



UW- Green Bay QuickBooks Accounts Receivable User Manual

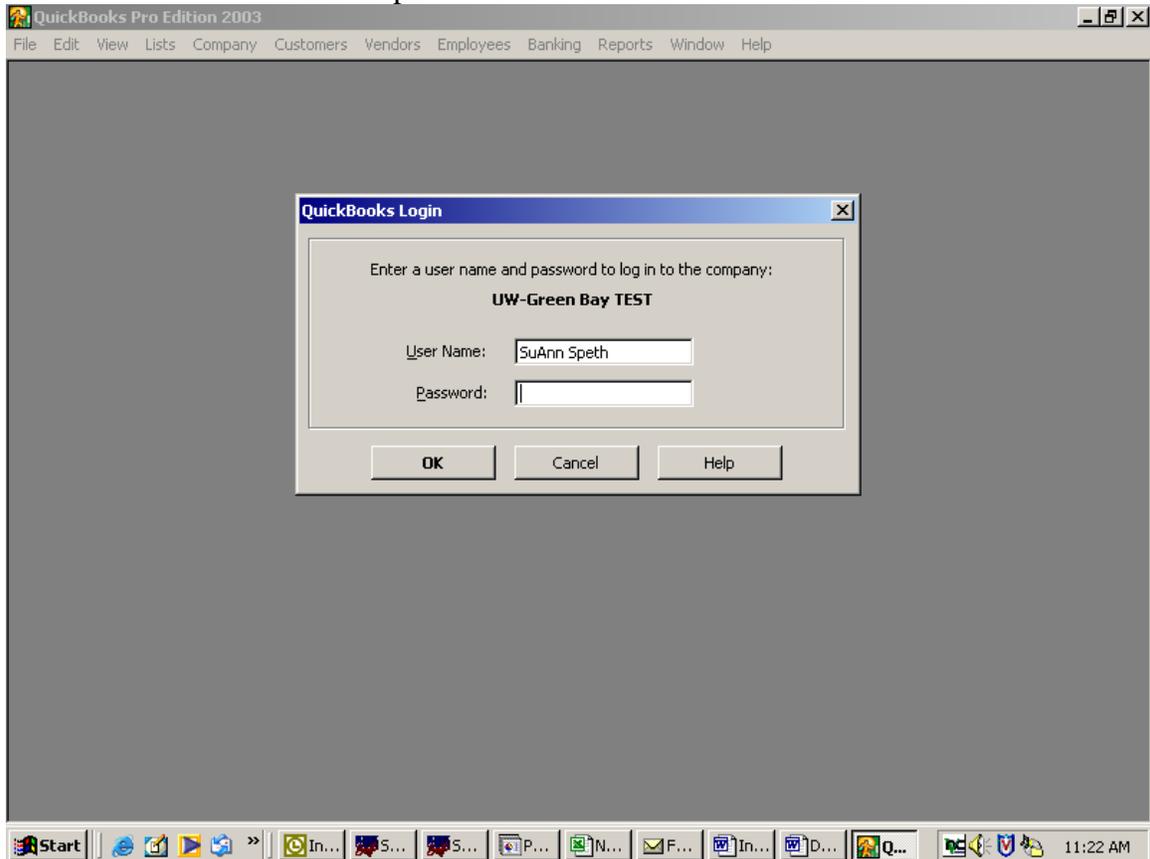
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Instructions for Quick Books Users:

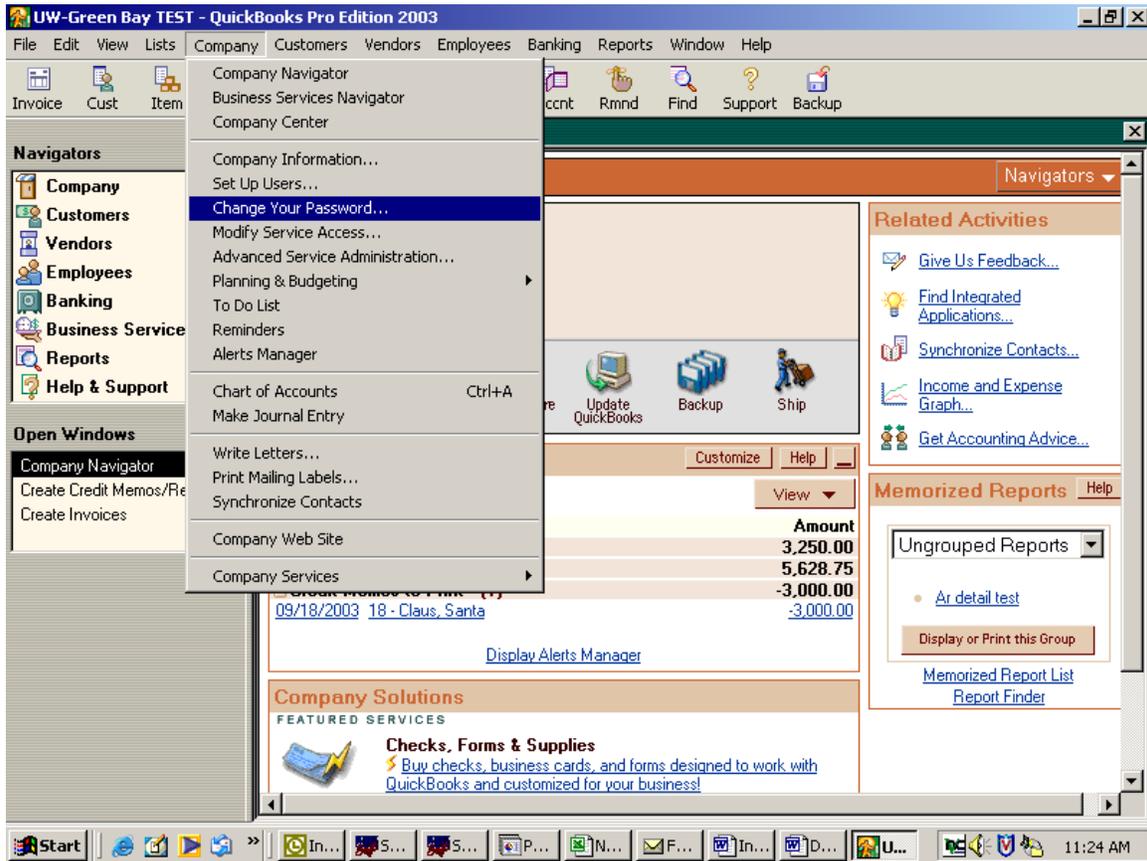
Double Click the Quick Books Icon on your desktop.

The first item that will come up is this screen:



Your trainer will tell your assigned password to you. You can change your password at this time by doing the following:

Click on **Company**. Click on **Change Your Password**.



Fill in the old password that was assigned to you on the following screen. Then type the password of your choice and confirm your new password. Select **OK**.



CREATING INVOICES

To create an invoice, the following steps should be followed:

1. Click the Invoice icon from the toolbar:



This will open the Create Invoices screen as follows:

The 'Create Invoices' window is displayed. At the top, there are navigation buttons: Previous, Next, Print, E-mail, Ship, Find, Spelling, History, Time/Costs... The main area contains the following fields and sections:

- Customer: Job (dropdown), Class (dropdown), Template: GREEN BAY DEFAULT (dropdown)
- Date: 09/19/2003 (calendar icon), Invoice #: 19
- Bill To: (text area)
- P.O. No., Terms, Due Date: 09/19/2003 (calendar icon)
- Table with columns: Item, Description, Quantity, Unit, Coding, Amount, Tax
- Customer Message (dropdown), Tax: (0.0%), 0.00
- Total
- Balance Due: 0.00
- Checkboxes: To be printed, To be e-mailed
- Customer Tax Code (dropdown)
- Memo (text area)
- Buttons: Save & Close, Save & New, Clear

At the bottom, there is a promotional message: [Get the most comprehensive tools available through QuickBooks! Upgrade to QuickBooks Premier!](#)

CUSTOMER ENTRY/SEARCH

2. Enter Customer name. Click on the customer Job dropdown box to see if a customer has already been entered into QuickBooks. A listing will appear of all the customers currently entered into QuickBooks.

Customer:Job	Class
< Add New >	
Claus, Santa	Customer:Job
ECUMENCIAL CENTER	Customer:Job
FAVRE, BRETT	Customer:Job
Jones, John	Customer:Job
Jones, John J.	Customer:Job
Phoenix Sports Center	Customer:Job
SODEXHO	Customer:Job
YMCA OF GREEN BAY, INC	Customer:Job

By entering the first letter of the company name or the first letter of the individual's last name, the system will automatically bring you to that letter of the customer files.

If the customer you are looking for is in QuickBooks, select the name, and proceed with entering the invoice.

If the customer you are looking for is not in QuickBooks, you will need to add the customer. To do this, select Add New from the drop down list, and the following screen will appear:

New Customer Ask a help question **Ask** **How Do I?**

Customer Name

Opening Balance as of 09/19/2003 [How do I determine the opening balance?](#)

Address Info Additional Info Payment Info Job Info

Company Name

Contact

Phone

FAX

Mr./Ms./... Alt. Ph.

First Name M.I. Alt. Contact

Last Name E-mail

Addresses

Bill To

Ship To

>> Copy >>

Customer is inactive

Add the Customer name. Please follow these rules when creating new customers:

- Personal names must always be set up last name first, comma, first name – example: Smith, John
- Upper and lower case letters should be used

Tab to the Name Field and reenter the name with first name first, etc. Fill in the other fields with all other information. In the Bill To field, type in the mailing address. **DO NOT FILL IN THE SHIP TO FIELD!!**

The completed customer panel should look as follows:

Select the Additional Info Tab and complete the Terms field to be NET 30, and the Tax Code to be Non, as shown below:

Edit Customer Ask a help question **Ask** **How Do I?**

Customer Name:
Current Balance: 0.00 [How do I adjust the current balance?](#)

Address Info **Additional Info** Payment Info Job Info

Categorizing and Defaults

Type:
Terms: ← **Should be Net 30**
Rep:
Preferred Send Method:

Sales Tax Information

Tax Code: ← **The Tax Code should be Non**
Tax Item:
Resale Number:

Price Level:
Custom Fields:

Customer is inactive

Click the ok button, and the customer has been added. You will then be returned to the Create Invoice panel.

ENTERING INVOICES

3. Complete the Create Invoice panel:

** Note: the template used should always be GREEN BAY DEFAULT, the invoice date will automatically be assigned the current date, and the invoice numbers are automatically assigned, so these should not be changed.

- Select the correct accounting string to be used for the invoice from the Class dropdown menu. If the accounting string that you need is not in the list, you can click Add New, and enter the accounting string information (the accounting information MUST be entered in the following order: Dept ID- Account #- Fund – Activity code)

The screenshot shows the 'Create Invoices' software interface. The window title is 'Create Invoices (Editing Transaction...)'. The interface includes a menu bar with 'Previous', 'Next', 'Print', 'E-mail', 'Ship', 'Find', 'Spelling', 'History', and 'Time/Costs...'. Below the menu bar, there are fields for 'Customer: Job' (Smith, John), 'Class' (with a dropdown menu open showing a list of accounting strings), and 'Template' (GREEN BAY DEFAULT). The 'Invoice' section shows 'Bill To:' information for John Smith at 1265 Lombardi Ave, Green Bay, WI 54304. The 'Date' is 09/22/2003 and the 'Invoice #' is 22. There are fields for 'P.O. No.', 'Terms', and 'Due Date' (09/22/2003). A table with columns 'Item', 'Desc', 'Qty', 'Unit', 'Coding', 'Amount', and 'Tax' is visible. The 'Tax' field is set to 'State & Cou...' with a rate of 5.5% and an amount of 0.00. The 'Total' is 0.00. At the bottom, there are checkboxes for 'To be printed' (checked) and 'To be e-mailed', a 'Customer Tax Code' dropdown set to 'Non', and a 'Balance Due' of 0.00. A 'Memo' field is also present. Buttons for 'Save & Close', 'Save & New', and 'Clear' are at the bottom right.

- After selecting the Accounting string, hit the tab key (or move the cursor) to the Terms dropdown box. Select Net 30.
- Tab to the Item Field, and select the drop down menu. The item represents the type of service, etc that we are billing for. Note that if you need a new Item added, you will need to contact the Business and Finance Office.

Once the item has been selected, tab to the description field. A general description will default in, but you can add to this if needed. To do so, put the cursor at the end of the description field, and hit the enter key. This will add a new line for additional information to be entered.

- Tab to the quantity field – Most of the time this would be the number 1.
- Tab to Unit and fill in the dollar amount for the line item.
- Tab to the Coding field – the class entered on the top of the invoice will default in. If you need to change this coding, click the dropdown menu and select the appropriate coding.
- The amount field will automatically calculate (based on quantity x unit)
- If you have more than one item to bill for, repeat starting with the Item area.

TAXABLE ITEMS:

- If the items you are billing for should be taxed, in the Tax column, click the drop down menu and select Tax (the default is set up as Non taxable). By selecting Tax, the system will automatically calculate the 5.5% sales tax.

Customer Message: To have your name and telephone number print as the contact person for this invoice, tab to the Customer Message box, and click the drop down menu and select your name.

You have now completed entering an invoice. Click **Save & Close** if you do not have another invoice to prepare or **Save & New** if you have more invoices to do. Do not worry if the next invoice number that appears is not in sequence. Someone else could be preparing invoices at the same time that you are.

Following is an example of a completed invoice:

Create Invoices (Editing Transaction...) Ask a help question **Ask** **How Do I?**

Customer: Job Smith, John Class 332000-... Template GREEN BAY DEFAULT Customize

Invoice Date: 09/22/2003 Invoice # 22

Bill To:
John Smith
1265 Lombardi Ave
Green Bay, WI 54304

P.O. No. Terms Net 30 Due Date 10/22/2003

Item	Description	Quantity	Unit	Coding	Amount	Tax
RENT - EQUIPM...	EQUIPMENT RENTAL Rental of video teleconference equipment on September 3, 2003	1	500.00	332000-90...	500.00	Non
RENT - FACILITY	ROOM RENTAL Rental of Room IS1200 on September 3, 2003 for 3 hours	3	40.00	332000-94...	120.00	Non
					Total	620.00

Customer Message Please contact Lynn Doudna at 920-465-2093 Tax State & Cou... (5.5%) 0.00

To be printed To be e-mailed Customer Tax Code Non Balance Due 620.00

Memo **Save & Close** **Save & New** **Clear**

Your invoices will be printed the next business day in the Business and Finance Office and mailed out.

This is important! If there are any adjustments to be made to the invoices, an e-mail must be sent to Terri Greve at grevet@uwgb.edu When requesting an adjustment, please include the following information:

- Invoice number,
- Customer
- Amount and reason for the adjustment.

CUSTOMER BALANCE INQUIRY AND REPORTS

** Note that for the majority of the standard QuickBooks reports, if you want the account coding from the invoice to be displayed, you may need to modify the report to include the Class field. If you save the changes you make, do **NOT** save over the default report setup.

There are numerous reports and inquiries that allow you to check the status of your outstanding accounts receivable balance:

1. From the tool bar, select the Cust icon:



The Customer Job List will be displayed which contains all the customers and their outstanding balances, as follows:

Customer:Job List				
Name	Balance	Notes	Job Status	Estimate Total
◊Claus, Santa	0.00			
◊ECUMENCIAL CENTER	0.00			
◊FAVRE, BRETT	1,887.50			
◊Jones, John	0.00			
◊Jones, John J.	0.00			
◊Phoenix Sports Center	0.00			
◊Smith, John	575.00			
◊SODEXHO	0.00			
◊U.S. Department of Education	0.00			
◊YMCA OF GREEN BAY, INC	0.00			

QuickReport: Smith, John	Ctrl+Q
Open Balance: Smith, John	
Show Estimates: Smith, John	
Phone List	
Contact List	
Job Profitability Detail	
Job Estimates vs. Actuals Detail	
Reports on All Customers:Jobs	

Customer:Job Activities Reports Show All

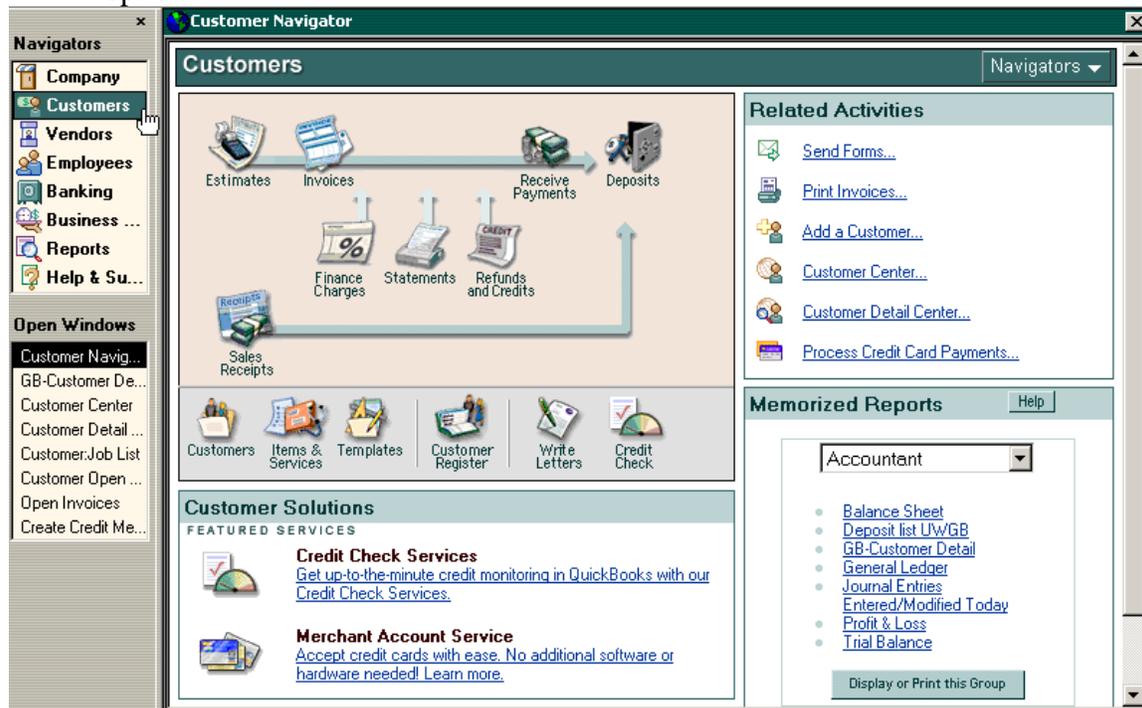
Select the customer. To navigate through the listing quicker, you can enter the first letter of the customer's name, and you will be brought to that part of the alphabet.

On the bottom toolbar, click on reports, and you can run several different reports to get the customer activity and the outstanding balance:

- The Quick Report will list all activity, including charges and payments for the customer.
- The Open Balance Report lists all open invoices.

To inquire on one of the open invoices, double click on the invoice listing and it will bring you to the actual invoice.

2. To review Customer activity from the Navigation Menu, select the Customers option:



On the Related Activities, select the Customer Detail Center. The following screen will appear. From the dropdown menu, select the customer:

Customer Detail Center

Customer Detail Smith, John Centers Help

Contact Information [Edit/More Info](#)

Billing Address:
John Smith
1265 Lombardi Ave
Green Bay, WI 54304

Contact:
E-mail:
Phone: 920-465-5555
FAX:

Alt. Contact:
Alt. Ph.:
Terms: Net 30
Rep:

Credit Limit:
Account No.:

Decision Tools

Click on a link below to learn how QuickBooks can help you get paid faster.

- [Evaluate your Accounts Receivable management.](#)
- [Learn to improve your cash flow using QuickBooks.](#)

[...More Decision Tools](#)

Show: Open Invoices/Charges
▼ Through Today Activities ▼

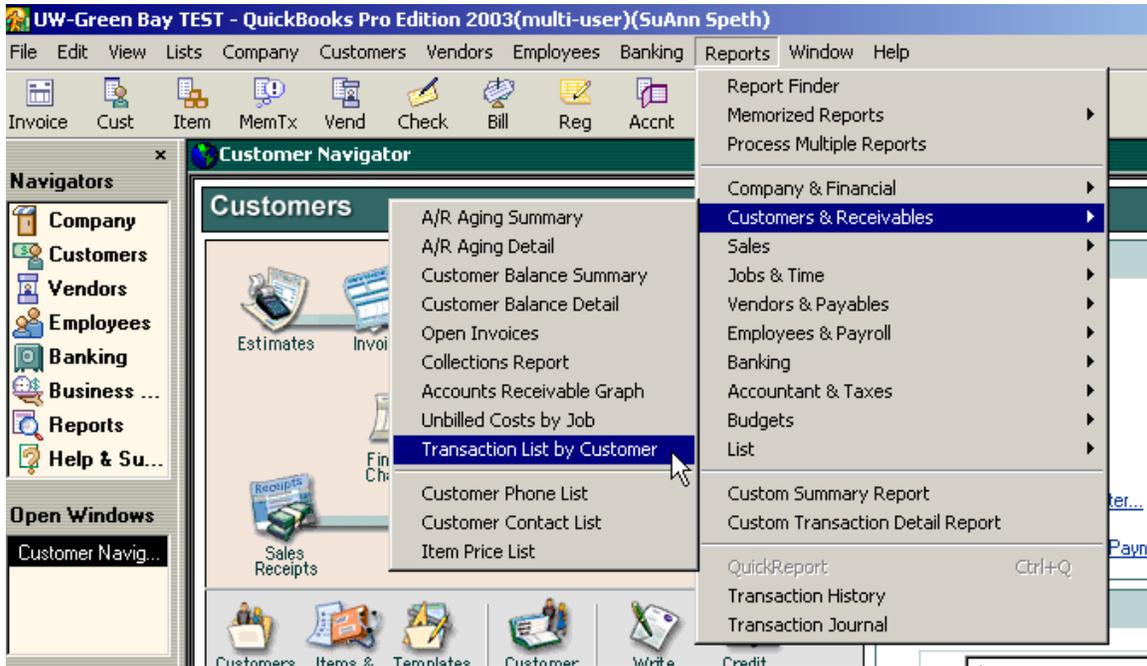
Transaction	Due Date	Bal Due
Invoice #22	10/22/2003	\$575.00
Total		\$575.00

Show: Payments Received and Credits Issue...
▼ This Fiscal Year Activities ▼

Transaction	Date	Amount
Payment #2020	09/19/2003	\$500.00
Payment #2020	09/19/2003	\$250.00
Total		\$750.00

This provides a quick overview of open invoices and payments made on the account.

- To get a transaction list for your area, from the top menu bar, select Reports / Customers and Receivables / Transaction List by Customer as follows:



The report will run with defaults to be current month to date activity for all customers. You can modify the report to include only the class codes for your department. Following is an example of the report:

Transaction List by Customer

Ask a help question Ask How Do I?

Modify Report... Memorize... Print... Excel... Hide Header Refresh

Dates: This Month-to-date From 09/01/2003 To 09/22/2003 Sort By Default

10:40 AM
09/22/03

UW-Green Bay TEST
Transaction List by Customer
September 1 - 22, 2003

Type	Date	Num	Account	Clr	Split	Amount
Jones, John J.						
Invoice	09/19/2003	19	6200 · Accounts R...		-SPLIT-	131.88
Payment	09/19/2003	34567	1499 · Undeposite...		6200 · Accou...	131.88
Phoenix Sports Center						
Invoice	09/22/2003	23	6200 · Accounts R...		-SPLIT-	2,270.50
Smith, John						
Invoice	09/19/2003	20	6200 · Accounts R...		-SPLIT-	750.00
Payment	09/19/2003	2020	1499 · Undeposite...	✓	6200 · Accou...	500.00
Payment	09/19/2003	2020	1499 · Undeposite...	✓	6200 · Accou...	250.00
Invoice	09/22/2003	22	6200 · Accounts R...		-SPLIT-	575.00