

QuickBooks – A Basic “How To”

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How To: enter data in your bank and credit card registers

- Click “Banking”
- Click “Use Register”
- Select the bank or credit card account you would like to do data entry in – you can filter your accounts by type so it’s easier to find them alphabetically
- When you are entering data from the statement, DO NOT enter any customer payments in your register (see How To: receive payments and credits on a customer’s accounts)
- Enter the correct date, payee (if you need to add a new payee, just do a “Quick Setup” and add them as a vendor), payment amount and account
 - NOTE: ensure you are coding things to the correct account such as “Supplies”, “Postage”, “Insurance”, etc. If in doubt, code to “Ask My Accountant” and that will flag your accountant to take a look at it and code it for you
 - NOTE: if you are purchasing an item that is over \$500 that is typically an asset. Save the receipt and code to the correct asset account or code to “Ask My Accountant” and put as much detail as possible in the memo

How To: reconcile a bank or credit card account

- After all of your data has been entered in the register, you are ready to reconcile!
- When you are in the account you want to reconcile (“Banking” -> “Use Register” -> select the account you want)
 - Click “Banking”
 - Click “Reconcile”
 - Be sure to enter the correct ending date (as seen on your statement)
 - Be sure to enter the correct ending balance (from your statement)
 - Click “Continue”
 - Go through and ✓ off everything that is on your statement and in the register
 - NOTE: if your customer payment and credits are not showing up, be sure you have followed all the steps in How To: receive payments and credits on a customer’s accounts
 - The “Difference” (in the lower right-hand corner) should be zero
 - Click “Reconcile Now”
 - NOTE: if a box pops-up asking if you want to write a check for a credit card payment, click “Cancel”
 - Be sure to print or PDF a copy of your reconciliation to save for your reference

How To: add a vendor

- Click “Vendors”
- Click “Vendor Center”
- Click “New Vendor”
- Click “New Vendor”
- Be sure to click the “Tax Settings Tab” and add in their EIN or SSN

How To: add a new customer

- Click “Customers”
- Click “Customer Center”
- Click “New Customer & Job”
- Click “New Customer”

How To: create an invoice

- Click “Customers”
- Click “Create Invoices”
- Make sure your customer is correct and that you have the correct date
 - NOTE: you can put as much or as little information as you want in the “Description” line. For example, if the invoice is for a whole month you could write, “Service for the month of August”
- You can print or email your invoice, but again, make sure the correct email is populating
- Click “Save & Close”
 - NOTE: to be sure your invoice has saved to the correct customer click “Customer”, “Customer Center” and look up that customer on the left hand side – this is also a great place to check the balance on a customer’s account

How To: receive payment and credits on a customer’s account

- Click “Customers”
- Click “Receive Payments”
- Ensure the correct customer is in the “Received From”
- Make sure you have the correct “Payment Amount”
- Be sure the date you enter is the date you actually received the payment
- Reference number should be the Check number if they paid with a check
- Select the invoices you want to receive the payment on
 - NOTE: if your entering a credit on a customer’s account, you will not select the invoices, you will just “Save & Close” the payment
- Click “Save & Close”
 - NOTE: to be sure your payment/credit has been entered to the correct customer click “Customer”, “Customer Center” and look up that customer on the left hand side – this is also a great place to check the balance on a customer’s account
- After the payment has been entered, you want to deposit it into your bank account
 - Click “Banking”
 - Click “Make Deposits”
 - Select the appropriate payments that you want to deposit
 - Enter the deposit date
 - Click “Save & Close”

Helpful Tools & Resources:

- YouTube – YouTube has many training and how to videos. If you are a visual learner, this is a great resource for QuickBooks Desktop, PC & Mac
- <https://community.intuit.com/quickbooks-online>
- When in doubt, give us a call! 360-825-0591