

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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Padhraic Smyth

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 Jason Watson, 2014-09-03 How can I avoid self employment taxes This simple question was the inspiration for creating an
 article describing the benefits of an S Corporation That original article which was about four pages long quickly became a
 series of KnowledgeBase articles on the Watson CPA Group website The articles touched on basic topics such as how to elect

S Corp status payroll reasonable salary determination retirement planning health care fringe benefits and liability protection Those broad topics demanded much more information both horizontally by spanning into more related issues and vertically by digging deeper into the granular yet riveting levels of the tax code The articles were grouped and relabeled as the Taxpayer s Comprehensive Guide to LLCs and S Corps which grew to 39 pages in its first edition Time marched on and more information was added to the first edition such as expanded retirement planning concerns health care options after the Affordable Care Act and business valuations including exit strategies Boom we now had our second edition at over 100 pages At that point it was suggested by some clients and colleagues to convert the PDF into an eBook as well as paperback So here we are Each week we receive several phone calls and emails from small business owners across the country who have read our Taxpayer s Comprehensive Guide to LLCs and S Corps and praised the wealth of information Regardless of your current situation whether you are considering starting your own business or entertaining a contracting gig or you are an experienced business owner the contents of this book are for you This book will show you how to reduce your self employment taxes through an S Corporation election and how to use your corporation to your retirement and fringe benefit advantage You will also learn the operational considerations of an S Corp plus the 185 reasons you should NOT elect S Corp status Want to buy or sell a business That s in here too This book is written with the general taxpayer in mind Too many resources simply regurgitate complex tax code without explanation While in some cases tax code and court opinions are duplicated verbatim because of the precise words this book strives to explain many technical concepts in layperson terms with some added humor and opinions We believe you will find this book educational as well as amusing

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