SECTION 3.1 SATNAV

QB SatNav

QB SETTINGS

- Company Settings
- Chart of Accounts

QB TRANSACTIONS

- Money in
- Money out

- Banking
- Customers & Sales
- Vendors & Expenses
- Employees & Payroll

QB REPORTS

- Reports
CHAPTER 3 OVERVIEW

- QuickBooks Lists
- Entering Transactions in QuickBooks
- Types of QuickBooks Transactions
QuickBooks Lists include:

- Customers List
- Vendors List
- Employees List
- Items and Services List
- Chart of Accounts
ENTERING QUICKBOOKS TRANSACTIONS

Two ways to enter QuickBooks transactions:

1. Onscreen Journal
2. Onscreen forms, such as invoices
TYPES OF QUICKBOOKS TRANSACTIONS

Different types of QuickBooks transactions include:

1. Banking and Credit Card
2. Customers and Sales
3. Vendors and Expenses
4. Employees and Payroll
5. Other
BANKING TRANSACTIONS

Banking transactions include:

1. Record Deposits

2. Write Checks
CUSTOMER AND SALES TRANSACTIONS

Customer and sales transactions include:

1. Enter sales receipts when the customer pays at the same time a sale occurs

2. Record deposit to record deposit of the funds in the Checking account
Vendor and expense transactions include:

1. Enter bills for services received
2. Pay bills
EMPLOYEE AND PAYROLL TRANSACTIONS

Employee transactions can include:

1. Enter time that employees have worked
2. Pay employees wages and salaries
3. Pay payroll liabilities owed for withholdings and payroll taxes
4. Process payroll forms
MEMORIZED TRANSACTIONS

One way we reduce errors and save time when entering transactions is to save frequently used transactions as memorized transactions.
TO LEARN MORE... SEE CHAPTER 3