

Index

Symbols and Numerics

- () (parentheses), on negative numbers, 20
- \$ (dollar sign), Excel absolute references, 529
- 3D graphs *versus* 2D, 130
- 1099 tax reporting
 - Form 1099, 574
 - preferences, 139
 - printing forms, 195–196
 - threshold levels, setting, 139

A

- ABA transit number, 559
- ABC (activity-based costing)
 - classes, setting up, 338
 - classifying revenue and expenses, 339–341
 - cost drivers, 331, 334
 - definition, 559
 - description, 330–333
 - implementing, 335–336
 - overhead costs, identifying, 335–336
 - product line income statement, 330–333
 - QuickBooks support for, 336
 - reports, 341
 - in small firms, 333–334
- absolute references, Excel formulas, 529
- access control. *See* security
- Account Listing command, 282
- account listing report, 282
- account names, printing on vouchers, 118
- account numbers
 - autofilling on checks, 118
 - definition, 559
 - instead of names, 114
 - new customers, 101
 - preferences, 114–115
 - for transactions, 115
- Accountant & Taxes command, 281
- accountant's copy of data files. *See also*
 - backing up data
 - canceling accountant's changes, 290
 - creating, 284–286
 - exporting client changes, 288–289
 - identifying, 289
 - importing accountant's changes, 289–290
 - reusing, 288
 - using, 287
- accountant's opinion, 559
- accounting
 - fiddle-faddle method, 30–32. *See also*
 - double-entry bookkeeping
 - preferences, 114–116, 131
 - purpose of, 9–12, 71
 - for tax purposes, 26–27
- accounting, stakeholders, 10–11
- accounting controls, 493–495. *See also*
 - security
- accounting methods
 - accrual-based accounting, 25, 136, 559
 - cash-based accounting, 136, 564
 - changing, 75
 - OCBOA (other comprehensive basis of accounting), 27
 - setting up, 75
 - tax purposes, 27
- Accounting Preferences set, 114–116
- accounting systems, 72
- accounts. *See also specific accounts*
 - creating, 91–94
 - definition, 559
 - deleting, 94
 - double-entry bookkeeping, 34
 - editing, 94
 - information, splitting. *See* classes

- accounts (*continued*)
 - naming, 92
 - printing, 94
 - providing descriptions for, 92
 - saving, 94
 - setting an opening balance, 93
 - specifying tax information, 93
 - subaccounts, creating, 92
- accounts payable
 - accuracy, 52–53
 - bills, paying, 52
 - bills, recording, 51–52
 - business plan, 432–433, 440–441
 - credit purchases, 51–52
 - credits, 191–193
 - default account for, 118
 - discounts, 191–193
 - entering, 186–189
 - financing, business plan, 451
 - identifying expenses, 53
 - journal entries, 51–52
 - paying, 190–193. *See also* checks, printing
 - payment account, selecting, 193
 - payment date, selecting, 193
 - payment method, selecting, 193
 - payoff, journal entry for, 41
 - preferences for, 116
 - reminders, 128–129
 - reviewing, 191
 - selecting for payment, 191
 - setting up, 88
 - unpaid, tracking, 186–189
- accounts receivable. *See also* payments (from customers)
 - age calculation, 131
 - bad debt expense, estimating, 49–51
 - balance sheets, 16
 - business plan, 431, 437
 - investments, business plan, 453
 - payments, 48–49
 - reports, 21–22
 - sales revenue, 48
 - setting up, 88
 - uncollectible, writing off, 50–51
 - accrual-based accounting, 25, 136, 559
 - accrued expenses, business plan, 433, 441
 - accrued interest, 559
 - accruing liabilities, 62–65
 - acid test ratio, 362
 - active cells, Excel, 526
 - activity ratio
 - average collection period, 368–369
 - days of inventory, 368
 - definition, 366–367
 - fixed asset turnover, 369–370
 - inventory turnover, 367–368
 - total assets turnover, 370
 - activity-based costing (ABC). *See* ABC (activity-based costing)
 - ad valorem, 559
 - Add Credit Card Processing command, 175
 - Additional Customization dialog box, 147–150
 - Adjust Quantity/Value on Hand command/window, 216
 - Adjust Sales Tax Due command, 195
 - adjustable-rate mortgage (ARM), 591
 - Adjusted Trial Balance command, 281
 - adjusted trial balance report, 281
 - adjuster, 559
 - Adjusting Journal Entries command, 282
 - adjusting journal entries report, 282
 - affidavit, 559
 - all-encompassing cost of capital, 382–386
 - altered check, 559
 - alternative minimum tax, 560
 - amortization, 62, 560
 - angel investors, 474
 - annual cap, 560
 - annual report, 560
 - applications. *See* integrated applications, preferences
 - APR (annual percentage rate), 560
 - APY (annual percentage yield), 560
 - arbitration, 560
 - archival copies, 506, 512. *See also* backing up data

ARM (adjustable-rate mortgage), 591
 arm's-length transaction, 560
 as-of date, 104
 assembly items, 128–129, 224–225
 Assess Finance Charges command/window,
 173–174
 assessed valuation, 560
 assessing finance charges, 172–174
 assessment, 560
 asset dividend, 561
 asset-based lending, 561
 assets. *See also* fixed assets
 current, 568
 definition, 10, 560
 earning, 572
 intangible, 576
 return on, 372–373, 584
 total turnover ratio, 370
 working capital to total assets ratio, 458
 assumable mortgage, 561
 attorney-in-fact, 561
 audit, 561
 Audit Trail command, 282
 audit trails
 enabling, 116, 490
 purpose of, 490
 reports, 282, 491
 auditor's opinion, 561
 author's Web site, 5
 average annual yield, 561
 average collection period ratio, 368–369

B

back-end load, 561
 backing up data. *See also* accountant's
 copy of data files
 archival copies, 506, 512
 backup location, specifying, 498–499
 basic steps, 497–500
 data verification, 500
 limiting backup copies, 499
 offsite, 501

 online, 500–501
 overwriting original data, 505
 reminders, 500
 restoring from backup, 502–506
 scheduling, 500
 tactics for, 501–502
 timestamps, 499
 bad check, 561
 bad debt expense, estimating, 49–51
 balance sheet schedule, business plan
 accounts payable, 440–441
 accounts receivable, 437
 accrued expenses, 441
 accumulated depreciation, 439
 cash & equivalents, 436
 current liabilities, 441–442
 illustration, 437
 inventory, 437–438
 long-term current liabilities, 442
 noncurrent liabilities, 442–443
 other current assets, 438
 other noncurrent assets, 440
 owner's equity, 443
 P, P, & E (plant, property, and equipment),
 439–440
 total assets, 440
 total current assets, 438
 total liabilities, 443
 balance sheets
 accounts receivable, 16
 balancing, 16–17
 common size, 444–445
 contributed capital, 18
 description, 15–18
 example, 16
 liabilities section, 16
 owner's equity section, 16–18
 partnerships *versus* corporations, 16–18
 period covered, 17
 plugged (calculated) values, 31
 retained earnings, 18
 balancing bank accounts. *See* reconciling
 bank accounts

- balloon maturity, 561
- balloon mortgage, 561
- balloon payment, 561
- bank accounts. *See also* registers
 - adding, 81
 - reconciling, 254–257, 260
- bank deposits, recording, 236–239. *See also* deposits
- bank discount rate, 561
- bank draft, 562
- banker's acceptance, 562
- bankruptcy, 562
- Basic Customization dialog box, 145–147
- basis, 562
- basis point, 562
- BEA (Bureau of Economic Analysis), 539–542
- beep when recording transactions, 122
- Begin Reconcile dialog box, 254–257
- benchmarking, 315–316
- beneficiaries, 562
- bequest, 562
- beta, 562
- bill of exchange, 562
- billing for time
 - invoicing, 162–164
 - recording time, 162
 - by single activities, 160–162
 - weekly timesheet method, 160
- bills (payable). *See* accounts payable
- bills (receivable). *See* accounts receivable
- Bills icon, 116
- blank endorsement, 562
- blanket mortgage, 562
- blanket policy, 562
- BLS (Bureau of Labor Statistics), 542–546
- board of directors, 562
- bond issue, 563
- bonds, 563
- book value, 563
- bookkeeping. *See* accounting; double-entry bookkeeping
- books and publications
 - Competitive Strategies: Techniques for Analyzing Industries and Competitors*, 466
 - Excel For Dummies*, 392
 - MBA's Guide to Microsoft Excel*, 463
 - QuickBooks Simple Start For Dummies*, 1
 - Windows Vista For Dummies*, 74, 120
 - Windows XP For Dummies*, 74, 120
- borrowing money, 61–62. *See also* debt
- breakeven analysis, 419–420
- breakeven point, 407, 410–411
- bridge loan, 563
- budgeting. *See* Decision Tools
- budgets. *See also* capital budgeting
 - benchmarking, 315–316
 - common approaches, 313–316
 - creating, 317–319
 - editing, 320–322
 - key numbers, 324–325
 - managing, 322–323
 - managing people, 324
 - reports, 322–323
 - top-line, 313–314
 - variances, 322–323, 324
 - zero-based, 314–315
- Build Assemblies command/window, 226
- bullet loan, 563
- Bureau of Economic Analysis (BEA), 539–542
- Bureau of Labor Statistics (BLS), 542–546
- business forms
 - choosing for your business, 23
 - common types, 11–12
 - corporations, 23
 - e-mailing, 136
 - limited liability companies, 23
 - limited liability partnerships, 23
 - partnerships, 23
 - sole proprietorships, 23
- business plans. *See also* new venture plans;
strategic plans
 - definition, 563
 - outlines for, 470
 - whitepaper, 465, 469–472

- business plans, Excel worksheets for
 - accounts payable, 432–433
 - accounts receivable, 431
 - accrued expenses, 433
 - balance sheet schedule
 - accounts payable, 440–441
 - accounts receivable, 437
 - accrued expenses, 441
 - accumulated depreciation, 439
 - cash & equivalents, 436
 - current liabilities, 441–442
 - illustration, 437
 - inventory, 437–438
 - long-term current liabilities, 442
 - noncurrent liabilities, 442–443
 - other current assets, 438
 - other noncurrent assets, 440
 - owner's equity, 443
 - P, P, & E (plant, property, and equipment), 439–440
 - total assets, 440
 - total current assets, 438
 - total liabilities, 443
 - calculating taxes, 462–463
 - cash & equivalents balance, 430
 - cash flow statement
 - accounts payable financing, 451
 - accounts receivable investments, 453
 - accrued expenses financing, 451
 - addback of depreciation, 450
 - beginning cash balance, 450
 - current liabilities financing, 452
 - description, 449
 - illustration, 450
 - long-term liabilities financing, 452
 - net income after taxes, 450
 - noncurrent liabilities financing, 452–453
 - combining worksheets, 463
 - common size balance sheet, 444–445
 - common size income statement, 449
 - cost of sales forecast, 435
 - current assets amount, 431
 - current liabilities, 433
 - customizing, 461–463
- financial ratios table
 - current, 456–457
 - description, 456
 - financial leverage, 461
 - illustration, 457
 - inventory turnover, 459
 - investment turnover, 460–461
 - quick, 457
 - receivables turnover, 458
 - return on equity, 460
 - return on total assets, 460
 - sales to operational assets, 459–460
 - times interest earned, 459
 - working capital to total assets, 458
- forecasted period yield, 430
- forecasting inputs, 436
- forecasting periods, changing, 462
- income statement
 - cost of sales, 445
 - gross margin, 445–446
 - income tax expense/savings, 448
 - interest expense, 447
 - interest income, 447
 - net income, 449
 - net income/loss, 448
 - operating expenses, 446–447
 - operating income, 447
 - sales revenue, 445
- income tax rate, 435
- interest expense, 435
- inventory, 431
- inventory investments
 - description, 453–454
 - ending cash balance, 456
 - net cash generated, 456
 - other current assets investments, 454
 - other noncurrent assets investments, 455
 - owner's equity changes, 455
 - P, P, & E investments, 454–455
- long-term liabilities, 433–434
- noncurrent assets, 432
- noncurrent liabilities, 434
- owner's equity balance, 434

business plans, Excel worksheets
 for (*continued*)
 P, P, & E (plant, property, and equipment),
 431–432
 ratio analysis on existing financial
 statements, 462
 sales revenue forecast, 434–435
 unlocking, 461

C

calculator, 251
 call option, 563
 callable bonds, 563
 canceled check, 563
 capital, 564
 capital budgeting. *See also* budgets
 cash flows, 402
 definition, 389
 discount rates, 403
 liquidity, 390
 liquidity, measuring, 401–402
 maturity, 390
 payback period, 401–402
 rate of return, calculating
 investment amount, 392–393
 IRR (internal rate of return), 398–401
 net cash flows, 393–397
 net present value, 399
 overview, 392
 spreadsheet method, 397–401
 rate of return, definition, 390
 return on investment, 390
 risk, 391, 402–403
 capital gain (or loss), 564
 capital lease, 564
 capital market, 564
 capital percentage, cost of, 381
 capital structure, 363
 cash
 back from deposits, 239
 classifying, 131
 definition, 564
 dividends, 564

cash & equivalents, business plan, 430, 436
 cash flow statements
 alternative to, 19
 business plan, 449–453
 cash profit, 21
 decrease in inventory, 21
 description, 18–21
 example, 20
 financing activities, 20
 net income, 20–21
 operating activities, 20
 preferences, 131
 cash flows, capital budgeting, 402
 cash profit, cash flow statements, 21
 cash surrender value, 564
 cash-based accounting, 136, 564
 cashier's check, 564
 categorizing. *See* classifying
 cells, Excel
 active, 526
 copying, 526–527
 cutting, 527
 definition, 523
 formatting, 529–530
 moving, 527
 Census Bureau, 546–550
 cents, suppressing in reports, 309
 certified check, 564
 certified public accountant (CPA), 564
 Change Account Color command, 251
 Change Item Prices command, 175
 Change Item Prices command/window,
 219–220
 charitable contribution, 564
 chart of accounts, 76, 82–83, 90–94
 Chart of Accounts command/window,
 90–94
 Chart of Accounts List, 90–94
 charts, 130
 check forms
 customizing, 234–236
 default, 118
 logos, 235

- checkbook, color schemes, 120
- checking accounts, preferences, 118
- Checking icon, 116
- Checking Preferences set, 116–118
- checks. *See also* paychecks
 - altered, 559
 - bad, 561
 - canceled, 563
 - cashier's, 564
 - certified, 564
 - definition, 565
 - fonts, selecting, 234
 - forged, 574
 - kitting, 565
 - memo description, 118, 229
 - prefilling, 106
 - printing
 - address, 229
 - amount, 229
 - basic steps, 232
 - check number, 228
 - date written, 228
 - distributing to accounts, 230–231
 - item descriptions, 231–232
 - memo description, 229
 - online payment, 229–230
 - partial pages, 235
 - payee, 229
 - reminders, 128–129
 - saving, 232
 - registered, 583
 - stale, 588
 - teller's, 589
 - third-party, 590
 - voiding, 249
- claim, 565
- class action, 565
- Class List, 97–99. *See also* classes
- Class List command/window, 97–99
- class tracking, turning on, 115, 336–337
- classes, 97–99, 338. *See also* Class List
- classifying
 - cash, 131
 - customers, 101
 - job costs, 348
- line items. *See* Chart of Accounts List
- new customers, 101
- purchase order items, 180
- purchases, 178
- revenue and expenses, 339–341
- wages and salary, 128
- clear, 565
- clearing house, 565
- closed transactions, cleaning up, 506–512
- closed-end fund, 565
- Closing Date Exception Report command, 282
- closing out accounts
 - closed transactions, cleaning up, 506–512
 - date, setting, 116
 - date exception report, 282
 - definition, 490
 - journal entries, 66–67
 - QuickBooks method, 67–68
 - traditional method, 66–67
 - trial balance, 66
- closing price, 565
- cloud on title, 565
- COFI (cost-of-funds index), 567
- co-insurance, 565
- collateral, 565
- collateral loan, 565
- collateral value, 565
- collection agency, 566
- collection letter, 566
- collusive bidding, 566
- color
 - desktop, 120
 - invoice forms, 146
 - registers, 251
- columns
 - Excel, 525
 - QuickBooks
 - invoice forms, 148–149, 152
 - reports, 300–301, 303
- commercial bank, 566
- commercial paper, 566
- commission, 566

- common law, 566
- common size balance sheet, 444–445
- common size income statement, 449
- common size ratios, 428
- common stock, 566
- company information
 - invoice forms, 146
 - setting up, 77–78
- Company Information command, 280
- Company Preferences tab
 - Accounting Preferences set, 114–116
 - Checking Preferences set, 116–118
 - description, 112
 - Desktop View Preferences set, 120–121
 - Finance Charge Preferences set, 172–173
 - General Preferences set, 122–123
 - Integrated Applications Preferences set, 123
 - Inventory and Items Preferences set, 124–125
 - Jobs & Estimates Preferences set, 125–126
 - Payroll & Employee Preferences set, 126–128
 - Reminders Preferences set, 128–129
 - Reports & Graphs Preferences set, 131–132
 - Sales & Customers Preferences set, 133–134
 - Sales Tax Preferences set, 134–136
 - Send Forms Preferences set, 136
 - Service Connection Preferences set, 137
 - Tax: 1099 Preferences set, 139
 - Time Tracking Preferences set, 140
- compensating balance, 566
- Competitive Strategies: Techniques for Analyzing Industries and Competitors*, 466
- compound interest, 566
- confidentiality. *See* security
- consent decree, 566
- conservator, 566
- consignment, 566
- construction loan, 566
- constructive notice, 567
- consumer credit, 567
 - Consumer Credit Card Audit Trail
 - command, 282
 - consumer credit card audit trail report, 282
 - consumer durables, 567
 - consumer lease, 567
 - consumer price index, 567
 - consumer-credit protection act, 567
 - contact information
 - new customers, 101
 - vendors, 104–105
 - continuity assumption, 25–26
 - contra-asset accounts, 56
 - contract, 567
 - contract to purchase. *See* purchase orders
 - contributed capital, 18
 - conversion date, setting, 80–81
 - co-payment, 567
 - copying Excel cells and formulas, 526–529
 - corporations
 - balance sheets, 16–18
 - business forms (documents), 23
 - owner's equity, 16–18
 - co-signer, 567
 - cost drivers, 331, 334
 - cost principle, 25
 - cost strategies, 466
 - cost-of-funds index (COFI), 567
 - cost-of-living increases, 567
 - costs
 - capital percentage, 381
 - goods sold, 14, 40–41
 - product support, 517
 - sales, 445
 - sales forecast, 435
 - vary-with-profit, 418–419, 424–425
 - vary-with-revenue, 418
 - counterfeit, 567
 - countersign, 568
 - counting inventory, 56–57
 - covenant, 568
 - CPA (certified public accountant), 564
 - Create Credit Memos/Refunds
 - command/window, 168–170

Create Invoices command, 143
 Create Purchase Orders command, 178
 Create Statements command, 174
Creator, 9
 credit, 568
 credit agency, 568
 credit card processing, 175
 credit insurance, 568
 credit limit, 101, 568
 credit line, 568
 credit memos

- applying to invoices, 171
- customer messages, 109
- printing, reminders, 128–129
- recording, 168–170, 190
- transmission method, specifying, 101

 credit purchases, 51–52
 credit rating, 568
 credit risk, 568
 credit slip, 568
 creditor, 568
 credits

- bills (payable), 191–193
- definition, 35, 37

 cross-collateral, 568
 currency, 568
 current assets, 568
 current liquidity ratio, 361–362, 456–457
 current yield, 569
 cursor movement, preferences, 122
 cushion, 569
 custodian, 569
 custody account, 569
 Customer & Vendor Profile List command, 108–109
 Customer Center command, 174
 Customer Center command/window, 99–102
 Customer List, 99–102
 customer messages, invoices and credit memos, 109, 157
 customer task icons, customizing, 120
 customer tasks, assigning to icons, 120

customers

- information, displaying, 174
- monthly statements, creating, 174
- setting up
 - account number, 101
 - adding, 99–102
 - classifying, 101
 - contact information, 101
 - credit limit, 101
 - credit memo transmission method, 101
 - invoice transmission method, 101
 - job information, 101
 - naming, 100
 - opening balance, 100–101
 - other names, setting up, 107
 - payment terms, default, 101
 - preferences, 133–134
 - preferred payment method, 101
 - Profile Lists, 108–109

 customizing QuickBooks. *See* EasyStep Interview; preferences
 customs, 569
 cutting Excel cells, 527
 cycle billing, 569
 cycle counting, 57

D

daily interest, 569
 data files. *See also* backing up data

- accountant's copy
 - canceling accountant's changes, 290
 - creating, 284–286
 - exporting client changes, 288–289
 - identifying, 289
 - importing accountant's changes, 289–290
 - reusing, 288
 - using, 287
- authorizing applications for, 124
- backup copies, 284–286
- cleaning up, 506–512
- creating, 78

- data files (*continued*)
 - naming, 78
 - passwords, 480
 - portable copies, 284–286
 - restricting access to, 123
 - restricting changes to, 116
- data verification, 500
- dates
 - accounts payable payments, selecting, 193
 - closing, setting, 116
 - conversion, setting, 80–81
 - default, 122
 - formatting, 122–123
 - printing on checks, 118, 228
 - sales tax owing, 136
- days of inventory ratio, 368
- deactivating classes, 99
- dealer, 569
- debentures, 569
- debits, 35, 37, 569
- debt, 569. *See also* borrowing money
- debt analysis, 382–386. *See also* leverage ratios
- debt equity ratio, 363–364
- debt ratio, 363
- debt service, 569
- decimal points, automatic, 122
- Decision Tools, 283
- decrease in inventory, 21
- deed, 569
- deed of trust, 569
- default, 569
- deferred compensation, 570
- deficiency, 570
- deficiency judgment, 570
- defined benefit plan, 570
- defined contribution plan, 570
- deflation, 570
- Delete Bill Pmt–Check command, 249
- Delete command, 94
- Delete General Journal command, 279
- deleted transactions detail report, 282
- deleted transactions summary report, 282
- deleting
 - accounts, 94
 - classes, 99
 - items, warning, 122
 - journal entries, 279
 - transactions, 249
- delinquency, 570
- Dell Computer Web site, 516
- demand loan, 570
- dependent-dependent relationships, 424
- deposit insurance, 570
- depository, 570
- deposits, 128–129, 570
- depreciation
 - accumulated, 439
 - addback, 450
 - business plan, 439, 450
 - definition, 570
 - fixed assets, 58–59
 - immediate, 59
 - journal entries, 58–59
 - Section 179 election, 59
 - straight-line depreciation, 58–59
- desktop view, preferences, 119–120
- differentiated products and services
 - strategies, 466–467
- direct deposit, 269, 570
- direct placement, 570
- discharge of bankruptcy, 570
- disclosure, 571
- discount items, adding to Item List, 210–211
- discount point, 571
- discount rate, 571
- discount rates, capital budgeting, 403
- discount yield, 571
- discounted cash flow, 571
- discounting, 571

discounts
 applying to invoices, 171
 bills (payable), 191–193
 definition, 571
 invoices, 156–157, 171
 Display Properties, Windows, 120
 diversification, 571
 divest, 571
 dividend, 571
 dividend reinvestment plan, 571
 document retention, 311–312
 documents, business. *See* business forms;
specific documents
 dollar sign (\$), Excel absolute references,
 529
 double taxation, 571
 double-entry bookkeeping
 account, definition, 34
 accounting model, 33–35
 algebraic formula for, 33
 credits, definition, 35, 37
 debits, definition, 35, 37
 examples
 account balance, calculating, 42–45
 accounts payable payoff, 41
 cost of goods sold, 40–41
 journal entries, 39–41
 loan payoff, 41
 rent expense, 39
 sales revenue, 40
 supplies expense, 39–40
 T-accounts, 42–45
 trial balance, 38
 wages expense, 39
 inventor of, 35
 journal entries, 36
 mechanics of, 35–38
 profits, 45
 profits, role of, 33
 retained earnings, 45
 revenues, role of, 33
 Download Credit Card Charges command,
 258

downloaded files, saving, 137
 drop-down lists, automatically opening,
 122
 duties, 571

E

earnest money, 572
 earning asset, 572
 earnings per share, 572
 EasyStep Interview. *See also* preferences
 accounting method, changing, 75
 bank accounts, adding, 81
 chart of accounts, definition, 76
 chart of accounts, reviewing, 82–83
 company information, 77–78
 conversion date, 80–81
 data file, creating, 78
 data file, naming, 78
 master files, loading, 76
 overview, 76
 preparing for, 75–76
 restoring defaults, 83
 start date, setting, 80–81
 typical questions, 78–79
 Welcome screen, 76–77
 Economic Value Added (EVA) analysis. *See*
 EVA (Economic Value Added) analysis
 EDGAR (Electronic Data Gathering,
 Analysis and Retrieval), 550–552
 Edit Check/Deposit command, 249
 editing
 accounts, 94
 budgets, 320–322
 classes, 99
 inventory items, 199
 Item List, 199, 216
 journal entries, 279
 paychecks, 272
 registers, 246
 effective annual yield, 572
 EFT (electronic funds transfer), 572

- e-mail
 - business forms, preferences, 136–137
 - invoices, 165
 - reports, 297
- embargo, 572
- embezzlement, 572
- Employee List, 107
- employees
 - preferences, 128
 - setting up, 107
 - training, 494
- endorsement, 572
- Enhanced Payroll option, 263
- Enter Bill for Received Item command, 187
- Enter Bills command, 186
- Enter Credit Card Charges
 - command/window, 258–259
- Enter Sales Receipts command/window, 166–168
- Enter Statement Charges command, 174
- entrepreneurs, as stakeholders, 10
- envelope windows, drawing on invoice forms, 152
- equity-based EVA, 378–380
- ERISA (Employee Retirement Income Security Act), 572
- escrow, 572
- ESOP (employee stock ownership plan), 572
- estate, 572
- estate tax, 572
- estimates
 - duplicate numbers, warning, 126
 - job status, descriptive terms, 125
 - turning on/off, 126
 - zero balance, suppress printing, 126
- EVA (Economic Value Added) analysis
 - all-encompassing cost of capital, 382–386
 - checking results, 380–382
 - cost of capital percentage, 381
 - debt analysis, 382–386
 - definition, 572
 - description, 377–378
 - equity-based, 378–380
 - examples, 379–380, 382–386
 - fluctuations, 381–382
 - psychological income, 381
 - simplifications, 387–388
 - special situations, 382
 - usefulness of, 386–387
- Excel. *See also* business plans, Excel worksheets for
 - \$ (dollar sign), absolute references, 529
 - ? (question mark), Help button, 537
- cells
 - active, 526
 - copying, 526–527
 - cutting, 527
 - definition, 523
 - formatting, 529–530
 - moving, 527
- columns, number of, 525
- combining worksheets, 463
- copying reports to, 297, 299
- Excel For Dummies*, 392
- flagging cell addresses, 529
- formulas. *See also* functions
 - absolute references, 529
 - cell address adjustment, 527–529
 - cell addresses in, 525
 - copying, 527–529
 - description, 524–525
 - moving, 527–529
 - operator precedence, 525
- functions, 530–533. *See also* formulas
 - Help, 529, 532, 537
 - MBA's Guide to Microsoft Excel*, 463
 - naming scheme, 525
 - numbers, entering, 524
 - numbers, formatting, 529–530
- profit-volume-cost analysis
 - breakeven analysis, 419–420
 - collecting inputs, 416–419
 - downloading, 415
 - fixed costs, 418
 - opening, 416
 - profit-volume-cost charts, 422–423, 425
 - profit-volume-cost forecast, 420–422

sales revenue, 417
 variable costs, 417–418
 vary-with-profit costs, 418–419, 424–425
 vary-with-revenue costs, 418
 ranges of cells, 399
 rows, number of, 525
 scrolling, 525–526
 starting, 521–522
 stopping, 522–523
 text, entering, 524
 text, formatting, 529–530
 unlocking worksheets, 461
 workbooks
 definition, 523
 illustration, 523
 opening, 535
 printing, 535–537
 saving, 534–535
Excel For Dummies, 392
 exchange rate, 573
 excise taxes, 573
 expense accounts, closing, 66–68
 expense principle, 24, 41
 expenses
 identifying for accounts payable, 53
 income statement, 12
 tracking, preferences, 128
 Export Changes for Client command,
 288–289
 exporting report data to files, 297, 299
 external creditors, as stakeholders, 10–11

F

face value, 573
 fair market value, 573
 FASB (Financial Accounting Standards Board), 573
 FDIC (Federal Deposit Insurance Corporation), 573
 federal funds rate, 573
 Federal Reserve, 553–554
 Federal Unemployment Tax, 573
 fiddle-faddle accounting, 30–32. *See also*
 double-entry bookkeeping
 file access restrictions, 479–480
 filtering reports, 304–306
 Finance Charge Preferences set, 172–173
 finance charges, 573. *See also* assessing
 finance charges
 finance company, 573
 financial ratios, 428–429
 financial ratios table, 456–461. *See also*
 ratio analysis
 financial statements
 accounts receivable report, 21–22
 assets, liabilities, owner equity. *See*
 balance sheets
 cash changes over time. *See* cash flow
 statements
 definition, 427
 inventory report, 22
 pro forma. *See* balance sheets; cash flow
 statements; income statements
 revenue and expenses. *See* income
 statements
 snapshot at a point in time. *See* balance
 sheets
 types of, listing, 292–293
 financing activities, cash flow
 statements, 20
 Find command, 251–254
 finding transactions, 245, 251–254
 first day of work week, setting, 140
 fiscal year, 573
 Fixed Asset Item List command/window,
 106–107
 Fixed Asset Listing command, 282
 fixed assets. *See also* assets
 apportioning depreciation, 58–59
 definition, 573
 depreciation, 58–59
 disposing of, 59–61
 immediate depreciation, 59
 listing, 106–107

- fixed assets (*continued*)
 - listing report, 282
 - purchasing, 57–58
 - purchasing, journal entries, 57–58
 - Section 179 election, 59
 - straight-line depreciation, 58–59
 - turnover ratio, 369–370
- Fixed Assets List, 106–107
- fixed costs, 413
- fixed-charges coverage ratio, 365–366
- fixed-rate loan, 573
- fixture, 573
- flagging Excel cell addresses, 529
- FOB, setting default for, 133
- focus strategies, 467
- fonts
 - checks, 234
 - invoice forms, 146, 153
 - reports, 308–309
 - selecting, 132
- footers
 - formatting, 132
 - invoices, 149
 - reports, 132, 307
- forecasting. *See* Decision Tools
- foreclosure, 574
- foreign exchange, 574
- foreign trade, 574
- forged check, 574
- forgery, 574
- Form 1099, 574
- formatting
 - cells in Excel, 529–530
 - footers, 132
 - headers, 132
 - numbers in Excel, 529–530
 - numbers in QuickBooks, 132, 308–309
 - reports
 - columns, 300–301, 303
 - fonts, 308–309
 - footers, 132, 307
 - headers, 132, 307
 - hiding rows/columns, 303

- layout, choosing, 307
- negative numbers, 309
- numbers, 308–309
- restoring defaults, 303, 308
- subcolumns, 303
- suppressing zero amounts, 309
- text in Excel, 529–530
- forms (documents). *See* business forms;
specific forms
- formulas, Excel
 - absolute references, 529
 - cell address adjustment, 527–529
 - cell addresses in, 525
 - copying, 527–529
 - description, 524–525
 - moving, 527–529
 - operator precedence, 525
- franchise, 574
- franchise tax, 574
- fraud, 574
- functions, Excel, 530–533
- future value, 574
- futures, 574

G

- GAAP (generally accepted accounting principles), 24–26, 574
- garnishment, 574
- General Ledger command, 282
- general ledger report, 282
- general partner, 574
- General Preferences set, 121–123
- general-obligation bond, 574
- getting started with QuickBooks. *See* installing QuickBooks; setting up QuickBooks
- GI loan, 574
- gift tax, 575
- gilt-edged, 575
- Go To Transfer command, 250
- going concern, 575
- government agencies, as stakeholders, 11

government resources online. *See* online resources, government
 GPO (Government Printing Office), 554–555
 graphs, 130
 Grid and Snap Settings dialog box, 152
 grids, invoice forms, 152
 gross estate, 575
 gross margin percentage, 412–413
 gross margin percentage ratio, 371
 gross margins, 14, 445–446
 gross profit margin ratio. *See* gross margin percentage ratio
 group items, adding to Item List, 209–210
 guaranteed bond, 575
 guarantor, 575
 guaranty, 575

H

Harvey, Greg, 392
 headers
 customizing, 148
 formatting, 132
 hiding, 299
 invoices, 148, 155
 reports, 132, 307
 Help. *See also* books and publications; online resources; troubleshooting
 costs, 517
 Dell Computer Web site, 516
 Excel, 529, 532, 537
 Internet newsgroups, 518
 Intuit support plans, 517
 Intuit's Web site, 514–515
 Learning Center window, 83
 Microsoft Web site, 515–516
 software bugs, 517
 from this book, 513–514
 tutorials, 83
 vendor Web sites, 515–516
 your CPA, 518
 Help messages, retrieving, 122
 historical cost, 25
 home page icons, customizing, 120

I

icons
 QuickBooks, 116, 120
 used in this book, 6
 illiquid, 575
 impaired credit, 575
 Import Accountant's Changes command, 289–290
 import taxes, 575
 income statements
 business plan, 445–449
 common size, 449
 cost of goods sold, 14
 definition, 575
 description, 12–15
 example, 13
 expenses, 12
 gross margins, 14
 operating expenses, 14–15
 plugged (calculated) values, 31
 revenues, 12
 sales revenue, 14
 Income Tax Detail command, 283
 Income Tax Preparation command, 282
 Income Tax Summary command, 283
 income threshold levels, 139
 indemnity, 575
 indenture, 575
 independent-dependent relationships, 424
 independent-independent relationships, 424
 index, 575
 individual retirement account (IRA). *See* IRA (individual retirement account)
 inflation, 576
 insolvency, 576
 installing QuickBooks, 73–74
 installment contract, 576
 installment credit, 576
 insufficient funds, 576
 intangible assets, 576
 integrated applications, preferences, 123–124

- interest
 - on capital investments. *See* rate of return
 - return
 - definition, 576
 - expense, business plan, 435, 447
 - income, business plan, 447
 - rates, 576
 - interest-only loan, 576
 - interim report, 576
 - interim statement, 576
 - internal rate of return (IRR), 398–401, 576
 - Internal Revenue Service (IRS), 139, 555–558
 - Internet addresses, spell check, 138
 - Internet newsgroups, 518
 - interstate commerce, 577
 - interstatement ratios, 428–429
 - intrastatement ratios, 428–429
 - Intuit support plans, 517
 - Intuit’s Web site, 514–515
 - inventory. *See also* Item List
 - accounting controls, 493
 - adjusting quantities, 56–57
 - balances, adding to Item List, 205
 - balances, setting up, 87–88
 - business plan, 431, 437–438
 - contra-asset accounts, 56
 - counting, 56–57
 - cycle counting, 57
 - definition, 577
 - disposal of inventory, 55
 - investments, business plan, 453–456
 - items
 - adding to Item List, 203–205
 - editing, 199
 - reviewing, 198–199
 - manufacturing accounting, 73
 - in manufacturing firms, 223–226
 - in multiple locations, 73
 - multiple units of measure, enabling, 125
 - obsolete inventory, 54–55, 56
 - periodic inventory, 53
 - perpetual inventory, 53
 - physical count worksheets, 56–57
 - physical counts, 57, 216–219
 - preferences, 124–125
 - QuickBooks limitations, 73
 - reorder point
 - identifying, 204–205
 - reminders, 128–129
 - setting, 124
 - reports, 22, 200
 - shrinkage, 55–57
 - turning on/off, 124
 - turnover ratio, 367–368, 459
- Inventory Activities command, 195, 216
 - Inventory and Items Preferences set, 124–125
 - Inventory command, 200
 - investment turnover ratio, 460–461
 - investors, as stakeholders, 10
 - invoice forms
 - choosing, 143–144
 - customizing, 146–153
 - templates, 144–145
 - invoices. *See also* credit memos; sales receipts
 - age calculation, 131
 - customer messages, 109
 - e-mailing, 136–137, 165
 - overdue, 172–174. *See also* assessing finance charges
 - overdue reminder, 128–129
 - partial, 353–355
 - price adjustments, setting up, 95
 - printing
 - customizing, 149–150
 - previewing, 164
 - reminders, 128–129
 - without saving, 159
 - single or batch, 164
 - progress billing, 353–355
 - progress invoicing, turning on/off, 126
 - transmission method, specifying, 101
- invoicing customers
 - billable time, 162–164
 - credit memos, applying, 171
 - customer, identifying, 155

customer message, 157
 discounts, 156–157, 171
 field information, 155
 header information, 155
 items sold, 156
 job, identifying, 155
 mileage, 163
 out-of-pocket expenses, 163
 saving an invoice, 159
 spell check, 158–159
 involuntary bankruptcy, 577
 involuntary lien, 577
 IOU. *See* promissory notes
 IRA (individual retirement account),
 575–576
 IRR (internal rate of return), 398–401, 576
 IRS (Internal Revenue Service), 139,
 555–558
 Item column, 198
 Item command, 196
 item descriptions, 198
 Item List. *See also* inventory
 adding to
 assembly items, 224–225
 basic steps, 201–202
 custom fields to items, 214–216
 discount items, 210–211
 group items, 209–210
 inventory balances, 205
 inventory items, 203–205
 non-inventory parts, 205
 other charge items, 207–208
 payment items, 211–212
 sales tax group, 213–214
 sales tax items, 212–213
 service items, 202–203
 subtotal items, 208–209
 editing items, 199, 216
 Item column, 198
 item descriptions, 198
 setting up, 94–95
 spell check, 205
 Item List command
 Customers menu, 175

Lists menu, 199
 Vendors menu, 196
 items, 49

J

jobs
 classifying costs, 348
 cost reporting, 351–353
 income and expense, tracking, 346–349
 information, for new customers, 101
 setting up, 343–346
 Jobs & Estimates Preferences set, 125–126
 jointly but severally, 587
 Journal command, 282
 journal entries
 adjustment reports, 282
 company information, updating, 280
 deleting, 279
 editing, 279
 journal entries (*continued*)
 numbering, 115
 recording, 278
 reversing, 279
 voiding, 279
 journal report, 282
 judgment, 577
 judgment lien, 577
 judicial sale, 577
 junior mortgage, 577

K

Keogh plan, 577
 kicker, 577
 kiting checks, 565
 Kmart, strategic plan, 467–468

L

lagging indicator, 577
 late charge, 577
 lease, 577

- leasehold, 577
 - leverage, 577
 - leverage ratios
 - business plan, 461
 - capital structure, 363
 - debt, 363
 - debt equity, 363–364
 - definition, 362
 - fixed-charges coverage, 365–366
 - operating income, 363
 - owner's equity, 364
 - stockholder's equity, 364
 - times interest earned, 364–365
 - leveraged buyout, 578
 - liabilities
 - accruing, 62–65
 - amortization schedules, 62
 - balance sheets, 16
 - borrowing money, 61–62
 - buying assets with loans, 61–62
 - definition, 10, 578
 - loan interest, 64–65
 - loan payments, 62
 - reversing an accrual, 64
 - warranty liabilities, 65
 - liability accounts, 37
 - liability insurance, 578
 - licensing requirements, 492
 - lien, 578
 - limited liability companies, 23, 578
 - limited partnerships, 23, 578
 - line of credit, 578
 - liquidity, 390, 401–402, 578
 - liquidity ratio, 360–362
 - lists
 - Chart of Accounts, 90–94
 - Class, 97–99
 - Customer, 99–102
 - Employee, 107
 - Fixed Assets, 106–107
 - Item, 94–95
 - Other Names, 107
 - Payroll Item, 96–97
 - Price Level, 95
 - Profile, 108–109
 - Sales Tax Codes, 95
 - Vendor, 103–106
 - Loan Manager command/window, 261
 - loans
 - amortization schedules, 62
 - buying assets with, 61–62
 - interest, journal entries, 64–65
 - payments, journal entries, 62
 - payoff, journal entry for, 41
 - locking records, 492
 - logos, 146, 235
 - long-term, 578
-
- ## M
-
- Make Deposits command, 236–239
 - Make Journal Entries command, 278
 - maker, 578
 - Manage Templates dialog box, 144–145
 - management report, 578
 - managers, as stakeholders, 10
 - manuals. *See* books and publications
 - manufacturing accounting
 - inventory tracking, 223–226
 - QuickBooks weaknesses, 73
 - recording manufacture or assembly, 226
 - margins, invoice forms, 153
 - Margins dialog box, 153–154
 - Marketing Tools command, 175
 - master files. *See* lists
 - matching principle, 24–25, 41
 - maturity
 - capital budgeting, 390
 - capital investments. *See* liquidity
 - definition, 578
 - maximum out-of-pocket, 578
 - MBA's Guide to Microsoft Excel*, 463
 - mechanic's lien, 578
 - member, 578

memo description
 autofill, 118
 bank deposits, 238
 checks, 118, 229
 filling in, 229
 receipt of items, 183
 registers, 244

Memorize Check command, 249

Memorize command, 280

memorized
 checks, 249
 reports, 294–295, 310
 transactions, 128–129, 249, 280

Memorized Transaction List command, 280

merger, 578

Microsoft Web site, 515–516

mileage, 109, 163

minimum balance, 579

minimum payment, 579

minor, 579

MMF (money market fund), 579

Modify Report dialog box
 Display tab, 302–304
 displaying, 302
 Filters tab, 304–306
 Fonts & Numbers tab, 308–309
 Header/Footer tab, 307
 illustration, 302

money market rates, 579

monopoly, 579

mortgage, 579

mortgagee, 579

mortgagor, 579

moving, Excel cells and formulas, 527–529

multi-user environments, 74, 491–492

My Preferences tab
 Checking Preferences set, 116–118
 description, 112
 Desktop View Preferences set, 119–120
 General Preferences set, 121–122
 Reminders Preferences set, 128
 Reports & Graphs Preferences set,
 129–130

Sales & Customers Preferences set, 133
 Service Connection Preferences set, 137
 Spelling Preferences set, 138

N

naming
 accounts, 92
 classes, 98
 new customers, 100

negative numbers, formatting, 20, 309

negotiable, 579

net cash flows, 393–397

net income, cash flow statements, 20–21

net operating margin percentage, 371–372

net present value, 399

net worth, 579

New Bill Pmt–Check command, 249

new venture plans. *See also* business plans
 definition, 465
 feasibility, 472–473

new venture plans (*continued*)
 investor potential, 474–475
 management requirements, 475
 needs analysis, 473–474
 profitability, 474
 warnings, 476

non-inventory parts, adding to Item List,
 205

nonprofit corporation, 579

nonrecourse loan, 579

notary public, 579

Notepad command, 250

notes (annotations), 250

notes (promissory), 579, 580, 582

novation, 580

numbers
 Excel, entering, 524
 Excel, formatting, 529–530
 QuickBooks, formatting in reports,
 308–309

O

- objectivity principle, 25
- obsolete inventory, 54–55, 56
- OCBOA (other comprehensive basis of accounting), 27
- offsite backup, 501
- OID (original issue discount), 580
- one-line transactions, 247–248
- online backup, 500–501
- Online Banking Center command/window, 260–261
- Online Banking command, 230, 259
- online banking service, 580
- online resources. *See also* Help
 - amortization schedules, 62
 - author’s Web site, 5
 - Dell Computer Web site, 516
- Excel worksheets
 - business plans, 427
 - financial forecasts, 427
 - profit-volume-cost analysis, 407
- government
 - BEA (Bureau of Economic Analysis), 539–542
 - BLS (Bureau of Labor Statistics), 542–546
 - Census Bureau, 546–550
 - Federal Reserve, 553–554
 - GPO (Government Printing Office), 554–555
 - IRS (Internal Revenue Service), 139, 555–558
 - SBA (Small Business Administration), 470
 - SEC EDGAR (Electronic Data Gathering, Analysis and Retrieval), 550–552
- Internet newsgroups, 518
- Intuit product support, 514–515
- marketing tools, 175
- Microsoft product support, 515–516
- Open & Convert... command, 287
- Open or Restore Company command, 502
- Open Previous Company command, 288
- open-end lease, 580
- opening balance
 - new accounts, 93
 - new customers, 100–101
 - new vendors, 104
- operating activities, cash flow
 - statements, 20
- operating expenses, income statement, 14–15
- operating income, 363
- operating income/sales ratio, 371–372
- operating lease, 580
- operator precedence, Excel formulas, 525
- option, 580
- Order Checks and Envelopes command, 258
- Order Payroll Service command, 264
- original issue discount (OID), 580
- original maturity, 580
- origination fee, 580
- other charge items, adding to Item List, 207–208
- other comprehensive basis of accounting (OCBOA), 27
- Other Names command, 261
- Other Names List command/window, 107
- O’Toole, Peter, 9
- out-of-pocket expenses, invoicing, 163
- overdraft, 580
- overdue invoices, 172–174
- overhead allocation, 327–330. *See also* ABC (activity-based costing)
- overhead costs, identifying, 335–336
- owner’s equity
 - balance sheets, 16–18
 - business plan, 443
 - corporations, 16–18
 - partnerships, 16–17
 - profits, role of, 33
 - revenues, role of, 33
 - stockholder’s equity, 364

p

- P, P, & E (plant, property, and equipment),
 - business plans, 431–432, 439–440, 454–455
- Pacioli, 35
- packing slips, templates, 133
- parentheses (()), on negative numbers, 20
- partnerships
 - balance sheets, 16–18
 - business forms (documents), 23
 - definition, 580
 - limited, 23, 578
 - owner's equity, 16–17
- passwords
 - data files, 480
 - multi-user environments, 481–482
 - QuickBooks Services, 137
- Pay Bills command, 190
- Pay Sales Tax command, 195
- Pay Scheduled Liabilities command, 273
- payback period, capital budgeting, 401–402
- paychecks. *See also* checks; payroll
 - editing, 272
 - printing, reminders, 128–129
 - voiding, 272
- payee, 118, 580
- paying
 - bills. *See* accounts payable; checks, printing
 - employees. *See* payroll
 - sales tax, 195
 - vendors. *See* accounts payable; purchase orders
- payment items, adding to Item List, 211–212
- payments (from customers). *See also* accounts receivable
 - applying automatically, 133
 - calculating automatically, 133
 - customer profiles, setting up, 108–109
 - preferences, 133
 - preferred method, 101
 - receiving, 170–172
 - recording, 48–49
 - terms, default, 101
- payroll. *See also* paychecks
 - direct deposit, 269
 - do-it-yourself, 264
 - editing paychecks, 272
 - Enhanced Payroll option, 263
 - new employees, 267–269
 - paying employees, 271–272
 - paying liabilities, 273
 - payroll services, 265
 - reviewing employee data, 270
 - scheduling, 270
 - voiding paychecks, 272
 - year-to-date amounts, 270
- Payroll & Employee Preferences set, 126–128
- payroll checks, configuring stub information, 96–97
- Payroll Item List, 96–97
- Payroll Item List command/window, 96–97
- Payroll Setup Web page, 264
- payroll taxes, 580
- penalty clause, 581
- pension fund, 581
- pension plan, 581
- perfect title, 581
- perfected lien, 581
- periodic inventory, 53
- periodic rate, 581
- permanent financing, 581
- perpetual inventory, 53
- personal leave pay, 268–269
- personal property, 581
- personal property tax, 581
- philosophy of accounting. *See* GAAP (generally accepted accounting principles)
- physical count worksheets, 56–57
- physical inventory counts, 57, 216–219
- PIN (personal identification number), 581
- planning. *See* Decision Tools

- plant, property, and equipment (P, P, & E).
 - See P, P, & E (plant, property, and equipment)
- pledge, 581
- plugged (calculated) values, 31
- point, 581
- pop-up messages, disabling, 122
- portable copies of data files, 284–286
- Porter, Michael E., 466
- portfolio, 581
- posting, 582
- power of attorney, 582
- preference sets
 - Accounting, 114–116
 - Checking, 118
 - Desktop View, 119–120
 - displaying, 112
 - General, 121–123
 - Integrated Applications, 123–124
 - Payroll & Employee, 126–128
 - Reminders, 128–129
 - Reports & Graphs, 129–132
 - Sales & Customers, 133–134
 - Sales Tax, 134–136
 - Send Forms, 136
 - Service Connection, 137
 - Spelling, 138
 - Tax: 1099, 139
- preferences. *See also* EasyStep Interview
 - accounting
 - account numbers, 114–115
 - audit trails, enabling, 116
 - bills, age calculation, 131
 - cash, classifying, 131
 - class tracking, enabling, 115
 - closing date, setting, 116
 - journal entries, numbering, 115
 - subaccounts, show instead of parents, 115
 - beep when recording transactions, 122
 - business forms, e-mailing, 136
 - cash flow statements, 131
 - checking, 118
 - company-wide. *See* Company Preferences tab
 - cursor movement, 122
 - custom item information, retaining, 122
 - date, default, 122
 - decimal points, automatic, 122
 - deleting items, warning, 122
 - desktop view, 119–120
 - drop-down lists, automatically opening, 122
 - editing existing transaction, warning, 122
 - employees, 128
 - estimates, 125–126
 - finance charge rules, 172–173
 - FOB, setting default for, 133
 - general, 121–123
 - graphs, 130
 - Help messages, retrieving, 122
 - integrated applications, 123–124
 - inventory, 124–125
 - invoices
 - age calculation, 131
 - e-mailing, 136–137
 - overdue reminder, 128–129
 - printing reminder, 128–129
 - progress invoicing, turning on/off, 126
 - Modify Report window, opening, 130
 - packing slip templates, 133
 - payments, 133
 - payroll, 126–128
 - personal. *See* My Preferences tab
 - pop-up messages, disabling, 122
 - purchase orders, 124
 - QuickBooks Service connection, 137
 - registers, 254
 - reminders, 128–129
 - reports, 128–132. *See also specific reports*
 - sales & customers, 133–134
 - sales forms, 133
 - sales orders, 134
 - shipping method, default, 133
 - spell check, 138
 - taxes

- 1099 tax reporting, 139
- sales tax, 134–136
- sales tax codes, assigning, 135
- workers' compensation, tracking, 127
- time/date format, 122–123
- Tool-Tips, for clipped text, 122
- transaction information, automatic recall, 122
- transaction names, updating, 122
- Preferences command, 112, 254
- Preferences dialog box, 112, 116. *See also*
 - Company Preferences tab; My Preferences tab
- premium, 582
- present value, 582
- Price Level List, 95
- Price Level List command/window, 220–221
- price levels, 219–222
- price/earnings ratio, 582
- prices, adjusting, 175, 219–222
- prime rate, 582
- principal, 582
- Print 1099s/1096 command, 195
- printing
 - accounts, 94
 - checks
 - account names, on vouchers, 118
 - basic steps, 232
 - current date, 118
 - partial pages, 235
 - reminders, 128–129
 - estimates, suppressing zero balance, 126
 - Excel workbooks, 535–537
 - invoices
 - customizing, 149–150
 - previewing, 164
 - reminders, 128–129
 - without saving, 159
 - single or batch, 164
 - a list of classes, 99
 - memo description, 229
 - paychecks, 128–129
 - purchase orders, 128–129, 180
 - registers, 246–247
 - reminders for, 128–129
 - reports, 295, 297
 - sales orders, 128–129
 - sales receipts, 128–129
 - without saving, 159, 181
- pro forma financial statements. *See*
 - balance sheets; cash flow statements; income statements
- problem solving. *See* Help; troubleshooting
- Process Multiple Reports command/dialog box, 310
- Profile Lists, 108–109
- profit and loss reports, by class, 341
- profit and loss statement. *See* income statements
- profit margin percentage ratio, 372
- profitability ratio
 - definition, 370
 - gross margin percentage, 371
 - net operating margin percentage, 371–372
 - operating income/sales, 371–372
- profitability ratio (*continued*)
 - profit margin percentage, 372
 - return on assets, 372–373
 - return on equity, 373–375
 - sustainable growth, 374
- profits, 33, 45
- profit-sharing plan, 582
- profit-volume-cost analysis
 - breakeven analysis, 419–420
 - breakeven point, 407, 410–411
 - collecting inputs, 416–419
 - definition, 407
 - dependent-dependent relationships, 424
 - description, 408–409
 - downloading, 415
 - Excel workbooks
 - breakeven analysis, 419–420
 - collecting inputs, 416–419
 - downloading, 415
 - fixed costs, 418
 - opening, 416
 - profit-volume-cost charts, 422–423, 425

- profit-volume-cost analysis, Excel
 - workbooks (*continued*)
 - profit-volume-cost forecast, 420–422
 - sales revenue, 417
 - variable costs, 417–418
 - vary-with-profit costs, 418–419, 424–425
 - vary-with-revenue costs, 418
- fixed costs, 418
- independent-dependent relationships, 424
- independent-independent relationships, 424
- opening, 416
- practical problems, 414–415
- profit-volume-cost charts, 422–423, 425
- profit-volume-cost forecast, 420–422
 - from QuickBooks data, 412–413
 - sales revenue, 417
 - variable costs, 417–418
 - vary-with-profit costs, 418–419, 424–425
 - vary-with-revenue costs, 418
- profit-volume-cost charts, 422–423, 425
- profit-volume-cost forecast, 420–422
- progress billing, 353–355
- progress invoicing, turning on/off, 126
- projects
 - classifying costs, 348
 - cost reporting, 351–353
 - income and expense, tracking, 346–349
 - setting up, 343–346
- promissory notes, 579, 580, 582
- property taxes, 582
- proprietorship, sole, 582
- psychological income, 381
- public offering, 582
- publications. *See* books and publications
- purchase orders
 - creating
 - classifying items, 180
 - classifying the purchase, 178
 - date range of contracted work, 184
 - item descriptions, 179, 180
 - item numbers, 180

- purchase order date, 179
- purchase order number, 179
- quantity, 180
- saving, 180
- ship-to address, 179
- ship-to information, 179
- total amount, 180
- unit price, 180
- vendor, confirming, 179
- vendor, identifying, 178
- determining need for, 181
- duplicate numbers, warning, 124
- open, listing by vendor, 183
- preferences, 124
- printing, 128–129, 180
- printing without saving, 181
- turning on/off, 124

Q

- qualified opinion, 582
- quick ratio, 457. *See also* acid test ratio
- QuickBooks. *See also* installing
 - QuickBooks; setting up QuickBooks
 - customizing. *See* EasyStep Interview; preferences
 - limitations, 72–73
 - overview, 45–46
 - purpose of, 72
 - support for ABC (activity-based costing), 336
- QuickBooks Service connection, 137
- QuickBooks Simple Start For Dummies*, 1
- quiet title action, 582
- quorum, 583
- quote, 583

R

- radio buttons. *See specific dialog boxes; specific radio buttons; specific tabs*
- rate of return, 583. *See also* return on investment

- rate of return, capital budgeting
 - calculating
 - investment amount, 392–393
 - IRR (internal rate of return), 398–401
 - net cash flows, 393–397
 - net present value, 399
 - overview, 392
 - spreadsheet method, 397–401
 - definition, 390
- Rathbone, Andy, 74, 120
- ratio analysis. *See also* financial ratios
 - table
 - activity
 - average collection period, 368–369
 - days of inventory, 368
 - definition, 366–367
 - fixed asset turnover, 369–370
 - inventory turnover, 367–368, 459
 - investment turnover, 460–461
 - receivables turnover, 458
 - total assets turnover, 370
 - common size ratios, 428
 - on existing financial statements, 462
 - financial ratios, 428–429
 - interstatement ratios, 428–429
 - intrastatement ratios, 428–429
 - leverage
 - business plan, 461
 - capital structure, 363
 - debt, 363
 - debt equity, 363–364
 - definition, 362
 - fixed-charges coverage, 365–366
 - operating income, 363
 - owner's equity, 364
 - stockholder's equity, 364
 - times interest earned, 364–365, 459
 - liquidity
 - acid test, 362
 - current, 361–362, 456–457
 - definition, 360–361
 - quick, 457
 - profitability
 - definition, 370
 - gross margin percentage, 371
 - net operating margin percentage, 371–372
 - operating income/sales, 371–372
 - profit margin percentage, 372
 - return on assets, 372–373, 460
 - return on equity, 373–375, 460
 - sales to operational assets, 459–460
 - sustainable growth, 374
 - working capital to total assets, 458
 - warnings, 360
- real income, 583
- real property, 583
- real rate of return, 583
- real-interest rate, 583
- realization principle. *See* revenue principle
- realized profit/loss, 583
- rebate, 583
- receipt of items, recording, 182–185
- receivables turnover ratio, 458
- Receive Items and Enter Bill command, 185
- Receive Items command, 181
- Receive Payments command, 170
- Receive Payments command/window, 170–172
- receiver, 583
- receivership, 583
- Reconcile command, 254
- reconciling bank accounts, 254–257, 260, 493
- Record Credit Card Charges command, 258
- record locking, 492
- recording
 - bank deposits, 236–239
 - billable time, 162
 - bills (accounts payable), 51–52
 - credit memos, 168–170, 190
 - journal entries, 278
 - manufacture or assembly, 226
 - payments from customers, 48–49
 - receipt of items, 182–185
 - register transactions, 245
 - sales receipts, 166–168
 - sales revenue, 48
 - transactions, 245. *See also* registers

- redemption, 583
- refunds. *See* credit memos
- registered check, 583
- registers
 - account, selecting, 243–244
 - color, changing, 251
 - date of transaction, 242
 - deleting transactions, 249
 - displaying, 241
 - To Do lists, 250
 - editing, 246, 249
 - finding transactions, 245, 251–254
 - memo description, 244
 - memorizing transactions, 249
 - new check transactions, 249
 - notes, 250
 - one-line transactions, 247–248
 - payee, 243
 - preferences, 254
 - printing, 246–247
 - recording transactions, 245
 - reports, 247, 257
 - selecting accounts, 251
 - sorting, 248
 - split transactions, 244–245
 - transaction amount, 243
 - transaction history, 250
 - transaction number, 242
 - transfers, jumping to other side, 250
 - voiding checks, 249
- Remember icon, 6
- reminders, 128–129, 500
- Reminders Preferences set, 128–129
- remittance slip, 583
- Remove Restrictions command, 290
- rent expense, journal entry, 39
- reorder point, identifying, 204–205
- reorganization, 583
- Report Format Preferences dialog box, 132–133
- reports. *See also specific reports*
 - ABC (activity-based costing), 341
 - account information, formatting, 131
 - account listing, 282
 - accountant & taxes reports, 281–283
 - accounting basis for, selecting, 131
 - adjusted trial balance, 281
 - adjusting journal entries, 282
 - annual, 560
 - annual reporting period, specifying, 303
 - audit trails, 282, 491
 - basis, specifying, 303
 - budgets, 322–323
 - cents, suppressing, 309
 - closing date exception, 282
 - collapsing/expanding detail, 299
 - consumer credit card audit trail, 282
 - date ranges, specifying, 300, 302
 - document retention, 311–312
 - e-mailing, 297
 - exporting data to files, 297, 299
 - filtering, 304–306
 - fixed asset listing, 282
 - formatting
 - columns, 300–301, 303
 - fonts, 132, 308–309
 - footers, 132, 307
 - headers, 132, 307
 - hiding rows/columns, 303
 - layout, choosing, 307
 - negative numbers, 309
 - numbers, 132, 308–309
 - restoring defaults, 303, 308
 - subcolumns, 303
 - suppressing zero amounts, 309
 - general ledger, 282
 - headers, formatting, 132
 - headers, hiding, 299
 - income tax detail, 283
 - income tax preparation, 282
 - income tax summary, 283
 - inventory, 200
 - job costs, 351–353
 - journal, 282
 - journal entry adjustment, 282
 - memorized, recalling, 310

- memorizing, 294–295
- multiple at same time, 310
- page layout, specifying, 132
- preferences, 128–132
- printing, 295, 297
- profit and loss, by class, 341
- prompt to modify, 130
- reducing clutter, 309
- refresh options, 129
- registers, 247, 257
- reporting interval, specifying, 300, 302
- sales tax liability, 195
- saving settings for, 294–295
- show items as percentages, 303
- social security numbers, including, 128
- sorting, 128, 300–301
- transaction detail by account, 282
- transaction list by date, 282
- trial balance, 281
- updating, 299
- voided/deleted transactions, 282
- Reports & Graphs Preferences set, 129–132
- repossession, 584
- reserve, 584
- reserve requirements, 584
- residual value, 584
- resizing objects, invoice forms, 152
- restoring defaults, 83
- restoring from backup, 502–506
- restraint of trade, 584
- restrictive covenant, 584
- retained earnings
 - balance sheets, 18
 - definition, 584
 - double-entry bookkeeping, 45
- return on assets, 584
- return on assets ratio, 372–373, 460
- return on equity ratio, 373–375, 460
- return on investment, 390, 584. *See also*
 - rate of return
- revenue, 584
- revenue accounts, closing, 66–68
- revenue principle, 24
- revenues, 12, 33
- reverse split, 584
- reversing accruals, 64
- reversing journal entries, 279
- reviewing inventory items, 198–199
- revocable trust, 584
- revolving credit, 584–585
- right of foreclosure, 585
- right of redemption, 585
- right of survivorship, 585
- risk, 391, 402–403, 585
- rows, Excel, 525
- run, 585

S

- safe deposit box, 585
- salary. *See* wages and salary
- salary-reduction plan, 585
- sales & customers preferences, 133–134
- Sales & Customers Preferences set,
 - 133–134
- Sales Forms options, 133
- sales orders, printing, 128–129
- sales receipts, 128–129, 166–168. *See also*
 - invoices
- sales reps, 108–109, 128
- sales revenue. *See also* accounts
 - receivable
 - accounts receivable, 48
 - business plan, 445
 - income statement, 14
 - journal entries, 40, 48
 - profit-volume-cost analysis, 412
 - recognizing, 47–48
 - recording, 48
- sales tax. *See also* taxes
 - adding items to, 135
 - adjusting amount, 195
 - definition, 585
 - liability report, 195
 - owing date, 136
 - paying, 195
 - paying date, 136
 - taxable items, identifying, 135
 - turning on/off, 134

- sales tax codes, assigning, 135
- Sales Tax Codes List, 95
- Sales Tax command, 195
- sales tax group, adding to Item List, 213–214
- sales tax items, adding to Item List, 212–213
- Sales Tax Liability command, 195
- Sales Tax Preferences set, 134–136
- sales to operational assets ratio, 459–460
- Save Copy or Backup command, 497
- saving
 - checks, 232
 - desktop, 119
 - documents, 311–312
 - downloaded files, 137
 - Excel workbooks, 534–535
 - invoices, 159
 - new accounts, 94
 - report settings, 294–295
 - transactions, 239
- savings account, 585
- savings bank, 585
- savings bond, 585
- SBA (Small Business Administration), 470, 587
- Scheduled Payroll command, 271
- scheduling backups, 500
- scheduling payroll, 270
- scrolling, Excel, 525–526
- searching for transactions. *See* finding transactions
- seasonal adjustment, 585
- seasonal credit, 585
- SEC (Securities and Exchange Commission), 586
- SEC EDGAR (Electronic Data Gathering, Analysis and Retrieval), 550–552
- second mortgage, 586
- secondary mortgage market, 586
- Section 179 election, 59
- secured credit card, 586
- securities, 586
- security. *See also* backing up data
 - accounting controls, 493–495
 - data files, restricting changes to, 116
 - file access restrictions, 479–480
 - passwords
 - data files, 480
 - multi-user environments, 481–482
 - QuickBooks Services, 137
 - QuickBooks, 480
 - Windows, 479–480
 - security, multi-user environments
 - passwords, 481–482
 - user rights
 - assigning, 481–488
 - changing, 488–490
 - displaying, 488
 - security agreement, 586
 - security interest, 586
 - selecting objects, invoice forms, 152
 - self-insurance, 586
 - seller's market, 586
 - Send Forms Preferences set, 136
 - senior lien, 586
 - SEP (Simplified Employee Pension Plan), 587
 - separate entity assumption, 26
 - serial bonds, 586
 - service charge, 586
 - Service Connection Preferences set, 137
 - service items, adding to Item List, 202–203
 - Set Up Budgets command/window, 316–322
 - Set Up Users command, 481, 488
 - setting up QuickBooks, 84–88. *See also* EasyStep Interview
 - settlement date, 586
 - severally but not jointly, 587
 - sheriff's sale, 587
 - shipping methods, 108–109, 133
 - short-term financing, 587
 - shrinkage, inventory, 55–57
 - sick pay, 268–269
 - signature loan, 587
 - Simple IRA, 587

- Small Business Administration (SBA), 470, 587
- snapshot at a point in time. *See* archival copies; balance sheets
- Social Security, 587
- social security numbers, including in reports, 128
- software bugs, 517
- sole proprietorships, 23, 587
- sorting
- employee names in reports, 128
 - registers, 248
 - reports, 300–301
- Sounds Properties, Windows, 120
- special offering, 587
- specialist, 587
- specie, 587
- speculation, 587
- speculator, 587
- spell check
- ignoring words, 138
 - Internet addresses, 138
 - invoices, 158–159
 - Item List, 205
 - preferences, 138
 - UPPERCASE words, 138
 - URLs, 138
- Spelling Preferences set, 138
- split (stock), 588
- split transactions, 244–245
- squeeze, 588
- stale check, 588
- stamp taxes, 588
- Standard & Poor's, 588
- standard of living, 588
- start date, setting, 80–81
- starting trial balance, setting up, 84–88
- statement of cash flows. *See* cash flow statements
- statements, e-mailing, 136–137
- statute of frauds, 588
- statute of limitations, 588
- Stern Stewart & Co., 377
- sticky gridlines, invoice forms, 152
- stock certificate, 588
- stock exchange, 588
- stock purchase option, 588
- stock split, 588
- stockholder's equity, 364
- stop order, 588
- stop payment, 588
- straight-line depreciation, 58–59
- strategic plans, 465–469. *See also* business plans
- strategy, definition, 468
- subaccounts, creating, 92
- subclasses, 98
- subsidiary corporation, 589
- subtotal items, adding to Item List, 208–209
- supplies expense, journal entry, 39–40
- surcharge, 589
- surety, 589
- surety bond, 589
- surtax, 589
- sustainable growth, 374

T

- T-accounts, 42–45
- tactics, 468–469
- tariff, 589
- Tax: 1099 Preferences set, 139
- tax ID number, 105
- tax information, for new accounts, 93
- tax lien, 589
- tax sale, 589
- taxable estate, 589
- tax-deferred savings, 589
- taxes. *See also* sales tax
- 1096 forms, printing, 195–196
 - 1099 reporting
 - Form 1099, 574
 - preferences, 139
 - printing forms, 195–196
 - threshold levels, setting, 139
 - alternative minimum, 560
 - business plan, 448, 462–463
 - payroll, setting up, 267–269
 - reports, 281–283

tax-free rollover, 589
Technical stuff icon, 6
teller's check, 589
templates, invoice forms, 144–145
templates, packing slips, 133
1099 tax reporting
 Form 1099, 574
 preferences, 139
 printing forms, 195–196
 threshold levels, setting, 139
term, 589
text, Excel, 524, 529–530
text, QuickBooks invoice forms, 153
third-party check, 590
3D graphs *versus* 2D, 130
time/date format, 122–123
Time/Enter Single Activity command,
 160–162
times interest earned ratio, 364–365, 459
timesheet method, 160
timesheets, first day of work week, 140
timestamps, backups, 499
time-value of money, 590
TIN (taxpayer identification number), 589
Tip icon, 6
title, 590
title company, 590
title defect, 590
To Do lists, 250, 495
To Do Notes, 128–129. *See also* reminders
Tool-Tips, for clipped text, 122
top-line budgets, 313–314
total assets turnover ratio, 370
training employees, 494
Transaction Detail by Account command,
 282
Transaction History command, 250
Transaction List by Date command, 282
transaction list by date report, 282
transaction names, updating, 122
Transfer Funds command, 239–241

transferring funds between accounts,
 239–241
transfers, jumping to other side, 250
treasurer, 590
Treasury Bill, 590
Treasury bond, 590
trial balance, 38
Trial Balance command, 281
trial balance report, 281
troubleshooting, 513–518. *See also* books
 and publications; Help; online
 resources
trust, 590
truth-in-lending law, 590
tutorials, 83. *See also* Help

U

UCC (Uniform Commercial Code), 591
uncollectible accounts, writing off, 50–51
Undeposited Funds account, 133
undeposited funds bucket, 238
underlying lien, 590
underwriter, 590
unearned income, 590
unemployment insurance, 591
Uniform Consumer Credit Code, 591
uninsured depositor, 591
unit-of-measure assumption, 26
unpaid bills. *See* accounts payable
unsecured loan, 591
updating reports, 299
UPPERCASE words, spell check, 138
URLs, spell check, 138
URLs of interest. *See* online resources
U.S. savings bond, 591
Use Business Plan Tool command, 470
Use Calculator command, 251
Use Register command, 241, 251
Use Weekly Timesheet command, 160
usury, 591

U

vacation pay, 268–269
 variable annuity, 591
 variable-rate loan, 591
 variable-rate mortgage, 591
 variances, budget, 322–323, 324
 vary-with-profit costs, 418–419, 424–425
 vary-with-revenue costs, 418
 vehicles, 108–109
 Vendor Center command/window, 103–106
 Vendor List, 103–106
 vendor task icons, customizing, 120
 vendor tasks, assigning to icons, 120
 vendors
 information about, 194
 listing, 194
 open purchase orders, listing, 183
 receipt of items, recording, 182–185
 setting up, 103–106, 107
 as stakeholders, 11
 Web sites, 515–516
 venture capital, 591
 vested interest, 591
 void, 591
 Void Check command, 249
 Void General Journal command, 279
 Void Paycheck command, 272
 voided transactions reports, 282
 Voided/Deleted Transactions Detail
 command, 282
 Voided/Deleted Transactions Summary
 command, 282
 voiding
 checks, 249
 journal entries, 279
 paychecks, 272
 volume of trading, 592
 voluntary bankruptcy, 592
 vouchers, printing account names on, 118

W

wages and salary
 calculating, 267–269
 classifying, 128
 expense, journal entry for, 39
 garnishment, 592
 Wall Street, 592
 Warning icon, 6
 warnings
 deleting items, 122
 duplicate check numbers, 118
 duplicate estimate numbers, 126
 duplicate purchase order numbers, 124
 editing existing transaction, 122
 expired security certificates, 123
 warranty, 592
 warranty liabilities, 65
 Web browsers, closing on disconnect, 137
 Web site. *See* online resources
 weekly timesheet method, 160
 Welcome screen, 76–77
 wholly owned subsidiary, 592
 Windows calculator, 251
 Windows Display Properties, 120
 Windows Sounds Properties, 120
Windows Vista For Dummies, 74, 120
Windows XP For Dummies, 74, 120
 wire transfer, 592
 withholding, 592
 workbooks, Excel. *See* Excel, workbooks
 workers' compensation, tracking, 127
 worker's compensation insurance, 592
 working capital to total assets ratio, 458
 Write Checks command, 227
 write-off, 592
 writing checks. *See* checks, printing
 writing off uncollectible accounts, 50–51

Y

year-end closing. *See* closing out accounts
year-to-date paycheck amounts, 270
yield curve, 592
yield to maturity, 592

Z

zero amounts, suppressing in reports, 309
zero-based budgets, 314–315
zero-coupon bond, 592
zero-coupon security, 592