



TIME YIELDS TREASURE

Quickbooks
Accounting
and
Bookkeeping

Users Guide

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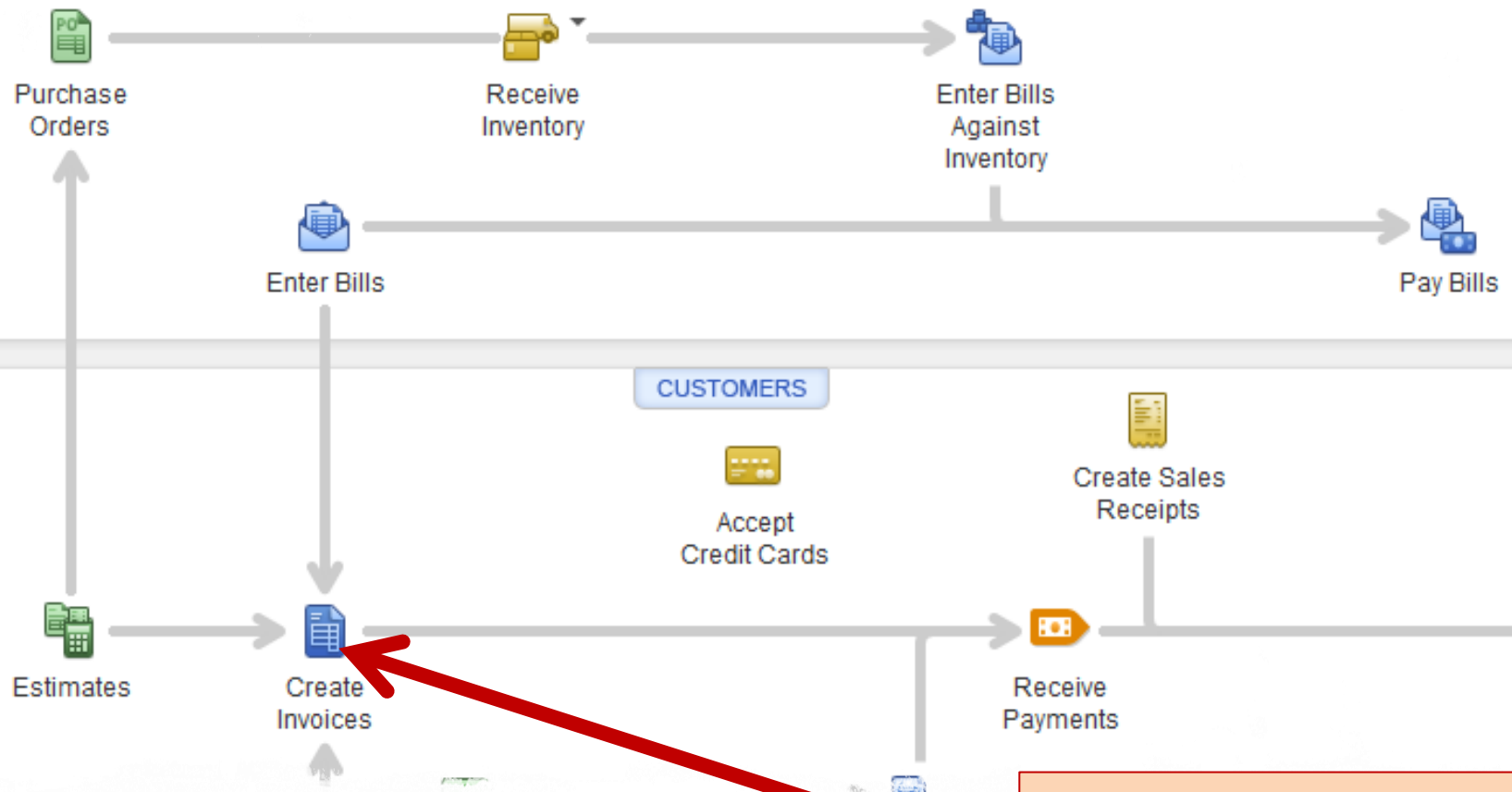
Financial activities, such as invoicing, bill paying, sales transactions and deposits will all need to be tracked using QuickBooks. This document will provide the standards and required methods for entering and documenting all financial transactions for the business. Careful attention to detail will ensure that we maintain financial records according to company standards. Following the instructions in this manual is mandatory for all employees responsible for maintaining financial recording in their area of expertise.



Cash Sale: Quickbooks Entry

Cash customers will be given a receipt from the manual receipt book at the time purchase. These will need to be entered in Quickbooks TM as an Invoice to account for the sale.

1. Begin at the Time Yields Treasure, QuickBooks desktop.



2. Double click the Create Invoices icon to begin entering invoices.

Create Invoices for a Cash Sale

The Invoice Entry screen opens.

Main Formatting Send/Ship Reports
 Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Print Later Email Later Attach File Add Time/Costs Apply Credits Receive Payments Create a Batch Refund/Credit

CUSTOMER:JOB **Cash Customer** TEMPLATE Intuit Product I...

Invoice

DATE 02/16/2019 INVOICE # 515 BILL TO Cash Customer SHIP TO

O. NUMBER 22301 TERMS Due on receipt REP SHIP 02/16/2019 VIA US Mail F.O.B.

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
1	1410110	"LDADPR" Gold tone Bangle Bracelet Side Hinge Bracelet with Safety Chain 5 Tiny Rhinestone Clear and Dark Blue	20.00	20.00
1	175	Cuyahoga County Tax	1.60	1.60

ONLINE PAY Off CUSTOMER MESSAGE MEMO

TOTAL 21.60
 PAYMENTS APPLIED 21.60
 BALANCE DUE 0.00

Save & Close Save & New Revert

3. Select or enter "Cash Customer" in the **Customer Job** field

The Invoice Entry screen opens.

Invoice

PAID 03/11/2019

DATE: 02/16/2019

INVOICE #: 515

BILL TO: Cash Customer

SHIP TO:

P.O. NUMBER: 322301

TERMS: Due on receipt

REP:

SHIP: 02/16/2019

VIA: US Mail

F.O.B.:

ONLINE PAY: Off

CUSTOMER MESSAGE:

MEMO:

TOTAL: 21.60

PAYMENTS APPLIED: 21.60

BALANCE DUE: 0.00

Save & Close Save & New Revert

Entering the **CUSTOMER JOB** will populate most fields on this form with default values. These defaults are appropriate for most invoices and should only be modified according to these instructions or when a supervisor instructs you to do otherwise.

4. Date entered will be the date of the receipt of the item(s)

DATE
02/16/2019

DATE
02/16/2019

TEMPLATE Intuit Product I...

DATE 02/16/2019

BILL TO Cash Customer

SHIP TO

INVOICE # 515

P.O. NUMBER 322301

TERMS Due on receipt

REP

SHIP 02/16/2019

VIA US Mail

F.O.B.

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
1	1410110	"LDADPR" Gold tone Bangle Bracelet Side Hinge Bracelet with Safety Chain 5 Tiny Rhinestone Clear and Dark Blue	20.00	20.00
1	175	Cuyahoga County Tax	1.60	1.60

ONLINE PAY Off

CUSTOMER MESSAGE

MEMO

TOTAL 21.60

PAYMENTS APPLIED 21.60

BALANCE DUE 0.00

Save & Close Save & New Revert

Main
Formatting
Send/Ship
Reports

Find

New

Save

Delete

Create a Copy

Memorize

Mark As Pending

Print

Email

Print Later

Email Later

Attach File

Add Time/Costs

Apply Credits

Receive Payments

Create a Batch

Refund/Credit

CUSTOMER:JOB
Cash Customer

TEMPLATE
Intuit Product I...

Invoice

DATE
02/16/2019

INVOICE #
515

P.O. NUMBER
322301

TERMS

REP

SHIP

QUANTITY	ITEM CODE	DESCRIPTION		
1	1410110	"LDADPR" Gold tone Bangle Bracelet S with Safety Chain 5 Tiny Rhinestone Cl		00
1	175	Cuyahoga County Tax	1.60	1.60

ONLINE PAY
Off

CUSTOMER MESSAGE

MEMO

TOTAL
21.60

PAYMENTS APPLIED
21.60

BALANCE DUE
0.00

Save & Close
Save & New
Revert

5. Enter the Receipt Number from the manual receipt book in the **P.O. Number** field.

P.O. NUMBER
322301

6. The **Item Code** can be searched by clicking the down arrow.

The item number should be on the receipt for the cash sale from the manual receipt book.

Invoice

CUSTOMER: JOB **Cash Customer** TEMPLATE **Intuit Product I...**

DATE: 02/16/2019 INVOICE #: 515

P.O. NUMBER: 322301 TERMS: Due on receipt REP: SHIP: 02/16/2019

QUANTITY	ITEM CODE	DESCRIPTION		
1	1410110	LEDADPR" Gold tone Bangle Bracelet Side Hinge Bracelet with Safety Chain 5 Tiny Rhinestone Clear and Dark Blue	20.00	20.00
1	175	Cuyahoga County Tax	1.60	1.60

ONLINE PAY: Off

CUSTOMER MESSAGE:

MEMO:

TOTAL: 21.60
PAYMENTS APPLIED: 21.60
BALANCE DUE: 0.00

Save & Close Save & New Revert

Main
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Find

New

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Add Time/Costs

Apply Credits

Receive Payments

Create a Batch

Refund/Credit

CUSTOMER:JOB
Cash Customer

TEMPLATE
Intuit Product I...

Invoice

DATE

02/16/2019

BILL TO

Cash Customer

SHIP TO

INVOICE #

515

P.O. NUMBER

322301

TERMS

Due on receipt

REP

SHIP

02/16/2019

VIA

US Mail

F.O.B.

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
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1	175	Cuyahoga County Tax	1.60	1.60

CUSTOMER MESSAGE

MEMO

PAYMENTS APPLIED

21.60

BALANCE DUE

0.00

Save & Close

Save & New

Revert

The **Items and Services** icon on the QuickBooks Desktop can be used for an advanced search for the item code. See the Inventory section in this manual for more information on Items and Item Codes.

Main Formatting Send/Ship Reports

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Print Later Email Later Attach File Add Time/Costs Apply Credits Receive Payments Create a Batch Refund/Credit

CUSTOMER:JOB **Cash Customer** TEMPLATE **Intuit Product I...**

Invoice

7. Sales tax is entered by county and can be searched using the down arrow in the **Item Code** field on the next line. Each county will have its own 3-digit code.

P.O. N
322

175

Cuyahoga County Tax

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
1	1410110	"LDADPR" Gold tone Bangle Bracelet Side Hinge Bracelet with Safety Chain 5 Tiny Rhinestone Clear and Dark Blue	20.00	20.00
1	175	Cuyahoga County Tax	1.60	1.60

ONLINE PAY

Off

CUSTOMER MESSAGE

MEMO

TOTAL

21.60

PAYMENTS APPLIED

21.60

BALANCE DUE

0.00

Save & Close

Save & New

Revert

All other fields are to be filled out as shown.

Invoice

DATE

02/16/2019

INVOICE #

515

BILL TO

Cash Customer

SHIP TO

P.O. NUMBER

322301

TERMS

Due on receipt

REP

SHIP

02/16/2019

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US Mail

F.O.B.

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
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1	175	Cuyahoga County Tax	1.60	1.60

ONLINE PAY

Off

CUSTOMER MESSAGE

MEMO

TOTAL

21.60

PAYMENTS APPLIED

21.60

BALANCE DUE

0.00

Save & Close

Save & New

Revert

8. Once you have finished click **[Save & New]** to enter the next receipt – or – **[Save & Close]** to accept the entered receipt and close out of invoicing.