Activity Sheet: QuickBooks – Working with Items

**Activity #1**

*Practice Determining Item Types*

1. Looking at the item listing, what type of item is **Installation**?

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1. Looking at the item listing, what type of item is **Wood Door**?

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1. Looking at the item listing, what type of item is **Deposit**?

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**Activity #2**

*Know where to Add a New Item*

1. Locate the **Inventory/Items** icon
2. Click on the icon
3. Click the **Item** tab at the bottom of the screen
4. Click on **New Item**

*Practice Adding a New Item*

1. Select **Service Item**
2. In **Item Name**,type **Maintenance**
3. In **Description**, type **Maintenance Work**
4. In **Rate**, type **50.00**
5. Select **Non-taxable**
6. **Income Account** will be **Subcontracted labor income**
7. Click **Ok**

**Activity #3**

*Practice editing an Inventory item*

1. Click on the **Inventory/Items** icon
2. From the listing, click on **Installation**
3. Click on **Item** at the bottom of the screen
4. Click on **Edit** item
5. Change **Description** to read **Per Hour Charge for Installation**
6. Click on **Ok**

**Activity #4**

*Practice deleting an Inventory item*

1. Click on the **Inventory/Items** icon
2. From the listing, click on **Blueprint Changes**
3. Click on **Item** at the bottom of the screen
4. Click on **Delete** item
5. Select **Yes** when asked Are You Sure?
6. Click on **Ok**