

COMPUTERIZED ACCOUNTING

using

QUICKBOOKS PRO 2015


4th EDITION

Alvin A. Arens, D. Dewey Ward,
& Carol J. Borsum

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designed by Regina Rexrode

Instructions

Book 1 of 3



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Familiarization

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Familiarization *(continued)*

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Introduction

Overview

The *QuickBooks* software is intended primarily for a wide variety of small and medium-size businesses and is therefore designed to accommodate many different circumstances. As a result, the software has dozens of windows and hundreds of boxes in which to enter or accept information.

To help students learn to use *QuickBooks*, the Reference book is a useful guide to correctly process transactions and do other activities. Based on experience with many students learning to use the software, those who follow the Reference book for each transaction or other activity perform better than those who do not. You will begin using the Reference book in Chapter 5 of the Instructions book.

The Reference book contains 25 sections, one for each transaction or other activity included in the *Computerized Accounting Using QuickBooks Pro 2015* project. See the table of contents on pages 1 and 2 for a list of the transactions and activities covered.

Contents of Reference Book

There are four parts to the Reference book:

1. **Inside Front Cover Listing of Transactions and Other Activities**— This listing can be used to help you locate the appropriate pages in the Reference book for recording transactions or doing other activities.
2. **Transaction or Other Activity Overview**— The brief overview describes what happens in *QuickBooks* for the transaction or other activity. The overview for each section is located above the Quick Reference Table.
3. **Quick Reference Table**— The Quick Reference Table is a guide to help you open the correct window(s) and enter or accept the correct information in each box.
4. **Window(s) on the Page Facing the Quick Reference Table**— You will be using these windows to process the transaction or other activity that you are dealing with. The circled letters on the window(s) match the steps on the Quick Reference Table. The letters will not appear on your screen.

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Prepare a Purchase Order

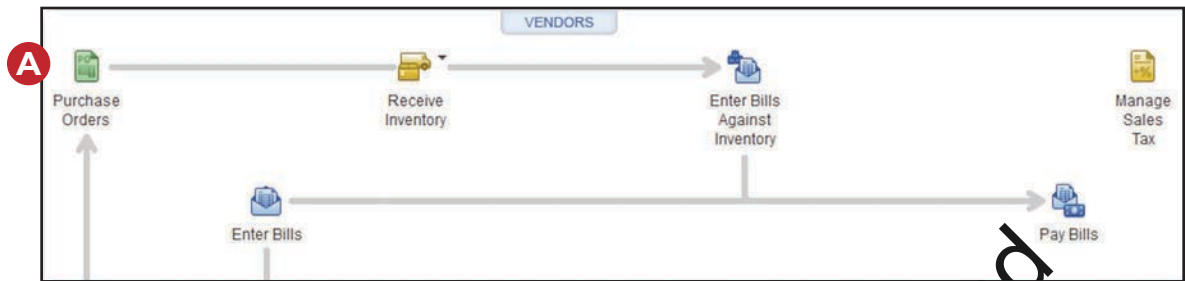
The purchase order window is used to prepare purchase orders for inventory. No accounting entry is made to any journal, subsidiary record, or general ledger after a purchase order is saved because a liability does not yet exist.

Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Purchase Orders icon under Vendor.
B	Vendor	Select Vendor from drop-down list or add new. For a new vendor addition, refer to maintenance tasks in Chapter 5.
C	Date	Verify the date posted or enter new date.
D	P.O. No.	Accept the purchase order number or change.
E	Ship To	Accept the shipping address or change by typing in a different name and / or address.
F	Item	Select an item from drop-down list or add new item.
G	Description	Accept the default description or change.
H	Qty.	Enter the quantity to be ordered.
I	Rate	Accept the default rate or change. If you change it, the Item's Cost Change window opens. If the cost change is one-time, click No, or click Yes to change the item's cost in the inventory.
J	Amount	Accept the total amount of the items ordered. Changing the amount column will recalculate the Rate.
K	Various	Repeat steps F–J for each inventory item to be ordered.
L	Create Purchase Orders window	Review the information to verify that it is correct.
M	Print button	Click the Print button, select the printer, and print the purchase order, if desired.
N	Save & Close/ Save & New buttons	Click Save & Close or Save & New to save the purchase order.

Prepare a Purchase Order

QuickBooks windows



A screenshot of the "Create Purchase Orders" window in QuickBooks. The window includes a menu bar (Main, Formatting, Reports), a toolbar with various icons, and a main form area. The form contains fields for Vendor, Class, Drop Ship To, Date, P.O. No., and Ship To. Below these fields is a table with columns for Item, Description, Qty, Rate, Custom, U/M, and Amount. At the bottom, there are fields for Vendor Message and Memo, and buttons for Save & Close, Save & New, and Clear. Red letters A through N are placed over various elements in the window.

Purchase Non-Inventory Items or Services Without a Purchase Order – No Payment Made At Time of Purchase

The Enter Bills window is used to process and record the receipt of non-inventory items or services purchased without a purchase order. After entering information and saving the completed Enter Bills window, the following has occurred:

Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Expense and Non-Inv. Asset Accounts	\$		✓ (fixed assets)	✓
Accounts Payable		\$	✓	✓

Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Enter Bills icon under Vendors.
B	Vendor	Select a vendor from the drop-down list or add new.
C	Open POs Exist window (<i>not shown</i>)	If there are open POs for this vendor, this window will open. Click No.
D	Date	Accept default date or change.
E	Ref No.	Type the vendor's invoice number.
F	Terms	Accept the default payment terms or select from the drop-down list.
G	Expenses tab	Click to open the Expenses tab if it is not open.
H	Account	Select account from drop-down list or add new.
I	Amount	Enter the amount of the purchase that is associated with the account.
J	Memo	Type a description of the amount that is being charged to the account (legal services, for example).
K	Various	Repeat steps H – J for any other accounts that are applicable to the purchase.
L	Amount Due	Verify that the amount due is correct. (<i>Not possible to verify unless the information is provided.</i>)
M	Enter Bills window	Review the information to verify that it is correct.
N	Save & Close / Save & New buttons	Click the Save & Close or Save & New button.

QuickBooks windows



Enter Bills

Main Reports

Find New Save Delete Create a Copy Memorize Print Attach File Select PO Enter Time Clear Sp Recalculate Pay Bill

☒ Bill ☐ Credit

Bill

VENDOR **B** DATE 12/15/2017 **D**

ADDRESS REF. NO. **E**

AMOUNT DUE 0.00 **L**

TERMS **F** BILL DUE 12/15/2017 **J**

MEMO

Expenses **G** \$0.00 **H** **I** **J** \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER/JOB	BILL	CLASS

Save & Close **N** Save & New Clear

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Pay a Vendor's Outstanding Invoice

The Pay Bills window is used to record and process a payment for a vendor's existing invoice. After selecting a bill to be paid and saving the transaction, the following has occurred:

Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Accounts Payable	\$		✓	✓
Checking Account		\$		✓
Discount / Credit		\$		✓

Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Pay Bills icon under Vendors.
B	List of open bills	Click to place a checkmark and select the bill or bills to be paid.
C	Date	Accept default date or click calendar icon to change.
D	Set Discount button	Click the Set Discount button to display the Discount and Credits window (<i>not shown</i>). Accept the Amount of Discount and the Discount Account or edit. (<i>Note: Discounts are not normally given for partial payments.</i>) Click Done.
E	Amt. To Pay	Accept default amount or change for a partial payment.
F	Assign check number button	Select the Assign check number radio button if it is not already selected.
G	Method	Accept the default payment method or change from the drop-down list.
H	Pay Bills window	Review the information to verify that it is correct.
I	Pay Selected Bills button	Click the Pay Selected Bills button.
J	Check No. box (Assign Check Numbers window)	Type check number and click the OK button.
K	Payment Summary window	Review the information to verify that it is correct.
L	Done button (Payment Summary window)	Click the Done button to exit to the Home Page.