

Microsoft® Office

Small Business Accounting 2006

User's Guide



Microsoft®

Microsoft[®] Office

Small Business Accounting 2006

User's Guide

Information in this document, including URL and other Internet Web site references, is subject to change without notice. Unless otherwise noted, the example companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted herein are fictitious, and no association with any real company, organization, product, domain name, e-mail address, logo, person, place, or event is intended or should be inferred. Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Microsoft Corporation.

Microsoft may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written license agreement from Microsoft, the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property.

© 2005 Microsoft Corporation. All rights reserved.

Microsoft, MS-DOS, Outlook, PivotTable, Windows, Windows NT, and Windows Server are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

©2005, ADP, Inc. ADP Payroll, ADP Payroll Plus, and ADP Total Payroll are service marks of ADP of North America, Inc.

The names of actual companies and products mentioned herein may be the trademarks of their respective owners.

September 2005 Part No. X11-29551

Printed in the United States of America.

Contents

Welcome to Small Business Accounting	1
Part 1: Getting Started	5
Chapter 1: Installing and Setting Up	9
Chapter 2: Taking a Tour.....	23
Chapter 3: Refining Your Company Setup	29
Chapter 4: Managing User Roles and Permissions.....	41
Part 2: Managing Your Company	45
Chapter 5: Setting Up and Managing Accounts	49
Chapter 6: Recording Account Activity.....	59
Chapter 7: Tracking and Paying Sales Tax	65
Chapter 8: Managing Your Company Data.....	69
Part 3: Selling to Customers	77
Chapter 9: Working with Customers	81
Chapter 10: Offering a Quote.....	87
Chapter 11: Taking a Sales Order.....	91
Chapter 12: Submitting an Invoice.....	95
Chapter 13: Managing Payments	101
Chapter 14: Managing Jobs	111
Part 4: Buying from Vendors	117
Chapter 15: Working with Vendors	121
Chapter 16: Setting Up Product and Service Items	127
Chapter 17: Placing an Order.....	137
Chapter 18: Receiving Items	141
Chapter 19: Entering and Paying Vendor Bills.....	145
Part 5: Managing Employees	155
Chapter 20: Working with Employees.....	159
Chapter 21: Tracking Employee Time.....	165
Chapter 22: Managing Payroll.....	171
Part 6: Keeping Bank Records	175
Chapter 23: Managing Bank Accounts	179
Chapter 24: Recording Banking Activity	187
Chapter 25: Using Online Banking	199

Part 7: Generating Reports	205
Chapter 26: Working with Reports	209
Chapter 27: Keeping Track of Company Data.....	215
Glossary	227
Small Business Bookshelf	237
Index	239

Welcome to Small Business Accounting

Microsoft® Office Small Business Accounting 2006 is a comprehensive, easy-to-use business-management program designed to help you run your company more effectively and profitably while reducing the time you spend on administrative tasks.

After you finish the easy, step-by-step setup, you'll be able to:

- Forecast the cash flow of income and expenses into and out of your accounts.
- Monitor the status of ongoing projects and track the time spent on work for your customers.
- Manage inventory and pricing of products and services you sell.
- Generate reports to prioritize your daily activities and better forecast sales and control expenses.

Working with Microsoft Office

As part of the Microsoft Office software family, Small Business Accounting works with other Office applications to bring you a full range of easy-to-use features that look and work like other Office applications.

- Build stronger customer relationships by integrating a wealth of business information in your Microsoft Office Outlook® 2003 with Business Contact Manager Update records with the invoicing and time-tracking features in Small Business Accounting.
- Export your company data to Microsoft Office Excel, where you can analyze your company's books in a familiar spreadsheet format.
- Work with Microsoft Office Word to create form letters to send to a mailing list of customers, vendors, or employees and to design custom templates for company forms.
- Use Microsoft Office Outlook to send e-mail messages, forms, and documents directly from Small Business Accounting to your customers, vendors, and employees.

Using this guide

This *Microsoft Office Small Business Accounting 2006 User's Guide* provides complete instructions for managing your business electronically, with step-by-step instructions for using key product features, along with notes, tips, and cautions to guide you through the finer points.

What if . . .

I need a little extra help?

You will see shaded information highlighting special cases and solutions throughout this User's Guide.


For more information


As a Small Business Accounting user, you have a wealth of information available to you.

Getting help

If you need further information while you are working with Small Business Accounting, help is always available. To open the Help table of contents, press **F1**.

To get information specific to the page, form, report, list, dialog box, or wizard where you are currently working, do one of the following:

- On the **Help** menu, click **Help with this Window**.
- Press **ALT+F1**.
- On forms, click the **Help** button  on the toolbar.
- In a dialog box or wizard, click the **Help** button.

Browse or search to find information in Help. When you are done, you can switch between Help and Small Business Accounting by clicking the appropriate button on the taskbar, or you can click the **Close** button  to exit.

Learning the basics in the Quick Start Guide

The *Microsoft Office Small Business Accounting 2006 Quick Start Guide* included in your software package provides easy step-by-step instructions for installing Small Business Accounting and setting up your company's accounts. With a brief introduction to the main areas of the product — Company, Customers, Vendors, Employees, Banking, and Reports — the Quick Start Guide helps you become acquainted with the robust features you can use to track your day-to-day income and expenses and understand how they affect your company's bottom line.

Researching products and services online

You can leverage online services to access a wide range of products and services that will save you time and will help you manage your company.


The following table gets you started with the online services available to you from Small Business Accounting. Before you begin, make sure you have an active Internet connection.

To	Do this
Find an accounting or software consultant in your area	On the Help menu, click Find an Accountant .
Find information on ADP Payroll SM , the only payroll service that is fully integrated with Small Business Accounting	On the Company menu, point to Business Services , and then click Payroll .
Find information about online credit card processing services	On the Company menu, point to Business Services , and then click Accept Credit Cards .
Find information about setting up online bank accounts	On the Company menu, point to Business Services , and then click Bank Online .
Find a Web site where you can purchase preprinted and custom checks and other supplies	On the Company menu, point to Business Services , and then click Buy Checks and Forms .
Find regularly updated information about Small Business Accounting and other services available to you	In the Navigation Pane , click Company , and then click a link in the Spotlight pane on the right.
Check for updates to the Small Business Accounting software	On the Help menu, click Check for Updates .

Accessing Microsoft Office online resources

If you are connected to the Internet, you have access to updated information and links to training courses, articles, and product updates from Microsoft Office.

Before you begin, make sure you have an active Internet connection.

- 1 On the **Help** menu, click **Office Online**.
- 2 Follow the instructions on the Web page.
- 3 When you are done, click the **Close** button  to return to Small Business Accounting.

Contacting us

If you have questions or comments about Small Business Accounting, we want to hear from you.

Welcome to Small Business Accounting

The following table lists ways you can contact Small Business Accounting customer support. Before you begin, make sure you have an active Internet connection.

To	Do this
Send a message	On the Help menu, click Contact Us , and then follow the instructions on the Web page to send a message to the Small Business Accounting team.
Access support services	On the Help menu, click Support Services , and then follow the instructions on the Web page to access customer support.
Provide feedback	On the Help menu, click Customer Feedback , and then follow the instructions on the Web page to submit your comments to our customer service representatives.

Part 1: Getting Started

In this part

Overview.....	6
Keyboard shortcuts	7
Chapter 1: Installing and Setting Up.....	9
Gathering your company information	9
Checking hardware and software requirements.....	10
Installing Small Business Accounting	11
Starting Small Business Accounting.....	11
Setting up your company with the Startup Wizard	13
Setting up accounts.....	15
Importing data from another program.....	16
Importing data from an exported file	16
Importing data from a backup file	17
Setting up your company with QuickBooks data.....	18
Preparing your QuickBooks file	18
Importing QuickBooks data.....	18
Setting up a multiuser environment.....	19
Sharing data with Business Contact Manager for Outlook.....	20
Working with add-ins.....	21
Removing Small Business Accounting.....	22
Chapter 2: Taking a Tour.....	23
Monitoring financial accounts.....	23
Making sales to customers.....	24
Making purchases from vendors	25
Managing employees	26
Managing bank accounts.....	27
Keeping track of company data in reports.....	27
Exiting Small Business Accounting.....	28

Chapter 3: Refining Your Company Setup	29
Changing the Company home page	29
Adding or removing content.....	30
Updating account balances.....	30
Adding or removing reminders	31
Customizing company information.....	31
Changing company preferences.....	32
Planning your fiscal year	35
Changing the posting date.....	36
Closing a fiscal year	36
Working with your fiscal year	36
Working with support lists	37
Designing templates for business forms and letters	38
Modifying a template for business forms.....	39
Modifying a template for form letters.....	39
Adding security in Word.....	40
Chapter 4: Managing User Roles and Permissions.....	41
Understanding roles and permissions	41
Managing user access	42
Assigning a role.....	42
Changing a user's role	42
Removing a user's access.....	43
Changing a user's password	43

Overview

Microsoft Office Small Business Accounting 2006 consists of six areas: Company, Customers, Vendors, Employees, Banking, and Reports, which organize your company data and help you to track your day-to-day income and expenses, so you can understand how they affect your company's bottom line.

As part of the Microsoft Office software family, Small Business Accounting brings you a full range of easy-to-use features that look and work like other Office programs.

Keyboard shortcuts

You can use keyboard shortcuts to streamline your work in Microsoft Office Small Business Accounting 2006.

You can use the following shortcuts to select menus and commands:

- To open a menu or select a command from a menu, press and hold the ALT key, and then press the underlined letter in the menu or command name; for example, to open the **F**ile menu, press **ALT+F**.
- To select a command from the shortcut menu, click an item to select it, right-click, and then click a command.

If a command appears dimmed, it is unavailable.

You can use the following shortcuts to move the insertion point and perform actions:

- In forms, press the TAB key to move the insertion point to the next field.
- In wizards, press the TAB key to move the insertion point to the next field containing data or to the next button, and then press ENTER to perform the action for the selected button: get help for the current page, cancel your selections, or accept your changes and move to the next page.
- In dialog boxes, press the TAB key to move the insertion point to the next field containing data or to the next button, and then press ENTER to perform the action for the selected button: get help for the current page, cancel your selections, or accept your changes and exit.
- In lists, press the UP ARROW key or the DOWN ARROW key to select the next and previous record, respectively. Press ENTER to open the record.

The following table lists the keyboard shortcuts available from the home pages: Company, Customers, Vendors, Employees, Banking, and Reports. Keyboard shortcuts are not available in dialog boxes or wizards.

Note If a shortcut contains more than one key, press and hold a key, and then press the next key.

To	Press
Open the Help table of contents	F1
Get help for the current page	ALT+F1
View product information about Microsoft Office Small Business Accounting 2006	F2
Refresh the screen display	F5
Go to the Company home page	CTRL+1
Go to the Customers home page	CTRL+2
Go to the Vendors home page	CTRL+3

To	Press
Go to the Employees home page	CTRL+4
Go to the Banking home page	CTRL+5
Go to the Reports home page	CTRL+6
Open the Chart of Accounts	CTRL+SHIFT+A
Open the Bills and Item Receipts list	CTRL+SHIFT+B
Open the Customers list	CTRL+SHIFT+C
Open the Employees list	CTRL+SHIFT+E
Open the Invoices list	CTRL+SHIFT+I
Open the Jobs list	CTRL+SHIFT+J
Open the Payments list	CTRL+SHIFT+M
Open the Purchase Orders list	CTRL+SHIFT+P
Open the Quotes list	CTRL+SHIFT+Q
Open the Sales Orders list	CTRL+SHIFT+S
Open the Time Entries list	CTRL+SHIFT+T
Open the Items list	CTRL+SHIFT+U
Open the Vendors list	CTRL+SHIFT+V
Open the Journal Entries list	CTRL+SHIFT+Y
Exit Small Business Accounting	ALT+F4

Chapter 1: Installing and Setting Up

Microsoft Office Small Business Accounting 2006 provides familiar Microsoft Office wizards to guide you as you install the Small Business Accounting software and set up your company accounts. You can set up your accounts entirely from scratch or import account data from another Small Business Accounting data file, from the QuickBooks program, from Microsoft Office Excel, or from other programs.

Gathering your company information

The following table lists the information to have ready before you install and set up Small Business Accounting.

To	Do this
Define your company's fiscal year	Select a standard calendar year, or use another time period for your company's accounting year.
Determine a start date	Select a date on which you want to begin using Small Business Accounting to track your company's finances, typically, the beginning of a fiscal year or the beginning of a month. Note You cannot change the Start date after you set up your company.
Collect your current account statements, dated just before the start date	Gather the following account statements: <ul style="list-style-type: none">• Checking account• Savings account• Credit card account• Any other bank and credit card account statements
Determine outstanding amounts owed and to be paid as of the start date	Gather the following records: <ul style="list-style-type: none">• Unpaid customer invoices, and customer names and addresses• Bills that your company has not paid, and vendor names and addresses• Sales taxes owed, and sales tax agency names and addresses

To	Do this
Collect other financial documents with outstanding amounts as of the start date	Gather the following documents: <ul style="list-style-type: none"> • Checkbook with any remaining, uncleared checks that you have written but that have not yet shown up on your checking account statement • Bank receipts or any other record of any remaining, uncleared deposits, withdrawals, or transfers that have not yet shown up on your account statement • Credit card receipts or any other record of any credit card charges that have not yet shown up on your account statement • Account balances for any other assets, such as stocks • Account balances for any other debts, such as loans

Checking hardware and software requirements

To install and run Microsoft Office Small Business Accounting 2006, your computer must meet or exceed the following system requirements:

- **Computer/processor:** PC with Pentium 233 MHz or higher processor; Pentium III recommended
- **Memory:** 128 MB or more of RAM recommended
- **Hard disk:** 380 MB of available hard disk space (hard disk usage will vary depending on configuration; custom installation choices may require more or less hard disk space)
- **Display:** Super VGA (800x600) or higher-resolution monitor
- **Operating system:** Microsoft Windows® 2000 with Service Pack 3 or later, or Microsoft Windows XP or later
- **Installation of Microsoft Office Outlook 2003 with Business Contact Manager Update (optional):** 190 MB of additional hard disk space
- **Installation files cache (optional, recommended):** 280 MB of additional hard disk space

Additional items or services are required to use certain features:

- **Internet functionality:** dial-up or broadband Internet access, provided separately; local or long-distance charges may apply
- **Integration functionality (including export to Word or Excel):** Microsoft Office XP or later is required to export data to Word or Excel. Microsoft Office Outlook 2003 with Business Contact Manager Update is required to share financial data with the Outlook messaging and collaboration client.
- **Sharing functionality:** The host machine must be running Microsoft Windows 2000 with Service Pack 3 or Windows XP Professional Edition to enable sharing.

Installing Small Business Accounting

To install and set up Small Business Accounting, you must have administrator access to the computer where you want to install the software.

- 1 Close any open applications.
- 2 Insert the Small Business Accounting CD into your CD-ROM drive.
- 3 If the setup program does not run automatically, click **Start** on the taskbar, and then click **Run**. Type *drive:*\setup.exe (where *drive* stands for the letter designation of your CD-ROM drive, usually drive D), and then click the **OK** button.
- 4 Click the **Next** button.
- 5 To agree to the terms on the **License Agreement** page and continue installing Small Business Accounting, click **I accept the terms in the license agreement**, and then click the **Next** button.
- 6 On the **Destination Folder** page, do one of the following:
 - To install the program to the default folder, click the **Next** button.
 - To select a different folder, click the **Change** button. Browse to select the folder, and then click the **OK** button. When you are done, click the **Next** button.
- 7 On the **Ready to Install the Program** page, click the **Install** button.
The installation process may take several minutes.
- 8 On the **Installation Complete** page, click the **Finish** button.

Tip You can create a shortcut to start Small Business Accounting from your desktop.



To create a shortcut on your desktop:

- 1 Right-click, point to **New**, and then click **Shortcut**.
- 2 Click the **Browse** button and navigate to the directory where Small Business Accounting is installed (usually *drive:*\Program Files\Microsoft Small Business Accounting\Small Business Accounting).
- 3 Select **SBA.exe**, and then click the **OK** button.
- 4 Click the **Next** button, and then click the **Finish** button.

Starting Small Business Accounting

To work with all of the features in Small Business Accounting, you must activate the software. We recommend that you activate your software over the Internet when you first start Small Business Accounting.

Note You can activate the software, over the Internet or by phone, at a later time.

- 1 Double-click the Small Business Accounting shortcut  on your desktop.
If the shortcut is not available, click **Start** on the taskbar, point to **Programs**, point to **Microsoft Small Business Accounting**, and then click **Microsoft Small Business Accounting**.
 - 2 On the **Enter Product Key** page, type the 25-character sequence from the sticker on the back of the CD case.
 - 3 To read the Microsoft privacy policy, click the **Privacy Statement** link. When you are done, click the **Close** button .
 - 4 When you are done, click the **Next** button.
 - 5 To agree to the terms on the **Read the License Agreement** page, click **I accept the terms of this license agreement**, and then click the **Next** button.
 - 6 Do one of the following:
 - To activate the software at this time, click **I want to activate the software over the Internet (Recommended)**, and then click the **Next** button.
 - To activate the software over the telephone, click **I want to activate the software by telephone (Not available for trial)**, and then click the **Next** button. Follow the directions in the wizard. Type the confirmation ID and registration ID provided by the customer service representative. If an entry is not correct, the box number turns red. When you are done, click the **Next** button to activate the software. On the **Thank You** page, click **Close**.
 - To activate the software at a later time, click the **Remind Me Later** button at the bottom of the page.

You can start Small Business Accounting 20 times. You will see a reminder to activate the software each time you start Small Business Accounting. After 20 starts, the **Remind Me Later** button appears dimmed, and you must activate the software or it will close.
- Tip** If you need assistance, click the **Remind Me Later** button and start Small Business Accounting without activating the software. On the **Help** menu, click **Support Services**.
- 7 If you elected to activate the software over the Internet, read the privacy policy, if you have not already done so, and then click the **Next** button.
 - 8 On the **Provide Your Company Information** page, enter your company contact information and complete your company profile, and then click the **Next** button.
 - 9 On the **Select Contact Preferences** page, select the contact options for your company, and then click the **Next** button to activate the software.
 - 10 On the **Thank You** page, click the **Close** button.
 - 11 On the **Start** page, do one of the following:
 - To set up your company data by using information you provide or data you import from a program other than QuickBooks, from a backup file, or from an exported file, click **Set up your company**. For instructions, see “Setting up your company with the Startup Wizard,” on page 13.

- To set up your company by using QuickBooks data, click **Import data from QuickBooks**. For instructions, see “Setting up your company with QuickBooks data,” on page 18.

Setting up your company with the Startup Wizard

The Startup Wizard guides you step by step through the process of setting up your company data. Follow the instructions in the Startup Wizard as it takes you through a series of pages. As you complete each page, press the TAB key to move from field to field, and press ENTER or click the **Next** button to continue to the next page.

Note If you exited the Startup Wizard, you can click **New Company** on the **File** menu to restart it. Click the **Yes** button to confirm.

- 1 Read the instructions on the **Welcome** page, confirm that you have the information you need to set up your company, and then click the **Next** button.

Tip If you need professional assistance to set up and run your company, Small Business Accounting can help you find an accountant or a software consultant in your area. Make sure you have an active Internet connection, and then click the link on the **Welcome** page.
- 2 Read the instructions on the **Company details** page, and then click the **Next** button.
- 3 On the **Add company details** page, enter your company contact information that will appear in communications, in reports, on purchase orders, on sales orders, and in other documents.
 - (Required) In the **Company name** field, type your company name, and then press the TAB key.
 - (Required) Your company name appears in the **Legal name** field. To change it, type your company’s legal name in the field, and then press the TAB key.
 - In the **Federal tax ID** field, type your federal tax ID number.

When you are done, click the **Next** button.

- 4 On the **Set up accounts** page, do one of the following:
 - To set up a standard set of accounts, click **Select your business type and have Small Business Accounting suggest accounts**, and then click the **Next** button. On the **Set up Accounts** page, click the arrow next to the **Business type** field, and select the type that best fits your business. When you are done, click the **Next** button.

Note The business type you select does not need to be an exact match. You can edit or add accounts later.
 - To postpone setting up accounts until later, click **Create accounts later in this Startup Wizard**, and then click the **Next** button.

- 5 On the **Select a fiscal year and start date** page, click the arrow next to a field and then select a date from the calendar, or retain the default settings. When you are done, click the **Next** button.
- 6 Read the instructions on the **Preferences** page, and then click the **Next** button.
- 7 On the **Select jobs preferences** page, click **Yes** to track income and expenses by project, or click **No**. Click the **Next** button.
- 8 On the **Select sales tax preferences** page, do one of the following:
 - If your company pays taxes at a single tax rate to one tax agency, click **Yes**. Click **I collect a single tax rate and pay it to a single tax agency**, and then click the **Next** button. Fill in your sales tax information — name, rate (in percent), and sales tax agency, and then click the **Next** button.
 - If your company pays taxes at a more than one tax rate or to more than one tax agency, click **Yes**. Click **I collect a multiple tax rates or pay multiple tax agencies**, and then click the **Next** button. You will set up your sales tax settings later.
 - If you do not collect sales taxes or if you are not sure, click **No**, and then click the **Next** button.
- 9 On the **Select form layout preferences** page, select the option that best describes your company: **Sells services** or **Sells products, or both products and services**. The sample form illustrates the ways your company forms will look, based on your selection. Click the **Next** button.
- 10 On the **Select numbering preferences** page, select the check box next to the account types where you want to use sequential identification numbers, and then click the **Next** button.
- 11 On the **Set up payroll** page, click **Yes** or **No** to indicate whether you are interested in signing up for ADP PayrollSM, the only online payroll service that is fully integrated with Small Business Accounting. Click the **Next** button.

Note If you click **Yes**, you will see a **Signup for payroll** reminder on the Company home page.
- 12 On the **Select cash basis or accrual basis reporting** page, select the accounting method to use in reports:
 - To recognize revenues when payments for products and services are received from customers or made to vendors, click **Cash basis reports**, and then click the **Next** button.
 - To recognize revenues when products and services are sold to customers or bought from vendors, regardless of when payment is received or made, click **Accrual basis reports (Recommended)**, and then click the **Next** button.
- 13 Read the instructions on the **Company details and preferences completed** page, and then click the **Finish** button.
- 14 To create your company file, accept the default name or enter a new file name, and then click **Save**.

- 15 The Small Business Accounting Startup Wizard progress checklist appears. Do one of the following:
- To continue setting up your company with information you provide, see “Setting up accounts,” on page 15.
 - To set up your company with data from Excel or a program other than QuickBooks, see “Importing data from another program,” on page 16.
 - To set up your company with data from an exported company file, see “Importing data from an exported file,” on page 16.
 - To set up your company with data from a backup company file, see “Importing data from a backup file,” on page 17.

Setting up accounts

The Startup Wizard progress checklist guides you step by step through the process of setting up accounts and records. Follow the instructions in the Startup Wizard progress checklist as it takes you through a series of pages. As you complete each page, press ENTER or click the **Next** button to continue to the next page.

Note If you exited the Startup Wizard progress checklist, you can click **Start Wizard** on the **File** menu to restart it where you left off.

- 1 The opening page lists the accounts and records you can set up. A checkmark indicates the sections that you have completed. To continue setting up your company, click one of the remaining sections:
- Click **Accounts** to review the accounts that Small Business Accounting has set up for your company, to add new accounts, and to enter opening balances for your company’s accounts. For instructions on creating new accounts, see Chapter 5, “Setting Up and Managing Accounts.” When you are done, click the **Finish** button.
 - Click **Customers** to add, edit, or delete customer records and to enter any opening balances that customers owe to your company as of the start date. For instructions on creating new customer records, see Chapter 9, “Working with Customers.” When you are done, click the **Finish** button.
 - Click **Vendors** to add, edit, or delete vendor records and to enter any opening balances that your company owes to vendors as of the start date. For instructions on creating new vendor records, see Chapter 15, “Working with Vendors.” When you are done, click the **Finish** button.
 - Click **Items** to add, edit, or delete product and service items that your company sells to customers or buys from vendors. You can also enter opening balances. For instructions on creating new items, see Chapter 16, “Setting Up Product and Service Items.” When you are done, click the **Finish** button.
 - If you have an active Internet connection, click **Business Services** to open a Web page with links to online services available to your company. When you

are done, click the **Close** button  to return to the Small Business Accounting Startup Wizard progress checklist.

- 2 When you are done, click the **Close** button.

Importing data from another program

After you have set up your company, you can import data from another program: a comma-separated values (.csv) file, a Microsoft Office Access (.mdb) database file, or a Microsoft Office Excel (.xls) worksheet file.

You must have administrator access to import data from another program.

- 1 On the **File** menu, point to **Utilities**, and then click **Import**.
- 2 Select the type of data to import, and then click the **OK** button.
- 3 To select the source file, click the **Browse** button, locate the file to import, and then click the **Open** button.
- 4 Under **Options**, select your import settings, and then click the **Next** button.
- 5 Follow the instructions for the data type you selected. When you are done, click the **Next** button.
- 6 To see a list of records that were imported, click the log file link. To exit, click the **Close** button.
- 7 Click the **Finish** button.

What if . . .

I want to import data from Peachtree Accounting?

Peachtree Accounting uses an accounting system different from Small Business Accounting. You need to reverse the signs on all liabilities, income, and equity accounts, or these records will not be initially matched when importing.

To import Peachtree data, first export data from Peachtree Accounting to Excel, and then import the master records from Excel to Small Business Accounting.

Importing data from an exported file

You can create a new company with information from an existing company file. This method imports your records (including customer, vendor, employee, and item records; and support lists) only; it does not import transactions.

You must have Owner access to import data from an exported file.

First, open the company file you want to use as the basis for your new company, and then export the data to an .xml file. For instructions, see “Exporting Company Data” in Chapter 8, “Managing Your Company Data.”

Next, create a new company:

- 1 On the **File** menu, click **New Company**.
- 2 To close the open company file, click the **Yes** button.

- 3 In the Small Business Accounting Startup Wizard, set up a company into which you can import data. For instructions, see “Setting up your company with the Startup Wizard,” on page 13.
- 4 When you are done, the Small Business Accounting Startup Wizard progress checklist opens. To exit, click the **Close** button.

Finally, import the data to create a new company file:

- 1 On the **File** menu, point to **Utilities**, and then click **Import**.
- 2 Select **Microsoft Office Small Business Accounting Data**, and then click the **OK** button.
- 3 Click the **Browse** button and locate the file to import, and then click the **Open** button.
- 4 Under **Options**, select your import settings, and then click the **Import** button.
- 5 To confirm, click the **OK** button.
- 6 To exit, click the **Close** button.

Importing data from a backup file

You can create a new company, with transactions, by backing up an existing company data file in Small Business Accounting and then restoring it with a new company name. This method imports your records (including accounts with balances; customer, vendor, employee, and item records; and support lists) as well as all transactions posted to the **Chart of Accounts**.

You must have administrator access to import data from a backup file.

First, back up the company file. For instructions, see “Backing up company data,” in Chapter 8, “Managing Your Company Data.”

Next, restore the backup copy with a new company name. For instructions, see “Restoring company data,” in Chapter 8, “Managing Your Company Data.” Be sure to specify a new company name for the restored file.

To work with your new company, restart Small Business Accounting and open the new company file.

- 1 On the **File** menu, click **Open Company**.
- 2 Select the name of the restored file.
- 3 Click the **Open** button.

Setting up your company with QuickBooks data

Small Business Accounting supports importing data from QuickBooks Basic or Pro Edition 2002, 2003, and 2004. This method imports your QuickBooks master records (including accounts with balances; customer, vendor, employee, and item records; and support lists) only; it does not import transactions.

You must have Owner access to import QuickBooks data.

Preparing your QuickBooks file

- 1 Open your QuickBooks file and check the following settings:
 - Make sure your QuickBooks file is set to single user. If it is multiuser, change your setting to single user before importing QuickBooks data.
 - Make sure your credit card accounts are set up explicitly as credit card accounts, not simply as liability accounts.
 - Show account numbers and assign numbers to accounts that do not currently have them. Small Business Accounting will assign numbers to blank accounts.
 - Make unused accounts inactive.
 - Close your books to close all transactions in QuickBooks. Small Business Accounting will import your account balances, not the associated transactions.
- 2 Exit QuickBooks.

Importing QuickBooks data

- 1 On the **File** menu, click **Close Company**.
- 2 Click **Import data from QuickBooks®**.
- 3 Read the **Introduction** page, and then click the **Next** button.
- 4 On the **Company Contact Details** page, enter your company contact information that will appear in communications, in reports, on purchase orders, on sales orders, and in other documents. When you are done, click the **Next** button.
 - (Required) In the **Company name** field, type your company name, and then press the TAB key.
 - (Required) Your company name appears in the **Legal name** field. To change it, type your company's legal name in the field, and then press the TAB key.
 - In the **Federal tax ID** field, type your federal tax ID number.
- 5 On the **Select a fiscal year and start date** page, click the arrow next to a field and then select a date from the calendar, or retain the default settings. When you are done, click the **Next** button.
- 6 Read the **Instructions for Migration** page, and then click the **Next** button.

- 7 On the **Select QuickBooks® master records** page, select the master records you want to import.
- 8 Under **File to import from**, click the **Browse** button, select the QuickBooks file with a .qbw extension that you want to import, and then click the **Open** button.
- 9 When you are done, click the **Next** button.
- 10 Read the instructions on the **Importing data** page, and then click the **Import** button.
- 11 Specify a company file name, and click the **Save** button.
- 12 To see a list of records that were imported, click the log file link. To exit, click the **Close** button.
- 13 To review the accounts imported into the **Chart of Accounts**, click the **System Accounts** button. To exit, click the **OK** button.
- 14 Click the **Finish** button.

Small Business Accounting imports account balances only, so if you have open transactions, you will need to make new journal entries in the **Chart of Accounts** in order to close them.

Setting up a multiuser environment

Multiple users can work with Small Business Accounting from different computers at the same time. When there is any conflict, the last user to write data in the area will update that data. This way, one user cannot change information while it is being accessed by another user.

You must have administrator access to install and set up Small Business Accounting.

- 1 Install Small Business Accounting, and set up your company file.
- 2 Add users to Small Business Accounting. For instructions, see “Managing user access,” on page 42.

If the user is a member of a domain, there is no need to add the user to the Windows user group on the computer where the database resides. The administrator must enable the multiuser environment and add the user to Small Business Accounting.

- For a workgroup environment, the user should be added as a Windows user to each computer that he or she is going to use.
Note For workgroups, the user should have the same password on each computer.
- In multiple domains, you do not need to assign the same user name on each domain. If domains are connected, the administrator of the computer needs to add the user (who is a member of a different domain) to Small Business Accounting by entering his or her domain name in the **Domain** field of the **Manage Users** dialog box. To get instructions on managing Windows users, see your Windows documentation.

- 3 To make sure that the user has access to the shared company file (with the .sbc extension), do one of the following:
 - Copy the company file to the My Documents\Small Business Accounting\Companies folder on the user's computer.
 - Send an e-mail message to the user, inserting the file as an attachment and instructing the user to save the file to the My Documents\Small Business Accounting\Companies folder on the user's computer.
- 4 To enable multiple users, select **Multi-User Settings** from the **File** menu.
- 5 To grant multiple users access to the company database, click **Enable**.
- 6 In the **File location** field, click the **Change** button, and then specify the location of the company database, or copy the path from this field and make it available to users.
- 7 Log in as a non-administrator user, for example, Guest, and open Small Business Accounting.
- 8 On the **Start** page, click **Open an existing company**. Browse to find the .sbc file, and then click the **OK** button to open the shared company.

Sharing data with Business Contact Manager for Outlook

You can connect Small Business Accounting to Microsoft Office Outlook 2003 with Business Contact Manager Update to perform the following tasks:

- Add customer records, contacts, and product and service items from Small Business Accounting to Business Contact Manager for Outlook. Customer records are added as Account records.
- After adding product and service items, update your Product and Service Items List with new items and data from Small Business Accounting.
- Add Account records from Business Contact Manager for Outlook to Small Business Accounting as customer records.
- Link a Business Contact Manager for Outlook Account record to a Small Business Accounting customer record to view and update financial information in Business Contact Manager.
- Import product and service items from Small Business Accounting into Business Contact Manager for Outlook.
- Create a quote, a sales order, or an invoice from a Business Contact Manager for Outlook Account record.
- Create a quote, a sales order, or an invoice from a Business Contact Manager for Outlook Opportunity record.
- Create a Time Entry to invoice a customer from a Business Contact Manager for Outlook appointment, phone log, or task.

Each user of Business Contact Manager for Outlook who wants to use Small Business Accounting must have Small Business Accounting access. If you are the administrator of the computer on which Small Business Accounting is installed, you already have access, and you can grant access to Business Contact Manager for Outlook users. For more information, see “Managing user access,” on page 42.

Working with add-ins

An *add-in* is a supplemental program that adds features or custom commands to Small Business Accounting. You usually purchase these add-ins from software manufacturers other than Microsoft.

The Add-in Manager helps users with administrator or Owner access to install, enable, and remove add-ins.

The following table lists the tasks you can do to manage add-ins.

To	Do this
Install and enable an add-in	<ol style="list-style-type: none"> <li data-bbox="568 687 1282 829">1 Copy the add-in file to the same location on each computer where it will be used with Small Business Accounting — either in the installation directory, which is usually <i>drive:</i>\Program Files\Microsoft Small Business\Small Business Accounting or in the Global Assembly Cache on that computer. <li data-bbox="568 835 1282 1020">2 On the File menu, point to Utilities, and then click Add-in Manager. The Available add-ins list contains the names of the add-ins that are installed on your computer. If the add-in is not in the list, click the Install New button to locate add-ins that are ready to be added and enabled, or browse for add-ins in another location. <li data-bbox="568 1025 1282 1052">3 Select the add-in, and then select the Enabled check box.
Disable an add-in	<ol style="list-style-type: none"> <li data-bbox="568 1069 1282 1150">1 On the File menu, point to Utilities, and then click Add-in Manager. The Available add-ins list contains the names of the add-ins that are installed on your computer. <li data-bbox="568 1156 1282 1216">2 Select the add-in to disable, and then clear the Enabled check box.
Remove an add-in	<ol style="list-style-type: none"> <li data-bbox="568 1234 1282 1315">1 On the File menu, point to Utilities, and then click Add-in Manager. The Available add-ins list contains the names of the add-ins that are installed on your computer. <li data-bbox="568 1321 1282 1381">2 Select an add-in from the Available add-ins list, and then click the Remove button.

Removing Small Business Accounting

To remove Small Business Accounting from your computer, remove Small Business Accounting and the database engine. This deletes the program and the sample database files from your computer; it does not delete your company files.

You must have administrator access to your computer to remove programs.

- 1 Close all open applications.
- 2 On the Windows **Start** menu, point to **Settings**, and then click **Control Panel**.
- 3 Double-click **Add/Remove Programs**.
- 4 Click **Microsoft Office Small Business Accounting 2006**.
- 5 Click the **Remove** button.
- 6 To confirm, click the **Yes** button.
- 7 Select **Microsoft SQL Server Desktop Engine (MICROSOFTSMLBIZ)**.
- 8 Click the **Remove** button.
- 9 To confirm, click the **Yes** button.

Chapter 2: Taking a Tour

Microsoft Office Small Business Accounting 2006 provides data for two sample companies, which you can use to familiarize yourself with the product. For a quick introduction to the program features, we'll tour the product-based sample file.

- 1 Start Small Business Accounting.

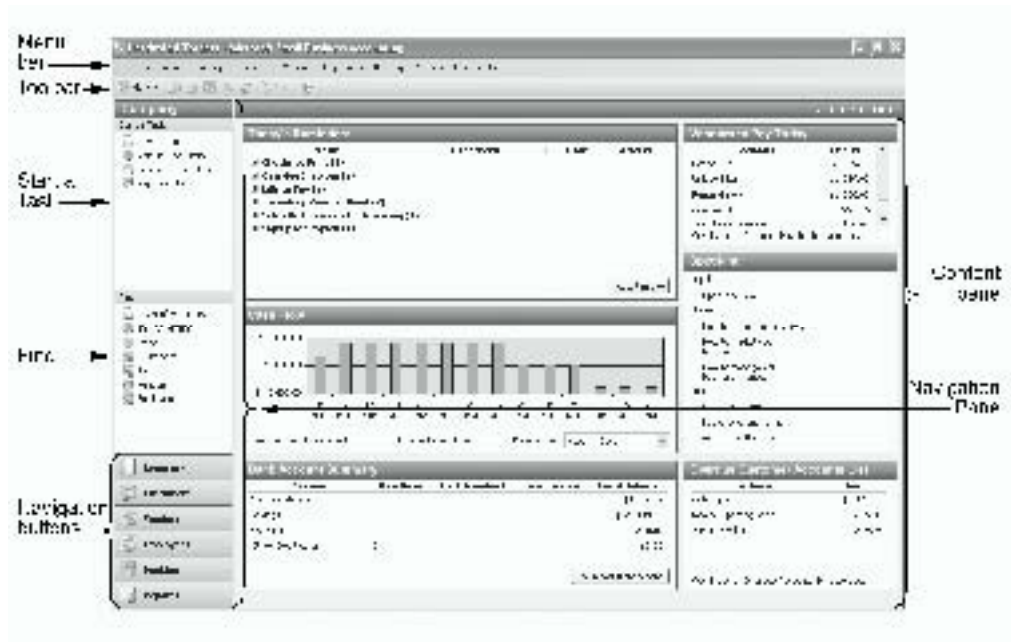
Note If you have already set up your company, you see your company file. Click **Close Company** on the **File** menu.

- 2 From the **Start** page, click **Open a sample company**.
- 3 To select the default, product-based sample company, click the **OK** button.

Monitoring financial accounts


Company home page:
CTRL+1

The Company home page opens automatically. It provides a snapshot of your company's overall financial condition, so you can identify areas that require your attention as soon as you start Small Business Accounting.



The Company home page is divided into content panes, each displaying up-to-date information on your company's financial accounts. The **Start a Task** list in the **Navigation Pane** contains shortcuts for key tasks.

To update the screen display:

- Click the **Refresh** button  on the toolbar.

To check your current cash flow:

- 1 Under **Start a Task**, click **Forecast Cash Flow**.

The **Cash Flow Forecast** depicts your company's accounts receivable and accounts payable totals for a period you define.

- 2 To exit, click the **Close** button on the toolbar.

To view reminders,

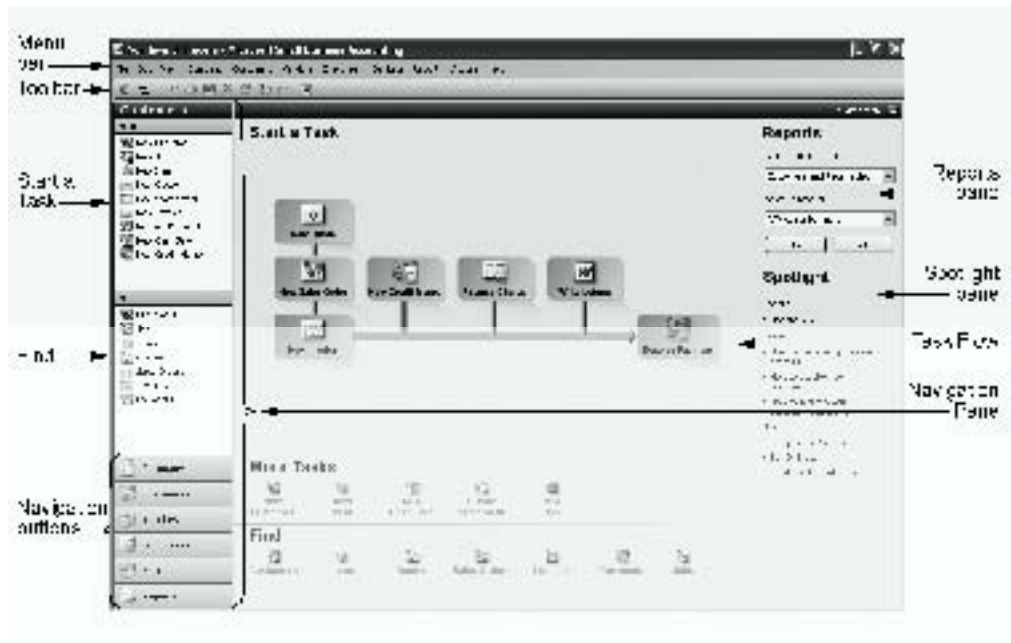
- 1 In the **Today's Reminders** pane, double-click **Overdue Invoices**. You see a list of customers with outstanding invoices at or past their due date.
- 2 To view the invoice, double-click the customer name.
- 3 To exit, click **Close** from the **File** menu.

You can change the Company home page to suit your company's information needs. For instructions, see "Changing the Company home page," on page 29.

Making sales to customers

Customers home page:
CTRL+2

The Customers home page includes a task flow that guides you through all the tasks related to customers and receivables. To open the Customers home page, click **Customers** in the **Navigation Pane**.



You can begin a sale in one of three ways:

- To propose a sale, create a quote. Later, you can convert the quote to either a sales order or an invoice.
- If the products or services will not be delivered immediately, create a sales order instead. Later, you can convert the sales order to an invoice.
- When the customer agrees to terms, and the products or services are available, create an invoice.

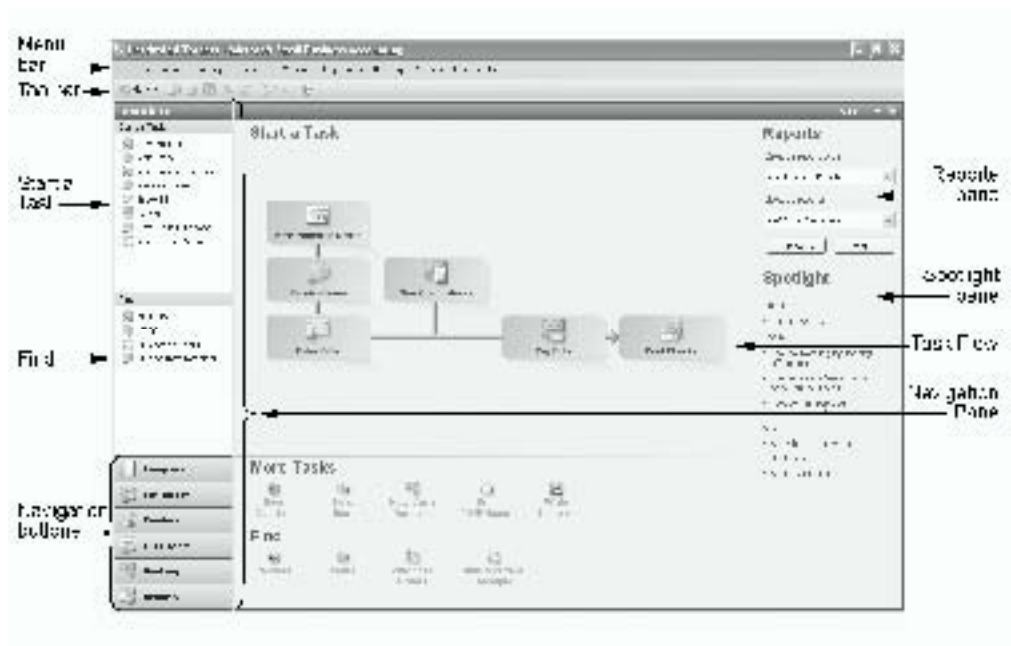
To view the records used in customer transactions:

- 1 Under **Find**, click a list name.
- 2 To view the transaction record, double-click an item in the list.
- 3 To exit, click **Close** from the **File** menu.

Making purchases from vendors

Vendors home page:
CTRL+3

The Vendors home page includes a task flow that guides you through all the tasks related to vendors and payables. To open the Vendors home page, click **Vendors** in the **Navigation Pane**.



You can begin a purchase in one of three ways:

- Create a purchase order and send it to the vendor in an e-mail message or as a Microsoft Office Word document.

- If the items arrive before the bill, you can receive the items to create an item receipt. You can create the item receipt from the purchase order.
- When the bill arrives, you enter the bill. You can create the bill from a purchase order or an item receipt.

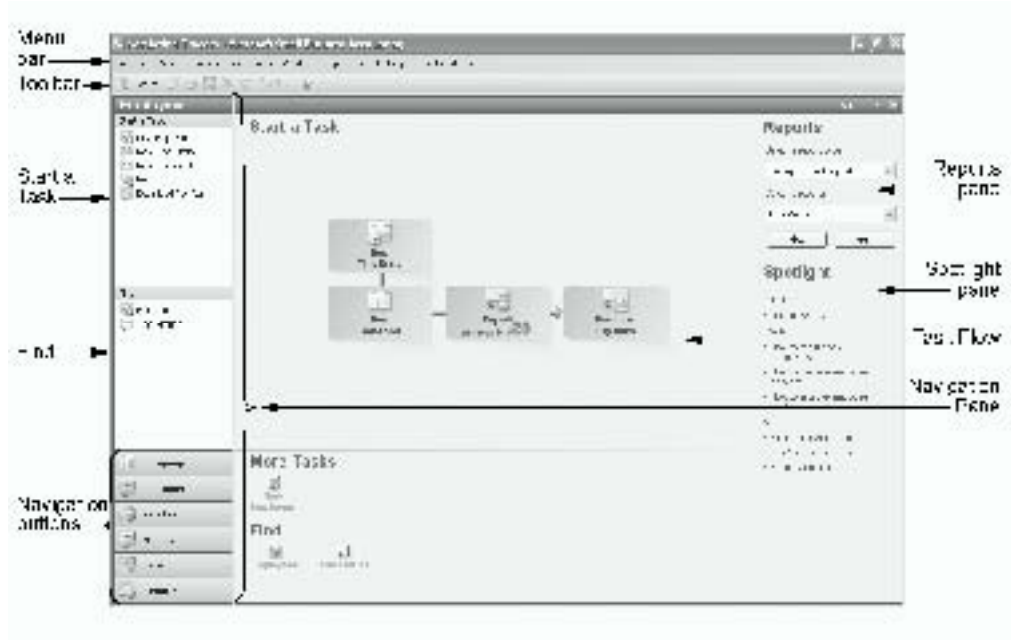
To view the records used in vendor transactions:

- 1 Under **Find**, click a list name.
- 2 To view the transaction record, double-click an item in the list.
- 3 To exit, click **Close** from the **File** menu.

Managing employees

Employees home page:
CTRL+4

The Employees home page includes a task flow that guides you through all the tasks related to employees and time tracking. To open the Employees home page, click **Employees** in the **Navigation Pane**.



You can track the hours worked by employees for payroll purposes and to monitor the amount of time required for a job and to track the cost of time to charge to a customer. Enter hours worked by day, in Time Entries, or by week, in timesheets.

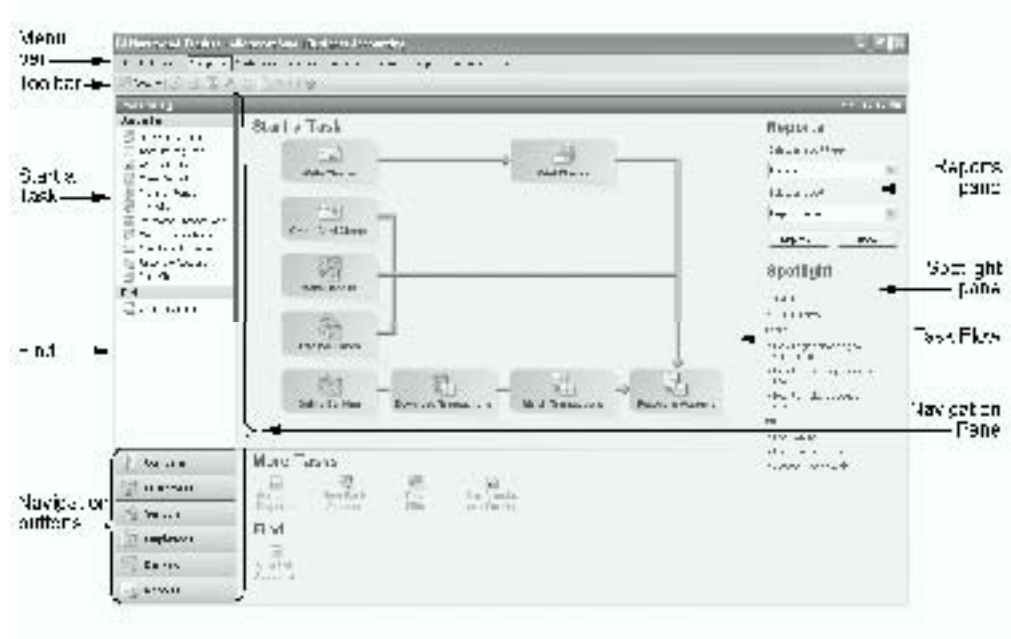
To view a list of employees or hours worked by employees:

- 1 Under **Find**, click **Employees** or **Time Entries**.
- 2 To view the record, double-click an entry in the list.
- 3 To exit, click **Close** from the **File** menu.

Managing bank accounts

Banking
home page:
CTRL+5

The Banking home page includes a task flow that guides you through all the tasks related to bank and credit card accounts. To open the Banking home page, click **Banking** in the **Navigation Pane**.



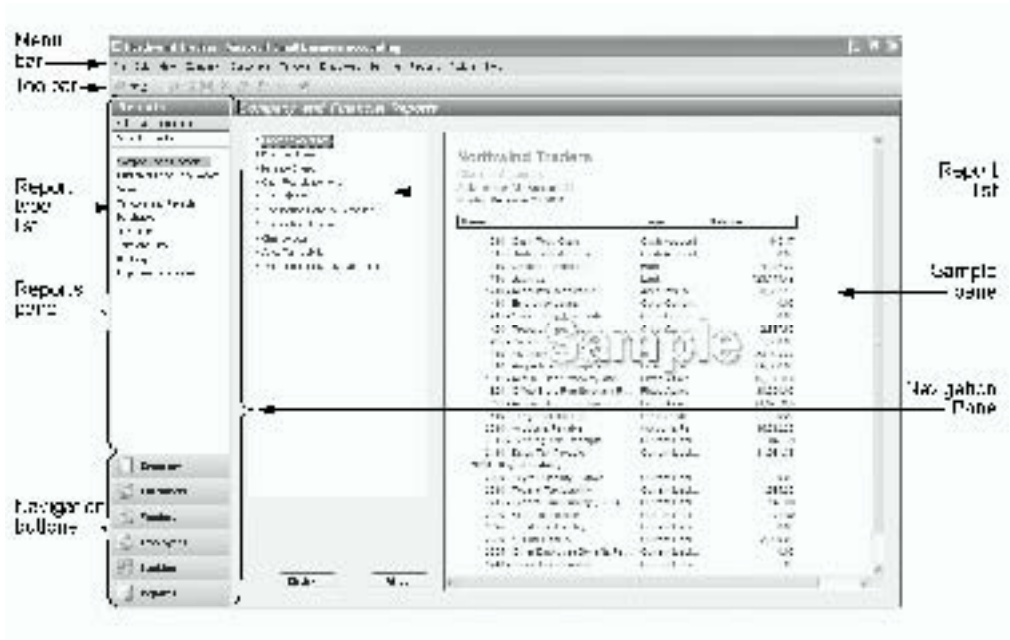
To view a list of financial accounts:

- 1 Under **Find**, click **Chart of Accounts**.
- 2 The **Chart of Accounts** lists all of your company's accounts.
- 3 To find a list of bank accounts, click the **Find** button in the toolbar.
- 4 In the **Look for** field, type **bank**.
- 5 In the **Search under** field, click the arrow and select **Type**.
- 6 Click the **Find** button. You see a list of bank accounts.
- 7 To view the account register, double-click an account name.
- 8 To exit, click **Close**.
- 9 When you are done, click the **Clear** button on the toolbar to return to the full list.

Keeping track of company data in reports

Reports
home page:
CTRL+6

The Reports home page provides a variety of standard reports containing data from your company accounts. To open the Reports home page, click **Reports** in the **Navigation Pane**.



To view company data in one of the standard reports:

- 1 Select the report type from the **Report type** list.
- 2 Double-click a report in the **Report** list.
- 3 To exit, click **Close** from the **File** menu.

Exiting Small Business Accounting

When you have finished exploring, you can close the program.

If you have already set up your company, you can switch to your company file. Click **Open Company** on the **File** menu, select your company file, and then click **Open**.

The next time you start the program, your current company data will open automatically.


Exit:
ALT+F4

- On the **File** menu, click **Exit**.

Chapter 3: Refining Your Company Setup

After you set up your company, you can make adjustments to many of your company settings as you work with Microsoft Office Small Business Accounting 2006.

Caution Be careful when making changes to settings that affect existing accounts and records as well as new ones. You may risk losing data.

If you need further information, help is always available. To open the Help table of contents, press **F1**. To get Help for the current page, press **ALT+F1**. On forms, click the **Help** button  on the toolbar. In dialog boxes and wizards, click the **Help** button.

Help:
F1

Changing the Company home page

The Company home page offers a snapshot of your company's financial accounts, to identify areas that require your attention when you open Small Business Accounting.

The following table lists the content available on the Company home page.

Content	Description
Profitability	Graph illustrating the Profit and Loss report for your company. The Profit and Loss report calculates the net income for your business from Income and Expense accounts listed in the Chart of Accounts .
Today's Reminders	List of current reminders. See "Adding or removing reminders," on page 31.
Cash Flow	Graph illustrating the Cash Flow report for your company.
Bank Account Summary	List of all your bank and credit card accounts, with transaction details, including account balances.
Company Reports	List of company and financial reports.
Vendors to Pay Today	List of vendors with an outstanding balance due.
Spotlight	Links to Web pages with additional information about Small Business Accounting and other services available to you. This information is refreshed regularly.
Overdue Customer Accounts	List of customers with invoiced amounts that are past due.
Account Balances	List of accounts and their current account balances. You can select up to five financial accounts to display.

Adding or removing content

You can add or remove content from the Company home page.

- 1 In the **Navigation Pane**, click **Company**.
- 2 Click the **Add/Remove Content** link in the bar on the upper right.
- 3 In the **Add/Remove Content** dialog box, do one or more of the following:
 - To add content, select the check box next to a name.
 - To remove content, clear the check box next to a name.
 - To change the order in which content appears on the Company home page, select a name, and then click the **Move Up** button or the **Move Down** button to reposition it in the list.
- 4 When you are done, click the **OK** button.

Add or
remove
content:
F7

Updating account balances

The following table lists the tasks for updating account balances on the Company home page.

To	Do this
Update online account balances (available if you use online banking)	<ol style="list-style-type: none"> 1 Before you begin, make sure you have an active Internet connection and your online account access information ready. 2 On the Company home page, in the Bank Account Summary pane, click the Download Transactions button. 3 Follow the instructions in the Connect to Online Banking dialog box. 4 Click the Connect button. 5 To copy your online records added since the last download, click the Download Transactions button. 6 To return to Small Business Accounting, click the OK button.
Add or remove account balances	<ol style="list-style-type: none"> 1 On the Company home page, in the Account Balances pane, click the Add or Remove button. 2 Follow the instructions in the Select Accounts dialog box. 3 Do one or more of the following: <ul style="list-style-type: none"> • To add an account to the report, click the report name in the list on the left, and then click the Add button. • To remove an account from the report, click the report name in the list on the right, and then click the Remove button.

Adding or removing reminders

On the Company home page, the **Today's Reminders** pane lists active reminders that you have set. The following table lists the reminders available.

Reminder	Description
Inventory reorder points	The quantity on hand for one or more items in inventory has dropped below the reorder point.
Checks to print	One or more checks marked To be printed have not yet been printed.
Overdue invoices	One or more unpaid invoices are past their due dates.
Bills to pay	One or more unpaid vendor bills are at or past their due dates.
Money to deposit	You have received a payment that you have not yet deposited in an account.
Expired quotes	One or more quotes have passed their expiration dates.
Back orders	You have one or more sales orders for goods or services that are not available or will not be delivered immediately.
Sales orders ready for invoicing	One or more sales orders have not been fully invoiced.
Signup for payroll	If you have an active Internet connection, click the Sign up for payroll now link to access a Web page with enrollment information for variety of simple and affordable plans from ADP.®

You can add or remove reminders from the **Today's Reminders** pane.

- 1 On the Company home page, click the **Add/Remove** button in the **Reminders** pane.
- 2 Do one of the following:
 - To add a reminder, select the check box next to its name.
 - To remove a reminder, clear the check box next to its name.

Some reminders are removed automatically when they no longer apply.
- 3 When you are done, click the **OK** button.

Customizing company information

To customize company information that appears on forms and communications, click **Company Information** on the **Company** menu. You must have administrator or Owner access to change Company Information settings.

The following table lists the tasks for changing for company information.

To	Do this
Change your company name	<ol style="list-style-type: none"> 1 On the Company menu, click Company Information. 2 Under Company details, change the company name and legal name.
Change your company contact information	<ol style="list-style-type: none"> 1 On the Company menu, click Company Information. 2 Under Phone and fax numbers, change your phone number and fax number. 3 Under E-mail and internet, change your e-mail address and Web page address.
Change your company address	<ol style="list-style-type: none"> 1 On the Company menu, click Company Information. 2 Under Addresses, click the arrow, select Business, Legal, or Shipping, and then type the address in the field.
Change your federal tax ID number	<ol style="list-style-type: none"> 1 On the Company menu, click Company Information. 2 Under Other, type your federal tax ID number in the Federal tax ID field.

Changing company preferences

To change company preferences you selected when you set up your company and to refine how Small Business Accounting tracks your account information, click **Preferences** on the **Company** menu.

To	Do this
Add or remove account numbers	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences. 2 Select or clear the Use account numbers check box.
Organize transactions by class	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences. 2 Select the Use class check box. Use classes to group transactions so they appear together on reports. 3 To specify class names, on the Company menu, point to Manage Support Lists, and then click Class List. In the Modify Class Name dialog box, click the Add button. 4 For more information, see “Working with support lists,” on page 37.
Track your income and expenses by job	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences. 2 Select the Use job check box. <p>For more information, see Chapter 14, “Managing Jobs.”</p>

To	Do this
Track transactions in the Change Log	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences. 2 Under Tracking, select the Use change log check box to track changes made to your company's records. 3 To remove information from the change log, click the Clear Log button. Click the arrow next to the End date field, and then select a date in the calendar. When you are done, click the OK button. <p>Note Users with Owner, Office Manager, or Accountant access can display the Change Log from the list of Company and Financial reports on the Reports home page.</p>
Change the appearance of forms	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences. 2 Under Forms, do one of the following: <ul style="list-style-type: none"> • To allow or prevent the use of duplicate numbers for document transactions, select or clear the Allow duplicate document numbers check box. • To specify the type of forms you want to use for your business, click the arrow next to the Our company sells field, and select Services or Products, or both Products and Services.
Set up sales tax liability	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences. 2 Under Taxes, select the Do you pay sales tax? check box. 3 Do one of the following: <ul style="list-style-type: none"> • To be liable when the invoice is sent, click Accrual basis (When customer is invoiced). • To be liable when the invoice is paid, click Cash basis (When customer has paid invoice). <p>For more information, see "Setting up sales tax," in Chapter 7, "Tracking and Paying Sales Tax."</p>
Change the fiscal year	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences. 2 Under Fiscal Year, do one of the following: <ul style="list-style-type: none"> • To set a beginning date for posting new entries to accounts, click the arrow next to the Prevent posting before field, select a date in the calendar, and then click the OK button. • To add, edit or remove a fiscal year, click the Fiscal Year button. <p>For instructions, see "Planning your fiscal year," on page 35.</p>

To	Do this
Change the financial basis for reports	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences. 2 Under Cash vs. Accrual, do one of the following: <ul style="list-style-type: none"> • To recognize revenues when products and services are sold to customers or bought from vendors, regardless of when payment is received or made, click Accrual basis (Recommended). • To recognize revenues when payments for products and services are received from customers or made to vendors, click Cash basis.
Add or remove customer numbers	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences, and then click the Customers tab. 2 Select or clear the Use customer ID check box.
Set up default shipping terms	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences, and then click the Customers tab. 2 To select the shipping term that you use most often, click the arrow next to the Default shipping term field, and then select a term or add a shipping term. <p>For more information, see “Working with support lists,” on page 37.</p>
Set up finance charges	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences, and then click the Customers tab. 2 Under Finance Charge, select the terms for charges applied to customers for overdue accounts or accounts that they pay over time.
Add or remove vendor numbers	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences, and then click the Vendors tab. 2 Select or clear the Use vendor ID check box.
Specify categories for 1099 vendors	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences, and then click the Vendors tab. 2 To add, edit, or remove categories for 1099 vendors, click the 1099 Categories button. These categories are used in the 1099 Summary and 1099 Detail reports to help you to create accurate 1099-MISC tax forms at year-end. <p>For more information, see “Working with support lists,” on page 37.</p>
Change inventory settings	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences, and then click the Vendors tab. 2 Under Inventory Settings, select the settings for managing items your company holds in inventory. <p>For more information, see Chapter 16, “Setting Up Product and Service Items.”</p>
Add or remove employee numbers	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences, and then click the Employees tab. 2 Select or clear the Use employee ID check box.

To	Do this
Change the start day for timesheets	<ol style="list-style-type: none"> 1 Click Preferences on the Company menu, and then click the Employees tab. 2 Click the arrow next to the First day of the week in timesheet field, and then select a day from the list. Click the OK button. <p>For more information, see “Filling in a timesheet,” in Chapter 21, “Tracking Employee Time.”</p>
Change system accounts	<ol style="list-style-type: none"> 1 Click Preferences on the Company menu, and then click the System accounts tab. 2 Click the arrow next to the account you want to change, and then select another account from the list or add a new account. <p>Caution Take care in changing system accounts. It is not advisable to change the Accounts Receivable or Accounts Payable account.</p> <p>For more information, see “System accounts,” in Chapter 5, “Setting Up and Managing Accounts.”</p>
Change user settings	<ol style="list-style-type: none"> 1 Click Preferences on the Company menu, and then click the General tab. 2 To generate a sound or to prevent a sound when a user makes changes in the system, select or clear the Provide feedback with sound to screen elements check box. 3 To see all default messages, click the Restore Settings button. Select this option if you have selected In the future, do not show this warning on a message, and you now want to see all messages.
Track online transactions	<ol style="list-style-type: none"> 1 Click Preferences on the Company menu, and then click the General tab. 2 To create a log file containing a record of your online transactions, for example, credit card processing, payroll processing or banking, select the Log online activities check box. <p>The log file is stored by default in the administrator’s \My Documents\Small Business Accounting\Logs folder.</p>

Planning your fiscal year

Your fiscal year setting defines your company’s accounting year. You can start and end your fiscal year with a standard calendar year (January 1 to December 31), or you can define another time period for accounting and reporting purposes.

You set up your fiscal year when you set up your company. You must have Owner, Accountant, or Office Manager access to change your fiscal year settings.

Note Users with Office Manager access cannot reopen a closed fiscal year.

Changing the posting date

The start date sets a beginning limit for new entries into your accounts. For example, if you set up Microsoft Office Small Business Accounting after the start of your fiscal year, you can specify a start date for all new entries.

You cannot change the start date for your accounts, but you can specify a beginning date for posting new entries to accounts. This way, if you close out a quarter during your fiscal year, you can prevent additions dated during the closed fiscal year period.

Note To close out accounts on a monthly or a quarterly basis, change the posting date. To close out accounts for the year, close the fiscal year. If you later reopen a fiscal year period, select **Use change log** in Company Preferences to track changes to your accounts.

- 1 On the **Company** menu, click **Preferences**.
- 2 In the **Company Preferences** dialog box, under **Fiscal Year**, click the arrow next to the **Prevent posting before** field, and then select a date in the calendar.
- 3 Click the **OK** button.

Closing a fiscal year

- 1 Before closing the fiscal year, verify that all accounts are correct. All income and expenses at the end of the fiscal year will be moved to the Retained Earnings account.
- 2 On the **Company** menu, click **Manage Fiscal Year**.
- 3 Select the fiscal year period you want to close.
- 4 Click the **Close Fiscal Year** button.
- 5 To confirm, click the **Yes** button.

Note If you want to make changes to a closed fiscal year, you can reopen it, make your changes, and then close the fiscal year again.

Working with your fiscal year

The following table lists the changes you can make to your fiscal year setting.

To	Do this
Add a new fiscal year	<ol style="list-style-type: none"> 1 On the Company menu, click Manage Fiscal Year. 2 Click the New Fiscal Year button.

To	Do this
Edit a fiscal year	<ol style="list-style-type: none"> 1 On the Company menu, click Manage Fiscal Year. You can change the end date of the fiscal year if you have not entered transactions after the new end date. 2 Select the fiscal year period you want to edit. If the list of periods contains three or more entries, you can edit only the first and last fiscal years in the list. 3 Click the Edit Fiscal Year button
Reopen a fiscal year	<ol style="list-style-type: none"> 1 On the Company menu, click Manage Fiscal Year. You must have Owner or Accountant access to reopen a closed fiscal year. 2 Select the closed fiscal year period you want to reopen. 3 Click the Open Fiscal Year button.
Delete a fiscal year	<ol style="list-style-type: none"> 1 On the Company menu, click Manage Fiscal Year. 2 Select the fiscal year period you want to delete. You can delete a fiscal year only if you have not entered transactions that refer to it. 3 Click the Delete Fiscal Year button.

Working with support lists

Support lists contain the standard data, for example, group names, that you need to manage sales to customers and purchases from vendors.

The following table lists the support lists that specify terms and settings that you can select from lists in forms.

Name	Description
Customer Group	Includes a set of customers, which you can use to generate reports by customer group.
Vendor Group	Includes a set of vendors, which you can use to generate reports by vendor group.
Payment Terms	Includes a list of your payment terms (for example, rules for calculating payment due date and discount for early payment) for customers, vendors, and sales tax agencies.
Shipping Method	Includes the means of transport for order deliveries (both sales to customers and purchases from vendors).
Shipping Term	Describes the terms for payment of shipping and handling by customers or to vendors.
Price Level	Includes standard price adjustments (percent) of discounts or markups to groups of customers for products and services that your company sells.

Name	Description
Item Group	Includes a set of items, which you can use to generate reports by item group.
Job Group	Includes a set of jobs, which you can use to generate reports by job group. Jobs are available only if you selected Use jobs in Company Preferences.
Credit Rating	Describes a level of creditworthiness.
Class	Includes a category for creating a set of transactions that you define. Classes are available only if you selected Use class in Company Preferences.
1099 Category	Includes the tax categories for payments to 1099 vendors.
Country/Region	Includes a category for a country or region where customers and vendors are located.

The following table lists the tasks you can do to manage support list data.

To	Do this
Add data to support lists	<ol style="list-style-type: none"> 1 On the Company menu, point to Manage Support Lists, and then click one of the list names. 2 In the Modify dialog box, click the Add button.
Edit data in support lists	<ol style="list-style-type: none"> 1 On the Company menu, point to Manage Support Lists, and then click one of the list names. 2 In the Modify dialog box, select an item to edit. Changes that you make to secondary lists will apply to new data; changes do not apply to existing data. 3 Click the Edit button.
Remove data from support lists	<ol style="list-style-type: none"> 1 On the Company menu, point to Manage Support Lists, and then click one of the list names. 2 In the Modify dialog box, select an item to remove. You cannot remove financial data that is used in a posted transaction. 3 Click the Remove button. 4 If data in the support list is in active use, you cannot remove it. If you see an error message, click the OK button to clear it.


Designing templates for business forms and letters

Small Business Accounting provides a set of templates that you can customize for your company's forms and correspondence. Using Microsoft Office Word, you can modify a standard template or create a new one.

Note For best results, start with a template provided by Small Business Accounting and modify it to suit your needs.

Modifying a template for business forms

Microsoft Office Small Business Accounting 2006 provides a variety of templates for the forms you use in your business: invoices, sales orders, quotes, customer credit memos, customer statements, and purchase orders. You can customize a template to use when printing forms or sending forms to customers or vendors.

- 1 On the **Company** menu, click **Manage Word Templates**.
- 2 In the **Manage Microsoft Word Templates** dialog box, select the template type: **Invoice, Sales Order, Quote, Customer Credit Memo, Customer Statement, or Purchase Order**.
- 3 In the **Templates** list, select the template you want to modify.
- 4 To open the template in Microsoft Office Word, click the **Modify** button.
Note To get instructions on making changes to your form template, click **Microsoft Office Word Help** on the **Help** menu.
- 5 When you have finished, click **Save** on the **File** menu.
Note If you edit one of the templates provided with Small Business Accounting, you must save it under a new file name. You cannot edit or delete a template provided with Small Business Accounting.
- 6 Specify a file name for the template, then click the **Save** button.
- 7 To return to the **Manage Word Templates** dialog box, click the **Close** button .
- 8 To exit, click the **Close** button.


Modifying a template for form letters

Small Business Accounting provides several templates for form letters that you can send to customers, vendors, or employees. You can customize a template to use when you want to send a letter to a group.

Note Form letters use mail merge fields in Word documents. To get instructions on creating and editing mail merge fields, see your Word documentation.

- 1 On the **Company** menu, click **Write Letters**.
- 2 In the Write Letters Wizard, click the **Next** button.
- 3 On the **Select a Letter Template** page, select the recipient type: **Customer, Vendor, or Employee**.
- 4 In the **Available templates** list, select the template you want to modify.
- 5 To open the template in Word, click the **Modify** button.
Note To get instructions on editing your form letter, click **Microsoft Office Word Help** on the **Help** menu.
- 6 When you have finished, click **Save** on the **File** menu.

Note If you edit one of the templates provided with Small Business Accounting, you must save it under a new file name. You cannot edit or delete a template provided with Small Business Accounting.

- 7 To return to the Write Letters Wizard, click the **Close** button .
- 8 To exit the Write Letters Wizard, click the **Cancel** button.

Adding security in Word

You can use the security features in Word to preserve your template designs.

- 1 Click **Options** on the **Tools** menu, and then click the **Security** tab.
- 2 Do one or more of the following:
 - Select the **Read-only recommended** check box, and then click the **OK** button.
 - In the **Password to open** box, type a password, and then click **OK**. In the **Reenter password to open** box, type the password again, and then click **OK**.
 - In the **Password to modify** box, type a password, and then click **OK**. In the **Reenter password to modify** box, type the password again, and then click **OK**.
- 3 On the **File** menu, click **Save**.

Chapter 4: Managing User Roles and Permissions

Microsoft Office Small Business Accounting 2006 features a system of permissions for accessing your company data. This ensures that sensitive financial data is not visible to the people who do not need to view it and that only authorized users can carry out specified business functions.

Understanding roles and permissions

The Microsoft Windows user name and password identify a user in Small Business Accounting. All users must belong to a Windows user group with access to the computer running Small Business Accounting. To get instructions on managing users in Windows, see your Windows documentation.

All members of the Windows Administrator group have full access to Small Business Accounting, including installation, setting up the company, managing user roles, installing add-ins, creating or importing an accountant's backup copy, setting up access for multiple users, and using any of the **Data Utilities** commands on the **File** menu.

Caution To safeguard your company records, make sure that only appropriate users are listed in the Windows Administrator group on the computer or in the domain where Small Business Accounting is installed.

Authorized Windows users can be assigned to the following preset roles (with associated permissions) in Small Business Accounting:

- **Owner** has limited access to all product features. An owner cannot create a new company, install Small Business Accounting, manage user roles, install add-ins, create or import an accountant's backup copy, set up access for multiple users, or use any of the **Data Utilities** commands on the **File** menu, unless he or she is an administrator on the computer running Small Business Accounting.
- **Office Manager** is responsible for managing the day-to-day financial records of the company, including customer transactions, vendor transactions, banking transactions, and payroll. The Office Manager role has full access to most product areas but cannot set up the company, manage user roles, install add-ins, create or import an accountant's backup copy, set up access for multiple users, use any of the **Data Utilities** commands on the **File** menu, import data, or open a closed fiscal year.
- **Accountant** is responsible for reviewing, updating, and managing the financial data of the company. The Accountant role has all of the permissions of the Office Manager role and can open a closed fiscal year.

- **Salesperson** is responsible for handling customer transactions and most vendor transactions. The Salesperson role cannot carry out any banking, accounting (such as journal entries), or payroll transactions.
- **Read-only User** can view customer and vendor transaction information but cannot add, delete, or update any information.

Note These roles are built into Small Business Accounting. You cannot change them. All users assigned to any role can belong to any Windows group with access to the computer running Small Business Accounting.

Managing user access

To work with Small Business Accounting, users must belong to a Windows group with access to the computer running the program.

Only a member of the Windows Administrator group on the computer where Small Business Accounting is installed can assign roles, change users' roles, remove users' access, and change passwords.

Assigning a role

- 1 On the **File** menu, click **Manage Users**.
- 2 Click the **Select** button.

Note You can add a user only one time; you cannot assign multiple roles to the same user name.

- 3 Do one of the following:
 - Type the Windows user name in the **User Name** field, and type the Windows domain name in the **Domain** field.
 - If you do not know the Windows domain and user name, click the **Select User** button to locate it.
- 4 Click the **Next** button.
- 5 Select the role for the user.

The Tasks table outlines the permissions for the selected role. You cannot change the permissions associated with a role.
- 6 Click the **Finish** button.
- 7 To exit, click the **Close** button.

Changing a user's role

After you add a user to Small Business Accounting, you can change the user's role and permissions.

Caution Your changes to a user's role and its associated permissions will not take effect until the user logs off from and logs back onto Small Business Accounting again. If the user is working from a remote computer, instruct the user to log off from and log back onto Small Business Accounting.

- 1 On the **File** menu, click **Manage Users**.
- 2 In the **Manage Users** dialog box, select a user name.
- 3 Click the **Edit** button.
- 4 Select a new role for the user.
- 5 The **Tasks** table outlines the permissions for the new role.
- 6 Click the **OK** button.
- 7 To exit, click the **Close** button.

Removing a user's access

You can remove a user's access to Small Business Accounting.

Caution Your changes to a user's permissions will not take effect until the user logs off and logs on again. If the user is working from a remote computer, instruct the user to log off and log on again.

- 1 On the **File** menu, click **Manage Users**.
- 2 In the **Manage Users** dialog box, select a user name.
- 3 Click the **Remove** button.
- 4 To confirm, click the **OK** button.
- 5 To exit, click the **Close** button.

Changing a user's password

For instructions on changing a password, see your Windows documentation. Be sure to change passwords regularly. If you write your password down, keep it in a safe place.

Use strong passwords that combine uppercase and lowercase letters, numbers, and symbols. Weak passwords don't mix these elements.

- Strong password: Y6dh!et5
- Weak password: House27

Part 2: Managing Your Company

In this part

Overview.....	46
Keyboard shortcuts	46
Chapter 5: Setting Up and Managing Accounts	49
Setting up the Chart of Accounts.....	50
Balance sheet accounts.....	50
Income and Expense accounts.....	51
System accounts.....	51
Working with the Chart of Accounts.....	53
Viewing an account register	54
Adding an account.....	55
Editing an account.....	56
Merging accounts.....	56
Deleting an account.....	57
Inactivating an account.....	57
Chapter 6: Recording Account Activity.....	59
Viewing the Journal Entries list.....	59
Making a journal entry	60
Editing a journal entry.....	62
Voiding a journal entry	62
Working with journal entries.....	63
Chapter 7: Tracking and Paying Sales Tax.....	65
Setting up sales tax.....	65
Paying sales tax.....	66
Checking sales tax liability	67
Adjusting sales tax due.....	67
Paying sales tax.....	68
Chapter 8: Managing Your Company Data.....	69
Protecting your data files.....	69
Backing up company data.....	70
Restoring company data	70

Preparing a company data file for copying or moving	71
Removing a company from Small Business Accounting.....	72
Working with data files	72
Sharing company data with an accountant.....	73
Creating an accountant's backup copy.....	73
Working with your accountant	74
Importing an accountant's backup copy	74
Exporting company data.....	75

Overview

Microsoft Office Small Business Accounting 2006 helps you set up accounts in the **Chart of Accounts** to record your company's income and expenses. When you make a journal entry to record a transaction or make an adjustment (debit or credit) to an account, you apply an equal amount (credit or debit) to another account, vendor, customer, or tax code. This way, you can keep your accounts balanced.

If you pay taxes on sales of products or services, you can track your sales tax liability and calculate the amount you owe to each sales tax agency you identify.

You may want to consult an accountant to assist you with your record keeping. You can create an accountant's copy of your records in Small Business Accounting and integrate the accountant's work on your books with your company's copy of the books. Refrain from adding entries to your accounts while the accountant's copy is in use.

Your company data is an important business asset, which you should protect. Be sure you back up your company file on a regular basis and store the backup copy on a separate computer or removable hard disk drive, which you can store in a safe place.

Keyboard shortcuts

You can use keyboard shortcuts to streamline your work in Small Business Accounting.

To open the Company home page, click **Company** in the **Navigation Pane**. The following table lists the keyboard shortcuts available from the Company home page, in lists, and in records and on forms. Keyboard shortcuts are not available in dialog boxes or wizards.

Note If a shortcut contains more than one key, press and hold a key, and then press the next key.

To	Press
Open the Help table of contents	F1
Get Help for the current page	ALT+F1
Add or remove content	F7
Open the Company home page	CTRL+1
Open the Chart of Accounts	CTRL+SHIFT+A
Open the Customers list	CTRL+SHIFT+C
Open the Employees list	CTRL+SHIFT+E
Open the Jobs list	CTRL+SHIFT+J
Open the Items list	CTRL+SHIFT+U
Open the Vendors list	CTRL+SHIFT+V
Open the Journal Entries list	CTRL+SHIFT+Y

In a list, you can use the following keyboard shortcuts.

To	Press
Create a new record or account	CTRL+N
Add or remove the Find toolbar	CTRL+F
Open the selected records or accounts	CTRL+O
Delete a record or an account	CTRL+D or DELETE
Add or remove content	F7
Preview the printed list	CTRL+F2
Print the list	CTRL+P

On Company forms, you can use the following keyboard shortcuts.

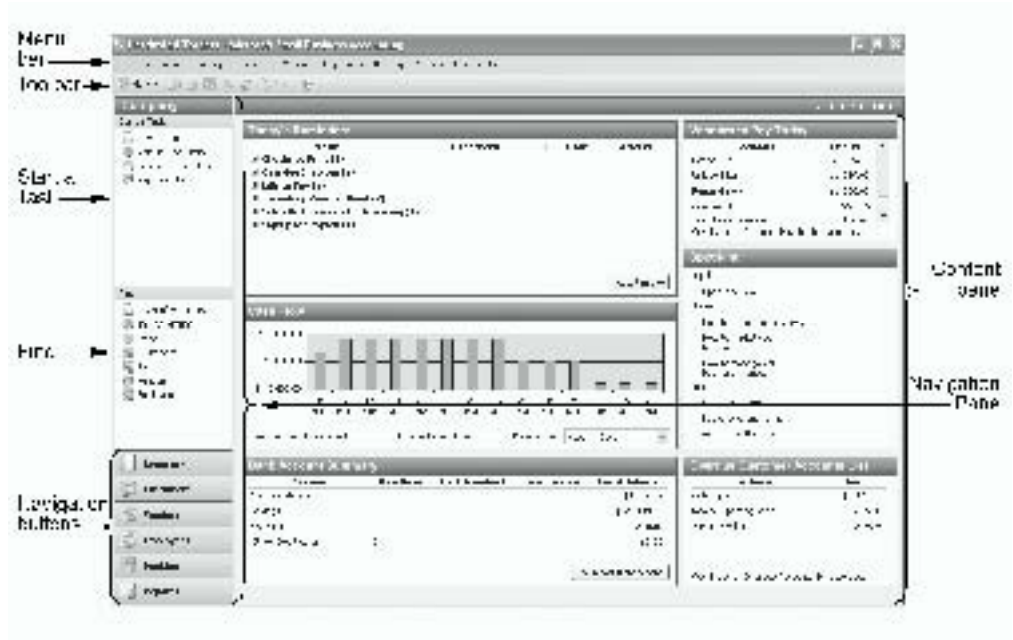
To	Press
Create a new form	CTRL+N
Close the form	ESC or ALT+F4

Chapter 5: Setting Up and Managing Accounts

Company home page: CTRL+1


Microsoft Office Small Business Accounting 2006 tracks your accounts so you can keep tighter control over the flow of funds into and out of your company. The Company home page is the starting point for monitoring your company's financial accounts.

To open the Company home page, click **Company** in the **Navigation Pane**.



For a detailed description of the Company home page, see “Monitoring financial accounts,” in Chapter 2, “Taking a Tour.”

Help: F1

If you need further information, help is always available. To open the Help table of contents, press **F1**. To get Help for the current page, press **ALT+F1**. On forms, click the **Help** button  on the toolbar. In dialog boxes and wizards, click the **Help** button.

Setting up the Chart of Accounts

You set up your company accounts when you set up your company in Small Business Accounting. You can use the Startup Wizard to set up a standard set of accounts for your business, or you can set up your accounts later.

Small Business Accounting sets up required system accounts automatically when you set up your company, regardless of how you choose to set up your other accounts.

You can add balance sheet accounts and Income and Expense accounts and sub-accounts for your company. You cannot change the type of account after you add an account.

Note Use sub-accounts to keep related entries in one place. A sub-account must be the same account type as the parent account. A sub-account's balance is included in the parent's account balance in the **Chart of Accounts**.

Balance sheet accounts

Balance sheet accounts contain equal (balanced) entries for debits (positive amounts) and credits (negative amounts).

Account type	Description
Cash	An account for money that you have not yet deposited in the bank, such as petty cash or undeposited funds.
Bank	An account your company has at a bank or other financial institution.
Other Current Assets	Assets that are likely to be converted to cash or retired within one year, such as notes receivable due within a year, prepaid expenses, and security deposits.
Inventory Asset	A product or service purchased or produced for sale and entered into inventory.
Other Asset	Any asset that is neither a current asset nor a fixed asset, such as long-term notes receivable and long-term deposits.
Fixed Asset	Depreciable assets purchased for use by your company, rather than for resale, that are not likely to be converted into cash within a year, such as equipment or furniture.
Credit Card	Credit card purchases, bills, and liabilities.
Current Liability	Obligations that are scheduled to be paid within one year, such as sales tax, payroll taxes, accrued or deferred salaries, and short-term loans. You can create a Current Liability sub-account for the Pending Item Receipts system account.
Long-term Liability	Obligations that are scheduled to be paid over periods longer than one year, such as loans or mortgages.

Account type	Description
Equity	<p>Starting or ending balances that reflect your company's net worth (assets minus liabilities).</p> <p>You can create an Equity sub-account for the following system accounts:</p> <ul style="list-style-type: none"> • Opening Balances • Retained Earnings

Income and Expense accounts

Income and Expense accounts are directly related to each other.

Note At the end of your fiscal year, balances from your Income and Expense accounts are moved to the Retained Earnings account.

Account type	Description
Income	<p>Revenues from the sale of products and services to your customers.</p> <p>You can create an Income sub-account for the following system accounts:</p> <ul style="list-style-type: none"> • Job Resell Account • Cash Discount Given • Write Off
Other income	Revenue received for something other than normal business operations, such as interest income.
Expense	Amounts spent on products and services related to your normal business operations, for example, phone or rent.
Other Expense	Amounts spent on products and services other than normal business operations, such as interest expense.
Cost of Goods Sold	<p>The cost of products and services entered into inventory and then sold.</p> <p>You can create a Cost of Goods Sold sub-account for the Cash Discount Taken account.</p>

System accounts

System accounts are set up automatically, when you set up your company, regardless of how you add accounts. They cannot be deleted, though you can change the account name and number in Company Preferences.

Caution Take care in changing system accounts. If you selected **Use account numbers** in Company Preferences, the new account number will change the account's position within its grouping in the **Chart of Accounts**.

You cannot change the following system accounts:

- Accounts Receivable
- Accounts Payable

Your balance sheet and Income and Expense accounts include some or all of the following system accounts:

Account	Description
Opening Balances	An Equity Account containing the account balance as of the start date for your company or as an offset for a new account. Normally, this account should have a balance of zero (0) if your assets equal your liabilities plus equity (assets = liabilities + equities).
Accounts Receivable	An account for amounts owed to your company from sales of products and services, for example, invoices, payments, refunds, and credit memos. This account provides an overview of all customers' transactions. You cannot post directly to the Accounts Receivable account, nor can you change it in Company Preferences.
Accounts Payable	An account for amounts your company owes to vendors and customers for products and services, for example, bills, bill payments, and credits. You cannot post directly to the Accounts Payable account, nor can you change it in Company Preferences.
Sales Tax Payable	A Current Liability account for sales taxes owed.
Cash Discount Given	An account that offsets to Income for customer payments where a cash discount applies, based on the payment terms.
Cash Discount Taken	An account that offsets to Income for customer payments where a cash discount applies, based on the payment terms.
Undeposited Funds	A Cash account for amounts received but not posted to any other account.
Bank Charge	An Expense account for fees your company pays to the bank, for example, checking account fees, transfer charges, returned (insufficient funds) check fees.
Retained Earnings	An Equity account for balances from Income and Expense accounts at the close of the fiscal year. Note When you close a fiscal year, all Income and Expense account balances are moved to the Retained Earnings account.
Pending Item Receipts	A Current Liability account for amounts owed for products or services that your company has received, but the related bill has not yet been received.
Job Resell Account	An Income account applied to an expense that is associated with a job.

Account	Description
Write-Off	An account that reduces Income for amounts deducted from a total amount owed, for example, when you enter an amount in the Write Off field on the customer payment form.

Working with the Chart of Accounts

The **Chart of Accounts** lists all of your company's accounts. To view the **Chart of Accounts**:




Chart of
Accounts:
CTRL+
SHIFT+A

- 1 In the **Navigation Pane**, click **Company**.
- 2 Under **Find**, click **Chart of Accounts**.

Balance sheet accounts appear at the top of the list, followed by Income and Expense accounts. Accounts are then grouped by type. If you selected **Use account numbers** in Company Preferences, the account number determines the account's position within its grouping in the list. You cannot sort the **Chart of Accounts**.

Tip You can use the entry in the **Type** column to locate accounts.

The following table contains basic tasks you can do with the **Chart of Accounts**.


To	Do this
View accounts by status	Click the arrow next to the Current View field, and then select Active , Inactive , or All .
Add or remove account numbers	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences. 2 Select or clear the Use account numbers check box.
Add, remove, or reorganize content	On the View menu, click Add/Remove Content .
Resize column width	Click the column divider next to the column heading and drag it to a new width.
Change the column order	Select a column title and drag it to a new position.
Find an account	<ol style="list-style-type: none"> 1 On the toolbar, click the Find button. 2 Enter a keyword to look for and a column title to search under, and then click the Find button.
Open selected accounts	<ol style="list-style-type: none"> 1 In the Chart of Accounts, select one or more (up to 10) records in the list. 2 On the File menu, click Open Selected Items. 3 To navigate through account details, click the Previous Item button  or the Next Item button  on the toolbar.
Print the Chart of Accounts	On the toolbar, click the Print button  .

Add or
remove
content:
F7

Find:
CTRL+F

Open:
CTRL+O

Print:
CTRL+P

To	Do this
Export the Chart of Accounts to a Microsoft Office Excel spreadsheet	On the toolbar, click the Export to Excel button  .

Viewing an account register

Every account has its own account register in the **Chart of Accounts**. Every transaction is entered into the account register. After you add a transaction, you cannot delete it. If an entry is not valid, you can edit it or mark it void.

Tip Keep your accounts current by entering transactions regularly and by reconciling bank and credit card accounts when you receive your account statement. For more information about working with bank and credit card accounts, see Chapter 23 “Managing Bank Accounts.”

1 In the **Chart of Accounts**, double-click the account name.

2 To close the account register, click the **Close** button on the toolbar.

The following table contains basic tasks you can do with an account register.

To	Do this
Sort the list	Click a column title to switch between ascending and descending order. An arrow indicates the sort order. Note If you sort the account register by any column other than the Date column, the Balance column changes. The ending balance, however, remains the same.
Resize column width	Click the column divider next to the column heading and drag it to a new width.
Change the column order	Select a column title and drag it to a new position.
View account details	On the Actions menu, click Open Account Details .
Set up an online account	For a bank or credit card account, click Setup online banking on the Actions menu. For more information, see Chapter 25, “Using Online Banking.”
Add a new transaction	Click the New transaction (for a bank or credit card account) or New journal entry (for all other account types) link at the bottom of the list.
View transaction details	Double-click an entry in the account register to view the details of the transaction.

To	Do this
Change the status of a transaction	<ol style="list-style-type: none"> 1 Select an entry in a bank or credit card account register. 2 On the Actions menu, point to Mark as, and then click Unmatched, Unreconciled, or Reconciled. <p>Note After you reconcile a transaction, a reconciled stamp appears next to the transaction in its account register.</p>

Adding an account

- 1 In the **Navigation Pane**, click **Company**.
- 2 Under **Start a Task**, click **New Account**.
- 3 Select the account type, and then click the **OK** button.

On the Account form, the **Account type** field appears dimmed. You cannot change the account type after you select it.

- 4 (Required) The **Account no.** field appears on the account form if you selected **Use account numbers** in Company Preferences. Type an account number or retain the default number.

Note The account number determines the account's position within its grouping in the **Chart of Accounts**.

- 5 (Required) In the **Account name** field, type a name for the account.
- 6 For most account types, if you are carrying over balances from another accounting system, type an account balance in the **Balance** field.

The opening balance represents the balance in the account as of your company's start date. If you add an account after the start date, the opening balance is zero, and your beginning balance is added to the account as a journal entry.

- 7 Click the arrow next to the **Cash Flow category** field, and then select **Operating, Investing, or Financing**. Your selection determines how the account appears in your company's Cash Flow Statement.
- 8 Do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the account and create another account, click the **Save and New** button.

You can do the following additional tasks when you create an account.

To	Do this
Change the account's status to Inactive	Clear the Active check box. Note The account status is Active by default.
Create a sub-account	Click the arrow next to the Sub-account of field, and then select an account of the same type from the list. A sub-account's balance is included in the parent's account balance in the Chart of Accounts .
Assign a 1099 category	Make sure the account requires a 1099 category for payments to vendors who require a 1099 tax form. Click the arrow next to the 1099 category field, and then select a category from the list or add a new 1099 category.
Add a comment to the account	Type additional information in the Comments field. You can read comments only when you open the account.

Editing an account

If you want to change the information you have entered into an account, you can edit it.

- 1 In **Chart of Accounts**, select the account name.
- 2 On the **Actions** menu, click **Edit Account**.
- 3 Enter the information on the Account form.
- 4 When you are done, click the **Save and Close** button on the toolbar.

Merging accounts


If you find that you have duplicate accounts, for example, if you have set up two financial accounts for the same purpose, you can merge them. You can combine two active records of the same type: customer, vendor, item, and financial account. You cannot merge bank or credit card accounts.

Caution After you merge two accounts, you cannot separate them. If you plan to merge a large number of accounts, you may want to back up your company data before you begin.

- 1 On the **Company** menu, point to **Merge Accounts**, and then click **Merge Financial Accounts**.
- 2 Click the arrow next to the **Merge from account** field and select an account to merge.
Caution This account will be deleted after it is incorporated into another account.
- 3 Click the arrow next to the **Merge to account** field and select an account to merge into.
- 4 When you are done, click the **OK** button.

Deleting an account

If an account is not a system account and does not have an opening balance or transactions associated with it, you can delete it.

- 1 In the **Chart of Accounts**, select the account.
- 2 On the toolbar, click the **Delete** button .
- 3 To confirm, click the **Yes** button.

Inactivating an account

You cannot delete a system account or an account that has transactions or documents associated with it, but you can change its status to Inactive.

Note An account with Inactive status does not appear in lists in dialog boxes, forms, and wizards. When you change an account status to Inactive, you will no longer be able to select it from those lists, though you can still post entries to its account register, which you can find in the **Chart of Account's** Inactive or All view.

- 1 In the **Chart of Accounts**, select one or more active accounts.
- 2 On the **Edit** menu, click **Make Inactive**.

Chapter 6: Recording Account Activity

Microsoft Office Small Business Accounting 2006 tracks your transactions and adjustments to accounts in journal entries that balance debits (positive amounts) and credits (negative amounts).

It is possible to record all your business transactions by journal entry; however, it is a good practice to use journal entries to record special entries that are not covered by the normal transactions of your company, for example, you can make a journal entry to enter an account opening balance, to record depreciation charges, to record sales of assets, to adjust previously recorded entries, or to enter CPA adjustments.

Keep your accounts current by entering transactions and adjustments regularly and by reconciling bank and credit card accounts soon after you receive your account statement. For more information, see Chapter 24, “Recording Banking Activity.”

The Transaction Detail by Account report provides a detailed look at the entries posted to the **Chart of Accounts** over a period of time. For more information, see Chapter 27, “Keeping Track of Company Data.”

Viewing the Journal Entries list

The **Journal Entries** list contains all of the transactions and adjustments recorded as journal entries in your company’s accounts. To view the **Journal Entries** list:




- 1 In the **Navigation Pane**, click **Company**.
- 2 Under **Find**, click **Journal Entries**.

The following table contains basic tasks you can do with the **Journal Entries** list:

To	Do this
View Journal entries by status	Click the arrow next to the Current View field, and then select All , Voided , or Non Voided .
Add or remove journal entry numbers	<ol style="list-style-type: none">1 On the Company menu, click Preferences2 Select or clear the Use account numbers check box.
Sort the list	Click a column title to switch between ascending and descending order. An arrow indicates the sort order.
Add, remove, or reorganize content	On the View menu, click Add/Remove Content .
Resize column width	Click the column divider next to the column heading and drag it to a new width.
Change the column order	Select a column title and drag it to a new position.

Journal Entries list:
CTRL+
SHIFT+Y

Add or remove content:
F7

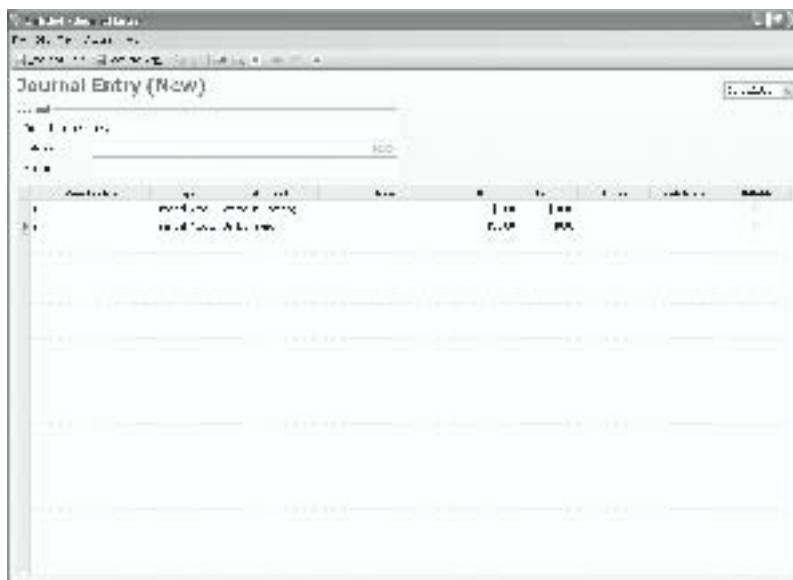
	To	Do this
Find: CTRL+F	Find a journal entry	<ol style="list-style-type: none"> 1 On the toolbar, click the Find button. 2 Enter a keyword to look for and a column title to search under, and then click the Find button.
Open: CTRL+O	Open selected journal entries	<ol style="list-style-type: none"> 1 Select one or more (up to 10) entries in the list. 2 On the File menu, click Open Selected Items.
Print: CTRL+P	Print the Journal Entries list	On the toolbar, click the Print button  .
	Print selected journal entries	<ol style="list-style-type: none"> 1 Select one or more journal entries. 2 On the toolbar, click the Print button .
	Export the Journal Entries list to a Microsoft Office Excel spreadsheet	On the toolbar, click the Export to Excel button  .

Making a journal entry

A journal entry records or adjusts a business transaction for a group of company accounts. Each journal entry requires at least two separate lines: debit and credit. The debit and credit amounts must be of equal value, or the entry will not be recorded.

- 1 In the **Navigation Pane**, click **Company**.
- 2 Under **Start a Task**, click **New Journal Entry**.

New journal entry:
CTRL+N



- 3 Today's date appears in the top right of the Journal Entry form. To change the date, click the arrow next to the field, and then select a day in the calendar.
- 4 (Required) In the **Journal number** field, type a journal entry number or retain the default number.

Small Business Accounting adds a sequential number to every journal entry, regardless of your selections in Company Preferences. It is a good practice to retain the number that Small Business Accounting assigns automatically.

The **Balance** field appears dimmed. You cannot change it.

- 5 The **Memo** field at the top of the Journal Entry form appears in the **Journal Entries** list. It is a good practice to fill in the **Memo** field with a brief description of the contents of the journal entry.
- 6 (Required) Add a balanced (debit and credit) set of line entries, identifying the account by name and type. The debit and credit amounts must match.

- To identify the account by type, click an entry in the **Type** column, click the arrow, and then select **Financial Account**, **Vendor**, **Customer**, or **Tax Code**.
- To identify the account by name, click an entry in the **Account** column, click the arrow, and then select an account of the type you selected.

You can select only one Vendor or Customer entry on a Journal Entry form.

- In the **Debit** or **Credit** column, type the amount of the transaction or adjustment in dollars and cents, for example, \$123.45.

Debits and credits must appear on separate lines, and the debit and credit totals must equal each other. If you attempt to save an entry, and the debits and credits do not equal, a warning message appears.

Tip If you want to delete a row, right-click the arrow next to the row, and then select **Delete**. You cannot delete the last remaining row on a Journal Entry form.

- 7 When the total debit and credit amounts match, do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the new journal entry and make another journal entry, click the **Save and New** button.

You can do the following additional tasks when you make a journal entry.

To	Do this
Change the voucher number	Click an entry in the Voucher No. column, and then type a number to identify the entry you are creating. You should change the number when you start a new entry to differentiate it from a previous one. Small Business Accounting changes the number when an entry is made in balance.

To	Do this
Add a note to a line entry	Click an entry in the Memo column, and then type a note for the line entry. This Memo column is associated with the line entry only; it does not appear in the Journal Entries list.
Assign an expense to a class	If you selected Use Class in Company Preferences, click an entry in the Class column, click the arrow, and then select a class or add a new class.
Assign an expense to a job	If you selected Use job in Company Preferences, click an entry in the Job Name column, click the arrow, and then select a job or add a new job.
Bill an expense to a customer	If an expense is billable to a customer, select the Billable check box.

Editing a journal entry

To make adjustments to a recorded transaction, you can edit the journal entry.

- 1 In the **Journal Entries** list, double-click the entry you want to edit.
- 2 On the toolbar, click the **Edit** button.
- 3 Enter the information on the Journal Entry form.
- 4 When you are done, click the **Save and Close** button on the toolbar.

Voiding a journal entry

You cannot delete a journal entry, but you can void it. When you void a journal entry, it is marked Void and it remains in the account register with the status of Void.

- 1 In the **Journal Entries** list, double-click the entry you want to void.
- 2 On the **Actions** menu, click **Void**.
- 3 To confirm, click the **Yes** button.

What if . . .



I want to delete a transaction?

When a transaction is saved (or posted) to an account, it becomes part of your company's official record, and you cannot delete it. You must keep track of all activity in each account, so you cannot remove a transaction or the account where it is posted. If a transaction is not valid, you can edit it or mark it void.

Working with journal entries

After you have recorded transactions and adjustments in journal entries, you can work with the entries themselves or use the information in the entries to generate reports to better manage your company. For information, see Chapter 27, “Keeping Track of Company Data.”

The following table contains additional tasks you can do with journal entries.

To	Do this
Navigate through journal entries	<ol style="list-style-type: none"> 1 In the Journal Entries list, double-click an entry. 2 Click the Previous Item button  or the Next Item button  on the toolbar.
Copy a journal entry	<ol style="list-style-type: none"> 1 In the Journal Entries list, double-click the entry you want to copy. 2 To create a new entry with the same information, click Copy and Edit on the File menu. If you selected Use account numbers in Company Preferences, Small Business Accounting applies the next available number to the entry.
View a detailed report of the transaction	<p>In the Journal Entries list, double-click the entry you want to view.</p> <ul style="list-style-type: none"> • To view the status of the entry, click Transaction History on the Actions menu. • To view the complete journal entry, click Transaction Journal on the Actions menu.

Chapter 7: Tracking and Paying Sales Tax

Sales tax is a state or local tax on products or services, based on a percentage of the sales price. You can set up sales tax codes for the state and local sales tax agencies where you do business. The sales tax agency is a vendor that your company pays. For more information, see Chapter 15, “Working with Vendors.”

You can track whether a customer is responsible for paying sales tax or is exempt from paying tax; for example, if the customer is a diplomat or if a purchase will be shipped to a state without a sales tax, then you will not collect sales tax on the purchase. Set up a sales tax group for each type of customer, and select the sales tax group in your invoices. State and local tax regulations also determine whether a specific product or service is subject to sales tax. You can define whether or not an item is taxable in a separate item tax setting.

Setting up sales tax

You can specify whether or not your company is liable for sales taxes when you set up your company. To change your sales tax setting:

- 1 On the **Company** menu, click **Preferences**.
- 2 Under **Taxes**, select the **Do you pay sales tax?** check box.
- 3 To specify when you are liable for sales taxes, do one of the following:
 - To be liable when the invoice is sent, even if the customer has not paid you yet, click **Accrual basis (When customer is invoiced)**.
 - To be liable when the invoice is paid, click **Cash basis (When customer has paid invoice)**.
- 4 To exit, click the **OK** button.

The following table lists the sales tax settings you can use to satisfy your state or local tax requirements.

To	Set up
Identify sales tax to collect	Sales tax agency: the state or local government organization to which your company pays the sales taxes you collect from customers. Sales tax code: the sales tax name and tax rate (as a percent of the sales price) for the sales tax agency you specify.
Identify tax status of customers	Sales tax group: the sales tax codes that apply to a group, for example, tax-exempt customers or customers who ship purchases out of state.

To	Set up
Identify tax status of product and service items your company sells	Item sales tax: the sales tax status (taxable or nontaxable) for the product and service items you select.

Consider the range of tax situations you will encounter when selling products and services to customers. For example, a sale may be taxable if a customer purchases an item in a local store where state taxes apply, but it may not be taxable if you ship the same item to a state without sales taxes.

The following table contains the tasks to complete when you set up sales tax settings for the products and services you sell.

To	Do this
Add a sales tax agency	<ol style="list-style-type: none"> 1 On the Company menu, point to Sales Tax, and then click New Tax Agency. For instructions on filling in a vendor form, see “Creating a Vendor record,” in Chapter 15, “Working with Vendors.” 2 When you are done, click the Save and Close button on the toolbar.
Add a sales tax code	<ol style="list-style-type: none"> 1 On the Company menu, point to Sales Tax, and then click Manage Sales Tax Codes. 2 Click the Add button.
Add a sales tax group	<ol style="list-style-type: none"> 1 On the Company menu, point to Sales Tax, and then click Manage Sales Tax Groups. 2 Click the Add button.
Add an item tax	<ol style="list-style-type: none"> 1 On the Company menu, point to Sales Tax, and then click Manage Item Sales Tax. 2 Click the Add button.

Paying sales tax

Small Business Accounting tracks sales taxes paid to you by customers. To calculate sales taxes for invoices and customer credit memos, the following two conditions must be met:

- The sales tax group contains tax codes.
- The item is marked as taxable.

When sales taxes are due, you can see the amount you owe to each sales tax agency, adjust any sales tax amounts that are not correct, and enter sales tax payments.

Checking sales tax liability

Before paying sales tax, check the Sales Tax Liability report to see what your company owes to each tax agency.

- 1 On the **Company** menu, point to **Sales Tax**, and then click **View Sales Tax Liability**.

The Sales Tax Liability report lists amounts owed to sales tax agencies for each tax code.

- 2 To exit, click **Close** on the **File** menu.

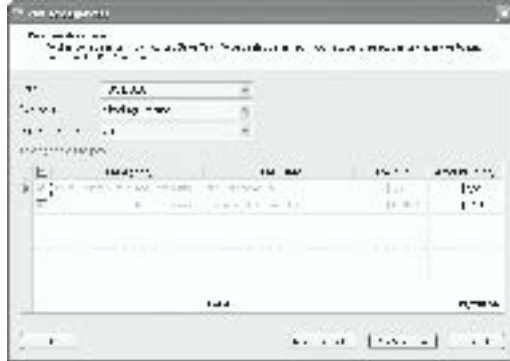
Adjusting sales tax due

If the amount of sales tax you owe is not correct, you can increase or decrease the amount due to a sales tax agency.

- 1 On the **Company** menu, point to **Sales Tax**, and then click **Adjust Sales Tax Due**.
- 2 Today's date appears in the **Date effective** field. To change the date, click the arrow next to the **Date effective** field, and then select a date from the calendar.
- 3 (Required) In the **Journal entry no.** field, type a journal entry number or retain the default number.
Small Business Accounting adds a sequential number to every journal entry, regardless of your selections in Company Preferences. It is a good practice to retain the number that Small Business Accounting assigns automatically.
- 4 (Required) Click the arrow next to the **Tax income or expense** field, and select a financial account to debit or credit for the tax adjustment, or add a new financial account.
- 5 (Required) Click the arrow next to the **Tax Code to adjust** field, and select the tax code for the tax payment you want to adjust, or add a new tax code.
- 6 (Required) To specify the adjustment to your tax payment for the selected tax code, do one of the following:
 - To raise your tax payment and create a journal entry debiting the selected financial account and crediting the selected tax code, click **Increase** and then type the amount in dollars and cents, for example, \$123.45.
 - To lower your tax payment and create a journal entry crediting the selected financial account and debiting the selected tax code account, click **Decrease** and then type the amount in dollars and cents, for example, \$123.45.
- 7 When you are done, click the **OK** button.

Paying sales tax

- 1 In the **Navigation Pane**, click **Company**.
- 2 Under **Start a Task**, click **Pay Sales Tax**.



- 3 Today's date appears in the **Date** field. To change the date, click the arrow next to the **Date** field, and then select a date from the calendar.
- 4 (Required) Click the arrow next to the **Pay from** field, and then select a bank or credit card account.
- 5 (Required) Click the arrow next to the **Payment method** field, and then select **Cash**, **Check**, or **Credit Card**.
- 6 (Required) Select the check box next to each tax bill you want to pay.
Note To select all of the bills in the list, select the check box to the left of the **Tax Agency** column heading.
- 7 To pay less than the full amount of a bill, change the amount in the **Amount to pay** field.
- 8 The amount of the payment displays in the **Amount to pay** field. The **Total** field automatically adjusts the payment and calculates the total tax payment.
- 9 When you are done, click the **Pay Sales Tax** button.

Chapter 8: Managing Your Company Data

Your company data is crucial to the success of your business. Take as much care to protect it from loss as you would any other critical business asset.

Tip For assistance in setting up your company, consult a software or accounting professional. To find a list of consultants, click **Find an Accountant** on the **Help** menu.

Protecting your data files

Microsoft Office Small Business Accounting 2006 stores data in seven separate files with the following extensions.

Extension	Description
.sbd	A data file, stored by default in the SQL server folder (Program Files\Microsoft SQLServer\MSSQL\$MICROSOFTSMLBIZ\Data).
.sbc	A company file, a shortcut pointing to the location of the data file, stored by default in the My Documents\Small Business Accounting\Companies folder of the administrator who set up your company in Small Business Accounting.
.sbl	An SQL log file, generated when you create a new company, import data from an XML file, or restore a backup file to a new company. It is stored by default in the SQL server folder (Program Files\Microsoft SQLServer\MSSQL\$MICROSOFTSMLBIZ\Data).
.xml	An XML file, containing data exported from Small Business Accounting, stored by default in the My Documents\Small Business Accounting\Exported Data folder of the administrator who set up your company in Small Business Accounting. You can create a new company from an existing company file by exporting your company data from one data file and then importing it into a new data file.
.log	A log file, generated by importing QuickBooks data, by repairing a data file, by upgrading your software, and by accessing online banking or payroll processing by ADP®, if you have selected Log online activities on the General tab in Company Preferences. It is stored by default in the My Documents\Small Business Accounting\Logs folder of the administrator who set up your company in Small Business Accounting.
.sbb	An uncompressed backup file, generated when you upgrade your software or extracted when you open the compressed (.zip) file in the My Documents\Small Business Accounting\Backups folder of the administrator who set up your company in Small Business Accounting. Create a backup file to protect your company data, to send to your accountant, to import into a new company file, or to move Small Business Accounting to a different computer.

Extension	Description
.zip	A compressed backup file, stored by default in the My Documents\Small Business Accounting\Backups folder of the administrator who set up your company in Small Business Accounting.

Backing up company data

It is a good practice to back up your data regularly. In addition, you may want to create a backup copy on a server in a remote location or on a removable hard disk drive. This way, you are protected in the event of hardware or software failure.

You must have administrator access to back up your company data file.

Note You can back up only the file that is currently open in Small Business Accounting.

- 1 On the **File** menu, point to **Utilities**, and then click **Data Utilities**.
- 2 In the **Data Tools** dialog box, under **Backup company data**, click the **Backup** button.

Note If the **Backup** button appears dimmed, it is unavailable. You do not have sufficient access to use it.
- 3 In the **Create a Backup File** dialog box, click the **Browse** button and specify a file name for the backup file (with a .zip extension), and then click the **Save** button.
- 4 If you want to password protect your backup file, enter a password, and then enter the same password to verify it.

Note If you specify a password, you will need to provide it whenever you access the backup file; for example, if you use the backup file to restore company data.
- 5 Click the **OK** button.
- 6 To confirm, click the **OK** button.
- 7 To exit, click the **Close** button.

Restoring company data

If you experience a problem with your company data, you can restore it — if you have backed up your data regularly. When you restore your data, you overwrite the entire database with the backup copy.

You can also restore a backup file to create a new company file. For more information, see “Importing data from a backup file,” in Chapter 1, “Installing and Setting Up.”

You must have administrator access to restore company data.

- 1 On the **File** menu, point to **Utilities**, and then click **Data Utilities**.
- 2 In the **Data Tools** dialog box, under **Restore a backup file**, click the **Restore** button.
Note If the **Restore** button appears dimmed, it is unavailable. You do not have sufficient access to use it.
- 3 In the **Database Restore** dialog box, click the **Browse** button to locate the backup file for your company, and then click the **Open** button.
- 4 Click the **Browse** button to locate the company file to restore or type a new company file name, and then click the **Save** button.
- 5 If the file already exists, click the **Yes** button to replace it.
- 6 If your data is password protected, enter your password.
- 7 Click the **OK** button.
- 8 To confirm, click the **OK** button.
- 9 To exit, click the **Close** button.
- 10 To work with your restored data file, restart Small Business Accounting.

Preparing a company data file for copying or moving

First, you can detach the file from the SQL server:

- 1 On the **File** menu, point to **Utilities**, and then click **Data Utilities**.
- 2 In the **Data Tools** dialog box, click the **Advanced Tools** tab.
- 3 Under **Detach data file**, click the **Detach** button.
- 4 In the **Detach a Database** dialog box, select the data file you want to detach.
Note You cannot detach the database that is currently open.
- 5 Click the **Detach** button.
- 6 To confirm, click the **OK** button.
- 7 To close the dialog box, click the **Close** button.

After you copy or move the date file, you can reattach it to the SQL server:

- 1 On the **File** menu, point to **Utilities**, and then click **Data Utilities**.
- 2 In the **Data Tools** dialog box, click the **Advanced Tools** tab.
- 3 Under **Attach data file**, click the **Attach** button.
- 4 In the **Attach a Database** dialog box, click the **Browse** button, navigate to the SQL server's Data folder (Program Files\Microsoft SQLServer\MSSQL\$MICROSOFTSMLBIZ\Data) on your local drive, select the data file (with an .sbd extension) that you want to attach, and then click the **Open** button.
- 5 In the **Database name** field, enter a name for the new company data file.
- 6 Click the **Attach** button.
- 7 To confirm, click the **OK** button.

Removing a company from Small Business Accounting

First, delete the data file:

- 1 On the **File** menu, point to **Utilities**, and then click **Data Utilities**.
- 2 In the **Data Tools** dialog box, under **Delete a company**, click the **Delete** button.
- 3 In the **Delete a Database** dialog box, select the file name.
- 4 You cannot delete the database that is currently open.
- 5 Click the **Delete** button.
- 6 To confirm, click the **Yes** button.
- 7 To close the dialog box, click the **Close** button.

Then, delete the associated company file:

- 1 Log in to Windows as the administrator who installs and sets up the software.
- 2 On the **Start** menu, point to **Documents**, and then click **My Documents**.
- 3 Click the **Small Business Accounting** folder to open it.
- 4 Click the **Companies** folder to open it.
- 5 Select the company file name.
- 6 On the **File** menu, click **Delete**.
- 7 To confirm, click the **Yes** button.

Working with data files

If you encounter a problem with your company files or your connection to the SQL server, you can use the **Data Utilities** commands to fix them.

You must have administrator access to work with any of the **Data Utilities** commands.

Note If your data file is corrupted and you cannot open it, click **Programs** on the **Start** menu. Point to **Microsoft Small Business Accounting**, and then click **Data Tools**. Users with administrator access can use all of the **Data Utilities** commands found in Small Business Accounting, except **Backup**.

The following table lists the tasks you can do when you encounter a problem with your data files.

To	Do this
Rebuild a deleted or corrupted company file	<ol style="list-style-type: none"> 1 On the File menu, point to Utilities, and then click Data Utilities. 2 In the Data Tools dialog box, under Rebuild company file, click Rebuild. <p>To work with your rebuilt file, restart Small Business Accounting.</p>

To	Do this
Repair a company file	<ol style="list-style-type: none"> 1 On the File menu, point to Utilities, and then click Data Utilities. 2 In the Data Tools dialog box, click the Advanced Tools tab. 3 Under Repair data file, click Repair. <p>Note You cannot repair an open database. You can switch to another company, or open a sample company.</p> <p>To work with your repaired file, restart Small Business Accounting.</p>
Change your SQL server connection	<ol style="list-style-type: none"> 1 On the File menu, point to Utilities, and then click Data Utilities. 2 In the Data Tools dialog box, click the Settings tab. 3 In the Instance name field, enter the name of your local connection to the Microsoft SQL server. 4 Do one of the following: <ul style="list-style-type: none"> • To reset your connection to the Microsoft SQL server, click the Reset button. • To apply the new name to your current connection, click the Apply button. 5 To confirm, click the OK button.

Sharing company data with an accountant

If you employ an accountant to assist you with your books, you can create an accountant's backup copy (with a .zip extension) of your company file to send to the accountant. When the accountant's backup copy is returned from the accountant, you import it into your company file.

Caution Do not enter, edit, or void transactions while your accountant is working on the backup copy. When you import the accountant's backup copy, any changes you have made to your company records may be lost.

Creating an accountant's backup copy

- 1 On the **File** menu, point to **Accountant's Backup**, and then click **Create Accountant's Backup**.
- 2 To continue, click the **OK** button.
- 3 In the **Create Accountant's Backup** dialog box, click the **Browse** button and specify a file name for the backup file, and then click the **Save** button.
- 4 To confirm, click the **Yes** button.
- 5 If you want to password-protect your backup file, enter a password, and then enter the same password again to verify it.
- 6 To create a backup copy, click the **OK** button.

Working with your accountant

To work with your company file, the accountant must have a copy of Small Business Accounting installed on a computer on which he or she is an authorized Windows user.

- If your accountant has administrator access to the computer where Small Business Accounting is installed, he or she will have Owner access to your company file.
- If the accountant does not have administrator access to the computer, the administrator for the computer will need to assign the Accountant role to the accountant's user name.

For more information on roles and permissions, see Chapter 4, "Managing User Roles and Permissions."

Note If you specify a password for your company file, be sure to communicate the password to your accountant.

To work with the accountant's backup copy of your company file, the accountant, or the administrator for the computer where the accountant will work with your file, should do the following:

- 1 Save the database's compressed (.zip) file to a secure location, for example, \My Documents\Small Business Accounting\Backup.
- 2 Start Small Business Accounting.
- 3 On the **Start** page, click **Restore a Backup**. For instructions, see "Restoring company data," on page 70.

Tip If the **Start** page does not appear, click **Close Company** on the **File** menu, and then click **Restore a Backup**. You can also click **Programs** on the **Start** menu on the desktop. Point to **Microsoft Small Business Accounting**, and then click **Data Tools**. Users with administrator access can use all of the **Data Utilities** commands found in Small Business Accounting, except **Backup**.

Importing an accountant's backup copy

After receiving the accountant's backup copy containing your accountant's changes, do the following:

- 1 Start Small Business Accounting, and open the company.
Caution Any changes to the company file will be lost when the accountant's backup copy is imported. To protect your data, back up your company file before importing the accountant's backup copy.
- 2 On the **File** menu, point to **Accountant's Backup**, and then click **Import Accountant's Backup**.
- 3 To continue, click the **OK** button.
- 4 In the **Create a Backup File** dialog box, click the **Browse** button.

- 5 Specify a file name for the backup file, and then click the **Save** button.
- 6 To confirm, click the **Yes** button.
- 7 If the file is password protected, enter the password.
- 8 Click the **OK** button.
- 9 To confirm, click the **OK** button.
The **Start** page appears after the backup is completed.
- 10 Click **Import Accountant's Backup**.
- 11 Click the **Browse** button to select the compressed (.zip) file with accountant's changes, and then click the **OK** button to import the backup data.
- 12 Click the **OK** button.

Exporting company data

You can export your company data (customer, vendor, employee, and item records, and support lists) to an XML file for use in another program.

Note You cannot export transactions. If you want to use your company data to create a new company with transactions, see “Importing data from a backup file,” in Chapter 1, “Installing and Setting Up.”

You must have Owner, Office Manager, or Accountant access to export data.

- 1 Open the company file containing the data you want to export.
- 2 On the **File** menu, point to **Utilities**, and then click **Export**.
- 3 In the **Export Data** dialog box, click the **Browse** button, specify a path and a file name for the XML file that will hold your exported company data, and then click the **Save** button.
- 4 Do one of the following:
 - Under **Data to export**, select one or more check boxes.
 - Click **Select All**.
- 5 Click **Export**.
- 6 To confirm, click **OK**.
- 7 To exit, click **Close**.

Part 3: Selling to Customers

In this part

Overview	78
Keyboard shortcuts	79
Chapter 9: Working with Customers	81
Working with the Customers list	82
Creating a Customer record	82
Editing a Customer record	84
Deleting a Customer record	84
Working with Customer records	85
Chapter 10: Offering a Quote	87
Working with the Quotes list	87
Creating a quote	88
Editing a quote	89
Deleting a quote	89
Working with quotes	90
Chapter 11: Taking a Sales Order	91
Working with the Sales Orders list	91
Creating a sales order	92
Editing a sales order	93
Deleting a sales order	93
Working with sales orders	94
Chapter 12: Submitting an Invoice	95
Working with the Invoices list	95
Creating an invoice	96
Editing an invoice	97
Voiding an invoice	98
Working with invoices	98

Chapter 13: Managing Payments	101
Working with the Payments list.....	101
Receiving a payment.....	102
Voiding a payment.....	103
Working with customer payments.....	103
Handling cash sales.....	103
Editing a cash sale form.....	105
Voiding a cash sale form.....	105
Working with cash sale forms.....	105
Accepting credit card payments.....	106
Adjusting payments.....	106
Editing a customer credit memo	107
Voiding a customer credit memo	107
Working with customer credit memos.....	108
Handling customer exchanges, returns, and refunds	109
Chapter 14: Managing Jobs	111
Working with the Jobs list.....	113
Creating a job	114
Editing a job	115
Deleting a job	116
Working with jobs	116

Overview

Microsoft Office Small Business Accounting 2006 helps you manage your customer sales by maintaining information about your customers and the items you sell.

After you create a Customer record for each customer, either in the Startup Wizard or after you begin using Small Business Accounting, you can sell to that customer. After you create an Item record for each product or service item you sell, you can sell the items you purchase or produce. For information about items and inventory, see Chapter 16, “Setting Up Product and Service Items.”

If you use jobs, and you have selected the **Use job** check box in Company Preferences, you can create Job records to track information related to jobs. For information about jobs, see Chapter 14, “Managing Jobs.”

The Customers home page includes a task flow that guides you through all the tasks related to customers and receivables. Each task, or type of transaction, is recorded on a particular form, and you can find any record or form in a list, which you can open from the **Find** pane.

You can begin a sale in one of three ways:

- To propose a sale, create a quote. Later, you can convert the quote to either a sales order or an invoice.
- If the products or services will not be delivered immediately, create a sales order instead. Later, you can convert the sales order to an invoice.
- When the customer agrees to terms, and the products or services are available, create an invoice.

You can send a quote, a sales order, or an invoice to a customer in an e-mail message or export it to a Microsoft Office Word document and send it.

If you sell items to a customer with instant payment, you can create a cash sale form to record the transaction. You can also print customer statements to send to customers and write form letters for mass mailings.

When the payment arrives, you receive the payment. If the customer is due money, you can create a customer credit memo and either refund the payment or apply it to an invoice. If a customer payment is late, you can apply a finance charge.

The Customers and Receivables reports track customer transactions, including amounts owed to your company and payments received, and the level of profit by customer. For information about reports, see Chapter 27, “Keeping Track of Company Data.”

Keyboard shortcuts

You can use keyboard shortcuts to streamline your work in Small Business Accounting.

To open the Customers home page, click the **Customers** button in the **Navigation Pane**. The following table lists the keyboard shortcuts available from the Customers home page, in lists, in records, and on forms. Keyboard shortcuts are not available in dialog boxes or wizards.

Note If a shortcut contains more than one key, press and hold a key, and then press the next key.

To	Press
Open the Help table of contents	F1
Get Help for the current page	ALT+F1
Open the Customers home page	CTRL+2
Open the Customers list	CTRL+SHIFT+C
Open the Jobs list	CTRL+SHIFT+J
Open the Items list	CTRL+SHIFT+U
Open the Quotes list	CTRL+SHIFT+Q
Open the Sales Orders list	CTRL+SHIFT+S

To	Press
Open the Invoices list	CTRL+SHIFT+I
Open the Payments list	CTRL+SHIFT+M

In a list, you can use the following keyboard shortcuts.

To	Press
Create a new record	CTRL+N
Add or remove the Find toolbar	CTRL+F
Open selected records	CTRL+O
Delete a record	CTRL+D or DELETE
Add or remove content	F7
Preview the printed list	CTRL+F2
Print the list	CTRL+P

On Customer forms, you can use the following keyboard shortcuts.

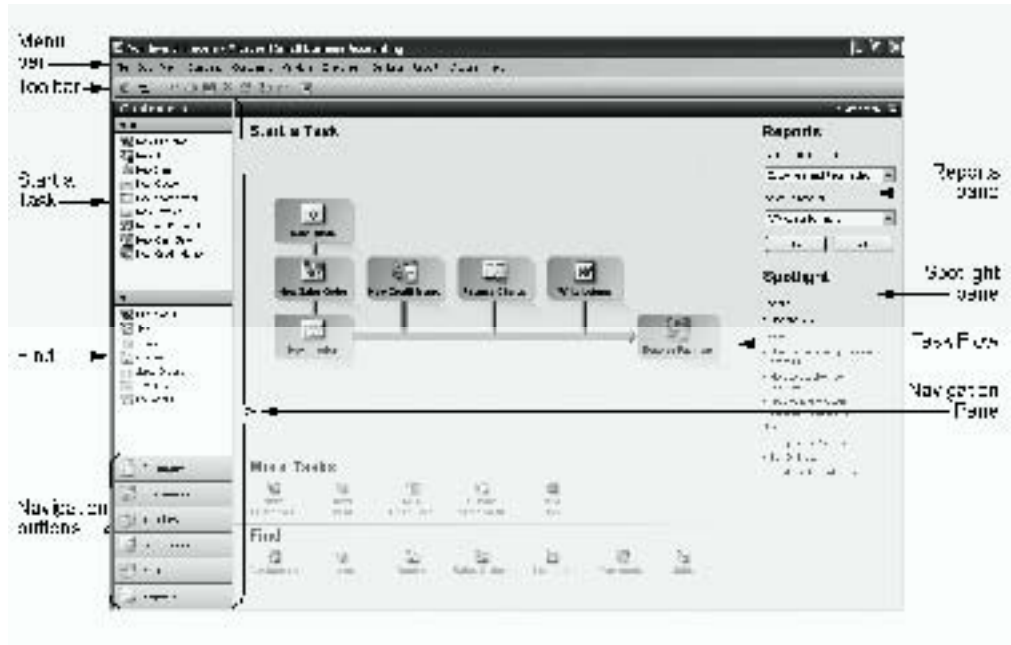
To	Press
Create a new form	CTRL+N
Close the form	ESC or ALT+F4

Chapter 9: Working with Customers

Customers home page:
CTRL+2

When you install and set up Microsoft Office Small Business Accounting 2006, you enter your customer information in the Startup Wizard. You can enter contact information and custom information you define to create a Customer record. After you begin to use Small Business Accounting, you can add more Customer records as needed. You can find all your Customer records in a list, where you can work with them in several ways or open them to do other tasks. You can also edit Customer records, inactivate them, or delete them. You can perform all the tasks related to customers and sales from the Customers home page.

To open the Customers home page, click the **Customers** button in the **Navigation Pane**.



For a detailed description of the Customers home page, see “Making Sales to Customers,” in Chapter 2, “Taking a Tour.”

Help:
F1



If you need further information, help is always available. To open the Help table of contents, press **F1**. On forms, click the Help button (🔍) on the toolbar. To get Help for the current page, press **ALT+F1**. In dialog boxes and wizards, click the **Help** button.

Working with the Customers list

The **Customers** list contains your Customer records. To view the **Customers** list:

- 1 In the **Navigation Pane**, click **Customers**.
- 2 Under **Find**, click **Customers**.

The following table contains basic tasks you can do with the **Customers** list.

To	Do this
View Customer records by status	Click the arrow next to the Current View field, and then select Active , Inactive , or All .
Add or remove customer numbers	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences, and then click the Customers tab. 2 Select or clear the Use customer ID check box.
Sort the list	Click a column title to switch between ascending and descending order. An arrow indicates the sort order.
Add, remove, or reorganize content	On the View menu, click Add or Remove Content .
Resize column width	Click the column divider next to the column heading and drag it to a new width.
Change the column order	Select a column title and drag it to a new position.
Find a Customer record	<ol style="list-style-type: none"> 1 On the toolbar, click the Find button. 2 Enter a keyword to look for and a column title to search under, and then click the Find button.
Open selected records	<ol style="list-style-type: none"> 1 Select one or more (up to 10) records in the list. 2 On the File menu, click Open Selected Items.
Print the Customers list	On the toolbar, click the Print button  .
Export the Customers list to a Microsoft Office Excel spreadsheet	On the toolbar, click the Export to Excel button  .

Customers list:
CTRL+SHIFT+C

Add or remove content:
F7

Find:
CTRL+F

Open:
CTRL+O

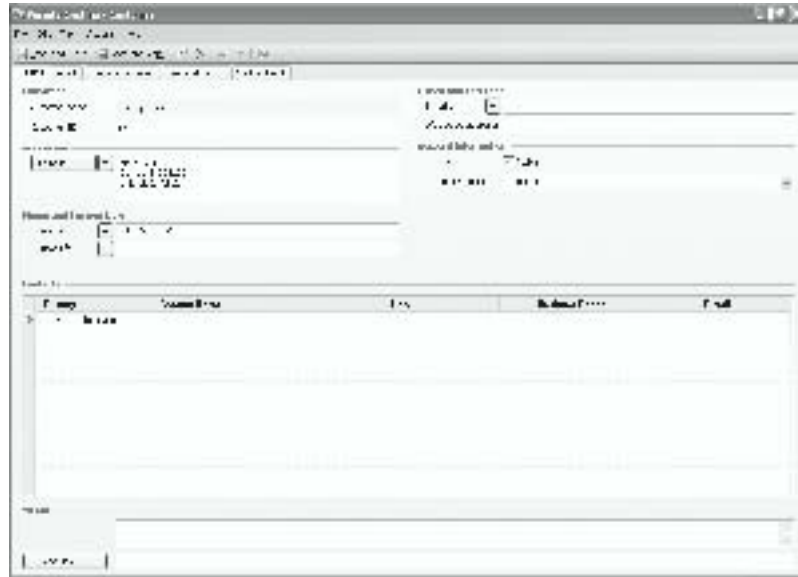
Print:
CTRL+P

Creating a Customer record

New customer:
CTRL+N

If you did not create a Customer record by using the Startup Wizard, you can follow this procedure. If you have a customer who is also a vendor, you must create both a Customer and a Vendor record, so that transactions can be recorded properly.

- 1 In the **Navigation Pane**, click **Customers**.
- 2 Under **Start a Task**, click **New Customer**.



- 3 (Required) In the **Customer name** field, type the customer's name.
- 4 Enter information in the other fields on the **General** tab.
- 5 (Required) On the **Details** tab, click the arrow next to the **Tax group** field, and then select or add a sales tax group.
- 6 Enter information in the other fields on the **Details** tab.
- 7 You can add or remove custom fields that appear on all new Customer forms and saved Customer records. Click the **Custom Fields** tab, and then click the **Customize** button at the bottom of the page. All users can see custom fields.
Caution When you remove a custom field, the field and any information saved in it is removed from all saved Customer records.
- 8 When you are done, do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the Customer record and create another Customer record, click the **Save and New** button.

You can do the following additional tasks when you create a Customer record.

To	Do this
Change the customer ID	<p>On the General tab, type a number or a text identifier in the Customer ID field.</p> <p>Note If you selected Use customer ID in Company Preferences, Small Business Accounting adds a sequential number to each Customer record you create. You cannot enter a duplicate customer ID.</p>

To	Do this
Link one or more files to the Customer form	<ol style="list-style-type: none"> 1 On the General tab, at the bottom of the Customer form, click the Add links button. 2 Navigate to the file location, select the file, and then click Open. <p>Note To unlink, select the file name, and then press DELETE.</p>
Select a primary contact, whose contact information appears on transaction forms	On the General tab, if you enter more than one contact, click the Primary column in the line for the primary contact.
Adjust the unit prices of all items on sales forms	On the Details tab, click the arrow next to the Price level field, and then select or add a price level. Note See “Set price levels,” in “Working with Customer records,” on page 85.
Group customers	On the Details tab, click the arrow next to the Customer group field, and then select or add a customer group.

What if . . .**I want to create a Customer record for a tax-exempt customer?**

You can specify that a customer is always exempt from taxes and identify the reason for the exemption in case of an audit. For each type of tax exemption, create a sales tax group, and then select it in the **Tax group** field on the **Details** tab of the Customer record.


Editing a Customer record

If you want to change the information in a Customer record, you can edit it.

- 1 In the **Customers** list, double-click the record.
- 2 Enter the information on the Customer form.
- 3 When you are done, click the **Save and Close** button on the toolbar.


Deleting a Customer record

If you will not be doing business with a customer, you can delete the Customer record, provided that you have not done any business with the customer, and the customer has no financial history. You cannot retrieve a deleted Customer record. If the record has associated transactions, you can change its status to Inactive.

- 1 In the **Customers** list, double-click the record.
- 2 On the toolbar, click the **Delete** button .
- 3 To confirm, click the **Yes** button.

Working with Customer records

The following table contains additional tasks you can do with Customer records.

To	Do this
Change the status of one or more customers	In the Customers list, select one or more Customer records, and then click Make Active or Make Inactive on the Edit menu. Note A record with Inactive status does not appear in lists in dialog boxes, forms, and wizards, but you can still find it in the Customers list Inactive or All view.
Merge duplicate Customer records	<ol style="list-style-type: none"> 1 On the Company menu, point to Merge Accounts, and then click Merge Customers. 2 In the Merge Customers dialog box, click the arrow next to the Merge from customer field and select a record to merge. Caution This record will be deleted after it is incorporated into the other record. 3 Click the arrow next to the Merge to customer field and select a record to merge into.
Send an e-mail message to a customer	In the Customers list, select a Customer record, and then click the E-mail button  on the toolbar.
Send a form letter to customers	On the Customers menu, click Write Letters .
See a summary of all the customer's transactions	<ol style="list-style-type: none"> 1 In the Customers list, double-click the Customer record. 2 Click the Financial Summary tab.
See the history of all the customer's transactions	<ol style="list-style-type: none"> 1 In the Customers list, double-click the Customer record. 2 Click the Financial History tab.
Set price levels	On the Customers menu, click Price Levels .
Print a single customer statement	<ol style="list-style-type: none"> 1 In the Customers list, double-click the Customer record. 2 On the Actions menu, point to Generate Customer Statement, and then click Print.
Print multiple customer statements	On the Customers menu, click Create Statement .
Work with a Microsoft Office Word template	On the Company menu, click Manage Word Templates .
Export a customer statement to Word	<ol style="list-style-type: none"> 1 In the Customers list, double-click the Customer record. 2 On the Actions menu, click Generate Customer Statement, and then click Export to Word.
Access customer services	<p>Before you begin, make sure you have an active Internet connection.</p> <p>On the Customers menu, point to Customer Services, and then click the appropriate command.</p>

To	Do this
Share Customer records with Microsoft Office Outlook 2003 with Business Contact Manager Update	If you use both Small Business Accounting and Business Contact Manager for Outlook, you can share and link customer information. See Help in Business Contact Manager for Outlook.

Chapter 10: Offering a Quote

A quote is a proposed sales agreement between a company and a customer. It contains contact information for the customer and lists the products and services being offered. It also contains delivery and expiration dates, payment terms, and prices.




Working with the Quotes list

Quotes list:
CTRL+
SHIFT+Q

The **Quotes** list contains all your company's quotes. To view the **Quotes** list:

- 1 In the **Navigation Pane**, click **Customers**.
- 2 Under **Find**, click **Quotes**.

The following table contains basic tasks you can do with the **Quotes** list.

To	Do this
View quotes by status	Click the arrow next to the Current View field, and then select Open, Rejected, Accepted, Expired, or All .
Sort the list	Click a column title to switch between ascending and descending order. An arrow indicates the sort order.
Add, remove, or reorganize content	On the View menu, click Add or Remove Content .
Resize column width	Click the column divider next to the column heading and drag it to a new width.
Change the column order	Select a column title and drag it to a new position.
Find a quote	<ol style="list-style-type: none"> 1 On the toolbar, click the Find button. 2 Enter a keyword to look for and a column title to search under, and then click the Find button.
Open selected quotes	<ol style="list-style-type: none"> 1 Select one or more (up to 10) quotes in the list. 2 On the File menu, click Open Selected Items.
Print the Quotes list	On the toolbar, click the Print button  .
Print selected quotes	<ol style="list-style-type: none"> 1 Select one or more quotes in the list. 2 On the toolbar, click the Print button .
Export the Quotes list to a Microsoft Office Excel spreadsheet	On the toolbar, click the Export to Excel button  .

Add or
remove
content:
F7

Find:
CTRL+F

Open:
CTRL+O

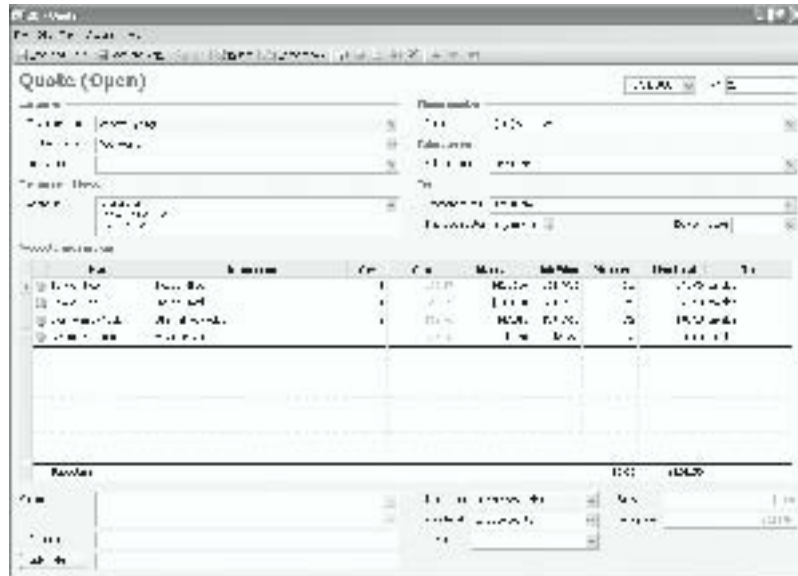
Print:
CTRL+P

Creating a quote

You can create a quote for any customer with Active status.

Tip To create a quote that is similar to an existing one, open the quote, and then click **Copy and Edit** on the **File** menu.

- 1 In the **Navigation Pane**, click **Customers**.
- 2 Under **Start a Task**, click **New Quote**.



- 3 (Required) Click the arrow next to the **Customer name** field, and then select a name from the list or add a new customer.
- 4 Enter the information in the other fields on the quote. To add a line item, click the first column of the first open line, and then select a line item type: **Item**, **Comment**, **Sales Tax**, or **Account**.

Note To delete a line item, click the column to the left of the icon. An arrow appears, and the line is highlighted. Press **DELETE**.
- 5 When you are done, do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the quote and create a new quote, click the **Save and New** button.

You can do the following additional tasks when you create a quote.

To	Do this
Create a quote for a fixed fee job or a time and materials job	Click the arrow next to the Job name field, and then select a job from the list or add a new job.
Enter a date for the quote to expire	Click the arrow next to the Expiration date field, and then select a date from the list or add a new date.
Have expired quotes appear in Today's Reminders	Enter a date in the Expiration date field, and select the Expired quotes reminder on the Company home page.
Group quotes by class	Click the arrow next to the Class field, and then select a class from the list or add a new class, for example, for a department.
Add a reference	In the Reference field, type the reference information, for example, a customer purchase order number.
Link one or more files to the quote	<ol style="list-style-type: none"> 1 At the bottom of the quote, click the Add links button. 2 Navigate to the file location, select the file, and then click Open. <p>Note To unlink, select the file name, and then press DELETE.</p>

Company
home page:
CTRL+1


Editing a quote

Before a quote has been accepted, or after it has been rejected, if the customer changes the order or you need to correct an error, you can edit it.

- 1 In the **Quotes** list, double-click the quote.
- 2 Enter the information on the quote.
- 3 When you are done, click the **Save and Close** button on the toolbar.



Deleting a quote

A quote is not posted; it does not affect accounting, so if it has not been accepted and it has not been converted to a sales order or an invoice, you can delete it. You can also delete a rejected quote, but you might want to keep it for reporting. You cannot retrieve a deleted quote.

- 1 In the **Quotes** list, double-click the quote.
- 2 On the toolbar, click the **Delete** button .
- 3 To confirm, click the **Yes** button.

Working with quotes

The following table contains additional tasks you can do with quotes.

To	Do this
Change a quantity or a price	<ol style="list-style-type: none"> 1 In the Quotes list, double-click the quote. 2 In the Qty., Markup, Unit Price, or Line Total column, type a new value.
Discount a line item	<ol style="list-style-type: none"> 1 In the Quotes list, double-click the quote. 2 In the Discount column for the line item, type either a percentage or a dollar amount preceded by a dollar sign (\$).
Discount the entire order	<ol style="list-style-type: none"> 1 In the Quotes list, double-click the quote. 2 Click the first column of the first open line, and then select Account. 3 Click the Name column, click the arrow in the column, and then select an account from the list or add a new account. 4 In the Unit Price column, type the amount of the discount. 5 In the Qty. column, type -1.
Indicate when items are delivered	<ol style="list-style-type: none"> 1 In the Quotes list, double-click the quote. 2 Click the arrow next to the Delivery Date field, and then select a date from the calendar.
Work with a Microsoft Office Word template	On the Company menu, click Manage Word Templates .
Send the quote in an e-mail message to a customer	In the Quotes list, select the quote, and then click the E-mail button  on the toolbar.
Export the quote to Word	In the Quotes list, double-click the quote, and then click the Export to Word button  on the toolbar.
Create a quote from Microsoft Office Outlook 2003 with Business Contact Manager Update	See Help in Business Contact Manager for Outlook.
Handle an accepted quote	<ol style="list-style-type: none"> 1 In the Quotes list, double-click the quote. 2 On the toolbar, click the Convert to button, and then select a form to convert to: a sales order, an invoice, or a progress invoice.
Handle a rejected quote	<ol style="list-style-type: none"> 1 In the Quotes list, double-click the quote. 2 You can add an internal memo that tells if the customer or you rejected the quote and why. At the bottom of the quote, type text in the Memo field. 3 On the toolbar, click the Reject button.

Chapter 11: Taking a Sales Order




A sales order settles an agreement between a company and a customer. You can use it when a customer orders products or services that are not available or will not be delivered immediately. Service-based companies can use sales orders as internal work orders. You cannot create a sales order for a job.

Working with the Sales Orders list

The **Sales Orders** list contains all your company's sales orders. To view the **Sales Orders** list:

- 1 In the **Navigation Pane**, click **Customers**.
- 2 Under **Find**, click **Sales Orders**.

The following table contains basic tasks you can do with the **Sales Orders** list.

To	Do this
View sales orders by status	Click the arrow next to the Current View field, and then select Open, Fully Invoiced , or All .
Sort the list	Click a column title to switch between ascending and descending order. An arrow indicates the sort order.
Add, remove, or reorganize content	On the View menu, click Add or Remove Content .
Resize column width	Click the column divider next to the column heading and drag it to a new width.
Change the column order	Select a column title and drag it to a new position.
Find a sales order	<ol style="list-style-type: none"> 1 On the toolbar, click the Find button. 2 Enter a keyword to look for and a column title to search under, and then click the Find button.
Open selected sales orders	<ol style="list-style-type: none"> 1 Select one or more (up to 10) sales orders in the list. 2 On the File menu, click Open Selected Items.
Print the Sales Orders list	On the toolbar, click the Print button  .
Print selected sales orders	<ol style="list-style-type: none"> 1 Select one or more sales orders in the list. 2 On the toolbar, click the Print button .
Export the Sales Orders list to a Microsoft Office Excel spreadsheet	On the toolbar, click the Export to Excel button  .

Sales Orders list:
CTRL+SHIFT+S

Add or remove content:
F7

Find:
CTRL+F

Open:
CTRL+O

Print:
CTRL+P

Creating a sales order

You can create a sales order for any customer with Active status. If you selected that your company sells products in Company Preferences, a sales order has shipping information and, for inventory items, the quantity on hand and on back order.

Tip To create a sales order that is similar to an existing one, open the sales order, and then click **Copy and Edit** on the **File** menu.

- 1 In the **Navigation Pane**, click **Customers**.
- 2 Under **Start a Task**, click **New Sales Order**.

Note You can create a sales order from a quote. On the toolbar, click the **Create from** button, and then select the quote.

Item	Description	Qty	Price	Total
1000	1000	1	1000	1000
2000	2000	1	2000	2000
3000	3000	1	3000	3000

- 3 (Required) Click the arrow next to the **Customer name** field, and then select a name from the list or add a new customer.
- 4 Enter the information in the other fields on the sales order. To add a line item, click the first column of the first open line, and then select a line item type: **Item**, **Comment**, **Sales Tax**, or **Account**.

Note To delete a line item, click the column to the left of the icon. An arrow appears, and the line is highlighted. Press DELETE.

- 5 When you are done, do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the sales order and create a new sales order, click the **Save and New** button.

You can do the following additional tasks when you create a sales order.

To	Do this
Change the sales order template from the form type selected in Company Preferences	On the Actions menu, point to Select Template , and then click Service or Product . Note The product template includes the Shipping terms and Shipping method fields and the Back Order column.
Change the shipping terms from those selected in Company Preferences	Click the arrow next to the Shipping terms field, and then select shipping terms from the list or add new shipping terms. Note This field only appears on the product template.
Group sales orders by class	Click the arrow next to the Class field, and then select a class from the list or add a new class, for example, for a department.
Add a reference	In the Reference field, type the reference information, for example, a customer purchase order number.
Link one or more files to the sales order	1 At the bottom of the sales order, click the Add links button. 2 Navigate to the file location, select the file, and then click Open . Note To unlink, select the file name, and then press DELETE.
Create a sales order from Microsoft Office Outlook 2003 with Business Contact Manager Update	See Help in Business Contact Manager for Outlook.


Editing a sales order

If the customer changes the order or you need to correct an error, you can edit a sales order.

- 1** In the **Sales Orders** list, double-click the sales order.
- 2** Enter the information on the sales order.
- 3** When you are done, click the **Save and Close** button on the toolbar.



Deleting a sales order

A sales order is not posted; it does not affect accounting or reserve inventory, so if a sales order has not been accepted and it has not been converted to a sales order or an invoice, you can delete it. You can also delete a rejected sales order, but you might want to keep it for reporting. You cannot retrieve a deleted sales order.

- 1** In the **Sales Orders** list, double-click the sales order.
- 2** On the toolbar, click the **Delete** button .
- 3** To confirm, click the **Yes** button.

Working with sales orders

The following table contains additional tasks you can do with sales orders.

To	Do this
Change a quantity or a price	<ol style="list-style-type: none"> 1 In the Sales Orders list, double-click the sales order. 2 In the Qty., Unit Price, or Line Total column, type a new value.
Discount a line item	<ol style="list-style-type: none"> 1 In the Sales Orders list, double-click the sales order. 2 In the Discount column for the line item, type either a percentage or a dollar amount preceded by a dollar sign (\$).
Discount the entire order	<ol style="list-style-type: none"> 1 In the Sales Orders list, double-click the sales order. 2 Click the first column of the first open line, and then select Account. 3 Click the Name column, click the arrow in the column, and then select an account from the list or add a new account. 4 In the Unit Price column, type the amount of the discount. 5 In the Qty. column, type -1.
Have back orders and sales orders ready for invoicing appear in Today's Reminders	Select the Back Orders and Sales Orders Ready for Invoicing reminders on the Company home page.
Work with a Microsoft Office Word template	On the Company menu, click Manage Word Templates .
Send a sales order in an e-mail message to a customer	In the Sales Orders list, select the sales order, and then click the E-mail button  on the toolbar.
Export a sales order to Word	In the Sales Orders list, double-click the sales order, and then click the Export to Word button  on the toolbar.
Create an invoice for a sales order	<ol style="list-style-type: none"> 1 In the Sales Orders list, double-click the sales order. 2 On the toolbar, click the Create Invoice button. <p>Note The sales order status tells if it has been partially or fully invoiced.</p>
Manage a back order	Do one of the following, if the customer agrees: <ul style="list-style-type: none"> • Lower the quantity. • Send the available items, create a partial invoice, and send the remaining items when you can.

Company home page:
CTRL+1

Chapter 12: Submitting an Invoice

An invoice is a bill to the customer for the products and services that are being sold.




Working with the Invoices list

Invoices list:
CTRL+
SHIFT+I

The **Invoices** list contains all the invoices, cash sale forms, customer credit memos, and finance charges from your company. To view the **Invoices** list:

- 1 In the **Navigation Pane**, click **Customers**.
- 2 Under **Find**, click **Invoices**.

The following table contains basic tasks you can do with the **Invoices** list.

To	Do this
View forms by status	Click the arrow next to the Current View field, and then select Open, Overdue, Voided, or All .
Sort the list	Click a column title to switch between ascending and descending order. An arrow indicates the sort order.
Add, remove, or reorganize content	On the View menu, click Add or Remove Content .
Resize column width	Click the column divider next to the column heading and drag it to a new width.
Change the column order	Select a column title and drag it to a new position.
Find an invoice, a cash sale form, a customer credit memo, or a finance charge	<ol style="list-style-type: none"> 1 On the toolbar, click the Find button. 2 Enter a keyword to look for and a column title to search under, and then click the Find button.
Open selected forms	<ol style="list-style-type: none"> 1 Select one or more (up to 10) forms in the list. 2 On the File menu, click Open Selected Items.
Print the Invoices list	On the toolbar, click the Print button  .
Print selected forms	<ol style="list-style-type: none"> 1 Select one or more forms in the list. 2 On the toolbar, click the Print button .
Export the Invoices list to a Microsoft Office Excel spreadsheet	On the toolbar, click the Export to Excel button  .

Add or remove content:
F7

Find:
CTRL+F

Open:
CTRL+O

Print:
CTRL+P

Creating an invoice

You can create an invoice for any customer with Active status.

Tip To create an invoice that is similar to an existing one, open the invoice, and then click **Copy and Edit** on the **File** menu.

- 1 In the **Navigation Pane**, click **Customers**.
- 2 Under **Start a Task**, click **New Invoice**.

Note You can create an invoice from a quote or a sales order. On the toolbar, click the **Create from** button, and then select the quote or the sales order.

Item	Description	Qty	Unit Price	Amount	Tax	Total
1	Item 1	1	50	50	10	60
2	Item 2	1	100	100	20	120
3	Item 3	1	100	100	20	120

- 3 (Required) Click the arrow next to the **Customer name** field, and then select a name from the list or add a new customer.
- 4 Enter the information in the other fields on the invoice. To add a line item, click the first column of the first open line, and then select a line item type: **Item**, **Comment**, **Sales Tax**, or **Account**.

Note To delete a line item, click the column to the left of the icon. An arrow appears, and the line is highlighted. Press DELETE.

- 5 When you are done, do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the invoice and create a new invoice, click the **Save and New** button.

You can do the following additional tasks when you create an invoice.

To	Do this
Create an invoice for a fixed fee job or a time and materials job	Click the arrow next to the Job name field, and then select a job from the list or add a new job.
Change the shipping terms from the default selected in Company Preferences	Click the arrow next to the Shipping terms field, and then select shipping terms from the list or add new shipping terms. Note This field only appears on the product template.
Change the due date for the invoice	Click the arrow next to the Due date field, and then select a date from the calendar. Note The date is set for 30 days from the current date.
Group invoices by class	Click the arrow next to the Class field, and then select a class from the list or add a new class, for example, for a department.
Add a reference	In the Reference field, type the reference information, for example, a customer purchase order number.
Link one or more files to the invoice	<ol style="list-style-type: none"> 1 At the bottom of the invoice, click the Add links button. 2 Navigate to the file location, select the file, and then click Open. Note To unlink, select the file name, and then press DELETE.
Create a partial invoice	For a back order or a partial order, type the quantity that you provided in the Qty. column.
Create an invoice from Microsoft Office Outlook 2003 with Business Contact Manager Update	See Help in Business Contact Manager for Outlook.

Editing an invoice

If the customer changes the order or you need to correct an error, you can edit it. Microsoft Office Small Business Accounting 2006 keeps an audit trail of the original invoice and the edited invoice.

- 1 In the **Invoices** list, double-click the invoice.
- 2 On the toolbar, click the **Edit** button.
- 3 Enter the information on the invoice.
- 4 When you are done, click the **Save and Close** button on the toolbar.

Voiding an invoice


When you save an invoice, it is posted. Because an invoice affects accounting, you cannot delete it. If you need to redo an invoice, you can either edit it or void it. The only way to work with a voided invoice is to copy and edit it.

- 1 In the **Invoices** list, double-click the invoice.
- 2 On the **Actions** menu, click **Void**.
- 3 To confirm, click the **Yes** button.


Note Do not send a voided invoice in an e-mail message; the Void stamp disappears. Instead, insert the invoice as an attachment.

Working with invoices

The following table contains additional tasks you can do with invoices.

To	Do this
Add job costs	<ol style="list-style-type: none"> 1 In the Invoices list, double-click the invoice. 2 On the toolbar, click the Edit button. 3 On the toolbar, click the Job Costs button.
Change a quantity or a price	<ol style="list-style-type: none"> 1 In the Invoices list, double-click the invoice. 2 On the toolbar, click the Edit button. 3 In the Qty., Unit Price, or Line Total column, type a new value.
Discount a line item	<ol style="list-style-type: none"> 1 In the Invoices list, double-click the invoice. 2 On the toolbar, click the Edit button. 3 In the Discount column, type either a percentage or a dollar amount preceded by a dollar sign (\$).
Discount the entire order	<ol style="list-style-type: none"> 1 In the Invoices list, double-click the invoice. 2 On the toolbar, click the Edit button. 3 Click the first column of the first open line, and then select Account. 4 Click the Name column, click the arrow in the column, and then select an account from the list or add a new account. 5 In the Unit Price column, type the amount of the discount. 6 In the Qty. column, type -1.
Have overdue invoices appear in Today's Reminders	Select the Overdue Invoices reminder on the Company home page.
Send a invoice in an e-mail message to a customer	In the Invoices list, select the invoice, and then click the E-mail button  on the toolbar.

Company
home page:
CTRL+1

To	Do this
Work with a Microsoft Office Word template	On the Company menu, click Manage Word Templates .
Export an invoice to Word	In the Invoices list, double-click the invoice, and then click the Export to Word button  on the toolbar.
Print a packing slip	<ol style="list-style-type: none"> <li data-bbox="579 317 1086 348">1 In the Invoices list, double-click the invoice. <li data-bbox="579 348 1158 380">2 On the Actions menu, click Print Packaging Slip.
Drop ship an order	<ol style="list-style-type: none"> <li data-bbox="579 395 1233 453">1 Create a purchase order for the items. For information, see Chapter 17, “Placing an Order.” <li data-bbox="579 453 1248 545">2 In the Ship To field, type the customer’s address. When you send the purchase order in an e-mail message or export it to Word, your address appears at the bottom. <li data-bbox="579 545 1136 576">3 When you enter the vendor bill, create an invoice.
Apply a finance charge to late and unpaid invoices	<ol style="list-style-type: none"> <li data-bbox="579 595 1196 652">1 On the Customers tab of Company Preferences, enter finance charge information. <li data-bbox="579 652 1275 744">2 Because a finance charge is calculated for all open invoices, apply all payments and customer credits to invoices before you apply a finance charge. <li data-bbox="579 744 1140 775">3 On the Customers menu, click Finance Charge.

Chapter 13: Managing Payments

When a customer sends you a payment, you receive the customer payment. You can then apply the payment to the invoice or invoices that are due for payment. You select the invoice or invoices to pay, and you select the amount to apply to each invoice. If the customer has a customer credit memo, you can apply it to an invoice. If a payment is not received by the due date on the invoice, you can apply a finance charge. If you cannot collect a payment that is due to you, you can write off a portion or all of the customer's balance as a bad debt.



Working with the Payments list

Payments list:
CTRL+
SHIFT+M

The **Payments** list contains all your company's customer payments. To view the **Payments** list:

- 1 In the **Navigation Pane**, click **Customers**.
- 2 Under **Find**, click **Payments**.

The following table contains basic tasks you can do with the **Payments** list.

To	Do this
View payments by status	Click the arrow next to the Current View field, and then select All, Open, Fully Applied, or Voided .
Sort the list	Click a column title to switch between ascending and descending order. An arrow indicates the sort order.
Add, remove, or reorganize content	On the View menu, click Add or Remove Content .
Resize column width	Click the column divider next to the column heading and drag it to a new width.
Change the column order	Select a column title and drag it to a new position.
Find a payment	<ol style="list-style-type: none"> 1 On the toolbar, click the Find button. 2 Enter a keyword to look for and a column title to search under, and then click the Find button.
Open selected payments	<ol style="list-style-type: none"> 1 Select one or more (up to 10) payments in the list. 2 On the File menu, click Open Selected Items.
Print the Payments list	On the toolbar, click the Print button  .
Export the Payments list to a Microsoft Office Excel spreadsheet	On the toolbar, click the Export to Excel button  .

Add or remove content:
F7

Find:
CTRL+F

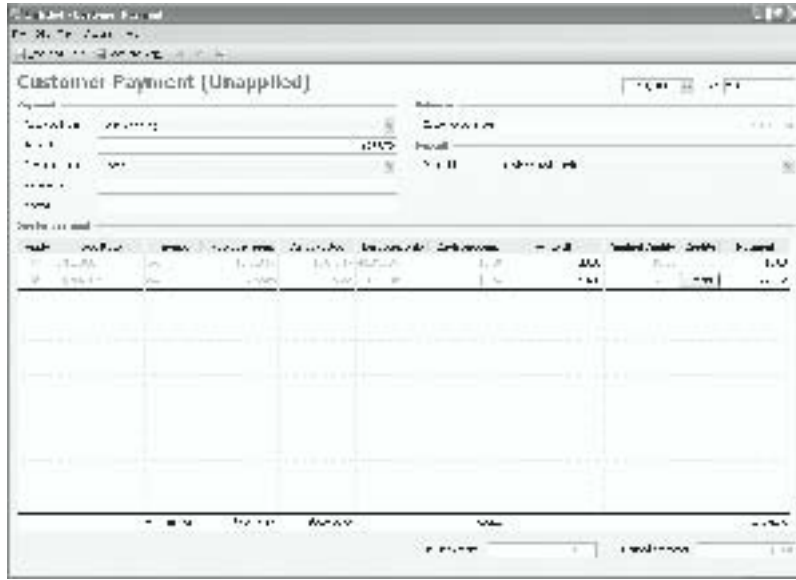
Open:
CTRL+O

Print:
CTRL+P

Receiving a payment

When you receive a payment from a customer, you can apply it to any unpaid invoices.

- 1 On the **Customers** menu, click **Receive Payment**.



- 2 (Required) Click the arrow next to the **Received from** field, and then select a name from the list or add a new customer. The unpaid or partially paid invoices that are due for payment appear.
- 3 In the **Amount** field, type the amount that the customer paid. If a message asks if you want to distribute the payment to the outstanding invoices:
 - To apply the payment to the first invoice in the list, click the **Yes** button.
 - To select one or more invoices to apply the payment to, click the **No** button and select the appropriate check box or check boxes.
- 4 (Required) Click the arrow next to the **Payment method** field, and then select the method that the customer used to make the payment.
- 5 When you are done, do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the customer payment and create a new customer payment, click the **Save and New** button.

Voiding a payment

When you save a customer payment, it is posted. Because a customer payment affects accounting, you cannot delete it. If you need to redo a customer payment, you can void it. The only way to work with a voided customer payment is to copy and edit it.

- 1 In the **Payments** list, double-click the customer payment.
- 2 On the **Actions** menu, click **Void**.
- 3 To confirm, click the **Yes** button.

Working with customer payments

The following table contains additional tasks you can do with customer payments.

To	Do this
Invoices list: CTRL+SHIFT+I Handle a customer prepayment	<ol style="list-style-type: none"> 1 Receive the payment without applying it to an invoice. 2 When you receive the order, if you do not have an invoice, create an invoice. 3 To open the invoice, double-click it in the Invoices list. 4 On the toolbar, click the Receive Payment button. 5 On the Customer Payment form, make sure that the Apply check box in the line for the invoice is selected. 6 In the line for the invoice, click the Credits button. 7 Select the check box next to the prepayment in the Apply Credits and Payments dialog box, and then click the Adjust button. 8 Print a customer statement showing that the payment has been applied to the invoice, and send it to the customer along with the invoice.
Customers list: CTRL+SHIFT+C Write off an amount from a customer as a bad debt	<ol style="list-style-type: none"> 1 In the Customers list, double-click the Customer record. 2 On the Actions menu, click Write Off.
Write off a payment from a customer as a bad debt	<ol style="list-style-type: none"> 1 In the Payments list, double-click the customer payment. 2 In the Apply column for the payment, select the check box. 3 In the Write Off column, type the amount to write off.

Handling cash sales

When you make a cash sale to a customer, you can create a cash sale form. Cash sale forms follow the same format as invoices, and you can find all cash sale forms in the **Invoices** list.

Tip To create a cash sale form that is similar to an existing one, open the cash sale form, and then click **Copy and Edit** on the **File** menu.

- 1 In the **Navigation Pane**, click **Customers**.
- 2 Under **Start a Task**, click **New Cash Sale**.
- 3 (Required) Click the arrow next to the **Customer name** field, and then select a name from the list or add a new customer.
- 4 Enter the information in the other fields on the cash sale form. To add a line item, click the first column of the first open line, and then select a line item type: **Item**, **Comment**, **Sales Tax**, or **Account**.
Note To delete a line item, click the column to the left of the icon. An arrow appears, and the line is highlighted. Press DELETE.
- 5 When you are done, do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the cash sale form and create a new cash sale form, click the **Save and New** button.

You can do the following additional tasks when you create a cash sale form.

To	Do this
Change the cash sale form template from the form type selected in Company Preferences	On the Actions menu, point to Select Template , and then click Service or Product . Note The product template includes the Shipping terms and Shipping method fields.
Create a cash sale form for a fixed fee job or a time and materials job	Click the arrow next to the Job name field, and then select a job from the list or add a new job.
Select a deposit account	Click the arrow next to the Deposit in field, and then select an account from the list or add a new account. Note The default account is Undeposited Funds.
Change the shipping terms from those selected in Company Preferences	Click the arrow next to the Shipping terms field, and then select shipping terms from the list or add new shipping terms.
Group cash sale forms by class	Click the arrow next to the Class field, and then select a class from the list or add a new class, for example, for a department.
Add a reference	In the Reference field, type the reference information, for example, a customer purchase order number.
Link one or more files to the cash sale form	<ol style="list-style-type: none"> 1 At the bottom of the cash sale form, click the Add links button. 2 Navigate to the file location, select the file, and then click Open. Note To unlink, select the file name, and then press DELETE.

Editing a cash sale form

If the customer changes the order or you need to correct an error, you can edit it.

- 1 In the **Invoices** list, double-click the cash sale form.
- 2 On the toolbar, click the **Edit** button.
- 3 Enter the information on the cash sale form.
- 4 When you are done, click the **Save and Close** button on the toolbar.



Voiding a cash sale form

When you save a cash sale form, it is posted. Because a cash sale form affects accounting, you cannot delete it. If you need to redo a cash sale form, you can either edit it or void it and then copy and edit it. The only way to work with a voided cash sale form is to copy and edit it.

- 1 In the **Invoices** list, double-click the cash sale form.
- 2 On the **Actions** menu, click **Void**.
- 3 To confirm, click the **Yes** button.

Working with cash sale forms

The following table contains additional tasks you can do with cash sale forms.

To	Do this
Change a quantity or a price	<ol style="list-style-type: none"> 1 In the Invoices list, double-click the cash sale form. 2 In the Qty., Unit Price, or Line Total column, type a new value.
Discount a line item	<ol style="list-style-type: none"> 1 In the Invoices list, double-click the cash sale form. 2 In the Discount column, type either a percentage or a dollar amount preceded by a dollar sign (\$).
Discount the entire order	<ol style="list-style-type: none"> 1 In the Invoices list, double-click the cash sale form. 2 Click the first column of the first open line, and then select Account. 3 Click the Name column, click the arrow in the column, and then select an account for the discount or add a new account. 4 In the Unit Price column, type the amount of the discount. 5 In the Qty. column, type -1.
Send a cash sale form in an e-mail message to a customer	In the Invoices list, select the cash sale form, and then click the E-mail button  on the toolbar.
Export a cash sale form to Word	In the Invoices list, double-click the cash sale form, and then click the Export to Word button  on the toolbar.

Accepting credit card payments

You can offer your customers the convenience of using credit cards to pay for the products and services you sell. When you sign up for credit card processing, you can verify that the credit card is valid and is authorized to fund the amount. You can also deposit the payment faster with online banking. To sign up for credit card processing or to manage credit card processing:

- 1 Make sure you have an active Internet connection.
- 2 On the **Customers** menu, point to **Credit Card Processing**, and then click one of the following:
 - **Sign Up for Credit Card Processing**
 - **Manage Credit Card Processing**

Adjusting payments

If you need to adjust a payment, you can create a customer credit memo. Customer credit memos follow the same format as invoices, and you can find all customer credit memos in the **Invoices** list.

Tip To create a customer credit memo that is similar to an existing one, open the customer credit memo, and then click **Copy and Edit** on the **File** menu.

- 1 In the **Navigation Pane**, click **Customers**.
- 2 Under **Start a Task**, click **New Credit Memo**.

Note You can create a customer credit memo from an invoice. On the toolbar, click the **Create from** button, and then select the invoice.
- 3 (Required) Click the arrow next to the **Customer name** field, and then select a name from the list or add a new customer.
- 4 Enter the information in the other fields on the customer credit memo. To add a line item, click the first column of the first open line, and then select a line item type: **Item**, **Comment**, **Sales Tax**, or **Account**.

Note To delete a line item, click the column to the left of the icon. An arrow appears, and the line is highlighted. Press DELETE.
- 5 When you are done, do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the customer credit memo and create a new customer credit memo, click the **Save and New** button.

You can do the following additional tasks when you create a customer credit memo.

To	Do this
Create a customer credit memo for a fixed fee job or a time and materials job	Click the arrow next to the Job name field, and then select a job from the list or add a new job.
Group customer credit memos by class	Click the arrow next to the Class field, and then select a class from the list or add a new class, for example, for a department.
Add a reference	In the Reference field, type the reference information, for example, a customer purchase order number.
Link one or more files to the customer credit memo	<ol style="list-style-type: none"> 1 At the bottom of the customer credit memo, click the Add links button. 2 Navigate to the file location, select the file, and then click Open. <p>Note To unlink, select the file name, and then press DELETE.</p>

Editing a customer credit memo

If the customer changes the order or you need to correct an error, you can edit it.

- 1 In the **Invoices** list, double-click the customer credit memo.
- 2 On the toolbar, click the **Edit** button.
- 3 Enter the information on the customer credit memo.
- 4 When you are done, click the **Save and Close** button on the toolbar.



Voiding a customer credit memo

When you save a customer credit memo, it is posted, so it cannot be deleted. You can edit it or void it and then copy and edit it. The only way to work with a voided customer credit memo is to copy and edit it.

- 1 In the **Invoices** list, double-click the customer credit memo.
- 2 On the **Actions** menu, click **Void**.
- 3 To confirm, click the **Yes** button.

Working with customer credit memos

The following table contains additional tasks you can do with customer credit memos.

To	Do this
Add job costs	<ol style="list-style-type: none"> 1 In the Invoices list, double-click the customer credit memo. 2 On the toolbar, click the Job Costs button.
Change a quantity or a price	<ol style="list-style-type: none"> 1 In the Invoices list, double-click the customer credit memo. 2 In the Qty., Unit Price, or Line Total column, type a new value.
Discount a line item	<ol style="list-style-type: none"> 1 In the Invoices list, double-click the customer credit memo. 2 In the Discount column, type either a percentage or a dollar amount preceded by a dollar sign (\$).
Discount the entire order	<ol style="list-style-type: none"> 1 In the Invoices list, double-click the customer credit memo. 2 Click the first column of the first open line, and then select Account. 3 Click the Name column, click the arrow in the column, and then select an account for the discount or add a new account. 4 In the Unit Price column, type the amount of the discount. 5 In the Qty. column, type -1.
Work with a Microsoft Office Word template	On the Company menu, click Manage Word Templates .
Send a customer credit memo in an e-mail message to a customer	In the Invoices list, select the customer credit memo, and then click the E-mail button  on the toolbar.
Export a customer credit memo to Word	In the Invoices list, double-click the customer credit memo, and then click the Export to Word button  on the toolbar.
Apply a customer credit to an invoice	<ol style="list-style-type: none"> 1 In the Navigation Pane, click Customers. 2 Under Start a Task, click Receive Payment. 3 On the Customer Payment form, in the Received from field, select the customer. 4 Select the check box in the Apply column for the invoice. 5 Click the Credits button in the line for the invoice. 6 In the Apply Credits and Payments dialog box, select the check box next to the credit. 7 Click the Adjust button.

What if . . .**I only want to apply part of the credit to the invoice, or I am not receiving a payment?**

If the credit is greater than the invoice amount, change the amount in the **Amount to Use** column of the **Apply Credits and Payments** dialog box.

If you are only applying a credit and not receiving a payment, reduce the amount in the **Payment** column of the Customer Payment form to zero, so the remaining balance is not recorded as a payment.

Handling customer exchanges, returns, and refunds

You can follow these procedures when customers want to exchange or return items.

Handling a customer exchange

If a customer wants to exchange an item, your method for handling it depends on the price of the new item.

- If the customer wants to exchange for an item that costs *more*, create a new invoice. Add a line item that includes the returned item as a negative quantity, that is, preceded by a minus sign (–).
- If the customer wants to exchange for an item that costs *less*, create a customer credit memo for the original item, and then create a new invoice.

Handling a customer return

- 1 For a return, depending on your company policies, you might do one of the following to handle the inventory:
 - If the returned item is in good condition, return the product to inventory.
 - If the returned item cannot be resold, adjust your inventory.
- 2 Create a customer credit memo and include the item that was returned.
- 3 Refund the customer payment.

Refunding a customer payment

If a customer requires a refund, you can refund the payment by check or by credit card.

- 1 Create a customer credit memo, and save it without closing by clicking **Save** on the **File** menu.
- 2 In the **Invoices** list, double-click the customer credit memo.

- 3 Do one of the following:
 - To refund by check, on the toolbar, click the **Check Refund** button.
 - To refund by credit card, if you have signed up for credit card processing, on the toolbar, click the **Credit Card Refund** button.

Chapter 14: Managing Jobs

A *job* is a sales agreement between a company and a customer for products and services that are delivered over a period of time, such as remodeling a room. A job is always associated with one customer.

Use jobs if you are interested in more than whether your customer has paid: the purpose of tracking jobs is to compare profitability between jobs. When you use jobs, you can link labor costs (time), product items, and service items to invoices to track profitability from a job perspective as well as from a customer perspective. To track jobs and have job fields appear on forms, select the **Use job** check box in Company Preferences. Then create a Job record for each job.

You can create a job to fit either of two situations:

- When a customer agrees to pay for a job based on its actual costs plus your profit margin, create a *time and materials* job.
- When a customer agrees to pay a fixed price for a job, regardless of its actual costs, create a *fixed fee* job.

When you use jobs, create two types of service items:

- To track time for your own employees, create service items that you do not buy (clear the **I buy this item** check box). In the **Standard cost** field, include the average cost of the service. Use service items on Time Entries and Timesheets to relate your payroll costs to jobs. For more information, see Chapter 21, “Tracking Employee Time.”
- To track expenses for services performed by subcontractors or vendors, create service items that you buy (select the **I buy this item** check box). Do not include an amount in the **Standard cost** field, so they are not included in the payroll costs for the job. Include amounts in the **Purchase price** field and in the **Sales price** field. Give them a name or description that indicates that they are for subcontracting, and use them on quotes, on invoices, on purchase orders, and on vendor bills. For more information, see Chapter 10, “Offering a Quote,” Chapter 12, “Submitting an Invoice,” Chapter 17, “Placing an Order,” and Chapter 19, “Entering and Paying Vendor Bills.”

Fixed Fee vs. Time and Materials Jobs

The following table summarizes the differences between how you handle fixed fee jobs and time and materials jobs.

Fixed Fee Jobs	Time and Materials Jobs
<p>Creating a quote: To track how well you estimate and price a job, create a quote.</p>	
<p>Enter the fixed fee and as much detail as required. If you will create an invoice from the quote, do not use items with a standard cost, or that cost will appear in your Profitability reports in addition to the actual costs from bills and Time Entries.</p>	<p>Enter the estimated cost of each item needed and the markup for each cost as an estimate for the price. Include as much detail as you want for comparison on the Job Estimates vs. Actuals reports.</p>
<p>Tracking actual job costs: Tracking services bought from vendors and labor costs for your employees is crucial for tracking costs. Enter the job name on Time Entries, on journal entries, and on vendor forms: purchase orders, item receipts, vendor bills, and checks to vendors.</p>	
<ul style="list-style-type: none"> • For non-inventory items you buy and service items you subcontract, select the job on the vendor form or the journal entry. • For Time Entries for your company’s employees, use service items with an amount in the Standard cost field. <p>The cost assigned to the items on the invoice depends on the type of item being sold:</p> <ul style="list-style-type: none"> • Inventory items: Cost is calculated using the FIFO method. • Non-inventory and service items you buy: From the Standard cost field on the Item form. Set it to zero for non-inventory and subcontracted service items you will add to an invoice. • Service items your employees select in Time Entries: From the Standard cost field. Set it equal to the cost of wages and benefits for the employee. 	<ul style="list-style-type: none"> • For service items you sell by creating Time Entries for your employees, select the job on the Time Entry form or the Timesheet. • For expenses you incur, select the job on the item line on the vendor form or the journal entry. • For inventory and non-inventory items you buy and service items you subcontract, select the job on the item line on the vendor form or the journal entry. <p>Costs are taken from the Item form.</p> <ul style="list-style-type: none"> • Inventory items: Cost is calculated using the FIFO method. • Non-inventory and service items, including Time Entries: From the Standard cost field on the Item form. <p>Note Avoid tracking the same cost twice. Do not include items with a standard cost, or your Profitability by Job report will be incorrect.</p>
<p>Creating an invoice: To charge the customer, enter time and costs on an invoice. Make any necessary adjustments to the sales price, quantity, description, and discount.</p>	
<p>Create an invoice from the quote, or create progress invoices from the quote based on the percentage of completion. Select items for the invoice in the Time and Materials dialog box.</p> <p>Note Even if your customer has agreed to pay a fixed fee for the job, you can still set up the job so that you can find what parts of it are profitable and what parts might be more profitable to subcontract by using Job costs.</p>	<p>Create an invoice from job costs. Select items for the invoice in the Job Costs dialog box:</p> <ul style="list-style-type: none"> • Time: Service items from Time Entries. • Expense: Expense line items from checks, bills, and item receipts. <p>Note Do not use journal entries to bill customers. The expense will appear again in the Time and Materials dialog box, and you will charge the customer twice.</p> <ul style="list-style-type: none"> • Items: Item line items from checks, bills, and item receipts.

Fixed Fee Jobs	Time and Materials Jobs
<p>Using reports: The Job Estimates vs. Actuals reports give you an overview of how well you estimate a price for a job. To verify the impact of an invoice, see the Job Profitability reports.</p>	
<p>Inventory costs posted to the job appear on the Profitability by Job reports when you create an invoice for them. Actual costs charged to the job from Time Entries, journal entries, and vendor forms appear as non-invoiced costs.</p>	<p>Costs posted to the job appear on the Profitability by Job reports when you create an invoice for them. Actual costs appear as non-invoiced costs on the job reports until they are included on a Job Cost invoice. Then they appear in the invoiced section of the job reports.</p>
<p>Handling change orders: After an invoice has been made from a quote, the quote cannot be changed. Use one of these methods to handle changes.</p>	
<ul style="list-style-type: none"> • For price changes without a change to the workload, or for small changes to the workload, add lines to the invoice. • To reduce the price after you have received payment, create a customer credit memo with the job selected in the Job name field, and then refund the payment. • For large changes to the workload, especially if the job is not done, create a separate quote with the job selected in the Job name field. Include a Comment line item with a description that states that this is a change order. Create an invoice from this quote. • Create a new job for the customer. The change order is not included in the profitability for the original job. 	<ul style="list-style-type: none"> • For price changes without a change to the workload, or for small changes to the workload, add lines to the invoice. • For large changes to the workload, especially if the job is not done, track additional costs and create a separate invoice from the Job costs dialog box. Include a Comment line item with a description that states that the invoice is for changes that were agreed upon. • If there are many items or costs being added to the job, create a second quote for the same job that lists just the new items or costs. • Create a new job for the customer. The change order is not included in the profitability for the original job.

Working with the Jobs list



Jobs list:
CTRL+
SHIFT+J

The **Jobs** list contains all your company's jobs. It is available if you selected the **Use job** check box in Company Preferences. To view the **Jobs** list:

- 1 In the **Navigation Pane**, click **Customers**.
- 2 Under **Find**, click **Jobs**.

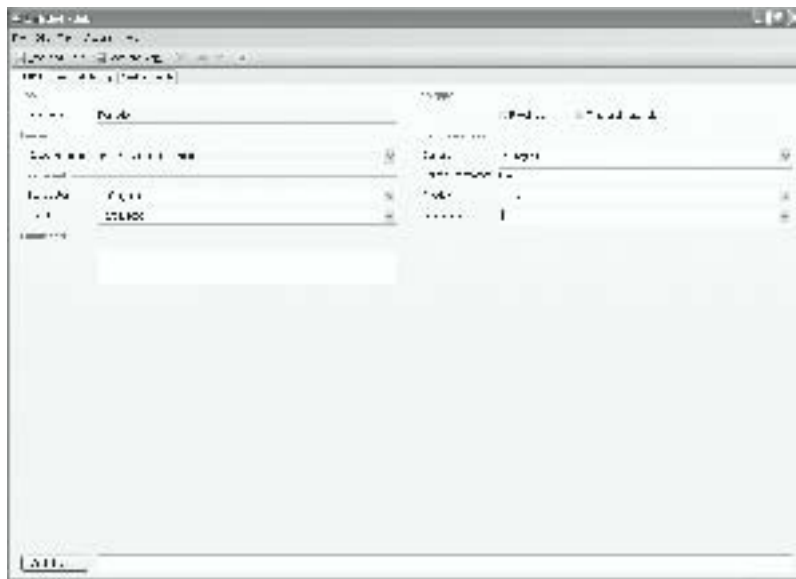
The following table contains basic tasks you can do with the **Jobs** list.

To	Do this
View Job records by status	Click the arrow next to the Current View field, and then select Open, In Progress, Completed, Not Started, or All .
Sort the list	Click a column title to switch between ascending and descending order. An arrow indicates the sort order.

	To	Do this
Add or remove content: F7	Add, remove, or reorganize content	On the View menu, click Add or Remove Content .
	Resize column width	Click the column divider next to the column heading and drag it to a new width.
	Change the column order	Select a column title and drag it to a new position.
Find: CTRL+F	Find a Job record	<ol style="list-style-type: none"> 1 On the toolbar, click the Find button. 2 Enter a keyword to look for and a column title to search under, and then click the Find button.
Open: CTRL+O	Open selected records	<ol style="list-style-type: none"> 1 Select one or more (up to 10) records in the list. 2 On the File menu, click Open Selected Items.
Print: CTRL+P	Print the Jobs list	On the toolbar, click the Print button  .
	Export the Jobs list to a Microsoft Office Excel spreadsheet	On the toolbar, click the Export to Excel button  .

Creating a job

- 1 In the **Navigation Pane**, click **Customers**.
- 2 Under **Start a Task**, click **New Job**.



- 3 (Required) In the **Job name** field, type a name for the job.

- 4 (Required) Click the arrow next to the **Customer name** field, and then select a name from the list or add a new customer.
- 5 Enter information in the other fields on the **General** tab.
- 6 You can add or remove custom fields that appear on all new Job forms and saved Job records. Click the **Custom Fields** tab, and then click the **Customize** button at the bottom of the page. All users can see custom fields.
Caution When you remove a custom field, the field and any information saved in it is removed from all saved Job records.
- 7 When you are done, do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the Job record and create another Job record, click the **Save and New** button.

You can do the following additional tasks when you create a Job record.

To	Do this
Change the job type	On the General tab, under Job type , click Fixed fee . Note The default job type is time and materials.
Group jobs	On the General tab, click the arrow next to the Job group field, and then select a job group from the list or add a new job group.
Link one or more files to the Job form	<ol style="list-style-type: none"> 1 On the General tab, at the bottom of the Job form, click the Add links button. 2 Navigate to the file location, select the file, and then click Open. Note To unlink, select the file name, and then press DELETE.


Editing a job

If information changes or you need to correct an error, you can edit a job.

- 1 In the **Jobs** list, double-click the job.
- 2 Enter the information on the Job form.
- 3 When you are done, click the **Save and Close** button on the toolbar.

Deleting a job

If no costs have been tracked against a job, and it has not been selected on a quote, an invoice, a cash sale receipt, or a customer credit memo, you can delete it. You cannot retrieve a deleted job.

- 1 In the **Jobs** list, either click or double-click the record.
- 2 On the toolbar, click the **Delete** button .
- 3 To confirm, click the **Yes** button.

Working with jobs

The following table contains additional tasks you can do with Job records.

To	Do this
Change the status of the job	<ol style="list-style-type: none"> 1 In the Jobs list, double-click the Job record. 2 On the General tab, click the arrow next to the Status field, and then select Not Started, In Progress, or Complete. <p>Note To view jobs by status, you must update the Status field. However, if you bill time on a timesheet to a job that has not been started, its status changes to In Progress.</p>
Update the percentage of job completion	<ol style="list-style-type: none"> 1 In the Jobs list, double-click the Job record. 2 On the General tab, in the Percent complete field, type the percentage of the job that is complete.
Create a new quote, invoice, credit memo, or cash sale form for a job	<ol style="list-style-type: none"> 1 In the Jobs list, double-click the Job record. 2 On the Actions menu, click the appropriate command.
Track custom items for a customer or a job	<ol style="list-style-type: none"> 1 Create a non-inventory item for each item you order. On the Non-inventory Item form, select both the I sell this item check box and the I buy this item check box. 2 On the purchase form, enter the custom item as a line item, and enter the job in the Job name field.

Part 4: Buying from Vendors

In this part

Overview.....	118
Keyboard shortcuts.....	119
Chapter 15: Working with Vendors.....	121
Working with the Vendors list.....	122
Creating a Vendor record.....	122
Editing a Vendor record.....	124
Deleting a Vendor record.....	124
Working with Vendor records.....	125
Chapter 16: Setting Up Product and Service Items.....	127
Service items.....	127
Inventory items.....	127
Non-inventory items.....	128
Kits.....	128
Working with the Items list.....	128
Creating an Item record.....	129
Editing an Item record.....	133
Deleting an Item record.....	133
Working with Item records.....	133
Managing inventory.....	134
Chapter 17: Placing an Order.....	137
Working with the Purchase Orders list.....	137
Creating a purchase order.....	138
Editing a purchase order.....	139
Deleting a purchase order.....	139
Working with purchase orders.....	140

Chapter 18: Receiving Items	141
Working with the Bills and Item Receipts list.....	141
Receiving items	142
Editing an item receipt.....	143
Voiding an item receipt.....	144
Working with item receipts	144
Chapter 19: Entering and Paying Vendor Bills	145
Entering a vendor bill.....	145
Editing a vendor bill.....	147
Voiding a vendor bill.....	147
Working with vendor bills	147
Making a cash purchase	148
Editing a cash purchase form.....	149
Voiding a cash purchase form.....	149
Working with cash purchase forms.....	149
Paying bills	150
Working with vendor bills	151
Adjusting vendor payments.....	151
Editing a vendor credit memo	153
Voiding a vendor credit memo	153
Working with vendor credit memos	153
Returning an item to a vendor	154

Overview

Microsoft Office Small Business Accounting 2006 helps you manage your vendor purchases by maintaining information about your vendors and the items you purchase. After you create a Vendor record for each vendor, either in the Startup Wizard or after you begin using Small Business Accounting, you can purchase from that vendor. After you create an Item record for each product or service item you purchase, you can purchase the items for your own use or for resale. For information about items and inventory, see Chapter 16, “Setting Up Product and Service Items.”

The Vendors home page includes a task flow that guides you through all the tasks related to vendors and payables. Each task, or type of transaction, is recorded on a particular form, and you can find any record or form in a list, which you can open from the **Find** pane.

You can begin a purchase in one of three ways:

- Create a purchase order and send it to the vendor in an e-mail message or export it to a Microsoft Office Word document and send it.
- If the items arrive before the bill, receive the items to create an item receipt. If you created a purchase order, you can create the item receipt from it.
- When the bill arrives, enter the bill. You can create the bill from a purchase order or an item receipt.

If you purchase items for cash, you can create a cash purchase form to record the transaction. You can also write form letters for mass mailings.

When bills are due, pay your vendor bills. If you are owed money, you can create a vendor credit memo.

The Vendors and Payables reports track vendor transactions, including amounts your company owes to vendors. For more information, see Chapter 27, “Keeping Track of Company Data.”

Keyboard shortcuts

You can use keyboard shortcuts to streamline your work in Small Business Accounting.

To open the Vendors home page, click the **Vendors** button in the **Navigation Pane**. The following table lists the keyboard shortcuts available from the Vendors home page, in lists, in records, and on forms. Keyboard shortcuts are not available in dialog boxes or wizards.

Note If a shortcut contains more than one key, press and hold a key, and then press the next key.

To	Press
Open the Help table of contents	F1
Get Help for the current page	ALT+F1
Open the Vendors home page	CTRL+3
Open the Vendors list	CTRL+SHIFT+V
Open the Items list	CTRL+SHIFT+U
Open the Purchase Orders list	CTRL+SHIFT+P
Open the Bills and Item Receipts list	CTRL+SHIFT+B

Part 4: Buying from Vendors

In a list, you can use the following keyboard shortcuts:

To	Press
Create a new record	CTRL+N
Add or remove the Find toolbar	CTRL+F
Open selected records	CTRL+O
Delete a record	CTRL+D or DELETE
Add or remove content	F7
Preview the printed list	CTRL+F2
Print the list	CTRL+P

On Vendor forms, you can use the following keyboard shortcuts:

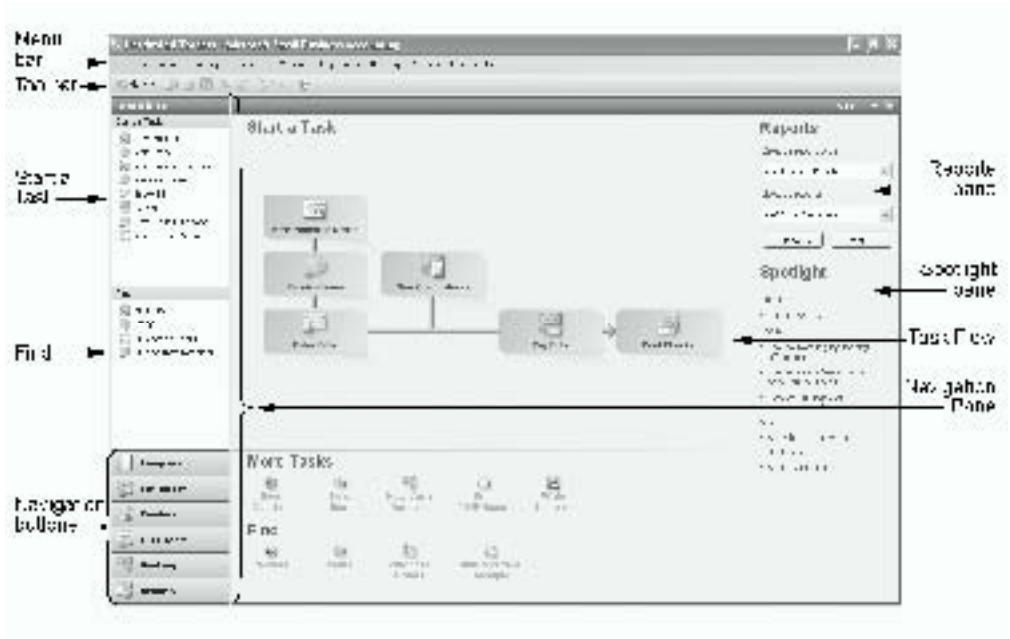
To	Press
Create a new form	CTRL+N
Close the form	ESC or ALT+F4

Chapter 15: Working with Vendors

Vendors home page: **CTRL+3**

When you install and set up Microsoft Office Small Business Accounting 2006, you enter your vendor information in the Startup Wizard. You can enter contact information and custom information you define to create a Vendor record. After you begin to use Small Business Accounting, you can add more Vendor records as needed. You can find all your Vendor records in a list, where you can work with them in several ways or open them to do other tasks. You can also edit Vendor records, inactivate them, or delete them. You can perform all the tasks related to vendors and payables on the Vendors home page.

To open the Vendors home page, click the **Vendors** button in the **Navigation Pane**.



For a detailed description of the Vendors home page, see “Making Purchases from Vendors,” in Chapter 2, “Taking a Tour.”

Help: **F1**

If you need further information, help is always available. To open the Help table of contents, press **F1**. On forms, click the Help button (🔍) on the toolbar. To get Help for the current page, press **ALT+F1**. In dialog boxes and wizards, click the **Help** button.



Working with the Vendors list

Vendors list:
CTRL+
SHIFT+V

The **Vendors** list contains your Vendor records. To view the **Vendors** list:

- 1 In the **Navigation Pane**, click **Vendors**.
- 2 Under **Find**, click **Vendors**.

The following table contains basic tasks you can do with the **Vendors** list.

To	Do this
View Vendor records by status	Click the arrow next to the Current View field, and then select Active , Inactive , or All .
Add or remove vendor numbers	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences, and then click the Vendors tab. 2 Select or clear the Use vendor ID check box.
Sort the list	Click a column title to switch between ascending and descending order. An arrow indicates the sort order.
Add, remove, or reorganize content	On the View menu, click Add or Remove Content .
Resize column width	Click the column divider next to the column heading and drag it to a new width.
Change the column order	Select a column title and drag it to a new position.
Find a Vendor record	<ol style="list-style-type: none"> 1 On the toolbar, click the Find button. 2 Enter a keyword to look for and a column title to search under, and then click the Find button.
Open selected records	<ol style="list-style-type: none"> 1 Select one or more (up to 10) records in the list. 2 On the File menu, click Open Selected Items.
Print the Vendors list	On the toolbar, click the Print button  .
Export the Vendors list to a Microsoft Office Excel spreadsheet	On the toolbar, click the Export to Excel button  .

Add or remove content:
F7

Find:
CTRL+F

Open:
CTRL+O

Print:
CTRL+P

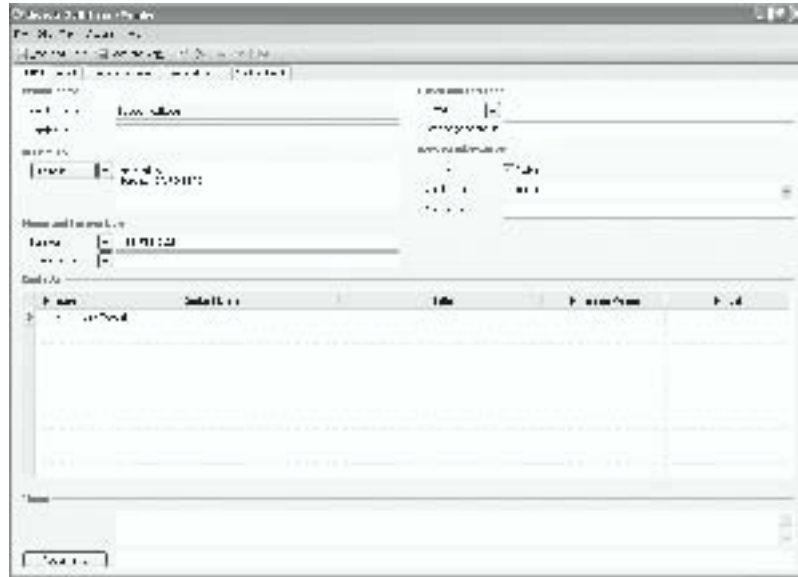
Creating a Vendor record

New vendor:
CTRL+N

If you did not create a Vendor record by using the Startup Wizard, you can follow this procedure. If you have a vendor who is also a customer, you must create both a Vendor and a Customer record, so that transactions can be recorded properly.

Note A sales tax vendor is a type of vendor.

- 1 In the **Navigation Pane**, click **Vendors**.
- 2 Under **Start a Task**, click **New Vendor**.



- 3 (Required) In the **Vendor name** field, type the vendor's name.
- 4 Enter information in the other fields on the **General** tab.
- 5 Enter the information on the **Details** tab.
- 6 You can add or remove custom fields that appear on all new Vendor forms and saved Vendor records. Click the **Custom Fields** tab, and then click the **Customize** button at the bottom of the page. All users can see custom fields.
Caution When you remove a custom field, the field and any information saved in it is removed from all saved Vendor records.
- 7 When you are done, do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the Vendor record and create another Vendor record, click the **Save and New** button.

You can do the following additional tasks when you create a Vendor record.

To	Do this
Change the vendor ID	On the General tab, type a number or a text identifier in the Vendor ID field. Note If you selected Use vendor ID in Company Preferences, Small Business Accounting adds a sequential number to each Vendor record you create. You cannot enter a duplicate vendor ID.
Link one or more files to the Vendor form	<ol style="list-style-type: none"> 1 On the General tab, at the bottom of the Vendor form, click the Add links button. 2 Navigate to the file location, select the file, and then click Open. Note To unlink, select the file name, and then press DELETE.

To	Do this
Select a primary contact, whose contact information appears on transaction forms	On the General tab, if you enter more than one contact, click the Primary column in the line for the primary contact.
Group vendors	On the Details tab, click the arrow next to the Vendor group field, and then select a vendor group from the list or add a new vendor group.
Enter a federal tax ID	On the Details tab, in the Federal tax ID field, type the vendor's federal tax ID. If the vendor does not have a federal tax ID, type the owner's Social Security Number.
Select a vendor for 1099 forms	On the Details tab, select the Vendor 1099 check box. Note You must send federal 1099 forms if you spend more than the threshold of a 1099 category in a year with this vendor.

What if . . .**I didn't set up this vendor as a 1099 vendor, but now I need to?**

To send a vendor federal 1099 forms, select the **Vendor 1099** check box on the **Details** tab of the Vendor record. Small Business Accounting accepts all transactions for the vendor in the period, even if you did not select the check box at first.


Editing a Vendor record

If you want to add or change the information in a Vendor record, you can edit it.

- 1 In the **Vendors** list, double-click the record.
- 2 Enter the information on the Vendor form.
- 3 When you are done, click the **Save and Close** button on the toolbar.


Deleting a Vendor record

If you will not be doing business with a vendor, you can delete the Vendor record, provided that you have not done any business with the vendor, and the vendor has no financial history. You cannot retrieve a deleted Vendor record. If the record has associated transactions, you can change its status to Inactive.

- 1 In the **Vendors** list, double-click the record.
- 2 On the toolbar, click the **Delete** button .
- 3 To confirm, click the **Yes** button.

Working with Vendor records

The following table contains additional tasks you can do with Vendor records.

To	Do this
Change the status of one or more vendors	<p>In the Vendors list, select one or more Vendor records, and then click Make Active or Make Inactive on the Edit menu.</p> <p>Note A record with Inactive status does not appear in lists in dialog boxes, forms, and wizards, but you can still find it in the Vendors list Inactive or All view.</p>
Merge duplicate Vendor records	<ol style="list-style-type: none"> 1 On the Company menu, point to Merge Accounts, and then click Merge Vendors. 2 In the Merge Vendors dialog box, click the arrow next to the Merge from vendor field and select a record to merge. Caution This record will be deleted after it is incorporated into the other record. 3 Click the arrow next to the Merge to vendor field and select a record to merge into.
Send an e-mail message to a vendor	<p>In the Vendors list, select a Vendor record, and then click the E-mail button  on the toolbar.</p>
Send a form letter to vendors	<p>On the Vendors menu, click Write Letters.</p>
See a summary of all the vendor's transactions	<ol style="list-style-type: none"> 1 In the Vendors list, double-click the Vendor record. 2 Click the Financial Summary tab.
See the history of all the vendor's transactions	<ol style="list-style-type: none"> 1 In the Vendors list, double-click the Vendor record. 2 Click the Financial History tab.
Print the 1099 Detail report	<p>On the Vendors menu, click Print 1099 Report.</p> <p>Note The 1099 Detail report includes all vendors with the Vendor 1099 check box selected on the Details tab of the Vendor record.</p>
Access vendor services	<p>Before you begin, make sure you have an active Internet connection.</p> <p>On the Vendors menu, point to Vendor Services, and then click the appropriate command.</p>

Chapter 16: Setting Up Product and Service Items

An item is a product or service that a company purchases and/or sells. An item can be one of the following types:

- **Service** Work performed, such as consulting or design. Service items appear on Customer forms if you select the **I sell this item** check box on the Service Item form and on Vendor forms if you select the **I buy this item** check box on the Service Item form.
- **Inventory** A product that is purchased for sale and is tracked in inventory and on the balance sheet. Inventory items appear on both Customer and Vendor forms.
- **Non-Inventory** A product that is purchased and/or sold but whose quantity is not tracked. A non-inventory item might be a product purchased for company use or a custom product purchased for a job. Non-inventory items appear on Customer forms if you select the **I sell this item** check box and on Vendor forms if you select the **I buy this item** check box on the Non-Inventory Item form.
- **Kit** A collection of related items that are frequently sold together, grouped for quick entry and reporting. Kits appear only on Customer forms.

Service items

You can create service items for each type of work and each level of experience or billing rate. On the Service Item form, if your employees perform the work, select only the **I sell this item** check box. If you subcontract, select both the **I sell this item** and the **I buy this item** check boxes. On employees' Time Entry forms, you then select the service item that is appropriate for each individual's work and rate. You can bill at different rates for the same individual by selecting different service items.

You can use standard costs to evaluate your profitability by using the Item Profitability report. If you use jobs, you can use standard costs to relate payroll costs to a job on the Profitability by Job Detail report. For information about jobs, see Chapter 14, "Managing Jobs."

Inventory items

When you set up your company, until you close your books, you enter items and beginning quantities and values in the Startup Wizard. When you create a new inventory item, you also enter inventory information, including the reorder point and the quantity on hand. When you create an item with a quantity on hand, the total value of the items is added to your Opening Balances account with a posted date of your company start date.

When you purchase and receive items, they are added to inventory. When you add items to an invoice and save it, the items are subtracted from inventory. You can print a worksheet to take a physical inventory and, if necessary, adjust inventory.

Small Business Accounting uses the *FIFO (First-In, First-Out)* method of costing inventory, which assumes that oldest items are sold first. The cost of the oldest item is assigned to the first item sold; the cost of the newest item is assigned to inventory. The value of the inventory on hand is therefore close to its actual replacement cost.

You might purchase items at one price, and then purchase more of the same items at another price. The FIFO method treats items that are purchased at the same price as a layer of inventory. Although the sales price is the same for all the layers, the cost of goods sold is determined from the purchase price of the first layer until all its items are gone, and then from each succeeding layer until all its items are gone.

Non-inventory items

You can track profitability for non-inventory items by using standard costs. On the Non-Inventory form, when you select the **I sell this item** check box, you must type a value in the **Sales price** field. When you select the **I buy this item** check box, you must type a value in the **Purchase price** field. The price you enter also appears in the **Standard cost** field, although you can change it.

The Item Profitability report compares the standard cost to sales amounts for each item. If you use jobs, the Profitability by Job Detail report compares the standard cost to the invoiced amount for each item. For information about jobs, see Chapter 14, “Managing Jobs.”

Kits

A kit is a collection of service, inventory, and/or non-inventory items for sale. Unlike creating an assembly in a Bill of Materials system, creating a kit does not affect inventory quantities or values; they are deducted when the kit is sold. If you discount the unit price of a kit, the discount percentage is subtracted from each kit item. A kit inherits the tax status of the items in it, but you can change that on the sales form, if necessary.

When you include a kit on a sales form, each item in the kit appears on an indented line below the kit. In the item lines, you can only edit the **Tax** field.

When you print a sales form that includes a kit, you can select options in the **Print** dialog box that determine which kit details to print.

Working with the Items list



Items list:
CTRL+
SHIFT+U

The **Items** list contains all the items your company purchases or sells. To view the **Items** list:

- 1 In the **Navigation Pane**, click **Company**, **Customers**, or **Vendors**.

2 Under **Find**, click **Items**.

The following table shows the basic tasks you can do in the **Items** list.

To	Do this
View Item records by status	Click the arrow next to the Current View field, and then select Active , Inactive , or All .
Sort the list	Click a column title to switch between ascending and descending order. An arrow indicates the sort order.
Add, remove, or reorganize content	On the View menu, click Add or Remove Content .
Resize column width	Click the column divider next to the column heading and drag it to a new width.
Change the column order	Select a column title and drag it to a new position.
Find an Item record	<ol style="list-style-type: none"> 1 On the toolbar, click the Find button. 2 Enter a keyword to look for and a column title to search under, and then click the Find button.
Open selected records	<ol style="list-style-type: none"> 1 Select one or more (up to 10) records in the list. 2 On the File menu, click Open Selected Items.
Print the Items list	On the toolbar, click the Print button  .
Export the Items list to an Excel spreadsheet	On the toolbar, click the Export to Excel button  .

Add or remove content:
F7

Find:
CTRL+F

Open:
CTRL+O

Print:
CTRL+P

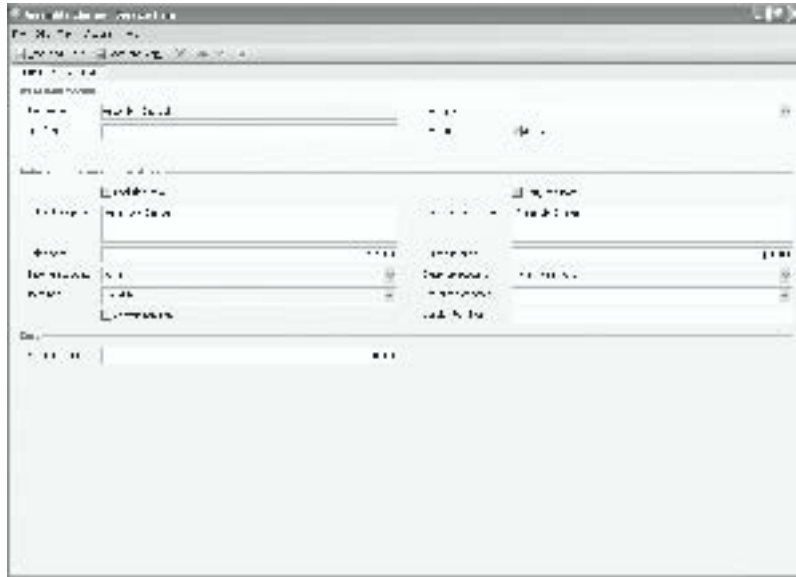
Creating an Item record

New item:
CTRL+N

If you did not create Item records by using the Startup Wizard, you can follow these procedures to create a Service Item record, an Inventory Item record, a Non-Inventory Item record, or a Kit record. The forms are similar.

Creating a Service Item record or a Non-Inventory Item record

- 1 In the **Navigation Pane**, click **Customers** or **Vendors**.
- 2 Under **Start a Task**, click **New Item**.
- 3 In the **Select Item Type** dialog box, select one of the following:
 - **Service**
 - **Non-Inventory item**
- 4 Click the **OK** button.



- 5 (Required) In the **Item name** field, type the item name.
- 6 If you sell the item, select the **I sell this item** check box, which activates the sales fields. If you select this check box:
 - Type a value in the **Sales price** field. That price appears on sales forms, although you can change it on the forms.
 - (Required) Click the arrow next to the **Income account** field, and then select an account from the list or add a new account to be charged when the item is sold.
 - (Required) Click the arrow next to the **Item tax** field, and then select an item tax code from the list or add a new item tax code.
- 7 If you buy the item, select the **I buy this item** check box, which activates the purchase fields. If you select this check box:
 - Type a value in the **Purchase price** field. The price you enter also appears in the **Standard cost** field, although you can change it. If you update the **Purchase price** field later, the **Standard cost** field does not change.
 - (Required) Click the arrow next to the **Expense account** field, and then select an account from the list or add a new account to be charged when the item is purchased.
- 8 Enter information in the other fields on the **General** tab.
- 9 You can add or remove custom fields that appear on all new Item forms of this type (Service or Non-Inventory) and saved Item records of this type. Click the **Custom Fields** tab, and then click the **Customize** button at the bottom of the page. All users can see custom fields.

Caution When you remove a custom field, the field and any information saved in it is removed from all saved Item records of this type.

- 10 When you are done, do one of the following:
- On the toolbar, click **Save and Close**.
 - If you want to add another item, click **Save and New**.

You can do the following additional tasks when you create a Service or Non-Inventory Item record.

To	Do this
Group items for reporting purposes	On the General tab, click the arrow next to the Item group field, and then select an item group from the list or add a new item group.
Change the item's status to Inactive	On the General tab, clear the Active check box.
Set the standard cost	The price you enter in the Purchase price field appears in the Standard cost field. To change it, type a new value.

Creating an Inventory Item record

- 1 In the **Navigation Pane**, click **Customers** or **Vendors**.
- 2 Under **Start a Task**, click **New Item**.
- 3 In the **Select Item Type** dialog box, select **Inventory**, and then click the **OK** button.
- 4 (Required) In the **Item name** field, type the item name.
- 5 (Required) Click the arrow next to the **Income account** field, and then select an account from the list or add a new account to be charged when the item is sold.
- 6 (Required) Click the arrow next to the **Item tax** field, and then select an item tax code from the list or add a new item tax code.
- 7 (Required) Click the arrow next to the **Asset account** field, and then select an account from the list or add a new account to be charged when the item is purchased.
- 8 (Required) Click the arrow next to the **COGS account** field, and then select an account from the list or add a new account to be charged when the item is sold.
- 9 Enter information in the other fields on the **General** tab.
- 10 You can add or remove custom fields that appear on all new Inventory Item forms and saved Inventory Item records. Click the **Custom Fields** tab, and then click the **Customize** button at the bottom of the page. All users can see custom fields.

Caution When you remove a custom field, the field and any information saved in it is removed from all saved Inventory Item records.
- 11 When you are done, do one of the following:
 - On the toolbar, click **Save and Close**.
 - If you want to add another item, click **Save and New**.

You can do the following additional tasks when you create an Inventory Item record.

To	Do this
Group items for reporting purposes	On the General tab, click the arrow next to the Item group field, and then select an item group from the list or add a new item group.
Change the item's status to Inactive	On the General tab, clear the Active check box.
Set the reorder point	On the General tab, in the Reorder point field, type the number of items remaining when you want a caution symbol to appear in the Reorder column of the Items list.
Have the inventory item appear in Today's Reminders when it reaches its reorder point	Type a quantity in the Reorder point field, and select the Inventory reorder points reminder on the Company home page.
Receive a warning message for negative inventories	On the Vendors tab of Company Preferences, select the Check for item quantity on hand check box.

Company
home page:
CTRL+1

Creating a Kit record

- 1 In the **Navigation Pane**, click **Customers** or **Vendors**.
- 2 Under **Start a Task**, click **New Item**.
- 3 In the **Select Item Type** dialog box, select **Kit**, and then click the **OK** button.
- 4 (Required) In the **Item name** field, type the item name.
- 5 Enter information in the other fields on the **General** tab.
- 6 Click the **Item Name** column, click the arrow in the column, and then select an item from the list or add a new item to include in the kit.
- 7 In the **Qty.** column, type the quantity of the item to add to the kit.
- 8 Continue adding items to the kit.
- 9 You can add or remove custom fields that appear on all new Kit forms and saved Kit records. Click the **Custom Fields** tab, and then click the **Customize** button at the bottom of the page. All users can see custom fields.
Caution When you remove a custom field, the field and any information saved in it is removed from all saved Kit records.

- 10 When you are done, do one of the following:
- On the toolbar, click **Save and Close**.
 - If you want to add another item, click **Save and New**.
- You can do the following additional tasks when you create a Kit record.

To	Do this
Change the item's status to Inactive	On the General tab, clear the Active check box.
Discount the kit	On the General tab, do one of the following: <ul style="list-style-type: none"> • In the Discount field, type a dollar amount for the discount. • In the Sales price field, type a sales price.


Editing an Item record

If you want to change the information in an Item record, you can edit it.

- 1 In the **Items** list, double-click the item.
- 2 Enter the information on the Item form.
- 3 When you are done, click the **Save and Close** button on the toolbar.

Deleting an Item record

If you will not be purchasing or selling an item, you can delete the Item record, provided that it has not been added to a saved document, and it has not had a beginning inventory balance entered. You cannot retrieve a deleted Item record. If the record has associated transactions, you can change its status to Inactive.

- 1 In the **Items** list, double-click the record.
- 2 On the toolbar, click the **Delete** button .
- 3 To confirm, click the **Yes** button.

Working with Item records

The following table contains additional tasks you can do with Item records.

To	Do this
Change the status of one or more items	In the Items list, select one or more Item records, and then click Make Active or Make Inactive on the Edit menu. Note A record with Inactive status does not appear in lists in dialog boxes, forms, and wizards, but you can still find it in the Items list Inactive or All view.

To	Do this
Create a new invoice, quote, sales order, or purchase order that includes an item	<ol style="list-style-type: none"> 1 In the Items list, click the item or items you want on the form. 2 On the Actions menu, click the appropriate command.
Merge duplicate Item records	<ol style="list-style-type: none"> 1 On the Company menu, point to Merge Accounts, and then click Merge Items. 2 In the Merge Items dialog box, click the arrow next to the Merge from item field and select a record to merge. Caution This record will be deleted after it is incorporated into the other record. 3 Click the arrow next to the Merge to item field and select a record to merge into.
Change the financial account for an item for transactions going forward	<p>On the General tab, in the Income account, Expense account, Asset account, or COGS account field, select a new account.</p> <p>Note Account types depend on the item type.</p>
See the quantities of an inventory item on purchase orders and sales orders	<p>On the General tab, see the On PO and On SO fields.</p> <p>Note These fields appear after you save and close the record.</p>
Change multiple item prices	<ol style="list-style-type: none"> 1 In the Items list, on the Actions menu, click Change Item Prices. 2 Enter the information in the Change Item Price dialog box, and then click Calculate. <p>Note You can change additional item prices and calculate again.</p>
Update Item record prices to match vendor bills	<p>On the Vendors tab of Company Preferences, select the Update cost automatically check box.</p>
Share item information with Microsoft Outlook 2003 with Business Contact Manager Update	<p>See Help in Business Contact Manager for Outlook.</p>

Managing inventory

To count actual numbers of items in stock and compare them to your records, click **Physical Inventory Worksheet** on the **Vendors** menu to print a worksheet. If you find that you have losses or gains in inventory items, you can adjust your inventory.

Note An inventory adjustment cannot be voided.

- 1 In the **Items** list, on the toolbar, click **Adjust Inventory**.
- 2 Click one of the following:
 - **Adjust Quantity**
 - **Adjust Quantity and Value**

The inventory quantities and values are accurate for any date you select.

Chapter 17: Placing an Order

When you want to order from a vendor, you can create a purchase order. A purchase order is usually used for purchasing stock items. It contains contact information for the vendor and lists the items being ordered. It also contains payment and shipping terms and prices.




Working with the Purchase Orders list

Purchase Orders list:
CTRL+SHIFT+P

The **Purchase Orders** list contains all your company's purchase orders. To view the **Purchase Orders** list:

- 1 In the **Navigation Pane**, click **Vendors**.
- 2 Under **Find**, click **Purchase Orders**.

The following table contains basic tasks you can do with the **Purchase Orders** list.

To	Do this
View purchase orders by status	Click the arrow next to the Current View field, and then select Open , Received , or All .
Sort the list	Click a column title to switch between ascending and descending order. An arrow indicates the sort order.
Add, remove, or reorganize content	On the View menu, click Add or Remove Content .
Resize column width	Click the column divider next to the column heading and drag it to a new width.
Change the column order	Select a column title and drag it to a new position.
Find a purchase order	<ol style="list-style-type: none"> 1 On the toolbar, click the Find button. 2 Enter a keyword to look for and a column title to search under, and then click the Find button.
Open selected purchase orders	<ol style="list-style-type: none"> 1 Select one or more (up to 10) purchase orders in the list. 2 On the File menu, click Open Selected Items.
Print the Purchase Orders list	On the toolbar, click the Print button  .
Print selected purchase orders	<ol style="list-style-type: none"> 1 Select one or more purchase orders in the list. 2 On the toolbar, click the Print button .
Export the Purchase Orders list to an Excel spreadsheet	On the toolbar, click the Export to Excel button  .

Add or remove content:
F7

Find:
CTRL+F

Open:
CTRL+O

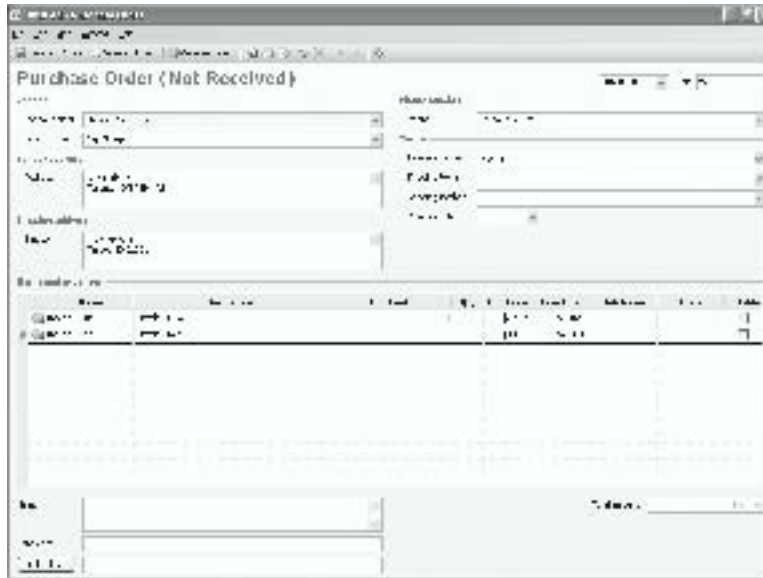
Print:
CTRL+P

Creating a purchase order

You can create a purchase order for any vendor with Active status.

Tip To create a purchase order that is similar to an existing one, open the purchase order, and then click **Copy and Edit** on the **File** menu.

- 1 In the **Navigation Pane**, click **Vendors**.
- 2 Under **Start a Task**, click **New Purchase Order**.



- 3 (Required) Click the arrow next to the **Vendor name** field, and then select a name from the list or add a new vendor.
- 4 Enter the information in the other fields on the purchase order. To add a line item, click the first column of the first open line, and then select a line item type: **Expense**, **Item**, or **Comment**.
Note To delete a line item, click the column to the left of the icon. An arrow appears, and the line is highlighted. Press DELETE.
- 5 When you are done, do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the purchase order and create a new purchase order, click the **Save and New** button.

You can do the following additional tasks when you create a purchase order.

To	Do this
Assign a line item to a class	Click the Class column in the line item, click the arrow, and then select a class from the list or add a new class, for example, for a department.
Assign a line item to a job	Click the Job Name column in the line item, click the arrow, and then select a job from the list or add a new job.
Mark a line item to be billed to a customer	In the line item, select the Billable check box.
Add a reference	In the Reference field, type the reference information, for example, a number from a vendor's invoice.
Link one or more files to the purchase order	<ol style="list-style-type: none"> 1 At the bottom of the purchase order, click the Add links button. 2 Navigate to the file location, select the file, and then click Open. <p>Note To unlink, select the file name, and then press DELETE.</p>


Editing a purchase order

Because a purchase order is not posted, If you want to change your order or you need to correct an error, you can edit a purchase order.

- 1 In the **Purchase Orders** list, double-click the purchase order.
- 2 Enter the information on the purchase order.
- 3 When you are done, click the **Save and Close** button on the toolbar.



Deleting a purchase order

If no items or expenses have been received against a purchase order, and no item receipts or bills have been created from it, you can delete it. You cannot retrieve a deleted purchase order.

- 1 In the **Purchase Orders** list, double-click the purchase order.
- 2 On the toolbar, click the **Delete** button .
- 3 To confirm, click the **Yes** button.

Working with purchase orders

The following table contains additional tasks you can do with purchase orders.

To	Do this
Change payment terms	<ol style="list-style-type: none"> 1 In the Purchase Orders list, double-click the purchase order. 2 Click the arrow next to the Payment terms field, and then select a term from the list or add a new term.
Change a quantity or a price	<ol style="list-style-type: none"> 1 In the Purchase Orders list, double-click the purchase order. 2 In the Qty., Unit Price, or Line Total column, type a new value.
Work with a Microsoft Office Word template	On the Company menu, click Manage Word Templates .
Send a purchase order in an e-mail message to a vendor	In the Purchase Orders list, select the purchase order, and then click the E-mail button  on the toolbar.
Export a purchase order to Word	In the Purchase Orders list, double-click the purchase order, and then click the Export to Word button  on the toolbar.

Chapter 18: Receiving Items

When purchased items arrive before the bill, you can either wait for the bill or receive the items, which generates an item receipt.

- If you sent a purchase order to the vendor, create an item receipt from the purchase order. Otherwise the purchase order stays in the system until you void it.
- If you did not send a purchase order to the vendor, receive the items.


Working with the Bills and Item Receipts list

Bills and Item Receipts list:
CTRL+SHIFT+B

The **Bills and Item Receipts** list contains all your company's bills, item receipts, cash purchase forms, vendor credit memos, and checks to vendors. To view the **Bills and Item Receipts** list:

- 1 In the **Navigation Pane**, click **Vendors**.
- 2 Under **Find**, click **Bills and Item Receipts**.

The following table contains basic tasks you can do with the **Bills and Item Receipts** list.


To	Do this
View forms by status	Click the arrow next to Current View field, and then select Open , Voided , Overdue , or All .
Sort the list	Click a column title to switch between ascending and descending order. An arrow indicates the sort order.
Add, remove, or reorganize content	On the View menu, click Add or Remove Content .
Resize column width	Click the column divider next to the column heading and drag it to a new width.
Change the column order	Select a column title and drag it to a new position.
Find a bill, an item receipt, a cash purchase form, a vendor credit memo, or a check to a vendor	<ol style="list-style-type: none"> 1 On the toolbar, click the Find button. 2 Enter a keyword to look for and a column title to search under, and then click the Find button.
Open selected forms	<ol style="list-style-type: none"> 1 Select one or more (up to 10) forms in the list. 2 On the File menu, click Open Selected Items.
Print the Bills and Item Receipts list	On the toolbar, click the Print button  .

Add or remove content:
F7

Find:
CTRL+F

Open:
CTRL+O

Print:
CTRL+P

To	Do this
Export the Bills and Item Receipts list to an Excel spreadsheet	On the toolbar, click the Export to Excel button  .

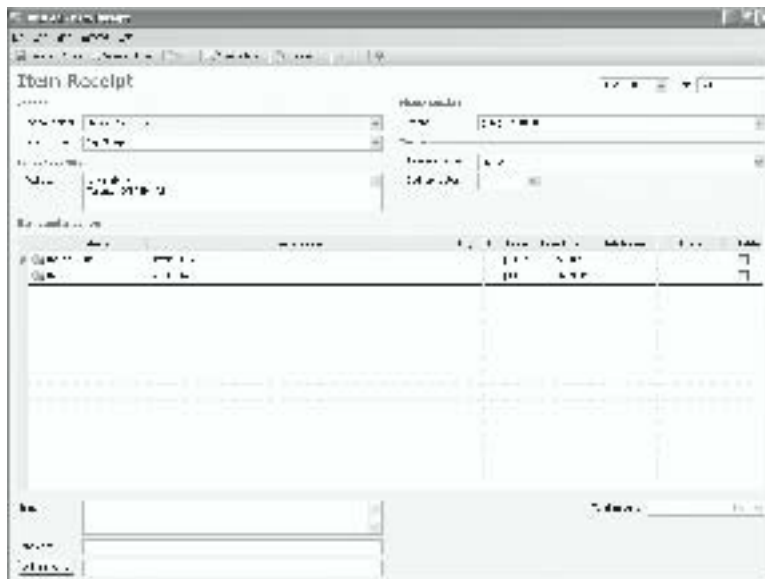
Receiving items

When you receive items ordered from a vendor before you receive the bill, you can receive items, which creates an item receipt.

Tip To create an item receipt that is similar to an existing one, open the item receipt, and then click **Copy and Edit** on the **File** menu.

- 1 In the **Navigation Pane**, click **Vendors**.
- 2 Under **Start a Task**, click **Receive Items**.

Note You can create an item receipt from a purchase order. On the toolbar, click the **Create from** button, and then select the purchase order. Or open the purchase order and click the **Receive Items** button on the toolbar.



- 3 (Required) Click the arrow next to the **Vendor name** field, and then select a name from the list or add a new vendor.
- 4 Enter the information in the other fields on the item receipt. To add a line item, click the first column of the first open line, and then select a line item type: **Expense**, **Item**, or **Comment**.

Note To delete a line item, click the column to the left of the icon. An arrow appears, and the line is highlighted. Press DELETE.

- 5 When you are done, do one of the following:
- On the toolbar, click the **Save and Close** button.
 - To save the item receipt and create a new item receipt, click the **Save and New** button.

You can do the following additional tasks when you create an item receipt.

To	Do this
Assign a line item to a class	Click the Class column in the line item, click the arrow, and then select a class from the list or add a new class, for example, for a department.
Assign a line item to a job	Click the Job Name column in the line item, click the arrow, and then select a job from the list or add a new job.
Mark a line item to be billed to a customer	In the line item, select the Billable check box.
Add a reference	In the Reference field, type the reference information, for example, a number from a vendor's invoice.
Link one or more files to the item receipt	<ol style="list-style-type: none"> 1 At the bottom of the item receipt, click the Add links button. 2 Navigate to the file location, select the file, and then click Open. <p>Note To unlink, select the file name, and then press DELETE.</p>

What if . . .

I didn't receive the quantity I ordered?

If the quantity received is different from the quantity on the purchase order, edit the item receipt. Change the value in the **Qty.** field to the quantity you received.

Editing an item receipt

If you want to make a change or correct an error, you can edit an item receipt.

- 1 In the **Bills and Item Receipts** list, double-click the item receipt.
- 2 On the toolbar, click the **Edit** button.
- 3 Enter the information on the item receipt.
- 4 When you are done, click the **Save and Close** button on the toolbar.

Voiding an item receipt

When you save an item receipt, it is posted. An item receipt affects accounting, so you cannot delete it. If you need to redo an item receipt, you can edit it or void it. After you void an item receipt, you can create a duplicate item receipt that you can edit. The only way to work with a voided item receipt is to copy and edit it.

Note Item receipts are kept in the Pending Item Receipts account until you enter the bill. If you create an item receipt, be sure to either create the vendor bill from it or void the item receipt when you enter the vendor bill.

- 1 In the **Bills and Item Receipts** list, double-click the item receipt.
- 2 On the **Actions** menu, click **Void**.
- 3 To confirm, click the **Yes** button.

Working with item receipts

The following table contains additional tasks you can do with item receipts.

To	Do this
Change payment terms	<ol style="list-style-type: none"> 1 In the Bills and Item Receipts list, double-click the item receipt. 2 On the toolbar, click the Edit button. 3 Click the arrow next to the Payment terms field, and then select payment terms from the list or add new payment terms.
Change a quantity or a price	<ol style="list-style-type: none"> 1 In the Bills and Item Receipts list, double-click the item receipt. 2 In the Qty., Unit Price, or Line Total column, type a new value.

Chapter 19: Entering and Paying Vendor Bills

When you receive a bill for items you have purchased, you enter the vendor bill. If you have a credit with a vendor, you can apply it to a vendor bill. If you return a product or receive a refund, you can create a vendor credit memo. You can view vendor bills, cash purchase forms, vendor credit memos, and checks written to vendors in the **Bills and Item Receipts** list. For more information, see Chapter 18, “Receiving Items.”

Entering a vendor bill

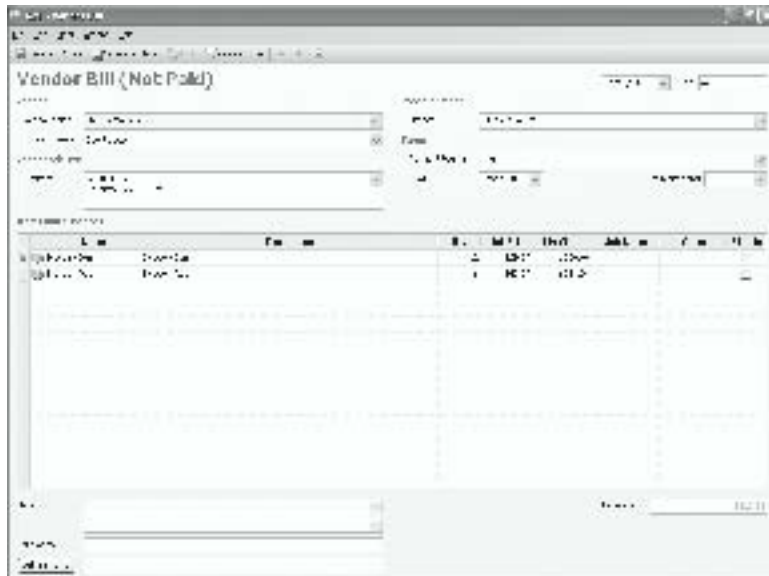
You can create a vendor bill for any vendor with Active status.

Tip To create a vendor bill that is similar to an existing one, open the vendor bill, and then click **Copy and Edit** on the **File** menu.

- 1 In the **Navigation Pane**, click **Vendors**.
- 2 Under **Start a Task**, click **Enter Bills**.

Note You can create a vendor bill from a purchase order or an item receipt. On the toolbar, click the **Create from** button.

- If you created a purchase order but no item receipt, create the vendor bill from the purchase order, or else it stays in the system until you void it.
- If you created an item receipt, create the vendor bill from the item receipt, or else the items are counted twice in inventory and in liability accounts.



- 3 (Required) Click the arrow next to the **Vendor name** field, and then select a name from the list or add a new vendor.
- 4 Enter the information in the other fields on the vendor bill. To add a line item, click the first column of the first open line, and then select a line item type: **Expense, Item, or Comment**.
Note To delete a line item, click the column to the left of the icon. An arrow appears, and the line is highlighted. Press DELETE.
- 5 When you are done, do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the vendor bill and create a new vendor bill, click the **Save and New** button.

You can do the following additional tasks when you create a vendor bill.

To	Do this
Assign a line item to a class	Click the Class column in the line item, click the arrow, and then select a class from the list or add a new class, for example, for a department.
Assign a line item to a job	Click the Job Name column in the line item, click the arrow, and then select a job from the list or add a new job.
Mark a line item to be billed to a customer	In the line item, select the Billable check box.
Add a reference	In the Reference field, type the reference information, for example, a number from a vendor's invoice.
Handle sales tax on purchases	Use one of these methods: <ul style="list-style-type: none"> • Create an account for the sales tax and enter it as a line item on the bill. This method does not relate the taxes to the individual expenses. • Calculate the amount of tax per item and include it in the price in the line item on the bill.
Link one or more files to the vendor bill	<ol style="list-style-type: none"> 1 At the bottom of the vendor bill, click the Add links button. 2 Navigate to the file location, select the file, and then click Open. Note To unlink, select the file name, and then press DELETE.

What if . . .

The price on the vendor bill is different from the price on the purchase order or the item receipt?

If the price is different, either correct the vendor bill when you enter it or edit it later. Change the amount in the **Unit Price** field or the **Line Total** field to the price on the bill you receive.

Editing a vendor bill

If you want to make a change or correct an error, you can edit a vendor bill.

- 1 In the **Bills and Item Receipts** list, double-click the vendor bill.
- 2 On the toolbar, click the **Edit** button.
- 3 Enter the information on the vendor bill.
- 4 When you are done, click the **Save and Close** button on the toolbar.

Voiding a vendor bill

When you save a vendor bill, it is posted. Because a bill affects accounting, you cannot delete it. If you need to redo a vendor bill, you can edit it or void it. After you void a vendor bill, you can create a duplicate vendor bill that you can edit. The only way to work with a voided vendor bill is to copy and edit it.

- 1 In the **Bills and Item Receipts** list, double-click the vendor bill.
- 2 On the **Actions** menu, click **Void**.
- 3 To confirm, click the **Yes** button.

Working with vendor bills

The following table contains additional tasks you can do when you enter vendor bills.

To	Do this
Change payment terms	<ol style="list-style-type: none"> 1 In the Bills and Item Receipts list, double-click the vendor bill. 2 On the toolbar, click the Edit button. 3 Click the arrow next to the Payment terms field, and then select payment terms from the list or add new payment terms.
Change a quantity or a price	<ol style="list-style-type: none"> 1 In the Bills and Item Receipts list, double-click the vendor bill. 2 On the toolbar, click the Edit button. 3 In the Qty., Unit Price, or Line Total column, type a new value.
Have bills due for payment appear in Today's Reminders	Select the Bills to Pay reminder on the Company home page.
Have checks ready for printing appear in Today's Reminders	Select the Checks to Print reminder on the Company home page.

Company
home page:
CTRL+1

Making a cash purchase

You might buy office supplies, for example, at a store and pay with cash. To enter the store receipt and your payment into Small Business Accounting, you can create a cash purchase form. Cash purchase forms follow the same format as vendor bills, and you can find all cash purchase forms on the **Bills and Item Receipts** list.

Tip To create a cash purchase form that is similar to an existing one, open the cash purchase form, and then click **Copy and Edit** on the **File** menu.

- 1 In the **Navigation Pane**, click **Vendors**.
- 2 Under **Start a Task**, click **New Cash Purchase**.
- 3 (Required) Click the arrow next to the **Vendor name** field, and then select a name from the list or add a new vendor. The contact information from the Vendor record appears on the cash purchase form.
- 4 (Required) Click the arrow next to the **Pay from** field, and then select an account from the list or add a new account to which you want record the cash purchase.
- 5 Enter the information in the other fields on the cash purchase form. To add a line item, click the first column of the first open line, and then select a line item type: **Expense, Item, or Comment**.

Note To delete a line item, click the column to the left of the icon. An arrow appears, and the line is highlighted. Press DELETE.

- 6 When you are done, do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the cash purchase form and create a new cash purchase form, click the **Save and New** button.

You can do the following additional tasks when you create a cash purchase form.

To	Do this
Handle sales tax on purchases	Use one of these methods: <ul style="list-style-type: none"> • Create an account for the sales tax and enter it as a line item on the cash purchase form. This method does not relate the taxes to the individual expenses. • Calculate the amount of tax per item and include it in the price in the line item on the cash purchase form.
Assign a line item to a class	Click the Class column in the line item, click the arrow, and then select a class from the list or add a new class, for example, for a department.
Assign a line item to a job	Click the Job Name column in the line item, click the arrow, and then select a job from the list or add a new job.
Mark a line item to be billed to a customer	In the line item, select the Billable check box.
Add a reference	In the Reference field, type the reference information, for example, a number from a vendor's invoice.

To	Do this
Link one or more files to the cash purchase form	<ol style="list-style-type: none"> 1 At the bottom of the cash purchase form, click the Add links button. 2 Navigate to the file location, select the file, and then click the Open button. <p>Note To unlink, select the file name, and then press DELETE.</p>

Editing a cash purchase form

If you want to make a change or correct an error, you can edit a cash purchase form.

- 1 In the **Bills and Item Receipts** list, double-click the cash purchase form.
- 2 On the toolbar, click the **Edit** button.
- 3 Enter the information on the cash purchase form.
- 4 When you are done, click the **Save and Close** button on the toolbar.

Voiding a cash purchase form

When you save a cash purchase form, it is posted. Because a cash purchase form affects accounting, you cannot delete it. If you need to redo a cash purchase form, you can either edit it or void it and then copy and edit it. The only way to work with a voided cash purchase form is to copy and edit it.

- 1 In the **Bills and Item Receipts** list, double-click the cash purchase form.
- 2 On the **Actions** menu, click **Void**.
- 3 To confirm, click the **Yes** button.

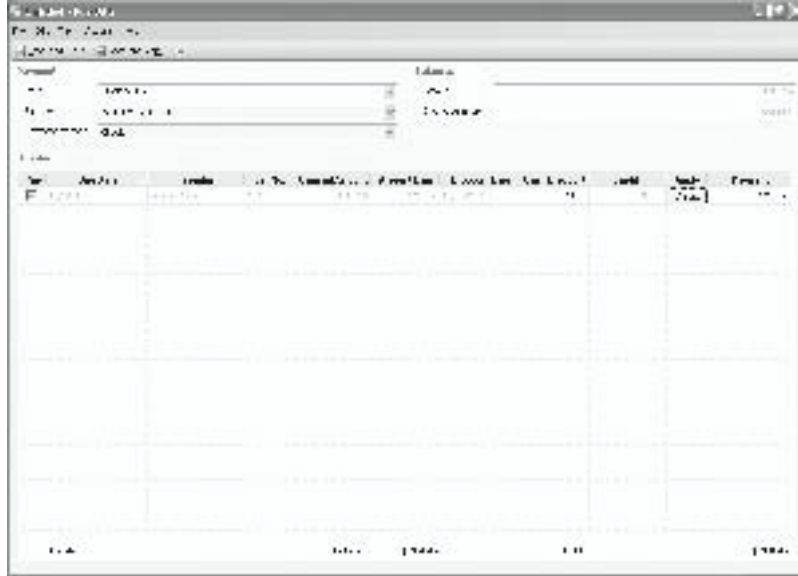
Working with cash purchase forms

The following table contains additional tasks you can do with cash purchase forms.

To	Do this
Change payment terms	<ol style="list-style-type: none"> 1 In the Bills and Item Receipts list, double-click the cash purchase form. 2 On the toolbar, click the Edit button. 3 Click the arrow next to the Payment terms field, and then select a term from the list or add a new term.
Change a quantity or a price	<ol style="list-style-type: none"> 1 In the Bills and Item Receipts list, double-click the cash purchase form. 2 On the toolbar, click the Edit button. 3 In the Qty., Unit Price, or Line Total column, type a new value.

Paying bills

- 1 In the **Navigation Pane**, click **Vendors**.
- 2 Under **Start a Task**, click **Pay Bills**. The Pay Bills form displays all the vendor bills that are due.



- 3 (Required) Click the arrow next to the **Pay from** field, and then select a financial account from the list or add a new financial account.
- 4 (Required) Click the arrow next to the **Payment method** field, and then select a payment method from the list.
- 5 Select the check box of each bill you want to pay.
- 6 When you are done, click the **Save and Close** button on the toolbar.

What if . . .

I only want to pay part of the bill?

If the amount that is due is greater than the amount that you want to pay, change the amount in the **Payment** column of the Pay Bills form.

You can do the following additional tasks when you pay bills.

To	Do this
Take a cash discount	If a vendor gives you a discount, for early payment, for example, type the dollar amount in the Cash Discount column.

To	Do this
Apply a credit	<ol style="list-style-type: none"> 1 Select the check box in the Pay column for the vendor 2 In the Apply column in that line, click the Credits button. 3 Follow the instructions in the Apply Credits and Payments dialog box. 4 Click the Adjust button.

What if . . .

I only want to apply part of the credit?

If the credit is greater than the amount you want to apply, change the amount in the **Amount to Use** column of the **Apply Credits and Payments** dialog box.

Working with vendor bills

The following table contains additional tasks you can do when you pay vendor bills.

To	Do this
Print checks	<ol style="list-style-type: none"> 1 In the Navigation Pane, click Vendors. 2 Under Start a Task, click Print Checks.
Prepay a vendor bill	<ol style="list-style-type: none"> 1 Write a check for the amount without entering line items. 2 When you receive the bill, enter the bill. 3 When you pay bills, select the check box in the Pay column for the vendor. 4 In the Apply column for the vendor, click the Credits button. 5 In the Apply Credits and Payments dialog box, select the check box next to the vendor payment. 6 Click the Adjust button.

What if . . .

I only want to use part of the credit when I prepay?

If the amount in the **Total credit amount** field is greater than the amount that you want to pay, change the amount in the **Amount to Use** column of the **Apply Credits and Payments** dialog box.

Adjusting vendor payments

If you return items, you can adjust a vendor payment by creating a vendor credit memo. Vendor credit memos follow the same format as vendor bills, and you can find all vendor credit memos on the **Bills and Item Receipts** list.

You can create a vendor credit memo for any vendor. If the vendor does not have Active status, you can type the vendor name in the vendor credit memo.

Tip To create a vendor credit memo that is similar to an existing one, open the vendor credit memo, and then click **Copy and Edit** on the **File** menu.

1 In the **Navigation Pane**, click **Vendors**.

2 Under **Start a Task**, click **New Credit Memo**.

Note You can create a vendor credit memo from a vendor bill. On the toolbar, click the **Create from** button, and then select the vendor bill.

3 (Required) Click the arrow next to the **Vendor name** field, and then select a name from the list or add a new vendor. The contact information from the Vendor record appears on the vendor credit memo.

4 Enter the information in the other fields. To add a line item, click the first column of the first open line, and then select a line item type: **Expense, Item, or Comment**.

Note To delete a line item, click the column to the left of the icon. An arrow appears, and the line is highlighted. Press DELETE.

5 When you are done, do one of the following:

- On the toolbar, click the **Save and Close** button.
- To save the vendor credit memo and create a new vendor credit memo, click the **Save and New** button.

What if . . .

I've already paid for the items?

You can create a vendor credit memo from a bill that has been paid, a cash purchase form, or a credit card charge.

In the **Bills and Item Receipts** list, click the arrow next to the **Current View** field, and then select **All**.

Double-click the bill, the cash purchase form, or the credit card charge.

On the Actions menu, click Create Vendor Credit Memo.

You can do the following additional tasks when you create a vendor credit memo.

To	Do this
Add a reference	In the Reference field, type the reference information, for example, a number from a vendor's invoice.
Link one or more files to the vendor credit memo	<p>1 At the bottom of the vendor credit memo, click the Add links button.</p> <p>2 Navigate to the file location, select the file, and then click Open.</p> <p>Note To unlink, select the file name, and then press DELETE.</p>

Editing a vendor credit memo

If you want to make a change or correct an error, you can edit a vendor credit memo.

- 1 In the **Bills and Item Receipts** list, double-click the vendor credit memo.
- 2 On the toolbar, click the **Edit** button.
- 3 Enter the information on the vendor credit memo.
- 4 When you are done, click the **Save and Close** button on the toolbar.



Voiding a vendor credit memo

When you save a vendor credit memo, it is posted, so it cannot be deleted. You can either edit it or void it and then copy and edit it. The only way to work with a voided vendor credit memo is to copy and edit it.

- 1 In the **Bills and Item Receipts** list, double-click the vendor credit memo.
- 2 On the **Actions** menu, click **Void**.
- 3 To confirm, click the **Yes** button.

Working with vendor credit memos

The following table contains additional tasks you can do with vendor credit memos.

To	Do this
Change a quantity or a price	<ol style="list-style-type: none"> 1 In the Bills and Item Receipts list, double-click the vendor credit memo. 2 In the Qty., Unit Price, or Line Total column, type a new value.
Send a vendor credit memo in an e-mail message to a vendor	In the Bills and Item Receipts list, select the vendor credit memo, and then click the E-mail button  on the toolbar.
Export a vendor credit memo to Word	In the Bills and Item Receipts list, double-click the vendor credit memo, and then click the Export to Word button  on the toolbar.

Returning an item to a vendor

You might need to return an item to a vendor if you find that it is not what you expected or you do not need it.

If you have not paid for the item

If you have not paid for the item, you can create a vendor credit memo to credit the bill with the amount from the return.

- 1 Enter the bill.
- 2 Create a vendor credit memo from the unpaid bill with the item you returned.
- 3 Pay the bill.

If you have paid with cash or a check

If you have paid with cash or a check, you can create a vendor credit memo.

- 1 Enter the bill.
- 2 Create a vendor credit memo from the paid bill with the item you returned.
- 3 Do one of the following:
 - Contact the vendor and request a refund.
 - Apply the credit to another bill from the same vendor.

If you have paid by credit card

If you have paid for the item with a credit card, you can create a credit card credit.

- 1 In the **Navigation Pane**, click **Company**.
- 2 Under **Find**, click **Chart of Accounts**.
- 3 Double-click the credit card account.
- 4 On the **Actions** menu, click **New Transaction**.
- 5 In the **Select Transaction** dialog box, select **Credit**, and then click the **OK** button.
- 6 On the Credit Card Credit form, enter the vendor and the items you returned.

Part 5: Managing Employees

In this part

Overview.....	155
Keyboard shortcuts	156
Chapter 20: Working with Employees	159
Working with the Employees list.....	159
Creating an Employee record.....	160
Editing an Employee record	162
Deleting an Employee record	162
Working with Employee records.....	162
Chapter 21: Tracking Employee Time	165
Working with the Time Entries list.....	165
Filling in a timesheet.....	166
Creating a Time Entry.....	168
Editing a Time Entry.....	169
Deleting a Time Entry.....	170
Working with Time records	170
Chapter 22: Managing Payroll.....	171
Setting up payroll accounts.....	171
Adding payroll payments manually	172
Using ADP payroll processing.....	172
Signing up for ADP Payroll	172
Working with your ADP account online.....	173
Downloading payroll.....	173

Overview

Microsoft Office Small Business Accounting 2006 provides the record-keeping tools you need to manage your employees. Employee records store relevant information about each employee, and Time records track the employees' hours worked. The Time Report shows how your employees are accounting for their recorded hours.

Payroll accounts in the **Chart of Accounts** track payments for payroll expenses, including employees' wages, state and federal taxes, and other related expenses, such as employment insurance.

You can manage payroll activities manually, by posting entries into the **Chart of Accounts** directly, or you can sign up for one of several online payroll management plans available from ADP® that are designed to work with Small Business Accounting.

Keyboard shortcuts

You can use keyboard shortcuts to streamline your work in Small Business Accounting.

To open the Employees home page, click **Employees** in the **Navigation Pane**. The following table lists the keyboard shortcuts available from the Employees home page, in lists, and in records and on forms. Keyboard shortcuts are not available in dialog boxes or wizards.

Note If a shortcut contains more than one key, press and hold a key, and then press the next key.

To	Press
Open the Help table of contents	F1
Get Help for the current page	ALT+F1
Open the Employees home page	CTRL+4
Open the Employees list	CTRL+SHIFT+E
Open the Time Entries list	CTRL+SHIFT+T

In the **Employees** list or **Time Entries** list, you can use the following keyboard shortcuts.

To	Press
Create a new record	CTRL+N
Add or remove the Find toolbar	CTRL+F
Open the selected records	CTRL+O
Delete a record	CTRL+D or DELETE
Add or remove content	F7
Preview the printed list	CTRL+F2
Print the list	CTRL+P

On Employee forms, timesheets, and Time Entry forms, you can use the following keyboard shortcuts.

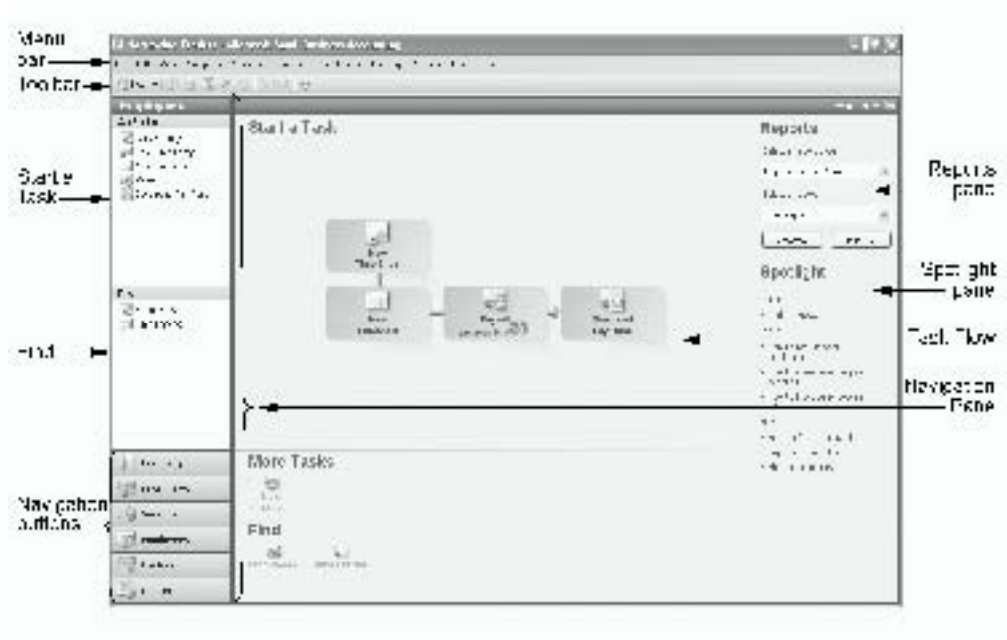
To	Press
Create a new form	CTRL+N
Close the form	ESC or ALT+F4

Chapter 20: Working with Employees

Employees home page:
CTRL+4


Microsoft Office Small Business Accounting 2006 maintains your Employee records and tracks hours worked, applying billable hours to customer invoices. With online payroll processing powered by ADP®, you can automate your payroll. The Employees home page is the starting point for managing your Employee records.

To open the Employees home page, click **Employees** in the **Navigation Pane**.



For a detailed description of the Employees home page, see “Managing employees,” in Chapter 2, “Taking a Tour.”

Help:
F1

If you need further information, help is always available. To open the Help table of contents, press **F1**. To get Help for the current page, press **ALT+F1**. On forms, click the **Help** button  on the toolbar. In dialog boxes and wizards, click the **Help** button.



Working with the Employees list

Employees list:
CTRL+SHIFT+E

The **Employees** list contains your Employee records. To view the **Employees** list:

- 1 In the **Navigation Pane**, click **Employees**.
- 2 Under **Find**, click **Employees**.

The following table contains basic tasks you can do with the **Employees** list.

To	Do this
View Employee records by status	Click the arrow next to the Current View field, and then select Active , Inactive , or All .
Add or remove employee numbers	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences, and then click the Employees tab. 2 Select or clear the Use employee ID check box.
Sort the list	Click a column title to switch between ascending and descending order. An arrow indicates the sort order.
Add, remove, or reorganize content	On the View menu, click Add/Remove Content .
Resize column width	Click the column divider next to the column heading and drag it to a new width.
Change the column order	Select a column title and drag it to a new position.
Find an Employee record	<ol style="list-style-type: none"> 1 On the toolbar, click the Find button. 2 Enter a keyword to look for and a column title to search under, and then click the Find button.
Open selected records	<ol style="list-style-type: none"> 1 Select one or more (up to 10) records in the list. 2 On the File menu, click Open Selected Items.
Print the Employees list	On the toolbar, click the Print button  .
Export the Employees list to a Microsoft Office Excel spreadsheet	On the toolbar, click the Export to Excel button  .

Add or remove content:
F7

Find:
CTRL+F

Open:
CTRL+O

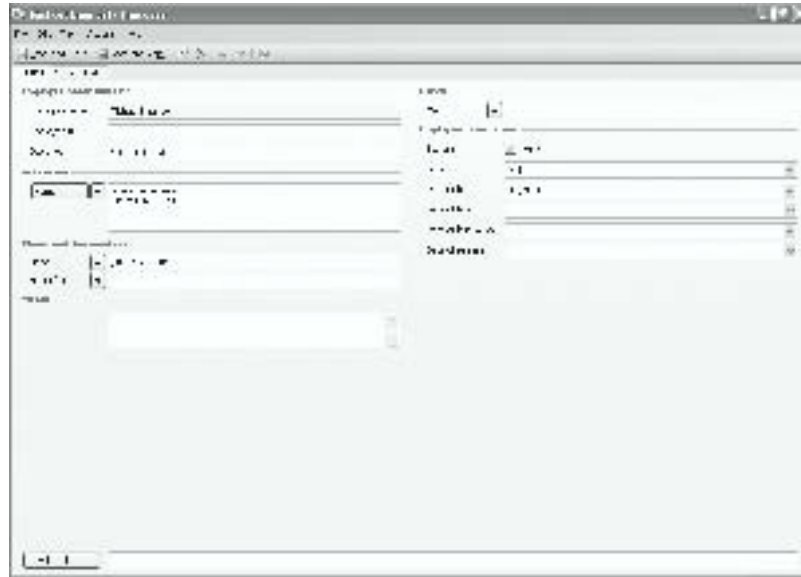
Print:
CTRL+P

Creating an Employee record

Any user with access other than Read-only or Salesperson can create an Employee record for any employee.

New employee:
CTRL+N

- 1 In the **Navigation Pane**, click **Employees**.
- 2 Under **Start a Task**, click **New Employee**.



- 3 (Required) Type the employee's name in the **Employee name** field.
- 4 You can add or remove custom fields that appear on all new Employee forms and saved Employee records. Click the **Custom Fields** tab, and then click the **Customize** button at the bottom of the page. All users can see custom fields.
Caution When you remove a custom field, the field and any information saved in it is removed from all saved Employee records.
- 5 When you are done, do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the Employee record and create another Employee record, click the **Save and New** button.

You can do the following additional tasks when you create an Employee record.

To	Do this
Change the employee ID	Type a number or a text identifier in the Employee ID field. Note If you selected Use employee ID in Company Preferences, Small Business Accounting adds a sequential number to each Employee record you create. You cannot enter a duplicate employee ID.
Change the employee's status to Inactive	Clear the Active check box. Note The Employee record status is Active by default.

To	Do this
Link one or more files to the Employee form	<ol style="list-style-type: none"> 1 At the bottom of the Employee form, click the Add links button. 2 Navigate to the file location, select the file, and then click the Open button. <p>Note Because the file is linked, rather than attached, you always see the current version.</p>


Editing an Employee record

If you want to add or change the information in an Employee record, you can edit it.

- 1 In the **Employees** list, double-click the employee record.
- 2 Enter the information on the Employee form.
- 3 When you are done, click the **Save and Close** button on the toolbar.

Deleting an Employee record

If an Employee record does not have transactions, such as invoices or Time Entries, associated with it, you can delete it. If the record has associated transactions, you can change its status to Inactive.




- 1 In the **Employees** list, double-click the employee record.
- 2 On the toolbar, click the **Delete** button .
- 3 To confirm, click the **Yes** button.

Working with Employee records

After you have added your employees' information into records, you can work with the records themselves or use the information in the records to communicate with your employees.

The following table contains additional tasks you can do with Employee records.

To	Do this
Change the status of one or more employees	<p>In the Employees list, select one or more Employee records, and then click Make Active or Make Inactive on the Edit menu.</p> <p>Note A record with Inactive status does not appear in lists in dialog boxes, forms, and wizards, but you can still find it in the Employees list Inactive or All view.</p>

To	Do this
Navigate through records	<ol style="list-style-type: none"> 1 In the Employees list, double-click an Employee record. 2 Click the Previous Item button  or the Next Item button  on the toolbar.
Create a new timesheet for the employee	<ol style="list-style-type: none"> 1 In the Employees list, double-click the Employee record. 2 On the Actions menu, click Open Weekly Timesheet.
Unlink a file from the Employee record	<ol style="list-style-type: none"> 1 In the Employees list, double-click the Employee record. 2 At the bottom of the Employee form, next to the Add links button, click the file name. 3 Press DELETE.
Send an e-mail message to an employee	In the Employees list, select an Employee record, and then click the E-mail button  on the toolbar.
Send a form letter to employees	On the Employees menu, click Write Letters .
Buy preprinted checks or custom forms	<p>Before you begin, make sure you have an active Internet connection.</p> <p>On the Employees menu, point to Employee Services, and then click Buy Checks and Forms.</p>

What if ...

I need to reimburse an employee for expenses?

When an employee uses his or her own money to purchase work items, you can write a check to reimburse the expenses. You can keep track of these expenses and (optionally) bill them to a customer or assign them to a job. See “Writing a check,” in Chapter 24, “Recording Banking Activity.”

It is a good practice to require employees to submit a proof of purchase, such as a receipt, before reimbursing expenses.

Chapter 21: Tracking Employee Time

Microsoft Office Small Business Accounting 2006 measures the amount of time required for work performed by your employees, tracks the cost of time to charge to a customer, and ensures that your employees are paid for their hours worked. You can create Time records to track time worked by your employees on a daily (Time Entry) or weekly (timesheet) basis.

The Time Report shows how your employees are accounting for their recorded hours. For more information, see Chapter 27, “Keeping Track of Company Data.”

Note More reports are available if you sign up for ADP PayrollSM. For more information, see “Signing up for ADP Payroll,” in Chapter 22, “Managing Payroll.”



Working with the Time Entries list

The **Time Entries** list contains your Time records. To view the **Time Entries** list:

- 1 In the **Navigation Pane**, click **Employees**.
- 2 Under **Find**, click **Time Entries**.

The following table contains basic tasks you can do with the **Time Entries** list.

Time Entries
List:
CTRL+
SHIFT+T

To	Do this
View Time records by status	Click the arrow next to the Current View field, and then select Not Invoiced or All .
Sort the list	Click a column title to switch between ascending and descending order. An arrow indicates the sort order.
Add, remove, or reorganize content	On the View menu, click Add/Remove Content .
Resize column width	Click the column divider next to the column heading and drag it to a new width.
Change the column order	Select a column title and drag it to a new position.
Find a Time record	<ol style="list-style-type: none"> 1 On the toolbar, click the Find button. 2 Enter a keyword to look for and a column title to search under, and then click the Find button.
Open selected records	<ol style="list-style-type: none"> 1 Select one or more (up to 10) records in the list. 2 On the File menu, click Open Selected Items.
Print the Time Entries list	On the toolbar, click the Print button  .
Export the Time Entries list to an Excel spreadsheet	On the toolbar, click the Export to Excel button  .

Add or
remove
content:
F7

Find:
CTRL+F

Open:
CTRL+O

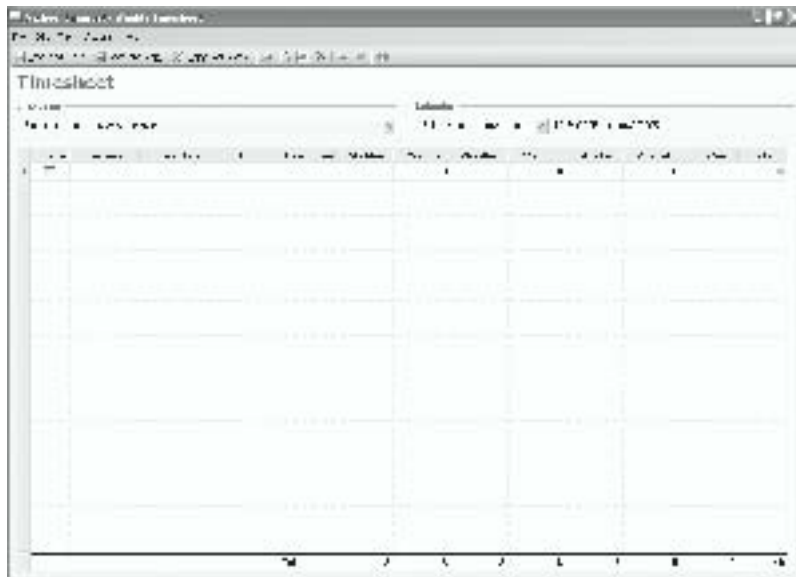
Print:
CTRL+P

Filling in a timesheet

You can use a timesheet to quickly enter multiple Time Entries for one employee. Any user with access other than Read-only can enter a timesheet for any employee.

The timesheet shows the days of the workweek, starting with the day specified in Company Preferences.

- 1 In the **Navigation Pane**, click **Employees**.
- 2 Under **Start a Task**, click **New Timesheet**.



The screenshot shows a software window titled "Timesheet". At the top, there are fields for "Employee name" and "Select week". Below these fields is a large grid with multiple rows and columns. The columns represent days of the week, and the rows represent individual employees. The grid is currently empty, ready for data entry. There are also some buttons and a toolbar visible at the bottom of the form.


- 3 (Required) Click the arrow next to the **Employee name** field, and then select a name from the list or add a new employee.
- 4 Click the arrow next to the **Select week** field, and then select a day in the week when the hours were worked.
- 5 Do one of the following:
 - To enter the hours worked, click the field corresponding to the day of the week, and then type the number of hours spent working on that day.
 - To reuse a timesheet for the same employee covering the previous week, click the **Copy Last Week** button on the toolbar. Double-check the copied information before you continue.

Caution Your entries on the timesheet are saved automatically when you fill in a time field and move to the next time field on the form.

Tip If you want to delete a row, right-click the arrow next to the row, and then select **Delete**. You cannot delete the last remaining row in a timesheet.

- 6 When you are done, do one of the following:
- On the toolbar, click the **Save and Close** button.
 - To save the timesheet and create a new timesheet, click the **Save and New** button.

You can do the following additional tasks when you create a timesheet.

To	Do this
Print a blank timesheet	On the Actions menu, click Print Blank Timesheet .
Change the start day	<ol style="list-style-type: none"> 1 Click Preferences on the Company menu, and then click the Employees tab. 2 Click the arrow next to the First day of the week in timesheet field, and then select a day from the list.
Mark time billable to a customer	<ol style="list-style-type: none"> 1 Select the Billable check box. 2 Click an entry in the Customer column, click the arrow, and then select a customer from the list or add a new customer. 3 Click an entry in the Billing Item column, click the arrow, and then select the item that best describes the work that was done or add a new item.
Mark time billable to another customer on the same timesheet	<ol style="list-style-type: none"> 1 Select the Billable check box. 2 Click the next line in the form. 3 Click an entry in the Customer column, click the arrow, and then select a customer or add a new customer.
Mark hours worked billable to a job	<p>To bill the hours worked to a job, click an entry in the Job column, click the arrow, and then select a job or add a new job.</p> <p>Note If you selected Use job in Company Preferences, the Job field appears on the timesheet.</p>
Specify pay type	<p>Select a Pay type option.</p> <p>Note If you sign up for payroll processing by ADP®, the Pay type field is available in timesheets after you download payroll for the first time. For more information, see “Using ADP PayrollSM,” in Chapter 22, “Managing Payroll Processing.”</p>
Export the timesheet to an Excel spreadsheet	Click the Export to Excel  button on the toolbar.

Creating a Time Entry

New Time
Entry:
CTRL+N

You can use a Time Entry to record the hours worked by one employee for one activity, up to 24 hours. Any user with access other than Read-only can create a Time Entry for any employee.

- 1 In the **Navigation Pane**, click **Employees**.
- 2 Under **Start a Task**, click **New Time Entry**.

The screenshot shows a window titled 'Time Entry (Not Invoiced)'. The form contains the following fields and controls:

- Employee Name:** A dropdown menu with an arrow next to it.
- Duration (hours):** A text input field.
- Start Date:** A date field with a calendar icon next to it.
- Notes:** A large text area for entering details.
- Buttons:** 'Save and Close' and 'Save and New' buttons are visible in the top right corner.

- 3 To record when the Time Entry was created, today's date appears in the top right of the Time Entry form.
- 4 (Required) Click the arrow next to the **Employee name** field, and then select a name from the list or add a new employee.
- 5 (Required) In the **Duration (hours)** field, type the number of hours worked.
Note You cannot enter more than 24 hours for one employee in one day.
- 6 Today's date appears in the **Start Date** field. If you are entering hours worked on another day, click the arrow next to the field, and then select a day in the calendar.
- 7 When you are done, do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the Time Entry and create a new Time Entry for the same employee, click the **Save and New** button.

You can do the following additional tasks when you create a Time Entry.

To	Do this
Change the Time Entry number	Edit the No. field. Note Small Business Accounting adds a sequential number to each Time Entry you create.
Mark time billable to a customer	<ol style="list-style-type: none"> 1 Click the arrow next to the Customer name field, and then select a customer from the list or add a new customer. 2 Click the arrow next to the Billing Item field, and then select the item that best describes the work done or add a new item. 3 Select the Billable check box.
Mark hours worked billable to a job	Click the Job name field, click the arrow, and then select a job from the list or add a new job. Note The Job name field appears on the Time Entry form if you selected Use job in Company Preferences.
Specify pay type	Select an option in the Pay type field. Note If you use ADP Payroll SM , the Pay type field is available on the Time Entry form after you first download payroll.
Create an invoice	If you specify a customer name and a billing item, you can create an invoice to bill the customer. Click the Create Invoice button on the toolbar, and then click the OK button. An invoice opens. For more information, see Chapter 12, “Submitting an Invoice.”
Link one or more files to the Time Entry	<ol style="list-style-type: none"> 1 At the bottom of the Time Entry form, click the Add links button. 2 Navigate to the file location, select the file, and then click the Open button. Note Because the file is linked, rather than attached, you always see the current version.


Editing a Time Entry

If you want to add or make changes to a Time Entry or a timesheet, you can edit it.

- 1 In the **Time Entries** list, double-click the Time Entry.
- 2 Enter the information on the Time Entry form.
- 3 When you are done, click the **Save and Close** button on the toolbar.

Deleting a Time Entry



If a Time Entry has not been invoiced, you can delete it.

- 1 In the **Time Entries** list, double-click the Time Entry.
- 2 On the toolbar, click the **Delete** button .
- 3 To confirm, click the **Yes** button.

Working with Time records

After you have added your employees' time information into records, you can work with the records themselves or use the information in the records to track time spent on work for a customer and to track employee hours for payroll. For more information, see Chapter 22, "Managing Payroll."

The following table lists additional tasks you can do with Time records.

To	Do this
Navigate through records	<ol style="list-style-type: none"> 1 In the Time Entries list, double-click a Time record. 2 Click the Previous Item button  or the Next Item button  on the toolbar.
Unlink a file from the Time record	<ol style="list-style-type: none"> 1 In the Time Entries list, double-click the Time record. 2 At the bottom of the Time Entry form, next to the Add links button, select the file name, and then press DELETE.
Invoice time to a customer	<ol style="list-style-type: none"> 1 In the Time Entries list, click the arrow next to the Current View field, and then select Not Invoiced. 2 Select one or more Time records for one customer. 3 You can create an invoice for only one customer at a time. 4 On the Actions menu, click Convert Time Entry to Invoice.
Create a Time Entry from Microsoft Office Outlook with Business Contact Manager Update	See Help in Business Contact Manager for Outlook.

Chapter 22: Managing Payroll

If your company has employees, you have payroll responsibilities. Payroll costs include not only the employee's wages but also state and federal taxes, FICA, unemployment insurance, and any deductions for health plans, insurance, and other employer-sponsored benefit plans.

You can manage payroll through ADP Payroll SM — the only online payroll service designed to work directly with Microsoft Office Small Business Accounting 2006. If you use another payroll service or manage payroll within your company, you can add payroll payments to your payroll accounts manually.

Setting up payroll accounts

Your payroll accounts are listed in the **Chart of Accounts**. Payroll accounts include some or all of the following accounts.

Account	Account type	When to use
Wages	Expense	If you write paychecks. Note To get more detailed accounting, add Expense sub-accounts for specific wage types, for example, Overtime or Bonuses.
Federal Tax	Current Liability	To record your federal tax liability.
State Tax	Current Liability	If your payroll is subject to state taxes.
Local Tax	Current Liability	If your payroll is subject to local taxes.
Unemployment	Current Liability	If your payroll is subject to an unemployment fee.

If you set up your company by using standard accounts, your payroll accounts are set up automatically. You can rename accounts or delete accounts that you will not use.

To check your payroll accounts:

- 1 Click **Company** in the **Navigation Pane**.
- 2 Under **Find**, click **Chart of Accounts**.
- 3 You can use the entry in the **Type** column to locate your payroll accounts.

If you did not set up your company accounts in the Small Business Accounting Startup Wizard, you can add your payroll accounts manually. For more information, see Chapter 5, "Setting Up and Managing Accounts."

Adding payroll payments manually

Small Business Accounting works directly with ADP Payroll online. If you do not sign up for ADP Payroll, however, you can use another payroll service or manage payroll within your company, and then add your payroll payments to your payroll accounts manually.

First, check the **Chart of Accounts** to make sure your payroll accounts are set up, and then record the payroll payment.

- If you write payroll checks, record payroll payments in the Check form and assign the payment to a payroll account.
- If you employ a payroll service other than ADP® to write payroll checks, record the payroll payments in a journal entry and assign the payment to a payroll account.

Using ADP Payroll SM

You can save time and avoid errors and penalties by signing up for ADP Payroll SM. You can select from a variety of simple and affordable plans for online payroll management from the ADP® Web site.


If you clicked the **Yes** button to use ADP Payroll in the Small Business Accounting Startup Wizard when you set up your company, you will see a reminder to set up payroll services on your Company home page.

Signing up for ADP Payroll

First, check the **Chart of Accounts** to make sure your payroll accounts are set up, and then make sure you have an active Internet connection.

- 1 On the **Employees** menu, point to **Online Payroll**, and then click **Sign Up for Payroll Service**.

The ADP Web site provides detailed instructions for signing up for an online payroll management plan.

- 2 When you are done, click the **Close** button  to return to Small Business Accounting.

What if . . .**I need to track the payroll transactions that I enter online?**

To create a log file containing a record of your payroll account activities online, select **Log online activities** on the **General** tab in Company Preferences. The log file is stored by default in the My Documents\Small Business Accounting\Logs folder of the administrator who set up your company in Small Business Accounting.


The online log file may contain sensitive information from your online payroll accounts, so it is a good practice to check the log file carefully before making it available to other users.

Working with your ADP® account online

When you sign up for ADP Payroll, your Time records provide the basis for your payroll expenses. You can enter Time records directly into Small Business Accounting and upload them to your online payroll account, or you can enter payroll information into your online payroll account and download your payroll records to Small Business Accounting.

Caution If you add employee and time information into Small Business Accounting and into ADP, the ADP records may be overwritten by information in the Small Business Accounting records.

Before you begin, have your ADP PayrollSM account information (user ID and password) ready and make sure you have an active Internet connection.

- 1 On the **Employees** menu, point to **Online Payroll**, and then click **Manage Payroll**.
- 2 To work with your ADP payroll account, follow the instructions on the ADP Web site.
- 3 When you are done, click the **Close** button  to return to Small Business Accounting.

Downloading payroll

To keep your payroll accounts up to date, download your payroll records from your ADP Payroll account to journal entries in the **Chart of Accounts** on a regular basis. The journal entries include the total payment and may be grouped by employee or company.

Note The journal entries contain pay type information that you can view in the Transaction Detail by Account report. After you download payroll for the first time, the **Pay type** field is available in the Time Entry form and in timesheets.

Before you begin, have your ADP Payroll account information (user ID and password) ready and make sure you have an active Internet connection.

- 1 In the **Navigation Pane**, click **Employees**.
- 2 Under **Start a Task**, click **Download Pay Runs**.
- 3 Follow the instructions on the **Download Pay Runs** page.
- 4 To save your payroll records in a journal entry, click the **Save and Close** button.

Part 6: Keeping Bank Records

In this part

Overview.....	176
Keyboard shortcuts.....	176
Chapter 23: Managing Bank Accounts	179
Working with the Chart of Accounts.....	179
Adding a bank account.....	180
Adding a credit card account.....	182
Editing an account.....	184
Deleting an account.....	184
Inactivating an account.....	184
Working with accounts.....	185
Chapter 24: Recording Banking Activity.....	187
Viewing an account register.....	187
Adding a transaction.....	188
Editing a transaction.....	188
Voiding a transaction.....	189
Writing a check.....	189
Printing a batch of checks.....	192
Making a deposit.....	193
Transferring funds.....	194
Paying bills.....	195
Reconciling an account.....	196
Working with transactions.....	198
Chapter 25: Using Online Banking.....	199
Setting up online banking.....	199
Transferring funds online.....	200
Paying bills online.....	201
Downloading transactions.....	202
Matching downloaded transactions.....	203

Overview

Microsoft Office Small Business Accounting 2006 helps you track your company's income and expenses when you record all your banking transactions, for example, deposits, withdrawals, credit card charges, and transfers. When you add funds to an account, you debit the bank or credit card account and credit an Expense account set up in the **Chart of Accounts**; likewise, when you withdraw funds from an account, you credit the account and debit an Income or an Asset account. This way, you can keep your accounts balanced.

If you use online banking, you can set up your bank and credit card accounts in the **Chart of Accounts** and work directly with the corresponding online accounts by means of an Internet connection to your bank or other financial institution. You can pay bills, transfer funds, and download your transactions directly from your online account to the account register in the **Chart of Accounts**.

Be sure to reconcile all of your bank and credit card accounts on a regular basis.

Keyboard shortcuts

You can use keyboard shortcuts to streamline your work in Small Business Accounting.

To open the Banking home page, click **Banking** in the **Navigation Pane**. The following table lists the keyboard shortcuts available from the Banking home page, in lists, and in records and on forms. Keyboard shortcuts are not available in dialog boxes or wizards.

Note If a shortcut contains more than one key, press and hold a key, and then press the next key.

To	Press
Open the Help table of contents	F1
Get Help for the current page	ALT+F1
Open the Banking home page	CTRL+5
Open the Chart of Accounts	CTRL+SHIFT+A

From the **Chart of Accounts**, you can use the following keyboard shortcuts.

To	Press
Open an account register	CTRL+R
Create a new account	CTRL+N
Add or remove the Find toolbar	CTRL+F
Open the selected accounts	CTRL+O
Delete an account	CTRL+D or DELETE
Add or remove content	F7
Preview the printed list	CTRL+F2
Print the list	CTRL+P

On Banking forms, you can use the following keyboard shortcuts.

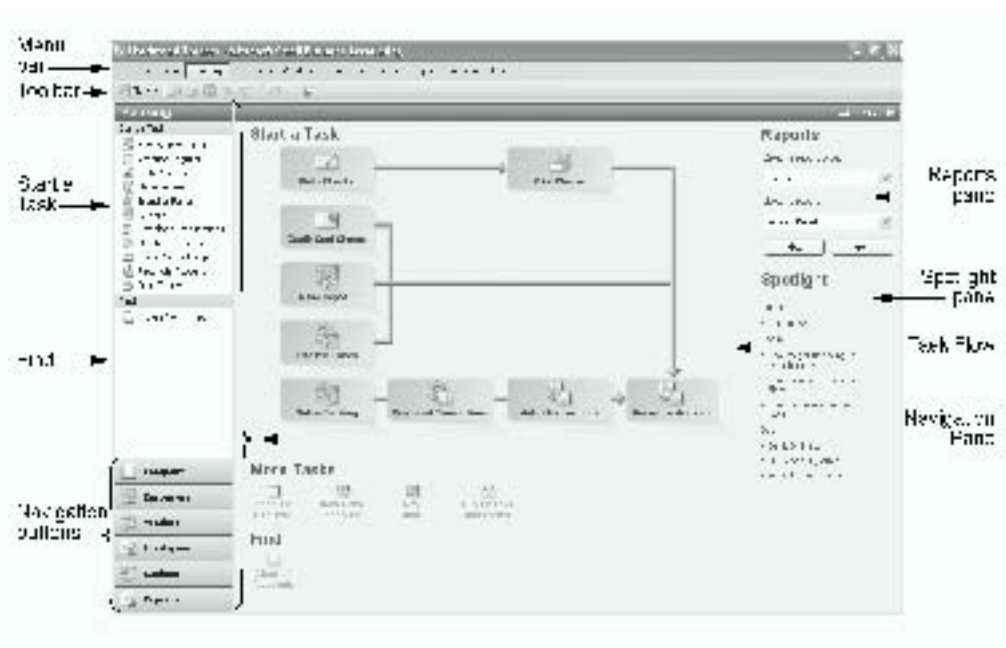
To	Press
Create a new form	CTRL+N
Close the form	ESC or ALT+F4

Chapter 23: Managing Bank Accounts

Banking home page:
CTRL+5


Microsoft Office Small Business Accounting 2006 tracks your banking activities so you can keep tighter control over the flow of funds into and out of your company. The Banking home page is the starting point for managing your company's banking activities.

To open the Banking home page, click **Banking** in the **Navigation Pane**.



For a detailed description of the Banking home page, see “Managing bank accounts,” in Chapter 2, “Taking a Tour.”

Help:
F1

If you need further information, help is always available. To open the Help table of contents, press **F1**. To get Help for the current page, press **ALT+F1**. On forms, click the **Help** button  on the toolbar. In dialog boxes and wizards, click the **Help** button.

Working with the Chart of Accounts

Chart of Accounts:
CTRL+SHIFT+A

The **Chart of Accounts** lists all of your company's accounts. To view the **Chart of Accounts**:



- 1 In the **Navigation Pane**, click **Banking**.

2 Under **Find**, click **Chart of Accounts**.

Balance sheet accounts appear at the top of the list, followed by Income and Expense accounts. Accounts are then grouped by type. If you selected **Use account numbers** in Company Preferences, the account number determines the account's position within its grouping in the list. You cannot sort the **Chart of Accounts**.

Tip You can use the entry in the Type column to help locate accounts.

The following table contains basic tasks you can do with the **Chart of Accounts**.

To	Do this
View accounts by status	Click the arrow next to the Current View field, and then select Active , Inactive , or All .
Add or remove account numbers	<ol style="list-style-type: none"> 1 On the Company menu, click Preferences. 2 Select or clear the Use account numbers check box.
Add, remove, or reorganize content	On the View menu, click Add/Remove Content .
Resize column width	Click the column divider next to the column heading and drag it to a new width.
Change the column order	Select a column title and drag it to a new position.
Find an account	<ol style="list-style-type: none"> 1 On the toolbar, click the Find button. 2 Enter a keyword to look for and a column title to search under, and then click the Find button.
Open selected accounts	<ol style="list-style-type: none"> 1 In the Chart of Accounts, select one or more (up to 10) records in the list. 2 On the File menu, click Open Selected Items.
Print the Chart of Accounts	On the toolbar, click the Print button  .
Export the Chart of Accounts to a Microsoft Office Excel spreadsheet	On the toolbar, click the Export to Excel button  .

Add or
remove
content:
F7

Find:
CTRL+F

Open:
CTRL+O

Print:
CTRL+P

For a detailed description of the Chart of Accounts, see “Setting up the Chart of Accounts,” in Chapter 5, “Setting Up and Managing Accounts.”

Adding a bank account

- 1 In the **Navigation Pane**, click **Banking**.
- 2 Under **Start a Task**, click **New Bank Account**.

Note The **Account type** field appears dimmed. You cannot change the account type after you select it.

- 3 (Required) The **Account no.** field appears on the account form if you selected **Use account numbers** in Company Preferences. Type an account number or retain the default number.

Note The account number determines the account's position within its grouping in the **Chart of Accounts**. It is not necessarily the same as the bank account number.

- 4 (Required) Type an account name in the **Account name** field.
- 5 Click the arrow next to the **Bank name** field, and then select a bank from the list or add a new bank.
- 6 (Required) Click the arrow next to the **Bank account type** field, and then select **Checking**, **Saving**, or **Money Market**.
- 7 Type the bank account number in the **Bank account no.** field.
- 8 If you are carrying over balances from another accounting system, type an account balance in the **Balance** field.

The opening balance represents the balance in the account as of your company's start date. If you add an account after the start date, the opening balance is zero, and your beginning balance is added to the account as a journal entry.

- 9 Click the arrow next to the **Cash Flow category** field, and then select **Operating**, **Investing**, or **Financing**. Your selection determines how the account appears in your company's Cash Flow Statement.

10 Do one of the following:

- On the toolbar, click the **Save and Close** button.
- To save the account and create another account, click the **Save and New** button.

You can do the following additional tasks when you create an account.

To	Do this
Change the account's status to Inactive	Clear the Active check box. Note The account status is Active by default.
Add a comment to the account record	Type additional information in the Comments field. You can read comments only when you open the account.
Set up an online account	On the Actions menu, click Setup online banking . For more information, see Chapter 25, "Using Online Banking."

What if . . .

I have accounts with two separate branches of the same bank. How do I track them?

In the **Chart of Accounts**, accounts are grouped by type and then by number or name. Add each bank account individually, and then assign a name or number to place them next to each other in the **Chart of Accounts**.

Adding a credit card account

- 1 In the **Navigation Pane**, click **Company**.
- 2 Under **Start a Task**, click **New Account**.
- 3 Under **Balance Sheet Accounts**, select **Credit Card**, and then click the **OK** button.

Note The **Account type** field appears dimmed. You cannot change the account type after you select it.

- 4 (Required) The **Account no.** field appears on the account form if you selected **Use account numbers** in Company Preferences. Type an account number or retain the default number.

Note The account number determines the account's position within its grouping in the **Chart of Accounts**.

- 5 (Required) Type an account name in the **Account name** field.
- 6 Click the arrow next to the **Bank name** field, and then select a bank from the list or add a new bank.
- 7 You can type the credit limit that is allowed by the bank issuing the card.
- 8 In the **Credit card (4-digits)** field, type the last four digits of the account number that is associated with this account.

Caution This field is not encrypted, so this information is not secure.

- 9 If you are carrying over balances from another accounting system, type an account balance in the **Balance** field.

The opening balance represents the balance in the account as of your company's start date. If you add an account after the start date, the opening balance is zero, and your beginning balance is added to the account as a journal entry.

- 10 Click the arrow next to the **Cash Flow category** field, and then select **Operating**, **Investing**, or **Financing**. Your selection determines how the account appears in your company's Cash Flow Statement.

11 Do one of the following:

- On the toolbar, click the **Save and Close** button.
- To save the account and create another account, click the **Save and New** button.

You can do the following additional tasks when you create a credit card account.

To	Do this
Change the account's status to Inactive	Clear the Active check box. Note The account status is Active by default..
Add a comment to the account	Type additional information in the Comments field. You can read comments only when you open the account.
Set up an online account	On the Actions menu, click Setup online banking . For more information, see Chapter 25 "Using Online Banking."


Editing an account

If you want to change the information you have entered into a bank account, you can edit it.

- 1** In the **Chart of Accounts**, select the account name.
- 2** On the **Actions** menu, click **Edit Account**.
- 3** Enter the information on the Account form.
- 4** When you are done, click the **Save and Close** button on the toolbar.

Deleting an account

If a bank account does not have an opening balance or transactions associated with it, you can delete it.

- 1** In the **Chart of Accounts**, select the account.
- 2** On the toolbar, click the **Delete** button .
- 3** To confirm, click the **Yes** button.

Inactivating an account

You cannot delete an account that has transactions or documents associated with it, but you can change its status to Inactive.

Note An account with Inactive status does not appear in lists in dialog boxes, forms, and wizards. When you change an account status to Inactive, you will no longer be



able to select it from those lists, though you can still post entries to its account register, which you can find it in the **Chart of Accounts** Inactive or All view.

- 1 In the **Chart of Accounts**, select one or more active accounts.
- 2 On the **Edit** menu, click **Make Inactive**.

Working with accounts

After you have added your bank accounts, you can add transactions to the accounts or use the information in the accounts to generate reports to better manage your company. For more information, see Chapter 24, “Recording Banking Activity,” and Chapter 27, “Keeping Track of Company Data.”

The following table contains additional tasks you can do with bank accounts.

To	Do this
Navigate through accounts	<ol style="list-style-type: none"> 1 In the Chart of Accounts, double-click an account. 2 Click the Previous Item  button or the Next Item  button on the toolbar.
Change the status of one or more accounts	In the Chart of Accounts , select one or more accounts, and then click Make Active or Make Inactive on the Edit menu.
View a summary of bank accounts	<p>In the Navigation Pane, click Company. The Company home page contains a snapshot of your company’s financial condition:</p> <ul style="list-style-type: none"> • The Bank Account Summary pane lists your current accounts. • The Account Balances pane lists current balances for the accounts you select.
Buy preprinted checks or custom forms	<p>Before you begin, make sure you have an active Internet connection.</p> <ol style="list-style-type: none"> 1 In the Navigation Pane, click Banking. 2 Under Start a Task, click Buy Checks and Forms.
Accept credit cards	<p>Before you begin, make sure you have an active Internet connection.</p> <ol style="list-style-type: none"> 1 On the Banking menu, point to Banking Services, and then click Accept Credit Cards. 2 Follow the instructions on the Web page to sign up for the online credit card processing service.

Chapter 24: Recording Banking Activity

Microsoft Office Small Business Accounting 2006 tracks your banking transactions in a bank or credit card account register. Be sure to enter transactions regularly and to reconcile each account soon after you receive your account statement.

The Bank Transactions report lists all transactions for all your bank accounts over a selected period of time. You can also view specialized reports for deposit details, check details, missing checks, and reconciliation details. For more information, see Chapter 27, “Keeping Track of Company Data.”

Viewing an account register

Every bank or credit card account has its own account register of transactions. Every transaction is entered into the account register. After you add a transaction, you cannot delete it. If an entry is not valid, you can edit it or mark it void.

Tip Keep your account current by entering transactions regularly and by reconciling the account soon after you receive your bank account statement.

- 1 In the **Navigation Pane**, click **Banking**.
- 2 Under **Start a Task**, click **Account Register**.
- 3 To view transactions for an account, click the arrow next the **Bank account** field, and then select the bank or credit card account.
- 4 To close the account register, click the **Close** button on the toolbar.

Account register:
CTRL+R

The following table contains basic tasks you can do with an account register.

To	Do this
Sort the list	Click a column title to switch between ascending and descending order. An arrow indicates the sort order. Note If you sort the account register by any column other than the Date column, the Balance column changes. The ending balance, however, remains the same.
Resize column width	Click the column divider next to the column heading and drag it to a new width.
Change the column order	Select a column title and drag it to a new position.
View account details	On the Actions menu, click Open Account Details .
Set up an online account	On the Actions menu, click Setup online banking . For more information, see Chapter 25, “Using Online Banking.”

To	Do this
Add a new transaction	Click the New transaction link at the bottom of the list.
View transaction details	Double-click an entry in the account register to view the details of the transaction.
Change the status of a transaction	<ol style="list-style-type: none"> 1 Select an entry in the account register. 2 On the Actions menu, point to Mark as, and then click Unmatched, Unreconciled, or Reconciled. <p>Note After you reconcile a transaction, a reconciled stamp appears next to the transaction in its account register.</p>

Adding a transaction

- 1 In the **Navigation Pane**, click **Banking**.
- 2 Under **Start a Task**, click **Account Register**.
- 3 Click the arrow next to the **Bank account** field, and then select a bank or credit card account.
- 4 Click the New transaction link at the bottom of the account register.
- 5 In the **Select Transaction** dialog box, select a transaction.
- 6 Click the **OK** button.
- 7 Enter the information in the form or dialog box for the transaction.
- 8 When you are done, do one of the following:
 - On a form, click the **Save and Close** button in the toolbar.
 - In a dialog box, click the **OK** button.
- 9 To add another transaction, click the New transaction link at the bottom of the register.
- 10 To exit, click the **Close** button on the toolbar.

Editing a transaction

- 1 In the bank or checking account register, double-click the transaction you want to edit.
 - 2 On the toolbar, click the **Edit** button.
- Note** You cannot edit a bill payment you make to a vendor or a deposit for a customer payment. If you want to change a bill payment or customer payment deposit, you must void it and add a new transaction.

- 3 Enter the information on the transaction form.
- 4 When you are done, click the **Save and Close** button on the toolbar.

Voiding a transaction

You cannot delete a bank or credit card transaction, but you can void it. When you void a transaction, it is marked Void and it remains in the account register with the status of Void.

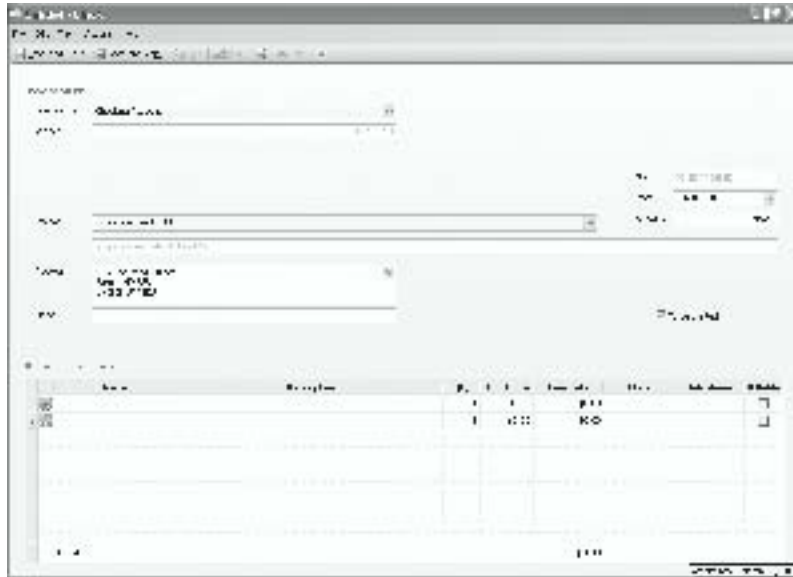
- 1 In the bank or checking account register, double-click the transaction you want to void.
- 2 On the toolbar, click the **Void** button.
- 3 To confirm, click the **Yes** button.
- 4 To close the transaction record, click **Close** on the **File** menu.
- 5 To exit the account register, click the **Close** button on the toolbar.

Writing a check

You can write a check and mark it to be printed.

The Check Detail report lists all checks and amounts issued from your bank accounts over a selected period of time. The Missing Checks report shows all numbered transactions missing from the check sequence for the current month, arranged by bank account. For more information, see Chapter 27, “Keeping Track of Company Data.”

- 1 In the **Navigation Pane**, click **Banking**.
- 2 Under **Start a Task**, click **Write Checks**.



- 3 (Required) Click the arrow next to the **Bank Account** field, and then select an account from the list or add a new bank account.
- 4 The **Balance** field contains the current balance in the account.
- 5 In the **No.** field, type a check number to match your checkbook. If you leave it blank, Small Business Accounting will fill in the next check number.
- 6 Today's date appears in the **Date** field. To change the date, click the arrow next to the **Date** field, and then select a date from the calendar.
- 7 (Required) Click the arrow next to the **Pay to** field, and select a payee or add a new payee.
Note If you are writing a check to a party who has multiple relationships with your company (for example, as a customer and as a vendor), make sure you select the payee name from the correct list.
- 8 (Required) In the **Amount** field, type the amount of the check in dollars and cents, for example, \$123.45.
- 9 If you have preprinted checks, or if you want to print the check to a blank sheet of paper, select the **To be printed** check box.
- 10 Under **Items and expenses**, add a line item, specifying a line total or an amount to pay, depending on the payee type.
Tip If you want to delete a row, right-click the arrow next to the row, and then select **Delete**. You cannot delete the last remaining row in a Check form.
- 11 When the payment in the **Amount** field matches the **Total** field, do one of the following:
 - On the toolbar, click the **Save and Close** button.

- To save the check and write another check for the same bank account, click the **Save and New** button.

You can do the following additional tasks when you write a check.

To	Do this
Write a check payable to cash	<p>Create a vendor named Cash, and then select the Cash vendor in the Pay to field on the Check form.</p> <p>For more information, see “Creating a vendor record,” in Chapter 15, “Working with Vendors.”</p>
Pay a vendor’s bill	<ol style="list-style-type: none"> 1 In the Pay to field, select the vendor name. 2 Under Items and expenses, click the first column of the first open line, and then select Item. Select the item name, enter the quantity, and then adjust the unit price, as necessary. 3 If you selected Use Class in Company Preferences, you can assign the payment to a class. Click an entry in the Class column, click the arrow, and then select a class or add a new class. 4 If you selected Use job in Company Preferences, you can assign the payment to a job. Click an entry in the Job name field, click the arrow, and then select a job or add a new job. 5 If the item is billable to a customer, select the Billable check box.
Pay sales taxes	<ol style="list-style-type: none"> 1 In the Pay to field, select the sales tax agency. 2 Under Items and expenses, click the an entry in the Tax Code column, click the arrow, and then select the tax code name. 3 In the Amount to pay field, type the amount to pay the sales tax agency, in dollars and cents, for example, \$123.45.
Refund a customer payment	<ol style="list-style-type: none"> 1 In the Pay to field, select the customer name. 2 Under Items and expenses, click the first column of the first open line, and then select Item. 3 Select the item name, enter the quantity, and then adjust the unit price, as necessary.
Reimburse an employee for expenses	<ol style="list-style-type: none"> 1 In the Pay to field, select the employee name. 2 Under Items and expenses, click the first column of the first open line, and then select Expense. 3 Select the item name, enter the quantity, and then adjust the unit price, as necessary.
Add a note	<p>Type a note in the Memo field. If you print the check, the contents of the Memo field will print on the check.</p>

To	Do this
Print the check	<ol style="list-style-type: none"> 1 On the File menu, click Print, and then click OK to save the check. 2 In the Print Checks dialog box, select the checks to print, and then click the Print button. 3 Specify your print settings, and then click the OK button.

What if . . .**The bank returns my check for insufficient funds?**

Void the check, and add any bank fees you were charged for the returned check. Any vendor bills covered by the voided check now appear as bills to be paid.

Printing a batch of checks

If you have preprinted checks, or if you want to print checks on blank sheets of paper, you can print a batch of checks for which you have selected **To be printed** on the Check form.

- 1 In the **Navigation Pane**, click **Banking**.
- 2 Under **Start a Task**, click **Print Checks**.
- 3 Click the arrow next to the **Bank account** field, and then select the checking account.
- 4 In the **Starting check no.** field, specify a check number for the first check to print.

Note Small Business Accounting tracks the number of the last check printed and automatically fills in the next check number.

- 5 Select one or more checks you want to print.

Tip To select all the checks in the list, select the check box next to the **Date** heading.
- 6 Click **Print**.
- 7 Follow the instructions in the **Print** dialog box.

Tip To ensure that checks print correctly, click the **Alignment** button, and then print a test page on blank paper. When you are satisfied with the result, click the **OK** button to return to the **Print** dialog box.
- 8 Click the **OK** button.
- 9 Confirm that the selected checks printed, and then click the **Close** button.

What if . . .**My checks do not print correctly?**

Make sure that your checks print correctly before you close the **Print Checks** dialog box. To reprint checks, select **Reprint Now** or **Reprint Later**.

Making a deposit

You can deposit customer payments to an account and apply the payment to invoiced items. You can also record payments from vendors or deposits from other accounts.

You cannot edit a deposit from a customer, a vendor, or other account made on the Deposit form. If you want to change a deposit, you must void it and add a new transaction.

The Deposit Detail report lists all deposit transactions for your bank accounts for a selected period of time. For more information, see Chapter 27, “Keeping Track of Company Data.”

- 1 In the **Navigation Pane**, click **Banking**.
- 2 Under **Start a Task**, click **Make Deposit**.

- 3 Today's date appears in the **Date** field. To change the date, click the arrow next to the **Date** field, and then select a date from the calendar.
- 4 (Required) Click the arrow next to the **Deposit in** field, and select the bank account where you want to add the deposit.

- 5 You can deposit customer payments from the Undeposited Funds account. In the **Payments received** list, select one or more customer payments you want to deposit.
Tip To select all payments in the list, select the check box next to the **Date** heading.
- 6 You can make an additional deposit that is not related to a customer payment. On the toolbar, click the **New Deposit Line** button. Select an account (customer, vendor, or other), and then type the amount of the deposit in dollars and cents, for example, \$123.45. When you are done, click the **Record** button.
- 7 If you do not want to deposit the full amount in the **Total deposit** field, click the arrow next to the **Cash-back account** field and select an account, and then type an amount in the **Cash-back amount** field.
- 8 Do one of the following:
 - Print a deposit slip.
 - 1 Click **Print** on the **File** menu.
 - 2 Click the **OK** button to save the deposit.
 - 3 In the **Print** dialog box, click the **OK** button.
 - To exit, click the **Save and Close** button on the toolbar.
 - To save the deposit and make another deposit to the same account, click the **Save and New** button.

What if . . .

The bank returns a customer's payment check for insufficient funds?

If the customer's check was one of many items in a deposit, make a journal entry to cancel the transaction. In the Journal Entry form, select **Customer** in the **Type** column, debit the customer for the amount of the returned check and any bank fee, and then credit the full amount to the account where the check was deposited. For more information, see "Making a journal entry," in Chapter 6, "Recording Account Activity."

If the check was the single item in a deposit, first void the deposit in the account register and then void the customer payment. Add any bank fee that you were charged for the returned check to the account register. To charge the customer for the fee, add the bank fee to the customer invoice, and then resend the invoice to the customer.

Transferring funds

You can transfer funds between any two accounts, except inventory asset accounts and accounts linked to a sales tax agency.

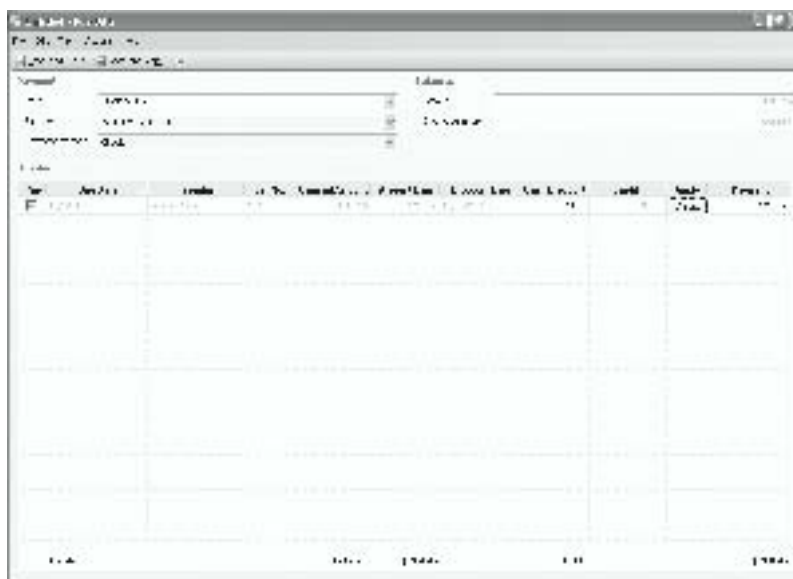
- 1 In the **Navigation Pane**, click **Banking**.
- 2 Under **Start a Task**, click **Transfer Funds**.

- 3 Today's date appears in the **Date** field. To change the date, click the arrow next to the **Date** field, and then select a date from the calendar.
- 4 (Required) Under **Transfer from**, click the arrow next to the **Account name** field, and select the account where you want to withdraw funds.
- 5 (Required) Under **Transfer to**, click the arrow next to the **Account name** field, and select the account where you want to deposit funds.
- 6 (Required) In the **Amount** field, type the amount you want to transfer.
- 7 Click the **Transfer** button.

Paying bills

After you enter a bill payment you make to a vendor, you cannot edit it or delete it. If you want to change a bill payment, you must void it and add a new bill payment.

- 1 In the **Navigation Pane**, click **Banking**.
- 2 Under **Start a Task**, click **Pay Bills**.



- 3 Today's date appears in the **Date** field. To change the date, click the arrow next to the **Date** field, and then select a date from the calendar.
- 4 (Required) Click the arrow next to the **Pay from** field, and then select a bank or credit card account.
- 5 (Required) Click the arrow next to the **Payment method** field, and then select **Cash**, **Check**, or **Credit Card**.
- 6 (Required) Select the check box next to each bill you want to pay.

The amount of the payment appears in the **Amount** field. The **Ending balance** field automatically subtracts the payment and calculates the amount left in the selected account.

- 7 When you are done, do one of the following:
 - On the toolbar, click the **Save and Close** button.
 - To save the bill payment and enter another bill payment, click the **Save and New** button.

You can do the following additional tasks when you pay bills.

To	Do this
Apply a cash discount	If the vendor gives you a discount, for example, for early payment, select the check box next to the bill, and then enter the amount in dollars and cents in the Cash Discount column.
Apply a vendor credit	<ol style="list-style-type: none"> 1 Select the check box next to the bill, and then click the Credits button in the Apply column. 2 Specify a credit amount, and then click the Adjust button.
Enter a partial payment	To pay less than the full amount of the bill, select the check box next to the bill, and then change the amount in the Payment column.
Print checks	<ol style="list-style-type: none"> 1 If the Payment method is Check, select Print Checks on the Actions menu. 2 Click the OK button to save the bill payment. 3 In the Print Checks dialog box, in the Starting check no. field, specify a check number for the first check to print or retain the number set automatically. 4 Select one or more checks you want to print. 5 Click the Print button.

Reconciling an account

When you receive a statement from a bank or other financial institution, match the transactions in your account register with the bank records. Be sure to correct any inconsistencies promptly.

The Reconciliation Detail report lists all cleared and uncleared transactions as of a given statement date, plus all post-statement deposits and checks as of the current date for your financial accounts. For details, see Chapter 27, “Keeping Track of Company Data.”

- 1 In the **Navigation Pane**, click **Banking**.
- 2 Under **Start a Task**, click **Reconcile Account**.
- 3 (Required) Click the arrow next to the **Account** field, and then select a bank or credit card account.

4 (Required) The **Beginning balance** field contains the balance in your account when the account was last reconciled. If this is the first time you are reconciling this account, enter the account's opening balance.

5 (Required) Enter the ending balance from your bank statement in the **Ending balance** field.

Note If you left off during a previous reconciliation, you see a message asking if you want to open a partial reconciliation. Click the **OK** button to continue.

6 Click the **Next** button.

7 On the **Reconcile Account** page, select the transactions that match your bank statement.

The totals at the bottom of the page adjust according to your selections.

8 To change the order of the transactions in the list, click the arrow next to the **View by** field, and then select a view option.

9 If your account is missing transactions or if transactions do not match, you can add, edit, or void transactions.

- To add a transaction, click the New transaction link at the bottom of the list.
- To edit a transaction, double-click it, and then click the **Edit** button on the toolbar.
- To void a transaction, double-click it, and then click the **Void** button on the toolbar. To confirm, click the **Yes** button.

When the amount in the **Difference** field is 0 (zero), your account balanced.

10 Do one of the following:

- If the amount in the **Difference** field is 0 (zero), click the **Reconcile** button to reconcile the account, and then click the **Display Report** button to open the Reconciliation Detail report or click the **Close** button.
- If the amount in the **Difference** field is not 0 (zero), click the **Reconcile** button, and then click the **OK** button to exit without reconciling your account or click the **Cancel** button to return to the **Reconcile Account** dialog box.

Note If you have matched some transactions in the list, you will create a partial reconciliation. When you next reconcile the account, you can continue where you left off.

Working with transactions

The following table contains additional ways to add bank and credit card transactions.

To	Do this
Record a cash withdrawal	<ol style="list-style-type: none"> 1 Under Start a Task, click Transfer Funds. 2 Under Transfer from, click the arrow next to the Account name field, and select the account where you want to withdraw funds. 3 Under Transfer to, click the arrow next to the Account name field, and select the cash account where you want to record the cash withdrawal. 4 In the Amount field, enter the dollar amount of the funds you want to withdraw. 5 Click the Transfer button.
Add a cash deposit or to deposit from another account	<ol style="list-style-type: none"> 1 Open the bank account register. 2 Click the New transaction link at the bottom of the list. 3 Select Make Other Deposit, and then click the OK button.
Record a bank fee	<ol style="list-style-type: none"> 1 Open the bank account register. 2 Click the New transaction link at the bottom of the list. 3 Select Enter Bank Fee, and then click the OK button.
Add interest income	<ol style="list-style-type: none"> 1 Open the bank account register. 2 Click the New transaction link at the bottom of the list. 3 Select Enter Interest Income, and then click the OK button.
Record a credit card charge	<ol style="list-style-type: none"> 1 In the Navigation Pane, click Banking. 2 Under Start a Task, click Credit Card Charge.
Add a credit card credit	<ol style="list-style-type: none"> 1 Open the credit card account register. 2 Click the New transaction link at the bottom of the list. 3 In the Select Transaction dialog box, click Credit, and then click the OK button.
Record a credit card fee	<ol style="list-style-type: none"> 1 Open the credit card account register. 2 Click the New transaction link at the bottom of the list. 3 In the Select Transaction dialog box, click Misc. Fee, and then click the OK button.

Chapter 25: Using Online Banking

If you do your banking with a bank or other financial institution that supports online banking, you can set up your bank and credit card accounts in Microsoft Office Small Business Accounting 2006 to work directly with your online accounts by means of an Internet connection.

Setting up online banking

First, you need to work with your bank or other financial institution to set up an online account, including a secure user ID and password, before you can access the account in Small Business Accounting.

Next, add the account to the **Chart of Accounts**. For instructions, see “Adding a bank account,” or “Adding a credit card account,” in Chapter 23, “Managing Bank Accounts.”

Before you begin, have your account access information (user ID and password) ready and make sure you have an active Internet connection.

- 1 In the **Navigation Pane**, click **Banking**.
- 2 Under **Start a Task**, click **Online Banking**.
- 3 In the Online Banking Wizard, read about online accounts, and then click the **Next** button.

Note If your bank or other financial institution changes its online banking requirements, Small Business Accounting displays a message. To enter revised information, return to the Online Banking Wizard.

- 4 Select the account name, and then click the **Next** button.
- 5 Select the bank name, and then click the **Next** button.
- 6 On the **Log On** page, type your user ID and password, and then click the **Next** button.

A Lock symbol in the taskbar indicates that your server connection is secure.

Tip To enter your password automatically the next time you log on, select the **Remember my password** check box.

- 7 Match your online account with the account you set up in Small Business Accounting, and then click the **Next** button.

Note You can set up all the accounts your company has with this bank or financial institution to work with your online accounts. If you want to set up accounts with another bank or financial institution, you must run the Online Banking Wizard again to set them up separately.

You can add a new online account only if you already added the account to the **Chart of Accounts** in Small Business Accounting.

- 8 Select your settings for downloading transactions from your online account, and then do one of the following:
 - Click the **Next** button to open the **Setup Overview** page, where you can review your settings and the services that are available for this account. When you are done, click the **Close** button.
 - Click the **Finish** button to exit without reviewing your account setup.

What if . . .

I need to track the banking transactions I enter online?

To create a log file containing a record of your online banking transactions, select **Log online activities** on the **General** tab in Company Preferences. The log file is stored by default in the My Documents\Small Business Accounting\Logs folder of the administrator who set up your company in Small Business Accounting.

The online log file may contain sensitive information from your online bank or credit card accounts, so it is a good practice to check the log file carefully before making it available to other users.

Transferring funds online

If you have set up more than one account to work directly with the same bank or financial institution by means of an Internet connection, you can transfer funds between your online accounts.

Note You cannot transfer funds between online accounts at different banks or other financial institutions.

If you want to change an online transfer, you cannot edit it or mark it void online. Contact your bank or financial institution directly, by phone or through their Web site, to correct or cancel an online transfer, and then edit or void the transaction in the account register.

Before you begin, have your account access information (user ID and password) ready and make sure you have an active Internet connection.

- 1 In the **Navigation Pane**, click **Banking**.
- 2 Under **Start a Task**, click **Transfer Funds**.
- 3 Today's date appears in the **Date** field. To change the date, click the arrow next to the **Date** field, and then select a date from the calendar.
- 4 (Required) Under **Transfer from**, click the arrow next to the **Account name** field, and then select the online account where you want to withdraw funds.
- 5 (Required) Under **Transfer to**, click the arrow next to the **Account name** field, and then select the online account where you want to deposit funds.
- 6 (Required) In the **Amount** field, type the amount you want to transfer.

- 7 (Required) Select the **Transfer funds online** check box.
Note If both accounts are not online accounts, the **Transfer funds online** check box appears dimmed and it is unavailable.
- 8 Click the **Transfer** button.
- 9 Follow the instructions in the **Connect to Online Banking** dialog box.
- 10 Click the **Connect** button.
- 11 To verify the account names and amount to transfer, click the **Yes** button.
- 12 To return to Small Business Accounting, click the **OK** button.

Paying bills online

If you have set up an account to work directly with your bank or financial institution by means of an Internet connection, you can pay bills from your online account. The bill payment may be an online transfer or a check written to your vendor, depending on the services available from your bank or other financial institution.

If you want to change an online payment, you cannot edit it or mark it void online. Contact your bank or financial institution directly, by phone or through their Web site, to correct or cancel an online payment, and then edit or void the transaction in the account register.

Before you begin, have your account access information (user ID and password) ready and make sure you have an active Internet connection.

- 1 In the **Navigation Pane**, click **Banking**.
- 2 Under **Start a Task**, click **Pay Bills**.
- 3 Today's date appears in the **Date** field. To change the date, click the arrow next to the **Date** field, and then select a date from the calendar.
- 4 (Required) Click the arrow next to the **Pay from** field, and then select an online account.
- 5 (Required) Click the arrow next to the **Payment method** field, and then select **Electronic Payment**.
- 6 (Required) Select the check box next to each bill you want to pay.
 The amount of the payment appears in the **Amount** field. The **Ending balance** field automatically subtracts the payment and calculates the amount left in the selected account.
- 7 If the vendor gives you a discount, for example, for early payment, enter the amount in dollars and cents in the **Cash Discount** column.
- 8 To apply a vendor credit, click the **Credits** button in the **Apply** column, specify a credit amount, and then click the **Adjust** button.
- 9 To pay less than the full amount of a bill, change the amount in the **Payment** column.
- 10 When you are done, click the **Save and Close** button on the toolbar.

- 11 Follow the instructions in the **Connect to Online Banking** dialog box.
- 12 Click the **Connect** button.
- 13 To verify the account names and bill payments, click the **Yes** button.
- 14 To return to Small Business Accounting, click the **OK** button.

Downloading transactions

To keep your account register in sync with your online bank account, connect to your bank or other financial institution, and then download its records of your account transactions into Small Business Accounting. You can later match the downloaded transactions to the entries in your account register.

Before you begin, have your account access information (user ID and password) ready and make sure you have an active Internet connection.

- 1 In the **Navigation Pane**, click **Banking**.
- 2 Under **Start a Task**, click **Download Transactions**.
- 3 Follow the instructions in the **Connect to Online Banking** dialog box.
- 4 Click the **Connect** button.
- 5 To copy your online records added since the last download, click the **Download Transactions** button.
- 6 To return to Small Business Accounting, click the **OK** button.

What if . . .

I see an error message when working with my online account?

If you encounter a problem when you are setting up, adding transactions to, or downloading transactions from your online account, you will see an error message. Do one of the following:

- To send the request again, click the **Retry** button. Select this option if you think that a problem with your Internet connection caused the error.
- To cancel the transaction and remove it from Small Business Accounting, click the **Void** button. Click the **Yes** button to confirm.
- To close the message box and retain the transaction in Small Business Accounting, click the **Close** button. You can complete the transaction by calling the bank or other financial institution. If you are making a bill payment, you can use another method to pay the vendor, for example, by check or by credit card. Be sure to void the entry for the online payment before adding a new payment.

Matching downloaded transactions

After you download transactions from your online account, you can update your records by matching downloaded transactions to entries in your account register.

- 1 In the **Navigation Pane**, click **Banking**.
- 2 Under **Start a Task**, click **Match Transactions**.
- 3 In the **Match Downloaded Transactions** dialog box, click the arrow next to the Bank account field, and then select a bank or credit card account name.
- 4 You see a list of transactions downloaded from the online account.
- 5 If the list of transactions from your online account is not current, and you have an active Internet connection, click the **Download Transactions** button. For more information on downloading transactions, see “Downloading transactions,” page 202.
- 6 Under **Account Register**, select a transaction.
- 7 Under **Download Transactions**, select the corresponding transaction from your online account.
- 8 Click the **Match** button. If you mismatch transactions, click **Undo** to clear your selections.

Note You can match some or all transactions in the list. When you next click **Match Downloaded Transactions** on the **Banking** menu, you can continue where you left off.

- 9 If your account register is missing transactions or if transactions do not match, you can add, edit, or void transactions.
 - To add a transaction, click the **Add to Register** button, and then select a bank or credit card transaction to add. When you are done, click the **Save and Close** button on a form or click the **OK** button in a dialog box.
 - To edit a transaction, double-click it, and then click the **Edit** button on the toolbar. When you are done, click the **Save and Close** button on the toolbar.
 - To void a transaction, double-click it, and then click **Void** on the **Actions** menu. To confirm, click the **Yes** button. When you are done, click **Close** on the **File** menu.
- 10 When you are done, click the **Save** button.

When you next receive a statement from your bank or financial institution, reconcile the account promptly. For more information, see “Reconciling an account,” in Chapter 24, “Recording Banking Activity.”

Part 7: Generating Reports

In this part

Overview.....	207
Keyboard shortcuts	207
Chapter 26: Working with Reports	209
Displaying a report	209
Modifying and filtering a report.....	210
Changing the financial basis of a report	210
Filtering report data.....	211
Modifying columns.....	211
Changing the appearance of text and numbers	212
Changing report titles.....	212
Saving a report	213
Deleting a saved report	213
Working with reports	214
Chapter 27: Keeping Track of Company Data.....	215
Company and Financial reports.....	215
Chart of Accounts	215
Profit and Loss.....	215
Balance Sheet	216
Cash Flow Statement	216
Trial Balance.....	216
Transaction Detail by Account.....	216
Transaction Journal.....	217
Change Log	217
Sales Tax Liability	217
Transaction Detail by Tax Code.....	217
Customers and Receivables reports	218
A/R Aging Summary	218
A/R Aging Detail	218
Customer Transaction History	218

Profitability by Customer Summary.....	218
Profitability by Customer Detail.....	219
Sales reports.....	219
Sales by Customer Summary.....	219
Sales by Customer Detail.....	219
Sales by Salesperson Summary.....	219
Sales by Salesperson Detail.....	219
Sales by Item Summary.....	220
Sales by Item Detail.....	220
Vendors and Payables reports.....	220
A/P Aging Summary.....	220
A/P Aging Detail.....	220
Vendor Transaction History	221
1099 Summary.....	221
1099 Detail.....	221
Purchases reports.....	221
Purchases by Vendor Summary.....	221
Purchases by Vendor Detail.....	221
Purchases by Item Summary.....	222
Purchases by Item Detail.....	222
Inventory reports	222
Item Price List.....	222
Inventory Valuation	222
Inventory Stock Status by Item	222
Physical Inventory Worksheet	223
Item Profitability.....	223
Jobs and Time reports.....	223
Profitability by Job Summary.....	223
Profitability by Job Detail.....	223
Job Estimates vs. Actuals Summary.....	223
Job Estimates vs. Actuals Detail.....	224
Job Progress Invoices vs. Quotes.....	224

Banking reports.....	224
Deposit Detail.....	224
Check Detail.....	224
Bank Transactions.....	225
Missing Checks.....	225
Reconciliation Detail.....	225
Employees and Payroll report.....	225
Time Report.....	225
Monitoring company data in reports.....	226
Using the Analysis Tools.....	226

Overview

Now that your business accounts are set up and you have started recording your day-to-day business activities, you have collected a great deal of information that can help you manage your business. You can analyze your company data to help you to keep track of your company's resources and make informed decisions.

Note The reports on the Company home page provide a snapshot of your company's accounts. For a description, see "Monitoring financial accounts," in Chapter 2, "Taking a Tour."

Microsoft Office Small Business Accounting 2006 provides a comprehensive set of reports for every area of your business. These reports provide the tools you need to fulfill your responsibilities for providing information on your business activities to your business partners, to government agencies, to your bank, or to other parties with a financial interest in your company.

Some reports track the smallest details of each transaction, and other reports provide a "big picture" overview of your company's profitability. To find more information about a specific item in a report, you can click through (drill down) to the original transaction record.

Keyboard shortcuts

You can use keyboard shortcuts to streamline your work in Small Business Accounting.

To open the Reports home page, click **Reports** in the **Navigation Pane**. The following table lists the keyboard shortcuts available from the Reports home page, and when a report is open. Keyboard shortcuts are not available in dialog boxes or wizards.

Note If a shortcut contains more than one key, press and hold a key, and then press the next key.

To	Press
Open the Help table of contents	F1
Get Help for the current page	ALT+F1
Open the Reports home page	CTRL+6
Delete a saved report	CTRL+D or DELETE

When a report is open, you can use the following shortcuts:

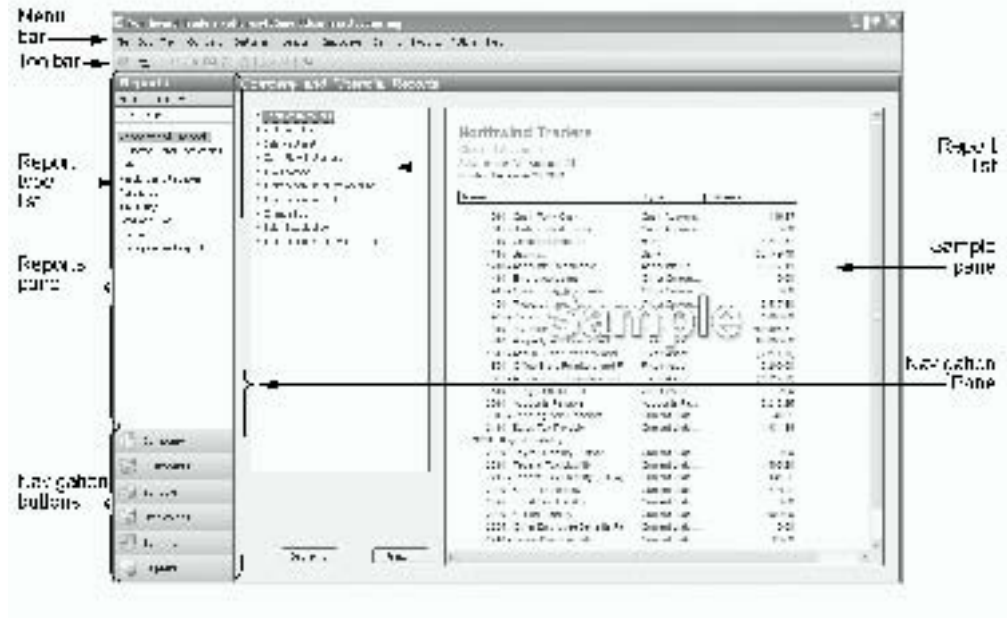
To	Press
Refresh the screen display	F5
Select filter options	CTRL+F
Open the Modify Report pane	CTRL+M
Preview the printed report	CTRL+F2
Print the current report	CTRL+P
Save the report in a file	CTRL+S

Chapter 26: Working with Reports

Maintaining your records in electronic format makes it easier to analyze your company data and to prepare reports for day-to-day financial management, for taxes, and for long-range and short-range planning. The Reports home page provides a variety of standard reports for your company accounts.


Reports home page: CTRL+6

To open the Reports home page, click **Reports** in the **Navigation Pane**.



For a detailed description of the Reports home page, see “Keeping track of company data in reports,” in Chapter 2, “Taking a Tour.”

Help: F1

If you need further information, help is always available. To open the Help table of contents, press **F1**. To get Help for the current page, press **ALT+F1**. On forms, click the **Help** button  on the toolbar. In dialog boxes and wizards, click the **Help** button.

Displaying a report

Microsoft Office Small Business Accounting 2006 automatically generates a variety of standard report types to organize and track your business activities, to forecast sales, and to define business goals. Some reports track the smallest details of each

transaction, and other reports provide a “big picture” overview of your company’s profitability. To find more information about a specific item in a report, you can click through (drill down) to the original transaction record.

Each report type in the **Reports** pane opens a list of reports available for that area.

- 1 In the **Navigation Pane**, click **Reports**.
- 2 In the **Report type** list, select a report type. For a description of the report types, see Chapter 27, “Keeping Track of Company Data.”
- 3 In the **Report** list, select a report.
- 4 Specify the date or date range for the report.
If the **Select Date Range** or **Select As of Date** fields do not appear in the lower-left corner of the main window, then they are unavailable for the selected report.
- 5 To view the report, click the **Display** button.

Modifying and filtering a report

You can create a report from the standard report types in Small Business Accounting and then make changes to the report and save it with a separate name.

Changing the financial basis of a report

Most businesses use one of two accounting methods to keep track of their transactions. These accounting methods consist of rules that are used to determine when and how revenues and expenses are reported.

You can select the financial basis when you set up your company, and you can change the settings in Company Preferences and when you modify the basis for the following reports:

- Balance Sheet
- Profit and Loss
- Sales by Customer Detail
- Sales by Customer Summary
- Sales by Item Detail
- Sales by Item Summary
- Sales Tax Liability
- Transaction Detail by Account
- Transaction Detail by Tax Code

To change the financial basis setting for a report, click the arrow next to the **Report Basis** field on the toolbar and select one of the following:

- **Accrual** to recognize revenues when products and services are sold to customers or bought from vendors, regardless of when payment is received or rendered.
- **Cash** to recognize revenues when payments for products and services are received from customers or made to vendors.

Note If the **Report Basis** field does not appear, then it is not available for the selected report.

Filtering report data

Filter:
CTRL+F

- 1 To change the data that appears in your report, so you can focus on a particular area, click the **Filter Options** button on the toolbar.
- 2 In the **Select Filter Options** dialog box, select a filter name in the **Filter** list.

Tip To reset the filter options to the default settings for the selected report type, click **Clear**. For more information on filter settings for a particular report, see the report description in Chapter 27, “Keeping Track of Company Data.”
- 3 Do one of the following:
 - To modify your report with the options in the selected filter, click the **Apply** button.
 - Specify new settings for the options in the **Filter options** list, then click the **Apply** button.
- 4 When you are done, click the **OK** button.

Modifying columns

Modify:
CTRL+M

- 1 On the toolbar, click **Modify Report**.
- 2 In the **Modify Report** pane, click **Columns**.

Note If the **Columns** option does not appear in the **Modify Report** pane, it is unavailable for the selected report.
- 3 Do one of the following:
 - To add a column, select the check box next to the column name.
 - To remove a column, clear the check box next to the column name.

Note If a column title appears dimmed, it is a required element; you cannot change it.
- 4 For some reports, in the **Display Column by** list, select an option to display the report by totals only or by one of the following calendar segments: month, quarter, year, fiscal quarter, or fiscal year.

- 5 For some reports, you can select the **Compare to** options to highlight trends in the business by comparing current data to previous periods and years by dollar or percent change and by tracking individual line items as a percentage of total income.

Changing the appearance of text and numbers

- 1 Click **Modify Report** on the toolbar.
- 2 In the **Modify Report** pane, click **Fonts and Numbers**.
- 3 Double-click the number element you want to change, and then click an option to change:

Note If an option does not appear in the **Modify Fonts and Numbers** pane, it is unavailable for the selected report.

- To select the style settings to format the text for the row labels, click **Row Label**.
- To select the style settings to format the text for the column labels, click **Column Label**.
- To select the style settings to format the text and numbers in the body of the report, click **Report Data**.

You can specify the number format: divide numbers by 1,000, hide amounts equal to 0 (zero), or hide decimals; display negative numbers with a – (minus sign), in parentheses, or in red; and show or hide zero lines.

- To format the text, and then specify the underlining style for the **Sub total** row, click **Sub total** and select the style settings.
- To format the text, and then specify the underlining style for the **Total** row, click **Total** and select the style settings.
- To format the text, and then specify the underlining style for the **Grand Total** row, click **Grand Total** and select the style settings.

Changing report titles

- 1 Click **Modify Report** on the toolbar.
- 2 In the **Modify Report** pane, click **Header and Footer**.
- 3 Double-click the title element you want to change, and then click an option to change:
 - To show, hide, or edit the company name that appears at the top of the report, click **Company Name Options**.
 - To show, hide, or edit the name of the report. The default title is the standard report name, click **Report Title Options**.
 - To show or hide a date range for the report, click **Date Range Options**.

- To show or hide a line that lists the basic settings for the report, select **Filter Text Options**.
 - To show or hide the date when you first saved the report as a custom report, click **Date Created Options**.
 - To show or hide a text line you specify at the top of the report, click **Subtitle Options**.
 - To show or hide additional text you specify at the top of the report, click **Notes Options**.
 - To show or hide additional text you specify on the bottom of each page in the report, click **Footer Options**.
 - To select the style settings to format the text for the title, click **Change Font**.
- 4 Follow the instructions in the option dialog box.
 - 5 When you are done, click the **OK** button.

Saving a report

You cannot alter or remove the report types or standard reports installed with Small Business Accounting. If you modify a standard report and want to retain it for future use, you can save the report with a separate name.

Caution A saved report contains the filters and modifications that you set; it does not save the data in the report.

Note In certain reports, column width customizations are not saved.

- 1 Display a report and make modifications to it.
- 2 To create a separate report file that you can modify and save, click the **Save Report** button on the toolbar.
- 3 Type a report name in the **Save Report** dialog box.

Tip Use a name that distinguishes the saved report from the standard report on which it is modeled, for example, Profit and Loss by Class.
- 4 Click the **OK** button.

Save:
CTRL+S

Deleting a saved report

When you no longer need a saved report, you can delete it.




- 1 In the **Navigation Pane**, click **Reports**.
- 2 In the **Reports** pane, click **Saved Reports**.

Delete:
CTRL+D

- 3 Click the name of the report you want to delete.
- 4 On the **Edit** menu, click **Delete**.
- 5 To confirm, click the **Yes** button.

Working with reports

The following table lists tasks you can do with an open report.

To	Do this
Sort a column	Click its title to switch between ascending and descending order. An arrow indicates the sort order.
Resize a column	Click the column divider and drag it to a new width.
Change the column order	For some reports, select a column title and drag it to a new position.
Preview the printed report	On the toolbar, click the Print Preview button  .
Print the report	On the toolbar, click the Print button  .
Export the report to a Microsoft Office Excel spreadsheet	On the toolbar, click the Export to Excel button  .

Preview:
CTRL+F2Print:
CTRL+P

Chapter 27: Keeping Track of Company Data

Microsoft Office Small Business Accounting 2006 makes it easy to leverage your company data, including the day-to-day transactions and adjustments you record, so you can keep current with the flow of income and expenses and forecast your company's prospects for long-term growth.

The Reports home page stores standard reports in lists by report type. To display a report, you first select the report type, and then select the report name. You can rearrange columns in the report and modify the way text and numbers are displayed.

To change the data that displays in a report, click the **Filter Options** button on the toolbar. The report descriptions in this chapter include the filters you can use on each report. For more information on using filters, see “Modifying and filtering a report,” in Chapter 26, “Working with Reports.”

What if . . .

I want to see the original transaction or adjustment for an entry in a report?

In many reports, when a line item contains further information, the pointer changes to a pointing finger, which indicates that you can click through (drill down) to the original transaction form. Double-click the entry to open a detail report, and then double-click a line item to open the original.

Company and Financial reports

The Company and Financial reports assist you in day-to-day management of accounts and provide an overall picture of the financial health of your company.

Chart of Accounts

The **Chart of Accounts** is a complete listing of all the account names that have been created for your business and their balances. These accounts can be used to create various reports that you can use to determine profitability, cash liquidity, how much is due to you, and how much your company owes.

You can filter the data in this report by account name and type and by account status.


Profit and Loss

The Profit and Loss statement reports your company's financial results in detail over a period of time. The report displays the current month to date when you first open it.

Graphs and tables can be very useful when you view performance over time. You can see important details in graphic form that might not be apparent in a text-based

report. The Profit and Loss statement is the only Small Business Accounting report that you can view in a chart.

To view the Profit and Loss data in a chart:

- Click the **Show Chart** button  on the toolbar.

You can filter the data in this report by account name and type, class, date range, and name.

Balance Sheet

The Balance Sheet reports your company's financial position in detail at a point in time. To make analysis easier, this report is grouped into categories, such as current assets, fixed assets, current liabilities, and equity. The report displays the current date when you first open it.

You can filter the data in this report by date and date range.

Cash Flow Statement

The Cash Flow Statement shows the cash sources that have come into your business and how cash has been spent. This report is broken into three main categories: Operating, Investing, and Financing activities. Cash sources include cash sales, collection of customer accounts, bank loans, and the sale of fixed assets; cash use includes vendor account payments, employee wages paid, purchases of fixed assets, and payments to owners. The report displays the current month to date when you first open it.

You can filter the data in this report by date range.

Trial Balance

The Trial Balance is a listing of all the account balances from the **Chart of Accounts** on a given day. Total debits must equal total credits; otherwise, an error has been made.

You can filter the data in this report by date.

Transaction Detail by Account

The Transaction Detail by Account report provides a detailed look at the entries posted to the **Chart of Accounts** over a period of time. The report displays the current month to date when you first open it.

You can filter the data in this report by account name and type, amount, date range, name, number, and transaction type.

Transaction Journal

The Transaction Journal provides a detailed, chronological view of the entries posted to the **Chart of Accounts** over a period of time. The report displays the current month to date when you first open it.

You can filter the data in this report by account name and type, date range, name, number, and transaction type.

Change Log

The Change Log is a complete listing of changes to company lists and information in Small Business Accounting. This report is helpful for auditing purposes and can be used to trace fraudulent activity and other unknown adjustments or errors.

The Change Log report contains current data if you selected **Use Change log** in Company Preferences. Users with Owner, Office Manager, or Accountant access can view the Change Log.

You can filter the data in this report by date range.

Sales Tax Liability

The Sales Tax Liability report details sales tax funds collected from customers and owed to each tax agency. The report displays the current month to date when you first open it.

The Sales Tax Liability report contains current data if you selected **Do you pay sales tax?** in Company Preferences. This setting also determines how the liability is reported: based on when the customer is billed or when the customer pays you.

You can filter the data in this report by amount, date range, and vendor name.

Transaction Detail by Tax Code

The Transaction Detail by Tax Code report lists all transactions relating to taxes, arranged by tax code. The report displays the current month to date when you first open it.

The Transaction Detail by Tax Code report contains current data if you selected **Do you pay sales tax?** in Company Preferences. This setting also determines how the liability is reported: based on when the customer is billed or when the customer pays you.

You can filter the data in this report by date range and vendor name.

Customers and Receivables reports

The Customers and Receivables reports track customer transactions, including amounts owed to your company and payments received, and the level of profit by customer.

A/R Aging Summary

The A/R Aging Summary report helps you maintain control of the cash flow into your company. It displays the amounts owed to you by each customer as of a given date and is arranged by the number of days outstanding. The report displays the current date when you first open it.

You can filter the data in this report by date, balance, customer group, and customer name.

A/R Aging Detail

The A/R Aging Detail report provides an in-depth view of the amounts your customers owe to your company as of a given date. The report displays the current date when you first open it.

You can filter the data in this report by date, balance, customer group, customer name, and void status.

Customer Transaction History

The Customer Transaction History report displays all transactions with your customers over any date range you select. The report displays the current month to date when you first open it.

You can filter the data in this report by amount, class, customer group, customer name, date range, transaction type, and void status.

Profitability by Customer Summary

The Profitability by Customer Summary report helps you focus your marketing efforts by displaying profits on sales to each of your customers over a selected time range. The report displays the current month to date when you first open it.

You can filter the data in this report by customer group, customer name, date range, and margin.

Profitability by Customer Detail

The Profitability by Customer Detail report gives you an in-depth view of the profits made on sales to each of your customers over a selected time. The report displays the current date when you first open it.

You can filter the data in this report by customer group, customer name, date range, and margin.

Sales reports

The Sales reports track sales by customer, salesperson, and items.

Sales by Customer Summary

The Sales by Customer Summary report helps you to adjust your marketing efforts by listing total sales made to your customers over a period of time. The report displays the current month to date when you first open it.

You can filter the data in this report by active status, amount, customer group, customer name, date range, and void status.

Sales by Customer Detail

The Sales by Customer Detail report provides in-depth information about the total sales made to your customers over a selected time range. The report displays the current month to date when you first open it.

You can filter the data in this report by amount, customer group, customer name, date range, and void status.

Sales by Salesperson Summary

The Sales by Salesperson Summary report helps you track your salespersons' performance by displaying their total sales made to your customers over a selected time range. The report displays the current month to date when you first open it.

You can filter the data in this report by amount, class, date range, item name and type, salesperson name, and void status.

Sales by Salesperson Detail

The Sales by Salesperson Detail report provides in-depth information for tracking salesperson performance. The report displays the current month to date when you first open it.

You can filter the data in this report by amount, class, date range, item name and type, salesperson name, transaction type, and void status.

Sales by Item Summary

The Sales by Item Summary report helps you to adjust your marketing efforts by tracking which items are selling well or selling poorly. The report displays the current month to date when you first open it.

You can filter the data in this report by amount, date range, and item name and type.

Sales by Item Detail

The Sales by Item Detail report provides an in-depth look at item sales over a period of time. The report displays the current month to date when you first open it.

You can filter the data in this report by amount, class, customer name, date range, item name and type, and void status.

Vendors and Payables reports

The Vendors and Payables reports track vendor transactions, including amounts your company owes to vendors.

A/P Aging Summary

The A/P Aging Summary report helps you control your cash flow by displaying all of your company's outstanding debt to vendors arranged by the number of days outstanding as of a given date. The report displays the current date when you first open it.

You can filter the data in this report by date, balance, vendor group, and vendor name.

A/P Aging Detail

The A/P Aging Detail report displays an in-depth view of the amounts your company owes to its vendors as of a given date. The report displays the current date when you first open it.

You can filter the data in this report by date, balance, vendor group, vendor name, and void status.

Vendor Transaction History

The Vendor Transaction History report displays all transactions with your vendors through any date range you select. The report displays the current month to date when you first open it.

You can filter the data in this report by amount, date range, transaction type, vendor group, vendor name, and void status.

1099 Summary

The 1099 Summary report summarizes payments made to 1099 vendors during the last calendar year. This information can be used to prepare federal 1099-MISC tax forms. The report displays all dates when you first open it.

You can filter the data in this report by date range.

1099 Detail

The 1099 Detail report lists the details for all payments made to 1099 vendors over a period of time. The report displays all dates when you first open it.

You can filter the data in this report by date range and vendor name.

Purchases reports

The Purchases reports track the number and value of items you buy from vendors.

Purchases by Vendor Summary

The Purchases by Vendor Summary report displays purchases made from your vendors in a summarized form over a selected date range. The report displays the current month to date when you first open it.

You can filter the data in this report by amount, date range, vendor group, vendor name, and void status.

Purchases by Vendor Detail

The Purchases by Vendor Detail report gives you an in-depth view of purchases made from your vendors over any date range you select. The report displays the current month to date when you first open it.

You can filter the data in this report by amount, class, date range, vendor group, vendor name, and void status.

Purchases by Item Summary

The Purchases by Item Summary report displays item purchases in a condensed form over any date range you select. The report displays the current month to date when you first open it.

You can filter the data in this report by amount, date range, and item name and type.

Purchases by Item Detail

The Purchases by Item Detail report gives you an in-depth view of purchases over a selected date range. The report displays the current month to date when you first open it.

You can filter the data in this report by amount, class, date range, item name and type, item group, and void status.

Inventory reports

The Inventory reports track prices, profitability, and transactions affecting the value of items in inventory, as well as the current status and count of items in inventory.

Item Price List

The Item Price List shows the current price for all your product and service items as of a given date.

You can filter the data in this report by active status, item name and type, item group, and price.

Inventory Valuation

The Inventory Valuation report lists all transactions affecting each inventory item and the impact on the number and value of stock on hand.

You can filter the data in this report by active status, date range, item name and type, and item group.

Inventory Stock Status by Item

The Inventory Stock Status by Item report lists items currently in stock as of a given date by Item Group.

You can filter the data in this report by active status, date, item name and type, item group, and on-hand balance.

Physical Inventory Worksheet

The Physical Inventory Worksheet is a printable checklist that can be used to take a physical count of your inventory. You can use this information to trace theft, track shrinkage, and make adjustments to the financial records to bring them in line with the physical count.

You can filter the data in this report by active status and by date.

Item Profitability

The Item Profitability report helps you fine-tune your marketing efforts by providing a detailed view of the profit margin from the sales of items over a period of time. The report displays the current month to date when you first open it.

You can filter the data in this report by date range, item name and type, and item group.

Jobs and Time reports

The Jobs and Time reports help you manage sales to customers by job or project. These reports are available if you selected **Use job** in Company Preferences.

Profitability by Job Summary

The Profitability by Job Summary report allows you to track which jobs are profitable and which are not by listing sales amounts, costs, and margins in dollar and percentage format, grouped by customer. The report displays all dates when you first open it.

You can filter the data in this report by customer name, date range, job group and job status.

Profitability by Job Detail

The Profitability by Job Detail report provides an in-depth view of job success by including details of what was sold. The report displays all dates when you first open it.

You can filter the data in this report by customer group, customer name, date range, job group, and margin.

Job Estimates vs. Actuals Summary

The Job Estimates vs. Actuals Summary report helps you to determine how your job success compares to your plans. This report compares job revenues and costs broken out by dollar and percentage. The report displays all dates when you first open it.

You can filter the data in this report by customer name, date range, job group, and job status.

Job Estimates vs. Actuals Detail

The Job Estimates vs. Actuals Detail report displays a detailed listing of all actual job performance and estimates over a period of time. The report provides more information for use in analyzing why job performance varied from the estimates. The report displays all dates when you first open it.

You can filter the data in this report by customer name, date range, and item name and type.

Job Progress Invoices vs. Quotes

The Job Progress Invoices vs. Quotes report tracks the billing of jobs to customers by comparing the amount billed in progress invoices against the total amount quoted for customer jobs. The report displays all dates when you first open it.

You can filter the data in this report by customer name, date range, job group, number, and quote status.

Banking reports

The Banking reports help you manage your company's bank accounts.

Deposit Detail

The Deposit Detail report lists all deposit transactions for your bank accounts over a designated period of time. The report displays the current month to date when you first open it.

You can filter the data in this report by amount, bank account name and type, date range, name, and transaction type.

Check Detail

The Check Detail report lists all checks and amounts issued from your bank accounts over a designated period of time. The report displays the current month to date when you first open it.

You can filter the data in this report by amount, bank account name and type, date range, name, transaction type, and void status.

Bank Transactions

The Bank Transactions report lists all transactions, including deposits and withdrawals, for all of your bank accounts over a designated period of time. The report displays the current month to date when you first open it.

You can filter the data in this report by amount, bank account name and type, date range, and void status.

Missing Checks

The Missing Checks list shows all numbered transactions that are missing from the check sequence over a designated period of time, arranged by bank account. The report displays the current month to date when you first open it.

You can filter the data in this report by amount, bank account name and type, and date range.

Reconciliation Detail

The Reconciliation Detail report lists all cleared and uncleared transactions as of a given statement date, plus all post-statement deposits and checks as of the current date for your financial accounts. The book balance for an account as of the statement date is shown as “Balance As Of (the statement date).” The current balance for an account is shown as “Ending Balance.” The report displays the most recent reconciled statement date when you first open it.

You can filter the data in this report by amount, bank account name and type, and statement date.

Employees and Payroll report

The Employees and Payroll report tracks the number of work hours reported by your employees.

Note More reports are available if you sign up for ADP Payroll SM. For more information, see “Using ADP payroll processing,” in Chapter 22, “Managing Payroll.”

Time Report

The Time report shows how your employees are accounting for their recorded hours. It helps you to determine whether billable job time is properly accounted for and included in invoices that are sent to your customers. The report displays the current month to date when you first open it.

You can filter the data in this report by date range, employee name, and item name and type.

Monitoring company data in reports

To keep a close check on your company's financial health, monitor your company accounts in the Company home page daily. For more information, see "Monitoring financial accounts," in Chapter 2, "Taking a Tour."

Your accountant or financial officer can offer guidance on your company's quarterly and annual reporting responsibilities. Every month, though, you should take a step back from your day-to-day concerns and check on your long-term goals. Depending on your business needs, you may display the following reports on a monthly basis:

- Profit and Loss
- Balance Sheet
- Cash Flow Statement
- Chart of Accounts
- Physical Inventory Worksheet
- Item Profitability
- 1099 Summary
- 1099 Detail
- Sales Tax Liability
- Transaction Detail by Tax Code

Using the Analysis Tools

The Analysis Tools create reports containing your company data in Microsoft Office Excel and in Microsoft Office Access 2003. Using the Analysis Tools, you can extend your accounting system by connecting to your Small Business Accounting database and generating Microsoft Office Excel PivotTable® dynamic views and Microsoft Office Access database reports. With these PivotTable views and reports, you can see comparisons, reveal patterns and relationships, and analyze trends.

The **Analysis Tools** dialog box provides two PivotTable views and eight Access reports. You can also create new PivotTable views in Excel or create new reports in Access and add them to the list of available information.

To open the **Analysis Tools** dialog box:

- Click **Start**, point to **Programs**, point to **Microsoft Small Business Accounting**, and then click **Analysis Tools**.

For more information about the Analysis Tools, click the **Help** button.

Glossary

This Glossary defines terms used in Microsoft Office Small Business Accounting 2006, as well as some general accounting terms and computer terms. Terms defined in this Glossary appear in *italic font* in definitions. For additional entries, see the *Microsoft Office Small Business Accounting Help*.

1099 category	A category for payments to 1099 vendors, set by the federal government. If the annual sum of payments to a vendor exceeds the threshold of the category, you must report it on tax form 1099-MISC. You may also send 1099-MISC forms to vendors with whom you spend less than the threshold amount in a year.
1099 vendor	A vendor to whom you send federal 1099-MISC tax forms.
account	A category of financial transactions.
account balance	The difference between an account's debits and credits.
Account record	A record that includes information about an account.
account register	A list of transactions for a single financial account, which appears when you double-click the account in the <i>Chart of Accounts</i> .
accounting	The process of recording, classifying, summarizing, and reporting a company's business transactions and interpreting their effects on the company.
Accounts Payable (A/P) account	An account for the amounts your company owes to vendors for the purchase of products and services. You cannot post directly to the Accounts Payable account.
Accounts Receivable (A/R) account	An account for the amounts owed to your company for the sale of products and services. You cannot post directly to the Accounts Receivable account.
accrual basis accounting	An accounting method that recognizes revenues when they are earned and expenses when they are incurred, regardless of when they are received or paid, as opposed to <i>cash basis accounting</i> .
activate	To verify that Small Business Accounting has been legitimately licensed after installation.
actual balance	Today's balance. Actual balance equals the opening balance plus transactions on the account through today's date.
adjustment	A change to an account to correct or update the balance. For example, you can adjust the quantity or value of inventory for damaged items by charging the Cost of Goods Sold account.
A/P	See <i>Accounts Payable</i> .
A/R	See <i>Accounts Receivable</i> .
asset	Something owned, such as cash, inventory, buildings, or equipment. Assets equal liabilities plus equity.

Glossary

backup file	A file in Small Business Accounting with the extension .sbb that contains a copy of your company's data. A backup file can be kept in a remote, secure location for protection from hardware or software failure.
Balance Sheet	A financial statement that provides a snapshot of your company as of a specific date. The information is grouped into account categories such as current assets, fixed assets, current liabilities, long-term liabilities, and equity.
bank account	An account your company has at a bank or another financial institution.
Bank Charge	An Expense account for fees your company pays to the bank, for example: checking account fees, transfer charges, or returned (NSF) check fees.
bill	See <i>vendor bill</i> .
budget	A statement that estimates projected income and expenses for a period of time.
cash account	A category of cash that is not held in a financial institution, such as Petty Cash or Undeposited Funds.
cash back	An amount of cash you retain when depositing customer payments.
cash basis accounting	An accounting method that recognizes revenues when they are received and expenses when they are paid, as opposed to <i>accrual basis accounting</i> .
cash discount	A reduction in price for early payment.
Cash Discount Given	An account that reduces total income for early payment discounts given to customers.
Cash Discount Taken	An account that reduces the total Cost of Goods Sold account for early payment discounts from vendors that your company takes when paying bills.
Cash Flow Forecast	A tool for projecting future cash balances based on estimated cash receipts and estimated cash disbursements.
Cash Flow Statement	A financial statement that shows the sources of the cash flowing into your business and the destination of the cash flowing out. The report is divided into Operating Activities, Investing Activities, and Financing Activities.
cash purchase form	A receipt for a purchase from a vendor in which the items or services sold are paid for at the time of the sale.
cash sale form	A receipt for a sale to a customer in which the items or services sold are paid for at the time of the sale (the most common transaction in retail).
Chart of Accounts (COA)	A list of all your company's accounts and their balances.
check	A form that tells a financial institution to pay an amount of money to the person named on it.
class	A category for transactions, often used for a department of a company.
clear	To turn a setting off or to remove a value.
COA	See <i>Chart of Accounts</i> .
COGS	See <i>Cost of Goods Sold</i> .

company	A commercial organization; a business.
company data file	A file in Small Business Accounting with the extension .sdb that contains all the information for a company.
Company Preferences	Options for customizing Small Business Accounting to best suit the needs of your company. Company Preferences relate to areas such as accounts, jobs, taxes, numbering on forms, and reminders.
contra-account	An account that offsets or reduces an account to produce the correct book value.
contract	A written agreement between two or more parties.
Cost of Goods Sold (COGS)	An account that tracks the cost of goods, materials, or services entered into inventory and then sold.
credit	An entry on the right side of an account; an entry on the left side is a <i>debit</i> . A credit increases liabilities, equity, or income and decreases assets or expenses.
credit card account	A liability account that tracks credit card purchases or bills.
credit card charge	A form, accessed from the Banking menu, on which you can enter information about a credit card purchase.
credit card processing	A service offered through Small Business Accounting that authorizes and settles customer credit card transactions. Authorization verifies that the account is valid and has sufficient funds for the transaction. Settlement transfers the funds.
creditor	Someone to whom something is owed.
current assets	Assets, such as cash or inventory, that are used in the normal business cycle, usually one year.
current liabilities	Obligations that are scheduled to be paid within one year, such as sales taxes, payroll taxes, accrued or deferred salaries, and short-term loans.
customer	A person or company to whom your company sells products or services.
customer credit memo	A form that states an amount a company owes a customer for a return or refund.
customer payment	See <i>payment</i> .
Customer record	A record in Small Business Accounting that includes all the information about a customer.
customer statement	A form that can be sent to a customer that includes the customer's balance and the amount due for the statement period.
debit	An entry on the left side of an account; an entry on the right side is a <i>credit</i> . A debit increases assets or expenses and decreases liabilities, equity, or income.
default	An option that is selected for you and will be used unless you change it.
deposit	Funds, either cash or checks, placed in a bank account.
discount	A dollar or percentage reduction in the price of items sold or the total amount of a bill that is due. A discount can be an incentive for early payment, a reward for a history of volume purchases, or an inducement to buy.

download transactions	To copy records of account transactions from your online bank account into Small Business Accounting.
Employee record	A record in Small Business Accounting that includes all the information about an employee.
equity	An owner's interest; the balance that reflects your company's net worth. Equity equals assets minus liabilities.
expense	An amount spent on products or services related to your normal business operations, such as phone or rent.
export	To copy data to a file of a different format for use in another program.
federal tax ID	A nine-digit number used by most businesses for legal and tax purposes. Same as employer identification number (EIN) or taxpayer identification number (TIN).
field	An area on a <i>form</i> or in a <i>record</i> that holds one piece of information.
FIFO	First-in, first-out. The inventory valuation method used in Small Business Accounting. It assumes that oldest items are sold first. The cost of the oldest item is assigned to the first item sold; the cost of the newest unsold item is assigned to inventory. Other methods are LIFO (last-in, first-out) and weighted average.
filter	A feature you can use to narrow the range of data on a report.
finance charge	A charge to a customer for carrying a balance past the payment date for the invoice.
financial statement	A report of a company's financial information. It includes the <i>Balance Sheet</i> , the <i>Profit and Loss statement</i> (income statement), and the <i>Cash Flow Statement</i> .
Find list	A list on the left side of each Small Business Accounting home page with links to lists of records specific to that area.
first in, first out	See <i>FIFO</i> .
fiscal year	An accounting period used to calculate a company's financial operations. Many companies maintain a fiscal year that is different from the calendar year to accommodate the physical nature of their business or the business cycle of their industry.
fixed assets	Depreciable assets purchased for use by your company, rather than for resale, that are not likely to be converted into cash within a year, such as a piece of equipment or furniture.
form	A printable document with fill-in blanks, or fields, for entering information, that may or may not generate a financial transaction, such as a purchase order or an invoice.
form letter	A custom letter you can send to selected customers, employees, or vendors.
form template	A file that shapes the style and page layout of a form.
General Ledger	A report in some accounting systems of the transactions of all accounts in the <i>Chart of Accounts</i> . In Small Business Accounting, see the following reports: Transaction Detail by Account, Transaction Journal, <i>Profit and Loss statement</i> , <i>Balance Sheet</i> , <i>Cash Flow Statement</i> , and <i>Trial Balance</i> .
GL	See <i>General Ledger</i> .

GL entry	A journal entry, through which you can enter a business transaction into any account except Inventory Asset accounts. In Small Business Accounting, you select a customer to change <i>Accounts Receivable</i> , you select a vendor to change <i>Accounts Payable</i> , or you select a tax code to change <i>Sales Tax Payable</i> .
group	A set of associated records for customers, items, jobs, sales taxes, or vendors. You can use the <i>support lists</i> to manage groups.
Help	Information you can use to learn more about a computer program. In Small Business Accounting, for information on a page, a form, a report, a list, a dialog box, or a wizard, press ALT+F1 ; for information organized by content, press F1 .
home page	<ol style="list-style-type: none"> 1 In Small Business Accounting, the main page within a functional area (Company, Customers, Vendors, Employees, Banking, or Reports). 2 The start page of a Web site.
import	To copy data from word processing, spreadsheet, or database programs into your company data file in Small Business Accounting.
income	Revenue from the sale of products and services to your customers.
inventory	A record of the number and value of products purchased or produced for resale.
inventory asset	A product purchased or produced for sale and entered into inventory.
inventory item	A product for which a company maintains a record of quantity and that is reflected in the <i>Balance Sheet</i> .
invoice	A request to a customer for payment for products and/or services sold.
item	A <i>product</i> or <i>service</i> that a company buys from a vendor and/or sells to a customer.
item receipt	A form to be completed when purchased items arrive before the vendor bill. It lists the quantity received for each item.
item tax code	A code that identifies whether and why an item your company sells is taxable or nontaxable.
job	A sales agreement between a company and a customer. Payment can be based either on a fixed price or on consumption of time and materials. Job fields appear on forms only if you select jobs in <i>Company Preferences</i> .
job cost invoice	An invoice that includes time and materials, that is, expenses and items, that have been charged to a <i>job</i> .
Job Resell	An Income account that is applied to an invoice for an item bought for resale on a <i>job</i> .
journal entry (GL entry)	An entry to a company account to record a business transaction.
kit	A collection of sale items created for quick entry into forms, such as quotes. Kits are commonly used for a group of related items that are frequently sold together.
late payment	A payment that is received after the invoice's due date.
liability	A debt. Something owed, such as accounts payable, sales taxes, loans, and deferred items. Liabilities equal assets minus equity.

Long-Term Liability	An account that tracks obligations that are scheduled to be paid over periods longer than one year, such as loans or mortgages.
match transactions	To update your records by selecting the downloaded online transactions that correspond to those in your account register.
menu	A list of commands that appears when you click a menu name (File, Edit, View, Company, Customers, Vendors, Employees, Banking, Reports, Actions, or Help) on the menu bar at the top of the Small Business Accounting window.
menu bar	The horizontal bar below a window's title bar. It contains the names of menus.
merge accounts	To combine two active records of the same type (Customers, Vendors, Items, or Accounts). After they are combined, they cannot be separated.
migrate	To move data from one software product to another.
navigation buttons	Buttons in the <i>Navigation Pane</i> to open the home pages: Company, Customers, Vendors, Employees, Banking, and Reports.
Navigation Pane	The pane on the left side of the Small Business Accounting window that includes the <i>Start a Task list</i> , the <i>Find list</i> , and the <i>navigation buttons</i> .
non-inventory item	A product that a company buys and/or sells but for which it does not maintain inventory. A non-inventory item is not reflected in the <i>Balance Sheet</i> .
NSF check	Non Sufficient Funds check. A check from an account with a balance insufficient to cover the check amount. Check writers are often charged a fee for NSF checks.
online banking	Banking over the Internet. You can set up your bank accounts in Small Business Accounting to work directly with your bank or financial institution.
online payroll	Payroll Services for Microsoft Office Small Business Accounting Powered by ADP®.
opening balance	The balance in each account when a company begins using Small Business Accounting or opens an account.
Opening Balances	An Equity account containing the offset to account balances as of the start date for your company or for a new account.
opening date	The date on which an <i>opening balance</i> is entered.
Other Asset	An account that tracks assets that are neither <i>current assets</i> nor <i>fixed assets</i> , such as long-term notes receivable.
Other Current Assets	An account that tracks assets that are likely to be converted to cash or used up within one year, such as petty cash, notes receivable due within a year, prepaid expenses, and security deposits.
Other Expense	An account that tracks amounts spent on products and services outside of normal business operations, such as interest expense on debt.
Other Income	An account that tracks revenue received for something outside of normal business operations, such as interest income.
partial invoice	An invoice that covers only the part of an order that is fulfilled, when the rest is back ordered or will be delivered later.
pay item	A payment or deduction of one type, such as overtime or vacation, on an employee's <i>pay slip</i> . A pay item is categorized by a <i>pay type</i> .

pay run	A periodic processing of the payroll.
pay slip	The documentation given to the employee every payday that shows each <i>pay item</i> and the calculations for the payment.
pay type	A category of pay that is directly linked to an hourly pay rate. Examples of pay types are normal hours, vacation, and sickness. Pay types are set up in the payroll service.
payment	Funds received from a customer to be applied to one or more invoices.
payment terms	A set of conditions for payment: the due date and any discount for early payment.
payroll	The list of employees and all the information related to paying them: wages, state and federal taxes, FICA, unemployment insurance, and any deductions for health plans, insurance, and other employer-sponsored benefit plans.
Payroll Services for Microsoft Office Small Business Accounting Powered by ADP	Services provided by ADP, offered through Small Business Accounting, to manage and process a company's payroll.
Pending Item Receipts	A Current Liability account for amounts owed for products or services that have been received before the vendor bill.
permission	An authorization to access a Small Business Accounting feature associated with a <i>role</i> . Roles and permissions ensure that sensitive data is not visible to those who should not view it, and that only authorized users can perform specific business functions.
Physical Inventory Worksheet	A printable form that can be used to take a physical count of inventory. It lists each item currently in stock and its quantity, according to your company data as of a specific date, and contains spaces in which you can enter a count.
PO	See <i>purchase order</i> .
post	To enter a <i>debit</i> or a <i>credit</i> into an <i>account</i> .
price level	A standard price adjustment for all items sold to a customer, based on a percentage change (plus or minus).
product	A physical item for sale or purchase. One of two types of items; the other is a <i>service</i> .
product template	A file that shapes the style and page layout of a sales order or a cash sale form for a product. Unlike a <i>service template</i> , it has shipping information.
Profit and Loss statement	A financial statement that calculates the net income for your business from income, cost of goods sold, and expense accounts listed in the <i>Chart of Accounts</i> .
progress invoice	A partial invoice to a customer for a percentage of work completed on a <i>job</i> .
purchase order (PO)	A request from a company to a vendor, usually for purchasing stock items. A purchase order can be sent to the vendor or only used internally by the company.
quote	A proposed sales agreement between a company and a customer. In Small Business Accounting, an accepted quote can be converted into a <i>sales order</i> or an <i>invoice</i> .
receive payment	To enter a payment received from a customer for one or more invoices into Small Business Accounting.

Glossary

reconcile	To match local records of transactions in an account register with bank records.
record	A computer program's collection of data about a particular thing. A record is made up of <i>fields</i> .
refund	A return of a payment or a credit for an overpayment or a purchase return.
register	<ol style="list-style-type: none">1 A list of the transactions for an account.2 To provide your name and contact information so you can receive information about Small Business Accounting updates and special offers from Microsoft.
reminder	A notification you can set up in Small Business Accounting <i>Company Preferences</i> to appear on your Company home page when you need to perform a task.
reorder point	In Small Business Accounting, the point at which a warning symbol appears in the Items list to remind you to reorder inventory items, and a <i>reminder</i> appears on the Company home page if you set it.
Retained Earnings	An Equity account for balances from income and expense accounts at the close of the fiscal year.
returned check	An <i>NSF check</i> .
revenue	The value received from a third party, such as a customer, when an asset is transferred to that party.
role	A set of <i>permissions</i> for Small Business Accounting functions that are related to a <i>job</i> : the Accountant role, the Office Manager role, the Owner role, or the Salesperson role.
sales order	A sales agreement between a company and a customer. In Small Business Accounting, a sales order can be created from a <i>quote</i> and converted to an <i>invoice</i> . It can be used for a back order and partial invoicing and as a work order in service-based companies.
sales tax	A state or local tax on products or services, based on a percentage of the sales price.
sales tax agency	The government institution to which your company pays the taxes you collect from sales to customers.
sales tax code	A code for a tax that consists of an ID, a name, and a tax rate (as a percentage of the sales price).
Sales Tax Payable	A Current Liability account for sales taxes owed.
sample company	A company data file provided with Small Business Accounting that you can use to familiarize yourself with the product.
saved report	A standard report with custom changes to the appearance or the content of the data.
service	Work performed for sale or purchase, such as consulting or design. One of two types of items; the other is a <i>product</i> .
service template	A file that shapes the style and page layout of a sales order or a cash sale form for a service. For products, use a <i>product template</i> .
settle	<ol style="list-style-type: none">1 To apply a payment or credit to an invoice.2 To transfer funds to complete a transaction.

shipping method	A means of transport for order deliveries (both sales to customers and purchases from vendors).
shipping term	An agreement for customer payment of shipping and handling.
shortcut key	A function key or a key combination, such as F5 or CTRL+A, that you can use to carry out a menu command.
Start a Task list	A list on the left side of each Small Business Accounting home page that contains the primary tasks specific to that area.
start date	The earliest date on which you start entering transactions into Small Business Accounting, typically the beginning of a fiscal year or the beginning of a month.
Startup Wizard	A feature in Small Business Accounting that asks questions and then sets up your company according to your answers.
statement	A document that summarizes the status of an account.
support lists	Small Business Accounting lists that contain the standard data, for example, groups and terms, that you can use to manage sales and purchases.
System accounts	The basic financial accounts in Small Business Accounting, which cannot be deleted or changed: <i>Opening Balances, Accounts Receivable, Accounts Payable, Sales Tax Payable, Cash Discount Given, Cash Discount Taken, Undeposited Funds, Bank Charge, Retained Earnings, Pending Item Receipts, Job Resell, and Write-Off.</i>
system administrator	The person who administers the Windows operating system on your computer. The person who installs Small Business Accounting on your computer must belong to the Windows Administrator group on that computer.
task	A piece of work. In Small Business Accounting, tasks appear on the <i>Start a Task list</i> .
tax agency	In Small Business Accounting, the government institution to which your company pays the taxes you collect from sales to customers.
tax code	<i>An item tax code or a sales tax code</i>
Tax Payable	A Current Liability account for sales taxes owed.
template	<i>A form template, a product template, a service template, or a Word template.</i>
Time Entry record	A record of an employee's work hours for one day.
Timesheet	A record of an employee's work hours for one week.
toolbar	A horizontal bar at the top of a software program window that contains buttons and options you can use to carry out commands.
transaction	A deposit, a withdrawal, or another exchange that changes the financial position of a business. Transactions are recorded in a journal and are then posted to a ledger.
transfer funds	To move money from one account to another.
Trial Balance	A listing of all account balances from the <i>Chart of Accounts</i> at a given point in time. Total debit balances must equal total credit balances.
Undeposited Funds	A Cash account for amounts received from customers but not yet deposited to any other account.
vendor	A person or company from whom your company buys products or services.

Glossary

vendor bill	A request for payment from a vendor for products and services sold to a company.
vendor credit memo	A form that states an amount a vendor owes your company for a return or refund.
Vendor record	A record in Small Business Accounting that includes all the information about a vendor.
void	To invalidate a posted document. You can view voided documents in a list by selecting the appropriate view from the Current View field.
Windows logon	The user name and password you use in Windows programs on your computer. Your Windows user name and password identify you in Small Business Accounting.
wizard	A feature that asks questions and then creates an item, such as a form, according to your answers.
Word template	A file that shapes the style and page layout of a Word document.
write off	To cancel an amount that is owed, but will not be paid, and transfer it to the Write-Off account.
Write-Off	An offset to Income for amounts deducted from a total amount owed.

Small Business Bookshelf

For more information about using Microsoft Office Small Business Accounting 2006, see the following Microsoft book:

- Frye, Chris and Stan Snyder. *Introducing Microsoft Small Business Accounting*. Redmond, WA: Microsoft Press, 2005.

For more information on starting and running a small business, we recommend the following books:

- DuBoff, Leonard D. *The Law (in Plain English) for Small Businesses*. Naperville, IL: Sphinx Pub., 2004.
- Harroch, Richard D. *Small Business Kit for Dummies*. 2nd ed. Hoboken, NJ: Wiley, 2004.
- Mohr, Angie. *Bookkeepers' Boot Camp: Get a Grip on Accounting Basics*. Bellingham, WA; North Vancouver, BC: Self-Counsel Press, 2003.
- Pinson, Linda. *Keeping the Books: Basic Recordkeeping and Accounting for the Successful Small Business*. 6th ed. Chicago: Dearborn Trade Pub., 2004.
- Tracy, John A. *Accounting for Dummies*. 3rd ed. Hoboken, NJ: Wiley, 2005.
- Tyson, Eric and Jim Schell. *Small Business for Dummies*. 2nd ed. New York: John Wiley, 2003.
- Weltman, Barbara. *J.K. Lasser's Small Business Taxes: Your Complete Guide to a Better Bottom Line*. New York: Wiley, 2005.

To find additional references, click **Office Online** on the **Help** menu.

Index

- 1099 categories, 38
 - assigning to an account, 56
 - selecting a vendor, 124
 - setting up, 34
- 1099 Detail report, 221
- 1099 Summary report, 221
- A/P Aging Detail report, 220
- A/P Aging Summary report, 220
- A/R Aging Detail report, 218
- A/R Aging Summary report, 218
- access
 - for multiple users, 19
 - managing, 42
- access levels
 - types of, 41–42
- Access reports
 - using Analysis Tools, 226
- account numbers
 - adding or removing, 32
- account registers, 54–55, 187
- Accountant access, 41
- accountants
 - finding, 3
 - sharing data with, 73–75
- accounts
 - changing system accounts, 35
 - inactivating, 57
 - payroll, 171
 - setting up, 15, 50
 - updating balances, 30
 - viewing balances, 29
 - working with, 53–57
- Accounts Payable reports, 220
- Accounts Receivable reports, 218
- accrual basis accounting
 - in reports, 34, 211
- activating
 - Customer records, 85
 - Item records, 133
 - Small Business Accounting, 11
 - Vendor records, 125
- Add-in Manager, 21
- add-ins, 21
- adjustments. *See* journal entries
- administrator access, 41
- ADP payroll processing, 3
 - managing, 173
 - signing up, 172
- Analysis Tools
 - for reports, 226
- assigning roles, 42
- back orders
 - creating partial invoices, 97
 - managing, 94
- backing up company data, 70
- backup files
 - accountant's copy, 73
 - compressed, 70
 - uncompressed, 69
- bad debts
 - writing off, 103
- Balance Sheet, 216
- balance sheet accounts
 - setting up, 50
- bank accounts, 29
 - collecting statements, 9
 - online, 54, 199
 - reconciling, 196
 - tracking, 182
 - working with, 179–85, 198
- bank fees, 198
- bank transactions
 - adding, 188
 - adding deposits, 193
 - changing status, 55, 188
 - downloading, 202
 - editing, 188
 - matching, 197, 203
 - paying bills, 195
 - printing batch of checks, 192, 196
 - reconciling, 196
 - transfers, 194
 - viewing details, 54, 188
 - voiding, 189
 - writing checks, 189
- Bank Transactions report, 225
- banking
 - creating online log file, 200
 - online, 3, 199
 - tracking online transactions, 200
 - workflow, 27
- Banking home page, 27, 179
 - touring, 27
- Banking reports, 224
- billing
 - Time Entries, 169
 - timesheets, 167
- billing to customers
 - cash purchase forms, 148
 - item receipts, 143
 - purchase orders, 139
 - vendor bills, 146
- bills. *See* vendor bills
- Bills and Item Receipts list, 141
 - exporting to Excel, 142
 - printing, 141
- Business Contact Manager
 - for Outlook
 - creating Time Entries from, 170
 - working with, 1, 20
- buying checks and forms, 3, 163, 185
- buying from vendors, 25
- cases. *See* jobs
- cash basis accounting
 - in reports, 34, 211
- cash discounts
 - taking on vendor bills, 150
- Cash Flow Statement, 29, 216
 - checking, 24
- cash purchase forms
 - adding references, 148
 - billing to customers, 148
 - changing payment terms, 149
 - changing quantities or prices, 149
 - classes, 148
 - creating, 148
 - editing, 149
 - finding, 141
 - handling taxes on purchases, 148
 - jobs, 148
 - linking files, 149
 - opening, 141
 - viewing by status, 141
 - voiding, 149
- cash purchases, 148
- cash sale forms
 - adding references, 104
 - changing quantities or prices, 105
 - classes, 104
 - creating, 103
 - creating for jobs, 104
 - discounting, 105
 - editing, 105
 - exporting to Word, 105
 - finding, 95
 - linking files, 104
 - opening, 95
 - printing, 95
 - sending in e-mail messages, 105
 - viewing by status, 95

Index

- cash sales, 103
- cash withdrawals
 - recording, 198
- Change Log, 217
- change orders
 - handling for jobs, 113
- charging credit cards, 198
- Chart of Accounts, 215
 - changing system accounts, 35
 - downloading payroll entries, 173
 - exporting to Excel, 54, 180
 - finding accounts, 27
 - order of accounts, 53, 180
 - payroll accounts, 171
 - printing, 53, 180
 - rearranging, 53, 180
 - setting up, 50
 - viewing, 27
- charts
 - viewing, 215
- Check Detail report, 224
- checks
 - buying, 3
 - buying online, 163, 185
 - insufficient funds, 192, 194
 - printing, 151, 192, 193
 - printing batch of, 192, 196
 - returned, 192, 194
 - writing, 189
- checks to vendors, 141
- classes
 - cash purchase forms, 148
 - cash sale forms, 104
 - customer credit memos, 107
 - invoices, 97
 - item receipts, 143
 - organizing transactions by, 32
 - purchase orders, 139
 - quotes, 89
 - sales orders, 93
 - using, 38
 - vendor bills, 146
- closing out fiscal years, 36
- Company and Financial reports, 215
- company data
 - backing up, 70
 - changing settings, 29
 - corrupted, 72
 - exporting, 75
 - from Business Contact Manager, 20
 - importing, 16, 17
 - in support lists, 37
 - monitoring in reports, 226
 - restoring, 70
 - setting up, 13
- company files
 - .sbc, 69
 - removing, 72
 - switching, 28
- Company home page, 49
 - touring, 23
 - working with, 29–31
- company information
 - changing, 31
 - gathering, 9
- company preferences
 - changing, 32
 - log online activities, 173, 200
- consultants
 - finding, 3
- contact information
 - changing, 31
- contacting Small Business Accounting customer support, 3
- copying
 - company data, 71
 - journal entries, 63
 - timesheets, 166
- cost plus jobs. *See* time and materials jobs
- costing inventory, 128
- costs
 - tracking for jobs, 112
- counting inventory, 134
- country categories, 38
- credit card accounts
 - collecting statements, 9
 - working with, 182–84
- credit card processing
 - managing, 106
 - signing up, 106
 - tracking, 35
- credit cards
 - accepting, 3, 106, 185
 - working with, 198
- credit ratings, 38
- credits
 - applying to vendor bills, 151
- custom items
 - tracking for customers or jobs, 116
- customer credit memos
 - adding references, 107
 - applying to invoices, 108
 - changing quantities or prices, 108
 - classes, 107
 - creating for jobs, 107
 - discounting, 108
 - editing, 106, 107
 - exporting to Word, 108
 - finding, 95
 - job costs, 108
 - linking files, 107
 - opening, 95
 - printing, 95
 - sending in e-mail messages, 108
 - viewing by status, 95
 - voiding, 107
 - Word templates, 108
- Customer forms
 - linking files, 84
- customer groups, 37, 84
- customer IDs
 - adding or removing, 82
 - changing, 83
- customer numbers. *See* customer IDs
- customer payments. *See* payments
- Customer records
 - adding fields, 83
 - creating, 82
 - deleting, 84
 - editing, 84
 - finding, 82
 - inactivating or activating, 85
 - merging, 85
 - opening, 82
 - viewing by status, 82
- customer services, 85
- customer statements
 - exporting to Word, 85
 - managing Word templates, 85
 - printing, 85
- Customer Transaction History report, 218
- customers
 - billing expenses, 62
 - billing time, 167, 169
 - changing status, 85
 - Financial History, 85
 - Financial Summary, 85
 - handling exchanges or returns, 109
 - handling prepayments, 103
 - invoicing time, 170
 - refunding payments, 109
 - selecting a primary contact, 84
 - sending a form letter, 85
 - sending e-mail messages, 85
 - setting price levels, 84, 85
 - sharing information with
 - Business Contact Manager for Outlook, 86
 - tax-exempt, 84
 - tracking custom items for, 116
 - with outstanding invoices, 29
 - workflow, 25
- Customers and Receivables reports, 218
- Customers home page, 81
 - keyboard shortcuts, 79
 - touring, 24
- Customers list, 82
 - exporting to Excel, 82
 - printing, 82
 - rearranging, 82
- data files
 - accountant's backup copy, 73
 - backing up, 70
 - deleting, 72
 - protecting, 69

- restoring, 70
- types of, 69
- working with, 69–75
- Data Tools menu, 72, 74
- defining
 - fiscal years, 9
 - start dates, 9
- deposit account
 - selecting on cash sale forms, 104
- Deposit Detail report, 224
- deposits
 - adding, 193, 198
- designing templates for forms, 39
- discounting
 - kits, 133
 - on cash sale forms, 105
 - on customer credit memos, 108
 - on invoices, 98
 - on quotes, 90
 - on sales orders, 94
- downloading payroll, 173
- downloading transactions, 30, 202
- drop shipping, 99
- due dates
 - changing on invoices, 97
- e-mail messages
 - sending cash sale forms, 105
 - sending customer credit memos, 108
 - sending invoices, 98
 - sending purchase orders, 140
 - sending quotes, 90
 - sending sales orders, 94
 - sending to customers, 85
 - sending to employees, 163
 - sending to vendors, 125
 - sending vendor credit memos, 153
- Employee forms
 - adding fields, 161
- employee IDs
 - adding or removing, 160
 - changing, 161
- employee numbers. *See* employee IDs
- Employee records
 - adding fields, 161
 - navigating, 185
 - payroll, 173
 - working with, 159–63
- employees
 - changing status of, 161, 162
 - reimbursing, 163, 191
 - sending a form letter, 163
 - sending e-mail messages, 163
 - workflow, 26
- Employees and Payroll reports, 225
- Employees home page, 159
- touring, 26
- Employees list, 159
- exporting to Excel, 160
- printing, 160
- rearranging, 160
- enabling add-ins, 21
- entering vendor bills, 145
- Excel
 - exporting Bills and Item Receipts list to, 142
 - exporting Chart of Accounts to, 54, 180
 - exporting Customers list to, 82
 - exporting Employees list to, 160
 - exporting Invoices list to, 95
 - exporting Items list to, 129
 - exporting Jobs list to, 114
 - exporting Journal Entries list to, 60
 - exporting Payments list to, 101
 - exporting Purchase Orders list to, 137
 - exporting Quotes list to, 87
 - exporting reports, 214
 - exporting Sales Orders list to, 91
 - exporting Time Entries list to, 165
 - exporting timesheets to, 167
 - exporting Vendors list to, 122
 - using Analysis Tools, 226
 - working with, 1
- exchanges
 - customers, 109
- exiting
 - Small Business Accounting, 28
- Expense accounts
 - setting up, 51
- expenses
 - billing on a journal entry, 62
 - reimbursing, 163, 191
- expiration dates for quotes, 89
- exporting
 - Bills and Item Receipts list, 142
 - cash sale forms to Word, 105
 - Chart of Accounts, 54, 180
 - company data, 75
 - customer credit memos to Word, 108
 - customer statements, 85
 - Customers list, 82
 - Employees list, 160
 - Invoices list, 95
 - invoices to Word, 99
 - Items list, 129
 - Jobs list, 114
 - Payments list, 101
 - Purchase Orders list, 137
 - purchase orders to Word, 140
 - Quotes list, 87
 - quotes to Word, 90
 - reports to Excel, 214
 - Sales Orders list, 91
- sales orders to Word, 94
- Time Entries list, 165
- timesheets, 167
- vendor credit memos to Word, 153
- Vendors list, 122
- features, 1
- federal tax ID
 - changing, 32
 - vendors, 124
- feedback
 - providing, 4
- fees
 - credit cards, 198
- FIFO inventory, 128
- filtering reports, 211, 215
- finance charges
 - applying to invoices, 99
 - finding, 95
 - opening, 95
 - printing, 95
 - setting up, 34
 - viewing by status, 95
- financial accounts
 - changing for items, 134
- financial basis
 - changing, 34
 - of reports, 210
- First-In, First-Out. *See* FIFO inventory
- fiscal years
 - adding, 36
 - changing, 33, 36
 - closing out, 36
 - defining, 9
 - deleting, 37
 - editing, 37
 - planning, 35
 - reopening, 37
- fixed fee jobs, 111
- forecasting cash flow, 24
- forms
 - buying, 3
 - buying online, 163, 185
 - changing layout, 33
 - designing templates for, 39
 - gathering company information, 9
 - hardware requirements
 - checking, 10
- Help, 2, 29, 49
- importing
 - accountant's backup copy, 74
 - from a backup file, 17
 - from an exported file, 16
 - from comma-separated values files, 16
 - from Microsoft Office Excel, 16
 - from Microsoft Office Access, 16
 - from Peachtree Accounting, 16
 - QuickBooks data, 18

Index

- Small Business Accounting
 - data, 16, 17
- inactivating
 - accounts, 57, 184
 - Customer records, 85
 - Item records, 133
 - Vendor records, 125
- Income accounts
 - setting up, 51
- installing
 - add-ins, 21
 - Small Business Accounting, 11
- interest income, 198
- inventory, 128
 - adjusting quantity, 134
 - adjusting quantity and value, 134
 - costing, 128
 - counting, 134
 - FIFO, 128
 - low quantity warning, 132
 - setting up, 34
 - valuation, 128
- Inventory Item records
 - adding fields, 131
 - creating, 131
- inventory items
 - changing status, 132
 - quantities on purchase orders and sales orders, 134
- Inventory reports, 222
- Inventory Stock Status by Item report, 222
- Inventory Valuation report, 222
- invoices, 95
 - adding references, 97
 - applying finance charges to, 99
 - changing quantities or prices, 98
 - classes, 97
 - creating, 96
 - creating for jobs, 97, 112
 - creating from sales orders, 94
 - creating from Time Entries, 169
 - creating from Time records, 170
 - creating in Business Contact Manager for Outlook, 97
 - creating with items, 134
 - discounting on, 98
 - editing, 97
 - exporting to Word, 99
 - finding, 95
 - job costs, 98
 - linking files, 97
 - managing Word templates, 99
 - opening, 95
 - printing, 95
 - sending in e-mail messages, 98
 - viewing by status, 95
- Invoices list, 95
 - exporting to Excel, 95
 - printing, 95
- rearranging, 95
- invoicing Time Entries, 170
- item groups, 38
 - service items, 131, 132
- Item Price List report, 222
- Item Profitability report, 223
- item receipts, 141
 - adding references, 143
 - billing to customers, 143
 - changing payment terms, 144
 - changing quantities or prices, 144
 - classes, 143
 - creating, 142
 - editing, 143
 - finding, 141
 - jobs, 143
 - linking files, 143
 - opening, 141
 - viewing by status, 141
 - voiding, 144
- Item records
 - deleting, 133
 - editing, 133
 - finding, 129
 - inactivating or activating, 133
 - merging, 134
 - opening, 129
 - viewing by status, 129
- items
 - changing financial accounts, 134
 - changing status, 133
 - counting inventory, 134
 - creating forms with, 134
 - kits, 128
 - product or service, 127
 - receiving, 142
 - returning to vendor, 154
 - sharing information with Business Contact Manager for Outlook, 134
 - updating cost automatically, 134
- Items list, 128
 - exporting to Excel, 129
 - printing, 129
- job costs
 - customer credit memos, 108
 - invoices, 98
- Job Estimates vs. Actuals Detail report, 224
- Job Estimates vs. Actuals Summary report, 223
- Job forms
 - linking files, 115
- job groups, 38, 115
- Job Progress Invoices vs. Quotes report, 224
- Job records
 - adding fields, 115
 - finding, 114
 - opening, 114
 - viewing by status, 113
- job types
 - changing, 115
- jobs, 32, 111
 - cash purchase forms, 148
 - cash sale forms, 104
 - changing status, 116
 - creating, 114
 - creating invoices for, 112
 - creating quotes for, 112
 - creating service items for, 111
 - customer credit memos, 107
 - deleting, 116
 - editing, 115
 - fixed fee, 111
 - handling change orders for, 113
 - invoices, 97
 - item receipts, 143
 - non-inventory items, 128
 - purchase orders, 139
 - quotes, 89
 - service items, 127
 - time and materials, 111
 - tracking costs for, 112
 - tracking custom items for, 116
 - updating percent complete, 116
 - using reports for, 113
 - vendor bills, 146
- Jobs and Time reports, 223
- Jobs list, 113
 - exporting to Excel, 114
 - printing, 114
 - rearranging, 114
- journal entries
 - billing customers, 62
 - changing voucher number, 61
 - copying, 63
 - creating for payroll, 173
 - description, 59
 - editing, 62
 - finding, 60
 - making, 60
 - navigating, 63
 - opening, 60
 - printing, 60
 - viewing by status, 59
 - viewing details, 63
 - voiding, 62
- Journal Entries list, 59
 - exporting to Excel, 60
 - printing, 60
 - rearranging, 59
- journal entry numbers
 - adding or removing, 59
- keyboard shortcuts, 7
 - Banking home page, 176
 - Company home page, 46
 - Customers home page, 79
 - Employees home page, 156
 - Reports home page, 207

- Vendors home page, 119
- Kit records
 - adding fields, 132
 - creating, 132
- kits, 128
 - changing status, 133
 - discounting, 133
 - taxes, 128
- letters
 - designing templates for letters, 39
 - sending to customers, 85
 - sending to employees, 163
 - sending to vendors, 125
- log files, 69
 - Change Log, 217
 - SQL server, 69
 - tracking online activity, 35
 - tracking online transactions, 200
 - tracking payroll transactions, 173
- matching downloaded transactions, 203
- matching transactions, 197
- merging
 - accounts, 56
 - Customer records, 85
 - Item records, 134
 - Vendor records, 125
- message settings
 - changing, 35
- Microsoft Office
 - online resources, 3
 - working with, 1
- Microsoft Office Outlook 2003 with Business Contact Manager Update
 - creating invoices, 97
 - creating quotes, 90
 - creating sales orders, 93
 - sharing customer information, 86
 - sharing item information, 134
- Missing Checks report, 225
- modifying reports, 210
- monitoring company data, 226
- moving company data file, 71
- multiuser environment
 - setting up, 19
- Non-Inventory Item records
 - adding fields, 130
 - creating, 129
- non-inventory items
 - changing status, 131
- NSF checks, 192, 194
- Office Manager access, 41
- online accounts
 - downloading transactions, 30
 - updating balances, 30
- online banking, 3
 - downloading transactions, 202
- error messages, 202
 - matching downloaded transactions, 203
 - paying bills, 201
 - setting up, 54, 182, 199
 - tracking, 35
 - transferring funds, 200
- online features, 2, 15
- online Help. *See* Help
- online payroll. *See* payroll
- online resources
 - Microsoft Office resources, 3
- online transactions
 - tracking, 35
- Outlook
 - working with, 1
- Owner access, 41
- packing slips
 - printing, 99
- partial invoices
 - back orders, 97
- passwords
 - changing, 43
 - for Word templates, 40
- pay runs. *See* payroll
- paying
 - sales taxes, 68, 191
 - vendor bills, 150, 191
- payment terms, 37
 - changing on cash purchase forms, 149
 - changing on item receipts, 144
 - changing on purchase orders, 140
 - changing on vendor bills, 147
- payments, 101
 - adjusting, 106
 - finding, 101
 - opening, 101
 - receiving, 102
 - refunding, 109, 191
 - viewing by status, 101
 - writing off, 103
- Payments list, 101
 - exporting to Excel, 101
 - printing, 101
 - rearranging, 101
- payroll, 3
 - adding payments manually, 172
 - creating journal entries, 173
 - creating log file, 173
 - downloading pay runs, 173
 - Employee records, 173
 - managing online, 173
 - setting up accounts, 171
 - signing up for ADP processing, 172
 - Time records, 173
 - tracking, 35
 - tracking transactions, 173
- Peachtree Accounting data
 - importing, 16
- permissions, 41
- Physical Inventory Worksheet, 223
 - printing, 134
- PivotTable dynamic views
 - using Analysis Tools, 226
- policies. *See* jobs
- posting dates
 - changing, 36
- preferences
 - changing, 32
 - setting up, 13
- prepayments
 - customers, 103
 - vendor bills, 151
- price levels, 37
 - selecting, 84
- prices
 - adjusting on all sales forms, 84
- primary contact
 - customers, 84
 - vendors, 124
- printing
 - 1099 Detail report, 125
 - batch of checks, 192, 196
 - Bills and Item Receipts list, 141
 - blank timesheets, 167
 - cash sale forms, 95
 - Chart of Accounts, 53, 180
 - checks, 151, 192, 193
 - customer credit memos, 95
 - customer statements, 85
 - Customers list, 82
 - Employees list, 160
 - finance charges, 95
 - invoices, 95
 - Invoices list, 95
 - Items list, 129
 - Jobs list, 114
 - journal entries, 60
 - Journal Entries list, 60
 - packing slips, 99
 - Payments list, 101
 - Physical Inventory Worksheet, 134
 - purchase orders, 137
 - Purchase Orders list, 137
 - quotes, 87
 - Quotes list, 87
 - reports, 214
 - sales orders, 91
 - Sales Orders list, 91
 - Time Entries list, 165
 - Vendors list, 122
- Profit and Loss report, 29
- Profit and Loss statement, 215
 - showing a chart, 215
- Profitability by Customer Detail report, 219
- Profitability by Customer Summary report, 218

Index

- Profitability by Job Detail report, 223
- Profitability by Job Summary report, 223
- projects. *See* jobs
- purchase orders, 137
 - adding references, 139
 - billing to customers, 139
 - changing payment terms, 140
 - changing quantities or prices, 140
 - classes, 139
 - creating, 138
 - creating with items, 134
 - deleting, 139
 - editing, 139
 - exporting to Word, 140
 - finding, 137
 - jobs, 139
 - linking files, 139
 - managing Word templates, 140
 - opening, 137
 - printing, 137
 - sending in e-mail messages, 140
 - viewing by status, 137
- Purchase Orders list, 137
 - exporting to Excel, 137
 - printing, 137
- purchases
 - cash, 148
- Purchases by Item Detail report, 222
- Purchases by Item Summary report, 222
- Purchases by Vendor Detail report, 221
- Purchases by Vendor Summary report, 221
- Purchases reports, 221
- Quick Start Guide, 2
- QuickBooks data
 - importing, 18
- quotes, 87
 - accepted, 90
 - adding references, 89
 - changing quantities or prices, 90
 - classes, 89
 - creating, 88
 - creating for jobs, 89, 112
 - creating in Business Contact Manager for Outlook, 90
 - creating with items, 134
 - discounting on, 90
 - editing, 89
 - expiration dates, 89
 - exporting to Word, 90
 - finding, 87
 - linking files, 89
 - managing Word templates, 90
 - opening, 87
 - printing, 87
 - rejected, 90
 - sending in e-mail messages, 90
 - viewing by status, 87
- Quotes list, 87
 - exporting to Excel, 87
 - printing, 87
 - rearranging, 87
- Read-only user access, 42
- rebuilding company data, 72
- receiving
 - items, 142
 - payments, 102
- Reconciliation Detail report, 225
- reconciling accounts, 196
- refunding payments, 109, 191
- region categories, 38
- reimbursing employees, 163
- reimbursing expenses, 191
- rejecting quotes, 90
- reminders, 29
 - adding, 31
 - removing, 31
 - viewing, 24
- removing
 - companies, 72
 - content from Company home page, 30
 - roles, 43
 - Small Business Accounting, 22
 - user access, 43
- reorder point
 - setting, 132
- repairing company data, 73
- reports, 29
 - adding columns, 211
 - arranging, 214
 - changing text and numbers, 212
 - changing the financial basis, 34
 - changing titles, 212
 - comparing data, 212
 - descriptions, 215–26
 - drilling down, 209, 215
 - exporting to Excel, 214
 - filtering, 211, 215
 - highlighting trends, 212
 - keeping track of data, 215
 - modifying, 210
 - monitoring company data, 226
 - printing, 214
 - rearranging, 211
 - removing columns, 211
 - saving, 213
 - using Analysis Tools, 226
 - using for jobs, 113
 - viewing, 28
 - viewing details, 209, 215
 - workflow, 28
- Reports home page, 27, 209, 215
- touring, 27
- restoring company data, 70
- returning items to vendor, 154
- returns by customers, 109
- roles, 41
- sales
 - cash, 103
- Sales by Customer Detail report, 219
- Sales by Customer Summary report, 219
- Sales by Item Detail report, 220
- Sales by Item Summary report, 220
- Sales by Salesperson Detail report, 219
- Sales by Salesperson Summary, 219
- sales order templates
 - selecting, 93, 104
- sales orders, 91
 - adding references, 93
 - changing quantities or prices, 94
 - classes, 93
 - creating, 92
 - creating in Business Contact Manager for Outlook, 93
 - creating invoices from, 94
 - creating with items, 134
 - deleting, 93
 - discounting on, 94
 - editing, 93
 - exporting to Word, 94
 - finding, 91
 - linking files, 93
 - managing Word templates, 94
 - opening, 91
 - printing, 91
 - sending in e-mail messages, 94
 - viewing by status, 91
- Sales Orders list, 91
 - exporting to Excel, 91
 - printing, 91
 - rearranging, 91
- Sales reports, 219
- Sales Tax Liability report, 217
- sales taxes
 - adding settings, 66
 - adjusting liability, 67
 - cash purchase forms, 148
 - checking liability, 67
 - description, 65
 - identifying settings, 65
 - paying, 66, 68, 191
 - Sales Tax Liability report, 217
 - setting up, 33, 65
 - Transaction Detail by Tax Code report, 217
 - vendor bills, 146
- Salesperson access, 42
- sample files
 - touring Small Business Accounting, 23
- saving reports, 213
- selling to customers, 25
- Service Item records

- adding fields, 130
- creating, 129
- service items
 - changing status, 131
 - creating for jobs, 111
- setting
 - price levels, 84, 85
 - reorder point of inventory items, 132
 - standard cost of non-inventory or service items, 131
- setting up, 13
 - accounts, 15
 - Chart of Accounts, 50
 - company data, 13
 - multiuser environment, 19
 - online accounts, 54, 182
 - online banking, 199
 - payroll accounts, 171
 - preferences, 13
 - sales tax, 65
- settings
 - changing, 29
- sharing data
 - with Business Contact Manager, 20
- shipping methods, 37
- shipping terms, 37
 - changing on cash sale forms, 104
 - changing on invoice, 97
 - changing on sales orders, 93
 - setting up, 34
- shortcuts, 11
- showing a chart
 - Profit and Loss, 215
- signing up
 - credit card processing, 106
 - payroll, 172
- Social Security Number
 - vendors, 124
- software
 - checking for updates, 3
 - checking requirements, 10
- sound settings
 - changing, 35
- Spotlight, 3, 29
- SQL server
 - attaching data files, 71
 - changing connection, 73
 - data files, 69
 - detaching data files, 71
 - log file, 69
- standard cost
 - non-inventory items, 131
 - service items, 131
- Start a Task list, 23
- start date, 36
 - defining, 9
- starting Small Business Accounting, 11
- Startup Wizard, 13
- Startup Wizard progress checklist, 15
- support lists, 37
- support services, 4
- switching company files, 28
- system accounts
 - changing, 35
 - setting up, 51
- system requirements
 - checking, 10
- taxes
 - 1099 vendors, 221
 - cash purchase forms, 148
 - kits, 128
 - vendor bills, 146
- tax-exempt customers, 84
- templates
 - for form letters, 39
 - for forms, 39
 - using passwords, 40
- time and materials jobs, 111
- Time Entries
 - billing customers, 169
 - creating, 168
 - creating from Business Contact Manager for Outlook, 170
 - creating invoices, 169
 - deleting, 170
 - editing, 169
 - finding, 165
 - pay type, 169
- Time Entries list, 165
 - exporting to Excel, 165
 - invoicing time, 170
 - printing, 165
 - rearranging, 165
- Time Entry form
 - linking files, 169
 - unlinking files, 170
- Time Entry numbers
 - changing, 169
- Time records
 - creating invoices, 169
 - finding, 165
 - invoicing time, 170
 - navigating, 170
 - opening, 165
 - Pay type field, 173
 - payroll, 173
 - viewing by status, 165
- Time report, 225
- time tracking
 - workflow, 26
- timesheets
 - billing a job, 167
 - billing customers, 167
 - changing start day, 35
 - copying last week, 166
 - creating, 163, 166
 - deleting rows, 167
 - exporting to Excel, 167
 - pay type, 167
 - printing a blank timesheet, 167
 - touring Small Business Accounting, 23
- tracking
 - company data, 226
 - online activities, 35
 - online transactions, 173
- Transaction Detail by Account report, 216
- Transaction Detail by Tax Code report, 217
- Transaction History
 - viewing, 63
- Transaction Journal
 - viewing, 63
- Transaction Journal report, 217
- transactions. *See* journal entries
- transferring funds, 194
 - online, 200
- Trial Balance, 216
- updates
 - checking for, 3
 - updating account balances, 30
 - updating cost automatically items, 134
- users
 - adding, 42
 - changing access, 42
 - removing access, 43
- valuation
 - inventory, 128
- vendor bills
 - adding references, 146
 - applying credits, 151
 - billing to customers, 146
 - changing payment terms, 147
 - changing quantities or prices, 147
 - classes, 146
 - creating, 145
 - editing, 147
 - entering, 145
 - finding, 141
 - handling taxes on purchases, 146
 - jobs, 146
 - linking files, 146
 - opening, 141
 - paying, 150
 - prepaying, 151
 - taking cash discounts, 150
 - viewing by status, 141
- vendor credit memos
 - adding references, 152
 - changing quantities or prices, 153
 - creating, 151
 - editing, 153
 - exporting to Word, 153

Index

- finding, 141
- linking files, 152
- opening, 141
- sending in e-mail messages, 153
- viewing by status, 141
- voiding, 153
- Vendor forms
 - adding fields, 123
 - linking files, 123
- vendor groups, 37, 124
- vendor IDs
 - adding or removing, 122
 - changing, 123
- vendor numbers. *See* vendor IDs
- vendor payments
 - adjusting, 151
- Vendor records
 - adding fields, 123
 - creating, 122
 - deleting, 124
 - editing, 124
 - finding, 122
 - inactivating or activating, 125
 - merging, 125
 - opening, 122
 - viewing by status, 122
- vendor services, 125
- Vendor Transaction report, 221
- vendors
 - changing status, 125
 - Federal tax ID, 124
 - Financial History, 125
 - Financial Summary, 125
 - selecting a primary contact, 124
 - sending a form letter, 125
 - sending e-mail messages, 125
 - Social Security Number, 124
 - with outstanding bills, 29
 - workflow, 25
- Vendors home page, 121
- keyboard shortcuts, 119
- touring, 25
- Vendors list, 122
 - exporting to Excel, 122
 - printing, 122
- viewing details
 - in reports, 209, 215
- voiding
 - bank transactions, 189
 - cash purchase forms, 149
 - customer credit memos, 107
 - invoices, 98
 - item receipts, 144
 - journal entries, 62
 - vendor credit memos, 153
- voucher numbers
 - changing in journal entries, 61
- Windows access
 - administrator, 41
- Windows passwords
 - changing, 43
- Word
 - exporting cash sale forms to, 105
 - exporting customer credit memos to, 108
 - exporting customer statements to, 85
 - exporting invoices to, 99
 - exporting purchase orders to, 140
 - exporting quotes to, 90
 - exporting sales orders to, 94
 - exporting vendor credit memos to, 153
 - working with, 1
- Word templates
 - customer credit memos, 108
 - customer statements, 85
 - invoices, 99
 - making read-only, 40
 - purchase orders, 140
 - quotes, 90
 - sales orders, 94
 - using passwords, 40
- workflows, 24–28
- writing checks, 189
- writing off
 - bad debts or customer payments, 103
- XML files, 69

Need more information?

For more information about Microsoft® Office Small Business Accounting 2006, Microsoft Office Small Business Management Edition, or Microsoft Office Editions, visit us on the Web:

- **Microsoft Office Small Business Accounting 2006** Learn more about the new financial management program from Microsoft at www.microsoft.com/office/accounting
- **Microsoft Office Small Business Management Edition 2006** Learn more about the new financial management solution from Microsoft at www.microsoft.com/office/editions/prodinfo/smallbusiness/management/default.aspx
- **Microsoft Office Editions** Find out which Microsoft Edition is right for your company at www.microsoft.com/office/editions/prodinfo/smallbusiness
- **Microsoft Office Small Business Accounting Add-on Services** Learn more about add-on services that can help you save time at sba.microsoft.com

Need help?

Free and paid support plans are available to keep you up and running. If you need to speak to a Microsoft support engineer, call us at **1-800-MICROSOFT**. You can also visit us on the Web at www.support.microsoft.com to find out more about:

- Free product setup and support calls
- Paid support plans
- Frequently asked questions
- Knowledge Base articles

If you encounter problems installing this product, our support engineers can help you. Free installation support is available at **1-800-MICROSOFT**.