

# Index

## • Numerics •

940 Federal Unemployment (FUTA) Tax Return, 227

## • A •

access levels, user permissions, 371

account balances, online banking, 248

account information entries

Customer list, 53

EasyStep Interview, 33–34

Fixed Asset list, 305

online banking, 244

Vendor list, 60

account name, check writing, 137

account setup, credit card transactions

credit card number, 193

date, 194

discussed, 191

name of account, 192

opening balance, 193

accountants. *See* CPAs

Accountant's Review feature, 298

Accountants & Taxes reports, 267

accounting software programs

general knowledge of, 2

good accounting practices, 14

reasons for, 12

accounting systems

accrual-basis, 75, 129, 317, 352–353

cash-basis, 130, 317, 352

financial accounting standards, 364–365

selection considerations, 317

Accounts Payable register, 142–144

accounts receivables balance,

determining, 23

accounts, transferring money

between, 182–185

accrual information, reports, 274

accrual-basis accounting, 75, 129, 317, 352–353

accumulated depreciation, 23, 320–321

active company checks, backups, 291

actual time and costs, job estimation, 286–287

actuals report versus item estimates, 285–286

Add or Remove Programs tool, 346

address information. *See also* billing

addresses; shipping addresses

check writing, 132

credit memos, 91

customer job, 57

Customer list, 52–53

Employee list, 51

sales receipt, 107

Vendor list, 59

ADP payroll service, 219

affordability, QuickBooks purchases, 15

agings, 122

All Programs command (Start menu), 27

alternate contacts, Customer list, 52

amortization, 352

amount entries

bill paying, 141, 147

budget planning, 235–236

check writing, 177

credit card transactions, 197

analysis tools, budget planning, 237

annual returns, filing, 227–228

application process, online banking, 243

As Of field, Inventory Assembly/Inventory

Part item type, 45

assemblies, inventory records, 165–166

assets

balance sheet, 355

depreciable, 321

description, Fixed Asset list, 306–307

Inventory Assembly item type, 45

Inventory Part item type, 44

selling, 320

audit trails, 299

AutoFill feature, check writing, 132, 175

AutoRecall feature, check writing, 132

## • B •

- backups
  - active company checks, 291
  - confirmation, 293
  - data verification option, 293
  - default location, 293
  - disk/disc insertion, 291, 295
  - filename and location identification, 296
  - local options, 292
  - online banking, 295
  - reasons for, 289–290
  - reminders, 292
  - Restore a Backup Copy option, 295
  - restored file location, 296–297
  - scheduling, 293
  - time intervals, 290, 292
- balance sheet
  - assets, 355
  - as business management technique, 19–20
  - equity, 355
  - how to use, 354–357
  - liabilities, 355
- balancing accounts
  - bank statement information entries, 254–255
  - cleared checks, marking, 256–257
  - deposits, marking, 256–257
  - discussed, 253
  - errors, 261
  - help options, 262
  - online bank accounts, 262–263
  - reversed transactions, 260
  - transposed numbers, 261
- bank account selection, check writing, 131, 174
- bank statement entries
  - date, 254
  - ending balance, 255, 258–259
  - interest income, 255
  - opening balance, 255
  - service charge, 255
  - transaction date, 255
- banking, QuickBooks advantages, 14
- Banking reports, 267
- batch printing
  - credit memos, 101
  - invoices, 98–100
  - sales receipts, 112
- benchmarking, 234
- bill of materials, 166
- bill paying
  - Accounts Payable register, 142–144
  - amount entries, 141, 147
  - bill selection, 147
  - credit memos, 147
  - cutoff date, 147
  - deleting bills, 144
  - discounts, early payment, 147
  - due date, arranging bills by, 147
  - expense account name, 140–141
  - expense, assigning to job, 141
  - instruction setup, EasyStep Interview, 32–33
  - item name description, 142
  - memo description, 140
  - original bill amount, 149
  - payment date, 147
  - payment method, 148
  - payment terms, 140
  - QuickBooks advantages, 14
  - recording, 138–142
  - reference number, 140
  - reminders, 144–146
  - sales tax, 151
  - vendor description, 139–140
- billing addresses. *See also* shipping addresses
  - customer job, 57
  - Customer list, 53
  - invoice preparation, 84
- bookkeepers, hiring, 317
- break-even point formula, 330–332
- budget planning
  - additional criteria entries, 235
  - adjustments, 232
  - amount entries, 235–236
  - analysis tools, 237
  - benchmarking and, 234
  - budget type entries, 235
  - cash flow projection, 237
  - changes to, 237

- creating from scratch, 235
- decision tools, 237
- discussed, 231
- extra cash options, 233
- fiscal year entries, 234
- income and expenses, 232
- references, 233
- setting up, 234–236
- unexpected expenses, 232
- Budgets & Forecast reports, 267
- Build Assemblies window, 166
- Build Point field, Inventory Assembly item type, 45
- business name entries, credit card transactions, 195

## • C •

- canceled checks, 316
- cash balance, determining, 23
- cash flow
  - profits and, 350–351
  - projection, budget planning, 237
  - statements, 275
- cash inflow
  - deposits, 127–128
  - finance charges, assessing, 123–126
  - statements, 122–123
- cash options, report data, 275
- cash sale number, sales receipt, 107
- cash-back amounts, customer payment entries, 121
- cash-basis accounting, 130, 317, 352
- CD insertion, QuickBooks installation, 345
- charge of item entries, 42
- chart of accounts information, EasyStep Interview, 32
- Chart of Accounts list
  - discussed, 69
  - opening balance information, 72
  - sample trial balance, 71
  - uncategorized expense account balance, 73–74
  - uncategorized income accounts, 73–74
  - unpaid invoice totals, 70
  - vendor balances, 70
- check number entries
  - customer payment, 116
  - sales receipts, 107

- Checking register transactions. *See also*
  - checks
    - deleting, 186–187
    - deposits, recording, 179–182
    - NSF (insufficient-funds), 187
    - one-line display, 177–178
    - petty-cash purchases, 178
    - printing, 215–217
    - scrolling through, 188
    - searching, 188–189
    - transferred funds records, 182–185
    - voiding, 186–187
- checks. *See also* Checking register transactions
  - account name, 137
  - address information, 132
  - amounts, changing, 177
  - AutoFill feature, 132, 175
  - AutoRecall feature, 132
  - bank account selection, 131, 174
  - canceled, 316
  - check amount, 132
  - cleared, 256–257
  - company name on, 60
  - cosigning, 315–316
  - date entries, 131
  - debit card transactions, 199
  - expense account name, 133
  - hand written checks, recording, 174–175
  - item name description, 135
  - job description entries, 134
  - memo description, 132, 134
  - multiple accounts, check distribution, 133
  - name entries, 132
  - Pay to the Order Of line, 132
  - Payee name, 137
  - printing, multiple checks, 211–213
  - printing, printer setup, 206–208
  - printing, sample checks, 205
  - printing, single checks, 209–211
  - purchased items, recording, 135
  - recording written, 13
  - signing, 315–316
  - split transactions, 176–177
  - unprinted, identifying, 215
  - voiding, 213–214
  - Write Checks window, 173–175
- Class list, 64

- class specification
  - inventory records, 162
  - invoice, 83
  - sales receipt, 107
- cleared checks, marking, 256–257
- closing dates, 299
- closing passwords, 299
- COD (collect on delivery) payments,
  - customer payment entries, 122
- COGS (Cost of Goods Sold) Account
  - description
    - Inventory Assembly item type, 44
    - Inventory Part item type, 43
- coinage, bank deposits, 119
- collection procedures, 127
- color adjustment
  - invoice, 104
  - POs, 160
- command selection, 7
- Company & Financial reports, 266
- company legal and trade name, entering in
  - EasyStep Interview, 29
- Components Needed list box, Inventory
  - Assembly item type, 45
- confidentiality, user permissions, 368
- confirmation, backups, 293
- contact information
  - customer jobs, 56
  - Employee list, 51
  - Vendor list, 59–60
- contributed capital, 321–322
- conversion date
  - journal entries, 76–78
  - to QuickBooks, 22, 24
- corporate type customer job
  - descriptions, 57
- corporations, owner's equity in, 323
- cosigning checks, 315–316
- cost, Inventory Part item type, 43
- cost-of-good expense, debit balance, 25
- Costs of Goods Sold (COGS) Account
  - description
    - Inventory Assembly item type, 44
    - Inventory Part item type, 43
- CPAs
  - collection procedure advice, 127
  - QuickBooks setup assistance from, 35
  - seeking guidance from, 18–19
- credit balance
  - discussed, 25
  - double-entry accounting, 358
- credit card transactions
  - account setup, 191–194
  - amount entries, 197
  - business name entries, 195
  - charges, editing, deleting, and voiding, 197
  - credit card charge records, 194–197
  - customer, 199, 201
  - date of charge entries, 196
  - debit cards, 199
  - item descriptions, 197
  - memo description, 196
  - purchase entries, 195
  - reconciliation, 198–199
  - saving entries in, 197
- credit limits
  - customer job, 57
  - Vendor list, 61
- credit memos
  - address entries, 91
  - bill paying, 147
  - credit memo number entries, 91
  - customer description entries, 91
  - customer message entries, 92
  - customizing, 103–104
  - date format entries, 91
  - faxing, 102
  - job description entries, 91
  - memo description, 92
  - mistakes in, fixing, 94
  - PO (purchase number) entries, 91
  - printing, batch printing, 101
  - printing, form-alignment problems, 96–97
  - printing, loading forms in printer, 94
  - printing, printer setup, 95–97
  - product, 90
  - returned item entries, 91–92
  - sales tax entries, 92
  - saving, 93
  - sending via e-mail, 101–102
  - service, 90
  - special item descriptions, 92
- custom created POs, 160–161
- Customer Center window, 122–123
- customer credit card transactions, 199, 201

- customer description entries
    - credit memo preparation, 91
    - sales receipts, 107
  - customer identification entries, vehicle-mileage tracking, 311
  - customer jobs
    - billing addresses, 57
    - categories, 57
    - contact information, 56
    - corporate type, 57
    - correct customer selection, 55
    - credit limits, 57
    - date information, 58
    - descriptions, 55, 57
    - discussed, 55
    - editing information, 59
    - payment information, 57
    - progress tracking, 58
    - project names, 55
    - referral type, 57
    - shipping addresses, 57
    - unpaid invoice information, 57
  - Customer list
    - account information, 53
    - address information, 52
    - alternate contacts, 52
    - billing addresses, 53
    - discussed, 51
    - editing, 54
    - names, 52
    - opening, 52
    - shipping addresses, 53
    - titles, 52
  - Customer Message list, 66
  - customer payment entries
    - cash-back amounts, 121
    - check numbers, 116
    - COD (collect on delivery) payments, 122
    - deposits, 119–122
    - discounts, early payment, 117–118
    - discussed, 114
    - job descriptions, 115
    - memo description, 116
    - mistakes in, correcting, 119
    - outstanding credits, applying, 116
    - overpayment, 117
    - payment amount, 116
    - payment date, 116
    - payment method information, 116
    - underpayment, 117
  - customer receivables setup, EasyStep Interview, 35
  - Customer Type list, 65–66
  - Customers & Receivables reports, 266
  - customization, credit memos and invoices, 103–104
  - cutoff date, bill paying, 147
- D •
- daily sales, sales receipt entries, 112–113
  - data corruption, 368
  - data verification option, backups, 293
  - date entries
    - bank statement entries, 254
    - check writing, 131
    - credit card account setup, 194, 196
    - credit memo preparation, 91
    - customer job, 58
    - invoice preparation, 83–84
    - sales receipts, 107
  - date of shipment entries, invoice preparation, 85
  - debit balance
    - cost-of-goods expense, 25
    - double-entry accounting, 358
  - debit card transactions, 199
  - decision tools, budget planning, 237
  - default backup location, 293
  - default options, QuickBooks installation, 347
  - delayed printing, invoices, 88
  - Delete Check command (Edit menu), 186
  - deleting
    - bills, 144
    - Checking register transactions, 186–187
    - credit card transactions, 198
    - invoices, 89–90
  - depletion, 352
  - deposits
    - bank statement entries, 256–257
    - cash inflow, improving, 127–128
    - customer payment entries, 119–122
    - income from customers, 180–182
    - recording simple, 179–180
  - depreciable assets, 321

- depreciation
  - accumulated, 23, 320–321
  - depreciation expense, 320–321, 351–352
  - profit and, 351–352
- description column, PO preparation, 162
- Description text box (Item list), 42
- Discount item type, 37, 41, 48
- discounts
  - adding to invoices, 48
  - early payment, 117–118, 147, 328–329
- disk/disc insertion, backups, 291, 295
- dividends paid accounts, 323
- double-entry accounting, 358–362
- due date, arranging bills by, 147

## • E •

- early payment discounts, 117–118, 147, 328–329
- ease of use, QuickBooks, 15
- EasyStep Interview
  - account information entries, 33–34
  - bill paying instruction setup, 32–33
  - chart of accounts information, 32
  - company legal and trade name entry, 29
  - customer receivables setup, 35
  - discussed, 16
  - filename and location specification, 31
  - Filename for New Company dialog box, 31
  - help options, 30
  - industry-specific information, 30–31
  - inventory record setup, 34
  - no-tracking-of-bills-owed option, 33
  - Quicken data, upgrading from, 28
  - starting, 28
  - vendor payables setup, 35
- economic order quantity (EQQ) model, 339–340
- Edit menu commands
  - Delete Check, 186
  - Find, 188
  - Preferences, 48
  - Void Check command, 186
- editing
  - credit card transactions, 198
  - customer job information, 59

- Customer list information, 54
- Fixed Asset list items, 306–308
- Item list information, 49
- job estimation, 283
- report data, 271
- EFTPS (Electronic Federal Tax Payment System), 225
- electronic transfers, online banking, 244, 246–248
- e-mail
  - banking and billing, QuickBooks
    - advantages, 14
    - reports, 273
  - sending credit memos and invoices via, 101–102
- Employee list
  - address information, 51
  - contact information, 51
  - employee categories, 51
  - hidden members in, 51
  - names of employee, 50
  - New Employee window, 50–52
  - release date, 50
  - seasonal employees, 51
- employee payroll, 222–223
- Employees & Payroll reports, 267
- employer ID numbers, payroll setup, 221
- ending balance, bank statement entries, 255, 258–259
- Enter Bills Against Inventory icon, 157
- Enter Bills icon. *See* bill paying
- EQQ (economic order quantity) model, 339–340
- equity, balance sheet, 355
- errors, balancing accounts, 261
- estimation. *See* job estimation
- expense account name
  - bill paying, 140–141
  - check writing, 133
- expenses, budget planning, 232
- exporting
  - list information, 69
  - report data, 271, 273
- extra cash options, budget planning, 233

## • F •

faxing credit memos and invoices, 102  
 federal law, accounting systems, 12  
 federal tax  
   ID numbers, Vendor list, 62  
   liabilities, payroll, 224  
   returns, 26  
 Federal Unemployment Tax Return (FUTA), 227  
 file locking, 369  
 file management. *See also* backups  
   Accountant's Review feature, 298  
   audit trails, 299  
   closing dates, 299  
   portable files, 298  
 File menu commands  
   New Company, 28–29  
   Open, 298  
   Print Register, 215  
   Printer Setup, 105, 272  
   Restore Company, 298  
   Save Copy, 298  
 filename and location specification  
   backups, 296  
   EasyStep Interview, 31  
 finance charges, assessing, 123–126  
 financial accounting standards, 364–365  
 financial affairs, simplicity in, 318  
 Find command (Edit menu), 188  
 fiscal year entries  
   budget planning, 234  
   measuring profit, 354  
 Fixed Asset list  
   account information entries, 305  
   adding items to, 304–306  
   asset description, 306–307  
   description, 63  
   editing items in, 306–308  
   overview, 301–302  
   purchase terms, 305–306  
   setting up, 303–307  
 FOB (free-on-board) point  
   invoice preparation, 85  
   PO preparation, 162  
 fonts  
   invoices, 104  
   POs, 160  
   reports, 275

Form 942, 226  
 formatting reports, 275  
 forms, QuickBooks advantages, 14  
 formulas  
   break-even point, 330–332  
   early payment discounts, 328–330  
   EQQ (economic order quantity) model, 339–340  
   net worth, 333–334  
   profits, 335–336  
   Rule of 72, 341  
   sales level profits, 336–338  
 free-on-board (FOB) point  
   invoice preparation, 85  
   PO preparation, 162  
 FUTA (Federal Unemployment Tax Return), 227

## • G •

good accounting practices, 14  
 Group item type, 41, 47–48

## • H •

header/footer fields  
   invoices, 104  
   POs, 161  
   report, 275  
 help options  
   balancing accounts, 262  
   EasyStep Interview, 30  
 hidden members, Employee list, 51  
 History button (POs), 164  
*Home Networking For Dummies*, 3rd Edition (Ivens), 368

## • I •

income  
   budget planning, 232  
   from customers, depositing, 180–182  
 income account information  
   Inventory Assembly item type, 45  
   Inventory Part item type, 44  
 income tax accounting laws, 365–366  
 Industry Specific reports, 267

- industry-specific information, EasyStep Interview, 30–31
- installation, QuickBooks
  - Add or Remove Programs tool, 346
  - CD insertion, 345
  - default options, 347
  - discussed, 16
  - licensing information, 347
  - product number, 347
  - shared network use, 370
- insufficient-funds (NSF), 187
- insurance, vehicle-mileage tracking, 149
- interest income, bank statement entries, 255
- interim accounting periods, 354
- Internal Revenue Service (IRS)
  - Section 446, 12
  - Web site, 221
- Intuit service, online banking, 240–241
- Inventory Assembly item type, 41, 44–45
- Inventory Part item type, 40, 42–43
- inventory records. *See also* POs
  - assemblies, 165–166
  - class specification, 162
  - cost of goods sold, 170
  - discussed, 153
  - Enter Bills Against Inventory icon, 157
  - Item list creation, 154
  - Item Not Found message box, 155
  - multiple inventory locations, 168–169
  - Other Current Asset type account, 170
  - paid for up front items, 155
  - periodic inventory system, 171
  - perpetual inventory system, 170–171
  - Physical Inventory Worksheet report, 166–167
  - preferences, setting up, 153–154
  - purchased items, 154–158
  - quantity adjustments, 167–168
  - Receive Inventory with Bill option, 158–159
  - setup, EasyStep Interview, 34
  - sold items, 159
- Inventory reports, 267
- invoices
  - billing address, 84
  - classes, assigning, 83
  - color adjustment, 104
  - customer message entries, 87
  - customizing, 103–104
  - date formats, 83–84
  - date of shipment entries, 85
  - deleting, 89–90
  - discounts, adding, 48
  - discussed, 81
  - faxing, 102
  - FOB (free-on-board) point, 85
  - font changes, 104
  - header/footer field changes, 104
  - invoice numbers, 84
  - items selling entries, 86
  - job estimation, 284–285
  - logos, adding, 103
  - memo description, 87
  - mistakes in, fixing, 88–89
  - payment terms, 84
  - PO (purchase order) numbers, 84
  - predefined form type, 82
  - previewing, 104
  - printing, batch printing, 98–100
  - printing, delayed, 88
  - printing, form-alignment problems, 96–97
  - printing, loading forms in printer, 94
  - printing, printer setup, 95–97
  - printing, single, 97–98
  - product, 82
  - professional, 82
  - sales representative name entries, 84–85
  - sales tax entries, 87
  - saving, 88
  - sending via e-mail, 101–102
  - service, 82
  - shipping address, 84
  - shipping methods, 85
  - special item entries, 86
  - subtotals, 46–47
  - templates, 82
  - unpaid status, Chart of Accounts list, 70
  - unpaid status, customer jobs, 57
  - voiding, 90
- IRS (Internal Revenue Service)
  - Section 446, 12
  - Web site, 221
- Item list
  - charge of item entries, 42
  - Description text box, 42
  - Discount item type, 37, 41, 48
  - editing items in, 49

- Group item type, 41, 47–48
  - Inventory Assembly item type, 41, 44–45
  - Inventory Part item type, 40, 42–43
  - inventory tracking, 154
  - Item/Name Number text box, 41
  - New Item window, 40
  - Non-Inventory Part item type, 41–42, 46
  - opening, 39
  - Other Charge item type, 41–42
  - overview, 37
  - Payment Item type, 41, 45–46
  - Sales Tax Group item type, 41, 49
  - Sales Tax item type, 41, 45
  - Service item type, 40, 42
  - Shipping & Handling item type, 39
  - Subitem Of check box, 41–42
  - Subtotal item type, 37, 41, 46–47
  - Item Not Found message box, inventory records, 155
  - items
    - description, credit card transactions, 197
    - item estimates versus actuals report, 285–286
    - items received, POs, 164–165
    - items selling entries, invoice preparation, 86
    - items selling entries, sales receipts, 108
    - name description, bill paying, 142
    - name description, check writing, 135
  - Items & Inventory icon. *See* inventory records
  - Ivens, Kathy (*Home Networking For Dummies*, 3rd Edition), 368
- **J** •
- job description entries
    - check writing, 134
    - credit memo preparation, 91
    - customer payment, 115
    - sales receipts, 107
    - vehicle-mileage tracking, 311
  - job estimation
    - actual time and costs, charging for, 286–287
    - creating, 281–283
    - editing, 283
    - invoices, 284–285
    - item estimates versus actuals report, 285–286
    - job costs, tracking, 287
    - markup field, 282
    - memo description, 282
    - previewing, 283
    - printing, 283
    - setting up, 280
    - templates, 282
    - turning on, 279
  - Job Type list, 65–66
  - jobs, customer
    - billing addresses, 57
    - categories, 57
    - corporate type, 57
    - correct customer selection, 55
    - credit limits, 57
    - date information, 58
    - descriptions, 55, 57
    - discussed, 55
    - editing information, 59
    - payment information, 57
    - progress tracking, 58
    - project names, 55
    - referral type, 57
    - shipping addresses, 57
    - unpaid invoice information, 57
  - Jobs, Time & Mileage reports, 266, 311
  - journal entries
    - conversion date, 76
    - double-entry accounting, 359–362
    - example of, 77
    - saving, 78
    - trial balance account, 76
- **L** •
- liabilities
    - account balances, determining, 23
    - balance sheet, 355
    - payroll, 224–226
  - licensing information, QuickBooks installation, 347
  - List reports, 267
  - lists
    - exporting information in, 69
    - inactivating items in, 51
    - moving items in, 68

- lists (*continued*)
  - note entries, 68
  - printing, 69
  - sorting, 68
- loading master files, 16
- loans
  - recording, 324
  - repaying, 324–325
- local backup options, 292
- logos
  - adding to invoices, 103
  - adding to POs, 160
- Lowe, Doug (*Networking For Dummies*, 7th Edition), 368

## • M •

- maintenance techniques, 6
- Make General Journal Entries window
  - conversion date, 76–78
  - example of, 77
  - saving entries in, 78
  - trial balance account, 76
- markup field, job estimation, 282
- master files, loading, 16
- memo description
  - bill paying, 140
  - check writing, 132, 134
  - credit card transactions, 196
  - credit memo preparation, 92
  - customer payment entries, 116
  - invoice preparation, 87
  - job estimation, 282
  - POs, 163
  - sale receipts, 109
- Memorized Transaction list, 67
- menu selection, 7
- merchant credit card service, online
  - banking, 249
- Message field, POs, 163
- messages
  - credit memo preparation, 92
  - invoice preparation, 87
  - online banking, 248–249
  - sales receipts, 109
- Microsoft Windows Me For Dummies* (Rathbone), 4

- mileage tracking. *See* vehicle-mileage tracking
- mistakes, correcting
  - credit memo, 94
  - customer payment entries, 119
  - invoice, 88–89
  - sales receipt, 113–114
- moving items in lists, 68
- multiple inventory locations, inventory records, 168–169
- Multiple Windows command (View menu), 7
- multiple-state accounting, 324
- multi-user mode, shared files, 373–374

## • N •

- name entries
  - check writing, 132
  - of company, entering in EasyStep Interview, 29
  - credit card accounts, 192
  - Customer list, 52
  - Employee list, 50
  - POs, 162
  - Vendor list, 59
- Navigator pane, 7
- Nelson, Stephen L.
  - QuickBooks 2006 For Dummies*, 4
  - QuickBooks Simple Start For Dummies*, 27
- net worth formulas, 333–334
- Networking For Dummies*, 7th Edition (Lowe), 368
- networks, shared file
  - discussed, 347–348
  - multi-user mode, 373–374
  - overview, 367
  - QuickBooks installation for, 370
  - record locking, 369
  - user permissions, 368, 371–373
- New Company command (File menu), 28–29
- New Employee window, 50–52
- New Item window, 40
- 940 Federal Unemployment (FUTA) Tax Return, 227
- Non-Inventory Part item type, 41–42, 46
- nontax liabilities, payroll, 226

note entries  
 in lists, 68  
 vehicle-mileage tracking, 311  
 no-tracking-of-bills-owed option, EasyStep  
 Interview, 33  
 NSF (insufficient-funds), 187

## ● 0 ●

odometer readings, vehicle-mileage  
 tracking, 311  
 On Hand field  
 Inventory Assembly item type, 45  
 Inventory Part item type, 44  
 one-line display, Checking register  
 transactions, 177–178  
 online banking  
 account balances, 248  
 account information entries, 244  
 advantages of, 240  
 application process, 243  
 backups, 295  
 balancing accounts, 262–263  
 disadvantages, 241–242  
 electronic transfers, 244, 246  
 Intuit online banking service, 240–241  
 making payments through, 243–245  
 merchant credit card service, 249  
 messages, 248–249  
 online bill payment component, 243  
 overview, 239  
 service charges, 241  
 Open command (File menu), 298  
 Open Purchase Orders report, 164  
 Open Window List command  
 (View menu), 2, 7  
 opening  
 Class list, 64  
 Customer list, 52  
 Item list, 39  
 Vendor list, 59  
 opening balance information  
 bank statement entries, 255  
 Chart of Accounts list, 72  
 credit card account setup, 193  
 Vendor list, 62  
 original bill amount, bill paying, 149  
 Other Charge item type, 41–42

Other Current Asset type account,  
 inventory records, 170  
 Other Names list, 65  
 outsourced payroll  
 ADP service, 219  
 advantages of, 18–19  
 Paychex service, 219  
 overpayment, customer payment  
 entries, 117  
 owner's draws, 322  
 owner's equity  
 in corporations, 323  
 in partnerships, 322  
 in sole proprietorship, 321–322

## ● P ●

page-break options, report, 270  
 paid for up front items, inventory  
 records, 155  
 par value accounts, 323  
 partnerships, owner's equity in, 322  
 passwords  
 closing, 299  
 naming considerations, 370  
 user permissions, 371  
 Pay Bills icon. *See* bill paying  
 Pay to the Order Of line, check writing, 132  
 Paychex payroll services, 219  
 Payee name, check writing, 137  
 paying bills. *See* bill paying  
 payment date  
 bill paying, 147  
 customer payment entries, 116  
 Payment item type, 41, 45–46  
 payment method information. *See also*  
 customer payment entries  
 bill paying, 148  
 customer jobs, 57  
 Payment Method list, 66–67  
 sales receipts, 108  
 Vendor list, 61  
 payment terms  
 bill paying, 140  
 invoice preparation, 84  
 payroll  
 annual returns and wage statements,  
 227–228  
 employee, 222–223

- payroll (*continued*)
  - employer ID numbers, 221
  - federal tax liabilities, 224
  - liabilities, 224–226
  - nontax liabilities, 226
  - other payroll items entries, 223
  - outsourced services, 18–19, 219–220
  - quarterly payroll tax returns, 226–227
  - QuickBooks Enhanced Payroll service, 220
  - QuickBooks Standard Payroll service, 220
  - state payroll taxes, 228–229
  - state tax liabilities, 224
  - tax deposits, 225
  - W-4 forms and, 221
- Peachtree Web site, 318
- penalties, outsourced payroll
  - advantages, 18
- periodic inventory system, 171
- perpetual inventory system, 170–171
- petty-cash purchases, Checking register transactions, 178
- Physical Inventory Worksheet report, 166–167
- PIN (personal identification number), 247
- popularity, QuickBooks, 14–15
- portable files, 298
- POs (purchase orders). *See also* inventory records
  - color adjustment, 160
  - credit memo preparation, 91
  - custom created, 160–161
  - description column, 162
  - filling out, 162–164
  - FOB (free-on-board) point, 162
  - fonts, 160
  - form selection, 160–161
  - header/footer fields, 161
  - History button, 164
  - how to use, 159–160
  - invoice preparation, 84
  - items received, 164–165
  - logos, adding, 160
  - memo description, 163
  - Message field, 163
  - name entries, 162
  - Open Purchase Orders report, 164
  - previewing, 161
  - printing, 163
  - quantity column, 162
  - templates, 161
- predefined invoices, 82
- Preferences command (Edit menu), 48
- previewing
  - invoices, 104
  - job estimation, 283
  - POs, 161
- previous year tax returns, 26
- Price Level list, 64
- Print Register command (File menu), 215
- Printer Setup command (File menu), 105, 272
- printing
  - audio trail information, 299
  - Checking register transactions, 215–217
  - checks, multiple, 211–213
  - checks, printer setup, 206–208
  - checks, sample checks, 205
  - checks, single, 209–211
  - credit memos, batch printing, 101
  - credit memos, form-alignment problems, 96–97
  - credit memos, loading forms in printer, 94
  - credit memos, printer setup, 95–97
  - invoices, batch printing, 98–100
  - invoices, delayed printing, 88
  - invoices, form-alignment problems, 96–97
  - invoices, loading forms in printer, 94
  - invoices, printer setup, 95–97
  - invoices, single, 97–98
  - job estimation, 283
  - lists, 69
  - POs, 163
  - reports, multiple, 276
  - reports, single, 269–270
  - sales receipts, 110–112
- product credit memos, 90
- product invoices, 82
- product number, QuickBooks
  - installation, 347
- professional invoices, 82
- profit and loss statement, 13, 19–20, 353
- profits
  - cash flow, 350–351
  - depreciation and, 351–352
  - formulas, 335–336
  - measuring, 353–354
- progress tracking, customer jobs, 58

project names, customer jobs, 55  
 purchase entries, credit card  
   transactions, 195  
 purchase orders. *See* POs  
 purchase terms, Fixed Asset list, 305–306  
 purchase transaction descriptions  
   Inventory Assembly item type, 44  
   Inventory Part item type, 43  
 purchased items, inventory records,  
   154–158  
 Purchases reports, 267

## • Q •

quantity adjustments, inventory records,  
   167–168  
 quantity column, purchase order  
   preparation, 162  
 quarterly payroll tax returns, 226–227  
 QuickBooks  
   advantages of, 13–14  
   affordability, 15  
   ease of use, 15  
   installation, 16, 345–347, 370  
   popularity of, 14–15  
   reasons for, 11  
   registration, 29–30  
   starting, 27  
   ubiquity of, 15  
   Web site, 31  
   welcome message, 27  
*QuickBooks 2006 For Dummies* (Nelson), 4  
 QuickBooks Accounts Edition, 27  
 QuickBooks Basic Edition, 1–2  
 QuickBooks EasyStep Interview. *See*  
   EasyStep Interview  
 QuickBooks Enhanced Payroll service, 220  
 QuickBooks Enterprise Edition, 1–2  
 QuickBooks Premier: Accountants Edition, 1  
 QuickBooks Premier Edition, 1–2, 4, 27  
 QuickBooks Pro Edition, 1–2, 4, 27  
 QuickBooks Simple Start Edition, 27  
*QuickBooks Simple Start For Dummies*  
   (Nelson), 27  
 QuickBooks Standard Payroll service, 220  
 Quicken data, upgrading from, 28  
 QuickReport feature, 276–277  
 QuickZoom feature, 270

## • R •

Rathbone, Andy  
   *Microsoft Windows Me For Dummies*, 4  
   *Windows 2000 Professional For Dummies*, 4  
   *Windows For Dummies*, 21  
 receipts. *See* sales receipt entries  
 receivables, EasyStep Interview setup, 35  
 Receive Inventory with Bill option,  
   inventory records, 158–159  
 Receive Payments window. *See* customer  
   payment entries  
 reconciliation. *See* balancing accounts  
 record locking, 369  
 reference number, bill paying, 140  
 references, budget planning, 233  
 referral type customer job descriptions, 57  
 registration, QuickBooks, 29–30  
 release date, employee, 50  
 Reminder list, 68  
 reminders  
   backup, 292  
   bill paying, 144–146  
 reorder point information, Inventory Part  
   item type, 44  
 repaying loans, 324–325  
 Report Center icon, 122  
 reports  
   accessing, 122  
   Accountants & Taxes, 267  
   accrual information, 274  
   advantages of, 265  
   Banking, 267  
   Budgets & Forecasts, 267  
   cash flow statements, 275  
   cash options, 275  
   Company & Financial, 266  
   creating, 268–269  
   Customers & Receivables, 266  
   editing data in, 271  
   e-mail, 273  
   Employees & Payroll, 267  
   exporting data in, 271, 273  
   fonts, 275  
   formatting, 275  
   header/footer fields, 275  
   Industry Specific, 267  
   Inventory, 267

reports (*continued*)

- Jobs, Time & Mileage, 266
  - List, 267
  - Memorize Report dialog box, 272
  - Modify Report dialog box, 271
  - Open Purchase Orders, 164
  - page-break options, 270
  - Physical Inventory Worksheet, 166–167
  - printing multiple, 270
  - printing single, 269
  - profile and loss, 13
  - Purchases, 267
  - QuickReport feature, 276–277
  - QuickZoom feature, 270
  - Sales, 266
  - selecting, 267
  - titles/subtitles, 275
  - undoing changes in, 276
  - updating, 274
  - Vendors & Payables, 266
  - Restore a Backup Copy option, 295
  - Restore Company command (File menu), 298
  - restored file location, backups, 296–297
  - retailers, successful use of QuickBooks, 18
  - retained earnings accounts, 323
  - returned item entries, credit memo preparation, 91–92
  - reversed transactions, balancing accounts, 260
  - Rule of 72 formula, 341
- S ●
- sale transaction descriptions, Inventory Part item type, 43
  - sales level profits, 336–338
  - sales price amount, 44
  - sales receipt entries
    - address information, 107
    - cash sale number, 107
    - check number, 107
    - class specification, 107
    - customer description, 107
    - customer message, 109
    - daily sales, 112–113
    - date format, 107
    - discussed, 105
    - items selling, 108
    - job description, 107
    - memo description, 109
    - mistakes in, correcting, 113–114
    - payment method information, 108
    - printing, 110–112
    - recording, 106–110
    - sales tax information, 109
    - saving, 110
    - special items, 108–109
  - Sales Rep list, 65
  - Sales reports, 266
  - sales representative names, invoices, 84–85
  - sales tax
    - batching together, 49
    - bill paying, 151
    - credit memo preparation, 92
    - invoice preparation, 87
    - sales receipts, 109
  - Sales Tax Code list, 64
  - Sales Tax Group item type, 41, 49
  - Sales Tax item type, 41, 45
  - Save Copy command (File menu), 298
  - saving
    - credit card transactions entries, 197
    - credit memos, 93
    - invoices, 88
    - journal entries, 78
    - sales receipts, 110
  - scheduling backups, 293
  - searching Checking register transactions, 188–189
  - seasonal employees, 51
  - Section 446, IRS, 12
  - selling assets, 320
  - service charges
    - bank statement entries, 255
    - online banking, 241
  - service credit memos, 90
  - service invoices, 82
  - Service item type, 40, 42
  - shared file networks
    - discussed, 347–348
    - multi-user mode, 373–374
    - overview, 367
    - QuickBooks installation for, 370
    - record locking, 369
    - user permissions, 368, 371–373
  - shareholder's equity accounts, 323

- Ship Via list, 67
  - Shipping & Handling item type, 39
  - shipping addresses. *See also* billing addresses
    - customer jobs, 57
    - Customer list, 53
    - invoice preparation, 84
  - shipping methods, invoice preparation, 85
  - Shortcut List command (View menu), 7
  - signing checks, 315–316
  - simplicity
    - financial affairs, 318
    - outside payroll service, 18
  - sites. *See* Web sites
  - small businesses, successful use of
    - QuickBooks, 17
  - sold items, inventory records, 159
  - sole proprietorship, owner's equity in, 321–322
  - sorting lists, 68
  - special item entries
    - credit memo preparation, 92
    - invoice preparation, 86
    - sales receipts, 108–109
  - split transactions, check writing, 176–177
  - Start menu (All Programs command), 27
  - starting QuickBooks, 27
  - state, multiple-state accounting, 324
  - state payroll taxes, 228–229
  - state tax liabilities, payroll, 224
  - statements, cash inflow, 122–123
  - step-by-step procedures, 3
  - Subitem Of check box, 41–42
  - subtitles, report, 275
  - Subtotal item type, 37, 41, 46–47
  - successful business strategies
    - balance sheet use, 19–20
    - CPAs, seeking guidance from, 18–19
    - payroll, outsourcing, 18–19
    - profit and loss statement use, 19–20
    - retailers, 18
    - small business, 17
- **T** •
- Tax Agency field, Sales Tax item type, 45
  - tax code information, 44
  - tax deposits, payroll, 225
  - Tax Name and Description field, Sales Tax item type, 45
  - Tax Rate field, Sales Tax item type, 45
  - tax returns, 26
  - taxes
    - federal tax liabilities, payroll, 224
    - income tax accounting laws, 365–366
    - quarterly payroll tax returns, 226–227
    - state payroll, 228–229
  - templates
    - invoice, 82
    - job estimation, 282
    - POs, 161
  - Terms list, 66
  - text file information, printing Check registers, 216
  - time intervals, backup, 290, 292
  - titles
    - Customer list, 52
    - report, 275
  - Total Value field
    - Inventory Assembly item type, 45
    - Inventory Part item type, 44
  - transaction date, bank statement entries, 255
  - transferred functions, Checking register transactions, 182–185
  - transfers, online banking, 244, 246–248
  - transposed numbers, balancing accounts, 261
  - trial balance
    - accessing, 78, 364
    - determining, 23–25
    - double-checking entries in, 78
    - samples, 24–25, 71
  - trip start/end dates, vehicle-mileage tracking, 310
- **U** •
- ubiquity of QuickBooks, 15
  - uncategorized expense account balance, Chart of Accounts list, 73–74
  - uncategorized income accounts, Chart of Accounts list, 73–74
  - underpayment, customer description entries, 117
  - undoing report entry changes, 276

- unexpected expenses, budget
  - planning, 232
- unpaid invoice status
  - Chart of Accounts list, 70
  - customer jobs, 57
- unprinted checks, 215
- updating reports, 274
- user permissions, shared files, 368, 371–373

## • U •

- Vehicle list, 67
- vehicle-mileage tracking
  - customer identification entries, 311
  - discussed, 149
  - job description entries, 311
  - Jobs, Time & Mileage reports, 311
  - mileage rates, 311–312
  - note entries, 311
  - odometer readings, 311
  - trip start/end dates, 310
  - vehicle description, 308
  - year of manufacture entries, 308
- Vendor Center window, 151
- vendor description
  - bill paying, 139–140
  - Inventory Part item type, 43
- Vendor list
  - account information, 60
  - address information, 59
  - billing addresses, 59
  - categories, 61
  - checks, company name on, 60
  - contact information, 59–60
  - credit limits, 61
  - federal tax ID numbers, 62
  - name of vendor, 59
  - opening, 59
  - opening balance information, 62
  - payment method information, 61
  - vendor payables setup, EasyStep Interview, 35
- Vendor Type list, 65–66
- Vendors & Payables reports, 266

- View menu commands
  - Multiple Windows, 7
  - Open Window List, 2, 7
  - Shortcut List, 7
- Void Check command (Edit menu), 186
- voiding
  - Checking register transactions, 186–187
  - checks, 213–214
  - credit card transactions, 198
  - invoices, 90

## • W •

- W-4 forms, 221
- wage statements, filing, 227–228
- Web sites
  - IRS, 221
  - Peachtree, 318
  - QuickBooks, 31
- welcome message, QuickBooks, 27
- Windows 2000 Professional For Dummies* (Rathbone), 4
- Windows For Dummies* (Rathbone), 21
- windows, moving between, 7
- withholding account amounts, quarterly payroll tax returns, 227
- writing checks. *See* Checking register transactions; checks
- written checks, recording, 13

## • Y •

- year of manufacture entries, vehicle-mileage tracking, 308