



SAF  Palm Beach 2017

SEPTEMBER 6-9 ~ 133RD ANNUAL CONVENTION

QuickBooks

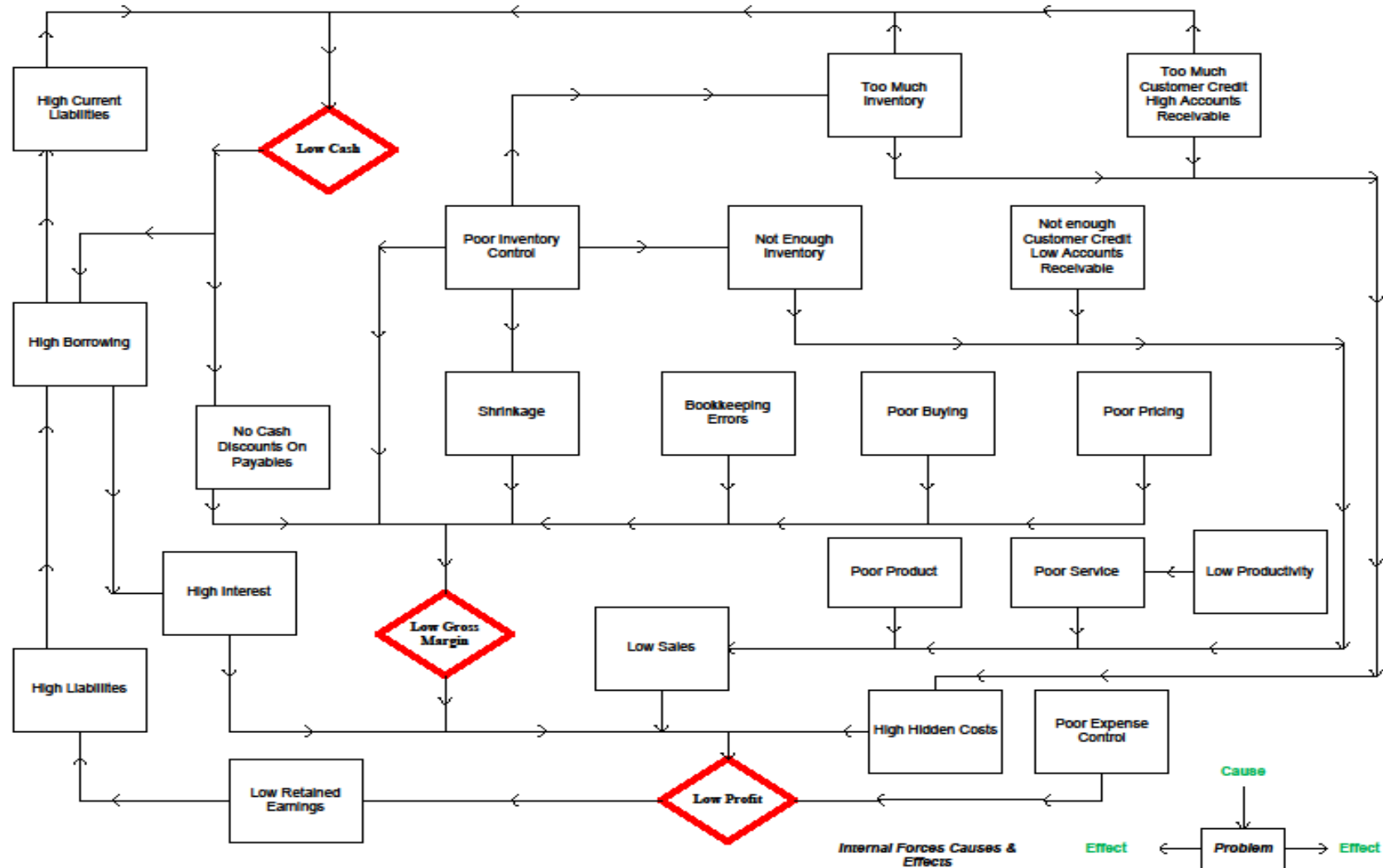


Society of American Florists

Potential QuickBooks Pain Points

- Chart of Accounts – you can organize many different ways
- Setting Permissions – not everyone should have access to everything
- Memorizing / Automating Transaction Entry
- Reconciliation
- Download and Match Bank Transactions
- Customizing Reports – filtering, selecting fields and exporting
- Single vs Multi User – some things must be done in single user mode
- Using Class Better - separate stores / branches / departments
- Importing .iif Files
- Document Storage
- General Ledger Journal Entry – the main work around in when regular entries fail

Food For Thought



Permissions

MTM Joint Venture Inc.
03/08/2017

Permissions Access by Roles

| Areas and Activities | Accounts Payable |
|------------------------------------|------------------|
| Accounting | None |
| Accounting Tools | None |
| Asset Registers | None |
| Edit Closed Transactions | None |
| Equity Registers | None |
| General Journal | None |
| Liability Registers | None |
| Manage Fixed Assets | None |
| Working Trial Balance | None |
| Banking | Mixed |
| Bank Feeds | None |
| Bank Registers | None |
| First Bank Checking | None |
| InSouth | None |
| Metropolitan Bank Ck | None |
| Paragon | None |
| Checks | None |
| Credit Card Charges | Full |
| Credit Card Registers | Full |
| Deposits | None |
| Loan Manager | None |
| Reconcile | None |
| Transfer Funds | None |
| Centers | Mixed |
| Customer Center | View |
| Employee Center | View |
| Vendor Center | Full |
| Company | Mixed |
| Bill Tracker | None |
| Billing Solutions Sign Up | None |
| Calendar | Full |
| Company Information | None |
| Company Preferences | None |
| Enter Vehicle Mileage | None |
| Find All Transactions | None |
| Income Tracker | None |
| Insights On Homepage | None |
| Planning & Budgeting | None |
| Business Planning & Analysis | None |
| Set Up Budgets and Forecast | None |
| Print Labels | Full |
| Remote Access | Full |
| Set Closing Date & Password | None |
| Set Up Bank Feeds | None |
| Synchronize Contacts | None |
| Customers & Receivables | Mixed |
| Accounts Receivable Accounts | None |
| Assess Finance Charges | None |

QuickBooks Chart of Accounts

1:21 PM
03/08/17

Pugh's Flowers
Account Listing
March 8, 2017

| Account | Type | Description |
|--|-------------------------|---|
| 1000 - BANK ACCOUNT TOTAL | Bank | |
| 1000 - BANK ACCOUNT TOTAL-1130 - PARAGON - Operating | Bank | Operating |
| 1000 - BANK ACCOUNT TOTAL-1140 - PARAGON - Payroll | Bank | Payroll |
| 1060 - PETTY CASH / UNDEPOSITED MONEY | Bank | |
| 1510 - Old Receivables | Accounts Receivable | AR |
| 1400 - Flower Shop Receivables | Other Current Asset | |
| 1400 - Flower Shop Receivables-1498 - Undeposited Funds (Credit Card) | Other Current Asset | |
| 1400 - Flower Shop Receivables-1520 - WIRE ORDERS RECEIVABLES | Other Current Asset | WIRE ORDER RECEIVABLE |
| 1400 - Flower Shop Receivables-1550 - ACCOUNTS RECEIVABLE RT1 | Other Current Asset | |
| 1499 - Undeposited Funds (Cash/CK) | Other Current Asset | |
| 1600 - INVENTORY | Other Current Asset | INVENTORY |
| 1720 - PRE - PAYS | Other Current Asset | PREPAID ASSETS |
| 1930 - INTERSTORE TRANSFERS | Other Current Asset | |
| 1540 - Employee Advance | Other Asset | |
| 1910 - PUGH M | Other Asset | DUE FROM M PUGH |
| 1920 - PUGH T | Other Asset | DUE FROM T PUGH |
| 1925 - Pugh M. E. | Other Asset | |
| 2100 - AUTOS & TRUCKS | Other Asset | |
| 2300 - F F & E | Other Asset | FIXTURES & EQUIPMENT |
| 2320 - COMP. & OFF. EQ | Other Asset | COMPUTERS & OFFICE EQ |
| 2600 - LEASEHOLD IMP. | Other Asset | LEASEHOLD IMPROVEMENT |
| 2900 - PROP & EQ, DEPR | Other Asset | ACCUM DEPRECIATION |
| 3000 - GOODWILL | Other Asset | GOODWILL |
| 3210 - ACCUM AMORTIZATION | Other Asset | ACCUM AMORTIZATION |
| 3400 - COVENANT NOT TO COMPETE | Other Asset | |
| 4200 - PAYABLES | Accounts Payable | AP Account |
| 4117 - Credit Cards | Credit Card | |
| 4117 - Credit Cards-4116 - American Express | Credit Card | |
| 4117 - Credit Cards-4201 - Visa | Credit Card | Visa |
| 2110 - Direct Deposit Liabilities | Other Current Liability | Direct Deposit Liabilities |
| 1000 - Line Of Credit | Other Current Liability | |
| 4100 - Line Of Credit-4104 - ST PARAGON LINE OF CREDIT | Other Current Liability | |
| 4111 - GIFT CARD / CERTIFICATE | Other Current Liability | UNREDEEMED GIFT CARD / CERTIFICATE |
| 4136 - ST BOA #63010041099641 | Other Current Liability | 2016 Land Rover LR4 SALAKCV68GAB04753. |
| 4135 - ST Ford # 50217482 | Other Current Liability | 2014 Expedition EL VIN 1FMAK2CAG4EEF38579 |
| 4165 - ST Ford # 51188488 | Other Current Liability | 2015 Expedition 1FMAUHTTFF0979 |
| 4170 - NOTE PAY A.PUGH | Other Current Liability | NOTE PAY A.PUGH |
| 4300 - Payroll Liabilities | Other Current Liability | Payroll Liabilities |
| 4300 - Payroll Liabilities-4381 - State Witholding | Other Current Liability | State Income Tax Witholding |
| 4300 - Payroll Liabilities-4310 - 401 (K) | Other Current Liability | |
| 4300 - Payroll Liabilities-4310 - 401 (K)-4301 - Company Contribution | Other Current Liability | |
| 4300 - Payroll Liabilities-4310 - 401 (K)-4302 - Employee Contribution | Other Current Liability | |
| 4300 - Payroll Liabilities-4320 - Federal Witholding | Other Current Liability | |
| 4300 - Payroll Liabilities-4330 - FICA | Other Current Liability | |
| 4300 - Payroll Liabilities-4330 - FICA-4331 - Company | Other Current Liability | Company |
| 4300 - Payroll Liabilities-4330 - FICA-4332 - Employee | Other Current Liability | Employee |
| 4300 - Payroll Liabilities-4340 - FUTA | Other Current Liability | |
| 4300 - Payroll Liabilities-4350 - Med | Other Current Liability | |
| 4300 - Payroll Liabilities-4350 - Med-4351 - Employee | Other Current Liability | Employee |
| 4300 - Payroll Liabilities-4360 - Medicare | Other Current Liability | |
| 4300 - Payroll Liabilities-4360 - Medicare-4361 - Company | Other Current Liability | Company |
| 4300 - Payroll Liabilities-4360 - Medicare-4362 - Employee | Other Current Liability | Employee |
| 4300 - Payroll Liabilities-4370 - SUI | Other Current Liability | |
| 4300 - Payroll Liabilities-4370 - SUI-4371 - Company | Other Current Liability | Company |
| 4300 - Payroll Liabilities-4420 - EM PAY - COLONIAL | Other Current Liability | EMPLOYEE PAYABLES |
| 4300 - Payroll Liabilities-4421 - EM PAY - DENTAL | Other Current Liability | |
| 4400 - SALES TAX PAY | Other Current Liability | |
| 4430 - Insurance Liabilities | Other Current Liability | Health Liability and Workers Compensation |
| 4500 - WIRE ORDERS LIABILITY | Other Current Liability | WIRE OUT PAYABLE |
| 4880 - TN FSE PAYABLE | Other Current Liability | |
| 4171 - NOTE A.PUGH | Long Term Liability | NOTE PAY A.PUGH |
| 4217 - LT Ford # 50217482 | Long Term Liability | 2014 Expedition EL VIN 1FMAK2CAG4EEF38579 |
| 4152 - LT Ford # 51188488 | Long Term Liability | 2015 Expedition 1FMAUHTTFF0979 |
| 4218 - LT Bank of America # 6301004109 | Long Term Liability | 2016 Land Rover LR4 SALAKCV68GAB04753. |
| 3900 - Open Bal Equity | Equity | Opening Bal Equity |
| 3900 - EARNINGS | Equity | Retained Earnings |
| 6010 - ADD PD CAPITAL | Equity | |
| 6020 - COMMON STOCK | Equity | |
| 6400 - RETAINED EARNIN | Equity | RETAINED EARNING/LOSS |
| 49900 - Uncategorized Income | Income | Income not categorized elsewhere |
| 7000 - Floral Sales | Income | All Sales |
| 7000 - Floral Sales-7010 - Employees | Income | |
| 7000 - Floral Sales-7020 - Incoming Wire Sales | Income | Wire In Sales |
| 7000 - Floral Sales-7030 - Outgoing Wire Sales | Income | Wire Out Sales |
| 7000 - Floral Sales-7040 - Out Flower Arrangements | Income | |
| 7000 - Floral Sales-7050 - Food / Fruit / Gourmet | Income | |
| 7000 - Floral Sales-7060 - Non-Fresh / Gift Items | Income | |
| 7000 - Floral Sales-7070 - Plant Sales | Income | |

Reconciliation

The screenshot displays a desktop environment with several windows open. On the left, a PDF window titled 'Statement1_from_OJ_GROWER_SHIPPERS360.pdf' shows a list of invoices:

| | |
|------------|--|
| 01/30/2017 | INV #156645. Due 01/30/2017. Orig. Amount \$70.20. STANDING ORDER |
| 02/06/2017 | INV #156973. Due 02/06/2017. Orig. Amount \$409.20. STANDING ORDER |
| 02/13/2017 | INV #157335. Due 02/13/2017. Orig. Amount \$339.00. STANDING ORDER |
| 02/20/2017 | INV #157569. Due 02/20/2017. Orig. Amount \$286.70. STANDING ORDER |
| 02/27/2017 | INV #157893. Due 02/27/2017. Orig. Amount \$409.20. STANDING ORDER |

Below the invoice list is a summary table:

| CURRENT | 1-30 DAYS PAST DUE | 31-60 DAYS PAST DUE | 61-90 DAYS PAST DUE | OVER 90 DAYS PAST DUE |
|---------|--------------------|---------------------|---------------------|-----------------------|
| 0.00 | 1,514.30 | 0.00 | 0.00 | 0.00 |

On the right, a software window titled 'Vendor Open Balance' for 'Pugh's Flowers' displays a reconciliation table:

| Date | Num | Memo | Due Date | Open Balance | Amount |
|------------|--------|--------------|------------|-----------------|-----------------|
| 01/30/2017 | 156645 | Filed in CNG | 03/01/2017 | 70.20 | 70.20 |
| 02/06/2017 | 156973 | Filed in CNG | 03/08/2017 | 409.20 | 409.20 |
| 02/13/2017 | 157335 | Filed in CNG | 03/15/2017 | 339.00 | 339.00 |
| 02/20/2017 | 157569 | Filed in CNG | 03/22/2017 | 286.70 | 286.70 |
| 02/27/2017 | 157893 | Filed in CNG | 03/29/2017 | 409.20 | 409.20 |
| 03/06/2017 | 158189 | Filed in CNG | 04/05/2017 | 286.70 | 286.70 |
| | | | | 1,801.00 | 1,801.00 |

Below this table is a list of transactions:

| | | | | | |
|------|------------------|--------|------------|------------------------------|---------|
| 0.00 | Bill | 157335 | 02/13/2017 | 4200 - PAYABLES | -409.20 |
| 0.00 | Bill | 157569 | 02/20/2017 | 4200 - PAYABLES | -286.70 |
| 0.00 | Bill | 157893 | 02/27/2017 | 4200 - PAYABLES | -409.20 |
| 0.00 | Bill Pmt - Check | 8004 | 02/10/2017 | 1000 - BANK ACCOUNT TOTAL... | -210.60 |
| 0.00 | Bill Pmt - Check | 8038 | 02/24/2017 | 1000 - BANK ACCOUNT TOTAL... | -70.20 |

The software interface also includes a 'Manage Transactions' dropdown and a 'Run Reports' button. The Windows taskbar at the bottom shows the date and time as 1:38 PM on 3/8/2017.

Reconciliation – sort by date, payee, amount

For period: 06/09/2017 Hide transactions after the statements end date

| Charges and Cash Advances | | | | Payments and Credits | | | | |
|---------------------------|----------|----------------------|--------|----------------------|-------|------|------|-----------|
| DATE | REF # | PAYEE | AMOUNT | DATE | REF # | MEMO | TYPE | AMOUNT |
| 05/14/2017 | | Car Wash | 20.00 | 05/16/2017 | | | CHK | 22,280.00 |
| 05/10/2017 | | KROGER | 24.69 | 06/19/2017 | | | CHK | 20,000.00 |
| 05/06/2017 | | GAS | 25.82 | | | | | |
| 06/07/2017 | Michaels | ONE TIME PURCHA... | 29.40 | | | | | |
| 05/31/2017 | | GAS | 31.23 | | | | | |
| 05/17/2017 | | EMPLOYEE MEETI... | 34.47 | | | | | |
| 06/02/2017 | | GAS | 35.00 | | | | | |
| 05/26/2017 | | EMPLOYEE MEETING | 35.39 | | | | | |
| 05/20/2017 | | GAS | 35.79 | | | | | |
| 05/12/2017 | | HOBBY LOBBY | 36.09 | | | | | |
| 05/23/2017 | | GAS | 36.49 | | | | | |
| 05/19/2017 | | GAS | 40.58 | | | | | |
| 06/13/2017 | | GAS | 40.61 | | | | | |
| 06/15/2017 | | GAS | 41.17 | | | | | |
| 06/12/2017 | | KROGER | 41.31 | | | | | |
| 06/06/2017 | | GAS | 41.87 | | | | | |
| 05/25/2017 | | GAS | 46.93 | | | | | |
| 05/23/2017 | | OFFICE DEPOT | 47.19 | | | | | |
| 05/14/2017 | | EMPLOYEE MEETING | 47.96 | | | | | |
| 06/20/2017 | 01316708 | DIRECT FLORIST BL... | 47.96 | | | | | |

Highlight Marked Mark All Unmark All Go To Columns to Display...

| | | | |
|-------------------------------|-----------|---------------------------------------|-----------------|
| Beginning Balance | 22,280.00 | | |
| Items you have marked cleared | | <input type="button" value="Modify"/> | Finance Charge |
| 2 Payments and Credits | 42,280.00 | | 0.00 |
| 26 Charges and Cash Advances | 17,315.60 | | Ending Balance |
| | | | 16,329.75 |
| | | | Cleared Balance |
| | | | -2,684.40 |
| | | | Difference |
| | | | -19,014.15 |

Pugh's Flowers - Intuit QuickBooks Desktop Enterprise Solutions: Contractor 17.0(multi-user)(Michael)

File Edit View Lists Favorites Contractor Company Customers Vendgrs Employees Banking Reports Window Help

Search Company or Help

Account Transaction Download: Paragon Bank

Back Forward Stop Refresh Print

https://www.netteller.com/login2008/ScriptResource.axd?d=sc0c9440MExG6gUcCxdNuYGr0Tf13_XPf2crQuoa9Jg9KKA7kuw4dv-MwFISR9Ns0SCm2fb0c72n5lmoFcvsevSeb1yMoqnQ9xqgs0nmPuwmiKNLQ

Contact Us Privacy & Terms Log Out

Paragon Bank

Account Info Cash Manager Options

MyParagon Account List Transactions Internal Transfers Stop Payments Text Statements

Recent Transactions Download Search

Paragon Bank | P.O. Box 2022 | Memphis TN 38101-2022 | ph 901.273.2900

Download Transactions

Download Transactions for Account

Select Download Range

Select Download Format

Download

Secure web site

My Shortcuts

- Home
- My Company
- QB Import From RTI
- Income Tracker
- Bill Tracker
- Snapshots
- Customers
- Vendors
- Bank Feeds
- Credit Card Charge
- Docs
- Reports
- App Center
- My Shortcuts
- View Balances
- Run Favorite Reports
- Open Windows

Do More With QuickBooks

- Save 20% on Assisted Payroll
- Accept Credit Cards
- Order Checks & Supplies
- See Financing Options

Pugh's Flowers - Intuit QuickBooks Desktop Enterprise Solutions: Contractor 17.0(multi-user)(Michael)

File Edit View Lists Favorites Contractor Company Customers Vendors Employees Banking Reports Window Help

Search Company or Help

Transactions List

Finish Later Rules

8 Transactions

NEW TO QUICKBOOKS

PARAGON - Payroll

6 NEED YOUR REVIEW

2 CHANGED BY RULES

2 AUTO-MATCHED

IN YOUR REGISTER

Tell QuickBooks how to handle these bank transactions

STATUS: All TYPE: All types FROM: 3/2/2017 TO: 3/3/2017 Show Bank Memo

| <input type="checkbox"/> | STATUS | TYPE | DATE | NO. | DOWNLOADED AS | PAYEE | ACCOUNT | CLASS | PAYMENT | DEPOSIT | ACTION |
|-------------------------------------|--------|------|----------|--------|-------------------|--|--------------------|-------|----------|----------|--------|
| <input type="checkbox"/> | Rev | CHK | 3/2/2017 | | PAYROLL DP PUG... | | | | 377.48 | | Select |
| <input type="checkbox"/> | Rev | CHK | 3/2/2017 | | PAYROLL DP PUG... | | | | 1,392.69 | | |
| <input type="checkbox"/> | Rev | CHK | 3/2/2017 | | PAYROLL DP FAS... | | | | 2,053.01 | | |
| <input type="checkbox"/> | Rev | CHK | 3/2/2017 | | PAYROLL DP FAS... | | | | 6,154.13 | | |
| <input checked="" type="checkbox"/> | Cha | DEP | 3/2/2017 | | SWEEP FROM DDA | Payroll Transfer | 1000 - BANK ACCOUN | | | 9,977.31 | |
| <input checked="" type="checkbox"/> | Cha | DEP | 3/3/2017 | | SWEEP FROM DDA | Payroll Transfer | 1000 - BANK ACCOUN | | | 296.87 | |
| <input checked="" type="checkbox"/> | Auto | CHK | 3/3/2017 | | PAYMENTS GRE... | Great West 401k | -split- | | 206.87 | | |
| <input checked="" type="checkbox"/> | Auto | CHK | 3/3/2017 | 100187 | DDA REGULAR CH... | Central Child Support R 4300 - Payroll Liabilities | | | 90.00 | | |

Batch Actions

Customize Reports

Profit & Loss

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Collapse Refresh

Dates This Month

Show Applied

4:03 PM
06/23/17
Accrual Basis

Modify Report: Profit & Loss

Display Filters Header/Footer Fonts & Numbers

CHOOSE FILTER

Search Filters Account

FILTER

Account All income/expense accounts

Aging

Amount

Billing Status

Class

Include split detail?

No

Yes

For detail accounts matching

All accounts

ACCOUNT FILTER

Choose the types of accounts or a specific account from the drop-down list. Indicate whether or not you want split detail to appear in the report (Balance Sheet accounts only).

Tell me more...

CURRENT FILTER CHOICES

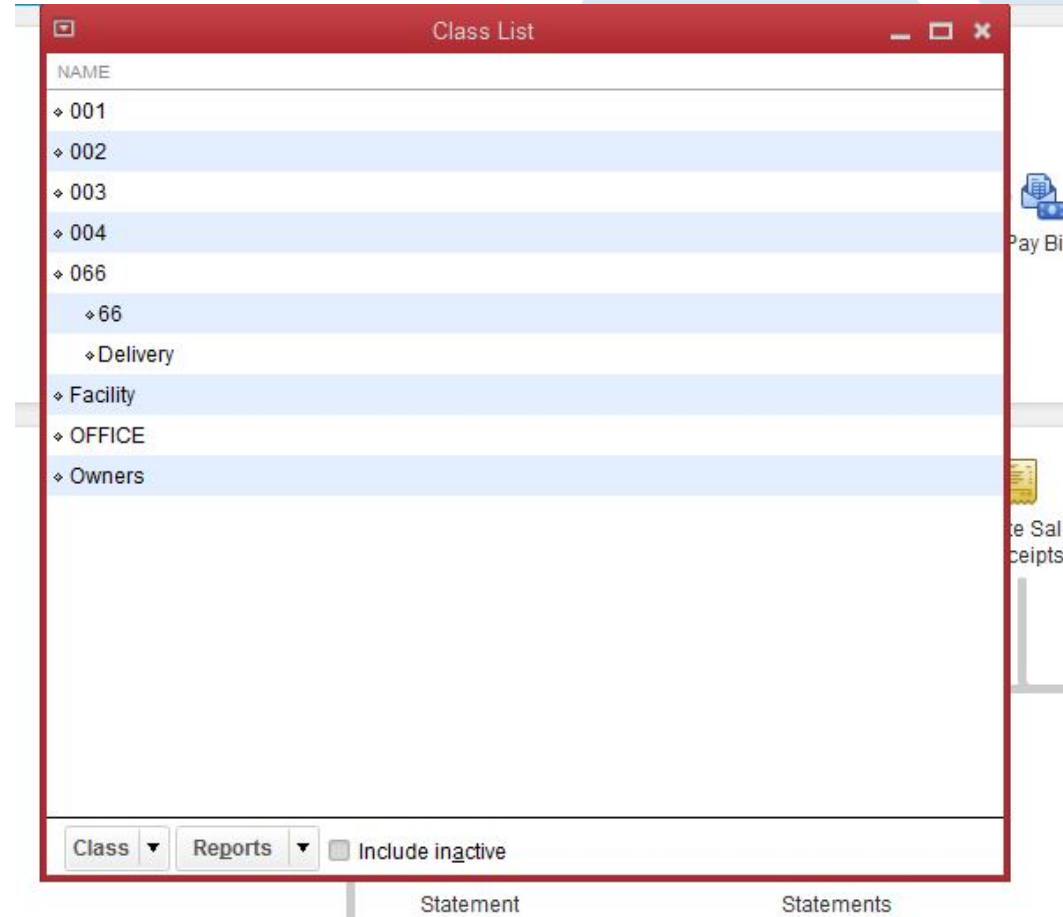
| FILTER | SET TO |
|---------|--------------------------|
| Account | All income/expense ac... |
| Date | This Month-to-date |
| | |
| | |

Remove Selected Filter

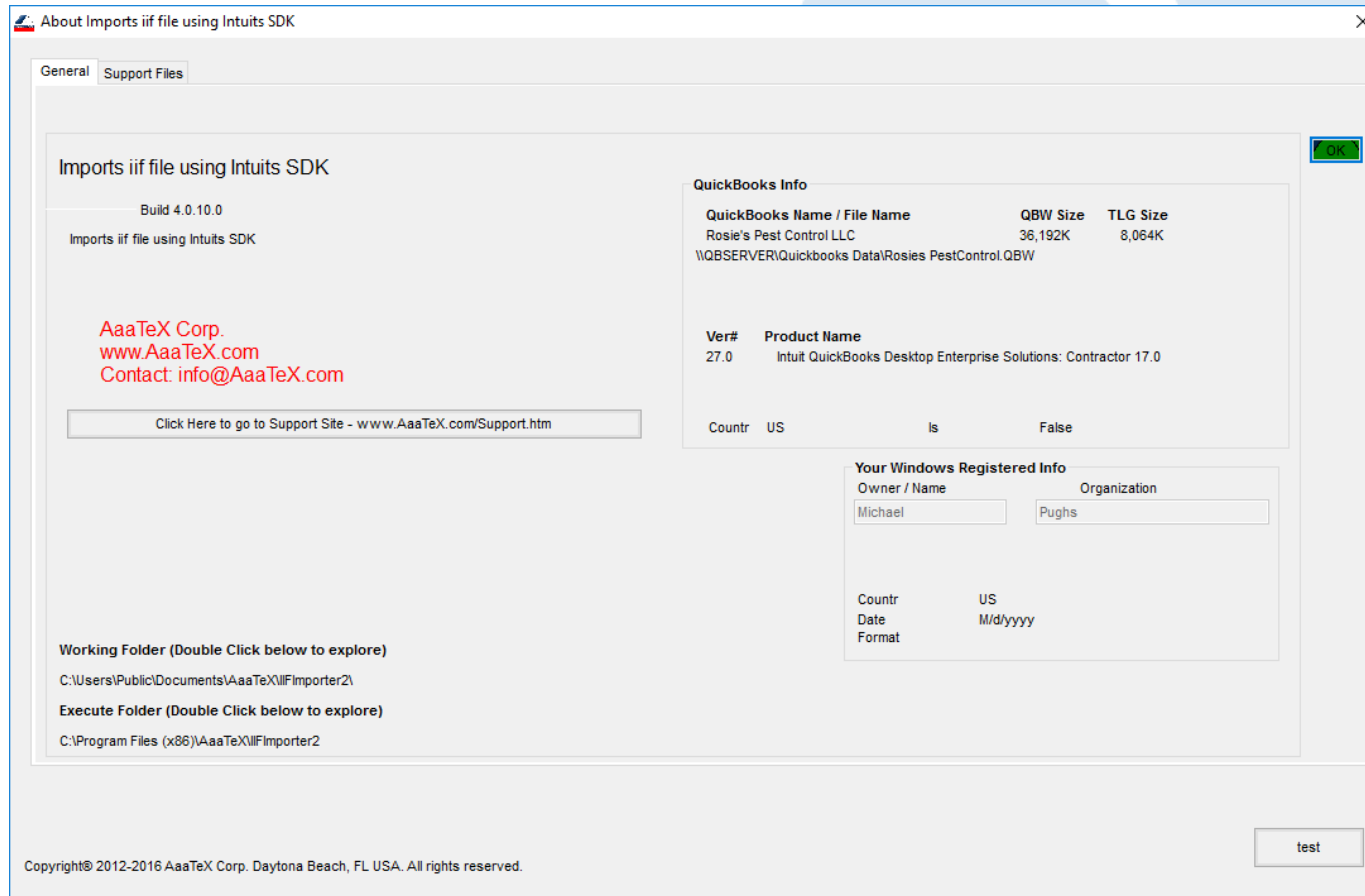
Revert

OK Cancel Help

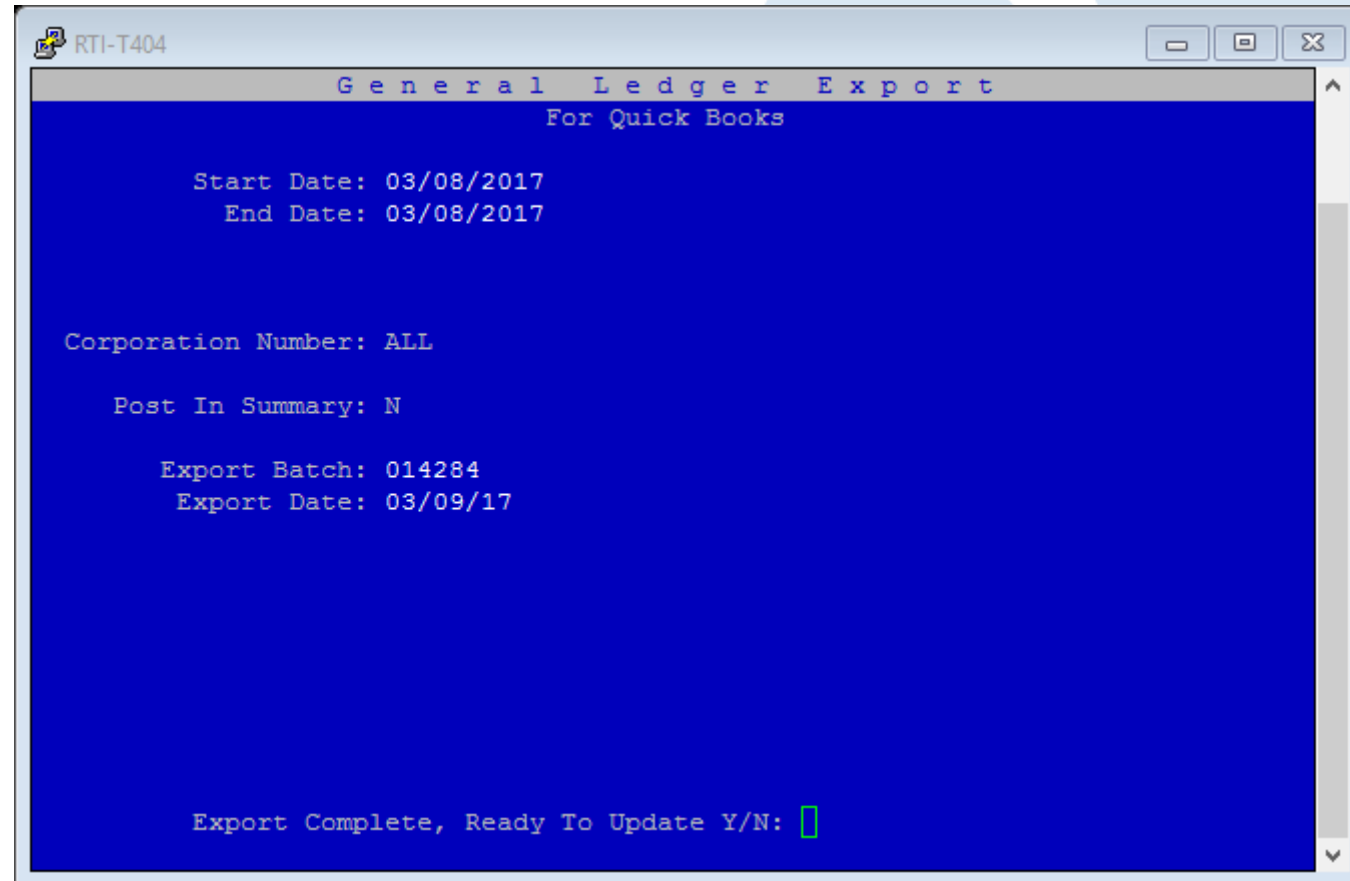
Using Class Better - **separate stores / branches / departments**

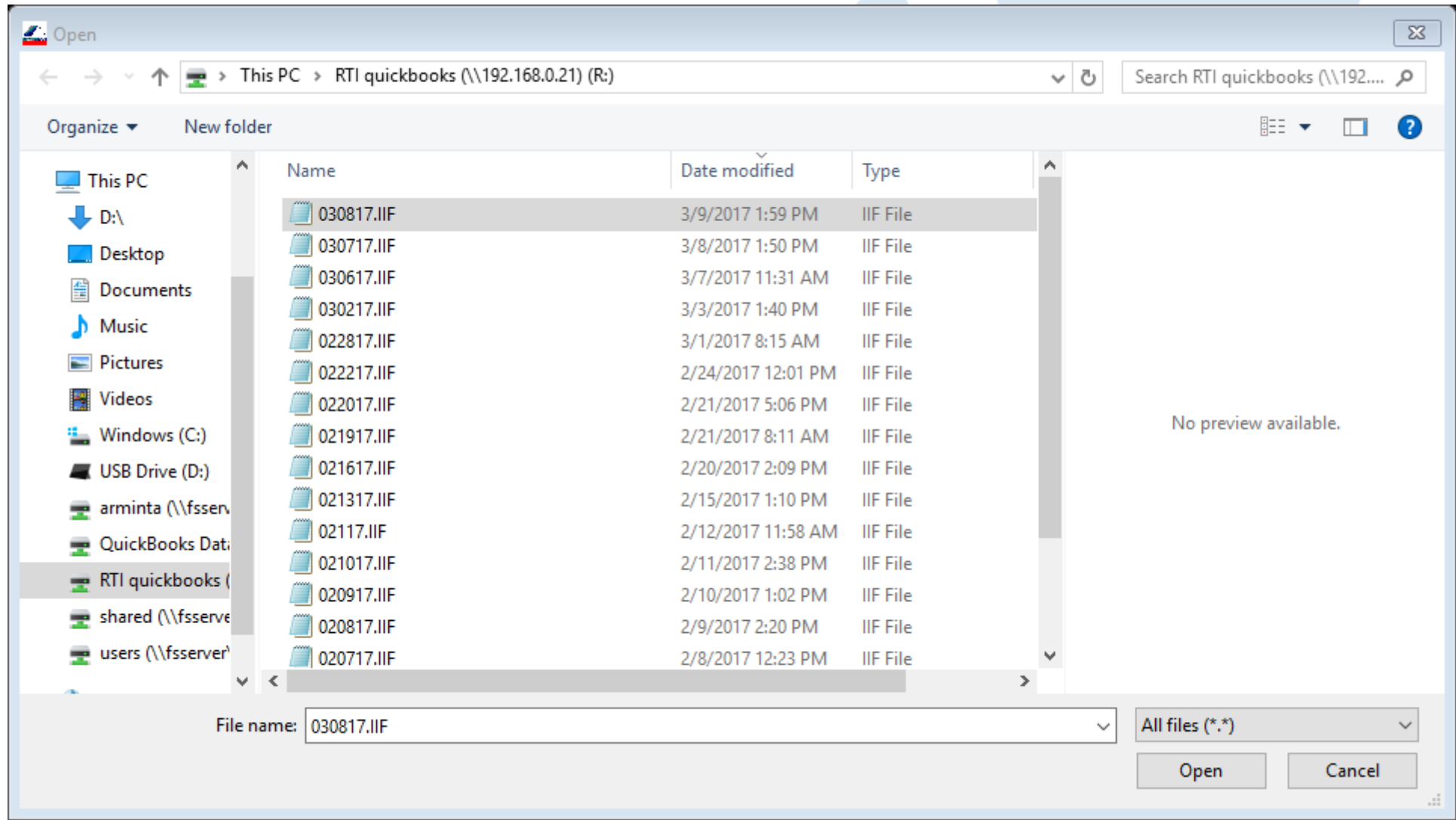


Import Data Without Using Single User Mode



POS Software Example – some systems have a direct interface





IIF Importer 2 Bld 4.0.11.0 Diamond Edition for company=Pugh's Earthworks

File Edit View Help

Normal (123) Mode. Just follow the numbers.

1 - Select a File

Select IIF File
(click here to browse)


Selected File Name
none selected

In Folder:
none selected

Expert Mode
(see more)

2 - Click on Import below or the Go Import button

====> Import ==>



^
^
^
^
^
^

3 - See Results =====>
You may also go into your QuickBooks and view the transactions yourself.

Go (Import)

Close (Save Setting)

FTP download and Import

FTP download only

Process Companies

See Import Results

Quit, Do NOT Save Setting

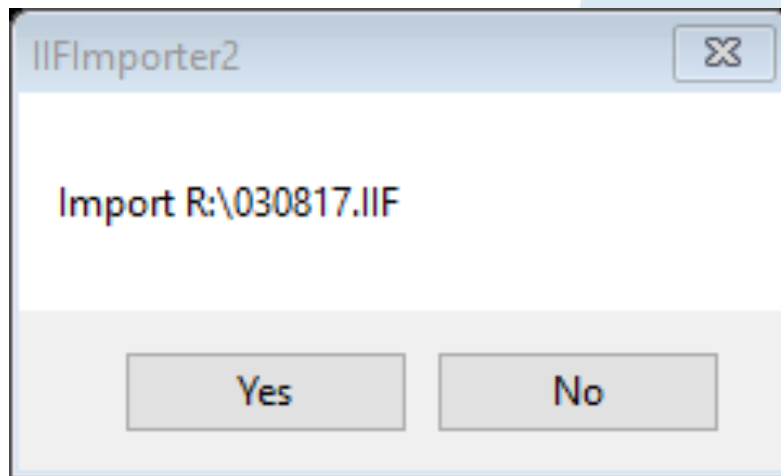
Save Settings

Stop Import

Ready for importing Build 4.0.11.0

Double Click to explore Working Folder=C:\Users\Public\Documents\AaaTeX\IIFImporter2\

Copyright© 2012-2017 AaaTeX Corp. Daytona Beach, FL USA. All rights reserved.



Customize A Report To Verify Data

Pugh's Flowers - Intuit QuickBooks Desktop Enterprise Solutions: Contractor 17.0(multi-user)(Michael)

File Edit View Lists Favorites Contractor Company Customers Vendors Employees Banking Reports Window Help

Search Company or Help

My Shortcuts

- Home
- My Company
- QB Import From RTI
- Income Tracker
- Bill Tracker
- Snapshots
- Customers
- Vendors
- Bank Feeds
- Credit Card Charge
- Docs
- Reports
- App Center
- Services

View Balances

Run Favorite Reports

Open Windows

Do More With QuickBooks

- Save 20% on Assisted Payroll
- Accept Credit Cards
- Order Checks & Supplies
- See Financing Options

QB Import From RTI

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Refresh

Dates Yesterday From 03/08/2017 To 03/08/2017 Total By Account list Sort By Default

Show Applied Filters

2:05 PM
03/09/17

Pugh's Flowers
Custom Transaction Detail Report
March 8, 2017

Accrual Basis

| Type | Num | Memo | Account | Debit | Credit | Balance |
|---|---------|--------------|-------------------------|------------------|--------------|------------------|
| 1400 - Flower Shop Receivables | | | | | | |
| 1498 - Undeposited Funds (Credit Card) | | | | | | |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 1,723.43 | | 1,723.43 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 402.54 | | 2,125.97 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 3,006.61 | | 5,132.58 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 200.20 | | 5,332.78 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 70.90 | | 5,403.68 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 562.21 | | 5,965.89 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 92.75 | | 6,058.64 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 76.42 | | 6,135.06 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 566.16 | | 6,701.22 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 1,243.91 | | 7,945.13 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 386.48 | | 8,331.61 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 97.17 | | 8,428.78 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | | 13.66 | 8,415.12 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 533.20 | | 8,948.32 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 43.65 | | 8,991.97 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 486.28 | | 9,478.25 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 74.24 | | 9,552.49 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 284.72 | | 9,837.21 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 48.34 | | 9,885.55 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 76.42 | | 9,961.97 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 120.07 | | 10,082.04 |
| General Journal | 1241... | AR - 03/0... | 1498 - Undeposited F... | 85.20 | | 10,167.24 |
| Total 1498 - Undeposited Funds (Credit Card) | | | | 10,180.90 | 13.66 | 10,167.24 |
| 1520 - WIRE ORDERS RECIEVABLES | | | | | | |
| General Journal | 1241... | AR - 03/0... | 1520 - WIRE ORDER... | 31.97 | | 31.97 |
| General Journal | 1241... | AR - 03/0... | 1520 - WIRE ORDER... | 57.67 | | 89.64 |
| General Journal | 1241... | AR - 03/0... | 1520 - WIRE ORDER... | 70.77 | | 160.41 |
| General Journal | 1241... | AR - 03/0... | 1520 - WIRE ORDER... | 35.81 | | 196.22 |
| General Journal | 1241... | AR - 03/0... | 1520 - WIRE ORDER... | 31.97 | | 228.19 |
| General Journal | 1241... | AR - 03/0... | 1520 - WIRE ORDER... | 46.76 | | 274.95 |

COMPANY

- Order Checks
- Calendar

BANKING

- Reconcile
- Check Register
- Enter Credit Card Charges

Modify Report: QB Import From RTI

Display Filters Header/Footer Fonts & Numbers

REPORT DATE RANGE

Dates Yesterday Yesterday only

From 03/08/2017 To 03/08/2017

REPORT BASIS

Accrual Cash This setting determines how this report calculates income and expenses.

COLUMNS

Search Columns Total by Account list

Sort by Default

Sort in Ascending order Descending order

Put a check mark next to each column that you want to appear in the report.

Advanced... Revert

OK Cancel Help

Modify Report: QB Import From RTI

Display Filters Header/Footer Fonts & Numbers

CHOOSE FILTER

Search Filters Account

Account All accounts

Include split detail?

No Yes For detail accounts matching

All accounts

CURRENT FILTER CHOICES

| FILTER | SET TO |
|-----------------|-----------|
| Date | Yesterday |
| TransactionType | Journal |
| | |
| | |

Remove Selected Filter

ACCOUNT FILTER

Choose the types of accounts or a specific account from the drop-down list. Indicate whether or not you want split detail to appear in the report (Balance Sheet accounts only).

Tell me more... Revert

OK Cancel Help

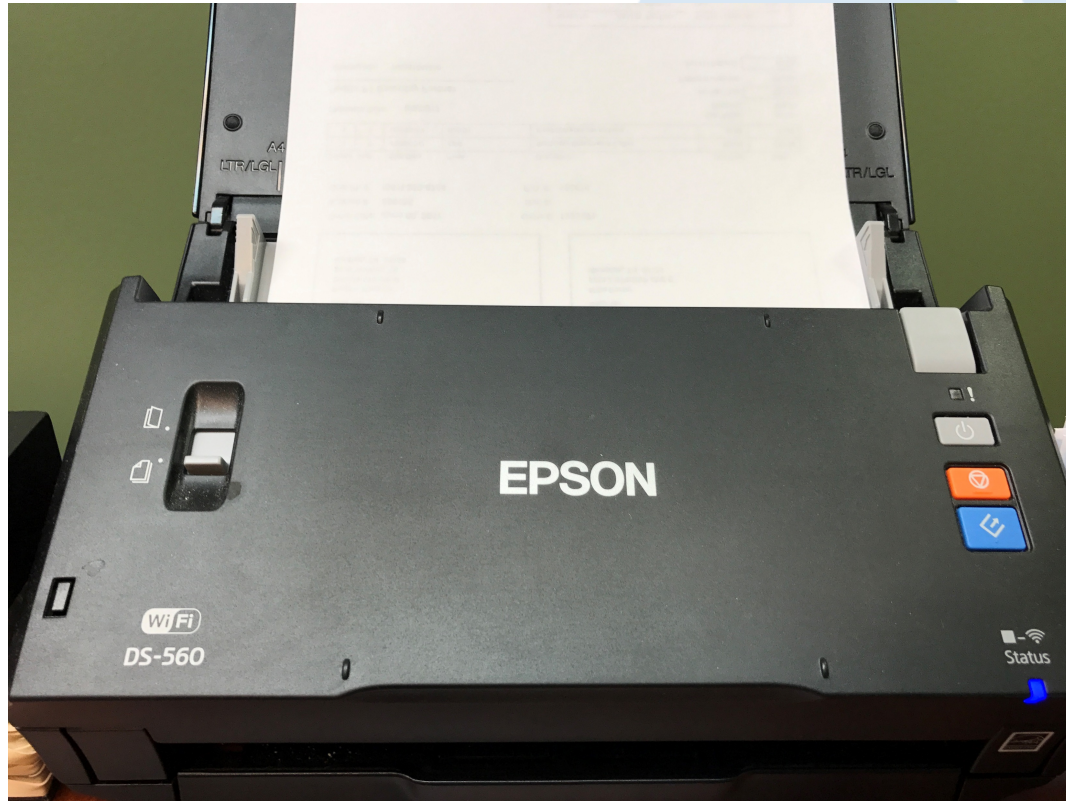
Going Paperless

The screenshot displays a software application window titled "Write Checks - Landmark". The main area shows an "Attachments" pane for a document named "Check eft for Utilities on 07/10/2017". The pane includes a search bar, a "Search Company or Help" dropdown, and a "My Shortcuts" sidebar with options like Home, My Company, Income Tracker, Bill Tracker, Calendar, Snapshots, Customers, Vendors, Employees, Bank Feeds, Docs, and Reports. Below the shortcuts are buttons for "View Balances", "Run Favorite Reports", and "Open Windows". At the bottom of the sidebar, there are links for "Do More With QuickBooks", "Turn on Payroll", and "Accept Credit Cards".

The "Attachments" pane has a header "ATTACH FROM:" with icons for "Computer", "Scanner", and "Doc Center". Below this is a table of attachments:

| ATTACHMENTS (1) | | | |
|---|-------------|----------------------|----------|
| NAME | DESCRIPTION | ADDED | KEYWORDS |
| Drop documents from Outlook, your desktop, or folders here. | | | |
| Your Gulf Power Paperless Bill is Rea... | | 6/23/2017 8:59:02 AM | |

At the bottom of the attachment pane, there are buttons for "Detach", "View Details", "Open", and "Done".



Debits and Credits

| | Increase | Decrease |
|----------------|----------|----------|
| Asset | Debit | Credit |
| Liability | Credit | Debit |
| Income/Revenue | Credit | Debit |
| Expense | Debit | Credit |
| Equity/Capital | Credit | Debit |

The screenshot displays the QuickBooks Desktop interface for 'Pugh's Flowers'. The main window is titled 'Make General Journal Entries (Editing Transaction...)' and shows a journal entry for the date 03/08/2017 with entry number 124101. The entry is an adjusting entry with a debit of 7.00 to '1930 - INTERSTORE TRANSFERS' and a credit of 7.00 to '8430 - Refunds'. The interface includes a sidebar with shortcuts and a main window with a menu bar and toolbar.

| DATE | ENTRY NO. | ADJUSTING ENTRY |
|------------|-----------|-----------------|
| 03/08/2017 | 124101 | |

| ACCOUNT | DEBIT | CREDIT | MEMO | NAME | BILLA.. | CLASS |
|-----------------------------|-------|--------|------|------------|---------|--------|
| 1930 - INTERSTORE TRANSFERS | | 7.00 | | ADJUSTMENT | | OFFICE |
| 8430 - Refunds | 7.00 | | | | | OFFICE |
| Totals | | 7.00 | | | | 7.00 |

Table 1 - Do I DEBIT it or CREDIT it?

| ACCOUNT GROUP | When you INCREASE the \$ amount in this account group you it. | When you DECREASE the \$ amount in this account group you it. |
|---------------|---|---|
| Asset | Debit | Credit |
| Liability | Credit | Debit |
| Owners Equity | Credit | Debit |
| Income | Credit | Debit |
| Expenses | Debit | Credit |
