Lesson 5 – Using Lists

In this lesson, you will learn how to:

- Work with Customer: Job list
- Add a new Customer
- Provide additional Customer information
- Provide Customer payment information
- Work with Vendor list
- Add a new Vendor
- Provide additional Vendor information
- Add custom fields for Customers and Vendors
- Sort a list
- Merge list items
- Print a list

COMPUTER TRAINING CENTER

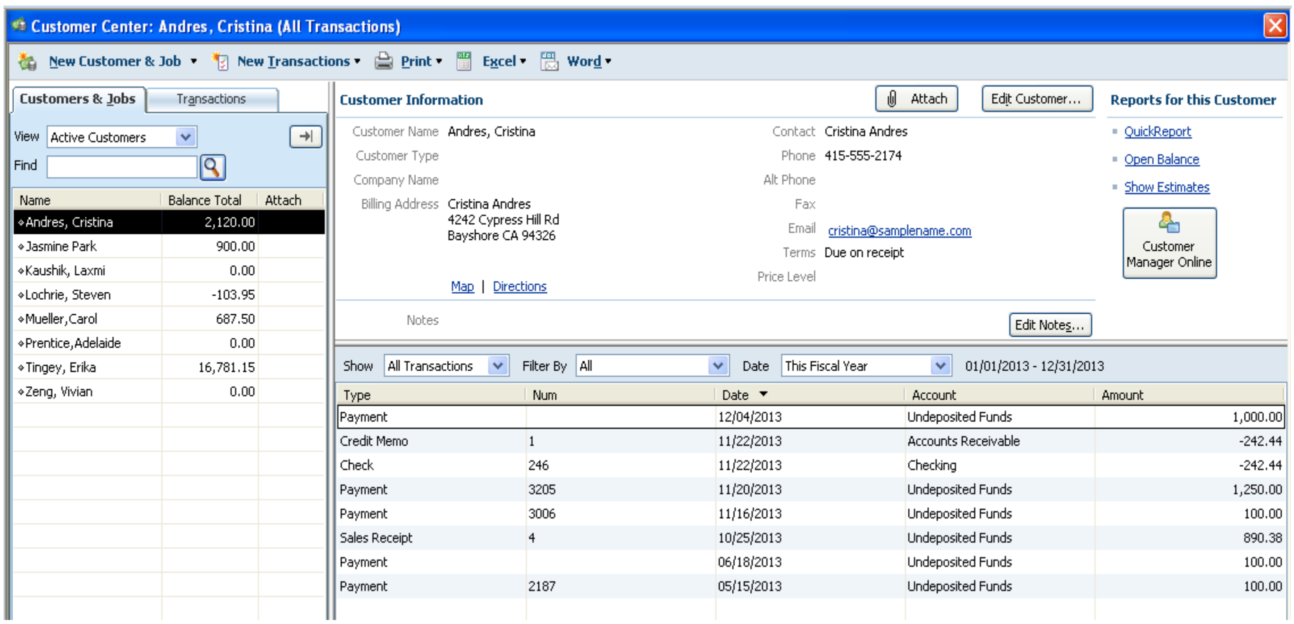
3506 S. EXPRESSWAY 77 SUITE A
HARLINGEN, TEXAS 78552
(956) 428-7777

Working with the Customer: Job List

DISCUSSION

The Customer: Job list stores names, addresses, and other information about your customers. It also holds information about the jobs or projects you may want to track for each customer.

The Customer: Job list lets you add, edit, and get reports on your customers. Each customer in the list can have multiple jobs (you may call them projects or accounts). Notice that this Customer: Job list already has quite a few entries.



Step-by-Step

Open the Customer: Job List.

<u>***Steps***</u>	<u>***Practice Data***</u>
• Select the **Customer Center** button.	• Click 

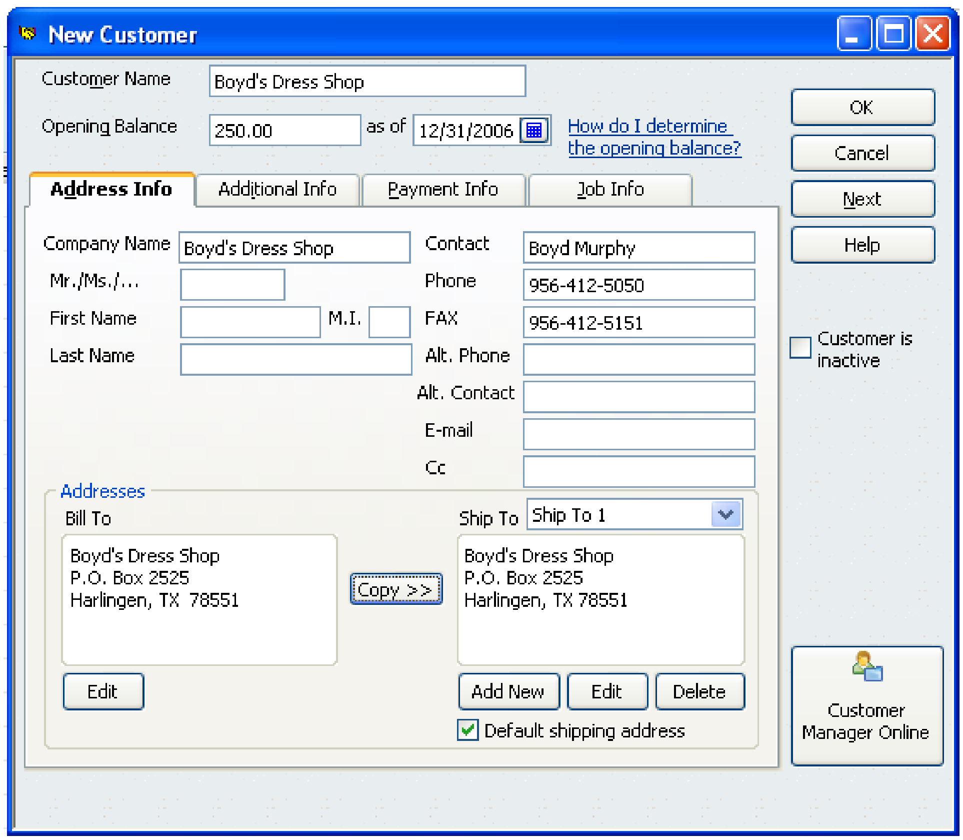
The Customer name and jobs are listed to the left of the screen with the customer detailed information listed to the right with list of transactions.

Add a New Customer

DISCUSSION

The new customer window is where you enter all the information about a new customer, including billing and shipping addresses, contacts, credit limit, and payment terms. QuickBooks uses the information you enter to complete invoices, bills, and receipts. When you're setting up your company file, you use this window to record customers' opening balances.

If you are entering individual names, you may want to use last name, first name in the Customer Name field so that your Customer: Job list displays the names with the last name first. If you use plan to e-mail invoices to customers using the Send Forms feature, use this window to enter your customers' e-mail addresses.



Step-by-Step

Enter the new customer Boyd's Dress Shop. The Customer Center should already be open.

Steps	***Practice Data***
• Select the **New Customer & Job** button.	• Click 
• Select **New Customer** from options.	• Click **New Customer**
• Enter the **Customer Name**.	• Type **Boyd's Dress Shop** in the Customer Name field.
• Press **Tab**.	• Press **Tab.**
• Enter the **Opening Balance** for this customer.	• Type **250.00** in the Opening Balance field.
• Press **Tab**.	• Press **Tab.**
• Enter the **Date** of the opening balance.	• Type **12-31-06** in the Date field.
• Press **Tab**.	• Press **Tab.**
• Enter the **Company Name** or if it's an individual fill in the Customer's first, last, and middle initials.	• Type **Boyd's Dress Shop** in the Company Name field.
• Press **Tab**.	• Press **Tab** until you get to the Bill to Address.
• Enter the **Customer's Bill To Address**.	• Type in the Bill To Address: • **P.O. Box 2525** • **Harlingen, Texas 78551**
• Press **Tab**.	• Press **Tab.**
• Enter the **Contact Person**.	• Type **Boyd Murphy**
• Press **Tab**.	• Press **Tab.**
• Enter the **Customer's Phone number**.	• Type **(956)412-5050**
• Press **Tab**.	• Press **Tab.**

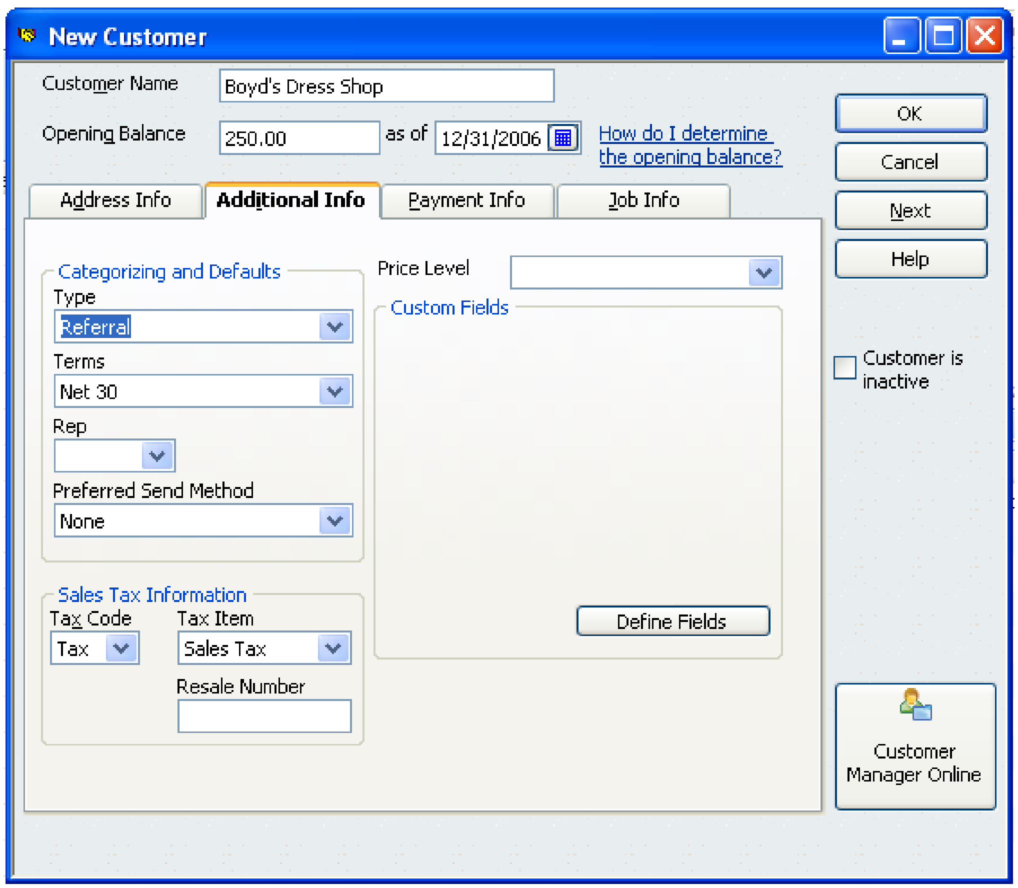
• Enter the **Customer's fax number.**	• Type **(956)412-5151**
• Press **Tab**.	• Press **Tab** until you get to Ship To Address box
• Select the **Copy** button in between the two address boxes to copy **Bill To** information to **Ship To**.	• Click **Copy>>**
• Select the part of the address to edit or delete.	• Select **P.O. Box 2525** and Type **5151 Half Pint Drive**

Leave the new customer window open and continue to the next section where you will learn about adding additional information for this customer.

Providing Additional Customer Information

DISCUSSION

You've just completed the Address Info tab for a new customer. The Additional Info tab is where you can provide other important information, such as customer type (if you want to categorize your customers in some way), payment terms, and sales tax information. The Type field lets you track customers in any way that is meaningful for your business. For example, if you run ads on television, radio, and in print, and you want to know which advertising method brings you the most customers, you can assign customers a "type" (TV, Radio, or Print) and run reports that tell you which referral source is most effective.



Step-by-Step

Enter the customer category and terms under the Additional Info. Tab. You should already be in the Boyd's Dress Shop New Customer window.

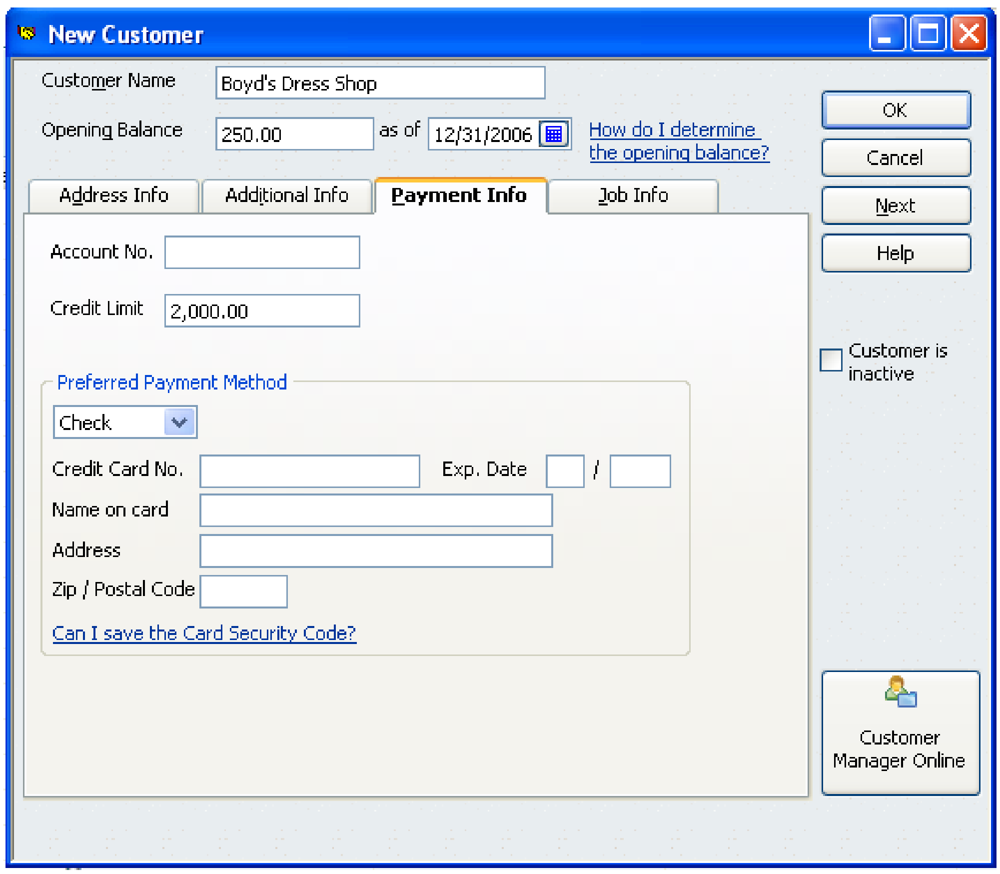
Steps	***Practice Data***
• Select the **Additional Info** tab.	• Click **Additional Info.**
• Select the **down arrow** next to **Type** to create a new Customer Type.	• Click the **down arrow** next to **Type**
• Select **Add New**.	• Click **Add New.**
• In the **Customer Type** field type the **new name**.	• Type **Corporate** in the **Customer Type** field.
• Select **OK**.	• Click **OK.**
• In the **Terms** drop down list select the customer's terms.	• Click **Net 30** from the **Terms** drop down list.

Leave the New Customer window open and continue to the next section where you will learn about entering Customer Payment Information.

Providing Customer Payment Information

DISCUSSION

The Payment Info tab is where you enter customer account numbers and credit limits. QuickBooks remembers each customer's credit limit and warns you when a customer is about to exceed it. You can also record information about each customer's preferred payment method. For customers who pay by credit card, you can enter credit card numbers and expiration dates. You can also maintain the customer's account number on the Payment Info tab, that is if you give your customers account numbers.



Step-by-Step

Enter the customer's credit limit and payment method on the Payment Info tab. You should already be in the Boyd's Dress Shop New Customer window.

Steps	***Practice Data***
• Select the **Payment Info** tab.	• Click **Payment Info.**
• In the **Credit Limit** field enter the customer charge limit.	• Type **2000.00** in the **Credit Limit** field.
• Select the **Preferred Payment Method**.	• Select **Check** from the **Preferred Payment Method** drop down. list
• Select **OK**.	• Select **OK.**

Notice that Boyd's Dress Shop is added to the Customer: Job List with a balance of $250.00 which is a reflection of their opening balance. Create the following customer using the new customer window.

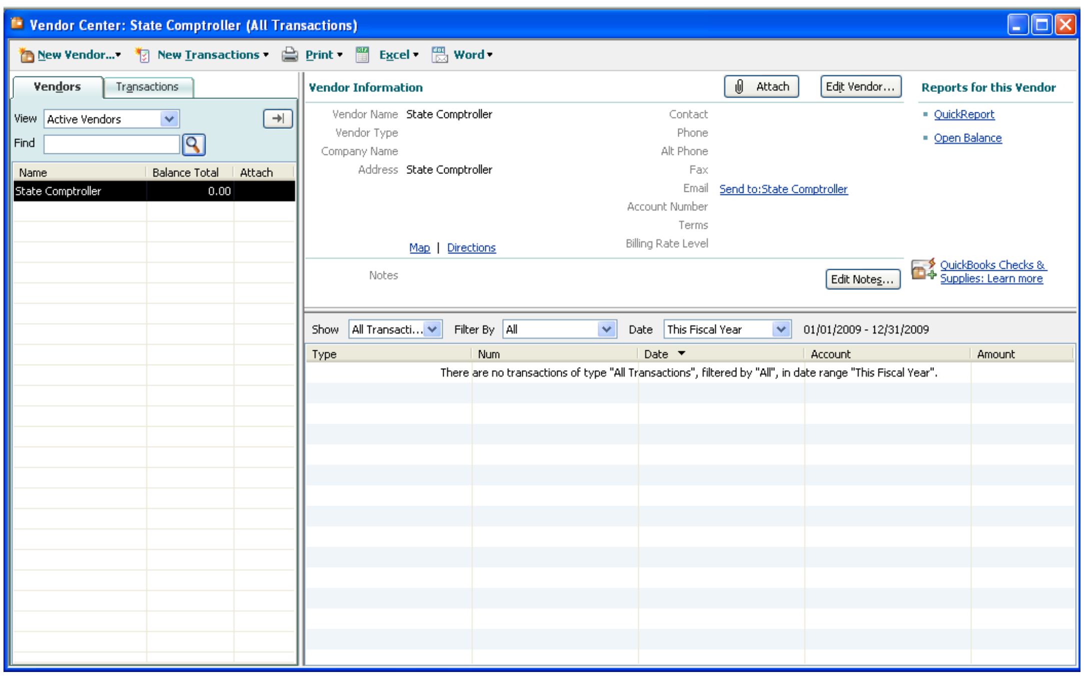
Steps	***Practice Data***
• Enter the Customer information.	• Customer Name: **Jane Doe** • Opening Balance: **150.00** • Date: **12-31-06** • Customer Type: **Residential**
• Enter the Customer information.	• Customer Name: **Computer Training Center** • Opening Balance: **275.00** • Date: **12-31-06** • Customer Type: **Commercial**
• Enter the Customer information.	• Customer Name: **Sack-N-Pack** • Opening Balance: **1585.00** • Date: **12-31-06** • Customer Type: **Corporate**

Close the New Customer window and close the Customer Center.

Working with the Vendor List

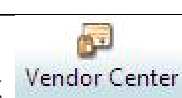
DISCUSSION

The Vendor list is where you record information about the companies or people from whom you buy goods or services. QuickBooks uses the data in the Vendor list to fill in purchase orders, receipts, bills, and checks as you receive and pay for goods and services.



Step-by-Step

Display the Vendor List from the Vendor Center.

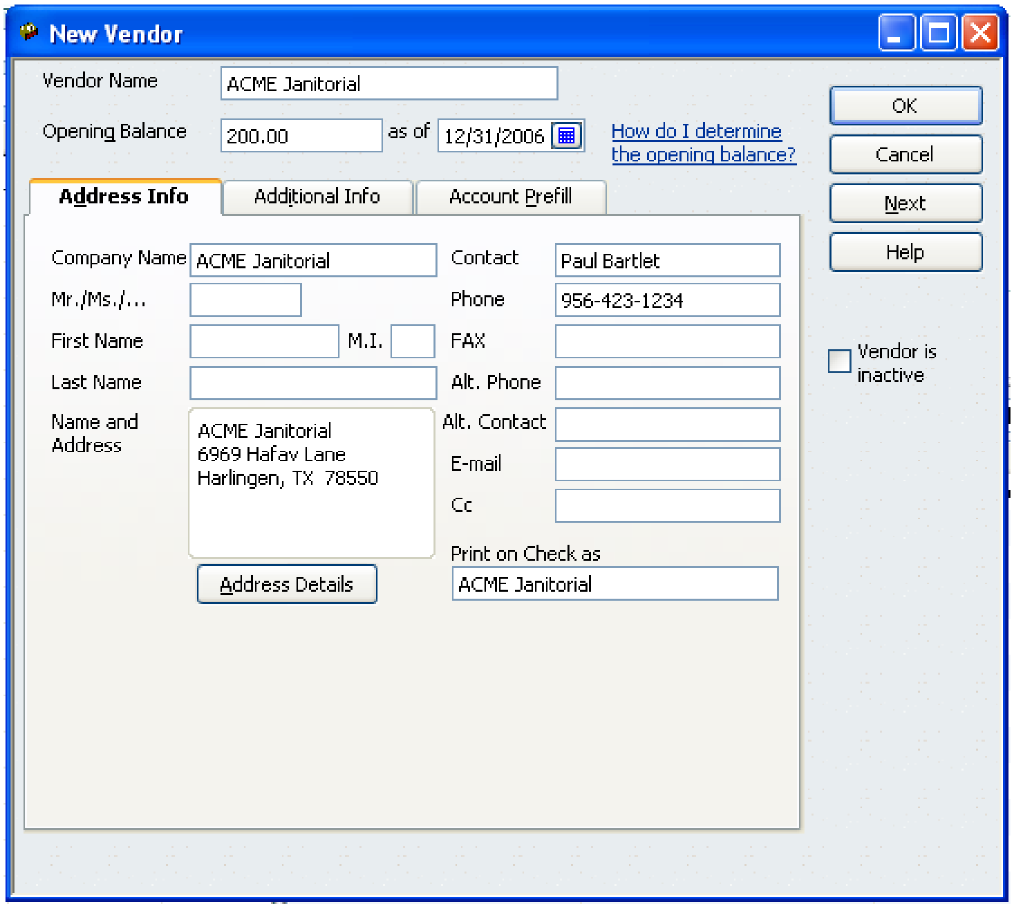
Steps	***Practice Data***
• Select the **Vendor Center** button.	• Click 

The Vendor List is noted to the left pane. There are two tabs: the Vendor tab will list the vendors in alphabetical order and the Transactions will allow you to see all the transactions related to the Vendor Center.

Adding a New Vendor

DISCUSSION

The New Vendor window is where you enter all of the information regarding a new vendor, such as name, phone, contact, address, and opening balance. Just as when you add a new customer, you start by providing basic information on the Address Info tab.



Step-by-Step

Enter the New Vendor, ACME Janitorial Supply. The Vendor Center should already be open.

Steps	***Practice Data***
• Select the New Vendor button.	• Click 
• Enter the Vendor Name.	• Type ACME Janitorial Supply
• Press Tab.	• Press Tab.
• Enter your Opening Balance with this vendor.	• Type 200.00
• Press Tab.	• Press Tab.
• Enter the As of Date.	• Type 12-31-06
• Press Tab.	• Press Tab.
• Enter the Company Name or the individual's first, last name information.	• Type ACME Janitorial Supply in the Company Name field.
• Press Tab.	• Press Tab until you get to the Address box.

Notice the QuickBooks fills in the Print on check as with the Company Name or the individual's name.

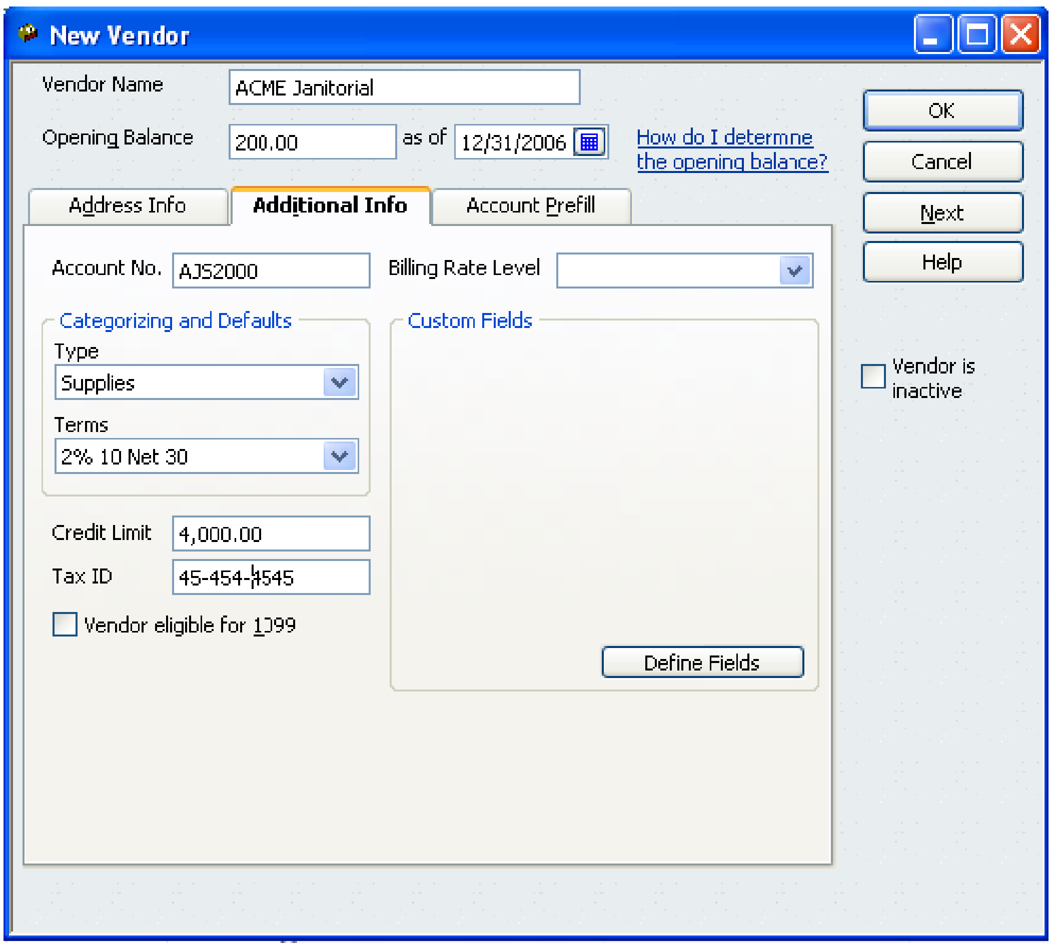
• Enter the Vendor's address.	• Type • 6969 Hafav Lane • Harlingen, Texas 78550
• Press Tab.	• Press Tab.
• Enter the Vendor Contact.	• Type Paul Bartlet
• Enter the Vendor Phone Number.	• Type (956)423-1234

Leave the New Vendor window open and continue to the next section where you will learn about entering additional information for vendors.

Providing Additional Vendor Information

DISCUSSION

The Additional Info tab in the New Vendor window is where you can enter a vendor type (if you want to categorize your vendors), payment terms, your credit limit, the vendor's tax identification number, whether this vendor is eligible for a 1099 form, and your account number.



Step-by-Step

Enter your account number, payment terms, and credit limit with this vendor. ACME Janitorial Supply New Vendor should already be open.

Steps	Practice Data
• Select the **Additional Info** tab.	• Click **Additional Info**
• Enter your **account number** for that vendor.	• Type **AJS200** in the Account Number field.
• Press **Tab**.	• Click **Tab.**
• Select the **Type** for this vendor.	• Click **Supplies** from the Type drop down list.
• Select the **Terms** for this vendor.	• Click **2% 10 Net 30** from the Terms drop down list.
• Enter your **Credit Limit** with this vendor.	• Type **4000.00** in the Credit Limit field.
• Enter the **Tax Id** for this vendor if one is available.	• Type **454-54-4545.**
• Select whether this vendor is **eligible for 1099**.	• Click **Eligible for 1099.**
• Select **OK**.	• Click **OK.**

Notice that ACME Janitorial Supply is added to the vendor list with a balance of 200.00.

Step-by-Step

Create the following vendors. Add your own information as desired to fill in the vendor data.

Steps	***Practice Data***
• Enter the information for the new vendor.	• Vendor Name: **Martinis Window Cleaners**
• Enter the information for the new vendor.	• Vendor Name: **City of Harlingen**
• Enter the information for the new vendor.	• Vendor Name: **Fresh Scents**

Close the Vendor list.

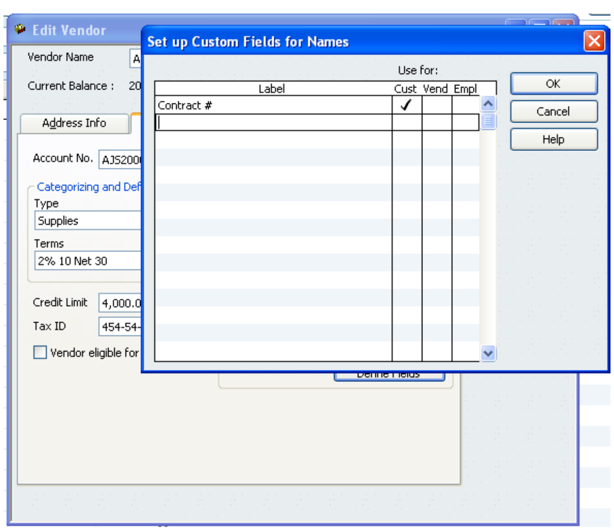
Adding Custom Fields For Customers and Vendors

DISCUSSION

QuickBooks lets you add custom fields to your Customer: Job, Vendor, Employee, and Item lists. Custom fields give you a way to track additional information specific to your business. For example, you can add a field for pager numbers to your Vendor and Employee lists, a field for customer's birthdays to your Customer: Job list and fields for units of measurement, color, and size to your item list.

When you add the custom fields to your sales forms or purchase orders, the fields are prefilled with the information for that specific customer, employee, vendor, or item (if you specified a value for the custom field when you added the customer, for example). you don't have to add the custom fields to your forms, however; you can also use custom fields as a way to record information just for your use, such as a credit rating for each customer. QuickBooks remembers the information you entered in the custom fields when you import and export data and when you memorize transactions.

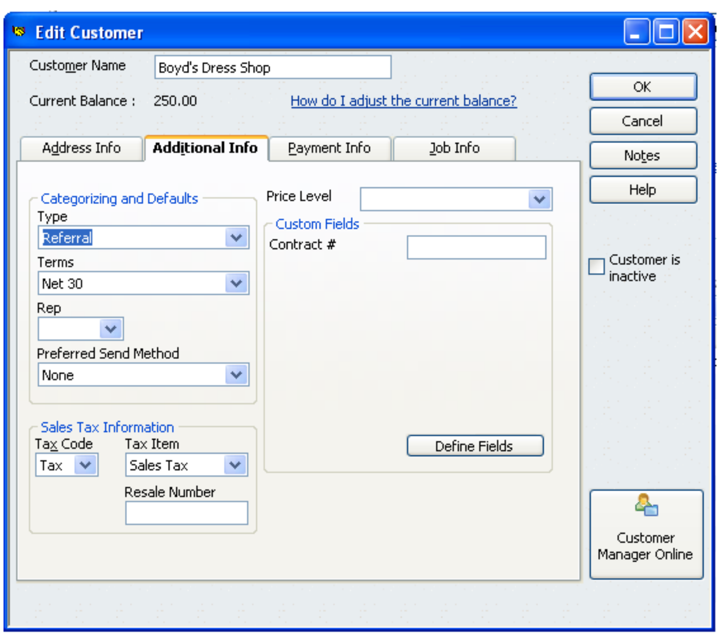
For each customer, vendor, and employee, you can add up to seven custom fields, including fields that overlap. For example, if you add a custom birthday field for customer, vendors, and employees, QuickBooks counts it as one filed used for each. You can add up to five custom fields for each item your company sells. After you add custom fields, you can use them on invoices, credit memos, sales receipts, estimates and purchase orders.



Step-by-Step

Add the custom field Contract # to your customer forms.

Steps	Practice Data
• Select the **Customer Center** button.	• Click Customer Center
• Select the **Customer** to add the custom field information to.	• Double-Click **Boyd's Dress Shop.**
• Select the **Additional Info** tab.	• Click **Additional Info**.
• Select the **Define Fields** button.	• Click **Define Fields.**
• Type the Name of the define field.	• Type **Contract #**
• Select the forms to apply the custom field to.	• Click **Customer** to apply this custom field to the Customer forms.
• Select **OK**.	• Click **OK**
• Type in the **Contract #** in the new custom field.	• Type **98657.**
• Select **OK**.	• Click **OK.**



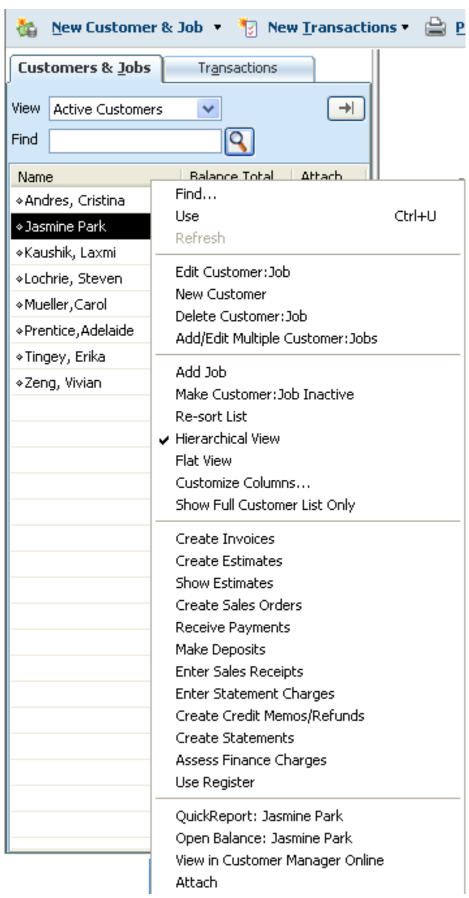
Sorting a List

DISCUSSION

You can sort many QuickBooks list manually or alphabetically. To sort a list manually, simply use the mouse to drag a list item to its new location. Position the mouse pointer directly over the diamond in front of the name, click and hold the left mouse button and begin dragging. The list item will move with your mouse pointer. Lists that you can sort this way are the Chart of Accounts, Customer: Job, Class, Customer Type, Vendor Type, Job Type, and Memorized Transaction lists.

If you have changed the order of a list by dragging items and then decide you'd rather have an alphabetically sorted list, QuickBooks has a Re-sort List command. In the chart of accounts, the Re-sort List command sorts alphabetically within account type; in the Item list, the Re-sort List command sorts alphabetically within item type.

Activate the Context Menu by right-clicking on the active list.



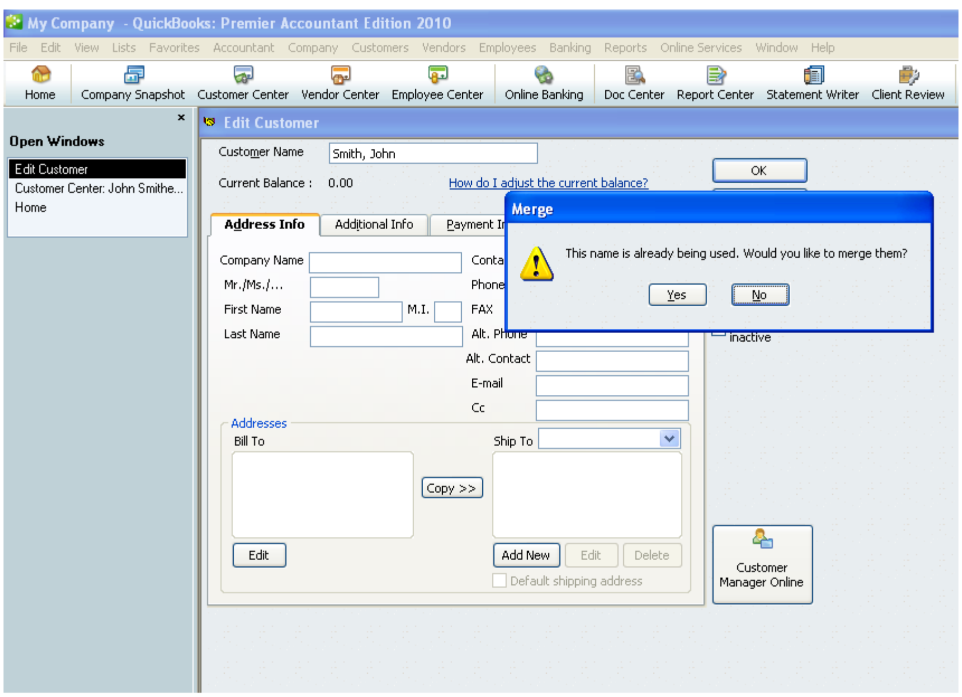
Merging List Items

DISCUSSION

In most lists, you can combine two list items into one. For example, you may find that you've been using two customers (because of different spellings) when you really need only one on your Customer: Job list. You can merge list items in the Chart of Accounts, Item, Customer: Job, Vendor, Employee, and Other Name list.

After you merge list items, you cannot separate them. When working in your own company file, we recommend that you back up your data before merging list items.

Merge items by editing the item that you want to merge into another item. For example, you have the same customer entered on your Customer List as ***Smith, John*** and ***John Smithe***. You want to only have ***Smith, John***. Edit ***John Smithe*** and change the List Name to be the exact match of ***Smith, John*** then click OK. If you have done this correctly you will have a message displayed asking if you want to merge this item with the one identically named. Click **YES** to proceed.



Printing a List

DISCUSSION

You can print a QuickBooks list for reference, or you may print a list to a file to use in your word processor or spreadsheet.


Customer Contact List

Modify Report... Memorize... Print... E-mail Export... Hide Header Refresh Sort By Default

3:45 PM

10/31/09

Webster's Janitorial

Customer Contact List

October 31, 2009

Customer	Bill to	Contact	Phone	Fax	Balance Total
Boyd's Dress Shop	Boyd's Dress Shop	Boyd Murphy	956-422-9965		250.00
Computer Training Center	Computer Training Center	May Fields	956-399-6587		0.00
Jane Doe			979-855-2587		0.00
Sack-N-Pack		Account Payable	800-254-3365		0.00

Step-by-Step

Create a Customer Contact List.

Steps	***Practice Data***
• Select the **Report Menu**.	• Click **Report** (on menu bar).
• Select **List** from the options.	• Click **List.**
• Select **Customer Contact List** from List menu.	• Click **Customer Contact List** from the List menu.

Review the report and close the report.