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**QUICKBOOKS  
DESKTOP PRO FOR  
LAWYERS 2024**

**TEACHUCOMP, INC.**

*...it's all about you*

# QUICKBOOKS DESKTOP PRO FOR LAWYERS

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# INTRODUCTION AND OVERVIEW

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Welcome to TeachUcomp, Inc.'s Mastering QuickBooks Desktop Pro Made Easy™ for Lawyers 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 start 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.

The lawyer-specific content at the end of this tutorial shows the student how to use Intuit's QuickBooks Desktop Pro accounting program to create a legal company file and effectively use the program, with an emphasis on trust fund management techniques within QuickBooks Desktop Pro. It is designed to give a user of the QuickBooks Desktop Pro program specialized skills in using QuickBooks Desktop Pro within the legal profession.

# TABLE OF CONTENTS

<u>Chapters/Lessons:</u>	<u>Pages:</u>	<u>Chapters/Lessons:</u>	<u>Pages:</u>
<b>CHAPTER 1- The QuickBooks Environment</b>	<b>7</b>	<b>CHAPTER 6- Setting Up Other Items</b>	<b>84</b>
1.1- The Home Page and Insights Tabs	8-9	6.1- Service Items	85
1.2- The Centers	9	6.2- Non-Inventory Items	85
1.3- The Menu Bar and Keyboard Shortcuts	10	6.3- Other Charges	86
1.4- The Open Windows List	11	6.4- Subtotals	86
1.5- The Icon Bar	12	6.5- Groups	87
1.6- Customizing the Icon Bar	12	6.6- Discounts	87
1.7- The Chart of Accounts	13-14	6.7- Payments	88
1.8- Accounting Methods	15	6.8- Changing Item Prices	88
1.9- Financial Reports	15	<i>Setting Up Other Items- Actions</i>	89-92
<i>The QuickBooks Environment- Actions</i>	16-19	<b><i>Setting Up Other Items- Exercise</i></b>	<b>93</b>
<b><i>The QuickBooks Environment- Exercise</i></b>	<b>20</b>		
<b>CHAPTER 2- Creating a QuickBooks Company</b>	<b>21</b>	<b>CHAPTER 7- Basic Sales</b>	<b>94</b>
2.1- Using Express Start	22-23	7.1- Selecting a Sales Form	95
2.2- Using the EasyStep Interview	23-25	7.2- Creating an Invoice	95
2.3- Returning to the EasyStep Interview	25	7.3- Creating Batch Invoices	96-97
2.4- Creating a Local Backup Copy	26	7.4- Creating a Sales Receipt	97
2.5- Restoring a Company File from a Local Backup Copy	27	7.5- Finding Transaction Forms	98
2.6- Setting Up Users	28	7.6- Previewing Sales Forms	98
2.7- Single and Multiple User Modes	29	7.7- Printing Sales Forms	98
2.8- Closing Company Files	29	<i>Basic Sales- Actions</i>	99-102
2.9- Opening a Company File	29	<b><i>Basic Sales- Exercise</i></b>	<b>103</b>
<i>Creating a QuickBooks Company- Actions</i>	30-36		
<b><i>Creating a QuickBooks Company- Exercise</i></b>	<b>37-39</b>	<b>CHAPTER 8- Using Price Levels</b>	<b>104</b>
		8.1- Using Price Levels	105
<b>CHAPTER 3- Using Lists</b>	<b>40</b>	<i>Using Price Levels- Actions</i>	106
3.1- Using Lists	41	<b><i>Using Price Levels- Exercise</i></b>	<b>107</b>
3.2- The Chart of Accounts	41-43		
3.3- The Customers & Jobs List	43-45	<b>CHAPTER 9- Creating Billing Statements</b>	<b>108</b>
3.4- The Employees List	45-47	9.1- Setting Finance Charge Defaults	109
3.5- The Vendors List	48-49	9.2- Entering Statement Charges	109
3.6- Using Custom Fields	50	9.3- Applying Finance Charges and Creating Statements	110
3.7- Sorting Lists	51	<i>Creating Billing Statements- Actions</i>	111
3.8- Inactivating and Reactivating List Items	51	<b><i>Creating Billing Statements- Exercise</i></b>	<b>112</b>
3.9- Printing Lists	52		
3.10- Renaming and Merging List Items	52	<b>CHAPTER 10- Payment Processing</b>	<b>113</b>
3.11- Adding Multiple List Entries from Excel	52	10.1- Recording Customer Payments	114
3.12- Customer Groups	53	10.2- Entering a Partial Payment	114-115
<i>Using Lists- Actions</i>	54-65	10.3- Applying One Payment to Multiple Invoices	115
<b><i>Using Lists- Exercise</i></b>	<b>66</b>	10.4- Entering Overpayments	115
		10.5- Entering Down Payments or Prepayments	116
<b>CHAPTER 4- Setting Up Sales Tax</b>	<b>67</b>	10.6- Applying Customer Credits	116
4.1- The Sales Tax Process	68	10.7- Making Deposits	116-117
4.2- Creating Tax Agencies	68	10.8- Handling Bounced Checks	117-118
4.3- Creating Individual Sales Tax Items	69	10.9- Automatically Transferring Credits Between Jobs	118
4.4- Creating a Sales Tax Group	69-70	10.10- Manually Transferring Credits Between Jobs	118-119
4.5- Setting Sales Tax Preferences	70	<i>Payment Processing- Actions</i>	120-125
4.6- Indicating Taxable & Non-taxable Customers & Items	70	<b><i>Payment Processing- Exercise</i></b>	<b>126</b>
<i>Setting Up Sales Tax- Actions</i>	71-72		
<b><i>Setting Up Sales Tax- Exercise</i></b>	<b>73</b>	<b>CHAPTER 11- Handling Refunds</b>	<b>127</b>
		11.1- Creating a Credit Memo and Refund Check	128
<b>CHAPTER 5- Setting Up Inventory Items</b>	<b>74</b>	11.2- Refunding Customer Payments	128
5.1- Setting Up Inventory	75	<i>Handling Refunds- Actions</i>	129
5.2- Creating Inventory Items	75-76	<b><i>Handling Refunds- Exercise</i></b>	<b>130</b>
5.3- Creating a Purchase Order	76		
5.4- Receiving Items with a Bill	77		
5.5- Entering Item Receipts	77-78		
5.6- Matching Bills to Item Receipts	78		
5.7- Adjusting Inventory	78		
<i>Setting Up Inventory Items- Actions</i>	79-82		
<b><i>Setting Up Inventory Items- Exercise</i></b>	<b>83</b>		

# TABLE OF CONTENTS

<b><u>Chapters/Lessons:</u></b>	<b><u>Pages:</u></b>	<b><u>Chapters/Lessons:</u></b>	<b><u>Pages:</u></b>
<b>CHAPTER 12- Entering and Paying Bills</b>	<b>131</b>	<b>CHAPTER 17- Customizing Forms</b>	<b>196</b>
12.1- Setting Billing Preferences	132	17.1- Creating New Form Templates	197
12.2- Entering Bills	132-133	17.2- Performing Basic Customization	198
12.3- Paying Bills	133	17.3- Performing Additional Customization	198-199
12.4- Early Bill Payment Discounts	134	17.4- The Layout Designer	199
12.5- Entering a Vendor Credit	134	17.5- Changing the Grid and Margins in the Layout Designer	200
12.6- Applying a Vendor Credit	134	17.6- Selecting Objects in the Layout Designer	200
12.7- Upload and Review Bills	134-136	17.7- Moving and Resizing Objects in the Layout Designer	201
<i>Entering and Paying Bills- Actions</i>	<i>137-141</i>	17.8- Formatting Objects in the Layout Designer	201
<b><i>Entering and Paying Bills- Exercise</i></b>	<b><i>142</i></b>	17.9- Copying Objects and Formatting in the Layout Designer	202
<b>CHAPTER 13- Using Bank Accounts</b>	<b>143</b>	17.10- Adding and Removing Objects in the Layout Designer	202
13.1- Using Registers	144	17.11- Aligning and Stacking Objects in the Layout Designer	203
13.2- Writing Checks	144-145	17.12- Resizing Columns in the Layout Designer	203
13.3- Writing a Check for Inventory Items	145	<i>Customizing Forms- Actions</i>	<i>204-209</i>
13.4- Printing Checks	145-146	<b><i>Customizing Forms- Exercise</i></b>	<b><i>210</i></b>
13.5- Transferring Funds Between Accounts	146	<b>CHAPTER 18- Estimating</b>	<b>211</b>
13.6- Reconciling Accounts	147	18.1- Creating a Job	212
13.7- Voiding Checks	148	18.2- Creating an Estimate	212
13.8- Adding Bank Feeds	148-149	18.3- Duplicating Estimates	213
13.9- Reviewing Bank Feed Transactions	149-150	18.4- Invoicing from an Estimate	213-214
13.10- Bank Feed Rules	150-151	18.5- Updating Job Statuses	214
13.11- Disconnecting Bank Feed Accounts	151-152	18.6- Inactivating Estimates	214
<i>Using Bank Accounts- Actions</i>	<i>153-160</i>	18.7- Making Purchases for a Job	215
<b><i>Using Bank Accounts- Exercise</i></b>	<b><i>161</i></b>	18.8- Invoicing for Job Costs	215
<b>CHAPTER 14- Paying Sales Tax</b>	<b>162</b>	18.9- Using Job Reports	216
14.1- Sales Tax Reports	163	<i>Estimating- Actions</i>	<i>217-219</i>
14.2- Using the Sales Tax Payable Register	163	<b><i>Estimating- Exercise</i></b>	<b><i>220</i></b>
14.3- Paying Your Tax Agencies	163-164	<b>CHAPTER 19- Time Tracking</b>	<b>221</b>
<i>Paying Sales Tax- Actions</i>	<i>165</i>	19.1- Tracking Time and Printing a Blank Timesheet	222
<b><i>Paying Sales Tax- Exercise</i></b>	<b><i>166</i></b>	19.2- Weekly Timesheets	222-223
<b>CHAPTER 15- Reporting</b>	<b>167</b>	19.3- Time/Enter Single Activity	223
15.1- Graph and Report Preferences	168	19.4- Invoicing from Time Data	223
15.2- Using QuickReports	169	19.5- Using Time Reports	224
15.3- Using QuickZoom	169	19.6- Tracking Vehicle Mileage	224-226
15.4- Preset Reports	170	19.7- Charging Customers for Mileage	226-227
15.5- Modifying a Report	171-173	<i>Time Tracking- Actions</i>	<i>228-232</i>
15.6- Rearranging and Resizing Report Columns	173-174	<b><i>Time Tracking- Exercise</i></b>	<b><i>233</i></b>
15.7- Memorizing Reports	174	<b>CHAPTER 20- Payroll</b>	<b>234</b>
15.8- Memorized Report Groups	174	20.1- The Payroll Process	235
15.9- Printing Reports	174-175	20.2- Creating Payroll Items	236
15.10- Batch Printing Forms	175	20.3- Setting Employee Defaults	236
15.11- Exporting Reports to Microsoft Excel	175	20.4- Setting Up Employee Payroll Information	236-237
15.12- Saving Forms and Reports as PDF Files	175	20.5- Creating Payroll Schedules	238
15.13- Comment on Report	175-176	20.6- Creating Scheduled Paychecks	238
15.14- Process Multiple Reports	177	20.7- Creating Unscheduled Paychecks	239
15.15- Scheduled Reports	178-179	20.8- Creating Termination Paychecks	239
<i>Reporting- Actions</i>	<i>180-189</i>	20.9- Voiding Paychecks	240
<b><i>Reporting- Exercise</i></b>	<b><i>190</i></b>	20.10- Tracking Your Tax Liabilities	240
<b>CHAPTER 16- Using Graphs</b>	<b>191</b>	20.11- Paying Payroll Tax Liabilities	241
16.1- Using Graphs	192	20.12- Adjusting Payroll Liabilities	241
16.2- Company Snapshot	193	20.13- Entering Liability Refund Checks	242
<i>Using Graphs- Actions</i>	<i>194</i>	20.14- Process Payroll Forms	242
<b><i>Using Graphs- Exercise</i></b>	<b><i>195</i></b>	20.15- Tracking Workers Compensation	243
		<i>Payroll- Actions</i>	<i>244-250</i>
		<b><i>Payroll- Exercise</i></b>	<b><i>251</i></b>

# TABLE OF CONTENTS

## Chapters/Lessons:

## Pages:

## Chapters/Lessons:

## Pages:

### **CHAPTER 21- Using Credit Card Accounts**

**252**

21.1- Creating Credit Card Accounts

253

21.2- Entering Charges on Credit Cards

253-254

21.3- Reconciling and Paying Credit Cards

254

*Using Credit Card Accounts- Actions*

255-256

***Using Credit Card Accounts- Exercise***

**257**

### **CHAPTER 22- Assets and Liabilities**

**258**

22.1- Assets and Liabilities

259

22.2- Creating and Using Other Current Asset Accounts

259-260

22.3- Removing Value from Other Current Asset Accounts

260

22.4- Creating Fixed Asset Accounts

261

22.5- Creating Liability Accounts

262

22.6- Setting the Original Cost of the Fixed Asset

262

22.7- Tracking Depreciation

262

22.8- The Fixed Asset Item List

262-263

*Assets and Liabilities- Actions*

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

*Equity Accounts- Actions*

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

*Writing Letters with QuickBooks- Actions*

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

*Company Management- Actions*

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

*Using QuickBooks Tools- Actions*

297-303

***Using QuickBooks Tools- Exercise***

**304**

### **CHAPTER 27- Using the Accountant's Review**

**305**

27.1- Creating an Accountant's Copy

306

27.2- Transferring an Accountant's Copy

306

27.3- Importing Accountant's Changes

307

27.4- Removing Restrictions

307

*Using the Accountant's Review- Actions*

308-309

***Using the Accountant's Review- Exercise***

**310**

### **CHAPTER 28- Using the Help Menu**

**311**

28.1- Using Help

312

*Using the Help Menu- Actions*

313

***Using the Help Menu- Exercise***

**314**

### **CHAPTER 29- Creating a Legal Company File**

**315**

29.1- Making a Legal Company Using Express Start

316-317

29.2- Making a Legal Company Using the EasyStep Interview

317-319

29.3- Reviewing the Default Chart of Accounts

319

29.4- Entering Vendors

320

29.5- Entering Clients and Cases

320

29.6- Enabling Class Tracking for Law Firms

321

29.7- Creating Billing Line Items

322

*Creating a Legal Company File- Actions*

323-327

***Creating a Legal Company File- Exercises***

**328-331**

### **CHAPTER 30- Setting Up a Trust Account**

**332**

30.1- What is an IOLTA?

333

30.2- Creating Accounts for Trust Management

333-334

30.3- Creating Items for Trust Management

334

*Setting Up a Trust Account- Actions*

335-336

***Setting Up a Trust Account- Exercises***

**337-338**

### **CHAPTER 31- Managing a Trust Account**

**339**

31.1- Depositing Client Money into the Client Trust Account

340

31.2- Entering Bills to Pay from the Trust Account

340-341

31.3- Recording Bills for Office Expenses

341

31.4- Paying Bills from the Client Trust Account

341

31.5- Using a Client Trust Credit Card

342

31.6- Time Tracking and Invoicing for Legal Professionals

342-343

31.7- Paying the Law Firm's Invoices Using the Client Funds

343

31.8- Refunding Unused Client Trust Account Funds

343

31.9- Escheated Trust Funds

344

*Managing a Trust Account- Actions*

345-349

***Managing a Trust Account- Exercises***

**350-354**

### **CHAPTER 32- Trust Account Reporting**

**355**

32.1- Creating a Trust Account Liability Proof Report

356

32.2- Creating a Trust Liability Balances by Client Report

356

32.3- Creating a Client Ledger Report

357

32.4- Creating an Account Journal Report

357

*Trust Account Reporting- Actions*

358-359

***Trust Account Reporting- Exercises***

**360-361**

### ***Legal References***

**362**

### ***QuickBooks Keyboard Shortcuts***

**363**

# **CHAPTER 1-**

## **THE QUICKBOOKS ENVIRONMENT**

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**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:**

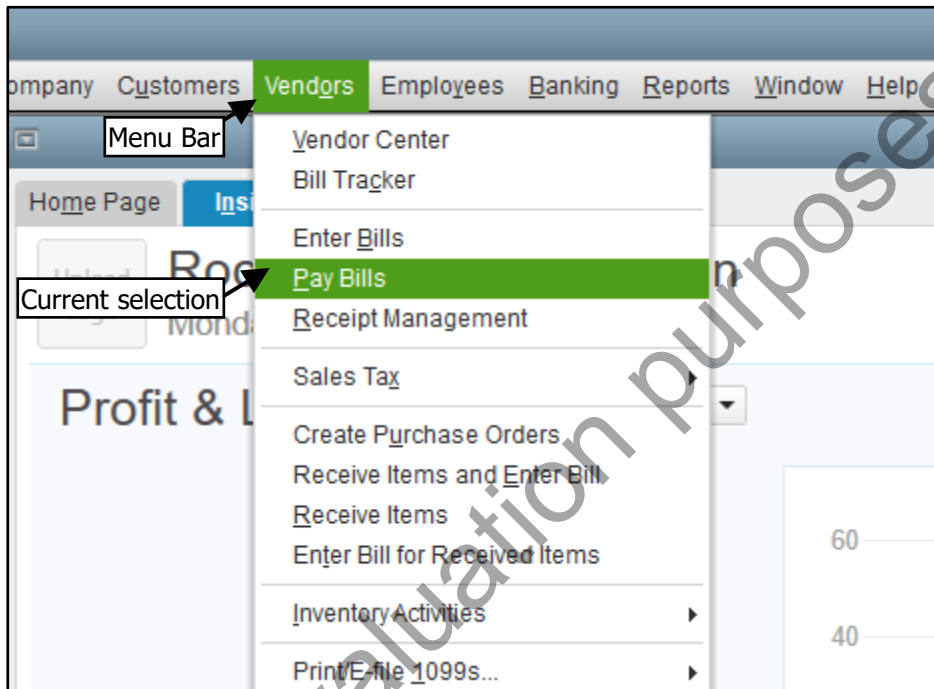
In QuickBooks you have access to four main “Centers” called the “Customer Center,” the “Vendor Center,” the “Employee/Payroll Center,” and the “Report Center.” These centers let you perform tasks related to the topic of the center. For example, you can add new customers to a company file by using the 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 screenshot displays the QuickBooks Desktop Pro interface. On the left side, there is a vertical pane titled 'Open Windows List' which contains a list of open windows. A red arrow points to this pane. Below the list, there is a button labeled 'Open Windows' with a red arrow pointing to it. The main area of the screen shows an 'Invoice' form for 'Rock Castle Construction'. The invoice includes a table of items with columns for ITEM, DESCRIPTION, QUANTITY, UOM, RATE, AMOUNT, and TAX. The items listed are Gas Range/Top, Double oven, Dishwasher, Greenhouse Window, and various labor services. The right side of the screen shows a summary of the invoice, including the customer name 'Brian K. Cook', the invoice number '1098', and the total amount '1,636.69'.

ITEM	DESCRIPTION	QUANTITY	UOM	RATE	AMOUNT	TAX
Appliance	Gas Range/Top			247.50	247.50	Tax
Appliance	Double oven			350.00	350.00	Tax
Appliance	Dishwasher			450.00	450.00	Tax
Window	Greenhouse Window			475.00	475.00	Tax
Subtotal	Subtotal				1,522.50	
LABOR						
Removal	Removal labor	0		45.50	0.00	Non
Framing	Framing labor	0		66.00	0.00	Non
Installation	Installation labor	0		38.50	0.00	Non
Subs Tile & Coun...	Install tile or counter	0		1,320.00	0.00	Non
Subs Painting	Painting	0		825.00	0.00	Non
Subs Plumbing	Plumbing	0		1,100.00	0.00	Non
Subs Drywall	Install drywall	0		1,000.00	0.00	Non
Subtotal	Subtotal				0.00	

# 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:
<b>Assets</b>	<b>Assets</b> are what you own, and what other people owe you. More specifically, the money that people owe you is called your <b>Accounts Receivable</b> . 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.”
<b>Liabilities</b>	<b>Liabilities</b> are what you owe to others. The unpaid bills that you have are specifically referred to as your <b>Accounts Payable</b> . 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.”
<b>Equity</b>	<b>Equity</b> is the difference between what you have (your <b>Assets</b> ) and what you owe (your <b>Liabilities</b> ). The basic formula for calculating equity is: <b>Assets-Liabilities=Equity</b> . 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:
<b>Income</b>	Income accounts are used to track the income generated by your company.
<b>Expense</b>	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 <b>receive the money</b> , and record expenses when you <b>pay the bills</b> , you are using the <b>Cash</b> accounting method.
Accrual	In <b>Accrual</b> accounting, you record income <b>at the time of sale</b> , NOT when you receive payment. In the same way, you also record payments <b>when you receive the bill or incur the expense</b> , 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 <b>Balance Sheet</b> shows a company’s “health” on a given date. It shows what the company owns ( <b>Assets</b> ), what it owes ( <b>Liabilities</b> ), and the net worth of the company ( <b>Equity</b> ). 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

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### 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.