QuickBooks 2009 Student Guide

Working with Lists

Lesson 3

Lesson Objectives

- To edit the company chart of accounts
- To add a new customer to the Customers & Jobs list
- To add a new vendor to the Vendor list
- To learn about custom fields, and to practice adding custom fields
- To see how to manage lists in QuickBooks

Notes

Using QuickBooks Lists

QuickBooks lists organize a wide variety of information, including data on customers, vendors, inventory items, and more. Lists save you time by helping you enter information consistently and correctly. Such as:

- Names, addresses and other information about customers
- Contact information for vendors
- Descriptions and prices for products and services

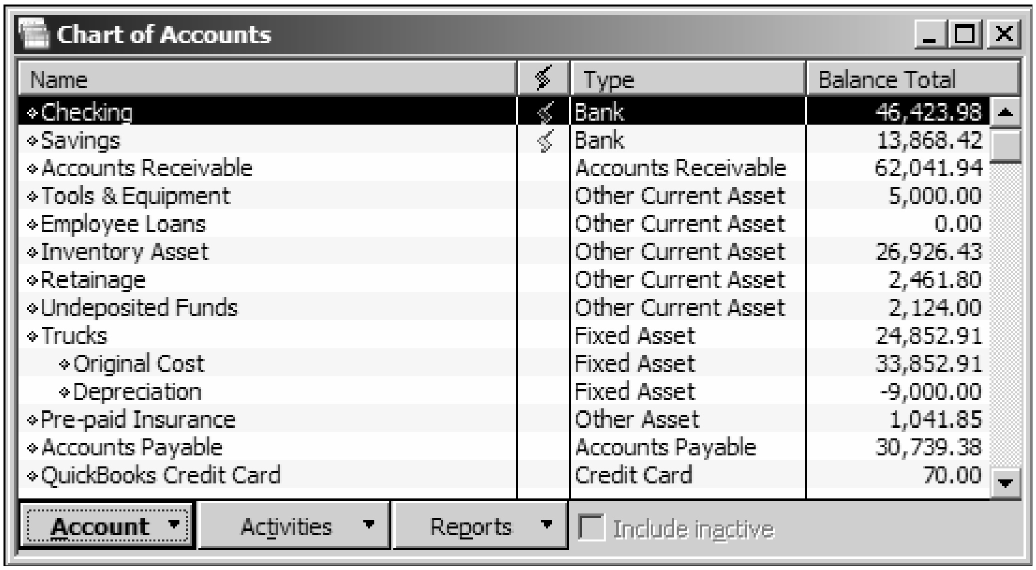
Notes

Editing the Chart of Accounts

The chart of accounts is your most important list because it shows how much your business has, how much it owes, how much money you have coming in, and how much you're spending.

To display the chart of accounts:

1. From the Lists menu, choose **Chart of Accounts**.



Name		Type	Balance Total
Checking		Bank	46,423.98
Savings		Bank	13,868.42
Accounts Receivable		Accounts Receivable	62,041.94
Tools & Equipment		Other Current Asset	5,000.00
Employee Loans		Other Current Asset	0.00
Inventory Asset		Other Current Asset	26,926.43
Retainage		Other Current Asset	2,461.80
Undeposited Funds		Other Current Asset	2,124.00
Trucks		Fixed Asset	24,852.91
Original Cost		Fixed Asset	33,852.91
Depreciation		Fixed Asset	-9,000.00
Pre-paid Insurance		Other Asset	1,041.85
Accounts Payable		Accounts Payable	30,739.38
QuickBooks Credit Card		Credit Card	70.00

2. Scroll through the list.

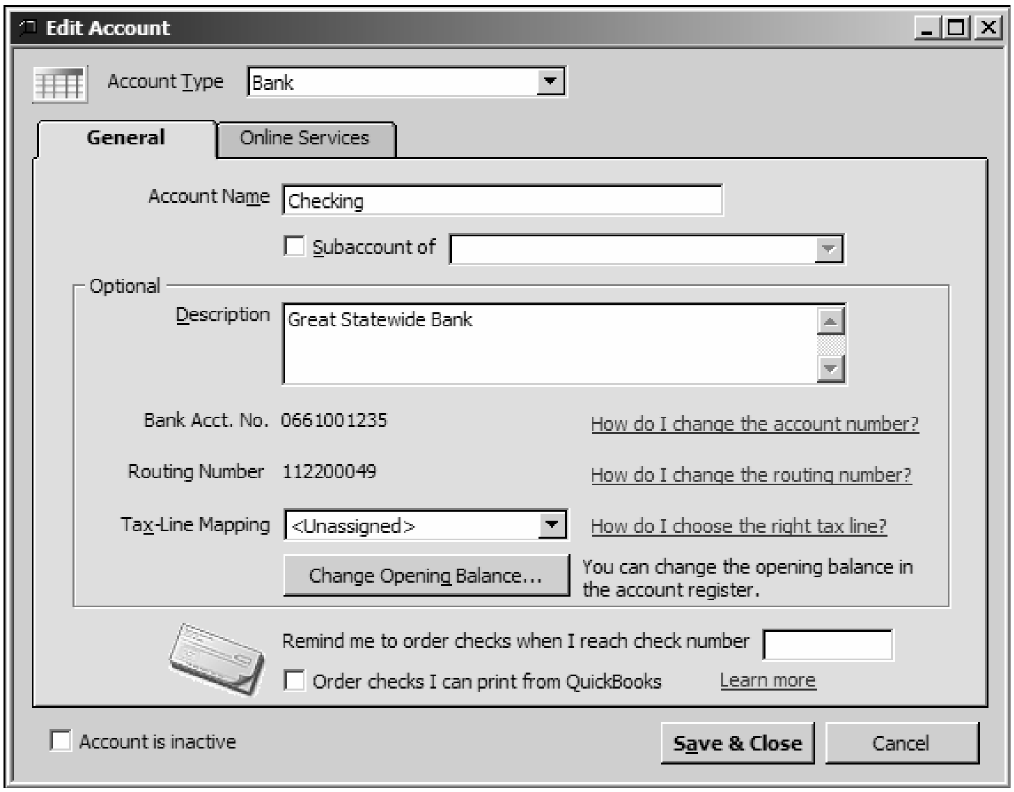
The Chart of accounts displays balance sheet accounts first, followed by income and expense accounts.

Notes

Editing an Account

To edit an account:

1. In the chart of accounts, select **Checking**.
2. Click the **Account** menu button, and then select **Edit Account**.
3. In the Description field, type **Great Statewide Bank**.



4. Click **Save & Close**.

Notes

Adding a Subaccount

To add a subaccount:

1. In the chart of accounts, click the Account menu button and then choose **New**.

   QuickBooks displays the Add New Account: Choose Account Type window.

2. Select **Expense**.
3. Click **Continue**.
4. In the Account Name field, type **Trade Pubs**.
5. Select the "Subaccount of" checkbox, and then select **Dues and Subscriptions**.
6. In the Description field, type **Trade Publications**.
7. Click **Save & Close**.

   QuickBooks displays the new subaccount.

◆Dues and Subscriptions	Expense	
◆Trade Pubs	Expense	
◆Union Dues	Expense	

8. Close the chart of accounts.

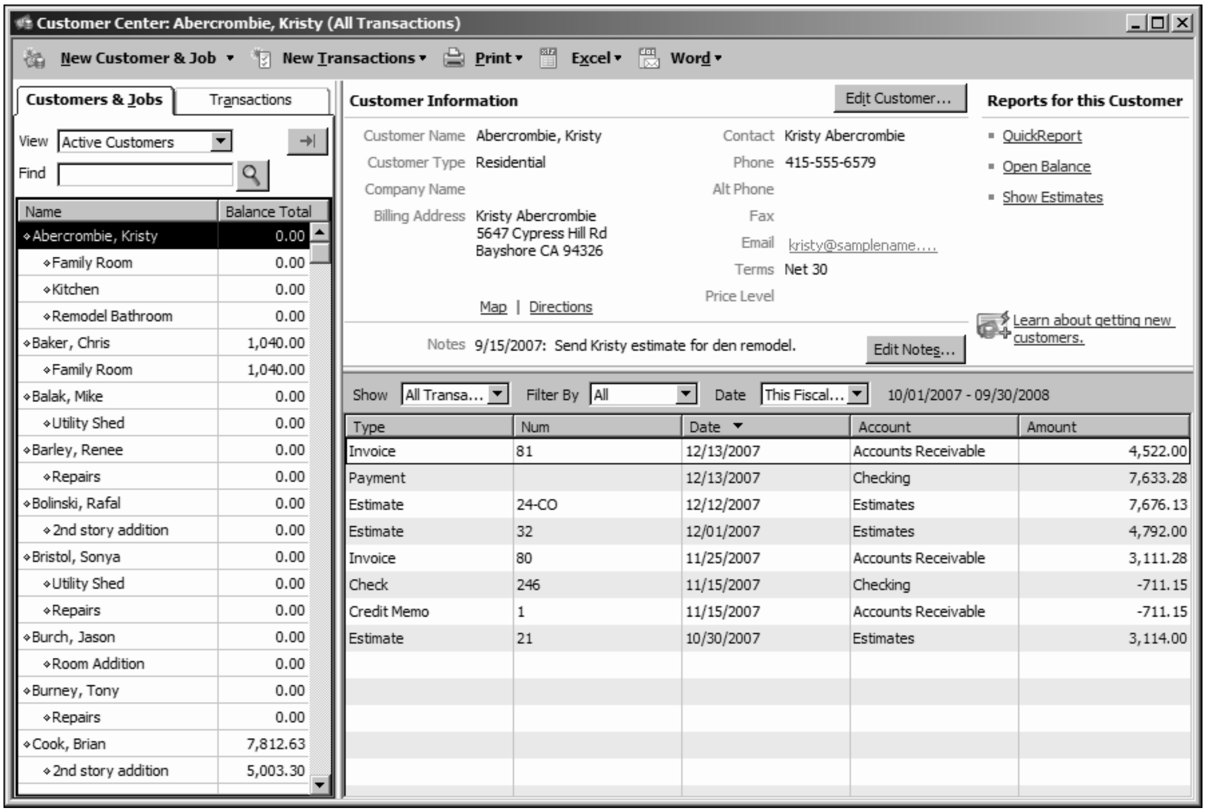
Notes

Working with the Customers & Jobs List

The Customer Center stores names, addresses, and other information about your customers. It also holds information about the jobs or projects you may want to track for each customer.

To add new customers:

1. Click **Customer Center** in the icon bar.



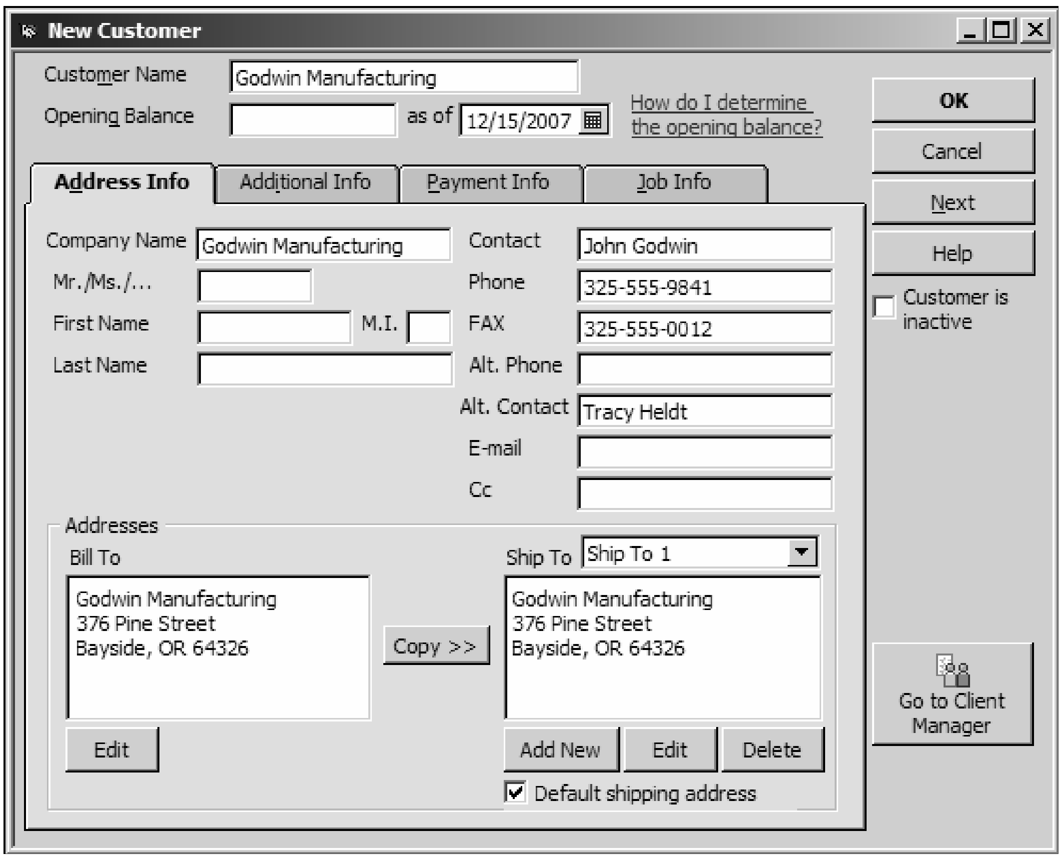
2. Click the **New Customer & Job** menu button (at the top of the Customer Center), and select **New Customer**.
3. In the Company Name field on the Address Info tab, type **Godwin Manufacturing**, and then press Tab.
4. In the Bill To field, click at the end of the line below the company name and press Enter.
5. Type **376 Pine Street**, and then press Enter.

Notes

Working with the Customers & Jobs List

6. On the next line of the Bill To field, type **Bayside, OR 64326**.
7. Click **Copy** to have QuickBooks copy the billing address to the Ship To field.
8. Click **OK** to use this address as the Ship To address.
9. Continue filling out the customer information by providing the following information:

Contact: **John Godwin**
Phone: **325-555-9841**
Fax: **325-555-0012**
Alt Contact: **Tracy Heldt**



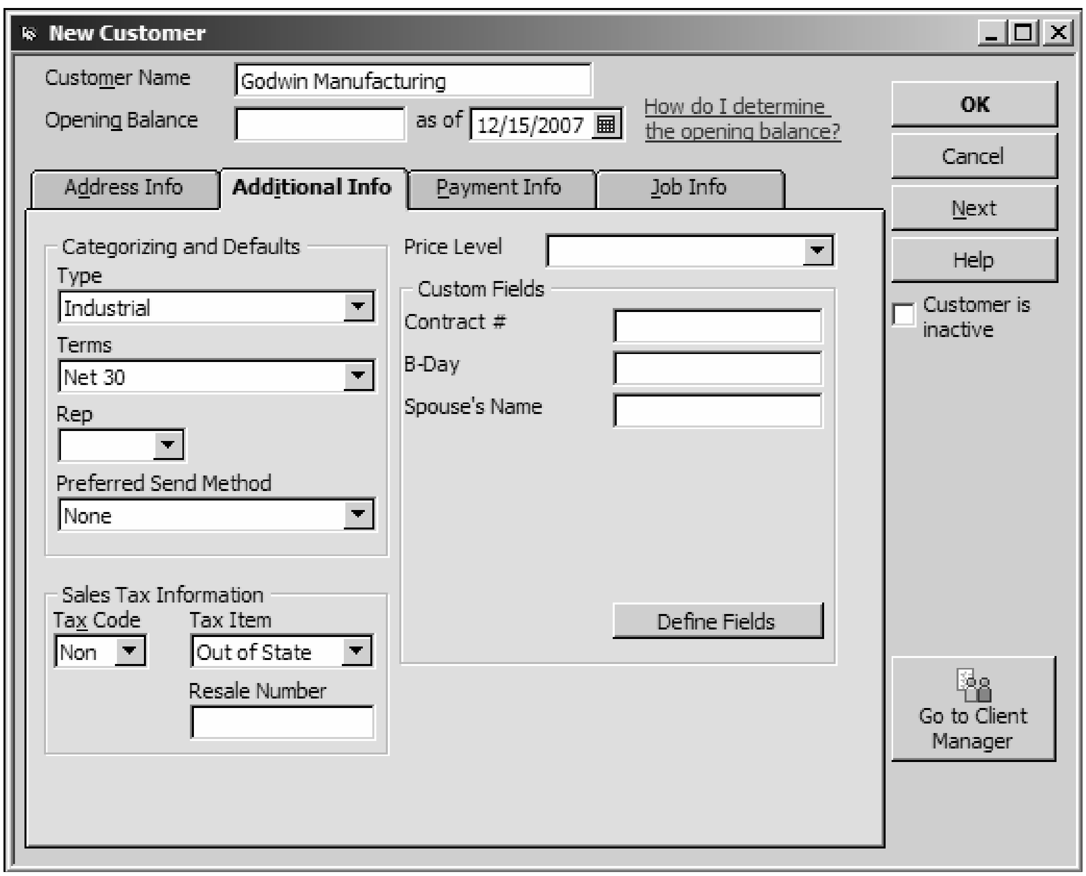
Notes

Working with the Customers & Jobs List

The Additional Info tab is where you can provide other important information, such as customer type (if you want to categorize your customers in some way), payment terms, and sales tax information.

To add additional information to a customer record:

1. Click the **Additional Info** tab.
2. In the Type field, type **Industrial**.
3. Press Tab.
4. Click the **Quick Add** button to add the customer type to the list.
5. In the Terms field, type **Net 30**.
6. In the Tax Code field, select **Non**.
7. In the Tax Item drop-down list, select **Out of State**.



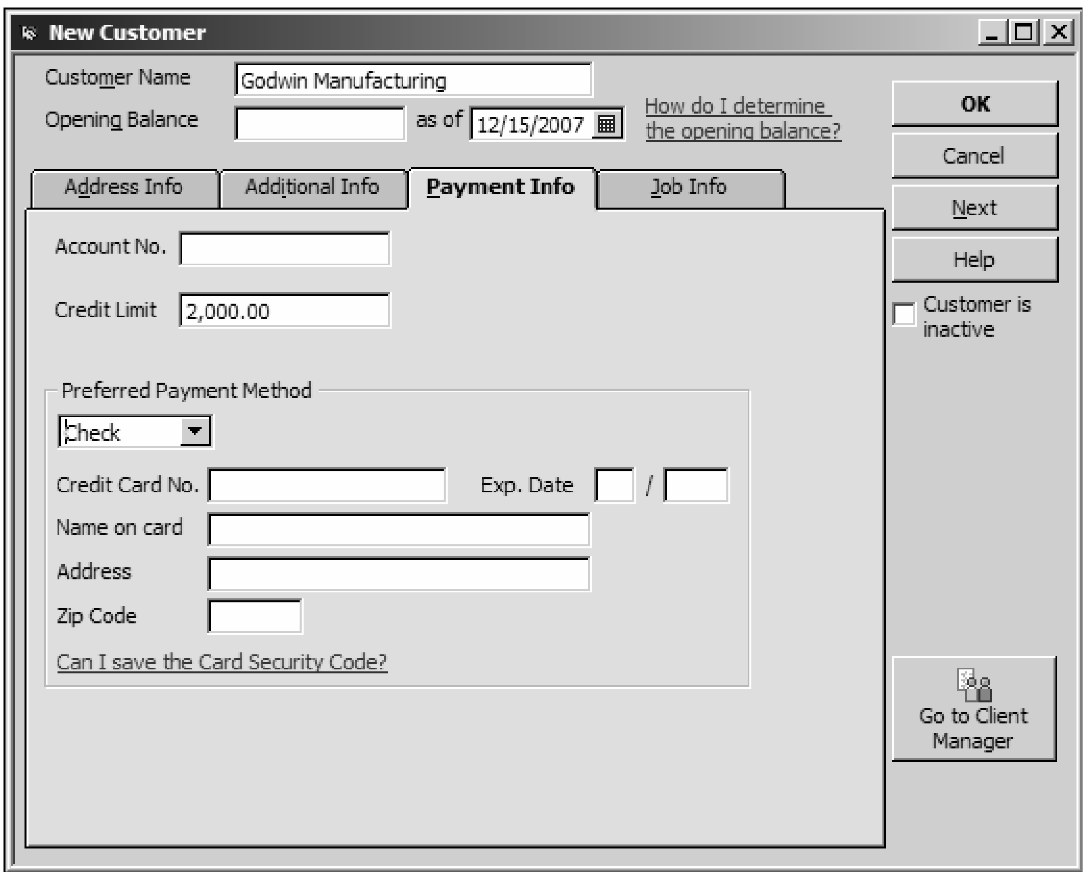
Notes

Working with the Customers & Jobs List

The Payment Info tab is where you enter customer account numbers and credit limits. You can also record information about each customer's preferred payment method. For customers who pay by credit card, you can enter credit card numbers and expiration dates.

To add payment and credit information to a customer record:

1. Click **Payment Info**.
2. In the Credit Limit field, type **2000**.
3. In the Preferred Payment Method drop-down list, choose **Check**.



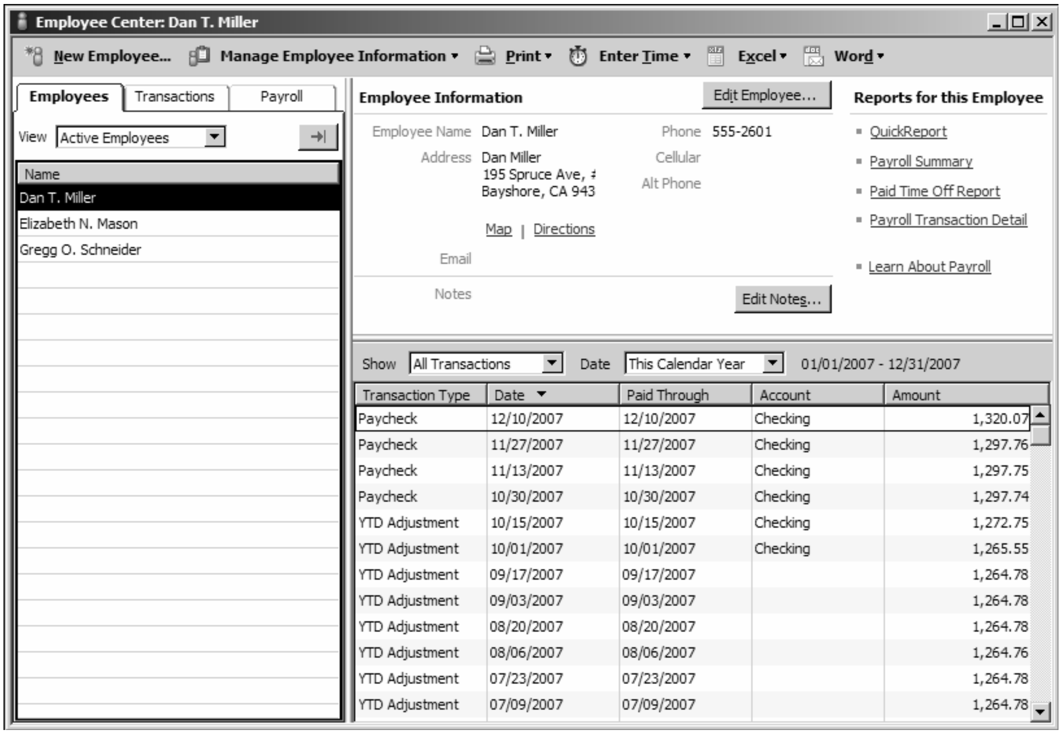
4. Click **OK** to add the customer and close the New Customer window.
5. Close the Customer Center.

Notes

Working with the Employee Center

To add a new employee:

1. Click **Employee Center** in the icon bar.

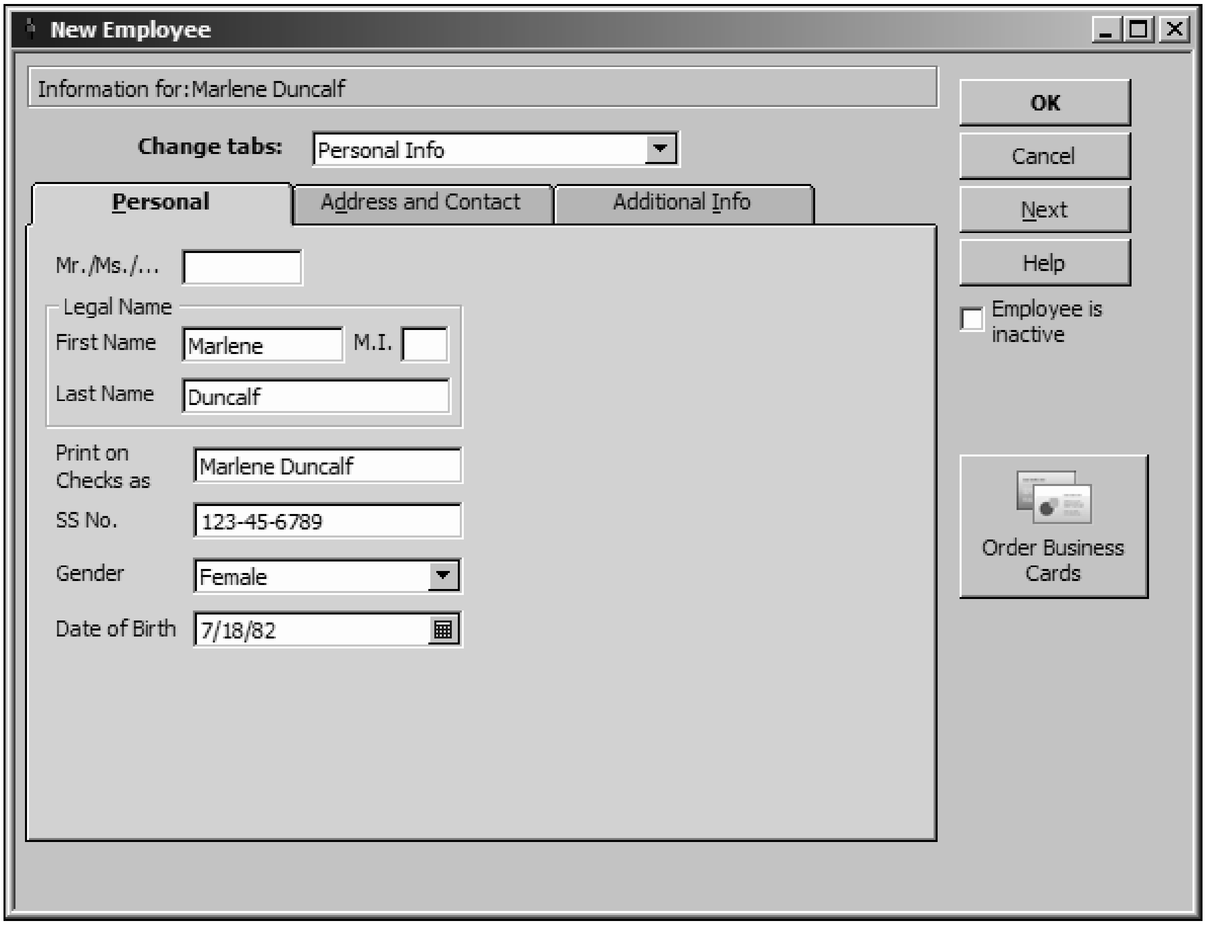


2. Click **New Employee** at the top of the Employee Center.
3. In the First Name field, type **Marlene**.
4. In the Last Name field, type **Duncalf**, and then press Tab.
5. In the SS No. field, type **123-45-6789**.
6. In the Gender field, select **Female**.

Notes

Working with the Employee Center

7. In the Date of Birth field, type **7/18/82**.

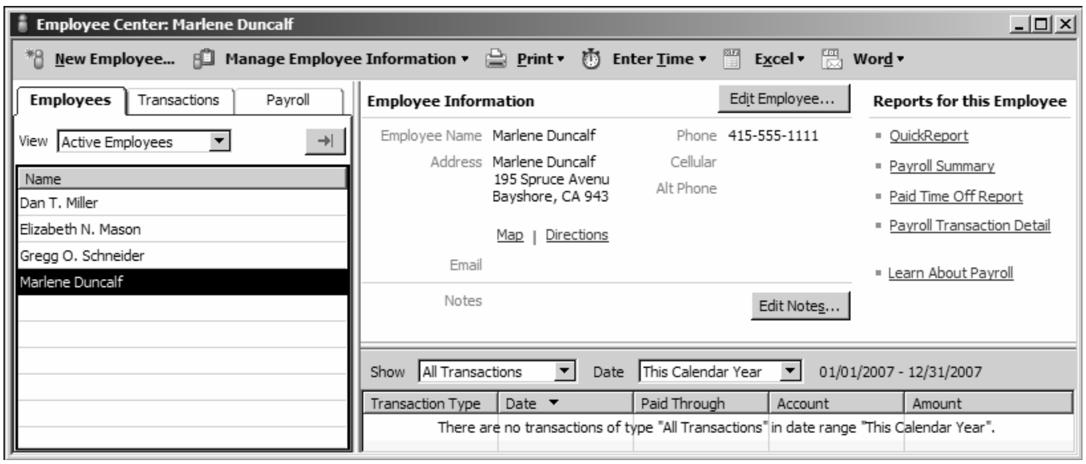


8. Click the **Address and Contact** tab.
9. In the Address field, type **195 Spruce Avenue, #202**.
10. For the City, State, and Zip fields, type **Bayshore, CA 94326**.
11. In the Phone field, type **415-555-1111**.
12. In the Change tabs field, select **Employment Info**.

Working with the Employee Center

13. In the Hire Date field, type **11/26/2007**.
14. Click **OK**.
15. When QuickBooks asks if you want to set up payroll information, click **Leave As Is**.

    QuickBooks updates and displays the Employee list with the new employee's name added.



16. Close the Employee Center.

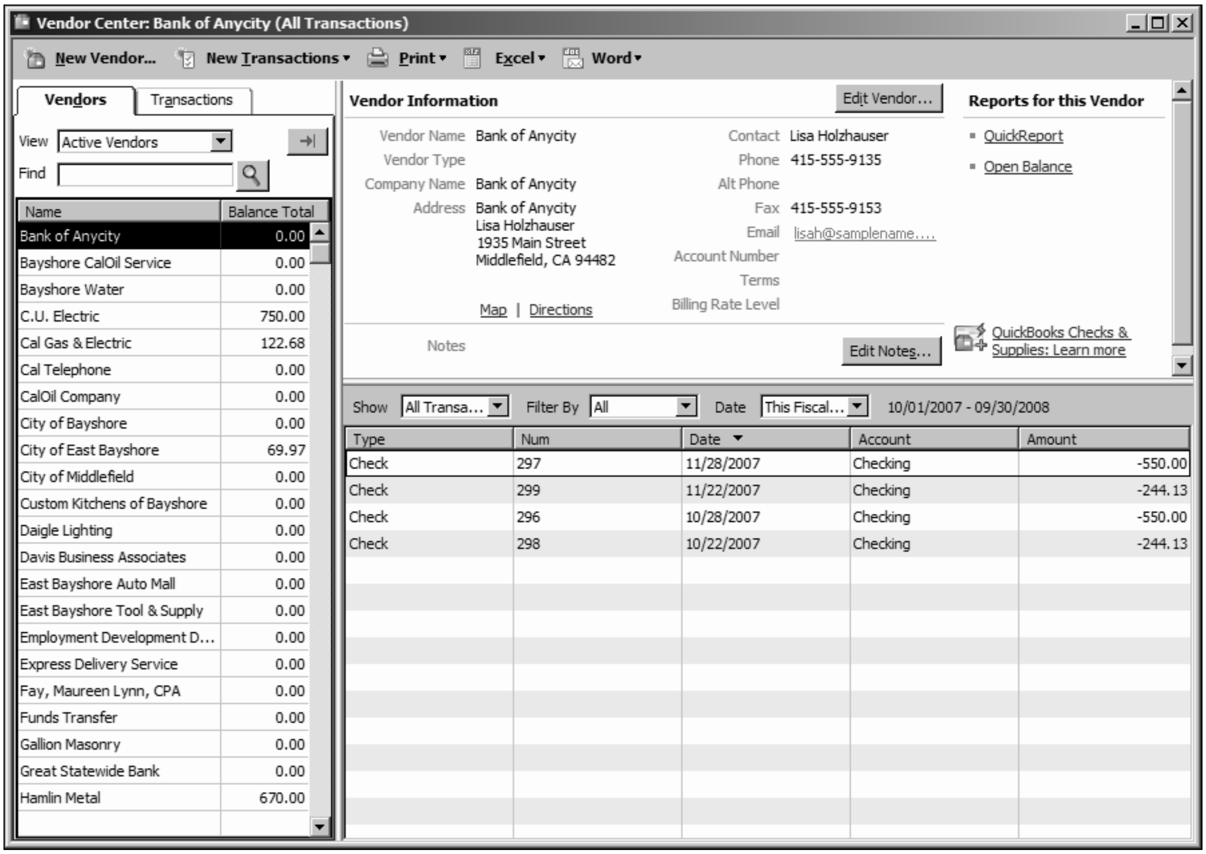
Notes

Working with the Vendor Center

The Vendor Center is where you record information about the companies or people from whom you buy goods or services.

To add a new vendor:

1. Click **Vendor Center** in the icon bar.

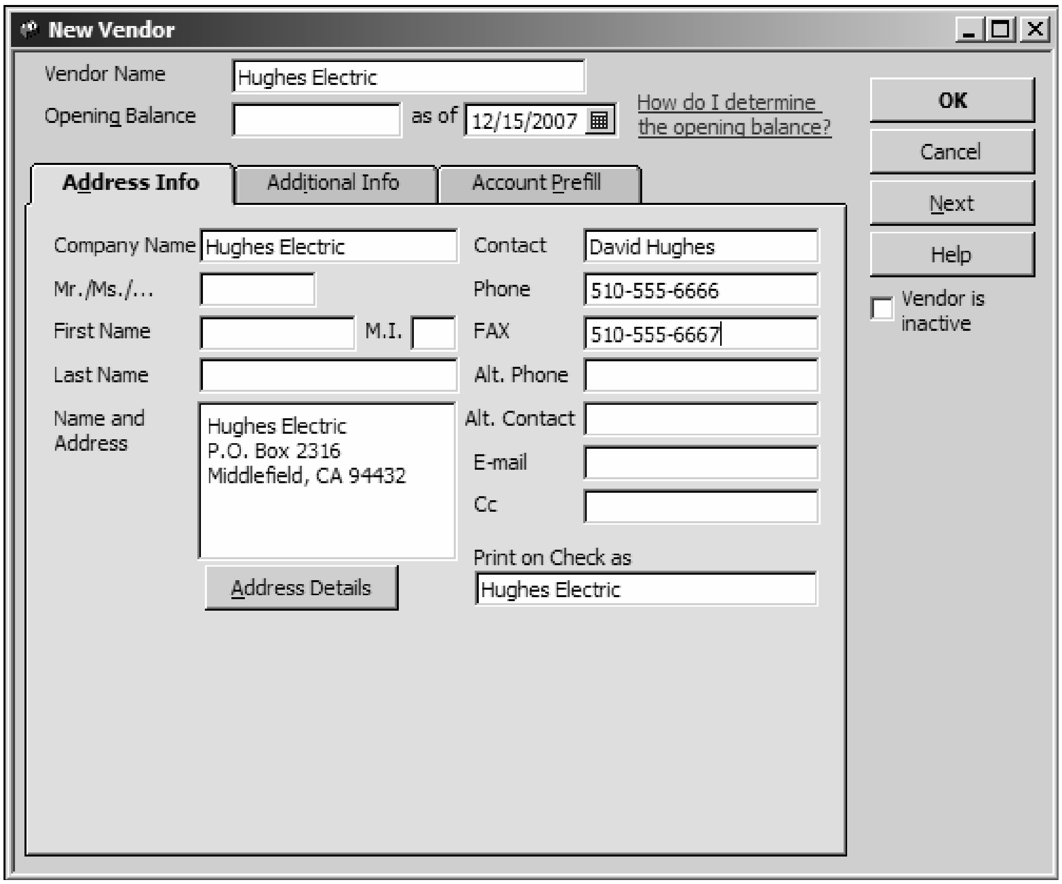


2. Click **New Vendor** at the top of the Vendor Center.
3. In the Vendor name field, type **Hughes Electric**.
4. In the Company Name field, type **Hughes Electric**, and then press Tab.
5. Click in the Name and Address field, after the company name displayed on the first line, and press Enter.
6. On the second line of the Address field, type **P.O. Box 2316**.

Notes

Working with the Vendor Center

7. Press Enter to move to the next line.
8. Type **Middlefield, CA 94432**.
9. In the Contact field, type **David Hughes**.
10. In the Phone field, type **510-555-6666**.
11. In the Fax field, type **510-555-6667**.



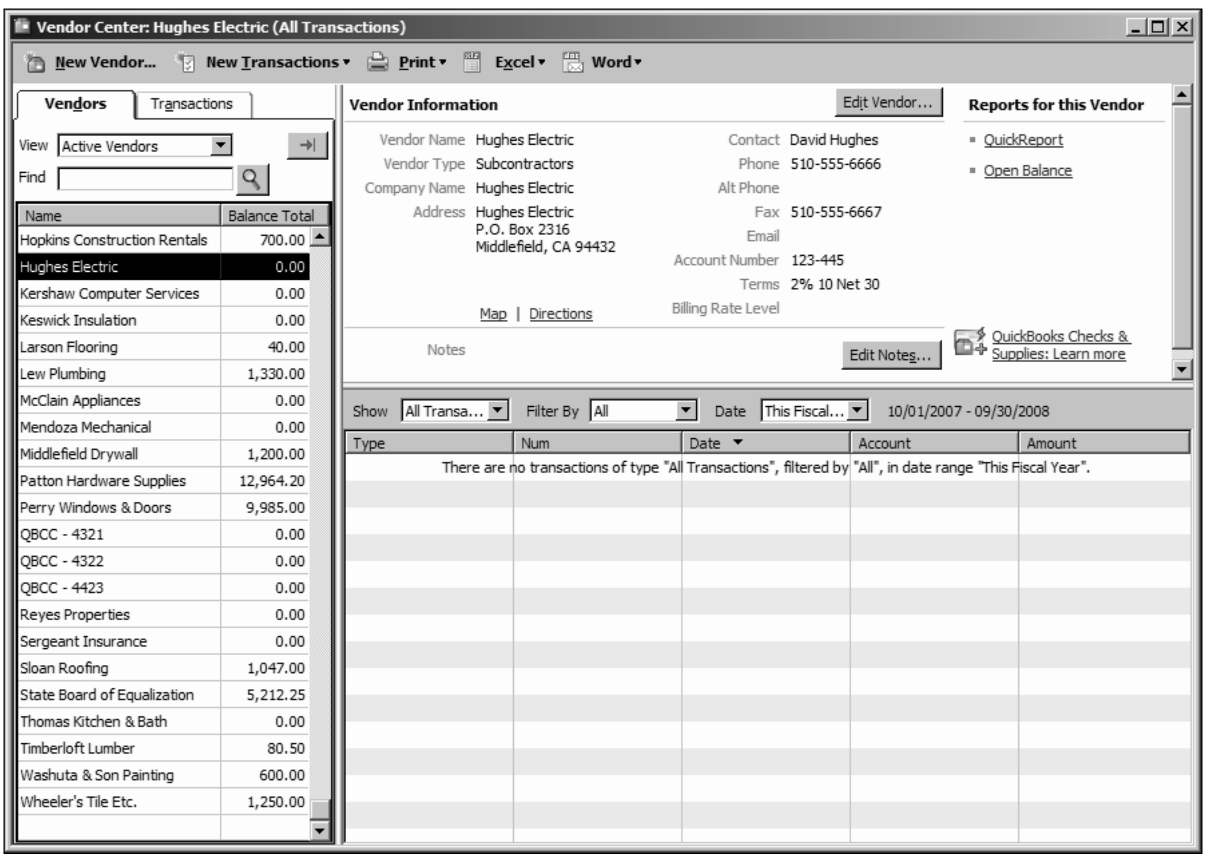
Notes

Providing Additional Vendor Information

The Additional Info tab in the New Vendor window is where you can enter a vendor type (if you want to categorize your vendors), payment terms, your credit limit, the vendor's tax identification number, whether this vendor is eligible for a 1099 form, and your opening balance.

To add information to a vendor record:

1. Click the **Additional Info** tab.
2. In the Account No. field, type **123-445**.
3. In the Type field, type **Subcontractors**.
4. In the Terms field, choose **2% 10 Net 30**.
5. In the Credit Limit field, type **2000** and press Tab.
6. Click **OK**.



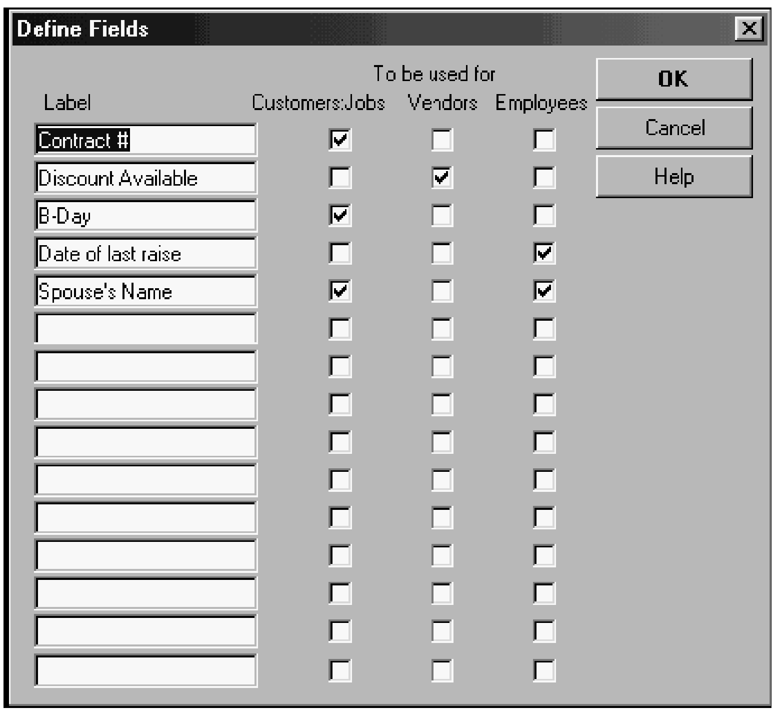
7. Close the Vendor Center.

Adding Custom Fields

QuickBooks lets you add custom fields to the Customers & Jobs, Vendor, Employee, and Item lists. Custom fields give you a way to track additional information specific to your business.

To add custom fields:

1. Click **Customer Center** in the icon bar.
2. In the Customers & Jobs list, select **Cook, Brian**.
3. Click the **Edit Customer** button.
4. Click the **Additional Info** tab.
5. Click **Define Fields**.

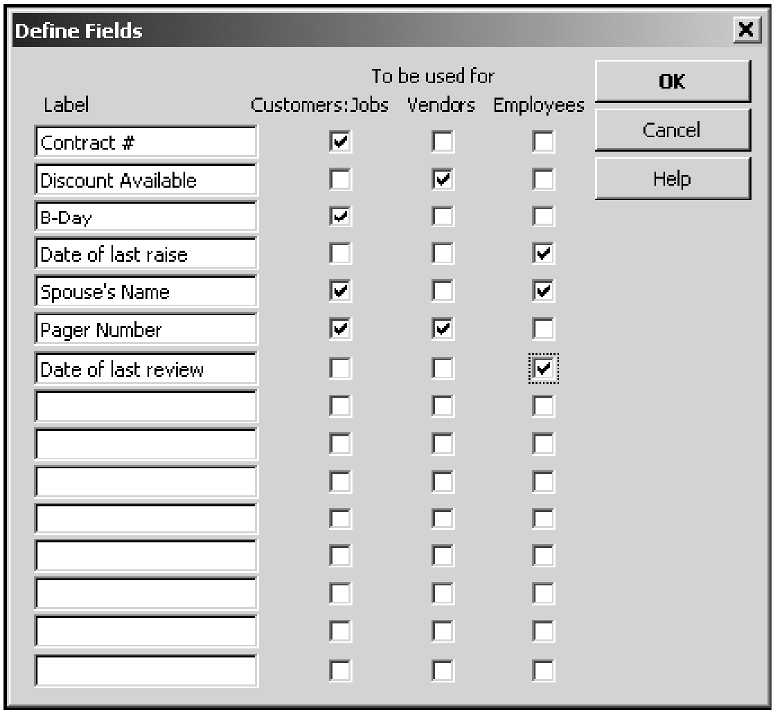


6. In the first blank Label field, type **Pager Number**.
7. Click the **Customer:Jobs** checkbox to select it.
8. Click the **Vendors** checkbox to select it.

Notes

Adding Custom Fields

9. In the next blank Label field, type **Date of last review**.
10. Click the **Employees** checkbox to select it.



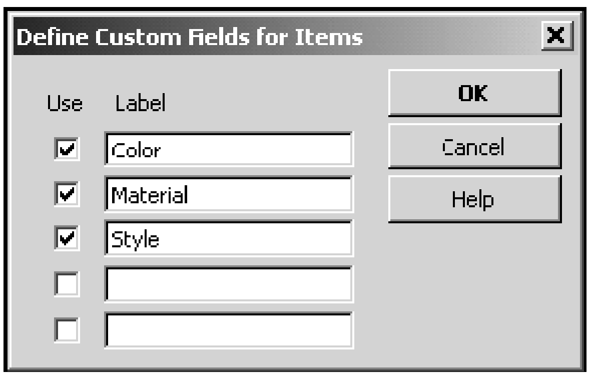
11. Click **OK**.
12. If you see an informational message, click **OK**.
13. In the Pager Number field, type **415-555-9876**.
14. Click **OK** to close the Edit Customer window.
15. Close the Customer Center.

Notes

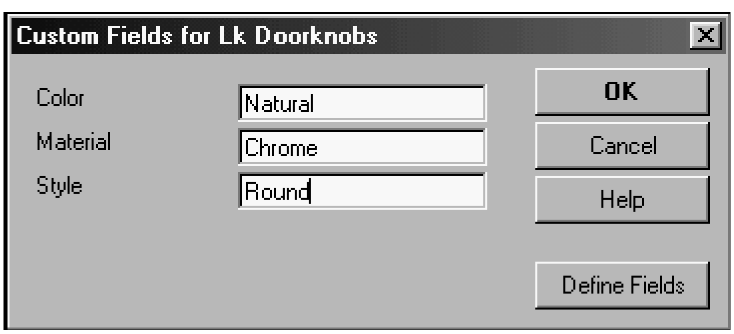
Adding Custom Fields

To add custom fields for items:

1. From the Lists menu, choose **Item List**.
2. In the Item list, select **Lk Doorknobs**.
3. Click the **Item** menu button, and then choose **Edit Item**.
4. Click **Custom Fields**.
5. Click **Define Fields**.
6. In the “Use” column, click the first blank checkbox to select it. Then type **Style** in the Label field.



7. Click **OK** to close the window.
8. In the “Custom Fields for Lk Doorknobs” window, type **Round** in the Style field.



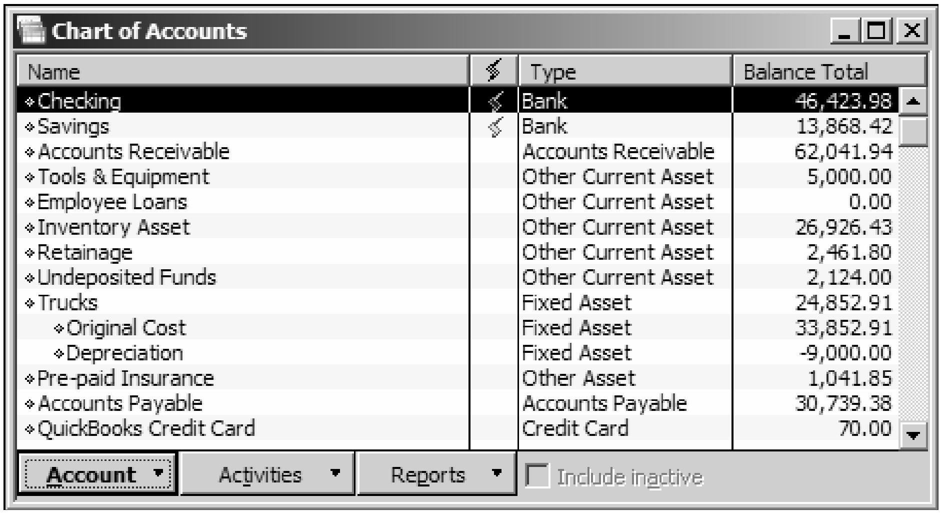
9. Click **OK** to close the Custom Fields for Lk Doorknobs window, and then click **OK** to close the Edit Item window.
10. Close the Item list.

Notes

Managing Lists

To sort a list manually:

1. From the Lists menu, choose **Chart of Accounts**.



Name		Type	Balance Total
Checking	✓	Bank	46,423.98
Savings	✓	Bank	13,868.42
Accounts Receivable		Accounts Receivable	62,041.94
Tools & Equipment		Other Current Asset	5,000.00
Employee Loans		Other Current Asset	0.00
Inventory Asset		Other Current Asset	26,926.43
Retainage		Other Current Asset	2,461.80
Undeposited Funds		Other Current Asset	2,124.00
Trucks		Fixed Asset	24,852.91
Original Cost		Fixed Asset	33,852.91
Depreciation		Fixed Asset	-9,000.00
Pre-paid Insurance		Other Asset	1,041.85
Accounts Payable		Accounts Payable	30,739.38
QuickBooks Credit Card		Credit Card	70.00

2. Click the diamond to the left of the Owner's Draw subaccount of Owner's equity.
3. Click and hold the mouse button, and drag the pointer upward until you see a dotted line directly below Owner's Equity.
4. Release the left mouse button.

Owner's Equity	Equity	19,000.00
Owner's Draw	Equity	-6,000.00
Owner's Contribution	Equity	25,000.00

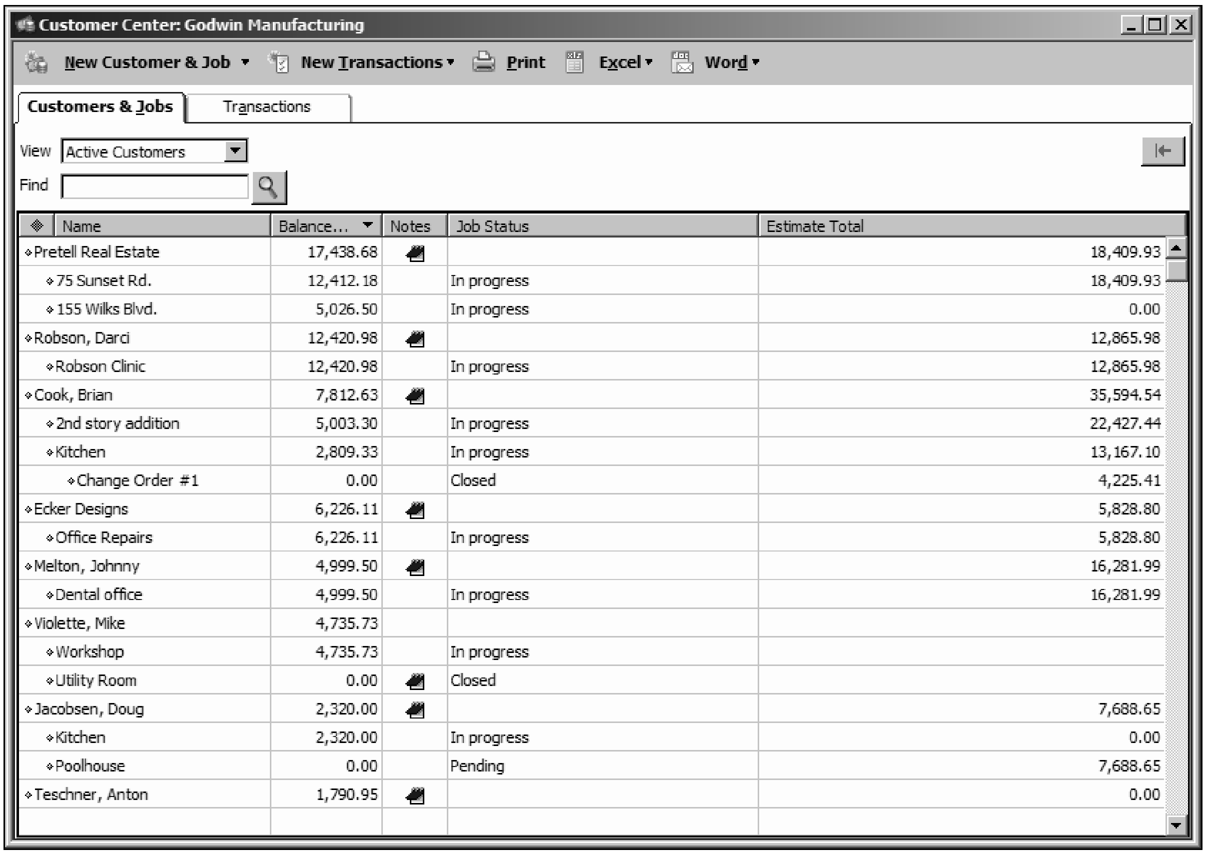
5. To re-sort the list alphabetically, click the **Account** menu button, and select **Re-sort List**.
6. Click **OK**.
7. Close the chart of accounts.

Notes

Managing Lists

To sort a list in descending order:

1. Click **Customer Center** on the icon bar to display the Customer Center and Customers & Jobs List.
2. Click the arrow to the right of the View drop-down list to expand the Customers & Jobs list.
3. Click the **Balance Total** column heading.
4. Click the column heading again.



5. To return to the order you started with, click the large diamond to the left of the Name column heading.
6. Click the collapse arrow to the right of the window to collapse the Customers & Jobs list.
7. Close the Customer Center.

Notes

Managing Lists

In most lists, you can combine two list items into one. For example, you may find that you've been using two customers (because of different spellings) when you really need only one on your Customers & Jobs list. You can merge list items in the Chart of Accounts, Item, Customers & Jobs, Vendor, Employee, and Other Names lists.

To merge items on a list:

1. From the Vendors menu, choose **Vendor Center**.
2. Double-click the entry for Hughes Electric.
3. In the Vendor Name field, type **C.U. Electric**.
4. Click **OK**.
5. Click **Yes**.
6. Close the Vendor Center.

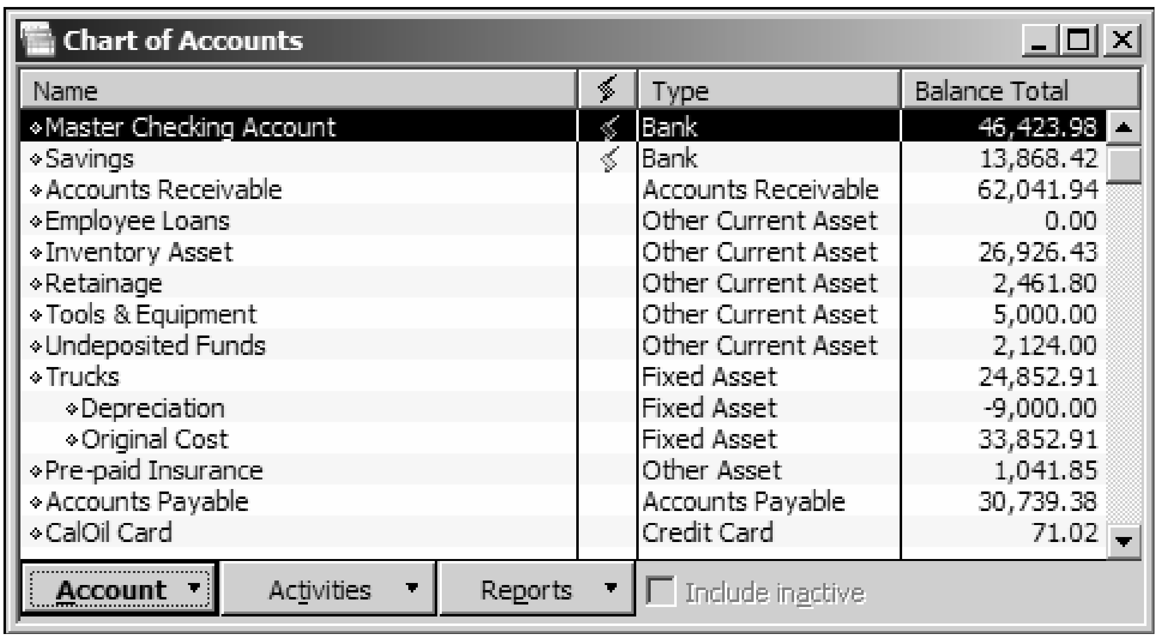
Notes

Managing Lists

You can rename any list item. When you make the change, QuickBooks automatically modifies all existing transactions containing the item.

To rename a list item in the chart of accounts:

1. From the Lists menu, choose **Chart of Accounts** to display the chart of accounts for Rock Castle Construction.
2. In the chart of accounts, select **Checking**.
3. Click the **Account** menu button, and choose **Edit Account**.
4. In the Account Name field, type **Master Checking Account**.
5. Click **Save & Close**.



Name		Type	Balance Total
Master Checking Account		Bank	46,423.98
Savings		Bank	13,868.42
Accounts Receivable		Accounts Receivable	62,041.94
Employee Loans		Other Current Asset	0.00
Inventory Asset		Other Current Asset	26,926.43
Retainage		Other Current Asset	2,461.80
Tools & Equipment		Other Current Asset	5,000.00
Undeposited Funds		Other Current Asset	2,124.00
Trucks		Fixed Asset	24,852.91
Depreciation		Fixed Asset	-9,000.00
Original Cost		Fixed Asset	33,852.91
Pre-paid Insurance		Other Asset	1,041.85
Accounts Payable		Accounts Payable	30,739.38
CalOil Card		Credit Card	71.02

6. Close the chart of accounts.

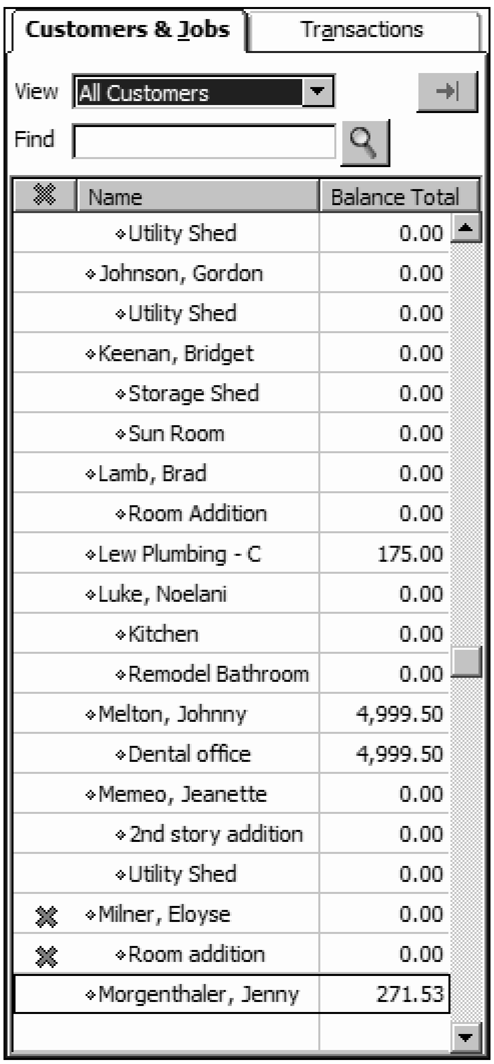
Notes

Managing Lists

You can delete list items if you have not used them in any transactions. If you try to delete a list item that is used in a transaction, QuickBooks displays a warning that the item can't be deleted. If you don't want to use a list item but you can't delete it, you can make it inactive.

To make a list item inactive:

1. On the Home page, click the **Customers** button (left side of the Home page).
2. Select **Milner, Eloyse** in the list. (Select her name, not the job.)
3. Right-click the name and choose **Make Customer:Job Inactive**.
4. To see inactive list items, choose **All Customers** from the View drop-down list.



5. Leave the Customer Center open.

Managing Lists

You can print a QuickBooks list for reference, or you may print a list to a file to use in your word processor or spreadsheet. QuickBooks prints the Customers & Jobs list as it appears on the screen. For example, if the Customers & Jobs list is expanded and sorted by balance total, QuickBooks prints the expanded list sorted by balance total; if the list is collapsed, QuickBooks prints just the customer name, the balance total, and active status.

To print the Customers & Jobs list:

1. In the Customer Center, click the **Print** menu button, and then choose **Customer & Job List**.
2. Click **OK** to bypass the List Reports message.
3. Click **Print**.

Notes

Managing Lists

To print information on one customer:

1. In the Customers & Jobs list, select the customer whose details you want to print.
2. Click the **Print** menu button, and then choose **Customer & Job Information**.
3. Click **Print**.

Notes

Managing Lists

If you want to print information for selected customers only, you can generate and filter the Customer Contact report for those customers. You can also modify the report to include the columns that you want.

To print information for selected customers:

1. From the Reports menu, choose **List**, and then choose **Customer Contact List** from the submenu.
2. Click **Modify Report**.
3. Click the **Filters** tab.
4. Select **Customer** in the Filter list.
5. In the Customer field, choose **Multiple customers/jobs**.
6. Make sure **Manual** is selected then click to put a checkmark next to those customers for which you want to print contact information.
7. Click **OK** to close the Select Customer:Job window.
8. Click **OK** to close the Modify Report window.
9. Print the report.

Notes