Table of Contents

Preface	xi	Chapter 2	
Chanton 1		Creating a Company File	25
Chapter 1	1	Planning and Creating a Company File	26
Introducing QuickBooks Desktop	1	Choosing Your Start Date	27
Getting to Know QuickBooks	2	Creating a New QuickBooks File	27
Editions of QuickBooks	2	Intuit Accounts	28
QuickBooks Online	3	Choosing a Setup Path	28
Types of Tasks	3	A Setup Checklist	28
Accounting Basics	5	A Quick Payroll Primer	29
What Is GAAP?	5	Choosing the Correct Industry	29
An Accountant's Worst Nightmare (or		Adding People, Items, and Bank Accounts	32
Greatest Dream?)	6	Double-Entry Accounting and the	
Accrual vs. Cash Basis Accounting	6	Opening Balance Equity Account	32
The Accounting Equation and Behind		Going Behind the Scenes	33
the Scenes	7	QuickBooks Preferences	35
Managing Basic QuickBooks Files	8	Company vs. Personal Preferences	36
Types of QuickBooks Files	8	Modifying the Lists in a New File	38
Opening and Restoring QuickBooks Files	8	Customizing the Chart of Accounts	38
No Company Open	9	Tying Accounts to Tax Forms	40
Find a Company File	9	Subaccounts	40
How to Use This Book and the Student Files	10	Customer & Vendor Profile Lists	43
The QuickBooks Window	12	Making the Lists Work for You	44
Flowing Through the Home Page	13	Using Classes in QuickBooks	44
The QuickBooks Icon Bar	13	Opening Balances and Historical Transactions	45
How to Outsmart QuickBooks When		Entering and Editing Account Opening	
It's Not Playing Nicely	14	Balances	45
The Insights Tab	14	Entering Historical Transactions for an	
Backing Up and Updating Your		Account	46
Company File	16	Finding Help in QuickBooks	47
Backup Location	16	The "Have a Question?" Window	47
Backing Up Your Data Online	17	Setting Up Users	49
When to Save a Backup Copy	17	Administrators and Users	49
Updating Your QuickBooks Company File	17	Passwords	50
Self-Assessment	19	Working with QuickBooks in a Multi-	
Reinforce Your Skills	20	User Environment	50
Apply Your Skills	22	The QuickBooks Ecosystem	52
Extend Your Skills	24	The Importance of QuickBooks Apps	52
		Identifying the Right App	52
		The Report Center and Running List Reports	53
		The Report Center	53
		Reports Menu	53
		List Reports in QuickBooks	54

Self-Assessment	Tackle the Tasks	55	Chapter 4	
Reinforce Your Skills	Self-Assessment	56	· · · · · · · · · · · · · · · · · · ·	113
Apply Your Skills	Reinforce Your Skills	57		111
Extend Your Skills 03 Vendors vs. Employees 115 Chapter 3 Merge Duplicate List Entries 116 Working with Customers 65 The Customer Center 66 The Importance of Entering Reference Managing the Customers: Jobs List 67 Numbers and Memos 120 The QuickBooks Lead Center 71 Passing on Expenses to Customers 120 The To Do List 72 Paying Bills 123 The Item List 74 Payment Details 123 Creating Items 74 The Payment Summary Window 124 Subitems 76 Writing and Printing Checks 126 Creating Invoices 78 Check to Pay Bills 127 Entering Customers Not on the Print Checks Setup 128 Creating Invoices 78 Printing Checks 128 Form Templates 79 Editing Vendor Transactions 131 Receiving Payments 83 A Deep-Dive into the Report Center 134 Receiving Payments 84 QuickBooks Graphs 137 The Undeposited Funds Account 83 The Profit & Loss Report Self-Assessment 141 Customer Sales 87 Reinforce Your Skills 149 Adjusting Customer Transactions 91 Editing Existing Trans	Apply Your Skills	60		
Chapter 3 Merge Duplicate List Entries 116 Working with Customers 65 Designating Sales Reps in QuickBooks 117 The Customer Center 66 The Importance of Entering Reference 118 Managing the Customers: Jobs List 67 Numbers and Memos 120 The To Do List 72 Paying Bills 123 The Item List 74 Paymen Details 123 Creating Item 74 Payment Details 123 Creating Item 74 The Payment Details 123 Creating Invoices 78 Check to Pay Bills 127 Entering Customers Not on the Customers & Jobs List 78 Check to Pay Bills 127 Entering Customers Not on the Customers & Jobs List 78 Printing Checks 128 Form Templates 79 Editing Vendor Transactions 131 127 Form Templates 79 Editing Vendor Transactions 131 128 Form Templates 79 Editing Vendor Transactions 131 128	Extend Your Skills	63		
Working with Customers 65 The Customer Center Managing the Customers:Jobs List The QuickBooks Lead Center The To Do List The To Do List The To Do List The To To List The Payment Summary Window The To To List The Payment Summary Window The To To List The Payment Summary Window The To To To List The Payment Summary Window The To To To List The Payment Summary Window The To To To List The Payment Summary Window The To To To List The Payment Summary Window The To To To List The Payment Summary Window The To				
The Customer Center	Chapter 3			
The Customer Center 66 The Importance of Entering Reference Managing the Customers: Jobs List 67 Numbers and Memos 120 The QuickBooks Lead Center 71 Passing on Expenses to Customers 120 The To Do List 72 Paying Bitls 123 The Item List 74 Payment Details 123 Creating Items 74 The Payment Summary Window 124 Subtitems 76 Writing and Printing Checks 126 Creating Invoices 78 Check to Pay Bitls 127 Entering Customers Not on the Print Checks Setup 128 Customers & Jobs List 78 Print Checks Setup 128 Form Templates 79 Editing Vendor Transactions 121 Form Templates 79 Editing Vendor Transactions 131 Receiving Payments 83 A Deep-Dive into the Report Center 134 Form Templates 79 Fixing Errors 131 The Undeposited Funds Account 83 A Deep-Dive into the Report Center 134 <tr< td=""><td>Working with Customers</td><td>65</td><td></td><td></td></tr<>	Working with Customers	65		
Managing the Customers: Jobs List 67 Numbers and Memos 120 The QuickBooks Lead Center 71 Passing on Expenses to Customers 120 The To Do List 72 Paying Bills 123 The Item List 74 Poyment Details 123 Creating Items 74 The Payment Summary Window 124 Subitems 76 Writing and Printing Checks 126 Creating Invoices 78 Check to Pay Bills 127 Creating Invoices 78 Check to Pay Bills 127 Entering Customers Not on the Print Checks Setup 128 Customers & Jobs List 78 Printing Checks 128 Entering Customers Not on the Print Checks Setup 128 Customer Setuls 127 127 Form Templates 79 Editing Vendor Transactions 131 Porm Templates 79 Fixing Errors 131 Receiving Payments 83 A Deep-Dive into the Report Center 134 The Income Tracker 84 QuickBooks G	The Customer Center	66	_	
The QuickBooks Lead Center 71 Passing on Expenses to Customers 120 The To Do List 72 Paying Bills 123 The Item List 74 Payment Details 123 Creating Items 74 The Payment Summary Window 124 Subitems 76 Writing and Printing Checks 126 Creating Invoices 78 Check to Pay Bills 127 Entering Customers Not on the Print Checks Setup 128 Customers & Jobs List 78 Print Checks Setup 128 Customers & Jobs List 78 Print Checks Setup 128 Customers & Jobs List 78 Printing Checks 128 Form Templates 79 Editing Vendor Transactions 131 Payment Terms 79 Editing Vendor Transactions 131 Invoice Status Tracker 79 Vendor and Profit & Loss Reports 134 Receiving Payments 83 A Deep-Dive Into the Report Center 134 The Undeposited Funds Account 83 The Profit & Loss (P&L) Report 135 <	Managing the Customers:Jobs List	67		120
The To Do List 72 Poying Bills 123 The Item List 74 Poyment Details 123 Creating Items 74 The Payment Summary Window 124 Subitems 76 Writing and Printing Checks 126 Creating Invoices 78 Check to Pay Bills 127 Entering Customers Not on the Print Checks Setup 128 Customers & Jobs List 78 Print Checks Setup 128 Form Templates 79 Editing Vendor Transactions 131 Form Templates 79 Fixing Errors 131 Invoice Status Tracker 79 Vendor and Profit & Loss Reports 134 Receiving Payments 83 A Deep-Dive into the Report Center 134 The Undeposited Funds Account 83 The Profit & Loss (P&L) Report 135 The Income Tracker 84 QuickBooks Graphs 137 Sales Receipts 87 Reinforce Your Skills 144 Duplicating a Transaction 87 Rephoft Your Skills 144 Deposi	The QuickBooks Lead Center	71		
The Item List 74 Payment Details 123 Creating Items 74 The Payment Summary Window 124 Subitems 76 Writing and Printing Checks 126 Creating Invoices 78 Check to Pay Bills 127 Entering Customers Not on the Print Checks Setup 128 Customers & Jobs List 78 Print Checks Setup 128 Form Templates 79 Editing Vendor Transactions 131 Form Templates 79 Editing Vendor Transactions 131 Invoice Status Tracker 79 Vendor and Profit & Loss Reports 134 Receiving Payments 83 A Deep-Dive into the Report Center 134 The Undeposited Funds Account 83 The Profit & Loss Reports 134 The Undeposited Funds Account 83 The Profit & Loss (P&L) Report 135 The Undeposited Funds Account 83 The Profit & Loss (P&L) Report 135 The Undeposited Funds Account 83 The Profit & Loss (P&L) Report 135 Selecting the Correct Form for Self Ase	The To Do List	72		
Creating Items 74 The Payment Summary Window 124 Subitems 76 Writing and Printing Checks 126 Creating Invoices 78 Check to Pay Bills 127 Entering Customers Not on the Print Checks Setup 128 Customers & Jobs List 78 Printing Checks 128 Form Templates 79 Editing Vendor Transactions 131 Payment Terms 79 Fixing Errors 131 Invoice Status Tracker 79 Vendor and Profit & Loss Reports 131 Receiving Payments 83 A Deep-Dive into the Report Center 134 The Undeposited Funds Account 83 The Profit & Loss (P&L) Report 135 The Londer Tracker 84 QuickBooks Graphs 137 Sales Receipts 87 Tackle the Tasks 139 Sales Receipts 87 Reinforce Your Skills 141 Customer Sales 87 Reinforce Your Skills 142 Duplicating a Transaction 87 Reinforce Your Skills 144 <	The Item List	74		
Subitems 76 Writing and Printing Checks 126 Creating Invoices 78 Check to Pay Bills 127 Entering Customers Not on the Customers & Jobs List 78 Print Checks Setup 128 Form Templates 79 Editing Vendor Transactions 131 Payment Terms 79 Fixing Errors 131 Invoice Status Tracker 79 Vendor and Profit & Loss Reports 134 Receiving Payments 83 A Deep-Dive into the Report Center 134 The Undeposited Funds Account 83 The Profit & Loss (P&L) Report 135 The Income Tracker 84 QuickBooks Graphs 137 Sales Receipts 87 Tackle the Tasks 139 Selecting the Correct Form for 2 Customer Sales 87 Reinforce Your Skills 142 Duplicating a Transaction 87 Apply Your Skills 149 Adjusting Customer Transactions 91 Editing Existing Transactions 91 Editing Existing Transactions 91 Locating Transactions 91 Chapter 5 Customer-Related Reports 95 Sales Reports 96 Chapter 5 Creating and Editing Accounts 154 Creating and Editing Accounts 156 Creating and Editing Accounts 157 Creating and Editing Accounts 158 Credit and Debit Card Transactions 160 Checking Account 162 Checking Accounts 164 Alternative Types of Bank Accounts 166 Checking Ac	Creating Items	74	· · · · · · · · · · · · · · · · · · ·	
Creating Invoices78Check to Pay Bills127Entering Customers Not on thePrint Checks Setup128Customers & Jobs List78Printing Checks128Form Templates79Editing Vendor Transactions131Payment Terms79Fixing Errors131Invoice Status Tracker79Vendor and Profit & Loss Reports134Receiving Payments83A Deep-Dive into the Report Center134The Undeposited Funds Account83The Profit & Loss (P&L) Report135The Income Tracker84QuickBooks Graphs137Sales Receipts87Tackle the Tasks139Selecting the Correct Form forSelf-Assessment141Customer Sales87Reinforce Your Skills142Duplicating a Transaction87Apply Your Skills146Depositing Payments88Extend Your Skills149Adjusting Customer Transactions91Chapter 5Voiding vs. Deleting Transactions91Chapter 5Voiding vs. Deleting Transactions91Banking Tasks151Locating Transactions in QuickBooks91Moving Funds Between Accounts152Fixing Errors92The Chart of Accounts Revisited153Customer-Related Reports95Searching in the Chart of Accounts154Types of Reports95Account Registers154QuickRoport96Credit and Debit Card Transactions160Sales Reports98<	_	76		
Entering Customers Not on the Customers & Jobs List Form Templates Form Template Loss (Pably Report Center	Creating Invoices	78	<u> </u>	
Customers & Jobs List 78 Printing Checks 128 Form Templates 79 Editing Vendor Transactions 131 Payment Terms 79 Fixing Errors 131 Invoice Status Tracker 79 Vendor and Profit & Loss Reports 134 Receiving Payments 83 A Deep-Dive into the Report Center 134 The Undeposited Funds Account 83 The Profit & Loss (P&L) Report 135 The Income Tracker 84 QuickBooks Graphs 137 Sales Receipts 87 Tackle the Tasks 139 Selecting the Correct Form for 2 Customer Sales 87 Reinforce Your Skills 142 Duplicating a Transaction 87 Apply Your Skills 146 Depositing Payments 88 Extend Your Skills 149 Adjusting Customer Transactions 91 Editing Existing Transactions 91 Locating Transactions 91 Locating Transactions in QuickBooks 91 Fixing Errors 92 Customer-Related Reports 95 Customer-Related Reports 95 QuickReport 95 QuickZoom 96 Sales Reports 98 Basic Report Modifications 98 Tackle the Tasks 100 Chepter 5 Deposits 157 Creating and Editing Accounts 156 Deposits 160 Cher Transactions That Affect the 162 Checking Account Registers 162 Checking Account 162 Paying a Bill with a Credit Card 162 Apply Your Skills 103 Apply Your Skills 104 Alternative Types of Bank Accounts 166 Extend Your Skills 101 Managing PayPal Transactions in QuickBooks 166	_		· · · · · · · · · · · · · · · · · · ·	
Form Templates 79 Editing Vendor Transactions 131 Payment Terms 79 Fixing Errors 133 Invoice Status Tracker 79 Vendor and Profit & Loss Reports 134 Receiving Payments 83 A Deep-Dive into the Report Center 134 The Undeposited Funds Account 83 The Profit & Loss (P&L) Report 135 The Income Tracker 84 QuickBooks Graphs 137 Sales Receipts 87 Tackle the Tasks 139 Selecting the Correct Form for Self-Assessment 141 Customer Sales 87 Reinforce Your Skills 142 Duplicating a Transaction 87 Apply Your Skills 146 Depositing Payments 88 Extend Your Skills 149 Adjusting Customer Transactions 91 Editing Existing Transactions 91 Locating Transactions 91 Locating Transactions 191 Locating Transactions 1	•	78	,	
Payment Terms 79 Fixing Errors 131 Invoice Status Tracker 79 Vendor and Profit & Loss Reports 134 Receiving Payments 83 A Deep-Dive into the Report Center 134 The Undeposited Funds Account 83 The Profit & Loss (P&L) Report 135 The Income Tracker 84 QuickBooks Graphs 137 Sales Receipts 87 Tackle the Tasks 139 Selecting the Correct Form for Self-Assessment 141 Customer Sales 87 Reinforce Your Skills 142 Duplicating a Transaction 87 Apply Your Skills 146 Depositing Payments 88 Extend Your Skills 149 Adjusting Customer Transactions 91 Editing Existing Transactions 91 Locating Transactions 91 Voiding vs. Deleting Transactions 91 Fixing Errors 92 Customer-Related Reports 95 Types of Reports 95 QuickBoom 96 Sales Report Modifications 98 Creating and Editing Accounts 156 Deposits 157 Self-Assessment 102 Reinforce Your Skills 103 Apply Your Skills 103 Apply Your Skills 104 Alternative Types of Bank Accounts 166 Extend Your Skills 105 Alternative Types of Bank Accounts 166 Alternative Types of Bank Accounts 166 Managing PayPal Transactions 166 Managing PayPal Transactions 166	Form Templates		_	
Invoice Status Tracker 79 Vendor and Profit & Loss Reports 134	•			
Receiving Payments The Undeposited Funds Account The Income Tracker Sales Receipts Selecting the Correct Form for Customer Sales Duplicating a Transaction Editing Existing Transactions Fixing Errors Customer-Related Reports Types of Reports QuickZoom Sales Report Modifications Tackle the Tasks 139 Selecting the Correct Form for Customer Sales Self-Assessment 141 Customer Sales Self-Assessment 142 Duplicating a Transaction Self-Assessment Self	· ·		•	
The Undeposited Funds Account The Income Tracker 84 QuickBooks Graphs 137 Sales Receipts 87 Tackle the Tasks 139 Selecting the Correct Form for Customer Sales 88 Reinforce Your Skills 140 Duplicating a Transaction 88 Extend Your Skills 140 Adjusting Customer Transactions 91 Editing Existing Transactions 91 Locating Transactions 91 Locating Transactions in QuickBooks Fixing Errors 141 Customer Fales 142 Adjusting Transactions 91 Editing Existing Transactions 91 Fixing Errors 144 Adjusting Transactions 91 Chapter 5 Banking Tasks 151 Moving Funds Between Accounts 152 The Chart of Accounts Revisited 153 Types of Reports 95 Customer-Related Reports 154 QuickBook 155 QuickBoort 96 QuickZoom 96 Creating and Editing Accounts 156 QuickZoom 156 Self-Assessment 102 Reinforce Your Skills 103 Apply Your Skills 104 Alternative Types of Bank Accounts 166 Alternative Types of Bank Accounts 166 Managing PayPal Transactions in QuickBooks 166				
The Income Tracker 84 QuickBooks Graphs 137 Sales Receipts 87 Tackle the Tasks 139 Selecting the Correct Form for Self-Assessment 141 Customer Sales 87 Reinforce Your Skills 142 Duplicating a Transaction 87 Apply Your Skills 146 Depositing Payments 88 Extend Your Skills 149 Adjusting Customer Transactions 91 Editing Existing Transactions 91 Voiding vs. Deleting Transactions 91 Locating Transactions in QuickBooks 91 Fixing Errors 92 Customer-Related Reports 95 Types of Reports 95 QuickReport 95 QuickReport 95 QuickZoom 96 Sales Report Modifications 98 Tackle the Tasks 100 Self-Assessment 102 Reinforce Your Skills 103 Apply Your Skills 104 Alternative Types of Bank Accounts 166 Managing PayPal Transactions in QuickBooks 166			·	
Sales Receipts 87 Tackle the Tasks 139 Selecting the Correct Form for Self-Assessment 141 Customer Sales 87 Reinforce Your Skills 142 Duplicating a Transaction 87 Apply Your Skills 146 Depositing Payments 88 Extend Your Skills 149 Adjusting Customer Transactions 91 Editing Existing Transactions 91 Locating Transactions 91 Locating Transactions in QuickBooks 91 Fixing Errors 92 Customer-Related Reports 95 Types of Reports 95 QuickReport 95 QuickZoom 96 Sales Report Modifications 98 Back Report Modifications 98 Tackle the Tasks 100 Other Transactions 141 Customer Sales 98 Debit Card Transactions 150 Credit and Debit Card Transactions 160 Deposits 157 Credit and Debit Card Transactions 161 Checking Account 162 Paying a Bill with a Credit Card 162 Alternative Types of Bank Accounts 166 Managing PayPal Transactions in QuickBooks 166	•		, , ,	
Selecting the Correct Form for Customer Sales Self-Assessment 141 Customer Sales Self-Assessment 142 Duplicating a Transaction Self-Assessment Self-Assessment 142 Apply Your Skills 146 Depositing Payments Self-Assessment Self-Assessment 141 Apply Your Skills 146 Apply Your Skills Sextend Your Skills 149 Adjusting Customer Transactions 91 Editing Existing Transactions 91 Chapter 5 Banking Tasks 151 Chapter 5 Banking Tasks 151 Moving Funds Between Accounts 152 The Chart of Accounts Revisited 153 Types of Reports QuickPeport QuickZoom QuickZoom Sales Reports Self-Assessment 154 Apply Your Skills 155 Credit and Debit Card Transactions 160 Debit Card Transactions 161 Checking Account 162 Checking Account 162 Alternative Types of Bank Accounts 166 Managing PayPal Transactions 166 Managing PayPal Transactions 166				
Customer Sales87Reinforce Your Skills142Duplicating a Transaction87Apply Your Skills146Depositing Payments88Extend Your Skills149Adjusting Customer Transactions91Chapter 5Editing Existing Transactions91Chapter 5Voiding vs. Deleting Transactions in QuickBooks91Moving Funds Between Accounts151Fixing Errors92Moving Funds Between Accounts152Customer-Related Reports95Searching in the Chart of Accounts Revisited153Types of Reports95Account Registers154QuickReport95Account Registers154QuickZoom96Creating and Editing Accounts156Sales Reports98Credit and Debit Card Transactions160Basic Report Modifications98Credit and Debit Card Transactions161Tackle the Tasks100Debit Card Transactions That Affect theChecking Account162Reinforce Your Skills103Paying a Bill with a Credit Card162Apply Your Skills108Alternative Types of Bank Accounts166Extend Your Skills111Managing PayPal Transactions in166		07		
Duplicating a Transaction 87 Apply Your Skills 146 Depositing Payments 88 Extend Your Skills 149 Adjusting Customer Transactions 91 Editing Existing Transactions 91 Voiding vs. Deleting Transactions 91 Locating Transactions in QuickBooks 91 Fixing Errors 92 Customer-Related Reports 95 Types of Reports 95 QuickReport QuickZoom 96 Sales Reports 98 Basic Report Modifications 98 Tackle the Tasks 100 Self-Assessment 102 Reinforce Your Skills 108 Extend Your Skills 111 Apply Your Skills 116 Apply Your Skills 108 Extend Your Skills 166 Apply Your Skills 166 Managing PayPal Transactions in QuickBooks 166		87		
Depositing Payments Adjusting Customer Transactions Editing Existing Transactions Voiding vs. Deleting Transactions 1 Locating Transactions in QuickBooks Fixing Errors Customer-Related Reports Types of Reports QuickReport QuickZoom Sales Reports Basic Report Modifications Tackle the Tasks Apply Your Skills Extend Your Skills 149 Extend Your Skills 149 Chapter 5 Chapter 5 Banking Tasks 151 Moving Funds Between Accounts 152 The Chart of Accounts Revisited 153 Searching in the Chart of Accounts 154 Account Registers Creating and Editing Accounts 156 Deposits Credit and Debit Card Transactions 160 Other Transactions That Affect the Checking Account Paying a Bill with a Credit Card Alternative Types of Bank Accounts Managing PayPal Transactions in QuickBooks 166				
Adjusting Customer Transactions Editing Existing Transactions Voiding vs. Deleting Transactions Locating Transactions in QuickBooks Fixing Errors Customer-Related Reports Types of Reports QuickReport QuickZoom Sales Reports Basic Report Modifications Tackle the Tasks Self-Assessment Reinforce Your Skills Extend Your Skills Accounts Revisited Chart of Accounts Revisited Searching in the Chart of Accounts Creating and Editing Accounts Deposits Credit and Debit Card Transactions Other Transactions That Affect the Checking Account Checking Account Alternative Types of Bank Accounts Managing PayPal Transactions in QuickBooks 166				
Editing Existing Transactions91Chapter 5Voiding vs. Deleting Transactions91Banking Tasks151Locating Transactions in QuickBooks91Moving Funds Between Accounts152Fixing Errors92The Chart of Accounts Revisited153Customer-Related Reports95Searching in the Chart of Accounts154Types of Reports95Account Registers154QuickReport95Creating and Editing Accounts156QuickZoom96Deposits157Sales Reports98Credit and Debit Card Transactions160Basic Report Modifications98Debit Card Transactions160Tackle the Tasks100Other Transactions That Affect the162Self-Assessment102Checking Account162Reinforce Your Skills103Paying a Bill with a Credit Card162Apply Your Skills108Alternative Types of Bank Accounts166Extend Your Skills111Managing PayPal Transactions in166			Exteria rour skitts	149
Voiding vs. Deleting Transactions91Banking Tasks151Locating Transactions in QuickBooks91Moving Funds Between Accounts152Fixing Errors92The Chart of Accounts Revisited153Customer-Related Reports95Searching in the Chart of Accounts154Types of Reports95Account Registers154QuickReport95Creating and Editing Accounts156QuickZoom96Deposits157Sales Reports98Credit and Debit Card Transactions160Basic Report Modifications98Credit and Debit Card Transactions160Tackle the Tasks100Debit Card Transactions That Affect theSelf-Assessment102Checking Account162Reinforce Your Skills103Paying a Bill with a Credit Card162Apply Your Skills108Alternative Types of Bank Accounts166Extend Your Skills111Managing PayPal Transactions inManaging PayPal Transactions in	, -		Chanton F	
Locating Transactions in QuickBooks Fixing Errors Customer-Related Reports Types of Reports QuickReport QuickZoom Sales Reports Basic Report Modifications Tackle the Tasks Self-Assessment Reinforce Your Skills Apply Your Skills Extend Your Skills Losating Transactions in QuickBooks 91 Moving Funds Between Accounts 152 The Chart of Accounts Revisited 153 Searching in the Chart of Accounts 154 Account Registers Creating and Editing Accounts 156 Creating and Editing Accounts 157 Credit and Debit Card Transactions 160 Other Transactions 161 Checking Account 162 Paying a Bill with a Credit Card 162 Managing PayPal Transactions in QuickBooks 166				1 5 1
Fixing Errors Quickmer-Related Reports QuickReport QuickZoom Sales Report Modifications Tackle the Tasks Self-Assessment Reinforce Your Skills Extend Your Skills Accounts Pys Searching in the Chart of Accounts Account Registers Creating and Editing Accounts Deposits Credit and Debit Card Transactions Other Transactions That Affect the Checking Account Paying a Bill with a Credit Card Alternative Types of Bank Accounts Moving Funds Between Accounts 152 The Chart of Accounts Revisited 153 Searching in the Chart of Accounts 154 Account Registers Creating and Editing Accounts 156 Deposits Credit and Debit Card Transactions Other Transactions Other Transactions That Affect the Checking Account Paying a Bill with a Credit Card Alternative Types of Bank Accounts Managing PayPal Transactions in QuickBooks 166			Banking lasks	121
Customer-Related Reports Types of Reports QuickReport QuickZoom Sales Report Modifications Tackle the Tasks Self-Assessment Reinforce Your Skills Apply Your Skills Extend Your Skills Possible Agenorts Possible Agenorts Possible Accounts Registers Possible Account Registers Account Registers Possible Accounts Possible Account Possible Accounts Possible Acco	_		Moving Funds Between Accounts	152
Types of Reports QuickReport QuickZoom QuickZoom Sales Reports Basic Report Modifications Tackle the Tasks Self-Assessment Reinforce Your Skills Extend Your Skills 95 Searching in the Chart of Accounts 95 Account Registers 154 Creating and Editing Accounts 156 Creating and Editing Accounts 157 Creating and Editing Accounts 158 Creating and Editing Accounts 159 Creating and Editing Accounts 150 Deposits 157 Credit and Debit Card Transactions 160 Other Transactions That Affect the 162 Checking Account 162 Paying a Bill with a Credit Card 163 Alternative Types of Bank Accounts 166 Managing PayPal Transactions in QuickBooks 166	3		The Chart of Accounts Revisited	153
QuickReport95Account Registers154QuickZoom96Creating and Editing Accounts156Sales Reports98Deposits157Basic Report Modifications98Credit and Debit Card Transactions160Tackle the Tasks100Debit Card Transactions161Self-Assessment102Other Transactions That Affect theReinforce Your Skills103Checking Account162Apply Your Skills108Paying a Bill with a Credit Card162Extend Your Skills111Alternative Types of Bank Accounts166Managing PayPal Transactions inQuickBooks166	·		Searching in the Chart of Accounts	154
QuickZoom96Creating and Editing Accounts156Sales Reports98Deposits157Basic Report Modifications98Credit and Debit Card Transactions160Tackle the Tasks100Debit Card Transactions161Self-Assessment102Other Transactions That Affect theReinforce Your Skills103Checking Account162Apply Your Skills108Paying a Bill with a Credit Card162Extend Your Skills111Alternative Types of Bank Accounts166Managing PayPal Transactions inQuickBooks166			Account Registers	154
Sales Reports Basic Report Modifications Tackle the Tasks Self-Assessment Reinforce Your Skills Extend Your Skills Deposits Credit and Debit Card Transactions Debit Card Transactions Other Transactions That Affect the Checking Account Paying a Bill with a Credit Card Alternative Types of Bank Accounts Managing PayPal Transactions in QuickBooks 157 Credit and Debit Card Transactions 160 Other Transactions That Affect the Checking Account Paying a Bill with a Credit Card Alternative Types of Bank Accounts Managing PayPal Transactions in QuickBooks	·		Creating and Editing Accounts	156
Basic Report Modifications98Credit and Debit Card Transactions160Tackle the Tasks100Debit Card Transactions161Self-Assessment102Other Transactions That Affect the162Reinforce Your Skills103Checking Account162Apply Your Skills108Paying a Bill with a Credit Card162Extend Your Skills111Alternative Types of Bank Accounts166Managing PayPal Transactions in QuickBooks166	-			157
Tackle the Tasks Self-Assessment Reinforce Your Skills Apply Your Skills Extend Your Skills 100 Debit Card Transactions Other Transactions That Affect the Checking Account Paying a Bill with a Credit Card Alternative Types of Bank Accounts Managing PayPal Transactions in QuickBooks 161 Checking Account Paying a Bill with a Credit Card Alternative Types of Bank Accounts Managing PayPal Transactions in QuickBooks	•		Credit and Debit Card Transactions	160
Self-Assessment Reinforce Your Skills Apply Your Skills Extend Your Skills 102 Other Transactions That Affect the Checking Account 162 Paying a Bill with a Credit Card Alternative Types of Bank Accounts Managing PayPal Transactions in QuickBooks 166	•		Debit Card Transactions	161
Reinforce Your Skills Apply Your Skills Extend Your Skills 103 Paying a Bill with a Credit Card Alternative Types of Bank Accounts Managing PayPal Transactions in QuickBooks 162 Paying a Bill with a Credit Card Alternative Types of Bank Accounts Managing PayPal Transactions in			Other Transactions That Affect the	
Apply Your Skills Apply Your Skills Extend Your Skills 108 Alternative Types of Bank Accounts Managing PayPal Transactions in QuickBooks 166				162
Extend Your Skills Alternative Types of Bank Accounts Managing PayPal Transactions in QuickBooks 166			•	162
Managing PayPal Transactions in QuickBooks 166	• • •		, 3	166
QuickBooks 166	EXTEND YOUR SKILLS	111		
·				166
			~	170

172	Receiving Items	226
172	Including Expenses on a Bill for Items	226
173	•	226
174	· ·	231
	•	232
		232
178	Receiving Discounted and Electronic	
178		237
	Electronic Customer Payments	238
178	Refunds	241
180	Credit Memos	241
181	Entering a Credit from a Vendor	242
182	Inventory Reports	244
182	Physical Inventory Worksheet	245
182	Tracking Sales	245
183	QuickZoom Revisited	246
184	Tackle the Tasks	248
185	Self-Assessment	249
187	Reinforce Your Skills	250
188	Apply Your Skills	255
193	Extend Your Skills	258
197		
	Chapter 8	
	Working with Balance Sheet	
		259
199		2/0
200	_	260
		260
		261
		261
		265
		265
207	- '	268
		268
200		269
209		271
210	•	271
		2072
210		272
211		272
211		275
213	•	276
215		276
216		280
216		280
216	•	281
219		281
219		281
		282
		286
224	The QuickBooks Loan Manager	286
	173 174 177 178 178 178 178 178 178 180 181 182 182 182 183 184 185 187 188 193 197 199 200 204 204 206 207 210 211 211 213 215 216 216 216 216 219 229 224	172 Including Expenses on a Bill for Items 173 Discount Payment Terms 174 Selling Inventory Items 175 Batch Invoicing 177 The Shipping Manager 178 Receiving Discounted and Electronic 178 Payments 178 Refunds 180 Credit Memos 181 Entering a Credit from a Vendor 182 Inventory Reports 183 Physical Inventory Worksheet 184 Tracking Sales 185 Self-Assessment 186 Self-Assessment 187 Reinforce Your Skills 188 Apply Your Skills 193 Extend Your Skills 196 Working with Balance Sheet 197 Accounts and Budgets 199 Working with Other Current Assets 190 Balance Sheet Accounts 200 Tracking Supplies as an Other Current 204 Asset 204 Notes Receivable 206 Paying Down Other Current Assets 206 Memorizing Transactions 207 Tracking Petty Cash End-of-Month Entry Option Recording Methods 209 Writing Off Uncollectible Receivables 210 Treating Bad Debt as an Allowance 211 Current Liabilities 212 Notes Payable 213 Sales Tax Payable 214 Fixed Assets 215 Fixed Assets 216 Setting Up Fixed Assets in QuickBooks 217 Depreciation 218 Fixed Asset Items 229 Accountant Tool: Fixed Asset Manager 230 Setting Up a Long Term Liability 240 Trea QuickBooks I and Manager 251 Setting Up a Long Term Liability 252 Term Liability 261 Term Liability 275 Term Liability 276 Term Liability 277 The Solvent Manager 278 The Outer Books I are Manager 278 Accountant Tool: Fixed Asset Manager 278 Setting Up a Long Term Liability 279 The Outer Books I are Manager

Equity Accounts	290	Chapter 10	
Owner's Equity/Capital Stock	290	Job Costing, Creating Estimates,	
Retained Earnings	290	and Time Tracking	353
Opening Balance Equity	291		254
Budgeting and Predicting in QuickBooks	292	Job Costing	354
Predicting the Future Cash Flow	293	Job Profitability	354
The Balance Sheet in Review	293	Creating an Estimate for a Job	355 355
Tackle the Tasks	297	Change Orders	358
Self-Assessment	298	Progress Invoicing	
Reinforce Your Skills	299	Unearned Income Customer Deposits	361 362
Apply Your Skills	304	Passing on Expenses to Customers	365
Extend Your Skills	307	Markups	366
		Assessing Finance Charges and	300
Chapter 9		Producing Statements	370
Using QuickBooks for Payroll	309	The Assess Finance Charges Window	370
Setting Up QuickBooks to Run Payroll	310	Remove a Finance Charge	371
Payroll Recordkeeping in QuickBooks	311	Creating Statements for Customers	371
Payroll Options	311	Emailing Forms and Reports	372
Common Mistakes When Using		Combining Forms to Send	373
QuickBooks for Payroll	311	Customer Invoice and Statement	373
Historical Amounts	311	Payment Reminders	374
Payroll Items	312	Tracking Time and Mileage	379
The Payroll Setup Interview	313	Methods of Entering Time	379
Payroll Item List	313	Batch Timesheets	380
Sick and Vacation Time	314	Tracking Mileage	380
Workers' Compensation Insurance	315	Using Time Tracking Hours for	000
Working with Employees in QuickBooks	318	Paychecks and Invoices	383
The Employees List	318	Invoice Using Billable Time	384
Employee Defaults	319	Tracking Reports (Jobs, Time & Mileage)	386
Creating Paychecks	322	The Jobs Reports Column Collapsing	
Payroll Schedules	323	Feature	387
Passing On Billable Time to Customers	324	Tackle the Tasks	390
Tracking and Paying Payroll Liabilities	328	Self-Assessment	391
The Pay Payroll Liabilities Window	328	Reinforce Your Skills	392
Correcting Payroll Errors	331	Apply Your Skills	397
Fixing a Paycheck	331	Extend Your Skills	400
Correcting a Payroll Liability Payment	332		
Payroll Forms and Reports	333		
W-2s and W-3s	334		
940 and 941	334		
1099-MISC and 1096	334		
Other Payroll Reports	334		
Outside Payroll Services	336		
Information to Track	336		
Entering Information from the Outside			
Service into QuickBooks	336		
Reporting on an Outside Payroll Service	337		
Tackle the Tasks	343		
Self-Assessment	344		
Reinforce Your Skills	345		
Apply Your Skills	348		
Extend Your Skills	351		

Chapter 11 Customizing and Integrating in QuickBooks	401	Chapter 12 Bringing It All Together: Merchandising Project	439
Custom Fields	402	Session 1: Lists	440
Adding Custom Fields	402	Deliverables	442
Price Levels	404	Session 2: Transactions	442
Fixed Percentage Price Levels	405	Deliverables	444
Per Item Price Levels	405	Session 3: Wrap It Up	445
Billing Rate Levels	407	Deliverables	445
Customizing Reports and Graphs	409		
The Display Tab	409	Chapter 13	
Header and Footer Options	411	The Accounting Cycle and Using	
Font and Number Formatting	411	Classes	447
Filtering and Sorting Reports	415		
Filtering	415	The Accounting Cycle and GAAP	448
Sorting	416	Time to Review Generally Accepted	4.40
Memorizing Reports	416	Accounting Principles (GAAP)	448
Specialized Reports	417	The Accounting Cycle and Fiscal Period	449
Custom Forms	420	Collecting and Verifying Source Documents	449
Templates	420	The QuickBooks Doc Center	450 451
Creating a Custom Template	420	Receipt Management	451
Using Custom Fields in Forms and Reports	421	Cycle Step 1: Analyze Business Transactions Classes	453
The Layout Designer Window	421	A Class Example	453
Customized Payment Receipts	422	Planning for Class Tracking	453
Integrating with Microsoft Office	423	Using Classes for Profit Center Reporting	453
Sending Letters with Word	423	Subclasses	454
Exporting QuickBooks Reports to Excel	424	Applying Classes to Transactions	454
Using Excel to Import Multiple List		Consistent Class Applications	455
Entries into QuickBooks	425	Cycle Step 2: Record Journal Entries	455
Tackle the Tasks	429	Cycle Step 3: Post Journal Entries	456
Self-Assessment	430	Running Class Reports	459
Reinforce Your Skills	431	Profit & Loss Unclassified	459
Apply Your Skills	434	Profit & Loss by Class	459
Extend Your Skills	437	The Balance Sheet by Class Report	460
		Including Classes on Reports	461
		Producing a Statement of Cash Flows	463
		Method of Reporting	463
		Sections of the Statement of Cash	
		Flows Report	463
		Forecasting Cash Flow	465
		The Accounting Cycle in Practice	466
		Tackle the Tasks	467
		Self-Assessment	468
		Reinforce Your Skills	469
		Apply Your Skills	471
		Extend Your Skills	473

Chapter 14		Appendix A	
Reporting, Adjusting Entries, and		Need-to-Know Accounting	507
Closing the Books	475	Financial Statements	508
Closing the Books in QuickBooks	476	The Accounting Equation and the	
The Final Steps of the Accounting Cycle	476	Balance Sheet	508
QuickBooks' Automatic Year-End Adjustments		The Income Statement (aka Profit &	
Year-End Reporting	478	Loss Report)	509
QuickBooks Reporting Capabilities	478	Debits and Credits: The Double-Entry	
Cycle Step 4: Unadjusted Trial Balance	478	Accounting System	509
Preparing a Worksheet	480	Types of Accounts and Normal Balances	510
Digging In Behind the Scenes with		The Trial Balance Report	511
Adjusting Entries	480		
The Accounting Cardinal Rule: Debits		Appendix B	
and Credits Must Always Be Equal	480	The QBCU Exam Objectives	
Journal Entries	481	and This Text	513
Cycle Step 5: Adjusting Entries and			
Adjusted Trial Balance	481	QBCU Exam Objectives	514
Adjusting Inventory Quantity/Value on Hand	481		
Accounting for Depreciation	485	Classini	F10
Preparing Financial Statements	488	Glossary	517
Cycle Step 6: Financial Statements	488	Self-Assessment Answer Key	521
The Income Statement	488	Index	525
The Balance Sheet	489		
The Statement of Owner's Equity	489		
Reports That Compare Data from			
Previous Fiscal Periods	489		
Financial Statement Headers	490		
Wrapping Up the Accounting Cycle and			
Closing the Books	492		
Cycle Step 7: Closing Entries and the			
Post-Closing Trial Balance	492		
Setting a Closing Date	493		
Working with a Company File After Closing	494		
Correcting Transactions from a Closed Period	494		
The Audit Trail	494		
Condensing the Company File	494		
Working with an Accountant's Copy	495		
Tackle the Tasks	498		
Self-Assessment	499		
Reinforce Your Skills	501		
Apply Your Skills	504		
Extend Your Skills	506		