

### **(+) QuickBooks Quick Quiz....**

*(For QuickBooks Pro, Premier & Enterprise users: Please select all correct answers. Answers and explanations are provided on the next page.)*

#### **Gathering & Harvesting Today's Time:**

If you perform a variety of services for a client over a period of time, and want to accumulate your time and notes in order to create a future Invoice in QuickBooks®, the most efficient way to do so would be to:

1. Create a spreadsheet, enter the date of service, beginning and ending times, who performed the service, and notes for each date that service was performed. When it's time to create the Invoice, just copy & paste from the spreadsheet into the Invoice.
2. Create an invoice dated the first day of service rendered. Each time additional services are rendered, go back into the original invoice and modify it. When you are ready to mail the invoice, print it and then mail (or e-mail) it to the client.
3. Go to the Timesheet in QB, select the correct employee or vendor, the correct client and the service Item used. Add notes and post the time to the correct day.

When you are ready to mail the invoice:

- a. go to Create Invoices, and select the Time & Costs button.
- b. Go to the Time tab and click on the specific Items you would like to transfer to your Invoice.
- c. Make the Invoice date the date that you want the income to show on your books.
- d. Then print and mail (or e-mail) the Invoice to the client.

### (+) QuickBooks Quiz Answers...

1. **False.** While this approach can work, it's not the most efficient way of entering information into your invoice.
2. **False.** This manner of entering time and invoicing will create a constantly shifting set of financial results for prior periods – not a desirable outcome!
3. **True.** This approach is clean, easy, efficient, and effective. No double entry or copying and pasting is required. Your income will show up in the books on the correct day and will stay stable (i.e., no changes to prior-period income are applicable).