Introductory QuickBooks

TeachUcomp, Inc.

...it's all about you

Introductory QuickBooks

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Introduction and Overview

Welcome to the introductory section of TeachUcomp, Inc.'s Mastering QuickBooks Made Easy™ class. This class introduces the student to Intuit's QuickBooks Desktop Pro accounting program, and shows them how to effectively use the program. QuickBooks is one of the most popular accounting and bookkeeping programs available today. The introductory section of this class is designed to give a basic user-level skill set to the student with little or no knowledge of the program's capabilities.

QuickBooks is a terrific program to learn, as the skills that you learn in QuickBooks can save valuable time and money by automating, organizing and structuring the bookkeeping of your company.

QuickBooks is a multi-featured program that allows you to create invoices, create customer statements, pay your bills, write vendor checks, track inventory, and manage your payroll, as well as perform many other accounting and business-management related tasks.

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THE QUICKBOOKS ENVIRONMENT

1.1- The Home Page and Insights Tabs:

QuickBooks Desktop Pro displays the "Home" window when you open a company file. The Home window contains the "Home Page" and "Insights" tabs in the upper-left corner of the page. You can switch between them by clicking the tabs. This shows the different content on each tab within the "Home" window. The Home window appears by default whenever you open a new company file. You can close it by clicking the small "X" in the upper right corner of the window. You can redisplay the Home window by clicking the "Home" button within the Icon Bar or by selecting "Company| Home Page" from the Menu Bar.

To see the content of the "Home Page," click the "Home Page" tab in the upper-left corner of the "Home" window. The "Home Page" provides a starting point from which you can access many of the features of the program. It also shows an overview of the relationships between the many windows in the QuickBooks Desktop Pro software.

The "Home Page" has icons that show the order in which people often perform activities when using QuickBooks. Each activity appears as an icon in a diagram of related activities underneath a general heading, like "Customers" or "Vendors," that appears at the top of each section. Seeing this flow of activities is a great way for new users to learn how QuickBooks is often used in business.

For example, if you open the "sample product-based business" company file included with any version of QuickBooks Desktop Pro and examine its Home Page, you can see the different ways that the sample company can collect money from its customers in the "Customers" section of the Home Page. Studying the relationships between the icons helps new users learn how to use the program by showing the correct order in which to perform the related tasks.

The icons shown in the Home Page change, based on which QuickBooks features are enabled or disabled in the currently opened company file. These features are often set when the company file is created using either the "Express Start" or "EasyStep Interview" in QuickBooks. For example, if you indicated that your company doesn't use estimates when creating your company file, then you will not have the "Estimates" icon within your company file's Home Page after creating the company file. However, you can also manually enable or disable features of QuickBooks after creating a company file. This can also change the icons shown in the Home Page.

In the Home Page, you can click the icons to open the related task window. For example, clicking the "Create Invoices" icon opens the "Create Invoices" window. This gives you quick access to the task windows in QuickBooks.

The "Insights" tab contains graphs that show you how the company is performing. To see the content of the "Insights" tab, click the "Insights" tab in the upper-left corner of the "Home" window. At the top of this window your company logo, name, and the date appear at the left side. There are also three buttons you can use to manage the information in this tab at the right side. Below that is a large bar or column graph with two smaller graphs underneath it that show income and expenses. To add your company logo to this tab, click the "Upload Logo" area in the upper-left corner to launch an "Open" dialog box. Use it to navigate to, and then select, the logo image to use. Then click the "Open" button in the "Open" dialog box to add the logo to the tab.

To print the content in this tab, click the "Print" button in the upper-right corner to open a separate "Print Preview" window. Preview the content and then click the "Print" button in the upper-left corner of the "Print Preview" window to open a "Print" dialog box. Choose a printer and set printing settings in the "Print" dialog box. Then click the "Print" button in the "Print" dialog box to print the graphs. To close the "Print Preview" window, click the "X" in the upper-right corner of the window.

To refresh the data in the "Insights" tab, click the "Refresh" button in the upper-right corner to ensure it displays the most up-to-date information. To select which graphs are shown in the upper portion of the tab, click the "Customize" button in the upper-right corner and then click the graphs you want to see to mark

1.1- The Home Page and Insights Tabs- (cont'd.):

them with a check in the drop-down menu. You must select at least one graph to display. Then click the "OK" button in the drop-down menu to apply your changes. You can also click the "Cancel" button in the drop-down menu, instead, to cancel any changes you made.

The selected graphs appear in the large column and bar chart section of the "Insights" tab. If you selected more than one graph from the drop-down menu, you can click the arrows at the left and right sides of the graph that is shown to cycle between the graphs. Alternately, you can click the small dots shown at the bottom of the graph to cycle between the graphs. Many of the graphs contain drop-down menus that let you change the date range of the data shown in the graph. The graphs at the bottom of this tab simply show income and expenses.

For the large bar or column graph, as well as the "Expenses" graph, you can click any data shown in the graph to open a QuickReport in a separate window that lists the transactions amounts for the specific section of the graph you clicked. For example, clicking the "Payroll Expenses" section of the circle shown in the "Expenses" graph opens a QuickReport on the transactions attributed to the "Payroll Expenses" account in a separate window. You can click the small "X" button in the upper-right corner of the QuickReport window to close it. Clicking any section shown in the "Income" graph opens the "Income Tracker" in a separate window and shows any transactions for the specific section you clicked. You can close the "Income Tracker" window by clicking the "X" button in its upper-right corner.

You can click the drop-down in the "Expenses" graph to change the time period of the expenses shown. You can also click the "Create Bill" link in the upper-right corner of the "Expenses" graph to create a new bill in the "Enter Bills" window, or click the "Create Invoice" link in the upper-right corner of the "Income" graph to create a new invoice in the "Create Invoices" window. You can close either window, if opened, by clicking the "X" in its upper-right corner.

1.2- The Centers:

In QuickBooks you have access to four main "Centers" called the "Customer Center," the "Vendor Center," the "Employee/Payroll Center," and the "Report Center." These centers let you perform tasks related to the topic of the center. For example, you can add new customers to a company file by using the Customer Center. We will examine the tasks you can perform within the centers later in this tutorial within their associated chapters. However, you should learn how to open the centers now.

You can open the centers in many ways in QuickBooks. To open the centers using the Home Page in QuickBooks, click the "Employees," "Customers," or "Vendors" buttons at the top of those sections to open the associated center. To open a center using the Icon Bar, click the associated button, like "Customers," within the Icon Bar. You can also access each center under the associated command category within the Menu Bar. So, for example, you can access the Customer Center by selecting "Customers| Customer Center" from the Menu Bar. Each center appears in its own window, which you can close by clicking the "X" in the upper right corner of the window when you are finished using it.

1.3- The Menu Bar and Keyboard Shortcuts:

QuickBooks contains a Menu Bar at the top of the application window that lets you access all its commands and features. To perform a command, click a Menu Bar command category, like "File," "Edit," or "Lists," to display a drop-down menu of sub-commands for the command category. Then click the desired sub-command to execute in the drop-down menu.
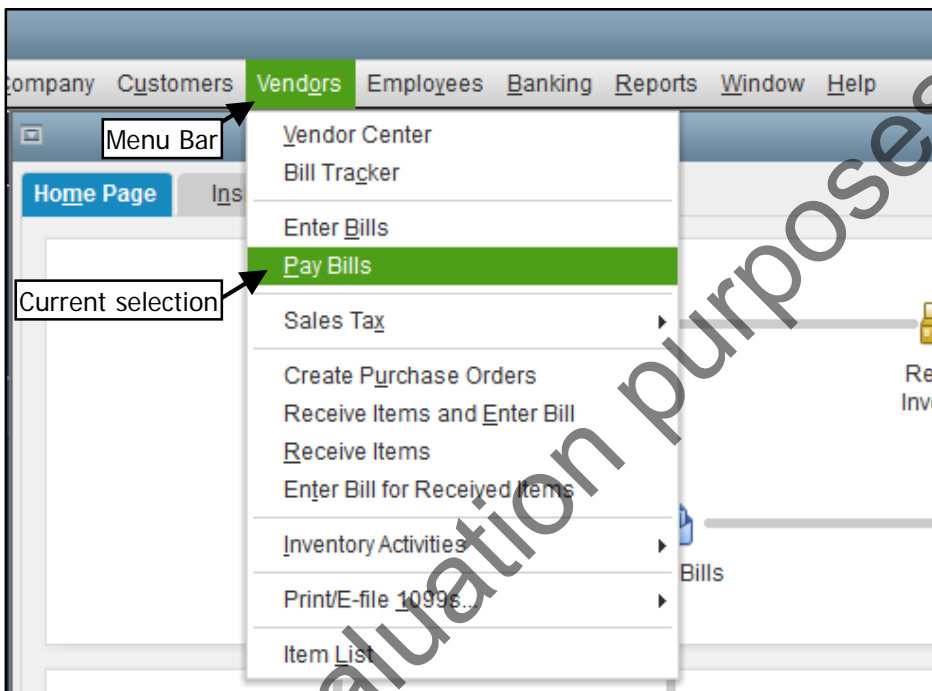
You can also use keyboard shortcuts to perform commands in QuickBooks. Keyboard shortcuts, if available, are listed to the right of the specific command to which they correspond in the Menu Bar. For example, if you click the "Lists" command in the Menu Bar you can see the keyboard shortcut for the "Chart of Accounts" command, which is "Ctrl+A" on the keyboard. You can then click away from the Menu Bar drop-down menu to retract it. Next, hold down the "Ctrl" key on the keyboard and strike the "A" key on the keyboard to open the Chart of Accounts. If your goal is to become faster using QuickBooks, learning your keyboard shortcuts will assist you. A very useful, but unlisted, shortcut is pressing the "Esc" key on your keyboard to close the active window.

Also notice that not every command in the Menu Bar has a corresponding keyboard shortcut. For example, if you click the "Lists" command in the Menu Bar to show the drop-down menu, you can see that a command like "Item List" does not have a keyboard shortcut. However, there is a keystroke combination you can perform to access every command. If you press the "Alt" key on your keyboard and then look at the Menu Bar, you will see that each command category (like "File" or "Edit") has a single underlined letter. For example, the "F" in the "File" command and the "E" in the "Edit" command are underlined. If you hold down the "Alt" key on your keyboard and strike the underlined letter for the corresponding command category, its drop-down menu appears. At that point, if you look at the sub-commands in the drop-down menu, you'll notice that each one of the subcommands also has a single letter underlined. At this point, you no longer have to hold down the "Alt" key, you can just strike the key on your keyboard that corresponds to the underlined letter of the subcommand you want to execute. So, using the example of accessing the "Item List" command, you could simply hold down "Alt"+"L" and then strike the letter "I" on the keyboard to access the Item List. You'll find that every command has a keyboard shortcut if you follow this method!

1.4- The Open Windows List:

In QuickBooks, you enter information and perform tasks in many different windows. Unless you close the windows after using them, they remain open for ease of access. You can view a listing of the opened windows in QuickBooks to quickly switch between opened windows. This listing is called the "Open Windows" list. This feature lets you quickly switch between opened windows without having to open and close them repeatedly while working.

You can see the "Open Windows" list within the Icon Bar **if the Icon Bar is placed at the left side** of the application window by clicking the "Open Windows" button within the Icon Bar. The section at the top of the Icon Bar will then show the names of any opened windows. You can then click the names of the windows in this list to switch between them.

If you have the Icon Bar **placed at the top** of the QuickBooks application window, then the method of viewing the "Open Windows" list is slightly different. In this case, you can toggle the display of the "Open Windows" List on and off by selecting "View| Open Window List" from the Menu Bar. Selecting this command both shows and hides a pane at the left side of the screen that shows the opened windows in the program. You can click the name of a window in the list to bring that window to the foreground of the stack of open windows in QuickBooks.

The QuickBooks Environment
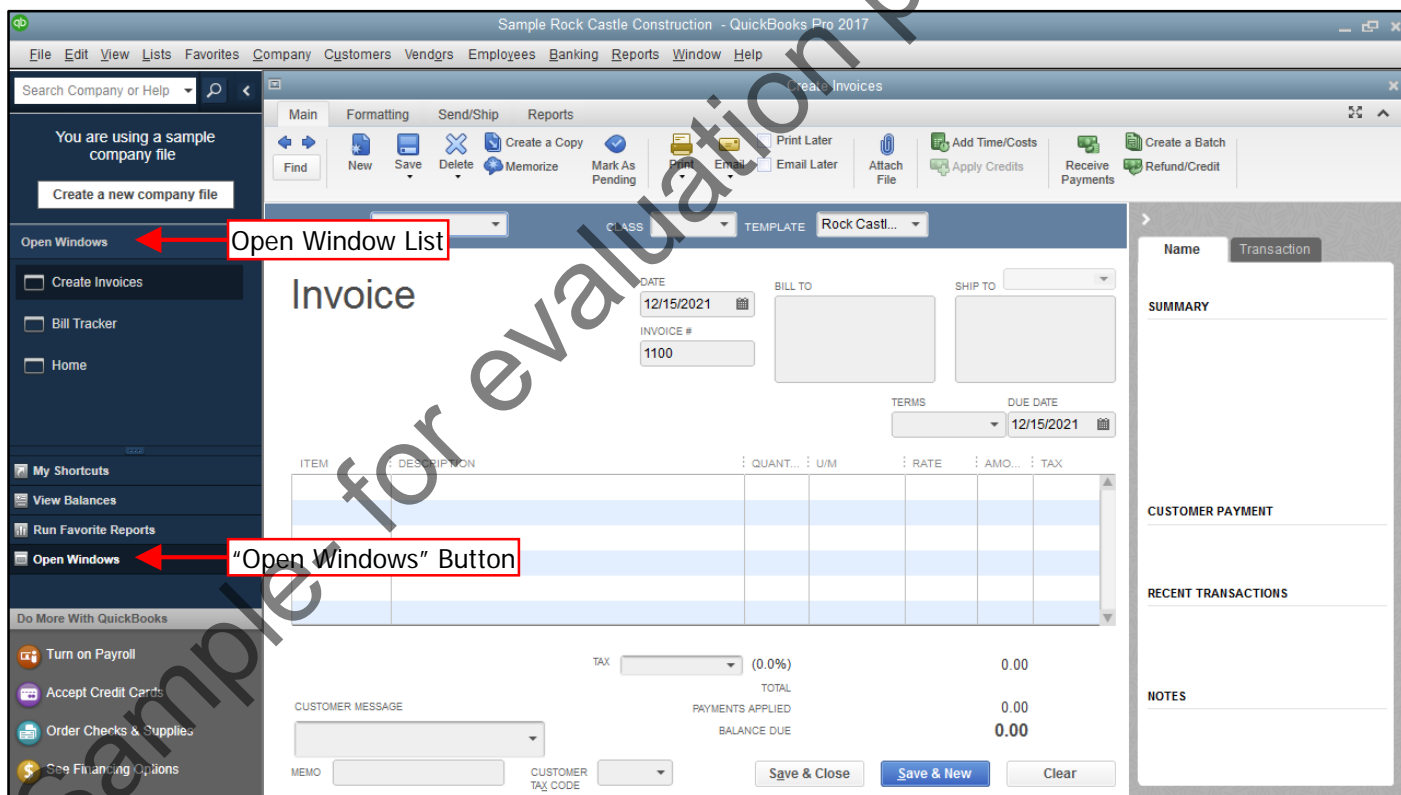
1.5- The Icon Bar:

Another tool that helps you complete the most common tasks in QuickBooks is the Icon Bar. The Icon Bar is located at the left side of the QuickBooks window by default. However, you can also place it at the top of the window, if you prefer. Note that changing its placement **does** impact some of its functionality in QuickBooks. The Icon Bar can also be hidden, if preferred.

When placed at the left side of the QuickBooks window, you will see the "Search" box shown at the top of the Icon Bar. Below that are the icons for whichever section you currently have selected in the listing shown at the bottom of the Icon Bar. You can click one of these choices to change the icons shown. The choices are: "My Shortcuts," "View Balances," "Run Favorite Reports," and "Open Windows." When placed at the top of the QuickBooks application window, you will only see icons available for the "My Shortcuts" section, followed by the "Search" text box.

To change the placement of the Icon Bar or change its visibility, select the "View" command in the Menu Bar. Then select either "Top Icon Bar" to place it at the top of the window, "Left Icon Bar" to place it at the left side of the window, or "Hide Icon Bar" to hide it. You can choose to display it again, if hidden, by selecting either "Top Icon Bar" or "Left Icon Bar" to enable its display and placement.

The Icon Bar contains buttons for some of the most frequently used features of QuickBooks. You can hold your mouse pointer over any button without moving to view the description of the button in a little box called a "screen tip." You can customize the buttons in the "My Shortcuts" section of the Icon Bar to add or remove buttons you want. To use the Icon Bar, click a button to open the associated window. For example, to open the "Home Page," click the "Home" button in the Icon Bar.

1.6- Customizing the Icon Bar:

You can customize the Icon Bar by adding and removing buttons. To do this, select "View| Customize Icon Bar…" from the Menu Bar to open the "Customize Icon Bar" window. All your current button choices are shown in the left window pane. To add a new button, click the "Add…" button at the right side of this window to open the "Add Icon Bar Item" window. Click the feature for which you would like to add a button from the list of choices shown in the box at the left side of this window. Then, from the scroll box at the right, select the icon to represent that function within the Icon Bar. To the right of that, there are two text boxes where you can edit the button's label and the description displayed in the "screen tip" for the button. Then click the "OK" button to add that selected feature and icon to the Icon Bar. You can then see the new feature appear in the scroll box at the left side of the "Customize Icon Bar" window. It will also immediately appear in the Icon Bar, as well. You can repeat this process to add all the buttons you want. When finished, click the "OK" button to close the "Customize Icon Bar" window. You can then click the new button within the Icon Bar to use the newly added feature.

To remove a button from the Icon Bar, select "View| Customize Icon Bar…" from the Menu Bar. In the "Customize Icon Bar" window, select the button to remove from the scroll box at the left, and then click the "Delete" button at the right side of the "Customize Icon Bar" window. The button should disappear. When finished, click the "OK" button to save your changes.

You can also add a button to the Icon Bar for any screen currently displayed onscreen in QuickBooks. To do this, open the window for which you want to add an Icon Bar button and then select "View| Add (Window Name) to the Icon Bar…" from the Menu Bar, where (Window Name) is the name of the currently opened window. In the dialog box that appears, set the label and icon you want to use for that window's button in the Icon Bar. Then click the "OK" button to add it to the Icon Bar. This is a handy way to add buttons for frequently accessed screens to the Icon Bar as you are using them.

1.7- The Chart of Accounts:

Although you do not have to be fluent in accounting terminology to understand QuickBooks, it is necessary to have a basic understanding of some accounting concepts prior to entering information into the program. The first concept to discuss is the "Chart of Accounts." A chart of accounts is a listing of all the accounts used within your company file. You can open the chart of accounts by selecting "Lists| Chart of Accounts" from the Menu Bar. Your chart of accounts shows the names of the accounts used by your company, the account type (like "Income," "Bank," or one of the many other account types), and the current balance of the account. There is a column called "Attach," which shows any attached documents associated with the account. You can double-click this column to open a dialog box that allows you to attach documents from your computer, from a scanner, or from the "Doc Center," for free. These attached files are stored locally on your computer in QuickBooks.

1.7- The Chart of Accounts- (cont'd.):

You will now examine the general account types found within the Chart of Accounts and how they are organized. The Chart of Accounts has a default sorting method: assets are listed at the top, followed by liabilities, then equity. These accounts are also shown in the "Balance Sheet" report for your company. Following those accounts within the chart of accounts window are the income accounts followed by the expense accounts. These accounts appear within the "Profit & Loss" report. At the bottom of the Chart of Accounts are accounts for non-posting transactions, like purchase orders and estimates.

As mentioned before, at the top of the "Chart of Accounts" window you will see the Balance Sheet accounts, which appear on the Balance Sheet for your company file. These accounts show what you own (assets), what you owe (liabilities), and the difference (equity). Below those accounts you find the Income and Expense accounts, which track where money comes from, and what it is spent on, respectively.

Each Balance Sheet account has a register associated with it. Unlike the Balance Sheet accounts, the Income and Expense accounts each have a report that lists the transactions associated with the account. We will look at these types of accounts in more detail in later chapters, but here is a general list of the different types of accounts shown within the Chart of Accounts, and whether they appear in the Balance Sheet or the Profit & Loss Statement within QuickBooks.

Balance Sheet Accounts:	
Name:	**Description of Function:**
Assets	**Assets** are what you own, and what other people owe you. More specifically, the money that people owe you is called your **Accounts Receivable**. Other assets may include checking account money, inventory, fixed assets (like computers), and undeposited funds from customers. Also note that when you set up your company file in QuickBooks, although checking, savings, and petty cash are all company assets, you'll set them up as "Bank" type accounts in QuickBooks. The available types of accounts that are assets are: "Bank," "Accounts Receivable," "Fixed Asset," "Other Current Asset," and "Other Asset."
Liabilities	**Liabilities** are what you owe to others. The unpaid bills that you have are specifically referred to as your **Accounts Payable**. A liability can be a loan, an unpaid bill, or taxes owed. Also note that when you set up your company file in QuickBooks, although credit cards are company liabilities, you'll set them up as "Credit Card" type accounts in QuickBooks. The available types of accounts that are liabilities are: "Credit Card," "Accounts Payable," "Other Current Liability," and "Long Term Liability."
Equity	**Equity** is the difference between what you have (your **Assets**) and what you owe (your **Liabilities**). The basic formula for calculating equity is: **Assets-Liabilities=Equity**. Equity is seen as representing the "health" of your business. Equity can come from three different sources: Investor money, Current-Year Profits, or Retained Earnings (profits from past years that haven't been distributed to shareholders). The only available type of account for equity is the "Equity" account type.

Profit & Loss Statement Accounts (Income Statement Accounts):	
Name:	**Description of Function:**
Income	Income accounts are used to track the income generated by your company.
Expense	Expense accounts are used to track where your company's money was spent.

1.8- Accounting Methods:

Once you begin your business, you need to decide which bookkeeping method to use- "Cash" or "Accrual." This will determine the method used to report income and expenses on your tax forms. Please check with your accountant, tax advisor, or the IRS, before choosing a bookkeeping method for tax purposes. It is important to note that when you create **reports** in QuickBooks, you can switch between the "**Cash**" and "**Accrual**" method at any time to see how it impacts report results, regardless of which bookkeeping method you have actually chosen for tax purposes*. Also, regardless of how you decide to set up your reports, you always record the business transactions the same way in QuickBooks.*

Accounting Methods:	
Method:	**Description of Recording Income and Expenses in Method:**
Cash	If you record your income when you actually *receive the money*, and record expenses when you *pay the bills*, you are using the **Cash** accounting method.
Accrual	In **Accrual** accounting, you record income *at the time of sale*, NOT when you receive payment. In the same way, you also record payments *when you receive the bill or incur the expense*, NOT whenever you pay it.

1.9- Financial Reports:

You also need to know how to measure your company's profitability. Two very important reports that assist you in figuring this out are the **Balance Sheet** and the **Profit and Loss Statement** (also called an **Income Statement**). These are most often the reports that will be requested by banks and CPAs.

Another commonly requested report is the **Statement of Cash Flows**. Many people use this to determine the stability of your cash flow (money coming in and going out of your business). This report shows money received and payments made during a specific accounting period.

Name:	Description of Function:	How to View Report:
Balance Sheet	A **Balance Sheet** shows a company's "health" on a given date. It shows what the company owns (**Assets**), what it owes (**Liabilities**), and the net worth of the company (**Equity**). The total assets always equals the total liabilities plus equity. It is this balance that must be maintained by using the principles of "double-entry" accounting.	Select "Reports| Company & Financial| Balance Sheet Standard" from the Menu Bar.
The Profit and Loss Statement	This report shows income, expenses, and net profit or loss (income-expenses). It summarizes the revenue and expenses of the company by category, first income then expenses.	Select "Reports| Company & Financial| Profit & Loss Standard" from the Menu Bar.
The Statement of Cash Flows	Shows the change in the company's cash position for a selected time period. It shows the amount of cash earned from profit, from where additional cash was received, and where the cash was spent.	Select "Reports| Company & Financial| Statement of Cash Flows" from the Menu Bar.

ACTIONS-
THE QUICKBOOKS ENVIRONMENT

USING THE HOME PAGE AND INSIGHTS TABS:

1. QuickBooks Desktop Pro displays the "Home" window when you open a company file.
2. The Home window contains two tabs: "Home Page" and "Insights." You can switch between the content of the two tabs by clicking their tabs in the upper-left corner of the page.
3. **To close the Home window**, click the small "X" in the upper right corner of the window.
4. **To redisplay the Home window**, click the "Home" button within the Icon Bar or select "Company| Home Page" from the Menu Bar.
5. **To show the "Home Page,"** click the "Home Page" tab in the upper-left corner of the "Home" window.
6. You can click the icons shown within the "Home Page" to open its related task window.
7. **To see the content of the "Insights" tab**, click the "Insights" tab in the upper-left corner of the "Home" window.
8. **To add your company logo**, click the "Upload Logo" area in the upper-left corner of this tab to open an "Open" dialog box.
9. Use it to navigate to, and select, the logo image to use.
10. Then click the "Open" button in the "Open" dialog box to add the logo to the tab.
11. **To print the content shown within this tab**, click the "Print" button in the upper-right corner of the tab to open a separate "Print Preview" window.
12. You can preview the content and then click the "Print" button in the upper-left corner of the "Print Preview" window to open a "Print" dialog box.
13. Select a printer and set printing settings within the "Print" dialog box.
14. Click the "Print" button within the "Print" dialog box to print the graphs.
15. **To close the "Print Preview" window**, click the "X" in the upper-right corner of the window.
16. **To refresh the data shown in the "Insights" tab**, click the "Refresh" button in the upper-right corner.
17. **To select which graphs are shown within the upper portion of the tab**, click the "Customize" button in the upper-right corner of the window and then click any graphs you want to see to mark them with a check in the drop-down menu shown. You must select at least one graph to display.
18. Click the "OK" button in the drop-down menu to apply your changes or click the "Cancel" button in the drop-down menu, instead, to cancel any changes you made.
19. If more than one graph was selected within the drop-down menu, you can click the left and right pointing arrows at the left and right sides of that graph to cycle between the graphs shown.
20. Alternately, you can click the small dots shown at the bottom of the graph to cycle between the graphs shown. Many of the graphs have drop-down menus that let you change the date range of the data shown in the graph. The graphs at the bottom of this tab simply show income and expenses.
21. For the large bar or column graph, as well as the "Expenses" graph, you can click any data shown within the graph to display a QuickReport in a separate window that details the transactions that contribute amounts to the specific section of the graph clicked.
22. **To close the QuickReport window**, click the small "X" button in the upper-right corner.
23. Clicking any section shown within the "Income" graph will display the "Income Tracker" in a separate window and show any transactions contained within the specific section you clicked.
24. **To close the "Income Tracker" window**, click the "X" button in its upper-right corner.
25. You can click the drop-down within the "Expenses" graph to change the time period of the expenses shown, if needed.
26. You can click the "Create Bill" link in the upper-right corner of the "Expenses" graph to create a new bill within the "Enter Bills" window, or click the "Create Invoice" link in the upper-right corner of the "Income" graph to create a new invoice within the "Create Invoices" window.
27. You can close either window, if opened, by clicking the "X" in its upper-right corner.

ACTIONS-
The QuickBooks Environment

USING THE CENTERS:

1. **To open the centers using the Home Page**, click the "Employees," "Customers," or "Vendors" buttons at the top of those sections to open the associated center.
2. **To open a center using the Icon Bar**, click the associated button within the Icon Bar.
3. **To open a center using the Menu Bar**, click the center name within the associated command category.
4. **To close a center window**, click the "X" in its upper right corner when you are finished using it.

USING THE MENU BAR AND KEYBOARD SHORTCUTS:

1. **To use the Menu Bar**, click the command category for which you want to see the specific commands.
2. Click the specific subcommand you want to execute from the drop-down list of commands available.
3. **To use keyboard shortcuts**, press the keyboard shortcut combination keys on your keyboard. Keyboard shortcuts, if available, are listed to the right of the specific command to which they correspond in the Menu Bar.
4. **To use keyboard shortcuts for commands without an explicitly defined keyboard shortcut**, hold down the "Alt" key on your keyboard and strike the underlined letter for the corresponding command category. At this point, you no longer have to hold down the "Alt" key.
5. Press the key on your keyboard that corresponds to the underlined letter of the subcommand you want to execute.

USING THE OPEN WINDOW LIST:

1. To view the "Open Windows" list within the Icon Bar **if the Icon Bar is placed at the left side of the application window**, click the "Open Windows" button within the Icon Bar.
2. The section at the top of the Icon Bar will then display the names of any opened windows. You can click the names of the windows within this list to toggle between them.
3. **If you have the Icon Bar placed at the top of the QuickBooks application window**, you can select "View| Open Window List" from the Menu Bar to show and hide a pane at the left side of the screen which shows the windows opened within the program.
4. You can click the name of a window shown in the list to bring that window to the foreground of the stack of open windows in QuickBooks.

ACTIONS-
THE QUICKBOOKS ENVIRONMENT

USING THE ICON BAR:

1. **When placed at the left side of the QuickBooks window**, you will see the "Search" box shown at the top of the Icon Bar. Below that section you will see the icons for whichever section you currently have selected from the listing that appears towards the bottom of the Icon Bar. You can click one of these choices to change the icons displayed. The choices are: "My Shortcuts," "View Balances," "Run Favorite Reports," and "Open Windows."
2. **When placed at the top of the QuickBooks application window**, you will only see icons available for the "My Shortcuts" section, followed by the "Search" text box.
3. **To change the placement of the Icon Bar, or change its visibility,** select the "View" command in the Menu Bar and then select either "Top Icon Bar" to place it at the top of the window, "Left Icon Bar" to place it at the left side of the window, or "Hide Icon Bar" to hide it.
4. **To display it again, if hidden**, select either the "Top Icon Bar" or "Left Icon Bar" to enable its display and placement.
5. You can hold your mouse pointer over any button without moving to view the description of the button appear in a little box called a "screen tip."
6. **To use the Icon Bar**, click a button to open the associated window.

CUSTOMIZING THE ICON BAR:

1. **To add a button to the Icon Bar**, select "View| Customize Icon Bar…" from the Menu Bar.
2. In the "Customize Icon Bar" window, click the "Add…" button to the right.
3. In the "Add Icon Bar Item" window, select the function to add from the scroll box.
4. Select the icon to add to the Icon Bar from the scroll box of icons in the middle of this window.
5. Type a label in the "Label" text box, and a description in the "Description" text box. This is optional. You may also use the default suggestion.
6. Click the "OK" button at the right when you have finished.
7. Click the "OK" button in the "Customize Icon Bar" window to set the button in the Icon Bar.
8. **To remove a button from the Icon Bar**, select "View| Customize Icon Bar…" from the Menu Bar.
9. In the "Customize Icon Bar" window, select the button from the scroll box at the left side of this window.
10. Click the "Delete" button at the right side of this window.
11. Click the "OK" button to set your changes.
12. **To add a button to the Icon Bar for any screen currently displayed onscreen in QuickBooks**, open the window for which you want to add an Icon Bar button and then select "View| Add (Window Name) to the Icon Bar…" from the Menu Bar
13. In the dialog box that appears, set the label and icon you want to use for that window's button in the Icon Bar
14. Then click the "OK" button to add it to the Icon Bar.

ACTIONS-
THE QUICKBOOKS ENVIRONMENT

TO DISPLAY THE CHART OF ACCOUNTS WINDOW:

1. **To display the Chart of Accounts window**, select "Lists| Chart of Accounts" from the Menu Bar.
2. Your chart of accounts shows the names of the accounts used by your company, the account type, and the current balance of the account.
3. There is a column called "Attach," which shows any attached documents associated with the account.
4. **To attach a file to an account**, double-click this column to open a dialog box that allows you to attach documents from your computer, from a scanner, or from the "Doc Center," for free. These attached files are stored locally on your computer in QuickBooks.

DISPLAYING FINANCIAL REPORTS:

1. **To view the Balance Sheet**, select "Reports| Company & Financial| Balance Sheet Standard" from the Menu Bar.
2. **To view the Profit & Loss Statement (Income Statement)**, select "Reports| Company & Financial| Profit & Loss Standard" from the Menu Bar.
3. **To view the Statement of Cash Flows**, select "Reports| Company & Financial| Statement of Cash Flows" from the Menu Bar.

EXERCISES-
THE QUICKBOOKS ENVIRONMENT

Purpose:

To be able to effectively manipulate the basic elements of the QuickBooks environment and to be able to view the chart of accounts and the information contained within it.

Exercises:

1. Start the QuickBooks application.
2. If there is a company file open, close it by selecting "File| Close Company" from the Menu Bar.
3. In the "No Company Open" dialog box, click the button in the lower right corner that says "Open a sample file."
4. Click the "Sample product-based business" file from the drop-down menu of choices.
5. Click "OK" on the sample file message box.
6. You can click the "X" in the upper-right corner of the "New Feature Tour" window to close it, if it appears.
7. Open the Chart of Accounts by selecting "Lists| Chart of Accounts" from the Menu Bar.
8. Close the Chart of Accounts by pressing the "Esc" key on your keyboard.
9. Select "View| Customize Icon Bar…" from the Menu Bar.
10. In the "Customize Icon Bar" window, click the "Add…" button.
11. In the "Add Icon Bar Item" screen, select the "Calculator" command in the scroll box to the left.
12. Click the "OK" button in the "Add Icon Bar Item" window.
13. Click "OK" in the "Customize Icon Bar" window.
14. Click the new "Calc" button in the Icon Bar to bring up the calculator feature.
15. Close the calculator by clicking the "X" in the upper right corner of the calculator.
16. Select "Reports| Company & Financial| Balance Sheet Standard" from the Menu Bar to open the "Balance Sheet" for the sample company file.
17. Close the "Balance Sheet" by clicking the "X" in the upper right corner of the window.
18. Select "View| Customize Icon Bar…" from the Menu Bar.
19. In the "Customize Icon Bar" window, select the "Calc" entry from the list at the left of the screen.
20. Click the "Delete" button at the right of the screen to delete the "Calc" entry.
21. Click "OK" at the right of the "Customize Icon Bar" window.
22. Close the company file by selecting "File| Close Company" from the Menu Bar.