

These are some of the things that QuickBooks Premier **doesn't** automatically know (so make sure you **do** know):

- ✓ It doesn't know whether the account you just set up as an asset really does represent a resource owned or controlled by the company that is expected to provide future benefit.
- ✓ It doesn't know whether the amounts on the invoice you just created represent income the company has already earned or income that will be earned in the future.
- ✓ It doesn't know whether there are salaries that employees have earned but haven't been paid for.
- ✓ Etc., etc.

BEFORE WE GO ANY FURTHER

Although QuickBooks is a very intuitive program, there are a lot of “places to go and things to see”—and that can be intimidating. It's easy to forget what was covered in a previous chapter. Most of the time, you'll be able to find the answer by using the index for this book. If you can't, here are some options:

- Use the Help feature in QuickBooks. It's really pretty good.
- You can ask for help from your instructor, from a student assistant (if there is one), or from your fellow students (if they're willing and you're not taking a test!).
- As an additional resource, Appendix B (“How Do I?”) contains abbreviated step-by-step instructions for the various transactions and procedures. These instructions are also included at the end of each chapter under **Chapter Shortcuts**.

INSTALLING AND UPDATING QUICKBOOKS PREMIER

If you're taking this class in a classroom setting, a QuickBooks Premier program will already be installed on each computer in your classroom lab. (It is not installed on a server, so you're each working with a separate application program.) QuickBooks Premier may also be installed on other computers at your school that you can use. Check with your instructor for additional availability.

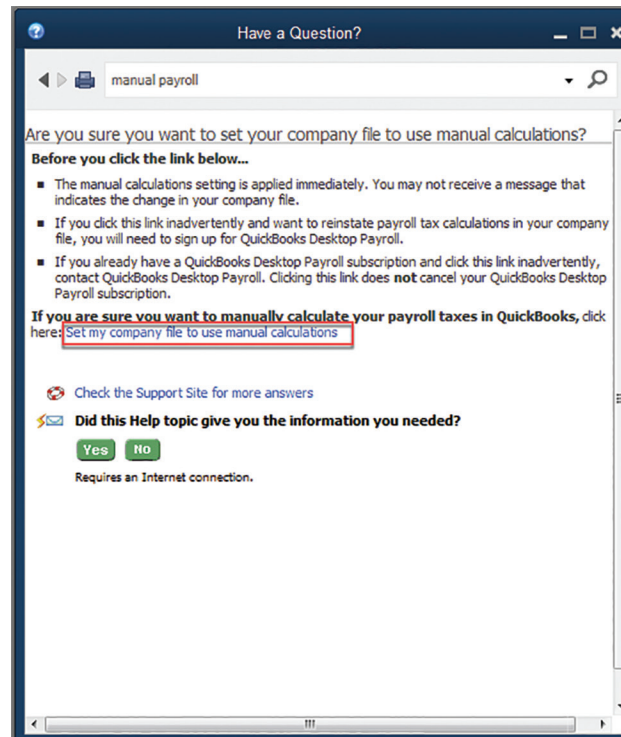
If you're taking the class online or want to work on assignments away from school, you will need to install the program on your laptop or home computer. To install the software on your home computer, go to <https://downloads.quickbooks.com/app/qbdt/products> and select the QuickBooks Desktop Premier 2018 version of QuickBooks.

A Setup.QuickBooksPremier2018.exe file will automatically be downloaded to your computer. Open the downloaded file and follow the online instructions.

As part of the installation process, you will be asked to enter your license number. Your license and product numbers are included inside your textbook.

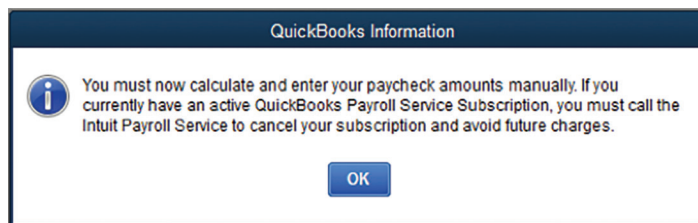


WARNING: You will be required to register the software. You must do this within the time frame given or you'll lose access to the application. Registration doesn't cost anything and it doesn't obligate you to future purchases. As part of the registration process, you will be asked a number of questions about your “business.” QuickBooks is assuming, of course, that you're using the software in a business setting. Your answers to these questions will not affect the company files you work on in this class, so you are free to choose your own answers. As a suggestion, you might choose “accounting” as your industry and answer “no” to the questions related to credit cards, employees, etc.



At the very bottom of the narrative, QuickBooks instructs you to click “Set my company file to use manual calculations.”

After clicking the link, you get the following message, letting you know that the manual payroll processing is now available:



Setting up manual payroll processing for Sac City Accounting.

1. Click **Help** (main menu bar).
2. Click **QuickBooks Desktop Help**.
3. Enter “manual payroll” in the search field and click the magnifying glass in the top right corner of the window.
4. Click **Calculate payroll taxes manually (without a subscription to QuickBooks Desktop Payroll)**.
5. Click the **Manual Payroll Calculations** link in the **third** paragraph.
6. Click **Set my company file to use manual calculations** (bottom of the narrative).
7. Click **OK**. (You may have to close the **Help** window to see the **OK** button.)

PRACTICE EXERCISE

NOTE: Manual payroll processing was already activated in your student data file so you can skip this practice exercise. You will need to follow these steps for activating payroll in your homework company.

Central Valley Bank 212 Folsom Drive Sacramento, CA 95822 (916) 343-4751			
Champion Law 3835 Freeport Blvd Sacramento, CA 95822 Account # 78459525—Checking Account		January 31, 2019	
	CREDITS	CHARGES	BALANCE
Beginning Balance, January 1,			\$89,400.00
1/3, Deposit	\$225.00		89,625.00
1/6, Check 1006		\$ 600.00	89,025.00
1/6, Check 1005		550.00	88,475.00
1/6, Check 1004		250.00	88,225.00
1/7, Check 1009		40.00	88,185.00
1/12, Check 1008		185.00	88,000.00
1/12, Check 1011		3,600.00	84,400.00
1/13, Check 1009		800.00	83,600.00
1/15, Check 1010		110.00	83,490.00
1/15, Check 1012		275.00	83,215.00
1/18, Check 1013		840.95	82,374.05
1/18, Check 1014		2,389.07	79,984.98
1/22, Deposit	6,990.00		86,974.98
Ending balance, 1/31			89,974.98
			\$86,974.98



WARNING: If your paycheck amounts differ (due to rounding), you may need to change the ending bank balance in order to reconcile the account. Also, payroll checks are issued alphabetically so, depending on your name, the check numbers may differ slightly.

REPORTS TO CREATE FOR ASSIGNMENT 9A

All reports should be in portrait orientation; fit to one page wide (unless otherwise noted).

- Balance Sheet Standard as of 1/31.
- Profit & Loss Standard for January.
- Payroll Summary for January.
 - Remove the hours and rate columns.
- Sales by Item Summary for January.
- Journal for January, in date order (Remove the **Trans #** and **Adj** columns).
 - Make sure the account names are visible.
- Profit & Loss by Job for January.
 - Try to narrow the column width as much as you can but make sure the job names are still readable.

2/7/19

- ✓ You stop at Gus' Gasoline and use your credit card to fill up both trucks. You wonder out loud if gasoline prices will ever be less than \$1 a gallon. Your neighbor thinks you're pretty funny! (Your neighbor helped get both trucks to the station.) Total cost is \$80.

2/8/19

- ✓ You spend the entire day picking up supplies for the Wang kitchen remodel. Luckily, the Wangs had already picked everything out with their designer, so you didn't have to wait for their review. You enter the following bills:
 - Folsom Fixtures—\$595, #79-500, dated 2/8, Net 30.
 - Brentley's Appliances—\$8,200, #12-458, dated 2/8, Net 15.
 - Martinez Cabinets—\$42,865, #95562, dated 2/8, Net 30.
 - These are super deluxe cabinets.
 - Tuan's Flooring—\$8,982.75, #2888, dated 2/8.
- ✓ You notice that the flooring materials bill is a bit higher than you expected. You call Tuan Nguyen and ask him about the pricing. He apologizes and explains that his new bookkeeper made an error. Tuan's Flooring faxes you a credit memo (CM2888), dated 2/8, for the \$528.30 overcharge. [**TIP:** You must make the credit memo entry "billable" so that the correction is passed through to the customer when you create the next invoice.]
- ✓ You enter timesheets for the week. All job hours are billable.

February 4–10		M	Tu	W	Th	F
You (40 hours)						
Perkins—Deck	Deck Labor	6	5			
Thomas—Rewiring job	General	2		2		
Wang Kitchen Remodel	General			2	8	2
Wang Kitchen Remodel	Demolition					4
	Administrative		3	4		2
Monica Smith (24 hours)						
Thomas—Rewiring	Electrical	8	8			
Wang Kitchen Remodel	Demolition					8
Henri Navarre (20 hours)						
Perkins—Deck	Demolition	8				
Perkins—Deck	Deck Labor		4			
Wang Kitchen Remodel	Demolition					8
Luis Garcia (24 hours)						
Perkins—Deck	Deck Labor		8			
Perkins—Deck	Demolition	8				
Wang Kitchen Remodel	Cabinets					8

Demolition

2/14/19

- ✓ You receive a bill in the mail from the City of Sacramento for utilities for 2/1 to 2/28. The total bill (#020206) is \$485, Net 15.
- ✓ You also realize you forgot to pay the phone bill from Big Bell Phone Co. You use your credit card to pay the \$200 bill for the period 2/1 to 2/28. You **quick add** Big Bell as a vendor.
- ✓ You pay all bills due on or before 2/15.
 - You're paying five bills for a total of \$3,875.