QUICKBOOKS 2016 STUDENT GUIDE

Lesson 3

Working with Lists

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Table of Contents

Lesson 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

NOTES

Editing the Chart of Accounts

The Chart of Accounts is your most important list because it shows how much your business has, how much it owes, how much money it has coming in, and how much it is spending.

To display the Chart of Accounts:

1. From the **Lists** menu choose **Chart of Accounts** or press **CTRL+A**.

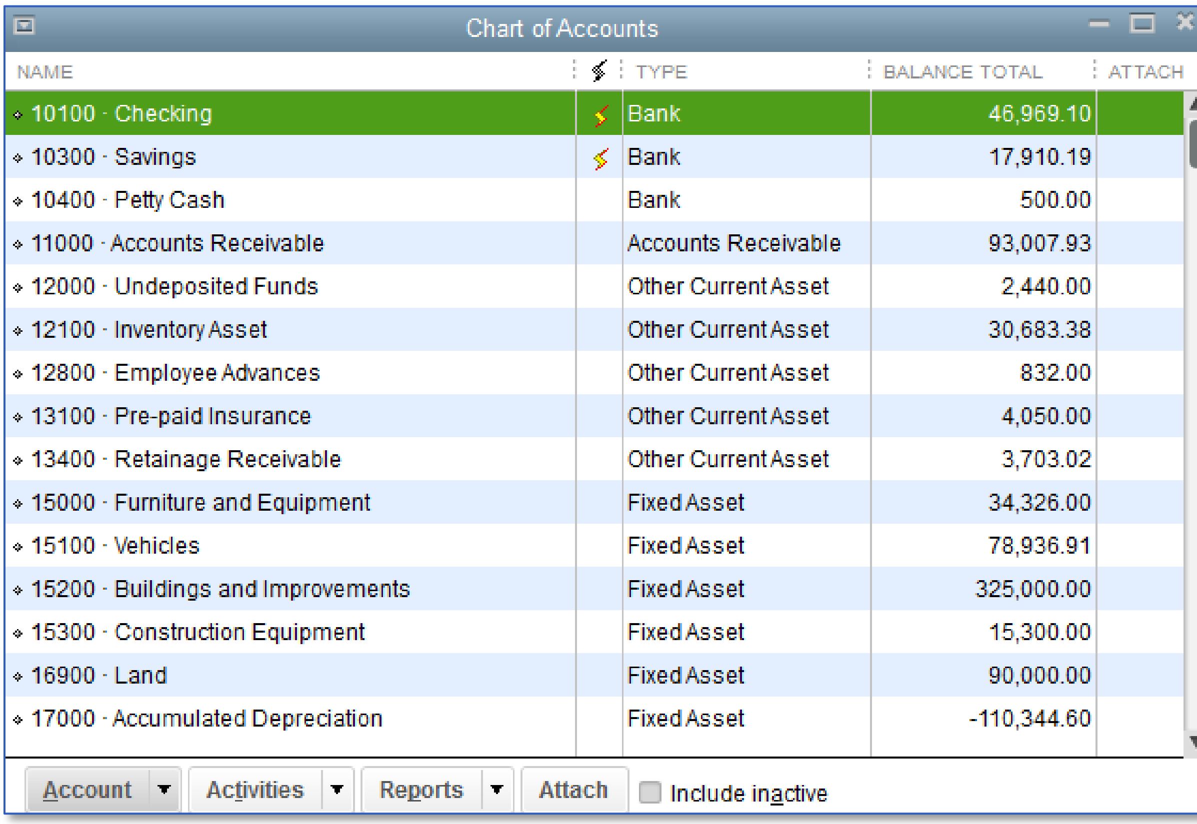


Chart of Accounts

NAME	⚡	TYPE	BALANCE TOTAL	ATTACH
10100 · Checking	⚡	Bank	46,969.10	
10300 · Savings	⚡	Bank	17,910.19	
10400 · Petty Cash		Bank	500.00	
11000 · Accounts Receivable		Accounts Receivable	93,007.93	
12000 · Undeposited Funds		Other Current Asset	2,440.00	
12100 · Inventory Asset		Other Current Asset	30,683.38	
12800 · Employee Advances		Other Current Asset	832.00	
13100 · Pre-paid Insurance		Other Current Asset	4,050.00	
13400 · Retainage Receivable		Other Current Asset	3,703.02	
15000 · Furniture and Equipment		Fixed Asset	34,326.00	
15100 · Vehicles		Fixed Asset	78,936.91	
15200 · Buildings and Improvements		Fixed Asset	325,000.00	
15300 · Construction Equipment		Fixed Asset	15,300.00	
16900 · Land		Fixed Asset	90,000.00	
17000 · Accumulated Depreciation		Fixed Asset	-110,344.60	

Account | Activities | Reports | Attach | Include inactive

2. Scroll through the list.

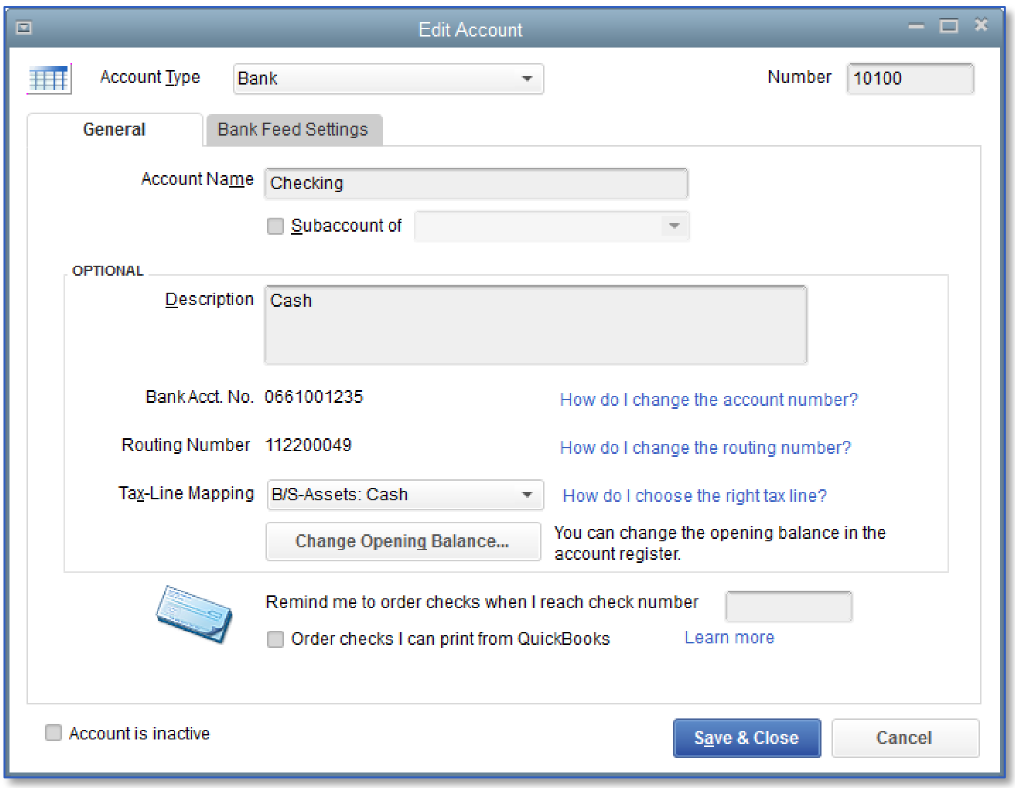
The Chart of Accounts displays balance sheet accounts first, followed by income and expense accounts by default. Optionally, you can click on the column headings to sort by name or balance instead of type.

NOTES

Editing an Account

To edit an account:

1. In the **Chart of Accounts**, find the account you want to edit, and then click on it one time to highlight the row.
2. Right-click on the row and click **Edit** *or* click the **Account** menu button then select **Edit Account**.
3. Edit the information accordingly.



4. Click **Save & Close** .

IMPORTANT: *Some information, like Account Type, is not easily changed. If you setup an account in error and you are trying to modify it, you can delete the account and start over, assuming no transactions have been posted to it.*

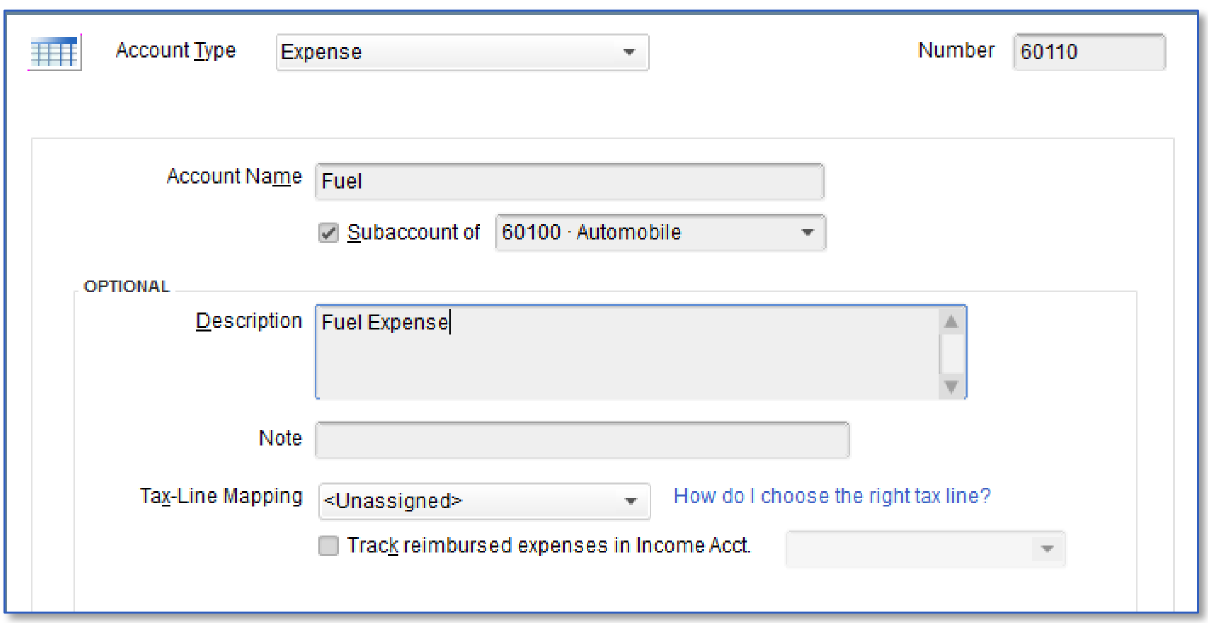
NOTES

Adding a Subaccount

A subaccount is a way of breaking an account down in to subcategories for reporting purposes. Subaccounts show as indented lines on reports under the main, or ‘parent’ account. This hierarchy enables you to expand reports to show all subaccounts under a parent, or to collapse all subaccounts into a parent account for one line view on reports.

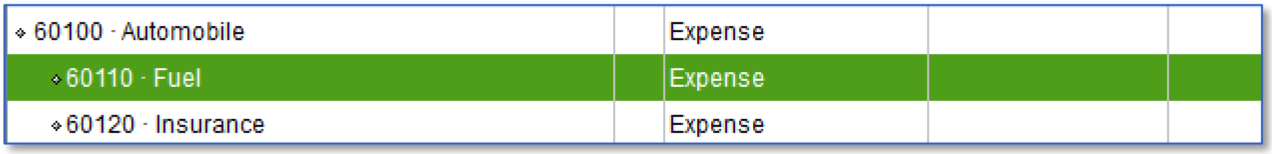
To add a subaccount:

1. In the **Chart of Accounts**, click the **Account** menu button and then choose **New**.
2. Select the appropriate account type (this must be the same account type as the parent account).
3. Click **Continue**.
4. Assign an appropriate account name and number if applicable.
5. Select the **Subaccount of** checkbox, then select the parent account from the drop-down list.



6. Click **Save & Close**.

QuickBooks displays the new subaccount in the Chart of Accounts list.



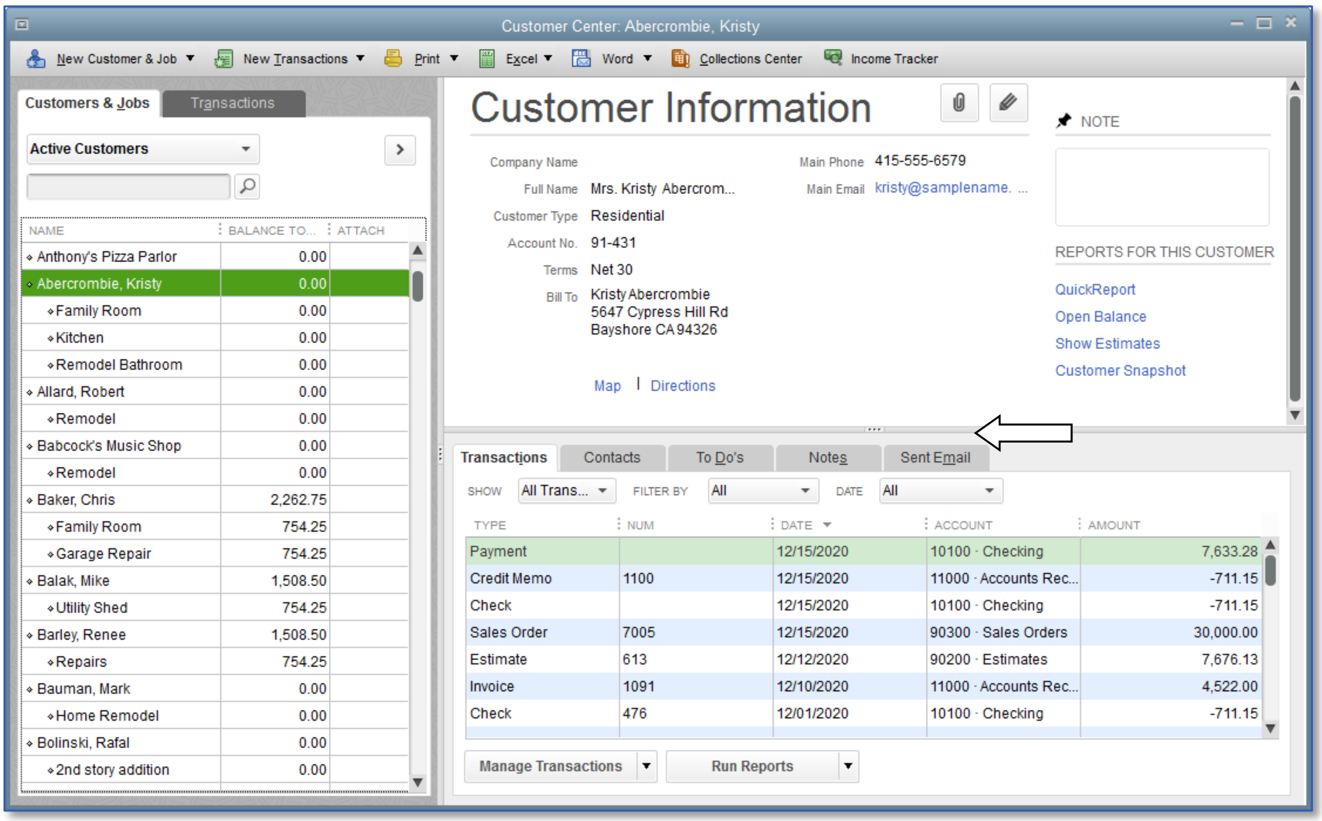
60100 · Automobile		Expense		
60110 · Fuel		Expense		
60120 · Insurance		Expense		

7. Close the Chart of Accounts.

NOTES

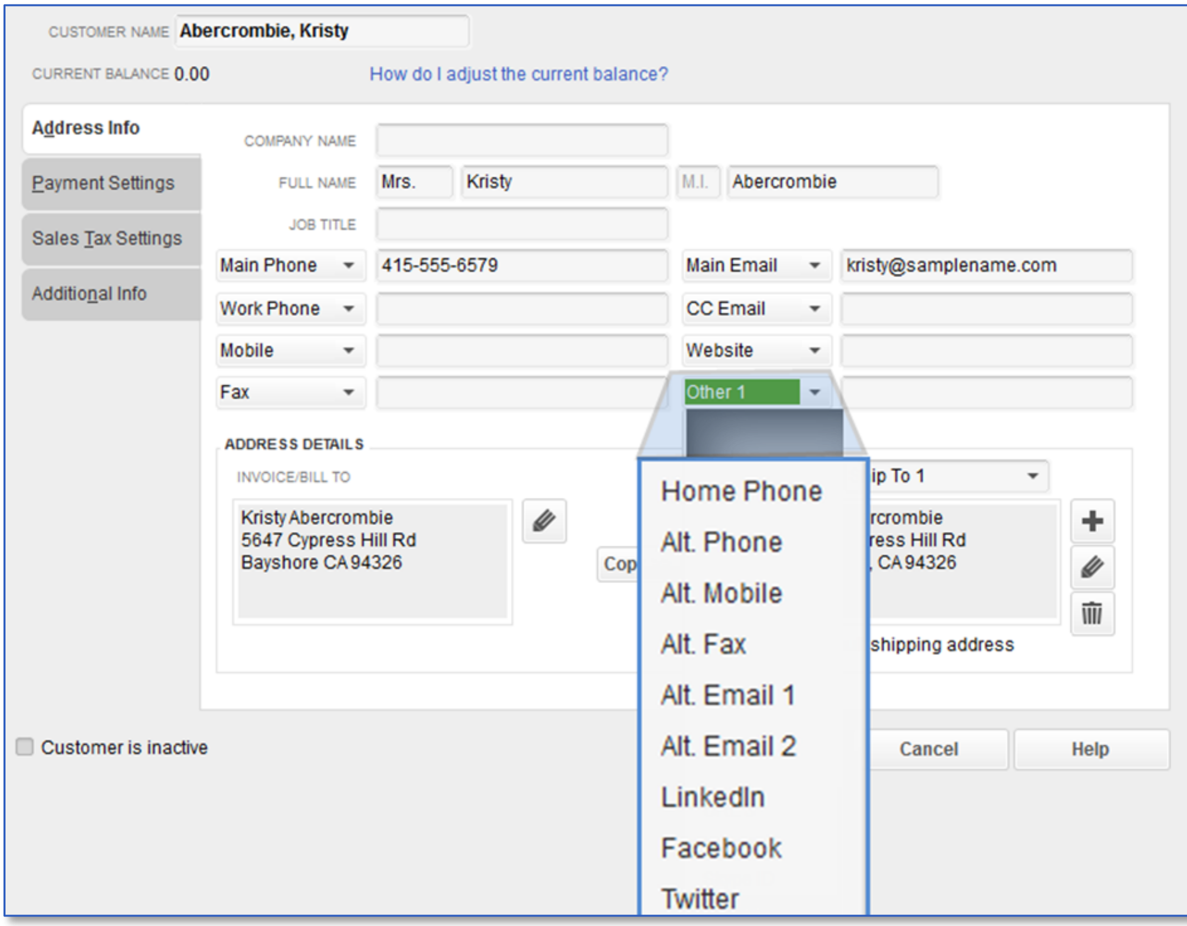
Customer, Vendor and Employee Centers

The Customer, Vendor and Employee Centers consolidate and organize important information. The centers contain names, addresses and other information about the names on these lists. They also hold more specific information, Contacts, Notes, To Do's and Sent Emails, custom fields and other details you may want to track for each customer, vendor or employee.



Custom Contact Fields

The Customer, Vendor and Employee Centers include eight fields for custom contact information. All eight of these contact fields for phone numbers, email addresses and URL's can be customized per the drop-down list of available contact descriptions (mobile phones, social media information, etc.).



NOTES

Working with the Customer Center and the Customers & Jobs List

The Customer Center's Customers & Jobs list stores names, addresses and other information about your customers. It also holds information about the jobs or projects you may want to track for each customer.

ADDING CUSTOMERS

Your Customer list is the list that will display sales forms (sales orders, estimates, invoices, sales receipts) and Accounts Receivable.

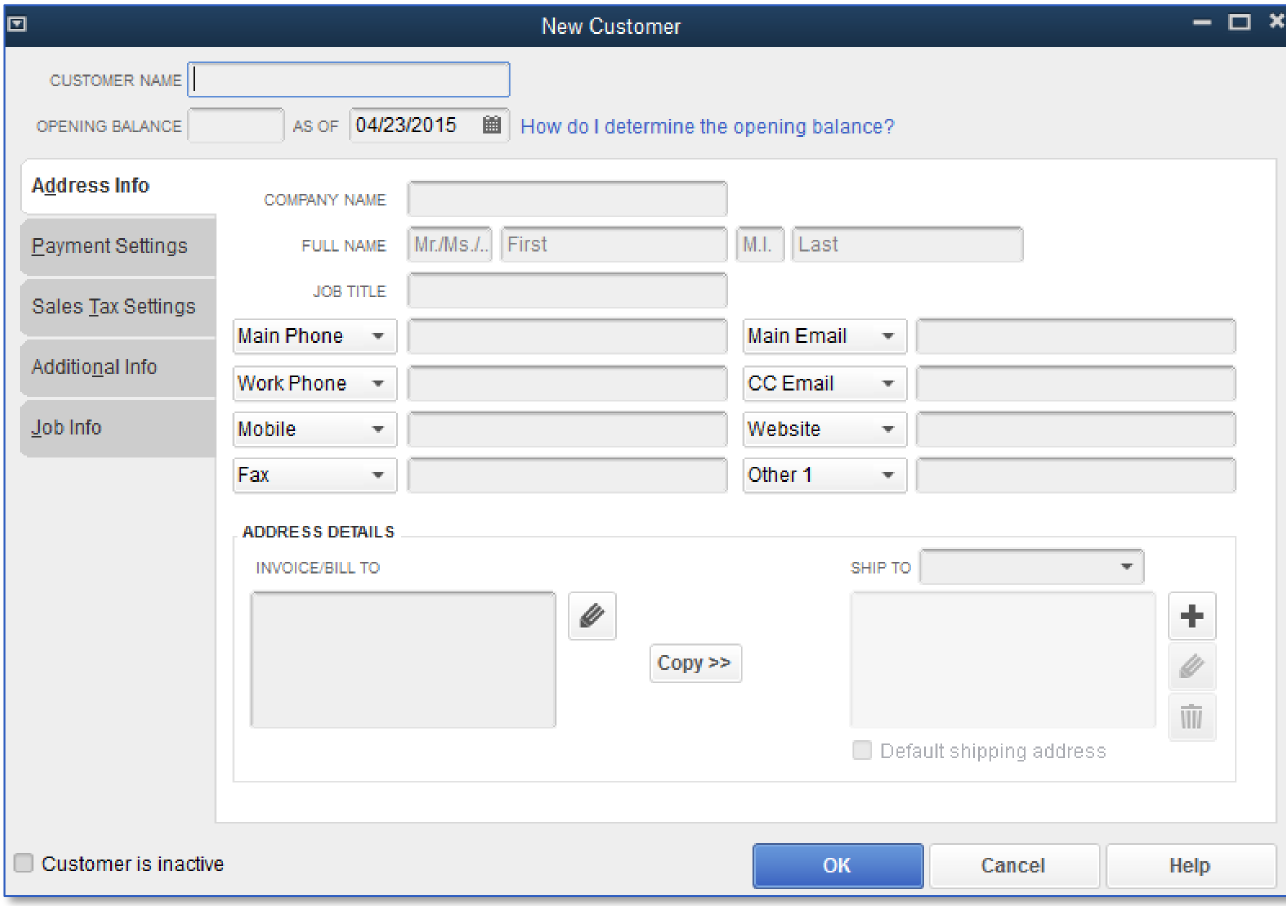
To add a customer:

1. There are multiple ways to do almost anything in QuickBooks. To access the Customer Center, you have four options:
   - Click **Customers** from the left hand or top icon bar (depending on your View settings)
   - Choose **Customer Center** from the **Customers** drop-down in the menu bar
   - From the **Home Screen**, click on the blue **Customers** tab in the **Customers** section
   - Press **CTRL+J**
2. Click the **New Customer & Job** menu button then choose **New Customer**.
3. In the **Customer Name** field, enter the name of the customer as you'd like it to appear on your Customers & Jobs list.
4. Press **Tab** in the **Opening Balance** field to leave this field blank.

   The Opening Balance field tells you how much each customer owes you on your start date so that when you enter the rest of your transactions from the day after your start date to today, all balances since your start date will be accurate.

   It is generally recommended entering individual outstanding invoices one by one whenever possible, rather than entering the outstanding balance owed in the Opening Balance field.
5. Complete the customer contact information appropriately.

You can have and use more than one Ship To address per customer or job. Add them with the **Ship To** drop-down or by clicking the **+** sign in the bottom right corner.



6. Click **OK** to add this customer.

The Customer Center appears with the Customers & Jobs list along the left side.

IMPORTANT: *The Customers & Jobs list is the same list as the Customer/Job list. It is called Customers & Jobs on the Customer Center and called Customer:Job on forms. It is sometimes also referred to as simply the Customer list.*

PROVIDING ADDITIONAL CUSTOMER INFORMATION

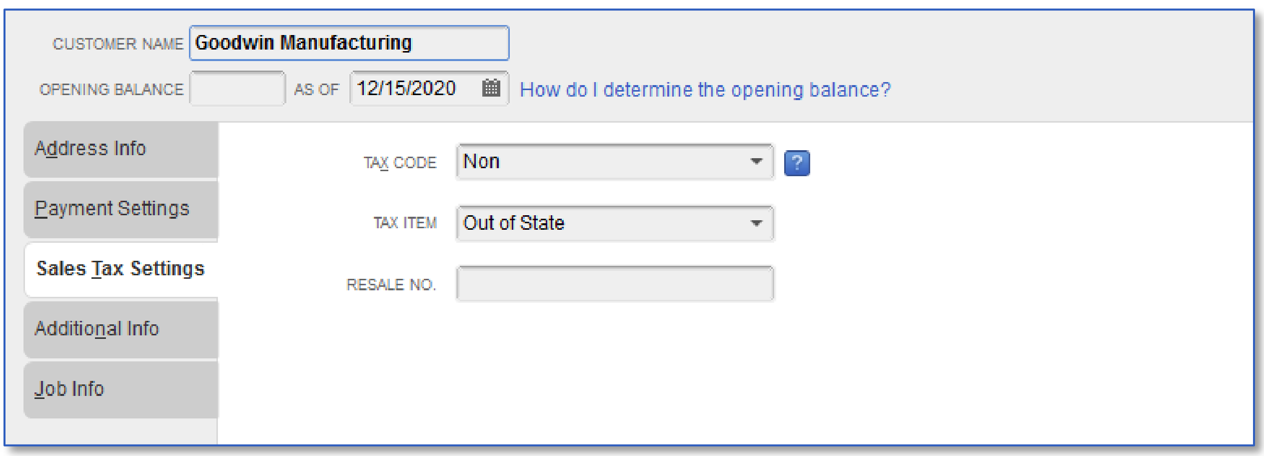
There are additional tabs for Payment Settings, Sales Tax Settings, Additional Info and Job Info where you can provide other important information.

NOTES

Sales Tax Settings

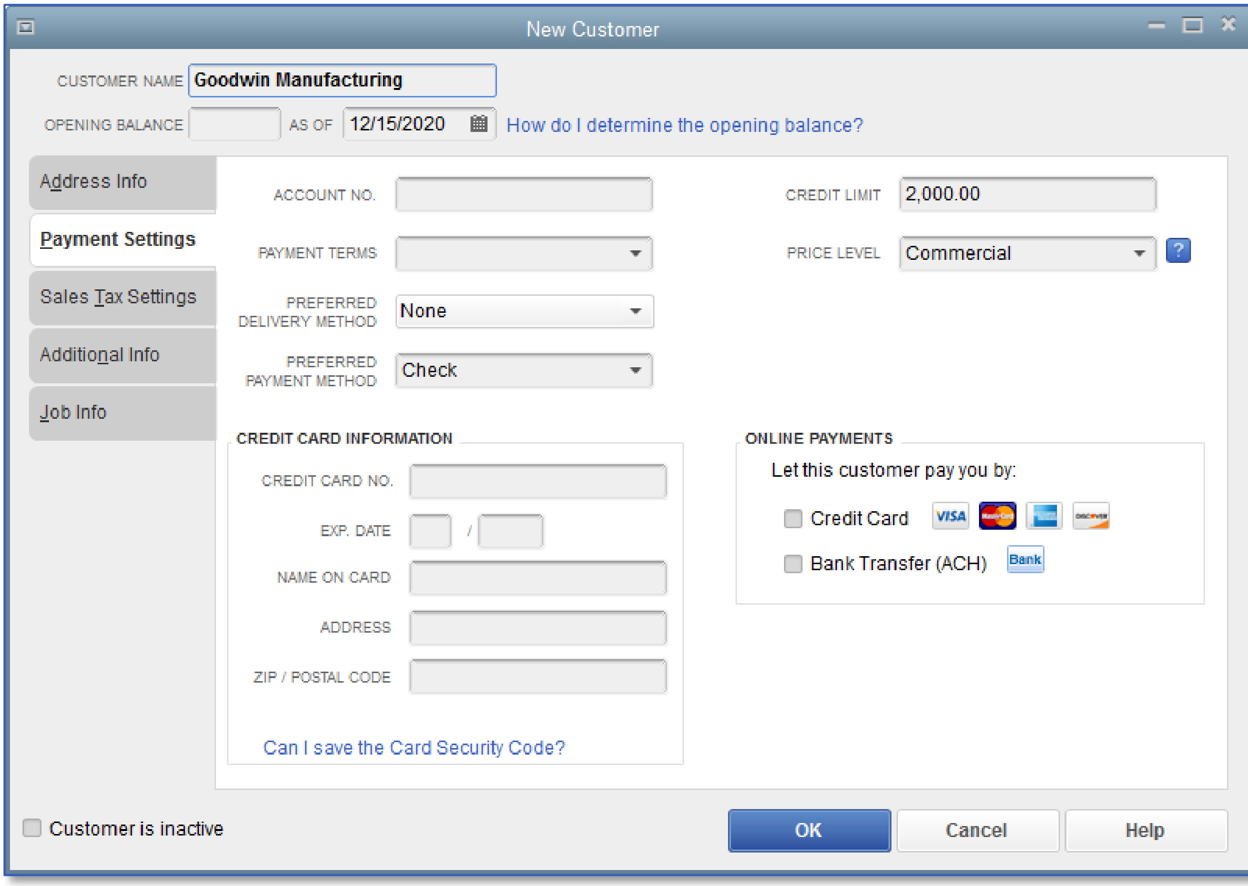
There are multiple levels of taxability in QuickBooks. Taxability can be assigned by the item, the customer, and each individual sale for:

- Item default taxability – This determines whether the item is displayed as taxable or nontaxable each time it is used on a sales form. This is a default setting that can be changed on the individual form when the item is used.
- Customer default taxability
  - Tax Code – Here you can set a customer to be taxable or nontaxable. If the customer is set up as nontaxable, this overrides the item setup when taxable items are used on a sales form. This can be changed on a sales form.
  - Tax Item – This is the line tax item to which the customer's sales will default on the Sales Tax Report. If the customer's tax code is *Tax*, the rate from the Tax Item drop-down will be assigned. If the customer's tax code is *Non*, the rate will not be applied, but the sale will still be grouped with that rate in the Sales Tax Report. This can also be changed on a sales form.



NOTES

The Payment Settings tab is the place where you enter customer account numbers and credit limits. You can also record information about each customer's payment terms, preferred delivery method of invoices, and preferred payment method. For customers who pay by credit card, you can enter credit card numbers and expiration dates.



NOTES

Transactions from the Customers & Jobs List

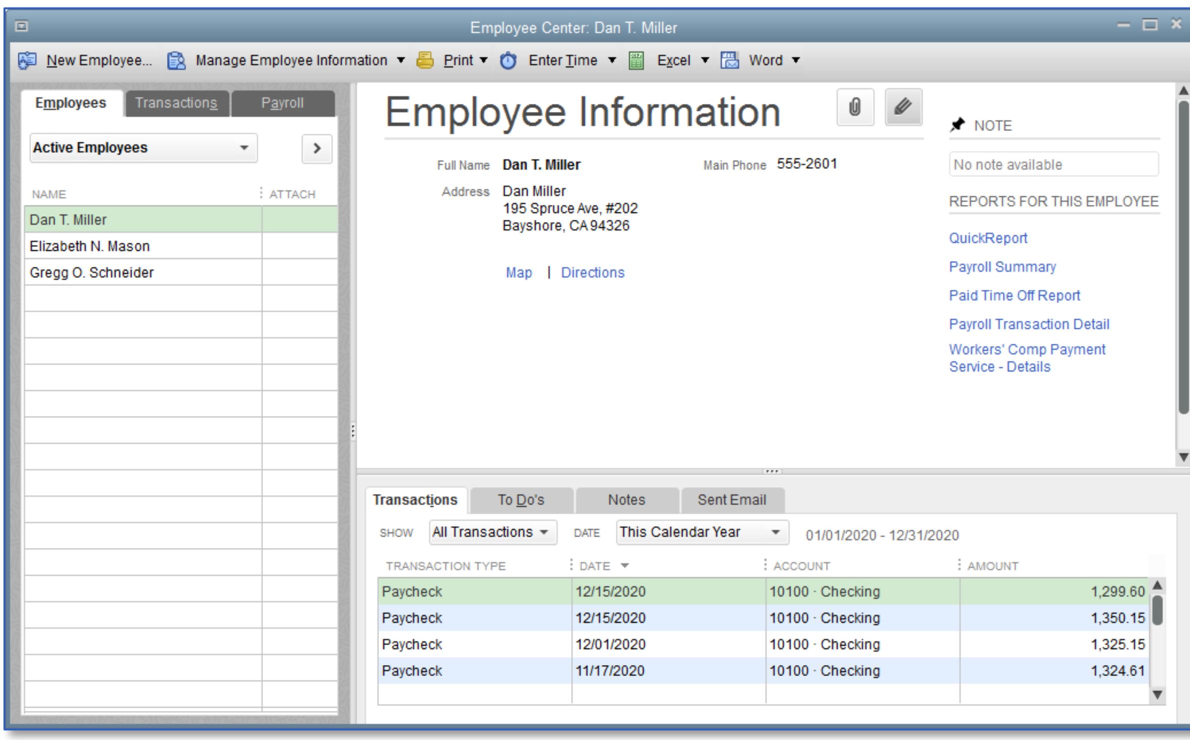
Right-clicking on any customer or job in the Customers & Jobs list will bring up a menu which includes access points for launching various customer-related transactions and features, such as:

- Create Invoices
- Create Credit Memos / Refunds
- Create Estimates
- Create Statements
- Enter Sales Receipts
- Enter Statement Charges
- Create Sales Orders
- Receive Payments
- Make Deposits

Working with the Employee Center

To add a new employee:

1. Just like the Customer Center, are multiple ways to access the Employee Center in QuickBooks:
   - Click **Employees** from the left hand or top icon bar (depending on your *View* settings)
   - Choose **Employee Center** from the **Employees** drop-down in the menu bar
   - From the **Home Screen**, click on the blue **Employees** tab in the **Employees** section
2. Click **New Employee** at the top of the **Employee Center**.



3. Complete *all* employee information.
4. Click **OK**.

IMPORTANT: *Payroll requires additional setup to be ready for processing inside of QuickBooks.*

NOTES

Working with the Vendor Center

The Vendor Center's Vendor list is the place where you record information about the companies or people from whom you buy goods or services.

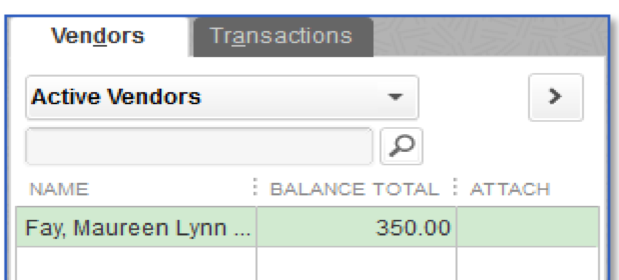
Adding Vendors

In order to pay your bills with QuickBooks, you need to add your vendors (sometimes referred to as *suppliers*). Nearly everyone you pay, other than employees, is a vendor. Your vendor list supplies the names available on purchase forms like purchase orders, bills, checks, vendor credits, sales tax payments, payroll tax payments and bills.

To add a vendor:

1. Just like the Customer Center and Employee Center, there are multiple ways to access the Vendor Center in QuickBooks.
   - Click on **Vendors** from the left side or top icon bar (depending on your View settings)
   - Choose **Vendor Center** from the **Vendors** drop-down in the menu bar
   - From the **Home Screen**, click on the **Vendors** tab in the **Vendors** section
2. Click the **New Vendor** button then choose **New Vendor**.
3. In the **Vendor Name** field, enter the name of the vendor as you'd like it to appear on your Vendor list.
4. In the **Opening Balance** field, this is treated the same as the Customer Center entries. You can enter a balance owed to the vendor as of the start date of the file, but it is best practice to enter individual open bills when you can.
5. Enter the remaining vendor information appropriately.
6. Click **OK** to add this vendor.

   The new vendor appears on the Vendor list.



7. Close the Vendor Center.

IMPORTANT: *Notice that there are additional tabs in the vendor setup window. Feel free to utilize these features as they apply to your business. Pay special attention to the Tax Settings tab if you would like to run 1099 reports from QuickBooks.*

Transactions from the Vendor List

Right-clicking on any vendor in the Vendor list will bring up a menu which includes access points for launching various vendor-related transactions and features, such as:

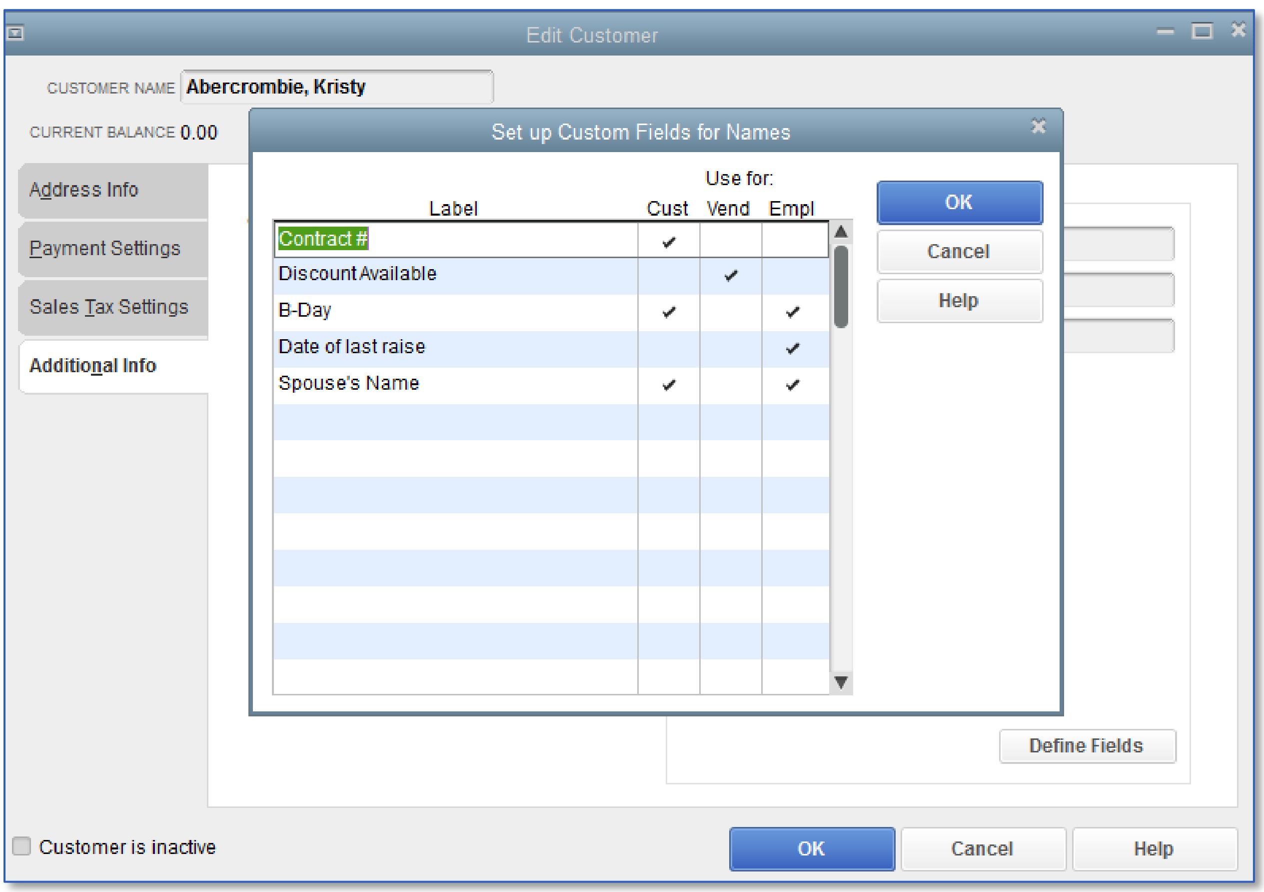
- Write Checks
- Enter Bills
- Pay Bills
- Enter Credit Card Charges
- Create Purchase Orders

Adding Custom Fields

QuickBooks lets you add even more information to names on various lists by having custom fields in the Customers & Jobs, Vendor, Employee and Item lists. Custom fields give you a way to track additional information specific to your business.

To add custom fields:

1. Open the Customer Center (or the Vendor Center or the Employee Center).
2. Click on a customer (or vendor or employee, depending on the center you've opened).
3. Click the Edit (**pencil**) button (alternately, right-click on the customer name and choose **Edit**).
4. Click the **Additional Info** tab.
5. In the bottom right corner of this window, click **Define Fields**. This opens up the Custom Fields window, which corresponds to your Customer, Vendor and Employee lists.



6. Use the **Label** column to name your custom field.

7. Place a check mark in the column for each name list to which you would like the custom field to apply. QuickBooks Pro and Premier allow for up to seven custom fields for each of the Customer, Vendor and Employee Lists, but with no more than an aggregate limit of 15 custom fields on all these lists together.

8. Click OK.

9. If you see an informational message, click OK.

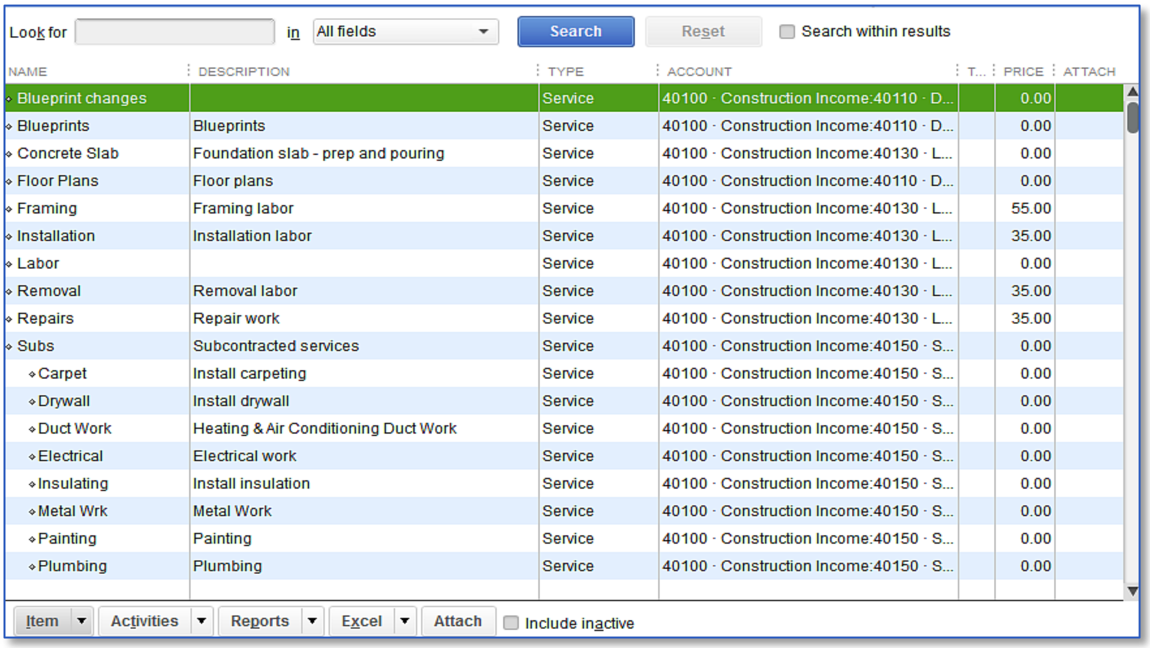
10. Click OK to close the Edit Customer (or Edit Vendor or Edit Employee) window.

11. Close the Customer (or Vendor or Employee) Center.

NOTES

To add custom fields for items:

1. From the **Lists** menu, choose **Item List**.



NAME	DESCRIPTION	TYPE	ACCOUNT	T...	PRICE	ATTACH
Blueprint changes		Service	40100 · Construction Income:40110 · D...		0.00	
Blueprints	Blueprints	Service	40100 · Construction Income:40110 · D...		0.00	
Concrete Slab	Foundation slab - prep and pouring	Service	40100 · Construction Income:40130 · L...		0.00	
Floor Plans	Floor plans	Service	40100 · Construction Income:40110 · D...		0.00	
Framing	Framing labor	Service	40100 · Construction Income:40130 · L...		55.00	
Installation	Installation labor	Service	40100 · Construction Income:40130 · L...		35.00	
Labor		Service	40100 · Construction Income:40130 · L...		0.00	
Removal	Removal labor	Service	40100 · Construction Income:40130 · L...		35.00	
Repairs	Repair work	Service	40100 · Construction Income:40130 · L...		35.00	
Subs	Subcontracted services	Service	40100 · Construction Income:40150 · S...		0.00	
Carpet	Install carpeting	Service	40100 · Construction Income:40150 · S...		0.00	
Drywall	Install drywall	Service	40100 · Construction Income:40150 · S...		0.00	
Duct Work	Heating & Air Conditioning Duct Work	Service	40100 · Construction Income:40150 · S...		0.00	
Electrical	Electrical work	Service	40100 · Construction Income:40150 · S...		0.00	
Insulating	Install insulation	Service	40100 · Construction Income:40150 · S...		0.00	
Metal Wrk	Metal Work	Service	40100 · Construction Income:40150 · S...		0.00	
Painting	Painting	Service	40100 · Construction Income:40150 · S...		0.00	
Plumbing	Plumbing	Service	40100 · Construction Income:40150 · S...		0.00	

2. In the **Item** list, select the item you wish to edit.

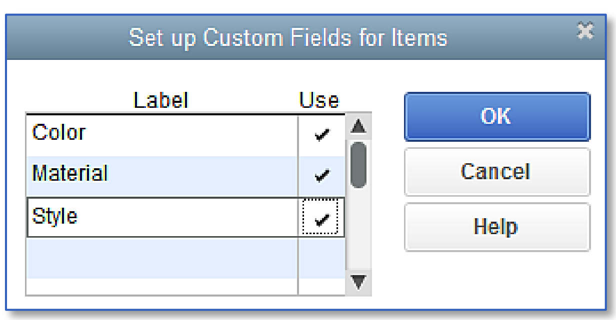
3. Right-click on the item and choose **Edit Item** *or* click the **Item** menu button then choose **Edit Item**.

4. Click **Custom Fields**.

5. Click **Define Fields**.

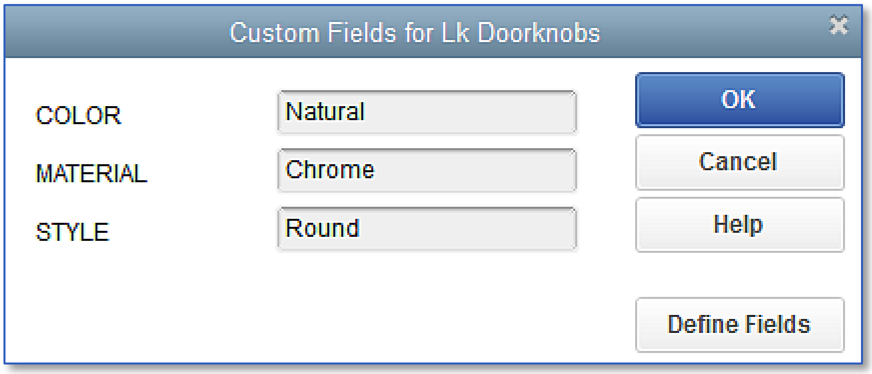
6. Enter the custom field name that you would like to use in the **Label** column.

7. Place a checkmark in the **Use** column for the field to show in the item setup. QuickBooks Pro and Premier allow for up to five custom fields for items.



8. Click **OK** to close the window.

9. In the **Custom Fields** for this (or any) item window, you can now enter information in to your custom field.



10. Click **OK** to close the Custom Fields window, then click **OK** to close the Edit Item window.

11. Close the **Item** list.

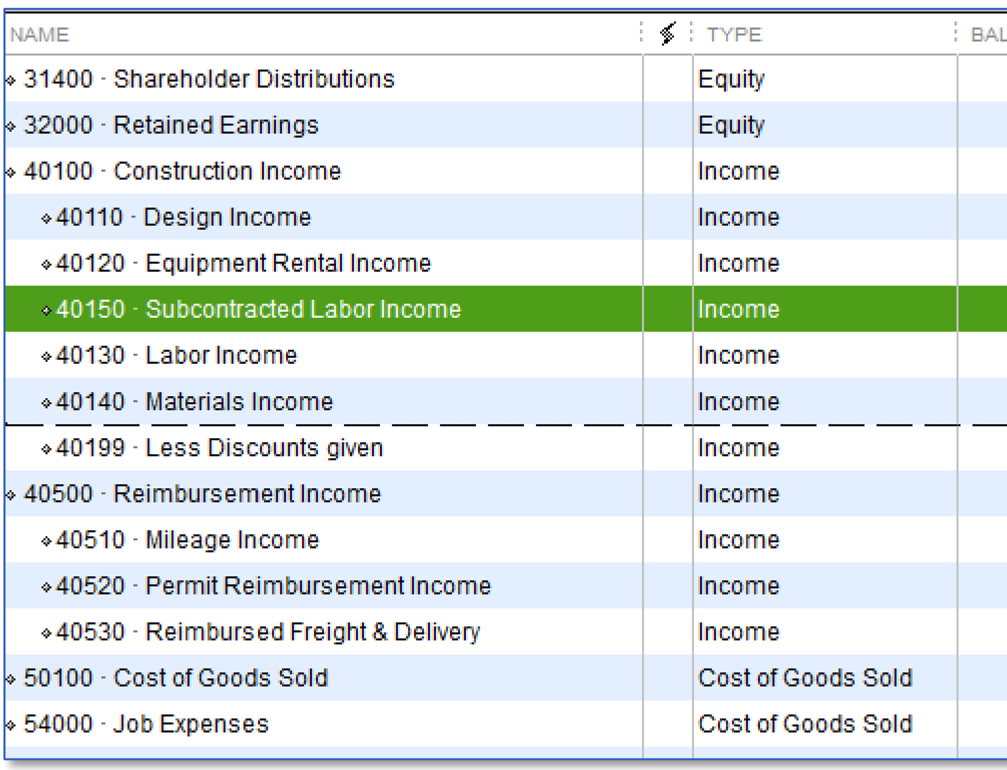
NOTES

Managing Lists

Sometimes, you may want to re-order the way that your accounts appear in the different sections of your financial reports. You can re-order each section of your Chart of Accounts (within its account type) by following the instructions below.

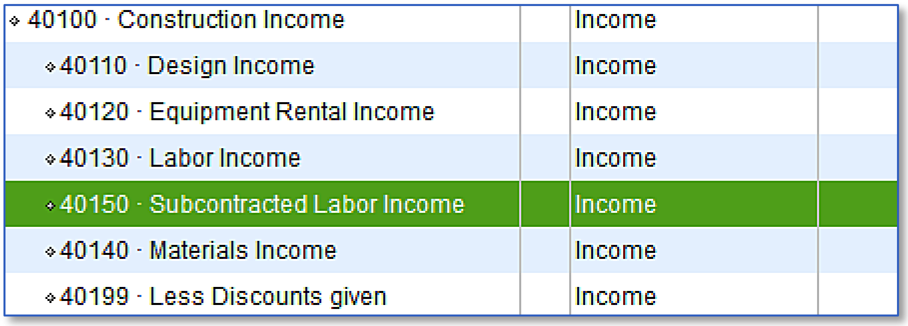
To sort a list manually:

1. From the **Lists** menu, choose **Chart of Accounts**. Scroll to the account you would like to move.
2. Click the **diamond** to the left of the account name.
3. Click and hold the mouse button and drag the pointer upward until you see a dotted line directly below the account name.



NAME		TYPE	BAL
31400 · Shareholder Distributions		Equity	
32000 · Retained Earnings		Equity	
40100 · Construction Income		Income	
40110 · Design Income		Income	
40120 · Equipment Rental Income		Income	
40150 · Subcontracted Labor Income		Income	
40130 · Labor Income		Income	
40140 · Materials Income		Income	
40199 · Less Discounts given		Income	
40500 · Reimbursement Income		Income	
40510 · Mileage Income		Income	
40520 · Permit Reimbursement Income		Income	
40530 · Reimbursed Freight & Delivery		Income	
50100 · Cost of Goods Sold		Cost of Goods Sold	
54000 · Job Expenses		Cost of Goods Sold	

4. Release the left mouse button to drop the account in the new position.



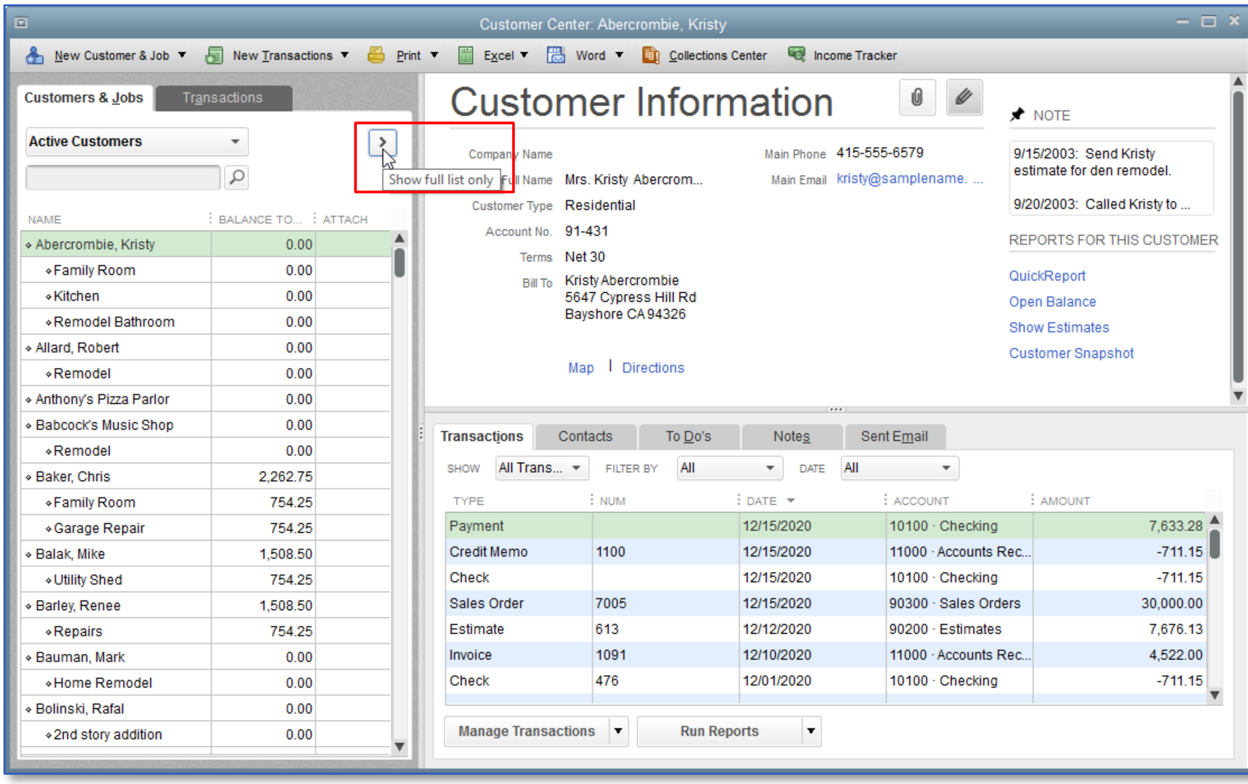
5. To re-sort the list alphabetically, click the **Account** menu button in the bottom left corner of the **Chart of Accounts** screen and select **Re-sort List**.
6. Click **OK**.
7. Close the Chart of Accounts.

You can sort lists in QuickBooks by clicking on column headers like the Name and Balance Total. The example below uses the Customer Center, but this also applies in the Vendor Center, Item list and Chart of Accounts.

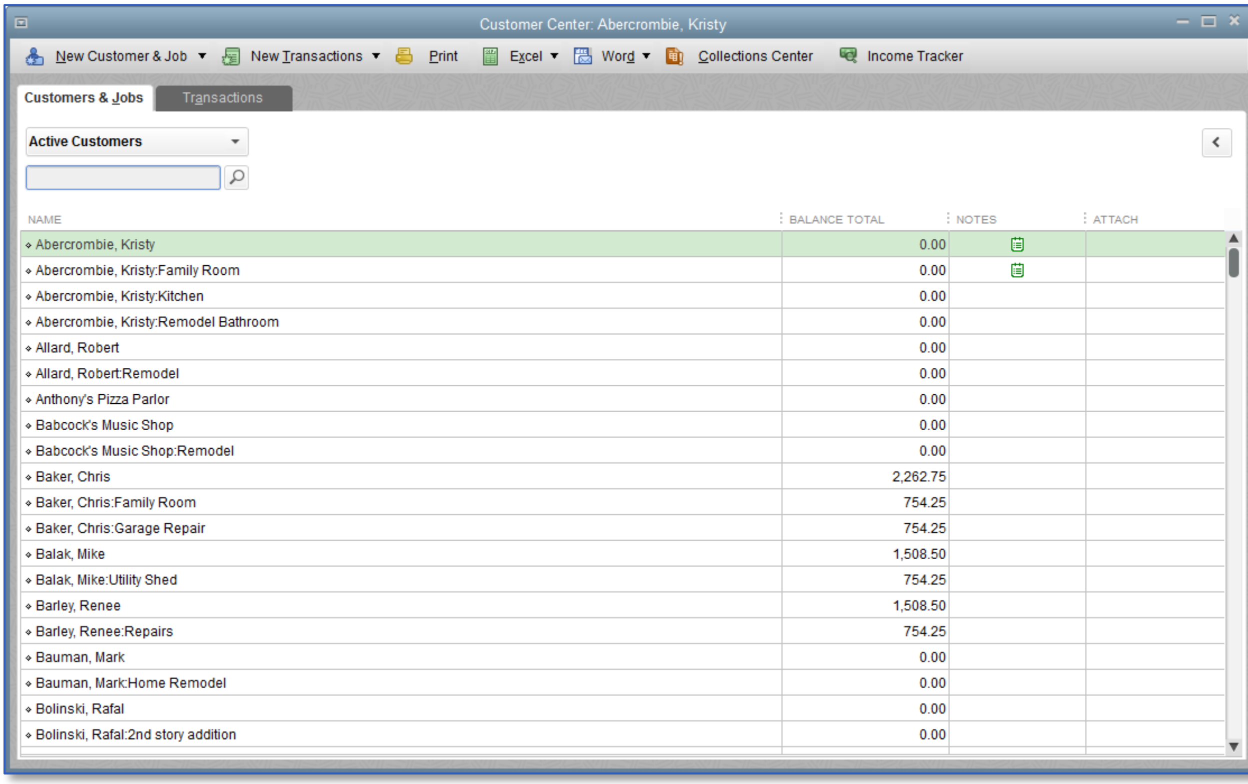
To sort a list in descending order:

1. Open the Customer Center (using any of the access methods described above) and Customers & Jobs list.

2. Click the **expand arrow** to the right of the **View** drop-down list to expand the width of the Customers & Jobs list.



The full list view of the Customers & Jobs list displays.

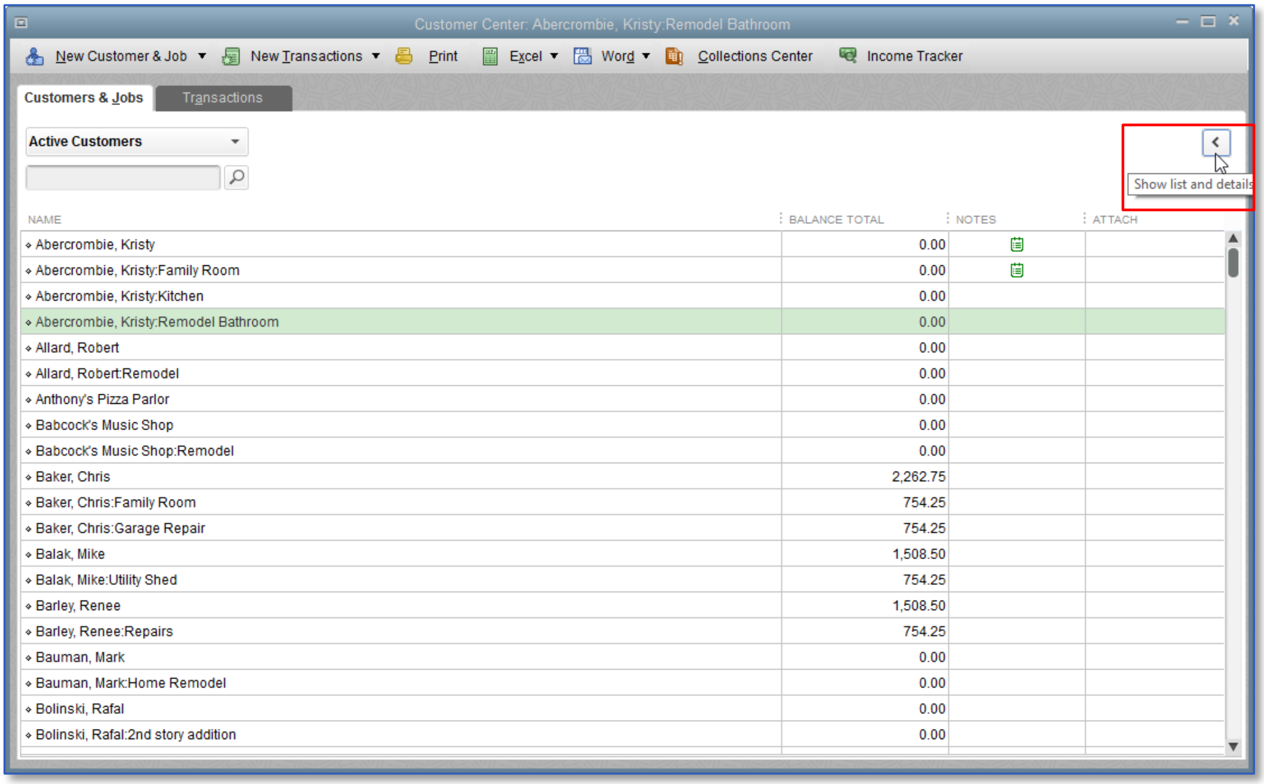


3. Click the **Balance Total** column heading. This sorts the list in *ascending* order by balance total.

4. Click the column heading again. This sorts the list in *descending* order by balance total.

5. To return to the original order, click the large **diamond** to the left of the **Name** column heading. (Alternately, right-click anywhere in the list and choose **Resort List,** then click **OK.**)

6. Click the **collapse arrow** to the right of the window to collapse the Customers & Jobs list.



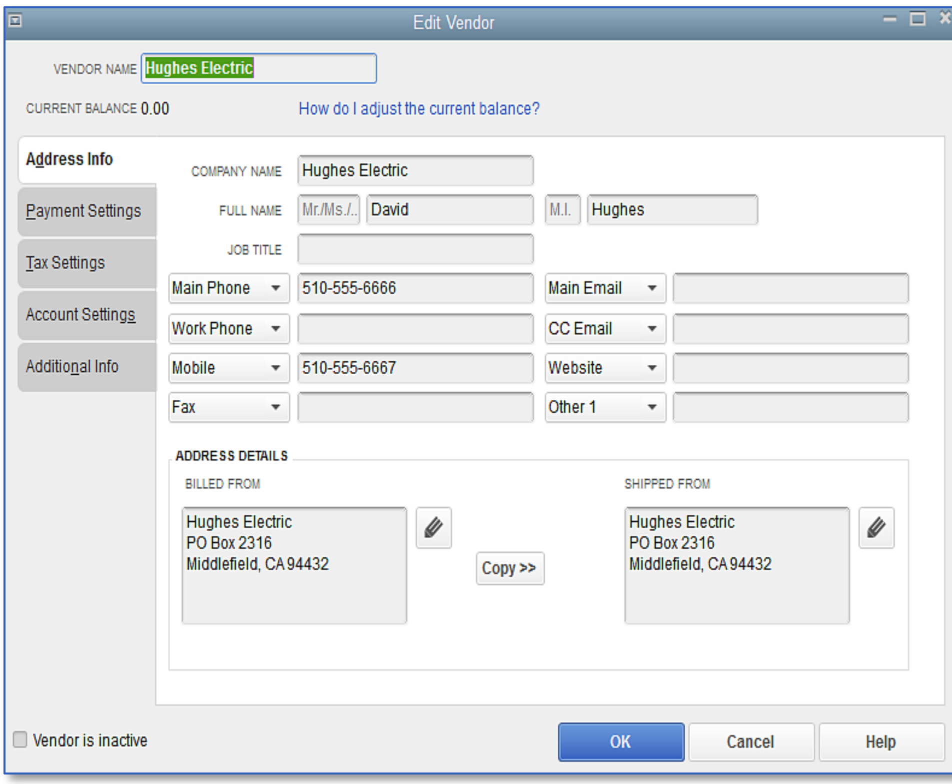
7. Close the Customer Center.

NOTES

In most lists, you can combine two list names into one. This is called merging. For example, you may find that you've been using two customers (because of different spellings) when you really need only one on your Customers & Jobs list. You can merge list items in the Chart of Accounts, Item, Customers & Jobs, Vendor, Employee and Other Names lists. This example uses the Vendor list, but the concept is the same regardless of list type.

To merge items on a list:

1. Open the Vendor Center.
2. Double-click the entry you wish to merge (this entry will be merged into the other entry and any informational fields associated with this list entry will be lost so make sure you have all the information you need in the other entry).



3. In the **Vendor Name** field, change the name to match the name of another vendor record with which you wish to merge. This should be an *exact* match, in terms of spelling, spacing and punctuation.
4. Click **OK**.
5. You will get a warning dialogue telling you that there is another record with this name and asking if you would like to merge. (*Remember, you can never un-merge so be very sure that this is what you want to do.*) Click **Yes**.
6. Close the Vendor Center.

IMPORTANT: *You cannot merge two names from different lists such as a Vendor and Customer record or Other Names list record. All transactions containing the original list name will now appear as if they were entered using the renamed, merged list name.*

RENAMING A LIST ITEM

You can rename any list name. When you make the change, QuickBooks automatically modifies all existing transactions containing the list name. (This is very similar to the concept of merging, but without renaming a name to be exactly the same as another name on the same list.) This example demonstrates renaming in the Chart of Accounts.

To rename a list item in the Chart of Accounts:

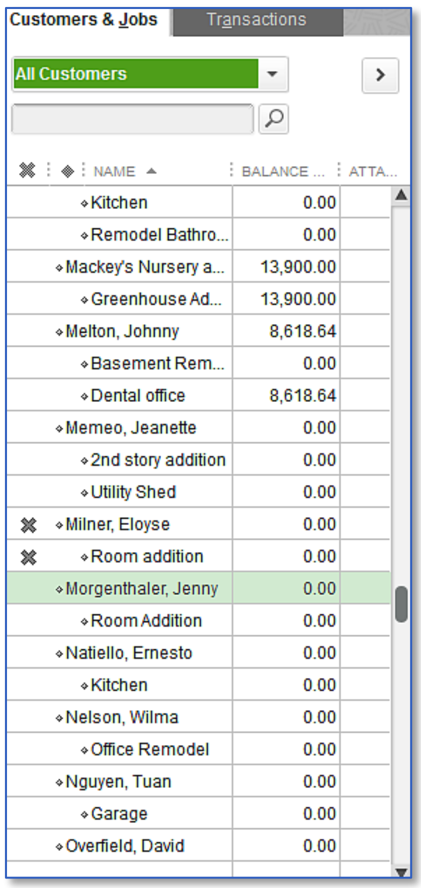
1. From the **Lists** menu, choose **Chart of Accounts** to display the Chart of Accounts for **Rock Castle Construction**.
2. In the Chart of Accounts, select the account you would like to rename.
3. Right-click on the account and click **Edit Account** *or* click the **Account** menu button and choose **Edit Account**.
4. Make your changes in the **Account Name** field.
5. Click **Save & Close**.
6. Close the Chart of Accounts.

NOTES

You can delete list items if you have *not* used them in any transactions (or preferences or customized report filters). If you try to delete a list item that is used in a transaction (or preferences or customized report filters), QuickBooks displays a warning that the item can't be deleted. If you don't want to use a list item but you can't delete it, you can make it inactive. Here is an example from the Customer Center.

To make a list item inactive:

1. Navigate to the **Customer Center**.
2. Select the Customer or Job from the list that you wish to make inactive.
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. Close the Customer Center.

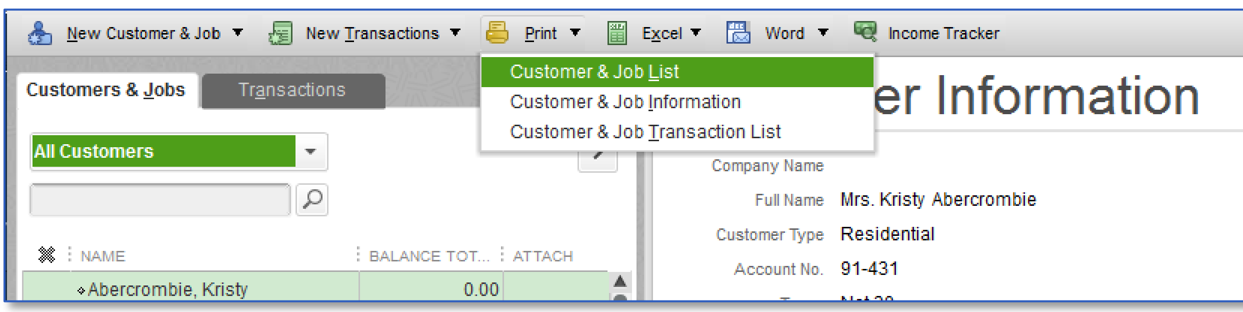
NOTES

Printing a List

You can print a QuickBooks list for reference, or you may print a list to a file to use in your word processor or spreadsheet. QuickBooks prints the Customers & Jobs list as it appears on the screen. For example, if the Customers & Jobs list is expanded and sorted by balance total, QuickBooks prints the expanded list sorted by balance total. If the list is collapsed, QuickBooks prints just the customer name, the balance total and active status.

To print the Customers & Jobs list:

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



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, then choose **Customer & Job Information**.
3. Click **Print**.

If you want to print information for selected customers only, you can generate and filter the Customer Contact List report for those customers. You can also modify the report to include any extra columns that you want.

To print information for selected customers:

1. From the **Reports** menu, choose **List** then choose **Customer Contact List** from the submenu.
2. Click **Customize 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 that the radio button next to **Manual** is selected, and then click to put a checkmark next to those customers for whom you want to print contact information.
7. Click **OK** to close the Select Customer/Job window.
8. Click **OK** to close the Customize Report window and display the customized report on the screen.
9. **Print** the report.
10. Close the Report window.
11. Close the Customer Center.

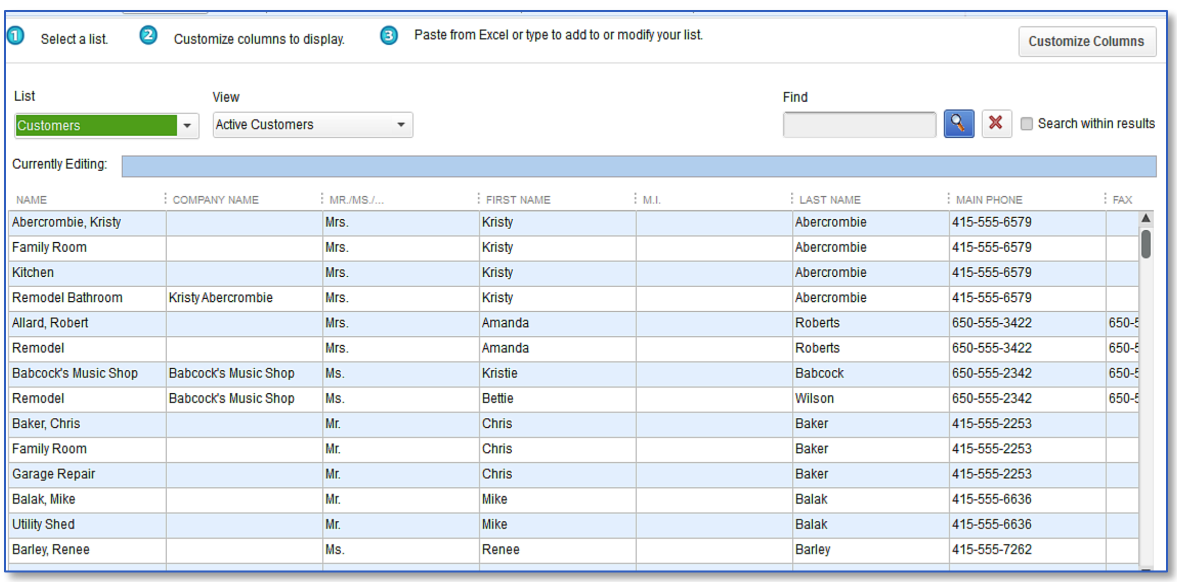
NOTES

Adding or Editing Multiple Items at One Time

If you have existing list information in Microsoft Excel® that you want to add to QuickBooks or if you want to make changes to multiple items, you can do so for items in the following lists: Customers, Vendors, Service Items and Non-inventory Parts. (Multiple items may also be added to or edited in the list of Inventory Parts, if the inventory preference is turned on.)

To edit or add multiple list names at once:

1. Go to the **Lists** menu and choose **Add/Edit Multiple List Entries**.
2. Choose the list you would like to edit from the List drop-down.
3. Use the **Customize Columns** button to customize the information you would like to see. (This means not only adding and taking away columns, but also changing their order.)



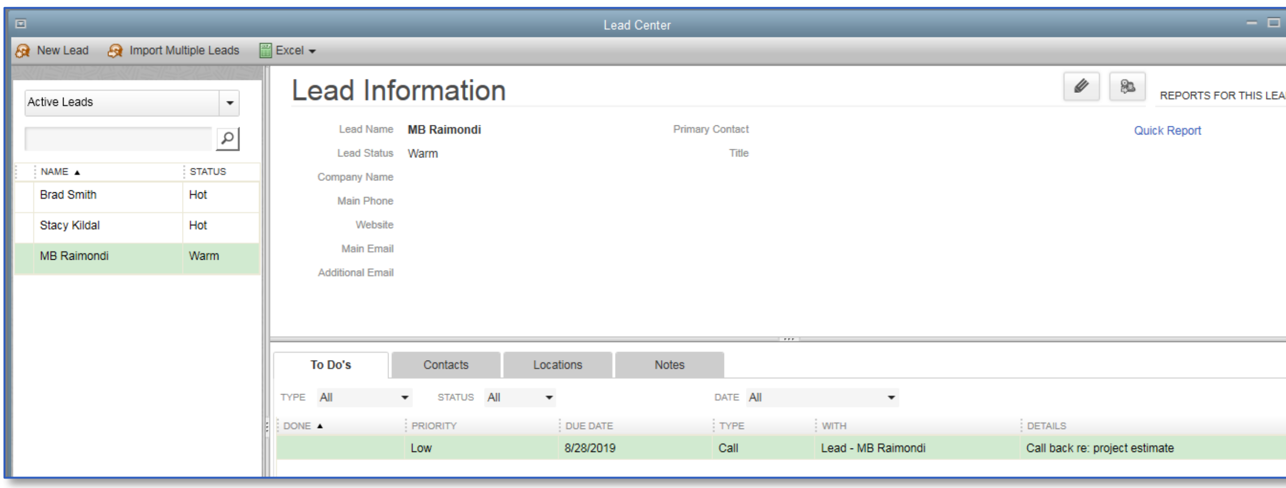
4. Use the **Find** field if needed.
5. Utilize copying tools by right-clicking in a cell on the grid.
6. To add any new list names, you can scroll to the bottom of the list and start entering or pasting information into the first empty row. Alternately, you can change the view to show **Unsaved** list names (in the example above, that would be **Unsaved Customers**) and you will be able to start entering or pasting information into an empty grid, using the column headers as your guide.
7. When your changes are complete, click **Save Changes**.
8. Close.

Working with the Lead Center

The Lead Center tracks data about your sales prospects (who are not yet customers) in one place inside QuickBooks. The Lead Center has three panes:

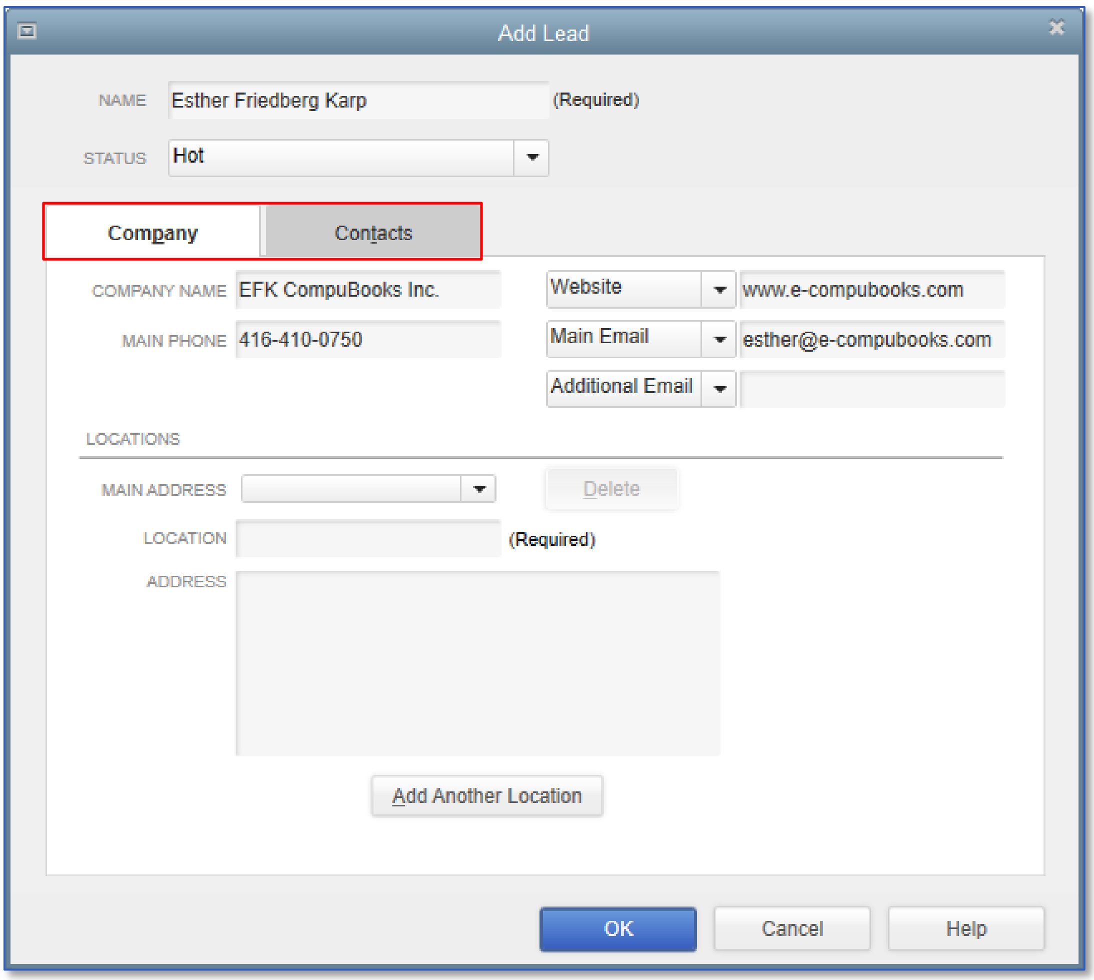
- Use the **Leads** pane on the left to view and sort your leads
- Use the **Lead Information** pane on the right to review or edit information about a selected lead
- Use the **Tabs** at the bottom of the window to access lists and notes for individual leads

To access the Lead Center, click on **Company** on the menu bar and select **Lead Center**. QuickBooks displays the Lead Center as shown:



To add a new lead:

1. Choose **Company** > **Lead Center**.
2. Click the **New Lead** icon.
3. Enter the lead name in the **Lead** field.
4. Set the lead status. Click the **Status** drop-down arrow and select **Hot/Warm/Cold**.
5. Use the **Company** and **Contacts** tabs to enter information about the prospect.



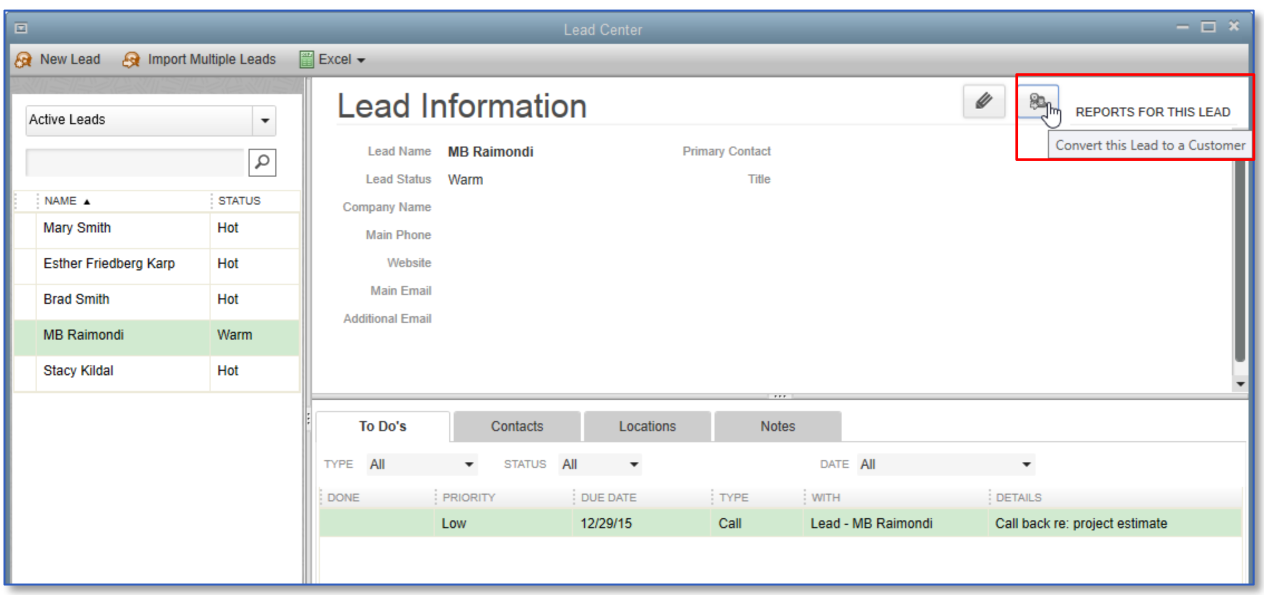
6. Enter additional information as desired.
7. Click **OK**.

THINGS TO NOTE ABOUT THE LEAD CENTER

- Each lead must have a unique name. If you've already used the name, change it slightly by adding a character or number.
- The Contacts tab provides the ability to enter details about contacts at the company. You can have multiple contacts as needed.
- You can enter one or more locations in the Location field. If you have multiple locations, you can click the **Main Address** drop-down arrow and select from the locations you've entered.
- You can import multiple leads to enter multiple prospects into Lead Center at the same time by using the **Import Multiple Leads** button at the top of the Lead Center and copying and pasting from an Excel spreadsheet.

To convert a lead to a customer:

You can convert a lead into a customer when needed. This will move the prospect from the Lead Center to the Customer List. Converting a lead to a customer cannot be undone.



IMPORTANT: *You cannot enter a transaction for a Lead — first it must be converted to a Customer.*

NOTES

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 Settings

   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 three of the lists on which you can merge names.
    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:
   - What is the job status for Ecker Designs' office repairs?
   - What is the number of the most recent invoice and how much was it?
   - What happened on December 11th?
4. In the Vendor Center locate **sales tax payment** transactions. Answer the following questions:
   - Who is the vendor?
   - How many payments have been made?
   - 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:
   - What is the name of his spouse?
   - When was Gregg hired?
   - What is Gregg's overtime pay rate?
6. In the Vendor Center find **C.U. Electric**. Answer the following questions:
   - What is open balance for this vendor?
   - How many bills are outstanding and what are the amounts?
   - What are the payment terms for this vendor?
7. Open the **Item** list and answer the following questions:
   - How many brass hinges are on hand?
   - What is the price of a patio door?
   - What is the finance charge percentage on overdue balances?

Answers to 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)?
   e. Address Info
   f. Additional Info
   g. ✓ Payment Settings
   h. 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 three of the lists on which you can merge names. (Any 3 of these will do.)
   a. ✓ Chart of Accounts
   b. ✓ tem
   c. ✓ Customer & 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