



Transactions Types

An understanding of these transaction types will help you produce Reports with expected results.

Types	Explanation
Check	Write Checks
Deposit	Make Deposits
Invoice	Customer Invoice / Receivable
Cash Sale	QB Receipt
Payment	Customer Payment
Credit Memo	Do NOT Use (no class tracking)
Journal	Debits and Credits
Credit Card	Do NOT Use
Bill	Vendor Invoice / Payable
CCard Refund	Do NOT Use
Bill Payment	Vendor Payment
Bill Credit	Do NOT Use
Bill CCard	Do NOT Use
Sales Tax Payment	Do NOT Use
Purchase Order	QB Purchase Order – to Vendor
Inventory Adjustment	Do NOT Use
Item Receipt	Do NOT Use
Paycheck	Employee check
Payroll Liability Check	Employee & Employer Tax and Benefits
	Employee Wages, Taxes, & Benefits
YTD Adjustment	earned in a prior accounting system
	Correct over or under payment of payroll
	liabilities
Liability Adjustment	Do NOT Use
	Do NOT Use
Estimate	Do NOT Use
Statement charge	
Transfer	