

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

Pay to the Order of: American Express

Date: 05/10/2007

Amount: \$ 2,000.00

Address: American Express

Message: Account # 5012-4532-4568

Expenses: \$2,000.00 | Debit: \$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	410.00	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.: 5012-4532-4568

Amount Due: \$ 2,000.00

Bill Due: 05/10/2007

Address: American Express

Message: Account # 5012-4532-4568

Expenses: \$2,000.00 | Debit: \$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	410.00	New Dell Computer for Nancy	

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

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Quickbooks Guide Printable

Richard Bailey

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, 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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 6 Creating Scheduled Paychecks 7 Creating Unscheduled Paychecks 8 Creating Termination Paychecks 9 Voiding Paychecks
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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
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 Remote Data Access 13 Finding Transactions 14 Sync Data in Microsoft 365 15 Email Setup 16 Writing Letters Reporting 1
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 Previewing and Printing Preset Reports 7 Report Groups 8 Modifying Reports 9 Exporting Reports to Excel 10 Importing and
 Exporting Data 11 Exporting Reports to PDF 12 Modifying Task Window Screen Templates 13 Modifying Forms The Internal
 Accounting Review 1 Using the Internal Accounting Review Action Items 1 Events 2 To Do Items 3 Alerts Options 1 Changing
 Global Options 2 Changing the System Date Assets and Liabilities 1 Assets and Liabilities 2 Creating an Other Current Assets
 Account 3 Subtracting Value from an Other Current Assets Account 4 Creating a Fixed Assets Account 5 Accumulated
 Depreciation 6 Liability Accounts 7 Paying on a Long Term Liability 8 Equity Help 1 Using Search and Help Topics 2 Using
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 differentiate debits and credits Set up and use journals keep track of incoming and outgoing cash post journal information in
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 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
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 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 [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

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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 **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 *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

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