

Intuit ProLine

QuickBooks 2011 Student Guide

Working with Lists

Lesson 3

Lesson Objectives

- To edit the company chart of accounts
- To add a new customer to the Customers & Jobs list
- To add a new vendor to the Vendor list
- To learn about custom fields, and to practice adding custom fields
- To see how to manage lists in QuickBooks

Notes

Using QuickBooks Lists

QuickBooks lists organize a wide variety of information, including data on customers, vendors, inventory items, and more. Lists save you time by helping you enter information consistently and correctly. Such as:

- Names, addresses and other information about customers
- Contact information for vendors
- Descriptions and prices for products and services

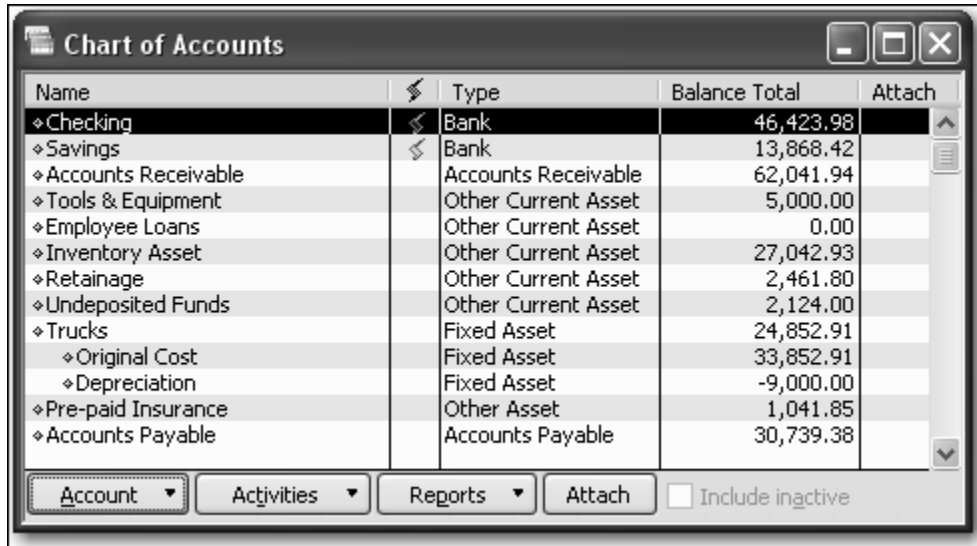
Notes

Editing the Chart of Accounts

The chart of accounts is your most important list because it shows how much your business has, how much it owes, how much money you have coming in, and how much you're spending.

To display the chart of accounts:

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



Name	Type	Balance Total	Attach
◊Checking	Bank	46,423.98	
◊Savings	Bank	13,868.42	
◊Accounts Receivable	Accounts Receivable	62,041.94	
◊Tools & Equipment	Other Current Asset	5,000.00	
◊Employee Loans	Other Current Asset	0.00	
◊Inventory Asset	Other Current Asset	27,042.93	
◊Retainage	Other Current Asset	2,461.80	
◊Undeposited Funds	Other Current Asset	2,124.00	
◊Trucks	Fixed Asset	24,852.91	
◊Original Cost	Fixed Asset	33,852.91	
◊Depreciation	Fixed Asset	-9,000.00	
◊Pre-paid Insurance	Other Asset	1,041.85	
◊Accounts Payable	Accounts Payable	30,739.38	

Account Activities Reports Attach Include inactive

2. Scroll through the list.

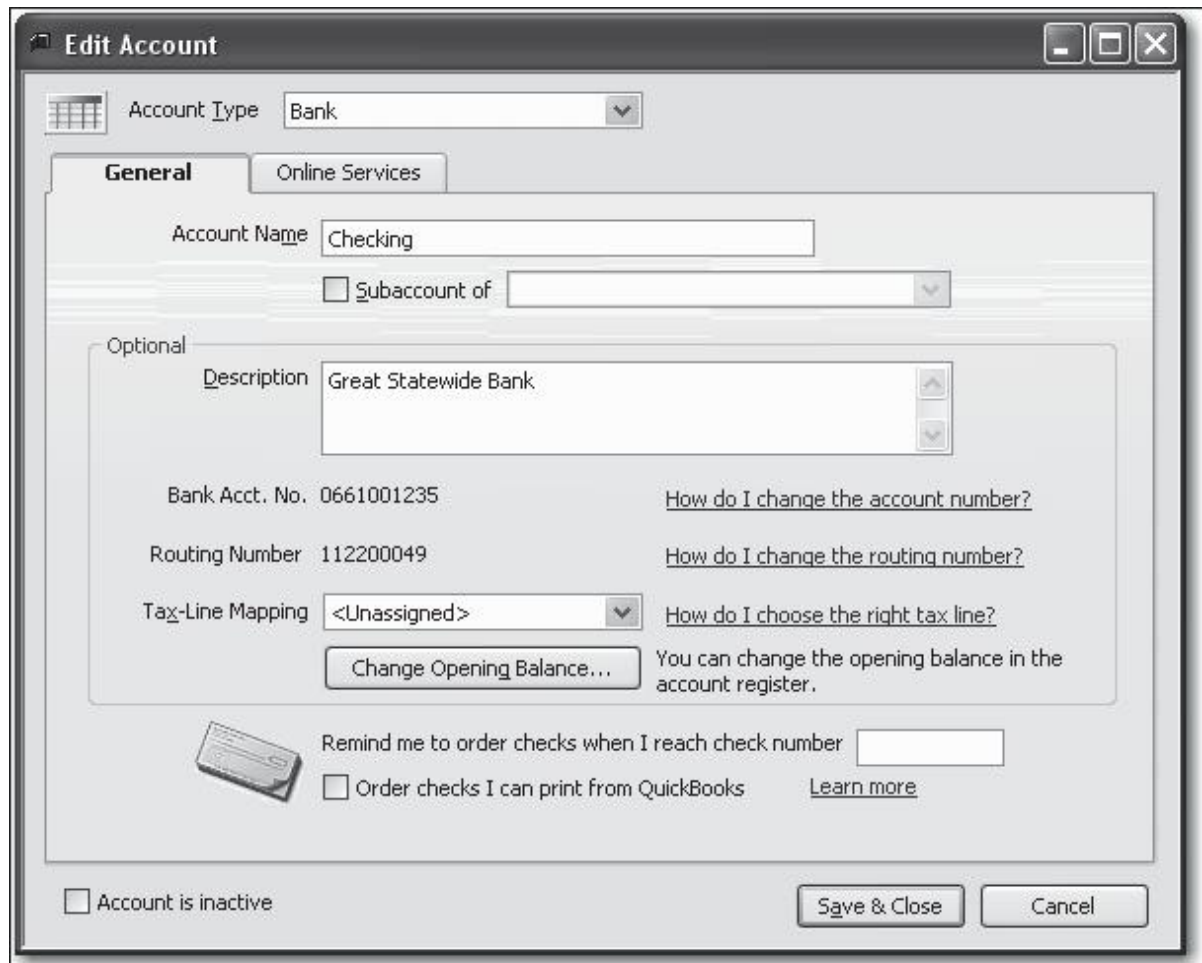
The Chart of accounts displays balance sheet accounts first, followed by income and expense accounts.

Notes

Editing an Account

To edit an account:

1. In the chart of accounts, select **Checking**.
2. Click the **Account** menu button, and then select **Edit Account**.
3. In the Description field, type **Great Statewide Bank**.



Edit Account

Account Type: Bank

General | Online Services

Account Name: Checking

Subaccount of: [Dropdown]

Optional


Description: Great Statewide Bank

Bank Acct. No. 0661001235 [How do I change the account number?](#)

Routing Number 112200049 [How do I change the routing number?](#)

Tax-Line Mapping: <Unassigned> [How do I choose the right tax line?](#)

You can change the opening balance in the account register.

 Remind me to order checks when I reach check number [Text Box]

Order checks I can print from QuickBooks [Learn more](#)

Account is inactive

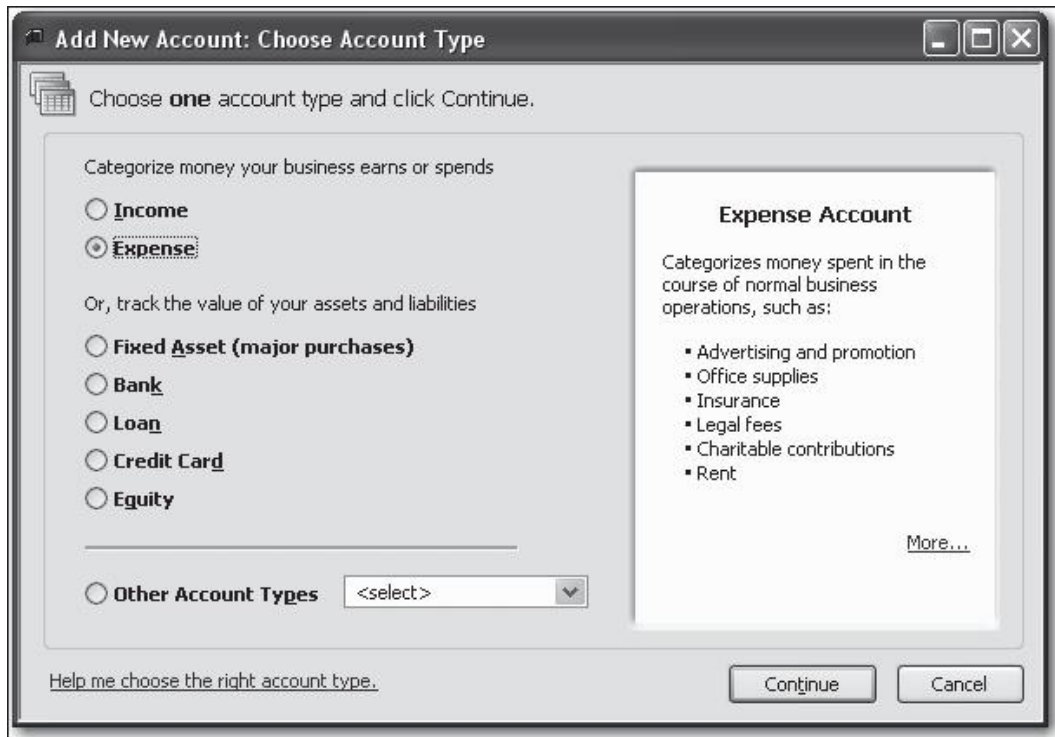
4. Click **Save & Close**.

Notes

Adding a Subaccount

To add a subaccount:

1. In the chart of accounts, click the Account menu button and then choose **New**.
2. Select **Expense**.



3. Click **Continue**.
4. In the Account Name field, type **Trade Pubs**.
5. Select the "Subaccount of" checkbox, and then select **Dues and Subscriptions** in the drop-down list.

Notes

6. In the Description field, type **Trade Publications**.

The screenshot shows the 'Add New Account' dialog box. At the top, the title is 'Add New Account'. Below the title bar, there is a grid icon and a dropdown menu for 'Account Type' set to 'Expense'. The main area contains several fields: 'Account Name' with the value 'Trade Pubs', a checked checkbox for 'Subaccount of' with a dropdown set to 'Dues and Subscriptions', an 'Optional' section containing a 'Description' field with 'Trade Publications', a 'Note' field, and a 'Tax-Line Mapping' dropdown set to '<Unassigned>' with a link 'How do I choose the right tax line?'. At the bottom right, there are three buttons: 'Save & Close', 'Save & New', and 'Cancel'.

7. Click **Save & Close**.

QuickBooks displays the new subaccount in the chart of accounts list.

◆ Dues and Subscriptions	Expense	
◆ Trade Pubs	Expense	
◆ Union Dues	Expense	

8. Close the chart of accounts.

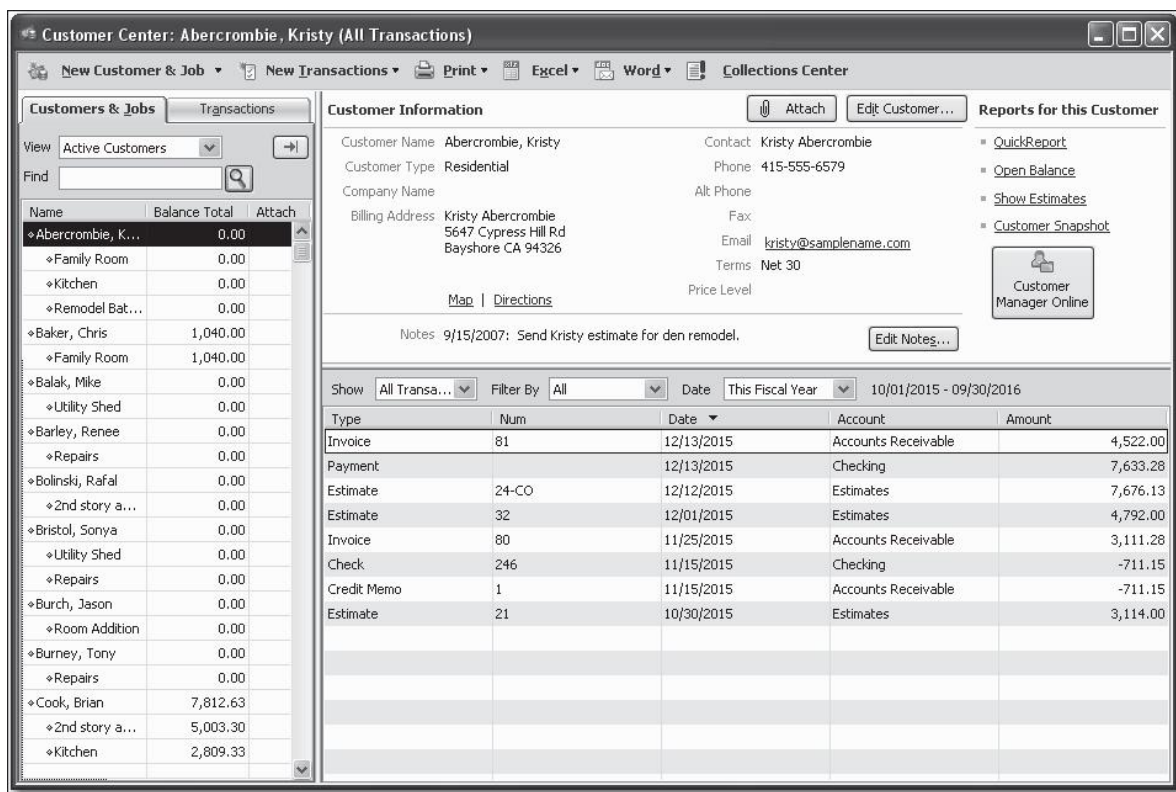
Notes

Working with the Customers & Jobs List

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

To add new customers:

1. Click **Customer Center** in the icon bar.



2. Click the **New Customer & Job** menu button (at the top of the Customer Center), and select **New Customer**.

Notes

QuickBooks displays the New Customer window.

The New Customer window is where you enter all the information about a new customer, including billing and shipping addresses, contacts, credit limit, and payment terms. QuickBooks uses the information you enter to complete invoices, bills, and receipts. When you're setting up your company file, you use this window to record customers' opening balances.

3. In the Customer Name field type **Godwin Manufacturing**.
4. In the Company Name field on the Address Info tab, type **Godwin Manufacturing**, and then press Tab.
5. In the Bill To field, click at the end of the line below the company name and press Enter.
6. Type **376 Pine Street**, and then press Enter.
7. On the next line of the Bill To field, type **Bayside, OR 64326**.

Notes

8. Click **Copy** to have QuickBooks copy the billing address to the Ship To field.

Add Shipping Address Information

Name

Address Name

Address

City

State / Province

Zip / Postal Code

Country / Region

Note

Show this window again when address is incomplete or unclear

Default shipping address

OK

Cancel

9. Click **OK** to use this address as the Ship To address.

Notes

10. Continue filling out the customer information by providing the following information:

Contact: **John Godwin**
Phone: **325-555-9841**
Fax: **325-555-0012**
Alt Contact: **Tracy Heldt**

New Customer

Customer Name: Godwin Manufacturing

Opening Balance: [] as of 12/15/2015 [] [How do I determine the opening balance?](#)

Address Info | Additional Info | Payment Info | Job Info

Company Name: Godwin Manufacturing | Contact: John Godwin

Mr./Ms./...: [] | Phone: 325-555-9841

First Name: [] M.I.: [] | FAX: 325-555-0012

Last Name: [] | Alt. Phone: []

| Alt. Contact: Tracy Heldt

| E-mail: []

| Cc: []

Addresses

Bill To: Godwin Manufacturing
376 Pine Street
Bayside, OR 64326

Ship To: Ship To 1
Godwin Manufacturing
376 Pine Street
Bayside, OR 64326

Copy >>

Edit | Add New | Edit | Delete

Default shipping address

Customer Manager Online

Customer is inactive

OK
Cancel
Next
Help

Notes

Providing additional customer information

You've just completed the Address Info tab for a new customer. The Additional Info tab is where you can provide other important information, such as customer type (if you want to categorize your customers in some way), payment terms, and sales tax information.

To add additional information to a customer record:

1. Click the **Additional Info** tab.
2. In the Type field, type **Industrial**.
3. Press Tab.
4. Click the **Quick Add** button to add the customer type to the list.
5. In the Terms field, type **Net 30**.
6. In the Tax Code field, select **Non**.
7. In the Tax Item drop-down list, select **Out of State**.

The screenshot shows the 'New Customer' dialog box with the 'Additional Info' tab selected. The 'Customer Name' field contains 'Godwin Manufacturing'. The 'Opening Balance' field is empty, and the 'as of' date is '12/15/2015'. The 'Additional Info' tab is active, showing the following fields:

- Categorizing and Defaults:**
 - Type: Industrial (dropdown)
 - Terms: Net 30 (dropdown)
 - Rep: (dropdown)
 - Preferred Send Method: None (dropdown)
- Sales Tax Information:**
 - Tax Code: Non (dropdown)
 - Tax Item: Out of State (dropdown)
 - Resale Number: (text field)
- Price Level:** (dropdown)
- Custom Fields:**
 - Contract #: (text field)
 - B-Day: (text field)
 - Spouse's Name: (text field)
- Buttons:** OK, Cancel, Next, Help, Define Fields, Customer Manager Online.
- Other:** Customer is inactive (checkbox).

Notes

Providing additional customer information

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

To add payment and credit information to a customer record:

1. Click **Payment Info** tab.
2. In the Credit Limit field, type **2000**.
3. In the Preferred Payment Method drop-down list, choose **Check**.

The screenshot shows the 'New Customer' dialog box with the 'Payment Info' tab selected. The 'Customer Name' field contains 'Godwin Manufacturing'. The 'Opening Balance' field is empty, and the 'as of' date is '12/15/2015'. The 'Address Info', 'Additional Info', 'Payment Info', and 'Job Info' tabs are visible. The 'Account No.' field is empty. The 'Credit Limit' field contains '2,000.00'. The 'Preferred Payment Method' dropdown menu is set to 'check'. Below it, there are fields for 'Credit Card No.', 'Exp. Date', 'Name on card', 'Address', and 'Zip / Postal Code'. A link 'Can I save the Card Security Code?' is present. On the right side, there are buttons for 'OK', 'Cancel', 'Next', and 'Help'. A checkbox labeled 'Customer is inactive' is unchecked. At the bottom right, there is a button labeled 'Customer Manager Online'.

4. Click **OK** to add the customer and close the New Customer window.
5. Close the Customer Center.

Notes

Working with the Employee Center

To add a new employee:

1. Click **Employee Center** in the icon bar.

Employee Center: Dan T. Miller

New Employee... Manage Employee Information Print Enter Time Excel Word

Employees Transactions Payroll

View Active Employees

Name
Dan T. Miller
Elizabeth N. Mason
Gregg O. Schneider

Employee Information Attach Edit Employee...

Employee Name Dan T. Miller Phone 555-2601
Address Dan Miller 195 Spruce Ave, #202 Bayshore, CA 94326 Cellular Alt Phone
Map | Directions
Email Send to: Dan T. Miller
Notes Edit Notes...

Reports for this Employee

- QuickReport
- Payroll Summary
- Paid Time Off Report
- Payroll Transaction Detail
- Learn About Payroll

Show All Transacti... Date This Calendar Year 01/01/2015 - 12/31/2015

Transaction Type	Date	Paid Through	Account	Amount
Paycheck	12/10/2015	12/10/2015	Great Statewide Bank	1,320.07
Paycheck	11/27/2015	11/27/2015	Great Statewide Bank	1,297.76
Paycheck	11/13/2015	11/13/2015	Great Statewide Bank	1,297.75
Paycheck	10/30/2015	10/30/2015	Great Statewide Bank	1,297.74
YTD Adjustment	10/15/2015	10/15/2015	Great Statewide Bank	1,272.75
YTD Adjustment	10/01/2015	10/01/2015	Great Statewide Bank	1,265.55
YTD Adjustment	09/17/2015	09/17/2015		1,264.78
YTD Adjustment	09/03/2015	09/03/2015		1,264.78
YTD Adjustment	08/20/2015	08/20/2015		1,264.78
YTD Adjustment	08/06/2015	08/06/2015		1,264.76
YTD Adjustment	07/23/2015	07/23/2015		1,264.78
YTD Adjustment	07/09/2015	07/09/2015		1,264.78
YTD Adjustment	06/30/2015	06/30/2015		8,105.06
YTD Adjustment	03/31/2015	03/31/2015		8,055.05

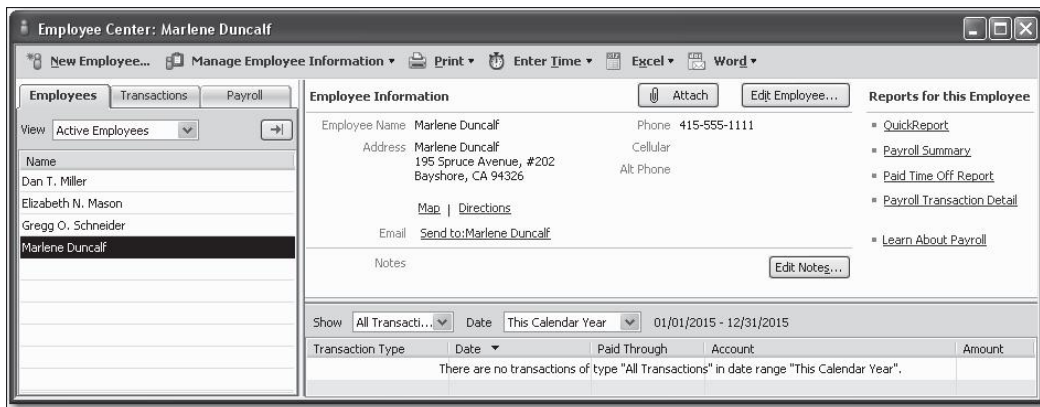
2. Click **New Employee** at the top of the Employee Center.
3. In the First Name field, type **Marlene**.
4. In the Last Name field, type **Duncalf**, and then press Tab.
5. In the SS No. field, type **123-45-6789**.
6. In the Gender field, select **Female**.

Notes

Working with the Employee Center

7. In the Date of Birth field, type **7/18/82**.
8. Click the **Address and Contact** tab.
9. In the Address field, type **195 Spruce Avenue, #202**.
10. For the City, State, and Zip fields, type **Bayshore, CA 94326**.
11. In the Phone field, type **415-555-1111**.
12. In the Change tabs field, select **Employment Info**.
13. In the Hire Date field, type **11/26/2000**.
14. Click **OK**.
15. When QuickBooks asks if you want to set up payroll information, click **Leave As Is**.

QuickBooks updates and displays the Employee list with the new employee's name added



16. Close the Employee Center.

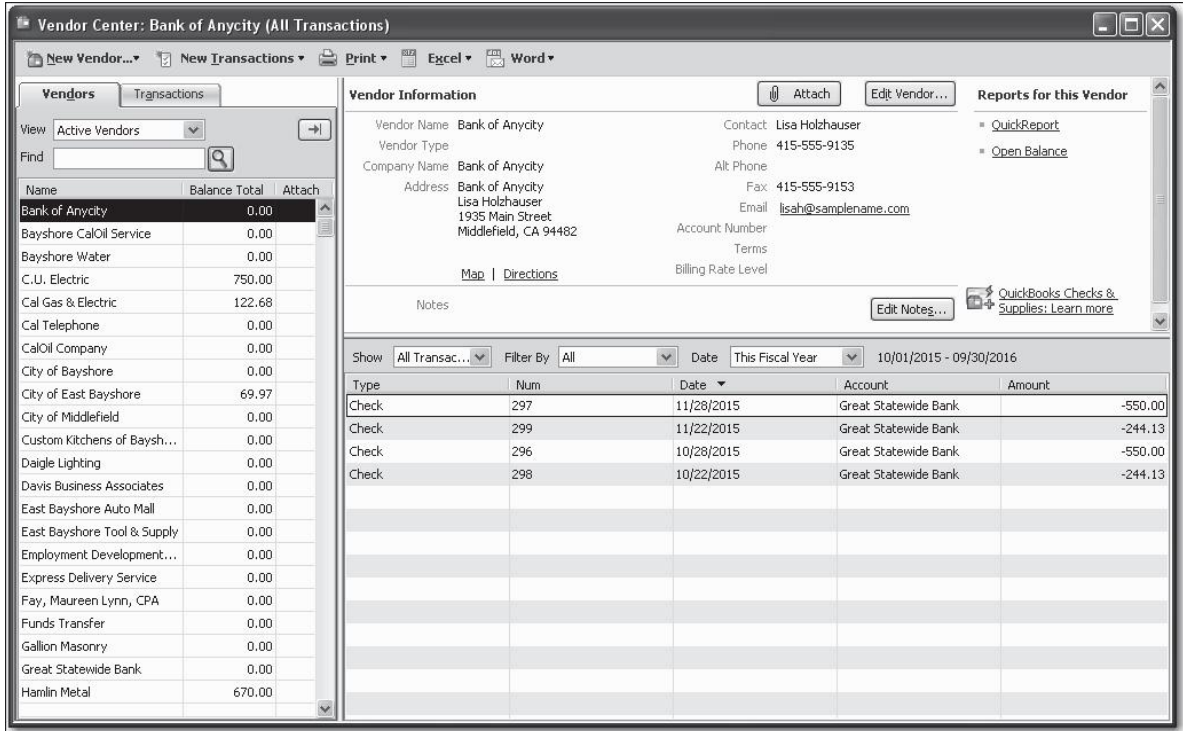
Notes

Working with the Vendor Center

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

To add a new vendor:

1. Click **Vendor Center** in the icon bar.



2. Click **New Vendor** at the top of the Vendor Center and choose **New Vendor**.
3. In the Vendor name field, type **Hughes Electric**.

Notes

4. In the Company Name field, type **Hughes Electric**, and then press Tab.
5. Click in the Name and Address field, after the company name displayed on the first line, and press Enter.
6. On the second line of the Address field, type **P.O. Box 2316**.
7. Press Enter to move to the next line.
8. Type **Middlefield, CA 94432**.
9. Click Copy to use the Billed from Address as the Ship From Address.
10. Click OK in the Add Shipping Address Information window.
11. In the Contact field, type **David Hughes**.
12. In the Phone field, type **510-555-6666**.
13. In the Fax field, type **510-555-6667**.

New Vendor

Vendor Name: Hughes Electric

Opening Balance: [] as of 12/15/2015 [How do I determine the opening balance?](#)

Address Info | Additional Info | Account Prefill

Company Name: Hughes Electric | Contact: David Hughes

Mr./Ms./...: [] | Phone: 510-555-6666

First Name: [] M.I.: [] | FAX: 510-555-6667

Last Name: [] | Alt. Phone: []

Alt. Contact: []

E-mail: []

Cc: []

Print on Check as: Hughes Electric

Vendor is inactive

Addresses

Billed From Address: Hughes Electric, P.O. Box 2316, Middlefield, CA 94432

Shipped From Address: Hughes Electric, P.O. Box 2316, Middlefield, CA 94432

Buttons: OK, Cancel, Next, Help, Copy >>, Edit

Notes

To add information to a vendor record:

1. Click the **Additional Info** tab.
2. In the Account No. field, type **123-445**.
3. In the Type field, type **Subcontractors**.
4. In the Terms field, choose **2% 10 Net 30**.
5. In the Credit Limit field, type **2000** and press Tab.
6. Click **OK**.

The screenshot shows the 'New Vendor' dialog box with the following details:

- Vendor Name:** Hughes Electric
- Opening Balance:** [Empty] as of **12/15/2015**
- Account No.:** 123-445
- Billing Rate Level:** [Dropdown]
- Account Prefill:** [Dropdown]
- Additional Info Tab:**
 - Categorizing and Defaults:**
 - Type:** Subcontractors
 - Terms:** 2% 10 Net 30
 - Credit Limit:** 2,000.00
 - Tax ID:** [Empty]
 - Vendor eligible for 1099
- Custom Fields:**
 - Discount Available:** [Empty]
 - Define Fields:** [Button]

- Right Side:**
- Vendor is inactive
- Buttons:** OK, Cancel, Next, Help

7. Close the Vendor Center.

Notes

Adding Custom Fields

QuickBooks lets you add custom fields to the Customers & Jobs, Vendor, Employee, and Item lists. Custom fields give you a way to track additional information specific to your business.

To add custom fields:

1. Click **Customer Center** in the icon bar.
2. In the Customers & Jobs list, select **Cook, Brian**.
3. Click the **Edit Customer** button.

Edit Customer

Customer Name: Cook, Brian

Current Balance: 7,812.63 How do I adjust the current balance?

Address Info Additional Info Payment Info

Company Name: Contact: Brian or Carol

Mr./Ms./...: Mr. Phone: 415-555-2248

First Name: Brian M.I.: K. FAX:

Last Name: Cook Alt. Phone: 555-0220

Alt. Contact: Brian (work number)

E-mail: bcook@samplename.com

Cc:

Customer is inactive

Addresses:

Bill To: Brian K. Cook
345 Cherry Lane
Middlefield CA 94482 Copy >>

Ship To: Bill To

Edit Add New Edit Delete

Default shipping address

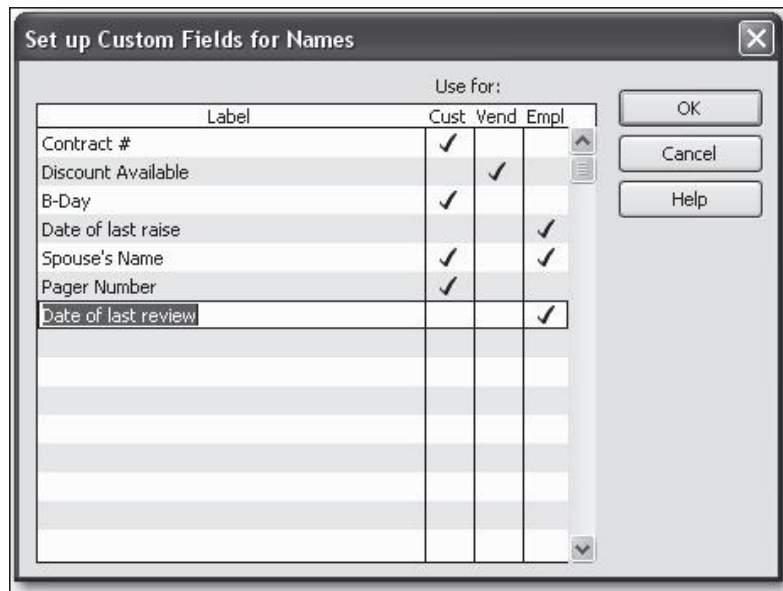
OK Cancel Notes Help

Customer Manager Online

Notes

4. Click the **Additional Info** tab.

5. Click **Define Fields**.
6. Click below Spouse's name in the Label column and type **Pager Number**.
7. Click the **Cust** column.
8. Click the **Vend** column.
9. In the next line of the Label column, type **Date of last review**.
10. Click the **Emp** column.



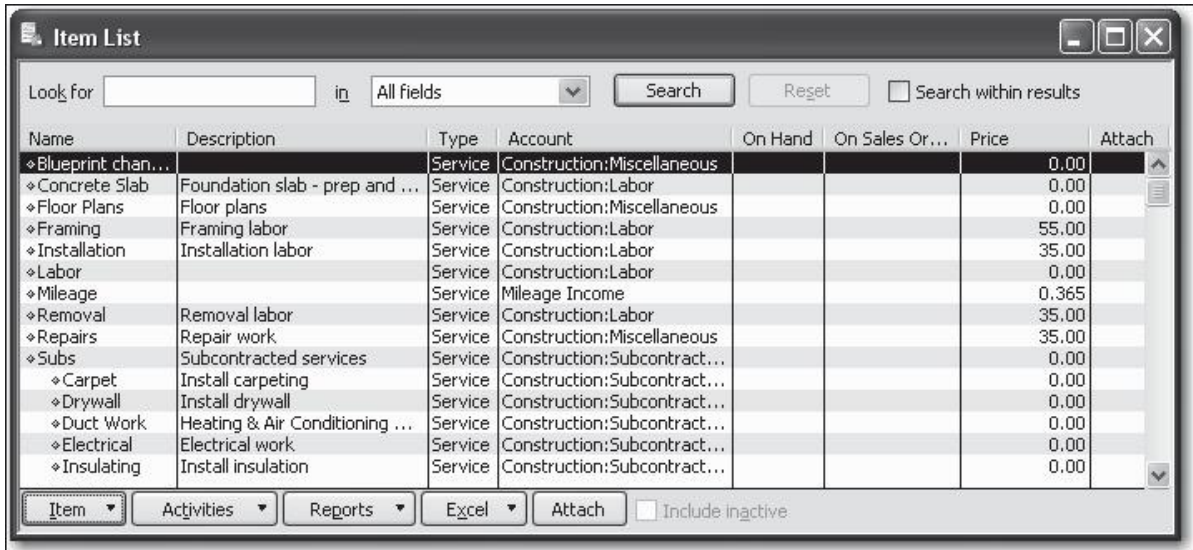
11. Click **OK**.
12. If you see an informational message, click **OK**.
13. In the Pager Number field, type **415-555-9876**.
14. Click **OK** to close the Edit Customer window.
15. Close the Customer Center.

Notes

Adding Custom Fields

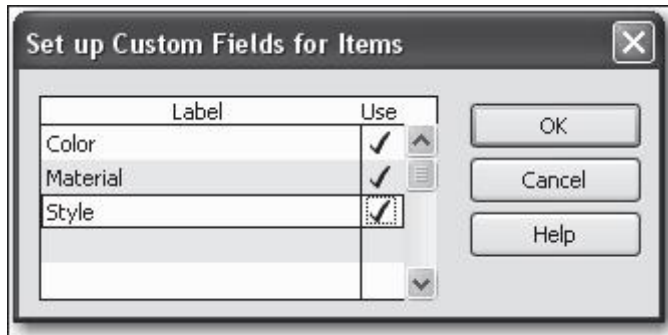
To add custom fields for items:

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



2. In the Item list, select **Lk Doorknobs**.

3. Click the **Item** menu button, and then choose **Edit Item**.
4. Click **Custom Fields**.
5. Click **Define Fields**.
6. Click the Label field below Material and type **Style**, then click the **Use** column.



7. Click **OK** to close the window.
8. In the “Custom Fields for Lk Doorknobs” window, type **Round** in the Style field.



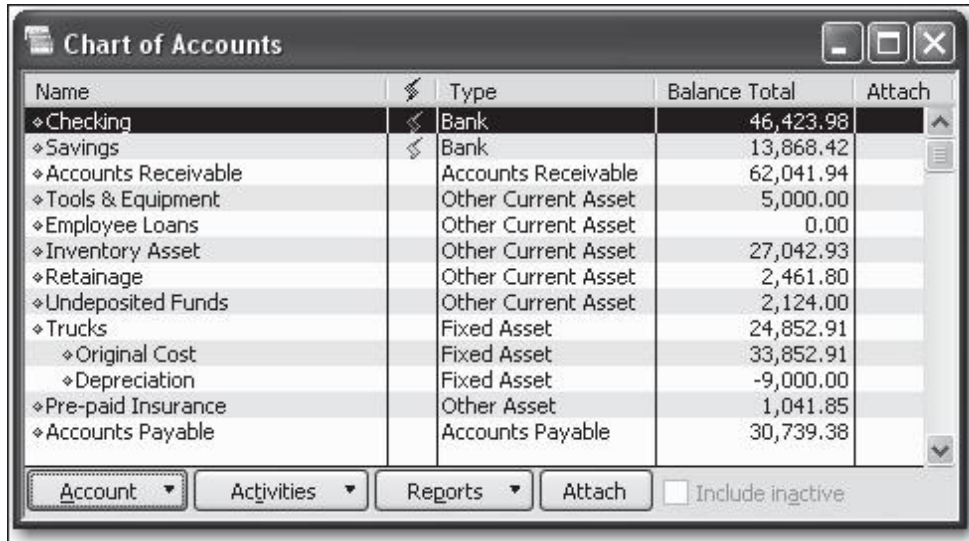
9. Click **OK** to close the Custom Fields for Lk Doorknobs window, and then click **OK** to close the Edit Item window.
10. Close the Item list.

Notes

Managing Lists

To sort a list manually:

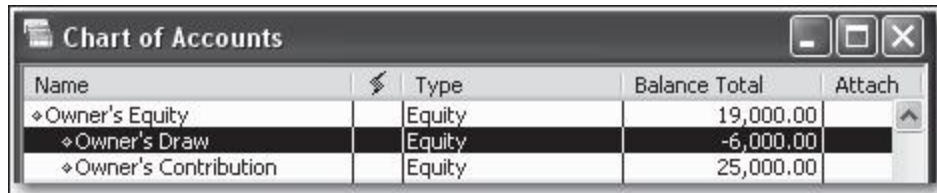
1. From the Lists menu, choose **Chart of Accounts**.



Name	Type	Balance Total	Attach
◊Checking	Bank	46,423.98	
◊Savings	Bank	13,868.42	
◊Accounts Receivable	Accounts Receivable	62,041.94	
◊Tools & Equipment	Other Current Asset	5,000.00	
◊Employee Loans	Other Current Asset	0.00	
◊Inventory Asset	Other Current Asset	27,042.93	
◊Retainage	Other Current Asset	2,461.80	
◊Undeposited Funds	Other Current Asset	2,124.00	
◊Trucks	Fixed Asset	24,852.91	
◊Original Cost	Fixed Asset	33,852.91	
◊Depreciation	Fixed Asset	-9,000.00	
◊Pre-paid Insurance	Other Asset	1,041.85	
◊Accounts Payable	Accounts Payable	30,739.38	

2. Click the diamond to the left of the Owner's Draw subaccount of Owner's equity.
3. Click and hold the mouse button, and drag the pointer upward until you see a dotted line directly below Owner's Equity.
4. Release the left mouse button to drop the account in the new position.

The Owner's Draw account is now directly under the Owner's Equity account.



Name	Type	Balance Total	Attach
◊Owner's Equity	Equity	19,000.00	
◊Owner's Draw	Equity	-6,000.00	
◊Owner's Contribution	Equity	25,000.00	

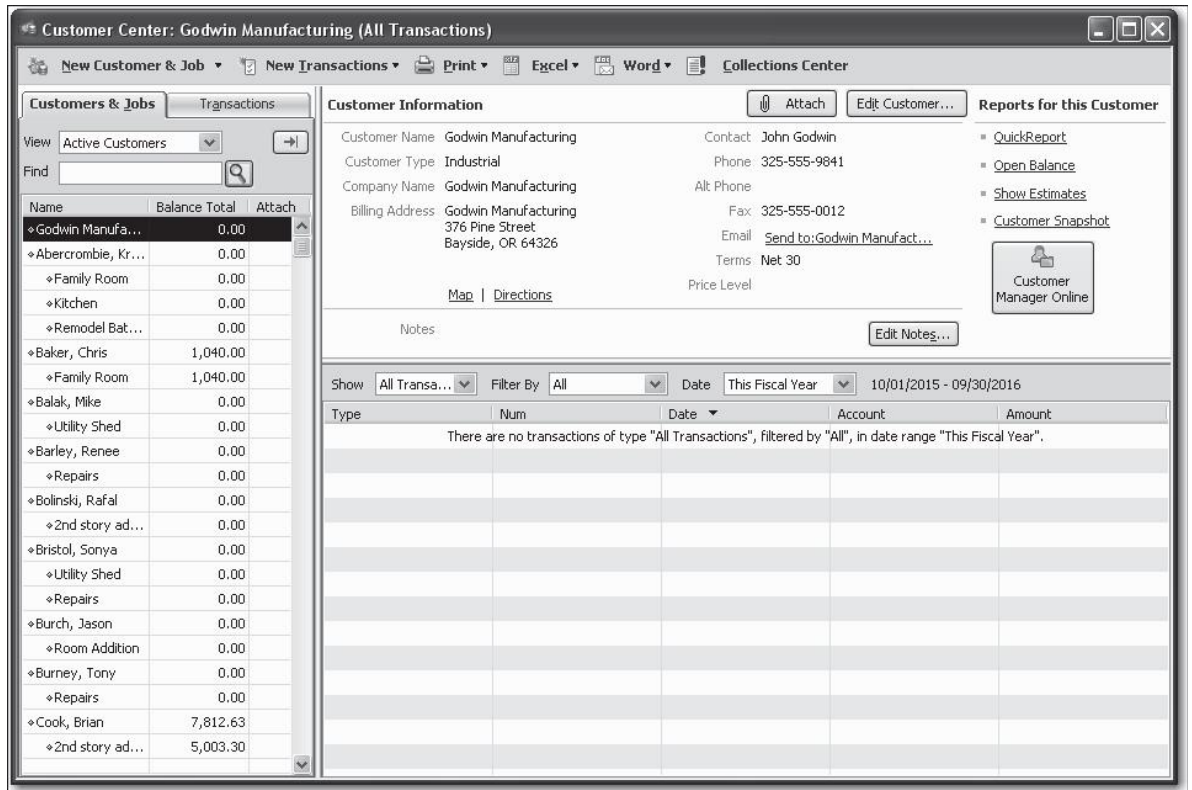
5. To re-sort the list alphabetically, click the **Account** menu button, and select **Re-sort List**.
6. Click **OK**.
7. Close the chart of accounts.

Notes

Managing Lists

To sort a list in descending order:

1. Click **Customer Center** on the icon bar to display the Customer Center and Customers & Jobs List.



2. Click the arrow to the right of the View drop-down list to expand the Customers & Jobs list.
 3. Click the **Balance Total** column heading.
 4. Click the column heading again.
 5. To return to the order you started with, click the large diamond to the left of the Name column heading.
 6. Click the collapse arrow to the right of the window to collapse the Customers & Jobs list.
 7. Close the Customer Center.
-

Notes

Managing Lists

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

To merge items on a list:

1. From the Vendors menu, choose **Vendor Center**.
2. Double-click the entry for Hughes Electric.

Edit Vendor

Vendor Name: Hughes Electric

Current Balance: 0.00 How do I adjust the current balance?

Address Info Additional Info Account Prefill

Company Name: Hughes Electric Contact: David Hughes

Mr./Ms./...: Phone: 510-555-6666

First Name: M.I.: FAX: 510-555-6667

Last Name: Alt. Phone: Alt. Contact:

E-mail: Cc:

Print on Check as: Hughes Electric

Addresses

Billed From Address: Hughes Electric, P.O. Box 2316, Middlefield, CA 94432

Shipped From Address: Hughes Electric, P.O. Box 2316, Middlefield, CA 94432

Buttons: OK, Cancel, Notes, Help, Vendor is inactive checkbox, Edit, Copy >>

3. In the Vendor Name field, type **C.U. Electric**.
4. Click **OK**.
5. Click **Yes**.
6. Close the Vendor Center.

Notes

Managing Lists

You can rename any list item. When you make the change, QuickBooks automatically modifies all existing transactions containing the item.

To rename a list item in the chart of accounts:

1. From the Lists menu, choose **Chart of Accounts** to display the chart of accounts for Rock Castle Construction.
2. In the chart of accounts, select **Checking**.
3. Click the **Account** menu button, and choose **Edit Account**.
4. In the Account Name field, type **Master Checking Account**.
5. Click **Save & Close**.

Name	Type	Balance Total	Attach
◊Master Checking Account	Bank	46,423.98	
◊Savings	Bank	13,868.42	
◊Accounts Receivable	Accounts Receivable	62,041.94	
◊Employee Loans	Other Current Asset	0.00	
◊Inventory Asset	Other Current Asset	27,042.93	
◊Retainage	Other Current Asset	2,461.80	
◊Tools & Equipment	Other Current Asset	5,000.00	
◊Undeposited Funds	Other Current Asset	2,124.00	
◊Trucks	Fixed Asset	24,852.91	
◊Depreciation	Fixed Asset	-9,000.00	
◊Original Cost	Fixed Asset	33,852.91	
◊Pre-paid Insurance	Other Asset	1,041.85	
◊Accounts Payable	Accounts Payable	30,739.38	
◊CalOil Card	Credit Card	71.02	

6. Close the chart of accounts.

Notes

Managing Lists

You can delete list items if you have not used them in any transactions. If you try to delete a list item that is used in a transaction, QuickBooks displays a warning that the item can't be deleted. If you don't want to use a list item but you can't delete it, you can make it inactive.

To make a list item inactive:

1. On the Home page, click the **Customers** button (left side of the Home page).
2. Select **Milner, Eloyse** in the list. (Select her name, not the job.)
3. Right-click the name and choose **Make Customer:Job Inactive**.
4. To see inactive list items, choose **All Customers** from the View drop-down list.

✕	Name	Balance Total	Attach
◊	Johnson, Gordon	0.00	→
	◊ Utility Shed	0.00	
◊	Keenan, Bridget	0.00	
	◊ Storage Shed	0.00	
	◊ Sun Room	0.00	
◊	Lamb, Brad	0.00	
	◊ Room Addition	0.00	
◊	Lew Plumbing - C	175.00	
◊	Luke, Noelani	0.00	
	◊ Kitchen	0.00	
	◊ Remodel Bathroom	0.00	
◊	Melton, Johnny	4,999.50	
	◊ Dental office	4,999.50	
◊	Memeo, Jeanette	0.00	
	◊ 2nd story addition	0.00	
	◊ Utility Shed	0.00	
✕	◊ Milner, Eloyse	0.00	
✕	◊ Room addition	0.00	
	◊ Morgenthaler, Jenny	271.53	
	◊ Room Addition	0.00	
◊	Natiello, Ernesto	-622.26	
	◊ Kitchen	-622.26	

5. Leave the Customer Center open to use in the next exercise.

Notes

Printing a List

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

To print the Customers & Jobs list:

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

Notes

Printing a List

To print information on one customer:

1. In the Customers & Jobs list, select the customer whose details you want to print.
2. Click the **Print** menu button, and then choose **Customer & Job Information**.
3. Click **Print**.

Notes

Printing a List

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

To print information for selected customers:

1. From the Reports menu, choose **List**, and then choose **Customer Contact List** from the submenu.
2. Click **Modify Report**.
3. Click the **Filters** tab.
4. Select **Customer** in the Filter list.
5. In the Customer field, choose **Multiple customers/jobs**.
6. Make sure **Manual** is selected then click to put a checkmark next to those customers for which you want to print contact information.
7. Click **OK** to close the Select Customer:Job window.
8. Click **OK** to close the Modify Report window.
9. Print the report.
10. Close the report window.
11. Close the customer center.

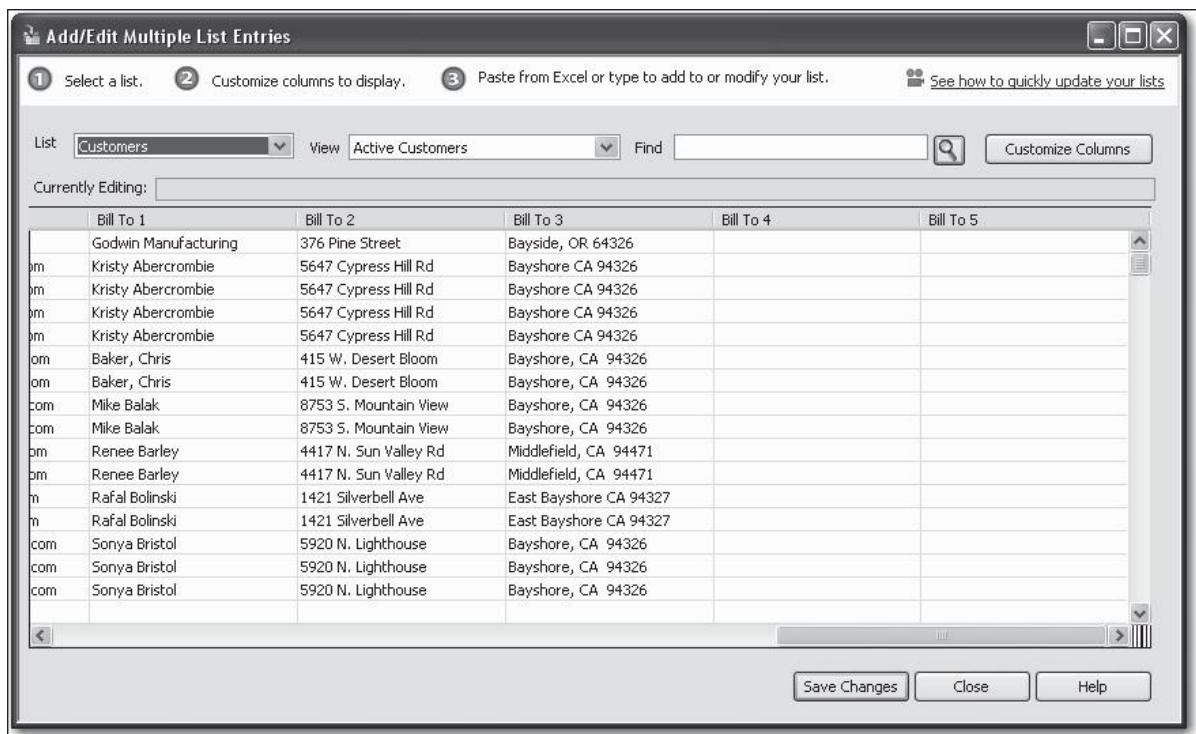
Notes

Adding or editing multiple items at one time

If you have existing information in Microsoft Excel that you want to add to QuickBooks, or if you want to make changes to multiple items, you can do so for items in the following lists: Customers, Vendors, Service Items, and Non-inventory Parts.

To change the zip code for multiple items:

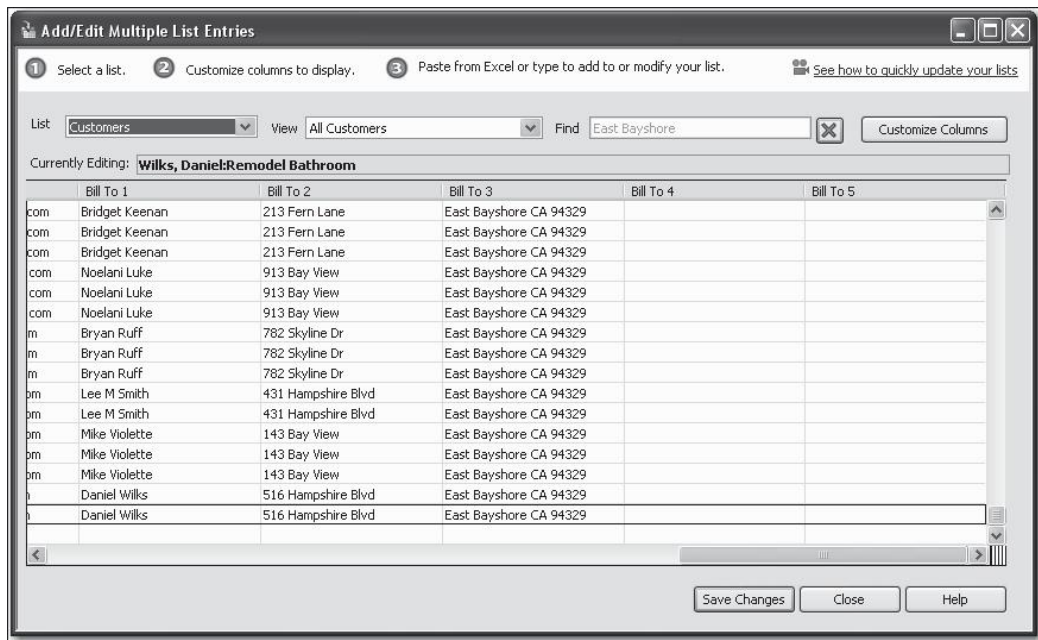
1. Go to the Lists menu and **choose Add/Edit Multiple List Entries.**
2. Use the slider bar at the bottom of the window to move to the right to see the Bill To address columns.



3. Make sure that Customers is selected for the List drop-down.
4. For the View drop-down, select **All Customers.**

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5. In the Find field, type **East Bayshore**.
6. Click the magnifying glass icon.
7. Use the slider bar at the bottom of the screen to view the Bill To 3 field.
8. Click in the first line to select 94327 and change it to **94329**.
9. Repeat to change every item in the list.



10. Click **Save Changes**.
11. In the List drop-down, select **Vendors**.
12. In the View drop-down, select **All Vendors**.

Notes

Lesson 3: Working with Lists

Review questions

1. How many custom fields can you set up for items?
 - a 4
 - b 5
 - c 7
 - d 20

2. Which of the following forms and windows could potentially be populated with information from the Vendor list?
 - a Purchase orders
 - b Bills
 - c Write Checks
 - d All of the above

3. Which of the following activities cannot be accessed from the Customers & Jobs list in the Customer Center?
 - a Create statements
 - b Assess finance charges
 - c Enter credit card charges
 - d Receive payments

4. On which tab of the Edit Customer window would you enter a customer's payment terms (for example, Net 30 Days)?
 - a Address Info
 - b Additional Info
 - c Payment Info
 - d Job Info

5. A customer has three warehouses and you are installing an overhead door at each location. The best way to track this in QuickBooks would be to:
 - a Set up each location as a separate customer
 - b Set up a separate job for each location under the customer
 - c Enter all work as one order under the customer
 - d Use a custom field to track each location

6. Products you sell would appear on which of the following lists?
- a** Vendor list
 - b** Employee list
 - c** Chart of Accounts
 - d** Item list
7. A subcontractor would appear on which of the following lists?
- a** Vendor list
 - b** Employee list
 - c** Customers & Jobs list
 - d** Item list
8. Name at least three lists on which you can merge items.
- a** _____
 - b** _____
 - c** _____
9. True or false: You can delete list items that are used in transactions.
- a** True
 - b** False

Review activities

1. Add the following customer using the data below:
 - Customer Name: Alla Rozenvasser
 - Opening Balance: \$234.00
 - Company Name: Rozenvasser Advertising
 - Contact: Alla Rozenvasser
 - Bill to: 300 Main Street, Suite #3, Middlefield, CA 94432
 - Phone: 415-555-6767
 - Fax: 415-555-9090
 - Alt. Contact: Shannon Stubo
 - Type: Commercial
 - Credit Limit: \$2500
 - Terms: Net 15
 - Tax Item: San Domingo

2. Add a new vendor using the data below:
 - Vendor: Martin Drywall
 - Contact: Sean D. Martin
 - Address: P.O. Box 76, Middlefield, CA 94432
 - Phone: 555-5432
 - Fax: 555-6565
 - Account: 082-4343
 - Type: Subcontractors
 - Terms: Net 30
 - Credit Limit: 1,000.00

3. In the Customers & Jobs list, select Ecker Designs. Answer the following questions:
 - a** What is the job status for Ecker Designs' office repairs?
 - b** What is the number of the most recent invoice and how much was it?
 - c** What happened on December 11th?

4. In the Vendor Center, locate sales tax payment transactions. Answer the following questions:
 - a** Who is the vendor?
 - b** How many payments have been made?
 - c** What is the total amount of payments that have been made?

5. In the Employee Center, find Gregg Schneider's information.

Answer the following questions:

- a** What is the name of his spouse?
- b** When was Gregg hired?
- d** What is Gregg's overtime pay rate?

6. In the Vendor Center, find C.U. Electric. Answer the following questions:

- a** What is open balance for this vendor?
- b** How many bills are outstanding and what are the amounts?
- c** What are the payment terms for this vendor?

7. Open the Item list and answer the following questions:

- a** How many brass hinges are on hand?
- b** What is the price of a patio door?
- c** What is the finance charge percentage on overdue balances?

Answers to review questions

1. How many custom fields can you set up for items?
 - a 4
 - ✓ b 5
 - c 7
 - d 20

2. Which of the following forms and windows could potentially be populated with information from the Vendor list?
 - a Purchase orders
 - b Bills
 - c Write Checks
 - ✓ d *All of the above*

3. Which of the following activities cannot be accessed from the Customers & Jobs list in the Customer Center?
 - a Create statements
 - b Assess finance charges
 - ✓ c *Enter credit card charges*
 - d Receive payments

4. On which tab of the Edit Customer window would you enter a customer's payment terms (for example, Net 30 Days)?
 - a Address Info
 - ✓ b *Additional Info*
 - c Payment Info
 - d Job Info

5. A customer has three warehouses and you are installing an overhead door at each location. The best way to track this in QuickBooks would be to:
 - a Set up each location as a separate customer
 - ✓ b *Set up a separate job for each location under the customer*
 - c Enter all work as one order under the customer
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6. Products you sell would appear on which of the following lists?
 - a Vendor list
 - b Employee list
 - c Chart of Accounts
 - ✓ d *Item list*

7. A subcontractor would appear on which of the following lists?
- ✓ **a** *Vendor list*
 - b** Employee list
 - c** Customers & Jobs list
 - d** Item list
8. Name at least three lists on which you can merge items.
- a** *Chart of accounts*
 - b** *Item*
 - c** *Customer & Jobs*
 - d** *Vendor*
 - e** *Employee*
 - f** *Other Names*
9. True or false: You can delete list items that are used in transactions.
- a** True
 - ✓ **b** *False*