

# Intuit ProLine

## **QuickBooks 2011 Student Guide**

### **Working with Bank Accounts**

#### Lesson 4

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# Lesson Objectives

- To learn how to work with registers for QuickBooks bank accounts
- To demonstrate how to open a register
- To learn the features common to all registers
- To learn when and how to make entries directly in the register
- To demonstrate how to reconcile a QuickBooks bank account

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## Notes

# Writing a QuickBooks Check

## To write a check:

1. In the Banking area of the Home page, click **Write Checks**.

Write Checks - Checking

Previous Next Save Print Find Journal Attach

Bank Account: Checking Ending Balance: 46,423.98

No. 301  
Date: 12/15/2015  
\$ 0.00

Pay to the Order of \_\_\_\_\_ Dollars

Address

Memo

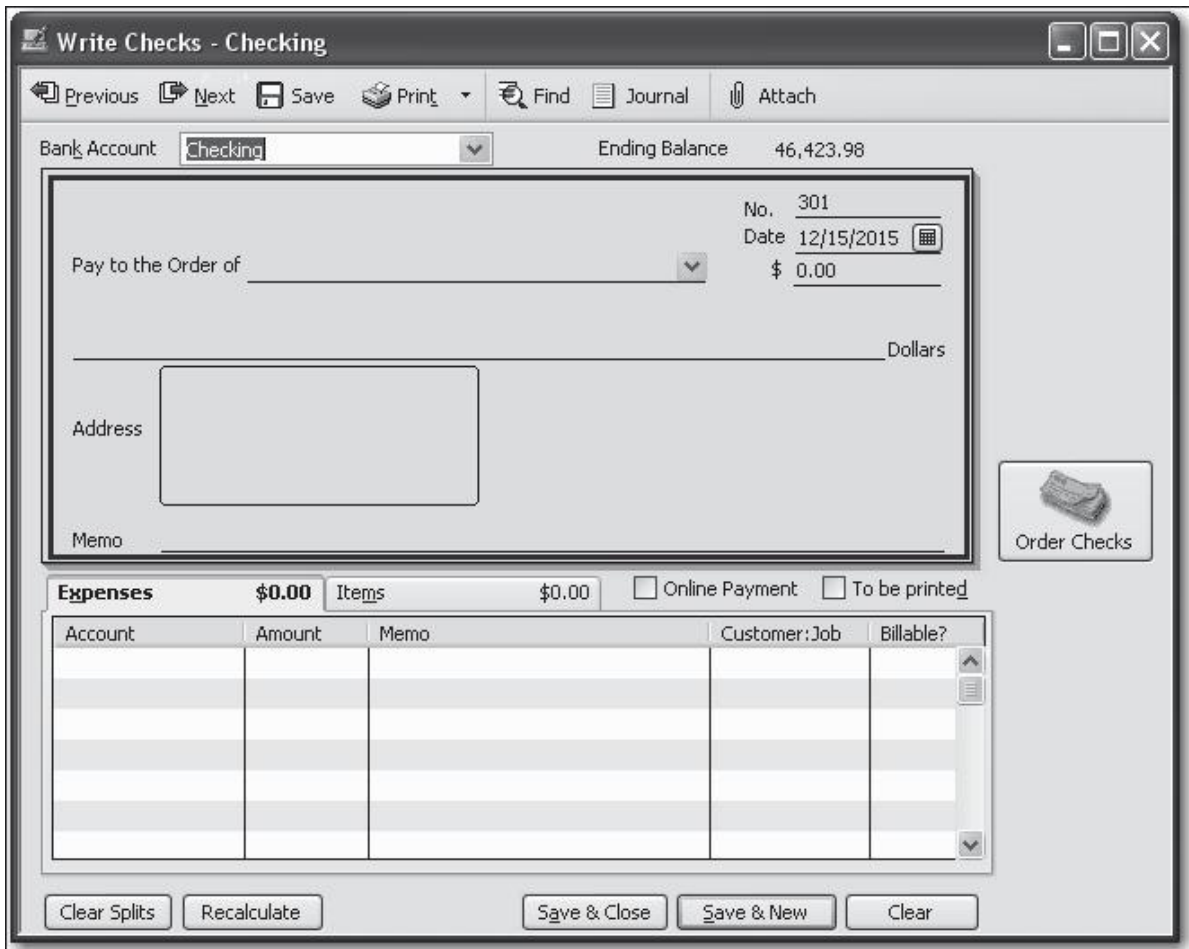
Order Checks

Expenses \$0.00 Items \$0.00  Online Payment  To be printed

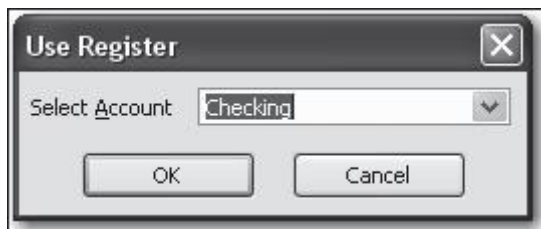
Account	Amount	Memo	Customer:Job	Billable?

Clear Splits Recalculate Save & Close Save & New Clear

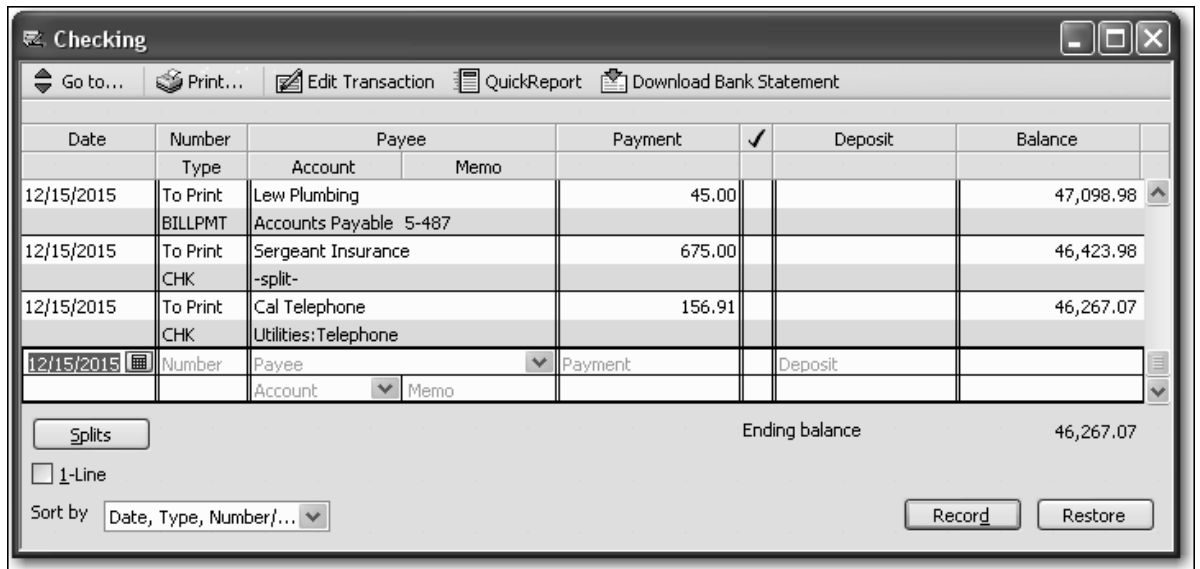
2. Select the **To be printed** checkbox.
3. In the Pay to the Order of field, type **Cal Telephone**.
4. Press Tab to move to the Amount field.
5. Type **156.91**, and press Tab.



6. Click in the **Account** column on the Expenses tab, and then choose **Utilities: Telephone**.
7. Click **Save & Close**.
8. From the Banking menu, choose **Use Register**.



- Click **OK** to accept Checking as the account whose register you want to see.



- Close the Checking account register.

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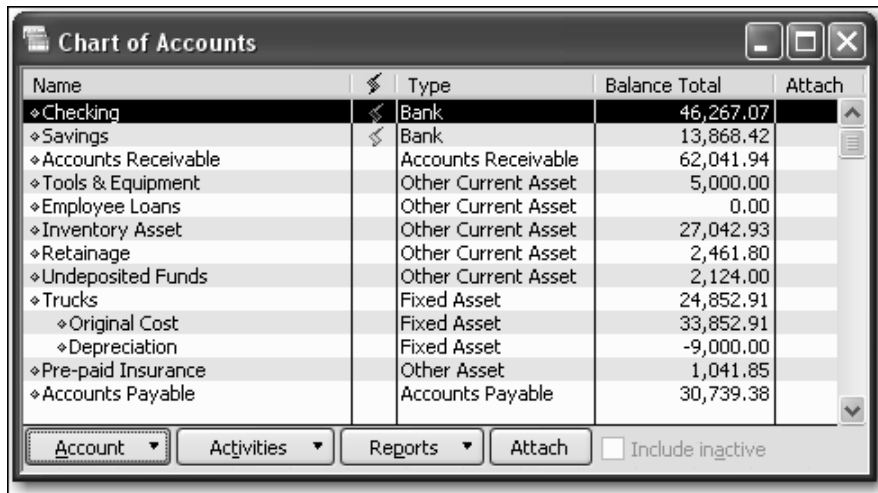
## Notes

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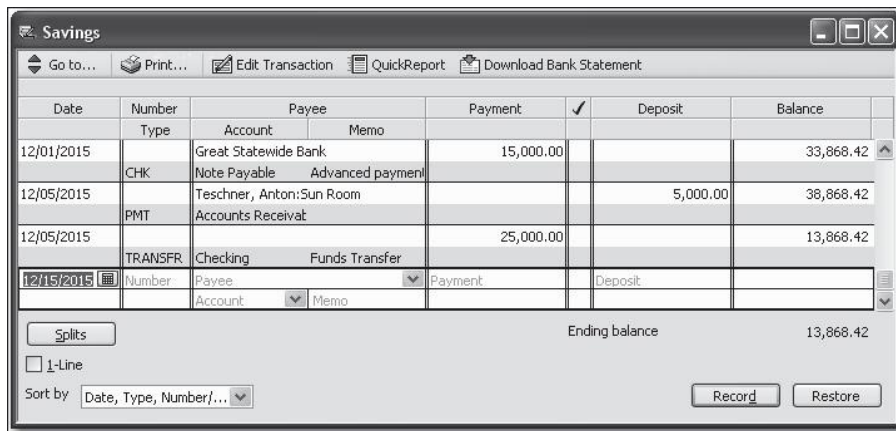
# Using Bank Account Registers

To open a register (when no form is open):

1. From the Lists menu, choose **Chart of Accounts**.



2. In the chart of accounts, double-click the **Savings** account.



3. Review features common to all registers:
  - The register shows every transaction that affects an account's balance and lists them in chronological order.
  - The columns in the register give specific information about the transaction.
  - On every transaction line, QuickBooks shows the account's running balance.
4. Close the Savings register window.
5. Close the Chart of Accounts.

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## Notes

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# Entering a Handwritten Check

Sometimes you need to write a check on the spot for items you did not plan to purchase. QuickBooks lets you write the check, and then enter it later in the checking account register or on the check form.

## To enter a handwritten check in the checking account register:

1. From the Banking menu, choose **Use Register**.
2. Click **OK** to accept Checking.
3. Click in the Number field in the blank transaction at the bottom of the register, then double-click to highlight the number that QuickBooks prefills.
4. Type **1204**, then press Tab.
5. In the Payee field, type **Bayshore Office Supply**, and then press Tab.
6. Click **Quick Add**.



7. Click **OK**
8. In the Payment field, type **99.95**, and then press Tab.
9. In the Account field, type **Of**, and press Tab.

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## Notes

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# Entering a Handwritten Check

10. In the Memo field, type **Office chair**.

Date	Number	Type	Payee Account	Memo	Payment	✓	Deposit	Balance
12/15/2015	To Print		Low Plumbing		45.00			47,098.98
	BILLPMT		Accounts Payable 5-487					
12/15/2015	To Print		Sergeant Insurance		675.00			46,423.98
	CHK		-split-					
12/15/2015	To Print		Cal Telephone		156.91			46,267.07
	CHK		Utilities:Telephone					
12/15/2015	1204		Bayshore Office Supply		99.95		Deposit	
	CHK		Office Supplies	Office Chair				

Splits Ending balance 46,267.07

1-Line

Sort by Date, Type, Number/...

Record Restore

11. Click **Record**.

12. Close the Checking account register.

When you record the transaction, QuickBooks creates a journal entry.

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## Notes

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# Transferring Money Between Accounts

To transfer money:

1. From the Banking menu, choose **Transfer Funds**.

**Transfer Funds Between Accounts**

Previous Next Save Journal Attach

**Transfer Funds**

Date 12/15/2015

Transfer Funds From Savings Account Balance 13,868.42

Transfer Funds To

Online Funds Transfer Transfer Amount \$

Memo Funds Transfer

Save & Close Save & New Clear

2. In the Transfer Funds From field, choose **Checking** from the drop-down list.
3. In the Transfer Funds to Field, choose **Savings** from the drop-down list.

4. In the transfer Amount field, type **5000**.

Transfer Funds Between Accounts

Previous Next Save Journal Attach

**Transfer Funds**

Date 12/15/2015

Transfer Funds From	Checking	Account Balance	46,167.12
Transfer Funds To	Savings	Account Balance	13,868.42

Online Funds Transfer

Transfer Amount \$ 5000

Memo Funds Transfer

Save & Close Save & New Clear

5. Click **Save & Close**.

6. Click **OK** at the message because the money has already been transferred in person.

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## Notes

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# Reconciling Checking Accounts

Your bank sends you a statement for each of your accounts each month. The statement shows all the activity in your account since the previous statement:

- Opening balance
- Ending balance
- Amount of interest earned
- Service charges
- Checks that have cleared the bank
- Deposits made
- Other transactions affecting the balance of the account

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## Notes

# Marking Cleared Transactions

To begin reconciling an account, you need to tell QuickBooks which account you want to reconcile. Then you can provide information from the top part of your bank statement.

## To reconcile your account:

1. From the Banking menu, choose **Reconcile**.

**Begin Reconciliation**

Select an account to reconcile, and then enter the ending balance from your account statement.

Account:  last reconciled on 11/14/2015.

Statement Date:

Beginning Balance: 23,171.79 [What if my beginning balance doesn't match my statement?](#)

Ending Balance:

Enter any service charge or interest earned.

Service Charge	Date	Account
<input type="text" value="0.00"/>	<input type="text" value="02/15/2016"/>	<input type="text" value="Bank Service Charges"/>
Interest Earned	Date	Account
<input type="text" value="0.00"/>	<input type="text" value="02/15/2016"/>	<input type="text"/>

2. In the Account field, make sure **Checking** is selected.
3. In the Statement Date field, type **12/15/2015**.
4. In the Ending Balance field, type **34592.98**.
5. In the Service Charge field, type **14.00**.
6. In the Service Charge Date field, type **12/15/2015**.

**Begin Reconciliation**

Select an account to reconcile, and then enter the ending balance from your account statement.

Account:  last reconciled on 11/14/2015.

Statement Date:

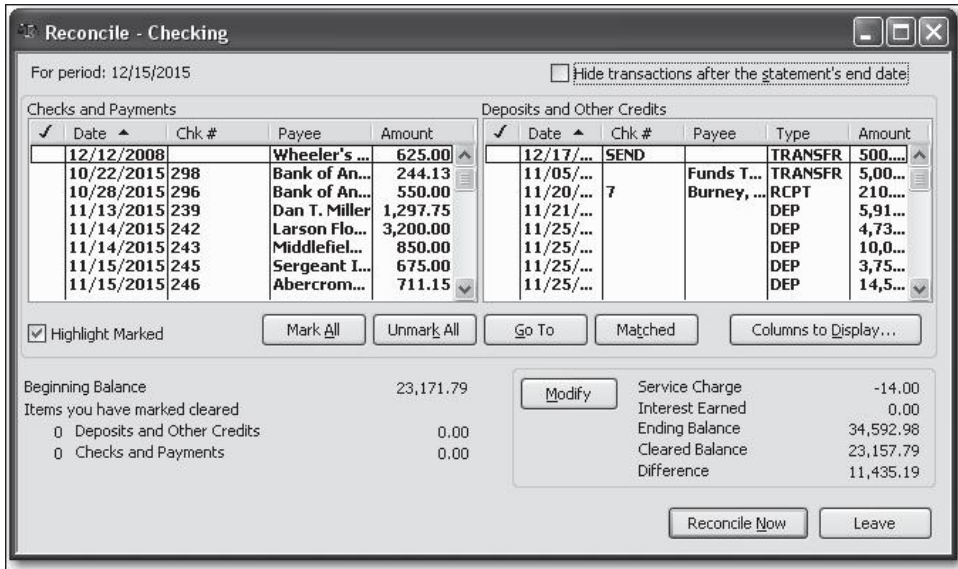
Beginning Balance: 23,171.79 [What if my beginning balance doesn't match my statement?](#)

Ending Balance:

Enter any service charge or interest earned.

Service Charge	Date	Account
<input type="text" value="14.00"/>	<input type="text" value="12/15/2015"/>	<input type="text" value="Bank Service Charges"/>
Interest Earned	Date	Account
<input type="text" value="0.00"/>	<input type="text" value="02/15/2016"/>	<input type="text"/>

7. Click **Continue**.



8. Select **Mark All**.

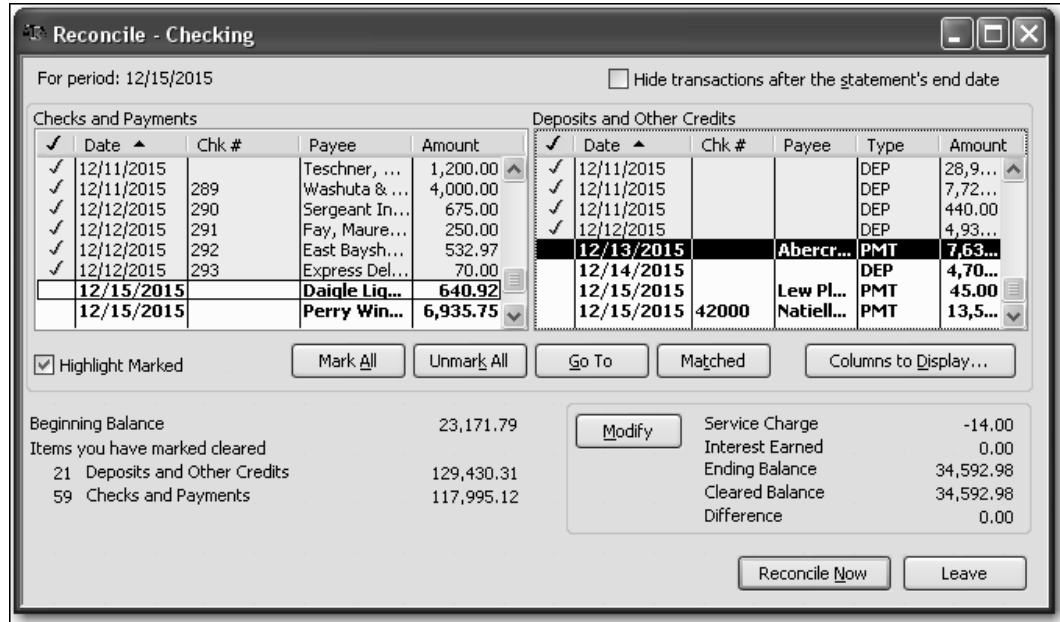
9. In the Checks and Payments section, click to clear the checkmark for Wheeler's Tires on 12/12/2008 as well as all transactions after 12/12/2015.

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## Notes

# Marking Cleared Transactions

10. In the Deposits and Other Credits section—click to clear the checkmarks for the \$500 transfer on 12/17/2007 and all transactions after 12/12/2015.



11. Click **Reconcile Now**.



12. In the Select Reconciliation Report window, make sure **Both** is selected, and then click **Display**.
13. Click **OK** at the message that QuickBooks displays.
14. Examine the two reports to see what they show and then close the report windows.

## Notes

# Viewing Cleared Checks in the Register

To view cleared checks in the register:

1. From the Banking menu, choose **Use Register**.
2. Click **OK** to accept **Checking**.
3. Scroll through the register to view the cleared items.

Date	Number	Payee	Payment	✓	Deposit	Balance
	Type	Account	Memo			
12/11/2015	DED	Bad Check Charges	10.00	✓		35,059.83
	CHK	Bank Service Charge				
12/11/2015	289	Washuta & Son Painting	4,000.00	✓		31,059.83
	BILLPMT	Accounts Payable 123-78				
12/12/2015		-split- Deposit		✓	4,936.12	35,995.95
12/12/2015	290	Sergeant Insurance	675.00	✓		35,320.95
	CHK	-split-				
12/12/2015	291	Fay, Maureen Lynn, CPA	250.00	✓		35,070.95
	BILLPMT	Accounts Payable				
12/12/2015	292	East Bayshore Auto Mall	532.97	✓		34,537.98
	BILLPMT	Accounts Payable Monthly Truck Payme				
12/12/2015	293	Express Delivery Service	70.00	✓		34,467.98
	BILLPMT	Accounts Payable				
12/13/2015		Abercrombie, Kristy:Remodel Bathroom			7,633.28	42,101.26
	PMT	Accounts Receivable				
12/14/2015		-split- Deposit			4,700.00	46,801.26
12/15/2015		Low Plumbing - C			45.00	46,846.26
	PMT	Accounts Receivable See Bill #20001				
Ending balance						41,153.12

1-Line  
 Sort by

4. Close the Checking account register.

## Notes

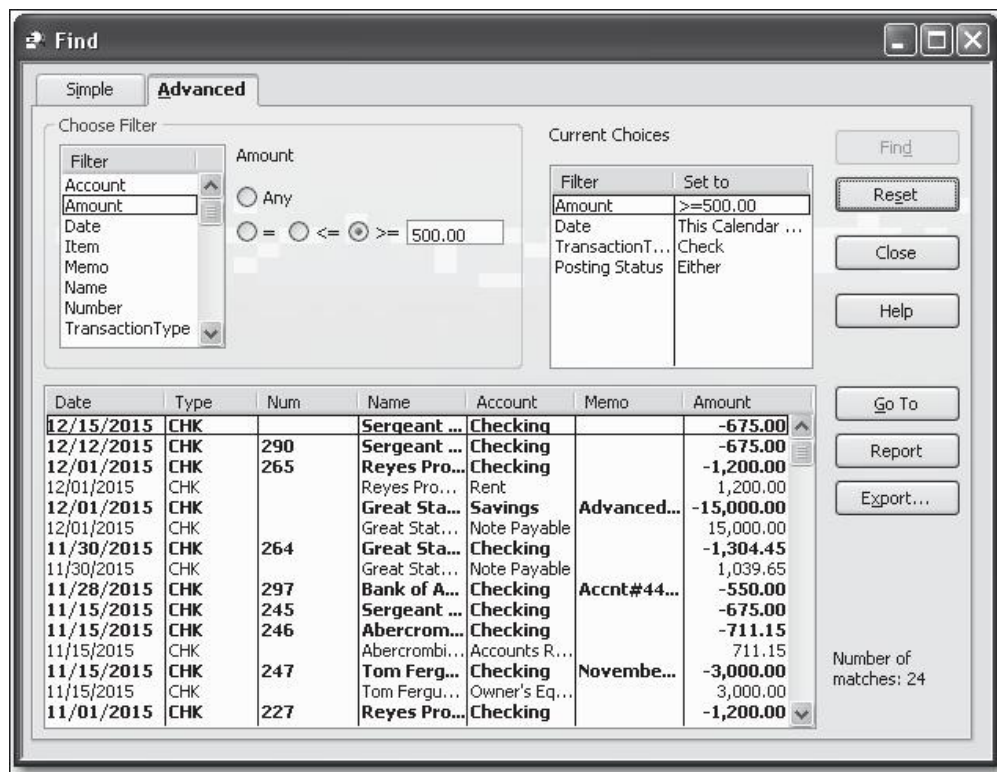
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# Locating Specific Transactions

You can use the QuickBooks Find command to search for specific checks you've written. For example, suppose you want to find all checks greater than or equal to \$500.00 that you've written during the current year.

## To use the Find feature:

1. From the Edit menu, choose **Find** and then select the **Advanced** tab.
2. Select **Transaction Type** from the Choose Filter list.
3. Select **Check** from the list of transaction types.
4. Select **Date** from the Choose Filter list, and then choose **This Calendar Year-to-date**.
5. Select **Amount** from the Choose Filter list, and then click **>=**.
6. Enter **500.00** and click **Find**.



7. Close the Find window.

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## Notes

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# Lesson 4: Working with Bank Accounts

## Review questions

1. What does the ending balance in a QuickBooks bank account register represent?
  - a Only transactions that have been printed
  - b All transactions entered in the register, including checks that haven't yet been printed
2. What preference allows you to have QuickBooks prefill the amount from the previous transaction with a payee?
  - a Automatically prefill last amount for this payee
  - b Automatically prefill last amount for this name
  - c Automatically recall last transaction for this name
  - d Automatically recall previous transaction for this payee
3. What preference allows you to have QuickBooks prefill the expense account from previous transactions with a vendor?
  - a Automatically prefill last account for this vendor
  - b Prefill accounts for vendor based on past transactions
  - c Automatically recall last transaction for this vendor
  - d Prefill accounts for this payee based on the last transaction
4. True or false: All income and expense accounts have a register associated with them in QuickBooks.
  - a True
  - b False
5. \_\_\_\_\_ is the process of making sure that your checking account record matches the bank's record.
6. How can you determine whether or not a check has been cleared in QuickBooks?
  - a A checkmark displays in the bank account register
  - b The word "Cleared" is stamped on the check in QuickBooks
  - c All of the above
  - d None of the above

7. True or false: If you are tracking bills with Accounts Payable and have already entered a bill, you should pay the bill by writing a check from the Write Checks window.
- a** True
  - b** False
8. Which of the following might affect a bank account reconciliation?
- a** Interest
  - b** Depreciation
  - c** Service charges
  - d** Both a and c
  - e** All of the above
9. When would you not want to use the Write Checks window when paying bills?
- a** When paying sales tax
  - b** When paying payroll taxes
  - c** When using a handwritten check
  - d** When paying bills you track with Accounts Payable
  - e** None of the above
  - f** Both a and b
  - g** a, b, and d

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## Review activities

1. Use the checking account register to enter a handwritten check for \$76.95. Use the next available check number and make the check payable to Express Delivery Service, for delivery of a new sign. Assign the check to the Freight & Delivery expense account.
2. Write a QuickBooks check to Bayshore Water for \$143.87 to pay this month's water bill. Assign the check to the Utilities:Water expense account.
3. Find all the checks in the sample file that were written for \$3000.00 and more. How many checks are there?

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# Answers to review questions

1. What does the ending balance in a QuickBooks bank account register represent?
  - a Only transactions that have been printed
  - ✓ b *All transactions entered in the register, including checks that haven't yet been printed*
  
2. What preference allows you to have QuickBooks prefill the amount from the previous transaction with a payee?
  - a Automatically prefill last amount for this payee
  - b Automatically prefill last amount for this name
  - ✓ c *Automatically recall last transaction for this name*
  - d Automatically recall previous transaction for this payee
  
3. What preference allows you to have QuickBooks prefill the expense account from previous transactions with a vendor?
  - a Automatically prefill last account for this vendor
  - ✓ b *Prefill accounts for vendor based on past transactions*
  - c Automatically recall last transaction for this vendor
  - d Prefill accounts for this payee based on the last transaction
  
4. True or false: All income and expense accounts have a register associated with them in QuickBooks.
  - a True
  - ✓ b *False. Only balance sheet accounts (excluding Retained Earnings) have registers associated with them.*
  
5. *Reconciling* is the process of making sure that your checking account record matches the bank's record.
  
6. How can you determine whether or not a check has been cleared in QuickBooks?
  - a A checkmark displays in the bank account register
  - b The word "Cleared" is stamped on the check in QuickBooks
  - ✓ c *All of the above*
  - d None of the above

7. True or false: If you are tracking bills with Accounts Payable and have already entered a bill, you should pay the bill by writing a check from the Write Checks window.
- a** True
  - ✓ **b** *False You should use the Pay Bills window to write the check.*
8. Which of the following might affect a bank account reconciliation?
- a** Interest
  - b** Depreciation
  - c** Service charges
  - ✓ **d** *Both a and c*
  - e** All of the above
9. When would you not want to use the Write Checks window when paying bills?
- a** When paying sales tax
  - b** When paying payroll taxes
  - c** When using a handwritten check
  - d** When paying bills you track with Accounts Payable
  - e** None of the above
  - f** Both a and b
  - ✓ **g** *a, b, and d*