

Quick Trial Balance Pro - Quick Entry - Balances

Quick Entry - Beginning Balances

You can use the Quick Entry - Beginning Balances screen located under the Accounts menu to quickly add or edit beginning balances for each of your accounts and books.

To add/edit beginning balances, select the book and year you wish to edit balances for and then simply highlight the account in the grid and type the debit or credit amount for the balance. You can quickly advance to the next account by hitting the enter key. For added convenience, you can add or edit accounts with the Add or Edit buttons at the bottom of the page. You can also copy the beginning balance, trial balance, or adjusted trial balance from another book into your beginning balance. When you are done adding/edit beginning balances, click the 'Save' button.

The screenshot shows the 'Quick Entry - Beginning Balances' window for 'ABC Custom Wheels, Inc.' on '12/31/2009'. The 'Book' is set to '1. Income Taxes (TX)'. The grid lists various accounts with their respective debit and credit amounts. Two callout boxes provide instructions:

- Callout 1:** "Select the book and year you wish to edit balances for and then highlight the account and add the debit or credit amount for the balance." (Points to the Book and Year dropdowns and a highlighted row in the grid.)
- Callout 2:** "Here you can add or edit accounts and copy the beginning balance, trial balance, or adjusted trial balance from another book into the beginning balance." (Points to the 'Add Account', 'Edit Account', and 'Copy Balance' buttons.)

Account Number	Account Name	Debit	Credits
101	Cash - Checking	85,698.33	
102	Cash - Money Market	105,358.11	
111	Accounts Receivable	186,512.36	
112	Due from Employees	1,245.44	
121	Inventory - Finished Wheels	69,852.47	
122	Inventory - UnFinished Wheels	43,651.25	
123	Inventory - Accessories	14,652.33	
151	Equipment	76,544.22	
152	Equipment - Accum Depr		27,126.26
153	Trucks	48,625.92	
154	Trucks - Accum Depr.		21,122.85
155	Office Equipment	28,981.11	
156	Office Equipment - Accum Depr		10,111.26
201	Accounts Payable		13,360.01
202	Withholding Taxes Payable		2,456.79
203	Sales Taxes Payable		383.22
204	Current Portion Long-Term Debt	0.00	
211	Note Payable to Bank		124,576.76
301	Capital Stock		125,000.00
302	Retained Earnings		221,543.37
401	Sales - Finished Wheels		406,789.05
402	Sales - UnFinished Wheels		328,987.15
403	Sales - Accessories		45,678.12
Balance Sheet		2,120.50	1,332,120.50
Income Statement		0.00	0.00
-291,348.03			-291,348.03

Buttons at the bottom: Add Account, Edit Account, Copy Balance, [How To...?](#), Done