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Welcome to your custom edition of QuickBooks Premier!

Your customized edition of QuickBooks Premier provides a simple business solution that's set up just right for your industry. Whether you're a contractor, the owner of a retail store, a property owner or manager, the organizer of an association or nonprofit group, a provider of professional services or in the manufacturing or wholesale business, it's easier than ever to take care of your bottom line.

And with free setup support from a QuickBooks expert available for 30 days from the date of your purchase, you can get help up front, when you need it most, to get your business up and running as quickly as possible.

How do I get started?

Your software comes with many resources to help you get going: the QuickStart Card, the Right for My Business Guide, and the QuickBooks Learning CD.

- **QuickStart Card.** Read this card first! It explains how to install and activate your software and, if you are upgrading from a previous version of QuickBooks, how to update your company file.
- **QuickBooks Learning CD.** Explore this CD second. It contains everything you need to find out how to set up and use your new software, including
 - **Startup Guide.** This guide explores the concepts behind QuickBooks and tells you what you need to know about critical features such as collecting sales tax, working in different currencies, and setting up a payroll system.
 - **Coach.** This interactive tutorial guides you through the basics of your software.
 - **Learning Guide.** This "lessons-based" book provides complete step-by-step training on using QuickBooks. It comes with two exercise company files you can use to practice making sales, paying bills, job costing, and creating reports.

To read the guides on the **QuickBooks Learning CD**, you must have Adobe Acrobat Reader 4.0 or later installed on your computer. Acrobat Reader is free and can be downloaded from <http://www.adobe.com/>

If you do not have an Internet connection, second versions of the guides are located on the CD in the **/Guides in RTF format** folder. You can open these files with Microsoft® Word or a similar word-processing program.

- **Right for My Business Guide.** After you have learned a bit about QuickBooks and are ready to set up your own company file, return to this guide. It tells you how to set up QuickBooks for your industry and how to use the industry-specific features that came with your software.
 - **The way you create and set up a company file is different for QuickBooks Premier custom editions** than for other versions of QuickBooks. Use this guide to set up your company file and **not** the Startup or Learning Guide.
 - When you have set up your company file, turn to the section of this manual that explains the features of your custom edition of QuickBooks.

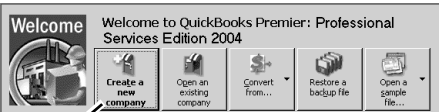
Creating your company file

Remember: The way you create and set up a company file is different for QuickBooks Premier custom editions than for other versions of QuickBooks!

Your customized QuickBooks Premier software includes company files that are partially set up for your industry ('predefined' company files). They contain memorized reports, items and classes that are already set up for you, a predefined chart of accounts, and some customized templates for common business forms. When you create your company file, use these predefined company files as they can save you a lot of time.

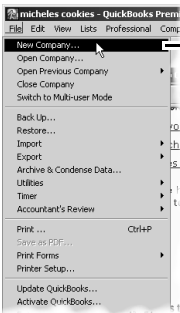
- 1 Open QuickBooks, then create a new company file. A company file can be created using one of these methods:

With no company file open...



Click here to start a new company file.

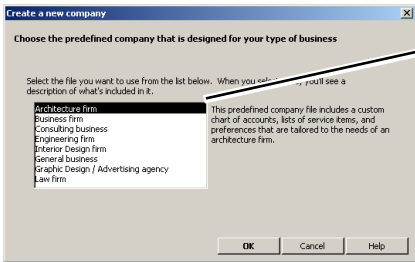
With a company file open...



If you already have a company file open (for example, you may have opened a sample file), you can create a new company file from the File menu.

You do not have to close a company file before you create a new one.

- 2 Choose the predefined company that best matches your type of business. Click OK.



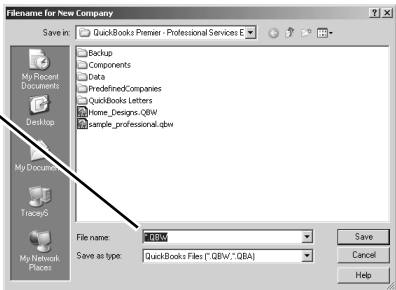
These predefined company files provide settings that are preconfigured for your type of industry, including such things as a chart of accounts, default preference settings, default tax settings, lists of service and products, custom classes and fields and reports. In some cases, customized form templates are available for invoices, estimates or sales orders.

If you want to create a company file from scratch, select <no type> from the list. Your file still includes default preference settings, tax settings, reports and some customized form templates. It will not include a chart of accounts or preconfigured lists and classes.

- 3 Specify the name of the company file and click Save.

Type the file name you want for the company file. The name you enter here does not have to be your legal company name. This is the name of the company file and is not transferred to QuickBooks in any way. You will enter the official name of your company in the next step.

You do not need to include the .QBW extension in the file name. QuickBooks adds the .QBW to the filename automatically.



4 Fill in the Company Information screen and click OK.

A company name must be entered before you can continue. It should be your company's "common use" name and will appear in all reports. QuickBooks can print the name and address from the Contact Information section on this screen on invoices, cheques, and other forms.

Your legal company name may be different than your "common use" name for business correspondence. QuickBooks uses the company legal name on income tax reports and pay stubs.

The fiscal year also sets the date range for year-to-date reports.

QuickBooks automatically selects the appropriate tax form for your type of business except for the Association & Nonprofit edition (see page 12).

The province you select here determines what amount of provincial sales tax (PST) QuickBooks applies to sales and, in Québec, purchases.

Tax year is used to set the date range for income tax summary and detail reports.

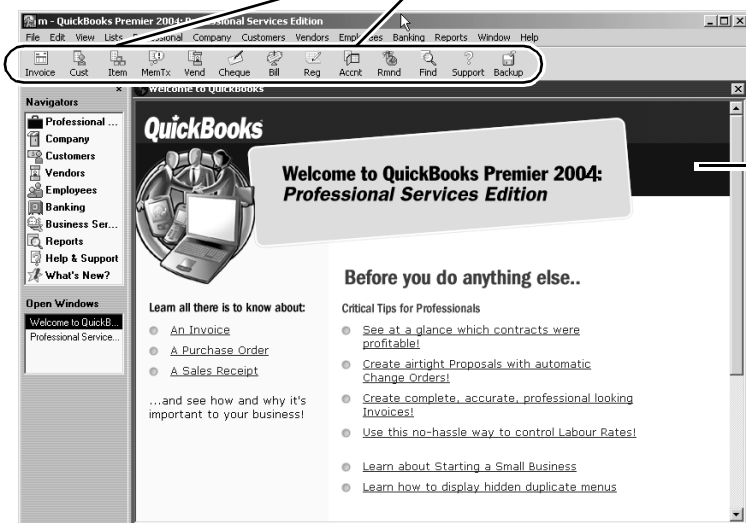
5 Your company file is now open, but before you continue setting up your company file, you need to activate QuickBooks. Activation is very easy and does not take long. Simply follow the onscreen instructions when QuickBooks prompts you to activate.

If you need more help with activation, refer to Chapter 1 of the **Startup Guide** on the **QuickBooks Learning CD**.

What's next?

Now that you've created your company file and activated QuickBooks, spend a few moments looking through the chart of accounts and the list of items to ensure that they are suitable for your business needs.

The Tool Bar provides shortcuts to the most common features. Click **Item** to see the list of items QuickBooks created for your business. Click **Acct** to see your chart of accounts.



On the Welcome page, you'll find crucial tips on how to best use QuickBooks to manage your company.

To open this page again, from the **Help** menu, select **Crucial Tips for Your Business**.

You might also want to consult with your accountant on how best to set up your accounts. If you don't have an accountant, QuickBooks has a program called IntuitAdvistor which can connect you with a certified QuickBooks accountant in your area. Visit our Web site for details: <http://www.quickbooks.ca/>

When you're ready, turn to the section of this guide that explains the features of your custom edition of QuickBooks.

- QuickBooks Premier 2004 *Accountant Edition*: page 5
- QuickBooks Premier 2004 *Association & Nonprofit Edition*: page 11
- QuickBooks Premier 2004 *Contractor Edition*: page 17
- QuickBooks Premier 2004 *Professional Services Edition*: page 21
- QuickBooks Premier 2004 *Property Management Edition*: page 25
- QuickBooks Premier 2004 *Retail & Repair Edition*: page 29
- QuickBooks Premier 2004 *Manufacturing & Wholesale Edition*: page 33

If you are using QuickBooks to pay your employees, read the "Payroll and Employees" chapter in the **Startup Guide** on the QuickBooks Learning CD. To learn more on how to set up sales tax in your company file, refer to the "Tracking and Paying Sales Tax" chapter in the **Startup Guide**.

How to get help from QuickBooks

Need help setting up your company file? Technical support is available at no charge for 30 days from the date you purchased your custom edition of QuickBooks. After the 30 day period, product support membership fees will apply. Call Technical Support at:

- **1-877-772-9158** (Monday to Friday, 8 a.m. to 8 p.m. EST)



QuickBooks Premier 2004: Accountant Edition

This section explains the features in QuickBooks Premier 2004 *Accountant Edition*. For information about other features of QuickBooks, see the **Startup Guide** (to access the Startup Guide, see “How do I get started?” on page 1).

What can you expect from the Accountant edition?

QuickBooks Premier 2004 *Accountant Edition* includes the ability to make, adjust, and reverse journal entries, access your client's company files remotely, keep track of your company's fixed assets, and much more.

Accountant navigator

Your Accountant software also includes an Accountant navigator to help you perform tasks and find information specific to your industry.

Accountant

Messages

Description	Sent Date
Remotely work on your client's QuickBooks 2004 files from anywhere you want - home, office or on the road, at anytime via the Internet	10/8/2004
New Condensed Reports that combine the details from individual transactions (payroll liabilities, invoices, etc.) for a more concise report.	10/8/2004

Accountant Solutions

- Manage your business more efficiently using cheques guaranteed to work with QuickBooks!
- Handle out of stock situations by creating sales orders for your customer
- Get paid faster! Email invoices from QuickBooks and receive payments online.

Related Activities

- Chart of Accounts...
- Make General Journal Entries...
- Reconcile...
- Set Closing Date...
- Remote Access...
- Intuit Advisor Website
- Discussion Groups...
- Give Us Feedback...

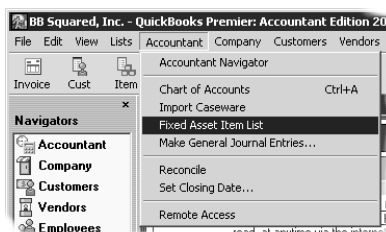
Memorized Reports

- Balance Sheet
- General Ledger
- Journal Entries Entered/Modified Today

One-time messages provide helpful information about using QuickBooks.

For more information on other navigators, refer to the QuickBooks Startup Guide.

These activities are tasks you will likely need access to regularly.



Accountant menu

The Accountant menu, exclusive to QuickBooks Premier 2004 *Accountant Edition*, lists the most commonly-used tasks that an accountant needs to do in his or her business day. Think of the Accountant menu as a shortcut to those activities you do most often.

Using it will save you time!

Working with journal entries

Most journal entries can be reversed with a single click in the Make General Journal Entries window. Reversing an entry creates a new entry, dated the first day of the next month, that reverses the debit and credit amounts. Account assignments remain unchanged.

A reverse entry is one of several features that help you create journal entries quickly.

To access the Make General Journal Entries window:

- 1 On the **Accountant** menu, select **Make General Journal Entries**.

Annotations for the screenshot:

- View a list of journal entries here.
- Only the first line of each entry is shown; to see or edit the entire entry, click it within the list. By default only entries from the last month are displayed.
- Click this button to hide or show the list of entries.
- Click here to reverse an entry.
- This checkbox indicates whether an entry is an adjustment.
- You can change the list by making a selection from this drop-down list.

The screenshot shows the 'Make General Journal Entries' window. At the top, there's a menu bar with 'Previous', 'Next', 'Print...', 'Find', 'History', 'Journal', 'Reverse', and 'Exports'. Below the menu bar, there are fields for 'Date' (09/29/2004), 'Entry No.', and 'Beg Bal'. There's a checkbox for 'Adjusting Entry' which is checked. Below this is a table with columns: Account, Debit, Credit, Memo, Name, and Class. The table shows a total of 0.00 for both Debit and Credit. Below the table, there's a dropdown menu for 'List of Selected General Journal Entries' set to 'Last Month'. Below this is a list of entries with columns: Date, Entry No., Adj, Account, Memo, and Debit/Credit(+/-). The list shows three entries: 08/27/2004 Interest, 08/20/2004 DEPR12, and 08/13/2004 PPDIns. At the bottom, there are buttons for 'Hide List of Entries', 'Save & Close', 'Save & New', and 'Clear'. There's also a small note at the bottom: 'Apply customer credits to specific invoices as you see fit'.

Adjusting journal entries

To make an adjusting entry:

- 1 Select **Make General Journal Entries** from the **Accountant** menu.
- 2 Enter the transaction date. For proper reporting of adjusting entries, use the last date in the accounting period (usually the last day of the month) as the adjustment date.
- 3 Fill in the entry number.
- 4 Select the **Adjusting Entry** checkbox.
- 5 In the detail area, enter the first account in your transaction, the debit or credit amount, any memo, related name, and class. Continue to enter distribution lines until your transaction reaches a zero balance.
- 6 Save the journal entry.

Adjusting journal entries report

This report lists all the adjusted journal entries that were made during the selected period. Initially, the report covers the last month, but you can change the coverage by choosing a different date range from the Dates list.

To view and print a report of adjusted journal entries:

- 1 Choose **Accountant & Taxes** from the **Reports** menu, then choose **Adjusting Journal Entries**.
- 2 Enter the date range in which you want to search.
- 3 Click **Refresh**, then click **Print**.

Reversing journal entries

If you need to, you can reverse any journal entry. Reversing an entry creates a new entry, dated the first day of the next month, that reverses the debit and credit amounts. Account assignments are not affected.



to learn about ...

reversing general journal entries

search the help index for ...

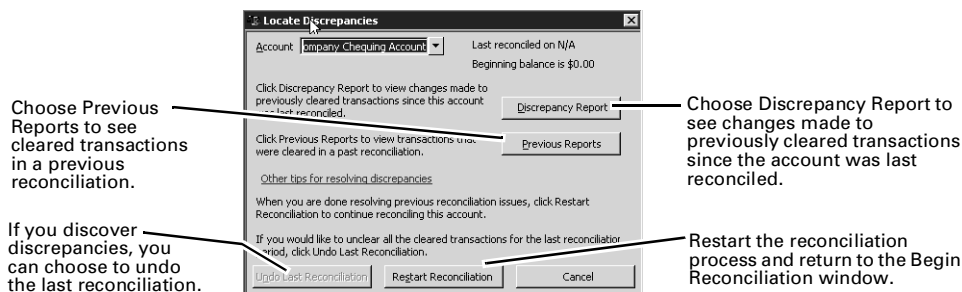
general journal entries, reversing

Reconciling accounts

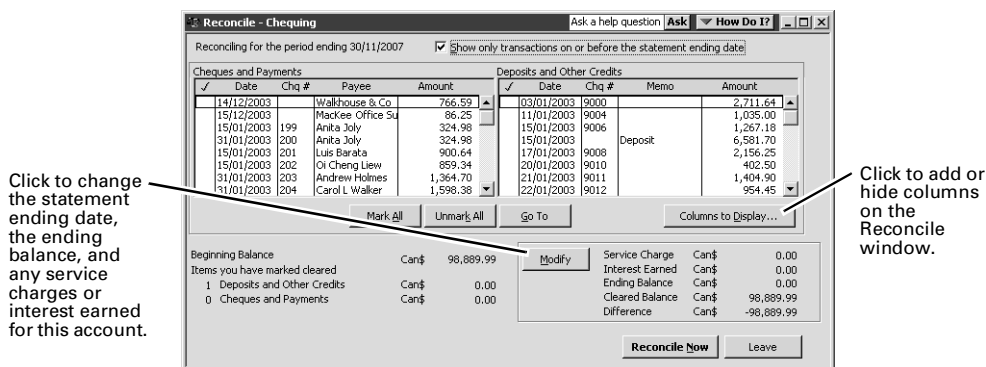
QuickBooks Premier 2004 *Accountant Edition* makes reconciling fast and easy. Before actually reconciling, you're prompted to select the account you want to reconcile and enter an ending balance.

To begin reconciliation:

- 1 On the **Accountant** menu, select **Reconcile**. The Begin Reconciliation dialog box appears.
- 2 In the **Account** field, select the account that you want to reconcile. The balance for this account appears in the Beginning Balance field.
Note: Only transactions with an associated reconcile date are included in the beginning balance.
- 3 In the **Ending Balance** field, enter the ending balance shown on the bank or credit card statement.
- 4 (Optional) Click **Locate Discrepancies** to find any differences before reconciling the account.



- 5 Click **Continue** to now reconcile the account.



- 6 Now verify that all the Payments and Deposits match the ones on your statement
- 7 After you have marked all the transactions that appear on your statement, and after you have checked the Difference amount at the bottom of the Reconcile window, **Reconcile Now**.

If you finish marking transactions and the difference is zero, your QuickBooks records and financial statements are in agreement. If the difference is not zero, find and correct the discrepancies or allow QuickBooks to enter an adjustment to make up for the difference.



to learn about ...

search the help index for ...

more on reconciling

reconcile

Access your clients' company files from your computer

If you have the Accountant Edition of QuickBooks Premier, you can use the remote access service to access a QuickBooks company file on another computer. With remote access, you can check something in a client's file, enter changes, or even set up a new company file without being at your client's place of business.

To use remote access, you must sign up for remote access and both you and your client require an Internet connection. Remote access lets you work with your client's QuickBooks software and other programs that integrate with QuickBooks, but not programs unrelated to QuickBooks.

To sign up, select **Remote Access** on the **Accountant** menu, then follow the prompts.

To use remote access:

- 1 Connect to the Internet as you usually would.
- 2 From the **Accountant** menu, choose **Remote Access**.
- 3 Log in with your user name and password.
- 4 Call or email your client with his or her unique session number and the Web page he or she should visit.
- 5 Request control of your client's QuickBooks file.
- 6 When the client approves your request, work with his or her QuickBooks data as you normally would.

Fixed assets

The simplest way to create a fixed asset item is while you are entering the transaction used to purchase it, but sometimes you may want to create a fixed asset item directly from the Fixed Asset Item list.

To create a new fixed asset item:

- 1 From the **Lists** menu, choose **Fixed Asset Item List**. The Fixed Asset Item list appears.

Fixed Asset Item List					
Ask a help question Ask How Do I?					
Name	FAM Number	Purchase Date	Description	Account	Cost
*1999 utility truck	4	01/09/2000	1999 utility truck	Trucks	15,250.00
*2000 pickup	5	02/14/2000	2000 pickup & shell	Trucks	18,602.91
*2007 delivery van	5	10/15/2007	2007 delivery van	Trucks	44,500.00
*Chairs	8	02/01/2005	Conference room chairs (10)	Furniture	475.00
*Conference table	9	05/01/2005	Conference table	Furniture	3,500.00
*Desks	13	06/01/2007	Desks (7)	Furniture	2,100.00
*Desktop computer	6	05/01/2001	Desktop computer (1)	Computers	2,000.00
*Desktop computers	11	05/01/2007	Desktop computers (2)	Computers	5,000.00
*Desktop computers-sales dept.	10	05/01/2007	Desktop computers (5)	Computers	13,000.00
*Laser printer	7	06/01/2001	Laser printer	Computers	2,001.00
*Metal filing cabinets	3	10/29/1998	Metal filing cabinets (12)	Furniture	1,250.00
*Office building	1	09/22/1998	Office building	Buildings	325,000.00
*Office land	2	09/22/1998	Office land	Land	90,000.00
*Server	12	05/01/2007	Server	Computers	6,500.00

The Fixed Items shows the fixed asset items you've set up to track your fixed assets. You can use this list to track all transactions having to do with your fixed assets, including any repairs or improvements, damage—anything that can affect their value and amount of depreciation.

- 2 Click **Item** button, then choose **New** to display the New Item window. Fixed Asset is preselected as the item type.
- 3 In the **Asset Name/Number** field enter an identifying name or number for your fixed asset.

What you enter here appears on fixed asset item reports. Type a name or number to help you distinguish this item from all others on the list.


- 4 Select an asset account from the Asset Account drop-down list or create a new one.
- 5 Enter purchase information:
 - **Purchase Description:** Type a brief description of the purchase of your fixed asset.
 - **New/Used:** Select whether your asset is new or used.
 - **Date:** Enter the date you purchased your fixed asset, or select one from the popup calendar. Defaults to today's date.
 - **Cost:** Enter the cost of your fixed asset.
 - **Vendor/Payee:** Type a brief description of your fixed asset.

Note: If the vendor you enter here is not in your Vendor list, you must add it.

- 6 (Optional) Enter asset information:
 - **Asset Description:** Type a brief description of your fixed asset.
 - **Location:** Enter a location; for example, if your asset is real estate, enter an address. If your business has more than one location, enter where your asset has been placed into service.
 - **PO Number:** Enter the number of the purchase order you used to purchase your asset, if applicable.
 - **Serial Number:** Enter the serial number of your asset.
 - **Warranty Expires:** Enter the date the warranty for your asset expires.
 - **Notes:** Type any notes concerning your asset that you want to track.

- 7 Leave the sales information blank, and click **OK**.

Note: Be sure to choose the fixed asset item when recording any transactions involving it, such as a cheque, credit card, purchase order, sales receipt, and so on. This enables you to track depreciation and other costs.

	to learn about ...	search the help index for ...
	fixed assets	fixed assets

Accountant reports

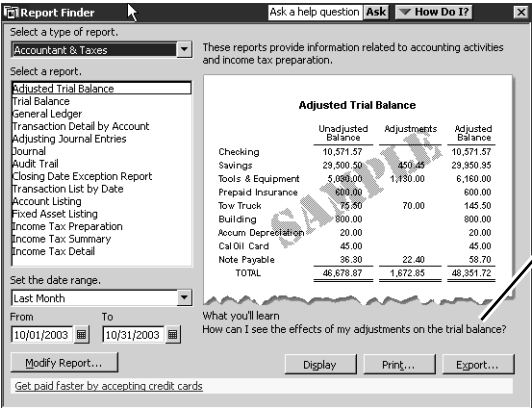
QuickBooks Premier 2004 *Accountant Edition* includes new reports designed to give you greater insight into where you're making your money. It also provides many standard reports for more information.

- To create Accountant reports, from the **Reports** menu, select **Memorized Reports**, then **Accountant & Taxes**.

Use these reports to see how you can leverage your strongest resources to make your business more profitable:

- Adjusted Trial Balance
- Trial Balance
- General Ledger
- Transaction Detail by Account
- Adjusting Journal Entries
- Journal
- Audit Trail
- Closing Date Exception Report
- Transaction List by Date
- Account Listing
- Fixed Asset Listing
- Income Tax Preparation
- Income Tax Summary
- Income Tax Detail

For a description and quick access to these and other reports, select **Report Finder**, from the **Reports** menu.



Did you know?

You can press the F1 button on your keyboard from any window in QuickBooks to get help on that window?

For information about the fields and buttons in the Report Finder, press F1.

Here you can find a brief description about the report you have selected in the Select a report list.

Tip: On most reports, you can double-click an entry to go directly to a specific transaction or Customer:Job.

You can use the Report Finder to learn about QuickBooks reports and locate one that shows exactly the information you need. Once you've found a report, you can change its date range, customize its content, print a copy of it, export it to Excel, or display it on your screen.

QuickBooks Premier 2004 *Accountant Edition* also includes numerous reports for the following industries:

- Association & Nonprofit reports
- Contractor reports
- Professional Services reports
- Property Management reports
- Retail & Repair Reports
- Manufacturing & Wholesale reports

These reports can also be accessed from the **Reports** menu by selecting **Industry Specific**.



QuickBooks Premier 2004: Association & Nonprofit Edition

This section explains the features in QuickBooks Premier 2004 *Association & Nonprofit Edition*. For information about other features of QuickBooks, see the **Startup Guide**.

What can you expect from the Association & Nonprofit edition?

QuickBooks Premier 2004 *Association & Nonprofit Edition* includes the ability to track funding for individual projects, as well as track memberships, donations, grants, and pledges. You can quickly create a monthly budget based on your actual QuickBooks data, then see how you're doing against that budget with customized reports.

Association & Nonprofit navigator

Your Association & Nonprofit software includes an Association & Nonprofit navigator to help you perform tasks and find information specific to your organization.

Work Flow

This flowchart maps out the business tasks that an association or nonprofit organization needs. Click the icon to go to the task you need.

Critical Tips

Critical Tips for Association and Nonprofit

- See which projects are achieving your goals - and which are not!
- Track and manage your Member/Donor list!
- Track Donations, Grants, Member Fees, Fundraising in QuickBooks!
- At last! An easy way to record and track In-Kind Donations!
- Manage a variety of projects to reach your fundraising goals!

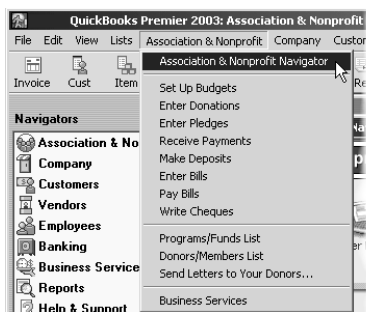
Glossary of Terms

A handy glossary helps you compare QuickBooks terms with the language that is standard in your area.

Reminders Overview

Due Date	Description	Amount
13/03/2003	Call for your free 30-Day Set-up Support at 1-877-772-9158	
13/03/2003	Register your product by phoning 1-888-333-3568	

For more information on other navigators, refer to the QuickBooks Startup Guide.



Association & Nonprofit menu

The Association & Nonprofit menu, exclusive to QuickBooks Premier 2004 *Association & Nonprofit Edition*, lists the most common used tasks that a nonprofit or association worker needs to do in his or her working day. Think of this menu as a shortcut to those activities you do most often.

Using it will save you time!

Getting started

As you set up your company file, in the Company Information window, at the Income Tax Form Used field, select the appropriate income tax form that you use for your business: **Non Profit Return (T1044)** or **Charity Return (T3010)**.

Next, associate the tax lines from the tax form to your accounts. By doing this, you can create tax reports to help you fill out your tax forms. The reports show the amounts to fill in for each tax line on the tax forms.



to learn about ...

assigning tax lines

search the help index for ...

income taxes, assigning tax lines to accounts

Setting up funds for individual projects (fund accounting)

A fund's beginning balance is the total amount of money available to spend for a particular project. It does not necessarily correspond to a bank account balance, because you may have one fund's money split among two or more actual bank accounts. This section deals with keeping track of fund balances regardless of how many bank accounts actually contain the money.

If you want to track one or more funds, QuickBooks *classes* give you a convenient way to separate income and expenses for each fund, including your general fund. (The general fund consists of the unrestricted money that the organization can spend as it wishes.) When you set up each fund as a class, you can easily create reports by fund, see how much money you have in each fund or several funds together, and find information about your overall organization. Using this method, you can also see expenses from the general fund (that is, your overhead) for any period of time, as a percentage of other fund expenses.

To set up and use classes for funds:

- 1 From the **Association & Nonprofit** menu, choose **Programs/Funds List**.
QuickBooks displays the Class List.
- 2 From the **Class** menu (at the bottom of the window), choose **New**.
QuickBooks displays the New Class window.
- 3 Enter a name for your program/fund in the **Class Name** field.
- 4 Click **OK** if you're finished entering programs/funds, or click **Next** to enter your next program/fund.
- 5 Repeat these procedures to create a class for each of your funds, including the general fund.

If you use classes to track funds, do not use the QuickBooks "condense data" feature.

To associate classes (funds/programs) with transactions:

- When you enter donations, sales, disbursements, cheques, bills, credit card charges, or other transactions in QuickBooks, **always** choose the appropriate class (with a subclass, if you use them) from the drop-down list in the Class field. For example, if you write a cheque for building repairs and want it charged to the building fund, you might choose a class called "Building fund" in the Class field.

Creating budgets

With QuickBooks, you can create a monthly budget based on past spending. You can view and edit the budget in a spreadsheet format so you can quickly see or change amounts without running a report. Then you can manually adjust or apply a percentage increase or decrease across individual line items in your budget (for more information, check the Help Index for **budgets**).

Setting up donors or members in QuickBooks

You can keep track of the members of, or donors to, your organization by entering them in the Donors/Members list. To display the list, choose **Donors/Members List** from the **Association & Nonprofit** menu, then click the **Customer:Job** menu at the bottom of the screen (QuickBooks refers to your donors/members as customers), then choose **New**. QuickBooks displays the New Customer window, where you enter your donor/member information. When you're finished, click **Next** to add another donor/member or **OK** to save and close the window.



You don't have to go to the Donors/Member list each time you want to enter a donor/member. You can also enter them "on-the-fly" while you're recording a donation or membership payment (see below).

Recording donations or membership payments.



If you are a registered charity, arts service organization, or Canadian amateur athletic association; and you want to include your charitable registration number on your donation and/or pledge receipt, you can customize the donation/sales receipt form so that your registration number is printed.

For more information on how to do this, search the Help Index for **sales receipt, adding charitable reg. num.**

- 1 From the **Association & Nonprofit** menu, choose **Enter Donations**.
- 2 If you've entered this donor or member into QuickBooks before, select him or her from the **Customer:Job** drop-down list.
If this is a new donor or member, type his or her name into the **Customer:Job** field. QuickBooks asks whether you want to add just the name now (QuickAdd) or set up all the person's information now (Setup). If you select **QuickAdd**, you will have the option of adding the donor's address as you've entered it on the donation receipt.
- 3 In the **Item** column, select the type of donation or membership dues you're receiving from the **Item** drop-down list.
- 4 In the **Amount** column, enter the amount of the donation or membership dues.
- 5 If you are using classes for fund accounting, select the class (i.e. the project or fund) that you want to associate with this donation or membership.
- 6 If you are a registered charity, arts service organization, or Canadian amateur athletic association, you need to include your business number. Refer to the tip above to learn how to customize your donation/sales receipt to add your charitable reg. number.
- 7 If you will be printing a receipt for the donation, ensure the **To be printed** checkbox is selected.

To issue a receipt for a donation:



Your organization must be registered with the Canada Customs and Revenue Agency (CCRA) as a charity, arts service organization, or Canadian amateur athletic association for your donors to be able to claim your receipts on their income tax returns.

If you are not registered with the CCRA Charities division, your donors cannot claim their donations on their tax returns. For more information about donations and tax deductions, search the help for “Donations.”

- 1 To print a receipt for a donation you’ve just entered, choose **Print Sales Receipt** from the **File** menu. QuickBooks displays the Print window.

If you want to enter several donations from different donors, then print a batch of receipts for them later, record each donation by filling out a Sales Receipt form for it, then click **Save & New**. When you want to print the receipts, choose **Print Forms** from the **File** menu, then choose **Sales Receipts**. QuickBooks will display a list of all the receipts you’ve entered but haven’t printed yet. Each receipt to be printed has a checkmark beside it. If you do not want to print a certain receipt, clear the checkmark beside it by clicking in the checkmark column. When you click **OK**, QuickBooks displays the Print window.

- 2 Select your printer, the kind of paper you’re using (Preprinted, Blank, or Letterhead), and the number of copies you’re printing.
- 3 Click **Print**.

Entering pledges and receiving against them

QuickBooks makes it easy to enter pledges (a promise to make a donation) from your donors, and then record the actual payments made against the pledges.



If you report on an accrual basis, note that income on reports will include pledges you’ve entered even if you have not yet received the donation for the pledge. The reason is that pledges (invoices) show as income in QuickBooks as soon as they are recorded.

To keep pledges from appearing in reports as income, use the **Edit** menu to mark each pledge as **Pending** (non-posting) until you actually receive the donation. For more information and details of other methods of recording pledges in QuickBooks, search the Help Index for **pledges**.

To enter a pledge:

- 1 From the **Association & Nonprofit** menu, choose **Enter Pledges**.

QuickBooks displays the Invoice window.

- 2 If you’ve entered this donor into QuickBooks before, select him or her from the **Customer:Job** drop-down list.

If this is a new donor, type his or her name into the **Customer:Job** field. QuickBooks asks whether you want to add just the name now (QuickAdd) or set up all the person’s information now (Setup). If you select **QuickAdd**, you will have the option of adding the donor’s address as you’ve entered it on the donation receipt.

- 3 In the **Item** column, select the type of pledge you're receiving from the Item drop-down list.
- 4 In the **Amount** column, enter the total amount of the pledge.
- 5 If you are using classes for fund accounting, select the class (i.e. the project or fund) that you want to associate with this pledge.
- 6 If you will be printing a copy of the pledge, ensure the **To be printed** checkbox is selected.
- 7 If you've finished entering pledges, click **Save & Close**. If you want to enter another pledge, click **Save & New**.

To record payments made against a pledge:

- 1 From the **Association & Nonprofit** menu, choose **Receive Payments**.
- 2 In the Receive Payments window, select the donor who made the pledge from the **Received From** drop-down list.


Once you've selected a donor, the donor's pledge(s) will appear in the Applied To: area of the window.
- 3 Enter the total amount of the payment in the **Amount** field.
- 4 Enter the donor's payment information (credit card or reference/cheque number).
- 5 In the Applied To: area, select which pledge you are receiving this payment against. If your donor has made more than one pledge, you can assign a portion of the payment to different pledges by changing the amount in the **Payment** column for each pledge.
- 6 Select the account you wish to deposit this payment to.
- 7 Click **Save & Close** if you're finished receiving against pledges, or **Save & New** to finish this payment and receive payment from another donor.

To print a receipt for the donation you've received against a pledge:

- 1 Once you've finished receiving a payment against a pledge, display the original pledge by choosing **Enter Pledges** from the **Association & Nonprofit** menu, then clicking **Find** and selecting the donor from the **Customer:Job** drop-down list.

If the amount you received was equal to the total amount of the pledge, the pledge displays a PAID 'stamp' on it.

If the amount you received was not equal to the total amount of the pledge but you still need to print a receipt (for example, the donor cannot meet the entire pledge but wants a receipt for the actual amount donated), adjust the amount of the original pledge to equal the actual donation. Later, enter the difference between the original pledge and the actual donation as a new pledge, if the donor expects to make good on the outstanding amount.
- 2 Choose **Print Invoice** from the **File** menu. QuickBooks displays the Print window.
- 3 Select your printer, the kind of paper you're using (Preprinted, Blank, or Letterhead), and the number of copies you're printing.
- 4 Click **Print**.

	to learn about ...	search the help index for ...
	finding transactions	invoices, finding

Recording In-Kind Donations



For a donation to be considered a gift for income tax purposes, it must be a physical item. Donations of services are not considered gifts for income tax purposes by the CCRA.

You record donations in-kind in QuickBooks in much the same way that you record other donations. QuickBooks automatically creates a Gifts-in-kind item, which you can then select on your donation receipt. Simply select the Gifts-in-kind line item, then enter the details of the donation in the Description area of the donation receipt. Enter the fair market value of the donation as a dollar amount in the Amount column of the donation receipt. If the receipt you are issuing is to be used as a tax deduction on your donor's income tax return, you must also enter the name and address of the appraiser who appraised the donation's fair market value, as well as the date which the donation was appraised. You can enter this information in the Description area of the receipt.



Receipts for gifts-in-kind must include appraisal information or your donor may not be allowed to claim the donation as a deduction on his or her income tax return.

Association & Nonprofit reports

QuickBooks Premier 2004 *Association & Nonprofit Edition* includes new reports specifically designed to give you greater insight into where you're making your money... where you're losing it... and where you have opportunities for growth.

- To create **Association & Nonprofit** reports, from the **Reports** menu, select **Association & Nonprofit**.

Use these reports to see how you can leverage your strongest resources to make your organization more successful:

- **Biggest Donors/Members:** Use this report to better understand where your largest contributions are coming from, to better focus your funding drives and campaigns on those areas. For example, you could focus the content of a special solicitation letter on your biggest donors, then send their names and addresses to the appropriate letter template, and print it.
- **Budget vs. Actual by Donors/Members:** Use this report to see whether your donor base or membership is providing the necessary funds to reach your goals.
- **Budget vs. Actual by Programs/Funds:** Use this report to see how your organization is spending towards its goals.
- **Donors/Members Report:** Use this report to see a snapshot of your entire donor base or membership.
- **Statement of Financial Income and Expense:** Use this report to get a sense of how your organization is doing over time in terms of money coming in versus money going out.
- **Statement of Financial Position:** This report gives you a picture of your assets, liabilities, and equity. This lets you quickly determine whether your organization is financially ready to fulfill its mission.



QuickBooks Premier 2004: Contractor Edition

This section describes the features in QuickBooks Premier 2004 *Contractor Edition*. For information about other features of QuickBooks, see the QuickBooks **Startup Guide**.

What can you expect from the Contractor edition?

QuickBooks Premier 2004 *Contractor Edition* includes the ability to see which jobs are profitable, get airtight estimates, setup and track your holdbacks, and setup multiple labour rates for your various employees, jobs, and customers.

Contractor navigator

Your Contractor software also includes a Contractor navigator to help you perform tasks and find information specific to your industry.

Work Flow

This flowchart maps out the business tasks that face contractors every day. Click the icon to go to the task you need.

Contractor Navigator

Estimates & Change Orders → Purchase Orders → Enter Bills → Pay Bills → Invoices → Receive Payments → Deposits → Use Weekly Timesheet → Pay Employees → Pay Liabilities

Critical Tips

Critical Tips for Contractors

- See at a glance which jobs were profitable!
- Get airtight Estimates with automatic change orders!
- Easily set up, track and pay Holdback!
- Use this no-hassle way to control diverse Labour Rates!

This area presents the information you need to ensure your business runs smoothly.

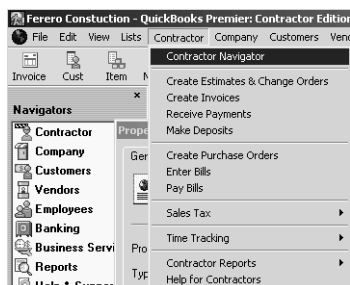
For more information on other navigators, refer to the QuickBooks Startup Guide.

Reminders Overview

Due Date	Description	Amount
Money to Deposit (3)		23,113.84
Bills to Pay (1)		-5,520.00
Overdue Invoices (2)		10,352.08
Sales Receipts to Print (1)		18,399.99
Sales Orders to Print (1)		25,299.99

Display Alerts Manager

Contractor menu



The Contractor menu, exclusive to QuickBooks Premier 2004 *Contractor Edition*, lists the most commonly-used tasks that a contractor needs to do in his or her business day. Think of the Contractor menu as a shortcut to those activities you do most often.

Using it will save you time!

Working with subcontractors

Using holdbacks when paying subcontractors

It's very common to use holdbacks in the contractor industry. A holdback is when you withhold a portion of a payment to a subcontractor until you have determined whether the quality of the work performed by the subcontractor is to your satisfaction.

QuickBooks Premier 2004 *Contractor Edition* makes it easy for you to use holdbacks. QuickBooks will even remind you when the holdback payment is due.



to learn about ...

search the help index for ...

using holdbacks

holdbacks

T5018 Summary by Subcontractor

T5018 Summary by Subcontractor	
Ferro Constuction	
January through December 2002	
Construction Subcontractor Payments (Box 22)	
Smith Plumbing	
Smith Plumbing Ltd. Kelly Smith Leduc, AB T9H 1U2 Canada	-13,000.00
123456789R002	
Villeneuve Electrical	
Villeneuve Electrical Inc. Pat Jones Beaumont, AB T0H 0J0 Canada	-8,000.00
123456789R003	
Garth Brooke	
Garth Brooke Carpentry Garth Brooke Edmonton, AB T4 2W6 Canada	-11,127.00
123 456 789	
Total Subcontractor Payments	-32,127.00

If you've worked with subcontractors, you know that at tax time, you'll need to submit two forms that itemize subcontractor payments: the T5018 Summary and the T5018 slip.

QuickBooks Premier 2004 *Contractor Edition* makes this process easier by allowing you to generate a T5018 Summary report that you can include with your tax return. Now all you have to do is complete the T5018 slips.

Before you can generate a T5018 summary, you'll need to set up your subcontractors to appear on the T5018 report. T5018 vendors can be added at any time.

To add a T5018 vendor:

- 1 From the **Lists** menu, choose **Vendor List**.
- 2 Choose **New** from the **Vendor** menu button.
- 3 In the **Vendor** field, type the name of the vendor as you'd like it to appear on your Vendor list.

For example, if the vendor is an individual and you list individuals last name first, that's how you should type the name.

- 4 Complete the information in the **Address Info** tab and **Additional Info** tab.
- 5 In the Additional tab:
 - Type the **Business Number** or **SIN** for the subcontractor. This information is required for submitting to the Canada Customs and Revenue Agency.
 - Select **Vendor eligible fro T5018**.
- 6 (Optional) To add another vendor, click **Next**.
- 7 Click **OK**.

8 Complete the necessary T5018 slips that accompany this summary.

?	to learn about ...	search the help index for ...
	setting up existing subcontractors for T5018 generating a T5018 summary	vendor, setting up existing for T5018 T5018 Summary by Subcontractor

Job costing

Job costs are all the costs of providing your service for a specific project. If you’re a home builder, job costs are whatever it costs you to build a particular house, including direct labour, materials, subcontractors, dump fees, and equipment rental. Once you know how much a job costs you, you can compare it to the revenue the job generated. That lets you see whether the job is profitable or not.



Items are things or services you sell. When you set them up, you assign them to accounts. Things you buy are assigned to expense accounts; things you sell, income accounts.

You enter items on sales forms along with a Customer:Job to link your income and expenses with a customer. Then you can create a job cost report for him or her that shows the income and expenses and the total.

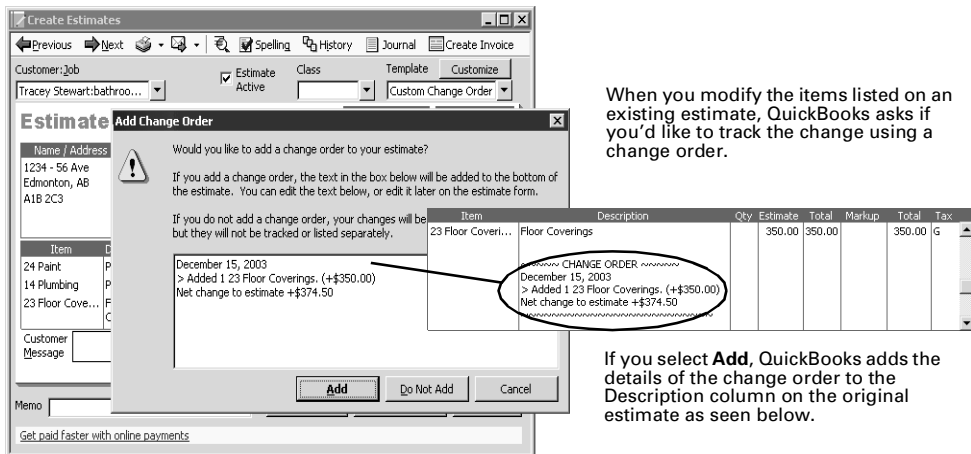
?	to learn about ...	search the help index for ...
	tracking job costs reports on job costs	job costing job cost reports

Using different labour rates

With QuickBooks Premier 2004 *Contractor Edition*, there is a no-hassle way to bill out different labour rates for the same type of job. This ensures that your best customers get the best rates and that you can charge varying rates for different individuals doing similar jobs (for example, an apprentice versus a journeyman).

Tracking change orders

Every contractor knows that when he or she sends in an estimate to bid on a job, the customer will want to make changes. With QuickBooks Premier 2004 *Contractor Edition*, you can easily track those changes directly on your estimate with a change order.



When you modify the items listed on an existing estimate, QuickBooks asks if you'd like to track the change using a change order.

Item	Description	Qty	Estimate	Total	Markup	Total	Tax
23 Floor Coveri...	Floor Coverings		350.00	350.00		350.00	G
CHANGE ORDER							
December 15, 2003							
> Added 1 23 Floor Coverings. (+\$350.00)							
Net change to estimate +\$374.50							

If you select **Add**, QuickBooks adds the details of the change order to the Description column on the original estimate as seen below.



to learn about ...

tracking changes to estimates

search the help index for ...

change orders

Contractor reports

QuickBooks Premier 2004 *Contractor Edition* provides these important reports for your industry. It also provides many standard reports for more information.

To create Contractor specific reports, from the **Reports** menu, select **Contractor**. On most reports, you can double-click an entry to go directly to a specific transaction or Customer:Job.

- Job status
- Job cost by vendor
- Job costs detail
- Unpaid bills by job
- Unpaid job bills by vendor
- Expenses not assigned to jobs
- T5018 Summary by Subcontractor
- Time by name with billable status
- Time by name and job with billable status
- Time by name and item with billable status
- Open purchase orders by Vendor
- Open purchase orders by Vendor Detail
- Vendor account information
- Customer account information



QuickBooks Premier 2004: Professional Services Edition

This section explains the features in QuickBooks Premier 2004 *Professional Services Edition*. For information about other features of QuickBooks, see the **Startup Guide**.

What can you expect from the Professional Services edition?

QuickBooks Premier 2004 *Professional Services Edition* includes the ability to track job costs, write proposals, set up and track retainers, and track and manage labour rates.

Professional Services navigator

Your Professional Services software also includes a Professional Services navigator to help you perform tasks and find information specific to your industry.

Work Flow

This flowchart maps out the business tasks that face professionals every day. Click the icon to go to the task you need.

Critical Tips

Critical Tips for Professionals

- See at a glance which contracts were profitable!
- Create airtight Proposals with automatic Change Orders!
- Create complete, accurate, professional looking Invoices!
- Use this no-hassle way to control Labour Rates!

Memorized Reports

Professional Service:

- Client Account
- Expenses Not Assigned to Jobs
- Job Costs Detail
- Job Status
- Time by Name and Item with Billable Status
- Time by Name and Job with Billable Status
- Time by Name with Billable Status
- Unpaid Bills by Job

Display or Print this Group

Memorized Report List

Report Finder

Glossary of Terms

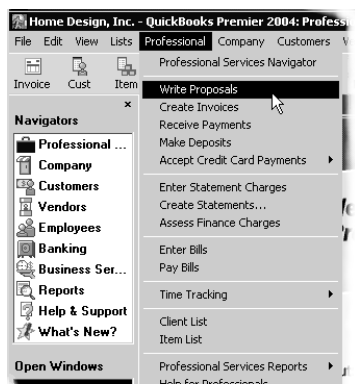
A handy glossary helps you compare QuickBooks terms with the language that is standard in your industry.

For more information on other navigators, refer to the QuickBooks Startup Guide.

Reminders Overview

Due Date	Description	Amount
03/11/2003	Call for your free 30-Day Set-up Support at 1-877-772-9158	
03/11/2003	Register your product by phoning 1-888-333-6900	

Display Alerts Manager





Professional menu

The Professional Services menu, exclusive to QuickBooks Premier 2004 *Professional Services Edition*, lists the most commonly-used tasks that a professional needs to do in his or her business day. Think of the Professional Services menu as a shortcut to those activities you do most often.

Using it will save you time!

Job costing


Job costs are the costs of providing your service for one project for a client. For example, if you’re an Information Technology consultant, a “job or project” could be evaluating a client’s office setup and your costs could be your own labour plus the costs of any hardware or software you purchase for the client as part of the project. Once you know how much a project costs you, you can compare it to the revenue the project generated. That lets you see whether the project is profitable or not.

Chart of Accounts	Items	Job Cost Report
Job Labour	Seminar Training Follow-up Session	
Job Materials	Project Books Office Supplies Software	

Job costing

Items are the things or services you sell. When you set them up, you assign them to accounts. Things you buy are assigned to an expense account; things you sell, to an income account.

You enter items on sales forms along with a Customer:Job to link your income and expenses with a customer. Then you can create a job cost report for him or her that shows the income and expenses and the total.



to learn about ...

job cost tracking

reports on job costs

search the help index for ...

job costing


job cost reports

Proposal Writing

You can use an estimate to create a proposal or bid. After the client has approved your proposal and the work has been completed, you can invoice the client for your work directly from original estimate.

When you create a proposal, you can pull in the various “boilerplate” pieces you created earlier. Is there a word or two that doesn’t apply to this particular proposal? Not to worry — you can change it on the form. That means you can save a lot of time by creating text for reuse once and modifying it later for the specifics of a project.

You can also bill your clients progressively from a single estimate. Once you have all the tasks for the project entered on the estimate form, you can turn the proposal into client invoices in stages or according to a percentage of completion.



to learn about ...

writing proposals

search the help index for ...

proposals


Retainers

A retainer is a sum of money that is paid to you by a client, usually, on a monthly basis, regardless of the amount of work involved.

For example, you are an engineering consultant and you negotiate a contract for a project that runs over a period of one year with a client. In that contract, the client specifies that they will pay you \$3500 per month for 12 months.

Now, if that client doesn't have any work for you to do in the months of August, December, and half of February, they are still required to pay you the negotiated amount of \$3500 per month. However, if the client has 80 hours of work per week during the remaining months, you are required to perform that work for the negotiated amount of \$3500.

Note: Each province has specific rules of professional and ethical conduct for handling client funds and the various accounts you might set up to handle those funds. Since failure to abide by those rules and practices could result in administrative, civil, or criminal sanctions, you should refer to your provincial rules prior to setting up your client accounts in QuickBooks.


	to learn about ...	search the help index for ...
	retainers	retainers

Charge-out rates by partner/employee and by client

If your jobs typically involve the work of more than one consultant and you bill their time at different hourly rates, set up your Item list to include those rates.

QuickBooks for Professional Services has made it easy for you to control varying labour rates so that you can

- make sure that your best customers get the best rates,
- accommodate different rates for a variety of employees, and
- charge different rates for different individuals doing the same type of job (i.e. an articling student versus a senior partner, a resident versus a doctor).

	to learn about ...	search the help index for ...
	charge-out rates	labour rates

Professional Services reports

QuickBooks Premier 2004 *Professional Services Edition* includes new reports designed to give you greater insight into where you're making your money. It also provides many standard reports for more information.

- To create Professional Services reports, from the **Reports** menu, select **Memorized Reports** or **Industry Specific**, and then **Professional Services**.



On most reports, you can double-click an entry to go directly to a specific transaction or Customer:Job.

Use these reports to see how you can leverage your strongest resources to make your business more profitable:

- Client Account Information
- Client Balance Detail
- Client Balance Summary
- Client Trust Ledger
- Expenses Not Assigned to Jobs
- Project Cost Detail
- Job Status
- Profit and Loss by Client
- Sales by Client Detail
- Sales by Client Summary
- Time by Name and Item with Billable Status
- Time by Name and Job with Billable Status
- Time by Name with Billable Status
- Unbilled Expenses by Project

For a description and quick access to these and other reports, select **Report Finder**, on the **Reports** menu.

Report Finder | Ask a help question | Ask | How Do I? | [Icons]

Select a type of report:
Professional Services

Select a report:
Project Costs Detail
Unbilled Expenses by Project
Expenses not Assigned to Projects
Billed vs. Proposal by Project
Time by Name with Billable Status
Time by Name and Job with Billable Sta
Time by Name and Item with Billable St
Open Balances by Customer/Project
A/R Aging Detail by Class
Project Status
Project Contact List

Set the date range:
Last Calendar Year

From: 01/01/2002 To: 12/31/2002

Modify Report... | Display | Print... | Export...

Did you know you can allocate payments across several different bills?

Unbilled Expenses by Project

Source Name	Date	Memo	Amount
Bowden Supply Company			
Project #93			
Jonathan Graham	07/25/2007	Mileage Reim...	18.00
Total Project #93			18.00
Total Bowden Supply Company			18.00
Karen Peacock & Partners			
Project #94			
Jonathan Graham	05/25/2007	Mileage Reim...	12.24
Jonathan Graham	07/25/2007	Mileage Reim...	12.60
Total Project #94			24.84
Total Karen Peacock & Partners			24.84

What you'll learn
What expenses incurred for each project have not been billed?

Did you know?

You can press the F1 button on your keyboard from any window in QuickBooks to get help on that window?

For information about the fields and buttons in the Report Finder, press F1.

Here you can find a brief description about the report you have selected in the Select a report list.



QuickBooks Premier 2004: Property Management Edition

This section explains the features in QuickBooks Premier 2004 *Property Management Edition*. For information about other features of QuickBooks, see the **Startup Guide**.

What can you expect from the Property Management edition?

QuickBooks Premier 2004 *Property Management Edition* includes the ability to set up and track your buildings and properties, set up and track tenants, and manage your building maintenance costs (see overleaf for more information).

Property Management navigator

Your Property Management software also includes a Property Management navigator to help you perform tasks and find information specific to your industry.

Work Flow

This flowchart maps out the business tasks that face property managers every day. Click the icon to go to the task you need.

Critical Tips

Critical Tips for Property Managers

- QuickBooks allows you to track and manage multiple properties and sublets!
- Early track and manage multiple tenants in QuickBooks!
- At last! An easy way to manage and track Security Deposit!

Memorized Reports Help

Property Manager

- Active Tenants List
- Lease Due Dates
- Lease Due Dates within 90 Days
- Occupancy Report
- Rent Due Summary

Glossary of Terms

A handy glossary helps you compare QuickBooks terms with the language that is standard in your industry.

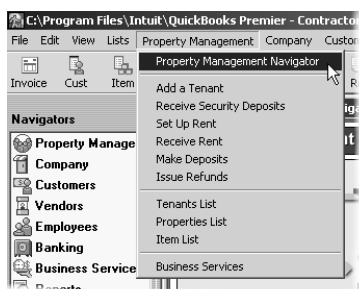
Reminders Overview Customize Help

Refresh View

Due Date	Description	Amount
	Money to Deposit (1)	950.00
	Bills to Pay (1)	-215.95

Display Alerts Manager

For more information on other navigators, refer to the QuickBooks Startup Guide.




Property Management menu

The Property Management menu, exclusive to QuickBooks Premier 2004 *Property Management Edition*, lists the most commonly-used tasks that a property manager needs to do in his or her business day. Think of the Property Management menu as a shortcut to the tasks you do most often.

Using it will save you time!


Setting up and tracking your buildings/properties

It's essential to track the income and expenses from each property you have so you will know how profitable it is. To track income and expenses, you must consistently connect every transaction you make (invoices for rent, security deposits, maintenance expenses, and so on) to a specific property. Once you have done that, you can run reports that show how profitable each property is. With that information, you can make the right decisions about how to manage your tenants and whether to upgrade properties.

	to learn about ...	search the help index for ...
	setting up properties	setting up properties


Setting up and tracking suites/office space

As a property manager, you need to be aware of the history of rental rates for your suites and your opportunities to increase them. To track this information, each suite or office space should be set up as an **item** in QuickBooks. You can then easily add suite rental amounts and other charges to invoices for tenants and create reports that show you which suites are outside of your current rental price range.

	to learn about ...	search the help index for ...
	setting up suites	setting up suites

Setting up tenants/lessees

QuickBooks Premier 2004 *Property Management Edition* makes it easy for you to track and manage multiple tenants, including keeping notes about their past histories. Set them up properly from the beginning and you'll be able to call up valuable reports such as the "Occupancy Report" and "Rent Due Summary" in an instant!

	to learn about ...	search the help index for ...
	setting up your tenants	setting up tenants

Setting up and receiving rent

Set up memorized rent invoices for each tenant or lessee so that you can easily track outstanding rent and rent income.

Create Invoices

Ask a help question AskHow Do I?

PreviousNext

SpellingHistoryJournalTime/Costs...

Customer:JobJordan JutrasClassTemplateCustomizeIntuit Standard Ren...

Rent Invoice

TenantJordan Jutras

Date12/15/2007Rent Invoice #1156

Due Date12/15/2007Rep

Item	Description	Amount	Class
Rent:BM 101	Rent for Suite 101 - Birchwood Manor	950.00	
Tenant Message			
Total		950.00	

☐ To be printed

Balance950.00

Memo

Save & CloseSave & NewClear

You can memorize this invoice by selecting Memorize Invoice from the Edit menu.

?

to learn about ...

setting up rent

search the help index for ...

setting up rent

Easily track collected and deposited rent by Receiving Payments and depositing the rent money to your bank account.

?

to learn about ...

receiving rent

search the help index for ...

receiving rent

Tracking maintenance costs against your properties

Using QuickBooks, you can easily track maintenance costs by assigning a property to each maintenance bill you pay.

Enter Bills

Ask a help question Ask How Do I?

Previous Next Find History Journal

Bill Credit Bill Received

Bill

Vendor: Bob's Plumbing Date: 03/13/2003

Bill Due: 03/23/2003

Amount Due: \$ 215.95

Terms: Ref. No.: 1234

Memo:

Expenses \$215.95 Items \$0.00

Account	Net Amt	Memo	Customer:Job	Class
Maintenance Expense	215.95			Birchwood...

Clear Splits Recalculate Save & Close Save & New Clear

When entering maintenance bills, be sure to select the property/building for which the maintenance was done from the Class drop-down menu.

To see income and expenses by property/building, run the **Profit & Loss by Class** report from the Reports, Company & Financial menu.



to learn about ...

search the help index for ...

maintaining your property

maintaining your property

Property Management reports

QuickBooks Premier 2004 *Property Management Edition* includes new reports designed to give you greater insight into where you're making your money.

To create Property Management reports, from the **Reports** menu, select **Memorized Reports**, and then **Property Management**.

- Rents Past Due
- Tenant Ledger
- Profit & Loss by Property
- Scheduled Move-Ins next month
- Income by Property
- Prior Month's Rent
- Tenant Liabilities
- Prior Quarter's Rents
- Open Rent Charges
- Past Tenants List
- Scheduled Move-Outs this month
- Expenses by Property
- Unreturned Deposits
- Past Tenants List
- YTD Rents
- Budget vs. Actuals



QuickBooks Premier 2004: Retail & Repair Edition

This section explains the features in QuickBooks Premier 2004 *Retail & Repair Edition*. For information on the other features within QuickBooks, see the **Startup Guide**.

What can you expect from the Retail & Repair edition?

QuickBooks Premier 2004 *Retail & Repair Edition* includes the ability to track your inventory using different units of measure; assemble components from your inventory to build finished goods; track sales by item, sales rep. and customers; and determine which inventory items are your top sellers.

Retail & Repair navigator

Your Retail & Repair software also includes a Retail & Repair navigator to help you perform tasks and find information specific to your industry.

Work Flow

This flowchart maps out the business tasks that face business owners every day. Click the icon to go to the task you need.

Reminders Overview

Due Date	Description	Amount
	Money to Deposit (3)	23,113.84
	Bills to Pay (1)	-5,520.00
	Overdue Invoices (2)	10,352.08
	Sales Receipts to Print (1)	18,399.99
	Sales Orders to Print (1)	25,299.99

[Display Alerts Manager](#)

Critical Tips

Critical Tips for Retailers

- Buy, sell and stock inventory in different units of measure!
- Manage and assemble inventory items to create finished goods!
- Track sales by Item, Rep and Customer!

Memorized reports

Retail

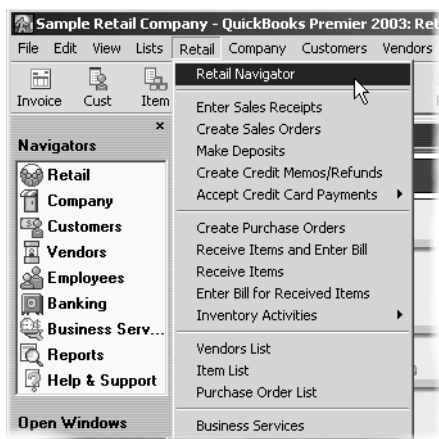
- Retail Inventory Stock Status
- Retail Sales by Customer and Rep Summary
- Retail Sales by Customer Detail
- Retail Sales by Customer Summary
- Retail Sales by Item Detail
- Retail Sales by Item Summary
- Retail Sales by Rep Detail
- Retail Sales by Rep Summary
- Top Retail Customers
- Top Selling Items

[Display or Print this Group](#)

[Memorized Report List](#)
[Report Finder](#)

This area presents the information you need to ensure your business runs smoothly.

For more information on other navigators, refer to the QuickBooks Startup Guide.



Retail & Repair menu

The Retail & Repair menu, exclusive to QuickBooks Premier 2004 *Retail & Repair Edition*, lists the most commonly-used tasks that a retailer needs to do in his or her business day. Think of the Retail & Repair menu as a shortcut to those activities you do most often.

Using it will save you time!

Tracking inventory using different units of measure

You can easily buy, sell, and stock your inventory in different units of measure with QuickBooks Premier 2004 *Retail & Repair Edition*. You'll save time and avoid confusion and errors by communicating with everyone *in their own measurement terms*.

For example, let's say you buy bottled water by the *pallet*, stock it by the *case*, and sell it by the *bottle*. Set up a "bottled water" item once in the correct units for purchasing, stocking and selling — QuickBooks then takes care of converting between them. When a new pallet arrives, QuickBooks will "stock it" by the case and increase your inventory by the number of bottles contained in the pallet. Each time you sell a bottle, it will be deducted from your inventory.

The reports in QuickBooks Premier 2004 *Retail & Repair Edition* are also designed to show you — in one or all units of measure — exactly where your business stands at all times. In the former example, you could run a report to see how many bottles you've sold, how many cases you have left, or how many pallets you must buy to replenish your stock.



to learn about ...

setting up units of
measure

search the help index for ...

units of measure


Assemble stock for promotional bundles

Do you need to package together individual items from your stock for the purpose of selling promotional bundles? QuickBooks Premier 2004 *Retail & Repair Edition* includes an assembly feature to accurately track and manage your inventory for you to ensure you always have enough stock on hand for bundles.

When you create packaged items in QuickBooks, QuickBooks automatically deducts the individual items that make up the package or bundle from your inventory and increases your inventory by the number of bundles you created.

With the inventory assembly feature, you'll always know the following:

- exactly what parts and quantities you have on-hand.
- how many finished products you can assemble from them.
- what parts you must purchase to fill future orders.

	to learn about ...	search the help index for ...
	packaging together items	assembly builds

Retail & Repair reports

QuickBooks Premier 2004 *Retail & Repair Edition* includes new reports specifically designed to give you greater insight into where you're making your money... where you're losing it... and where you have opportunities for growth.

- To create Retail & Repair reports, from the **Reports** menu, select **Memorized Reports**, and then **Retail & Repair**.

Use these reports to see how you can leverage your strongest resources to make your business more profitable:

- **Retail sales by rep:**

This report shows you – at a glance – which sales reps are closing the most sales. Knowing which reps are the most productive can help you to ensure that the best reps are scheduled to work at peak sales cycles. Give your top sales people the opportunity to do what they do best... and let them improve your bottom line.

- **Top retail customers:**

It pays to know who your best customers are. Use this report to find out just that. When you know which customers make you the most money, you can give them special treatment.

- **Top selling items:**

You don't ever want to lose a sale due to insufficient stock. This report shows you which of your items are sold the most. Use it to determine trends in your sales. If you sell more of an item in the spring, you'll want to stock up on this item as spring approaches.

- **Sales by Payment Method:**

Determine what form of payment your customers prefer to use and change your selling process meet the customers preference.

For business reports directly related to your Retail and Repair business, go to the **Reports** menu, and select **Retail Reports**.

In addition to the memorized reports, these reports give you the business data you need to make informed business decisions:

- Profit & Loss Monthly Comparison
- Balance Sheet Monthly Comparison
- Gross Margin by Inventory Item
- Sales Graph
- Customer Payments by Payment Item
- Estimates by Customer
- Monthly Sales by Customer
- Accounts Payable Graph
- Bills by Due Date
- Purchase Volume by Vendor
- Vendor Returns Summary
- Vendor Returns Detail
- Open Purchase Orders by Vendor
- GST Liability
- PST Liability

The Report Finder

For a description and quick access to these and other reports, select **Report Finder**, on the **Reports** menu.

Report Finder

Ask a help question Ask How Do I?

Select a type of report.
Retail

Select a report.
Profit & Loss Monthly Comparison
Balance Sheet Monthly Comparison
Gross Margin by Inventory Item
Sales Graph
Customer Payments by Payment Item
Estimates by Customer
Monthly Sales by Customer
Accounts Payable Graph
Bills by Due Date
Purchase Volume by Vendor
Vendor Returns Summary
Vendor Returns Detail
Open Purchase Orders by Vendor
GST Liability

Set the date range.
This Fiscal Year-to-date

From 01/01/2003 To 11/11/2003

Modify Report...

These reports provide information with particular importance to retail firms.

Monthly Sales by Customer

	Jan 07	Feb 07	Mar 07	TOTAL
Chidester, Jim	45.00	1,564.00	1,684.00	3,293.00
Lamb, Brad	369.00	697.00	39.00	1,154.00
Lee, Laurel	357.00	0.00	346.00	703.00
Lucchini, Bill	400.00	0.00	314.00	714.00
Nguyen, Tuan	594.00	786.00	0.00	1,370.00
Rice, Linda	2,897.00	1,305.00	469.00	4,681.00
TOTAL	4,652.00	4,342.00	2,931.00	11,925.00

What you'll learn
If I track sales by customer, who were my best customers and what was their sales activity over the last fiscal year?

Display Print... Export...

Do you buy or sell products outside of Canada? Expand your borders with QuickBooks Multicurrency!

Did you know?
You can press the F1 button on your keyboard from any window in QuickBooks to get help on that window?

For information about the fields and buttons in the Report Finder, press F1.

Here you can find a brief description about the report you have selected in the Select a report list.

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QuickBooks Premier 2004 Retail & Repair Edition



QuickBooks Premier 2004: Manufacturing & Wholesale Edition

This section highlights the features that are available in the QuickBooks Premier 2004 *Manufacturing & Wholesale Edition*. For information about other features of QuickBooks, see the **Startup Guide** on the QuickBooks Learning CD.

What can you expect from the Manufacturing & Wholesale edition?

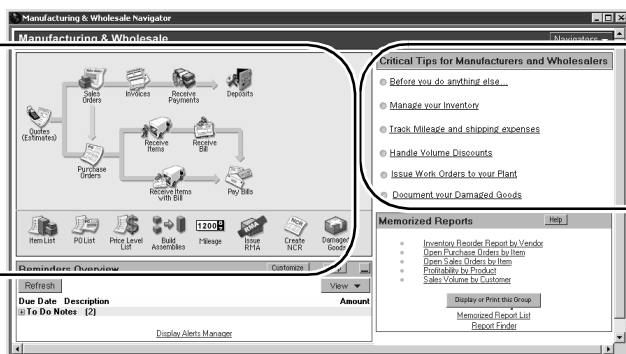
QuickBooks Premier 2004 *Manufacturing & Wholesale Edition* includes the ability to track mileage and shipping expenses, handle volume discounts, issue work orders to your manufacturing plant, and document your damaged goods.

Manufacturing & Wholesale navigator

Your Manufacturing & Wholesale software also includes a Manufacturing & Wholesale navigator to help you perform tasks and find information specific to your industry.

Work Flow

This flowchart maps out the business tasks that face manufacturers & wholesalers every day. Click the icon to go to the task you need.



Critical Tips

This area presents the information you need to know to ensure your business runs smoothly.

For more information on other navigators, refer to the QuickBooks Startup Guide.

Manufacturing & Wholesale menu




The Manufacturing & Wholesale menu, exclusive to QuickBooks Premier 2004 *Manufacturing & Wholesale Edition*, lists the most commonly-used tasks that a manufacturer or wholesaler needs to do in his or her business day. Think of the Manufacturing & Wholesale menu as a shortcut to those activities you do most often.

Using it will save you time!

Tracking mileage

Now you can track your business vehicle mileage in QuickBooks. Record all of your business-related trips so you have a mileage record for your taxes. You can also assign trips to a specific customer;job so that you can bill that customer for the mileage.

	to learn about ...	search the help index for ...
	tracking vehicle mileage	vehicle mileage

Applying discounts for volume purchases and early payments

Do you have customers you want to reward because they buy large volumes from you, or do you want to reward those customers that always pay their invoices early?

You can track the discounts you want to give your customers through discount items. A discount item lets you record a discount to a customer right on the sales form. Discounts can either be a fixed amount or a percentage of the total sale.


Through payment terms, you can track early-payment discounts that you give to your customers and discounts you receive back from vendors when you pay your bill early. Once your payment terms have been set up, associate them with your vendors and customers. QuickBooks takes care of the rest.

To apply a discount to a customer:

- 1 Create a discount item for each type of discount you offer to customers. For example, volume discount, cash discount, employee discount, and trade discount.
- 2 On the sales form, apply the discount you want to offer to the customer.

Because the discount applies to the entire sale, first use a subtotal item to total the items being purchased, then enter the discount item directly beneath the subtotal item.

Discount items calculate the amount of the discount on the item that is directly above it on a sales form. That is why you need to add the subtotaled amount above the discount item on the sales form; otherwise, the calculated discount will be incorrect.

	to learn about ...	search the help index for ...
	discounts	items, discount types
	subtotal items	items, subtotal type

To apply early-payment discounts:

- 1 From the Lists menu, choose Customer & Vendor Profile Lists, then Terms List.
- 2 Set up the payment terms you offer your customers and terms your vendors offer you.

- 3 Associate a payment term with each customer and vendor.
- 4 Apply the early-payment discount to the invoice or bill.

?	to learn about ...	search the help index for ...
	creating payment terms	terms
	offering early-payment discounts	discounts, for early customer payments
	entering discounts from vendors	vendors, discount from

Issuing work orders to your manufacturing plant

Work orders are used to let production know what orders are in and to help schedule order fulfillment. QuickBooks Premier 2004 *Manufacturing & Wholesale Edition* includes a special sales order template that has been modified to be used as a work order.

To create a work order:

- 1 From the Customers menu, choose Create Sales Order.
- 2 From the Template menu in the Sales Order window, select Work Order.
- 3 Fill out the form, then print a copy of the sales order on brightly coloured paper to use as a work order.

When the order has been fulfilled, you can automatically create an invoice from the sales order.

?	to learn about ...	search the help index for ...
	work orders	work orders
	creating sales orders	creating, sales order

Tracking damaged goods

If you receive damaged goods from a vendor, you may want to return it for replacement or credit, or, in some cases, it may not be worth the time or effort to return the goods. Then there is the situation when your customer returns damaged goods received from you. In either circumstance, QuickBooks gives you the flexibility to track these damaged goods.

On the Manufacturing & Wholesale navigator, we’ve added the RMA form, NCR form and the Damaged Goods Form.

- RMA (customer return materials authorization): Fill out this form when your customer sends back damaged goods. Include an RMA number that you can use to track the goods. You can also include this number on the packing slip. Then, issue a credit in QuickBooks to the customer.

- **NCR (nonconforming report):** Fill out this form when you send back damaged or nonconforming goods to your vendor. Then, issue a credit against the bill.
- **Damaged Goods Form:** Use this form to track damaged goods that you decide not to send back. You may have to adjust your inventory to account for the damaged items.



to learn about ...

returning goods to vendors

tracking damaged goods

nonconforming reports

adjusting your inventory

entering vendor credits

search the help index for ...

vendors, returning goods to

damaged goods

NCR

inventory, adjusting

vendors, credit from

Manufacturing & Wholesale reports

QuickBooks Premier 2004 *Manufacturing & Wholesale Edition* provides these important reports that were specifically designed with your industry in mind.

To create Manufacturing & Wholesale reports, from the **Reports** menu, select **Manufacturing & Wholesale Reports**. On most reports, if you want to see the details of a transaction, just double-click the entry from the report.

- Sales by Rep Detail
- Sales by Product
- Sales by Customer Type
- Sales Volume by Customer
- Sales by Class and Item Type
- Profitability by Product
- Open Sales Orders by Item
- Open Purchase Orders by Item
- Open Sales Orders by Customer
- Inventory Reorder Report by Vendor
- Inventory Stock Status by Item
- Physical Inventory Worksheet