

# Index

## ***Symbols and Numerics***

---

- \$ (amount) field, Write Checks window, 223
- % (percentage symbol), 152
- ? (question mark) button, Print dialog box, 513
- = (equal sign), Excel, 502
- 1-Line check box, Register window, 238
- 1099 tax reporting preferences, 188–189

## ***A***

---

- ABC (activity-based costing)
  - Class Tracking feature, 318–319
  - classes, 319–323
  - implementing, 316–318
  - overhead allocation, traditional, 309–312
  - overview, 309
  - product line income statement, 312–315
  - QuickBooks support for, 318
  - in small firms, 315–316
- absolute references, 506
- Account box, New Item window, 197
- Account drop-down list
  - Begin Reconciliation dialog box, 244
  - New Item window, 199, 201, 204
- Account field, Register window, 235
- Account Listing
  - command, Accountant & Taxes menu, 268
- Account menu, Chart of Accounts window, 88–89, 92
- Account Prefill tab, New Vendor window, 103
- Accountant & Taxes reports menu, 266–268
- accountant changes
  - canceling, 275
  - importing, 274–275
- Accountant Changes window, 273–274
- Accountant Export File (.qby), 272
- Accountant Transfer File (.qbx), 272
- Accountant's Copy (.qba)
  - creating, 270–272
  - reusing, 273
  - using, 272–273
- accounting
  - double-entry
    - bookkeeping model, 33–35
    - financial statements, 12–22
    - inventory, 53–57
    - maintaining controls, 471–473
    - overview, 9
    - philosophy of, 24–27
    - purpose of, 9–12
    - system planning, 72
    - tax, 27
  - accounting method, change of, 75
- Accounting Preferences dialog box
  - account numbers, 112
- Class Tracking feature,
  - 318–319
  - general options, 112–114
  - overview, 111–112
- accounting principles, generally accepted, 24–27, 41
- accounting to-do lists, 473
- accounts. *See names of specific accounts*
- accounts payable
  - overview, 51
  - paying off, 41, 43, 52, 183–186
  - pointers regarding, 52–53
  - recording bills, 51–52, 179–183
- Accounts Payable (A/P) balance, business plan workbook, 412
- Accounts Payable Financing value, Cash Flow Statement schedule, 431
- Accounts Payable value, Balance Sheet schedule, 420–421
- accounts receivable
  - bad debt expenses, estimating, 49–50
  - overview, 47–51
  - payments, recording, 48–49
  - report, 22
  - sales, recording, 48
  - uncollectible portion of, 49–51
- Accounts Receivable (A/R) value, Balance Sheet schedule, 417
- Accounts Receivable balance, business plan workbook, 411

- Accounts Receivable
  - Investments value, Cash Flow Statement schedule, 433
- Accrual Period drop-down list, Sick and Vacation dialog box, 256
- accrual-basis accounting, 25, 179, 288
- Accrued Expenses (A/E) balance, business plan workbook, 413
- Accrued Expenses
  - Financing value, Cash Flow Statement schedule, 431
- Accrued Expenses value, Balance Sheet schedule, 421
- accruing liabilities, 63–65
- Accumulated Depreciation value, Balance Sheet schedule, 412, 419
- acid test ratio, 342
- Acrobat Reader, 524, 526
- active cells, Excel, 504
- Activities button, Chart of Accounts window, 92
- activity ratios
  - average collection period, 349–350
  - days of inventory, 348–349
  - fixed asset turnover, 350
  - inventory turnover, 347–348
  - overview, 347
  - total assets turnover, 350–351
- activity-based costing (ABC)
  - Class Tracking feature, 318–319
  - classes, 319–323
  - implementing, 316–318
  - overhead allocation, traditional, 309–312
  - overview, 309
  - product line income statement, 312–315
  - QuickBooks support for, 318
  - in small firms, 315–316
- Add a Loan button, Loan Manager window, 250
- Add button, Check Spelling on Form dialog box, 154
- Add Credit Card
  - Processing command, Customers menu, 170
- Add Electronic Check
  - Processing command, Customers menu, 170
- Add New Account window, 89–92
- Add New Payroll Item dialog box, 94–95
- Add the Date and Time of the Backup to the File Name check box, Backup Options dialog box, 477
- Add Time/Costs button, Create Invoices window, 159
- Add User button, User List dialog box, 461
- Addback of Depreciation value, Cash Flow Statement schedule, 430
- Additional Customization dialog box, 140, 143–146
- Additional Info tab
  - New Customer window, 99–100
  - New Employee dialog box, 254
  - New Vendor window, 103–104
- Add/Remove Programs tool, Windows, 74
- Address Info tab
  - New Customer window, 99
  - New Job window, 326–327
  - New Vendor window, 102
- adequate return for prospective investors, 454–455
- Adjust Price of Marked Items By (Amount or %) box, Change Item Prices window, 212
- Adjust Price of Marked Items to Be boxes, New Price Level window, 213
- Adjust Quantity/Value on Hand window, 209–211
- Adjust Row Amounts
  - button, Set Up Budgets window, 304
- Adjust Row Amounts dialog box, 304
- Adjusted Trial Balance command, Accountant & Taxes menu, 267
- Adjusting Entry check box, General Journal Entry window, 265
- Adjusting Journal Entries command, Accountant & Taxes menu, 267
- Adjustment Account
  - drop-down list, Adjust Quantity/Value on Hand window, 210
- Adjustment Date box, Adjust Quantity/Value on Hand window, 210
- Adobe Acrobat Reader, 524, 526

- Advanced Options dialog
  - box, 288–289
- Advanced tab
  - Export Report dialog
    - box, 283–284
  - Find window, 241, 243
- advisors, QuickBooks, 76, 495
- after-fact classifications, 321–322
- after-tax cash flows, 381–382
- after-tax rates of return, 381–382
- Aging Reports radio
  - buttons, Reports & Graphs Preferences, 128
- Alignment drop-down list, Modify Report dialog box, 291
- All Areas of QuickBooks radio button, Set Up User Password and Access dialog box, 462
- all-encompassing cost of capital, 363–364
- Allow Background
  - Downloading Of Service Messages
    - check box, Service Connection
      - Preferences, 133
- always-on audit trail, 114
- amortization schedules, 62
- amount (\$) field, Write Checks window, 223
- Amount column, Create Purchase Orders window, 174
- Amount or % box, New Item window, 201, 204
- angel investors, 454
- annual accounting to-do list, 473
- annual financial
  - summaries, 299, 340
- Annual Interest Rate (%)
  - box, Finance Charge Preferences, 168
- archival copy, 483, 488–489
- arguments, function, 508–509
- arithmetic operators, Excel, 502
- As Of box
  - New Customer window, 99
  - New Item window, 198
  - New Vendor window, 102
- Assembly Item drop-down list, Build Assemblies window, 217–218
- Assess Charges button,
  - Assess Finance Charges window, 169
- Assess Finance Charges
  - on Overdue Finance Charges check box, Finance Charge Preferences, 168
- Assess Finance Charges window, 168–169
- Asset Account value, New Item window, 217
- asset accounts
  - crediting, 56
  - debits and credits, 35, 37, 43, 53
- assets
  - accounting model, 33
  - balance sheets, 15
  - defined, 10
  - fixed, 57–61
  - purchasing with loans, 61–62
- Assign One Class Per radio buttons, Payroll & Employees Preferences, 125
- Assign Sales Tax Codes
  - box, Sales Tax Preferences, 131
- Assisted Payroll option, 251
- Audit Trail command, Accountant & Taxes menu, 268
- Audit Trail feature
  - clearing, 484
  - overview, 114, 468
  - reports, 469
  - tracking, 469
- Autofill Payee Account
  - Number in Check Memo check box, Checking Preferences, 116
- Automatically Assign
  - General Journal Entry Number check box, Accounting Preferences, 113
- automation of
  - bookkeeping, 31
- average collection period ratio, 349–350
- average inventory
  - balance, 348
- Awarded box, Jobs & Estimates Preferences, 122

***B***

- 
- backing up files
    - online, 478
    - overview, 475–478
    - pointers regarding, 479
  - Backup Copy option
    - button, Save Copy: Type dialog box, 476
  - Backup Options dialog box, 476–477

- bad debt expenses, estimating, 49–50
- Balance Sheet radio button, Create New Budget window, 301–302
- Balance Sheet schedule
  - Accounts Payable, 420–421
  - Accounts Receivable, 417
  - Accrued Expenses, 421
  - Cash & Equivalents, 417
  - Inventory, 418
  - Less: Accumulated Depreciation, 419
  - Long-Term Liabilities, 422
  - Net Plant, Property, & Equipment, 419–420
  - Other Current Assets, 418
  - Other Current Liabilities, 421
  - Other Noncurrent Assets, 420
  - Other Noncurrent Liabilities, 422
  - overview, 416–417
  - Owner Equity, 423
  - Plant, Property, & Equipment, 419
  - Total Assets, 420
  - Total Current Assets, 418
  - Total Current Liabilities, 421–422
  - Total Liabilities and Owner Equity, 423
  - Total Noncurrent Liabilities, 422–423
- balance sheets
  - double-entry bookkeeping, 33–35
  - overview, 15–18, 408
- balances, inventory, 306, 348
- Bank Account drop-down list
  - Employees Center window, 258
  - Write Checks window, 222
- bank accounts. *See also* cash and bank accounts
  - deposits, 229–231
  - EasyStep interview, 80
  - reconciling, 244–247, 249, 471–472
  - transferring money between, 232–233
- Bank Acct. No. box, Add New Account window, 91
- Banking Information and Regulation hyperlink, Federal Reserve Web site, 532
- Based On drop-down list, Change Item Prices window, 91
- Basic Customization dialog box, 140–142
- Basic tab, Export Report dialog box, 283
- BEA (Bureau of Economic Analysis)
  - information available from, 518
  - overview, 517–518
  - publications, 518–520
- Begin Reconciliation dialog box, 244
- Beginning Cash Balance, Cash Flow Statement schedule, 430
- benchmarking, 299–300
- Bill Preferences dialog box, 114
- Bill Received check box, Create Item Receipts window, 178
- Billable check box, Time/Enter Single Activity window, 156
- billing for time
  - on invoice, 158–159
  - overview, 155
  - single activities, 156–158
  - weekly timesheets, 155–156
- bills
  - credit memos, recording, 183
  - entering with previously recorded item receipt, 181–183
  - entering without previously recorded item receipt, 180–181
  - overview, 179
  - paying, 52, 183–186
  - recording, 51–52, 178–179
- bills of materials, 218
- bookkeeping, double-entry. *See* double-entry bookkeeping
- Boolean operators, EDGAR Web site searches, 530
- Border tab, Properties dialog box, 149
- borrowing money, 61–62. *See also* loans
- breakeven analysis, 400–401
- Breakeven line chart, 404
- breakeven points
  - calculating, 392–393
  - defined, 389
- Browse button, Backup Options dialog box, 476
- Browse for Folder dialog box, 476
- Budget Overview report, 305

- Budget vs. Actual Graph report, 305
- Budget vs. Actual report, 305
- budgets. *See also* capital benchmarking, 299–300  
 comments on, 306–308  
 creating, 301–303  
 existing, 303–305  
 managing with, 305–306  
 overview, 297, 301  
 practical approaches to, 300  
 reports, 305  
 top-line, 297–298  
 zero-based, 298–299
- bugs, software, 495
- Build Assemblies window, 217–219
- Build Point box, New Item window, 217
- Bureau of Economic Analysis (BEA)  
 information available from, 518  
 overview, 517–518  
 publications, 518–520
- Bureau of Labor Statistics  
 information available from, 520  
 overview, 520  
 using statistics, 521–524
- Business & Industry page, Census Bureau Web site, 525–526
- business form generation, 11–12
- business plan workbook  
 Balance Sheet schedule, 416–423  
 Cash Flow Statement schedule, 429–433  
 Common Size Balance Sheet schedule, 423–425  
 Common Size Income Statement schedule, 429  
 customizing, 441–443  
 Financial Ratios Table, 436–441  
 financial statements and ratios, reviewing, 407–409  
 forecasting inputs, 416  
 Income Statement schedule, 425–429  
 Inventory Investments schedule, 433–436  
 overview, 407, 416  
 using, 409–416
- business plans  
 definition of, 445  
 overview, 445  
 strategic, 445–449  
 venture, 452–456  
 white paper, 449–452
- Businesses Web page, IRS Web site, 533
- 
- C**
- 
- Calculate Charges From radio buttons, Finance Charge Preferences, 168
- Calculator, Windows, 241
- calendar button, Write Checks window, 222
- capital  
 all-encompassing cost of, 363–364  
 liquidity, measuring, 383–384  
 overview, 371  
 QuickBooks, 385  
 rate of return on, calculating, 374–383  
 risk, 384–385  
 theory of, 371–372
- capital charge, 353, 359–360
- capital structure, 343, 355
- Career Guide to Industries hyperlink, BLS Web site, 521
- Cash & Equivalents value, Balance Sheet schedule, 410, 417
- cash and bank accounts  
 checks, 221–228  
 deposits, 229–231
- Edit menu commands, 239–244
- Enter Credit Card Charges command, 247–248
- Loan Manager command, 250
- Online Banking Center command, 249–250
- Online Banking command, 248–249
- Order Checks & Envelopes command, 247
- Other Names list, 250
- overview, 42–43, 221, 247
- reconciling, 244–247, 249, 471–472
- Register window, 233–239
- transferring money between, 232–233
- Cash Back Amount box, Make Deposits window, 231
- Cash Back Goes To box, Make Deposits window, 231
- Cash Back Memo field, Make Deposits window, 231
- cash flow, positive, 11

- Cash Flow Statement
  - schedule
- Accounts Payable
  - Financing, 431
- Accounts Receivable
  - Investments, 433
- Accrued Expenses
  - Financing, 431
- Addback of Depreciation, 430
- Beginning Cash Balance, 430
- Long-Term Liabilities
  - Financing, 432
- Net Income After Taxes, 430
- Other Current Liabilities
  - Financing, 431–432
- Other Noncurrent Liabilities
  - Financing, 432–433
- overview, 429–430
- cash flow statements, 18–21, 408
- cash-basis accounting, 288
- CDs (certificates of deposit), 371–373
- cell addresses, Excel, 503
- cell selector, Excel, 504
- cells, Excel
  - copying contents, 504–505
  - formatting contents, 507
  - moving contents, 505
  - overview, 501
  - putting text, numbers, and formulas into, 502
- Census Bureau
  - information available from, 525–526
  - overview, 524
  - publications, 526–527
  - search engine, 527
  - site index, 527
- certificates of deposit (CDs), 371–373
- certified advisors, QuickBooks, 76
- Change Account Color
  - command, Edit menu, 241
- Change Account Color dialog box, 241
- Change Check Date When Check Is Printed
  - check box, Checking Preferences, 115
- Change Font dialog box, 292
- Change Font For list box
  - Basic Customization dialog box, 142
  - Modify Report dialog box, 292
- Change Item Prices
  - command, Customers menu, 170, 212–213
- Change Item Prices window, 212–213
- change of accounting method, 75
- Change Password dialog box, 460
- Change To box, Check Spelling on Form dialog box, 154
- Changing or Deleting Transactions version, Set Up User Password and Access dialog box, 465–466
- charge, capital, 353, 359–360
- chart of accounts
  - overview, 76
  - suggested, 80–81
- Chart of Accounts List, 88–92
- Chart of Accounts window, 88, 92
- Check Date box, Employees Center window, 258
- check form, customizing, 227–228
- check number (No.) field, Write Checks window, 222
- Check Spelling on Form dialog box, 153–154
- checkbooks, 36–37
- Checking Preferences dialog box, 114–116
- checks
  - check form, customizing, 227–228
  - overview, 221
  - printing, 221–227
  - recording, 221–227
- Chgs in Accum.
  - Depreciation value, business plan workbook, 412
- Chgs in Long-Term Liabilities
  - value, business plan workbook, 414
- Chgs in Other Current
  - Assets value, business plan workbook, 411
- Chgs in Other Current Liabilities
  - value, business plan workbook, 413
- Chgs in Other Noncurrent Liabilities
  - value, business plan workbook, 414
- Chgs in Owner Equity
  - value, business plan workbook, 414–415
- Chgs in P, P, & E
  - value, business plan workbook, 412
- Choose Billable Time and Costs dialog box, 158
- Choose Template for Invoice Packing
  - Slip drop-down list, Sales & Customers Preferences, 130

- Class box
  - Adjust Quantity/Value on Hand window, 210
  - Create Invoice window, 320–321
  - Enter Sales Receipt window, 320
- Class column
  - Create Purchase Orders window, 174
  - Write Checks window, 321–322
- Class drop-down list
  - Create Invoices window, 151
  - Create Purchase Orders window, 172
  - Enter Sales Receipts window, 161
  - Time/Enter Single Activity window, 156
- Class List window, 95–97, 320
- Class Name box, New Class window, 96
- Class Tracking feature, 113, 318–319
- classes
  - after-fact classifications, 321–322
  - expense amounts, classifying, 321
  - overview, 319
  - reports, 322–323
  - revenue amounts, classifying, 320–321
  - setting up, 319–320
- Classify Cash button, Reports & Graphs Preferences, 128
- Clean Up Company Data dialog box, 484–487
- cleaning up files
  - archiving, 488–489
  - overview, 483–488
  - strategies for, 488–489
- Clear button, Create Item Receipts window, 178
- Clear Qtys button, Create Item Receipts window, 177
- Clear Splits button, Create Item Receipts window, 178
- client changes, exporting, 273–274
- Close box, Excel, 501
- closed transactions, 483–484
- Closing Date box, Accounts preferences, 113–114
- Closing Date Exception Report command, Accountant & Taxes menu, 268
- closing out accounts
  - overview, 66
  - in QuickBooks, 67–68
  - traditionally, 66–67
- closing QuickBooks, 468
- COGS Account drop-down list, New Item window, 198
- Collapse button, Report window, 284
- color
  - invoice form, 142
  - Register window, 241
  - schemes, 117
- Color Scheme drop-down list, Desktop View Preferences, 117
- Column Labels dialog box, 292
- columns
  - changing widths, 148
  - Create Purchase Orders window, 173–174
  - Excel, 503
- Columns area, Modify Report dialog box, 288
- Columns box, Report window, 285–286
- Columns information, invoice forms, 144
- Columns tab, Additional Customization dialog box, 144–145
- Common Size Balance Sheet schedule, 423–425
- Common Size Income Statement schedule, 429
- common size ratios, 408
- common-size profit
  - volume forecast, 403
- Company & Financial command, Reports menu, 279
- Company & Transaction information options, invoice forms, 142–143
- company information
  - EasyStep interview, 77–78
  - updating, 265
- Company Information command, 265
- Company Information dialog box, 143
- Company Name check box
  - Basic Customization dialog box, 142–143
  - Modify Report dialog box, 291
- Company Preferences tab Accounting Preferences, 111–113, 318–319
- Checking preferences, 115–116
- Desktop View Preferences, 117–118
- Finance Charge preferences, 167–168
- General preferences, 119–120
- Integrated Applications Preferences, 120–121
- Jobs & Estimates preferences, 122, 334

- Company Preferences tab  
(continued)
- Multiple Currencies preferences, 123
- overview, 110–111
- Payroll & Employees Preferences, 124–125
- Reminders Preferences, 126
- Reports & Graphs Preferences, 128
- Sales & Customers Preferences, 130
- Sales Tax Preferences, 131–132
- Send Forms Preferences, 132
- Tax: 1099 Preferences, 134–135
- Time & Expenses Preferences, 135–136
- Company Search Web page, EDGAR Web site, 529
- Competitive Strategies: Techniques for Analyzing Industries and Competitors, 446, 449
- Complete Verification button, Backup Options dialog box, 477
- Components Needed list, New Item window, 217
- condensing files, 488
- confidentiality overview, 459
- QuickBooks security, 460
- Windows security, 459–460
- Confirm New Password text box, Change Password dialog box, 460
- Confirm Password text box, Set Up User Password and Access dialog box, 461
- Consumer Price Index statistics page, BLS Web site, 521–522
- continuity assumption, 26
- contra-asset accounts, 50, 54, 56, 59–60
- contract date, 173
- contributed capital, 18
- contribution margin, breakeven analysis, 401
- conventions used in book, 5–6
- conversion dates, 79
- Copy Earnings Details from Previous Paycheck check box, Payroll & Employees Preferences, 125
- Copy icon, Excel, 504
- Copy/Paste Check command, Edit menu, 240
- corporations overview, 23
- owner's equity for, 18
- cost drivers, 313, 315–316
- cost of capital, all-encompassing, 363–364
- cost of goods sold, 14, 40–41, 308, 395
- Cost of Sales value, Income Statement schedule, 415, 426
- cost principle, 25
- cost strategies, 446
- costs fixed, 395–397, 400–401
- overhead, 317–318
- variable, 395–397, 399, 401
- Create Budget from Previous Year's Actual Data radio button, Create New Budget window, 303
- Create Budget from Scratch radio button, Create New Budget window, 302
- Create Change File for Client button, Accountant Changes window, 274
- Create Credit Memos/ Refunds window, 163–165
- Create Estimates window, 333–335
- Create Invoice button, Create Estimates window, 335
- Create Invoice for a Percentage of the Entire Estimate radio button, Create Progress Invoice Based On Estimate dialog box, 335
- Create Invoice for Selected Items or for Different Percentages of Each Item radio button, Create Progress Invoice Based On Estimate dialog box, 335
- Create Invoice for the Entire Estimate (100%) radio button, Create Progress Invoice Based On Estimate dialog box, 335
- Create Invoices window billable time information, 158–159
- Class box, 320–321

- Customer: Job box, 328–329
  - e-mailing invoices, 160
  - invoicing customers, 150–155
  - Item drop-down list, 192
  - price levels, choosing, 213–214
  - Template drop-down list, 139–140
  - Create Item Receipts window, 175–178
  - Create New Budget window, 301–302
  - Create New Design button, Customize QuickBooks Forms window, 140
  - Create Progress Invoice Based On Estimate dialog box, 335
  - Create Purchase Orders window, 172–174
  - Create Sales Orders command, Customers menu, 169
  - Create Statements command, Customers menu, 170
  - credit card protection, 464
  - credit memos, recording, 163–165, 183
  - credit purchases, recording, 51–52
  - crediting asset accounts, 56
  - credits, 35–37
  - Credits tab, Discount and Credits window, 185
  - Currency drop-down list box
    - Add New Account window, 90–91
    - New Customer window, 98
    - New Vendor window, 102
  - Current Filter Choices box, Modify Report dialog box, 290–291
  - current net loss before taxes, 442
  - current ratio, 341–342
  - Current Ratio value, Financial Ratios Table, 436–437
  - custom fields, adding to items, 207–208
  - Custom Fields button, New Item window, 207
  - Custom Fields for Unnamed Item dialog box, 207–208
  - Custom Set Up Method, Add New Payroll Item dialog box, 94
  - Customer Center command, Customers menu, 169
  - Customer Center window, 97–98, 325–326
  - Customer column, Create Purchase Orders window, 174
  - Customer Credit Card Audit Trail command, Accountant & Taxes menu, 268
  - Customer List, 97–101
  - Customer Message box
    - Create Invoices window, 153
    - Enter Sales Receipts window, 162
  - Customer Name box, New Customer window, 98
  - customer payments, receiving, 165–167
  - Customer:Job box
    - Adjust Quantity/Value on Hand window, 210
    - Create Invoices window, 328–330
  - Enter Sales Receipts window, 161
  - Time/Enter Single Activity window, 156
  - Customer:Job column, Write Checks window, 330–331
  - Customer:Job drop-down list, Create Invoices window, 151
  - Customer:Job radio button, Create New Budget window, 302
  - Customers menu, 169–170
  - Customers section, Desktop View Preferences, 118
  - Customize button
    - Create Credit Memos/ Refunds window, 164
    - Create Invoices window, 140
    - Customize Data Layout button, Customize QuickBooks Forms window, 140
    - Customize QuickBooks Forms window, 140
    - customizing QuickBooks, 78–79
  - Cut icon, Excel, 506
  - cycle counting, 57
- 
- D
- Date box
    - Create Item Receipts window, 176
    - Create Purchase Orders window, 173
    - Make Deposits window, 229
    - Time/Enter Single Activity window, 156
    - Transfer Funds Between Accounts window, 232
    - Write Checks window, 222

- Date column, Register window, 234
- Date Range From box, Print Register dialog box, 237
- Date Range Through box, Print Register dialog box, 237
- Date Warning boxes, Accounting Preferences, 113
- dates
  - contract, 173
  - conversion, 79
  - receipt, 176
  - start, 79–80
- Dates box, Report window, 285
- days of inventory ratio, 348–349
- debits, 35–37
- debt equity ratio, 344
- debt in EVA analysis
  - examples of, 363–366
  - overview, 362–363
- debt ratio, 343
- Decision Tools, 269
- Default button, Additional Customization dialog box, 146
- Default Markup
  - Percentage box, Time & Expenses Preferences, 136
- Default Title check boxes, Additional Customization dialog box, 144
- Define Field button, New Employee dialog box, 254
- Define Field dialog box, 254
- deflation, 26
- Delete Bill Pmt/Check command, Edit menu, 240
- Delete General Journal command, Edit menu, 265
- Dell Computer, 347, 349, 494
- dependent-dependent relationship, 406
- Deposit column, Register window, 235
- Deposit To box
  - Make Deposits window, 229
  - Receive Payments window, 166
- Deposit To drop-down list, Enter Sales Receipts window, 162–163
- deposits
  - bank, 229–231
  - undeposited funds account, 163
- depreciation of fixed assets, 58–59
- Description box
  - Add New Account window, 91
  - New Item window, 197, 199, 201, 203–207
- Description column, Create Purchase Orders window, 174
- Description On Purchase Transactions box, New Item window, 198
- Description On Sales Transactions box, New Item window, 198
- Desktop radio buttons, Desktop View Preferences, 116–117
- Desktop View Preferences dialog box, 116–118
- differentiated products, 446–447
- Discount & Credits button, Receive Payments window, 166
- Discount and Credits dialog box, 166–167, 184–186
- discount items, 152, 204–205
- discount rate, 384–385
- Discount tab, Discount and Credits window, 184–185
- Discount version, New Item window, 204–205
- Discrepancy Report
  - button, Reconcile window, 246
- Display Columns radio buttons, Advanced Options dialog box, 288
- Display Employee List
  - By radio buttons, Payroll & Employees Preferences, 125
- Display Employee Social Security Numbers in Headers on Reports check box, Payroll & Employees Preferences, 125
- Display Rows radio buttons, Advanced Options dialog box, 288
- Display tab, Modify Report dialog box, 287–289
- disposing of fixed assets, 59–61
- Divided By 1,000 check box, Modify Report dialog box, 293
- Do You Create Estimates? radio buttons, Jobs & Estimates Preferences, 122, 334
- Do You Do Progress Invoicing? buttons, Jobs & Estimates Preferences, 122, 334

- document retention, 294–295
- Don't Allow Any Applications to Access This Company File check box, Integrated Applications Preferences, 121
- Don't Print Items That Have Zero Amount check box, Jobs & Estimates Preferences, 122
- Don't Refresh radio button, Reports & Graphs Preferences, 127
- Don't Save the Desktop radio button, Desktop View Preferences, 116
- double-entry bookkeeping account balance, 42–44
- accounting model, 33–35
- cost of goods sold, 40–41
- fiddle-faddle method, 30–32
- mechanics of, 35–38
- overview, 29, 38–39
- payoff of accounts payable, 41
- payoff of loan, 42
- QuickBooks features, 45–46
- rent expenses, 39
- sales revenue, 40
- supplies expenses, 40
- T-account analysis results, 44–45
- wages expenses, 39
- Download Bank Statement button
- Enter Credit Card Charges window, 248
- Register window, 238
- Draw Graphs in 2D check box, Reports & Graphs Preferences, 127
- drivers, cost, 313, 315–316
- Due On or Before date box, Pay Bills window, 183
- Due On or Before radio button, Pay Bills window, 183
- Duration box, Time/Enter Single Activity window, 156
- 
- ## E
- 
- earnings, retained, 45
- EasyStep interview
- accessing preferences settings, 110
- bank accounts, 80
- company information, 77–78
- customizing QuickBooks, 78–79
- Learning Center window, 81–82
- overview, 74–76
- preparing for, 75
- running, 76
- start date, 79–80
- suggested chart of accounts, 80–81
- Welcome screen, 76–77
- economic profit, 359
- Economic Research & Data hyperlink, Federal Reserve Web site, 531–532
- Economic Value Added (EVA) analysis, 353
- considerations, 361–362
- debt, 362–366
- examples of, 360–361
- logic of, 357–358
- overview, 357–359
- pointers regarding, 366–367
- simplification of, 368–369
- Edit Address Information dialog box, 102
- Edit Check/Deposit command, Edit menu, 239
- Edit Item window, 193–194, 208
- Edit menu, Register window, 239–244
- Edit Transaction button, Register window, 237
- Edit User button, User List dialog box, 468
- Edit/Void Paychecks window, 259–260
- Email button, Report window, 282
- Email Marketing command, Customers menu, 170
- Employee Center window, 105, 253, 258–259
- Employee List, 105
- employees
- paying, 258–259
- payroll and tax information, 254–257
- theft, 471–472
- training in Quickbooks, 472
- Ending Balance box, Begin Reconciliation dialog box, 244
- Ending Cash Balance, Inventory Investments schedule, 436
- Enhanced Payroll option, 251
- Enter Bills window, 178–183
- Enter Credit Card Charges command, 247–248
- Enter Credit Card Charges window, 247–248
- Enter Sales Receipts window, 161–163, 320
- Enter Statement Charges command, Customers menu, 170

entrepreneurs, as stakeholders, 10  
 envelope windows, 148  
 equal sign (=), Excel, 502  
 equity, owner. *See* owner's equity  
 equity-based EVA, 358  
 error checking, 32  
 EVA (Economic Value Added) analysis, 353  
 considerations, 361–362  
 debt, 362–366  
 examples of, 360–361  
 logic of, 357–358  
 overview, 357–359  
 pointers regarding, 366–367  
 simplification of, 368–369  
 Example dialog box, 142  
 Excel  
   calculating rate of return, 374, 379–381  
   cells, 502–505, 507  
   complicated nature of, 514–515  
   exporting reports, 283–284  
   formulas, 502–503, 505, 508–511  
   functions, 508–511  
   overview, 499  
   starting, 499–500  
   stopping, 500–501  
   workbooks, 501, 503–504, 511–514  
 Except Zero Amounts check box, Modify Report dialog box, 293  
 Exit Excel button, Excel window, 500  
 Expand button, Report window, 284  
 expense accounts  
   closing out, 66–68  
   debits and credits, 35  
 expense amounts, classifying, 321

expense principle, 25, 41  
 expenses  
   income statement, 12–13  
   research and development, 306  
 Expenses tab  
   Create Item Receipts window, 177  
   Enter Bills window, 181–183  
   Write Checks window, 224–225  
 Export button, Report window, 283–284  
 Export Report dialog box, 283–284  
 external creditors, as stakeholders, 10–11  
 EZ Set Up button, Add New Payroll Item dialog box, 94

## **F**

FDIC (Federal Deposit Insurance Corporation), 373  
 feasibility of product or service, 452–453  
 federal income tax, 406  
 Federal Reserve Web site information available from, 531–532  
   overview, 530–531  
   using, 532  
 Federal tab, Taxes dialog box, 255  
 fiddle-faddle method, 30–32  
 File Name box  
   Save Accountant's Copy To dialog box, 271  
   Save As dialog box, 511  
 Filename for New Company dialog box, 78

Filters tab, Modify Report dialog box, 289–291  
 Finance Charge Account drop-down list, Finance Charge Preferences, 168  
 finance charges  
   calculating, 168–169  
   overview, 167  
   rules, 118, 167–168  
 financial condition, statement of, 408  
 Financial Leverage value, Financial Ratios Table, 440–441  
 financial ratios, 308  
 Financial Ratios Table  
   Current Ratio, 436–437  
   Financial Leverage, 440–441  
   Inventory Turnover, 438–439  
   Investment Turnover, 440  
   overview, 436  
   Quick Ratio, 437  
   Receivables Turnover, 438  
   Return on Equity, 440  
   Return on Total Assets, 439–440  
   Sales to Operational Assets, 439  
   Times Interest Earned, 439  
   Working Capital to Total Assets, 437–438  
 financial statements and reports  
   balance sheets, 15–18  
   cash flow statements, 18–21  
   document retention, 294–295  
   income statements, 12–15

- miscellaneous, 22
  - Modify Report dialog box, 287–293
  - multiple, processing, 293–294
  - overview, 12, 277–278
  - producing, 278–280
  - Report window, 280–287
  - Find button, Write Checks window, 226
  - Find Checks dialog box, 226
  - Find command, Edit menu, 241
  - Find window, 241–243
  - First Day of Work Week drop-down list, Time & Expenses Preferences, 135
  - fiscal year period, Create New Budget window, 301
  - Fixed Asset Item List window, 104
  - Fixed Asset Listing command, Accountant & Taxes menu, 268
  - fixed asset turnover ratio, 350
  - fixed assets
    - depreciation, 58–59
    - disposing of, 59–61
    - overview, 57
    - purchasing, 57–58
  - Fixed Assets List, 104–105
  - fixed costs
    - breakeven analysis, 401
    - profit-volume-cost analysis, 395–397, 400
  - fixed-charges coverage ratio, 345–347
  - flagging cell addresses, 506
  - fluctuations, profit, 362
  - focus strategies, 447
  - Font button, Properties dialog box, 149
  - Font Formatting dialog box, 129
  - Font list box, Select Font dialog box, 228
  - Font Style list box, Select Font dialog box, 228
  - Font tab, Format Cells dialog box, 507
  - fonts
    - cell, 507
    - changing, 149
    - check form, 227–228
    - invoice form, 142
    - report, 129, 292–293
  - Fonts & Numbers tab
    - Modify Report dialog box, 292–293
    - Report Format Preferences dialog box, 129
  - Fonts tab, Print Checks dialog box, 227–228
  - Footer information, invoice forms, 145
  - Footer tab, Additional Customization dialog box, 145–146
  - Forecast Overview report, 305
  - Forecast vs. Actual report, 305
  - forecasted period yield, 410
  - forecasting inputs, 416
  - foreign currencies, 123
  - form generation, 11–12
  - Form Template drop-down list, Create Invoices window, 140
  - Form With Account drop-down list, Checking preferences, 115
  - Format button, Reports & Graphs Preferences, 128
  - Format Cells dialog box, Excel, 507
  - Forms and Publications link, IRS Web site, 533–535
  - formula bar, Excel, 508
  - formulas, Excel
    - copying, 505
    - functions, 508–511
    - moving, 505
    - overview, 502–503
  - franchises, 11
  - From box, Report window, 285
  - Full Access radio button, Set Up User Password and Access dialog box, 463
  - full backup file, 476
  - Function Arguments dialog box, Excel, 510
  - functions, Excel, 508–511
- 
- G**
- General Journal Entries window, 82–83, 85, 264
  - General Ledger command, Accountant & Taxes menu, 267
  - General Preferences dialog box, 118–120
  - generally accepted accounting principles, 24–27, 41
  - Get Online Pmts button, Receive Payments window, 167
  - Go To button, Register window, 236–237
  - Go To dialog box, 236–237
  - Go To Transfer command, Edit menu, 241
  - Google searches, 241
  - government agencies, as stakeholders, 11

Government Printing Office (GPO) Web site information available from, 533  
 overview, 532–533  
 searching database, 533  
 government Web resources  
 Bureau of Economic Analysis, 517–520  
 Bureau of Labor Statistics, 520–524  
 Census Bureau, 524–527  
 Federal Reserve, 530–532  
 Government Printing Office, 532–533  
 Internal Revenue Service, 533–535  
 overview, 517  
 Securities and Exchange Commission, 528–530  
 Grace Period (Days) box, Finance Charge Preferences, 168  
 Graphs Only check boxes, Reports & Graphs Preferences, 127  
 Grid and Snap Settings dialog box, 148  
 Grid button, Layout Designer window, 148  
 Grid Spacing box, Grid and Snap Settings dialog box, 148  
 Gross Domestic Product link, BEA Web site, 518  
 Gross Margin, Income Statement schedule, 426  
 gross margin percentage defined, 308, 339  
 income statement, 14  
 overview, 351–352  
 profit-volume-cost analysis, 390, 394–395

group items, 202–203, 215  
 Group Name/Number box, New Item window, 203, 207  
 Group version, New Item window, 202–203  
 growth, sustainable, 354–355

---

## H

---

header information, Create Credit Memos/Refunds window, 164  
 Header tab, Additional Customization dialog box, 143–144  
 Header/Footer tab Modify Report dialog box, 291  
 Report Format Preferences dialog box, 128–129  
 Hide Header button, Report window, 284  
 History button, Receive Payments window, 167  
 Hour Accrued Per box, Sick and Vacation dialog box, 256  
 Hours Available As Of text box, Sick and Vacation dialog box, 256  
 .html format, 528

---

## I

---

icons used in book, 6  
 ID number, tax, 103  
 Ignore All button, Check Spelling on Form dialog box, 154  
 Ignore Words With check boxes, Spelling Preferences, 134

Import Accountant's Changes dialog box, 274–275  
 Include Split Detail option buttons, Modify Report dialog box, 290  
 income  
 operating, 343  
 psychological, 362  
 Income Account box, New Item window, 217  
 Income Account drop-down list, New Item window, 198  
 Income Statement schedule  
 Cost of Sales, 426  
 Gross Margin, 426  
 Interest Expense, 427  
 Interest Income, 427  
 Net Income (Loss) After Taxes, 429  
 Net Income (Loss) Before Taxes, 428  
 Operating Expenses — Cost Centers 1, 2, and 3, 426  
 Operating Income, 427  
 overview, 425  
 Sales Revenue, 426  
 Total Operating Expenses, 426–427  
 income statements  
 double-entry bookkeeping, 33–35  
 miniature, 391  
 overhead allocations, 310–312  
 overview, 12–15, 408  
 Income Tax Detail command, Accountant & Taxes menu, 268  
 Income Tax Preparation command, Accountant & Taxes menu, 268

- Income Tax Rate value,
  - business plan workbook, 415
- Income Tax Summary
  - command, Accountant & Taxes menu, 268
- income taxes, 27, 406
- independent-dependent relationship, 406
- independent-independent relationship, 406
- industry associations, 300, 340
- inflation, 26, 297
- Insert Function command, Excel, 509
- Insert Function dialog box, Excel, 509–510
- installing QuickBooks, 73–74
- institutional venture capital investors, 454–455
- Integrated Applications Preferences dialog box, 120–121
- integrated payment processing services, 123–124
- Interest Earned boxes, Begin Reconciliation dialog box, 244–245
- Interest Expense value, Income Statement schedule, 415, 427
- Interest Income value, Income Statement schedule, 427
- interest rates, 372
- internal rate of return (IRR), 380, 382–383
- Internal Revenue Service (IRS)
  - change of accounting method, 75
  - quarterly statements, 15
  - Web site, 533–535
- Internet Addresses
  - check box, Spelling Preferences, 134
- Internet newsgroups, 496
- interstatement ratios, 408–409
- intrastatement ratios, 408–409
- Intuit QuickBooks Payroll page, 251–253
- inventory
  - accounting, 53–57
  - adding items, 194–196
  - assembly items, adding, 216–217
  - comparing physical with records, 471
  - custom fields, 207–208
  - discount items, 204–205
  - editing items, 208
  - group items, 202–203
  - manufactured, 215
  - master file, setting up, 86
  - non-inventory parts, 199–200
  - obsolete, 54–55
  - overview, 191
  - parts, adding, 197–199
  - payment items, 205
  - physical counts, adjusting, 209–211
  - price levels, 213–214
  - prices, adjusting, 212–213
  - QuickBooks Premier, 215–219
  - sales tax groups, 206–207
  - sales tax items, 206
  - service items, 196–197
  - subtotal items, 202
  - values, adjusting, 209–211
- inventory accounts, 43
- Inventory Activities menu, 188
- Inventory Assembly
  - version, New Item window, 216–217
- inventory balance, 306, 348
- Inventory Information boxes, New Item window, 198
- Inventory Investments schedule
  - Ending Cash Balance, 436
  - Net Cash Generated (Used), 435–436
  - Other Current Assets Investments, 434
  - Other Noncurrent Assets Investments, 435
  - Other Owner Equity Changes, 435
  - overview, 433–434
  - Plant, Property, & Equip Investments, 434–435
- Inventory Part version, New Item window, 197–199
- Inventory Preferences dialog box, 121–122
- Inventory Purchased/Produced value, business plan workbook, 411
- inventory reports, 22, 193–194
- inventory shrinkage, 55–57
- inventory turnover ratio, 347–348
- Inventory Turnover value, Financial Ratios Table, 438–439
- Inventory value, Balance Sheet schedule, 411, 418
- investment amount, calculating, 374–375

Investment Turnover  
value, Financial Ratios Table, 440

investors, as stakeholders, 10

Invoice field information, Create Invoices window, 151

invoices  
billing for time, 155–159  
choosing, 139–140  
credit memos, recording, 163–165  
customer payments, receiving, 165–167  
customizing, 140–149  
e-mailing, 160–161  
finance charges, 167–169  
overview, 150–155  
printing, 159–160  
sales receipts, recording, 161–163

Invoicing Options boxes, Time & Expenses Preferences, 136

IRR (internal rate of return), 380, 382–383

IRS (Internal Revenue Service)  
change of accounting method, 75  
quarterly statements, 15  
Web site, 533–535

Item column  
Create Purchase Orders window, 174

Item List, 192

Item List  
adding items, 194–196  
custom fields, 207–208  
discount items, 204–205  
group items, 202–203  
inventory parts, 197–199  
inventory reports, 193–194

Item column, 192

Item List window, 192–193  
non-inventory parts, 199–200  
overview, 92–93, 191  
payment items, 205  
sales tax groups, 206–207  
sales tax items, 206  
service items, 196–197  
subtotal items, 202

Item List command, Customers menu, 170

Item List window  
adding items, 195–196  
inventory assembly items, 216–217  
overview, 189, 192–193  
setting up, 92–93

Item Name/Number box, New Item window, 196, 198, 200, 204–205

Items & Inventory Preferences dialog box, 121–122

items column, Enter Sales Receipts window, 162

Items tab  
Create Item Receipts window, 177  
Enter Bills window, 181, 183  
Write Checks window, 225–226

---

## **J**

---

job costing, 330, 333–334.  
*See also* project and job costing systems

Job Costing, Class and Item Tracking for Paycheck Expenses check box, Payroll & Employees Preferences, 125

Job Info tab  
New Customer window, 101  
New Job window, 327–328

Job Is Inactive check box, New Job window, 327

Job Name box, New Job window, 327

Job Profitability Summary report, 331–332

Jobs, Time & Mileage command, Reports menu, 331–332

Jobs & Estimates Preferences dialog box, 122, 334

Journal command, Accountant & Taxes menu, 268

journal entries  
accruing liabilities, 62–63  
allowances for obsolete inventory, 54  
allowances for uncollectible accounts, 49–50  
borrowing money, 61  
closing periods, 67  
credit purchases, 51–52  
credit sales, 48–49  
disposal of inventory, 55  
fixed assets, 57–60  
inventory shrinkage, 56  
overview, 36–38, 82–83  
payments, 48–49, 52, 62  
purchasing assets with loans, 61–62  
in Quickbooks, 45–46  
reversing accruals, 64  
uncollectible receivables, 50–51

---

## **K**

---

Kmart, 447–448

**L**

laws, tax, 27  
 Layout Designer window, 147–149  
 Learn about Point of Sale command, Customers menu, 170  
 Learning Center window, 81–82  
 lenders, 10–11  
 leverage ratios  
   debt, 343  
   debt equity, 344  
   fixed-charges coverage, 345–347  
   overview, 343  
   times interest earned, 344–345  
 liabilities  
   accruing, 63–65  
   balance sheet, 15–17  
   borrowing money, 61–62  
   defined, 10  
   loan payments, 62  
   overview, 61  
 liability accounts  
   accounting model, 33  
   debits and credits, 37  
 licenses, QuickBooks, 470  
 Limit the Number of Backup Copies in This Folder check box, Backup Options dialog box, 477  
 limited liability companies, 23  
 limited liability partnerships, 23  
 Link Payment Services to Company File command, Customers menu, 170  
 liquidation cash flow, 377–378

liquidity  
   defined, 372  
   measuring for capital budgeting, 383–384  
 liquidity ratios  
   acid test, 342  
   current, 341–342  
   overview, 341  
 lists. *See* master file lists  
 Lists menu, 213  
 live support, Intuit, 495  
 Loan Manager command, 250  
 loan payable accounts, 43–44  
 loans  
   EVA analysis, 363  
   payments, 62  
   payoff of, 42  
   requests, 10–11  
 Local Backup radio button, Save Copy or Backup dialog box, 476  
 locking, record, 470  
 Login dialog box, 460  
 Logo button, Print Checks dialog box, 228  
 logos, invoice form, 142  
 Long-Term Liabilities Financing, Cash Flow Statement schedule, 432  
 Long-Term Liabilities value, Balance Sheet schedule, 414, 422  
 Look In drop-down list  
   Import Accountant's Changes dialog box, 274  
   Open Accountant's Copy Transfer File dialog box, 272  
   Open dialog box, 512  
 low-cost strategy, 446

**M**

Mail through QuickBooks radio button, Send Invoice dialog box, 161  
 Make Deposits window, 229–231  
 Make General Journal Entries window, 82–84, 263–264, 322–323  
 Manage Templates dialog box, 140–141  
 management teams, 455  
 managers, as stakeholders, 10  
 manufacture of items, recording, 217–219  
 manufacturing accounting, 73  
 Margins button, Layout Designer window, 149  
 Margins tab, Print Reports dialog box, 281–282  
 Mark All button, Reconcile window, 246  
 Mark New Employees as Sales Reps check box, Payroll & Employees Preferences, 125  
 market demand, 453–454  
 market for product or service, 453–454  
 master file lists  
   Chart of Accounts, 88–92  
   Class, 95–97  
   Customer, 97–101  
   Employee, 105  
   Fixed Assets, 104–105  
   Item, 92–93  
   Other Names, 106  
   overview, 76, 87  
   Payroll Item, 94–95  
   Price Level, 93

master file lists (*continued*)  
 Profile, 106–107  
 Sales Tax Codes, 93  
 Vendor, 101–104  
 matching principle, 25, 41  
 materials, bill of, 218  
 maturity, 372  
 Maximum Number of  
     Hours box, Sick and  
     Vacation dialog box,  
     256  
 Measure Profitability  
     command, Decision  
     Tools submenu, 269  
 Memo box  
     Adjust Quantity/Value on  
     Hand window, 211  
     Make Deposits window,  
     230  
     Register window, 235  
     Transfer Funds Between  
     Accounts window, 233  
     Write Checks window,  
     223  
 Memorize button, Report  
     window, 281  
 Memorize Check  
     command, Edit menu,  
     240  
 Memorize Report dialog  
     box, 281  
 Memorized Transaction  
     List window, 266  
 memorized transactions,  
     266  
 memory sticks, 479  
 Message box, Create Item  
     Receipts window, 176  
 Microsoft Excel. *See* Excel  
 Microsoft PowerPoint, 450  
 Microsoft Web site,  
     493–494  
 Microsoft Word, 450  
 mileage, vehicle, 107  
 miniature income  
     statements, 391  
 Minimum Finance Charge  
     box, Finance Charge  
     preferences, 168

Modify button, Reconcile  
     window, 246  
 Modify Report button,  
     Report window, 281  
 Modify Report dialog box  
     Display tab, 287–289  
     Filters tab, 289–291  
     Fonts & Numbers tab,  
     292–293  
     Header/Footer tab, 291  
     overview, 127, 281, 287  
 Monetary Policy  
     hyperlink, Federal  
     Reserve Web site, 531  
 monthly accounting to-do  
     list, 473  
 monthly revenue, 306  
 mortgage, 375–377  
 moving invoice form  
     objects, 148  
 multiple currencies  
     feature, 123  
 multiple reports,  
     processing, 293–294  
 Multiple Windows  
     option, Desktop View  
     Preferences, 116  
 multi-user environment  
     additional users, setting  
     up, 461–467  
     overview, 74, 461  
     simultaneous access,  
     470–471  
     user rights, changing,  
     467–468  
 Multi-User mode, 470  
 My Preferences tab  
     Checking Preferences,  
     114–115  
     Desktop View  
     Preferences, 116–117  
     General Preferences, 119  
     overview, 110–111  
     Reminders Preferences,  
     125  
     Reports & Graphs  
     Preferences, 126–127

Send Forms Preferences,  
     133  
 Service Connection  
     Preferences, 133  
 Spelling Preferences,  
     133–134

---

## N

---

Name box  
     Add New Account  
     window, 90  
     Time/Enter Single  
     Activity window, 156  
     Weekly Timesheet  
     window, 155  
 Name list box, Print dialog  
     box, 513  
 negative numbers, 20, 293  
 net cash flow, estimating,  
     375–379  
 Net Cash Generated  
     (Used), Inventory  
     Investments schedule,  
     435–436  
 Net Income After Taxes,  
     Cash Flow Statement  
     schedule, 430  
 Net Income (Loss)  
     After Taxes, Income  
     Statement schedule,  
     429  
 Net Income (Loss)  
     Before Taxes, Income  
     Statement schedule,  
     428  
 net operating margin  
     percentage, 352  
 Net Plant, Property, &  
     Equipment, Balance  
     Sheet schedule,  
     419–420  
 net present value, 381  
 net worth, 408  
 New Bill Pmt/Check  
     command, Edit menu,  
     240

- New Class window, 96, 320  
 New Customer Message window, 107  
 New Customer window, 98–101  
 New Employee dialog box, 253–254  
 New Item window  
   adding items, 195–196  
   Build Assemblies version, 217–219  
   Discount version, 204–205  
   Fixed Asset List, 104–105  
   Group version, 202–203  
   Inventory Assembly version, 216–217  
   Inventory Part version, 197–199  
   Non-Inventory Part version, 199–200  
   Other Charge version, 200–201  
   Payment version, 205  
   Sales Tax Group version, 206–207  
   Sales Tax Item version, 206  
   sales tax items, 131  
   service items, 196–197  
   Subtotal version, 202  
 New Job window, 325–328  
 New Name window, 106  
 New Password text box, Change Password dialog box, 460  
 New Price Level window, 213–214  
 New Qty column, Adjust Quantity/Value on Hand window, 210  
 New Sales Rep window, 106  
 New Vendor window, 102–103  
 News and Events  
   hyperlink, Federal Reserve Web site, 531  
   newsgroups, 496  
 Next button, Time/Enter Single Activity window, 158  
 No. (check number) field, Write Checks window, 222  
 No Access radio button, Set Up User Password and Access dialog box, 463  
 non-inventory parts, 199–200  
 Notes box, Time/Enter Single Activity window, 156  
 Notify the User Before Running Any Application Whose Certificate Has Expired check box, Integrated Applications Preferences, 121  
 Number column, Register window, 234  
 Number of Copies box, Print dialog box, 513  
 number of periods, 441  
 numbers, negative, 20, 293
- O**
- 
- objectivity principle, 26  
 obsolete inventory, 54–55  
 OCEOA (other comprehensive basis of accounting), 27  
 Office button, Excel, 500  
 Office Clipboard, Excel, 506  
 offsite backup storage, 479  
 On Hand box, New Item window, 198, 217  
 One Window option, Desktop View Preferences, 116  
 1-Line check box, Register window, 238  
 online backup, 478  
 Online Banking Center command, 249–250  
 Online Banking Center window, 249–250  
 Online option button, Save Copy or Backup dialog box, 478  
 Online Payment check box, Write Checks window, 223  
 Open Accountant's Copy Transfer File dialog box, 272  
 Open Backup Copy dialog box, 480–481  
 Open dialog box, Excel, 512  
 Open Microsoft Excel File dialog box, 283  
 Open or Restore Company dialog box, 480–481  
 Open Previous Company command, File menu, 273  
 Open Purchase Orders dialog box, 176–177  
 Open the Write Checks check box, Checking Preferences, 115  
 Open Window List, 150  
 opening account balances, 91–92  
 Opening Bal Equity account, 85

Opening Balance box  
 New Customer window, 99  
 New Vendor window, 102  
 operating expenses, 14–15, 415  
 Operating Expenses —  
 Cost Centers 1, 2, and 3, Income Statement schedule, 426  
 operating income, 343, 352  
 Operating Income, Income Statement schedule, 427  
 operating margin percentage, 352  
 operations, statement of, 408  
 operator precedence, Excel, 503  
 Options button, Save Copy or Backup dialog box, 476  
 Or Select A Category drop-down list box, Insert Function dialog box, 510  
 Order Checks & Envelopes command, 247  
 Order text boxes, Additional Customization dialog box, 144  
 Other Charge version, New Item window, 200–201  
 other comprehensive basis of accounting (OCBOA), 27  
 Other Current Assets Investments value, Inventory Investments schedule, 434  
 Other Current Assets value, Balance Sheet schedule, 411, 418

Other Current Liabilities, Balance Sheet schedule, 413, 421  
 Other Current Liabilities Financing, Cash Flow Statement schedule, 431–432  
 Other Names List window, 106, 250  
 Other Noncurrent Assets, Balance Sheet schedule, 412, 420  
 Other Noncurrent Assets Investments value, Inventory Investments schedule, 435  
 Other Noncurrent Liabilities Financing value, Cash Flow Statement schedule, 432–433  
 Other Noncurrent Liabilities value, Balance Sheet schedule, 414, 422  
 Other Owner Equity Changes value, Inventory Investments schedule, 435  
 Other tab, Taxes dialog box, 256  
 overhead allocation, traditional, 309–312  
 overhead costs, 317–318  
 Owner Equity value, Balance Sheet schedule, 414, 423  
 owner's equity accounting model, 33  
 balance sheets, 15–18, 408  
 capital charge, 364  
 debits and credits, 35  
 debt equity ratio, 344  
 estimates of market values, 368  
 value, 361

**p**

Page Layout Alignment drop-down list, Report Format Preferences, 128  
 Page Layout area, Modify Report dialog box, 291  
 parentheses, 20  
 Partial Page tab, Print Checks dialog box, 228  
 partnerships overview, 23  
 owner's equity for, 17  
 Password text box, Set Up User Password and Access dialog box, 461  
 passwords, 460–461  
 Paste icon, Excel, 506  
 Pay Bills window, 183–186  
 Pay Period Ends box, Employees Center window, 258  
 Pay Sales Tax dialog box, 188  
 Pay Stub & Voucher Printing button, Payroll & Employees Preferences, 124  
 Pay to the Order Of field, Write Checks window, 223  
 payback period, 383–384  
 paychecks, editing and voiding, 259–260  
 Payee field, Register window, 234–235  
 paying bills, 52, 183–186. *See also* vendors, paying  
 Payment Account drop-down list, Pay Bills window, 186  
 Payment column, Register window, 235

- Payment Date drop-down list, Pay Bills window, 186
- Payment Info tab
  - New Customer window, 99–100
  - New Job window, 327
- payment items, 205
- Payment Method drop-down list
  - New Item window, 205
- Pay Bills window, 186
- Payment version, New Item window, 205
- payments, recording, 48–49
- Payments preferences, 123–124
- Payments to Deposit dialog box, 229
- payroll
  - Basic payroll option, 251–258
  - paying liabilities, 260
  - providing information for employees, 254–257
  - scheduling runs, 258
  - setup data, 257–258
  - signing up for service, 252–253
- Payroll & Employees
  - Preferences dialog box, 124–125
- Payroll and Compensation Info tab, New
  - Employee dialog box, 254–255
- Payroll Item drop-down list, Time/Enter Single Activity window, 156
- Payroll Item List window, 94–95
- Payroll Item menu, Payroll Item List window, 94
- .pdf format
  - Bureau of Labor Statistics publications, 522–524
  - Census Bureau publications, 526
  - EDGAR documents, 528
  - Federal Reserve Web site information, 532
  - IRS information, 535
- Pending text box,
  - Jobs & Estimates Preferences, 122
- percentage symbol (%), 152
- periodic inventory, 53
- # Periods Cost of Sales in A/P value, business plan workbook, 413
- # Periods of Sales in A/R value, business plan workbook, 411
- # Periods Operating Expenses in A/E value, business plan workbook, 413
- perpetual inventory, 53
- Personal tab, New
  - Employee dialog box, 254
- phone support,
  - QuickBooks, 495
- physical counts, 56, 209–211, 471
- piracy, software, 74
- Plan Your Business
  - page, Small Business Administration Web site, 450–451
- Plant, Property, & Equip Investments, Inventory Investments schedule, 434–435
- Plant, Property, & Equipment, Balance Sheet schedule, 411, 419
- P.O. No. box, Create
  - Purchase Orders window, 173
- Population and Household Economic Topics Web page, Census Bureau Web site, 525
- portable files, 270, 476
- Porter, Michael E., 446
- positive cash flow, 11
- PowerPoint, 450
- Preferences command,
  - Edit menu, 244
- Preferences dialog box. *See* Company Preferences tab; My Preferences tab
- Preferred Send Method, New Customer window, 99
- Preferred Vendor box, New Item window, 198
- premium support plan, 495
- preparing for EasyStep interview, 75
- pre-tax cash flows, 381–382
- pre-tax rates of return, 381–382
- Preview box
  - Additional Customization dialog box, 145
  - Basic Customization dialog box, 142
- Preview button
- Print dialog box, 513–514
- Print Reports dialog box, 282
- Previous button, Time/Enter Single Activity window, 158
- Previous Reports button, Reconcile window, 246

- Price box, New Item window, 199
- Price Level list command, Lists menu, 213
- Price Level List window, 93, 213
- price levels
  - creating, 213
  - overview, 213
  - using, 213–214
- prices, adjusting
  - Change Item Prices command, 212–213
  - overview, 212
- principles, generally
  - accepted accounting, 24–27, 41
- Print 1099s/1096
  - command, Vendor menu, 188–189
- Print Account Names on Voucher check box, Checking Preferences, 115
- Print Batch option, Create Invoices window, 160
- Print button
  - Create Invoices window, 159
  - Create Purchase Orders window, 174
  - Enter Sales Receipts window, 163
  - General Journal Entry window, 265
  - Make Deposits window, 231
  - Register window, 237
  - Report window, 281–282
  - Write Checks window, 226
- Print check box,
  - Additional Customization dialog box, 144
- Print Checks dialog box, 226–227
- Print dialog box, Excel, 513
- Print information, invoice forms, 145–146
- Print Range section, Print dialog box, 513
- Print Register dialog box, 237
- Print Reports dialog box, 281–282
- Print Splits Detail check box, Print Register dialog box, 237
- Print tab, Additional Customization dialog box, 145–146
- Printing 1099-MISC and 1096 Forms dialog box, 188–189
- printing checks, 221–227
- pro forma financial forecast, 452
- Process Multiple Reports dialog box, 293–294
- product line income statement, 312–315
- product-support system, Intuit, 495
- product-support Web sites, 492–495
- professional advisors, QuickBooks, 495
- professional venture capital investor, 454–455
- Profile Lists, 106–107
- profit, economic, 359
- Profit & Loss Budget
  - Performance report, 305
- Profit and Loss radio button, Create New Budget window, 301–302
- profit and loss statements, 12–15, 285–286
- profit fluctuations, 362
- profit margin percentage, 352
- profitability of product or service, 454
- profitability ratios
  - gross margin percentage, 351–352
  - operating income/sales, 352
  - overview, 351
  - profit margin percentage, 352
  - return on assets, 353
  - return on equity, 353–355
- profits, overview, 10–11
- profit-sharing plan, 406
- profit-volume-cost analysis
  - breakeven points, calculating, 392–393
  - charts, 403–406
  - downside of, 395–397
  - forecast, 402–403
  - overview, 389
  - theory of, 390–391
  - using real data, 393–395
  - workbook, 397–406
- Prog Cols tab, Additional Customization dialog box, 144–145
- prog columns information, invoice forms, 144–145
- progress billing, 334–336
- project and job costing systems
  - estimates, 333–334
  - overview, 325
  - progress billing, 334–336
  - reporting, 331–332
  - setting up job, 325–328
  - tracking costs, 328–331
- Prompt Me to Modify Report Options before Opening a Report check box, Reports & Graphs Preferences, 127

Prompt Me to Refresh  
 radio button, Reports  
 & Graphs Preferences,  
 126  
 Properties dialog box, 149  
 psychological income, 362  
 Publications area, BLS  
 Web site, 521  
 Purchase Information box,  
 New Item window, 198  
 purchase order (P.O.)  
 number, 173  
 purchase orders  
 creating, 172–174  
 overview, 171  
 tips for, 175  
 Purchases and Accounts  
 Payable version, Set  
 Up User Password  
 and Access dialog  
 box, 464–465  
 purchasing fixed assets,  
 57–58

---

## Q

.qba (Accountant's Copy)  
 creating, 270–272  
 reusing, 273  
 using, 272–273  
 .qbx (Accountant Transfer  
 File), 272  
 .qby (Accountant Export  
 File), 272  
 Qty column, Create  
 Purchase Orders  
 window, 174  
 Qty Difference column,  
 Adjust Quantity/Value  
 on Hand window, 210  
 Quantity to Build box,  
 Build Assemblies  
 window, 218  
 quarterly statements, 15

question mark (?) button,  
 Print dialog box, 513  
 Quick Ratio value,  
 Financial Ratios Table,  
 437  
 Quick Verification button,  
 Backup Options  
 dialog box, 477  
 QuickBooks  
 backing up files, 475–479  
 closing, 468  
 confidentiality, 459–460  
 help files, 491–492  
 installing, 73–74  
 multi-user environment,  
 461–468, 470–471  
 overview, 71, 459  
 restoring files, 479–483  
 security, 460  
 setting up, 71–86  
 system planning, 72  
 QuickBooks Help window,  
 492  
 QuickBooks Login dialog  
 box, 460  
 QuickBooks newsgroup,  
 496  
 QuickBooks Payroll  
 Features radio  
 buttons, Payroll  
 & Employees  
 Preferences, 124  
 QuickBooks Payroll page,  
 251–253  
 QuickBooks Premier,  
 inventory accounting  
 in, 215–219  
 QuickBooks Shipping  
 Manager window, 155  
 QuickBooks Web site, 495  
 Quicken newsgroup, 496  
 QuickReport button,  
 Register window,  
 237–238

---

## R

range of cells, Excel, 504  
 Rate box, New Item  
 window, 197  
 Rate column, Create  
 Purchase Orders  
 window, 174  
 rate of return on capital  
 investment amount,  
 calculating, 374–375  
 net cash flows,  
 estimating, 375–379  
 overview, 372, 374  
 return, calculating,  
 379–383  
 ratios  
 activity, 347–351  
 caveats, 340  
 on existing workbook,  
 442  
 leverage, 343–347  
 liquidity, 341–342  
 overview, 308, 339  
 profitability, 351–355  
 realization principle, 24  
 Recalculate button,  
 Create Item Receipts  
 window, 178  
 Recall Hours on  
 Paychecks check box,  
 Payroll & Employees  
 Preferences, 125  
 Recall Quantity Field on  
 Paychecks check box,  
 Payroll & Employees  
 Preferences, 125  
 receipt dates, 176  
 receipt of items,  
 recording, 175–178  
 receipts, recording,  
 178–179

- Receivables Turnover
  - value, Financial Ratios Table, 438
- Receive All button, Create Item Receipts window, 177
- Receive Payments check boxes, Payments Preferences, 123
- Receive Payments window, 165–167
- Received From box, Receive Payments window, 165
- Reconcile Now button, Reconcile window, 246
- Reconcile window, 245–247
- reconciling accounts, 244–247, 249, 471–472
- Record button, Register window, 236
- record locking, 470
- recording
  - bills, 51–52, 178–183
  - checks, 221–227
  - credit memos, 163–165, 183
  - credit purchases, 51–52
  - manufacture of items, 217–219
  - payments, 48–49
  - receipt of items, 175–178
  - receipts, 178–179
  - sales, 48
  - sales receipts, 161–163
  - transactions, 233–236
- Ref. No. field, Create Item Receipts window, 177
- reference sources, 299
- Refresh Automatically
  - radio button, Reports & Graphs Preferences, 127
- Refresh button, Report window, 285
- Register window
  - 1-Line check box, 238
  - Download Bank Statement button, 238
- Edit Transaction button, 237
- Go To button, 236–237
- overview, 233
- Print button, 237
- QuickReport button, 237–238
- recording transactions, 233–236
- Sort By box, 238–239
- reimbursed expenses, tracking, 136
- reinvestment risk, 382
- Remind Me to Back Up When I Close My Company File check box, Backup Options dialog box, 477
- Reminders Preferences dialog box, 125–126
- Remove Closed
  - Transactions On or Before date, Clean Up Company Data dialog box, 485
- Remove Invoices and Estimates Marked ‘To Be Sent’ check box, Clean Up Company Data dialog box, 486
- Remove Selected Filter button, Modify Report dialog box, 291
- Remove Transactions as of a Specific Date radio button, Clean Up Company Data dialog box, 484
- rent expense, 39
- rent savings, 376–377
- Reorder Point box, New Item window, 198
- Rep drop-down list, New Customer window, 99
- Replace All button, Check Spelling on Form dialog box, 154
- Report Basis option buttons, Modify Report dialog box, 288
- Report button, Find window, 243
- Report Date Range boxes, Modify Report dialog box, 287
- Report Format
  - Preferences dialog box, 128–129
- Report Title check box, Modify Report dialog box, 291
- Report window
  - To box, 285
  - From box, 285
  - Collapse button, 284
  - Columns box, 285–286
  - Dates box, 285
  - Email button, 282
  - Export button, 283–284
  - Hide Header button, 284
  - Memorize button, 281
  - Modify Report button, 281
  - overview, 280
  - Print button, 281–282
  - Refresh button, 285
  - Sort By box, 287
- Reporting Calendar radio buttons, Advanced Options dialog box, 288
- reporting job cost, 331–332
- reports. *See also* financial statements and reports
  - budgeting, 305
  - classes, 322–323
  - comparison of financial ratios, 340
  - types of, 266–268

- Reports & Graphs
    - Preferences dialog box, 126–130
  - Reports button, Chart of Accounts window, 92
  - Reports menu, 278–279
  - Reports-Show Accounts
    - By Option radio buttons, Reports & Graphs Preferences, 128
  - Require Accounts check box, Accounting Preferences, 113
  - research and development expenses, 306
  - Reset button, Find window, 243
  - Reset Hours Each New Year? check box, Sick and Vacation dialog box, 256
  - resizing invoice form objects, 148
  - Restore
    - Recommendations button, EasyStep Interview, 81
  - restoring files, 479–483
  - retailers, 11
  - retained earnings, 18, 45
  - return
    - on assets, 353
    - calculating, 379–383
    - on equity, 353–355
    - internal rate of, 380, 382–383
    - on investment, 372
    - theory of capital budgeting, 372
  - Return on Equity value, Financial Ratios Table, 440
  - Return on Total Assets value, Financial Ratios Table, 439–440
  - revenue
    - income statement, 12–14
    - monthly, 306
    - sales, 391
  - revenue accounts, closing out
    - overview, 66
    - in QuickBooks, 67–68
    - traditionally, 66–67
  - revenue amounts, classifying, 320–321
  - revenue principle, 24
  - Reverse button, General Journal Entry window, 265
  - reversing accruals, 64
  - Revert button, Modify Report dialog box, 291
  - Review Paychecks window, 260
  - risk
    - capital budgeting, 373, 384–385
    - reinvestment, 382
  - Round Up to Nearest drop-down list, New Price Level window, 213
  - royalty accounting, 72–73
  - running EasyStep interview, 76
- 
- S
- 
- sales, recording, 48
  - Sales & Customers
    - Preferences dialog box, 130, 163
  - Sales and Accounts
    - Receivable version, Set Up User Password and Access dialog box, 463
  - Sales Forms options, Sales & Customers Preferences, 130
  - Sales Information box, New Item window, 198
  - Sales Order Fulfillment worksheet command, Customers menu, 170
  - Sales Orders boxes, Sales & Customers
    - Preferences, 130
  - sales receipts, recording, 161–163
  - Sales Rep Initials box, New Sales Rep window, 106
  - Sales Rep List window, 106
  - Sales Rep Name box, New Sales Rep window, 106
  - sales revenue
    - double-entry bookkeeping, 40
    - income statement, 12–14
    - profit-volume-cost analysis, 391, 394, 398–399
  - Sales Revenue value, Income Statement, 415, 426
  - Sales Tax Adjustment dialog box, 188
  - Sales Tax Codes List, 93
  - Sales Tax Group version, New Item window, 206–207
  - Sales Tax Item version, New Item window, 206
  - sales tax items
    - adding, 206
    - setting up groups, 206–207
  - Sales Tax Liability report, 188
  - Sales Tax menu, 187–188
  - Sales Tax Preferences dialog box, 131–132
  - Sales to Operational Assets value, Financial Ratios Table, 439

- Sample box, Example dialog box, 142
- Save & Close button
  - Adjust Quantity/Value on Hand window, 211
  - Create Invoices window, 154
  - Create Item Receipts window, 177
  - Make Deposits window, 231
  - Write Checks window, 226
- Save & New button
  - Adjust Quantity/Value on Hand window, 211
  - Create Invoices window, 154
  - Create Item Receipts window, 177
  - Create Purchase Orders window, 174
  - Make Deposits window, 231
  - Write Checks window, 226
- Save Accountant's Copy dialog box, 270
- Save Accountant's Copy To dialog box, 271
- Save Accountant's Export to dialog box, 274
- Save As dialog box
  - Excel, 511–512
  - Web browser, 519
- Save button, Save As dialog box, 511
- Save Company File As dialog box, 482
- Save Copy or Backup dialog box, 476, 478
- Save Copy: Type dialog box, 475–476
- Save Current Desktop radio button, Desktop View Preferences, 116
- Save in Memorized Report Group check box, Memorize Report dialog box, 281
- Save When Closing Company radio button, Desktop View Preferences, 116
- Screen check box, Additional Customization dialog box, 144
- scroll bars, Excel, 504
- Search command, Edit menu, 241
- Search For A Function text box, Insert Function dialog box, 510
- Search tab, QuickBooks Help window, 492
- Search the Next-Generation EDGAR System Web page, SEC Web site, 529
- Section 179 election, 59
- Securities and Exchange Commission (SEC) Web site information available from, 528–529 overview, 528 searching database, 529–530 security QuickBooks, 460 Windows, 459–460
- Select Account dialog box, 290
- Select Checks to Print dialog box, 226–227
- Select Color Scheme drop-down list, Basic Customization dialog box, 142
- Select Default Accounts To Use check boxes, Checking Preferences, 116
- Select Font dialog box, 228
- Select Image dialog box, 142
- Select Invoices to Print dialog box, 160
- Select Item Receipt window, 181–182
- Select Online Banking view options, Checking Preferences, 116
- Select Paychecks/Pay Stubs to Print dialog box, 259
- Select PO button, Create Item Receipts window, 177
- Select Time Period dialog box, 178
- Selected Areas of QuickBooks radio button, Set Up User Password and Access dialog box, 462
- selecting invoice form objects, 148
- Selective Access radio buttons, Set Up User Password and Access dialog box, 463
- Send button, Create Invoices window, 160
- Send Forms Preferences box, 132–133
- Send Invoice dialog box, 160–161
- Send Later button, Send Invoice dialog box, 160
- Send Now button, Send Invoice dialog box, 160
- separate entity assumption, 27
- Service Charge boxes, Begin Reconciliation dialog box, 244–245

- Service Connection
  - Preferences dialog box, 133
- Service Item drop-down list, Time/Enter Single Activity window, 156
- service items, 196–197
- services strategies, 446–447
- serving customers, 313
- Set Closing Date button, User List dialog box, 468
- Set Credits button, Pay Bills window, 185
- Set Discount button, Pay Bills window, 184
- Set Up Account for Online Services command, Online Banking submenu, 249
- Set Up Budgets window
  - creating budgets, 301–303
  - existing budgets, 303–305
  - overview, 301
- Set Up Custom Fields for Items dialog box, 208
- Set Up Sales Tax Items box, Sales Tax Preferences, 131
- Set Up User Password and Access dialog boxes, 461–466
- setting up QuickBooks
  - EasyStep interview, 74–82
  - installing, 73–74
  - overview, 71
  - starting trial balance, 82–86
  - system planning, 71–73
- Settings tab, Print Reports dialog box, 281–282
- .sgml format, 535
- Ship button, Create Invoices window, 155
- Ship To block, Create Purchase Orders window, 173
- Ship To drop-down list, Create Purchase Orders window, 173
- Shipping Manager window, QuickBooks, 155
- Show All Bills radio button, Pay Bills window, 183
- Show All Numbers area, Modify Report dialog box, 293
- Show Bills radio buttons, Pay Bills window, 183
- Show Envelope Window check box, Layout Designer window, 148
- Show Footer Information check boxes, Report Format Preferences, 128
- Show Header Information check boxes
  - Modify Report dialog box, 291
  - Report Format Preferences, 128
- Show Lowest Subaccount Only check box, Accounting Preferences, 112
- Show Negative Numbers area, Modify Report dialog box, 293
- Show Percentage check box, Specify Invoice Amounts for Items on Estimate dialog box, 336
- Show P.O. button, Create Item Receipts window, 178
- Show Quantity and Rate check box, Specify Invoice Amounts for Items on Estimate dialog box, 336
- shrinkage expense, 56
- Sick and Vacation button, Payroll & Employees Preferences, 124
- Sick and Vacation dialog box, 256
- Sick/Vacation button, Taxes dialog box, 256
- Simple tab, Find window, 241–242
- Size list box, Select Font dialog box, 228
- Small Business
  - Administration's Web site, 450–452
- Snap To Grid box, Grid and Snap Settings dialog box, 148
- software bugs, 495
- software piracy, 74
- Sold To box, Enter Sales Receipts window, 161
- sole proprietorships, 23
- Sort Bills By drop-down list, Pay Bills window, 184
- Sort By box
  - Register window, 238–239
  - Report window, 287
- Specify Invoice Amounts for Items on Estimate dialog box, 335–336
- Spelling button
  - Create Invoices window, 153
  - New Item window, 199
  - Time/Enter Single Activity window, 158
- Spelling Options dialog box, 154

- Spelling Preferences
    - dialog box, 133–134
  - Splits button, Register window, 235–236
  - spreadsheets, 501
  - stakeholders
    - entrepreneurs, 10
    - external creditors, 10–11
    - government agencies, 11
    - investors, 10
    - managers, 10
  - start date, EasyStep interview, 79–80
  - Start Scheduled Payroll button, Employees Center window, 258
  - Start with Payee Field on Check check box, Checking Preferences, 115
  - starter workbook
    - combining with other workbooks, 442–443
    - current net loss before taxes, calculating taxes for, 442
    - number of periods, changing, 441
    - overview, 441
    - ratio analysis on existing financial statements, 442
  - starting trial balance
    - account balances, supplying, 85–86
    - accounts payable
      - balances, supplying, 86
    - accounts receivable
      - balances, supplying, 86
    - examples, 82–85
    - inventory balances, supplying, 86
    - overview, 82
  - state income tax, 406
  - State tab, Taxes dialog box, 256
  - Statement Date box, Begin Reconciliation dialog box, 244
  - statements, financial. *See* financial statements and reports
  - statistical information, financial, 299
  - sticky gridlines, 148
  - stockholder's equity, 344
  - straight-line depreciation, 58–59
  - strategic business plans
    - cost strategies, 446
    - differentiated products, 446–447
    - focus strategies, 447
    - lack of strategy, 447–448
    - overview, 445–446
    - pointers, 449
    - services strategies, 446–447
    - tactics, 448
  - structure, capital, 343, 355
  - Subaccount Of check box, Add New Account window, 90
  - subaccounts, 112
  - Subclass Of drop-down list, New Class window, 96
  - Subitem Of check box, New Item window, 196, 198–200, 204
  - Subject To check boxes, Taxes dialog box, 255
  - Subjects Index, Census Bureau Web site, 527
  - subtotal items, 202
  - Subtotal version, New Item window, 202
  - Suggestions list box, Check Spelling on Form dialog box, 154
  - SUM function, 508
  - summary monthly journal entries, 483–484
  - Summary Reports Basis radio buttons, Reports & Graphs Preferences, 128
  - supplies expense, 40
  - support plan, premium, 495
  - sustainable growth, 354–355
  - system, planning
    - accounting, 71
    - accounting systems, 72
    - bad news, 72–73
    - overview, 71
    - QuickBooks, 72
- 
- T**
- 
- T-account analysis, 42–45
  - Tax: 1099 Preferences dialog box, 134–135
  - tax accounting, 27
  - Tax Agency box, New Item window, 206
  - Tax Code box, New Item window, 197, 199, 217
  - Tax Code drop-down list, New Item window, 198, 201, 204
  - tax ID number, 103
  - tax information, providing for employees, 254–257
  - Tax Item column, New Item window, 207
  - tax laws, 27
  - Tax Name box, New Item window, 206
  - Tax Rate (%) box, New Item window, 206
  - tax returns, 75

- taxes, income, 27, 406
- Taxes button, New
  - Employee dialog box, 255
- Taxes dialog box, 255
- Tax-Line Mapping drop-down list, Add New Account window, 91
- teams, management, 455
- Template drop-down list, Create Invoices window, 139–140
- templates, invoice form, 140–141
- 1099 tax reporting preferences, 134–135
- Terms drop-down list, New Customer window, 99
- text, positioning within fields, 149
- Text tab, Properties dialog box, 149
- theft, employee, 471–472
- This Item Is Purchased for and Sold to a Specific Customer:Job, New Item window, 200
- This Item Is Used in Assemblies or Is a Reimbursable Charge check box, New Item window, 201
- Threshold box, Tax: 1099 Preferences, 134
- Time & Expenses Preferences dialog box, 135–136
- Time button, Create Item Receipts window, 178
- Time Format radio buttons, General Preferences, 119
- Time tab, Choose Billable Time and Costs dialog box, 158
- Time Tracking feature, 155
- Time/Enter Single Activity window, 156–158, 328–329
- Times Interest Earned, Financial Ratios Table, 439
- times interest earned ratio, 344–345
- Title check boxes, Additional Customization dialog box, 144
- To Be Printed check box Create Invoices window, 163
  - Enter Sales Receipts window, 163
  - Write Checks window, 222
- To Be Printed radio button, Pay Bills window, 186
- To box, Report window, 285
- to-do lists, accounting, 473
- top-line budgeting, 297–298
- Total Assets, Balance Sheet schedule, 420
- total assets turnover ratio, 350–351
- Total box, Create Item Receipts window, 176
- Total Current Assets, Balance Sheet schedule, 418
- Total Current Liabilities, Balance Sheet schedule, 421–422
- Total Liabilities and Owner Equity, Balance Sheet schedule, 423
- Total Noncurrent Liabilities, Balance Sheet schedule, 422–423
- Total Operating Expenses, business plan workbook Income Statement, 426–427
- Total Value box, New Item window, 198, 217
- Track Reimbursed Expenses as Income box, Time & Expenses Preferences, 136
- tracking costs, 328–331
- trade vendors, 363
- training employees in Quickbooks, 472
- Transaction Detail by Account command, Accountant & Taxes menu, 267
- Transaction History command, Edit menu, 241
- Transaction History window, 241
- Transaction List By Date command, Accountant & Taxes menu, 268
- transactions
  - closed, 483–484
  - memorized, 266
  - recording, 233–236
- Transfer Amount box, Transfer Funds Between Accounts window, 232
- Transfer Funds Between Accounts window, 232–233
- Transfer Funds From drop-down list, Transfer Funds Between Accounts window, 232

Transfer Funds To drop-down list, Transfer Funds Between Accounts window, 232  
transferring money  
    between accounts, 232–233  
trial balance, 38–39, 44–45, 76, 82–86  
Trial Balance command, Accountant & Taxes menu, 267  
troubleshooting  
    Internet newsgroups, 496  
    overview, 491  
    product-support system, 495  
    product-support Web sites, 492–495  
    QuickBooks help files, 491–492  
Type buttons, Add New Account window, 89  
Type drop-down list  
    New Customer window, 99  
    New Item window, 196

---

## U

---

uncollectible portion of accounts receivable, 49–51  
undeposited funds account, 163  
unit-of-measure assumption, 26  
Unmark All button, Reconcile window, 246  
Update Information button, Basic Customization dialog box, 143  
USB flash drives, 479  
Use Account Numbers check box, Accounting Preferences, 112

Use Calculator command, Edit menu, 241  
Use Class Tracking check box, Accounting Preferences, 113  
Use Logo check box, Basic Customization dialog box, 142  
Use Patterns check box, Reports & Graphs Preferences, 127  
Use Price Levels check box, Sales & Customers Preferences, 130  
Use Register command, Edit menu, 241  
Use Register dialog box, 233, 241  
User List dialog box, 461, 467–468  
User Name box, Set Up User Password and Access dialog box, 461  
usernames, 460  
users  
    changing rights, 467–468  
    setting up additional, 461–467  
Usual FOB text box, Sales & Customers Preferences, 130  
Usual Shipping Method drop-down list, Sales & Customers Preferences, 130

---

## V

---

Vacancies and Home Ownership Web page, Census Bureau Web site, 526  
Vacation area, Sick and Vacation dialog box, 256–257

Value Adjustment check box, Adjust Quantity/Value on Hand window, 210  
value axis, 403  
variable costs, 395–397, 399, 401  
variances, 305–306  
vary-with-profit costs, 400, 406  
vary-with-revenue costs, 399  
vary-with-unit costs, 399  
Vehicle List, 107  
Vendor block, Create Purchase Orders window, 173  
Vendor Center window, 101, 187  
Vendor drop-down list  
    Create Item Receipts window, 175–176  
    Create Purchase Orders window, 172  
    Enter Bills window, 180  
    Select Item Receipt window, 182  
Vendor List, 101–104  
vendor master file, setting up, 86  
Vendor menu  
    Inventory Activities menu, 188  
    Item List window, 189  
    overview, 186  
    Print 1099s/1096 command, 188–189  
    Sales Tax menu commands, 187–188  
    Vendor Center window, 187  
Vendor Name box, New Vendor window, 102  
vendors, paying bills, 179–186  
    overview, 171

purchase orders,  
     171–175  
 receipt of items,  
     recording, 175–178  
 receipts and  
     bills, recording  
     simultaneously,  
     178–179  
 Vendors section, Desktop  
     View Preferences, 118  
 venture capital investors,  
     454–455  
 venture plans  
     adequate return for  
         prospective investors,  
         454–455  
     comments regarding, 456  
     feasibility of product or  
         service, 452–453  
     management teams, 455  
     market for product or  
         service, 453–454  
     overview, 452  
     profitability of product  
         or service, 454  
 Verification buttons,  
     Backup Options  
     dialog box, 477  
 View Complete Credit  
     Card Numbers check  
     box, Set Up User  
     Password and Access  
     dialog box, 464  
 View radio buttons,  
     Desktop View  
     Preferences, 116  
 View User Access dialog  
     box, 467  
 View User button, User  
     List dialog box, 467  
 Void Check command,  
     Edit menu, 240  
 Void General Journal  
     command, Edit menu,  
     265

Voided/Deleted  
     Transactions  
         Detail command,  
         Accountant & Taxes  
         menu, 268  
 Voided/Deleted  
     Transactions  
         Summary command,  
         Accountant & Taxes  
         menu, 268

## *W*

---

wages expense, 39  
 Warn about Duplicate  
     Check Numbers  
         check box, Checking  
         Preferences, 116  
 Warn About Duplicate  
     Estimate Numbers  
         check box, Jobs  
         & Estimates  
         Preferences, 122  
 Warn when posting  
     a transaction  
     to Retained  
     Earnings check  
     box, Accounting  
     Preferences, 113  
 warranty liability, 65  
 Web sites  
     BEA, 517–520  
     Bureau of Labor  
         Statistics, 520–524  
     Census Bureau, 524–527  
     Dell Computer product-  
         support, 494  
     Federal Reserve,  
         530–532  
     Government Printing  
         Office, 532–533  
     Internal Revenue  
         Service, 533–535  
     Microsoft, 450–452,  
         493–494

QuickBooks, 495  
 Securities and Exchange  
     Commission, 528–530  
 Small Business  
     Administration,  
     450–452  
 Weekly Timesheet  
     window, 155–157  
 Welcome screen, EasyStep  
     Interview, 76–77  
 Welcome screen, EasyStep  
     interview, 76–77  
 When Do You Owe Sales  
     Tax? radio buttons,  
     Sales Tax Preferences,  
     132  
 When Do You Pay Sales  
     Tax? radio buttons,  
     Sales Tax Preferences,  
     132  
 white paper business  
     plans, 445, 449–452  
 windows, envelope, 148  
 Windows Calculator, 241  
 Windows Display  
     Properties, 117  
 Windows Settings  
     buttons, Desktop  
     View Preferences, 117  
 Windows Sounds  
     Properties, 117  
 Without Cents check box,  
     Modify Report dialog  
     box, 293  
 Word application, 450  
 workbooks, Excel  
     opening, 512  
     overview, 501  
     printing, 513–514  
     saving, 511–512  
     scrolling, 503–504  
 Workers Compensation  
     button, Payroll  
     & Employees  
     Preferences, 124

Working Capital to Total  
Assets value, Financial  
Ratios Table, 437–438

Write a Business Plan  
page, Small Business  
Administration Web  
site, 450–452

Write Checks window  
Class column, 321–322  
Customer:Job column,  
330–331  
editing transactions, 239  
writing checks, 221–226

writing off uncollectible  
receivables, 50–51

---

**X**

---

.xml format, 535

---

**Y**

---

Your Most Common  
Sales Tax Item drop-  
down list, Sales Tax  
Preferences, 131

---

**Z**

---

zero-based budgeting,  
298–299