses
 - Net profit or loss (income less expenses)
- **The Statement of Cash Flows** - This also covers activity over a particular date range (with a start date and an end date). It shows:
 - Receipts
 - Payments

GENERAL JOURNAL TRANSACTIONS

- Traditional accounting method
- Known as double-entry accounting
- Total amount in the Debit column equals the total amount in the Credit column
- Each amount is assigned to an account in the Chart of Accounts
- To view the journal entry for a transaction, open the transaction and press **Ctrl+y** or, from the Reports tab in the transaction window, click **Transaction Journal**
- If necessary, click **Customize Report** and choose to display the **Credit** and **Debit** columns (rather than the **Amount** column)

The screenshot displays the 'Transaction Journal' window in QuickBooks. The window title is 'Transaction Journal' and it shows details for invoice 1058. The main area contains a table of transactions with the following columns: Trans #, Type, Date, Num, Name, Memo, Item, Item Description, Account, Class, Sales, Debit, and Credit. The transactions listed include items like Gas Rangetop, Double oven, Dishwasher, Greenhouse, Removal labor, Framing labor, Installation labor, Install tile or..., Painting, Plumbing, and Install drywall. The total debit and credit amounts are both 1,636.69.

Trans #	Type	Date	Num	Name	Memo	Item	Item Description	Account	Class	Sales	Debit	Credit
1058	Invoice	12/15/2023	1098	Cook, Brian:Kitchen				11000 - Accounts...	Remodel		1,636.69	
				Cook, Brian:Kitchen	Gas Rangetop	Appliance		40140 - Materials L...	Remodel	247.50		247.50
				Cook, Brian:Kitchen	Double oven	Appliance		40140 - Materials L...	Remodel	350.00		350.00
				Cook, Brian:Kitchen	Dishwasher	Appliance		40140 - Materials L...	Remodel	450.00		450.00
				Cook, Brian:Kitchen	Greenhouse...	Window...	Window	40140 - Materials L...	Remodel	475.00		475.00
				Cook, Brian:Kitchen	Removal labor	Remova...	Removal labor	40130 - Labor Inco...	Remodel	45.50	0.00	
				Cook, Brian:Kitchen	Framing labor	Framing...	Framing labor	40130 - Labor Inco...	Remodel	66.00	0.00	
				Cook, Brian:Kitchen	Installation la...	Installati...	Installation labor	40130 - Labor Inco...	Remodel	38.50	0.00	
				Cook, Brian:Kitchen	Install tile or ...	Subs:Til...	Install tile or cou...	40150 - Subcontra...	Remodel	1,320.00	0.00	
				Cook, Brian:Kitchen	Painting	Subs:Pa...	Painting	40150 - Subcontra...	Remodel	825.00	0.00	
				Cook, Brian:Kitchen	Plumbing	Subs:Plu...	Plumbing	40150 - Subcontra...	Remodel	1,100.00	0.00	
				Cook, Brian:Kitchen	Install drywall	Subs:Dr...	Install drywall	40150 - Subcontra...	Remodel	1,000.00	0.00	
				State Board of Equ...	CA sales tax...	San Dom...	CA sales tax, Sa...	25500 - Sales Tax...	Remodel	7.5%		114.19
TOTAL											1,636.69	1,636.69

NOTES

Get Help while Using QuickBooks

QuickBooks provides extensive help in various formats. When you have questions, QuickBooks provides:

- Onscreen QuickBooks Desktop Help to provide conceptual information and step-by-step instructions, which includes links to *The QuickBooks Quick Start Guide* and the *QuickBooks User Guide* as described in the section *Get Around in QuickBooks*.
- New Features section highlights new and improved features in the current version year of QuickBooks
- The Year-End Guide
- Support and Ask Intuit links for answers to specific questions

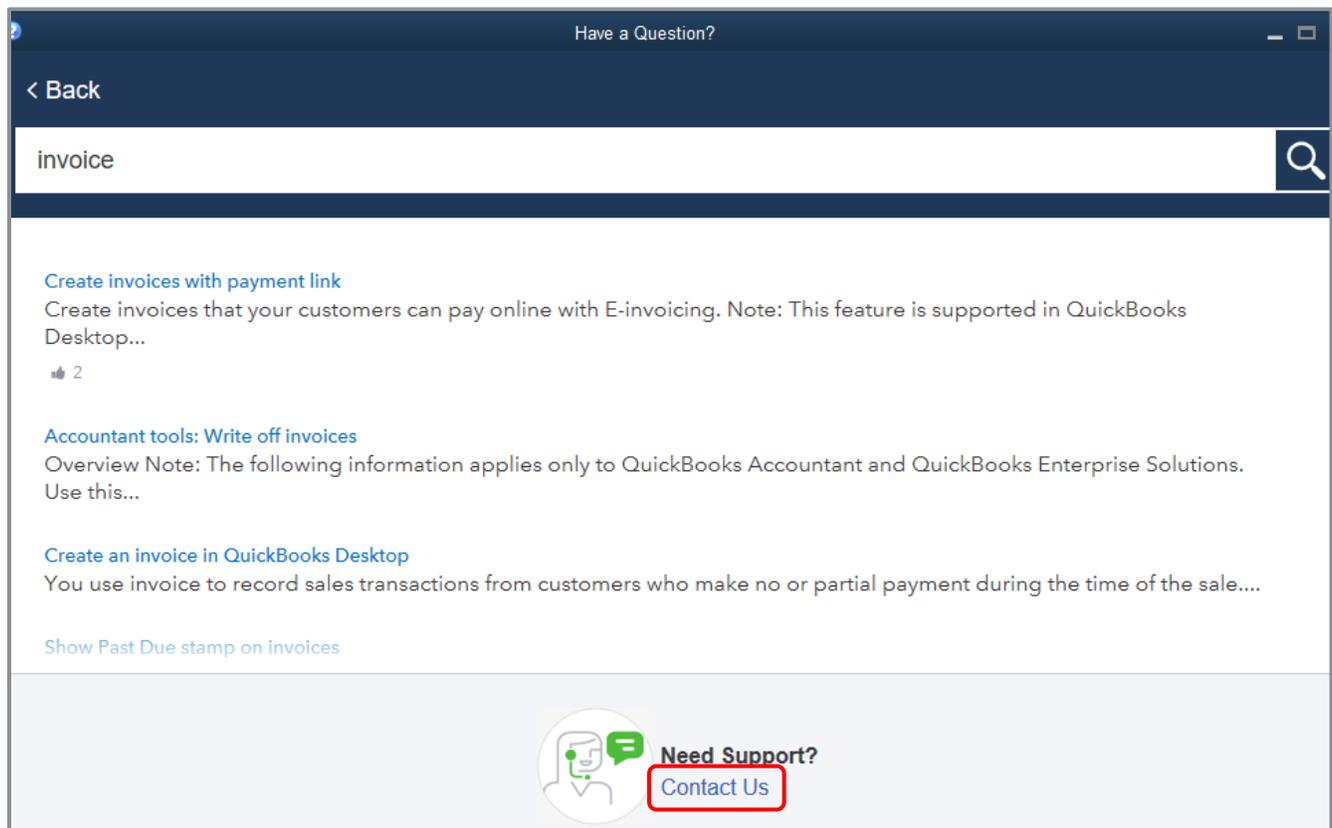
The onscreen Help provides several different types of information:

- Conceptual explanations of how to apply QuickBooks to your particular business situation
- Step-by-step instructions
- A search engine that provides a list of topics related to the word or phrase you enter
- Information relevant to the task you are currently performing
- Access to community forums where you can exchange information with QuickBooks experts



Step-by-Step: Find a Topic in Onscreen Help

1. Press **F1** or from the Help menu choose **QuickBooks Desktop Help**. This brings up the Have a Question? window.
2. In the Have a Question? window, use the search box to type in a full question or one or more keywords. QuickBooks displays a list of help articles and community forum answers.



NOTES

Exit QuickBooks

Unlike most other Windows programs, QuickBooks doesn't require you to save your data before exiting. It does an automatic save while you're working (after every transaction is created, changed or deleted) and every time you leave the program.

- To exit QuickBooks, from the File menu, choose **Exit**

To prevent or minimize data loss, you should make regular backup copies of your QuickBooks company data. In the event of data loss, you can restore your data from the backup copy.

- To make a backup copy, from the File menu, choose **Back Up Company**. A copy is a compressed complete copy of your data file used to restore your working file in case it is compromised. It is a best practice to store your backups on a different drive from your working file.

NOTES

Move between Company Files

If you work with several companies, you'll work with multiple QuickBooks company files. You can switch from one company file to another at any time, but you can have only one company file open at a time. (Two exceptions are QuickBooks Accountant Desktop and QuickBooks Desktop Enterprise Solutions, which allow you to open two company files at one time.)

QuickBooks provides an easy way to find and open a company file you've worked with before.



Step-by-Step: Open a Previously Opened File

1. From the File menu choose **Open Previous Company**.
2. From the submenu select the company file you want to open.



Step-by-Step: Change the Number of Company Files Displayed in the Submenu

1. Make sure you're logged into a QuickBooks company file as the Admin user.
2. From the File menu choose **Open Previous Company**.
3. Choose **Set number of previous companies**.
4. Enter the number of company files you want QuickBooks to display (up to 20).
5. Click **OK**.

Alternately:

1. From the File menu choose **Close Company/Logoff**.

The No Company Open screen will appear.

2. Click **Edit List** to hide companies you no longer wish to see in this list or in the Open Previous Company list.
3. Click a checkmark in the **Hide** column next to each company you no longer wish to appear in the list.
4. Click **OK**.

Get Started – Review Questions

1. List the three main ways you enter data in QuickBooks.

_____ / _____ / _____

2. List three ways to access features in QuickBooks.

_____ / _____ / _____

3. What bookkeeping methods can you use to create reports in QuickBooks?

4. Which of the following would you not include in the Chart of Accounts?

- a. Checking account
- b. Vendor record
- c. Depreciation expense
- d. Accounts payable

5. Which of the following is an asset?

- a. Accounts payable
- b. Accounts receivable
- c. Company delivery van
- d. Both a and b
- e. Both b and c

6. Checking, savings and petty cash should be set up as which of the following account types in QuickBooks?
 - a. Expense
 - b. Other current asset
 - c. Bank
 - d. Equity

7. Which of the following best describes a balance sheet?
 - a. A summary of a company's finances over the past year
 - b. A financial snapshot of a company at a specific point in time
 - c. A summary of a company's revenue and expenses for a fiscal year
 - d. None of the above

Answers to Review Questions

1. List the three main ways you enter data in QuickBooks.

Forms, lists, register

2. List three ways to access features in QuickBooks.

Menu bar, Icon bar (top or left), Centers, Home page

3. What bookkeeping methods can you use to create reports in QuickBooks?

Accrual basis and cash basis are the two bookkeeping methods. You can change or set the default reporting basis for summary reports in the preferences of the company. You can change the reporting basis of individual reports (except transaction detail reports) by customizing the reports.

4. Which of the following would you not include in the Chart of Accounts?

- a. Checking account
- b. ✓ *Vendor record*
- c. Depreciation expense
- d. Accounts payable

5. Which of the following is an asset?

- a. Accounts payable
- b. Accounts receivable
- c. Company delivery van
- d. Both a and b
- e. ✓ *Both b and c*

-
6. Checking, savings and petty cash should be set up as which of the following account types in QuickBooks?
- a. Expense
 - b. Other current asset
 - c. ✓ *Bank*
 - d. Equity
7. Which of the following best describes a balance sheet?
- a. A summary of a company's finances over the past year
 - b. ✓ *A financial snapshot of a company at a specific point in time*
 - c. A summary of a company's revenue and expenses for a fiscal year
 - d. None of the above



QUICKBOOKS DESKTOP 2019 CLIENT TRAINING

Lesson 3

Work with Lists

Copyright

Copyright 2019 Intuit, Inc.
All rights reserved.

Intuit, Inc.
5601 Headquarters Drive
Plano, TX 75024

Trademarks

©2019 Intuit, Inc. All rights reserved. Intuit, the Intuit logo, Intuit ProLine, Lacerte, ProAdvisor, ProSeries and QuickBooks, among others, are trademarks or registered trademarks of Intuit, Inc. in the United States and other countries. Other parties' marks are the property of their respective owners.

Notice to Readers

The publications distributed by Intuit, Inc. are intended to assist accounting professionals in their practices by providing current and accurate information. However, no assurance is given that the information is comprehensive in its coverage or that it is suitable in dealing with a client's particular situation. Accordingly, the information provided should not be relied upon as a substitute for independent research. Intuit, Inc. does not render any accounting, legal or other professional advice, nor does it have any responsibility for updating or revising any information presented herein. Intuit, Inc. cannot warrant that the material contained herein will continue to be accurate nor that it is completely free of errors when published. Readers should verify statements before relying on them.

Table of Contents

About the Author	5
Lesson Objectives	6
Use QuickBooks Desktop Lists	7
Edit the Chart of Accounts	8
Edit an Account	9
Add a Subaccount	10
Customer, Vendor and Employee Centers	12
Custom Contact Fields	13
Work with the Customer Center and the Customers & Jobs List	14
Add Customers	14
Provide Additional Customer Information	16
Sales Tax Settings	17
Transactions from the Customers & Jobs List	19
Work with the Employee Center	20
Work with the Vendor Center	21
Add Vendors.....	21
Transactions from the Vendor List	23
Add Custom Fields	24
Manage Lists	28
Rename a List Item	34
Print a List	36
Add or Edit Multiple Items at One Time	38

Work with the Lead Center..... 40
Things to Note about the Lead Center.....42

Work with Lists – Review Questions..... 43

Review Activities 45

Answers to Review Questions 47

About the Author



Esther Friedberg Karp, MBA

President, EFK CompuBooks Inc.

esther@e-compubooks.com

Esther Friedberg Karp is an internationally-renowned trainer, writer, business consultant and speaker who was named one of the Top 10 QuickBooks ProAdvisors in the world, with the title Top International ProAdvisor.

Based in Toronto, Canada, Esther has the unique distinction of holding ProAdvisor certifications in the United States, Canada and the United Kingdom. She has authored materials and delivered educational and certification courses for Intuit in all those countries, as well as Australia where she conducted live QuickBooks Online training. She has spoken at Scaling New Heights, QuickBooks Connect and other conferences, as well as those of various accounting and professional organizations and written countless articles for Intuit Global.

Esther counts among her clients' companies from around the world, as well as accounting professionals who seek her out on behalf of their own clients for her expertise in various countries' editions of QuickBooks Desktop and Online, and for her talent in customizing QuickBooks usage for different industries.

Esther holds a BSc from the University of Toronto in Actuarial Science and Mathematics, and an MBA in Marketing and Finance from York University's Schulich School of Business.

She can be reached at esther@e-compubooks.com or 416-410-0750.



Lesson Objectives

- Edit the company Chart of Accounts
- Add a new customer to the Customers & Jobs list
- Add a new vendor to the Vendor list
- Learn about custom fields and practice adding custom fields
- See how to manage lists in QuickBooks

Use QuickBooks Desktop Lists

QuickBooks Desktop lists organize a wide variety of information including data on customers, vendors, inventory items and more. Lists save time by helping you enter information consistently and correctly, such as:

- Names, addresses and other information about customers
- Contact information for vendors
- Descriptions and prices for products and services

NOTES

Edit the Chart of Accounts

The Chart of Accounts is your most important list because it shows how much your business has, how much it owes, how much money is coming in and how much is being spent. It is the backbone of any accounting system.



Step-by-Step: Display the Chart of Accounts

1. From the Lists menu, choose **Chart of Accounts** or press **CTRL+a**.

Chart of Accounts				
Look for account name or number				
<input type="text"/>		<input type="button" value="Search"/>	<input type="button" value="Reset"/>	
NAME	TYPE	DESCRIPTION	BALANCE TOTAL	ATTACH
1001 - B of A Checking	Bank	Checking account at Bank of America	0.00	
10300 - Savings	Bank	Savings	17,910.19	
10100 - Checking	Bank	Cash	83,154.95	
10400 - Petty Cash	Bank	Petty Cash	700.00	
11000 - Accounts Receivable	Accounts Receivable	Accounts Receivable	125,491.63	
12800 - Employee Advances	Other Current Asset	Employee Advances	770.00	
12100 - Inventory Asset	Other Current Asset	Inventory Asset	33,725.28	
13100 - Pre-paid Insurance	Other Current Asset	Pre-paid Insurance	4,050.00	
13400 - Retainage Receivable	Other Current Asset	Retainage Receivable	3,703.02	
12000 - Undeposited Funds	Other Current Asset	Undeposited Funds	32,420.98	
17000 - Accumulated Depreciation	Fixed Asset	Accumulated Depreciation	-110,344.60	
15200 - Buildings and Improvements	Fixed Asset	Buildings and Improvements	325,000.00	
15300 - Construction Equipment	Fixed Asset	Construction Equipment	15,300.00	
15000 - Furniture and Equipment	Fixed Asset	Furniture and Equipment	34,326.00	
16900 - Land	Fixed Asset	Land	90,000.00	
15100 - Vehicles	Fixed Asset	Vehicles	78,936.91	
18700 - Security Deposits	Other Asset	Security Deposits	1,720.00	
20000 - Accounts Payable	Accounts Payable	Moneys you owe to vendors and suppliers	48,136.92	
20600 - CalOil Credit Card	Credit Card		382.62	
20500 - QuickBooks Credit Card	Credit Card	QuickBooks Credit Card	94.20	

Account Activities Reports Attach Include inactive

2. Scroll through the list.

The Chart of Accounts' default display is by account type: balance sheet accounts first, followed by income and expense accounts. You can click on the column headings to sort by name or balance instead of by type.

NOTES

Edit an Account



Step-by-Step: Edit an Account

1. In the Chart of Accounts, find the account you want to edit, then click on it (once – not a double-click) to highlight the row.
2. Right-click on the row then click **Edit Account** or click the **Account** menu button then select **Edit Account**.
3. Edit the information accordingly.

4. Click **Save & Close**.



IMPORTANT: Some information, like Account Type, is not easily changed. If you set up an account in error and want to modify it but QuickBooks won't let you make the change, you can delete the account and start over, assuming no transactions have been posted to it.

NOTES

Add a Subaccount

A subaccount is a way to break an account down into subcategories for reporting purposes. Subaccounts appear on reports as indented lines under the main or parent account. This hierarchy enables you to expand reports to show all subaccounts under a parent, or to collapse all subaccounts into a parent account for a one-line view.



Step-by-Step: Add a Subaccount

1. In the Chart of Accounts, click the **Account** menu button then choose **New**.
2. Select the appropriate account type (this must be the same account type as the parent account).
3. Click **Continue**.
4. Assign an appropriate account name and number if applicable.
5. Select the **Subaccount of** checkbox then select the parent account from the drop-down list.

Account Type: Expense Number: 60110

Account Name: Fuel

Subaccount of: 60110 - Automobile

OPTIONAL

Description: Fuel Expense

Note:

Tag-Line Mapping: <Unassigned> [How do I choose the right tax line?](#)

Account is inactive

Save & Close Cancel

6. Click **Save & Close**.

QuickBooks displays the new subaccount in the Chart of Accounts list.

◊ 60100 · Automobile	Expense	Automobile		
◊ 60110 · Fuel	Expense	Fuel Expense		
◊ 60120 · Insurance	Expense	Business Truck Policies		
◊ 60130 · Repairs and Maintenance	Expense			

7. Close the Chart of Accounts by clicking the **x** in the top right of the Chart of Accounts window (not the x in the top right of the QuickBooks window as this will close the program!) or hit the **Esc** key.

NOTES

Customer, Vendor and Employee Centers

The Customer, Vendor and Employee Centers consolidate and organize important information. The centers contain names, addresses and other information about the items on these lists. They also hold more specific information, Contacts, To Do's, Notes, Sent Email, custom fields and other details you may want to track for each customer, vendor or employee.

Customer Center: Abercrombie, Kristy

Customers & Jobs | Transactions

Active Customers

NAME	BALANCE TOT...	ATTACH	CREDIT...
Abercrombie, Kristy	5,350.88		
↳ Family Room	-1,616.25		
↳ Kitchen	0.00		
↳ Patio	0.00		
↳ Remodel Bathroom	6,967.13		
↳ Allard, Robert	300.00		
↳ Remodel	0.00		
↳ Anthony's Pizza Parlor	0.00		
↳ Babcock's Music Shop	0.00		
↳ Remodel	0.00		
↳ Baker, Chris	0.00		
↳ Family Room	0.00		
↳ Garage Repair	0.00		
↳ Balak, Mike	0.00		
↳ Utility Shed	0.00		
↳ Barley, Renee	0.00		
↳ Repairs	0.00		
↳ Bauman, Mark	3,925.00		

Customer Information

Company Name: _____ Main Phone: 415-555-6579
 Full Name: Mrs. Kristy Abercrombie Main Email: kristy@samplename.c m
 Customer Type: Residential
 Account No.: 91-431
 Terms: Net 30
 Bill To: Kristy Abercrombie
 5647 Cypress Hill Rd
 Bayshore CA 94326

NOTE: 9/15/2003: Send Kristy estimate for den remodel. 9/20/2003: Called Kristy to ...

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

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

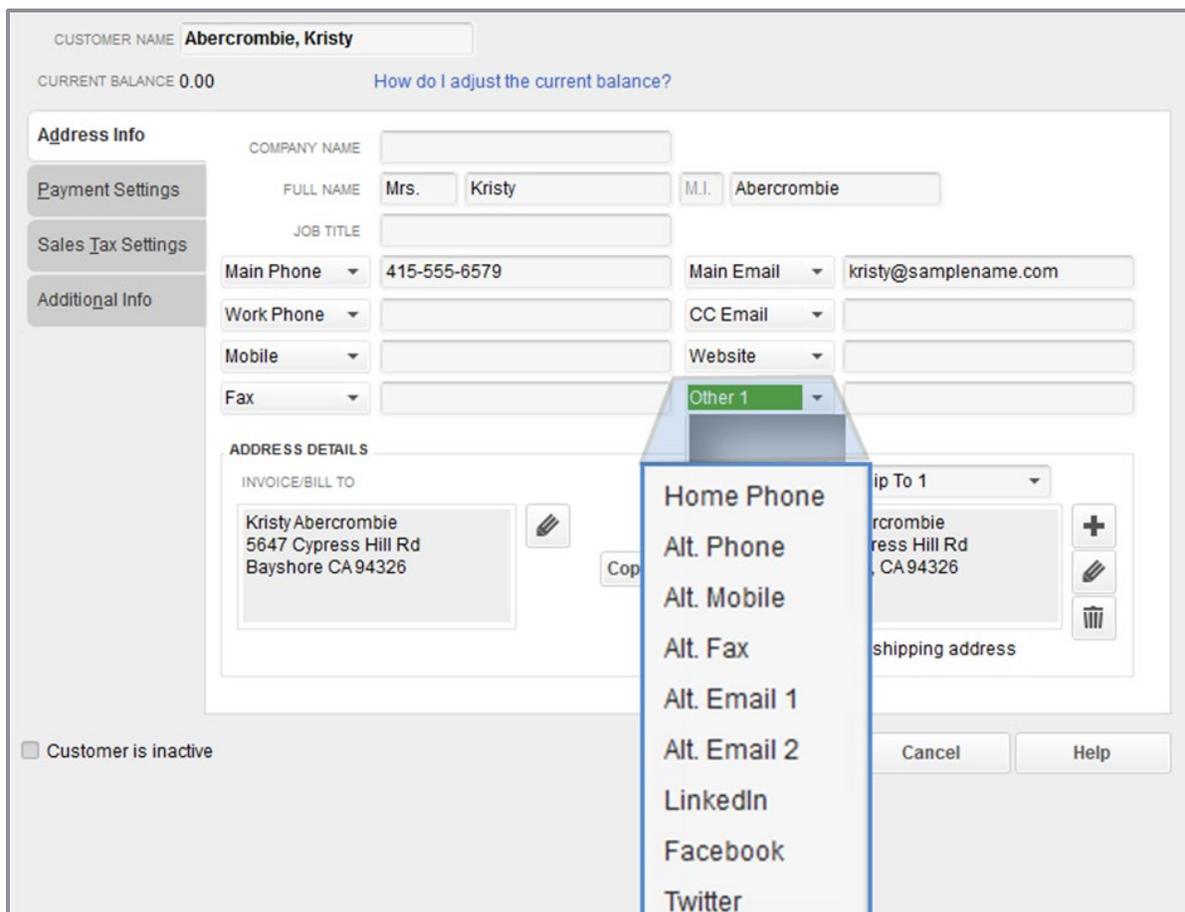
SHOW: All Trans... FILTER BY: All DATE: This Fiscal Year 01/01/2023 - 12/31/2023

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Payment		12/15/2023	10100 - Checking	7,633.28
General Journal	FAM2011	12/15/2023	11000 - Accounts R...	7,633.28
Credit Memo	71	12/15/2023	11000 - Accounts R...	-1,616.25
Estimate	613	12/12/2023	90200 - Estimates	7,676.13
Invoice	1091	12/10/2023	11000 - Accounts R...	4,522.00
Check	476	12/01/2023	10100 - Checking	0.00
Credit Memo	4002	12/01/2023	11000 - Accounts R...	-711.15

Manage Transactions | Run Reports

Custom Contact Fields

Each name listed on the Customer, Vendor and Employee Centers includes eight fields for contact information. All eight of these contact fields for phone numbers, email addresses and URLs can be customized per the drop-down list of available contact descriptions (mobile phones, social media information, etc.).



Work with the Customer Center and the Customers & Jobs List

The Customer Center's Customers & Jobs list stores names, addresses and other information about your customers. It also holds information about the jobs or projects you may want to track for each customer.

The Customer Center is the dashboard that can launch sales forms (sales orders, estimates, invoices, sales receipts, statement charges, receive payments and credit memos/refunds) and display accounts receivable.

ADD CUSTOMERS



Step-by-Step: Add a Customer

1. There are multiple ways to do almost anything in QuickBooks. To access the Customer Center, you have four options:
 - Click **Customers** from the left-hand or top icon bar (depending on your View settings)
 - Choose **Customer Center** from the Customers drop-down in the menu bar
 - From the Home page, click the blue **Customers** tab in the Customers section
 - Press **CTRL+j**
2. Click the **New Customer & Job** menu button then choose **New Customer**.
3. In the Customer Name field, enter the name of the customer as you'd like it to appear on your Customers & Jobs list.
4. Press **Tab** past the Opening Balance field to leave this field blank.

The Opening Balance field tells you how much each customer owes you on your start date, so when you enter the rest of your transactions from the day after your start date to today, all balances since your start date will be accurate.

It is recommended to enter individual outstanding invoices one by one whenever possible rather than enter the outstanding balance owed in the Opening Balance field.

5. Complete the customer contact information appropriately.

You can have and use more than one Ship To address per customer or job. Add them with the **Ship To** drop-down or by clicking the **+** sign in the bottom right corner.

New Customer

CUSTOMER NAME

OPENING BALANCE AS OF **12/15/2023** [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

OK **Cancel** **Help**

6. Click **OK** to add this customer. The Customer Center appears with the Customers & Jobs list along the left side. (New names appear in the correct alphabetical order in the list. Customer names can be moved around in this list, so they are no longer alphabetical. Right-click the list then choose **Re-sort List** to return the names to alphabetical order.)



IMPORTANT: The Customers & Jobs list is the same as the Customer/Job list. It is called Customers & Jobs on the Customer Center and Customer:Job on forms. It is sometimes also referred to as simply the Customer list.

PROVIDE ADDITIONAL CUSTOMER INFORMATION

There are additional tabs for Payment Settings, Sales Tax Settings, Additional Info and Job Info where you can provide other important information.

NOTES

Sales Tax Settings

There are multiple levels of taxability in QuickBooks. Taxability can be assigned by the item, the customer and each individual sale for:

- **Item default taxability** - This determines whether the item is displayed as taxable or nontaxable each time it is used on a sales form. This is a default setting that can be overridden on the individual form when the item is used.
- **Customer default taxability**
 - **Tax Code** - Here you can set a customer to be taxable or nontaxable. If the customer is set up as nontaxable, this overrides the item setup when taxable items are used on a sales form. This can be changed on a sales form.
 - **Tax Item** - This is the line tax item to which the customer's sales will default on the Sales Tax Report. If the customer's tax code is *Tax*, the rate from the Tax Item drop-down will be assigned. If the customer's tax code is *Non*, the rate will not be applied but the sale will still be grouped with that rate in the Sales Tax Report. This can also be changed on a sales form.

The screenshot shows the 'Edit Customer' window for 'Pretell Real Estate'. The current balance is 5,026.50. The 'Sales Tax Settings' section is highlighted, showing the following fields:

- TAX CODE:** Tax
- TAX ITEM:** San Domingo
- RESALE NO.:** (empty field)

At the bottom left, the 'Customer is inactive' checkbox is checked. At the bottom right, there are 'OK', 'Cancel', and 'Help' buttons.

The Payment Settings tab is where you enter customer account numbers and credit limits. You can also record information about each customer's payment terms, preferred delivery method of invoices and preferred payment method. For customers who pay by credit card, you can enter credit card numbers and expiration dates.

The screenshot shows the 'Edit Customer' window for 'Pretell Real Estate'. The current balance is 5,026.50. The 'Payment Settings' tab is active, showing fields for Account No., Credit Limit, Payment Terms (Net 30), Price Level (Pretell Real Estate Rates), Preferred Delivery Method (E-mail), and Preferred Payment Method. There is also a section for 'CREDIT CARD INFORMATION' with fields for Card No., Exp. Date, Name on Card, Address, and ZIP/Postal Code. A link asks 'Can I save the Card Security Code?'. The 'ONLINE PAYMENTS' section has radio buttons for 'Credit Card' (with icons for Visa, Mastercard, American Express, Discover) and 'Bank Transfer (ACH)' (with a Bank icon). At the bottom, there is a checkbox for 'Customer is inactive' and buttons for 'OK', 'Cancel', and 'Help'.

NOTES

Transactions from the Customers & Jobs List

Right-clicking on any customer or job in the Customers & Jobs list will bring up a menu which includes access points for launching various customer-related transactions and features, such as:

- Create Invoices
- Create Credit Memos / Refunds
- Create Estimates
- Create Statements
- Enter Sales Receipts
- Enter Statement Charges
- Create Sales Orders
- Receive Payments
- Make Deposits

Work with the Employee Center



Step-by-Step: Add a New Employee

- Just like the Customer Center, there are multiple ways to access the Employee Center in QuickBooks:
 - Click **Employees** from the left-hand or top icon bar (depending on your View settings)
 - Choose **Employee Center** from the Employees drop-down in the menu bar
 - From the Home page, click the blue **Employees** tab in the Employees section
- Click **New Employee** at the top of the Employee Center.

TRANSACTION TYPE	DATE	ACCOUNT	AMOUNT
Paycheck	12/15/2023	10100 - Checking	1,299.60
Paycheck	12/15/2023	10100 - Checking	1,350.15
Paycheck	12/01/2023	10100 - Checking	1,325.15
Paycheck	11/17/2023	10100 - Checking	1,324.61

- Complete *all* employee information.
- Click **OK**.
- Close the Employee Center by clicking on the **x** in the top right corner of the Center (not the top right corner of QuickBooks, which will close the program!) or by hitting the **Esc** key.



IMPORTANT: Payroll requires additional setup to be ready for processing inside of QuickBooks.

Work with the Vendor Center

The Vendor Center's Vendor list is where you record information about the companies or people from whom you buy goods or services.

ADD VENDORS

To pay your bills with QuickBooks, you need to add your vendors (sometimes referred to as suppliers). Nearly everyone you pay, other than employees, is a vendor. Your vendor list supplies the names available on purchase forms like purchase orders, bills, checks, vendor credits, sales tax payments, payroll tax payments and bills.

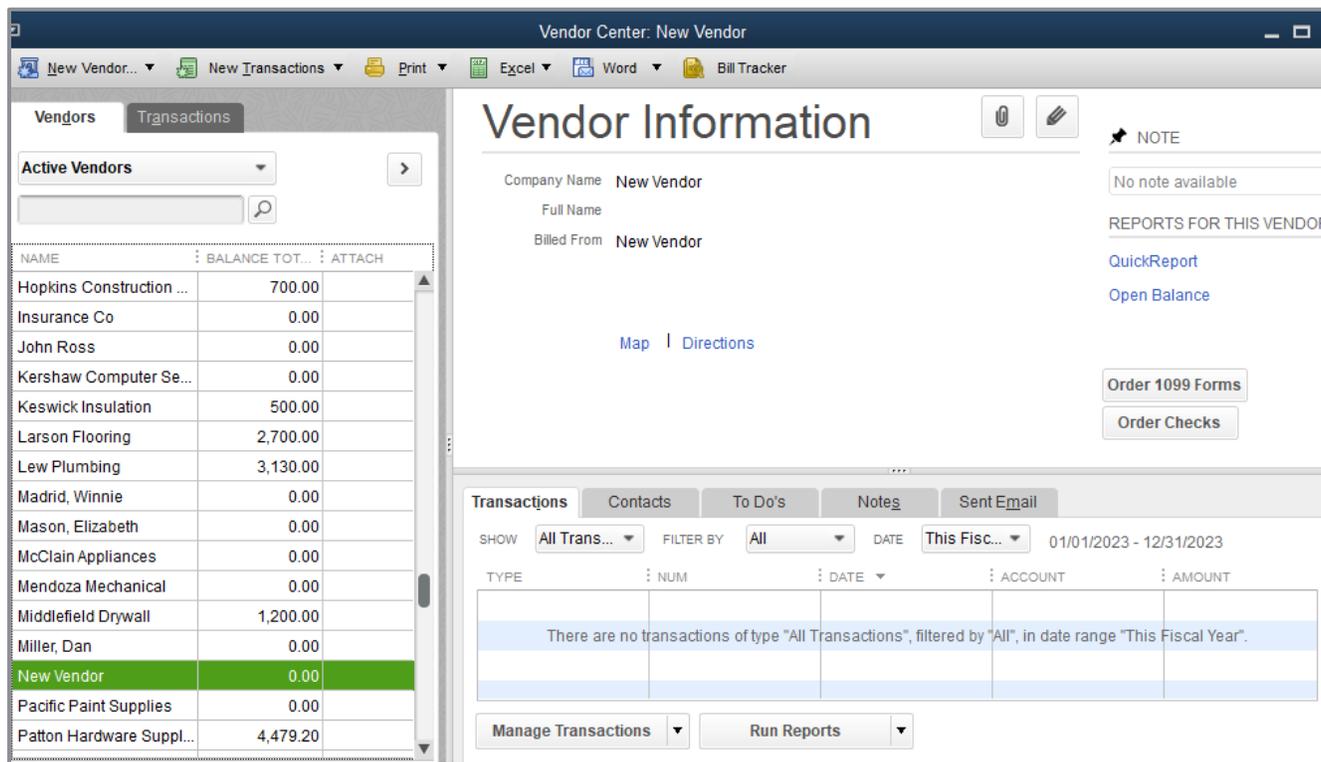


Step-by-Step: Add a Vendor

1. Just like the Customer Center and Employee Center, there are multiple ways to access the Vendor Center in QuickBooks.
 - Click on **Vendors** from the left side or top icon bar (depending on your View settings)
 - Choose **Vendor Center** from the Vendors drop-down in the menu bar
 - From the Home page, click the **Vendors** tab in the Vendors section
2. Click the **New Vendor** button then choose **New Vendor**.
3. In the Vendor Name field, enter the name of the vendor as you'd like it to appear on your Vendor list.
4. The Opening Balance field is treated the same as the Customer Center entries. You can enter a balance owed to the vendor as of the start date of the file, but it is best practice to enter individual open bills whenever possible.
5. Enter the remaining vendor information appropriately.

6. Click **OK** to add this vendor.

The new vendor appears on the Vendor list. (New vendors appear automatically in their correct alphabetical order in the Vendor list.)



7. Close the Vendor Center by clicking on the **x** in the top right corner of the Center (not the top right corner of QuickBooks, which will close the program!) or by hitting the **Esc** key.



IMPORTANT: Notice there are additional tabs in the vendor setup window. Feel free to utilize these features as they apply to your business. Pay special attention to the Tax Settings tab if you would like to run 1099 reports from QuickBooks.

Transactions from the Vendor List

Right-clicking on any vendor in the Vendor list will bring up a menu which includes access points for launching various vendor-related transactions and features, such as:

- Write Checks
- Enter Bills
- Pay Bills
- Enter Credit Card Charges
- Create Purchase Orders

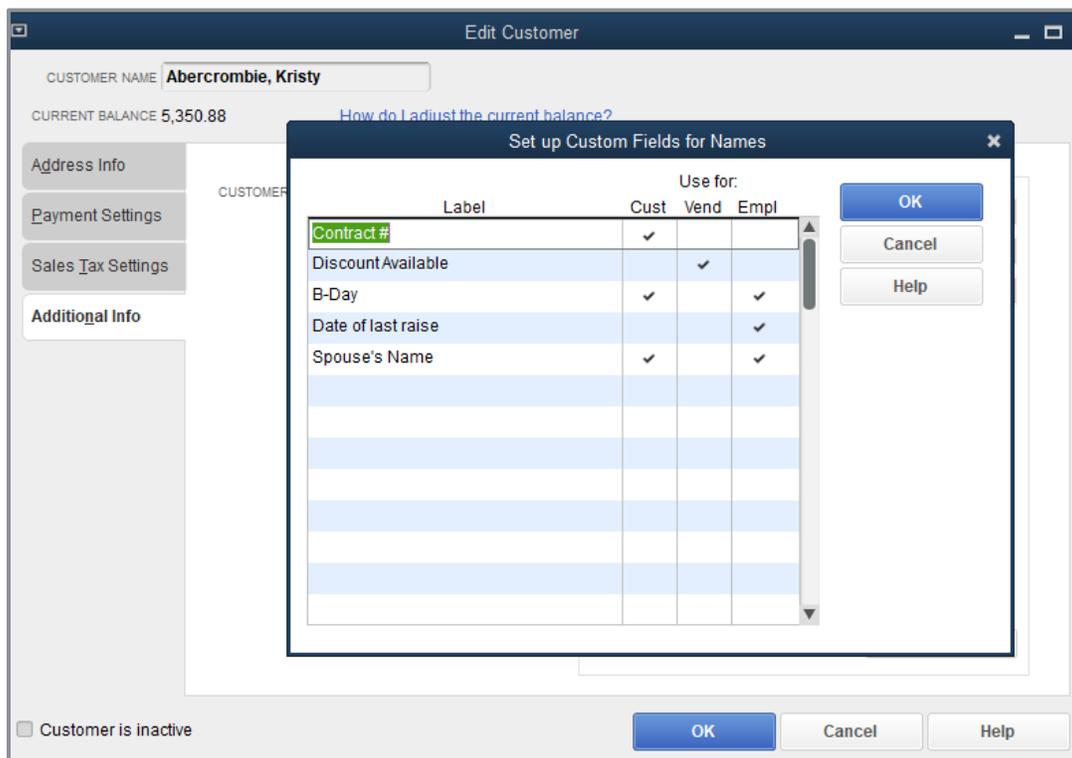
Add Custom Fields

QuickBooks lets you add even more information to names on lists by having custom fields in the Customers & Jobs, Vendor, Employee and Item lists. Custom fields allow you to track additional information specific to your business.



Step-by-Step: Add Custom Fields

1. Open the Customer Center (or the Vendor Center or the Employee Center).
2. Click on a customer (or vendor or employee, depending on the center you've opened).
3. Click the Edit (**pencil**) button (alternately, right-click on the customer name and choose the **Edit** option for this type of list name).
4. Click the **Additional Info** tab.
5. In the bottom right corner of this window, click **Define Fields**. This opens the Set Up Custom Fields for Names window, which corresponds to your Customer, Vendor and Employee lists.



6. Use the Label column to name your custom field.
7. Place a checkmark in the column for each name list to which you would like the custom field to apply. QuickBooks Pro and Premier allow up to seven custom fields for each of the Customer, Vendor and Employee lists, but with no more than an aggregate limit of 15 custom fields on all lists together.
8. Click **OK**.
9. If you see an informational message, click **OK**.
10. Click **OK** to close the Edit Customer (or Edit Vendor or Edit Employee) window.
11. Close the Customer (or Vendor or Employee) Center.

NOTES



Step-by-Step: Add Custom Fields for Items

1. From the Lists menu, choose **Item List**.

NAME	DESCRIPTION	TYPE	ACCOUNT	TOTAL QUANTIT...	ON SALES ORDER	PRICE	ATTACH
Deposit on Account	Deposit on Customer Account	Service	20690 - Customer Deposits			0.00	
Returns	Bad Debt Returns	Service	Returns and Allowances			0.00	
Blueprint changes		Service	40100 - Construction Income:40110 - Design Income			0.00	
Blueprints	Blueprints	Service	40100 - Construction Income:40110 - Design Income			0.00	
Concrete Slab	Foundation slab - prep and pouring	Service	40100 - Construction Income:40130 - Labor Income			0.00	
Floor Plans	Floor plans	Service	40100 - Construction Income:40110 - Design Income			0.00	
Framing	Framing labor	Service	40100 - Construction Income:40130 - Labor Income			55.00	
Installation	Installation labor	Service	40100 - Construction Income:40130 - Labor Income			35.00	
Labor		Service	40100 - Construction Income:40130 - Labor Income			0.00	
Removal	Removal labor	Service	40100 - Construction Income:40130 - Labor Income			35.00	
Repairs	Repair work	Service	40100 - Construction Income:40130 - Labor Income			35.00	
Subs	Subcontracted services	Service	40100 - Construction Income:40150 - Subcontracted Labor Income			0.00	
♦ Carpet	Install carpeting	Service	40100 - Construction Income:40150 - Subcontracted Labor Income			0.00	
♦ Drywall	Install drywall	Service	40100 - Construction Income:40150 - Subcontracted Labor Income			0.00	
♦ Duct Work	Heating & Air Conditioning Duct Work	Service	40100 - Construction Income:40150 - Subcontracted Labor Income			0.00	
♦ Electrical	Electrical work	Service	40100 - Construction Income:40150 - Subcontracted Labor Income			0.00	
♦ Insulating	Install insulation	Service	40100 - Construction Income:40150 - Subcontracted Labor Income			0.00	

2. In the Item List, select the item you wish to edit.
3. Right-click on the item and choose **Edit Item** or click the **Item** menu button then choose **Edit Item**.
4. Click **Custom Fields**.
5. Click **Define Fields**.
6. Enter the custom field name you would like to use in the Label column.
7. Place a checkmark in the Use column for the field to show in the item setup. QuickBooks Pro and Premier allow up to five custom fields for items.



8. Click **OK** to close the window.
9. If you see an additional Information window about activating custom fields for this list, click **OK** to close this window as well.
10. In the Custom Fields for this (or any) item window, you can now enter information for your new custom field.



Field Name	Value
COLOR	Natural
MATERIAL	Chrome
STYLE	Round

11. Click **OK** to close the Custom Fields window for that item, and then click **OK** to close the Edit Item window.
12. Close the Item List.

NOTES

Manage Lists

Sometimes you may want to re-order the way your accounts appear in the different sections of your financial reports. You can re-order each section of your Chart of Accounts (within its account type) by following the instructions below.



Step-by-Step: Sort a List Manually

1. From the Lists menu, choose **Chart of Accounts**. Scroll to the account you would like to move.
2. Hover the mouse pointer over the **diamond** to the left of the account name.
3. Click and hold the left mouse button, and then drag the pointer upward until you see a dotted line directly above the account name (or downward until you see a dotted line directly below the account name). The mouse button can also be dragged to the right to make it a subaccount of the account above it (assuming it is the same account type), or it can be dragged to the left to move it out of being a subaccount.

Chart of Accounts				
Look for account name or number				
<input type="text"/>		<input type="button" value="Search"/>	<input type="button" value="Reset"/>	
NAME	TYPE	DESCRIPTION	BALANCE TOTAL	ATTACH
▶ 30100 · Capital Stock	Equity	Capital Stock	500.00	
▶ 30000 · Opening Bal Equity	Equity	Offset account for use during the setup of the company's QuickBooks da...	40,273.75	
▶ 32000 · Retained Earnings	Equity	Retained Earnings		
▶ 31400 · Shareholder Distributions	Equity	Distributions paid to shareholders	0.00	
▶ 4001 · Consulting Income	Income			
▶ 40540 · Returned Check Charges	Income			
▶ Returns and Allowances	Income			
▶ 40100 · Construction Income	Income	Construction Income		
▶ 40110 · Design Income	Income			
▶ 40120 · Equipment Rental Income	Income			
▶ 40130 · Labor Income	Income			
▶ 40199 · Less Discounts given	Income			
▶ 40140 · Materials Income	Income			
▶ 40150 · Subcontracted Labor Income	Income			
▶ 40500 · Reimbursement Income	Income			
▶ 40510 · Mileage Income	Income	Account for reimbursable mile		
▶ 40520 · Permit Reimbursement Income	Income			
▶ 40530 · Reimbursed Freight & Delivery	Income			
▶ 50100 · Cost of Goods Sold	Cost of Goods Sold	QuickBooks Automatically Increases the balance in this account when y...		
▶ 54000 · Job Expenses	Cost of Goods Sold			

Account ▾ Activities ▾ Reports ▾ Attach Include inactive

4. Release the left mouse button to drop the account into the new position.

> 40100 - Construction Income	Income	Construction Income		
↳ 40110 - Design Income	Income			
↳ 40120 - Equipment Rental Income	Income			
↳ 40130 - Labor Income	Income			
↳ 40150 - Subcontracted Labor Income	Income			
↳ 40199 - Less Discounts given	Income			
↳ 40140 - Materials Income	Income			

5. To re-sort the list (within each account type), click the **Account** menu button in the bottom left corner of the Chart of Accounts screen and select **Re-sort List**.

6. Click **OK**.

7. Close the Chart of Accounts.

You can sort lists in QuickBooks by clicking on column headers in the lists like the Name and Balance Total. The example below uses the Customer Center, but this also applies in the Vendor Center, Item list and Chart of Accounts.



Step-by-Step: Sort a List in Descending Order

1. Open the Customer Center (using any of the access methods described above) and Customers & Jobs list.
2. Click the **expand arrow** to the right of the View drop-down list to expand the width of the Customers & Jobs list.

Customer Center: Abercrombie, Kristy

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

Customers & Jobs | Transactions

Active Customers

show full list only

Customer Information

Company Name: Mrs. Kristy Abercrombie
 Main Phone: 415-555-6579
 Main Email: kristy@samplename.c.m

Customer Type: Residential
 Account No: 91-431
 Terms: Net 30
 Bill To: Kristy Abercrombie
 5647 Cypress Hill Rd
 Bayshore CA 94326

NOTE
 9/15/2003: Send Kristy estimate for den remodel.
 9/20/2003: Called Kristy to ...

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

NAME	BALANCE TOT.	ATTACH	CRE.
Abercrombie, Kristy	5,350.88		
Family Room	-1,616.25		
Kitchen	0.00		
Patio	0.00		
Remodel Bathroom	6,967.13		
Allard, Robert	300.00		
Remodel	0.00		
Anthony's Pizza Parlor	0.00		
Babcock's Music Shop	0.00		
Remodel	0.00		
Baker, Chris	0.00		
Family Room	0.00		
Garage Repair	0.00		
Balak, Mike	0.00		
Utility Shed	0.00		
Barley, Renee	0.00		
Repairs	0.00		
Bauman, Mark	3,925.00		

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

SHOW: All Trans... | FILTER BY: All | DATE: This Fiscal Year | 01/01/2023 - 12/31/2023

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Payment		12/15/2023	10100 - Checking	7,633.28
General Journal	FAM2011	12/15/2023	11000 - Accounts R...	7,633.28
Credit Memo	71	12/15/2023	11000 - Accounts R...	-1,616.25
Estimate	613	12/12/2023	90200 - Estimates	7,676.13
Invoice	1091	12/10/2023	11000 - Accounts R...	4,522.00
Check	476	12/01/2023	10100 - Checking	0.00
Credit Memo	4002	12/01/2023	11000 - Accounts R...	-711.15

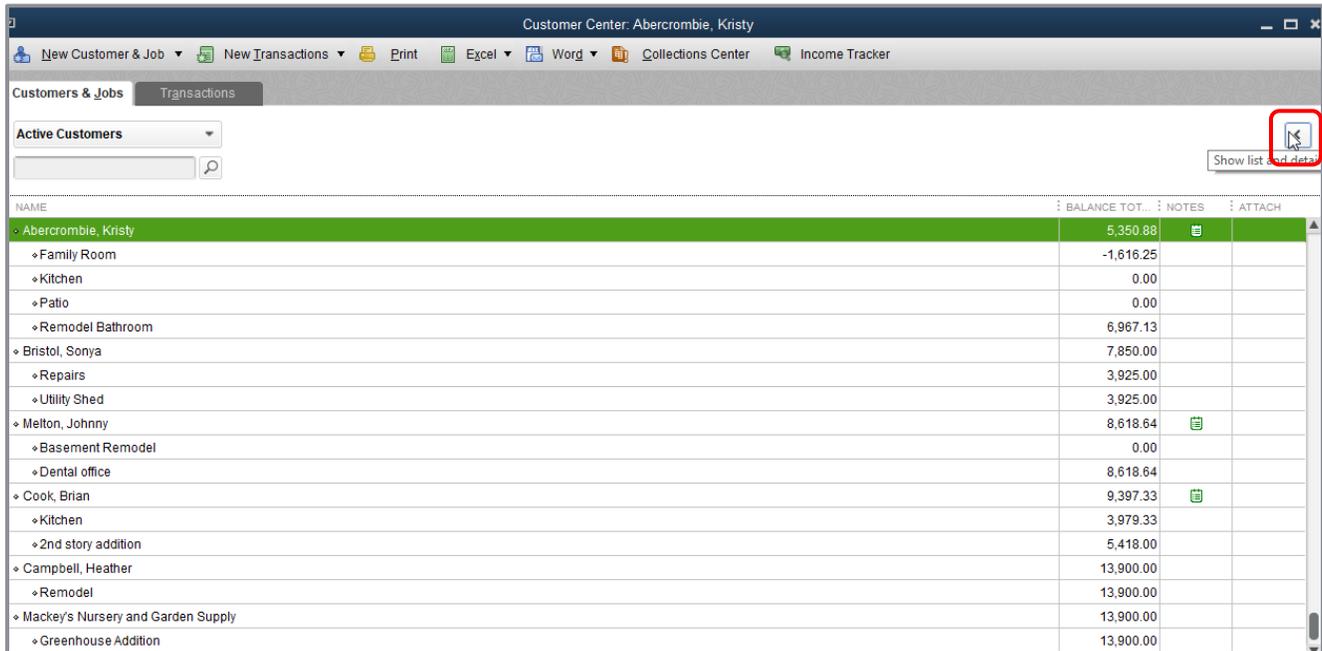
Manage Transactions | Run Reports

The full list view of the Customers & Jobs list displays.

NAME	BALANCE TOTAL	NOTES	ATTACH
Abercrombie, Kristy	5,350.88		
♦ Family Room	-1,616.25		
♦ Kitchen	0.00		
♦ Patio	0.00		
♦ Remodel Bathroom	6,967.13		
Allard, Robert	300.00		
♦ Remodel	0.00		
Anthony's Pizza Parlor	0.00		
Babcock's Music Shop	0.00		
♦ Remodel	0.00		
Baker, Chris	0.00		
♦ Family Room	0.00		
♦ Garage Repair	0.00		
Balak, Mike	0.00		
♦ Utility Shed	0.00		
Barley, Renee	0.00		
♦ Repairs	0.00		
Bauman, Mark	3,925.00		

3. Click the **Balance Total** column heading. This sorts the list in *ascending* order by balance total.
4. Click the column heading again. This sorts the list in *descending* order by balance total.
5. To return to the original order, click the large **diamond** that will now appear to the left of the Name column heading. (Alternately, right-click anywhere in the list and choose **Re-sort List**, then click **OK**.)

6. Click the **collapse arrow** to the right of the window to collapse the Customers & Jobs list.



The screenshot shows the QuickBooks Online Customer Center interface for 'Abercrombie, Kristy'. The interface includes a navigation bar with options like 'New Customer & Job', 'New Transactions', 'Print', 'Excel', 'Word', 'Collections Center', and 'Income Tracker'. Below the navigation bar, there are tabs for 'Customers & Jobs' and 'Transactions'. A dropdown menu is set to 'Active Customers'. A search bar is present. A table lists customers and their jobs with columns for NAME, BALANCE TOT., NOTES, and ATTACH. A red box highlights a collapse arrow icon in the top right corner of the window.

NAME	BALANCE TOT.	NOTES	ATTACH
Abercrombie, Kristy	5,350.88		
Family Room	-1,616.25		
Kitchen	0.00		
Patio	0.00		
Remodel Bathroom	6,967.13		
Bristol, Sonya	7,850.00		
Repairs	3,925.00		
Utility Shed	3,925.00		
Melton, Johnny	8,618.64		
Basement Remodel	0.00		
Dental office	8,618.64		
Cook, Brian	9,397.33		
Kitchen	3,979.33		
2nd story addition	5,418.00		
Campbell, Heather	13,900.00		
Remodel	13,900.00		
Mackey's Nursery and Garden Supply	13,900.00		
Greenhouse Addition	13,900.00		

7. Close the Customer Center.

NOTES

In most lists, you can combine two names into one. This is called merging. For example, you may find that you've been using two customer names (because of different spellings) when you really need only one on your Customers & Jobs list. You can merge list names in the Chart of Accounts, Item, Customers & Jobs, Vendor, Employee and Other Names lists. This example uses the Vendor list, but the concept is the same regardless of list type. (Accounts on the Chart of Accounts that you wish to merge must have the same account type and should not have subaccounts.)



Step-by-Step: Merge Items on a List

1. Open the Vendor Center.
2. Double-click the entry you wish to merge (this entry will be merged into the other entry and any informational fields associated with this list entry will be lost, so make sure you have all the informational fields you need in the surviving entry).

Vendor Name: Hopkins Construction Rentals

Current Balance: 700.00

Address Info:

- COMPANY NAME: Hopkins Construction Rentals
- FULL NAME: Mr./Ms./... Freddy
- M.I.: Hopkins, Jr.
- JOB TITLE:
- Main Phone: 415-555-2366
- Main Email: fhopkins@samplename.com
- Work Phone:
- CC Email:
- Mobile:
- Website:
- Fax: 415-555-2367
- Other 1:

ADDRESS DETAILS:

BILLED FROM: Hopkins Construction Rentals, 33 Old Bayshore Rd, Bayshore CA 94326

SHIPPED FROM:

Vendor is inactive

Buttons: OK, Cancel, Help

3. In the Vendor Name field, change the name to match the name of another vendor record with which you wish to merge. This should be an exact match in terms of spelling, spacing and punctuation.
4. Click **OK**.

5. You will get a warning dialogue telling you there is another record with this name and asking if you would like to merge. (*Remember, you can never un-merge so be very sure this is what you want to do. Also, the Audit Trail report will not report on renamed or merged names, so be sure that this is what you want to do, and for good measure, make sure you have a backup of the file before you do the merge.*) Click **Yes**.
6. Close the Vendor Center.



IMPORTANT: You cannot merge two names from different lists such as a Vendor and Customer record or Other Names list record. All transactions containing the original list name will now appear as if they were entered using the renamed, merged list name.

RENAME A LIST ITEM

You can rename any list name. When you make the change, QuickBooks automatically modifies all existing transactions containing the list name. (This is very similar to the concept of merging, but without renaming to be exactly the same as another name on the same list.) This example demonstrates renaming in the Chart of Accounts.



Step-by-Step: Rename a List Item in the Chart of Accounts

1. From the Lists menu, choose **Chart of Accounts** to display the Chart of Accounts for Rock Castle Construction.
2. In the Chart of Accounts, select the account you would like to rename.
3. Right-click on the account and choose **Edit Account** or click the **Account** menu button and choose **Edit Account**.
4. Make your changes in the **Account Name** field.
5. Click **Save & Close**.
6. Close the Chart of Accounts.

NOTES

You can delete list items if you have *not* used them in any transactions, preferences or customized report filters. If you try to delete a list item that has been used, QuickBooks displays a warning that the item can't be deleted. If you don't want to use a list item but you can't delete it, you can make it inactive. Here is an example from the Customer Center.



Step-by-Step: Make a List Item Inactive

1. Navigate to the **Customer Center**.
2. Select the customer or job from the list that you wish to make inactive.
3. Right-click the name and choose **Make Customer:Job Inactive**.
4. To see inactive list items, choose **All Customers** from the View drop-down list.

NAME	BALANCE TOT...	ATTACH	CRE...
♦Patio	0.00		
♦Remodel Bathroom	6,967.13		
♦Allard, Robert	300.00		
♦Remodel	0.00		
♦Anthony's Pizza Parlor	0.00		
♦Babcock's Music Shop	0.00		
♦Remodel	0.00		
✘ ♦Baker, Chris	0.00		
✘ ♦Family Room	0.00		
✘ ♦Garage Repair	0.00		
♦Balak, Mike	0.00		
♦Utility Shed	0.00		
♦Barley, Renee	0.00		
♦Repairs	0.00		
♦Bauman, Mark	3,925.00		
♦Home Remodel	3,925.00		
♦Bolinski, Rafal	26.80		
♦2nd story addition	26.80		

5. Close the Customer Center.

NOTES

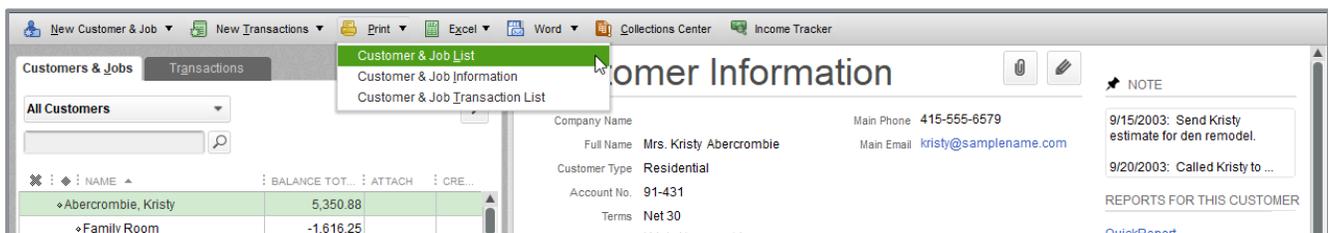
Print a List

You can print a QuickBooks list for reference, or you may print a list to a file to use in your word processor or spreadsheet program. QuickBooks prints the Customers & Jobs list as it appears on the screen. For example, if the Customers & Jobs list is expanded and sorted by balance total, QuickBooks prints the expanded list sorted by balance total. If the list is collapsed, QuickBooks prints just the customer name, the balance total and active status.



Step-by-Step: Print the Customers & Jobs List

1. In the Customer Center, click the **Print** menu button then choose **Customer & Job List**.
2. Click **OK** to bypass the List Reports message.
3. Confirm your choice of printer and click **Print**.



Step-by-Step: Print Information on One Customer

1. In the Customers & Jobs list, select the customer whose details you want to print.
2. Click the **Print** menu button then choose **Customer & Job Information**.
3. Confirm your choice of printer and click **Print**.

If you want to print information for selected customers only, you can generate and filter the Customer Contact List report for those customers. You can also modify the report to include any extra columns you want.



Step-by-Step: Print Information for Selected Customers

1. From the Reports menu, choose **List** then choose **Customer Contact List** from the submenu.
2. Click **Customize Report**.
3. Click the **Filters** tab.
4. Select **Customer** in the Filter list.
5. In the Customer field, choose **Multiple customers/jobs**.
6. Place a checkmark next to those customers whose contact information you want to print.
7. Click **OK** to close the Select Customer:Job window.
8. Click **OK** to close the Modify Report window and display the customized report on the screen.
9. **Print** the report.
10. Close the Report window.
11. Close the Customer Center.

NOTES

Add or Edit Multiple Items at One Time

If you have existing list information in Microsoft Excel® that you want to add to QuickBooks, or if you want to make changes to multiple items, you can do so for items in the following lists: Customers, Vendors, Service Items and Non-inventory Parts. (Multiple items may also be added to or edited in the list of Inventory Parts, if the inventory preference is turned on.)



Step-by-Step: Edit or Add Multiple List Names at Once

1. Go to the **Lists** menu and choose **Add/Edit Multiple List Entries**.
2. Choose the list you would like to edit from the List drop-down.
3. Use the **Customize Columns** button in the top right corner to customize the information you would like to see. (This means not only adding and taking away columns, but also changing their order.)

1 Select a list 2 Customize columns to display 3 Paste from Excel or type to add to or modify your list **Customize Columns**

List: Customers View: Active Customers Find: Search within results

Currently Editing:

NAME	COMPANY NAME	MR./MS./...	FIRST NAME	M.I.	LAST NAME	MAIN P
Abercrombie, Kristy		Mrs.	Kristy		Abercrombie	415-
Family Room		Mrs.	Kristy		Abercrombie	415-
Kitchen		Mrs.	Kristy		Abercrombie	415-
Patio		Mrs.	Kristy		Abercrombie	415-
Remodel Bathroom	Kristy Abercrombie	Mrs.	Kristy		Abercrombie	415-
Allard, Robert		Mrs.	Amanda		Roberts	650-
Remodel		Mrs.	Amanda		Roberts	650-
Anthony's Pizza Parlor	Anthony's Pizza Parlor	Mr.	Anthony		La Forte	555-
Babcock's Music Shop	Babcock's Music Shop	Ms.	Kristie		Babcock	650-
Remodel	Babcock's Music Shop	Ms.	Bettie		Wilson	650-
Balak, Mike		Mr.	Mike		Balak	415-
Utility Shed		Mr.	Mike		Balak	415-
Barley, Renee		Ms.	Renee		Barley	415-
Repairs		Ms.	Renee		Barley	415-

Save Changes **Close** **Help**

4. Use the **Find** field if needed.
5. Utilize copying tools by right-clicking in a cell on the grid.
6. To add any new list names, scroll to the bottom of the list and start entering or pasting information into the first empty row. Alternately, you can change the View drop-down choice to display unsaved list names (in the example above, that would be unsaved customers), and you will be able to enter or paste information into an empty grid using the column headers as your guide.
7. When your changes are complete, click **Save Changes**.
8. Click **Close**.

NOTES

Work with the Lead Center

The Lead Center tracks data about your sales prospects (who are not yet customers) in one place inside QuickBooks. The Lead Center has three panes:

- Use the **Leads** pane on the left to view and sort your leads
- Use the **Lead Information** pane on the right to review or edit information about a selected lead
- Use the **Tabs** at the bottom of the window to access lists and notes for individual leads

To access the Lead Center, click **Company** on the menu bar and select **Lead Center**. QuickBooks displays the Lead Center as shown:

NAME	STATUS
Brad Smith	Hot
Sasan Goodarzi	Hot
MB Raimondi	Warm
EFK Enterprises	Cold

Lead Name	MB Raimondi	Primary Contact	
Lead Status	Warm	Title	
Company Name		Work Phone	
Main Phone		Work Fax	
Website		Mobile	
Main Email		Main Email	
Additional Email		Additional Email	

DONE	PRIORITY	DUE DATE	TYPE	WITH	DETAILS
------	----------	----------	------	------	---------



Step-by-Step: Add a New Lead

1. Choose **Company** → **Lead Center**.
2. Click the **New Lead** icon.
3. Enter the lead name in the Lead field.
4. Set the lead status. Click the **Status** drop-down arrow and select **Hot/Warm/Cold**.
5. Use the Company and Contacts tabs to enter information about the prospect.

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

- NAME:** EFK Enterprises (Required)
- STATUS:** Warm
- Tabs:** Company (selected and highlighted with a red box), Contacts
- COMPANY NAME:** EFK Enterprises
- MAIN PHONE:** 416-410-0750
- Website:** www.e-compubooks.com
- Main Email:** esther@e-compubooks.com
- Additional Email:** (empty)
- LOCATIONS:**
 - MAIN ADDRESS:** (empty)
 - LOCATION:** (Required)
 - ADDRESS:** (empty text area)
- Buttons:** Add Another Location, OK, Cancel, Help

6. Enter additional information as desired.
7. Click **OK**.

THINGS TO NOTE ABOUT THE LEAD CENTER

- Each lead must have a unique name. If you've already used the name, change it slightly by adding a character or number.
- The Contacts tab provides the ability to enter details about contacts at the company. You can have multiple contacts as needed.
- You can enter one or more locations in the Locations field. If you have multiple locations, you can click the **Main Address** drop-down arrow and select from the locations you've entered.
- You can import multiple leads to enter multiple prospects into the Lead Center at the same time by using the **Import Multiple Leads** button at the top of the Lead Center then copying and pasting from an Excel spreadsheet.



Step-by-Step: Convert a Lead to a Customer

You can convert a lead into a customer when needed. This will move the prospect from the Lead Center to the Customers & Jobs List. Converting a lead to a customer cannot be undone.

The screenshot shows the 'Lead Center' window with the 'Lead Information' tab selected. The lead name is 'MB Raimondi' and the status is 'Warm'. A red box highlights the 'REPORTS FOR THIS LEAD' section, which contains a button labeled 'Convert this Lead to a Customer'.

NAME	STATUS
Brad Smith	Hot
Sasan Goodarzi	Hot
MB Raimondi	Warm
EFK Enterprises	Warm



IMPORTANT: You cannot enter a transaction for a lead; it must first be converted to a customer.

NOTES

Work with Lists – Review Questions

1. How many custom fields can you set up for items?
 - a. 4
 - b. 5
 - c. 7
 - d. 20
2. Which of the following forms and windows could potentially be populated with information from the Vendor list?
 - a. Purchase Orders
 - b. Bills
 - c. Write Checks
 - d. All of the above
3. Which of the following activities cannot be accessed from the Customers & Jobs list in the Customer Center?
 - a. Create statements
 - b. Assess finance charges
 - c. Enter credit card charges
 - d. Receive payments
4. On which tab of the Edit Customer window would you enter a customer's payment terms (for example, net 30 days)?
 - a. Address Info
 - b. Additional Info
 - c. Payment Settings
 - d. Job Info

-
5. A customer has three warehouses and you are installing an overhead door at each location. The best way to track this in QuickBooks would be to:
 - a. Set up each location as a separate customer
 - b. Set up a separate job for each location under the customer
 - c. Enter all work as one order under the customer
 - d. Use a custom field to track each location
 6. Products you sell would appear on which of the following lists?
 - a. Vendor list
 - b. Employee list
 - c. Chart of Accounts
 - d. Item list
 7. A subcontractor would appear on which of the following lists?
 - a. Vendor list
 - b. Employee list
 - c. Customers & Jobs list
 - d. Item list
 8. Name three of the lists on which you can merge names.
 - a. _____
 - b. _____
 - c. _____
 9. True or false: You can delete list items that are used in transactions.
 - a. True
 - b. False

Review Activities

1. Add the following customer using the data below:

- **Customer Name:** Alla Rozenvasser
- **Opening Balance:** \$234.00
- **Company Name:** Rozenvasser Advertising
- **Contact:** Alla Rozenvasser
- **Bill to:** 300 Main Street, Suite #3, Middlefield, CA 94432
- **Phone:** 415-555-6767
- **Fax:** 415-555-9090
- **Alt. Contact:** Shannon Stubo
- **Type:** Commercial
- **Credit Limit:** \$2500
- **Terms:** Net 15
- **Tax Item:** San Domingo

2. Add a new vendor using the data below:

- **Vendor:** Martin Drywall
- **Contact:** Sean D. Martin
- **Address:** P.O. Box 76, Middlefield, CA 94432
- **Phone:** 555-5432
- **Fax:** 555-6565
- **Account:** 082-4343
- **Type:** Subcontractors
- **Terms:** Net 30
- **Credit Limit:** 1,000.00

3. In the Customers & Jobs list select **Ecker Designs**. Answer the following questions:
 - What is the job status for Ecker Designs' office repairs?
 - What is the number of the most recent invoice and how much was it?
 - What happened on December 15?
4. In the Vendor Center locate **sales tax payment** transactions. Answer the following questions:
 - Who is the vendor?
 - How many payments have been made?
 - What is the total amount of payments that have been made?
5. In the Employee Center find **Gregg Schneider's** information. Answer the following questions:
 - What is the name of his spouse?
 - When was Gregg hired?
 - What is Gregg's overtime pay rate?
6. In the Vendor Center find **C.U. Electric**. Answer the following questions:
 - What is the open balance for this vendor?
 - How many bills are outstanding and what are the amounts?
 - What are the payment terms for this vendor?
7. Open the **Item** list and answer the following questions:
 - How many brass hinges are on hand?
 - What is the price of a patio door?
 - What is the finance charge percentage on overdue balances?

Answers to Review Questions

1. How many custom fields can you set up for items?
 - a. 4
 - b. ✓ 5
 - c. 7
 - d. 20

2. Which of the following forms and windows could potentially be populated with information from the Vendor list?
 - a. Purchase Orders
 - b. Bills
 - c. Write Checks
 - d. ✓ *All of the above*

3. Which of the following activities cannot be accessed from the Customers & Jobs list in the Customer Center?
 - a. Create statements
 - b. Assess finance charges
 - c. ✓ *Enter credit card charges*
 - d. Receive payments

4. On which tab of the Edit Customer window would you enter a customer's payment terms (for example, net 30 days)?
 - e. Address Info
 - f. Additional Info
 - g. ✓ *Payment Settings*
 - h. Job Info

-
5. A customer has three warehouses and you are installing an overhead door at each location. The best way to track this in QuickBooks would be to:
- a. Set up each location as a separate customer
 - b. ✓ *Set up a separate job for each location under the customer*
 - c. Enter all work as one order under the customer
 - d. Use a custom field to track each location
6. Products you sell would appear on which of the following lists?
- a. Vendor list
 - b. Employee list
 - c. Chart of Accounts
 - d. ✓ *Item list*
7. A subcontractor would appear on which of the following lists?
- a. ✓ *Vendor list*
 - b. Employee list
 - c. Customers & Jobs list
 - d. Item list
8. Name three of the lists on which you can merge names. (Any 3 of these will do.)
- a. ✓ *Chart of Accounts*
 - b. ✓ *Item*
 - c. ✓ *Customer & Jobs*
 - d. ✓ *Vendor*
 - e. ✓ *Employee*
 - f. ✓ *Other Names*
9. True or false: You can delete list items that are used in transactions.
- a. True
 - b. ✓ *False*



QUICKBOOKS DESKTOP 2019 CLIENT TRAINING

Lesson 4

Work with Bank Accounts

Copyright

Copyright 2019 Intuit, Inc.
All rights reserved.

Intuit, Inc.
5601 Headquarters Drive
Plano, TX 75024

Trademarks

©2019 Intuit, Inc. All rights reserved. Intuit, the Intuit logo, Intuit ProLine, Lacerte, ProAdvisor, ProSeries and QuickBooks, among others, are trademarks or registered trademarks of Intuit, Inc. in the United States and other countries. Other parties' marks are the property of their respective owners.

Notice to Readers

The publications distributed by Intuit, Inc. are intended to assist accounting professionals in their practices by providing current and accurate information. However, no assurance is given that the information is comprehensive in its coverage or that it is suitable in dealing with a client's particular situation. Accordingly, the information provided should not be relied upon as a substitute for independent research. Intuit, Inc. does not render any accounting, legal or other professional advice, nor does it have any responsibility for updating or revising any information presented herein. Intuit, Inc. cannot warrant that the material contained herein will continue to be accurate nor that it is completely free of errors when published. Readers should verify statements before relying on them.

Table of Contents

About the Author.....	4
Lesson Objectives.....	5
Write a QuickBooks Check	6
Use Bank Account Registers	7
Enter a Handwritten Check.....	9
Transfer Money Between Accounts	10
Reconcile Bank Accounts.....	12
Mark Cleared Transactions	14
View Cleared Checks in the Register	16
Locate Specific Transactions	17
Use Bank Feeds	19
Work with Bank Accounts – Review Questions	22
Review Activities	23
Answers to Review Questions	24

About the Author



Esther Friedberg Karp, MBA

President, EFK CompuBooks Inc.

esther@e-compubooks.com

Esther Friedberg Karp is an internationally-renowned trainer, writer, business consultant and speaker who was named one of the Top 10 QuickBooks ProAdvisors in the world, with the title Top International ProAdvisor.

Based in Toronto, Canada, Esther has the unique distinction of holding ProAdvisor certifications in the United States, Canada and the United Kingdom. She has authored materials and delivered educational and certification courses for Intuit in all those countries, as well as Australia where she conducted live QuickBooks Online training. She has spoken at Scaling New Heights, QuickBooks Connect and other conferences, as well as those of various accounting and professional organizations and written countless articles for Intuit Global.

Esther counts among her clients' companies from around the world, as well as accounting professionals who seek her out on behalf of their own clients for her expertise in various countries' editions of QuickBooks Desktop and Online, and for her talent in customizing QuickBooks usage for different industries.

Esther holds a BSc from the University of Toronto in Actuarial Science and Mathematics, and an MBA in Marketing and Finance from York University's Schulich School of Business.

She can be reached at esther@e-compubooks.com or 416-410-0750.



Lesson Objectives

- Learn how to work with registers for QuickBooks bank accounts
- Demonstrate how to open a register
- Learn the features common to all registers
- Learn when and how to make entries directly in the register
- Demonstrate how to reconcile a QuickBooks bank account

Write a QuickBooks Check



Step-by-Step: Write a Check

1. In the Banking area of the Home page, click **Write Checks** (or press **CTRL+w**).

Write Checks - Checking

Main Reports

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

BANK ACCOUNT: 10100 - Checking ENDING BALANCE: 83,154.95

NO: 269 DATE: 02/28/2023

PAY TO THE ORDER OF: Dianne's Auto Shop \$ 231.00

Two hundred thirty-one and 00/100* ***** DOLLARS

ADDRESS: Dianne's Auto Shop, Dianne Bradley, 29834 Mustang Ave., Millbrae, CA 94030

MEMO: Monthly Vehicle Repairs and Maintenance

Expenses \$231.00 Items \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER-JOB	BIL...	CLASS
60100 - Automobile:60130 - Repairs and Maintenance	231.00	Monthly Vehicle Repairs and Maintenance	Overhead	<input type="checkbox"/>	Overhead

Save & Close Save & New Revert

2. In the *Pay to the Order of* field, choose the name of the vendor you wish to pay.

If the Check for Bills window (indicating that there are unpaid bills outstanding for this vendor) pops up, you may choose the option to **Go to Pay Bills** instead.

3. Complete the remaining information on the check.
4. Click **Save & Close**.

NOTES

Use Bank Account Registers



Step-by-Step: Open a Register (when no form is open)

1. From the Lists menu, choose **Chart of Accounts**.

Chart of Accounts				
Look for account name or number				
<input type="text"/>		<input type="button" value="Search"/>	<input type="button" value="Reset"/>	
NAME	TYPE	DESCRIPTION	BALANCE TOTAL	ATTACH
1001 · B of A Checking	Bank	Checking account at Bank of America	0.00	
10300 · Savings	Bank	Savings	17,910.19	
10100 · Checking	Bank	Cash	83,154.95	
10400 · Petty Cash	Bank	Petty Cash	700.00	
11000 · Accounts Receivable	Accounts Receivable	Accounts Receivable	125,491.63	
12800 · Employee Advances	Other Current Asset	Employee Advances	770.00	
12100 · Inventory Asset	Other Current Asset	Inventory Asset	33,725.28	
13100 · Pre-paid Insurance	Other Current Asset	Pre-paid Insurance	4,050.00	
13400 · Retainage Receivable	Other Current Asset	Retainage Receivable	3,703.02	
12000 · Undeposited Funds	Other Current Asset	Undeposited Funds	32,420.98	
17000 · Accumulated Depreciation	Fixed Asset	Accumulated Depreciation	-110,344.60	
15200 · Buildings and Improvements	Fixed Asset	Buildings and Improvements	325,000.00	
15300 · Construction Equipment	Fixed Asset	Construction Equipment	15,300.00	
15000 · Furniture and Equipment	Fixed Asset	Furniture and Equipment	34,326.00	
16900 · Land	Fixed Asset	Land	90,000.00	
15100 · Vehicles	Fixed Asset	Vehicles	78,936.91	
18700 · Security Deposits	Other Asset	Security Deposits	1,720.00	
20000 · Accounts Payable	Accounts Payable	Moneys you owe to vendors and suppliers	48,136.92	

Account ▾ Activities ▾ Reports ▾ Attach Include inactive

- In the Chart of Accounts, double-click the balance sheet account whose register you wish to view (this will work for all balance sheet accounts except for Retained Earnings).

DATE	NUMBER	PAYEE	PAYMENT	DEPOSIT	BALANCE
12/15/2023	FAM2012	Abercrombie, Kristy:Remodel Bathroom	25.00		85,354.95
	GENJRN	60600 - Bank Service Charges	Bank service charges for bounced check#		
12/15/2023	FAM2013	Jacobsen, Doug:Kitchen	2,000.00		83,354.95
	GENJRN	11000 - Accounts Receivable [split]	bounced check		
12/15/2023	FAM2013	Jacobsen, Doug:Kitchen	25.00		83,329.95
	GENJRN	11000 - Accounts Receivable [split]	bounced check fee charged by bank		
12/15/2023	SEND			500.00	83,829.95
	TRANSFI	10300 - Savings			
12/15/2025	454	Sergeant Insurance	675.00		83,154.95
	CHK	-split-			
12/15/2023	Number	Payee	Payment	Deposit	
	Account	Memo			

Splits
 1-Line
 Sort by Date, Type, Number/Ref
ENDING BALANCE **83,154.95**
[Record](#)
[Restore](#)

- Review features common to all registers:
 - The register displays every transaction that affects an account’s balance and lists them in chronological order (unless another order is chosen in the Sort by drop-down box in the lower left corner of the register window)
 - The columns in the register give specific information about the transaction
 - On every transaction line, QuickBooks displays the account’s running balance
 - The Ending Balance for a register is the account’s running balance for all dates after all transactions have been entered, including checks, whether or not they have been printed
 - The register may be changed from a 2-line-per-transaction display, as in the example shown, to a 1-line-per-transaction display by putting a checkmark next to 1-Line in the bottom left corner of the register window. The 1-line display is easier on the eyes but provides less detailed information.
 - A horizontal blue line separates all transactions entered for this register up to and including today (today is recognized according to your calendar in Windows) from transactions that are post-dated
- Close the register window.
- Close the Chart of Accounts.

NOTES

Enter a Handwritten Check

Sometimes you need to write a check by hand on the spot for items or services you did not plan to purchase. QuickBooks lets you write the check then enter it later in the checking account register or on the check form.



Step-by-Step: Enter a Handwritten Check in the Checking Account Register

1. From the Banking drop-down menu choose **Write Checks**.
2. Ensure the proper account is selected in the **Bank Account** drop-down at the top of the check.
3. Click in the **No.** (check number) field in the blank transaction and enter the number from the handwritten check. (If the No. field says To Print, uncheck the **Print Later** box on the toolbar at the top of the check in the Main tab of the ribbon.)
4. Enter the information from the handwritten check and assign it to the corresponding expense account.
5. **Save &** Close.

NOTES

Transfer Money Between Accounts

The Transfer Funds feature in QuickBooks allows you to move money from one balance sheet account to another. These transactions may reflect funds transfers from one bank account to another, movement of money from a bank to an asset account, or even payment against a credit card or liability account. (This feature is especially useful in a multicurrency environment when transferring funds between accounts of different currencies and the bank has assigned a specific exchange rate to the transfer.)



Step-by-Step: Transfer Money

1. From the Banking menu, choose **Transfer Funds**.

Field	Value
DATE	12/15/2023
CLASS	
TRANSFER FUNDS FROM	10100 - Checking
ACCOUNT BALANCE	83,154.95
TRANSFER FUNDS TO	10300 - Savings
ACCOUNT BALANCE	17,910.19
TRANSFER AMOUNT	42,000.00
MEMO	Funds Transfer Ref #AB2783CA

2. In the Transfer Funds From field, choose the account from which you are transferring the money.
3. In the Transfer Funds To field, choose the account to which the money is being transferred.
4. Enter the amount you wish to transfer in the Transfer Amount field.
5. If this were a multicurrency situation, you would also choose the currency of the Transfer Amount and the exchange rate given to you by the bank. (The example here is not a multicurrency situation and therefore you do not see those fields in this screen capture.)

6. In the Memo field, enter the alphanumeric confirmation code given to you by the financial institution to reference this transfer transaction.
7. Click **Save & Close**.

NOTES

Reconcile Bank Accounts

Your bank sends you a statement for each of your accounts each month (or you can view it online using your online banking credentials). The statement shows all the activity in your account since the previous statement:

- Opening balance
- Ending balance
- Amount of interest earned
- Service charges
- Checks and other withdrawals that have cleared the bank
- Deposits made
- Other transactions affecting the balance of the account



Step-by-Step: Reconcile a Checking or Savings Account Statement

1. From the Banking drop-down, choose **Reconcile**.
2. In the Account drop-down, choose the appropriate bank account from the list.

Begin Reconciliation

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

Account

Statement Date

Beginning Balance 71,452.58 [What if my beginning balance doesn't match my statement?](#)

Ending Balance

Enter any service charge or interest earned.

Service Charge	Date	Account	Class
<input type="text" value="0.00"/>	<input type="text" value="11/30/2023"/>	<input type="text" value="60600 - Bank Service Charges"/>	<input type="text"/>
<input type="text" value="0.00"/>	<input type="text" value="11/30/2023"/>	<input type="text"/>	<input type="text"/>

3. In the Statement Date field, enter the closing date of the statement you wish to reconcile.
4. In the Ending Balance field, enter the ending balance on the statement you wish to reconcile.
5. Click **Continue**. Proceed to next exercise.

NOTES

Mark Cleared Transactions



Step-by-Step: Mark Transactions as Cleared

1. Place a checkmark in the box next to Hide transactions after statement’s end date to show only transactions dated up to and including the statement end date.
2. In the Checks and Payments section of the window on the left side, match the transactions with the checks and payments on your statement. Place a checkmark next to each transaction in QuickBooks that appears on your statement. This marks the transaction as cleared in your QuickBooks register.
3. In the Deposits and Other Credits section of the window on the right side, place a checkmark next to each transaction that matches your statement to mark the deposits as cleared in the register.

You can open a transaction to view it and make changes, if necessary, by double-clicking on the transaction in the reconciliation window.

4. When you are done with this process, the Difference in the bottom right corner should be zero. When this difference is zero, *and only when this difference is zero*, click **Reconcile Now**.

Reconcile - Checking

For period: 11/30/2023 Hide transactions after the statement's end date

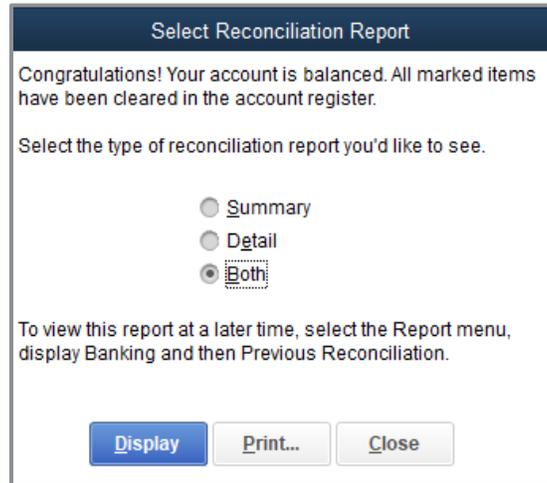
Checks and Payments					Deposits and Other Credits				
DATE	CHK #	PAYEE	AMOUNT		DATE	CHK #	PAYEE	TYPE	AMOUNT
10/31/2023	433	Sergeant Insurance	712.56	<input checked="" type="checkbox"/>	11/28/2023	465	Keswick Insul...	BILLPMT	0.00
10/31/2023	436	Bayshore Water	24.00	<input checked="" type="checkbox"/>	11/28/2023	467	Lew Plumbing	BILLPMT	0.00
11/14/2023	451	Larson Flooring	3,200.00	<input checked="" type="checkbox"/>	11/28/2023	469	Sloan Roofing	BILLPMT	0.00
11/19/2023	460	City of Bayshore	225.00	<input checked="" type="checkbox"/>	11/28/2023	470	Washuta & So...	BILLPMT	0.00
11/28/2023	464	Hopkins Constru...	300.00	<input checked="" type="checkbox"/>	11/30/2023	41077	Melton, Johnn...	PMT	4,135.50
11/28/2023	466	McClain Applianc...	600.00						
11/28/2023	468	Timberloft Lumber	6,790.00						
11/30/2023	471	Bayshore Water	24.00						
11/30/2023	472	Patton Hardware ...	656.23						
11/30/2023	473	Wheeler's Tile Etc.	686.00						
11/30/2023	474	Dianne's Auto Sh...	218.00						

Highlight Marked

Beginning Balance	71,452.58	
Items you have marked cleared		
5 Deposits and Other Credits	4,135.50	
4 Checks and Payments	4,161.56	
Difference	0.00	

Service Charge 0.00
 Interest Earned 0.00
 Ending Balance 71,426.52
 Cleared Balance 71,426.52

In the Select Reconciliation Report window, you can choose to display or print your reconciliation reports. It is important to print both the Summary and Detail reports, and a best practice to save them as PDFs for future reference.



NOTES

View Cleared Checks in the Register



Step-by-Step: View Cleared Checks in the Register

1. From the Banking menu, choose **Use Register**.
2. Choose the account register you wish to view from the list. (An alternate way to view the register is to open the Chart of Accounts and double-click on the balance sheet account whose register you wish to see.)
3. Scroll through the register to view the cleared items:
 - **Checkmark** = cleared on a completed reconciliation
 - **Asterisk** = cleared on a pending reconciliation
 - **No mark** = not cleared



WARNING: You are able to change the reconciliation status of a transaction from within the register. **Do not do it!** Manually changing reconciliation status in the register has a negative impact on future reconciliations.

DATE	NUMBER	PAYEE	PAYMENT	DEPOSIT	BALANCE
	TYPE	ACCOUNT	MEMO		
11/25/2023	463	Cal Gas & Electric	97.53	✓	106,441.02
	CHK	65100 - Utilities:65110 - Gas and Electric	Acct #560-82645-99C		
11/25/2023			42,300.00	✓	64,141.02
	TRANSF	10300 - Savings	Funds Transfer		
11/28/2023	464	Hopkins Construction Rentals	300.00		63,841.02
	BILLPMT	20000 - Accounts Payable			
11/28/2023	465	Keswick Insulation	0.00	✓	63,841.02
	BILLPMT	20000 - Accounts Payable	VOID:		
11/28/2023	466	McClain Appliances	600.00		63,241.02
	BILLPMT	20000 - Accounts Payable	85-93117		
11/28/2023	467	Lew Plumbing	0.00	✓	63,241.02
	BILLPMT	20000 - Accounts Payable	VOID: 5-487		
ENDING BALANCE					83,154.95

4. If you open a check that has cleared via a reconciliation, you will see a green checkmark along with the word Cleared stamped on the face of the check.
5. Close the account register.

Locate Specific Transactions

You can use the QuickBooks Find command to search for specific checks you've written (and other transactions as well). For example, suppose you want to find all checks between \$500 and \$750 that you've written during the current month.



Step-by-Step: Use the Find Feature

1. From the Edit menu, choose **Find** (or press **CTRL+f**) then select the **Advanced** tab.
2. Choose the filter(s) you would like to use. You can choose multiple filters by setting one, choosing another from the list, setting that one and so on. In the example below, the Amount filter is set to include transactions with amounts between \$500 and \$750, and dates for this month (which, being a sample company, QuickBooks sets from December 1, 2023, through December 31, 2023, but we could have chosen the custom "from" and "to" dates). No filter was used for Transaction Types, so all Transaction Types have been included. However, you could have used a Transaction Type filter for one particular transaction type (e.g., Bill) or Multiple Transaction Types (e.g., Check, Bill, Bill Payment, Sales Tax Payment, and Paycheck).

The screenshot shows the 'Find' dialog box in QuickBooks Desktop. The 'Advanced' tab is selected. Under 'CHOOSE FILTER', the 'Date' filter is chosen and set to 'This Month'. The 'From' date is 12/01/2023 and the 'To' date is 12/31/2023. Under 'Current Choices', the 'Amount' filter is set to '500.00 to 750.00' and the 'Date' filter is set to 'This Month'. Other filters include 'Detail Level' (Summary only), 'Posting Status' (Either), and 'Zero Reorder Qty' (Hide). Buttons for 'Find', 'Reset', 'Close', 'Go To', 'Report', and 'Export...' are visible. A table of results is shown below the filters.

DATE	TYPE	NUM	NAME	ACCOUNT	MEMO	AMOUNT
12/15/2023	BILLPMT	501	Wheeler's Tile Etc.	10100 · Checking	H-18756	-625.00
12/15/2023	TRANSFR			10300 · Savings	Funds Transfer	-500.00
12/15/2023	BILL		Keswick Insulation	20000 · Accounts Payable		-670.00
12/15/2023	BILLPMT	502	Daigle Lighting	10100 · Checking		-640.92
12/15/2023	BILLPMT	511	East Bayshore Tool & Supply	10100 · Checking		-696.52
12/15/2023	BUILD	9002		12100 · Inventory Asset		589.10
12/15/2023	BILL	8059	Thomas Kitchen & Bath	20000 · Accounts Payable		-585.00
12/15/2023	PURCHORD	6238	Patton Hardware Supplies	90100 · Purchase Orders		-720.00
12/12/2023	BILL		Washuta & Son Painting	20000 · Accounts Payable		-600.00

Number of matches: 21

3. Click the blue **Find** button to search. To clear your filters and start fresh with a new Find, click the **Reset** button.

4. From the results grid, double-click on the transaction you would like to view to open it.

You can also create a Find Report or export the results of the grid to Microsoft Excel® by selecting the **Report** or **Export** buttons.

5. Close the **Find** window.

NOTES

Use Bank Feeds

Bank feeds allow users to download bank and credit card transactions directly into their QuickBooks file.



Step-by-Step: Use the Bank Feed Feature

1. From the menu bar, select **Banking** → **Bank Feeds** → **Bank Feeds Center**. If this is your first time using the Bank Feeds Center, click on the **Add Account** button in the top left corner and follow the prompts to set up your account information.

The screenshot displays the 'Bank Feeds' window. At the top left, the 'Add Account' button is highlighted with a red box. The main content area is titled 'Account Information' and shows details for 'ANYTIME Financial'. It lists two accounts: 'Savings' with an ending balance of \$17,910.19 and 'Checking' with an ending balance of \$83,154.95. A 'Transaction List' button is highlighted with a red box. Below the account information, there are sections for 'Read messages from your bank' (Messages Received, Payment Inquiry Responses, Alerts) and 'Send items to your bank' (Online Checks, Bill Payments, Transfers, Payment Inquiries, Payment Cancellations). A 'Send Items' button and a 'Create New' dropdown menu are also visible.

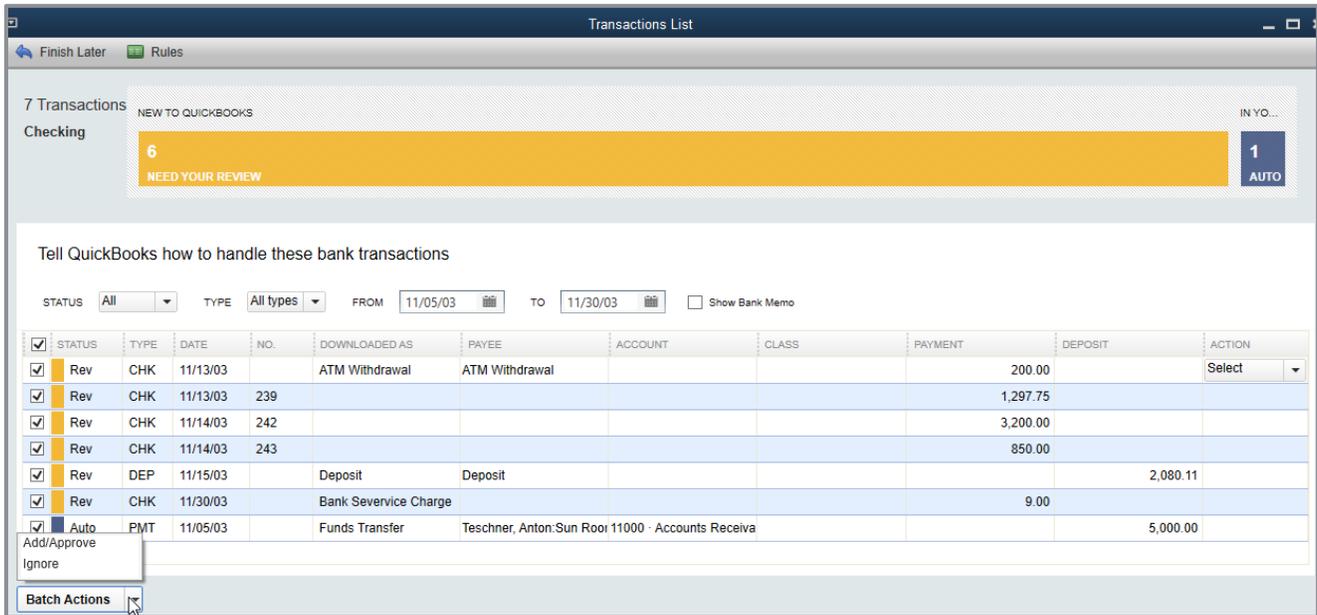
2. From the Bank Feeds window, click the **Transaction List** button to view and process transactions. If this button says Download Transactions, this means all previously downloaded transactions have already been posted to QuickBooks. Press the **Download Transactions** button to download available transactions from the bank.
3. Use the grid to enter additional information about the downloaded transaction (payee, account the expense or deposit should be mapped to, transaction number, etc.). This is how the transaction will appear in your QuickBooks register.

4. To process transactions individually, use the drop-down menu in the **Select** column.

The screenshot shows the 'Transactions List' window in QuickBooks. At the top, there are buttons for 'Finish Later' and 'Rules'. Below that, it indicates '7 Transactions' and 'Checking' with a yellow banner that says '6 NEED YOUR REVIEW' and a blue '1 AUTO' button. A section titled 'Tell QuickBooks how to handle these bank transactions' includes filters for 'STATUS' (All), 'TYPE' (All types), 'FROM' (11/05/03), and 'TO' (11/30/03), along with a 'Show Bank Memo' checkbox. The main table has columns: STATUS, TYPE, DATE, NO., DOWNLOADED AS, PAYEE, ACCOUNT, CLASS, PAYMENT, DEPOSIT, and ACTION. The ACTION column contains a 'Select' dropdown menu. A 'Batch Actions' dropdown menu is located at the bottom left of the table area.

STATUS	TYPE	DATE	NO.	DOWNLOADED AS	PAYEE	ACCOUNT	CLASS	PAYMENT	DEPOSIT	ACTION
Rev	CHK	11/13/03		ATM Withdrawal	ATM Withdrawal			200.00		Select
Rev	CHK	11/13/03	239					1,297.75		Select
Rev	CHK	11/14/03	242					3,200.00		Quick Add
Rev	CHK	11/14/03	243					850.00		Add More Details
Rev	DEP	11/15/03		Deposit	Deposit					Select Bills to Mark as Paid
Rev	CHK	11/30/03		Bank Seervice Charge				9.00		Match to Existing Transaction
Auto	PMT	11/05/03		Funds Transfer	Teschner, Anton:Sun Rooi 11000 - Accounts Receiva				5,000.00	Ignore

- To process multiple transactions at once, place a checkmark in the far left column and use the **Batch Actions** drop-down in the bottom left corner of the window.



- Close the window when you are finished. After the transactions have been accepted, they will appear in the appropriate register.

NOTES

Work with Bank Accounts – Review Questions

1. What does the ending balance in a QuickBooks bank account register represent?
 - a. Only transactions that have been printed
 - b. All transactions entered in the register, including checks that haven't yet been printed
2. True or false: All income and expense accounts have a register associated with them in QuickBooks.
 - a. True
 - b. False
3. _____ is the process of making sure your checking account record matches the bank's records.
4. How can you determine whether or not a check has been cleared in QuickBooks?
 - a. A checkmark displays in the bank account register
 - b. The word Cleared is stamped on the check in QuickBooks
 - c. Both of the above
 - d. Neither of the above
5. True or false: If you are tracking bills with Accounts Payable and have already entered a bill, you should pay the bill by writing a check from the Write Checks window.
 - a. True
 - b. False
6. Which of the following might affect a bank account reconciliation?
 - a. Interest
 - b. Depreciation
 - c. Service charges
 - d. Both a and c
 - e. All of the above

Review Activities

- Use the checking account register to enter a handwritten check for \$76.95. Use the next available check number and make the check payable to *Express Delivery Service* for delivery of a *new sign*. Assign the check to the **Freight & Delivery** expense account.
- Write a QuickBooks check to *Bayshore Water* for \$143.87 to pay this month's water bill. Assign the check to the **Utilities:Water** expense account.
- Find all the checks in the sample file that were written for amounts between \$3000 and \$4,000. How many checks are there?

Answers to Review Questions

1. What does the ending balance in a QuickBooks bank account register represent?
 - a. Only transactions that have been printed
 - b. ✓ *All transactions entered in the register, including checks that haven't yet been printed*
2. True or false: All income and expense accounts have a register associated with them in QuickBooks.
 - a. True
 - b. ✓ *False. Only balance sheet accounts (excluding Retained Earnings) have registers associated with them.*
3. *Reconciling* is the process of making sure your checking account record matches the bank's records.
4. How can you determine whether or not a check has been cleared in QuickBooks?
 - a. A checkmark displays in the bank account register
 - b. The word Cleared is stamped on the check in QuickBooks
 - c. ✓ *Both of the above*
 - d. Neither of the above
5. True or false: If you are tracking bills with Accounts Payable and have already entered a bill, you should pay the bill by writing a check from the Write Checks window.
 - a. True
 - b. ✓ *False. You should use the Pay Bills window to write the check.*
6. Which of the following might affect a bank account reconciliation?
 - a. Interest
 - b. Depreciation
 - c. Service charges
 - d. ✓ *Both a and c*
 - e. All of the above



QUICKBOOKS DESKTOP 2019 CLIENT TRAINING

Lesson 7

Receive Payments and Make Deposits

Copyright

Copyright 2019 Intuit, Inc.
All rights reserved.

Intuit, Inc.
5601 Headquarters Drive
Plano, TX 75024

Trademarks

©2019 Intuit, Inc. All rights reserved. Intuit, the Intuit logo, Intuit ProLine, Lacerte, ProAdvisor, ProSeries and QuickBooks, among others, are trademarks or registered trademarks of Intuit, Inc. in the United States and other countries. Other parties' marks are the property of their respective owners.

Notice to Readers

The publications distributed by Intuit, Inc. are intended to assist accounting professionals in their practices by providing current and accurate information. However, no assurance is given that the information is comprehensive in its coverage or that it is suitable in dealing with a client's particular situation. Accordingly, the information provided should not be relied upon as a substitute for independent research. Intuit, Inc. does not render any accounting, legal or other professional advice, nor does it have any responsibility for updating or revising any information presented herein. Intuit, Inc. cannot warrant that the material contained herein will continue to be accurate nor that it is completely free of errors when published. Readers should verify statements before relying on them.

Table of Contents

About the Author.....	4
Lesson Objectives.....	5
Record Payment in Full for a Single Job	6
Enter a Partial Payment	8
Apply One Payment to Multiple Jobs of the Same Customer	10
Enter Overpayments.....	12
Handle Down Payments & Prepayments	14
Make Deposits.....	18
How QuickBooks Handles the Deposit.....	21
How to Handle a Customer Bounced Check	22
Receive Payments & Make Deposits – Review Questions	25
Review Activities	26
Answers to Review Questions	27

About the Author



Esther Friedberg Karp, MBA

President, EFK CompuBooks Inc.

esther@e-compubooks.com

Esther Friedberg Karp is an internationally-renowned trainer, writer, business consultant and speaker who was named one of the Top 10 QuickBooks ProAdvisors in the world, with the title Top International ProAdvisor.

Based in Toronto, Canada, Esther has the unique distinction of holding ProAdvisor certifications in the United States, Canada and the United Kingdom. She has authored materials and delivered educational and certification courses for Intuit in all those countries, as well as Australia where she conducted live QuickBooks Online training. She has spoken at Scaling New Heights, QuickBooks Connect and other conferences, as well as those of various accounting and professional organizations and written countless articles for Intuit Global.

Esther counts among her clients' companies from around the world, as well as accounting professionals who seek her out on behalf of their own clients for her expertise in various countries' editions of QuickBooks Desktop and Online, and for her talent in customizing QuickBooks usage for different industries.

Esther holds a BSc from the University of Toronto in Actuarial Science and Mathematics, and an MBA in Marketing and Finance from York University's Schulich School of Business.

She can be reached at esther@e-compubooks.com or 416-410-0750.



Lesson Objectives

- Learn how to record customer payments in QuickBooks
- Learn how to handle customer discounts, partial payments, overpayments or down payments
- Learn how to handle customer bounced checks
- See how to record a deposit in QuickBooks and how QuickBooks treats the deposit behind the scenes
- Learn how to enter cash back from a deposit in QuickBooks

Record Payment in Full for a Single Job

If you receive payment at the time of a sale and fill out a sales receipt, the customer payment is part of that sales receipt transaction. When you invoice a customer and receive payment later, you must enter the payment in the QuickBooks Receive Payments window as a transaction that is separate from the sale.



Step-by-Step: Record a Payment in Full

1. From the Customers menu, choose **Receive Payments**. (If the QuickBooks Payment Interview window displays, close it.)
2. In the Received From field, select the Customer:Job from whom you are receiving the payment. Press **Tab**.
3. In the Amount field, type the amount of the payment. Press **Tab**.
4. In the Date field, enter the date the payment was received. Press **Tab**.
5. Select the payment method from the payment icons. Press **Tab**.
6. Enter the reference number for the payment, if applicable.

7. Place a checkmark next to the invoices in the grid to which you are applying the payment. (If *Automatically apply payments* has been chosen in **Edit** → **Preferences** → **Payments** → **Company Preferences**, you can remove checkmarks and add your own if the automatic application of payment doesn't suit your needs.)

Receive Payments

Main Reports Payments

Find New Delete Print Email Attach File Look up Customer/Invoice Un-Apply Payment Discounts And Credits Record Bounced Check Process payment

Customer Payment

CUSTOMER BALANCE **6,320.00**

RECEIVED FROM: Jacobsen, Doug.Kitc...

PAYMENT AMOUNT: 2,000.00

DATE: 12/14/2023

CHECK #: 986

DEPOSIT TO: 12000 - Unde...

CASH CHECK CREDIT DEBIT e-CHECK Master ...

✓	DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
	10/23/2023	1069		3,207.75	795.00
	11/25/2023	1082		4,725.00	3,525.00
✓	12/15/2023	FAM2013		2,000.00	2,000.00
Totals			9,932.75	6,320.00	2,000.00

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE **2,000.00**

APPLIED **2,000.00**

DISCOUNT AND CREDITS APPLIED **0.00**

MEMO

Save & Close Save & New Revert

8. Click **Save & Close**.

NOTES

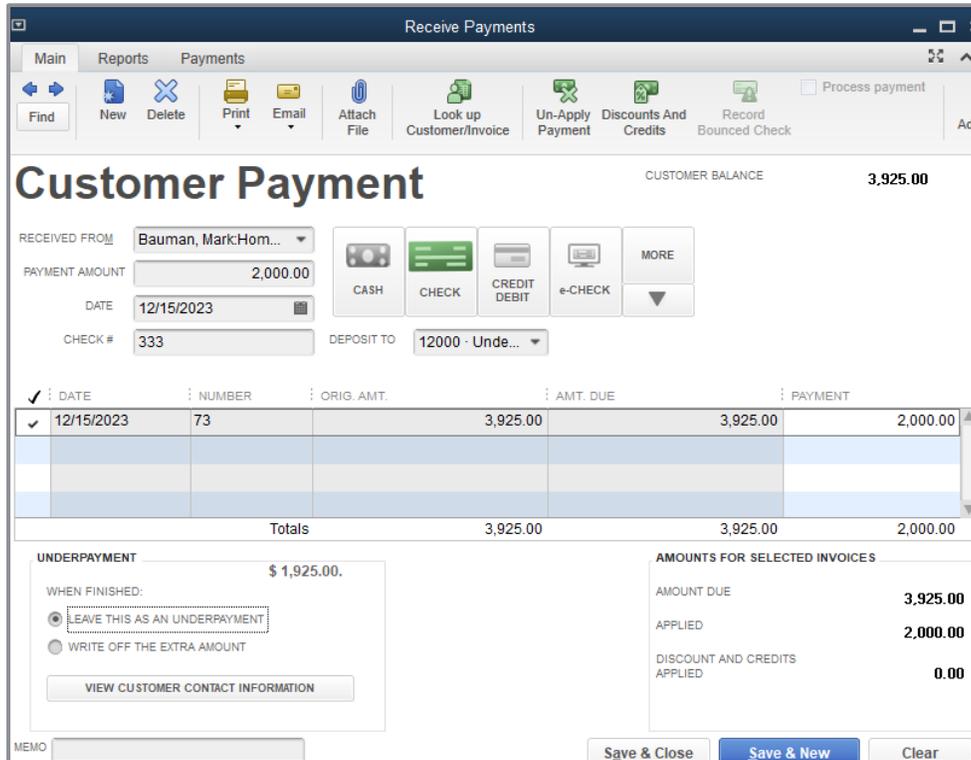
Enter a Partial Payment



Step-by-Step: Enter a Partial Payment

1. From the Customers menu, choose **Receive Payments**. (If the QuickBooks Payment Interview window displays, close it.)
2. In the Received From field, select the Customer:Job from whom you are receiving the payment. Press **Tab**.
3. In the Amount field, type the amount of the payment. Press **Tab**.
4. In the Date field, enter the date the payment was received. Press **Tab**.
5. Select the payment method from the payment icons. Press **Tab**.
6. Enter the reference number for the payment, if applicable.
7. Place a checkmark next to the invoices in the grid to which you are applying the payment. (If *Automatically apply payments* has been chosen in **Edit → Preferences → Payments → Company Preferences**, you can remove checkmarks and add your own if the automatic application of payment doesn't suit your needs.)

- Enter the amount of the payment to be applied to each invoice in the Payment column in the far right.



- In the Underpayment section at the bottom, ensure the **When finished: Leave this as an underpayment** option is selected.
- Click **Save & Close** to record the partial payment.

NOTES

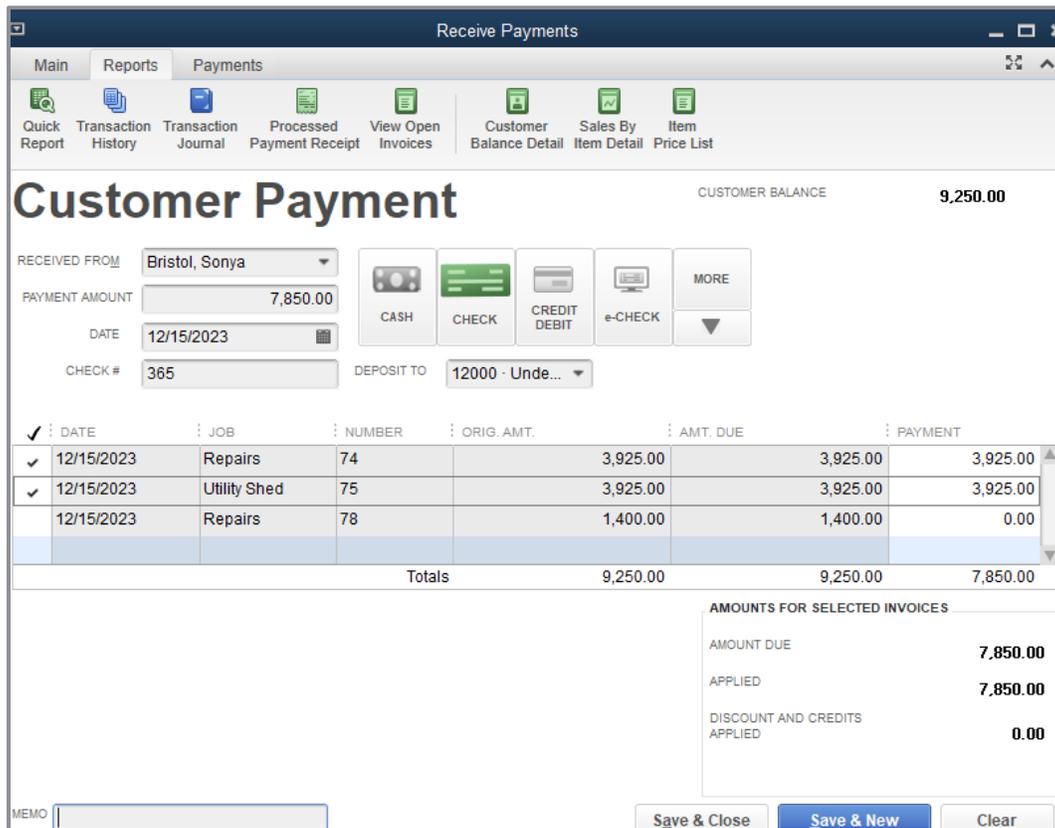
Apply One Payment to Multiple Jobs of the Same Customer



Step-by-Step: Apply One Payment to Multiple Jobs of the Same Customer

1. From the Customers menu, choose **Receive Payments**. (If the QuickBooks Payment Interview window displays, close it.)
2. In the Received From field, select the *parent* customer name for the jobs against which you are receiving payment. This will enable QuickBooks to show all open invoices for the parent customer and all its jobs. Press **Tab**.
3. In the Amount field, type the amount of the payment. Press **Tab**.
4. In the Date field, enter the date the payment was received. Press **Tab**.
5. Select the payment method from the payment icons. Press **Tab**.
6. Enter the reference number for the payment, if applicable.

- Place a checkmark next to the invoices in the grid to which you are applying the payment. (If *Automatically apply payments* has been chosen in **Edit → Preferences → Payments → Company Preferences**, you can remove checkmarks and add your own if the automatic application of payment doesn't suit your needs.) You will be able to identify the invoice number as well as the job to which it relates.



- Click **Save & Close**.

NOTES

Enter Overpayments

If a customer sends you an overpayment, you simply enter the amount in the Receive Payments window and QuickBooks keeps track of the additional payment. When the customer has future invoices, you can apply the overpayment to those amounts – you can even apply the credit directly to the invoice.



Step-by-Step: Enter the Payment

1. From the Customers menu, choose **Receive Payments**. (If the QuickBooks Payment Interview window displays, close it.)
2. In the Received From field, select the Customer:Job from whom you are receiving the payment. Press **Tab**.
3. In the Amount field, type in the amount of the payment. Press **Tab**.
4. Select the payment method from the payment icons. Press **Tab**.
5. Enter the reference number for the payment, if applicable.
6. Place a checkmark next to the invoices in the grid to which you are applying the payment. (If *Automatically apply payments* has been chosen in **Edit → Preferences → Payments → Company Preferences**, you can remove checkmarks and add your own if the automatic application of payment doesn't suit your needs.) The total in the Payment column may not add up to the total payment amount at the top of the Customer Payment window if you don't know how to apply all the money.
7. In the Overpayment section at the bottom, you may choose **Leave the credit to be used later** to leave the overpayment on the customer account or **Refund the amount to customer** to issue a refund.

8. Click **Save & Close**.
 - a. If you chose to refund the amount to your customer, the **Issue a Refund** window will appear. Complete the form appropriately (including a memo, if desired).
 - b. Click **OK**.

The screenshot shows the 'Issue a Refund' dialog box with the following details:

- A refund is due to:** Lew Plumbing - C
- Issue this refund via:** Check
- Refund Amount:** \$ 2,780.00
- Account:** 10100 - Checking
- Date:** 12/15/2023
- Ref/Check No. To Print:** (empty)
- Ending Balance:** 82,742.33
- Address:** Glen Lew, Lew Plumbing, 221 Old Bayshore Rd, Bayshore CA 94326
- Class:** (empty)
- Memo:** Refund of overpayment
- To be printed
- Buttons:** OK, Cancel

NOTES

Handle Down Payments & Prepayments

If a customer makes a payment before you've invoiced him for services (for example, he may be making a down payment or paying a retainer fee), you can still record the payment in the Receive Payments window. However, because you don't have any invoices against which to apply the payment, QuickBooks records it as an unused payment (just like an overpayment for which you have not issued a refund).

QuickBooks holds the unapplied amount in Accounts Receivable with the customer's name (as a negative amount). The next time you enter that customer in the Receive Payments window, QuickBooks displays the credit amount in the Available Credits area. The customer's balance also reflects the credit amount.



Step-by-Step: Enter the Down Payment

1. From the Customers menu, choose **Receive Payments**. (If the QuickBooks Payment Interview window displays, close it.)
2. In the Received From field, select the Customer:Job from whom you are receiving the down payment. Press **Tab**.
3. In the Amount field, type in the amount of the down payment. Press **Tab**.

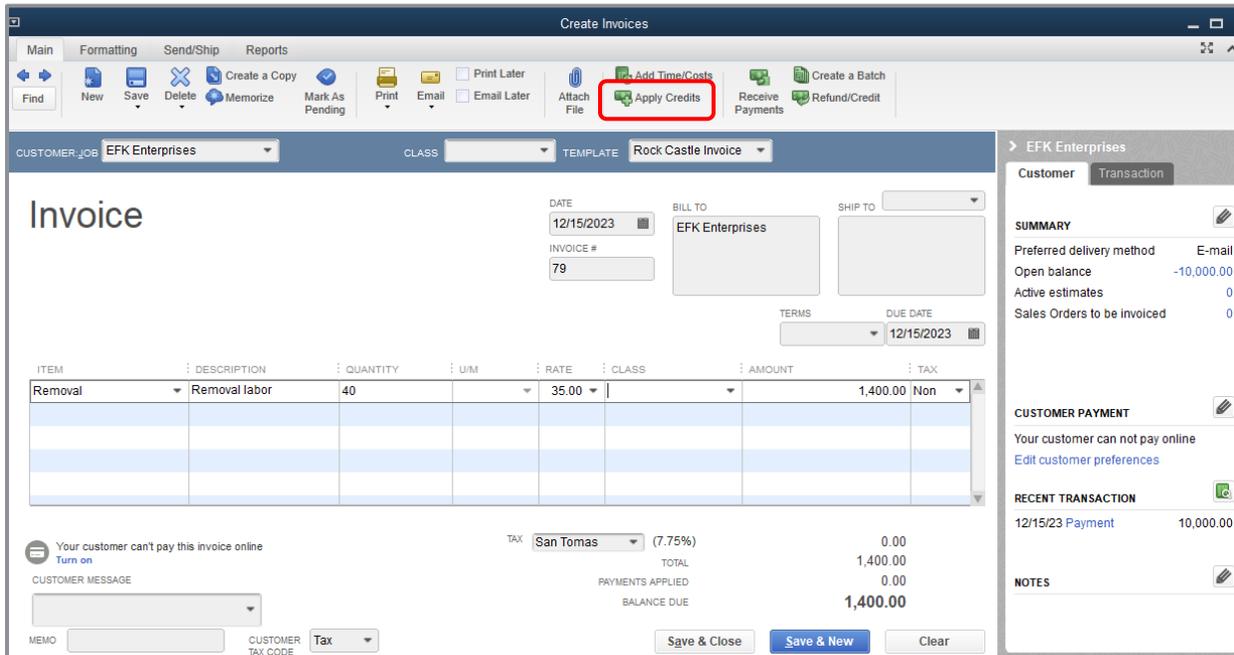
4. Select the payment method from the payment icons. Press **Tab**.
5. Enter the reference number for the payment, if applicable.
6. Ensure that no invoices are selected for applying the payment.
7. Ensure the **Leave the credit to be used later** option is selected.
8. Enter a memo indicating that it's a down payment, if desired.
9. Click **Save & Close**.
10. In the Payment Credit window that appears, click **OK**.



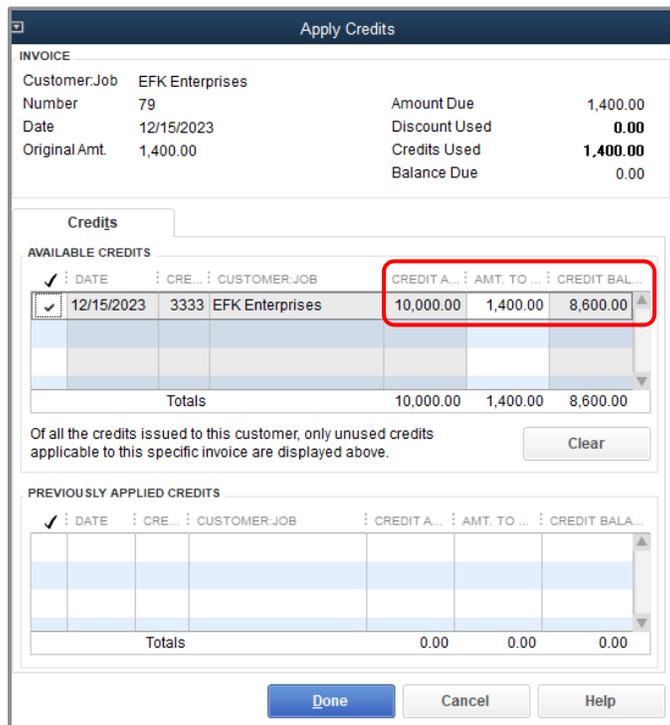
Step-by-Step: Create an Invoice for a Customer Who Made a Down Payment

1. From the Customers menu, choose **Create Invoices**.
2. In the Customer:Job field, select the customer for whom you are creating the invoice.
3. Add any billable time/costs, if applicable.
4. If you use custom invoice templates, select the appropriate template from the Template dropdown.
5. Complete the invoice form appropriately.
6. Click **Save** in the Main tab of the ribbon at the top of the invoice to save your invoice but keep it open.

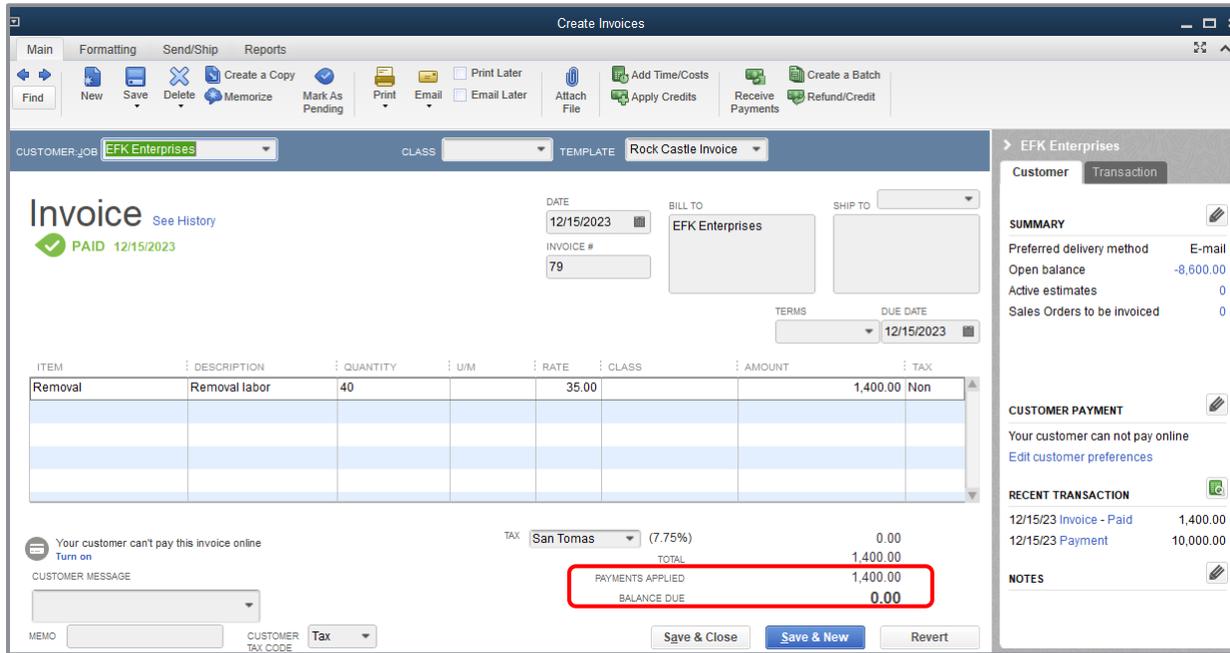
7. Click **Apply Credits** to apply the down payment amount toward this invoice.



8. Choose the credits you wish to apply to the invoice (if they're not chosen for you already) and click **Done**. In this case, only part of a credit is being used and there is a remaining credit balance.



- You will see the invoice is now changed to reflect the application of a credit and the balance due is also affected.



- Click **Save & Close**.

NOTES

- Click to select the payments you want to bring to the bank in one batch (e.g., a deposit slip).

The screenshot shows the 'Payments to Deposit' dialog box. At the top, there's a 'SELECT VIEW' section with 'View payment method type' set to 'All types' and 'Sort payments by' set to 'Payment Method'. Below this is the 'SELECT PAYMENTS TO DEPOSIT' section, which contains a table of payments. The table has columns for Date, Type, No., Payment Method, Name, and Amount. Three payments are selected, indicated by checkmarks in the first column. The subtotal for the selected payments is 32,420.98. At the bottom, there are buttons for 'Select All', 'Select None', 'OK', 'Cancel', and 'Help'.

✓	DATE	TIME	TYPE	NO.	PAYMENT METHOD	NAME	AMOUNT	
	12/15/2023		RCPT	3009		Ted Customer	10,000.00	
✓	12/19/2022		PMT	1234	Check	Robson, Darci:Robson ...	12,420.98	
✓	12/15/2023		PMT		Check	Brenda Bowden_c	10,000.00	
✓	12/15/2023		PMT	3333	Check	EFK Enterprises	10,000.00	
	12/15/2023		PMT	1234	Master Card	Low Plumbing - C	3,000.00	
3 of 5 payments selected for deposit							Payments Subtotal	32,420.98

- Click **OK**.

QuickBooks displays the Make Deposits window, which shows the payments you just selected.

- In the Deposit To field, make sure the proper bank account is selected.
- Ensure you enter the correct date and a memo, if desired.

6. Add any information, such as missing check numbers and extra memo information, for a particular line, etc.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	CLASS	AMOUNT
Robson, Darci:Robson Clinic	12000 - Undeposited Funds		1234	Check		12,420.98
Brenda Bowden_c	12000 - Undeposited Funds			Check		10,000.00
EFK Enterprises	12000 - Undeposited Funds	Down payment o...	3333	Check		10,000.00
Deposit Subtotal						32,420.98

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

Cash back goes to: Cash back memo: Cash back amount:

Deposit Total: 32,420.98

If you have money to deposit that is not the result of a payment you received for a sale, you can enter it in the detail area of the window in the next vacant row. For example, if you are also depositing a premium refund from your insurance company or funds from a shareholder loan, you would enter it here.

7. If any funds are deducted from the deposit because, for example, they're diverted to Petty Cash, fill out the area in **Cash back goes to**, the **Cash back memo** and the **Cash back amount**.
8. You can print the deposit slip by selecting the **Print** icon at the top of the Make Deposits window and take that to your bank to accompany the deposit. You also have the choice of printing a summary.
9. Click **Save & Close** to record the deposit.

NOTES

How QuickBooks Handles the Deposit



Step-by-Step: View the Undeposited Funds Account

1. From the Lists menu, choose **Chart of Accounts**.
2. In the Chart of Accounts, double-click the **Undeposited Funds** account.

When receiving payment on an Invoice or use a Sales Receipt and Undeposited Funds is chosen as the account, the balance in Undeposited Funds is increased. When creating a Make Deposit transaction and selecting payments from Undeposited Funds to deposit into a bank account, the balance in Undeposited Funds is reduced. If there is nothing left in Undeposited Funds to deposit into the bank, the balance in the account will be zero. *(In the screen capture below it shows a non-zero balance in Undeposited Funds. Therefore, choosing Make Deposits would show payments left to deposit into the bank.)*

12000 - Undeposited Funds								
DATE	REF	PAYEE	DECREASE	INCREASE	BALANCE			
	TYPE	ACCOUNT						
12/15/2023	1234	Robson, Darci:Robson Clinic	12,420.98		3,000.00			
	DEP	10100 - Checking [split]						
12/15/2023	3009	Ted Customer		10,000.00	13,000.00			
	RCPT	-split-						
12/15/2023	3333	EFK Enterprises		10,000.00	23,000.00			
	PMT	11000 - Accounts Receivable					Down payment on future invoice	
12/15/2023	3333	EFK Enterprises	10,000.00		13,000.00			
	DEP	10100 - Checking [split]					Down payment on future invoice	
12/15/2023	765467	Allard, Robert:Remodel		14,510.00	27,510.00			
	PMT	11000 - Accounts Receivable						
12/15/2023	765467	Allard, Robert:Remodel	14,510.00		13,000.00			
	DEP	10100 - Checking [split]						
					ENDING BALANCE	13,000.00		

NOTES

How to Handle a Customer Bounced Check



Step-by-Step: When a Customer Payment Check is Returned by the Bank

1. Open the **Customer Center** from the Customers drop-down menu (or press **CTRL+j**).
2. Highlight the Customer:Job from the list, then double-click on the payment transaction from the transaction list to open it.
3. Select the **Record Bounced Check** icon.

Record Bounced Check
Records a payment that the bank returned for nonpayment and lets you create a second invoice for the processing fees and bank charges.

Customer Payment

RECEIVED FROM: **Ecker Designs**

PAYMENT AMOUNT: **1,468.30**

DATE: **12/15/2023**

CHECK #: **6666**

DEPOSIT TO: **10100 - Chec...**

DATE	JOB	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
11/30/20...	Office Repairs	1086	1,468.30	1,468.30	1,468.30
Totals			1,468.30	1,468.30	1,468.30

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	1,468.30
APPLIED	1,468.30
DISCOUNT AND CREDITS APPLIED	0.00

Buttons: **Save & Close**, **Save & New**, **Revert**

4. Enter any bank fees charged by your bank for the NSF transaction.
5. If you charge your customer a fee for NSF checks, you can enter that as well.

Manage Bounced Check

What did the bank charge you for this bounced check?

BANK FEE: 25.00 DATE: 12/15/2023

EXPENSE ACCOUNT: 60600 - Bank Service Charges

CLASS: [Empty]

How much do you want to charge your customer?

CUSTOMER FEE: 45.00 [Learn more](#)

Buttons: Back, Next, Finish, Help, Cancel

6. Click **Next**.
7. In the Bounced Check Summary, select **Finish**.

Bounced Check Summary

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

1. Following invoices will be marked unpaid:

Invoice 1086	Ecker Designs	Unpaid	1,468.30
--------------	---------------	--------	----------

2. These fees will be deducted from your bank account:

Checking	Check 6666	1,468.30
Checking	Service Fee	25.00

3. This invoice will be created for the fee you want to charge your customer:

Invoice	Ecker Designs	45.00
---------	---------------	-------

Buttons: Back, Next, Finish, Help, Cancel

8. Notice the Customer Payment screen indicates this check bounced.

Customer Payment CUSTOMER BALANCE **1,513.30**
BOUNCED CHECK

RECEIVED FROM: **Ecker Designs**
 PAYMENT AMOUNT: **1,468.30**
 DATE: **12/15/2023**
 CHECK #: **6666** DEPOSIT TO: **10100 - Chec...**

DATE	JOB	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
11/30/20...	Office Repairs	1086		1,468.30	0.00
12/15/20...		8908100		1,468.30	1,468.30
12/15/20...		80		45.00	0.00
Totals				2,981.60	1,468.30

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	1,468.30
APPLIED	1,468.30
DISCOUNT AND CREDITS APPLIED	0.00

MEMO:

Save & Close **Save & New** **Revert**

9. **Save & Close.**

To see the effect of the bounced check, open the bank register by double-clicking the bank account from your Chart of Accounts (**CTRL+a**).

NOTES

Receive Payments & Make Deposits – Review Questions

1. A company has set up three different jobs for a single customer. The customer writes one check to make a partial payment on open balances for all three jobs. In QuickBooks, that payment...
 - a. must be applied to the first invoice for the first job for the customer.
 - b. must be applied to the most recent invoice for the customer.
 - c. can be applied to any combination of invoices and jobs for the customer.
 - d. cannot be applied to any invoices or jobs for the customer until full payment is received.
2. QuickBooks supports which of the following types of payment scenarios?
 - a. Down payments for products or services
 - b. Overpayments from customers
 - c. Partial payments from customers
 - d. All of the above
3. True or false: You can enter a customer payment directly in the customer register.
 - a. True
 - b. False
4. The _____ account acts like a cash drawer and is used to hold funds until you deposit them into a bank account.
5. True or false: QuickBooks allows you to print deposit slips you can take to the bank.
 - a. True
 - b. False

Review Activities

1. Create an invoice for Bryan Ruff's utility shed job. Add names to Rock Castle Construction's Item list as needed.
2. After you invoice Bryan, record a payment from him in the Receive Payments window.
3. Record Rock Castle Construction's deposit of the payment.

Answers to Review Questions

1. A company has set up three different jobs for a single customer. The customer writes one check to make a partial payment on open balances for all three jobs. In QuickBooks, that payment...
 - a. must be applied to the first invoice for the first job for the customer.
 - b. must be applied to the most recent invoice for the customer.
 - c. ✓ *can be applied to any combination of invoices and jobs for the customer.*
 - d. cannot be applied to any invoices or jobs for the customer until full payment is received.
2. QuickBooks supports which of the following types of payment scenarios?
 - a. Down payments for products or services
 - b. Overpayments from customers
 - c. Partial payments from customers
 - d. ✓ *All of the above*
3. True or false: You can enter a customer payment directly in the customer register.
 - a. True
 - b. ✓ *False; you must enter payments in the Receive Payments window.*
4. The *Undeposited Funds* account acts like a cash drawer and is used to hold funds until you deposit them into a bank account.
5. True or false: QuickBooks allows you to print deposit slips that you can take to the bank.
 - a. ✓ *True*
 - b. False



QUICKBOOKS DESKTOP 2019 CLIENT TRAINING

Lesson 8

Enter and Pay Bills

Copyright

Copyright 2019 Intuit, Inc.
All rights reserved.

Intuit, Inc.
5601 Headquarters Drive
Plano, TX 75024

Trademarks

©2018 Intuit, Inc. All rights reserved. Intuit, the Intuit logo, Intuit ProLine, Lacerte, ProAdvisor, ProSeries and QuickBooks, among others, are trademarks or registered trademarks of Intuit, Inc. in the United States and other countries. Other parties' marks are the property of their respective owners.

Notice to Readers

The publications distributed by Intuit, Inc. are intended to assist accounting professionals in their practices by providing current and accurate information. However, no assurance is given that the information is comprehensive in its coverage or that it is suitable in dealing with a client's particular situation. Accordingly, the information provided should not be relied upon as a substitute for independent research. Intuit, Inc. does not render any accounting, legal or other professional advice, nor does it have any responsibility for updating or revising any information presented herein. Intuit, Inc. cannot warrant that the material contained herein will continue to be accurate nor that it is completely free of errors when published. Readers should verify statements before relying on them.

Table of Contents

About the Author.....	4
Lesson Objectives.....	5
Use QuickBooks for Accounts Payable	6
Enter Bills.....	8
Pay Bills	10
How QuickBooks Records Your Bill Payment	12
Enter and Pay Bills – Review Questions.....	15
Review Activities	16
Answers to Review Questions	17

About the Author



Esther Friedberg Karp, MBA

President, EFK CompuBooks Inc.

esther@e-compubooks.com

Esther Friedberg Karp is an internationally-renowned trainer, writer, business consultant and speaker who was named one of the Top 10 QuickBooks ProAdvisors in the world, with the title Top International ProAdvisor.

Based in Toronto, Canada, Esther has the unique distinction of holding ProAdvisor certifications in the United States, Canada and the United Kingdom. She has authored materials and delivered educational and certification courses for Intuit in all those countries, as well as Australia where she conducted live QuickBooks Online training. She has spoken at Scaling New Heights, QuickBooks Connect and other conferences, as well as those of various accounting and professional organizations and written countless articles for Intuit Global.

Esther counts among her clients' companies from around the world, as well as accounting professionals who seek her out on behalf of their own clients for her expertise in various countries' editions of QuickBooks Desktop and Online, and for her talent in customizing QuickBooks usage for different industries.

Esther holds a BSc from the University of Toronto in Actuarial Science and Mathematics, and an MBA in Marketing and Finance from York University's Schulich School of Business.

She can be reached at esther@e-compubooks.com or 416-410-0750.



Lesson Objectives

- Discuss the different ways you can handle bills in QuickBooks
- Learn how to enter a bill in QuickBooks
- Use the Pay Bills window to pay a bill in QuickBooks

Use QuickBooks for Accounts Payable

Some business owners, especially if they own smaller, home-based businesses, pay their bills when they receive them. Most business owners, however, find it more convenient to pay bills less often. (They also like keeping the cash in the company for as long as possible.) If you don't plan on paying your bills right away, QuickBooks can help you keep track of what you owe and when you owe it.

The money you owe for unpaid bills is called accounts payable. QuickBooks uses the Accounts Payable account to track all the money you owe to suppliers/vendors. Like any QuickBooks balance sheet account, the Accounts Payable account has a register where you can view all your bills at once.



Step-by-Step: See the Accounts Payable Register

1. From the Lists menu, choose **Chart of Accounts**.
2. Double-click **20000 Accounts Payable** in the list to open the register.

DATE	NUMBER	VENDOR		DUE DATE	BILLED	PAID	BALANCE	
	TYPE	ACCOUNT	MEMO					
12/15/2023	513	Timberloft Lumber				1,610.00	47,159.24	
	BILLPMT	10100 - Checking						
12/15/2023	514	Sloan Roofing				5,700.00	41,459.24	
	BILLPMT	10100 - Checking						
12/15/2023		Keswick Insulation		Paid	670.00		42,129.24	
	BILL	54000 - Job Expenses:54500 - Subcontractors						
12/15/2023		Sergeant Insurance		01/14/2025	4,050.00		46,179.24	
	BILL	13100 - Pre-paid Insurance						
12/15/2023		Vu Contracting		12/30/2024	1,250.00		47,429.24	
	BILL	-split-						
12/15/2023	12/03	Cal Gas & Electric		12/30/2024	122.68		47,551.92	
	BILL	65100 - Utilities:65110 - Gas and Electric	Acct #560-82645-99C					
12/15/2023	8059	Thomas Kitchen & Bath		01/14/2025	585.00		48,136.92	
	BILL	54000 - Job Expenses:54300 - Job Materials						
12/15/2023								
	Number	Vendor		Due Date	Billed	Paid		
	Account	Memo						
							ENDING BALANCE	48,136.92

Splits
 1-Line Show open balance
 Sort by

The register keeps track of each bill you have entered, shows you the due date and keeps a running balance of all the bills you owe. As a business owner, this helps you forecast your cash flow, and the QuickBooks reminder system helps you pay your bills on time.

3. Press **Esc** twice to close the open windows.

Enter Bills

When you receive a bill from a vendor, you should enter it into QuickBooks as soon as you can. This keeps your cash flow forecast reports up to date and doesn't give you the chance to set the bill aside and forget it.



Step-by-Step: Enter a Bill

1. From the Vendors menu, choose **Enter Bills** (or choose **Enter Bills** from the Home page).

2. In the Vendor field, enter the vendor name.
3. In the Date field, enter the date of the bill.
4. In the Ref. No. field, enter the bill number.
5. In the Amount Due field, type *1500*.
6. Enter the appropriate terms as well as any necessary memo information.

7. Use the **Expenses** tab to enter expenses from the bill and post them directly to expense accounts (you can use more than one line to refer to different types of expenses) and specify the dollar amount of each expense. The amounts should add up to the total amount due on the bill.

Bill

VENDOR: Davis Business Associates DATE: 12/15/2023

ADDRESS: Davis Business Associates REF. NO.: 3434

AMOUNT DUE: 1,500.00

TERMS: BILL DUE: 12/25/2023

MEMO:

Expenses \$1,500.00 **Items** \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILL... CLASS
63300 - Printing and Reproduction	1,450.00			
54000 - Job Expenses:54520 - Freight & Delivery	50.00			

Save & Close Save & New Clear

Davis Business Associates

Vendor Transaction

SUMMARY

Phone: 415-555-2874
Email: kdavis@samplename.com
Open balance: 0.00
POs to be received: 0

RECENT TRANSACTION

12/20/21 Check 2,100.00

NOTES

8. Click **Save & Close** to record the bill. (Note, if this were a vendor credit instead of a bill, you could click on the radio button next to **Credit** in the top right corner instead of Bill. This would issue a vendor credit, which, although all the numbers would appear positive as in the bill example above, would function as a “negative” bill.)



IMPORTANT: You can also enter bills and vendor credits directly in the Accounts Payable register, which may allow for faster data entry. However, this does not provide as much room for memos or allow for multiple expense accounts, job costing, or making the expenses billable to customers.

NOTES

Pay Bills

When you start QuickBooks or open a QuickBooks company file, a Reminders window appears to tell you whether you have transactions to complete, such as bills to pay or money to deposit. (If you don't see the Reminders window, turn it on by choosing **Preferences** from the Edit menu, and then choosing **Reminders**.)

When QuickBooks tells you that there are bills due, you can display the Pay Bills window and select the bills you want to pay.



Step-by-Step: Pay a Bill

1. From the Vendors menu, choose **Pay Bills** (or click on **Pay Bills** from the Home page).
2. Ensure the Sort By order is by **Vendor**.
3. Check the boxes next to the bills you wish to pay.

Pay Bills

SELECT BILLS TO BE PAID

Show bills: Due on or before 12/25/2023 Show all bills

Filter By:

Sort By: Vendor

<input checked="" type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input checked="" type="checkbox"/>		A Cheung Limited	8908098		5,000.00	0.00	0.00	5,000.00
<input checked="" type="checkbox"/>	12/30/2024	C.U. Electric			500.00	0.00	0.00	500.00
<input checked="" type="checkbox"/>	01/11/2025	C.U. Electric			250.00	0.00	0.00	250.00
<input type="checkbox"/>	12/30/2024	Cal Gas & Electric	12/03		122.68	0.00	0.00	0.00
<input type="checkbox"/>	01/22/2023	Cal Telephone	37498		623.00	0.00	0.00	0.00
<input type="checkbox"/>	12/25/2024	Cal Telephone			91.94	0.00	0.00	0.00
Totals					47,235.72	0.00	0.00	5,750.00

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor: **C.U. Electric** Terms: **Net 30** Number of Credits: **0**

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

PAYMENT

Date: 12/15/2023 Method: Check To be printed Account: 10100 - Checking

Assign check number **Ending Balance: 109,388.31**

4. Ensure you have the proper payment method settings selected, as well as the bank account (or credit card account, if you're paying by credit card) from which you want the bills to be paid.
5. Click **Pay Selected Bills**.

In the next window, you can choose to pay more bills, print checks for the selected bills, or click **Done** to exit the module and print checks later (if you're paying by check).



IMPORTANT: You can also click the **Print Checks** icon from the Home page to access your checks marked *Print Later*.

NOTES

How QuickBooks Records Your Bill Payment

When you pay \$1,500 on a bill through the Pay Bills window, QuickBooks makes an entry in the Accounts Payable register showing a decrease (debit) of \$1,500 in total payables. It also creates a check (credit) from your chosen bank account to pay the bill. This is a special type of check called a Bill Payment Check. Similarly, if you are paying a bill using a credit card, it creates a payment (credit) from your credit card account to pay the bill. This is a special type of credit card charge called a Bill Payment Credit Card.



Step-by-Step: See the Entry in the Accounts Payable Register

1. From the Company menu, choose **Chart of Accounts**.
2. In the Chart of Accounts, double-click the **Accounts Payable** account.

DATE	NUMBER	ACCOUNT	VENDOR	MEMO	DUE DATE	BILLED	PAID	BALANCE
12/15/2023		Keswick Insulation			Paid	670.00		36,379.24
	BILL	54000 - Job Expenses:54500 - Subcontractors						
12/15/2023		Sergeant Insurance			01/14/2025	4,050.00		40,429.24
	BILL	13100 - Pre-paid Insurance						
12/15/2023		Vu Contracting			12/30/2024	1,250.00		41,679.24
	BILL	-split-						
12/15/2023	12/03	Cal Gas & Electric			12/30/2024	122.68		41,801.92
	BILL	65100 - Utilities:65110 - Gas and Electric	Acct #560-82645-99C					
12/15/2023	3434	Davis Business Associates			12/25/2023	1,500.00		43,301.92
	BILL	-split-						
12/15/2023	8059	Thomas Kitchen & Bath			01/14/2025	585.00		43,886.92
	BILL	54000 - Job Expenses:54300 - Job Materials						
12/15/2023		Cal Telephone					714.94	43,171.98
	BILLPMT	20500 - QuickBooks Credit Card						
15/2023	Number	Vendor			Due Date	Billed	Paid	
		Account		Memo				

ENDING BALANCE **43,171.98**

Sort by

3. Close the Accounts Payable register.



Step-by-Step: See the Bill Payment Entry

1. In the Chart of Accounts, double-click **10100 Checking**.

10100 - Checking - US Dollar						
DATE	NUMBER	PAYEE		PAYMENT	DEPOSIT	BALANCE
	TYPE	ACCOUNT	MEMO			
12/15/2018	508	East Bayshore Tool & Supply		1,476.23		65,070.43
	BILLPMT	20000 - Accounts Payable				
12/15/2018	509	Hopkins Construction Rentals		450.00		64,620.43
	BILLPMT	20000 - Accounts Payable				
12/15/2018	510	Timberloft Lumber		896.00		63,724.43
	BILLPMT	20000 - Accounts Payable	1890-76			
12/15/2018	511	East Bayshore Tool & Supply		696.52		63,027.91
	BILLPMT	20000 - Accounts Payable				
12/15/2018	512	Patton Hardware Supplies		400.00		62,627.91
	BILLPMT	20000 - Accounts Payable	RC 93			
12/15/2018	513	Timberloft Lumber		1,610.00		61,017.91
	BILLPMT	20000 - Accounts Payable	1890-76			
12/15/2018	514	Sloan Roofing		5,700.00		55,317.91
	BILLPMT	20000 - Accounts Payable				

ENDING BALANCE **USD 546,433.23**

1-Line

Sort by

2. Select the Bill Payment (BILLPMT) transaction you wish to view.
3. Double-click on the transaction or on the toolbar, click **Edit Transaction**.

4. You can edit the transaction or click **Save & Close**.

BILLS PAID IN THIS TRANSACTION:

P. NO.	DATE DUE	VENDOR	REF. NO.	BILL AMT.	AMT. DUE	DISC. DA.	AMT. PAID
	11/19/2024	Timberloft Lumber		13,780.00	8,000.00	10/30/2023	0.00
	12/20/2024	Timberloft Lumber	12849	1,960.00	19.60	11/30/2023	0.00
	12/31/2024	Timberloft Lumber		80.50	80.50	12/11/2023	0.00
✓	12/31/2024	Timberloft Lumber		1,610.00	1,610.00	12/11/2023	1,610.00



IMPORTANT: You can also open, view or edit this transaction by opening it in the same fashion from the Accounts Payable register.

NOTES

Enter and Pay Bills – Review Questions

1. You use the _____ account to track money you owe to vendors.
2. List the two steps involved in using the accounts payable features in QuickBooks:
 - a. _____
 - b. _____
3. When you make a payment (from the checking account) in the Pay Bills window, you can see the transactions in the _____ and _____ registers.
4. True or false: When tracking accounts payable in QuickBooks, the Enter Bills window is the only place you can enter bills and vendor credits.
 - a. True
 - b. False
5. You paid a vendor \$1,000 through the Pay Bills window (using the Checking account). QuickBooks automatically creates a journal entry that:
 - a. Deletes the bill
 - b. Shows \$1,000 as a credit in Accounts Payable and \$1,000 as a debit in the Checking account
 - c. Shows \$1,000 as a debit in Accounts Payable and \$1,000 as a credit in the Checking account
 - d. Shows \$1,000 as a debit in Accounts Payable and \$1,000 as a credit in Accounts Receivable

Review Activities

1. Write a check to a vendor assigning the amount to more than one expense account.
2. Enter a bill in the Enter Bills window then view the bill transaction in the Accounts Payable register.
3. Pay the bill using the Pay Bills window.

Answers to Review Questions

1. You use the *Accounts Payable* account to track money you owe to vendors.
2. List the two steps involved in using the accounts payable features in QuickBooks:
 - a. ✓ *Enter bills*
 - b. ✓ *Pay bills*
3. When you make a payment (from the checking account) in the Pay Bills window, you can see the transactions in the *Checking* and *Accounts Payable* registers.
4. True or false: When tracking accounts payable in QuickBooks, the Enter Bills window is the only place you can enter bills and vendor credits.
 - a. True
 - b. ✓ *False; you can also enter bills and vendor credits directly in the Accounts Payable register, which may allow for faster data entry.*
5. You paid a vendor \$1,000 through the Pay Bills window (using the Checking account). QuickBooks automatically creates a journal entry that:
 - a. Deletes the bill.
 - b. Shows \$1,000 as a credit in Accounts Payable and \$1,000 as a debit in the Checking account.
 - c. ✓ *Shows \$1,000 as a debit in Accounts Payable and \$1,000 as a credit in the Checking account.*
 - d. Shows \$1,000 as a debit in Accounts Payable and \$1,000 as a credit in Accounts Receivable.



QUICKBOOKS ONLINE 2019 CLIENT TRAINING

Course 1

Get Started

Copyright

Copyright 2019 Intuit, Inc.
All rights reserved.

Intuit, Inc.
5601 Headquarters Drive
Plano, TX 75024

Trademarks

©2019 Intuit, Inc. All rights reserved. Intuit, the Intuit logo, Intuit ProLine, Lacerte, ProAdvisor, ProSeries and QuickBooks, among others, are trademarks or registered trademarks of Intuit, Inc. in the United States and other countries. Other parties' marks are the property of their respective owners.

Notice to Readers

The publications distributed by Intuit, Inc. are intended to assist accounting professionals in their practices by providing current and accurate information. However, no assurance is given that the information is comprehensive in its coverage or that it is suitable in dealing with a client's particular situation. Accordingly, the information provided should not be relied upon as a substitute for independent research. Intuit, Inc. does not render any accounting, legal or other professional advice, nor does it have any responsibility for updating or revising any information presented herein. Intuit, Inc. cannot warrant that the material contained herein will continue to be accurate nor that it is completely free of errors when published. Readers should verify statements before relying on them.

Table of Contents

About the Author	2
Training at a Glance	3
QuickBooks Online Test Drive.....	4
Topic 1: Product Overview	5
Know the Features of Your QuickBooks Online Subscription	6
Topic 2: Import Data	8
Identify Steps to Import Data into QuickBooks Online	8
Topic 3: Set Up Your Company	17
Recognize Steps to Set up and Modify Lists and Users.....	17
Recognize Steps to Manage your Company Account and Settings	22
Guide Conclusion	31

About the Author



Esther Friedberg Karp, MBA

President, EFK CompuBooks Inc.

esther@e-compubooks.com

Esther Friedberg Karp is an internationally-renowned trainer, writer, business consultant and speaker who was named one of the Top 10 QuickBooks ProAdvisors in the world, with the title Top International ProAdvisor.

Based in Toronto, Canada, Esther has the unique distinction of holding ProAdvisor certifications in the United States, Canada and the United Kingdom. She has authored materials and delivered educational and certification courses for Intuit in all those countries, as well as Australia where she conducted live QuickBooks Online training. She has spoken at Scaling New Heights, QuickBooks Connect and other conferences, as well as those of various accounting and professional organizations and written countless articles for Intuit Global.

Esther counts among her clients' companies from around the world, as well as accounting professionals who seek her out on behalf of their own clients for her expertise in various countries' editions of QuickBooks Desktop and Online, and for her talent in customizing QuickBooks usage for different industries.

Esther holds a BSc from the University of Toronto in Actuarial Science and Mathematics, and an MBA in Marketing and Finance from York University's Schulich School of Business.

She can be reached at esther@e-compubooks.com or 416-410-0750.



Training at a Glance

Use this as a guide to select specific workflows to be covered.

TOPICS	STEP BY STEP WORKFLOWS
PRODUCT OVERVIEW	<ul style="list-style-type: none">• Benefits of using QuickBooks Online• Know the features of your QuickBooks Online subscription
IMPORTING DATA	<ul style="list-style-type: none">• Export QuickBooks Desktop data to QuickBooks Online• Become familiar with importing lists into QuickBooks Online
SETTING UP YOUR COMPANY	<ul style="list-style-type: none">• Explore how to add users to QuickBooks Online• Explore the Products and Services list• Print a transactions report for a selected account directly from the Chart of Accounts• Print the Chart of Accounts• Connect a bank account to the bank feed• Become familiar with the Company tab in global Company Settings• Enter contact information, employer ID and tax form in global Company Settings• Specify terminology for customers in global Company Settings• Become familiar with the Sales tab in global Company Settings• Become familiar with how to turn on inventory in global Company Settings• Become familiar with the Expenses tab in global Company Settings• Explore how to turn on purchase orders in global Company Settings• Become familiar with the Advanced tab in global Company Settings• Explore how to close the books in global Company Settings• Explore how to show account numbers in global Company Settings• Explore how to enable auto-recall on forms in global Company Settings• Change settings for automatic signing out after a period of inactivity

QUICKBOOKS ONLINE TEST DRIVE

Exercises contained inside this handbook can be completed using a QuickBooks Online “test drive” file. The test drive uses a sample company file called Craig’s Design & Landscaping Services. It can be accessed through the following link:

[Craig's Design & Landscaping](#)

You don’t have to create an account or sign in to access the test drive file; just complete the security validation and click **Continue**.

This test drive is designed for you to explore and try out new things without worrying you will break something or make a mistake. It is not designed to retain any changes you make. Once you close this QuickBooks Online test drive company it is completely refreshed, so remember to allow sufficient time to complete each task.

Topic 1: Product Overview

QuickBooks Online has many features and advantages that QuickBooks Desktop does not offer. Once you make the change to QuickBooks Online, it is important to understand the features available to you by being in the cloud and the feature availability based upon your subscription level. Look at just some advantages that QuickBooks Online has:

- Access data easily across multiple platforms, PC or Mac, browser or tablet
- Mobile access included with QuickBooks Online subscriptions at no additional cost
- No need to transfer data files since everyone logs in to the same account to access the same data
- All the data is hosted, backed up and secured by Intuit's servers
- Automatically create invoices and send them to clients, including delayed customer charges for unbilled time and costs
- Post to multiple accounts receivable and accounts payable lines in a single journal entry
- Track inventory using the first in, first out (FIFO) method (the only QuickBooks Desktop edition that offers FIFO inventory costing is QuickBooks Desktop Enterprise with Advanced Inventory)
- Track logins, third-party activity and list changes in the Audit Log
- Reports can be emailed to anyone at a scheduled frequency, even if they do not have access to this QuickBooks Online company file
- Further organize data with both class and location tracking; labels can be selected for locations (such as property, store, territory, etc.)
- Bank transactions are automatically downloaded nightly
- Invite unlimited "reports only" and "time tracking only" users
- Sync third-party apps to QuickBooks Online without opening the QuickBooks Online company, since the apps sync to Intuit's always-accessible server; no downloading and managing third-party sync engines
- QuickBooks Online developers are always releasing new functionality to QuickBooks Online (no need to install new versions of QuickBooks Online as you always get the latest and the greatest with new features users are requesting)

KNOW THE FEATURES OF YOUR QUICKBOOKS ONLINE SUBSCRIPTION

QuickBooks Online is a great solution for many different types of businesses. Every company must assess their needs to find a financial accounting solution appropriate for their business. Use the QuickBooks Online subscription matrix to determine the features of your QuickBooks Online subscription: <http://quickbooks.intuit.com/online/compare>. You can upgrade your QuickBooks Online subscription at any time to accommodate changes in your business.

QuickBooks Online Simple Start

- QuickBooks Online account
- Automatic data backup
- Bank-level security and encryption
- One full-access user
- Invite up to two accountant users, no additional charge
- Unlimited invoices and estimates
- Charge sales tax to customers
- Snap photos of receipts so you're ready for tax time
- Print checks and record transactions
- Download bank and credit card transactions
- Import from QuickBooks Desktop
- Import/export lists from Microsoft Excel® (customers, vendors, Chart of Accounts)
- Add payroll to pay W-2 employees and file payroll taxes
- Prepare and print 1099-Misc
- Integrate with available applications
- 20+ built-in reports

QuickBooks Online Essentials

With QuickBooks Online Essentials you have access to all the Simple Start features as well as:

- Access for three users with permission controls
- Manage and pay bills, including schedule payments for later
- Automatic invoice creation on recurring schedule
- Track billable hours by customer
- Unlimited time tracking-only users
- Compare sales profitability with industry trends
- Delayed charges and credits
- Multicurrency
- 40+ built-in reports

QuickBooks Online Plus

With QuickBooks Online Plus you have access to all the Simple Start and Essentials features as well as:

- Access for five users with permission controls (up to 25 paid users total)
- Unlimited reports-only users
- Track billable hours by customer
- Purchase orders
- Class and location tracking
- Track inventory using the FIFO method
- Prepare and print 1099-Misc
- Budgets
- Two-sided items
- Estimates
- 65+ built-in reports

Topic 2: Import Data

IDENTIFY STEPS TO IMPORT DATA INTO QUICKBOOKS ONLINE

When you sign in to your company you can click the **Help** button (the question mark in the circle or the word Help next to it) in the top right corner for access to in-product self-help resources such as overviews and videos, as well as a **Contact Us** button with various options for ways to connect.

The screenshot shows the QuickBooks Online interface for a company named 'Craig's Design and Landscaping Services'. The top right corner features a navigation bar with icons for a plus sign, search, settings, a 'Help' button (circled in red), and a notification bell. The main dashboard area is divided into several sections:

- Navigation Menu:** Dashboard, Banking, Sales, Expenses, Projects, Workers, Reports, Taxes, Accounting, My Accountant.
- Task List:** A list of tasks with checkmarks: 'Start invoicing', 'See how much you're making', 'Pay your employees', 'Start tracking time', and 'Connect with an accountant'.
- Financial Summary:** A section showing 'Invoices' with a total of \$1,525.50 and 'Expenses' with a total of \$7,035 for the last month.
- Help Panel:** A blue sidebar on the right containing a search bar, a list of suggested help topics (e.g., 'Set up alignment to print checks (or cheques)', 'How to print checks'), and a 'Contact us' button.

QuickBooks Online allows users to import data from QuickBooks Desktop within the first 60 days of creating the QuickBooks Online account. When this data is imported, it replaces (i.e., overwrites) any pre-existing data in the QuickBooks Online account.

Most QuickBooks Desktop data can be imported, but there are some limitations. Because QuickBooks Online is being improved constantly, the import capabilities can change. Check the latest limitations by visiting [The Visual Guide to Export](#). At the time of this publication, these guidelines are among those in effect:

- While the size of the QuickBooks Desktop company file does not matter when importing to QuickBooks Online, the Desktop file must consist of no more than 350,000 targets
- If the Desktop file consists of more than 350,000 targets, consult [The Visual Guide to Export](#) for alternatives regarding trimming the file or importing lists and/or balances only
- Form templates (such as invoices, credit memos, statements, etc.) from QuickBooks Desktop cannot be brought into QuickBooks Online
- Memorized reports from QuickBooks Desktop cannot be brought into QuickBooks Online
- Reconciliation reports from QuickBooks Desktop cannot be brought into QuickBooks Online
- Payroll data imports from QuickBooks Desktop to QuickBooks Online as checks, not paychecks; any desired payroll service will have to be newly set up in QuickBooks Online via an interview including calendar YTD fields for each employee
- International versions of QuickBooks Desktop cannot be imported into QuickBooks Online's U.S. version
- You can import your QuickBooks Online data back to QuickBooks Desktop, with limitations, using Internet Explorer (in [The Visual Guide to Export](#), enter *Export data file from QuickBooks Online to Desktop* in the search bar and follow those instructions)

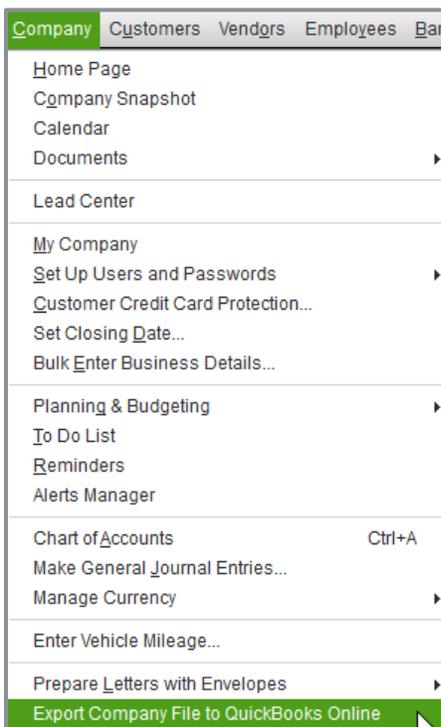


Step by Step: Export QuickBooks Desktop Data to QuickBooks Online

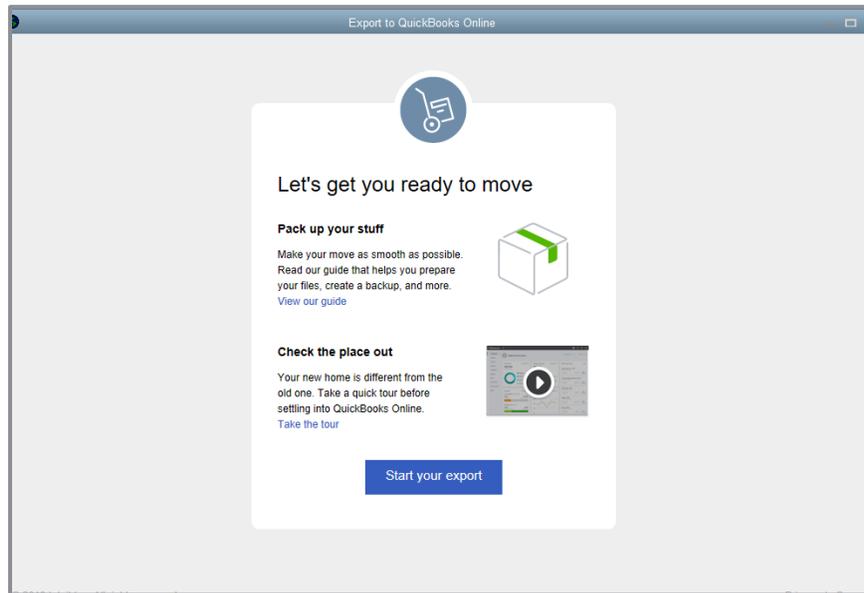
These steps are for exporting a QuickBooks Desktop (Pro or Premier) company to QuickBooks Online. These steps can be followed using a QuickBooks Desktop sample company to try out the process. There are different steps for converting from QuickBooks Enterprise Solutions or QuickBooks for Mac to QuickBooks Online; visit [The Visual Guide to Export](#) for instructions.

The QuickBooks Online file should be set up (by the client or by the accountant creating a QuickBooks Online file on behalf of the client) ahead of time. If it is not set up ahead of time, you will be prompted to do so when you find that there is no QuickBooks Online filename where the converted Desktop file's records can reside.

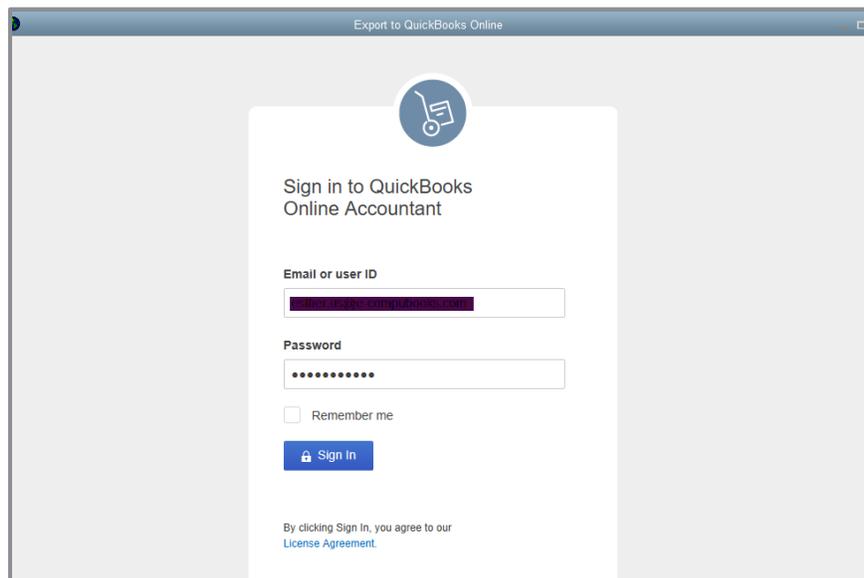
1. Open the QuickBooks Desktop company data file as the Admin user.
2. The file cannot have more than 350,000 targets. To view the size of your file, press the **F2** key. If the file has more than 350,000 targets, you can still import lists.
3. Navigate to **File** → **Utilities** → **Verify Data**. Correct any errors in the QuickBooks data before proceeding to the next step and, if necessary, perform step 3 and repeat **Verify**.
4. Navigate to **File** → **Utilities** → **Rebuild data**. A backup must be created before QuickBooks Desktop runs the Rebuild action.
5. Navigate to **Company** → **Export Company File to QuickBooks Online**.



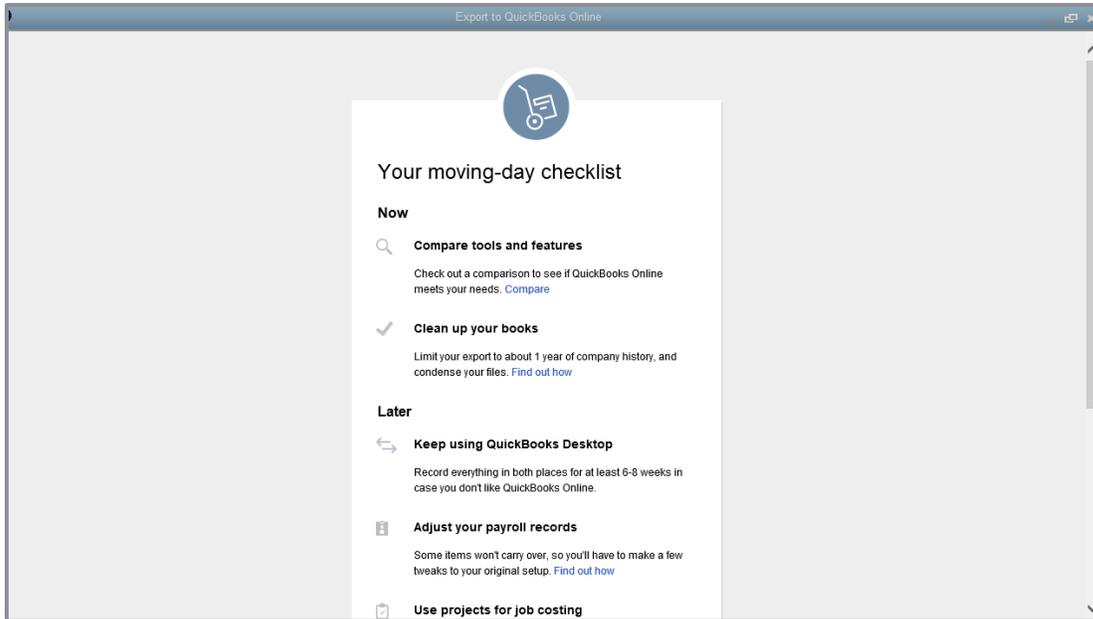
6. You will then see a window with a link to a guide about how to make the conversion from QuickBooks Desktop to QuickBooks Online as smooth as possible, and a link to a quick tour of the QuickBooks Online interface. Both are very useful, especially the guide, as there are embedded links and it is constantly being updated. When you are ready, click **Start your export**.



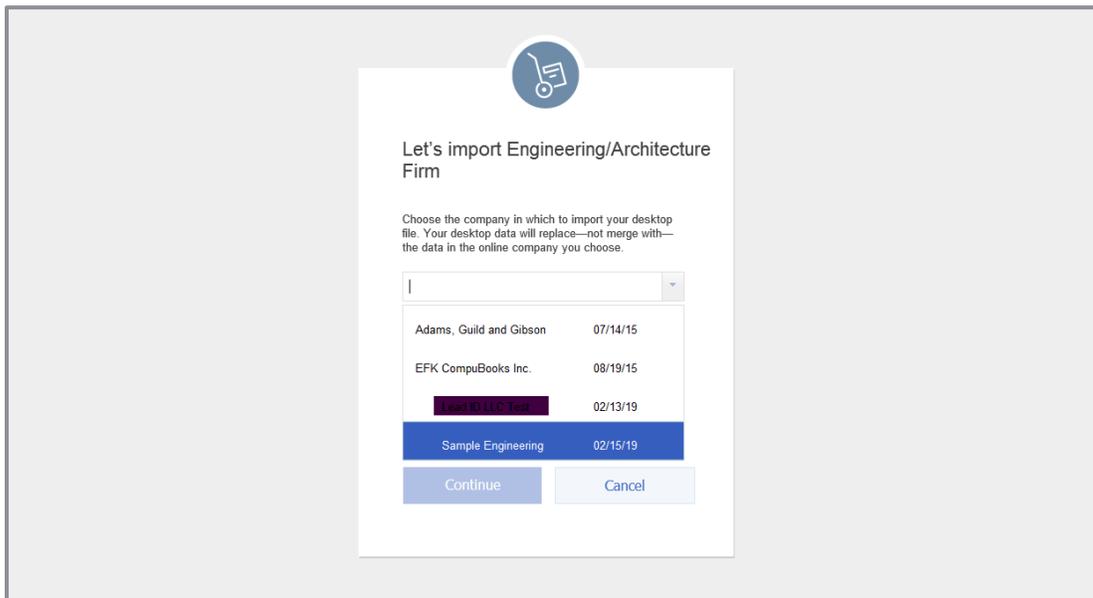
The wizard will provide the steps to sign in with your pre-existing Intuit user ID.



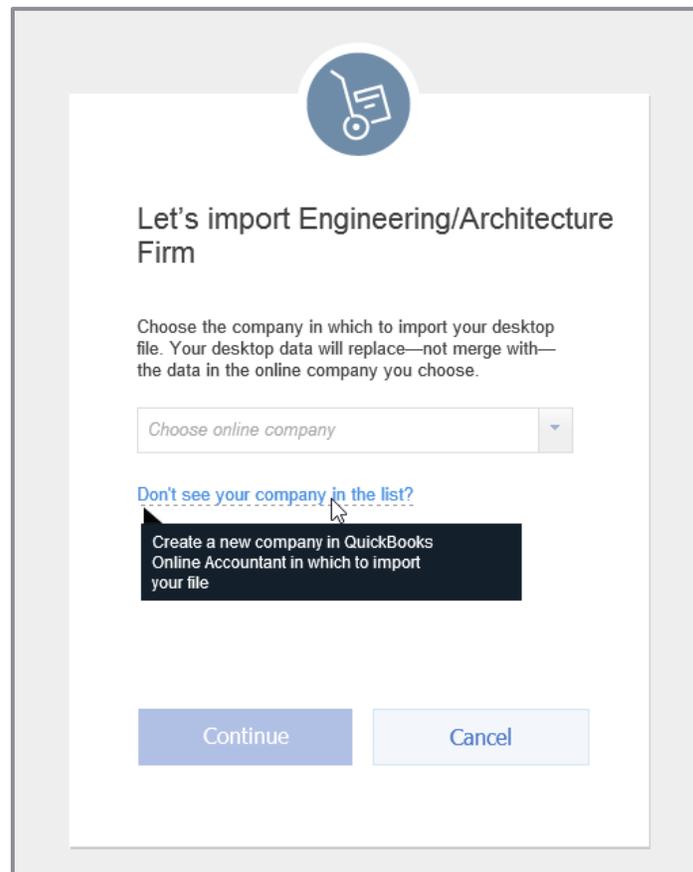
- When you click **Sign in**, you will see Your moving-day checklist which will guide you through your next steps. At this point you can click any step to get more info, click **Cancel export** or **Continue** to proceed.



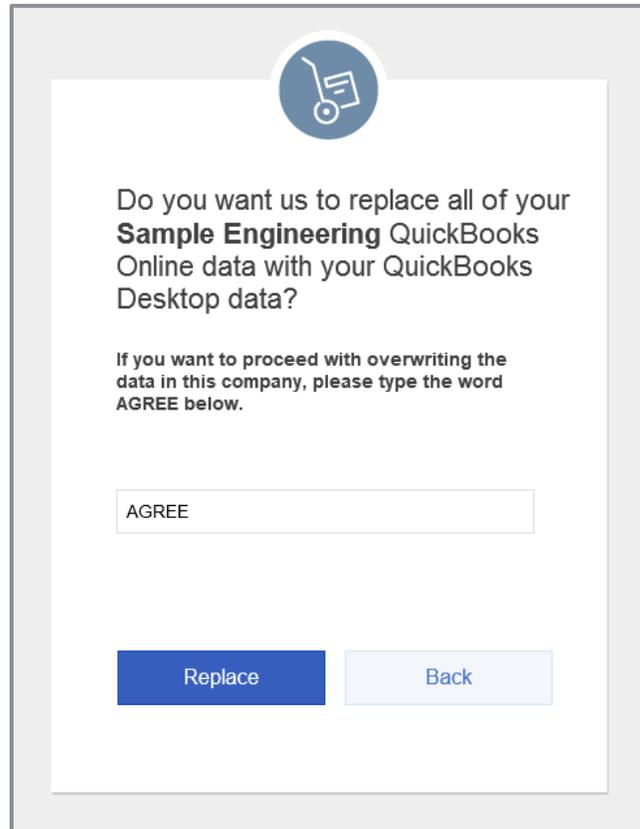
- If you click **Continue**, you will be given the opportunity to overwrite any of the companies (60 days old or newer) associated with that ID. Click **Continue**.



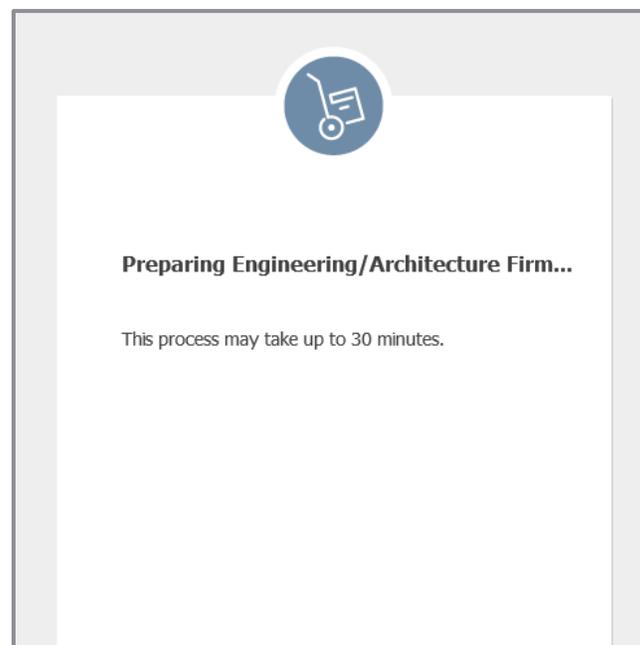
- If you don't see the company you want in the list, that's because it hasn't been created in QuickBooks Online first. You should have created the "empty" QuickBooks Online company first to ensure it appears on this list. Then you'll be able to select it and click **Continue**.



10. You will be asked to confirm if you want QuickBooks to replace all the data in the existing QuickBooks Online company file you chose (even if it's a brand new, empty one that you just created). Enter the word *AGREE* in the field below and click **Replace**.



The screenshot shows a confirmation dialog box with a blue circular icon containing a shopping cart and a document. The text inside the dialog reads: "Do you want us to replace all of your **Sample Engineering** QuickBooks Online data with your QuickBooks Desktop data?" Below this, it says: "If you want to proceed with overwriting the data in this company, please type the word **AGREE** below." There is a text input field containing the word "AGREE". At the bottom, there are two buttons: a blue "Replace" button and a light blue "Back" button.



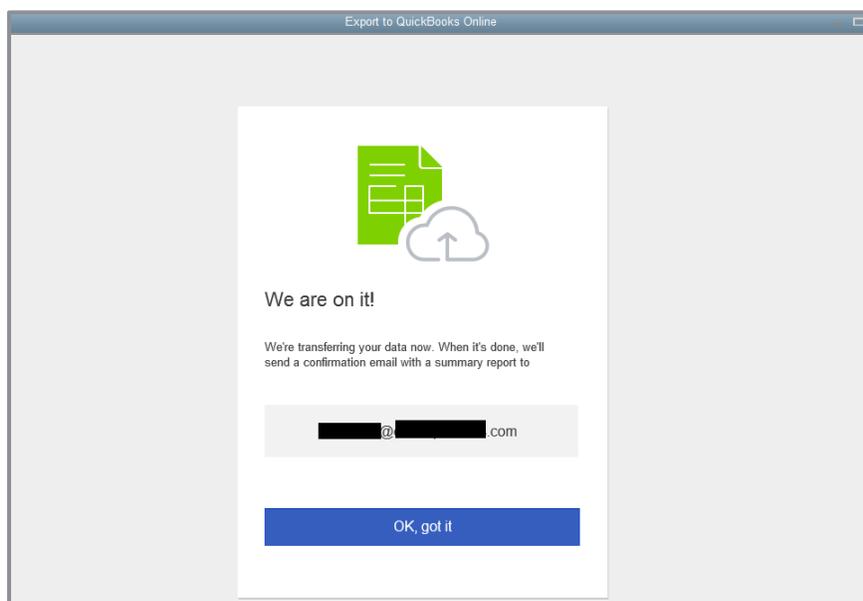
The screenshot shows a progress screen with a blue circular icon containing a shopping cart and a document. The text inside the dialog reads: "**Preparing Engineering/Architecture Firm...**" Below this, it says: "This process may take up to 30 minutes."

Along the way, you will also see prompts to start tracking inventory in the QuickBooks Online company as of a date you specify, if the QuickBooks Desktop company had been tracking inventory.



WARNING: Be very careful with this step as it will overwrite all data in the QuickBooks Online company you select, if it has been created already and is 60 days old or newer. You will see a summary of what data will be overwritten and you will be prompted to confirm that you wish to "go ahead and replace the data." If you are only practicing this process, create a new QuickBooks Online company that can be cancelled.

11. Once complete, wait for confirmation that the QuickBooks Desktop file has been successfully imported.



An email will be sent within 24 hours notifying you that your QuickBooks Online company is ready. Often the conversion is very quick and email confirmation is received almost immediately.

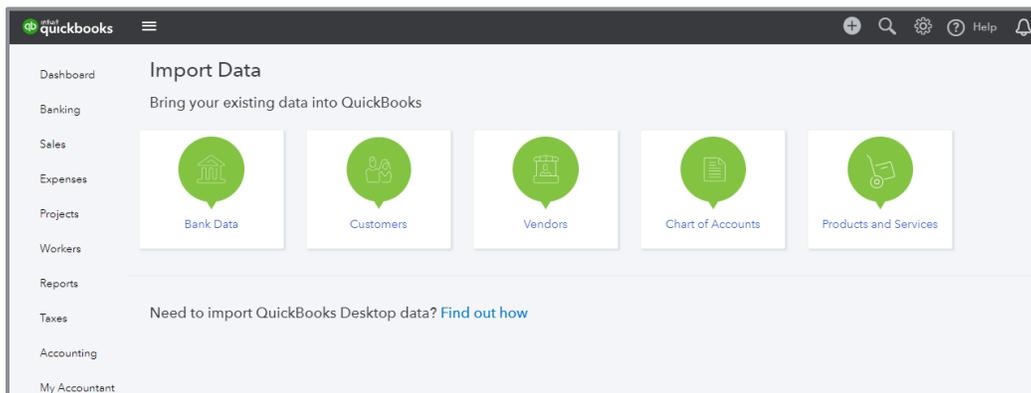
Verify the data was imported correctly. Create a Balance Sheet and Profit & Loss report in both QuickBooks Online and Desktop. Customize the date range to **All Dates**. Set the accounting method to **Accrual**. Compare the balances, looking for any inconsistencies. (Inconsistencies may be addressed [here](#), due to cash vs. accrual basis reporting, FIFO inventory vs. weighted average inventory, and certain types of multicurrency transactions.)

You can re-import data into QuickBooks Online for 60 days from the creation date of the QuickBooks Online company. *It is important to note that re-importing data will overwrite any existing data in the QuickBooks Online company.*



Step by Step: Import Lists into QuickBooks Online

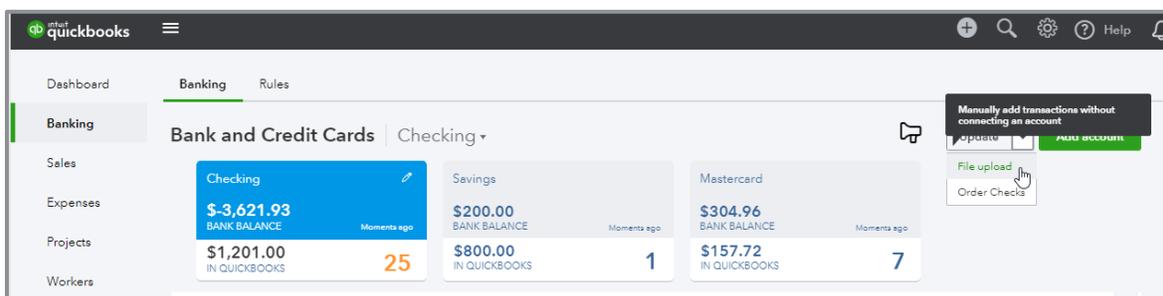
1. Open the QuickBooks Online test drive account.
2. Navigate to the **gear icon** → **Import Data** (under the Tools section).



List data may be imported at any time into QuickBooks Online, such as customers, vendors, accounts (i.e., general ledger accounts on the Chart of Accounts) or products and services. Each option has a downloadable template to ensure data is properly formatted before import.

NOTE: When importing a Chart of Accounts, it does not replace the existing Chart of Accounts; it adds any accounts in your spreadsheet that are not already in QuickBooks Online to the existing accounts.

In addition, bank and credit card statements can be manually uploaded and imported (in *.csv, *.qfx, *.qbo, or *.ofx format) into QuickBooks Online when a direct bank feed connection to online banking cannot be established. To establish a bank feed connection, you can connect an online bank or credit card account to the appropriate account on the Chart of Accounts by navigating to the left navigation bar, selecting **Banking** → **Add account** in the top right corner. Future bank and credit card statements can be uploaded manually either from the **gear icon** → **Import Data gear icon** → **Import Data** → **Bank Data** access point or select **Banking** on the left navigation bar then select **File Upload** (or, if the File Upload button is not displayed, select the drop-down next to **Update** then **File Upload**).



Topic 3: Set Up Your Company

RECOGNIZE STEPS TO SET UP AND MODIFY LISTS AND USERS

QuickBooks Online account lists and users can be managed from the gear icon in the top right. Managing lists is an important component of QuickBooks Online. From the gear icon, all lists should be reviewed to make sure they are appropriate for the company. This includes Chart of Accounts, Recurring Transactions, Products and Services, Product Categories, Custom Form Styles, Payment Methods, Terms, Attachments, and Classes and Locations.



Step by Step: Add Users to QuickBooks Online

1. Open the QuickBooks Online company.
2. Navigate to the **gear** icon → **Manage Users** (under the Your Company section).

NAME	EMAIL	USER TYPE	STATUS	BILLABLE 0	ACTION
No data available					

3. Ensure the **Users** tab is selected (the total number of existing users displays in the name of the tab).
4. Click **Add user**.
5. Choose a type of user.
6. Click **Next**.
7. Set the user's access rights.

8. Click **Next**.
9. Select the user's settings.
10. Click **Next**.
11. Enter the user's name and email address (the email address will be their user ID).
12. Click **Save**.

The invited user receives an email that contains a link to sign in to the QuickBooks Online company.



Step by Step: Add Accountant Users to QuickBooks Online

1. Open the QuickBooks Online company.
2. Navigate to the **gear** icon → **Manage Users** (under the Your Company section).
3. Ensure the **Accounting firms** tab is selected (the total number of existing Accounting firm users displays in the name of the tab).
4. Enter the accountant's email address (your accountant/bookkeeper and members of their firm who have been granted permission will have access to your company data).
5. Click **Invite**.

The accountant receives an email that contains a link to sign in to the client's company via QuickBooks Online Accountant as an Accountant user.



Step by Step: Products and Services List

1. Open the QuickBooks Online company.
2. Navigate to the **gear** icon → **Products and Services** (under the Lists section).
3. The Products and Services list appears. Notice that it lists the name, SKU, type, sales description, sales price, cost, whether the item is taxable, the quantity on hand and the reorder point (if it's set up as an inventory item). The items will be grouped by categories, if categories are used. Additionally, a picture of the product or service can accompany the name of the item.

4. To specify the columns which appear in the Products and Services list, click the **grid gear** icon at the top right of the list and add or remove the checkmark next to each column you want to see or not see. Click the **grid gear** icon again to have that list of columns disappear.
5. To edit an item, locate the item to be changed, then click **Edit** in the far right column for that item. Make the necessary edits. **Save and Close**.
6. To add an item, click **New** in the top right corner of the Products and Services window.
 - a. Select a **Type** for this product/service (Inventory, Non-inventory, Service or Bundle).
 - b. The Product/Service information window appears; if you selected the wrong type of product/service, select **Change type** and correct your selection.
 - c. Enter the item **Name**, and, if applicable, the **SKU** and **Category** for the product/service.
 - d. Upload a picture for this product/service if desired.
 - e. For Inventory items in new companies that have no history of transactions in QuickBooks Online, specify the **Initial quantity on hand** (zero for new products) and the **As of date** for that initial quantity. (Ensure the As of date is dated far enough back in time that it pre-dates any live transactions you want to enter.) You can specify a **Reorder point** if desired. Also, for any Inventory items, you would select the **Inventory asset account**.
 - f. Fill in the **Sales** information and **Purchasing** information for that product/service with the corresponding default sales description, sales price/rate, income account, taxable status, default purchase description, unit cost and expense account. **Save and close** or **Save and new**.
7. To delete (deactivate) an item, locate the item, click the **drop-down arrow** next to Edit and click **Make inactive**.
8. Click **Yes** to confirm. Notice that items are merely deactivated and not really deleted. Transactions for deactivated items are never deleted.



Step by Step: Print a Transactions Report for a Selected Account Directly from the Chart of Accounts

1. Open the QuickBooks Online company.
2. Click the **gear** icon → **Chart of Accounts** (under Your Company).
3. If prompted, click **See your Chart of Accounts**.
4. Select an existing account that is a Balance Sheet type of account (i.e., the Type column has any of these in it: Bank, Accounts Receivable, Other Current Assets, Fixed Assets, Other Assets, Accounts Payable, Credit Card, Other Current Liabilities, Long Term Liabilities or Equity), and in the **drop-down** next to View Register for that account, click **Run report**.
5. The Account QuickReport for that account will display.
6. Change the **Report period** in the top left corner, if necessary, and click **Run Report**.



Step by Step: Print the Chart of Accounts

1. Open the QuickBooks Online company.
2. Click the **gear** icon → **Chart of Accounts** (under Your Company).
3. If prompted, click **See your Chart of Accounts**.
4. Click the **Printer** icon in the upper right-hand corner of the displayed Chart of Accounts.
5. The Chart of Accounts will display in print preview format. In the left column, select your printer and print settings, if necessary, and select **Print**.



Step by Step: Connect a Bank Account to the Bank Feed

1. Open the QuickBooks Online company.
2. From the left navigation bar, click **Banking**.

The screenshot displays the QuickBooks Online Banking interface. The left navigation bar includes: Dashboard, Banking (selected), Rules, Sales, Expenses, Projects, Workers, Reports, Taxes, Accounting, and My Accountant. The main content area is titled "Bank and Credit Cards" and shows three account cards: Checking (Bank Balance: \$-3,621.93, 25 transactions), Savings (Bank Balance: \$200.00, 1 transaction), and Mastercard (Bank Balance: \$304.96, 7 transactions). Below the cards is a table of transactions for review.

	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input checked="" type="checkbox"/>	03/17/2019	Books By Bessie	Books by Bessie	Uncategorized Income		\$55.00	Add
<input type="checkbox"/>	02/15/2019	A Rental		Uncategorized Income		\$200.00	Add
<input type="checkbox"/>	02/15/2019	A Rental		Uncategorized Expense	\$1,200.00		Add

3. Click **Add Account** in the top right-hand corner.
4. Follow the wizard to connect an account to the bank feed.

RECOGNIZE STEPS TO MANAGE YOUR COMPANY ACCOUNT AND SETTINGS

Your company Account and Settings control much of the functionality in the QuickBooks Online account. They are the foundation for a successful and efficient QuickBooks Online experience.

The Account and Settings screen organizes the account's global preferences into these sections:

- Company
- Billing & Subscription
- Sales
- Expenses
- Payments
- Advanced

Account and Settings
Help

Company	Company name													
Billing & Subscription														
Sales	Company name	Beautiful Landscapes												
Expenses	Legal name	JCG												
Payments	EIN	12-3457789												
Advanced	Company type	Small business corporation, two or more owners (Form 1120S)												
	Tax form	Accounting, Tax Preparation, Bookkeeping, and Payroll Services												
	Industry													
	Contact info	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Company email</td> <td>-</td> <td></td> </tr> <tr> <td>Customer-facing email</td> <td>Same as company email</td> <td></td> </tr> <tr> <td>Company phone</td> <td>(650) 545-6567</td> <td></td> </tr> <tr> <td>Website</td> <td>-</td> <td></td> </tr> </table>	Company email	-		Customer-facing email	Same as company email		Company phone	(650) 545-6567		Website	-	
Company email	-													
Customer-facing email	Same as company email													
Company phone	(650) 545-6567													
Website	-													
	Address	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Company address</td> <td>1 Services Way, Mountain View, CA 94043</td> <td></td> </tr> <tr> <td>Customer-facing address</td> <td>Same as company address</td> <td></td> </tr> <tr> <td>Legal address</td> <td>112 Main Street, Elgin, IL 60123</td> <td></td> </tr> </table>	Company address	1 Services Way, Mountain View, CA 94043		Customer-facing address	Same as company address		Legal address	112 Main Street, Elgin, IL 60123				
Company address	1 Services Way, Mountain View, CA 94043													
Customer-facing address	Same as company address													
Legal address	112 Main Street, Elgin, IL 60123													
	Communications with Intuit	Marketing Preferences												

NOTE: Two of these Account and Settings sections – Billing & Subscription and Payments – do not appear in the test drive company file.



Step by Step: Company Tab in Account and Settings

1. Open the QuickBooks Online company.
2. Navigate to the **gear** icon → **Account and Settings**.
3. On the Account and Settings page, click the **Company** section on the left.
4. Notice the settings can be updated by clicking **Edit** (the pencil icon) on the right.
 - Company name
 - Company type
 - Contact info
 - Address
 - Communications with Intuit



Step by Step: Enter Company Name, EIN, Industry, Contact Information and Tax Form in Account and Settings

1. Open the QuickBooks Online company.
2. Navigate to the **gear** icon → **Account and Settings**.
3. On the Account and Settings page, click the **Company** section on the left.
4. Find the Company name settings on the right and click **Edit** (the pencil icon) on the right to enter or edit the company name information.
5. Enter the **Company name**, the **Legal name**, and the **EIN**.
6. Click **Save**.
7. Find the Company type settings on the right and click **Edit** (the pencil icon) to enter or edit the company type information.
8. Choose a tax form from the list.
9. Choose a Company type from the drop-down; start entering an industry and finish by selecting one from the list that appears.
10. Click **Save**.
11. Find the Contact info settings on the right and click **Edit** (the pencil icon) to enter or edit the company contact information.

12. Click **Save**.

13. Click **Done**.



Step by Step: Specify Terminology for Customers in Account and Settings

1. Open the QuickBooks Online company.
2. Navigate to the **gear** icon → **Account and Settings**.
3. On the Account and Settings page, click the **Advanced** section on the left.
4. Find the Other preferences settings on the right and click **Edit** (the pencil icon) to enter or edit the **Customer Label** (Clients, Customers, Donors, Guests, Members, Patients, or Tenants).
5. Click **Save**.
6. Click **Done**.



Step by Step: Sales Tab in Account and Settings

1. Open the QuickBooks Online company.
2. Navigate to the **gear** icon → **Account and Settings**.
3. On the Account and Settings page, click the **Sales** section on the left.
4. Notice on the right that the settings can be updated by clicking **Edit** (the pencil icon).
 - Customize look and feel of forms for customers
 - Sales form content
 - Products and services
 - Messages
 - Reminders
 - Online delivery
 - Statements



Step by Step: Turn on Inventory in Account and Settings

1. Open the QuickBooks Online company.
2. Navigate to the **gear** icon → **Account and Settings**.
3. On the Account and Settings page, click the **Sales** section on the left.
4. Find the Products and services area and click **Edit** (the pencil icon).
5. Click the box next to **Track quantity and price/rate** (so these fields appear on sales forms).
6. Click the box next to **Track quantity on hand** (so inventory is tracked).
7. Click **Save**.
8. Click **Done**.
9. Click the **gear** icon in the upper right.
10. Click **Products and Services**.
11. Select **New** to create a new product or **Edit** to alter an existing product.
12. If it's an existing product, select **Change Type** and choose **Inventory item**. If it's a new product, choose the type **Inventory item**.
13. Enter or edit the item **Name** and, if applicable, the **SKU** and **Category** for the product/service.
14. Upload a picture for this product/service if desired.
15. For Inventory items in new companies that have no history of transactions in QuickBooks Online, specify the **Initial quantity on hand** (zero for new products) and the **As of date** for that initial quantity (again, remember to back-date that **As of date** sufficiently to pre-date any live transactions you will enter). You can also specify a **Reorder point** if desired. Also, for any Inventory items, you would select the **Inventory asset account**.
16. Fill in the **Sales** information and **Purchasing** information for that product/service with the corresponding default sales description, sales price/rate, income account, taxable status, default purchase description, unit cost and expense account.
17. Click **Save and close** or **Save and new**.



Step by Step: Expenses Tab in Account and Settings

1. Open the QuickBooks Online company.
2. Navigate to the **gear** icon → **Account and Settings**.
3. On the Account and Settings page, click the **Expenses** section on the left.
4. Notice the settings can be updated by clicking **Edit** (the pencil icon).
 - Bills and expenses
 - Purchase orders
 - Messages



Step by Step: Explore Purchase Orders in Account and Settings

1. Open the QuickBooks Online company.
2. Navigate to the **gear** icon → **Account and Settings**.
3. On the Account and Settings page, click the **Expenses** section on the left.
4. Find the Purchase Orders area and click **Edit** (the pencil icon).
5. Click the box next to **Use Purchase Orders**.
6. Fill out remaining fields as needed.
7. Click **Save**.
8. Click **Done**.



Step by Step: Advanced Tab in Account and Settings

1. Open the QuickBooks Online company.
2. Navigate to the **gear** icon → **Account and Settings**.
3. On the Account and Settings page, click the **Advanced** section on the left.
4. Notice the settings can be updated by clicking **Edit** (the pencil icon) on the right.
 - Accounting - to change the fiscal year or close the books
 - Company type - sole proprietorship, etc. (also accessible on the Company page)
 - Chart of Accounts - to turn account numbers on or off, specify a discount account and specify a billable expense markup income account if required
 - Categories - tracking classes, locations or both
 - Automation
 - Projects
 - Time tracking
 - Currency
 - Other preferences



Step by Step: Closing the Books in Account and Settings

1. Open the QuickBooks Online company.
2. Navigate to the **gear** icon → **Account and Settings**.
3. On the Account and Settings page, click the **Advanced** section on the left.
4. Find the Accounting setting on the right. Click **Edit** (the pencil icon) on the right.
5. Check the box to **Close the books**.
6. Enter a **Closing Date**.
7. Select one of these from the drop-down menu: **Allow changes after viewing a warning** or **Allow changes after viewing a warning and entering a password**.
8. Enter a password and confirm the password (if the password option was selected).
9. Click **Save**.
10. Click **Done**.



Step by Step: Show Account Numbers in Account and Settings

1. Open the QuickBooks Online company.
2. Navigate to the **gear** icon → **Account and Settings**.
3. On the Account and Settings page, click the **Advanced** section on the left.
4. Find the Chart of Accounts setting on the right. Click **Edit** (pencil icon) on the right.
5. Check the box next to **Enable account numbers**.
6. Click the box next to **Show account numbers**.
7. Click **Save**.
8. Click **Done**.
9. Click the **gear** icon → **Chart of Accounts** (under Your Company).
10. If you are prompted, click **See your Chart of Accounts**.
11. Select the Checking account. Select the **drop-down arrow** next to View Register for that account and select **Edit**.
12. Edit the Checking account. In the **Number** field, enter account number *10100*. **Save and Close**.
13. View the account number now showing in the Chart of Accounts list.
14. Navigate to **Reports** → **Balance Sheet**.
15. View the account number for the Checking account appearing on the Balance Sheet.



Step by Step: Enable Auto-recall on Forms in Account and Settings

1. Open the QuickBooks Online company.
2. Navigate to the **gear** icon → **Account and Settings**.
3. On the Account and Settings page, click the **Advanced** section on the left.
4. Find the Automation setting on the right. Click **Edit** (the pencil icon) on the right.
5. Check the box to **Pre-fill forms with previously entered content**.
6. Click **Save**.
7. Click **Done**.



Step by Step: Enter/Edit Many Account Numbers at Once in Chart of Accounts

1. Now that Account Numbers have been enabled, open the Chart of Accounts.
2. Click **Edit** (the pencil icon) in the top right corner.
3. The Chart of Accounts becomes a grid you can edit, and you can add/edit account numbers in the Number column for many account numbers at once.
4. When you are finished adding or editing your account numbers, click **Save**. (Tip: you can use this same method to edit the names of many accounts at once on the Chart of Accounts.)



Step by Step: Change Settings for Automatic Sign Out after a Period of Inactivity

1. Open the QuickBooks Online company.
2. Navigate to the **gear** icon → **Account and Settings**.
3. On the Account and Settings page, click the **Advanced** section on the left.
4. Find the Other preferences setting on the right. Click **Edit** (the pencil icon) on the right.
5. Select 1, 2 or 3 hours from the drop-down list next to **Sign me out if inactive for**.
6. Click **Save**.
7. Click **Done**.

Guide Conclusion

You have just covered *Course 1 - Get Started*. This course has been developed to help you train your clients how to use QuickBooks Online successfully.

By completing this module, your client should understand:

- The benefits of QuickBooks Online
- How to import data
- The parameters of setting up their company

STATE OF WISCONSIN WORK PERMIT REQUEST FORM

The following items **MUST BE PROVIDED IN PERSON** before a work/street trades permit can be issued to the minor or parent/guardian:

1. **REQUIRED:** A duly attested **birth certificate (preferred form of age documentation)**, or a **verified baptismal certificate**, or a **driver's license**, or **photo ID card** issued by the **Department of Transportation**, or a **school record for proof of the minor's age**.
2. **REQUIRED:** The minor's **Social Security card for proof of Social Security number**. If the minor's Social Security card is lost, then the Social Security number **MUST** be verified by contacting a Social Security representative. To do that, the minor and/or the minor's parent, guardian, or court-ordered foster parent must go to the Lancaster Office of Social Security and request a replacement card. The Social Security Representative will provide you with a print out verifying the minor's social security number.
3. **REQUIRED:** Completion on this form of the employer information below; or a letter from the employer containing the employer's name, address, telephone number, and signature, along with a statement of the intent to employ the minor, the job title, the job duties, the days of work, and the approximate number of hours of work per week.
4. **REQUIRED:** The signature below of the minor's parent, guardian, or court-ordered foster parent; or a letter from the minor's parent, guardian, or court-ordered foster parent giving consent for the minor to accept the employment being offered by the employer.
5. **REQUIRED:** Payment *from the employer* of **\$10.00** for the work permit fee. If the permit fee is paid by the minor rather than the employer, then the employer shall reimburse the minor for the permit fee no later than the first pay check issued to the minor.

EMPLOYER MUST COMPLETE THIS SECTION – WORK PERMIT REQUIRED INFORMATION

Employer Name		Today's Date
Employer Mailing Address/City/State/Zip		
Employer Telephone Number	Employer Fax Number	
Printed Name of Minor Being Hired	Date Minor Will Begin Employment	
Title of the Job Minor Will Be Performing	Approximate Number of Hours Per Week Minor Will Be Working	
Days of the Week Minor Will Be Working Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/>		
Provide a Brief Description of Job Duties:		
Printed Name of Employer Representative	Signature of Employer Representative	

PARENT OR GUARDIAN MUST COMPLETE THIS SECTION – REQUIRED INFORMATION

Name and Address of School that the Minor is Attending		
Do Parents Own this Business? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the Minor a H.S. Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the Work Being Performed as Restitution? Yes <input type="checkbox"/> No <input type="checkbox"/>
Printed name of Parent, Guardian, or Court-Ordered Foster Parent	Signature of Parent, Guardian, or Court-Ordered Foster Parent I give my permission for the minor whose name is listed above to accept the work that is described above.	

PAYROLL

Employers must keep the following records for at least 3 years for each employee, other than exempt employees paid on other than an hourly basis.

1. Name and address.
2. Date of Birth.
3. Date of entering and leaving employment.
4. Time of beginning and ending of work each day.
5. Time of beginning and ending of meal period:
 - a. When the employee's meal periods are required or when such meal periods are to be deducted from work time.
 - b. This requirement shall not apply when work is of such a nature that production or business activity ceases on a regularly scheduled basis.
6. Total number of hours worked per day and per week.
7. Rate of pay and wages paid each payroll period.
8. The amount of and reason for each deduction from the wages earned.
9. The employee's production, if paid on other than time basis.

Requirement

Employees under 18 years of age must receive at least a 30-minute duty free meal period when working a shift greater than 6 hours in duration. Section DWD 274.02(2) recommends that employers provide similar breaks to adults but does not require such breaks for adults. If an employer provides breaks of less than 30 consecutive minutes in duration, the break time will be counted as work time.

Employers must pay all employees for "on duty" meal periods. An "on duty" meal period is one where the worker is not provided at least 30 consecutive minutes free from work, or where the worker is not free to leave the premises of the employer during a meal period.

Employers also are not allowed to require that meals be accepted as part of the worker's wages.

State law does **not** require that brief rest periods, or coffee breaks, be provided to employees. Such matters are to be determined between the employer and the employee directly.

Rest periods or breaks of less than 30 consecutive minutes each shift are considered work time and must be paid for. Employers may not deduct from a worker's wages for any time off less than 30 consecutive minutes.

The state overtime law applies to most Wisconsin employers, including state and local units of government but not necessarily to each individual worker. Covered workers, regardless of age, must be paid 1 1/2 times their regular rate of pay for all hours worked in excess of 40 hours a week.

The law applies to factories, mercantile (see definition of mercantile) or mechanical establishments, restaurants, hotels, motels, resorts, beauty parlors, retail and wholesale stores, laundries, express and transportation firms, telegraph offices and telephone exchanges.

"Mercantile" means, "pertaining to merchants or trade," and is viewed with regard to profit or designed for profit; designed for mass appeal, emphasizing skill and subjects useful in business. "Trade" means the business or work in which one engages regularly, an occupation requiring manual or mechanical skill; the persons engaged in an occupation, business, or industry, dealings between persons or groups, the business of buying and selling or bartering commodities or services, to do business with, to have dealings, to give one thing in exchange for another.

Under the Wisconsin Employment of Minors regulation, 16 and 17-year-old minors may be employed more than 8 hours a day or 40 hours a week when school is not in session. They must receive one and one half times the regular rate of pay, for all hours worked in excess of 10 hours per day or 40 hours per week and that, they do not work in excess of 50 hours per week. The exception to this rule is that minors who are 14 to 17 years of age may be employed more than 50 hours per week in agriculture during peak periods.

Arrest and Conviction Record

Overview

State law protects workers from workplace discrimination because of arrest or conviction record under certain circumstances. However, it is not employment discrimination under the law when an employee's arrest or conviction is substantially related to the employment.

The statute of limitations for filing a complaint is 300 days from the date the action was taken or the individual was made aware the action was taken.

What is an arrest or conviction record?

An arrest record is information that a person has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for any

felony, misdemeanor or other offense. A conviction record is information indicating that a person has been convicted of any felony, misdemeanor or other offense, been judged delinquent, has been less than honorably discharged, or has been placed on probation, fined, imprisoned or paroled by any law enforcement or military authority.

What does it mean for an arrest or conviction to be substantially related to the employment?

An arrest or conviction is "substantially related" to a job when there is some overlap between the circumstances of the job and the circumstances of the offense. For example, a theft related conviction is substantially related to a cashier position. A drunk driving offense is substantially related to a position as a truck driver. However, a drunk driving offense is probably not substantially related to a cashier position.

What actions are covered?

When an individual's arrest or conviction record motivates the adverse decision, it becomes unlawful discrimination. Specifically, the law prohibits discrimination in recruitment and hiring, job assignments, pay, leave or benefits, promotion, licensing or union membership, training, layoff and firing, harassment, and other employment related actions.

Frequently Asked Questions

[Can an employer discharge a current employee because of a pending criminal charge?](#)

An employer may suspend an employee if the pending criminal charge is substantially related to the circumstances of the particular job or licensed activity.

[Can an employer refuse to hire a person because of a record of arrest that did not lead to conviction?](#)

No. An employer is not allowed to ask about arrests, other than pending charges.

[What can an employer ask regarding arrest and conviction records?](#)

An employer may ask whether an applicant has any pending charges or convictions, as long as the employer makes it clear that these will only be given consideration if the offenses are substantially related to the particular job. An employer cannot legally make a rule that no persons with conviction records will be employed. Each job and record must be considered individually.

[Can an employer refuse to hire an applicant because of a lengthy record of convictions or conviction for a crime the employer finds upsetting?](#)

An employer may only refuse to hire a qualified applicant because of a conviction record for an offense that is substantially related to the circumstances of a particular job. Whether the crime is an upsetting one may have nothing to do with whether it is substantially related to a particular job.

What if an employer believes a pending charge or conviction is substantially related but the employee or applicant believes it is not?

In this situation, the employee or applicant may file a complaint and the Equal Rights Division will make a determination as to whether there is a substantial relationship.

Can an employer refuse to hire or discharge a person with a pending charge or conviction because other workers or customers don't want the person with a conviction there?

No. The law makes no provision for this type of problem. The employer must show that the conviction record is substantially related to the particular job. Co-worker or customer preference is not a consideration.

Is it a violation of the law if the applicant's conviction record is only a part of the reason for not being hired?

Yes. A conviction record that is not substantially related to that particular job should be given no consideration in the hiring process.

How should an applicant answer questions on an application regarding conviction record?

It is best to answer all questions on an application as honestly and fully as possible and to offer to explain the circumstances of the conviction to the employer.

Can an employer refuse to hire an applicant because they failed to disclose all requested criminal background information on an application?

Yes, an employer who discovers that an applicant has provided false or misleading information in response to a question on a job application may refuse to hire that applicant without violating the law. In this case, the decision not to hire the applicant is because of dishonesty rather than the applicant's conviction record.

Should an employer ask about the circumstances of a conviction during an interview?

Yes. An employer must obtain enough information to determine if the conviction record is substantially related to the job. If the employer decides there is a substantial relationship, employment may be refused but the employer must be prepared to defend the decision if the applicant believes there is not a substantial relationship and files a complaint.

Employers are only allowed to deduct certain items from an employee's wages, such as taxes, insurance premiums, etc. Employers are not permitted to charge employees for breakages, cash shortages, fines or any other losses to the business, unless you have authorized the deduction in writing.

Work Permits

Child Labor

Law Change - Effective June 23, 2017

Work Permit Requirements

- A work permit is required before anyone under the age of 16 is allowed to work in any job with the exception of agriculture or domestic service work.
- Employers must have a work permit on file for the minor being employed before they may allow the minor to begin work.

Where can I get a Work Permit?

Work permits are issued at [various locations throughout the state](#). You may apply for a work permit at your school office or call (608) 266-6860 for information on where in your area you may apply for a work permit.

NOTE: The permit will not be issued if the work is prohibited by law.

How to Obtain a Work Permit

To obtain a work permit, either the minor alone or the minor and a parent must visit the permit officer, taking with them:

- the minor's birth certificate or other [proof of age](#),
- the minor's social security card
- letter from the employer expressing intent to hire, on employer's regular letterhead, describing:
 - job duties,
 - hours of work,
- a written parents consent
- a \$10.00 permit fee

Proof of Minor's Age

We may accept a valid operator's license or an identification card issued by the Wisconsin Department of Transportation as proof of a minor's age. This means that we may now accept either a duly attested birth certificate, a verified baptismal certificate, or a driver's license or photo ID card issued by the Wisconsin Department of Transportation.

For the Employer - Permit Fee Requirement

The employer **must reimburse the \$10.00 permit fee to the minor** by no later than the date of the first paycheck.

Copies of the permit go to the employer and the minor, in addition to the school district where the minor is enrolled.

Poster Posting Requirements

Every employer, employment agency, labor organization and licensing agency subject to the act shall post in a conspicuous place upon its premises, a poster prepared and made available by the department, relating to the provisions of the act and this chapter.

Whether an employer chooses to pay the overtime premium directly in wages or offers the employee compensatory time, the employer is obligated to pay the person 1 ½ times their regular rate of pay for the overtime hours. If the employer pays the overtime premium by allowing the employee to use compensatory time the employee is entitled to use 1.5 hours of compensatory time for each overtime hour worked. Nongovernment employers must also ensure the employee uses the compensatory time within 31 days of when the time is earned.

An employer and an employee do not have the authority to reach an agreement to waive a state law or regulation concerning overtime pay. Since federal law may also require an employer to pay its employees overtime pay, it should be noted that a modification or waiver of state overtime rules would not exempt the employer from any federal overtime

Employee Terminations 101: Firing Legally and Fairly

February 5, 2020



NFIB Small Business Legal Center

- We are the voice for small business in the courts and the legal resource for small business owners nationwide.
- While the information provided in this presentation is intended to be accurate, it should not be considered legal advice. The Legal Center cannot be held responsible for any errors or omissions.



Four Truths about Employment Law

1. Juries care about fairness, not legality.
2. Juries favor employees.
3. Juries always give employees the benefit of the doubt.
4. The government is not neutral.

Millionaire Question

What percentage of jurors would try to return a verdict for an employee who is unfairly treated yet no law has been broken?

- 10%
- 35%
- 51%
- 68%



At-Will Employment

Employment relationships generally fall into two categories:

- Contractual – termination must be handled per terms of contract
- “at-will” – employment may be terminated by employee or employer at any time and for any reason, except an illegal one

Laws that Protect Employees

- Title VII of the Civil Rights Act of 1964 (Title VII): Prohibits discrimination/harassment based on race, color, religion, genetic information, and national origin
- Americans with Disabilities Act (ADA): Prohibits discrimination against qualified individuals with disabilities
- Pregnancy Discrimination Act (PDA): Prohibits discrimination against employees based on pregnancy, childbirth, or related medical conditions

Laws that Protect Employees

- Occupational Safety and Health Act (OSH Act):
Makes it illegal to fire someone in retaliation for reporting safety/health violations or participating in an investigation
- Fair Labor Standards Act (FLSA): Prohibits retaliation against employees who complain of FLSA violations or participate in investigations
- Age Discrimination in Employment Act (ADEA):
Prohibits age discrimination against individuals 40 years of age or older

Termination of Employment

- Can be initiated by the employee (resignation) or the employer (dismissal/termination)
- Employer initiated in cases of:
 - unacceptable job performance,
 - misconduct, or
 - economic reasons (budget cutbacks, reorganization, downsizing)
- *Focusing today on employer-initiated terminations*

Legal Reasons to Terminate An Employee

- Poor performance
- Policy violation
- Failure to meet eligibility requirements
- Failure to meet job qualifications
- Layoff or elimination of position

Discipline and Documentation Process

A discipline process:

- lays the groundwork for fair and legal firings
- puts the employee on notice of the problem and potential consequences

Documentation:

- records the problem and actions taken, especially if termination is the last resort
- Should be complete and thorough

Progressive Discipline

Most employers follow progressive discipline. For example, an employee may get:

1. A verbal warning for first offense
2. A written warning if the problem continues
3. A final written warning
4. Termination as a last step

How to Document Discipline

For complete and effective documentation, be sure to cover all the following elements:

- The facts, including details like the date, time, and location of the problem
- The specific rule or standard violated
- Objectives for improvement – what you expect the employee to do to correct the problem

How to Document Discipline (cont.)

- Suggestions for meeting objectives: What you agree to do to help the employee meet the objectives.
- Consequences: The action you will take if the employee fails to meet the stated objective
- Signatures and dates: You and the employee should both sign

Termination Checklist

- Was the employee informed of required standards of performance and conduct and the consequences of not meeting those standards?
- Was a proper investigation conducted -- did the employee have an adequate opportunity to tell his or her side of the story?
- Was the employee given adequate counseling or training and opportunity to correct the problem?
- Is the employee's employment history as documented consistent with discharge?

Termination Checklist

- Have performance standards, work rules and disciplinary procedures been applied consistently?
- Do the facts make clear that the employee is not being discharged because of his or her race, sex, religion, age, national origin, disability or other improper reason?
- Is discharge the appropriate penalty?
- Was a proper termination interview conducted and complete documentation prepared?
 - In person, professional, private & witnessed
 - Keep short & avoid confrontation



Common Errors in Termination of Employment

Error #1– Terminating the employee on the spot

- Do not act out of anger, frustration or impulse
- It is not recommended to terminate an employee on the spot.
- **INSTEAD** - Suspend the employee effective immediately, pending a review of the situation

Common Errors in Termination of Employment

Error #2 – Lack of documentation to support the decision

- Do not construct documentation after the fact
- **INSTEAD** – document all through the employment relationship, in the normal course of business.
- **REMEMBER** – if it's not documented, it didn't happen!

Common Errors in Termination of Employment

Error #3 – Losing control of the termination meeting

- The emotions of the situation take over the meeting
- **INSTEAD:** Prepare the manager for the meeting. Know what needs to be communicated to the employee and keep the meeting on track

Unemployment Compensation

- Financial Eligibility rules vary from state to state.
- Usually based on working at least so many weeks in a certain time period.
- Find links to your state's unemployment agency at the [U.S. Department of Labor](#) Web site.



Unemployment Compensation

Generally eligible if:

- Laid off due to lack of work.
- Terminated for work related issue that do not rise to the level of "misconduct."

Generally ineligible if:

- Voluntary quit.
- Terminated for work related misconduct.

Unemployment Compensation

- Generally ineligible if employee voluntarily quit without good cause.
- Burden of proof on employee to prove good cause.



Unemployment Compensation

- Not the same thing as “poor performance.”
 - Termination for poor performance will not usually disqualify.
 - Must be a violation of a uniformly enforced company policy



Termination Scenario #1

An employee has begun to perform erratically and is suspected of having a problem with drugs. What can you say to him about it? The performance problem becomes more serious, possibly justifying termination. Should you terminate outright?

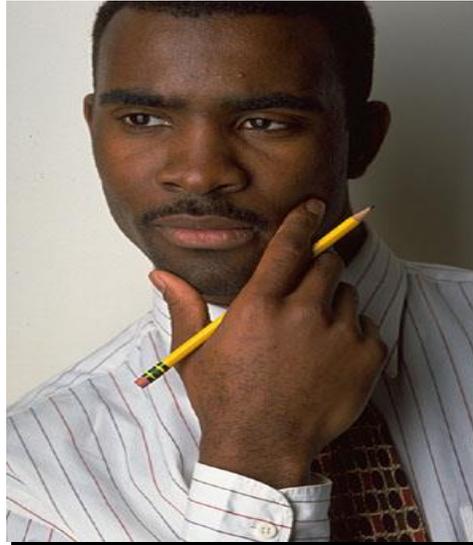
Termination Scenario #2

Your company terminates an employee for being unproductive and abrasive. A few days later you receive a phone call from the owner of another business in town who asks you for a candid reference on the terminated employee. What can you say? Suppose the employee's attorney calls, threatens litigation, and asks for a reference as part of the settlement? Suppose the employee assaulted a co-worker?

Remember . . .

- Nip problems in the bud – act quickly
- Be consistent
- Ensure fairness
- Be aware of laws, policies, procedures affecting decision

Questions?



THANK YOU!

Beth Milito
(202) 406-4443
elizabeth.milito@nfib.org





Thank you!





BASIC INFORMATION

current as of June 2012

The U.S. Department of Labor's Wage and Hour Division (WHD) is responsible for administering and enforcing laws that establish minimally acceptable standards for wages and working conditions in this country, regardless of immigration status.

FAIR LABOR STANDARDS ACT



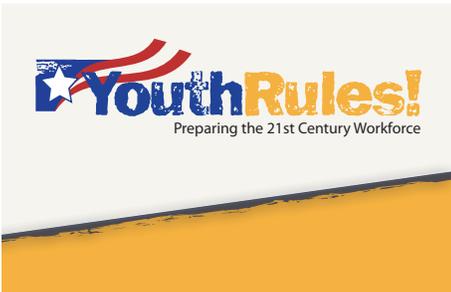
The Fair Labor Standards Act (FLSA) affects most private and public employment. The FLSA requires employers to pay covered non-exempt employees at least the federal minimum wage and overtime pay for all hours worked over 40 in a work week.

Covered employees must be paid for all hours worked in a workweek. In general, compensable hours worked include all time an employee is on duty or at a prescribed place of work and any time that an employee is suffered or permitted to work. This would generally include

work performed at home, travel time, waiting time, training, and probationary periods.

- Federal Minimum Wage: \$7.25 per hour effective July 24, 2009
- Tipped employees may be paid \$2.13 per hour; if an employee's tips combined with cash wage does not equal the applicable minimum wage, the employer must make up the difference
- Overtime after 40 hours in a week = 1 ½ times an employee's regular rate of pay

CHILD LABOR



The FLSA also regulates the employment of youth.

Jobs Youth Can Do:

- 13 or younger: baby-sit, deliver newspapers, or work as an actor or performer
- Ages 14-15: certain permitted in such establishments as office work, grocery store, retail store, restaurant, movie theater, and amusement parks
- Age 16-17: Any job not declared hazardous
- Age 18: No restrictions

Hours Youth Ages 14 and 15 Can Work:

- After 7 am and until 7 pm (Hours are extended to 9 pm June 1–Labor Day)
- Up to 3 hours, including Fridays on a school day
- Up to 18 hours in a school week
- Up to 8 hours on a non-school day
- Up to 40 hours in a non-school week

Note: Different rules apply to youth employed in agriculture. States also regulate the hours that youth under age 18 may work. To find more information on federal or state rules, log on to www.youthrules.dol.gov.

FAMILY AND MEDICAL LEAVE ACT



The Family Medical and Leave Act (FMLA) applies to employers who employ 50 or more employees, public agencies, and elementary and secondary schools. Eligible employees are entitled to take unpaid, job-protected leave with continuation of group health insurance coverage for up to 12 workweeks in a 12-month period for:

- the birth and care of a newborn child;
- the placement and care of an child for

adoption or foster care;

- for the serious health condition of the employee or the employee's spouse, child, or parent;
- for qualifying exigencies arising out of a covered military member's covered active duty status.

And 26 workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness.

MIGRANT AND SEASONAL AGRICULTURAL WORKER PROTECTION ACT



The Migrant and Seasonal Agricultural Worker Protection Act (MSPA) requires farm labor contractors, agricultural employers, and agricultural associations who "employ" workers to:

- Pay workers the wages owed when due
- Comply with federal and state safety and

health standards if they provide housing for migrant workers

- Ensure that vehicles that they use to transport workers are properly insured, operated by licensed drivers and meet federal and state safety standards
- Provide written disclosure of the terms and conditions of employment

CONTACT US:

1-866-4US-WAGE

MORE INFORMATION AVAILABLE AT:

YOUTHRULES!: WWW.YOUTHRULES.DOL.GOV
WHD WEBSITE: WWW.WAGEHOUR.DOL.GOV

ELAWS: WWW.DOL.GOV/ELAWS
DOL WEBSITE: WWW.DOL.GOV