

➤ **QuickBooks Enterprise 2011 PC Basics**

**Start QuickBooks Enterprise 2011:**

1. Double-click the **Intuit QuickBooks** icon on the desktop.
2. At the No Company Open dialog box, click on the **Open or Restore Existing Company** box.
3. At the Open or Restore Company dialog box, click on the **file name** for your school.
4. Click on the **Open** button.

***Note:** You can also double-click on the file name for your school to open the file.*

**Exit QuickBooks Enterprise 2011:**

1. Click on **Exit** from the File Menu options or click X on the upper right corner of the window.
2. Backup always on the “Q” server. Automatic backups are set up for every time you close. If you don’t see the backup message please contact accounting.

**Getting Help:**

1. To get Help about a window you are displaying (i.e. Write Checks window) in QuickBooks, click on the **Help?** icon on the toolbar.
2. By clicking on the **Help? icon** on the toolbar, you can select various items that will assist you:
  - a. Click on **Search** to display a window where you can type a question or click on different categories for additional assistance.

➤ **Make a Deposit**

1. Click on **Banking** on the menu bar.
2. Click on **Make Deposits** to open the Make Deposits window.
3. Press **Tab** to move to the Date field and type a different date if needed. QuickBooks automatically enters today's date for you.

*Note:* You can also change the date of the deposit by pressing + or - to increase or decrease the date by one day.

4. Press **Tab** twice to move to the Received From column.
5. Click on the **Down Arrow** button and select Extraco Banks (V#26300) from the drop-down list.

*Note:* You can also type **Extraco** in the Received From column to display the vendor name, Extraco Banks (V#26300).

6. Press **Tab** to move to the From Account column.
7. Click on the **Down Arrow** button and select the appropriate income account code from the Chart of Accounts.

*Note:* When you select an account from the drop-down list, you must assign the amount of the deposit to an income account from the Chart of Accounts. You can assign the income to 461-I (Campus Activities) or 865-I (Student Activities).

8. Press **Tab** to move to the Memo column.
9. Type the **name of the company or individual** that you received the cash or check from. (Typing information in the Memo column is an optional step.)
10. Press **Tab** 3 times to move to the **Class** column.
11. Click on the **Down Arrow** button and select the appropriate campus or student group.

*Note:* When you select a class from the drop-down list, you must assign the deposit amount to a specific class for student activities or campus activities. Classes are used to track income by a student group or campus group.

12. Press **Tab** to move to the Amount column and enter the \$ amount of the deposit.
13. If you have additional deposit amounts for individual campus or student groups, repeat steps #3 through #12 above to create additional detail lines for the deposit.
14. Verify the Deposit Subtotal toward the bottom of the Make Deposits window. The Deposit Subtotal should equal the total deposit amount on your deposit slip.
15. Click on the **Save & Close** button to record the deposit and close the window. Click on the **Save & New** button to record the deposit and open a new deposit window.

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**Notes:**

- **When you make a deposit, you must select the same type of From Account and Class in the detail area of the deposit.**

Fund = 461 I - Income - Campus Activity

Class = Campus Group (i.e. Other Income, Lib Book Fines, etc.)

Fund = 865 I - Income - Student Activity

Class = Student Group (i.e. Faculty/Staff, Annual, etc.)

➤ **Write QuickBooks Check(s)**

**Write a Check:**

1. Click on the **Check** button on the Icon bar to display the Write Checks window.
2. If you are entering a hand-written check do the following:
  - a. Ensure that the **To be printed** checkbox at the bottom right-hand side of the check window is not checked.
  - b. Press **Tab** and type the check number in the No. field.
3. Press **Tab** to move to the Date field and type a different date if needed. QuickBooks automatically enters today's date for you.

*Note: To change the date on the check, press + or - to increase or decrease the date by one day.*

4. Press **Tab** to move to the Pay to the Order of field on the check.
5. At the Pay to the Order of field, click on the **Down Arrow** button (right-hand side of the Payee line) to display a list of vendors.

*Note: You can also type a few characters of the Vendor Name (V#xxxxxx) in the Pay to the Order field to move to the vendor name on the list of vendors.*

6. Click on a **vendor name** from the list of vendors.
7. If you do not locate the name of your vendor on the list, do the following:
  - a. Type the **Vendor Name (V#xxxxxx)** on the payee line and press **Tab**.
  - b. At the Name Not Found dialog box, click on the **Set Up** button.
  - c. At the Select Name Type dialog box, click in the circle to the left of **Vendor**, if it is not selected.
  - d. Click on the **OK** button.
  - e. At the New Vendor window, click in the **Company Name** text box.
  - f. Type the vendor name followed by the vendor number in the following format: **Vendor Name (V#xxxxxx)**

**Note:** To locate the vendor number, log into the TEAMS system, select Vendor Lookup.

To issue a reimbursement or refund to an individual, assign one of the following special vendor numbers:

Vendor Name (V#REIMB)

Vendor Name (V#REFUND)

- g. Click in the **Address box**.
- h. Press the down arrow (↓) key one time to move to the end of the vendor name.
- i. Press the **Return** key.
- j. Type the address of the vendor, pressing **Return** at the end of each address line.

**Note:** You can also enter any additional vendor information such as contact and phone number for your personal use.

- k. Click on the **OK** button.
- 8. Click in the **Account column** on the bottom of the check.
  - 9. Click on the **Down Arrow** button on the right-hand side of the Account column and select the appropriate expense account from the drop-down list.

**Note:** When you select an account from the drop-down list, you can assign the amount of the check to an expense account from the Chart of Accounts.

*The Chart of Accounts has been set up based on budget codes for campus and student activities. You can assign the expense to an appropriate function and object code for the 461 fund (Campus Activities). Checks for the 865 fund should always be charged to the 865 fund (Student Activities), 00-2192 Due to Student.*

- 10. Press **Tab** or click in the **Amount** column.
- 11. At the Amount field, type the \$ **amount** of your check.

12. Click on the **Down Arrow** button on the right-hand side of the Class column and select the appropriate class (account) from the drop-down list.

***Note:** When you select a class from the drop-down list, you must assign the amount of the check to a specific class for student activities or campus activities. Classes are used to assign expenses to a student group or campus group.*

13. Click on the **Save and Close** button to record the check and close the window. You can also click the **Save and New** button to record the check and enter another one.

OR

14. Click on the **Print** button at the top of the window to print the individual check. For printing instructions, see page 8.

***Note:** You can place an X in the "To be printed" checkbox on the bottom right-hand side of the check window to add the check to a list of checks you can print all at once from the File menu. See the instructions on page 9.*

You will eventually get a window which opens when you save and close or save and new which is an Order Checks Reminder. We cannot order checks online; "X" out.

#### **Void a Check:**

1. Click on the **Check** button on the Icon bar to display the Write Checks window.
2. At the Write Checks window, click on the **Previous** or **Next** button to display the check you wish to void.
3. With the check displayed in the Write Checks window, click on **Edit** on the Menu Bar and select **Void Check**. (Note: the check must be completed on the screen before it can be voided)
4. Click **Save and Close** or **Save and New** to process the void.
5. At the Record Transaction window, click **YES** to finalize the void transaction.

**\*\*\*New:** Once the check is voided you will get a new window with the following message: To maintain the accuracy of your financial reports and balance the accounts

affected by the check, QuickBooks can create a journal entry in the earlier period and a reversing journal entry in the current period. Would you like QuickBooks to void the check and enter the appropriate journal entries for you? Choose Yes

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**Notes:**

- You may include one or more lines of expense detail at the bottom of the check window. Click on the **Recalculate** button to have QuickBooks recalculate the amounts in the detail area of the check and put the total in the "\$" field on the face of the check.
- **When you write a check, you must select the same type of Account and Class in the detail area of the check.**

Fund = 461 - Campus Activity

Class = Campus Group (i.e. Other Income, Lib Book Fines, etc.)

Fund = 865 - Student Activity

Class = Student Group (i.e. Faculty/Staff, Annual, etc.)

➤ **Print Check(s)**

**Print a Single Check:**

1. Click on **Check** on the Icon bar to display the Write Checks window.
2. In the Write Checks window, click on the **Next** or **Previous** button to display the check you wish to print.
3. Click the **Print** button.
4. At the Print Check dialog box, type the **number** of the check you want to print and click the **OK** button.
5. In the Print Checks dialog box, verify that you have the correct check style (standard, voucher, or wallet) selected. (We suggest that you use voucher checks)
6. Click on the **Print** button.
7. After printing the checks, at the Did check(s) print OK? window do one of the following:
  - a. Click on the **OK** button if your check printed correctly.
  - b. If the check did not print correctly, enter the number of the first check that printed incorrectly. Click on the **OK** button to return to the Write Checks window. Repeat steps #3 through #7 above to reprint the check.

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**Notes:**

- **If you use preprinted checks with a preprinted check number, verify that the check number you enter in QuickBooks matches the check number on the check.**



**Print List of Checks:**

1. Make sure your printer is online and ready.
2. Load the check stock in the printer.
3. Click on **File** on the Menu bar and highlight **Print Forms**, then choose **Checks**.
4. Ensure that your checking account is selected in the Bank Account drop-down list.
5. Ensure that the number in the First Check Number field matches the first number on your checks in the printer (if the check number is preprinted) or key in the first check number that you wish to use.  
  
*Note: The First Check Number should be the same as the check number of the first check in the printer if you are using preprinted forms.*
6. Select the checks you want to print.
7. Click **OK**.
8. In the Print Checks dialog box, verify that you have the correct check style (standard, voucher, or wallet) selected. (We suggest that you use voucher checks)
9. Click **print**.
10. After printing the checks, at the Did check(s) print OK? window do one of the following:
  - a. Click on the **OK** button if your check printed correctly.
  - b. If the check did not print correctly, enter the number of the first check that printed incorrectly. Click on the **OK** button to return to the Write Checks window. Repeat steps #2 through #8 above to reprint the check.

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**Notes:**

- **If you use preprinted checks with a preprinted check number, verify that the check number you enter in QuickBooks matches the check number on the check.**

➤ **Make General Journal Entries**

1. Click on **Company (instead of Banking)** on the QuickBooks Menu Bar.
2. Select **Make General Journal Entries** from the list of menu options.
3. At the General Journal Entry window, type the **date** of your journal entry. QuickBooks automatically enters today's date for you.
4. Press **Tab** to move to the Entry No. field.
5. Type a **number** for your journal entry. **Do not click on the Adjusting Entry box.**
6. Press **Tab** to move to the Account column.
7. At the Account column, click on the **Down Arrow** button, and select the name of the fund you are transferring the money from.
8. Press **Tab** to move to the Debit column and enter the **\$ amount**.
9. Press **Tab** 2 times to move to the Memo column; type an explanation.
10. Press **Tab** 2 more times to move to the Class column.
11. Click on the **Down Arrow** button and select the Class you are moving the money from.
12. Press **Tab** to move to the Account column.
13. At the Account column, click on the **Down Arrow** button and select the name of the fund you are transferring the money to.
14. Press **Tab** 2 times to move to the Credit column and type the **\$ amount**, if necessary.
15. Press **Tab** 3 times to move to the Class column.
16. Click on the **Down Arrow** button and select the Class you are moving the money to.
17. Click on the **Save and Close** button to record the journal entry and close the window. You can also click on the **Save and Next** button to record the journal entry.

**Notes:**

- **Transfer Between Classes:**

Account	Debit	Credit	Class
461-I Campus Income	X.XX		Other Income
461-I Campus Income		X.XX	Pictures

**Note:** This entry moves money from Other Income to Pictures. Before you create this transaction, you must have an approved AF-107 form.

- **Record Returned Checks:**

Account	Debit	Credit	Class
865-I Student Income	X.XX		Annual
1112 – Cash in Bank		X.XX	* Leave blank *

- **Record bank shortage**

Account	Debit	Credit	Class
461-I Campus Income	X.XX		Other Income
1112 - Cash in Bank		X.XX	* Leave blank *

- **When recording special transactions, your debits must equal your credits.**

➤ **Add a Vendor**

1. Click on the Vendor Center button (instead of Vend) on the Icon bar.
2. At the Vendor List window, click on the **New Vendor** button at the top of the window then highlight **New**.
3. At the New Vendor window, click in the **Company Name** text box.
4. Type the vendor name followed by the vendor number in the following format: **Vendor Name (V#xxxxxx)**

*Note: To locate the vendor number, log into TEAMS and follow directions to locate vendor number.*

5. Click in the **Address box**.
6. Press the down arrow (↓) key one time to move to the end of the vendor name on the first line of the address box.
7. Press the **Return** key.
8. Type the address of the vendor, pressing **Return** at the end of each address line.

*Note: You can also enter any additional vendor information such as contact and phone number for your personal use.*

9. Click on the **OK** button to return to the Vendor List window.
10. Click on the **Close** box on the title bar to close the Vendor List window.

**Notes:**

- **To issue a reimbursement or refund to an individual, assign one of the following special vendor numbers:**

Vendor Name (V#REIMB)

Vendor Name (V#REFUND)

- **Vendor names must be set up in QuickBooks Enterprise using the following format:**

Vendor Name (V#xxxxxx)

*Note:* To locate the vendor number, log into TEAMS, select Vendor Lookup.

➤ **Add a Class**

1. Click on **Lists** on the Menu Bar.
2. Select **Class List** from the menu options.
3. At the Class List window, click on the **Class** button at the bottom of the window then highlight **New**.
4. At the New Class window, type the **name of the class** in the Class Name field.
5. Click on the **Subclass of** checkbox.
6. Click on the **Down Arrow** button and select either Campus Activity or Student Activity from the list.

***Note:** Your new class must be a subclass of either Campus Activity or Student Activity.*

7. Click on the **OK** button to add the class and return to the Class List window.

➤ **Reconcile the QuickBooks Checking Account**

**Always backup your file before performing reconciliation**

1. Click on **Banking** on the QuickBooks Menu Bar.
2. Select **Reconcile** from the list of menu options.
3. At the Reconcile window, verify that the Account to Reconcile field displays 1112 – Cash in Bank.
4. Click in the **Statement Date** field and enter the Statement date as it is listed on the bank statement received from the bank.
5. Click in the **Ending Balance** field and enter the **ending balance** on your bank statement (usually designated as the “current statement balance”).
6. Click the **Continue** button.
7. At the Checks and Payments section, click on each **check** that is listed as cleared on the bank statement.
8. At the Deposit and Other Credits section, click on each **deposit** or **credit** that is listed as cleared on the bank statement.
9. Verify that the Difference displayed at the bottom of the window is zero before you continue with the next step.
10. Click on the **Reconcile Now** button on the right-hand side of the window.
9. If the Reconcile Adjustment window displays, click on the **Cancel** button to return to the Reconcile window. **Never click on the OK button to adjust the bank account balance.**

*Note: This window will not display if the Difference is zero in the Reconcile window.*

10. At the Select Reconciliation window, click on the **circle** to the left of **Detail** to print the reconciliation report.
11. Click on the **Print** button.
12. After you print the Reconciliation Report, you must have your principal sign and date it for approval.

**Notes:**

- If unexpected items (i.e. returned checks, check printing charges, etc.) appear on the bank statement, a General Journal entry must be completed for each item before you attempt to reconcile. Refer to the Make General Journal Entries (Page 10) section of this document.
- If there is a discrepancy in your reconciliation, click on the Modify button to take you to the Locate Discrepancies screen. There are three options under this screen that will help you locate & correct your discrepancy:
  - a) Discrepancy Report –lets you view changes to previously cleared items in a previous report.
  - b) Previous Reports – lets you view transactions that were cleared in a past reconciliation.
  - c) Undo Last Reconciliation – lets you unclear all cleared transactions in the last reconciliation period; **do not use** the UNDO button if your previous month's reconciliation is already reconciled; the UNDO button is **only** used if Reconcile button was accidentally pushed before the difference is zero.



➤ **Create the Monthly Reports For Financial Services**

1. Click on **Reports** on the QuickBooks Menu Bar.
2. Select **Memorized Reports** from the list of menu options.
3. At the Memorized Reports List window, click on a **Report Name** on the list for the report you wish to print.
4. Click in the **Dates** field and verify that you have the correct dates selected. See the Memorized Reports chart below.
5. Click in the **From** field and type the first day of the month you are creating the reports for, if necessary.
6. Click in the **To** field and type the last day of the month you are creating the reports for, if necessary.
7. At the Report window, click on the **Print** button.
8. At the Print Report dialog box, click on the **Print** button.
9. Click on the **Close** button to close the report window and return to the Memorized Report list.
10. Submit a copy of each of the reports listed below, the Reconciliation Report, and a copy of your Bank Statement to Financial Services.

**Memorized Reports**

<b>Report Name</b>	<b>Dates</b>	<b>Note</b>
Class Balance Changes	This Month (Enter From and To Dates) or Last Month	
Current Class Balances	Custom (Leave From Date blank and To Date is end of month)	
General Ledger	This Month (Enter From and To Dates) or Last Month	Print landscape and click on "Fit to One Page Wide" option to place an X in the checkbox and select this option.

**Notes:**

- The General Ledger report must be reconciled to the Class Balance Change report each month before sending the reports to Financial Services. This reconciliation will ensure that all classes are coded to the correct budget codes (i.e. Other Income charged to the 461 fund).

This reconciliation is performed by doing the following:

1. Subtract the expenses from the income for each fund as listed on the General Ledger report.
  2. Compare this figure to the Class Balance Change report.
  3. If the numbers do not match, it means that an expense or deposit for a class is coded to an incorrect budget code and must be changed.
- Below is the reconciliation for the monthly reports. See Appendix A of your training guide to review the sample reports.

Balances on General Ledger report:

Total 461 I – Income Campus Activity	1,834.88
Total 461 – Campus Activity	<u>(73.23)</u>
Class Balance Change	1,761.65
Total 865 I – Income Student Activity	125.00
Total 865 – Student Activity	<u>(6.00)</u>
Class Balance Change	119.00

- Verify that your calculated balances from the General Ledger report are equal to the totals on the Class Balance Change report. See the example above.

How to print a Transaction Detail for a class:

1. Go to Reports and scroll to Memorized Reports.
2. Click on Current Class Balance Report.
3. Change the date boxes **FROM** and **TO** to the date range you want to print; for example:  

**FROM** 12/01/11                      **TO** 12/31/11
4. Double click on the amount column pertaining to the class you want to print.
5. This will open the Custom Transaction Detail Report.
6. Click on the **Modify** button if you want to specify the class you want to print; click on the Header/Footer tab; on the Report Title box, you may type in the class you want to print by adding a dash & the name of the class.
7. Click on the Print button. Print on Landscape to enable the user to view the detailed transaction of the account.

**To set up automatic back up:**

- Click on the Schedule a Backup tab on the Backup icon.
- Put a check mark on the box besides “Automatically backup when closing data file every”.
- Put **# 1** in the box beside “times”; every time you close out of QuickBooks, it will back up automatically.