# QUICKBOOKS QUICK LEARNING SUMMARY

## 1. Create Company

**File → New Company**

## 2. Company Preferences

**Edit → Preferences → Items & Inventory → Company Preferences**

Enable **Inventory and Purchase Orders are Active**.

## 3. Chart of Accounts

**Lists → Chart of Accounts → Account → New**

Create:

- Assets
- Income
- Expenses
- Liabilities
- Equity

## 4. Inventory Items

**Lists → Item List → Item → New → Inventory Part**

Set:

- Item Name
- Cost
- Sales Price
- Income Account
- COGS Account
- Asset Account

## 5. Suppliers / Vendors

**Vendors → Vendor Center → New Vendor**

## 6. Customers

**Customers → Customer Center → New Customer**

## 7. Receive Inventory

**Vendors → Receive Items**

Used when receiving stock from suppliers.

## 8. Supplier Bills

**Vendors → Enter Bills**

Used to record amounts owed to suppliers.

## 9. Pay Supplier Bills

**Vendors → Pay Bills**

Used to pay outstanding supplier balances.

## 10. Cash Sales

**Customers → Enter Sales Receipts**

Used for immediate/cash sales.

## 11. Credit Sales

**Customers → Create Invoices**

Used for sales made on credit.

## 12. Receive Customer Payments

**Customers → Receive Payments**

Used to record payments from credit customers.

## 13. Operating Expenses

**Vendors → Enter Bills**
or
**Banking → Write Checks**

Used for business expenses such as rent, electricity, transport and advertising.

## 14. Stock Adjustment

**Vendors → Inventory Activities → Adjust Quantity/Value on Hand**

Used for:

- Damaged stock
- Lost stock
- Stock shortages
- Stock corrections

## 15. Inventory Reports

**Reports → Inventory**

Useful reports:

- Inventory Valuation Summary
- Inventory Valuation Detail
- Inventory Stock Status by Item

## 16. Profit & Loss

**Reports → Company & Financial → Profit & Loss Standard**

Shows:

- Income/Sales
- Cost of Goods Sold
- Gross Profit
- Expenses
- Net Profit/Loss

## 17. Balance Sheet

**Reports → Company & Financial → Balance Sheet Standard**

Shows:

- Assets

- Liabilities
- Equity

## 18. Accounts Payable

**Reports → Vendors & Payables**

Useful reports:

- A/P Aging Detail
- Vendor Balance Detail

## 19. Accounts Receivable

**Reports → Customers & Receivables**

Useful reports:

- A/R Aging Detail
- Customer Balance Detail

## 20. General Ledger

**Reports → Accountant → General Ledger**

Shows all transactions recorded in the accounts.

## 21. Trial Balance

**Reports → Accountant → Trial Balance**

Shows:

- Account names
- Debit balances
- Credit balances

## 22. Bank Transactions

**Banking → Use Register**

Used to view and manage transactions in:

- Cash
- Bank accounts

## 23. Account Reconciliation

**Banking → Reconcile**

Used to compare QuickBooks records with the bank statement.

## 24. Company Financial Reports

**Reports → Company & Financial**

Main reports:

- Profit & Loss
- Balance Sheet
- Trial Balance
- Cash Flow
- Statement of Cash Flows

## 25. Customer & Vendor Reports

**Reports → Customers & Receivables**
**Reports → Vendors & Payables**

Used to monitor:

- Customer balances
- Supplier balances
- Outstanding invoices
- Outstanding bills

## 26. Save / Backup Company

**File → Create Backup**

Used to create a backup of the QuickBooks company file.

## QuickBooks Flow

**Company → Accounts → Items → Vendors → Customers → Purchases → Bills → Sales → Payments → Expenses → Adjustments → Reports**

Useful additions to the summary

- Create the marking scheme
- Add the transaction totals answer key