



UK Edition

Making Everything Easier!™

QuickBooks® 2012

FOR

DUMMIES®

Learn to:

- Organise your business and financial management tasks
- Use multicurrency, prepare VAT returns, and process payroll
- Generate profit and loss statements and financial reports
- Balance accounts and track stock and expenses

Stephen L. Nelson, MBA, CPA
Loredana Stroup, DPhil, MBA





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QuickBooks® 2012 For Dummies®, UK Edition

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Table of Contents

[Introduction](#)

[About QuickBooks](#)

[About This Book](#)

[What You Can Safely Ignore](#)

[What You Should Not Ignore \(Unless You're a Masochist\)](#)

[Three Foolish Assumptions](#)

[How This Book Is Organised](#)

[Part I: Quickly into QuickBooks](#)

[Part II: Daily Entry Tasks](#)

[Part III: Stuff You Do from Time to Time](#)

[Part IV: Housekeeping Chores](#)

[Part V: The Part of Tens](#)

[Part VI: Appendixes](#)

[Cheat Sheet](#)

[Conventions Used in This Book](#)

Part I: Quickly into QuickBooks

Chapter 1: QuickBooks: The Heart of Your Business

Why QuickBooks?

Why you need an accounting system

What QuickBooks does

No Really, Why QuickBooks?

So What's Next?

How to Succeed with QuickBooks

Budget wisely, Grasshopper

Don't focus on features

Get professional help

Use both the profit and loss statement and the balance sheet

Chapter 2: Answering Mr Wizard

Getting Ready for the QuickBooks Setup

The big decision

The trial balance of the century

The mother of all scavenger hunts

Stepping through the QuickBooks Setup

Starting QuickBooks

Using the Express Setup

[Setting Your Financial Year](#)
[Registering QuickBooks](#)
[The Rest of the Story](#)
[Should You Get Your Accountant's Help?](#)

[Chapter 3: Populating QuickBooks Lists](#)

[The Magic and Mystery of Items](#)

[Adding items you might include on invoices](#)
[Creating other wacky items for invoices](#)
[Editing items](#)

[Customers Are Your Business](#)

[It's Just a Job](#)

[Adding Suppliers to Your Supplier List](#)

[The Other Lists](#)

[The Fixed Asset list](#)

[The Price Level list](#)

[The Billing Rate list](#)

[The Class list](#)

[The Other Names list](#)

[The Sales Rep list](#)

[Customer, Supplier, and Job Types lists](#)

[The Terms list](#)

[The Customer Message list](#)

[The Payment Method list](#)

[The Ship Via list](#)

[The Vehicle list](#)

[The Memorised Transaction list](#)

[The Templates list](#)
[The Reminders list](#)

[Organising Lists](#)

[Printing Lists](#)

[Exporting List Items to Your Word Processor](#)

[Dealing with the Chart of Accounts List](#)

[Adjusting bank balances](#)

[Describing customer balances](#)

[Describing supplier balances](#)

[Entering your VAT liability or refund](#)

[Camouflaging some accounting
weirdness](#)

[Supplying the missing numbers](#)

[Checking your work one more time](#)

[Part II: Daily Entry Tasks](#)

[Chapter 4: Creating Invoices and Credit Notes](#)

[Making Sure That You're Ready to Invoice
Customers](#)

[Preparing an Invoice](#)

[Fixing Invoice Mistakes](#)

[If the invoice is still displayed onscreen](#)

[If the invoice isn't displayed onscreen](#)

[Deleting an invoice](#)

[Preparing a Credit Note](#)

[Fixing Credit Note Mistakes](#)

[History Lessons](#)

Printing Invoices and Credit Notes

Setting up the invoice printer

Printing invoices and credit notes as you create them

Printing invoices in a batch

Printing credit notes in a batch

Sending Invoices and Credit Notes via E-Mail

Customising Invoices and Credit Notes

Chapter 5: Collecting Your Just Rewards

Recording a Sales Receipt

Printing a Sales Receipt

Special Tips for Retailers

Correcting Sales Receipt Mistakes

Recording Customer Payments

Correcting Mistakes in Customer Payments

Entries

Making Bank Deposits

Improving Your Cash Inflow

Tracking what your customers owe

Assessing finance charges

Dealing with customer deposits

Chapter 6: Paying the Bills

Pay Now or Pay Later?

Recording Your Bills by Writing Cheques

Writing a cheque

[Changing a cheque that you've written](#)

[Recording Your Bills the Accounts Payable Way](#)

[Recording a bill](#)

[Entering a bill with an early payment discount](#)

[Fixing Bill Mistakes](#)

[If the bill is still displayed onscreen](#)

[If the bill isn't displayed onscreen](#)

[Deleting a bill](#)

[Remind Me to Pay That Bill, Will You?](#)

[Paying Your Bills](#)

[Printing Remittance Advices](#)

[A Quick Word on the Supplier Centre Window](#)

[Chapter 7: Stock Magic](#)

[Setting up Stock Items](#)

[When You Buy Stuff](#)

[Recording items that you pay for upfront](#)

[Recording items that don't come with a bill](#)

[Paying for items when you get the bill](#)

[Recording items and paying the bill all at once](#)

[When You Sell Stuff](#)

How Purchase Orders Work

Customising a purchase order form

Filling out a purchase order

Checking up on purchase orders

Receiving purchase order items

Assembling a Product

Identifying the components

Building the assembly

Time for a Reality Check

The Lazy Person's Approach to Stock

How periodic stock systems work in

QuickBooks

The good and bad of a periodic stock system

Chapter 8: Working with Your Banking Register

When Only a Cheque Will Do

Depositing Money into a Bank Account

Depositing money from customers

Depositing other money

Transferring Money Between Accounts

Setting up a second bank account

Recording deposits into the new account

About the other half of the transfer

[Changing a transfer that you've already entered](#)

[To Delete or to Void?](#)

[Handling Bounced Cheques from Customers](#)

[The Big Register Phenomenon](#)

[Packing more into the register](#)

[Moving through a big register](#)

[Finding that transaction](#)

[Chapter 9: Paying with Plastic](#)

[Tracking Business Credit Cards](#)

[Entering Credit Card Transactions](#)

[Recording a credit card charge](#)

[Changing charges that you've already entered](#)

[Reconciling Your Credit Card Statement and Paying the Card](#)

[So What about Debit Cards?](#)

[What about Customers Who Pay by Credit Cards?](#)

[Chapter 10: Working with Multicurrency](#)

[Getting Ready to Use Multicurrency](#)

[Turning on the feature](#)

[Understanding exchange rates](#)

[Activating currencies in the Currency List](#)

[Updating currencies](#)

[Selling in a Foreign Currency](#)

[Adding a foreign or domestic customer](#)

[Updating existing customers](#)

[What about jobs?](#)

[Preparing an invoice](#)

[Preparing a credit note](#)

[Getting paid](#)

[Buying in a Foreign Currency](#)

[Adding a foreign or domestic currency supplier](#)

[Updating existing suppliers](#)

[Entering a bill](#)

[Paying your bills](#)

[Did I Gain or Lose?](#)

[Making a home currency adjustment](#)

[Editing a home currency adjustment](#)

[Part III: Stuff You Do from Time to Time](#)

[Chapter 11: Managing VAT](#)

[VAT Schemes in QuickBooks](#)

[Adjusting Your VAT Settings](#)

[Understanding How QuickBooks Handles VAT](#)

[What are VAT Items?](#)

[Adding VAT Items](#)
[What about VAT Codes?](#)
[Adding VAT Codes](#)

[Generating VAT Reports](#)

[The VAT 100 Report](#)
[The VAT Detail Report](#)
[The VAT Exception Report](#)

[Submitting Your VAT](#)

[Paying VAT or Getting a VAT Refund](#)
[Closing the Books](#)
[Dealing with Special VAT Circumstances](#)

[Trading with EC businesses](#)
[Printing the EC Sales List](#)
[Fuel scale charges](#)

[Chapter 12: Payroll](#)

[Registering as an Employer](#)

[Getting your Employer PAYE Reference number](#)
[Signing up for the PAYE Online Service](#)

[A Word about Tax Forms](#)

[Adding Employees to Your Employee List](#)
[Getting Tax and NI Details Right](#)
[Getting Ready to Do Payroll with QuickBooks](#)

[Getting year-to-date amounts](#)

[Stepping through the YTD wizard](#)
[Housekeeping entry](#)
[Double-check your work](#)
[Schedule your payroll](#)
[Add or edit payroll items](#)

[Paying Your Employees](#)

[Printing or E-mailing Payslips](#)
[Fixing payroll mistakes](#)

[Releasing Employees](#) [Paying Payroll Liabilities](#)

[Determining the liability](#)
[Paying the liability](#)
[Receiving a refund](#)

[Filing the Employer Annual Return](#)

[Using the Payroll Year End Wizard](#)
[Printing P60 forms](#)

[Getting Help with Payroll](#)

[Chapter 13: Building the Perfect Budget](#)

[Is This a Game You Want to Play?](#)
[All Joking Aside: Some Basic Budgeting Tips](#)
[A Budgeting Secret You Won't Learn at University](#)
[Setting Up a Secret Plan](#)
[Adjusting a Secret Plan](#)

[Forecasting Profits and Losses](#)
[Projecting Cash Flows](#)

[Part IV: Housekeeping Chores](#)

[Chapter 14: The Balancing Act](#)

[Balancing a Bank Account](#)

[Giving QuickBooks information from the bank statement](#)

[Marking cleared cheques and deposits](#)

[Ten Things to Do if Your Bank Account Doesn't Balance](#)

[Chapter 15: Reporting on the State of Affairs](#)

[What Kind of Reports Are There, Anyway?](#)

[Creating and Printing a Report](#)

[Editing and Rearranging Reports](#)

[QuickZooming mysterious figures](#)

[Customising a report](#)

[Memorising a report](#)

[E-mailing a report](#)

[Exporting report data to Microsoft Excel](#)

[The other buttons and boxes](#)

[Reports Made to Order](#)

[Processing Multiple Reports](#)

[Last but Not Least: The QuickReport](#)

[Viewing the Company Snapshot](#)

Chapter 16: Job Estimating, Billing, and Tracking

Turning On Job Costing

Setting Up a Job

Creating a Job Estimate

Revising an Estimate

Turning an Estimate into an Invoice

Comparing Estimated Item Amounts with
Actual Item Amounts

Charging for Actual Time and Costs

Tracking Job Costs

Chapter 17: File Management Tips

Backing Up Is (Not That) Hard to Do

Backing up the quick-and-dirty way

Getting back the QuickBooks data you
backed up

Working with Portable Files

Using an Audit Trail

Part V: The Part of Tens

Chapter 18: Tips for Handling (Almost) Ten Tricky Situations

Entering Depreciation

Selling an Asset

Selling a Depreciable Asset

Repaying a Loan

Writing off a bad debt

[Owner's Equity in a Sole Proprietorship](#)
[Owner's Equity in a Partnership](#)
[Owner's Capital and Drawings Transactions](#)
[Owners' Equity in a Limited Company](#)
[Writing a Dividend Cheque](#)

[Chapter 19: \(Almost\) Ten Secret Business Formulas](#)

[The First "Most Expensive Money You Can Borrow" Formula](#)
[The Second "Most Expensive Money You Can Borrow" Formula](#)
[The "How Do I Break Even?" Formula](#)
[The "You Can Grow Too Fast" Formula](#)

[How net worth relates to growth](#)
[How to calculate sustainable growth](#)

[The First "What Happens If . . . ?" Formula](#)
[The Second "What Happens If . . . ?" Formula](#)
[The Economic Order Quantity \(Isaac Newton\) Formula](#)
[The Rule of 72](#)

[Part VI: Appendixes](#)

[Appendix A: Installing QuickBooks in Ten Easy Steps](#)

[Appendix B: If Numbers Are Your Friends](#)

[Let me introduce you to the new you](#)
[The first day in business](#)

[Look at your cash flow first](#)
[Depreciation is an accounting gimmick](#)
[Accrual accounting is cool](#)
[Now you know how to measure profits](#)
[Some financial brain food](#)
[And now for the blow-by-blow](#)
[Blow-by-blow, Part II](#)
[How does QuickBooks help?](#)

[Appendix C: Sharing QuickBooks Files](#)

[User permissions](#)
[Record locking](#)

[Appendix D: Printing Cheques](#)

[Cheat Sheet](#)

***QuickBooks[®] For Dummies[®], UK
Edition***

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About the Authors

Stephen L. Nelson, CPA, MBA (finance), MS (taxation), has a simple purpose in life: He wants to help you (and people like you) manage your business finances by using computers. Oh, sure, this personal mandate won't win him a Nobel Prize or anything, but it's his own little contribution to the world.

Steve's experiences mesh nicely with his special purpose. A CPA in Redmond, Washington, his past small business experience includes a stint as an adjunct professor of taxation (S corporations and limited liability companies) at Golden Gate University graduate tax school and a few years working as a senior consultant and CPA with Arthur Andersen & Co. (er, yeah, *that* Arthur Andersen — but, hey, it was nearly 30 years ago). Steve, whose books have sold more than 4 million copies in English and have been translated into 11 other languages, is also the bestselling author of *Quicken 2012 For Dummies*.

Loredana Stroup, DPhil (Oxon), MBA, has over a decade of experience working with businesses in various capacities including management consulting, software training, and technology systems design and integration. Her passion is to help people run their businesses more efficiently and effectively, especially through the use of proven digital technologies. She founded and runs Alta Training Limited which specialises in QuickBooks setups, training, and troubleshooting. Intuit, the maker of QuickBooks, has recognised her expertise and tapped it in the development, testing and launching of QuickBooks (UK), and also in engaging her to write training materials and deliver training programmes across the country.

Dedications

To the entrepreneurs and small-business people of the world.
You folks create most of the new jobs.

– Stephen L. Nelson

To my family.

– Loredana Stroup

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Hey, reader, lots of folks spent lots of time working on this book to make QuickBooks easier for you. You should know who these people are. You may just possibly meet one of them someday at a produce shop, squeezing cantaloupe, eating grapes, and looking for the perfect peach.

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– Loredana Stroup

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Introduction

Running or working in a small business is one of the coolest things a person can do. Really. We mean it. Sure, sometimes the environment is difficult – but it’s an environment in which you have the opportunity to make a lot of money. And it’s also an environment in which you can build a company or a job that fits you. In comparison, those working in the big-company, corporate world are furiously trying to fit their round pegs painfully into square holes. Yuck.

You’re wondering, of course, what any of this has to do with this book or with QuickBooks. Quite a lot, actually. The whole purpose of this book is to make it easier for you to run or work in a small business by using QuickBooks.

About QuickBooks

Let us start off with a minor but useful point. QuickBooks comes in three different flavours: QuickBooks SimpleStart, QuickBooks Pro, and QuickBooks Premier. QuickBooks SimpleStart is a much simpler version of QuickBooks Pro. In fact, it’s so simple you won’t need much help using it. But if you do, this book can help guide you. QuickBooks Pro is a good choice for established businesses where fancier features like stock item backorders, multiple units of measure, tracking time and expenses by customer (or job) and using that information to invoice customers, are not important. And of course, QuickBooks Premier is the top of the range flavour – it has all the bells and whistles. We should also mention that up to three users can be working in QuickBooks Pro simultaneously, while up to 30 users can work with QuickBooks Premier at the same time.

To write this book, we used the QuickBooks Premier Accountant Edition, which is just QuickBooks Premier by another name. By describing how you use QuickBooks Premier, we also tell you how to use QuickBooks Pro. That's because most things we talk about in this book apply both to QuickBooks Premier and to QuickBooks Pro. Where there are differences, we point them out.



The bottom line? Yes, there are several flavours of QuickBooks, but if you're just trying to get started and want to use QuickBooks, this book works for both QuickBooks Pro and QuickBooks Premier.

About This Book

This book isn't meant to be read from cover to cover, like some Stieg Larsson page-turner. Instead, it's organised into tiny, no-sweat descriptions of how you do the things you need to do. If you're the sort of person who just doesn't feel right not reading a book from cover to cover, you can (of course) go ahead and read this thing from front to back. You can start reading Chapter 1 and continue all the way to the end (which means through Chapter 19 and the appendixes).



We don't think this from-start-to-finish approach is bad because we tell you loads of stuff (tips and tricks, for example) along the way. We tried to write the book in such a way that the experience isn't as rough as you might think, and we really do think you get will get good value from your reading.

But you can also use this book the way you'd use an encyclopaedia. If you want to know about a subject, you can look it up in the Table of Contents or the index and then you can flip to the correct chapter or page and read as much as you need or enjoy. No muss, no fuss.

We should, however, mention one thing: Accounting software programs require you to do a certain amount of preparation before you can use them to get real work done. If you haven't started to use QuickBooks yet, we recommend that you read through the first few chapters of this book to find out what you need to do first.