

COMPUTER ACCOUNTING WITH QUICKBOOKS 2018

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CHAPTER 3

QUICKBOOKS TRANSACTIONS

SECTION 3.1 SATNAV

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

CHAPTER 3 OVERVIEW

- **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

DATE	ENT...	ADJ	ACCO...	MEMO	DEBIT/CREDIT(+/-)
12/31/...	1018		62100	July allo...	148.83
12/31/...	FAM20...	✓	60900	Record ...	44,435.91
12/01/...	1017		13100		-675.00
11/30/...	1016		62100	July allo...	148.83
11/01/...	1015		13100		-675.00
10/31/...	1014		62100	July allo...	148.83

ITEM	DES...	QTY	U/M	COST	AMOUNT	CUSTOMER:JOB	BILLABL...	CLASS
Plumb Fixtrs	Plumb bing fixtur s	60		9.75	585.00	Abercrombie, Kris...	<input type="checkbox"/>	Remodel

TYPES OF QUICKBOOKS TRANSACTIONS

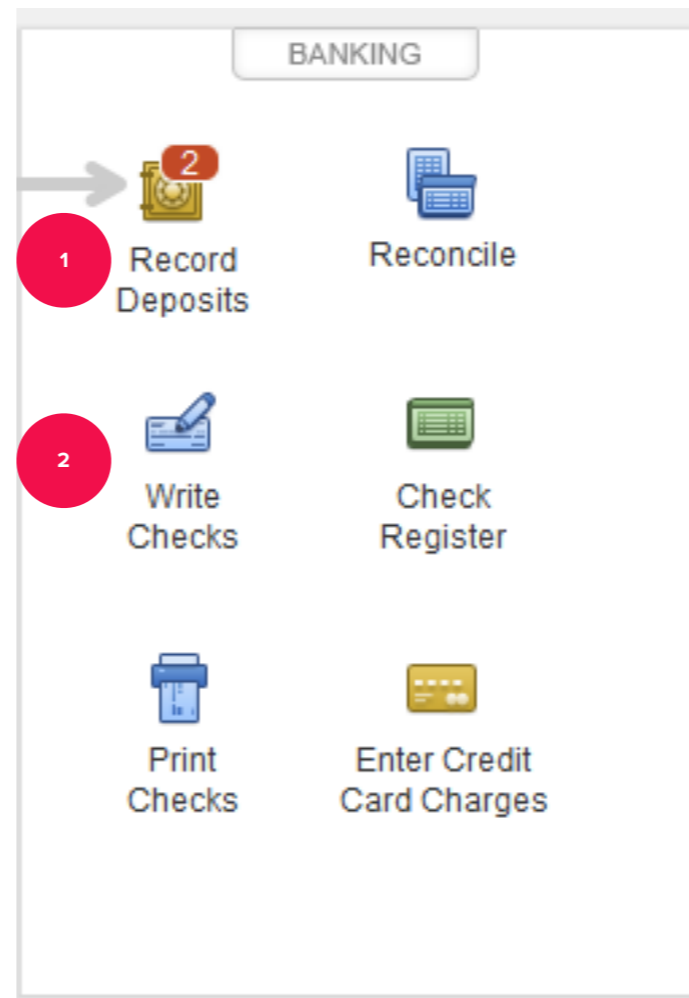
Different types of QuickBooks transactions include:

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

BANKING TRANSACTIONS

Banking transactions include:

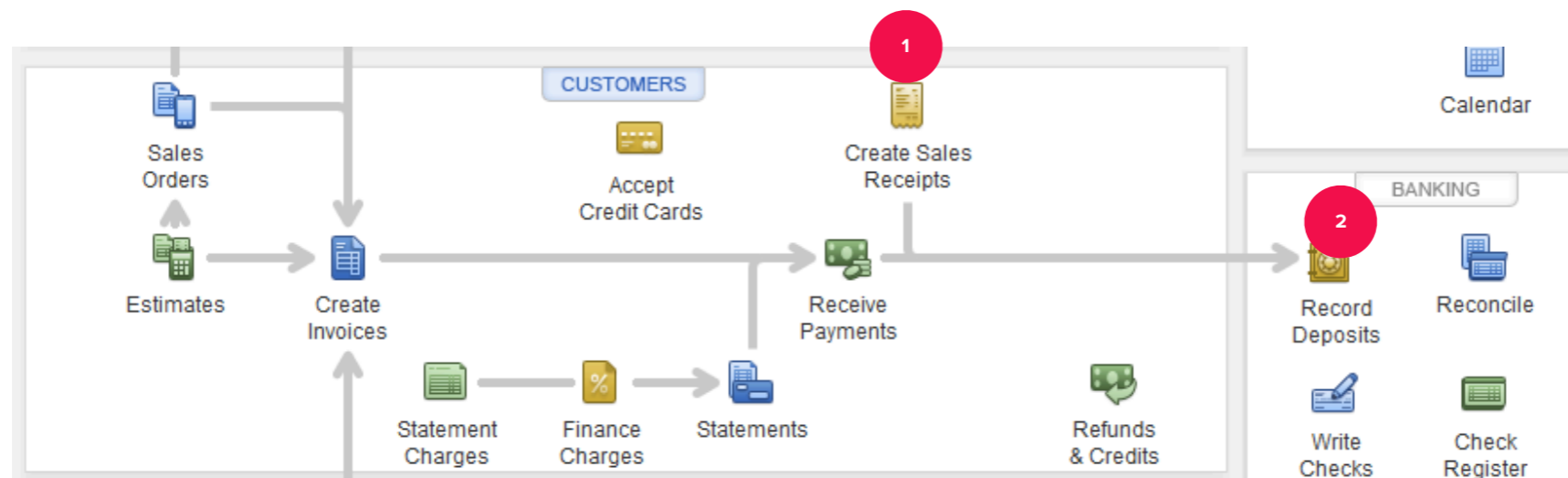
1. Record Deposits
2. Write Checks



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:

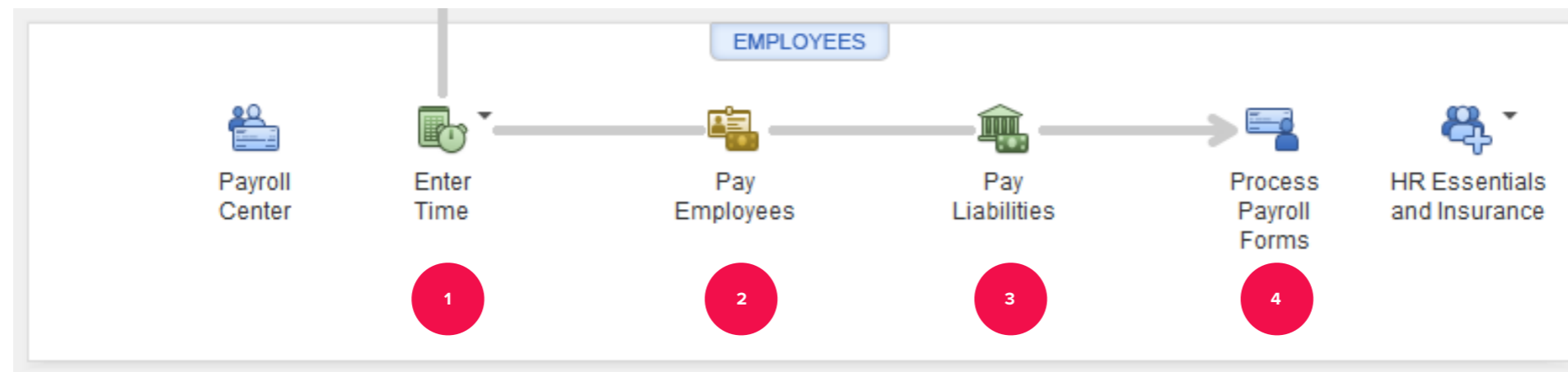
1. Enter bills for services received
2. Pay bills



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

