



Introduction To QuickBooks

San Pedro High School

Form 4 – Senior Level





Topics To Be Covered In 4th Form – Semester 1

1. Making Deposits
2. Vendors
3. Bills
4. Writing Checks
5. Paying Bills
6. Paying GST/Hotel Tax
7. Employees
8. Weekly Payroll
9. Monthly Payroll

Accounts
Payables

QuickBooks Login:
Username: student
Password: Student1920



Process Bank Deposits



1. Choose the **Banking** → **Make Deposits** command
2. Use the **Payments to Deposit** dialog box to select the payments you want to deposit.
3. Click **OK**
4. Use the **Date box** to identify the deposit date
5. (Optional) Provide a memo description
6. Save the deposit transaction



Process Bank Deposits

Payments to Deposit

SELECT VIEW
View payment method type: All types [What are payment method views?](#)
Sort payments by: Payment Method

SELECT PAYMENTS TO DEPOSIT

DATE	TIME	TYPE	NO.	PAYMENT METHOD	NAME	AMOUNT
03/01/2017		PMT	455		Card, Brad Theatre Room	4,500.00
12/16/2016		RCPT	15	Cheque	Greene, Jeremy:Kitchen...	179.15

2 of 2 payments selected for deposit

Payments Subtotal: 4,679.15

Select All Select None OK Cancel Help

Make Deposits

Previous Next Save Print Payments History Attach

Deposit To: Chequing Date: 08/31/2016 Memo: Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	AMOUNT
Card, Brad Theatre Room	Undeposited Funds		455		4,500.00
Greene, Jeremy:Kitchen...	Undeposited Funds		1246	Cheque	179.15

Deposit Subtotal: 4,679.15

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: Cash back memo: Cash back amount:

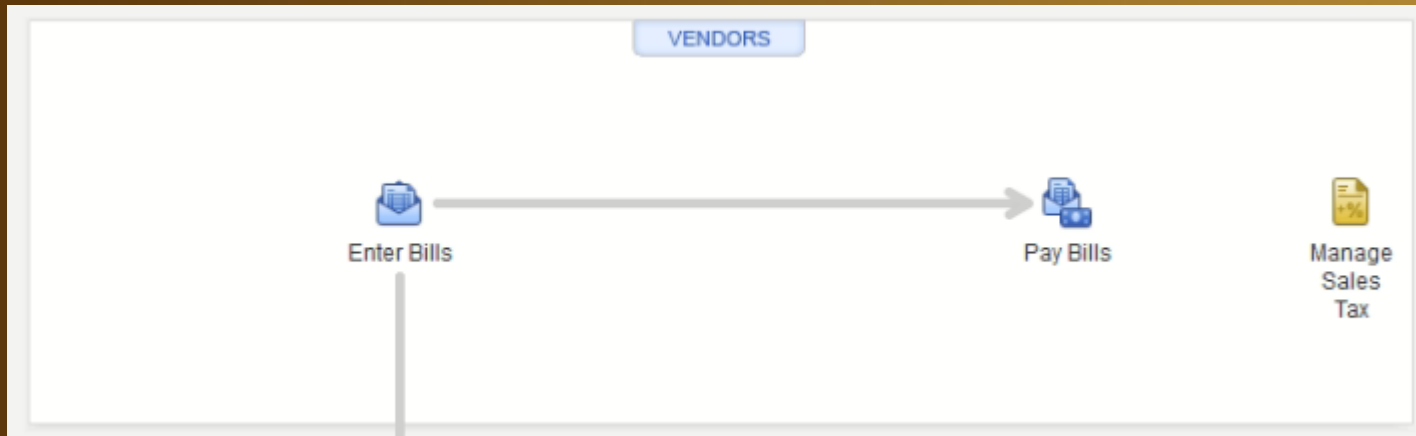
Deposit Total: 4,679.15

Save & Close Save & New Clear



What Is Accounts Payable

1. Accounts Payable is Money Owed to Vendors





Enter/Pay Bill Vs. Write Checks

1. Enter/Pay Bill = when a vendor supplies a product/service and payment can be made days afterward (Credit)
2. Write Check = when a vendor supplies a product/service and payment needs to be made immediately (COD)



Breakdown Of A Bill

1

Vendor
Information

2

Bill Information

3

Amount Breakdown

1. Expense Account
2. GST

Corporate Headquarters
2 1/2 Miles Northern Highway
P.O. Box 327
Belize City, Belize
Central America
Tel. 227-0954
info@bel.com.bz
www.bel.com.bz

BILL TO:
HOLIDAY HOTEL
Barrier Reef Drive
San Pedro Town

For Period Ending July 20, 2018
Due: September 5, 2018

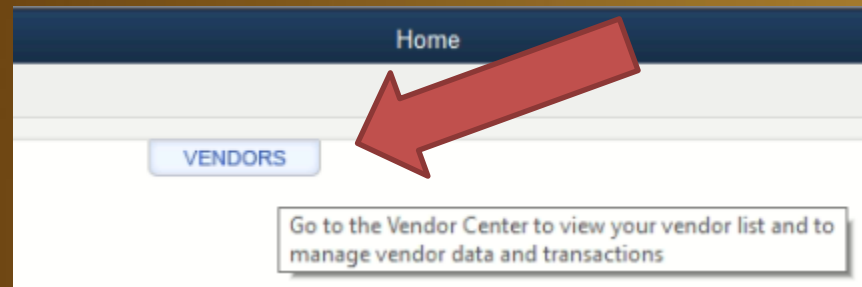
INVOICE: 2018-0345-365
Date: 08/05/2018

Electricity Consumed	\$ 2,848.34
GST (12.5%)	\$ 356.04
TOTAL DUE	\$ 3,204.38



Enter Vendor Information

1. Click On VENDORS icon from command center





2. From Vendor Center, click on New Vendor
3. Enter ALL the information from the bill
4. Click OK

The screenshot shows a 'New Vendor' form with the following fields and sections:

- VENDOR NAME**: A text input field.
- OPENING BALANCE**: A text input field.
- AS OF**: A date field set to 09/20/2018.
- How do I determine the opening balance?**: A dropdown menu.
- Address Info**: A section with a sidebar containing links to **Payment Settings**, **Tax Settings**, **Account Settings**, and **Additional Info**.
- COMPANY NAME**: A text input field.
- FULL NAME**: A text input field with a dropdown menu showing 'Mr./Ms./J...' and a 'First' label.
- M.I.**: A text input field with a 'Last' label.
- JOB TITLE**: A text input field.
- Main Phone**, **Work Phone**, **Mobile**, **Fax**: Four dropdown menus.
- Main Email**, **CC Email**, **Website**, **Other 1**: Four dropdown menus.
- ADDRESS DETAILS**: A section with two text input fields labeled **BILLED FROM** and **SHIPPED FROM**, each with a 'Copy >>' button.
- Vendor is inactive**: A checkbox at the bottom left.
- OK**, **Cancel**, **Help**: Buttons at the bottom right.



Enter Bill (Information)

1. Click on Enter Bills icon from command center

Bill

VENDOR

DATE

ADDRESS

REF. NO.

AMOUNT DUE

TERMS

BILL DUE

MEMO

Expenses

\$0.00

Items

\$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE?

Save & Close

Save & New

Clear



2. Vendor – Select a vendor from drop down list or you can click <Add New> to enter a new vendor.
3. Date – Enter the date from the bill.
4. Ref. No. – Enter the vendor invoice number on bill
5. Amount Due – **leave at 0.00** and let QuickBooks auto calculate it.
6. Bill Due – Enter the due date from the bill
7. Terms – Select the credit terms from drop down list
8. Memo – brief description of vendor's bill



Enter Bill (Amount Breakdown)

- Using Expenses page. **(Never Use Items page as we are not doing inventory)**

Expenses		\$3,204.38	Items	\$0.00
ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE
68602 - Electricity Expense	2,848.34	BEL-JULY 2018-2018-0345-365		
25500 - Sales Tax Payable	356.04	BEL-JULY 2018-2018-0345-365	GOB	

- Account – **a)** Enter the COA expense account. **b)** For GST amount enter Sales Tax Payable
- Amount – Enter the individual amount for COA account
- Memo – Enter in following order:
VENDOR – PERIOD – INVOICE NO
- Customer:Job – ONLY for Sales Tax Payable account you will enter GOB



How To Calculate GST (GST Included)

1. To Calculate GST when GST is included in the total on a bill and not listed separately.
2. FORMULA:
 - a) $\text{EXPENSE} = \text{TOTAL BILL} / 1.125$
 - b) $\text{GST} = \text{TOTAL BILL} - \text{EXPENSE}$

Example:

TOTAL: \$200.00
(GST Included)

$200.00 / 1.125 = 177.78$ (The expense amount)

$200.00 - 177.78 = 22.22$ (The GST amount)

Cross Check

$177.78 + 22.22 = 200.00$ (The total on the manual bill)



Pay Bills

1. Click on Pay Bills icon from command center

SELECT BILLS TO BE PAID

Show bills ☐ Due on or before 09/11/2018 ☒ Show all bills

Filter By

Sort By Due Date

<input checked="" type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY	
<input type="checkbox"/>	08/29/2018	BTL	246289/092018		658.97	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	09/04/2018	BEL	2018-0345-365		3,204.38	0.00	0.00	0.00	
<input type="checkbox"/>	09/16/2018	MCNAB	198756		1,777.50	0.00	0.00	0.00	
<input type="checkbox"/>	10/01/2018	CCV	126589		55.00	0.00	0.00	0.00	
<input type="checkbox"/>	10/03/2018	THE GREENHOUSE	10056		5,512.50	0.00	0.00	0.00	
					Totals	11,208.35	0.00	0.00	0.00

Select All Bills

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor **BEL** Terms **Net 30** Number of Credits **0**

Bill Ref. No. **2018-0345-365** Sugg. Discount **0.00** Total Credits Available **0.00**

[Go to Bill](#) [Set Discount](#) [Set Credits](#)

PAYMENT

Date **09/01/2018** Method **Check** ☒ To be printed ☐ Assign check number

Account **10001 - Petty Cash** Ending Balance **500.00**

[Pay Selected Bills](#) [Cancel](#)



2. Check the bills to be paid.
3. At bottom section of screen, Select the date the bill will be paid.
4. Select the Account (Bank Name) on which the bill will be paid (Note: Check the ending balance that there is enough funds to pay the bill)
5. Click on Pay Selected Bill
6. A payment summary will appear, click on done.



TEST 1 – 50 PTS

- 4E -
- 4C –
- Company Information
- Chart of Accounts
- Items List
- Vendors
Enter / Pay Bills / Write Checks



Accounting Summary

- When Entering A Bill
 - Accounts Payable Increases
 - Expense Account Increases
 - Sales Tax (GOB) records a negative amount
- When Paying A Bill
 - Accounts Payable Decreases
 - Bank Account Decreases



Introduction To QuickBooks

PAYROLL





Step 1. Quickbooks Payroll COA

STEP 1

Open the following accounts in Chart Of Accounts (COA):

Salary Expense – The entire employee gross salary will be posted to this account as salaries are expenses to your company.

Social Security Expense – The total amount of employer's contribution portion only to Social Security should be posted to this account in positive as employer's contribution is an expenses to your company.

Social Security Payable (Other Current Liability) – The employee deduction from salary and employer's contribution will be posted to this account in negative in the split transactions window. This account is a current liability since it should revert to zero (0) balance at the end of an accounting period after payment has been

Income Tax Payable (Other Current Liability) – The employee deduction from salary will be posted to this account in negative in the split transactions window. This account is a current liability since it should revert to zero (0) balance at the end of an accounting period after payment has been made to Government Of Belize.



Step 2 . Calculating Payroll In QuickBooks

Salary Expense (Gross Salary)

- Social Security Payable (Employee)
- Income Tax Payable

Net Salary (Amount of Check)

- Social Security Payable (Employer)
- + Social Security Expense



Practical Example

John Rivera earns a gross weekly salary of \$300.00 and income tax rate is 2.25%. Calculate the weekly net salary.

QuickBooks Transaction

Account	Amount
Salary Expense	300.00
Social Security Payable	-9.55
Income Tax Payable	-6.75
Net Salary (Check Amount)	283.70
Social Security Payable	-16.05
Social Security Expense	16.05

	ACTUAL WEEKLY EARNINGS	WEEKLY INSURABLE EARNINGS	Employer	Employed Person
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8	300.00 and over	320.00	16.05	9.55
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$$300 \times 0.0225 = 6.75$$



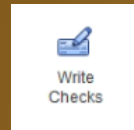
Exercise 1/2

Jason Garcia earns a gross weekly salary of \$250.00 and income tax rate is 1.10%. Calculate the weekly net salary.

Lila Rodriguez earns a gross weekly salary of \$500.00 and income tax rate is 4.25%. Calculate the weekly net salary.



Step 3 . Entering In QuickBooks



1. Click on Write Checks icon
2. Fill out the details for the top portion of the check
 1. Bank Account
 2. Date
 3. Pay To The Order Of – Name of the employee
 4. Memo – Payroll For Week Ending (date)
3. The bottom portion of check

Expenses		\$0.00	Items	\$0.00
ACCOUNT	AMOUNT	MEMO	CUSTO...	BILL

4. Account: One of the payroll COA created in STEP 1
5. Amount: The amount to be applied to the different accounts (Enter negative amount for deductions)
6. Memo: Employee Name – Payroll Date **
7. For Social Security Payable – Use above in addition to (Employee /Employer) to indicate which party is making contribution to BSSB



Calculating Monthly Payroll In QuickBooks

1. $(\text{Gross Salary} / 4)$ (*To Convert To Weekly Salary*)
2. Calculate Social Security Deduction From BSSB Chart (*Employee*)
3. Calculate Social Security Deduction From BSSB Chart (*Employer*)
4. Calculate Income Tax Deduction
5. Multiply Gross Salary, Social Security Deduction (Employee), Social Security (Employer) x 4
6. Perform same calculations as weekly salary to get monthly net salary



Practical Example

Jane Peters earns a gross monthly salary of \$1100.00 and income tax rate is 1.10%. Calculate the monthly net salary.

$$1100.00 / 4 = 275.00$$

		AMOUNT OF WEEKLY CONTRIBUTIONS				RATE OF CONTRIBUTION	
	ACTUAL WEEKLY EARNINGS	WEEKLY INSURABLE EARNINGS	Employer	Employed Person	Total Contribution	Employer	Employee
7	260.00 to 299.99	280.00	14.45	7.95	22.40	5.16%	2.84%

$$7.95 \times 4 = 31.80$$

$$14.45 \times 4 = 57.80$$

$$275.00 \times 1.10\% = 3.03 \times 4 = 12.12$$

Social Security Employee

Social Security Employer

Income Tax



Practical Example

QuickBooks Transaction

Account	Amount
Salary Expense	1100.00
Social Security Payable	-31.80
Income Tax Payable	-12.12
Net Salary (Check Amount)	1056.08
Social Security Payable	-57.80
Social Security Expense	57.80



Exercise 3

Tom Villanueva earns a gross monthly salary of \$1500.00 and income tax rate is 3.75%. Calculate the monthly net salary.