Activity Sheet: QuickBooks Basics

**Activity #1**

*Familiarize yourself with the major areas of QuickBooks*

1. Open the Sample – Product Based Business company file
2. Locate the Customer area
3. Locate the Vendor Area
4. Locate the Banking area
5. Locate the Company area

**Activity #2**

*Find a Customer by name*

1. Click on the **Customers** button
2. Scroll down the left side of the screen to find **Baker, Chris**
3. Click on **Baker, Chris** to access his profile

*Find a Customer’s payment terms*

1. Click on the **Pencil** icon
2. Click on the **Payment Settings** tab
3. Determine Chris Baker’s **Payment Terms**

**Activity #3**

*Find a Vendor by Name*

1. Click on the **Vendor** button
2. Scroll down the left side of screen to find **Dianne’s Auto Shop**
3. Click on **Dianne’s Auto Shop** to access the vendor profile

*Find check information for a vendor*

1. Locate the **Transaction** area
2. Determine the **last check number** written to Dianne’s Auto Shop
3. Determine the **amount** of the last check number

**Activity #4**

*Locate a Company’s Chart of Accounts and find Postage information*

1. Locate the **Company** area
2. Click on the **Chart of Accounts** icon
3. Scroll down to find **Postage**
4. Determine the **Account Number** for Postage

**Activity #5**

*Locate a Company’s Check Register and Banking information*

1. Locate the **Banking** area
2. Click on the **Check Register** icon
3. 10100 Checking will appear. Click **OK**.
4. Scroll up to find **Deposit**
5. Determine the **dollar amount** of the last deposit

**Activity #6**

*Locate the Reports feature and run a balance sheet*

1. From the main menu bar, click on the **Reports** button
2. Click on the **Company and Financial** option
3. Scroll down to find **Balance Sheet Standard**
4. Click on Balance Sheet Standard to run a balance sheet

*Locate and run a Profit and Loss sheet*

1. From the main menu bar, click on the **Reports** button
2. Click on the **Company and Financial** option
3. Scroll down to find **Profit and Loss standard**
4. Click Profit and Loss standard to run a Profit and Loss sheet