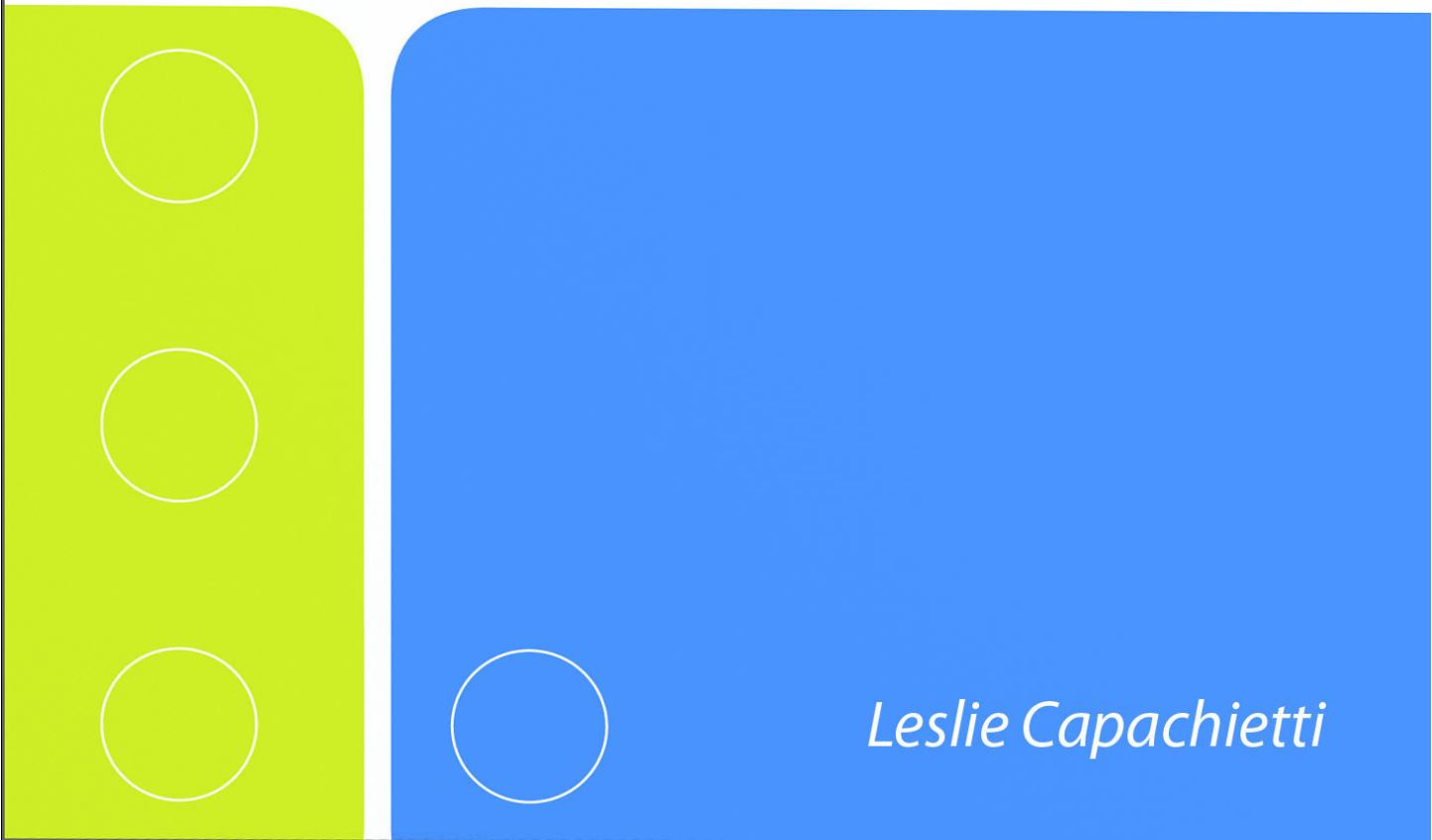




# Intuit QuickBooks® Enterprise Solutions

.....  
**Business Management Software**  
*The Official Guide*



*Leslie Capachietti*

# Intuit QuickBooks Enterprise Solutions – The Official Guide

A step by step how to manual for learning QuickBooks Enterprise by Leslie Capachietti

This PDF is a list of the chapter contents of the extra-ordinary learning guide to QuickBooks Enterprise by Leslie Capachietti. This guide is yours free when you purchase QuickBooks Enterprise from QBalance.com. If you would like to discuss specific features, add-on software, converting from other software such as MAS90, Great Plains, Net Suite, Solomon, or QuickBooks Pro or Premier Edition call and ask to speak to our top expert, Linda Saltz, CPA. We can help you determine if QuickBooks Enterprise is the right software for you.

Reviewing the contents of this book is an easy way to see what features make QuickBooks Enterprise such a popular software. If you want to discuss any of these features in detail – call 800-216-0763

The official guide is a 507 page PDF E-Book chock full of tips, how to's and MUST KNOW's to truly understand how QuickBooks works. Yours FREE when you purchase QuickBooks Enterprise from QBalance.com 800-216-0763. Leslie Capachietti's manual is the perfect guide for do-it-yourselfer's, It is a tremendous resource for the individual who wants to understand how to use QuickBooks to increase productivity, improve reporting for management business decisions, save time and effort for all users! For QuickBooks Pro and Premier Users, Leslie has written an equally ideal book for you too. Click here for more information <http://tinyurl.com/QuickBooks-Official-Guide>

## Part 1: Getting Started with QuickBooks Enterprise

Chapter 1 Introducing Enterprise Editions for 2011  
Chapter 2 Setting Up Your Company File

## Part II: Daily Activities Using QuickBooks

Chapter 3: Invoicing Your Customers  
Chapter 4: Receiving Payments  
Chapter 5: Tracking Accounts Receivable  
Chapter 6: Tracking Accounts Payable, Reimbursable Expenses, and Time  
Chapter 7: Paying Bills  
Chapter 8: Running Payroll  
Chapter 9: Payroll Reports and Remittances  
Chapter 10: Setting up Inventory  
Chapter 11: Managing Cash and Credit Card Transactions  
Chapter 12: Reconciling Bank Accounts  
Chapter 13: Using Journal Entries  
Chapter 14: Using Online Banking Services  
Chapter 15: Using Time Tracking  
Chapter 16: Using Timesheets for Payroll Job Costing

## Part III: Reporting and Financial Planning

Chapter 17: Running Financial Reports for You and Your Accountant  
Chapter 18: Planning and Budgeting  
Chapter 19: Year End Procedures  
Chapter 20: Customizing QuickBooks  
Chapter 21: Managing Your QuickBooks Files  
Appendix: Fixed Asset Manager

**QBalance.com**

[http://www.qbalance.com/Enterprise\\_Quickbooks.htm](http://www.qbalance.com/Enterprise_Quickbooks.htm)

**We Sell and Support  
QuickBooks Enterprise**

**800-216-0763**

**Free Training with your  
purchase of  
QuickBooks Enterprise  
from QBalance.com**

### You receive

- **The full 507 page E-Manual of The Official Guide, a “must read” for anyone who wants to master QuickBooks. Includes Detailed HOW TO Steps, with an easy clickable table of contents**
- **Training CDs with 10 hours of extraordinary training.**
- **Free technical support from Intuit employees**
- **2 Hours with of Free Support/Customization/ Training from our Advanced Certified QuickBooks Advisors**

**FREE 507 page E-Book with QuickBooks Enterprise Purchase from QBalance.com 800-216-0763**  
**Learn more about QuickBooks Enterprise from the QuickBooks Experts**  
[http://www.qbalance.com/Enterprise\\_QuickBooks.htm](http://www.qbalance.com/Enterprise_QuickBooks.htm)

# Intuit QuickBooks Enterprise Solutions – The Official Guide

A step by step how to manual for learning QuickBooks Enterprise by Leslie Capachietti

## Part 1: Getting Started with QuickBooks Enterprise

### Chapter 1 Introducing Enterprise Editions for 2011

Industry-Specific Editions

Additional Enterprise Solutions Features and Functionality

### Chapter 2 Setting Up Your Company File

Creating a Company File

Saving the Company File

Working with Two Open QuickBooks Files at Once

Creating your lists

The QuickBooks Setup

Add/Edit Multiple List Entries

Entering Data Manually in QuickBooks Enterprise

Methods to import Data from Excel

Using the Advanced Import Feature

Creating a Full Chart of Accounts

Using Numbers for Accounts

Naming Accounts

Using Subaccounts

Adding Accounts

Select from Examples

Editing Accounts

Creating Subaccounts

Merging Accounts

Customers and Jobs

The Customer and Jobs List

Entering a New Customer

Address Info Tab

Additional Info Tab

Editing Customer Data

Entering Jobs in QuickBooks Enterprise

Vendors

Creating Vendors

Vendor Address Info Tab

Vendor Additional Info Tab

Vendor Account Pre-fill Tab

Entering Items

Understanding Items in QuickBooks Enterprise

Understanding Item Types

Entering the Data for Items

Entering Other Lists

Fixed Asset Item List in QuickBooks Enterprise

Price Level List

Per-Item Price Levels

Billing Rate Level List

Sales Tax Code List in QuickBooks Enterprise

Class List

Workers Comp List

Other Names List

Memorized Transactions List

Sales Rep List

Customer Type List

Vendor Type list in QuickBooks Enterprise

Job Type List

Terms List

Customer Message List



Need help with which is the best version for you?  
Call 800-216-0763

Spend 4-6 hours with one of our experts,  
we guaranty you will spend 60% less  
time to get going with QuickBooks and  
save just as much time navigating and  
entering data. 800-216-0733

QBalance Services  
800-216-0763

- Training
- Splitting large data files
- QuickBooks Enterprise training
- Assistance getting started with QuickBooks
- Importing Data
- Custom Reports
- Third Party Add-on Software
- Online Access to QuickBooks
- Give your salesman access online to QuickBooks to only their accounts
- Field Services software
- Technology and Accounting Specialists
- QuickBooks Cleanup
- Inventory specialists

Looking for a coach to help you  
get over the **NEW SOFTWARE**  
hump?

[www.qbalance.com](http://www.qbalance.com)

**FREE 507 page E-Book with QuickBooks Enterprise Purchase from QBalance.com 800-216-0763**

**Learn more about QuickBooks Enterprise from the QuickBooks Experts**

[http://www.qbalance.com/Enterprise\\_QuickBooks.htm](http://www.qbalance.com/Enterprise_QuickBooks.htm)

# Intuit QuickBooks Enterprise Solutions – The Official Guide

A step by step how to manual for learning QuickBooks Enterprise by Leslie Capachietti

- Payment Method List in QuickBooks Enterprise
- Ship Via List
- Vehicle List
- Using Custom Fields in QuickBooks Enterprise
  - Adding a Custom Field for Names
  - Adding a Custom Field for Items
- Merging Records in Lists
  - Performing a Merge Operation
  - Guidelines and Restrictions for Merging List Entries

## Part II: Daily Activities Using QuickBooks

### Chapter 3: Invoicing Your Customers

- Creating Standard Invoices
  - Entering Heading Information
  - Entering Line Items
  - Applying Price Levels
  - Entering Discounts in QuickBooks Enterprise
  - Checking the Invoice
  - Choose the Method for Sending the Invoice
  - Save the Invoice
- Editing Invoices in QuickBooks Enterprise
  - Editing a Previously Entered Invoice
- Using Memorized Invoices
  - Voiding or Deleting Invoices
  - Batching Invoices
- Using Estimates in QuickBooks Enterprise
  - Creating an Estimate
  - Creating Multiple Estimates for a Job
  - Duplicating Estimates in QuickBooks Enterprise
  - Memorizing Estimates
  - Changing Estimates
- Creating Progress Billing Invoices in QuickBooks Enterprise
  - Choosing the Estimated Job
  - Entering Line Items in QuickBooks Enterprise
  - Changing Line Items
- Issuing Credits and Refunds
  - Creating Credit Memos in QuickBooks Enterprise
  - Applying Credit Memos
- Creating and Managing Sales Orders
  - Generate Purchase Orders from Sales Orders Automatically
  - Sales Order Fulfillment Worksheet
- Sending Invoices and Credit Memos
  - Printing Invoices and Credit Memos
  - Printing Mailing Labels
  - Printing Packing Slips in QuickBooks Enterprise
  - E-Mailing Invoices and Credit Memos
  - Additional Send Feature for Forms
- Customizing Templates
  - Additional Customization of Templates
  - Basic Customization of Templates
  - Using the Layout Designer in QuickBooks Enterprise
  - Managing and Naming Templates

### Chapter 4: Receiving payments

- Receiving Invoice Payments

**QBalance.com**

**We Sell and Support  
QuickBooks Enterprise**

**800-216-0763**

**Need a QuickBooks experts  
opinion?**

**Call QBalance  
800-216-0763**

**Would you like a demonstration  
of QuickBooks Enterprise  
to see how it would fit into your  
business?**

**Call 800-216-0763**

**Determined to learn all QuickBooks  
Enterprise but impossible to do so now?  
Call us, we can help you get a jump start  
on what is critical now 800-216-0763**

**FREE 507 page E-Book with QuickBooks Enterprise Purchase from QBalance.com 800-216-0763**

**Learn more about QuickBooks Enterprise from the QuickBooks Experts**

**[http://www.qbalance.com/Enterprise\\_QuickBooks.htm](http://www.qbalance.com/Enterprise_QuickBooks.htm)**

# Intuit QuickBooks Enterprise Solutions – The Official Guide

A step by step how to manual for learning QuickBooks Enterprise by Leslie Capachietti

- Recording an Invoice Payment
- Calculating the Payment in QuickBooks Enterprise
- Applying Payments to Invoices
- Handling Underpayments
- Applying Credits to Invoices
- Applying Discounts for Timely Payments
- Applying Discounts for Untimely Payments
- Posting Discounts in QuickBooks Enterprise
- Understanding Customer Payment Postings

- Handling Cash Sales in QuickBooks Enterprise
  - Entering Cash Sale Data in QuickBooks Enterprise
  - Handling Batches of Cash Sales as a Single Deposit
- Depositing Payments
  - Understanding the Undeposited Funds Account
  - Choosing the Payments to Deposit
  - Filling out the Deposit Slip
  - Printing Deposit Slips
- Handling the Over and Short Problem

## Chapter 5: Tracking accounts Receivable

- Getting the Most from the Customer Center
  - The Collections Center in QuickBooks Enterprise
  - Running Reports from the Customer Center
- Running Aging Reports for All Customers
  - A/R Aging Summary Report
  - A/R Aging Detail Report in QuickBooks Enterprise
  - Customizing the Columns
  - Memorizing Aging Reports
- Additional Customer and Job Reports
  - Printing Reports in QuickBooks Enterprise
- Finance Charges
  - Configuring Finance Charges
  - Assessing Finance Charges
  - Sending Statements in QuickBooks Enterprise
  - Entering Statement Charges
  - Creating Statements
  - Previewing the Statements
  - Printing the Statements

## Chapter 6: Tracking Accounts Payable, Reimbursable Expenses, and Time

- Recording Vendor Bills in QuickBooks Enterprise
  - Easy One-Account Posting in QuickBooks Enterprise
  - Splitting Entries Among Multiple Accounts
- Reimbursable Expenses and Job Costing
  - Options for Managing Reimbursable Expenses
  - Configuring Reimbursement Tracking
  - Recording Reimbursable Expenses
  - Tracking Expenses for Job Costing
  - Invoicing Customers for Reimbursable Expenses
  - Using the Invoice for Time & Expenses Window
- Managing Inventory Item Purchases
  - Using Purchase Orders in QuickBooks Enterprise
  - Receiving Inventory Items Without a Bill
  - Recording Bills for Received Items
  - Receiving Items and Bills Simultaneously

**QBalance.com**

**800-216-0763**

[http://www.qbalance.com/Enterprise\\_Quickbooks.htm](http://www.qbalance.com/Enterprise_Quickbooks.htm)

**We Sell and Support  
QuickBooks Enterprise**

**800-216-0763**

This guide along with a GOTO person who can answer those tough QuickBooks Enterprise questions will make managing your business with QuickBooks Enterprise a Breeze. Call QBalance 800-216-0763 and ask to speak to an expert and get instant answers and avoid the dreaded "wheel spinning" as problems arise.

**FREE 507 page E-Book with QuickBooks Enterprise Purchase from QBalance.com 800-216-0763**  
**Learn more about QuickBooks Enterprise from the QuickBooks Experts**  
[http://www.qbalance.com/Enterprise\\_QuickBooks.htm](http://www.qbalance.com/Enterprise_QuickBooks.htm)

# Intuit QuickBooks Enterprise Solutions – The Official Guide

A step by step how to manual for learning QuickBooks Enterprise by Leslie Capachietti

- Understanding the Posting
- Recording Vendor Credits in QuickBooks Enterprise
- Entering Recurring Bills in QuickBooks Enterprise
  - Creating a Memorized Bill
  - Using a Memorized Bill
  - Creating Memorized Bill Groups
- Tracking Mileage Expense in QuickBooks Enterprise
  - Entering Mileage Rates
  - Creating a Mileage Item
  - Entering Mileage
  - Creating mileage Reports
  - Reimbursing Employees and Subcontractors for Mileage

## Chapter 7: Paying Bills

- Choosing What to Pay in QuickBooks Enterprise
  - Viewing Your Unpaid Bills
  - Selecting the Bills to Pay
  - Saving the Pay Bills Information
- Sending the Payments to Vendors in QuickBooks Enterprise
  - Writing Manual Checks
  - Printing Checks
  - Purchasing Computer Checks
  - Setting up the Printer
  - Printing the Checks
  - Reprinting After a Problem
- Using the Write Checks Window and the Bank Register
  - Recording Manual Checks
  - Printing Checks
  - Posting for Recorded Checks
- Managing Sales Tax in QuickBooks Enterprise
  - Configuring Sales Tax Settings
  - Sales Tax Payment Basis
  - Sales Tax Payment Dates
  - Default Sales Tax Codes
  - Creating Sales Tax Codes
  - Sales Tax Items in QuickBooks Enterprise
  - Creating Sales Tax Groups
  - Assigning Codes and Items to Customers
  - Running Sales Tax Reports
  - Remitting the Sales Tax
  - Adjusting Sales Tax Amounts

## Chapter 8: Running Payroll

- QuickBooks Payroll Services
  - Direct Deposit in QuickBooks Enterprise
- Signing up for Payroll Services
- Configuring Payroll Elements
  - Accounts in QuickBooks Enterprise
  - Vendors in QuickBooks Enterprise
  - Payroll Items in QuickBooks Enterprise
- Setting up Employees
  - Create an Employee Template
  - Creating Employees in QuickBooks Enterprise
  - Understanding Employee Types
- Entering Historical Data

**QBalance.com**

**800-216-0763**

[http://www.qbalance.com/Enterprise\\_Quickbooks.htm](http://www.qbalance.com/Enterprise_Quickbooks.htm)

**We Sell and Support  
QuickBooks Enterprise**

**800-216-0763**

When sales tax is not configured and paid for properly, the reports that help you pay the correct tax will no longer be accurate. Call 800-216-0763 and speak with our experts about setting things right again.

### Payroll Options in QuickBooks

1. Do it yourself with QuickBooks enhanced payroll
2. Assisted payroll – Intuit pays the taxes and files the returns for you. You just input the hours or approve the salaries. Call us for a quote 800-216-0763. See how much you can save over ADP and Paychex. Plus We help you get started!

**FREE 507 page E-Book with QuickBooks Enterprise Purchase from QBalance.com 800-216-0763**

**Learn more about QuickBooks Enterprise from the QuickBooks Experts**

[http://www.qbalance.com/Enterprise\\_QuickBooks.htm](http://www.qbalance.com/Enterprise_QuickBooks.htm)

# Intuit QuickBooks Enterprise Solutions – The Official Guide

A step by step how to manual for learning QuickBooks Enterprise by Leslie Capachietti

- Understanding Historical Data
- Entering the History Manually
- Manually Entering Payroll History in Batches
- Using the QuickBooks Payroll Setup Wizard
  - Company Setup for Payroll in QuickBooks Enterprise
  - Setting up Employees in the Wizard
  - Setting up Payroll Taxes in the Wizard
  - Entering Payroll History in the Wizard
- Data Review
- Finishing Up
- Payroll Schedules in QuickBooks Enterprise
  - Assigning Payroll Schedules to Employees
- Running Payroll in QuickBooks Enterprise
  - Changing Paycheck Data
  - Reviewing the Payroll Run
- The Employee Center in QuickBooks Enterprise
  - Employee Tab
  - Transaction Tab
  - Payroll Tab
  - Customizing the Employee Center

## Chapter 9: Payroll Reports and Remittances

- Confirming Payroll Remittance Schedules
  - Using the Scheduled vs. Using the Unscheduled Liabilities window
- Remitting Liabilities in QuickBooks Enterprise
- Sending Federal Tax Payments
  - 941/943 Payments
  - 940 Payments
- Remitting State and Local Liabilities
  - Remitting State and Local Income Taxes
  - Remitting Other State Liabilities
- Workers Comp in QuickBooks Enterprise
- Preparing Your 941/943 Form
  - Creating a 941/943 Form
  - Checking for Errors
  - Saving and Reopening an Unfinished Form
  - Printing Form 941/943
- Preparing Annual Returns
  - Preparing State and Local Annual Returns
  - Preparing the 940 Form
  - Preparing the 944 Form
- Printing W-2 Forms in QuickBooks Enterprise
- Tax Form Worksheets in Excel
  - Setting Report Options

## Chapter 10: Setting up Inventory

- Setting up QuickBooks for Inventory Tracking
  - Enabling inventory tracking
  - Configuring Unit of Measure
- Creating Inventory Items in QuickBooks Enterprise
- Using Subitems in QuickBooks Enterprise
  - Creating the Parent Item for a Subitem
  - Creating Subitems
- Inventory Assemblies
  - Creating an Assembly Item
  - Using Non-inventory Items in an Assembly Item

**QBalance.com**

**800-216-0763**

[http://www.qbalance.com/Enterprise\\_Quickbooks.htm](http://www.qbalance.com/Enterprise_Quickbooks.htm)

**We Sell and Support  
QuickBooks Enterprise**

**800-216-0763**

We provide payroll training and supervision. If you are looking for complete training and some expert supervision with QuickBooks Enterprise payroll, call 800-216-0763

QuickBooks Enterprise now offers multi-location inventory tracking

Great for multiple warehouses, or tracking inventory in company owned or sales rep vehicles. Call 800-216-0763 to speak to an inventory expert.

**FREE 507 page E-Book with QuickBooks Enterprise Purchase from QBalance.com 800-216-0763**  
**Learn more about QuickBooks Enterprise from the QuickBooks Experts**  
[http://www.qbalance.com/Enterprise\\_QuickBooks.htm](http://www.qbalance.com/Enterprise_QuickBooks.htm)

# Intuit QuickBooks Enterprise Solutions – The Official Guide

A step by step how to manual for learning QuickBooks Enterprise by Leslie Capachietti

- Building an Assembly
- Managing Pending Builds
- Disassembling an Assembly
- Running Inventory Reports
  - Inventory Valuation Summary Report
  - Inventory Valuation Detail Report
  - Inventory Stock Status
  - Physical Inventory Worksheet
  - Pending Builds Report
  - Inventory QuickReports
- Counting Inventory in QuickBooks Enterprise
  - Printing the Physical Inventory worksheet
  - Planning the physical Count
  - Making Inventory Adjustments
  - About the Inventory Adjustment Account
  - Understanding the Effects of an Adjustment
  - Making Other Adjustments to Inventory

## Chapter 11: Managing Cash and Credit Card Transactions

- Making a Deposit That's Not from a Customer
  - Transferring Funds Between Accounts
- Handling Bounced Checks in QuickBooks Enterprise
  - Configuring Items to Manage Bounced Checks
  - Create an Invoice to Recover the Amounts Owed
  - Record the Bank Charge
- Voiding Checks You've Written
- Tracking Cash in QuickBooks Enterprise
  - Creating a Petty Cash Account
  - Putting Cash into Petty Cash
  - Recording ATM Withdrawals
  - Recording Petty Cash Disbursements
- Managing Your Credit Cards in QuickBooks Enterprise
  - Create a Credit Card Account
  - Treating Credit Cards as Vendors

## Chapter 12: Reconciling Bank Accounts

- Getting Ready to Reconcile in QuickBooks Enterprise
  - Checking the Register in QuickBooks Enterprise
- Reconciling in QuickBooks in QuickBooks Enterprise
  - The Begin Reconciliation Window
  - Enter Interest Income and Service Charges
  - Clearing Transactions in QuickBooks Enterprise
  - Configuring the Reconcile Window
  - Adding Transactions During Reconciliation
  - Adding Undeposited Funds During Reconciliation
  - Deleting Transactions During Reconciliation
  - Editing Transactions During Reconciliation
  - Resolving Missing Check Numbers
  - Finishing the Reconciliation in QuickBooks Enterprise
  - Pausing the Reconciliation Process
  - Finding and Correcting Problems
  - Permitting an Adjusting Entry
  - Printing the Reconciliation Report
  - Deciding on the Type of Report
- Troubleshooting Differences in the Beginning Balance
  - Viewing the Discrepancy Report
  - Correcting the Opening Balance Differences

**QBalance.com**

**800-216-0763**

[http://www.qbalance.com/Enterprise\\_Quickbooks.htm](http://www.qbalance.com/Enterprise_Quickbooks.htm)

**We Sell and Support  
QuickBooks Enterprise**

**800-216-0763**

QuickBooks Enterprise makes tracking purchases on credit cards or accepting credit cards for merchandise sold to customers easy! Call us to learn more  
**800-216-0763**

Need help getting your beginning balances set-up, or find yourself stuck on the reconciliation window?  
Call 800-216-0763 for expert QuickBooks Help.

**FREE 507 page E-Book with QuickBooks Enterprise Purchase from QBalance.com 800-216-0763**  
**Learn more about QuickBooks Enterprise from the QuickBooks Experts**  
[http://www.qbalance.com/Enterprise\\_QuickBooks.htm](http://www.qbalance.com/Enterprise_QuickBooks.htm)

# Intuit QuickBooks Enterprise Solutions – The Official Guide

A step by step how to manual for learning QuickBooks Enterprise by Leslie Capachietti

- Viewing the Last Reconciliation Report
- Undoing the Last Reconciliation
- Giving up the Search for a Reason

## Chapter 13: Using Journal Entries

- The QuickBooks Journal Entry Window
- Opening Trial Balance in QuickBooks Enterprise
  - Entering the Opening Balances
  - Workarounds for QuickBooks Limitations
- Making Journal Entries fro Changes or New Accounts
- Making Depreciation Entries in QuickBooks Enterprise
  - Creating Accounts fro Tracking Deprecation
  - Creating a Depreciation Entry
- Reversing Entries in QuickBooks Enterprise
- Journalizing Outside Payroll Services
  - Transferring Money to the Payroll Account
  - Recoding the Payroll
  - Recoding Employee Payments
  - Create Your Own Payroll Entry Template
  - Reconciling the Payroll Account
- Additional GJE Power in the Accountant Editions
  - Working Trial Balance in QuickBooks Enterprise
  - GJE Reports in the Transaction Window
  - GJE Adjusting Entries in QuickBooks Enterprise

## Chapter 14: Using Online Banking Services

- Understanding Online Banking in QuickBooks Enterprise
- Setting up Online Banking in QuickBooks Enterprise
  - Finding Your Bank Online
  - Enabling Online Access for Direct Connect
  - Enabling Online Access for Web Connect
- Using the Online Banking Center in QuickBooks Enterprise
  - Downloading Transactions
  - Viewing the Downloaded Transactions
- Matching Transactions in QuickBooks Enterprise
  - Adding Transactions to the Register
  - Using Renaming Rules to Match Online Transactions
  - Deleting Unmatched Transactions
- Paying Bills Online in QuickBooks Enterprise
  - QuickBooks Bill Pay vs. Bank Website Bill Pay
  - Following the Money Trail: How Online Payments Work
  - Pay8ing Bills Online in QuickBooks
  - Uploading Online Payments
  - Sending Electronic Messages to the Bank
  - Using the QuickBooks Bill Pay Service
- Transferring Money Between Accounts Online
  - Using the Transfer Funds Function
- Using the Bank Register to Transfer Funds
- Receiving Customer Payments Online
  - QuickBooks Billing Solution in QuickBooks Enterprise
  - Electronic Check Processing
  - Accept Credit Cards in QuickBooks Enterprise

## Chapter 15: Using Time Tracking

- Configuring Time Tracking in QuickBooks Enterprise

**QBalance.com**

800-216-0763

[http://www.qbalance.com/Enterprise\\_Quickbooks.htm](http://www.qbalance.com/Enterprise_Quickbooks.htm)

**We Sell and Support  
QuickBooks Enterprise**

800-216-0763

Understanding when not to use journal entries is important. Find out more about our Support Contracts where you get to speak to a dedicated QuickBooks Expert each time. Take the time to learn how to avoid problems. 800-216-0763

**FREE 507 page E-Book with QuickBooks Enterprise Purchase from QBalance.com 800-216-0763**

**Learn more about QuickBooks Enterprise from the QuickBooks Experts**

[http://www.qbalance.com/Enterprise\\_QuickBooks.htm](http://www.qbalance.com/Enterprise_QuickBooks.htm)

# Intuit QuickBooks Enterprise Solutions – The Official Guide

A step by step how to manual for learning QuickBooks Enterprise by Leslie Capachietti

- Configuring Your Workweek
- Configuring Workers in QuickBooks Enterprise
- Configuring the Tasks
- Configuring User Permissions
- Using Timesheets
  - Tracking a single activity
  - Using the Stopwatch in QuickBooks Enterprise
  - Using Weekly Timesheets
  - Copying Previous Timesheets
- Timesheet Reports in QuickBooks Enterprise
  - Running Time Sheet Reports
  - Editing Entries in a Report
  - Editing the Original Timesheets
  - Printing the Weekly Timesheets

## Chapter 16: Using Timesheets for Payroll Job Costing

- Linking Payroll to Time sheets in QuickBooks Enterprise
  - Configuring the Employee Record
  - Configuring Payroll Preferences for Job Costing
  - Using Classes for Payroll Job Costing
  - Using Timesheets Efficiently in QuickBooks Enterprise
- Running Payroll with Timesheet Data
- Running Payroll Reports for Cost Information

## Part III: Reporting and Financial Planning

### Chapter 17: Running Financial Reports for You and Your Accountant

- Using the Report Center in QuickBooks Enterprise
  - Drilling Down for Details
- Standard Financial Reports in QuickBooks Enterprise
  - Profit & Loss Statement in QuickBooks Enterprise
    - Trial Balance in QuickBooks Enterprise
    - Configuring the Trial Balance Report
  - Balance Sheet Reports
    - Balance Sheet Standard Report
    - Balance Sheet Detail Report
    - Balance Sheet Summary Report
    - Balance Sheet Previous Year Comparison Report
    - Balance Sheet by Class Report
    - Memorizing a Custom Report
    - Exporting and Importing Memorized Reports
- Accountant's Copy in QuickBooks Enterprise
  - Creating an Accountant's Copy
  - Saving the Accountant's Copy on a Removable Media
  - Sending via the Accountant's Copy File Transfer Service
  - Choosing the Dividing Date
- Merging the Accountant's into Your File
  - Canceling the Accountants Copy
  - Using the Accountant's Copy (for Accountants)
  - Creating the Accountant's Copy Change File
  - External Accountant in QuickBooks Enterprise
  - Client Data Review in QuickBooks Enterprise
- Company Snapshot in QuickBooks Enterprise
- Consolidated Reports for Multiple Companies
- Intuit Statement Writer in QuickBooks Enterprise

**QBalance.com**

800-216-0763

[http://www.qbalance.com/Enterprise\\_Quickbooks.htm](http://www.qbalance.com/Enterprise_Quickbooks.htm)

**We Sell and Support  
QuickBooks Enterprise**

**800-216-0763**

Want to provide online access to key customer information, time tracking, job scheduling?

Want to limit what your employees can see to only their information and the customers they support?

Looking for a CRM software that integrates with QuickBooks Enterprise but sits in the clouds for easy access?

All at an affordable price?  
Call 800-216-0763

**FREE 507 page E-Book with QuickBooks Enterprise Purchase from QBalance.com 800-216-0763**  
**Learn more about QuickBooks Enterprise from the QuickBooks Experts**  
[http://www.qbalance.com/Enterprise\\_QuickBooks.htm](http://www.qbalance.com/Enterprise_QuickBooks.htm)

# Intuit QuickBooks Enterprise Solutions – The Official Guide

A step by step how to manual for learning QuickBooks Enterprise by Leslie Capachietti

- Overview of Features
- ISW and QuickBooks Data Files
- Creating and Opening Financial Statements
- Previewing and Printing Financial Statements
- Export Financial Statements in QuickBooks Enterprise
- E-Mailing Financial Statements
- Supporting Documents in QuickBooks Enterprise

## Chapter 18: Planning and Budgeting

- How QuickBooks Handles Budgets
  - Types of Budgets in QuickBooks Enterprise
  - Budget Date is Saved Automatically
  - Creating Multiple Budgets
  - Deleting a Budget in QuickBooks Enterprise
  - Understanding the Budget Window
  - Tasks to Perform Before You Start Your Budget
- P&L Budgets
  - Create the Budget and Its Criteria
  - Entering Budget Data in QuickBooks Enterprise
  - Using Budget Entry Shortcuts
  - Create a Budget from Last Year's Data
  - Customer : Job Budgets
  - Class Budgets in QuickBooks Enterprise
- Budget Reports
  - Budget Overview in QuickBooks Enterprise
  - Budget Vs Actual in QuickBooks Enterprise
  - Profit & Loss Budget Performance
  - Budget Vs. Actual Graph
- Exporting Budgets in QuickBooks Enterprise
  - Importing Budgets Back Into QuickBooks
- Other Forecasting and Planning Tools
  - Set up Forecast in QuickBooks Enterprise
  - Cash Flow Projector in QuickBooks Enterprise
  - Business Plan Tool in QuickBooks Enterprise

## Chapter 19: Year End Procedures

- Running Year-end Financial Reports
  - Year End P&L Report in QuickBooks Enterprise
  - Year End Balance Sheet in QuickBooks Enterprise
- Issuing 1099 Forms
  - Run a 1099 Report in QuickBooks Enterprise
  - Print 1099 Forms
- Making Year-end Journal Entries
- Running Tax Reports in QuickBooks Enterprise
  - Check Tax Line Information
  - Calculate Other Important Tax Information
  - Using TurboTax
- Closing Your Books in QuickBooks Enterprise
  - Understanding Closing in QuickBooks
  - Closing the Year in QuickBooks Enterprise
  - Preventing Access to Closed Books
- Closing Date Exception Report in QuickBooks Enterprise
- Creating a Year-End Backup in QuickBooks Enterprise

**QBalance.com**

800-216-0763

[http://www.qbalance.com/Enterprise\\_Quickbooks.htm](http://www.qbalance.com/Enterprise_Quickbooks.htm)

**We Sell and Support  
QuickBooks Enterprise**

800-216-0763

### Other services:

- Custom integration and programming
- QuickBooks Enterprise Training
- Custom report writing
- New QuickBooks Data File starts
- Third party applications
- QuickBooks Payroll and Merchant Services

**FREE 507 page E-Book with QuickBooks Enterprise Purchase from QBalance.com 800-216-0763**  
**Learn more about QuickBooks Enterprise from the QuickBooks Experts**  
[http://www.qbalance.com/Enterprise\\_QuickBooks.htm](http://www.qbalance.com/Enterprise_QuickBooks.htm)

# Intuit QuickBooks Enterprise Solutions – The Official Guide

A step by step how to manual for learning QuickBooks Enterprise by Leslie Capachietti

## Part IV: Managing QuickBooks

### Chapter 20: Customizing QuickBooks

- Configuring Preferences in QuickBooks Enterprise
  - Setting My Preferences for the General Category
  - Accounting Preferences in QuickBooks Enterprise
  - Bills Preferences in QuickBooks Enterprise
  - Checking Preferences in QuickBooks Enterprise
  - Desktop View Preferences
  - Finance Charge Preferences in QuickBooks Enterprise
  - Integrated Applications Preferences
  - Items & Inventory Preferences
  - Jobs & Estimates Preferences
  - Multiple Currencies Preferences
  - Payments Preferences in QuickBooks Enterprise
  - Payroll & Employees Preferences
  - Reminders Preferences in QuickBooks Enterprise
  - Reports & Graphs Preferences
  - Sales & Customers Preferences
  - Sales Tax Preferences in QuickBooks Enterprise
  - Search Preferences in QuickBooks Enterprise
  - Send Forms Preferences
  - Service Connection Preferences
  - Spelling Preferences in QuickBooks Enterprise
  - Tax:1099 Preferences in QuickBooks Enterprise
  - Time & Expenses Preferences
- Managing Users in QuickBooks Enterprise
  - Creating, Removing and Changing User Information
  - Setting User Permissions in QuickBooks Enterprise
  - Configuring Special Areas of QuickBooks
  - Configuring Rights for Existing Transactions
  - Editing User Information in QuickBooks Enterprise
  - Creating Users and Roles in QuickBooks Enterprise Solutions
- Securing Customer Credit Card Information
  - Enabling QuickBooks Customer Credit Card Protection
  - Managing Complex Passwords
  - User Permissions for Viewing Credit Card Information
  - Viewing the Security Log in QuickBooks Enterprise
- Configuring Classes in QuickBooks Enterprise
  - Creating a Class in QuickBooks Enterprise
  - Creating as a SubClass in QuickBooks Enterprise
  - Editing, Deleting, and Merging Classes
  - Using a Class in Transactions
  - Reporting by Class in QuickBooks Enterprise
- The Favorites Menu in QuickBooks Enterprise
- Customizing the Icon bar in QuickBooks Enterprise
  - Changing the Order of Icons
  - Changing the Icon Bar Display
  - Removing an Icon in QuickBooks Enterprise
  - Adding an Icon in QuickBooks Enterprise

### Chapter 21: Managing Your QuickBooks Files

- Deleting Company Files in QuickBooks Enterprise
  - How QuickBooks Loads Company Files
  - Deleting a Company File in QuickBooks Enterprise

**FREE 507 page E-Book with QuickBooks Enterprise Purchase from QBalance.com 800-216-0763**  
**Learn more about QuickBooks Enterprise from the QuickBooks Experts**  
[http://www.qbalance.com/Enterprise\\_QuickBooks.htm](http://www.qbalance.com/Enterprise_QuickBooks.htm)

**QBalance.com**

**800-216-0763**

[http://www.qbalance.com/Enterprise\\_Quickbooks.htm](http://www.qbalance.com/Enterprise_Quickbooks.htm)

**We Sell and Support  
QuickBooks Enterprise**

**800-216-0763**

**QuickBooks Training**

# Intuit QuickBooks Enterprise Solutions – The Official Guide

A step by step how to manual for learning QuickBooks Enterprise by Leslie Capachietti

- Eliminating Deleted Files from the Company File List
- Backing Up and Restoring Files
- Backing Up in QuickBooks Enterprise
- Scheduling Backups in QuickBooks Enterprise
- Restoring a Backup in QuickBooks Enterprise
- Using a Portable Company File
  - Creating a Portable Company File
  - Restoring a Portable Company File
- Verifying and Rebuilding a Company File
- Cleaning up Data in QuickBooks Enterprise
  - Understanding the Data Removal Procedure
  - Running the File Cleanup Utility
  - Removing All Transactions with the Cleanup Wizard
- Using the Audit Trail in QuickBooks Enterprise
  - Updating QuickBooks in QuickBooks Enterprise
  - Configuring QuickBooks Update Service

## Appendix: Fixed Asset Manager

- Overview of Fixed Asset Manager in QuickBooks Enterprise
- QuickBooks Files and Fixed Asset Manager
  - QuickBooks Company Information
  - Company Fixed Assets List
- Fixed Asset Manager Client File Setup
- Importing Data from Other Software
- Working in Fixed Asset Manager in QuickBooks Enterprise
  - Schedule Tab
  - Asset Tab
  - Disposal Tab
  - Projection Tab
  - Using the Section 179/40% Test
  - Using the Client Totals Summary
- Calculating Depreciation in QuickBooks Enterprise
- Posting the Journal Entry to QuickBooks
  - Producing Reports
  - Exporting Depreciation Data
  - Tax Worksheets

**QBalance.com**

800-216-0763

**We Sell and Support  
QuickBooks Enterprise**

800-216-0763

**QuickBooks Training**