

# Table of Contents

<i>Preface</i>	ix		
<b>Chapter 1</b>		<b>Chapter 2</b>	
<b>Introducing QuickBooks Desktop</b>	<b>1</b>	<b>Creating a Company File</b>	<b>25</b>
Getting to Know QuickBooks	2	Planning and Creating a Company File	26
<i>Editions of QuickBooks</i>	2	<i>Choosing Your Start Date</i>	27
<i>QuickBooks Online</i>	3	<i>Creating a New QuickBooks File</i>	27
<i>Types of Tasks</i>	3	<i>Intuit Accounts</i>	28
Accounting Basics	4	<i>Choosing a Setup Path</i>	28
<i>What Is GAAP?</i>	5	<i>A Setup Checklist</i>	29
<i>An Accountant's Worst Nightmare</i> <i>(or Greatest Dream?)</i>	5	<i>A Quick Payroll Primer</i>	29
<i>Accrual vs. Cash Basis Accounting</i>	6	<i>Choosing the Correct Industry</i>	30
<i>The Accounting Equation and</i> <i>Behind the Scenes</i>	7	<i>Adding People, Items, and Bank Accounts</i>	32
Managing Basic QuickBooks Files	8	<i>Double-Entry Accounting and the</i> <i>Opening Balance Equity Account</i>	33
<i>Types of QuickBooks Files</i>	8	<i>Going Behind the Scenes</i>	34
<i>Opening and Restoring QuickBooks Files</i>	8	QuickBooks Preferences	36
<i>No Company Open</i>	9	<i>Company vs. Personal Preferences</i>	37
<i>Find a Company File</i>	9	Modifying the Lists in a New File	39
<i>How to Use This Book and the Student Files</i>	10	<i>Customizing the Chart of Accounts</i>	39
The QuickBooks Window	12	<i>Tying Accounts to Tax Forms</i>	41
<i>Flowing Through the Home Page</i>	13	<i>Subaccounts</i>	41
<i>The QuickBooks Icon Bar</i>	13	Customer & Vendor Profile Lists	44
<i>The Insights Tab</i>	14	<i>Making the Lists Work for You</i>	45
Backing Up and Updating Your Company File	16	<i>Using Classes in QuickBooks</i>	45
<i>Backup Location</i>	16	Opening Balances and Historical Transactions	46
<i>Backing Up Your Data Online</i>	16	<i>Entering and Editing Account</i> <i>Opening Balances</i>	46
<i>When to Save a Backup Copy</i>	16	<i>Entering Historical Transactions</i> <i>for an Account</i>	47
<i>Updating Your QuickBooks Company File</i>	17	Finding Help in QuickBooks	48
Self-Assessment	18	<i>The "Have a Question?" Window</i>	48
Reinforce Your Skills	19	Setting Up Users	50
Apply Your Skills	21	<i>Administrators and Users</i>	50
Extend Your Skills	23	<i>Passwords</i>	51
		<i>Working with QuickBooks in a</i> <i>Multi-User Environment</i>	51
		The QuickBooks Ecosystem	53
		<i>The Importance of QuickBooks Apps</i>	53
		<i>Identifying the Right App</i>	53
		The Report Center and Running List Reports	54
		<i>The Report Center</i>	54
		<i>Reports Menu</i>	54
		<i>List Reports in QuickBooks</i>	55

Tackle the Tasks	56		
Self-Assessment	57		
Reinforce Your Skills	58		
Apply Your Skills	62		
Extend Your Skills	65		
<b>Chapter 3</b>			
<b>Working with Customers</b>	<b>67</b>		
The Customer Center	68		
<i>Managing the Customers:Jobs List</i>	69		
<i>The QuickBooks Lead Center</i>	73		
<i>The To Do List</i>	73		
The Item List	75		
<i>Creating Items</i>	76		
<i>Subitems</i>	77		
Creating Invoices	80		
<i>Entering Customers Not on the</i>			
<i>Customers &amp; Jobs List</i>	81		
<i>Form Templates</i>	81		
<i>Payment Terms</i>	81		
<i>Invoice Status Tracker</i>	81		
Receiving Payments	85		
<i>The Undeposited Funds Account</i>	85		
<i>The Income Tracker</i>	86		
Sales Receipts	89		
<i>Selecting the Correct Form</i>			
<i>for Customer Sales</i>	89		
<i>Duplicating a Transaction</i>	89		
<i>Depositing Payments</i>	90		
Adjusting Customer Transactions	93		
<i>Editing Existing Transactions</i>	93		
<i>Voiding vs. Deleting Transactions</i>	93		
<i>Locating Transactions in QuickBooks</i>	93		
<i>Fixing Errors</i>	94		
Customer-Related Reports	97		
<i>Types of Reports</i>	97		
<i>QuickReport</i>	97		
<i>QuickZoom</i>	98		
<i>Sales Reports</i>	100		
<i>Basic Report Modifications</i>	100		
Tackle the Tasks	102		
Self-Assessment	104		
Reinforce Your Skills	105		
Apply Your Skills	110		
Extend Your Skills	113		
<b>Chapter 4</b>			
<b>Working with Vendors</b>	<b>115</b>		
The Vendor Center	116		
<i>The Vendor List</i>	116		
<i>Vendors vs. Employees</i>	117		
<i>Merge Duplicate List Entries</i>	118		
<i>Designating Sales Reps in QuickBooks</i>	119		
Entering Bills	121		
<i>The Importance of Entering Reference</i>			
<i>Numbers and Memos</i>	121		
<i>Passing on Expenses to Customers</i>	122		
Paying Bills	125		
<i>Payment Details</i>	125		
<i>The Payment Summary Window</i>	126		
Writing and Printing Checks	128		
<i>Check to Pay Bills</i>	129		
<i>Print Checks Setup</i>	130		
<i>Printing Checks</i>	130		
Editing Vendor Transactions	133		
<i>Fixing Errors</i>	133		
Vendor and Profit & Loss Reports	136		
<i>A Deep-Dive into the Report Center</i>	136		
<i>The Profit &amp; Loss (P&amp;L) Report</i>	137		
<i>QuickBooks Graphs</i>	139		
Tackle the Tasks	141		
Self-Assessment	143		
Reinforce Your Skills	144		
Apply Your Skills	148		
Extend Your Skills	151		
<b>Chapter 5</b>			
<b>Banking Tasks</b>	<b>153</b>		
Moving Funds Between Accounts	154		
The Chart of Accounts Revisited	155		
<i>Searching in the Chart of Accounts</i>	156		
<i>Account Registers</i>	156		
<i>Creating and Editing Accounts</i>	158		
Deposits	159		
Credit and Debit Card Transactions	162		
<i>Debit Card Transactions</i>	163		
<i>Other Transactions That Affect</i>			
<i>the Checking Account</i>	164		
<i>Paying a Bill with a Credit Card</i>	164		
Alternative Types of Bank Accounts	168		
<i>Managing PayPal Transactions</i>			
<i>in QuickBooks</i>	168		
Dealing with Bounced Checks	172		

Reconciling Accounts	174	<b>Chapter 6</b>	
<i>The Bank Statement</i>	174	<b>Bringing It All Together:</b>	
<i>When Your Accounts Don't Match</i>	175	<b>Service Project</b>	<b>201</b>
<i>Reconciling Credit Cards</i>	176		
<i>Importing Banking Transactions</i>		Session 1: The Company File and Lists	202
<i>into QuickBooks</i>	179	<i>Company Data</i>	202
<i>The Modes of Bank Feeds</i>	180	<i>Deliverables</i>	206
<i>Bank Feeds and Reconciliation</i>	180	Session 2: Transactions	206
<i>Setting Up Bank Feeds in QuickBooks</i>	180	<i>Deliverables</i>	208
<i>Matching and Recording Bank Feeds</i>	180	Session 3: Wrap It Up	208
<i>Attaching a File to a Transaction</i>	181	<i>Deliverables</i>	209
Fixing Banking Transactions	182		
Banking and Balance Sheet Reports	183	<b>Appendix A</b>	
<i>Banking Reports</i>	183	<b>Need-To-Know Accounting</b>	<b>211</b>
<i>Alternatives to Printing Reports</i>	184	Financial Statements	212
<i>Balance Sheet Reports</i>	185	<i>The Accounting Equation and the</i>	
<i>Company Snapshot</i>	185	<i>Balance Sheet</i>	212
Tackle the Tasks	187	<i>The Income Statement (aka Profit &amp;</i>	
Self-Assessment	189	<i>Loss Report)</i>	213
Reinforce Your Skills	190	Debits and Credits: The Double-Entry	
Apply Your Skills	195	Accounting System	213
Extend Your Skills	199	<i>Types of Accounts and Normal Balances</i>	214
		<i>The Trial Balance Report</i>	215
		Self-Assessment Answer Key	217
		Glossary	219
		Index	221