

intuit®

QuickBooks®

SMALL BUSINESS ACCOUNTING



User Guide

Welcome to QuickBooks

We're going to help you get paid, pay others, and see how your business is doing. Use this guide to learn key tasks and get up and running as fast as possible.

All kinds of help

Help from Intuit and the QuickBooks Community of users is built into QuickBooks. From the main menu, choose **Help > QuickBooks Help**.

Visit the QuickBooks Support Website at www.quickbooks.com/helpme to browse support topics, FAQs or contact an agent (fees may apply).

You can find a local QuickBooks expert by typing in your ZIP code here: www.findaproadvisor.com.

As your business grows, you may want to add additional users. You can easily do this from the Help menu by choosing **Help > Manage My License**.

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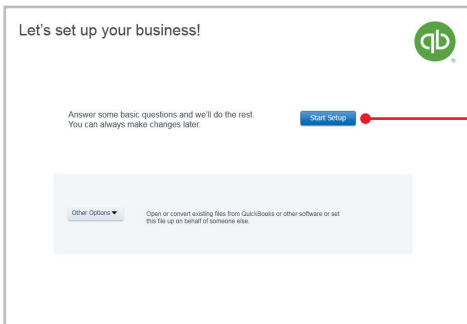
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Getting started

Begin by creating your company file

A QuickBooks company file contains all the financial records for your business. It's easy to create using the Setup window, which appears automatically after you install QuickBooks.

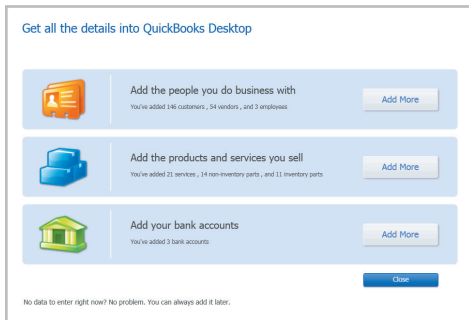
You can also reach this window from the menu by choosing **File > New Company**.



Click here to get started.

Next, add your business info

To save time later, add/import information you'll use often. This includes the people you do business with, the products and services you sell, and your bank accounts. No data to enter or import right now? No problem! You can add it as you work in QuickBooks.

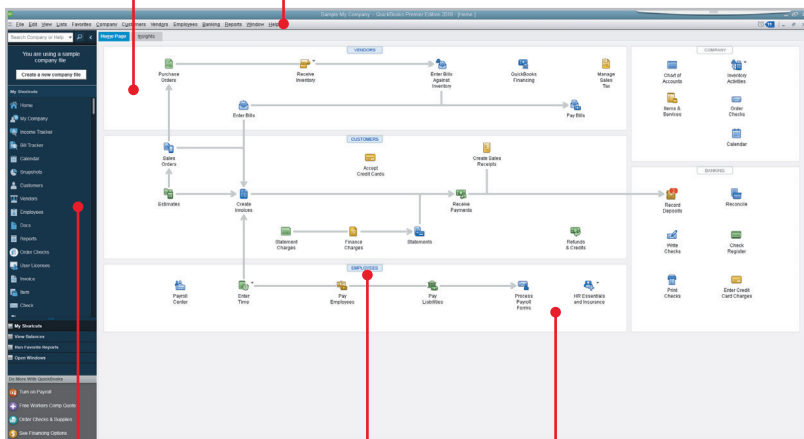


Choose **Company > Bulk Enter Business Details**.

Using the Home page to move around in QuickBooks

The Home page gives you a big picture of how your business tasks fit together. It opens automatically whenever you open a company file.

You can do all your tasks just using the menus. The menus contain the same tasks as the Home page, and more.



The Icon Bar includes shortcuts to many parts of QuickBooks. To create your own shortcuts, click **Customize Shortcuts**.

To customize the Home page, choose **Edit > Preferences > Desktop View** from the menu, and then click the **Company Preferences** tab.

Go directly to the centers by clicking on these icons.

Using centers

QuickBooks tracks the people and companies you do business with in Centers. There is a separate QuickBooks Center for customers, vendors, and employees. Use the centers to manage and view all information and transactions associated with customers, vendors, and employees.

All of the centers work the same way. We'll use the Customer Center to show you how they work.

QuickBooks lists the names in the center here.

Click here to see all transactions associated with these names.

The screenshot shows the QuickBooks interface for a Customer Center. On the left, there is a list of active customers with columns for NAME and BALANCE TOT. The main area displays 'Customer Information' for 'Mrs. Kristy Abercrombie', including contact details and a list of transactions. A yellow callout box points to the customer list, and another points to the 'NOTE' field in the customer information section.

Customer Information:

Company Name: Mrs. Kristy Abercrombie
 Full Name: Mrs. Kristy Abercrombie
 Customer Type: Residential
 Account No: 91-431
 Name: Net 30
 Bill to: Kristy Abercrombie
 5547 Cypress Hill Rd
 Bayshore CA 94326
 Main Phone: 415-555-6579
 Main Email: kristy@samplename.com

Transactions:

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Payment		12/15/2021	10100 - Checking	7,633.28
Estimate	613	12/12/2021	90200 - Estimates	7,676.13
Invoice	1091	12/10/2021	11000 - Accounts Receivable	4,522.00
Check	476	12/01/2021	10100 - Checking	-711.16
Credit Memo	4092	12/01/2021	11000 - Accounts Receivable	-711.16
Invoice	1084	11/25/2021	11000 - Accounts Receivable	3,111.28
Sales Receipt	3006	10/30/2021	10100 - Checking	743.75
Estimate	606	10/30/2021	90200 - Estimates	3,114.00
Sales Receipt	3004	10/25/2021	10100 - Checking	1,087.80
Payment	129342	08/15/2021	12000 - Undeposited Funds	1,282.78
Sales Order	7000	06/07/2021	90300 - Sales Orders	1,282.00
Invoice	1043	06/07/2021	11000 - Accounts Receivable	1,282.78
Invoice	1044	06/07/2021	11000 - Accounts Receivable	0.00
Payment	8438	03/20/2021	12000 - Undeposited Funds	5,019.08
Invoice	1024	02/01/2021	11000 - Accounts Receivable	5,019.08

When you click on a name to the left, their details show up here.

Click here to edit the name's information.

Using forms

All of your everyday QuickBooks tasks, like invoicing, paying bills, and writing checks, are done on forms. You can reach every form in QuickBooks from the Home page or the menus. We'll use an invoice to show you how forms work.

Use these arrows or the Find button to look for invoices you've already entered.

Click the tabs on this ribbon to find everything you need to do on a form.

The screenshot shows the 'Create Invoices' form in QuickBooks. The ribbon at the top has tabs for 'New', 'Formatting', 'Send/Ship', and 'Reports'. The 'New' tab is active, showing buttons for 'Find', 'New', 'Save', 'Delete', 'Memorize', 'Mark As Pending', 'Print', 'Email', 'Email Later', 'Attach File', 'Add Time/Costs', 'Apply Credits', 'Progress', 'Receive Payments', and 'Create a Batch'. The form is for a customer named 'Abercrombie, Kristy' and a job named 'Remodel'. The 'ITEM' list on the left includes 'Remodel Bathroom' (selected), 'Allard, Robert', 'Remodel', 'Babcock's Music Shop', 'Remodel', 'Baker, Chris', 'Family Room', 'Garage Repair', 'Balak, Mike', 'Utility Shed', 'Barley, Renee', 'Repairs', 'Bauman, Mark', 'Home Remodel', and 'Boliniski, Rafal'. The 'BILL TO' and 'SHIP TO' fields are populated with the customer's address. The 'TERMS' are 'Net 30' and the 'DUE DATE' is '01/14/2022'. The table below shows the following items:

QUANTITY	UNIT	RATE	AMOUNT	TAX
16		55.00	880.00	Non
12		35.00	420.00	Non
16		35.00	560.00	Non
		825.00	825.00	Non
		154.00	154.00	Non
		275.00	275.00	Non
		(7.75%)	0.00	
		TOTAL	3,114.00	
		PAYMENTS APPLIED	0.00	
		BALANCE DUE	3,114.00	

The 'Save & Close' and 'Save & New' buttons are highlighted with red circles. The 'Find' button in the ribbon is also highlighted with a red circle. A red arrow points from the 'Find' button to the 'Remodel Bathroom' item in the list. Another red arrow points from the 'Save & Close' button to the 'Save & New' button.

If you see an arrow, click it to select from a list. If you don't see what you need, select Add New.

Click here to save your work on a form.

Get paid:

There are 2 main ways to record sales in QuickBooks. If your customer pays in full, use a sales receipt. However, if they still owe you money for the sale, use an invoice instead.

Create sales receipts

Use a sales receipt if customers pay you in full at the time of sale.

To start, go here: **Customers > Sales Receipts**.

1 Select a customer.

2 Tell QuickBooks what you're selling.

The screenshot shows the 'Enter Sales Receipts' window in QuickBooks. The customer is 'Abercrombie, Kristy'. The date is 10/30/2021. The sales receipt includes the following items:

ITEM	DESCRIPTION	QTY	UM	RATE	A...	TAX
Cabinets:Light...	Light pine kitchen cabinet wall unit	4.75		1,799.00	8...	Tax
Wood Door:Ext...	Exterior wood door	16.5		120.00	1...	Tax
				TW - Dan Tomes	(7.76)	
				TOTAL	815.71	
					11,340.96	

The right sidebar shows customer information for 'Abercrombie, Kristy-Family Room' and a 'RECENT TRANSACTION' list:

DATE	DESCRIPTION	AMOUNT
10/30/21	Sales Receipt	743.75
10/25/21	Sales Receipt	1,067.88
08/15/21	Payment	1,292.78
06/07/21	Invoice - Paid	0.00
06/07/21	Sales Order	1,293.00

3 Enter the quantity.

4 QuickBooks fills in the price you entered when you set up the item. You can change it here.

5 Enter the customer's payment information.

6 Print or email the sales receipt.

Create invoices

Use an invoice if customers still owe money for the sale.

To start, go here: **Customers > Create Invoices.**

1 Select a customer.

2 Tell QuickBooks what you're selling.

3 Enter the quantity.

4 QuickBooks fills in the price you entered when you set up the item. You can change it here.

5 Print or email the invoice.

The screenshot shows the 'Create Invoices' window with the following details:

- CUSTOMER:** Abercrombie, Kristy/Remo
- CLASS:** Remodel
- TEMPLATE:** Rock Castle Invoice
- ITEMS:** Remodel Bathroom (1 quantity), Framing (1 quantity), Installation (1 quantity), Removal (1 quantity), Sub: Tile & (1 quantity), Sub: Paintin (1 quantity), Sub: Electric (1 quantity).
- QUANTITY, UNIT, RATE, AMOUNT, TAX:**

QUANTITY	UNIT	RATE	AMOUNT	TAX
1		55.00	980.00	Non
1		35.00	420.00	Non
1		35.00	560.00	Non
1		825.00	825.00	Non
1		154.00	154.00	Non
1		275.00	275.00	Non
- TOTAL:** 3,114.00
- BALANCE DUE:** 3,114.00

Receive payments

When a customer pays you, use the Receive Payments form to apply it to the right invoice. You don't need to do this if you entered a sales receipt.

To start, go here: **Customers > Receive Payments.**

1 Select a customer.

2 Enter the amount the customer paid you.

3 Select the payment type.

4 Enter your customer's payment information.

5 Select the unpaid invoices to apply the payment to.

6 Save the payment.

Customer Payment

RECEIVED FROM: Abercrombie, Kristy

PAYMENT AMOUNT: 3,114.00

DATE: 12/15/2021

CHECK # 1234

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
12/15/2021	1100		3,114.00	3,114.00
Totals			3,114.00	3,114.00

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	3,114.00
APPLIED	3,114.00
DISCOUNT AND CREDITS APPLIED	0.00

Save & Close Save & New Clear

Make deposits

After you record a sales receipt or receive a payment for an invoice, tell QuickBooks where to deposit the money. The deposit you record in QuickBooks should match the actual deposit you make at the bank. It may include multiple payments or sales receipts for the day.

To start, go here: **Banking > Make Deposits.**

QuickBooks first lists any undeposited payments and sales receipts. If this window doesn't open, you don't have any undeposited funds. Continue with step 2.

✓	DATE	TIME	TYPE	NO.	PAYMENT METHOD	NAME	AMOUNT
✓	12/15/2021		PMT		Cash	Roche, Diarmuid Garage r...	440.00
✓	12/14/2021		PMT	986	Check	Jacobsen, Doug Kitchen	2,008.00
✓	12/15/2021		PMT	1234	Check	Abercrombie, Kristy Remo...	3,114.00

1 Select the payments to deposit and click **OK**.

2 Select the bank account you want the money to go into.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	CLASS	AMOUNT
Roche, Diarmuid Garage repairs	12000 Undeposit...			Cash		440.00
Jacobsen, Doug Kitchen	12000 Undeposit...		986	Check		2,008.00
Abercrombie, Kristy Remodel B...	12000 Undeposit...		1234	Check		3,114.00

Deposit Subtotal 5,554.00

Cash back amount

Deposit Total 5,554.00

5 Save the deposit.

6 Enter any cash back received when depositing to the bank

3 Enter any additional money to deposit.

4 Print a deposit slip or summary for your records.

Pay others:

In QuickBooks, you track purchases in the Write Checks, Enter Bills, or Enter Credit Card Charges windows.

- If you use a debit card, ATM, or electronic fund transfer (EFT), use the Write Checks window to record the purchase.
- To track how much you owe, use Enter Bills. When you're ready to pay the bill, use the Pay Bills window (not the Write Checks window).

Bill Tracker

Keep on top of all your vendor-related expenses.

To start, go here: **Vendors > Bill Tracker**.

Click any colored bar to see only the expenses you want.

Click here to group by vendor and quickly see how much you owe a particular vendor.

UNPAID	UNPAID	0.00	PAID
19,729.05	26,636.92	0.00	0.00
(# PURCHASE ORDERS)	(# OPEN BILLS)	(# OVERDUE)	(# PAID IN LAST 30 DAYS)
VENDOR: All	TYPE: All	DATE: All	GROUP BY: None
<input type="checkbox"/> Perry Windows & Doors	Purchase Order	6219	12/22/2021
<input type="checkbox"/> Timberloft Lumber	Purchase Order	6236	11/09/2021
<input type="checkbox"/> Larson Flooring	Purchase Order	6230	12/10/2021
<input type="checkbox"/> Larson Flooring	Purchase Order	6231	12/10/2021
<input type="checkbox"/> Dagie Lighting	Purchase Order	6232	12/10/2021
<input type="checkbox"/> Wheeler's Tile Etc.	Purchase Order	6233	12/10/2021
<input type="checkbox"/> Wheeler's Tile Etc.	Purchase Order	6234	12/10/2021
<input type="checkbox"/> Lew Plumbing	Purchase Order	6235	12/12/2021
<input type="checkbox"/> Dagie Lighting	Purchase Order	6236	12/15/2021
<input type="checkbox"/> A Cheung Limited	Purchase Order	6237	12/15/2021
<input type="checkbox"/> Perry Windows & Doors	Bill		11/02/2022
<input type="checkbox"/> Dagie Lighting	Bill		12/19/2022
<input type="checkbox"/> Perry Windows & Doors	Bill		11/18/2022
<input type="checkbox"/> Hopkins Construction Rentals	Bill		12/05/2021
<input type="checkbox"/> Timberloft Lumber	Bill	12849	11/02/2021
<input type="checkbox"/> Hopkins Construction Rentals	Bill		12/09/2022
<input type="checkbox"/> Middlefield Drywall	Bill		11/04/2022
<input type="checkbox"/> Cal Telephone	Bill		11/05/2021
<input type="checkbox"/> Lew Plumbing	Bill		12/11/2021
<input type="checkbox"/> Lew Plumbing	Bill	29001	12/12/2021
<input type="checkbox"/> Wheeler's Tile Etc.	Bill	7993	11/09/2021
<input type="checkbox"/> Cal Gas & Electric	Bill	12803	12/16/2022
<input type="checkbox"/> Vu Contracting	Bill		12/15/2021
<input type="checkbox"/> C.U. Electric	Bill		11/06/2021
<input type="checkbox"/> Timberloft Lumber	Bill		12/10/2021
<input type="checkbox"/> Patton Hardware Supplies	Bill		12/10/2021
<input type="checkbox"/> Perry Windows & Doors	Bill		12/02/2021
<input type="checkbox"/> Dawex Interiors	Bill		12/01/2021

Click here to save time by processing multiple expenses at once.

Click here to take immediate action on the selected expense.

Write checks

Use the Write Checks window to record checks you print or write, ATM withdrawals, debit card purchases or electronic fund transfers (EFT). Don't use the Write Checks window to pay bills you entered or create paychecks.

To start, go here: **Banking > Write Checks**.

1 Select the bank account where the money is coming from.

2 Select the payee.

3 If you don't want to print this check later, uncheck Print Later and then enter the number of a handwritten check.

The screenshot shows the 'Write Checks - Checking' window in QuickBooks. The interface includes a menu bar (Main, Reports), a toolbar with various actions like Find, New, Save, Delete, Memorize, Print, Print Later, Pay Online, Attach File, Select PO, Enter Time, Clear Splits, Recalculate, Reorder Reminder, and Order Checks. The main area displays the check details: BANK ACCOUNT (10100 - Checking), ENDING BALANCE (52,523.10), NO. (481), DATE (12/15/2021), and PAY TO THE ORDER OF (Hamby Rental Properties) for \$ 2,750.00. The amount is written in words: 'Two thousand seven hundred fifty and 00/100'. The ADDRESS field shows 'Hamby Rental Properties, 101 N. Main Street, Bayshore, CA94326'. Below the check details is an 'Expenses' table with columns for ACCOUNT, AMOUNT, ITEMS, and MEMO. The table contains one entry: ACCOUNT 63900 Rent, AMOUNT 2,750.00. At the bottom right, there are buttons for 'Save & Close', 'Save & New', and 'Clear'. Red lines connect numbered callouts to specific fields in the window.

4 Select an account to tell QuickBooks what you bought. If you bought inventory, use the Items tab instead.

5 Enter the amount of the check.

6 Save the check.

Enter bills

To track how much you owe, use the Enter Bills window. Entering and paying a bill is a two-step process:

- 1 Enter the bill using **Vendors > Enter Bills**
- 2 Pay the bill using **Vendors > Pay Bills**

Start by entering a bill.

The screenshot shows the 'Enter Bills' window in QuickBooks. The window title is 'Enter Bills'. The main area is divided into 'Bill' and 'Expenses' sections. The 'Bill' section contains fields for Vendor (Anystate Gas & Electric), Address, Date (12/15/2021), Ref No. (1203), Amount Due (122.68), Bill Due (12/30/2021), Terms (Net 15), and Memo (Acct #560-92645-99C). The 'Expenses' section shows a total of \$122.68 and a table with one row: ACCOUNT (5100 Utilities 65110), AMOUNT (122.68), and MEMO. The bottom of the window has buttons for 'Save & Close', 'Save & New', and 'Clear'. Five yellow callout boxes with red lines point to specific fields: 1. Vendor dropdown, 2. Amount Due field, 3. Terms dropdown, 4. Account dropdown in the Expenses table, and 5. Save & New button.

- 1 Select the vendor you need to pay.
- 2 Enter the amount of the bill.
- 3 Enter the terms or due date, and QuickBooks will remind you when the bill is due.
- 4 Select an account to tell QuickBooks what you bought. If you bought inventory, use the Items tab instead.
- 5 Save the bill.

Pay bills

When you're ready to pay a bill, use the Pay Bills window.

To start, go here: **Vendors > Pay Bills**.

- 1 Select the bills you want to pay.

The screenshot shows the 'Pay Bills' window with the following details:

- SELECT BILLS TO BE PAID:** Includes 'Show bills' options (Due on or before: 12/25/2021, Show all bills), 'Filter By' and 'Sort By' dropdowns.
- Table:** Lists bills with columns: DATE DUE, VENDOR, REF. NO., DISC. DATE, AMT. DUE, DISC. USED, CREDITS USED, AMT. TO PAY. The first bill is selected (checked).
- Summary:** Totals: 23,300.40 (AMT. DUE), 0.00 (DISC. USED), 0.00 (CREDITS USED), 122.68 (AMT. TO PAY).
- DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL:** Vendor: Anystate Gas & Electric, Terms: Net 15, Number of Credits: 0, Sugg. Discount: 0.00, Total Credits Available: 0.00.
- PAYMENT:** Date: 12/15/2021, Method: Check, Account: 10100 - Checking, Ending Balance: 52,400.42.
- Buttons:** Clear Selections, Go to Bill, Set Discount, Set Credits, Pay Selected Bills, Cancel.

- 2 Change the date if needed.

- 3 Select the payment method and account.

- 4 QuickBooks shows you how much you have left in your account if you pay the selected bills.

- 5 Click here to pay the bills.

See how your business is doing

Home Page Insights

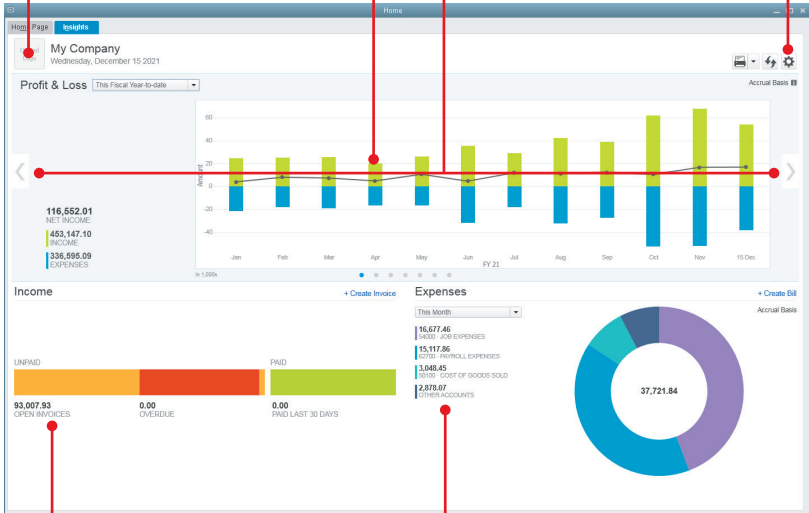
Use Home page Insights to see exactly how your business is doing. To start, click the **Insights** tab at the top of the **Home** page.

Place your cursor over any colored area for a quick look at the numbers, or click to see a detailed report.

Click the arrows to move between panes.

Click the gear icon to choose what shows up on this page.

Click here to add your company logo.



Instantly see your open and overdue receivables. Click any colored bar to open the Income Tracker for more detail.

Track where your money is going and where you might need to trim expenses. Click a colored section to see more.

Using the Reports Center

All of your QuickBooks information can be found, organized, and presented as a report. QuickBooks has more than 100 reports, and the Report Center makes it easy to find the right one.

To start, go here: **Report > Reports Center.**

Choose a type of report.

View your memorized and favorite reports, along with reports contributed by other QuickBooks users.

Click these icons to change how QuickBooks displays the list of reports.

The screenshot shows the QuickBooks Report Center interface. At the top, there are tabs for 'Standard', 'Memorized', 'Favorites', 'Recent', and 'Contributed'. A search bar is on the right. The left sidebar lists categories like 'Company & Financial', 'Customers & Receivables', 'Sales', etc. The main area displays several reports, including 'Profit & Loss Standard', 'Profit & Loss Detail', 'Profit & Loss YTD Comparison', and 'Profit & Loss P...'. Below the reports, there are date selectors for 'This Month-to-date' and 'This Fiscal Year-to-date'. A circular callout highlights the date selectors and icons (refresh, print, favorite, help) with the text 'This Fiscal Year-to- 1/1/2021 12/15/2021'. Red lines connect the callout to the 'Run the report', 'Read the question this report answers about your business', 'Mark the report as a favorite', and 'Get more information about the report' callouts.

Run the report.

Read the question this report answers about your business.

Mark the report as a favorite.

Get more information about the report.

Company Snapshot

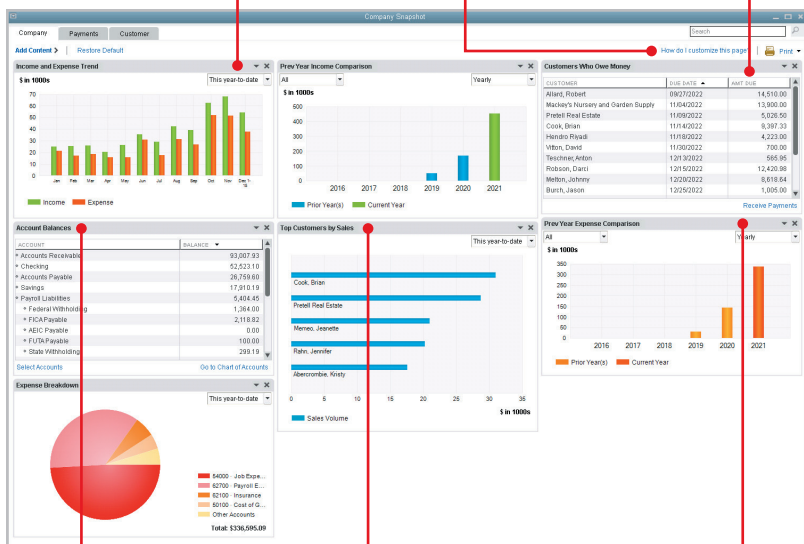
Use the Company Snapshot to get real-time company information and perform tasks from a single place.

To start, go here: **Company > Company Snapshot.**

This is a snapshot of the money going in and out of your business over time. Use this section to compare monthly income and expenses.

Click here to learn how to customize the Company Snapshot.

See what your customers owe you.



Account balances include: all bank, accounts receivable, accounts payable, credit card, asset, liability, and equity accounts.

Compare how much you spent this year to the same period last year.

This section shows your top five customers based on sales for a given period of time.

Profit and Loss

This report is also known as an income statement. It summarizes your income and expenses for a particular period, so you can tell whether you're operating at a profit or a loss.

To start, go here: **Reports > Company & Financial > Profit & Loss Standard.**

Click here to customize your report.

If you've customized the report and want to use it again, click here to memorize the report.

This report shows totals for each income or expense account in your chart of accounts. Double-click the subtotal to see the transactions that make up that amount.

See your net income (or loss) for the report period.

The screenshot shows the Profit & Loss report for 'My Company' for the period of December 1 to 15, 2021. The report is displayed on an 'Accrual Basis'. The interface includes a top navigation bar with options like 'Customize Report', 'Comment on Report', 'Share Template', 'Memorize', 'Print', 'E-mail', 'Export', 'Hide Header', 'Collapse', and 'Refresh'. Below the navigation bar, there are filters for 'Report Basis' (Accrual/Cash) and 'Show Filters'. The main table lists various income and expense accounts with their respective amounts. A callout box points to the 'Customize Report' button. Another callout box points to the 'Memorize' button. A third callout box points to a subtotal row for 'Payroll Expenses', indicating that double-clicking it would show the underlying transactions. A final callout box points to the 'Net Income' row at the bottom of the report.

My Company		Dec 1 - 15, 21
Profit & Loss		
December 1 - 15, 2021		
54620 - Freight & Delivery		69.60
Total 54000 - Job Expenses		16,677.46
Total COGS		19,725.91
Gross Profit		34,629.25
Expense		
▼ 60100 - Automobile		
60110 - Fuel		81.62
Total 60100 - Automobile		81.62
▼ 62100 - Insurance		
62130 - Work Comp		1,214.31
Total 62100 - Insurance		1,214.31
▼ 62400 - Interest Expense		
62420 - Loan Interest		32.58
Total 62400 - Interest Expense		32.58
▼ 62700 - Payroll Expenses		
62710 - Gross Wages		13,848.45
62720 - Payroll Taxes		1,059.41
62730 - FUTA Expense		110.00
62740 - SUTA Expense		110.00
Total 62700 - Payroll Expenses		15,117.86
63100 - Postage		69.20
▼ 63600 - Professional Fees		
63610 - Accounting		250.00
Total 63600 - Professional Fees		250.00
▼ 64200 - Repairs		
64210 - Building Repairs		175.00
Total 64200 - Repairs		175.00
64800 - Tools and Machinery		810.00
▼ 65100 - Utilities		
65110 - Gas and Electric		245.36
Total 65100 - Utilities		245.36
Total Expense		17,895.93
Net Ordinary Income		16,833.32
▼ Other Income/Expense		
Other Income		
70100 - Other Income		43.53
Total Other Income		43.53
Net Other Income		43.53
Net Income		16,876.85

Balance Sheet

This report provides a financial snapshot of your company as of a specific date.

To start, go here: **Reports > Company & Financial > Balance Sheet Standard.**

My Company
Balance Sheet
As of December 15, 2021

	Dec 15, 21
ASSETS	
▼ Current Assets	
▶ Checking/Savings	70,933.29
▶ Accounts Receivable	93,007.93
▼ Other Current Assets	
12100 - Inventory Asset	30,683.38
12800 - Employee Advances	832.00
13100 - Pre-paid Insurance	4,050.00
13400 - Retainage Receivable	3,703.02
Total Other Current Assets	39,268.40
Total Current Assets	203,209.62
▼ Fixed Assets	
15000 - Furniture and Equipment	34,326.00
15100 - Vehicles	78,938.91
15200 - Buildings and Improvements	325,000.00
15300 - Construction Equipment	15,300.00
16900 - Land	90,000.00
17000 - Accumulated Depreciation	-110,344.60
Total Fixed Assets	433,218.31
▼ Other Assets	
18700 - Security Deposits	1,720.00
Total Other Assets	1,720.00
TOTAL ASSETS	638,147.93
LIABILITIES & EQUITY	
▼ Liabilities	
▼ Current Liabilities	
▶ Accounts Payable	26,759.60
▶ Credit Cards	476.82
▶ Other Current Liabilities	6,362.08
Total Current Liabilities	33,598.50
▶ Long Term Liabilities	386,966.91
Total Liabilities	420,565.41
▼ Equity	
30000 - Opening Bal Equity	38,773.75
30100 - Capital Stock	500.00
32000 - Retained Earnings	61,756.76
Net Income	116,552.01
Total Equity	217,582.52
TOTAL LIABILITIES & EQUITY	638,147.93

Assets are everything your business owns, including money owed to you.

Liabilities are everything your business owes.

Equity is similar to an individual's net worth. It's what your company owns minus what it owes.

General		Key	
To start QuickBooks without a company file		Ctrl (while opening)	
To suppress the desktop windows (at Open Company window)		Alt (while opening)	
Display product information about your QuickBooks version		F2	
Close active window		Esc or Ctrl+F4	
Record (when button is blue or a border surrounds OK, Save and Close, Save and New, or Record)		↵	
Record (always)		Ctrl + ↵	

Dates		Key	
Next day		+ (plus key)	
Previous day		- (minus key)	
Today		T	
First day of the Week		W	
Last day of the week		K	
First day of the Month		M	
Last day of the month		H	
First day of the Year		Y	
Last day of the year		R	
Date calendar		Alt + ↓ (down arrow)	

Moving around a window		Key	
Next field		Tab	
Previous field		Shift + Tab	
Beginning of current field		Home	
End of current field		End	
Line below in detail area or on report		Down arrow (↓)	
Line above in detail area or on report		Up arrow (↑)	
Down one screen		Page Down	
Up one screen		Page Up	
Next word in field		Ctrl + →	
Previous word in field		Ctrl + ←	
First item on list or previous month in register		Ctrl + Page Up	
Last item on list or next month in register		Ctrl + Page Down	
Close active window		Esc or Ctrl + F4	

Activity		Key	
Create invoice		Ctrl + I	
Delete check, invoice, transaction, or item from list		Ctrl + D	
Find transaction		Ctrl + F	
History of A/R or A/P transaction		Ctrl + H	
Memorize transaction or report		Ctrl + M	
New invoice, bill, check or list item in context		Ctrl + N	
Open account list		Ctrl + A	
Open Customer Center (Customers & Job list)		Ctrl + J	
Open Help for active window		F1	
Open list (for current drop-down menu)		Ctrl + L	
Open memorized transaction list		Ctrl + T	
Open split transaction window in register		Ctrl + R	
Open transaction journal		Ctrl + Y	
Print		Ctrl + P	
QuickReport on transaction or list item		Ctrl + Q	
QuickZoom on report		↵	
Show list		Ctrl + S	
Write new check		Ctrl + W	

Editing		Key	
Edit transaction selected in the list or register		Ctrl + E	
Delete character to right of insertion point		Del	
Delete character to left of insertion point		Backspace	
Delete line from detail area		Ctrl + Del	
Insert line in detail area		Ctrl + Ins	
Cut selected characters		Ctrl + X	
Copy selected characters		Ctrl + C	
Paste cut or copied characters		Ctrl + V	
Increase check or other form number by one		+ (plus key)	
Decrease check or other form number by one		- (minus key)	

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