

# 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 nn-domand (such as a C.O.D. shipment)
- Record hand-written checks, ATM withdrawals, hank 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:

- Eister the check mumber 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)
- Enter the type of expenses incurred (if you switch to the Brems tab, you may also add inventory items purchased)
- Enter the appropriate notes that you would like to transfer to the client's invoice
- Enter the name of your customer or client, and the project/job/matter (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 not X will appear over it]

FIP: 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

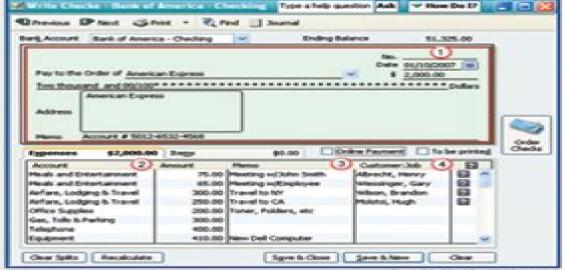
- The Bill Payment method is typically referred to as the Accrual Method
  - This two-step method should be used for any bills that you expect to pay at a later date
- These may include (but not be limited to) recurring psyables such as: rent and/or utilities, or shipments for inventory purchases

Step 1 - Go to the Findows menu and select the Enter Bills option:

- Enter the date of the Bill; the Bill Due date should be the date you are expected to pay the bill.
- Enter the Bed, 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 distabless!

 Use the Messa field to copy account numbers onto the check.



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**Richard Bailey** 

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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

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