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**QUICKBOOKS
DESKTOP PRO
2024**

TEACHUCOMP, INC.

...it's all about you

QUICKBOOKS DESKTOP PRO

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TEACHUCOMP, INC.

Phone: (877) 925-8080

Web: <https://www.teachucomp.com>

INTRODUCTION AND OVERVIEW

Welcome to TeachUcomp, Inc.'s Mastering QuickBooks Desktop Pro Made Easy™ tutorial. This tutorial introduces the student to Intuit's QuickBooks Desktop Pro accounting program and shows them how to effectively use it. QuickBooks is one of the most popular accounting and bookkeeping programs available.

This training starts by giving a basic user-level skill set to students with little or no knowledge of the program's capabilities. This training then furthers the student's knowledge of Intuit's QuickBooks Desktop Pro application to include more advanced features and tools.

QuickBooks is a terrific program to know, as the skills one learns in QuickBooks can save valuable time and money by automating, organizing and structuring your company's bookkeeping.

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.

TABLE OF CONTENTS

Chapters/Lessons:

Pages:

Chapters/Lessons:

Pages:

CHAPTER 1- The QuickBooks Environment

1.1- The Home Page and Insights Tabs

1.2- The Centers

1.3- The Menu Bar and Keyboard Shortcuts

1.4- The Open Windows List

1.5- The Icon Bar

1.6- Customizing the Icon Bar

1.7- The Chart of Accounts

1.8- Accounting Methods

1.9- Financial Reports

The QuickBooks Environment- Actions

The QuickBooks Environment- Exercise

CHAPTER 2- Creating a QuickBooks Company

2.1- Using Express Start

2.2- Using the EasyStep Interview

2.3- Returning to the EasyStep Interview

2.4- Creating a Local Backup Copy

2.5- Restoring a Company File from a Local Backup Copy

2.6- Setting Up Users

2.7- Single and Multiple User Modes

2.8- Closing Company Files

2.9- Opening a Company File

Creating a QuickBooks Company- Actions

Creating a QuickBooks Company- Exercise

CHAPTER 3- Using Lists

3.1- Using Lists

3.2- The Chart of Accounts

3.3- The Customers & Jobs List

3.4- The Employees List

3.5- The Vendors List

3.6- Using Custom Fields

3.7- Sorting Lists

3.8- Inactivating and Reactivating List Items

3.9- Printing Lists

3.10- Renaming and Merging List Items

3.11- Adding Multiple List Entries from Excel

3.12- Customer Groups

Using Lists- Actions

Using Lists- Exercise

CHAPTER 4- Setting Up Sales Tax

4.1- The Sales Tax Process

4.2- Creating Tax Agencies

4.3- Creating Individual Sales Tax Items

4.4- Creating a Sales Tax Group

4.5- Setting Sales Tax Preferences

4.6- Indicating Taxable & Non-taxable Customers & Items

Setting Up Sales Tax- Actions

Setting Up Sales Tax- Exercise

CHAPTER 5- Setting Up Inventory Items

5.1- Setting Up Inventory

5.2- Creating Inventory Items

5.3- Creating a Purchase Order

5.4- Receiving Items with a Bill

5.5- Entering Item Receipts

5.6- Matching Bills to Item Receipts

5.7- Adjusting Inventory

Setting Up Inventory Items- Actions

Setting Up Inventory Items- Exercise

7

8-9

9

10

11

12

12

13-14

15

15

16-19

20

21

22-23

23-25

25

26

27

28

29

29

29

30-36

37-39

40

41

41-43

43-45

45-47

48-49

50

51

51

52

52

52

53

54-65

66

67

68

68

69

69-70

70

70

71-72

73

74

75

75-76

76

77

77-78

78

78

79-82

83

CHAPTER 6- Setting Up Other Items

6.1- Service Items

6.2- Non-Inventory Items

6.3- Other Charges

6.4- Subtotals

6.5- Groups

6.6- Discounts

6.7- Payments

6.8- Changing Item Prices

Setting Up Other Items- Actions

Setting Up Other Items- Exercise

CHAPTER 7- Basic Sales

7.1- Selecting a Sales Form

7.2- Creating an Invoice

7.3- Creating Batch Invoices

7.4- Creating a Sales Receipt

7.5- Finding Transaction Forms

7.6- Previewing Sales Forms

7.7- Printing Sales Forms

Basic Sales- Actions

Basic Sales- Exercise

CHAPTER 8- Using Price Levels

8.1- Using Price Levels

Using Price Levels- Actions

Using Price Levels- Exercise

CHAPTER 9- Creating Billing Statements

9.1- Setting Finance Charge Defaults

9.2- Entering Statement Charges

9.3- Applying Finance Charges and Creating Statements

Creating Billing Statements- Actions

Creating Billing Statements- Exercise

CHAPTER 10- Payment Processing

10.1- Recording Customer Payments

10.2- Entering a Partial Payment

10.3- Applying One Payment to Multiple Invoices

10.4- Entering Overpayments

10.5- Entering Down Payments or Prepayments

10.6- Applying Customer Credits

10.7- Making Deposits

10.8- Handling Bounced Checks

10.9- Automatically Transferring Credits Between Jobs

10.10- Manually Transferring Credits Between Jobs

Payment Processing- Actions

Payment Processing- Exercise

CHAPTER 11- Handling Refunds

11.1- Creating a Credit Memo and Refund Check

11.2- Refunding Customer Payments

Handling Refunds- Actions

Handling Refunds- Exercise

84

85

85

86

86

87

87

88

88

89-92

93

94

95

95

96-97

97

98

98

98

99-102

103

104

105

106

107

108

109

109

110

111

112

113

114

114-115

115

115

116

116

116-117

117-118

118

118-119

120-125

126

127

128

128

129

130

TABLE OF CONTENTS

Chapters/Lessons:

Pages:

Chapters/Lessons:

Pages:

CHAPTER 12- Entering and Paying Bills

131

12.1- Setting Billing Preferences

132

12.2- Entering Bills

132-133

12.3- Paying Bills

133

12.4- Early Bill Payment Discounts

134

12.5- Entering a Vendor Credit

134

12.6- Applying a Vendor Credit

134

12.7- Upload and Review Bills

134-136

Entering and Paying Bills- Actions

137-141

Entering and Paying Bills- Exercise

142

CHAPTER 13- Using Bank Accounts

143

13.1- Using Registers

144

13.2- Writing Checks

144-145

13.3- Writing a Check for Inventory Items

145

13.4- Printing Checks

145-146

13.5- Transferring Funds Between Accounts

146

13.6- Reconciling Accounts

147

13.7- Voiding Checks

148

13.8- Adding Bank Feeds

148-149

13.9- Reviewing Bank Feed Transactions

149-150

13.10- Bank Feed Rules

150-151

13.11- Disconnecting Bank Feed Accounts

151-152

Using Bank Accounts- Actions

153-160

Using Bank Accounts- Exercise

161

CHAPTER 14- Paying Sales Tax

162

14.1- Sales Tax Reports

163

14.2- Using the Sales Tax Payable Register

163

14.3- Paying Your Tax Agencies

163-164

Paying Sales Tax- Actions

165

Paying Sales Tax- Exercise

166

CHAPTER 15- Reporting

167

15.1- Graph and Report Preferences

168

15.2- Using QuickReports

169

15.3- Using QuickZoom

169

15.4- Preset Reports

170

15.5- Modifying a Report

171-173

15.6- Rearranging and Resizing Report Columns

173-174

15.7- Memorizing Reports

174

15.8- Memorized Report Groups

174

15.9- Printing Reports

174-175

15.10- Batch Printing Forms

175

15.11- Exporting Reports to Microsoft Excel

175

15.12- Saving Forms and Reports as PDF Files

175

15.13- Comment on Report

175-176

15.14- Process Multiple Reports

177

15.15- Scheduled Reports

178-179

Reporting- Actions

180-189

Reporting- Exercise

190

CHAPTER 16- Using Graphs

191

16.1- Using Graphs

192

16.2- Company Snapshot

193

Using Graphs- Actions

194

Using Graphs- Exercise

195

CHAPTER 17- Customizing Forms

196

17.1- Creating New Form Templates

197

17.2- Performing Basic Customization

198

17.3- Performing Additional Customization

198-199

17.4- The Layout Designer

199

17.5- Changing the Grid and Margins in the Layout Designer

200

17.6- Selecting Objects in the Layout Designer

200

17.7- Moving and Resizing Objects in the Layout Designer

201

17.8- Formatting Objects in the Layout Designer

201

17.9- Copying Objects and Formatting in the Layout Designer

202

17.10- Adding and Removing Objects in the Layout Designer

202

17.11- Aligning and Stacking Objects in the Layout Designer

203

17.12- Resizing Columns in the Layout Designer

203

Customizing Forms- Actions

204-209

Customizing Forms- Exercise

210

CHAPTER 18- Estimating

211

18.1- Creating a Job

212

18.2- Creating an Estimate

212

18.3- Duplicating Estimates

213

18.4- Invoicing from an Estimate

213-214

18.5- Updating Job Statuses

214

18.6- Inactivating Estimates

214

18.7- Making Purchases for a Job

215

18.8- Invoicing for Job Costs

215

18.9- Using Job Reports

216

Estimating- Actions

217-219

Estimating- Exercise

220

CHAPTER 19- Time Tracking

221

19.1- Tracking Time and Printing a Blank Timesheet

222

19.2- Weekly Timesheets

222-223

19.3- Time/Enter Single Activity

223

19.4- Invoicing from Time Data

223

19.5- Using Time Reports

224

19.6- Tracking Vehicle Mileage

224-226

19.7- Charging Customers for Mileage

226-227

Time Tracking- Actions

228-232

Time Tracking- Exercise

233

CHAPTER 20- Payroll

234

20.1- The Payroll Process

235

20.2- Creating Payroll Items

236

20.3- Setting Employee Defaults

236

20.4- Setting Up Employee Payroll Information

236-237

20.5- Creating Payroll Schedules

238

20.6- Creating Scheduled Paychecks

238

20.7- Creating Unscheduled Paychecks

239

20.8- Creating Termination Paychecks

239

20.9- Voiding Paychecks

240

20.10- Tracking Your Tax Liabilities

240

20.11- Paying Payroll Tax Liabilities

241

20.12- Adjusting Payroll Liabilities

241

20.13- Entering Liability Refund Checks

242

20.14- Process Payroll Forms

242

20.15- Tracking Workers Compensation

243

Payroll- Actions

244-250

Payroll- Exercise

251

TABLE OF CONTENTS

<u>Chapters/Lessons:</u>	<u>Pages:</u>	<u>Chapters/Lessons:</u>	<u>Pages:</u>
CHAPTER 21- Using Credit Card Accounts	252	CHAPTER 27- Using the Accountant's Review	305
21.1- Creating Credit Card Accounts	253	27.1- Creating an Accountant's Copy	306
21.2- Entering Charges on Credit Cards	253-254	27.2- Transferring an Accountant's Copy	306
21.3- Reconciling and Paying Credit Cards	254	27.3- Importing Accountant's Changes	307
<i>Using Credit Card Accounts- Actions</i>	255-256	27.4- Removing Restrictions	307
Using Credit Card Accounts- Exercise	257	<i>Using the Accountant's Review- Actions</i>	308-309
		Using the Accountant's Review- Exercise	310
CHAPTER 22- Assets and Liabilities	258	CHAPTER 28- Using the Help Menu	311
22.1- Assets and Liabilities	259	28.1- Using Help	312
22.2- Creating and Using Other Current Asset Accounts	259-260	<i>Using the Help Menu- Actions</i>	313
22.3- Removing Value from Other Current Asset Accounts	260	Using the Help Menu- Exercise	314
22.4- Creating Fixed Asset Accounts	261		
22.5- Creating Liability Accounts	262		
22.6- Setting the Original Cost of the Fixed Asset	262	QuickBooks Keyboard Shortcuts	315
22.7- Tracking Depreciation	262		
22.8- The Fixed Asset Item List	262-263		
<i>Assets and Liabilities- Actions</i>	264-265		
Assets and Liabilities- Exercise	266		
CHAPTER 23- Equity Accounts	267		
23.1- Equity Accounts	268		
23.2- Recording an Owner's Draw	268		
23.3- Recording a Capital Investment	268		
<i>Equity Accounts- Actions</i>	269		
Equity Accounts- Exercise	270		
CHAPTER 24- Writing Letters with QuickBooks	271		
24.1- Using the Letters and Envelopes Wizard	272		
24.2- Editing Letter Templates	272		
<i>Writing Letters with QuickBooks- Actions</i>	273		
Writing Letters with QuickBooks- Exercise	274		
CHAPTER 25- Company Management	275		
25.1- Viewing Your Company Information	276		
25.2- Setting Up Budgets	276		
25.3- Using the To Do List	276		
25.4- Using Reminders and Setting Preferences	277		
25.5- Making General Journal Entries	277		
25.6- Using Payment Reminders	277-279		
25.7- Receipt Management	279-281		
<i>Company Management- Actions</i>	282-287		
Company Management- Exercise	288		
CHAPTER 26- Using QuickBooks Tools	289		
26.1- Company File Cleanup	290		
26.2- Exporting and Importing List Data Using IIF Files	290-291		
26.3- Advanced Importing of Excel Data	291		
26.4- Updating QuickBooks	291		
26.5- Using the Calculator	292		
26.6- Using Portable Company Files	292		
26.7- Using the Calendar	292-293		
26.8- The Income Tracker	293-294		
26.9- The Bill Tracker	294-295		
26.10- The Lead Center	295-296		
26.11- Moving QuickBooks Desktop Using the Migrator Tool	296		
<i>Using QuickBooks Tools- Actions</i>	297-303		
Using QuickBooks Tools- Exercise	304		

CHAPTER 1-

THE QUICKBOOKS ENVIRONMENT

1.1- THE HOME PAGE AND INSIGHTS TABS

1.2- THE CENTERS

1.3- THE MENU BAR AND KEYBOARD SHORTCUTS

1.4- THE OPEN WINDOWS LIST

1.5- THE ICON BAR

1.6- CUSTOMIZING THE ICON BAR

1.7- THE CHART OF ACCOUNTS

1.8- ACCOUNTING METHODS

1.9- FINANCIAL REPORTS

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 or save it as a PDF, click the “Print” button in the upper-right corner to open a separate “Print Preview” window. Preview the content in this window using the buttons in the toolbar at the top of the window. To print the content, 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. Alternatively, to save the content as a PDF, instead, click the “Save As PDF” button towards the upper-left corner of the “Print Preview” window. You can then choose where to save the PDF and what to name it within the “Save Insights as PDF” dialog box that opens and then click the “Save” button to finish saving the PDF. To close

THE QUICKBOOKS ENVIRONMENT

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

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 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 transaction 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:

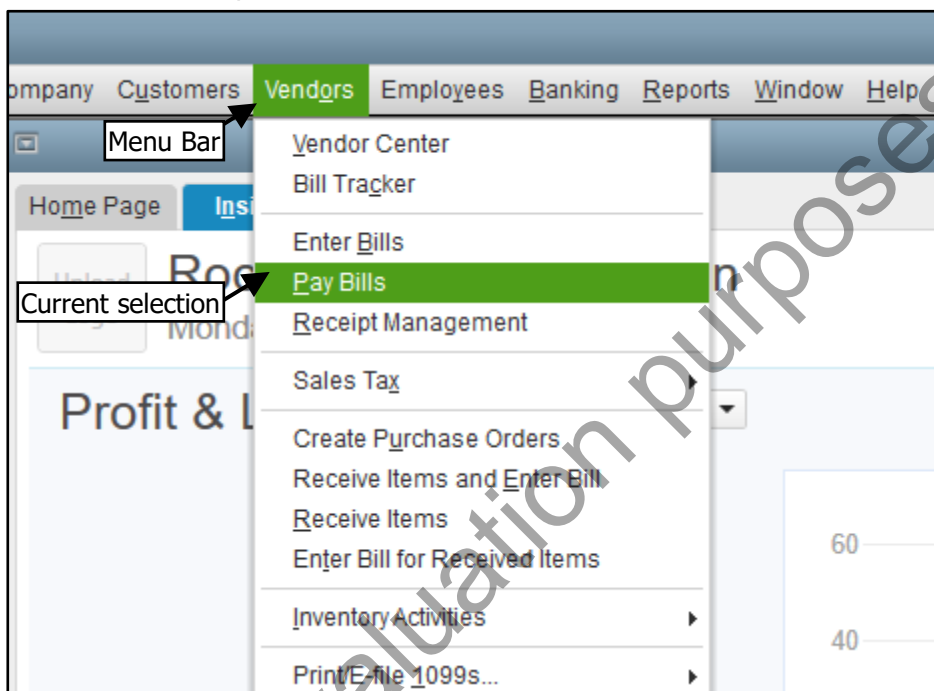
In QuickBooks you have access to four main “Centers” called the “Customer Center,” the “Vendor Center,” the “Employee/Payroll Center,” and the “Report Center.” These centers let you perform tasks related to the topic of the center. For example, you can add new customers to a company file by using the 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.

THE QUICKBOOKS ENVIRONMENT

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!

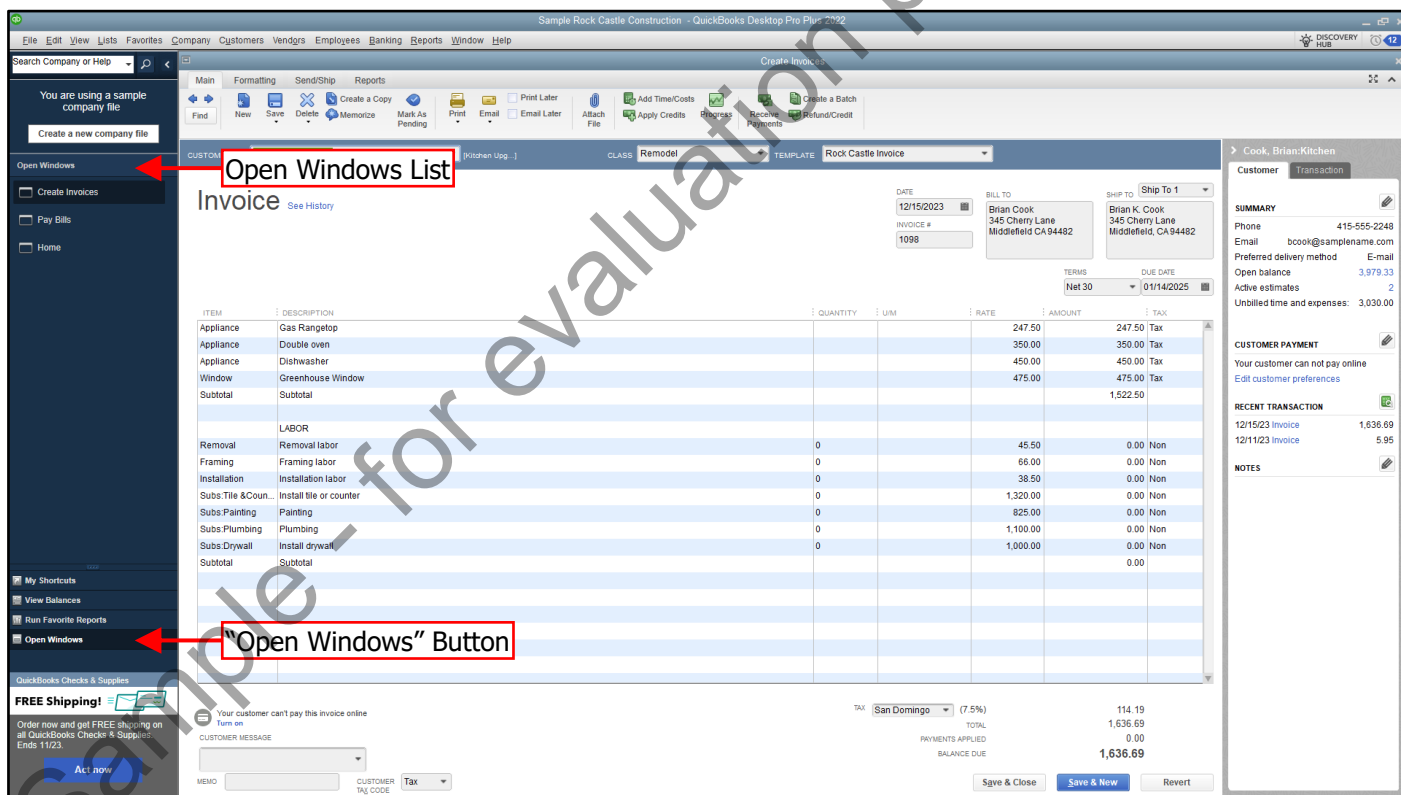
THE QUICKBOOKS ENVIRONMENT

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 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.

THE QUICKBOOKS ENVIRONMENT

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.

NAME	TYPE	BALANCE TOTAL	ATTACH
10100 - Checking	Bank	46,969.10	
10300 - Savings	Bank	17,910.19	
10400 - Petty	Bank	500.00	
11000 - Accounts Receivable	A	93,007.93	
12000 - Undeposited Funds	Other Current	40.00	
12100 - Inventory Asset	Other Current Asset	30,683.38	
12800	Other Current Asset		
13100	Other Current Asset		
13400	Other Current Asset	3,703.02	
15000 - Furniture and Equipment	Fixed Asset	34,326.00	
15100 - Vehicles	Fixed Asset	78,936.91	
15200 - Buildings and Improvements	Fixed Asset	325,000.00	
15300 - Construction Equipment	Fixed Asset	15,300.00	
16900 - Land	Fixed Asset	90,000.00	
17000 - Accumulated Depreciation	Fixed Asset	-110,344.60	

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

THE QUICKBOOKS ENVIRONMENT

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

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 Account Type Names:	Balance Sheet Account Type Descriptions 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 and Loss Statement (Income Statement) Account Type Names:	Profit and Loss Statement (Income Statement) Account Type Descriptions 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.

THE QUICKBOOKS ENVIRONMENT

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 Method:	Description of Recording Income and Expenses in Accounting 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.

Report Name:	Description of Report 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

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 in this tab or save it as a PDF**, click the “Print” button in the upper-right corner to open a separate “Print Preview” window.
12. Preview the content in this window using the buttons in the toolbar at the top of the window.
13. **To print the content**, then click the “Print” button in the upper-left corner of the “Print Preview” window to open a “Print” dialog box.
14. Choose a printer and set printing settings in the “Print” dialog box.
15. Then click the “Print” button in the “Print” dialog box to print the graphs.
16. **Alternatively, to save the content as a PDF, instead**, click the “Save As PDF” button towards the upper-left corner of the “Print Preview” window.
17. Then choose where to save the PDF and what to name it within the “Save Insights as PDF” dialog box that opens and then click the “Save” button to finish saving the PDF.
18. **To close the “Print Preview” window**, click the “X” in the upper-right corner of the window.
19. **To refresh the data shown in the “Insights” tab**, click the “Refresh” button in the upper-right corner.
20. **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.
21. 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.
22. 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.
23. 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.
24. 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.
25. **To close the QuickReport window**, click the small “X” button in the upper-right corner.
26. 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.
27. **To close the “Income Tracker” window**, click the “X” button in its upper-right corner.

(cont'd.)

ACTIONS-

THE QUICKBOOKS ENVIRONMENT

THE HOME PAGE AND INSIGHTS TABS- (CONT'D.):

28. You can click the drop-down within the “Expenses” graph to change the time period of the expenses shown, if needed.
29. 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.
30. You can close either window, if opened, by clicking the “X” in its upper-right corner.

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.

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.

THE OPEN WINDOWS 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

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 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

THE CHART OF ACCOUNTS:

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.
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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 effectively manipulate the basic elements of the QuickBooks environment and 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 "Open a sample file" button in the lower-right corner.
4. Click the "Sample product-based business" file from the drop-down menu of choices.
5. If this is your first time opening this file, then confirm you want to download the "Sample product-based business" file from Intuit in the message box that appears.
6. Go ahead and update the downloaded sample company file, if prompted to do so by QuickBooks.
7. Then click "OK" in the sample file message box that appears when you open the file.
8. You can click the "X" in the upper-right corner of the "New Feature Tour" window to close it, if it appears.
9. Open the Chart of Accounts by selecting "Lists| Chart of Accounts" from the Menu Bar.
10. Close the Chart of Accounts by pressing the "Esc" key on your keyboard.
11. Select "View| Customize Icon Bar..." from the Menu Bar.
12. In the "Customize Icon Bar" window, click the "Add..." button.
13. In the "Add Icon Bar Item" screen, select the "Calculator" command in the scroll box to the left.
14. Click the "OK" button in the "Add Icon Bar Item" window.
15. Click "OK" in the "Customize Icon Bar" window.
16. Click the new "Calc" button in the Icon Bar to open the calculator tool.
17. Close the calculator by clicking the "X" in the upper-right corner of the calculator.
18. Select "Reports| Company & Financial| Balance Sheet Standard" from the Menu Bar to open the "Balance Sheet" for the sample company file.
19. Close the "Balance Sheet" by clicking the "X" in the upper-right corner of the window.
20. Select "View| Customize Icon Bar..." from the Menu Bar.
21. In the "Customize Icon Bar" window, select the "Calc" entry from the list at the left of the screen.
22. Click the "Delete" button at the right of the screen to delete the "Calc" entry.
23. Click "OK" at the right of the "Customize Icon Bar" window.
24. Close the company file by selecting "File| Close Company" from the Menu Bar.