

BASIC QUICKBOOKS PROCEDURES

To open the company:

1. Double-click on Quickbooks icon
2. The file that was previously open in Quickbooks will automatically load so check the name of the current company at the top of the page. If it is not the company you want, do the following steps.
3. At the top of the screen, click on File
4. Click on Open Company
5. Find the directory containing the proper company file
6. Double-click on the company you want

To write a check:

1. At the top of the screen, click on Banking
2. Click on Write Check
3. Verify the checking account is correct
4. Verify the check number, or if printing, verify that the “to be printed” box is checked
5. Type in date
6. Type in the vendor name
7. Type in amount
8. Under “Account” select the proper account that the check should be coded to (i.e., 500 – Parts, etc.)
9. Click Save and Close if no other checks to write, or Save and New if you need to input others.

To void a check:

1. At the top of the screen, click on Banking
2. Click on Use Register
3. Select the account you want to look at
4. Find the check number in the register
5. Click once on the check number (this highlights that check)
6. Right click on the check number
7. Click “Void check”
8. Click “Record” at the bottom of the register
9. You may want to make a note of the amount in the memo field for future purposes as voiding the check will completely zero out all amounts. You may also want to note the reason for the void.

To print a check:

1. At the top of the screen, click on File
2. Click on Print Forms
3. Click on Checks
4. Select correct checking account
5. Verify the correct number is in "First Check Number". This should be the first check number that you will be printing
6. Click OK
7. Verify that the correct style of check is selected (i.e. voucher or three part), then press OK

To input a deposit:

1. At the top of the screen, click on Banking
2. Click on Make Deposits
3. Select the checking account that the deposit is for
4. Type in the date
5. Under "From Account" enter the account that the deposit should be coded for (i.e., income or 500-Parts if it is a parts reimbursement, etc.)
6. Input any other information in the memo field you may need
7. Input Check Number, if applicable
8. Input Type of Payment, if applicable
9. Input Amount
10. Click Save and New if you have more deposits to enter
11. Click Save and Close if you do not have more deposits to enter

To void a deposit:

1. At the top of the screen, click on Banking
2. Click on Use Register
3. Select what account you want to look at
4. Find the deposit in the register
5. Click once on the deposit (this highlights that deposit)
6. Right click on the deposit
7. Click "Void deposit"
8. Click "Record" at the bottom of the register

To input a bill:

1. At the top of the screen, click on Vendors
2. Click on Enter Bills
3. Type in Vendor Name

4. Type in the date of the bill
5. Type in the Due Date
6. Type in the Amount Due
7. Type in the invoice number or reference number
8. Under "Account" select the proper account that this invoice should be coded to (i.e., 500-parts), if uncertain put it in "Miscellaneous" and make a memo with more detail so your accountant can determine where it should be coded
9. Type in the amount
10. Type in Memo if any
11. Click Save and New if there are more bills to input
12. Click Save and Close if there are no more bills to input

To pay bills:

1. At the top of the screen click on Vendors
2. Click on Pay Bills
3. Select the bills to be paid
4. Verify that the account for payment is correct (i.e., checking account)
5. Verify that the "to be printed" option is selected
6. After you are done selecting the bills that will be paid, click on Pay and Close
7. Print the checks as described under "To Print Checks" in this manual.

To perform a bank reconciliation:

1. At the top of the screen click on Banking
2. Click on Reconcile
3. Select the account you are reconciling
4. Verify that the Opening Balance matches the opening balance on the bank statement, if not you will need to go back over the prior month's entries to see if a cleared item has been changed
5. Enter Ending Balance from bank statement
6. Click on the cleared entries as they appear in the bank statement
7. To correct an entry (i.e., wrong check amount) double click on the entry, this will pull up the check or deposit so that it can be corrected.
8. After you have clicked on all the cleared entries, your difference at the bottom of the screen should be \$0.
9. If the difference is not \$0 check for discrepancies such as:
 - a. Any service charges not entered, input into the Service Charge field at the top of the Reconciliation screen, the account is Bank Service Charges

- b. Any interest earned not entered, input into the Interest Earned field at the top of the Reconciliation screen, the account is Interest Earned
 - c. Any items on the bank statement not on the Reconciliation screen need to be entered (i.e., missing checks or deposits)
10. After the Difference has reached \$0, click on Reconcile Now
11. A screen will come up asking if you want a Detailed Report or a Summary Report. Always choose the Detailed Report in case your beginning balance on your QuickBooks doesn't match the beginning balance on the bank statement in the future.
12. Click on Print

To print financial statements:

1. At the top of the screen, click on Reports
2. Click on Company and Financial
3. Click on the desired report
4. Modify the date range of the report to reflect the period desired
5. Click on Refresh
6. Click on Print

To export reports to Excel:

1. After following the above steps 1-5 for "to print Financial Statements", click on the Excel button at the top of the report
2. Select whether you are sending the report to a new spreadsheet or an existing one
3. Click OK