

Normal Dashboard

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+ New

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Get things done Business overview

WORKSPACE

Money in Add products and services

Money out Pay bills 4

Student Dashboard

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+ New

Get things done

Business overview

Banking

Get paid & pay

Customers & leads

Payroll

Bookkeeping

Taxes

Apps

BOOKMARKS

+ Add a bookmark

WORKSPACE

Money in Add products and services

Money out Pay bills

Accounting and reports

Normal Add Account

Account ✕

<p>Account Type</p> <p>Bank</p>	<p>*Name</p> <p>Cash on hand</p>
<p>*Detail Type</p> <p>Cash on hand</p>	<p>Description</p> <p></p>

Use a **Cash on hand** account to track cash your company keeps for occasional expenses, also called petty cash.

To track cash from sales that have not been deposited yet, use a pre-created account called **Undeposited funds**, instead.

<input type="checkbox"/> Is sub-account	<p>When do you want to start tracking your finances from this account in QuickBooks?</p> <p>More info on opening balances</p> <p>Choose one</p>
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Cancel Save and Close

Student Add Account

New category ✕

Categories are for tax time and accounting. Tags might be a better way for you to get custom insights. [Find out more about tags](#)

Category name *

Create category under *

[Select category](#)

Description