

Intuit QuickBooks Training
by Real World Training

Mastering QuickBooks®

**Level 1
Online Edition**

Learning Manual

Mastering QuickBooks® Online Edition

Day 1

Learning Manual

Copyright

Copyright© 2018 by David J. O'Brien and/or National Real World Training, Inc. All rights reserved. Screen shots© Intuit Inc. All rights reserved. This publication, or any part thereof, may not be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, without the prior written permission of David J. O'Brien or National Real World Training, Inc.

Trademark Acknowledgements

Intuit and QuickBooks are registered trademarks of Intuit Inc.

Disclaimer

These training materials are provided without any warranty whatsoever, including, but not limited to, the implied warranties of merchantability or fitness for a particular purpose. All names of persons or companies in this manual are fictitious unless otherwise noted.

Real World Training
5501 LBJ Freeway, Suite 180
Dallas, TX 75240-5225
Phone (214) 515-0577
Fax (214) 515-0580
www.quickbookstraining.com

Mastering QuickBooks Online

Day 1-Agenda

Seminar Welcome.....	8:30
I. Setup	
II. Orientation	
Break.....	10:20
III. Lists	
IV. Financial Statements	
V. Products and Services	
Lunch Break.....	12:00 – 1:00
VI. Money In-I	
VII. Money In-II	
Break.....	3:00
VII. Money Out-I	
IX. Money Out-II	
X. Advanced Invoicing	
Class Dismissed.....	4:00

Mastering QuickBooks Online

Day 2-Agenda

Seminar Welcome.....	8:30
I. Banking	
Break.....	10:20
II. Reports	
III. Accounting Tasks	
Lunch Break	12:00 – 1:00
IV. Customize QuickBooks	
V. Save Time	
VI. Mobile App	
Break.....	3:00
VII. Payroll Setup	
VIII. Payroll Cycle	
IX. Sales Tax and Inventory	
Class Dismissed.....	4:00

Day 1 Table of Contents

CHAPTER 1-SETUP	1
INTRODUCTION	2
SETTING UP QUICKBOOKS	4
1) CREATE QUICKBOOKS ACCOUNT.....	5
2) IMPORT DATA	7
3) ENTER OPENING BALANCES	9
4) LINK BANK ACCOUNTS	11
5) CUSTOMIZE/PERSONALIZE QUICKBOOKS	12
TEST DRIVE QUICKBOOKS ONLINE	13
CHAPTER 2-GETTING AROUND	15
DASHBOARD	16
MOVING AROUND IN QUICKBOOKS.....	17
WHAT YOU SEE ON SCREEN	20
YOUR TURN.....	21
CHAPTER 3-LISTS	23
LIST TYPES.....	24
NAMES LISTS.....	26
WORK WITH LISTS	27
YOUR TURN.....	33
CHAPTER 4-FINANCIAL STATEMENTS	35
FINANCIAL STATEMENTS	36
ACCOUNT CATEGORY TYPES.....	39
ADD ACCOUNTS/SUBACCOUNTS	40
COLLAPSE FINANCIAL STATEMENTS.....	42
CASH VS ACCRUAL	43
JOURNAL ENTRIES	45
YOUR TURN.....	46
CHAPTER 5-PRODUCTS AND SERVICES.....	47
PRODUCTS AND SERVICES SETTINGS	48
UNDERSTANDING PRODUCTS AND SERVICES.....	49
ADD PRODUCTS AND SERVICES.....	51
YOUR TURN.....	54
CHAPTER 6-MONEY IN-I.....	55
CUSTOMERS.....	56
METHODS TO RECORD SALES	58
WHAT IS ACCOUNTS RECEIVABLE?	59
METHOD 1-INVOICE.....	60
YOUR TURN.....	65
CHAPTER 7-MONEY IN-II	67
METHOD 2-SALES RECEIPTS	68
METHOD 3-MAKE DEPOSITS	70
METHOD 4-IMPORT FROM OTHER PROGRAM	71
REFUND RECEIPT	72
CREDIT MEMOS	73
CUSTOMER STATEMENTS	75
QUICKBOOKS ONLINE PAYMENTS	79
YOUR TURN.....	82

CHAPTER 8-MONEY OUT-I.....	83
VENDORS	84
TRACK ACCOUNTS PAYABLE	86
WRITE CHECKS	89
ENTER EXPENSES.....	90
REPORTS	92
YOUR TURN.....	93
CHAPTER 9-MONEY OUT-II.....	95
CREDIT CARDS	96
VENDOR CREDIT MEMOS	99
VOID VS. DELETE CHECKS.....	101
YOUR TURN.....	102
CHAPTER 10-ADVANCED INVOICING.....	103
INVOICE FOR DELAYED CHARGES	104
INVOICE BASED ON ESTIMATE.....	107
INVOICE FOR BILLABLE TIME & COST	110
YOUR TURN.....	117

Day 2 Table of Contents

CHAPTER 11-BANKING	119
ADD BANK ACCOUNT	120
BANK AND CREDIT CARDS PAGE.....	123
MANAGE DOWNLOADED EXPENSES	124
WHAT GETS DOWNLOADED	127
MANAGE DOWNLOADED DEPOSITS	128
ADD SPLIT TRANSACTIONS.....	129
EXCLUDE TRANSACTIONS.....	130
TRANSFERS.....	131
CREDIT CARD PAYMENTS.....	132
DOWNLOAD MORE TRANSACTIONS	133
RECONCILE BANK ACCOUNT.....	134
ACCOUNT REGISTER.....	136
YOUR TURN.....	137
CHAPTER 12-REPORTS.....	139
RUN REPORTS.....	140
TYPES OF REPORTS.....	141
MODIFY REPORTS-GENERAL	143
MODIFY REPORTS-ROWS/COLUMNS	145
MODIFY REPORTS-FILTERS	148
MODIFY REPORTS-NUMBERS	150
MODIFY REPORTS-HEADER/FOOTER	151
SAVE REPORT CUSTOMIZATIONS.....	153
EMAIL & SCHEDULE REPORTS	156
YOUR TURN.....	159
CHAPTER 13-ACCOUNTING TASKS	161
ACCOUNT NUMBERS	162
SET CLOSING DATE	164
MANAGE USERS	165
AUDIT LOG	167
YOUR TURN.....	168
CHAPTER 14-CUSTOMIZE QUICKBOOKS.....	169
COMPANY SETTINGS.....	170
CUSTOMIZE FORMS.....	175
YOUR TURN.....	178
CHAPTER 15-SAVE TIME.....	179
FIND TRANSACTIONS.....	180
RECURRING TRANSACTIONS	183
SHORTCUTS	184
YOUR TURN.....	187
CHAPTER 16-MOBILE APP.....	189
INSTALL MOBILE APP	190
MOBILE APP DASHBOARD	191
MOVING AROUND IN QUICKBOOKS MOBILE	192
VIEW CUSTOMER/VENDOR INFORMATION.....	195
ONLINE BANKING IN APP	196
RECORD TRANSACTIONS.....	199

CHAPTER 17-PAYROLL SETUP.....	201
ENABLE PAYROLL	202
START PAYROLL SETUP	203
ENTER COMPANY INFORMATION	204
EMPLOYEE W-4 INFORMATION.....	205
EMPLOYEE PAYROLL SCHEDULES.....	207
EMPLOYEE PAY RATE AND TYPES.....	208
EMPLOYEE DEDUCTIONS/CONTRIBUTIONS	209
EMPLOYEE PAYCHECK TYPE	210
EMPLOYEE SETUP COMPLETE	211
ADD EMPLOYEES AFTER SETUP	212
SET UP PAYROLL TAXES.....	213
PAYROLL TAX-EMPLOYEE/BUSINESS DETAILS	214
PAYROLL TAX-FEDERAL/STATE TAX DETAILS	215
YOUR TURN.....	216
CHAPTER 18-PAYROLL CYCLE	217
PAY EMPLOYEES	218
REVIEW PAYROLL LIABILITIES/TAXES	221
PAY TAXES.....	223
FILE TAX FORMS.....	225
PAY DEDUCTIONS/CONTRIBUTIONS.....	227
YOUR TURN.....	228
CHAPTER 19-SALES TAX AND INVENTORY.....	229
SET UP SALES TAX.....	230
NONTAXABLE CUSTOMER SETUP.....	232
INVOICE SALES TAX	233
PAY SALES TAXES	234
TRACK INVENTORY.....	235
INVENTORY REPORTS	239
ADJUST INVENTORY	240
YOUR TURN.....	241

Chapter 1- Setup

Mastering QuickBooks Online
Day 1

Introduction

Welcome

Welcome to Day 1 of the Mastering QuickBooks seminar. Using QuickBooks software effectively for your business is the focus of this seminar.

Goals/Learning Objectives

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

About Intuit

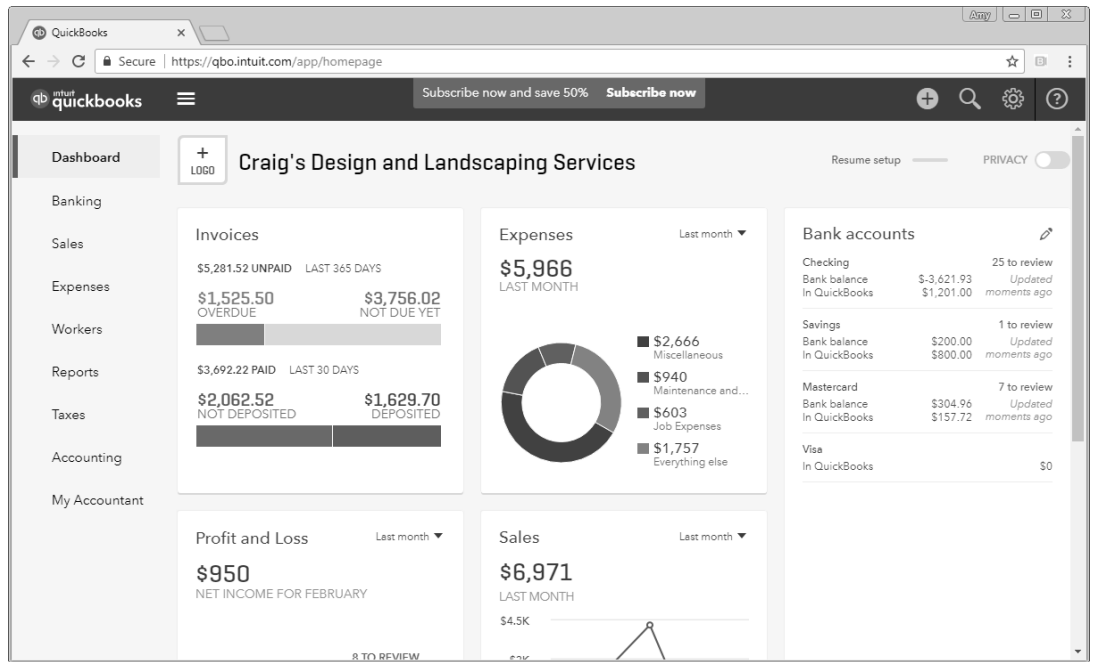
Intuit Inc. is a leading provider of business and financial management solutions for small businesses, consumers and accounting professionals. Its flagship products and services, including QuickBooks®, Quicken® and TurboTax® software, simplify small business management and payroll processing, personal 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 on the internet.

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 1,500,000 students how to master QuickBooks for their business. For more information on Real World Training or to see seminar schedules online, visit www.quickbookstraining.com on the internet.

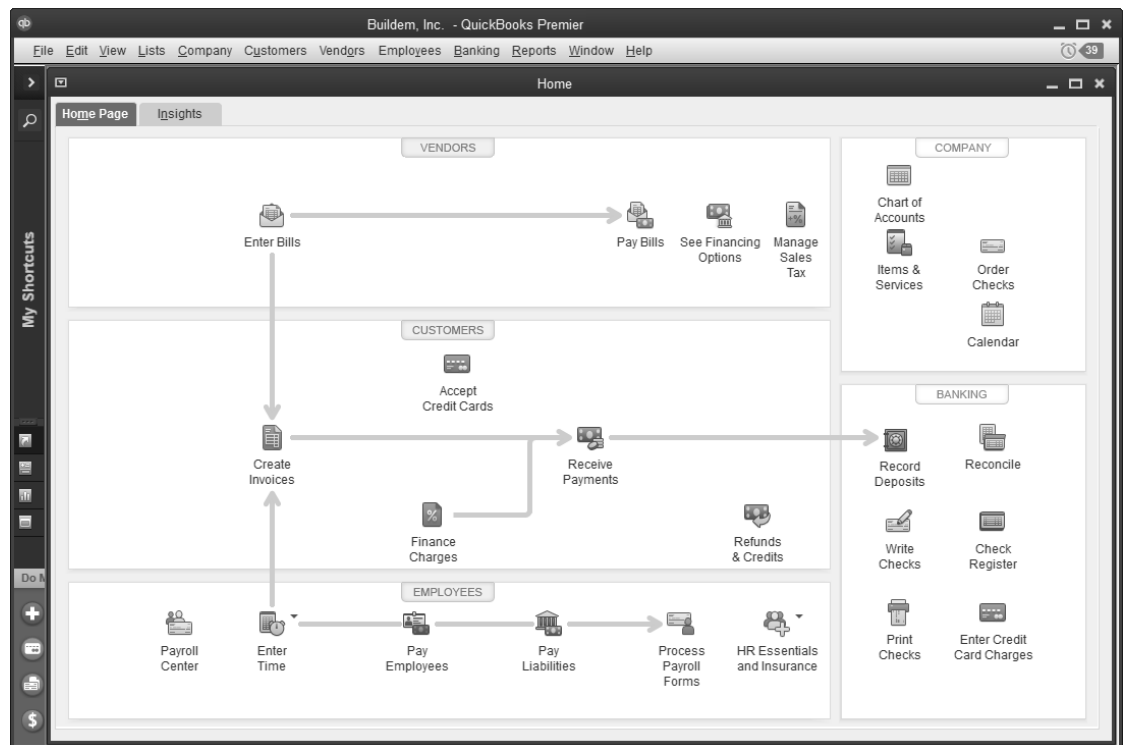
QuickBooks Online

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:



Setting Up QuickBooks

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) **Enter Opening Balances**

Entering account balances is necessary to get complete and accurate financial statements. But don't worry, bank and credit card accounts will be set up for you, and your accountant can help with the rest. Also, this is only necessary if you already have accounting records in other software BESIDES QuickBooks desktop software.

4) **Link Your Bank Account**

This helps you add and categorize bank transactions going forward.

5) **Customize/Personalize QuickBooks**

Make QuickBooks work for you, by customizing company settings, invoice forms, etc.

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. If you currently use QuickBooks desktop (Pro, Premier, or Enterprise Solutions), you can skip this step and convert your QuickBooks desktop company file to QuickBooks Online.

Choose an Edition and Start a Free Trial

There are several editions of QuickBooks. Each edition includes basic features such as check writing, paying bills, entering sales and making deposits, and additional features and capabilities to support your growing business. To review features and compare current online editions, visit <https://quickbooks.intuit.com/online/compare/>.



Start Free Trial

- 1) Open an internet browser.
- 2) Browse to <https://quickbooks.intuit.com/pricing/>.
- 3) Click **Free Trial**.
- 4) Click **Try it free** below the edition of your choice.
- 5) Complete the enrollment form, and click **Create Account**.
- 6) Make the appropriate selections in the screens displayed by QuickBooks Online.

QuickBooks Online Pricing

Secure | <https://quickbooks.intuit.com/pricing/>

intuit quickbooks Plans & Pricing How it Works Support For Sales: 1.877.683.3280 Sign in

Choose your QuickBooks Online plan.

Buy now to save or start your free trial.

BUY NOW Up to 70% off ☐ FREE TRIAL ☒

Small Business
For sole proprietors, LLCs, partnerships, corporations, non-profits, and more.

Simple Start	Essentials	Plus	Self-Employed
\$15 /mo	\$35 /mo	\$50 /mo	\$10 /mo
Try it free	Try it free	Try it free	Try it free
<ul style="list-style-type: none"> Track income & expenses Maximize tax deductions Invoice & accept payments Run reports Send estimates Track sales & sales tax 	<ul style="list-style-type: none"> Track income & expenses Maximize tax deductions Invoice & accept payments Run reports Send estimates Track sales & sales tax 	<ul style="list-style-type: none"> Track income & expenses Maximize tax deductions Invoice & accept payments Run reports Send estimates Track sales & sales tax 	<ul style="list-style-type: none"> Track miles Track income & expenses Estimate quarterly taxes Run reports Invoice & accept payments

[Chat live now](#)

Setup

Answer a few questions about your business and QuickBooks finishes customizing your setup.

Set Up Company

The screenshot shows the QuickBooks setup interface in a web browser. The browser's address bar displays "Secure | https://qbo.intuit.com/app/setup?initial=true#0". The QuickBooks logo is in the top left, and "1 of 2" is in the top right. The main heading is "No two businesses are alike" with the subtext "We should know—we've seen a lot! Help us get to know yours." Below this, there are two questions: "What's your business called?" with a text input field containing "Craig's Landscaping", and "How long have you been in business?" with a dropdown menu showing "1-2 years". At the bottom left, there is a checkbox labeled "I've been using QuickBooks Desktop and want to bring in my data." which is currently unchecked. A "Next" button is located at the bottom right.

Set Up QuickBooks

The screenshot shows the second step of the QuickBooks setup interface. The browser's address bar displays "Secure | https://qbo.intuit.com/app/setup?initial=true#1". The QuickBooks logo is in the top left, and "2 of 2" is in the top right. The main heading is "What can we take off your plate?" with the subtext "We've got your accounting covered. What else can we help you with?". Below this, there are eight service options arranged in a 2x4 grid, each with a checkmark icon and a label: "Invoice customers", "Track expenses", "Track inventory", "Retail sales", "Manage bills", "Track sales tax", "Pay employees", and "Track time". At the bottom left is a "Back" button, and at the bottom right is an "All set" button with a mouse cursor icon over it.

2) Import Data

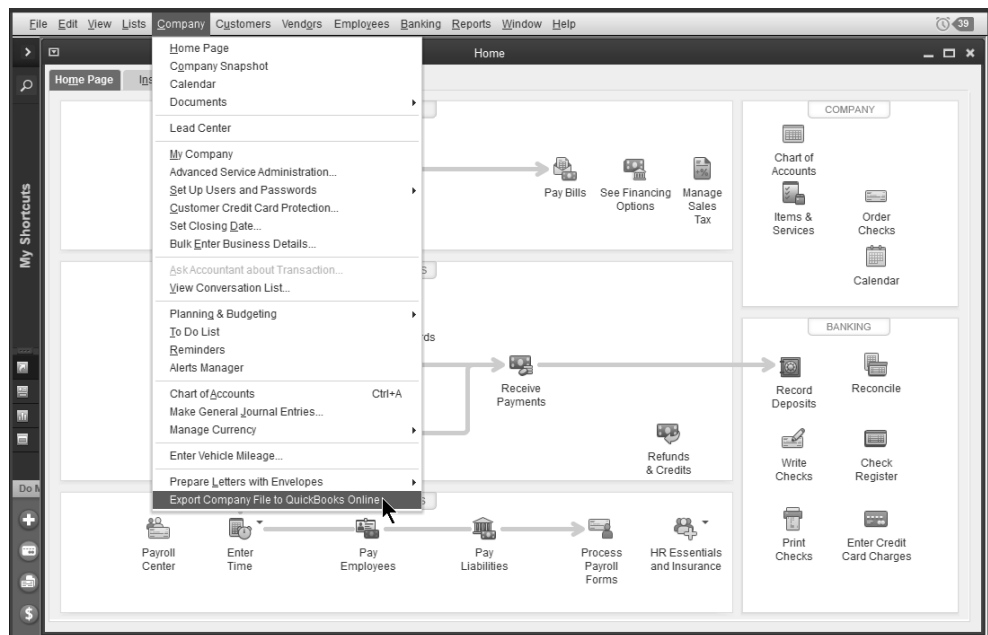
Import Company File from QuickBooks Pro/Premier

If you have your accounting information in a QuickBooks Pro or Premier company file, you can convert it into a QuickBooks Online account. The process takes a few minutes, and most of your transactions, lists, and account balances are brought over.



Export Company File to QuickBooks Online

- 1) Within desktop QuickBooks, click the **Company** menu and select **Export Company File to QuickBooks Online**.
- 2) Follow the onscreen instructions.



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 reports (need to set up payroll again in QuickBooks Online)

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 Statement
- Balance Sheet
- A/R Aging
- A/P Aging

Import Lists from CSV or Excel Files

If you currently use QuickBooks Pro or Premier, existing lists will be included during the conversion to QuickBooks Online. However, if you use another accounting program, you can import lists to get set up more quickly.

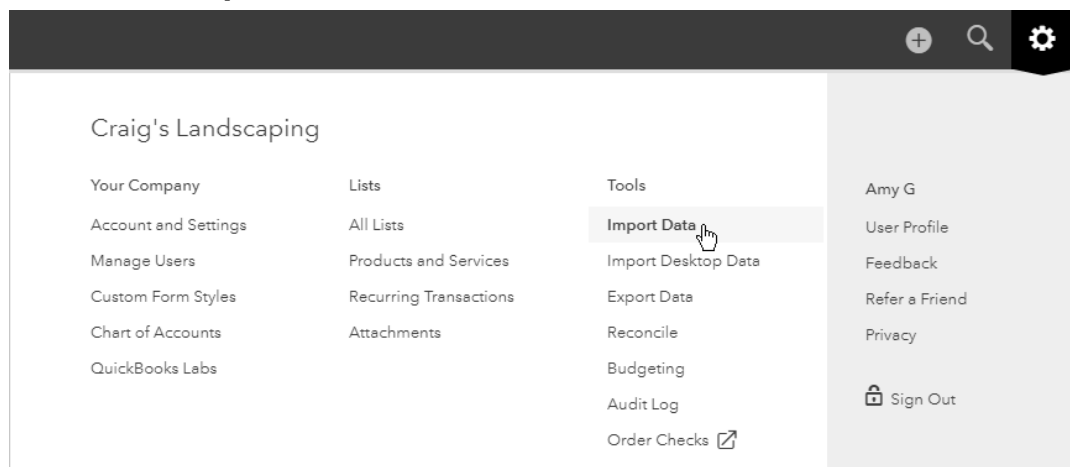
QuickBooks can import lists from an Excel file or from a CSV (Comma Separated Values) file. So, before importing, you'll need to export or copy list entries into one of these compatible file types.



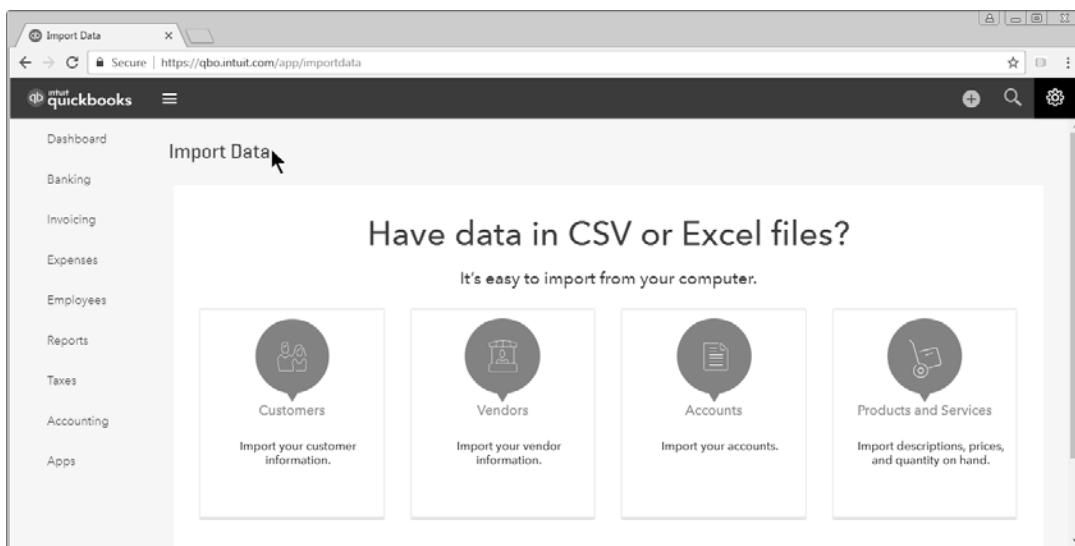
Import Lists

- 1) Click the **Gear** menu and select **Import Data**.

Gear Menu-Import Data



Import Data



3) Enter Opening Balances

If you currently use a desktop edition of QuickBooks, account opening balances will be included during the conversion to QuickBooks Online. However, if you use another accounting program, you will want to enter opening balances for non-checking and non-credit card type accounts. When you link your checking and credit-card accounts with QuickBooks, transactions for those accounts will automatically be brought in. Ask your accountant for help entering your opening balances.

You have two choices when entering account opening balances:

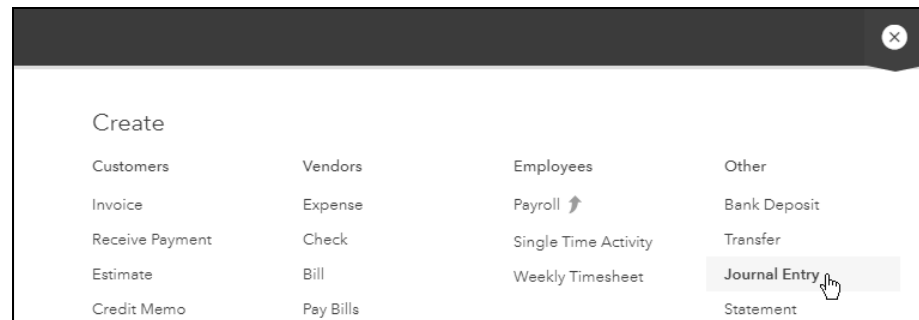
- 1) **Enter past transactions for the current year**
This is a good choice if you recently started a business. But, it's difficult if you have many transactions.
- 2) **Enter a journal entry for opening balances**
This usually requires help from an accountant. Don't worry if you can't do it right away. You can start using QuickBooks now.



Enter Journal Entry for Opening Balances

- 1) Click the **Global Create** menu and select **Journal Entry**.

Global Create-Journal Entry



Journal Entry for Opening Balances

The screenshot shows the 'Journal Entry #1' window in QuickBooks Online. The browser address bar indicates the URL is <https://qbo.intuit.com/app/journal>. The window title is 'Journal Entry #1'. Below the title, there are input fields for 'Journal date' (01/01/2017) and 'Journal no.' (1). The main area contains a table with 5 rows of journal entries. The columns are: #, ACCOUNT, DEBITS, CREDITS, DESCRIPTION, NAME, and a delete icon. The entries are: 1. Accounts Receivable (12,000.00 debit) to Amy's Bird Sanctuary; 2. Accounts Receivable (8,000.00 debit) to Bill's Windsurf Shop; 3. Accounts Payable (9,000.00 credit) from Bob's Burger Joint; 4. Accounts Payable (8,000.00 credit) from Books by Bessie; 5. Opening Balance Equity (3,000.00 credit). At the bottom, there are buttons for 'Cancel', 'Clear', 'Make recurring', 'Save', and 'Save and new'.

#	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		Bob's Burger Joint	
4	Accounts Payable		8,000.00		Books by Bessie	
5	Opening Balance Equity		3,000.00			

Cancel Clear Make recurring Save Save and new

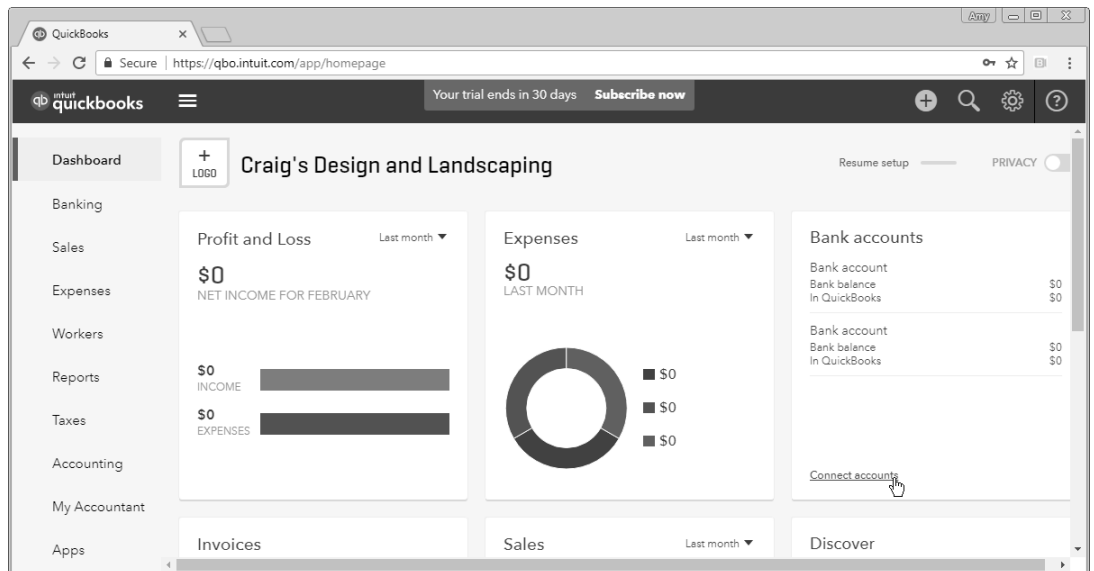
4) Link Bank Accounts

When you link your checking and credit-card accounts with QuickBooks, up to the last 90 days of transactions for those accounts will automatically be brought in. You can also tell QuickBooks what transactions to exclude. If you need more of an account's past transaction history in QuickBooks, you can download transactions from your financial institution and upload them into QuickBooks.



Link Bank Account

- 1) Click **Banking** on the navigation bar.
- 2) Click **Connect account** in the **Bank accounts** section of the page.
- 3) Follow the onscreen instructions.



5) Customize/Personalize QuickBooks

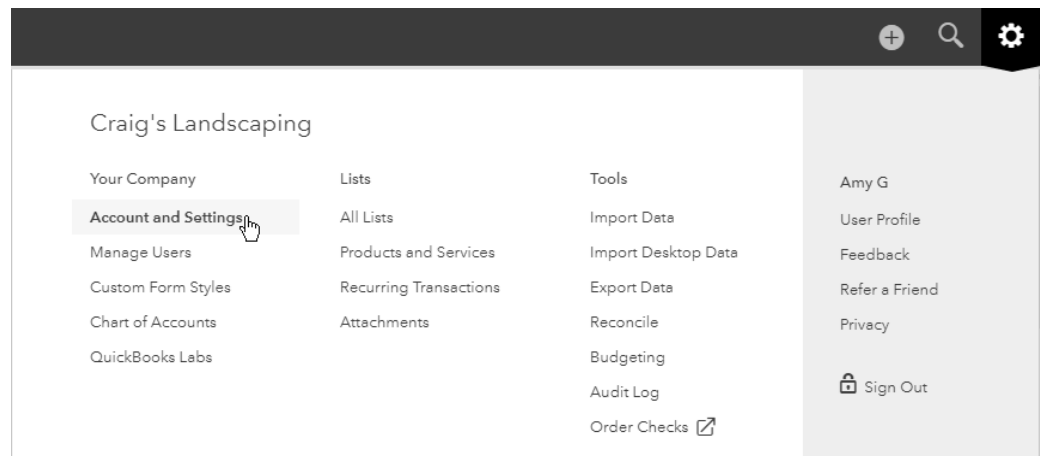
After setup, you may want to customize QuickBooks settings and forms to suit your needs. You learn about personalizing QuickBooks throughout this class.



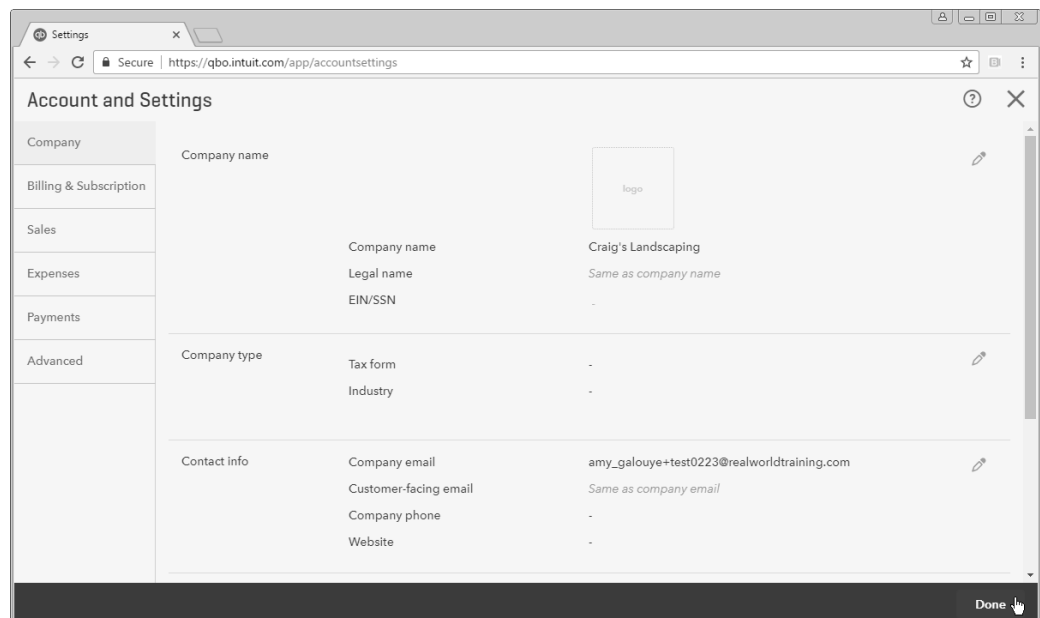
Review/Update Company Settings

- 1) Click the **Gear** menu and select **Account and Settings**.
- 2) Make the appropriate selections in the **Account and Settings** page.
- 3) Click **Done**.

Account and Settings



Update Settings



Test Drive QuickBooks Online

You can practice in QuickBooks using a sample file. You use this sample file to complete the hands-on “Your Turn” exercises during this class. Please note: The test drive will expire and log you out due to inactivity after about an hour and any changes or transactions you’ve entered will be deleted. So, you may need to re-open the page below several times during this training.



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.
- 4) Click **Continue**.

qb QuickBooks

Security Verification

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Continue

Visit Our Website
www.quickbookstraining.com

Chapter 2- Getting Around

Mastering QuickBooks Online
Day 1

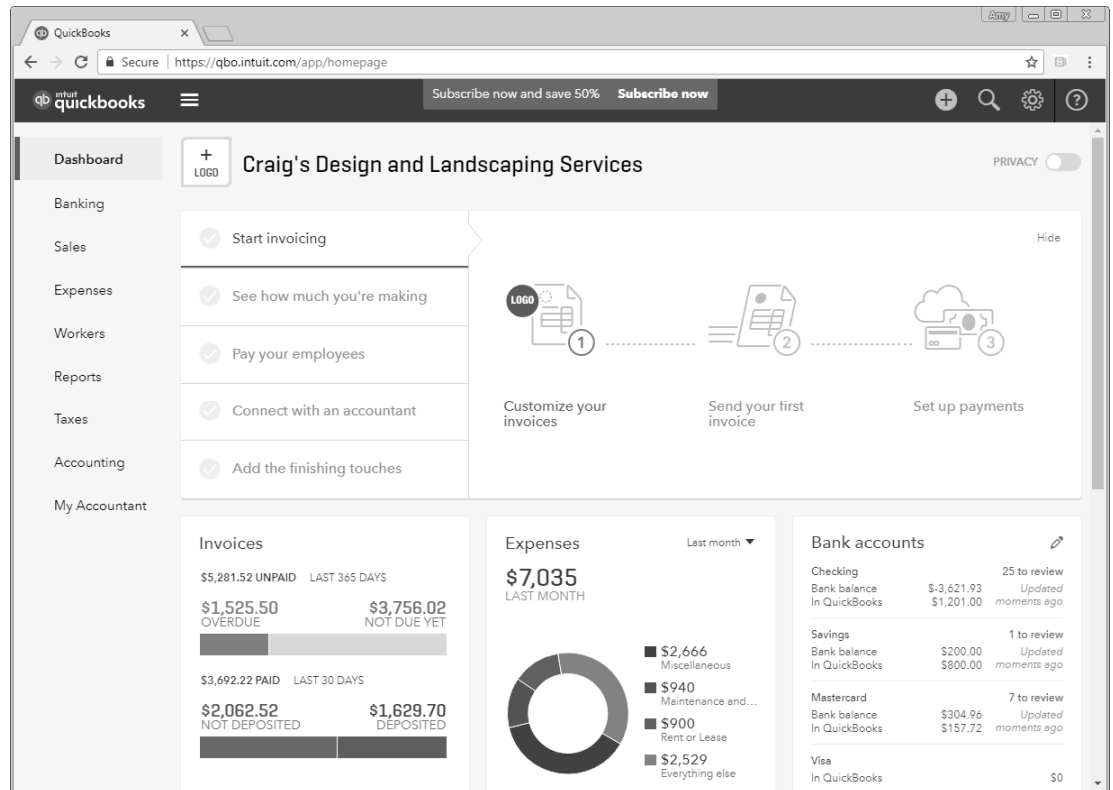
Dashboard

The *Dashboard* provides quick information at your fingertips, including a financial dashboard, and bank account balances. You can enable *Private Mode* to hide your Profit and Loss, bank and credit card balances, and total amounts.



Display the Home Page

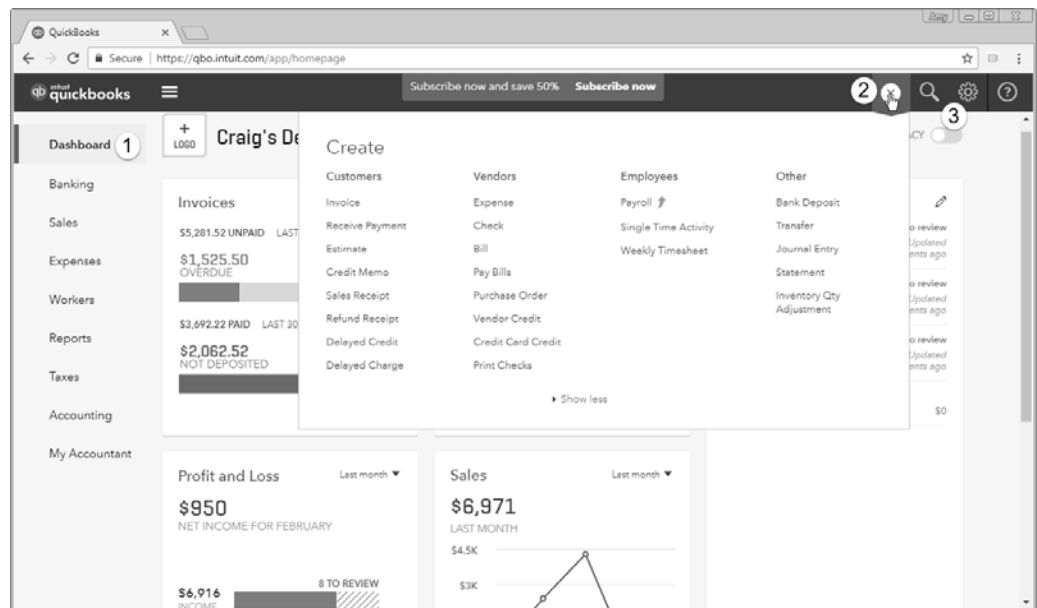
- 1) Click the **Dashboard** icon.



Moving Around in QuickBooks

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

- 1) Navigation bar
- 2) Global Create menu
- 3) Gear menu (aka, Company menu)



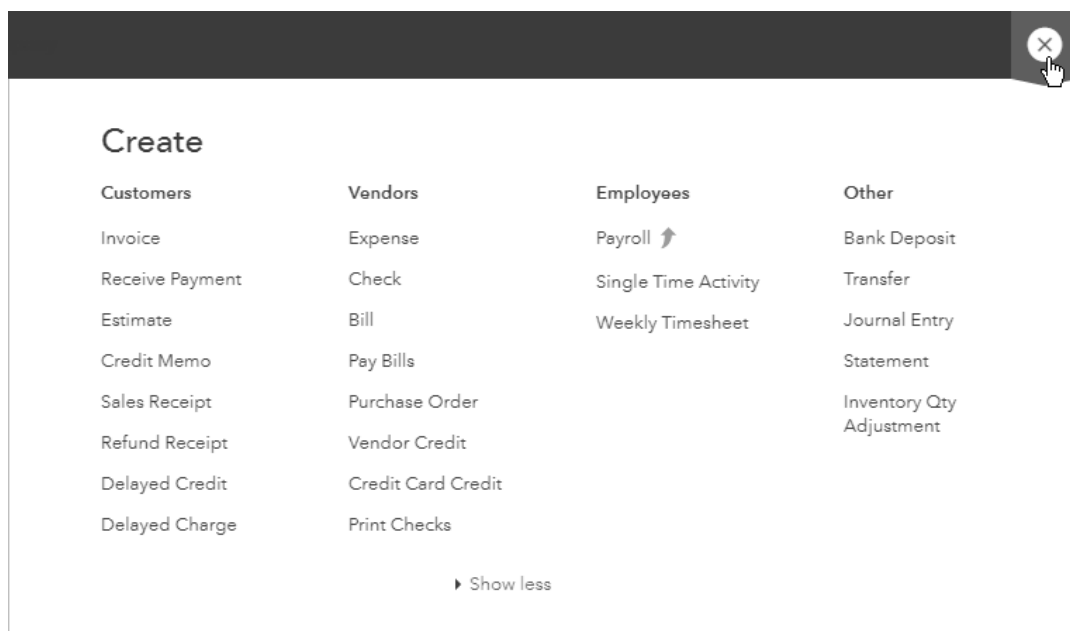
Navigation Bar

The *Navigation Bar* appears to the left of the home page. It provides quick access to lists you use often as well as common transactions and reports.



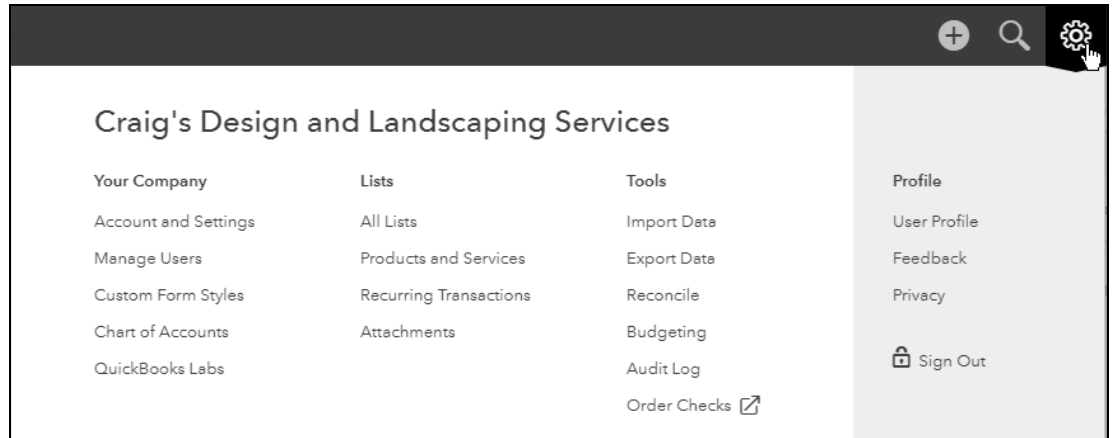
Global Create (+) Menu

The *Global Create* menu is at the top of the home page. It allows you to add transactions for customers, vendors, and employees, as well as other transactions such as bank deposits and journal entries.



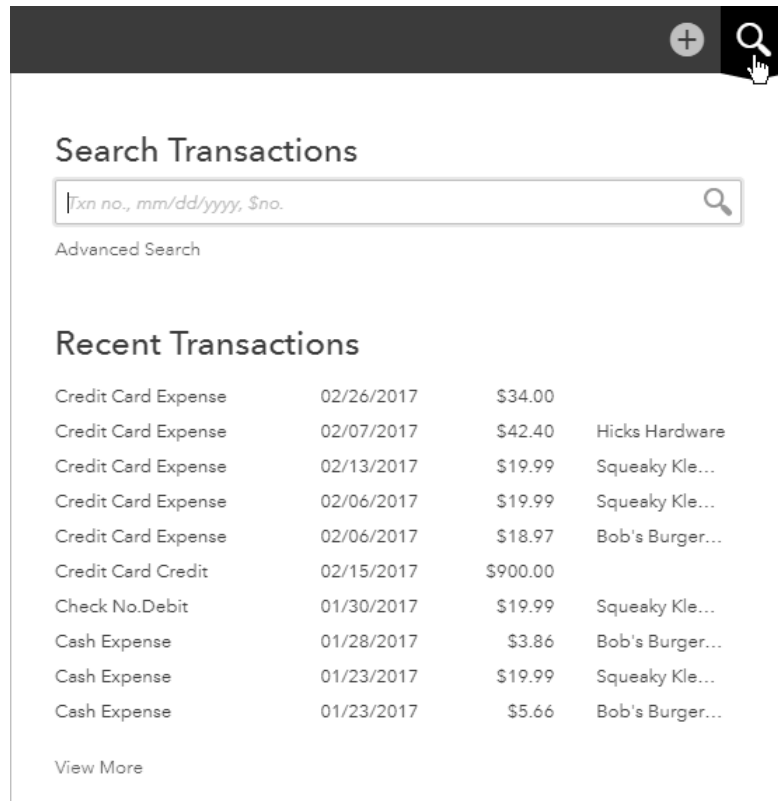
Gear Menu (aka. Company Menu)

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.



What You See on Screen

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

The screenshot shows the QuickBooks Invoice form in a web browser. The form is titled "Invoice" and includes a "BALANCE DUE" of \$1,000.00. The "Who?" section at the top includes a dropdown for "Mark Cho" and a text field for "Mark@Cho.com". Below this is a "Billing address" section with the address "Mark Cho, 36 Willow Rd, Menlo Park, CA 94304". The "What?" section includes fields for "Terms" (Net 30), "Invoice date" (02/27/2017), and "Due date" (03/29/2017). A table lists the invoice items, with one item: "Design:Fountains:Concrete" with a quantity of 1, rate of 1,000, and amount of 1,000.00. The "Subtotal" is \$1,000.00. The "Message displayed on invoice" section contains the text "Thank you for your business and have a great day!". The "Statement memo" section is empty. The bottom of the form has buttons for "Cancel", "Clear", "Print or Preview", "Make recurring", "Customize", "Save", and "Save and send".

Invoice

Mark Cho Mark@Cho.com

Send later Cc/Bcc

Billing address Terms Invoice date Due date

Mark Cho
36 Willow Rd
Menlo Park, CA 94304

Net 30 02/27/2017 03/29/2017

Crow #

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design:Fountains:Concrete	Concrete for fountain installation	1	1,000	1,000.00	✓
2						

Add lines Clear all lines Add subtotal

Subtotal \$1,000.00

Message displayed on invoice

Thank you for your business and have a great day!

Statement memo

Printable subtotal \$1,000.00

Select a sales tax rate 0.00

Discount percent \$0.00

Total \$1,000.00

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

Your Turn

Now it's your turn to apply what you've learned. **Time Estimate: 5 Minutes**



Getting Around

- 1) Start a “Test Drive” of QuickBooks Online (see page 13 for instructions).
- 2) Open the **Customer List** from the **Navigation** bar.
- 3) Open an invoice from the **Global Create** menu.
- 4) Open the **Chart of Accounts** from the **Gear** menu.
- 5) Open the **Dashboard**.
- 6) Switch the **Dashboard** to **Private**.

Visit Our Website
www.quickbookstraining.com

Chapter 3- Lists

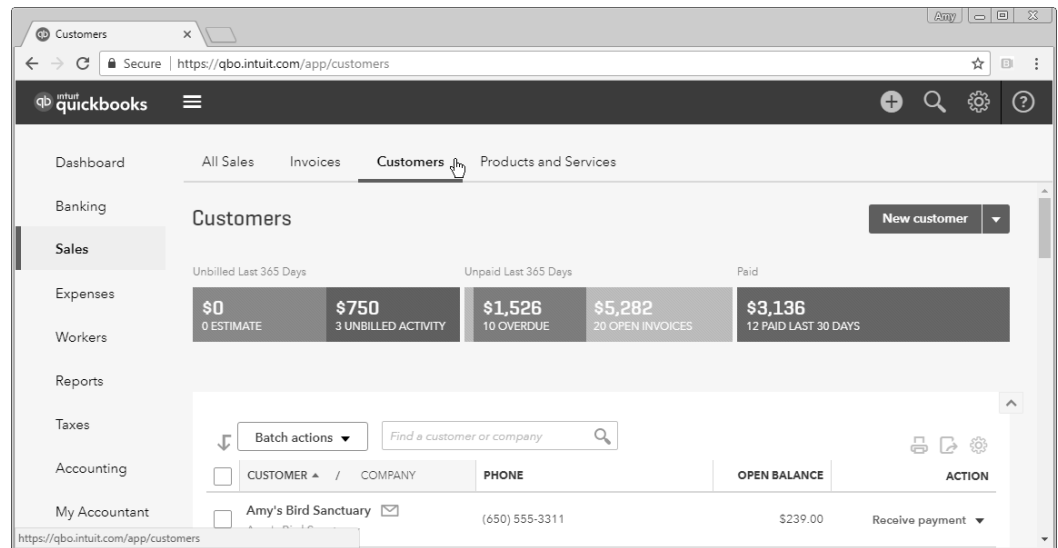
Mastering QuickBooks Online
Day 1

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, you can customize and resize columns, apply batch actions, sort, and filter list entries. On Other lists, you can only resize columns, and filter list entries.

Names Lists

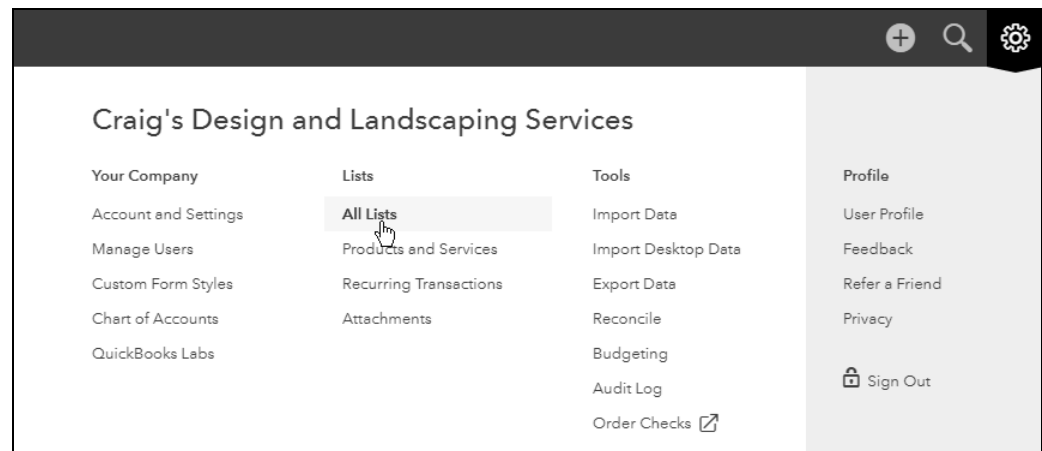
Names lists include Customers, Vendors, and Employees. You work with names lists often and you see them often throughout QuickBooks.



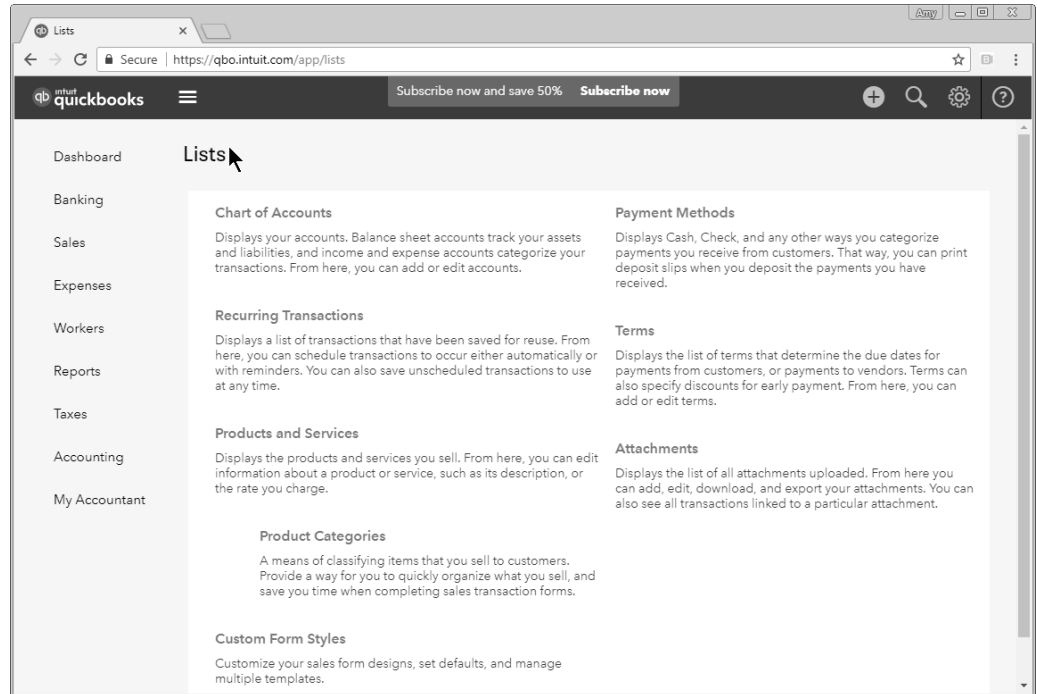
Other Lists

Other lists include Products and Services, the Chart of Accounts, etc. You use these lists often, but you don't see them very often.

All Lists



Lists Page



Other List-Chart of Accounts

Chart of Accounts					
Reconcile					
Chart of Accounts					
All Lists					
Filter by name					
NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALAN	BANK BALANCE	ACTION
Checking	Bank	Checking	54,894.35		View register ▼
Savings	Bank	Checking	5,000.00		View register ▼
Accounts Receivable	Accounts receiva...	Accounts Receiv...	9,596.50		View register ▼
Inventory Asset	Other Current As...	Inventory	2,014.00		View register ▼
Prepaid Insurance	Other Current As...	Other Current As...	1,082.56		View register ▼
Uncategorized Asset	Other Current As...	Other Current As...	0.00		View register ▼
Undeposited Funds	Other Current As...	Undeposited Fu...	525.00		View register ▼
Truck	Fixed Assets	Other fixed assets	23,333.36		View register ▼
Depreciation	Fixed Assets	Other fixed assets	-1,666.64		View register ▼
Original Cost	Fixed Assets	Other fixed assets	25,000.00		View register ▼

Names Lists

Who Goes on Which List?

- 1) *Customers*-This list stores the people or businesses which pay you money. To invoice a company on account or to track sales by customer, they must be entered as a customer.
- 2) *Vendors (Suppliers)*-This list stores the companies and individuals from whom you purchase goods or services. To track accounts payable from a company, issue a 1099 at the end of the year, or track purchases by vendor, they must be entered as a vendor.
- 3) *Employees*-This list stores employees and their related payroll information. To pay an employee using payroll or issue a W-2 to an employee, he/she must be entered as an employee.

Rules

- 1) There is no limit on the number of list entries you can have in QuickBooks. However, keeping your lists under 10,000 is recommended.
- 2) An individual name can only be included on one list

Vendor Information

! Something's not quite right
Another customer, vendor or employee is already using this name. Please use a different name.

Title	First name	Middle name	Last name	Suffix	Email
					Separate multiple emails with commas
Company					Phone
					Mobile
					Fax
*Display name as					Other
Amy's Bird Sanctuary					Website
Print on check as <input checked="" type="checkbox"/> Use display name					Billing rate (/hr)
Amy's Bird Sanctuary					Terms
					Enter Text

- 3) Once entered on a list, the name can't be moved to another list.

Work With Lists

Add Entry



Add Entry Before You Need It

- 1) Display the appropriate list.
- 2) Click the **New (List Name)** button.
- 3) Enter the appropriate information in the window.
- 4) Click **Save**.

New Names List

The screenshot shows the QuickBooks Online interface for the 'Customers' list. The left sidebar contains navigation options: Dashboard, Banking, Sales, Expenses, Workers, Reports, Taxes, Accounting, and My Accountant. The main area displays the 'Customers' list with a summary of financial data: Unbilled Last 365 Days (\$0, 0 ESTIMATE), Unpaid Last 365 Days (\$1,526, 10 OVERDUE), and Paid (\$3,136, 12 PAID LAST 30 DAYS). A table below shows customer details for 'Amy's Bird Sanctuary' with a balance of \$239.00. The 'New customer' button is highlighted with a hand cursor.

New Other List

The screenshot shows the QuickBooks Online interface for the 'Chart of Accounts' list. The left sidebar contains navigation options: Dashboard, Banking, Sales, Expenses, Workers, Reports, Taxes, Accounting, and My Accountant. The main area displays the 'Chart of Accounts' list with a table of accounts. The 'New' button is highlighted with a hand cursor.

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Checking	Bank	Checking	1,201.00	-3,621.93	View register
Savings	Bank	Savings	800.00	200.00	View register
Accounts Receivable (A	Accounts receivabl...	Accounts Receivab...	5,281.52		View register
Inventory Asset	Other Current Assets	Inventory	596.25		View register
Prepaid Expenses	Other Current Assets	Prepaid Expenses	0.00		View register



Add Entry As You Need It

- 1) Display the form and enter appropriate information.
- 2) Type the name of the new entry as it will appear on the list.
- 3) Select **Add** to add the new entry to the list.
- 4) Select the appropriate type (if applicable) and click **Save**.

Edit Entry



Edit List Entry

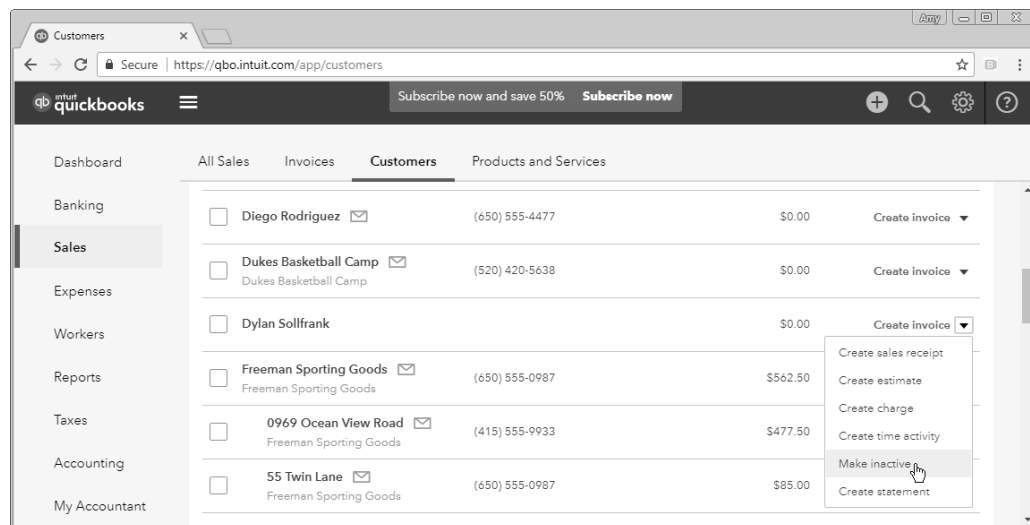
- 1) Display the appropriate list.
- 2) Select the entry in the list to edit.
- 3) Click the **Edit** button.
- 4) Enter or change appropriate information.
- 5) Click **Save**.

Delete Entry (Without Balance)



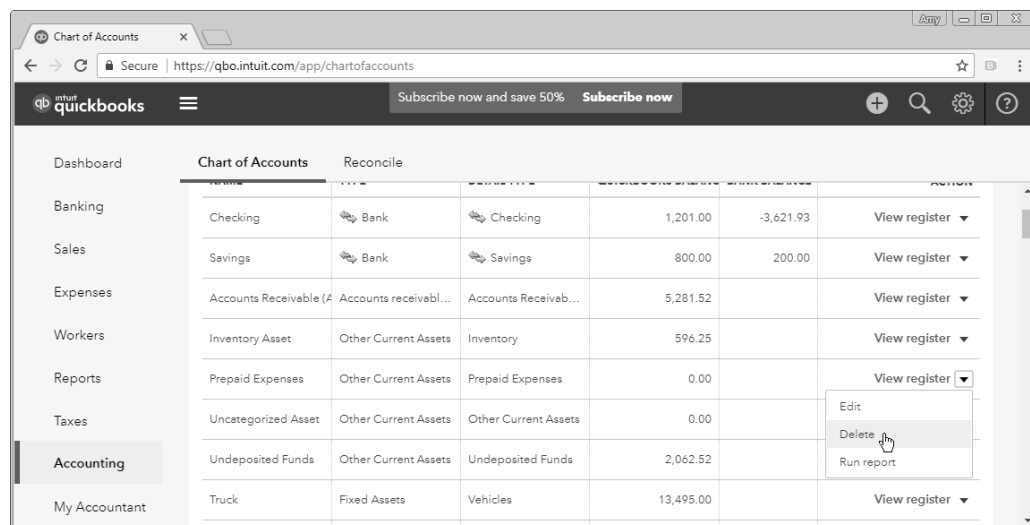
Delete List Entry-Names List

- 1) Display the appropriate list.
- 2) Select the entry in the list to delete.
- 3) Click the drop-down arrow next to the entry to delete and select **Make inactive**.
- 4) Click **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) Click the drop-down arrow next to the entry to delete and select **Delete**.
- 4) Click **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. Click the Search menu to see the adjusting entries.



Delete List Entry-Names List

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

Customer information

Title First name Middle name Last name Suffix Email
 Mr. Bill Vernon Surf@Intuit.com

Company Phone Mobile Fax
 Bill's Windsurf Shop (415) 444-6538

*Display name as Other Website
 Bill's Windsurf Shop

Print on check as ☒ Use display name ☐ Is sub-customer
 Bill's Windsurf Shop Enter parent customer Bill with parent

Address Notes Tax info Payment and billing Attachments

Billing address map Shipping address map ☒ Same as billing address
 12 Ocean Dr. Street
 Half Moon Bay CA City/Town State/Province
 94213 Country ZIP code Country

Cancel Make inactive Privacy Save



Delete List Entry-Other List

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

This account has a non-zero balance. Deleting this account will cause an adjusting transaction to be created. Is this OK?

No Yes

See Deleted/Inactive Entries

Deleted list entries are hidden from view. However, you can still see them if necessary.



View Inactive Entries

- 1) Display the appropriate list.
- 2) Click the **Gear** icon and select **Include inactive**.

Include Inactive-Other Lists

The screenshot shows the QuickBooks Online 'Chart of Accounts' page. The left sidebar has 'Accounting' selected. The main table lists various accounts. On the right, a settings menu is open, showing 'Columns' and 'Rows' options. The 'Include inactive' checkbox under the 'Other' section is checked. The table data is as follows:

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE
Checking	Bank	Checking	1,201.00	-3,621.93
Savings	Bank	Savings	800.00	200.00
Accounts Receivable (A/R)	Accounts receivable...	Accounts Receiva...	5,281.52	
Inventory Asset	Other Current Assets	Inventory	596.25	
Prepaid Expenses (deleted)	Other Current Assets	Prepaid Expenses	0.00	
Uncategorized Asset	Other Current Assets	Other Current As...	0.00	
Undeposited Funds	Other Current Assets	Undeposited Funds	2,062.52	

Include Inactive-Names Lists

The screenshot shows the QuickBooks Online 'Customers' page. The left sidebar has 'Sales' selected. The main table lists customer records. On the right, a settings menu is open, showing 'Columns' and 'Rows' options. The 'Include inactive' checkbox under the 'Other' section is checked. The table data is as follows:

CUSTOMER	COMPANY	PHONE	OPEN BALANCE
Amy's Bird Sanctuary	Amy's Bird Sanctuary	(650) 555-3311	\$239.00
Bill's Windsurf Shop	Bill's Windsurf Shop	(415) 444-6538	\$85.00
Cool Cars	Cool Cars	(415) 555-9933	\$0.00
Diego Rodriguez		(650) 555-4477	\$0.00
Dukes Basketball Camp	Dukes Basketball Camp	(520) 420-5638	\$0.00
Dylan Sollfrank (deleted)			\$0.00

Merge Entry



Merge List Entry

- 1) Display the appropriate list.
- 2) Select the entry in the list to merge.
- 3) Click the **Edit** button.
- 4) Type another entry's name as the new **Display** name.
- 5) Click **Save**.
- 6) Click **Yes** to merge the list entries.

Before Merge

Expenses		Vendors				
<input type="checkbox"/>	Wahoney Mugs Mahoney Mugs			\$0.00		Create bill ▼
<input type="checkbox"/>	Met Life Dental Met Life Dental			\$0.00		Create bill ▼
<input type="checkbox"/>	National Eye Care National Eye Care	<input checked="" type="checkbox"/>	(800) 555-5555	Nateyecare@intuit.com, p...	\$0.00	Create bill ▼
<input checked="" type="checkbox"/>	Pacific Gas and Electric Pacific Gas and Electric	<input checked="" type="checkbox"/>	(650) 363-6578	Materials@intuit.com	\$205.00	Make payment ▼
<input type="checkbox"/>	Pam Seitz Pam Seitz, CPA	<input checked="" type="checkbox"/>	(650) 557-8855	SeitzCPA@noemail.com	\$0.00	Create bill ▼
<input checked="" type="checkbox"/>	PG&E PG&E	<input checked="" type="checkbox"/>	(888) 555-9465	utilities@noemail.com	\$86.44	Make payment ▼
<input type="checkbox"/>	Robertson & Associates Robertson & Associates		(650) 557-1111		\$315.00	Make payment ▼

After Merge

Expenses		Vendors				
<input type="checkbox"/>	Wahoney Mugs Mahoney Mugs				\$0.00	Create bill ▼
<input type="checkbox"/>	Met Life Dental Met Life Dental				\$0.00	Create bill ▼
<input type="checkbox"/>	National Eye Care National Eye Care	<input checked="" type="checkbox"/>	(800) 555-5555	Nateyecare@intuit.com, p...	\$0.00	Create bill ▼
<input type="checkbox"/>	Pam Seitz Pam Seitz, CPA	<input checked="" type="checkbox"/>	(650) 557-8855	SeitzCPA@noemail.com	\$0.00	Create bill ▼
<input checked="" type="checkbox"/>	PG&E PG&E	<input checked="" type="checkbox"/>	(888) 555-9465	utilities@noemail.com	\$291.44	Make payment ▼
<input type="checkbox"/>	Robertson & Associates Robertson & Associates		(650) 557-1111		\$315.00	Make payment ▼
<input type="checkbox"/>	Squeaky Kleen Car Wash				\$0.00	Create bill ▼

Your Turn

Now it's your turn to apply what you've learned. **Time Estimate: 5 Minutes**

Lists

- 1) **Real World Training** calls and wants to buy some concrete. Add them to the right list (make up details).
- 2) **Tony Rondonuwu** is going out of business and can't subcontract for you in the future. Delete them from the list.
- 3) Your customer **Red Rock Diner** just purchased **Sushi by Katsuyuki**. You need to combine the names because all future payments will come from **Red Rock Diner**.
- 4) **Bob's Burger Joint** (an existing vendor) needs some landscaping services. Add them to the **Customer** list.

Visit Our Website
www.quickbookstraining.com

Chapter 4- Financial Statements

Mastering QuickBooks Online
Day 1

Financial Statements

Chart of Accounts

The Chart of Accounts represents the “hub” of your accounting system. Every transaction you enter flows through to the Chart of Accounts. The end result of the accounting process is the financial statements. In QuickBooks, your Chart of Accounts is your financial statements. Each account in the Chart of Accounts becomes a line on either the Balance Sheet or the Profit & Loss Statement.

You use the Chart of Accounts to track the financial transactions of your company. For instance, a check for office supplies would not be *charged* or *coded* to an account called Advertising Expense or Cleaning Expense. Instead, the check would be charged to an expense called Office Supplies.

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Checking	Bank	Checking	1,201.00	-3,621.93	View register
Savings	Bank	Savings	800.00	200.00	View register
Accounts Receivable (A/R)	Accounts receivable...	Accounts Receiva...	5,281.52		View register
Inventory Asset	Other Current Assets	Inventory	596.25		View register
Uncategorized Asset	Other Current Assets	Other Current As...	0.00		View register
Undeposited Funds	Other Current Assets	Undeposited Funds	2,062.52		View register
Truck	Fixed Assets	Vehicles	13,495.00		View register
Depreciation	Fixed Assets	Accumulated De...	0.00		View register
Original Cost	Fixed Assets	Vehicles	13,495.00		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 is comprised of **assets**, **liabilities**, and **equity**.

Assets

Those items owned by your business including amounts owed to you by others. Assets include all your company owns such as cash, receivables, and inventory.

Liabilities

What your business owes other people and companies. Liabilities include accounts payable, payroll taxes due, and loans.

Equity

What the owners really own in the business. Equity accounts include common stock and retained earnings

Filter by name		QUICKBOOKS BALANCE	BANK BALANCE	ACTION
NAME	TYPE			
Checking	Bank	54,894.35		View register
Savings	Bank	5,000.00		View register
Accounts Receivable	Accounts receivable (A/R)	9,596.50		View register
Inventory Asset	Other Current Assets	2,014.00		View register
Prepaid Expenses	Other Current Assets	0.00		View register
Prepaid Insurance	Other Current Assets	1,082.56		View register
Uncategorized Asset	Other Current Assets	0.00		View register
Undeposited Funds	Other Current Assets	525.00		View register
Truck	Fixed Assets	23,333.36		View register

BALANCE SHEET	
As of April 21, 2017	
	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	54,894.35
Savings	5,000.00
Total Bank Accounts	\$59,894.35
Accounts Receivable	
Accounts Receivable	9,596.50
Total Accounts Receivable	\$9,596.50
Other Current Assets	
Inventory Asset	2,014.00
Prepaid Insurance	1,082.56
Undeposited Funds	525.00
Total Other Current Assets	\$3,621.56
Total Current Assets	\$73,112.41

Profit & Loss Statement

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

Income

Income accounts track money that comes into your company for goods and services you produce for others. Examples include sales and service income.

Expenses

Expense accounts track what your business spends for goods and services. Expense accounts include utilities and office supplies.

Uncategorized Income	Income			Run report ▼
Contractors	Cost of Goods Sold			Run report ▼
Cost of Goods Sold	Cost of Goods Sold			Run report ▼
Advertising	Expenses			Run report ▼
Auto and Truck Expenses	Expenses			Run report ▼
Auto Repairs	Expenses			Run report ▼
Fuel	Expenses			Run report ▼
Bank Service Charges	Expenses			Run report ▼

Craig's Design and Landscaping Services	
PROFIT AND LOSS	
January 1 - April 21, 2017	
	TOTAL
▼ INCOME	
Design income	3,300.00
▼ Landscaping Services	
▼ Labor	
Installation	870.00
Maintenance and Repair	3,130.00
Total Labor	4,000.00
▼ Materials	
Fountains and Garden Lighting	1,791.50
Plants and Soil	1,030.00
Total Materials	2,821.50
Total Landscaping Services	6,821.50
Total Income	\$10,121.50
▼ COST OF GOODS SOLD	
Contractors	900.00
Cost of Goods Sold	894.00
Total Cost of Goods Sold	\$1,794.00
GROSS PROFIT	\$8,327.50
▼ EXPENSES	
Advertising	672.42
▼ Auto and Truck Expenses	
Fuel	210.23
Total Auto and Truck Expenses	210.23

Account Category 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 Category Types-Balance Sheet

QuickBooks Type	Description	Examples
Bank	Your bank accounts	Checking and Savings
Accountants Receivable	Transactions with your customers	Accounts Receivable
Other Current Asset	Assets likely to be turned into cash within a year	Inventory and Short-term Investments
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	Transactions with vendors	Accounts Payable
Credit Card	Company credit cards	Amex and Visa
Other Current Liabilities	Liabilities to be paid within 1 year	Sales Tax Payable and Payroll Taxes
Long-Term Liabilities	Liabilities not to be paid within 1 year	Mortgage Payable
Equity	Owners' share of assets after liabilities paid	Owner Contribution and Owner Draws

Account Category Types-Profit & Loss

QuickBooks Type	Description	Examples
Income	Various sources of your company's revenue	Product Sales and Service Income
Other Income	Income not a part of regular operations	Interest Income
Cost of Goods Sold	Tracks the cost of products sold	Materials and Cost of Sales
Expense	Operating expenses other than Cost of Goods Sold	Office Supplies and Rent
Other Expense	Non-operating expenses	Interest Expenses

Add Accounts/Subaccounts

When adding an account, you are required to choose a **Detail Type**. This **Detail Type** selection doesn't affect your accounting. Just use your best judgment when making the selection and consult with your accountant if you aren't sure.

Accounts



Add Account

- 1) Click **Accounting** on the left navigation bar.
- 2) Select **Chart of Accounts**.
- 3) Click the **New** button.
- 4) Select the appropriate **Category Type** and **Detail Type**.
- 5) Enter the appropriate information in the remaining fields.
- 6) Click **Save and Close**.

Account

✕

Category Type

Fixed Assets ▼

*** Detail Type**

Machinery & Equipment ▼

Use **Machinery & equipment** to track computer hardware, as well as any other non-furniture fixtures or devices owned and used for your business.

This includes equipment that you ride, like tractors and lawn mowers. Cars and trucks, however, should be tracked with **Vehicle** accounts, instead.

*** Name**

Computer Equipment

Description

☐ Is sub-account

Enter parent account ▼

☐ Track depreciation of this asset

Original cost **as of**

Cancel

Save and Close ▼

Subaccounts

Subaccounts are used 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.



Add Subaccount

- 1) Click **Accounting** on the left navigation bar.
- 2) Select **Chart of Accounts**.
- 3) Click the **New** button.
- 4) Select the appropriate **Category Type** and **Detail Type**.
- 5) Enter the appropriate information in the remaining fields.
- 6) Check the box next to **Is sub-account** and select the appropriate parent account.
- 7) Click **Save and Close**.

✕

Account

Category Type

Expenses
▼

***Detail Type**

Legal & Professional Fees
▼

Use Legal & professional fees to track money to pay to professionals to help you run your business.

You may want different accounts of this type for payments to your accountant, lawyer, or other consultants.

***Name**

Consulting Fees
▼

Description

☒ Is sub-account

Professional Fees
▼

Cancel

Save and Close

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) Click **Reports** on the navigation bar.
- 2) Select **Profit and Loss**.
- 3) Click the **Collapse** button to collapse the subaccounts.
Click the **Expand** button to show the subaccount detail.

The screenshot shows the QuickBooks interface with the Profit and Loss report for 'Craig's Design and Landscaping Services' for the period January 1 to March 14, 2018. The report is displayed in a table format with a 'TOTAL' column on the right. The 'Collapse' button is highlighted in the top right corner of the report area.

	TOTAL
Income	
Design income	2,250.00
Discounts given	-89.50
Landscaping Services	877.50
Job Materials	
Fountains and Garden Lighting	1,501.50
Plants and Soil	2,220.72

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) Click **Run report**.

The screenshot shows the QuickBooks Online interface for 'Craig's Design and Landscaping Services'. The 'Profit and Loss' report is displayed for the period 'January 1 - March 14, 2018'. The 'Accounting method' is set to 'Cash' (indicated by a selected radio button). The 'Run report' button is visible. The report table shows the following data:

	TOTAL
Income	
Design income	862.50
Discounts given	-8.75
Landscaping Services	731.30
Job Materials	
Fountains and Garden Lighting	828.80
Plants and Soil	1,742.62



Change Accounting Method-Company Setting

- 1) Click the **Gear** menu and select **Account and Settings**.
- 2) Click **Advanced** on the list to the left.
- 3) Click in the **Accounting** section.
- 4) Click the **Accounting method** drop-down list and make an appropriate selection.
- 5) Click **Save**.

The screenshot shows the 'Account and Settings' page in QuickBooks Online. The left sidebar has 'Advanced' selected. The main content area is titled 'Accounting' and includes the following settings:

- First month of fiscal year:** January
- First month of income tax year:** Same as fiscal year
- Accounting method:** Accrual (dropdown menu is open showing 'Accrual' and 'Cash' options)
- Close the books:** ☐ (disabled)

Below the 'Accounting' section, there are several other settings categories:

- Company type:** Tax form (edit icon)
- Chart of accounts:**
 - Enable account numbers: Off (edit icon)
 - Shipping account: Shipping Income
 - Markup income account: Markup
- Categories:**
 - Track classes: Off (edit icon)
 - Track locations: Off
- Automation:**
 - Pre-fill forms with previously entered content: Off (edit icon)
 - Automatically apply credits: Off
 - Automatically invoice unbilled activity: Off

At the bottom right, there is a 'Done' button.

Journal Entries

Occasionally, you may need to change the balances of your accounts in the chart of accounts. These entries are called journal entries.



Add Journal Entry

- 1) Click the **Global Create** menu.
- 2) Select **Journal Entry**.
- 3) Enter appropriate **Debit** and **Credit** accounts and amounts.
- 4) Click **Save and Close**.

Journal Entry

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1	Depreciation Expense	1,000.00		Monthly depreciation	
2	Truck:Depreciation		1,000.00	Monthly depreciation	

Buttons: Cancel, Clear, Make recurring, Save, Save and new

Profit & Loss Statement After Journal Entry

	TOTAL
Depreciation Expense	1,000.00
Equipment Rental	112.00
Insurance	241.23
Job Expenses	155.07
Job Materials	
Decks and Patios	234.04
Plants and Soil	195.04
Sprinklers and Drip Systems	215.66
Total Job Materials	644.74
Total Job Expenses	799.81

Your Turn

Now it's your turn to apply what you've learned. **Time Estimate: 8 Minutes**



Financial Statements

- 1) You pay lots of money for cleaning the office. You'd like to see it appear as an expense on your **Profit & Loss Statement**. Add an account called **Cleaning Expense**.
- 2) Make the account you just created a subaccount of **Office Expense**.
- 3) Run a **Profit & Loss Statement** for the year to date. Customize the report so it appears on the **Cash Basis**.
- 4) Enter the following journal entry from your accountant, dated the end of last month.

	Debit	Credit
Depreciation (other expense)	1,000	
Truck:Depreciation		1,000

Chapter 5- Products and Services

Mastering QuickBooks Online
Day 1

Products and Services Settings

Products and Services are the things you sell in QuickBooks. Reviewing your products and services settings can help customize QuickBooks to suit your needs. If you turn off products and services, invoices will be categorized on your Profit and Loss Statement as Services income.



Review Products and Services Settings

- 1) Click the **Gear** menu and select **Account and Settings**.
- 2) Click **Sales** on the list to the left.
- 3) Click in the **Products and Services** section.
- 4) Make the appropriate selections.
- 5) Click **Save**.

Products and Services Settings

The screenshot shows the 'Account and Settings' window in QuickBooks, specifically the 'Sales' section. The 'Products and services' settings are visible, with three checkboxes: 'Show Product/Service column on sales forms' (Off), 'Track quantity and price/rate' (Off), and 'Track inventory quantity on hand' (Off). A 'Save' button is highlighted with a mouse cursor. Below these settings are sections for 'Messages' and 'Reminders'.

Invoice *WITHOUT* Products and Services

The screenshot shows the 'Invoice' window in QuickBooks. The invoice is for 'Cool Cars' with a balance due of \$100,000.00. The 'Payment Options' section shows 'Credit card' selected. The 'Billing address' is 'Cool Cars, 65 Ocean Dr., Half Moon Bay, CA 94213'. The 'Terms' are 'Net 30', the 'Invoice date' is '04/21/2017', and the 'Due date' is '05/21/2017'. The invoice table has one line item: 'Design and install of a complex landscaping project' with an amount of 100,000.00. The 'Save and send' button is highlighted with a mouse cursor.

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

Understanding Products and Services

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

- 1) Makes it easier to fill out forms.
- 2) Acts as pointers for the financial statements. In other words, they handle the behind the scenes accounting for sales and purchases.
- 3) Allows you to track quantities purchased and sold in addition to dollars purchased and sold.

Products and Services Settings

The screenshot shows the 'Account and Settings' window in QuickBooks Online. The left sidebar lists various settings categories: Company, Billing & Subscription, Sales, Expenses, Payments, and Advanced. The 'Products and services' section is selected, showing a list of settings with checkboxes and toggle switches. The settings are as follows:

Setting	Status
Show Product/Service column on sales forms	On
Show SKU column	Off
Track quantity and price/rate	On
Track inventory quantity on hand	Off


Below the settings list are buttons for 'Cancel' and 'Save'. Further down, there are sections for 'Messages' and 'Reminders', each with a default email message and an edit icon. The 'Online delivery' section shows 'Email options for sales forms' with an edit icon. At the bottom right, there is a 'Done' button.






Access the Products and Services List

The screenshot shows the QuickBooks Online dashboard for 'Craig's Design and Landscaping Services'. The top navigation bar includes a menu icon, the company name, and icons for adding new items, searching, and settings. The main content area is divided into three columns: 'Your Company', 'Lists', and 'Tools'. The 'Your Company' column lists settings like 'Account and Settings', 'Manage Users', 'Custom Form Styles', 'Chart of Accounts', and 'QuickBooks Labs'. The 'Lists' column lists 'All Lists', 'Products and Services' (which is highlighted with a mouse cursor), 'Recurring Transactions', and 'Attachments'. The 'Tools' column lists 'Import Data', 'Import Desktop Data', 'Export Data', 'Reconcile', 'Budgeting', 'Audit Log', and 'Order Checks'. On the right side, there is a 'Profile' section with links for 'User Profile', 'Feedback', 'Refer a Friend', 'Privacy', and 'Sign Out'.

Products and Services List

Products and Services More ▾ New ▾




Find products and services 


<input type="checkbox"/>	NAME ▲	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	TAXABLE	ACTION
<input type="checkbox"/>	 Concrete		Non-inventory	Preparing, mixing a...	0			Edit ▾
<input type="checkbox"/>	 Design		Service	Custom design work	75			Edit ▾
<input type="checkbox"/>	 Gardening		Service	Hourly gardening se...	25			Edit ▾
<input type="checkbox"/>	 Installation		Service	Installation of garde...	35			Edit ▾
<input type="checkbox"/>	 Maintenance & Repair		Service	Maintenance & repa...	40			Edit ▾

Products and Services on Invoice

Invoice #20 Settings ? X

Cool Cars Cool_Cars@intuit.com Send later Co/Bcc Payment Options Get set up BALANCE DUE



☐ Credit card    **\$100,000.00** Receive payment

☐ Free bank transfer 

Billing address Terms Invoice date Due date

Cool Cars
65 Ocean Dr.
Half Moon Bay
CA 94213

Net 30 04/21/2017 05/21/2017

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design	Custom design work	1,000	75	75,000.00	
2	Gardening	Hourly gardening service	1,000	25	25,000.00	

Cancel Revert Print or Preview Make recurring Customize More Save Save and close ▾

Add Products and Services




Add Products and Services

- 1) Click the **Gear** menu and select **Products and Services**.
- 2) Click the **New** button.
- 3) Select the appropriate **Type**.
- 4) Enter remaining information in the **Product/Service Information** window.
- 5) Click **Save and close**.


Design Service



Product/Service information
×


Service Change type

Name*

Design



SKU

Category

Choose a category

▼

Sales information

☒ I sell this product/service to my customers.

Custom design work

Sales price/rate

75

Income account

Design income

▼

☐ Is taxable

Purchasing information


☐ I purchase this product/service from a vendor.

Save and close

▼

Gardening Service

Product/Service information

 Service [Change type](#)


Name*



Gardening

SKU

Category

Choose a category



 | 

Sales information

☒ I sell this product/service to my customers.

Hourly gardening service

Sales price/rate

25

Income account

Landscaping Services

☐ Is taxable

Purchasing information

☐ I purchase this product/service from a vendor.

Save and close

Reports



Review the Sales by Product/Service Summary

- 1) Click **Reports** on the navigation bar.
- 2) Enter **Sales by Product/Service Summary** in the search field.
- 3) Click the search icon.

Report period: This Month-to-date 06/01/2017 to 06/14/2017 Customize Save customization

Display columns by: Total Only Show non-zero or active only: Active rows/active columns Accounting method: Cash ☐ Accrual ☒ Run report

Craig's Design and Landscaping Services
SALES BY PRODUCT/SERVICE SUMMARY
June 1-14, 2017

	TOTAL			
	QUANTITY	AMOUNT	% OF SALES	AVG PRICE
▼ Design				
Design	1,000.00	75,000.00	75.00 %	75.00
Total Design		75,000.00	75.00 %	
▼ Landscaping				
Gardening	1,000.00	25,000.00	25.00 %	25.00
Total Landscaping		25,000.00	25.00 %	
TOTAL		\$100,000.00	100.00 %	



Review a Profit and Loss Statement

- 1) Click **Reports** on the navigation bar.
- 2) Select **Profit and Loss**.

Report period: Custom 06/14/2017 to 06/14/2017 Customize Save customization

Display columns by: Total Only Show non-zero or active only: Active rows/active columns Period to compare: Select period Accounting method: Cash ☐ Accrual ☒ Run report

Craig's Design and Landscaping Services
PROFIT AND LOSS
June 14, 2017

	TOTAL
▼ INCOME	
Design income	75,000.00
Landscaping Services	25,000.00
Total Income	\$100,000.00
GROSS PROFIT	\$100,000.00

Your Turn

Now it's your turn to apply what you've learned. **Time Estimate: 8 Minutes**



Products and Services

- 1) Verify your company is set to **show the product/service column on sales forms.**
- 2) You are selling a new service called **Spring Cleaning**. The price is **\$1,000**, you perform the service yourself, and it's a **non-taxable** service.

The description on each invoice should read **"Spring Cleaning at your home!"**
This should appear on the Profit & Loss Statement as **Landscaping Services**.

- 3) The price for **Trimming** has changed. You'll now charge **\$50** for the service.
Edit the Product/Service and make the change.
- 4) Run a **Sales by Product/Service Summary** report, for **This Year-to-Date**.

Chapter 6-

Money In-I

Mastering QuickBooks Online
Day 1

Customers

Customers

The Customers list stores information about your customers and makes it easy to filter to see all customers, overdue customers, etc.

CUSTOMER	COMPANY	PHONE	OPEN BALANCE	ACTION
<input type="checkbox"/>	Amy's Bird Sanctuary	(650) 555-3311	\$239.00	Receive payment
<input type="checkbox"/>	Bill's Windsurf Shop	(415) 444-6538	\$85.00	Receive payment

Sales Transactions

You can also see sales transactions associated with customers.

DATE	TYPE	NO.	CUSTOMER	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
02/16/2018	Invoice	1035	Mark Cho	03/18/2...	\$314.28	\$314.28	Open	Receive payment
02/16/2018	Invoice	1037	Sonnens...	03/18/2...	\$362.07	\$362.07	Open	Receive payment
02/16/2018	Invoice	1036	Freema...	03/18/2...	\$477.50	\$477.50	Open	Receive payment

Add Customers



Add Customer

- 1) Click **Invoicing** or **Sales** on the navigation bar.
- 2) Click **Customers**.
- 3) Click **New customer**.
- 4) Enter the appropriate information in the **Customer Information** page.
- 5) Click **Save**.

Customer Information

Customer information

Title

First name

Middle name

Last name

Suffix

Email

Company

Phone

Mobile

Fax

*Display name as

Amy's Bird Sanctuary

Other

Website

Print on check as

☒ Use display name

Is sub-customer

☐

Amy's Bird Sanctuary

Enter parent customer

Bill with parent

Address

Notes

Tax info

Payment and billing

Attachments

Billing address map

4581 Finch St.

Bayshore

CA

Shipping address map

☒ Same as billing address

Street

City/Town

State/Province

Cancel

Make inactive

Privacy

Save

Payment and Billing Information

Address

Notes

Tax info

Payment and billing

Attachments

Preferred payment method

Check

Enter bank info

Terms

Net 30

Preferred delivery method

Print later

Opening balance

as of

04/21/2017

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 Program**
Use this method if you use an integrated app to capture sales.

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.

Craig's Design and Landscaping Services	
BALANCE SHEET	
As of August 6, 2018	
	TOTAL
▼ ASSETS	
▼ Current Assets	
▼ Bank Accounts	
Checking	1,201.00
Savings	800.00
Total Bank Accounts	\$2,001.00
▼ Accounts Receivable	
Accounts Receivable (A/R)	5,281.52
Total Accounts Receivable	\$5,281.52
▼ Other Current Assets	
Inventory Asset	596.25
Undeposited Funds	2,062.52
Total Other Current Assets	\$2,658.77
Total Current Assets	\$9,941.29
▼ Fixed Assets	
▼ Truck	
Original Cost	13,495.00
Total Truck	13,495.00
Total Fixed Assets	\$13,495.00
TOTAL ASSETS	\$23,436.29

Method 1-Invoice

Steps for Method 1

- 1) Create Invoice
- 2) Receive Payment
- 3) Make Deposit

1) Enter Invoice



Enter Invoice

- 1) Click the **Global Create** button.
- 2) Select **Invoice**.
- 3) Click the customer drop-down arrow and select the appropriate customer.
- 4) Click the **Product/Service** drop-down arrow to add the appropriate products and/or services.
- 5) Click the **Save and send** drop-down arrow and select the appropriate option.

Invoice

Secure | https://qbo.intuit.com/app/invoice

Invoice

Gevulber Photography | Photography@intuit.com

Send later | Co/Bcc

Payment Options: Get set up

☐ Credit card | VISA | MC | AXP | AMEX

☐ Free bank transfer | ACH

BALANCE DUE: \$6,250.00

Billing address: Gevulber Photography, 1045 Main St, Half Moon Bay CA, 94213

Terms: Net 30 | Invoice date: 04/21/2017 | Due date: 05/21/2017

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design	Custom design work	50	75	3,750.00	
2	Installation	Installation of garden features and fixtures	50	50	2,500.00	
3						

Add lines | Clear all lines | Add subtotal

Subtotal: \$6,250.00

Taxable subtotal: \$0.00

Select a sales tax rate: 0.00

Total: \$6,250.00

Message displayed on invoice: Thank you for your business and have a great day!

Cancel | Clear | Print or Preview | Make recurring | Customize | Save | Save and close

2) Receive Payment



Receive Payment

- 1) Click the **Global Create** button.
- 2) Select **Receive Payment**.
- 3) Click the customer drop-down arrow and select the appropriate customer.
- 4) Enter the appropriate information in the remaining fields.
- 5) Select the appropriate **Outstanding Transaction(s)**.
- 6) Enter a **Memo**. (Optional)
- 7) Click the **Save and new** drop-down arrow and select the appropriate option.

Receive Payment

Gevelber Photography Find by invoice no. Get paid 2 times faster Accept payments online Credit card VISA MasterCard American Express

AMOUNT RECEIVED
\$6,250.00

Payment date
04/21/2017

Payment method Reference no. Deposit to Amount received
Enter Text Undeposited Funds 6,250.00

Outstanding Transactions

Find Invoice No. Filter All

<input checked="" type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 21 (04/21/2017)	05/21/2017	6,250.00	6,250.00	6,250.00

< First Previous 1-1 of 1 Next Last >

Amount to Apply \$6,250.00
Amount to Credit \$0.00

Clear Payment

Cancel Clear Save and new

3) Make Deposit



Make Deposit

- 1) Click the **Global Create** button.
- 2) Select **Bank Deposit**.
- 3) Click the **Account** drop-down arrow and select the account to deposit to.
- 4) Select the payments to deposit.
- 5) Enter a **Memo**. (Optional)
- 6) Click the **Save and new** drop-down arrow and select the appropriate option.

Deposit

Checking Balance \$54,894.35 Date 04/21/2017

AMOUNT
\$6,778.87

Select Existing Payments

<input checked="" type="checkbox"/>	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Amy's Bird Sanctuary	01/01/2017	Payment	Enter Text			75.00
<input checked="" type="checkbox"/>	John Melton	01/01/2017	Sales Receipt	Enter Text			140.00
<input checked="" type="checkbox"/>	Sonnenschein Family Store	01/01/2017	Sales Receipt	Enter Text			310.00
<input checked="" type="checkbox"/>	Gevelber Photography	04/21/2017	Payment	Enter Text			6250.00

1-4 of 4

Select all Clear all

Total 6775.00
Selected Payments Total 6775.00

Add New Deposits

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1	PG&E	Utilities:Gas & Electric	Rate adjustment	Check	98902919	3.87

Cancel Clear Print Make recurring Save and new

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 they are deposited, you can use a generic term like 'Payments to be Deposited'.



Rename Undeposited Funds

- 1) Click **Accounting** on the left navigation bar and select **Chart of Accounts**.
- 2) Next to **Undeposited Funds** (Other Current Asset) click the drop-down arrow in the **Action** column and select **Edit**.
- 3) Enter an appropriate account **Name**.
- 4) Click **Save and Close**.

Account

✕

Account Type

Other Current Assets ▼

***Detail Type**

Undeposited Funds ▼

Use **Undeposited funds** for cash or checks from sales that haven't been deposited yet.

For petty cash, use Cash on hand, instead.

***Name**

Payments to be Deposited

Description

☐ Is sub-account

Enter parent account ▼

Balance

2,062.52

Cancel

Save and Close ▼

Reports



Review Open Customer Invoices

- 1) Click **Invoicing** or **Sales** on the navigation bar.
- 2) Select **Customers**.
- 3) Click the **Open Invoices** filter at the top of the window.

The screenshot shows the QuickBooks interface for the 'Customers' page. The navigation bar includes 'Dashboard', 'All Sales', 'Invoices', 'Customers', and 'Products and Services'. The 'Customers' section is active, showing a summary of customer activity: \$0 Estimate, \$750 Unbilled Last 365 Days, \$1,526 Unpaid Last 365 Days, \$5,282 20 Open Invoices, and \$3,136 Paid Last 30 Days. Below the summary is a table of customers with columns for 'CUSTOMER / COMPANY', 'PHONE', 'OPEN BALANCE', and 'ACTION'.

CUSTOMER / COMPANY	PHONE	OPEN BALANCE	ACTION
Amy's Bird Sanctuary	(650) 555-3311	\$239.00	Receive payment
Bill's Windsurf Shop	(415) 444-6538	\$85.00	Receive payment
Cool Cars	(415) 555-9933	\$0.00	Create invoice



Review Accounts Receivable Aging Summary

- 1) Click **Reports** on the navigation bar.
- 2) Select **A/R Aging Summary** under **Who owes you**.

Collapse Sort Add notes Edit header

Craig's Design and Landscaping Services

A/R AGING SUMMARY
As of April 21, 2017

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Amy's Bird Sanctuary				290.00	220.00	\$510.00
Bill's Windsurf Shop					200.00	\$200.00
Cool Cars	100,000.00					\$100,000.00
▼ Freeman Sporting Goods						\$0.00
0969 Ocean View Road					450.00	\$450.00
55 Twin Lane					825.00	\$825.00
Total Freeman Sporting ...					1,275.00	\$1,275.00
Geeta Kalapstapu			575.00			\$575.00
Jeff's Jelopies					65.00	\$65.00
John Melton				615.00		\$615.00
Kookies by Kathy				75.00		\$75.00
Mark Cho				395.00		\$395.00
Paulsen Medical Supplies				1,125.00		\$1,125.00
Red Rock Diner				765.00		\$765.00
Sushi by Katsuyuki					981.50	\$981.50

Your Turn

Now it's your turn to apply what you've learned. **Time Estimate: 8 Minutes**

Money In-I

- 1) You invoice a new customer named **Sammy Spammy** for **20** hours of **Design**. On the invoice, you need the **Message displayed on invoice** to be “Thanks so much Mr. Spammy. Working with you has been a thrill to say the least”.
- 2) Rename the **Undeposited Funds** account to “**Blue Vinyl Bank Bag**”.
- 3) You receive **check #392** for **\$75** from **Kookies by Kathy** to pay her open invoice. Receive the payment to **Undeposited Funds (Payments to be Deposited)**.
- 4) Deposit all the checks and cash into your **Checking** account.

Visit Our Website
www.quickbookstraining.com

Chapter 7- Money In-II

Mastering QuickBooks Online
Day 1

Method 2-Sales Receipts

Enter sales receipts when your customer pays you in full at the time of the sale.

Steps for Method 2

- 1) Create Sales Receipt
- 2) Make Deposit as you learned in Chapter 6



Create Sales Receipt

- 1) Click the **Global Create** button.
- 2) Select **Sales Receipt**.
- 3) Enter the appropriate information on the **Sales Receipt** form.
- 4) Click **Save and close**.
- 5) Follow the steps from Method 1 to record the deposit.

Create Sales Receipt

Sales Receipt

John Melton | John@Melton.com

☐ Send later Co/Bcc

AMOUNT
\$1,000.00

Billing address
John Melton
85 Pine St.
Menlo Park, CA
94304

Sales Receipt date
04/21/2017

Payment method
Check

Reference no.

Deposit to
Blue Vinyl Bank Bag

Accept payments in QuickBooks

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Rocks	Rocks for garden installations	10	100	1,000.00	
2						

Add lines Clear all lines

Subtotal \$1,000.00

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

Record Deposit

Deposit

Checking
Balance \$61,673.22
Date 04/21/2017

AMOUNT
\$1,000.00

Select Existing Payments

	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input type="checkbox"/>							
<input checked="" type="checkbox"/>	John Melton	04/21/2017	Sales Receipt	Check			1000.00
<input type="checkbox"/>	Amy's Bird Sanctuary	04/21/2017	Payment	Check			290.00

1-2 of 2

Select all Clear all

Total 1290.00
Selected Payments Total 1000.00

Add New Deposits

	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
Cancel						
Clear						
Print						
Make recurring						
Save and close						

Method 3-Make Deposits

Use this method to record income on a deposit when none of the other methods are used. 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.



Make Deposit

- 1) Click the **Global Create** 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) Click **Save and close**.

Deposit

Checking Balance \$62,963.22 Date 04/21/2017

AMOUNT

\$1,000,000.00

Add New Deposits

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1	Donor	Donations	Quarterly donation	Check	8932	1,000,000.00
2						
3						

Add lines Clear all lines

New Deposits Total **\$1,000,000.00**

☐ Track returns for customers

Memo

Cash back goes to Cash back memo Cash back amount

Checking

Cancel Clear Print Make recurring Save and close

Method 4-Import from Other Program

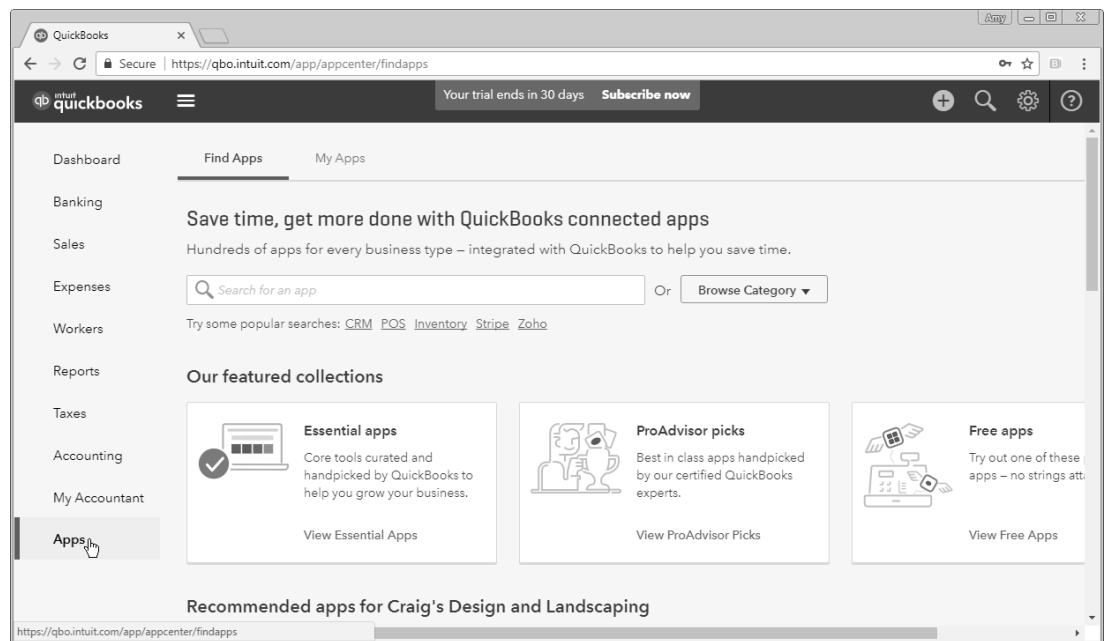
With Method 4, another program or app designed for your industry determines how sales are imported into QuickBooks. You can browse apps at apps.intuit.com.



Learn About Integrated Apps

- 1) Click **Apps** on the navigation bar.
- 2) Select an app from the list to review.
- 3) Click **Try It Free** (if available) to start a free trial.

Review Apps



Refund Receipt

Use this form when you need to give your customer a refund instead of keeping a credit to use later.



Enter Refund Receipt

- 1) Click the **Global Create** button.
- 2) Select **Refund Receipt**.
- 3) Enter the appropriate information in the **Refund Receipt** window.
- 4) Click **Save and close**.

Refund Receipt

Video Games by Dan Videogames@intuit.com Co/Boc

AMOUNT \$35.00

Billing address Refund Receipt date

Video Games by Dan 202 Main St. Tucson, AZ 85704 04/24/2017

Payment method Refund From Balance Check no.

Check Checking \$1,062,963.22 23

☐ Print later

Refund payments in QuickBooks

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Pest Control	Trapping and termination of garden pests	1	35	35.00	
2						

Add lines Clear all lines Subtotal \$35.00

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

Credit Memos

Use this form to issue a customer credit for a previously recorded sale. You should create credit memos if you use sales methods 1 or 2.



Enter Credit Memo

- 1) Click the **Global Create** menu.
- 2) Select **Credit Memo**.
- 3) Enter appropriate information in the **Credit Memo** window.
- 4) Click **Save and close**.

Credit Memo

Credit Memo

Customer: Weiskopf Consulting | Email: Consulting@intuit.com

☐ Send later | Cc/Bcc

AMOUNT TO REFUND
\$225.00

Billing address
Weiskopf Consulting
45612 Main St.
Bayside, CA
94326

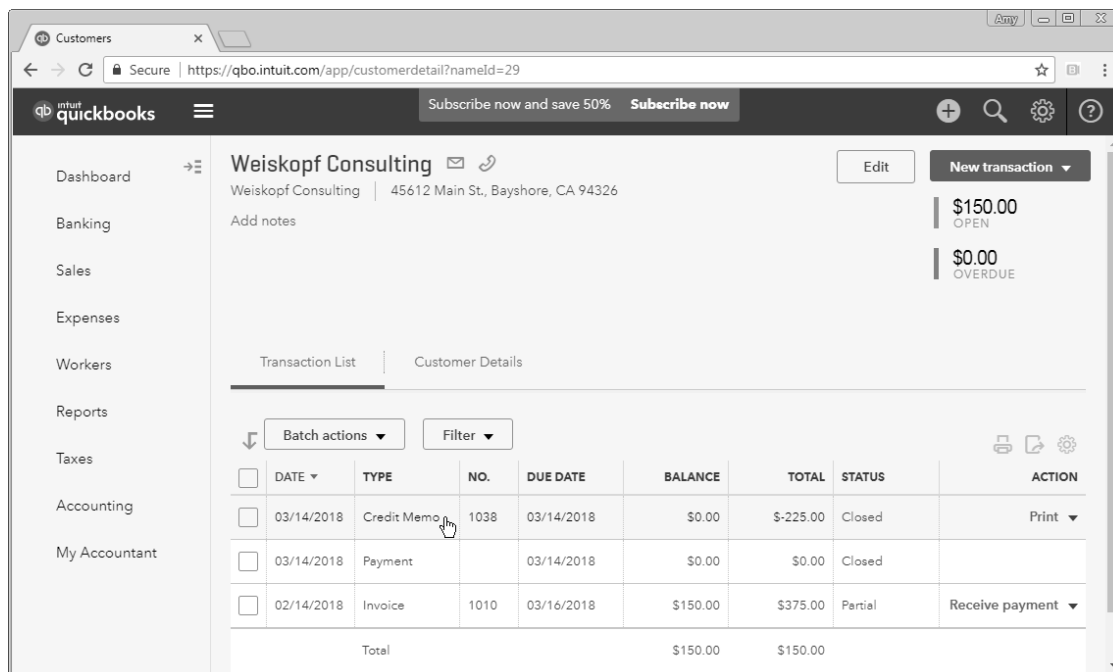
Credit Memo Date
04/21/2017

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design	Custom design work	3	75	225.00	
2						

Subtotal: **\$225.00**

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

Credit Memo Applied to Invoice



Customers x

Secure | https://qbo.intuit.com/app/customerdetail?nameId=29

intuit quickbooks

Subscribe now and save 50% **Subscribe now**

Dashboard Banking Sales Expenses Workers Reports Taxes Accounting My Accountant

Weiskopf Consulting 45612 Main St., Bayshore, CA 94326

Add notes

Transaction List Customer Details

Batch actions Filter

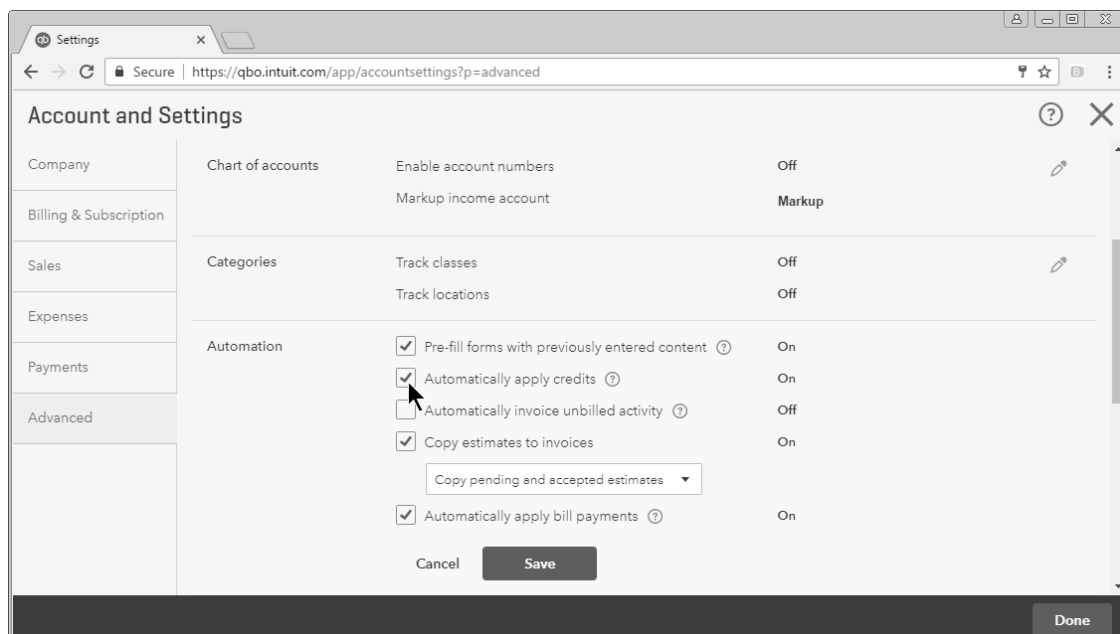
	DATE	TYPE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	03/14/2018	Credit Memo	1038	03/14/2018	\$0.00	\$-225.00	Closed	Print
<input type="checkbox"/>	03/14/2018	Payment		03/14/2018	\$0.00	\$0.00	Closed	
<input type="checkbox"/>	02/14/2018	Invoice	1010	03/16/2018	\$150.00	\$375.00	Partial	Receive payment
Total					\$150.00	\$150.00		

Right side summary: \$150.00 OPEN, \$0.00 OVERDUE



Review Advanced Automation Setting-Automatically Apply Credits

- 1) Click the **Gear** menu and select **Account and Settings**.
- 2) Click **Advanced** in the list to the left.
- 3) Click in the **Automation** section.
- 4) Check the box next to **Automatically apply credits**.
- 5) Click **Save**.



Settings x

Secure | https://qbo.intuit.com/app/accountsettings?p=advanced

Account and Settings

Company: Chart of accounts, Enable account numbers (Off), Markup income account (Markup)

Billing & Subscription

Sales: Categories, Track classes (Off), Track locations (Off)

Expenses

Payments

Advanced: Automation

- ☒ Pre-fill forms with previously entered content (On)
- ☒ Automatically apply credits (On)
- ☐ Automatically invoice unbilled activity (Off)
- ☒ Copy estimates to invoices (On)
- Copy pending and accepted estimates
- ☒ Automatically apply bill payments (On)

Cancel Save

Done

Customer Statements

Use statements to remind customers of unpaid balances on their account.



Prepare Customer Statements

- 1) Click **Invoicing** or **Sales** on the navigation bar.
- 2) Select **Customers**.
- 3) Click the **Overdue** filter at the top of the window.
- 4) Click the box next to **Batch actions** to select all overdue customers.
- 5) Click the **Batch actions** button and select **Create statements**.
- 6) Make the appropriate selections in the **Statement Settings** window.
- 7) Click **Print** or **Preview** to print the statements, or **Save and send** to send the statements to your customers.

Create Statements

The screenshot shows the QuickBooks Online interface for the 'Customers' page. The left sidebar contains navigation options: Dashboard, Banking, Sales, Expenses, Workers, Reports, Taxes, Accounting, and My Accountant. The main area displays a summary of customer activity with five boxes: Unbilled Last 365 Days (\$0, 0 ESTIMATE), Unbilled Last 365 Days (\$750, 3 UNBILLED ACTIVITY), Unpaid Last 365 Days (\$1,526, 10 OVERDUE), Open Invoices (\$5,057, 20 OPEN INVOICES), and Paid (\$3,136, 13 PAID LAST 30 DAYS). Below this, a table lists customers with columns for PHONE, PENDING INVOICES, OVERDUE BALANCE, and ACTION. The 'Batch actions' dropdown menu is open, showing options: Create statements (selected), Email, and Print. The table lists two customers: Amy's Bird Sanctuary and Bill's Windsurf Shop, both with 1 Overdue invoice and overdue balances of \$239.00 and \$85.00 respectively. The 'ACTION' column for each customer has a 'Send reminder' link.

PHONE	PENDING INVOICES	OVERDUE BALANCE	ACTION
(650) 555-3311	1 Overdue invoice	\$239.00	Send reminder
(415) 444-6538	1 Overdue invoice	\$85.00	Send reminder

Statement Settings-Balance Forward

Statements

Statement Type

Balance Forward

Statement Date

04/24/2017

Start Date

03/24/2017

End Date

04/24/2017

► Recipients List

Customer Statement-Balance Forward

Print Statement

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

Craig's Design and Landscaping Services
 5454 Fannin Rd.
 Placerville, CA 95667 US
 530-454-1066
 qboshooting30+11@gmail.com

Statement

TO
 Amy Lauterbach
 4581 Finch St.
 Bayshore, CA 94326

STATEMENT NO. 1012
DATE 04/24/2017
TOTAL DUE \$220.00
ENCLOSED

DATE	ACTIVITY	AMOUNT	BALANCE
03/23/2017	Balance Forward		510.00
04/21/2017	Payment	-290.00	220.00

Close

Print

Statement Settings-Open Item

Statements

Statement Type

Open Item

Statement Date

04/24/2017

Apply

Customer Statement-Open Item

Print Statement

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

Craig's Design and Landscaping Services
5454 Fannin Rd.
Placerville, CA 95667 US
530-454-1066
qboshooting30+11@gmail.com

Statement

TO
Amy Lauterbach
4581 Finch St.
Bayshore, CA 94326

STATEMENT NO. 1024
DATE 04/24/2017
TOTAL DUE \$220.00
ENCLOSED

DATE	ACTIVITY	AMOUNT	OPEN AMOUNT
01/01/2017	Invoice #13: Due 01/16/2017.	220.00	220.00

Close

Print

Statement Settings-Transaction Statement

Statements

Statement Type

Transaction Statement

Statement Date

04/24/2017

Start Date

03/24/2017

End Date

04/24/2017

Apply

Customer Statement-Transaction Statement

Print Statement

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

Craig's Design and Landscaping Services
5454 Fannin Rd.
Placerville, CA 95667 US
530-454-1066
qboshooting30+11@gmail.com

Statement

TO
John Melton
85 Pine St.
Menlo Park, CA
94304

STATEMENT NO. 1028
DATE 04/24/2017

DATE	ACTIVITY	AMOUNT	RECEIVED
04/21/2017	Sales Receipt #22	1,000.00	1,000.00

Close

Print

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 where they can enter their payment information. When they do this, QuickBooks enters all the necessary transactions for you, and deposits their payment into your designated account. You can also send messages to the customer right from the invoice form.

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



Edit QuickBooks Payments Settings

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

The screenshot shows the 'Account and Settings' window in QuickBooks Online, specifically the 'Payments' section. On the left is a sidebar with navigation links: Company, Billing & Subscription, Sales, Expenses, Payments (highlighted), and Advanced. The main content area is divided into several sections:

- Merchant details:** Displays 'Merchant ID 5247719979390888'. Below this are links for 'Change bank deposit account', 'Run deposit reports', and 'See transaction details'. A 'Manage account' button is located to the right.
- Documents:** Shows 'Monthly Statements' with a 'Select a month' dropdown and a 'View' button.
- Chart of Accounts:** Contains two dropdown menus: 'Where do you want to record payments?' (set to 'Checking Bank') and 'Where do you want to record processing fees?' (set to 'Merchant Service Fees Expense...'). Below these are 'Cancel' and 'Save' buttons.
- Payment Methods:** Shows 'Cards' with icons for Visa and Mastercard, and 'Bank Transfer'.

At the bottom right of the window is a 'Done' button. At the bottom center, there are links for 'Privacy | Security | Terms of Service'.



Use QuickBooks Online Payments-Invoice

- 1) Click the **Global Create** menu and select **Invoice**.
- 2) Enter the appropriate information on the invoice.
- 3) Select the options at the top of the form to allow **Card** or **Free bank transfer** payments.
- 4) Click **Save and send**.
- 5) Click **Send and close**.

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Products and Services	These are the products and services we are charging you for.	1	1	1.00	
2						

Subtotal	\$1.00
Taxable subtotal	\$0.00
Sales tax	\$0.00
Total	\$1.00
Balance due	\$1.00



Use QuickBooks Online Payments-Sales Receipt

- 1) Click the **Global Create** menu and select **Sales Receipt**.
- 2) Enter the appropriate information on the sales receipt.
- 3) Click the **Payment method** drop-down and select the appropriate payment method.
- 4) Select the checkbox next to **Process credit card**.
- 5) Click **Enter credit card details**.
- 6) If this is a credit card payment, click **Swipe card** if you have the credit card reader from Intuit, or enter the customer's payment information manually.
- 7) Click **Save**.
- 8) Click **Got it**.
- 9) Click **Save and send**.
- 10) Click **Send and close**.

Reports



Review the Sales by Customer Summary

- 1) Click **Reports** on the navigation bar.
- 2) Click the **Sales by Customer Summary** under **Sales and Customers**.

Craig's Design and Landscaping Services	
SALES BY CUSTOMER SUMMARY	
January 1 - April 24, 2017	
	TOTAL
Amy's Bird Sanctuary	585.00
Bill's Windsurf Shop	200.00
Cool Cars	100,000.00
▼ Freeman Sporting Goods	
0969 Ocean View Road	450.00
55 Twin Lane	825.00
Total Freeman Sporting Goods	1,275.00
Geeta Kalapatapu	575.00
Gewelber Photography	6,250.00
Jeff's Jalopies	65.00
John Melton	1,755.00
Kookies by Kathy	75.00
Mark Cho	395.00
Paulsen Medical Supplies	1,125.00
Red Rock Diner	765.00
Sonnenschein Family Store	310.00
Sushi by Katsuyuki	981.50
Video Games by Dan	-35.00
Wedding Planning by Whitney	2,640.00
Weiskopf Consulting	150.00
TOTAL	\$117,111.50

Your Turn

Now it's your turn to apply what you've learned. Time Estimate: **8 Minutes**



Money In-II

- 1) Someone from **Pye's Cakes** stopped by the office and paid full price for **20 Sprinkler Pipes**. They paid cash (which you'll deposit later).
- 2) Your crew damaged **2 Rocks (\$12 each)** when they worked for **Travis Waldron**. You've decided to give them a refund for the rocks with a handwritten check, number **150**.
- 3) Print a "**Balance Forward**" statement to all of your **overdue** customers.
- 4) Run a **Sales by Customer Summary** report and change the date range to **All**.

Chapter 8- Money Out-I

Mastering QuickBooks Online
Day 1

Vendors

Vendors

Companies or individuals you purchase goods or services from are called vendors. If you need to enter a bill, send a 1099 to a company or individual, or track purchases by vendor, they must be set up as a vendor. The Vendors list stores vendor information and makes it easy to filter to see all vendors, overdue bills for vendors, etc.

Vendors

Unbilled Last 365 Days: **\$125** (1 PURCHASE ORDER)

Unpaid Last 365 Days: **\$848** (4 OVERDUE)

Open Bills: **\$1,603** (5 OPEN BILLS)

Paid: **\$3,892** (21 PAID LAST 30 DAYS)

VENDOR	COMPAN	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/> Bob's Burger Joint				\$0.00	Create bill
<input type="checkbox"/> Books by Bessie		(650) 555-7745	Books@Intuit.com	\$0.00	Create bill

Purchase/Expense Transactions

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

Expense Transactions

Filter: Last 365 Days

DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
03/13/2018	Credit Card Ex...			Automobi	\$34.00	
03/02/2018	Credit Card Cre...			Checking	\$-900.00	
02/28/2018	Credit Card Ex...		Squeaky Kleen ...	Automobi	\$19.99	
02/22/2018	Credit Card Ex...		Hicks Hardware	Job Exper	\$42.40	
02/21/2018	Credit Card Ex...		Bob's Burger J...	Meals and	\$18.97	

Add Vendor



Add Vendor

- 1) Click **Expenses** on the navigation bar.
- 2) Click **Vendors**.
- 3) Click **New vendor**.
- 4) Enter appropriate information in the **Vendor Information** page.
- 5) Click **Save**.

Vendor Information

✕

Title	First name	Middle name	Last name	Suffix	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Separate multiple emails with commas"/>
Company					<div style="display: flex; justify-content: space-between;"> <div>Phone</div> <div>Mobile</div> <div>Fax</div> </div> <div style="display: flex; justify-content: space-between;"> <input type="text" value="Phone: (650) 557-1"/> <input type="text"/> <input type="text"/> </div>
* Display name as					Other Website
<input type="text" value="Robertson & Associates"/>					<input type="text"/> <input type="text"/>
Print on check as <input checked="" type="checkbox"/> Use display name <input type="text" value="Robertson & Associates"/>					Billing rate (/hr) Terms <input type="text"/> <input type="text" value="Enter Text"/>
Address map					Opening balance as of
<input type="text" value="P.O. Box 147"/>					<input type="text"/> <input type="text" value="04/24/2017"/>
<input type="text" value="Bayshore"/>			<input type="text" value="CA"/>		Account no.
<input type="text" value="94326"/>			<input type="text" value="Country"/>		<input type="text" value="5641"/>
Notes					Business ID No.
<input type="text"/>					<input type="text"/>
					<input type="checkbox"/> Track payments for 1099
Attachments Maximum size: 25MB					
<input type="button" value="Cancel"/>		<input type="button" value="Make inactive"/>		<div style="display: flex; justify-content: space-between; align-items: center;"> Privacy <input type="button" value="Save"/> </div>	

Track Accounts Payable

There are two different ways to enter and pay bills. The method you use depends on if you track accounts payable for a transaction.

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. You will also be warned when entering duplicate bills

If you do not use accounts payable, you **directly pay the vendor**. In other words, **you do not enter the bill** before paying the vendor. Although this method involves fewer steps, QuickBooks will not know how much you owe vendors for bills.

Steps if you use Accounts Payable

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

Steps if you DO NOT use Accounts Payable

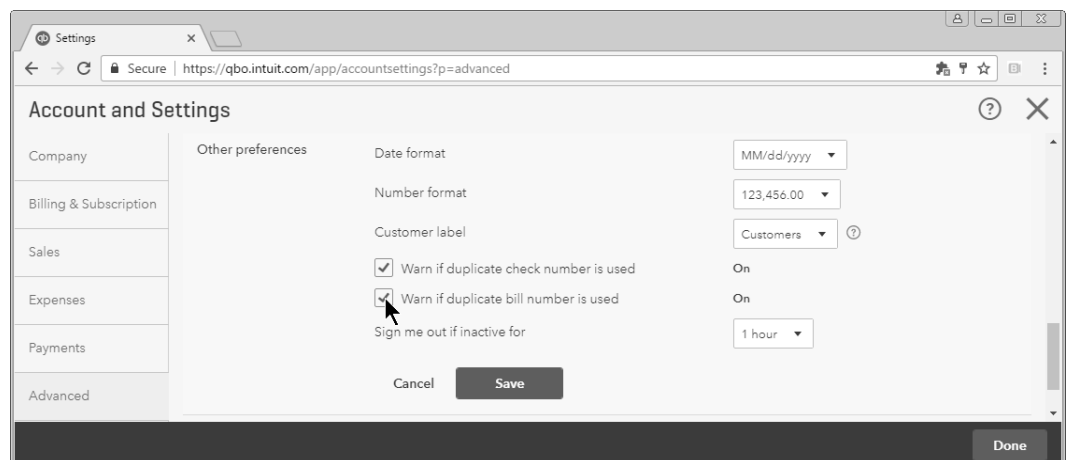
- 1) Use "Check" for checks
OR
- 2) Use "Expense" for credit card, debit card, PayPal, cash, or other form of payment

Company Setting-Warn About Duplicate Bills



Set Duplicate Bill Warning

- 1) Click the **Gear** menu and select **Account and Settings**.
- 2) Click **Advanced** on the list to the left.
- 3) Click in the **Other preferences** section.
- 4) Click the box next to **Warn if duplicate bill number is used**.
- 5) Click **Save**.



1) Enter Bills



Enter Bill

- 1) Click the **Global Create** menu.
- 2) Select **Bill**.
- 3) Enter the appropriate information on the bill.
- 4) Click **Save and close**.

Bill #2000

Robertson & Associates

BALANCE DUE
\$1,250.00

Mailing address: Robertson & Associates
P.O. Box 147
Bayshore, CA 94326

Terms: Net 10 Bill date: 04/24/2017 Due date: 05/04/2017 Bill no.: 2000

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER
1	Professional Fees:Legal	Retainer for new case	1,000.00				
2	Professional Fees:Accounting	Accounting work for the month	250.00				
3							

Add lines Clear all lines

Cancel Clear Make recurring Save Save and close

2) Pay Bills



Pay Bills

- 1) Click the **Global Create** menu.
- 2) Select **Pay Bills**.
- 3) Select the appropriate **Payment account**.
- 4) Select the bills to pay.
- 5) Enter the **Payment Date**.
- 6) Click **Save and Close** or **Save and Print**.

Select Bills to Pay

Pay Bills

Payment account: Checking Balance \$1,062,928.22 Payment date: 04/24/2017 Starting check no.: To print ☒ Print later

TOTAL PAYMENT AMOUNT: **\$1,679.95**

Filter: Last 365 Days 7 open bills, 5 overdue

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/>	Hicks Hardware		01/11/2017	\$2,615.00	Not available		\$0.00
<input checked="" type="checkbox"/>	Robertson & Associates		01/11/2017	\$300.00	Not available	300.00	\$300.00
<input checked="" type="checkbox"/>	Cal Telephone		01/31/2017	\$129.95	Not available	129.95	\$129.95
<input type="checkbox"/>	Computers by Jenni		01/31/2017	\$89.95	Not available		\$0.00
<input type="checkbox"/>	PG&E		01/31/2017	\$217.31	Not available		\$0.00
<input type="checkbox"/>	PG&E		04/30/2017	\$200.00	Not available		\$0.00
<input checked="" type="checkbox"/>	Robertson & Associates	2000	05/04/2017	\$1,250.00	Not available	1,250.00	\$1,250.00
3 bills selected				\$1,679.95	\$0.00	\$1,679.95	\$1,679.95

Total payment (USD) 1,679.95

< First Previous 1-7 of 7 Next Last >

Cancel Save and print

Print Checks

Print Checks

Checking Balance \$1,061,248.27 2 checks selected \$1,679.95 Add check

Remove from list Sort by Date / Order created Show all checks Starting check no. 1001

<input checked="" type="checkbox"/>	DATE	TYPE	PAYEE	AMOUNT
<input checked="" type="checkbox"/>	04/24/2017	Bill Payment (Check)	Robertson & Associates	\$1,550.00
<input checked="" type="checkbox"/>	04/24/2017	Bill Payment (Check)	Cal Telephone	\$129.95

Previous 1-2 Next

Cancel Print setup Order checks Preview and print

Write Checks



Write Check

- 1) Click the **Global Create** menu.
- 2) Select **Check**.
- 3) Enter the appropriate information on the **Check** form.
- 4) Click **Print check** to print the check now. Otherwise, click the box next to **Print later** to print the check along with other checks later.
- 5) Click **Save and close**.

Check-To Be Printed Later

Check #To print

Lee Advertising | Checking | Balance \$1,061,248.27 | AMOUNT \$1,349.18

Mailing address: Lee Advertising, 53 Main St, Middlefield, CA 94303

Payment date: 04/24/2017

Check no. To print ☒ Print later

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER
1	Advertising	Spring brochure update	1,349.18				
2							

Add lines | Clear all lines

Cancel | Clear | Print check | Order checks | Make recurring | More | Save and new

Hand-written Check

Check #24

Lee Advertising | Checking | Balance \$1,061,248.27 | AMOUNT \$1,349.18

Mailing address: Lee Advertising, 53 Main St, Middlefield, CA 94303

Payment date: 04/24/2017

Check no. 24 ☐ Print later

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER
1	Advertising	Spring brochure update	1,349.18				
2							

Add lines | Clear all lines

Cancel | Clear | Print check | Order checks | Make recurring | More | Save and new

Enter Expenses

For expenses other than checks and bill payments, use the Expense form. This form can be used for debit cards, credit card charges, PayPal charges, and other non-check forms of payment.



Enter Expense

- 1) Click the **Global Create** menu.
- 2) Select **Expense**.
- 3) Select the appropriate payment account and **Payment method**.
- 4) Enter appropriate information in the **Expense** form.
- 5) Click **Save and close**.

Enter Expense (Credit Card Charge)

Expense #292

Computers by Jenni Mastercard Balance \$0.00

AMOUNT \$400.00

Payment date: 04/24/2017 Payment method: MasterCard Ref no.: 292

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER
1	Computer Expenses	Fixed my laptop	400.00				
2							

Add lines Clear all lines

Cancel Clear Make recurring Save Save and new

Enter Expense (Debit Card)

Expense

Ellis Equipment Rental Checking Balance \$1,059,899.09

AMOUNT
\$50.00

Payment date: 04/24/2017 Payment method: Debit Card Ref no.:

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER
1	Equipment Rental		50.00				
2							

Add lines Clear all lines

Cancel Clear Make recurring Save Save and new

Reports



Review the A/P Aging Summary

- 1) Click **Reports** on the navigation bar.
- 2) Select **A/P Aging Summary** under **Who you owe**.

Sort ▼ Add notes Edit header						
Craig's Design and Landscaping Services						
A/P AGING SUMMARY						
As of April 24, 2017						
	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Computers by Je...				89.95		\$89.95
Hicks Hardware					2,615.00	\$2,615.00
PG&E	200.00			217.31		\$417.31
TOTAL	\$200.00	\$0.00	\$0.00	\$307.26	\$2,615.00	\$3,122.26



Review the Expenses by Vendor Summary

- 1) Click **Reports** on the navigation bar.
- 2) Select **Expenses by Vendor Summary** under **Expenses and Vendors**.

Sort ▼ Add notes Edit header	
Craig's Design and Landscaping Services	
EXPENSES BY VENDOR SUMMARY	
January 1 - April 24, 2017	
	TOTAL
Bob's Burger Joint	15.89
Books by Bessie	300.00
Brosnahan Insurance Agency	193.75
Cal Telephone	129.95
Chin's Gas and Oil	210.23
Computers by Jenni	89.95
EDD	49.58
Ellis Equipment Rental	239.32
Hall Properties	1,000.00
Hicks Hardware	0.00
Lee Advertising	2,021.60
Pam Seitz	700.00
PG&E	413.44
Robertson & Associates	1,550.00
Tony Rondonuwu	900.00
Truck Dealership	36.20
TOTAL	\$7,849.91

Your Turn

Now it's your turn to apply what you've learned. **Time Estimate: 8 Minutes**

Money Out-I

- 1) You open the mail and see **BILLS!**
 - a. Bill **#100** from **Pam Seitz** for **\$1,000**. Use the account **Legal and Professional Fees:Accounting** for the bill. It's not billable to a customer, so leave the **Billable** and **Customer** fields blank. Also, enter **Monthly accounting fees** as the Description.
 - b. Bill **#3988** from **Lee Advertising** for **\$1,200**. Use the account **Advertising** for the bill. You need to pay this bill 15 days from today. It's not billable to a customer, so leave the **Billable** and **Customer** fields blank. Also, enter **Designed product brochure** as the Description.

- 2) Your printer is broken! Pay the bills you just entered from **Pam Seitz** and **Lee Advertising** with hand-written checks starting with **#1039**. Make sure you pay these bills out of your **Checking** account.
- 3) You spent **\$27.12** at **Bob's Burger Joint** while you were traveling on company business. You used the **Mastercard**.

Chapter 9- Money Out-II

Mastering QuickBooks Online
Day 1

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 when you record spending money on your credit card or making a payment against the open balance, you need to be sure to record those transactions in QuickBooks as they occur. You can set up your credit card to download transactions, or you can enter transactions manually.



Set up Credit Card Account

- 1) Click **Accounting** in the left navigation bar.
- 2) Click **New**.
- 3) Click the **Account Type** drop-down list and select **Credit Card**.
- 4) Enter the **Name** of the account.
- 5) Enter the **Balance** on the card, and the **as of** date (if you plan to enter all of the credit card transactions that make up the balance, leave these fields blank).
- 6) Click **Save and Close**.

Account

Account Type

Credit Card

*Detail Type

Credit Card

Credit card accounts track the balance due on your business credit cards.

Create one **Credit card** account for each credit card account your business uses.

*Name

Visa 1234

Description

☐ Is sub-account

Enter parent account

Balance

1,200.00

as of

01/01/2018

Cancel

Save and Close



Record Credit Card Expense

- 1) Click the **Global Create** menu and select **Expense**.
- 2) (Optional) Enter a **Payee**.
- 3) Click the **Bank/Credit account** drop-down and select your credit card account.
- 4) Enter the **Payment date**.
- 5) (Optional) Click the **Payment method** drop-down and select the appropriate payment method.
- 6) Click on the first line under **Account Details**, and select the appropriate expense account.
- 7) (Optional) Enter a description.
- 8) Enter the amount.
- 9) Click **Save and close**.

Expense

Ellis Equipment Rental Bank/Credit account Credit Card Balance \$0.00

Payment date 08/03/2018 Payment method Credit Card Ref no.

AMOUNT \$800.00

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT
1	Equipment Rental	Rented backhoe for the week.	800.00
2			

Add lines Clear all lines

► Item details

Memo

Total \$800.00

Save and close

Cancel Clear Make recurring Save Save and new



Record Credit Card Payment

- 1) Click the **Global Create** menu and select **Expense**.
- 2) (Optional) Enter a **Payee**.
- 3) Click the **Bank/Credit account** drop-down and select your bank account.
- 4) Enter the **Payment date**.
- 5) (Optional) Click the **Payment method** drop-down and select the appropriate payment method.
- 6) Click on the first line under **Account Details**, and select the credit card account.
- 7) (Optional) Enter a description.
- 8) Enter the amount.
- 9) Click **Save and close**.

Expense

Credit Card Company Bank/Credit account Checking Balance \$1,201.00

Payment date 08/03/2018 Payment method Enter Text Ref no.

AMOUNT \$700.00

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT
1	Credit Card	Rented backhoe for the week.	700.00
2			

Add lines Clear all lines

► Item details

Memo

Total \$700.00

Save and close Ctrl Alt D

Cancel Clear Make recurring Save Save and new

Vendor Credit Memos

When a vendor gives you a credit to use on a future bill, enter a Vendor Credit. QuickBooks will automatically apply this credit to future bills from the same vendor.



Enter Vendor Credit

- 1) Click the **Global Create** menu.
- 2) Select **Vendor Credit**.
- 3) Enter appropriate information in the **Vendor Credit** window.
- 4) Click **Save and close**.

Vendor Credit

The screenshot shows the 'Vendor Credit' window in QuickBooks Online. The vendor is 'Hicks Hardware'. The credit amount is \$200.00. The mailing address is 42 Main St, Middlefield, CA 94303. The payment date is 04/24/2017. The reference number is CM-3929. A table lists the credit lines: Line 1 is 'Equipment Rental' with a description 'Over-billed for equipment rental' and an amount of 200.00. Line 2 is empty. At the bottom, there are buttons for 'Cancel', 'Clear', 'Make recurring', and 'Save and new'.

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER
1	Equipment Rental	Over-billed for equipment rental.	200.00				
2							

Vendor Balance Detail Report

Craig's Design and Landscaping Services						
VENDOR BALANCE DETAIL						
All Dates						
DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT	OPEN BALANCE	BALANCE
▼ Computers by Jenni						
01/01/2017	Bill		01/31/2017	89.95	89.95	89.95
Total for Computers by Jenni				\$89.95	\$89.95	
▼ Hicks Hardware						
01/01/2017	Bill		01/11/2017	2,615.00	2,615.00	2,615.00
04/24/2017	Vendor Credit	CM-3929		-200.00	-200.00	2,415.00
Total for Hicks Hardware				\$2,415.00	\$2,415.00	
▼ PG&E						
01/01/2017	Bill		01/31/2017	217.31	217.31	217.31
04/20/2017	Bill		04/30/2017	200.00	200.00	417.31
Total for PG&E				\$417.31	\$417.31	
TOTAL				\$2,922.26	\$2,922.26	



Pay Bills-Apply Credit

- 1) Click the **Global Create** menu.
- 2) Select **Pay Bills**.
- 3) Select the appropriate bills to pay (Notice QuickBooks uses available credits).
- 4) Click **Save and print** or **Save and close**.

Pay Bills-Apply Vendor Credit

The screenshot shows the QuickBooks 'Pay Bills' screen. At the top, the 'Payment account' is set to 'Checking' with a balance of \$1,059,899.09. The 'Payment date' is 04/24/2017 and the 'Starting check no.' is 25. A 'Print later' checkbox is present. The 'TOTAL PAYMENT AMOUNT' is \$2,415.00. Below this, a filter dropdown is set to 'Last 365 Days'. A table lists bills to pay:

PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/> Hicks Hardware		01/11/2017	\$2,615.00	200.00	2,415.00	\$2,615.00
<input type="checkbox"/> Computers by Jenni		01/31/2017	\$89.95	Not available		\$0.00
<input type="checkbox"/> PG&E		01/31/2017	\$217.31	Not available		\$0.00
<input type="checkbox"/> PG&E		04/30/2017	\$200.00	Not available		\$0.00

At the bottom, it shows '1 bill selected' with a total payment of \$2,415.00. A 'Total payment (USD) 2,415.00' summary is at the bottom right. Navigation buttons 'Cancel' and 'Save and close' are at the bottom.

Bill Payment Check and Voucher Showing Credit Applied

The screenshot shows a bill payment check and voucher. The check is dated 04/24/2017 and is payable to Hicks Hardware for \$2,415.00. The voucher shows the payment details:

Date	Type	Reference	Original Amount	Balance Due	Payment
04/24/2017	Vendor Cred	CM-3929	-200.00	-200.00	-200.00
01/01/2017	Bill		2,615.00	2,615.00	2,615.00
			Check Amount		2,415.00

Void vs. Delete Checks

Void a check if you used the check number but the check will never be cashed. Delete a check if the check was never written.



Delete a Check

- 1) Display the appropriate check.
- 2) Click the **More** button and select **Delete**.
- 3) Click **Yes** to confirm.



Void a Check

- 1) Display the appropriate check.
- 2) Click the **More** button and select **Void**.
- 3) Click **Yes** to confirm.

Check #17

Tony Rondonuwu Checking Balance \$1,057,484.09

AMOUNT \$900.00

Mailing address: Tony Rondonuwu Payment date: 01/01/2017 Check no. 17

Print later

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	CUSTOMER
1	Contractors		900.00		
2					

More menu options: Copy, Void, Delete, Transaction journal, Audit history

Buttons: Add lines, Clear all lines, Cancel, Print check, Order checks, Make recurring, More, Save and close

Your Turn

Now it's your turn to apply what you've learned. **Time Estimate: 5 Minutes**

Money Out-II

- 1) You received a **\$50** credit from **PG&E** for a rate adjustment. Enter the vendor credit memo using the **Electricity** expense account.
- 2) Pay **PG&E** for any unpaid bills (use the credit memo). Print the check later.
- 3) A check entered in the past for **Chin's Gas & Oil** for **\$185** was lost in the mail. You need to void this check.

Chapter 10- Advanced Invoicing

Mastering QuickBooks Online
Day 1

Invoice for Delayed Charges

Some companies perform work for their customers throughout the month but only invoice their customers once a month. Invoicing for delayed charges is a great solution.

Just enter Delayed Charges as you do the work. Delayed credits can also be used to offset the future invoice. When you are ready to invoice, choose from the available delayed charges/credits waiting to be invoiced.

Delayed charges won't show up as sales on your financial statements or sales reports until you invoice the customer.

Steps for Invoicing for Delayed Charges

- 1) Record Delayed Charges Throughout the Month
- 2) Create Invoice

1) Record Delayed Charges



Record Delayed Charge

- 1) Click the **Global Create** menu.
- 2) Select **Delayed Charge**.
- 3) Enter the appropriate information in the **Delayed Charge** window.
- 4) Click **Save and close**.

Delayed Charge #1

Delayed Charge

Kate Whelan

Delayed Charge Date: 04/24/2017

AMOUNT: \$350.00

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Trimming	Garden and lawn trimming services	10	35	350.00	
2						

Add lines Clear all lines

Cancel Clear Make recurring Save and new

Delayed Charge #2

Delayed Charge

Kate Whelan

AMOUNT
\$280.00

Delayed Charge Date
04/24/2017

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Pest Control	Trapping and termination of garden pests	8	35	280.00	
2						

Cancel Clear Make recurring Save and new

Customer Balance/Transactions

Customers

Kate Whelan

45 First St., Menlo Park, CA 94304

Add notes

Transaction List

DATE	TYPE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
03/14/2018	Charge	1	03/14/2018	\$0.00	\$350.00	Open	Create invoice
03/14/2018	Charge	2	03/14/2018	\$0.00	\$280.00	Open	Create invoice
Total				\$0.00	\$630.00		

Batch actions Filter

Dashboard Banking Sales Expenses Workers Reports Taxes Accounting My Accountant

Subscribe now and save 50% **Subscribe now**

Edit New transaction

\$0.00 OPEN
\$0.00 OVERDUE

2) Invoice for Delayed Charges



Invoice for Delayed Charges

- 1) Click the **Global Create** menu.
- 2) Select **Invoice**.
- 3) Enter the customer to invoice.
- 4) On the right side of the invoice, click **Add all** or select individual charges to add.
- 5) Click **Save and close**.

Add Charges to Invoice

Invoice

Kate Whelan | Kate@Whelan.com

Payment Options: Get set up

☐ Credit card ☐ Free bank transfer

BALANCE DUE: \$0.00

Bill to: Kate Whelan, 94304, USA, 45 First St., Menlo Park, CA

Terms: Net 30 | Invoice date: 04/24/2017 | Due date: 05/24/2017

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						
2						

Subtotal: \$0.00

Message displayed on invoice

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

Right sidebar: Add to Invoice, Filter by: All dates, Add all, Charge #1: Apr 24, \$350.00, Garden and lawn trimming services, Add, Open, Charge #2: Apr 24, \$280.00, Trapping and termination of garden pests, Add, Open

Invoice for Delayed Charges

Invoice

Kate Whelan | Kate@Whelan.com

Payment Options: Get set up

☐ Credit card ☐ Free bank transfer

BALANCE DUE: \$630.00

Bill to: Kate Whelan, 94304, USA, 45 First St., Menlo Park, CA

Terms: Net 30 | Invoice date: 04/24/2017 | Due date: 05/24/2017

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Trimming	Garden and lawn trimming services	10	35	350.00	
2	Pest Control	Trapping and termination of garden pests	8	35	280.00	
3						

Subtotal: \$630.00

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

Right sidebar: Add to Invoice, Filter by: All dates, Add all, Charge #1: Apr 24, \$350.00, Garden and lawn trimming services, Add, Open, Charge #2: Apr 24, \$280.00, Trapping and termination of garden pests, Add, Open

Invoice Based on Estimate

If your customers request a bid, proposal, or estimate and then you later do the work, invoicing based on an estimate is the solution. You might want to set up jobs (sub-customers) to track specific projects for your customers.

Steps for Invoicing Based on Estimate

- 1) Create Estimate
- 2) Create Invoice

Add Job (Optional)

Customer information

Title

First name

Middle name

Last name

Suffix

Email

Sporting_goods@intuit.com

Company

Phone

Mobile

Fax

(650) 555-0987

*Display name as

Palo Alto

Other

Website

Print on check as

☒ Use display name

☒ Is sub-customer

Freeman Sporting Go

Bill with parent

Address

Notes

Tax info

Payment and billing

Attachments

Billing address map

Shipping address map

☒ Same as billing address

Street

370 Easy St.Middlefield

CA

94482

Country

Street

City/Town

State/Province

ZIP code

Country

Cancel

Privacy

Save

1) Create Estimate



Enter Estimate

- 1) Click the **Global Create** menu.
- 2) Select **Estimate**.
- 3) Enter the appropriate information in the **Estimate** window.
- 4) Click **Save and close**.

Estimate

Freeman Sporting Goods

Estimate status: Pending

Billing address: Palo Alto, 370 Easy St., Middlefield, CA 94482

Estimate date: 04/24/2017

Expiration date: 05/24/2017

AMOUNT: \$10,000.00

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design	Custom design work	100	75	7,500.00	
2	Gardening	Hourly gardening service	100	25	2,500.00	
3						

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

2) Invoice Based on Estimate



Invoice Based on Estimate

- 1) Click the **Global Create** menu.
- 2) Select **Invoice**.
- 3) Enter the customer to invoice.
- 4) On the right side of the invoice, click **Add all** or select individual estimates to add.
- 5) Click **Save and close**.

Add Estimate to Invoice

Invoice

Freeman Sporting Goods:Palo Alto

Sporting_goods@intuit.com

Payment Options Get set up

☐ Credit card

☐ Free bank transfer

BALANCE DUE \$0.00

☐ Send later Co/Bcc

Billing address

Palo Alto
370 Easy St.
Middlefield, CA
94482

Terms Net 15

Invoice date 04/24/2017

Due date 05/09/2017

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						
2						

Cancel Clear Print or Preview Make recurring Customize Save Save and close

Add to Invoice

Filter by All dates

Add all

Estimate #1001
Apr 24
\$10,000.00

- Custom design work
- Hourly gardening serv...

More

Add Open

Invoice Based on Estimate

Invoice

Freeman Sporting Goods:Palo Alto

Sporting_goods@intuit.com

Payment Options Get set up

☐ Credit card

☐ Free bank transfer

BALANCE DUE \$10,000.00

☐ Send later Co/Bcc

Billing address

Palo Alto
370 Easy St.
Middlefield, CA
94482

Terms Net 15

Invoice date 04/24/2017

Due date 05/09/2017

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design	Custom design work	100	75	7,500.00	<
2	Gardening	Hourly gardening service	100	25	2,500.00	<
3						<

Cancel Clear Print or Preview Make recurring Customize Save Save and close

Invoice for Billable Time & Cost

When subcontractors or employees enter time in QuickBooks for work they did on a job, or you incur expenses that you want to charge the customer for, you can mark these as billable to a customer and add them to an invoice.

Steps for Invoicing for Billable Time & Cost

- 1) Enter Time for Employees
- 2) Enter Billable Expenses
- 3) Create Invoice

Add Job (Optional)

Customer information X

Title First name Middle name Last name Suffix Email
 Sporting_goods@intuit.com

Company Phone Mobile Fax
 (650) 555-0987

*Display name as Other Website
 Mountain View

Print on check as ☒ Use display name ☒ Is sub-customer
 Mountain View Freeman Sporting Go Bill with parent

Address Notes Tax info Payment and billing Attachments

Billing address map **Shipping address** map ☒ Same as billing address

Street Street
 370 Easy St.Middlefield CA City/Town State/Province
 94482 Country ZIP code Country

Cancel Privacy Save

Customize Time Tracking Settings



Customize Time Tracking Settings

- 1) Click the **Gear** menu and select **Account and Settings**.
- 2) Click **Advanced** on the list to the left.
- 3) Click in the **Time tracking** section.
- 4) Make appropriate selections in the **Account and Settings** window.
- 5) Click **Save**.

Time Tracking Settings

The screenshot shows the 'Account and Settings' window in QuickBooks Online. On the left is a sidebar with categories: Company, Billing & Subscription, Sales, Expenses, Payments, and Advanced. The 'Advanced' category is selected. The main area is titled 'Time tracking' and contains the following settings:

- ☒ Add Service field to timesheets (On)
- ☒ Make Single-Time Activity Billable to Customer (On)
- ☐ Show billing rate to users entering time
- First day of work week: Monday (dropdown menu)

At the bottom of the settings area are 'Cancel' and 'Save' buttons. Below this is a section for 'Currency' with 'Home Currency' set to 'United States Dollar' and 'Multicurrency' set to 'Off'. A 'Done' button is at the bottom right of the window.

1) Enter Time for Employees

You may enter employee time for several reasons: to invoice customers, to see time reports, and to pay employees based on hours worked.



Enter Weekly Timesheet

- 1) Click the **Global Create** menu.
- 2) Select **Weekly Timesheet**.
- 3) Enter appropriate information in the **Weekly Timesheet** window.
- 4) Click **Save and close**.

The screenshot shows the 'Weekly Timesheet' entry screen. At the top, there's a header with 'Weekly Timesheet' and a close button. Below this, there are dropdowns for 'Emily Platt' and a date range '4/24/2017 to 4/30/2017'. On the right, the 'TOTAL HOURS' is displayed as '40:00'. The main area is a table with columns for days of the week (MON 24, TUE 25, WED 26, THU 27, FRI 28) and a 'TOTAL' column. The table contains three entries:

#	DETAILS	MON 24	TUE 25	WED 26	THU 27	FRI 28	TOTAL
1	Freeman Sporting Goods:Mountain v Pest Control Trapping and termination of garden pests Billable 35.00 /hr Taxable	8:00	8:00	8:00			24:00 \$840.00
2	Wedding Planning by Whitney Design Custom design work Billable 75.00 /hr Taxable				8:00	8:00	16:00 \$1,200.00
3	Customer name Service item Description Billable 0.00 /hr Taxable						
TOTAL		8:00	8:00	8:00	8:00	8:00	40:00

At the bottom, there are 'Cancel', 'Copy last timesheet', 'Save', and 'Save and new' buttons.



Review Time Activities by Customer Detail Report

- 1) Click **Reports** on the navigation bar.
- 2) Select **Time Activities by Customer Detail** under **Sales and Customers**.

Craig's Design and Landscaping Services							
TIME ACTIVITIES BY CUSTOMER DETAIL							
Activity: April 2017							
ACTIVITY DATE	EMPLOYEE	PRODUCT/SERVICE	MEMO/DESCRIPTION	RATES	DURATION	BILLABLE	AMOUNT
▼ Freeman Sporting Goods							
▼ Mountain View							
04/24/2017	Emily Platt	Pest Control	Trapping and termination of g...	35.00	8:00	Yes	280.00
04/25/2017	Emily Platt	Pest Control	Trapping and termination of g...	35.00	8:00	Yes	280.00
04/26/2017	Emily Platt	Pest Control	Trapping and termination of g...	35.00	8:00	Yes	280.00
Total for Mountain View					24:00		\$840.00
Total for Freeman Sporting Goods					24:00		\$840.00
▼ Wedding Planning by Whitney							
04/27/2017	Emily Platt	Design	Custom design work	75.00	8:00	Yes	600.00
04/28/2017	Emily Platt	Design	Custom design work	75.00	8:00	Yes	600.00
Total for Wedding Planning by Whitney					16:00		\$1,200.00



Review Unbilled Time Report

- 1) Click **Reports** on the navigation bar.
- 2) Select **Uninvoiced Time** under **Who owes you**.

Craig's Design and Landscaping Services							
UNBILLED TIME							
Activity: All Dates							
ACTIVITY DATE	POSTING	EMPLOYEE	MEMO/DESCRIPTION	RATE	DURATION	AMOUNT	BALANCE
▼ Freeman Sporting Goods							
▼ Mountain View							
04/24/2017	No	Emily Platt	Trapping and termination of g...	35.00	8:00	280.00	280.00
04/25/2017	No	Emily Platt	Trapping and termination of g...	35.00	8:00	280.00	560.00
04/26/2017	No	Emily Platt	Trapping and termination of g...	35.00	8:00	280.00	840.00
Total for Mountain View					24:00	\$840.00	
Total for Freeman Sporting Goods					24:00	\$840.00	
▼ Wedding Planning by Whitney							
04/27/2017	No	Emily Platt	Custom design work	75.00	8:00	600.00	600.00
04/28/2017	No	Emily Platt	Custom design work	75.00	8:00	600.00	1,200.00
Total for Wedding Planning by Whitney					16:00	\$1,200.00	

Customize Expense Settings



Customize Expense Settings

- 1) Click the **Gear** menu and select **Account and Settings**.
- 2) Click **Expenses** on the list to the left.
- 3) Click in the **Bills and expenses** section.
- 4) Make appropriate selections in the **Account and Settings** window.
- 5) Click **Save**.

The screenshot shows the 'Account and Settings' window in QuickBooks Online, specifically the 'Expenses' section. The left sidebar lists various settings categories: Company, Billing & Subscription, Sales, Expenses (selected), Payments, and Advanced. The main area is titled 'Bills and expenses' and contains several toggle switches and checkboxes. The 'Show Items table on expense and purchase forms' is turned off. 'Track expenses and items by customer' and 'Make expenses and items billable' are both turned on. A 'Markup with a default rate of 25%' is set. 'Track billable expenses and items as income' is turned on, with the option 'In a single account' selected. 'Charge sales tax' is turned off. The 'Default bill payment terms' are set to 'Net 10'. At the bottom, there are 'Cancel' and 'Save' buttons, with a hand cursor pointing at the 'Save' button. A 'Done' button is located at the bottom right of the window.

Setting	Status
Show Items table on expense and purchase forms	Off
Track expenses and items by customer	On
Make expenses and items billable	On
Markup with a default rate of	25%
Track billable expenses and items as income	On
In a single account	Selected
In multiple accounts	Not Selected
Charge sales tax	Off
Default bill payment terms	Net 10

2) Enter Billable Expenses

You can enter billable expenses and later add those expenses to a customer invoice.



Enter Billable Expenses

- 1) Click the **Global Create** menu.
- 2) Select **Expense, Check, or Bill**.
- 3) Mark each line as **Billable** and enter the appropriate billable **Customer**.
- 4) Click **Save and close**.

Check #25

Tania's Nursery Checking Balance \$1,057,484.09

AMOUNT **\$1,000.00**

Mailing address: Tania's Nursery, 94482 USA, 1111 Elm St., Middlefield, CA

Payment date: 04/24/2017

Check no. 25

☐ Print later

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER
1	Landscaping Services:Material	Soil for gardening work	1,000.00	<input checked="" type="checkbox"/>	25%		Freeman Sporting Goods
2							

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



Review Unbilled Activity

- 1) Click **Invoicing** or **Sales** on the navigation bar.
- 2) Click **Customers**.
- 3) Click the **Unbilled Activity** filter at the top of the window.

Customers

Unbilled Last 365 Days: \$0, 0 ESTIMATE

Unpaid Last 365 Days: \$4,350, 9 UNBILLED ACTIVITY

Overdue: \$1,526, 10 OVERDUE

Open Invoices: \$5,282, 20 OPEN INVOICES

Paid: \$3,136, 12 PAID LAST 30 DAYS

CUSTOMER	COMPANY	PHONE	OPEN BALANCE	ACTION
<input type="checkbox"/>	Amy's Bird Sanctuary	(650) 555-3311	\$239.00	Receive payment
<input type="checkbox"/>	Bill's Windsurf Shop	(415) 444-6538	\$85.00	Receive payment

3) Invoice for Billable Time & Costs



Invoice for Billable Time & Costs

- 1) Click the **Global Create** menu.
- 2) Select **Invoice**.
- 3) Enter the customer to invoice.
- 4) On the right side of the invoice, click **Add all** or select individual time and expenses to add.
- 5) Click **Save and close**.

Add Billable Time & Costs to Invoice

The screenshot shows the 'Invoice' form in QuickBooks Online. The customer is 'Freeman Sporting Goods:Mountz' with email 'Sporting_goods@intuit.com'. The 'BALANCE DUE' is \$0.00. The 'Billing address' is 'Mountain View, 370 Easy St, Middlefield, CA 94682'. The 'Terms' are 'Net 15', 'Invoice date' is '04/24/2017', and 'Due date' is '05/09/2017'. The 'Payment Options' section shows 'Credit card' and 'Free bank transfer' as available. The 'Billable time' section on the right shows three entries for 'Trapping and termination of garden pests' on dates Apr 24, Apr 25, and Apr 26, each for 8:00 hours and valued at \$280.00. The 'Billable expense' section shows one entry for 'Apr 24' valued at \$1,250.00. The 'Subtotal' is \$0.00, 'Taxable subtotal' is \$0.00, 'Total' is \$0.00, and 'Balance due' is \$0.00. The 'Message displayed on invoice' and 'Statement memo' fields are empty. The bottom of the form has buttons for 'Cancel', 'Clear', 'Print or Preview', 'Make recurring', 'Customize', 'Save', and 'Save and close'.

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						
2						

Subtotal: \$0.00
Taxable subtotal: \$0.00
Total: \$0.00
Balance due: \$0.00

Billable time entries:

- Apr 24, 8:00, \$280.00: Trapping and termination of garden pests
- Apr 25, 8:00, \$280.00: Trapping and termination of garden pests
- Apr 26, 8:00, \$280.00: Trapping and termination of garden pests

Billable expense entries:

- Apr 24, \$1,250.00

Invoice for Billable Time & Cost

Invoice

Freeman Sporting Goods:Mounte ☐ Send later Cc/Bcc

Payment Options Get set up

☐ Credit card ☐ Free bank transfer

BALANCE DUE \$2,090.00

4 linked transactions

Billing address: Mountain View, 370 Easy St., Middlefield, CA 94482

Terms: Net 15 Invoice date: 04/24/2017 Due date: 05/09/2017

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
1	Pest Control	Trapping and termination of garden pests	8	35	280.00		<
2	Pest Control	Trapping and termination of garden pests	8	35	280.00		<
3	Pest Control	Trapping and termination of garden pests	8	35	280.00		<
4		Soil for gardening work			1,000.00		<
5		25% markup for Soil for gardening work <small>Your customer won't see this</small>			250.00		<

Cancel Clear Print or Preview Make recurring Customize Save Save and close

Invoice With Billable Cost Markup Hidden

Invoice

BILL TO
Mountain View
370 Easy St.
Middlefield, CA
94482

INVOICE # 27
DATE 04/24/2017
DUE DATE 05/09/2017
TERMS Net 15

ACTIVITY	QTY	RATE	AMOUNT
Pest Control Trapping and termination of garden pests	8:00	35.00	280.00
Pest Control Trapping and termination of garden pests	8:00	35.00	280.00
Pest Control Trapping and termination of garden pests	8:00	35.00	280.00
Soil for gardening work		1,250.00	1,250.00
BALANCE DUE			\$2,090.00

Your Turn

Now it's your turn to apply what you've learned. **Time Estimate: 10 Minutes**



Advanced Invoicing

- 1) Enter a delayed charge for **Cool Cars**, for **\$50** of **Gardening**.
- 2) Create an estimate for **Duke's Basketball Camp**. Use the product/service called **Installation** for **\$10,000**.
- 3) **John Johnson** worked on the customer **Jeff's Jalopies**. Enter his time on the Weekly Timesheet:
 - a. He worked Monday to Friday
 - b. **8** hours of non-taxable design per day (rate is \$400 per hour...use the Product/Service named **Design**)
 - c. Include the following description on the timesheet...**Design new landscaping for home**
- 4) Invoice **Jeff's Jalopies** for the billable time.

Visit Our Website
www.quickbookstraining.com

Chapter 11- Banking

Mastering QuickBooks Online
Day 2

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 and connect it with your bank, the last 90 days of account activity is automatically downloaded for your review. After that, it's easy to update QuickBooks with new transactions directly from your bank or match to existing transactions you've entered.



Add Bank Account to Chart of Accounts

- 1) Click **Accounting** on the left navigation bar.
- 2) Select **Chart of Accounts** at the top of the page.
- 3) Click **New**.
- 4) Enter appropriate information on the new account page.
- 5) Click **Save**.

Account

Category Type

Bank

*Detail Type

Cash on hand

Checking

Money Market

Rents Held in Trust

Savings

Trust account

Use **Checking** accounts to track all your checking activity, including debit card transactions.

Each checking account your company has at a bank or other financial institution should have its own Checking type account in QuickBooks Online Plus.

*Name

Chase Checking

Description

☐ Is sub-account

Enter parent account

Balance

as of

09/17/2014

Cancel

Save



Link Online Bank Account to QuickBooks Bank Account

- 1) Click **Banking** on the navigation bar.
- 2) Click **Add account**.
- 3) Enter your bank name or online banking URL, or select from a list of popular banks.
- 4) Enter the login information you use to access your account on your bank's website.
- 5) Click **Sign in**.
- 6) Click 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) Click **Connect**.

Bank and Credit Cards Page

Banking		Bank Rules					
Bank and Credit Cards		Checking ▾					
File upload ▾		Add account					
<div> <div>Checking</div> <div>\$0.00</div> <div>BANK BALANCE</div> <div>4 days ago</div> </div> <div> <div>\$13,486.92</div> <div>IN QUICKBOOKS</div> <div>25</div> </div>		<div> <div>Savings</div> <div>\$0.00</div> <div>BANK BALANCE</div> <div>4 days ago</div> </div> <div> <div>\$1,400.00</div> <div>IN QUICKBOOKS</div> <div>1</div> </div>					
For Review		In QuickBooks		Excluded		Go to Register	
Batch actions ▾		All		All (25)		Recognized (13)	
<input type="checkbox"/>	DATE ▾	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input checked="" type="checkbox"/>	07/06/2018	Books By Bessie	Books by Bessie	Sales		\$55.00	Add
<input type="checkbox"/>	06/06/2018	A Rental Deposit		Sales		\$200.00	Add
<input type="checkbox"/>	06/03/2018	A Backhoe Rental		Rent Expense	\$1,200.00		Add
<input type="checkbox"/>	06/01/2018	Transfer Savings		Transferred to Uncategorized Asset	\$400.00		Transfer
<input type="checkbox"/>	05/31/2018	Mastercard		Transferred to Uncategorized Asset	\$657.12		Transfer
<input type="checkbox"/>	05/13/2018	A Backhoe Rental		Rent Expense	\$800.00		Add

Add Account

Bank and Credit Cards

Secure

https://qbo.intuit.com/app/bankconnect?launchPoint=fdpzerostate&origin=connect

Connect an account

Let's get a picture of your profits

Connect your bank or credit card to bring in your transactions.

Here are some of the most popular ones

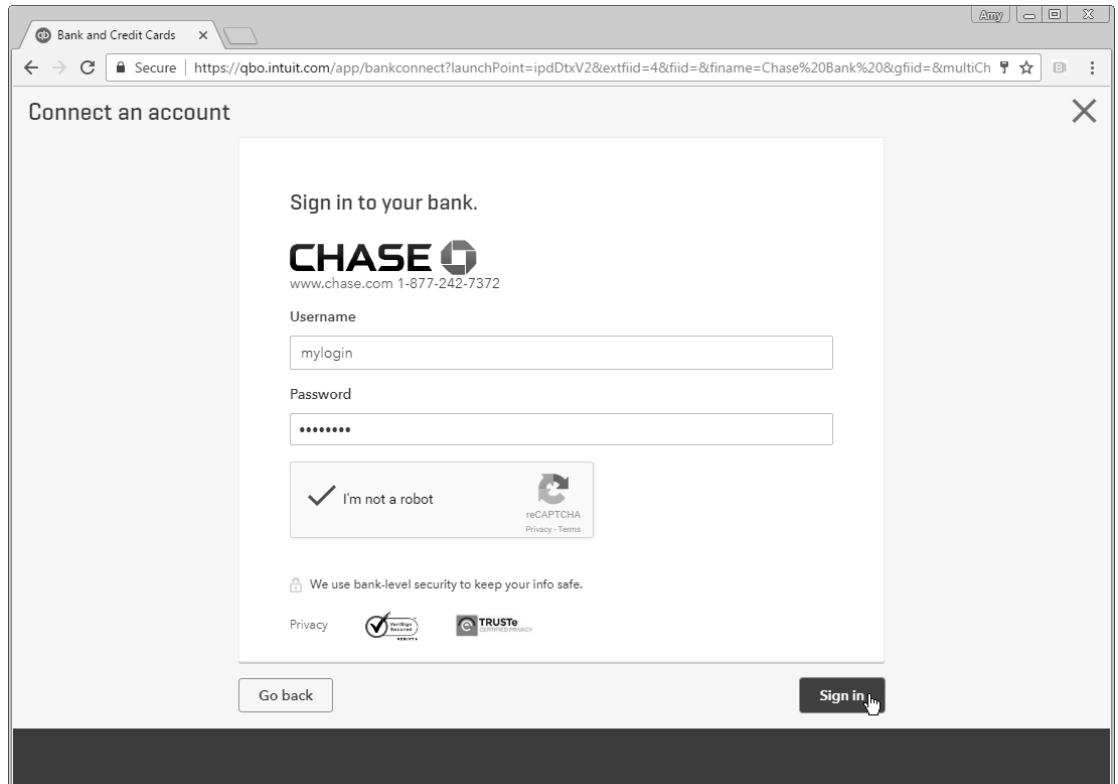
AMERICAN EXPRESS

CHASE

BANK OF AMERICA

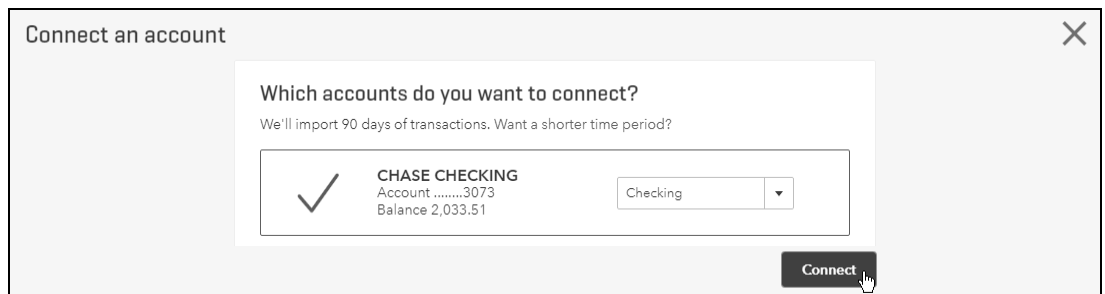
WELLS FARGO

Login to Your Bank Account



The screenshot shows a web browser window with the address bar displaying a URL from qbo.intuit.com. The page title is "Connect an account". The main content area is a white box with the heading "Sign in to your bank." and the Chase logo. Below the logo, there are input fields for "Username" (containing "mylogin") and "Password" (masked with dots). A reCAPTCHA "I'm not a robot" checkbox is checked. At the bottom of the white box, there is a "Sign in" button. Below the white box, there is a "Go back" button and a "Sign in" button. The browser window also shows a tab titled "Bank and Credit Cards" and a user profile icon labeled "Amy".

Connect Your Accounts



The screenshot shows a web page titled "Connect an account". The main content area is a white box with the heading "Which accounts do you want to connect?" and a subtext "We'll import 90 days of transactions. Want a shorter time period?". Below this, there is a list of accounts. The first account is "CHASE CHECKING" with a checkmark icon, account number ".....3073", and balance "Balance 2,033.51". To the right of the account name is a dropdown menu showing "Checking". At the bottom right of the white box is a "Connect" button.

Bank and Credit Cards Page

After you have connected your online Bank account to your QuickBooks bank account, you are ready to update QuickBooks with new bank activity. You manage this process through the Bank and Credit Cards page.

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 based on transactions that have cleared the bank account, and the QuickBooks Balance is based only on transactions that have been entered in QuickBooks.

Bank and Credit Cards Page

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

File upload

Click **File upload** to download a transaction file from your financial institution.

Add account

Click **Add account** to connect a new account to QuickBooks.

For Review

The **For Review** tab lists transactions downloaded from your bank that haven't been added or matched to existing transactions in QuickBooks. Until these transactions are added or matched, they have no impact on your accounting records.

In QuickBooks

The **In QuickBooks** 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 Bank and Credit Cards Page

- 1) Click **Banking** on the navigation bar.
- 2) Select an account from the top of the page.

Banking Bank Rules

Bank and Credit Cards Checking ▾

File upload Add account

Checking \$0.00 BANK BALANCE 4 days ago \$13,486.92 IN QUICKBOOKS 25

Savings \$0.00 BANK BALANCE 4 days ago \$1,400.00 IN QUICKBOOKS 1

For Review In QuickBooks Excluded Go to Register

Batch actions ▾ All (25) Recognized (13)

	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input checked="" type="checkbox"/>	07/06/2018	Books By Bessie	Books by Bessie	Sales		\$55.00	Add
<input type="checkbox"/>	06/06/2018	A Rental Deposit		Sales		\$200.00	Add
<input type="checkbox"/>	06/03/2018	A Backhoe Rental		Rent Expense	\$1,200.00		Add

Manage Downloaded Expenses

There are two types of downloaded expenses: ones that you have already entered into QuickBooks and ones that have not been entered into QuickBooks. Expenses that you have already entered need to be verified or ‘matched’ to the downloaded expense. Expenses that have not been entered need to be reviewed and added. Sort the list by the column headers to help organize your work.



Review/Match Downloaded Expenses (Already Entered)

- 1) On the **For Review** tab, select a transaction to match.
- 2) Select the appropriate match, or click **Find other records** if the transaction was not matched correctly.
- 3) Click **Match**.

Banking
Bank Rules

For Review
In QuickBooks
Excluded
Go to Register

Batch actions
All
All (25)
Recognized (13)

	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	05/10/2018	Pam Seitz	Pam Seitz	2 records found	\$75.00		View
<input type="checkbox"/>	05/08/2018	Squeaky Clean Car	Squeaky Klean Car Wash	2 records found	\$19.99		View
<input type="checkbox"/>	05/10/2018	Check		1 record found Deposit 05/10/2018 \$868.15		\$868.15	Match
<input type="checkbox"/>	05/10/2018	Hicks Hardware	Hicks Hardware	1 record found Check 75 05/10/2018 \$228.75 Hicks Hardware	\$228.75		Match

Add
Match
Transfer

Record found
Check 75 05/10/2018 \$228.75 Hicks Hardware
Find other records
Match

BANK DETAIL Hicks Hardware

<input type="checkbox"/>	05/09/2018	Check		1 record found Deposit 05/09/2018 \$408.00		\$408.00	Match
--------------------------	------------	-------	--	--	--	----------	-------



Batch Accept Downloaded Expenses (Already Entered)

- 1) On the **For Review** tab, select all matched transactions.
- 2) Click the **Batch actions** drop-down menu and select **Accept Selected**.

Banking Bank Rules

Bank and Credit Cards | Checking ▾

File upload ▾ Add account

Checking

\$0.00

BANK BALANCE 4 days ago

\$13,486.92

IN QUICKBOOKS 23

Savings

\$0.00

BANK BALANCE 4 days ago

\$1,400.00

IN QUICKBOOKS 1

For Review | In QuickBooks | Excluded Go to Register

Batch actions ▾ ▾ All All (23) Recognized (13)

☐ Accept Selected
☒ Exclude Selected
☐ Modify Selected

	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH ▾	SPENT	RECEIVED	ACTION
<input type="checkbox"/>		Deposit		1 record found 05/10/2018 \$868.15		\$868.15	Match
<input checked="" type="checkbox"/>	05/10/2018	Hicks Hardware	Hicks Hardware	1 record found 05/10/2018 \$228.75 Hicks Hardware	\$228.75		Match
<input checked="" type="checkbox"/>	05/09/2018	Check		1 record found 05/09/2018 \$408.00		\$408.00	Match



Add Downloaded Expenses (Not Already Entered)

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

Banking Bank Rules

For Review | In QuickBooks | Excluded Go to Register

Batch actions ▾ ▾ All All (23) Recognized (13)

	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH ▾	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	05/31/2018	Mastercard		Transferred to Uncategorized Asset	\$657.12		Transfer
<input type="checkbox"/>	06/01/2018	Transfer Savings		Transferred to Uncategorized Asset	\$400.00		Transfer
<input type="checkbox"/>	04/25/2018	Tim Philip Masonry	Tim Philip Masonry	Uncategorized Expense	\$680.00		Add
<input type="checkbox"/>	07/06/2018	Books By Basic	Books by Basic	Sales		\$55.00	Add
<input type="checkbox"/>	06/06/2018	A Rental Deposit		Sales		\$200.00	Add
<input type="checkbox"/>	05/13/2018	A Backhoe Rental	A1 Rental	Equipment Rental	\$800.00		Add
<input type="checkbox"/>	06/03/2018	A Backhoe Rental	A1 Rental	Equipment Rental	\$1,200.00		Add

☒ Add ☐ Find match ☐ Transfer

A1 Rental ▾ Equipment Rental ▾ Billable ☐ Select Customer (optional) ▾

A1 Backhoe Rental

We'll set **A Backhoe Rental** to **Equipment Rental** from now on. Edit this setting

BANK DETAIL A1 Backhoe Rental | Add Attachment

Split 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. These transactions are listed together on the Recognized list. You can batch add these recognized transactions to save time.



Add Downloaded Transactions (Recognized)

- 1) Click **Recognized** at the top of the transaction list.
- 2) Review the information for new transactions, and make any necessary changes.
- 3) Click the checkbox at the top of the list to select all Recognized transactions.
- 4) Click the **Batch Actions** drop-down and select **Accept Selected**.

Banking		Bank Rules				
Bank and Credit Cards		Checking ▾				
		<div>File upload ▾ Add account</div>				
		<div>For Review In QuickBooks Excluded Go to Register</div>				
		<div> <div>Batch actions ▾</div> <div> <input checked="" type="checkbox"/> Accept Selected <input checked="" type="checkbox"/> Exclude Selected <div>Modify Selected</div> </div> </div>				
		<div> <div>▽ All</div> <div>All (22)</div> <div>Recognized (14)</div> </div>				
	DESCRIPTION	PAYEE	CATEGORY OR MATCH ▾	SPENT	RECEIVED	ACTION
<input checked="" type="checkbox"/>	Jackhoe Rental	A1 Rental	Equipment Rental	\$800.00		Add
<input checked="" type="checkbox"/>	03/30/2018 Books By Bessie	Books by Bessie	<div>1 record found</div> Check 12 03/30/2018 \$55.00 Books by Bessie	\$55.00		Match
<input checked="" type="checkbox"/>	04/06/2018 Tania Nursery	Tania's Nursery	<div>1 record found</div> Check 15 04/06/2018 \$108.09 Tania's Nursery	\$108.09		Match
<input checked="" type="checkbox"/>	05/03/2018 Hall Properties	Dylan Sollfrank	<div>1 record found</div> Sales Receipt 05/04/2018 \$337.50 Dylan Sollfrank		\$337.50	Match

What Gets Downloaded

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 cannot be downloaded from the bank that you still need to enter manually.

Transactions You Add Through Online Banking

- Receive Payment (should still be entered manually if applies to multiple invoices, or was deposited with other payments)
- Expenses
- Bill Payments (if a bill was paid with a check, it should still be entered manually)
- Credit Card Credit
- Transfers
- File Payroll Quarterly reports (need to set up payroll again in QuickBooks Online)

Transactions You Enter Manually

- Invoices
- Estimates
- Credit Memos
- Sales Receipts
- Refund Receipts
- Delayed Credits
- Delayed Charges
- Checks
- Bills
- Purchase Orders
- Vendor Credits
- Paychecks and Timesheets (third party payroll can sometimes be downloaded as an expense)
- Deposits

Manage Downloaded Deposits

Deposits you make at the bank can be added through online banking if they are deposits for a single transaction, for example, a refund from a vendor. If a deposit you make at the bank is for a batch of transactions, for example, 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 the refund is downloaded from the bank, select the expense account you used on the original expense with the vendor to reduce your expense 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 expense account.
- 4) Click **Add**.

Banking
Bank Rules

Bank and Credit Cards
Checking ▾
File upload ▾
Add account

For Review
In QuickBooks
Excluded
Go to Register

Batch actions ▾
All
All (8)
Recognized (0)

	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH ▴	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	05/03/2018	Chin Gas Oil		Automobile Expenses:Fuel	\$185.00		Add
<input type="checkbox"/>	06/06/2018	A Rental Deposit	A1 Rental	Equipment Rental		\$200.00	Add

Add
Find match
Transfer

A1 Rental ▾
Equipment Rental ▾
Split
Add

A1 Rental Deposit Refund

We'll set **A Rental Deposit** to **Equipment Rental** from now on. Edit this setting

BANK DETAIL A1 Rental Deposit Refund | Add Attachment

<input type="checkbox"/>	11/14/2017	Books By Bessie	Books by Bessie	Uncategorized Expense	\$75.00		Add
<input type="checkbox"/>	04/22/2018	Hicks Hardware	Hicks Hardware	Uncategorized Expense	\$24.38		Add

Add Split Transactions

When an expense is downloaded that needs more than one expense account associated with it, you can do this with the Split option.



Review/Add Split Expense (Not Entered)

- 1) On the **For Review** tab, select the expense.
- 2) Click **Split**.
- 3) (Optional) Add a vendor name.
- 4) On the first line, select an expense account, and enter the amount for that account.
- 5) On the following lines, select the appropriate expense accounts, and enter the appropriate amounts (click **Add lines** if necessary).
- 6) Click **Save and add**.

Split Transaction

Downloaded Transaction

Chin Gas Oil on 05/03/2018 for \$-185.00

\$185.00

Payee

Chin's Gas and Oil
▼

CATEGORY	CUSTOMER	BILLABLE	AMOUNT	
Automobile Exi ▼	Select Customr ▼	<input type="checkbox"/>	100.00	
Travel Meals ▼	Select Customr ▼	<input type="checkbox"/>	85.00	

Add lines Reset

Split amount \$185.00

Original amount \$185.00

Difference \$0.00

Memo

Chin's Gas and Oil

Cancel

Save and add

Exclude Transactions

You can exclude new transactions such as duplicate transactions or transaction history you don't need in QuickBooks. You can undo this action at any time.



Exclude New Transactions

- 1) On the **For Review** tab, click the box next to transactions to exclude.
- 2) Click the **Batch actions** drop-down menu and select **Exclude Selected**.

Banking Bank Rules

Bank and Credit Cards | Checking ▾

File upload ▾ Add account

For Review | In QuickBooks | Excluded Go to Register

Batch actions ▾ ▾ All All (6) Recognized (0)

	DESCRIPTION	PAYEE	CATEGORY OR MATCH ▾	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	Mastercard		Transferred to Uncategorized Asset	\$657.12		Transfer
<input type="checkbox"/>	Transfer Savings		Transferred to Uncategorized Asset	\$400.00		Transfer
<input type="checkbox"/>	07/06/2018 Books By Bessie	Books by Bessie	Uncategorized Income		\$55.00	Add
<input type="checkbox"/>	04/25/2018 Tim Philip Masonry	Tim Philip Masonry	Uncategorized Expense	\$680.00		Add
<input type="checkbox"/>	04/22/2018 Hicks Hardware	Hicks Hardware	Uncategorized Expense	\$24.38		Add
<input checked="" type="checkbox"/>	11/14/2017 Books By Bessie	Books by Bessie	Uncategorized Expense	\$75.00		Add

< First Previous 1-6 of 6 Next Last >

Transfers

Transfers can be downloaded and added to QuickBooks without entering them manually first. If you transfer money between two accounts that you have connected to download transactions, then you only need to Add the transfer for one account, and then Match it for the other.



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) Click **Add**.

Banking Bank Rules

Bank and Credit Cards | Checking ▾

File upload ▾ Add account

For Review | In QuickBooks | Excluded Go to Register

Batch actions ▾ ▾ All All (5) Recognized (0)

<input type="checkbox"/>	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH ▾	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	05/31/2018	Mastercard		Transferred to Uncategorized Asset	\$657.12		Transfer
<input type="checkbox"/>	06/01/2018	Transfer Savings		Transferred to Savings	\$400.00		Transfer

☐ Add
 ☐ Find match
 ☒ Transfer

Savings ▾ Transfer to Savings
 Transfer

We'll set **Transfer Savings** to Savings from now on. Edit this setting

BANK DETAIL Transfer to Savings | Add Attachment

<input type="checkbox"/>	07/06/2018	Books By Bessie	Books by Bessie	Uncategorized Income		\$55.00	Add
<input type="checkbox"/>	04/25/2018	Tim Philip Masonry	Tim Philip Masonry	Uncategorized Expense	\$680.00		Add
<input type="checkbox"/>	04/22/2018	Hicks Hardware	Hicks Hardware	Uncategorized Expense	\$24.38		Add

Credit Card Payments

If you pay your credit card balance online or with your debit card, those payments will be downloaded to the banking center.



Add Credit Card Payments

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

Note: 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.

Banking Bank Rules

Bank and Credit Cards | Checking ▾

File upload ▾ Add account

For Review | In QuickBooks | Excluded Go to Register

Batch actions ▾ ▾ All All (4) Recognized (0) Print Settings

<input type="checkbox"/>	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH ▾	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	05/31/2018	Mastercard	Mastercard	Mastercard	\$657.12		Add

☒ Add
 ☐ Find match
 ☐ Transfer

Mastercard ▾ Mastercard ▾ Billable ☐ Select Customer (optional) ▾

Mastercard

We'll set **Mastercard** to Mastercard from now on. Edit this setting

BANK DETAIL Mastercard | Add Attachment

Split Add

<input type="checkbox"/>	07/06/2018	Books By Bessie	Books by Bessie	Uncategorized Income		\$55.00	Add
<input type="checkbox"/>	04/25/2018	Tim Philip Masonry	Tim Philip Masonry	Uncategorized Expense	\$680.00		Add
<input type="checkbox"/>	04/22/2018	Hicks Hardware	Hicks Hardware	Uncategorized Expense	\$24.38		Add

Download More Transactions

When you first connect your account, QuickBooks downloads the last 90 days of transactions for the account. If you want to download more transactions beyond the last 90 days, you can download a transaction file from your bank and upload that into QuickBooks.



Download/Upload Transaction File

- 1) On the **Bank and Credit Cards** page, click the **Update** drop-down and select **File Upload**.
- 2) Follow the instructions on screen to download a transaction file from your bank's website (.OFX or .QBO format is preferred).
- 3) Click **Browse** to select the transaction file you downloaded.
- 4) Select the file, and click **Open**.
- 5) Click **Next**.
- 6) Select the account you downloaded transactions for, and click **Next**.
- 7) Click **Let's go!**.

Reconcile Bank Account


In QuickBooks, you reconcile bank accounts to make sure your records agree with the bank's records. This helps you locate errors in QuickBooks and errors in the bank's records. The matching/adding process does most of the reconciliation work for you.



Reconcile Account

- 1) Click the **Gear** menu and select **Reconcile**.
- 2) Click the **Account** drop-down arrow and select the appropriate bank account.
- 3) Enter the **Ending balance** and the **Ending date**.
- 4) Click the **Start reconciling** button.
- 5) Select the transactions that cleared the bank.
- 6) Click **Finish Now**.
- 7) Click **View report** to open the **Reconciliation Report**.
- 8) Click **Print**.

Begin Reconciliation



Reconcile an account

Open your statement and let's get started.

Which account do you want to reconcile?

Account

Checking

Enter the following from your statement

Beginning balance	Ending balance *	Ending date *
5,000.00	352.54	08/31/2017

Start reconciling

Reconcile

Reconcile

Checking

Statement ending date: August 31, 2017

Edit info

Finish now

\$352.54

STATEMENT ENDING BALANCE

-

\$352.54

CLEARED BALANCE

\$5,000.00

BEGINNING BALANCE

-

\$7,918.81

37 PAYMENTS

+

\$3,271.35

11 DEPOSITS

✓

\$0.00

DIFFERENCE

▼

×

Statement ending date

Clear filter / View all

Payments

Deposits

All

Show me around

Reconcile Completed

✓

Success! You reconciled your account.

To see a report of this reconciliation, click View report. Otherwise, you're done!

View report

Done

Reconciliation Report

Checking

08/31/2017

☐ Hide additional information

Craig's Design and Landscaping Services

Checking, Period Ending 08/31/2017

RECONCILIATION REPORT

Reconciled on: 09/07/2017

Reconciled by: Craig Carlson

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....

5,000.00

Checks and payments cleared (37).....

-7,918.81

Deposits and other credits cleared (11).....

3,271.35

Statement ending balance.....

352.54

Uncleared transactions as of 08/31/2017.....

-900.00

Register balance as of 08/31/2017.....

-547.46

Cleared transactions after 08/31/2017.....

0.00

Uncleared transactions after 08/31/2017.....

-945.00

Register balance as of 09/07/2017.....

-1,492.46

Account Register

Every Balance Sheet account in QuickBooks has a register. A register is a record of all the transactions you have 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 as “C” cleared and indicates it was an automatically added transaction. Reconciled transactions are indicated with an “R”.



Review Bank Account Register

- 1) Click **Accounting** on the navigation bar.
- 2) On the Chart of Accounts, click the View register link next to the account.

Back to Chart of Accounts

Bank Register

Checking

Bank Balance
\$-3,621.93

ENDING BALANCE

\$-1,492.46

Reconcile

Go to: 1 of 1 < First Previous 1-53 of 53 Next Last >

▼ All

DATE ▼

REF NO.
TYPE

PAYEE
ACCOUNT

MEMO

PAYMENT

DEPOSIT

✓

Add check ▼

05/28/2017

Books by Bessie

BOOKS BY BESSIE

\$55.00

C

Deposit

Uncategorized Income

04/28/2017

A1 RENTAL BACKH...

\$1,200.00

C

Expense

Uncategorized Expense

04/28/2017

A1 RENTAL BACKH...

\$200.00

C

Deposit

Uncategorized Income

Your Turn

Now it's your turn to apply what you've learned. **Time Estimate: 5 Minutes**



Banking (MasterCard)

- 1) Accept all Matches.
- 2) Change the **Amazon** charge to the **Dues & Subscriptions** account.
- 3) Add **Amazon** as the payee and add the transaction to QuickBooks.
- 4) Categorize **Lara's Lamination** as a **Promotional** expense.
- 5) Add **Lara's Lamination** as the **Payee** and add the transaction to QuickBooks.

Visit Our Website
www.quickbookstraining.com

Chapter 12- Reports

Mastering QuickBooks Online
Day 2

Run Reports

The Report list is where you can find all of 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.

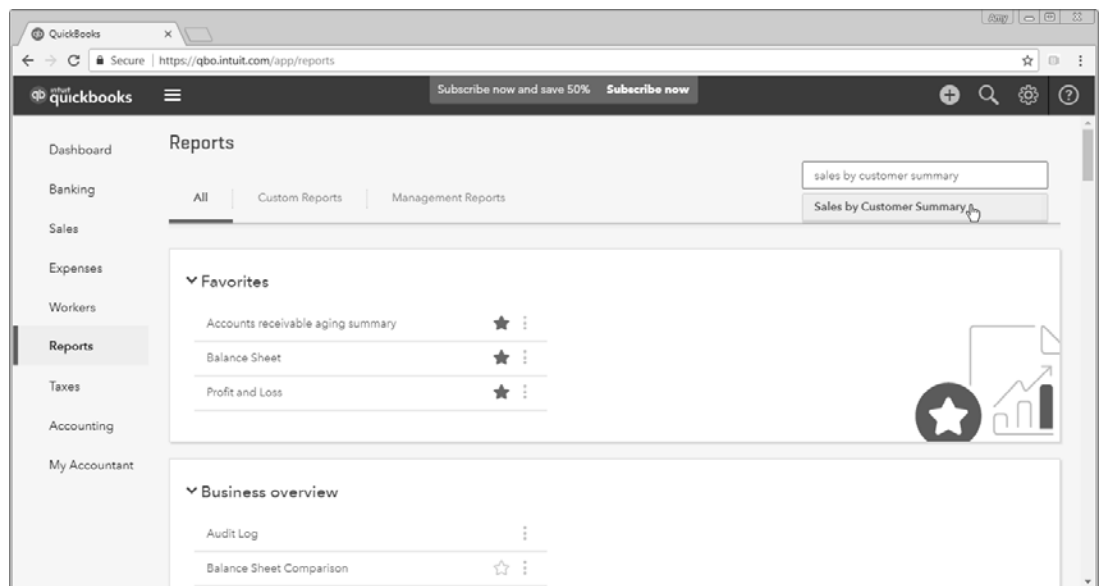
Search Box

Just type the name of a report and QuickBooks finds it for you.



Run Reports

- 1) Click **Reports** on the navigation bar.
- 2) Click **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 detail.

List Reports

List reports show company or transaction data without any analysis of the information. Examples include the Customer Contact List, and the Invoice List.

Detail Reports

Detail reports show the transactions that affect balances for customers, vendors, accounts, or products and services. Examples include the Sales by Customer Detail report, and Profit and Loss Detail

Summary Reports

Summary reports show a list of customers, vendors, products and services, or accounts and information on balances associated with them without showing the transactions that contribute to that balance. Examples include the Sales by Customer Summary report, and the Balance Sheet.

List Report

Sort ▼ Add notes



Craig's Design and Landscaping Services 

INVOICE LIST BY DATE 

July 1 - August 6, 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DUE DATE	AMOUNT	OPEN BALANCE
07/02/2018	Invoice	1005	Freeman Sporting Goods:55 T...		08/01/2018	54.00	4.0
07/02/2018	Invoice	1018	Sushi by Katsuyuki		08/01/2018	80.00	80.0
07/08/2018	Invoice	1001	Amy's Bird Sanctuary	Front yard, hedges, ...	08/07/2018	108.00	0.0
07/08/2018	Invoice	1009	Travis Waldron		08/07/2018	103.55	0.0
07/08/2018	Invoice	1032	Travis Waldron		08/07/2018	414.72	414.7
07/09/2018	Invoice	1010	Weiskopf Consulting		08/08/2018	375.00	375.0
07/09/2018	Invoice	1015	Paulsen Medical Supplies		08/08/2018	954.75	954.7
07/09/2018	Invoice	1019	Sushi by Katsuyuki		08/08/2018	80.00	80.0
07/09/2018	Invoice	1023	Red Rock Diner		08/08/2018	70.00	70.0
07/10/2018	Invoice	1033	Geeta Kalapatapu		08/09/2018	629.10	629.1
07/10/2018	Invoice	1034	Rondonuwu Fruit and Vegi		08/09/2018	78.60	78.6
07/11/2018	Invoice	1035	Mark Cho		08/10/2018	314.28	314.2
07/11/2018	Invoice	1036	Freeman Sporting Goods:0969...		08/10/2018	477.50	477.5
07/11/2018	Invoice	1037	Sonnenschein Family Store		08/10/2018	362.07	362.0

Detail Report

Sort ▾ Add notes



Craig's Design and Landscaping Services 





SALES BY CUSTOMER DETAIL 


January - April, 2018


DATE	TRANSACTION TYPE	NUM	PRODUCT/SERVICE	MEMO/DESCRIPTION	QTY	SALES PRICE	AMOUNT	BALANCE
▼ Bill's Windsurf Shop								
03/26/2018	Invoice	1002	Pest Control:Pest Control	Pest Control Services	1.00	35.00	35.00	35.00
03/26/2018	Invoice	1002	Landscaping:Gardening	Weekly Gardening Service	4.00	35.00	140.00	175.00
Total for Bill's Windsurf Shop							\$175.00	
▼ Freeman Sporting Goods								
▼ 0969 Ocean View Road								
03/26/2018	Invoice	1030	Pest Control:Pest Control	Pest Control Services	1.00	35.00	35.00	35.00
03/26/2018	Invoice	1030	Landscaping:Sod	Sod	15.00	8.75	131.25	166.25
03/26/2018	Invoice	1030	Landscaping:Gardening	Weekly Gardening Service	2.00	25.00	50.00	216.25
04/26/2018	Invoice	1031	Design:Fountains:Rock Fount...	Rock Fountain	1.00	275.00	275.00	491.25
04/26/2018	Invoice	1031	Landscaping:Gardening	Weekly Gardening Service	3.00	30.00	90.00	581.25
Total for 0969 Ocean View Road							\$581.25	
Total for Freeman Sporting Goods							\$581.25	
TOTAL							\$756.25	

Summary Report

Collapse Sort▼ Add notes

Craig's Design and Landscaping Services 

SALES BY CUSTOMER SUMMARY 

January - May, 2018

	TOTAL
Amy's Bird Sanctuary	205.00
Bill's Windsurf Shop	260.00
Dukes Basketball Camp	422.00
▼ Freeman Sporting Goods	
0969 Ocean View Road	581.25
55 Twin Lane	75.00
Total Freeman Sporting Goods	656.25
Kookies by Kathy	75.00
Red Rock Diner	156.00
TOTAL	\$1,774.25

Modify Reports-General



Customize Report

- 1) Click the **Customize** button.
- 2) Select **General**.

General

The screenshot shows the 'Customize report' dialog box with the 'General' tab selected. The dialog has a title bar with a close button (X) in the top right corner. Below the title bar, the 'General' tab is expanded, showing various report settings. The 'Report period' section includes a dropdown menu set to 'This Year' and two date input fields showing '01/01/2016' to '12/31/2016'. The 'Accounting method' section has two radio buttons: 'Cash' (unselected) and 'Accrual' (selected). The 'Number format' section has three checkboxes: 'Divide by 1000' (unchecked), 'Without cents' (unchecked), and 'Except zero amount' (checked). The 'Negative numbers' section has a dropdown menu set to '-100' and a checkbox for 'Show in red' (unchecked). At the bottom of the dialog, there are three expandable sections: 'Rows/Columns', 'Filter', and 'Header/Footer'. A 'Run report' button is located in the bottom right corner of the dialog.

Customize report

▼ General

Report period

This Year 01/01/2016 to 12/31/2016

Accounting method

☐ Cash ☒ Accrual

Number format

☐ Divide by 1000
☐ Without cents
☒ Except zero amount

Negative numbers

-100 ☐ Show in red

► Rows/Columns
► Filter
► Header/Footer

Run report

Date Range

Back to report list

Report period

This Year 01/01/2016 to 12/31/2016

Customize Save customization

Show non-zero or active only Period to compare Accounting method

Active rows/active column Select period Cash Accrual

Run report

Sort Add notes Edit header

Craig's Design and Landscaping Services

SALES BY CUSTOMER SUMMARY

January - December 2016

	TOTAL
Amy's Bird Sanctuary	630.00
Bill's Windsurf Shop	260.00
Cool Cars	2,194.00
Diego Rodriguez	140.00
Dukes Basketball Camp	422.00
Dylan Solifrank	337.50
Freeman Sporting Goods	1,058.75
1060 Ocean View Road	

Collapse/Expand

Back to report list

Report period

This Year 01/01/2016 to 12/31/2016

Customize Save customization

Display columns by Show non-zero or active only Period to compare Accounting method

Total Only Active rows/active column Select period Cash Accrual

Run report

Expand Sort Add notes Edit header

Craig's Design and Landscaping Services

SALES BY CUSTOMER SUMMARY

January - December 2016

	TOTAL
Amy's Bird Sanctuary	630.00
Bill's Windsurf Shop	260.00
Cool Cars	2,194.00
Diego Rodriguez	140.00
Dukes Basketball Camp	422.00
Dylan Solifrank	337.50
Freeman Sporting Goods	1,263.75
Geeta Kalanetani	582.50

Modify Reports-Rows/Columns



Customize Report

- 1) Click the **Customize** button.
- 2) Select **Rows/Columns**.

Rows/Columns

The screenshot shows the 'Customize report' dialog box with the 'Rows/Columns' tab selected. The 'Columns' section has a dropdown menu set to 'Total Only' and a checkbox for 'Show non-zero or active only' which is checked. The 'Period Comparison' section has three options: 'Previous period (PP)', 'Previous year (PY)', and 'Year-to-date (YTD)', each with checkboxes for '\$ change' and '% change'. The '% of Row' and '% of Column' checkboxes are also present. The 'Filter' and 'Header/Footer' sections are collapsed. A 'Run report' button is at the bottom right.

Customize report

General

Rows/Columns

Columns

Show non-zero or active only

Total Only

Active rows/active

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

[Back to report list](#)
Report period
 This Year 01/01/2016 to 12/31/2016 Customize Save customization

Display columns by Total Only **Show non-zero or active only** Active rows/active column **Period to compare** Select period **Accounting method** Cash Accrual Run report

Expand Sort Add notes Edit header

☐ Default
☐ Total in ascending order
☒ Total in descending order

Craig's Design and Landscaping Services
 CUSTOMER SUMMARY
 January - December 2016

	TOTAL
Cool Cars	2,194.00
Freeman Sporting Goods	1,263.75
Paulsen Medical Supplies	954.75
John Melton	750.00
Amy's Bird Sanctuary	630.00
Geeta Kalapatapu	582.50
Travis Waldron	582.55
Dukes Basketball Camp	492.00

Add Column-% of Column

[Back to report list](#)
Report period
 This Year 01/01/2016 to 12/31/2016 Customize Save customization

Display columns by Total Only **Show non-zero or active only** Active rows/active column **Period to compare** % comparison **Accounting method** Cash Accrual Run report

Expand Sort Add notes Edit header

Craig's Design and Landscaping Services
 SALES BY CUSTOMER SUMMARY
 January - December 2016

	TOTAL	
	JAN - DEC 2016	% OF COLUMN
Cool Cars	2,194.00	21.34 %
Freeman Sporting Goods	1,263.75	12.29 %
Paulsen Medical Supplies	954.75	9.29 %
John Melton	750.00	7.30 %

Columns-Total By Month

Craig's Design and Landscaping Services								
SALES BY CUSTOMER SUMMARY								
January - December 2016								
	JUN 2016		JUL 2016		AUG 2016		SEP 2016	
	CURRENT	% OF COLUMN	CURRENT	% OF COLUMN	CURRENT	% OF COLUMN	CURRENT	% OF COLUMN
Cool Cars								
Freeman Sporting Goods			216.25	55.27 %	365.00	70.06 %	155.00	16.45 %
Paulsen Medical Supplies								
John Melton								
Amy's Bird Sanctuary							205.00	21.76 %
Geeta Kalapatapu								
Travis Waldron								
Dukes Basketball Camp							422.00	44.80 %
Weiskopf Consulting								
Dylan Sollfrank								
Sonnenschein Family Store								
Mark Cho								
Shara Barnett								
Bill's Windsurf Shop			175.00	44.73 %			85.00	9.02 %
Sushi by Katsuyuki								
Red Rock Diner					156.00	29.94 %		

Modify Reports-Filters



Customize Report

- 1) Click the **Customize** button.
- 2) Select **Filter**.

Filter

The screenshot shows a 'Customize report' dialog box with a close button (X) in the top right corner. The dialog has a sidebar on the left with four expandable sections: 'General', 'Rows/Columns', 'Filter' (which is currently selected and highlighted with a black border), and 'Header/Footer'. The 'Filter' section contains four filterable fields, each with a checkbox and a dropdown menu:

Field	Value
<input type="checkbox"/> Customer	All
<input type="checkbox"/> Product/Service	All
<input type="checkbox"/> Payment Method	All
<input type="checkbox"/> Crew #	

At the bottom right of the dialog is a 'Run report' button.

Select from Filters

Customize report

- General
- Rows/Columns
- Filter
 - ☒ Product/Service
 - Landscaping:Sod
 - Landscaping
 - Landscaping:Gardening
 - Landscaping:Hours
 - Landscaping:Installation
 - Landscaping:Maintenance & Repair
 - ☒ Landscaping:Sod
 - Landscaping:Soil
 - Landscaping:Sprinklers
 - Landscaping:Sprinklers:Sprinkler Heads
 - Landscaping:Sprinklers:Sprinkler Pipes
 - ☐ Customer
 - ☐ Payment Method
 - ☐ Crew #
- Header/Footer

Run report

Specific Product/Service

Filters: Product/Service X

Expand Sort Add notes Edit header

Craig's Design and Landscaping Services

SALES BY CUSTOMER SUMMARY
January - December 2016

	TOTAL
Cool Cars	1,750.00
Freeman Sporting Goods	181.25
Travis Waldron	300.00
TOTAL	\$2,231.25

Accrual basis Monday, November 28, 2016 3:29 PM GMT-06:00

Modify Reports-Numbers



Customize Report

- 1) Click the **Customize** button.
- 2) Select **General**.

Numbers

Customize report

▼ General

Report period

This Year
01/01/2016
to
12/31/2016

Accounting method

☐ Cash
☒ Accrual

Number format

☐ Divide by 1000

☒ Without cents

☒ Except zero amount

Negative numbers

-100

☐ Show in red

▶ Rows/Columns

▶ Filter

▶ Header/Footer

Run report

Without Cents

Filters: Product/Service X

Expand Sort ▼ Add notes Edit header

Craig's Design and Landscaping Services

SALES BY CUSTOMER SUMMARY

January - December 2016

	TOTAL
Cool Cars	1,750
Freeman Sporting Goods	181
Travis Waldron	300
TOTAL	\$2,231

Modify Reports-Header/Footer



Customize Report

- 1) Click the **Customize** button.
- 2) Select **Header/Footer**.

Header/Footer

The screenshot shows the 'Customize Report' dialog box with the 'Header/Footer' tab selected. The dialog has a close button (X) in the top right corner. The 'Header/Footer' section is expanded, showing options for the report's header and footer. The 'Header' section includes three checked checkboxes: 'Company name' (with a text field containing 'Craig's Design and Landscap'), 'Report title' (with a text field containing 'Sod Sales by Customer'), and 'Report period'. The 'Footer' section includes three checked checkboxes: 'Date prepared', 'Time prepared', and 'Report basis (cash vs. accrual)'. The 'Alignment' section has two dropdown menus: 'Header' (set to 'Center') and 'Footer' (set to 'Center'). A 'Run report' button is located at the bottom right of the dialog.

► Rows/Columns

► Filter

▼ Header/Footer

Header

☒ Company name Craig's Design and Landscap

☒ Report title Sod Sales by Customer

☒ Report period

Footer

☒ Date prepared

☒ Time prepared

☒ Report basis (cash vs. accrual)

Alignment

Header Center

Footer Center

Run report

Modified Report Title

Filters: Product/Service X

Expand Sort ▼ Add notes Edit header

Craig's Design and Landscaping Services

SOD SALES BY CUSTOMER
January - December 2016

	TOTAL
Cool Cars	1,750
Freeman Sporting Goods	181
Travis Waldron	300
TOTAL	\$2,231

Accrual basis Monday, November 28, 2016 3:39 PM GMT-06:00

Save Report Customizations



Save Report Customizations

- 1) Click **Save Customizations**.
- 2) Enter the appropriate information for the customized report.
- 3) Click **Save**.

Save Customizations

[Back to report list](#)
Report period
 This Year to
Customize **Save customization**

Display columns by
Show non-zero or active only
Period to compare
Accounting method ☐ Cash ☒ Accrual
 Run report

Filters: Product/Service X

Expand Sort Add notes Edit header
 ✉ 🖨 📄 ⚙

Craig's Design and Landscaping Services
SOD SALES BY CUSTOMER
 January - December 2016

	TOTAL
Cool Cars	1,750
Freeman Sporting Goods	181
Travis Waldron	300
TOTAL	\$2,231

Accrual basis Monday, November 28, 2016 3:39 PM GMT-06:00

Save Report Customizations

[Back to report list](#)

Report period

This Year
01/01/2016
to
12/31/2016

Display columns by

Total Only

Show non-zero or active only

Active rows/active column

Period to compare

Select period

Customize
Save customization

Custom report name

Sod Sales by Customer

Add this report to a group

Boss's Reports

Add new group

Share with

All

Save

Filters: Product/Service X

Expand Sort Add notes Edit header

Craig's Design and Landscaping Services

SOD SALES BY CUSTOMER
January - December 2016

	TOTAL
Cool Cars	1,750
Freeman Sporting Goods	181
Travis Waldron	300
TOTAL	\$2,231

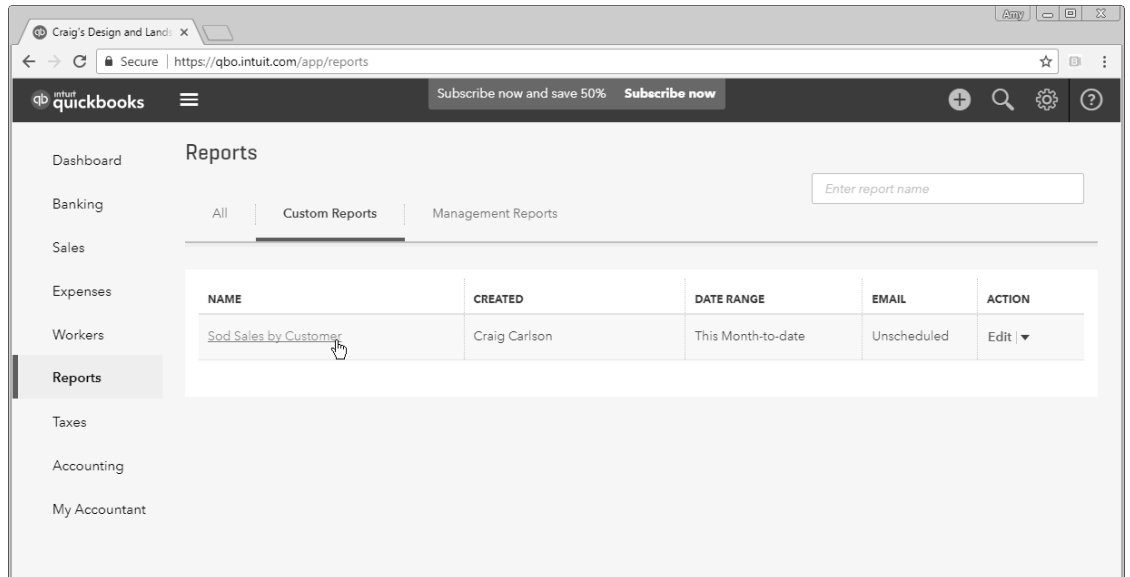
Accrual basis Monday, November 28, 2016 3:39 PM GMT-06:00

Run Custom Reports



Run My Custom Report

- 1) Click **Reports** on the navigation bar.
- 2) Click **Custom Reports**.
- 3) Click the name of the report to run.



Email & Schedule Reports

Email Once

It's easy to email a report from QuickBooks. Just run the report and click the Email button. The report is sent as a PDF attachment.



Email Report

- 1) Run the appropriate report.
- 2) Click the email icon at the top of the report.
- 3) Click the **Email** button.
- 4) Enter the appropriate information.
- 5) Click **Send**.

Email Report

Back to report list

Report period

This Year

01/01/2016

to

12/31/2016

Customize

Save customization

Display columns by

Total Only

Show non-zero or active only

Active rows/active columns

Period to compare

Select period

Accounting method

☐ Cash
☒ Accrual

Run report

Filters: Product/Service X

Expand
Sort ▼
Add notes
Edit header

Craig's Design and Landscaping Services

SOD SALES BY CUSTOMER

January - December 2016

	TOTAL
Cool Cars	1,750
Freeman Sporting Goods	181
Travis Waldron	300
TOTAL	\$2,231

Accrual basis Monday, November 28, 2016 3:49 PM GMT-06:00

Email Report

Email Report

To
someone@important.com

CC

Subject
Your Sod Sales by Customer Report

Body
Hello
Attached is the Sod Sales by Customer report for Craig's Design and Landscaping Services.
Regards
Craig's Design

Report
Sod Sales by Customer Report .pdf

Cancel Send

Email on Schedule

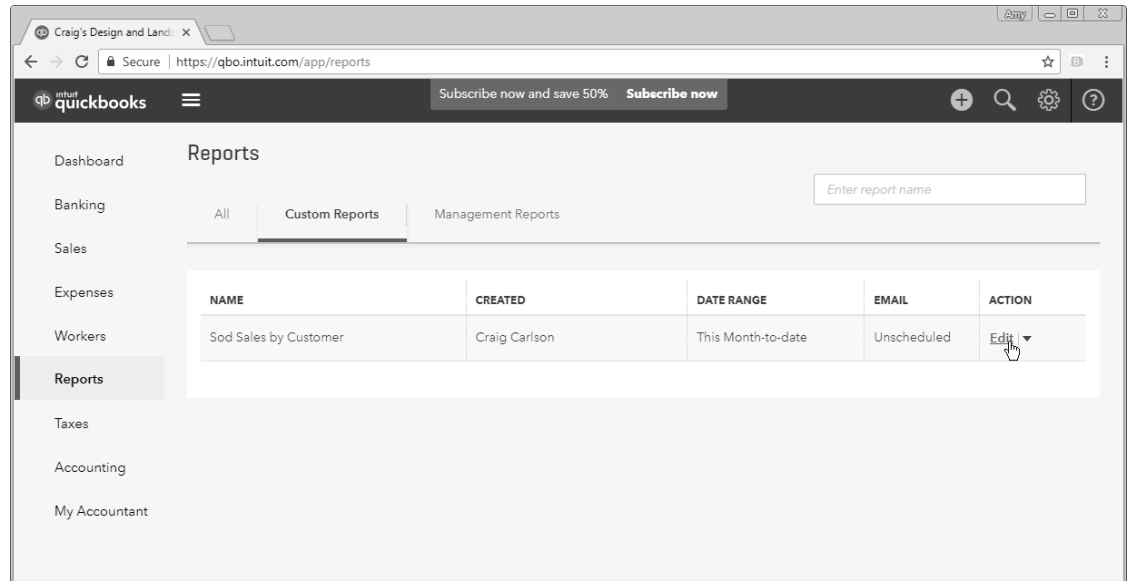
You can set an email schedule for your customized reports and report groups. By default, QuickBooks sends the report as a PDF attachment. You can choose to send the report as an Excel file.



Set Report Email Schedule

- 1) Click **Reports** on the navigation bar.
- 2) Select **Custom Reports**.
- 3) Click **Edit** next to the appropriate report or report group.
- 4) Click the **Set email schedule** option.
- 5) Make the appropriate selections.
- 6) Click **Save and close**.
- 7) (Optional) Select **Attach the report as an Excel file**.
- 8) Click **Save**.

Edit Memorized Report/Report Group



Edit Memorized Report/Report Group Settings

Custom Report

Set email schedule

ON

SET RECURRENCE

Repeats: Monthly ▼

Every: 1 month(s)

Next Date: 04/29/2017

End Date: -

On: Last ▼ Sunday ▼

End: None ▼

EMAIL INFORMATION

To: someone@important.com Cc

Financial reports for Craig's Design and Landscaping Services

Hello,

Attached is the set of financial reports for Craig's Design and Landscaping Services.

Regards,

Cancel

Save

Save and close ▼

Custom Reports-Email Scheduled

All

Custom Reports

Management Reports

NAME	CREATED	DATE RANGE	EMAIL	ACTION
Sod Sales by Customer	Craig Carlson	This Month-to-date	Every Month	Edit ▼

Your Turn

Now it's your turn to apply what you've learned. **Time Estimate: 5 Minutes**

Reports

- 1) Your boss wants the **Expenses by Vendor** report for **This Year to Date**.
- 2) Your boss wants the report broken down by month, and only wants to see bills that have been paid (cash basis). She also wants the report sorted by amount, with the biggest amounts first.
- 3) The boss (mary_auldridge@noreply.com) asks that you email her this report every month on the last day of the month. She wants the report sent indefinitely. Automate this in QuickBooks.

Visit Our Website
www.quickbookstraining.com

Chapter 13- Accounting Tasks

Mastering QuickBooks Online
Day 2

Account Numbers

Account numbers make it easy for your accountant to standardize their client's 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) Click the **Gear** menu and select **Account and Settings**.
- 2) Click **Advanced** on the list to the left.
- 3) Click in the **Chart of accounts** section.
- 4) Click the box next to **Enable account numbers**.
- 5) Click **Save**.

Account and Settings

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

Accounting

First month of fiscal year

January

First month of income tax year

Same as fiscal year

Accounting method

Accrual

Close the books

Off

Company type

Tax form

Chart of accounts

☒ Enable account numbers ?

☒ Show account numbers ?

Markup income account ?

Markup

Billable expense income account ?

Billable Expense Incon

Cancel

Save

Done



Assign Account Numbers

- 1) Click the **Gear** menu and select **Chart of Accounts**.
- 2) Click the edit icon.
- 3) Enter the appropriate account numbers in the **Number** column.
- 4) Click **Save**.

intuit quickbooks Subscribe now and save 50% [Subscribe now](#)

Dashboard **Chart of Accounts** Reconcile

Banking

Sales

Expenses

Workers

Reports

Taxes

Accounting

My Accountant

Chart of Accounts

< All Lists

Cancel **Save**

NUMBER	NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE
9000	Checking	Bank	Checking	1,201.00	-3,621.93
9100	Savings	Bank	Savings	800.00	200.00
11000	Accounts Receivable (A/	Accounts receivable (A/R)	Accounts Receivable (A/R)	5,281.52	
12000	Inventory Asset	Other Current Assets	Inventory	596.25	
12100	Prepaid Expenses	Other Current Assets	Prepaid Expenses	0.00	
	Uncategorized Asset	Other Current Assets	Other Current Assets	0.00	
	Undeposited Funds	Other Current Assets	Undeposited Funds	2,062.52	
	Truck	Fixed Assets	Vehicles	13,495.00	

Set Closing Date

The Closing Date in QuickBooks essentially “locks” the current accounting period. 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) Click the **Gear** menu and select **Account and Settings**.
- 2) Click **Advanced** on the list to the left.
- 3) Click in the **Accounting** section.
- 4) Click the box next to **Close the books**.
- 5) Enter the **Closing date**.
- 6) Click the drop-down arrow and select the appropriate option.
- 7) (Optional) Enter the password in the **Password** and **Confirm Password** fields.
- 8) Click **Save**.

Account and Settings

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

Accounting

First month of fiscal year [?] January

First month of income tax year Same as fiscal year

Accounting method [?] Accrual

☒ Close the books [?] 12/31/2016

Closing date 12/31/2016

Allow changes after viewing a warning and entering password [?]

Password

Confirm Password

Cancel Save

Done

Manage Users

There are five types of users you can add in QuickBooks.

User Type	Description
Custom 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	Logs 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 total user limit. (QuickBooks Online Plus only)
Time tracking only	Logs in to a special version of QuickBooks that only allows them to fill out or edit their own time sheets. Does not count toward total user limit. (QuickBooks Online Plus and Essentials only)
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.



Add Custom User

- 1) Click the **Gear** menu and select **Manage Users**.
- 2) Click the **Add user** button.
- 3) Select the appropriate **User Type**, and click **Next**.
- 4) Select the appropriate access rights, and click **Next**.
- 5) Select the appropriate user settings, and click **Next**.
- 6) Enter the new user's name and email address.
- 7) Click **Save**.

Manage users

[Give Feedback](#)

Users **1**

Accountants **0**

Add user

NAME	EMAIL	USER TYPE	STATUS	BILLABLE 1	ACTION
amy_galouye+...	amy_galouye+...	Master admin	Active	Yes	Edit ▼




Add Accountant User

- 1) Click the **Gear** menu and select **Manage Users**.
- 2) Click the **Accountants** tab.
- 3) Enter your accountant's email address, and click **Invite**.

Manage users

Users 1Accountants 0



An accountant can be your best business partner
Make it easy to work together. Invite yours to your QuickBooks.

No accountant? No worries.

Audit Log

The Audit Log allows you and your accountant to see almost every activity in QuickBooks, including when users log in and log out, when transactions are entered, changed, or edited, and any list activity such as adding or editing list entries.



Run Audit Log

- 1) Click the **Gear** menu and select **Audit Log**.
- 2) (Optional) Click the **Filter** drop-down arrow to select the appropriate filters.
- 3) Click **View** to open any activity on the Audit Log.

DATE CHANGED	USER	EVENT	NAME	DATE	AMOUNT	HISTORY
Mar 15, 5:48 pm ...	Craig Carlson	Logged out.				
Mar 15, 5:46 pm ...	Craig Carlson	Logged in.				
Mar 15, 5:39 pm ...	Craig Carlson	Logged in.				
Mar 15, 2:51 pm ...	Craig Carlson	Logged out.				
Mar 15, 2:49 pm ...	Craig Carlson	Edited Product or Service: Design : Rocks				View
Mar 15, 2:49 pm ...	Craig Carlson	Edited Product or Service: Design : Lighting				View
Mar 15, 2:49 pm ...	Craig Carlson	Edited Product or Service: Design : Services				View

Your Turn

Now it's your turn to apply what you've learned. **Time Estimate: 5 Minutes**



Accounting Tasks

- 1) Close the books as of the end of last year. Use a password you will remember.
- 2) You're tired of **Bob's Burger Joint**. Delete the vendor by making the name inactive. Then, open the **Audit Log** to see the deletion.
- 3) Turn on account numbers and assign the following numbers to your accounts:
1010 Checking
1210 Accounts Receivable
2110 Accounts Payable

Chapter 14- Customize QuickBooks

Mastering QuickBooks Online
Day 2

Company Settings

Accounting Method

You can set your default accounting method to either Cash or Accrual basis. Use the Accrual basis if you report income when you invoice your customer. Use the Cash basis if you only report income when you receive payment from your customer. If you're not sure which accounting method you should use, consult your accountant.



Customize Accounting Method

- 1) Click the **Gear** menu and select **Account and Settings**.
- 2) Click **Advanced** in the list to the left.
- 3) Click in the **Accounting** section.
- 4) Click the **Accounting method** drop-down arrow and select the appropriate method.
- 5) Click **Save**.

Account and Settings

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

Accounting

First month of fiscal year ?

January

First month of income tax year

Same as fiscal year

Accounting method ?

Accrual

Accrual

Cash

☐ Close the books ?

Cancel

Save

Company type

Tax form

Chart of accounts

Enable account numbers

On

Markup income account

Markup

Billable expense income account

Billable Expense Income

Done

Customer Label

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



Customize Customer Label

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

Account and Settings

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

Other preferences

Date format: MM/dd/yyyy

Number format: 123,456.00

Customer label: Customers

☒ Warn if duplicate check number is used

☒ Warn if duplicate bill number is used

Sign me out if inactive for

Cancel Save

Privacy | Security | Terms of Service

Done

Custom Fields

Use Custom Fields to add data to sales forms that is not included in QuickBooks. You can also run reports that include your custom fields.



Add Custom Field

- 1) Click the **Gear** menu and select **Company and Settings**.
- 2) Click **Sales** on the list to the left.
- 3) Click in the **Sales Form Content** section.
- 4) Enter the **Name** for the custom field.
- 5) Select the appropriate checkboxes next to **Internal** or **Public**.
- 6) Click **Save**.

Account and Settings

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

Sales form content

Preferred invoice terms ? Net 30

Preferred delivery method ? Print later

☐ Shipping ? Off

Custom fields ? On

Name	Internal	Public
Sales Rep	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

☐ Custom transaction numbers ? Off

☐ Service date ? Off

☒ Discount ? On

☐ Deposit ? Off

Cancel Save

Done

Customize Email Template

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



Customize Email Template

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

Account and Settings

Company | Messages | Default email message sent with sales forms

☒ Use greeting Dear [Full Name]

Sales form ?

Invoice Use standard message

Subject

Invoice [Invoice No.] from Craig's Desig

Email message

Here's your invoice! We appreciate your prompt payment.

Thanks for your business!

Craig's Design and Landscaping Services

☐ Email me a copy at qbshooting30+11@gmail.com

Copy (Cc) new invoices to address

Cc (Separate multiple emails with a comma)

Blind Copy (Bcc) new invoices to address

Bcc (Separate multiple emails with a comma)

Default message shown on sales forms

Sales form

Estimate ?

Done

Advanced Customization

There are some customization options in QuickBooks that you may find useful. You can set your preferred date and number format, and set a preference to pre-fill forms with information that was used in the last transaction for the selected name.



Set Pre-fill Preference

- 1) Click the **Gear** menu and select **Account and Settings**.
- 2) Click **Advanced** in the list to the left.
- 3) Click in the **Automation** section.
- 4) Click the box next to **Pre-fill forms with previously entered content**.
- 5) Click **Save**.

Account and Settings

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

Automation

☒ Pre-fill forms with previously entered content ? On

☒ Automatically apply credits ? On

☐ Automatically invoice unbilled activity ? Off

☒ Copy estimates to invoices On

Copy pending and accepted estimates ▾

☒ Automatically apply bill payments ? On

Cancel Save

Time tracking Add Service field to timesheets On

Done



Set Date and Number Format

- 1) Click the **Gear** menu and select **Account and Settings**.
- 2) Click **Advanced** in the list to the left.
- 3) Click in the **Other preferences** section.
- 4) Click the **Date format** drop-down arrow and select the appropriate option.
- 5) Click the **Number format** drop-down arrow and select the appropriate option.
- 6) Click **Save**.

Account and Settings

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

Other preferences

Date format MM/dd/yyyy ▾

Number format 123,456.00 ▾

Customer label Customers ▾ ?

☒ Warn if duplicate check number is used On

☒ Warn if duplicate bill number is used On

Sign me out if inactive for 3 hours ▾

Cancel Save

Done

Customize Forms

QuickBooks provides a small variety of customization options for your sales forms. As you make changes to what appears on your form and how it appears, QuickBooks provides a preview of the form appearance. These customizations apply to your invoices, estimates and sales receipts.



Customize Invoice Form

- 1) Click the **Gear** menu and select **Custom Form Styles**.
- 2) Click 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 Form Style

Edit invoices that turn heads and open wallets

Design Content Emails Payments

Everything saves automatically.

My Invoice Template

Change up the template

Make logo edits

Try other colors

Select a different font

Edit print settings

Invoice

Craig's Design and Landscaping Services
5454 Fannin Rd.
Placerville
CA - 95667
US
930-454-1066
qbshooting30+11@gmail.com

BILL TO
Smith Co.
123 Main Street
City
CA 12345

INVOICE#	DATE	TERMS	DUE DATE	TOTAL DUE	ENCLOSED
12345	01/12/2016	Net 30	02/12/2016	\$665.00	

SALES REP
CUSTOM-1

ACTIVITY	QTY	RATE	AMOUNT
Item name	2	225	450
Description of the item			
Item name	1	225	225
Description of the item			

SUBTOTAL 675.00
DISCOUNT 2% -15.00
TOTAL TAX 101.25
TOTAL \$776.25
BALANCE DUE \$776.25

Preview PDF Done

Customize Form Content-I

Edit invoices that turn heads and open wallets

Design Content Emails Payments

Everything saves automatically.

Header

☒ Business name
Craig's Design and Landscaping Services

☒ Phone
530-454-1066

☒ Email
qboshooting30+11@gmail.com

+ Address

+ Website

Form

☒ Form names
Invoice Invoice

☒ Form numbers

☐ Use custom transaction numbers

Invoice

Craig's Design and Landscaping Services
5454 Fannin Rd.
Placerville
CA - 95667
US
530-454-1066
qboshooting30+11@gmail.com

BILL TO
Smith Co.
123 Main Street
City
CA 12345

INVOICE#	DATE	TERMS	DUE DATE	TOTAL DUE	ENCLOSED
12345	01/12/2018	Net 30	02/12/2018	\$865.00	

SALES REP
CUSTOM-1

ACTIVITY	QTY	RATE	AMOUNT
Item name Description of the item	2	225	450
Item name Description of the item	1	225	225

SUBTOTAL	875.00
DISCOUNT 2%	-13.50
TOTAL TAX	101.25
TOTAL	\$776.25
BALANCE DUE	\$776.25

Preview PDF Done

Customize Form Content-II

Edit invoices that turn heads and open wallets

Design Content Emails Payments

Table

Account summary

☐ Show on invoice

Activity table

COLUMNS EDIT LABELS AND WIDTHS

☐ Date

☒ Description
☐ Include
Quantity and
Rate

☒ Product/Service
☒ Include
description
here
☒ Category

Invoice

Craig's Design and Landscaping Services
5454 Fannin Rd.
Placerville
CA - 95667
US
530-454-1066
qboshooting30+11@gmail.com

BILL TO
Smith Co.
123 Main Street
City
CA 12345

INVOICE#	DATE	TERMS	DUE DATE	TOTAL DUE	ENCLOSED
12345	01/12/2018	Net 30	02/12/2018	\$865.00	

SALES REP
CUSTOM-1

ACTIVITY	QTY	RATE	AMOUNT
Item name Description of the item	2	225	450
Item name Description of the item	1	225	225

SUBTOTAL	875.00
DISCOUNT 2%	-13.50
TOTAL TAX	101.25
TOTAL	\$776.25
BALANCE DUE	\$776.25

Preview PDF Done

Customize Form Content-III

Edit invoices that turn heads and open wallets

Design Content Emails Payments

Everything saves automatically.

Footer

Display

☒ Discount

☐ Deposit

Message to customer on

Invoices

Thank you for your business and have a great day!

8pt

Footer text

Enter any other text you'd like in the footer

8pt

Centered

Craig's Design and Landscaping Services

5454 Fannin Rd.
Placerville
CA - 95667
US
530-454-1060
qbschooling30+11@gmail.com

INVOICE# DATE TERMS DUE DATE TOTAL DUE ENCLOSED

12345	01/12/2016	Net 30	02/12/2016	\$665.00	
-------	------------	--------	------------	----------	--

SALES REP
CUSTOM-1

ACTIVITY	QTY	RATE	AMOUNT
Item name Description of the item	2	225	450
Item name Description of the item	1	225	225

SUBTOTAL 675.00

DISCOUNT 2% -13.50

TOTAL TAX 101.25

TOTAL \$776.25

BALANCE DUE \$776.25

Preview PDF Done

Customize Form Email

Edit invoices that turn heads and open wallets

Design Content Emails Payments

Everything saves automatically.

Standard email

Edit the email your customers get with every sent form

Invoice

Subject

Invoice [Invoice No.] from Craig's Design and Landscaping Services

Message to customer

Here's your invoice! We appreciate your prompt payment.

Thanks for your business!

Craig's Design and Landscaping Services

Reminder email

Subject

Invoice 12345 from Craig's Design and Landscaping Services

From

quickbooks@notification.intuit.com

Craig's Design and Landscaping Services

INVOICE DUE DATE BALANCE DUE

12345 02/12/2016 \$665.00

Pay invoice

Dear customer,

Here's your invoice! We appreciate your prompt payment.

Thanks for your business!

Craig's Design and Landscaping Services

intuit quickbooks

© Intuit, Inc. All rights reserved. Privacy | Terms of Service

Preview PDF Done

Your Turn

Now it's your turn to apply what you've learned. **Time Estimate: 8 Minutes**



Customize QuickBooks

- 1) You have hired several sales reps. Add a **Sales Rep** custom field to sales forms.
- 2) Change the “Customer Label” to **Clients**.
- 3) Customize your invoice:
 - a. Change the invoice color to your favorite
 - b. In the **Content** tab, open the **Activity** section and turn on **Account Summary**.
 - c. Edit labels and change the label of the “Description” column to **Service**.
 - d. Add a legal disclaimer to the **Footer**. Be creative!
 - e. Preview a PDF of your invoice

Chapter 15- Save Time

Mastering QuickBooks Online
Day 2

Find Transactions

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

Sales Transactions

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



Find in Sales Transactions List

- 1) Click **Sales** (or **Invoicing**) in the left navigation bar.
- 2) Select **All Sales**.
- 3) Use the filters at the top of the list, or click the **Filter** drop-down and select the appropriate filters and click **Apply**.

All Sales

Invoices

Customers

Products and Services

Sales Transactions

Import Transactions

New transaction

Unbilled Last 365 Days

Unpaid Last 365 Days

Paid

\$0

0 ESTIMATE

\$750

2 UNBILLED ACTIVITY

\$1,526

10 OVERDUE

\$5,282

20 OPEN INVOICES

\$3,136

12 PAID LAST 30 DAYS

Filter

Last 365 Days

Invoices

Open

Clear filter / View all

Batch actions

DATE

TYPE

NO.

CUSTOMER

DUE DATE

AGING

BALANCE

TOTAL

STATUS

ACTION

07/09/2018

Invoice

1015

Paulsen Med...

08/08/2018

\$954.75

\$954.75

Open

Receive payment

07/10/2018

Invoice

1033

Geeta Kalap...

08/09/2018

\$629.10

\$629.10

Open

Receive payment

07/11/2018

Invoice

1036

Freeman Sp...

08/10/2018

\$477.50

\$477.50

Open

Receive payment

06/16/2018

Invoice

1007

John Melton

07/16/2018

21

\$450.00

\$750.00

Overdue

Receive payment

07/08/2018

Invoice

1032

Travis Waldron

08/07/2018

\$414.72

\$414.72

Open

Receive payment

07/09/2018

Invoice

1010

Weiskopf Co...

08/08/2018

\$375.00

\$375.00

Open

Receive payment

07/11/2018

Invoice

1037

Sonnenschei...

08/10/2018

\$362.07

\$362.07

Open

Receive payment

07/11/2018

Invoice

1035

Mark Cho

08/10/2018

\$314.28

\$314.28

Open

Receive payment

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 drop-down to help narrow down the list to just the transaction(s) you're looking for.



Find in Expense Transactions List

- 1) Click **Expenses** in the left navigation bar.
- 2) Select **Expenses**.
- 3) Use the filters at the top of the list, or click the **Filter** drop-down and select the appropriate filters and click **Apply**.

Expenses

Vendors

Expense Transactions

Print Checks

New transaction

Filter

Last 365 Days Equipment Rental X

Clear filter / View all

Batch actions

DATE

TYPE

NO.

PAYEE

CATEGORY

TOTAL

ACTION

07/09/2018

Expense

1

Ellis Equipment Rental

Equipment Rental

\$112.00

06/25/2018

Bill

Hall Properties

Equipment Rental

\$900.00

Total

\$1,012.00

< First

Previous

1 of 2

Next

Last >

Find in Names List

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



Find in Names List

- 1) Open the appropriate names list.
- 2) Select the name from the list.
- 3) Find the transaction in the **Transactions** list for that name.
- 4) Click on the transaction to open it.

intuit

quickbooks

Subscribe now and save 50%

Subscribe now

Dashboard

Banking

Sales

Expenses

Workers

Reports

Taxes

Accounting

My Accountant

Pam Seitz

Pam Seitz, CPA

P.O. Box 15, Bayshore, CA 94326

No notes available. Please click to add notes.

Edit

New transaction

\$0.00

OPEN

\$0.00

OVERDUE

Transaction List

Vendor Details

Batch actions

Filter

DATE

TYPE

NO.

PAYEE

CATEGORY

TOTAL

ACTION

02/17/2018

Expense

76

Pam Seitz

Legal & Prof

\$75.00

Total

\$75.00

< First

Previous

1-1 of 1

Next

Last >

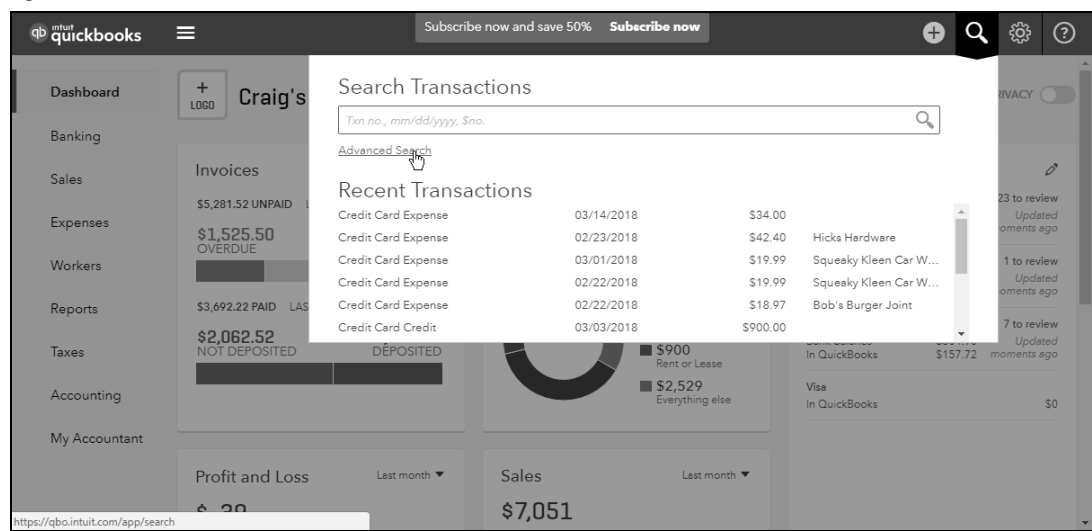
Search

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.

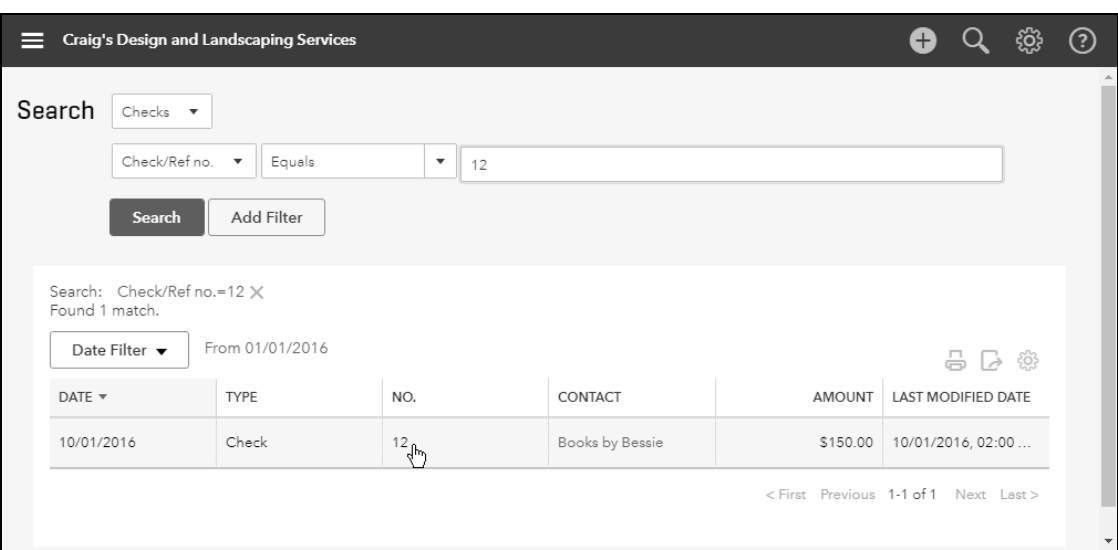
Transaction Search

- 1) Click the search icon.
- 2) Enter the search criteria for the transaction and press **Enter**, or click **Advanced Search**.
- 3) Enter the appropriate search filters.
- 4) Click **Search**.

Open Search



Search Results



Recurring Transactions

Some transactions need to be entered 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) Click **Make Recurring**.
- 3) Enter the appropriate information for the recurring transaction.
- 4) Click **Save template**.

Check #To print

Recurring Check

Template name

Monthly Rent Check

Type

Scheduled

Create

days in advance

Payee

Hall Properties

Account

Checking

Interval

Monthly

on

day

1st

of every

1

month(s)

Start date

05/01/2017

End

After

36

occurrences

Mailing address

Hall Properties
 P.O.Box 357
 South Orange, NJ
 07079

Check no.

To print

☒ Print later

	#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER
	1	Rent Expense		1,000.00				

Cancel

Clear

Save template

Shortcuts

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.

The screenshot shows the 'Invoice' form with the following details:

- Header:** Invoice title, settings, help, and close icons.
- Customer Info:** 'Choose a customer' dropdown, 'Email (Separate emails with a comma)' field, 'Send later' checkbox, and 'Cc/Bcc' label.
- Payment Options:** 'Get set up' link, 'Credit card' checkbox with logos (VISA, MASTERCARD, AMEX, PAY), and 'Free bank transfer' checkbox with 'ACH' label.
- Summary:** 'BALANCE DUE \$125.00'.
- Billing Info:** 'Billing address' field, 'Terms' dropdown (Net 30), 'Invoice date' (04/25/2017), 'Due date' (05/25/2017), and two 'Sales Rep' fields.
- Table:**

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
1	Services		1	125	40+35+50		
2							
- Footer:** 'Cancel', 'Clear', 'Print or Preview', 'Make recurring', 'Customize', 'Save', and 'Save and close' buttons.

A mouse cursor is pointing at the 'AMOUNT' field '40+35+50' in the first row of the table, demonstrating the Quickmath feature.

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+?. To use a shortcut, hold down Control+Alt, and the corresponding shortcut key.

Your Company ID is 1214243305 H32

Keyboard Shortcuts

To take advantage of shortcuts, simultaneously press
[ctrl] and [alt or option] and one [key from the list below]

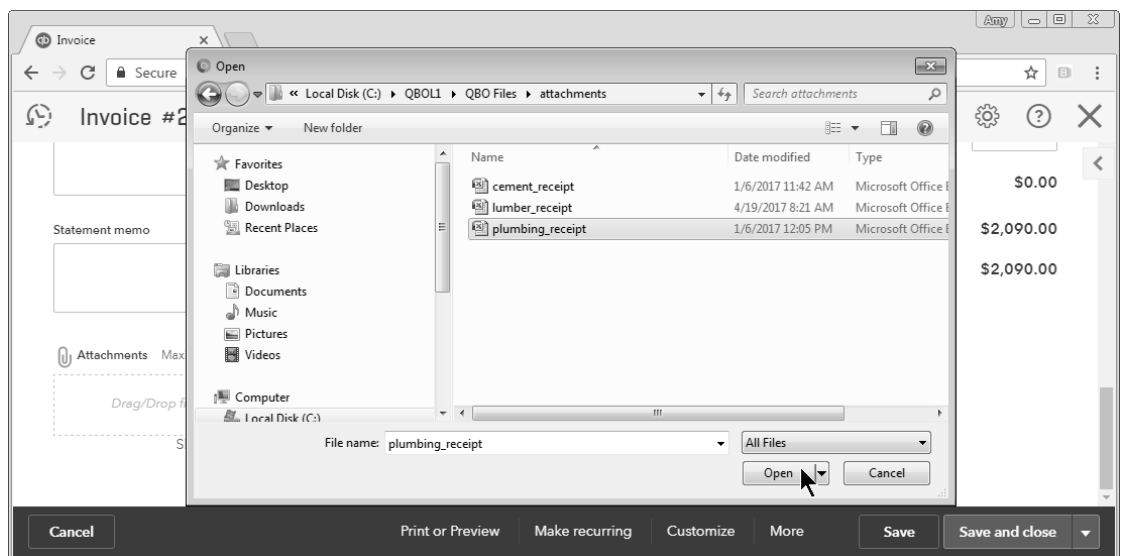
Regular pages - homepage, customers etc.		Transaction pages - invoice, expense etc.	
Shortcut Key	Action	Shortcut Key	Action
i	Invoice	x	Exit transaction view
w	Check	c	Cancel out
e	Estimate	s	Save and New
x	Expense	d	Save and Close
r	Receive Payment	m	Save and Send
c	Customers		
v	Vendors		
a	Chart of Accounts		
l	Lists		
h	Help		
f	Search Transactions		
? or /	This dialog		

OK

Attachments

Use attachments to keep track of original documentation for transactions. This can save you time when you need to find copies of this documentation later. On any transaction, click the paperclip icon next to Attachments, and upload any files you want to associate with the transaction.

Select Attachment



Attached File

Invoice #27

Statement memo

Attachments Maximum size: 25MB

☒ Attach to email plumbing_receipt.xlsx (5.6 kb)

Drag/Drop files here or click the icon

Show existing

Discount percent	\$0.00
Total	\$2,090.00
Balance due	\$2,090.00

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

Date Shortcuts

Quickly change the date on forms using the keyboard shortcuts in the table below.

+	Increase form number or increase date
-	Decrease form number or decrease date
R	Changes date to end of year
Y	Changes date to beginning of year
M	Changes date to beginning of month
H	Changes date to end of month
T	Changes date to today's date

Your Turn

Now it's your turn to apply what you've learned. **Time Estimate: 5 Minutes**



Save Time

You sign up for a new worker's compensation insurance plan with **Cigna Health Care**. The monthly premium is **\$200** which is automatically withdrawn from the **Checking** account. You start making payments on the 27th of next month, and it is paid on the 27th of every month for 12 months. Automate this payment in QuickBooks.

Visit Our Website
www.quickbookstraining.com

Chapter 16- Mobile App

Mastering QuickBooks Online
Day 2

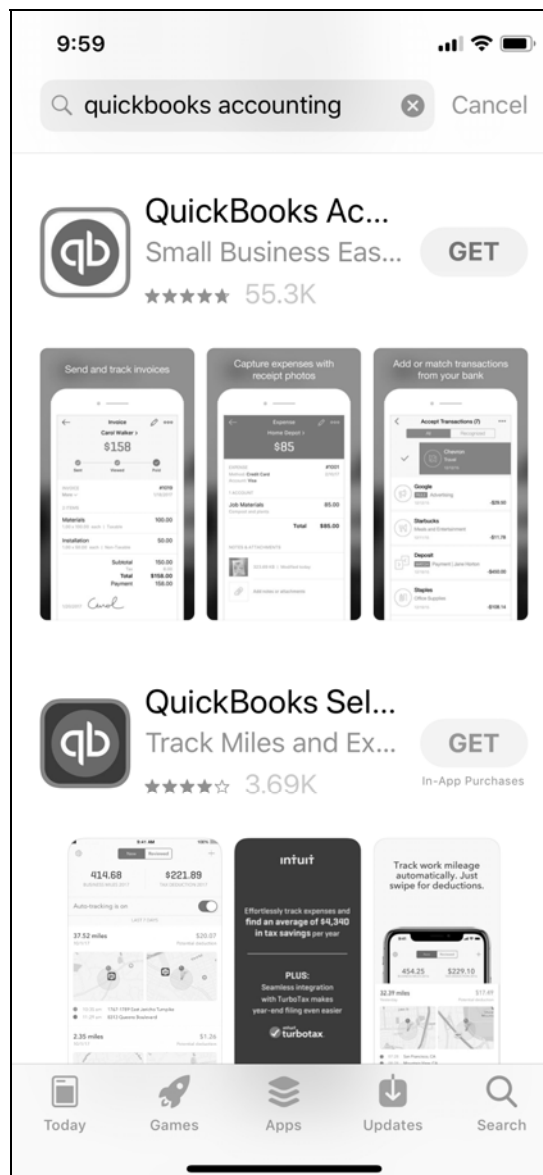
Install Mobile App

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.



Install Mobile App

- 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.



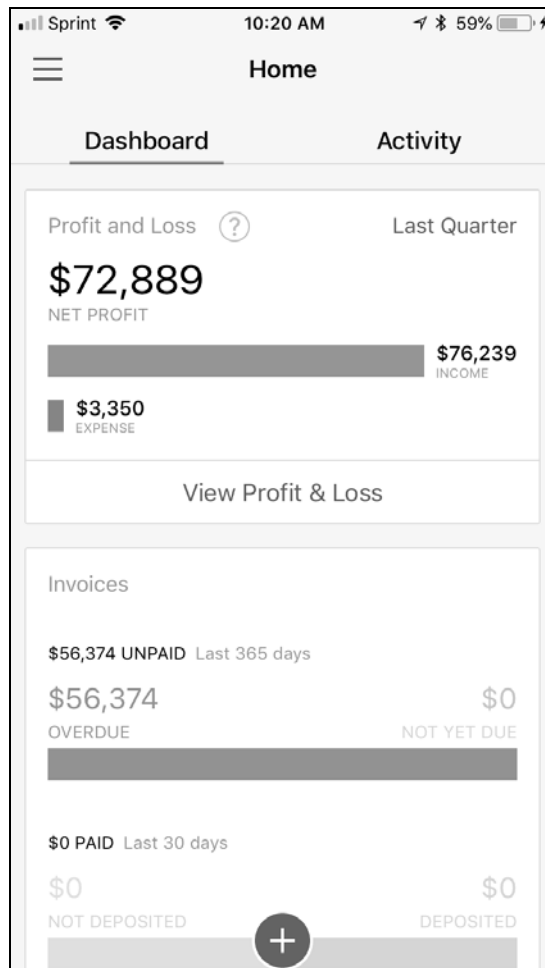
Mobile App Dashboard

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 Dashboard

- 1) Browse to the **QuickBooks Accounting** app on your mobile device.
- 2) Enter your login information and select **Sign in**.

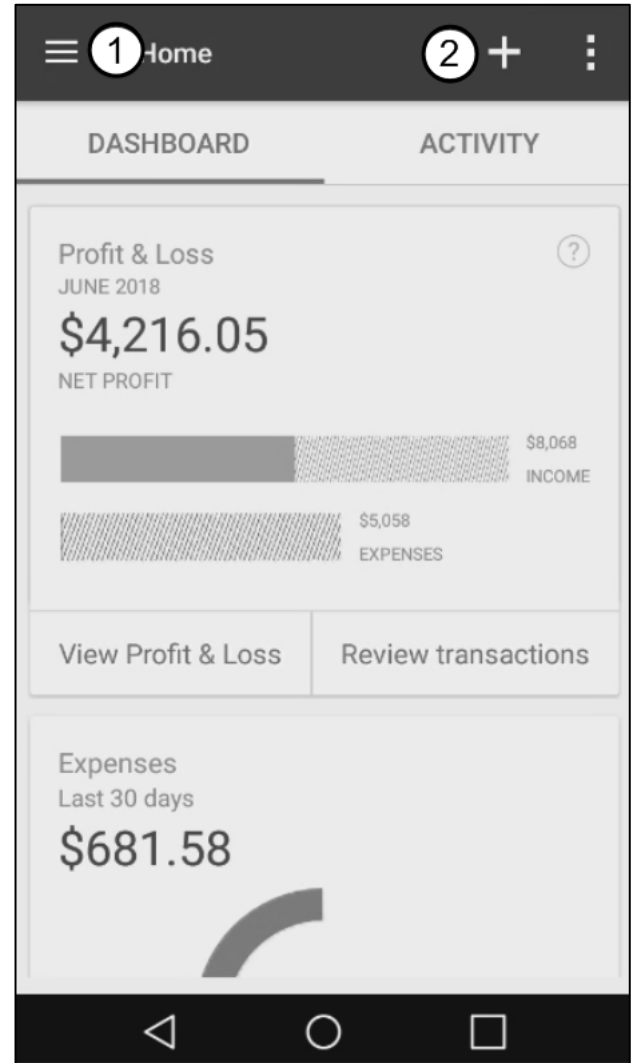
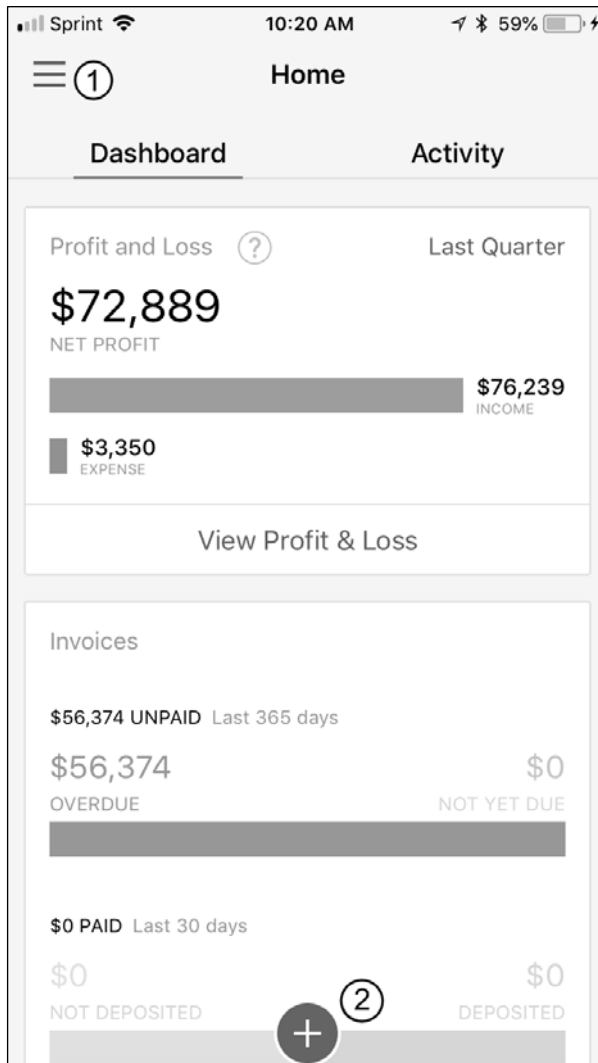


Moving Around in QuickBooks Mobile

You can access all of the features in the mobile app from two areas:

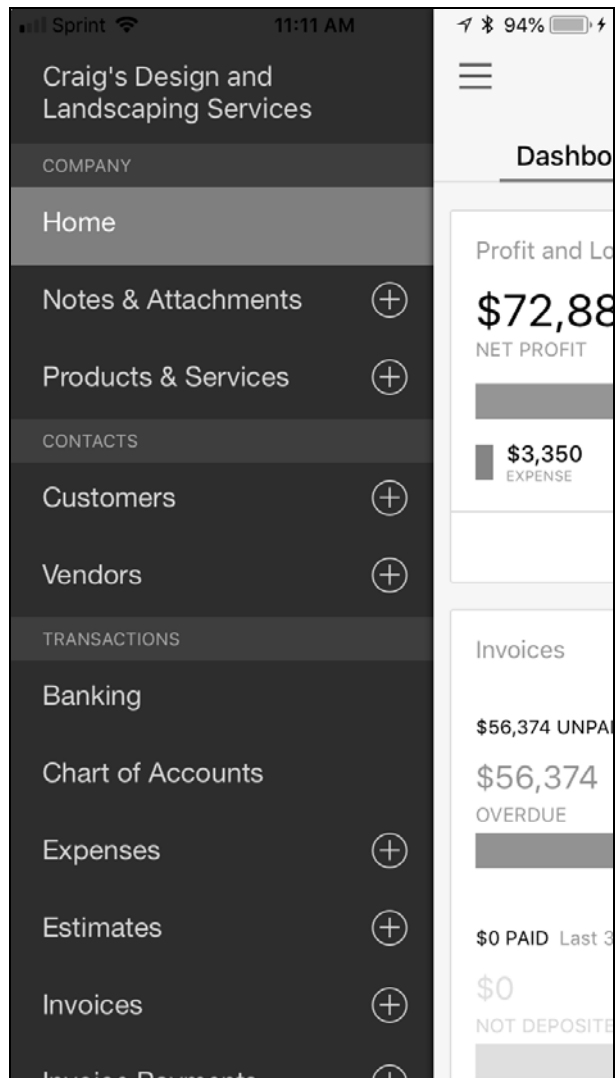
- 1) Hamburger menu
- 2) Global Create menu

Note: The Global Create menu is located at the top right of the Android app.



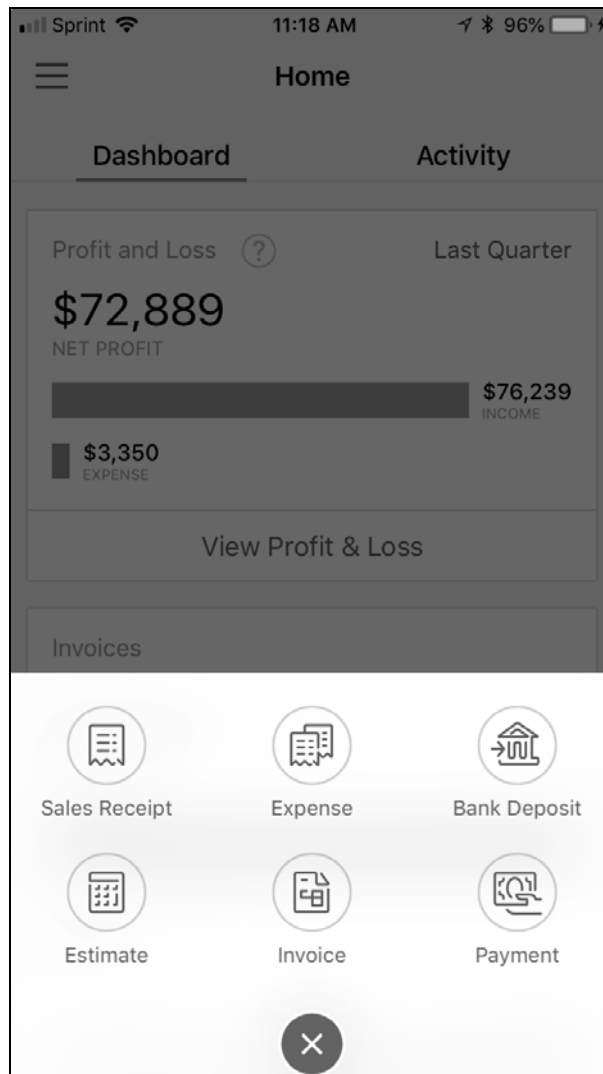
Hamburger Menu

The *Hamburger menu* appears to the top left of the app. It provides quick access to lists you use often as well as common transactions and reports.



Global Create (+) Menu

The *Global Create menu* appears at the top right of the app (Android) or on the bottom middle of the app (Apple). It allows you to record transactions for customers and vendors, as well as deposits.



View Customer/Vendor Information



View Customer/Vendor Information

- 1) Tap the **Hamburger** menu.
- 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 back arrow (<) to return to the list.

The screenshot shows the mobile app interface for a customer profile. At the top, the status bar shows 'Sprint', signal strength, time '2:27 PM', and battery '91%'. The app header shows a back arrow and the title 'Amy's Bird Sanctuary (Customer)'. Below the header, the customer name is repeated, followed by 'Open Balance' and '\$0.00'. There are four icons: a phone, a speech bubble, an envelope, and a location pin. Below these are two tabs: 'Activity' and 'Details', with 'Details' being the active tab. The details section includes fields for Phone, Mobile, Fax, Email, and Billing Address. The Phone field contains '(650) 555-3311'. The Email field contains 'Birds@Intuit.com'. The Billing Address field contains '4581 Finch St. Bayshore, CA 94326'. Below the text fields is a map showing the location of the address. At the bottom, there is a 'Shipping' field with the address '4581 Finch St.' and a pencil icon for editing.

Amy's Bird Sanctuary (Customer) Open Balance \$0.00

Phone: (650) 555-3311

Mobile

Fax

Email: Birds@Intuit.com

Billing Address: 4581 Finch St. Bayshore, CA 94326

Shipping: 4581 Finch St.

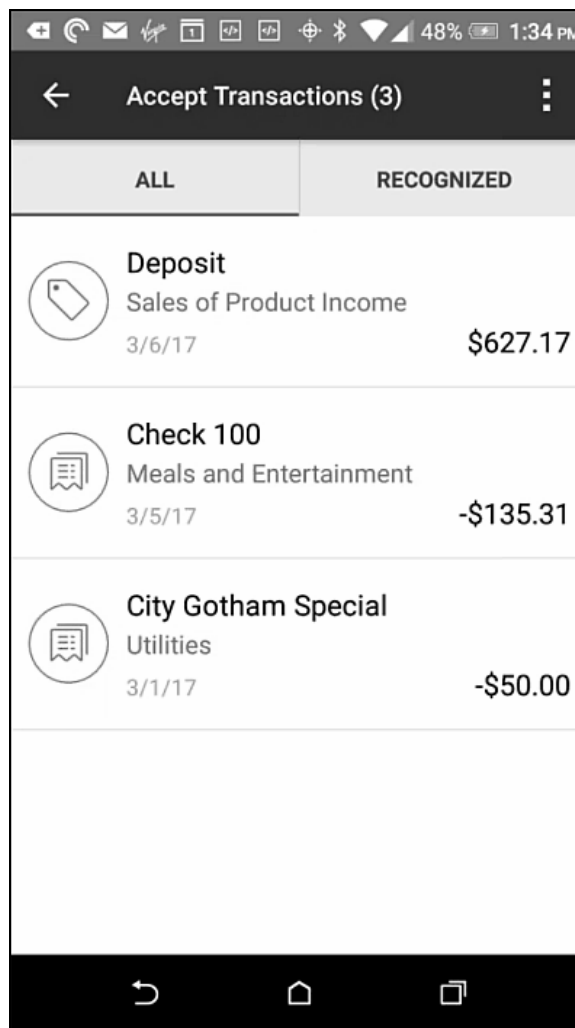
Online Banking in App

When transactions are downloaded from your bank, you can add and/or match them 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 **Banking**.
- 3) Select the appropriate account.
- 4) Select a transaction in the list:
- 5) – To Match a transaction, select Accept at the bottom of the screen.
– To Add a transaction, select the appropriate name and account information and select Accept.



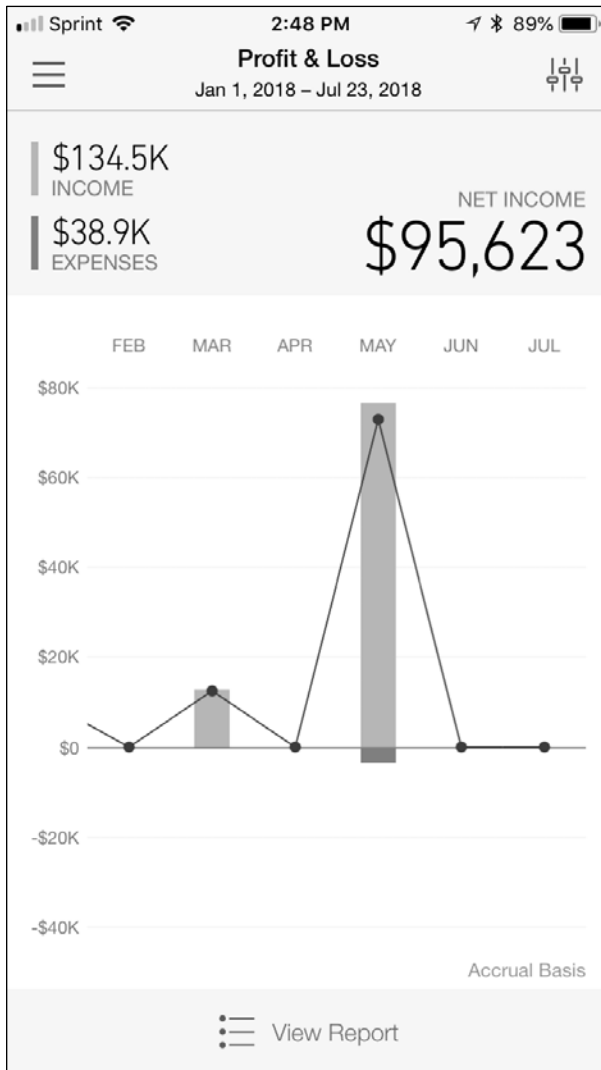
Run Reports

You can run two reports in the QuickBooks Online app: the Profit & Loss, and the Balance Sheet.



Run Profit & Loss

- 1) Tap the **Hamburger** menu.
- 2) Select **Profit & Loss**.
- 3) Select **View Report**.
- 4) Select the settings icon at the top right to change the date range on the report.



Profit & Loss	
Jan 1, 2018 – Jul 23, 2018	
INCOME	
Design income	30,300.00
Landscaping Services	0.00
Labor	0.00
Installation	9,200.00
Maintenance and Repair	31,675.00
Total Labor	40,875.00
Materials	0.00
Plants and Soil	7,000.00
Total Materials	7,000.00
Total Landscaping Services	47,875.00
Sales	-8,686.00
Services	65,000.00
Total Income	\$134,489.00
COST OF GOODS SOLD	



Run Balance Sheet

- 1) Tap the **Hamburger** menu.
- 2) Select **Balance Sheet**.

Sprint

2:48 PM

89%

Balance Sheet

As of Today

ASSETS

Current Assets

Bank Accounts

Checking234,204.34

Savings2,000.00

Total Bank Accounts236,204.34

Accounts Receivable

Accounts Receivable77,640.50

Total Accounts Receivable77,640.50

Other Current Assets

Demo Assets400.00

Inventory Assembled0.00

Inventory Asset4,629.00

Prepaid Insurance1,082.56

Undeposited Funds12,625.00

Total Other Current Assets18,736.56

Record Transactions

You can record sales and expense transactions in the QuickBooks Online app.



Record an Invoice

- 1) Tap the **Global Create (+)** menu.
- 2) Select **Invoice**.
- 3) Select a **Customer**.
- 4) Select **Add Line Item** to add a product or service to the invoice.
- 5) Select the product or service from the list.
- 6) Enter the **Quantity** and **Rate**.
- 7) Select **Add** at the top right.
- 8) Repeat steps 4-7 for additional products and services.
- 9) Select **Save**.
- 10) Select **Send invoice** to email the invoice to the customer, then select **Send**.

New Invoice

Cancel Save

Trevor Matheson >

Date July 23, 2018

Terms Net 30

Due August 22, 2018

Products and Services	3,000.00
3.00 x 1,000.00 each These are products and services	Non-Taxable
+ Add Line Item	
Subtotal	\$3,000.00
Tax >	0.00
Total	\$3,000.00
Balance Due	\$3,000.00

Invoice

Trevor Matheson >

\$3,000

DUE IN 30 DAYS

☐ Sent
 ☐ Viewed
 ☐ Paid
 ☐ Deposited

Send invoice >

PAYMENT +

INVOICE #118
More v 7/23/18

1 ITEM

Products and Services	3,000.00
3.00 x 1,000.00 each Non-Taxable These are products and services	
Total	\$3,000.00



Record an Expense

- 1) Tap the **Global Create (+)** menu.
- 2) Select **Expense**.
- 3) Enter the amount.
- 4) (Optional) Select the camera icon to add a picture of your receipt.
- 5) Select the method of payment.
- 6) Select the **Account** the expense was paid from.
- 7) Enter the payee in the **Who did you pay?** field.
- 8) Select the appropriate account in the **What kind of expense is this?** field.
- 9) (Optional) Select a customer in the **Who was it for?** field.
- 10) Enter a description in the **Anything you need to remember?** field.
- 11) Select **Add a Split** if you need to select another account.
- 12) (Optional) Enter a **Reference #** and a **Memo**.
- 13) Select **Save**.

Sprint 3:32 PM 82%

Cancel New Expense Save

\$8.95

How did you pay for it?

Credit Check Other

Account Checking >

July 23, 2018

Bob's Burger Joint >

Travel Meals >

Who was it for? >

Anything you need to remember?

+ Add a Split

Chapter 17- Payroll Setup

Mastering QuickBooks Online
Day 2

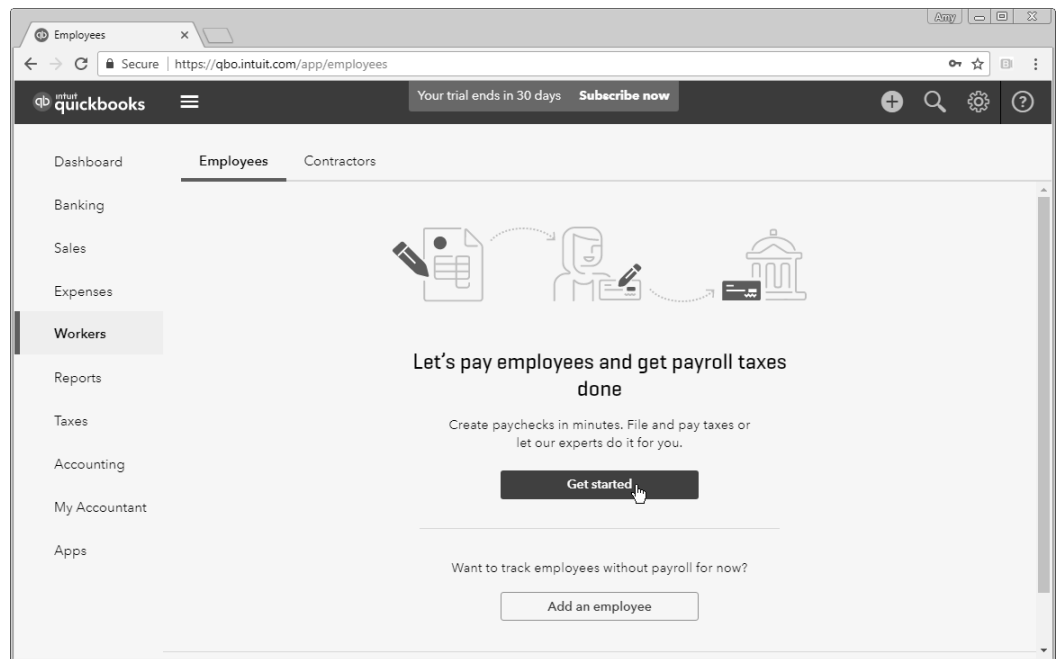
Enable Payroll

Before you can use Payroll in QuickBooks, you must turn it on.



Enable Payroll

- 1) Click **Workers** on the navigation bar.
- 2) Select **Employees**.
- 3) Click **Get started**.
- 4) Select your payroll plan.



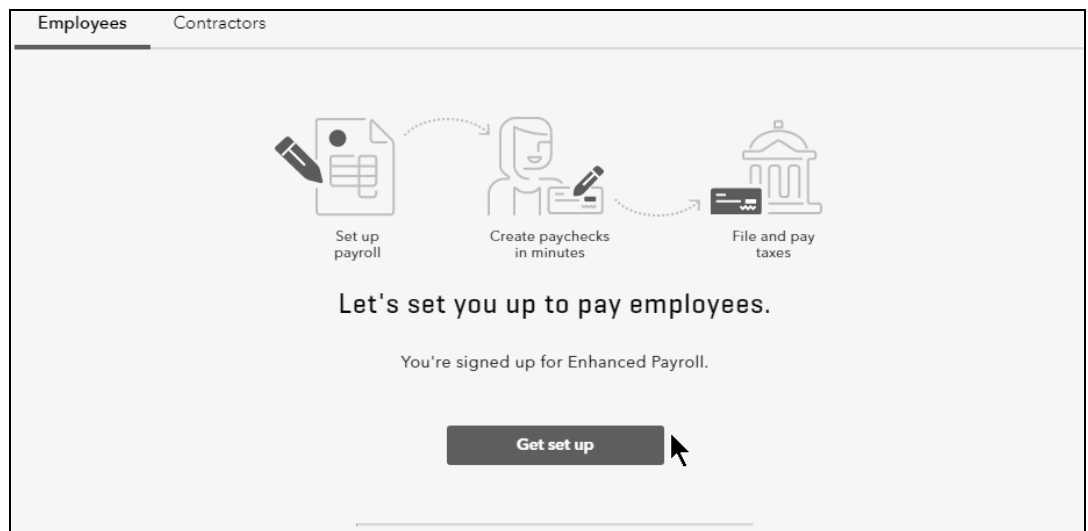
Start Payroll Setup

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) Click **Workers** on the navigation bar.
- 2) Click **Employees**.
- 3) Click **Get set up**.
- 4) Enter your company information.
- 5) Click **Continue**.
- 6) Select whether you have paid any W-2 employees in the current year.
- 7) Click **Continue**.
- 8) Select whether you have W-4 forms from your employees.
- 9) Click **Continue**.
- 10) Click **Add Employee** to add your first employee.
- 11) Click **Enter W-4 form**, fill in requested information, and click **Done**.
- 12) Click **Enter a pay schedule**, fill in requested information, and click **Done**.
- 13) Select how you pay the employee and enter their pay rate.
- 14) Click **Add additional pay types** to add other payroll types, make appropriate selections and fill in requested information, and click **Done**.
- 15) Click the edit button on step 4 to set up deductions, make appropriate selections and fill in requested information, and click **OK**.
- 16) Click the edit button on step 5 to specify how to pay the employee, make appropriate selections and fill in requested information, and click **OK**.
- 17) Setup Direct Deposit if prompted (optional).
- 18) Click **Done**.
- 19) Complete **Steps 10-18** above for each employee until done.



Enter Company Information

Enter Company Information-I

Let's get to know you a little better.
First, a few quick questions about your business.

About your business

Business name
Craig's Landscaping


Business address
5501 LBJ Freeway, Suite 180

City or town **State**
Dallas TX

Zip code
75240

Business phone
214-515-0577

Why do this?
We'll use this info to set up your account, send you reminders, and customize your payroll.

 Sharon W
swu@cupc
392, Sutte

Enter Company Information-II

Get Ready for Payroll

Let's get to know you a little better.
Tell us your payroll story.

Have you paid any W-2 employees in 2017?

☒ No, I have not paid employees in 2017.
I have not paid employees manually, through an accountant, or using another service in 2017.

☐ Yes, I've paid employees in 2017.
I am switching to QuickBooks Online Payroll.

What's the difference between W-2 and 1099 employees?



Cancel Continue

Enter Company Information-III

How about employee forms?
This info helps us calculate paychecks.

Do you have W-4 forms filled out by your employees?

☒ Yes, I have completed W-4 forms from all (or most) of my employees.

☐ No, I don't have W-4 forms for my employees yet.

Need W-4 forms?

Employee W-4 Information

Add Employee

QuickBooks

Secure | https://qbo.intuit.com/app/employees?s=1

Get Ready for Payroll

Bank account: Select bank account

Pay period: Select pay period

Pay date: 04/25/2017

TOTAL PAY: \$0.00

	NAME	HOURS	TOTAL PAY
<input type="checkbox"/>			

Add an employee

Ready to add your employees? We'll help you set them up.

Cancel Preview payroll

Enter W-4 Form

QuickBooks

Secure | https://qbo.intuit.com/app/employees?s=1

Jason Ruvaldt

Let's add one of your employees

First name*: Jason

M.I. Last name*: M Ruvaldt

1 What are Jason's withholdings?
Enter W-4 form

2 How often do you pay Jason?
Enter a pay schedule

3 How much do you pay Jason?
Hourly \$ / hour

4 Does Jason have any deductions? (Examples: retirement, health care)
No (most common)

5 How do you want to pay Jason?
Paper check

Sample check Here's an example of the paycheck we'll help you prepare for this employee.

Craig's Design and Landscaping Services
5454 Fanning Rd.
Placerville, CA 95667

PAY TO Jason M. Ruvaldt

Done

Enter W-4 Withholdings

QuickBooks x

Secure | https://qbo.intuit.com/app/employees?s=1

Payroll Taxes Setup and Compliance

What are Jason's withholdings?

Need blank W-4 forms?

W-4

Employee's Withholding Allowance Certificate

2017

1. First name*	M.I. Last name*	2. Social Security number*
Jason	M Ruvaldt	287-87-6676
Home address*		3. <input checked="" type="radio"/> Single
55 Main Street		<input type="radio"/> Married
City or town*		<input type="radio"/> Married, but withhold at higher Single rate
Dallas	State* TX	<input type="radio"/> Do Not Withhold
ZIP code*		
75240		
4. Total number of allowances you are claiming	4.	2
5. Additional amount, if any, you want withheld from each paycheck	5. \$	0.00

[Cancel](#) <https://qbo.onlinepayroll.intuit.com/employees/harmony/#> [Done](#)

Employee Payroll Schedules

Enter Employee Pay Schedule

Jason Ruvaldt

Let's add one of your employees

First name* Jason M.I. Last name* Ruvaldt

Sample check Here's an example of the paycheck we'll help you prepare for this employee.

Craig's Design and Landscaping Services
5454 Fannin Rd.
Placerville, CA 95667

PAY TO Jason M. Ruvaldt

1 What are Jason's withholdings?
Single, with 2 allowances

2 How often do you pay Jason?
Enter a pay schedule

3 How much do you pay Jason?
Hourly \$ / hour
Add additional pay types

4 Does Jason have any deductions? (Examples: retirement, health care)

Delete employee Done

Enter Pay Schedule Details

What's Jason's pay schedule?

How often do you pay Jason?
Every Week

When's the next payday?
04/28/2017

When's the last day of work (pay period) for that payday?
04/26/2017

What do you want to name this pay schedule?
Every Friday

☒ Use this schedule for employees you add after Jason

Next four pay periods (based on dates you entered)

PAY PERIODS	PAYDAY
04/20/2017 – 04/26/2017	04/28/2017
04/27/2017 – 05/03/2017	05/05/2017
05/04/2017 – 05/10/2017	05/12/2017
05/11/2017 – 05/17/2017	05/19/2017

Cancel Done

Employee Pay Rate and Types

Enter Employee Pay Rate

QuickBooks x

Secure | https://qbo.intuit.com/app/employees?s=1

Jason Ruvaldt

Let's add one of your employees

First name* Jason M.I. Last name* M Ruvaldt

Sample check (Based on 40.00 regular hours per pay period)

1 What are Jason's withholdings?
Single, with 2 allowances

2 How often do you pay Jason?
Every Friday starting 04/28/2017

3 How much do you pay Jason?
Hourly \$ 45.00 / hour

[Add additional pay types](#)

Craig's Design and Landscaping Services
5454 Fannin Rd.
Placerville, CA 95667

PAY TO Jason M. Ruvaldt \$1,268.39

GROSS PAY
Hourly \$1,800.00

Delete employee Done

https://qbo.onlinepayroll.intuit.com/employees/harmony/#

Add Additional Pay Types

QuickBooks x

Secure | https://qbo.intuit.com/app/employees?s=1

How much do you pay Jason?

You pay Jason:

Hourly \$ 45.00 / hour

☐ Hourly 2

Add an hourly rate

You can also pay Jason:

☒ Overtime Pay

☒ Double Overtime Pay

☐ Sick Pay

☒ Vacation Pay

80 hours/year (accrued at start of year) with max of 80 hours

Current balance: 80.00 (in hours)

☐ Holiday Pay

☐ Bonus

☐ Commission

Cancel Done

https://qbo.onlinepayroll.intuit.com/employees/harmony/#

Employee Deductions/Contributions

Add Employee Deductions/Company Contributions

Jason Ruvaldt

Let's add one of your employees

First name* M.I. Last name*

Jason M Ruvaldt

Sample check (Based on 40.00 regular hours per pay period)

1 What are Jason's withholdings?
Single, with 2 allowances

2 How often do you pay Jason?
Every Friday starting 04/28/2017

3 How much do you pay Jason?
Hourly \$45.00 / hour
Additional pay types: Overtime Pay, Double Overtime Pay, Vacation Pay

4 Does Jason have any deductions? (Examples: retirement, health care)
No (most common)

Craig's Design and Landscaping Services
5454 Fannin Rd.
Placerville, CA 95667

PAY TO Jason M. Ruvaldt \$1,268.39

GROSS PAY
Hourly \$1,800.00

TAXES WITHHELD
Social Security \$111.60
Medicare \$26.10
Federal Income Tax \$318.05

Enter Deduction/Contribution Details

Deduction/contribution or garnishment

Deduction/contribution

Deduction/contribution type

Health Insurance

Type

Medical Insurance

Provider (appears on paycheck)

Good Health Insurance

Employee deduction

Amount per pay period

\$ amount \$ 50.00

Annual maximum (Optional)

\$

Company-paid contribution

Amount per pay period

None

Taxable or pre-tax: To avoid penalties, choose a premium type based on your plan documents. If you're not sure, contact your plan administrator.

☒ Taxable insurance premium

Employee Paycheck Type

Assign Paycheck Type

QuickBooks x

Secure | https://qbo.intuit.com/app/employees?s=1

Jason Ruvaldt

Let's add one of your employees

First name* M.I. Last name*

Jason M Ruvaldt

1 What are Jason's withholdings?
Single, with 2 allowances

2 How often do you pay Jason?
Every Friday starting 04/28/2017

3 How much do you pay Jason?
Hourly \$45.00 / hour
Additional pay types: Overtime Pay, Double Overtime Pay, Vacation Pay

4 Does Jason have any deductions? (Examples: retirement, health care)
Good Health Insurance
Add a new deduction

5 How do you want to pay Jason?
Paper check

Sample check (Based on 40.00 regular hours per pay period)

Craig's Design and Landscaping Services
5454 Fannin Rd.
Placerville, CA 95667

PAY TO Jason M. Ruvaldt \$1,218.39

GROSS PAY
Hourly \$1,800.00

DEDUCTIONS
Good Health Insurance \$50.00

TAXES WITHHELD
Social Security \$111.60
Medicare \$26.10
Federal Income Tax \$318.05
CA Income Tax \$59.66
CA State Disability Ins \$16.20

Delete employee Done

Paycheck or Direct Deposit

Jason Ruvaldt

Let's add one of your employees

First name* M.I. Last name*

Jason M Ruvaldt

1 What are Jason's withholdings?
Single, with 2 allowances

2 How often do you pay Jason?
Every Friday starting 04/28/2017

3 How much do you pay Jason?
Hourly \$45.00 / hour
Additional pay types: Overtime Pay, Double Overtime Pay, Vacation Pay

4 Does Jason have any deductions? (Examples: retirement, health care)
Direct deposit
Direct deposit to two accounts
Direct deposit with balance as a check
Paper check

5 How do you want to pay Jason?
Paper check

Sample check (Based on 40.00 regular hours per pay period)

Craig's Design and Landscaping Services
5454 Fannin Rd.
Placerville, CA 95667

PAY TO Jason M. Ruvaldt \$1,218.39

GROSS PAY
Hourly \$1,800.00

DEDUCTIONS
Good Health Insurance \$50.00

TAXES WITHHELD
Social Security \$111.60
Medicare \$26.10
Federal Income Tax \$318.05
CA Income Tax \$59.66
CA State Disability Ins \$16.20

Employee Setup Complete

Employee Setup Complete

Edit employee details

First name* M.I. Last name*

Jason M Ruvaldt

- What are Jason's withholdings?
Single, with 2 allowances
- How often do you pay Jason?
Every Friday starting 04/28/2017
- How much do you pay Jason?
Hourly \$45.00 / hour
Additional pay types: Overtime Pay, Double Overtime Pay, Vacation Pay
- Does Jason have any deductions? (Examples: retirement, health care)
Good Health Insurance
Add a new deduction
- How do you want to pay Jason?
Paper check

Employee Added

Dashboard Employees Contractors

Banking

Sales

Expenses

Workers

Reports

Taxes

Accounting

My Accountant

Apps

\$0 2018 PAYROLL COST

0 NET PAY

0 EMPLOYEE

0 EMPLOYER

Next payroll due today, 3/16
Paycheck list

Want to automate your payroll taxes?
Check out Full Service Payroll

Employees list

Find an employee Active employees Add an employee

NAME	PAY RATE	PAY METHOD
JR Ruvaldt, Jason	\$20.00 / hour	Check

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.



Add Employee

- 1) Click **Workers** on the navigation bar.
- 2) Click **Employees**.
- 3) Click **Add Employee**.
- 4) Complete the forms and pages with appropriate information until done.
- 5) Click **Done**.

The screenshot shows the QuickBooks web interface for adding a new employee. The browser address bar shows the URL <https://qbo.intuit.com/app/employees?s=1>. The page title is "Get Ready for Payroll".

The main heading is "Let's add one of your employees". Below this are input fields for "First name*" and "M.I. Last name*", with a cursor pointing to the "M.I." field.

On the right side, there is a "Sample check" section with the text: "Here's an example of the paycheck we'll help you prepare for this employee." Below this is a sample check image for "Craig's Design and Landscaping Services" with address "5454 Fannin Rd, Placerville, CA 95667". The check is marked "SAMPLE CHECK" and has a "PAY TO" field.

The left side contains a numbered list of steps:

- 1 What are this employee's withholdings?
- 2 How often do you pay this employee?
Every Friday starting 04/28/2017
- 3 How much do you pay this employee?
Hourly \$ / hour
Add additional pay types
- 4 Does this employee have any deductions? (Examples: retirement, health care)
No (most common)
- 5 How do you want to pay this employee?
Paper check

At the bottom of the form are two buttons: "Cancel" and "Done".

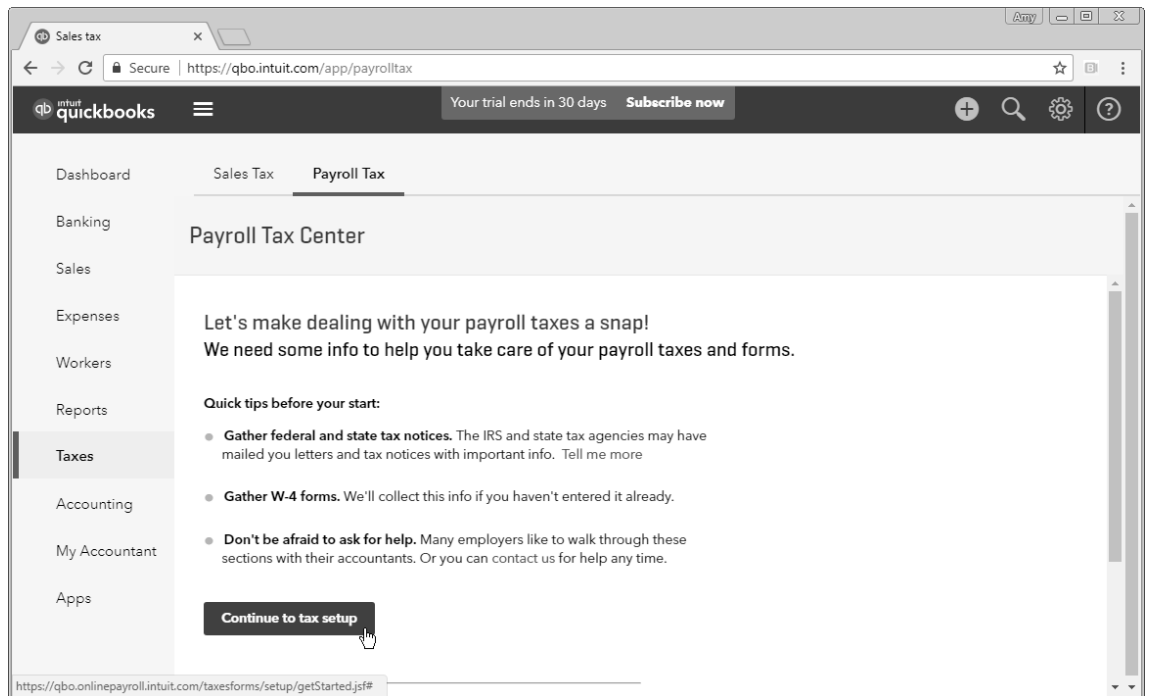
Set Up Payroll Taxes

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) Click **Taxes** on the navigation bar.
- 2) Click **Payroll Tax**.
- 3) Click **Continue to tax setup**.
- 4) Enter the **Birth Date**, **Hire Date**, and **Gender** for each of your employees.
- 5) Click to enter **W-4 info** if necessary.
- 6) Click **Continue**.
- 7) Enter appropriate **Business Details**, and click **Continue**.
- 8) If you are a new employer, click **OK**.
- 9) Enter your **Federal tax details** and click **Continue**.
- 10) Enter your **State tax details** and click **Done**.
- 11) Click **Close**.



Payroll Tax-Employee/Business Details

Payroll Tax-Employee Details

Payroll Taxes Setup and Compliance

Employee details
We need valid hire and birth dates only for employees you paid this year. We use this info to fill out your payroll taxes and forms.

NAME	BIRTH DATE	HIRE DATE	WITHHOLDINGS
JR Ruvaldt, Jason M	05/16/198	02/27/201	W-4 info

Cancel Continue

Payroll Tax-Business Details

Payroll Taxes Setup and Compliance

Business details
We use this info to fill out your payroll taxes and forms.

What business name do you use when filing tax forms (filing name)? What if I'm a sole proprietor?

Craig's Design and Landscaping Services

What address do you use when filing tax forms (filing address)?

☒ Same as business address: 5454 Fannin Rd., Placerville, CA, 95667

When will you first be running payroll with QuickBooks Online Payroll?
(We'll help you with tax payments and filings starting with the first quarter in which you run payroll.)

☒ Before Jul 1, 2017
☐ On or after Jul 1, 2017

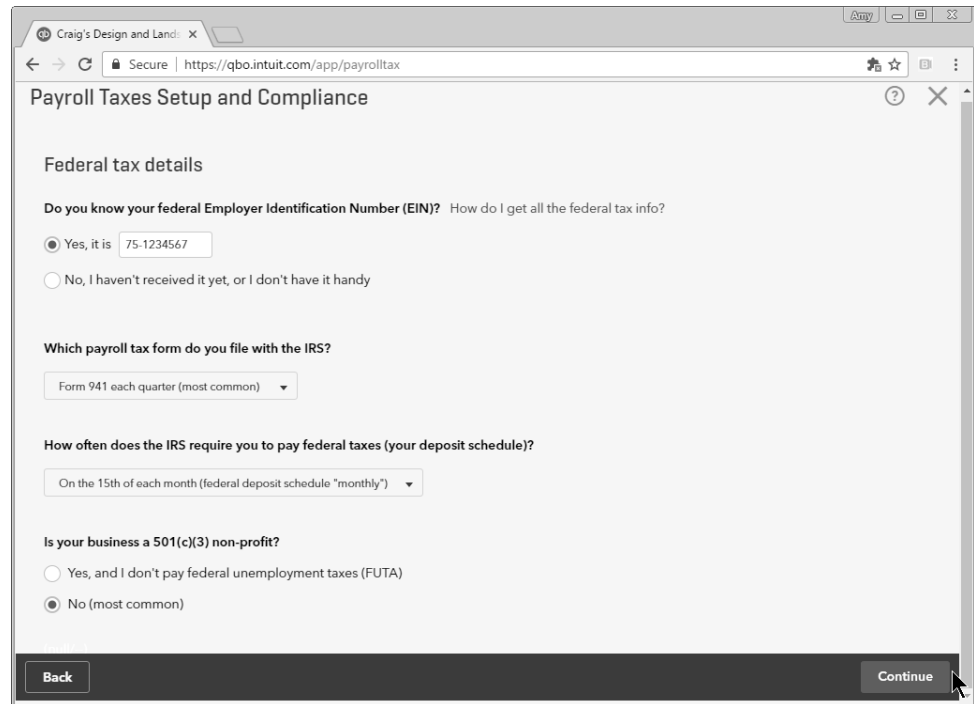
Did you hire your first employee within the last six months?

☐ Yes
☒ No

Cancel Continue

Payroll Tax-Federal/State Tax Details

Federal Tax Details



Payroll Taxes Setup and Compliance

Federal tax details

Do you know your federal Employer Identification Number (EIN)? [How do I get all the federal tax info?](#)

☒ Yes, it is

☐ No, I haven't received it yet, or I don't have it handy

Which payroll tax form do you file with the IRS?

How often does the IRS require you to pay federal taxes (your deposit schedule)?

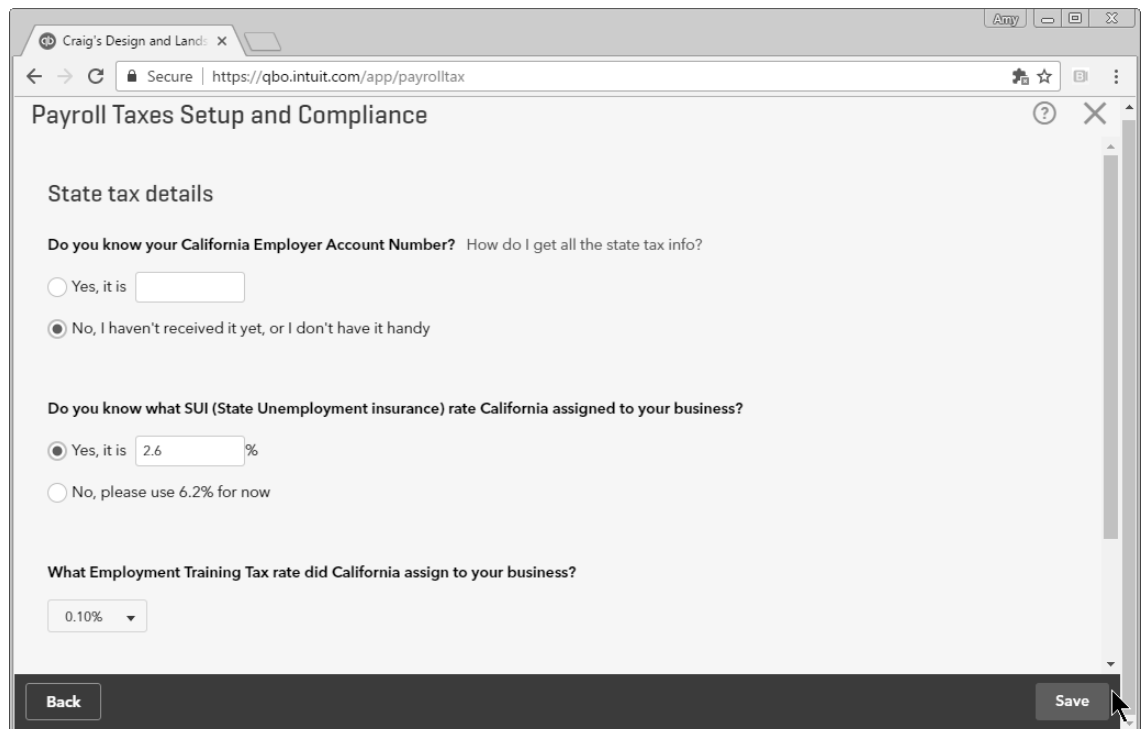
Is your business a 501(c)(3) non-profit?

☐ Yes, and I don't pay federal unemployment taxes (FUTA)

☒ No (most common)

[Back](#) [Continue](#)

State Tax Details



Payroll Taxes Setup and Compliance

State tax details

Do you know your California Employer Account Number? [How do I get all the state tax info?](#)

☐ Yes, it is

☒ No, I haven't received it yet, or I don't have it handy

Do you know what SUI (State Unemployment insurance) rate California assigned to your business?

☒ Yes, it is %

☐ No, please use 6.2% for now

What Employment Training Tax rate did California assign to your business?

[Back](#) [Save](#)

Your Turn

Now it's your turn to apply what you've learned. **Time Estimate: 5 Minutes**

Payroll Setup

- 1) Enable Payroll.
- 2) Enter a new employee named Sammy Spammy:

Withholdings

123 Main

Mountain View, CA 94035

SS#: 286-86-5542

Single, 0 Allowances

How often do you pay

Friday

How much do you pay

Hourly: \$45

Also receives overtime, at time and a half

Deductions

Good Health Insurance

Paid by employee

\$50 per paycheck

Chapter 18- Payroll Cycle

Mastering QuickBooks Online
Day 2

Pay Employees



Pay Employees

- 1) Click **Workers** on the navigation bar.
- 2) Click **Run payroll**.
- 3) Enter hours for each hourly employee.
- 4) Click **Preview payroll**.
- 5) Review the payroll amounts for each employee.
- 6) Click **Submit payroll**.
- 7) Enter remaining information and click **Finish Payroll**.

Run Payroll

Enter Employee Pay Details

<input checked="" type="checkbox"/>	EMPLOYEE	REGULAR PAY HR...	OT HRS	DOUBLE OT HRS	VACATION PAY H...	MEMO	TOTAL PAY
<input checked="" type="checkbox"/>	JR Ruvaldt, Jason M \$45.00 / hour	40.00	8.00		8.00		\$2,700.00
TOTAL		40.00	8.00	0.00	8.00		\$2,700.00

At the bottom, there is an 'Add an employee' link, a 'Cancel' button, and a 'Preview payroll' button.

Submit Payroll

QuickBooks x

Secure | https://qbo.intuit.com/app/employees?s=1

Run Payroll: Every Friday


Review and Submit

\$1,707.86
NET PAY

\$3,092.85
TOTAL PAYROLL COST

\$992.14
EMPLOYEE

\$392.85
EMPLOYER



1 Paper check for \$1,707.86
Deliver these paychecks by 04/28/2017

Pay period: 04/20/2017 to 04/26/2017 Pay date: 04/28/2017

EMPLOYEE	TOTAL HOURS	TOTAL PAY	EMPLOYEE TAXES AND DEDUCTIONS	NET PAY
JR Ruvaldt, Jason M	56.00	\$2,700.00	\$992.14	\$1,707.86
Totals:	56.00	\$2,700.00	\$992.14	\$1,707.86

Back Submit payroll

Finish Payroll

QuickBooks x

Secure | https://qbo.intuit.com/app/employees?s=1

Run Payroll: Every Friday

Got it! Your payroll is all set.

We've used your info to create paychecks for your employees.

1 paycheck to write
Deliver checks to your employees by 04/28/2017

Print pay stubs

<input checked="" type="checkbox"/>	EMPLOYEE	NET PAY	CHECK NUMBER
<input checked="" type="checkbox"/>	JR Ruvaldt, Jason	\$1,707.86	1001

View payroll reports Finish payroll

Employee Paystub

Check No.: 1001

EMPLOYER
 Craig's Design and Landscaping Services
 5454 Fannin Rd.
 Placerville CA 95667

PAY PERIOD
 Period Beginning: 04/20/2017
 Period Ending: 04/26/2017
 Pay Date: 04/28/2017
 Total Hours: 56.00

EMPLOYEE
 Jason M. Ruvaldt
 55 Main Street
 Dallas TX 75240

SS#: ...6676

BENEFITS	Used	Available	NET PAY:	\$1,707.86
Vacation	8.00	72.00		

MEMO:

PAY	Hours	Rate	Current	YTD	DEDUCTIONS	Current	YTD
Regular Pay	40.00	45.00	1,800.00	1,800.00	Good Health Insurance	50.00	50.00
Overtime Pay	8.00	67.50	540.00	540.00			
Vacation Pay	8.00	45.00	360.00	360.00			

TAXES	Current	YTD
Federal Income Tax	565.03	565.03
Social Security	167.40	167.40
Medicare	39.15	39.15
CA Income Tax	146.26	146.26
CA State Disability Ins	24.30	24.30

SUMMARY	Current	YTD
Total Pay	\$2,700.00	\$2,700.00
Taxes	\$942.14	\$942.14
Deductions	\$50.00	\$50.00

Net Pay **\$1,707.86**

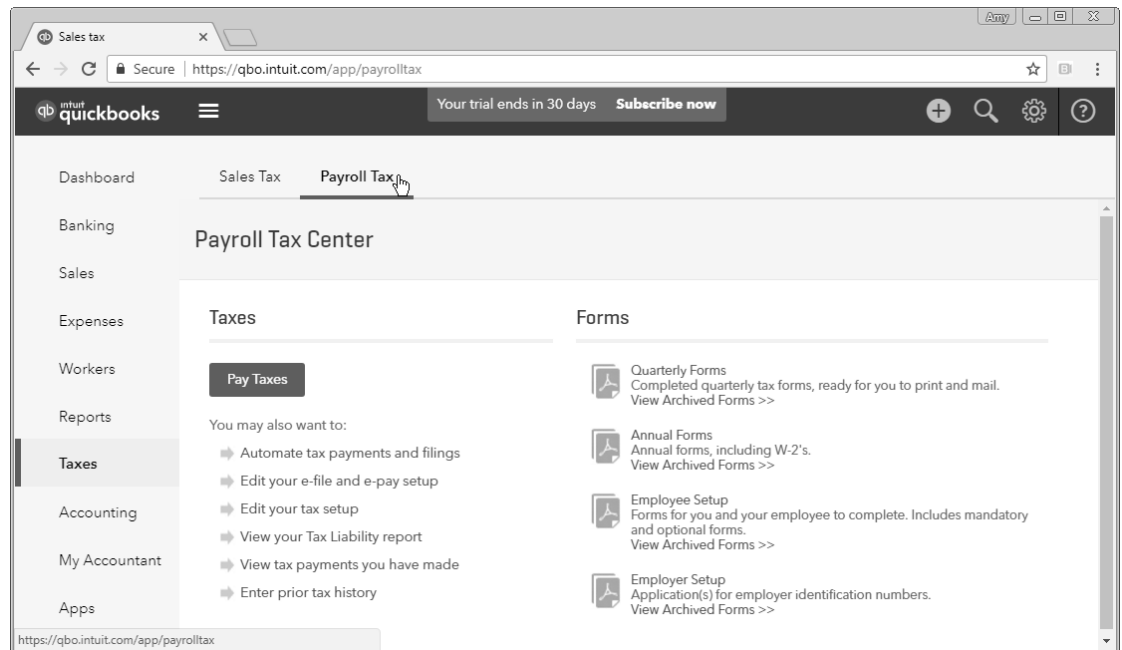
Review Payroll Liabilities/Taxes



Pay Taxes

- 1) Click **Taxes** on the navigation bar.
- 2) Click **Payroll Tax**.
- 3) Click **View your Tax Liability Report** to see what you owe.

Payroll Tax Center



View Your Tax Liability Report

The screenshot shows the QuickBooks interface for viewing a Tax Liability Report. The left sidebar includes navigation options like Dashboard, Banking, Sales, Expenses, Workers, Reports, Taxes, Accounting, My Accountant, and Apps. The main area displays the 'Tax Liability Report' with a 'Date Range' dropdown set to 'Last pay date' and a 'Run Report' button. The report table has columns for the tax category, Tax Amount, Tax Paid, and Tax Owed.

	TAX AMOUNT	TAX PAID	TAX OWED
Federal Taxes (941/944)	\$184.42	\$0.00	\$184.42
Federal Income Tax	\$62.02	\$0.00	\$62.02
Social Security	\$49.60	\$0.00	\$49.60
Social Security Employer	\$49.60	\$0.00	\$49.60
Medicare	\$11.60	\$0.00	\$11.60
Medicare Employer	\$11.60	\$0.00	\$11.60
Federal Unemployment (940)	\$4.80	\$0.00	\$4.80
FUTA Employer	\$4.80	\$0.00	\$4.80

Chart of Accounts-Payroll Liabilities

The screenshot shows the 'Chart of Accounts' for 'Craig's Design and Landscaping Services'. The 'Payroll Liabilities' account is highlighted. The chart lists several liability accounts, all categorized as 'Other Current Liabilities', with their respective balances and a 'View register' link for each.

Account Name	Category	Balance	Action
Payroll Liabilities	Other Current Liabilities	1,384.99	View register
CA PIT / SDI	Other Current Liabilities	170.56	View register
CA SUI / ETT	Other Current Liabilities	170.10	View register
Federal Taxes (941/944)	Other Current Liabilities	978.13	View register
Federal Unemployment (9	Other Current Liabilities	16.20	View register
Good Health Insurance	Other Current Liabilities	50.00	View register

Pay Taxes



Pay Taxes

- 1) Click **Taxes** on the navigation bar.
- 2) Click **Payroll Tax**.
- 3) Click **Pay Taxes**.
- 4) Click **Record payment** for the appropriate tax.
- 5) Review the information on the **Approve Payment** page.
- 6) Click the **Approve and print** drop-down list and select **Approve**.
- 7) Click **View and Print Form**.

Payroll Tax-Create Payment

The screenshot displays the QuickBooks Online interface for managing payroll taxes. The 'Payroll Tax' section is active, showing a list of upcoming tax payments. The table below summarizes the data presented in the screenshot.

TAX TYPE	DUE DATE	AMOUNT	Action
No tax payments are currently due.			
Upcoming Tax Payments (You don't need to pay these yet. We'll remind you when they are due.)			
Federal Taxes (941/944)	04/16/2018	\$184.42	Record payment
TX Unemployment Tax	04/30/2018	\$52.48	Record payment
Federal Unemployment (940)	01/31/2019	\$4.80	Record payment

Note: Some of these tax amounts are estimates based on accrual to date. You'll see the actual amount when you click Create Payment.

Automate tax payments and filings

Payroll Tax-Approve Payment

Approve Payment

Federal Taxes [941/944] \$184.42

Liability Period: 03/01/2018 to 03/31/2018 Due Date: 04/16/2018

Bank Account: Checking Balance \$9,138.80 Payment Date: Earliest 03/16/2018

TAX ITEM	AMOUNT
Federal Income Tax	\$62.02
Social Security	\$49.60
Social Security Employer	\$49.60
Medicare	\$11.60
Medicare Employer	\$11.60
Total	\$184.42

Cancel Delete Record payment

Payroll Tax-Payment Confirmation

Payment Confirmation

Payment Method: Manual
Payment Type: Federal Taxes (941/944)
Liability Period: 03/01/2018 to 03/31/2018
Due Date: 04/16/2018
Payment Date: 03/16/2018
Payment Amount: \$184.42

To submit this payment electronically, print the worksheet we've provided, log in to the EFTPS website, and then use the worksheet as a guide to make the payment directly on the EFTPS website. Starting January 1, 2011, the IRS requires most businesses to make federal tax deposits electronically.

View and print the form for this payment, and then follow the instructions.

Skip for Now
View and Print Form

File Tax Forms



File Forms

- 1) Click **Taxes** on the navigation bar.
- 2) Select **Payroll Tax**.
- 3) Click the appropriate link to file tax forms.
- 4) Select the appropriate form to file.
- 5) Click the **View** button to preview the form.
- 6) Print the form and follow the filing instructions.

Payroll Tax Center

Payroll Tax Center

Taxes

Pay Taxes

You may also want to:

- Edit your e-file and e-pay setup
- Edit your tax setup
- View your Tax Liability report
- View tax payments you have made
- Enter prior tax history

Forms

Quarterly Forms
Completed quarterly tax forms, ready for you to print and mail.
[View Archived Forms >>](#)

Annual Forms
Annual forms, including W-2's.
[View Archived Forms >>](#)

Employee Setup
Forms for you and your employee to complete. Includes mandatory and optional forms.
[View Archived Forms >>](#)

Employer Setup
Application(s) for employer identification numbers.
[View Archived Forms >>](#)

Quarterly Tax Forms

Quarterly Tax Forms

Employer's Quarterly Tax Return

File this form each quarter to report federal taxes withheld, paid, and owed in the previous quarter. (Does not include FUTA.)

941 >

Quarterly Contribution Return and Report of Wages

Report of total subject wages, total UI, ETT, and DI taxable wages and contributions, and PIT subject wages and withholdings.

CA DE 9 >

Quarterly Contribution Return and Report of Wages (Continuation)

Report of employee wages and personal income tax withheld.

CA DE 9C >

Want to see a form you saved or e-file already? [View Archived Forms.](#)

225

Select Filing Period

< Back

Employer's Quarterly Tax Return

Select the period: 04/01/2017-06/30/2017 ▼

i The filing period for this form is not yet over. If you have not run your final payroll for this period, this form may reflect incomplete information.

File this form each quarter to report federal taxes withheld, paid, and owed in the previous quarter. (Does not include FUTA.)

Did you make COBRA premium assistance payments for any former employees this quarter? Contact us and we'll help you report this info on your Form 941.

View Want to review or print this form? Click View to open it in a new window.

Archive Finished working on this form? Click Archive to keep an electronic copy for future reference and remove the form reminder from your Home page.

Completed Tax Form

Form 941 for 2017: Employer's QUARTERLY Federal Tax Return 950117
(Rev. January 2017) Department of the Treasury — Internal Revenue Service OMB No. 1545-0029

Employer identification number (EIN) 75-1234567

Name (not your trade name) Craig's Design and Landscaping Ser

Trade name (if any)

Address 5454 Fannin Rd.
Number Street Suite or room number
Placerville CA 95667
City State ZIP code
Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2017
(Check one.)
☐ 1: January, February, March
☒ 2: April, May, June
☐ 3: July, August, September
☐ 4: October, November, December
Instructions and prior year forms are available at www.irs.gov/form941.
REV 03/21/17 OSP

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	0
2	Wages, tips, and other compensation	2	2,700.00
3	Federal income tax withheld from wages, tips, and other compensation	3	565.03
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/> Check and go to line 6.	

	Column 1		Column 2
5a	Taxable social security wages	2,700.00 × 0.124 =	334.80
5b	Taxable social security tips	× 0.124 =	
5c	Taxable Medicare wages & tips	2,700.00 × 0.029 =	78.30
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	× 0.009 =	
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d	5e	413.10
5f	Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	5f	
6	Total taxes before adjustments. Add lines 3, 5e, and 5f	6	978.13
7	Current quarter's adjustment for fractions of cents	7	
8	Current quarter's adjustment for sick pay	8	
9	Current quarter's adjustments for tips and group-term life insurance	9	
10	Total taxes after adjustments. Combine lines 6 through 9	10	978.13
11	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11	
12	Total taxes after adjustments and credits. Subtract line 11 from line 10	12	978.13
13	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter	13	978.13
14	Balance due. If line 12 is more than line 13, enter the difference and see instructions	14	

Pay Deductions/Contributions

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.



Run Payroll Deductions/Contributions Report

- 1) Click **Reports** on the navigation bar.
- 2) Click **Payroll Deductions/Contributions** under **Payroll** to run the report.

Deductions and Contributions					Share
Date Range					
This year					Run Report
DESCRIPTION	TYPE	EMPLOYEE DEDUCTION	COMPANY CONTRIBUTION	PLAN TOTAL	
Good Health Insurance	Medical Insurance - Taxable	\$50.00	\$0.00	\$50.00	
Totals		\$50.00	\$0.00	\$50.00	



Pay Deductions and Contributions

- 1) Click the **Global Create** menu and select **Check**.
- 2) Click the **Choose a payee** drop-down list and select the payee.
- 3) Click the **Account** drop-down list and select the liability account for the deduction.
- 4) Enter the amount of the payment.
- 5) Click the **Save and new** drop-down arrow and make the appropriate selection.

Check #26

Good Health Insurance

Checking

Balance \$1,053,798.10

AMOUNT

\$100.00

Mailing address

Good Health Insurance

Payment date

04/25/2017

Check no.

26

☐ Print later

#	ACCOUNT	DESCRIPTION	AMOUNT	
1	Payroll Liabilities:Good Health	Employee-paid portion	50.00	
2	Insurance Expense	Company-paid portion	50.00	

Cancel

Clear

Print check

Order checks

Make recurring

More

Save and close

Your Turn

Now it's your turn to apply what you've learned. Time Estimate: **5 Minutes**

Payroll Cycle

- 1) Enable Payroll (if not already enabled).
- 2) Run Payroll
 - a. Eloisa took one day of vacation
 - b. Bill was sick one day
 - c. Kari Stebley worked 40 regular hours, 8 overtime hours
 - d. Print Later

Chapter 19- Sales Tax and Inventory

Mastering QuickBooks Online
Day 2

Set Up Sales Tax

Tracking sales taxes can be a challenge. For instance, some customers might be taxable while others are not. Also, you might have to tax customers at different rates depending upon where they are located. And finally, some of the things you sell might be taxable while others are not. QuickBooks can help you track and control sales taxes. There are two steps to setting up sales taxes in QuickBooks:

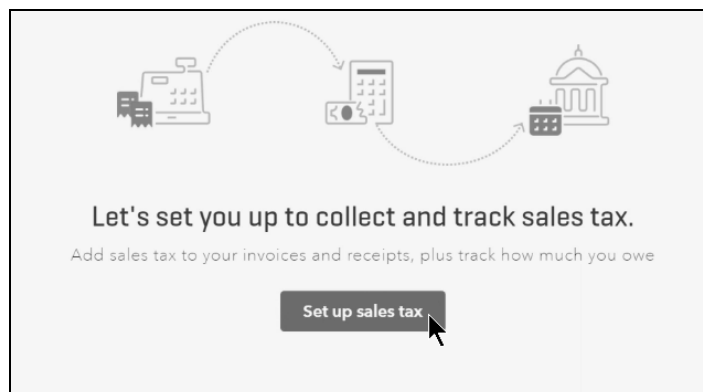
- 1) Set up sales tax
- 2) Mark taxable products as taxable

1) Edit Sales Tax Settings



Edit Sales Tax Settings

- 1) Click **Taxes** on the navigation bar, and select **Sales Tax**.
- 2) Click **Set up sales tax**.
- 3) Make the appropriate selections in the following windows.
- 4) Click **Got it**.



2) Mark Taxable Products as Taxable



Mark Taxable Products as Taxable

- 1) Click **Sales** and select **Products and Services**.
- 2) Select a product to mark as taxable.
- 3) Click the box next to **Is taxable**.
- 4) Select the Sales tax category.
- 5) Click the **What you sell** drop-down list and make the appropriate selection.
- 6) Click **Save and close**.

Product/Service information

Inventory

Name*

Sprinkler Pipe

SKU

Category

Choose a category

Quantity on hand

38

Adjust: Quantity | Starting value

Reorder point

What's the reorder point?

0

Quantity on PO

0

Inventory asset account

Inventory Asset

Sales information

Sprinkler pipes for sprinkler system

Sales price/rate

2.50

Income account

Sales of Product Income

☒ Is taxable

Sales tax category

Retail

What you sell

Taxable Retail Items

Taxable Retail Items - Items - Taxable

Purchasing information

Sprinkler pipes for sprinkler system

SHOW MORE

Save and close

Nontaxable Customer Setup

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

Customer information

Title

First name

Middle name

Last name

Suffix

Email

Separate multiple emails with commas

Company

Phone

Mobile

Fax

* Display name as

Nontaxable Customer

Other

Website

Print on check as

☒ Use display name

Nontaxable Customer

☐ Is sub-customer

Enter parent customer

Bill with parent

Address

Notes

Tax info

Payment and billing

Attachments

☒ This customer is tax exempt

Reason for exemption*

Charitable organizatic

Exemption details

Learn more

Cancel

Privacy

Save

Invoice Sales Tax

Taxable Sale

Invoice

Customer: Taxable Customer Email (Separate emails with a comma)

☐ Send later ☐ Co/Bcc

Payment Options: Get set up

☐ Credit card ☐ Free bank transfer

BALANCE DUE \$89.25

Billing address: Taxable Customer

Terms: Net 30 Invoice date: 04/26/2017 Due date: 05/26/2017

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Sprinkler Pipe	Sprinkler pipes for fountains and sprinkler systems	20	2.50	50.00	✓
2	Installation	Installation of garden features and fixtures	1	35	35.00	
3						

Add lines Clear all lines Add subtotal

Message displayed on invoice

Statement memo

Subtotal \$85.00

Taxable subtotal \$50.00

Dallas Sales Tax 8.5% 4.25

Discount percent \$0.00

Total \$89.25

Cancel Clear Print or Preview Make recurring Customize Save Save and close

Non-taxable Sale

Invoice

Customer: Nonprofit Customer Email (Separate emails with a comma)

☐ Send later ☐ Co/Bcc

Payment Options: Get set up

☐ Credit card ☐ Free bank transfer

BALANCE DUE \$85.00

Billing address: Nonprofit Customer

Terms: Net 30 Invoice date: 04/26/2017 Due date: 05/26/2017

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Sprinkler Pipe	Sprinkler pipes for fountains and sprinkler systems	20	2.50	50.00	✓
2	Installation	Installation of garden features and fixtures	1	35	35.00	
3						

Add lines Clear all lines Add subtotal

Message displayed on invoice

Statement memo

Subtotal \$85.00

Taxable subtotal \$50.00

Select a sales tax rate 0.00

Discount percent \$0.00

Total \$85.00

Cancel Clear Print or Preview Make recurring Customize Save Save and close

Pay Sales Taxes

Determine Amount Due



Review Sales Tax Liability Report

- 1) Click **Reports** on the navigation bar.
- 2) Select the **Sales Tax Liability** report in the **Sales Tax** section.

Sort ▾ Add notes



Craig's Design and Landscaping

SALES TAX LIABILITY REPORT

January - March, 2018

	TAXABLE AMOUNT	TAX
▼ Texas State Comptroller		
Texas State (6.25%)	50.00	3.13
Texas, Dallas City (1%)	50.00	0.50
Texas, Dallas Mtn District (1%)	50.00	0.50
Total		4.13

Pay Sales Taxes



Pay Sales Taxes

- 1) Click **Taxes** on the navigation bar, and select **Sales Tax**.
- 2) Click **View return** next to the appropriate sales tax.
- 3) Click the **Record payment** button.
- 4) Enter the appropriate information in the **Record payment** window.
- 5) Click **Record payment**.
- 6) Click **Close**.

Review your sales tax

Texas State Comptroller

Tax Period: January 2018

Due date: Was due February 20

Tax collected \$4.13

Gross sales \$50.00

Taxable sales \$50.00

Adjustments \$0.00

+ Add an adjustment

Tax due \$4.13

Craig's Design and ...

5501 LBJ Freeway

Dallas, TX 75254

File your sales tax now

1. Print the tax form from your state's website and fill it out.
2. Make a payment to your agency or write a check.
3. Send the form and payment to your agency.
4. Record the payment here so your books are up-to-date.

Print

Record payment

Track Inventory

Track inventory for products that you buy, store, and sell. For example, a building supply company buys doors and doorknobs, and sells them. Those products would be tracked 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



Enable Inventory

- 1) Click the **Gear** menu and select **Account and Settings**.
- 2) Click **Sales** on the list to the left.
- 3) Click in the **Products and services** section.
- 4) Click the box next to **Track inventory quantity on hand**.
- 5) Click **Save**.

Account and Settings			
Company	Products and services	<input checked="" type="checkbox"/> Show Product/Service column on sales forms ?	On
Billing & Subscription		<input type="checkbox"/> Show SKU column ?	Off
Sales		<input checked="" type="checkbox"/> Track quantity and price/rate ?	On
Expenses		<input checked="" type="checkbox"/> Track inventory quantity on hand ?	On
Payments	Messages	Default email message sent with sales forms	
Advanced		Default message shown on sales forms	
	Reminders	Default email message sent with reminders	
	Online delivery	Email options for sales forms	
	Statements	Show aging table at bottom of statement	On

Cancel Save

Done

Add Inventory Item



Add Inventory Item

- 1) Click the **Gear** menu and select **Products and Services**.
- 2) Click the **New** button.
- 3) Select **Inventory Item** as the **Type**.
- 4) Enter the appropriate information for the inventory item.
- 5) Click **Save and close**.

Product/Service information

Inventory item
Change type

Name *

SKU

Category

Quantity on hand

Initial quantity on hand *

As of date *

Choose an inventory start date that precedes any transactions you will enter for the item.

Inventory asset account

Sales information

Sales price/rate

Income account

☒ Is taxable

Purchasing information

Cost

Expense account

Purchase Orders

Use Purchase Orders to buy inventory from your vendors. Purchase Orders are non-posting entries. This means they don't affect any accounts when they are entered. When you receive items from the purchase order, your accounts and quantities on hand will be updated.



Create Purchase Order

- 1) Click the **Global Create** menu and select **Purchase Order**.
- 2) Click the **Choose a vendor** drop-down arrow and select the vendor.
- 3) Enter the appropriate information in the **Item details** area of the **Purchase Order** page.
- 4) Click the **Save and send** drop-down arrow and make the appropriate selection.

Purchase Order

Ellis Equipment Rental | Rental@intuit.com

AMOUNT: **\$25,000.00**

Open

Mailing address: Ellis Equipment Rental, 45896 Main St, Middlefield CA 94303

Ship to: Select customer for address

Purchase Order date: 04/26/2017

Shipping address: Craig's Design and Landscaping Services, 5454 Fannin Rd, Placerville, CA 95667 US

Ship via:

▶ Account details

▼ Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
1	Lawn Mower	Standard lawn mower	250	100	25,000.00
2					

Cancel Clear Print Make recurring Save Save and send



Review Open Purchase Order List

- 1) Click **Reports** on the navigation bar.
- 2) Select **Open Purchase Order List** under **Expenses and Vendors**.

Craig's Design and Landscaping Services

OPEN PURCHASE ORDER LIST BY VENDOR

All Dates

DATE	NUM	MEMO/DESCRIPTION	SHIP VIA	AMOUNT
▼ Ellis Equipment Rental				
04/26/2017	1001			25,000.00
Total for Ellis Equipment Rental				\$25,000.00
▼ Hicks Hardware				
01/01/2017	1			2,615.00
Total for Hicks Hardware				\$2,615.00
TOTAL				\$27,615.00

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 works best for your business.



Receive Items

- 1) Click the **Global Create** menu and select the appropriate form.
- 2) Click the **Choose a vendor** drop-down arrow and select the vendor.
- 3) Click the **Add** button to the right for the products received.
- 4) Change any information necessary on the form.
- 5) Click the **Save and new** drop-down arrow and make the appropriate selection.

Bill #2301 ? X

Ellis Equipment Rental BALANCE DUE
\$25,000.00

1 linked transaction

Mailing address Terms Bill date Due date Bill no.

Ellis Equipment Rental
94303
USA
45896 Main St.
Middlefield

Net 10 04/26/2017 05/06/2017 2301

► Account details

▼ Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	
1	Lawn Mower	Standard lawn mower	250	100	25,000.00	
2						

Add lines Clear all lines

Memo Total \$25,000.00

Cancel Clear Make recurring Save Save and close

Inventory Reports



Inventory Valuation Summary

- 1) Click **Reports** on the navigation bar.
- 2) Select **Inventory Valuation Summary** under **Sales and Customers**.

Craig's Design and Landscaping Services				
INVENTORY VALUATION SUMMARY				
As of April 26, 2017				
	SKU	QTY	ASSET VALUE	CALC. AVG
Lawn Mower		250.00	25,000.00	100.00
Pump		54.00	540.00	10.00
Rock Fountain		10.00	1,250.00	125.00
Sprinkler Head		36.00	72.00	2.00
Sprinkler Pipe		8.00	32.00	4.00
TOTAL			\$26,894.00	



Inventory Valuation Detail

- 1) Click **Reports** on the navigation bar.
- 2) Select **Inventory Valuation Detail** under **Sales and Customers**.

Craig's Design and Landscaping Services							
INVENTORY VALUATION DETAIL							
April 1-26, 2017							
DATE	TRANSACTION TYPE	NUM	QTY	RATE	FIFO COST	QTY ON HAND	ASSET VALUE
▼ Lawn Mower							
04/26/2017	Inventory Starting Va...	START	0.00	100.00	0.00	0.00	0.00
04/26/2017	Bill	2301	250.00	100.00	25,000.00	250.00	25,000.00
Total for Lawn Mower			250.00		\$25,000.00	250.00	\$25,000.00
▼ Pump							
Beginning Bal...						54.00	540.00
Total for Pump						54.00	\$540.00
▼ Rock Fountain							
Beginning Bal...						10.00	1,250.00
Total for Rock Fountain						10.00	\$1,250.00
▼ Sprinkler Head							
Beginning Bal...						36.00	72.00
Total for Sprinkler Head						36.00	\$72.00

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 differs from the quantity in QuickBooks, you need to *adjust the inventory*.



Adjust Inventory

- 1) Click the **Gear** menu and select **Products and Services**.
- 2) Select the item to adjust and click the **Edit** button.
- 3) Select **Quantity**.
- 4) Enter the **New Qty**.
- 5) Click **Save and close**.

Inventory Quantity Adjustment #7
?
×

Adjustment date

Reference no.

Inventory adjustment account.....

#	PRODUCT	DESCRIPTION	QTY ON HAND	NEW QTY	CHANGE IN QTY	
1	Lawn Mower	Best lawn mower money can buy!	245	240	-5	
2						

Memo

Your Turn

Now it's your turn to apply what you've learned. **Time Estimate: 5 Minutes**



Sales Tax & Inventory

- 1) You need to order products from **Ellis Equipment Rental**. They require a purchase order (date 7 days ago, via UPS) for **50 Pumps** and **50 Rock Fountains**.
- 2) Today you receive all the products with the bill. Enter the bill from **Ellis Equipment Rental**.
- 3) Pay the bill from **Ellis Equipment Rental** with a hand-written check.

Visit Our Website
www.quickbookstraining.com

MASTERING QUICKBOOKS ONLINE EVALUATION

Your Name: _____

Course Date: _____

Instructor: _____

PLEASE COMPLETE OUR ONLINE EVALUATION

QUICKBOOKSTRAINING.COM/QBO-FEEDBACK

IF YOU NEED A CPE CREDIT CERTIFICATE

PLEASE COMPLETE THE SECTION BELOW AND FAX TO 1-800-933-0656

** There are no prerequisites for this course, and no advance preparation is necessary*

Strongly Disagree

Strongly Agree

Overall, my rating for this course is favorable.....0 1 2 3 4 5 6 7 8 9 10

I will be more effective in my job as a result of taking this course.....0 1 2 3 4 5 6 7 8 9 10

Instructor answered questions to my satisfaction.....0 1 2 3 4 5 6 7 8 9 10 N/A

Prerequisites were appropriate	0	1	2	3	4	5	6	7	8	9	10	N/A
--------------------------------------	---	---	---	---	---	---	---	---	---	---	----	-----

Stated learning objectives were met.....0 1 2 3 4 5 6 7 8 9 10

Handout and/or advance preparation materials were satisfactory0 1 2 3 4 5 6 7 8 9 10 N/A

The time allotted to the learning activity was appropriate0 1 2 3 4 5 6 7 8 9 10

Course materials were accurate.....0 1 2 3 4 5 6 7 8 9 10

Course materials were relevant, and contributed to the achievement
of the learning objectives0 1 2 3 4 5 6 7 8 9 10

The audio and visual materials were effective.....0 1 2 3 4 5 6 7 8 9 10

The facilities and/or technological equipment were appropriate..... 0 1 2 3 4 5 6 7 8 9 10 N/A

Overall, the course instructor was effective.....0 1 2 3 4 5 6 7 8 9 10

Course focused on areas that are useful in my job..... 0 1 2 3 4 5 6 7 8 9 10

This course was a good value for the money..... 0 1 2 3 4 5 6 7 8 9 10 N/A

Any comments or suggestions? _____