Intuit ProLine

Working With Lists

Lesson 3

Learning Objectives

- To edit the company chart of accounts
- To add a new customer to the Customers & Jobs list
- To add a new vendor to the Vendor list
- To learn about custom fields, and to practice adding custom fields
- To see how to manage lists in QuickBooks

Using QuickBooks lists

QuickBooks lists organize a wide variety of information, including data on customers, vendors, inventory items, and more. Lists save you time by helping you enter information consistently and correctly.

Such as:

- Names, addresses, and other information about customers
- Contact information for vendors
- Descriptions and prices for products and services

Editing the chart of accounts

To display the chart of accounts:

1. From the Lists menu, choose Chart of Accounts.
2. Scroll through the list.

   The chart of accounts displays balance sheet accounts first, followed by income and expense accounts.

Editing the chart of accounts

To edit an account:

1. In the chart of accounts, select Checking.
2. Click the Account menu button, and then select Edit Account.
3. In the Description field, type Great Statewide Bank.
4. Click Save & Close.

Editing the chart of accounts

To add a subaccount:

1. In the chart of accounts, click the Account menu button and then choose New.
2. Select Expense and click Continue.
3. In the Account Name field, type Trade Pubs.
4. Select the "Subaccount of" checkbox, and then select Dues and Subscriptions.
5. In the Description field, type Trade Publications.
6. Click Save & Close.
7. Close the chart of accounts.

Working with Customers & Jobs list

To add new customers:

1. Click Customer Center in the icon bar.
2. Click the New Customer & Job menu button (at the top of the Customer Center), and select New Customer.
3. In the Company Name field on the Address Info tab, type Godwin Manufacturing, and then press Tab.
4. In the Bill To field, click at the end of the line below the company name and press Enter.
5. Type 376 Pine Street, and then press Enter.

Working with Customers & Jobs list

To add new customers:

6. On the next line of the Bill To field, type Bayside, OR 64326.
7. Click Copy to have QuickBooks copy the billing address to the Ship To field.
8. Click OK.
9. Continue filling out the customer information by providing the following information:
   - Contact: John Godwin
   - Phone: 325-555-9841
   - Fax: 325-555-0012
   - Alt Contact: Tracy Heldt

Working with Customers & Jobs list

To add additional information:

1. Click the Additional Info tab.
2. In the Type field, type Industrial.
3. Press Tab.
4. Click Quick Add to add the customer type to the list.
5. In the Terms field, type Net 30.
6. In the Tax Code field, select Non.
7. In the Tax Item drop-down list, select Out of State.

Working with Customers & Jobs list

To add payment and credit information:

1. Click Payment Info.
2. In the Credit Limit field, type 2000.
3. In the Preferred Payment Method drop-down list, choose Check.
4. Click OK to add the customer and close the New Customer window.
5. Close the Customer Center.

Working with the Employee Center

To add a new employee:

1. Click Employee Center in the icon bar.
2. Click New Employee at the top of the Employee Center.
3. In the First Name field, type Marlene.
4. In the Last Name field, type Duncalf, and then press Tab.
5. In the SS No. field, type 123-45-6789.
6. In the Gender field, select Female.

Working with the Employee Center

To add a new employee:

7. In the Date of Birth field, type 7/18/82.
8. Click the Address and Contact tab.
9. In the Address field, type 195 Spruce Avenue, #202.
10. For the City, State, and Zip fields, type Bayshore, CA 94326.
11. In the Phone field, type 415-555-1111.
12. In the Change tabs field, select Employment Info.

Working with the Employee Center

To add a new employee:

13. In the Hire Date field, type 11/26/2007.
14. Click OK.
15. When QuickBooks asks if you want to set up payroll information, click Leave As Is.
16. Close the Employee Center.

Working with the Vendor Center

To add a new vendor:

1. Click Vendor Center in the icon bar.
2. Click New Vendor at the top of the Vendor Center.
3. In the Vendor name field, type Hughes Electric.
4. In the Company Name field, type Hughes Electric, and then press Tab.
5. Click in the Name and Address field, after the company name displayed on the first line, and press Enter.
6. On the second line of the Address field, type P.O. Box 2316.

Working with the Vendor Center

To add a new vendor:

7. Press Enter to move to the next line.
8. Type Middlefield, CA 94432.
9. In the Contact field, type David Hughes.
10. In the Phone field, type 510-555-6666.
11. In the Fax field, type 510-555-6667.

Providing additional vendor information

To add information to a vendor record:

1. Click the Additional Info tab.
2. In the Account No. field, type 123-445.
3. In the Type field, type Subcontractors.
4. In the Terms field, choose 2% 10 Net 30.
5. In the Credit Limit field, type 2000 and press Tab.
6. Click OK.
7. Close the Vendor Center.

Adding custom fields

To add custom fields:

1. Click Customer Center in the icon bar.
2. In the Customers & Jobs list, select Cook, Brian.
3. Click the Edit Customer button.
4. Click the Additional Info tab.
5. Click Define Fields.
6. In the first blank Label field, type Pager Number.
7. Click the Cust column to select it.
8. Click the Vend column to select it.

Adding custom fields

To add custom fields:

9. In the next blank Label field, type Date of last review.
10. Click the Emp column to select it.
11. Click OK.
12. If you see an informational message, click OK.
13. In the Pager Number field, type 415-555-9876.
14. Click OK to close the Edit Customer window.
15. Close the Customer Center.

Adding custom fields

To add custom fields for items:

1. From the Lists menu, choose Item List.
2. In the Item list, select Lk Doorknobs.
3. Click the Item menu button, and then choose Edit Item.
4. Click Custom Fields.
5. Click Define Fields.
6. In the "Use" column, click the first blank checkbox to select it. Then type Style in the Label field.
7. Click OK to close the window.

Adding custom fields

To add custom fields for items:

8. In the “Custom Fields for Lk Doorknobs” window, type Round in the Style field.
9. Click OK to close the Custom Fields for Lk Doorknobs window, and then click OK to close the Edit Item window.
10. Close the Item list.

Managing lists

To sort a list manually:

1. From the Lists menu, choose Chart of Accounts.
2. Click the diamond to the left of the Owner's Draw subaccount of Owner's equity.
3. Click and hold the mouse button, and drag the pointer upward until you see a dotted line directly below Owner's Equity.
4. Release the left mouse button to drop the account in the new position.
5. To re-sort the list alphabetically, click the Account menu button, and select Re-sort List.
6. Click OK.
7. Close the chart of accounts.

Managing lists

To sort a list in descending order:

1. Click Customer Center on the icon bar to display the Customer Center and Customers & Jobs List.
2. Click the arrow to the right of the View drop-down list to expand the Customers & Jobs list.
3. Click the Balance Total column heading.
4. Click the column heading again.
5. To return to the order you started with, click the large diamond to the left of the Name column heading.
6. Click the Collapse arrow to collapse the Customers & Jobs list.
7. Close the Customer Center.

Managing lists

To merge items on a list:

1. From the Vendors menu, choose Vendor Center.
2. Double-click the entry for Hughes Electric.
3. In the Vendor Name field, type C.U. Electric.
4. Click OK.
5. Click Yes.
6. Close the Vendor Center.

Managing lists

To rename a list item in the chart of accounts:

1. From the Lists menu, choose Chart of Accounts.
2. In the chart of accounts, select Checking.
3. Click the Account menu button, and choose Edit Account.
4. In the Account Name field, type Master Checking Account.
5. Click Save & Close.
6. Close the chart of accounts.

Managing lists

To make a list item inactive:

1. On the Home page, click the Customers button (along the left side of the Home page).
2. Select Milner, Eloyse in the list. (Select her name, not the job.)
3. Right-click the name and choose Make Customer:Job Inactive.
4. To see inactive list items, choose All Customers from the View drop-down list.
5. Leave the Customer Center open.

Managing lists

To print the Customers & Jobs list:

1. In the Customer Center, click the Print menu button, and then choose Customer & Job List.
2. Click OK to bypass the List Reports message.
3. Click Print.

Managing lists

To print information on one customer:

1. In the Customers & Jobs list, select the customer whose details you want to print.
2. Click the Print menu button, and then choose Customer & Job Information.
3. Click Print.

Managing lists

To print information for selected customers:

1. From the Reports menu, choose List, and then choose Customer Contact List from the submenu.
2. Click Modify Report.
3. Click the Filters tab.
4. Select Customer in the Filter list.
5. In the Customer field, choose Multiple customers/jobs.
6. Make sure Manual is selected then click to put a checkmark next to those customers for which you want to print contact information.
7. Click OK to close the Select Customer:Job window.
8. Click OK to close the Modify Report window.
9. Print the report.
10. Close the report without memorizing it and then close the Customer Center.

Adding or editing multiple items

To change the zip code for multiple items:

1. Go to the Lists menu and choose Add/Edit Multiple List Entries.
2. Make sure that Customers is selected for the List drop-down.
3. For the View drop-down, select All Customers.
4. In the Find field, type *East Bayshore*.
5. Click the magnifying glass icon.
6. Use the slider bar at the bottom of the screen to view the Bill To 3 field.
7. Click in the first line to select 94327 and change it to 94329.
8. Repeat to change every item in the list.
9. Click Save Changes.
10. In the List drop-down, select Vendors.
11. In the View drop-down, select All Vendors.
12. Type East Bayshore in the Find field and click the magnifying glass icon.
13. Since none of the vendors use the 94327 zip code, click Close without making any changes.

LESSON 3 Review questions and activities

Lesson 3: Working with lists

Review questions

1 How many custom fields can you set up for items?

- a 4
- b 5
- c 7
- d 20

2 Which of the following forms and windows could potentially be populated with information from the Vendor list?

- a Purchase orders
- b Bills
- c Write Checks
- d All of the above

3 Which of the following activities cannot be accessed from the Customers & Jobs list in the Customer Center?

- a Create statements
- b Assess finance charges
- c Enter credit card charges
- d Receive payments

4 On which tab of the Edit Customer window would you enter a customer's payment terms (for example, Net 30 Days)?

- a Address Info
- b Additional Info
- c Payment Info
- d Job Info

5 A customer has three warehouses and you are installing an overhead door at each location. The best way to track this in QuickBooks would be to:

- a Set up each location as a separate customer
- b Set up a separate job for each location under the customer
- c Enter all work as one order under the customer
- d Use a custom field to track each location

6 Products you sell would appear on which of the following lists?

- **a** Vendor list
- **b** Employee list
- **c** Chart of Accounts
- **d** Item list

7 A subcontractor would appear on which of the following lists?

- **a** Vendor list
- **b** Employee list
- **c** Customers & Jobs list
- **d** Item list

8 Name at least three lists on which you can merge items.

- **a** ____
- **b** ____
- **c** ____

9 True or false: You can delete list items that are used in transactions.

- **a** True
- **b** False

Review activities

1 Add the following customer using the data below:

- Customer Name: Alla Rozenvasser
- Opening Balance: $234.00
- Company Name: Rozenvasser Advertising
- Contact: Alla Rozenvasser
- Bill to: 300 Main Street, Suite #3, Middlefield, CA 94432
- Phone: 415-555-6767
- Fax: 415-555-9090
- Alt. Contact: Shannon Stubo
- Type: Commercial
- Credit Limit: $2500
- Terms: Net 15
- Tax Item: San Domingo

2 Add a new vendor using the data below:
- Vendor: Martin Drywall
- Contact: Sean D. Martin
- Address: P.O. Box 76, Middlefield, CA 94432
- Phone: 555-5432
- Fax: 555-6565
- Account: 082-4343
- Type: Subcontractors
- Terms: Net 30
- Credit Limit: 1,000.00

3 In the Customers & Jobs list, select Ecker Designs. Answer the following questions:
- **a** What is the job status for Ecker Designs' office repairs?
- **b** What is the number of the most recent invoice and how much was it?
- **c** What happened on December 11th?

4 In the Vendor Center, locate sales tax payment transactions. Answer the following questions:
- **a** Who is the vendor?
- **b** How many payments have been made?
- **c** What is the total amount of payments that have been made?

5 In the Employee Center, find Gregg Schneider's information. Answer the following questions:
- **a** What is the name of his spouse?
- **b** When was Gregg hired?
- **c** What is Gregg's overtime pay rate?

6 In the Vendor Center, find C.U. Electric. Answer the following questions:
- **a** What is open balance for this vendor?
- **b** How many bills are outstanding and what are the amounts?
- **c** What are the payment terms for this vendor?

7 Open the Item list and answer the following questions:
- **a** How many brass hinges are on hand?
- **b** What is the price of a patio door?
- **c** What is the finance charge percentage on overdue balances?

Lesson 3: Working with lists

Review questions

1 How many custom fields can you set up for items?

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- **b** *5*
- **c** 7
- **d** 20

2 Which of the following forms and windows could potentially be populated with information from the Vendor list?

- **a** Purchase orders
- **b** Bills
- **c** Write Checks
- **d** *All of the above*

3 Which of the following activities cannot be accessed from the Customers & Jobs list in the Customer Center?

- **a** Create statements
- **b** Assess finance charges
- **c** *Enter credit card charges*
- **d** Receive payments

4 On which tab of the Edit Customer window would you enter a customer's payment terms (for example, Net 30 Days)?

- **a** Address Info
- **b** *Additional Info*
- **c** Payment Info
- **d** Job Info

5 A customer has three warehouses and you are installing an overhead door at each location. The best way to track this in QuickBooks would be to:

- **a** Set up each location as a separate customer
- **b** *Set up a separate job for each location under the customer*
- **c** Enter all work as one order under the customer
- **d** Use a custom field to track each location

6 Products you sell would appear on which of the following lists?

- **a** Vendor list
- **b** Employee list
- **c** Chart of Accounts
- **d** *Item list*

7 A subcontractor would appear on which of the following lists?

- **a** *Vendor list*
- **b** Employee list
- **c** Customers & Jobs list
- **d** Item list

8 Name at least three lists on which you can merge items.

- **a** *Chart of accounts*
- **b** *Item*
- **c** *Customers & Jobs*
- **d** *Vendor*
- **e** *Employee*
- **f** *Other Names*

9 True or false: You can delete list items that are used in transactions.

- **a** True
- **b** *False. You cannot delete items used in transactions, but you can make them inactive.*