

Table of Contents

<i>Quick Reference Tables</i>	vi	CHAPTER 2:	
<i>Preface</i>	vii	CREATING A COMPANY	33
CHAPTER 1:		<hr/>	
INTRODUCING QUICKBOOKS PRO	1	Planning and Creating a Company	35
Presenting QuickBooks Pro	2	Choosing Your Start Date	35
Types of Companies That Use QuickBooks Pro	2	Creating a New QuickBooks File	36
Editions of QuickBooks	2	Choosing a Setup Path	36
QuickBooks App Center	4	A Setup Checklist	37
Types of Tasks	4	A Quick Payroll Primer	37
Understanding Basic Accounting	5	Your Starter Chart of Accounts	38
An Accountant's Worst Nightmare	5	Account Beginning Balances	38
(or Greatest Dream?)	5	Editing Your QuickBooks Preferences	42
What's Up with GAAP?	5	Company vs. Personal Preferences	42
Accrual vs. Cash Basis Accounting	6	Customizing a Company File	45
Where to Find More Help	7	Modifying the Lists in a New File	45
Introducing the Integrative Case Studies	7	The Chart of Accounts	45
How to Use This Book and the Student Files	7	Customizing the Chart of Accounts	46
Managing Basic QuickBooks Files	9	Subaccounts	46
Launching the Program	9	Using Classes in QuickBooks	47
Types of QuickBooks Files	10	Working with Opening Balances and Historical	
Opening and Restoring QuickBooks Files	10	Transactions	50
Working with the QuickBooks Window	13	Entering and Editing Account Opening Balances	50
Viewing the QuickBooks Window	14	Entering Historical Transactions for an Account	50
Flowing Through the Home Page	14	Finding Help in QuickBooks	53
The QuickBooks Icon Bar	15	The "Have a Question?" Window	53
QuickBooks Calendar	15	The Persistent Search Bar	53
Controlling the QuickBooks Display	15	Setting Up Users	55
Maximized vs. Restored Down Windows	18	Administrators and Users	55
Exiting QuickBooks	18	Restricting Access	56
Close All Windows with One Command	18	Setting Passwords	56
Task Icon ToolTips	18	Working with QuickBooks in a Multi-User	
QuickBooks Learning Center Tutorials	19	Environment	56
Backing Up and Updating Your Company File	22	Closing the Books and Running List Reports	59
Backup Location	22	Keeping the End in Mind	60
Protecting Your Data Online	22	The Report Center	60
When to Save a Backup Copy	23	List Reports in QuickBooks	61
Updating Your QuickBooks Company File	23	Email Functionality in Reports	61
Concepts Review	25	Tackle the Tasks	63
Reinforce Your Skills	26	Concepts Review	63
Apply Your Skills	29	Reinforce Your Skills	64
Extend Your Skills	31	Apply Your Skills	68
		Extend Your Skills	70

**CHAPTER 3:
WORKING WITH CUSTOMERS 73**

Working with the Customer Center	75
Managing the Customers & Jobs List	76
Allowing List Entries to Fill In	76
Adding/Editing Multiple List Entries	77
The Income Tracker	77
The QuickBooks Lead Center	77
Working with Nonprofit Organizations	77
Understanding and Creating Items	83
Service Items	84
Non-Inventory Items	84
Introducing Sales Tax Items	84
Using Subitems	85
Creating Invoices	87
Entering Customers Not Already on the Customers & Jobs List	88
Understanding Payment Terms	88
Emailing Invoices	88
Form Templates	89
Going Behind the Scenes	89
Receiving Payments	93
Options for Accepting Payments	93
The Undeposited Funds Account	93
Entering Sales Receipts	96
Choosing the Correct Form	97
“JIT” Customer and Transaction History	97
Dealing with Oops in Customer Transactions	100
Editing an Existing Transaction	100
Voiding vs. Deleting Transactions	100
Locating Transactions in QuickBooks	101
Fixing Errors	102
Working with Customer-Related Reports	105
The Report Window Toolbar	105
QuickReports	106
Tackle the Tasks	108
Concepts Review	108
Reinforce Your Skills	109
Apply Your Skills	113
Extend Your Skills	116

**CHAPTER 4:
WORKING WITH VENDORS 119**

Exploring the Vendor Center	121
Managing the Vendor List	122
Entering Bills	126
Entering Vendor Information on Bills	126
Making Changes to Vendor Information on Forms	127
Entering a Vendor “On the Fly”	127
Choosing Accounts to Prefill Information	128
Editing a Vendor Record from a Form	128
Passing On Expenses to Customers	128
Paying Bills	132
Payment Details	133
The Payment Summary Window	134
Making Other Forms of Payment	134
Writing and Printing Checks	136
Printing Checks	137
Dealing with Oops in Vendor Transactions	141
Fixing Errors	142
Producing Vendor and P&L Reports	145
QuickZoom	145
The Profit & Loss Report	146
Working with QuickBooks Graphs	149
Types of QuickBooks Graphs	149
The Graph Toolbar	149
QuickZooming with Graphs	149
Tackle the Tasks	152
Concepts Review	152
Reinforce Your Skills	153
Apply Your Skills	157
Extend Your Skills	160

**CHAPTER 5:
BANKING WITH QUICKBOOKS 163**

Creating Bank Accounts	165
Accessing Banking Activities in QuickBooks	165
The Chart of Accounts	165
Working with an Account Register	167
Making Deposits	170
Reviewing the Undeposited Funds Account	170
Moving Funds Between Accounts	174
Managing Credit and Debit Card Transactions	176
Type of Account and Normal Balance	176
Pay a Bill with a Credit Card	177
Dealing with Debit Card Transactions	177
Dealing with Bounced Checks	183
Reconciling Accounts	186
QuickBooks' Reconciliation Features	186
Locating Discrepancies	187
When Your Accounts Don't Match	187
Problem Resolution Process	187
Reconciling Credit Cards	188
Dealing with Oops in Banking Transactions	192
Fixing Errors	192
Working with Banking and Balance Sheet Reports	196
Banking Reports	196
Register QuickReports	196
Reconciliation Reports	197
Alternatives to Printing Reports	197
Balance Sheet Reports	200
Company Snapshot	201
Working with QuickBooks Bank Feeds	203
The Modes of Bank Feeds	204
Bank Feeds and Reconciliation	204
Setting Up Bank Feeds in QuickBooks	204
Matching and Recording Bank Feeds	205
Passing Notes with Your Financial Institution	206
Electronic Invoice Payment Processing	206
Making Vendor Payments with Bank Feeds	206
QuickBooks Doc Center	207
Working with Web-Based Simulations	208
Tackle the Tasks	209
Concepts Review	210
Reinforce Your Skills	211
Apply Your Skills	216
Extend Your Skills	219

**APPENDIX A:
NEED TO KNOW ACCOUNTING 221**

<i>Glossary</i>	229
<i>Index</i>	231