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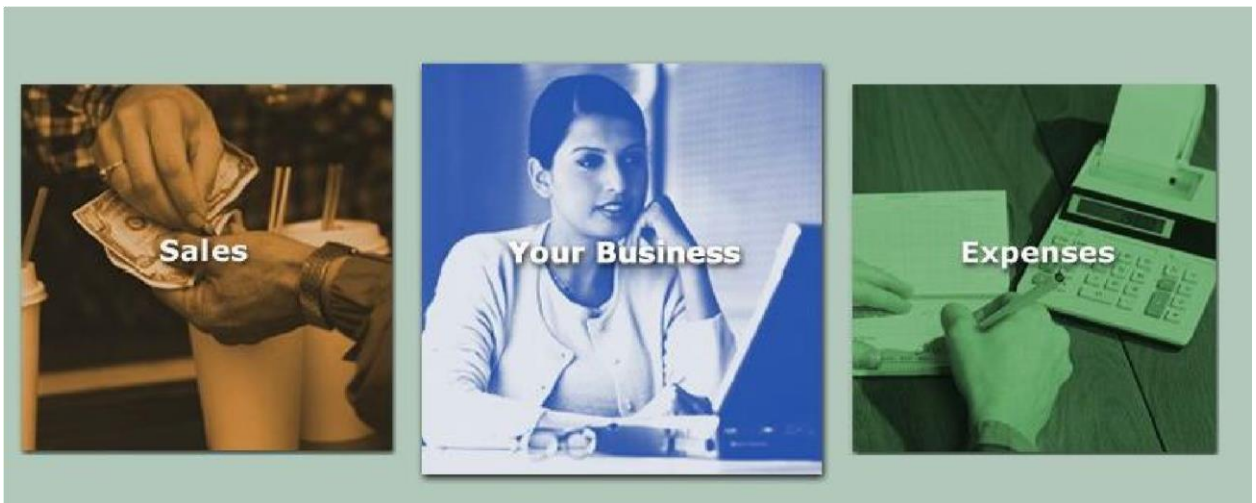
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Accounting Package Software: QuickBooks 2014

Lesson 01: Introduction of Accounting

Financial Picture:

Transactions





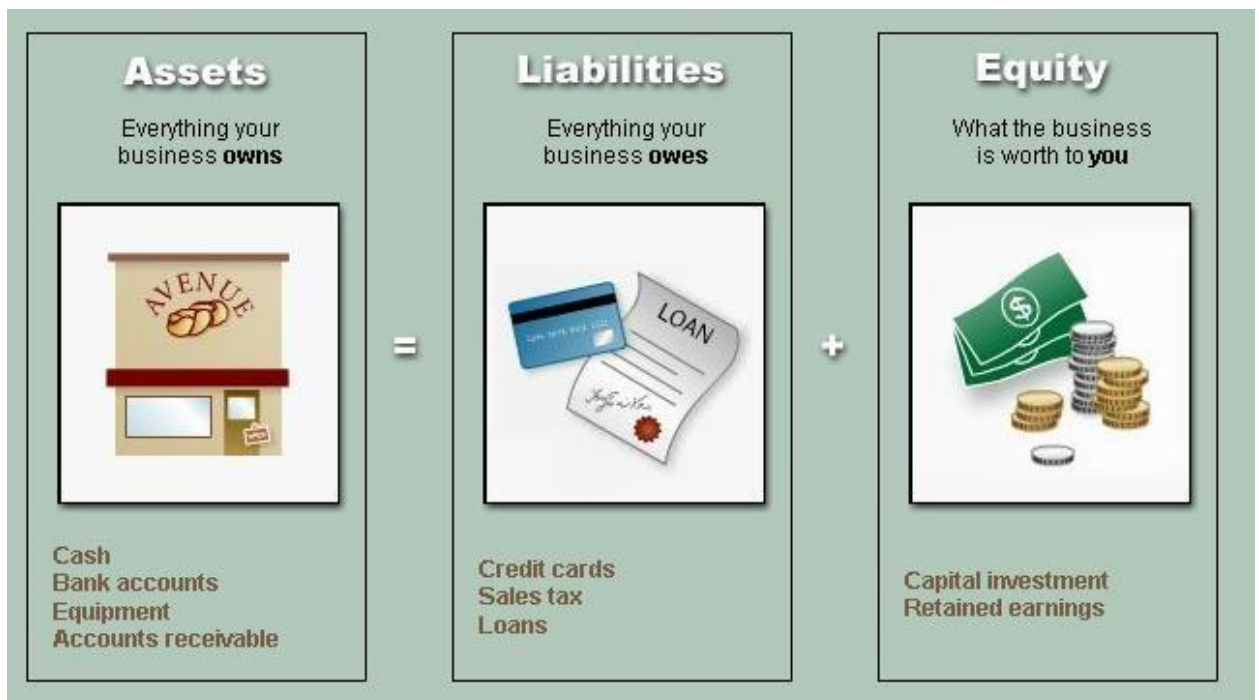
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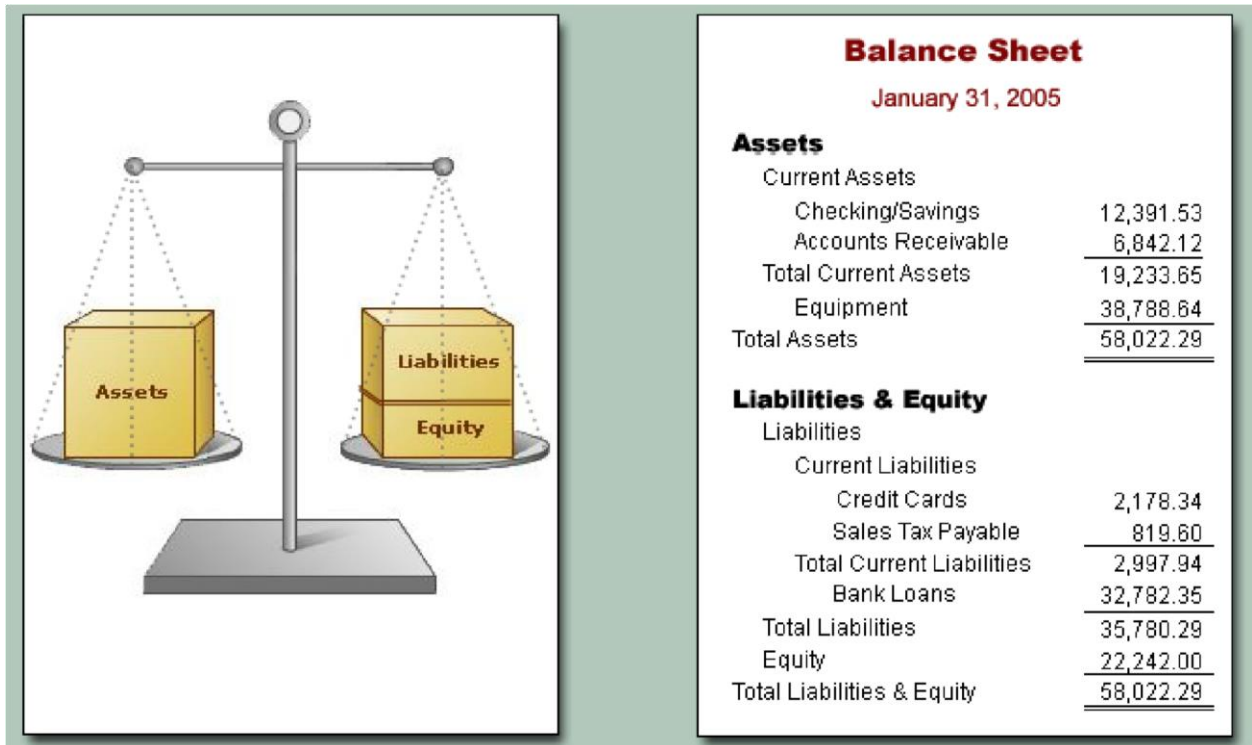
Accounts Formula:





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Relationship





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Profit & Loss Statement

January 1-31, 2005

Income

| | |
|--------------|------------------|
| Sales | 16,392.20 |
| Total Income | <u>16,392.20</u> |

Expenses

| | |
|---------------|------------------|
| Raw Goods | 6,813.12 |
| Supplies | 1,102.89 |
| Utilities | 799.56 |
| Rent | 1,572.43 |
| Payroll | <u>4,821.27</u> |
| Total Expense | <u>15,109.27</u> |

| | |
|------------|------------------------|
| Net Profit | <u><u>1,282.93</u></u> |
|------------|------------------------|

Balance Sheet

January 31, 2005

Assets

| | |
|----------------------|-------------------------|
| Current Assets | |
| Checking/Savings | 12,391.53 |
| Accounts Receivable | <u>6,842.12</u> |
| Total Current Assets | <u>19,233.65</u> |
| Equipment | <u>38,788.64</u> |
| Total Assets | <u><u>58,022.29</u></u> |

Liabilities & Equity

| | |
|----------------------------|-------------------------|
| Liabilities | |
| Current Liabilities | |
| Credit Cards | 2,178.34 |
| Sales Tax Payable | <u>819.60</u> |
| Total Current Liabilities | <u>2,997.94</u> |
| Bank Loans | <u>32,782.35</u> |
| Total Liabilities | <u>35,780.29</u> |
| Equity | <u>22,242.00</u> |
| Total Liabilities & Equity | <u><u>58,022.29</u></u> |

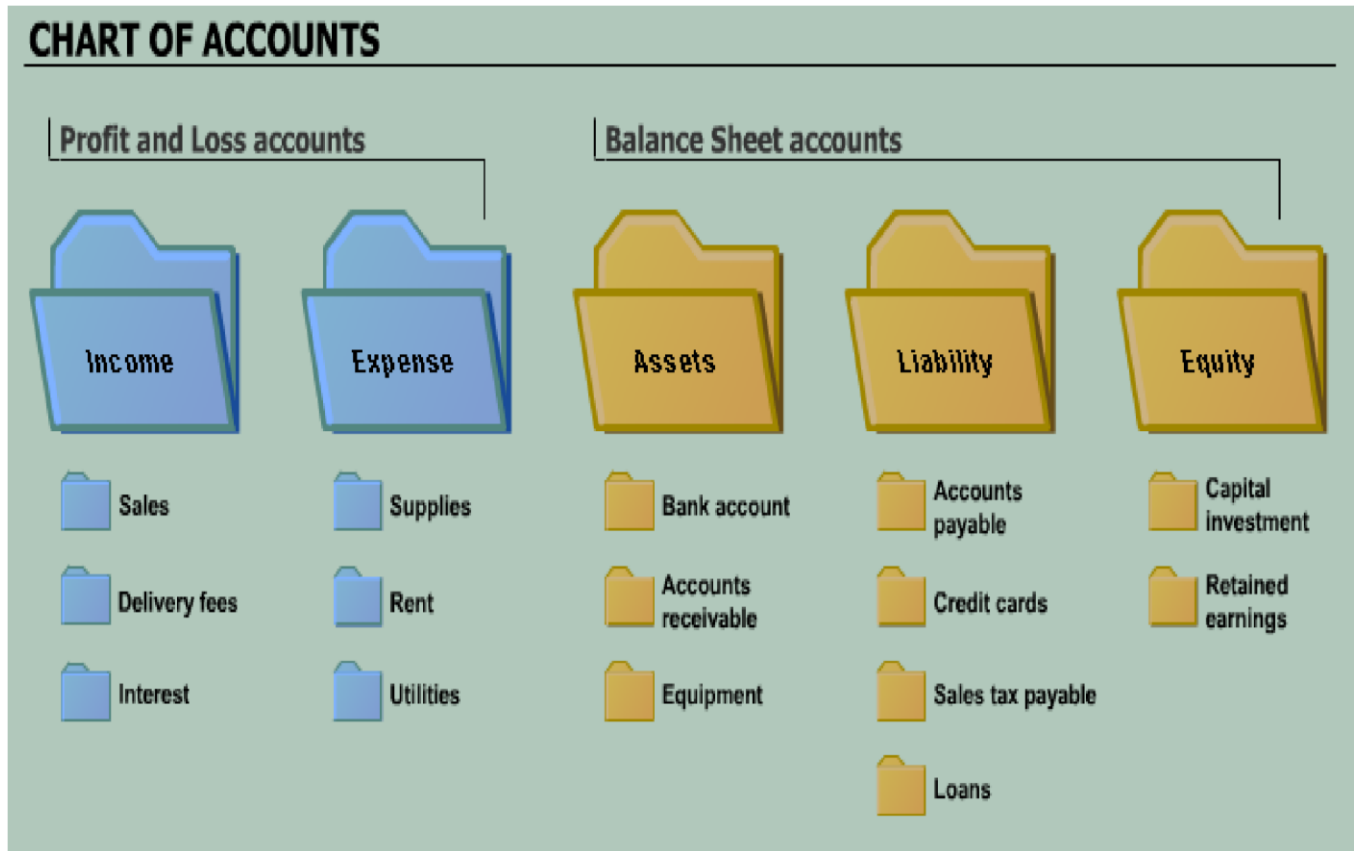


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Lesson 02: Creating a Company

CREATE NEW COMPANY

File menu, click **New Company**, clicks **Advanced Setup**.

1. Enter your Company Information , Click next
2. Select an industry from the list: **Wholesale distribution and Sales**, click next.
3. How is your company organized? Select **Other/None**
4. Select the first month of your fiscal year, **January**, click next
5. Set up your administrator password, click next
6. Create your company file, click next and then save button click next.
7. What do you sell? **Products only**, click next.
8. Do you charge sales tax? **No**, click next.
9. Do you want to create Estimates in Q-Books? **Yes**, click next.
10. Do you want to track sales orders before you invoice your customer? **Yes**, next.
11. Do you want to use Billing Statement in Q-Books? **Yes**, click next.
12. Do you want to use progress invoicing? **Yes**, click next.
13. Do you want to keep track bills you owe? **Yes**, click next.
14. Tracking Inventory in QuickBooks? **Yes**, click next.
15. Do you want to track time in Q-Book? **Yes**, click next.
16. Do you have employees? **Yes**, we have W-2 employee, click next. Next
17. Select a date to start tracking your finance, click **Use today's date**
18. Review income and expense accounts, click next
19. Finally, Go To Setup.



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Lesson 03: Registration Prev Inventory

1. Click List Menu
2. Select Item List
3. Select Item
4. Click New
5. Then select Inventory part
6. Type Item Name, Cost, Selling Price, and Account Name: Sales, On-hand.

Lesson 03: Registration Prev AR

Click company menu, click make general journal entry:

| Account | Debit | Credit | Name |
|---------------------|-------|--------|----------------------------|
| Open balance Equity | | 2000 | |
| Accounts receivable | 2000 | | Jaamac xasan (customer) |
| Totals | 2000 | 2000 | |



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Lesson 04: Registration Prev AP

Click Company Menu, click Make General Journal Entry

| Account | Debit | Credit | Name |
|---------------------|-------------|-------------|---------------------------------|
| Open Balance Equity | 1000 | | |
| Accounts payable | | 1000 | Sahalssoftware Company [Vendor] |
| Totals | 1000 | 1000 | |

Click Save & Close

EQUITY REGISTRATION [Open balance Equity]:

CLILK Company menu, Click Make General Journal Entry

| Account | Debit | CREDIT |
|---------------------|-------|--------|
| Open Balance equity | 4000 | |
| Faarax | | 2000 |
| Axmed | | 2000 |



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| | | |
|--------------|-------------|-------------|
| TOTAL | 4000 | 4000 |
|--------------|-------------|-------------|

EQUITY REGISTRATION [BY Cash or New Investment] :

Click Company Menu, CLIKL Make General Journal Entry

| Account | Debit | Credit |
|----------------|--------------|---------------|
| khasnada | 4000 | |
| Faarax | | 2000 |
| Axmed | | 2000 |
| TOTAL | 4000 | 4000 |

Fixed Assets

Click Company Menu, General journal Entry

| Account | Debit | Credit |
|----------------|--------------|---------------|
| khasnada | | 1000 |
| Dhul | 300 | |



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| | | |
|---------------|-------------|-------------|
| Guri Dhisan | 700 | |
| TOTALS | 1000 | 1000 |

Click Save and close

Other Assets

Click company Menu, click make GENERAL Journal ENTY

| Account | Debit | Credit |
|-----------------|--------------|---------------|
| KHASNADA | | 1000 |
| COMPUTER | 700 | |
| UPS | 100 | |
| PRINTER | 200 | |
| TOTALS | 1000 | 1000 |

Click save & close

TWO WAYS FOR RECEIVE ITEMS

BY CASH AND BY VENDOR

BY CASH:

| |
|---|
| Click bank menu write checks choose bank type pay to the order of, click items, then type name, QTY, Cost then click save & close |
|---|

2. by Vendor



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Receive Items & Enter Bills:

Click vendors ,menu click receive items and enter bills , select vendor name ,click yes click date or Po-No , click ok button ,read the information click save& close.

Bnvds Pay Bills:

Click Vendors menu, click pay bills, select Vendor name, then type amount to pay, then select payment account pay & close.

TWO WAYS FOR SALE ITEMS:



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1. BY Cash:

Click customers menu, click Enter sales Receipts Type Customer Job: cash sales, date, item, Description, Qty, and rate.

2. by Invoice

Click customers menu, click create Invoice type customer Job: Full name, Date, QTY, Item code, Description, and Price each then click save &close.

NB:

Every customer has a limit account

Receive Payments

Click customers menu, click receive payments, type receive form, PMT method, date.

Then click Save &Close

If you paid discount follow these steps:

In the **Receive payment box**, click Set **Discount**.

Type **Amount Discount** and create **Discount** example: discount allow



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Chapter 04: Reports and Backup

Show items list:

Click customers menu, click items list.

Create statements:

Click customer menu, click create statement, select date from & date to , select customers , click Preview , then you can print.

HOW TO PAY EXPENSES?

Click bank menu write checks choose bank, type pay to the order of, Type Expenses Account, and Amount click save & close

Reports and printer:

- Customer &Financial
- Customer &receivable
- Sales
- Vendors/Payables

Transfer Funds:

Click Bank Menu, click Transfer Funks, select Transfer Funds from &transfer funds to, then type transfer amount, then click Save & Close.

How to Divide Net-Income?



Accounting Package Software: QuickBooks 2014

Click Company menu, click make general journal entry.

| Account | Debit | Credit |
|---------------|-------|--------|
| Sales Income | \$300 | |
| FAARAX | | \$1500 |
| AXMED | | \$1500 |
| Totals | \$300 | \$300 |

Click save &close.

Change Password:

Click Company Menu, click change Password, Entire Old password, and type new password, confirm new password, click ok button.

Set up Users:

Click Company Menu, check set up users, click **Add users, type** Use Name and Confirm new password, finally select Access for user.

Backup you're Data:

Click File Menu ,Click Backup , click browser and select the location you want to Backup ,then click Save button ,finally click ok button

Restore Your Data:

- click File Menu
- click Restore



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- click browser 1
- Select the location you want to restore.
- Click save button.
- finally click **OK** button