



QUICKBOOKS ONLINE CLIENT TRAINING

Course 3

Record Transactions in QuickBooks Online

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About the Author



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Esther Friedberg Karp is an internationally-renowned trainer, writer, business consultant and speaker who was named one of the Top 10 QuickBooks ProAdvisors in the world, with the title Top International ProAdvisor.

Training at a Glance

Use this as a guide to select specific activities you want to cover.

TOPIC	CONTENT
SALES & REVENUE TRANSACTIONS	<ul style="list-style-type: none">• Sales receipts• Invoices• Payments• Deposits
EXPENSE & PURCHASE TRANSACTIONS	<ul style="list-style-type: none">• Checks• Expenses• Bills• Pill payments
ADDITIONAL TRANSACTION TYPES	<ul style="list-style-type: none">• Bank deposits• Transfers• Journal entries
OTHER TOOLS	<ul style="list-style-type: none">• Banking Center• Bank reconciliation• Closing the books

QUICKBOOKS ONLINE TEST DRIVE

Exercises contained in this handbook can be completed using a QuickBooks Online “test drive” file. The test drive uses a sample company file called Craig’s Design & Landscaping Services. It can be accessed through the following link:

[Craig's Design & Landscaping](#)

You don’t have to create an account or sign in to access the test drive file; just complete the security validation and click **Continue**.

This test drive is designed for you to explore and try out new things without worrying you will break something or make a mistake. It is not designed to retain any changes you make. Once you close this QuickBooks Online test drive company it is completely refreshed, so remember to allow sufficient time to complete each activity. Don’t worry if you have to close the test drive before you are finished, you can always begin again.

Topic 1: Sales & Revenue Transactions

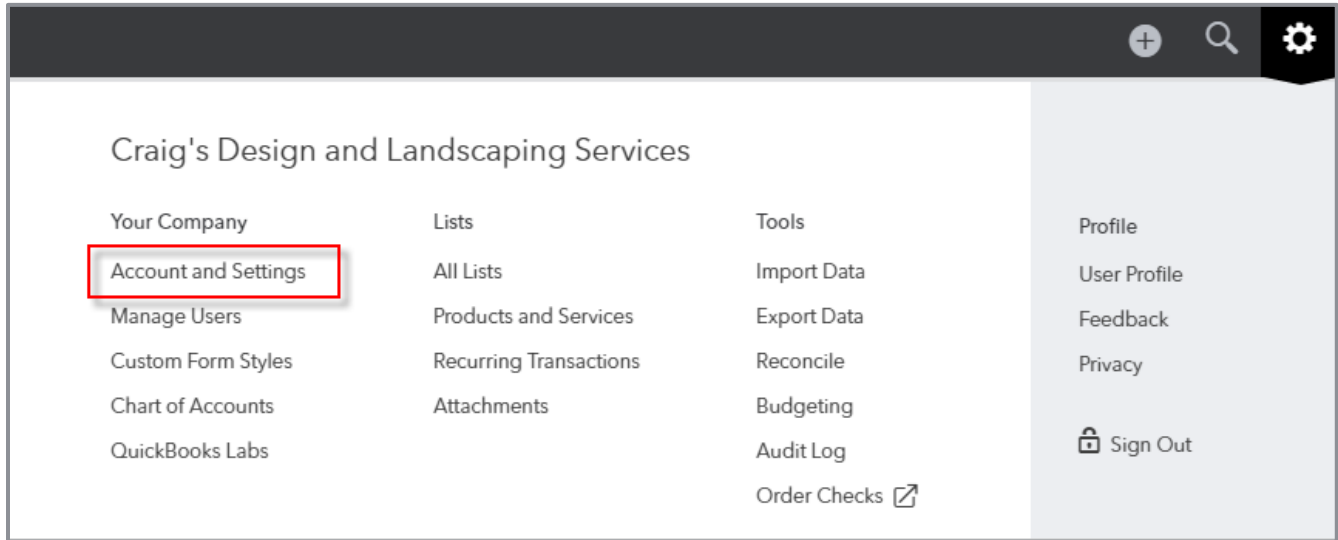
Whenever you set up a new area of QuickBooks, you need to review the Account and Settings related to that area. Before you go into Account and Settings, you need to make sure you understand the different types of sales and revenue transactions.

- **Estimates** are non-posting transactions that provide your customers with information on what you think you are going to charge them. Think of it as a quote or proposal.
- **Invoice** is the sales transaction used when you want the customer to pay on account. An invoice will increase accounts receivable and increase income.
- **Payment** is the type of transaction used to receive payment against an invoice. It decreases accounts receivable and increases either a bank account or Undeposited Funds.
- **Sales receipt** is a sales transaction used when you receive payment at the time of sale; it has no effect on accounts receivable. It increases income and also increases either a bank account or Undeposited Funds.
- **Credit memos** are used when a customer returns something or negotiates a lower price. This creates a credit in accounts receivable that can be used against future invoices.
- **Refund receipts** are also used when a customer returns something or negotiates a lower price, but with a refund receipt you are refunding their payment. It has no effect on accounts receivable.
- **Delayed charges and credits** are available in Essentials and Plus only and are non-posting transactions that reflect potential revenue increase or decrease. They can be used on future transactions.

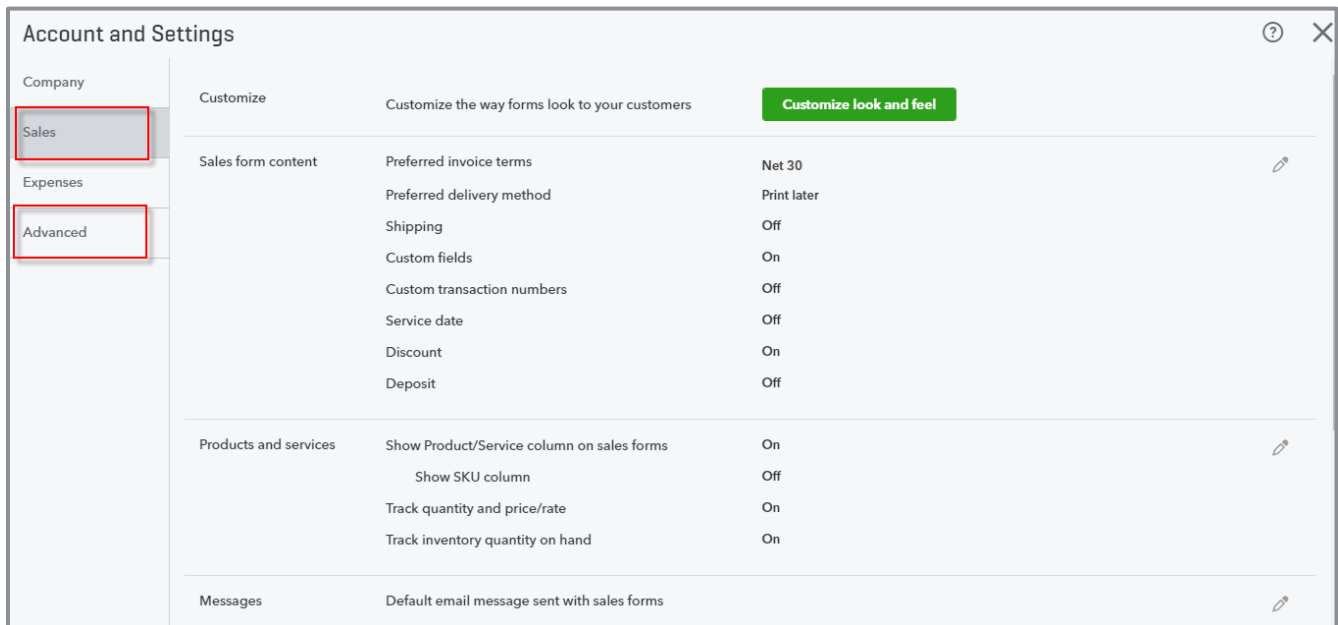
DETERMINE THE APPROPRIATE SALES-RELATED SETTINGS

Account and Settings

Click the gear icon to access the **Account and Settings** under Your Company.



There are four tabs down the left side to set the preferences you want to use with the company file. The Sales tab is its own category, but there are also sales-related settings under the Advanced tab.



Customize Sales Forms

The first setting under the Sales tab allows you to customize the sales forms. Click **Customize look and feel**. Click **New Style**, then select if you are going to create a new style for an Invoice, Estimate or Sales Receipt.

In the Design tab you can rename the title of this sales form, choose your template, upload a logo, add color and your font.

Create invoices that turn heads and open wallets

Design

Content

Emails

Payments

Everything saves automatically.

My INVOICE Template-1-8 (57236)

•

Change up the template

+

Make logo edits

•••

Try other colors

Helvetica ▾

10pt ▾

□

When in doubt, print it out

Craig's Design and Landscaping Services
123 Sierra Way
San Pablo
CA - 87000
noreply@quickbooks.com

INVOICE

BILL TO Smith Co. 123 Main Street City, CA 12345	INVOICE # 12345 TERMS NET 30 DATE 01/12/2016 DUE DATE 02/12/2016
CREW # CUSTOM-1	PMT METHOD CHEQUE

ACTIVITY	QTY	RATE	AMOUNT
Item Name Description of the item	2	225	450
Item Name Description of the item	1	225	225

Thank you for your business and have a great day!

SUBTOTAL	475.00
DISCOUNT 2%	-13.50
TOTAL TAX	58.50
TOTAL	\$665.00
BALANCE DUE	\$665.00

Preview PDF

Save and Exit

Click the **Content** tab. Click on the **pencil** icon in any area (e.g., Header, Display) to review and edit the content in each area; you can also edit labels, column widths and so forth. Make sure to look at billable time and expenses if you invoice based on time and expenses. When you invoice for time you can include the employee name on the form, as well as group activities by time period or type and have the groups subtotaled.

Create invoices that turn heads and open wallets

Design

Content

Emails

Payments

Everything saves automatically.

Header

Business name

Phone

Email

[+ Website](#)
[+ Address](#)

Forms

Form names

Form numbers
 Use custom transaction numbers

Display

Billing address
 Shipping
 Terms
 Due date
 Payment method

[+ Custom field](#)

Craig's Design and Landscaping Services
 123 Sierra Way
 San Pablo
 CA - 94966
 noreply@quickbooks.com

INVOICE

BILL TO
 Smith Co.,
 123 Main Street
 City,
 CA 12345

INVOICE# 12345
 TERMS NET 30
 DATE 01/12/2016
 DUE DATE 02/12/2016

CREW # PMT METHOD
 CUSTOM-1 CHEQUE

ACTIVITY	QTY	RATE	AMOUNT
Item Name Description of the item	2	225	450
Item Name Description of the item	1	225	225

Thank you for your business and have a great day!

SUBTOTAL	475.00
DISCOUNT 2%	-13.50
TOTAL TAX	63.50
TOTAL	\$665.00
BALANCE DUE	\$665.00

The Emails tab allows you to set the default email subject and message that accompanies the sent form, as well as the format of any reminder emails you might send.

Create invoices that turn heads and open wallets

Design Content **Emails** Payments

Everything saves automatically.

▼ Standard email

Edit the email your customers get with every sent form

Invoice

Default email subject

Invoice from Craig's Design and Landscaping Services

Default email message

Your invoice is attached. Please remit payment at your earliest convenience. Thank you for your business - we appreciate it very much.

Sincerely,
Craig's Design and Landscaping Services

▶ Reminder email

Subject: Invoice from Craig's Design and Landscaping Services
From: quickbooks@notification.intuit.com

Craig's Design and Landscaping Services

INVOICE	DUE DATE	BALANCE DUE
12345	02/12/2016	\$665.00

Pay invoice

Dear customer,

Your invoice is attached. Please remit payment at your earliest convenience. Thank you for your business - we appreciate it very much.

Sincerely,
Craig's Design and Landscaping Services

intuit quickbooks

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Preview PDF **Save and Exit**


The Payments tab lets your customers pay online by bank transfer (free) or by credit card (fees apply).


Create invoices that turn heads and open wallets

Design Content Emails **Payments**

Let customers pay online

We'll put your money in the bank and update your books.

 Bank transfer
Free

 Credit card
Fees apply

quickbooks Sign in

Craig's Design and Landscaping Services

Invoice

Invoice No. 12345 BALANCE DUE
Due Date 10/12/2019 **\$665.00**
Invoice amount \$665.00

Invoice detail Activity

Craig's Design and Landscaping Services
123 Main St
CA 91101
www.craigdesign.com

INVOICE

Bill To: 123 Main Street, CA 91101
Bill Date: 10/12/2019
Due Date: 10/12/2019

ACTIVITY	QTY	RATE	AMOUNT
Item Name: Description of the item	1	200	200
Item Name: Description of the item	1	225	225

Thank you for your business and have a great day!

Subtotal	425.00
SALES TAX 8%	34.00
TOTAL DUE	\$459.00
PAID	100.00
BALANCE DUE	\$665.00

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Preview PDF **Save and Exit**

Sales Form Content

This section of the Sales tab of Account and Settings allows you to set options such as preferred invoice terms and delivery method, which can be changed on an actual sales form. It's setting defaults. You can also decide to add additional line items such as shipping, discounts or deposit fields.

When you customized the forms previously, you had the ability to add up to three custom fields to the transactions. That preference is turned on in the Sales form content and the fields can be set up here or on the Content tab when you customize an invoice. Note the Sales form content section is where you indicate if you want the custom fields to be internal, public or both.

Sales form content

Preferred invoice terms [?] Net 30

Preferred delivery method [?] Print later

Shipping [?] Off

Custom fields [?] On

Name	Internal	Public
<input type="text" value="Crew #"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Custom transaction numbers [?] Off

Service date [?] Off

Discount [?] On

Deposit [?] Off

Cancel Save

Products and Services

In this section of the Sales tab in Accounts and Settings, you identify if you want to show the Product/Service column on sales forms so the drop-down list of products and services is available. Here also is where you turn on the preference to track inventory. Inventory tracking is available only in QuickBooks Online Plus.

Products and services	<input checked="" type="checkbox"/> Show Product/Service column on sales forms [?]	On
	<input type="checkbox"/> Show SKU column [?]	Off
	<input checked="" type="checkbox"/> Track quantity and price/rate [?]	On
	<input checked="" type="checkbox"/> Track inventory quantity on hand [?]	On
<input type="button" value="Cancel"/> <input type="button" value="Save"/>		

Other Sales Settings

The Messages setting allows you to create default email forms when emailing sales forms.

Messages

Default email message sent with sales forms

Use greeting Dear [Full Name]

Sales form [?]

Invoice Use standard message

Subject

Invoice from Craig's Design and Landsc

Email message

Your invoice is attached. Please remit payment at your earliest convenience.
Thank you for your business - we appreciate it very much.

Sincerely,
Craig's Design and Landscaping Services

Email me a copy at noreply@quickbooks.com

Copy (Cc) new invoices to address

Cc (Separate multiple emails with a comma)

Blind Copy (Bcc) new invoices to address

Bcc (Separate multiple emails with a comma)

Default message shown on sales forms

Sales form

Estimate [?]

Default message to customers on sales forms, up to 1,000 characters.

The Reminders setting, very much like the Messages setting, allows you to create default emails when sending reminders.

Reminders

Default email message sent with reminders

Use greeting Dear ▾ [Full Name] ▾

Use standard message Insert placeholder ▾

Subject

Reminder: Invoice [Invoice No.] from Craig's Design and Landscaping Service

Email message

Just a reminder that we have not received a payment for this invoice yet. Let us know if you have questions.

Thanks for your business!
Craig's Design and Landscaping Services

Email me a copy at noreply@quickbooks.com

Cancel Save

Online delivery settings relate to emailing your forms and what you want the customer to see. There are options of sending as plain text, HTML or using an online invoice.

Online delivery

Email options for sales forms

Attach sales form as pdf

Show sales form summary in email

Show sales form details in email

Email options for invoices

Plain text email ▾

Cancel Save

There are a couple of preferences to choose from regarding Statements.

Statements

List each transaction as a single line ?


List each transaction including all detail lines

Show aging table at bottom of statement ? On

Cancel Save

Advanced Settings

For more sales-related preferences, take a look under the Automation section of Advanced settings.





Automation	Preference	Status	
	Pre-fill forms with previously entered content	On	
	Automatically apply credits	On	
	Automatically invoice unbilled activity	Off	
	Copy estimates to invoices	On	
	Automatically apply bill payments	On	

Pre-fill forms with previously entered content asks if you want QuickBooks to copy the same information from the last transaction using the same customer.

If you turn on the preference to automatically apply credits, QuickBooks will apply any available credits to the next invoice. Beware of turning on this or any other automation preference. It may be you don't want to apply the credit to the next invoice but to some future invoice.

You can turn on a preference to *Automatically invoice unbilled activity*.

If you want to invoice from an estimate, you need to turn on the preference *Copy estimates to invoices*. You then have a choice to copy only accepted estimates or both pending and accepted estimates.

Automation	Preference	Status
<input checked="" type="checkbox"/>	Pre-fill forms with previously entered content 	On
<input checked="" type="checkbox"/>	Automatically apply credits 	On
<input type="checkbox"/>	Automatically invoice unbilled activity 	Off
<input checked="" type="checkbox"/>	Copy estimates to invoices	On
	<div style="border: 1px solid green; padding: 2px;"> Copy pending and accepted estimates  </div>	
<input checked="" type="checkbox"/>	Copy accepted estimates only	On
	<div style="border: 1px solid green; padding: 2px; background-color: #e0e0e0;"> Copy pending and accepted estimates </div>	

You need to understand the ramifications of the Automation preferences to know if they make sense for you. If you are having problems with accounts receivable, check these settings.

RECOGNIZE ALTERNATIVE ENTRY POINTS TO ENTER SALES TRANSACTIONS

Customer Center

The Customer Center, accessed by selecting **Customers** in the left navigation bar, is a dashboard for adding, editing and reviewing customers with whom your QuickBooks Online company does business. The list of customers can be printed or exported, and it can be sorted by various parameters or filtered. Beside each customer listing is a drop-down box from which to create transactions such as invoices or estimates, or to send a reminder of a balance owing or print or send a statement. In addition, batch actions can be performed for the entire list: sending or printing statements and sending emails directly from within QuickBooks Online. These emails can use your choice of web-based email or email client.

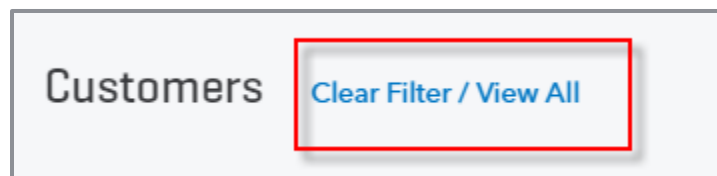
Enter Transactions from the Customer Center



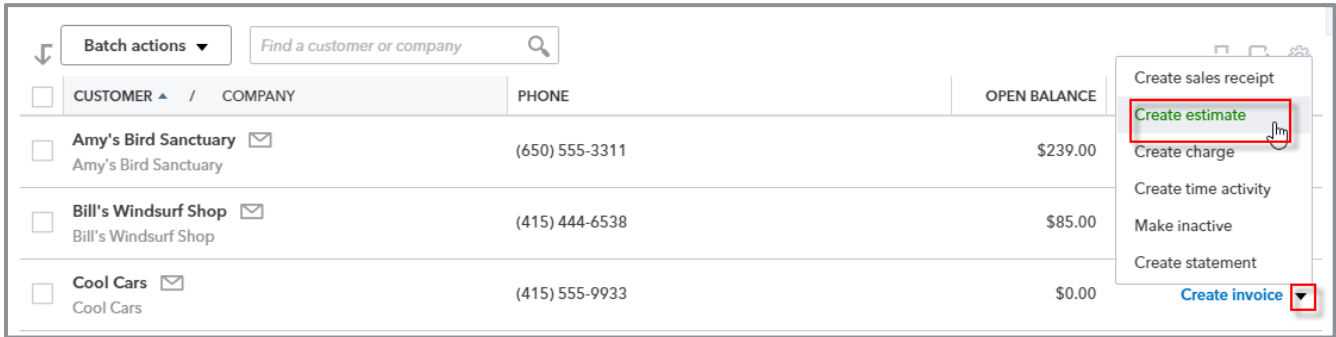
Step by Step: Create an Estimate

There are several ways to create an estimate in QuickBooks Online. To create an estimate from the Customer Center follow these steps:

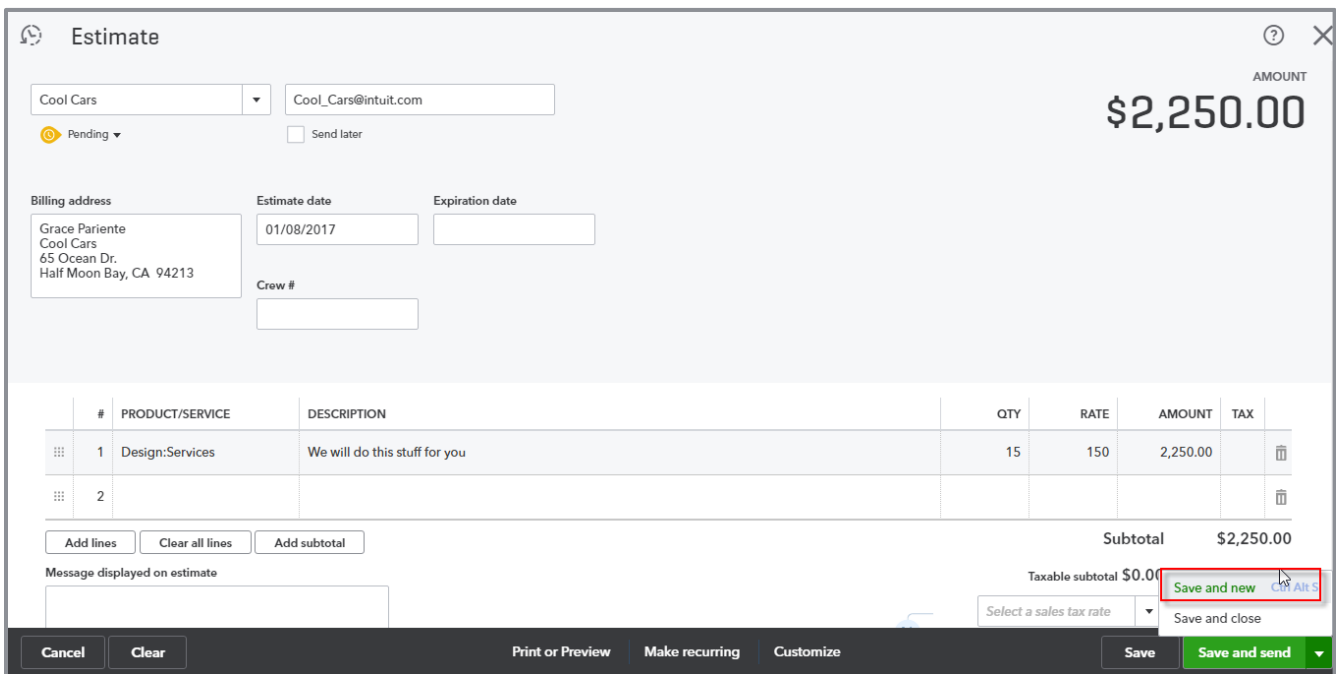
1. Select **Customers** from the left navigation bar.
2. If necessary, select **Clear Filter/View All** above the Money bar to produce a full list of customers.



3. Select the drop-down box in the far-right column for **Cool Cars** → **Create estimate**.



- Complete the on-screen estimate for Cool Cars with the desired date, products and services of your choosing, the quantity, description (override the description if you want) and rate (override the rate if you like) of each, the sales tax (check the **Tax** box for specific items then select the **sales tax** to be applied below in the drop-down box).
- Complete any other desired fields such as Discount and Message to the Customer.
- Select **Save and close** or (by clicking on the drop-down box next to Save and Send) **Save and new**.





Step by Step: Create an Invoice from an Estimate

To create an invoice from the estimate you just created, the easiest way to find that estimate is from the Money bar in the Customer Center.

1. Select **Customers** from the left navigation bar.
2. Click the **Estimates** rectangle in the far left section of the Money bar to display a list of open estimates.

3. Locate Cool Cars and click **1 open estimate**.

CUSTOMER	COMPANY	PHONE	OPEN ESTIMATES	ESTIMATE AMOUNT	ACTION
<input type="checkbox"/>	Cool Cars	(415) 555-9933	1 Open estimate	\$2,250.00	Start invoice

4. In the Transactions list that appears find the estimate you want to turn into an invoice then select **Start invoice** at the far right.

5. Add the open estimate from the drawer on the right.

6. Make changes to the already-populated invoice as required.

7. Select **Save and close** or (by clicking on the drop-down box next to Save and Send) **Save and new**.

NOTE: If you do not want to invoice for the whole amount of the estimate, you can change the quantity or line items on the invoice. However, QuickBooks still considers the estimate fully invoiced. There is currently no progress invoicing function in QuickBooks Online.



Step by Step: Create an Invoice for Unbilled Activity

You can also easily create invoices for any unbilled activity.

1. Select **Customers** from the left navigation bar.
2. Click the **Unbilled Activity** rectangle in the left section of the Money bar to display a list of unbilled activity.

3. Click **Start Invoice** from here or click to see the **Unbilled activity**. Click **Unbilled activity** for Amy's Bird Sanctuary.

CUSTOMER / COMPANY	PHONE	UNBILLED ACTIVITIES	UNBILLED AMOUNT	ACTION
Amy's Bird Sanctuary Amy's Bird Sanctuary	(650) 555-3311	1 Unbilled activity	\$375.00	Start invoice
Video Games by Dan Video Games by Dan	(650) 555-3456	2 Unbilled activities	\$375.00	Start invoice

4. Click **Start Invoice**.

NOTE: If you have multiple activities listed here, you can create a separate invoice for each. If you want to create one invoice for all unbilled activities, start an invoice (from various access points such as the Customer Center itself, the Sales Center or Quick Create, all to be described later) and bring unbilled activities in from the drawer on the right.

Amy's Bird Sanctuary ✉ 📍

Amy's Bird Sanctuary | 4581 Finch St., Bayshore, CA 94326

[Add notes](#)

Edit

New transaction ▼

\$239.00
OPEN

\$239.00
OVERDUE

Transaction List
Customer Details


Batch actions ▼

Filter ▼

🖨️ 📄 ⚙️

<input type="checkbox"/>	DATE ▼	TYPE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	12/12/2...	Payment		12/12/2016	\$0.00	\$-220.00	Closed	
<input type="checkbox"/>	12/11/2...	Payment	6552	12/11/2016	\$0.00	\$-108.00	Closed	
<input type="checkbox"/>	12/10/2...	Invoice	1001	01/09/2017	\$0.00	\$108.00	Paid	Print ▼
<input type="checkbox"/>	12/10/2...	Time Charge		12/10/2016	\$0.00	\$375.00	Open	Start invoice
<input type="checkbox"/>	11/26/2...	Credit Memo	1026	11/26/2016	\$0.00	\$-100.00	Closed	Print ▼

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6. Add any additional charges, sales tax or discounts then click **Save and close**.

Invoice

Amy's Bird Sanctuary | Birds@Intuit.com

1 linked transaction | Send later | Cc/Bcc

BALANCE DUE
\$375.00

Billing address
Amy Lauterbach
Amy's Bird Sanctuary
4581 Finch St.
Bayshore, CA 94326

Terms
Net 30

Invoice date
01/08/2017

Due date
02/07/2017

Crew #

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design:Design	Custom Design	5	75	375.00	
2						

Add lines | Clear all lines | Add subtotal

Subtotal: \$375.00

Message displayed on invoice: Thank you for your business and have a great day!

California | 8%

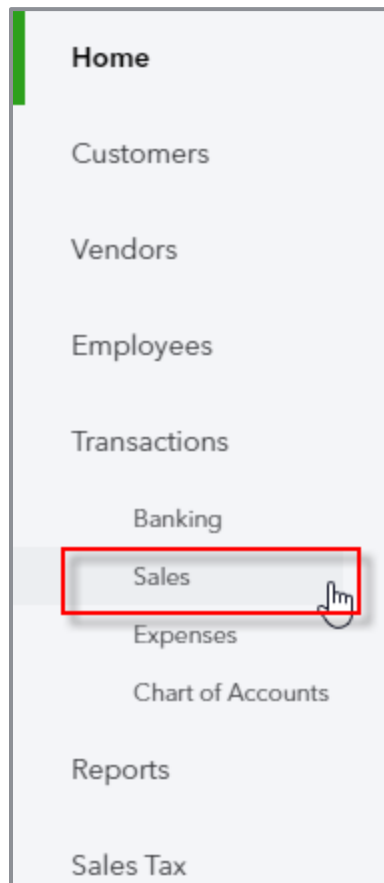
Buttons: Cancel | Print or Preview | Make recurring | Customize | Save | **Save and close**

Enter Transactions from the Sales Transactions page (Sales Center)



Step by Step: Create an Invoice

1. Click **Sales** under Transactions on the navigation bar.



- This opens the Sales Transactions or Sales Center. Under the Action column (1) there are suggested next steps. You can filter the Money bar (2) here the same way you can in the Customer Center. You can also create New Transactions at the top right of the screen. Click **Invoice** (3).

Sales Transactions

Unbilled Last 365 Days: \$0 (0 ESTIMATE) | \$375 (1 UNBILLED ACTIVITY)

Unpaid Last 365 Days: \$1,526 (10 OVERDUE) | \$7,907 (22 OPEN INVOICES)

Paid: \$3,136 (12 PAID LAST 30 DAYS)

Filter: Last 365 Days

DATE	TYPE	NO.	CUSTOMER	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
01/08/2...	Estimate	1001	Cool Cars	02/07/2017	\$0.00	\$2,250.00	Closed	Print
01/08/2...	Invoice	1039	Amy's Bird San...	02/07/2017	\$375.00	\$375.00	Open	Receive payment
01/08/2...	Invoice	1038	Cool Cars	02/07/2017	\$2,250.00	\$2,250.00	Open	Receive payment
12/13/2...	Invoice	1037	Sonnenschein ...	01/12/2017	\$362.07	\$362.07	Open	Receive payment
12/12/2...	Invoice	1025	Mark Cho...	01/12/2017	\$214.28	\$214.28	Open	Receive payment

3. Create a new invoice for Video Games by Dan. When you enter the customer name, QuickBooks opens a drawer on the right that shows time or expense activities that have been marked billable. You can easily add them to the invoice. The difference between creating the invoice from here (in the Sales Center) vs. creating it from the Action column for that customer or activity is that in the Sales Center you have a choice of what you are adding; whereas if you create an invoice from the Action column, it automatically puts the unbilled activity on the invoice.

Invoice

Video Games by Dan | Videojames@intuit.com

BALANCE DUE
\$0.00

Send later Co/Bcc

Billing address: Dan Wilks, Video Games by Dan, 202 Main St., Tucson, AZ 85704

Terms: Net 30 | **Invoice date:** 01/10/2017 | **Due date:** 02/09/2017

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						
2						

Subtotal: \$0.00

Message displayed on invoice: Thank you for your business and have a great day!

Statement memo:

Add to Invoice

Filter by: All dates

Don't group time

Add all

Charge #1
Dec 12, 2016
\$300.00
Installation of landscape design
Add Open

Charge #1
Dec 12, 2016
\$75.00
Weekly Gardening Service
Add Open

4. Invoice just for the installation by clicking **Add** then **Save and close**.

Invoice

Video Games by Dan | Videogames@intuit.com

BALANCE DUE
\$300.00

1 linked transaction | Send later | Cc/Bcc

Billing address: Dan Wilks, Video Games by Dan, 202 Main St., Tucson, AZ 85704

Terms: Net 30 | **Invoice date:** 01/10/2017 | **Due date:** 02/09/2017

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Landscaping:Installation	Installation of landscape design	6	50	300.00	
2						

Subtotal: \$300.00

Message displayed on invoice: Thank you for your business and have a great day!

Statement memo:

Save and new
Save and close (Ctrl Alt D)
Save and share link

Cancel | Clear | Print or Preview | Make recurring | Customize | Save | **Save and send**

- This brings you back to the Sales Transactions list. Clear the filter, if necessary, so you can see all the transactions. Note this table is sorted by date. You can sort by any column header by clicking on the **header** (clicking *once* sorts by that parameter, clicking *twice* sorts it in reverse order). If you don't see the columns you need, click the **gear** icon above the Action column and choose the columns you want to display.

The screenshot shows the 'Sales Transactions' page in QuickBooks Online. At the top, there are summary cards for 'Unbilled Last 365 Days' (\$0, 0 ESTIMATE), 'Unpaid Last 365 Days' (\$450, 2 UNBILLED ACTIVITY), '\$1,526, 10 OVERDUE', '\$5,582, 21 OPEN INVOICES', and 'Paid' (\$3,136, 12 PAID LAST 30 DAYS). Below these is a filter bar showing 'Last 365 Days', 'Invoices', and 'Open' filters. A red box highlights the 'Clear filter / View all' link. Below the filter bar is a table of transactions with columns: DATE, NO., CUSTOMER, DUE DATE, AGING, BALANCE, TOTAL, STATUS, and ACTION. The first three rows of the table are visible.

DATE	NO.	CUSTOMER	DUE DATE	AGING	BALANCE	TOTAL	STATUS	ACTION
01/10/2...	1038	Video Games by ...	02/09/2017		\$300.00	\$300.00	Open	Receive payment
12/15/2...	1036	Freeman Sporting...	01/14/2017		\$477.50	\$477.50	Open	Receive payment
12/15/2...	1037	Sonnenschein Fa...	01/14/2017		\$362.07	\$362.07	Open	Receive payment
12/15/2...	1035	Mark Cho	01/14/2017		\$314.28	\$314.28	Open	Receive payment

This screenshot is identical to the one above, but with a red box highlighting the gear icon in the top right corner of the table's header area, which is used to customize the columns displayed.



Step by Step: Receive Payment

- The next step is to receive payment. Dan sent us a check for \$300. Click **Receive Payment** next to his name.

DATE	NO.	CUSTOMER	DUE DATE	AGING	BALANCE	TOTAL	STATUS	ACTION
01/10/2...	1038	Video Games by ...	02/09/2017		\$300.00	\$300.00	Open	Receive payment

- A list of Outstanding Transactions shows up with the invoice checked. You can deposit to Undeposited Funds or directly into a bank account. If you're signed up for QuickBooks Payments, you could process a credit card here. You'll learn more about payments in Module 5. Choose **Undeposited Funds** then **Save and close**.

Receive Payment

Video Games by Dan | Find by invoice no.

AMOUNT RECEIVED: \$300.00

Payment date: 01/10/2017

Payment method: Enter Text | Reference no.: | Deposit to: Undeposited Funds | Amount received: 300.00

Outstanding Transactions

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/> Invoice # 1038 (01/10/2017)	02/09/2017	300.00	300.00	300.00

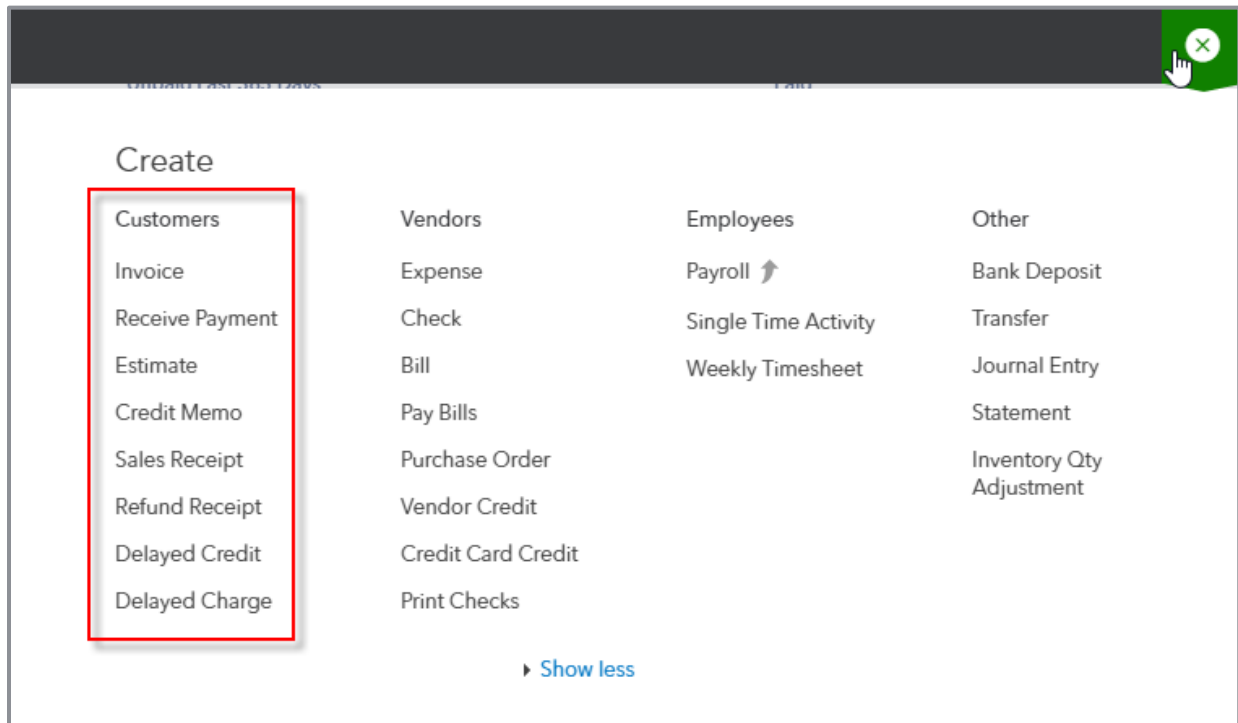
Amount to Apply: \$300.00 | Amount to Credit: \$0.00

Buttons: Cancel, Save and close (Ctrl Alt D), Save and new

From the Sales Transactions page you can enter transactions based on the currently listed transaction (by clicking the drop-down in the Action column for that transaction), or you can create new sales transactions by clicking on the **New transaction** drop-down at the top of the page.

Enter Transactions from Quick Create

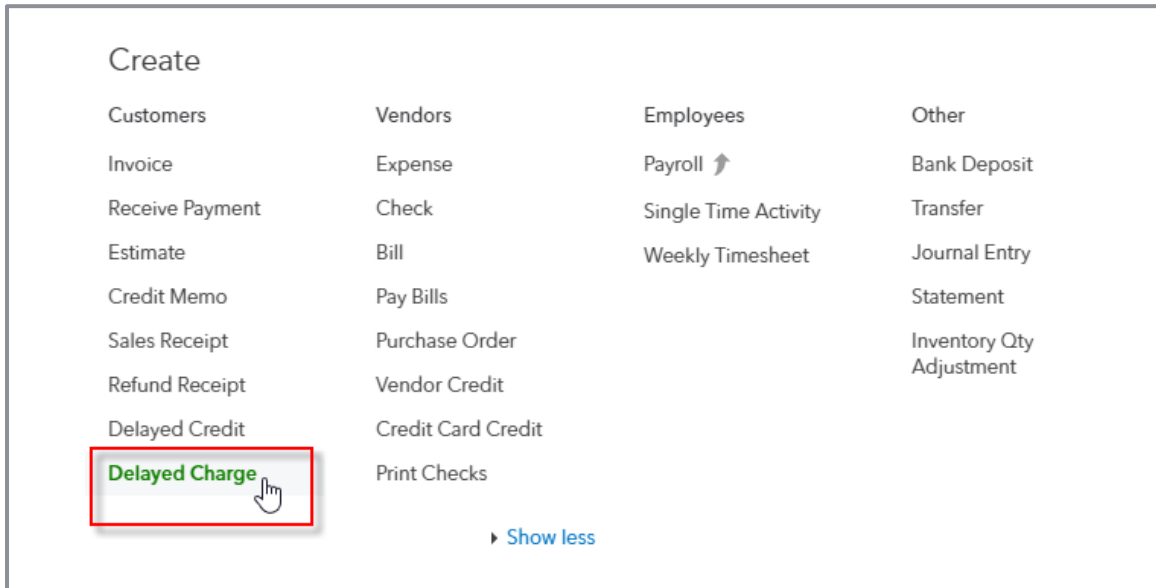
If you have the expanded view of Quick Create open, you can see a list of sales type transactions under the Customers column.





Step by Step: Enter a Delayed Charge

1. Click **Delayed Charge**. A delayed charge is a non-posting transaction; what you're telling QuickBooks is you need to invoice a customer for something but don't want to invoice for it now. Let's say you are a landscaping service and do gardening for multiple customers. Every day you record where you gardened that day, but you invoice only once a month. You can record that activity in QuickBooks as a delayed charge and, at month end, create an invoice.



- Enter *Amy's Bird Sanctuary*. In the Date field type a *w* to select the beginning of the currently-displayed week. Enter *Gardening* under the Product/Service column. Enter *4* under the QTY (Quantity) column and *\$35* under the Rate column. Click **Save and new**.

Delayed Charge
\$140.00

Amy's Bird Sanctuary
AMOUNT

Delayed Charge Date

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
+	1	Landscaping:Gardenir	Weekly Gardening Service	4	35	140.00	<input type="checkbox"/>
⋮	2						<input type="checkbox"/>

Add lines
Clear all lines

Memo

Attachments Maximum size: 25MB

Drag/Drop files here or click the icon

[Show existing](#)

Cancel
Clear
Make recurring
Save and new

- Enter *Amy's Bird Sanctuary* and in the Date field type a *k* and the plus key (+). K brings you to the end of this week and the plus (+) key advances a day, which brings you to the beginning of next week. Enter *Gardening* under the Product/Service column. Enter *3* under the QTY column and *\$35* under the Rate column. Click **Save and close**.

Delayed Charge
? ✕

Amy's Bird Sanctuary

AMOUNT
\$105.00

Delayed Charge Date

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
1	Landscaping:Gardening	Weekly Gardening Service	3	35	105.00		✕
2							✕

Add lines
Clear all lines

Memo Total \$105.00

Attachments Maximum size: 25MB

Drag/Drop files here or click the icon

Show existing

Cancel
Clear
Privacy

Save and close Ctrl+D

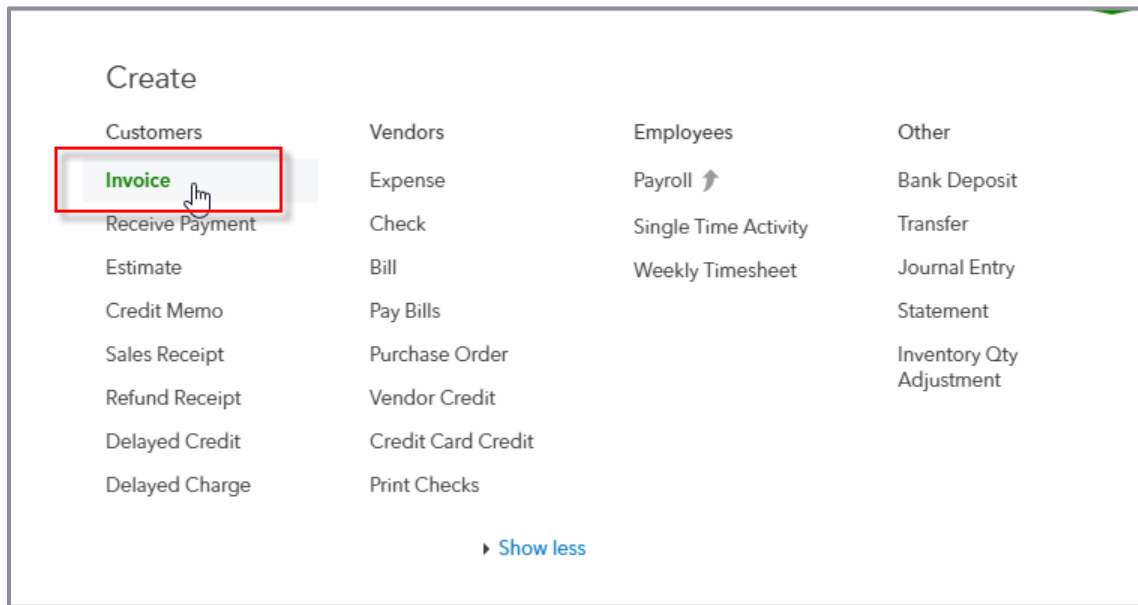
Save and new

Make recurring



Step by Step: Create an Invoice from Quick Create

1. From Quick Create choose **Invoice**.



2. Enter *Amy's Bird Sanctuary*. As soon as you enter the customer name, if there are any unbilled (delayed) charges or unbilled time, a drawer opens on the right so you can easily add them to the invoice.

Invoice

Amy's Bird Sanctuary | Birds@Intuit.com

BALANCE DUE
\$0.00

Billable to: Amy's Bird Sanctuary

Billing address: Amy Lauterbach, Amy's Bird Sanctuary, 4581 Finch St, Bayshore, CA 94326

Terms: Net 30 | **Invoice date:** 01/15/2017 | **Due date:** 02/14/2017

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						
2						

Summary: Subtotal: \$0.00, Taxable subtotal: \$0.00, Tax (California 8%): 0.00, Total: \$0.00, Balance due: \$0.00

Right-hand drawer (Add to Invoice):

- Add all** (highlighted)
- Billable time:** Dec 12, 2016, 5:00, \$375.00, Custom Design. [Add](#) [Open](#)
- Charge #1:** Jan 8, \$140.00, Weekly Gardening Service. [Add](#) [Open](#)
- Charge #2:** Jan 15, \$105.00, Weekly Gardening Service. [Add](#) [Open](#)

3. Click **Add all** then **Save and close**.

Invoice

▼

BALANCE DUE

\$620.00

3 linked transactions Send later Co/Bcc

Billing address

Amy Lauterbach
Amy's Bird Sanctuary
4581 Finch St.
Bayshore, CA 94326

Terms

Net 30

Invoice date

01/15/2017

Due date

02/14/2017

Crew #

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
1	Design:Design	Custom Design	5	75	375.00		
2	Landscaping:Gardening	Weekly Gardening Service	4	35	140.00		
3	Landscaping:Gardening	Weekly Gardening Service	3	35	105.00		
4							

Message displayed on invoice

Thank you for your business and have a great day!

Statement memo

Subtotal **\$620.00**

Taxable subtotal **\$0.00**

California 8%

Discount percent

Total **\$620.00**

Balance due **\$620.00**

Attachments Maximum size: 25MB

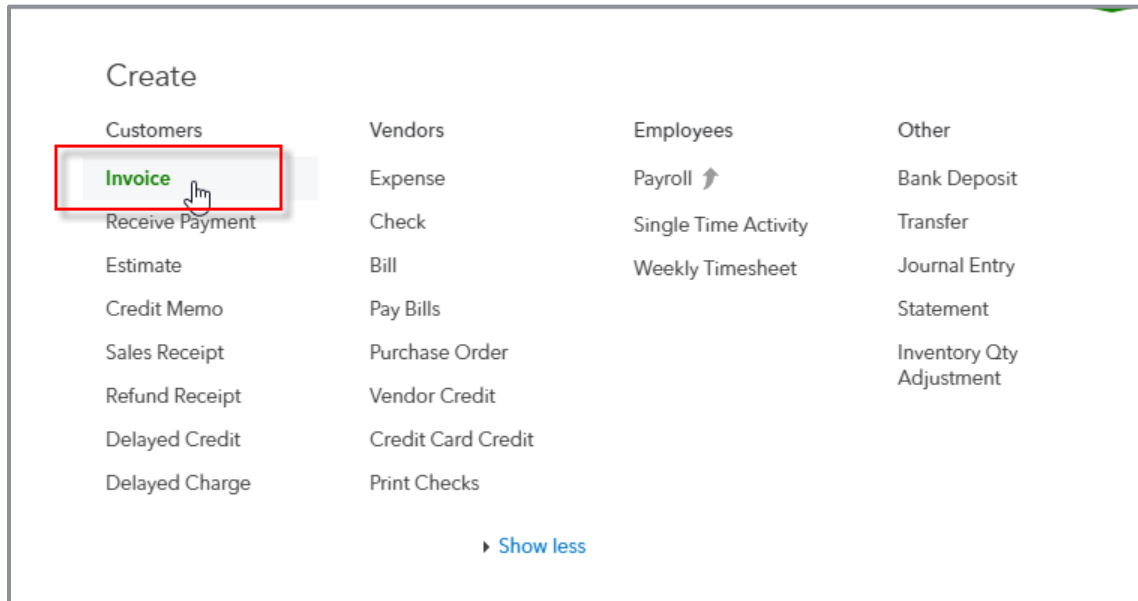
Cancel
Clear
Print or Preview
Make recurring
Customize
Save
Save and close



Step by Step: Recurring Transactions

What happens if you have monthly recurring charges and you don't want to have to remember to enter them? Even better, you'd like QuickBooks to create an invoice automatically and email it to your customers. Use the Recurring Transactions feature. Most transactions (sales, purchases and journal entries) can be made recurring.

1. From Quick Create click **Invoice**.



- Type *Bill's Windsurf Shop* and choose **Pest Control** under Product/Service. Leave the quantity at 1 and the rate at \$35.00. At the bottom of the screen click **Make recurring**.

Invoice
Settings ? X

Bill's Windsurf Shop

Send later [Cc/Bcc](#)

BALANCE DUE

\$35.00

Billing address **Terms** **Invoice date** **Due date**

Bill Lucchini
Bill's Windsurf Shop
12 Ocean Dr.
Half Moon Bay, CA 94213

Net 30

Crew #

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
+	1	Pest Control:Pest Cont	1	35	35.00	<input type="checkbox"/>
⋮	2					<input type="checkbox"/>

Message displayed on invoice

Thank you for your business and have a great day!

Statement memo

Subtotal **\$35.00**

Taxable subtotal **\$0.00**

Select a sales tax rate

Discount percent

Total **\$35.00**

Balance due **\$35.00**

3. This opens a screen where you can create a recurring invoice template. You can name the template, say whether or not you want it automatically entered, choose to automatically send an email and, if scheduled, set up the schedule. Click **Save template**.

Recurring Invoice

Template name: Bill's Windsurf Shop Type: Scheduled Create 10 days in advance

Customer: Bill's Windsurf Shop Options: Automatically send emails, Print later, Include unbilled charges

Interval: Monthly on day 1st of every 1 month(s) Start date: End: None

Billing address: Bill Lucchini, Bill's Windsurf Shop, 12 Ocean Dr., Half Moon Bay, CA 94213 Terms: Net 30 Crew #:

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Pest Control:Pest Control	Pest Control Services	1	35	35.00	
2						

Subtotal: \$35.00

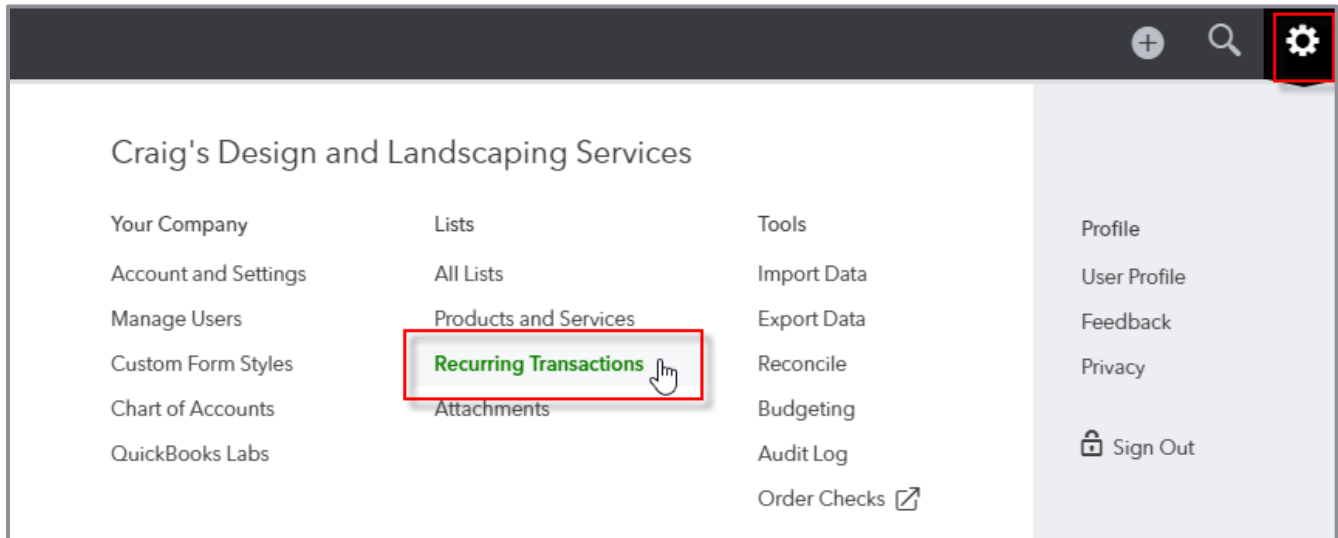
Buttons: Cancel, Clear, Customize, **Save template**

You have a lot of flexibility when creating a template. Experiment with it in the sample file. Note that if you have an already-recorded transaction and want to make it recurring, you can open it up and click **Make recurring** at the bottom of the screen. Remember that most transactions can be made recurring.

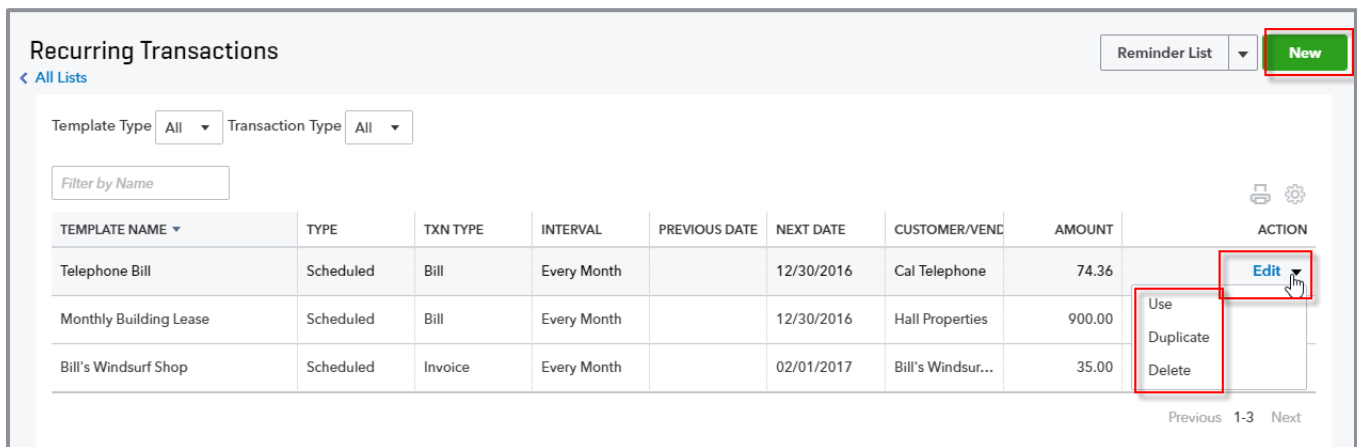


Step by Step: Recurring Transaction List

- To see a list of recurring transactions, click the **gear** icon and open **Recurring Transactions** under Lists.



- From here, you can add new templates, edit an existing template, use an existing template, duplicate it (as a good starting point for a new template) or delete it.



Topic 2: Expense & Purchase Transactions

Whenever you set up a new area of QuickBooks, you need to review the Account and Settings related to that area. Before you go into the Account and Settings, you need to make sure you understand the different types of expense and purchase transactions.

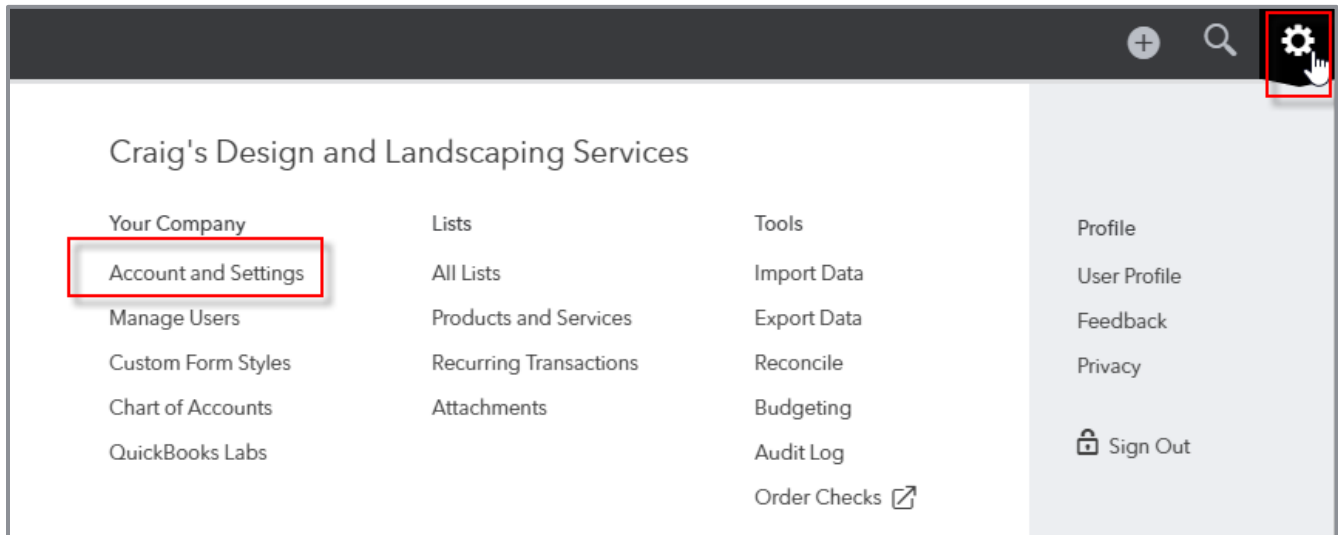
- **Bill** is a transaction you enter when you receive a bill from a vendor but don't want to pay it until later. This is available in Essentials and Plus only.
- **Expense** is a way (using one window only) to enter cash, check or credit card purchases
- **Checks** are a way to enter transactions that reduce your bank account. If the transaction is truly a check, you can print checks.
- **Bill payment** is a transaction used to pay the bills entered. This is available in Essentials and Plus only.
- **Purchase order** is used to tell a vendor you want to order goods or services. This is available in Plus only.
- **Vendor credit** is used to record either a refund or return from a vendor. This is available in Essentials and Plus only.
- **Credit card credit** is a transaction that records a credit card refund from a vendor.

All these transactions relate to monies going out. Some of these transactions can be launched from more than one access point, whereas others can be launched only from one.

DETERMINE APPROPRIATE EXPENSE-RELATED SETTINGS

Account and Settings

Click the **gear icon** and choose **Account and Setting** under Your Company.



There are four tabs along the left-hand side to set the preferences as to how QuickBooks Online behaves in this company file. There is a separate tab for Expenses, but there are also expense-related settings included in the Advanced tab.

Click **Expenses**. The Bills and expenses preferences allow you to use items on expense and purchase forms (in addition to general ledger accounts), track purchases by customer and mark them billable. You can also define the default bill payment terms.

You can turn on the ability to use purchase orders here and turn on the ability to copy estimates to purchase orders here as well.

There is also a place to set up the default email message sent with purchase orders.

NOTE: Your subscription level determines whether or not you can use some of these features. For example, purchase orders can be used only in QuickBooks Online Plus.

The screenshot displays the 'Account and Settings' interface in QuickBooks Online, with the 'Expenses' tab selected. The left sidebar shows navigation options: Company, Sales, Expenses, and Advanced. The main content area is divided into sections:

- Bills and expenses:** Includes checkboxes for 'Show Items table on expense and purchase forms' (checked), 'Track expenses and items by customer' (checked), 'Make expenses and items billable' (checked), 'Markup with a default rate of 0.00 %', 'Track billable expenses and items as income' (checked), and radio buttons for 'In a single account' (selected) and 'In multiple accounts'. There is also a checkbox for 'Charge sales tax'.
- Default bill payment terms:** A dropdown menu is open, showing options: '+ Add new', 'Due on receipt', 'Net 10', 'Net 15', 'Net 30', and 'Net 60'.
- Purchase orders:** Includes checkboxes for 'Use purchase orders' and 'Copy estimates to purchase orders'.
- Messages:** Includes a checkbox for 'Default email message sent with purchase orders'.

At the bottom of the page, there are links for 'Privacy | Security | Terms of Service'.

Click **Advanced**. You'll see the same types of automation choices you saw with customers. Do you want QuickBooks Online to apply bill payments automatically? Think about it before you turn it on.

Under the Other preferences section, it's a good idea to turn on the duplicate check and bill warnings.

Category	Setting	Value	Action
Company	Track classes	Off	
	Track locations	Off	
Sales			
Expenses			
Advanced	Automation		
	Pre-fill forms with previously entered content	On	
	Automatically apply credits	On	
	Automatically invoice unbilled activity	Off	
	Copy estimates to invoices	On	
	Automatically apply bill payments	On	
	Time tracking		
	Add Service field to timesheets	On	
	Make Single-Time Activity Billable to Customer	On	
	Currency		
Home Currency	United States Dollar		
Multicurrency	Off		
Other preferences			
Date format	MM/dd/yyyy		
Number format	123,456.00		
Customer label	Customers		
<input checked="" type="checkbox"/> Warn if duplicate check number is used	On		
<input checked="" type="checkbox"/> Warn if duplicate bill number is used	On		
Sign me out if inactive for	1 hour		

RECOGNIZE ALTERNATE ENTRY POINTS TO ENTER PURCHASING TRANSACTIONS

Vendor Center

The Vendor Center, accessed by selecting **Vendors** in the left navigation bar, is a dashboard for adding, editing and reviewing vendors with which your QuickBooks Online company does business. The list of vendors can be printed or exported, and it can be sorted by various parameters (using the column headers, similar to how the column headers in the Customer Center behave) or filtered. Next to each vendor listing (in the far right column) is an Action column which has a drop-down box from which to create transactions such as bills or checks, or to make a vendor inactive. In addition, you can email vendors in batch by using the Batch Actions drop-down list at the top of the list of vendors in the left corner. These emails can use your choice of web-based email or email client.

Enter Transactions from the Vendor Center



Step by Step: Create a Bill

1. Go to **Action** → **Create bill** for Bob's Burger Joint.

The screenshot displays the 'Vendors' dashboard in QuickBooks Online. At the top, there are summary cards for 'Unbilled Last 365 Days' (\$125, 1 PURCHASE ORDER), 'Unpaid Last 365 Days' (\$848, 4 OVERDUE), and 'Paid' (\$1,603, 5 OPEN BILLS). A 'Paid' card shows \$3,892 (21 PAID LAST 30 DAYS). Below these is a search bar and a 'Batch actions' dropdown. The main table lists vendors with columns for 'VENDOR / COMPANY', 'PHONE', 'EMAIL', 'OPEN BALANCE', and 'ACTION'. The 'ACTION' column for 'Bob's Burger Joint' is expanded, showing a dropdown menu with the following options: 'Create bill', 'Create expense', 'Write check', 'Create purchase order', and 'Make inactive'. The 'Create bill' option is highlighted with a red box.

NOTE: Because of the setting Show items table on expense and purchase forms (in the Expenses tab of Account and Setting), you have the choice to assign the detail portion of bills directly to one or more accounts on the Chart of Accounts, or use one or more items from the Products and Services list, or use a combination of the two functionalities.

- Assign a bill number 1234. Under Account details enter Advertising for \$2,500.00, billable to customer Amy's Bird Sanctuary.

Bill #1234

Bob's Burger Joint

BALANCE DUE: **\$2,500.00**

Mailing address: Bob's Burger Joint

Terms: [dropdown] Bill date: 01/10/2017 Due date: 01/10/2017 Bill no.: 1234

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Advertising		2,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amy's Bird Sanctu
2						

- Use the keyboard shortcut **Ctrl + Alt + s** to save this bill and open a new bill entry screen.
- Enter a second bill #1333 for Bob's Burger Joint for Meals and Entertainment, \$250.00 then **Save and close**. (Note that because the Company Setting *Pre-fill forms with previously entered content* is turned on under Advanced and Automation, you'll have to overwrite the Advertising account that appears with Meals and Entertainment; you'll also have to change the amount of the expense from \$2,500.00 to \$250.00.

Notice that when you used your keyboard shortcut to save bill 1234, QuickBooks saved the transaction and assumed you wanted to enter an additional transaction of the same type. But QuickBooks does not assume you want to use the same vendor. Therefore, in this case, you needed to enter Bob's Burger Joint as the vendor in the second bill.

Now you see Bob's Burger Joint has \$2,750.00 as an Open Balance in the Vendor Center:

Vendors

Prepare 1099s [dropdown] **New vendor** [dropdown]

Unbilled Last 365 Days: **\$125** (1 PURCHASE ORDER)

Unpaid Last 365 Days: **\$848** (4 OVERDUE)

Paid: **\$4,353** (7 OPEN BILLS)

Paid: **\$3,892** (21 PAID LAST 30 DAYS)

VENDOR	COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/>	Bob's Burger Joint			\$2,750.00	Make payment [dropdown]

If you were to click **Bob's Burger Joint** in the Vendor Center, you would see the two open bills adding up to \$2,750.00. You would then be able to make a payment on one bill at a time by clicking on **Make payment** in the far right Action column.

Bob's Burger Joint

No notes available. Please click to add notes.

Edit
New transaction ▾

\$2,750.00
OPEN

\$0.00
OVERDUE


Transaction List
Vendor Details

Batch actions ▾
Filter ▾

Print
Export
Settings

<input type="checkbox"/>	DATE ▾	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	01/10/2...	Bill	1234	Bob's Burger Joint	Advertising ▾	\$2,500.00	Make payment ▾
<input type="checkbox"/>	01/10/2...	Bill	1333	Bob's Burger Joint	Meals and Entertainment ▾	\$250.00	Make payment ▾
<input type="checkbox"/>	12/20/2...	Credit Card Expense		Bob's Burger Joint	Meals and Entertainment ▾	\$18.97	
<input type="checkbox"/>	12/11/2...	Cash Expense		Bob's Burger Joint	Meals and Entertainment ▾	\$3.86	
<input type="checkbox"/>	12/06/2...	Cash Expense		Bob's Burger Joint	Meals and Entertainment ▾	\$5.66	

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Step by Step: Pay Bills

- Go back to the Vendor Center if you have left it. From the Action column click **Make payment** next to Bob's Burger Joint.

Vendors Prepare 1099s ▾ **New vendor** ▾

Unbilled Last 365 Days Unpaid Last 365 Days Paid

\$125
1 PURCHASE ORDER

\$848
4 OVERDUE

\$4,353
7 OPEN BILLS

\$3,892
21 PAID LAST 30 DAYS

Batch actions ▾

	VENDOR / COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/>	Bob's Burger Joint			\$2,750.00	Make payment ▾
<input type="checkbox"/>	Books by Bessie Books by Bessie	(650) 555-7745	Books@Intuit.com	\$0.00	Create bill ▾

- QuickBooks opens the Bill Payment screen with that vendor's outstanding bills listed and already checked for you to pay. At the top of the screen you can choose to pay via a bank account or credit card.

Bill Payment #1 ? X

Bob's Burger Joint Mastercard Balance \$157.72 **AMOUNT PAID**
\$2,750.00

Mailing address: Bob's Burger Joint Paym 01/

+ Add new

Checking Bank

Savings Bank

Mastercard Credit Card

Visa Credit Card

Ref no.

Amount

Outstanding Transactions

Filter ▾ All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Bill # 1234 (01/10/2017)	01/10/2017	2,500.00	2,500.00	<input type="text" value="2,500.00"/>
<input checked="" type="checkbox"/>	Bill # 1333 (01/10/2017)	01/10/2017	250.00	250.00	<input type="text" value="250.00"/>


< First Previous 1-2 of 2 Next Last >

Amount to Apply **\$2,750.00**
Amount to Credit **\$0.00**

- At the bottom of the screen click **Save and close**.



As with the Customer Center, you can drill down on the vendor name and get a list of transactions on which you can take action, or create new transactions from the drop-down list on the right.

Brosnahan Insurance Agency 

Brosnahan Insurance Agency | P.O. Box 5, Middlefield, CA 94482

No notes available. Please click to add notes.

\$241.23 OPEN
\$241.23 OVERDUE

Transaction List | Vendor Details

Batch actions ▾ | Filter ▾

<input type="checkbox"/>	DATE ▾	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	12/12/2...	Bill Payment (Check)	1	Brosnahan Insurance Agency		\$2,000.00	
<input type="checkbox"/>	12/08/2...	Bill		Brosnahan Insurance Agency	Miscellaneous ▾	\$2,000.00	
<input type="checkbox"/>	12/08/2...	Bill		Brosnahan Insurance Agency	Insurance ▾	\$241.23	Make payment ▾

< First Previous 1-3 of 3 Next Last >

Enter Transactions → Expenses

If you click **Expenses** under Transactions in the left-hand navigation bar, QuickBooks opens a list of the last 365 days of Expense Transactions. This screen can be filtered to modify the view. You can drill down on any transaction. You can also enter a new transaction or print checks.

Expense Transactions

Print Checks ▾ **New transaction ▾**

Filter ▾ Last 365 Days

Batch actions ▾

<input type="checkbox"/>	DATE ▾	TYPE	NO.	PAYEE	CATEGORY	TOTAL
<input type="checkbox"/>	01/10/2...	Bill	1234	Bob's Burger Joint	Advertising ▾	\$2,500.00
<input type="checkbox"/>	01/10/2...	Bill Payment (Credit Card)	1	Bob's Burger Joint		\$2,750.00
<input type="checkbox"/>	01/10/2...	Bill	1333	Bob's Burger Joint	Meals and Entertainment ▾	\$250.00
<input type="checkbox"/>	01/09/2...	Credit Card Expense			Automobile ▾	\$34.00
<input type="checkbox"/>	12/29/2...	Credit Card Credit			Checking ▾	\$900.00
<input type="checkbox"/>	12/27/2...	Credit Card Expense		Squeaky Kleen Car Wash	Automobile ▾	\$19.99
<input type="checkbox"/>	12/21/2...	Credit Card Expense		Hicks Hardware	Job Expenses:Job Matr ▾	\$42.40
<input type="checkbox"/>	12/20/2...	Credit Card Expense		Bob's Burger Joint	Meals and Entertainment ▾	\$18.97

Bill
Expense
Check
Purchase order
Vendor Credit



Step by Step: Enter an Expense Type of Transaction

1. From the New Transaction drop-down menu choose **Expense**. To recap what was said earlier, an expense type of transaction allows you to either reduce your bank account (including cash) or increase your credit card payable for a purchase made for the company. An expense transaction is a good transaction type to use when inputting a backlog of receipts that have been collected but not sorted by payment type. With the expense transaction, there is no need to sort the receipts first by credit card, check, other bank account or cash. Rather than having to sort through them and put them into piles by payment type, you can enter it on this one Expense screen by specifying the account (bank account, petty cash or a particular credit card) at the top.

- Enter an expense for the vendor Books by Bessie. It was paid with a MasterCard and was for Dues & Subscriptions for \$10.

The screenshot shows the 'Expense' entry form in QuickBooks. The vendor is 'Books by Bessie' and the payment method is 'Mastercard'. The amount is \$10.00. The payment date is 01/10/2017. The account details table shows one line item: 'Dues & Subscriptions' with an amount of 10.00.

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Dues & Subscriptions		10.00			
2						

- At the bottom of your screen click **Save and new**.
- Enter a transaction for Computers by Jenni. It was paid out of Checking with manual check #32. It was for Commissions and Fees for \$100. **Save and close**.

The screenshot shows the 'Expense' entry form in QuickBooks. The vendor is 'Computers by Jenni' and the payment method is 'Checking'. The amount is \$100.00. The payment date is 01/10/2017. The account details table shows one line item: 'Commissions & fees' with an amount of 100.00.

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Commissions & fees		100.00			
2						

On the Expense Transactions page, both expenses show up but one affected the bank account (Checking) and the other a credit card account (MasterCard). If you are entering all checks, use the Check feature rather than the Expense transaction.

Expense Transactions Print Checks ▾ New transaction ▾

Filter ▾ Last 365 Days

Batch actions ▾ 🖨️ 📄 ⚙️

<input type="checkbox"/>	DATE ▾	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	01/10/2...	Bill	1234	Bob's Burger Joint	Advertising ▾	\$2,500.00	
<input type="checkbox"/>	01/10/2...	Expense	32	Computers by Jenni	Commissions & fees ▾	\$100.00	
<input type="checkbox"/>	01/10/2...	Expense		Books by Bessie	Dues & Subscriptions ▾	\$10.00	
<input type="checkbox"/>	01/10/2...	Bill Payment (Credit Card)	1	Bob's Burger Joint		\$2,750.00	
<input type="checkbox"/>	01/10/2...	Bill	1333	Bob's Burger Joint	Meals and Entertainment ▾	\$250.00	

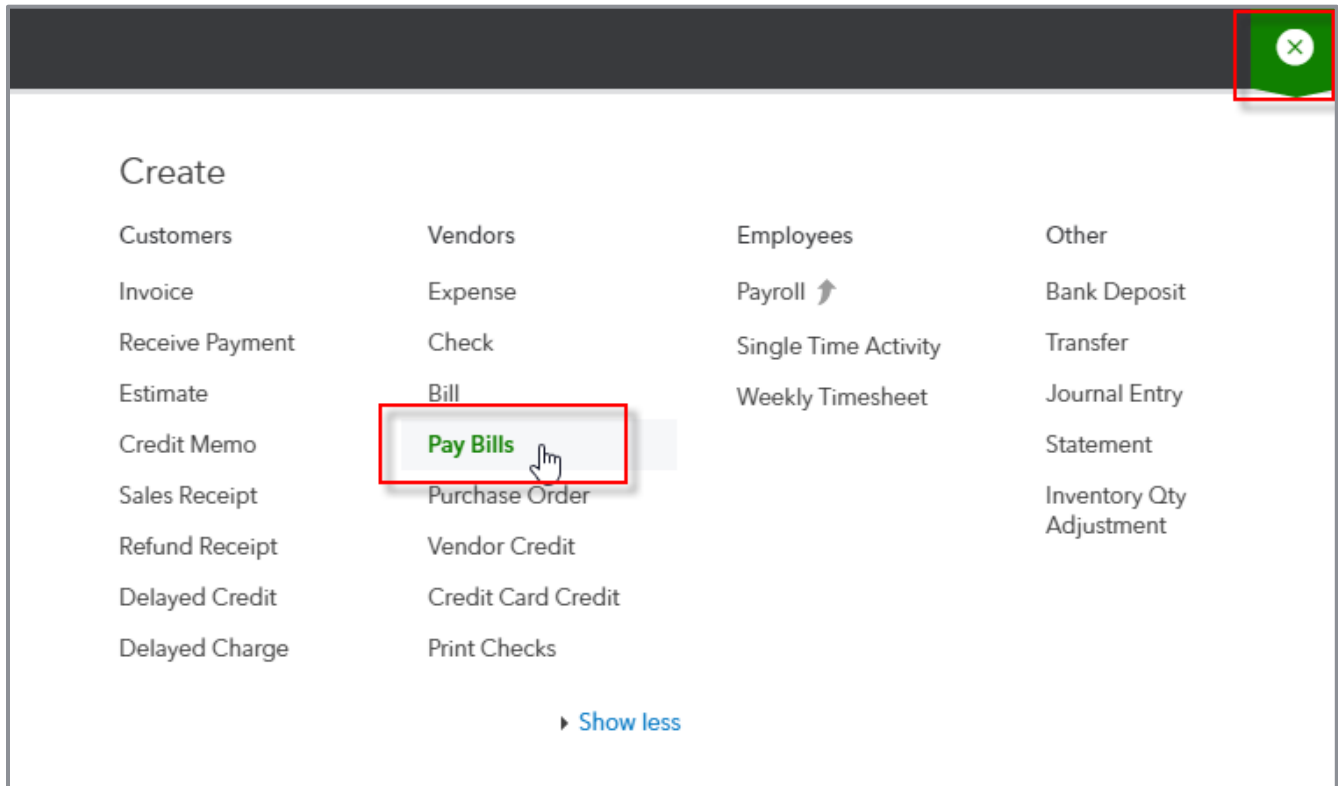
Enter Transactions from Quick Create

Previously you learned how to pay one or more bills from the Vendor Center. (You could pay only one bill at a time by clicking on the vendor name and choosing **Make Payment** next to one bill, or you could find the total outstanding in the Vendor Center's list of vendors and select **Make Payment** under the Action column to pay one or more bills for that one vendor. If you want to pay multiple bills for multiple vendors at one time, you need to access Pay Bills from Quick Create.

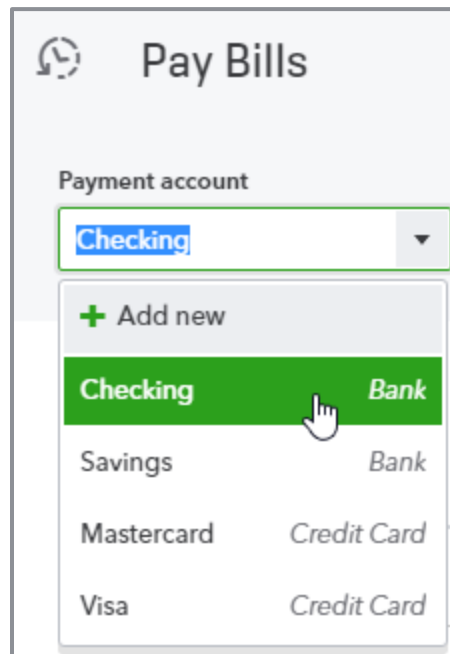


Step by Step: Pay Multiple Bills

1. Under Quick Create select **Pay Bills**.



2. Select **Checking** as the Payment account.



3. Select which bills to pay, enter the Payment date and (instead of specifying a starting check no. for manual checks) check the box next to **Print Later**. If you are going to pay less than the open balance on a bill, enter that amount in the Payment column. Note that by clicking on the column headers (as in the Customer Center and Vendor Center), you can sort how you want to see the bills listed. Click **Save and print**.

Pay Bills
?
✕

Payment account

Checking

Balance \$1,101.00

Payment date

01/10/2017

Starting check no.

To print Print later

TOTAL PAYMENT AMOUNT

\$946.23

Filter ▾ Last 365 Days 5 open bills, 4 overdue

	PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/>	Brosnahan Insurance Agency		12/18/2016	\$241.23	Not available	241.23	\$241.23
<input checked="" type="checkbox"/>	Diego's Road Warrior Bod...		01/12/2017	\$755.00	Not available	500.00	\$500.00
<input checked="" type="checkbox"/>	Norton Lumber and Buildi...		12/15/2016	\$205.00	Not available	205.00	\$205.00
<input type="checkbox"/>	PG&E		11/30/2016	\$86.44	Not available		\$0.00
<input type="checkbox"/>	Robertson & Associates		12/15/2016	\$315.00	Not available		\$0.00
3 bills selected				\$1,201.23	\$0.00	\$946.23	\$946.23

Total payment (USD) 946.23

[< First](#)
[Previous](#)
1-5 of 5
[Next](#)
[Last >](#)

Current account balance \$1,101.00

Total payment -\$946.23

New account balance \$154.77

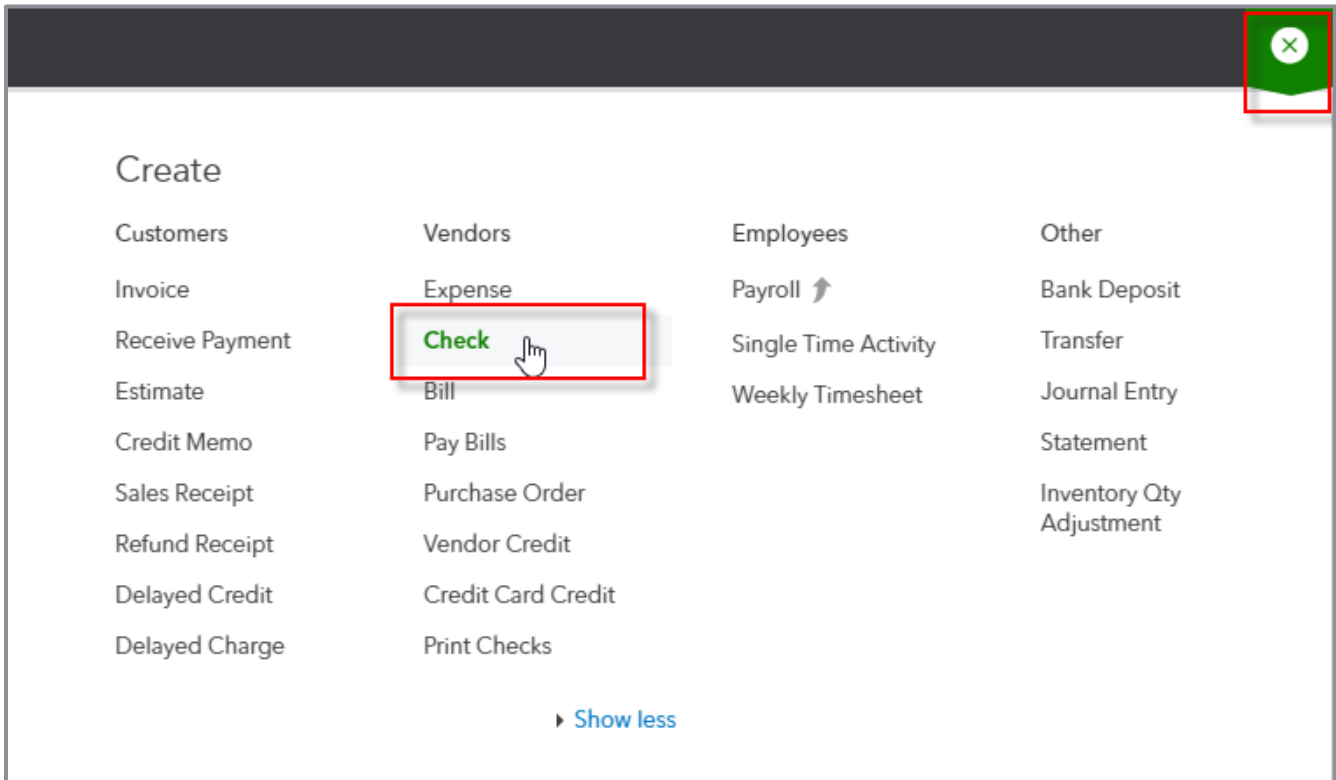
Save and print ▾

When you click **Save and print**, QuickBooks will give you a list of bills paid as well as print the bill payment checks. Because you chose the payment method of Printed Check but didn't print them now, they can be batch printed, which you'll learn about shortly.



Step by Step: Create a Check (write a check to pay a bill)

1. Click on **Quick Create** then, under Vendors, select **Check**.



- Enter the vendor *Diego's Road Warrior Bodyshop*. If you enter a vendor name and there is an outstanding bill related to that vendor, a drawer opens on the right-hand side of the page which allows you to add the bill to the check. The accounting effect is to decrease the bank account balance and decrease accounts payable. This feature will help prevent you from making the mistake of writing a check for a bill already entered and posting it to an expense account, thereby double-counting the expense and never clearing the payables.

Check #71

Diego's Road Warrior Bodyshop | Checking | Balance \$154.77

AMOUNT: \$0.00

Add to Check

Add all

Bill: Jan 12, \$255.00

Add (highlighted) | Open

Account details table:

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER

- Click **Add** to add the bill to the check. This changes the transaction type from Check to Bill Payment. (Note that Check #71 changed to Bill Payment #71 in the top left corner of the transaction.) Click **Save and close**.

Bill Payment #71

Diego's Road Warrior Bodyshop | Checking | Balance \$154.77

AMOUNT PAID: \$255.00

Check no.: 71

Print later

Amount: 255.00

Outstanding Transactions

Find Invoice No. | Filter: All

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
Bill (12/13/2016)	01/12/2017	755.00	255.00	255.00

Amount to Apply: \$255.00
Amount to Credit: \$0.00

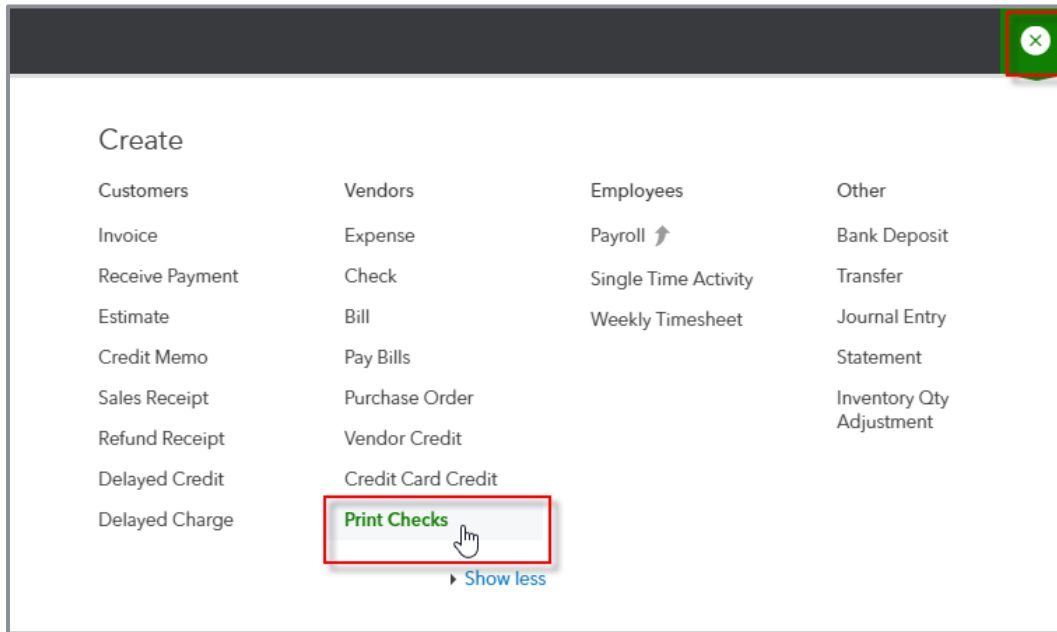
Clear Payment

If this check wasn't to pay an outstanding bill, don't add anything from the drawer, even if there is a bill there, and enter the account or item details in the body of the check.

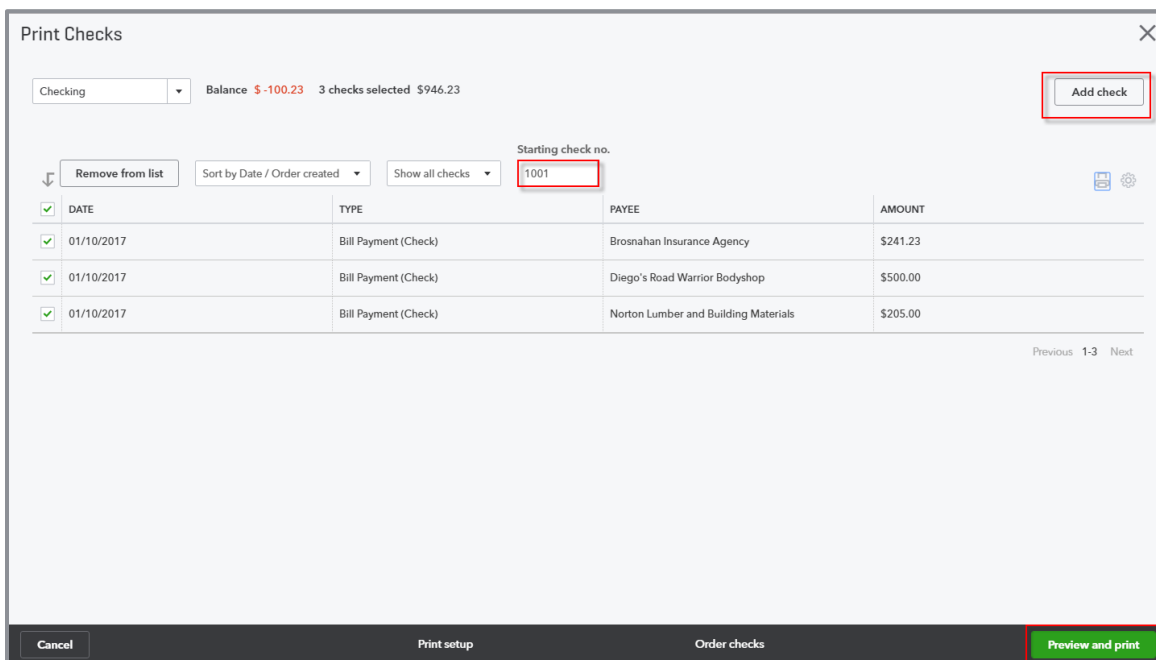


Step by Step: Print Checks in Batch

1. Click **Quick Create** then, under Vendors, select **Print Checks**.



2. The first time you click **Print Checks**, you must make sure your checks align correctly. Once you have done that, all checks marked to be printed later appear.



3. You can create a new check and add it to this Print Checks screen by clicking **Add check** in the top right corner. (You can also return to the Print setup screen for proper alignment with your printer by clicking **Print setup** at the bottom.)
4. Place a checkmark in the box next to each check you wish to print then select **Preview and Print**. Before you do that, you need to make sure the starting check number is correct.

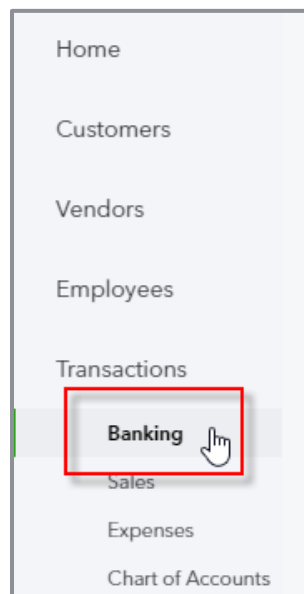
Transactions → Banking

The Banking Center allows you to link your bank and credit card accounts to QuickBooks. Once that is done, QuickBooks automatically downloads transactions nightly, though you can download manually by clicking on **Update** in the upper right-hand corner.



Step by Step: Use the Banking Center

1. Under Transactions in the left-hand navigation bar, click **Banking**.



- At the top of the screen, the linked bank and credit card accounts are displayed, as well as the number of transactions that have been downloaded and need to be either entered or matched. Although QuickBooks automatically downloads transactions nightly, you can click **Update** to import the latest transactions

The screenshot shows the 'Bank and Credit Cards' section for a 'Mastercard' account. It displays three bank accounts: Mastercard, Checking, and Savings. Each account shows its current balance and the number of transactions downloaded from QuickBooks. The 'Update' button is highlighted with a red box.

Account	Bank Balance	Transactions in QuickBooks
Mastercard	\$304.96	7
Checking	-\$3,621.93	25
Savings	\$200.00	1

If your bank account does not connect to QuickBooks, the drop-down under Update allows you to import CSV, QFX, QuickBooks Online or OFX formatted files. You can also add accounts by clicking **Add account** next to Update.

The screenshot shows the 'Bank and Credit Cards' section for a 'Mastercard' account. The 'Update' button is clicked, and the 'File upload' option is highlighted with a red box.

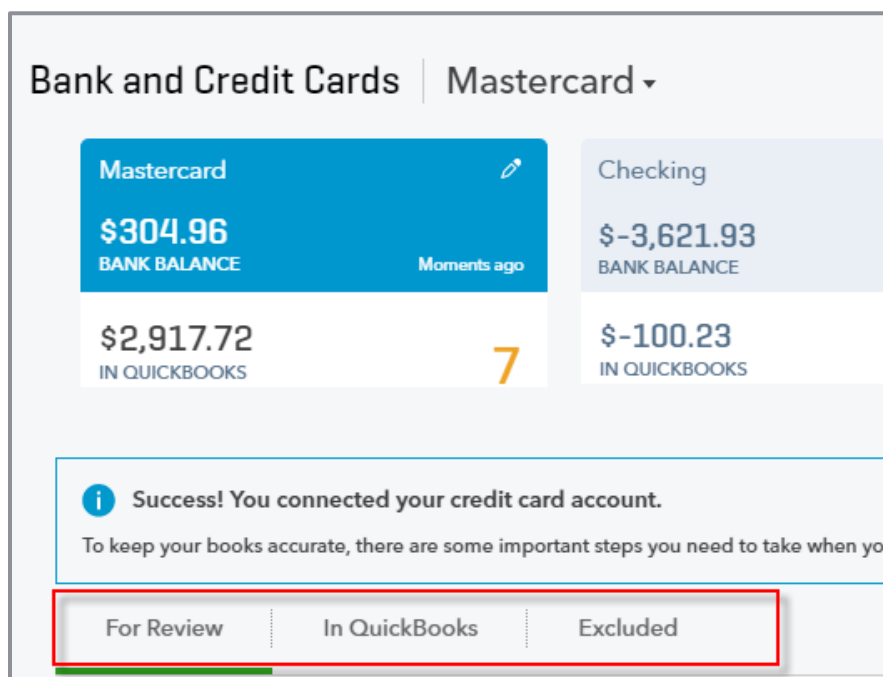
Account	Bank Balance	Transactions in QuickBooks
Mastercard	\$304.96	7
Checking	-\$3,621.93	25
Savings	\$200.00	1

Another option on the Update drop-down menu allows you to create and manage rules. You'll do that after you understand the different parts of the Banking Center.

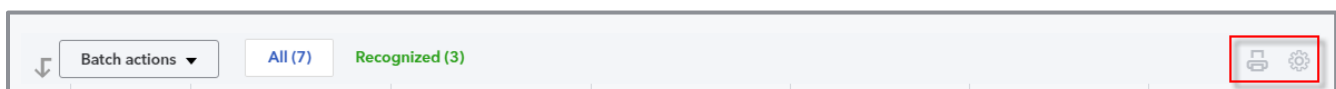
The screenshot shows the 'Bank and Credit Cards' section for a 'Mastercard' account. The 'Update' button is clicked, and the 'Manage rules' option is highlighted with a red box.

Account	Bank Balance	Transactions in QuickBooks
Mastercard	\$304.96	7
Checking	-\$3,621.93	25
Savings	\$200.00	1

3. At the top of the screen, click on **MasterCard** to ensure you are reviewing that account.
4. Further down the page for Banking, there are three tabs: For Review, In QuickBooks and Excluded.
 - **For Review** – These are the newly downloaded transactions. They are the ones upon which you need to take action.
 - **In QuickBooks** – These are transactions that have been matched or added from the New Transactions tab. Although there are none in the sample file, once you start using the Banking Center in a live file, you will see many transactions listed there.
 - **Excluded** – These are downloaded transactions you have decided not to enter into QuickBooks. Typically it is because they've already been entered and reconciled. Already reconciled transactions will not show up as a match. This typically occurs when you first use the Banking Center.

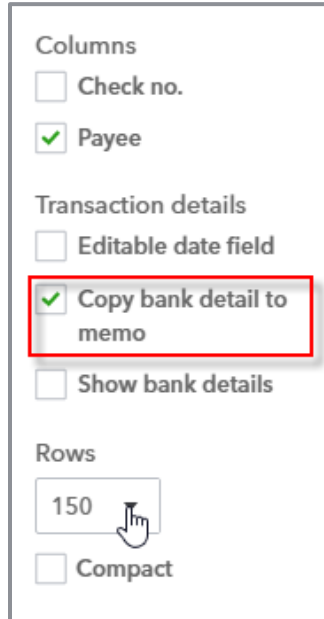


5. A list of downloaded transactions shows up on the next part of the page. The default is to show all downloaded transactions, but you may see a tab for Recognized transactions. These are transactions that are either matched from the bank download to entries already in QuickBooks, or QuickBooks has guessed how you want to enter based on past transactions and rules. You might want to take care of those first, just to clean up the list.



6. Notice to the far right there is a printer icon and a gear icon. You can print the list of transactions.

- Click the **gear** icon. You can set preferences as to which columns you want to see and how many rows you want to see in the Banking Center. You can also elect to see a compact display.
- If it's not selected already, check **Copy bank detail to memo**.



This feature tells QuickBooks to copy the bank’s transaction description to the Memo field automatically. The Memo field can show up on reports. It’s also useful for troubleshooting entries. You can edit the memo before adding to QuickBooks.

The transactions can be sorted by any column parameter by clicking on the column header (clicking on it twice sorts it in reverse order). As you scroll down, notice in the Category or Match column that QuickBooks has already matched several transactions.

- Click the column header **Category or Match**.

Batch actions		All (7)	Recognized (3)				
DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION	
12/27/2016	Squeaky Kleen Car	Squeaky Kleen Car Wash	MATCH CC Expense 12/27/2016 \$19.99 Squeaky Kleen Car Wash	\$19.99		Match	
12/20/2016	Squeaky Kleen Car	Squeaky Kleen Car Wash	MATCH CC Expense 12/20/2016 \$19.99 Squeaky Kleen Car Wash	\$19.99		Match	
12/20/2016	Bob's Burger	Bob's Burger Joint	MATCH CC Expense 12/20/2016 \$18.97 Bob's Burger Joint	\$18.97		Match	
12/15/2016	Norton Lumber And	Norton Lumber and Buil...	MATCH Bill Payment 1 12/15/2016 \$103.55 Norton Lumber and Building Materials	\$103.55		Match	

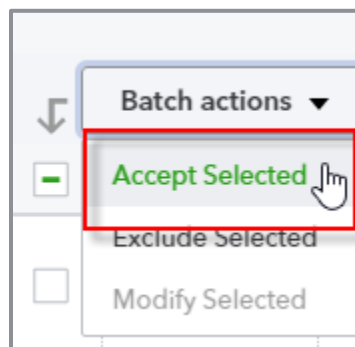
QuickBooks automatically looks for a match. The match could be against a check, bill payment, deposit, payment received from customer, etc. If upon a quick review you agree, you can match each one individually by clicking **Match** under the Action column. Alternately, if you want to enter several transactions at one time, select the first transaction you want to enter, hold your **shift** key down and click the last transaction you want to enter. Click the **down arrow** next to Batch actions then click **Accept Selected**. That matches the selected downloaded transactions against transactions that were already entered into QuickBooks.

- Click the selection box for **Bob's Burger Joint**. Hold your **Shift** key down and click the selection box for **Tania's Nursery**.

Batch actions ▾		All (7)	Recognized (3)				
DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH ▲	SPENT	RECEIVED	ACTION	
<input type="checkbox"/>	12/27/2016	Squeaky Kleen Car	Squeaky Kleen Car Wash	MATCH CC Expense 12/27/2016 \$19.99 Squeaky Kleen Car Wash	\$19.99		Match
<input type="checkbox"/>	12/20/2016	Squeaky Kleen Car	Squeaky Kleen Car Wash	MATCH CC Expense 12/20/2016 \$19.99 Squeaky Kleen Car Wash	\$19.99		Match
<input checked="" type="checkbox"/>	12/20/2016	Bob's Burger	Bob's Burger Joint	MATCH CC Expense 12/20/2016 \$18.97 Bob's Burger Joint	\$18.97		Match
<input checked="" type="checkbox"/>	12/15/2016	Norton Lumber And	Norton Lumber and Buil...	MATCH Bill Payment 1 12/15/2016 \$103.55 Norton Lumber and Building Materials	\$103.55		Match
<input checked="" type="checkbox"/>	12/09/2016	Tania's Nursery	Tania's Nursery	MATCH Expense 50 12/09/2016 \$82.45 Tania's Nursery	\$82.45		Match

By holding down your Shift key, QuickBooks selects all the transactions between Bobs Burger Joint and Tania's Nursery.

- Click the **Batch Actions** drop-down list then choose **Accept Selected**.



Those transactions move from the For Review tab to the In QuickBooks tab.

For Review		In QuickBooks	Excluded	Go to Register		
DATE	DESCRIPTION	AMOUNT	ADDED OR MATCHED	RULE	ACTION	
12/20/2016	Bob's Burger	\$-18.97	Matched to: CC Expense 12/20/201...		Undo	
12/15/2016	Norton Lumber And	\$-103.55	Matched to: Bill Payment 1 12/15/2...		Undo	
12/09/2016	Tania's Nursery	\$-82.45	Matched to: Expense 50 12/09/201...		Undo	

12. At the top of the screen click on **Checking** to ensure you are now reviewing that account.

13. Go to the **For Review** tab and click the column header twice for **Description**.

For Review		In QuickBooks	Excluded	Go to Register			
DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION	
12/08/2016	undefined	Cool Cars	MATCH Payment 1886 12/08/2016 \$694.00 Cool Cars		\$694.00	Match	
12/13/2016	undefined		MATCH Deposit 12/13/2016 \$218.75		\$218.75	Match	
12/13/2016	undefined	Freeman Sporting Good...	MATCH Payment 12/13/2016 \$50.00 Freeman Sporting Goods:55 Twin Lane		\$50.00	Match	
12/14/2016	undefined		MATCH Deposit 12/14/2016 \$408.00		\$408.00	Match	
12/15/2016	undefined		MATCH Deposit 12/15/2016 \$868.15		\$868.15	Match	
12/18/2016	A Rental		Uncategorized Expense	\$800.00			

Add
 Find match
 Transfer

Select Payee (optional) Uncategorized Expense
 Billable
 Select Customer (optional) A1 RENTAL

Split
Add

BANK DETAIL A1 RENTAL | [Add Attachment](#)

There are two expense transactions for A Rental (one for \$1,200 and one for \$800). QuickBooks does not know the vendor name or the account to use.

14. Type *A1 Rental* in the Payee field. There is no name in QuickBooks for A1 Rental. Add it on the fly as a new vendor.

15. Choose **Equipment Rental** as the posting account.

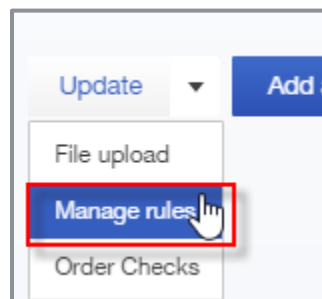
As soon as you do that, QuickBooks assumes you want the second transaction for A Rental to use the A1 Rental vendor and post to Equipment Rental.

You could click **Add** to add each transaction individually, or click the selection boxes and under Batch Actions and choose **Accept Selected** as you did earlier in this exercise.

If you need to split a transaction, you can do so by clicking **Split**.

16. Locate Hicks Hardware, an uncategorized expense for \$24.38. QuickBooks does not know where to post this transaction.

17. Click the **Update** drop-down and choose **Manage rules**.



18. Click **New rule**.



19. Enter *Hicks Hardware* as the rule name and also enter it as the contents of the Description condition field.

20. Select **Hicks Hardware** as the Payee and **Supplies** as the Category.

21. If you like, add something like *****Entered by Rules***** in the Memo field.

22. Check the box next to **Automatically add to my books**.
23. Click **Save**.

Rule

Rule name: Hicks Hardware For: Money out In: All bank accounts

When a transaction meets **all** of these conditions

Description: Contains Hicks Hardware

Add line

Set one or more of the following

Transaction type: Expense

Payee: Hicks Hardware Category: Supplies

Split

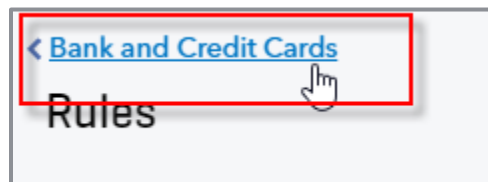
Memo: **Entered by Rules**

Automatically add to my books

Note: Rules apply to unaccepted transactions only

Cancel Save

24. Back in the Rules window, click **Bank and Credit Cards**.



25. Click the **In QuickBooks** tab. Hicks Hardware transactions now appear in this tab and indicate this posting was set by a rule. It also indicates, by the green plus sign inside a picture of a document, that the rule added these transactions to the books automatically without the need for further work by the user. (If we had not checked the box next to *Automatically add to my books*, you could see these transactions in the For Review tab, available to you to add one at a time or via Batch actions.)

For Review		In QuickBooks		Excluded		Go to Register	
DATE	DESCRIPTION	AMOUNT	ADDED OR MATCHED	RULE	ACTION		
12/18/2016	A Rental	\$-800.00	Added to: Expense 12/18/2016 \$80...		Undo		
12/15/2016	Hicks Hardware	\$-228.75	Added to: Expense 12/15/2016 \$22...	RULE Hicks Hardware	Undo		
11/27/2016	Hicks Hardware	\$-24.38	Added to: Expense 11/27/2016 \$24...	RULE Hicks Hardware	Undo		

26. If you click on each posting, you'll see that Supplies was the posting account. You would also see ****Entered by Rules**** in the description of each added transaction.

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Supplies	**Entered by Rules**	228.75			
2						

This rule was very simple. You can create some complex rules. For example, if Hicks Hardware is less than \$500, post to Supplies. Then create a second rule that states if Hicks Hardware is greater than \$500, post to Equipment.

You can also create rules for splits. For example, Cal Telephone transactions should be split 40% to Internet and 60% to Telephone.

The screenshot shows a 'Payee' dropdown menu set to 'Cal Telephone'. Below it is a 'Percentage (%)' dropdown. A table with two columns, 'PERCENTAGE' and 'CATEGORY', is displayed. The first row shows '60.00%' and 'Utilities:Telephone'. The second row shows '40.00%' and 'Internet'. Below the table is an 'Add line' button and a '+ Add Internet' button.

PERCENTAGE	CATEGORY
60.00%	Utilities:Telephone
40.00%	Internet

When you click a transaction in the Banking Center, there are three radio buttons: Add, Find Match and Transfer.

The screenshot shows a transaction entry form for 'Chin's Gas' on 12/07/2016. The amount is \$185.00 and the category is 'Uncategorized Expense'. There are three radio buttons: 'Add' (selected), 'Find match', and 'Transfer'. Below the radio buttons are dropdown menus for 'Select Payee (optional)', 'Uncategorized Expense', and 'Select Customer (optional)'. There is also a 'Billable' checkbox. The transaction description is 'CHIN'S GAS AND OIL'. There are 'Split' and 'Add' buttons. At the bottom, there is a link for 'BANK DETAIL CHIN'S GAS AND OIL' and an 'Add Attachment' button.

You've been working with Add. If you think there should be a match, change the radio button to **Find match** and QuickBooks Online will try and find matching transactions. If you can't find it, perhaps that is because the transaction was already reconciled in QuickBooks Online. If that's the case, and you don't want to enter that transaction because it's already in QuickBooks Online, check the box next to this transaction then, under the Batch Actions, click on **Exclude Selected**.

The Transfer button is used to indicate that this transaction is a transfer between two accounts in this QuickBooks company file.

Topic 3: Additional Transaction Types

IDENTIFY ADDITIONAL TRANSACTIONS INITIATED USING THE QUICK CREATE MENU

There are other transaction types that can be accessed from the Quick Create function. An example of a transaction that can be accessed *only* from the Quick Create function is time tracking. Time can be tracked using the Single Time Activity or the Weekly Timesheet function. This feature can be used even if you are not signed up for QuickBooks Online Payroll.



Step by Step: Fill out a Single Time Activity

1. Select **Quick Create (+)** at the top of the QuickBooks Online window.
2. If necessary, select **Show More**.
3. Under Employees, select **Single Time Activity**.
4. Enter the name of the employee or vendor whose time is being tracked.
5. Enter the date for which the time is being tracked.
6. Enter the customer for whom the time is being tracked.
7. Enter the service being rendered during this time.
8. If the Billable preference is turned on, check if the time is billable and the billing rate.
9. Enter the time tracked as, for example, 3.5 hours, either in HH:MM format (3:30) or in decimal format (3.5).
Or, check the box next to **Enter Start & End Times** then fill in the fields for Start Time and End Time.
10. Enter a description of the work done.

11. Select **Save and close** or (by clicking the drop-down box next to Save and Close) select **Save and new**.

The screenshot shows the 'Time Activity' form in QuickBooks Online. The form is titled 'Time Activity' and contains the following fields and options:

- Name: Emily Platt
- Date: 01/10/2017
- Customer: Cool Cars
- Service: Design:Design
- Time: 3:30
- Description: We designed some really cools new cars for you.
- Summary: 3 hours 30 minutes at \$100.00 per hour = \$350.00
- Bill at \$ 100.00 per hour (checked)
- Taxable (unchecked)
- Enter Start and End Times (unchecked)

At the bottom right, a red box highlights the 'Save and close Ctrl+Alt+D' button, and a mouse cursor is clicking on the 'Save and new' button.



Step by Step: Fill out a Weekly Timesheet

1. Select **Quick Create (+)** at the top of the QuickBooks Online window.
2. If necessary, select **Show More**.
3. Under Employees, select **Weekly Timesheet**.
4. Enter the name of the employee or vendor whose time is being tracked.
5. Enter the work week for which the time is being tracked (the preferred first day of a work week for this company is determined in the Account and Settings for Time Tracking).
6. In each row of the Weekly Timesheet grid, enter the customer for whom this individual’s time is being tracked, the service being rendered during this time, and the time tracked day by day during the week, either in HH:MM format (3:30) or decimal format (3.5). If necessary for invoicing purposes, enter the Bill @ rate and the Taxable status as well.
7. Select **Save and close** or (by clicking the drop-down box next to **Save and close**) select **Save and new**.

Weekly Timesheet ⚙️ ? ✕

#	DETAILS	MON 9	TUE 10	WED 11	THU 12	FRI 13	SAT 14	SUN 15	TOTAL
1	Cool Cars Design:Design We designed some really cools new cars for you. <input checked="" type="checkbox"/> Billable 100.00 /hr <input type="checkbox"/> Taxable		3:30						3:30 \$350.00
2	Dylan Sollfrank Design:Fountains:Concrete Concrete for fountain installation <input checked="" type="checkbox"/> Billable 55.00 /hr <input checked="" type="checkbox"/> Taxable	4:00	5:00	6:00					15:00 \$825.00
3	Customer name Service item Description <input type="checkbox"/> Billable								
4	Customer name Service item Description <input type="checkbox"/> Billable								
TOTAL		4:00	8:30	6:00					18:30

Add lines Clear all lines

Privacy

Cancel
Copy last timesheet
Save
Save and new ▼



Step by Step: Make a Bank Deposit

1. Select **Quick Create (+)** at the top of the QuickBooks Online window.
2. If necessary, select **Show More**.
3. Under Other, choose **Bank Deposit**.
4. Select which bank account you are using for the deposit.
5. Fill in the deposit date.
6. If there are any monies in Undeposited Funds, they will show up on the top part of the screen under Select Existing Payments.
7. Select any of the existing payments if they are part of the deposit.
8. In the Add New Deposits area, add any other payments received, which are typically not sales-related transactions such as shareholder loans or insurance premium rebates.
9. If you are taking cash back from the deposit, click in the posting account, (i.e., Petty Cash or Owner’s Draw) and the amount of cash be taken.
10. Click **Save and close** or **Save and new**.

Deposit
? X

Checking

Balance \$-900.23

Date 01/11/2017

AMOUNT
\$3,187.52

Select Existing Payments

<input type="checkbox"/>	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Cool Cars	12/15/2016	Payment	Enter Text			1675.52
<input checked="" type="checkbox"/>	Freeman Sporting Goods:0969 Ocean View Road	12/15/2016	Payment	Enter Text			387.00
<input type="checkbox"/>	Video Games by Dan	01/10/2017	Payment	Enter Text			300.00

1-3 of 3 « < 1 > »

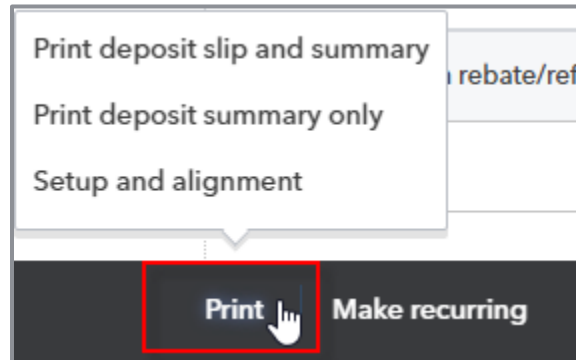
Total 2362.52

Selected Payments Total 2062.52

Add New Deposits

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1	Brosnahan Insurance Agency	Insurance	Insurance premium rebate/refund	Check	3456	1,125.00
2						
3						

By clicking **Print** at the bottom of the deposit form, you can also print a deposit slip and summary using preprinted deposit slips. You can also print a summary only on plain paper. This area is also used for setting up and aligning these forms to be printed.





Step by Step: Transfer Funds

Transfers are used to move monies between two company accounts. You could transfer funds from one bank account to another bank account or from a bank account to a company credit card account. You don't use the Transfer feature to transfer from your bank account to your vendor's bank account.

1. Select **Quick Create (+)** at the top of the QuickBooks Online window.
2. If necessary, select **Show More**.
3. Under Other, choose **Transfer**.
4. Select your source account in Transfer Funds From.
5. Select your destination account in Transfer Funds To.
6. Fill in the Amount of the transfer.
7. Fill in the Date of the transfer.
8. Enter a Memo if desired.
9. Click **Save and close** or **Save and new**.

The screenshot shows the 'Transfer' form in QuickBooks Online. The form is titled 'Transfer' and has a close button (X) in the top right corner. The form is divided into several sections:

- Transfer Funds From:** A dropdown menu showing 'Checking'.
- Balance:** A text field showing '\$2,034.16'.
- Transfer Funds To:** A dropdown menu showing 'Savings'.
- Balance:** A text field showing '\$800.00'.
- Transfer Amount:** A text field showing '50,000.00'.
- Date:** A text field showing '01/11/2017'.
- Memo:** A text area containing the text 'We're going to use this to invest in bonds'.
- Attachments:** A section with a maximum size of 25MB, a drag/drop area, and a 'Show existing' link.
- Privacy:** A small text label.

At the bottom of the form, there are three buttons: 'Cancel', 'Clear', and 'Save and new' (with a dropdown arrow). There is also a 'Make recurring' checkbox.



Step by Step: Record a Journal Entry

1. Select **Create (+)** at the top of the QuickBooks Online window.
2. Under Other, choose **Journal Entry**.
3. Enter a Date.
4. Enter or accept the journal number.
5. Select an account and enter a debit amount.
6. Enter a description if required.
7. Continue until you are done.
8. On the next row select another account and enter a credit amount.
9. Enter a description with the journal entry. *Debits must equal credits.*
10. Select **Save and new** or (by clicking the **drop-down box** next to **Save and New**) select **Save and close**.

Journal Entry #1

Journal date: 12/31/2016 Journal no.: 1

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1	Depreciation	125.00		To record depreciation for the month	
2	Truck:Depreciation		125.00	To record depreciation for the month	
3	Enter Text				Enter Text
4					
5					
6					
7					
8					
Total		125.00	125.00		

Add lines Clear all lines

Memo

Cancel Clear Make recurring Save Save and new

In QuickBooks Online you can include multiple accounts receivable and accounts payable lines in a journal entry. This works well, for example, if you want to trade a balance between a customer who is also a vendor.

Journal Entry #2

Journal date: 01/10/2017 Journal no.: 2

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1	Accounts Payable (A/P)	125.00		to trade balances	SmithCo Vendor
2	Accounts Receivable (A/R)		125.00	to trade balances	SmithCo Customer

Topic 4: Other Tools

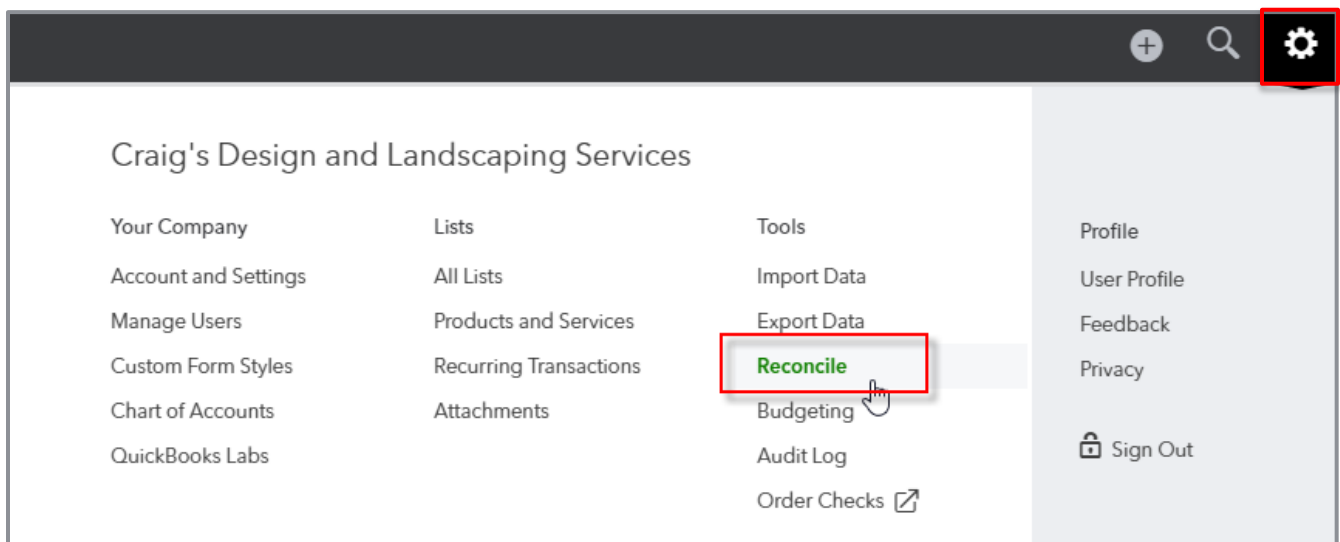
QuickBooks has tools that are especially helpful to maintain the accuracy of your QuickBooks Online data. In this part you will learn where to access those tools and specifically learn about two tools:

- Reconciliation history and Undo bank recs tool
- Set the closing date

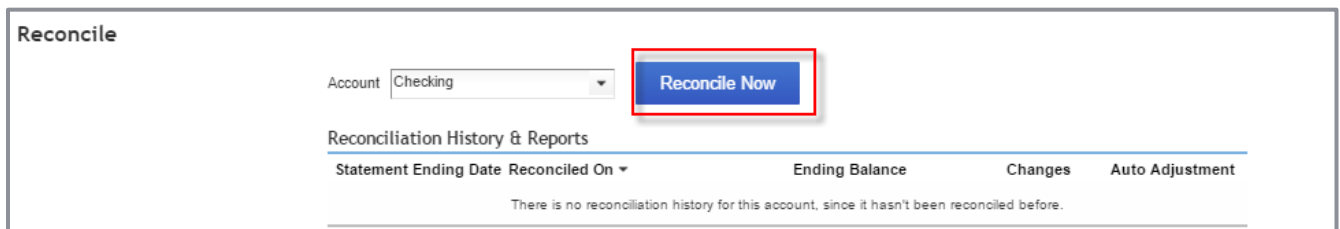


Step by Step: Bank Reconciliation History and Tools

1. Click the **gear** icon and choose **Reconcile** from the Tools column.



2. There are no reconciliations in the sample file so click **Reconcile Now**.



- Enter Statement Ending Date *12/31/2016* and Ending Balance *\$1,871.37* and click **OK**.

Start Reconciling

Account Checking

Enter the following from your statement

Statement Ending Date	Beginning Balance	Ending Balance
12/31/2016	5,000.00	1,871.37

OK
Cancel

- Make sure there is a checkmark next to Hide transactions after the statement's end date then mark all the Deposits and Other Credits on the right side, as well as the first 32 Checks and Payments on the left side as cleared. You can clear every transaction in a column by clicking a checkmark in the box at the top of that column rather than in each individual box. Therefore, clearing the first 32 would be best done by clearing all 35 then scrolling to the bottom to un-check the last three.

Reconcile - Checking

For statement ending on: 12/31/2016 Hide transactions after the statement's end date

Checks and Payments						Deposits and Other Credits					
<input checked="" type="checkbox"/>	Date	Type	Num	Name	Amount	<input checked="" type="checkbox"/>	Date	Type	Num	Name	Amount
<input checked="" type="checkbox"/>	12/07/2016	Cash Pu...	...	Chin's Gas and Oil	52.14	<input checked="" type="checkbox"/>	09/20/2016	Payment	1053	Bill's Windsurf Shop	175.00
<input checked="" type="checkbox"/>	12/07/2016	Check	70	Chin's Gas and Oil	185.00	<input checked="" type="checkbox"/>	11/20/2016	Payment	5664	55 Twin Lane	86.40
<input checked="" type="checkbox"/>	12/08/2016	Bill Pay...	11	Hall Properties	900.00	<input checked="" type="checkbox"/>	11/20/2016	Sales R...	1008	Kate Whelan	225.00
<input checked="" type="checkbox"/>	12/09/2016	Check	2	Mahoney Mugs	18.08	<input checked="" type="checkbox"/>	11/22/2016	Payment	...	Amy's Bird Sanctuary	105.00
<input checked="" type="checkbox"/>	12/09/2016	Expense	13	Hicks Hardware	215.66	<input checked="" type="checkbox"/>	12/08/2016	Payment	1886	Cool Cars	694.00
<input checked="" type="checkbox"/>	12/11/2016	Cash Pu...	...	Bob's Burger Joint	3.86	<input checked="" type="checkbox"/>	12/10/2016	Sales R...	10264	Dylan Sollfrank	337.50
<input checked="" type="checkbox"/>	12/12/2016	Bill Pay...	1	Brosnahan Insurance Age...	2,000.00	<input checked="" type="checkbox"/>	12/13/2016	Payment	...	55 Twin Lane	50.00
<input checked="" type="checkbox"/>	12/13/2016	Bill Pay...	3	Books by Bessie	75.00	<input checked="" type="checkbox"/>	12/13/2016	Payment	2064	Travis Waldron	103.55
<input checked="" type="checkbox"/>	12/13/2016	Refund	1020	Pye's Cakes	87.50	<input checked="" type="checkbox"/>	12/13/2016	Deposit	218.75
<input checked="" type="checkbox"/>	12/13/2016	Check	Debit	Squeaky Kleen Car Wash	19.99	<input checked="" type="checkbox"/>	12/14/2016	Deposit	408.00
<input checked="" type="checkbox"/>	12/14/2016	Bill Pay...	6	PG&E	114.09	<input checked="" type="checkbox"/>	12/15/2016	Deposit	868.15
<input checked="" type="checkbox"/>	12/14/2016	Bill Pay...	45	Tim Philip Masonry	666.00						
<input checked="" type="checkbox"/>	12/14/2016	Expense	108	Tania's Nursery	46.98						
<input checked="" type="checkbox"/>	12/14/2016	Cash Pu...	...	Chin's Gas and Oil	63.15						
<input checked="" type="checkbox"/>	12/15/2016	Check	75	Hicks Hardware	228.75						
<input checked="" type="checkbox"/>	12/15/2016	Expense	76	Pam Seitz	75.00						
<input checked="" type="checkbox"/>	12/15/2016	Expense	...	Hicks Hardware	228.75						
<input type="checkbox"/>	12/18/2016	Cash Pu...	...	Tania's Nursery	23.50						
<input type="checkbox"/>	12/18/2016	Expense	...	A1 Rental	800.00						
<input type="checkbox"/>	12/29/2016	CC-Credit	900.00						

▼ Edit Information from Statement	Beginning Balance	5,000.00
Service Charge	32 Checks and Payments	6,399.98
Interest Earned	11 Deposits and Other Credits	3,271.35
	Statement Ending Balance	1,871.37
	Cleared Balance	1,871.37
	Difference	0.00

Finish Now
Finish Later
Cancel

- When the difference between the Statement Ending Balance and the Cleared Balance is 0.00 (and *only* when it is zero), click **Finish Now**.



WARNING: if you click **Finish Now** with a non-zero difference, you will be creating an Auto Adjustment transaction for the difference to be posted to the Reconciliation Discrepancies account, and you will require your accountant user (who has access to QuickBooks Online Accountant and its exclusive tools) to fix your problem. This may entail undoing one or more reconciliations, which can only be done with access to QuickBooks Online Accountant. If you cannot finish reconciling to the point where you have a zero difference, click **Finish Later** and come back to your reconciliation when you are fresher.



WARNING: if you reconcile an account then change an amount on a cleared transaction (something you should never do), that will also require someone with QuickBooks Online Accountant access to fix the problem.



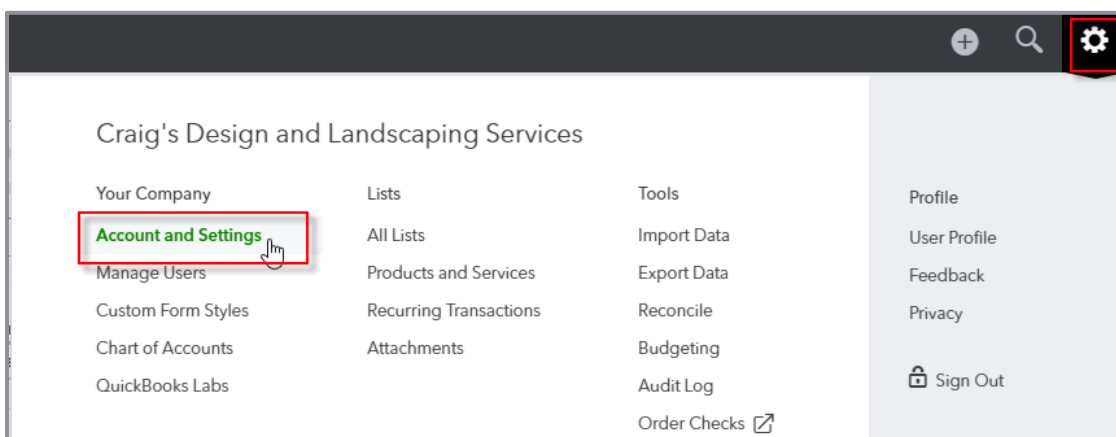
Step by Step: Set the Closing Date

There is no formal closing in QuickBooks. It's a perpetually running system.

QuickBooks knows, by what month you set as the first month in your fiscal year in the Account and Settings, when to roll up last year's income into Retained Earnings for reporting purposes. However, when you have completed your review of the accounting records or sent the information off to the accountant to complete the tax returns, you should protect any prior period data from changing.

You do this by setting the closing date.

- Click the **gear** icon then click on **Account and Settings**.



- Click on the **Advanced** tab. Click the **pencil** in the Accounting settings or click **Close the books**.

First month of fiscal year January

First month of income tax year Same as fiscal year

Accounting method Accrual

Close the books Off

Click on either

- Put a checkmark next to **Close the books** and set a Closing date of *12/31/16*. On the drop-down list, choose **Allow changes after viewing a warning and entering a password**.
- Enter a closing date password, confirm it and select **Save**.

Accounting

First month of fiscal year ? January

First month of income tax year Same as fiscal year

Accounting method ? Accrual

Close the books ? 12/31/2016

Closing date

12/31/2016

Allow changes after viewing a warning and entering password ?

Password

....

Confirm Password

....

Cancel Save

It is a best practice to protect the information by setting a closing date password. When setting up users in QuickBooks Online, there is no place in the user permissions to restrict users from changing transactions before the closing date. If someone does change a transaction before the closing date, you can use the Audit Log to try and find what was changed.

Course Conclusion

You have just covered *Course 3 – Recording Transactions in QuickBooks Online*. This course has been developed to help you train your clients on how to use QuickBooks Online successfully.

By completing this module, your client should understand:

- Sales & Revenue Transactions
- Expense & Purchase Transactions
- Additional Transaction Types
- Other Tools