

QUICKBOOKS PRO 2021



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SECTION 1 – Introduction

Video: Introduction

Cindy: Hey there, welcome to QuickBooks Desktop. This is version 2021. My name is Cindy McGuckin, and I'm going to be your instructor throughout this series of videos. I wanted to take a few moments to introduce myself, and also let you know a little bit about what we're going to cover as you walk through this course.

I've actually been a computer instructor for about 20 years, I teach all kinds of things. But QuickBooks is one of my favorites. Hopefully, we'll make this little bit fun for you. We're going to be starting at the very beginning, I'm not going to assume you know anything. That way, if you're new to QuickBooks, then you know exactly how to get started. If you're a little more experienced, and you've used QuickBooks before, then hopefully you'll get some tips, tricks, easier ways to do things. And we'll also be covering some of the new features in the 2021 version.

We're going to be going through everything from setting up your company files in QuickBooks, we're going to talk about Customers, we're going to talk about Vendors, we're going to talk about setting up Bank Feeds. We're going to talk about Payroll, Sales Tax and all kinds of other things. Go ahead and get out a pen and paper because you'll want to take lots of notes. You can go back through each video as often as you need to. And if you have questions or anything you want to talk to us about, feel free to shoot us an email or get in touch and we will get back with you as soon as we can.

Well, let's go ahead and get started now. Let's go ahead and jump over into the next video. And we're going to be discussing the difference in the Desktop version versus the Online version of QuickBooks.

Video: QB Desktop vs. Online version

Cindy: Hey there, welcome to QuickBooks 2021. My name is Cindy, and we're walking through Module One right now. I'm on video number two, and I want to talk to you a little bit here about the difference in the QuickBooks Desktop version versus the Online version.

The Online version has always been subscription based. There are several different subscriptions that you can subscribe to. But I want to talk right now about the Desktop version because things have changed this year. Prior to the 2021 version, you could go to your local office supply store each year around September and buy the latest version and just load it on your Desktop computer. Now you can still do that, but you have to buy that from Intuit, you won't be able to buy it in your local office supply store anymore. And it is going more subscription based.

You're going to find that the Desktop version and the Online version look totally different. The Online version is great If you need to be able to have access to your data from anywhere in the world. As long as you have an internet connection, you can log in. you're not going to be able to do that with your Desktop version. Unless you have the new subscription version. Let's go ahead and flip over to QuickBooks, I'm going to show you a little bit about the differences in the Desktop version and the Online version.

This is what the Desktop version of QuickBooks looks like. It actually has what we call a Home screen. And it helps walk you through the steps you need to take in order to create any transaction. You've got a section up here where you have all of your Accounts Payable, you've got your Receivables. And you've got a Payroll section. And you'll see here that you also have flowcharts, to tell you what to do next. If you enter a bill, for example, the next thing you want to do is pay your bill. You're not going to have this flowchart, when you look at the Online version, you're going to have to know what to do next. Let's flip over to Intuit's website so that you can see a little bit about the different subscriptions that are offered, and then see some pricing. Okay, we're looking at subscriptions for the Online version of QuickBooks. You can see, they have a Simple Start, which is for very small businesses that are just getting started.

If you really don't have any customers yet, this might be a great one for you to start with to see if even like QuickBooks. From there, you can move up to the Plus, which has a lot more features than the Simple Start does. The Simple Start also has some limited amounts of transactions you can enter. You can see that this Plus actually lets you track your job profitability if you have inventory, or if you want to manage your bills and pay bills. And we can't do that in the Simple Start. This is the most popular one. And it's where you probably want to start. And then if you need to upgrade you can.

The next one you'll see is your Advanced here. And you can see there are a lot of different things that have to do with business analytics. If you want to do some batch invoicing and expenses, you can kind of see what's there. And then there's also one that's for the really small business owner, the Freelancer. If you're totally self-employed, and you really don't need a lot of the features in QuickBooks, you can use this one over here and this Freelancer one is very new. You'll also see the pricing for each one of these right now. They have 50% off for the first three

months. They also have a free trial for 30 days if you want to try any of these. Now, let me flip over to another page on their site and talk to you a little bit about the Desktop version now that I told you is subscription based.

These are the new subscriptions for the Desktop version of QuickBooks. They have the Pro Plus and the Premier Plus and Enterprise which you only need that if you have a lot of employees at your business. And they all want to be able to use QuickBooks because you can have a lot of different users. But let's look at this. The Pro Plus you can see is \$199 per year. And let me scroll down so that you can see some of these features. You can see that it does your report, your invoicing if you want to track time inventory, all the basic things you're going to need. But what it doesn't include is any forecasting, if you have industry specific features you might want, or if you want to have the mobile inventory barcode scanning option. You can see those are not part of this one.

Now if we look over at the Premier Plus, you can see that you have those additional features. And notice that for the Pro Plus you can have up to three users and the Premier you can have up to five users. Notice this one allows you up to 40 users. You will have to pay for these one year at a time, they do not have a monthly fee at this point. If you wanted to look at some of the add-on services. You could look at this as well. But check out this page. It's QuickBooks.intuit.com/Desktop. That's a quick overview of the Desktop version versus the Online version. You want to get familiar with whichever one you want and go ahead and pick your plan.

But let's go ahead and flip over to the next video because I actually want to take you in and talk to you a little bit more about the fact that the Desktop version has different versions as well. I want to take you through each one of those so you'll know exactly what it is that you're purchasing when you make your decision.

Video: Desktop Version Explained

Cindy: Hey there, welcome to QuickBooks 2021. My name is Cindy. We're actually walking through Module One right now and this is the third video. I want to take a few moments in this video and talk to you a little bit about the different versions of the QuickBooks Desktop software.

When you go to actually make your purchase, you want to make sure you have enough information to make an informed decision about the software that you're going to be purchasing. A little bit of history here. Prior to version 2021, you could actually go to any local office supply store, you could go to Costco, Sam's, you could go online, you could just find QuickBooks Desktop software anywhere and just pay a one-time fee for that software. Like all software, they're trying to make everything subscription based Now. That's why this year, you're going to see that you can still get the actual software. You can also get what they call a Plus version of each. The Plus version means the subscription based software.

Right now what you can do is if you want to buy the actual Desktop software, you can only buy it through Intuit's website. Now you'll actually see it on other websites. And you'll want to go out and compare prices. Those other websites you visit, they just actually take your money and they buy a code from Intuit. That's how they're able to sell it. But you're not gonna be able to buy it at your local office supply store, Costco, Sam's anything like that. So here are some of the different versions that are available. The standard has always been QuickBooks Pro. QuickBooks Pro is designed for a small business, it has one to three users, it's a one-time fee, and they're going to support this version for three years. Which means they'll support it through May the 31st of 2024.

You can then move up if you wanted the Desktop Premier or the Accountant Edition, that lets you have up to five users. Again, it's a one-time fee, and it's going to be supported through May 31 of 2024. Again, that's your three years where they support the software. After that, you'll want to think about upgrading to the next version. And most likely, at that point, you're only going to be able to get the subscription base. So just to give you a little bit of a pricing idea, the Pro this year seems to be a little more expensive than it's been in years past. And it's going to run you anywhere from like \$399 to if you needed more users up to like maybe \$899.

Now I just got mine last night, and I was actually able to get mine for \$189. That's for one user. And after you watch this video, if you want to know where I got it from, you can just leave a comment or ask us and I'll be glad to give you that information. The Premier or Accountant edition which are pretty much the same, it's gonna run you anywhere from \$649 up to \$2150. So you're going to find all kinds of pricing, just go on the web and do some searching and do some research and find a price that works for you.

Now I mentioned if you see the word Plus behind it, that's the subscription base. So there is a subscription for QuickBooks Desktop Pro, there's one for Premier and there's also one for the Accountant edition. Even though these are subscription based, you're going to find that they want to have a year's worth of money up front. When I was looking, I did not see any monthly fees. So

just kind of know that. When we look at the Desktop Pro Plus we're looking at anywhere from 299 to 699 a year. When you look at the Premier Plus you're looking at 499 to 1699 per year. And again, it's based on how many users you have. And then the accountant plus is based on \$449 a year for one user.

I just want you to be aware of this when you go out to make your purchase. If you have any questions about this, just shoot us an email, put it in the comments after you watch this video. But I wanted to make sure you had enough information to make an informed decision when you go out to actually make your purchase. Once you make your purchase, you want to go ahead and get it set up. Why don't you go ahead and head over to the next video so I can talk to you about some of the new features in the PC version of QuickBooks for 2021.

Video: QB 2021 New Features Overview – PC Part 1

Cindy: Hey there, welcome to QuickBooks 2021. My name is Cindy. We're actually walking through Module One right now and we're on video number four. I wanted to talk to you real quick about some of the new features that are in the QuickBooks Desktop 2021 this year.

I think you'll be a little bit surprised at the way things work now with the new subscription model. Let's flip over to QuickBooks, and let's look at some of these new features. The first thing I want to talk about are the enhancements they've made to the Bank Feed option. This is probably the best thing they've done with this new version of QuickBooks. Let's head on up to banking on the menu, I'm going to Bank Feeds and then to the Bank Feed Center.

Now, if you want to turn on this new look called Advanced Bank Feeds, then you could go to Preferences. But for now, I want to skip and show you what it used to look like. This is the old Bank Feed Center. All of your bank accounts or credit cards that you have already linked to your bank would show up on the left, you would click on the one you want to work with if there were any transactions waiting to be added to QuickBooks, and then you would actually go over to this transaction list and then pull them into this window right here. You'll notice this had an older look to it, it doesn't look very streamlined. There were a lot of problems with the Bank Feeds.

For example, it didn't always pull everything in. So you would end up manually having to type some things in. You also would need to go down the list and check off the transaction you want to work with. And then you would go across and fill in any of the information. And once you've gotten that done, then you come over to the Action column and you can click Add, and this would throw it over in the checking register. Now I'm going to close this and I want to show you what the Advanced Bank Feed looks like. I'm going back to Banking, and back to Bank Feeds, Bank Feed Center. Now this time, I'm going to go to the Preferences and turn on the Advanced Mode.

You want to make sure you're under checking on the left, and then click on the Company Preferences Tab. And down at the bottom, this is where you see the Advanced Mode. The Express was the one that we saw a few moments ago. And you can see the Advanced Mode is new in the QuickBooks 2021. Now I'm going to click OK. And it has to close all of the windows to make this change. That's okay. Now when you get here, let's go back to Banking, back to Bank Feeds and the Bank Feed Center. And if you get this message again, you don't want to click Learn More, because we just did that just change the preference. So let's go ahead and skip that. And this should show us the new look. And there it is.

If you're familiar with QuickBooks Online, this looks very similar to the way the Bank Feed option is set up over there. And you'll see all the accounts you have linked to your bank. You click on the one you'd like to work with, and you'll see all those transactions down below. You'll notice there are four tabs, the first one is Recognize. And these would be any transactions that it recognized all of the information like it recognize the payee, it knows which account to put it to. But if it doesn't know that it might know some of that information. And that's what partially recognized is. But most of them probably fall under the Unrecognized. What you want to do is

go down the list and click on the transaction you want to work with and go across and fill in all the information. And once you've done that, you can click Add over on the right here.

If you want to go ahead and check off several and make sure all the information is correct. You can add these as a batch down at the bottom here. You'll see that you can add or confirm. Now the other thing that I want to show you real quick is the rules appear at the top. If you had any rules already set up you would see them listed down here. You can also add your own rule. Now what a rule would mean is what if every time it saw a transaction where the payee was Verizon, for example, it would know to automatically put that in the Chart of Accounts to your telephone category. That could be a rule that you'd already set up. You can manually set up rules now as well.

You can click over on Add a rule, you can give your rule a name, and then you can make that rule for money that comes into the account or money that goes out of the account. But you could say anytime it meets any of these conditions or all these conditions. Meaning what if anytime it saw description, and in the description, it had the word Verizon, then it would know to make the payee say Verizon and to put it in the account called telephone. And if you're using a specific class, you can put it to that class. And then every time it saw Verizon then everything would Pre populate. I'm going to go ahead and close out of that. And that's a quick overview of the new Bank Feed Center. It's very streamlined now. So I think you'll find it a lot easier to use.

I'm going to pull up the Home screen again. And then let's talk about this next feature, which is called Receipt Management. Now, let me explain how this works. There's an app you can download on your phone, it's available for Android or iPhone. And it's actually called QuickBooks Desktop. Now, don't download just the QuickBooks app you want, specifically QuickBooks Desktop. And what this app allows you to do is, if you're out in the field, you can actually take a receipt that you have and scan it in. And then you can come in to your QuickBooks Desktop and actually pull that receipt in.

Now, couple things that are really, really important because it won't work if you don't set this up correctly. The first thing is your Users. If you go up to Company, and then go to Setup Users and Passwords, and you want to go to Setup Users. If you're just using the admin, this is not going to work, you have to actually have an actual user with an email address. And that way that person has to log into their Intuit account. And you're going to have to be logged into your Intuit account on your phone as well. If you're not logged in with the same email address, and the same account on both the Desktop and the mobile phone, this will not work. Trust me, I know. It took me hours to figure that out.

The other thing is, if you happen to be doing books for different clients, and you want to use this feature, you can only have one email address attached to one file. Just know that that means you'll have to be able to set up some additional email addresses to use when you have other clients that you wanted the same thing with. You want to make sure also that that user is logged on. Even if you set up the user, if it's still logged in as admin, it's not going to see an exact match to the user and the email address. So that's really super, super important there. Okay, now that we have that out of the way, let me show you how this works. You're going to get to the Receipt

Management feature by going to Vendors on the menu, and then you'll see Receipt Management. Now sometimes this takes a minute to pull up. So be a little bit patient with it.

But when it comes up, you're going to see any receipts you've already scanned in. You can see one right here that I did earlier, just to make sure we had something in here. You can also have receipts that maybe are files on your computer and you want to upload them you could just click right here. Now here's the idea. When you do have a receipt in here, notice that it reads a lot of the information really well it said this was a receipt from CVS Pharmacy, it has the bank card, I didn't pull in the date, we can go ahead and change that it's got the amount and it says no matches fail. Now, let me tell you what this means.

If you want to actually pull this over into the register, then you can actually come over here where it says Select, and you can review this transaction. The first thing you'll notice is that it doesn't recognize the last four digits of my card. I'm going to have to tell it, which accounts that I want to apply this to. And in this case, it was just my debit card. So I'll use checking. It did pull in the date it pulled in the amount correctly. If I'm using the class feature, I'd want to pick the correct class and notice it pulled in CVS Pharmacy. If I needed it to apply to a particular job, then I can choose my customer and job from the list. It also doesn't know which account so I'm gonna have to pick an account here. I'm just going to pick Office Supplies. Let's see if we can find it in the list here. And there it is right there.

So you see that you have the ability to fill this out. And if it was a check, you could put the check number in a memo here. Now what's going to happen is you're either going to save and add it to the register or rematch. And what rematch means is you have the ability, if you've already matched this to a transaction, you can come in here and you can unmatch it and then rematch it again. I'm going to save and add to the register. And if it says your vendors not found like this, you can go ahead and create the vendor from here. And that's what this is going to do. And now it says the transaction has been added to the register. I'm going to click OK. And then we're going to go out to the register and check it out.

I want to head over to Home, I want to head to the Chart of Accounts. I'm going to look in my checking account, I'll just double click so we can look at the register. So we're going to go ahead and go to because we're looking at transactions there in 2025 for the practice exercise. Let's say the payee is CVS and we're going to click next and see if we can find it here. If you notice, there it is right up here; CVS Pharmacy \$11.63. Now, that you know how the Receipt Management works. Let's talk about how the receipts actually get from your phone into the Receipt Management. I'm going to go ahead and cancel here and I'll get out of this. And let's go back to the receipt management. I'm going back to Vendors and Receipt Management.

I'm going to go ahead and pull over a screenshot of my phone so that you can see how this works. So there's my pups Babs and Sunny. Here's how this is going to work. On your phone, whether you have an iPhone or an Android, you're going to want to go ahead and download an app. And the name of that app is QuickBooks Desktop. You can see it right there at the top. You don't want the QuickBooks app, it's specifically called QuickBooks Desktop. Now, what's gonna happen is you're going to go ahead and install this. And then you're going to open it up when

you're ready to actually scan a receipt. Now I've got one right here that I'm going to scan. And what you want to do is click on Receipt Snap.

So what it will do is as soon as I click on it, and I'll go down and say snap receipt, and I've got this receipt, and as soon as it sees it and thinks it has all the information, you'll hear it beep. So you saw that just a moment ago. Now what's going to happen is, I'm going to go ahead and come over here and I'm going to either upload it, if I had already scanned it, it was already in my computer's file. Or if you've actually taken that scan with your phone, you're going to have to wait a little bit for it to show up in this window.

It might show up pretty quickly but it could take up to 15 or 20 minutes. So just know that when you're actually scanning in those receipts. Well, let's go ahead and stop the video right here. I do have one more thing I want to talk to you about this new in the 2021 version. But let's hop on over to the next video and I'll talk to you about it there.

Video: QB 2021 New Features Overview – PC Part 2

Cindy: Hey there, welcome back, it's Cindy. We are working in QuickBooks 2021 and this is video number five. This is actually part two of video number four, we're going to continue on with the new features of QuickBooks 2021.

You can now actually send Automatic Statements or Invoice Reminders to customers. What you're going to do is go up here to Customers on your Menu, and then you're going to see Payment Reminders. And here's where you can review and send your Payment Reminders. You can schedule Payment Reminders, or you can manage Customer Groups. Let's go into Manage Customer Groups for a moment. What you want to do is if you've got groups of customers that you want to create a task for maybe sending out a statement, then you can create a group based on the type of customer, the state they're in, all different kinds of options. But let's go ahead and create a customer group.

Now you can call the group anything you want. I'll just make it My Group for now. But it could be that you call it all Residential Customers, it could be you call them all South Carolina Customers, whatever you'd like to call them. And you can actually give your group a description down here. Now I'm going to click Next. What you want to do here is go ahead and select the fields and the values to define your group. So what you want to do is say, all of the customers who have an open balance that maybe is greater than \$5, we'll add them. And now we're going to click Next. And here it pulls a list of all the customers that owe you more than \$5.

Now what you're going to do is if you don't want one of these to be in your group, then you can just uncheck them. If you unselect them, then you have to manually add them again later. So you may not want to do that unless you absolutely know that you don't want this person in your group. But I'll go ahead and just say no to the message here, and then I'll hit Finish. Now when I click OK, here, I now have a new group called My Group. Now you can go over here where it says Actions, if you want to delete this group, if you need to edit them, maybe send them all an email, that would be a good idea. If I click on email, for example, it's going to take me to a blank email, all of these people will get the email only these people that met my criteria when I actually set up the group. And that's how your groups work.

Now that's important because when you go into some of these other features, you're going to be able to pick this group because you already have them set up. Now I'm going to go ahead and close out of this. Now let's say I go back to my Customers, and I go to Payment Reminders. And let's say that I go to Schedule Payment Reminders. I'm going to go ahead and click let's get started. Now if I want, I can pick my group that I created here to add a reminder to. Now here's where I add the reminder, and this is a feature, you've always had this the reminders here. But you can say that you want to send a reminder 10 days after the due date. And then here's your generic email that's going to go out. It's going to have dear customer first and last name. And you can see the rest of this right here. If you want to change any of this, maybe you want to take out the telephone number, you want to add something else, go ahead and add that here. And then click OK.

Now, if you want to edit the customer group, you can also do it from here. It will say Are you sure you want to edit the group? And then you can go in and if you want to change the group name, you can do that. If you wanted to go ahead and put a description, you could and then you could go next. And we talked earlier about all of this. So you can go ahead and edit that group right from here, you don't have to get out of that window and do it somewhere else. I'll go ahead and cancel that. But I just wanted to show you how to set that up. If you have the group set up first, then you can come into the Payment Reminders and set up a payment reminder for that group. I'm going to go ahead and save that at the bottom. And that's all there is if you want to learn more about some of these, you could go in and click on some of these and learn more.

But I'm going to close that for now. And that is the third option that's new. There were a couple of other little minor things that they've done. But these are kind of the big things right now that I want to address. So hopefully that'll help you out a little bit in telling you what some of the new features are in the QuickBooks 2021. Now that you know the new features in the PC version, let's head on over to the next video and talk briefly about some of the new features in the Mac version of QuickBooks.

SECTION 2 – Setting Up Your Company File

Video: Setting Up Your Company File

Cindy: Hey there, this is Cindy. Welcome to QuickBooks 2021. We're getting started now in Module Two. And this module is called getting started. Because this is where we're going to go through and set up all the information related to our Company File.

This is the first video, and I'm going to talk to you a little bit in this video about setting up the Company File and why it's so important that you do this correctly from the very beginning. First of all, every file in QuickBooks is called a Company. You can have as many Company Files as you like. You might want to keep your personal information in one Company File and maybe your business information in another.

It could be that you have lots of clients and you want each of your clients to have a separate Company File. All Company Files are separate, they do not share information. When you first lead QuickBooks, you're going to go through a process of setting up the Company File, you'll tell QuickBooks that you want to create a new Company File, and it will launch you into what's called the Easy Step Interview. In that interview, it's going to ask you all kinds of questions. And based on how you answer those questions, it's going to turn icons on or off on the screen for you that you can go back and change later if you want to.

But the big thing about going through and setting up the Company File is that it's going to create a Chart of Accounts for you based on how you answer all the questions in the Easy Step Interview. That's why this is so important. It's much easier to get things set up correctly from the beginning, spend a little bit more time with it. And that way, once you get going, everything is there ready to go. It's not quite as easy to change things sometimes once you start going and you realize things aren't quite the way they should be. That's why it's so important to set up your Company File correctly from the very beginning.

Well, let's go ahead and we're going to start setting up your Company File over in the second video, which is called using the Easy Step Interview. Let's head on over there and we'll get started setting up your Company File.

Video: Using the Easy Step Interview – Part 1

Cindy: Hey, this is Cindy. We're working in QuickBooks 2021. We're in Module Two now and we're on the second video. I want to show you how to use the Easy Step Interview to go ahead and set up your Company File. This is part one, there is a part two, so make sure you watch both parts, so that you know exactly how to set up everything the correct way. Let's head on over to QuickBooks and start setting up your Company File.

The first thing you'll want to do is click on Create a new company. And here QuickBooks is asking who are you creating the Company File for? Are you creating it for myself or for someone else? And I'll just choose myself. Now there are two options, you can actually start the setup. Or you can come down here where it says Other Options and choose the Advanced Setup. And this is what I suggest you do.

If you use this start setup over here, it'll ask you a couple of questions and then create your Company File based on how you're entered those questions. You're going to end up changing quite a bit of what it's set up automatically, and there'll be a lot left to set up. It's suggested that you take a little bit more time and go to the Advanced Setup. And that way it's set up the way you want from the very beginning. Now that we're in the Easy Step Interview, it's going to ask you some questions about our company. And the first thing it wants to know is, what is the name of the company? I'm just going to call it My Business. And then if we hit the Tab key, you'll notice that it pops down and says that my legal name is the same thing.

The next thing it wants is the tax ID. Now this is optional, the only time you would actually have to have this is if you're going to do 1099. Or if you're going to use the QuickBooks Payroll Service. If you're not going to do either one of those things, then you can leave this blank. Then it asks you for the Street Address, City, State, Zip, Phone, you can see the rest of that information. And this information is about your company itself. If you're not actually going to send out correspondence, then it's not that important that you set this up. But if you are going to then you want to have this information populated. I'm going to go ahead and click Next. And the next thing it wants to know is what type of industry are you in?

You can see, there's a whole list of different types of industries here. There is agriculture, if you happen to be in construction, if you happen to be in insurance, you can see if you're in the hotel industry, if you're in manufacturing, there's just a ton of different options here. There is no wrong answer. And if you're not sure which one to pick, at the very bottom of the list, you will see a general product based business and a general service based business. I'll pick the general product based business, and then click Next. This screen asks, how is your company organized? Do not get hung up on this screen. The reason QuickBooks is asking you this is because sometimes people use other programs like TurboTax as an example, to do their taxes.

In order to pull all the information onto the correct line on the tax form, TurboTax has to know how the company is organized. Now if you have an accountant who's doing your taxes, then you need to choose Other or None. If you pick one of these choices, and what will happen is you will be on different screens setting things up and it will ask you which line on the tax form would you

like to pull this on to? And you're not going to have a clue because you're not an accountant. I'm going to go ahead and pick Other or None and then click Next.

This screen asks me to select the first month of your fiscal year. It defaults to January so unless yours is different, you don't need to change this. I'm going to click Next. And then it wants to set up your administrator password. Now we are going to talk about passwords in a later module. I do suggest however that you set this up. And what this means is that when you open your QuickBooks Company File, you will have to type in the administrator's username and the administrator password. Now typically the user administrator name is admin unless you've changed that. And if you haven't set up a password, then it'll let you right in.

But let's go ahead and set one up now, just so that we have something in here and later we're going to talk more about Users and Passwords. I'm going to click Next. And now it says Create your Company File. When I click next, it takes me to the safe screen. You'll notice it pulled in the name of my business for my file name and I can leave that or change it to something else if I like. And notice where it saved your file just in case you ever have to go back and look for it. I'm going to go ahead and click on Save. And now it's creating my new Company File. Now the whole thing is not set up all the way yet but at least if we got out of this, we could come back and continue setting up those options.

You can see back here that it says My Business and some of my Company File is being set up. Now let's go ahead and continue. We're in the customization section. Now let's click Next. And now it says, what do you sell? Do you sell services, products or both? Let's say that right now you only sell services. But maybe in the future, you'd like to add products. It does not hurt to choose both products and services. It's just going to turn on icons on your Home screen for those options. I'm going to click Next again, and it asks, do you charge sales tax, Yes or No? I'm going to go ahead and leave it on. Yes. And I'll click Next.

This screen asked me if I want to create Estimates in QuickBooks. Think of an Estimate as a quote for a job. If I'd like to have my kitchen remodeled. I'm going to create an Estimate for that. And I'm going to leave that on Yes. Then it asked me about using Statements in QuickBooks. Typically, Statements go out to customers at the end of every month. And it's just a summary of everything that happened that month, it's a gentle reminder to customers that they owe you money. If you don't use Statements in your business, you can always say no.

This screen asks about Progress Invoicing. Now this goes with the estimate question that it asked us. If you have an estimate, you have the ability to actually invoice the customer based on that estimate. If you have Progress Invoicing turned on, you can invoice your customer for a portion of that estimate or certain items that were on that estimate. I always suggest if you do estimates that you do want Progress Invoicing. A lot of people do not put their bills in QuickBooks, they just pile them up on their desk. And when it's time to pay the bills, they'll just go through the stack and write checks. Your QuickBooks will be accurate if you do that. However, to make full use of the program, you probably want to go ahead and put all your bills in. That way you can run a report at any time to see who you owe, it's over 30 days old, and you can get a complete picture of what your books look like.

Tracking Inventory in QuickBooks. True inventory means that you sell physical products, and you want QuickBooks to tell you when you have let's just say two left so that you can order some more. That's True Inventory. If you want QuickBooks to track this, you're going to say yes here and then click Next. QuickBooks will also track the time that you, your employees, subcontractors spend working on different jobs. If you're doing Job Costing, then you do want to track the time in QuickBooks. This question asked, do you have employees? Now this can be a very misleading question because if you notice it says we have 1099 contractors and that's under the yes option.

1099 contractors have nothing to do with payroll, absolutely nothing. They're considered vendors in QuickBooks. You always want your vendor or your contractor send you a bill and then you pay that bill. I'm going to go ahead and just leave that on No for now. We can talk about payroll in a later module, and then we'll click Next. Now we're getting down to the end of the Easy Step Interview. I want to go ahead and stop the video right here. Let's go ahead and flip over to part two and we'll keep going with the Easy Step Interview.

Video: Using the Easy Step Interview – Part 2

Cindy: Hey there, welcome back. This is Cindy. We are working in QuickBooks 2021. And we're going through the Easy Step Interview. Now we've already gone through part one of the interview. Let's go ahead and start where we left off so that you can see how to go ahead and complete the Easy Step Interview.

This is the last little section of the Easy Step Interview. And we're going to go through and pick our start date for our Company File. And we're going to look at the Chart of Accounts that it built for us. Let's go ahead and click Next at the bottom. And the first thing QuickBooks wants to know is, what date would you like to start tracking your finances? Now you can start at the beginning of your fiscal year, whether that be January 1, or if yours happens to start September, whatever it is. Or you can start with the beginning of the current month, or if you want to pick a particular date, you can do that as well. I want you to think about if you're starting this in November, do you want to go all the way back to January and put everything in that happened. Keep in mind that your reports are only as accurate as the data you have in here.

If you decide that it's so late in the year, you just like to start going and get familiar with QuickBooks first, and then have a good start date of January of next year, that's okay too. But you have to decide. QuickBooks will let you put in something prior to whatever date you choose, it just has to have a start date. I'm going to leave mine on the beginning of the fiscal year and click Next. Now here are the Income and Expense Accounts that QuickBooks set up for you, based on how you answered all the questions in the Easy Step Interview.

When you look down the list, the ones that have a checkmark over here, those are the ones that it thinks you want to use. If you happen to be here, and you're looking at one of these and you said yourself, you know I need charitable expenses, notice you can go ahead and check these off here. But we're going to go ahead and leave what we've got, and we will spend time talking about the Chart of Accounts over in module three. I'm going to go ahead and click Next. And now it says congratulations. And I'm going to click go to setup.

Now we're not totally set up yet. But we've got 80% of our Company File setup. There are some things we're going to have to do like change some preferences and things like that. But for the most part, we've got our Company File back here. And we could start working if we wanted to. If you get this screen here, it does ask you if you want to add people, which would be customers. It asks if you want to add your products and services and your bank accounts. You will want to add all that, but we'll go ahead and do that a little bit later. I'm going to go ahead and just close that window there. And it may ask you to go ahead and sign into your Company File. If that's the case, go ahead and do that. And I'll just go ahead and put mine in here. And go ahead and hit continue at the bottom.

I'll go ahead and put in my password, and then go ahead and sign in. And then it's going to actually put us back on our Home screen. If you get the new feature tour that you see right here, you're welcome to go through it and see the new features of QuickBooks, but I'm going to go ahead and close that out. And now you'll see that we're actually back on our Home screen. Now a

couple things you're going to notice if you get these helpful hints like this, you can just click anywhere on your screen and they'll go away. And that's how you set up your Company File using the Easy Step Interview.

Why don't we go ahead now and head over to the fourth video in this module and we will talk a little bit about looking at some of the options for setting up the name of your Company File, the address, and things like that. We're going to go into a feature that's actually called My Company.

Video: The My Company Overview

Cindy: Hey there, welcome to QuickBooks 2021. My name is Cindy. We're working in Module Two right now. And in this module, we're talking about how to get started setting up your Company File in QuickBooks.

In this particular video, I want to show you how to go into the My Company option and change some of the options you set up, when you went through the Easy Step Interview. One of the things that asked you to do in the very beginning was to enter your address, your phone number, your website, things like that. You might not have entered any of that information, or you might want to change that information. And if you do, I want to show you where to go to actually change that.

Let's flip over to QuickBooks, and I'll show you how to change that information you set up about your company. If you want to edit any of your company's contact information, head up to the Menu and click on Company. And then you'll see My Company. You can see when this Company File was created, the business name was entered, but none of the other contact information. All you have to do is come over to this pencil, which is Edit, and then you can add any of this information that you'd like. I'm going to go ahead and put in an address. And notice you can put in a phone number, fax, email and website and I would fill in all of the information that you could, because one of the things you'll learn later is that QuickBooks has a feature that does mail merges with Microsoft Word.

If you wanted to pull any information from these fields, you need to have information in those fields. Now, one little thing that you might want to know, notice that I have a phone number here. I would certainly leave that phone number because when you learn to customize your forms like an invoice for example, you're going to want to have that phone number as part of your address block. But I'd also go in here and copy that information. And I would plug it in here where your phone number is. And that way you have information in that field. I'm going to go ahead and click OK. And QuickBooks is telling me that I need to update my legal address.

Now, if your contact info and legal info are the same, you don't need to go and do that. Because when you say no here, QuickBooks will automatically use that same information from your contact info, and put it over here where the legal name and address goes. Some other information on this screen that I just want to point out, you can manage your Intuit account right over here. If you wanted to look at the company's order or payment history with Intuit, maybe see the authorized users account details, you can click on Manage Account and look at that information.

Also, if you ever need a support call, QuickBooks will ask you what your license number is and your product number. And you can see that information right over here. There are a lot of apps that work with QuickBooks. And if you have those setup, you would see some of those right here in this area. And there's also some recommended apps for you. All of these are services that Intuit can provide to you for a fee. If you want to run payroll through Intuit, you can do that. You can use Intuit for your Merchant Services account if you'd like, you can order checks from Intuit,

and some other things right over here. And that's basically the information you're going to find under the My Company option.

When you're finished, you want to go ahead and close this window. And now, that information has been updated. And that's how you're going to use the My Company option. Now that you know how to edit your company's contact information, you'll want to look at some of the preferences that are available in QuickBooks before you get started actually using your Company File.

Video: Identifying the Components of the QB Environment

Cindy: Hey there, welcome to QuickBooks 2021. My name is Cindy. We are walking through Module Two right now, and this is the Getting Started module. In this video, I want to show you how to identify the components of the QuickBooks environment.

It's going to make working in QuickBooks a lot easier if you know where to go when you're ready to do a specific task. Let's head on over to QuickBooks. And I'll get you familiar with the Home screen and show you how everything is set up and where you want to go when you're looking for that one thing that you're ready to do.

This is your Home Page in QuickBooks. And this is like a starting point for most everything you'll want to do. You'll notice that your Home Page is divided into sections. This section up here is the Vendor section. And this is what we call Accounts Payable, anything having to do with bills that the company receives that they have to pay will be located in this section. This section is what we call Customers or Accounts Receivable. Anything having to do with customers that buy from the business will be located in this area. And you can see that there's a lot of icons in this area. And this is where you're probably spend the bulk of your time.

This section here where it says Employees, this is where your Payroll is going to be located. This section over here where it says Company, these are some options that have to do with the file itself, not necessarily Customers or Vendors. For example, get really, really, really familiar with this Chart of Accounts right here. That's going to be the most important thing in QuickBooks. We need to make sure that setup correctly, we'll do that a little bit later. But just know where the Chart of Accounts is located.

You also have an option here for Items and Services. Those are going to be things that your company sells, and sometimes you purchase them as well. Some of your options here are going to be things you may not use. For example, here's where you return On-time Tracking. If you don't use time tracking in your business, then you can just leave that off. And time tracking has to do with Job Costing. Over here, you can order checks and tax forms if you want from QuickBooks. But just so you'll know, you don't have to order your checks If you're still writing checks from Intuit. You can actually order them from your bank or if you want to go Online, that's certainly okay, this is just something else that they can sell you.

There's also a Calendar option here. The Calendar option has some nice features. But quite honestly, you've probably got your own calendar already going on your phone or over on Outlook. And most likely, you're not going to use this but we will go through that in a later module. This section here is called Banking. If you think about things that you would do at the bank, you actually record deposits, you actually maybe look at your checking register, you actually write checks. Those are things that are considered banking functions. And that's why they have been grouped under Banking.

So you have your Accounts Payable section here, Accounts Receivable here, Payroll here, your Company Information, and your Banking Information. And those are the five sections on the

QuickBooks home screen. The other thing I want you to notice that's really important is that everything here is set up in a flowchart. When you look at Enter Bills, and follow the flowchart over the next thing it tells you is to pay bills. It doesn't say go down here and write a check to pay your bill. If you do that, there's no association between this and this. So always, always, always follow the flowchart all the way to the end.

When you look at Customers, for example, some of you may estimate jobs. If you don't then you'll go directly to the Create Invoices. After you create an invoice the customer pays you, and then you put the money in the bank. Make sure you follow this all the way to the end, even though it happens to be in this Banking section, it's still part of the flowchart. The other thing I want to point out is that there might be some icons that are missing or you might see some on someone else's screen that you don't have.

For example, when I look at Vendors right now I don't see an icon for Purchase Orders or receiving items into Inventory. And that's because those options have not been turned on in QuickBooks. We're going to do this a little bit later when we talk about Preferences. But for now, just know that that's why you don't see them because those options are not turned on. Now I want to tell you one more thing. Notice there's an Insights tab up here as well. If you're familiar with what a dashboard is in Excel, for example, this is very similar. Once you get some data in here, you'll be able to come to this Insight screen and see your profit loss right here. You'll be able to see some information about your income. If you have any invoices out there that haven't been paid yet, if you have any that are overdue, you'll be able to see the ones paid in the last 30 days. You can also see information here about your expenses.

So make sure that once you get some data in here that you go back and check out these Insights from time to time, because it'll be very helpful to give you a good picture of how things look in your QuickBooks file.

Video: Converting QB Desktop to the Online Version

Cindy: Hey there, it's Cindy again. Welcome back to QuickBooks 2021. We're working through Module Two, where we've been talking about how to get your Company File started. This is video number six, where I want to show you how to convert your QuickBooks Desktop file to the Online version.

If you decide at some point that you'd like to use the Online version of QuickBooks, you have to actually convert your Desktop file to an Online file format. And then you can go ahead and upload it once you get your subscription. Let me show you where to go when you're ready to convert that QuickBooks Desktop file.

When you get ready to export your QuickBooks Desktop file to that Online format, head up to the Menu and click on File, point to Utilities. And in the sub menu, here, you'll see an option that says Copy Company File for QuickBooks Online. That's the one you want to choose. QuickBooks does have to close all the windows that you see back here before it can actually export your Company File. That's the only choice you have. Go ahead and click OK. And now it's taking you to this screen where you can save your exported Company File.

I usually do put it on my desktop, so that I can find it easily when I go over to QuickBooks Online, and I'm ready to upload it. All you'd have to do is hit Save, and then it will export that file. Now it's pretty quick, you can see that it has successfully exported my Company File. All I have to do now is when I set up my QuickBooks Online account, I can then go in and upload this file and all of my data will be there ready to go. That's a quick overview of how to convert your QuickBooks Desktop file to an Online format.

Now that's going to go ahead and wrap up Module number Two, where we've been talking about how to get started with our QuickBooks Company File. Let's head on over now to Module Three, where we're going to talk about customizing QuickBooks so it works best for your business.

SECTION 3 - Preferences

Video: Preferences Part 1

Cindy: Hey there, it's Cindy Again. Welcome to QuickBooks 2021. We're now starting in Module Three. And in this module, we're talking about how to customize QuickBooks so it works best for your business. We're going to start by going through the Preferences that are in QuickBooks.

There are a ton of different preferences in here. Make sure you watch video number one and two for this module, because that's part one and part two. I want to make sure you get a feel for all the options that are available in QuickBooks. Let's head on over and I'll show you how to get to the Preferences.

One of the first things you might notice is that your icon bar is on the left side of your screen here. And that's certainly okay if you want to leave it there. But you might have more room to work on if you move it to the top of your screen. All you have to do is click on View from the Menu, and then choose Top Icon Bar. And now you'll see your options are at the top. If you wanted to move it back, you just go back to View and choose Left Icon Bar. The other thing is the ability to navigate between your open windows. Right now, if you click any of these icons, you will actually open a window. Let's say you have the Enter Bills window open. And you want to actually leave it open, but you've got something else you need to do.

So right now, you'd have to either Save and Close this at the bottom to get out of it, or you'd have to come up to your Menu, click on Window and then find Home and go back to it that way. And that's a lot of work. If you come up to View, you can turn on the Open Windows List. And that appears on the left, you'll see all of the windows that are open over here, and all you have to do is click on the one you'd like to work in. And that way you can flip back and forth between your windows a lot more easily. If you do want to close a window, make sure you have it on your screen, and come up to the top and click the X.

Now make sure you don't click the very top X because that will close QuickBooks, you just want to close this window. Now that you know how to set that up, let's go into the Preferences. You want to click on Edit on the Menu, and then you'll see Preferences at the very bottom of your screen. There are a lot of options in here and you'll notice that whichever option you're clicked on, on the left, you will see two tabs. One says My Preferences and one says Company Preferences. Make sure you click on both tabs when you're looking at your options just to make sure you've seen everything. Typically when you first come in you're on this general option. But we're going to start under Accounting, and we're going to click on Company Preferences.

Now there's a few things here I want to point out, the very first one being that you have the ability to use Account Numbers in QuickBooks. Let me show you first what it looks like. Since this option is turned off. I'm going to cancel this for a moment. If you remember me telling you the Chart of Accounts over here is the most important part of QuickBooks. I'm going to go ahead

and open that up so you can see what it looks like currently. And you can see this list is set up alphabetically. Now it's alphabetically based on the type. So you can see there are two fixed asset types. And now those two are alphabetical. In Accounting, you may want to use General Ledger numbers. I'm going to go back to Edit, down to Preferences. Under counting, I'm going to click on Company Preferences and check this box Use Account Numbers.

Now I'm going to click OK. And here are your General Ledger numbers. You can use them or not, that's totally up to you. If you do use them, you'll probably end up editing a lot of these to match the numbers that you would like to use. But this is the option to turn them on or off. I'm going to go back to Preferences. And I'm just going to turn it off for now. The next thing I want to show you is this option to use Class Tracking for Transactions. Now this is not on automatically. But if you turn it on, you're going to have an extra field on every transaction that will have a drop down list of classes that you've actually set up.

Now here's how to use the class feature. If you have a business and you'd like to break your business down into smaller sections for reporting purposes, you would use the Class Tracking feature. As an example, what if you'd like to track each transaction in QuickBooks, and you want QuickBooks to tell you if it's part of the maintenance department or the operating department? That could be your two items on your drop down list. What if you have five locations for your business? Your drop down list of classes might be the name of each of those locations. That could be your class list. There's multiple ways to use this class list tracking. If you're using it, you want to use it consistently. And then you can pull reports based on that class.

The next thing I want to show you here is the fact that you can close your books in QuickBooks. You would set a date and a password right here. And let me tell you a little bit about what this means. In real life accounting, you close the books at the end of every month, and then you close the books at the end of the year. Now, here's what that means. Let's say that it's currently October, and you decide to close the books for the prior month, which would be September. You're in October now, and you see something you want to delete, maybe you put a check in twice and didn't realize it. You're not going to be able to actually delete that duplicate check, you're going to have to make an offsetting entry in the current period to zero that out.

This is where you would come to close your books, you would set a date, and usually it's the end of the month. And then you would actually set a password here, so that anyone who's using QuickBooks can't readily access anything prior to that closed period. I'm not going to do that right now. But I do want you to know it's here and that QuickBooks does not make you do it, it doesn't warn you, doesn't ask you. You just need to know it's here when you're ready to close your books. Let's head down on the left to Checking. If you make a change, you'll need to go ahead and tell QuickBooks you want to save that change.

Under the Checking option, you'll see there's several different options as far as how your checking register will appear. You can read through a lot of these on your own, I do want you to notice a couple of things that you have your bank feed options down here at the bottom. We'll talk about Bank Feeds in a later module. But that basically means if you want to link QuickBooks to your bank, so that it will download the transactions, you can do that. The Classic

Mode is the really old mode, it's basically the register mode, as they called it. The Express Mode is what we used to have. And now we have this Advanced Mode. This is where you would come to change that option if you want to see it in a different view.

On the left, let's go down to General and I want to click on my Preferences. The very first option here says pressing Enter to move between the fields, you definitely want to turn that on. Here's what this means. If you don't have this option on and let's say you're entering a transaction, and you hit the enter key, thinking you're moving from one field to the next, what's really going to happen is QuickBooks is going to Save and Close that transaction and you're not going to know what happened. If you turn this on, you can use the Enter key or the Tab key to move between your fields. You can see a lot of these options here that you might want to look at maybe turn off pop up messages for things that concern you.

Think about this one here as well; Automatically Recall Last Transaction for this name. Now here's what this means. If you enter a transaction, let's just use a check as an example. And you say pay to the order of and you put a vendor name, maybe it's your electric company, you're going to fill out the rest of that check, you're going to tell QuickBooks which account you want this to go to, an amount of money, maybe a description. The next time you put pay to the order of your utility company, it will pull all the information from the last time and save you a lot of work, you can just change the amount of money and then save that and you're good to go.

The only other thing I want to mention here is you probably want to use today's date as default. And what that means is that every transaction has the current date on it. And you can edit that if you need to. But look through some of these options and see if there's some other things at some point that you may want to turn on or off. Going down the list on the left Items and Inventory. And I'll go ahead and save my changes. You want to look under the Company Preferences. When you went through the easy step interview to actually create your company file, it asks you a lot of different questions. And based on how you answer those questions, it turned some of these options on or off.

If you told QuickBooks; I do not do inventory, then you won't have any of these options on, on your Home screen. I'm going to turn this one on and once we get back to your Home screen later, you'll see it'll have some additional icons for purchase orders and things like that. Let's go ahead and stop the video right here. I want you to go over to part two, which is going to be video number two in this module. And then we'll continue talking about the different Preferences.

Video: Preferences Part 2

Cindy: Hey there. Welcome back, this is Cindy. We are in Module Three, we're talking about how to customize the QuickBooks environment. We started talking about Preferences over in the first video, let's go ahead and pick up where we left off and continue talking about the different Preferences in QuickBooks.

Let's head on over to Jobs and Estimates on the left, and we'll save our changes for our items and inventory. Some of the options that you change will make you close all of the windows. And that's certainly okay just click OK there. And you'll stay in the Preferences window but notice everything is closed back here. Let's look at some of these options for Jobs and Estimates.

In QuickBooks, you have the ability to track customers, and jobs you do for those customers. And these are options for jobs. If you have a construction company as an example, when you have different jobs, you want to know what stage the job is in. Is it pending, has it been awarded, in progress? If you have different wording for any of these, go ahead and just change it right here. One of the things that it asked you in the easy step interview was; do you create estimates for jobs? If you had said no and now you'd like to turn that on, this is where you change that. It also asked you in the easy step interview if you do progress invoicing. If you do estimates, you do want progress invoicing.

Remember, that's going to allow you to invoice a customer for a portion of that estimate, certain items on the estimate, and those sort of things. Looking over on the left here, click on Payments. And I'm going to go ahead and save those changes. There's one option here I want to point out and this may not make sense till later on. But right now we've got this check that says use undeposited funds as default deposit to account. Now what that means is that when you receive a payment from a customer to pay an invoice, the money is going to sit in the Chart of Accounts in this default account called undeposited funds. That's money you've received but have not yet deposited.

You'll learn later that you can actually put the money in different accounts automatically if you'd like. Intuit has a feature that will allow your customers to pay you online. When you actually invoice your customer, the customer can pay you with the Credit Card or bank transfer option. You would have to go in and set up that feature with Intuit first, and it will walk you through the process. A newer feature of QuickBooks is something called Payment Reminders. This was something they came out with in the 2020 version. And here's some options for this. If you want QuickBooks to allow you to send payment reminders, you would check yes or no here. And if QuickBooks is open, it will prompt you at whatever time you tell it, and the frequency you tell it as well. And all of that has to do with Payment Reminders.

The next option over here is Payroll. If you want to use the Intuit Payroll Service, you have to actually turn the feature on and then walk through the process of setting it up. The Payroll is not free, there are different subscriptions you can subscribe to. And it will walk you through and give you options for whichever one you'd like to sign up for. But here's where you can sign up for full payroll if you like. There's some other options if you don't want to do payroll at all, or this what

they call online payroll. And if you want to go through those, you can click on what's the difference and kind of read up on that.

There are some preferences for Employee Pay Stubs if you're printing them out, Workers Comp, and Sick and Vacation options. Down at the bottom here, there's some options for how you want employee names to be displayed. You can have them displayed by their first name or last name, comma first name, there's several options there for that as well. Alright, let's look at Reminders over here. This is a list of things that QuickBooks will put on the reminders list for you. And you can go down and check whichever options you'd like to see on your Reminders list. You can have QuickBooks show you a list or a summary.

Now let me tell you a little bit about how this works. This is not going to pop up and say you've got to print these checks today. What will happen is when you first open your company file, there will be a window that says you have six checks to pay and they equal X amount of money. You have five overdue invoices that equal X amount of money. You can have that as a summary or it can show you the list meaning each individual overdue invoice as an example. If you want to be reminded of some of these options at the top here, you also set a number of days ahead of time if you want QuickBooks to remind you. For example, checks to print, you can say QuickBooks show me a summary, and remind me five days before it's time to print that check.

Going down the list on the left, there's a couple more I want to mention Sales Tax. If your company charges Sales Tax to your customers, then you want to turn the feature on, here's where you would just say yes or no. And if you do say, yes, you want to set up your most common sales tax item right here. We're going to go through Sales Tax in a later module. So we can always come back and set that up in another place in QuickBooks, and then have it show up right here. You can also assign some Sales Tax Codes if you want. And you can see options for that. But like I said, we'll go through sales tax in a later module.

Only a couple more I want to mention, I want to mention the Send Forms. And I'll go ahead and tell QuickBooks Yes, because I changed my Sales Tax preference. And actually, I don't want to right now. So we'll change that. And now we can go to Send Forms. When you actually email an invoice as an example to your customer, you can do it directly in QuickBooks. You don't have to get out of QuickBooks, go to Outlook and all that stuff. There are some basic templates that are already set up for these different delivery methods that you see here. Now, here's what this means. I'm going to create a customer and email it to them directly from QuickBooks. Here is the basic invoice template. And I'll go ahead and edit this one so you can see what it looks like.

It says dear first and last name, your invoice transaction number, you can see where it pulls in those different merge fields. You can edit this to look any way you want. I'll go ahead and cancel that. You can also add your own template if you want to create a brand new one. There's spellcheck over here on the left. If you click on the My Preferences, you can have QuickBooks always check your spelling, which is a really good idea because the worst thing in the world is for you to send out an invoice as an example, and you've misspelled something. It makes you look not very professional. So you probably do want spell check. But it is kind of a pain. If you don't think you want to use it all the time, you can turn that off.

There's also options for your 1099. Under the Company Preferences, it asks you if you file 1099 miscellaneous forms, you can say yes or no here. And then Time and Expenses. If you do Job Costing, you do want to track the time you or your employee spends working on a particular project or job. You can set some options here as far as what the first day of your workweek is. If you want to track reimbursed expenses as income, you can work that. If you have a default markup account, then you can use that account you've created in the Chart of Accounts. And those are some of the options right there having to do with Time and Expenses.

So you can see there are a ton of different options in here. A lot of these may not make sense to you until you've been using QuickBooks for a while. So come in here whenever you want and make those changes. And when you're done, just go ahead and click OK. Now want to go back and click on Home right here. This is always how you get back to your Home screen. And you'll notice I've got several new icons I didn't have earlier, because I turned on some options in the Preferences.

For example, Purchase Orders was not here earlier in Receive Inventory. That's a quick overview of how the Preferences work in QuickBooks. Now that you know how to change your preferences, you'll want to go on and learn how to work with Users in QuickBooks. Why don't you head over to video number three, and we'll talk about how to work with Users.

Video: Working with Users

Cindy: Hey there, welcome back. This is Cindy. We're working in QuickBooks 2021. And we're talking about customizing the QuickBooks environment here in Module Three. We're down to video number three, where I want to show you how to work with Users in QuickBooks.

Right now, if you opened your QuickBooks file, it would just open right up to QuickBooks, and you could start working. But if you have the User setup, the first screen you would see would be a login screen. You have the ability to create up to five users in QuickBooks. And if you want additional users, you can purchase them. Let's flip over to QuickBooks. And I'll talk a little bit more about Users, and then I'll show you how to go in and set some of these up.

There are a couple of different reasons you want to set up the Users in QuickBooks. One of the reasons is you have the ability to limit a User's access to certain areas of your company file. Let's say that you hired someone just to come in and work with Accounts Payable. That means paying the bills, you can limit their access to other areas of QuickBooks, and so they only can stay in this area right here. Another reason you want to set up the Users is you have the ability to track anytime a transaction has been changed, which user was logged in, what the transaction used to be, what it is now. And that's very helpful for a lot of reasons. It's always highly suggested that you do set up Users.

When you create your company file, QuickBooks will actually set up the first User for you, that's the admin. And if you remember, when we went through the easy step interview, it did ask us if we want to set a password for admin at that point. Most people don't do it at that point. But I'm going to show you when we go in here, how you can go ahead and do that now. Let's go ahead and go up to Company on the Menu. And then you're going to see Setup Users and Passwords. We're going to click on Setup Users. But before we do that, let me just mention a couple things.

Here's where you can buy additional licenses. You get five automatically, but you can buy additional ones if you need them. I'm going back up to Setup Users. And here you'll see the first user, which is the admin is already set up and already logged on.

If you wanted to edit the admin's password, click on Edit User over on the right. And here's where you can go in and add a password because you can see there wasn't one here, or edit it if you need to. I'm not going to change it right now. But in real life, you do want to go ahead and set up that password. I want to show you how to actually add a User. I'm going to click on Add User on the right. And we're going to say that we hired Carol to come in and work with our Accounts Payable once a week, she pays our bills. And we'll just set up a small password for Carol and passwords have to match and then click Next at the bottom.

Now this is going to walk me through several different screens asking if I want to give Carol access to different areas of QuickBooks. The first screen asked do I want to give Carol access to all areas or selected areas? Something else to note is if you have an external accountant, you can give them their own username and password. That way they can access your QuickBooks file,

but they don't have access to certain things like sensitive customer data that will be a Credit Card number things like that. But I'm going to go ahead and choose selected areas and click Next.

The first area it asked me about is Sales and Accounts Receivable. This is anything having to do with customers. And we're not going to give her any access to that. I'll click Next. And now it asks about Purchases and Accounts Payable. And this is what we hired Carol to do. So we'll give her full access. Notice I can also choose selective access, and there's three choices there. I'm going to click Next, and I'm not going to give Carol any more access. But notice the different areas it asks about; Checking and Credit Cards, Inventory, Time Tracking, Payroll, Sensitive Accounting Activities. There are some accounting activities that you do like journal entries, or if you're doing online banking, that you may not want Carol to have access to.

There's the Sensitive Financial Reporting. And here it asks us about changing and deleting transactions. And you probably want to leave these were defaults. The first one says the area that Carol does have access to, can she change or delete a transaction? Absolutely. What if she enters a check twice and doesn't realize that she can delete one. But should she have access to anything before the closing date and I would Say no to that, and then click Next. And now we have a summary of all of the things that we've gave Carol access to. I'm going to go ahead and hit finish. And now you'll see there are two users on the list, the admin is still logged in. If you have an employee that leaves your company, go ahead and delete that person as a user. I'm going to go ahead and close this and show you how this is going to work.

Now I want to actually log out of my company file. If you don't log out, it does you no good to have the Users set up. I'm going to click on File and click on Close company slash log off. Now, when you open QuickBooks, this is the window that's going to appear. I'm going to double click on my business. And now it asked me for the Username and Password. Now it's going to have the username of the last person that logged in. So I'm going to type over that and put Carol and I'll put in Carol's password. And I'm going to click OK. And it's going to log me into my QuickBooks company file.

Now one of the first things you might notice is that I've got some windows I didn't see before, here's this new feature tour, I'm just gonna close that. But notice how the Navigation Pane is back on the left. And that's because a lot of your Preferences are set up per user. Let's talk about the fact that we gave Carol access to only Accounts Payable, she has access to all of this up here. But what she does not have access to are things down here in the Accounts Receivable or the Customer Section. Let's say she tries to click on Create Invoice. A warning pops up saying that she needs Sales and Accounts Receivable permission to perform this action. So you can see that it will not let her into areas she does not have access to.

Let's see if it lets her into Enter Bills. And it does. So you can see she can come in and pay my bills, and everything's just fine. I'm going to go ahead and close that. And I'm going to log back out again. And I'm going to go to File, close company log off. And if it asked you about backing up your QuickBooks file, it's going to ask you automatically every four times you close QuickBooks, even if you just did it. We'll talk about that later. But for now, we're not going to back this up. And that's going to take me back to the screen. I'm going to go ahead and open up

my business again. I'll put in admin. And remember I did not add a password. So I'm going to click OK. And now we'll be back in my company file and I'll have access to everything.

And that's how you're going to work with the Users in QuickBooks. Only the administrator can add, edit or delete a User. Make sure you're logged in as the administrator when you're ready to make those changes. Now that you know how Users work in QuickBooks, let's talk about something really important; The Chart of Accounts. You want to head over to video number four, and we'll get started talking about the Chart of Accounts in QuickBooks.

Video: Chart of Accounts Part 1

Cindy: Hey there, it's Cindy. Welcome to QuickBooks 2021. We are working in Module Three right now. And we're talking about customizing the QuickBooks environment. We're down to video number four, which is the start of the Chart of Accounts, which is the most important part of QuickBooks.

You want to know if you spend money, where did you spend the money and would you spend it for and if you receive money was it income for the business? Make sure you watch both parts of the Chart of Accounts because you want to make sure you have all of your Chart of Accounts set up correctly, so that when you run reports, they're accurate, and things show up in the right place. Let's get started. Let's head over to QuickBooks and start working in the Chart of Accounts.

The easiest way to get to the Chart of Accounts is from the Home screen right here. And this is going to give you a list of all of your accounts you currently have set up. Think you of your Chart of Accounts as categories that you apply your transactions to. For example, if you go out to dinner, and it's a legitimate business expense, then you want to put that to an expense account called Meals. Think about if you have the car serviced, you want to put that to an expense account for Automobile. There's lots of different ones we're going to talk through. But let's go through this list and talk about the different ones that you would want to add to this list.

This is a generic Chart of Accounts that QuickBooks decided was best for your business. It based that on how you answered the questions when you walk through the easy step interview. There are a lot of accounts you want to add right off the bat, and then some that you might add over time as you start working in QuickBooks. Notice these are set up by Type. For each type, you'll notice that the names of the accounts are alphabetical. When you look at your expense account starting from here down, Notice these are alphabetical. The first type that I want to talk to you about are bank accounts. And you'll notice you don't have any bank accounts right now.

A bank account would be a checking account a savings a money market. If you have a PayPal account, those are all considered bank accounts, you need to go ahead and set those up. I'm going to go ahead and right click anywhere. And that's where you see the New, Edit, Delete, or Make Inactive. Let me mention Delete. If you're in any list in QuickBooks, and you have an item from a list you'd like to delete, you're not going to be able to if you've ever used it. You'll need to make that account inactive. That way the numbers still pull on to reports. But it doesn't show up in this list. It's like it's hidden. But we're going to set up a Checking Account. So we're going to click on New.

The first thing you have to tell QuickBooks is what type of account is this that you're creating, this will be a bank account. And you can see some examples of bank accounts here, you'll just want to continue. The next thing you want to do is name your account. Now you can name this anything you want. If you want to call it operating account and another one payroll, you might call it by your bank name, you might just call it checking, I'm going to go ahead and just call this one Checking. We'll talk about sub accounts a little bit later. But you generally don't have too many sub accounts when it comes to a bank account. This section here is optional. A description

would be a description of what this account is about, someone would have to be on this screen to actually see this.

You really don't need your bank account and routing number here. Even if you plan to download your transaction from the bank, you still don't need that information here. What you do need though, is an opening balance. What you'll want to do is get out the first bank statement from when you're starting your QuickBooks company file. For example, if it's October, and you just purchase QuickBooks, and you're just setting this up, and you want to go and put the entire years' worth of data in, you'd want to get your January bank statement. I'm going to go ahead and say that it's \$1,000. Notice I'm not typing a dollar sign or the comma, I just typed 1000 period and it puts the two zeros at the end in for me. You also want to put in your statement ending date. So let's say we went back to the beginning of the year, that would make it January 31.

Now if you're wanting to put in all of this year, you actually want to start with either January 1, or because it says statement ending date, December 31 of the previous year. The number will be the same whether it's the end of December or the beginning of January. I'll go ahead and click OK. And now I'm going to Save and Close. Now because the transaction is over 90 days past due, it's going to give me this message. If you're entering a lot of data that's prior to 90 days, you might want to go into the Preferences, and there's an option in there under Accounting to turn off this warning, because that can be a real pain. I'm going to go ahead and say, yes, this transaction is over 90 days. It's okay. Now I can see that my checking account is at the top, and I have a balance of \$1,000.

Now you will get this message from time to time, it's asking if you want to set up online banking, not right now, we'll do that later. But you can see there's your new bank account. If you wanted to double click on checking, then you would see your opening balance transaction there for \$1,000 that we set up. I'm going to go ahead and close that. Now let me go ahead and set up a savings account and I have \$5,000. I'm going to right click and choose New. It's going to be a bank account. I'm going to name it Savings. And I'm going to say the opening balance has \$5,000. And we'll make it as of December 31 of the previous year. And when I click OK, I can then Save and Close. And then I will see my savings account right there and I have \$5,000.

Now if I wanted to write a check or enter a bank transaction, I have a bank account that I can pull the money from. The next type that I want to talk to you about are your Assets, you've got a couple of them here. Now this is where your accountant will come in very handy. Because you may not know which accounts to set up. An Asset is something your business owns, that makes it more valuable. Your business has furniture, your business has vehicles, it might have a building. Some assets appreciate and some depreciate. QuickBooks does not do depreciation. And that's because there's so many different ways to take care of depreciation. And one accountant might want it done one way and another might want it done a different way.

With your assets, what you want to do is set up big buckets. And what I mean by that is if you have several different vehicles for your business, you don't want to set up every single vehicle. Set up an account called Vehicles. You can see they have one already set up for Furniture and

Equipment. That would be your chairs, your desk, your lamp, those types of things. You'll probably end up with six, seven, maybe 10. But if you get more than that you've got way too many. Create big buckets or big general accounts that you want to put your assets into.

Now what will happen is your accountant will ask you at the end of the year, did you buy any vehicles this year, he'll go through and figure out some information on the vehicles and he'll tell you what numbers to plug in as far as what the value of that vehicle is. He will also help you figure out a depreciation amount and that's an amount you can plug in to that register as well. But you will probably not know what numbers you want to plug in. The next thing you see here is an account called Accounts Payable. This account is automatically in QuickBooks, the number that you see all the way over to the right where the balance total is, that number would be a total for all the bills you've entered, but have not yet paid. The same thing would be true for the flip side, which is your Accounts Receivable.

Now you don't see that here yet. But as soon as you create your first invoice, QuickBooks will put that account in here for you. Accounts Receivable would have a balance total as well. That would be the total of all the invoices you've sent to customers, and they haven't paid you yet. Now let's talk for a minute about Liability Accounts. A liability is something you owe. In accounting, there are short term liabilities and long term liabilities. A short term is something you're going to pay off in 12, 13 months and a long term is something that's 5 years out, 30 years out like a car payment or mortgage might be. In QuickBooks, the short terms are called Other Current Liabilities. And the long terms we'll say Long Term Liabilities.

When you see this one here, these are Payroll Liabilities and it's short term. That means those are any deductions you've taken out of a paycheck, uniforms, taxes, any of that stuff that you would have to forward to the appropriate entity. Those are short term because you turn it around pretty quickly. That's why there are Other Current Liabilities. Let's go ahead and stop the video here. And I want you to go ahead and head over to video number five and let's continue talking about the Chart of Accounts.

Video: Chart of Accounts Part 2

Cindy: Hey there, welcome back. This is Cindy. We're going through QuickBooks 2021. We started talking about the Chart of Accounts over in part one, and I wanted to finish it up here in part two. Let's go ahead and flip over to QuickBooks, and we will continue talking about which accounts we need to add in the Chart of Accounts.

When we left off in part one, we were talking about Liabilities. A short term liability is something you're going to pay off fairly quickly, usually within 12 to 13 months. A long term liability is something you pay off long term, a car payment is a good example. You're going to pay it off in four or five years. Let me show you how to set up a long term liability. I'm going to right click and choose New. You might be tempted to click on Loan right here. But what QuickBooks doesn't tell you is that indicates a short term liability.

If you're looking for the long term liability option, you have to come down here and choose Long Term Liability. I'm going to hit Continue. And the next thing it asks me is what would I like to name my account? Now you can name this anything you want. If you want to name it the name of your bank, if you want to give it a name that indicates which vehicle it is, you can name it anything you like. Notice there's a place for description. And there's also a place for the account number which is not necessary, it's just more informational for you.

You do want to enter an opening balance, as at the start date of your company file, what was the opening balance? Let's say it was \$20,000. And we'll say it was as of the first of the year. And we'll click OK. Now when I Save and Close, you're going to see that we have a new long term liability setup. And it tells me the balance is \$20,000. Anytime you make a payment towards this automobile, you want to put it to this loan right here. Your automobile payment is not an expense to your business, it is a long term liability. You want to be able to see when you get down to the end of your loan, how much you have left to go.

The next type I want to talk about are Credit Card Accounts, you can see that you don't have any here. You want to set up each of your credit cards separately. Just like you set up each of your liabilities separately. I'm going to right click and choose New. And notice Credit Card is on the list. And I'll hit Continue. You can call the Credit Card anything you like if you want to call it by your bank name, if you want to call it the name of the Credit Card, you're welcome to do that. And there is a place for description and the Credit Card account number. You don't need that Credit Card account number for anything. It's really just for informational purposes, you do want to enter an opening balance.

Get out your statement for the beginning of the year if you're entering all your transactions for the year. And then whatever that ending balance is you want to go ahead and put that in. So remember, if you're starting with January get December's ending number because that's January's beginning number. You'll go ahead and plug that in, and then click OK. And when you're done, Save and Close. This is asking if I'd like to set up Bank Feeds for this Credit Card, I'm going to say no for now. And now you'll see you have a Credit Card account and you can see the balance. Anytime you make a payment towards the Credit Card, you want to put it to this account.

Let me just give you a little word of caution here with something I see often. A lot of times people will take their Credit Card statement that comes in the mail, and they'll enter it as a bill in QuickBooks. When you enter a bill, you're going to have to tell QuickBooks, all the accounts that were used on that bill, as far as the transactions are concerned. You're going to have to tell QuickBooks, how much was gas, how much was meals, etc. If you don't pay that full entire amount every single month, then you're going to have a situation where QuickBooks thinks that you have a lot of money that's owed on that Credit Card. And that's not the case. Credit Card transactions themselves are actually created on the Home screen right here where it says enter Credit Card charges. If you don't see this, that means that you did not set up a Credit Card account.

You should be able to look at your Credit Card at any time and see the balance due on that card. The next type I want to mention are your Equity Accounts. Think of the word equity as equal. One that you'll definitely want to set up is Owner's Equity and Owner Draw. Sometimes they're called Shareholder Equity. If the owner of the company puts money into the business, it's considered an Owner Contribution. If the owner takes money out of the business it's considered an Owner Draw. Let me show you how you can set that up. I'm going to right click and choose New and I'm going to choose an Equity Account and I want to name it Owner. Underneath this, I'm going to have two sub accounts for Draws and Contributions. I'll just hit save a new so I can stay in this screen and this one will be my draws. And notice I'll make it a sub account of Owner. And now let me create my contributions. And I'll do the same thing, I'll make it a sub account of owner.

Now, let me show you what this looks like when you Save and Close. You see how you've got two sub accounts underneath Owner? Sometimes I see this setup as a Shareholder Equity would be when the owner takes money out of the business, you might also see Shareholder Contributions. There's different terminology for this, as long as you have it set up correctly, then you're good to go. The next thing I want to point out is that you have a couple of Income Accounts here. When you make a sale for your business, that's considered income, that's your taxable money. If you create an invoice, and then the customer pays you, that is income to your business. You can keep it all in one account if you'd like. Or if you want to have several different ones to denote the different areas of income that you've brought in, you can do that as well.

The next one I want to mention is called Cost of Goods Sold. And let me just tell you what this is. Anytime you need to buy a product or a service to make a product or service in your business, that's considered a Cost of Goods Sold. For example, let's say you're in the construction industry and you build houses. Each time you have a painter come in, that's called a Cost of Goods Sold, you had to buy a service to make a product to sell in your business. The type that's going to have the largest grouping will be your Expense Accounts that you see down here. You've got a lot of these already set up for you, but you will want to go in and create some new ones to help you track some of your expenses.

For example, typically you have Automobile Expense, but you don't have Gas, Repairs, and Maintenance underneath the sub accounts, you would want to set that up. All you have to do is right click and choose New. Make sure it's an Expense because it has to be the same type as the

main account. I'll just call it Repairs. And then you'll want to make sure it's a sub account of your Automobile Expense. Some others you'll want to set up you'll notice under Insurance, you might have different types of insurance. Maybe you have Auto Insurance, maybe you have Workers Comp, you can set those up as sub accounts.

Make sure you set up your Interest expense this way; The Finance Charge indicates Credit Card charges, Loan Interest indicates interest you pay on loans. You've got account for Meals, there's Office Supplies, also Payroll and Postage and Delivery. Under Professional Fees, typically I'll see an account for the Attorney and I'll also see one for the Accountant. If Telephone Expense is not part of your utilities, just right click and edit that account. And just make sure that it's a sub account of Utilities. You'll also want to add your Gas, Electric, and your Water as well. And you're going to come across others you want to add. Things you don't want to add them to this list are names of vendors. This is not a place for that. This is where you have the categories that you would use when you spend money.

Now you have a really good idea of how to set up your Chart of Accounts. If you're still not sure on how to set something up, why don't you open one of the Sample Files that QuickBooks has available and see how it's done in that file. We're gonna take a quick look at some of the sample files that are available in QuickBooks over in the next video which is video number six.

Video: QB Sample Files

Cindy: Hey there, it's Cindy again. Welcome back to QuickBooks 2021. We're walking through Module Three, and we've been talking in this module about how to customize the QuickBooks environment.

What I want to talk to you about real quick in this video, is the fact that QuickBooks has several Sample Files available. That way, if you forget how to do something, or you just want to see how a transaction set up, you can always look at one of these Sample Files. Let's head on over to QuickBooks, and I'll show you where you would find these.

When you first open QuickBooks, you have the ability to open an existing file from here or open one of the Sample Files. There are two sample files you can look at. One is a product based business, which is actually a construction company. And then you have a service based business, which is a landscaping company. I'm going to open the product based business. Whenever you open one of the Sample Files, QuickBooks will tell you that today's date is set out in the future. In this case, it's set for December 15 of 2025. I'll just click OK past that. And then we'll be launched into our company file.

Now you want to close any of these miscellaneous windows that pop up and look at your Home screen. One of the things that we looked at over in videos four and five of this module was how to set up the Chart of Accounts. I want to look at the Chart of Accounts here and just see how it compares to what we did. We had talked about Bank Accounts, you can see there's three here. The lightning bulbs indicates that it set up to do online banking. Here's your Accounts Receivable. These are going to be any invoices you've created that are still open. You'll see there are several asset accounts set up, they've got an accounts payable, those are any bills you've entered that you haven't paid yet.

There's a couple of Credit Card Accounts, several liabilities. When we keep looking down the list, we'll see that there's some Equity Accounts, some Income Accounts, Cost of Goods, and then the largest grouping would be your Expense Accounts. If you're not sure how to set up some of these sub accounts, or where some of these should be set up in the Chart of Accounts, just see how they did it here.

This is a really great way to make sure you have everything set up correctly before you actually get started using QuickBooks. Now that you know how to access those Sample Files, let's head on over to video number seven and talk about one last thing; the Company File Search Option.

Video: Company File Search

Cindy: Hey there, welcome back to QuickBooks 2021. My name is Cindy. We have been walking through Module Three, where we've been talking about how to customize the QuickBooks environment. This last video number seven is where I want to show you how to do a Company File Search. This is a feature that was introduced in the 2020 version. And it's very helpful when you're working with a lot of company files, and you just can't find a specific one, you can actually search QuickBooks and find it. Let's flip over and I'll show you how to do a Company File Search.

When you first open QuickBooks, you'll see this window which lists the last five company files that you had opened. If you wanted to open one of these again, you just double click and open that file. If you can't find that file in this list, then you can choose Open from here. And this will actually let you search your computer. You can open a company file, just like you would any other file, maybe there's a backup copy you're looking for. Or you can restore a Portable Company File. And a Portable Company File is just a file that you've condensed. That way you can actually email it to someone because it's a smaller size. I'm going to go ahead and cancel that real quick. You can also find a company file over here.

Now what this allows you to do is type in the name of the file that you want to open and then you can hit Search over on the right. And it will search for that file in your local drive, in a removable media that could be like a flash drive that you have in your computer, or it will search your network. Once you see the file that you'd like to open, all you have to do is double click on that file and it will go through and actually open that file for you. And that's a quick way to search your computer for a QuickBooks file that you may not see when you first open the window.

Well, that's going to wrap up module three, we've been talking about customizing the QuickBooks environment. Let's move over to module four now, where we're going to talk about working with Customers and Jobs in QuickBooks.

SECTION 4 – Customers and Jobs

Video: Customers and Jobs – Part 1

Cindy: Welcome to QuickBooks 2021, my name is Cindy. We're starting now on Module Four. And this is the module where we're going to talk about Customers and Jobs in QuickBooks.

A customer is a business or person who buys from you. A job would be an individual job that you do for a customer. And you might do multiple jobs for the same customer. Not every one of you will use the job feature. Some of you just have customers. And that's okay, but I want you to know how all of this works in QuickBooks. Let's go ahead and flip over and I'll start talking to you a little bit about how Customers and Jobs are set up in QuickBooks.

The Customer List in QuickBooks is actually called the Customer Center, and there are a few different ways to get there. You can use this option right here, where you can click on Customers to get to the list. You can use your Icon bar, there's an icon that says Customers. And then on the Menu, if you click Customers, the first option says Customer Center, all three of these options take you to the same exact place. When you're looking at your list of customers here, you'll see that there are customers listed. And underneath it if you see things that are indented, those are jobs for that customer.

The customers are listed in alphabetical order by last name. Now that's not automatic in QuickBooks, you actually have to set it up that way. That's probably the best way to set it up. Last name, comma first name. Even though you don't have to, but just be consistent with however, you're going to set up your list. You'll notice you'll see the balance the customer owes you over in this column. And this last column lets you add an attachment, which would be maybe a bill that you've received or something you want to attach to that customer so that you don't have to search for it in your computer.

When you're looking down this list, I want you to notice that currently you're looking at the Active Customers. You can also look for customers that have an open balance, maybe some with an almost do invoice. You can also look at All Customers. If I click on All Customers, and you'll notice that if there were any that were inactive, I would see them in this list. Now what I mean by an inactive customer is one that maybe you haven't seen the customer in four or five years and you want to hide them from your list, you can actually take this X and click Next to that customer. And if they have jobs, it will say Are you sure you want to do this and you could say yes. And now that Customer and Job are hidden. They'll show up here, but if you're looking at Active Customers, you will not see them on the list.

If you have a customer you've made inactive and you'd like to activate them again, you can just click the X there. And it will ask you if you want to activate the subs meaning the jobs below as well. You could just say yes. And now you can see that Robert Allard is active again. When you're clicked on a customer or job, you're going to see the customer information over to the right. This would be information like the customer's name, their billing address, their phone

number, email, things like that. You'll notice the email is an actual link, you could actually email the customer right from here if you wanted to.

Also over on the right, you will see in this note section, any notes that were pinned. And what that basically means is when I show you the notes down here on this tab in a few minutes, then you'll see that if there's something specific you want to stay there so you can see it quickly, you can pin it. Notice I can actually drag this down a little bit if I want to see the other options. And here's the reports for this customer. You'll notice you can run a quick report. And that's going to give you just different transactions that happen with the customer, you can see their open balance. If you're using the Estimates feature, you can show any Estimates for them, and also a customer snapshot.

You can also get a map or directions to this customer's address right here. At the bottom of the window, you'll notice that there are several tabs. The first tab automatically shows all the transactions for this Customer and Job. Notice I'm looking at all the ones for this customer right now. But if I click Family Room, I'm only seeing the ones for that job. If you don't want to see all the transactions, you can filter this list. Maybe you want to see anything that was for this month or anything that happened last week, you can do that as well. At the bottom of this tab, you'll see it says Manage Transactions. When you click the down arrow to the right, this is where you can go in and create a new Estimate for this Family Room. Or if you want to create an invoice any of these. But chances are you're not going to be on this screen. When you want to actually create those transactions, you can do them from the Home screen.

You can also run reports here, and that will show your report on this Customer and Job the Family Room. Now let's look over the Contacts tab. These would be any contacts related to this customer or job. Right now we have Christie and she's the primary contact. If I go down here next to Manage Contacts, I can edit the selected one, or add a new contact or delete this one if you'd like. I'll just click on Edit for a moment so that you can see the types of things that ask you when you put in a new contact. You've got several different fields you can use, you can put in the job title of this contact, their first name, you can see last name, and then these fields here, you can use for any of these options that you see on this list over here. I'll just go ahead and cancel out of that.

The next tab over are your To-dos. To-dos are things that you have to take care of related to this customer or this job. A To-do might be you need to send a fax, you need to schedule a lunch meeting, and you need to work on the plans. Any of those are what we call To-dos. Let me show you how to set up a To-do because these are very handy when you have different things you have to take care of. I'm going to go down here to Manage To-dos and create a new one. A To-do can be a phone call, a fax, an email, you can see the list here. Let's just say it is a call. And you can set the priority for your To-do. Is it high, medium or low priority? And it's going to assume it's with this customer in this job unless you change this.

You can set the due date. Let's say you want to set this for December the fourth. And if you want to set a specific time for that, you can do that as well. Down here, you're going to set up the details of your call. You can also tell QuickBooks if the status is active, hasn't been done, or is it

inactive, and then click OK. Now you can see your To-do in a list format. The only place this will show up is when you first open QuickBooks, if you have turned on the preference to show the reminders, this would show up on your reminders list. If you've already completed this particular To-do, all you have to do is where it says done, if you double click there, that will take you into the Edit option. And you can change the status to done and then click OK. And now you'll see the check mark to the left indicating you've completed that To-do.

The next thing you'll see is Notes. This is where you can set up any notes related to this particular customer or job. You can actually go down to the bottom and add new and type any notes that you'd like right here. If you want to put a date stamp on these, you just click right here, and now you can see that you can type any notes right after that. You can say that you called Christie to see about the meeting. You can also turn this into a To-do from here. Or you can print this out if you'd like. I'm going to go ahead and click OK. And now you can see there's my note that I just created.

The last thing is you have a tab that says Send Email. You have the ability within QuickBooks to email different forms. You might email an invoice, maybe you want to email a purchase order. This tab here will show you a list of the things that you've emailed out to your customer, things will automatically appear under this tab. At the top of your screen, you can create a new customer job, or you can create new transactions. This is where you could create an invoice or an Estimate or any of these. Chances are you're not going to be on this screen when you're ready to create those transactions. But, that option is available. You can go in and print your Customer and Job list if you'd like, you can see there's several variations of that. You can also export your Customer List into Excel. Or if you want to export the transactions, you can do that too.

You can also import from Excel. So if you already have a Customer List set up in Excel, you can import it in or just copy and paste it from Excel here into QuickBooks. You also can do a mail merge with Microsoft Word there are several different what they call letters already set up that you can actually convert into your own letters, add merge fields, things like that. And then there's an Income Tracker where you can go in and look at the income related to this customer. Let's go ahead and stop the video right here, this was part one. I want to take you into Part Two where we actually go in and set up a customer and that way you can see all the fields where you can put information related to a new Customer and Job.

Video: Customer and Job –Part 2

Cindy: Hey there, welcome back to QuickBooks 2021. My name is Cindy, we are working in Module Four, where we're talking about Customers and Jobs. This is part two of the Customer and Jobs portion where we're talking about how to actually set up new Customers and Jobs. Let's flip over to QuickBooks, and I'll show you how to create those new customers.

We're in the Customer Center and this is where you're going to go to create a new Customer and Job. You can see if you click the down arrow, it asks you which of these you'd like to create. Notice you can also add multiple customers or jobs at the same time. This would be where you go if you already had this information in an Excel workbook, and you wanted to actually import that information into QuickBooks. But let's go ahead and start with a new customer.

The first thing it asks you at the top is what is the customer name? We're just going to say it's Tom, Allen. Now remember that our list is sorted last name, comma first name. So make sure that that's how you type it here. The next thing it wants to know is what is the opening balance? The reason that's asking you this is as at the start date of your company file, it wants to know how much money did Tom Allen owe the business? That way it can have the correct opening balance for Tom's account. I personally don't like to do that. Because let's say that the customer owed you a \$1,000. Their account would be correct, but you would have no way of knowing that that \$1,000 was really three separate invoices that total a \$1,000.

I like to go back and actually put the invoices in that the customer actually owed, as at the start date of my Company File and then leave this blank. The next thing you want to do is put in some address info. The first thing it wants to know is the company name. And a lot of this is just informational. If Tom doesn't have a company or you don't want to put it in here, you don't have to. But I'm just going to go ahead and put something in here. I'll just say ABC Plumbing. And then it wants you to put in Tom's full name. I'm going to say Mr. Tom Allen. Now a common question here is if you have Tom's name here, why do you want to put it here? This information here is just for the list. One of the features that QuickBooks has is the ability to do a mail merge with the information in QuickBooks.

If you have information in these fields, then it can pull the customer's first name, the customer's last name. If you don't have any information here, then it's not going to be able to pull that information. You've got a place for the job title. And then you can see any of these fields can be represented by whichever one of these titles that you choose. For example, if you wanted this field to represent the alt phone, for example, then you could choose that and then type the phone number over here. The next thing you'll notice at the bottom is the Address Details. When you invoice your customer, it's going to pull this block onto the invoice whatever's here. So you can arrange this information any way you like. You'll see it brought down the company name and it also brought down the name Tom Allen. I'm going to go ahead and edit this a little bit. I'll say Attention Tom Allen. And then you're just going to click at the end of the customer's name and enter and go ahead and plug in the rest of the address. Let's say it's 55, Draper Street. And we'll

say that's in Charleston, South Carolina 29401. However you type this information in is how it's going to pull.

If you have a situation where you have a customer that asks you to ship their items to one location, and to send the invoice to another location, then you can actually set up the ship to information over here. But if you don't need that, you can leave that blank. Let's head over to the next tab which says Payment Settings. The first thing it asks you is do you have account numbers for your customers? And if you do, you can plug in that account number here. You can also set up the Payment Terms. When you invoice a customer you can say that their invoice is due in 30 days, 60 days, you can kind of see the list here. And if you're not sure about these two options, what this means is that if you invoice this customer, it will be due in 30 days.

However, if they paid in 10 days, they can take a 1% discount off of the price on the invoice. And typically a business will take the 1% off of the physical items. Not any shipping or charges like that, but that's really up to you. I'm going to pick net 30. Do they have a preferred delivery method? Meaning do they like their invoices emailed, or mailed, or none? Is there also a preferred payment method? You can see all the payment methods are here. If you need to add one, you can click Add New. Let's say you want to add PayPal, for example, then you can just put in here, PayPal. And if you want to pick a payment type from this list, you could, but I'm just going to click OK. And now you'll see that PayPal is one of your options on the list. Now this doesn't mean that they pay with PayPal every time, it's just information for you to know that they prefer to pay with PayPal.

Down here is their credit card information. You do not need to fill this information in. As a matter of fact, I would not do that if you have a customer that asked you to keep their card on file and to charge it whenever you invoice them, you could keep it somewhere else. But don't keep it in QuickBooks because then you're liable if something happens. The next thing you'll see over here is the Credit Limit. You can set a credit limit for your customer. If your customer exceeds the credit limit, QuickBooks will have a message that pops up just letting you know that and then you can still create that invoice for that customer. You've also got Price Levels. If you've decided, for example, that all of your commercial customers should get a 10% discount, you can go ahead and set up that price level.

The way it would work is you would click Add New, you would give it a name. And then you would say that this price level will decrease the items on the invoice by whatever percentage we'll say 10%. And you would just click OK. And then that one would be on the list. You also have Online Payment options for your customers. If you want to let the customer automatically pay you by bank transfer or credit card, you can do that. Now you would have to set this up with Intuit, you would actually have a button on the invoice itself when you send it over to the customer that lets them click there and go ahead and automatically pay you.

The next tab over is your Sales Tax settings. If you charge Sales Tax in your business, then each customer can be taxable or not. And this is where you tell QuickBooks if they are taxable or non-taxable. An example of a non-taxable customer would be a nonprofit organization that purchases from you. The next thing you want to tell QuickBooks is if they aren't subject to Sales Tax,

which tax do they get charged? We're going to talk about Sales Tax in a later module. But once you have those items set up, you can come back here and pick that Sales Tax from this list.

You also have a place for Resale Number. What that means is if you have another business that's similar to yours, and they come to you to buy some items to put in their store, they may have applied to the state for a resale certificate, meaning they don't have to pay Sales Tax when they buy this physical products from you. If the customer has that Sales Tax exemption certificate, you would choose to tax code nontaxable and then put in their resale number right here, so that you have that in case you ever need it.

The next tab over is Additional Info. You can have different types of customers, it might be like in this example, they have commercial and residential customers. If you have sales reps in your organization, you can set those up so that you'll know which sales rep works with this customer. The custom fields on this side you won't have any fields here you have to create your own. These three were created for the exercise. The way they were created, is you come down here to define fields. You type in the label whatever you want the field to be named. And then check off if this field should be available for Customers, Vendors and or Employees so that you don't have to set it up three different times. Once you set it up and click OK. Then it will be the next one in the list here.

Now there's one more tab on the left, and that's Job Info. If you're setting up a customer, you don't set up job info, this would be set up on the actual job itself. That's pretty much what you have to tell it when you're setting up a customer. I'm going to go ahead and click OK. And we're going to see that Tom Allen is in the list. Now you'll notice that since the list is alphabetical, it didn't put Tom alphabetically in the list. What you need to do to resort it is click on the label at the top, the word name and that will resort the list and it moves Tom Allen down where he belongs in this list. If you ever want to edit Tom, the easiest way to do it is double click on your customer. And then that will take you back into this information and you can edit this any way you like and then click OK. And then you're done.

Now let me show you how to add a job. And remember that all of you won't use the job feature, but if you do, this is how you will do it. Make sure you clicked on your customer, and then come up here and choose Add Job. You'll notice that it pulled all of the information from your customer and you can edit that information if you need to. But you do need to add a job name, I'm going to say Kitchen Remodel. You can look through each of your options and make sure everything is still the same. But when you're finished, go ahead and click OK. And now you'll see Kitchen Remodel is indented underneath Tom Allen indicating it is a job for that customer.

Now just so you'll know you can have as many levels deep as you want. If you want to create a change order or something that goes underneath kitchen remodel, you could do that as well. You do it the exact same way. But typically if you get more than two or three levels, you will confuse yourself. So it's a good idea to stick with the way you see it set up in this list here. I'm going to go ahead and close this. Now that you know how to create Customers and Jobs, let's head on over to the third video in this module. I want to talk to you about a new feature in QuickBooks called Customer Groups.

Video: Estimates – Part 1

Cindy: Welcome to QuickBooks 2021. My name is Cindy. We're actually working through Module Four right now where we're talking about Customers and Jobs.

One of the things you have the ability to do in QuickBooks is create Estimates for your customers. Think of an Estimate as a quote for a job, you can create Estimates that actually turn into invoices when you're ready to actually collect some money from your customer. Let's go ahead and flip over to QuickBooks, and I'll show you how to get started creating Estimates in QuickBooks.

When you're estimating a job, you'll want to click on this icon here. If you do not have this, it's because you tell QuickBooks you do not Estimate jobs. Let me go back and show you where to turn that on if you don't see that option. If you go back to Edit, and then go down to Preferences, you're going to see an option on the left that actually says Jobs and Estimates. Click on the Company Preferences Tab. And here's where you can say Yes, that you want to create Estimates. And keep in mind that if you Estimate jobs, you probably do want Progress Invoicing, as well so make sure this one is on. I'm going to click OK then I'm going to click on Estimates.

The first thing QuickBooks wants you to do is tell it which Customer and Job you'd like to create an Estimate for. You can either start typing the customer's last name in the list, or you can pick it from the drop down. When you're using the job feature, always, always, always choose the job and not the main customer. If you choose the main customer and you start running reports, they will say other and you really won't know which job a transaction applies to. I'm going to click on Kitchen Remodel. Now while I'm here, let me just show you something. If you wanted to set up a new customer that's not already in the list, or a job that's not in the list, you don't have to get out of this window and go back to the Customer Center to set them up. You can do it right from here.

Let's say I do want Tom Allen, but let's say it's another job I'm creating an Estimate for maybe it's a Sunroom. I want you to notice that I deleted the Kitchen Remodel. And I've got my customer name and there's a colon at the end, the colon separates the levels. Now if I type Sunroom, and then hit the Tab key to leave the field, it will tell me that Sunroom is not in the Customer List, and it will ask me if I want to set it up. I always click Add Jobs, because the information is already in there as far as the customer itself is concerned. If it's a new customer, you can go through and set it up and put all the customer information in if you want to do that. The other thing is you can't add two levels at the same time.

I couldn't type Alan comma Tom colon Sunroom and I have to put in Tom Allen first and go ahead and set that up and then go back into the Sunroom. I'm going to click Add t. And now you'll notice if I drop the list down, I've got two jobs underneath Tom Allen. The next thing you'll notice is the field that says Class. If you're using the Class Feature in QuickBooks, make sure you always, always, always choose a Class or your reports will not be accurate. I'm going to go ahead and choose Remodel. And the next thing you'll see is QuickBooks wants to know which Template you'd like to use for your Estimate.

Now we're going to cover Templates in a later module. But a template basically allows you to change the columns. If you want one to the right or left of another add some fields. Maybe you want your logo, things like that you can customize any of your forms in QuickBooks, and then choose the template you want for each transaction. I'm just going to leave it on Custom Estimate for now. The next thing you'll notice is that it has the Current Date. If you'd like to change that date, you can change it to any date you'd like. And then it has the Estimate Number. Anything that's numbered in QuickBooks will start with the number one and the next transaction will have the next number. If you want this to have a specific number, you can type in whatever number you want. And if you're using a lettering system or something like that, you can also go ahead and put that in. QuickBooks will number the next one 619 in a case like this.

You'll see that QuickBooks pulled in the name and address that you set up when you set up your customer. If you see something that needs to be changed, then go ahead and make that change here. And what will happen is once you Save and Close this at the bottom, and it will ask you would you like to make that change permanent and it will change it in the record if you say yes. If you're going to have some of these items on this Estimate shipped to a different location, then you can come over here and Add New and choose that option to create a new ship to address. The next thing you'll notice is that you need to come down to the bottom and choose an Item. If you click on the first line, you'll see there's a drop down arrow and you can actually choose your item from the list.

Now your items are the things that you're selling your customer. Your item might be a service you provide, it might be a physical product, and you can choose as many items as you want from this drop down. I'm going to choose Framing. And in the description area, if you wanted to elaborate on this, you can type all day long, this will word wrap. You can also put in the quantity. If it's Framing, it's something we probably charged by the hour, I'll put 10 in here. And then it brought in a cost of \$55. And that's because when the item called Framing was set up, it was set up at \$55 for one. You can change that if you want. If you want to make this 50, for example, you'll see now is calculated 10 times 50 to give you an amount of 500, and also a total of 500. Now let me explain what the unit of measurement is in this column.

If you have something you sell by the foot, the yard, by the case, you can create a drop down list is called a Unit of Measurement. And then you can choose from that list. The reason it's not available now is because it wasn't set up in the item itself. There's also a Markup Column. If you want to mark an item up, you can mark it up \$1 amount or a percentage, I'm going to mark this one up 30%. You have to put the percent sign there or it won't know to do the percentage. Notice when I tab over that it's calculated the total. The customer will not see this markup column. When we're finished, I'm going to show you a preview of what this looks like. So you can mark things up any way you like.

The last column that you see is where you tell QuickBooks if the item itself is taxable or not. Now this one brought in the non-taxable sales option because it was set up in the Item setup. But you could change it here if you needed to. I'm going to put one more in notice I'm just clicking on the next line. And this time I want to put in a physical product. Let's say that we're going to Estimate some wood doors, I just typed WO because I knew that was in the list. And because I

have sub items underneath interior and exterior, I want to choose the appropriate one. And we'll just say exterior, and also two of these. And I'll just leave the price that's in there. Now you'll notice this time there is a markup of negative 79%. And the reason that is in there is because when you set up an item, you can tell QuickBooks how much you typically buy it for and how much you typically sell it for. And if both of those fields are filled in, it will assume this markup. But we're going to type over that.

I'm going to put in a \$1,000. And you can see it did the calculation for me. And I can go on and on and on and put in as many lines as I want. This is not the bottom, it will just keep on going. Now that we have a few things in here, let's look at some other things that we see on our screen here. On the bottom left, there's a place for a Customer Message. These are things like all the work has been complete, please sign in remit. And if you don't like any of these in this list, go ahead and create your own by clicking on Add New. There's also a place for a Memo down here at the bottom. The customer will not see that memo. That's just something for you to see. Over on the right we see the subtotal and the total of the markup, the total of the Sales Tax, and then the grand total.

Over on the right you'll see a section that will just give you some information about your customer. You can see things like what their open balance might be if they have any other active Estimates, recent transactions and notes. If you don't want to see this area, you can actually hide it right up here with this arrow. And if you ever want to show it again, you can use the show history as it's called and show it again. When it's hidden, you have a little bit more room on your screen to work with. Let's go ahead and stop the video here. I want to go ahead and take you over to part two. And in part two, we're going to go through all of these tabs up here so that you'll know some of the other options you have when you're creating Estimates.

Video: Estimates – Part 2

Cindy: Hey there, it's Cindy. Welcome back to QuickBooks 2021. We're actually walking through Module Four right now where we're talking about Customers and Jobs. We started talking about Estimates in the previous video, which is part one. Let's go ahead and finish up Estimates in QuickBooks.

Let's go ahead and look at the tabs at the top of this Estimate. The first tab is the Main tab. And honestly, most of the options that you'll use on the Estimate will probably be under this one. The first thing you'll notice is there's an option to Search or Find and something within an Estimate in QuickBooks. For example, if you're just wanting to look at the next or previous Estimate, you can use these arrows here to go backwards or forwards. Keep in mind that everything in QuickBooks is in date order. If you previously entered one, you would backdated it, for example, then it would not be the previous one.

Let's say you're using these arrows, and you're searching for an Estimate, but you just can't find the one you're looking for. You can click on this Find option here, and you can put in some criteria to help QuickBooks search. You can tell QuickBooks you want to search by customer or job, you can search for a date range, an Estimate number or an amount of money. And once you put in the criteria, just click on Find and it will search for you. This is only going to look through Estimates, it's not going to search QuickBooks for anything specific.

The next button you see is the New button. This New is the exact same thing as if you came down to the bottom here and clicked on Save a New. Save a New would actually save this Estimate and put you on a new blank one. The next one is your Save option at the top. If you're working on something that's taken a while and you just want to make sure you don't lose what you've already put in, you can go ahead and just hit the Save button. Notice you can also save this if you want as a PDF. The next thing you're going to see is the Delete button. This is how you're going to delete this Estimate. You'll also see one that says Create a Copy. And what Create a Copy means is what if you need another Estimate just like this one, except maybe you need to change one of the items for example, you can actually create a copy of this one and then make whatever changes you want and then save that one and you'll have the original and the copy.

Now we are going to talk about Memorize in a later module. But let me just tell you real quick, if this is a transaction, in this case, an Estimate that you want to appear on a regular basis in QuickBooks, you can go ahead and memorize it. A good example of this is not really an Estimate, but more of a car payments are really good example. Because with a car payment, you know it's going to happen the same time every month, and you want QuickBooks, go ahead and enter that transaction for you. The next one says Mark as Inactive. Now what this allows you to do is let's say that you don't want this Estimate to be an active Estimate anymore. You can actually have QuickBooks show it as inactive meaning it will not show up unless you run specific reports. And if you ever want to activate it again, you could go back and do that.

Here's your Print option. I want to go ahead and click on preview for you because I want to show you something that I talked to you about in part one. One of the things we did in part one was we were able to actually mark up an Estimate, a dollar amount or percentage, and I told you that the customer would not see that column. And you can see that right here, I'll just click to zoom in a little bit. You'll notice the customer just sees the description so they don't see the item. They see the description, the quantity, the unit of measurement, the costs and the total. Some other things that you will notice on the Estimate here is the job or the project right here. And you can see it says Estimate at the top and it has your Estimate number and the date. And down at the bottom, you'll see Subtotal, Sales Tax, and Total. You do have the ability to customize the way this looks, we'll be talking about that in a later module. I'm going to go ahead and hit closed at the top.

And the next thing I want to point out is back into print, you can also go ahead and print this Estimate. But you can also print an envelope. And this is where mail merging with Microsoft Word comes in, if you wanted to actually mail this to your customer, and it would actually open Microsoft Word and it would pull in the name and address you have over here onto that envelope and then you just print the envelope. You can also save this as a PDF from here. The next option is your Email option. I've been talking about the fact that you can email any kind of form in QuickBooks to your customers or vendors. And here's an example right here. If I wanted to email this Estimate, then I would click on Estimate right here and then it would take me to a window that would pull up that template we saw in our Preferences, and you could actually go in and edit that before you send it.

The other thing I want to point out is the batch right here. If this is checked, where it says email later, this will allow you to create several different Estimates. And when you're ready, you can come back and email the batch right here, meaning all the ones with the checkmark. That way, you don't have to send them one at a time over to your customer. Here, you can attach a file, if there's any kind of file related to this Estimate that you want to just have attached to yours so you can find it more easily, you can do that. You can also create an invoice right from here. If your customer has already said, go ahead and send me an invoice, I'll make a payment. You can do that from here. But chances are, you're not going to be on this screen when you're ready to actually create an invoice. And let me just mention what Start Project means.

Intuit has another software package they can sell you called Maven Link, which is more of the project management side of things. And if you want to try it, they have a 30 day free trial, but you could get started right here. Now let me mention some of the other tabs at the top, you have your Formatting tab. Here's again, a way to preview your Estimate. These options here have to do with customizing this template right here. Here's your Spellcheck. And then there's a way to insert a line, delete a line, and a copy line. The line you're clicked on, if you insert you'll put one above it. If you delete a line, you'll delete the line you're clicked on. And of course, you can copy a line if you want. Here's some more options for customizing this template. The Send and Ship tab will allow you to do mail merges with Microsoft Word related to Estimates. And then you have some reports under the reports tab. You've got Estimates by job you've got Estimate versus

actual and an item price list. This is one you'll run often this item Estimate versus actual just to see where you are in relation to what you Estimate the job to be.

You can also run a quick report over here on this particular Customer and Job and this Estimate, and then there's a transaction history. But like I said most everything you're going to do will be under the main tab. So you'll spend most of your time there. That's a quick overview of the Estimate itself and the tabs at the very top here. Now that you've learned how to create an Estimate in QuickBooks, let's go ahead and save and close this at the bottom. And then if you'll go ahead and move over to video number six in this module, then we'll go ahead and talk about how to create Invoices based on Estimates.

Video: Invoicing from Estimates – Part 1

Cindy: Hey there, it's Cindy. Welcome back to QuickBooks 2021. You know, one of the things you can do in QuickBooks is you can take an Estimate and create Invoices based on that Estimate.

You're going to be able to create an invoice for a percentage of what's on the Estimate maybe the entire thing, it's just up to you what you'd like to pull on to an Estimate. Let's go ahead and take a peek at how to Invoice from Estimates. This is part one, there is part two, make sure you watch both parts.

Now that you've created an Estimate, you can turn that Estimate into an Invoice. Estimates are considered non-posting, just like Purchase Orders. That means they will not show up on your reports unless you run specific reports for Estimates or Purchase Orders. If you're following the flowchart, you'll notice the next thing is to create an Invoice. We're going to create an Invoice based on our Estimate. In order to do that, the first thing the Invoice wants to know is who's the Customer and the Job? you want to make sure you pick the exact same Customer and Job that you have on your Estimate. If you don't, this window here will not appear. Typically, if this doesn't appear, what you want to look for is go back to your Estimate and make sure you have the same Customer and Job. Because a lot of times it's different on the Estimate versus the invoice here.

The other thing is sometimes QuickBooks is a little finicky. If you get out of it and come back in, it'll usually work that next time. This is a list of all of the Estimates that I've not yet pulled everything from. These are Estimates for this specific Customer and Job. Even if you have a penny left on the Estimate, this will still appear. I'm going to click on the Estimate I'd like to pull from and then click OK. Here's my Progress Invoicing. If this window does not pop up, go back to your Preferences and check that you turn this option on. You've got a couple of options here. The first one is you can create an invoice for the entire Estimate a hundred percent of it. The second option lets you put in a percentage that you'd like to pull. And the third one lets you pick selected items or different percentages of each item. Let me just quickly show you this last option. I'm going to click OK here.

Here's each item that's on my Estimate. And if I wanted to invoice for a particular quantity, I could come over here and say five of these and one of these. Or I could go in and put in some different percentages. And then when I'm finished, I just click OK and it will pull that information in. But I just want to do a flat 30% so I'll cancel this. And I'll have to clear at the bottom and then go back and pull in my Customer and Job again. Now I'll pick my Estimate and click OK. When you're typing in the percentage in the second option, you do not need to type the percent sign even though it's okay if you do, I'm going to click OK. And now it's pulled in 30% of the quantity of the items that were on my Estimate. Let's start at the top and we'll work our way down.

We've got our Customer and Job. Here's the Class that it pulled from our Estimate. And here are my Invoice Templates. You'll learn later how to actually create your own for now we'll use the

Rockcastle Invoice Template that's here. Here's the date of the Invoice. I'm going to go ahead and date it for January 2, and then it has the Invoice Number. Your first Invoice will start with number one, you can put in any number you'd like and it will number sequentially. If your Invoice Numbers include letters from the alphabet, go ahead and put that in as well and it will work just fine. Here's your billing address it brought in from your Estimate. And if you need to add a ship to, you can. Right underneath that you have your Terms and your Due Date. And of course if you need to change those feel free.

Now here are the different items from the Estimate and you can see it pulled in 30% of the quantity. If you want to add something to this, you just click on the next line down and add. Let's say it's a delivery charge. And we want to charge one of these at \$25. You can see you can add as many items as you like to this Invoice and it does not affect your Estimate. At the bottom left, you can put in a message for your customer and there's also a place for a Memo at the bottom. And on the right at the bottom it shows you the amount of Sales Tax that will be charged, the total of the Invoice, Any payments that could have already been applied to this and then the balance due. When you're finished you'll Save and Close or Save a New.

Save and Close means you're going to save this one, close the Invoices and you'll see what window was underneath. Save a New would close this Invoice and you'd be on a blank Invoice. I want to hit Save and Close for a minute because I want to show you how to get back to that Invoice or that Estimate. Now I could go to each one of these and click the arrow that we talked about at the top and go backwards or forwards. But an easier way is to go to your Customer Center, Find your Customer and Job. And if you don't see the Invoice for example, in this list, it might be because typically this comes up with this fiscal year. And if you notice I dated the Invoice into the next fiscal year. So if you don't see something that you know should be here, check all your filter options right up here.

But here's my Invoice in my Estimate, I can just double click on the invoice to go right back to it or to the Estimate, if that's what I wanted to do. I can always click on the See History right here. And that's going to actually show me the Invoice History. And you can see here the Invoice was created. If there had been a payment applied already, you would see that on the next line. And if the money had been deposited, you would see that as well. You would also see if you would email this that's what Sent means right up here, but this gives you your entire Invoice History. Let's go up to our tabs at the top and start looking through some of these options.

Most everything that you will use will be under this main tab. And a lot of these will be familiar because you saw them when we were working on Estimates. The first thing I want to mention is this option here that says Find. If you're looking for a particular invoice and you can't find it, you might use these arrows to go backwards or forwards and look through all your Invoices. Remember that everything in QuickBooks is in date order. So what you think might be the next or previous one may not be. You can always use the Find Feature If you need to put in some more criteria. You can put in information like the Customer and Job name. If you have a date range, an invoice number and a specific amount of money.

You've also got an Advanced Tab over here, this will actually take you into this option here, which you get to under Edit, Search. And then this will let you put in criteria and do some more advanced searches. I'm going to go ahead and close that for now. If I wanted to create a new Invoice, I could click New here. This will be the same thing as if you had come down and clicked on Save a New at the bottom. The next option is Save. I have the option to save this as a regular Invoice in QuickBooks or save it as a PDF. And that's always good if you intend to email this to your customer.

Here's your Delete option. If you want to delete this invoice, you could you could also just void this if you want to make sure you had a record of this invoice, you could just void it. Here's where you create a Copy if you need another invoice just like this, but maybe you need to just change one or two things. It keeps you from typing the entire thing in again, so you could create a copy. You can also Memorize this. We're going to talk about memorizing in a later module. But let me go ahead and give you an example of why you might memorize an Invoice. Let's say you have rental property, you're not actually going to mail Invoices to your tenants. But you do need an Invoice in QuickBooks so that when you get paid you have something to apply the money to. You may even want to set it up so that QuickBooks enters this invoice five days early.

If you've memorized it, then QuickBooks will automatically enter it the way you see it here, and it will change the date for you each month. And that way it's there and you don't have to worry about going and entering all of these manually. You can also mark this as Pending. An Invoice actually becomes part of your Accounts Receivable As soon as you save it. It will show up in your profit loss as income if you're looking at your reports on accrual basis. What if you don't want to delete this but for some reason you want to put this on hold? You'll be able to do that. If something is marked as pending here, it won't show up in the accounting reports until you go back and mark it again and tell it it's not pending anymore.

Here's where you can print this Invoice. I want to preview this and show you what it looks like. You can see it says Invoice at the top here, it's got your customer your project. Notice the customer does not see the item. You can see the information at the bottom of the Sales Tax the total if any payments were made and the balance due. And you can customize this we'll learn how to do that in a later module. But this is the generic Invoice that you get in QuickBooks. I'm going to close this and we're going to stop the video right here. I want you to go ahead and flip over to video number seven, which is going to be part two of invoicing from Estimates.

Video: Invoicing from Estimates – Part 1

Cindy: Hey there, it's Cindy. Welcome back to QuickBooks 2001. We're talking about Invoicing from Estimates, we've already gone through part one. Let's go ahead and finish up here in part two. Let's head over to QuickBooks and we'll finish this up.

When we left off in part one, we were going through these print options. You know how to preview this. And here's where you print the invoice. You can also print the batch. The batch means, if you've got print later checked, you could go ahead and set up several invoices, check the box, and when you're ready, you print them all at once. That's called a Batch. You can do the same thing with your email over here. If you've got this email later check, you'll be able to email a batch. Notice you can also print a packing slip, a shipping label, or an envelope. These will do mail merges with Microsoft Word and pull the customers' address onto those items. And the last one is to save this as a PDF.

Over here, you can attach a file and now we see something new; Add time/costs. And let me explain what that is. If you have any expenses you incur that you want to turn around and invoice the customer for the end of the month. QuickBooks will remember those expenses and then you can pull them into an Invoice by clicking this button here. When you click on Add time/cost, if you have any time setup in QuickBooks related to this customer or job, any expenses, mileage or items that would be listed here, and you could check them off and click OK. And that would pull them on to this Invoice. Now, you're probably wondering how does that information get into this window? Real quick, I'll just show you.

If I go back to Home, I'll use an Expense as an example. An Expense could come from a credit card charge, or you could have written a check. I'll just use the Enter credit card charge as an example. When you're in any window, and it asked you over here, who is the customer and the job, if you have filled that in, then there would be a little checkmark where it says Billable. If that's the case on your transaction, then what will happen is when you go back to your Invoices, and you click on Add time/costs, it'll automatically show up here under Expenses in this case. You can also apply a Credit. A Credit would be a credit that you've issued for this customer, and maybe it's not applied to anything you can apply it to this Invoice from here.

The Progress option would show you the progress as far as does this have an Estimate? I invoiced it. Is there a payment? Has that payment been deposited? It's very similar to this option here that says See History. Here you can receive a payment towards this Invoice. Now chances are you're not going to be on this screen when you're ready to receive a payment, but you could. You can also create a batch right here. And what that would let you do is you can send one invoice to multiple customers, maybe you have three customers that are going to pitch in and pay this one invoice, and you'd be able to do that with this option. And then you have the Refund or Credit option. This is where you create the Credit Memo and then this is where you would apply it over here.

The next tab says Formatting. These are where you're going to customize your template for QuickBooks. There's also some customization options here. Here's where you can insert a line,

the line you're clicked on, the new one will go above it. You can delete a line or copy a line. And then you have send/ship. Now this is a great feature if you ship physical products because what this allows you to do these three right here is instead of getting out of QuickBooks, go into the internet, go into the FedEx website logging in. You can do all of that right from here. You can see right here that if I want to ship a package, I would actually just click on ship FedEx package. And because I have Estimates linked to this invoice, it will always ask me that if I'm trying to leave this invoice. For now I'll just say yes. And what happens is it's going to take me automatically to FedEx.

Here's where I would go ahead and set it up the very first time. I have to agree to the terms and conditions but once it's set up, then I can log into my account and go ahead and ship my items. I'll go ahead and get out of that. These right here have to do with mail merges with Microsoft Word. The last tab has some reports that you might want to run related to customers. You can run some quick reports, you can run a history or transaction journal. But I think you're going to want to look at these; the open balances, meaning anything that's open. And then you have sales by customer detail and average days to pay summary.

The main tab is going to have most of the options you're going to use on a regular basis, but be familiar with these other options because you might use them from time to time for different things. That's a quick overview of how you would actually Invoice a customer based on Estimates. Now that you know how to do that, let's go ahead and flip over to video eight and we'll just talk about just creating invoices not based on Estimates.

Video: Invoicing Customer for Products and Services

Cindy: Hey there, welcome to QuickBooks 2021. My name is Cindy. We're working in Module Four right now where we're talking about Customers and Jobs. I want to talk to you in this video about how to create Invoices for customers, when you don't actually have an Estimate to pull from. Not everyone is going to use the Estimate feature, and you still need to be able to invoice customers. Let's go ahead and head over to QuickBooks and we'll set up an Invoice.

If you don't use Estimates in your business, then go ahead and start with the Create Invoices icon. Even if your business does not actually send Invoices out to customers, for example, people who have rental property, you still want to put the Invoices in QuickBooks so that when you are paid, you have something to apply the money to. We're going to go ahead and choose our customer and our job. We'll say it's Kristy's Kitchen. And if there are any billable time or cost associated with Kristy's Kitchen, then you will see this message pop up. If you'd like to actually pull those costs in, you can use the first option and click OK. Or if you want to exclude all of this, you just choose the second option and click OK.

Make sure if you're using the Class Feature, you pick the correct Class. And if you're using different templates, then make sure you have the one you'd like to use here in this field. We've got the date of our invoice, we have our Invoice Number, here's our bill to address, double check your terms and your due date. And the big thing here is you want to go ahead and choose the items that you'd like to put on this Invoice. Remember, the items are services or products that you're selling your customer. I'm going to go ahead and choose blueprints. And I'll say there's a quantity of two. And we'll just put these at 500 each. And you can see these are not subject to Sales Tax. And we'll go ahead and put in one more item here.

Let's say that I'd like to pull in a Doorframe. And I'll just pull in one of those and I'll make that \$650. And I can add as many items as I'd like to this Invoice. On the bottom left, you're able to put in a customer message if you like. You can also create one if there's not one on the list that you'd like to use. And then the very bottom is a place for you to put a Memo. This is just for you to say something about this Invoice, the customer will not see that. On the right hand side you'll see how much Sales Tax was calculated, the total of the invoice, if there were any payments applied, and then you'll see the balance that's due. And don't forget at the top of your Invoice, most of the options you'll use will be under the main tab. And we've gone through all of these already.

Don't forget that sometimes you may use some options under the Formatting or some of these other tabs but most everything is under the main tab. I'm going to go ahead and Save and Close at the bottom. And now I've created an invoice for Kristy's kitchen. If I wanted to get back to that Invoice, the easiest way to do this is go to your Customer Center. And you can see I still have mine open over here. So I'll just click on it from this side. I'm going to click on Kristy Abercrombie. And you can see that I have a lot of different transactions here. So let's narrow it down to the Kitchen. And here you'll see the Invoice that we just did. And all you have to do is double click if you'd like to go to that Invoice.

And that's really all there is to creating invoices in QuickBooks. Now that you know how to create invoices in QuickBooks. Let's go ahead and move over to the next video and talk about how do you actually handle payments when customers pay those invoices?

Video: Receiving Customer Payments

Cindy: Welcome back to QuickBooks 2021. My name is Cindy. We're walking through Module Four right now where we're talking about Customers and Jobs. Now that you know how to create Invoices, I wanted to go over how to receive Customer Payments in QuickBooks.

You want to make sure that each payment you receive even if it's with cash, you entered in QuickBooks so that you're telling QuickBooks that the Invoice has been paid. Let's flip over to QuickBooks, and I'll show you how to set up some Customer Payments.

You'll notice the next thing on the flowchart after you create your Invoice is to Receive Payments, and this is where you go when a customer pays you for an invoice you've sent them. It does not matter how the customer pays you, you want to go ahead and put the payment in this way so that you can tell QuickBooks that the Invoice is paid. The first thing QuickBooks wants to know is who did you receive the payment from? I'm going to say it's from Tom Allen Sunroom. And you'll notice what happens now is it will actually list all of the Open Invoices for Tom Allen Sunroom down below. It also tells you the customer's balance right over here.

The next thing we're going to do is put in the amount that the customer paid. I'm going to say they paid the full amount this time. But even if they only paid a \$100, that's what you put in here. The next thing QuickBooks wants to know is what is the date of the payment? Let's go ahead and say that this one was on the 14th of January. And then you see a field that says Reference Number. Now based on which one of these buttons you've clicked on, this might change. For example, if they paid with cash, you still see that says Reference Number. But if they pay with a check, it says Check Number here. If they pay with a debit or credit card, this is going to appear. Now if you've got your own Merchant Services account, you don't need to do anything here, you just cancel out of this.

But if you're using the Intuit Merchant Services account, then you can plug in the card number and the expiration date and all the information. And then when you're done, it'll run their card through. You can also see there's an option for e-check. And then there's some options over here. You've got PayPal, MasterCard, and Barter. And if you want to add a new payment method, maybe Zell for example, just click on Add New Payment method and type it in. You can also choose the payment type that this happens to represent, and then you just click OK. And now what you'll find is that Zell will be in your list and you won't have to add it the next time. Don't forget even if they paid you with cash, you'll want to go ahead and do this.

Now when you're looking down here at the list of Invoices that are open, you're going to see that this list shows you the Invoice Number, the Original Amount of the Invoice, the Amount that's due, and then here's the payment that we entered. Now all we did was check this off, and it automatically applied the full payment. If your customer is paying a portion of this invoice, make sure over here that you type in whatever amount they are paying. And you want to be careful because if you have multiple Invoices in here, the customer may have specified for you to apply half to one invoice and half to another. They might not be paying the first one on the list, but

maybe they're paying others below. Just make sure you have the correct one checked off, and you have the correct amount next to each Invoice they're paying towards that Invoice.

Now let's go to the top and look under our main tab. You're familiar with how to Find Option works. If you wanted to look through the Customer Payments for a specific customer, you could use the arrows to go left or right or use your Find Option. And you can type in any of the criteria here that you'd like. The next thing you see is your New Option. This is where you go to actually save the current payment and create a new one. And then here's how you would delete this payment. You do have the ability to print this payment out if you'd like. Or if you want to email this payment you could. It basically allows you to email any payment activity. And then you can also attach a file. If you have any file that's related to this customer payment you can attach it here.

Now you have an option that says Look up Customer Invoice. You can come down here and double click on an invoice to open it up. If you do make a change to this and save and close at the bottom it will be reflected back in the payment window as soon as you do this. But up here if I look up a customer and an Invoice, this is going to actually allow me to search by any of these fields that you see right here, and you can put the information over to the right and then it will search and find any invoices that have that information in there. I'm going to go ahead and cancel that.

You can unapply a payment. And that's the same thing as just unchecking it over here. If you offer your customer a discount for paying early, then you can come here and apply that discount amount. There is an option to record a bounced check. But since this is one we're just entering for the first time, that's why this is not available. If you're signed up with the Intuit Merchant Services, then you can choose to process this payment right here. And you can also add credit card processing if you haven't purchased it yet from Intuit. Here under the Formatting tab, you're going to see that you can select a template for your email, there's only one available right now. If you wanted to actually manage those templates go in and add one customize one, you're going to be able to do that right here. And you can also customize the data layout right here. Under reports, you're going to see several reports related to Customer Payments. If you wanted to run a transaction history, you could do that. That's actually going to show you the invoice and then this payment or if you had an Estimate it would show the Estimate, then the Invoice, then the payment, it'll give you the whole history.

If you want to see Open Invoices, you can do that. You can look at your Customer Balance Detail, maybe Sales by Item or an Item Price List as well. The last tab that says Payments allows you to add Intuit credit card processing, if you would like. Most everything you're going to use is under the main tab. Once you've decided that everything here looks OK. Then you'll want to Save and Close. Now before we do that, I want to ask you a question. Where does this payment go? Let me show you something real quick, I'm going to go back to the Home screen for a moment, And back to the Chart of Accounts. There's an account in your Chart of Account called Undeposited Funds. This is money that you've received but you have not yet taken to the bank as far as QuickBooks is concerned. You can see currently there's \$2,440. This is where this money

is going to go once you Save and Close at the bottom. Let me go ahead and click on that. And now if you'll notice, this has gone up and it's 3364.93.

Now the Invoice is paid, but the money is not deposited yet. I want to just show you real quick if you would like to have an option on the Receive Payment Window to tell QuickBooks where to put the money, then you can turn that on in the Preferences. If I go up to Edit, and down to Preferences, you want to go to the option that says Payments on the left. Click on Company Preferences, and then uncheck this one right here. This one currently says Use Undeposited Funds as default deposit to account. That's why your money would go into Undeposited Funds. If you uncheck that, then we're going to have a choice of where we want to put the money. I'm going to click OK. And it's going to close all the windows to change this Preference. Now I'm going to go back and open up that payment.

I'll hit the Home option, I'm going to Customers, and this was Tom Allen Sunroom. Here's the payment right here. If you notice now, you actually have a choice of where you'd like to put the money. If you decide that this is the only thing in your deposit, and you want to put it in the Checking Account, you can click here and skip the next step of making the deposit. However, what if you have two payments that you received? Let's say they're for two different customers and you're going to put them in a single deposit. Then you want to make sure for each payment when you receive it, choose Undeposited Funds. That way, when we go to the next step of making the deposit, we can pull both of those checks into one deposit. I'm going to go ahead and Save and Close at the bottom.

And let's say that there's another check we receive. I'm going to go back to Home and I want to go back to Receive Payments. And this time we're going to choose Kristy's Kitchen. Let's say that Kristy paid us a \$1,000 and she paid it on the same date. Let's just say it's the 14th of January. And she wrote us a check and I'll go ahead and plug in her Check Number. I'm gonna leave that one in Undeposited Funds as well and Save and Close. And that's how you're going to use the Receive Payment Window in QuickBooks. Now that you know how to create Invoices, receive the payments towards those Invoices, the next thing you'll want to do is learn how to make Deposits. Go ahead and flip over to video number 10 and I'll show you how to make Deposits.

Video: Making Deposits

Cindy: Hey, welcome back to QuickBooks 2021. This is Cindy. We're working in Module Four, and we're talking about working with Customers and Jobs. We've learned how to create an Estimate, turn that Estimate into an Invoice, and receive a Payment. And now we need to talk about how do we take that money and put it in the bank. Let's go ahead and flip over to QuickBooks, and I'll show you how to make Deposits in QuickBooks.

After you've received your payments, you'll want to go ahead and take that money that's in Undeposited Funds, and record the deposit. The only exception would be if you were on the Receive Payment Window, and you actually told QuickBooks that you wanted to put the money in your Checking Account. Then you don't have to take the step we're talking about now, it's already in the Checking Account. But make sure if it's in Undeposited Funds, you follow the flowchart all the way to the end. Now this little four tells you there are four payments that you received that you put in Undeposited Funds.

Before we record this deposit, I want to just make sure that you know not to do this. A lot of times people will receive the payment, and then they will go over to this check register. And they will type in their deposit. You don't want to do that because the money will never leave the Undeposited Funds account. You want to take it out of Undeposited Funds and put it into the Checking Account. So follow the flow chart all the way to the end. I'm going to click on Record Deposits. And these are all the monies that are sitting in Undeposited Funds. You're going to check off whichever ones are going to be in this deposit, you've got to make sure your deposit matches an actual deposit at the bank, or it will make it really hard to balance your checkbook at the end of the month.

But let's just say that all four of these were in the same deposit. Once you check them off, you'll notice that it tells you at the bottom the subtotal of your payments. All you have to do is click OK, and it will bring all of those payments into this deposit window. The first thing you want to look at here is are you putting the money in the correct account? It's very easy to accidentally pick your savings. So make sure that you have it in the correct bank account. And then make sure you have the correct date on your deposit. You don't want to change these accounts here because that's where the money came from. A very common thing that I see is people want to click here. This is your Chart of Accounts. And they want to go ahead and choose an income account from this list. It's already income, you don't want to pick it again, because then you'll be doubling your income.

You'll notice there's a place for a Memo, if you wanted to put something there, a place for Check Number or something in that field. You can see it's got the Payment Method and the Class and then the amount over here on the right. If you wanted to add something to this, you could. Let's say that you as the business owner, add \$1,000, all you would do is go ahead and pick the correct account over here, which would be an Equity Account. If you remember we talked about Shareholder Distributions and Capital Stock, we actually call them Owner Draw and Owner Contribution. This would be an Owner Contribution because the owner is putting money into the

business. In this exercise, they just call it Capital Stock. And then I'll come over here and put \$1,000.

So you can add as many items as you want to this list. Another example might be what if you had a rebate? Maybe you purchased a printer at your office supply store and they sent you a rebate check. If that was the case, then the account you want to pick here would be the account you used when you purchased that printer to begin with. If it went to an Expense Account, maybe it went to Office Supplies, then make sure you put the rebate back to the same account so that it will zero it. If you were going to keep some cash from this deposit, you could put in some information about that. Now, as a small business owner, if you don't have a business account, then you can do that. But if you have a business account, they're not going to allow you to keep cashback. You'll see the total every deposit down here at the bottom. And all you want to do when you're finished is Save and Close.

Now before we do that, let's look at a couple of quick things at the top. Here's your Next and Previous buttons if you want to go backwards or forwards between your deposits. Here's your Save Option. And there's a couple things you can print. You can print a deposit slip or deposit summary. If you pulled in the wrong payments here, you can always get this payments window here and check or uncheck these so you have the correct payments in this deposit. You can also look at the history of this deposit. And then if you have a file you need to attach, you can do that as well.

Our deposit total is 5364.93, and it's on January the 21st. I'm going to save and close because we're going to go and see if this is in your checkbook register. Here's your check register, I'm just going to click on that. I'm going to look at the checking register. And here's my deposit that I made for 5364.93. And you can see it's on January the 21st. The reason it says split is because this deposit has multiple line items on it. In order to see that I would have to double click where it says deposit here. And that would take me right into the deposit and I can look at it or make any changes I want and then Save and Close.

And that completes the whole process from creating Estimates all the way to recording Deposits. Now that you know how to record your deposits, let's look at a few odd things. In the next video we're going to talk about creating Credit Memos. Sometimes you create an invoice for a customer and then you need to issue a credit towards that invoice. That's a Credit Memo. Let's go ahead and flip over to video number 11 in this module, creating Credit Memos.

Video: Creating Credit Memos

Cindy: Hey there. Welcome back to QuickBooks 2021. My name is Cindy. We're working through Module Four. And in this module, we've been talking about working with Customers and Jobs. Now that we've learned how to create an Estimate for a job, we've learned how to create an invoice, how to receive a payment and make a deposit.

Sometimes you might need to create Credit Memos as well. When you have an invoice that is not fully paid for, and you need to back some of that out, you would create a Credit Memo to apply towards that invoice. Sometimes you actually refund a customer if they've already paid you in full. Let's flip over to QuickBooks, and I'll show you how to create Credit Memos.

Before we create our Credit Memo, I want to go to the Customer Center and look at the invoice that we will be issuing the credit against. This is for Christy's Kitchen. And if you remember the payment was a \$1,000. So she still owes \$700.38. Now I'm going to open up the invoice. And here's where you see that we had charged her \$500 for blueprints, she had two of those so that made a 1000 and the Doorframe is \$650. And let's say what we're crediting is the Doorframe. Now the reason I want to look at the invoice is because when you create the Credit Memo, you want to use the same items that you use on the original invoice.

There are exceptions to that, if you have a situation where you're never going to get paid for an invoice, it could be the customer disappear and the invoice is sitting on your books for a year, you could write that off to bad debt, and that would be an item that you could set up. But in a situation like this Christy's returning the Doorframe, and that's an Inventory part. when we sold it by putting it on the invoice that took it out of inventory. If we're wanting to return it back to inventory, we have to credit that same item. We're also going to be crediting the tax as well notice the tax is \$50.38. I'm just going to Save and Close and get out of that. And now we can go back to our Home screen and issue a Credit Memo.

The first thing you're going to see is there's an option for Refunds and Credits right here. And we have to put in the name of the customer and the job. Make sure you pick the class if you're using the Class Feature. And then you want to check your dates and your Credit Memo numbers and just make sure those are all okay. Now here's where we're going to put in our item, which is Doorframe. And we're going to be crediting one of these at \$650. Now because this was a taxable item, remember on the invoice it charged \$50.38 for the Sales Tax. Because we're on a Credit Memo and we picked the same item, it will credit the \$50.38. Here's our total that we're going to be issuing the credit for.

Now up at the top under the main tab, you're familiar with most of this. But let's look over here for a second because here's where I can tell QuickBooks to use the credit to give them a refund, or I can apply this to an invoice. Now we're going to apply this to an invoice. But let's say that you didn't see this and you just clicked on Save and Close at the bottom. It will pop up and ask you would you like to keep this Credit Memo on their account as an available credit. Give them a refund or apply to an invoice. We're going to apply to an invoice and click OK. It will automatically check off any invoice that has a balance that matches your Credit Memos. So make

sure you have the correct one checked. This one is correct. I'm just going to click Done. And now that has been completed. That's how you're going to issue a Credit Memo.

Now let me just go back into that for just a moment because I want to show you that if you had set something up where you wanted to actually use the credit to give them a refund, this is how you would do it. Let's just use Tom Allen Sunroom since I know that's paid. And we'll just go ahead and pick Framing from the list. And let's just say we were going to issue a credit or refund for five of these. If I come up here and say use credit to give a refund, it will ask me to make sure all this information is correct. I would pick the date of the refund. Make sure this right here is correct because you can see it defaulted to PayPal. I'm going to issue the refund and give him cash or maybe put it back on his American Express, However you intend to issue that refund.

The account is going to be Checking. What that basically means is going to go ahead and put a transaction in the checkbook register to account for this refund. Make sure you have the correct address and pick the class if you're using it, and then click OK. This one will be for \$275. We're going to go look for that in just a moment. That's how you're going to issue a refund. A refund is issued if an invoice is already paid in full. I'm going to Save and Close. And now let's head over to the check register and see if we see our refund. And we do, there it is right there. So you don't have to go to the register make an extra transaction because QuickBooks will do all this for you. And that's how you're going to issue a Credit Memo or a refund in QuickBooks. Let's go ahead and head over now to video number 12. And we'll talk about how to create Statements for your customers.

Video: Creating Statements

Cindy: Hey there, welcome back. It's Cindy again, we are working through QuickBooks 2021. We're in Module Four, and we're talking about Customers and Jobs. One of the things that some businesses do is they send out Statements at the end of the month to their customers.

A statement is just a gentle reminder to the customer that they owe you money. Typically, a statement just summarizes everything that happened during the month, it will show any invoices that were created, if they made any payments, and if they owe you any money. Let's go ahead and flip over to QuickBooks, and I'll show you how to create Statements for your customers.

To send Statements to your customers, click on the Statements icon from your Home screen. The first thing you want to do is choose the Statement Date. Typically, the Statement Date is the end of the month. I'll go ahead and pick January 31 because I know we had some transactions dated in January. Your Statement Period is normally the first of the month, through the end of that month. Right now it's going to send a statement to all of your customers. If you just want to send a statement to customers who have open transactions as of the statement date, then you can go ahead and choose that option. And if you do choose that option, you'll be able to include transactions that are over so many past due.

Here's where you select your customers. Typically you send Statements to all of your customers. But notice, you could choose multiple customers. If you use this option, you'll be able to click on the multiple customers you want to send a statement to. Or you can send a statement to one customer and you choose the customer. You might decide to send Statements to customers that are either just commercial or just residential, this would be your type list that you would have set up for your customers. Or you might say only send Statements to customers who prefer email or mail as your option.

Over on the right, you've got some options as far as the template is concerned. Right now, there's only one template but if you wanted to customize, you could go in and customize it and even add your own template so you can pick it from the drop down list. It's going to create one statement per customer, you might decide you want one per job. And there's some other things you can check or uncheck here. For example, if you wanted to show all the invoice item details on your Statements, you could do that, but it would make for a really long statement. You can also print them by zip code. It's going to print the due date on your transactions. This whole section allows you to tell QuickBooks that you don't want to create a statement if the customer doesn't owe you anything.

Maybe if they owe less than \$1. You don't want to create a statement or if they didn't have any activity. You could also assess finance charges for your overdue customers if you like. Let's go ahead and preview. We're going to actually say all customers, and let's preview what a statement looks like. You can see that your statement says the word statement at the top, it does have a field for the amount due, and it has the balance forward from the previous month. The notice it shows invoices payments and in this case, it says that was a check. And at the bottom you can

see it will list anything that's in the one to 30 day pass due category all the way across and then the total is amount due at the bottom.

I'm going to go ahead and close. And that's how you create Statements in QuickBooks. There's one last thing to cover Module Four. Let's flip over to video number 13. And we'll talk about the Income Tracker.

Video: Income Tracker

Cindy: Welcome back to QuickBooks 2021. We're at the very end of Module Four now. And we're going to talk about the Income Tracker. The Income Tracker is going to allow you to see all of your customers in a grid format. You'll be able to see all the customers that have Estimates that are outstanding if you wanted to get a look at all of the customers who had Open Invoices.

It's just really nice to see this kind of information in a grid format, and then you'll be able to do different things with those transactions right there in that grid. Let's hop on over to QuickBooks, and I'll show you how the Income Tracker works. There's not an icon on your Home screen for the Income Tracker, you have to head up to your Icon bar, and then you'll see a button that says Income Tracker.

You'll notice this is a list of your customers and all of their transactions. Some of these are Estimates, some are invoices, and it gives you information about each transaction all the way across. The last column shows you the status and you can see a lot of these are open. At the top of your screen, you can see there are seven Estimates that are unbilled and it gives you a total. You can see there are 17 transactions that have time and expenses. There are 21 Open Invoices, zero overdue and zero were paid in the last 30 days. Let's say you want to look at just the Open Invoices, all you have to do is click there. And now you'll see your list has been narrowed. If you want to look at just your Estimates, you can click here and now I see just my Estimates. So it's a good way to filter your different transactions.

Now let's say I go back to Open Invoices here. And let's say I look across and I see Brian Cooks Kitchen, he's got an Open Invoice for \$1636. All the way on the right is an Action column. Here I can go in and receive the payment if I want. This would be a quick way. If you had a lot of different payments that you receive today, you could just go down the list and quickly received their payment here. You've got a couple of options up where the gear icon is at the top. Right now I'm looking at Estimates and time and expenses that are unbilled. If I don't want to see those two columns for some reason, I can uncheck those and click OK. And then I'm just dealing with Open Invoices overdue and anything paid in the last 30 days. So this is just a quick way to see all of this in a grid format and go through and you have different actions you can take depending on what the transaction is.

I'm going to go ahead and close that for now. And that's going to wrap up Module Four where we've been talking about Customers and Jobs. Now that you know all about Customers and Jobs, Let's head on over to Module Five and we'll look at the Accounts Payable side of things which would be Vendors.

SECTION 5 – Working With Vendors

Video: Working with Vendors

Cindy: Welcome to QuickBooks 2021, my name is Cindy. We're starting now in Module Five. In this module, we're going to talk about the Accounts Payable side of things. We're going to start off here in this first video talking about working with Vendors.

Vendors are people or businesses that you buy from. You have to buy products to sell in your business, or you have to buy a service that you provide. Let's go ahead and flip over to QuickBooks. And we'll get started and I'll show you how to start working with Vendors in QuickBooks. When we talk about the Accounts Payable portion of QuickBooks, we're talking about this section right up here. And the first thing you'd want to do is go ahead and get your Vendor List set up. You can access your Vendors a couple of different ways.

You can access the Vendor Center by clicking right here. And you could also go to the icon bar and click on Vendors. Or you can go to the menu and click on Vendors this way, and then you can click the Vendor Center. The Vendor Center looks just like the Customer Center as far as the setup. You'll notice all of your Vendors are over on the left here and they're in alphabetical order, you'll see the balance that you owe each Vendor. And the last column lets you double click if you want to add an attachment related to that Vendor.

Notice you're only looking at the Active Vendors right now. If you wanted to look at all the Vendors, which would include any inactive Vendors, you would just choose that option. To make a Vendor inactive, you just click the X to the left. And it will ask you if you'd like to make them inactive. If your Vendor has a balance, it will make sure that you know that and then you still get a chance to say yes or no whether you want to make them inactive. I'm going to go ahead and look at Active Vendors again. Whichever Vendor you're clicked on, you're going to see the Vendor Information over here. This is information like their name, their address, their phone number. If you wanted to edit that information, just click this pencil and then you can edit that information and save it.

You have a place to pin a note here. There's a couple of reports for Vendors. And if you wanted to order 1099 forms or cheques from Intuit, you could do that easily right here. Here, you'll see the same tabs that you have over in the Customer Center, you've got one that says Transactions. This is showing me all of the transactions for in this case, Cal Gas & Electric. If I want to go to one of these, I just double click and open it up. If I make any changes to this and save and close, they'll be reflected immediately back in this window. You can see at the bottom that you have an option to manage your transactions. There's several different options here.

Most of these are on your Home screen. And you're probably not going to be here when you want to create one of these, but you do have the option to do that. You can also view this as a report if you would like. The next tab over is your Contacts Tab. If you have a particular contact at that Vendors office that you'd like to deal with, you can come down here to the bottom, and

you can choose Add New, and you'll be able to add a new contact here. Here's your To-dos tab. If you have any To-dos related to the accounts payable side of things, you'll be able to enter those here. If I get down to the bottom, here's where you create a new To-do. And you can also come down here and launch a To-do report if you have some already set up.

The next thing you see is your Notes Tab. This is where you can create a new note. You would go in and put in the date and timestamp, Type your note and then you can click OK. And then that note would show up right over here. If it has a pin to the left of it, that means it's going to show up right here. The last tab you'll see is your Sent Emails Tab. If you've sent any emails through QuickBooks to a Vendor, and a good example would be a purchase order, then they would show up in this list as well. The next thing I want to show you is with your Vendors, if you ever wanted to merge two Vendors together, you would be able to do that. And this is true anywhere in QuickBooks there is a list. As long as the list doesn't have any sub items below, you can merge them pretty easily.

Let's say that this Cal Gas & Electric and Cal Oil Company are the same company. We're going to keep the Cal Gas & Electric so that means we're going to edit the one we don't want. We'll edit Cal Oil Company. Now before I do that, what I usually do is I open up the one I do want to keep and I copy the name because we're going to have to actually paste that name over in the one we want to get rid of. I'm going to open Cal Oil, and I'm going to replace the name with Cal Gas & Electric, and then click OK. Now it tells me this name is being used, would you like to merge them, I'm going to say yes. And now you'll see you have Cal Gas & Electric and all the transactions have been merged. You cannot unmerge it so be careful and make sure that's what you do want to do. Now, let's talk about adding a Vendor.

To add a Vendor just come up here to the top and click on New Vendor. The first thing you want to do is give your Vendor a name, I'm just going to say ABC plumbing, and then it has a field for the opening balance. This would be how much money did you owe your Vendor as of your start date. I don't like to use that. I like to go back and put the actual bills I owed in as at the start date. And that way I have a record to go back and look at. The next thing is the Address Info tab. You can see there are several different fields where you can put in the company name, if you wanted to put in a person's name, you could do that. We're just going to copy and paste this here. All of these fields can represent whatever you'd like them to from this drop down list. You would want to come in and put in your Vendors Address.

The next thing you want to do is go to the Payment Settings Tab. If you have an account number with your Vendor, you can plug it in here. If your Vendor gives you specific terms you can pick from the drop down list. Sometimes, you might want to have a different name print on a check for your Vendor. A good example is when you use subcontractors, they are Vendors. They may have a business, but they may ask you to print their name on the cheque or vice versa. You can set up a Credit Limit for your Vendor. If you try to buy something that will exceed the credit limit, QuickBooks will pop up and let you know that and then you can still enter that transaction.

You can also set a Billing Rate Level here if you want. If for example, each time you use this Vendor, you have a fixed hourly rate, you can plug that in or it could be a custom rate. That's

going to vary depending on which of these items that you're actually purchasing. The next tab over on the left is your Tax Settings. This is an important tab to note because if you use subcontractors in your business, they are not employees, they have nothing to do with payroll, and they're considered Vendors. Your Vendor should always give you a bill and you pay that bill. This is where you would enter your Vendor Tax ID number and check off if they're eligible for a 1099. If this is not filled out, you cannot print 1099 for your Vendors.

The next tab is your Account Settings. If you have a particular Vendor that you write checks to, for example, and every time you actually put their name in, you want several of these accounts from your chart of accounts to automatically populate, you can set that up here. The last tab is your Additional Info Tab. If you have different Vendor types in your business, you may want to set that up here. You can also come over here and define your fields. If you wanted to have some new ones, you just type the name of that field, and check off whether that field is available for customers, Vendors and or employees. I'm going to click ok there. And that's all you really need to tell it when you're creating a new Vendor.

I'm going to click OK. And now that takes me back to the Vendor Center. I'll just go back to the Home screen. Now that you know how to set up your Vendors. Let's go ahead and move over into the second video and we're going to talk about entering bills in QuickBooks.

Video: Entering Bills

Cindy: Hey there, it's Cindy. Welcome back to QuickBooks 2021. We're working through Module Five right now. And we're talking about Vendors, which is your accounts payable side of QuickBooks.

QuickBooks has a feature that allows you to enter your bills. A lot of people don't enter their bills. They will actually just collect them and when they're ready to make payments, they'll sort through and decide which ones they'd like to pay. Your accounting will be correct if you do that. But QuickBooks is designed to enter those bills, so that you can run reports at any time and see who you owe, how much you owe, and different things like that. Let's go ahead and flip over to QuickBooks, and I'll show you how to properly enter your bills.

Entering Bills in QuickBooks is easy. You're going to the Vendor section of your Home screen, and you're going to choose Enter bills. The first thing you need to tell QuickBooks is, is this a bill I received or is it a credit from a Vendor? We'll say this is a bill. And let's say this is Cal Gas & Electric. You'll see that it pre populated the address for me. And the terms, those were set up in the Vendor Setup. It also brought in a memo and a line under the Expenses Tab here. And the reason for that is because there is a preference that you can turn on that says, if I've used Cal Gas & Electric before on a bill, the next time I use it, pull in the information from the last time. And all I need to do is type over things like the amount due.

But let's just say that you want to take out some of this information. Let's say I want to take out this whole line item. All you have to do is click anywhere in that line item, hold Ctrl on your keyboard and hit the Delete key, and you'll delete the whole line. Let's go back up here and finish this. The next thing you have to tell QuickBooks up here is the Date. Now this is the date that's actually printed on your bill. You do enter bills sometimes that you don't actually receive in the mail, for example, sometimes people enter their monthly automobile payment as a bill to remind them that it's something they have to pay. You would have a date that you'd want to set that up on. When you're looking at your bill, if it has a date that's printed, then that's the date you want to choose here.

Also, the Reference Number is the Invoice Number. Remember, a bill is an invoice on the Vendor side, so they have an invoice number. I'm going to go ahead and put one in, and then I'm going to put in the total amount of the bill. Here's the bill due date. Because I've got terms of net 30. The bill due date is 30 days from this date up here. If you happen to be looking at your bill, and it says it's due on the 17th then make sure that's correct. You want to make sure when you run reports that it has the accurate due date, so you know when things are due. Down under the Expenses Tab, if I click my mouse, I get a drop down arrow. This is your chart of accounts. You want to go ahead and put this to the correct account. In this case it would be Utilities, and then this would be for Gas & Electric.

Over here you have your Customer and Job. If you are tracking job cost, you want to make sure you have the correct Customer and Job if it applies, and the correct class. Now, let me just mention the items tab. If you click here and click the drop down, these are your items. If you're

entering a bill where you purchase some items that you'd like to put in your inventory, then you want to make sure you pick them from this list so that QuickBooks will update the inventory.

You might receive a bill that has a shipping charge as well, the items would go into this tab and then the shipping part would go under your Chart of Accounts here. You want to make sure these two tabs match this amount to the penny where it will not let you save it. You've got a few options up at the top that I want to go through. Here's your Find Options. If you wanted to search through the bills, you could hit your next or previous. You can also use the find button here to put in some criteria and have QuickBooks search for you. You could create a new bill from here. You could save this and you can also delete this from here if you want.

Some people prefer to void transactions, you can void or delete this. You can also create a copy. If this is something that you put in frequently, you might open up the previous one and make a copy of it and then make any necessary changes if you needed to. You also have an option to memorize this, we're going to go through the memorize option in a later module. But if this was a bill that happened on a regular basis, you could go ahead and memorize it. And then it would just automatically be here, whenever you needed it to be. You can go through and print this, you could attach a file if it's related to this. Also, if you've got Purchase Orders, you can go through and select a purchase order that might apply to this bill.

You could enter some time, clear splits. That means if you have multiple line items chosen here, you can clear those. If you're trying to calculate down here and the number is not coming out correctly, you can recalculate. And you can also pay the bill from here. But chances are, you're not going to be here when you're ready to pay that bill. Under the Reports Tab, you do have some reports you might be interested in running. Probably the ones who run the most will be your Unpaid Bills, and then your Vendor Balance Detail. This is anything you haven't paid yet. And this is your whole history with that Vendor.

That's really all you need to tell it when you're creating bills. I'm going to Save and Close at the bottom. And now that bill has been entered into QuickBooks. Now that you know how to enter bills, you probably want to learn how to pay those bills the correct way in QuickBooks. Let's head on over to video number three in this module, and I'll show you how to correctly pay your bills.

Video: Paying Bills

Cindy: Welcome back to QuickBooks 2021. My name is Cindy. We're walking through Module Five right now where we're talking about the Accounts Payable side of QuickBooks. We've learned how to enter our Bills. Now I want to show you how to pay your Bills the correct way. Let's go ahead and flip over to QuickBooks and we'll pay some Bills.

When you're working in QuickBooks, you want to make sure you always, always, always follow the flowchart. If you've entered bills here, and you want to follow the flowchart all the way to the end to pay your bill. What you do not want to do is go down here to the write checks window or to the check register and type in your payment. If you do that, it does not know there's an association between this bill here, and that check you just wrote. Follow this to the end. And once you pay bills, it will dump your payment into the register for you. I'm going to click on pay bills.

When we look at this list, you're seeing a list of all the bills that you owe something on even if you owe a penny. You'll notice this list is set up in alphabetical order by Vendor. That means all of C.U Electric is together Cal Gas & Electric is together all the way down the list. You do have other ways to sort this list. You can actually come up here where it says Sort by Vendor and sort them by the due date. If you want to sort by an amount do you can do that? But then there's probably the best way to sort the list. You can also filter this list. If you only want to see any bills you've entered for Cal Gas & Electric, you can do that. If you want to take the filter off, make sure you get to the top of the list and choose All Vendors to see everyone again.

Up at the top, you can also show all the bills or look at any that are due on or before a specific date. That's really helpful if you're trying to make sure that you're paying things on time. Now let's say that we want to pay Cal Gas & Electric, we've got several bills in here for Cal. Let's go ahead and check each one of these off. And you'll notice that when you check these off, it assumes you're paying the entire amount that you've entered. If you're not, go ahead and just type over this, the amount you are going to pay towards that bill. Since I'm only paying a \$100 towards this one, then QuickBooks will remember that I'll still owe 115.96 on that bill, and it will keep it in this list so I can pay it in the future.

Down at the bottom, you'll notice that you have an option to go to Bill. One of the few places in QuickBooks you can't double click to go to a transaction is here. You can't double click on this because it doesn't do anything. So if I want to go to the one I'm clicked on, I would click on Go to Bill. You'll also see an option that lets you set the discount. If you have a bill you've entered, and the Vendor has given you terms like 2% to net 30, then this is where you would set that discount. You would click on there, you would go ahead and add the amount that you're taking. And also you would have an account that you would have set up for Discounts Taken. And then you would be able to say done when you're finished and it would apply that discount.

If you've entered any credit memos from this Vendor, you would see how many and the total that's available. And you could set those credits right here. The next thing you'll see at the bottom is the Payment Date, you can set that date for whichever date you like. Then QuickBooks wants

to know the method Are you paying with a check credit card or online bank pay. If you choose check, it really refers to anything that's deducted from the Checking Account. That might mean you paid it online, it might mean that use the debit card. If you're actually going to print checks, then you probably want to leave this on To Be Printed, and you'll tell QuickBooks to take it out of your checking account.

You could also say Assign Check Number and leave it in the Account Checking, and then click over on Pay Selected Bills. And I'm going to show you what happens. Because I said Assign Check Number it's asking me what would you like to put in that check number field? I could leave it blank, and I could use a little code for anything that I paid online. I might put the word debit in there it is up to me if I want to put anything at all in that field. I'll just put debit. And then just click OK when you're done. And now that bill has been paid. This is asking if you'd like to pay some more bills, or are you done? I'm going to say we're done.

Now let's go look in the Check Register and see if that payment is there. I'm going to come over here where it says Check Register. I'm going to look at my Checking Account. Now when we look down here, you'll see that there is a bill for Cal Gas & Electric and I paid it and here's the payment is 336.18. When you're looking at the Checkbook Register, if you see Bill Payment, that means you entered a bill and you paid it the correct way. If you ever wonder why a bill that you already paid is sitting in your accounts payable waiting to be paid, it's typically because when you look down the list you had check, meaning that you did what I told you not to do, where you went down here and wrote a check for it.

So those are some things to look for if you still have outstanding accounts payable and you know they've been paid. That's how you're going to pay your bills the correct way in QuickBooks. We've got one more thing to cover in this module, and that is how to actually apply Vendor Credits. Let's go ahead and move over to video number four, and I'll show you how to enter those Vendor Credits that you receive.

Video: Vendor Credits

Cindy: Hey there, welcome back to QuickBooks 2021. We're now working in Module five. And we're all the way down to the last video where I want to talk to you a little bit about what to do if your vendor issues you a credit. You're going to be able to enter that credit in QuickBooks, and then apply it towards any bills that are outstanding. Let's go ahead and flip over to QuickBooks, and I'll show you how to enter those credits.

Before we enter our credit from the vendor, let's open the Pay Bills window. If you notice Cal Gas and Electric right here, we owe the vendor \$115.96. The vendor has issued as a credit memo, so we're going to go ahead and enter that. Back on the Home screen, you just want to use the Enter bills icon. And if you remember, when you enter a bill, you can also tell QuickBooks right here that this happens to be a credit from the vendor. We're going to enter the name of the vendor Cal Gas and Electric, we'll put in the date of the credit memo. If you have a reference number, you can plug that in. And then we'll put in the amount of the credit.

There is a place for a memo so that you can look at this in the future and know exactly why that credit was issued. And then you can pick from your Items or your Expenses tab. What you typically want to do is use the same account or item from the Items Tab that you used when you actually made the purchase. In this case, it was Utilities, and it was Gas and Electric. But keep in mind that if it was a physical product that you purchased to begin with that you're getting a credit back for, you want to use the Items tab. I'm going to click Save and Close at the bottom, and now that credit has been entered.

Now let's go back to the Pay Bills window for a moment. And you'll notice that here's the Cal Gas and Electric the 115.96 that we still owe. When I click here it assumes I'm going to pay it but I'm not going to actually pay it. What I'm going to do is come down here where it says Set Credits, you can see there is one credit available for 115.96. I'm going to Set Credits. It's going to check off any bills that have an exact match, we only had one in this case. All I have to do is click Done, and now that bill has been totally paid. I'm going to click at the bottom and say Pay Selected Bills. And here you just say Done to get out of it and now it's done.

Now let's go back and check that. If I go back to Pay Bills, I should not see Cal Gas and Electric here anymore. And you can see it is gone because it's totally paid in full. And that's how you're going to enter a credit from a vendor and go ahead and attach that credit to the bill. Well, that's going to wrap up module five where we've been talking about Vendors. Let's go ahead now and move over to module six where we're going to start talking about Items and Inventory.

SECTION 6 – Items and Inventory

Video: Items and Inventory Part 1

Cindy: Welcome to QuickBooks 2021. My name is Cindy. We're working now in module six. And this is the module where we're going to discuss all things related to items and inventory.

An item is something that you sell your customer, sometimes you purchase items as well. An item can be a service you provide, it can be a physical part of that physical part might also be inventory, something you want to track every time you sell one, and then also have QuickBooks tell you when you need to order more. There's a lot to items and inventory so let's go ahead and get started. Let's go ahead and flip over to QuickBooks and we'll start adding some items.

Before we get to our items and services list, I want to take you back to an invoice just to make sure you know exactly which list we're going to be working with. When we created our estimates back in module four, we noticed there was a column that says Item and if we click the down arrow, these are the different items that we can sell our customer. Some of these items represent services that we provide. Some of these items are physical parts, they could even be inventory. And then you can see some other things down here as well. This is the list we're going to be working with. Now let me close that. The way you access your items and services list is from the Home screen right here.

When you look at this list, you'll notice that each item can be a different type. And the first type is seeing your list are your Service Items. Think about a service you would provide at your business; Installation, Framing, Business Services that you can do for your customers. Below the surface items, you'll see they have Inventory Parts. These are actual physical parts that you want to track to know how many you have at any time. You can see there are 423 cabinet pulls right now. And there are six light pine kitchen cabinet wall units. As you sell an item, that means as you put it on an invoice and sell it, this number will decrease. As you purchase those items, this number will increase. And that's how you would track your inventory.

Inventory does get off, you will want to know how to adjust your inventory. Going down the list here you'll notice you can also have what they call Non-Inventory parts. These are physical products that you would sell or use your business, but you don't care to track how many you have left. You can run reports to see how many you actually sold or purchased. Below the Non-Inventory parts, you have your Other Charges. These are miscellaneous type things like a Delivery Charge, there's a Finance Charge down here. Then you have a type called Subtotal. And these are very useful when you're actually working with a lot of line items in an invoice.

You can have several different line items, and then add this subtotal as the next one. And it will subtotal anything above it. The next type I want to mention is the type called Group. If you have a lot of line items that you consistently have to pull into an estimate or an invoice, you might consider creating a Group. You can tell QuickBooks in that group, all of these different line

items belong in the group. And that way, in the future, when you put in the group, it pre-populates all the items automatically, and you can edit the ones you need to change.

There's a few more types down here, you'll see there's a Discount type, there are a couple of payment types. And then there are Sales Tax Items and Sales Tax Groups. All of the items that you create will fall into one of these types that you see on this list. If you're in your list and you right click, this is where you're going to find the option to Create a New Item, Edit an Existing Item. You can also Duplicate an item. So if there's a new one you need to create that's similar to one you already have, just duplicate it and make those few changes. You can also delete your item.

In QuickBooks anywhere there's a list, you can't delete anything from that list if you've ever used it even one time. If you're wanting to hide certain items from the list, so that when you're working in QuickBooks they don't show up, then you can actually make them inactive and then activated. Again, if you need to. We're going to go ahead and create a service item. I'll go ahead and click on New. The first thing QuickBooks wants to know is which type of item is this, this will be a Service. And we're just going to call this Demo. This is not a sub item of another item but if it was I could check the box and then put in the item that it's a sub item of.

Also if you're using the unit of measurement feature, you can go ahead and set up that list right here. And then you have a place for a Description. I'm just going to put in Demolition Services, then you have a place to put in the Rate. Now the rate would be what you charge for one of these. Let's say we charge \$50 for one of these, but if you charge a different rate, every single time you offer this service, leave that blank. The next thing QuickBooks wants to know is the Tax Code. Is this item subject to sales tax, yes or no? Typically, a service is not. The most important thing on this screen is which account in the chart of accounts do you want this to link back to? Most always, you want it to link back to an Income Account.

What you want to happen is when you put this on an invoice and you sell this, you want it to show up in your profit and loss under your income. And that's why you want to do that. The next thing you want to do is go ahead and click OK. And then you'll see that item is now on your list. The next thing I want to do is add an Inventory Part. We just come down here a little bit, we're going to add a screen door, I'm just going to right click anywhere and choose the new option. This time I want it to be an Inventory Part, then I'm going to put in the name of the item. If it was a sub item of another, I could choose that option right here. And because this is an Inventory Part, I've got some additional fields that I can put information in.

One is the manufacturer's part number and that strictly information for me to know so that when I go to reorder this part, I have that information. I can set up the unit of measurement if I like. When you're working with Inventory Parts, you'll notice that this side over here has all the Purchase Information. And this side is the Sales Information. You can put in a description for each one. When I purchase it, what is the description that should show up on a bill that I enter? And on this side, this would be the description that shows up on an invoice when you sell this. These descriptions can be the same or different.

If your vendor has a specific name for the screen door, and maybe a part number, you can stick all that in the description. Below that you have the Cost. Now if you buy this for totally different prices every single time you buy it, just leave that on zero. But if you know that typically you buy it and it costs you \$35 then you can put that in there. This does not mean that the last time I bought it, it was \$35. It just means on average, when I buy it, this is what it costs me. And this just means it's going to pull it into a bill, and it will say \$35. And you can change it if you need to at that time.

Over here, when I sell this, what do I sell it for? You want to leave this account right here Cost of Goods Sold. Anytime you have to buy a product or service to make a product or service to selling your business. That's called a cost of goods sold. And if you had a preferred vendor, you could go ahead and plug that in here as well. Over on the right hand side, when you sell this, do you charge sales tax yes or no? And then the most important thing here, again, make this point back to an Income Account. It even says that right there. Let's go ahead and pick Materials Income in this case.

Now down here, because this is inventory, you have a few other things that you can tell QuickBooks. First of all, you want to leave this account, but this is your Inventory Asset Account. Inventory is an asset to your business while you have it in your store. I can set a minimum and a maximum reorder point. What that means is when I have two left, I want QuickBooks to pop up and tell me to order some more. But I also don't want to get more than 10 because then I'll have too many. Then you can tell QuickBooks how many you have on hand right now, let's say that I have three right now. And it will calculate that total value for you as whichever date you tell it.

I'm going to go ahead and click OK. And let's see if we have our screen door. We do and it says we have three in our storeroom here. And that's how you set up an Inventory Part. I want to go ahead and stop the video right here. There is a part two to Items and Inventory. I'm going to let you head on over to video number two and we'll go ahead and finish talking about your items and services.

Video: Items and Inventory Part 2

Cindy: Hey there, it's Cindy again. Welcome back to QuickBooks 2021. We're working in module six, and we're talking about Items and Inventory. We just completed part one. Let's go ahead and continue with part two. And we'll talk about how to set up your different items in QuickBooks.

Let's scroll down this list, I want to show you how to set up a Group. You'll notice there are several groups down here at the bottom. And if you remember, a group is basically a group of items that have been given one name, so that you can pull in the group name when you're on an invoice and it will pre populate all the items for you. I'm just going to double click on one of these, which is the same thing as edit. And I want to show you that when you set up a group, you have to tell it the type is a group. Of course you name your group. But down here is where you actually click and you start adding all the items that you want to belong to this group.

You can even add a quantity if you like. Now when you click OK, if you use this group name, it's going to pre populate all of those items that you just set up. You've also got a Discount and a Payment Type. You can always use the Discount when you're on an invoice and you decide you'd like to give the customer a 10% discount, just add that line at the bottom and it will calculate that 10% difference for you. But I wanted to mention the Payment Item.

Sometimes you will have customers that will pre pay you. You might be tempted to go ahead and put that as a Line Item on your invoice. The invoice would certainly turn out to be correct, it would have the same amount of money that's owed. However, when you're looking at it in a report, you won't know the original amount of the invoice, you will know the amount after you've applied the payment. The best thing to do with a prepayment is enter the invoice and then separately enter this payment towards that invoice. Even if you get a prepayment and you have not invoiced the customer yet, put in the payment, it'll just show up as a credit on their account until you later create an invoice and you can go back and apply the payment to it. That's the best way to handle it so that you see all the actual transactions that occurred.

I want to mention your Sales Tax Items and your Sales Tax Group as well. Now we will talk about these in a later module. But when you collect sales tax, you're typically collecting it for several different locations in your state. You can't pick every single one of these when you're on an invoice. So the way QuickBooks works is you create all the Sales Tax Items separately, then you create a group that includes all these items. When you're on an invoice, you'll pick the group, then when you run a Sales Tax Report, you'll see all the different taxes you've collected for each one of those individual locations. And then you can forward the correct amount to your state.

There are a couple things that are mentioned down at the bottom here. You'll notice under the Items, if you click the arrow to the right, you've got your same New, Edit, Duplicate, Delete and Make Inactive. That's the same things if you right clicked. You've also got some activities here. If you're here and you want to go ahead and click on Create Invoices, for example, you could, but chances are you won't be on this screen when you want to create some of these transactions. I do want you to notice the Adjust Quantity or Value on hand. We'll be talking about this over in

Section seven of this module, just know where this option is. You can also run some reports here. If you want to run a quick report on the particular item you're clicked on, you could do that.

You can run a Price List or an Item List. Or you can get a report on all items and inventory in QuickBooks. And that's how you're going to set up your items and inventory in QuickBooks. Now that you know how to set all this up, you're going to want to learn how to create Purchase Orders. When you're ready to actually order additional items that are inventory for your business, you'll need to know how to track all those orders you've placed to make sure that everything you're ordered comes in and gets put into inventory the way it should. Let's head on over to video number three and we'll talk about purchase orders.

Video: Purchase Orders

Cindy: Hey there. Welcome back to QuickBooks 2021. My name is Cindy. We're actually walking through module six right now where we've been talking about Items and Inventory. We've already learned how to actually enter new items in the list in QuickBooks. Let's talk now about how Purchase Orders work.

If you actually sell physical products in your business, chances are you order a lot of those products. If you have a lot of things you've ordered, it might be hard to track what's actually come into the store. Well, you can track those by using a Purchase Order System. A Purchase Order System allows you to know which items have come in. And once they do come in, you can actually tell QuickBooks to add those items to your inventory. Let's go ahead and flip over to QuickBooks. And I will show you how a Purchase Order works.

Before we get started, let's go over to our Items and Services. I want to show you that if you look here, we have three screen doors in inventory, I'd like to order seven more. I'm going to do that by starting with the Purchase Order System. If you notice, Purchase Orders are on the same line with Estimates. And that's because they're both considered non-posting. If you create a Purchase Order and the items never come in, then it doesn't really affect your books in any way. I'm going to go ahead and click on Purchase Orders and we'll set this one. The first thing QuickBooks wants to know is who is your vendor? We'll say it's Perry Windows and Doors. And if you're using the class feature, make sure that you're picking the correct class from the drop down list.

If you want Perry Windows and Doors to drop ship these items to one of your jobs, you can do that here. But if they're just coming into the office, then you want to leave this blank. Make sure you pick the template you'd like to use, and then you can pick a date for your order. Let's say it's the 23rd of December. QuickBooks is going to assign the first Purchase Order as number one, and it will number sequentially afterwards. And then you can see your vendor name and address is here as well. Now what we're going to do down here at the bottom is we're going to go ahead and pick all of the items that we're ordering.

In this case, we're just ordering the screen doors. And we want to order seven of them because they're on sale this week. And let's say instead of \$35, they're \$30. And you can see it does the calculation for you. Now you can add as many items as you want here. And if you're ordering these for specific customers and jobs, not necessarily having your vendor dropship them, but you do want to associate this with that customer and job, then you can choose that from the list. When you're working with Purchase Orders, and you've got some items up at the top here that might be new, you're familiar with most of these, I want to tell you what an Item Receipt is.

Basically when the items come in, you're going to receive the items against this Purchase Order. But chances are when you're first initially creating the PO, then you're not going to be using this option. You can also select a different Item Receipts and we're getting ready to go through some of that here in the next couple of videos. All you have to do when you're done is go ahead and click Save and Close at the bottom. And now those items have been ordered.

Now they haven't actually physically been ordered, you'd still have to either email this to your vendor or call your vendor. But this is your record that you've actually ordered those items and you can check them off when they come in. now that you know how to actually create a Purchase Order in QuickBooks, let's move over to the next video and talk about how do you receive those items into inventory once they show up at your door.

Video: Receiving Items into Inventory

Cindy: Welcome back to QuickBooks 2021. We've been going through module six, where we're discussing Items and Inventory. We've learned already how to enter an item into the Items List in QuickBooks, and also how to make sure that item is set up as an Inventory Part. We've also talked about creating Purchase Orders. That way, you can track all of the items you've ordered. Now we're going to talk about what to do when those items actually show up at your door.

Let's go ahead and flip over to QuickBooks, and I'll show you how to receive these items into inventory. The last thing we did was we created a Purchase Order for seven of the screen doors. I want to show you if we go back to the Items and Services that creating a Purchase Order does not affect your inventory. Because that's just ordering the part, it has not actually come in. Now we're going to talk about receiving those items. And that will actually put them into inventory and change this number. Let's flip back to Home, and we're going to follow the flowchart after Purchase Orders you want to receive inventory.

On this icon, there are two ways this could go. If you notice, the top one is where you receive your inventory and a bill actually comes with the physical products. Typically though, the bottom option is the way it actually happens. You receive your inventory, there's a packing slip in the box, and later you get the bill. We're going to use the bottom option. And now we're looking at what's called an Item Receipt. The first thing we need to do is put in our vendor, which was Perry Windows and Doors. And you'll see it pops up and tells us that we have open Purchase Orders for this vendor. And it asks us if we want to receive against one or more of these? Yes, we do.

Here are the two Purchase Orders that are open. We're going to check off the one we'd like to use, and then click OK. Now, something you can't tell from here, if you didn't have a memo setup, and you're not sure which one to choose, you're going to have to pick one. And then if it's the wrong one, you can come back in and change that. But I'm going to click OK. And now you'll see that it brought in three windows and seven windows here. And that is not the correct purchase order. Here's what you do. If you go back up to the main tab at the top, you're going to see an option that says Select PO. I can uncheck that one, and check the correct one and click OK. And now you'll see there's our screen doors.

I'm going to go ahead and put in the date that I received the items, let's just say it was January the sixth. And then you'll see there's a total here. We're gonna leave that total because this is not the bill yet. So there's no shipping or anything like that, it's just an Item Receipt. And all we're going to do now is Save and Close at the bottom. Now those items are in our inventory.

I'm going to go back to the Items and Services, I've still got it open over here. And we should have 10 of these and you can see that we do. So that's how you're going to actually receive your items into inventory. Typically, the next thing that happens in the process is you get a bill for that. And that's what I want to talk to you about over in the next video. If you'll head on over to video number five, we'll talk about how to handle those bills for the items once you receive them.

Video: Handling Bills for Items

Cindy: Hey, thanks for coming back. We're in QuickBooks 2021. We're working our way down through module six, where we've been talking about items and inventory. We've learned how to add an item to our Items List, and to make it an Inventory Part. We've learned how to create Purchase Orders receive the items into inventory. And now we're going to get a bill for those items we ordered. Let's talk about how you handle the bills and what the correct process is for actually putting those bills in QuickBooks.

We've actually ordered some items, we've received those items into our inventory. And you'll notice the next thing on the flowchart says Enter Bills against Inventory. You can go straight to here to enter the bill, but get used to following flowcharts all the way to the end. I'm going to click on Enter Bills against Inventory. The first thing you want to do is tell QuickBooks who your vendor is, its Perry Windows and Doors. And then if you have any Item Receipts, they'll appear in this list. You're going to select the one you'd like to use, and then click OK. And now you'll see it's brought in a bill and it's already filled out with your items down here, those seven screen doors that we ordered.

Now we're going to set this up just like any other bill at this point. We're going to choose the date, we're going to say January 29. We'll put in the reference number. And then let's change the amount due let's say it's \$235. And that's because they also charged us a delivery fee. Let's say the bill is due in 30 days, that will put it on the 28th of February. And we've got our items here, all we need to do is go to the Expenses Tab and add our Delivery Charge. Remember, if this is associated with a particular customer or job, you want to make sure you pick that customer job from the list and make sure you do that for both of these if it applies. If these are just going into your store, and you don't need to pick a customer and job because you don't know who that customer and job is at this point.

A couple things just to be aware of up at the top, you're familiar with most of this. But you could come here and select a PO now where you couldn't do that if you just entered a regular bill. Because your PO is linked to an item receipt, which is linked to a bill. Notice you can also pay the bill from here but chances are that you're not ready to pay the bill at this point. There's also some reports you'll want to look at. Some of the more common ones, when you're dealing with Purchase Orders, you'll have an Open Purchase Order detail you can run. That just shows you any Purchase Orders you have not yet pulled everything from. You've also got your Vendor Balance Detail, which shows you everything that happened with the vendor and your Unpaid Bills, which shows you everything you haven't yet paid.

I'm going to go ahead and Save and Close at the bottom. And it will always tell you this transaction is linked to others, are you sure you want to change it? Yes. And that's how you complete the process of creating a Purchase Order, receiving the items, and entering the bill. The last thing you would have to do is go ahead and pay the bill. Let's go ahead and flip over to video number six in this module and we'll quickly pay that bill.

Video: Paying for Items

Cindy: Hey, it's Cindy again. Welcome back to QuickBooks 2021. We're almost at the bottom of module six. We're talking now about Paying for Items. And what that means is after you've created a purchase order, received your items, gotten a bill and entered it, then you want to pay for those items. Let's flip over to QuickBooks. And we'll go ahead and get those paid for.

When you're paying for items after you've entered the bill this way, it's really easy. Just follow the flow chart over to the Pay Bills window. We're going to find Perry Windows and Doors. And you can see that there are several different bills that are in here for Perry. We're going to go ahead and choose this one. And if you wanted to choose multiple ones, you could let's go ahead and just choose a few of these. And you can see now that we owe \$2,580. If we wanted to go to the bill we're clicked on, we could click here make any changes we needed to.

If we needed to set a Discount Date and a Discount Amount we could do that here or if there's a Credit. But we're just going to go ahead and pay this and we're going to pay for it out of our Checking Account. We'll go ahead and assign Check Number, the account will be Checking and we'll choose Pay Selected Bills. The only thing I want to do is let's say you paid for it with your debit card, I'm going to put debit in here and then click OK. I am done paying my bill. So I'll choose Done. And now we've completed that whole process.

Now that you know how to go through that whole process, let's look at one more thing in this module. Sometimes you might want to adjust your inventory and I'm going to show you how to go ahead and manually adjust inventory items.

Video: Manually Adjusting Inventory

Cindy: Hey there, it's Cindy. Welcome back to QuickBooks 2021. We've been walking through module six, where we've been talking about Items and Inventory. This is the last video in this section. And I want to talk to you briefly about how do you adjust your inventory manually when you do your account, and your account is actually different than what QuickBooks has? You do have an option in QuickBooks that will allow you to adjust this inventory. Let's flip over, and I'll show you how to find that option.

Let's go to our Items and Services. And I want to look at the Doorframes. Let's just go down the list. This is an Inventory Part. And you can see that QuickBooks says we have 21 of these. Let's say we've done a count, and we really only have 19 and we want to adjust those two. There's a couple of ways to get to the option to adjust your inventory. One is at the bottom of this screen, you'll see Activities and the very bottom option says Adjust Quantity or Value on hand. You can also get to that option by going to Vendors on your Menu at the top, Inventory Activities, and you'll see the same option right here.

The first thing you want to tell QuickBooks is are you adjusting the quantity, the total value or the quantity and the total value. We'll do the quantity. And then you'll want to set the Adjustment Date. And then you want to set the Adjustment Account. Now you'll probably have to create this account, but you want to actually call it Inventory Adjustments. I'm going to go ahead and set that up to show you how you would set this up. You want to make sure it is a cost of goods sold. That's very important.

We have the account name already Inventory Adjustments. And the only other thing is if you're using account numbers, go ahead and plug in the new number you'd like to use. Other than that, hit Save and Close at the bottom, and now that account is set up. QuickBooks will assign reference number one to this, you can change that if you want to the next one will be number two, and so forth. If the two you're trying to adjust are related to a Customer and Job, you can choose that here. And if they're related to a Class, you can choose it here as well. The next thing you want to do is go down to your Items and choose the item that you're trying to adjust.

In this case it was a Doorframe and you can see it tells us that we have 21 of these on hand. The new quantity would be what we counted, and we're going to say that's 19 and it gives you a difference of negative two. I'm going to Save and Close at the bottom. And let's check out our quantity now. You can see now you have 19 of these. And that's a quick way to adjust your inventory if it's off when you do your account. Now that we've completed module six, you know all about items. Let's switch over to Module seven, and we're going to start talking about Banking in QuickBooks.

SECTION 7 – Banking

Video: QuickBooks Registers

Cindy: Hey there, it's Cindy again. Welcome to QuickBooks 2021. We're starting on Module seven now. And in this module, we're going to talk about anything related to Banking.

Now the first thing I want to talk to you about is the fact that QuickBooks has different Registers available. And I want to walk through those with you so you'll know what you're seeing when you look at a Register, and how Registers actually work. Let's head over to QuickBooks, and we'll talk about QuickBooks Registers.

Most of the time, when we think about a Register, we're thinking about our Checking Account Register. And that's probably the one that you'll work in the most. But I did want you to notice that when you're looking at the Chart of Accounts, all of these accounts that have a balance over here, each one of these has a Register that you can open up and look to see what the transactions are. Or if you want to work in those Registers, you could. Let me give you an example.

If we go all the way to the top, and double click anywhere on the line that says Checking, that will open the Checkbook Register. Now, there are other ways to do that as well. Let me flip back to the Home screen for a moment. A quick way, if you're on the Home screen to open the Checking Register is right here, you can double click on Checking. And another way is if you come down here, where it says Check Register, you can click here, choose the Register you'd like to open, and then click Ok. So those are three ways right there to get to the Checking Account Register.

But let me head back to the Chart of Accounts for a moment, because I mentioned that all of these that have a balance, have a Register. If I randomly just go down the list, and let's say I choose this credit card, if I double click this is that Register. And all the Registers work pretty much the same. If you go down to the accounts that don't have a balance over to the right here down, for example, you can actually double click and run a Report on those accounts. If you see a balance, you can run a Register. If you don't, you'll run a Report. Now let's go back to the Checking Register, because I want to show you how all Registers work in QuickBooks.

When you're looking at the Register, you'll notice there's a column for the date. And there's one for the Check Number and the Type. And the Check Number would be whatever goes in this field here. Anything that comes out of your Checking Account is called a Check. That's just terminology. And it doesn't matter if you use your debit card, if you pay for it online. As long as it came out of the bank account, we consider it a Check in QuickBooks. Money can only go in or out. So you'll see all the payments are here and deposits are here.

When you're setting up a transaction, you can put anything you want in this Check Number Field. Sometimes people will use the word “debit” to denote that that's a debit card transaction. And other times people just leave it blank, that's totally up to you. The next thing you see when

you're looking at a transaction is the Vendor Name. And that would be the name of the person or the business you actually created the transaction for in this case, it was Timberloft Lumber, and they were paying their accounts payable. Here's the amount of the payment. And this checkmark means that that transaction has been reconciled. Let me give you an example.

If I go up a little bit in this exercise, you'll see that quite a few of these have already been reconciled. See, these are the checkmark, you don't want to uncheck those. And by the same token, if there's one that's empty, don't put a checkmark there because either one of those will screw up your reconciliation. So try not to click there at all. But you can see if you had deposits there on this side, and then you'll see a balance all the way down on the right. Now in your transactions, you'll notice there's a second line.

The second line is the Chart of Accounts. QuickBooks needs to know what account you'd like to put each transaction to it will not let you leave that blank. You can also see there's a place for a Memo here as well. Now a couple things I want to mention, when you're looking at the very, very bottom of this list, there's an option that says One Line right here, and that lets you see your transactions in one line instead of two. And that's really just a preference. You're also going to notice that when you're looking at this, the latest transactions are at the bottom of the list.

Anything below the blue line means it's post-dated and that blue line will move as that date actually occurs. There's always a blank one at the bottom if you wanted to type in here and type a new transaction. Now something to keep in mind. You want to stay out of this Register 80% of the time, I'd say. Because things dump into the Register. For example, we've already been through making a deposit, and you'll see that deposit ends up in the Register, there's no need to come here and type it in.

Also, when we went through the Pay Bills feature, we saw that if you entered a bill in QuickBooks and you paid that bill, it would dump into the Register automatically. All of these that said, Bill Payment, those are bills that were entered, and we went to the Pay Bills feature to pay it correctly. If you see Check, like you see here, that means that someone went into QuickBooks, and they either typed it in the Register, or they went over here to this Write Checks option. Either one of those would make the transaction say CHK, like we saw here.

There are a couple things at the top that you'll want to be aware of. Let's say you're searching through the Register, and you can't find something you're looking for, there's a Go to option. If I click on Go to, I can then search these different fields for whatever it is I'm looking for. Let's say I want to search the payee field, but I want to search for Sloan Roofing. What you find is wherever you're clicked, you can search Next to go down or Back to go up. And you can see that it did find the next one down.

You can come in here and print the Register and you can specify the date range you'd like to print. You can also edit a transaction. The one you're clicked on, if you want to edit, you click on Edit Transaction or you can just double click right here in this case where it says Bill Payment, and that'll do the same thing. You can also run a Quick Report. That's a Quick Report on that vendor that you're clicked on. You can see this is Sloane Roofing.

The next one you're going to see here is Download Transactions. You have the ability to set up Bank Feeds in QuickBooks. And what that means is that you can actually set up QuickBooks so that you can pull the transactions down from the bank. Now that you know how Registers work in QuickBooks, let's go ahead and go over to video number two and let's talk about setting up your Bank Feeds.

Video: Bank Feeds

Cindy: Hey there, it's Cindy again. Welcome back to QuickBooks 2021. We're working in Module seven now and this module is all about Banking in QuickBooks. You have the ability to link QuickBooks to your bank account. And then you can download all the transactions. You have to go through a process first of setting up what they call the Bank Feeds. Let's head over to QuickBooks, and I'll show you where that option is. And then I'll show you how to link your QuickBooks Checking Account to your bank account.

To set up the Bank Feeds, you'll need to go to the Bank Feeds center. And you can do that a couple of different ways. If you're in the Register, you'd like to link to your bank, you can click on Download transactions. Or you can go to Banking on the Menu, go to Bank Feeds, and then the Bank Feed center. QuickBooks has really enhanced the Bank Feed feature in this new version, they've always had the Bank Feed feature. But now they have different modes, as they call them. The one in 2021 is called the Advanced Mode. And QuickBooks is asking if you want to go to the Preferences and actually turn it on.

I'm going to click on Go to Preferences to show you this. If you were in your preferences, and remember, we got there by going Edit, Preferences. You want to be under Checking. And you'll notice under the Company Preferences here are where they have the three modes. Now this Classic Mode is the really old one. The Express Mode might be one that you're familiar with if you've used previous versions of QuickBooks. But now we have this Advanced Mode that's new in the 2021 desktop version. I'm going to go ahead and click Ok. And then QuickBooks does have to close all the windows to change this Preference.

Once that's done, you want to go back and just turn on your Home screen again. And I'm going to head back to Banking, Bank Feeds and the Bank Feed center. And this time since I've already turned it on, notice it doesn't say do you want to go to the preferences, it says Learn More. But I'm going to skip that because I've already turned it on. And now I'm in the new improved Advanced Bank Feed mode.

If you happen to have used the online version, you'll notice this is very similar. And they've really brought this a long way. It's a really great feature now where it didn't always work the best before. But I want to go in and show you a little bit about how this is set up and what you need to do to add your bank account. When you set yours up, you will not have either of these. These are the two accounts that are currently set up for online banking. They have a Checking Account and they have a Savings Account. If you want to add your account, you want to click on Add Account and then it's going to walk you through and ask you the name of your bank. It will actually have you put in your login information for your bank. So make sure you know your username and password for the bank account.

Once it does that, it'll connect the two and then you will see your bank account show up like you see this one over here. You will not see any of these transactions until it starts actually pulling them into this window. And we're going to talk more about Downloading Transactions over in

video number three. Why don't we go ahead and stop here and I'm going to have you head over to video number three and we'll talk about Downloading Transactions.

Video: Downloading Transactions

Cindy: Hey there. Welcome back to QuickBooks 2021. My name is Cindy. We are working through Module seven right now. And we've been talking about all things related to Banking. We've already talked about how to set up the Bank Feed option. Now let's talk about how to download those Transactions once that Bank Feed has been set up. Let's flip over to QuickBooks, and we'll talk about Downloading Transactions.

Before we get started, there's something very, very important I want to talk to you about right here. One of the things that happens is people get all excited when they realize they can download the Transactions from the bank into QuickBooks. That's not going to be something that every business wants to do. And let me give you a couple of examples of things that can happen if you download from the bank.

If you're using QuickBooks the correct way, meaning you're Entering Bills, you're Creating Invoices, Receiving Payments, Making Deposits, you do not want to download from the bank, because you'll end up duplicating all of your transactions. Let me give you an example. If you've Entered Bills, and you come over Pay Bills, remember at this point, once you pay your bill, that payment is already in the Checkbook Register. If you download everything from the bank, you're going to download that a second time. Let me give you another example.

If you go through the process of Creating Invoices, Receiving Payments, and then Recording Deposits, that's the correct way to do that, that deposit is already in the Register. If you download it, you're going to have it in there twice. Couple of other things I want to mention, if you have Credit Cards, that's a prime example of something you should download. Because with Credit Cards, typically it's just charging things, you have straight transactions, that's a great way to learn to Download Transactions. However, if it's a Checking Account, you want to be really, really, really careful.

Now, let me take you into that feature. And as I come to some different things, I'm going to talk more about that. To get to the Download feature, you're going to go to Banking. And then you want to go to your Bank Feeds, and then go to the Bank Feeds Center. And if you've already set this up once, you can just skip this. And now you're actually in the Bank Feed. Now the way this works is, this is your Checking Account, this is your Savings, any other accounts you'd linked to your bank would show up here as well. The one you're clicked on, these are the transactions that show up for that account. And these are ones that have been downloaded from the bank, but they're not actually over in a QuickBooks Register yet. This is kind of like a holding place.

Your job is to go down the list and check off any of these that you want to pull over into QuickBooks. Now here's a prime example of something I just told you. Here's a deposit right here on 11-15. If you look at this line, you have no idea what this deposit is. You can all you know is this deposit, and it's for \$2,080.11. If you add this, you're adding it to the Checkbook Register. Remember, if you had gone through the flowchart all the way to the end where you made a deposit, that deposit would already be in there. Don't enter it a second time.

If you have something like this that you know you don't want to pull over into QuickBooks, then you can actually come over here next to this add and click the down arrow. And you can actually ignore this one. It will ask you if you're sure you want to delete this and you would say yes, and it will no longer be in this list. There's something else that might happen. If you notice here is Check Number 243. You can't tell anything about the information on that check from this screen. You can't see who the payee is you don't know which account that goes to, you would actually have to find out that information. And if you notice, you can come over here and add this to the Checking Account.

When you add it, it's going to tell you that your transaction has to have an account assigned and it says; do you want to assign it as uncategorized? That means it'll put it in an uncategorized expense account over in your Register. And then you have to go to the Register, find that transaction and then fill all that information in. That's some of the stuff you have to know about downloading from the bank.

The other thing is, once you've downloaded something once, it tries to remember who the payee was and match that to the last time you downloaded what account did you put that transaction to. Once you start seeing some of these things pre populate you still need to double check that everything is correct on that line. A couple of other things I want you to notice here, you do have a Settings option in the top right. If you'd like to see the Class column, for example, or you'd like to see the Type column, you can do that. And if you're using the Class Feature, you will want to turn that on. Because if you don't turn it on, then you're going to have to go into every transaction and manually add the Class to that transaction.

Notice when I click here, I do get a down arrow. And I can go next to each one of these and put the correct account. This is your account from the Chart of Accounts, this would actually go to Bank Service Charges in a case like this. Here it is right here. And if I had to put a payee, and this is a bank Service Charge, so it would probably be something like the name of the bank. Now, something else to notice, don't really pay too much attention to this, I can tell it's the bank Service Charge because it says so. But notice how they misspelled that, that's on the bank side, not on your QuickBooks side.

Here's another example here, here's an ATM withdrawal. The payee is not ATM withdrawal. But what you'll notice is that it put it in your QuickBooks Other List. And it actually already has that name in there. So when you are in QuickBooks, and you look at your list of Employees, Vendors, Customers or Other, that's going to be in there.

If you go to a gas station as an example, sometimes you can go to the same station, but it's in multiple locations, and each one will have a number after their name, then that station will be in here those five times. So again, you just need to go across the list, change any of the information you need to change. And then when you're finished, you can add it over to QuickBooks. You have a couple of other choices from this down arrow here. One is to match to existing transactions.

Sometimes what will happen is if QuickBooks sees a transaction that it thinks you already have in the Register, it will say match. Don't always assume that it knows the match is correct, you

need to go and double check that. Sometimes just because the amount is the same, and the payee is the same does not mean that they are an exact match. There are a lot of things that you need to look out for when you're actually downloading. Now you'll notice that all of these are under this tab that says Unrecognized. If it partially recognizes any of them, maybe it recognizes a payee name, it might show up under this tab. Or if you see recognize those are ones that QuickBooks is pretty sure match.

But most of the time, especially initially, everything is going to come in under this Unrecognized. The big thing is, like I said, just be super careful. Make sure that you're double checking everything before you pull it over into QuickBooks. If you miss something, that's fine, you can still go back to QuickBooks and pull it up. But quite honestly, if you're going to spend all that time to do this, you could have actually typed it in easier. So just be really careful with all that.

I want to also mention when you're up here looking at this, you'll see there is a QuickBooks Balance. And there's a Balance for the bank account itself. Don't always try to make these numbers match. Because what happens is you might have entered something in QuickBooks, but it hasn't cleared the bank yet. So that's why those numbers may not always match. Even though that's the goal, depending on your business, it may never happen. Just pay attention to it and watch it.

The other thing I want to point out is you have some Rules up here. Now what's going to happen is, if you come back here and you actually tell QuickBooks to add this transaction, it will pop up and say, "Would you like to add this as a rule"? Let's say it saw a transaction from Office Depot. And you told it that is for Office Supplies as the account. It'll pop up and say do you want to remember this rule? And if you say yes, it will appear in this list as a rule. And if the rule is in here, that means every time it sees Office Depot, it's automatically going to put it in the Register for Office Supplies.

Just some things for you to know, be really careful in here. If there's one place in QuickBooks that can be screwed up, this could be it. Now that you know how to Download Transactions. Let's move over into video number four, and we're going to talk about how to Enter Checks the correct way in QuickBooks.

Video: Entering Checks

Cindy: Hey there. Welcome back to QuickBooks 2021, my name is Cindy. We're actually working in Module seven now, we're talking about anything related to Banking. And we're all the way down now to video four, and I want to talk to you about how to properly enter checks in QuickBooks.

Keep in mind that the term check means anything that came out of the Checking Account, it could be you use your debit card electronically had something withdrawn. Let's go ahead and flip over to QuickBooks, and I'll show you how to enter a check the correct way. If you're writing a check in QuickBooks, go ahead and use the Write Checks icon from your Home screen.

The first thing you'll notice is QuickBooks wants to know which bank account are you going to use. And let's say you're using checking in this case, notice it does give you the ending balance in the account. The next thing you'll see is a place to put the cheque number. It will number each check sequentially until you change that check number. Let's say that use your debit card for this transaction, you can actually take this out and write the word debit. Or if you don't want to put anything at all in there, you can certainly leave that field blank.

The next thing you'll notice is the date, this would be the date that you wrote the check. And then you're going to have to tell QuickBooks who you wrote the check to. We call this a payee. QuickBooks actually puts that payee name in the Vendor list. Let's say that it's Zen Building Supplies. Now if it was a new vendor, you could actually go the top of the list and click Add New. But we're going to use Zen Building Supplies. And we're going to say it was 758.49 cents, you do have a place for a Memo at the bottom. And then what you want to do is split the check up between Expenses and Items.

Sometimes it will only be Expenses, and sometimes it will only be Items and other times the money will be split between the two. In this case it's Job Materials and you do have a place for a memo. And if these are for a particular customer job, you want to choose that from the list. Now you'll notice that when you do this, this little billable column here automatically becomes checked. Let me show you what that is.

If you remember way back when we talked about Invoice and Customers, we talked about the fact that you have this option to add time/cost. Remember, what this does is if you have some time or cost associated with this customer that you're trying to create an invoice for, then what will happen is you'll be able to pull that in. This says that I have some for this customer. If I just click Ok, what you'll notice is under the Expenses tab, we purchased something from Perry Windows and Doors for \$25 related to this customer or job. And if on this write checks window, we leave that checkmark there, it will appear in this list for us to choose the next time we're invoicing this customer. But I'll go ahead and cancel out of that.

This money will still show up in Job Cost Reports but it will not be billable meaning that you're not intending to turn around invoice your customer for it. You'll notice the last field here is your Class Field. If you're using the Class Feature, make sure you choose the correct Class. Let's go

up to the top under the main tab. You're familiar with most of this already, you know how to Search. In this case, you can use your arrows to search through the checks or use the Find Feature to put in additional criteria if you're searching. Here's your New option and your Save option. Here's how you would Delete or in this case, you can also Void this check. You can create a Copy of this check. And you can also Memorize this one.

Here are some options for printing your check. If you want to print a batch that means you're going to put several checks in and each one of them you will choose print later. And when you're ready to print you print the batch, you've got an option to attach a file related to this. That way you don't have to search your computer for a file. There's also an option to select a Purchase Order. And you've also got an option to enter some time automatically. We're going to talk about time in a later module. But sometimes you want the time you or your employees spent working on a project to show up here as well so that you can go ahead and put that in.

You can clear your splits. And what that means is if you have money split amongst the two accounts, or maybe you have several line items, you can just clear that. You can also recalculate if it's not calculating correctly for you. And then also if you want to order checks from QuickBooks, you can go ahead and set a reminder so that it pops up and tells you to order some more checks. And when you're ready, you can choose this Order Checks option right here. There's a Reports tab as well.

There's a few reports you want to get familiar with these. Three right here the Check Detail, Missing Checks, and Expense by Vendor. And we're going to talk about Reports a little more in depth when we get to Module 11. Well, that's how you enter checks in QuickBooks. Let's go ahead and go to video number five now and we'll talk about how to enter Expenses.

Video: Entering Expenses

Cindy: Hey there, welcome back. This is Cindy. We're working through QuickBooks 2021. We just talked in video number four about how to enter Checks in QuickBooks. Let's talk now about a quick way to enter Expenses.

Maybe you used your debit card, maybe you had something electronically withdrawn, and you can enter it in the write checks window if you'd like. But if you just have a quick transaction need to put in, you can go and put it in the Register. Let's go ahead and flip over to QuickBooks and we will enter an Expense.

Let's enter an Expense into our Checking Account Register. We're going to choose Check Register, choose the Checking Account and then click Ok. Whenever you open a Register, there's always a blank line at the bottom waiting for you to type. It's always going to have the current date automatically. You could use the calendar to pick the date you like. The next thing is it will pre populate the cheque number for you. If this is a debit card transaction, you can put the word debit or if you just want to take that out, you can certainly leave that blank.

The next thing we'll put in is the Payee, we'll say it's Express Delivery Service. And then we'll put in the amount of this transaction. Make sure you choose the correct account. In this case it pre populated postage for us. And then you have a place for a Memo. You'll notice that there is no field for the Class or if you want to put a Customer and a Job, you wouldn't be able to do it right here. However, you'll notice there's a little option set Split right down here. And if you click on that, it's going to open up this area here where now you can put in a Customer and a Job, you can make this fillable or you can actually choose a Class.

I'm going to go ahead and pick a couple different options here. And then click Close when you're done. And then you want to record your transaction at the bottom. Now even though you won't see the Class and the Job by looking at it here in the Register, those options are in there and they will show up in your Reports. And that's a quick way to enter your transactions directly into the Checking Account Register. Now that you know how to enter expenses, let's go ahead and look at video number six of this module. And we're going to talk in video number six about how to enter Bank Transfers in QuickBooks.

Video: Bank Transfers

Cindy: Hey there, it's Cindy again, welcome back. We are working our way through Module seven. We've been talking about anything related to Banking in this module. And we're all the way down now to video six, where I want to talk to you about Bank Transfers. Let's go ahead and flip over and I will show you how to transfer money from one account to another in the QuickBooks Register.

Transfer money between accounts and QuickBooks, it's really easy to do. There's not an icon on your Home screen, you will need to go through the Menu to do this. I'm going to click on Banking on the menu, and then Transfer Funds. The first thing you want to do is choose the correct date of your transfer. And then also, if you're using the Class Feature, and this does pertain to a Class, then go ahead and choose that option. And you really just want to tell QuickBooks, which account you're transferring from, and which account you're transferring to, and then how much you're transferring. I'm gonna say \$5,000.

And you'll always have this Memo that says Funds Transfer, if you want to take that out, you can or if you want to add to it. But anytime you need a Memo, feel free to put whatever you'd like in there. Now this transfer is only going to happen outside of the bank. And what that means is that you've already physically been to the bank and made the transfer, you're just trying to make this transfer show up in QuickBooks, I'm going to go ahead and Save and Close. And that's what this message is basically saying. I'm going to click Ok there, and now that transfer has been done.

Let's go to our Checking Account and see if it's there. We're going to the Check Register, I'm going to choose Checking. And we're looking on the 18th for our \$5,000 transfer from the Savings Account and you can see it right there and it says Transfer. If I double click and open it, you can see this is the transfer we just made. The flip side is that it should have deducted it from the Savings Account. Let's go back to our Savings Account. I'll go back to Home, Check Register and this time, I'll choose Savings. And here you see our transfer again and it has deducted it from the Savings Account.

Now if you didn't want to go through the menu to do this, you could have actually just typed it in the Register. If you typed it in the Savings Account, make sure the account says Checking right here. That's the important piece. And if you type it in the Checking Account, you make sure this says Savings. And that would transfer the money from one to the other. And that's how easy it is to do Bank Transfers in QuickBooks.

We've got one more thing to cover in this module and that's Reconciling Accounts. Head on over to video number seven and we will talk about how to go ahead and Balance your checkbook.

Video: Reconciling Accounts

Cindy: Hey there. Welcome back to QuickBooks 2021, my name is Cindy. We're actually at the end of Module seven now. We've been talking about anything related to Banking. And I wanted to end with talking to you about how to reconcile your Accounts.

You might be familiar with the term Balancing your Checkbook. Well, that's basically what we're talking about here. You're going to be able to reconcile or balance any of your accounts that have a balance when you're looking in the Chart of Accounts. You probably won't go in and reconcile all of those accounts. But at least make sure you do all of your bank accounts, your Credit Cards, and personally, I do my Loans as well. Let's go ahead and flip over to QuickBooks and I will show you how to reconcile an account.

Before we get started, I want to take you back to your Checking Account Register. Because if you remember I showed you that we have some transactions in here that already have these checkmarks in this column. The checkmark means those transactions have been reconciled. You want to be really careful, you don't want to uncheck these. Or if you have one that's empty where it has not cleared yet, you want to make sure that you do not put a checkmark next to one of those because that will screw up your reconciliation.

I've often seen people reconcile by clicking here and checking these off. And that is not the correct way to do this. Because you have no idea if you're actually reconciled or not. I'm going to go to the Home screen. And what we're going to do is we're going to click on Reconcile right over here. The first thing you want to do is tell QuickBooks which account you're trying to reconcile. And then you want to make sure your Statement Date matches your Ending Date on your bank statement.

Typically, your Statement Date is the end of the month. But there are some statements that cut off in the middle of the month. You also have a Beginning Balance. Notice you can't change that number. If you reconciled last month, Last month's Ending Number is this month's Beginning Number. If you know you're reconciled last month, and this is different when you come in to do this month, then you want to go back and locate your discrepancies right down here. This will actually run a report and show you anything you change since you last reconciled.

Often what happens is you've unchecked something in the Register, or you deleted a transaction that you'd already reconciled. You want to go ahead and plug in your Ending Balance. Let's say it's 129,175.32. And if you had any Service Charges and Interest, you'd want to plug those in here as well. As far as Service Charges go, if you have more than one, you can actually have one number in here, just add them up. You can also put each one individually in the Register, that's totally up to you just don't put it in both places.

If you have a Service Charge, the correct account to choose is an Expense Account called Bank Service Charges. If you have any Interest you've earned, you want to make sure that you create an account called Interest Income. And notice the type is Other Income. If you're using the Class Feature, make sure you choose the right Class. I'm going to hit Continue at the bottom. The way

this window is laid out, you'll notice on the left is anything that came out of the bank account. On the right is anything that went into the bank account.

Think about deposits and credits on the right. And ATM charges, things you paid online, checks, all of that's going to be on the left hand side. And your job is to look at the bank statement. If it's on the statement, check it off. If it's not on the statement, don't check it off. This is a great way to go in and see if you missed entering something. Or if you entered something twice, maybe you put something in with the wrong amount. For example, if this check here was really 656.24, you could double click, go in, make that change and save it. And as soon as you did that it would be reflected in the Register.

I typically do my deposits first because there's fewer of them. But you don't have to, you can do this however it works for you. What you want to do is just check off all of the deposits that are on your bank statement. When you're finished, you'll look at the bottom and it will tell you the number of deposits you have and the total amount. If that number matches what's on the bank statement, and later you're out of balance, you know it's not on the deposit side. Keep an eye out for things that look weird. If this is December and you see something in here from July, you obviously need to investigate and get rid of that.

Now let's look over on the Check side. Checks don't always clear right away. Usually debit card transactions do, anything that's electronically drawn, but Checks don't always clear right away. You're gonna go down the list again and check off everything that cleared. If it didn't clear, don't check it off. So let's say this one did not clear and this one did not. Now you're going to look down the bottom again, it's going to tell you the total of your checks. And you want to make sure that's the same number that's actually on your bank statement.

If these two numbers match your bank statement, you should be balanced. But here's how you actually know. If you see this difference over here, it's zero. And that's what you want. If it's anything other than zero, you're not balanced. Often, what I'll see people do is if they're off a penny or a couple pennies, they'll go ahead and tell QuickBooks to reconcile and make an adjustment. You really should look for that I'm not going to look six years for a penny. But I am going to look for a little while just to make sure that I didn't miss something. If you're out of balance at all, even a penny and you try to click on Reconcile Now, it will tell you you're out of balance and ask if you'd like it to enter an adjustment for you. Do not make it a habit of doing that every month because that is not the correct way to balance, you need to look for your mistakes.

I'm going to go ahead and click on Reconcile Now. And it's going to pop up and say congratulations are reconciled. It's also going to ask if I want to run a couple of Reconciliation Reports. Now those are listed here, I'll show you what they look like. I'm just going to choose both and choose display to show you. Notice there's a Summary and a Detail. This one here is the Summary. You can see this right back here, it just tells me the total of the checks that cleared, the total of the deposits, anything uncleared. And if I close that one, the Detail shows you every single item that you checked off, and then every single item that had not cleared yet. So it's more of a detailed report.

It's really up to you if you want to print these. If you ever did lose all of your data for some reason, you'd be really glad you had some of that, especially if you didn't have your bank statements handy. But once that's done, you are reconciled until next month. Now I do want to go back into reconcile for a moment and just point out a couple of things. Back under Account, and all of these are accounts you could reconcile. You probably want to make sure you do all of your bank accounts. Make sure you do your Credit Cards. And if you want to do your Loans just so that you can plug in your interest and things like that feel free. But at least do your Credit Cards and your bank accounts here to make sure you're in balance.

Now that you know how to reconcile your accounts, you are good to go for the Banking module. Let's go ahead now and start in on module eight and we're going to talk about Loans. I want to start off showing you how to set up Loans the correct way.

SECTION 8 - Loans

Video: Setting Up Loans

Cindy: Welcome to QuickBooks 2021, my name is Cindy. We're getting ready to start on Module Eight and in this module, we're going to talk about anything related to Loans. We're going to look at how to set up Loans, create Loan Payments, and also how to use the Loan Manager. But before you can even make a payment, you've got to make sure you set up the Loan the correct way. Let's go ahead and flip over to QuickBooks, and I'll show you how to set up Loans in the Chart of Accounts.

Before you can enter any transactions related to Loans, you have to first set up an account in the Chart of Accounts. That means you cannot make a car payment, you cannot enter a deposit where you received a Loan, unless you have an account in the Chart of Accounts. I'm going to click on the Chart of Accounts. And you'll see all of your Liability accounts right in this area right here. Now, if you remember back to Module Three, when we were talking about setting up all these different accounts in the Chart of Accounts, we talked about the fact that a short term liability is something you're going to pay off in 12 or 13 months, QuickBooks calls those Other Current Liabilities.

A long term liability is something that you're going to pay off in more than 12 months, like a car payment, for example, and you'll see several of those here. What you don't want to do is make a payment towards the Loan and have it show up as an expense to your business. The one I see all the time is people will make their car payment and it shows up as an expense. It is not an expense, it is a liability because you want to know at any given time how much you have left to pay on the Loan. Anytime you make a payment towards the Loan, you always want to put it to the correct account right up here. Now let's go ahead and set up one.

You can see we have several already, we've got a Loan for a van utility truck. Let's set up one for a car. And we're going to use the general ledger number 23 300. I'm going to right click and choose New. Don't choose this Loan because that is a short term liability, I'm going to go ahead and set up a long term liability. I'll hit Continue. I'm going to number it 23 300. And I'm going to give it a name, this will be a Loan, it'll be Vehicles Car. You do have the ability to add a description if you want to add the account number for the Loan, you can do that. The other thing is when it comes to the Tax Line Mapping, you want to leave the one that it pulls in.

You can turn off this feature in the Preferences so that it doesn't even ask you this and you don't get confused. Now let's talk about this Opening balance. If you've just purchased the vehicle, the Opening balance is the amount that the Loan starts with. However, let's say you've had the Loan a year and you're starting QuickBooks as of this year, but you're going to start in January, then you want to know what the balance was, as of the first month of this year as of January 1. I'm just going to say it's \$20,000. And we'll just say it's as at beginning of this year. And I'm going to

click Ok. And now I'm going to Save and Close. And now you can see you have a long term liability. This is the car and you owe \$20,000.

If it's the end of this year, you'll end up going back and putting in all of those payments, and that balance will decrease to what it currently is. And that's the correct way to set up a Loan in QuickBooks. Now that you know how to set up a Loan, let's go ahead and move over into section two. And we'll talk about creating some Loan Payments so that you can see this balance decrease as you go along.

Video: Creating Loan Payments

Cindy: Hey there, welcome back to QuickBooks 2021. My name is Cindy. We're actually working in Module Eight now, and we're talking about Loans in this module. We just got through talking about how to set up your Loans over in the first video. Now let's talk a little bit about how to create Loan Payments and apply them to those Loans. Let's flip over to QuickBooks, and let's go ahead and create a few Loan Payments.

When you're ready to enter that Loan Payment, probably the easiest way is to use the Write Checks window. You can enter it in the Check Register if you like. But if you're wanting to break down your payment by Principal and Interest, you need a couple of lines and it's a little more cumbersome to do it in the register. I'm going to use the Write Checks window. The first thing you want to do is make sure you have the correct bank account that you want to make the payment from. And then you want to put something in the Check Number field. If you actually paid this online or use your debit card, you could just leave it blank or use your own little coding system there.

We'll make the payment for December the first. And then we'll say that we make the payment to Great Statewide Bank, and our payment is \$500 a month. You do have a place for a Memo. Down at the bottom where it says Expenses, this is where you want to click and you want to apply some of the payment towards the Principal and some of this towards the Interest. Now granted, you may not know that when you're making your payment, you can always come back and edit to this. But this would be the proper way if you knew up front, the breakdown.

The first thing you want to do is make sure you pick the Principal. Remember, we set up that Loan. And in this case, the Loan was called Vehicles Car. And let's just say that \$125 of that went to the Principal. The Interest would go to an Expense account that you may have to set up but it's going to be called Interest Expense. Now if you notice how they did this in the exercise, they have two sub accounts underneath. One is for Finance Charge. And that would be for Credit Card finance charges. The Loan interest would be what we're looking for here. And this is the best way to set this up just like this.

Now you can see how much is Principal and how much is Interest. Only this Principal amount will reduce the Loan. I'm going to go ahead and say Save and Close at the bottom. And let's go to our Chart of Accounts and just see what it looks like. Scroll down here a little bit and you will see our Loan is right here. Remember that we started out with a \$20,000 Loan, and \$125 has been applied to the Principal. If you look here, I'm just going to double click and open it up. You can see there's the 20,000 that we started with and there's our Loan amount. The other amount went to the Interest. If you ran a report on Loan interest, it would show up there.

And that's the correct way to go ahead and make your Loan Payment. Now that you know how to make your Loan Payments, let's talk a little bit about the Loan Manager. Head on over to video number three, and I'll show you how the Loan Manager works in QuickBooks.

Video: Using the Loan Manager

Cindy: Hey there, welcome back to QuickBooks 2021. My name is Cindy. We've been going through Module Eight, where we've been talking about Loans. We talked about how to properly set up a Loan in the Chart of Accounts, how to make a payment towards the Loan. And now I want to talk to you about how the Loan Manager works.

When you watch video two, you watched me enter an amount that I came up with for the Principal and the Interest. QuickBooks did not figure that out for us. You can however, use the Loan Manager and set all the information up about the Loan and then have that actually calculate for you, and then put it over in the register. Let's flip over to QuickBooks and I'll show you how the Loan Manager works.

Before you go into the Loan Manager, you want to make sure that you have all your paperwork for the Loan available, because it's going to ask you some questions like your interest rate, term in months, different things like that. You also want to make sure you have the actual Loan Account set up, because you're going to have to tell QuickBooks to point everything to this Loan. The way you get to the Loan Manager is to go up to Banking on your Menu, and then you'll see Loan Manager. If you had any Loans already set up in the Loan Manager, you would see them listed here. We don't have one yet. So we're going to add a Loan over on the right.

The first thing it wants to know is which account in the Chart of Accounts are you going to point everything back to and that's why I said go ahead and set up the account in the Chart of Accounts first. You can see the current balance. The next thing it asks you is who is the lender? In this case, it was Great Statewide Bank. It'll ask you the origination date. And let's just say in this case that it is August 1, and it will also ask you the original amount. It'll also ask you the term in months. You can also pick your term in weeks or years if you would rather. The next thing is I'm going to click Next, and it will ask me the due date of the next payment. Now the one we just set up in the previous video was December the first. The next one would be January the first.

Then it asked you the payment amount. If you remember it was \$500 a month. And let's say the next payment is number five. The payment period is monthly. And then it will ask if the Loan has an escrow payment, we're going to say no, but if it does, you put in the escrow payment amount. And then of course there would be an account in the Chart of Accounts to track that. Right now, this will alert you 10 days before the payment is due. We'll go ahead and click Next. And now it wants to know the interest rate.

The compounding period, is it going to be monthly or exact days. And you can see if you chose exact days, then you can fill all of this out, you could tell it the compute period. I'm going to say monthly. The payment account meaning when you make the payment which account does the money come from, we'll say checking. The Loan Interest will go to this account here that we talked about and that is your Interest Expense Loan interest as a sub account. And if you had a bank service charges, like late fees, things like that, they would go to bank service charges. Once you have all that information in you just go ahead and click Finish at the bottom. And now you'll see that the Loan is on the list.

You'll also see a Summary, giving you some information like who the lender is, the origination date, all of that stuff. I want you to notice the payment schedule, because now starting with the next payment, which is number five, it tells you for each one of these, how much is Principal, how much is interest, all the way to the bottom of the Loan. You also have a tab that has the contact info if you wanted to put in the name of the person that usually speak to the bank, you could do that. Now that the Loan is set up, there's a couple things you can do with the Loan. You can actually edit the details if you need to over here, or if you want to remove it you can. But I want to show you how you actually go about making your payment.

What you want to do is when you get ready to make that payment come up here to Set up Payment. It will ask you if this is a regular payment or an extra payment. It already has the account information and the Principal and interest. Notice you can change those if you need to. You can also add your late fee or any charges here. And then at the bottom it says I want to write a check or enter a bill. I'm just going to say write a check and click Ok. And here is the actual payment. Now remember, the next payment was supposed to be paid on January the first, so you might want to just pay attention to things like that. You need to take out the check number, you can do that. But see how it's already broken out your Principal and Interest down here for you. I'm going to Save and Close. And it will tell me I have changed the transaction, I'm going to record those changes. And now you'll see the next payment is number six. So as a payment is created, it moves out of this window.

Now I'm going to go back to the Chart of Accounts, I want to look at the Loan and you can see that the Principal has come down a little bit. And also I want to go up and look at the checking account. Because I want to look and make sure that the payment is actually in here. And remember, it's on one one and there it is Great Statewide Bank. Remember this split right here just means that this check has more than one account. Here's the two accounts. That's all that means. I'm going to go ahead and hit Save and Close. And now you know how to use the Loan Manager. Well, that's gonna wrap up Module Eight where we've been talking about Loans. Let's go ahead and move over into Module Nine and we're going to talk about Credit cards over there. We'll start with how to set up Credit Card accounts.

SECTION 9 – Credit Card

Video: Setting Up Credit Card Accounts

Cindy: Welcome to QuickBooks 2021, my name is Cindy. We're starting now on Module Nine. And we're going to talk in this module about anything having to do with Credit Cards. The first thing we want to talk about is how to set up those Credit Card Accounts in the Chart of Accounts. Because, we can't enter into transactions until we have this Credit Card Account set up. Let's flip over to QuickBooks, and I'll show you how to set up Credit Card Accounts.

Before we head over to the Chart of Accounts, I want to show you a scenario that I see happen all the time that will get you in a lot of trouble when it comes to working with Credit Cards. Here's the scenario, your Credit Card Statement comes in at the end of the month. A lot of people will actually take that statement and enter it as a Bill. And that's where you start getting in trouble because your statement is not a bill. In accounting, when you receive a statement, you receive that so that you can make sure that you and the bank match.

But what people do is they'll enter their bill and they'll do this. They'll say the vendor is Visa. They'll put in the date, and then they'll put in the correct due date. And the total amount that the statement says you owe, let's say it's 756.98. Now what you have to do is under the Expenses and Items tabs together, you have to come up with \$756.98. Let's say that we have Meals and those Meals were 125.98. We'll say we had some Gas, and we'll say that the Gas was. And let's say that we also paid a Telephone bill. And let's say we had one more thing, we had some Office Supplies. We have this four line items on our bill and this totals 756.98.

When we get ready to pay this, if you don't pay the full balance every single month, no exceptions, you're going to have a big mess on your hands. Let's say you only pay \$200 towards this. What will happen is QuickBooks will remember the difference, you still owe the balance. The next month when the statement came in, you would enter another bill like this, it's going to have the balance you owe on this one, plus whatever you charge that month. When you start trying to enter a second bill, you're going to start doubling your numbers because a lot of those were already accounted for on this first bill. And the other thing is QuickBooks will think you owe the 1200 on the bill you're entering. And it'll also remember the balance left on this bill, which will not be correct. So you can see where there's a big mess if you don't do this correctly.

Do not enter your Credit Card Statements as bills at this point. I'm going to go ahead and close that. Here's the process for Credit Cards. Your statement comes in the mail, you're going to have an account already set up in the Chart of Accounts for your Credit Card. You're going to enter each of the charges individually right here. And if you don't see this is because you don't have at least one Credit Card Account set up in the Chart of Accounts. And the last thing you'll do is your reconcile and at that point, you can make a payment if you want to. Let's start with the first step entering the account in the Chart of Accounts. We go down and look at our Credit Card.

So actually, we're going to go up and look at our Credit Cards here. You're going to see that there are a couple here already. Let's go ahead and enter another one, we're going to enter a MasterCard, make sure it's a Credit Card and hit Continue. You want to put in the general ledger number if you're using it, and then the name of the card.

The next thing you want to do is enter an Opening balance. As of the start date of your company file, what was the Ending balance on this Credit Card, let's say it was 5208.41 cents. And then of course you would pick the date. And click Ok. Now let's go ahead and Save and Close. Here's the new Credit Card you just set up and you can see the balance over here. Anytime you make a payment towards this Credit Card, it should go to this account right here. That will decrease that balance total. And when you make charges that will increase that total.

Your Credit Cards will have a register. If you double click anywhere on that line, you'll be taken into the register and you will see every time something was charged and every time there was a payment over on this side or credit. That's how you're going to set up your Credit Card Accounts in QuickBooks. Now that you know how to set up your Credit Card Account, let's head over to video number two in this module and I'll show you how to enter your Credit Card transactions the correct way.

Video: Entering Credit Card Transactions

Cindy: Welcome back, this is Cindy. We're working in QuickBooks 2021. We're working in Module Nine right now, where we're talking about Credit Cards. We've already talked about how to set up Credit Card Accounts. Now I want to talk to you a little bit about how to enter Credit Card Transactions the correct way. Let's go ahead and flip over to QuickBooks and we will enter some Credit Card Transactions.

To enter Credit Card Charges, you want to use the Enter Credit Card Charges icon on your home screen. The first thing you want to do is make sure you have the correct Credit Card chosen. And make sure that you've told QuickBooks this is a purchase or a refund. The next thing you want to do is put in your Payee name. This is who you made the purchase from, we'll say Office Supplies and More. And then make sure you have the correct date of the transaction. You can use the Reference Number field for whatever you like, make sure you put in the correct amount. And you do have a place for Memo. And then you have your Expenses tab and your Items tab. Remember that when you are creating a purchase like this, this total amount of money can be broken up between the Expenses and the Items tab. Or you can have everything on the expenses tab or on the items tab.

Think about if you sell chairs in your store, and you went to Office Supplies and More and bought a chair and put in your inventory in your own store, then you would put that under the Items tab. But if you bought that chair just to put in the front office, that would just be an office expense. Let's go ahead and plug in a couple of accounts here. We'll say Office Supplies was \$79.65. And we'll say that the rest of the money was for some Printing we had done. Let's go ahead and hit Save and New at the bottom. And let's put in a second charge.

Let's say that we went to the Olive Garden, and we had lunch. And we'll say that was on December 31. And we'll say it was \$31.25. And that would actually go to Meals. And let's put in one more. We're going to put in a Refund or Credit. We actually returned some things to Office Supplies and More. And let's say the return happened to be \$15.29. And we'll say that was for Office Supplies. Now we've got three transactions in. before I save this, let's go to the top and see if there's anything new. You're familiar with most all of this already, I'm not going to go back through that. I did want to mention the download Credit Card Charges. If you remember when we talked about downloading transactions to the bank, I told you you probably don't want to do this with your checking account if you're using the Invoicing, the Bills, all the features that are on your home screen.

However, Credit Cards are typically just straight charges and occasionally a refund or credit, those are great if you want to go ahead and download those. It will save you a lot of typing. You've also got some options under the Reports just be familiar with the expense by vendor detail and the previous reconciliation. I'm going to go ahead and Save and Close at the bottom. Now those transactions have been entered and all the transactions have gone to the appropriate expense accounts. Let's take a peek at the Register. We're going to go to the Chart of Accounts, find your Credit Card, double click and now you're in the Register. And you can see here are the

three transactions that we entered. Now that you know how to enter Credit Card Charges the correct way, let's look over at video number three and let's talk about reconciling Credit Cards and making payments towards those cards.

Video: Reconciling Credit Card Statements

Cindy: Hey there, welcome back. It's Cindy. We're working in QuickBooks 2021. And we're working in Module Nine. We're all the way down to the last video now and I want to talk to you about how to reconcile your Credit Card Statements. You'll want to reconcile your Credit Card Statements just like you do your Bank Statements, you want to make sure that your QuickBooks numbers actually match what the bank says. Let's go in and I'll show you how to reconcile a Credit Card Statement. And we'll also make a payment at the end of the reconciliation process.

When your Credit Card Statement is ready at the end of the month, you'll want to go ahead and reconcile it, just like you did your Bank Account. I'm going to go ahead and choose Reconcile from the Home screen. The first thing QuickBooks wants to know is which account are you trying to reconcile? We're going to say it's our MasterCard. And then we'll plug in the Ending balance. Remember, this comes from your Bank Statement. If the beginning balance is wrong when you come in here, and you know it was correct Last month, when you reconciled, you want to go ahead and hit this Locate Discrepancies button. This will run a report and show you anything you changed or deleted since you last reconciled. Once you get those fixed and come back in your beginning balance should be correct. And then you plug in the ending.

Also, make sure you plug in your Finance Charges. Make sure you have the correct date. And make sure you use this account to track your Finance Charges. If you're using the Class feature, you can choose the Class right here. I'm going to go ahead and choose Continue. And now I'll see all of the transactions in QuickBooks that have not yet been reconciled. The first thing you'll notice is that you have all your Cash Advances and Charges over here, and you have any Payments and Credits over on this side.

When you're going through the list, make sure you check off anything that's on the statement. If it is not on the statement, don't check it off. Let's say you're looking at these Payments and Credits, and you realize that this \$500 payment has not happened yet. You can actually go ahead and open that up and delete it if you determine that it shouldn't be there. Now you'll see it's not on the list. Over on the left hand side are any Charges and Cash Advances, do the same thing over here and check off anything that's already cleared. And if it shouldn't be there, go ahead and delete it.

Now when you get through with each of these, you want to check down here and make sure that these numbers match what's on your Bank Statement. If they don't, then whichever one doesn't match is going to be wrong and you need to figure out why. The way you know you're balanced is when you go to the bottom right, you'll see the difference and that should be zero. If it doesn't say zero, you're not balanced, and you need to go back and figure out where your mistakes are. I'm going to go ahead and click on Reconcile now. And this is a little different than when we balanced our Checking account. Here, what it allows us to do is go ahead and make a payment now or enter a bill and pay it later. Here will not remember that balance and carry it forward. I'm going to go ahead and choose Write a check for payment now and click OK. And there's our payment.

Now before look at that payment, you'll see that it's asking us if we want to print some Reconciliation reports. I'm going to go ahead and display these so I can show you what they look like and you'll be glad you had them if you ever needed to come back and rebuild any of your QuickBooks file. This is a Reconciliation Summary; you can see that it shows a total of the Charges and Cash Advances and also a total of any Payments and Credits. I'm going to close that. And this is the Reconciliation Detail which shows each individual transaction that made up those numbers. You can print those if you want and if you don't you just get out of it. Now you'll notice that I'm here on the payment that QuickBooks setup for me, you want to double check you have the correct Bank account chosen. If you're writing a check, you can put the check number here. You also have a place to put in the date of your payment.

When you make the payment pay to the order of, you can make a payment to your bank, you can make the payment to MasterCard. One thing to notice is this has MasterCard here and this says MasterCard here, these are two different lists. This is your Vendor List here. And this is your actual Credit Card Account itself. These two can be the same or they can be different. If you're not going to pay the full amount due, then go ahead and just put in how much you are going to pay. Let's say we're paying \$400 and always make sure that this goes back to the Credit Card Account. I'm going to click Save and Close at the bottom. And now we've completed that process.

Let's go ahead and go to the Chart of Accounts and just look real quick at our Register. And you can see here are all the transactions where we charge things. Here's the payments and credits on this side. And that's how you're going to reconcile your Credit Card Accounts. Now that you know how Credit Cards work in QuickBooks, let's go ahead and head over to Module 10. And we're going to talk about Forms in QuickBooks.

SECTION 10 – Forms

Video: Overview of Form Templates

Cindy: Welcome to QuickBooks 2021. My name is Cindy. We're actually starting in Module 10 now, and this is the module where we're going to discuss how Forms work in QuickBooks. You actually use a Form when you create an Invoice, when you create a Credit Memo, and also when you create a Purchase Order. There are lots of Forms in QuickBooks. You can customize them so they work best for your business. Let's go ahead and flip over and I'll give you a quick overview of how Forms Templates work in QuickBooks.

Before we actually start customizing Forms over in part two, I wanted to show you what a Form is, so you'll know exactly what it is you're customizing. I'll use Create Invoices as an example. When you're creating an Invoice, there is an option here that says Template. And you've got different Templates, you can choose from the list. Each Template might have your column set up in a different order. There may be fields that you didn't see in one that you see in another, you might also put your logo on it. Those are all things you can customize on an Invoice Template in this case.

You can choose a different Template for each Invoice. Some of these QuickBooks has automatically set up when you come into the Invoice, others you're going to create yourself. That's what we're going to be talking about when we talk about customizing Templates. I want to show you that there is a list of Templates in QuickBooks. If you go up to List on your Menu, you'll see Templates right down here. These are the Invoice Templates we just saw in our Invoice. There are also Templates for Credit Memos, Sales Receipts, Purchase Order, Statements, Estimates, and you can see the list here. When you're in this list, you can right click and create a New One. You can Edit one of these, Delete one. And remember you can't delete it if you've ever used it even one time.

But you could make it Inactive if you don't want to keep seeing it in the drop down list. You can also Export one to Word or Excel. And you can also Download some Templates. These are just some that Intuit has available that have already been created. That way you don't have to totally create one yourself. If I click Invoice for example, you can see there are quite a few here that you could choose from. If you decide you like one of these, just choose the Download option, and it will appear in the drop down list when you're in an Invoice Looking at that list of Templates.

I'm going to hit Exit up at the top here. And that's a quick overview of your Templates. Let me go ahead and close this. And what I want you to do now is head over to video number two, and we're going to get started talking about customizing Forms in QuickBooks.

Video: Customizing Forms – Part 1

Cindy: Hey there, it's Cindy again. Welcome back to QuickBooks 2021. Now that we've gotten an overview of Forms Templates, let's talk a little bit about taking one of those Templates and customizing it to fit our needs. We're going to be able to actually customize existing Forms or create our own brand new ones. Let's flip over to QuickBooks and we'll start talking about how to customize Forms.

There are several different ways to get started creating a new Template. We can go up to List on the Menu, choose Templates. And here you can just right click and choose New. However, it's much easier to get started in the form you'd like to create a Template for. Let's us Create Invoices. Here's a list of the Templates we currently have. We're going to create a new one that will appear in this list so that we can choose it whenever we need to. You're going to do that by starting under the Formatting tab, and then starting with Manage Templates. Here are the same Templates you just saw in the drop down.

If you want to delete one of these, select it and hit Delete here at the bottom. If you want to create a new one, choose one that's close to the one you'd like to create, and then choose Copy down at the bottom. You'll see now you have a new one in the list labeled Copy Of and you can come over here and just change the name of it. I'm going to call it My Template and just click Ok at the bottom. Now we're in the Basic Customization Options. Right up here where it says My Template and then Manage Templates. This is where we just were if you needed to come back here and maybe delete the one you just started and maybe start over you could do that. But this is where you go back to the list of all your Templates.

The next thing you can do is you can add your Logo. Your Logo has to be a file in your computer that you can go and select. Notice if I check the box, it takes me out to My Computer so that I can search for wherever that file happens to be. I'll use Libraries and I'll look at the Saved Pictures. And I'll just use this cupcake right here. And then click Open. And QuickBooks will always give you this message that it has to copy the image into QuickBooks, basically. I'll just click Ok and you can see now there's my cupcake. The next thing you can do is select a Color Scheme.

Now when we talk about the Color Scheme, we're referring to the lines that you see around your columns, the color, the text, things like that, and probably black works best. But just to show you a few options, here's green. And you do have to apply the Color Scheme to get it to show up. Or you might say blue, and then apply the color scheme. But let's go back and keep black. You can also change the Font for these things here. Title is this word Invoice. The Company Name and Address is right here. And the Labels are the titles for each of these fields that you see here. For each of these, you can change the font and go and pick your generic font options. If you want to change the actual font itself, make it bold, black, italics different size, you can do any of that. I'll just cancel there.

There's some things here at the bottom that if you check they will appear on your Template. For example, the Company Name and Address shows up you can see it right there. But notice that

the Phone Number is not there. I want to show you what happens if you check Phone Number. Notice how it appears right down here. Now you can actually leave it there and move it when we get to the Layout Designer portion.

But an easier way to handle this situation is uncheck that and go to Update Information. In this window, if you just type it right underneath the City, State and Zip. Then what will happen is it will show up in that address block. I'll just click Ok, and it will tell me that I did not update the legal address and it asked if I want to go back and do that I'm going to say no for now. And then you'll see the Phone Number shows up right underneath. So that's a little way to get around having it show up down here and then having to move it.

One of the things you can also have QuickBooks do is if an Invoice is past due, it can print a Past Due stamp. It can also print a Status Stamp right down here. If the Invoice is paid, it's voided those types of things. You'll see it written across the invoice. Those are some generic high level type customization options. Let's go a little bit further now and look at the additional customization.

The first thing you want to do is under the Header tab, look down the list and see if there's any of these options you want to turn on or off or change the wording for those options, let's go down the list. If it's under the column that says Screen, that means you can actually see it on your screen. If it's under the column that says Print, that means it will print. Some things you don't want to print or show on the screen, and I'll point this out as we go along. Let's start with the Default Title.

That's this word Invoice right here. Let's just say we want that all in caps. The next thing you see is the Date. And that's going to be the date that you create this Invoice. So why don't we say Invoice Date. And then you'll see it says Invoice Number. And that shows up right here. You have a Bill To and a Ship To. This is the Bill To and this is the Ship To. If you don't ship any items, then you might not want to have that field show up.

The next thing you see is PO number and that's right here. And then you have a field for SO number which has to do with shipping. You can turn that on if you use that. And then you'll see a field for the Terms which currently is right here. Notice the Due Date is not currently on, I'm going to turn that on. And when you start getting this message, it says you have overlapping fields and just hit Continue. Because what it's telling you is you have some fields that are sitting on top of others. We're going to change that, but we need the field to be in there first.

There's also a field currently for Rep. This would be for Sales Reps in your organization. You can take that off if you don't have sales reps. and then you'll see a field that says Account Number. If you give your customers Account Numbers, and you would like to show those on the invoice thing, you can check this field here. It's not going to show on the screen anywhere. But it will print if you have this box checked. I'll go ahead and just uncheck that for now. Here's some more options that have to do with shipping.

There's a Ship Date, Ship Via and FOB, which is freight on board. If you don't ship anything, you can go ahead and turn those options off. The next thing you'll see is a field called Project.

You can certainly leave that if you call your jobs Project, but we're going to say Job Name. And then you'll see there's a field that says Other and that would be for any miscellaneous type field you want to add. Here's Contract, Birthday, and Spouse's name. If you remember when we talked about setting up Vendors and Customers, you can actually create as many field names as you want it. That's where these come from. If you want additional fields that you don't see on this list, you'll have to go back to where you set up these three fields and create as many as you want. And then they'll show up here. And that's the options that are under the Header tab. Now let's look at the Columns.

And when we talk about Columns, we're talking about these Columns here. Currently, it says Quantity, Item, Description, Unit of Measurement. We can actually show those on the screen and or print them. And in this case, we can also change the order. And that's what you see right over here. So let's just make a few changes so that we can see how this works. Say we want the Item Code to be the first one, you always have to have an Item because that's what you're selling your customer. You do not have to show it to your customer, so maybe you don't want to print that. The next thing we're going to have here is let's go ahead and say we want to have the Description, we'll make that number two.

Then let's say we make the Quantity number three, we'll take off the Unit of Measurement because we don't use that let's say in this case, the price will be number four, and the Amount is always the last one so it's automatically going to number it number six. Now let's say we don't use the Class here either, we'll take that off. So now you'll see Item Code is number one, Description is two, Quantity is three, Price is four, and Amount is five.

Notice you also have these other Columns you can turn on if you want and these are Miscellaneous Columns that you can label anything you like. And they also have one for Color and Material if you want to use those. Let's go ahead and stop the video right here and we'll continue over in part two and we'll take up with Progress Columns at the top

Video: Customizing Forms - Part 2

Cindy: Hey there, it's Cindy again. Welcome back to QuickBooks 2021. We're talking about Customizing Forms and this is part two. We just got through going through a few of the Customization options in part one, let's go ahead and pick up where we left off.

The next tab I want to talk to you about is the Progress Columns. These are columns you would normally find on your Estimate. If you want, for example, for the customer to see your Estimate Quantity and the Actual Quantity here, you can actually turn these on. And then you can see right here is the Actual Quantity and the Estimate Quantity over here. I'll go ahead and take those off.

The next tab over is your Footer Tab. These are things that appear at the bottom of your invoice. Here's the Customer Message that's going to appear right in here. And you can see Total is on and that's your total right here. Notice I could turn on a Subtotal, Sales Tax, Payments and Credits, and Balance Due. The Sales Tax will automatically appear as the last line up here. So you really don't need to add it as another field. And if you start turning too many of these on, you're going to get way too many fields at the bottom.

You could turn on Payments and Credits. That way, if you have an Invoice that someone's making payments towards, you could see the balance after the Payments and Credits. And then you have your Customer Total Balance and your Job Total Balance here. You can also add a long disclaimer that will appear right at the bottom here.

The last tab is your Print Tab. If you choose the second option here, then this becomes available. You can see that if I choose the top option, then these options are not available right here. But these options do allow you to change the orientation, you can tell QuickBooks the number of copies you'd like to print, and then change the paper size. Right now, it's going to print your page numbers on any of your invoices that have more than two pages. And you can also tell QuickBooks to print trailing zeros. Basically, that means that if you have a 100 with a decimal point, it will put the two zeros at the end, so that all the amounts line up on the form. And that's really all there is to your additional Customization.

Let's go ahead and click Ok at the bottom. And I'm going to click Ok here too. I want to print preview what we've done. Let's go back to the Main tab, choose Print, and then Preview. You can see here's where I added our logo, we took out some fields, we do have some overlapping fields will need to change. Notice the items column. We're not seeing it when we print it, but we do see it on the screen so we can choose our items. And then we again have some overlapping fields down at the bottom.

But we're going to change all that with the Layout Designer. Why don't you head on over to the next video which is going to be number four in this module and we'll start talking about how to make this look a lot nicer than it does right now.

Video: Layout Designer – Part1

Cindy: Welcome back to QuickBooks 2021, my name is Cindy. We're working in Module 10 now, and this is the module where we're talking about how Forms and Templates work. We've already gone in and actually created a Template. And in doing that, we found out we had a lot of overlapping Fields, things just didn't really look right on our Template. That's where the Layout Designer comes in, we're gonna go in and make it look nice. Let's go ahead and flip over to QuickBooks, and we'll talk about how the Layout Designer works.

Before we go into the Layout Designer, let's take a look and see what our invoice would look like right now, if we printed it. Notice I'm using the Template, My Template, the one we created, I'm going to print from the Main tab and then Preview. You can see a couple of things are going on, we've got some overlapping fields right here, we got several down here. Notice I've got my Logo on the left, I might want to put it in the center, I also might want to line up some of these other objects that are here and maybe make it look a little bit nicer by changing the font and maybe adding some bold or some color.

Let's go ahead and close in we're going to go into the Layout Designer and see if we can take care of all of that. To get to the Layout Designer, go to the Formatting tab. And you want to go through the Customize Data Layout button here. This is where we were able to go through and add some Fields if we want to rearrange our columns, things like that. You'll notice the Layout Designer button is right here at the bottom. This is what the Layout Designer looks like. I want to give you a little bit of information about what you're looking at here.

The first thing you'll notice is that you have these boxes on your screen. And these are what we call Objects. Anytime you click inside of an object, you select that object. If an object is selected, you can move it or you can change the size of it by grabbing one of these black boxes called Control Handles. I want to actually move the Logo to the middle. And I want to make it a little bit bigger. So I'm going to grab one of the control handles on the bottom right and just drag down a little bit. And that change the size of it.

You'll notice that now my Logo is on top of my Company Name and Address. And I'd like to move those over to the left. I'm going to click inside one of those objects and then hold the Shift key and click inside the other one. That way when I drag them both, they'll move together and I won't have to worry about lining them up later on. I'm going to do the same thing with this Bill To. And the box below it, I'm going to drag those over to the left and line them up. You'll notice that around the edges of your page, you have a dotted line, and that is the Margin Area. You'll notice that some of my boxes are outside of the Margin Area, it will still print this way. But if I want to change the margins, I'll go to the bottom left where it says Margins. And then I can change the ones that are here right now.

I'll make my left and my right each 0.25 and I'm going to click Ok. Now you'll notice that it gave me a message saying that basically it thinks the margins are too small. I can keep those or I can go ahead and say no. And go ahead and use the ones that I set up. I'm going to go ahead and say no. And now you'll see it's actually changed my Margin Area. The other thing you'll notice is

there are some dots on the screen and those are your Grids. Grids help you line up your objects. Right now they're set at a 16th of an inch apart. If I get down to the bottom next to Margins, you'll see a button that says Grid. And here's where you can change the Grid Spacing, I'll set this to an eighth of an inch.

Notice I can also turn off the Grid if I don't want to see it at all. And also there's an option for the Snap to Grid and you probably want to keep that on. What that basically does is when you drag an object close to one of the Grids, it'll snap to the closest one and help you line things up. I'm going to click Ok. And now you can see my spacing is a little bit further apart. I'm going to go ahead and move this object and this one over to the left a little bit. That way we'll get it off of the one to the right of it. And I'll have to work at that a little bit but you get the idea.

Now let's talk a little bit about working with the Properties button that you see right up here. Right now you can see it's grayed out. And that's because I don't have anything selected. The Properties is going to allow you to change the font if you want a different color. If you want to add a Border to your object, maybe some color to the background. Those are considered Properties. Now that I've selected my Company Name, I can go to Properties and I'll have a few options here I can change. The first one is the Text. Currently the text is lined up on the Left side of the object, I could choose to line it up on the right or center it.

If I had a Paragraph of Text, I could indent the first line. Notice I could change the color right here if that's all I wanted to do. But if you want to choose some other options for your font, you'll want to click on Font right here. Here's where you can choose the actual font itself, you might change the Font Style and make it bold or italics. And then you can actually change the size as well. Here's that Color option Again. I'm going to put it back on black, and then I'm going to click Ok.

Notice also there are some options for centering the text vertically within the object. Do you want the text on the top, the bottom or the center? I'm gonna leave it there and click Ok. And now you can see that my Company Name is a little bit larger. It also says Rockcastle Construction, and it's also bold. I'm going to go back into Properties again. And I'm going to make the font a little bit larger this time. I'm going to make it size 22, and I'm going to change the color again. I'll change it to Navy. And then I'll click Ok. You'll notice now that the word "construction" is gone. And that's because your box is not wide enough. If I take this and drag it over a little bit, you can see that because I made the box wider, my Company Name fits in there perfectly. Let me go ahead and move this Logo a little bit just so that looks a little bit nicer.

Now the other thing I want to point out is that when you look at these boxes, some of them have a gray line like a Border around them, and some have a black Border. The gray ones do not print, the black ones do. The black ones are called Borders, and you have to apply Borders if you want them to print. Let's go back to the Company Name. And I'm going back to Properties again, because the next tab over is Border.

When you apply a Border, you can apply it on the top, the bottom, the right or left, you can do one you can do all four, that's really up to you. You can also choose if you want rounded corners, I'll just do large to show you what a rounded corner looks like. You can change the color of the

Border. You can also choose a pattern instead of a straight black line, you can have a dotted line, a dashed line or a double line. And then you can change the thickness or the width. I'm going to click Ok just to show you what it looks like. And now you'll see this here.

Now if I liked that, I'd want to adjust this a little bit. Maybe pull this in a little bit, maybe I want to move this down a little bit so that I can see it. Now if you start doing things like this, you'll want to go ahead and work with your boxes to make them look decent here. You can see I made that a little bit smaller. Now move it down just a little bit. And I think I'll move these two down as well. I'm just going to select them and use my arrow keys on the keyboard to move them down a little bit.

Now let's say that you want to put a color or something in the background, I'm selecting my Company Name again, clicking on Properties, And the last option says Background. And this is where you choose a fill or a background color for your object. And now you can see that your Company Name stands out a little bit more than it did before. You would want to go through with each one of your boxes here and make any of those changes that you wanted. Now let's say that I like the format for what I've done here, and I want to apply that to where it says Bill To. But let's just say that it's a little bit too large, I can actually copy all of this formatting and then reduce the size if I want. You'll notice here is your copy Format button. And if you're familiar with how the Format Painter button works in Microsoft Word or Excel, that's the little paintbrush that's next to your clipboard, then you'll be familiar with how this would work. Because, what it will do is copy only the formatting from where you're clicked to somewhere else.

So you start by clicking where you want to copy the formatting from choose Copy format. In this case, I'm going to click on Bill To. Now you have to end at the format to turn that off. And I told you this is a little bit too large. So I'll just go in and change a few of these properties. I'll change the text font and make it a little bit smaller. And click Ok and see what that looks like. Much better. And of course, I may want to work with this and move it down a little bit. But you get the idea. Let's go ahead and stop the video right here. And I'm going to have you move over to the next video which is number five in the series and we'll continue talking about the Layout Designer.

Video: Layout Designer -Part 2

Cindy: Hey there, it's Cindy again. Welcome back to QuickBooks 2021. We've been working through Module 10. And we've been talking about how Forms work, we started customizing a Forms Template over in part one of the Layout Designer. Let's go ahead and finish that conversation. And that way, you'll know how to create a really nice Template that stands out when you're creating any form in QuickBooks.

If you go back up to the top, you'll see the next option says Add. There are three things you can add; you can add a Textbox, a Data Field or an Image. I'm going to click on a Textbox. And what I want to have is some text right below my Logo that says "2020 company of the year". I'll just put that text in. And I do have options to change the text itself, the Border and the background. I'm not going to change any of that right now I'm going to click OK. And there's your Textbox.

Now I want to move this underneath my Logo. And I'm also going to change the size of this. So it's the exact same size. Now I don't like the Border around it. I'm going to go back up to Properties. And I'm going to the Border tab, and I'll take off all of these Borders, and then click Ok. And now it looks like text just sitting right underneath the logo there. The next thing you can add is a Data Field.

When you were going through the customization part of setting up this Template, there were different fields that you could have added. But let's say there's one that you'd like to add from here. Let's say it's email, just choose it and click Ok. And now you'll see it's added the email field. I'm going to move that up a little bit, I'll stick it right here, And there it is. Now let's go back to add, because you can also add an Image.

If there was some Image you'd like to add, in addition to this logo here, all you'd have to do is select it from your computer, and then click Open at the bottom, and it would add that. The next thing I want to point out is that you can copy whichever object you have selected. I'm going to click on Copy. And you'll see now I have two logos. If I want to delete one, I can hit Delete on the keyboard or just hit Remove and now it's gone. We talked about Copy Format. So let's move over to these; make same Height, Width and Size. Let me go ahead and do this. Just to give you an idea of how this works, I want to move the Invoice Number down. And I'll move the Invoice Number up above like this.

Now the first thing you'll notice is that these are different widths. If I have all of these selected, I can actually make them the same Height, Width or Size. Now I don't know if you saw what I did right here. But instead of holding down Shift on the keyboard, I just drew what's called a net around my four objects. And I'm just clicking the mouse here and drawing a big box around them. And when I let go, they're all selected. Now you'll see all these are available. Height is up and down, Width is wide, and then Size is both, I'd like these all to be the same width. Now all I have to do is move this one over to the right a little bit. And you can see they look like they're the exact same width on both sides.

The next thing you can do is if you want to center something on your page horizontally, you can do that. If I center this Logo, you can see that it looks a little off in this situation, but it is actually centered. Now Undo and bring that back, there's also Redo. And then of course you can zoom in or out. And this is as far as you can zoom in, you can zoom back out and it can get kind of small if you're not careful. Now one last thing I just want to bring to your attention, I'm going to scroll to the bottom here. In this situation here, you want to be really careful because you actually have six objects. We've got the Total, and then there's the space for the total. You've got the Payments and Credits, you've got the placeholder for that. And then the Balance due and the placeholder for that. When you're moving these around, you want to be really careful, because you can actually get them so that they're not in the correct order.

And what I mean by that is if I just take this Balance due and move it over here, if I don't grab the correct corresponding placeholder, then it's going to be off when I actually create this Invoice, you'll have the numbers in the wrong position. Be really careful with that. So that gives you a quick overview of how to work with the Layout Designer in QuickBooks. I'm going to click Ok. Let's go ahead and preview this. We still have work to do. But let's go ahead and click Ok out of this, and let's go back to the Main tab. We'll go to Print and we will Preview. And that's what it looks like so far.

We do need to clean this up, but you'll want to preview it often to make sure it looks the way you want it to look. Let me go ahead and close here. And that's going to wrap up Module 10, where we talked about working with Forms. Let's go ahead now and move over to Module 11. And we're going to talk about all the different Reports that are in QuickBooks.

SECTION 11 - Reports

Video: Quick Reports

Cindy: Hey there, welcome to QuickBooks 2021. My name is Cindy. We're starting now in Module 11. And in this module, we're going to talk about everything related to Reports in QuickBooks. The first thing we want to talk about is how to run what they call Quick Reports.

Now, you've already seen some of these, but you didn't really recognize the term Quick Reports when you saw these. So I'll show you those again, and then I'll show you how to go into the Chart of Accounts and run Quick Reports. Let's head on over to QuickBooks, and we'll look at some of those Reports.

When you're in QuickBooks, and you're in any list, whether it's an Items list, a Vendor list, a Customer list, there will always be Quick Reports. We're actually in the Chart of Accounts right now, and I can run a Quick Report on any of these accounts. Let's say I go down and find one of these Expense Accounts, We'll just use Automobile as an example right here, all I have to do is right click anywhere on that line. And you'll see an option at the bottom of the menu that says Quick Report. And notice because I'm clicked on Automobile, it's going to run a Quick Report on the account called Automobile.

Because Automobile had sub accounts, you'll see that those are separated here. But the whole point of this is that this Quick Report is all about the account called Automobile. In any report, you want to check your dates and make sure you have the correct date range you're looking for. And also, if you want to drill down and look at one of these transactions, let's say this Check right here. As long as you're on that line anywhere, you can double click, and you'll see here's that exact transaction.

If I make a change to this, and then Save and Close at the bottom, those changes will be reflected automatically on the report. Let me close that and show you some other places where you'll find Quick Reports. I'm going to go back to the Home screen. And I'm going to the Items and Services. This is just another list. If I right click on any item in this list, you'll see an option for the Quick Report right down here at the bottom. And now I've got a Quick Report on in this case, an Item called Removal. I'm going to go ahead and close that. Now let me show you some of the other Quick Reports that you've seen but you didn't realize they were called Quick Reports.

When we were looking at a list of our Customers in the Customer Center here, you had several Reports right over here related to Customers. These are called Quick Reports. I could click on Open Balance, for example. And you'll see that I've run a Report on the open balance for this Customer. Now there aren't any, but this would be the Report. Same thing would apply with the Vendors.

If we were looking at the Vendor Center, for example, we could run a Quick Report over here on items related to this Vendor. Another place you're going to see Quick Reports is actually when

you're working inside of a Transaction. Let's say it's the Enter Bills transactions. When you're in here under Reports, these are Quick Reports. You can see the Quick Reports are everywhere in QuickBooks. Let's go ahead now and go back to the Home screen. And I want to take you over to the Report Center. Why don't you head over to video number two, and I'll show you all about how the Report Center works in QuickBooks.

Video: Report Center

Cindy: Hey there, welcome to QuickBooks 2021. My name is Cindy. We're actually working in Module 11 right now, and we're talking about Reports in this module. We already went over Quick Reports in the first section. Now I want to talk to you a little bit about how the Report Center works in QuickBooks.

There are two different ways to access Reports, you can access them through the Menu, or you can access them through the Report Center. Let's go ahead and flip over to QuickBooks. And I'll show you how the Report Center works. There are Reports everywhere in QuickBooks. But there's a couple of different places where you can look at all the Reports together. One way is to look at Reports on the Menu. And here you'll see the most commonly used Reports on this list.

Another way is to go to the Report Center by hitting Reports on your Icon bar. This is the Report Center. And if I clicked on Reports on the Menu, this is how they correlate. You'll notice that from here to here are your most commonly used Reports. And this is the exact same list if you look at this. If I point to Company and Financial, notice I see all the sub Reports that are in that category. And the same thing would apply over here. If I click on Company and Financial, these are all the Reports in that category.

When you're looking at a single Report, you can do a couple of things. You can change the date range from here, I could look at everything. If I want to look at this month, this quarter, I'll look at all and then you just run the Report. And this is your Profit and Loss. I'm going to go ahead and close that Report. If you're looking at a Report and you're not really sure what the Report will tell you, you can click where it says More Information. And in this case, it tells me a Profit and Loss will tell me if my company made or lost money over a specific period of time.

If you have a Report, that is your favorite that you want to run all the time, you can go ahead and click on this Fav icon. And what you can do is go to your Favorites tab at the top, and that Report will be here so that you can just come in and run it whenever you want and you don't have to search through all the Reports. When you're looking at these Reports, you can scroll down. As you scroll down, you're actually getting into some Reports that are part of other categories over here. So don't let this confuse you. Just know when you click on a certain category, the ones that show up first are the ones that belong in that category.

Now let's talk about Memorized. When you start actually running Reports, you're going to be able to customize those Reports. If you've customized the Report and you just close the Report, it will open back up to the default Report not the one where you made your changes. You have the ability to Memorize or Save those Reports that you make changes on. If you've memorized them, they'll show up in this window, and you'll be able to click on the one you'd like to run.

We talked about Favorites, and let's talk about Recent. These are the most recently used Reports. If you know that you ran one yesterday afternoon, but you forgot which Report it was, you can come in here and look and you'll see it on the list. And the last tab is Contributed. These are Reports that people from the Intuit community have actually customized and they're sharing it

with other people in the Intuit community. You do have to get outside of QuickBooks and go to Intuit to actually join the Intuit community.

You'll see that when you look down this list, you can see who created each of these Reports. A lot of these were created by Intuit. But as you go down the list, you'll be able to see the names of the different people that created them. Here's Mark, here's one created by Pam, here's one created by Intuit, you can just kind of see the list there. Each one of these shows you the popularity, how many downloads and the average rating. You can also read some of the reviews that are here.

If you're looking for Reports related to a particular industry, you can pull down this list and look for anything in the Manufacturing Area or Lawn Care or Landscaping. You can look at those. You can also sort these by most popular which ones were created by Intuit those types of things. Over on the right you do have some different Views you could use. Typically when you come in, you're on the Grid View, but I want to show you the Carousel View.

What you can do here is at the bottom, you can look at the first page or the previous page. You can go next or last and go through the list and look at all these Reports. And the Middle View is your list view if you'd like to see these in a list format. But typically when you come in, like I said, you're on the Grid View. And that's how the Report Center works in QuickBooks. You can use the Menu or the Report Center either one and you get to the exact same Reports.

Now that you know how the Report Center works, let's go ahead and move over to video number three, and we'll start talking about how to create some of the different Reports that you see here in QuickBooks.

Video: Creating Reports -Part 1

Cindy: Hey there, welcome back to QuickBooks 2021. My name is Cindy. We're working through Module 11 right now. We've already talked about how Quick Reports work. We've already looked at the Report Center. And now what we want to do is start running some of these Reports and creating different ones that will be helpful for your organization. Let's go ahead and flip over to QuickBooks and we'll get started creating Reports.

Let's go up to Reports on the Menu. And then we're going to come down and start with Company and Financial. There are lots of different sub reports under Company and Financial. But a few of these are going to be really important to your business. Definitely the Profit and Loss standard. This is the most important Report in QuickBooks. The other important one is going to be your Balance Sheet standard. Let's start with the Profit and Loss standard.

On a Profit and Loss, you will see three types of accounts. If you think about the Chart of Accounts, there are different types of accounts, the only three that show up on the Profit and Loss are Income, and you'll notice here's your Total Income right here. The second type are your Cost of Goods sold. And then you'll see your total Cost of Goods sold on this line. And then the Gross Profit. What QuickBooks will do is take your Total Income minus your total Cost of Goods sold to give you a Gross Profit. Below that, you'll see all of your Expense Accounts.

When you get to the bottom of your Expense Accounts, you'll see a Total Expense. And then it will also tell you the very, very, very bottom, whether you've made or lost money. And you can see in this case, we made \$12,819.57. When you're looking at this Report, always check your dates. If you notice this one shows you December one through 15, you can always come up to this option and choose Last Week, Last Year, all. But you can also manually pick dates here if you want, you could say that you want to see everything for this year, which would actually be January the first through the end of the year. And when you click anywhere inside the Report, it will refresh the Report for you. Even though you do have a Refresh button here, just clicking in the Report will refresh it.

You're also looking at this Report on the Accrual basis. And let me tell you what that means. Your Reports are automatically going to run on an Accrual basis in QuickBooks. What that means is that as soon as you create an Invoice for a Customer as an example, it will show up in these numbers for income, whether it's been paid or not. Whenever you enter a bill in QuickBooks, that bill will actually show up in your Expenses down here, whether you've paid those bills or not. Your other option is to show your Reports on a cash basis, meaning the Invoices will only show as Income once they're paid, and the bills will only show as Expenses once you've actually paid them. Let's go back up and compare some numbers. So you can see the difference here.

Let's look at our Total Income. Notice it's 451,032. If I change this to cash, notice the Total Income now has come way down is 381,190. So that can make a really big difference changing from cash to accrual. For tax purposes, when you're running your Reports, you'll want to get with your accountant to see which one they would like you to run. However, most of the time it's

cash. You can't flip back and forth each year, you have to pick one and stick with it. But this is where your accountant will be very helpful to you. Now let's look at some other Reports. I'm going to close that one. I did tell you that your Profit and Loss is the most important Report in QuickBooks. Let's look at the Balance Sheet standard, so you can see where the rest of these accounts come into play.

If you think about the Profit and Loss, shows Income, Cost of Goods sold and Expenses, all of the other types from the Chart of Accounts will show up in the Balance Sheet. And these will be the balances in those accounts. Notice here's the balance of my bank accounts right here. And these would be as of December 15th In this case. Here's your Accounts Receivable. Here's any Undeposited Funds. So you can see this will actually give you a total of all of your assets. Here's your Total Assets. And then right below it, you're going to see your Liabilities and Equity. Remember your liabilities are the things you owe any loans, if you've got accounts payable. There's your total liabilities at the bottom.

One of the things you can do to keep a check on yourself is your total assets should always equal your total Liabilities and Equity. When I look at my assets, it's 631,737. And let's see down the bottom of my Liabilities and Equity, you can see that it is 631,737.41, right down there at the very bottom. And that's a way to keep a check on yourself. Now, let me go ahead and close that Report. Let's go back to Reports, Company and Financial. You'll notice that for a lot of these, there's a standard Report and a detail. We looked at a Profit and Loss standard, which showed us the total for each of our accounts. The Detailed Report will show every single transaction that made up those totals. So these can be very long Reports.

Here's a Profit and Loss year to date comparison or previous year comparison. Let's run this one. So I can show you what this looks like. This is your same Profit and Loss except now what you see is the Current Fiscal year, the Previous Fiscal year, the Dollar Difference, and the Percent Change for each of these accounts. This one's really helpful to see if you're where you think you need to be at a certain time during the year. Some other ones that you'll want to run, if you're using the Job Feature in QuickBooks, there's a Profit and Loss by Job, I'll show you what that looks like.

It's your same Profit and Loss with the same accounts. But now you'll see each Job. And this goes across this way. Let me close that one. And there's also a Profit and Loss by Class. If you're using the Class Feature, you'll want to run that. And if you aren't using the Class Feature, you'll find a lot of times that you have transactions you didn't apply to a Class. You can run an Unclassified and go through those transactions and put them to the correct Class. Notice, you can look at Income by Customer, Expenses by Vendor, and here's an Income and Expense graph. There's a couple of graphs in here, I'll just show you what they look like.

If you're really into charts, and graphs, you'll want to run these in Excel. But what you'll find here in QuickBooks is that you have your basic Column chart at the top, and then you have a pie chart at the bottom. When you're looking at the Column chart, notice you're looking at this by account. And it lists your accounts right over here. And you're also looking at these as Income

and Expenses. If you want to change that and look at it by customer, you could. You could also look at it by class. I'll go back to by Account.

When you're in any of these Reports, if you want to drill down, you can. If I double click right in the middle of this green area, which represents my Job Expenses, then I'm going to see a graph just on Job Expenses. Let me go ahead and close that. You also can change this if you want to look at this by Income instead of Expense, you can do that at the bottom left. If I click on Income. And let's say I look at Income by Customer. Now I can see that my largest Customer happens to be other down here. And then if I want to look at this up here, as far as the bar chart is concerned, I could look at my Customer by Income that way as well. Let me go ahead and close that. Go back to Reports.

There's a few Balance Sheet Reports down here you'll want to run as well. There's one that shows you the previous year comparison and there's also a statement of cash flows and a cash flow forecast down at the bottom. Before we get into Customers and Receivables, Let's go ahead and stop the video right here. I want to have you go over to part two of this which is going to be video number four. And we will start with Customers and Receivables and look at some of those Reports.

Video: Creating Reports -Part 2

Cindy: Hey, it's Cindy again. Welcome back to QuickBooks 2021. We're going through Module 11, and we're talking about Reports in this module. In the previous video, we started talking about how to run and create your own Reports. Let's go ahead and continue talking about those Reports here in part two.

Let's head back up to Reports and we're looking at Customers and Receivables Now. There are two Reports on this list that you will run all the time; Open Invoices, and Customer Balance Detail. Let's start with Open Invoices. This report shows you every customer that owes you money. Even if they owe you a penny it will be on this list. Some things to look out for. If you happen to see an Invoice. And then right below it a payment for the same amount, you want to go ahead and apply that payment to that Invoice. Because, that means QuickBooks thinks the Invoice is open and the payment is just some miscellaneous payment sitting out there.

Let's go look at the Customer Balance Detail Report, because that's going to show the entire history of the Customer. Here you're going to see if there was an Invoice payment, anytime you issued a Credit Memo. Again, anything that happened with that Customer. Back to Reports, Customers and Receivables. Notice there are some AR; Aging Reports. There's a Summary and a Detail. I'll click on the Summary. And what this does is shows you each customer, and it shows you if their invoices are current, maybe they're in the one to 30 days past due category, maybe 31 to 60 all the way across.

There are a few others here that you'll want to look at some point. There is an Accounts Receivable Graph you can look at if you want to see a transaction list by Customer. And then there's some Customer Phone Numbers, Item Price lists, things like that you can look at the bottom. Let's look at Sales. This has to do with things that you sell in your business. You can look at these by Customer, if you want to see all your sales by customer, you can, all your sales by Item, meaning everything that you sell. If you have sales reps in your organization, there's a couple Sales reps Reports. And then there's a Graph down here as well.

Jobs, Time and Mileage these are all your job costing Reports. There's a few of these we've already looked at, we looked at a Profit and Loss by job. But I do want to show you a couple of these starting with the Job Estimate versus Actual Detail. You can look at this per Customer. And you'll be able to see what you estimated the cost of each of your items to be, the Actual Cost as of whatever date you choose, the Dollar Difference, the Estimated Revenue, the Actual Revenue and the Dollar Difference. So that was very helpful when looking at the different items that you sell per customer.

Back to Reports, and then back to Jobs, Time, and Mileage. We looked at an Estimate versus Actual Detail. Notice that you can run a Profit and Loss by job which we've already talked about, you can look at any open Purchase Orders by job. Here's some Reports having to do with Time. Now we haven't talked about time yet. We'll do that in a later module. But time would be entered right down here. And there's also some Vehicle Mileage Reports and again, we'll talk about vehicles in a later module.

The next category is Vendors and Payables. The two Reports you'll run all the time here will be your Unpaid Bills detail, and your Vendor Balance detail. Unpaid bills are all of the bills you've entered that you haven't yet paid even if you owe a penny. The other one is your Vendor Balance detail, and that's going to show everything that happened with that Vendor. Each time you entered a bill, you actually made a payment all the way down the list. Let's go back to Reports. There are some other Vendor Reports that you want to be familiar with. Here are your 1099 Reports right here. Here are your Sales Tax Reports. And you can also run a Vendor Phone list or Vendor Contact list Report. Let's look at purchases. These are things that we buy in our business.

You can see Purchases by Vendor, you can look at Purchases by Item and then you have some Purchase Order Reports you can run right down here. If you're tracking inventory in your business, there's an Inventory Valuation Summary Report you can look at, an Inventory Stock status and a Physical Inventory Worksheet. Let me run this one real quick. You can run this Report frequently and take it in the back room where your items are in actually do a hand count. And if you do that, you can write the physical count right here, and then come back and compare it to what QuickBooks says. And then if you need to adjust your inventory, you can do that.

Here are your Payroll Reports, we'll be talking about Payroll in a later module. But here's all Reports related to Payroll. There's some Banking Reports. Some of the common ones, here are a Deposit Details, and there's a Missing Checks Report. Also, under accountant and taxes, there are a couple you want to be familiar with. One in particular is this Audit Trail. And I do want to run that for you. An Audit Trail will show you every transaction that was changed. If the transaction has been changed, you'll see who was logged in. And then you'll be able to see what the transaction used to look like what it looks like Now. This is a really good Report to look at when you want to see what changes have been made.

I'll go back to Reports. There were a few more here, there's some Budget Reports. If you want to run a Budget Overview, a Budget versus Actual you can do that. We'll be looking at budgets over in module 16. And then notice there's lists you can run there are different lists you can run; an Item Price list, a Payroll Item listing, you can do that. There's a Customer Phone Number, Vendor Phone Number, you can see the list here. So there are lots of Reports here that you'll want to just take your time and look through to see which ones work best for your business.

Well, that's a quick overview of how to create Reports in QuickBooks. Let's go ahead and look over in the next video, which is number five and we'll talk about how to collapse Rows and Columns in your Reports.

Video: Collapsing Columns Rows in Job or Class Report

Cindy: Hey there. Welcome back, it's Cindy again, we're working in QuickBooks 2021. We're working in Module 11 and we've been talking about Reports. Now that we've taken a quick look at the Reports that are available, I want to talk to you about collapsing Columns and Rows when you're working with Job or Class Reports. The reason you want to do this is because these two Reports can be really long left to right. Or sometimes if you have a lot of data up and down in a Report, you might want to collapse some Rows in that case. Let's flip over to QuickBooks. And I'll show you how this works.

I went ahead and pulled a Profit and Loss by Job Report because I wanted to show you how long this Report is left to right. This report is actually showing me each job. And when it finishes showing each job, then it also has a Column for the total for that customer. If I scroll to the right down at the bottom, you'll see this report goes on forever. I could go in and filter out particular Customer or Job that I wanted to look at, but let's look at collapsing these Columns. If I click this minus sign to the left of Tom Allen sunroom, you'll notice that Column is now hidden. And I'm only seeing in this case, the Column that shows the total for that Customer.

I can go through this and do this for as many customers as I want. Let's say Christie Abercrombie, she's got 1, 2, 3 Jobs here, and then the total for the Customer. If I go ahead and click this minus sign next to her Family Room, notice now I'm just seeing the total for the customer. The plus sign indicates that there are Columns that are hidden, I can click that and then show those hidden Columns. And that's a way to collapse the Columns If you're looking at this from left to right.

When you're looking at this report up and down, you'll notice that there are these down arrows next to each level here. Let's say that for the Income, instead of seeing all the different accounts that make up Construction Income, I just want to see Construction Income. I can actually click the arrow that points down. And notice I've hidden everything except the total for Construction Income. And I can get to the whole report and do that for as many Rows as I would like. Notice the arrow points to the right. That means I can click there to show again, those accounts that are part of Construction Income.

The arrows that you see here, you will see those on all of your reports no matter how many Columns you have left to right. And that way if you want to just show the high points, you can do that. And that's a quick way to go ahead and collapse your Columns or Rows or show your Columns or Rows in Job or Class Reports. Let's go ahead now and flip over to video number six. We're going to talk about how to customize these different Reports that you now know how to run.

Video: Customizing Reports

Cindy: Hey there, welcome back. It's Cindy again, we are working in QuickBooks 2021. This is Module 11 and we've been going through the different options with Reports. We're all the way down to video number six, where I want to show you how to take those reports that you know how to run and customize them.

Sometimes you might want to do simple things like change the Heading at the top, you might also want to do some things like add some Columns that aren't there, maybe there's some data that you want to rearrange. There's lots of different things you can do when you're customizing Reports. Let's head on over to QuickBooks, and I'll show you how it works.

I've gone ahead and pulled a Customer Balance Detail Report. If you remember, this report will show you each of your Customers and each Job you have for that customer, and the Transactions for each of those jobs. This report has a lot of different customization options. Depending on which report you happen to be working in, you might have some different ones than another report has. But you do have options for any report if you want to customize. Let's start with a couple of really basic things here.

The first thing is if you have a Column that you'd like to make a little bit wider, for example, place your mouse between the Column Headings. You want to make sure the Column that you're making wider to the left. You'll notice you see these black crosshairs like this, just go ahead and click and drag left or right when you get those, and you can widen the Column. Or if you have one you want to make smaller, you can go back towards the left and do the same thing. You might have noticed when I was pointing here, I got a white hand. That white hand will allow you to change the order of your Columns.

Just click on the Column you want to move, drag it left or right you'll see a red arrow. And when you let go, that's where that Column is going to be moved to. You can also go through and add Columns that are here or take away a Column you don't want to see. And you'll need to do those through the option that says customize report in the top left. Under this first tab, there's some options you can change. You can change your date range, but of course, you can do that right out here as well. But I want to show you this section here where it says Columns. The ones that have a check mark are already on.

If you're going down this list and you want to turn one on, you just click on it. If you want to turn one off, you just uncheck it. So I'll turn on Memo. And I'll go down and find Account. And I'm going to turn that one off. I'm going to click Ok just to show you what we've done. And now you'll see there's a Memo Column. And there's no Column for the account because we got rid of that one. I'm going to head back to Customize Report. You can also sort those reports in ascending or descending order, it's best to leave it in ascending order. Let's head over to the Filters tab.

What the Filters allow you to do is tell QuickBooks which criteria you'd like to see your report, and then it will hide everything else. Let's say that we only want to show one Customer when we

run this report. Maybe it is Robert Allard down here. All I have to do is go into this Filters and look for name. We'll just go down the list here. Here's name. And let's pick Robert Allard and click Ok. And you'll see now that's the only Customer and Job that we see on this report. I'm going back to Customize. I can add as many Filters to this as I like if you decide that you wanted Robert Allard, but now you want a different customer. Just come over here and click on name Robert Allard and remove the selected filter. And then go back and make sure you clicked on name again. And then you can choose a different one, maybe Chris Baker, for example, and click Ok. And now you'll see there's Chris Baker.

I'm gonna go back to Customize, let's go to the Header/Footer. What if I would like this report to say Chris Baker in place of Customer Balance detail? I'll be able to go down and change all of the options for the Header and the Footer under this tab. Let's say where it says Customer Balance detail, I want to say Chris Baker. And then let's say that I don't want it to say All Transactions, I'll just take that out. Notice the other options that automatically show here is date prepared and the time that's going to be these options here.

Also, if you have more than one page, it is going to put the header on all of the pages. As far as the Footer is concerned here. Every page will have a page number at the bottom. And if you want to have an extra footer line, you can type something you want to show up on every page in that area right there. It's also going to print the Footer on the first page as well. Some people don't like that, that think it's not very professional, but that's what it will do. And over here, this Alignment, it's just talking about the alignment for your Header. You probably want to leave it on standard. But here's what left looks like you can see it here. Right would put it on the right here. And then you have what they call centered. I'm going to go ahead and put it back on standard. And click Ok just to show you what we have so far.

Now you can see it says Rockcastle Construction, Chris Baker. One more thing I want to show you, I'm going to go back in here and click on Fonts and Numbers. Over here, where it says Change Font For, you can go into each one of these and change the font if you wanted to. The Row Labels are; Family Room over here, Garage Repair. The Report Data is the actual data inside the report here. You've got your Company Name, that's going to be up at the top. Report Title, that's where we have Chris Baker, and we don't have a subtitle and you could also change the date. And by the way, the Column Labels are where it says Type, Date, Number, Class all the way across.

Over here where it says Show Negative Numbers, if you have a payment, for example, you'll see that shows up as a negative number. You can have it show up a couple of different ways. It can be in parentheses, it could have a trailing minus meaning the minuses on the right and the left, and it can also show up in bright red. Let me go ahead and click Ok. And now you'll see I've got parentheses and bright red for any payment or credit that would show up. And that's a good way just kind of eyeball those things.

So you see, there's a lot of things you can do to make some changes to this report. Let's look at a few other things we can do with our reports. The next option up here is Comment on Report. When I clicked on that, you might have noticed that it opened a second copy of the report. You

can see over on the left, the original is here and we're working on the copy. When you're working in the copy here, you can see there are different bubbles here that you can actually click on. And then down at the bottom, it opens up a Comment Area. And you can type anything you want in that Comment Area. And make sure you save it over there right. And now you'll see there's a one that corresponds with comment number one.

If you want to hide the Comment Area, hit the arrows that point down. And when you want to see it, all you have to do is go down here and click the up arrows. And now you'll see that Comment Area. And you can do that for any of these. When you're finished creating all your Comments, go ahead and hit the Save option at the top here. And it will want you to name your saved Report. I'm just gonna leave it on Chris Baker and click Ok. And now it says that it has successfully saved my Commented Report. I'm going to click Ok. And I'm going to close this, I'm just going to click the X up here. And now you can see that I'm back on the original one. This is my Customer Balance Detail Report still.

When you want to open a Commented Report, you want to go to Reports, Commented reports. And you'll see all the ones you've commented on and saved listed here and you can double click and open them up. Now I'm going to close this again. You can also share this Template with members of the Intuit community. Remember that you have to have an account, it is free, but you do have to have an account in order to do that. We're going to talk about Memorizing in the next video, so we'll skip that. Let's look at Printing quickly.

You can actually print the report or save it as a PDF. You can email this report as an Excel file or as a PDF file. You can also send this over to Excel. And this is a great little feature because all you have to do is either create a new worksheet or update an existing one. I'm going to create a new worksheet. Now it's going to ask me to create a new worksheet in a new workbook or an existing workbook. Maybe I've already got one that I've saved and I want to update that one, replace an existing one or create a CSV file. I'll just create a new worksheet in a new workbook and export the data.

Now what's going to happen is you obviously have to have Microsoft Excel in order for this to work. Sometimes you have to point to the bottom of your screen and Excel will pop up like this and you click on it. And there's your report right there. You can do anything you want with this data, it does not affect QuickBooks. I'm going to go ahead and close that and I'm not going to save it for now. You can also hide the Header if you want or show the Header and there's also an option to Refresh the Report.

If you've made a change that affects the report, normally you just click inside the report to refresh it. But if you feel better hitting the Refresh button, that would work too. Those are some of the different customization options you have when you're working with Reports. Now that you've customized this report, you'll want to memorize it. If you close this report right now, you'll lose all of your settings. Let's go ahead and flip over to the last video which is number seven, and I'll show you how to Memorize Reports.

Video: Memorizing Reports

Cindy: Hey there, welcome back. It's Cindy again, we are still going through QuickBooks 2021. We're in Module 11 and we've been talking about Reports, we went through the previous section, and we customized a Report. And in order to keep those changes, we'll want to memorize it. Memorizing a Report is like saving your changes. Let's go ahead and flip over to QuickBooks, and we will go ahead and memorize that Report we were working on.

We've made a lot of changes to this Report. If we close this Report right now and open it back up, it's going to be back to the Default Customer Balance Detail Report, it will not save any of the changes. If you want to save your changes, you need to memorize this Report. The way you memorize it is you click on Memorize. It will ask you to give your Report a name, you can name this anything you want. If you'd like to save it in a Memorize Report group, you can do that, I would probably put it in my Customers group. And notice there's also an option to share this Report template with others. We're going to click Ok.

You won't see anywhere here that this has been memorized. Other than if you notice right up here. This is the name of the report now it's called Chris Baker. I'm going to close this and show you that when we go back to Reports and back to Customers and Receivables. If we open our Customer Balance Detail Report, again, it's back to the default settings. In order to open the memorize Report, we can either go into the Report Center, or we can go up to Reports, Memorized Reports. And if we put it in one of those groups, you'll see it in that group. And there's your Report for Chris Baker with all the changes that we made to it. Let's take this one step further.

Let's say that Chris Baker calls you on a regular basis. And you can see his number on the caller ID and you know he's going to ask you to run this Report, you can actually take any window, and you can make it an icon on your Icon bar. Let me show you how this works. You want to make sure that the window is actually open. This doesn't have to be report, it can be any window in QuickBooks. Once the window is open, you want to go up to View on your Menu. And then you'll see an option in this case it says Add Chris Baker to the Icon bar. If you were on a different window, it would say add the name of that window to the Icon bar. It's going to ask you to give it a label you can call this anything you want. And if you want to put a description there you can, no one sees that. The labels the actual words that go underneath your picture here.

You can also go down and choose a different picture if you like. And then click Ok. Now if you notice it put mine at the very end here. And that's fine if I want to leave it there. But if you want to move this, all you have to do is go back to View, go to Customize Icon bar. And you can actually grab the diamond to the left of Chris Baker and move this anywhere you'd like in this list. You might also go through this list and actually take out any that you'll never use. Let's say you're not going to use this doc for example. Select it and choose Delete. I'm going to click Ok. And now you'll see Chris Baker has been moved right here. Now let's see if this works.

I'm going to close the window. Chris Baker's calling me. I'm going to click this button that says Chris Baker, and there's his report ready to go. Now that you know how to run Quick Reports,

you know how to look at all the other Reports that are in QuickBooks, customize them, and you also know how to memorize when you've customized, that'll wrap up this module where we've been talking about Reports. Let's go ahead now and move over to Module 12 and we're going to talk about how Sales Tax works in QuickBooks.

SECTION 12 – Sales Tax

Video: Sales Tax - Part 1

Cindy: Hey there, welcome to QuickBooks 2021. My name is Cindy. We're getting ready to start now on Module 12. And in this module, we're talking about how Sales Tax works in QuickBooks.

If you collect Sales Tax from your customers for different products that you sell in your business, you'll need to actually make sure that you have all the tax rates set up correctly, so that when you go to pay those taxes, you're paying the appropriate amounts to the appropriate Vendors. You will have customers sometimes that are tax exempt, and also the items that you sell, sometimes those are tax exempt as well. I want to show you how to set all of this up in QuickBooks so that everything runs very smoothly when it's time to actually forward those taxes. Let's flip over to QuickBooks and we'll get started setting up Sales Tax.

Typically, if you have a store where you sell physical products, then you paid Sales Tax when you purchase those products. You do want to charge Sales Tax to your customers when they buy those products and then forward that Sales Tax money to the appropriate Vendor. The rule with Sales Tax is if you have a store and customers come to you, then you just charge the one rate that you would charge for your county.

If you deliver those items to multiple places around your state, you need to know what the different tax rates are in those different areas that you drop those items off in, because you'll need to collect that tax rate for all of those customers that are in that area. Typically, this is done by county. Usually there is a flat rate that the state collects from every county. But then each county also votes on different additional taxes for road improvements, or maybe education, things like that. That's why you'll have different tax rates in different counties when you go and purchase items.

Some states don't have a Sales Tax rate. I want to show you how to set up the Sales Tax rates correctly in QuickBooks so that everything is correct when you run a report, and you can use those numbers when you actually have to fill out your forms to pay your Sales Tax. You want to get with your local Sales Tax office, or better yet, go on the website for your state, and you will have all the rates right there. And it'll tell you exactly what to charge per zip code, per county and that sort of thing.

There are three things that we have to set up in QuickBooks to make this come out the right way. One, we have to set up our Sales Tax rates, we're going to set those up in the Items and Services here in a moment. The other thing we have to do is we have to tell QuickBooks, which of the items that you're physically selling, that you're going to charge Sales Tax on. Because sometimes you have services that you provide. Services are not subject to Sales Tax, but physical products are. You also want to check with your local Sales Tax office to make sure there's no exceptions to that in your area.

And the third thing you have to do is you have to tell QuickBooks if your customer is taxable or not. And if they are, which tax do they get charged. Sometimes you have customers that are nonprofit organizations, and they wouldn't pay Sales Tax. So let's get started. And let's talk about setting up our Sales Tax Items. You're going to set this up in the Items and Services area. I'm going to scroll to the bottom, they have some in the sample file already set up. I just want you to look at these. But you'll see there are several Sales Tax Items and then there's the Sales Tax Group. And here's why.

Remember, I said that there's typically a flat rate that the state charges, that's one Sales Tax Item, then you're going to have different ones for different counties or different areas. And each one of those would be a separate Sales Tax Item. You could have four or five or six of those, but you're only charging the customer a flat rate that includes those different Sales Tax Items. If that's the case, then you need to actually create all the Sales Tax Items and then group them together, so you can charge the customer the one Sales Tax Group rate. Let me show you how this works.

I'm going to go ahead and set up a Sales Tax Item for the state. All you're going to do is right click anywhere in your screen, and you're going to choose New. The first thing you want to do is tell QuickBooks what type of item this is that you're creating. We want a Sales Tax Item. If you don't have either the of these Sales Tax options here. That's because you told QuickBooks when you set up the Company File that you don't charge Sales Tax. All you'd have to do is go to the Preferences and turn this on. Just to remind you where this is go back to Edit Preferences down here at the bottom. Here's Sales Tax, click on Company Preferences. And here it says do you charge Sales Tax, you want to say yes, and then click Ok.

Let's go ahead and set up our first Sales Tax Item. And this one, we're just going to call State Tax. When you're naming these don't worry too much about what you named this tax because you're never actually going to pull this exact tax on to an invoice for a customer. Let's say your state tax is 7%. And the tax agency is the vendor that you pay this money to when you actually pay your tax. Now I'm in South Carolina. So ours is the South Carolina Department of Revenue. And that will be your Vendor Name, you'll just click Ok when you're done. It will tell me that the Department of Revenue is not in my Vendor List, I will quick add it in this case. And that way, I don't have to add it again. Now you'll see I have the state tax and it is 7%.

Now we also have some local option taxes that we charge. I'm going to right click and choose New. This will be a Sales Tax Item as well. And I'm just going to call it County Number 1, but you would actually name it the name of the county or the area that you're charging the tax for. The description will pull down Sales Tax, I'm going to say that it's 1%. And everything in my state goes to the same agency. But that's not true for every state. So that's why I want you to either go on the State's website, or check with your state's Department of Revenue. I'm going to click Ok. And now you'll see County Number 1 is set up, and it's 1%.

Now let's say that I want to rename that, let's say I want to rename that, and I want to call it Local Option. Sometimes I'll just say LO, you can call these anything you want. But let's say that's my local option for number one here, and it's 1%, South Carolina Department of Revenue. And I'll click Ok. There we go. So now I have Local Option one and the state tax. Now let's say

this is an educational tax, I'm going to right click and choose New. And I'm going to say it's a Sales Tax Item, I'm going to call it Education. It will bring down the description Sales Tax, let's say it's 1%. And it's for the Department of Revenue again, and I'll click Ok.

Now, let's say there's one more I'm going to right click and choose New. And let's say there was a second Local Option tax. And you want to keep track of this because each time we vote, we vote on the different taxes. And let's say this one's a half a percent. And let's click Ok. So I've got a couple in there now and you can see how this works. Now I want to show you if I go to an Invoice, there is one place where you can add a Sales Tax rate, right down here. Now if you notice, I can only pick one of these. But I really need to have a group that includes all of the ones that I've added so it charges my customer a flat rate.

What I'm going to do is back on the Items list, I'm now going to create a Sales Tax Group, we're going to right click choose New. This time, I'm going to choose the Sales Tax Group from the list. And I can name the group anything I want. I'm just going to say County Number 1. Now I'm going to come down here where it says tax item and I'm going to choose all the taxes that belong in this group. I'll start with Sales Tax. Then I'll choose Local Option one, I'll do Local Option two. And then I'll finish up with the Education tax. And let's say that's nine and a half percent and that is what I would charge my customer in this case, I'm going to click Ok. And now they're all set up.

When I go to my invoices, now I'll be able to from this drop down list pick County Number 1, notice is going to charge my customer nine and a half percent. But when I run reports to forward the money to my vendor, the reports will be broken out based on how much I charge for each of those taxes. And that's why you want to do that instead of setting up one rate at nine and a half percent. Now, I told you there were a couple of things that you have to tell QuickBooks. The second thing is you're going to have to tell QuickBooks for all of these items, if they're subject to Sales Tax.

Typically, if it's a service you provide, you're not going to charge Sales Tax, but a physical product you will. Let's say this Doorframe right here, if I double click on it, here's where I would tell QuickBooks over here that I do charge tax on this item. And if it's a service, let's just say labor. You're gonna see right here tax code is None. And again, that's where that would show up. You want to make sure that all of your items are correctly set up as to whether you charge Sales Tax on the item or not. Let's go ahead and stop the video right here. I'm going to have you go over to part two, and we'll continue this.

Video: Sales Tax - Part 2

Cindy: Hey there, welcome back to QuickBooks 2021. My name is Cindy. We're actually working in module 12 now, we're talking about Sales Tax. We've already talked about how to set up your different taxes. Now let's go ahead and take up where we left off, this is part two of Sales Tax in QuickBooks.

In part one, we talked about the fact there are three things that you need to set up in QuickBooks, if you're going to charge Sales Tax. The first thing is, in your Items and Services list, you want to go ahead and set up all of your Sales Tax Items, and then a Sales Tax Group that includes the items you want in that group. The second thing we talked about was the fact that all of the items in your list need to be set to either charge Sales Tax or not.

When you're looking at a physical product, you do want to charge Sales Tax. Right here's where you pick the tax code. When you're looking at a service, you do not charge Sales Tax. And here's where you would choose that option right here. The third part that comes into play is you have to tell QuickBooks which customers are taxable or not, and then which tax would they get charged if they're taxable. I'm going to head over to the Customer Center and show you where that option is. I'll just use Tom Allen as our example.

I just double clicked on Tom. And in the setup, you're going to see there's a tab that says Sales Tax Settings, and this is where you choose if that customer is taxable or not. If they are taxable, then you choose which tax item you want QuickBooks to charge when that customer is invoiced. This is where the Sales Tax Groups come into play. If I choose this one for example, if you remember when we set up the group we included several of these Sales Tax Items in that group.

Sometimes you might have a customer that comes to your store to buy products to sell in their store. They may have applied to the state for Sales Tax exemption certificate. If they've done that, then they can be non-taxable and you can track their resale number here in case you get audited. I'm going to go ahead and leave this one as taxable and the tax item is County Number 1, and then I'm going to click Ok. And let's do one more, we're gonna do Kristy Abercrombie. We're going to the Sales Tax Settings tab, we're going to say Kristy is non-taxable. And it wouldn't really matter which one of these you choose because it's not going to charge her Sales Tax.

I'm going to go ahead and click Ok. And then we're going to create a couple of invoices just to show you how this works. I'm going to head to the Home screen and let's set up an Invoice for Tom Allen. We're going to go ahead and choose Tom Allen Sunroom from the list. I'm going to bypass that and just go ahead and just put in a few things here. We'll do one that is a service item. You'll notice as soon as I pulled in blueprints, I'll go ahead and say there's one of these and we'll charge 500.

But notice in this last column, this is where you choose the taxable or non-taxable. If you've set it up in the customer setup, it chooses it automatically for you. You can see that's non-taxable. If I get down here we can actually charge her for a screen door which is a physical product. And

we'll say two of those, we'll say 150 each, and you'll see that that item is taxable. You'll notice also at the bottom, it pulled in the nine and a half percent automatically.

Just one thing to know is when you change the Sales Tax on an existing customer, it does not go to the previous invoices and change that, just be aware of that as you go along. I'm going to hit save a new. Let's go ahead and choose Kristy Abercrombie will use her kitchen as an example. And again, I'll just plug in a few items here. Let's say for Kristy that we're going to charge her for an exterior wood door. And I'll go ahead and say she's getting two of these and they're pretty nice. So they're \$1,000 apiece. You'll notice in this case it pulled in non-taxable and that's because even though this is a taxable item, Kristy is a non-taxable customer. You can see that it says her tax rate is this but notice there is no tax being charged. I'll go ahead and Save and Close. And now we've invoiced all of our customers for the month.

Typically Sales Tax is due by the 20th of the following month. I want to show you where your Sales Tax sits before you actually forward that Liability. If I'm in the Chart of Accounts looking at this, you're going to notice there is an account called Sales Tax Payable. And in this case, it is a Liability. And you're going to see it right down here at the bottom. Let me scroll down so you guys can see it. And it's Other Current Liability, like I mentioned. And the balance here is reflective of any invoices that you've created where you did charge Sales Tax, and you've not forwarded that text yet to the appropriate entity.

When you actually pay your Sales Tax, you want the money to come out of this account right here. So let's go through the process for deciding how much to pay and paying your Sales Tax. I'm going to go back to Home for a moment. If you've set up Sales Tax, you're going to have this icon here on your Home screen that says Manage Sales Tax. And I'm just going to click on that. The most important report you want to run related to Sales Tax is right here. It's called a Sales Tax Liability Report. I'm going to click on that. And what you want to do is always choose the period, in this case, the month in which you're actually paying the tax for. So now you can see that in this section right here, it says Department of Revenue. And there's the taxes we collected right there. And I'll just ignore this top one, and this one below that was in here for the practice exercise. So typically, you'll just look at this area here.

Now here's what this is telling you. The first column is the total of your sales. This is the taxable sales over here and the non-taxable in this column. It is important to know that because when you go to pay the taxes, you have to do it online now in most states. You'll just go to the Department of revenue's website and pay your Sales Tax. It will ask you how much of your total sales were taxable, how much were non-taxable. Also, here you have a column that says Tax Collected. That's how much you actually collected in Sales Tax for that month. This is how much you've collected as well.

Now, this is the first time we've used these taxes. So the total is the same for both. But what you're going to find as you move forward is that these numbers will not match. You always want to use the tax collected as your number that you're going to pay. The reason these won't match is because when you pay your tax on time, you'll get a small discount. That means that that

remaining balance will accumulate in this column until you decide to go ahead and journal it out. So you want to look at the Tax Collected Column.

Now, once you've gone to the website, and you've put in all the information, it should tell you that this is the amount you owe. And if you've paid it on time, you might owe a little bit less because you're going to get that discount. If it tells you you owe a lot more than this, then you did something wrong. Now when you go to actually pay the Sales Tax, here's what I want you to do. I want you to be in this window. Remember, we got here from the Home screen, Manage Sales Tax. When you're ready to pay your Sales Tax, you're going to click here on pay Sales Tax. You want to pick the account that you're paying the tax from, and then pick the date.

Typically the tax is due by the 20th of the following month. So if you're paying for December, you probably want to do it sometime before January the 20th. And I'm going to show the Sales Tax through December 31. And you have to click down in this area to get it to pop up sometimes. And if you're not writing a Check, take out the Check Number there. This is each one of your Sales Tax Items, you're just going to go down the list and check off the ones you're going to pay. When you're finished, you'll just click Ok, and then this will be in the Register. I'm going to click Ok and we'll go look at it. Remember the date is January the seventh of 2026 in this case, and now your Sales Tax is paid.

Let's look at a couple of things. We're going to look at the Chart of Accounts again. I want you to see that this amount has gone down. And then one more thing we're going to look at, we're going to look in the Register. I'll just scroll up and double click from here. I'll look in Checking. And you'll see on the 26 your Sales Tax payment right here. And you can see it says Split because this was split up amongst multiple accounts. You can see several different ones right there. And that's how you go through and actually pay your Sales Tax. Now that you know how Sales Tax works in QuickBooks, let's head over to Module 13 and we're going to talk all about payroll.

SECTION 13 – Payroll

Video: Overview of the QuickBooks Payroll Service

Cindy: Hey there. Welcome back to QuickBooks 2021. My name is Cindy. We're starting now on Module 13. And this is the module where we're going to go through everything related to Payroll.

Here in the first video, I want to give you a quick overview of how the whole QuickBooks Payroll Service works. Payroll is not free in QuickBooks, you do have to sign up with one of these subscription services that are available. I want to take you into QuickBooks first and give you a quick overview of where to set up Payroll. And then we're going to go to the Intuit website, and we're going to compare some of the different Payroll subscriptions. Let's start right now by heading over to QuickBooks. If you've never signed up with a Payroll subscription, you'll probably only see a couple of these icons. You'll see the Enter Time in the Payroll Center.

I want to go over to the Intuit website so that you can compare the different QuickBooks subscriptions that are offered and decide which one works best for your business. Let's head on over to the web. If you just do a Google search for QuickBooks Payroll, you'll come up with several different pages on their website. But this is a really good one to look at. Because you can compare the three popular plans right here. This one's [QuickBooks.intuit.com/Payroll/pricing](https://www.quickbooks.intuit.com/Payroll/pricing). Here's the Core, the Premium and the Elite. Right now when you look at these, you'll see the pricing is half price, because they have a 50% off QuickBooks for three months sale right now. You can also try any of these free for 30 days. You just slide this slider to the right, and it will show you the pricing there once the 30 days is actually up.

Now when you're looking at this pricing, it's not 20 to 50 per month, it's an additional \$4 on top of that per employee per month. Notice this one is an extra \$8, and this one is an extra \$10. The price will go up after the three months is over. If you want to look at what each has to offer, you can just scroll down and you'll see right down here some of the different features. Let's start with the Core, which is pretty much the basic Payroll.

If you're a newer business, or you don't have a lot of employees, this might be the one that you want to go with to start, you can always upgrade. This one has your basic full service Payroll. And it has auto Payroll health benefits, you can see that 10.99 you can e file and pay. And then they have next day direct deposit. The way this one will work is you will actually set up the Employees on your QuickBooks Company File. And what will happen is you will go through manually and you will tell QuickBooks, you're ready to run Payroll. You will put in the hours the employee worked or if they're salaried, you can put that in, and QuickBooks will actually spit out all the deductions for you and they will be correct.

However, there are some things that the Core does not have that the next one up called Premium does. In addition to the same options, you'll have same day direct deposit instead of next day direct deposit. You'll have Workers Comp administration, there's HR support, there's also an

expert available help you set everything up. Over here, it's up to you to set it up correctly. There's also an option if your business tracks time that you can track that while you're on the go.

Now when we look at this third one, which is the Elite, if you have a lot of employees, or you want QuickBooks to pretty much do everything for you, then this is the plan you want to go with here. You'll see in addition to these options, they also have a personal HR advisor to help you out there's tax penalty protection, and it will track your time and projects on the go as well as having a 24 our expert product support person available to help you. If you go down, you'll see all of the plans have these features right here. And if you decide you want to go ahead and sign up with them, you can come down here and click where it says desktop Payroll options and call that phone number and someone can help you out if you're still not sure which plan would work best for you.

Now that you have a quick overview of how the QuickBooks Payroll Service works, let's go ahead and head over to section two and we're going to go ahead and get started with some Payroll setup.

Video: Payroll Setup

Cindy: Hey there, welcome to QuickBooks 2021. My name is Cindy. We're working in Module 13 and we're talking about how Payroll works in QuickBooks. We've already gotten a quick overview of the different Payroll subscriptions that are available. And at this point, you've signed up with one of those, and you're ready to get started setting up your Payroll. That's what we're getting ready to do now. Let's head over to QuickBooks and we'll get you all set up.

Once you've signed up with a Payroll subscriptions, you'll want to come in and start turning some options on related to Payroll. When you first set up your Company File, if you've told QuickBooks in the Easy Step Interview, that you do not do Payroll, the only icons you'll actually see down here will be Enter Time. And when this says the Payroll center, you won't see any of these. Let's go ahead and go up to the Preferences, we're going to go to Edit Preferences. If you told it in the Easy Step Interview, you do not do Payroll, then you can come here where it says Payroll and Employees and you can actually go to the Company Preferences Tab and start turning some of these options on.

You would turn on Full Payroll. And if you want to do it manually, you can. Keep in mind that if you do this manually, QuickBooks will not give you the correct tax table deductions, it is not suggested at all that you do this manually. However, if you want to, you can, by checking this option right here. I'm going to close that. You do have some options over to the right for Pay Stub and Voucher Printing. That's after you do your Payroll, you've got some Workers Comp options and some Sick and Vacation options. You also have some options you might want to look at down here.

If you're working with the Class feature, you can choose to apply a Class for an employee's entire paycheck. Or you can apply a Class based on their earnings item. And what that means is, if they did framing, for example, it might be assigned to one class, whereas if they actually did some service work, it might be assigned to a different class. You can display your employees by first name or last name, and you'll see some other options down here as well. But you want to get through here and set all this up. And based on what you set up here, it's going to start creating some of these icons so that you can go through the Payroll process.

Now that you've got all of your icons set up to run Payroll. Let's go ahead and look over in video three, we're going to start setting up some Payroll Items.

Video: Payroll Items

Cindy: Hey there, welcome to QuickBooks 2021. My name is Cindy. We're working through Module 13 and we've been talking about setting up Payroll. You've already gotten signed up with one of the Payroll subscriptions. We went in and we turned out some icons on your Home screen so that you can actually run through the Payroll process. And now we're gonna talk about setting up Payroll Items.

Payroll Items are things that you add to or deduct from an employee's paycheck. You would actually set up things like child support, you might set up things like a Cell Phone Reimbursement, you might have uniforms you deduct, those are all considered Payroll Items. QuickBooks will have some of these set up for you automatically, like the taxes that are withheld. But a lot of these you'll have to add on your own. Let's go ahead and flip over to QuickBooks and start setting up some Payroll Items. You'll want to set up your Payroll Items before you set up your Employees. Because when you go to set up your Employees, you can actually take those items and put them into the Employee setup.

There's nowhere on the Home screen to set up Payroll Items, you have to go through the Menu. I'm going to click on Employees and go down to Manage Payroll Items. Here you can create a new Payroll Item, which we're going to do in a moment. But we're going to look at the existing list and create a new one from there. Here is a list of all the existing Payroll Items. A lot of these are things that you would think you would see on a paycheck, you can see your sick time vacation bonus, mileage, but you will be adding some. You'll have to add Health Insurance, Dental Insurance, if you have uniform deductions, if you give your employees a Cell Phone Reimbursement, those are all different types of Payroll Items you'd need to add.

Let's get through an add one, we'll add Dental Insurance, I'm just going to right click anywhere and choose New. You do have the ability to go through an Easy setup or a Custom, I suggest you use the Custom setup because it goes through and ask you a few more questions and actually sets things up the correct way. Let's go ahead and click Next. And the first thing QuickBooks wants to know is what type of Payroll Item is this? It could be a wage, an addition to their check, a deduction which this will be. But notice, it could also be a company contribution, like a 401k, a federal tax, estate tax or some other local tax. I'm going to click Next. And then you want to enter the name of the deduction.

I'm just going to say Dental Insurance. You also have an option to track your expenses by job, you wouldn't want to do that in this case, though. Let's go ahead and click Next. And the next thing it wants to know is enter the name of the agency to which the liability is paid. What that means is when you actually put Dental Insurance on a paycheck and you pay your employee, you're actually withholding that money. And you're going to have to forward it to Blue Cross, let's just say. And this is what QuickBooks wants to know is who is the vendor, basically, I'm just going to put in Blue Cross. And we'll quick add that.

If you have a number that identifies you to that agency, you can plug it in here. And then the most important part is you want to pick the correct liability account. In the Chart of Accounts,

you need an account to track the Dental Insurance. You can see that the way they have this set up, which is a great way to do it is Payroll Liabilities is a main account, and then you have sub accounts underneath. Let's go ahead and set up one for the Dental Insurance. We're going to put a colon at the end of Payroll Liabilities. And then we're going to pop in a new one, Employee Dental Insurance Payable. I'm going to have to set that up because it's never been set up. And all I need to do here is go ahead and Save and Close. And now that is in the list. You can see here's the Health Insurance, and we also have the dental.

Now I can always go back in and edit this later and put in the correct number if I want to use General Ledger numbers. I'm going to click Next. Tax tracking. Tax tracking helps you determine how the Payroll Item appears on tax forms. This doesn't really appear on tax forms. So this doesn't apply. We'll leave it on None here and click Next. If there are any taxes that would be affected by this Payroll Item, you can check those off here but none of these are so we'll click Next. And then you can calculate this based on the Quantity, the Hours or Neither. This would be a neither, I'll click Next. Here you select whether you're going to calculate this on gross versus net. I'm going to say net and then click Next.

If you have a default rate, you can enter this here. What that means is if you charged every single employee \$25 a paycheck, then you could plug that in. But chances are this will be different for each employee. So we'll leave it on zero and we'll click Finish. It will ask if you want to set up a scheduled payment for this Payroll Item, we're going to talk about Scheduled Payments a little bit later, I'll just click Ok. And now you'll see there's the Dental Insurance. If I need to edit this, I can right click and choose Edit. And you can go back through and set up anything that you missed the first time. I'm going to hit Cancel and that is now set up.

Now want to show you in your Chart of Accounts, the Payroll Liability section which is right here. This is where each time when you have any of these deducted from an employee's paycheck, that money will sit in the account. And then when you pay that and forward your Liabilities, you want to make sure you choose this account so the money comes out. That's how you're going to set up your Payroll Item list.

You'll have quite a few to set up initially. You want to make sure you know how to go through and answer each of those questions correctly. Now that you know how to set up Payroll Items, let's go ahead and move over to video number four and we'll talk about how to set up the Employees.

Video: Setting Up Employees

Cindy: Hey there, welcome back to QuickBooks 2021. My name is Cindy. We're actually walking through Module 13, where we've been talking about how to set up Payroll in QuickBooks. We've already talked about how to set up Payroll Items, now let's look at how to set up the actual Employees. You have to set up the Payroll Items first, so that when you are setting up the Employees, you can tell QuickBooks which Payroll Items applied to this employee. Let's go ahead and flip over to QuickBooks so that you can see how this works.

Let's go to the Employee Center. We're going to get to that by clicking here on Employees. And in the Employee Center, we're going to see any employees that we currently have set up. This Employee Center looks very similar to the Vendor Center or the Customer Center, you'll notice the Employees are listed in alphabetical order. We're currently looking at Active Employees, but we could look at All the Employees or the Released Employees as well. If you clicked on an Employee, you can see the information about the employee in this area. This would be their address their phone number, you can also run some reports based on this employee over here.

You're going to see the transactions for the Employee down here, most of these will be paychecks, you'll be able to look at all the to-dos related to this employee. Any notes you might have entered in if you sent them an email through QuickBooks, you'll be able to do that as well. Some of these Employees are Salaried Employees, and some of these are Hourly Employees. Let's take a look at Dan Miller, He is a salaried employee. I'm just going to double click. And that's the same thing as edit. When you're setting up an employee, you're going to want to put in their personal information. You'll want to put in things like their first and last name. How do they want their name printed on their checks if you're actually printing checks? #

You'll put in their social, there's a place for the gender, the date of birth, you've got the marital status? Are they a US citizen yes or no? And their authenticity. And you can see there several choices here. Over on the right, if the employee is disabled, you can choose yes or no from the drop down and put in a description of their disability. If you have an I9 form for this employee, you want to specify if you do have one, and if you do if it's on file, and their work authorization, when would it expire. And then if they happen to be in the military, a US veteran, you can choose yes or no and then their status right here.

The next tab on the left is Address and Contact. And this is where you put in their home address, city, state zip and any contact information they may have can go in these fields right here. There's a place at the bottom to put in the emergency contact info. The next tab over is Additional Info. If you have Employee IDs for your employees, then you can actually put in this employee's account number or Employee ID. And then there's these custom fields we've seen several times where we can track this the employee's birthday, the date of the last raise and their spouses name.

If you want to add another field, click on Define Fields, Type it in the next line and check off whether that field should be available for Customers, Vendors and or Employees. And then click Ok. Now let's look at the Payroll Info. Here's where it gets a little different from what you've

seen before. The first thing QuickBooks wants to know is, is this employee on a Payroll Schedule? Here's what a Payroll Schedule is. If you have a small company, you're probably not going to use the Payroll Schedule feature. But a really large company you might. If you have a group of employees that are paid weekly, and another group is paid biweekly, for example, those could be your two Payroll Schedules. And QuickBooks would know when you choose the weekly schedule who would get paid.

We'll see more about Payroll Schedules as we go along in this module. If you're using the Class feature, you can choose the correct Class here. And then let's look at this earnings area. Dan Miller is a salaried employee. This list here comes from the Payroll Items that we saw in the previous video. Because he's salaried, we're going to put in his annual rate. If he was an hourly employee, that would be regular pay. And then what you would do is put over here his hourly rate. If sometimes he had overtime, that could be the next line.

Over here, these are any Additions, Deductions and Company Contributions. If you deduct Child Support, if you deduct Dental Insurance, if you give them a Cell Phone Reimbursement, all of those things, go in this list right here. Dental Insurance, it could be that that is \$50 a payday. And you can just add as many of those as you want. Now, let's go up here and talk about the Direct Deposit, Taxes and Sick Vacation. Direct Deposit, you wouldn't need to set that up with your bank. If you click there, it will walk you through the process. Let's talk about taxes. Here's where for federal you set up whether the employee is a Form W4 for 2019 and prior or 20 and later.

What is their filing status? How many allowances does the employee claim? And does the employee want any extra money withheld from his paycheck? This employee is subject to Medicare, Social Security, Advanced Earned Income Credit and Federal Unemployment Tax, which is company paid. On the state tab, you have a lot of the same options, which state that the employee you work in, and which state is subject to the withholding. This SUI is a State Unemployment Insurance, which is company paid and SDI is a State Disability Insurance.

How many allowances is the employee claiming? What is the filing status for the state? And is there any extra withholding he wants withheld from his paycheck? The last tab that says Other would be any miscellaneous type taxes that you might want to keep. You can see that in California, they have this employee training tax, I'm going to go ahead and click Ok. And that's the Taxes option. So let's talk about Sick and Vacation.

The top part is for Sick, and this part here is for Vacation and the questions are the exact same for each. How many hours were available as of this date? How many hours were used? What is the accrual period? Does it accrue from the beginning of the year every paycheck or every hour on the paycheck? How many hours are accrued at the beginning of the year? Is there a maximum they can accrue? And do you want to reset those hours each year? And is there a maximum they can carry over?

When does your year begin? And when do you want to begin accruing sick time or in this case vacation time at the bottom. Based on this setup, what will happen is if an employee takes a sick day for example, you will actually come over here and you will pick sick hourly on their

paycheck now right here. And you'll put eight hours and it will deduct it from that amount that you had set up right here. I'm gonna click Ok there.

And the next tab over is Employment Info, you can put in all kinds of information about the employees hire date, their original hire date, when they're released, their employment status information goes here. And if you have any details about the job, you can plug that in here. The last tab is the Workers Comp where you can assign a Workers Comp code. I'm going to click Ok. And when you're ready to actually put in a New Employee, you're going to click right here and just fill in that same screen we just went through. And that's how you're going to set up your Actual Employees in QuickBooks.

Now that you have your Payroll Items set up and you have your Employees set up, you can actually start running Payroll. Let's go to video number five of this module and we'll talk about Paying Employees.

Video: Paying Employees

Cindy: Hey there, welcome back. It's Cindy again. We are in Module 13 and we're talking about Payroll. Now that we have everything set up, we've learned how to set up our Payroll Items, we've set up some Employees, we can actually go ahead and run Payroll. Let's go ahead and talk about Paying Employees in QuickBooks.

When you get ready to run Payroll, just click on Pay Employees. Here at the top of your screen, you're going to see any Payroll Schedules that you had already created. And you can see if they happen to be overdue, will tell you or if one's coming up, you'll see that here as well. Remember that a Payroll Schedule means that you have a group of employees that are paid different from another group of employees. One group might be paid weekly, and another group may be paid biweekly.

If you want to create a Payroll Schedule, you can click here and choose New. When you're setting up a Payroll Schedule, you can give your schedule a name. Then you tell QuickBooks how often the employees that are on the schedule will get paid. When is the pay period end date, and what dates should appear on the paychecks for this pay period? And then it will carry forward every two weeks or every week depending on which schedule you chose. Then you just click Ok. And yours will appear in this list when it's time to actually create that Scheduled Payroll.

When you're ready to create Payroll, you can start an Unscheduled meaning it has nothing to do with these schedules here, or start a Scheduled Payroll. If you start a Scheduled Payroll, it knows which employees are already in that group, and it will pay just those employees. At the bottom, you're going to see any Recent Payrolls. If you wanted to double click and look at any of these you could. There's also a lot of help regarding Payroll at the bottom. You've got a ton of quick guides over here, there's some other activities, you get some reports. And if you want to order some supplies, or some posters related to labor law, things like that, you could do that. But let's go ahead and start an Unscheduled Payroll.

The first thing you see at the top of your screen is you need to put in your pay period, ending date and the date that you're actually going to create these checks or make this Payroll. This is the bank account, the checks will come out of and here's the bank balance. If you're going to be printing checks, you can print paychecks on check stock, or you can handwrite and assign numbers. If you do that, then you'll want to plug in the first check number. At the bottom, it lists all of your employees, you're going to check off the employees that you're going to pay this time.

Let's say I'm going to pay Elizabeth, and I'm going to pay Greg. What you're seeing over here is their regular pay, which is 80 hours. And if the last time they were paid, there were some Overtime, Sick time, Vacation, it would pull that in and you could edit that information. If you want to look at Elizabeth's paycheck, notice that these names are blue because they are actual links. This is Elizabeth's paycheck. Last time she was paid, she was paid 80 hours. If she only worked 72 hours this time, you'll want to go ahead and plug that in. And maybe one of those was

a sick day she took for eight hours. It could be that she worked 80 hours of regular time and then worked four hours of overtime.

However this works out you want to type in the hours for those different item names. If you want to apply any of this to a specific customer or job, then you can choose that over here from the drop down list. You'll see over to the right it tells you how much sick time is available, how much vacation is available and how much she's accrued. Here where it says Other Payroll Items, this is where you would see the Dental Insurance, the Child Support, if she had a Reimbursement for cellphone, those things would be listed right here. This is how much the company is paying. These are all the items and the amount the company's paying for each. And then here is the Employee Section.

You can see here how much she makes her regular pay, her overtime, her sick time, you can see any federal withholding. All the hope withholdings will be down at the bottom here. And then you'll see the net of her check down the very bottom. You just Save and Close when you're done and now that would be updated. And you would do the same thing with Greg. When you're finished, go ahead and click on continue at the bottom. And now you'll see those two employees again, and you'll see information from their check across. You'll see their gross, the taxes, any deductions, the net pay, the employer taxes all the way across. And if you decide all that's good, you just hit Create Paychecks at the bottom. And now those checks have been actually created and they're in your Checkbook Register.

Here, you can choose to print those checks, or you can print pay stubs, I'll show you what a pay stub looks like. These are all of my employees. I'm just going to look at Elizabeth. And I'm going to preview over on the right. And this is what a pay stub looks like. It just prints on a regular piece of paper and it has all that same information from her check. Once you're done, you want to go ahead and close at the bottom, and then close this window. And you're actually done until the next time. And that's how you're actually going to pay your employees in QuickBooks.

We have one more video in this module and that's video number six paying Payroll Taxes. Let's head on over to video number six and we will talk more about how to pay those Payroll Taxes.

Video: Paying Payroll Liabilities

Cindy: Hey there, welcome back. It's Cindy again. We are in Module 13 and we're working through Payroll. We're all the way down to video number six now, we've done everything including making Payroll. Now what we have to do is take all of the money we deducted for the Taxes and for the Liabilities and forward them to wherever they need to go. Let's go ahead and flip over to QuickBooks, and I'll show you how to pay your Payroll Liabilities.

When you're ready to pay your Liabilities, just follow the flowchart. After Pay Employees is Pay Liabilities. Let me just point out before we get started that you're now under this Payroll tab. when we looked at Employees, we were under this tab. There is a Transactions tab which shows you some of the transactions and now we're on the Payroll tab. This top part now shows you all of your Liabilities. You're going to see the date the liability is due, you're going to see the status, the type of payment, the period is for and the amount that's due. Let's look at Health Insurance as an example.

You can see that it's due on January the 20th. The status is five weeks. Over here, it says it's for quarter four of 2025. And then it has the total of 162.50. If you want to see all of the individual paychecks where Health Insurance was deducted, so that you can look at these numbers, you can look at it right here and see the total. And then you can click Ok when you're finished. If you want to pay that liability, just put a checkmark over in the first column, and then come down and click on View and Pay. Here's your check ready to go. You just need to look it over and change anything that would need to be changed.

For example, let's say I'm going to mail this to Blue Cross, I'll need to go ahead and put in the Vendor name there. If you're not going to pay the full amount, just type in the amount you are going to pay. When you're finished, Save and Close. And that is now paid until the next time. This is just what they call a Payroll Liability Summary, if you just want to look at it. Notice this is a link. So if you want to click where it says Health Insurance, you could go back and look at that check. When you're finished, go ahead and say Print Checks at the bottom if you intend to print them. If not, you can just go ahead and hit Close, and that is done now until the next time. You'll see Health Insurance is no longer on the list here.

At the bottom of this screen, you're going to see the payment history for all of these Liabilities. And don't forget that you've got some of your reports at the bottom if you want to look at some Payroll Liability balances, some other reports or go to the Report Center and just look at all the reports, you can do that. And that's how you're going to actually forward and pay your Payroll Liabilities. Now that we've finished with Module 13, which is Payroll, let's go ahead and look over at Module 14 and we're going to talk about a feature QuickBooks has called the Lead Center that will allow you to track your leads and turn them into customers when they actually become a real customer.

SECTION 14 – Working with Leads

Video: Working with Leads

Cindy: Hey there. Welcome back to QuickBooks 2021. My name is Cindy. We're working in module 14 now and I want to talk to you a little bit about the Lead Center. There will be contacts that you want to track that aren't customers of your business yet. They may be in the future, but you want to place to actually track those potential leads. We can actually track those in the Lead Center. And when they do become a customer, we can actually convert them to the Customer List very easily. Let's flip over to QuickBooks, and I'll show you how to work with the Lead Center.

If you have a potential customer or a potential person that might become a customer, you can track them through the Lead Center. To access the Lead Center, you need to go through the Menu and click on Customers, and then you'll see Lead Center. The Lead Center is set up very much like the Customer Center and the Vendor Center. If you want to add a new Lead, you're gonna click right here on New Lead, and then enter the information. The first thing I want to do is enter the name of this potential New Lead, I'm going to say at Sam Jones. And then I can put in the status is it hot, warm or cold. And I can fill out information for Sam's company and the contacts. Let's start with the company.

If you have a company name, you can fill that in. And if there's a main phone number, you can fill that in here. There's also fields for the website, the main email or additional email. And if you want to change the label for these fields, just choose any of these from the list. The next thing you want to do is pick a Location. You can choose a main address, and then you can put in the actual location. You might say this is the main branch, and then you'll want to plug in an address. If you want to add a second location, just click on Add Another Location. And this one can be his home. You can plug in that address and then click Ok when you're done. As far as the Contacts tab, this is where you can set if he is the primary contact. And you can go ahead and fill in the information. What is Sam's title, his first name, last name, and you can see all these fields as well.

If you want to add a second contact, just click on Add Another Contact. I'm going to click Ok. And now you'll see Sam Jones is in the list. All of the information you had set up about Sam Jones should show up here. You can also run a quick report if you'd like on Sam Jones. If you want to edit Sam, you can use this pencil here to edit this Lead. Or you can come over here and double click on Sam Jones.

Down at the bottom you've got the same tabs that you have when you're working with the Customer or Vendor Center. You have a To-dos list that you could create, you have your Contacts, your Locations, and your Notes. The only thing you don't have here is the tab for email. Once Sam becomes an actual customer of your business, you have the ability to export Sam from the Lead information window and actually add him to the Customer window.

Once Sam becomes an actual customer, you have the ability to actually transfer his information from the Lead Center to the Customer Center. All you have to do is come right up here and click on convert this Lead to customer. And it will ask you if you're sure because this is a feature that you can't undo. I'm going to go ahead and click on Yes. And now you'll see it took me to the Customer Center and Sam Jones is already in the list.

All of the information that you had set up about Sam would show up here. If you had any notes, if you had any transactions, they would all be in this list here. And that's how you actually work with the Lead Center in QuickBooks. Now that you know how the Lead Center works, let's go ahead and head over to Module 15. And we'll talk about how to do Mail Merges in QuickBooks.

SECTION 15 – Mail Merge

Video: Creating a Mail Merge

Cindy: Hey there, welcome to QuickBooks 2021. My name is Cindy. We're actually working in Module 15 now and we're going to talk about how Mail Merges work in this module. If you wanted to actually send out a collection letter to any of your customers who had overdue invoices that were over 30 days past due, you could do that by using the Mail Merge feature. Let's head over to QuickBooks, and I'll show you how Mail Merges work in QuickBooks.

Let's take a moment before we get started and talk about Mail Merges in general so that you'll understand how they work. The Mail Merge feature is actually a feature of Microsoft Word. You will need Microsoft Word on your computer in order to use the Mail Merge feature in QuickBooks. There are three main parts to a Mail Merge, you have a Main Document. For example, if you're sending out collection letters, you have a standard letter that goes out. And you'll want to insert merge fields where you want to pull in data from QuickBooks. Your Main Document can be any type of letter that you've saved, it can also be an envelope. You're going to actually merge that Main Document with the data source that's already in QuickBooks.

Once you put those two together, then you have what's called a Merged Document. That will be a document that will end up in Microsoft Word. You can actually save that if you want or if you don't want to, then you still have your Main Document because the Main Document is always saved. You're going to see that QuickBooks actually has some already set up for you and they make the process really easy. So I want to show you how that works over in QuickBooks. Let's go ahead and flip over and let's get started creating our Mail Merge.

To get to the Mail Merge feature in QuickBooks, you want to head up to the Menu and click on Company and come way down to the bottom where you see Prepare Letters with envelopes. The first thing you'll see are there are several different categories of letters that QuickBooks already has created. These are your Main Documents, and you just choose the one you'd like to use. They've got Collection Letters, Customer Letters, Vendor, Employee, and Letters to Other Names. Let's do a Collection Letter.

The first thing we need to do is choose our recipients. Do we want to send a letter to customers who are active, inactive or both? Do you want to send a letter to each customer or each job? And also the letters that you do send, do you want to send them to someone who is more than one day overdue 31 days or more overdue? you can see the list there. Let's go ahead and click Next. And if you have any customers who have any payments that haven't been applied to the invoice or credits for example, it will pop up and tell you that. Because you really don't want to send a past due notice to a customer who has paid you but you haven't applied that payment. I'll go ahead and just click Ok here. And now it's giving me a list of all of the customers that meet my criteria.

If Tom Allen's the one I know that has that payment that hasn't been applied, you can uncheck that so that it will not create a letter for that customer. I'm going to click Next. Here's a list of all

of the letter templates, we chose to category Collection Letters, they've got a formal collection a friendly and too harsh, we'll do a harsh one, and click Next. The next thing you want to do is make sure that you have the information at the bottom of the letter that you want. In this case, I put my name and I'm the owner. And I'll click Next. And now it's actually opening Microsoft Word and it's creating that Merged Document. Word doesn't always pop up on the screen, you may find it at the bottom of your screen in your taskbar. So, you may have to go down and click on it when it appears.

I'm going to go down and click on Word. And now you're in your Merged Document. You should have a page for every record. And what that means is there were three customers I chose to send the letter to I should have three pages here. Here's Deanna Ecker. You can see it has Miss Ecker and it has her invoices overdue. I'm going to scroll down here. Here's the next one. That's Glen Lou from Lou Plumbing. And then there should be one more and then there's Mike. So you can see that there is a letter for each person, all you have to do is go ahead and print this out and send these out. You do not have to keep this file if you don't want to. I'm going to go ahead and close it.

The next thing QuickBooks wants to do is it wants to print an envelope. If I want to create an envelope, I'll just click next and it's going to merge an envelope. You want to make sure you pick the correct envelope size and make sure your return address is correct and then click Ok. You can see Word popped up at the bottom again. And here's my actual envelope. If you need to change the size over here, you can go ahead and do that. If you want to print it out. All you have to do is go ahead and print this and your Mail Merge is finished. That's all there is to creating Mail Merge in Microsoft Word. I'm gonna go ahead and close this and we'll go back to QuickBooks. And when you're finished, just go ahead and hit Finish. And now you're all done until the next time.

Now that you know how to create a Mail Merge, let's go ahead and go over to the second video in this module, and we're going to talk about how to actually go in and create your own Main Document. Or if you want to edit the ones they have, you can do that too.

Video: Mail Merge Main Documents

Cindy: Hey there, welcome back. It's Cindy. We're working in QuickBooks 2021. We're in Module 15, and we're talking about how Mail Merges work in QuickBooks.

In the first video for this module, we went in and we created a Mail Merge. And now I want to talk to you about how Mail Merge Main Documents work in QuickBooks. QuickBooks actually calls Main Documents Letter Templates. Let's head over to QuickBooks, and I'll show you how to work with Mail Merge Main Documents.

Let's head up to the Menu and click on Company and down to Prepare Letters with Envelopes. In the first video, we created a Mail Merge using a harsh Collection Letter from this category. Let's go down and look at Customized Letter Templates. Here we have a couple of different choices, we can create a new letter template from scratch, we can take an existing Word document we may already have saved and convert that to a QuickBooks letter template. We can view or edit the existing letter templates, or we can organize them where we go in and rename them, delete them, move them that sort of thing.

Let's View or Edit existing letter templates. Here, we have to choose a letter template to view or add, we're familiar with the collection. We did a harsh collection in the first video of this module. So let's go ahead and work with that one. And we'll go ahead and click Next. And now what's happening is QuickBooks is actually trying to open Microsoft Word and create that Main Document. As soon as you see Word pop up at the bottom of your screen, you can go down and click on it and you'll be inside of your Main Document. This is a Main Document that has been created in Word based on QuickBooks Merge Fields. You'll see anytime you have these fields like this, that's where it's going to pull information into the letter.

This is your Company Information at the top. Here's the Date of the letter, which would be the current date and it will pull the Address block from QuickBooks. You can see it also will have the Title and the Last Name of the customer. And it also will pull any of the Overdue Invoices. Notice at the bottom, there's the place for the Signature, the Title and then the Company Name. You can edit this letter any way you want. Let me give you a couple of examples of things that you might decide you want to do.

Let's say instead of saying Dear Mr. or Mrs. and then the last name, we want to just say Dear First Name and Last Name. We'll just delete that, and let me show you where the Merge Fields are that you can pull in. If you go up to your Menu here in Word, you'll see an option that says Add-ins. And here you see the Custom toolbars from QuickBooks. This drop down here gives you all the Merge Fields for your company information that set up in QuickBooks. This is all the Customer Information. And you also have some Collection Info Fields right here. What we're wanting to do is pull in the First Name of the customer. So we're going to click on First Name.

You always want to make sure you have a space in there as well. If not, it'll run together and be all one word. Here's something else we can do. Unless we hear from you, let's put in a comma and pull in the person's First Name. We'll go back in and pick First Name again. And I'll put

another comment. This just makes it sound a lot more personal. And you can keep adding as many fields as you want. If you want to go ahead and change this to say ten days instead of seven days, you just make this sound any way you like. All you're going to do when you're finished is go ahead and save it. And now you've saved your document.

That's all you have to do to Edit a Letter Template in QuickBooks. I'm going to go ahead and close Microsoft Word, and now we're back in QuickBooks. Here it's asking if you want to go ahead and use that template that you just edited. I don't want to use it. I'm just gonna say Cancel and get out of that. And now we're back to the Home screen. Now that you know how Mail Merge Main Documents work in QuickBooks, you can actually create a Mail Merge of your own using your own letter that you've created. Let's head over to Module 16 now, and let's talk a little bit about how the Budget feature works in QuickBooks.

SECTION 16 - Budget

Video: Creating a Budget

Cindy: Hey there, welcome to QuickBooks 2021. My name is Cindy. We're actually working now in Module 16. And in this module, we're going to talk about how Budgets work in QuickBooks. You have the ability to actually create a Budget, you can pull your last year's Profit and Loss, and use those figures in your new Budget you're creating. Or you can just go in and type your own numbers in the new Budget.

The neat thing about working with Budgets is that once you have a Budget in place, you can run different reports to see if you're on target with your Budget. Let's start off talking about how to create a Budget. Let's flip over to QuickBooks and I'll show you how to get started. To create a Budget in QuickBooks, head up to the Menu bar and click on Company. And then you're going to see an option that says Planning and Budgeting. Here's where you can set up a Budget. And you can also do a Cash Flow Projector, I'm going to set up a Budget.

The first thing you're going to see is the Current Budget that's already been created. You can see that this is your Profit and Loss, these are all of your accounts, there's an Annual Total and next to each one is a total for each month that goes with that line item. If you want to create a new Budget, just click on Create new Budget. The first thing we'll ask you to do is begin by specifying a year that you'd like to set your Budget for. Notice it defaults to the next year automatically. You can create one for Balance Sheet as well, not just the Profit and Loss, but most people create theirs using the Profit and Loss. I'm going to click Next. And it will ask you if you want any additional criteria. You could actually create a Profit and Loss Budget for your class if you like, if you're using the Class feature, or for Customers and Jobs. But I'm going to leave it on No Additional Criteria and click Next.

Now here's where it asks you if you'd like to create your Budget from scratch, or use the previous year's actual data. I'm going to go ahead and use last year's data and then hit Finish. And now you'll see you have a Budget for the fiscal year 2026. When you're looking at this Budget, if you want to make some changes to any of these amounts, you're certainly welcome to do that. You can't change the Annual Total because it is a calculation of all the months. But you could go over and change any one of these months that you'd like. Let's say that you'd like each month to actually be \$500 for this Design Income.

Instead of typing \$500 under each month, if you want the amount to be the same, Come down to the bottom and you'll see this option that says Copy Across. And when you do that, what's going to happen is wherever you're clicked is going to copy that amount across to all the other columns. You'll see now that the Budget has changed for the total for the Design Income. Once you've gone through and changed all of your numbers, go ahead and hit Save at the bottom and that's going to save your Budget for you. When you're done, you click Ok. And now you've created a Budget for the fiscal year 2026.

Now that you know how to create a Budget, let's look over at video number two for this module. And we'll talk about the different Budget reports that you can run in QuickBooks.

Video: Budget Reports

Cindy: Welcome back to QuickBooks 2021, my name is Cindy. We're walking through Module 16. Right now and we're discussing Budgets in QuickBooks. You already know how to create a Budget. Now let's talk about some of the different Budget reports that you have the ability to run in QuickBooks.

You'll see that you can run a Budget Overview, you might run a P&L based on your Budget. And you can also look at a graph that shows your Budget in a chart type format. Let's flip over to QuickBooks, and I'll show you where to go to find those Budget reports. Let's head up to Reports on the Menu, and come down to Budgets. There are four different Budget reports you can run. There's a Budget Overview, a Budget versus Actual, a Profit and Loss Budget performance, and a Budget versus Actual Graph. The one you run the most is probably going to be the Budget versus Actual.

The first thing QuickBooks wants to know is which Budget would you like to use to generate the report. Let's go ahead and use the fiscal year 25 through 26, and then click Next. Here QuickBooks asks you to select the report layout for the Budget report. There's only one but you do want a count by month is the easiest one to read. I'm going to click Next, and then hit Finish. And now you've got a profit loss Budget versus Actual report for January through December of 2025. Now, you might want to change your date, if you notice this one ends on the 15th. If you're trying to get a full year, you want to make sure it ends on the 31st. And then make sure you click inside the report to update it. I want you to notice a couple of things.

You're running this on an Accrual basis, you could run this on a Cash basis as well. And if you wanted to actually look at just a quarter of the year, or maybe just a specific month, go ahead and customize the report right up here. What you're seeing is your Profit and Loss. And you can see each of your accounts, you can see the total for that year, the amount that was budgeted, the dollar amount that puts it over or under your Budget, and the same thing with the percent. This is a great way to see if you need to cut back in certain areas, or if maybe you can increase the Budget. Let me go ahead and show you the graph so that you can see what you're looking at there.

I'm going to go back to Reports, and then back to Budgets. And we'll run a Budget versus Actual Graph. What you're seeing here at the top is each month of your Budget, and you can see if it's red and below the line, it's unfavorable, meaning that you exceeded the Budget. If it's blue and above the line, that means that's good, it's favorable, and that you actually stayed within your Budget, or you were below the Budget. It's a good way to see which months you might want to work on.

Now, if you look down at the bottom here, you're seeing each account and you're seeing for that account, the Budget versus Actual in a graph format. If you want to drill down on any one of these like this one's Construction Income. If I double click on it, then this graph will be only for the Budget Income account. And now I can see for each month, visually where I stand. And that's a quick way to run some of those Budget versus Actual reports in QuickBooks. Now that

you know how Budgets work in QuickBooks, why don't you head over to Module 17 and we'll talk about some of the other QuickBooks features.

SECTION 17 – Receipt

Video: Receipt Management App NEW!

Cindy: Welcome back to QuickBooks 2021. My name is Cindy. We're starting in Module 17 now and in this first video, I want to talk to you about how the Receipt Management App works with QuickBooks desktop. You have the ability to download the Receipt Management App on your phone, take pictures of any receipts you have, and then upload them into QuickBooks for desktop.

Once you've done that, you can approve the different receipts. And then you can actually have that information transferred over into a QuickBooks register. Let's flip over to QuickBooks and we'll talk about how the Receipt Management App works with QuickBooks desktop 2021. Before I show you how to use the QuickBooks Receipt Management App, you need to know that it is only available for QuickBooks Desktop Plus and Enterprise. What I have here on the right is a picture of my phone. And you can see that I've downloaded the QuickBooks Desktop app. Make sure you download the one that says QuickBooks Desktop, not the one that just says QuickBooks.

Here, you can snap a receipt, all I'm going to do is click on it. And then it says Snap a receipt. I'm going to hold up the receipt and actually take a picture of it here. You'll hear a little beep once it takes a picture of the receipt. And now it's capturing it. And now it says Use this photo. If you want to give your receipt a name, you can go ahead and do that. You can also put a Memo here if you want related to that receipt. I'm going to go ahead and delete everything we have here, and I'm going to give this one a name. You'll notice it's a JPG file. I'm just going to call this one Walmart. And I'll upload the receipt. Once the receipt is uploaded, it will tell you that you can view it. You're going to go to Vendors receipt Management to view it. I'm going to click Ok.

Let's go to Vendors and down to Receipt Management and see if our receipt is here. There's our Walmart receipt right here. You'll notice that it tells you who the vendor is. It also pulled in some other information like the amount. There's some things that it can't pull in. It couldn't find the date, for example. And it also said there's no matches. That basically means it didn't see that amount and the same vendor name in the register. I can come over here to select if I want and I can review this or I can delete it. If I click on Review, it's going to pull up these fields where I can fill in information. If I want to put in my Bank Card, I can do that, I'll choose the Checking. It has the Date. And if you want to change the date, you could change that to the date that was on the receipt. It has the amount of money, I'll add the zero there.

If I'm using the Class, I want to choose the correct Class for this. It has the correct Vendor. If I want to assign it to a particular job, I would do that here. If it was a check, you can put in the check number and then you want to put in the account and the account is going to be the most important part here. Let's say this was for Job Materials. And then we'll save and add it to the

Register. And it will say that Walmart is not in the Vendor list. If you create this expense, it'll add Walmart to the Vendor list. I'm going to create the Vendor. And now it says the transaction has been added to the Register. And that's how easy it is to scan your receipts and then add them to the QuickBooks register.

Notice if you had a receipt already scanned in and it was a file, you could go into your computer and browse and upload it. You can also email receipts if you needed to. And then there's the snap on mobile. If we were to open this back up, we'd be able to look at our receipt. And that's how you're going to use the Receipt Management feature in QuickBooks. Let's head over now to the second video of this module and talk a little bit about how the Automated Payment Reminders work in QuickBooks.

Video: Automated Payment Reminders

Cindy: Hey there, Welcome back to QuickBooks 2021. My name is Cindy. We're working our way down through Module 17. And we're now on video number two, where I want to talk about a little feature that QuickBooks has where it will automatically remind your customers that they have payments that are due. You're going to go in and set up some criteria, and based on that criteria, QuickBooks will automate this process for you. Let's flip over to QuickBooks and I'll show you how to automate Payment Reminders.

Let's set up to Customers on the menu, and then click on Payment Reminders, and we'll schedule Payment Reminders. There's already a Payment Reminder set up for one of our groups, which is called My Group. They've got this set up so that 10 days after the due date, the reminder is sent out automatically. Let's come up here and create a new schedule so we can see how to set one up from the beginning. You can create a schedule for an Invoice or Statement. We'll say for an Invoice. What I want to do is send a reminder to all my residential customers when their invoice is 30 days past due.

If you click here, you can come up and choose 30 days after the due date, but notice you could have said before the due date. And this is the generic template that will go out as the email. If you want to make any changes to this feel free. You can either delete Merge Fields or if you want to add a Merge Field, this is how you do that. Let's say you want to say just a reminder, comma and put in the customer's first name, you would come down to Insert Merge Field, pick name first, and then you'll add a comma. And that's how you actually insert a Merge Field. I can see that I have an extra space here, I'll take that out. And make sure you bring your spellcheck when you're done just to make sure that you haven't misspelled any words.

Now I'm going to click Ok. And that Payment Reminder is now ready to go. All you want to do when you're done is hit Save. And now you're back to your Home screen. And that's how you're going to set up Automated Payment Reminders. Let's go ahead now and move over to section three, and I'll talk to you a little bit about how to search for things in QuickBooks.

Video: Searching in QuickBooks

Cindy: Hey there, it's Cindy again. We are working in QuickBooks 2021. We're working in Module 17. And we're just talking about some of the other little features that are in QuickBooks. We're on video number three, where I want to show you different ways to search for things when you're working in QuickBooks. Let's head on over and look at different ways to search.

You've already seen several different ways to search in QuickBooks. For example, if you happen to be in the Customer, or the Vendor Center, you could search right here. In this case, I would search for a Customer Name. You can also search when you're in a transaction. We talked about the fact that if you're working in a form like Invoices, for example, that you could use these options up here to search backwards or forwards or you can hit the find button to search for different criteria this way. Let's look at some additional ways we can search in QuickBooks.

If you're on the Home screen, you'll notice there's a Search option right up here. And you can pretty much type whatever you like here and have QuickBooks search for you. Let's say you're looking for Express Delivery Service. They would be a Vendor, we'll just put Express Delivery. And once you hit the Enter key, or click this little magnifying glass here, it's going to bring up your search results right here. And I just made that a little bit larger by maximizing the screen. And now you'll see that it's found anything for Express Delivery that's in QuickBooks. When you look over to the left, you'll see that you can actually search for exactly what you typed in or a range or greater than or less than, and this is great when you're typing in an amount of money for example.

Let's get rid of this Express Delivery here. And we'll just go ahead and search again. And let's go ahead and put in an amount of money, let's say \$15. And I'm looking for anything that's exactly \$15, I'll click Go. And you'll see there's one thing in here. Now let's say you're looking for anything that's over a \$1,000. Instead of picking exactly you would pick is greater than and click Go. And now any transactions that appear will be over \$1,000. You can even search for a Date Range. Let's go ahead and close that because I want to show you another way to search that is the way that I use. And I keep it open pretty much all the time when I'm working because I'm always looking for something. If you come up to Edit on the Menu, you will see an option that says either Find or Search. I'll use the Find.

When you're working in the Find option, you can look under the Simple Tab or the Advanced Tab. Under the Simple Tab, you can add some criteria. For example, you can tell QuickBooks to search for a particular type of transaction. Maybe if you're looking for an Invoice for a particular customer, you can put that criteria in. You can also put in a Date Range, an Invoice Number or an Amount. And that's really helpful when you're looking for something specific. But I like to use the Advanced Tab because I find that you have more control over what you're looking for. In the Advanced Tab, you decide which filter criteria you'd like to use. If you're looking for an amount of money, you can say equal to a certain amount or greater than or less than a certain amount. Let's say that you're looking for anything equal to \$45. You want to hit Find over on the

right for the search for you, and you can see there is one thing for \$45. And that's a bill payment for Lew Plumbing.

When you want to create a new search, go ahead and hit Reset on the right hand side. And then you can look for some other criteria. If you're looking for a name, for example, and a name could be a Vendor name, it could be a Customer name, it can be any kind of name list that's in QuickBooks. Let's say that I'm looking for a Vendor name. And I wouldn't go down and look for Diane's Auto Shop. Now I'm going to click Find on the right. And you can see a lot of different things appear for Diane's Auto Shop. I want to tell you how this is set up because you'll notice that each transaction has two lines here. And this is just showing you the flip side of the entry.

For example, this one that I'm clicked on, it looks like it is a check number 474. And it comes out of the checking account and it's for automobile repairs. And all of these look like they're the same. If you want to turn this into a report, all you have to do is go over here to Report and it will take all that information, put it in a report format. The other thing you can do is if you want to go to a particular transaction, just double click anywhere on that transaction or select it and hit Go-to.

You can also Export this if you'd like. And you can export this to an Excel file or you want to put it in a new workbook, you could in the existing one, maybe have one already set up, you want to update, you can kind of see your options there. This is the Find feature that I like to keep open all the time when I'm working because I'm always looking for something in QuickBooks. And this is really all there is to searching in QuickBooks. Let's go ahead now and head over to video number four of this module and we'll talk about Reminders and Alerts.

Video: Reminders and Alerts

Cindy: Hey there, it's Cindy again. Welcome back to QuickBooks 2021. We're working our way down through Module 17, where we're talking about some of the other features that QuickBooks has. And one of those is what we call Reminders and Alerts.

There are certain things that you may want QuickBooks to remind you of. You can also set what they call Alerts, which are similar to Reminders. Let's go ahead and flip over to QuickBooks. And I'll show you how the Reminders and Alerts features work in QuickBooks. The way the Reminders work in QuickBooks is when you first open the Company File, there will be a window that appears that gives you a list of all the Reminders or things you have to take care of. They're not going to pop up as individual items on your screen like you might be familiar with in Outlook, for example.

Let's go ahead and head up to Edit on the Menu and come down to Preferences. You want to make sure you clicked on Reminders on the left, and then check this box to Show the Reminders list when opening the Company File. If you don't check this box, then you're never going to see these Reminders. Under the Company Preferences Tab, you'll see a list of things that QuickBooks will remind you that you have to take care of. You can see there's checks to print, you've got some overdue invoices bills to pay. If you click in this circle, that means that you want QuickBooks to just show you a Summary, which is a total of all the bills to pay For example.

If you click the circle in the middle column, Show the List then it will show you each bill you need to pay. And this last column, you can tell QuickBooks that you don't want to be reminded of something, maybe Inventory, for example. And some of these, you can see that you can have QuickBooks remind you X amount of days ahead of time, if you like and you can change those days. I'm going to go ahead and pick a couple of these just to show you how this works. And then I'm going to click Ok. Now I'm going to close the Company File and open it back up. I'm going to go to File, Close Company. I'm going to go ahead and open our sample file backup. And we should see the Reminders window appear. And there it is, I'll just make it bigger so we can look at this.

These are things that you've told QuickBooks you want to be reminded of. When you look down this list, if the arrow points to the right, you can click the arrow to see the individual items that make up the to-do notes In this case, for example. You can see there are Checks to print, Inventory to reorder things like that. Over on the right, if you have any to-do notes, you can click the arrow to see what those are, you can click to see the Sales orders and all the way down the list. When you're working with Reminders, you can click this plus sign up here if you need to add a to-do. This is a quick way to add something that really doesn't have anything to do with a specific transaction in QuickBooks.

It could be that you want to remind yourself to pick up the dry cleaning, it's anything at all that is a to-do that you want to make sure you're reminded of. You've also got this little gear up here, which opens the Preferences. If you want to change any of these Company Preferences here, you

can do that and then click Ok. And they will take effect at that time. And that's how Reminders work in QuickBooks. Now that you know how the Reminders work in QuickBooks, let's go ahead and go to video number five and I'll show you how to use the QuickBooks Calendar.

Video: QuickBooks Calendar

Cindy: Hey there, it's Cindy again. Welcome back to QuickBooks 2021. We are in Module 17 and we're working now on video number five, and we're talking about the QuickBooks Calendar. QuickBooks has a Calendar built in. It will give you information like any to-dos you have to take care of, if you've got any customers that owe you money, have any outstanding bills, those types of things will show up on the QuickBooks Calendar. Let's go ahead and flip over to QuickBooks. And I'll show you a little bit about how to use the Calendar.

There is an icon on your Home screen that will give you access to the QuickBooks Calendar. And that's right here and for Company Grouping. You'll see that when you first open the Calendar that it puts you on the current date. If you would like to work on a different date, you just click on that date. And you'll see now there's a green box behind that date. And that's a quick way to let you know which date you happen to be working with. You'll notice next to each one of these dates, it says entered and then there's a number in parentheses. When you look at the bottom of your screen, this one says six as an example, there are six transactions down here that has something to do with this date.

You can see there are two bills here. And there's also some timesheets that probably need to be worked on at the bottom. If I click on the 15th, there's 47 transactions. Some of these are bill payments, some of these are bills. And if you want to go to any one of these transactions, just click on the transaction, and it will take you directly to it. You'll notice this one is dated 12 15. And that's why it's showing up on the 15th. If you want to work with a previous month, you can hit the arrow that points to the left or the right arrow if you want to go to the next month. If you want to go back to today, you can click on today and it will take you to that particular date. You can also change the View of your Calendar, you can see this in the Daily View. This is really good. If you just want to look down the list and see everything that you have going on today as far as transactions are concerned.

Then you have a Weekly View. The Weekly View is good because you can see that I've got five bills, I have 16 bill payments to build assemblies, one check, and you can see the list all the way down. The last view is your Monthly View. You can even select a specific date if you want to. Right now I'm showing all the transactions. But if you just want to see all the to-dos, you can go ahead and hide everything else. And you'll see there aren't any right now. But if I had some they would show up. If I want to look at just the Bills for example, I can click there, and I only see anything having to do with Bills.

On the right side of your Calendar, you're going to see an area that will give you information about what's upcoming in the next seven days. You can see if you have any to-dos to take care of if there's any past two transactions. One more thing you can do with the Calendar is you can actually add a to-do right from here. Right here if I click on Add to-do I can set up a meeting for example. And I might say it's high priority. I can set it with a Customer, will say Tom Allen's Kitchen Remodel and you can set a date. And if you have to have the standbys specific time, you can set that as well by checking the box and then putting in the correct time. And then put in the

details of the meeting. I'm going to say set up meeting to discuss project. Make sure you have the status to Active because this has not been taken care of yet, and then click Ok.

Now if I look on the 19th I'll see any transactions associated with that date. The reason I only see a bill is because at the top I've said Show only the Bills. If I go back and say Show all Transactions, I now see that I also have a to-do having to do with Tom Allen's Kitchen Remodel. And that's a quick overview of how the Calendar works in QuickBooks. Let's go ahead and move over to video six now and let's talk a little bit about memorizing transactions in QuickBooks.

Video: Memorizing Transactions

Cindy: Hey, it's Cindy again. Welcome back to QuickBooks 2021. We're in Module 17 and we're all the way down to video number six now, where I want to talk to you about memorizing transactions in QuickBooks. If you have any kind of transaction that happens on a regular basis, you can actually set it up so that QuickBooks will enter that transaction for you automatically on a date and time, on a certain date.

This is really good for things like car payments, or any kind of draft you might have that automatically comes out of your checkbook. Let's go ahead and flip over to QuickBooks, and I'll show you how to use the Memorize Transaction feature. Any kind of transactions that happen on a regular basis, those are really good ones that you want to think about memorizing. For example, if you have a car payment that's automatically deducted the first of every month, go ahead and memorize that so that you don't have to remember to put it in manually every single month.

Another example might be, let's say you have rental property, and you want to have an invoice in QuickBooks each month for each one of your properties. You could create one and then memorize it so it's automatically in QuickBooks, let's say five days before the due date. Any kind of transaction like that can be memorized. You can either create a new transaction and memorize it at that time, or if you have one already existing, you can open it up and memorize it. Let's go ahead and open one we already have and we'll go ahead and memorize it. What I want to do is go to the Chart of Accounts. Let's go down this list here and find one of our car payments, I want to find the van. Here's the van right here, I'll just double click on it. And let's find one of these bills. And we'll use the very last one that was in here, it looks like this one happens on the third of every month, and it already has December. Let's go ahead and open that up. And we'll go ahead and memorize this bill.

All you have to do is come right up here and click on Memorize. You can name it anything you want. It brought in the Vendor Name in this case, but if you want to say this is for the 2018 Jeep, you can do that. You can add it to the Reminders List if you want. You can tell QuickBooks don't remind you or go ahead and automate the entry. For something like this, you may want to go ahead and automate the entry. How often does this happen? We're gonna say this happens monthly. And if the one we're looking at happened on 12-3, that means the next one happens on January three. If you know that you have 24 payments remaining, you can plug that in and it will stop entering these on the 25th payment.

If you just have a really long loan and you don't know how long, then go ahead and leave that blank. Just remember that at the end of the loan, that it will keep entering this transaction and you'll want to go ahead and delete the memorization. You can also tell QuickBooks how many days in advance you'd like it to enter, I'd probably say zero in this case. But think back to the example I used of an invoice that you're going to put into QuickBooks so when tenants pay you early for rental property, it's already in there. Notice you can add your transactions to a group. But let's go ahead and click Ok for now. And you'll see that this one is now created.

There is nothing on the screen that tells you this is memorized. I'm going to go ahead and close this and I'll show you where to go to see your memorized transactions. If you go up to List on your Menu at the top, you're going to see Memorized Transaction list. Here all the transactions you have memorized, and you can see the Jeep that we just set up right up here. When you're memorizing a transaction, if you're working in this window, you can just right click, if you want to create a new group. An example of a group might be maybe you have several automobile payments, you could set up a group called Automobiles and then you can put your transactions in that group. I'll go ahead and create a new group just to show you.

Let's call it Auto Payments. And we're going to say that we're going to have it automate the entry. This happens every month. The next time it would happen is on 1-3. There's 16 remaining and zero days in advance. Something to remember about setting up groups. If you're going to have memorized transactions included in a group, then these are the options that take precedence. And what I mean by that is you can't say there's three car payments but one happens on the 15th of the month and one happens on third of the month. They always have to happen on the exact same date, they have to happen monthly, the same number remaining, everything has to be the exact same. I'm going to click Ok though, just to show you how this works.

Let's say you want to put this Jeep bill that we've memorized in that group called Auto Payments. I'll just right click and edit the memorized transaction. And you'll notice now I can add to a group. And over here, I can use Auto Payments and click Ok. And now that 2018 Jeep memorized transaction is in a group called Auto Payments. When you're looking at this list, you can see what type of transaction this is, the account that everything comes from, that's called the Source Account. Here's the amount you can see the frequency, the checkmark means it's automatically going to be entered. And then you can see the date of the next transaction. If you want to delete a group you can't delete if you have items that are still open, you need to actually delete those items.

This is how Memorize Transactions work in QuickBooks. I'm going to go ahead and close that and close that and go back to the Home screen. Now that you know how Memorize Transactions work, let's go over to video number seven and I'll show you how to import list into New Company Files.

Video: Importing Lists Into New Company Files

Cindy: Hey there, it's Cindy. Welcome back to QuickBooks 2021. I wanted to talk to you in this video about how to import list into New Company Files.

If you've had your QuickBooks file for a very long time, you're going to find that the file will be full of junk, it will be full of things you can't delete, it may not be set up correctly, it could be the file gets really slow to open. So every couple of years, you probably want to start a New Company File. Because at that point, you can clean out things that need to be deleted and start fresh. One of the things that you don't want to have to do is to take all those lists you've created and set those up again. I'm talking about your Chart of Accounts, your Customers, and your Vendors. It's a really good time to take the existing list from your old QuickBooks file, export them, create a new QuickBooks file and import them into the New Company File. That will save you a lot of work.

And at that point, you can go ahead and delete things you want to get out of there, because there won't be any transactions associated with them. Let's go ahead and flip over to QuickBooks. And I will show you how to import list into New Company Files. Before you create your New Company File, in the old one, let's export all the list. We're going to go up to File, Utilities, and we'll export list to IIF files. Every list that you currently have in QuickBooks that you want to pull over, go ahead and check that list off. I'm going to check off my Class, my Items. And if you have anything over here, you want to check that off as well. I'm going to go ahead and click Ok. And we're going to temporarily save this file somewhere.

I'm going to stick this on my desktop, and you can name it anything you want. A lot of times I just call it Export so that I can find it easily when I'm ready to import it. Now I'm going to hit Save. And it says my data has been exported successfully. Now let's go and create a New Company File, there's a specific way you have to do this. We're going to close this company. Now we're going to create a new company. If you get this screen here, make sure you tell QuickBooks that you're creating the file for yourself. And then you want to start the setup.

Go ahead and set up this information about your company. You want to pick your industry. Here's the one thing you want to do differently than if you were setting up a normal QuickBooks file. You want to choose Other or None, do not pick any of these other industries. And here's why. When you pick one of these industries, it creates a Chart of Accounts for you. Notice if I click here, here's the Chart of Accounts it gives me. I want to make sure my Chart of Accounts is empty. There's nothing in the list, I want to make sure my Vendor List is totally empty, my Customers are totally empty. And the only way to do that is to choose Other or None. That's the key to this whole thing working. I'm going to click Ok.

Now I'm going to pick my business type, I'm going to choose Other or None. And then you can put in the admins email. Now go ahead and click Create Company. I'm going to go ahead and close some of these windows here. And you can see the new company is created. Now let's take a look at our Chart of Accounts as an example. Let's go over here. And it should be pretty much empty except for these four. These are ones that QuickBooks has to have in here, but you don't

want anything else in here. Let's go to Home and check out our Customer List and make sure there's nothing in there and you can see that is empty and the Vendors will be empty as well. Now let's import our list.

We're going to go back to File, Utilities, and Import IIF files. And it does tell you that QuickBooks has to close all the windows to import the IIF file, that's okay. And we're going to say import IIF. Now let's go to our desktop where we saved that file called Export. I'm going to choose it and click Open. And now it's importing all of my list from the old company into the new company. Now that our list has been imported, let's go look at it.

Let's head over to the Chart of Accounts. And you will see there are all of your accounts right there. Let's look at the Customers. There's your Customer List and your Jobs. And you can see there are no transactions. So this is a great time to just delete things you don't want in these lists. And then let's look at the Vendors. And you can see all the vendors are in here as well with a zero total. And that's how you're going to import list from your old Company File into a New Company that you've created. And now that you know how to do that, let's go ahead and move over into video number eight, and we're going to talk about how Vehicle Mileage works in QuickBooks.

Video: Vehicle Mileage

Cindy: Welcome back to QuickBooks 2021, my name is Cindy. We're working through Module 17. And we're on video number eight this time and we're talking about how Vehicle Mileage works in QuickBooks.

If you have to track Vehicle Mileage in your business, instead of writing it down in that notebook, you can actually track each trip in QuickBooks. Let's flip over to QuickBooks, and I'll show you where the Vehicle Mileage option is and how you would track each trip. To get to the option to track your Vehicle Mileage, go to the Menu and click on Company. And down near the bottom, you'll see Enter Vehicle Mileage.

The first thing you want to do is choose the vehicle that you use for this trip. And then you want to actually use the Start and End Date of that trip. You can also put in the Odometer Start and the Odometer End in and it will calculate the miles for you. If you don't have that, you can just plug in 50 miles as an example. And it will track those 50 miles. If this trip is related to a Customer or Job for your organization, this becomes part of your Job Costing. Make sure you choose that Customer and Job from the list. And also which Item would apply In this case.

If you're using the Class Feature, you want to make sure you pick the correct Class. And there's also a place for any Notes just so you'll know exactly what the trip was for. I want to point out a few things up at the top before we save this. Here's your Next and Previous that you're familiar with. There's your Spellcheck. Here's where you can set up the Vehicle List. Now you can also do it by clicking Add New here. But if you want to see the entire Vehicle List, you can click there and manage these vehicles. This is where you go if you wanted to edit or delete one of your vehicles, you can just right click, and then choose Edit or Delete. You can also enter your Vehicle Mileage from this window if you'd like.

Here's the Mileage Rates. QuickBooks will automatically keep the Mileage Rates up to date, As long as you're actually updating the QuickBooks Company File each time it asks. You might notice that when you come into QuickBooks sometime it says there's an update. This would be one of the things that might change. So you want to make sure you always, always, always do the updates to QuickBooks.

You also have some Mileage Reports. If you want to run a Vehicle Summary you can do that. You can run a Vehicle Detail, a mileage by Job Summary and a mileage by Job Detail. I'm going to go ahead and Save and Close. And that's how Mileage works in QuickBooks. Why don't we head over now to video number nine and we'll talk about how to combine emails in QuickBooks.

Video: Combining Multiple Files Into One Email

Cindy: Hey there, it's Cindy again, welcome to QuickBooks 2021. One of the new features in QuickBooks now is you have the ability to combine Multiple Forms into one email.

And what that means is, if you're sending out a couple of Invoices, maybe you have an Estimate, maybe have a Credit Memo, when you set those forms up, you can check the box that says email later. And based on that, when you go to actually send the email, it's going to group all of those with the checkmark into the same email. And that's a really nice feature, because you don't have to email each one of those forms one at a time. Let's flip over to QuickBooks, and I'll show you how to combine Multiple Forms into one email.

You have the ability now in QuickBooks to email Multiple Forms to the same email address. For example, let's say you have a couple of Invoices that you've created, and you checked email later. And then maybe there's a Purchase Order, or maybe there's a Credit Memo. There's multiple types of forms you want to send to the same email address all at once. It's going to save you from having to do these one at a time. What you're going to do is make sure that all of those forms have this box checked to email later. Then come to this email option and email the batch.

And what you'll see here is it's looking for all the ones that have a check mark. Some of these happen to be Invoices, one of these is a Sales Order it looks like and over here is where you're going to have the one email address. Now you can change that or if you want to add a CC line, you can do that and carbon copy someone you'll see everything is attached here. You're going to have different templates you can pick from. Here's the Basic Invoice, it's got a subject here, you can change that. And you might want to say something like multiple invoices from Rockcastle Construction, and then down here, you may want to change the body of the message.

When you're sending Multiple Forms like this, you're going to click Send Now, and QuickBooks will take a little bit of time to send these. You can see in this case, it says QuickBooks will take one minute to send these and won't be available. But a lot of times depending on how many Forms there are to send, it will take a little bit longer. And that's all you do. I'm going to go ahead and close that. And that's all you have to do to actually send Multiple Forms to one email address. Let's go ahead now and move over to video number 10, and we're going to talk about backing up your Company Files.

Video: Backing Up Company Files

Cindy: Hey there, it's Cindy again, welcome back to QuickBooks 2021. We're all the way down to video number 10 of Module 17 now, and I want to talk to you about backing up your Company Files.

In the desktop version of QuickBooks, you want to back up your Company File on a regular basis. You would really be surprised at how many times people come in and they turn on their computer, turn on QuickBooks, and there's a problem. And you'd be really glad you had it if you ever needed to use it. You can backup that Company File on a flash drive. If you have an external hard drive. Maybe you have something like Dropbox and you want to back it up there, wherever you want to back it up to is fine. Just do not back it up to your hard drive. Because that's where the QuickBooks file originally is. And you want to save this in a different location. Let me show you how to back up your Company Files.

Oftentimes, people will say to me that they have their whole file backed up onto a remote server somewhere. And that's certainly okay. It's just if you need that one QuickBooks file, would you know how to go get that one file from the server? And the answer is probably not. That's why you want to create your own backups of your QuickBooks Company Files. Getting a routine of doing it every Friday or whatever works for you. You only need to keep one or two of the previous ones. If you end up with 10 or 15, you can delete those last several ones you have. Because you'll never need to go back that far, you always want to go back to the most recent one, and then have one prior to that just in case something happens with the latest backup.

When you're ready to backup just click on File, go down to where it says Backup Company, and then create a Local Backup. QuickBooks does offer a feature that is not free, but there is a trial where it will actually backup your QuickBooks file for you. You can check that out here if you'd like. But here's where you create your own local backup. You want to have your flash drive or remote hard drive hooked up to your computer before you do this. If you decide you're going to put it in Dropbox, for example, what you're going to do is save it to your hard drive and then take it from there and upload it to Dropbox. Here's where you change all the options.

Depending on where you want to save it, you're going to hit Browse. A couple of other features just to know that are in here, it will automatically add the date and time for you. Also, when you're actually backing up your files, it will limit the number of backup files in the folder you're working on to three. Just a couple things about the online and local backup option. When you're in QuickBooks, every fourth time you close the Company File, it will pop up and ask you if you need to back it up Even if you just did it. You can change that number if you'd like. I'm going to go ahead and click Ok here. And now it tells me that I need to click on Browse to pick my external hard drive or flash drive wherever I'm going to save it to. I'll just cancel at this point because that's all there is.

When you click Next, it will start creating that backup file for you. And that's all there is to backing up your Company File. I'm going to hit Cancel here. Now that you know how to back up your Company File. Let's go over to video number 11 And I'll talk to you about how to convert

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your QuickBooks PC file to a MAC file in case you want to start using a MAC computer and using your QuickBooks file in QuickBooks format.

Video: QuickBooks PC to MAC Conversion

Cindy: Hey there, welcome back. It's Cindy again. We are walking through QuickBooks 2021. We're all the way down to video number 11. And I want to talk to you real quick about the QuickBooks PC to MAC conversion.

If you decide that you've been using a PC for a while, but you'd like to switch to a MAC computer, you can't use the same QuickBooks file on the MAC computer, you have to actually convert the file to a MAC version. You would also have to make sure you purchase QuickBooks for MAC. It is very different than the QuickBooks for PC. Let's flip over to QuickBooks, and I'll show you how to create that conversion file.

To create that MAC conversion file, just click on File from the Menu, go down to Utilities, and then you'll see an option that says Copy Company File for QuickBooks MAC. There are a few things the MAC version does not do that the PC version does. And here's a few of those. If you do a lot with inventory, the MAC version is very light on the Inventory. So it doesn't do things like if you're needing to use the Unit of Measurement feature, If you need to put Manufacturer Part Numbers in things like that, it's not going to be able to do those things. Also, these features right here are not available for MAC as well.

We had talked about the Loan Manager as an example. That's something that's not available in the MAC version. But if you still want to continue, just hit Yes at the bottom. And what will happen is it will copy your Company File first, before you continue. When you're ready, you just click Ok. It'll close all the windows, and you'll tell QuickBooks where you'd like to save this file. I want you to notice that it says .MAC at the end of the file name, QuickBooks automatically puts it there for you. All you have to do now is tell QuickBooks where you'd like to save this, and then hit Save.

When you get ready to load this file onto your MAC computer, you'll want to go through File and use the Restore option to do that. You can see now that my file has been successfully exported and it's ready to go. That's all you have to do to create a QuickBooks from PC to MAC conversion file. Let's go ahead and head now over into video number 12. And we'll briefly talk about the Canadian versus the US version of QuickBooks.

Video: Canadian vs US Version of QuickBooks

Cindy: Hey there, it's Cindy. Welcome back to QuickBooks 2021. We're in Module 17 and we're all the way down to the last video here, where we're going to talk a little bit about the Canadian version of QuickBooks versus the US version of QuickBooks. You can actually purchase both versions in the US and both versions in Canada.

One thing to be cautious of though, is, if you actually start a Company File in one of these versions, and then you decide that you'd like to switch versions, you can't take that same Company File and restore it to the other version, you would have to create your Company File again. There are some differences that I want to point out. Let me go ahead and show you a couple of things. And I want to start with this first one here; the difference in the languages.

The US version of QuickBooks is only available in English. However, the Canadian version of QuickBooks is available in English and French. The French version actually allows you to create Invoices in six additional languages. If you are French, and you like the French version of QuickBooks, but your customers possibly speak a different language, then the Invoices themselves can be created in one of these six languages that you see right here on your screen. Another thing is the tax structures are different.

In the US, we have something called a Sales Tax, and we associate that with a Customer. Customers could be taxable or not, depending on if they're a nonprofit organization or some other criteria. In Canada, they have what's called a GST tax. That's a Sales Tax and a Goods and Services Tax. And that's associated with the Items that are purchased, not with the actual Customer itself. So that's a big difference right there, the tax structures are different.

Another thing is there are tons of different add-ons for QuickBooks. Depending on if you have the Canadian version or the US version, your add-ons might be different. It could be an add-on that does Reporting, it could be an add-on that actually allows you to Track Mileage, there are so many different add-ons. Again, they could be different depending on which version you're actually using.

There's also different Pricing and Plans. If you're in the US and Canada, there are some plans that share the same pricing. So there's a simple Starter Edition, there's Self-Employed, there's Essentials, and there's Plus. And each one has a different price. However in the US, there's one above the Plus, and that's called Advanced. Whenever you're looking at the pricing, it's always displayed in the local currency.

Those are some of the differences in the Canadian version versus the US version of QuickBooks. This is going to wrap up Module 17 where we've been talking about some of the other QuickBooks features. Let's go ahead and move over to Module 18 now and we're going to wrap it up with the conclusion of this QuickBooks course.

SECTION 18 – Conclusion

Video: Wrap Up

Cindy: Hey there, it's Cindy again. We are finally finished with this whole QuickBooks course, we covered a lot of information. If you do not practice, you will forget anything you learn. Go back and create a practice file if you need to. And remember, if you have questions, look in some of those Sample Files, specifically the one that we use throughout the exercises. The most important thing we talked about is making sure that you have that Chart of Account set up correctly. If you don't have that set up correctly, then it doesn't really matter about anything else, because your reports will not be accurate.

Make sure you use all the tricks that we talked about and don't cut any of the steps out. Because a lot of times, especially on the Home screen, you have to follow all those steps all the way through to make sure you get everything in the correct place for reporting purposes in QuickBooks. If you have any questions, feel free to reach out to us. We're always here to help with any questions you have. Just shoot us an email, we'll be more than glad to get back with you. I want to say thank you. It's been my privilege to help walk you through this series of videos. I'll see you next year for QuickBooks 2022 around the second or third week in September.