

Index

1096 (tax form), printing,
295-298

1099 (tax form)
mid-year balances, entering,
312-313
preferences, 282-283
printing, 295-298

A

access

EasyStep Interview, 6
remote, for accountants, 454
Report Center, 460

Accountant Import dialog box,
440

Accountant's Copy method,
432-437
canceling, 442-443
changes, importing, 438-442
files
 converting, 456-457
 modifying, 449-451
 requesting, 455-456
 returning, 452, 454
 reviewing, 444-449
restrictions, 437-438

accountants

benefits of sharing data, 424
QBA file type, 429
remote access for, 454
sharing data for. *See*
 Accountant's Copy method

accounting

inventories, 238. *See also*
 inventories
periods, tracking changes to
 closed, 105-109

accounts

Accounts Payable. *See*
 Accounts Payable
Accounts Receivable. *See*
 Accounts Receivable
adding, 362
Balance Sheet, 218-227.
 See also Balance Sheet
bank
 balances, 88, 124
 cash/accrual basis startup
 transactions, 32
 completing multiple
 year/month reconciliation,
 128-130
 creating adjustments,
 138-140
 entering, 13
 identifying uncleared trans-
 actions, 127
 locating discrepancies, 135
 reconciling, 124
 restarting reconciliation, 136
 reviewing previous reconcilia-
 tion reports, 134
 troubleshooting reconcilia-
 tion, 130-138
 uncleared transactions,
 131-134
 undoing reconciliation,
 137-138
 validating transactions,
 125-127

482 accounts

- verifying reconciliation, 125
 - Voided/Deleted Report, 136
- Barter, 190
- chart of accounts
 - assets, 38
 - cost of goods sold (COGS), 39
 - creating, 50-51
 - equity, 39
 - expense, 40
 - importing, 40-48
 - income, 39
 - liabilities, 39
 - overview of, 38, 64
 - preferences, 48-49
 - troubleshooting, 51-59
- Employee Loans
 - creating Custom Transaction Detail reports, 219
 - reconciling, 221
- items, reviewing, 70-71
- numbering, 49, 279
- Opening Bal Equity
 - accrual basis startup records, 367
 - bank reconciliation adjustments, 366
 - bank statement ending balances, 360
 - closing, 370-372
 - configuring closing dates/passwords, 372-374
 - entering inventory values, 364-365
 - opening balances, 361-363
 - reviewing, 358
 - transactions, 358-359
 - troubleshooting, 367-369
- Profit and Loss, 64
- restrictions, 437
- reviewing, 14-15
- Sales Tax Payable, 343.
 - See also sales tax tracking, 230
- types, editing, 86-88
- Undeposited Funds
 - balances, 199
 - customizing, 196-198
 - Deposit Detail report, 205-206
 - detail reports, 200-201
 - fixing errors in, 206-212
 - General Ledger reports, 201-202
 - Open Invoices reports, 202-203
 - overview of, 196
 - viewing deposits in bank registers, 204
- Accounts Payable**
 - A/P Aging Summary report, 285
 - balances, reviewing, 92-93
 - formatting, 28-31
 - forms, workflow, 270-276
 - inventories, reviewing, 255-257
 - preferences, 276
 - Accounting, 277
 - Bills, 278
 - Checking, 279-280
 - Company, 277-278
 - General, 280-281
 - Reminders, 281
 - Reports and Graphs, 281-282
 - Tax:1099, 282-283
 - reports, 283-284
 - Aged Open Item Receipts, 287-288
 - cash basis Balance Sheets, 291-294
 - printing tax forms, 295-298
 - troubleshooting item setup, 289-290
 - Unpaid Bills Detail, 285-287
 - transactions, 308
 - automating discounts, 313-314
 - bartering, 309-310
 - depositing refunds, 316
 - entering mid-year 1099 balances, 312-313
 - memorizing recurring transactions, 314-315
 - prepayments, 310-311
 - recording credit card bills, 316-317
- troubleshooting, 298
 - adjusting journal entries, 306-308
 - checking, 298-302
 - reassigning vendor credits, 303
 - removing aged transactions, 304-305
- Accounts Receivable, 38**
 - balances, reviewing, 88-89
 - bounced checks, 191-193
 - formatting, 23-27
 - forms and workflow, 144-145
 - preferences, 146-147
 - Checking, 149-150
 - Company, 147-149
 - Finance Charge, 150
 - Jobs & Estimates, 151
 - Reports & Graphs, 151-154
 - Sales Tax, 155
 - Send Forms, 154
 - Spelling, 154
 - Time and Expenses, 156-158
 - recording year-end journal entries, 187
 - reports, 158
 - A/R Aging Summary, 158
 - cash basis, 163, 165
 - Missing Customer Invoices, 161-163
 - Review Open Invoices, 160-161
 - trading services, 188-190
 - troubleshooting, 166
 - credit memos, 178-179
 - deposits, 181-183

- grouping deposits, 183, 186
 - payments, 173-177
 - printing invoices, 186-187
 - removing open balances, 166-173
 - accrual basis**
 - Balance Sheet reports
 - Accounts Payable balances, 92-93
 - Accounts Receivable balances, 88-89
 - bank account balances, 88
 - credit card balances, 93
 - editing account types, 86-88
 - equity, 95
 - fixed assets, 92
 - Inventory balances, 90
 - Other Current Assets account balances, 91
 - Payroll Liabilities balances, 93-94
 - prior year balances, 86
 - reviewing, 85
 - Sales Tax Payable balances, 94-95
 - Undeposited Funds, 89-90
 - formatting, 21-23
 - startup records, 367
 - transactions
 - Accounts Payable, 28-31
 - Accounts Receivable, 23-27
 - bank account balances, 32
 - uncleared checks, 33-34
 - Add New Account dialog box, 361-363**
 - Add New Chart of Account dialog box, 55**
 - Add Your Data to Excel Wizard, 43**
 - adding**
 - account numbers, 280
 - mapping, 44
 - Total Value for inventory items, 364-365
 - adjustments. See also modifying**
 - journal entries, 104, 171-173, 306-308
 - paychecks, 418-419
 - payroll liability, 382, 399-403
 - quantity, 257-258
 - reconciliation with, 138-140, 366
 - sales tax
 - correcting, 342-348
 - paying with, 340-342
 - paying without, 338-339
 - value, 258-260
 - administrative passwords, configuring EasyStep Interview, 10**
 - Aged Open Item Receipts report, 287-288**
 - aged transactions, removing, 304-305**
 - aging reports, 282**
 - applications, converting, 15-20**
 - applying**
 - Accountant's Copy method, 432-437
 - canceling, 442-443
 - importing changes, 438-442
 - restrictions, 437-438
 - item types, 68-69
 - vendor credits, 301-302
 - assets, Balance Sheet, 38**
 - Accounts Payable balances, 92-93
 - Accounts Receivable balances, 88-89
 - bank account balances, 88
 - credit card balances, 93
 - editing account types, 86-88
 - equity balances, 95
 - fixed assets, 92
 - Inventory balances, 90
 - Other Current Assets account balances, 91, 218-234
 - Payroll Liabilities balances, 93-94
 - prior year balances, 86
 - reviewing, 85
 - Sales Tax Payable balances, 94-95
 - Undeposited Funds, 89-90
 - assigning**
 - accounts
 - numbers, 279
 - reviewing items, 70-71
 - troubleshooting, 55-56
 - customer types, 67
 - sales tax codes, 324, 330-331
 - Audit Trail report, 109-110**
 - automating**
 - data entries, 230
 - discounts, 313-314
 - average cost**
 - calculating, 249-250
 - prior average cost, 263-266
 - prior transactions, 261-262
- ## B
- backups, QBB file type, 428**
 - Balance Sheet**
 - accounts, 86, 88
 - Accounts Payable balances, 92-93
 - totals, reviewing, 285
 - Accounts Receivable balances, 88-89
 - bank account balances, 88
 - cash basis, 291-294

484 Balance Sheet

- credit card balances, 93
 - equity balances, 95
 - fixed assets, 92
 - Inventory balances, 90
 - liabilities, reconciling, 336-337
 - Net Income report, 97
 - Other Current Assets
 - account balances, 91, 218
 - creating unique*, 223-234
 - troubleshooting*, 218-223
 - Payroll Liabilities
 - balances, 93-94
 - prior year balances, 86
 - reviewing, 85
 - Sales Tax Payable balances, 94-95
 - Standard report, 284, 367
 - Undeposited Funds, 89-90
- balances**
- Balance Sheet. *See* Balance Sheet
 - bank accounts, 124
 - completing multiple year/month reconciliation*, 128-130
 - creating adjustments*, 138-140
 - identifying uncleared transactions*, 127
 - locating discrepancies*, 135
 - reconciling*, 124
 - restarting reconciliation*, 136
 - reviewing previous reconciliation reports*, 134
 - troubleshooting reconciliation*, 130-138
 - uncleared transactions*, 131-134
 - undoing reconciliation*, 137-138
 - validating transactions*, 125-127
 - bank statement ending balances, 360
 - closing, 370-372
 - configuring closing dates/passwords*, 372-374
 - entering inventory values*, 364-365
 - opening balances*, 361-363
 - reviewing*, 358
 - transactions*, 358-359
 - troubleshooting*, 367-369
- Opening Balance field, 23
- Payroll Liabilities Balances reports, 395-398
- trial, reviewing, 455
- Undeposited Funds accounts, 199
- Deposit Detail report*, 205-206
 - detail reports*, 200-201
 - General Ledger reports*, 201-202
 - Open Invoices reports*, 202-203
 - viewing deposits in bank registers*, 204
- bank accounts, 38**
- balances, 124
 - cash/accrual basis startup transactions*, 32
 - reviewing*, 88
 - entering, 13
 - reconciling, 124
 - completing multiple year/month*, 128-130
 - creating adjustments*, 138-140
 - identifying uncleared transactions*, 127
 - locating discrepancies*, 135
 - restarting*, 136
- verifying reconciliation*, 125
 - Voided/Deleted Report*, 136
- beginning
- Audit Trail report*, 109-110
 - Credit Card Audit Trail report*, 110-113
 - Ctrl+Y keyboard shortcut*, 116-118
 - documenting changes*, 120-121
 - Retained Earnings QuickReport*, 114-116
 - tracking changes*, 105-109
 - Transaction List by Date report*, 118-119
 - troubleshooting*, 102-103
 - Voided/Deleted Transactions Summary*, 113-114
 - Working Trial Balance window*, 103-105
- debit, recording, 310
- ending, entering, 33
- errors, 223-224
- inventories
- accounts payable*, 255-257
 - calculating average cost*, 249-250
 - Inventory Valuation Summary*, 247-249
 - open item receipts*, 250-255
 - physical counts*, 246
 - troubleshooting*, 245-246
- mid-year 1099, entering, 312-313
- open, removing, 166-173
- Opening Bal Equity accounts
- accrual basis startup records*, 367
 - bank reconciliation adjustments*, 366

- reviewing previous reconciliation reports, 134*
 - troubleshooting, 130-138*
 - uncleared transactions, 131-134*
 - undoing, 137-138*
 - validating transactions, 125-127*
 - verifying, 125*
 - Voided/Deleted Report, 136*
 - bank reconciliation discrepancies, 97**
 - bank register deposits**
 - reconciling, 210-212
 - viewing, 204
 - bank statements**
 - balances
 - ending, 360*
 - opening, 361-363*
 - deposits, reconciling, 210-212
 - Barter account, 190**
 - bartering transactions, 309-310**
 - Begin Reconciliation dialog box, 125, 128**
 - beginning balance difference reports, 102-103**
 - Audit Trail, 109-110
 - Credit Card Audit Trail, 110-113
 - Ctrl+Y keyboard shortcut, 116-118
 - documenting changes, 120-121
 - Retained Earnings QuickReport, 114-116
 - tracking changes, 105-109
 - Transaction List by Date, 118-119
 - Voided/Deleted Transactions Summary, 113-114
 - Working Trial Balance window, 103-105
 - beginning inventory balances, entering, 365**
 - bills**
 - credit cards, recording, 316-317
 - entering, 28
 - paying, 278
 - vendor, creating open, 30
 - Bills preferences, 278**
 - bonuses, paying taxable, 411**
 - bounced checks, recording, 191-193**
 - business owners**
 - benefits of sharing data, 424
 - sharing data with, 430-431
 - Accountant's Copy method, 432-437*
 - canceling Accountant's Copy, 442-443*
 - importing Accountant's Copy changes, 438-442*
 - restrictions of Accountant's Copy method, 437-438*
 - buttons**
 - Memorize, 472-473
 - Modify Report, 467
 - buying and selling items, 270. See also items**
- C**
- calculating**
 - average cost, 249-250
 - discounts, 313
 - payroll, subscription options, 378-379
 - cash basis reporting**
 - Accounts Receivable reports, 163-165
 - Balance Sheets, 97-99, 291-294
 - formatting, 21, 23
 - Opening Bal Equity accounts, 359
 - transactions
 - Accounts Payable, 28-31*
 - Accounts Receivable, 23-27*
 - bank account balances, 32*
 - uncleared checks, 33-34*
 - changes. See also adjustments**
 - closed accounting periods, tracking, 105-109
 - files, documenting, 120-121
 - charges, applying item types as, 68**
 - chart of accounts**
 - assets, 38
 - cost of goods sold (COGS), 39
 - creating, 50-51
 - equity, 39
 - Excel, importing from, 40-45
 - expense, 40
 - IIF, 46-48
 - importing, 40
 - income, 39
 - liabilities, 39
 - modifying, 14-15
 - overview of, 38, 64
 - preferences, 48-49
 - restrictions, 437
 - troubleshooting, 51
 - assigning accounts, 55-56*
 - marking inactive, 52-53*
 - merging duplicate accounts, 53-54*
 - modifying subaccount relationships, 57-59*
 - checking**
 - accounts, troubleshooting, 298-302

486 checking

- bounced, recording, 191-193
 - Missing Checks report, creating, 125-126
 - registers, viewing sales tax payments, 340
 - reprinting checks, 406-408
 - uncleared cash/accrual startup transactions, 33-34
 - Checking preferences, 279-280**
 - Accounts Receivable, 149-150
 - classes, 65-67**
 - clients, sharing data with, 424**
 - accountants benefits, 424
 - business owner benefits, 424
 - converting Accountant's Copy files, 456-457
 - modifying Accountant's Copy files, 449-451
 - preparing for data exchanges, 444
 - requesting Accountant's Copy files, 455-456
 - returning Accountant's Copy files, 452-454
 - reviewing Accountant's Copy files, 444-449
 - closing**
 - accounting periods, tracking, 105-109
 - dates, reviewing, 455
 - Opening Bal Equity accounts, 370-374
 - Closing Date dialog box, 440**
 - Closing Date Exception report, creating, 108-109**
 - closing dates**
 - configuring, 105-109
 - setting, 454
 - codes, sales tax**
 - assigning, 324, 330-331
 - configuring, 328-329
 - creating, 328-329
 - COGS (cost of goods sold), 39**
 - collecting multiple sales tax rates, 348-353**
 - company information, entering in EasyStep Interviews, 8**
 - Company Preferences, 277-278**
 - Accounts Receivable, 147-149
 - reports, 463-465
 - confidentiality, protecting credit cards, 111**
 - configuring**
 - Accounts Receivable
 - Checking Preferences, 149-150*
 - Company Preferences, 147-149*
 - Finance Charge Preferences, 150*
 - Jobs & Estimates Preferences, 151*
 - preferences, 146-147*
 - Reports & Graphs Preferences, 151-154*
 - Sales Tax Preferences, 155*
 - Send Forms Preferences, 154*
 - Spelling Preferences, 154*
 - Time and Expenses Preferences, 156-158*
 - chart of accounts, 48-59
 - closing dates, 105-109
 - dividing dates, 432
 - EasyStep Interview, 10
 - inventories
 - preferences, 240-243*
 - processes, 243-245*
 - items, troubleshooting, 289-290
 - mapping, 44
 - mid-year payroll, 409-410
 - Opening Bal Equity accounts, 372-374
 - passwords, 10, 105-106
 - Payroll Setup tool, 384-386
 - reports
 - groups, 468-471*
 - memorizing, 472-473*
 - modifying, 466-467*
 - sales tax
 - assigning codes, 330-331*
 - codes, 328-329*
 - correcting, 342-348*
 - customer lists, 332*
 - group items, 327-328*
 - Item lists, 333*
 - items, 326*
 - payment methods, 337-342*
 - preferences, 322-325*
 - reconciling, 334-337*
 - reports, 332*
 - transactions, 348-353*
 - security, 106-107
- Conversion tool, 16**
- converting**
 - applications, 15-20
 - files, Accountant's Copy method, 456-457
- correcting. See also troubleshooting**
 - Accounts Payable, 298
 - adjusting journal entries, 306-308*
 - Aged Open Item Receipts reports, 287-288*
 - cash basis Balance Sheets, 291-294*
 - checking account errors, 298-302*
 - customizing, 276-283*
 - forms and workflow, 270-276*
 - printing tax forms, 295-298*

- reassigning vendor credits, 303
- removing aged transactions, 304-305
- reports, 283-284
- transactions, 308-317
- troubleshooting item setup, 289-290
- Unpaid Bills Detail reports, 285-287
- Accounts Receivable, 166
 - A/R Aging Summary reports, 158
 - bounced checks, 191-193
 - cash basis reports, 163-165
 - Checking Preferences, 149-150
 - Company Preferences, 147-149
 - credit memos, 178-179
 - deposits, 181-183
 - Finance Charge Preferences, 150
 - forms and workflow, 144-145
 - grouping deposits, 183, 186
 - Jobs & Estimates Preferences, 151
 - Missing Customer Invoices reports, 161-163
 - payments, 173-177
 - preferences, 146-147
 - printing invoices, 186-187
 - recording year-end journal entries, 187
 - removing open balances, 166-173
 - reports, 158
 - Reports & Graphs Preferences, 151-154
 - Review Open Invoices reports, 160-161
 - Sales Tax Preferences, 155
- Send Forms Preferences, 154
- Spelling Preferences, 154
- Time and Expenses Preferences, 156-158
- trading services, 188-190
- balances, 223-224
- classes, 65-67
- customer types, 67
- inventories
 - Accounts Payable, 255-257
 - calculating average cost, 249-250
 - errors, 257
 - Inventory Valuation Summary, 247-249
 - open item receipts, 250-255
 - overview of, 238-239
 - physical counts, 246
 - preferences, 240-243
 - processes, 243-245
 - quantity adjustments, 257-258
 - troubleshooting, 245-246
 - value adjustments, 258-260
- Item lists, 74
 - applying items, 68-69
 - chart of accounts, 64
 - formatting subitems, 81
 - items, 65
 - marking inactive, 78-80
 - merging items, 80-81
 - one-sided items, 75-78
 - overview of lists, 64
 - Profit & Loss summary reports, 72-74
 - reports, 71-72
 - reviewing accounts assigned to items, 70-71
 - searching, 70
- Opening Bal Equity accounts, 367-369
- sales tax, 342-348
- assigning codes, 330-331
- codes, 328-329
- customer lists, 332
- group items, 327-328
- Item lists, 333
- items, 326
- payment methods, 337-342
- preferences, 322-325
- reconciling, 334-337
- reports, 332
- transactions, 348-353
- Undeposited Funds account, 206-212
 - balances, 199
 - customizing, 196-198
 - Deposit Detail report, 205-206
 - detail reports, 200-201
 - General Ledger reports, 201-202
 - Open Invoices reports, 202-203
 - overview of, 196
 - viewing deposits in bank registers, 204
- cost
 - calculating, 249-250
 - default, 263-266
 - prior average cost, 263-266
 - prior transactions, 261-262
- cost of goods sold (COGS), 39
- Credit Card Audit Trail report, 110-113
- credit cards
 - accounts, 39
 - balances, reviewing, 93
 - bills, recording, 316-317
 - confidentiality, protecting, 111
 - deposits, recording less discount fees, 213

488 credits**credits**

memos

- correcting, 178-179
- recording, 170
- sales tax, 352-353

vendors

- applying, 301-302
- reassigning, 303

Ctrl+Y keyboard shortcut, 116-118**Current Liability account, 39****Custom Transaction Detail report, 126-127, 219-221****customers**

- bartering, 309-310
- credit memos, correcting, 178-179
- invoices, 166. *See also* invoices
- lists
 - troubleshooting sales tax, 332
- payments
 - correcting, 173-177
 - viewing, 210
- retainage, tracking, 231-234
- sales tax, assigning codes, 331
- tracking, 272
- types, 67

customizing

- Accounts Payable, 276
 - Accounting preferences, 277
 - Bills preferences, 278
 - Checking preferences, 279-280
 - Company preferences, 277-278
 - General preferences, 280-281
 - Reminder preferences, 281
 - Reports and Graphs preferences, 281-282

Tax:1099 preferences, 282-283

Accounts Receivable, 146-147

Checking Preferences, 149-150

Company Preferences, 147-149

Finance Charge Preferences, 150

Jobs & Estimates Preferences, 151

Reports & Graphs Preferences, 151-154

Sales Tax Preferences, 155

Send Forms Preferences, 154

Spelling Preferences, 154

Time and Expenses Preferences, 156-158

chart of accounts, 48-49

classes, 65-67

inventories

preferences, 240-243

processes, 243-245

Item lists, 70-71

payroll, 379-381

forms, 382

Payroll Setup tool, 384-386

Run Payroll Checkup tool, 386-393

workflow, 383

reports, 462

Company Preferences setting, 463-465

groups, 468-471

memorizing, 472-473

modifying, 466-467

My Preference setting, 462-463

sales tax, 322-325

Undeposited Funds accounts, 196-198

D**data file checklists, 35****dates**

automating, 230

closing

configuring, 105-106

creating Closing Date Exception reports, 108-109

Opening Bal Equity accounts, 372-374

reviewing, 455

setting, 454

Closing Date dialog box, 440

restrictions, 438

Transaction List by Date report, 118-119

debits, recording, 310**debt, 39. *See also* liabilities****deducting employee loans from paychecks, 225-228****default costs, 263-266****default deposit accounts, configuring, 197****defining Other Current Asset section (Balance Sheet), 218****deleting. *See also* removing**

aged transactions, 304-305

restrictions, 437

Deposit Detail report, 182

viewing, 205-206

deposits, 197. *See also* Undeposited Funds account

correcting, 181-183

credit card, recording less discount fees, 213

default accounts, configuring, 197

grouping, 183, 186

reconciling, 210-212

- refunds, 316, 382, 405-406
 - viewing, 204
 - detail reports, Undeposited Funds account, 200-201**
 - dialog boxes**
 - Accountant Import, 440
 - Add New Account, 361-363
 - Add New Chart of Account, 55
 - Begin Reconciliation, 125, 128
 - Closing Date, 440
 - Edit Account, 51
 - Edit Customer, 67
 - Edit Item, 78
 - Enable QuickBooks
 - Customer Credit Card Protection, 111
 - Enter Payroll Information, 411
 - Export, 46
 - Import, 48
 - Import a File, 43
 - Memorized Report List, 471
 - Modify Report, 200, 219
 - New Customer, 23
 - Pay Sales Tax, 339, 342
 - Preview Paycheck, 413
 - Reconcile, 222
 - Reconcile -Account, 128
 - Save Accountant's Copy, 434
 - Save Backup Copy, 440
 - Schedule Memorized Transaction, 315
 - Set the Dividing Date, 433
 - User List, 106
 - differences, beginning balances**
 - Audit Trail report, 109-110
 - Credit Card Audit Trail report, 110-113
 - Ctrl+Y keyboard shortcut, 116-118
 - documenting changes, 120-121
 - Retained Earnings QuickReport, 114-116
 - tracking changes, 105-109
 - Transaction List by Date report, 118-119
 - troubleshooting, 102-103
 - Voided/Deleted Transactions Summary, 113-114
 - Working Trial Balance window, 103-105
 - discounts**
 - automating, 313-314
 - fees, recording, 213
 - recording, 168
 - discrepancies, locating bank account reconciliation, 135**
 - dividing dates, configuring, 432**
 - documents**
 - changes made to files, 120-121
 - data file checklists, 35
 - outside, matching Other Current Asset accounts to, 219
 - duplicating**
 - accounts
 - marking inactive, 52-53
 - merging, 53-54
 - bill numbers, 278
 - invoice numbers, 275
- E**
- earnings**
 - retained, 370-372
 - Retained Earnings QuickReport, 114-116
 - EasyStep Interview**
 - Accounts, reviewing, 14-15
 - accrual/cash basis reporting, 21-34
 - applications, converting, 15-20
 - bank accounts, entering information, 13
 - formatting, 7-11
 - opening, 6
 - overview of, 6
 - start dates, selecting, 11-12
 - Edit Account dialog box, 51**
 - Edit Customer dialog box, 67**
 - Edit Item dialog box, 78**
 - editing**
 - accounts
 - Balance Sheet reports, 86-88
 - types, 86-88
 - classes, 65-67
 - items, 270
 - Make Deposits form, 213
 - mapping, 44
 - restrictions, 437
 - sales tax codes, 329
 - email, sending reports via, 476-478**
 - Employee Loans account**
 - Custom Transaction Detail report, 219-221
 - reconciling, 221
 - employees**
 - loan payment/repayment, 412-417
 - payroll, customizing, 379-381
 - Enable QuickBooks Customer Credit Card Protection dialog box, 111**
 - ending balances. See also balances**
 - bank statements, 360
 - entering, 33

490 Enter Payroll Information dialog box**Enter Payroll Information dialog box, 411****entering**

- bank account information, 13
- bills, 278
- company information in EasyStep interviews, 8
- ending balances, 33
- invoices, 28
- transactions, 35

entries

- automating, 230
- General journal, 346
- journal
 - adjusting, 104, 306-308
 - recording year-end, 187
 - mid-year 1099 balances, 312-313

equity, 39

- Balance Sheet reports, 95
 - Accounts Payable balances, 92-93
 - Accounts Receivable balances, 88-89
 - bank account balances, 88
 - credit card balances, 93
 - editing account types, 86, 88
 - fixed assets, 92
 - Inventory balances, 90
 - Other Current Assets account balances, 91
 - Payroll Liabilities balances, 93-94
 - prior year balances, 86
 - reviewing, 85
 - Sales Tax Payable balances, 94-95
 - Undeposited Funds, 89-90

Opening Bal Equity accounts

- accrual basis startup records, 367
- bank reconciliation adjustments, 366

- bank statement ending balances, 360
- closing, 370-372
- configuring closing dates/passwords, 372-374
- entering inventory values, 364-365
- opening balances, 361-363
- reviewing, 358
- transactions, 358-359
- troubleshooting, 367-369

errors

- Accounts Payable, 298
 - adjusting journal entries, 306-308
- Aged Open Item Receipts reports, 287-288
- cash basis Balance Sheets, 291-294
- checking account, 298-302
- customizing, 276-283
- forms and workflow, 270-276
- printing tax forms, 295-298
- reassigning vendor credits, 303
- removing aged transactions, 304-305
- reports, 283-284
- transactions, 308-317
- troubleshooting item setup, 289-290
- Unpaid Bills Detail reports, 285-287
- Accounts Receivable, 166
 - A/R Aging Summary reports, 158
 - bounced checks, 191-193
 - cash basis reports, 163, 165
 - Checking Preferences, 149-150

- Company Preferences, 147-149
- credit memos, 178-179
- deposits, 181-183
- Finance Charge Preferences, 150
- forms and workflow, 144-145
- grouping deposits, 183, 186
- Jobs & Estimates Preferences, 151
- Missing Customer Invoices reports, 161-163
- payments, 173-177
- preferences, 146-147
- printing invoices, 186-187
- recording year-end journal entries, 187
- removing open balances, 166-173
- reports, 158
- Reports & Graphs Preferences, 151-154
- Review Open Invoices reports, 160-161
- Sales Tax Preferences, 155
- Send Forms Preferences, 154
- Spelling Preferences, 154
- Time and Expenses Preferences, 156-158
- trading services, 188-190
- balances, 223-224
- bank accounts, 124
 - troubleshooting reconciliation, 130-138
- inventories
 - accounts payable, 255-257
 - calculating average cost, 249-250
 - correcting, 257
 - Inventory Valuation Summary, 247-249

- open item receipts, 250-255
- overview of, 238-239
- physical counts, 246
- preferences, 240-243
- processes, 243-245
- quantity adjustments, 257-258
- troubleshooting, 245-246
- value adjustments, 258-260
- items
 - Profit & Loss summary reports, 72-74
 - reports, 71-72
 - reviewing accounts assigned to, 70-71
 - searching, 70
- lists
 - applying item types, 68-69
 - chart of accounts, 64
 - classes, 65-67
 - correcting, 74
 - customer types, 67
 - formatting subitems, 81
 - items, 65
 - marking items inactive, 78-80
 - merging items, 80-81
 - one-sided items, 75-78
 - overview of, 64
- Opening Bal Equity accounts, 367-369
- sales tax
 - assigning codes, 330-331
 - codes, 328-329
 - correcting, 342-348
 - customer lists, 332
 - group items, 327-328
 - Item lists, 333
 - items, 326
 - payment methods, 337-342
 - preferences, 322, 324-325
 - reconciling, 334-337
- reports, 332
- transactions, 348-353
- Undeposited Funds account, 206-212
 - balances, 199
 - customizing, 196-198
 - Deposit Detail report, 205-206
 - detail reports, 200-201
 - General Ledger reports, 201-202
 - Open Invoices reports, 202-203
 - overview of, 196
 - viewing deposits in bank registers, 204
- Excel**
 - chart of accounts, importing from, 40-45
 - reports, exporting to, 475
- exchanging data, 444.** *See also sharing data*
- expenses**
 - accounts, 40
 - credit cards, recording, 316-317
 - Payroll Expense report, 95-96
 - prepaid, 228-231
 - recording, 272
- Export dialog box, 46**
- exporting**
 - QBX file types, 429
 - reports
 - files, 475
 - templates, 473-475
- F**
- fields, Opening Balance, 23**
- FIFO (First In First Out), 238**
- files**
 - Accountant's Copy method, sending, 435
- changes, documenting, 120-121
- data file checklists, 35
- EasyStep Interview
 - accrual/cash basis reporting, 21-34
 - converting applications, 15-20
 - entering bank account information, 13
 - formatting, 7-11
 - opening, 6
 - overview of, 6
 - reviewing accounts, 14-15
 - selecting start dates, 11-12
- Excel, importing, 40-45
- IIF, importing, 46-48
- Reports, exporting, 475
- types
 - QBA, 429-430
 - QBB, 428
 - QBM, 428
 - QBW, 428
 - QBX, 429
 - sharing data, 425-427
- Finance Charge Preferences, Accounts Receivable, 150**
- Financial Statement Designer tool, 479-480**
- First In First Out (FIFO), 238**
- Fixed Asset account, 38**
 - reviewing, 92
- formatting**
 - chart of accounts, 50-51
 - assets, 38
 - cost of goods sold (COGS), 39
 - customizing, 48-49
 - equity, 39
 - expense, 40
 - income, 39
 - liabilities, 39
 - overview of, 38
 - troubleshooting, 51-59

492 formatting

customer types, 67
 EasyStep Interview, 7-11
 accrual/cash basis reporting, 21-34
 converting applications, 15-20
 entering bank account information, 13
 reviewing accounts, 14-15
 selecting start dates, 11-12
 Excel, importing files from, 40-45
 IIF, importing files from, 46-48
 invoices, open, 24
 mapping, 44
 Other Current Assets accounts, 223-234
 passwords, 437
 Profit & Loss reports, 96
 replenishing purchase documents, 266
 reports
 Balance Sheet, 85
 Closing Date Exception, 108-109
 Custom Transaction Detail, 126-127, 219-221
 groups, 468-471
 memorizing, 472-473
 Missing Checks, 125-126
 modifying, 466-467
 Uncleared Transaction Detail, 131-132
 Undeposited Funds account, 200-206
 Sales by Item Summary reports, 96
 subitems, 81
 taxes, 1099 preferences, 282-283
 unique Other Current Asset accounts (Balance Sheet), 223-234

forms

Accounts Payable, 270-276
 Accounts Receivable, 144-145
 Make Deposit, editing, 213
 payroll, 382
 Receive Payment, correcting deposits, 181-183
 tax, printing, 295-298

G

GAAP (Generally Accepted Accounting Principles), 479

General journal entries, correcting errors, 346

General Ledger, creating reports, 201-202

General preferences, 280-281

Generally Accepted Accounting Principles (GAAP), 479

graphs, Reports and Graphs preferences, 281-282

groups

deposits, 183-186
 item types, applying as, 68
 payments, 211
 reports
 exporting templates, 473
 formatting, 468-469, 471
 importing templates, 474
 sales tax items, creating, 327-328

H

Help menu, sales tax, 324

I

identifying uncleared transactions, 127

IIF (Intuit Interchange Format), 46-48

Import a File dialog box, 43

Import dialog box, 48

importing

Accountant's Copy changes, 438-442
 files, 452-456
 chart of accounts, 40
 from Excel, 40-45
 from IIF, 46-48
 QBA file type, 430
 reports
 files, 475
 templates, 473-474

inactivating accounts, restrictions, 437

inactive, marking accounts, 52-53, 78-80

income, 39

Net Income report, 97
 sales tax, correcting errors, 347-348

interest, 39. See also equity

interest earned dates, restrictions, 438

Intuit Interchange Format. See IIF

inventories

balances
 accounts payable, 255-257
 calculating average cost, 249-250
 Inventory Valuation Summary, 247-249

open item receipts,
250-255
physical counts, 246
reviewing, 90
troubleshooting,
245-246

errors
correcting, 257
quantity adjustments,
257-258
value adjustments,
258-260

item types, 68
negative, 260-261
*average cost from prior
transactions*, 261-262
prior average cost,
263-266
overview of, 238-239
preferences, 240-243
processes, 243-245
values, entering, 364-365

Inventory Valuation Detail report, 250, 262

invoices
balances, removing,
166-173
credit memos, correcting,
178-179
entering, 28
MakeDeposits form to the
Customer Invoice, 182
multiple sales tax rates
on one, tracking, 350
numbers, duplicating,
275
open, creating, 24
payments
correcting, 173-177
creating item types, 26
printing, 186-187

Item lists
chart of accounts, 64
classes, 65, 67
customer types, 67
errors
correcting, 74
formatting subitems, 81

marking items inactive,
78-80
merging items, 80-81
one-sided items, 75-78
items, 65, 68-69
overview of, 64
sales tax, troubleshooting,
333

items

configuring, troubleshoot-
ing, 289-290
editing, 270
errors
*Profit & Loss summary
reports*, 72-74
reports, 71-72
*reviewing accounts
assigned to*, 70-71
searching, 70
inventories, 244
Payroll Item Listing
reports, 393-394
restrictions, 437
Sales by Item Summary
reports, 96
sales tax
assigning groups,
327-328
codes, 331
configuring, 324-326
tracking, 65
types, creating payments,
26

J

jobs, correcting payments,
173-177

**Jobs & Estimates
Preferences, Accounts
Receivable, 151**

journal entries
adjusting, 104, 306-308
recording, 171-173
sales tax, correcting
errors, 346
year-end, recording, 187

K

keyboard shortcuts, Ctrl+Y,
116-118

L

Last In First Out (LIFO),
238

liabilities

Balance Sheets

*Accounts Payable
balances*, 92-93
*Accounts Receivable
balances*, 88-89
bank account balances,
88
credit card balances, 93
editing account types,
86-88
equity balances, 95
fixed assets, 92
Inventory balances, 90
*Other Current Assets
account balances*, 91
*Payroll Liabilities
balances*, 93-94
prior year balances, 86
reconciling, 336-337
reviewing, 85
*Sales Tax Payable bal-
ances*, 94-95
Undeposited Funds,
89-90

deposit refunds for, 382

payroll
adjustments,
382, 399-403
depositing refunds,
405-406

Payroll Liabilities

Balances reports,
395-398
sales tax, correcting
errors, 345-347

LIFO (Last In First Out),
238

494 lists**lists**

chart of accounts, 64
 customers, troubleshooting sales tax, 332
 Item. *See* Item lists
 items, 65
 correcting, 74
 formatting subitems, 81
 marking inactive, 78-80
 merging, 80-81
 one-sided items, 75-78
 Memorized Transaction, 230
 overview of, 64
 restrictions, 437
 sales tax codes, 329
 Transaction List by Date report, 118-119

loans. *See also* Employee

Loans account

paychecks, deducting from, 225-228
 payments/repayments, 412-417

Long Term Liability account, 39

M

Macintosh, converting from, 20

Make Deposits form

to the Customer Invoice, 182
 editing, 213

managing

chart of accounts
 assets, 38
 cost of goods sold (COGS), 39
 creating, 50-51
 equity, 39
 expense, 40
 importing, 40-48
 income, 39
 liabilities, 39
 overview of, 38

preferences, 48-49
 troubleshooting, 51-59
 reports
 groups, 471
 memorizing, 472-473
 sales tax, 323. *See also* sales tax
 vendors, 274-276

mapping, adding, 44

marking

accounts inactive, 52-53
 items inactive, 78-80

matching Other Current Asset account balances, 219

Memorized Report List dialog box, 471

Memorized Transaction list, 230

memorizing

recurring transactions, 314-315
 reports, 133, 472-473

memos, credit, 352-353.
See also credits

menus, Help, 324

merging

duplicate accounts, 53-54
 items, 80-81
 restrictions, 437

methods

Accountant's Copy
 canceling, 442-443
 converting files, 456-457
 importing changes, 438-442
 modifying files, 449-451
 requesting files, 455-456
 restrictions, 437-438
 returning files, 452-454
 reviewing files, 444-449
 sharing, 432-437
 prepayments, 310-311
 sharing data, selecting, 427-430

mid-year 1099 balances, entering, 312-313

mid-year payroll, configuring, 409-410

Missing Checks report, creating, 125-126

Missing Customer Invoices report, 161-163

Modify Report button, 467

Modify Report dialog box, 200, 219

modifying

accounts, 56

canceling Accountant Copy, 442-443
 importing Accountant Copy changes, 438, 440-442

chart of accounts, 14-15
 files, Accountant's Copy method, 449-451

items, 270

journal entries, 306-308
 reports, 466-467

groups, 468-471
 memorizing, 472-473

subaccount relationships, 57-59

vendor checks, 299-300

month banks

reconciliation, 128-130

moving

chart of accounts

importing from Excel, 40-45
 importing from IIF, 46-48

reports

files, 475
 templates, 473-474

multiple sales tax rates, tracking, 348-353

Multiple Unit of Measure, 243

multiple year bank reconciliation, 128-130

My Preference setting (reports), 462-463

N

negative inventory, 260-261
 average cost from prior transactions, 261-262
 prior average cost, 263-266

Net Income report, 97

New Customer dialog box, 23

notes, viewing accountant's, 439

numbers

accounts, assigning, 49, 279
 bills, duplicating, 278
 credit cards, 112. *See also* credit cards
 invoices, duplicating, 275

O

Office Accounting, converting from, 18-20

old dated payments, removing, 207-209

one-sided items, correcting, 75-78

open balances, removing, 166-173

open invoices
 creating, 24
 Undeposited Funds account, 202-203

open item receipts, reviewing, 250-255

open purchase order warnings, 275

open vendor bills, creating, 30

Opening Bal Equity account
 closing, 370-372

configuring closing dates/passwords, 372-374
 reviewing, 358
 transactions, 358-359
accrual basis startup records, 367
bank reconciliation adjustments, 366
bank statement ending balances, 360
entering inventory values, 364-365
opening balances, 361-363
 troubleshooting, 367-369

Opening Balance field, 23

opening EasyStep Interview, 6

options, payroll services, 378-379

Other Assets account, 38

Other Current Asset account, 38, 218
 balances, reviewing, 91
 creating unique, 223-234
 troubleshooting, 218-223

Other Current Liability account, 39

outside documents, matching, 219

P

parts, inventories, 239.
See also inventories

passwords
 configuring, 105-106
 EasyStep Interview, 10
 formatting, 437
 Opening Bal Equity accounts, 372-374

Pay Sales Tax dialog box, 339-342

paychecks, 382. *See also* payroll
 adjustments, 418-419
 loans, deducting, 225-228
 reprinting, 406-408

payments

bills, 278
 correcting, 173-177
 grouping, 211
 item types
applying as, 68
creating, 26
 loans, 412-417
 Receive Payment form, correcting deposits, 181-182
 removing, 207-209
 sales tax
correcting, 337-348
scheduling, 324
 taxable bonuses, 411
 viewing, 210

payroll

forms, 382
 liability adjustments, 399-403
 Payroll Setup tool, 384-386
 preferences, 379-381
 reports
Payroll Item Listing, 393-394
Payroll Liabilities Balances, 395-398
Payroll Summary, 398-399
troubleshooting, 393
 Run Payroll Checkup tool, 386-393
 service options, 378-379
 transactions, 403
configuring mid-year, 409-410
depositing refund liabilities, 405-406
employee loan payment/repayment, 412-417

496 payroll

- paycheck adjustments, 418-419
- paying taxable bonuses, 411
- reprinting checks, 406-408
- scheduling, 404-405
- workflow, 383
- Payroll & Employee Company Preferences tab, 380**
- Payroll Expense report, 95-96**
- Payroll Liabilities balances, reviewing, 93-94**
- Payroll Summary report, 95-96**
- Peachtree, converting from, 18-20**
- pending changes, 439.**
See also accountants
- periods, closed accounting, 105-109**
- physical inventory counts, 246**
- portability of QBM file types, 428**
- power reports, 102.**
See also reports
- preferences**
 - Accounts Payable, 276
 - Accounting, 277
 - Bills, 278
 - Checking, 279-280
 - Company, 277-278
 - General, 280-281
 - Reminders, 281
 - Reports and Graphs, 281-282
 - Tax:1099, 282-283
 - Accounts Receivable, 146-147
 - Checking Preferences, 149-150
 - Company Preferences, 147-149
 - Finance Charge Preferences, 150
 - Jobs & Estimates Preferences, 151
 - Reports & Graphs Preferences, 151-154
 - Sales Tax Preferences, 155
 - Send Forms Preferences, 154
 - Spelling Preferences, 154
 - Time and Expenses Preferences, 156-158
- chart of accounts, 48-49
- classes, 65-67
- inventories, 240-243
- payroll, 379-381
- reports, 462
 - Company Preferences setting, 463-465
 - My Preference setting, 462-463
- sales tax, 322-325
- Undeposited Funds account, 196, 198
- prepaid expenses, recording, 228-231**
- prepayments, 310-311**
- Preview Paycheck dialog box, 413**
- previewing Report Center, 461**
- previous reconciliation reports, reviewing, 134**
- printing**
 - checks, 406-408
 - invoices, 186-187
 - payroll, customizing, 381
- prior year balances, 86**
- processes**
 - inventories, 243-245
 - payroll, 403
 - configuring mid-year, 409-410
 - depositing refund liabilities, 405-406
- employee loan
 - payment/repayment, 412-417
- paycheck adjustments, 418-419
- paying taxable bonuses, 411
- reprinting checks, 406-408
- scheduling, 404-405
- products, assigning sales tax codes to, 330**
- Profit & Loss statements, 64**
 - reporting basis, 84. *See also reporting basis reports, creating, 96*
 - sales tax, 347-348
 - summary reports, 72-74
- profitability reports, 272**
- protecting confidentiality, credit cards, 111**
- purchase documents, replenishing, 266**
- purchase order forms, 271**

Q

- QBA file type, 429-430
- QBB file type, 428
- QBM file type, 428
- QBW file type, 428
- QBX file type, 429
- quantity adjustments, 257-258
- QuickBooks Online Edition, converting from, 20**
- QuickBooks Pro, converting from, 20**
- Quicken, converting from, 16-18**
- QuickReports, 114-116.**
See also reports

R

- rates, sales tax, 348-353.**
See also sales tax
- reassigning vendor credits, 303**
- receipts, reviewing open item, 250-255**
- Receive Payment form, 181-183**
- Reconcile Account dialog box, 128**
- Reconcile dialog box, 222**
- reconciling**
 - adjustments, 366
 - bank accounts, 124
 - completing multiple year/month reconciliation, 128-130*
 - creating adjustments, 138-140*
 - identifying uncleared transactions, 127*
 - locating discrepancies, 135*
 - restarting reconciliation, 136*
 - reviewing previous reconciliation reports, 134*
 - troubleshooting reconciliation, 130-138*
 - uncleared transactions, 131-134*
 - undoing reconciliation, 137-138*
 - validating transactions, 125-127*
 - verifying, 125*
 - Voided/Deleted Report, 136*
 - bank reconciliation discrepancies, 97
 - bank registers with bank statement's deposits, 210-212
 - Employee Loans accounts, 221
 - liabilities to Balance Sheets, 336-337
 - Other Current Assets accounts, 221-223
 - restrictions, 437
 - sales to total income, 334-336
 - Undeposited Funds account, 199
- recording**
 - account numbers for vendors, 279
 - bounced checks, 191-193
 - credit card bills, 316-317
 - credit memos, 170
 - debit balances, 310
 - discounts, 168
 - expenses, 272
 - journal entries, 171-173
 - prepaid expenses, 228-231
 - prepayments, 310-311
 - trading services, 188-190
 - year-end journal entries, 187
- records, startup, 367**
- recurring transactions, memorizing, 314-315**
- refunds, 316**
 - deposit for liabilities, 382
 - payroll liabilities, depositing, 405-406
- registers**
 - deposits
 - reconciling, 210-212*
 - viewing, 204*
 - sales tax, viewing payments, 340
- reinstating warnings, 448**
- relationships, modifying subaccounts, 57-59**
- release year, affect on sharing data, 427**
- Reminder preferences, 281**
- remote access for accountants, 454**
- Remove Restrictions warning, 443**
- removing**
 - accounts, marking inactive, 52-53
 - aged transactions, 304-305
 - old dated payments, 207-209
 - open balances, 166-173
- repayments, loans, 225-228, 412-417**
- replenishing purchase documents, 266**
- Report Center, 460-462**
- reporting basis**
 - accrual/cash basis
 - Accounts Payable, 28-31*
 - Accounts Receivable, 23-27*
 - bank accounts balances, 32*
 - formatting, 21-23*
 - uncleared checks, 33-34*
 - cash. *See cash basis selecting, 84-85*
- reports**
 - Accounts Payable, 283-284
 - adjusting journal entries, 306-308*
 - Aged Open Item Receipts, 287-288*
 - cash basis Balance Sheets, 291-294*
 - checking account errors, 298-302*
 - errors, 283-284*
 - item setup, 289-290*
 - printing tax forms, 295-298*
 - reassigning vendor credits, 303*
 - removing aged transactions, 304-305*
 - troubleshooting, 298*
 - Unpaid Bills Detail, 285-287*

498 reports

- Accounts Receivable, 158
 - A/R Aging Summary*, 158
 - cash basis*, 163-165
 - Missing Customer Invoices*, 161-163
 - Review Open Invoices*, 160-161
- aging, 282
- A/P Aging Summary, 285
- Balance Sheet
 - Accounts Payable balances*, 92-93
 - Accounts Receivable balances*, 88-89
 - bank account balances*, 88
 - credit card balances*, 93
 - editing account types*, 86-88
 - equity*, 95
 - fixed assets*, 92
 - Inventory balances*, 90
 - Other Current Assets account balances*, 91
 - Payroll Liabilities balances*, 93-94
 - prior year balances*, 86
 - reviewing*, 85
 - Sales Tax Payable balances*, 94-95
 - Standard report*, 284, 367
 - Undeposited Funds*, 89-90
- bank reconciliation
 - discrepancies*, 97
- beginning balance
 - differences*, 102-103
 - Audit Trail*, 109-110
 - Credit Card Audit Trail*, 110-113
 - Ctrl+Y keyboard shortcut*, 116-118
 - documenting changes*, 120-121
 - Retained Earnings QuickReport*, 114-116
 - tracking changes*, 105-109
- Transaction List by Date*, 118-119
- Voided/Deleted Transactions Summary*, 113-114
- Working Trial Balance window*, 103-105
- cash basis balance sheets, 97-99
- Custom Transaction
 - Detail*, 126-127, 219-221
- Deposit Detail, 182
- email, 476-478
- files, exporting/importing, 475
- groups
 - memorizing*, 472-473
 - modifying*, 468-471
- Inventory Valuation
 - Detail*, 250, 262
- Inventory Valuation Summary, 247-249
- Item listing, 71-72
- memorizing, 133
- Missing Checks, creating, 125-126
- modifying, 466-467
- Net Income, 97
- payroll
 - Payroll Item Listing*, 393-394
 - Payroll Liabilities Balance*, 395-398
 - Payroll Summary*, 398-399
 - troubleshooting*, 393
- Payroll Expense, 95-96
- Payroll Summary, 95-96
- preferences, 462
 - Company Preferences setting*, 463-465
 - My Preference setting*, 462-463
- previous reconciliation,
 - reviewing*, 134
- Profit & Loss summary, 72-74
- profitability, 272
- reviewing, 95
- Sales by Item Summary, 96
- sales tax, 332
 - assigning codes*, 330-331
 - codes*, 328-329
 - configuring preferences*, 322-325
 - correcting*, 342-348
 - customer lists*, 332
 - group items*, 327-328
 - Item lists*, 333
 - items*, 326
 - payment methods*, 337-342
 - reconciling*, 334-337
 - transactions*, 348-353
 - troubleshooting*, 332
- summary, basis, 282
- templates,
 - exporting/importing*, 473-474
- Uncleared Transaction
 - Detail*, creating, 131-132
- Undeposited Funds
 - account*, creating, 200-206
- Unpaid Bills Detail, 255
- Voided/Deleted,
 - reviewing*, 136
- Reports and Graphs preferences**, 151-154, 281-282
- reprinting checks**, 406-408
- requesting files**,
 - Accountant's Copy method**, 455-456
- residual interest**, 39.
 - See also equity*
- restarting reconciliation**, 136
- restrictions, Accountant's Copy method**, 437-438
- retainage, tracking customer**, 231-234
- retained earnings**, 370-72

- returning files,**
 - Accountant's Copy method, 452-454**
 - Review Open Invoices report, 160-161**
 - reviewing**
 - accounts, 14-15, 70-71
 - Accounts Payable
 - adjusting journal entries, 306-308*
 - Aged Open Item Receipts reports, 287-288*
 - cash basis Balance Sheets, 291-294*
 - checking account errors, 298-302*
 - printing tax forms, 295-298*
 - reassigning vendor credits, 303*
 - removing aged transactions, 304-305*
 - reports, 283-284*
 - transactions, 308-317*
 - troubleshooting, 298-290*
 - Unpaid Bills Detail reports, 285-287*
 - Balance Sheet reports, 85
 - Accounts Payable balances, 92-93*
 - Accounts Receivable, 88-89*
 - bank account balances, 88*
 - credit card balances, 93*
 - editing account types, 86-88*
 - equity balances, 95*
 - fixed assets, 92*
 - Inventory, 90*
 - Other Current Assets account, 91*
 - Payroll Liabilities balances, 93-94*
 - prior year balances, 86*
 - Sales Tax Payable balances, 94-95*
 - Undeposited Funds, 89-90*
 - balances, Undeposited Funds account, 199-206
 - closing dates, 455
 - inventories, 245-246
 - accounts payable, 255-257*
 - calculating average cost, 249-250*
 - Inventory Valuation Summary, 247-249*
 - open item receipts, 250-255*
 - physical counts, 246*
 - Opening Bal Equity accounts, 358
 - accrual basis startup records, 367*
 - bank reconciliation adjustments, 366*
 - bank statement ending balances, 360*
 - closing, 370-372*
 - configuring closing dates/passwords, 372-374*
 - entering inventory values, 364-365*
 - opening balances, 361-363*
 - transactions, 358-359*
 - troubleshooting, 67-369*
 - Other Current Assets account, 218-223
 - payroll
 - Payroll Item Listing reports, 393-394*
 - Payroll Liabilities Balances reports, 395-398*
 - Payroll Summary reports, 398-399*
 - troubleshooting reports, 393*
 - previous reconciliation reports, 134
 - Profit & Loss statements, 73
 - Report center, 460-462
 - reporting basis, selecting, 84-85
 - reports, 95
 - bank reconciliation discrepancies, 97*
 - cash basis balance sheets, 97-99*
 - Net Income, 97*
 - Payroll Expense, 95-96*
 - Payroll Summary, 95-96*
 - Sales by Item Summary, 96*
 - security rights, 455
 - sharing data, 424
 - for accountants, 443-457*
 - with business owners, 430-443*
 - file types, 425-427*
 - selecting methods of, 427-430*
 - trial balances, 455
 - uncleared transactions, 131-134
 - Voided/Deleted Reports, 136
 - revisions, mapping, 44**
 - rights, security**
 - reviewing, 455
 - viewing, 441
 - Run Payroll Checkup tool, 386-393**
- ## S
- Sales by Item Summary report, 96**
 - sales tax**
 - codes
 - assigning, 330-331*
 - configuring, 328-329*
 - correcting, 342-348
 - group items, configuring, 327-328
 - items
 - configuring, 326*
 - types, 69*

500 sales tax

- paying, 338-342
 - preferences, 322-325
 - reports, 332
 - correcting payment methods*, 337-338
 - customer lists*, 332
 - Item lists*, 333
 - reconciling*, 334-337
 - transactions, 348-353
- Sales Tax Payable account, 343**
 - reviewing, 94-95
- Sales Tax Preferences, Accounts Receivable, 155**
- Save Accountant's Copy dialog box, 434**
- Save Backup Copy dialog box, 440**
- Schedule Memorized Transaction dialog box, 315**
- scheduling**
 - payroll, 404-405
 - sales tax payments, 324
- searching errors**
 - Item listing reports, 71-72
 - items, 70
 - Profit & Loss summary reports, 72-74
 - reviewing accounts assigned to items, 70-71
- security**
 - files, sending
 - Accountant's Copy files, 435
 - rights
 - reviewing*, 455
 - viewing*, 441
 - users, configuring, 106-107
- selecting**
 - methods to share data, 427-430
 - reporting basis, 84-85
 - start dates, EasyStep Interviews, 11-12
- Send Forms Preferences, Accounts Receivable, 154**
- sending files**
 - Accountant's Copy method, 435
 - via email, 476-478
- services**
 - change date restrictions, 438
 - item types, applying, 68
 - payroll
 - configuring mid-year*, 409-410
 - depositing refund liabilities*, 405-406
 - employee loan payment/repayment*, 412-417
 - forms*, 382
 - liability adjustments*, 399-403
 - options*, 378-379
 - paycheck adjustments*, 418-419
 - paying taxable bonuses*, 411
 - Payroll Item Listing report*, 393-394
 - Payroll Liabilities Balances report*, 395-398
 - Payroll Setup tool*, 384-386
 - Payroll Summary report*, 398-399
 - preferences*, 379-381
 - reprinting checks*, 406-408
 - Run Payroll Checkup tool*, 386-393
 - scheduling*, 404-405
 - transactions*, 403
 - troubleshooting*, 393
 - workflow*, 383
 - sales tax, assigning codes, 330
 - trading, 188-190
- Set the Dividing Date dialog box, 433**
- sharing data, 424**
 - for accountants, 424, 443
 - converting Accountant's Copy files*, 456-457
 - exchanging data*, 444
 - modifying Accountant's Copy files*, 449-451
 - requesting Accountant's Copy files*, 455-456
 - returning Accountant's Copy files*, 452, 454
 - reviewing Accountant's Copy files*, 444-449
 - with business owners, 430-431
 - Accountant's Copy method, 432-437
 - benefits of, 424
 - canceling Accountant's Copy, 442-443
 - importing Accountant's Copy changes, 438-442
 - restrictions of
 - Accountant's Copy method, 437-438
 - file types, 425, 427
 - methods of, selecting, 427-430
- shortcuts, Ctrl+Y, 116-118**
- Single Unit of Measure, 243**
- Skip Interview, 6**
- Small Business Accounting, converting from, 18-20**
- software, converting, 15-20**
- sorting transactions, 133**
- Spelling Preferences, Accounts Receivable, 154**
- Spreadsheets, 41.**
See also Excel
- start dates, EasyStep Interviews, 11-12**
- startup records, accrual basis, 367**
- statements**
 - bank accounts

completing multiple
 year/month reconcilia-
 tion, 128-130
 creating adjustments,
 138-140
 ending balances, 360
 identifying uncleared
 transactions, 127
 locating discrepancies,
 135
 opening balances,
 361-363
 reconciling, 124
 restarting reconciliation,
 136
 reviewing previous recon-
 ciliation reports, 134
 troubleshooting reconcili-
 ation, 130-138
 uncleared transactions,
 131-134
 undoing reconciliation,
 137-138
 validating transactions,
 125, 127
 verifying reconciliation,
 125
 Voided/Deleted Report,
 136
 date restrictions, 438
 deposits, reconciling,
 210-212
 Financial Statement
 Designer tool, 479-480
 Profit & Loss, 84. *See also*
 Profit & Loss statements
states
 researching sales tax for,
 325
 tracking sales tax,
 348-350
subaccounts.
 See also accounts
 relationships, modifying,
 57-59
 restrictions, 437
subitems, formatting, 81
subscribing, payroll service
 options, 378-379

subtotals, applying item
 types as, 68
summaries
 basis, 282
 Inventory Valuation
 Summary, 247-249
 Payroll Summary report,
 95-96
 Payroll Summary reports,
 398-399
 Profit & Loss reports,
 72-74
 Sales by Item Summary,
 96
 Voided/Deleted
 Transactions Summary,
 113-114

T

Tax:1099 preferences,
282-283

taxes
 bonuses, paying taxable,
 411
 forms, printing, 295-298
 sales tax. *See* sales tax

templates,
exporting/importing
reports, 473-474

Time and Expenses
Preferences, Accounts
Receivable, 156-158

tools
 Conversion, 16
 Financial Statement
 Designer, 479-480
 Payroll Setup, 384-386
 Report Center, 460-462
 Run Payroll Checkup,
 386-393
 Working Trial Balance
 window, 103-105

Total Value, adding
inventory items, 364-365

tracking
 accounts, 230
 changes to closed
 accounting periods,
 105-109
 classes, 65, 67
 customers, 272
 retainage, 231-234
 types, 67
 inventories
 accounts payable,
 255-257
 calculating average cost,
 249-250
 correcting errors, 257
 Inventory Valuation
 Summary, 247-249
 open item receipts,
 250-255
 overview of, 238-239
 physical counts, 246
 preferences, 240-243
 processes, 243, 245
 quantity adjustments,
 257-258
 troubleshooting,
 245-246
 value adjustments,
 258-260
 items, 65
 loans
 deducting from employee
 paychecks, 225-228
 repayments, 225-228
 Other Current Asset
 section (Balance Sheet),
 218
 creating unique,
 223-234
 troubleshooting,
 218-223
 sales tax
 assigning codes,
 330-331
 codes, 328-329
 correcting, 337-348
 customer lists, 332
 group items, 327-328
 Item lists, 333

502 tracking

- items, 326
 - paying, 338-342
 - reconciling, 334-337
 - reports, 332
 - transactions, 348-353
- trading services, 188-190**
- Transaction List by Date report, 118-119**
- transactions**
 - Accounts Payable, 308
 - automating discounts, 313-314
 - bartering, 309-310
 - depositing refunds, 316
 - entering mid-year 1099 balances, 312-313
 - formatting, 28-31
 - memorizing recurring transactions, 314-315
 - prepayments, 310-311
 - recording credit card bills, 316-317
 - Accounts Receivable, formatting, 23-27
 - aged, removing, 304-305
 - average cost from prior, 261-262
 - bank accounts, 32
 - bounced checks, 191-193
 - checks, 125-126
 - Custom Transaction Detail report, 126-127, 219-221
 - dividing dates, configuring, 432
 - entering, 35
 - errors, 78
 - Memorized Transaction list, 230
 - Opening Bal Equity accounts, 358-359
 - accrual basis startup records, 367
 - bank reconciliation adjustments, 366
 - bank statement ending balances, 360
 - entering inventory values, 364-365
 - opening balances, 361-363
- Other Current Asset
 - accounts, correcting, 223-224
 - payroll, 403
 - configuring mid-year, 409-410
 - depositing refund liabilities, 405-406
 - employee loan payment/repayment, 412-417
 - paycheck adjustments, 418-419
 - paying taxable bonuses, 411
 - reprinting checks, 406-408
 - scheduling, 404-405
 - prior average cost, 263-266
 - restrictions, 437
 - sales tax, correcting, 348-353
 - sorting, 133
 - trading services, 188-190
 - uncleared
 - identifying, 127
 - reviewing, 131-134
 - Uncleared Transaction Detail report, 131-132
 - validating, 125, 127
 - Voided/Deleted Transactions Summary, 113-114
 - Working Trial Balance window, 103-105
- trial balances, reviewing, 455**
- troubleshooting**
 - Accounts Payable, 298
 - adjusting journal entries, 306-308
 - Aged Open Item Receipts reports, 287-288
 - cash basis Balance Sheets, 291-294
 - checking errors, 298-302
 - printing tax forms, 295-298
 - reassigning vendor credits, 303
 - removing aged transactions, 304-305
 - reports, 283-284
 - reviewing item setup, 289-290
 - transactions, 308-317
 - Unpaid Bills Detail reports, 285-287
- Accounts Receivable, 166
 - A/R Aging Summary reports, 158
 - bounced checks, 191-193
 - cash basis reports, 163-165
 - Checking Preferences, 149-150
 - Company Preferences, 147-149
 - credit memos, 178-179
 - deposits, 181-183
 - Finance Charge Preferences, 150
 - forms and workflow, 144-145
 - grouping deposits, 183-186
 - Jobs & Estimates Preferences, 151
 - Missing Customer Invoices reports, 161-163
 - payments, 173-177
 - preferences, 146-147
 - printing invoices, 186-187
 - recording year-end journal entries, 187
 - removing open balances, 166-173
 - reports, 158
 - Reports & Graphs Preferences, 151-154

- Review Open Invoices reports, 160-161
- Sales Tax Preferences, 155
- Send Forms Preferences, 154
- Spelling Preferences, 154
- Time and Expenses Preferences, 156-158
- trading services, 188-190
- beginning balance differences
 - Audit Trail report, 109-110
 - Credit Card Audit Trail report, 110-113
 - Ctrl+Y keyboard shortcut, 116-118
 - documenting changes, 120-121
 - reports, 102-103
 - Retained Earnings QuickReport, 114-116
 - tracking changes, 105-109
 - Transaction List by Date report, 118-119
 - Voided/Deleted Transactions Summary, 113-114
 - Working Trial Balance window, 103-105
- chart of accounts, 51
 - assigning accounts, 55-56
 - marking inactive, 52-53
 - merging duplicate accounts, 53-54
 - modifying subaccount relationships, 57-59
- inventories, 245-246
 - accounts payable, 255-257
 - calculating average cost, 249-250
 - correcting errors, 257
 - Inventory Valuation Summary, 247-249
 - open item receipts, 250-255
 - physical counts, 246
 - quantity adjustments, 257-258
 - value adjustments, 258-260
- item errors, 70
 - Profit & Loss summary reports, 72-74
 - reports, 71-72
 - reviewing accounts assigned to, 70-71
- Opening Bal Equity accounts, 367-369
- Other Current Asset account, 218-234
- payroll
 - Payroll Item Listing reports, 393-394
 - Payroll Liabilities Balances reports, 395-398
 - Payroll Summary reports, 398-399
 - reports, 393
- reconciliation, 130-138
- Run Payroll Checkup tool, 386-393
- sales tax, 324
 - correcting, 337-348
 - customer lists, 332
 - Item lists, 333
 - paying, 338-342
 - reconciling, 336-337
 - reports, 332
 - transactions, 348-353
- Undeposited Funds account
 - balances, 199
 - customizing, 196-198
 - Deposit Detail report, 205-206
 - detail reports, 200-201
 - errors, correcting, 206-212
 - General Ledger reports, 201-202
 - Open Invoices reports, 202-203
 - overview of, 196
 - reviewing, 89-90
 - viewing deposits in bank registers, 204
- overview of, 196
- viewing deposits in bank registers, 204
- types**
 - accounts
 - editing, 86-88
 - modifying, 56
 - customer, 67
 - files
 - converting Accountant's Copy, 456-457
 - QBA, 430
 - QBB, 428
 - QBM, 428
 - QBW, 428
 - QBX, 429
 - sharing data, 425, 427
 - items, applying, 68-69

U

uncleared checks, 33-34

Uncleared Transaction Detail report, 131-132

uncleared transactions

- identifying, 127
- reviewing, 131-134

Undeposited Funds account

- balances, 199
- customizing, 196-198
- Deposit Detail report, 205-206
- detail reports, 200-201
- errors, correcting, 206-212
- General Ledger reports, 201-202
- Open Invoices reports, 202-203
- overview of, 196
- reviewing, 89-90
- viewing deposits in bank registers, 204

undoing reconciliation, 137-138

Unpaid Bills Detail report, 255, 285-287

504 User List dialog box

User List dialog box, 106
users, configuring security,
106-107

V

validating transactions,
125-127

valuation, calculating
average cost, 249-250

values

adjustments, 258-260
inventories, entering,
364-365

vendors

account numbers,
assigning, 279
bartering, 309-310
bills, creating open, 30
checking accounts
reassigning credits, 303
troubleshooting,
298-302
discounts, automating,
313-314
entering, 28
managing, 274-276
prepayments, recording,
310-311
refunds, depositing, 316
tax forms, printing,
295-298

verifying back account
reconciliation, 125

identifying uncleared
transactions, 127
locating discrepancies,
135
reviewing previous recon-
ciliation reports, 134
uncleared transactions,
131-134
validating transactions,
125, 127
Voided/Deleted Report,
136

versions, 431

reconciling adjustments
in older, 366
sharing data, affect on,
427

viewing

accountant's changes,
439
Deposit Detail report,
205-206
deposits in bank registers,
204
payments, 210
Report Center, 461
sales tax payments, 340
security rights, 441
Working Trial Balance
window, 103-105

Voided/Deleted Report, 136**Voided/Deleted**
Transactions Summary,
113-114**voiding aged transactions,**
305**W****warnings**

bills
duplicating numbers,
278
with same reference, 275
invoices, duplicating
numbers, 275
one-sided items, 77
open purchase orders, 275
reinstating, 448
Remove Restrictions, 443

Windows, converting from,
20**windows, Working Trial**
Balance, 103-105**workflow**

Accounts Payable,
270-276

Accounts Receivable,
144-145
payroll, 383

working files, 429**Working Trial Balance**
window, 103-105**Y****year-end journal entries,**
recording, 187**year-end tax forms,**
printing, 295-298