

Chapter 5

Company Activities Part I

In this chapter, you'll about how QuickBooks is built using lists and transactions. You'll learn more about the importance of lists and how to manage them to keep your business information organized.

Lesson Objectives

In this chapter, you'll learn how to:

- Manage your customer and supplier lists
- Work with your Chart of Accounts
- Add fixed asset accounts and purchase fixed assets
- Edit, merge and work with list entries

Lists in QuickBooks

Lists are the framework of QuickBooks. You'll use lists to complete most QuickBooks forms including invoices, expenses, bills, purchase orders and more. For example, to pay a bill, choose a name from your Supplier list on the Enter Bills form. QuickBooks enters the list information on the form for you. This saves you time and prevents typing errors. You can also change the information directly on the form if necessary.

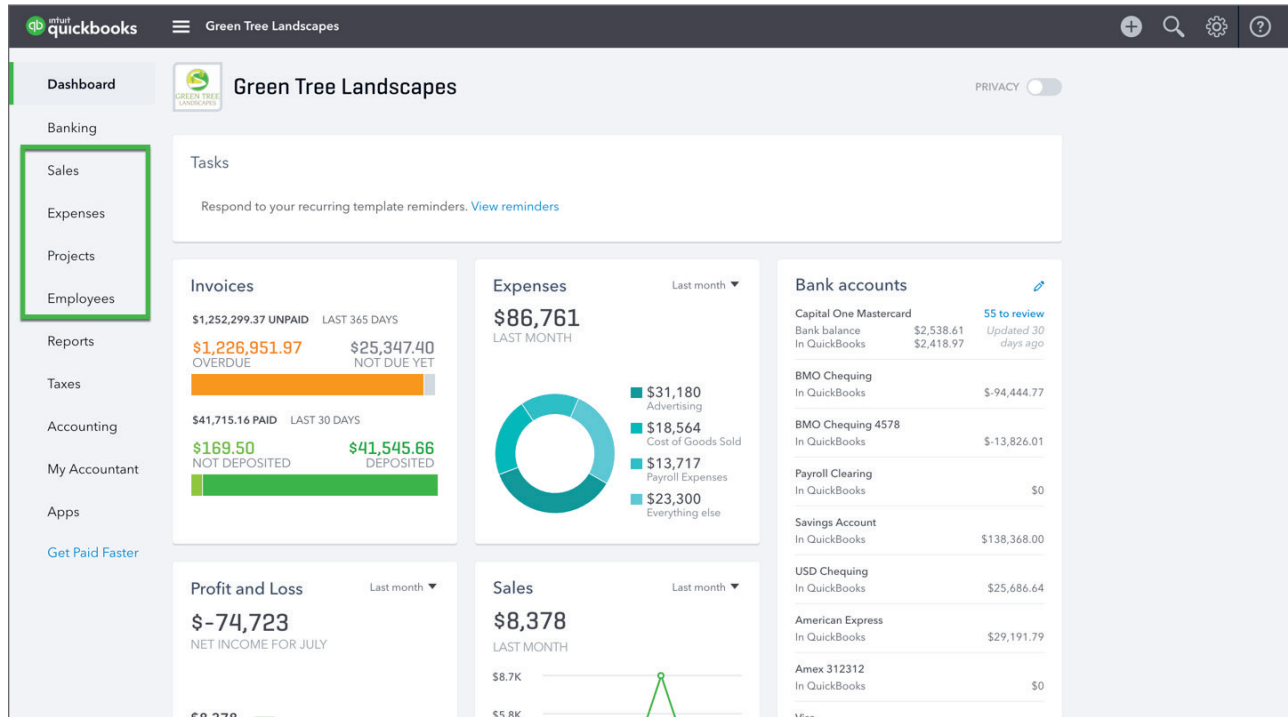
Although most lists are easy to set up in QuickBooks, some lists—such as the Chart of Accounts list, Products and Services list, and Class list—require careful planning.

The way you set up and edit lists depends on the list type:

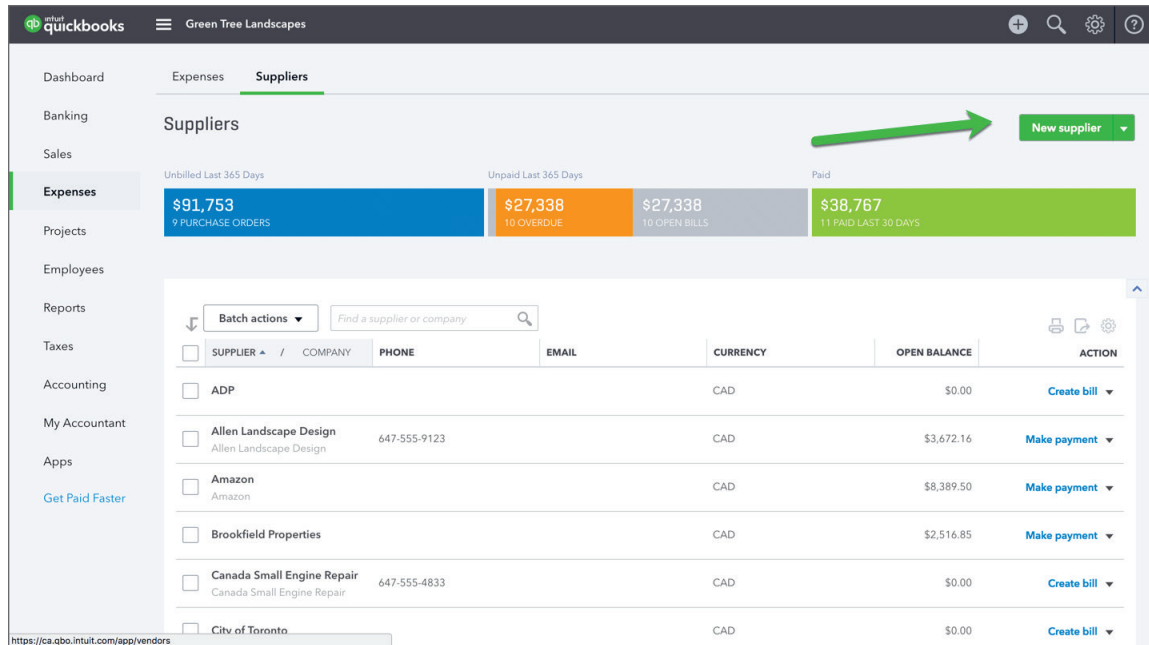
QuickBooks Centres:

Your Customers, Suppliers, and Employee lists are available in the Sales, Expenses, and Employee centres, respectively. They're included in the left-hand navigation bar.

To view one of these lists, click the appropriate Centre link on the navigation bar to go to a QuickBooks list.



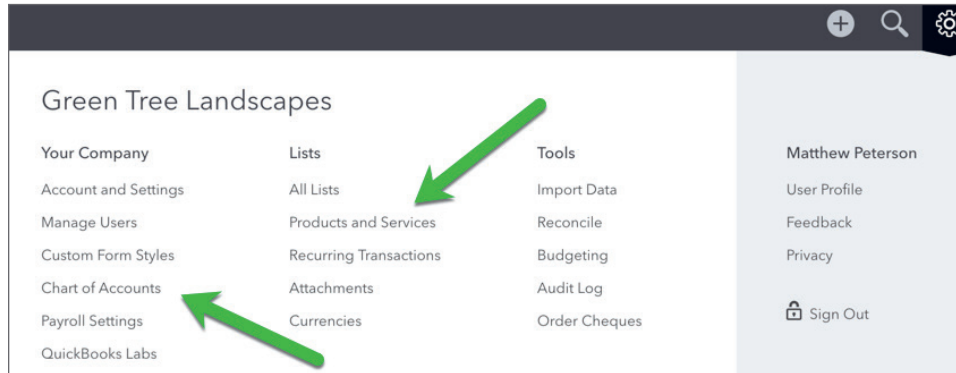
To enter information in a list, click **New Customer**, **New Supplier**, or **New Employee** at the top of the centre.



Other Lists

Other lists, such as the **Chart of Accounts**, **Products and Services List**, and **Other Lists** are found in the **Gear** menu.

1. To view one of these lists, go to the **Gear** Icon and click the list you want.
2. To make a new entry in the list, click the **New** button.



To view all of the lists in QuickBooks other than Customers, Suppliers, and Employees:

1. Click the **Gear** icon.
2. Click **All Lists** and QuickBooks displays a list of other lists that can be used in your day-to-day work in QuickBooks. Over the next few chapters you'll learn how to use most of these lists in QuickBooks.

Lists	
<p>Chart of Accounts</p> <p>Displays your accounts. Balance sheet accounts track your assets and liabilities, and income and expense accounts categorize your transactions. From here, you can add or edit accounts.</p>	<p>Payment Methods</p> <p>Displays Cash, Cheque, and any other ways you categorize payments you receive from customers. That way, you can print deposit slips when you deposit the payments you have received.</p>
<p>Recurring Transactions</p> <p>Displays a list of transactions that have been saved for reuse. From here, you can schedule transactions to occur either automatically or with reminders. You can also save unscheduled transactions to use at any time.</p>	<p>Terms</p> <p>Displays the list of terms that determine the due dates for payments from customers, or payments to suppliers. Terms can also specify discounts for early payment. From here, you can add or edit terms.</p>
<p>Products and Services</p> <p>Displays the products and services you sell. From here, you can edit information about a product or service, such as its description, or the rate you charge.</p> <p>Product Categories</p> <p>A means of classifying items that you sell to customers. Provide a way for you to quickly organize what you sell, and save you time when completing sales transaction forms.</p>	<p>Attachments</p> <p>Displays the list of all attachments uploaded. From here you can add, edit, download, and export your attachments. You can also see all transactions linked to a particular attachment.</p>
<p>Custom Form Styles</p> <p>Customize your sales form designs, set defaults, and manage multiple templates.</p>	
<p>Currencies</p> <p>Manage foreign currencies and rates for your customers and suppliers.</p>	

▶ Definition of Other Lists in QuickBooks

Chart of Accounts—A list of your accounts in QuickBooks Online. The Chart of Accounts will be used on every transaction recorded in QuickBooks. It provides the foundation on which QuickBooks is built. It is the most important list in your company file.

Balance sheet accounts track your assets, liabilities, and equity. Your balance sheet will report on the financial position of your company at any point in time.

Profit and Loss accounts track the income and expenses in your business. The Profit and Loss report will report on the financial performance of your company in any period of time.

You'll use the **Chart of Accounts** to categorize every transaction in QuickBooks.


Chart of Accounts								Run Report	New
NUMBER	NAME	TYPE	DETAIL TYPE	CURRENCY	TAX RATE	QUICKBOOKS BA	BANK BALANCE	ACTION	
1000	1000 Chequing	Bank	Chequing	CAD		-131.26		Account history	
1100	1100 Chequing USD	Bank	Chequing	USD		0.00		Account history	
	Japanese Yen	Bank	Cash on hand	JPY		-146,983.03		Account history	
	Savings Account	Bank	Chequing	CAD		-4,200.00		Account history	
	SBCU Chequing	Bank	Chequing	CAD		37,873.36		Account history	
	USD Chequing	Bank	Chequing	USD		2,484.90		Account history	
	Accounts Receivable (A/R)	Accounts rec...	Accounts Rec...	CAD		855,333.81		Account history	
	Accounts Receivable (A/R) - EUR	Accounts rec...	Accounts Rec...	EUR		0.00		Account history	
	Accounts Receivable (A/R) - USD	Accounts rec...	Accounts Rec...	USD		163.49		Account history	

Recurring Transactions—A list of scheduled, unscheduled, or reminders of transactions that will be or need to be entered in QuickBooks. From here, you can schedule transactions to occur automatically or with reminders. You will learn about this transaction in chapter 8.


Recurring Transactions								Reminder List	New
TEMPLATE NAME	TYPE	TXN TYPE	INTERVAL	PREVIOUS DATE	NEXT DATE	CUSTOMER/SUPP	AMOUNT	ACTION	
Trailer Loan - Edm CU	Scheduled	Expense	Every Month	03/01/2017	04/01/2017	Edmonton Cr...	2,900.00	Edit	
Trailer Loan	Unscheduled	Expense				Edmonton Cr...	110.00	Use	
Monthly Maintenance - Kirlin	Scheduled	Invoice	Every Month		04/30/2017	Alfonso Kirlin	203.40	Edit	
Monthly Activity Fee	Scheduled	Expense	Every Month		04/15/2017	RBC	15.00	Edit	
Leavitt Machinery Loan Payment	Reminder	Expense	Every Month		02/01/2017	Leavitt Machi...	2,325.20	Edit	
John Deere Loan Payment	Reminder	Expense	Every Month		02/13/2017	John Deere	1,500.00	Edit	

Products and Services—A list of the products and services you sell. They can include a combination of services, inventory parts, non-inventory parts and bundles.

Products and Services
More ▾ New ▾





0
LOW STOCK



0
OUT OF STOCK

i Keep tabs on your inventory with reorder points. Know what's running low and what's out of stock so you'll always have what your customers want. [Learn more](#) ✕

▾
🖨️ 📄 ⚙️

	NAME ▾	SKU	TYPE	SALES DESCRIPTIC	SALES PRICE	COST	QTY ON HAND	REORDER POINT	ACTION
<input type="checkbox"/>	 1L Water Bottle		Inventory		2.99	0.75	901		Edit ▾
<input type="checkbox"/>	 Blade Sharpening		Non-inventory	Sharpen lawn...					Edit ▾

Product Categories—A means of classifying items that you sell to customers. Provide a way for you to quickly organize what you sell, and save you time when completing sales transaction forms. Product categories make it easy to locate items on your products and services list.

Product Categories
New category

Products and Services
⚙️

NAME	ACTION
Construction Quote & Sale Items	Edit ▾
Fencing & Deck Materials	Edit ▾
Garden supplies	Edit ▾
Gifts & Specialty	Edit ▾
Lawn & Garden Equipment	Edit ▾
Lawn Maintenance	Edit ▾
Other	Edit ▾
Other Construction Materials	Edit ▾
Plants & Shrubs	Edit ▾
Rock & Aggregates	Edit ▾

Previous 1-10 Next

Custom Form Styles—A list of the customized sales forms available in QuickBooks. These includes Invoices, Estimates and Sales Receipts.

Custom Form Styles New style			
All Lists			
NAME	FORM TYPE	LAST EDITED ▾	ACTION
Standard	Master	11/22/2016	Edit ▾
Template #2	Invoice	03/08/2017	Edit ▾

Currencies—If your business is buying or selling goods and services outside of Canada you may choose to enable the multicurrency feature in QuickBooks. After it's enabled QuickBooks create and stores a list of currencies on the Currency List.

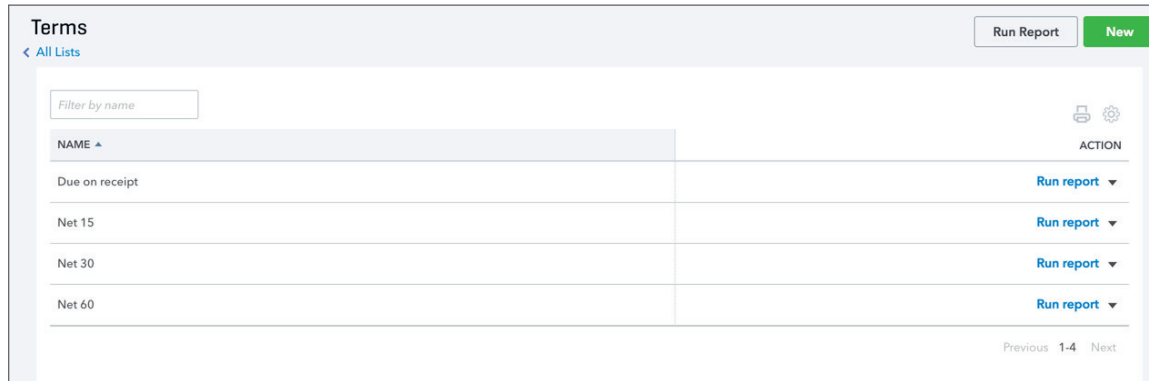
Currencies Add currency			
All lists			
Home currency: CAD - Canadian Dollar			
CURRENCY	CAD	LAST UPDATED	ACTION
USD - United States Dollar	1.33905	03/27/2017 at 08:02 AM CDT	Edit currency exchange ▾
GBP - British Pound Sterling	1.683989	03/27/2017 at 08:02 AM CDT	Edit currency exchange ▾
EUR - Euro	1.456953	03/27/2017 at 08:02 AM CDT	Edit currency exchange ▾
JPY - Japanese Yen	0.012133	03/27/2017 at 08:02 AM CDT	Edit currency exchange ▾
CNY - Chinese Yuan	0.194737	03/27/2017 at 08:02 AM CDT	Edit currency exchange ▾

Payment Methods—You can create new Payment Methods to reflect how your customers pay for your goods and services. Payment Methods are also used on expense transactions.

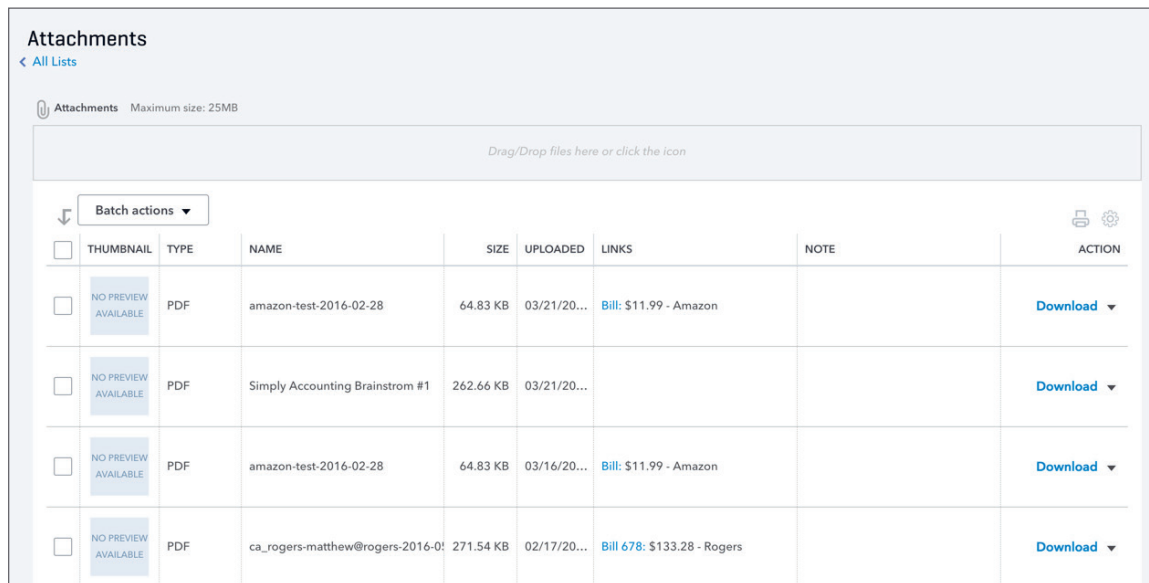
Payment Methods Run Report New		
All Lists		
NAME ▾	CREDIT CARD	ACTION
Automatic Withdrawal		Run report ▾
Cash		Run report ▾
Cheque		Run report ▾
Credit Card	✓	Run report ▾
Direct Debit		Run report ▾
Interac		Run report ▾
Visa		Run report ▾
Wire		Run report ▾

Previous 1-8 Next

Terms—You can add Terms to your customer invoices. Terms can determine due dates for payments from customers, or payment to suppliers.



Attachments—A list of all attachments you've uploaded to transactions or lists in QuickBooks Online. From here you can add, edit, download, and export the attachments. You can also view all the transactions linked to the attachments.



▶ Chart of Accounts

The chart of accounts is a complete list of a company's accounts and their balances. When you set up your company file, QuickBooks automatically created a chart of accounts. QuickBooks uses the chart of accounts to track how much money your company has, how much money it owes, how much money is coming in, and how much is going out.

Because QuickBooks handles most of the accounting behind the scenes, you may not have to use the chart of accounts very often. Even so, it's helpful to understand how the chart of accounts works.

To open the **Chart of Accounts**, click the **Gear** icon and then click **Chart of Accounts**.

Chart of Accounts Run Report New

[All Lists](#)

TIP - Other accountants save 2 hours on Chart of Accounts customizations by using community contributed templates. Find one for your industry type now - Click here!

Filter by name

NAME	TYPE	CURRENCY	TAX RATE	QUICKBOOKS BALANCE	ACTION
Shareholder Loan	Other Current Liabilities	CAD		705,595.73	Account history
Chequing	Bank	CAD		681,413.00	Account history
Buildings	Property, plant and equipment	CAD		600,000.00	Account history
Original cost <i>Sub-account of Buildings</i>	Property, plant and equipment	CAD		600,000.00	Account history
Trailer Loan	Long-term Liabilities	CAD		429,900.00	Account history
Fixed Assets	Property, plant and equipment	CAD		179,000.00	Account history
Accounts Receivable (A/R)	Accounts receivable (A/R)	CAD		173,789.55	Account history
Accounts Payable (A/P)	Accounts payable (A/P)	CAD		115,362.83	Account history
Original cost <i>Sub-account of Fixed Assets:Front End Loader</i>	Property, plant and equipment	CAD		60,000.00	Account history
Front End Loader <i>Sub-account of Fixed Assets</i>	Property, plant and equipment	CAD		60,000.00	Account history

The **Chart of Accounts** displays several columns of information. The first column is the account **Name**. The next column is the account **Type**. The remaining columns can be customized to include just the information you want to display.

Chart of Accounts Run Report New

[All Lists](#)

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NAME	TYPE	CURRENCY	TAX RATE	QUICKBOOKS BALANCE	ACTION
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Fixed Assets	Property, plant and equipment	CAD		179,000.00	Account history
Accounts Receivable (A/R)	Accounts receivable (A/R)	CAD		173,789.55	Account history
Accounts Payable (A/P)	Accounts payable (A/P)	CAD		115,362.83	Account history
Original cost <i>Sub-account of Fixed Assets:Front End Loader</i>	Property, plant and equipment	CAD		60,000.00	Account history
Front End Loader <i>Sub-account of Fixed Assets</i>	Property, plant and equipment	CAD		60,000.00	Account history



NOTE You can customize the display of the Chart of Accounts by clicking the Gear icon on the Chart of Accounts. Select the columns to display or deselect the columns to remove them from the Chart of Accounts.

The **Chart of Accounts** displays the **Balance Sheet** accounts first followed by the **Profit and Loss** accounts.

Chart of Accounts Run Report New

[All Lists](#)

TIP - Other accountants save 2 hours on Chart of Accounts customizations by using community contributed templates. Find one for your industry type now - [Click here!](#)

Filter by name

NAME	TYPE	CURRENCY	TAX RATE	QUICKBOOKS BALANCE	ACTION
Shareholder Loan	Other Current Liabilities	CAD		705,595.73	Account history
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Original cost <small>Sub-account of Buildings</small>	Property, plant and equipment	CAD		600,000.00	Account history
Trailer Loan	Long-term Liabilities	CAD		429,900.00	Account history
Fixed Assets	Property, plant and equipment	CAD		179,000.00	Account history

Advertising	Expenses	CAD			Run report
Bank charges	Expenses	CAD			Run report
Commissions and fees	Expenses	CAD	HST ON		Run report
Disposal Fees	Expenses	CAD			Run report
Dues and Subscriptions	Expenses	CAD			Run report
Freight and Delivery	Expenses	CAD			Run report
Insurance	Expenses	CAD	Exempt		Run report
Insurance - Disability <small>Sub-account of Insurance</small>	Expenses	CAD			Run report
Insurance - Liability <small>Sub-account of Insurance</small>	Expenses	CAD			Run report
Interest expense	Expenses	CAD			Run report
Legal and professional fees	Expenses	CAD			Run report
Meals and entertainment	Expenses	CAD			Run report
Office expenses	Expenses	CAD			Run report

▶ Account Types in QuickBooks Online

There are several account types in QuickBooks that fall into one of the 5 accounting categories. QuickBooks breaks them down into more detail.

Balance Sheet Accounts

Bank—Add one bank account for every account your company has at a bank or other financial institution.

Accounts Receivable—Transactions related to customers including sales invoices, payments, and credits on customer accounts.

Current Asset—Assets that are likely to be converted to cash or used up within one year. This includes accounts like petty cash, notes receivable, prepaid expenses, etc.

Fixed Asset—Depreciable assets your company owns that aren't going to be converted to cash in the short term. These includes equipment, vehicles, furniture, etc.

Other Asset—Any asset that is not a current or fixed asset.

Accounts Payable—Transactions related to money you owe, including bills, bill payments, and any credit you have with suppliers.

Credit Card—Tracks credit card purchase, bills and payments.

Current Liability—Liabilities scheduled to be paid within one year, such as sales tax, payroll taxes, etc.

Non-Current Liability—Liabilities such as loans or mortgages scheduled to be paid over periods longer than one year.

Owner's Equity—This account tracks the owner's investments and withdrawals in the business.

Profit and Loss Accounts

Income—Tracks money coming into the business. Sales or revenue accounts.

Other Income—Money received for something other than normal business operations such as interest income.

Expense—tracks money going out of the business for expenses and purchases.

Other Expense—Money spent on expenses other than normal business operations such as corporate taxes.

Cost of Goods Sold—The cost of goods and materials held in inventory and then sold. This account can also be used to track cost of sales of non-inventory costs.

▶ Adding Bank Accounts

To create a new balance sheet account in QuickBooks:

1. Click **New**.
2. Choose the **Type**. i.e. Bank (balance sheet type of account).
3. **Choose a Detail Type**. The detail type is a required field.
4. Enter the account **Name** and add a **Description** (optional).
5. Click **Save and Close**.

Account ✕

Category Type

Bank ▼

* Name

RBC Chequing

* Detail Type

Cash on hand

Chequing

Money Market

Rents Held in Trust

Savings

Trust account

Description

Is sub-account

Enter parent account ▼

Default Tax Code

Enter Text ▼

Balance as of

03/27/2017

Use a **Cash on hand** account to track cash your company keeps for occasional expenses, also called petty cash.

To track cash from sales that have not been deposited yet, use a pre-created account called **Undeposited funds**, instead.

Cancel

Save and Close ▼



NOTE When setting up balance sheet accounts the **Default Tax Code** and **Balance** fields are optional. The opening balance field is only used if you're setting up your Chart of Accounts from scratch and entering an existing balance sheet.

Default Tax Code

Enter Text ▼

Balance as of

03/27/2017



NOTE When you create an account in QuickBooks Online, you will choose a broad account type (expense, income, liability, etc.) and then select a **Detail account type**. The detail type assigns the account into a subcategory in order to have it appear in the correct place according to GAAP (Generally Accepted Accounting Principles).

Detail types are predefined and cannot be changed by the user. If you cannot find the exact type you are looking for, you will need to select the detail type that is the nearest match.

Creating Fixed Asset Accounts

When your company purchases a new fixed asset, you will record the purchase using a Fixed Asset account. QuickBooks helps you setup the Fixed Assets including accounts to track the cost of the asset and the depreciation of the asset. To create a Fixed Asset Account:

1. Click **New**.
2. Choose the **Property, Plant, and Equipment** Type.
3. Choose the **Detail Type**.
4. Enter the **Name** of the Asset.
5. Select the **Track depreciation of this asset** option.

Account

Property, plant and equipment

Flatbed Trailer

***Detail Type**

- Accumulated depletion
- Buildings
- Depletable Assets
- Furniture and Fixtures
- Leasehold Improvements
- Machinery and equipment**
- Other fixed assets
- Vehicles

Use Machinery and equipment to track computer hardware, as well as any other non-furniture fixtures or devices owned and used for your business.

This includes equipment that you ride, like tractors and lawn mowers. Cars and trucks, however, should be tracked with Vehicle accounts, instead.

Description

Currency

CAD Canadian Dollar

Is sub-account

Enter parent account

Default Tax Code

Enter Text

Track depreciation of this asset
QuickBooks Online Plus creates two subaccounts for this asset: an account to track the cost, and an account to track the depreciation.

Original cost as of

Depreciation as of

Cancel

Save and Close

6. Click **Save and Close** to setup the accounts.



NOTE QuickBooks Online Plus creates two subaccounts for this asset: an account to track the cost of the asset and an account to track the depreciation of the asset. It is recommended that you record the purchase of the asset using a transaction form (see topic below) It is **not** recommended that you enter the **Original Cost** or **Depreciation** in the fields in the Account setup.

Add a Loan Account

Another common type of account in QuickBooks is a loan account. If you make monthly instalment payments on a long-term loan, you can keep track of the balance of your loan in QuickBooks and have your monthly payments deducted from your loan principal.

When you owe money to a bank or another lending institution, the amount of the loan is a liability for your company. You can track a loan in QuickBooks by setting up a liability account for it.

To create a loan account provided by the equipment supplier account:

1. On the **Chart of Accounts**, click **New**.
2. Choose **Long-Term Liabilities** under **Category Type**.
3. Choose **Bank Loans** under **Detail Type**.
4. Enter the Name of the Loan account.
5. Click **Save and Close**.



NOTE Now you're prepared to make the purchase of the fixed asset using a loan from the equipment supplier.

Account

Category Type
Long-term Liabilities

* Name
Loan (Trailer)

* Detail Type
Accruals and Deferred Income
Bank loans
Long term borrowings
Long term employee benefit obligations
Notes Payable
Obligations under finance leases
Other Long Term Liabilities
Shareholder Notes Payable

Description

Is sub-account
Enter parent account

Default Tax Code
Enter Text

Balance as of
03/27/2017

Use Bank loans to track the amount due on bank loans.

Cancel Save and Close

Purchase a Fixed Asset

Now that you've setup the necessary fixed asset accounts for the equipment you've purchased, you can make the purchase transaction. You can make the purchase transaction using a bill, cheque or expense transaction. Each transaction will be entered in the same way. In this purchase transaction, you will learn how to record the purchase of the fixed asset using a bank loan. Entering the purchase transaction using this method will add a balance to the fixed asset account, the bank loan account and will record any sales tax incurred on the purchase of the fixed asset.

1. Click the **Create** menu and then click **Cheque**.
2. Enter the name of **Supplier** and **Date** of the purchase.
3. In the **Account** Details section enter the **Original Cost** account of the asset you're purchasing.
4. Enter the cost of the purchase in the **Amount** field.
5. Add the **Tax** rate.

Cheque no.1

Leavitt Machinery Chequing Balance \$-9,042.61

AMOUNT \$0.00

Mailing address: Leavitt Machinery, 1000 Main St., Langley BC.

Payment date: 03/27/2017

Cheque no.: 1

#	ACCOUNT	DESCRIPTION	AMOUNT	SALES TAX
1	Flatbed Trailer			Enter Text
2	+ Add Fla			
	Flatbed Trailer	Property, plant and equipment		
	Depreciation	Sub-account of Flatbed Trailer		
	Original cost	Sub-account of Flatbed Trailer		
			Subtotal	\$0.00
			Total	\$0.00

Attachments Maximum size: 25MB

Drag/Drop files here or click the icon

Cancel Clear Print or Preview Make recurring More Save and new

6. To record the loan amount, enter the **Loan** account on the second line of the transaction.
7. Enter the amount as a Negative amount to reduce the amount to be paid. QuickBooks records the loan amount. Make this line **Tax exempt**.

- Click **Save**. The remaining amount will be the amount of the cheque to the supplier.

Cheque no.1000
?
✕

Leavitt Machinery
Chequing
Balance \$-9,042.61

\$4,239.29

Mailing address

Leavitt Machinery
1000 Main St.
Langley BC.

Payment date

03/27/2017

Cheque no.

1000

Print later

#	ACCOUNT	DESCRIPTION	AMOUNT	SALES TAX	
1	Flatbed Trailer		25,433.00	HST ON	🗑️
2	Loan (Trailer)		-24,500.00	Exempt	🗑️
3					🗑️

Add lines
Clear all lines

Memo

Subtotal **\$933.00**

HST (ON) @ 13% on 25,433.00 **3,306.29**

Total \$4,239.29

Attachments Maximum size: 25MB

Cancel
Clear
Print or Preview
Make recurring
More
Save and new

Add Expense Accounts

Tracking expenses in your business done through expense accounts. An account that tracks and categorizes what your company is spending. (You can think of expenses as money that leaves the company.) To add an expense account:

- On the **Chart of Accounts**, click **New**.
- Choose **Expenses** as the **Category Type**.
- Enter the **Name**.
- Add a **Default Tax Code**.
- Click **Save & Close**.

Account ✕

Category Type

- Expenses ▼
- Property, plant and equipment
- Long-term Assets
- Accounts payable (A/P)
- Credit Card
- Other Current Liabilities
- Long-term Liabilities
- Equity
- Income
- Other Income
- Cost of Goods Sold
- Expenses
- Other Expense
- Promotional meals instead.

*** Name**

Description

Is sub-account

Enter parent account ▼

Default Tax Code

Enter Text ▼

Cancel
Save and Close ▼



NOTE The **Default Tax Code** tells QuickBooks that every time this account is used in a transaction, QuickBooks will add the specified **Default Tax Code**. It's recommended that you add a Default Tax Code to every expense account to automate the tracking of sales tax.

Creating Subaccounts

To make a large account more manageable or to group related expenses together for your reports, it's useful to set up subaccounts. This Another way to think of this is that you are breaking down general expenses into greater detail.

In QuickBooks, the more general category of expenses is called a "parent account." The more detailed categories that are grouped under the parent account are called subaccounts. Subaccounts let you track several related types of income or expenses independently yet keep them all under the "umbrella" of a single parent account.

For example, if your business has substantial advertising expenses, you might decide to divide your Advertising expense account into several subaccounts, such as Direct Mailings, SEO work, Facebook Ads, and Google AdWords. Your chart of accounts displays these accounts in the following manner:

Advertising

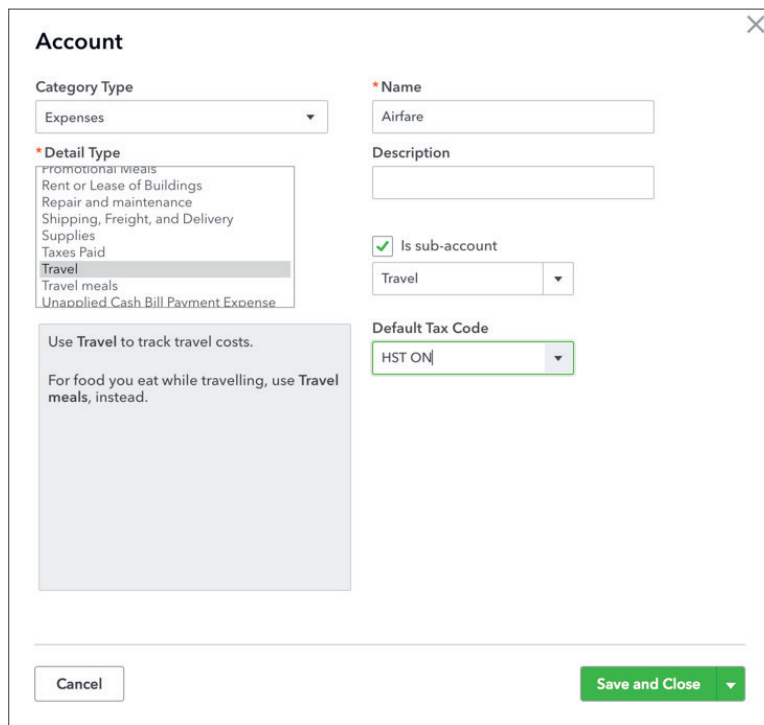
- Direct Mailings
- SEO work
- Facebook Ads
- Google AdWords

Your reports will now show subtotals for the various ways that you advertise, as well as the total for all your advertising.

In your chart of accounts, each subaccount appears indented immediately below its parent account. If the subaccount is a balance sheet account, QuickBooks includes its balance in the balance of the parent account. When you open the register of the parent account, the register shows all the transactions in the subaccounts.

To create a subaccount:

1. On the **Chart of Accounts**, click **New**.
2. Choose **Expenses** as the **Category Type**.
3. Enter the **Name**.
4. Select the **Is sub-account** checkbox and then choose the parent account.
5. Add a **Default Tax Code**.
6. Click **Save & Close**.



Account

Category Type: Expenses

*Name: Airfare

Description:

*Detail Type:
Promotional meals
Rent or Lease of Buildings
Repair and maintenance
Shipping, Freight, and Delivery
Supplies
Taxes Paid
Travel
Travel meals
Unapplied Cash Bill Payment Expense

Is sub-account

Travel

Default Tax Code: HST ON

Use **Travel** to track travel costs.
For food you eat while travelling, use **Travel meals**, instead.

Cancel Save and Close



NOTE To create a subaccount in QuickBooks. The subaccount must be of the same Category Type and Detail Type as the parent account.

▶ Working with Lists

Maintaining your lists in QuickBooks is important to ensure accuracy when recording transactions. There are several functions you can perform on QuickBooks Lists.

Account Numbers

Account numbers are not enabled by default. However, you can enable account numbers in the Company Settings.

1. Click the **Gear** icon.
2. Click **Company Settings**.
3. Click **Advanced Chart of Accounts**.
4. Select **Enable account numbers**.
5. Click **Save**.

The screenshot shows the 'Account and Settings' window in QuickBooks. The left-hand navigation pane is expanded to 'Advanced'. In the 'Chart of accounts' section, the 'Enable account numbers' checkbox is checked, and a green arrow points to it. Other options include 'Show account numbers' (unchecked), 'Discount account', and 'Billable expense income account'. There are also dropdown menus for 'Discounts given' and 'Billable Expense Inco'. At the bottom, there are 'Cancel' and 'Save' buttons.



NOTE QuickBooks Online does not automatically assign account numbers. You're required to assign the account numbers to each account.

Edit Names (Sales, Expenses, Employees)

You can edit name like customers, suppliers and employees when you select the appropriate link from the left-hand navigation, i.e. click **Sales** to edit the Customers list.

1. Display the list that contains the entry you want to edit.
2. Click the **Name** or list entry.
3. Click **Edit**.
4. Edit the information shown for the entry as necessary.

Editing the Chart of Accounts

You can edit accounts in the account list. Go to the Chart of Accounts and then click the drop-down arrow. Edit the account as needed and then click Save and Close.

Disposal Fees	Expenses	Other Miscellaneous S...				Run report ▼
Dues and Subscriptions	Expenses	Office/General Admin...				Edit Delete Run report ▼
Freight and Delivery	Expenses	Shipping, Freight, and...				Run report ▼



NOTE The account list cannot include duplicate names.

Merge Accounts

It's helpful to merge accounts if you use two similar accounts and want to see those accounts represented by a single line in your reports.



NOTE Merging accounts is irreversible.


To merge accounts:

1. Click the **Gear icon > Chart of Accounts**.

Make sure that the accounts you want to merge are at the same sub-level and have the same detail type. If they're not, edit one of the accounts to put it at the same level and give it the same detail type as the other.

2. Select the account whose name you **don't** want to use, and click its drop-down arrow under the Action column.
3. Click **Edit**.

Please Confirm

 That name is already being used. Would you like to merge the two?

4. Change the account name so that it is the same as the account with which you're merging.
5. Click **Save**.
6. Click **Yes** to confirm that you want to merge the two accounts.



NOTE The account being merged will remain with a status of “deleted” until QuickBooks Online’s nightly processing removes them. Any transactions in the account being merged will be moved to the remaining account at the time the merge is processed.

Merge Customer Names

Merging customers is helpful if you've been using two duplicate customers and want to see those customers represented by a single line in your reports.

The process of merging deletes one customer and reassigns all its data to another customer. If you want to merge (and delete) a customer, you must delete the customer's statements first.



NOTE The merging process is not reversible. Merging is permanent and cannot be undone at a later point.

1. Choose **Sales** on the left navigation panel.
2. Click **Customers**.
3. Make sure that the customers you want to merge are at the same sublevel. If they're not, edit one of the customers to the same level.
4. Select the customer whose name you'd like to remove.



NOTE If you have customer information entered, it will disappear from the name you don't want used. Make sure you either copy the information over to the customer's name you're keeping or keep the customer with the important information.

5. Click **Edit**.

- Change the customer's **Title**, **First name**, **Middle name**, **Last name** and **Suffix** to be the same as the customer you're merging it with. Ensure that the **Display Name** is also the same as the customer being merged with. Click **Save**.

Customer information

Title	First name	Middle name	Last name	Suffix	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Separate multiple emails with commas"/>	
Company				Phone	Mobile	Fax
<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>
*Display name as					Other	Website
<input type="text" value="Bruna Cagliari"/>					<input type="text"/>	<input type="text"/>
Print on cheque as	<input checked="" type="checkbox"/> Use display name					
<input type="text" value="Bruna Cagliari"/>						
Address	Notes	Tax info	Payment and billing	Attachments		
Billing address map			Shipping address map			<input type="checkbox"/> Same as billing address
<input type="text" value="Street"/>			<input type="text" value="Street"/>			
<input type="text" value="City/Town"/>		<input type="text" value="State/Province"/>	<input type="text" value="City/Town"/>		<input type="text" value="State/Province"/>	
<input type="text" value="Postal code"/>		<input type="text" value="Country"/>	<input type="text" value="Postal code"/>		<input type="text" value="Country"/>	

[Privacy](#)

- Click **Yes** to confirm that you want to merge the two customers.



NOTE The merge Supplier names follow the same process used for merging customers.

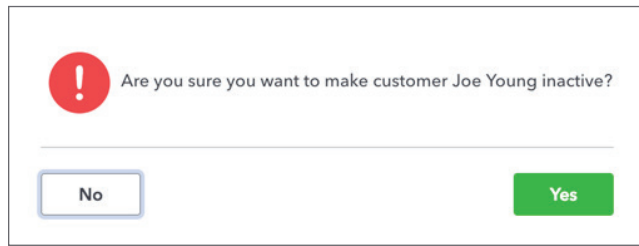
Deleting List Entries

You can delete entries from lists in QuickBooks including customers, suppliers, product and services and accounts. To delete a list entry.

Instead of making a customer inactive or archiving them, you simply “delete” the customer name. This is not a permanent deletion. Below are steps to delete and restore a customer.

To delete a customer name:

1. Click **Customers**.
2. Click the **Customer name**.
3. Click **Edit**.
4. Click **Make inactive**.
5. Click **Yes**.



NOTE If a customer has a balance when deleted, QuickBooks Online will automatically add an adjusting entry to make the customer balance \$0.00. If this is unwanted, make sure the customer has a zero balance before deleting them from the customer list.



NOTE You can restore a customer in QuickBooks Online. To restore a customer:

1. Click **Sales**.
2. Click the **Gear** icon in the middle of the window.
3. Select **Include Inactive**.
4. Click the **Inactive customer name**.

5. Click **Make Active**.

Customers New customer ▾

Unbilled Last 365 Days Unpaid Last 365 Days Paid

\$0 0 ESTIMATE	\$0 0 UNBILLED ACTIVITY	\$316 1 OVERDUE	\$4,236 4 OPEN INVOICES	\$5,475 1 PAID LAST 30 DAYS
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Batch actions ▾

CUSTOMER ▾ / COMPANY	PHONE	OPEN BALANCE
<input type="checkbox"/> Bruna Cagliari		\$836.20
<input type="checkbox"/> Joe Young (deleted) ✉		\$0.00
<input type="checkbox"/> Tom Jackson		\$3,400.17

Columns

Address

Email

Attachments

Phone

Other

Include inactive

Rows

150 ▾

Privacy

Joe Young (deleted) ✉ Make Active

2893 Main, Burlington, ON.

[Add notes](#)

Transaction List Customer Details

Batch actions ▾ Filter ▾

DATE ▾	TYPE	NO.	DUE DATE	BALANCE	TOTAL BEFORE SALI	SALES TAX	TOTAL	STATUS	ACTION
<input type="checkbox"/> 03/17/2017	Payment	344	03/17/2017	\$0.00	\$-5,474.57	\$0.00	\$-5,474.57	Closed	
<input type="checkbox"/> 03/16/2017	Invoice	1001	04/15/2017	\$0.00	\$4,844.75	\$629.82	\$5,474.57	Paid	Print ▾

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