

# Table of Content

## Section 1

<b>Chapter 1 Getting Around in QuickBooks</b> .....	<b>1</b>
MENU BAR .....	1
HOME PAGE .....	2
ICON BAR .....	3
VIEWING YOUR OPEN WINDOWS.....	3
CLOSING YOUR WINDOWS .....	4
SAVING TRANSACTIONS .....	4
<b>Chapter 2 Finding Answers</b> .....	<b>5</b>
<b>Chapter 3 Lists</b> .....	<b>7</b>
CHART OF ACCOUNTS .....	8
ITEM LIST .....	10
OTHER NAMES LIST .....	11
CUSTOMER (MEMBER) LISTS .....	12
VENDOR .....	13
EMPLOYEE LIST .....	14
<b>Chapter 4 Working with Lists</b> .....	<b>15</b>
LIST NAMES .....	16
REGISTER .....	17
ADD, EDIT, DELETE & INACTIVATE .....	19
MOVING OTHER NAMES.....	20
MERGE WITHIN LISTS .....	23
<b>Chapter 5 What Others Owe You vs. What You Owe Others</b> .....	<b>24</b>
TRACKING WHAT OTHER OWE YOU .....	25
TRACKING WHAT YOU OWE OTHERS.....	26
<b>Chapter 6 Cash or Accrual Basis</b> .....	<b>27</b>
<b>Chapter 7 Chart of Accounts</b> .....	<b>28</b>
ASSETS.....	29
LIABILITIES.....	29

---

EQUITY .....	29
INCOME .....	30
EXPENSES .....	30
OTHER INCOME.....	30
OTHER EXPENSES.....	30
<b>Chapter 8 Understanding Reports.....</b>	<b>31</b>
PROFIT AND LOSS REPORT .....	31
BALANCE SHEET REPORT .....	33
CASH FLOW REPORT .....	34
<b>Chapter 9 Backup and Restore.....</b>	<b>35</b>
BACKUP .....	35
RESTORE A FILE .....	36

## Section 2

<b>Chapter 10 Template &amp; SampleFile .....</b>	<b>37</b>
COPY FILES FROM CD.....	38
RESTORE FILES .....	39
OPEN YOUR COMPANY .....	43
<b>Chapter 11 Company File .....</b>	<b>44</b>
COMPANY INFORMATION .....	45
CHART OF ACCOUNTS .....	46
CUSTOM FIELDS.....	47
FUNDS.....	49
LATE FEES .....	50
TEMPLATES.....	52
USERS & PASSWORDS.....	53
<b>Chapter 12 Budgets .....</b>	<b>57</b>
SINGLE FUND .....	59
MULTIPLE FUNDS.....	64
<b>Chapter 13 Opening Balances .....</b>	<b>74</b>
ENTER TRANSACTIONS FOR PRIOR YEAR AND CURRENT YEAR.....	75
OUTSTANDING MEMBERS (CUSTOMERS) INVOICES AND CREDITS .....	75
OUTSTANDING VENDOR BILLS AND CREDITS.....	75

---

BANK BALANCES .....	76
UNCLEARED CHECKS AND DEPOSITS .....	76
TRANSFER PETTY CASH BALANCE .....	76
RECORDING ASSET, AND LIABILITY BALANCES .....	76
RECONCILE .....	76

### Section 3

<b>Chapter 14 Units .....</b>	<b>78</b>
CREATE A UNIT .....	81
VIEW (MEMBER) UNIT CENTER.....	86
<b>Chapter 15 Members .....</b>	<b>87</b>
ADD A MEMBER.....	89
VIEW MEMBERS .....	98
MEMBER NOTES .....	101
<b>Chapter 16 Tenants .....</b>	<b>103</b>
<b>Chapter 17 Declarant (developer) .....</b>	<b>112</b>
<b>Chapter 18 Recurring Transactions .....</b>	<b>120</b>
INDIVIDUAL TRANSACTION.....	122
CREATE GROUP .....	123
GROUP A TRANSACTION.....	125
VIEW THE MEMORIZED TRANSACTION LIST .....	126
<b>Chapter 19 Assessments.....</b>	<b>127</b>
PRO-RATED ASSESSMENT .....	129
SPECIAL ASSESSMENT.....	129
DEVELOPER ASSESSMENT.....	129
ASSESSMENT – MONTHLY, QUARTERLY OR ANNUALLY .....	131
MEMORIZE ASSESSMENT INVOICES.....	133
<b>Chapter 20 Reimbursements to the Association .....</b>	<b>136</b>
INVOICE FIXED AMOUNT .....	137
INVOICE VARYING AMOUNT .....	137
<b>Chapter 21 Reimbursements to the Member .....</b>	<b>138</b>
<b>Chapter 22 Member Payments.....</b>	<b>141</b>

---

RECEIVE PAYMENTS .....	143
MAKE DEPOSITS .....	145
<b>Chapter 23 Assessment Received in Advance .....</b>	<b>148</b>
CURRENT YEAR PAYMENT .....	149
NEXT YEAR PAYMENT .....	156
CURRENT AND NEXT YEAR PAYMENT ON ONE CHECK .....	169
<b>Chapter 24 Late Fees .....</b>	<b>170</b>
CURRENT MONTH OPEN INVOICES .....	172
ALL OPEN INVOICES .....	173
ASSESS FINANCE CHARGES.....	174
TO PRINT INVOICES: .....	177
<b>Chapter 25 Bounced Member Check .....</b>	<b>178</b>
RECORD MEMBER’S BOUNCED CHECK .....	180
RE-INVOICE MEMBER .....	182
<b>Chapter 26 Excess Assessments.....</b>	<b>183</b>
REFUND TO THE MEMBER .....	185
APPLY TO THE MEMBER’S FOLLOWING YEAR ASSESSMENTS .....	190
TRANSFER TO THE RESERVE FUND .....	190
<b>Chapter 27 Uncollected Assessments .....</b>	<b>191</b>
<b>Chapter 28 To Do List .....</b>	<b>196</b>
ENTER A REMINDER .....	197
EDIT A REMINDER .....	199
COMPLETE, INACTIVATE, OR DELETE A REMINDER.....	200
<b>Chapter 29 Violations .....</b>	<b>201</b>
CUSTOMIZE VIOLATION LETTER .....	203
DUPLICATE ESTIMATES .....	203
ENTER VIOLATIONS .....	204
CLOSE THE VIOLATION .....	205
<b>Chapter 30 Sale of Unit.....</b>	<b>209</b>
DELETE MEMORIZED TRANSACTION .....	211
SALE DATE .....	212
INACTIVATE THE MEMBER.....	213
RESALE CERTIFICATE .....	214
<b>Chapter 31 Statements – Members.....</b>	<b>219</b>

---

## Section 4

<b>Chapter 32 Vendor .....</b>	<b>223</b>
<b>Chapter 33 Add a Vendor .....</b>	<b>225</b>
SINGLE VENDOR NAME.....	228
MULTIPLE VENDOR NAMES .....	234
<b>Chapter 34 1099 Vendor .....</b>	<b>241</b>
<b>Chapter 35 Expenses vs. Items .....</b>	<b>247</b>
<b>Chapter 36 Work Orders.....</b>	<b>249</b>
EMPLOYEES .....	252
CONTRACTORS .....	252
SUPPLIES .....	252
CREATE WORK ORDERS .....	253
ENTER A BILL AGAINST A WORK ORDER.....	255
CLOSE WORK ORDER - AUTOMATICALLY .....	258
CLOSE WORK ORDER - MANUALLY .....	259
<b>Chapter 37 Entering Bills and Paying Bills .....</b>	<b>263</b>
ENTER A BILL WITHOUT A WORK ORDER .....	265
PAY BILLS .....	268
PRINT CHECKS.....	271
PAYMENT METHOD .....	272
<b>Chapter 38 Prepaid Expenses.....</b>	<b>279</b>
<b>Chapter 39 Vendor Deposits .....</b>	<b>286</b>
<b>Chapter 40 Checks .....</b>	<b>290</b>
WRITE CHECKS.....	293
PRINT BATCH OF CHECKS .....	295
<b>Chapter 41 Void Check.....</b>	<b>297</b>
<b>Chapter 42 Your Check Bounced .....</b>	<b>299</b>
REPORT: YOUR BOUNCED CHECK.....	301
BANK CHARGE .....	302
<b>Chapter 43 Credit Card.....</b>	<b>305</b>
CREDIT CARD CHARGES.....	307
CREDIT CARD CREDIT.....	310

---