

# QuickBooks® Basics

How to write checks & pay bills; how to record sales receipts, invoices, customer payments & deposits

## How to Write Checks & Pay Bills

- There are two methods for paying bills in QuickBooks: Write Check and Bill Payment
- The method you choose depends on the urgency and/or status of the bill; you are not required to use the same method for all purchase transactions

### Write Check

- The Write Check method is commonly referred to as the Cash Method, and should be used to:
  - Pay any bill that is immediately due
  - Print checks on-demand (such as a C.O.D. shipment)
  - Record hand-written checks, ATM withdrawals, bank transfers and any other bank debits that may occur in the course of a day

From within QuickBooks, go to the **Banking** menu and select the **Write Checks** option:

1. Enter the check number or select the **To Be Printed** box if you wish to print the check (this field will also accept text such as **ATM, Withdrawal, Transfer, Debit**, or anything else that helps you trace the transaction in your bank account register)
2. Enter the type of expenses incurred (if you switch to the **Items** tab, you may also add inventory items purchased)
3. Enter the appropriate notes that you would like to transfer to the client's invoice
4. Enter the name of your customer or client, and the project/job/master (if applicable) to track job costs

[NOTE: The  icon indicates that you are going to copy these costs to a client's invoice; if you do not wish to invoice the client, single-click on the icon, and a red X will appear over it]

TIP: QuickBooks uses the check date to track which month the expense should appear; for example, if the check is dated Jan. 10, 2005, then the expense will appear in the Profit & Loss report in the month of January 2005.

### Bill Payment

- The Bill Payment method is typically referred to as the Accrual Method
- This two-step method should be used for any bills that you expect to pay at a later date
- These may include (but not be limited to) recurring payables such as rent and/or utilities, or shipments for inventory purchases

**Step 1 – Go to the **Financials** menu and select the **Enter Bills** option:**

1. Enter the date of the Bill; the Bill Due date should be the date you are expected to pay the bill
- Enter the Ref. No.

TIP: The Ref. No. should be the invoice number or something that makes that bill unique (you cannot use account numbers, or QuickBooks will tell you it is a duplicate bill when it searches through your database)

- Use the **Memor** field to copy account numbers onto the check

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## **Table of Contents Quickbooks Guide Printable**

1. Understanding the eBook Quickbooks Guide Printable
  - The Rise of Digital Reading Quickbooks Guide Printable
  - Advantages of eBooks Over Traditional Books
2. Identifying Quickbooks Guide Printable
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Quickbooks Guide Printable
  - User-Friendly Interface
4. Exploring eBook Recommendations from Quickbooks Guide Printable
  - Personalized Recommendations
  - Quickbooks Guide Printable User Reviews and Ratings
  - Quickbooks Guide Printable and Bestseller Lists
5. Accessing Quickbooks Guide Printable Free and Paid eBooks
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  - Quickbooks Guide Printable Compatibility with Devices
  - Quickbooks Guide Printable Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Quickbooks Guide Printable
  - Highlighting and Note-Taking Quickbooks Guide Printable
  - Interactive Elements Quickbooks Guide Printable
- 8. Staying Engaged with Quickbooks Guide Printable
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Quickbooks Guide Printable
- 9. Balancing eBooks and Physical Books Quickbooks Guide Printable
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Quickbooks Guide Printable
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Quickbooks Guide Printable
  - Setting Reading Goals Quickbooks Guide Printable
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Quickbooks Guide Printable
  - Fact-Checking eBook Content of Quickbooks Guide Printable
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks

## 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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