



QuickBooksTraining.com

QuickBooks® Priority Circle

Online Edition

Learning Manual

QuickBooks Priority Circle Learning Manual

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Real World Training

11816 Inwood Rd. pmb 5000

Dallas, TX 75244

www.quickbookstraining.com

Day 1- Table of Contents

Select headers below to jump to content

Chapter 1- QuickBooks Online Setup	10
Setting Up QuickBooks	11
Step 1: Create QuickBooks Account	11
Step 2: Import Data	13
Test Drive QuickBooks Online	16
Dashboard	17
Moving Around in QuickBooks	18
Accountant View vs. Business View	19
Step 3: Customize/Personalize QuickBooks	24
Step 4: Enter Opening Balances	25
What is a transaction?	27
What You See on a Transaction	27
Step 5: Link Bank Accounts	28
Chapter 2 - Lists	29
List Types	30
List Rules	32
Work with Lists	33
Delete Entry (Without Balance)	37
Merge Contacts	42
Merge Other List Entries	43
Chapter 3 - Financial Statement	44
Financial Statements	45
Balance Sheet	46
Profit & Loss	47
Account Types	48
Add Accounts/Subaccounts	49
Collapse Financial Statements	53
Journal Entries	54
Cash vs Accrual	56
Chapter 4 - Products and Services	57
Products and Services Settings	58
Understanding Products and Services	60
Add Products and Services	62

Chapter 5 - Money In- I	68
Add Customers	70
Methods to Record Sales	73
Method 1- Invoice	74
Accounts Receivable Reports	76
What Is Undeposited Funds?	77
Chapter 6 - Money In- II	84
Method 2-Sales Receipts	85
Method 3-Make Deposits	87
Method 4- Import from Other Program	88
Refund Receipt	89
Credit Memos	90
Customer Statements	93
Chapter 7 - Customizing QuickBooks	98
Customer Label	99
Custom Fields	100
Customize Forms	102
Chapter 8 - Saving Time	107
How to Find a Transaction	108
Recurring Transactions	112
QuickBooks Online Payments	115
Chapter 9 - Sales Tax	121
Set Up Sales Tax	122
Sales Tax Options for Customers	123
Sales Tax Options for Products	125
Pay Sales Taxes	128
Chapter 10 - Money Out- I	131
Add Vendor	133
Money Out Workflow	135
Method 1: Track Accounts Payable	136
Advantages of Tracking Bills	137
Method 2: Open Drawer	142
Record a Check	142
Record an Expense	144
Reports	146

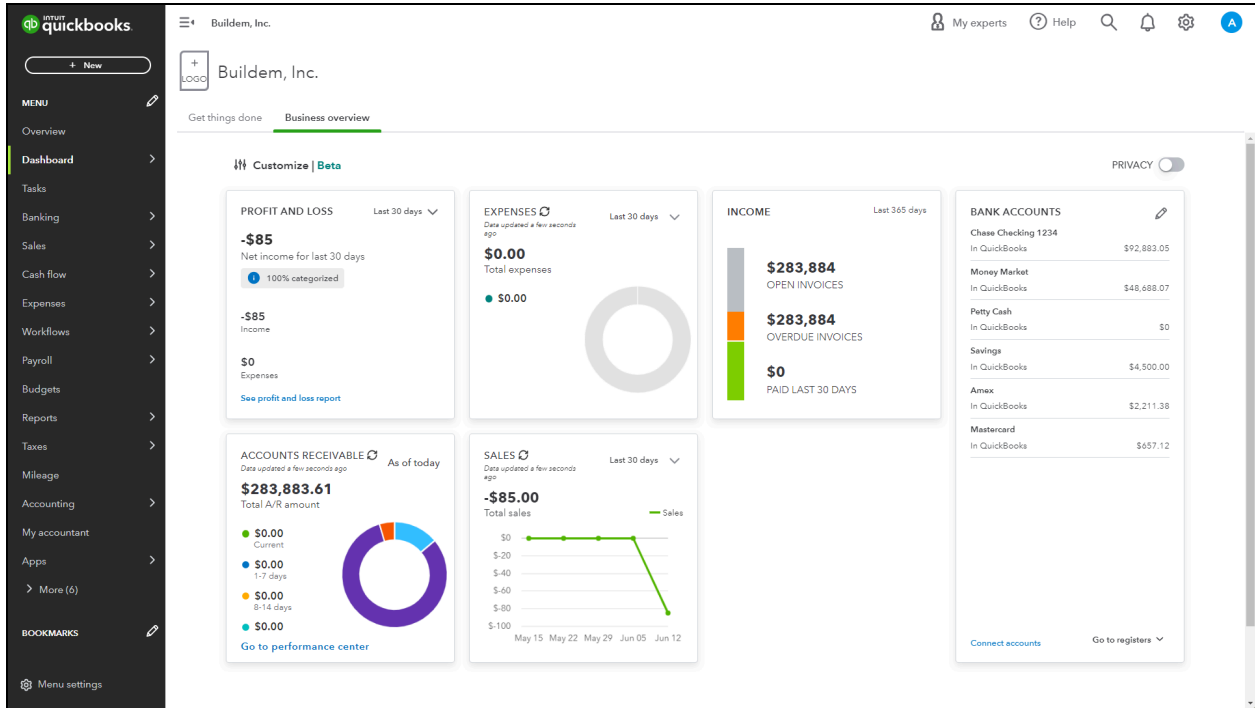
Chapter 11 - Money Out- II	147
Credit Cards	148
Vendor Credit Memos	151
Vendor Refund	154
Enter Customer/Project Related Costs	156
Void vs. Delete Checks	159
Chapter 12 - Online Banking	160
Add Bank Account	161
Set Up for Online Banking	162
The Online Banking Center	166
Manage Downloaded Transactions	167
Recognized Transactions	172
Categorized Tab	173
What Gets Downloaded	174
Manage Downloaded Deposits	175
Add Split Transactions	176
Exclude Transactions	177
Recording Owner's Personal Expense	178
Transfers	179
Credit Card Payments	180
Chapter 13 - Reconciliation	181
Reconcile Bank Account	182
What Causes a Reconciliation Difference?	185
Completing your Reconciliation	186
Reconciliation Report	187
Register Tips	188
Chapter 14 - Mobile App	189
Install Mobile App	190
View Customer/Vendor Information	194
Online Banking in App	195
Run Reports	197
Record Transactions	200
Chapter 15 - Working With Reports	203
Run Reports	204
Types of Reports	205
Modify Reports – General	208
Changing Date Range	208

Compare another period	210
Modify Reports – Numbers	211
Modify Reports – Rows/Columns	213
Modify Reports – Filters	217
Modify Reports – Header/Footer	218
Save Report Customizations	219
Email & Schedule Reports	222
Chapter 16 - Accounting Tasks & Procedures	227
Account Numbers	228
Set Closing Date and Password	231
Manage Users	233
Audit Log	236
Chapter 17 - Payroll Setup	237
Enable Payroll	238
Setup Payroll	239
Enter Company Information	241
Add an Employee	243
Pay Schedule	244
Add Deductions	246
Employee W-4 Information	247
Personal Details and How to Pay Your Employee	248
Enter Prior Payroll Details	249
Set Up Payroll Taxes	250
Payroll Taxes Setup – Federal Taxes	251
Payroll Taxes Setup – State Taxes	251
Direct Deposit Setup	252
Chapter 18 - Time Tracking	255
Enter Time	256
Time Reports	257
Chapter 19 - Payroll Cycle	258
Pay Employees	259
View Taxes and Payments	263
View Your Tax Liability Report	264
Pay Non-Tax Liabilities	265
Chapter 20 - Inventory	267
Enable Inventory	268

Add Inventory Item	269
Record the Sale of Inventory	271
Purchase Orders	272
Adjust Inventory	275
Inventory Reports	277

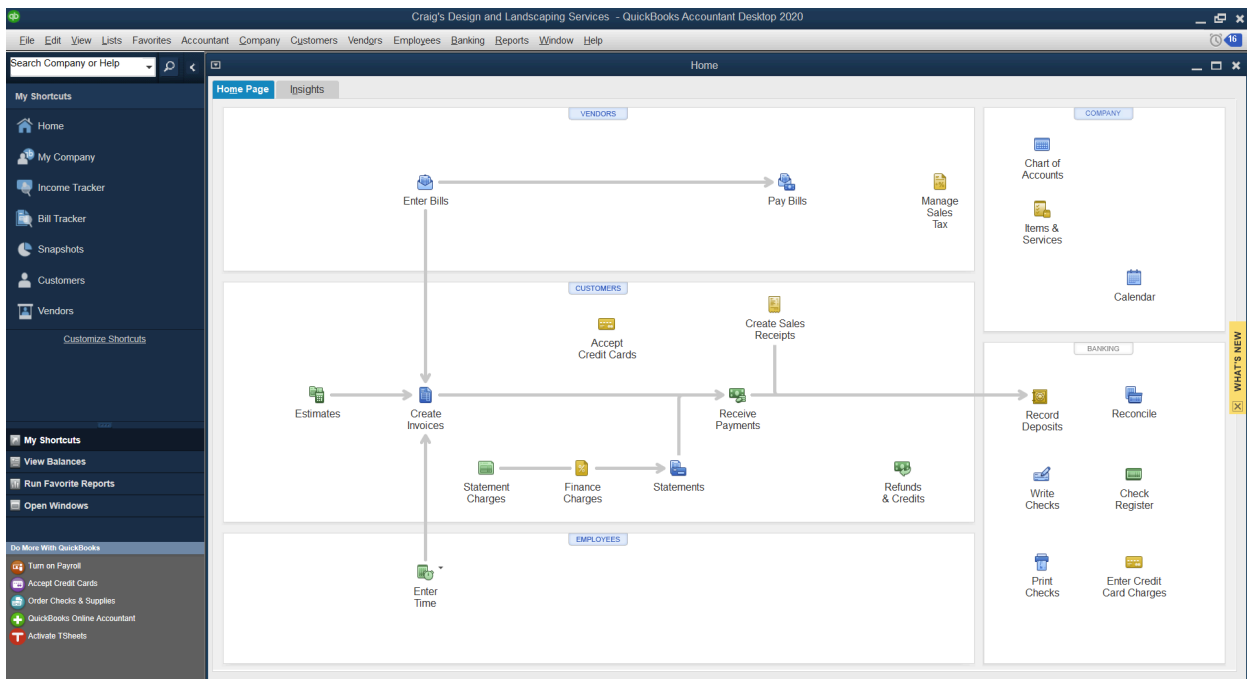
This Manual is for QuickBooks Online

If you use QuickBooks Online, your screen will look like this:



Desktop Editions (Pro, Premier, Enterprise Solutions)

If you use one of the desktop editions of QuickBooks, your screen will look like this:



Introduction

Welcome to QuickBooks Foundations. Using QuickBooks software effectively for your business is the focus of this class.

Goals/Learning Objectives

- Learn the features and capabilities of QuickBooks.
- Learn the most common problems (and their fixes!) in each area of QuickBooks.
- Discover the tricks and tips of QuickBooks to help you use QuickBooks to its fullest potential.

About Intuit

Intuit Inc. is a leading provider of business and financial management solutions for small businesses, consumers and accounting professionals. Its flagship products and services, including QuickBooks® and TurboTax® software, simplify small business management and payroll processing, personal finance, and tax preparation and filing. ProSeries® and Lacerte® are Intuit's leading tax preparation software suites for professional accountants. For more information, visit www.intuit.com.

About Real World Training

Real World Training was founded in 1992 by David J. O'Brien, CPA. Initially the company provided one-on-one accounting software training to small businesses. In 1994, the company began focusing exclusively on QuickBooks and began offering training courses on the program. In 1996, Real World Training developed the *Mastering QuickBooks* seminar. Since that time, Real World Training has taught over 2,000,000 students how to master QuickBooks for their business. For more information on Real World Training or to see class schedules online, visit www.quickbookstraining.com.

About QuickBooks Foundations

For over 25 years, this class has been endorsed by Intuit, the maker of QuickBooks, for anyone who wants to learn QuickBooks. We designed this class to apply to any edition of the software and cover the essentials that every QuickBooks user must know. In addition to the core version of this class, we also designed versions of this class tailored to specific editions of QuickBooks. These additional classes include all of the lessons from the core version and add extra information for features that are only available in that edition of the software. Because these versions of QuickBooks Foundations are so similar, we present this manual as a supplement for ALL versions of QuickBooks Foundations. Because of this, you may notice small differences in the number of chapters between this manual and some versions of QuickBooks Foundations.

Chapter 1

QuickBooks Online Setup

Setting Up QuickBooks

It is easy to begin using QuickBooks Online. Just answer some basic questions about your business. You can transfer data from QuickBooks Desktop or choose to start a new company from scratch.

There are 5 steps to setting up and getting started using QuickBooks Online.

1. Create QuickBooks Account

This is how you create your company in QuickBooks.

2. Import Lists or QuickBooks Desktop Data

If you are coming to QuickBooks Online from QuickBooks Pro or Premier, you can import your company file to your QuickBooks Online account and your transactions, lists, and opening balances will come over during that process. If you are coming to QuickBooks Online from another accounting program that is not QuickBooks Pro or Premier, you can import your lists (customers, vendors, chart of accounts, products and services) using CSV or Excel files.

3. Customize/Personalize QuickBooks

Customize your settings and invoices to make QuickBooks work best for you. Also, invite other people to your company file and set up their permissions.

4. Enter Opening Balances

Entering account balances is necessary to get complete and accurate financial statements. Opening balances become the “starting point” for your business because they catch QuickBooks up to how much you had in a bank account, or owed on a credit card, as of a specific date that you choose. Most businesses choose the beginning of a fiscal year as the starting point for their QuickBooks data, so use the balance of an account on that date to set up its opening balance. You can find that number on your bank and credit card statements.

5. Link Your Bank Account

This helps you add and categorize bank transactions going forward. It also makes reconciliations significantly easier, which you’ll learn about later in the training.

Step 1: Create QuickBooks Account

Getting started with QuickBooks Online for your own business is easy. Just follow the steps below to start a free trial.

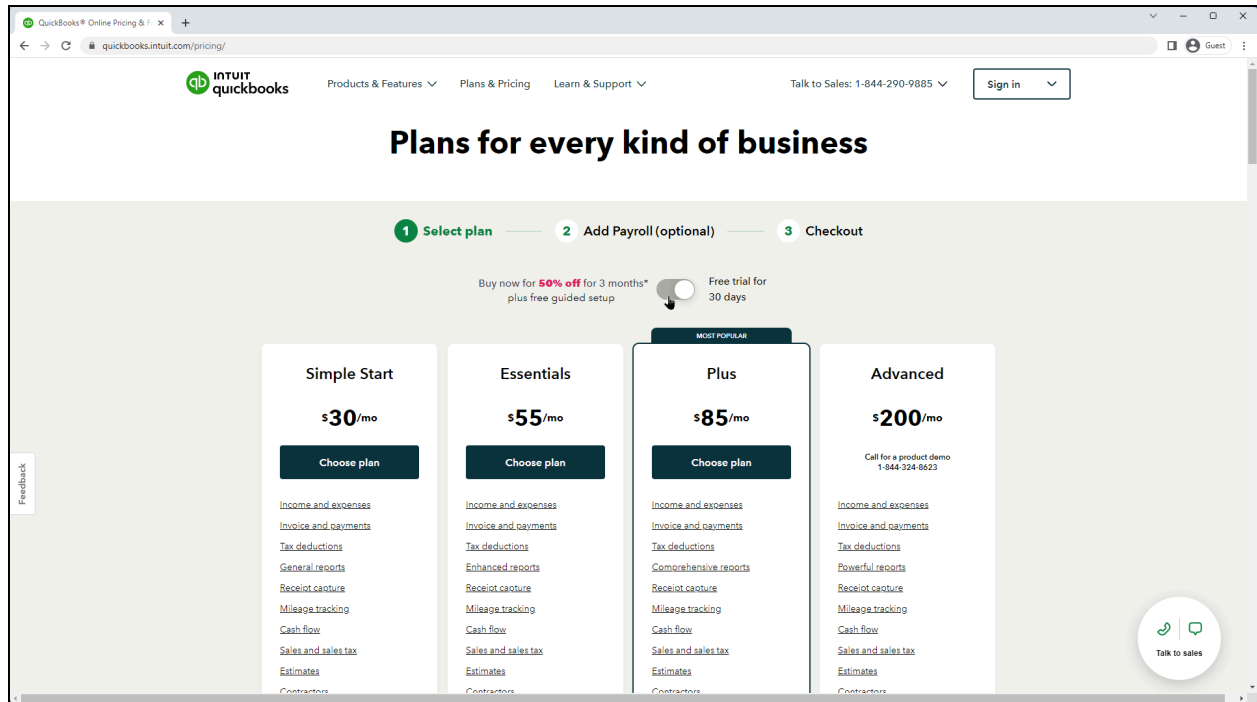
Choose a Plan and Start a Free Trial

There are several plans available. Each plan includes basic features such as check writing, entering sales, and additional features and capabilities to support your growing business. To review features and compare current online plans, visit <https://quickbooks.intuit.com/online/compare/>.

Note: The QuickBooks Online setup steps frequently change. The screenshots you see in this part of our manual may not match exactly to what you see on the site.

Start Free Trial

1. Open an internet browser (Intuit recommends Chrome).
2. Browse to <https://quickbooks.intuit.com/pricing/>.
3. Select Free Trial.
4. Select Choose plan below the plan of your choice.
5. Complete the enrollment form and select Create Account.
6. Make the appropriate selections in the screens displayed by QuickBooks Online.



Setup

Answer a few questions about your business to help QuickBooks set up your business. You may see questions related to your company name, business industry and type of business.

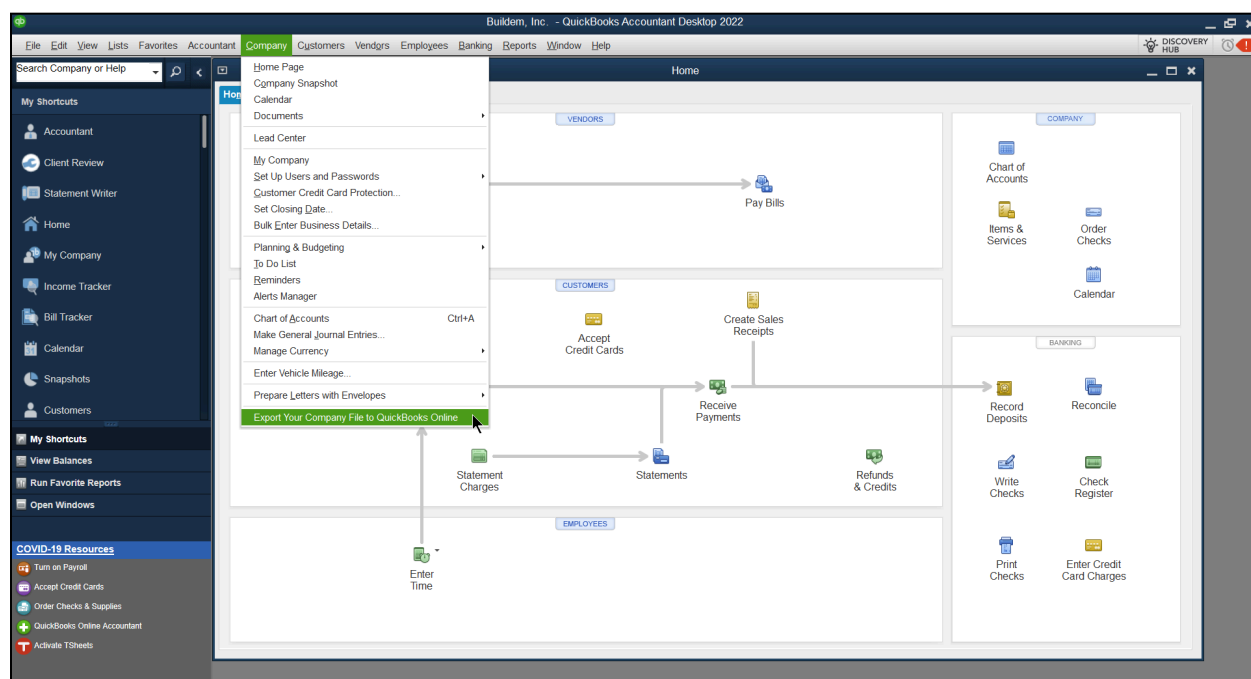
Step 2: Import Data

Import Company File from QuickBooks Pro/Premier

If you have your accounting information in a QuickBooks Pro or Premier company file, you can copy the data to your QuickBooks Online account. The process takes a few minutes, and QuickBooks brings over most of your transactions, lists, and account balances.

Export Company File to QuickBooks Online

1. Within QuickBooks Desktop, select the Company menu and select Export Company File to QuickBooks Online.
2. Follow the onscreen instructions.



If you use QuickBooks Enterprise or process payroll within QuickBooks Desktop, use the following keyboard shortcut to transfer your data:

1. Tap the F2 key to open up the Product Information screen.
2. Hold down the Ctrl key.
3. While holding Ctrl, next hold the B key.
4. While holding Ctrl and the B key, tap the Q key.
5. Select OK to launch the export wizard.

Tips for a Successful Conversion

There are a few tasks you should complete in your desktop company file before you convert it to QuickBooks Online.

Before you Convert to QuickBooks Online

- Reconcile your Checking and Credit Card accounts
- Pay Sales and Payroll Taxes
- File Payroll quarterly forms

After you Convert

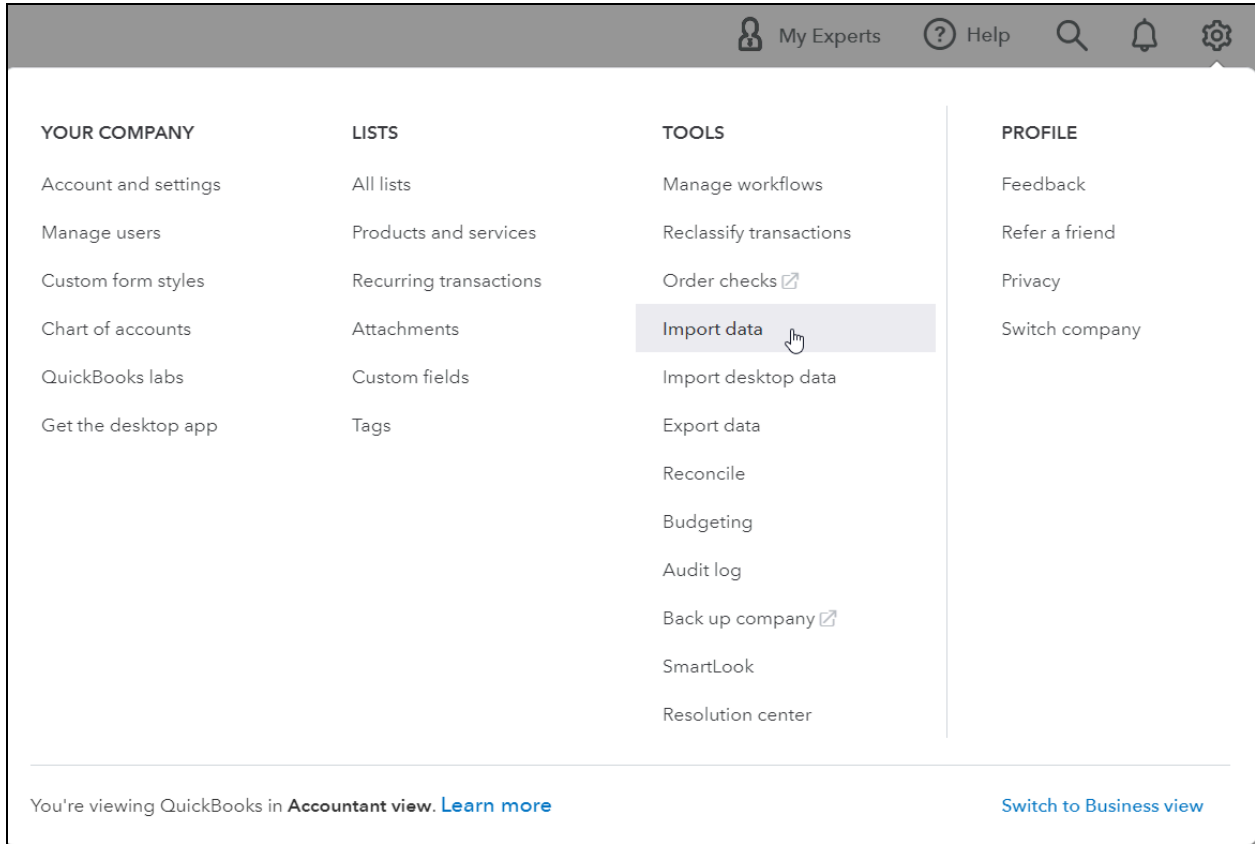
Open your QuickBooks desktop company and QuickBooks Online company at the same time. Run the following reports in both and compare. The balances should match.

- Profit and Loss Standard
- Balance Sheet Standard
- A/R Aging Summary
- A/P Aging Summary

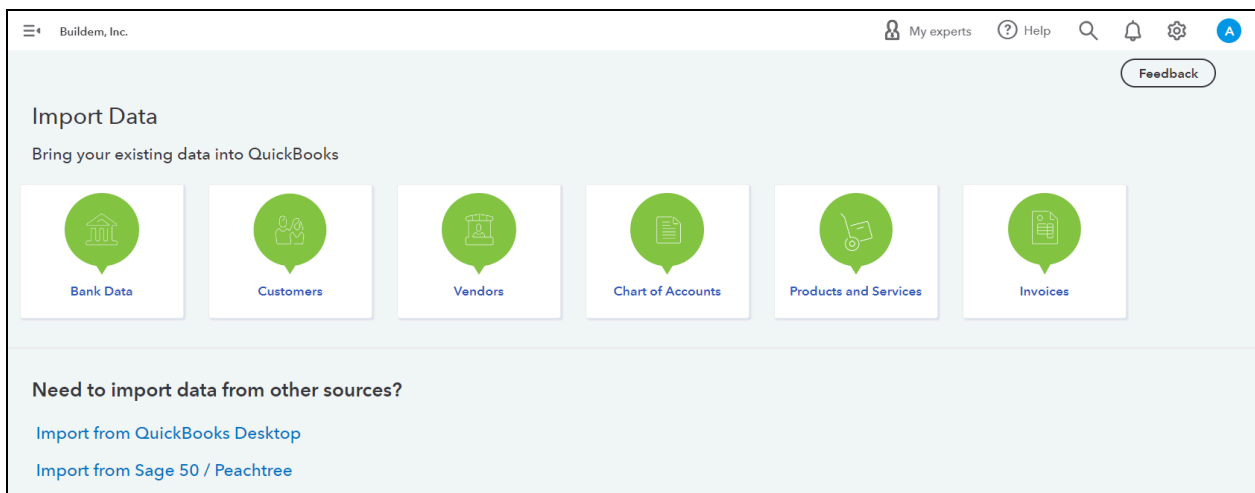
Import Lists from CSV or Excel Files

If you currently use QuickBooks Pro or Premier, your lists import during the conversion to QuickBooks Online. However, if you use a different accounting program, you can import lists with CSV or Excel files. Just export the lists you want to bring into QuickBooks, such as your list of customers, and use the menu below to bring them into QuickBooks.

1. Select the Gear menu and select Import Data.



2. Select the kind of data you want to import into QuickBooks.

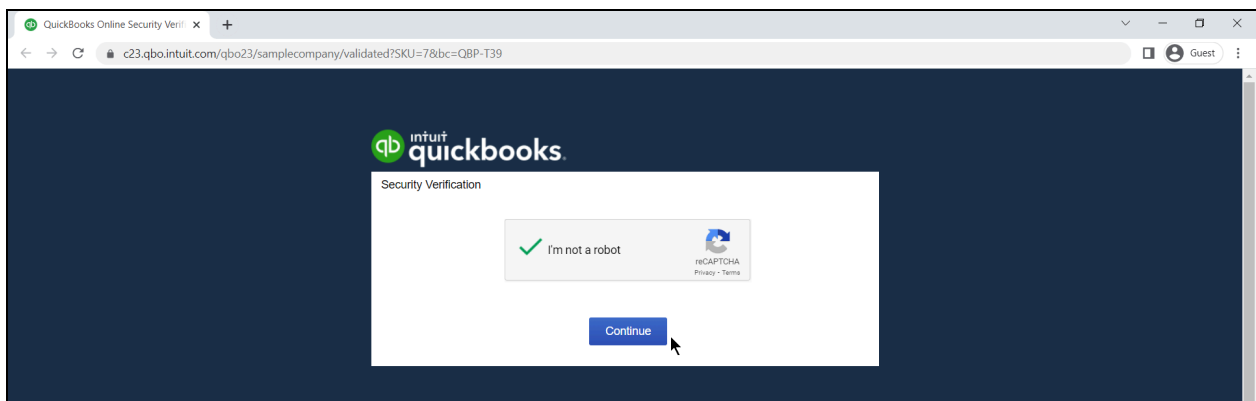


Test Drive QuickBooks Online

You can practice in QuickBooks using a sample file. Please note: The test drive will expire and sign you out due to inactivity after about an hour, and will delete any transactions or changes.

Start Test Drive

1. Open an internet browser.
2. Browse to <https://qbo.intuit.com/redir/testdrive>. You can also do a Google search for "QBO Test Drive" to find the test drive page.
3. Enter the provided security code or Captcha.
4. Select Continue



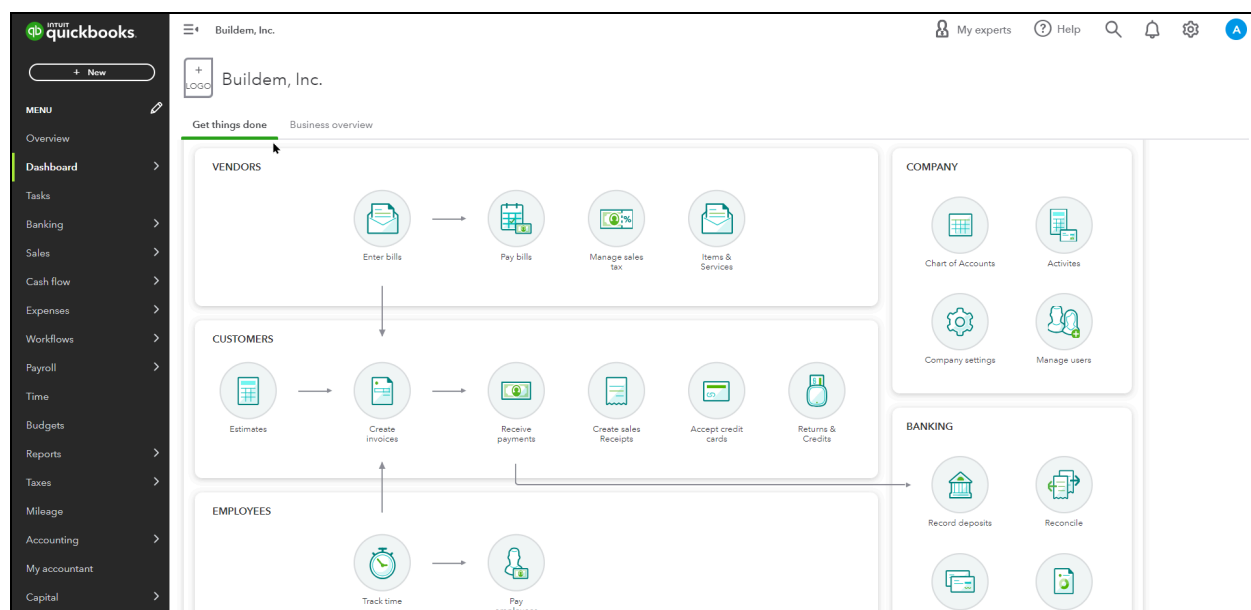
Getting Around in QuickBooks Online

Now you learn more about the dashboard and the location of menus that let you record new transactions, view historical transactions and access and edit your account settings. You'll also learn what transactions are and the value of entering financial data online so that you can build accurate reports about your business.

Dashboard

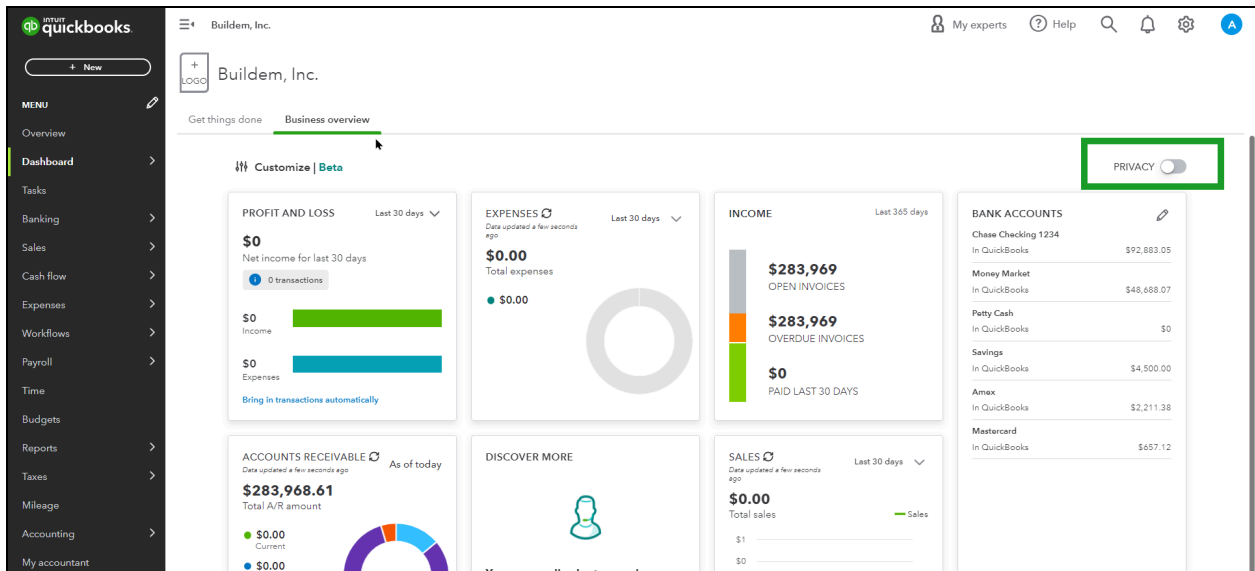
Get Things Done

The get things done tab on the dashboard allows you to add products and services, manage customers and enter transactions like invoices and bills.



Business Overview

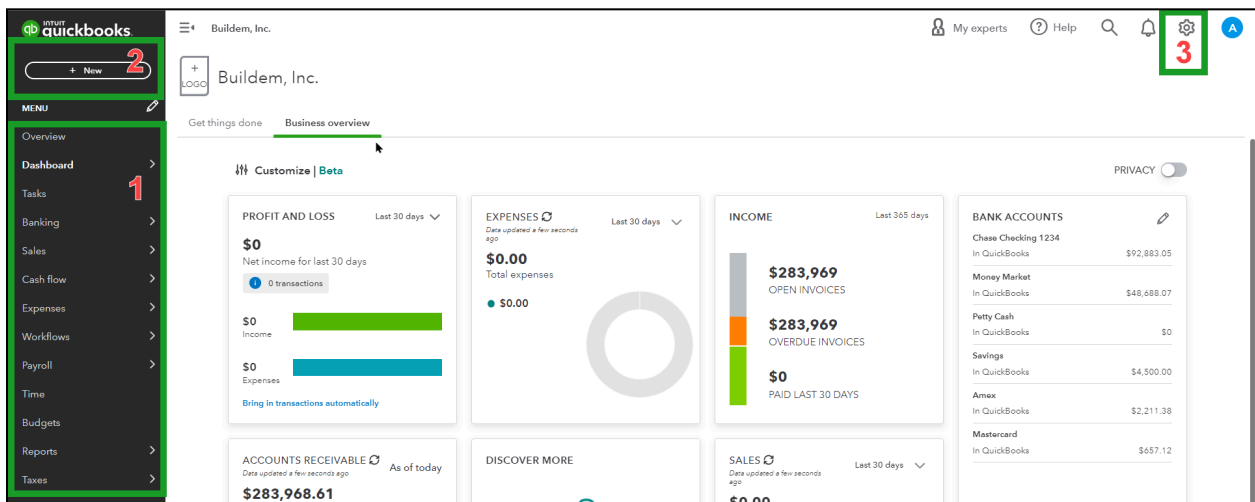
The business overview tab on the dashboard provides quick information at your fingertips, including a financial dashboard, and bank account balances. You can enable *Private Mode* to hide this sensitive data if you're using QuickBooks in a public place.



Moving Around in QuickBooks

You access all the features of QuickBooks Online from three areas:

1. Navigation Bar
2. New (+) menu
3. Gear menu (aka, Company menu)



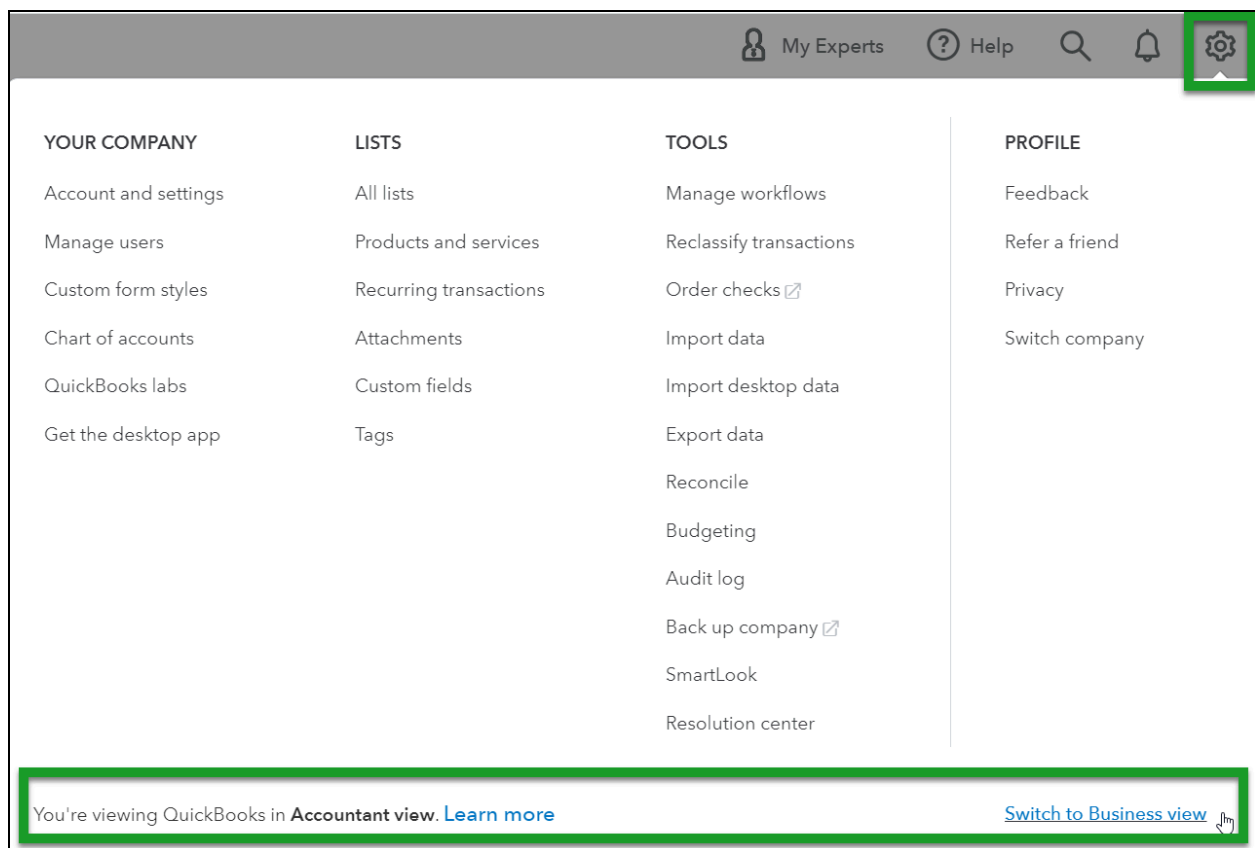
Accountant View vs. Business View

Based on your choice in the screen below, your QBO account will be in "Accountant View" or "Business View." These different views slightly alter the names of some transactions, but QBO still operates in the same way, regardless of your choice.

Switch Between Views

In this class we use the Accountant View. To stay consistent as you learn the content feel free to switch over to the Accountant View throughout the class.

1. Select the Gear menu.
2. At the bottom right corner select switch to accountant/business view, depending on which view you are currently in.



Accountant View

Buildem, Inc. | My experts | Help | Search | Notifications | Settings | Profile

Buildem, Inc. | Get things done | Business overview

Customize | Beta | PRIVACY

Category	Value	Period
PROFIT AND LOSS	\$0	Last 30 days
EXPENSES	\$0.00	Last 30 days
INCOME	\$283,969	Last 365 days
SALES	\$0.00	Last 30 days
ACCOUNTS RECEIVABLE	\$283,968.61	As of today

BANK ACCOUNTS

Chase Checking 1234	\$92,883.05
Money Market	\$48,688.07
Petty Cash	\$0
Savings	\$4,500.00
Amex	\$2,211.38
Mastercard	\$657.12

ACCOUNTS RECEIVABLE

Total A/R amount	\$283,968.61
Current	\$0.00

SALES

Total sales	\$0.00
PAID LAST 30 DAYS	\$0

OPEN INVOICES: \$283,969

OVERDUE INVOICES: \$283,969

Business View

Buildem, Inc. | My experts | Help | Search | Notifications | Settings | Profile

Buildem, Inc. | Get things done | Tasks | Workflows

Get things done | Tell us how migration went | PRIVACY

VENDORS

- Enter bills
- Pay bills
- Manage sales tax
- Items & Services

CUSTOMERS

- Estimates
- Create invoices
- Receive payments
- Create sales Receipts
- Accept credit cards
- Returns & Credits

EMPLOYEES

- Manage employees

COMPANY

- Chart of Accounts
- Activities
- Company settings
- Manage users

BANKING

- Record deposits
- Reconcile

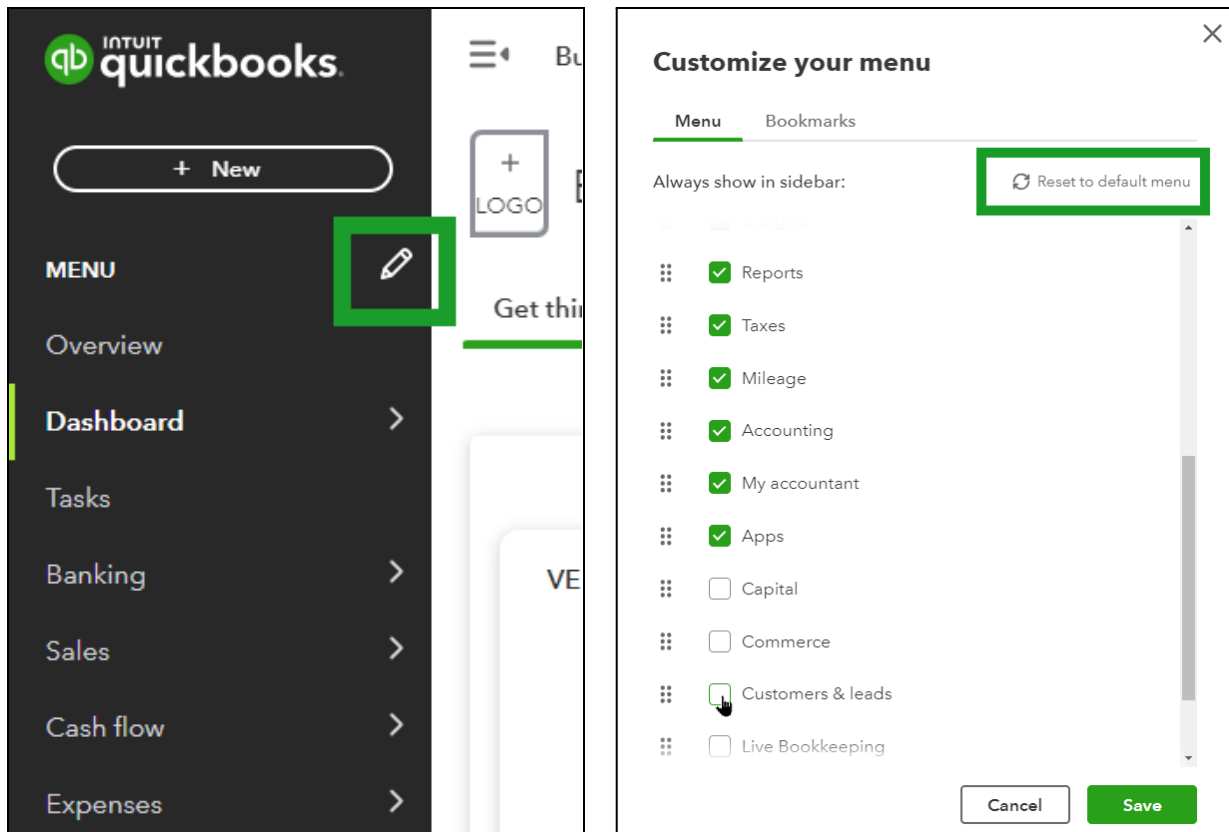
Navigation Bar

The Navigation Bar is the left-most menu on most pages within QuickBooks. It provides quick access to information about the people you do business with as well as a history of your business' financial transactions. Your options will vary depending on your QuickBooks Online subscription and your settings.

Customize the Navigation Bar Menu

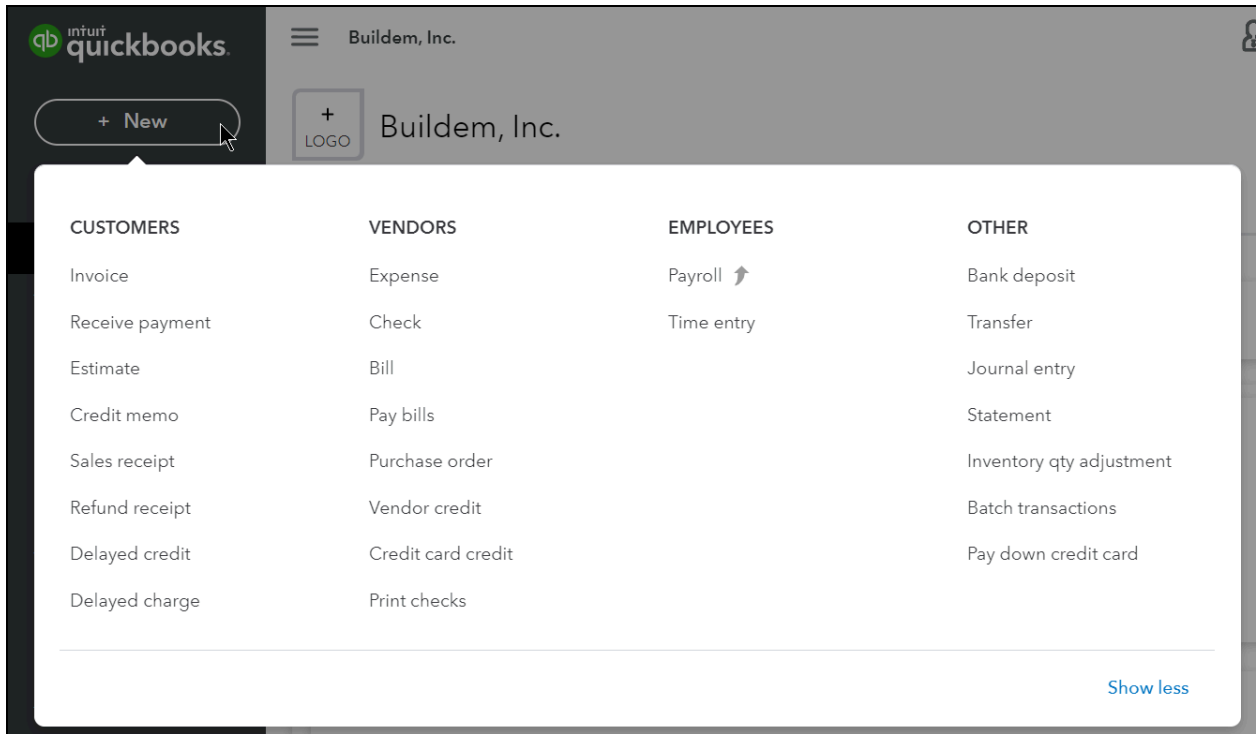
You can choose the selections you see in the Navigation Bar so that it shows the options you use regularly.

1. Select the pencil in the Navigation Bar menu.
2. Uncheck any options you wish to remove from your Navigation Bar.
3. Use the block of dots to change the order the options appear.
4. To undo your changes select Reset to default menu.
5. Select Save.



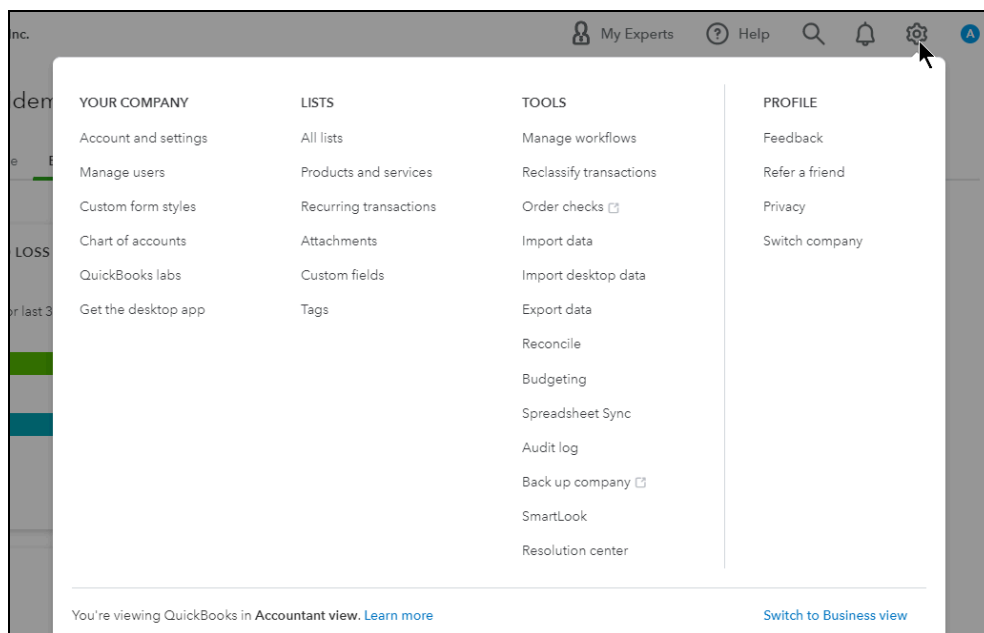
New (+) Menu

The New (+) menu is at the top-left of the screen. It allows you to record your financial transactions. Note that your menu may look different depending on your settings.



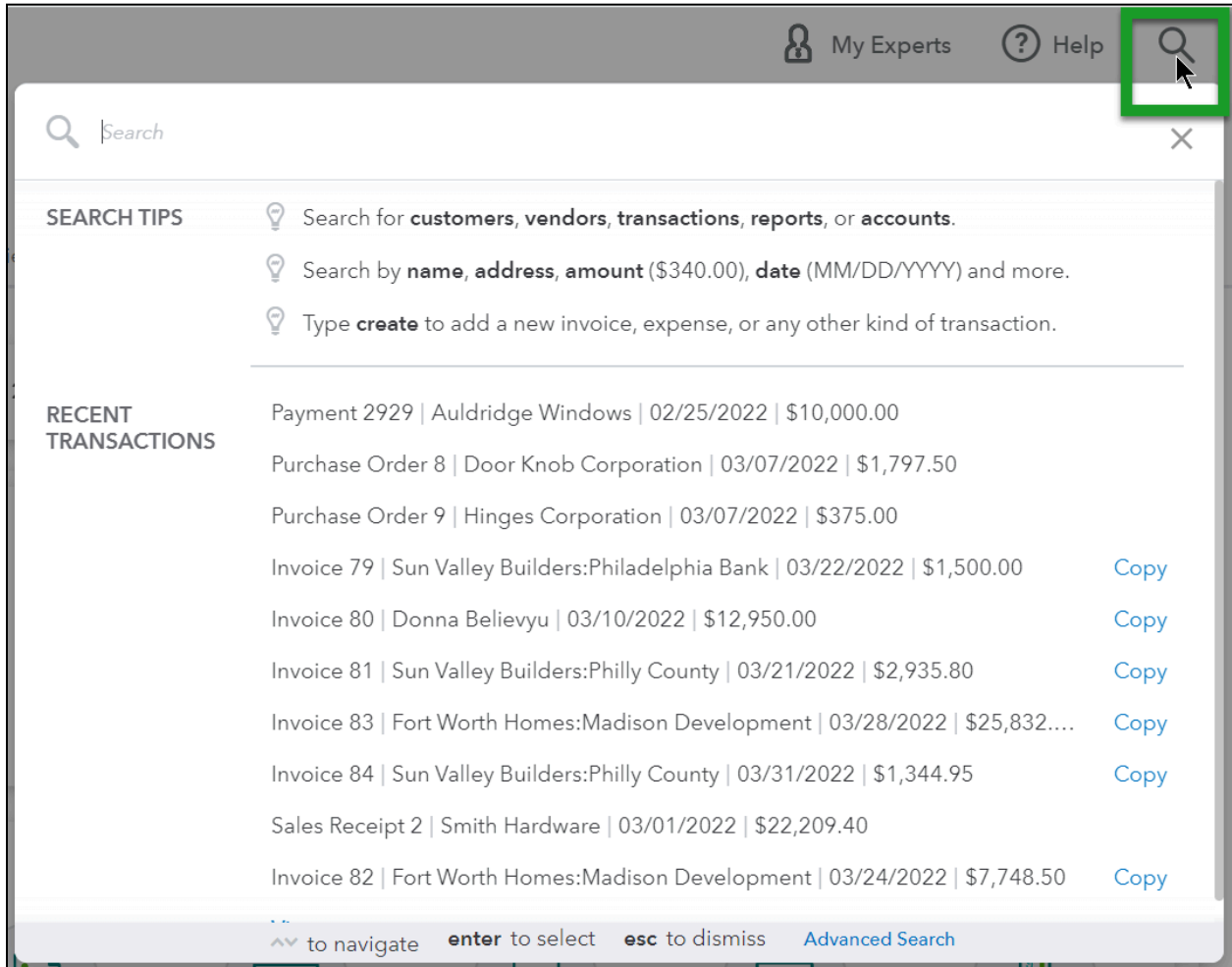
Gear Menu (aka. Company Menu)

The Gear menu provides access to company settings, lists, tools, and account management.



Search/Recent Transactions Menu

The Search/Recent Transactions menu is an easy way to search by transaction number, date, amount, and name. You can quickly open a recently entered transaction from the Recent Transactions list.



My Experts Help

Search

SEARCH TIPS

- Search for **customers, vendors, transactions, reports, or accounts.**
- Search by **name, address, amount** (\$340.00), **date** (MM/DD/YYYY) and more.
- Type **create** to add a new invoice, expense, or any other kind of transaction.

RECENT TRANSACTIONS

Payment 2929 Auldrige Windows 02/25/2022 \$10,000.00	
Purchase Order 8 Door Knob Corporation 03/07/2022 \$1,797.50	
Purchase Order 9 Hinges Corporation 03/07/2022 \$375.00	
Invoice 79 Sun Valley Builders:Philadelphia Bank 03/22/2022 \$1,500.00	Copy
Invoice 80 Donna Believyu 03/10/2022 \$12,950.00	Copy
Invoice 81 Sun Valley Builders:Philly County 03/21/2022 \$2,935.80	Copy
Invoice 83 Fort Worth Homes:Madison Development 03/28/2022 \$25,832....	Copy
Invoice 84 Sun Valley Builders:Philly County 03/31/2022 \$1,344.95	Copy
Sales Receipt 2 Smith Hardware 03/01/2022 \$22,209.40	
Invoice 82 Fort Worth Homes:Madison Development 03/24/2022 \$7,748.50	Copy

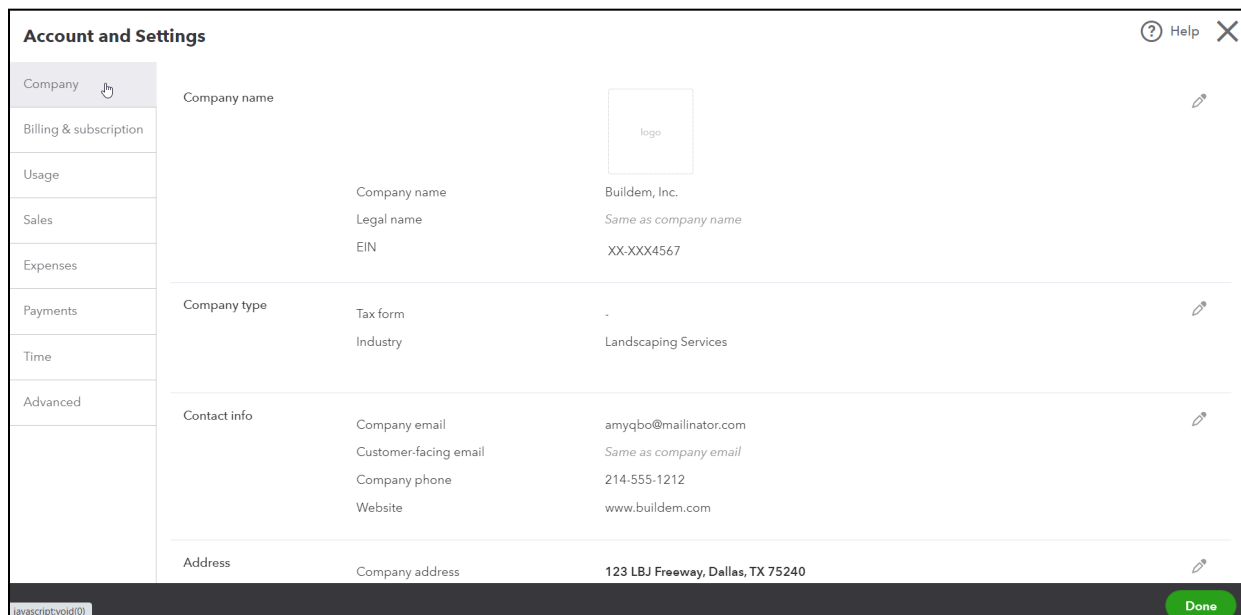
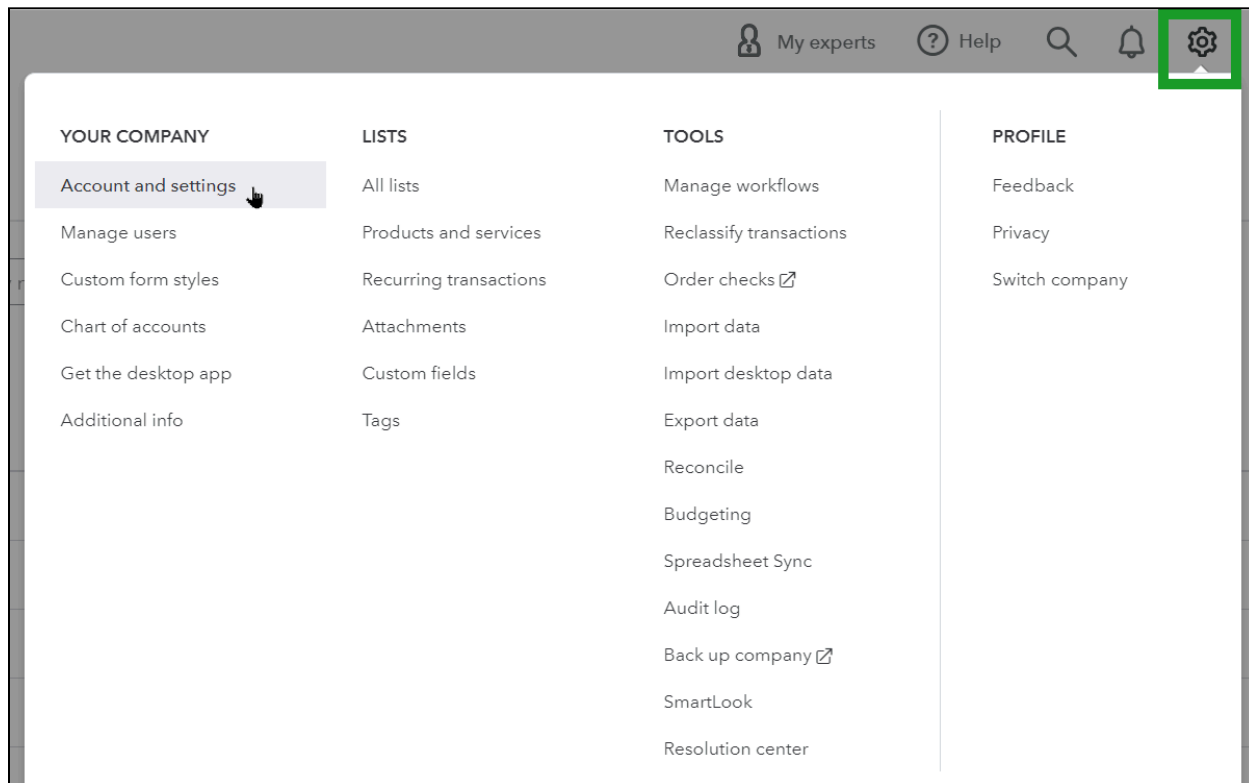
^v to navigate **enter** to select **esc** to dismiss [Advanced Search](#)

Step 3: Customize/Personalize QuickBooks

Review/Update Company Settings

After setup, you may want to customize your QuickBooks settings and forms to suit your needs. You learn about personalizing QuickBooks throughout this class.

1. Select the Gear menu and select Account and Settings.
2. Make the appropriate selections in the Account and Settings page.
3. Select Done.



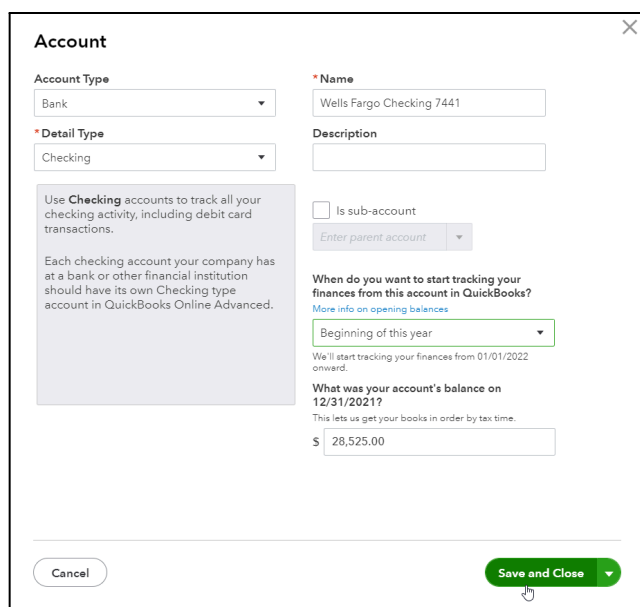
Step 4: Enter Opening Balances

If you currently use a desktop QuickBooks, it includes the account opening balances during the conversion to QuickBooks Online. However, if you use another accounting program, you will need to enter opening balances for most accounts on your Balance Sheet. Opening balances serve as your “starting point” for your accounts. They summarize how much money you had in a bank account, or owed on a credit card/loan, as of a specific day. Typically businesses choose the first day of their fiscal year as their starting point and use bank and credit card statements to find out what their balances were on that day.

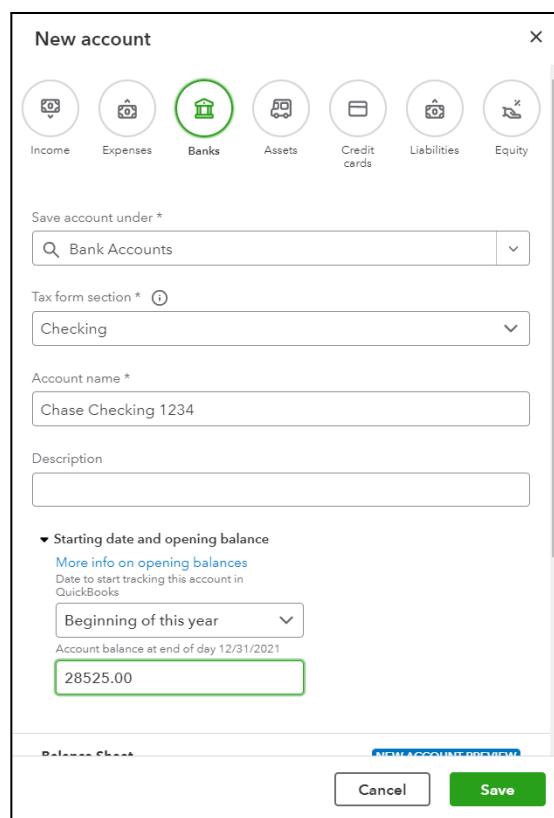
You have three choices when entering account opening balances:

1. Enter an opening balance as you set up the account.

When you set up a new account on your Chart of Accounts you can enter the opening balance and the account’s starting point at the bottom of the New Account screen.



(Old version)



(Updated Version)

2. Let the Online Banking feature enter opening balances for you.

When you link a bank or credit card account to QBO, you’re asked how far back you want it to go to download transactions. QuickBooks uses this date to automatically set your starting date for the account and also the opening balance.

3. Enter a journal entry for opening balances.

This usually requires help from an accountant. Don’t worry if you can’t do it right away. You can start using QuickBooks now.

Enter Journal Entry for Opening Balances

Select the New (+) menu and select Journal Entry.

Journal Entry #1
⚙️ ? Help ✕

Journal date

Journal no.

	#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	
⋮	1	Accounts Receivable	12,000.00			Amy's Bird Sanctuary	🗑️
⋮	2	Accounts Receivable	8,000.00			Bill's Windsurf Shop	🗑️
⋮	3	Accounts Payable		9,000.00		Books by Bessie	🗑️
⋮	4	Accounts Payable		8,000.00		Ellis Equipment Rental	🗑️
⋮	5	Furniture & Equipment	15,800.00				🗑️
⋮	6	Equipment Loan		6,000.00			🗑️
⋮	7	Opening Balance Equity		12,800.00			🗑️
⋮	8						🗑️
⋮	9						🗑️
Total			35,800.00	35,800.00			

Cancel Clear

Make recurring

Save Save and close Ctrl/Alt/D Save and new

What is a transaction?

Every time your company spends or receives money in the real world you record the details in QuickBooks, that is a transaction. Recording these transactions allows you to get reports. Reports are the story of your business. You use reports to make decisions about your business, manage your business cash flow, and to file taxes.

What You See on a Transaction

All the forms in QuickBooks look similar. This makes it even easier to get around and enter transactions. Just fill out the “Who?” and the “When” at the top, the “What?” below, and the amount or the “How Much.”

Invoice #87

Customer: John Melton (1) | Customer email: Melton@John.com | Cc/Bcc | Online payments: Cards, Bank transfer

Billing address: John Melton, 2348 Melt On Rd., Dallas, TX 75248 | Terms: Net 30 | Invoice date: 02/24/2022 (2) | Due date: 03/26/2022 | Invoice no.: 87

#	PRODUCT/SERVICE (3)	DESCRIPTION	QTY	RATE	AMOUNT (4)	TAX
1	Rocks	Garden rocks.	10	100	1,000.00	✓
2						

Subtotal: \$1,000.00 | Taxable subtotal: \$1,000.00

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and send

Parts of a QuickBooks Transaction

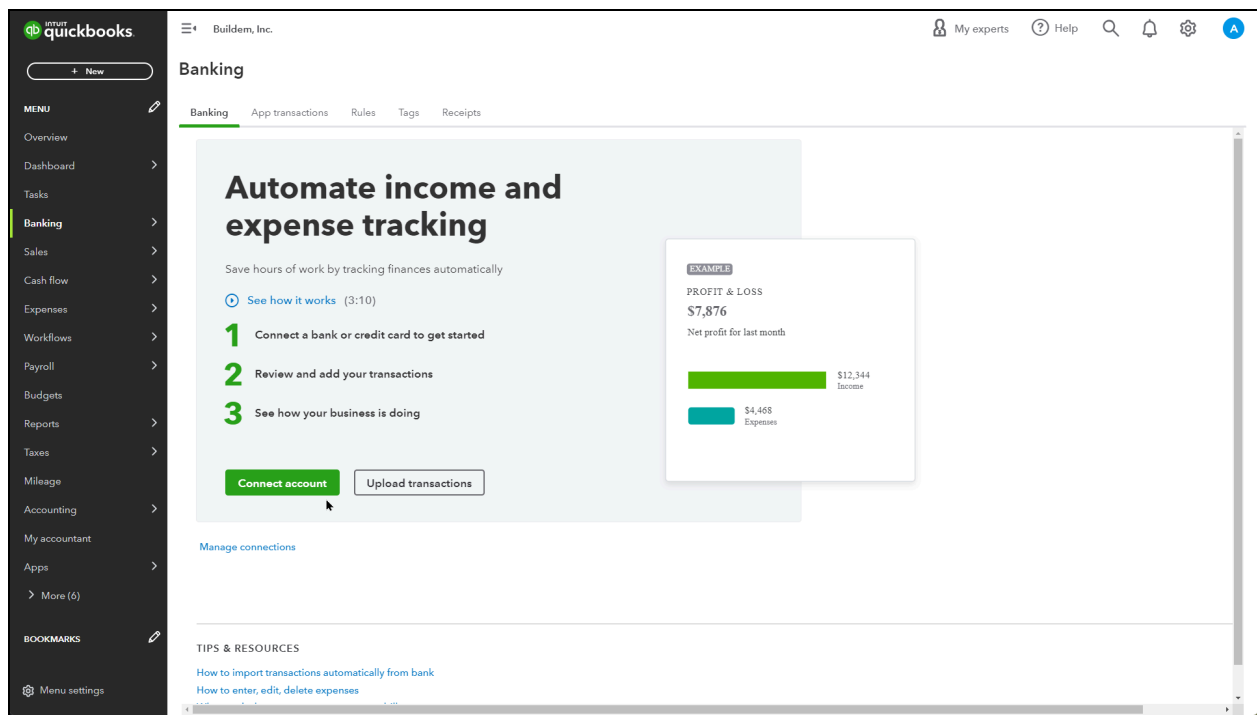
1. Who – Who are you paying or who is paying you?
2. When – When the transaction happened in the real world.
3. What – What are you purchasing or selling?
4. How Much – The amount of money you receive or spend on a transaction.

Step 5: Link Bank Accounts

When you link your checking and credit-card accounts with QuickBooks, you choose how far back you want QuickBooks to look when it downloads transactions. It's generally recommended to start from the beginning of your fiscal year. You can also tell QuickBooks what transactions to exclude if you download something you've already recorded, or notice a duplicate transaction.

Link Bank Account

1. Select Banking on the Navigation Bar.
2. Select Connect account in the Bank accounts section of the page.
3. Follow the onscreen instructions.



The screenshot shows the QuickBooks interface for 'Buildem, Inc.' in the 'Banking' section. The main heading is 'Automate income and expense tracking'. Below this, there is a sub-heading 'Save hours of work by tracking finances automatically' and a video link 'See how it works (3:10)'. A three-step process is listed: 1. Connect a bank or credit card to get started, 2. Review and add your transactions, and 3. See how your business is doing. At the bottom of this section are two buttons: 'Connect account' (highlighted in green) and 'Upload transactions'. To the right, an 'EXAMPLE' box shows a 'PROFIT & LOSS' summary with a net profit of \$7,876, broken down into \$12,344 in income and \$4,468 in expenses. The bottom of the page features a 'TIPS & RESOURCES' section with links for 'How to import transactions automatically from bank' and 'How to enter, edit, delete expenses'.

Chapter 2

Lists

What are Lists?

QuickBooks uses lists to organize information about the people and businesses you buy things from as well as the things you buy and sell. Lists help you save time in several ways:

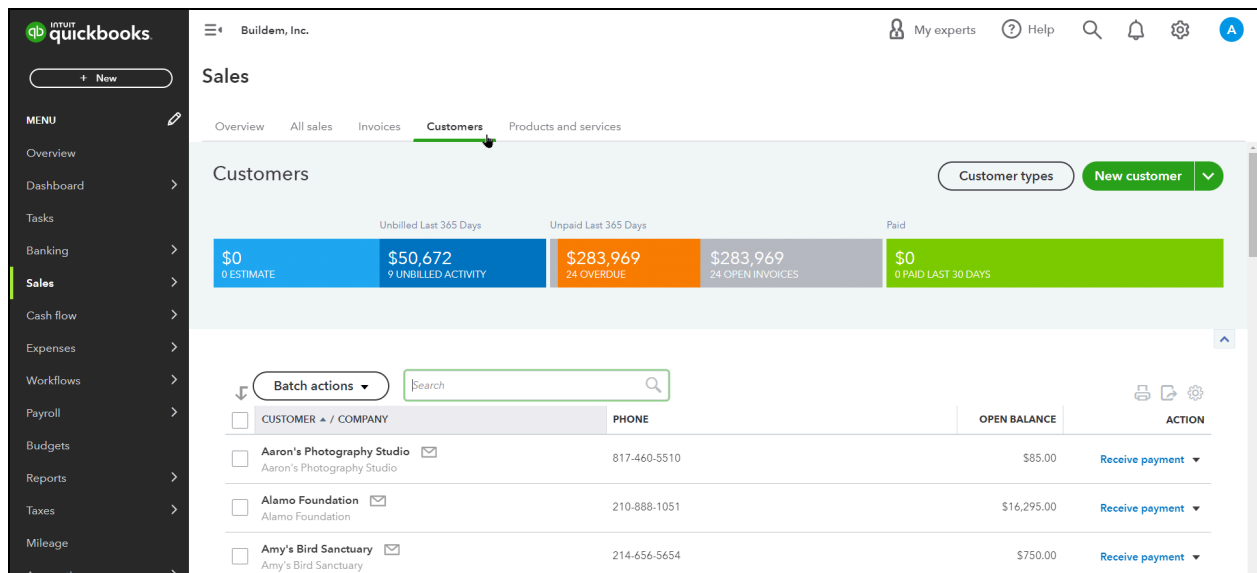
1. Lists store information about people and businesses you work with to record transactions quickly. They also help you find previously recorded transactions.
2. Lists are the foundation of reports. The way the list is organized translates into how the report is organized.
3. Lists let you track who owes/paid you money and who you owe/paid money to.

List Types

The user interface and functionality of lists is different depending on what type of list you are working with. For example, with Names lists (Customers, Vendors and Employees), you have a Center that helps you quickly sort and filter information. On *Other Lists* (Chart of Accounts, Terms List, Products and Services List, etc.), your choices for interaction are more limited but you can still add/remove columns and resort the list.

Names Lists

Names lists include Customers, Vendors, and Employees. You work with names lists often and you see them often throughout QuickBooks.



Who Goes on Which Names List?

Customers - This list stores the people or businesses that pay you money for goods, services and donations. You must use a customer name to invoice a company on account or to track sales/donations by customer.

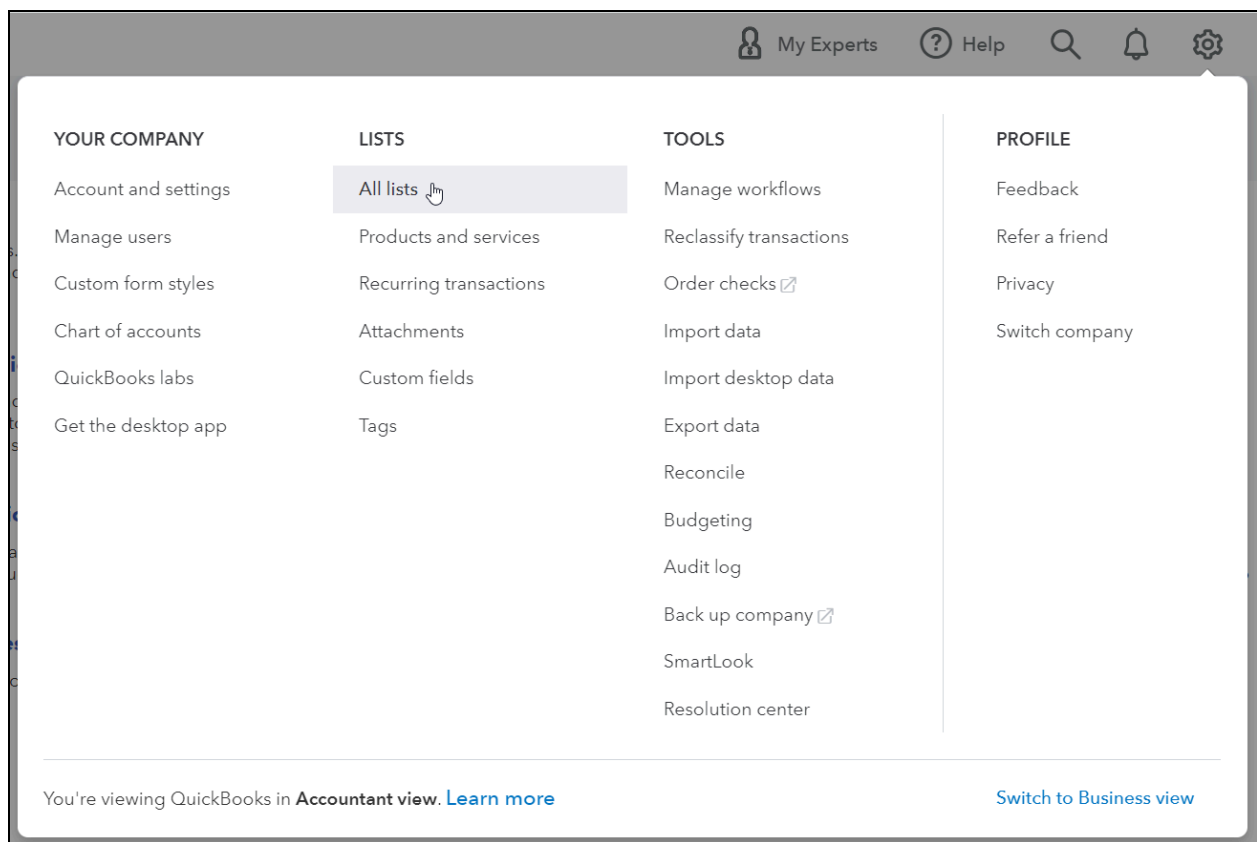
Vendors (Suppliers) - This list stores the companies and contractors you pay for goods or services. To track accounts payable (money you owe on open bills), issue a 1099, or track purchases by person or business, they must be set up as a vendor.

Employees - This list stores employees and their related payroll information. Use an employee name to pay an employee using payroll or issue a W-2 to an employee.
Note: The Employees List is only for W-2 employees. People you issue a 1099 to are considered vendors/contractors.

Other Lists

Other Lists include Products and Services, the Chart of Accounts, etc. You use these lists often because they're related to transactions, but you don't need to update them very often.

All Lists



Lists

Chart of Accounts
Displays your accounts. Balance sheet accounts track your assets and liabilities, and income and expense accounts categorize your transactions. From here, you can add or edit accounts.

Payment Methods
Displays Cash, Check, and any other ways you categorize payments you receive from customers. That way, you can print deposit slips when you deposit the payments you have received.

Recurring Transactions
Displays a list of transactions that have been saved for reuse. From here, you can schedule transactions to occur either automatically or with reminders. You can also save unscheduled transactions to use at any time.

Terms
Displays the list of terms that determine the due dates for payments from customers, or payments to vendors. Terms can also specify discounts for early payment. From here, you can add or edit terms.

Products and Services
Displays the products and services you sell. From here, you can edit information about a product or service, such as its description, or the rate you charge.

Attachments
Displays the list of all attachments uploaded. From here you can add, edit, download, and export your attachments. You can also see all transactions linked to a particular attachment.

Custom Form Styles
Customize your sales form designs, set defaults, and manage multiple templates.

Tags
Displays the list of all tags created. You can add, edit, and delete your tags here.

Custom Fields
Sort, track, and report the information that matters to you. Add custom fields to your forms so that you can capture more business-related info.

List Rules

1. For best performance, keep active list entries under 10,000.
2. Every entry in the "Display Name As" field for Customers, Vendors and Employees must be unique. If you want to list the same entity on multiple lists, make sure to give them different "Display Name As" entries.

The screenshot shows a vendor form with several fields. Two fields are highlighted with a green border: the "Vendor display name *" dropdown menu, which currently shows "Otto Mekanix (Vendor)", and the "Name to print on checks" text field, which contains "Otto Mekanix".

Other visible fields include: Company name, Title, First name (Otto), Middle name, Last name (Mekanix), Suffix, Email, Phone number (214-555-7515), Mobile number, Fax (214-555-7544), Other, and Website.

3. You can't move a name from one list to another list. Delete it from one list to add it to another list.

Work with Lists

Add Entry Before You Need It

1. Open the appropriate list.
2. Select the New (List Name) button.
3. Enter appropriate information in the window.
4. Select Save.

New Names List Entry

The screenshot shows the QuickBooks interface for the 'Sales' section, specifically the 'Customers' list. The 'New customer' button is highlighted with a green box. Below the button, there are summary cards for Unbilled, Unpaid, and Paid amounts. A table lists customer entries with columns for Customer/Company, Phone, Open Balance, and Action.

CUSTOMER / COMPANY	PHONE	OPEN BALANCE	ACTION
Aaron's Photography Studio Aaron's Photography Studio	817-460-5510	\$85.00	Receive payment
Alamo Foundation Alamo Foundation	210-888-1051	\$16,295.00	Receive payment
Amy's Bird Sanctuary Amy's Bird Sanctuary	214-656-5654	\$750.00	Receive payment
Auldridge Windows Auldridge Windows	312-308-3929	\$53,472.00	Receive payment

New Other List Entry

The screenshot shows the QuickBooks interface for the 'Accounting' section, specifically the 'Chart of accounts' list. The 'New' button is highlighted with a green box. Below the button, there are search filters and a table listing account entries with columns for Name, Account Type, Detail Type, QuickBooks Balance, Bank Balance, and Action.

NAME	ACCOUNT TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Chase Checking 1234	Bank	Checking	\$92,883.05		View register
Money Market	Bank	Checking	\$48,688.07		View register
Petty Cash	Bank	Checking	\$0.00		View register
Savings	Bank	Checking	\$4,500.00		View register
Accounts Receivable	Accounts receivable (A/R)	Accounts Receivable (A/R)	\$283,968.61		View register
Finished Goods Inventory	Other Current Assets	Other Current Assets	\$0.00		View register

Add Entry as You Need It

1. Open a transaction and enter appropriate information.
2. Type the name of the new list entry as you want it to appear on the list.
3. Select Add to add the new entry to the list.
4. Select the appropriate type (if applicable) and select Save.

Expense Take a tour Help ×

Payee: Pizza Dallas ▼ Payment account: Amex ? Balance \$2,211.38 AMOUNT **\$0.00**

+ Add new Pizza Dallas

Payment date: 04/14/2022 Payment method: What did you pay with? ▼ Ref no.:

Tags ? Manage tags
Start typing to add a tag

▼ Category details

#	CATEGORY ?	DESCRIPTION	AMOUNT	BILLABLE ?	MARKUP %	TAX	CUSTOMER ?
1	What tax category fits?	What did you pay for?					
2							

Add lines Clear all lines

► Item details

Cancel Make recurring Save Save and close ▼

Expense ×

Payee: Pizza Dallas ▼ Payment account: Amex ? Balance \$2,211.38

Payment date: 04/14/2022 Payment method: What did you pay with? ▼

Tags ?
Start typing to add a tag

▼ Category details

#	CATEGORY ?	DESCRIPTION
1	What tax category fits?	What did you pay for?
2		

Add lines Clear all lines

► Item details

Cancel

Vendor ×

Contact type: Vendor ▼

Name and contact ^

Company name: Vendor display name *: Pizza Dallas ▼

Title: First name: Middle name: Last name: Suffix:

Email: Phone number:

Mobile number: Fax:

Other: Website:

Save

Edit Names List Entry

1. Display the appropriate list.
2. Select the entry in the list to edit.
3. Select the Edit button.
4. Enter or change appropriate information.
5. Select Save.

The screenshot shows the QuickBooks interface for the 'Expenses' section, specifically the 'Vendors' tab. The vendor 'Dallas Bell' is selected. A table lists transactions with columns for DATE, TYPE, NO., PAYEE, CATEGORY, MEMO, TOTAL, and ACTION. The 'Edit' button for the selected vendor is highlighted with a green box.

DATE	TYPE	NO.	PAYEE	CATEGORY	MEMO	TOTAL	ACTION
03/28/2023	Bill	38888	Dallas Bell	Utilities:Telephone		\$578.00	Mark as paid
01/01/2023	Check	1020	Dallas Bell	Utilities:Telephone	7865	\$871.00	View/Edit
01/01/2023	Bill	9876	Dallas Bell	Utilities:Telephone		\$300.00	View/Edit
01/01/2023	Bill Payment (Check)	1019	Dallas Bell			-\$300.00	View/Edit

The screenshot shows the 'Vendor' details page for 'Dallas Bell'. The 'Name and contact' section is expanded, showing various fields for contact information. The 'Vendor display name' field is highlighted with a green box.

Name and contact

Company name: Dallas Bell
Vendor display name: Dallas Bell

Title: [] First name: [] Middle name: [] Last name: [] Suffix: []

Email: DallasBell@hotmail.com Phone number: (410) 987-0987

Mobile number: [] Fax: []

Other: [] Website: []

Name to print on checks: Dallas Bell

Address

Street address 1: 111 Main Street Texas Street address 2: []

Save

Edit *Other List* Entry

1. Display the appropriate list.
2. Select the drop-down in the Action column beside the desired list entry.
3. Select Edit.
4. Enter or change appropriate information.
5. Select Save.

The screenshot shows the QuickBooks Accounting interface. The 'Accounting' menu is selected on the left. The main area displays the 'Chart of accounts' for 'Buildem, Inc.'. A table lists various accounts, including 'Chase Checking 1234'. The 'ACTION' column for this account has a dropdown menu open, with 'Edit' highlighted in green.

NAME	ACCOUNT TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Chase Checking 1234	Bank	Checking	\$92,883.05		View register
Money Market	Bank	Checking	\$48,688.07		View register
Petty Cash	Bank	Checking	\$0.00		View register
Savings	Bank	Checking	\$4,500.00		View register
Accounts Receivable	Accounts receivable (A/R)	Accounts Receivable (A/R)	\$283,968.61		View register
Finished Goods Inventory	Other Current Assets	Other Current Assets	\$0.00		View register

The 'Account' form in the old version includes the following fields and options:

- Account Type:** Bank
- *Name:** Chase Checking 1234
- *Detail Type:** Checking
- Description:** Checking
- Balance:** 92,883.05
- Is sub-account:**
- Enter parent account:** (dropdown)

Buttons: Cancel, Save and Close

(Old version)

The 'Edit account' form in the updated version includes the following fields and options:

- Account Type:** Banks (selected)
- Save account under *:** Bank Accounts
- Tax form section *:** Checking
- Account name *:** Chase Checking 1234
- Description:** Checking
- Balance:** \$92,883.05
- Balance Sheet:** Balance as of 12/05/2022

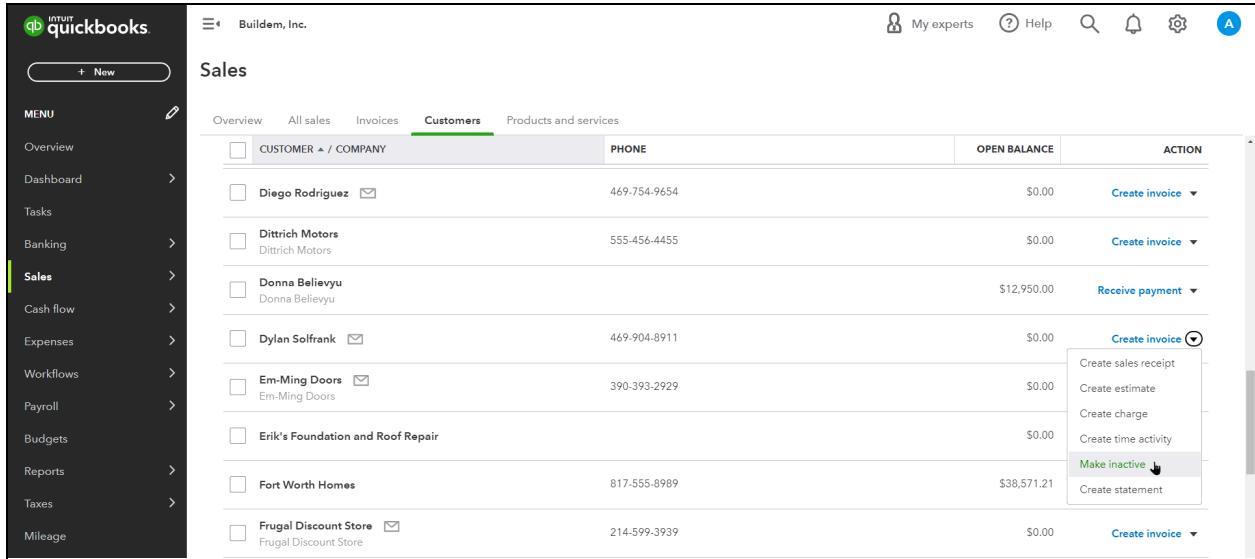
Buttons: Cancel, Save

(Updated Version)

Delete Entry (Without Balance)

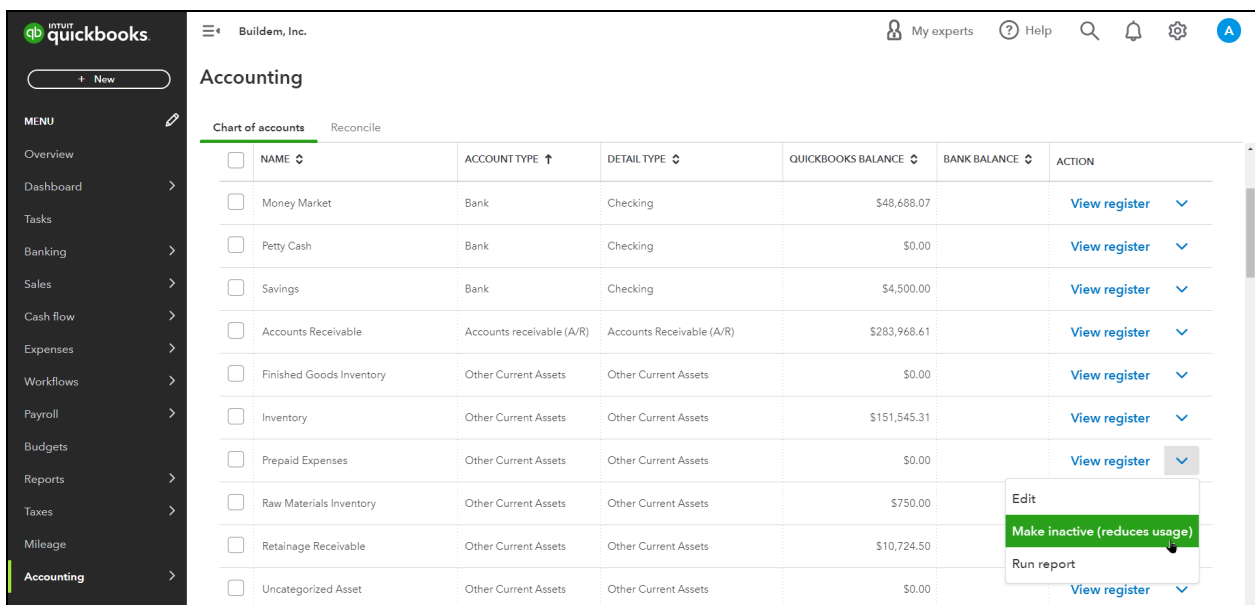
Delete List Entry- Names List

1. Display the appropriate list.
2. Select the entry in the list to delete.
3. Select the drop-down arrow next to the entry to delete and select Make inactive.
4. Select Yes to confirm the deletion.



Delete List Entry- Other List

1. Display the appropriate list.
2. Select the entry in the list to delete.
3. Select the drop-down arrow next to the entry to delete and select Make Inactive.
4. Select Yes to confirm the deletion.

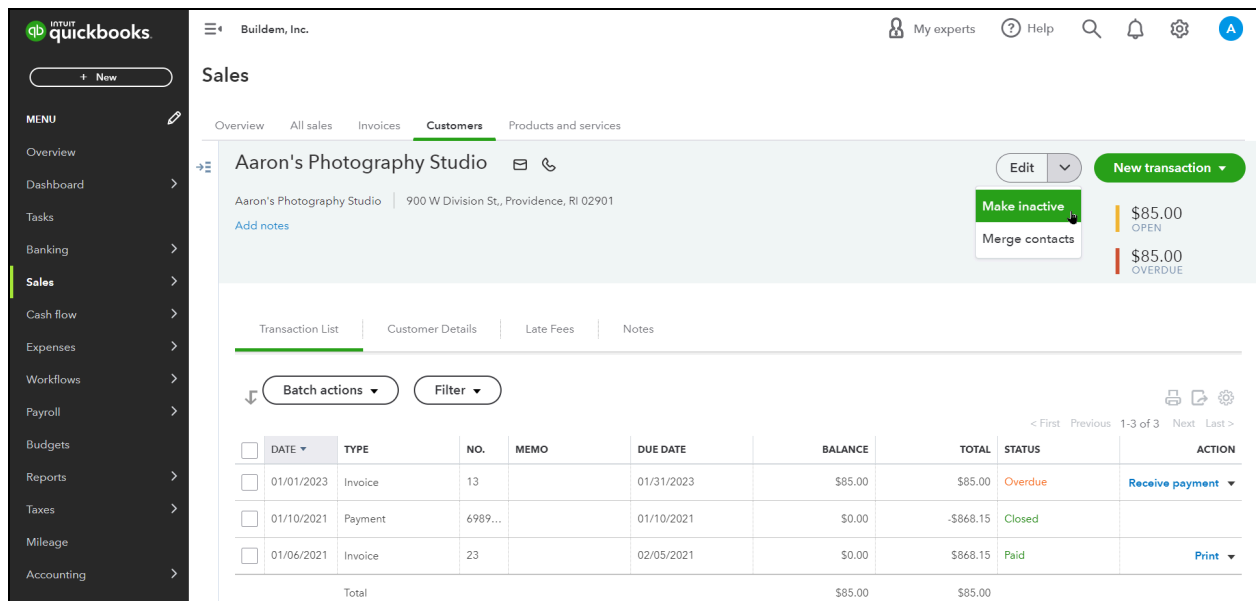


Delete Entry (With Balance)

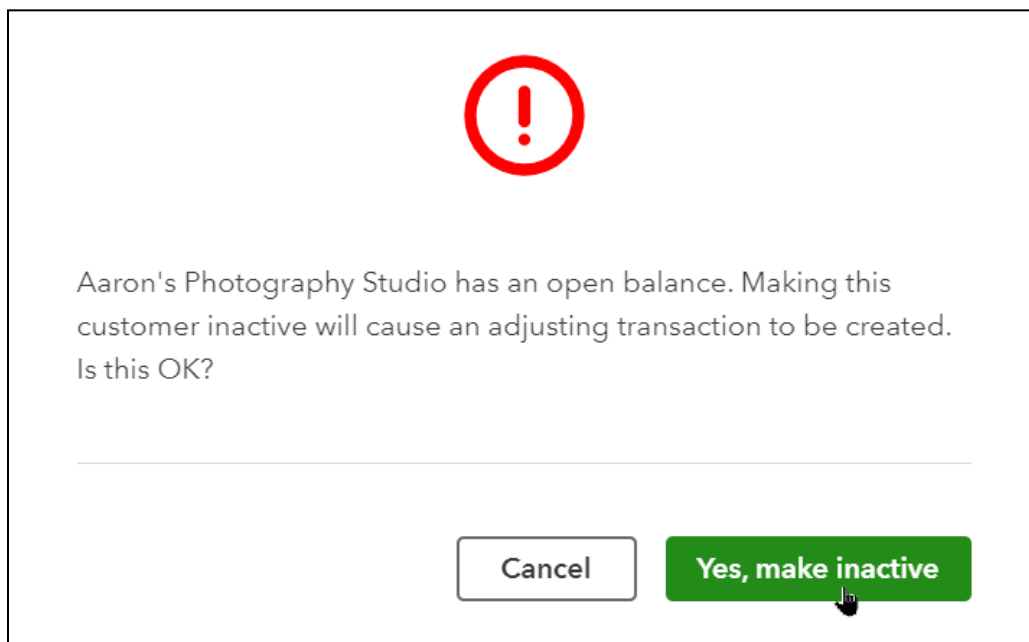
Deleting a list entry with a balance causes QuickBooks to record adjusting entries to zero the balance. These adjusting entries vary by what you make inactive.

Delete List Entry-Names List

1. Display the appropriate list.
2. Select the entry in the list to delete.
3. Select the drop-down on the Edit button.
4. Select the Make inactive.
5. Select Yes to confirm and have QuickBooks make adjusting entries to zero the balance.



	DATE	TYPE	NO.	MEMO	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	01/01/2023	Invoice	13		01/31/2023	\$85.00	\$85.00	Overdue	Receive payment
<input type="checkbox"/>	01/10/2021	Payment	6989...		01/10/2021	\$0.00	-\$868.15	Closed	
<input type="checkbox"/>	01/06/2021	Invoice	23		02/05/2021	\$0.00	\$868.15	Paid	Print
Total						\$85.00	\$85.00		



Aaron's Photography Studio has an open balance. Making this customer inactive will cause an adjusting transaction to be created. Is this OK?

intuit quickbooks Buildem, Inc. My experts Help

Sales

Overview All sales Invoices **Customers** Products and services

Aaron's Photography Studio (deleted) Make Active

Aaron's Photography Studio | 900 W Division St., Providence, RI 02901

Add notes

Transaction List Customer Details Late Fees Notes

Batch actions Filter

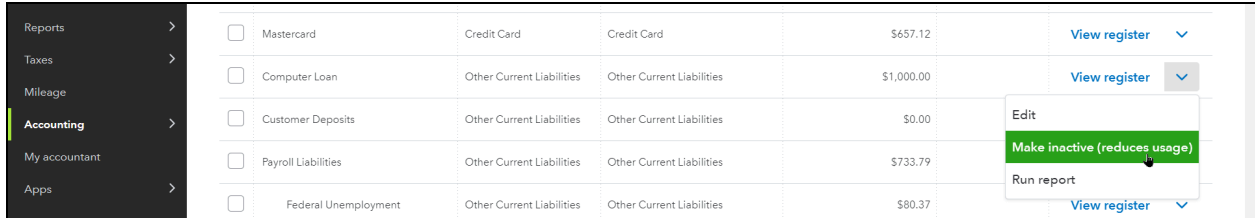
< First Previous 1-5 of 5 Next Last >

<input type="checkbox"/>	DATE	TYPE	NO.	MEMO	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	06/12/2023	Payment		Created by QB Online to link credits to charges.	06/12/2023	\$0.00	\$0.00	Closed	
<input type="checkbox"/>	06/12/2023	Credit Memo		Created by QB Online to adjust balance for deletion	06/12/2023	\$0.00	-\$85.00	Closed	Print
<input type="checkbox"/>	01/01/2023	Invoice	13		01/31/2023	\$0.00	\$85.00	Paid	Print
<input type="checkbox"/>	01/10/2021	Payment	6989...		01/10/2021	\$0.00	-\$868.15	Closed	
<input type="checkbox"/>	01/06/2021	Invoice	23		02/05/2021	\$0.00	\$868.15	Paid	Print
Total						\$0.00	\$0.00		

< First Previous 1-5 of 5 Next Last >

Delete List Entry-*Other List*

1. Display the appropriate list.
2. Select the Action drop-down menu for the appropriate entry and select Delete.
3. Select Yes to confirm and have QuickBooks make adjusting entries to zero the balance



Account	Category	Subcategory	Balance	Action
<input type="checkbox"/> Mastercard	Credit Card	Credit Card	\$657.12	View register
<input type="checkbox"/> Computer Loan	Other Current Liabilities	Other Current Liabilities	\$1,000.00	View register
<input type="checkbox"/> Customer Deposits	Other Current Liabilities	Other Current Liabilities	\$0.00	View register
<input type="checkbox"/> Payroll Liabilities	Other Current Liabilities	Other Current Liabilities	\$733.79	View register
<input type="checkbox"/> Federal Unemployment	Other Current Liabilities	Other Current Liabilities	\$80.37	View register

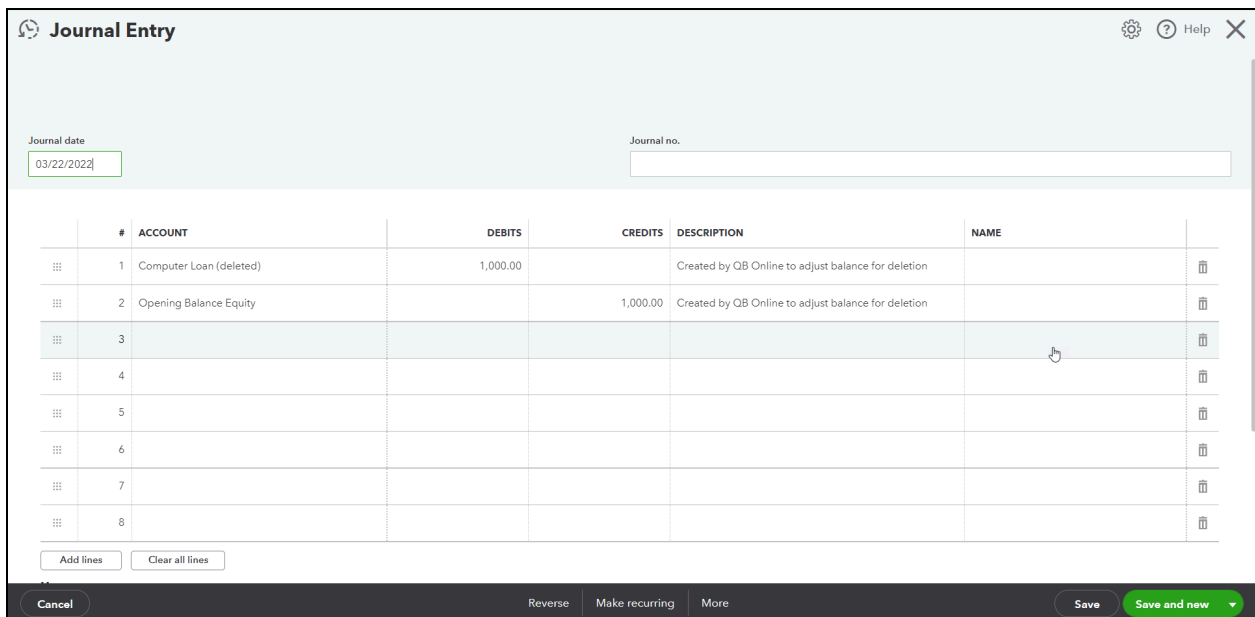
Dropdown menu for Computer Loan:

- Edit
- Make inactive (reduces usage)**
- Run report

Make account inactive

To make this account inactive, QuickBooks will zero out its balance.

You're about to make 1 account inactive. This will remove it from the account and category fields on your transactions. You can make it active again later if you need to. Continue?



Journal Entry

Journal date: 03/22/2024

Journal no.:

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1	Computer Loan (deleted)	1,000.00		Created by QB Online to adjust balance for deletion	
2	Opening Balance Equity		1,000.00	Created by QB Online to adjust balance for deletion	
3					
4					
5					
6					
7					
8					

Buttons: Add lines, Clear all lines, Cancel, Reverse, Make recurring, More, Save, Save and new

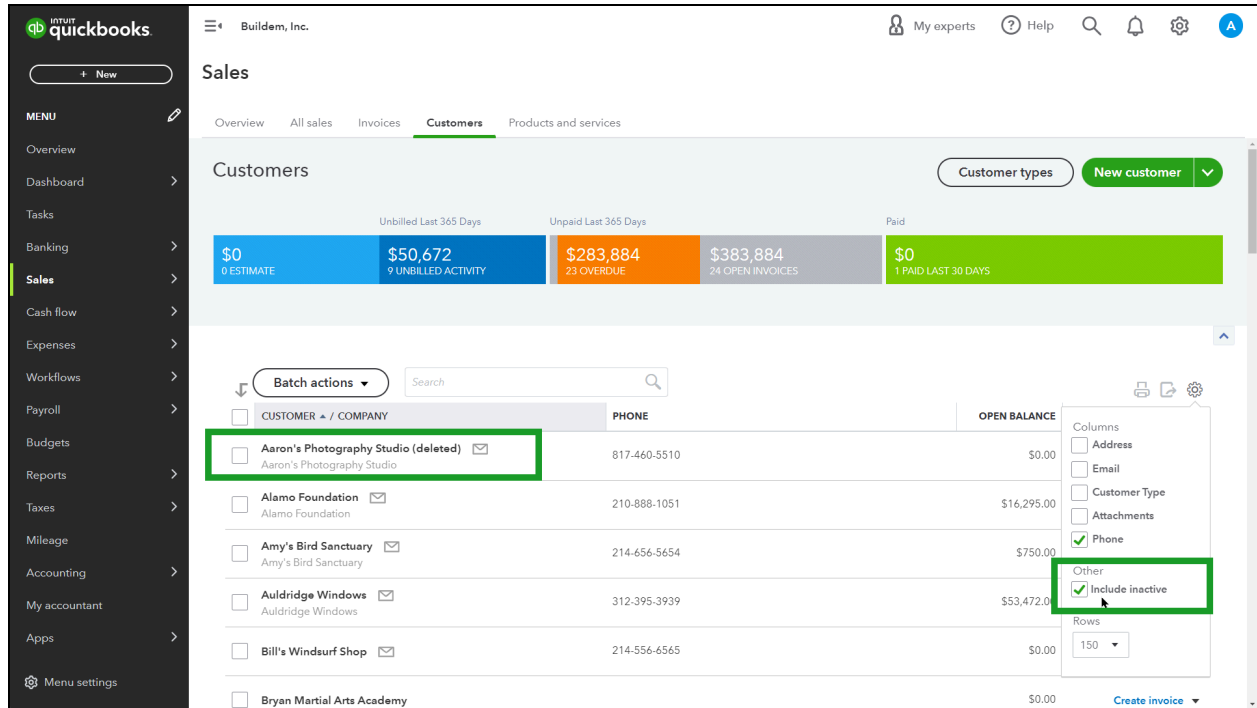
See Deleted/Inactive Entries

Deleting a list entry hides it from view. However, you can still see them if you want.

View Inactive Entries

1. Open the appropriate list.
2. Select the Gear menu and select Include inactive.

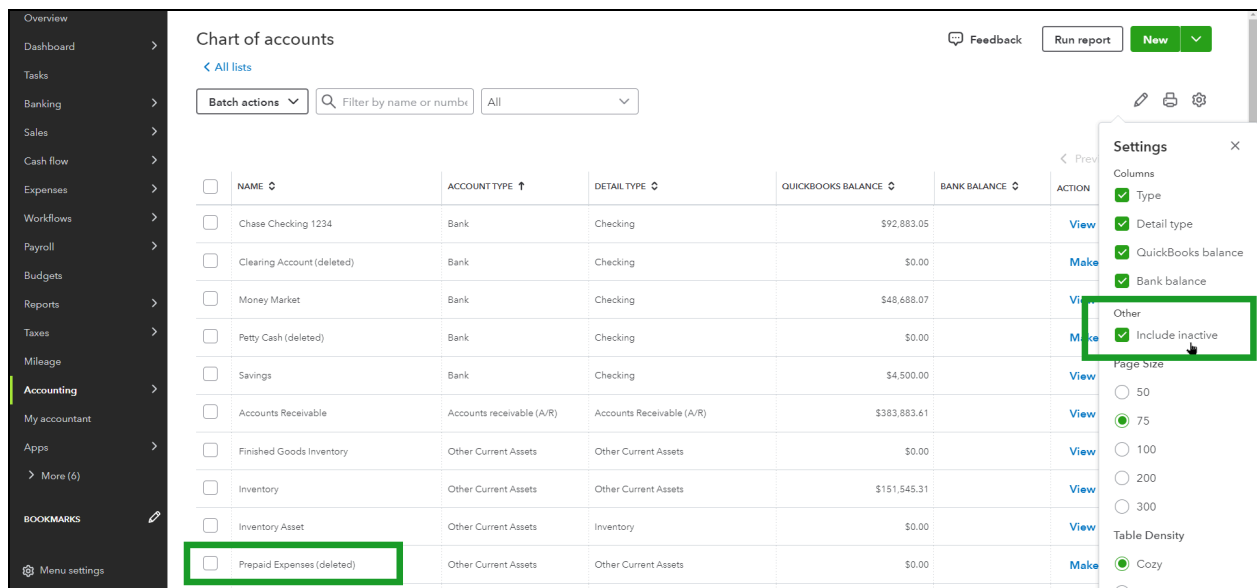
Include Inactive-Names Lists



The screenshot shows the QuickBooks interface for the 'Customers' list. A summary bar at the top displays financial metrics: Unbilled Last 365 Days (\$0), Unpaid Last 365 Days (\$50,672), Overdue (\$283,884), Open Invoices (\$383,884), and Paid (\$0). Below this is a table of customers. The entry 'Aaron's Photography Studio (deleted)' is highlighted with a green box. A settings menu is open on the right, with the 'Include inactive' option checked and highlighted by a green box.

CUSTOMER / COMPANY	PHONE	OPEN BALANCE
<input type="checkbox"/> Aaron's Photography Studio (deleted) Aaron's Photography Studio	817-460-5510	\$0.00
<input type="checkbox"/> Alamo Foundation Alamo Foundation	210-888-1051	\$16,295.00
<input type="checkbox"/> Amy's Bird Sanctuary Amy's Bird Sanctuary	214-656-5654	\$750.00
<input type="checkbox"/> Auldridge Windows Auldridge Windows	312-395-3939	\$53,472.00
<input type="checkbox"/> Bill's Windsurf Shop Bill's Windsurf Shop	214-556-6565	\$0.00
<input type="checkbox"/> Bryan Martial Arts Academy Bryan Martial Arts Academy		\$0.00

Include Inactive- Other Lists



The screenshot shows the QuickBooks 'Chart of accounts' list. A table lists various accounts with columns for Name, Account Type, Detail Type, QuickBooks Balance, and Bank Balance. The entry 'Prepaid Expenses (deleted)' is highlighted with a green box. A settings menu is open on the right, with the 'Include inactive' option checked and highlighted by a green box.

NAME	ACCOUNT TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
<input type="checkbox"/> Chase Checking 1234	Bank	Checking	\$92,883.05		View
<input type="checkbox"/> Clearing Account (deleted)	Bank	Checking	\$0.00		Make
<input type="checkbox"/> Money Market	Bank	Checking	\$48,688.07		View
<input type="checkbox"/> Petty Cash (deleted)	Bank	Checking	\$0.00		Make
<input type="checkbox"/> Savings	Bank	Checking	\$4,500.00		View
<input type="checkbox"/> Accounts Receivable	Accounts receivable (A/R)	Accounts Receivable (A/R)	\$383,883.61		View
<input type="checkbox"/> Finished Goods Inventory	Other Current Assets	Other Current Assets	\$0.00		View
<input type="checkbox"/> Inventory	Other Current Assets	Other Current Assets	\$151,545.31		View
<input type="checkbox"/> Inventory Asset	Other Current Assets	Inventory	\$0.00		View
<input type="checkbox"/> Prepaid Expenses (deleted)	Other Current Assets	Other Current Assets	\$0.00		Make

Merge Contacts

1. Display the appropriate list, Customer/Vendor.
2. Select the entry in the list to merge.
3. Select the Edit drop-down.
4. Choose Merge contacts.
5. Fill in the appropriate details for the merge.
6. Select Merge contacts.

The screenshot shows the QuickBooks interface for the 'Expenses' section. The vendor 'Dallas Bell' is selected, and the 'Edit' dropdown menu is open, showing options like 'Make inactive' and 'Merge contacts'. The 'Merge contacts' option is highlighted. Below the vendor details, there is a transaction list with columns for DATE, TYPE, NO., PAYEE, CATEGORY, MEMO, TOTAL, and ACTION. The table contains two rows of transactions.

DATE	TYPE	NO.	PAYEE	CATEGORY	MEMO	TOTAL	ACTION
03/28/2023	Bill	38888	Dallas Bell	Utilities:Telephone		\$578.00	Mark as paid
01/01/2023	Check	1020	Dallas Bell	Utilities:Telephone	7865	\$871.00	View/Edit

Merge contacts

Merge transactions from

Dallas Bell

! Make sure to save any address, phone numbers, or other details from this contact. After you merge transactions, all info from this contact will be deleted.

Into

Dallas Phone Company

Cancel Merge contacts

Merge Other List Entries

1. Display the appropriate list.
2. Select the action drop-down on the entry in the list to merge.
3. Select the Edit.
4. Type the name you want to merge it with in the name field.

Note: For accuracy, copy and paste the name into the name field.

5. Select Save, QuickBooks warns you already have an entry with that name and asks would you like to merge the two.
6. Select Yes to merge the entries.

Note: When merging accounts in the Chart of Accounts, you can only merge accounts that are of the same type (e.g. liability with other liabilities, expense with other expenses, income with other incomes).

The screenshot shows the QuickBooks interface with the 'Edit account' dialog box open. The dialog box contains the following information:

- Tax form section *:** Other Miscellaneous Service Cost
- Account name *:** Postage and Delivery
- Warning:** Merge accounts? You already have an account with that name. Would you like to merge the two? (Buttons: Cancel | Yes, merge accounts)
- Description:** Freight and Delivery
- Profit & Loss:** Balance as of 06/13/2023. The list includes: Office rent, Office Supplies, Over/Short, Payroll Expenses, Postage and Delivery (highlighted), Postage and Delivery (highlighted), Printing and Reproduction.
- Buttons:** Cancel, Save

The background shows the 'Chart of accounts' list with the following entries:

NAME	ACCOUNT TYPE	DETAIL TYPE	QUICKBOOKS
Freight & Delivery	Expenses	Other Miscellaneous Service Cost	
Postage and Delivery	Expenses	Other Miscellaneous Service Cost	

Chapter 3

Financial Statement

Financial Statements

For those of you who are from a non-accounting background, this chapter will help you to learn some accounting basics, which leads to understanding more about how QuickBooks works. You'll discover the intention behind the Chart of Accounts and how it relates to two financial statements: the Balance Sheet and the Profit & Loss.

Chart of Accounts

The Chart of Accounts represents the "hub" of your accounting system. Each account represents something that your business owns/owes or a reason that your business earns/spends money. As you record transactions, you assign accounts that represent where the money came from/went to and why. After each transaction, the account balances update on your financial statements based on the accounts and amounts you entered.

For example, you used a debit card in an office supplies store and then later download the transaction. The first account affected by the transaction is the Checking account linked to your debit card. That represents where the money came from/went to. The second account the transaction affects is the reason why you spent/earned money ...in this case, office supplies. So you would probably use an expense account named Office Supplies so that you could track how much you've spent on office supplies over time.

<input type="checkbox"/>	NAME	ACCOUNT TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
<input type="checkbox"/>	Chase Checking 1234	Bank	Checking	\$92,883.05		View register
<input type="checkbox"/>	Money Market	Bank	Checking	\$48,688.07		View register
<input type="checkbox"/>	Petty Cash	Bank	Checking	\$0.00		View register
<input type="checkbox"/>	Savings	Bank	Checking	\$4,500.00		View register
<input type="checkbox"/>	Accounts Receivable	Accounts receivable (A/R)	Accounts Receivable (A/R)	\$283,883.61		View register
<input type="checkbox"/>	Finished Goods Inventory	Other Current Assets	Other Current Assets	\$0.00		View register
<input type="checkbox"/>	Inventory	Other Current Assets	Other Current Assets	\$151,545.31		View register
<input type="checkbox"/>	Inventory Asset	Other Current Assets	Inventory	\$0.00		View register

Balance Sheet

The Balance Sheet is the financial *snapshot* or position of your business. If someone took a photograph of your business right now, what would the financial picture look like? The Balance Sheet has 3 areas: assets, liabilities, and equity.

Assets

Anything owned by your business. Assets include cash/liquid assets like bank accounts, inventory you plan to sell to customers, fixed assets like vehicles and equipment, and even receivables that your customers owe you

Liabilities

What your business owes people/companies outside of your business. Liabilities include credit cards, loans like mortgages and car notes, lines of credit and even payables that you owe on open bills from vendors.

Equity

What the business owes the owners of the business. Equity tracks the investments into the business, draws out of the business to pay the owner/partner and retained earnings. You might also see an account called Opening Balance Equity, which is a summary of what the business was worth to the owner before the business started using QuickBooks.

The image shows two screenshots from QuickBooks. The left screenshot is the 'Chart of accounts' page, displaying a table of accounts. The right screenshot is a 'Balance Sheet' report for 'Buildem, Inc.' as of March 31, 2022. A large black arrow points from the 'Inventory' account in the Chart of Accounts to the 'Inventory' line item in the Balance Sheet report.

NAME	ACCOUNT TYPE	DETAIL TYPE	QUICKBOOKS BALANCE
Chase Checking 1234	Bank	Checking	\$92,883.05
Money Market	Bank	Checking	\$48,688.07
Petty Cash	Bank	Checking	\$0.00
Savings	Bank	Checking	\$4,500.00
Accounts Receivable	Accounts receivable (A/R)	Accounts Receivable (A/R)	\$283,883.61
Finished Goods Inventory	Other Current Assets	Other Current Assets	
Inventory	Other Current Assets	Other Current Assets	\$151,545.31
Inventory Asset	Other Current Assets	Inventory	\$0.00

Buildem, Inc.
Balance Sheet
As of March 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Chase Checking 1234	92,883.05
Money Market	48,688.07
Savings	4,500.00
Total Bank Accounts	\$146,071.12
Accounts Receivable	
Accounts Receivable	283,883.61
Total Accounts Receivable	\$283,883.61
Other Current Assets	
Inventory	151,545.31
Raw Materials Inventory	750.00

Run a Balance Sheet Report

1. Select Reports on the left Navigation Bar.
2. Select Balance Sheet

Note: Type Balance Sheet in the find report by name field to locate quickly.

Profit & Loss

This statement is the *movie* of your business. It measures performance over a specified time period. This financial statement includes income, costs of goods sold and expenses.

Income

Income accounts track money that comes into your business through the sale of goods or services. They're also used to track income generated through donations or pledges from donors. Examples include sales and service income.

Cost of Goods Sold

Cost of Goods Sold accounts track the money you spend that is directly related to a specific sale. This includes the cost of contractors you paid to work on a specific job, materials purchased for a specific customer/project, and even the original purchase price of inventory that you've sold.

Note: If you use inventory products & services, QuickBooks automatically calculates the cost of goods sold for you when you record your sale of inventory. You learn about this in the Inventory chapter.

Expenses

Expense accounts track what your business spends on regular expenses like rent, insurance and payroll. Expenses are also often called "overhead" and don't tend to increase or decrease based on the work you perform.

The image shows two screenshots from QuickBooks. The left screenshot is the 'Chart of accounts' window, displaying a table of accounts. The right screenshot is the 'Profit and Loss' report for 'Buildem, Inc.' for the period of 'January - March, 2022'. A black arrow points from the 'Cost of Sales' account in the Chart of Accounts to the 'Cost of Sales' line item in the Profit and Loss report.

NAME	ACCOUNT TYPE	DETAIL TYPE
Sales of Product Income	Income	Sales of Product Income
Service Income	Income	Service/Fee Income
Services	Income	Service/Fee Income
Shipping Income	Income	Service/Fee Income
Unapplied Cash Payment Income	Income	Unapplied Cash Payment Income
Uncategorized Income	Income	Service/Fee Income
Construction Labor	Cost of Goods Sold	Supplies & Materials - COGS
Cost of Goods Sold	Cost of Goods Sold	Supplies & Materials - COGS
Cost of Sales	Cost of Goods Sold	Supplies & Materials - COGS
Materials	Cost of Goods Sold	Supplies & Materials - COGS
Advertising	Expenses	Other Miscellaneous Service Cost
Print	Expenses	Other Miscellaneous Service Cost

	TOTAL
Income	
Construction Income	155,145.00
Design Income	750.00
Freight Income	3,589.37
Parts Sales	101,845.88
Service Income	77,103.39
Total Income	\$338,433.64
Cost of Goods Sold	
Construction Labor	35,000.00
Cost of Sales	8,992.58
Materials	56,431.92
Total Cost of Goods Sold	\$100,424.50
GROSS PROFIT	\$238,009.14
Expenses	

Run a Profit and Loss Report

1. Select Reports on the left Navigation Bar.
2. Select Profit and Loss

Note: Type Profit and Loss in the find report by name field to locate quickly.

Account Types

The most important element when working with the Chart of Accounts is the Account Category Type. This must be correct, or your financial statements will be wrong!

Account Types-Balance Sheet

QuickBooks Type	Description	Examples
Bank	Your bank accounts	Checking, Savings and Petty Cash
Accounts Receivable	What your customers owe you	Accounts Receivable
Other Current Asset	Assets likely to be turned into cash within 1 year	Inventory, Short-term Investments and Undeposited funds
Fixed Asset	Assets expensed over more than 1 year	Furniture & Fixtures and Computer Equipment
Other Asset	Assets that do not belong in other types	Long-Term Investments
Accounts Payable	What you owe vendors in open bills	Accounts Payable
Credit Card	Company credit cards used to make purchases	AMEX, Mastercard, and Visa
Other Current Liabilities	Liabilities you'll pay off within 1 year	Sales Tax Payable and Payroll Taxes
Long-Term Liabilities	Liabilities that take longer than 1 year to pay off	Mortgage Payable and Long-term Bank Notes
Equity	Owner's investments and draws out of the business	Owner Contribution and Owners Draw, and Retained Earnings

Account Types-Profit & Loss

QuickBooks Type	Description	Examples
Income	Revenue generated through sales/donations	Product Sales, Service Income and Donations
Other Income	Income earned outside of normal operations	Credit Card Rewards, Cash Rewards, and Interest Income
Cost of Goods Sold	Cost you pay for products sold/services performed	Materials and Cost of Sales
Expense	Operating expenses and overhead	Insurance, Office Supplies and Rent
Other Expense	Non-operating expenses	Interest Expenses

Add Accounts/Subaccounts

When adding an account, you must choose an Account Type and a Detail Type. This Detail Type selection doesn't affect your accounting. Just choose a Detail Type that best sounds like what you're trying to track.

Accounts

The 'Account' form in the old version includes the following fields and options:

- Account Type** (1): A dropdown menu with 'Fixed Assets' selected.
- Detail Type** (3): A dropdown menu with 'Fixed Asset Computers' selected.
- Name** (4): A text field containing 'Computer Equipment'.
- Description**: An empty text field.
- Is sub-account** (2): A checkbox that is unchecked, with a dropdown for 'Enter parent account'.
- Track depreciation of this asset**: A checkbox that is unchecked.
- Original cost** and **as of** (5): Two empty text fields.

(Old version)

The 'New account' form in the updated version includes the following fields and sections:

- Account Type** (1): A circular icon for 'Assets' is highlighted in green.
- Save account under** (2): A dropdown menu with 'Fixed Assets' selected.
- Tax form section** (3): A dropdown menu with 'Machinery & Equipment' selected.
- Account name** (4): A text field containing 'Computer Equipment'.
- Description**: An empty text field.
- Starting date and opening balance** (5): A section header for the date and balance fields.
- Balance Sheet**: A preview table showing the account's balance as of 11/30/2022.

NEW ACCOUNT PREVIEW	
Balance as of 11/30/2022	
Uncategorized Asset-1	0.00
Undeposited Funds	0.00
Fixed Assets	
Computer Equipment	28,525.00
Construction Equipment	0.00

(Updated Version)

Number	Title (* indicates required)	Description
1	Account Type*	Determines which financial statement the account will flow to.
2 (Old)	Is Sub-account	To set up subaccounts choose the parent account.
2 (Updated)	Save Account Under*	Choose the account type or if setting up a subaccount choose the parent account.
3	Detail Type/Tax Form Selection*	Identifies type for import into tax software.
4	Name/Account Name*	How the name appears on the Chart of Accounts and in reports.
5	Original Cost/Opening Balance	Enter the beginning balance as of your start date.

Add Account

1. Select Accounting on the left Navigation Bar.
2. Select Chart of Accounts.
3. Select the New button at the top right.
4. Choose the type of account.
5. Enter appropriate information.
6. Select Save.

The 'Account' form in the old version includes the following fields and options:

- Account Type:** Fixed Assets (dropdown)
- *Detail Type:** Fixed Asset Computers (dropdown)
- *Name:** Computer Equipment (text input)
- Description:** (text input)
- Is sub-account
- Enter parent account:** (dropdown)
- Track depreciation of this asset
- Original cost:** (text input) **as of:** (text input)

Buttons at the bottom: Cancel, Save and Close.

(Old version)

The 'New account' form in the updated version includes the following fields and options:

- Account Type:** Assets (selected from a row of icons: Income, Expenses, Banks, Assets, Credit cards, Liabilities, Equity)
- Save account under *:** Fixed Assets (dropdown)
- Tax form section *:** Machinery & Equipment (dropdown)
- Account name *:** Computer Equipment (text input)
- Description:** (text input)
- Starting date and opening balance:** (collapsed section)
- Balance Sheet:** NEW ACCOUNT PREVIEW (button)
Balance as of 11/30/2022

Account Name	Balance
uncategorized Asset-1	0.00
Undeposited Funds	0.00
Fixed Assets	
Computer Equipment	28,525.00
Construction Equipment	0.00

Buttons at the bottom: Cancel, Save.

(Updated Version)

Subaccounts

Use subaccounts when you need to track more detail associated with an account. For example, you might have an account called Legal and Professional Fees, and subaccounts under that called Accounting, Lawyer, and Bookkeeping. Subaccounts allow you to track your business in more detail by grouping accounts together in a logical fashion. Subaccounts are useful when you print financial statements because they group together related accounts and show a subtotal for the group. QuickBooks supports five account levels.

Add Subaccount

1. Select Accounting on the left Navigation Bar.
2. Select Chart of Accounts.
3. Select the New button at the top right.
4. Select the appropriate type of account (must be the same type as parent account).
5. (Updated version) Select the appropriate parent account in the Save account under drop-down.
(Old version) Select the box Is sub-account and then choose the parent account from the drop-down.
6. Enter appropriate information in the remaining fields.
7. Select Save.

Account

Account Type: Expenses

*Detail Type: Insurance

Use **Insurance** to track insurance payments. You may want different accounts of this type for different types of insurance (auto, general liability, and so on).

Is sub-account

Insurance

- Equipment Insurance Sub-account of Insurance
- Property Insurance Sub-account of Insurance
- Worker's Comp Sub-account of Insurance

Cancel Save and Close

(Old version)

New account

Income Expenses Banks Assets Credit cards Liabilities Equity

Save account under *
Q Insurance

Tax form section *
Insurance

Account name *
Computer Insurance

Description

Profit & Loss NEW ACCOUNT PREVIEW
Balance as of 11/30/2022

- equipment rental
- Freight & Delivery
- Insurance
 - Computer Insurance
 - Equipment Insurance

Cancel Save

(Updated Version)

Convert an Account to a Subaccount

1. Select Accounting on the left Navigation Bar.
2. Select Chart of Accounts.
3. Select Edit from the drop-down menu beside the account you wish to change to a subaccount.
4. (Updated version) Select the appropriate parent account in the Save account under drop-down.
(Old version) Select the box Is sub-account and then choose the parent account from the drop-down.
5. Select Save.

Note: Subaccount must have the same Account Type as the parent account.

Account

Account Type: Expenses

*Name: Computer Insurance

*Detail Type: Insurance

Description:

Use **Insurance** to track insurance payments.
You may want different accounts of this type for different types of insurance (auto, general liability, and so on).

Is sub-account

Insurance

Equipment Insurance Sub-account of Insurance

Property Insurance Sub-account of Insurance

Worker's Comp Sub-account of Insurance

Cancel Save and Close

(Old version)

New account

Income Expenses Banks Assets Credit cards Liabilities Equity

Save account under *
Insurance

Tax form section *
Insurance

Account name *
Computer Insurance

Description

Profit & Loss NEW ACCOUNT PREVIEW
Balance as of 11/30/2022

equipment rental
Freight & Delivery
Insurance
Computer Insurance
Equipment Insurance

Cancel Save

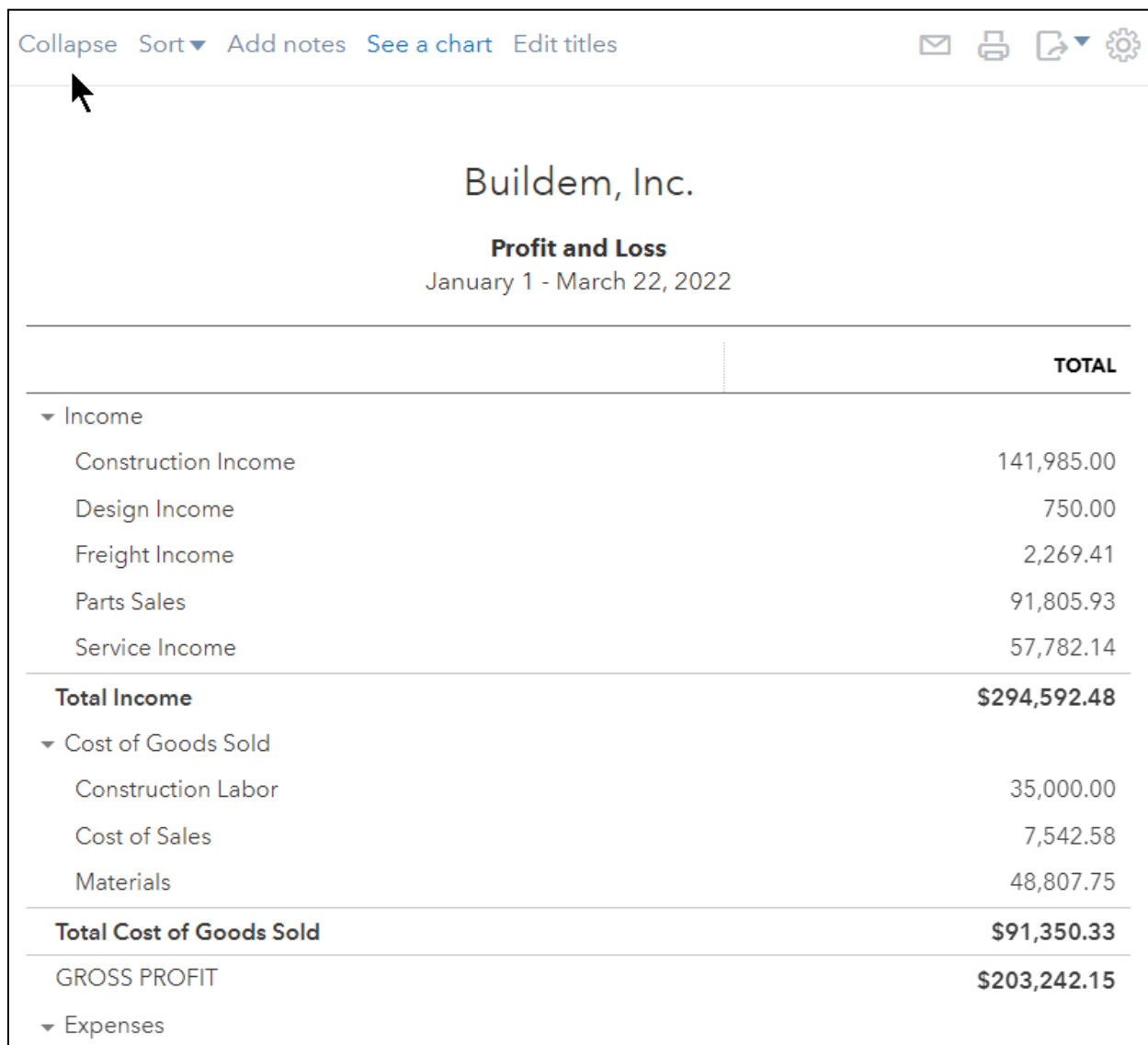
(Updated Version)

Collapse Financial Statements

When running financial statements with subaccounts, the collapse feature allows you to hide the subaccounts and only show the parent accounts.

Collapse/Expand Financial Statements

1. Select Reports on the Navigation Bar.
2. Select Profit and Loss.
3. Select the Collapse button to collapse all of the subaccounts.
4. Select the Expand button to show all of the subaccount detail.



	TOTAL
Buildem, Inc.	
Profit and Loss	
January 1 - March 22, 2022	
▼ Income	
Construction Income	141,985.00
Design Income	750.00
Freight Income	2,269.41
Parts Sales	91,805.93
Service Income	57,782.14
Total Income	\$294,592.48
▼ Cost of Goods Sold	
Construction Labor	35,000.00
Cost of Sales	7,542.58
Materials	48,807.75
Total Cost of Goods Sold	\$91,350.33
GROSS PROFIT	\$203,242.15
▼ Expenses	

Note: You can collapse and expand individual accounts by using the arrows to the left of the accounts.

Journal Entries

Occasionally, you may need to change the balances of your accounts in the chart of accounts. Typically, you should use regular transactions rather than journal entries to update account balances. However, there are three occasions that might call for a journal entry:

1. You need to record something that another transaction just can't summarize, like the depreciation of an asset.
2. Your accountant has given you year end journal entries adjustments or an entry to fix an error.
3. You're setting up a new company and need to enter many balances at once.

Add Journal Entry

1. Select the New (+) menu.
2. Select Journal Entry.
3. Enter appropriate Debit and Credit accounts and amounts.
4. Select Save and Close.

Journal Entry

Journal Entry #1

Journal date: 04/14/2022 Journal no.: 1

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1	Depreciation Expense	250.00		Monthly Depreciation	
2	Furniture & Equipment:Accumulated Depreciation		250.00	Monthly Depreciation	
3					
4					
5					
6					
7					
8					
Total		250.00	250.00		

Buttons: Add lines, Clear all lines, Cancel, Revert, Reverse, Make recurring, More, Save, Save and new

Profit & Loss Statement After Journal Entry

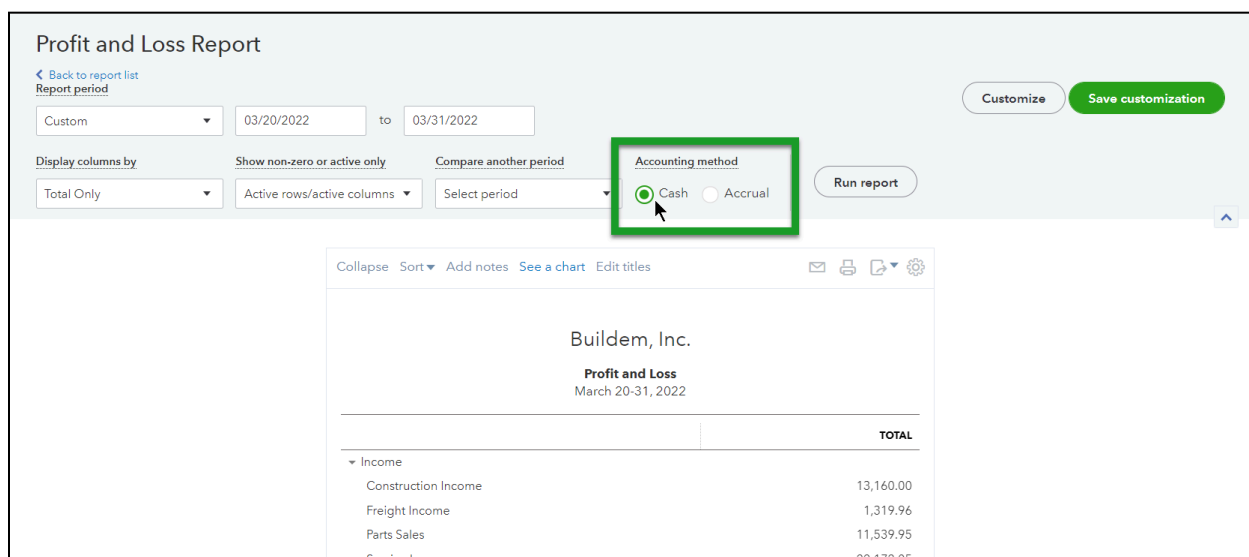
Total Advertising	4,824.18
▼ Automobile Expense	
Fuel Expense	27.50
Total Automobile Expense	27.50
Cleaning	272.00
Depreciation Expense	250.00
Dues and Subscriptions	86.66
Equipment Rental	5,351.55
Freight & Delivery	3,414.55
▼ Insurance	
Equipment Insurance	300.00
Property Insurance	4,030.00
Worker's Comp	3,261.89
Total Insurance	7,591.89
Landscaping	45.00

Cash vs Accrual

When running financial statements, choose the appropriate report basis. Accrual basis shows transactions in the period when the service was performed or when the goods were delivered, not when it was paid. Cash Basis shows transactions in the period when they were paid. You can also change the company setting which sets your report defaults.

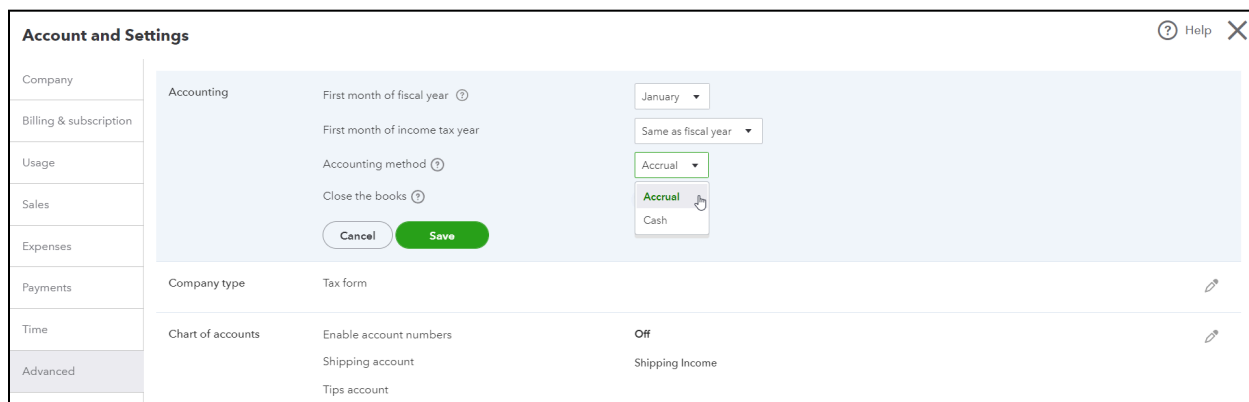
Change Report to Cash Basis

1. Open the desired financial statement.
2. Select Cash at the top of the report.
3. Select Run report.



Change Accounting Method-Company Setting

1. Select the Gear menu and select Account and Settings.
2. Select Advanced on the list to the left.
3. Select the Accounting section and change the Accounting Method.
4. Select Save



Chapter 4

Products and Services

Products and Services Settings

Products and Services are the things you charge customers for, whether that happens to be physical goods, services performed, or even pledges and donations. Reviewing your products and services settings can help customize QuickBooks to suit your needs.

Turn Off Products and Services

It's possible that your business doesn't need products or services because your company is small enough that there is no need to separate what you do into separate categories. If this is the case, you can turn off products and services in order to remove certain fields on your sales forms.

1. Select the Gear menu and select Account and Settings.
2. Select Sales on the list to the left.
3. Select the Products and Services section.
4. Make the appropriate selections.
5. Select Save.
6. Select OK.
7. Select Done.

Account and Settings		
Company	Custom fields	
Billing & subscription	Custom transaction numbers	On
Usage	Service date	Off
Sales	Discount	Off
Expenses	Deposit	Off
Payments	Tips (Gratuity)	Off
Time	Tags	On
Advanced		
Products and services		
	Show Product/Service column on sales forms ?	<input type="checkbox"/>
	Turn on price rules BETA	<input type="checkbox"/>
	Track quantity and price/rate ?	<input checked="" type="checkbox"/>
	Track inventory quantity on hand ?	<input type="checkbox"/>
	<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

Turning off

- Show Product/Service column on sales forms
- Track quantity and price/rate

will also turn off

- Show Items table on expense and purchase forms
- Use purchase orders

Cancel **OK**

Invoice WITHOUT Products and Services

If you turn off products and services, invoices show as Services income on your Profit and Loss Statement.

Invoice #87 Take a tour Help

Customer: Cool Cars | Customer email: Johnny@Kars.com | Online payments: Cards Bank transfer

BALANCE DUE
\$100,000.00

Billing address: Johnny Kars, Cool Cars, 456 Car Ave., Dallas, TX 75234 | Terms: Net 30 | Invoice date: 03/31/2022 | Due date: 04/30/2022

#	DESCRIPTION	AMOUNT	TAX
1	Design and install of a complex landscaping project.	100,000.00	
2			
3			

Subtotal: \$100,000.00 | Taxable subtotal: \$0.00

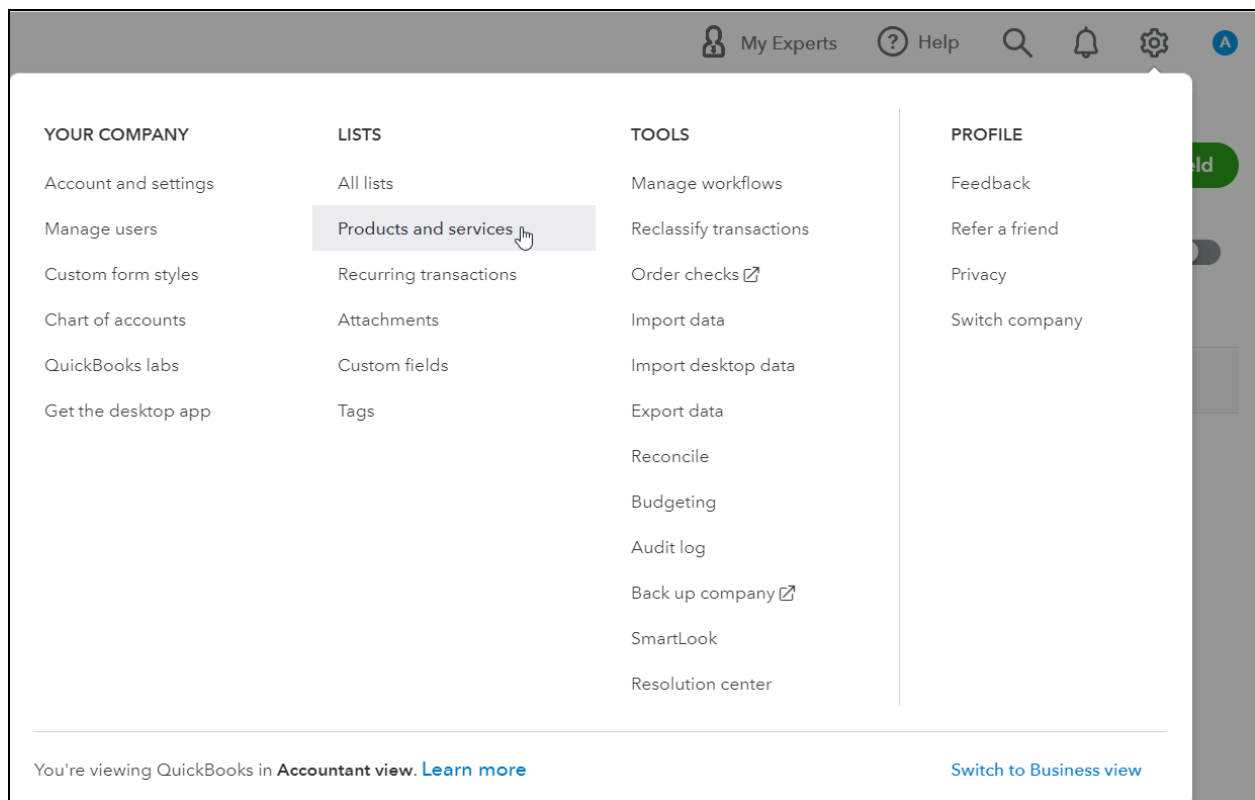
Cancel **Clear** **Print or Preview** **Make recurring** **Customize** **Save** **Save and send**

Understanding Products and Services

Products and Services can make using QuickBooks easier and provide additional information to help you run your business. They perform the following functions:

1. Make it easier to fill out forms by providing default descriptions and sale prices.
2. Act as pointers to the financial statements. In other words, they handle the behind the scenes accounting for sales and purchases, routing the correct amounts to your income and expense accounts.
3. Can help you track the quantity of products you've sold, or hours of services you've charged customers for.

Access the Products and Services List



Account and Settings

Company	Custom fields	
Billing & subscription	Custom transaction numbers	Off
Usage	Service date	Off
Sales	Discount	Off
Expenses	Deposit	Off
Payments	Tips (Gratuity)	Off
Time	Tags	Off
Advanced	Products and services	
	Show Product/Service column on sales forms ?	<input checked="" type="checkbox"/>
	Show SKU column ?	<input type="checkbox"/>
	Turn on price rules BETA	<input type="checkbox"/>
	Track quantity and price/rate ?	<input checked="" type="checkbox"/>
	Track inventory quantity on hand ?	<input type="checkbox"/>
	<input type="button" value="Cancel"/> <input checked="" type="button" value="Save"/>	

Products and Services List

The screenshot shows the QuickBooks interface for 'Buildem, Inc.' with the 'Sales' section selected. The 'Products and services' tab is active, displaying a list of items. The list has columns for Name, SKU, Type, Sales Description, Sales Price, Cost, Taxable, and Action. The items listed are:

NAME	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	TAXABLE	ACTION
AMEX		Service	Paid by American Expres...				Edit
Bad Debt		Service	Bad Debt	0			Edit
Bag Of Nails		Non-inventory	Deluxe Container with 2...	19.95		✓	Edit
Bag of Washer		Non-inventory	Heavy duty deluxe bag ...	29.95		✓	Edit
Bolts		Non-inventory	1/4" bolts	0.03		✓	Edit
Cedar Door		Non-inventory	Natural Cedar Door	499.95	299.99		Edit

Products and Services on Invoice

Invoice Take a tour Help

Customer: Cool Cars Customer email: Johnny@Kars.com Co/Bcc Send later

Online payments [Get set up](#)

Cards Bank transfer

BALANCE DUE
\$100,000.00

Billing address: Johnny Kars, Cool Cars, 456 Car Ave., Dallas, TX 75234

Terms: Net 30 Invoice date: 03/31/2022 Due date: 04/30/2022 [Create recurring invoice](#)

#	PRODUCT/SERVICE	DESCRIPTION	AMOUNT	TAX
1	Design	Custom Design Services	75,000.00	
2	Installation	Installation labor for fountains, sprinklers and other products.	25,000.00	
			Subtotal	\$100,000.00

Message on invoice: This will show up on the invoice.

Need help with sales tax? [Learn more](#)

Select a sales tax rate: 0.00

Total **\$100,000.00**

[Cancel](#) [Clear](#) [Print or Preview](#) [Make recurring](#) [Customize](#) [Save](#) [Save and close](#)

Add Products and Services

1. Select the Gear menu and select Products and Services.
2. Select the New button.
3. Select the appropriate Type. Non-Inventory is usually something physical that you sell but you don't keep track of how many of them you have on hand. Services are services you charge customers for.
4. Enter remaining information in the Product/Service Information window.
5. Select Save and close.

Elements of a Product or Service

1. The Name of the product or service.
2. Enter a Description of the product or service. This will appear in the description field on sales forms that include this item. *
3. Enter a default Sales Price. *
4. Choose the account which will track the Income of this item's sales.
5. Select this box if you also purchase this product or service in addition to selling it. You'll see additional purchasing information if you select this. *

* These sections are optional. By entering details in this window you'll save time in the sales for creation process.

Type	Description	Use if you-
Service	Services provided to or from others	Buy or sell services
Non-Inventory	Materials or parts for which you do not track quantities on hand	Do not track the quantity on hand
Inventory	Inventory you purchase, track as inventory, and then sell (Available for Plus and Advanced subscriptions)	Track quantity on hand, value, and number on order of inventory
Bundle	Allows fast entry of a group of individual items (Available for Essentials, Plus, and Advanced subscriptions)	Often sell or buy the same group of items (You can have up to 50 items in a bundle)

Quantity and Rate

Tracking how much money you've made by product or service is great, but you might also want to know how many hours or units you sold to get to that amount of sales dollars.

Turn on Quantity and Rate in Settings

1. Select the Gear menu and select Account and Settings.
2. Select Sales on the list to the left.
3. Select the Products and Services section.
4. Select the box beside Track Quantity and Price/Rate.
5. Select Save.

Account and Settings

Company	Custom fields	
Billing & subscription	Custom transaction numbers	Off
Usage	Service date	Off
Sales	Discount	Off
Expenses	Deposit	Off
Payments	Tips (Gratuity)	Off
Time	Tags	Off
Advanced	Products and services	
	Show Product/Service column on sales forms ?	<input checked="" type="checkbox"/>
	Show SKU column ?	<input type="checkbox"/>
	Turn on price rules BETA	<input type="checkbox"/>
	Track quantity and price/rate ?	<input checked="" type="checkbox"/>
	Track inventory quantity on hand ?	<input type="checkbox"/>

Results of Using Quantity and Price/Rate

Invoice #87

Customer: Cool Cars | Customer email: Johnny@Kars.com | Online payments: [Get set up](#)

Balance Due: **\$100,000.00** [Receive payment](#)

Billing address: Johnny Kars, Cool Cars, 456 Car Ave., Dallas, TX 75234

Terms: Net 30 | Invoice date: 03/31/2022 | Due date: 04/30/2022

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design	Custom Design Services	1,000	75	75,000.00	
2	Installation	Installation labor for fountains, sprinklers and other products.	500	50	25,000.00	

Subtotal: **\$100,000.00** | Taxable subtotal: \$0.00





Need help with sales tax? [Learn more](#)

Buttons: Cancel, Revert, Print or Preview, Make recurring, Customize, More, Save, Save and close

Reports

Review the Sales by Product/Service Summary

1. Select Reports on the Navigation Bar.
2. Enter Sales by Product/Service Summary in the search field.
3. Select the Sales by Product/Service Summary report.

Sort ▼ Add notes See a chart    

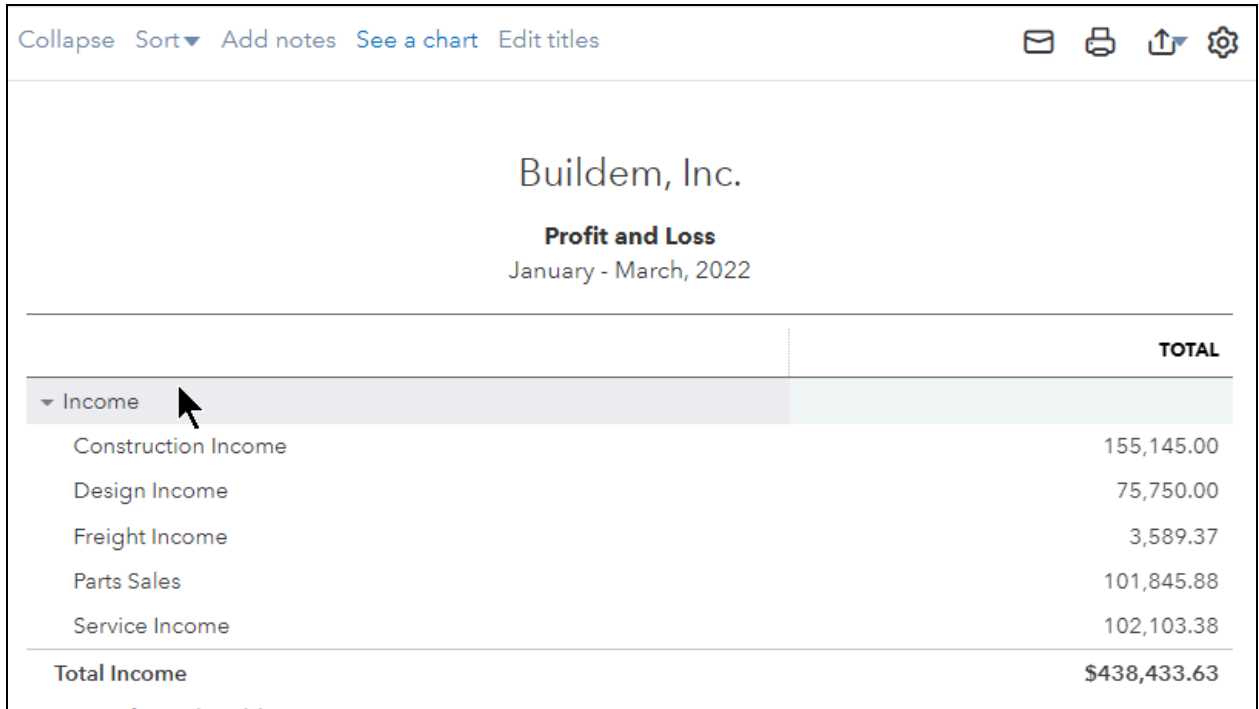
Buildem, Inc.
Sales by Product/Service Summary
January - March, 2022

	TOTAL			
	QUANTITY	AMOUNT	% OF SALES	AVG PRICE
Bag Of Nails	150.00	2,492.50	0.58 %	16.6166667
Bag of Washer	50.00	1,497.50	0.35 %	29.95
Bolts	301.00	6,085.00	1.42 %	20.2159468
Cedar Door	13.00	6,499.50	1.52 %	499.9615385
Design	1,010.00	75,750.00	17.67 %	75.00
Door Knob	176.00	8,635.13	2.01 %	49.0632386
Double Install	109.00	158,565.00	36.99 %	1,454.7247706
Garage Install	35.00	14,159.65	3.30 %	404.5614286
Garage Repair	50.00	22,330.34	5.21 %	446.6068
Garage Service	1.00	5,000.00	1.17 %	5,000.00
Glass Door	25.00	9,899.75	2.31 %	395.99
Glass Install	25.00	7,375.00	1.72 %	295.00
Installation	500.00	25,000.00	5.83 %	50.00
Knob Install	116.00	11,969.96	2.79 %	103.1893103
▼ Lock Repairs	50.00	1,247.50	0.29 %	24.95
Lock Repair-Brandon	268.00	6,738.60	1.57 %	25.1440299

By turning on and using the Quantity and Price/Rate feature, you are also able to track that specific information now when running the Sales by Product/Service Summary and Detail reports.

Review a Profit and Loss Statement

1. Select Reports on the Navigation Bar.
2. Select Profit and Loss.



Buildem, Inc.

Profit and Loss
January - March, 2022

	TOTAL
▼ Income	
Construction Income	155,145.00
Design Income	75,750.00
Freight Income	3,589.37
Parts Sales	101,845.88
Service Income	102,103.38
Total Income	\$438,433.63

The Profit and Loss statement reports income from your sales. QuickBooks increases the balance of the income account you assign to each product or service whenever you record a sale of that product or service.

Chapter 5

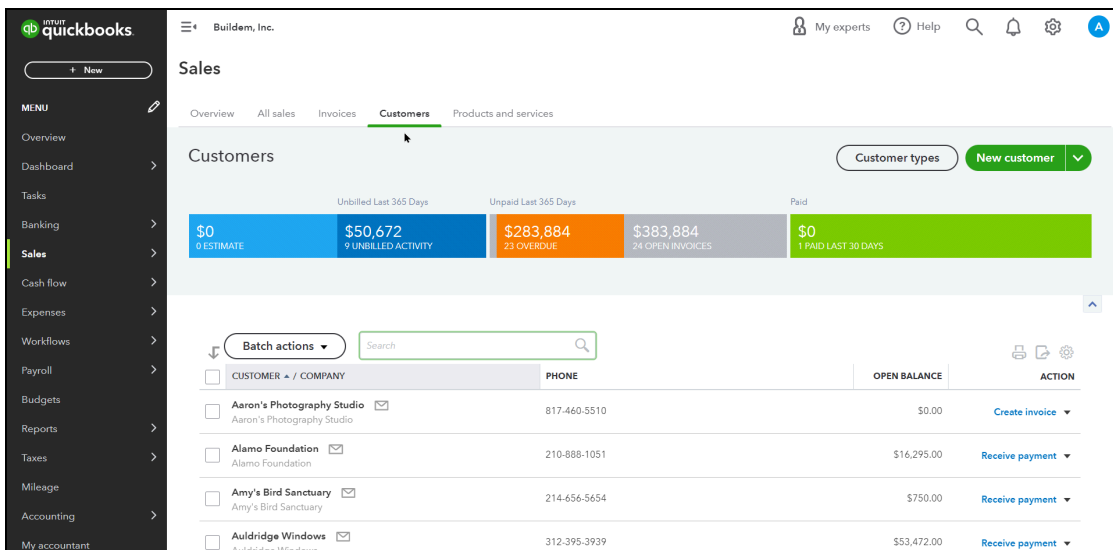
Money In- I

Money In Part I

Without your customers you wouldn't have a company. QuickBooks helps you track your customers' information, their balances, and who has paid you. This chapter guides you through setting up customer information, sending and tracking invoices, and depositing their payments at the bank. You'll learn about great reports that help you with collections and help you track who's overdue. When your customer pays, QuickBooks helps you close your Invoice and record the deposit at your bank.

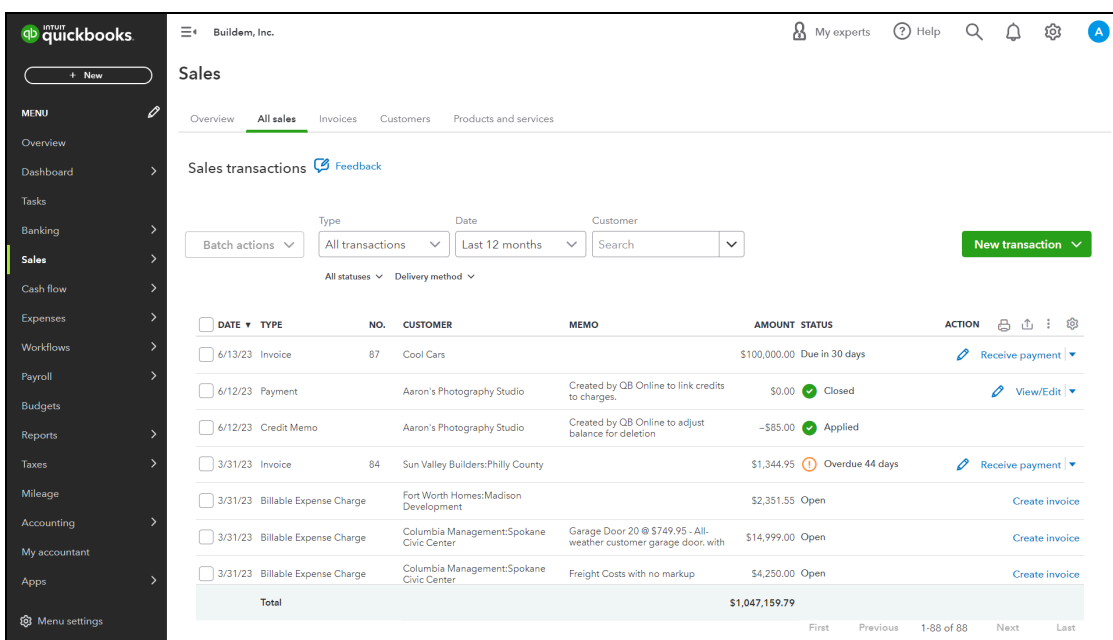
Customers

The Customers list stores information about your customers and makes it easy to find out which customers owe you money, are overdue on payments, etc.



Sales Transactions

You can also see sales transactions in the Sales/Invoicing tab.



Add Customers

1. Select Invoicing or Sales on the Navigation Bar.
2. Select Customers.
3. Select New customer.
4. Enter appropriate information in the Customer Information page.
5. Select Save.

Customer Information

Customer

Name and contact

Title	First name	Middle name	Last name	Suffix
Mr.	Trevor		Matheson	

Company name	Customer display name *
Trevor Incorporated	Trevor Incorporated

Email	Phone number
trevinc@rwt.com	214-555-1111

Mobile number	Fax
	214-555-9999

Other	Website
214-213-8166	

Name to print on checks

Trevor Incorporated

Is a sub-customer

Save

Set up a Sub-Customer

Many businesses have separate jobs with the same customer that they'd like to track. QuickBooks Online helps you do this with sub-customers. With sub-customers, you can see your income and expenses for each job, but still bill the customer for the work that's been done. This also helps track multiple addresses.

1. Create New Customer OR Edit an Existing Customer
2. Select the box next to Is sub-customer
3. Select the parent customer in the drop-down

Note: If you select Bill with Parent, you can receive payments at the customer level applying to any invoices for sub-customers. Statements are sent at the customer level. If you do not select Bill this with Parent, payments are only received at the individual sub-customer level. Statements are sent at the sub-customer level.

Customer

Company name
Trevor Incorporated

Customer display name *
Dallas Motor Inn

Email
trevinc@rwt.com

Phone number
214-555-1111

Mobile number

Fax
214-555-9999

Other
214-213-8166

Website

Name to print on checks
Trevor Incorporated

Is a sub-customer


Parent customer
Trevor Incorporated


Bill parent customer ?


Save

Payment and Billing Information


Customer ×


 **Addresses** ▼


 **Notes and attachments** ▼

 **Payments** ▲

Primary payment method	Terms
<input type="text" value="Check"/> ▼	<input type="text" value="Net 30"/> ▼
Sales form delivery options	Language to use when you send invoices
<input type="text" value="Print later"/> ▼	<input type="text" value="English"/> ▼

 **Additional info** ▼

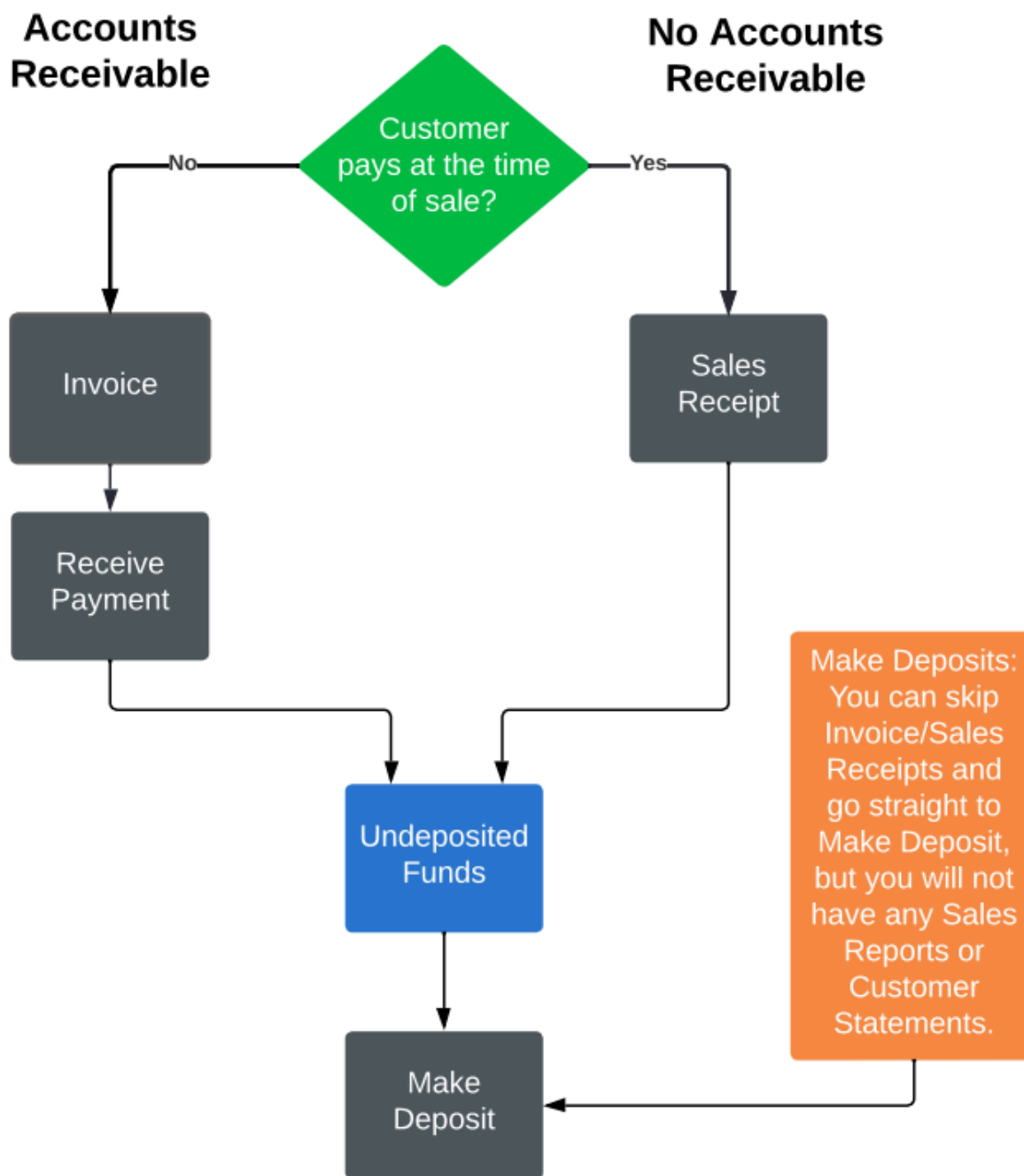
 **Custom fields** ▼

Save 

Methods to Record Sales

There are 4 ways to record sales in QuickBooks.

1. Invoice - Use this method if a customer owes you money and will pay you later.
2. Sales Receipt - Use this method if your customer pays you at the time of the sale.
3. Deposit - Use this method to record income on a deposit, when none of the previous methods are used.
4. Import from Other Programs- Use this method if you use an integrated app to capture sales.



Method 1- Invoice

Use this workflow if the customer pays you later. As you enter invoices, Accounts Receivable increases, and the customer has a due date to pay their balance.

Steps for Method 1

1. Create Invoice
2. Receive Payment
3. Make Deposit

Step 1. Enter Invoice

1. Select the New (+) button.
2. Select Invoice.
3. Use the Gear menu to choose the options available on the invoice form.
4. Select the customer drop-down arrow and select the appropriate customer.
5. Select the Product/Service drop-down arrow to add the appropriate products and/or services.
6. Select the Save and send drop-down arrow and select the appropriate option.

Invoice Take a tour Help X

Customer: Amy's Bird Sanctuary | Customer email: Amy@Birds.com | Cc/Bcc: Send later ? | Online payments: Cards Bank transfer Get set up

Billing address: Amy Sparrow, Amy's Bird Sanctuary, 654 Pelican Ave., Dallas, TX 75240 | Terms: Net 30 | Invoice date: 03/31/2022 | Due date: 04/30/2022

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
1	Design	Custom Design Services	100	75	7,500.00		
2	Installation	Installation labor for fountains, sprinklers and other products.	50	50	2,500.00		
3	Gardening	Weekly Gardening Services	100	25	2,500.00		<input checked="" type="checkbox"/>
4							

BALANCE DUE
\$12,500.00

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and close

What is Accounts Receivable?

When you enter an invoice for a customer, QuickBooks tracks the open balance in the Accounts Receivable account. The balance in this account is the total of all open invoices you have for your customers. When you apply payment against an invoice, the balance goes down.

Buildem, Inc.	
Balance Sheet	
As of March 31, 2022	
	TOTAL
▼ ASSETS	
▼ Current Assets	
▼ Bank Accounts	
Chase Checking 1234	92,883.05
Money Market	48,688.07
Savings	4,500.00
Total Bank Accounts	\$146,071.12
▼ Accounts Receivable	
Accounts Receivable	396,383.61
Total Accounts Receivable	\$396,383.61
▼ Other Current Assets	
Inventory	151,545.31
Raw Materials Inventory	750.00
Retainage Receivable	10,724.50

Accounts Receivable Reports

Review Open Customer Invoices

1. Select Invoicing or Sales on the Navigation Bar.
2. Select Customers.
3. Select the Unpaid filter at the top of the window.

Sales

Overview All Sales **Invoices** Customers Products and services

\$396,383.61 Unpaid Last 365 days

\$10,000.00 Paid Last 30 days

\$244,521.65 Overdue

\$151,861.96 Not due yet

\$0.00 Not deposited

\$10,000.00 Deposited

Batch actions Status: Not due Date: Last 12 months **Create invoice**

DATE	NO.	CUSTOMER	AMOUNT	STATUS	ACTION
3/24/2022	82	Fort Worth Homes:Madison Development	\$7,748.50	Due in 32 days	Receive payment
3/22/2022	79	Sun Valley Builders:Philadelphia Bank	\$1,500.00	Due in 30 days	Receive payment
3/21/2022	81	Sun Valley Builders:Philly County	\$2,935.80	Due in 29 days	Receive payment
3/28/2022	83	Fort Worth Homes:Madison Development	\$25,832.71	Due in 36 days	Receive payment

Review Accounts Receivable Aging Summary

1. Select Reports on the Navigation Bar.
2. Select Accounts Receivable Aging Summary under Who owes you.

Buildem, Inc.

A/R Aging Summary
As of March 31, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Alamo Foundation			16,295.00			\$16,295.00
Amy's Bird Sanctuary	12,500.00		750.00			\$13,250.00
Auldridge Windows			53,472.00			\$53,472.00
Cool Cars	100,000.00					\$100,000.00
▼ Crandall Contractors						\$0.00
Cheyenne 1				22,330.34		\$22,330.34
Total Crandall Contractors				22,330.34		\$22,330.34
Dallas Hardware and Tools				14,091.17		\$14,091.17
Donna Believeyu		12,950.00				\$12,950.00
▼ Fort Worth Homes						\$0.00
Madison Development	33,581.21		4,990.00			\$38,571.21
Total Fort Worth Homes	33,581.21		4,990.00			\$38,571.21
Jenna's Jingles				199.95		\$199.95

What Is Undeposited Funds?

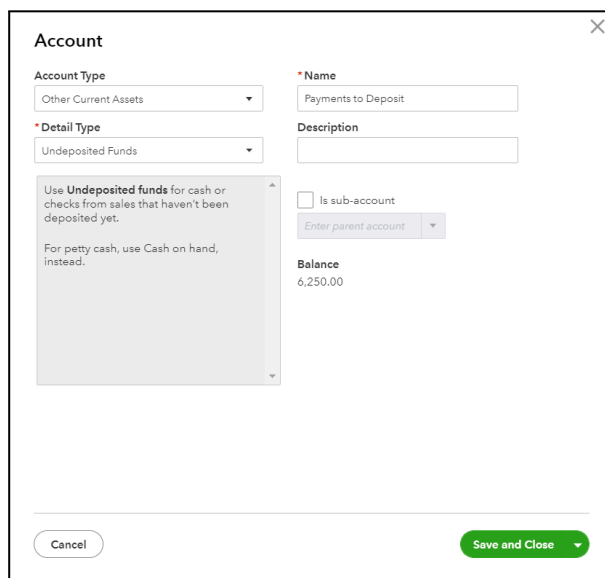
If you use Undeposited Funds, you can combine multiple customer payments into a single deposit so that your records in QuickBooks match your bank's records exactly. This is the general workflow for sales where a customer is given time between receiving a product or service and paying.

Note: When you create a new company file you may see Payments to Deposit or Undeposited Funds. Whatever name you see you can choose to rename the account.

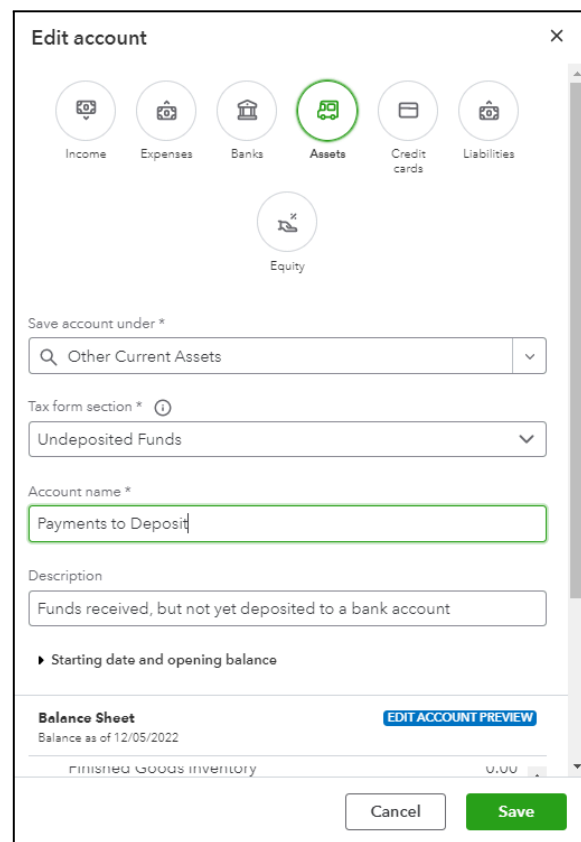
Rename Undeposited Funds (Optional)

QuickBooks uses an account called Undeposited Funds to hold money received that is waiting to be deposited. Renaming this account can help you understand where the money really is. For example, if you keep customer checks and cash payments in a blue vinyl bank bag, you could rename your Undeposited Funds account to 'Blue Vinyl Bank Bag'. If you have multiple places where you keep customer payments before you deposit, you can use a generic term like 'Payments to Deposit'.

1. Select Accounting on the left Navigation Bar and select Chart of Accounts.
2. Next to Undeposited Funds (Other Current Asset) select the drop-down arrow in the Action column and select Edit.
3. Enter an appropriate Account Name.
4. Select Save and Close.



(Old version)



(Updated Version)

Here are the account balances before we receive customer payments.

Chart of Accounts

[< All Lists](#)

Batch actions ▾

<input type="checkbox"/>	NAME	TYPE ▲	DETAIL TYPE	QUICKBOOKS BALANCE
<input type="checkbox"/>	Chase Checking 1234	Bank	Checking	92,883.05
<input type="checkbox"/>	Money Market	Bank	Checking	48,688.07
<input type="checkbox"/>	Savings	Bank	Checking	4,500.00
<input type="checkbox"/>	Accounts Receivable	Accounts receivable (A/R)	Accounts Receivable (A/R)	396,383.61
<input type="checkbox"/>	Inventory	Other Current Assets	Other Current Assets	151,545.31
<input type="checkbox"/>	Raw Materials Inventory	Other Current Assets	Other Current Assets	750.00
<input type="checkbox"/>	Retainage Receivable	Other Current Assets	Other Current Assets	10,724.50
<input type="checkbox"/>	Uncategorized Asset	Other Current Assets	Other Current Assets	0.00
<input type="checkbox"/>	Undeposited Funds	Other Current Assets	Undeposited Funds	0.00

Step 2. Receive Payment Toward an Invoice

1. Select the New (+) button
2. Select Receive Payment.
3. Select the customer drop-down arrow and select the appropriate customer.
4. Enter appropriate information in the remaining fields.
5. Select the appropriate Outstanding Transaction(s).
6. (Optional) Enter a Memo.

Note: Memo shows on deposits and statements.

7. Select the Save and new drop-down arrow and select the appropriate option.

Receive Payment

Customer: Amy's Bird Sanctuary Get paid 2 times faster Accept payments online
Credit card VISA Mastercard American Express

AMOUNT RECEIVED: **\$12,500.00**

Payment date: 03/31/2022

Payment method: Check Reference no.: 1789 Deposit to: Undeposited Funds Amount received: 12,500.00

Outstanding Transactions

All

<input type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input type="checkbox"/>	Invoice # 21 (01/03/2022)	02/02/2022	750.00	750.00	<input type="text"/>
<input checked="" type="checkbox"/>	Invoice # 87 (03/31/2022)	04/30/2022	12,500.00	12,500.00	<input type="text" value="12,500.00"/>

< First Previous 1-2 of 2 Next Last >

Cancel Clear Print

Receive Partial Payment Toward an Invoice

Receive Payment
Help X

Customer: Sun Valley Builders

Payment date: 03/31/2022

Payment method: Check

Find by invoice no.

Reference no.: 1111

Deposit to: **Undeposited Funds**

AMOUNT RECEIVED

\$1,500.00

Amount received: 1,500.00

Outstanding Transactions

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 81 -Philly County (04/20/2022)	04/20/2022	2,935.80	2,935.80	500.00
<input checked="" type="checkbox"/>	Invoice # 79 -Philadelphia Bank (04/21/2022)	04/21/2022	1,500.00	1,500.00	1,000.00
<input type="checkbox"/>	Invoice # 84 -Philly County (04/30/2022)	04/30/2022	1,344.95	1,344.95	

Cancel Clear
Print
Save and new

Chart of Accounts

[All Lists](#)

Batch actions

	NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE
<input type="checkbox"/>	Chase Checking 1234	Bank	Checking	92,883.05
<input type="checkbox"/>	Money Market	Bank	Checking	48,688.07
<input type="checkbox"/>	Savings	Bank	Checking	4,500.00
<input type="checkbox"/>	Accounts Receivable	Accounts receivable (A/R)	Accounts Receivable (A/R)	382,383.61
<input type="checkbox"/>	Inventory	Other Current Assets	Other Current Assets	151,545.31
<input type="checkbox"/>	Raw Materials Inventory	Other Current Assets	Other Current Assets	750.00
<input type="checkbox"/>	Retainage Receivable	Other Current Assets	Other Current Assets	10,724.50
<input type="checkbox"/>	Uncategorized Asset	Other Current Assets	Other Current Assets	0.00
<input type="checkbox"/>	Undeposited Funds	Other Current Assets	Undeposited Funds	14,000.00

Step 3. Make Deposit

1. Select the New (+) button
2. Select Bank Deposit.
3. Select the Account drop-down arrow and select the account to deposit to.
4. Select the payments to deposit.

5. If needed, add any additional items to the deposit in the Add Funds to this Deposit section. For example: a refund from a vendor deposited along with customer payments in the same batch or processing fees that reduce the amount of the deposit.
6. Enter a Memo. (Optional)
7. Select the Save drop-down arrow and select the appropriate option.

Bank Deposit
Help X

Account: Chase Checking 1234 ▼ Balance \$106,883.05

Date: 04/14/2022

AMOUNT
\$14,000.00

Tags ⓘ Manage tags

Start typing to add a tag

Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Amy's Bird Sanctuary	04/14/2022	Payment	Check ▼		1789	12,500.00
<input checked="" type="checkbox"/>	Sun Valley Builders	04/14/2022	Payment	Check ▼		1111	1,500.00
Total							14000.00
Selected Payments Total							14000.00

1-2 « ‹ › »

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						

Cancel
Print
Make recurring
More
Save and close ▼

Chart of accounts
Reconcile

Chart of Accounts

[All Lists](#)

Batch actions ▼

<input type="checkbox"/>	NAME	TYPE ▲	DETAIL TYPE	QUICKBOOKS BALANCE
<input type="checkbox"/>	Chase Checking 1234	Bank	Checking	106,883.05
<input type="checkbox"/>	Money Market	Bank	Checking	48,688.07
<input type="checkbox"/>	Savings	Bank	Checking	5,000.00
<input type="checkbox"/>	Wells Fargo Checking 7441	Bank	Checking	64,330.25
<input type="checkbox"/>	Accounts Receivable	Accounts receivable (A/R)	Accounts Receivable (A/R)	382,383.61
<input type="checkbox"/>	Inventory	Other Current Assets	Other Current Assets	136,546.31
<input type="checkbox"/>	Inventory Asset	Other Current Assets	Inventory	13,500.00
<input type="checkbox"/>	Raw Materials Inventory	Other Current Assets	Other Current Assets	750.00
<input type="checkbox"/>	Retainage Receivable	Other Current Assets	Other Current Assets	10,724.50
<input type="checkbox"/>	Uncategorized Asset	Other Current Assets	Other Current Assets	0.00
<input type="checkbox"/>	Undeposited Funds	Other Current Assets	Undeposited Funds	0.00

[Table of Contents](#)

QuickBooks Foundations Online - Money In I

Page 81

Checking Account Register

Buildem, Inc. My Experts Help

Back to Chart of Accounts

Bank Register Chase Checking 1234 Bank Balance \$85,895.29

ENDING BALANCE **\$106,883.05** Reconcile

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	PAYMENT	DEPOSIT	BALANCE
04/14/2022	Deposit				\$14,000.00	\$102,802.56
03/31/2022	EFT			\$98.22		\$88,802.56
03/31/2022	Check					\$88,900.78
03/31/2022	EFT			\$12.50		\$88,913.28
03/31/2022	Check	Office Supplies				\$88,913.28
03/31/2022	EFT	King & King		\$1,675.00		\$88,913.28

Split

Payments	Amount
Payment	\$12,500.00
Payment	\$1,500.00

Undeposited Funds Register

Buildem, Inc. My Experts Help

Back to Chart of Accounts

Asset Register Undeposited Funds

ENDING BALANCE **\$0.00**

Go to: 1 of 1 < First Previous 1-130 of 130 Next Last >

All

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	DECREASE	INCREASE	BALANCE
03/31/2022	1789	Amy's Bird Sanctuary			\$12,500.00	\$0.00
	Payment	Accounts Receivable				
03/31/2022	1111	Sun Valley Builders			\$1,500.00	-\$12,500.00
	Payment	Accounts Receivable				
03/31/2022		Amy's Bird Sanctuary		\$12,500.00		-\$14,000.00
	Deposit	Chase Checking 1234				
03/31/2022		Sun Valley Builders		\$1,500.00		-\$1,500.00
	Deposit	Chase Checking 1234				

Review Open Invoices Report

1. Select Reports on the Navigation Bar.
2. Select Open Invoices under Who owes you.

DATE	TRANSACTION TYPE	NUM	TERMS	DUE DATE	OPEN BALANCE
Buildem, Inc.					
Open Invoices					
As of May 3, 2022					
▼ Aaron's Photography Studio					
03/30/2022	Invoice	97	Net 30	04/29/2022	358.25
04/19/2022	Invoice	102	Net 30	05/19/2022	3,247.50
Total for Aaron's Photography Studio					\$3,605.75
▼ Alamo Foundation					
01/01/2022	Invoice	72	Net 30	01/31/2022	1,295.00
01/01/2022	Invoice	74	Net 30	01/31/2022	15,000.00
Total for Alamo Foundation					\$16,295.00
▼ Amy's Bird Sanctuary					
01/03/2022	Invoice	21	Net 30	02/02/2022	525.00

Chapter 6

Money In- II

Method 2-Sales Receipts

Enter sales receipts when your customer pays you in full at the time of the sale. Sales receipts record income and they also record where the money goes. Whenever you're receiving money it can go into Undeposited Funds, just like with invoices and receiving payments, or they can go directly into a bank account. The second step in this process is a bank deposit.

Scenarios for using a Sales Receipt (not limited to)

- Retail sales
- Walk in sales
- Donations
- Online Sales

Steps for Method 2

1. Create Sales Receipt
2. Make Deposit

Step 1. Create Sales Receipt

1. Select the New (+) button.
2. Select Sales Receipt.
3. Enter appropriate information on the Sales Receipt form.
4. Select Save and close.

Sales Receipt #89 ? Help X

Customer: John Melton Email: Melton@John.com Cc/Bcc **AMOUNT**
\$1,000.00

Send later

Billing address: John Melton, 2348 Melt On Rd., Dallas, TX 75248 Sales Receipt date: 04/14/2022 Sales Receipt no.: 89

P.O. Number: Sales Rep:

Payment method: Check Reference no.: 3211 Deposit to: Undeposited Funds

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
1	Tree Trimming	Tree trimming services: pruning, removal, etc.	20	50	1,000.00		<input type="checkbox"/>
2	Select a product/service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
3							<input type="checkbox"/>

Step 2. Make Deposit

1. Select the New (+) button.
2. Select Bank Deposit.
3. Select the Account drop-down arrow and select the account to deposit to.
4. Select the payments to deposit.
5. If needed, add any additional items to the deposit in the Add Funds to this Deposit section. For example: a refund from a vendor deposited along with sales receipts/customer payments in the same batch.
6. Enter a Memo. (Optional)
7. Select the Save drop-down arrow and select the appropriate option.

Bank Deposit Help X

Account: Chase Checking 1234 Balance \$106,861.92 Date: 04/14/2022 AMOUNT: \$1,249.75

Tags: Manage tags

Select the payments included in this deposit

<input checked="" type="checkbox"/>	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Em-Ming Doors	04/14/2022	Sales Receipt	Cash			249.75
<input checked="" type="checkbox"/>	John Melton	04/14/2022	Sales Receipt	Check		3211	1,000.00

1 - 2 of 2 results « < 1 > »

Total: 1249.75
Selected Payments Total: 1249.75

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						

Limitations of Sales Receipts

1. Can't track a due date for the payment (they have paid immediately).
2. Cannot track balance (Sales receipts don't affect the customer balance in the customer center because they do not have time to pay like they would in an invoice situation).

Advantages of Sales Receipts

1. There is only one step required to record both income and payment.
2. Sales Receipts do not require you to enter customer data.
3. No effect on Accounts Receivable.
4. Can include details about the products sold.

Method 3-Make Deposits

If you don't use invoices or sales receipts, use this method to record income on a deposit. Please note that although money deposited using this method shows on your financial statements, it will not show on sales reports. If you need the money being deposited to show on sales reports, use one of the previous methods.

Step 1. Make Deposit

1. Select the New (+) button.
2. Select Bank Deposit.
3. Select the appropriate Deposit to account at the top.
4. Enter appropriate information in the Add New Deposits section of the form.
5. Select Save and close.

Bank Deposit Help X

Account: Chase Checking 1234 Balance \$108,111.67 Date: 04/14/2022 AMOUNT: \$1,000,000.00

Tags: Manage tags

Start typing to add a tag

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1	Donor	Donations Income	Quarterly Donation	Check	8922	1,000,000.00
2						

Other funds total: \$1,000,000.00

Memo:

Cash back goes to: Chase Checking 1234 Cash back memo: Cash back amount:

Total: \$1,000,000.00

Cancel Clear Print Make recurring Save and close

Limitations of Lump-Sum Deposits

Making lump-sum deposits has some limitations:

1. You can't use items.
2. You can't record sales tax.
3. Does not show on Sales Reports or Customer Statements, Only Profit and Loss.

Advantages of Lump-Sum Deposits

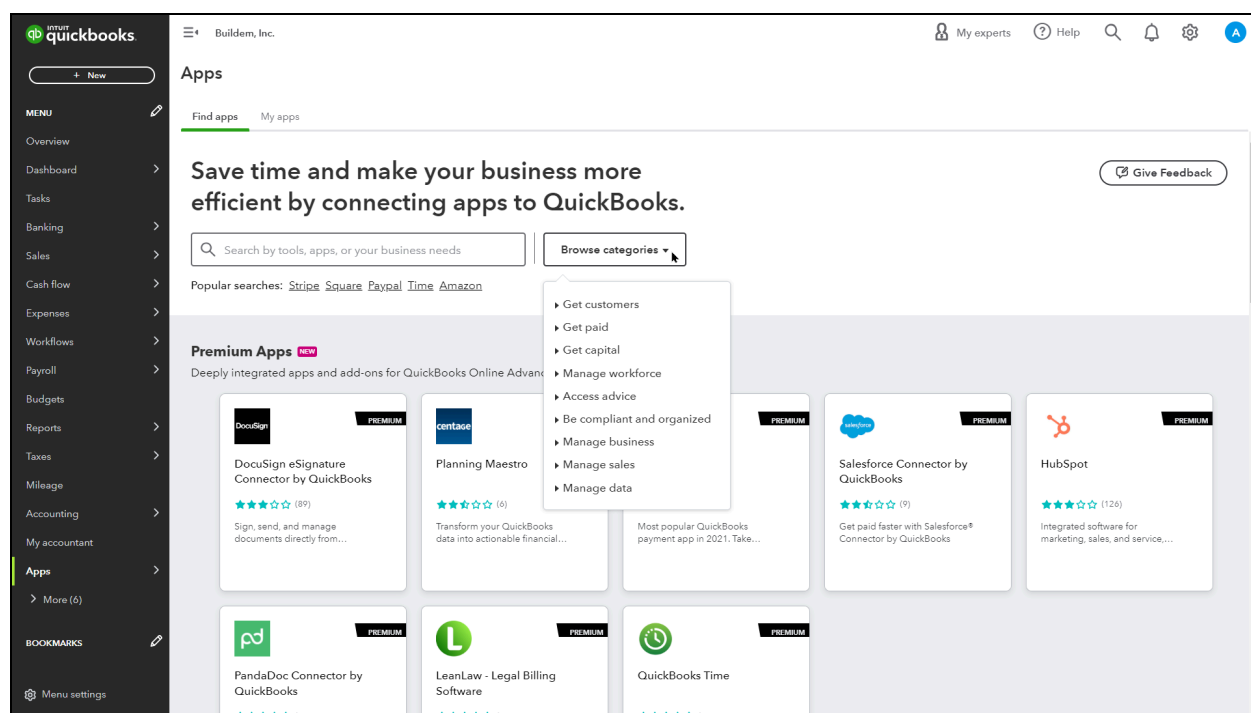
1. Great for non-profits whose only income is one or two large donation checks per year and you don't prepare donor statements from QBO.
2. Great for restaurants or retail using a third party or POS to track sales details outside of QuickBooks.
3. To record money the owner gives from their personal bank account to the business.

Method 4- Import from Other Program

With Method 4, another program or app designed for your industry determines how sales import into QuickBooks. You can browse apps at apps.intuit.com.

Learn About Integrated Apps

1. Select Apps on the Navigation Bar.
2. Select an app from the list to review.
3. Select Try It Free (if available) to start a free trial.



Refund Receipt

Use this form when you need to give your customer money back. You should create a refund receipt if you use Sales Receipts, or you don't need to affect the customer's accounts receivable balance. Refund Receipts do not affect the customer's balance, so you are unable to apply to other transactions.

Enter Refund Receipt

1. Select the New (+) button.
2. Select Refund Receipt.
3. Enter the appropriate information in the Refund Receipt window.
4. Select Save and close.

Refund Receipt #91 Help X

Customer: John Melton Cu/Bcc
Email: Melton@John.com

AMOUNT
\$75.00

Billing address: John Melton, 2348 Melt On Rd., Dallas, TX 75248
Refund Receipt date: 04/14/2022
Refund Receipt no.: 91
P.O. Number:
Sales Rep:
Payment method: Check
Refund From: Chase Checking 1234
Balance: \$1,108,111.67
Check no.: 1027
 Print later

Refund payments in QuickBooks

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design	Custom Design Services	1	75	75.00	
2						

Cancel Clear Order checks Print or Preview Make recurring **Save and new**

Note: The refund receipt does not affect the customers accounts receivable balance.

Credit Memos

Use this form to issue a customer credit for a previously recorded sale. You should create credit memos if you use invoices. The credit memo reduces the customer's accounts receivable balance. You can apply a customer credit memo to a customer's current open balance, or save as a credit to apply in the future.

Enter Credit Memo

1. Select the New (+) menu.
2. Select Credit Memo.
3. Enter appropriate information in the Credit Memo window.
4. Select Save and close.

Credit Memo #92

Customer: Amy's Bird Sanctuary | Email: Amy@Birds.com | Cc/Bcc:

Send later

AMOUNT TO REFUND: **\$75.00**

Credit Memo no.:

Billing address: Amy Sparrow, Amy's Bird Sanctuary, 654 Pelican Ave., Dallas, TX 75240

Credit Memo Date:

P.O. Number: | Sales Rep:

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design	Custom Design Services	1	75	75.00	
2						

Message displayed on credit memo:

Subtotal: \$75.00 | Taxable subtotal: \$0.00 | Need help with sales tax? [Learn more](#)

Select a sales tax rate:

Total: \$75.00

Credit Memo Applied to Invoice

The screenshot shows the QuickBooks Online interface for a customer named Amy's Bird Sanctuary. The main content area displays a table of transactions with the following data:

DATE	TYPE	NO.	MEMO	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
04/12/2022	Payment		Created by QB Online to link credits to charges.	04/12/2022	\$0.00	\$0.00	Closed	
04/14/2022	Invoice	88		05/14/2022	\$0.00	\$12,500.00	Paid	Print
04/14/2022	Payment	1789		04/14/2022	\$0.00	-\$12,500.00	Closed	
04/14/2022	Credit Memo	90		04/14/2022	\$0.00	-\$75.00	Closed	Print
01/03/2023	Invoice	21		02/02/2023	\$675.00	\$750.00	Overdue	Receive payment
Total					\$675.00	\$675.00		

Review Advanced Automation Setting-Automatically Apply Credits

1. Select the Gear menu and select Account and Settings.
2. Select Advanced in the list to the left.
3. Select the Automation section.
4. Check the box next to Automatically apply credits.
5. Select Save.
6. Select Done.

The screenshot shows the 'Account and Settings' dialog box in QuickBooks Online. The 'Automation' section is expanded, and the 'Automatically apply credits' checkbox is checked. The 'Save' button is highlighted in green.

Apply the Credit Memo

If you want to select the invoices that the credit memo is applied to, as opposed to the automation option shown earlier, you may do so by creating a payment that links the Credit Memo to the Invoice.

1. Select the New (+) menu.
2. Select Credit Memo.
3. Enter appropriate information in the Credit Memo window.
4. Select Save and Close.
5. In the customer center, select the Received Payment option.
6. In the Amount Received field, enter \$0.00 if you're only applying the credit to the account, not taking any additional payment from this customer.
7. Select Save and Close.

Receive Payment

Payment method: Choose payment method | Reference no.: | Deposit to: Undeposited Funds | Amount received: 0.00

Outstanding Transactions

Find Invoice No. | Filter > | All

<input type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 21 (01/03/2022)	02/02/2022	750.00	675.00	150.00

< First Previous 1-1 of 1 Next Last >

Credits

Find Credit Memo No. | Filter > | All

<input type="checkbox"/>	DESCRIPTION	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Credit Memo # 94 (04/14/2022)	150.00	150.00	150.00

< First Previous 1-1 of 1 Next Last >

Cancel | Print | Save and new >

Customer Statements

Use statements to remind customers of unpaid balances on their account or send them a list of transactions that you've had with them.

Prepare Customer Statements

1. Select Invoicing or Sales on the Navigation Bar.
2. Select Customers.
3. Select the checkboxes for the customers you want to send statements to.
4. Select the Batch actions button and select Create statements.
5. Make the appropriate selections in the Statement Settings window.
6. Select Print or Preview to print the statements, or Save and send to send the statements to your customers.

The screenshot shows the QuickBooks interface for the 'Customers' page. At the top, there's a navigation bar with 'Sales' selected. Below it, a summary bar displays financial metrics: \$0 ESTIMATE, \$50,672 UNBILLED ACTIVITY, \$283,809 OVERDUE, \$383,809 OPEN INVOICES, and \$0 PAID LAST 30 DAYS. A table of customers is shown below, with a 'Batch actions' dropdown menu open over the first row. The table columns are COMPANY, PHONE, OPEN BALANCE, and ACTION.

	COMPANY	PHONE	OPEN BALANCE	ACTION
<input checked="" type="checkbox"/>	radio (deleted)	817-460-5510	\$0.00	Make active
<input checked="" type="checkbox"/>	Alamo Foundation	210-888-1051	\$16,295.00	Receive payment
<input checked="" type="checkbox"/>	Amy's Bird Sanctuary	214-656-5654	\$675.00	Receive payment
<input checked="" type="checkbox"/>	Auldrige Windows	312-395-3939	\$53,472.00	Receive payment
<input checked="" type="checkbox"/>	Bill's Windsurf Shop	214-556-6565	\$0.00	Create invoice
<input checked="" type="checkbox"/>	Bryan Martial Arts Academy		\$0.00	Create invoice

Statement Settings-Balance Forward

The customer is sent a statement that tells them the amount of money that they owed one day before the Start Date. Then it also lists each individual transaction that affected their accounts receivable balance between the start and the end date you entered when setting up the statement.

Create Statements

Statement Type
Balance Forward ▼

Statement Date
04/14/2022

Start Date
03/14/2022

End Date
04/14/2022

Apply

Customer Statement-Balance Forward

Buildem, Inc.
123 LBJ Freeway
Dallas, TX 75240 US
214-555-1212
amyqboempty@mailinator.com
www.buildem.com

Statement

TO
Amy Sparrow
Amy's Bird Sanctuary
654 Pelican Ave.
Dallas, TX 75240

STATEMENT NO. 1001
DATE 04/14/2022
TOTAL DUE \$525.00
ENCLOSED

DATE	DESCRIPTION	AMOUNT	BALANCE
03/13/2022	Balance Forward		750.00
04/14/2022	Invoice #88	12,500.00	13,250.00
04/14/2022	Payment #1789	-12,500.00	750.00
04/14/2022	Credit Memo #93	-75.00	675.00
04/14/2022	Credit Memo #94	-150.00	525.00

Statement Settings-Open Item

Looking at their statement, a customer might wonder where the “Balance Forward” came from since details are not shown in the statement. In those situations, an Open Item statement can be sent as well, or instead. Open Item statements show each “open” transaction linked to Accounts Receivable, such as unpaid invoices or unapplied credits and payments.

Create Statements

Statement Type
Open Item ▼

Statement Date
04/14/2022

Apply

Customer Statement-Open Item

Buildem, Inc.
123 LBJ Freeway
Dallas, TX 75240 US
214-555-1212
amyqboempty@mailinator.com
www.buildem.com

Statement

TO
Amy Sparrow
Amy's Bird Sanctuary
654 Pelican Ave.
Dallas, TX 75240

STATEMENT NO. 1002
DATE 04/14/2022
TOTAL DUE \$525.00
ENCLOSED

DATE	DESCRIPTION	AMOUNT	OPEN AMOUNT
01/03/2022	Invoice #21: Due 02/02/2022.	750.00	525.00

Statement Settings-Transaction Statement


If you want to tell the customer how much they've spent or donated over a period of time, run the Transaction Statement.

Create Statements

Statement Type
Transaction Statement ▼

Statement Date
04/14/2022

Start Date **End Date**
01/01/2022 04/14/2022

Apply 

Customer Statement-Transaction Statement

Buildem, Inc.
123 LBJ Freeway
Dallas, TX 75240 US
214-555-1212
amyqboempty@mailinator.com
www.buildem.com

Statement





TO
John Melton
2348 Melt On Rd.
Dallas, TX 75248

STATEMENT NO. 1003
DATE 04/14/2022

DATE	DESCRIPTION	AMOUNT	RECEIVED
04/14/2022	Sales Receipt #89	1,000.00	1,000.00
04/14/2022	Refund #91	-75.00	-75.00
		TOTAL AMOUNT	TOTAL RECEIVED
		\$925.00	\$925.00

Review the Sales by Customer Summary

1. Select Reports on the Navigation Bar.
2. Select the Sales by Customer Summary under Sales and Customers.

Collapse Sort ▼ Add notes See a chart    

Buildem, Inc.
Sales by Customer Summary
January 1 - April 14, 2022

	TOTAL
Aaron's Photography Studio	0.00
Alamo Foundation	16,295.00
Amy's Bird Sanctuary	13,025.00
Auldrige Windows	65,966.12
Cassie's Dog Grooming	100.00
Cool Cars	100,000.00
▼ Crandall Contractors	
Cheyenne 1	22,330.34
Total Crandall Contractors	22,330.34
Dallas Hardware and Tools	14,091.17
Dittrich Motors	10,000.00
Donna Believyu	12,950.00
Em-Ming Doors	249.75
▼ Fort Worth Homes	

Chapter 7

Customizing QuickBooks

Customizing QuickBooks

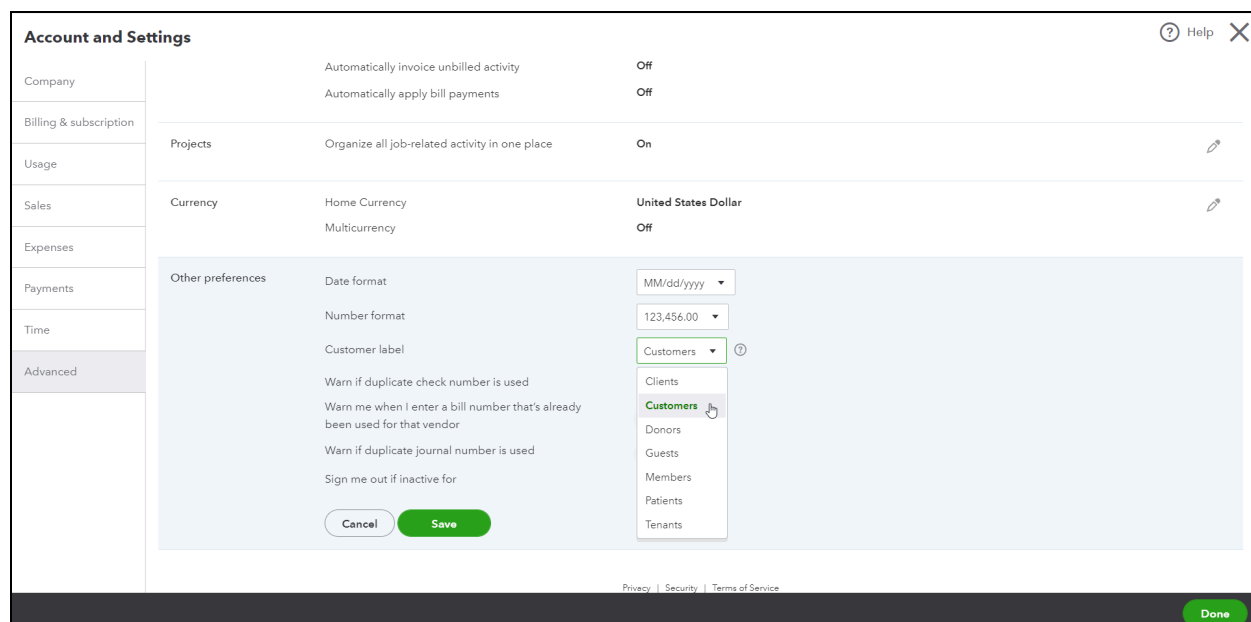
There are a lot of ways to change how QuickBooks works for you, and in this chapter you'll learn customization options for sales and customers.

Customer Label

The Customer label is how you refer to your customers. When you select a customer label, QuickBooks changes all instances of the word Customer to the label you select.

Customize Customer Label

1. Select the Gear menu and select Account and Settings.
2. Select Advanced in the list to the left.
3. Select the Other preferences section.
4. Select the Customer label drop-down arrow and select the appropriate label.
5. Select Save.



Custom Fields

Use Custom Fields to add data to sales forms that QuickBooks does not include. You can also run reports that include your custom fields and you can filter with custom fields on many reports.

Add Custom Field

1. Select the Gear menu and select Account and Settings.
2. Select Sales on the list to the left.
3. Select the Sales Form Content section.
4. Select the link Custom Fields.
5. Select Add field.
6. Enter the name and appropriate information.
7. Select Save.

Account and Settings

Company

Billing & subscription

Usage

Sales

Expenses

Payments

Time

Advanced

Customize Customize the way forms look to your customers [Customize look and feel](#)

Sales form content

Preferred invoice terms [?](#) Net 30

Preferred delivery method [?](#) Print later

Shipping [?](#)

Custom fields

Go to **Settings > Lists > [Custom Fields](#)** to manage your custom fields.

Custom transaction numbers [?](#)

Service date [?](#)

Discount [?](#)

Deposit [?](#)

Tips (Gratuity) [?](#)

Tags [?](#)

[Cancel](#) [Save](#)

Windows For Advanced Subscription Users

Add custom field ✕

Suggestion for you:

Name

Data type Text and number ▼

- Text and number
- Number
- Date
- Dropdown list

1. Select category

Customer
 Transaction
 Vendor
 Project

2. Select forms

<input checked="" type="checkbox"/> Sales Receipt	<input checked="" type="checkbox"/> Print on form
<input checked="" type="checkbox"/> Invoice	<input checked="" type="checkbox"/> Print on form
<input checked="" type="checkbox"/> Estimate	<input checked="" type="checkbox"/> Print on form
<input checked="" type="checkbox"/> Credit Memo	<input checked="" type="checkbox"/> Print on form
<input checked="" type="checkbox"/> Refund Receipt	<input checked="" type="checkbox"/> Print on form
<input type="checkbox"/> Purchase Order	<input type="checkbox"/> Print on form
<input type="checkbox"/> Expense	<input type="checkbox"/> Print on form

[Save](#)

Custom fields [All Lists](#)
[See how it works \(2.35\)](#)

Include inactive

CUSTOM FIELDS		SALES					PURCHASES					ACTIONS	
NAME	CATEGORY	SALES RECEIPT	INVOICE	ESTIMATE	CREDIT MEMO	REFUND RECEIPT	PURCHASE ORDER	EXPENSE	BILL	CHECK	VENDOR CREDIT		CREDIT CARD CREDIT
Supervisor	Transaction	✓	✓	✓	✓	✓							Edit ▼
Crew #	Transaction	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>							Edit ▼

First Prev 1-2 of 2 Next Last

Windows For Plus Subscription Users

Add custom field

Name

Select form type

All Sales forms Print on form

Sales Receipt

Estimate

Invoice

Credit Memo

Refund Receipt

Purchase Order Print on form

Save

Custom fields

< All Lists

Give feedback Add field

Include inactive

CUSTOM FIELD NAME	SALES RECEIPT	INVOICE	ESTIMATE	CREDIT MEMO	REFUND RECEIPT	PURCHASE ORDER	ACTIONS
PO Number						✓	Edit
Sales Rep	✓	✓	✓	✓	✓		Edit

First Prev 1-2 of 2 Next Last

Customize Forms

QuickBooks provides some customization options for invoices, estimates, and sales receipts. As you make changes to what appears on your form and how it appears, QuickBooks provides a preview of the form appearance. If you edit the Standard style your changes apply to invoices, credit memos and sales receipts. But you can also create new styles that only apply to a specific transaction type.

Customize Invoice Form

1. Select the Gear menu and select Custom Form Styles.
2. Select the New Style button.
3. Select the form type to customize.
4. Make appropriate selections on the Design tab.
5. Make appropriate selections in the Content, Emails, and Payments tabs.


Customize Look and Feel

Create invoices that turn heads and open wallets Share feedback

Design **Content** Emails

My INVOICE Template - 4-14 (54948)

Change up the template


 Size: S M L
 Placement:


[Hide logo](#)

Try other colors

Get choosy with your font

When in doubt, print it out

Buildem, Inc.
123 LBJ Freeway
Dallas, TX 75240
US
214-555-1212
amyqboempty@mailinator.com
www.buildem.com



BILL TO
Smith Co.
123 Main Street
City, CA 12345

Invoice 12345
DATE: 01/12/2016 TERMS: Net 30
DUE DATE: 02/12/2016

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/01/2016	Item name	Description of the Item	2	225.00	450.00
01/12/2016	Item name	Description of the Item	1	225.00	225.00

SUBTOTAL 675.00
TOTAL TAX 101.25
TOTAL \$776.25

TOTAL DUE \$776.25

[Preview PDF](#) [Done](#)

Sales form content is divided up into three parts: The Header, Table and Footer. The Header is at the top of the form. While the Table, or body is where the customer sees what products and services they are being charged and the Footer is at the bottom of the form.

Customize Form Content- Header

Create invoices that turn heads and open wallets Share feedback

Design **Content** Emails

Header

The company info settings apply to all form styles

Business name
Buildem, Inc.

Phone
214-555-1212

Email
amyqboempty@mailinator.com


+ Address
+ Website

Form

Form names
Invoice

Form numbers
 Use custom transaction numbers (This setting applies to all form styles)

Buildem, Inc.
123 LBJ Freeway
Dallas, TX 75240
US
214-555-1212
amyqboempty@mailinator.com
www.buildem.com



BILL TO
Smith Co.
123 Main Street
City, CA 12345

Invoice 12345
DATE: 01/12/2016 TERMS: Net 30
DUE DATE: 02/12/2016

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/01/2016	Item name	Description of the Item	2	225.00	450.00
01/12/2016	Item name	Description of the Item	1	225.00	225.00

SUBTOTAL 675.00
TOTAL TAX 101.25
TOTAL \$776.25

TOTAL DUE \$776.25

[Preview PDF](#) [Done](#)

Customize Form Content- Body

Create invoices that turn heads and open wallets Share feedback

Design **Content** Emails

Table

Account summary

Account summary shows your transaction history for a customer's account. It includes: Balance Forward, Payments and Credits, New Charges, Total Amount Due.

Show on invoice

Activity table

COLUMNS [EDIT LABELS AND WIDTHS](#)

- Date
- Product/Service
 - Include description here
 - Category
- Description
 - Include Quantity and Rate
- Quantity
- Rate

Preview PDF Done

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/01/2016	Item name	Description of the item	2	225.00	450.00
01/12/2016	Item name	Description of the item	1	225.00	225.00

SUBTOTAL	675.00
TOTAL TAX	101.25
TOTAL	\$776.25
TOTAL DUE	\$776.25

Customize Form Content- Footer

Create invoices that turn heads and open wallets Share feedback

Design **Content** Emails

Footer

Display

- Discount (This setting applies to all form styles)
- Deposit (This setting applies to all form styles)
- Estimate summary (email and web only)

Message to customer on

Invoices

We appreciate your business and look forward to helping you again soon.

(This message applies to all sales forms, except estimates)

8pt

Add footer text

Enter any other text you'd like in the footer. 8pt

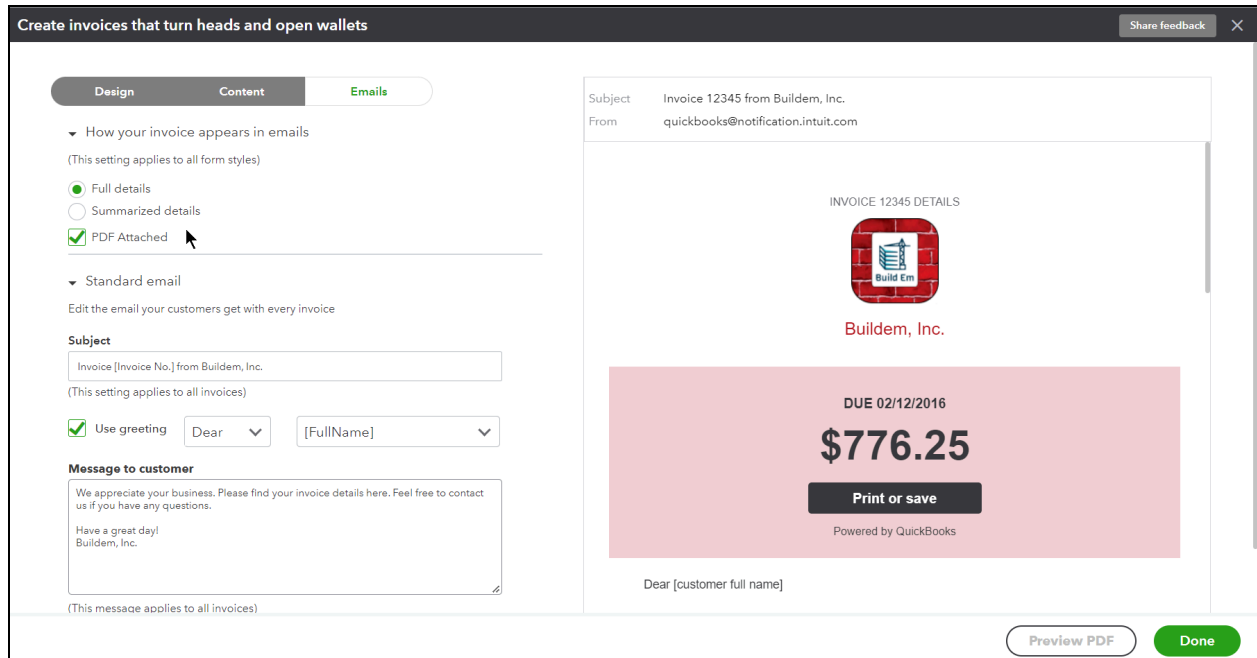
Centered

Preview PDF Done

Customize Email Template

QuickBooks has a standard email template for your sales forms. But you can customize this for all of your sales forms, or for individual forms.

Customize Form Messaging

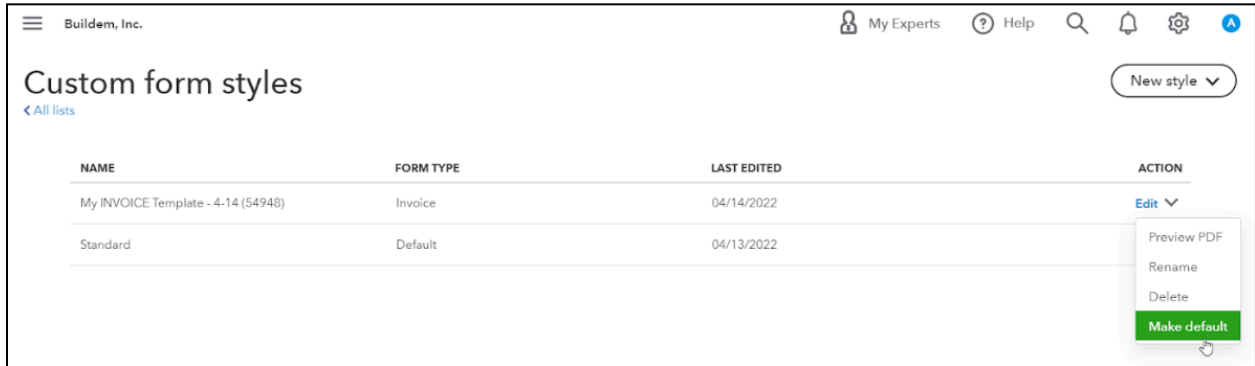


1. Select the Gear menu and select Company and Settings.
2. Select Sales on the list to the left.
3. Select the Messages section.
4. Enter appropriate information for the sales form message.
5. Select Save.

Set Your Custom Form as Default

After creating your own custom form, you can make your form the default communication sent to customers.

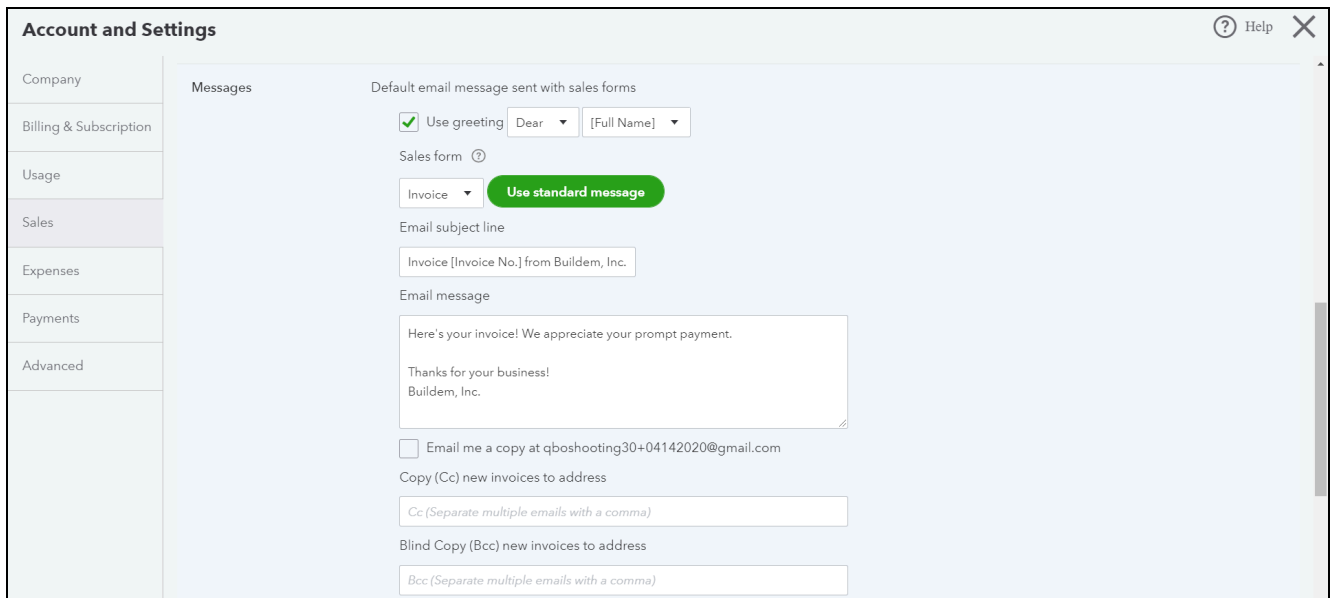
1. Select the Gear menu.
2. In the Company and Settings column, select Custom Form Settings.
3. To set your template as the default, select the drop-down in the Action tab of the template you wish to make default.
4. Select Make Default.



Editing Default Messaging in Settings

Another location in QuickBooks Online where you're able to edit default messaging is found in your Sales or Expense Settings. Here you're able to edit the standard messaging for numerous communications for both customers and vendors.

1. Select the Gear menu.
2. Select Account and Settings.
3. Select the Sales tab and Messages section.
4. Edit the message(s) as desired.
5. Select Save.



Chapter 8

Saving Time

There are a lot of ways to save time in QuickBooks. In this chapter you'll learn a few of those ways including ...

- QuickBooks Search
- Recurring Transactions
- Keyboard Shortcuts
- QuickBooks Payments

What if you make a mistake and you need to find a transaction to fix it? Or, what if you're looking for details about a transaction you entered in the past? You don't want to waste time looking for the transaction.

How to Find a Transaction

There are a few ways to find transactions in QuickBooks. You can use the Sales/Invoicing or Expenses lists, and the built-in search function.

Sales Transactions

If you're looking for a sales transaction, you can look at the Sales/Invoicing tab on the left Navigation Bar. Use the Filter drop-down menu to help narrow down the list to just the transaction(s) you're looking for.

Find in Sales Transactions List

1. Select Sales (or Invoicing) in the left Navigation Bar.
2. Select All Sales.
3. Use the filters at the top of the list, or select the Filter button at the top left and select the appropriate filters and select Apply.

The screenshot shows the QuickBooks interface for the 'Sales' section. The top navigation bar includes 'My experts', 'Help', search, notifications, and settings. The left sidebar shows the 'MENU' with 'Sales' selected. The main content area displays 'Sales transactions' with a 'Feedback' button. Below this is a summary bar with five categories: '\$0' (0 estimates), '\$51K' (Unbilled income), '\$284K' (23 overdue invoices), '\$384K' (24 open invoices and credits), and '\$13K' (2 recently paid). A progress bar visualizes these categories. Below the summary bar are filters for 'Type' (Invoices), 'Date' (Last 12 months), and 'Customer' (Search). A 'New transaction' button is on the right. The main table lists transactions with columns for DATE, TYPE, NO., CUSTOMER, MEMO, AMOUNT, STATUS, and ACTION. The table shows four transactions, all of which are overdue. A 'Total' row at the bottom shows a total amount of \$293,883.61. Navigation controls for the table are at the bottom right.

DATE	TYPE	NO.	CUSTOMER	MEMO	AMOUNT	STATUS	ACTION
3/31/23	Invoice	84	Sun Valley Builders:Philly County		\$1,344.95	Overdue 44 days	Receive payment
3/28/23	Invoice	83	Fort Worth Homes:Madison Development		\$25,832.71	Overdue 47 days	Receive payment
3/24/23	Invoice	82	Fort Worth Homes:Madison Development		\$7,748.50	Overdue 51 days	Receive payment
3/22/23	Invoice	79	Sun Valley Builders:Philadelphia Bank		\$1,500.00	Overdue 53 days	Receive payment
Total					\$293,883.61		

Expense Transactions

If you're looking for an expense transaction, you can look at the Expenses tab on the left Navigation Bar. Use the Filter button to help narrow down the list to just the transaction(s) you're looking for.

Find in Expense Transactions List

1. Select Expenses in the left Navigation Bar.
2. Select Expenses.
3. Use the filters at the top of the list, or select the Filter button and select the appropriate filters then select Apply.

The screenshot displays the Intuit QuickBooks interface for the 'Expenses' section. The left navigation bar is visible, with 'Expenses' highlighted. The main content area shows a list of expense transactions with columns for Date, Type, Category, Memo, Total, and Action. A filter overlay is open, allowing users to refine the search by Type, Status, Delivery method, Date, Payee, and Category. The 'Filter' overlay includes a 'Filter' button, a 'Last 365 Days' filter, and an 'Apply' button. The table below shows several transactions, including one for 'Materials' on 03/31/2023 with a total of \$98.22, and another for 'Office Supplies' on 03/31/2023 with a total of \$12.50.

					CATEGORY	MEMO	TOTAL	ACTION
					Materials		\$98.22	View/Edit
					Office Supplies		\$12.50	View/Edit
					-Split-		\$1,675.00	View/Edit
					Office Supplies	8374k38	\$224.00	View/Edit
					Tools and Machin		\$895.00	View/Edit
					-Split-		\$565.00	View/Edit
					Utilities:Telephon	7865	\$195.44	View/Edit
					Taxes:Property	080561	\$478.88	View/Edit
					Office Rent		\$950.00	View/Edit
					-Split-		\$5,351.55	View/Edit

Find in Names List

If you know the name used on a transaction, you can find it using the appropriate names list.

1. Open the appropriate names (Customers or Vendors) list.
2. Select the name from the list.
3. Find the transaction in the Transactions list.

Note: Use the filter drop-down to narrow down the transaction list if needed.

4. Select on the transaction to open it.

The screenshot displays the QuickBooks interface for the 'Expenses' section. A filter dropdown menu is open, showing options for Type, Status, Delivery method, Date, Payee, and Category. The main table lists expense transactions with columns for Date, Type, From, To, CATEGORY, MEMO, TOTAL, and ACTION.

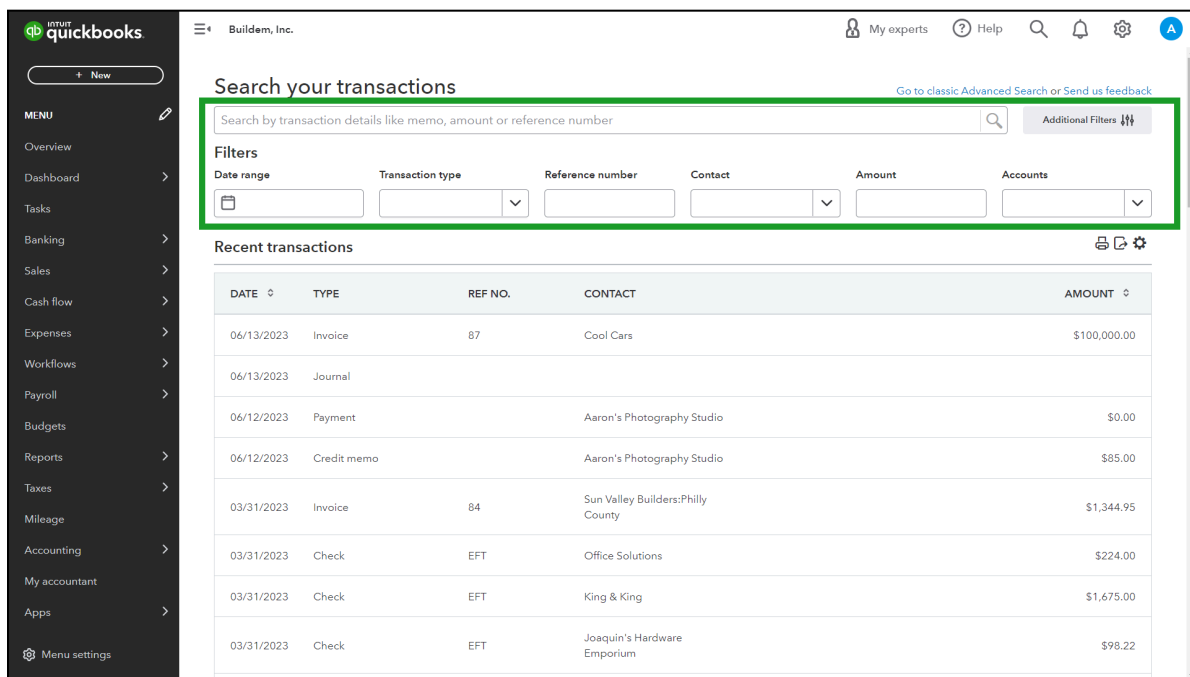
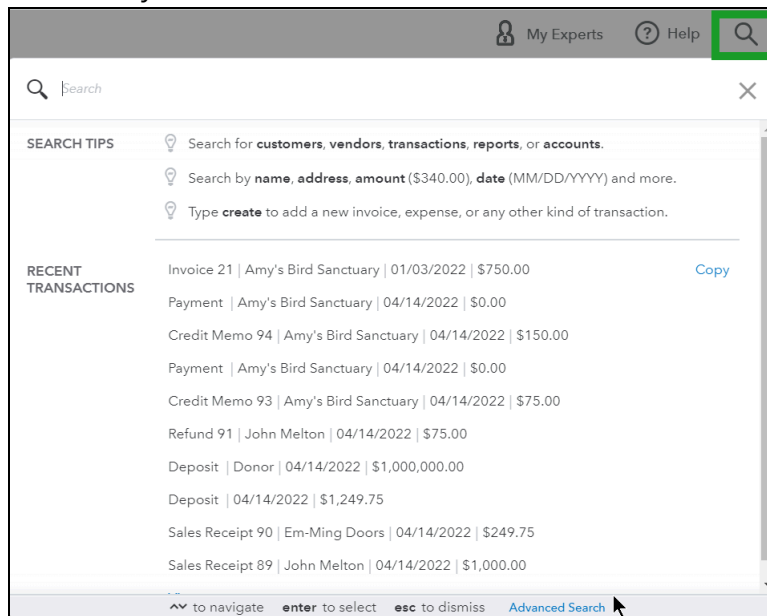
				CATEGORY	MEMO	TOTAL	ACTION
	ware Em...	Materials				\$98.22	View/Edit
		Office Supplies				\$12.50	View/Edit
		-Split-				\$1,675.00	View/Edit
		Office Supplies	8374k38			\$224.00	View/Edit
	ware Em...	Tools and Machin				\$895.00	View/Edit
		-Split-				\$565.00	View/Edit
		Utilities:Telephoni	7865			\$195.44	View/Edit
		Taxes:Property	080561			\$478.88	View/Edit
		Office Rent				\$950.00	View/Edit
	03/31/2023	Check	EFT	Ellis Equipment Rental	-Split-	\$5,253.55	View/Edit

Search

Use the Search function to find transactions quickly. You can use basic search to find transactions based on transaction number, date, or amount. Use Advanced Search for expanded search options.

Transaction Search

1. Select the search icon.
2. Select Advanced Search.
3. Enter the search criteria for the transaction. You can choose filters on multiple areas to find the transaction you need.



Recurring Transactions

You may need to enter some transactions the same way many times. Save time entering these with recurring transactions. When it's time to enter the recurring transaction, QuickBooks will ask you to confirm that you want to enter it.

Set Recurring Transaction

1. Create a new transaction and add information that will be the same every time.
2. Select Make Recurring.
3. Enter appropriate information for the recurring transaction.
4. Select Save template.

The screenshot shows the 'Check #To print' dialog box in QuickBooks. The title is 'Recurring Check'. It includes fields for 'Template name' (Hall Properties), 'Type' (Scheduled), and 'Create' (days in advance). Below are 'Payee' (Hall Properties) and 'Account' (Chase Checking 1234). The 'Interval' section is set to 'Monthly' on 'day' '1st' of every '1' month(s), starting on '05/01/2022' with '18' occurrences. The 'Mailing address' is 'Fred Hall, 123 Property Ave., Dallas, TX 75238'. There are 'To print' and 'Print later' buttons. At the bottom, there is a 'Category details' table with one entry: 'Office Rent' with a description of 'Monthly Rent Payment' and an amount of '1,500.00'. The dialog has 'Cancel', 'Clear', and 'Save template' buttons.

Review and Edit Recurring Transaction

1. Select the Gear menu.
2. Select Recurring Transactions.
3. Choose edit from the action drop-down.

The screenshot shows the 'Recurring Transactions' list view in QuickBooks. The header includes 'Buildem, Inc.', 'My experts', 'Help', search, and notification icons. The list has a 'Reminder List' dropdown and a 'New' button. A filter box is set to 'Filter by Name' with a 'Filter' dropdown set to 'All'. The table below has columns: TEMPLATE NAME, TYPE, TXN TYPE, INTERVAL, PREVIOUS DATE, NEXT DATE, CUSTOMER/VENDOR, AMOUNT, and ACTION. One transaction is listed: 'Hall Properties' (Scheduled), 'Check', 'Every Month', '07/01/2023', 'Hall Properties', '1,500.00'. The 'ACTION' column has an 'Edit' link with a dropdown menu containing: Use, Duplicate, Pause, Skip next date, and Delete.

TEMPLATE NAME	TYPE	TXN TYPE	INTERVAL	PREVIOUS DATE	NEXT DATE	CUSTOMER/VENDOR	AMOUNT	ACTION
Hall Properties	Scheduled	Check	Every Month		07/01/2023	Hall Properties	1,500.00	Edit

Quickmath

When you are in a transaction, you can calculate different amounts for products and services with Quickmath. In any number field, enter a dollar amount and a math symbol (+, -, *, /). Then enter the number or amount you want to add, subtract, multiply or divide by and press Tab on your keyboard.

The screenshot shows the 'Invoice' creation screen in QuickBooks. At the top right, the 'BALANCE DUE' is displayed as **\$125.00**. The interface includes fields for Customer, Customer email, Billing address, Terms (set to 'Net 30'), Invoice date (03/27/2020), and Due date (04/26/2020). Under 'Online payments', there are options for 'Cards' (with logos for VISA, MasterCard, American Express, and Discover) and 'Bank transfer' (with a logo for BNA.C). A 'Send later' checkbox is also present.

The main table lists invoice items with columns for #, SERVICE DATE, DESCRIPTION, QTY, RATE, AMOUNT, and TAX. The first item is 'Services' with a quantity of 1. The 'AMOUNT' field for this item contains the expression '35+40+50', which is highlighted in green, indicating the Quickmath feature is active. Below the table are buttons for 'Add lines', 'Clear all lines', and 'Add subtotal'. The 'Subtotal' at the bottom right is \$125.00.

#	SERVICE DATE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1		Services			35+40+50	
2						

Buttons: Add lines, Clear all lines, Add subtotal

Subtotal: \$125.00

Keyboard Shortcuts

QuickBooks has keyboard shortcuts to make your life easier. To display a list of these shortcuts, hold down the Control key and press Alt or Option +?. To use a shortcut, hold down Control or Option+Alt, and the corresponding shortcut key.

✕

Additional information

You're viewing QuickBooks in **Accountant view**

Your Company ID is **9130 3530 4622 2936** Copy

Keyboard Shortcuts

To use a shortcut, press and hold **ctrl/control** and **alt/option** at the same time. Then press one of the keys below.

On main pages, like the dashboard or customers

SHORTCUT KEY	ACTION
i	Invoice
w	Check
e	Estimate
x	Expense
r	Receive payment
c	Customers
v	Vendors
a	Chart of accounts
l	Lists
h	Help
f	Global search
d	Focus the left menu
? or /	This dialog

On transactions, like an invoice or expense

SHORTCUT KEY	ACTION
x	Exit transaction view
c	Cancel out
s	Save and new
d	Save and close
m	Save and send
p	Print
? or /	This dialog

OK

Date Shortcuts

Quickly change the date on forms using the keyboard shortcuts in the table below.
Note: Letters are case sensitive.

+	Increase form number or increase date
-	Decrease form number or decrease date
t	Changes date to today's date
w	Changes date to the beginning of the week
k	Changes date to end of the week
y	Changes date to beginning of year
r	Changes date to end of year
m	Changes date to beginning of month
h	Changes date to end of month

QuickBooks Online Payments

QuickBooks Online Payments makes it easy for your customers to pay you online. When you send your customer an invoice, you can include a Pay Now button that they can use to enter their payment information. When they do this, QuickBooks enters all the necessary transactions for you and deposits their payment into your designated bank account.

Note: Some fees apply for credit card payments. Go to <https://quickbooks.intuit.com/payments/> for more information.

Sign up for QuickBooks Online Payments

1. Select the Gear menu and select Account and Settings.
2. Select Payments.
3. Select Learn more.
4. Select Finish setup.
5. Enter appropriate information in the following sections.
6. Select Submit.

Edit QuickBooks Payments Settings

1. Select the Gear menu and select Account and Settings.
2. Select Payments.
3. Select the edit icon in the appropriate section, and make any necessary changes.
4. Select Save.

The screenshot displays the QuickBooks Online Payments settings interface. On the left, a sidebar lists various settings categories, with 'Payments' currently selected. The main content area is divided into several sections. At the top, there are tabs for 'Documents' and 'Monthly Statements', along with a date selector for 'March 2022' and a 'View' link. The primary section is 'Chart of Accounts', which prompts the user to specify where payments should be recorded. It features three dropdown menus: 'Standard deposits' (set to 'QuickBooks Checking Ac...'), 'Instant deposits' (set to 'QuickBooks Checking Ac...'), and 'Processing fees' (set to 'QuickBooks Payments Fe...'). Below these dropdowns are 'Cancel' and 'Save' buttons. At the bottom of the page, there are 'Payment Methods' including 'Cards' (with logos for Apple Pay, VISA, Mastercard, and Discover) and 'Bank Transfer'.

Use QuickBooks Online Payments-Invoice

1. Select the New (+) menu and select Invoice.
2. Enter appropriate information on the invoice.
3. Select the options at the top of the form to allow Card or Bank transfer payments.
4. Select Save and send.
5. Select Send and close.

Invoice #95

Customer: Sue's Skis
Customer email: Sue@powder.com
Send later:

Online payments:
 Cards
 Bank transfer

Tired of tracking down billable hours?
Be confident that you're being paid for every minute worked. Easily and accurately track billable time against your customers and have it automatically show up in QuickBooks for streamlined invoicing. [Learn more](#)

BALANCE DUE
\$2,000.00

Billing address: Sue's Skis, 933 Slope Blvd, Breckenridge, CO 80424
Terms: Due on receipt
Invoice date: 04/14/2022
Due date: 05/01/2022
Invoice no.: 95

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design	Custom Design Services	10	75	750.00	
2	Gardening	Weekly Gardening Services	50	25	1,250.00	
3	Select a product/service					
4						

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and close

Activity area at the bottom of the invoice once it has been paid

Activities

11/22/2021
36 DAYS AGO

- Alyssa Bryan** Viewed this invoice.
11/22, 9:20 am Eastern Standard Time
- Alyssa Bryan** Viewed this invoice.
11/22, 9:20 am Eastern Standard Time

11/19/2021
39 DAYS AGO

- Alyssa Bryan** Paid this invoice.
11/19, 2:23 pm Eastern Standard Time
- Alyssa Bryan** Viewed this invoice.
11/19, 2:22 pm Eastern Standard Time
- Alyssa Bryan** Viewed this invoice.
11/19, 2:22 pm Eastern Standard Time
- Alyssa Bryan** Viewed this invoice.
11/19, 2:22 pm Eastern Standard Time
- You** Sent this invoice.
11/19, 2:18 pm Eastern Standard Time

Transaction List | Projects | Customer Details | Late Fees

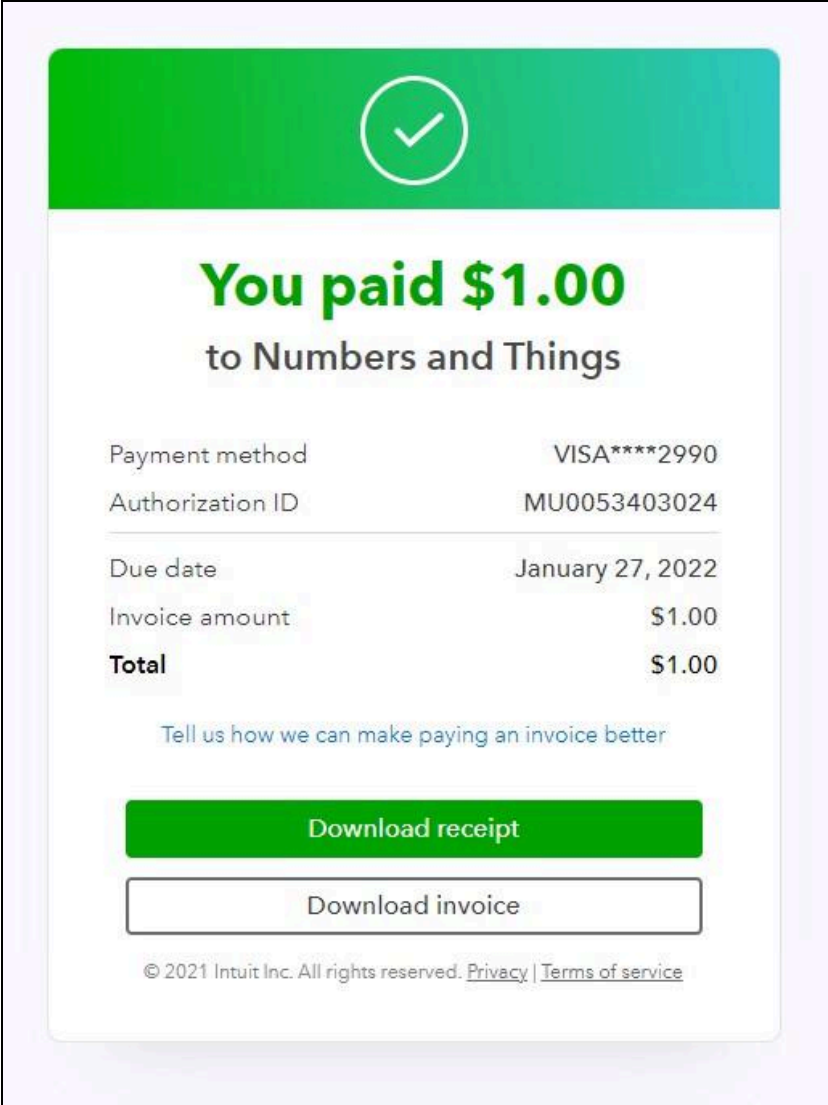
Batch actions Filter

< First Previous 1-6 of 6 Next Last >

DATE	TYPE	NO.	MEMO	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
12/28/2021	Payment		Paid via QuickBooks Payments...	12/28/2021	\$0.00	-\$1.00	Closed	
12/28/2021	Invoice	1005		01/27/2022	\$0.00	\$1.00	Paid	Print
12/24/2021	Invoice	1004		01/23/2022	\$1.00	\$1.00	Open	Receive payment
12/18/2021	Invoice	1003		01/17/2022	\$3.00	\$3.00	Open (Viewed)	Receive payment
11/19/2021	Payment		Paid via QuickBooks Payments...	11/19/2021	\$0.00	-\$3.00	Closed	
11/19/2021	Invoice	1002		12/19/2021	\$0.00	\$3.00	Paid	Print
Total					\$4.00	\$4.00		

< First Previous 1-6 of 6 Next Last >

What does the customer see?



The image shows a payment confirmation screen. At the top, there is a green header with a white checkmark icon. Below the header, the main heading reads "You paid \$1.00 to Numbers and Things". A table of payment details follows, including the payment method (VISA****2990), authorization ID (MU0053403024), due date (January 27, 2022), invoice amount (\$1.00), and total (\$1.00). Below the table, there is a link to provide feedback: "Tell us how we can make paying an invoice better". Two buttons are present: a green "Download receipt" button and a white "Download invoice" button. At the bottom, there is a copyright notice: "© 2021 Intuit Inc. All rights reserved. [Privacy](#) | [Terms of service](#)".

You paid \$1.00
to Numbers and Things

Payment method	VISA****2990
Authorization ID	MU0053403024
Due date	January 27, 2022
Invoice amount	\$1.00
Total	\$1.00

[Tell us how we can make paying an invoice better](#)

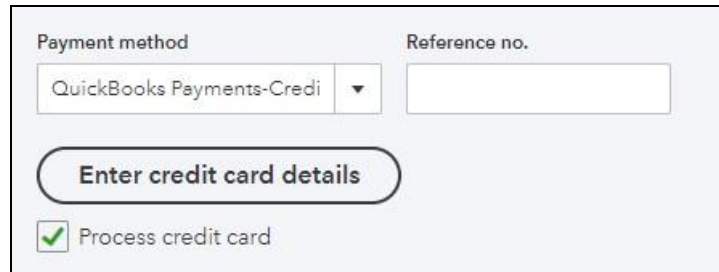
[Download receipt](#)

[Download invoice](#)

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Use QuickBooks Online Payments-Sales Receipt

1. Select the New (+) menu and select Sales Receipt.
2. Enter appropriate information on the sales receipt.
3. Select the Payment method drop-down and select the appropriate payment method.
4. Select the checkbox next to Process credit card.
5. Select Enter credit card details.

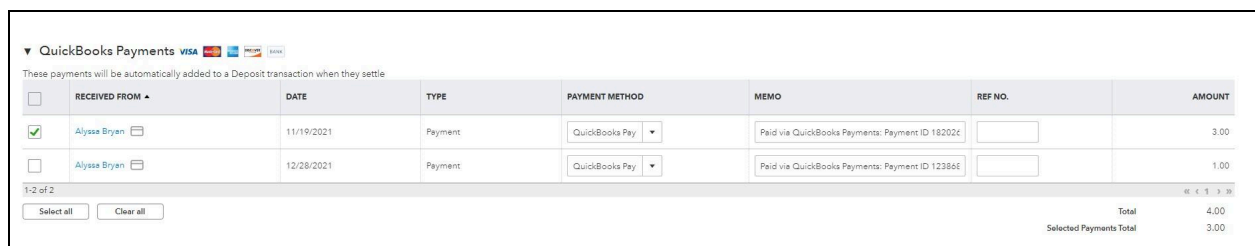


The screenshot shows a form with two main sections. The top section has a 'Payment method' dropdown menu currently set to 'QuickBooks Payments-Credi' and an empty 'Reference no.' text box. Below this is a large, rounded button labeled 'Enter credit card details'. At the bottom of the form is a checkbox labeled 'Process credit card' which is checked with a green checkmark.

6. If this is a credit card payment, select Swipe card if you have the credit card reader from Intuit, or enter the customer's payment information manually.
7. Select Save.
8. Select Got it.
9. Select Save and send.
10. Select Send and close.

How a QuickBooks payment looks in the deposit window

On a deposit for a payment made through QuickBooks Payments you will see a separate section where the QuickBooks Payments are shown.



The screenshot shows a table of payments under the heading 'QuickBooks Payments'. Below the heading are logos for Visa, Mastercard, American Express, and Discover. A note states: 'These payments will be automatically added to a Deposit transaction when they settle'. The table has columns for 'RECEIVED FROM', 'DATE', 'TYPE', 'PAYMENT METHOD', 'MEMO', 'REF NO.', and 'AMOUNT'. Two rows are visible, both from 'Alyssa Bryan' and 'Payment' type, with 'QuickBooks Pay' as the payment method. The first row is dated 11/19/2021 with an amount of 3.00. The second row is dated 12/29/2021 with an amount of 1.00. At the bottom right, there is a summary: 'Total 4.00' and 'Selected Payments Total 3.00'. There are also 'Select all' and 'Clear all' buttons on the left.

	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Alyssa Bryan	11/19/2021	Payment	QuickBooks Pay	Paid via QuickBooks Payments: Payment ID 18202c		3.00
<input type="checkbox"/>	Alyssa Bryan	12/29/2021	Payment	QuickBooks Pay	Paid via QuickBooks Payments: Payment ID 123866		1.00

1-2 of 2

Select all Clear all

Total 4.00
Selected Payments Total 3.00

Reviewing Deposits from QuickBooks Payments

1. Select Sales in the left Navigation Bar.
2. Select Deposits.

Sales

Overview All Sales Invoices Customers **Deposits** Products and services

Deposits from QuickBooks Payments [Feedback](#)

Processed payments
1 transaction \$1.00 ^
Batch created: today Fees: \$0.28
Deposit ID: 6680659735 Net amount: \$0.72

Check back by end of day today for an expected deposit date. [Learn more about deposit times](#)

Deposited 11/26/2021
1 transaction \$3.00 ^
Batch created: 11/24/2021 Fees: \$0.34
Deposit ID: 6483291975 Net amount: \$2.66
BANK OF AMERICA, N.A. (...4490)

✔ Nice! Your money is in the bank.

CUSTOMER	PAYMENT METHOD	TRANSACTION ID	QUICKBOOKS RECORD	FEES	AMOUNT
Alyssa Bryan	Visa (...2990)	MQ0054301761	Invoice	Fees: \$0.34	\$3.00

Reviewing QuickBooks Payments on the Invoices tab

1. Select Sales in the left Navigation Bar.
2. Select Invoices.

Sales

Overview All Sales **Invoices** Customers Deposits Products and services

\$4.00 Unpaid Last 365 days \$1.00 Paid Last 30 days

\$0.00 Overdue **\$4.00** Not due yet **\$1.00** Not deposited **\$0.00** Deposited

Batch actions [Create invoice](#)

<input type="checkbox"/>	DATE	NO.	CUSTOMER	AMOUNT	STATUS	ACTION
<input type="checkbox"/>	12/18/2021	1003	Alyssa Bryan	\$3.00	Due in 20 days Viewed	Receive payment
<input type="checkbox"/>	12/24/2021	1004	Alyssa Bryan	\$1.00	Due in 26 days	Receive payment
<input type="checkbox"/>	12/28/2021	1005	Alyssa Bryan	\$1.00	✔ Paid	Print
<input type="checkbox"/>	11/19/2021	1002	Alyssa Bryan	\$3.00	✔ Deposited	Print

First Previous 1-4 of 4 Next Last

Chapter 9

Sales Tax

What is Sales Tax?

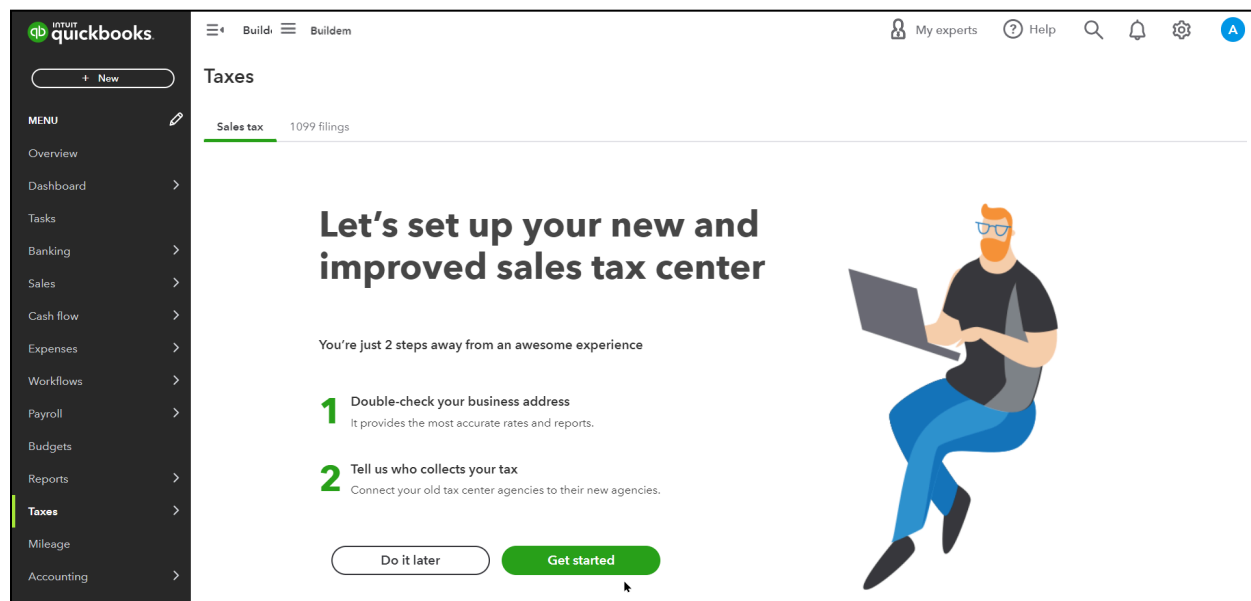
Sales taxes are taxes placed on the sale or lease of goods and services. Individual states regulate Sales tax in the United States and there is no national sales tax.

Set Up Sales Tax

If you sell taxable goods or services, you'll need to collect the sales tax for your state and any other qualifying state. QuickBooks automatically chooses the sales tax rate based on your location. But if you have a distribution center or an office in another state, you'll also need to collect sales tax on sales made in that state. Intuit has thought of this and during the sales tax setup you can tell QuickBooks you're required to collect tax for other states.

Edit Sales Tax Settings

1. Select Taxes on the Navigation Bar and select Sales Tax.
2. Select Get Started.
3. Verify business address.
4. Select Next.
5. Select Save and Continue.
6. Select See the Sales Tax Center.
7. In the next window, choose the Filing Frequency in the drop-down.



×

How often do you file sales tax?

You can find this info on your sales tax business registration. If you can't find it or it changed, check out the table to see where your business fits.

Agency
Texas State Comptroller 1 of 1

Filing frequency **Starting in**

Monthly
▼

January

Texas filing frequency requirements

Average monthly liability	Filing frequency
\$0 to \$999.99, Annually	Annual
not permitted	Semi-Annual
\$0 to \$499.99, Monthly	Quarterly
\$500 and up	Monthly

Source:
http://www.canutillo-isd.org/UserFiles/Servers/Server_52913/File/Departments/Finance/Exhibit%20E-3%20Texas%20Sales%20Tax%20-%20Frequently%20Asked%20Questions.pdf (February 20, 2018)

Save

Sales Tax Options for Customers

By default, QuickBooks sets all customers as taxable. If you have a customer who is tax exempt, you need to change their settings in their customer information.

Set Up Nontaxable Customer

1. Select Sales on the Navigation Bar and select Customers.
2. Select New.
3. Enter appropriate information for the customer.
4. Select the Tax Info tab.
5. Select the checkbox next to This customer is tax exempt.
6. Select the Reason for exemption drop-down list and make the appropriate selection.
7. Select Save.

Taxable Customer

The screenshot shows the 'Customer' form in QuickBooks Online. At the top, there is a 'Print later' button. Below it is the 'Additional info' section, which includes a 'Customer type' dropdown menu set to 'Select'. Under the 'Taxes' section, the checkbox 'This customer is tax exempt' is unchecked. The 'Select tax rate' dropdown menu is set to 'Based on location'. Below this is the 'Opening balance' section, which includes a text input field for the balance and a date field set to '04/14/2022'. At the bottom right, there is a green 'Save' button.

Nontaxable Customer

The screenshot shows the 'Customer' form in QuickBooks Online. The 'Customer type' dropdown menu is set to 'Select'. Under the 'Taxes' section, the checkbox 'This customer is tax exempt' is checked. Below this is the 'Reason for exemption *' dropdown menu, which is currently set to 'Other'. A dropdown menu is open, showing a list of exemption reasons: 'Federal government', 'State government', 'Local government', 'Tribal government', 'Charitable organization' (highlighted with a blue background and a mouse cursor), 'Religious organization', 'Educational organization', and 'Hospital'. To the right of the dropdown menu is an 'Exemption details' text input field. Below the dropdown menu is the 'Opening balance' section, which includes a text input field for the balance and a date field set to '04/14/2022'. At the bottom right, there is a green 'Save' button.

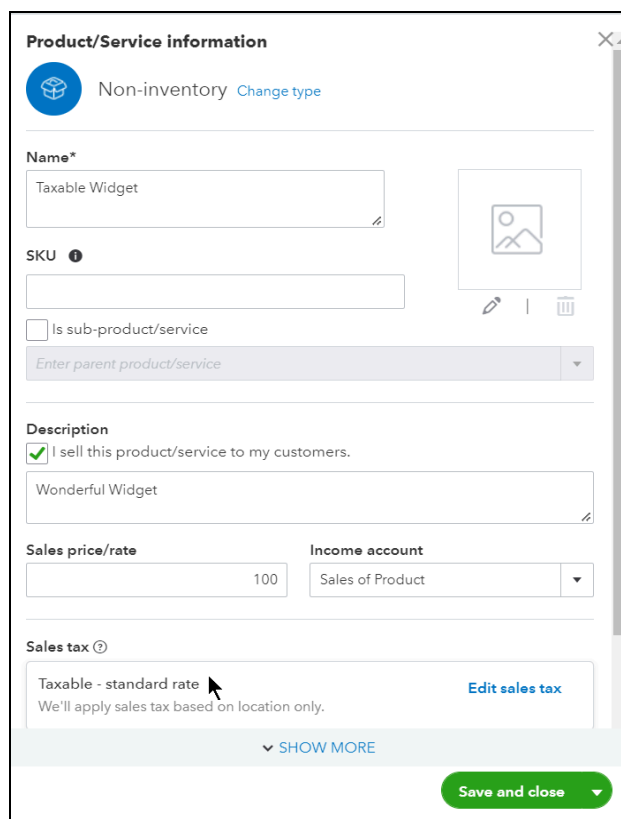
Sales Tax Options for Products

1. Select Sales and select Products and Services.
2. Edit a product to mark as taxable.
3. Make selections in the sales tax section.

Note: To change to nontaxable select edit sales tax, then choose nontaxable under the other options.

4. Select Save and close.

Taxable Product/Service



The screenshot shows the 'Product/Service information' form in QuickBooks Online. The form is titled 'Product/Service information' and has a close button (X) in the top right corner. The product type is 'Non-inventory' with a 'Change type' link. The 'Name*' field contains 'Taxable Widget'. The 'SKU' field is empty. There is a checkbox for 'Is sub-product/service' which is unchecked. Below it is a dropdown menu for 'Enter parent product/service'. The 'Description' section has a checked checkbox 'I sell this product/service to my customers.' and a text area containing 'Wonderful Widget'. The 'Sales price/rate' field contains '100'. The 'Income account' dropdown menu is set to 'Sales of Product'. The 'Sales tax' section shows 'Taxable - standard rate' with a mouse cursor over it, and a note 'We'll apply sales tax based on location only.' There is an 'Edit sales tax' link. At the bottom of the form, there is a 'SHOW MORE' link and a green 'Save and close' button.

Nontaxable Product/Service

Product/Service information

Service [Change type](#)

Name*
Widget Installation

SKU

Is sub-product/service

Description
 I sell this product/service to my customers.
Wonderful Widget Install

Sales price/rate 250 **Income account** Service Income

Sales tax
Nontaxable
We won't apply sales tax for this product or service.

[Edit sales tax](#)

[SHOW MORE](#)

[Save and close](#)

Browse all

- > Automotive repair
- > Construction
- > Information technology
- > Installation & repair charges
- > Leases and rentals
- > Membership fees or dues
- > Miscellaneous
- > Personal goods & services
- > Personal services

Other options

Taxable—based on location only
Choose a category to get a more accurate sales tax rate.

Nontaxable
This may impact the accounting on your books.

Info: You're changing the default sales tax. The tax rules you set here will apply every time you add this product or service.

[Done](#)

Taxable Sale

To record a taxable sale, either use a product that you've set up as a taxable item, or check the box beside "Tax" to make an item taxable from the sales form window. QuickBooks then adds up all of the taxable products and displays them as a Taxable subtotal. QuickBooks then adds up all of the taxable products and displays them here as a Taxable subtotal. This is the amount of sales tax the customer will pay. You collect this amount on the sale, and then later, send this money to the state.

Invoice #91

Customer: Aaron's Photography Studio
 Customer email: Aaron@Caveman.com
 Billing address: Aaron Cave, Aaron's Photography Studio, 900 W Division St, Providence, RI 02901
 Invoice date: 05/14/2023
 Due date: 06/13/2023
 Terms: Net 30
 Taxable subtotal: \$100.00
 Subtotal: \$350.00
 Total: \$358.25
 Balance due: \$358.25

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Taxable Widget	Wonderful Widget	1	100	100.00	✓
2	Widget Installation	Wonderful Widget Install	1	250	250.00	
3						

How your sales tax is calculated:

Customer [Edit](#)

- This customer is **not tax-exempt**
- The default tax rate for the customer is: **based on location**

Location and addresses [Edit](#)

Based on **where you sold** your items, you need to collect sales tax for these agencies:

Texas State Comptroller

Texas State	6.25%
Texas, Dallas City	1%
Texas, Dallas Mta District	1%

Total tax standard rate **8.25%**

Products and services [Edit](#)

Manage the tax rates being applied to each line item on your invoice:

PRODUCT	SALES TAX AMOUNT
▶ Taxable Widget	\$8.25

[Close](#)

Non-taxable Sale

In order for the sale to include sales tax, two things must be true: the product or service being sold must be taxable and the customer must be taxable as well. As long as one of those situations is not true to the sale being made, it will remain nontaxable.

Invoice #92

Customer: Alamo Foundation
Customer email: alamofoundation@gmail.com
Online payments: Cards, Bank transfer

Billing address: Thomas A. Ruvaldt, Alamo Foundation, 5383 Amy Ave, Apt. G, San Antonio, TX, 78232
Terms: Net 30
Invoice date: 05/14/2023
Due date: 06/13/2023

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Taxable Widget	Wonderful Widget	1	100	100.00	✓
2	Widget Installation	Wonderful Widget Install	1	250	250.00	
3						

Subtotal: \$350.00
Taxable subtotal: \$100.00
Select tax rate: Based on location (dropdown)
Tax rate: \$0.00 (highlighted in green)
Total: \$350.00
Balance due: \$350.00

Pay Sales Taxes

When you collect sales tax, you're in a unique position. Since it's money you have that's owed to someone else, it's considered a liability on your Balance Sheet. Whenever you collect sales tax, QuickBooks calculates the tax amount and increases the account balance for you. When you send the money to the tax agency you collected for, QuickBooks lowers the balance of the account.

Determine Amount Due

Review Sales Tax Liability Report

1. Select Reports on the Navigation Bar.
2. Select the Sales Tax Liability report in the Sales Tax section.

Add notes

Buildem, Inc.

Sales Tax Liability Report
January 1 - June 14, 2023

TAX NAME	GROSS TOTAL	NON-TAXABLE	TAXABLE AMOUNT	TAX AMOUNT
▼ Texas State Comptroller				
Texas State	700.00	600.00	100.00	6.25
Texas, Dallas City	700.00	600.00	100.00	1.00
Texas, Dallas Mta District	700.00	600.00	100.00	1.00
Total for Texas State Comptroller				\$8.25

Accrual basis Wednesday, June 14, 2023 09:49 AM GMT-04:00

Pay Sales Taxes

1. Select Taxes on the Navigation Bar, and select Sales Tax.
2. Select the agency to pay in the drop-down.
3. Select View return next to the appropriate sales tax.
4. Select Record payment.
5. Enter appropriate information in the Record payment window.
6. Select Record payment.
7. Select Close.

intuit quickbooks

Buildem, Inc.

My experts Help

Taxes

Sales tax 1099 filings

Sales Tax

Select an agency
Texas State Comptrol...

Sales Tax Settings Economic Nexus

TEXAS STATE COMPTROLLER

\$0.00

June 01 - June 30, 2023

Accrual basis

[More details](#)

Status: All Tax Period Date: Last Month

AGENCY	PERIOD	DUE DATE	AMOUNT	STATUS	ACTION
Texas State Comptroller	May 01 - May 31 2023	06/20/2023	8.25	Due	View Tax Return

Reports

Review your sales tax

Texas State Comptroller
 Tax Period: May 2023
 Due date: Due June 20

Buildem, Inc.
 123 LBJ Freeway
 Dallas, TX 75240

File your sales tax now

1. Print the tax form from your state's website and fill it out.
2. Write a check to your agency or print one.
3. Mail the form and check to your agency.
4. When you're done, come back to record the payment in QuickBooks.

LEVEL	GROSS SALES	NONTAXABLE SALES	TAXABLE SALES	TAX AMOUNT
State	700.00	600.00	100.00	6.25
City	700.00	600.00	100.00	1.00
District	700.00	600.00	100.00	1.00
Total tax				\$8.25
+ Add an adjustment				
Total after adjustments				\$8.25

[View tax liability report](#)

Record payment

File your sales tax

Total tax payment \$8.25

Tax due \$8.25

1. Download your full report.
2. Fill out the tax form on your tax agency's website.
3. Send the form and payment to your agency.
4. Don't forget to record the payment!

Record payment

Tax amount: Payment date: Bank account:

Memo:

Paid online thru state agency website. Confirmation #45656865554

Print check

Review your sales tax

✔ **Return paid**

It's marked as paid and saved in your History

Back to sales tax center

Texas State Comptroller
 Tax Period: May 2023

Buildem, Inc.
 123 LBJ Freeway
 Dallas, TX 75240

Payment details
 Number of payments: 1

Payments	Amount paid
06/14/2023	\$8.25
Total paid:	\$8.25
Total due	\$0.00

Chapter 10

Money Out- I

Vendors

Companies or individuals you purchase goods or services from are vendors in QuickBooks (or Suppliers in QuickBooks Online Canada). The Vendors list stores vendor information and makes it easy to filter to see all vendors, vendors you owe money to and even vendors that you're overdue on paying.

Reasons to Track a Vendor

1. Contractors or subcontractors that are eligible for a 1099.
2. To track money owed to companies or individuals.
3. To get reports about goods and services purchased from a vendor.

The screenshot shows the 'Vendors' page in QuickBooks. At the top, there are summary statistics for 'Unbilled Last 365 Days', 'Unpaid Last 365 Days', and 'Paid'. Below this is a table of vendors with columns for Vendor Name, 1099 Tracking, Phone, Email, Open Balance, and Action.

VENDOR / COMPANY	1099 TRACKING	PHONE	EMAIL	OPEN BALANCE	ACTION
Alanna's Translating Services		(972) 708-7343	Alanna@Translations.com	\$0.00	Create bill
American Express	<input checked="" type="checkbox"/>	800-383-3333	ebby@ae.com	\$0.00	Create bill
Arizona Dept of Tax				\$0.00	Create bill
Art's Parts Warehouse				\$200.00	Schedule payments
Bank of Anycity	<input checked="" type="checkbox"/>	214-546-5858	bank@anycity.com	\$0.00	Create bill

Purchase/Expense Transactions

You can also see purchase and expense transactions associated with vendors.

The screenshot shows the 'Expense Transactions' page in QuickBooks. It displays a table of transactions with columns for Date, Type, No., Payee, Category, Memo, Total, and Action.

DATE	TYPE	NO.	PAYEE	CATEGORY	MEMO	TOTAL	ACTION
03/31/2023	Check	EFT	Joaquin's Hardware E...	Materials		\$98.22	View/Edit
03/31/2023	Check	EFT	Bank of Anycity	Office Supplies		\$12.50	View/Edit
03/31/2023	Check	EFT	King & King	-Split-		\$1,675.00	View/Edit
03/31/2023	Check	EFT	Office Solutions	Office Supplies	8374k38	\$224.00	View/Edit
03/31/2023	Check	EFT	Joaquin's Hardware E...	Tools and Machin		\$895.00	View/Edit

Add Vendor

1. Select Expenses on the Navigation Bar.
2. Select Vendors.
3. Select New vendor.
4. Enter appropriate information in the Vendor Information page.
5. Select Save.

Vendor

Name and contact

Company name:

Vendor display name *:

Title: First name: Middle name: Last name: Suffix:

Email: Phone number:

Mobile number: Fax:

Other: Website:

Name to print on checks:

Save

Address

Street address 1
388 Main, Suite 388

Street address 2

City
Dallas

State
TX

ZIP code
75248

Country

[Map](#)

Vendor

Additional info

Taxes

Business ID No. / Social Security No.
75-9876541

Track payments for 1099

Expense rates

Billing rate (/hr)

Payments

Terms
Net 30

Account no.
080561

Accounting

Default expense category
Printing and Reproduction

Save

Money Out Workflow

Your bookkeeping should accurately mirror the transactions that occur in the real world as closely as possible. There are two different ways to enter and pay bills. The method you use depends on if you track accounts payable for a transaction.

Track Your Purchases

There are two ways to record purchases. The method used depends on if you track accounts payable.

Method 1: Track Accounts Payable

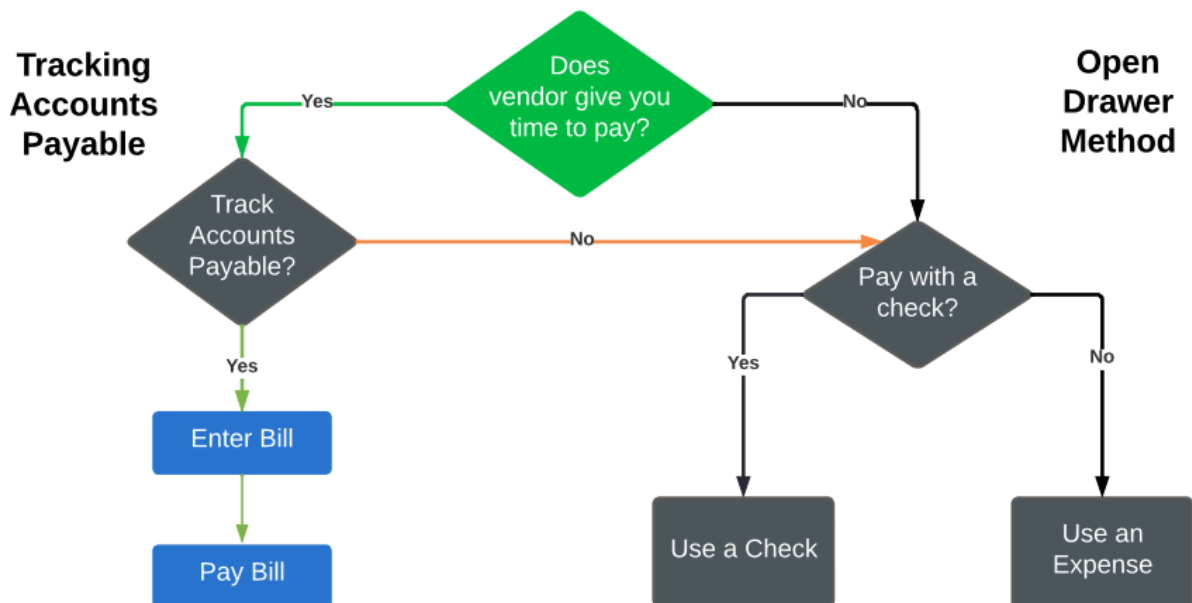
Tracking accounts payable means that you enter the bill before paying the vendor. If you track accounts payable, you always know how much you owe your vendor.

Steps if you use Accounts Payable: Enter Bill → Pay Bill

Method 2: Open Drawer

If you do not use accounts payable, you directly write the check or enter the expense. In other words, you do not enter the bill before paying the vendor. With this method, QuickBooks will not know how much you owe your vendor.

Steps if use Open Drawer method: record a Check or an Expense



Method 1: Track Accounts Payable

What is Accounts Payable?

When you enter a bill for a vendor, QuickBooks tracks the open balance in the Accounts Payable account. The balance in this account is the total of all open bills you have for your vendors. When you record a bill payment to pay the bill, the balance goes down.

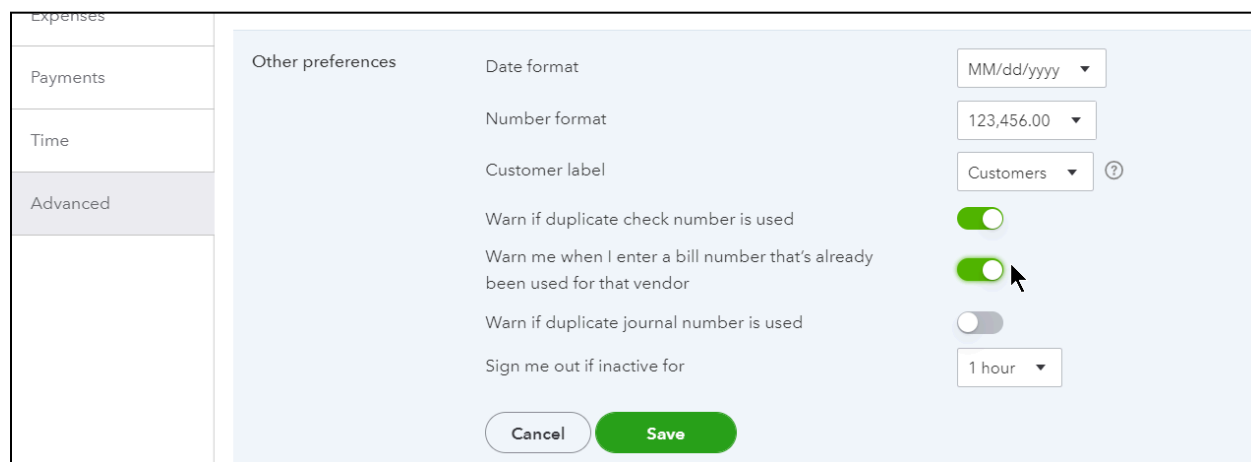
Tracking accounts payable means that you enter the bill before paying the vendor. If you track accounts payable, you always know how much you owe vendors for bills. Expenses are also recorded in the correct accounting period. QuickBooks will warn you when entering duplicate bills.

Not all money out transactions require you to use Accounts Payable. If you pay for something right away, or you paid it in the past, you won't need to use Accounts Payable. You learn how to deal with those kinds of money out transactions later.

	TOTAL
▶ ASSETS	\$2,293,744.71
▼ LIABILITIES AND EQUITY	
▼ Liabilities	
▼ Current Liabilities	
▼ Accounts Payable	
Accounts Payable	73,078.55
Total Accounts Payable	\$73,078.55
▼ Credit Cards	
Amex	2,211.38
Mastercard	657.12
Total Credit Cards	\$2,868.50
▼ Other Current Liabilities	
▼ Payroll Liabilities	
FICA/MED Payable	232.64

Advantages of Tracking Bills

1. Company Setting-Warn About Duplicate Bills QuickBooks will warn you if you enter a reference number (ref. no.) that has already been used for that vendor, so you do not double pay.
 1. Select the Gear menu and select Account and Settings.
 2. Select Advanced on the list to the left.
 3. Select the Other preferences section.
 4. Select the box next to Warn me when I enter a bill number that's already been used for that vendor.
 5. Select Save.



The screenshot shows the 'Other preferences' section in QuickBooks. The left sidebar has 'Advanced' selected. The main area contains the following settings:

- Date format: MM/dd/yyyy
- Number format: 123,456.00
- Customer label: Customers
- Warn if duplicate check number is used:
- Warn me when I enter a bill number that's already been used for that vendor: (A mouse cursor is pointing at this toggle.)
- Warn if duplicate journal number is used:
- Sign me out if inactive for: 1 hour

At the bottom, there are 'Cancel' and 'Save' buttons.

2. Greater Control over Expenses and Financial Statements

Using Bills allows you to realize the expense on the day of the Bill and not the day of the Bill Payment. This allows you to see both Cash and Accrual based reports. The expense shows on the Accrual basis report based on the date of the bill and the expense shows on a Cash basis report based on the date of the bill payment.

3. Keep Track of Who you Owe and Bill Due Dates

By using Bills you have access to two important Accounts Payable reports: Accounts Payable Aging Summary and Detail. Both reports show who you owe, how much you owe them and if you are overdue. The Summary report shows totals owed to the vendor whereas the Detail report shows each bill separately.

Steps if you use Accounts Payable

1. Enter Bill.
2. Pay Bill (regardless of how you pay the bill: check, credit card, PayPal, cash, or wire).

Step 1. Record Bills

1. Select the New (+) menu.
2. Select Bill.
3. Enter the appropriate information on the bill.
4. Select Save and close.

Bill #399

Vendor: Smith & Smith (Vendor) BALANCE DUE: **\$1,000.00**

Mailing address: Mr. Trevor Smith, Smith & Smith, 388 Main, Suite 388, Dallas, TX 75248

Terms: Net 30 | Bill date: 04/05/2022 | Due date: 05/05/2022 | Bill no.: 399

Category details:

#	CATEGORY	DESCRIPTION	AMOUNT
1	Printing and Reproduction		700.00
2	Office Supplies		280.00
3	Freight & Delivery		20.00
4			

Buttons: Add lines, Clear all lines, Cancel, Clear, Make recurring, Save, Save and close

Bill #1814

Vendor: Brosnahan Insurance Agency BALANCE DUE: **\$400.00**

Mailing address: Brosnahan Insurance Agency, 2290 Willow Way, Dallas, TX 75240

Terms: Net 10 | Bill date: 04/01/2022 | Due date: 04/11/2022 | Bill no.: 1814

Category details:

#	CATEGORY	DESCRIPTION	AMOUNT
1	Insurance:Equipment Insurance	April Insurance	400.00
2			

Item details: Total \$400.00

Buttons: Add lines, Clear all lines, Cancel, Clear, Make recurring, Save, Save and close

Review the Unpaid Bills Report

1. Select Reports on the Navigation Bar.
2. Select Unpaid Bills under Who you owe.

Sort ▼ Add notes ✉ 🖨️ 📄 ⚙️

Buildem, Inc.
Unpaid Bills
All Dates

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
▼ Art's Parts Warehouse						
01/10/2022	Bill	53781	01/20/2022	103	200.00	200.00
Total for Art's Parts Warehouse					\$200.00	\$200.00
▼ Bonnie's Gardening Services 214-565-5858						
04/19/2022	Bill	5173	05/19/2022	-16	12,000.00	12,000.00
Total for Bonnie's Gardening Services					\$12,000.00	\$12,000.00
▼ Dallas Bell 410-987-0987						

Review the A/P Aging Summary

1. Select Reports on the Navigation Bar.
2. Select Accounts Payable Aging Summary under Who you owe.

Sort ▼ Add notes [See a chart](#) ✉ 🖨️ 📄 ⚙️

Buildem, Inc.
A/P Aging Summary
As of April 18, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Art's Parts Warehouse				200.00		\$200.00
Brosnahan Insurance Agency		400.00			1,000.00	\$1,400.00
Dallas Bell		966.00				\$966.00
Door Knob Corporation				3,749.75		\$3,749.75
General Carriers, Inc.	4,250.00	7,250.00			-500.00	\$11,000.00
Jo Jo Inc.	1,085.00	18,748.75		2,999.90		\$22,833.65
King & King		3,250.00				\$3,250.00
Locks, Inc.					995.00	\$995.00
PG&E				85.15		\$85.15
Sella Doors, Inc.	14,999.00					\$14,999.00
Smith & Smith (Vendor)	1,000.00					\$1,000.00
Spendalot, Inc.			14,000.00			\$14,000.00
TOTAL	\$21,334.00	\$30,614.75	\$14,000.00	\$7,034.80	\$1,495.00	\$74,478.55

Should You Record a Bill Payment?

If you enter a Bill in QuickBooks the only way to record the payment is with Pay Bills. Entering the Bill increases Accounts Payable and your payment lowers Accounts Payable. It is, however, possible that you'll also download your bill payments. If you record a bill and then later download the bill payment, you won't need to enter it manually at all. Just visit the Banking Center and you should see the downloaded transaction "Match" against your bill. If, however, you pay a bill with a check, apply a vendor credit, or aren't using online banking, you should still enter bill payments manually.

Recording Bill Payments

Step 2. Pay Bills

1. Select the New (+) menu.
2. Select Pay Bills.
3. Select the appropriate Payment account.

Note: You can choose a bank account or credit card account.

4. Select the bills you're paying.
5. Enter the Payment Date.

Note: You can record a bill payment according to how you paid the bill in the real world. If you paid the bill with a handwritten check, enter the check number used. If you need to print a check from QuickBooks, select Print later. If you used your bank account for an electronic payment like a wire, Electronic Funds Transfer, or ACH bank transfer, enter the desired payment reference in the Starting check number field.

6. Select Save and Close or Save and Print.
7. Select Bills to Pay.

Pay Bills ? Help X

Payment account: Chase Checking 1234 Balance \$1,108,028.42 Payment date: 04/18/2022 Starting check no. To print Print later \$42,082.65

Filter > Last 365 Days 17 open bills, 13 overdue

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/>	Art's Parts Warehouse	53781	01/20/2022	\$200.00	Not available		\$0.00
<input type="checkbox"/>	Brosnahan Insurance Agency	1741	01/11/2022	\$1,000.00	Not available		\$0.00
<input type="checkbox"/>	Brosnahan Insurance Agency	1814	04/11/2022	\$400.00	Not available		\$0.00
<input type="checkbox"/>	Dallas Bell	38888	04/07/2022	\$578.00	Not available		\$0.00
<input type="checkbox"/>	Dallas Bell	#7d0	04/10/2022	\$388.00	Not available		\$0.00
<input type="checkbox"/>	Door Knob Corporation		01/21/2022	\$3,749.75	Not available		\$0.00
<input type="checkbox"/>	General Carriers, Inc.	888	04/14/2022	\$7,250.00			\$0.00
<input type="checkbox"/>	General Carriers, Inc.	3993	04/30/2022	\$4,250.00			\$0.00
<input checked="" type="checkbox"/>	Jo Jo Inc.	3422	01/31/2022	\$2,999.90	Not available	2,999.90	\$2,999.90
<input checked="" type="checkbox"/>	Jo Jo Inc.	3434	04/04/2022	\$18,748.75	Not available	18,748.75	\$18,748.75
<input checked="" type="checkbox"/>	Jo Jo Inc.	3553	04/24/2022	\$1,085.00	Not available	1,085.00	
<input checked="" type="checkbox"/>	King & King	4558	04/14/2022	\$3,250.00	Not available	3,250.00	

Cancel Save
Save and print
Save and close
Schedule payments online

Printing Checks

1. Select Save and Print from the Pay Bills window.
2. Choose the bank account you wish to print checks for.
3. Select each check to print.
4. Enter the starting check no.
5. Select Preview and print.
6. Select print from the print preview window.
7. Once printed, confirm that the checks did or did not print correctly in the Did your checks print OK? window.
8. Select the X to close the Print Checks window.

Print Checks

Chase Checking 1234 Balance \$1,065,945.77 4 checks selected \$42,082.65 Add check

Remove from list Sort by Date / Order created Show all checks Starting check no. 1028

DATE	TYPE	PAYEE	AMOUNT
04/18/2022	Bill Payment (Check)	Jo Jo Inc.	\$22,833.65
04/18/2022	Bill Payment (Check)	King & King	\$3,250.00
04/18/2022	Bill Payment (Check)	Sella Doors, Inc.	\$14,999.00
04/18/2022	Bill Payment (Check)	Smith & Smith (Vendor)	\$1,000.00

Previous 1.4 Next

Cancel Print setup Order checks Preview and print

Print preview

To print, right-click the preview and select **Print**. Or, click the **Print** icon if you see one below.

print 1 / 4 100%

04/18/2022

Jo Jo Inc. **22,833.65

Twenty-two thousand eight hundred thirty-three and 65/100*****

Jo Jo Inc.
123 Main Street
Dallas, TX 79240

Close Print

Did your checks print OK?

Yes, they all printed correctly
 Some checks need reprinting, starting with check: ▾
 No, keep all checks in the Print Checks list

Don't forget to sign your checks!

Done

Method 2: Open Drawer

If you've decided to not track Accounts Payable in QuickBooks, or you've just paid for something that didn't involve a bill, you don't need to use Bills/Bill Payments. Instead, all you have to record is a Check or Expense. Use Checks for physical checks when you are not entering a bill. Whether you want to print them through QuickBooks or record a handwritten check, Checks are the right transaction to record. If you spent money through any method other than a check use an Expense instead.

Record a Check

1. Select the New (+) menu.
2. Select Check.
3. Enter appropriate information on the Check form.
4. Select Print check to print the check now. Otherwise, select the box next to Print later to print the check along with other checks later.
5. Select Save and close.

Check-To Be Printed Later

Check #To print ⚙️ ? Help X

Payee: Bank Account: Balance \$1,065,945.77 **AMOUNT**
\$1,349.18

Mailing address: Payment date: Check no.:

To print **Print later** Permit no.:

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT
1	Advertising:Print:Newspapers & Magazines	Design Services Ad	1,349.18
2			
3			

► Item details

Printing Checks

1. Select the New (+) menu.
2. Select Print checks.
3. Choose the bank account you wish to print checks for.
4. Select each check to print.
5. Enter the Starting check no. field.
6. Select Preview and print.
7. Select print from the print preview window.
8. Once printed, confirm that the checks did or did not print correctly in the Did your checks print OK? window.
9. Select the X to close the Print Checks window.

Print Checks ✕

Chase Checking 1234 Balance \$1,064,596.59 1 checks selected \$1,349.18 Add check

Remove from list Sort by Date / Order created Show all checks Starting check no.

	DATE	TYPE	PAYEE	AMOUNT
<input checked="" type="checkbox"/>	04/18/2022	Check	Lee Advertising	\$1,349.18

Previous 1-1 Next

CancelPrint setupOrder checksPreview and print

Did your checks print OK?

Yes, they all printed correctly

Some checks need reprinting, starting with check:

No, keep all checks in the Print Checks list

Don't forget to sign your checks!

Done

Hand-written Check

1. Select the New (+) menu.
2. Select Check.
3. Enter the appropriate information on the Check form.
4. Enter the check number in the Check no. field.
5. Select Save and close.

Check #1033 Help X

Payee: O'Brien Window Wizards | Bank Account: Chase Checking 1234 | Balance \$1,064,596.59 | **AMOUNT \$112.00**

Mailing address: O'Brien Window Wizards, 100 Clean Streak Blvd, Dallas, TX 75240 | Payment date: 04/18/2022 | Check no.: 1033

Print later | Permit no.: []

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	
1	Cleaning	Window washing services	112.00	🗑️
2				🗑️
3				🗑️

Buttons: Add lines, Clear all lines

Item details: Cancel, Clear, Print check, Order checks, Make recurring, More, **Save and close**

Record an Expense

For transactions other than checks and bill payments, use the Expense form. Use this form for debit cards, credit card charges, PayPal charges, and other non-check forms of payment.

1. Select the New (+) menu.
2. Select Expense.
3. Select the appropriate payment account and Payment method.
4. Enter appropriate information in the Expense form.
5. Select Save and close.

Note: If you are downloading the transactions from your bank or credit card you can add expense transactions from the bank review rather than typing them in manually.

Enter Expense (Debit Card)

Expense Take a tour Help X

Payee: Office Solutions ▼ Payment account: Chase Checking 1234 ▼ Balance \$1,064,484.59 **AMOUNT \$96.12**

Payment date: 04/18/2022 Payment method: Debit Card ▼ Ref no.: Permit no.:

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT
1	Office Supplies	Stocking up on supplies	96.12
2			

► Item details Total \$96.12

Memo:

Make recurring

Enter Expense (Credit Card Charge)

Expense Take a tour Help X

Payee: Books by Bessie ▼ Payment account: Mastercard ▼ Balance \$657.12 **AMOUNT \$400.00**

Payment date: 04/18/2022 Payment method: MasterCard ▼ Ref no.: Permit no.:

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT
1	Legal & Professional Fees:Bookkeeping	Fixed an error	400.00
2			

► Item details Total \$400.00





Memo:

Make recurring

Reports

Review the Expenses by Vendor Summary

1. Select Reports on the Navigation Bar.
2. Select Expenses by Vendor Summary under Expenses and Vendors.

Sort ▼ Add notes See a chart    

Buildem, Inc.
Expenses by Vendor Summary
January 1 - April 18, 2022

	TOTAL
Art's Parts Warehouse	1,090.33
Bank of Anycity	25.00
Bethany O'Brien	12.50
Bonnie's Gardening Services	90.00
Books by Bessie	400.00
Brandon's Beach Cabana	695.00
Brosnahan Insurance Agency	4,950.00
Chamber of Commerce	78.55
Dallas Bell	2,433.13
Door Knob Corporation	0.00
Edgar Leasing	2,700.00
Electric, Inc.	924.21
Ellis Equipment Rental	8,153.10
Emma Pack & Ship	157.05
Fule's Lawn and Garden	159.41

Chapter 11

Money Out- II

Credit Cards

You handle credit card transactions in much the same way as bank account transactions. You need to have a credit card account on your Chart of Accounts, and whenever you purchase something with that credit card, or make a payment to the card, you need to record it in QuickBooks. You can set up your credit card to download transactions, or you can record transactions manually.

Set up Credit Card Account

1. Select Accounting on the left Navigation Bar.
2. Select New.
3. Select Credit Card as the Account Type.
4. Enter the Account Name.
5. Enter the Balance on the card, and the date it had that balance (usually it's best to find your balance from the beginning of the fiscal year and enter that).
6. Select Save and Close.

The screenshot shows the 'Account' setup form in the old version of QuickBooks. It includes fields for 'Account Type' (set to Credit Card), 'Detail Type' (set to Credit Card), 'Name' (Chase Visa 1994), and 'Description'. There is a section for 'When do you want to start tracking your finances from this account in QuickBooks?' with a dropdown set to 'Beginning of this year'. Below that, there is a field for 'What was your account's balance on 12/31/2021?' with a value of 1,200.00. At the bottom, there are 'Cancel' and 'Save and Close' buttons.

(Old version)

The screenshot shows the 'New account' setup form in the updated version of QuickBooks. It features a top navigation bar with icons for Income, Expenses, Banks, Assets, Credit cards (highlighted), Liabilities, and Equity. Below the navigation bar, there is a 'Save account under *' dropdown set to 'Credit Cards', a 'Tax form section *' dropdown set to 'Credit Card', and an 'Account name *' field set to 'Chase Visa 1994'. There is also a 'Description' field. A section titled 'Starting date and opening balance' includes a dropdown for 'Beginning of this year' and a field for 'Account balance at end of day 12/31/2021' set to 1200.00. At the bottom, there are 'Cancel' and 'Save' buttons.

(Updated Version)

Record Credit Card Expense

1. Select the New (+) menu and select Expense.

2. (Optional) Enter a Payee.

Note: If you do not enter a Payee, the transaction will show on your financial statements; however, you will not see the transaction in the vendor records, vendor reports, or 1099's.

3. Select the Payment account drop-down and select your credit card account.

4. Enter the Payment date.

5. (Optional) Select the Payment method drop-down menu and select the appropriate payment method.

6. Select on the first line under Account Details and select the appropriate expense account.

7. (Optional) Enter a description.

8. Enter the amount.

9. Select Save and close.

Expense Take a tour Help X

Payee: Gas Stations ▼ Payment account: Chase Visa 1994 ▼ Balance \$1,200.00 **AMOUNT \$27.50**

Payment date: 04/18/2022 Payment method: Visa ▼ Ref no.:
Permit no.:

▼ **Category details**

#	CATEGORY	DESCRIPTION	AMOUNT	
1	Automobile Expense:Fuel Expense	Fuel for the truck	27.50	<input type="checkbox"/>
2				<input type="checkbox"/>

► **Item details** Total \$27.50

Memo:

Make recurring

Record Credit Card Payment

1. Select the New (+) menu and select Pay down credit card.
2. Select the credit card account you are paying.
3. (Optional) Enter a Payee.
4. Enter the amount of the payment.
5. Enter the Payment date.
6. In the drop-down under What did you use to make this payment? Select your bank account used to pay.
7. (Optional) Select Memo and attachments to enter a description and attach any reference documents.
8. Select Save and close.

Pay down credit card Help X

Record payments made to your balance

Which credit card did you pay?
Chase Visa 1994

Payee (optional)
Chase Bank

How much did you pay? 700.00
Date of payment 04/18/2022

What did you use to make this payment?
Chase Checking 1234

I made a payment with a check.

▶ Memo and attachments

Total paid
\$700.00

Privacy

Cancel More Save **Save and close**

Vendor Credit Memos

When a vendor gives you a credit to reduce your accounts payable balance (how much you owe the vendor), enter a Vendor Credit. QuickBooks will automatically apply this credit when you pay bills for the same vendor.

Enter Vendor Credit

1. Select the New (+) menu.
2. Select Vendor Credit.
3. Enter appropriate information in the Vendor Credit window.
4. Select Save and close.

The screenshot shows the QuickBooks interface for entering a Vendor Credit. The title is "Vendor Credit #CM888". The vendor is "Brosnahan Insurance Agency". The credit amount is \$100.00. The mailing address is "Brosnahan Insurance Agency, 2290 Willow Way, Dallas, TX 75240". The payment date is "04/18/2022". The reference number is "CM888". The category details table has two rows: "Insurance:Equipment Insurance" with a description "Over charged for April Insurance" and an amount of "100.00". The total amount is \$100.00. The form includes buttons for "Cancel", "Clear", "Make recurring", and "Save and close".

Vendor Credit #CM888 Help X

Vendor: Brosnahan Insurance Agency

CREDIT AMOUNT: **\$100.00**

Mailing address: Brosnahan Insurance Agency, 2290 Willow Way, Dallas, TX 75240

Payment date: 04/18/2022

Ref no.: CM888

Permit no.:

Category details

#	CATEGORY	DESCRIPTION	AMOUNT
1	Insurance:Equipment Insurance	Over charged for April Insurance	100.00
2			

Add lines Clear all lines

Item details Total \$100.00

Memo:

Cancel Clear Make recurring Save and close

Vendor Balance Detail Report

Run a vendor balance detail report to keep track of who your business owes money to and when it is due.

Sort ▾ Add notes ✉ 🖨️ 📄 ⚙️

Buildem, Inc.
Vendor Balance Detail
All Dates

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT	OPEN BALANCE	BALANCE
▼ Art's Parts Warehouse						
01/10/2022	Bill	53781	01/20/2022	200.00	200.00	200.00
Total for Art's Parts Warehouse				\$200.00	\$200.00	
▼ Brosnahan Insurance Agency						
01/01/2022	Bill	1741	01/11/2022	1,000.00	1,000.00	1,000.00
04/01/2022	Bill	1814	04/11/2022	400.00	400.00	1,400.00
04/18/2022	Vendor Credit	CM888		-100.00	-100.00	1,300.00
Total for Brosnahan Insurance Agency				\$1,300.00	\$1,300.00	
▼ Dallas Bell						
03/28/2022	Bill	38888	04/07/2022	578.00	578.00	578.00
03/31/2022	Bill	#7d0	04/10/2022	388.00	388.00	966.00
Total for Dallas Bell				\$966.00	\$966.00	
▼ Door Knob Corporation						

Pay Bills- Apply Credit

1. Select the New (+) menu.
2. Select Pay Bills.
3. Select the appropriate bills to pay.

Note: QuickBooks uses available credits automatically; however, you can adjust the amount applied or which bill it's applied to by typing in the Credit applied box.

4. Select Save and print or Save and close.

The screenshot displays the 'Pay Bills' screen in QuickBooks. At the top, the 'Payment account' is 'Chase Checking 1234' with a balance of \$1,063,688.47. The 'Payment date' is 04/18/2022 and the 'Starting check no.' is EFT. The 'TOTAL PAYMENT AMOUNT' is \$1,300.00. A filter is set to 'Last 365 Days'. The table below lists 11 bills, with 1 overdue. Two bills from 'Brosnahan Insurance Agency' are selected (checked) and highlighted with a green box:

PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
Art's Parts Warehouse	53781	01/20/2022	\$200.00	Not available		\$0.00
<input checked="" type="checkbox"/> Brosnahan Insurance Agency	1741	01/11/2022	\$1,000.00	0.00	1,000.00	\$1,000.00
<input checked="" type="checkbox"/> Brosnahan Insurance Agency	1814	04/11/2022	\$400.00	100.00	300.00	\$400.00
Dallas Bell	#7d0	04/10/2022	\$388.00	Not available		\$0.00
Door Knob Corporation		01/21/2022	\$3,749.75	Not available		\$0.00
General Carriers, Inc.	888	04/14/2022	\$7,250.00			\$0.00
General Carriers, Inc.	3993	04/30/2022	\$4,250.00			\$0.00
Locks, Inc.		01/01/2022	\$995.00	Not available		\$0.00

At the bottom, there are 'Cancel' and 'Save and close' buttons.

Vendor Refund

1. Select the New (+) button.
 2. Select Bank Deposit.
 3. Select the Account drop-down arrow and select the account to deposit to.
 4. Add the refund details in the Add Funds to this Deposit section.
 5. Enter the vendor name in the Received From field.
 6. Use the account/category that was used on the original transaction. For example, telephone expense which would reduce the amount of telephone expense.
 7. Enter any notes you would like to see in reporting in the Description field.
 8. Include the Payment Method and Ref No.
 9. Enter the amount of the refund.
 10. (Optional) Enter a Memo.
 11. Select the Save drop-down arrow and select the appropriate option.
- Note: If you deposit the refund with other payments from customers, check mark each payment you want to include in the deposit to create a batch deposit.

The screenshot shows the 'Bank Deposit' form in QuickBooks. At the top, the account is 'Chase Checking 1234' with a balance of \$106,883.05 and the date is '04/18/2022'. The total amount is \$3.87. There is a 'Tags' section with a search bar. Below that is the 'Add funds to this deposit' section with a table:

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1	Dallas Bell	Utilities:Telephone	Rate Adjustment Refund	Check	74248188	3.87
2						

Buttons for 'Add lines' and 'Clear all lines' are present. A checkbox for 'Track returns for customers' is unchecked. The 'Other funds total' is \$3.87. There is a 'Memo' field and 'Cash back' fields (goes to, memo, amount). At the bottom, there are 'Cancel', 'Clear', 'Print', 'Make recurring', and 'Save and new' buttons. A 'Save and close' button is also visible with a tooltip 'Ctrl Alt D'.

Turn on Customer/Project Costs

If you have a QBO Plus or Advanced subscription, you can add a column in your vendor transactions to assign costs to customers/projects.

1. Select the Gear menu and select Account and Settings.
2. Select Expenses.
3. Select the Bills and expenses section.
4. Make appropriate selections in the Account and Settings window.

Account and Settings

Company

Billing & subscription

Usage

Sales

Expenses

Payments

Time

Advanced

Bills and expenses

Show Items table on expense and purchase forms ?

Show Tags field on expense and purchase forms ?

Track expenses and items by customer ?

Make expenses and items billable ?

Markup with a default rate of % ?

Track billable expenses and items as income ?

Charge sales tax ?

Default bill payment terms ▼

Purchase orders Use purchase orders Off

Enter Customer/Project Related Costs

You can enter expenses related to customers/projects by using the Customer field on expenses, checks and bills.

1. Select the New (+) menu.
2. Select Expense, Check, or Bill.
3. Use the Customer field to record who/what the expense was for.
4. Select Save and close.

Expense Take a tour Help X

Payee: Bonnie's Gardening Services Payment account: Mastercard Balance \$1,057.12 AMOUNT: **\$1,000.00**

Payment date: 04/18/2022 Payment method: MasterCard Ref no.:
Permit no.:

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER
1	Materials	Mulch for Sue's Skis	1,000.00	✓	10%		Sue's Skis
2							

Add lines Clear all lines Total \$1,000.00

Memo:

Attachments Maximum size: 20MB

Cancel Clear Make recurring Save Save and close

Invoice a customer for billable costs

You can invoice your customer for billable costs, including markup.

1. Select Sales in the Navigation Bar.
2. Select Customers. You will see the amounts waiting to be invoiced here as unbilled activity.
3. Select the New (+) menu and choose Invoice.
4. Enter the customer's name.
5. Select the unbilled costs to add to the invoice.
6. Enter any remaining information about the transaction.
7. Select save and close.

Intuit quickbooks Buildem, Inc. My experts Help

Sales

Overview All sales Invoices Customers Products and services

Customers

Customer types New customer

Unbilled Last 365 Days: \$32,523 (7 UNBILLED ACTIVITIES)
 Unpaid Last 365 Days: \$284,517 (25 OVERDUE)
 Open Invoices: \$404,766 (27 OPEN INVOICES)
 Paid: \$0 (1 PAID LAST 30 DAYS)

Filter: UNBILLED ACTIVITIES Clear Filter / View All

Batch actions Search

CUSTOMER / PROJECT + / COMPANY	PHONE	UNBILLED ACTIVITIES	UNBILLED AMOUNT	ACTION
<input type="checkbox"/> Madison Development Project of Fort Worth Homes	817-555-8989	4 Unbilled activities	\$22,898.10	Start invoice
<input type="checkbox"/> Lancaster County	778-555-7887	1 Unbilled activity	\$1,025.00	Start invoice
<input type="checkbox"/> Valley Savings Development Project of Rio Grande Homes	214-555-7777	1 Unbilled activity	\$7,500.00	Start invoice
<input type="checkbox"/> Sue's Skis <input checked="" type="checkbox"/>	877-966-9333	1 Unbilled activity	\$1,100.00	Start invoice

Invoice #100 Take a tour Help

Customer: Sue's Skis Customer email: Sue@powder.com

Online payments: Cards Bank transfer

Tired of tracking down billable hours? Be confident that you're being paid for every minute worked. Easily and accurately track billable time against your customers and have it automatically show up in QuickBooks for streamlined invoicing. Learn more

BALANCE DUE: \$0.00

Filter by: All dates

Add all

Billable expense: Apr 18 \$1,100.00
 Mulch for Sue's Skis
 10% markup for Mu...

More Add Open

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						

Cancel Print or Preview Make recurring Customize Save Save and send

Invoice #100 Take a tour Help

1 linked Billexp Charge

Customer: Sue's Skis Customer email: Sue@powder.com Cc/Bcc

Online payments: Cards Bank transfer

Tired of tracking down billable hours?
Be confident that you're being paid for every minute worked. Easily and accurately track billable time against your customers and have it automatically show up in QuickBooks for streamlined invoicing. [Learn more](#)

BALANCE DUE
\$1,100.00

Billing address: Sue's Skis, 933 Slope Blvd, Breckenridge, CO 80424

Terms: Due on receipt | Invoice date: 04/18/2022 | Due date: 05/01/2022

Invoice no.: 100

Shipping from: 123 LBJ Freeway, Dallas, TX, 75241

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1		Mulch for Sue's Skis			1,000.00	
2		10% markup for Mulch for Sue's Skis <i>Your customer won't see this.</i>			100.00	
3						

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and send

1 / 1 | 77% | Download | Print

Buldem, Inc.
123 LBJ Freeway
Dallas, TX 75240 US
214-555-1212
amyqboempty@mailinator.com
www.buldem.com

Invoice

BILL TO
Sue's Skis
933 Slope Blvd
Breckenridge, CO 80424

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
100	04/18/2022	\$1,100.00	05/01/2022	Due on receipt	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Mulch for Sue's Skis			1,100.00
				SUBTOTAL 1,100.00
				TAX 0.00
				TOTAL 1,100.00
				BALANCE DUE \$1,100.00

Buttons: Download, Print

Void vs. Delete Checks

Void a check if you used the check number but the check will never clear the bank.
Delete a check if the check was never written in the real world or is a duplicate entry.

Delete a Check

1. Display the appropriate check.
2. Select the More button and select Delete.
3. Select Yes to confirm.

Void a Check

1. Display the appropriate check.
2. Enter information about why you voided the check in the memo field.
3. Select the More button and select Void.
4. Select Yes to confirm and then select Ok.

Check #1026

Payee: Pizza Dallas, Bank Account: Chase Checking 1234, Balance: \$92,643.05, AMOUNT: \$40.00

Mailing address: Pizza Dallas, Payment date: 04/14/2022, Check no.: 1026

Tags: Start typing to add a tag

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER
1	Employee Meals	Lunch for Everyone	40.00				
2							

Item details: Memo field

Context menu: Copy, Void, Delete, Transaction journal, Audit history

Buttons: Cancel, Print check, Order checks, Make recurring, More, Save and new

Expenses

Pizza Dallas

Summary: \$0.00 OPEN, \$0.00 OVERDUE

DATE	TYPE	NO.	PAYEE	CATEGORY	MEMO	TOTAL	ACTION
04/18/2023	Check	1026	Pizza Dallas	Employee Meals	Voided Cold...but we ate it anyway!!!	\$0.00	View/Edit
Total						\$0.00	

Chapter 12

Online Banking

Online Banking

You can potentially download transactions directly from your bank and credit cards allowing you to skip some of the manual data entry. You'll learn how to set up a bank account on your Chart of Accounts, then take a tour of the Banking Center and learn how to integrate them into your books. You'll learn the difference between matching and adding transactions, and situations such as transfers, credit card charges and payments.

Add Bank Account

Managing your bank and credit card accounts in QuickBooks is free and easy to use. After you add your bank account to QuickBooks you choose how far back you want QuickBooks to go when downloading historical transactions. After that, it's easy to add and match transactions that are automatically downloaded as they clear your bank.

Option 1: Add Bank Account to Chart of Accounts

1. Select Accounting on the left Navigation Bar.
2. Select Chart of Accounts at the top of the page.
3. Select New.
4. Enter appropriate information on the new account page.
5. Select Save.

Account

Account Type: Bank

*Detail Type: Checking

*Name: Wells Fargo Checking 7441

Description:

Is sub-account

When do you want to start tracking your finances from this account in QuickBooks?
Beginning of this year

What was your account's balance on 12/31/2021?
38,500.50

Buttons: Cancel, Save and Close

(Old version)

New account

Income, Expenses, Banks, Assets, Credit cards, Liabilities, Equity

Save account under *
Bank Accounts

Tax form section *
Checking

Account name *
Wells Fargo Checking 7441

Description:

Starting date and opening balance
Beginning of this year

Account balance at end of day 12/31/2021
38500.50

Buttons: Cancel, Save

(Updated Version)

If you choose to add the bank account to your Chart of Accounts, you will upload the bank transactions from your downloaded bank statements on a regular basis.

Set Up for Online Banking

1. Select Banking on the Navigation Bar.
2. Select Add account.
3. Enter your bank name or online banking URL, or select from a list of popular banks.
4. Enter the sign in information you use to access your account on your bank's website.
5. Select Sign in.
6. Select the drop-down list next to each account you want to connect and select the bank or credit card account on your chart of accounts.
7. Select Connect.

The Online Banking Center

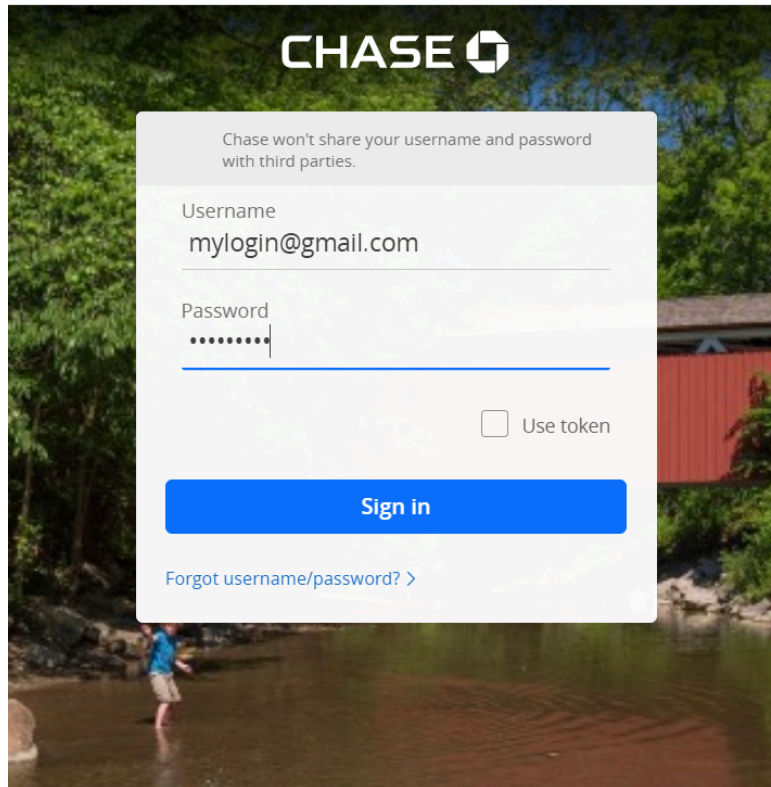
Add Account

The screenshot shows the QuickBooks Online Banking interface. The left sidebar contains a menu with options like Overview, Dashboard, Tasks, Banking, Sales, Cash flow, Expenses, Workflows, Payroll, Budgets, Reports, Taxes, Mileage, Accounting, and Menu settings. The main content area is titled 'Banking' and shows a 'Savings' account with a balance of \$5,500.00. Below it are three other accounts: Chase Checking 1234 with a balance of \$85,895.29, and Mastercard with a balance of \$160.66. A 'Link account' button is highlighted with a green box. Below the accounts, there is a confirmation message: 'Let's confirm your paired bank transfer'. A table below the message shows a transaction on 01/30/2023 for 'Trans Auth Builde' with a value of \$500.00, which is 'Paired to another transaction'.

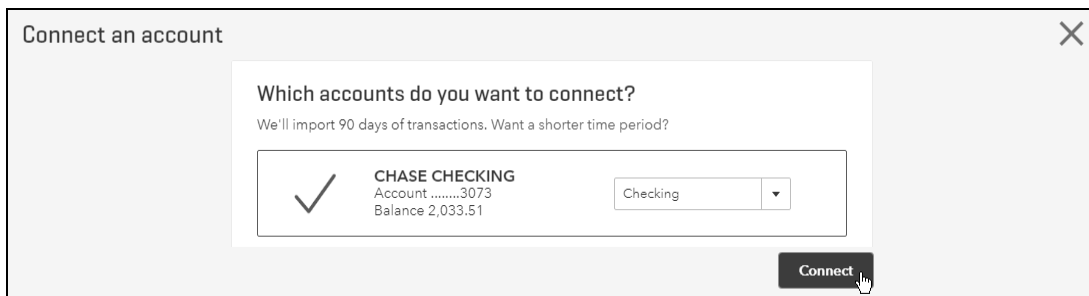
DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
01/30/2023	Trans Auth Builde		Paired to another transaction Transfer from Chase Checkir		\$500.00	Record transfer

The screenshot shows a dialog box titled 'Let's get a picture of your profits'. It prompts the user to 'Connect your bank or credit card to bring in your transactions.' There is a search input field with the placeholder text 'Enter your bank name or URL'. Below the search field, it says 'Here are some of the most popular ones' and lists several bank logos: AMERICAN EXPRESS, CHASE, BANK OF AMERICA, WELLS FARGO, J.P.Morgan, Capital One, PayPal, and usbank.

Sign in to Your Bank Account



Connect Your Accounts



If you connect your bank account, you'll be able to download previous transactions into your banking center. Future transactions in your bank account will be automatically downloaded into your QuickBooks Banking Center.

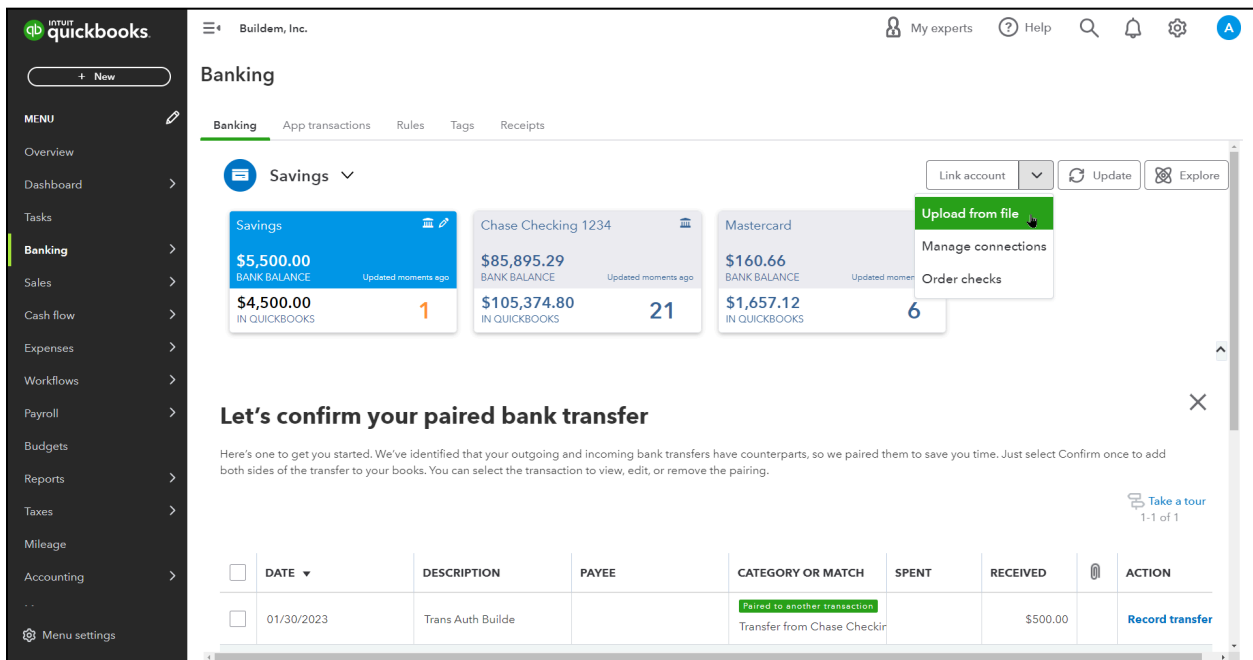
Download a file from your bank?

As an alternative method to connecting directly, you can download a file from your bank's website and upload it into your QuickBooks Online Banking. The accepted file types are: .CSV, .QFX, .QBO, .OFX, and .TXT. Recommended file types are .QBO or .OFX as these are Intuit file formats.

1. Sign into your bank or credit card's website.
2. Locate the statement download area.
3. Choose the date range you need.
4. Download and save the file to your computer.
5. Select Banking in the Navigation Bar.
6. Select the Link Account drop-down arrow.
7. Choose Upload from file.
8. Drag and drop your statement or select the file you downloaded.
9. Select continue.
10. In the drop-down menu, choose the bank or credit card account in QuickBooks to upload transactions to.

Note: Depending on the file type, QuickBooks may ask you for additional information such as selecting the date, description, and amount columns.

11. Select done.




The screenshot displays the QuickBooks Online Banking interface. The top navigation bar includes the QuickBooks logo, a user profile icon, and various utility icons. The main content area is titled "Banking" and features a "Savings" dropdown menu. Below this, three account cards are shown: "Savings" with a balance of \$5,500.00, "Chase Checking 1234" with a balance of \$85,895.29, and "Mastercard" with a balance of \$160.66. A dropdown menu is open over the "Mastercard" card, showing options: "Upload from file", "Manage connections", and "Order checks". Below the account cards, a confirmation message reads: "Let's confirm your paired bank transfer". The message explains that outgoing and incoming bank transfers have been paired to save time. A table below the message shows a transaction on 01/30/2023 for "Trans Auth Builde" with a description of "Transfer from Chase Checkin" and a received amount of \$500.00. The table has columns for DATE, DESCRIPTION, PAYEE, CATEGORY OR MATCH, SPENT, RECEIVED, and ACTION.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
01/30/2023	Trans Auth Builde		Paired to another transaction Transfer from Chase Checkin		\$500.00	Record transfer

Manually upload your transactions

How it works

- 1 Open a new tab and sign in to your online bank account.
- 2 Export your bank statement in a .CSV, .QFX, .QBO, .OFX, or .TXT format.
- 3 Upload your bank statement.


 Drag and drop or [select files](#)


RECOMMENDED


Bring in transactions automatically


Link your accounts to save time on entering bank transactions.


Select from these popular banks or search 10,000+ local and international banks.














[Continue](#)

Which account are these transactions from?

Selected File: [Banking File Checking 2022.qbo](#)

Uploaded Account		QuickBooks Account
4147400303851234	⇨	Chase Checking 1234
Checking		
2016-05-01 - 2021-07-31		

Back

Continue

The Online Banking Center

After you've connected your bank account to QuickBooks, you're ready to update QuickBooks with new bank activity. You manage this process through the Online Banking Center.

Note: Each connected account shows a Bank Balance and an In QuickBooks balance. These balances will often differ from each other as the Bank Balance is the transactions that have cleared the bank account, and the QuickBooks Balance is based only on transactions recorded in QuickBooks.

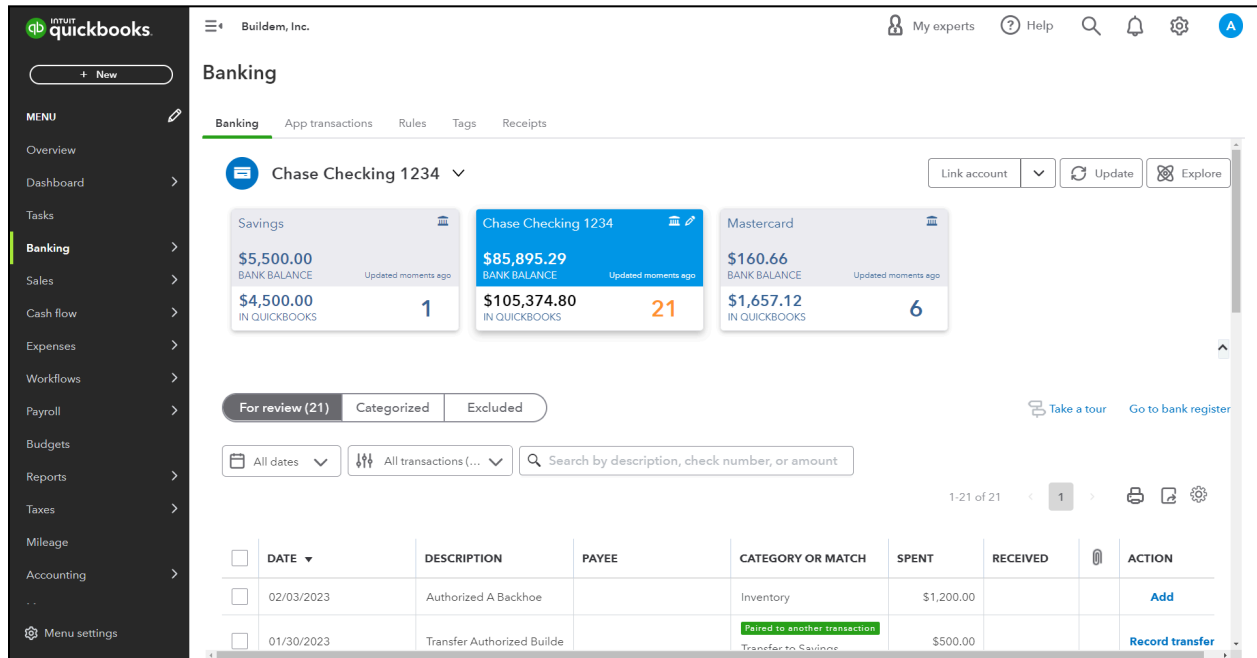
Online Banking Center Processes

The Bank and Credit Cards page is where you perform all your online banking tasks.

- **File upload**
Select File upload to upload a list of transactions from your bank. Note that you won't need to do this if you choose to connect your bank to QuickBooks.
- **Link account**
Select Link account to connect a new account to QuickBooks.
- **For Review**
The For Review tab lists transactions downloaded from your bank that are not yet added or matched to existing transactions in QuickBooks. Until you match or add these transactions, they have no impact on your accounting records.
- **Categorized**
The Categorized tab lists transactions you have matched or added to QuickBooks. This tab does NOT show transactions that you manually entered into QuickBooks.
- **Excluded**
The Excluded tab lists transactions you have chosen to exclude, such as duplicate transactions or transaction history you don't need in QuickBooks. You can undo this action at any time.

Open the Online Banking Center

1. Select Banking on the Navigation Bar.
2. Select an account from the top of the page.



Manage Downloaded Transactions

There are two types of downloaded transactions: ones that you have already entered into QuickBooks, and ones that have not yet been entered into QuickBooks.

Match- If you've already entered the downloaded transactions, this matches them to what you've already entered. Matching downloaded transactions to existing transactions avoids duplicates. If the transactions are new, this adds them to the register. If QuickBooks finds that you've already entered something that it has downloaded, you'll see "Match" or "View" as an option. QuickBooks attaches the downloaded version to the version you've already entered.

<input type="checkbox"/>	01/10/2022	Check	Myers & Associates	Deposit 12/31/2021 \$24.95 Myers & .		\$24.95	Match
<input type="checkbox"/>	01/10/2022	Spendalot	Spendalot, Inc.	1 match found Check 1014 01/01/2022 -\$10,500.00 Spe	\$10,500.00		Match
<input type="checkbox"/>	01/10/2022	Pam Seitz	Pam Seitz	2 matches found	\$350.00		View
<input type="checkbox"/>				1 match found			

View- If QuickBooks finds that you've already entered two or more transactions like the bank transaction you've downloaded, you'll need to choose the exact transaction which is a match. The non-selected transaction(s) will remain in the Online Banking center until you take action on that remaining transaction.

<input type="checkbox"/>	01/10/2022	Spendalot	Spendalot, Inc.	1 match found Check 1014 01/01/2022 -\$10,500.00 Spe	\$10,500.00		Match
<input type="checkbox"/>	01/10/2022	Pam Seitz	Pam Seitz	2 matches found	\$350.00		View
<input type="checkbox"/>	01/08/2022	Check		1 match found		\$408.00	Match

Review/Match Downloaded Transactions (Already Entered)

1. On the For Review tab, select a transaction to match.
2. Select the appropriate match, or select Find match if the transaction was not matched correctly.
3. Select Match.

Batch Accept Downloaded Transactions (Already Entered)

1. On the For Review tab, select all matched transactions.
2. Check the box to the left of the desired transactions and select Accept.

The screenshot shows the QuickBooks Banking interface for 'Buildem, Inc.'. A summary bar at the top indicates '3 money out transactions: -\$10,603.74' and '1 money in transaction: \$24.95'. Below this is a table of transactions with checkboxes and match buttons.

Transaction Date	Transaction Type	Merchant	Description	Amount	Match Status	Action	
<input checked="" type="checkbox"/>	01/15/2023	Authorized Ron Bbq	Ron's BBQ Smokehouse	Check 01/15/2023 -\$15.85 Ron's B...	\$15.85	1 match found	Match
<input type="checkbox"/>	01/13/2023	Authorized A Backhoe	Inventory	\$800.00			Add
<input checked="" type="checkbox"/>	01/12/2023	Check 1022	Electric, Inc.	Check 1022 01/13/2023 -\$87.89 Electric...	\$87.89	1 match found	Match
<input checked="" type="checkbox"/>	01/10/2023	Deposit Made In	Myers & Associates	Deposit 12/31/2022 \$24.95 Myers &	\$24.95	1 match found	Match
<input checked="" type="checkbox"/>	01/10/2023	Check 1014	Spendalot, Inc.	Check 1014 01/01/2023 -\$10,500.00 Spe	\$10,500.00	1 match found	Match
<input type="checkbox"/>	01/09/2023	Deposit Made In		Deposit	\$408.00	1 match found	Match

Add Downloaded Transactions (Not Already Entered)

New transactions that you haven't recorded in QuickBooks yet can be "added," which means that QuickBooks creates a new transaction for you based on the downloaded information and the information that you add into the transaction, specifically the Who, When, What and How Much. Sort the list by the column headers to help organize your work.

When dealing with a new transaction, you'll see the date it cleared the bank (the When), how much money it was for (the How Much), and something called the Bank Detail, which is usually who you paid (the Who). QuickBooks cannot download the reason Why you spent the money, so you must enter the category, or account, as an explanation to QuickBooks for why the money was spent or received. In doing so, you'll be able to track why you spent or received the money later on your financial statements.

1. On the For Review tab, select a transaction to add.
2. Correct or enter an appropriate name (optional) and account category.
3. Select Add.

<input type="checkbox"/>	DATE ▼	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED		ACTION
<input type="checkbox"/>	02/03/2023	Authorized A Backhoe	A1 Rental	Equipment Rental	\$1,200.00			Add

Categorize Find match Record as transfer Record as credit card payment ×

Vendor/Customer ⓘ Category * ⓘ Customer ⓘ Billable

Tags ⓘ [Manage tags](#)

Memo



BANK DETAIL Authorized A Backhoe PURCHASE AUTHORIZED ON 2/3/2023 A1 BACKHOE RENTAL 0009899909

Add attachment Create a rule Exclude Categorization history

Adding Rules

Banking rules help save time recording future transactions by supplying information about the transaction such as type of transaction, vendor name, and category. QuickBooks will sometimes prompt you to create a rule when you have reviewed the same type of transaction more than once. It is a good idea to edit the rule to review the specifics before creating the rule.


Note: Do not select Auto-add on the rule if you want to see the future transactions in the banking area before the transaction is recorded. Seeing the transaction and the applied rule in the banking avoids confusion with transactions recording automatically and just showing up in reports.



Do you want to use the same category for all expenses from Authorized A Backhoe?


Yes, use the same category

No, use different categories each time


Automatically confirm transactions this applies to 

Confirm who paid you or who you paid:

PAYEE

A1 Rental 

[Don't show this again](#)

 There are currently no more Authorized A Backhoe transactions, but this rule would apply to future transactions.

Create a new rule

1. Select Banking on the Navigation Bar.
2. Select Rules from the top of the page.
3. Enter the appropriate information.
4. Select Save.

Create rule

Rules only apply to unreviewed transactions.

What do you want to call this rule? *

Apply this to transactions that are

Money out in All bank accounts

and include the following: All

Description Contains backhoe

[+ Add a condition](#)

Then **Assign**

Transaction type

Category [Add a split](#)

Payee

Tags

Customer

[+ Assign more](#)

Automatically confirm transactions this rule applies to

Auto-add

Recognized Transactions

As you add information to downloaded transactions, QuickBooks 'remembers' the accounts and names you've added to previous transactions, and prefills some of this information for you. The Recognized list shows these transactions. You can batch add these recognized transactions to save time.

Add Downloaded Transactions (Recognized)

1. Select All transactions at the top of the list and then choose Recognized.
2. Review the information for new transactions, and make any necessary changes.
3. Check the box to the left of the desired transactions and select Accept.

DATE	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
01/30/2022		Paired to another transaction Transfer to Savings	\$500.00		Record transfer
01/25/2022	Tim Philip Masonry	Materials	\$680.00		Add
01/13/2022	A1 Rental	Equipment Rental	\$800.00		Add
01/10/2022	Pam Seitz	Pam Seitz	\$350.00		View
01/08/2022		1 match found		\$408.00	Match

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
01/13/2022	A Backhoe Rental	A1 Rental	Equipment Rental	\$800.00		Add
01/09/2022	Check		1 match found Deposit 01/07/2022 \$408.00		\$408.00	Match
01/08/2022	Check		1 match found Deposit 01/06/2022 \$218.75		\$218.75	Match
01/07/2022	Edgar Leasing Equipment ...	Edgar Leasing	1 match found Check 1021	\$2,700.00		Match

Categorized Tab

The categorized tab shows the downloaded transactions that you have reviewed and either matched or added to your QuickBooks.

<input type="checkbox"/>	DATE ▼	DESCRIPTION	AMOUNT	ADDED OR MATCHED	RULE	ACTION
<input type="checkbox"/>	02/03/2022	A Backhoe Rental	-\$1,200.00	Added to: Expense: Equipment Rental 02/03/2022 \$1,200.00		Undo
<input type="checkbox"/>	01/30/2022	Transfer to Savings	-\$500.00	Added to: Transfer: Savings 01/30/2022 \$500.00		Undo
<input type="checkbox"/>	01/25/2022	Tim Philip Masonry	-\$680.00	Added to: Expense: Materials 01/25/2022 \$680.00		Undo
<input type="checkbox"/>	01/15/2022	Smokehouse	-\$15.85	Matched to: Check: Meals 01/15/2022 \$15.85		Undo
<input type="checkbox"/>	01/13/2022	A Backhoe Rental	-\$800.00	Added to: Expense: Equipment Rental 01/13/2022 \$800.00		Undo
<input type="checkbox"/>	01/12/2022	Electric Inc. Utility Services	-\$87.89	Matched to: Check: Utilities:Electricity 1022 01/12/2022 \$87.89		Undo
<input type="checkbox"/>	01/10/2022	Check	\$24.95	Matched to: Deposit: Undeposited Funds 12/31/2021 \$24.95		Undo

What Gets Downloaded

You might be wondering why you would need to manually add anything into QuickBooks if your transactions are already downloaded from your connected bank account. Since online banking makes it so easy to enter transactions, it's tempting to rely on it to record all of your transactions. However, there are some transactions that you cannot download from the bank that you still need to enter manually. If you want QuickBooks to print a check, or if you want to record more specific products and services a customer purchased from you, you'll need to enter in those details through a manually entered transaction.

Transactions You Add Through Online Banking

- Receive Payment from a customer for one individual invoice
- Expenses
- Bill Payments made with electronic payments or credit cards (should still be entered manually if you're applying a vendor credit at the same time)
- Credit Card Credit
- Transfers

Transactions You Enter Manually

- Invoices
- Receive Payment for multiple invoices or batched in a deposit with other payments
- Estimates
- Credit Memos
- Sales Receipts
- Refund Receipts
- Delayed Credits
- Delayed Charges
- Checks (printed or handwritten)
- Bills
- Bill Payments made with a printed or handwritten check
- Purchase Orders
- Vendor Credits
- Paychecks and Timesheets (third party payroll can sometimes be downloaded as an expense)
- Deposits

Manage Downloaded Deposits

You can add deposits you make at the bank online banking if they're deposits for a single transaction. For example, a refund from a vendor. But if a deposit you make at the bank is for a batch of transactions, such as customer payments on invoices, you should still record it manually in QuickBooks.

When you receive a refund from a vendor, this effectively reduces the expense you incurred with that vendor. When you download the refund from the bank, select the expense account you used on the original expense with the vendor to reduce your expense account balance on your financial statement.

Review/Add Downloaded Deposits (Not Entered)

1. On the For Review tab, select the deposit.
2. (Optional) Add a vendor name.
3. In the Category field, select the appropriate income or expense account.
4. Select Add.

<input type="checkbox"/>	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED ▼		ACTION
<input type="checkbox"/>	01/06/2022	A Backhoe Rental	A1 Rental	Equipment Rental		\$200.00		Add

Categorize Find match Record as transfer

Vendor/Customer Category *

Tags [Manage tags](#)

Memo

BANK DETAIL A1 Backhoe Rental

[Add attachment](#) [Create a rule](#) [Exclude](#) [Categorization history](#) [Split](#) [Add](#)

Add Split Transactions

When you download an expense where you need to use more than one expense account associated with it, you can do this with the Split option.

Review/Add Split Transactions

1. On the For Review tab, select the transaction.
2. Select Split Transaction.

The screenshot shows a transaction review window with a table of transactions. The first transaction is selected, and a modal window is open for editing. The modal has several sections: radio buttons for 'Categorize', 'Find match', 'Record as transfer', and 'Record as credit card payment'; dropdowns for 'Vendor/Customer' (Gas Stations), 'Category' (Automobile Expense:Fuel Ex), and 'Customer' (Select customer/project); a 'Billable' checkbox; a 'Tags' input field; a 'Memo' field containing 'Chin's Gas and Oil'; and a 'BANK DETAIL' section. At the bottom right of the modal, a 'Split' button is highlighted with a green box, next to an 'Add' button.

3. (Optional) Add a payee name.
4. On the first line, select an appropriate account.
5. On the following lines, select the appropriate expense accounts, and enter appropriate amounts (select Add lines if necessary).
6. Select Save and add.

The 'Split transaction' dialog box shows a total amount of \$185.00. It includes a 'Downloaded transaction' section with 'Chin's Gas and Oil' as the payee. Below is a table for splitting the transaction:

CATEGORY	DESCRIPTION	CUSTOMER	BILLABLE	AMOUNT
Automobile Expense	Fuel for the truck	Select customer (opt)	<input type="checkbox"/>	135.00
Employee Meals	Lunch for the team	Select customer (opt)	<input type="checkbox"/>	50.00

Below the table, there is an 'Add lines' button (highlighted with a green box) and a 'Reset' button. A summary section shows: Split amount \$185.00, Original amount \$185.00, and Difference \$0.00. At the bottom, there are 'Cancel' and 'Apply and accept' buttons.

Exclude Transactions

You can exclude downloaded transactions such as duplicates or transactions that took place before when you chose to start tracking an account.

Reasons to Exclude Transactions

1. You can exclude transactions for an account you are connecting where transactions you've already reconciled appear in the Banking Center. This could be an account you converted from QuickBooks Desktop or an account you have used manually in QuickBooks Online and are now starting to download transactions.
2. If the transaction happened before the starting date/balance for the account. In other words, if it happened before the "As of" date that you entered for the account as you set it up.
3. If the bank sent the transaction more than once.

Exclude New Transactions

1. On the For Review tab, click the box next to transactions to exclude.
2. Select Exclude.

For review (9) Categorized Excluded [Take a tour](#) [Go to bank register](#)

1 money out transaction: -\$85.00 [Accept](#) [Update](#) [Exclude](#)

<input type="checkbox"/>	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED		ACTION
<input checked="" type="checkbox"/>	12/14/2021	Bonnies Garden Services Landscaping Services		Meals	\$85.00			Add
<input type="checkbox"/>	01/03/2022	Chin's Gas and Oil		Automobile Expense:Fuel Ex	\$185.00			Add
<input type="checkbox"/>	01/03/2022	Cheesecake Factory		Meals	\$24.38			Add

For review (0) Categorized **Excluded** [Take a tour](#) [Go to bank register](#)

1-1 of 1 < 1 >

<input type="checkbox"/>	DATE	DESCRIPTION	AMOUNT	ACTION
<input type="checkbox"/>	12/14/2021	Bonnies Garden Services Landscaping Services	-\$85.00	Undo

1-1 of 1 items < 1 >

Recording Owner's Personal Expense

It's tempting to want to exclude personal expenses, however, you must record all transactions from your bank in QuickBooks in order for you to reconcile the account. During reconciliations you compare your bank statements to what you have in QuickBooks to make sure you've recorded everything that happened in that account. If you exclude ANY transactions that appear on your bank statement, you'll not be able to reconcile.

Instead of excluding these transactions when they show up, you can use an Equity account in the Category field to properly record the transaction. Most businesses have an equity account named Owner's Draw to use for these kinds of personal purchases. If you do not have this on your Chart of Accounts, you can easily create a new Equity account with this name.

<input type="checkbox"/>	DATE ▲	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED		ACTION
<input type="checkbox"/>	01/03/2022	Cheesecake Factory		Owner's Equity:Owner's Dra	\$24.38			Add

Categorize Find match Record as transfer Record as credit card payment

Vendor/Customer Category * Customer Billable

Add: [Cheesecake Factory](#)

Tags

Memo

BANK DETAIL The Cheesecake Factory

Owner's Equity *Equity*

Owner's Contribution *Sub-account of Owner's...*

Owner's Draw *Sub-account of Owner's...*

Transfers

Transfers are financial transactions that represent you moving money from one bank account to another. You can download and add transfers to QuickBooks without entering them manually first. If you transfer money between two bank accounts that you've connected to download transactions, then you only need to Add the transfer for one account, and then Match it for the other. If the transaction shows paired to another transaction, when you add it it will automatically match the other account.

Add Transfers

1. On the For Review tab, select the transfer.
2. In the Category field, select the account the money came from (if this is an increase in the bank account) or the account the money went to (if this is a decrease in the bank account).
3. Select Add.

<input type="checkbox"/>	DATE ▼	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED		ACTION
<input type="checkbox"/>	01/30/2022	Transfer to Savings		Paired to another transaction Transfer to Savings	\$500.00			Record transfer

Categorize Find match Record as transfer Record as credit card payment

Transferred to *

Savings

Paired transaction details ⓘ

01/30/2022	No description information	Transfer to Savings	\$500	Unpair
------------	----------------------------	---------------------	-------	--------

💡 When you **add**, we'll record this transfer going in and out, so you'll see the impact in both bank accounts.

Memo

Transfer to Savings

BANK DETAIL Transfer to Savings

Credit Card Payments

If you pay your credit card balance online or with your debit card, those payments will download to the banking center and you can add the payment without entering it manually. If you have your credit card account connected as well, once you Add the transaction for the bank account, it will show up as a Match on the credit card account. If the transaction shows paired to another transaction, when you add it it will automatically match the other account.

Add Credit Card Payments

1. On the For Review tab, select the credit card payment.
2. (Optional) Select the Payee drop-down and select a payee.
3. In the Category field, select the credit card account to apply the payment towards.
4. Select Add.

<input type="checkbox"/>	DATE ▾	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED		ACTION
<input type="checkbox"/>	01/05/2022	Mastercard Payment		Paired to another transaction Mastercard	\$657.12			Add card payment

Categorize Find match Record as transfer Record as credit card payment

Select credit card * Vendor

Mastercard ▾ Choose a vendor ▾

Paired transaction details

01/05/2022	Mastercard	Mastercard Payment received	\$657.12	Unpair
------------	------------	-----------------------------	----------	------------------------

When you **add**, we'll record this credit card payment going in and out, so you'll see the impact in both accounts.

Memo

Mastercard Mastercard Payment

BANK DETAIL Mastercard Mastercard Payment

Add attachment Create a rule Exclude

[Add](#)

Chapter 13


Reconciliation

Reconcile Bank Account

Trusting your reports and balances in QuickBooks is important. Your task with all bookkeeping is to record transactions accurately so that they match with the reality of your business' bank and credit card accounts. The best way to check for accuracy is to perform a reconciliation, which is the process of comparing your records in QuickBooks to the official records you receive from your bank and credit card issuers.

When to reconcile: Real World Training recommends that you reconcile every month when you receive the bank/credit card's official statement.

Before you reconcile: To reconcile, you should have last month's bank statement on hand for this process, printed if possible.

Buildem, Inc. 123 LBJ Freeway Dallas, TX 75240		For Jan 01, 2022 to Jan 31, 2022 Account Number 00-123456 Branch Transit Number 098765	
Account Summary		Contact Information	
Opening Balance	\$367,091.38	1-800-222-0123 Contact us by phone for questions, on this statement, change of personal information, and general inquiries, 24 hours a day, 7 days a week	
Withdrawals	\$27,490.95	TTY for the hearing impaired: 1-800-123-0007	
Deposits	\$42,050.65	Outside North America: +1-123-4567	
Closing Balance on Jan 31, 2022		Your branch Main and Elm 100 Main Street Dallas, TX 75240	
\$381,651.08			
You are eligible for a \$100 bonus			
Scan this QR code with your Smartphone To find out more about a High Interest Savings Account – with the first \$100 Deposit on us!			
<i>You may need to get a QR Code® reader from your SmartPhone App Store</i>			
Your Transaction Details			
Deposits and other credits cleared (7) Total \$42,050.65			
Date	Ref No.	Payee	Amount
01/01/2022		Alamo Foundation	\$499.95
01/01/2022		Deposit	\$40,000.00
01/03/2022	Cash	Deposit	\$699.00
01/06/2022		A1 Rental	\$200.00
01/08/2022		Deposit	\$218.75
01/09/2022		Erik's Foundation and Roof Repair	\$408.00
01/10/2022		Myers & Associates	\$24.95
Checks and payments cleared (23) \$27,490.95			
Date	Ref No.	Payee	Amount
01/01/2022		King Cable Co	-\$320.32
01/01/2022		Smith County	-\$957.76
01/01/2022	1013	Walnut, Inc.	-\$7,499.75
01/01/2022	1018	Dallas Bell	-\$200.00
01/01/2022	1020	Dallas Bell	-\$871.00

Reconcile Account

1. Select the Gear menu and select Reconcile.
2. Select the Account drop-down arrow and select the appropriate bank or credit card account.

Reconcile

Which account do you want to reconcile?

Account

Chase Checking 1234

Add the following information

Beginning balance	Ending balance *	Ending date *
367,091.38	381,651.08	01/31/2022

[Start reconciling](#)

3. Enter the Ending balance and the Ending date you see on the statement.
4. Select the Start reconciling button.
5. Select the transactions that cleared the bank.

Buildem, Inc. My Experts Help

Chart of accounts > Bank register > Reconcile

Reconcile Chase Checking 1234
Statement ending date: January 31, 2022

1 **\$381,651.08** STATEMENT ENDING BALANCE

\$367,091.38 BEGINNING BALANCE

- **\$27,490.95** 23 PAYMENTS

+ **\$42,050.65** 7 DEPOSITS

\$0.00 DIFFERENCE 3

Payments Deposits All

DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)	
12/31/2021	01/10/2022	Deposit		Undeposited Fu...	Myers & Associa...	Deposit		24.95	2
12/31/2021		Deposit		Undeposited Fu...	Alamo Foundation	Deposit		499.95	2
12/31/2021		Check	EFT	Utilities:Internet	King Cable Co.		320.32		2
12/31/2021		Check	EFT	Taxes:Property	Smith County		957.76		2
12/31/2021		Bill Payment	1013	Accounts Payable	Walnut, Inc.	Reg-384	7,499.75		2
01/01/2022		Deposit		Property and Bui...		Deposit		40,000.00	2
01/01/2022	01/10/2022	Check	1014	- Split -	Spendalot, Inc.	15534	10,500.00		2
01/01/2022		Check	1018	Utilities:Telephone	Dallas Bell		200.00		2
01/01/2022	01/05/2022	Bill Payment	1019	Accounts Payable	Dallas Bell		300.00		2
01/01/2022		Check	1020	Utilities:Telephone	Dallas Bell	7865	871.00		2

What you'll see on the reconciliations screen...

1. Reconciliation equation - Throughout the reconciliation process QBO calculates several numbers. The first is the *beginning balance* which is the amount you had in the bank at the beginning of the month. QuickBooks determines this by adding up all of the transactions you've reconciled in the past. *The Cleared Balance* is the balance of all the selected transactions. If what's on the bank statement doesn't match what you've checked off for your cleared balance, QuickBooks shows you a *difference*. That means there's a difference between what you have in QuickBooks and what the bank or credit card reports on the statement.
2. Pre-reconciled transactions - If you use Online Banking, the transactions you've added or matched already have checkmarks. This is one of the great things that online banking does for you. If you're using online banking to add and match all of your transactions you might just see an entire row of checkmarks and you won't need to do any more work at all since everything has already been checked against the bank's records.
3. The goal of the reconciliation - The goal is to check off all the transactions that appear on your bank statement and get a difference of zero!

What Causes a Reconciliation Difference?

There are a few reasons for a difference between your bank or credit card statement and what you have in QuickBooks.

1. The ending balance or date is incorrect. You can fix this by selecting the Edit button to change it to what you see on your statement.
2. You might have a transaction checked on the Reconciliation window that shouldn't be. To fix this, just uncheck it in the reconciliation window to remove it from the balance.
3. One of the transactions you've checked in the reconciliations window is for the wrong amount. You may edit the balance by selecting on the line of the incorrect transaction.

Problem	Solution
Incorrect beginning balance	If this is your first reconciliation, add or edit the beginning balance from the register. If this is not your first reconciliation, consult the We can help you fix it link .
Missing or extra cleared transactions	Unselect transactions that do not appear on your statement and/or record missing transactions and select them.
Transactions entered for the wrong amount or date	Double click the transaction and correct the dollar amount or date.
Incorrect ending balance	Select Edit info to change the ending balance using the correct balance from the Bank Statement.

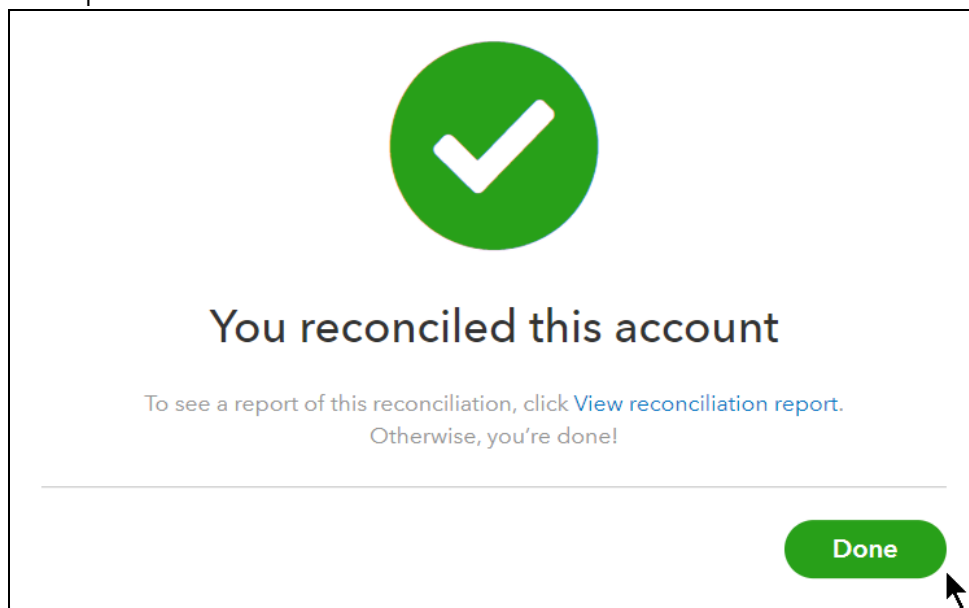
Completing your Reconciliation

Before you complete your reconciliation, make sure you review transactions that do not have a check mark. It may be a transaction that will clear in the future, a duplicate, or an incorrect entry. All transactions affect the bank balance and financial statements, so reviewing all transactions before you select Finish Now will help you have accurate information going forward.

Problem	Solution
Will clear in the future	Leave the transaction as-is.
Duplicates	Review duplicate transactions to evaluate which transaction to keep.
Inaccurate	Make changes to reflect what happened in the real world.

1. Select Finish Now.
2. Select View report to open the Reconciliation Report.
3. Select Print.

Reconcile Completed



Reconciliation Report

It's important to remember that in most cases you should never change transactions after they're reconciled. To track down changes or deletions if they happen, you can view the History by Account. Here you'll see a brief summary of your reconciliations including beginning and ending balances, as well as changes, if any have occurred, and any adjustments made while reconciling.

The screenshot shows the QuickBooks interface for a Reconciliation Report. The account selected is 'Chase Checking 1234' and the statement ending date is '01/31/2022'. The report is titled 'Buildem, Inc. Chase Checking 1234, Period Ending 01/31/2022'. It was reconciled on 04/19/2022 by Amy Marks. A summary table is provided below the report details.

Summary		USD
Statement beginning balance.....		367,091.38
Checks and payments cleared (23).....		-27,490.95
Deposits and other credits cleared (7).....		42,050.65
Statement ending balance.....		<u>381,651.08</u>
Uncleared transactions as of 01/31/2022.....		-22,833.65

Register Tips

Every Balance Sheet account in QuickBooks has a register. A register is a record of all the transactions you've recorded for that account. It shows transactions you manually added, as well as those you matched and added through the Bank and Credit Cards page. QuickBooks marks matched/added transactions with a green square and indicates a "C" for cleared. An "R" indicates the reconciled transactions.

Review Bank Account Register

1. Select Accounting on the Navigation Bar.
2. On the Chart of Accounts, select the View register link next to the account.

Buildem, Inc. My experts Help

Back to Chart of Accounts

Bank Register Chase Checking 1234 Bank Balance \$85,895.29

ENDING BALANCE \$1,058,332.98 Reconcile

Reconciled through 01/31/2023 Go to: 2 of 16 < First Previous 51-100 of 789 Next Last >

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	PAYMENT	DEPOSIT	✓	BALANCE
02/07/2023		Auldrige Windows	Deposit		\$2,494.12		\$371,740.55
	Deposit	Undeposited Funds					
02/03/2023		A1 Rental	Authorized A Backhoe P...	\$1,200.00		C	\$369,246.43
	Expense	Equipment Rental				☑	
02/01/2023	EFT	Telephone Co.		\$871.00			\$370,446.43
	Check	-Split-					
01/31/2023	1023	Hinges Corporation	83848	\$22,833.65			\$371,317.43
	Bill Payment	Accounts Payable					
01/30/2023			Trans Auth Builde TRAN...	\$500.00		R	\$394,151.08
	Transfer	Savings				☑	

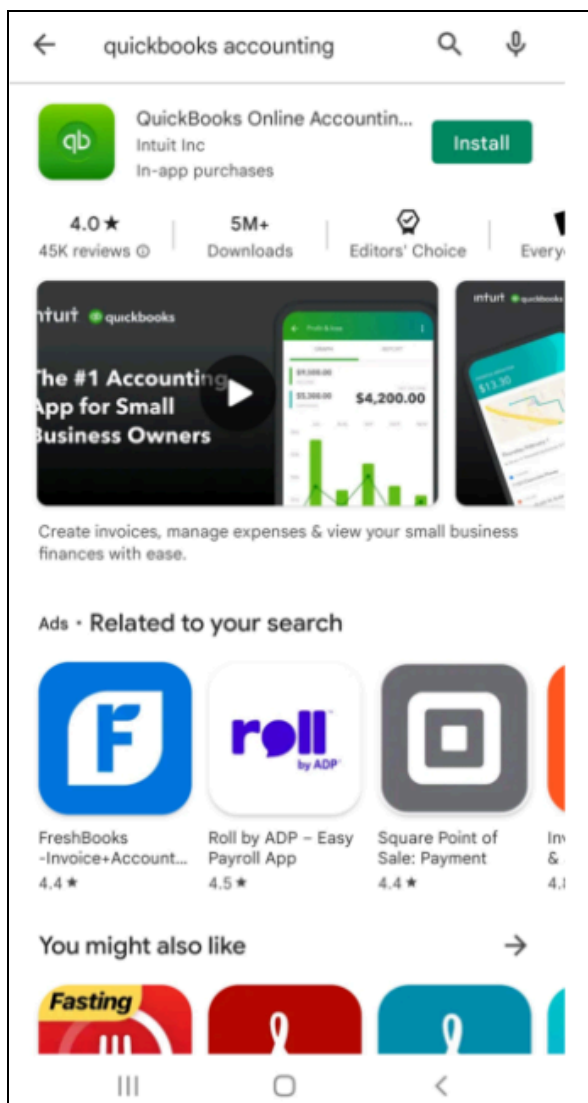
Chapter 14

Mobile App

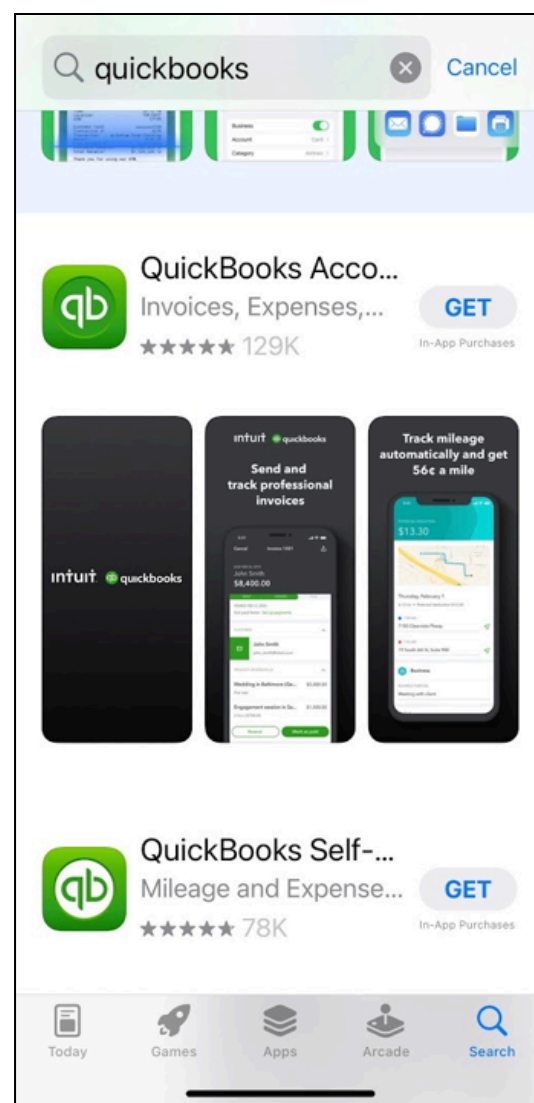
Install Mobile App

The free mobile app for QuickBooks Online makes it easy to enter sales and expense transactions, add and match downloaded transactions, and manage lists. You can install the app on your phone or tablet from the app store for your device.

1. Browse to the app store on your phone or tablet (App store on Apple® devices, Google Play store on Android® devices).
2. Search for 'QuickBooks Accounting'.
3. Select the QuickBooks Accounting app in the list of results.
4. Select the option to Get (Apple) or Install (Android) the app.
5. Follow the prompts to complete the installation.



(Android)



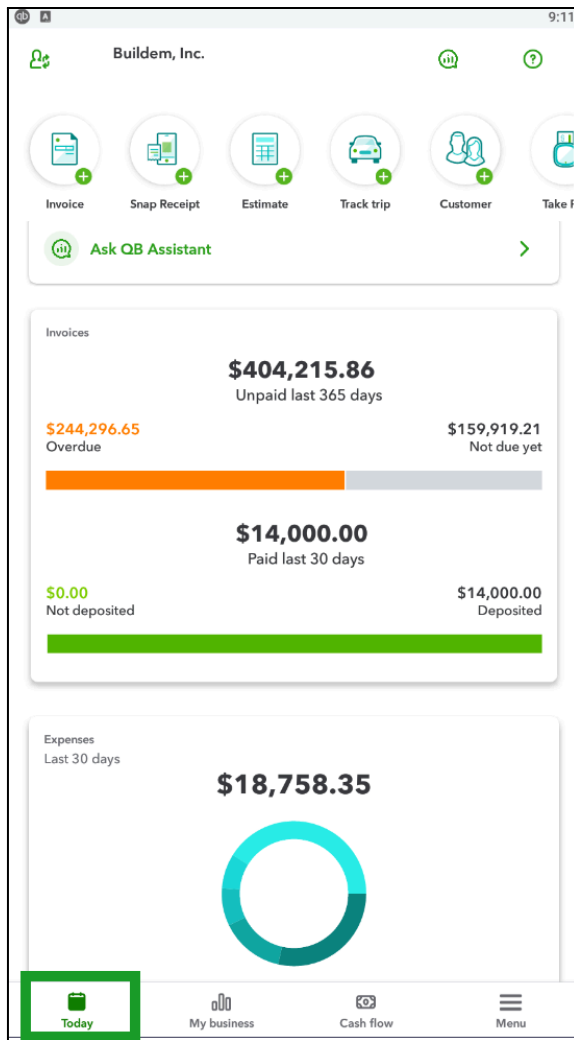
(Apple)

Mobile App Today's Dashboard

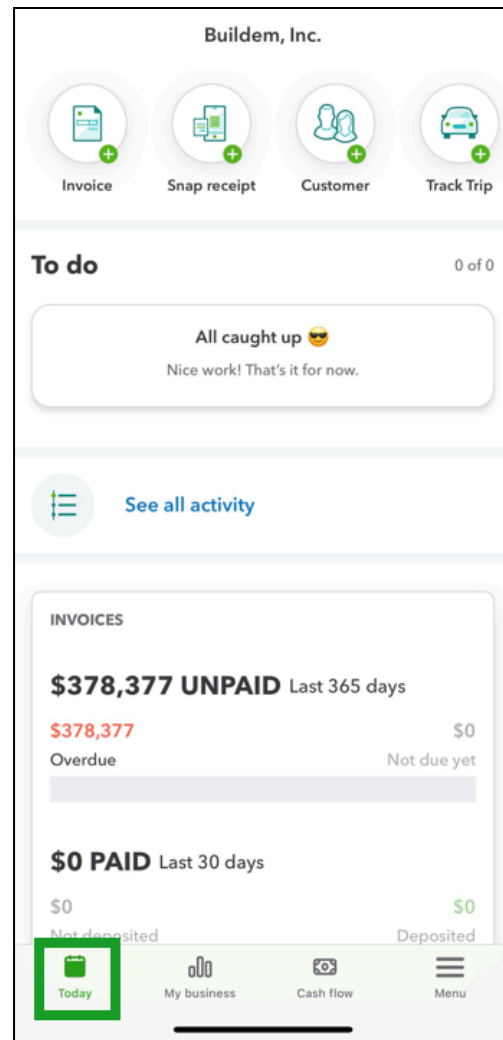
The Dashboard in the mobile app displays information about your business such as a Profit and Loss graph, and an Expenses graph. You also see an Activity list which shows recent transactions and changes to list entries and company information.

Access Mobile App Today's Dashboard

1. Browse to the QuickBooks Accounting app on your mobile device.
2. Select sign in.
3. Enter phone number or email/user ID and then select sign in.
4. Enter password and select continue.



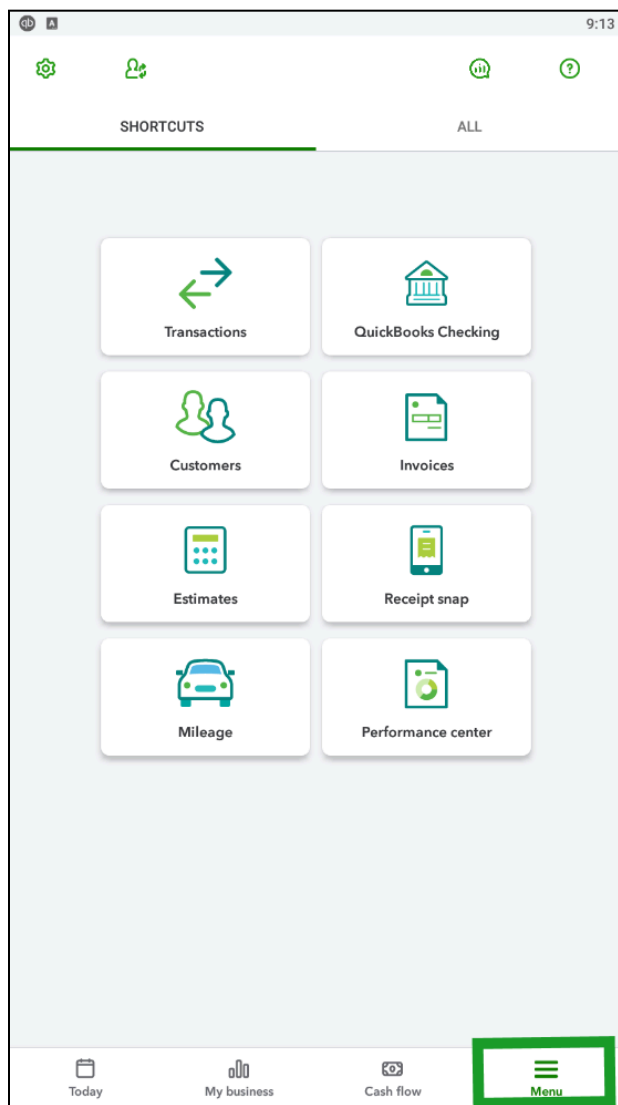
(Android)



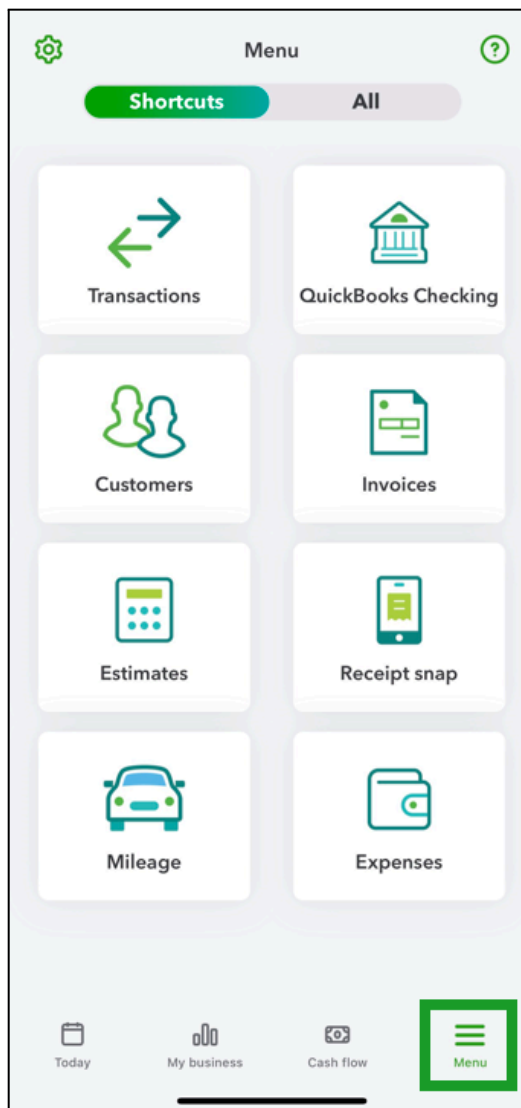
(Apple)

Hamburger Menu

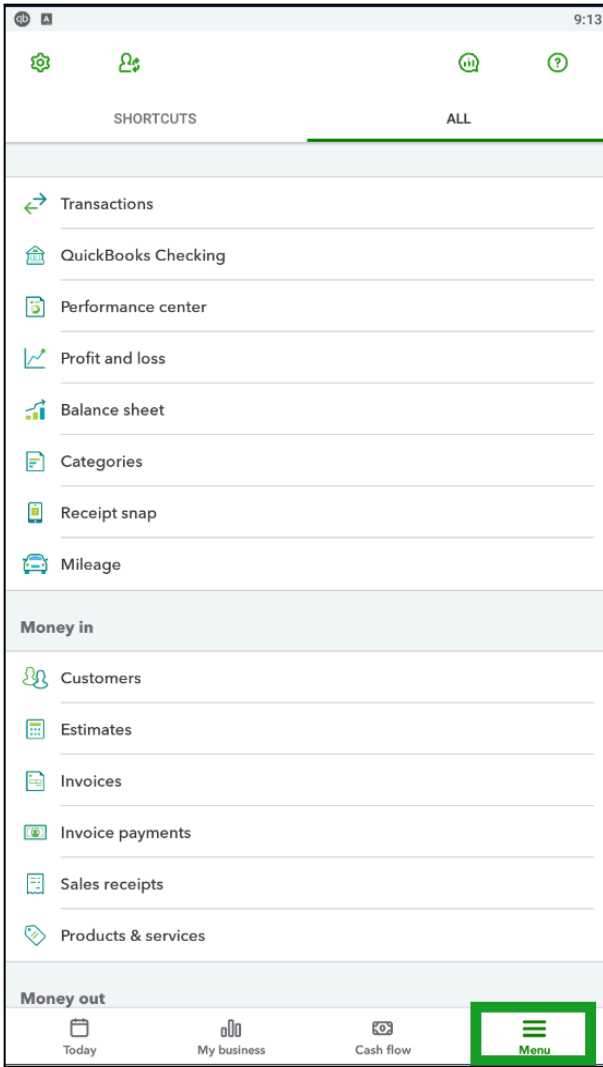
The Hamburger menu shortcuts provide quick access to lists you use often as well as common transactions. The All option allows you to see all of the lists, activities, and reports available in the app.



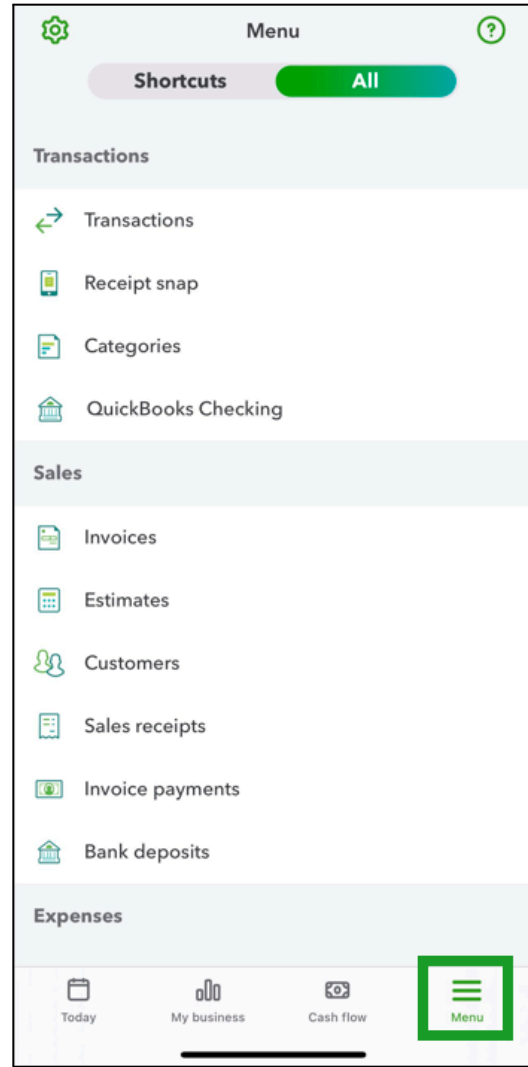
(Android)



(Apple)



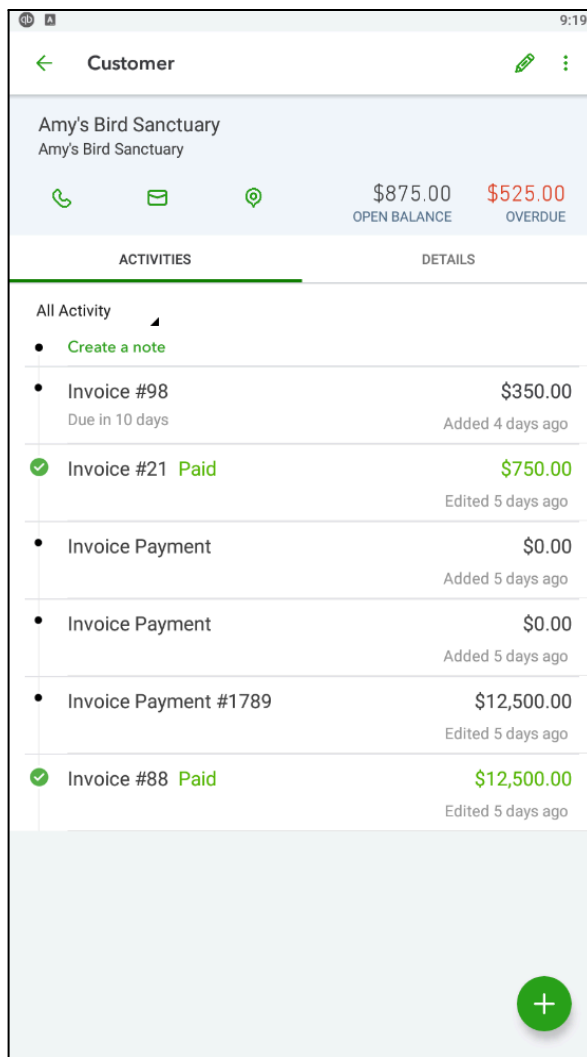
(Android)



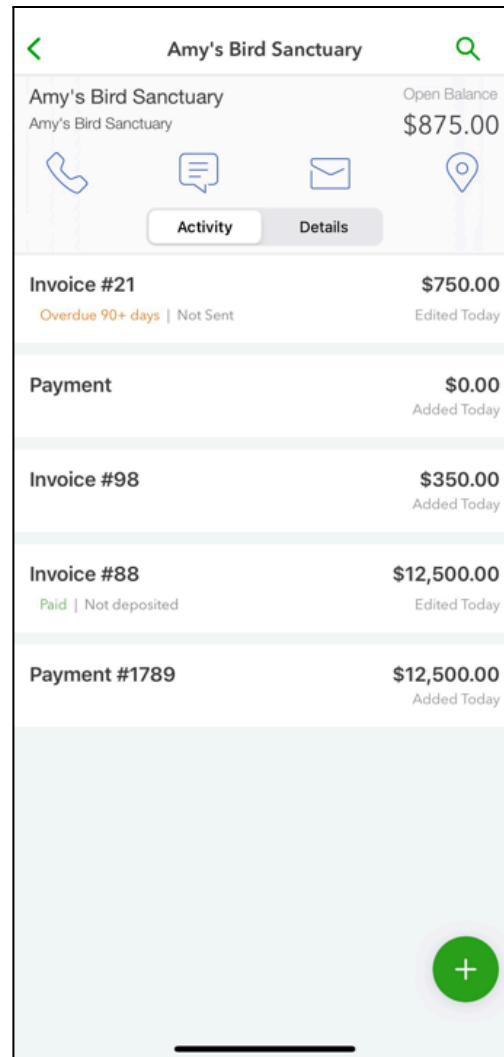
(Apple)

View Customer/Vendor Information

1. Tap the Hamburger menu, select All.
2. Select Customers or Vendors.
3. Select the name you want to view more information for.
4. Select Activity to see transactions for that name; select Details to see contact information such as phone number and address.
5. Select the phone icon to call the customer or vendor.
6. Select the speech bubble icon to send a text message to the customer or vendor.
7. Select the envelope icon to email the customer or vendor.
8. Select the map location icon to get directions to their address.
9. Select the (+) menu to add new transactions.
10. Select the back arrow (<) to return to the list.



(Android)



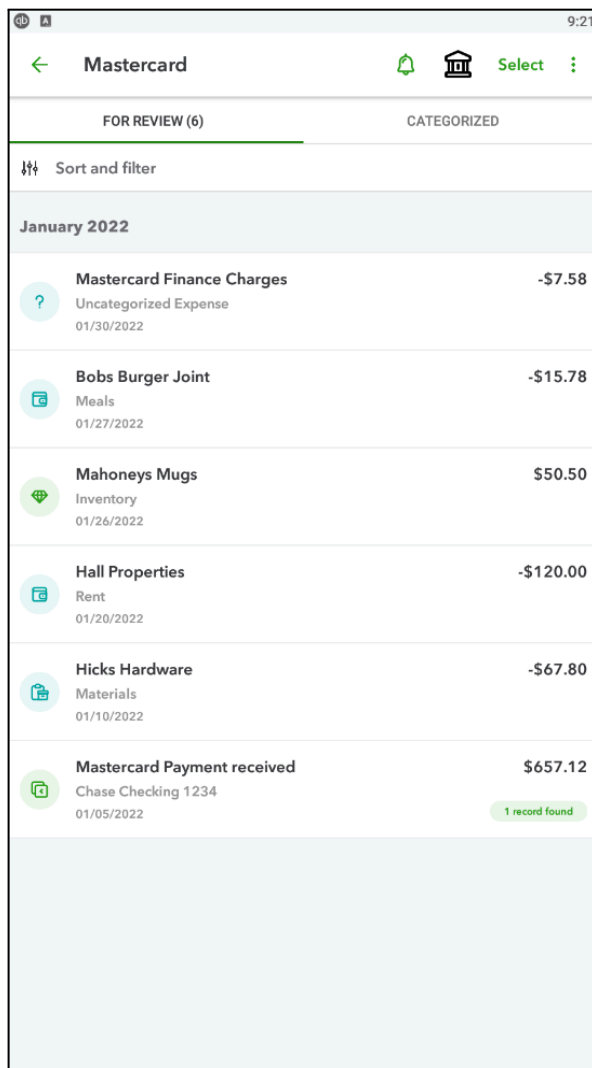
(Apple)

Online Banking in App

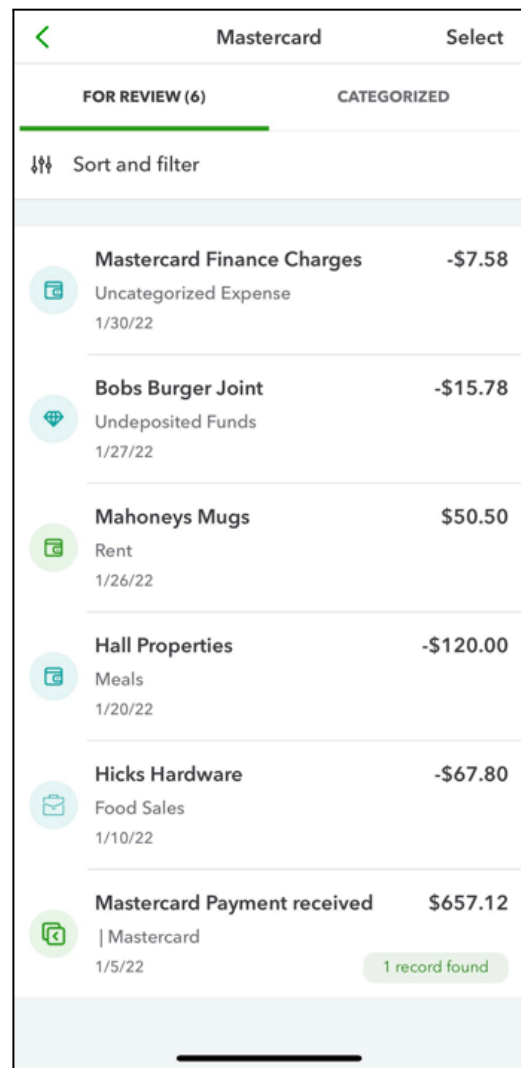
You can add and/match transactions that download from your bank directly in the QuickBooks Online app. There's no need to wait to get back to the office to manage your transactions.

Add/Match Downloaded Transactions

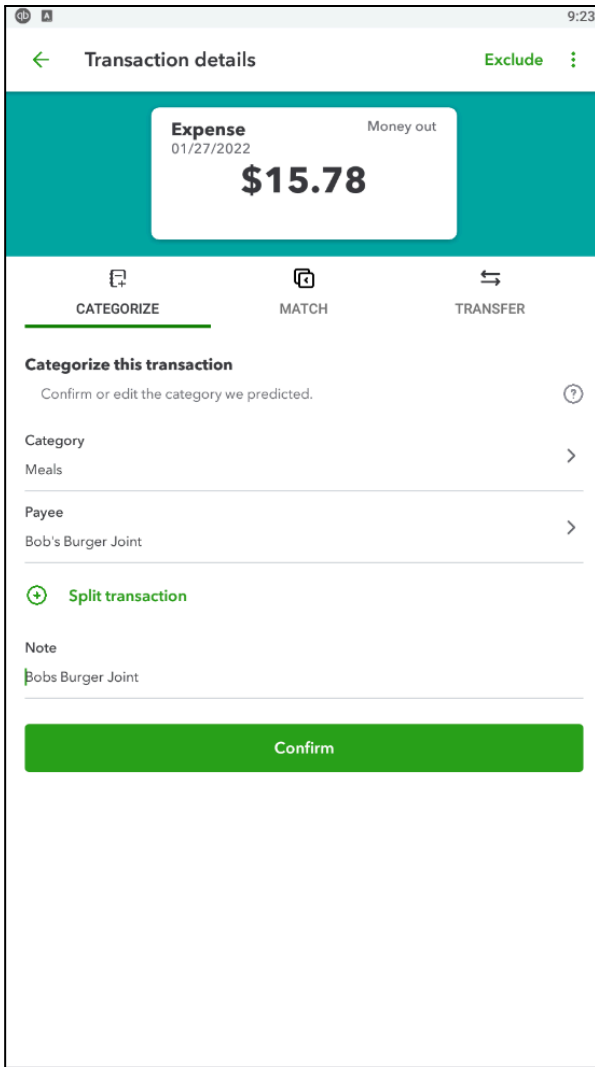
1. Tap the Hamburger menu.
2. Select Transactions from the shortcuts.
3. Select the appropriate account.
4. Select a transaction in the list:
 - To Match a transaction, select Confirm at the bottom of the screen.
 - To Add a transaction, select the appropriate name and account information and select Confirm.



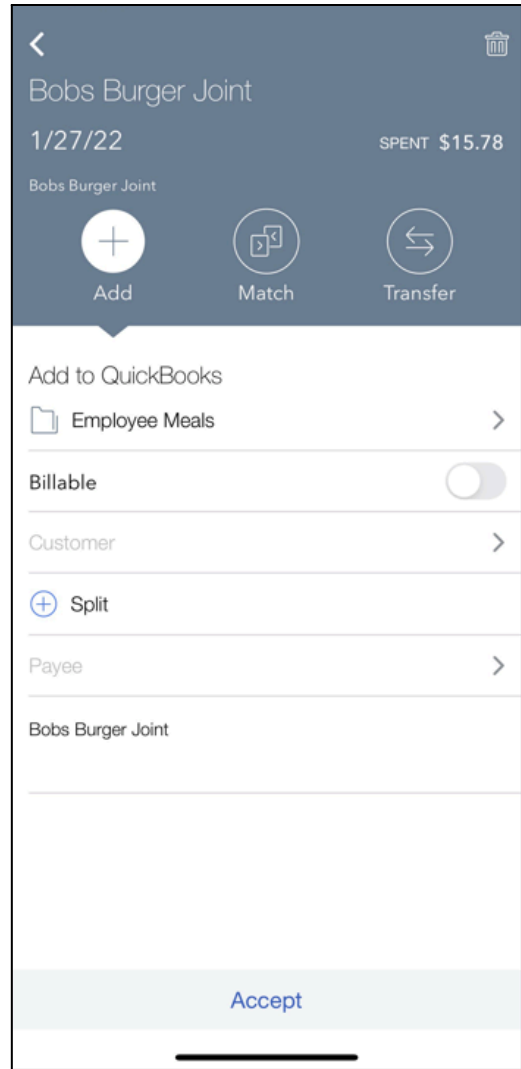
(Android)



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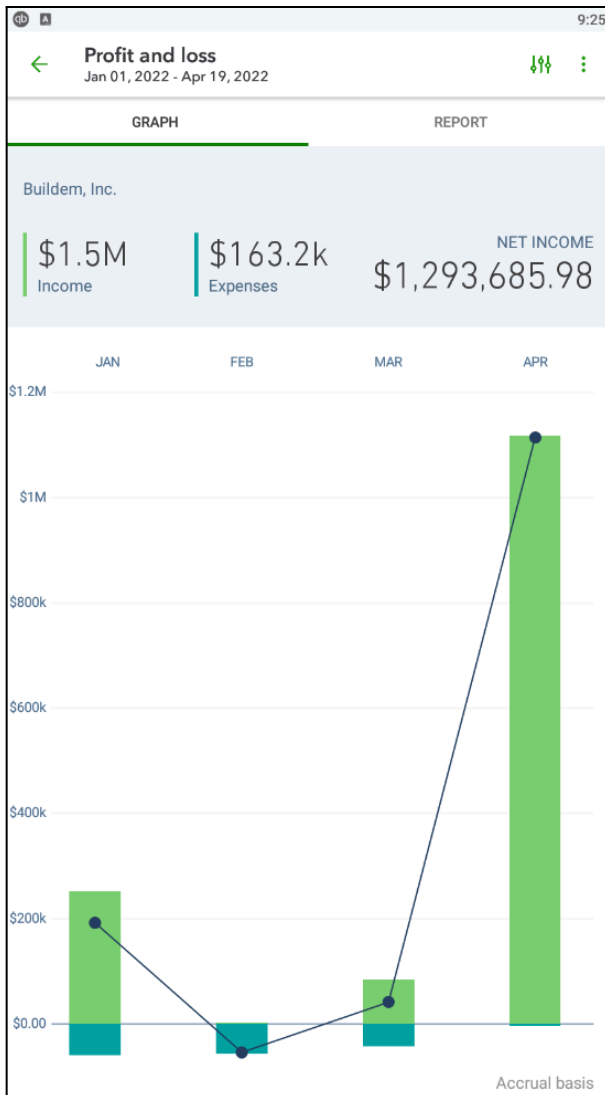
(Apple)

Run Reports

You can run two reports in the QuickBooks Online app: the Profit & Loss Statement and the Balance Sheet.

Run Profit & Loss

1. Tap the Hamburger menu.
2. Select Profit & Loss.
3. Select View Report to switch from graph to report details.
4. Select the settings icon at the top right to change the date range on the report.



(Android)



(Apple)

Viewing the Profit and Loss

Profit and loss
Jan 01, 2022 - Apr 19, 2022

GRAPH REPORT

Buildem, Inc.

\$1.5M Income | \$163.2k Expenses | NET INCOME \$1,293,685.98

INCOME	
Construction Income	155,145.00
Design Income	82,950.00
Donations Income	1,000,000.00
Freight Income	7,839.37
Markup	100.00
Parts Sales	102,095.63
Sales of Product	200.00
Service Income	108,603.39
Total Income	\$1,456,933.39
COST OF GOODS SOLD	
Construction Labor	35,000.00
Cost of Sales	8,992.58
Materials	57,111.92
Total Cost of Goods Sold	\$101,104.50
GROSS PROFIT	

(Android)

Profit & loss
Jan 1, 2022 - Apr 19, 2022

Jan 1, 2022 - Apr 19, 2022

INCOME	
Construction Income	177,045.00
Freight Income	1,447.81
Parts Sales	122,325.83
Service Income	74,809.64
Total Income	\$375,628.28
COST OF GOODS SOLD	
Construction Labor	35,000.00
Cost of Sales	8,992.58
Materials	71,711.91
Cost of Goods Sold	\$115,704.49
GROSS PROFIT	
Gross Profit	\$259,923.79
EXPENSES	
Advertising	0.00
Print	0.00
Brochures	560.00

(Apple)

Run Balance Sheet

1. Tap the Hamburger menu.
2. Select Balance Sheet.

As of Apr 19, 2022	
TOTAL ASSETS	\$2,289,399.77
TOTAL LIABILITIES	\$210,715.23
ASSETS	
Current Assets	
Bank Accounts	
Chase Checking 1234	1,058,332.98
Money Market	48,688.07
Savings	5,000.00
Wells Fargo Checking 7441	38,500.50
Total Bank Accounts	\$1,150,521.55
Accounts Receivable	
Accounts Receivable	404,215.86
Total Accounts Receivable	\$404,215.86
Other Current Assets	
Inventory	136,546.31
Raw Materials Inventory	750.00
Retainage Receivable	10,724.50
Undeposited Funds	0.0
Total Other Current Assets	\$148,020.81

(Android)

Balance sheet Apr 19, 2022 - Apr 19, 2022	
ASSETS	
Current Assets	
Bank Accounts	
Chase Checking 1234	70,053.33
Savings	4,500.00
Total Bank Accounts	74,553.33
Accounts Receivable	
Accounts Receivable	382,656.68
Total Accounts Receivable	382,656.68
Other Current Assets	
Inventory Asset	151,545.31
lloan	-50,000.00
Raw Materials Inventory	750.00
Retainage Receivable	10,724.50
Undeposited Funds	10,000.00
Total Other Current Assets	123,019.81
Total Current Assets	580,229.82
Fixed Assets	
Furniture & Equipment	
Accumulated Depreciation	-4,200.00
Furniture & Equipment	10,659.29

(Apple)

Record Transactions

You can record sales and expense transactions in the QuickBooks Online app.

Record an Invoice

1. From the Today dashboard, tap the Invoice (+) button.
2. Choose the customer name.
3. Select Add Line Item to add a product or service to the invoice.
4. Select the product or service from the list.
5. Enter the Quantity and Rate.
6. Select Add at the top right.
7. Repeat Steps 4-7 for additional products and services.
8. Select Save.
9. Select Send invoice to email the invoice to the customer, then select Send.

9:31

Create Invoice Save

Bill's Windsurf Shop Save as new +

Inv. # Enter # or we'll assign

Terms Date Due on
Net 10 04/19/2022 04/29/2022

P.O. Number

Sales Rep

1 ITEM	QTY	PRICE	AMOUNT
Design Custom Design Services	10	\$75.00	\$750.00

+ Add product or service (required)

Subtotal \$750.00

Sales tax \$0.00

Total **\$750.00**
Balance due **\$750.00**

Message to customer

Message on statement

(Android)

Cancel New invoice Save

Inv. no. Enter or let us assign

Date April 19, 2022

Terms Net 10

Due on April 29, 2022

P.O. Number

Sales Rep

Design	750.00
10.00 x 75.00 each Custom Design Services	Non-Taxable

+ Add product or service

Subtotal \$750.00

Tax > 0.00

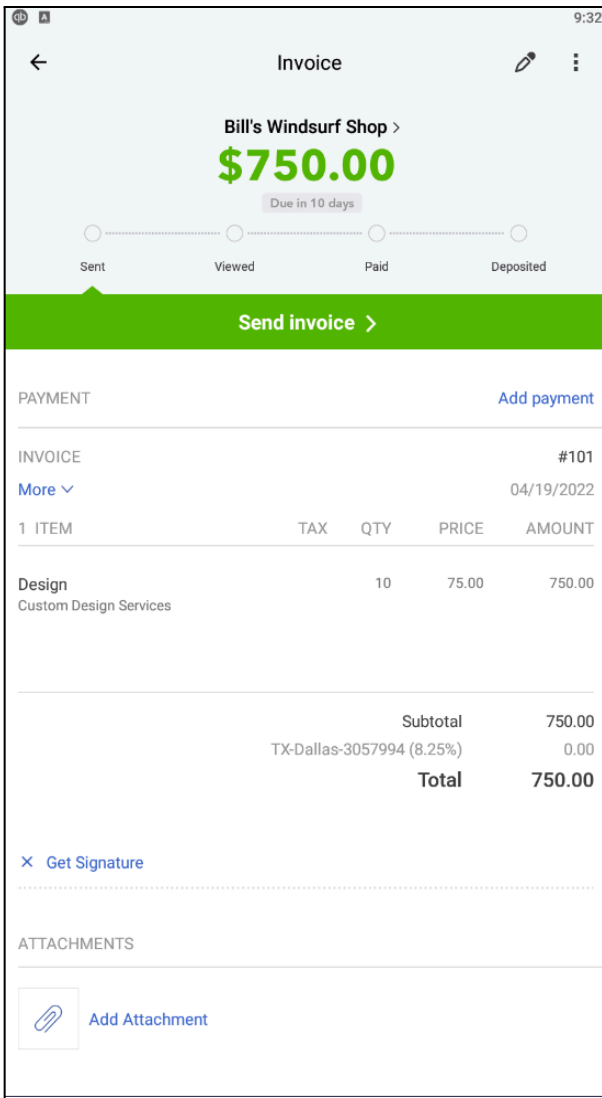
Shipping 0.00

Total \$750.00

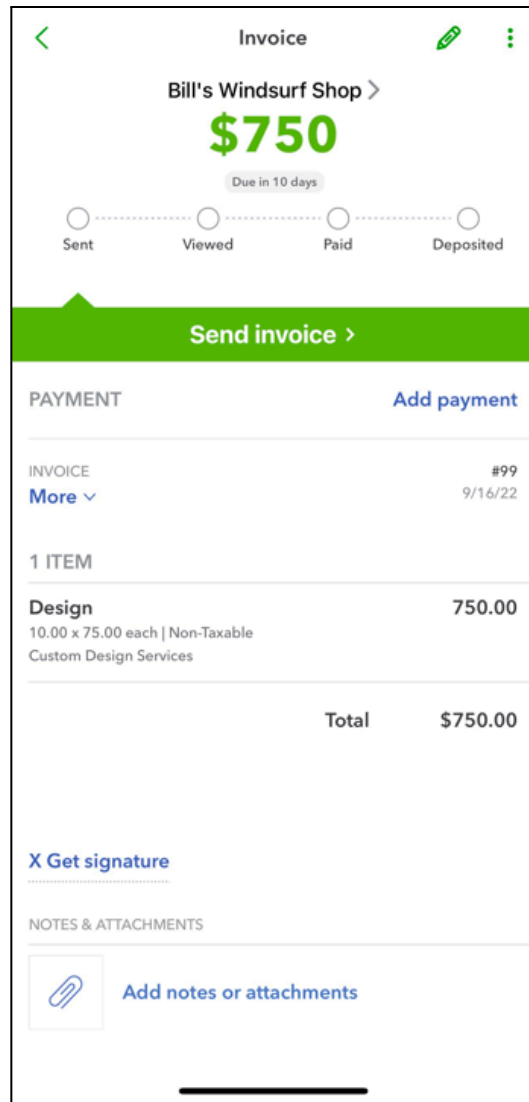
Balance due \$750.00

(Apple)

Viewing the Invoice Status



(Android)



(Apple)

Record an Expense

1. From the Today dashboard, tap the Expense (+) button.
2. Enter the amount.
3. (Optional) Select the camera icon to add a picture of your receipt.
4. Select the method of payment.
5. Select the Account the expense was paid from.
6. Enter the payee/vendor in the Who you paid? field.
7. Select the appropriate account in the Type of expense field.
8. (Optional) Select a customer in the Who was it for? field.
9. Enter a description.
10. Select Add a Split if you need to select another account.
11. (Optional) Enter a Reference # and a Memo.
12. Select Save.

New expense Save

How did you pay? (Required)

CREDIT CHECK CASH

From Chase Checking 1234

04/19/2022

Restaurant

Employee Meals

Who was it for?

Description

Add a split

Total **\$8.95**

Ref # 21 characters max.

Message on statement

(Android)

Cancel New expense Save

How did you pay? (required)

Account (required) Chase Checking 1234 >

April 19, 2022

Restaurant >

Employee Meals >

Who or what was it for? >

Billable

Description

Split

Total **\$8.95**

Ref no. 21 characters max.

Memo

(Apple)

Chapter 15

Working With Reports

Working with Reports

The reason you use QuickBooks is to get reports. If entering transactions and performing reconciliations is the work, then reports are the reward. Reports you get out of QuickBooks are only as reliable as the data that you put in. This chapter teaches you how to find what you're looking for in the QuickBooks reports center.

Run Reports

The Report Center is where you can find all the reports that help you keep track of your business. There are four areas of the report list:

- All Reports

A list of all available reports in QuickBooks.

- Custom Reports

Reports that you have customized and memorized for future use.

- Management Reports

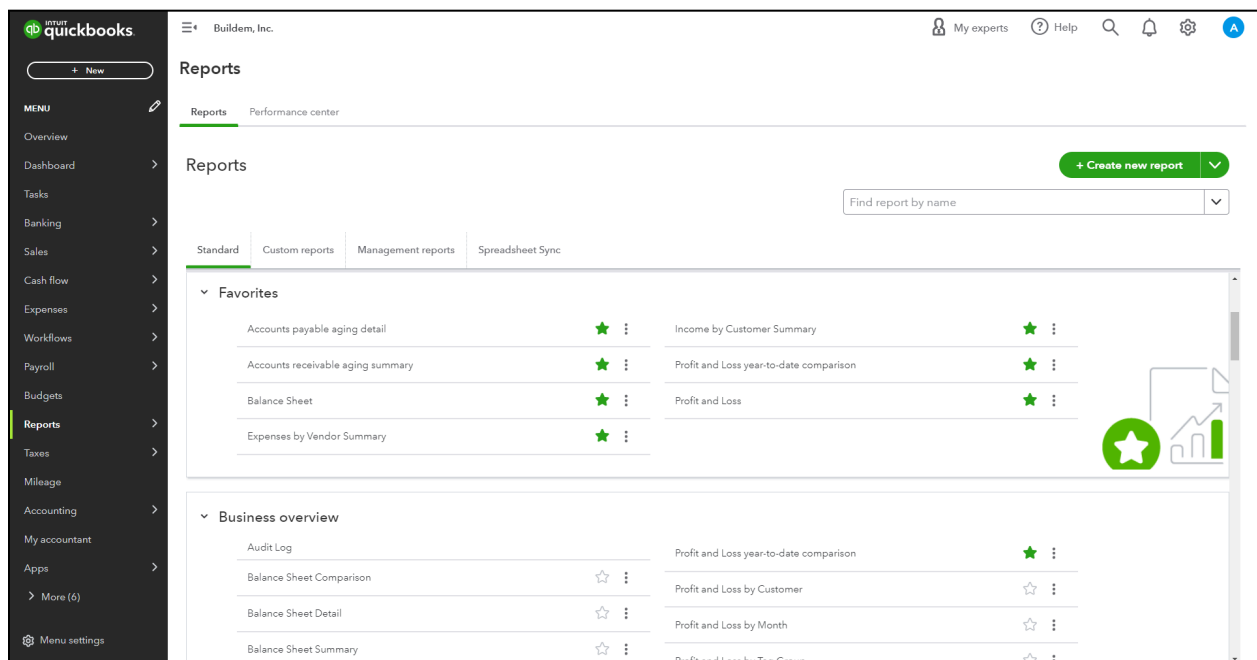
Customizable report packet that includes a cover letter, and table of contents.

- Search Box

Just type the name of a report and QuickBooks finds it for you.

Running Reports

1. Select Reports on the Navigation Bar.
2. Select Run next to the appropriate report or search for a report and press Enter.

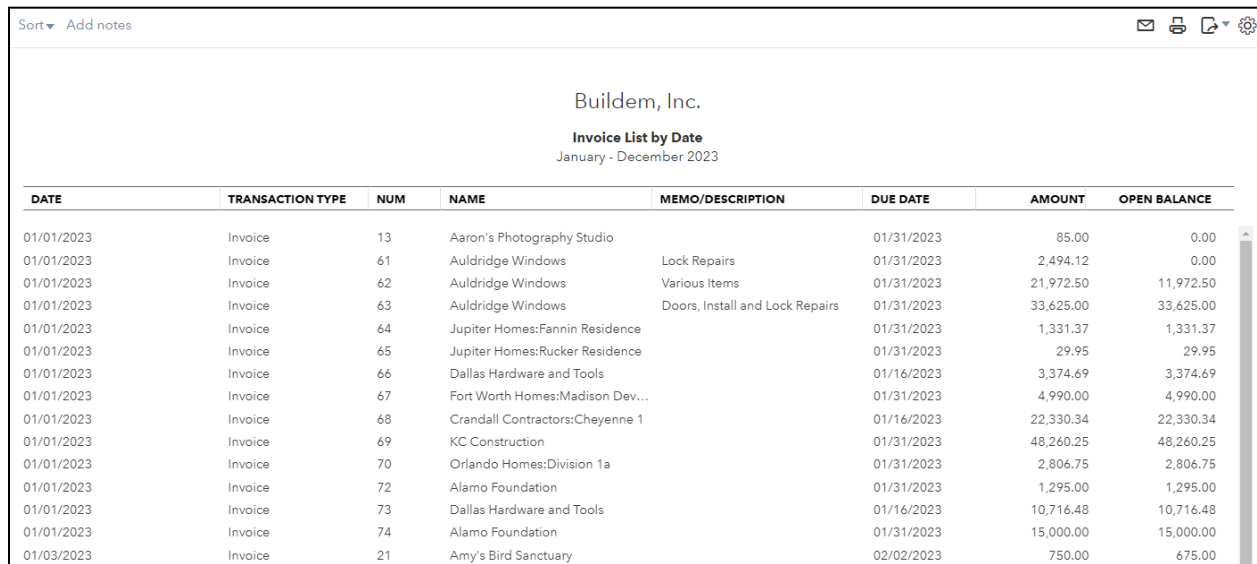


Types of Reports

There are three types of reports in QuickBooks. Each type offers different views of company information and has varying levels of details.

List Reports

List reports are the most basic kind of report in QuickBooks. They don't do any analysis, they only list data. Examples include the Customer Contact List, and the Invoice List. Lists reports are great if you want to look up a lot of data quickly. They are good for looking up information and printing or exporting it.



Buildem, Inc.
Invoice List by Date
January - December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DUE DATE	AMOUNT	OPEN BALANCE
01/01/2023	Invoice	13	Aaron's Photography Studio		01/31/2023	85.00	0.00
01/01/2023	Invoice	61	Auldrige Windows	Lock Repairs	01/31/2023	2,494.12	0.00
01/01/2023	Invoice	62	Auldrige Windows	Various Items	01/31/2023	21,972.50	11,972.50
01/01/2023	Invoice	63	Auldrige Windows	Doors, Install and Lock Repairs	01/31/2023	33,625.00	33,625.00
01/01/2023	Invoice	64	Jupiter Homes:Fannin Residence		01/31/2023	1,331.37	1,331.37
01/01/2023	Invoice	65	Jupiter Homes:Rucker Residence		01/31/2023	29.95	29.95
01/01/2023	Invoice	66	Dallas Hardware and Tools		01/16/2023	3,374.69	3,374.69
01/01/2023	Invoice	67	Fort Worth Homes:Madison Dev...		01/31/2023	4,990.00	4,990.00
01/01/2023	Invoice	68	Crandall Contractors:Cheyenne 1		01/16/2023	22,330.34	22,330.34
01/01/2023	Invoice	69	KC Construction		01/31/2023	48,260.25	48,260.25
01/01/2023	Invoice	70	Orlando Homes:Division 1a		01/31/2023	2,806.75	2,806.75
01/01/2023	Invoice	72	Alamo Foundation		01/31/2023	1,295.00	1,295.00
01/01/2023	Invoice	73	Dallas Hardware and Tools		01/16/2023	10,716.48	10,716.48
01/01/2023	Invoice	74	Alamo Foundation		01/31/2023	15,000.00	15,000.00
01/03/2023	Invoice	21	Amy's Bird Sanctuary		02/02/2023	750.00	675.00

Detail Reports

Detail reports show the transactions that affect the totals customers, vendors, accounts, or products and services. Examples include the Sales by Customer Detail report, and Profit and Loss Detail.

DATE	TRANSACTION TYPE	NUM	PRODUCT/SERVICE	MEMO/DESCRIPTION	QTY	SALES PRICE	AMOUNT	BALANCE
Buildem, Inc. Sales by Customer Detail January - December 2023								
▼ Aaron's Photography Studio								
01/01/2023	Invoice	13	Repair Hinges	Repaired Hinges.	1.00	85.00	85.00	85.00
05/14/2023	Invoice	91	Taxable Widget	Wonderful Widget	1.00	100.00	100.00	185.00
05/14/2023	Invoice	91	Widget Installation	Wonderful Widget Install	1.00	250.00	250.00	435.00
06/12/2023	Credit Memo		Services	Created by QB Online to adjust ...			-85.00	350.00
Total for Aaron's Photography Studio							\$350.00	
▼ Alamo Foundation								
01/01/2023	Invoice	72	Double Install	Install double doors (oak)	1.00	1,295.00	1,295.00	1,295.00
01/01/2023	Invoice	74	Double Install	Install double doors (oak)	1.00	15,000.00	15,000.00	16,295.00
05/14/2023	Invoice	92	Widget Installation	Wonderful Widget Install	1.00	250.00	250.00	16,545.00
05/14/2023	Invoice	92	Taxable Widget	Wonderful Widget	1.00	100.00	100.00	16,645.00
Total for Alamo Foundation							\$16,645.00	
▼ Amy's Bird Sanctuary								
01/03/2023	Invoice	21	Design	Custom Design Services	10.00	75.00	750.00	750.00
Total for Amy's Bird Sanctuary							\$750.00	
▼ Auldridge Windows								
01/01/2023	Invoice	61	Lock Repairs:Lock Repair-Brandon	Repair by senior specialist Brad.	25.00	27.03	675.75	675.75
01/01/2023	Invoice	61	Lock Repairs:Lock Repair-David	Repair by senior specialist David.	25.00	40.7848	1,019.62	1,695.37
01/01/2023	Invoice	61	Lock Repairs:Lock Repair-Thelma	Repair by senior specialist Thelma.	25.00	31.95	798.75	2,494.12
01/01/2023	Invoice	62	Bag Of Nails	Deluxe Container with 2' Heavy ...	100.00	19.95	1,995.00	4,489.12

Summary Reports

Summary reports are the most used of the report types. They show a list of customers, vendors, products and services, or accounts and information on the totals associated with them without showing the transactions that contribute to that amount. Examples include the Sales by Customer Summary report, and the Balance Sheet.

Summary reports show you a total but instead of showing you each individual transaction you'll see a total for each item, whatever it might be. By selecting the total for a particular item, you'll get a detail report that shows you individual transactions that make up the total.

Buildem, Inc.	
Sales by Customer Summary	
January - December 2023	
	TOTAL
Aaron's Photography Studio	350.00
Alamo Foundation	16,645.00
Amy's Bird Sanctuary	750.00
Auldridge Windows	65,966.12
Cassie's Dog Grooming	100.00
▼ Columbia Management	
Spokane Civic Center	20,249.00
Total Columbia Management	20,249.00
Cool Cars	100,000.00
▼ Crandall Contractors	
Cheyenne 1	22,330.34
Total Crandall Contractors	22,330.34
Dallas Hardware and Tools	14,091.17
Dittrich Motors	10,000.00
Donna Believyu	12,950.00
Fort Worth Homes	

Modify Reports – General

Changing Date Range

By default, the many reports show the company's data for the year-to-date, but you can choose what time period you want more information on, like the previous quarter or prior year.

Customize Report

1. Select the Customize button.
2. Select General.
3. Choose the date range for the report.
4. Select Run Report.

Customize report

▼ General

Report period

This Year ▼ 01/01/2023 to 12/31/2023

All Dates
Custom
Today
This Week
This Week-to-date
This Month
This Month-to-date
▼ This Quarter
This Quarter-to-date
This Year ▼
This Year-to-date

Negative numbers

-100 ▼

Show in red

Show non-zero or active only

Active rows/active cr ▼

Period Comparison

Previous period (PP)
 \$ change % change

Previous year (PY)
 \$ change % change

Year-to-date (YTD)
 % of YTD

% of Row

Run report

Reports

Performance center

[Back to report list](#)

Sales by Customer Summary Report

Report period

This Year 01/01/2023 to 12/31/2023

Customize Save customization

- All Dates
- Custom
- Today
- This Week
- This Week-to-date
- This Month
- This Month-to-date
- This Quarter
- This Quarter-to-date
- This Year**
- This Year-to-date

Show non-zero or active only

Active rows/active columns

Compare another period

Select period

Accounting method

Cash Accrual

Run report

Collapse Sort Add notes See a chart



Buildem, Inc.

Sales by Customer Summary January - December 2023

	TOTAL
Aaron's Photography Studio	350.00
Alamo Foundation	16,645.00
Amy's Bird Sanctuary	750.00
Auldridge Windows	65,966.12
Cassie's Dog Grooming	100.00
▼ Columbia Management	

Compare another period

You can compare the previous period, previous year or year-to-date along with \$ change or % change.

Buildem, Inc. My experts Help

Reports

Performance center

Back to report list

Sales by Customer Summary Report

Report period: This Year 01/01/2023 to 12/31/2023

Display columns by: Total Only Show non-zero or active only: Active rows/active columns

Compare another period: Previous period Accounting method: Cash Accrual

Run report

- Previous period (PP)
 - \$ change % change
- Previous year (PY)
 - \$ change % change
- Year-to-date (YTD)
 - % of YTD
 - % of Row
 - % of Column

	TOTAL
Aaron's Photog	350.00
Alamo Foundation	16,645.00
Amy's Bird Sanctuary	750.00
Auldrige Windows	65,966.12
Cassie's Dog Grooming	100.00
▼ Columbia Management	

Collapse Sort Add notes See a chart

Buildem, Inc.

Sales by Customer Summary

January - December 2023

	TOTAL			
	JAN - DEC 2023	JAN - DEC 2022 (PP)	CHANGE	% CHANGE
Aaron's Photography Studio	350.00		350.00	
Alamo Foundation	16,645.00	499.95	16,145.05	3,229.33 %
Amy's Bird Sanctuary	750.00	12,425.00	-11,675.00	-93.96 %
Auldrige Windows	65,966.12		65,966.12	
Cassie's Dog Grooming	100.00		100.00	
▼ Columbia Management				
Seattle School		2,621.25	-2,621.25	-100.00 %
Spokane Civic Center	20,249.00	32,738.44	-12,489.44	-38.15 %
Total Columbia Management	20,249.00	35,359.69	-15,110.69	-42.73 %
Cool Cars	100,000.00		100,000.00	

Modify Reports – Numbers

QuickBooks lets you change how numbers display by dividing them by 1000. You can also display values without cents. You can even choose how negative numbers display.

Customize report

▼ General

Report period

This Year ▼ 01/01/2023 to 12/31/2023

Accounting method

Cash Accrual

Number format

Divide by 1000

Without cents

Except zero amount

Negative numbers

(100) ▼

Show in red

Numbers Without Cents

Collapse Sort▼ Add notes See a chart





Buildem, Inc.

Sales by Customer Summary
January - December 2023

	TOTAL
Aaron's Photography Studio	350
Alamo Foundation	16,645
Amy's Bird Sanctuary	750
Auldridge Windows	65,966
Cassie's Dog Grooming	100
▼ Columbia Management	
Spokane Civic Center	20,249
Total Columbia Management	20,249
Cool Cars	100,000
▼ Crandall Contractors	





Collapse/Expand

When you collapse a report you won't see sub entries.

Collapse Sort Add notes See a chart    

Buildem, Inc.
Sales by Customer Summary
January - December 2023

	TOTAL
Aaron's Photography Studio	350
Alamo Foundation	16,645
Amy's Bird Sanctuary	750
Auldridge Windows	65,966
Cassie's Dog Grooming	100
▼ Columbia Management	
Spokane Civic Center	20,249
Total Columbia Management	20,249
Cool Cars	100,000
▼ Crandall Contractors	

Expand Sort Add notes See a chart    

Buildem, Inc.
Sales by Customer Summary
January - December 2023

	TOTAL
Aaron's Photography Studio	350
Alamo Foundation	16,645
Amy's Bird Sanctuary	750
Auldridge Windows	65,966
Cassie's Dog Grooming	100
Columbia Management	20,249
Cool Cars	100,000
Crandall Contractors	22,330
Dallas Hardware and Tools	14,091

Modify Reports – Rows/Columns

Customize Report

1. Select the Customize button.
2. Select Rows/Columns.

Note: You can change the columns to break up the data in other ways, by selecting Customize, then Previous Comparison. You also have the option to see a dollar and/or percentage change for the previous year or period.

Rows/Columns

Customize report

▶ General

▼ Rows/Columns

Columns Show non-zero or active only

Total Only ▼ Active rows/active c ▼

Period Comparison

Previous period (PP)
 \$ change % change

Previous year (PY)
 \$ change % change

Year-to-date (YTD)
 % of YTD

% of Row

% of Column

▶ Filter

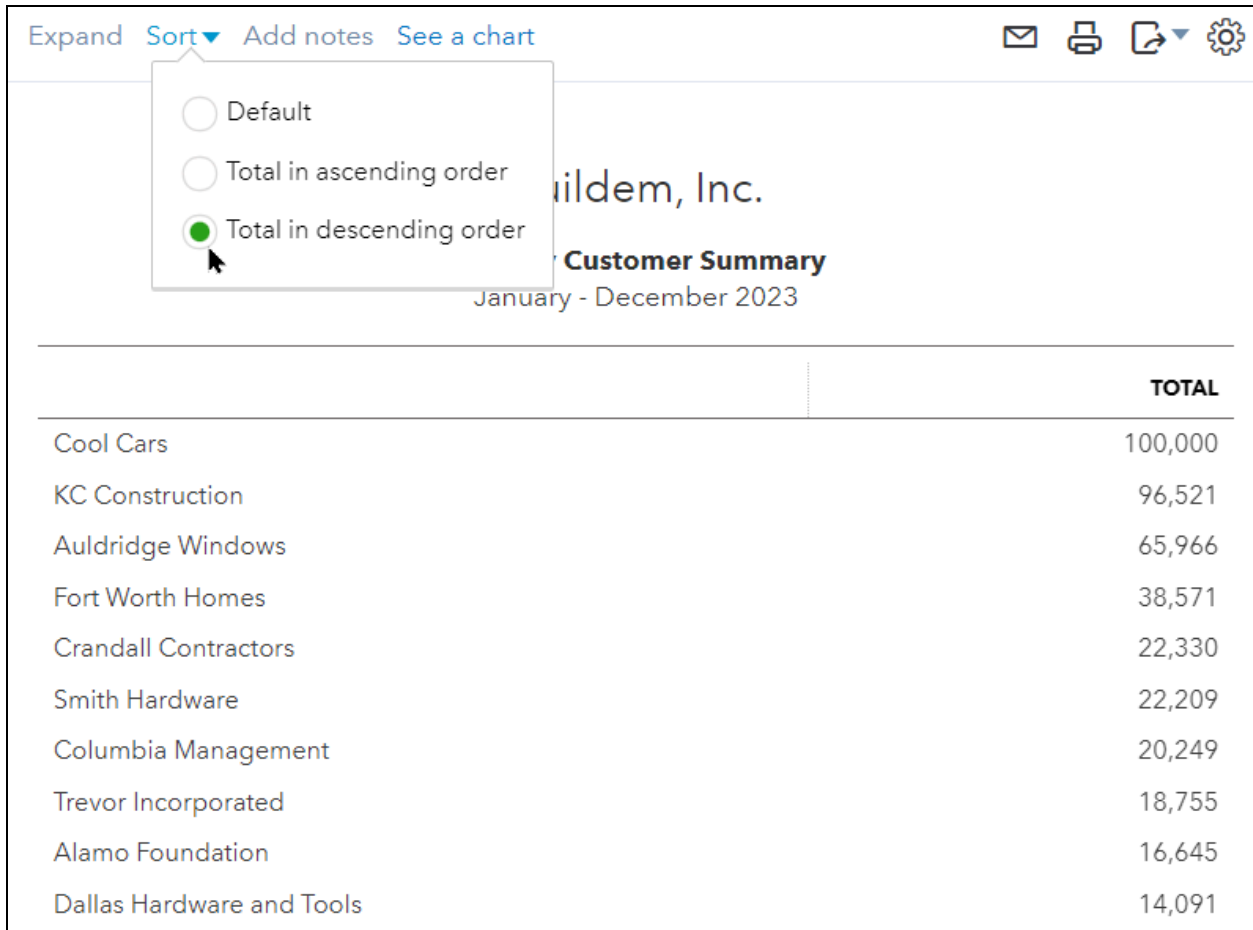
▶ Header/Footer

Run report

Sort Order – Descending

It is possible to change the sorting method.

1. Select the Sort drop-down arrow.
2. Select Total in descending order.

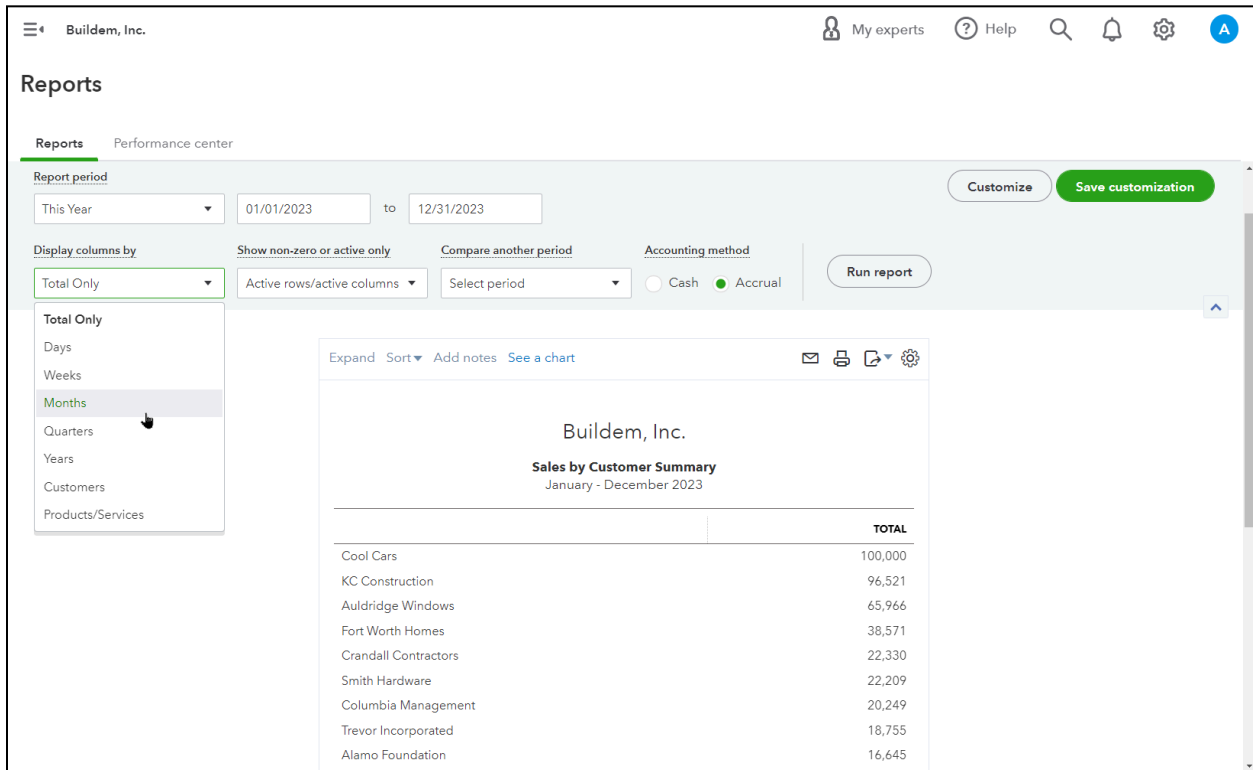


The screenshot shows the 'Sort' dropdown menu in the QuickBooks interface. The menu is open, and the option 'Total in descending order' is selected, indicated by a green circle and a mouse cursor. The background shows a 'Customer Summary' report for 'Gildem, Inc.' for the period 'January - December 2023'. The report table is as follows:

	TOTAL
Cool Cars	100,000
KC Construction	96,521
Auldridge Windows	65,966
Fort Worth Homes	38,571
Crandall Contractors	22,330
Smith Hardware	22,209
Columbia Management	20,249
Trevor Incorporated	18,755
Alamo Foundation	16,645
Dallas Hardware and Tools	14,091

Columns – Total By Month

By default, reports show a single column for the period of time. You can break up the report by dividing the data by days, weeks, months, quarters and more. Instead of a single column, you can select Display Columns by and select the desired view (e.g., months).



The screenshot shows the QuickBooks Reports interface for 'Buildem, Inc.'. The report is titled 'Sales by Customer Summary' for the period 'January - December 2023'. The report is configured to show 'Total Only' by 'Months' for the period from 01/01/2023 to 12/31/2023. The accounting method is set to 'Accrual'. The report table lists various customers and their sales totals.

	TOTAL
Cool Cars	100,000
KC Construction	96,521
Auldrige Windows	65,966
Fort Worth Homes	38,571
Crandall Contractors	22,330
Smith Hardware	22,209
Columbia Management	20,249
Trevor Incorporated	18,755
Alamo Foundation	16,645

Customize Rows

You have the option to change the rows viewed on your reports. This includes those used in transactions only (active), all, or only those with a non-zero balance.

1. Select Show non-zero or active only.
2. Select what you would like to see.
3. Select Run Report.

The screenshot shows the QuickBooks Reports interface for Buildem, Inc. The report is titled "Sales by Customer Summary" for the period of January - December 2023. The report is displayed in a table format with a "TOTAL" column on the right. The "Show rows" dropdown menu is open, showing options for "Active", "All", and "Non-zero". The "All" option is selected. The "Show columns" dropdown menu is also open, showing options for "Active", "All", and "Non-zero". The "Active" option is selected. The table lists customer names and their corresponding sales amounts.

	TOTAL
Cool Cars	100,000
KC Construction	96,521
Auldrige Windows	65,966
Fort Worth Homes	38,571
Crandall Contractors	22,330
Smith Hardware	22,209
Columbia Management	20,249
Trevor Incorporated	18,755
Alamo Foundation	16,645

Modify Reports – Filters

Filters

1. Select the Customize button.
2. Select Filter.
3. Select the checkbox for the filter and enter the information you want to see.
4. Select Run report.

These filters represent all the data displayed on the report. Right now, all income, cost of goods, expense accounts, and all customers, vendors, employees, and other metrics are building the report. To see income and expenses for a particular customer (for example), select the checkbox(es) beside the selection(s) you want details on.

Customize report

- ▶ General
- ▶ Rows/Columns
- ▼ Filter
 - Customer All
 - Product/Service All
 - Payment Method All
 - P.O. Number
 - Sales Rep
- ▶ Header/Footer

Customize report

- ▶ General
- ▶ Rows/Columns
- ▼ Filter
 - Product/Service Design
 - Customer All
 - Payment Method All
 - P.O. Number
 - Sales Rep
- ▶ Header/Footer

Removing Filters

At the top of the report, QuickBooks shows all of the filters that are currently applied. Just click the X to remove the filter.

Filters: Product/Service X

Expand Sort Add notes See a chart

Buildem, Inc.
Sales by Customer Summary
January - December 2023

	TOTAL
Cool Cars	75,000
Fort Worth Homes	12,950
Smith Hardware	4,260
Ami's Bird Sanctuary	750

Modify Reports – Header/Footer

Customize Report

1. Select the Customize button.
2. Select Header/Footer.

In the customize menu, you can change more features of the header or footer. To remove a section such as company name select the checkbox to the left of the field. On this menu you can also edit title details and adjust alignment as desired.

Header/Footer

Customize report [X]

- ▶ General
- ▶ Rows/Columns
- ▶ Filter
- ▼ Header/Footer
 - Header**
 - Company name: Buildem, Inc.
 - Report title: Design Sales by Customer Summary
 - Report period
 - Footer**

Filters: Product/Service [X]

Expand Sort ▼ Add notes See a chart [Email] [Print] [Share] [Settings]

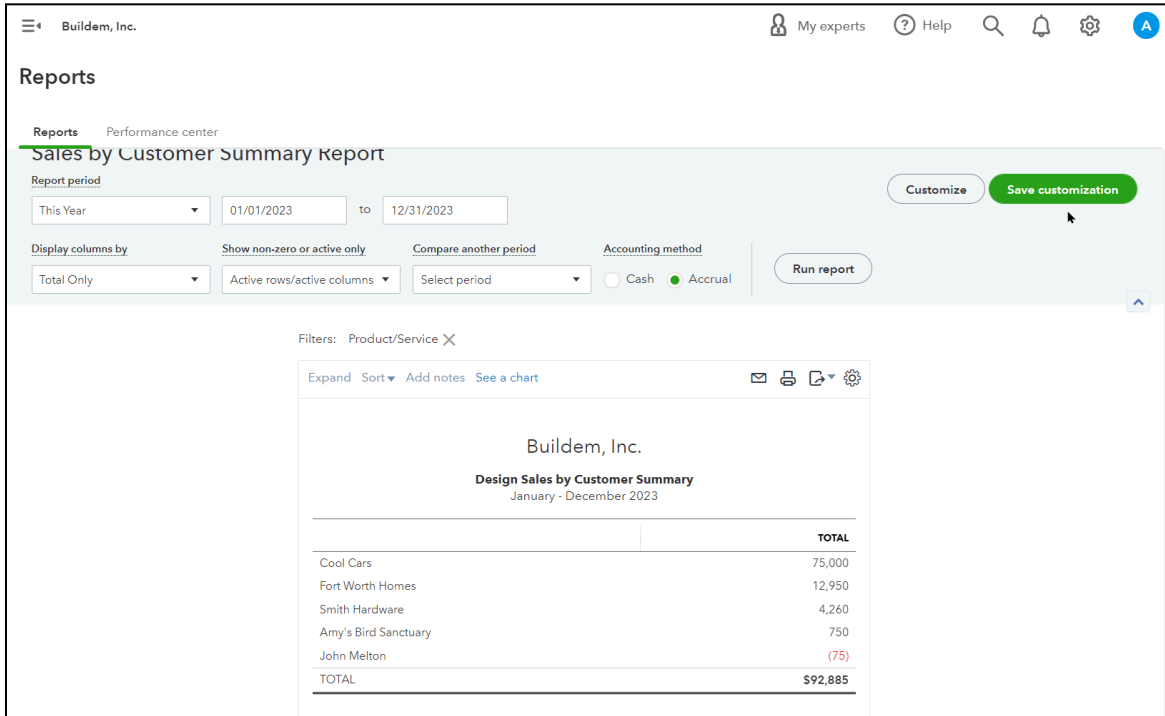
Buildem, Inc.
Design Sales by Customer Summary
January - December 2023

	TOTAL
Cool Cars	75,000
Fort Worth Homes	12,950
Smith Hardware	4,260
Amy's Bird Sanctuary	750
John Melton	(75)
TOTAL	\$92,885

Save Report Customizations

1. Select Save Customizations.
2. Enter appropriate information for the customized report.
3. Select Save.

Save Customizations



The screenshot shows the QuickBooks Reports interface for 'Buildem, Inc.'. The report is titled 'Sales by Customer Summary Report' and is set for the period 'This Year' (01/01/2023 to 12/31/2023). The 'Save customization' button is highlighted in green. Below the report controls, a table titled 'Design Sales by Customer Summary' for January - December 2023 is displayed. The table lists sales for various customers and a total amount.

	TOTAL
Cool Cars	75,000
Fort Worth Homes	12,950
Smith Hardware	4,260
Amy's Bird Sanctuary	750
John Melton	(75)
TOTAL	\$92,885

1. Groups help you organize your customized reports. This is helpful if you have a lot of customized reports that you want QuickBooks to access or email for you on a regular basis.
2. You can also share this report with other users in your company file, so they can see it as well.

Customize Save customization

Custom report name
Design Sales by Customer Surr

Add this report to a group
Reports for the boss

[Add new group](#)

Share with
None

Share reports with community
* You share only your customized report structure and not your financial data.

Save

un report

TC

\$75

\$8,025

\$750

Run My Custom Report

1. Select Reports on the Navigation Bar.
2. Select Custom Reports.
3. Select the name of the report to run.

intuit quickbooks

Buildem, Inc.

My experts Help

+ New

Reports

Reports Performance center

+ Create new report

Find report by name

Standard Custom reports Management reports Spreadsheet Sync

NAME	CREATED	DATE RANGE	EMAIL	ACTION
Reports for the boss				
Design Sales by Customer Summary	Amy Marks	This Year	Unscheduled	Edit

First Previous 1 - 2 Next Last

Email & Schedule Reports

Email Once

QuickBooks allows you to send both standard and custom reports by email.

Email Report

1. Run the appropriate report.
2. Select the email icon at the top of the report.
3. Select the Email button.
4. Enter appropriate information.
5. Select Send.

Note: The report is sent as a PDF attachment.

Buildem, Inc. My experts Help

Reports





Reports Performance center

Report period: This Year 01/01/2023 to 12/31/2023 Customize Save customization

Display columns by: Total Only Show non-zero or active only: Active rows/active columns Compare another period: Select period Accounting method: Cash Accrual Run report

Filters: Product/Service X

Expand Sort Add notes See a chart

Buildem, Inc.
Design Sales by Customer Summary
January - December 2023

	TOTAL
Cool Cars	75,000
Fort Worth Homes	12,950
Smith Hardware	4,260
Amy's Bird Sanctuary	750
John Melton	(75)
TOTAL	\$92,885

Accrual basis Wednesday, June 14, 2023 12:37 PM GMT-04:00

Print, email, or save as PDF

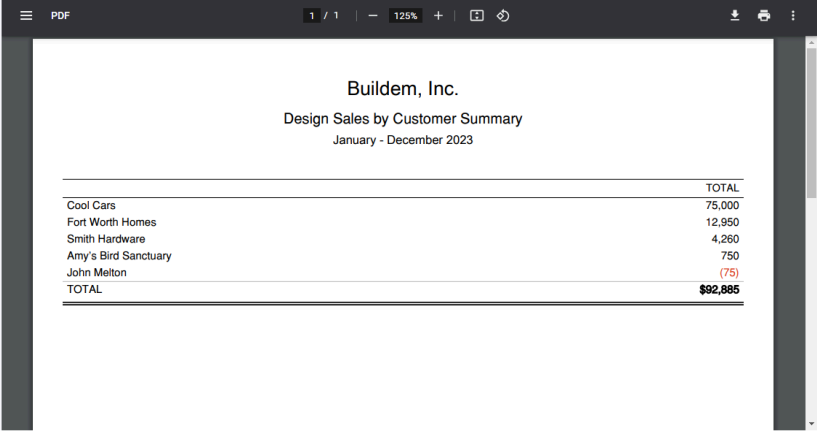
To print, right-click the preview and select **Print**. Or, click the **Print** icon if you see one below.

Report print settings

Orientation: Portrait

NEW

Repeat page header



Close Email Save as PDF Print

Email Report

Email Report [X]

To
boss@buildem.com

CC

Subject
Your Design Sales by Customer Summary Report

Body
Hello
Attached is the Design Sales by Customer Summary report for Buildem, Inc..
Regards
Amy Marks

Report
Design Sales by Customer Summary Report.pdf

Cancel Send

Email on Schedule

You can set an email schedule for your customized reports and report groups. QuickBooks lets you schedule reports so you can send them daily, weekly, monthly, or twice a month through email. By default, QuickBooks sends the report as a PDF attachment. You can also choose to send the report as an Excel file.

Set Report Email Schedule

1. Select Reports on the Navigation Bar.
2. Select Custom Reports.
3. Select Edit next to the appropriate report or report group.
4. Select the Set email schedule option.
5. Make the appropriate selections.
6. Select Save and close.
7. (Optional) Select Attach the report as an Excel file.
8. Select Save.

Edit Memorized Report/Report Group

The screenshot shows the QuickBooks Reports interface for Buildem, Inc. The left sidebar contains a menu with options like Overview, Dashboard, Tasks, Banking, Sales, Cash flow, Expenses, Workflows, Payroll, Budgets, Reports, and Taxes. The main area is titled 'Reports' and includes a search bar, a '+ Create new report' button, and tabs for Standard, Custom reports, Management reports, and Spreadsheet Sync. A table lists reports with columns for Name, Created, Date Range, Email, and Action. The 'Reports for the boss' report is highlighted, and its 'Edit' button is being clicked.

NAME	CREATED	DATE RANGE	EMAIL	ACTION
> Reports for the boss			Unscheduled	Edit ▼
Design Sales by Customer Summary	Amy Marks	This Year		Edit ▼

The 'Custom Report' configuration dialog box is shown. It includes the following sections:

- Group Name:** Reports for the boss
- Set email schedule:** ON (toggle)
- SET RECURRENCE:**
 - Repeats: Weekly
 - Every: 1 week(s)
 - On: Sunday
 - End: After 24 Occurrences
 - Next Date: 04/23/2022
 - End Date: 10/01/2022
- EMAIL INFORMATION:**
 - To: boss@buildem.com
 - Subject: Financial reports for Buildem, Inc.
 - Body: Hello, Attached is the set of financial reports for Buildem, Inc.. Regards, Amy Marks
- Attach the report as an Excel file
- Cancel** button

Custom Reports-Email Scheduled

The screenshot shows the QuickBooks Reports interface. On the left is a navigation menu with options like Overview, Dashboard, Tasks, Banking, Sales, Cash flow, Expenses, Workflows, Payroll, Budgets, and Reports. The main area is titled 'Reports' and includes a '+ Create new report' button and a search box 'Find report by name'. Below this are tabs for 'Standard', 'Custom reports', 'Management reports', and 'Spreadsheet Sync'. A table lists reports with the following data:

NAME	CREATED	DATE RANGE	EMAIL	ACTION
> Reports for the boss			Every Week	Edit v
Design Sales by Customer Summary	Amy Marks	This Year		Edit v

At the bottom right of the table, there are pagination controls: 'First Previous 1 - 2 Next Last'.

Note: QuickBooks created a new modern view for reports. Your reports may open with this new view. If you wish to switch back to the classic view, select Switch to classic view at the top of the window.

The screenshot shows the 'Customer Contact List' page in QuickBooks. At the top, there is a navigation bar with 'Back', 'Customer Contact List', and buttons for 'Switch to classic view', 'Schedule report', 'Export', and 'Save'. The 'Switch to classic view' button is highlighted with a green box. Below the navigation bar are view options: 'Table View' (selected) and 'Chart View'. The main content is a table titled 'Customer Contact List : Jan 2023 - Jun 2023' with the following columns:

Customer full na... (Customer)	Telephone (Customer)	Mobile (Customer)	Fax (Customer)	Email address (Customer)	Billing address (Customer)	Billing city (Customer)	Billing state (Customer)
Aaron's Photograp...	817-460-5510	--	--	Aaron@Caveman.c...	900 W Division St,	Providence	RI
Alamo Foundation	210-888-1051	--	--	alamofoundation@...	Thomas A. Ruvaldt ...	San Antonio	TX
Amy's Bird Sanctuary	214-656-5654	--	--	Amy@Birds.com	654 Pelican Ave.	Dallas	TX
Auldridge Windows	312-395-3939	--	555-555-3838	hotmama@verizon....	123 West Brooklyn ...	New York	NY
Bill's Windsurf Shop	214-556-6565	--	--	Bill@Windsurf.com	Bill Windsurf Shop ...	Dallas	TX
Building 101	--	--	--	--	--	--	--
Building 101:Unit 1	--	--	--	--	--	--	--
Building 101:Unit 1...	--	--	--	--	--	--	--
Building 101:Unit 2	--	--	--	--	--	--	--
Building 101:Unit 2...	--	--	--	--	--	--	--
Building 201	--	--	--	--	--	--	--

At the bottom of the page, it says '16 columns | 73 rows | Updated 2 days ago'.

Chapter 16

Accounting Tasks & Procedures

Accounting Tasks

You learn about a variety of important topics in this chapter such as account numbers, how to create a closing date for your books post-reconciliation or year-end, as well as how to add and manage users that you can add to your QuickBooks online account.

Account Numbers

Account numbers make it easy for you to standardize your Chart of Accounts. After you enable account numbers, you must enter an account number for each account. Ask your accountant for assistance in assigning the appropriate account numbers. When entering transactions, you can enter the account name or the account number.

Enable Account Numbers

1. Select the Gear menu and select Account and Settings.
2. Select Advanced on the list to the left.
3. Select the Chart of accounts section.
4. Choose to Enable account numbers.
5. Select the box to Show account numbers (shows on transactions and reports).
6. Select Save.

The screenshot shows the 'Account and Settings' interface. On the left is a navigation menu with categories: Company, Billing & subscription, Usage, Sales, Expenses, Payments, Time, and Advanced (which is highlighted). The main content area is titled 'Accounting' and includes settings for 'First month of fiscal year' (January), 'First month of income tax year' (Same as fiscal year), 'Accounting method' (Accrual), and 'Close the books' (Off). Below this is the 'Chart of accounts' section, which is highlighted in light blue. It contains the following settings: 'Enable account numbers' (a toggle switch that is turned on), 'Show account numbers' (a checked checkbox), 'Tips account' (a dropdown menu), and 'Markup income account' (a dropdown menu with 'Markup' selected). At the bottom of this section are 'Cancel' and 'Save' buttons.

Assign Account Numbers

1. Select the Gear menu and select Chart of Accounts.
2. Select the edit icon.
3. Enter appropriate account numbers in the Number column.

Note: You can use up to 20 characters when setting up account numbers in QuickBooks Online.

4. Select Save.

The screenshot displays the 'Chart of accounts' page in QuickBooks Online. The page header includes the company name 'Buildem, Inc.' and navigation options like 'My experts', 'Help', and 'Settings'. The main content area shows a table of accounts with the following columns: NUMBER, NAME, ACCOUNT TYPE, DETAIL TYPE, QUICKBOOKS BALANCE, BANK BALANCE, and ACTION. The table lists several accounts, including Chase Checking 1234, Money Market, Savings, Accounts Receivable, Finished Goods Inventory, and Inventory. A 'Batch actions' dropdown menu is open, showing options like 'Run report', 'New', and 'Batch edit'. A tooltip for 'Batch edit' is visible over the 'Batch actions' dropdown.

	NUMBER	NAME	ACCOUNT TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
<input type="checkbox"/>		Chase Checking 1234	Bank	Checking	\$1,058,332.98	\$85,895.29	View register
<input type="checkbox"/>		Money Market	Bank	Checking	\$48,688.07		View register
<input type="checkbox"/>		Savings	Bank	Checking	\$5,000.00	\$5,500.00	View register
<input type="checkbox"/>		Accounts Receivable	Accounts receivable (A/R)	Accounts Receivable (A/R)	\$404,690.86		View register
<input type="checkbox"/>		Finished Goods Inventory	Other Current Assets	Other Current Assets	\$0.00		View register
<input type="checkbox"/>		Inventory	Other Current Assets	Other Current Assets	\$136,546.31		View register

Accounting

Chart of accounts Reconcile

Chart of accounts

Feedback Run report New

< All lists

Cancel Save

< Previous 1 - 75 Next >

NUMBER	NAME	ACCOUNT TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE
1000	Chase Checking 123	Bank	Checking	\$1,058,332.98	\$85,895.29
1010	Money Market	Bank	Checking	\$48,688.07	
1020	Savings	Bank	Checking	\$5,000.00	\$5,500.00
1100	Accounts Receivable	Accounts receivable (A/R)	Accounts Receivable (A/R)	\$404,690.86	
1200	Finished Goods Inve	Other Current Assets	Other Current Assets	\$0.00	
1210	Inventory	Other Current Assets	Other Current Assets	\$136,546.31	
1220	Inventory Asset	Other Current Assets	Inventory	\$0.00	

What is a Closing Date?

The Closing Date in QuickBooks essentially “locks” all of your transactions on or before the chosen date. That makes it harder to change the protected transactions. It also restricts the entry of new transactions with that date or any date before it. To make any changes to the accounting period, a user must know the closing date password (if you have set one).

Set Closing Date and Password

1. Select the Gear menu and select Account and Settings.
2. Select Advanced on the list to the left.
3. Select the Accounting section.
4. Select the box next to Close the books.
5. Enter the Closing date.
6. Select the drop-down arrow and select the appropriate option.
7. (Optional) Enter the password in the Password and Confirm Password fields.
8. Select Save.

Account and Settings

Company	Accounting	First month of fiscal year [?]	January ▾
Billing & subscription		First month of income tax year	Same as fiscal year ▾
Usage		Accounting method [?]	Accrual ▾
Sales		Close the books [?]	<input checked="" type="checkbox"/>
Expenses		Closing date	12/31/2021
Payments			Allow changes after viewing a warning and entering password ▾ [?]
Time		Password	••••
Advanced		Confirm Password	••••
		Cancel	Save

Account and Settings

Company	Accounting	First month of fiscal year [?]	January ▾
Billing & subscription		First month of income tax year	Same as fiscal year ▾
Usage		Accounting method [?]	Accrual ▾
Sales		Close the books [?]	<input checked="" type="checkbox"/>
Expenses		Closing date	12/31/2021
Payments			Allow changes after viewing a warning and entering password ▾ [?]
Time		Password	••••
Advanced		Confirm Password	••••
		Cancel	Save

Manage Users

There are five types of users you can add in QuickBooks.

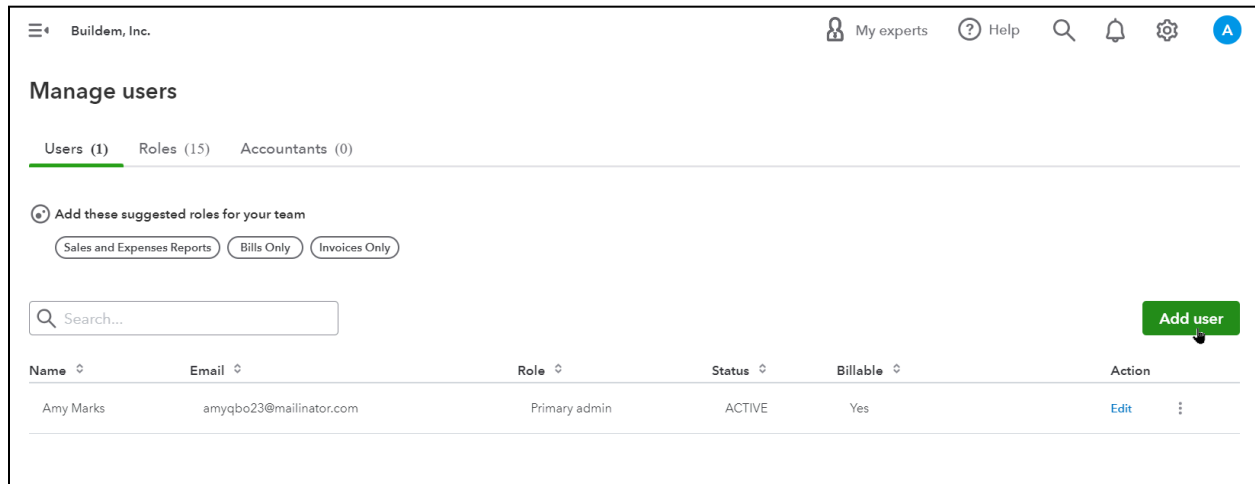
User Type	Description
Standard user	You specify the areas of QuickBooks this user can access: All, Accounts Receivable only, or Accounts Payable only.
Company admin	Can access all areas of QuickBooks, including other subscription services.
Reports only	Signs in to a special version of QuickBooks that shows reports only. Can access all reports except payroll reports, and reports listing contact information for customers, vendors, or employees. Does not count toward the total user limit. (QuickBooks Online Plus and Advanced only)
Time tracking only	Signs in to a special version of QuickBooks that only allows them to fill out or edit their own time sheets. Does not count toward the total user limit.
Accountant	An accountant user gets special access to QuickBooks Online Accountant, which has special tools they can use to work with your data. You can only have two Accountant users.

Note: The number of available users is determined by the QuickBooks subscription type.

Add Standard User

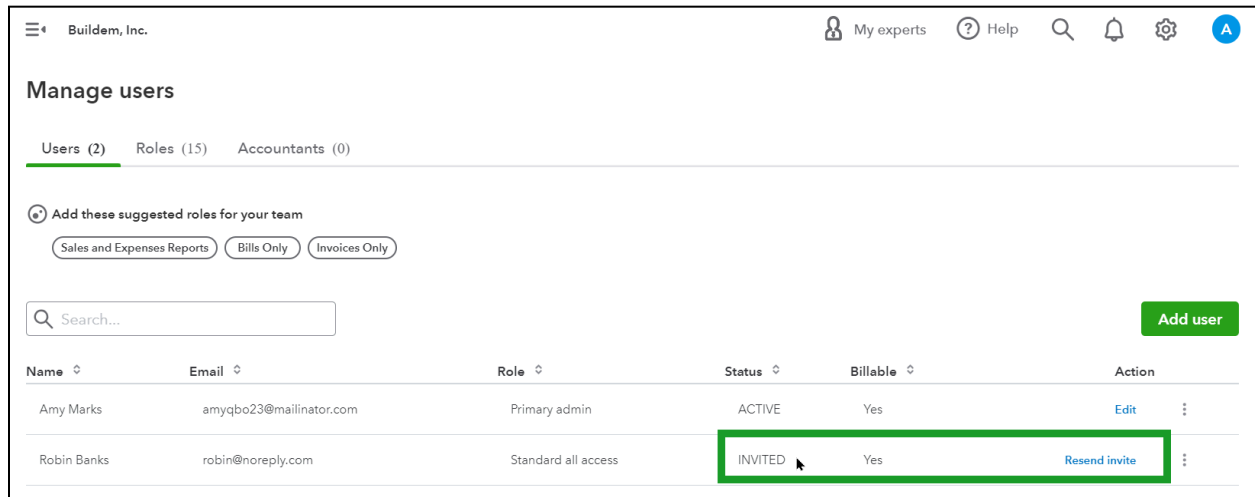
1. Select the Gear menu and select Manage Users.
2. Select the Add user button.
3. Enter the new user's name and email address.
4. Select the appropriate User Type or Role.
5. Select Send Invitation or Save. This sends an invitation to the new user.

Note: If you need to resend the invitation, select the link under Action.



The screenshot shows the 'Manage users' interface for Buildem, Inc. The top navigation bar includes 'My experts', 'Help', search, notifications, settings, and a user profile icon. Below the title, there are tabs for 'Users (1)', 'Roles (15)', and 'Accountants (0)'. A section titled 'Add these suggested roles for your team' contains three buttons: 'Sales and Expenses Reports', 'Bills Only', and 'Invoices Only'. A search bar is present. A green 'Add user' button is highlighted with a mouse cursor. Below is a table with one user entry:

Name	Email	Role	Status	Billable	Action
Amy Marks	amyqbo23@mailinator.com	Primary admin	ACTIVE	Yes	Edit



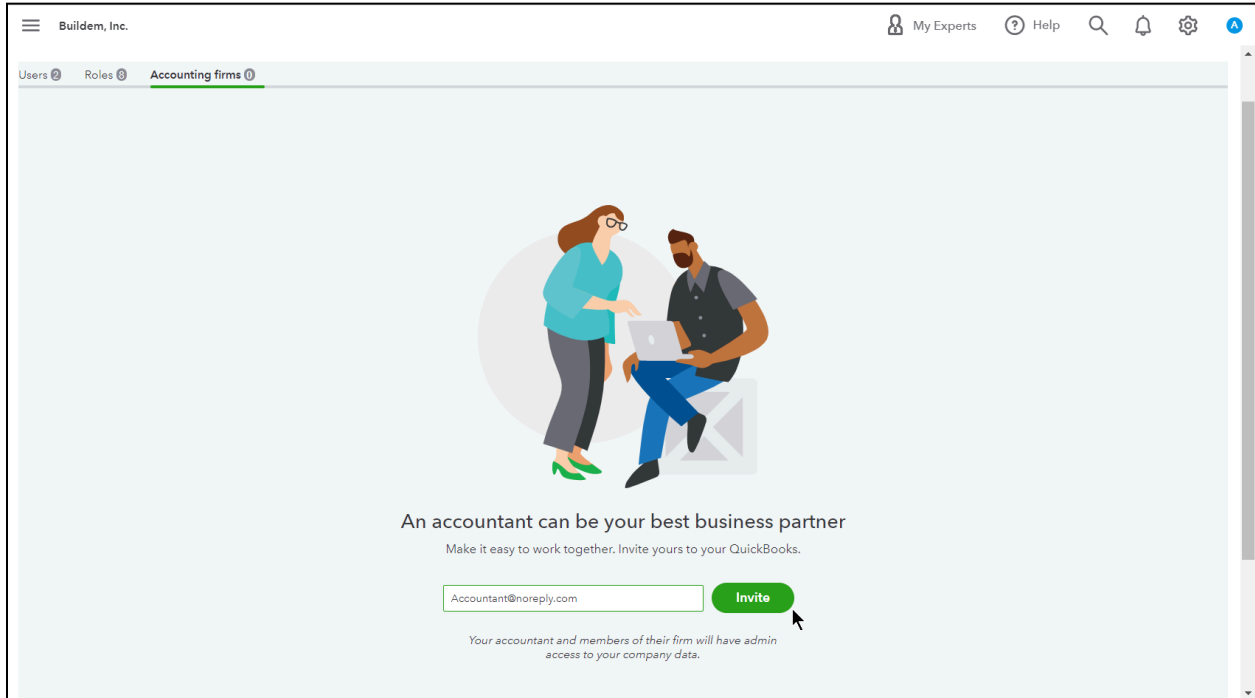
The screenshot shows the 'Manage users' interface for Buildem, Inc. after adding a second user. The 'Users (2)' tab is selected. The table now contains two entries:

Name	Email	Role	Status	Billable	Action
Amy Marks	amyqbo23@mailinator.com	Primary admin	ACTIVE	Yes	Edit
Robin Banks	robin@noreply.com	Standard all access	INVITED	Yes	Resend invite

The 'INVITED' status for Robin Banks is highlighted with a green box.

Add Accountant User

1. Select the Gear menu and select Manage Users.
2. Select the Accountants tab.
3. Enter your accountant's email address, and select Invite.
4. Send and enter security code verification if prompted.



NAME	EMAIL	FIRM	STATUS	DATE ADDED	ACTION
accountant@noreply.com	accountant@noreply.com		Invited	06/14/2023	Resend invite

Audit Log

The Audit Log allows you and your accountant to see almost every activity in QuickBooks, including when users sign in and sign out, transactions entered, changed, or edited, and any list activity such as adding or editing list entries.

Run Audit Log

1. Select the Gear menu and select Audit Log.
2. (Optional) Select the Filter drop-down arrow to select the appropriate filters.
3. Select View in the history column to open any activity on the Audit Log.

DATE CHANGED	USER	EVENT	HISTORY
Jun 14, 2023, 4:04 pm Eastern D...	Amy Marks	Added user accountant@noreply.com	View
Jun 14, 2023, 4:01 pm Eastern D...	Amy Marks	Added user Robin Banks	View
Jun 14, 2023, 3:53 pm Eastern D...	Amy Marks	Changed settings	
Jun 14, 2023, 3:51 pm Eastern D...	Amy Marks	Signed In.	
Jun 14, 2023, 2:47 pm Eastern D...	Amy Marks	Signed Out.	
Jun 14, 2023, 12:43 pm Eastern ...	Amy Marks	Edited Memorized Report Reports for the boss	View
Jun 14, 2023, 12:40 pm Eastern ...	Amy Marks	Edited Memorized Report Reports for the boss:Design Sales by Customer Summary	View
Jun 14, 2023, 12:40 pm Eastern ...	Amy Marks	Added Memorized Report Reports for the boss	View
Jun 14, 2023, 12:35 pm Eastern ...	Amy Marks	Edited Memorized Report Vendors-Unpaid Bills Detail (deleted)	View

Chapter 17

Payroll Setup

Payroll Setup

Before you get too far with Payroll setup, there are a few things you should collect to have in front of you during the setup process. This way you can complete your Payroll setup in one session instead of starting and stopping multiple times just to go find the needed paperwork.

- Federal and state IDs
- State Unemployment Insurance Rate
- W-4 forms that your employees fill out
- Year-to-date Payroll
- Banking and Routing numbers

Enable Payroll

Before you can use Payroll in QuickBooks, you must turn it on.

1. Select Payroll or Workers on the Navigation Bar.
2. Select Employees.
3. Select your payroll plan.

Note: Choose selections to get a plan recommendation.

The screenshot displays the QuickBooks Payroll setup interface for Buildem, Inc. The interface is divided into several sections:

- Navigation Menu (Left):** Includes options like Overview, Dashboard, Tasks, Banking, Sales, Cash flow, Expenses, Workflows, Payroll (highlighted), Budgets, Reports, Taxes, Mileage, Accounting, My accountant, Apps, and Menu settings.
- Top Bar:** Shows the user's name (My experts), Help, search, and notification icons.
- Payroll Section:** Features tabs for 'Employees', 'Contractors', and 'Workers' comp. Below these are four feature cards: 'file payroll taxes', 'unemployment protection', 'payroll', and 'track time'. A 'Premium' plan card is highlighted with a 'Sign up and save 50%' button.
- Compare plans Section:** Displays three plan options: 'Core' (\$22.50/mo), 'Premium' (\$37.50/mo, recommended), and 'Elite' (\$62.50/mo). Each plan card includes a 'Sign up and save 50%' button and a 'Try it for 30 days' link.

Start Payroll Setup

The most important part of using payroll in QuickBooks is the setup. QuickBooks makes it easy to set up your employees, payment schedules, and taxes.

Setup Payroll

1. Select Payroll on the Navigation Bar.
2. Select Overview and then Get started.
3. Select whether you have paid any W-2 employees in the current year, select Next.
4. Enter the next date when you will run payroll and select Next.
5. Enter your business location details and select Next.
6. Enter your payroll contact information and select Next.
7. Select Add an Employee.
8. Enter the Employee Personal Info.
9. Enter Employment Details.
10. Select Create pay schedule, fill in requested information, and select Save.
11. Select Add additional pay types to add other payroll types, make appropriate selections and fill in requested information, and select Done.
12. Select Add/edit Deductions, select add deduction or contribution or garnishment. Make appropriate selections and fill in requested information, select OK.
13. Select Enter W-4 form, fill in requested information, and select Done.
14. Enter required employees' birthday and hire date in Step 7.
15. Select the desired method for paying this employee, make appropriate selections and fill in requested information.
16. Enter prior pay details (if any) for the employee, to let QuickBooks know how much you've paid this employee so far this year, and select Done.
17. Complete Steps 10-16 above for each employee until done, then select Continue.

qb quickbooks

Buildem, Inc. 5-17-23

My experts Help

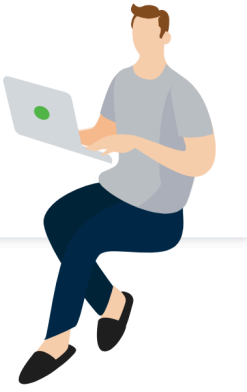
Payroll

Overview Employees Contractors Workers' comp Benefits HR advisor Compliance

Welcome to QuickBooks Payroll

Let's get acquainted. Just a few quick questions and you'll be on your way.

[Get started](#)



Dashboard >
Tasks >
Banking >
Sales >
Customers & leads >
Cash flow >
Expenses >
Workflows >
Projects >
Payroll >
Time >
Budgets >
Reports >
Taxes >
Mileage >
Menu settings

Enter Company Information

For tax purposes, QuickBooks needs to know about any prior payroll runs made to your employees during the current year. Note that you can only set this up during the setup step.

The screenshot shows a window titled "Getting started" with a question: "Have you paid employees in 2023?". Below the question is a subtext: "Answer yes if you, your accountant, or maybe even a previous owner of your business has paid employees." There are three buttons: "No" (highlighted with a green border), "I'm not sure", and "Yes". Below the buttons is a message: "We're thrilled you're here! Since it looks like this is your first time paying employees in 2023, we'll help you set everyone up right." At the bottom right is a green "Next" button. A "Questions? Chat now" button is visible on the right side.

The screenshot shows a window titled "Getting started" with a question: "When is your next payday?". Below the question is a subtext: "If you need to run payroll soon, we'll make it happen." There is a "Next payday" label with a calendar icon. A date input field contains "06/16/2023" with a calendar icon. Below the input field are "Previous" and "Next" buttons. A "Questions? Chat now" button is visible on the right side.

Provide the principal business address to QuickBooks.

The screenshot shows a window titled "Business info" with a question: "What's the primary work location?". Below the question is a subtext: "This is the address where most of your employees work. We'll use this as your primary work location. You can add additional work locations later." There are three input fields: "Business name" (containing "Buildem, Inc."), "Street address" (containing "123 LBJ Freeway"), and "City" (containing "Dallas"). There are also "State" (containing "TX") and "ZIP code" (containing "75240") dropdown menus. At the bottom right is a green "Next" button. A "Questions? Chat now" button is visible on the right side.

Enter in the contact details for your company's payroll contact.

Business info

Who's your payroll contact?

This helps us make sure that reminders and other important payroll info get to the right person.

First name Last name

Business phone Email address

Questions? Chat now

Add an Employee

1. Select Workers on the Navigation Bar.
2. Select Employees.
3. Select Add an Employee.
4. Complete the forms and pages with appropriate information until done.
5. Select Done.

Employee Personal Information

If you would like your employees to view their paystubs and W-2s through Intuit Workforce online, be sure to select the checkbox. You may also have the option to allow your employee to track and record their hours in QuickBooks Time from this screen.

The screenshot shows a web interface for adding a new employee named Robin Banks. The form is titled "Add an employee" and is divided into two main sections. The first section, "Personal info", includes fields for "First name*" (Robin), "M.I." (a small empty box), and "Last name*" (Banks). Below these is an "Email" field with the value "Robin@noreply.com". A note states: "We'll email an invite for this employee to view their pay stubs and W-2 with QuickBooks Workforce. [Learn about Workforce](#)". There are two checkboxes: one for "Ask this employee to enter their personal, tax (2020 W-4), and banking info with QuickBooks Workforce." (marked as "new" and currently unchecked) and another for "Invite this employee to track and record their hours with QuickBooks Time. [Learn more](#)" (currently unchecked). The second section, "What are Robin's employment details?", includes a "Hire date" field with the value "06/05/2023" and a "Work location" dropdown menu set to "123 LBJ Freeway (TX)". At the bottom of the form, there is a "Delete employee" link and a green "Done" button. A small profile picture of a woman is visible in the bottom right corner of the form area. The browser's address bar at the bottom shows a URL starting with "https://qbo.onlinepayroll.intuit.com/...".

Pay Schedule

Pay schedule

Choose when to pay Robin

[What's a pay schedule?](#)

Pay frequency
Twice a month

Custom schedule

Next payday
06/15/2023
Thursday

End of next pay period
06/10/2023
Saturday

Pay schedule name
Semimonthly

Use this pay schedule for employees you add after this one

Upcoming pay periods

Pay Period	Pay Date
05/26/2023 - 06/10/2023	06/15/2023
Pay Period	Pay Date
06/11/2023 - 06/25/2023	06/30/2023
Pay Period	Pay Date
06/26/2023 - 07/10/2023	07/15/2023
Pay Period	Pay Date
07/11/2023 - 07/25/2023	07/30/2023

Cancel Save

Adding Additional Pay Types per Employee

How much do you pay Robin?

You pay Robin:

Hourly / hour

Hourly hours per day and days per week. (optional)

Salary employee will work the same number of hours every pay period. This saves you eligible for Auto Payroll. You can always update hours when running payroll. [Learn about Auto Payroll](#)

Commission Only

Hourly 2

Add an hourly rate

You can also pay Robin:

Overtime Pay

What's the first day of the work week at your company?

Sunday

A work week is a fixed, recurring period of seven 24 hour days used for FLSA overtime compliance. Edits made here will apply to all employees.

Double Overtime Pay

If your employee tracks time, finish overtime set up in [QuickBooks Time](#).

Paid time off

Set default hours if this employee will work the same number of hours every pay period. This saves you time and may make you eligible for Auto Payroll. You can always update hours when running payroll. [Learn about Auto Payroll](#)

Hourly 2

Add an hourly rate

You can also pay Robin:

Overtime Pay

What's the first day of the work week at your company?

Sunday

A work week is a fixed, recurring period of seven 24 hour days used for FLSA overtime compliance. Edits made here will apply to all employees.

Double Overtime Pay

If your employee tracks time, finish overtime set up in [QuickBooks Time](#).

Paid time off

Add a Paid time off pay policy

Hours are accrued

Robin earns hours per year

Maximum allowed (Optional) hours

Unpaid time off

Sick Pay

Vacation Pay

<https://qboonlinepayroll.intuit.com/employees/harmony/addEESetupPayInfo.js?feed=132287424&addingNewEmp=true¤tUnsavedPayMethod=DirectDeposit>

Add Deductions

Robin Banks

3 How often do you pay Robin?
Enter a few details and we'll work out your company's payroll calendar. [What is a pay schedule?](#)

Semimonthly starting 06/15/2023

4 How much do you pay Robin?
If your company offers additional pay types, add them here. These pay types show up when you run payroll. [Learn more about pay types](#)

Hourly \$50.00 / hour
Additional pay types: Overtime Pay

5 Does Robin have any deductions? (Examples: retirement, health care)
Deductions may include healthcare or retirement plans. Garnishments and loan repayments can be added here too. [Learn more about deductions](#)

No deductions (most common).
[+ Add deductions](#)

Delete employee Done

What deductions or contributions does Robin have?

Deduction/contribution or garnishment
Deduction/contribution

Deduction/contribution type
Health Insurance

Type
Medical Insurance

Provider (appears on paycheck)
Texas Medical

Employee deduction **Company-paid contribution**

Amount per pay period
\$ amount \$ 200.00 None

Annual maximum (Optional)
\$

Taxable or pre-tax: To avoid penalties, choose a

Cancel OK

Employee W-4 Information

1. Select + Enter W-4 form.
2. Enter W-4 withholdings.
3. Select Save.

Robin Banks

6 What are Robin's withholdings?
You can find this info on this employee's W-4. What is a W-4?
[+ Enter W-4 form](#)

7 What are Robin's personal details?
Add employee's personal details.
Birth date

8 How do you want to pay Robin?
In a rush? Choose paper check for now and come back to change this later. [Learn about ways to pay](#)
Direct deposit
Make sure you have Robin's direct deposit authorization form.
[+ Enter bank info](#)

Delete employee Done

<https://qbo.onlinepayroll.intuit.com/employees/harmony/addEESetup.js?feedId=132287424&addingNewEmp=true¤tUnsavedPayMethod=DirectDeposit#>

Payroll Taxes Setup and Compliance

What are Robin's withholdings?

Need blank W-4 forms?

Important Form W-4 changes for 2020
The IRS has made significant changes to Form W-4. Beginning January 1, 2020, all new employees plus current employees making changes must use the new form. [Learn more](#)

W-4 Employee's Withholding Allowance Certificate **2023**

1a. First name* M.I. Last name*
Robin Banks

1b. Social Security number*
767-66-7667

Home address*
1818 Sunnyville Lane

City or town* State* ZIP code*
Dallas TX 75240

1c. Federal filing status*
 Single or Married Filing Separately
 Married Filing Jointly (or Qualifying Widow(er))
 Head of Household
 Exempt

2c. If employee marked box 2c, check here

3. Dependents claimed, in dollars \$ 0.00

4a. Other income \$ 0.00

4b. Deductions \$ 0.00

4c. Extra withholding \$ 0.00

Cancel Done

<https://qbo.onlinepayroll.intuit.com/employees/harmony/addEESetup/taxInfoUS.js?feedId=132287424&addingNewEmp=true¤tUnsavedPayMethod=DirectDeposit#>

Personal Details and How to Pay Your Employee

Robin Banks

6 What are Robin's withholdings?
You can find this info on this employee's W-4. [What is a W-4?](#)
Single or Married Filing Separately [✎](#)

7 What are Robin's personal details?
Add employee's personal details.
Birth date

8 How do you want to pay Robin?
In a rush? Choose paper check for now and come back to change this later. [Learn about ways to pay](#)

Direct deposit
Direct deposit
Paper check
[+ Enter bank info](#)

[Delete employee](#) [Done](#)

Select payment method

How would you like to pay Robin?

Each time you run payroll, we automatically deposit this employee's pay check in this bank account. Make sure you have this employee's [direct deposit authorization form](#)

Direct deposit method

Bank account type

Routing number

Account number

Confirm account number

a000000186a 00000529c 1000
Routing # Account #


[Cancel](#) [Save](#)

Enter Prior Payroll Details

Before completing your payroll setup for each employee, QuickBooks will ask you to provide details about any prior payroll payments made for this employee during the year. This step is crucial, because without the data in these fields, you will not be able to create a proper W2 next year that includes all of the employees pay for the year.

It's also important that you enter this information now during the payroll setup steps, because there is no way to backtrack and get back to this screen. You must enter this information now, or you will not be able to enter it without contacting QuickBooks Payroll Support.

Payroll Employee Setup Complete



Payday coming up? We got your back.

We have enough info for you to pay your team if you're running low on time. If not, let's continue your setup so you can take advantage of automatic tax payments.

[Continue setup](#) [Pay my team](#)

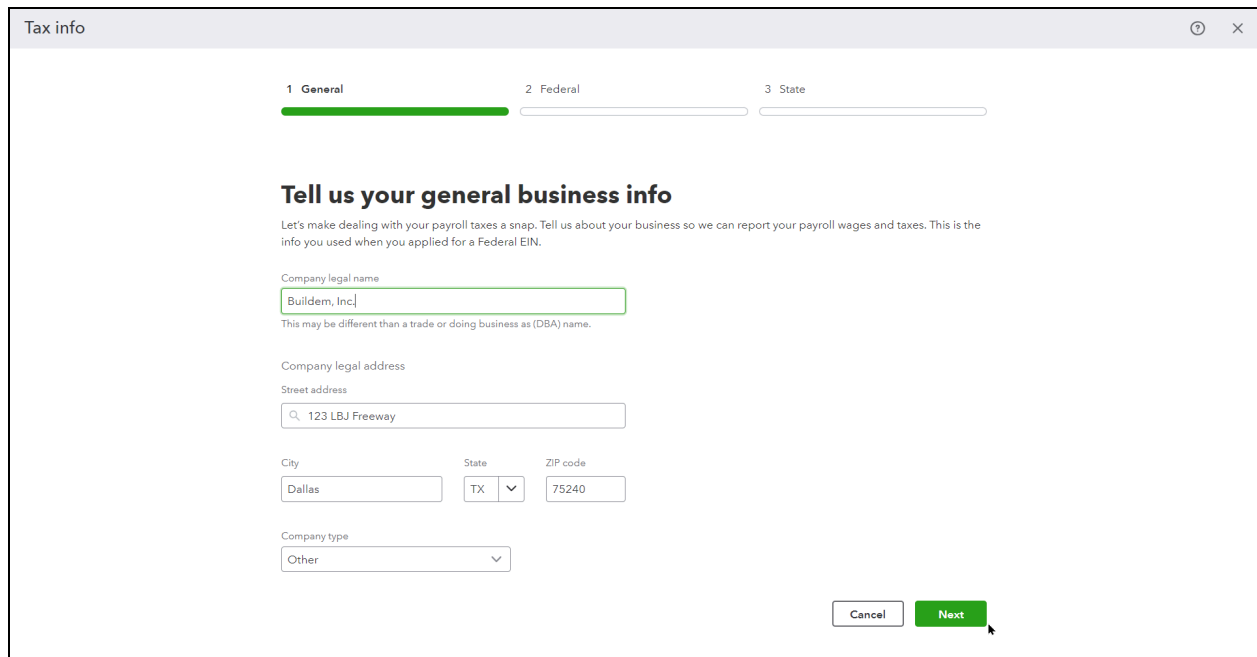
Set Up Payroll Taxes

When you're ready to set up your payroll taxes, you need to gather any state and federal tax notices, and your employee's W-4 forms. If you have any questions during this process, ask your accountant for assistance.

Set Up Taxes

1. Select Taxes on the Navigation Bar.
2. Select Payroll Tax.
3. Select Finish payroll setup.
4. Select Let's Go on step 4, Fill in your tax info.
5. Enter appropriate Business Details, and select Continue.
6. Enter your Federal tax details and select Continue.
7. Enter your State tax details and select Done.

Payroll Taxes Set Up- Business Details



The screenshot shows a 'Tax info' window with a progress bar at the top indicating three steps: 1. General (highlighted in green), 2. Federal, and 3. State. The main heading is 'Tell us your general business info'. Below this, there is a sub-heading and a short paragraph: 'Let's make dealing with your payroll taxes a snap. Tell us about your business so we can report your payroll wages and taxes. This is the info you used when you applied for a Federal EIN.' The form contains several input fields: 'Company legal name' with the value 'Buildem, Inc.', 'Company legal address' with a search icon and the value '123 LBJ Freeway', 'City' with the value 'Dallas', 'State' with a dropdown menu showing 'TX', and 'ZIP code' with the value '75240'. There is also a 'Company type' dropdown menu with the value 'Other'. At the bottom right, there are two buttons: 'Cancel' and 'Next' (highlighted in green).



Payroll Taxes Setup – Federal Taxes

Tax info

1 General 2 Federal 3 State

Tell us your general business info

Let's make dealing with your payroll taxes a snap. Tell us about your business so we can report your payroll wages and taxes. This is the info you used when you applied for a Federal EIN.

Company legal name
Buildem, Inc.
This may be different than a trade or doing business as (DBA) name.

Company legal address
Street address
123 LBJ Freeway

City Dallas State TX ZIP code 75240

Company type
Other

Cancel Next

Payroll Taxes Setup – State Taxes

Tax info

✓ General ✓ Federal 3 State

Let's add your Texas tax info

We'll need the following info to correctly pay and file your state payroll taxes based on where your employees live and work. You can find what you need in emails or letters you've received from the state.

Unemployment Insurance (UI)

Account Number
12-345678-9
[Get your account number](#)

Do you know your Unemployment Insurance (UI) rate?
 Yes, it's 5.75%
 No, use 6.23% for now.

Employment & Training Investment Assessment rate
0.1%

Get an employer account number
Our trusted partner CorpNet will work with the state for you and help you register for an account number.
[Get started](#)

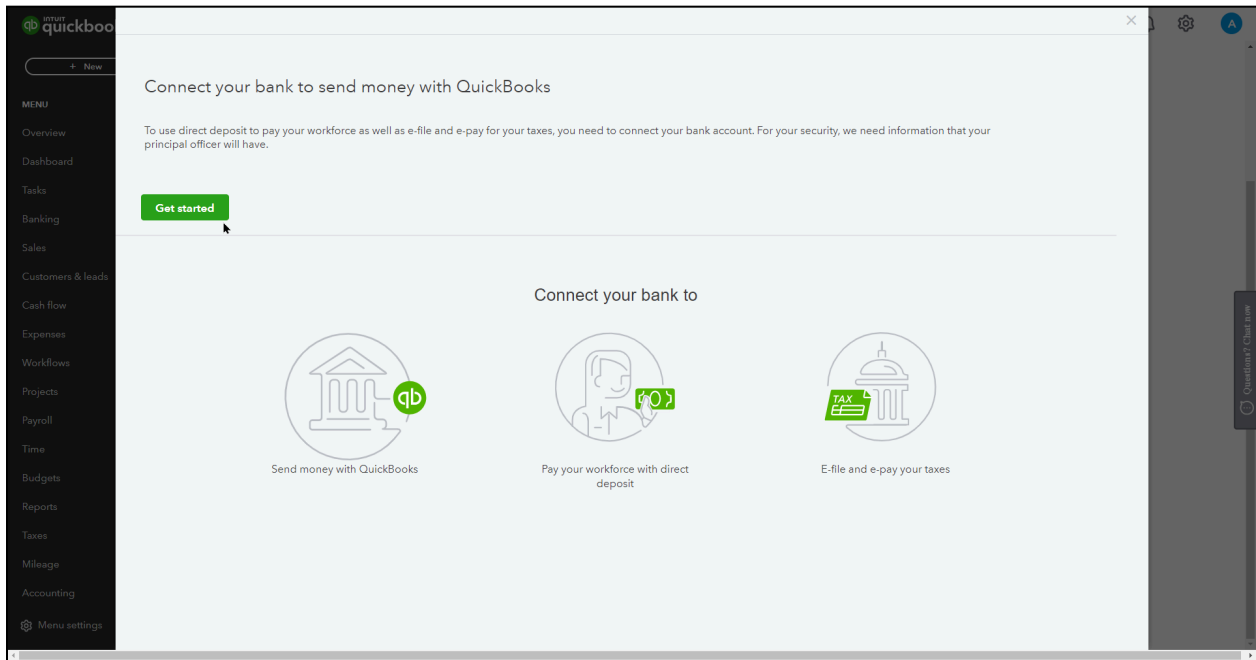
Want to register yourself?
[Learn more](#)

Powered By
CorpNet

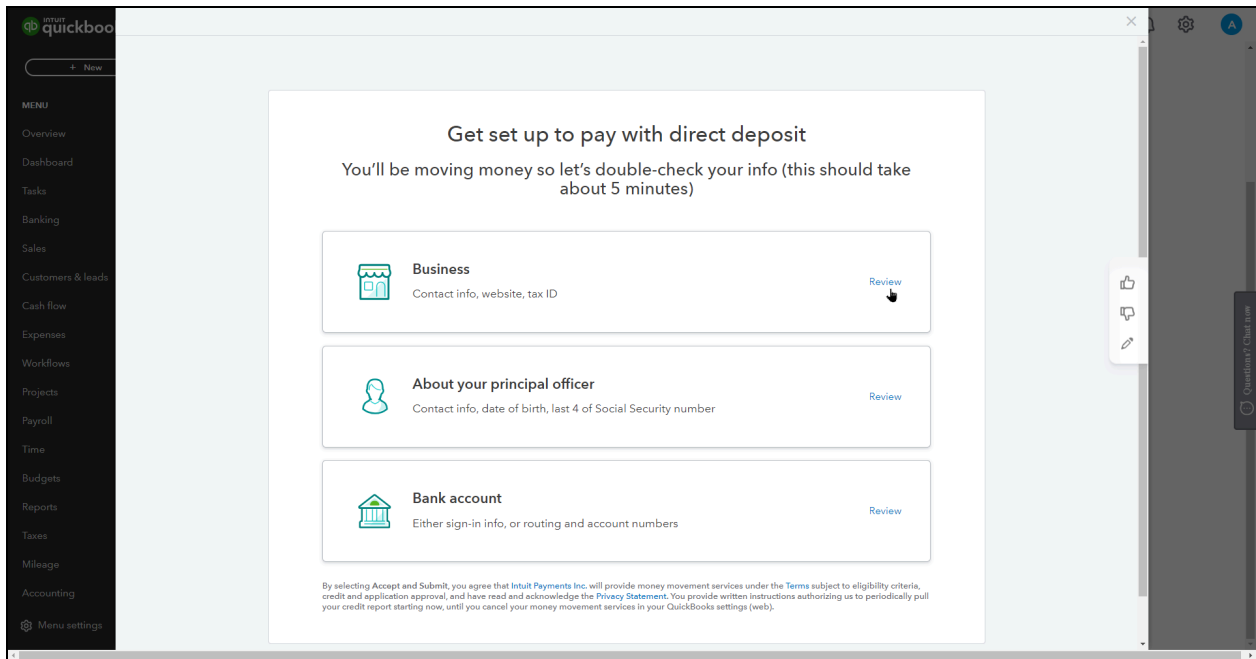
Previous Done

Connecting Your Bank

Now that you've completed your Payroll setup, it's time to connect your bank. Because all QuickBooks Online Payroll options now automate the payment of taxes, every Payroll subscription needs to have an active Bank connection. Additionally, if you want to utilize Direct Deposit, you'll need your bank account for that, too.











Direct Deposit Setup



Bank Connection

✕

Choose an account to link

 Commerce Bank (KS, M...	 PNC Bank
 Navy Federal Credit Union	 TD Bank
 Regions Bank	 U.S. Bank
 Wells Fargo Bank	 Bank of America

Show more

[Enter bank info manually \(might take a few days to connect\)](#)

You are now ready to pay your employees by running payroll.

Add Employees After Setup

After setting up payroll, you can add additional employees using the steps below. Make sure you have their completed W-4 forms on file.

1. Select Payroll on the Navigation Bar.
2. Select Employees.
3. Select Add an employee.

The screenshot displays the QuickBooks Payroll interface. On the left is a dark navigation menu with 'Payroll' highlighted. The main area is titled 'Payroll' and has a sub-tab 'Employees' selected. Below the sub-tab are tabs for 'Overview', 'Employees', 'Contractors', 'Workers' comp', 'Benefits', 'HR advisor', and 'Compliance'. The 'Employees' section features a search bar with the text 'Find an employee', a filter dropdown set to 'Active Employees', and two buttons: 'Invite to Workforce' and 'Add an employee'. A table below shows one employee entry:

NAME	PAY RATE	PAY METHOD	STATUS
Banks, Robin	\$50.00/hour	Paper check	Active

Additional UI elements include a 'Run payroll' button with a dropdown arrow, a notification 'Next payroll due tomorrow' with a 'Paycheck list' link, a 'PRIVACY' toggle switch, and a 'Feedback' button on the right edge.

Chapter 18

Time Tracking

Enter Time

Time Tracking helps you to track the time that owners, employees, and subcontractors work. If you mark time as billable it helps you keep track of what you need to invoice customers for, You can invoice customers for the hours you mark as billable. And if you enter time, you can run detailed reports that show how much time each person worked on each job. Time also helps you run payroll faster because you can use time data to prepare employee paychecks. You can enter time in several ways: QuickBooks Time, 3rd-party time apps, or entering time directly into the timesheet in QuickBooks.

Enter Weekly Timesheet

1. Select the New (+) button.
2. Select Weekly Timesheet.
3. Select the Employee or Contractor from the drop-down.
4. Choose the dates for the week.
5. For employees receiving paychecks select the pay item from the drop-down.
6. (Optional) Enter the details for the customer, service worked on, and description.
7. Enter the hours on the appropriate days.
8. Select Save and Close.

#	DETAILS	SUN 4	MON 5	TUE 6	WED 7	THU 8	FRI 9	SAT 10	TOTAL
1	The Jones Group:Stadium Regular Pay Repair Hinges Hinges service and repair as requested by customer <input checked="" type="checkbox"/> Billable (/hr) 34.95 <input type="checkbox"/> Taxable		8:00	8:00					Hrs 16:00 Billable \$559.20
2	The Jones Group:Stadium Overtime Pay Repair Hinges Hinges service and repair as requested by customer <input checked="" type="checkbox"/> Billable (/hr) 34.95 <input type="checkbox"/> Taxable		3:00	2:00					Hrs 5:00 Billable \$174.75
3	The Jones Group:Stadium Regular Pay Repair Hinges Hinges service and repair as requested by customer <input type="checkbox"/> Billable (/hr)				4:00				Hrs 4:00
4	The Jones Group:Stadium Regular Pay Lock Install Lock Install				4:00	8:00			Hrs 12:00

Time Reports

1. Select Reports on the left Navigation Bar.
2. Select Time Activities by Employee Detail.

Sort ▾ Add notes ✉ 🖨️ ↺ ⚙️

Buildem, Inc.
Time Activities by Employee Detail
 Activity: June 1-14, 2023

ACTIVITY DATE	CUSTOMER	PRODUCT/SERVICE	MEMO/DESCRIPTION	RATES	DURATION	BILLABLE	AMOUNT
▾ Robin Banks							
06/05/2023	The Jones Group:Stadium	Repair Hinges	Hinges service and repair as req...	34.95	8:00	Yes	279.60
06/05/2023	The Jones Group:Stadium	Repair Hinges	Hinges service and repair as req...	34.95	3:00	Yes	104.85
06/06/2023	The Jones Group:Stadium	Repair Hinges	Hinges service and repair as req...	34.95	8:00	Yes	279.60
06/06/2023	The Jones Group:Stadium	Repair Hinges	Hinges service and repair as req...	34.95	2:00	Yes	69.90
06/07/2023	The Jones Group:Stadium	Repair Hinges	Hinges service and repair as req...	34.95	4:00	No	
06/07/2023	The Jones Group:Stadium	Lock Install	Lock Install	64.00	4:00	Yes	256.00
06/08/2023	The Jones Group:Stadium	Lock Install	Lock Install	64.00	8:00	Yes	512.00
06/09/2023	Jupiter Homes:Fannin Residence.	Lock Install	Lock Install	64.00	8:00	Yes	512.00
Total for Robin Banks					45:00		\$2,013.95

Chapter 19

Payroll Cycle

Payroll Cycle

QuickBooks Online Payroll automates much of your payroll, but you'll still have to track your employees time, run payroll, print paychecks, and send direct deposits. In this chapter you'll run payroll and generate paychecks. QuickBooks Online figures out the taxes and other liabilities for you and helps you print, write or direct deposit paychecks for your employees. QuickBooks also creates your tax forms digitally and sends them to the government along with your payments. You are responsible for manually paying any non-tax liabilities.

Pay Employees

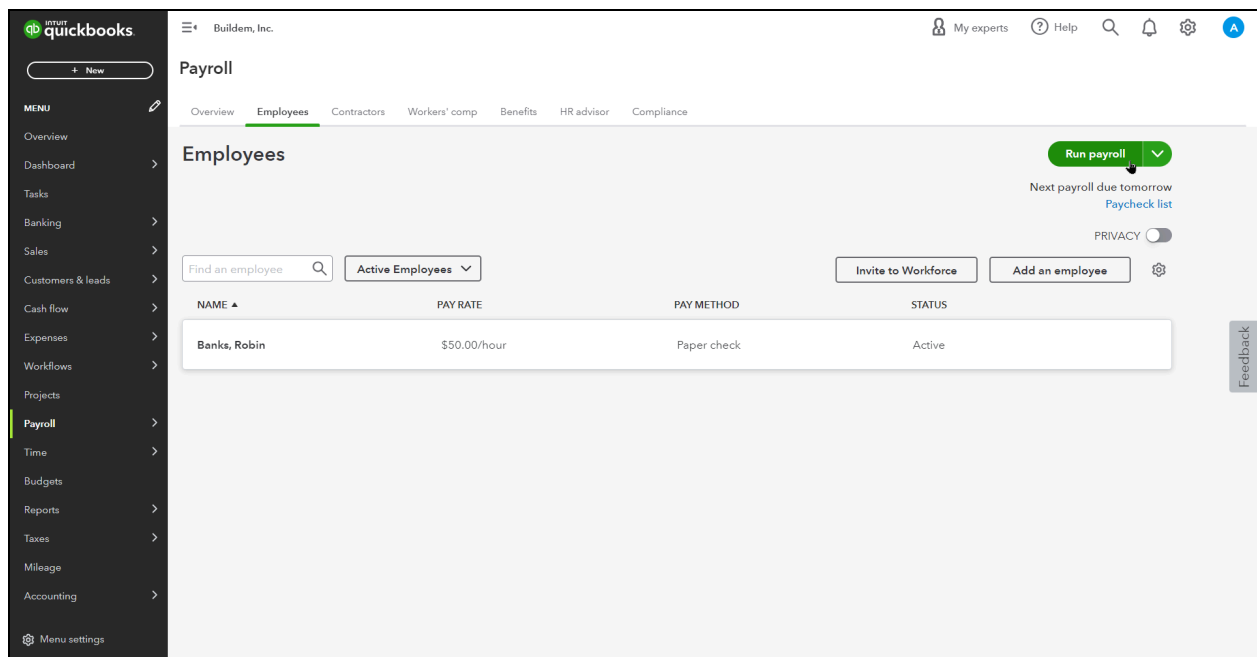
1. Select Workers on the Navigation Bar.
2. Select Run payroll.
3. Enter hours for each hourly employee if needed.

Note: If you use QuickBooks Time, feed in time from 3rd-party time apps, or enter time directly on a timesheet in QuickBooks, the hours will show in the payroll window.

4. Select Preview payroll.
5. Review the payroll amounts for each employee.
6. Select Submit payroll.
7. Enter the remaining information and select Finish Payroll.

Note: If you do not see the option for printing a physical check in the Payroll is Done window you can change the print settings in the payroll settings from printing Pay stubs on plain paper to Printing paychecks on QuickBooks compatible check paper.

Run Payroll



Enter Employee Pay Details

Run payroll: Semimonthly

Pay period: 05/26/2023 to 06/10/2023 | Pay date: 06/15/2023 | [Add an employee](#)

Customize table

Name (1 of 1)	Regular pay	Overtime	Total hrs	Gross pay	Actions
<input checked="" type="checkbox"/> Banks, Robin <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Paper check	40h \$50.00/hr	5h \$75.00/hr	45h	\$2,375.00	⋮
Total	40h	5h	45h	\$2,375.00	

[Cancel](#) [Save for later](#) [Preview payroll](#)

Submit Payroll

Run payroll: Semimonthly

TOTAL PAYROLL COST

\$2,709.88


Gross pay	\$2,375.00	Funding account	--	Pay period: 05/26/2023 to 06/10/2023
Employer taxes & contributions	\$334.88	Chart of account	Chase Checking 1234	Pay date: 06/15/2023


Name (1) ▲	Total hours	Gross pay	Employee taxes & deductions	Net pay	Employer taxes & contributions	Compare with last payday	Check memo
Banks, Robin Hourly Paper check	45h	\$2,375.00	\$588.27	\$1,786.73	\$334.88		+ New memo
Total	45h	\$2,375.00	\$588.27	\$1,786.73	\$334.88		

[Back](#) [Preview payroll details](#) [Submit payroll](#)

Finish Payroll

Run payroll: Semimonthly

 **Payroll is done!** 1 paper check to write
Deliver checks to your employees by **Thursday, Jun 15.**

 **Not using direct deposit yet?**
It's a faster, easier way to pay your employees! And it's free with your subscription.
[Turn on direct deposit now](#)

[Print pay stub](#)

<input checked="" type="checkbox"/>	Name (1 of 1)	Net pay	Check number
<input checked="" type="checkbox"/>	Banks, Robin	\$1,786.73	1080

[Download payroll reports](#) [Close](#)

Employee Pay Stub

Buildem, Inc.
123 LBJ Freeway
Dallas TX 75240

Check No.: 1080

Pay Stub Detail
PAY DATE: 06/15/2023
NET PAY: \$1,786.73

Robin Banks
1818 Sunnyville Lane
Dallas TX 75240

Check No.: 1080

EMPLOYER
Buildem, Inc.
123 LBJ Freeway
Dallas TX 75240

PAY PERIOD
Period Beginning: 05/26/2023
Period Ending: 06/10/2023
Pay Date: 06/15/2023
Total Hours: 45.00

EMPLOYEE
Robin Banks
1818 Sunnyville Lane
Dallas TX 75240

NET PAY: \$1,786.73

MEMO:

<u>PAY</u>	<u>Hours</u>	<u>Rate</u>	<u>Current</u>	<u>YTD</u>	<u>DEDUCTIONS</u>	<u>Current</u>	<u>YTD</u>
Overtime Pay	5.00	75.00	375.00	375.00	Texas Medical	200.00	200.00
Regular Pay	40.00	50.00	2,000.00	2,000.00			

<u>TAXES</u>	<u>Current</u>	<u>YTD</u>
Social Security	147.25	147.25
Federal Income Tax	206.58	206.58
Medicare	34.44	34.44

<u>SUMMARY</u>	<u>Current</u>	<u>YTD</u>
Total Pay	\$2,375.00	\$2,375.00
Taxes	\$388.27	\$388.27
Deductions	\$200.00	\$200.00

Net Pay \$1,786.73

View Taxes and Payments

Intuit takes money out of your real bank account and sends it to the government for you. As well, all your payroll tax forms are automatically filled out and set on time.

1. Select Taxes on the Navigation Bar.
2. Select Payroll Tax.
3. Here you can see when the next tax payment will be made, how much will be paid and a list of your past payments.

Payroll Tax Center

The screenshot shows the QuickBooks interface for 'Buildem, Inc.' with the 'Taxes' section selected. The 'Payroll Tax Center' is active, and the 'Payments' tab is selected. A yellow warning box at the top states: 'We need more info to pay and file your taxes. You'll have to manually file and pay your taxes until you provide all the necessary info. Finish up'. Below this, there is a 'Filter' button and links for 'Print', 'Resources', and 'Payment history'. The 'ACTION NEEDED' section shows 'All good! We got you covered.' The 'COMING UP' section contains a table of tax items:

Tax Item	Status	Due Date	Amount
Federal Taxes (941/943/944) 06/14/2023 – 06/16/2023 (Q2)	Accruing	Due 06/22/2023	\$569.96
TX Unemployment Tax 04/01/2023 – 06/30/2023 (Q2)	Accruing	Due 07/31/2023	\$138.94

This screenshot shows the same QuickBooks interface, but with the 'Filings' tab selected. The warning message remains. The 'ACTION NEEDED' section still shows 'All good! We got you covered.' The 'COMING UP' section now displays 'Coast is clear!'.

View Your Tax Liability Report

1. Select Reports on the Navigation Bar.
2. Select Payroll Tax Liability under Payroll to run the report.
3. Select the desired Date Range.
4. Select Run Report.

The screenshot shows the QuickBooks interface for 'Buildem, Inc.' with the 'Reports' section selected. The 'Payroll tax liability' report is displayed, showing a date range from 'Last pay date' to '06/15/2023'. The report table includes the following data:

Tax types	Tax amount	Tax paid	Tax owed
Federal Taxes (941/943/944)	\$569.96	\$0.00	\$569.96
Federal Income Tax	\$206.58	\$0.00	\$206.58
Social Security	\$147.25	\$0.00	\$147.25
Social Security Employer	\$147.25	\$0.00	\$147.25
Medicare	\$34.44	\$0.00	\$34.44
Medicare Employer	\$34.44	\$0.00	\$34.44
Federal Unemployment (940)	\$14.25	\$0.00	\$14.25
FUTA Employer	\$14.25	\$0.00	\$14.25
TX Unemployment Tax	\$138.94	\$0.00	\$138.94
TX SUI Employer	\$136.56	\$0.00	\$136.56
TX Employment and Training Investment Assessment	\$2.38	\$0.00	\$2.38

Pay Non-Tax Liabilities

Before you pay your payroll deductions and contributions, review the Payroll Deductions/Contributions report. This will show you the breakdown of employee deductions and company contributions for each payroll item.

Chart of Accounts-Payroll Liabilities

QuickBooks Online displays accounts for both tax and non-tax liabilities. QuickBooks sets these accounts up based on the deductions and contributions created in the setup process. Balances for these accounts increase anytime the company contributes toward the benefit or anytime money is withheld from an employees' paycheck during the payroll process. To make the payment to the provider, you're going to use either an expense, a check or a bill.

Run Payroll Deductions/Contributions Report

1. Select Reports on the Navigation Bar.
2. Select Payroll Deductions/Contributions under Payroll to run the report.

The screenshot displays the QuickBooks Online interface for 'Buildem, Inc.' with the 'Deductions and contributions' report selected. The report is filtered for the last pay date of 06/15/2023. The table below shows the breakdown of deductions and contributions.

Description	Type	Employee deductions	Company contributions	Plan total
Texas Medical	Medical Insurance - Taxable	\$200.00	\$0.00	\$200.00
Total		\$200.00	\$0.00	\$200.00

Buildem, Inc. My experts Help

Accounting

Chart of accounts Reconcile

<input type="checkbox"/>	NAME ↕	ACCOUNT TYPE ↑	DETAIL TYPE ↕	QUICKBOOKS BALANCE ↕	BANK BALANCE ↕	ACTION
<input type="checkbox"/>	Computer Loan	Other Current Liabilities	Other Current Liabilities	\$898.00		View register ↓
<input type="checkbox"/>	Customer Deposits	Other Current Liabilities	Other Current Liabilities	\$0.00		View register ↓
<input type="checkbox"/>	Payroll Liabilities	Other Current Liabilities	Other Current Liabilities	\$1,271.11		View register ↓
<input type="checkbox"/>	Federal Taxes (941/943/944)	Other Current Liabilities	Other Current Liabilities	\$569.96		View register ↓
<input type="checkbox"/>	Federal Unemployment	Other Current Liabilities	Other Current Liabilities	\$80.37		View register ↓
<input type="checkbox"/>	Federal Withholding	Other Current Liabilities	Other Current Liabilities	\$250.00		View register ↓
<input type="checkbox"/>	Texas Medical	Other Current Liabilities	Other Current Liabilities	\$200.00		View register ↓
<input type="checkbox"/>	Texas Unemployment	Other Current Liabilities	Other Current Liabilities	\$170.78		View register ↓

Pay Deductions and Contributions

1. Select the New (+) button and select Check.
2. Select the Choose a payee drop-down list and select the payee.
3. Select the Account drop-down list and select the liability account for the deduction.
4. Enter the amount of the payment.
5. Select the Save and new drop-down arrow and make the appropriate selection.

Check #1081

Payee: Texas Medical Bank Account: Chase Checking 1234 Balance: \$76,996.32 AMOUNT: \$500.00

Mailing address: Texas Medical, 4785 Insurance Blvd., Dallas, TX 75240 Payment date: 06/14/2023 Check no.: 1081 Print later:

Tags: Start typing to add a tag

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER
1	Payroll Liabilities:Texas Medical	Employee Paid Portion	200.00				
2	Insurance	Company Paid Portion	300.00				
3							

Add lines Clear all lines

Item details Total \$500.00

Memo

Cancel Clear Print check Order checks Make recurring More Save and close

Chapter 20

Inventory

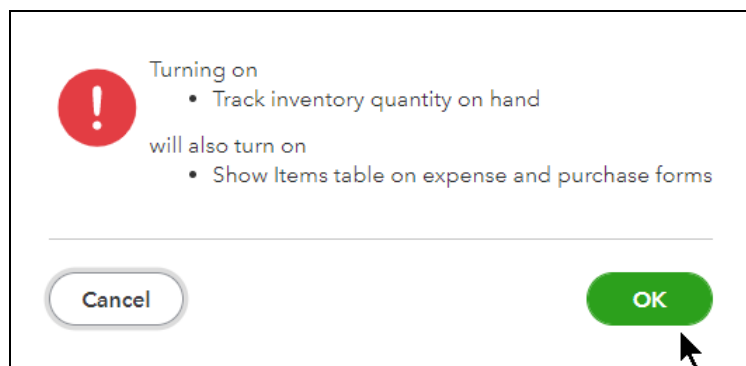
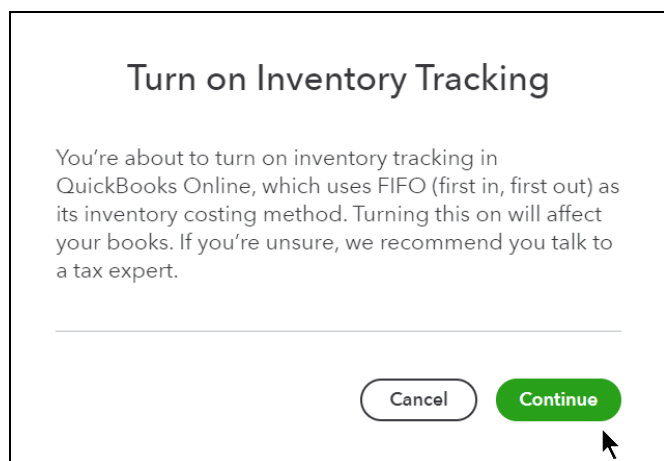
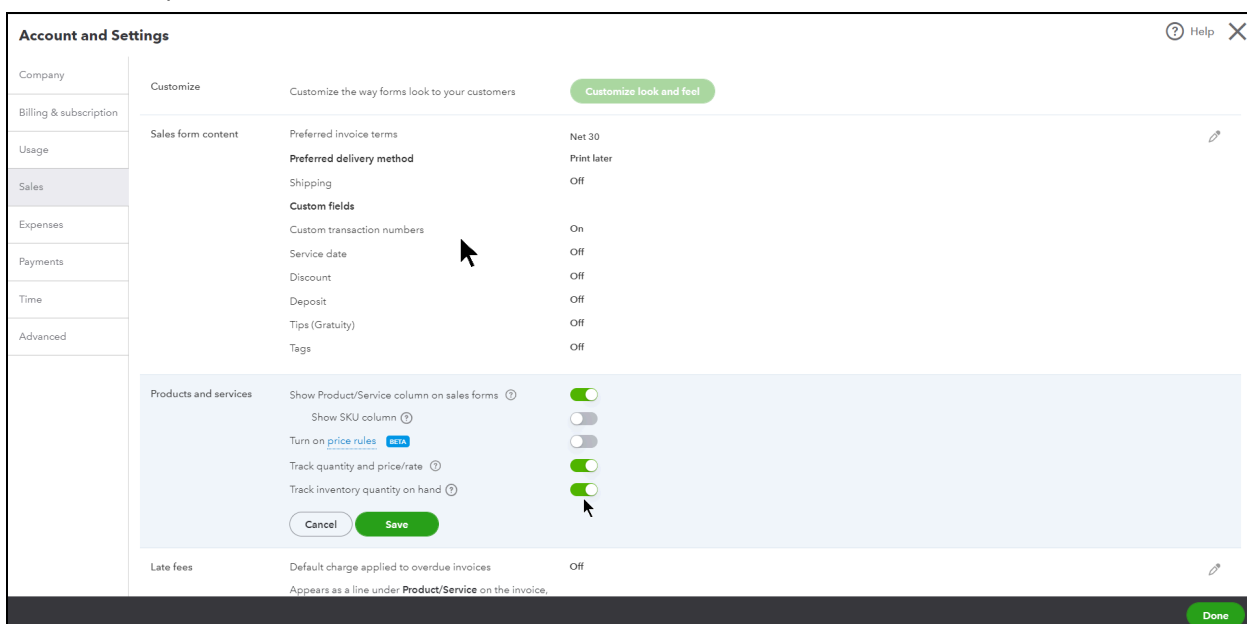
Track Inventory

If you want to track the quantity on hand for a specific product in QuickBooks, you should set it up as an inventory item. For example, a building supply company buys doors and door knobs, and sells them. Track those products as inventory.

Inventory tracking is not for tracking products that you manufacture. For example, a bakery that buys flour and sugar, and produces cakes and cookies would not track inventory for those products.

Enable Inventory


1. Select the Gear menu and select Account and Settings.
2. Select Sales on the list to the left.
3. Select the Products and services section.
4. Select the slider next to Track inventory quantity on hand, select continue.
5. Select Save, then select OK.




Add Inventory Item

1. Select the Gear menu and select Products and Services.
2. Select the New button.
3. Select Inventory Item as the Type.
4. Enter appropriate information for the inventory item.
5. Select Save and close.

Product/Service information

 Inventory [Change type](#)

Name*
 

SKU ⓘ

Is sub-product/service

Enter parent product/service ▼

Initial quantity on hand*

As of date*
[What's the as of date?](#)

Reorder point
[What's the reorder point?](#)

Inventory asset account
 ▼

Description

Sales price/rate **Income account** ▼

▼ [SHOW MORE](#)

[Save and close](#) ▼

Sales tax ⓘ

Taxable - standard rate [Edit sales tax](#)
We'll apply sales tax based on location only.

Purchasing information

Mower

Cost **Expense account** ▼

Preferred Vendor
 ▼

[Save and close](#) ▼

Record the Sale of Inventory

Use Invoices or Sales Receipts to sell inventory items to customers. When you use an inventory item on an invoice or sales receipt it reduces the quantity on hand.

The screenshot shows the 'Invoice #102' form in QuickBooks. At the top right, the 'BALANCE DUE' is \$3,000.00. The form includes fields for Customer (Aaron's Photography Studio), Customer email (Aaron@Caveman.com), Billing address (Aaron Cave, 900 W Division St, Providence, RI 02901), Terms (Net 30), Invoice date (06/15/2023), and Due date (07/15/2023). A table of invoice lines is shown below:

#	PRODUCT/SERVICE	DESCRIPTION	Qty on hand:	Reorder point:	RATE	AMOUNT	TAX
1	Lawn Mower	Deluxe Lawn Mower	10	7	1,000	3,000.00	✓
2							

Summary statistics on the right: Subtotal \$3,000.00, Taxable subtotal \$3,000.00, Total \$3,000.00. A tooltip for the 'Qty on hand' field shows '10' and 'Reorder point: 7'.

The screenshot shows the 'Products and Services' page in QuickBooks. At the top, there are two status indicators: '1 LOW STOCK' (highlighted with a green box) and '0 OUT OF STOCK'. Below these is a table of products:

NAME	SKU	TYPE	SALES DESCRIPT	SALES PRICE	COST	TAXABLE	QTY ON HAND	REORDER POINT	ACTION
Lawn Mower		Inventory	Deluxe Lawn...	1,000	300	✓	7	7	Edit

The 'QTY ON HAND' column for the 'Lawn Mower' row is highlighted with a green box, showing a value of 7.

Purchase Orders

Use Purchase Orders to order inventory from your vendors. Purchase Orders are non-posting entries. This means they don't affect any accounts or balances when entered. QuickBooks updates the accounts and quantity on hand when you receive items from the purchase order.

Create Purchase Order

1. Select the New (+) button and select Purchase Order.
2. Select the Choose a vendor drop-down arrow and select the vendor.
3. Enter appropriate information in the Item details area of the Purchase Order.
4. Select the Save and send drop-down arrow and make the appropriate selection.

Purchase Order

Vendor: Bonnie's Gardening Services | Email: Bonnie@Dubose.com | Cc/Bcc

AMOUNT: **\$30,000.00**

Mailing address: Bonnie Dubose, Bonnie's Gardening Services, 5849 Middle of Nowhere Ln., Dallas, TX 75240

Ship to: Select customer for address | Purchase Order date: 06/15/2023

Shipping address: Buildem, Inc., 123 LBJ Freeway, Dallas, TX 75240 US

Ship via: [Empty field]

Category details: [Expanded]

Item details:

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	CUSTOMER
1	Lawn Mower	Mower	100	300	30,000.00	
2						

Total: \$30,000.00

Buttons: Cancel, Clear, Print, Make recurring, Save, Save and close

Review Open Purchase Order Detail

1. Select Reports on the Navigation Bar.
2. Select Open Purchase Order Detail under Expenses and Vendors.

Buildem, Inc.
Open Purchase Orders Detail
June 1-15, 2023

DATE	NUM	VENDOR	PRODUCT/SERVICE	ACCOUNT	QTY	RECEIVED QTY	BACKORDERED QTY	TOTAL AMT	RECEIVED AMT	OPEN BALANCE
▼ Lawn Mower										
06/15/2023	1001	Bonnie's Gardening Services	Lawn Mower	Cost of Goods Sold	100.00	0.00	100.00	30,000.00	0.00	30,000.00
Total for Lawn Mower					100.00	0.00	100.00	\$30,000.00	\$0.00	\$30,000.00
TOTAL					100.00	0.00	100.00	\$30,000.00	\$0.00	\$30,000.00

Receive Items

When it's time to receive the inventory into QuickBooks, you can use a Bill, Check, or Expense form. Use the form that reflects how you paid in the real world.

1. Select the New (+) menu and select the appropriate form.
2. Select the Choose a vendor drop-down arrow and select the vendor.
3. Select the Add button to the right for the products received.
4. Change any information necessary on the form.
5. Select the Save and new drop-down arrow and make the appropriate selection.

Bill #38452

Vendor: Bonnie's Gardening Services

BALANCE DUE: **\$0.00**

Mailing address: Bonnie Dubose, Bonnie's Gardening Services, 5848 Middle of Nowhere Ln., Dallas, TX 75240

Terms: Net 10

Bill date: 06/15/2023

Due date: 06/25/2023

Bill no.: 38452

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER
1	Landscaping						
2							

Item details

Total: \$0.00

Memo:

Add to Bill

Add all

Purchase Order #1001
June 15
Total \$30,000.00
Balance \$30,000.00
Mower

Add Open

Cancel Clear Make recurring Save Save and close

1 linked Purchase Order

Vendor

Bonnie's Gardening Services

BALANCE DUE

\$12,000.00

Mailing address

Bonnie Dubose
Bonnie's Gardening Services
5848 Middle of Nowhere Ln.
Dallas, TX 75240

Terms

Net 10

Bill date

06/15/2023

Due date

06/25/2023

Bill no.

38452

Category details

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	MARKUP %	SALES AMT	TAX	CUSTOMER
1	Lawn Mower	Mower	10	300	12,000.00	<input type="checkbox"/>			<input type="checkbox"/>	
2										
3										

Add lines Clear all lines

Total \$12,000.00

Memo

Adjust Inventory

For a business with inventory, the quantity on-hand is critical information. When you receive inventory, you add to the on-hand quantity. Selling to a customer reduces the quantity. If the actual quantity you have on hand differs from the quantity in QuickBooks, you need to adjust the inventory.

1. Select Sales from the Navigation Bar.
2. Select Products and Services.
3. Select the item to adjust and select the Edit button.
4. Select Quantity on the Quantity on Hand.

The screenshot shows the 'Product/Service information' form for an inventory item. The form is titled 'Product/Service information' and has a close button (X) in the top right corner. Below the title is a blue circular icon with a white shirt symbol and the word 'Inventory'. The form contains several fields and sections:

- Name***: A text input field containing 'Lawn Mower'.
- SKU**: A text input field that is currently empty.
- Is sub-product/service**: A checkbox that is unchecked.
- Enter parent product/service**: A dropdown menu with a downward arrow.
- Quantity on hand**: A field showing the value '47'. Below it is a link 'Adjust: Quantity | Starting value'.
- Reorder point**: A field showing the value '7'. Below it is a link 'What's the reorder point?'.
- Quantity on PO**: A field showing the value '60'.
- Inventory asset account**: A dropdown menu showing 'Inventory Asset'.
- Description**: A text input field containing 'Deluxe Lawn Mower'.
- SHOW MORE**: A link with a downward arrow.
- Save and close**: A green button with a downward arrow.

5. Enter the New Qty.
6. Select Save and close.

Inventory Quantity Adjustment #2 ? Help X

Adjustment date: 06/15/2023 Reference no.: 2

Inventory adjustment account: Inventory Shrinkage

#	PRODUCT	DESCRIPTION	QTY ON HAND	NEW QTY	CHANGE IN QTY	
+	1	Lawn Mower	Deluxe Lawn Mower	47	45	-2
⋮	2					

Memo

Privacy

Inventory Reports

Inventory Valuation Summary

1. Select Reports on the Navigation Bar.
2. Select Inventory Valuation Summary under Sales and Customers.

Sort ▾ Add notes ✉️ 🖨️ 📄 ⚙️

Buildem, Inc.
Inventory Valuation Summary
As of June 15, 2023

	SKU	QTY	ASSET VALUE	CALC. AVG
Lawn Mower		45.00	13,500.00	300.00
TOTAL			\$13,500.00	

Inventory Valuation Detail

1. Select Reports on the Navigation Bar.
2. Select Inventory Valuation Detail under Sales and Customers.

Add notes ✉️ 🖨️ 📄 ⚙️

Buildem, Inc.
Inventory Valuation Detail
June 1-15, 2023

DATE	TRANSACTION TYPE	NUM	NAME	QTY	RATE	FIFO COST	QTY ON HAND	ASSET VALUE
↳ Lawn Mower								
	Beginning Balance						10.00	3,000.00
06/15/2023	Invoice	102	Aaron's Photography Studio	-3.00	300.00	-900.00	7.00	2,100.00
06/15/2023	Bill	38452	Bonnie's Gardening Services	40.00	300.00	12,000.00	47.00	14,100.00
06/15/2023	Inventory Qty Adjust	2		-2.00	300.00	-600.00	45.00	13,500.00
Total for Lawn Mower				35.00		\$10,500.00	45.00	\$13,500.00

Notes

Notes
