

Veterans' Outreach Center

# QuickBooks



Mike Berke

ProcessMenders

*Mike@ProcessMenders.com*

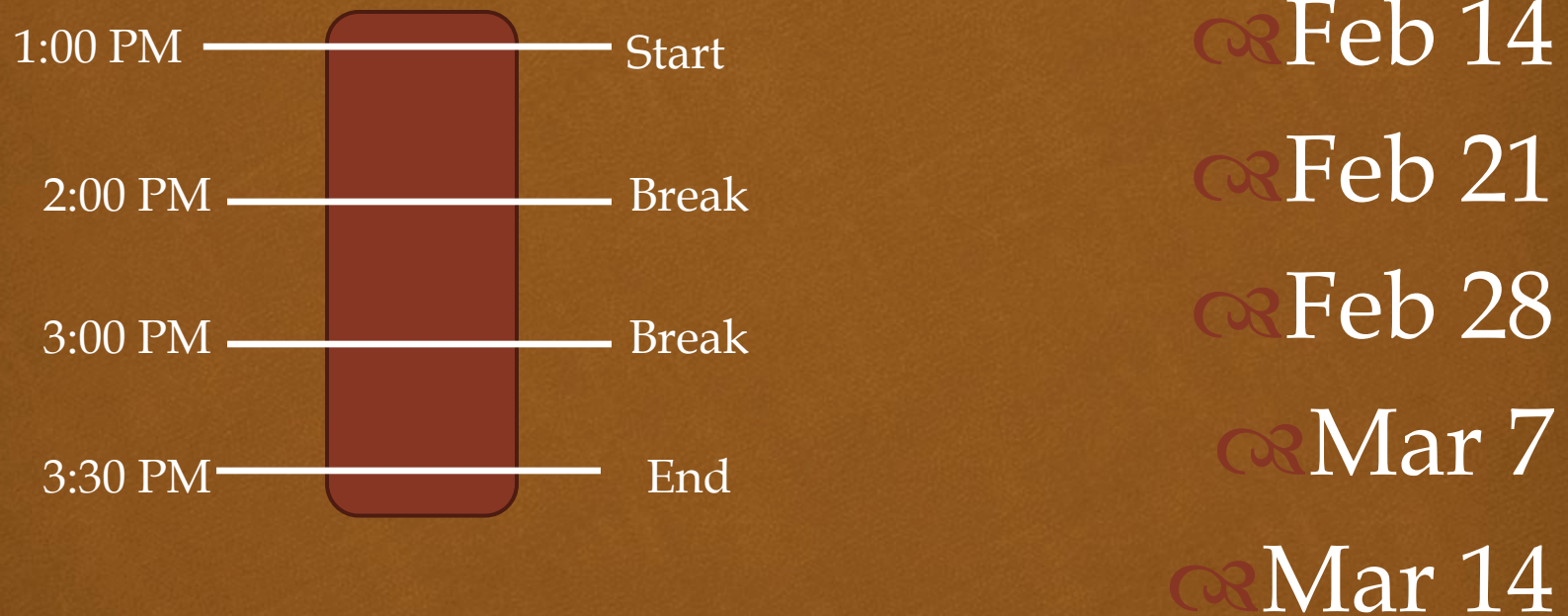
(585) 752-8085

February 14, 2013

# QuickBooks



## Class Layout





# QuickBooks

February 14:

Introduction

Accounting Basics

Creating a Company

QuickBooks Home Screen

How the Money Flows

Accounts and Categories

Checking Account and Savings Account

Add Vendors, Inventory and Customers

Mike Berke

[MBerke@ProcessMenders.com](mailto:MBerke@ProcessMenders.com)

# QuickBooks

February 21:

Review/Questions from Last Week

QuickBooks Home Screen

How the Money Flows

Adding More Vendors, Inventory and  
Customers

Ordering (Purchase Orders)

Sales

Invoices

Billing

Mike Berke

[MBerke@ProcessMenders.com](mailto:MBerke@ProcessMenders.com)



# QuickBooks

February 28:

Review/Questions from Last Week

QuickBooks Home Screen

Receiving Payments

Paying Bills

Invoices

Billing

Mike Berke

[MBerke@ProcessMenders.com](mailto:MBerke@ProcessMenders.com)

# QuickBooks

March 7:

Review/Questions from Last Week

QuickBooks Home Screen

Checking Account –

Reconciliation/Balancing

Savings Account

Loans

Depreciation

Mike Berke

[MBerke@ProcessMenders.com](mailto:MBerke@ProcessMenders.com)



# QuickBooks

March 14:

Review/Questions from Last Week

QuickBooks Home Screen

Running the Business

Practice

Wrap UP

Mike Berke

[MBerke@ProcessMenders.com](mailto:MBerke@ProcessMenders.com)

# Account Categories

**Assets**

**Liability**

**Income**

**Equity**

**Expense**



# Home Screen

**TestCo3 - QuickBooks Accountant 2012**

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Online Services Window Help

Accountant Client Review Statement Writer Home Calendar Snapshots Customers Vendors Employees Online Banking Docs Reports Search Company or Help

### Home

**Vendors**

- Purchase Orders
- Receive Inventory
- Enter Bills Against Inventory
- Manage Sales Tax
- Enter Bills
- Pay Bills

**Customers**

- Sales Orders
- Accept Credit Cards
- Create Sales Receipts
- Estimates
- Create Invoices
- Receive Payments
- Refunds & Credits
- Statement Charges
- Statements

**Employees**

- Turn On Payroll

**Company**

- Chart of Accounts
- Inventory Activities
- Items & Services
- Intuit EasySaver
- QuickBooks Mobile
- Calendar

**Banking**

- Record Deposits
- Reconcile
- Write Checks
- Check Register
- Print Checks

**Getting Started**

- Quick Start Center
- Get Started Right

**Account Balances**

**Do More with QuickBooks**

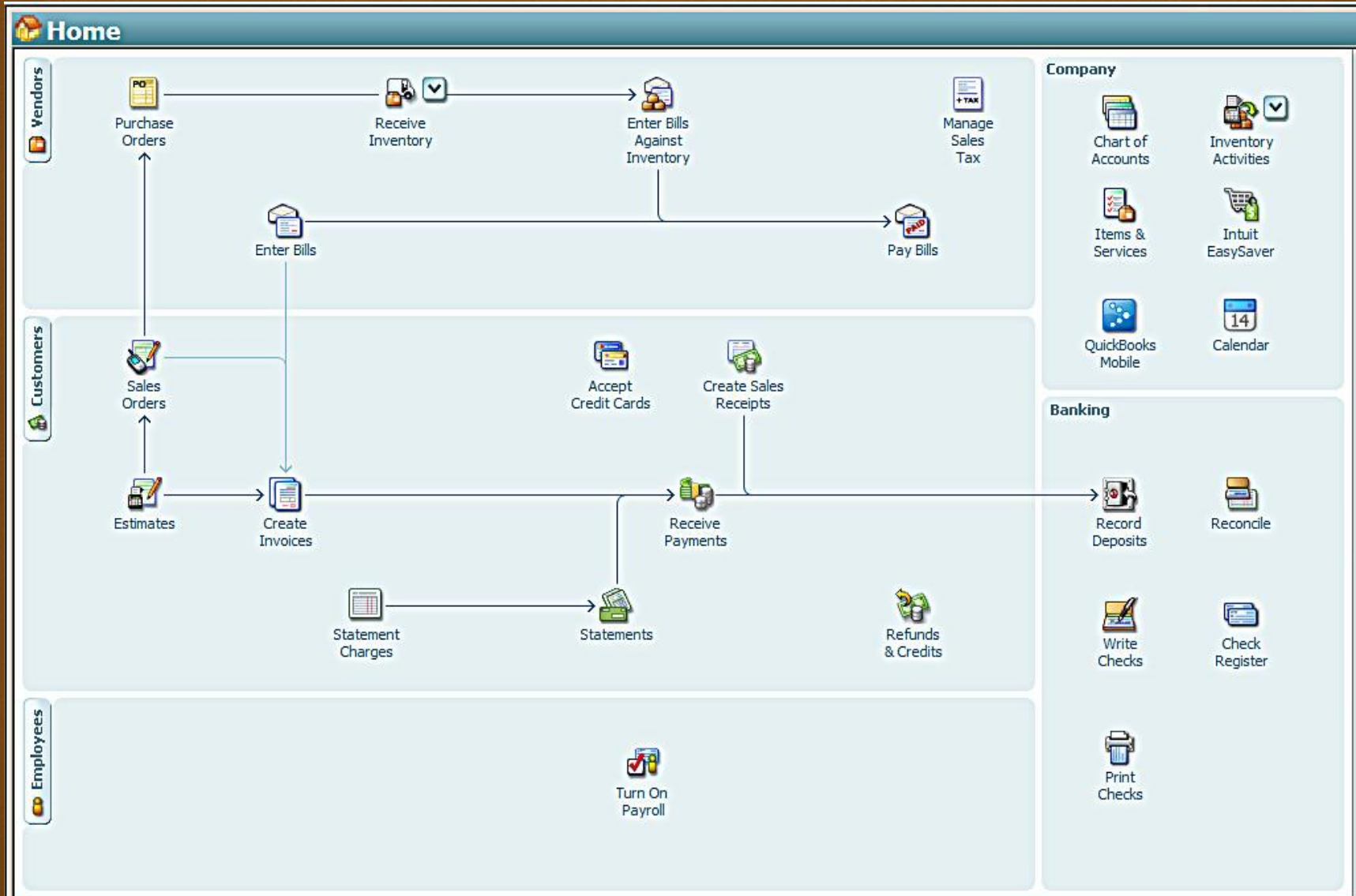
- Payroll for Accountants
- Accept credit cards - low rates
- Order Checks & Supplies
- Recommended Services

**Backup Status**

- Local:** Your data may not be protected. [Back up now](#)
- Online:** Back up online with [Intuit Data Protect](#)

**Reminders & Alerts**

# Home Screen





# QuickBooks

## New Vendor Dialog

**New Vendor**

Vendor Name

Opening Balance  as of  [How do I determine the opening balance?](#)

**Address Info** | Additional Info | Account Prefill

Company Name  Contact

Mr./Ms./...  Phone

First Name  M.I.  FAX

Last Name  Alt. Phone

Alt. Contact

E-mail

Cc

Print on Check as

Addresses

Billed From Address  Shipped From Address

Copy >>

Edit Edit

Vendor is inactive

OK  
Cancel  
Next  
Help

# QuickBooks

## Vendor #1

Taprell Loomis

2160 Superior Avenue E

Cleveland, OH, 44114-2102

Phone: (216) 781-6000

Fax: (216) 771-2572

Contact: David Chilcote

Mike Berke

[MBerke@ProcessMenders.com](mailto:MBerke@ProcessMenders.com)



# QuickBooks

## Vendor #2

Eastman Kodak Co.  
343 State St.  
Rochester, NY 14650

Phone: (585) 726-1198

Fax: (585) 726-8743

Contact: Jon Fleisher

# QuickBooks

## Vendor #3

Staples

[www.staples.com](http://www.staples.com)

343 State St.

Rochester, NY 14650

Phone: (585) 726-1198

Fax: (585) 726-8743

Contact: Jon Fleisher



# QuickBooks

## New Customer Dialog

**New Customer**

Customer Name

Opening Balance  as of  [How do I determine the opening balance?](#)

**Address Info** | Additional Info | Payment Info | Job Info

Company Name  Contact

Mr./Ms./...  Phone

First Name  M.I.  FAX

Last Name  Alt. Phone

Alt. Contact

E-mail

Cc

Customer is inactive

Addresses

Bill To

Ship To

Copy >>

Edit Add New Edit Delete

Default shipping address

OK  
Cancel  
Next  
Help

# QuickBooks

## Client #1

Mr. & Mrs. John Schneider  
2740 Lake Road  
Webster, NY 1414580

Phone: (585) 671-1234

Job: Wedding



# QuickBooks

## Client #2

Mr. & Mrs. John Schneider  
2740 Lake Road  
Webster, NY 1414580

Phone: (585) 671-1234

Job: Family Portrait

# QuickBooks

## Client #3

George Eastman

926 East Ave.

Rochester, NY 14024

Phone: (585) 726-5347

Job: Senior Photos

Mike Berke

[MBerke@ProcessMenders.com](mailto:MBerke@ProcessMenders.com)



# QuickBooks

## Client #3

George Eastman

926 East Ave.

Rochester, NY 14024

Phone: (585) 726-5347

Job: Home Documentation

Mike Berke

[MBerke@ProcessMenders.com](mailto:MBerke@ProcessMenders.com)

# QuickBooks

## New Inventory Part Dialog

The screenshot shows the 'New Item' dialog box in QuickBooks. The title bar reads 'New Item' with standard window controls. The dialog is divided into several sections:

- Type:** A dropdown menu is set to 'Inventory Part'. Below it is the text: 'Use for goods you purchase, track as inventory, and resell.'
- Item Name/Number:** A text input field is empty. To its right is a checkbox labeled 'Subitem of' which is unchecked. Further right is a 'Manufacturer's Part Number' text input field, also empty.
- Unit of Measure:** A section with an 'Enable...' button.
- Purchase Information:** A section with a 'Description on Purchase Transactions' text area (empty), a 'Cost' input field with '0.00', a 'COGS Account' dropdown set to 'Cost of Goods Sold', and a 'Preferred Vendor' dropdown (empty).
- Sales Information:** A section with a 'Description on Sales Transactions' text area (empty), a 'Sales Price' input field with '0.00', a 'Tax Code' dropdown set to 'Tax', and an 'Income Account' dropdown (empty).
- Inventory Information:** A section with an 'Asset Account' dropdown set to 'Inventory Asset', a 'Reorder Point' input field (empty), an 'On Hand' input field with '0.00', a 'Total Value' input field with '0.00', and an 'As of' date field set to '08/02/2...' with a calendar icon.

On the right side of the dialog, there is a vertical stack of buttons: 'OK', 'Cancel', 'Next', 'Notes', 'Custom Fields', and 'Spelling'. At the bottom right, there is a checkbox labeled 'Item is inactive' which is unchecked.



# QuickBooks

## New Inventory Parts

Picture Frame: 8 x 10

Finish: Gold

Vendor: Frames America

123 Main St.

New York, NY 10010

Cost: \$12.00

Price: \$19.95

Contact: Jim Wilson

Phone: (212) 555-1212

[jwilson@framesam.com](mailto:jwilson@framesam.com)

Credit Limit: \$1,000.00

# QuickBooks

## New Inventory Parts

Picture Frame: 8 x 10

Finish: Silver

Vendor: Frames America

123 Main St.

New York, NY 10010

Cost: \$12.00

Price: \$19.95

Contact: Jim Wilson

Phone: (212) 555-1212

[jwilson@framesam.com](mailto:jwilson@framesam.com)

Credit Limit: \$1,000.00



# QuickBooks

## New Inventory Parts

Picture Frame: 11 x 14

Finish: Silver

Vendor: Frames America

123 Main St.

New York, NY 10010

Cost: \$17.00

Price: \$39.95

Contact: Jim Wilson

Phone: (212) 555-1212

[jwilson@framesam.com](mailto:jwilson@framesam.com)

Credit Limit: \$1,000.00

# QuickBooks

## New Inventory Parts

Film: VPN200 Pro-Pack

Vendor:

Eastman Kodak Co.  
343 State St.  
Rochester, NY 14650

Phone: (585) 726-1198

Fax: (585) 726-8743

Contact: Andrew Lotze  
Phone: (585) 555-1212  
alotze@kodak.com  
Credit Limit: \$5,000.00



# QuickBooks

## New Inventory Parts

Item: 13x13 Bride's Album Cover

Cost: \$22.50

Sell Price: 69.50

Vendor:

Taprell Loomis

2160 Superior Ave.

Cleveland, OH 44114

Phone: 1-800-662-1000

Fax: 1-800-276-2572

Contact: Bill Bowen

Phone: 1-800-662-1000

[bbowen@tap-usa.com](mailto:bbowen@tap-usa.com)

Credit Limit: \$5,000.00

Mike Berke

[MBerke@ProcessMenders.com](mailto:MBerke@ProcessMenders.com)

# QuickBooks

## New Inventory Parts

Item: 7x9 Parents' Album Cover

Cost: \$11.50

Sell Price: 45.50

Vendor:

Taprell Loomis

2160 Superior Ave.

Cleveland, OH 44114

Phone: 1-800-662-1000

Fax: 1-800-276-2572

Contact: Bill Bowen

Phone: 1-800-662-1000

[bbowen@tap-usa.com](mailto:bbowen@tap-usa.com)

Credit Limit: \$5,000.00

Mike Berke

[MBerke@ProcessMenders.com](mailto:MBerke@ProcessMenders.com)



# QuickBooks

## Download Practice File

Downloading Practice File from ProcessMenders.com

1. Open *Firefox* or *Internet Explorer*
2. Type **www.processmenders.com** into the address bar
3. At the bottom of the screen, click on **Veterans' Outreach Center QuickBooks Class**
4. Click on **Download Sample QuickBooks Practice File**

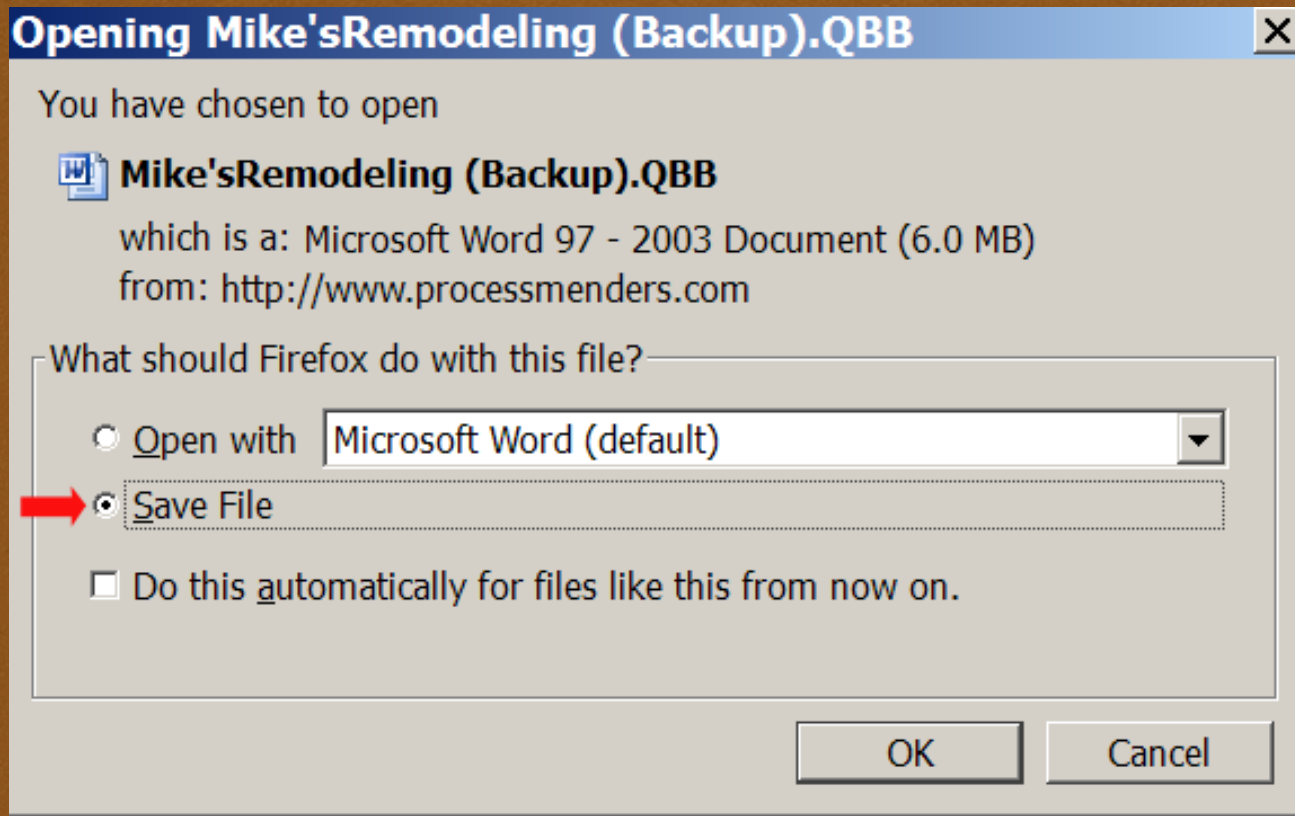
Mike Berke

MBerke@ProcessMenders.com

# QuickBooks

Downloading Practice File from ProcessMenders.com

1. In “What Should .....” Window, select SAVE





# QuickBooks

Downloading Practice File from ProcessMenders.com

1. Click on **OK**
2. Open QuickBooks
3. Under **FILE**, select **OPEN** or **RESTORE FILE**

Mike Berke

MBerke@ProcessMenders.com

Mike Berke  
MBerke@ProcessMenders.com