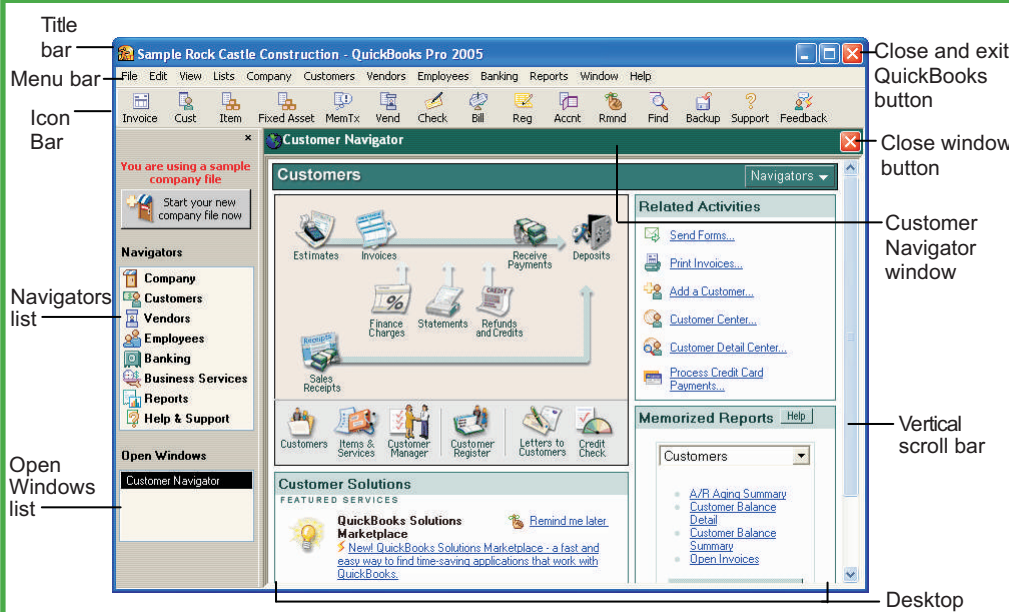


### QuickBooks Screen



### Accounting Basics

#### Debits and Credits

Account Type	Debit	Credit
Asset	Increase	Decrease
Liability	Decrease	Increase
Owner's Equity	Decrease	Increase
Revenue	Decrease	Increase
Expense	Increase	Decrease

#### Accounting Equations

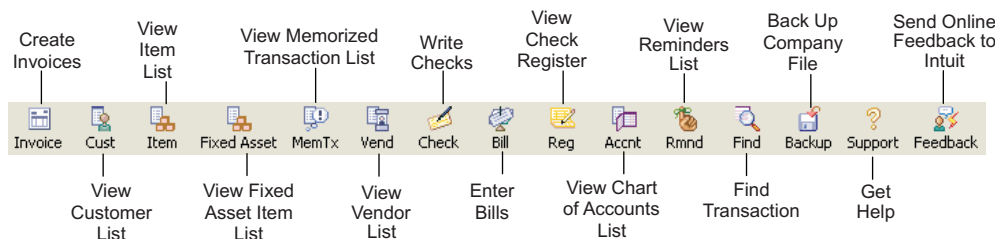
Assets = Liabilities + Owner's Equity  
Net Income = Revenues - Expenses

#### Accrual vs. Cash

**Accrual-basis Accounting:** Revenues are recorded when earned and expenses when they occur.

**Cash-basis Accounting:** Revenues and expenses are recorded when cash is received or paid.

### Icon Bar





### Shortcuts





#### Activities

Display Accounts list	<Ctrl> + <A>
Write a check	<Ctrl> + <W>
Display Customer list	<Ctrl> + <J>
Edit lists or registers	<Ctrl> + <E>
QuickBooks Help	<F1>
Create Invoice	<Ctrl> + <I>
Display list for a field	<Ctrl> + <L>
Memorize trx or report	<Ctrl> + <M>
Display Mem Trx list	<Ctrl> + <T>
Print	<Ctrl> + <P>
Create QuickReport	<Ctrl> + <Q>

### Basic Use and Navigation

- To Open a Company:** Double-click the  QuickBooks program icon on the desktop. If necessary, select a company to open in the No Company Open screen and click **Open**.
- To Close a Company:** Select **File** → **Close Company/Logoff** from the menu.
- To Exit the QuickBooks program:** Click the **Close** button on the Title bar.
- To Create Your First Company:** Click the **QuickBooks program** icon on the desktop, then click the **Create a New Company File** button.
- To Open a Navigator:** Click one of the Navigator icons in the Navigators list.
- To Open the Company Center:** Select **Company** → **Company Center** from the menu. Customer and Vendor Centers can be accessed by selecting **Customers** or **Vendors** from the menu.
- To View the Shortcuts List:** Select **View** → **Shortcut List** from the menu.
- To Access QuickBooks Help:** Select **Help** → **QuickBooks Help** from the menu. Or, select **Help** → **Help & Support** from the menu. Or, click the  **Support** icon on the Icon Bar.

### Working with Lists


- To Add or Edit an Account:** Click the  **Acct** icon on the Icon Bar. If editing, select an account to edit. Click the **Account** button and select **New** or **Edit Account** from the menu. Complete or edit the fields, then click **OK**.
- To Add or Edit a Customer:** Click the  **Cust** icon on the Icon Bar. If editing, select a customer to edit. Click the **Customer:Job** button and select **New** or **Edit Customer:Job** from the menu. Complete or edit the fields, then click **OK**.
- To Add a Customer Job:** Click the **Cust** icon on the Icon Bar. Select the customer you want to create a job for, click the **Customer:Job** button, and select **Add Job** from the menu. Complete the fields, then click **OK**.
- To Add or Edit a Vendor:** Click the  **Vend** icon on the Icon Bar. If editing, select a vendor to edit. Click the **Vendor** button and select **New** or **Edit Vendor** from the menu. Complete or edit the fields, then click **OK**.
- To Add or Edit an Item:** Click the  **Item** icon on the Icon Bar. If editing, select an item to edit. Click the **Item** button and select **New** or **Edit Item** from the menu. Complete or edit the fields, then click **OK**.

### Editing and Navigation

Delete to the right	<Del>
Delete to the left	<Backspace>
Delete line	<Ctrl> + <Del>
Insert line	<Ctrl> + <I>
Cut selection	<Ctrl> + <X>
Copy selection	<Ctrl> + <C>
Paste selection	<Ctrl> + <V>
Undo changes in field	<Ctrl> + <Z>
Move to next field	<Tab>
Move to previous field	<Shift> + <Tab>
Close active window	<Esc>

# Common Tasks

## Invoicing

- **To Create an Invoice:** Click the  **Invoice** icon on the Icon Bar. Click the **Template** list arrow and select an invoice template, then click the **Customer:Job** list arrow and select a customer or job. Enter sales items in the scroll list and complete remaining fields as necessary. Click **Save & Close**.
- **To Create a Credit Memo:** Select **Customers** → **Create Credit Memos/Refunds** from the menu. Click the **Customer:Job** list arrow and select a customer or job. Enter items in the scroll list and complete remaining fields as necessary. Click **Save & Close**.
- **To Edit an Invoice:** Select the invoice field that is incorrect and enter the correct information. Click **Save & Close**.
- **To Void an Invoice:** Click the **Invoice** icon on the Icon Bar. Click the **Previous** and **Next** buttons to find the invoice you want to void, then select **Edit** → **Void Invoice** from the menu. Never delete an invoice—just void it!

## Receiving Payments


- **To Receive a Payment and Apply it to an Invoice:** Select **Customers** → **Receive Payments** from the menu. Click the **Received From** list arrow and select the customer who is paying you. Enter the amount of the payment in the Amount text box and make sure the amount is correctly applied to the invoice(s) in the scroll list. Click **Save & Close**.
- **To Apply a Discount:** In the Receive Payments window, select the invoice in the scroll list that you want to apply a discount to and click the **Discounts & Credits** button. Click the **Discount** tab, type a discount amount in the Amount of Discount text box, select a discount account from the Discount Account list arrow, and click **Done**.
- **To Apply a Credit:** In the Receive Payments window, select the invoice in the scroll list that you want to apply a credit to and click the **Discounts & Credits** button. Click the **Credits** tab, click the credit you want to apply, and click **Done**.
- **To Record a Sales Receipt:** Select **Customers** → **Enter Sales Receipts** from the menu. Click the **Customer:Job** list arrow and select a customer, if desired. Enter sales items in the scroll list and complete remaining fields as necessary. Click **Save & Close**.
- **To Deposit Customer Payments With the Undeposited Funds Account:** Select **Banking** → **Make Deposits** from the menu. Click the payments you want to deposit, then click **OK**. Click the **Deposit To** list arrow and select a bank account. Click **Save & Close**.

## Making Purchases and Entering Bills

- **To Enter a Non-inventory Bill:** Select **Vendors** → **Enter Bills** from the menu. Click the **Vendor** list arrow and select the vendor. Type the amount due in the Amount Due field. On the Expenses tab, enter an expense account and amount for the expense. Add additional lines for multiple expenses included in one bill. Click **Save & Close**.
- **To Receive Inventory Items Without a Bill:** Select **Vendors** → **Receive Items** from the menu. Click the **Vendor** list arrow and select the vendor. Click the **Item** column and select the item(s) you received. Enter a Qty in the Qty column and click **Save & Close**.
- **To Enter a Bill for Inventory Items Already Received :** Select **Vendors** → **Enter Bill for Received Items** from the menu. Click the **Vendor** list arrow and select the vendor that sent the bill. Click the item receipt that corresponds to the bill and click **OK**. Adjust item information to match the vendor's bill, if necessary, and click **Recalculate**. Click **Save & Close**.
- **To Receive Inventory Items With a Bill:** Select **Vendors** → **Receive Items and Enter Bill** from the menu. Click the **Vendor** list arrow and select the vendor that sent the inventory and bill. Click the **Item** column and select the item(s) you received. Click the **Expenses** tab and add any non-inventory expenses included on the bill. Click **Save & Close**.
- **To Edit, Void, or Delete a Bill:** Click the **Acct** icon on the Icon Bar. Double-click the Accounts Payable account. Select a bill in the register, then select **Edit** → **Edit Bill, Void Bill, or Delete Bill** from the menu.

- **To Create a Purchase Order:** Select **Vendors** → **Create Purchase Orders** from the menu. Click the **Vendor** list arrow and select the vendor you want to order items from. Select an item to order and enter quantity and other information as desired. Click **Save & Close**.

## Paying Bills

- **To Pay a Bill:** Select **Vendors** → **Pay Bills** from the menu. In the scroll list, click the check mark column to mark each bill you want to pay. Select a payment account and a payment method. To pay the bill online, select **Online Bank Pmt**. Click **Pay & Close**.
- **To Apply a Discount to a Bill:** In the Pay Bills window, select the bill you want to take a discount on, then click the **Set Discount** button. Enter the amount of the discount, click the **Discount** list arrow and select a discount account. Click **Done**.
- **To Apply a Credit to a Bill:** In the Pay Bills window, select the bill you want to apply the credit to, then click the **Set Credits** button. Click the credit(s) you want to apply and click **Done**.
- **To Write a Check Without a Bill:** Click the  **Check** icon on the Icon Bar. Click the **Bank Account** list arrow and select a bank account. Click the **Pay to the Order of** list arrow and select a payee. Type the amount of the check next to the dollar sign and press **<Tab>**. Select an expense account in the Account column of the scroll list and adjust the amount column as necessary. Click the **Items** tab and add any items you're paying for. Make sure the total of the Expenses and Items tabs matches the check total. To pay online, checkmark the **Online Payment** box. Click **Save & Close**.

## Banking



- **To Reconcile a Bank Account (Offline):** Select **Banking** → **Reconcile** from the menu. Click the **Account** list arrow and select the bank account you want to reconcile. Make sure the Statement Date and Beginning Balance fields are correct, then click the **Ending Balance** text box and type the ending statement balance. Enter service charges and interest earned, if necessary, then click **Continue**. Checkmark each item that appears on the bank statement. Click **Reconcile Now**.
- **To Reconcile a Bank Account (Online):** Select **Banking** → **Online Banking Center** from the menu. Click the **Go Online** button. Click the **Send** button. Click the **QuickStatement** in the Items Received From Financial Institution area, and click the **View** button. QuickBooks automatically reconciles (matches) cleared transactions. Fix unmatched transactions in the QuickBooks bank account register.

## Paying Employees

- **To Pay Employees:** Select **Employees** → **Pay Employees** from the menu. Verify the Pay Period Ends date and make sure each employee you want to pay is marked with a check mark. Click the **Enter hours and preview check before creating** option. Click **Create**. Click the **Hours** column and type the number of hours worked (for each hourly employee). Click **Create**. Click **Leave**.

## Viewing Reports

- **To View a Report:** Select **Reports** → **Report Navigator** from the menu. Click a report name to view the report.

From   To   Adjust report dates by using the calendar buttons.

## Backing Up a Company File

- **To Manually Back Up a Company File:** Select **File** → **Back Up** from the menu. Click the **Disk** option, click the **Browse** button, select the location where you want to save the backup file, and click **Save**. Click **OK**.

## Printing

- **To Print an Invoice, Check, or Paycheck:** Make sure the  **To be printed** option is selected when creating the form. Once you're ready to print, select **File** → **Print Forms** from the menu, select the type of form, mark each item you want to print, and click **OK**. Complete additional fields as necessary and click **Print**.
- **To Print a Report:** Click the **Print** button, complete the Print Reports dialog box, and click **Print**.