

# 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 **Message** field to copy account numbers onto the check

**Write Check: Bank of America - Checking**

Bank Account: Bank of America - Checking Ending Balance: \$1,325.00

Pay to the Order of: American Express

Date: 05/10/2007

Amount: \$ 2,000.00

Address: American Express

Message: Account # 5012-4532-4508

Expenses: \$2,000.00 Deposits: \$0.00 Online Payment: ☐ To be printed: ☐

Account	Amount	Memo	Customer/Job
Meals and Entertainment	75.00	Meeting w/ John Smith	Albrecht, Henry
Meals and Entertainment	65.00	Meeting w/ Employee	Wessinger, Gary
Airfare, Lodging & Travel	300.00	Travel to NY	Wilson, Brandon
Airfare, Lodging & Travel	250.00	Travel to CA	Meloni, Hugh
Office Supplies	200.00	Toner, Folders, etc	
Gas, Tolls & Parking	300.00		
Telephone	400.00		
Equipment	420.00	New Dell Computer	

Buttons: Clear Splits, Recalculate, Sign & Close, Save & New, Clear

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**Enter Bills**

Vendor: American Express

Date: 05/10/2007

Ref. No.: 5012-4532-4508

Amount Due: \$ 2,000.00

Bill Due: 05/10/2007

Address: American Express

Message: Account # 5012-4532-4508

Expenses: \$2,000.00 Deposits: \$0.00

Account	Amount	Memo	Customer/Job
Meals and Entertainment	75.00	Meeting w/ John Smith	Albrecht, Henry
Meals and Entertainment	65.00	Meeting w/ Employee	Wessinger, Gary
Airfare, Lodging & Travel	300.00	Travel to NY	Wilson, Brandon
Airfare, Lodging & Travel	250.00	Travel to CA	Meloni, Hugh
Office Supplies	200.00	Toner, Folders, etc	
Gas, Tolls & Parking	300.00		
Telephone	400.00		
Equipment	420.00	New Dell Computer for Nancy	

Buttons: Clear Splits, Recalculate, Sign & Close, Save & New, Clear

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# Quickbooks Guide Printable

**Lita Epstein**

A red circular graphic with a gradient, appearing as a partial circle or a thick arrow pointing to the right, located to the right of the author's name.

## **Quickbooks Guide Printable:**

*QuickBooks Desktop Pro 2020 Training Manual Classroom in a Book TeachUcomp*, 2019-10-01 Complete classroom training manual for QuickBooks Desktop Pro 2020 296 pages and 189 individual topics Includes practice exercises and keyboard shortcuts You will learn how to set up a QuickBooks company file pay employees and vendors create custom reports reconcile your accounts use estimating time tracking and much more Topics Covered The QuickBooks Environment 1 The Home Page and Insight Tabs 2 The Centers 3 The Menu Bar and Keyboard Shortcuts 4 The Open Window List 5 The Icon Bar 6 Customizing the Icon Bar 7 The Chart of Accounts 8 Accounting Methods 9 Financial Reports Creating a QuickBooks Company File 1 Using Express Start 2 Using the EasyStep Interview 3 Returning to the Easy Step Interview 4 Creating a Local Backup Copy 5 Restoring a Company File from a Local Backup Copy 6 Setting Up Users 7 Single and Multiple User Modes 8 Closing Company Files 9 Opening a Company File Using Lists 1 Using Lists 2 The Chart of Accounts 3 The Customers Jobs List 4 The Employees List 5 The Vendors List 6 Using Custom Fields 7 Sorting List 8 Inactivating and Reactivating List Items 9 Printing Lists 10 Renaming Merging List Items 11 Adding Multiple List Entries from Excel Setting Up Sales Tax 1 The Sales Tax Process 2 Creating Tax Agencies 3 Creating Individual Sales Tax Items 4 Creating a Sales Tax Group 5 Setting Sales Tax Preferences 6 Indicating Taxable Non taxable Customers and Items Setting Up Inventory Items 1 Setting Up Inventory 2 Creating Inventory Items 3 Creating a Purchase Order 4 Receiving Items with a Bill 5 Entering Item Receipts 6 Matching Bills to Item Receipts 7 Adjusting Inventory Setting Up Other Items 1 Service Items 2 Non Inventory Items 3 Other Charges 4 Subtotals 5 Groups 6 Discounts 7 Payments 8 Changing Item Prices Basic Sales 1 Selecting a Sales Form 2 Creating an Invoice 3 Creating Batch Invoices 4 Creating a Sales Receipt 5 Finding Transaction Forms 6 Previewing Sales Forms 7 Printing Sales Forms Using Price Levels 1 Using Price Levels Creating Billing Statements 1 Setting Finance Charge Defaults 2 Entering Statement Charges 3 Applying Finance Charges and Creating Statements Payment Processing 1 Recording Customer Payments 2 Entering a Partial Payment 3 Applying One Payment to Multiple Invoices 4 Entering Overpayments 5 Entering Down Payments or Prepayments 6 Applying Customer Credits 7 Making Deposits 8 Handling Bounced Checks 9 Automatically Transferring Credits Between Jobs 10 Manually Transferring Credits Between Jobs Handling Refunds 1 Creating a Credit Memo and Refund Check 2 Refunding Customer Payments Entering and Paying Bills 1 Setting Billing Preferences 2 Entering Bills 3 Paying Bills 4 Early Bill Payment Discounts 5 Entering a Vendor Credit 6 Applying a Vendor Credit Using Bank Accounts 1 Using Registers 2 Writing Checks 3 Writing a Check for Inventory Items 4 Printing Checks 5 Transferring Funds 6 Reconciling Accounts 7 Voiding Checks Paying Sales Tax 1 Sales Tax Reports 2 Using the Sales Tax Payable Register 3 Paying Your Tax Agencies Reporting 1 Graph and Report Preferences 2 Using QuickReports 3 Using QuickZoom 4 Preset Reports 5 Modifying a Report 6 Rearranging and Resizing Report Columns 7 Memorizing a Report 8 Memorized Report Groups 9 Printing Reports 10 Batch Printing Forms 11 Exporting Reports to Excel

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 Epstein, 2011-05-09 Accurate and complete bookkeeping is crucial to any business owner but it's also important to those who  
 work with the business such as investors financial institutions and employees People both inside and outside the business all  
 depend on a bookkeeper's accurate recordings Bookkeeping For Dummies provides the easy and painless way to master this  
 crucial art You'll be able to manage your own finances to save money and grow your business This straightforward no

nonsense guide shows you the basics of bookkeeping from recording transactions to producing balance sheets and year end reports Discover how to Outline your financial road map with a chart of accounts Keep journals of cash transactions Set up your computerized books Control your books your records and your money Buy and track your purchases Record sales returns and allowances Determine your employee is employee necessary here staff s net pay Maintain employee records Prepare your books for year s end Report results and start over Produce an income statement Complete year end payroll and reports This guide features tips and tricks for managing your business cash with your books and also profiles important accounts for any bookkeeper There s no question that bookkeepers must be detail oriented meticulous and accurate Bookkeeping For Dummies shows you how to keep track of your business s financial well being and ensure future success

*Contractor's Guide to the Building Code* Jack M. Hageman, 2008 Don t let your jobs be held up by failing code inspections Smooth sign off by the inspector is the goal but to make this ideal happen on your job site you need to understand the requirements of latest editions of the International Building Code and the International Residential Code Understanding what the codes require can be a real challenge This new completely revised Contractor s Guide to the Building Code cuts through the legalese of the code books It explains the important requirements for residential and light commercial structures in plain simple English so you can get it right the first time **Microsoft Excel Guide for Success** Kevin Pitch, EXCLUSIVE BONUS CONTENTS AVAILABLE INSIDE VIDEO MASTERCLASS Access expert guided tutorials on Microsoft Excel and discover valuable tips and tricks MOBILE APP ON THE GO Gain instant access to a world of resources and tips right from your smartphone READY TO USE TEMPLATES Simplify your work with a collection of templates ready for immediate use PRINTABLE SHORTCUTS Instant help at your fingertips Speed up Excel tasks with ready to use printed shortcuts TIPS FOR INTEGRATION WITH CHAT GPT Unlock innovative ways to integrate Excel with ChatGPT enabling you to automate tasks generate insightful data analysis and much more Feel overwhelmed by columns rows and endless data Are you stuck in the quagmire of Excel confusion feeling like you re just skimming the surface of its potential Dream of a day when Excel tasks become second nature powering your professional journey If you answered Yes to at least one of these questions then keep reading to start saving precious minutes of your work I understand how daunting Excel can seem with its complex functions and seemingly infinite possibilities It s easy to feel lost amidst the formulas and charts wondering if you ll ever harness the full power of this essential tool You re not alone in this struggle Many faces these challenges feeling overwhelmed and under equipped to turn data into decisions Unveil the magic of Microsoft Excel with this guide meticulously crafted not just to educate but to empower Witness not only a transformation in your technical prowess but also a newfound confidence that permeates every professional endeavor Unveil Your Potential it s about telling compelling tales Create visuals that captivate inform and inspire DIVE INTO EXCEL S MYSTERIES Unearth the hidden gems and potent functions Feel the thrill of discovery as even the most advanced features bow to your command CONNECT it s about you Become the beacon of

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**Bookkeeping For Canadians For Dummies** Lita Epstein, Cecile Laurin, 2010-11-25 Manage your own finances to save money and grow your business If you're a small business owner who manages your own finances Bookkeeping For Canadians For Dummies is for you This friendly guide covers all the basics of bookkeeping in Canada from recording transactions to producing balance sheets and year end reports With detailed information on how to manage your company's payroll and collect and remit taxes this book offers the easy way to keep track of your business's financial well being Get started with the basics understand the accounting cycle figure out double entry bookkeeping and learn how to differentiate debits and credits Set up and use journals keep track of incoming and outgoing cash post journal information in the General Ledger and simplify everything with computer software Protect your business put controls on your company's cash create a paper or electronic filing system and safeguard your business from financial fraud Keep track of inventory stay on top of your business's purchases determine which cost formula works for you and pay your bills accurately and on time Manage employee payroll collect EI CPP QPP and federal and provincial income taxes explore benefit options and factor in commissions and gratuities Prepare the books for year end investigate how to verify your business's cash depreciate assets and adjust the books Open the book and find How to keep track of transactions The top software packages and how to make them work for you What records to keep and for how long Whether or not to offer credit and how to record it How to record sales returns and allowances What you can and can't depreciate How to calculate interest and handle interest income and expenses Everything you need to know about collecting GST HST

**QuickenBooks 2009 Official Guide Enterprise Edition**, Taxpayer's Comprehensive Guide to LLCs and S Corps 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

*Managing Digital Marketing* Ramesh Kotwal, 2025-02-20 Managing Digital Marketing is your essential guide to navigating the world of digital marketing We provide a structured journey through nine comprehensive chapters each designed to enhance your skills and help you excel in the digital marketing landscape Our book begins with brainstorming strategies laying the groundwork for your digital marketing journey We then guide you through developing an effective content marketing strategy followed by crafting a robust digital marketing plan Understanding social media marketing is the next crucial step enabling you to harness the power of social platforms Throughout the subsequent chapters we delve into various aspects of digital marketing offering practical advice and insights to master this dynamic field From optimizing your online presence to leveraging data analytics we cover all essential topics to ensure your success Managing Digital Marketing provides the perfect blend of theoretical knowledge and practical application making complex concepts easy to understand Whether you're a novice or an experienced marketer our book equips you with the tools and strategies needed to thrive in the ever evolving world of digital marketing

**Sage 50 2019 Training Manual Classroom in a Book** TeachUcomp, 2020-10-27 Complete classroom training manuals for Sage 50 Accounting Two manuals Introductory and Advanced in one book 247 pages and 68 individual topics Includes practice



exercises and keyboard shortcuts You will learn how to setup a company file work with payroll sales tax job tracking advanced reporting and much more *Builder's Guide to Accounting* Michael C. Thomsett, 2001-07 This book includes self test section at the end of each chapter Test yourself then check answers in the back of the book to see how you score CD ROM included **QUICKBOOKS Pro 2021 Guide In 45 Minutes For Seniors** Ashley Hall, 2021-05-04 You can Master the use of the QuickBooks Pro 2021 software if you take a decision to purchase this guide The QuickBooks manual is one of the most commonly used handbooks to understand the accounting software systems for small businesses This book gives readers the requisite knowledge on how to handle accounting for a small business The book's primary goal is to help entrepreneurs and accountants succeed by coordinating the financial management process of their small businesses through education and the application of technology A snippet of what this book will teach you include How to get started with QuickBooks Pro Online Difference between QuickBooks Online Edition and the Downloaded Software What is new in QuickBooks Pro 2021 How to install and Operate QuickBooks on your desktop How to Set Up the QuickBooks Company How to Restore Files in Quickbooks How to Import Data into QuickBooks online and desktop versions How to remove a company from Quickbooks How to Work with Lists How to Assign Account Numbers with QuickBooks How Set Up Customers Jobs and Vendors on QuickBooks How to create Customers in QuickBooks How to Create Invoices and Credit Memos on QuickBooks How to Prepare an Invoice on QuickBooks How to Prepare a Credit Memo on QuickBooks How to Print Invoices and Credit Memos Steps in handling QuickBooks Accounting Generating Statements on QuickBooks and Lots More Let's get started scroll up and click the BUY NOW button *Appity Slap: A Small Business Guide to Web Apps, Tech Tools and Cloud Computing*, *Illustrated Guide to the 1999 National Electrical Code* John E. Traister, 1999 This fully illustrated guide offers a quick and easy visual reference for installing electrical systems Whether you're installing a new system or repairing an old one you'll appreciate the simple explanations written by a code expert and the detailed intricately drawn and labeled diagrams A real time saver when it comes to deciphering the current NEC [Bookkeeping All-in-One For Dummies](#) Lita Epstein, John A. Tracy, 2019-07-24 Manage the art of bookkeeping Do you need to get up and running on bookkeeping basics and the latest tools and technology used in the field You've come to the right place Bookkeeping All In One For Dummies is your go to guide for all things bookkeeping Bringing you accessible information on the new technologies and programs it cuts through confusing jargon and gives you friendly instruction you can use right away Inside you'll learn how to keep track of transactions unravel up to date tax information recognize your assets and so much more Covers all the new techniques and programs in the bookkeeping field Shows you how to manage assets and liabilities Explains how to track business transactions accurately with ledgers and journals Helps you make sense of accounting and bookkeeping basics Get all the info you need to jumpstart your career as a bookkeeper [eBay.co.uk Business All-in-One For Dummies](#) Steve Hill, Marsha Collier, Kim Gilmour, 2010-12-28 Whether you're new to eBay or an existing business looking to expand online this bumper

book covers all the essentials in one up to date and definitive guide Written by a team of eBay experts this readable guide is packed with advice on setting up your shop front choosing the right things to sell presenting and promoting your items delivering to customers managing your finances and handling the legal stuff Combining 9 books in 1 eBay co uk Business All in One For Dummies is your key to a booming eBay Business This book will be adapted and fully updates to include essential UK information and up to date information on the eBay UK website information will include Up to date eBay co uk site specific information and any recent changes eBay co uk policies and business strategies Setting up a business in the UK Small Business laws and legislation UK case studies UK payment methods UK taxation on goods European UK shipping delivery and packing methods UK data protection acts laws and legislation UK websites UK geographic information

**Plumber's Exam Preparation Guide** Howard C. Massey,1985 Hundreds of questions and answers to help you pass the apprentice journeyman or master plumber s exam Questions are in the style of the actual exam The best way to prepare yourself for examination day      *2005 National Home Improvement Estimator* Ben Moselle,2004-11 Manhours labor and material costs for most home improvement work Includes instructions for doing the work with helpful illustrations and tricks and tips from experienced remodelers      **2006 National Painting Cost Estimator** Dennis D. Gleason,2005-10 This is the most complete authoritative and reliable unit cost guide ever made available to paint estimators No matter what types of work you estimate no matter what your costs are this book will help you produce consistently reliable painting estimates in dollars and cents

The book delves into Quickbooks Guide Printable. Quickbooks Guide Printable is an essential topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Quickbooks Guide Printable, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
  - Chapter 1: Introduction to Quickbooks Guide Printable
  - Chapter 2: Essential Elements of Quickbooks Guide Printable
  - Chapter 3: Quickbooks Guide Printable in Everyday Life
  - Chapter 4: Quickbooks Guide Printable in Specific Contexts
  - Chapter 5: Conclusion
2. In chapter 1, this book will provide an overview of Quickbooks Guide Printable. The first chapter will explore what Quickbooks Guide Printable is, why Quickbooks Guide Printable is vital, and how to effectively learn about Quickbooks Guide Printable.
3. In chapter 2, the author will delve into the foundational concepts of Quickbooks Guide Printable. This chapter will elucidate the essential principles that need to be understood to grasp Quickbooks Guide Printable in its entirety.
4. In chapter 3, the author will examine the practical applications of Quickbooks Guide Printable in daily life. This chapter will showcase real-world examples of how Quickbooks Guide Printable can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Quickbooks Guide Printable in specific contexts. The fourth chapter will explore how Quickbooks Guide Printable is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Quickbooks Guide Printable. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Quickbooks Guide Printable.

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### Quickbooks Guide Printable Introduction

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