

Quickbooks

by

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Contents

All the accounting you need to know 3

Cash versus accrual bookkeeping: 4

Measuring business profitability..... 4

General journal transactions: 4

Adding Customers..... 5

 To add a job for a customer 6

Adding vendors 7

Adding a new account..... 8

 To add an income account..... 9

Writing A Quickbooks Check..... 11

Using Bank Account Registers..... 12

Entering a Handwritten Check 14

Reconciling Checking Accounts..... 15

 Marking Cleared Transactions 16

Using Sales Forms 17

 For Payment at the Time of Sale..... 17

Memorizing a Sale..... 18

 To recall a memorized sale 19

Entering a New Service Item..... 19

Generating Reminder Statements 20

Recording Payment In Full For A Single Job 21

Entering A Partial Payment 22

Applying One Payment To Multiple Jobs 23

Entering Overpayments 24

Handling Down Payments & Prepayments 25

Making Deposits..... 28

How Quickbooks Handles The Deposit 30

Using Quickbooks For Accounts Payable 32

Entering Bills 32

Paying Bills 34

How Quickbooks Records Your Bill Payment 35

Creating New Templates..... 37

Customizing Fields On Forms..... 38

Changing The Position Of Fields On Forms 39

All the accounting you need to know

- Chart of accounts
 - The chart of accounts is a complete list of your business' accounts and their balances
- When you keep books for a company, you want to track:
 - Where the income comes from
 - Where you put it
 - What the expenses are for
 - And what you use to pay them
- You track this flow of money through the chart of accounts

NAME	TYPE	BALANCE TOTAL	ATTACH
10100 - Checking	Bank	46,969.10	
10300 - Savings	Bank	17,910.19	
10400 - Petty Cash	Bank	500.00	
11000 - Accounts Receivable	Accounts Receivable	93,007.93	
12000 - Undeposited Funds	Other Current Asset	2,440.00	
12100 - Inventory Asset	Other Current Asset	30,683.38	
12800 - Employee Advances	Other Current Asset	832.00	
13100 - Pre-paid Insurance	Other Current Asset	4,050.00	
13400 - Retainage Receivable	Other Current Asset	3,703.02	
15000 - Furniture and Equipment	Fixed Asset	34,326.00	
15100 - Vehicles	Fixed Asset	78,936.91	
15200 - Buildings and Improvements	Fixed Asset	325,000.00	
15300 - Construction Equipment	Fixed Asset	15,300.00	
16900 - Land	Fixed Asset	90,000.00	
17000 - Accumulated Depreciation	Fixed Asset	-110,344.60	
18700 - Security Deposits	Other Asset	1,720.00	

About assets, liabilities, and equity:

- Assets
 - Include what you have and what people owe you
 - The money people owe you is called your accounts receivable, or A/R for short. Quickbooks uses an accounts receivable account to track the money owed you.
 - The rest of your company's assets may include checking accounts, savings accounts, petty cash, fixed assets (such as equipment), inventory, and undeposited funds.
- Liabilities
 - What your company owes to other people

- The money you owe for unpaid bills is your accounts payable, or A/P for short. Quickbooks uses an accounts payable account to track the money you owe different people for bills.
- A liability can be a formal loan, an unpaid bill, or sales and payroll taxes you owe to the government.
- Equity
 - Equity is the difference between what you have and what you owe
 - $\text{Equity} = \text{Assets} - \text{Liabilities}$

Cash versus accrual bookkeeping:

- Cash basis
 - Incoming is recorded when money (sales) is received and expenses when money (bills) are paid
- Accrual basis
 - Income is recorded when at the time of the sale and expenses when you receive the bill

Note: When you create reports in Quickbooks, you can switch between cash and accrual reports at any time, regardless of which bookkeeping method you have chosen for tax purposes.

Measuring business profitability

- The balance sheet
 - A snapshot of your company on one date. It shows:
 - What you have (assets)
 - What people owe you (accounts receivable)
 - What your business owes (liabilities and accounts payable)
 - The net worth of your business (equity)
- The profit and loss statement
 - A profit and loss statement or income statement shows income, expenses, and net profit or loss
- Statement of cash flows
 - Shows receipts and payments during a specific accounting period

General journal transactions:

- Traditional accounting method
- Known as double-entry accounting
- Total amount in the Debit column equals the total amount in the Credit column
- Each amount is assigned to an account in the chart of accounts
- To view the journal entry for a transaction, select the transaction and press Ctrl-Y
- Modify the report and choose to display the Credit and Debit columns

Rock Castle Construction Transaction Journal

All Transactions

Trans #	Type	Date	Num	Name	Memo	Account	Class	Debit	Credit
▶ 1260	Paycheck	12/15/2019	10079	Gregg O. Schneider		10100 - Checking	Overhead		1,062.12 ◀
				Overhead		62710 - Gross Wa...	Overhead	1,380.00	
				Overhead		62710 - Gross Wa...	Overhead	0.00	
				Overhead		62710 - Gross Wa...	Overhead	0.00	
				Overhead		62710 - Gross Wa...	Overhead	0.00	
				Gregg O. Schneider		24100 - Emp. Heal...	Overhead		12.50
				Overhead		62740 - SUTA Exp...	Overhead	10.00	
				Gregg O. Schneider		24060 - SUTA Pay...	Overhead		10.00
				Gregg O. Schneider		24010 - Federal W...	Overhead		160.00
				Overhead		62720 - Payroll Ta...	Overhead	85.56	
				Gregg O. Schneider		24020 - FICA Paya...	Overhead		85.56
				Gregg O. Schneider		24020 - FICA Paya...	Overhead		85.56

Adding Customers

In order to bill customers with Quickbooks, you need to add your customers

1. Click Customer Center in the icon bar
2. Click the New Customer & Job menu button, and then choose New Customer
3. If the New Feature screen for Add/Edit Multiple List Entries appears, click the box for "Do not display this message in the future" and click OK.
4. In the Customer Name field, enter the name of the customer as you'd like it to appear on your Customers & Jobs list. For this exercise, type **Smith, Lee**, and then press Tab. You want the list to show last names first.
5. Press Tab in the Opening Balance field to leave this field blank.
The Opening Balance field tells you how much each customer owes you on your start date so that when you enter the rest of your transactions from your start date to today, all balances since your start date will be accurate. For now, leave this field blank. Lockhart Design is planning to set up one or more jobs for this customer. QuickBooks will calculate and track the overall balance for this customer from the balances you enter for the individual jobs.
6. In Address Info tab, click in the First Name field and type **Lee**.
7. Press tab and type **M.** as the middle initial and in the Last Name field, type **Smith**.
8. Press Tab to go to the Address field, and then press Enter after Lee M. Smith.
9. Type 43 Hampshire Blvd and press Enter.
10. Type East Bayshore, CA 94327.
11. Click the Copy button to copy the address to the Ship To field. Click OK in the Add Shipping Address Information window. You can have and use more than one Ship To address per customer or job, but Lee Smith uses only one address.

To add a job for a customer

1. In the Customers & Jobs list, right-click **Smith, Lee** and choose **Add Job**. The New Job window looks similar to the Customer window. QuickBooks has already filled in several fields for you for Lee Smith.
2. In the Job Name field, type **Patio**, and press Tab.
3. In the Opening Balance field, type **862** and press Tab.

You want to keep track of the balances for each job. QuickBooks calculates and tracks the overall balance for this customer from the balances you enter for the individual jobs. You want to keep track of the balances for each job.

Note: The information QuickBooks fills in comes from your customer's record. If you make any changes here, the changes affect only this job. For example, if your customer's billing address is different for this job, you can enter the job address without affecting the customer's main address.

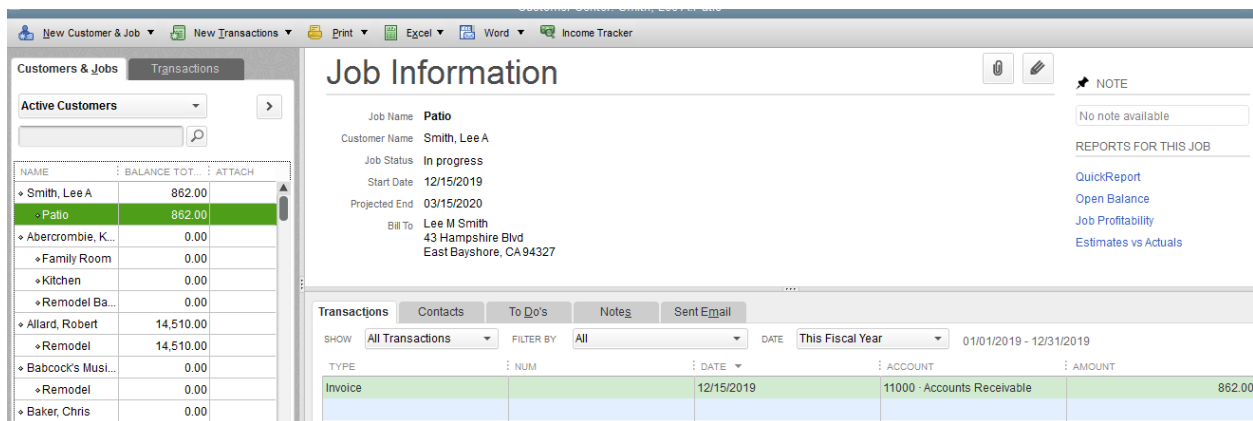
4. Enter 12/31/2019 in the As Of field to indicate that this was the balance outstanding for this job as of the QuickBooks start date.
5. Click the Job Info tab and choose **"In Progress"** from the Job Status drop-down list.

Job status information is for your records—it gives you a way to keep track of each job. When you create a customer list report, QuickBooks includes the status of each job on the report. You can also see the status of a job by clicking a job in the Customers & Jobs list and looking in the Job Information area.

6. For the Start Date, type **12/15/19** and press Tab.
7. In the Projected End date, type **3/15/20** and press Tab.

The dates help you track how long each job takes and how well you are able to estimate the length of a job. When you create a customer:job list report, you can add columns that show the start date, your projected end date, and the actual end date for each job.

Your screen should resemble the following graphic:



Adding vendors

In order to pay your bills with QuickBooks, you need to add your vendors. Nearly everyone you pay, other than employees, is a vendor.

You can add new vendors at any time. QuickBooks uses the Vendors list to hold information about the people and companies you do business with; for example, this list could include the phone company, your office supplies vendor, and your tax board.

To add a vendor:

1. Click **Vendor Center** in the icon bar.
2. Click the **New Vendor** menu button, then choose **New Vendor**.
3. In the Vendor Name field, enter the name of the vendor as you'd like it to appear on your Vendor list. For this exercise, type **Fay, Maureen Lynn, CPA**, and then press Tab.
4. In the Opening Balance field, type **350**, which is the amount you owed this vendor as of the start date. Press Tab.
5. In the As Of field, enter **12/31/19**.
6. In the Address Info tab, click in the First Name field and type **Maureen**.
7. Press tab and type **L**. as the middle initial and in the Last Name field, type **Fay**.

8. Press Tab to go to the Address field, and then press Enter after Maureen L. Fay.
9. Type **200 Royal Rd.** and press Enter.
10. Type **Bayshore, CA 94326.**

Adding a new account

You may need to add one or more of the following accounts:

- Income accounts to track new sources of income.
- Expense accounts to track new types of expenses.
- Bank accounts when you open new checking, savings, or money market accounts at your bank.
- Credit card accounts when you acquire new credit cards.
- Other kinds of balance sheet accounts to track specific assets, liabilities, or equity.

For example, you may need to add a fixed asset account to track the depreciation of a new equipment purchase, a long term liability account to track a business loan, or an equity account to track the investment from a new business partner.

A complete list of your business' accounts and their balances appear in the chart of accounts. You use a chart of accounts to track how much money your company has, how much money it owes, how much money is coming in, and how much is going out.

To add an income account

1. From the Lists menu, choose Chart of Accounts.
2. Click the Account menu button and choose New.
3. In the Add New Account window, choose Income, and then click Continue.
4. Click in the Account Name field, and type Consulting.
5. From the Tax-Line Mapping drop-down list, choose "Income: Other income."



Choose **one** account type and click Continue.

Categorize money your business earns or spends

Income

Expense

Or, track the value of your assets and liabilities

Fixed Asset (major purchases)

Bank

Loan

Credit Card

Equity

Other Account Types

Income Account

Categorizes money earned from normal business operations, such as:

- Product sales
- Service sales
- Discounts to customers

[More...](#)

[Help me choose the right account type.](#)

Continue

Cancel

Account Type Income Number

Account Name Consulting

Subaccount of

OPTIONAL

Description

Note

Tax-Line Mapping Income: Other income [How do I choose the right tax line?](#)

Save & Close Save & New Cancel

Adding items

In QuickBooks, an item is anything that your company buys, sells, or resells in the course of business, such as products, shipping and handling charges, discounts, and sales tax (if applicable). You can think of an item as something that shows up as a line on an invoice or other sales or purchase form.

Items help you fill out the line item area of a sales or purchase form quickly. When you choose an item from your Item list, QuickBooks fills in a description of the line item and calculates its amount for you.

While they provide a quick means of data entry, a much more important role for items is to handle the behind-the-scenes accounting. When you create an item, you link it to an account; when the item is used on a form, it posts an entry to that account and another entry to the appropriate accounts receivable, accounts payable, checking, fixed asset, or other account.

When creating items, consider how much detail you want on your invoices or statements and set up items with that level of detail in mind. For example, if you are a seamstress who creates and sells home accessories, you can set up a single item and charge a flat rate for a certain size of couch pillow, or you can break that pillow down further into labor and materials.

QuickBooks provides several different types of items. Some—such as the service item or the inventory part item—help you record the services and products your business sells. Others—such as the subtotal item or discount item—are used to perform calculations on the amounts in a sale.

1. From the Lists menu, choose Item List.
QuickBooks displays the Item List.
2. Click the Item menu button, and choose **New**.
3. In the New Item window, choose **Service** from the Type drop-down list.
4. Click in the Item Name/Number field and type **Initial Design Consultation**.
5. In the Description field, type **Initial design consulting**.
The description will appear on sales forms when you use the item.
6. Click in the Rate field, and type **40**.
7. In the Tax Code field, choose "**Non-Taxable Sales**" from the drop-down list.
8. In the Account field, choose **Consulting**.

TYPE

Service Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.

Item Name/Number Subitem of

Initial Design Consult...

UNIT OF MEASURE

U/M Set Edit...

This service is used in assemblies or is performed by a subcontractor or partner

Description Rate 40.00

Initial Design Consulting Tax Code Non

Account Consulting

Item is inactive

OK

Cancel

Next

Notes

Custom Fields

Spelling

Writing A Quickbooks Check

To write a check:

1. In the Banking area of the Home page, click **Write Checks**.
2. In the **Pay to the Order of** field, type *Cal Telephone*.
3. Press **Tab** to move to the **Amount** field.
4. Type *156.91*, and press **Tab**.

Main Reports

Find New Save Delete Memorize Create a Copy Print Print Later Pay Online Attach File Select PO Enter Time Clear Splits

BANK ACCOUNT 10100 - Checking ENDING BALANCE 46,969.10

NO. 491
DATE 12/15/2019
PAY TO THE ORDER OF Cal Telephone \$ 156.91

One hundred fifty-six and 91/100* ***** DOLLARS

ADDRESS
Cal Telephone
P.O. Box 1100
Middlefield CA 94482

MEMO

Expenses \$156.91 Items \$0.00

ACCOUNT	AMOUNT	MEMO
65100 - Utilities:65120 - Telephone	156.91	

5. Click in the **Account** column on the **Expenses** tab, and then choose **Utilities: Telephone**.
6. Click **Save & Close**.
7. From the **Banking** menu, choose **Use Register**.

12/15/2019	PMT	11000 - Accounts Receivable		
		Natiello, Ernesto:Kitchen		
12/15/2019	491	Cal Telephone		156.91
	CHK	65100 - Utilities:65120 - Telephone		

Using Bank Account Registers

To open a register (when no form is open):

1. From the **Lists** menu, choose **Chart of Accounts**.

NAME	TYPE	BALANCE TOTAL	ATTACH
Checking	Bank	46,267.07	
Savings	Bank	13,868.42	
Accounts Receivable	Accounts Receivable	62,171.24	
Tools & Equipment	Other Current Asset	5,000.00	
Employee Loans	Other Current Asset	0.00	
Inventory Asset	Other Current Asset	27,042.93	
Retainage	Other Current Asset	2,461.80	
Undeposited Funds	Other Current Asset	2,124.00	
Trucks	Fixed Asset	24,852.91	
Original Cost	Fixed Asset	33,852.91	
Depreciation	Fixed Asset	-9,000.00	
Pre-paid Insurance	Other Asset	1,041.85	
Accounts Payable	Accounts Payable	30,739.38	

Account Activities Reports Attach Include inactive

2. In the **Chart of Accounts**, double-click the **Savings** account.

DATE	NUMBER	PAYEE		PAYMENT	DEPOSIT	BALANCE
	TYPE	ACCOUNT	MEMO			
12/01/2015		Great Statewide Bank		15,000.00		34,368.42
	CHK	Note Payable	Advanced payment			
12/05/2015		Teschner, Anton:Sun Room			5,000.00	39,368.42
	PMT	Accounts Receivat				
12/05/2015				25,000.00		14,368.42
	TRANSF	MASTER CHECKII	Funds Transfer			
12/17/2015				500.00		13,868.42
	TRANSF	MASTER CHECKII	Funds Transfer			
2/15/2015	Number	Payee		Payment	Deposit	
		Account	Memo			

 ENDING BALANCE **13,868.42**
 1-Line
 Sort by

3. Review features common to all registers:

- The register shows every transaction that affects an account's balance and lists them in chronological order (unless another order is chosen in the **Sort by** drop-down box in the lower left corner of the register window).

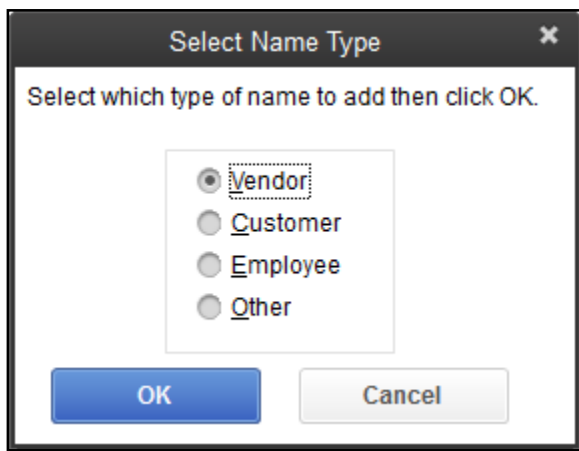
- The columns in the register give specific information about the transaction.
 - On every transaction line, QuickBooks shows the account's running balance
4. Close the Savings register window.
 5. Close the Chart of Accounts.

Entering a Handwritten Check

Sometimes you need to write a check on the spot for items or services you did not plan to purchase. QuickBooks lets you write the check, and then enter it later in the checking account register or on the check form.

To enter a handwritten check in the checking account register:

6. From the **Banking** menu, choose **Use Register**.
7. Click **OK** to accept Master Checking Account.
8. Click in the **Number** field in the blank transaction at the bottom of the register, and then double-click to highlight the number that QuickBooks prefills.
9. Type *1204*, then press **Tab**.
10. In the **Payee** field, type *Bayshore Office Supply*, and then press **Tab**.
11. Click **Quick Add**.



12. Click **OK**
13. In the **Payment** field, type *99.95*, and then press **Tab**.
14. In the **Account** field, type *Of*, and press **Tab** (QuickBooks fills in Office Supplies).

15. In the **Memo** field, type *Office chair*.

DATE	NUMBER	PAYEE	PAYMENT	DEPOSIT	BALANCE
	TYPE	ACCOUNT	MEMO		
12/15/2015	1204	BAYSHORE OFFICE SUPPLY	99.95		46,215.31
	CHK	Office Supplies	OFFICE CHAIR		
12/15/2015	To Print	Lew Plumbing	45.00		46,170.31
	BILLPMT	Accounts Payable 5-487			
12/15/2015	To Print	Perry Windows & Doors	6,935.75		39,234.56
	BILLPMT	Accounts Payable			
12/15/2015	To Print	Daigle Lighting	640.92		38,593.64
	BILLPMT	Accounts Payable			
12/15/2015	294	Sloan Roofing	5,700.00		32,893.64
	BILLPMT	Accounts Payable			
12/15/2015	To Print	Sergeant Insurance	675.00		32,218.64
	CHK	-split-			

ENDING BALANCE **46,167.12**

1-Line

Sort by

16. Click **Record**.

17. Close the Checking account register.

When you record the transaction, QuickBooks creates a journal entry.

Reconciling Checking Accounts

Your bank sends you a statement for each of your accounts each month. The statement shows all the activity in your account since the previous statement:

- Opening balance
- Ending balance
- Amount of interest earned
- Service charges
- Checks that have cleared the bank
- Deposits made
- Other transactions affecting the balance of the account

Marking Cleared Transactions

To begin reconciling an account, you need to tell QuickBooks which account you want to reconcile. Then you can provide information from the top part of your bank statement.

1. From the Banking menu, choose **Reconcile**.
2. In the Account field, make sure **Master Checking Account** is selected.
3. In the Statement Date field, type **11/30/2019**.
4. In the Ending Balance field, type **75574.08**

Begin Reconciliation

Select an account to reconcile, and then enter the ending balance from your account statement.

Account: 10100 - Checking

Statement Date: 11/30/2019

Beginning Balance: 71,452.58

Ending Balance: 75574.08

What if my beginning balance doesn't match my statement?

Enter any service charge or interest earned.

Service Charge	Date	Account	Class
14.00	11/30/2019	60600 - Bank Service Charges	
Interest Earned	Date	Account	Class
0.00	11/30/2019		

Locate Discrepancies Undo Last Reconciliation Continue Cancel Help

5. Click **Continue**.
6. Place a check mark in the **Hide transactions after statement's end date**.

Select Reconciliation Report

Congratulations! Your account is balanced. All marked items have been cleared in the account register.

Select the type of reconciliation report you'd like to see.

Summary

Detail

Both

To view this report at a later time, select the Report menu, display Banking and then Previous Reconciliation.

Display Print... Close

Using Sales Forms

For payments in the future

Any time you make a sale in your business, you record it in QuickBooks on a sales form. A sales form can be an invoice (when you expect payment to come later), a sales receipt (when you expect payment at the time you make the sale), or a credit memo.

The type of sales form you use depends on whether you expect payment in the future or at the time of the sale. If you expect to receive payment at some future date, you enter an invoice.

To display a completed invoice form in QuickBooks:

1. Click the **Create Invoices** icon on the Home page.
2. Click **Previous** to display the previously created invoice

The screenshot shows a QuickBooks invoice form. At the top, the customer is 'Cook, Brian Kitchen' (Kitchen Upg...), the class is 'Remodel', and the template is 'Rock Castle Invoice'. The invoice date is 12/15/2019, and the invoice number is 1098. The bill to address is Brian Cook, 345 Cherry Lane, Middlefield CA 94482. The ship to address is also Brian K. Cook, 345 Cherry Lane, Middlefield, CA 94482. The terms are Net 30, and the due date is 01/14/2021. A table lists the items: Gas Rangetop (247.50), Double oven (350.00), Dishwasher (450.00), and Greenhouse Window (475.00). The total amount is 1,636.69, with a tax of 114.19. The balance due is 1,636.69. A message at the bottom left states 'Your customer can't pay this invoice online'.

ITEM	DESCRIPTION	QUANTITY	U/M	RATE	AMOUNT	TAX
Appliance	Gas Rangetop			247.50	247.50	Tax
Appliance	Double oven			350.00	350.00	Tax
Appliance	Dishwasher			450.00	450.00	Tax
Window	Greenhouse Window			475.00	475.00	Tax

TAX	San Domingo (7.5%)	114.19
TOTAL		1,636.69
PAYMENTS APPLIED		0.00
BALANCE DUE		1,636.69

For Payment at the Time of Sale

If you receive full payment at the time you make a sale—either by cash, check, or credit card—you fill out a sales receipt instead of an invoice. Like the invoice, the QuickBooks sales receipt includes information about the items or services purchased, but it also includes information about how payment was made.

To display a completed sales receipt in QuickBooks:

1. Click **Create Sales Receipts** on the Home page.
2. If the Integrated Payment Process window appears, click **No Thanks** or **Show me later**.
3. Click **Previous** to view the previously entered sale.

CUSTOMER JOB: Keenan, Bridget Sun Room CLASS: New Construction DEPOSIT TO: 10100 - Checking TEMPLATE: Custom Sales Receipt

Sales Receipt

DATE: 12/10/2019
SOLD TO: Bridget Keenan
213 Fern Lane
East Bayshore CA 94327

SALE NO.: 3008

CHECK NO.: 1245

ITEM	DESCRIPTION	QTY	U/M	RATE	AMOUNT	TAX
Fluorescent Ceili...	Florescent Lights	1		95.00	95.00	Tax
				TAX	E. Bayshore/C...	(8.05%) 7.65
				TOTAL	102.65	

CUSTOMER MESSAGE: Thank you for your business.

MEMO: CUSTOMER TAX CODE: Tax

Buttons: Save & Close, Save & New, Revert

Memorizing a Sale

Many of the sales you make in your business are ones you repeat again and again. For example, you may have a standing monthly order from a customer, or you may perform essentially the same services for more than one client. QuickBooks lets you memorize sales forms so that you don't have to retype the information.

To memorize the invoice:

1. Make sure you have the invoice you want to memorize displayed on your screen.
2. From the Edit menu, choose **Memorize Invoice**.
3. In the Name field, type a description that helps you recognize the memorized invoice, or keep the default description QuickBooks has provided.
4. Click **OK**.
5. Close the Create Invoice, Accounts Receivable, and the Chart of Accounts windows.

Memorize Transaction

Name: Kitchen

Add to my Reminders List
 Do Not Remind Me
 Automate Transaction Entry
 Add to Group

How Often: Never (selected)
 Next Date: ✓ Never
 Number Rem: Daily
 Days In Advan: Weekly
 Group Name: Every two weeks, Twice a month, Every four weeks, Monthly, Every two months, Quarterly, Twice a year, Annually

Buttons: OK, Cancel

DESCRIPTION	QTY	UNIT	RATE	AMOUNT	TAX
Gas Rangetop					
Double oven					
Dishwasher					
Greenhouse Window					

To recall a memorized sale

1. From the Lists menu, choose Memorized **Transaction List**.
2. Double-click the transaction you just added.
3. Click **Save & Close** to record the invoice.
4. Press the Esc key to close the Memorized Transaction list.

TRANSACTION NAME	TYPE	SOURCE ACCO	AMOUNT	FREQUEN	AUTO	NEXT DATE
Kitchen	Invoice	11000 - Accoun...	1,636.69	Monthly		12/15/2019
Overhead	General Journal	13100 - Pre-pa...	675.00	Never		
Recurring Depr Entry - Monthly	General Journal	54000 - Job Ex...	19.60	Monthly	✓	12/31/2019
Sergeant Insurance	Check	10100 - Checki...	675.00	Monthly		01/15/2020

Entering a New Service Item

When you begin using your own QuickBooks company file, you'll need to create your own line items to include on your invoices. In the next exercise, you'll see how to add information to the Item list.

To create a new service item:

1. From the Customers menu, choose **Item List**.
2. Click the Item menu button, and then choose **New**.
3. In the Type field, select **Service** from the drop-down list.
4. In the Item Name/Number field, type **Plumbing**.
5. Click the **Subitem of** checkbox to select it.
6. In the drop-down list below the Subitem of field, select **Repairs**.

NAME	DESCRIPTION	TYPE	ACCOUNT	TOTAL QUANTITY ...	PRICE	ATTACH
40100 - Construction Incomitling		Service	Consulting		40.00	
Blue...		Service	40100 - Con...		0.00	
Blue...	Blueprints	Service	40100 - Con...		0.00	
Con...	Foundation slab - prep and pouring	Service	40100 - Con...		0.00	
Floo...	Floor plans	Service	40100 - Con...		0.00	
Fra...	Framing labor	Service	40100 - Con...		55.00	
Inst...	Installation labor	Service	40100 - Con...		35.00	
Labor		Service	40100 - Con...		0.00	
Re...	Removal labor	Service	40100 - Con...		35.00	

Generating Reminder Statements

Reminder statements summarize a customer's account with a company by listing recent invoices, credit memos, and payments received. You can use reminder statements when you bill through invoices but want to remind your customers about delinquent payments.

Reminder statements are different than other “forms” in QuickBooks such as invoices, sales receipts, or checks. Because QuickBooks already has all the information you need to create reminder statements, you don't have to fill them out. Instead, you review the information that will appear on each statement, decide whether to add finance charges, and print them.

To generate reminder statements:

1. Click Home to display the Home page, then click **Statements**.
2. In the Enter Statement Date and Type section of the window, select the **All open transactions as of Statement Date** option.
3. Click to select the Include only transactions over checkbox.
4. Leave the number of days past due field entry at 30.
5. In the Select Customers section, select **All Customers**.
6. In the Select Additional Options section, click to select the **Show invoice item details on statements** checkbox.

SELECT STATEMENT OPTIONS

Statement Date: 12/15/2019

Statement Period From: 11/16/2019 To: 12/15/2019

All open transactions as of Statement Date

Include only transactions over 30 days past due date

SELECT CUSTOMERS

All Customers

Multiple Customers

One Customer

Customers of Type

Preferred Send Method

View Selected Customers...

SELECT ADDITIONAL OPTIONS

Template: Intuit Standard Statement Customize

Create One Statement: Per Customer

Show invoice item details on statements

Print statements by billing address zip code

Print due date on transactions

Do not create statements:

with a zero balance

with a balance less than: 0.00

with no account activity

for inactive customers

Assess Finance Charges...

Preview

Print

E-mail

Close

Help

Recording Payment In Full For A Single Job

If you're receiving payment at the time of a sale, and you fill out a sales receipt, QuickBooks records a customer payment. When you invoice a customer, and you receive payment later, you enter the payment in the QuickBooks Receive Payments window.

To record a payment in full:

1. From the **Customers** menu, choose **Receive Payments**.
2. If the QuickBooks Payment Interview window displays, close it.
3. In the **Received From** field, select **Violette, Mike: Workshop** from the drop-down list.
4. Press **Tab** to move to the **Amount** field.
5. In the **Amount** field, type 4735.73 and press Tab.
6. In the **Payment Method** field, select **Check** from the drop-down list and then press Tab.

- In the **Check #** field, type 6745.

Customer Payment

RECEIVED FROM: Violette, Mike:Works... CUSTOMER BALANCE: 4,735.73

AMOUNT: 4,735.73 DATE: 12/15/2015

PMT. METHOD: Check CHECK #: 6745

Where does this payment go?

✓	DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
✓	12/05/2015	66	5,735.73	4,735.73	4,735.73
Totals			5,735.73	4,735.73	4,735.73

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE: 4,735.73
 APPLIED: 4,735.73
 DISCOUNT AND CREDITS APPLIED: 0.00

MEMO: Process payment when saving

Save & Close Save & New Clear

- Click **Save & New**.

Entering A Partial Payment

To enter a partial payment:

- In the **Received From** field, select **Ecker Designs: Office Repairs** from the drop-down list.
- Press **Tab** to move to the **Amount** field and type 1000, then press **Tab** again.
- In the **Pmt. Method** field, leave **Check** selected.
- In the **Check #** field, type 5678.
- Click **Un-Apply Payment**.
- In the **Payment** column, type 1000 as the amount you want to apply to the second invoice, and then press **Tab**.
- Leave the **Leave this as an underpayment option** selected.
- Click **Save & New** to record the partial payment and clear the window

Receive Payments

Main Reports Payments

Find New Delete Print Attach File Look up Customer/Invoice Un-Apply Payment Discounts And Credits Add Credit Card Processing

Customer Payment

RECEIVED FROM: Ecker Designs:Office... CUSTOMER BALANCE: 6,226.11

AMOUNT: 1,000.00 DATE: 12/15/2015

PMT. METHOD: Check CHECK #: 5678

Where does this payment go?

✓	DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
	11/30/2015	62		1,468.30	0.00
✓	12/15/2015	73		4,757.81	1,000.00
Totals				6,226.11	1,000.00

UNDERPAYMENT \$ 3,757.81.

WHEN FINISHED:

LEAVE THIS AS AN UNDERPAYMENT

WRITE OFF THE EXTRA AMOUNT

[VIEW CUSTOMER CONTACT INFORMATION](#)

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE **4,757.81**

APPLIED **1,000.00**

DISCOUNT AND CREDITS APPLIED **0.00**

MEMO: Process payment when saving

Save & Close Save & New Clear

Applying One Payment To Multiple Jobs

To apply one payment to multiple jobs:

1. In the **Receive Payments** window, select **Cook, Brian** from the **Received From** drop-down list.
2. Press **Tab** to move to the **Amount** field.
3. In the **Amount** field, type 7812.63 and then press **Tab**.
4. In the **Pmt. Method** drop-down list, confirm that **Check** is selected.
5. In the **Check #** field, type 375.

Receive Payments

Main Reports Payments

Find New Delete Print Attach File Look up Customer/Invoice Un-Apply Payment Discounts And Credits Add Credit Card Processing

Customer Payment

RECEIVED FROM: Cook, Brian CUSTOMER BALANCE: 7,812.63

AMOUNT: 7,812.63 DATE: 12/15/2015

PMT. METHOD: Check CHECK #: 375

[Where does this payment go?](#)

✓	DATE	JOB	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
✓	10/15/2015	Kitchen	42		3,100.00	700.00
✓	11/25/2015	Kitchen	57		1,636.69	466.69
✓	11/25/2015	2nd story addition	58		5,418.00	5,003.30
Totals					11,797.33	7,812.63

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE: 7,812.63

APPLIED: 7,812.63

DISCOUNT AND CREDITS APPLIED: 0.00

MEMO: Process payment when saving

Save & Close Save & New Clear

6. Click **Save & New**.

Entering Overpayments

If a customer sends you an overpayment, you simply enter the amount in the Receive Payments window, and QuickBooks keeps track of the additional payment. When the customer has future invoices, you can apply the overpayment to those amounts—you can even apply the credit directly to the invoice.

To enter the payment:

1. In the **Received From** field of the **Receive Payments** window, select **Pretell Real Estate:75 Sunset Rd.** from the drop-down list.
2. Press **Tab** and type 12500 in the **Amount** field.
3. Press **Tab** again.
4. Select the **Refund the amount to the customer** option.

5. Click **Save & New**.

The screenshot shows the 'Issue a Refund' dialog box. The 'A refund is due to' field is populated with 'Pretell Real Estate:75 Sunset Rd.'. The 'Issue this refund via' dropdown is set to 'Check'. The 'Refund Amount' is '\$ 87.82'. The 'Account' dropdown is set to 'MASTER CHECKING ACC'. The 'Date' is '12/15/2015'. The 'Ending Balance' is '41,167.12'. The 'Address' field contains the address: 'Pretell Real Estate, 222 Middlefield Ave, Middlefield CA 94482'. The 'Memo' field is empty. The 'To be printed' checkbox is checked. The 'OK' and 'Cancel' buttons are visible at the bottom right.

6. In the **Issue a Refund** window, click **OK**.

Handling Down Payments & Prepayments

If a customer makes a payment before you've invoiced him for services (for example, he may be making a down payment or paying a retainer fee), you can still record the payment at the Receive Payments window. However, because you don't have any invoices to which to apply the payment, QuickBooks records the payment as an unused payment (just like an overpayment).

QuickBooks holds the unapplied amount with the customer's name. The next time you enter that customer in the Receive Payments window, QuickBooks displays the credit amount in the Unused Credits area. The customer's balance also reflects the credit amount.

To enter the down payment you've received:

1. In the **Received From** field, select **Abercrombie, Kristy: Kitchen** from the drop-down list and then press **Tab**.
2. Type 1000 in the **Amount** field and then press **Tab**.
3. In the **Pmt. Method** field, make sure **Check** is selected.
4. In the **Check #** field, type 4321.
5. Leave the **Leave the credit to be used later** option selected.

6. Click **Save & Close**.

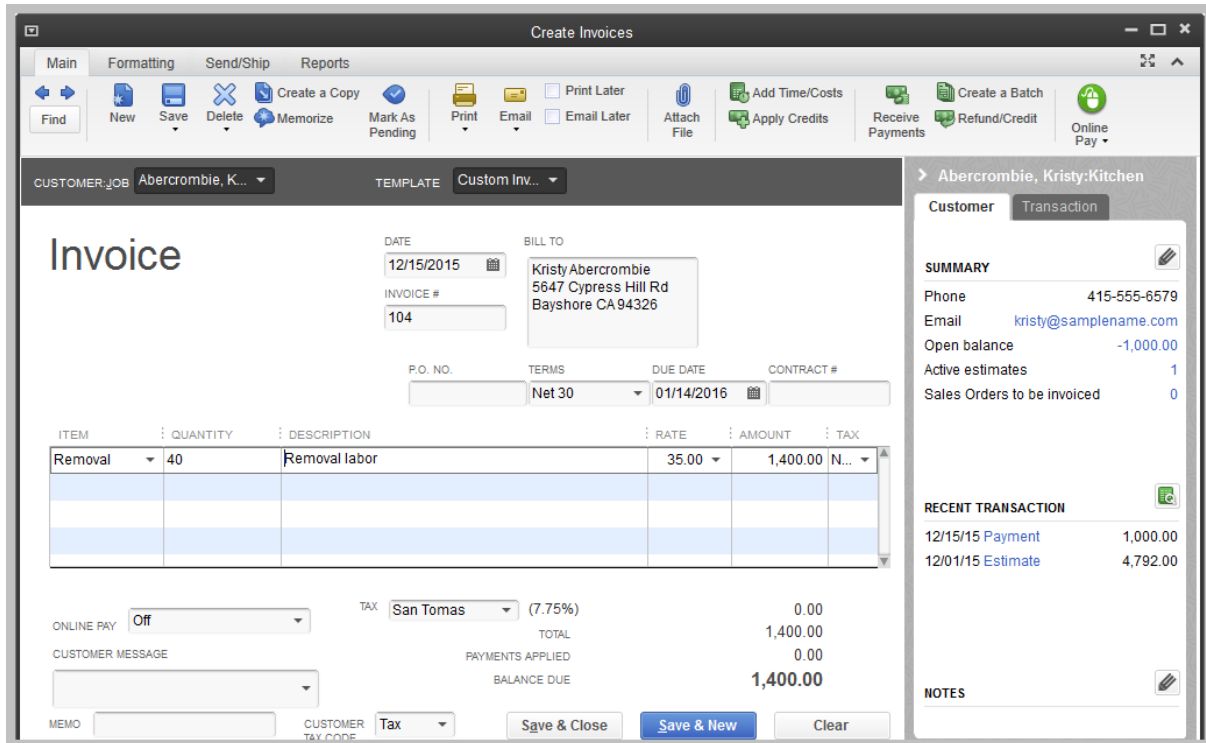
The screenshot shows a dialog box titled "Issue a Refund". The fields are as follows:

- A refund is due to:** Pretell Real Estate:75 Sunset Rd.
- Issue this refund via:** Check
- Refund Amount:** \$ 87.82
- Account:** MASTER CHECKING ACC
- Date:** 12/15/2015
- Ref/Check No. To Print:** (empty)
- Ending Balance:** 41,167.12
- Address:** Pretell Real Estate, 222 Middlefield Ave, Middlefield, CA 94482
- Memo:** (empty)
- To be printed:**
- Buttons:** OK, Cancel

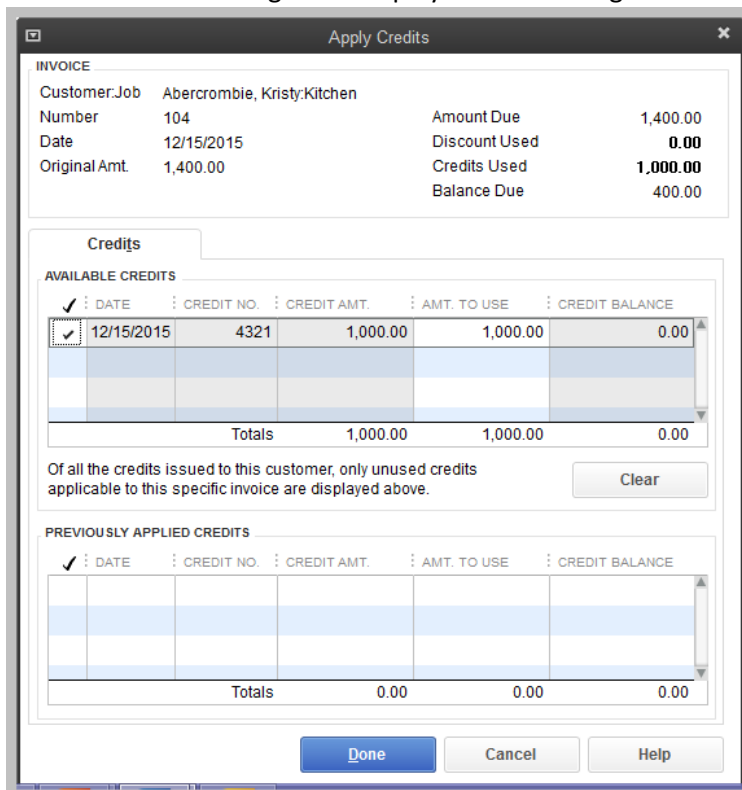
7. Click **OK** in the message that displays.

To create an invoice for a customer who made a down payment:

1. From the **Customers** menu, choose **Create Invoices**.
2. In the **Customer:Job** field, select **Abercrombie, Kristy: Kitchen** from the drop-down list.
3. QuickBooks displays the Available Estimates window. You don't want to create the invoice from the estimate listed, so click **Cancel**.
4. From the **Template** drop-down list, choose **Custom Invoice**.
5. Click in the **Item** column, select **Removal** from the **Item** drop-down list, and then press **Tab**.
6. In the **Quantity** column, type 40 and press **Tab**.



7. Notice that the \$1000 payment you entered appears in the **Recent Transactions** list of the **Customer Snapshot**.
8. Click **Apply Credits** to apply the down payment amount made earlier toward this invoice.
9. Click **Yes** at the message that displays to save changes.



10. This is the credit that you want to apply to the invoice, so click **Done**.

The screenshot shows the 'Create Invoices' window in QuickBooks. The main area displays an invoice for 'Abercrombie, Kristy:Kitchen' dated 12/15/2015. The invoice number is 104. The bill-to address is 5647 Cypress Hill Rd, Bayshore CA 94326. The terms are 'Net 30' and the due date is 01/14/2016. The invoice table has one item: 'Removal' with a quantity of 40, a rate of 35.00, and a total amount of 1,400.00. The tax is 0.00. The total amount is 1,400.00. The balance due is 400.00. The window also shows a 'SUMMARY' section with contact information and a 'RECENT TRANSACTION' section with a list of transactions.

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT	TAX
Removal	40	Removal labor	35.00	1,400.00	Non

DATE	DESCRIPTION	AMOUNT
12/15/15	Payment	1,000.00
12/15/15	Invoice	1,400.00
12/01/15	Estimate	4,792.00

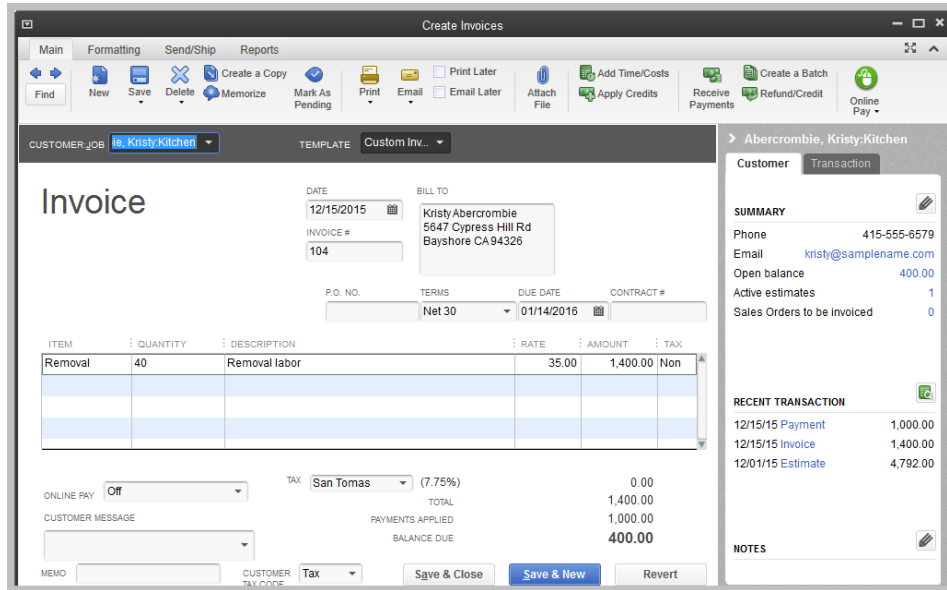
11. Click **Save & Close** to record the transaction.

Making Deposits

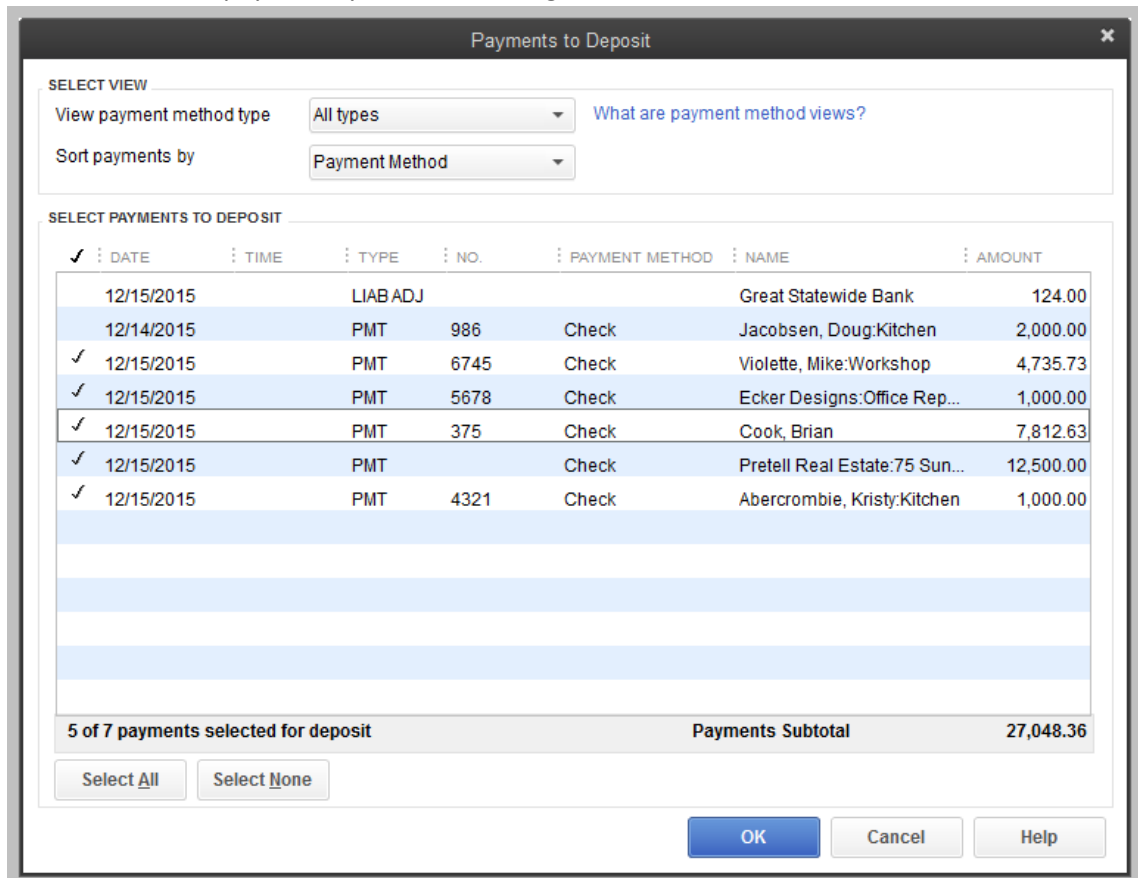
When you use the Enter Sales Receipt window (for a sales receipt where you receive payment on the spot), the Receive Payments window (for payments on invoices), or a payment item on an invoice, QuickBooks keeps track of the money you've received until you deposit it in the bank. When you receive payments from customers, you can either deposit each payment directly into a QuickBooks bank account or you can group payments together into an account called Undeposited Funds to be moved to that bank account at a later time. QuickBooks allows you to choose the method you prefer for depositing payments.

To select payments to deposit:

1. From the **Banking** menu, choose **Make Deposits**.



2. Click to select the payments you want to bring to the bank.



3. Click **OK**.
QuickBooks displays the **Make Deposits** window, which shows the payments you just selected.
4. In the **Deposit To** field, make sure that **Master Checking Account** is selected.

Make Deposits

Previous Next Save Print Payments History Journal Attach

Deposit To: MASTER CHEC Date: 12/15/2015 Memo: Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	AMOUNT
Violette, Mike:Workshop	Undeposited Funds		6745	Check	4,735.73
Ecker Designs:Office ...	Undeposited Funds		5678	Check	1,000.00
Cook, Brian	Undeposited Funds		375	Check	7,812.63
Pretell Real Estate:75 ...	Undeposited Funds		111	Check	12,500.00
Abercrombie, Kristy:Kit...	Undeposited Funds		4321	Check	1,000.00
Deposit Subtotal					27,048.36

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: Cash back memo: Cash back amount:

Deposit Total 27,048.36

If you have money to deposit that is not the result of a payment you received for a sale, you can enter it in the detail area of the window. For example, if you received a premium refund from your insurance vendor, you would enter it here.

5. Click **Save & Close** to record the deposit.

How Quickbooks Handles The Deposit

To view the Undeposited Funds account:

1. From the **Lists** menu, choose **Chart of Accounts**.
2. In the **Chart of Accounts**, double-click the **Undeposited Funds** account.

Undeposited Funds

Go to... Print... Edit Transaction QuickReport

DATE	REF	PAYEE		DECREASE	✓	INCREASE	BALANCE
	TYPE	ACCOUNT	MEMO				
12/15/2015	5678	Ecker Designs:Office Repairs			✓	1,000.00	3,000.00
	PMT	Accounts Receivat					
12/15/2015	5678	Ecker Designs:Office Repairs		1,000.00	✓		2,000.00
	DEP	Checking [split]					
12/15/2015	6745	Violette, Mike:Workshop			✓	4,735.73	6,735.73
	PMT	Accounts Receivat					
12/15/2015	6745	Violette, Mike:Workshop		4,735.73	✓		2,000.00
	DEP	Checking [split]					
12/15/2015		Great Statewide Bank				124.00	2,124.00
	LIAB ADJ	-split-					

1-Line

ENDING BALANCE **2,124.00**

Sort by

- Close the account register window.
- In the **Chart of Accounts**, double-click the **checking account**. (Note the amounts in the balance column may be different than what is shown in the image below).

MASTER CHECKING ACCOUNT

Go to... Print... Edit Transaction QuickReport Download Bank Statement

DATE	NUMBER	PAYEE		PAYMENT	✓	DEPOSIT	BALANCE
	TYPE	ACCOUNT	MEMO				
12/15/2015	To Print	Pretell Real Estate.75 Sunset Rd.		87.82			32,905.77
	CHK	Accounts Receivat					
12/15/2015	To Print	Sergeant Insurance		675.00			32,230.77
	CHK	-split-					
12/15/2015	301	Cal Telephone		156.91			32,073.86
	CHK	Utilities:Telephone					
12/15/2015	302	CalOil Company		101.02			31,972.84
	CHK	CalOil Card					
12/15/2015	1204	BAYSHORE OFFICE SUPPLY		99.95			31,872.89
	CHK	Office Supplies	OFFICE CHAIR				
12/15/2015		-split- Deposit				27,048.36	58,921.25

ENDING BALANCE **69,826.64**

1-Line

Sort by

- Close the checking account register and the Chart of Accounts.

Using Quickbooks For Accounts Payable

Some business owners, especially if they own smaller, home-based businesses, pay their bills when they receive them. Most business owners, however, find it more convenient to pay bills less often. (They also like keeping the cash in the company for as long as possible.) If you don't plan on paying your bills right away, QuickBooks can help you keep track of what you owe and when you owe it.

The money you owe for unpaid bills is called accounts payable. QuickBooks uses the Accounts Payable account to track all the money you owe. Like any QuickBooks balance sheet account, the Accounts Payable account has a register where you can view all your bills at once.

To see the Accounts Payable register:

1. From the **Lists** menu, choose **Chart of Accounts**.
2. Double-click **Accounts Payable** in the list to open the register.

DATE	NUMBER	VENDOR	DUE DATE	BILLED	PAID	BALANCE
12/12/2015	291	Fay, Maureen Lynn, CPA			250.00	43,871.34
	BILLPMT	MASTER CHECKING ACCOUNT				
12/12/2015	292	East Bayshore Auto Mall			532.97	43,338.37
	BILLPMT	MASTER CHECKING ACCOUNT				
12/12/2015	293	Express Delivery Service			70.00	43,268.37
	BILLPMT	MASTER CHECKING ACCOUNT				
12/15/2015		Keswick Insulation	Paid	670.00		43,938.37
	BILL	Job Expenses:Subcontractors				
12/15/2015	12/03	Cal Gas & Electric	12/30/2015	122.68		44,061.05
	BILL	Utilities:Gas and Electric Acct #560-82645-99C				
12/15/2015	294	Sloan Roofing			5,700.00	38,361.05
	BILLPMT	MASTER CHECKING ACCOUNT				
12/15/2015		Lew Plumbing			45.00	38,316.05
	BILLPMT	MASTER CHECKING ACCOUNT				
12/15/2015		Perry Windows & Doors			6,935.75	31,380.30
	BILLPMT	MASTER CHECKING ACCOUNT				
12/15/2015		Daigle Lighting			640.92	30,739.38
	BILLPMT	MASTER CHECKING ACCOUNT				
12/15/2...		Vendor	Due Date	Billed	Paid	
		Account				

ENDING BALANCE **30,739.38**

Buttons: Splits, 1-Line, Show open balance, Sort by Date, Type, Number/Ref, Record, Restore

The register keeps track of each bill you have entered, shows you the due date, and keeps a running balance of all the bills you owe. As a business owner, this helps you forecast your cash flow, and the QuickBooks reminder system helps you pay your bills on time.

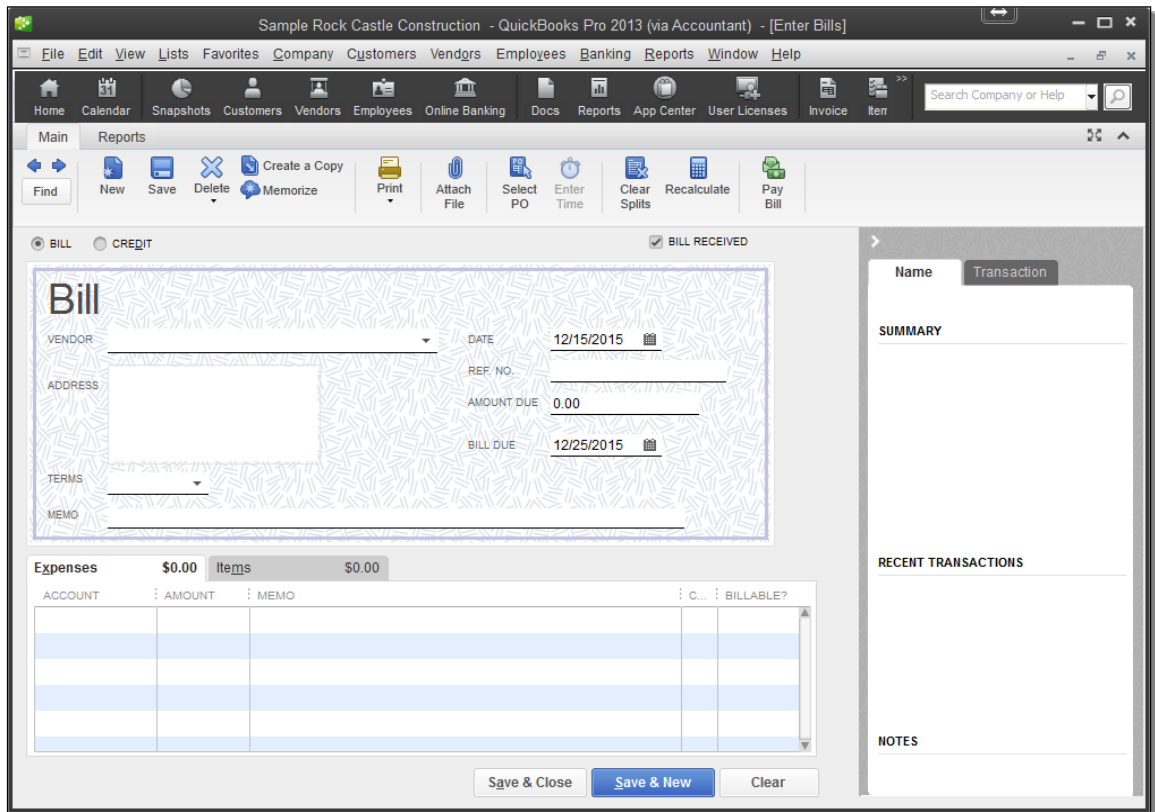
3. Press **Esc** twice to close the open windows.

Entering Bills

When you receive a bill from a vendor, you should enter it into QuickBooks as soon as you can. This keeps your cash flow forecast reports up to date and doesn't give you the chance to set aside a bill and forget about it.

To enter a bill:

1. From the **Vendors** menu, choose **Enter Bills**.



2. In the **Vendor** field, type Willis Advertising, and then press **Tab**.
3. When QuickBooks displays a message telling you that Willis Advertising is not on the Vendor list, click **Quick Add**.
4. In the **Amount Due** field, type 1500.
5. Click in the **Bill Due** field.
6. Click in the **Account** column on the **Expenses** tab and type Printing.
7. Press **Tab** to accept Printing and Reproduction as the account.
8. Type 1450 to change the amount from 1,500 to 1,450.
9. Click in the **Account** column below **Printing and Reproduction**.

10. From the **drop-down list**, choose **Freight & Delivery**, and then press **Tab**.

Enter Bills

Main Reports

Find New Save Delete Memorize Create a Copy Print Attach File Select PO Enter Time Clear Splits Recalculate Pay Bill

Bill Credit Bill Received

Bill

VENDOR Willis Advertising DATE 12/15/2015

ADDRESS Willis Advertising REF. NO.

AMOUNT DUE 1,500.00

TERMS BILL DUE 12/25/2015

MEMO

Expenses \$1,500.00 Items \$0.00

ACCOUNT	AMOUNT	MEMO	C...	BILLABLE?
Printing and Reproduction	1,450.00			
Freight & Delivery	50.00			

Save & Close Save & New Clear

Willis Advertising

Vendor Transaction

SUMMARY

Open balance 0.00

POs to be received 0

RECENT TRANSACTION

NOTES

11. Click **Save & Close** to record the bill.

Paying Bills

When you start QuickBooks or open a QuickBooks company file, a Reminders window appears that tells you whether you have transactions to complete, such as bills to pay or money to deposit. (If you don't see the Reminders window, turn it on by choosing Preferences from the Edit menu.)

When QuickBooks tells you that you have bills due, you can display the Pay Bills window and select the bills you want to pay.

To pay a bill:

1. From the **Vendors** menu, choose **Pay Bills**.

SELECT BILLS TO BE PAID

Show bills Due on or before 12/25/2015 Show all bills

Filter By Sort By

<input checked="" type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input type="checkbox"/>	12/20/2015	Hopkins Constructio...			550.00	0.00	0.00	0.00
<input type="checkbox"/>	12/23/2015	Hopkins Constructio...			150.00	0.00	0.00	0.00
<input type="checkbox"/>	12/24/2015	Middlefield Drywall			1,200.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>	12/25/2015	Willis Advertising			1,500.00	0.00	0.00	1,500.00
Totals					21,375.18	0.00	0.00	1,500.00

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor **Willis Advertising** Terms Number of Credits **0**

Bill Ref. No. Sugg. Discount **0.00** Total Credits Available **0.00**

PAYMENT

Date Method To be printed Assign check number

Account Ending Balance **68,326.64**

2. Select the **To be printed** option.
3. Select the **Willis Advertising** bill by checking the box in the column to the left of the bill.
4. Click **Pay Selected Bills**.
5. You could print the checks at this point, but for this exercise click **Done**.

How Quickbooks Records Your Bill Payment

When you pay \$1,500 on a bill through the Pay Bills window, QuickBooks makes an entry in the accounts payable register, showing a decrease of \$1,500 in the total payables. It also creates a check from your checking account to pay the bill.

To see the entry in the accounts payable register:

1. From the **Company** menu, choose **Chart of Accounts**.
2. In the **Chart of Accounts**, double-click the **Accounts Payable** account.

Accounts Payable

Go to... Print... Edit Transaction QuickReport

DATE	NUMBER	VENDOR		DUE DATE	BILLED	PAID	BALANCE
	TYPE	ACCOUNT	MEMO				
12/15/2015	12/03	Cal Gas & Electric		12/30/2015	122.68		45,561.05
	BILL	Utilities:Gas & Acct #560-826					
12/15/2015		Willis Advertising				1,500.00	44,061.05
	BILLPMT	MASTER CHE					
12/15/2015		Daigle Lighting				640.92	43,420.13
	BILLPMT	MASTER CHE					
12/15/2015		Perry Windows & Doors				6,935.75	36,484.38
	BILLPMT	MASTER CHE					
12/15/2015	294	Sloan Roofing				5,700.00	30,784.38
	BILLPMT	MASTER CHE					
12/15/2015		Lew Plumbing				45.00	30,739.38
	BILLPMT	MASTER CHE					
12/15/2015		Vendor		Due Date	Billed	Paid	
	Number	Account	Memo				

ENDING BALANCE **30,739.38**

1-Line
 Show open balance

Sort by

3. Close the accounts payable register.

To see the entry:

1. In the Chart of Accounts, double-click Master Checking Account.

MASTER CHECKING ACCOUNT

Go to... Print... Edit Transaction QuickReport Download Bank Statement

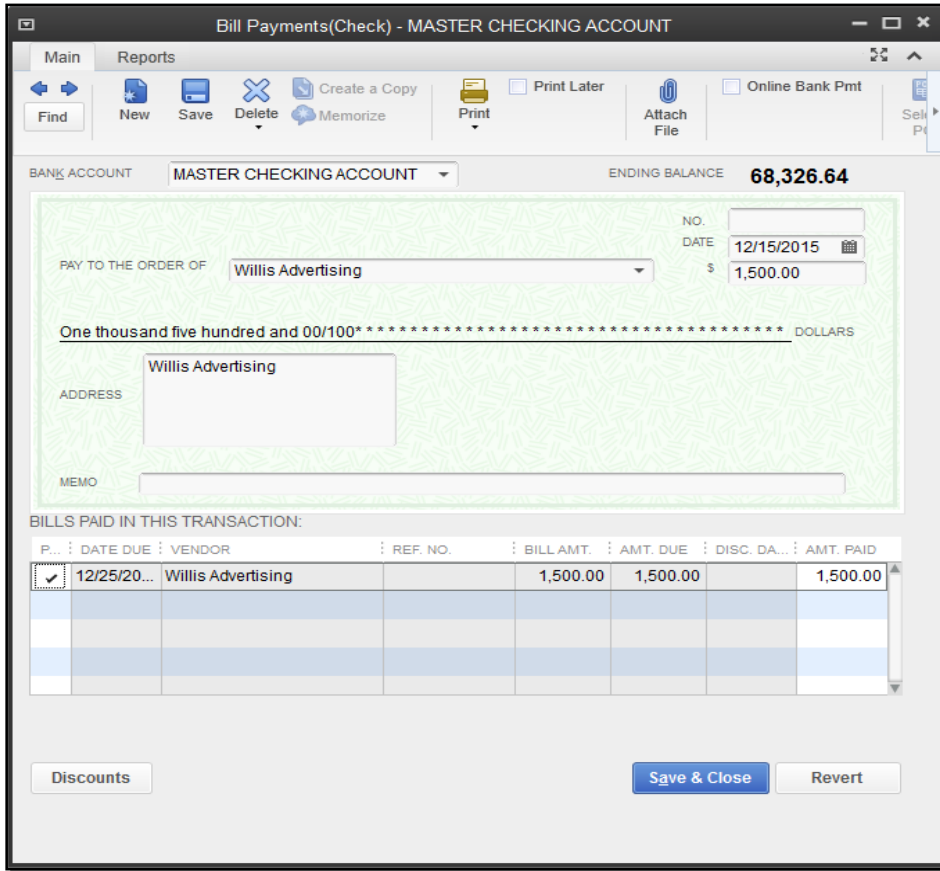
DATE	NUMBER	PAYEE		PAYMENT	DEPOSIT	BALANCE
	TYPE	ACCOUNT	MEMO			
12/14/2015		-split-	Deposit		4,700.00	46,315.26
	DEP	Willis Advertising		1,500.00		44,815.26
12/15/2015		Accounts Payable				
	BILLPMT	Lew Plumbing		45.00		44,770.26
12/15/2015		Accounts Payable	5-487			
	BILLPMT	Perry Windows & Doors		6,935.75		37,834.51
12/15/2015		Accounts Payable				
	BILLPMT	Daigle Lighting		640.92		37,193.59
12/15/2015		Accounts Payable				
	BILLPMT	Sloan Roofing		5,700.00		31,493.59
12/15/2015		Accounts Payable				
	BILLPMT					

ENDING BALANCE **68,326.64**

1-Line

Sort by

2. Select the Willis Advertising transaction.
3. On the toolbar, click Edit Transaction.



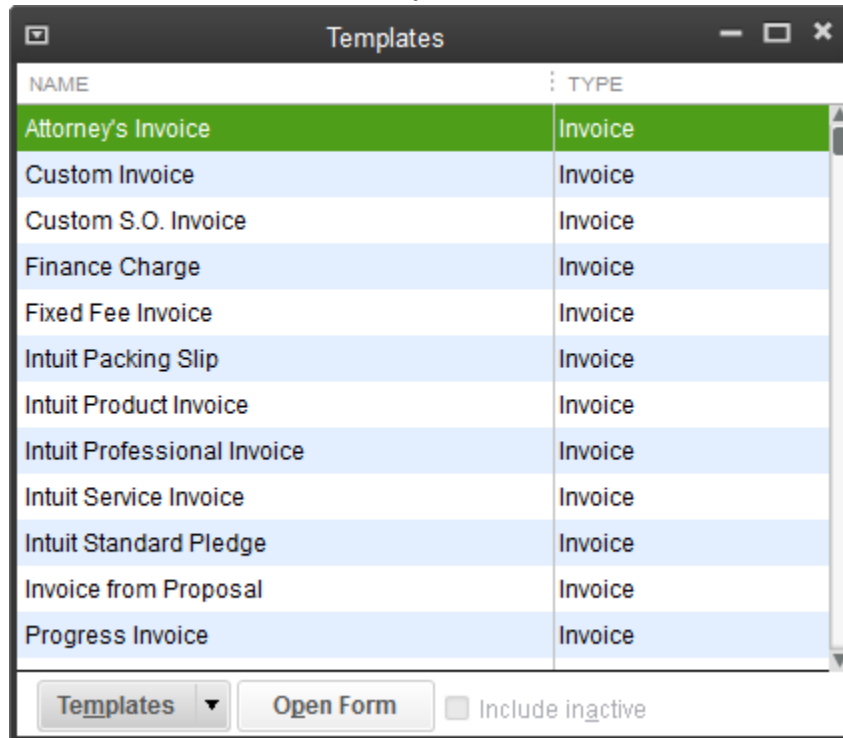
4. From the Window menu, choose **Close All** to close all the open QuickBooks windows.
5. Click **Home** in the icon bar to open the **Home** page.

Creating New Templates

QuickBooks lets you customize an invoice form to suit the needs of your business, but there may be times when you want to design a completely different invoice form. QuickBooks lets you do that, too. You can use the Layout Designer to create a new form design for your business. In the Layout Designer, you can move, resize, or change the width of columns, turn on or off borders around fields, and control font type and size for each field.

To create a new invoice template:

1. From the **Lists** menu, choose **Templates**.

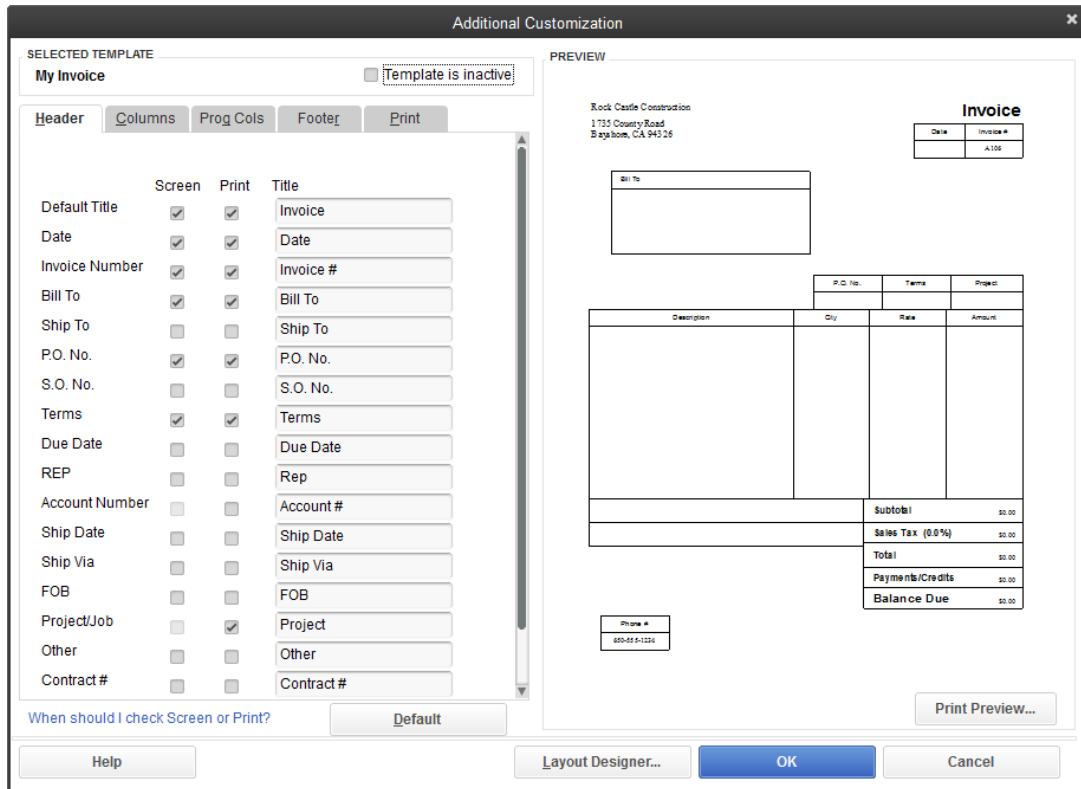


2. Click the **Templates** menu button, and then choose **New**.
3. Click **OK** to select the invoice form.
4. Click the **Manage Templates** button to give the template a name.
5. In the **Template Name** field, type *My Invoice*.
6. Look at the options in the **Logo & Fonts** section of the **Basic Customization** window.
7. In the **Company & Transaction** section, select the **Phone Number** checkbox.
8. Select the **Do not display this message in the future** checkbox, and then click **OK**.
9. Leave the Basic Customization window open. You'll use it in the next exercise.

Customizing Fields On Forms

To customize fields on a template:

1. Click the **Additional Customization** button at the bottom of the window.

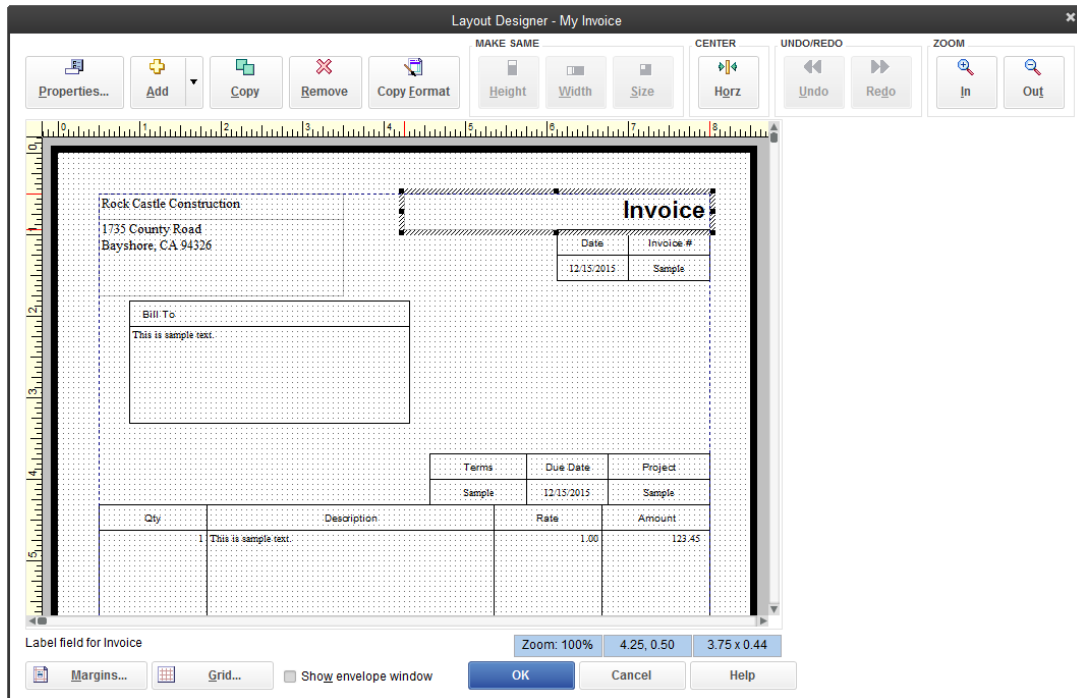


2. To have the Due Date field display both on screen and on the printed form, click the **Screen** checkbox for **Due Date** to select it.
3. Click the **Print** checkbox for **Due Date**.
4. Clear the **Screen and Print** checkboxes for the **P.O. No.** field to remove the field from the form.

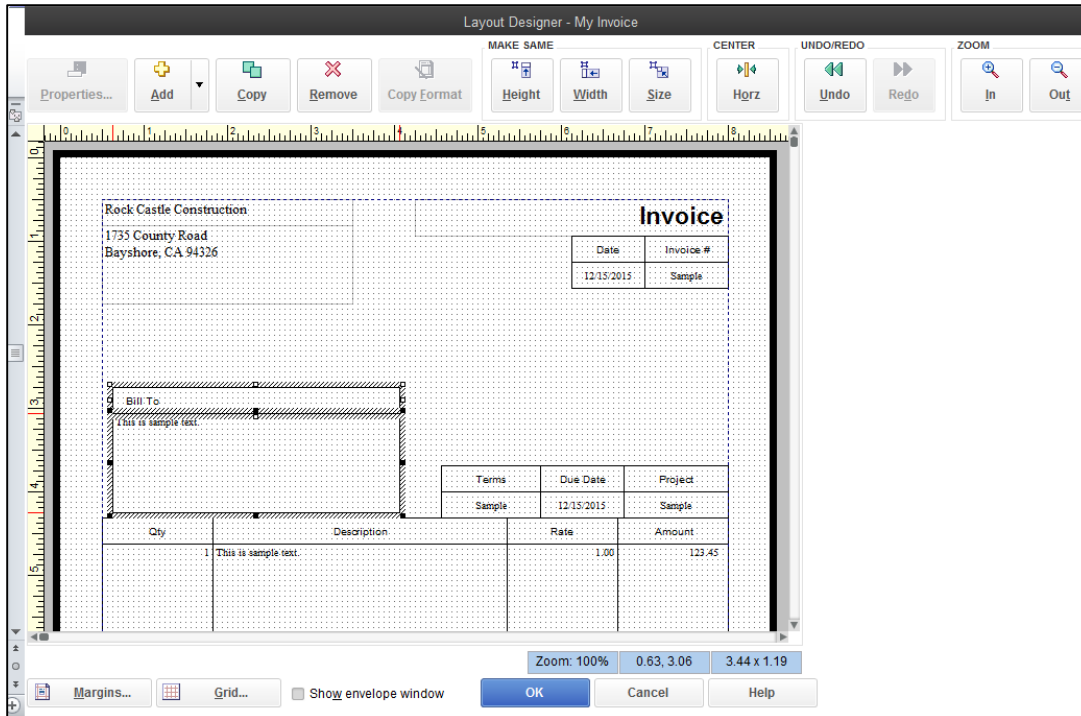
Changing The Position Of Fields On Forms

To move fields on forms:

1. From the **Lists** menu, choose **Templates**.
2. Right click on **My Invoice** and select **Edit Template**.
3. Click **Layout Designer**.



4. Click the **Bill To** field.
5. Press and hold the **Shift** key.
6. Click the field directly below the **Bill To** field (the field containing the words **This is sample text**).
7. Release the **Shift** key.
8. With the cursor over the selected fields, press and hold the **left mouse** button.
9. Drag the selected fields down about one inch.
10. Release the mouse button.



11. Select the field containing **Rock Castle's** address.
12. Move the mouse over one of the **dark squares on the bottom of the field** and then hold the **mouse** button while you drag the bottom of the field up to a point just below the address—the goal being to get rid of the extra space below the address so you can place the phone number directly beneath it.
13. Scroll to the bottom of the screen and select the **Phone #** field.
14. Right click and click **Remove**.
15. Select the field containing the numbers **555-555-5555**.
16. Holding down the mouse button, drag the field so that it sits just below **Rock Castle's** address.