COMPUTER ACCOUNTING WITH QUICKBOOKS 2018

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CHAPTER 3 QUICKBOOKS TRANSACTIONS

SECTION 3.1 SATNAV

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QB SatNav

QB SETTINGS

Company Settings

Chart of Accounts

QB TRANSACTIONS

> Money in Money out >

Banking

Customers & Sales

Vendors & Expenses

Employees & Payroll

QB REPORTS

Reports

- QuickBooks Lists
- Entering Transactions in QuickBooks
- Types of QuickBooks Transactions

QUICKBOOKS LISTS

QuickBooks Lists include:

- Customers List
- Vendors List
- Employees List
- Items and Services List
- Chart of Accounts

ENTERING QUICKBOOKS TRANSACTIONS

Two ways to enter QuickBooks transactions:

- **1. Onscreen Journal**
- 2. Onscreen forms, such as invoices

	Enter Bills
	Main Reports
□ Make General Journal Entries _ □ ×	Image: Print I
	File PO Time Splits Bill
Main Reports 22 A	
Image: Find New Save Delete Image: Create a Copy Image: Crea	● Bill ● Cre <u>d</u> it
DATE 12/15/2022 ENTRY NO. FAM2011 ADJUSTING ENTRY	Bill
ACCOUNT DEBIT CREDIT MEMO NAME BILLA CLASS	VENDOR Thomas Kitchen & Bath DATE 12/15/2022
	Thomas Kitchen & Bath REF. NO. 8059
Totals 0.00 0.00	608 Main St
List of Selected General Journal Entries: Last Fiscal Year 🔹	Bayshore CA 94326
DATE : ENT : ADJ : ACCO : MEMO : DEBIT/CREDIT(+/-)	BILL DUE 01/14/2024 🛍
12/31/ 1018 62100 · July allo 148.83	TERMS Net 30 - DISCOUNT DATE
12/31/ FAM20 🖌 60900 · Record 44,435.91	I TATA STATE AND A STA
12/01/ 1017 13100 ·675.00	MEMO
11/30/ 1016 62100 · July allo 148.83	
11/01/ 1015 13100 ·675.00	Expenses \$0.00 Items \$585.00
10/31/ 1014 62100 · July allo 148.83	ITEM : DES : QTY : U/M : COST : AMOUNT : CUSTOMER: JOB : BILLABL : CLASS
	Plumb Fixtrs Plum 60 9.75 585.00 Abercrombie, Kris 🔲 Remodel 🔺
Save & Close Save & Mew Clear	bing
	fixture
	Receive All Show PO
	Save & Close Save & New Revert

TYPES OF QUICKBOOKS TRANSACTIONS

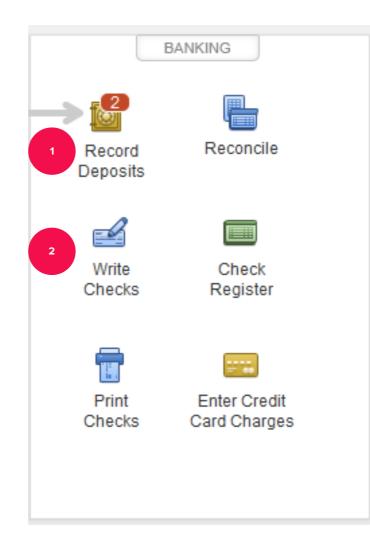
Different types of QuickBooks transactions include:

- 1. Banking and Credit Card
- **2. Customers and Sales**
- **3. Vendors and Expenses**
- 4. Employees and Payroll
- 5. Other

BANKING TRANSACTIONS

Banking transactions include:

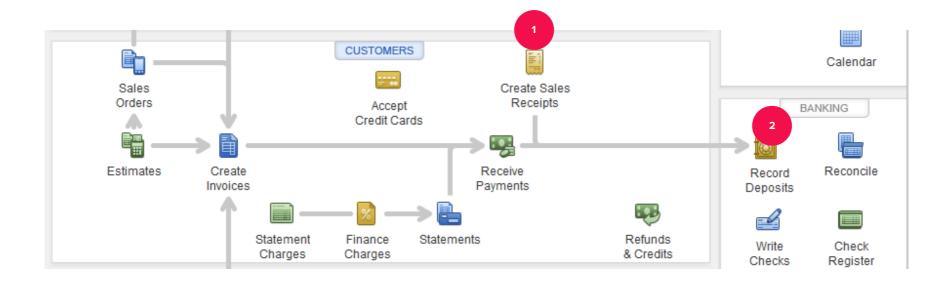
- **1. Record Deposits**
- 2. Write Checks



CUSTOMER AND SALES TRANSACTIONS

Customer and sales transactions include:

- 1. Enter sales receipts when the customer pays at the same time a sale occurs
- 2. Record deposit to record deposit of the funds in the Checking account



VENDOR AND EXPENSE TRANSACTIONS

Vendor and expense transactions include:

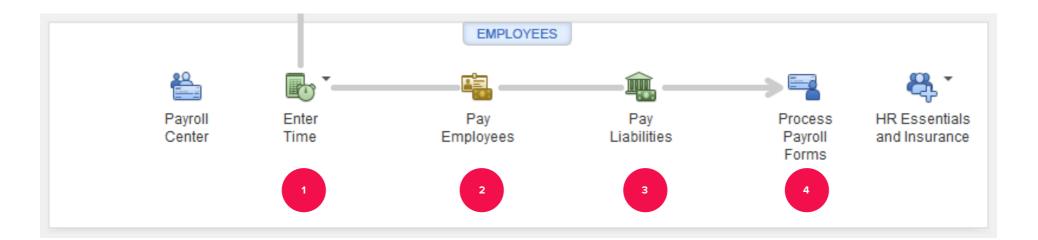
- 1. Enter bills for services received
- 2. Pay bills



EMPLOYEE AND PAYROLL TRANSACTIONS

Employee transactions can include:

- 1. Enter time that employees have worked
- 2. Pay employees wages and salaries
- 3. Pay payroll liabilities owed for withholdings and payroll taxes
- 4. Process payroll forms



MEMORIZED TRANSACTIONS

One way we reduce errors and save time when entering transactions is to save frequently used transactions as memorized transactions.

TO LEARN MORE... SEE CHAPTER 3

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