

intuit®

QuickBooks®

SMALL BUSINESS ACCOUNTING

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User Guide

# Welcome to QuickBooks

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

## All kinds of help

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

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

You can find a local QuickBooks expert by typing in your ZIP code here: [www.findaproadvisor.com](http://www.findaproadvisor.com).

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

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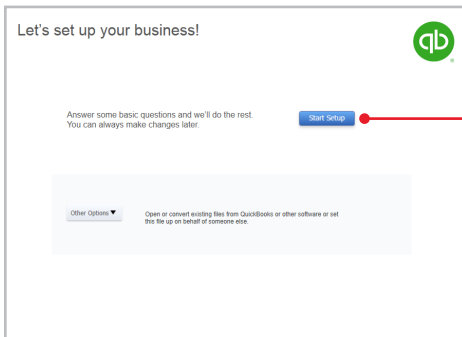
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# Getting started

## Begin by creating your company file

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

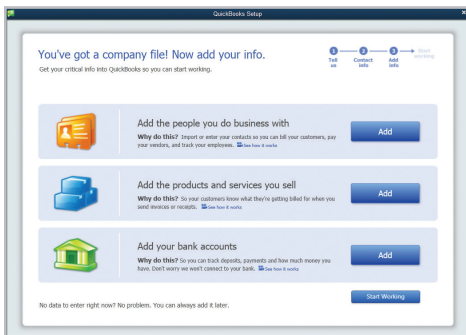
You can also reach this window from the menu by choosing **File > New Company**.



Click here to get started.

## Next, add your business info

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

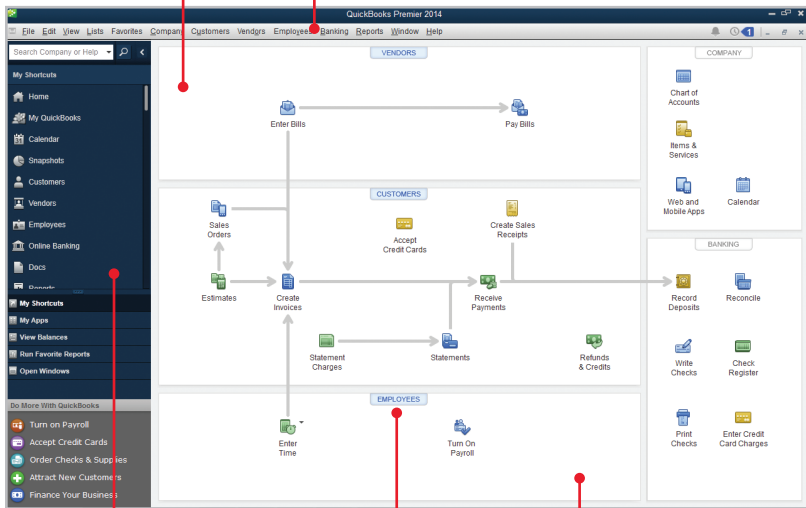


Choose **Company > Bulk Enter Business Details**.

# Using the Home page to move around in QuickBooks

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

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



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

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

Go directly to the centers by clicking on these icons.

## Using centers

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

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

QuickBooks lists the names in the center here.

Click here to see all transactions associated with these names.

Customer Center: Abercrombie, Kristy

Customers & Jobs | Transactions

Active Customers

NAME	BALANCE TOT.	ATTACH
Abercrombie, Kristy	0.00	
Family Room	0.00	
Kitchen	0.00	
Remodel Bath...	0.00	
Allard, Robert	14,510.00	
Remodel	14,510.00	
Babcock's Music ...	0.00	
Remodel	0.00	
Baker, Chris	0.00	
Family Room	0.00	
Garage Repair	0.00	
Balak, Mike	0.00	
Utility Shed	0.00	
Barley, Renee	0.00	
Repairs	0.00	
Bauman, Mark	0.00	
Home Remodel	0.00	

Customer Information

Company Name: Main Phone 415-555-6579

Full Name Mrs. Kristy Abercro... Main Email kristy@sampleran...

Customer Type Residential

Account No. 91-431

Terms Net 30

Bill To KristyAbercrombie  
5647 Cypress Hill Rd  
Baysshore CA94326

REPORTS FOR THIS CUSTOMER

QuickReport  
Open Balance  
Show Estimates  
Customer Snapshot

Transactions | Contacts | To Do's | Notes | Sent Email

SHOW All Trans... FILTER BY All DATE This Fisc... 1/01/2017 - 12/31/2017

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Payment		12/15/2017	10100 -Checking	7,833.28
Estimate	613	12/10/2017	90200 -Estimates	7,676.13
Invoice	1091	12/10/2017	11000 -Accounts Receivable	4,522.00
Check	476	12/01/2017	10100 -Checking	-711.15
Credit Memo	4002	12/01/2017	11000 -Accounts Receivable	-711.15
Invoice	1084	11/25/2017	11000 -Accounts Receivable	3,111.28

Manage Transactions | Run Reports

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

Click here to edit the name's information.

# Using forms

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

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

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

The screenshot shows the 'Create Invoices' form in QuickBooks. The ribbon at the top includes tabs for 'Mark', 'Formatting', 'Senior/Ship', and 'Reports'. Below the ribbon are various action buttons like 'Find', 'New', 'Save', 'Delete', 'Memorize', 'Mark As Pending', 'Print', 'Email', 'Print Later', 'Email Later', 'Attach File', 'Add Time/Costs', 'Apply Credits', 'Progress', 'Receive Payments', 'Create a Batch', 'Refund/Credit', and 'Online Pay'. The main form area is divided into several sections: 'CUSTOMER\_JOB' (Abercrombie, Kristy), 'CLASS' (Remo...), and 'TEMPLATE' (Rock Castl...). A dropdown menu is open for 'CUSTOMER\_JOB', showing options like '<Add New>', 'Abercrombie, Kristy', 'Family Room', 'Kitchen', 'Remodel Bathroom', and 'Allard, Robert'. The 'DATE' is 12/15/2017, 'INVOICE #' is 1100, and 'SHIP TO' is Kristy Abercrombie. A table lists items: Framing (16 units, 55.00 rate, 880.00 amount), Installation (12 units, 35.00 rate, 420.00 amount), Removal (16 units, 35.00 rate, 560.00 amount), and Subs.Tile &C. (825.00 rate, 825.00 amount). The 'TOTAL' is 3,114.00. The 'Save & Close' button is highlighted with a red arrow.

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

Click here to save your work on a form.

## Get paid:

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

## Create sales receipts

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

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

The screenshot shows the 'Enter Sales Receipts' window in QuickBooks. The window title is 'Enter Sales Receipts'. The menu bar includes Main, Formatting, Send/Ship, Reports, Payments, and Add time/costs. The toolbar contains buttons for Find, New, Save, Delete, Memorize, Mark As Pending, Print, Email, Print Later, Email Later, Attach File, and Add Credit Card Processing. The window is divided into several sections:

- Customer Information:** CUSTOMER\_JOB: Abercrombie, Kr...; CLASS: Remodel; DEPOSIT TO: Checking; TEMPLATE: Custom Sa...
- Sales Receipt Header:** DATE: 10/30/2017; SALE NO.: 3006; SOLD TO: Kristy Abercrombie, 5647 Cypress Hill Rd, Bayshore CA 94326.
- Payment Information:** CHECK NO.: 305; PAYMENT METHOD: Check.
- Item Table:**

ITEM	DESCRIPTION	QTY	RATE	AMOUNT	TAX
Cabinets:Light ...	Light pine kitchen cabinet wall unit	4.75	1,799.00	8,545...	Tax
Wood Door:Exte...	Exterior wood door	16.5	120.00	1,980...	Tax
- Tax and Totals:** TAX: San Tomas (7.75%); TOTAL: 11,340.96.
- Footer:** CUSTOMER MESSAGE, MEMO, CUSTOMER TAX CODE: Tax, and buttons for Save & Close, Save & New, and Revert.

Numbered callouts (1-6) are placed around the window with red lines pointing to specific fields:

- Select a customer. (Points to the CUSTOMER\_JOB field)
- Tell QuickBooks what you're selling. (Points to the ITEM table)
- Enter the quantity. (Points to the QTY column in the item table)
- QuickBooks fills in the price you entered when you set up the item. You can change it here. (Points to the RATE column in the item table)
- Enter the customer's payment information. (Points to the CHECK NO. and PAYMENT METHOD fields)
- Print or email the sales receipt. (Points to the Print and Email buttons in the toolbar)



# Create invoices

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

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

**1** Select a customer.

**2** Tell QuickBooks what you're selling.

**3** Enter the quantity.

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

**5** Print or email the invoice.

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

- CUSTOMER:** Abercrombie, Kristy
- CLASS:** Remo... | **TEMPLATE:** Rock Castl...
- DATE:** 12/15/2017 | **INVOICE #:** 1100
- BILL TO:** Kristy Abercrombie, 5647 Cypress Hill Rd, Bayshore CA 94326
- SHIP TO:** Ship To 1 | Kristy Abercrombie, 5647 Cypress Hill Rd, Bayshore, CA 94326
- TERMS:** Net 30 | **DUE DATE:** 01/14/2018
- ITEMS:**

ITEM	DESCRIPTION	QUANT.	UNIT	RATE	AMOUNT	TAX
Framing	Framing labor	16		55.00	880.00	Non
Installation	Installation labor	12		35.00	420.00	Non
Removal	Removal labor	16		35.00	560.00	Non
Subs:Tile &C...	Install tile or counter			825.00	825.00	Non
- TOTAL:** 3,114.00
- PAYMENTS APPLIED:** 0.00
- BALANCE DUE:** 3,114.00
- TAX:** San Tomas (7.75%)
- ONLINE PAY:** Off
- RECENT TRANSACTION:**

12/15/17 Payment	7,633.28
12/12/17 Estimate	7,676.13
12/10/17 Invoice - Paid	4,522.00
12/01/17 Credit Memo	711.15
11/25/17 Invoice - Paid	3,111.28

## Receive payments

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

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

**1** Select a customer.

**2** Enter the amount the customer paid you.

**3** Enter your customer's payment information.

**4** Select the unpaid invoices to apply the payment to.

**5** Save the payment.

The screenshot shows the 'Receive Payments' window with the following details:

- Customer:** RECEIVED FROM: Abercrombie, Kristy...
- Amount:** AMOUNT: 3,114.00
- Date:** DATE: 12/15/2017
- Payment Method:** PMT. METHOD: Check
- Check Number:** CHECK #: 1234
- Customer Balance:** CUSTOMER BALANCE: 3,114.00

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
12/15/2017	1100		3,114.00	3,114.00
Totals			3,114.00	3,114.00

**AMOUNTS FOR SELECTED INVOICES**

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

Buttons: Save & Close, Save & New, Clear

## Make deposits

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

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

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

✓	DATE	TIME	TYPE	NO.	PAYMENT METHOD	NAME	AMOUNT
✓	12/15/2017		PMT		Cash	Roche, Diarmuid:Garage repairs	440.00
✓	12/14/2017		PMT	986	Check	Jacobsen, Doug:Kitchen	2,000.00
✓	12/15/2017		PMT	1234	Check	Abercrombie, Kristy:Remodel B...	3,114.00

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

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

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	CLASS	AMOUNT
Roche, Diarmuid:Garage repairs	Undeposited Funds			Cash		440.00
Jacobsen, Doug:Kitchen	Undeposited Funds		986	Check		2,000.00
Abercrombie, Kristy	Undeposited Funds		1234	Check		3,114.00

Deposit Subtotal 5,554.00

3 Enter any additional money to deposit.

4 Print a deposit slip or summary for your records.

5 Save the deposit.

## Pay others:

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

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

## Bill Tracker

Keep on top of all your vendor-related expenses.

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

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

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

VENDOR	TYPE	NUMBER	DATE	DUE DATE	STATUS	AMOUNT DUE	ACTION
Low Plumbing	Bill		12/11/2019	12/26/2020	Open	1,200.00	Pay Bill
Perry Windows & Doors	Bill		12/4/2019	1/3/2021	Open	2,400.00	
Wheeler's Tie Etc.	Bill	7893	11/29/2019	12/29/2020	Open	1,250.00	
Call Telephone	Bill		11/25/2019	12/25/2020	Open	91.94	
Timberloft Lumber	Bill	12849	11/20/2019	12/20/2020	Open	19.60	
Hopkins Construction Rentals	Bill		12/8/2019	12/23/2020	Open	150.00	
Middlefield Drywall	Bill		11/24/2019	12/24/2020	Open	1,200.00	
Patton Hardware Supplies	Bill		12/1/2019	12/31/2020	Open	210.00	
Perry Windows & Doors	Bill		12/2/2019	1/1/2021	Open	50.00	
Daigle Lighting	Bill		12/2/2019	1/1/2021	Open	52.00	
Timberloft Lumber	Bill		12/1/2019	12/31/2020	Open	80.50	
Cal Gas & Electric	Bill	12/03	12/15/2019	12/30/2020	Open	122.68	
Vu Contracting	Bill		12/15/2019	12/30/2020	Open	1,250.00	
C. U. Electric	Bill		11/30/2019	12/30/2020	Open	500.00	
C. U. Electric	Bill		12/12/2019	1/11/2021	Open	250.00	
Patton Hardware Supplies	Bill		12/12/2019	1/11/2021	Open	810.00	
Washuta & Son Painting	Bill		12/12/2019	1/11/2021	Open	600.00	

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

Click here to take immediate action on the selected expense.

## Write checks

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

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

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

2 Select the payee.

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

The screenshot shows the 'Write Checks - Checking' window in QuickBooks. The window title is 'Write Checks - Checking'. The menu bar includes 'Main' and 'Reports'. The toolbar contains icons for 'Find', 'New', 'Save', 'Delete', 'Create a Copy', 'Print', 'Print Later', 'Pay Online', 'Attach File', 'Select PO', 'Enter Time', 'Clear Splits', 'Recalculate', 'Reorder Reminder', and 'Order Checks'. The 'BANK ACCOUNT' dropdown is set to 'Checking' with an ending balance of '49,773.10'. The 'NO.' field is '517' and the 'DATE' is '12/15/2017'. The 'PAY TO THE ORDER OF' field is 'Hamby Rental Properties' with an amount of '\$ 2,750.00'. The check amount is written out as 'Two thousand seven hundred fifty and 00/100'. The address is 'Hamby Rental Properties, 101 N. Main Street, Baysshore, CA 94326'. The 'Expenses' table shows a total of '\$2,750.00' with one item 'Rent' for '\$2,750.00'. The 'Items' column total is '\$0.00'. At the bottom, there are buttons for 'Save & Close', 'Save & New', and 'Revert'.

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

5 Enter the amount of the check.

6 Save the check.

## Enter bills

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

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

Start by entering a bill.

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

- Vendor:** Anystate Gas & Electric
- Address:** Anystate Gas & Electric, P.O. Box 5037, Middlefield, CA 94482
- Date:** 12/15/2017
- Ref. No.:** 12/03
- Amount Due:** 122.68
- Bill Due:** 12/30/2017
- Terms:** Net 15
- Memo:** Acct #560-82645-99C

The 'Expenses' table is shown with the following data:

Expenses	\$122.68	Items	\$0.00	
ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE?
Utilities: Gas and Electric	122.68			

At the bottom, there are three buttons: 'Save & Close', 'Save & New', and 'Clear'.

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

## Pay bills

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

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

1 Select the bills you want to pay.

<input type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input checked="" type="checkbox"/>	12/30/2017	Anystate Gas & Electric		12/03	122.68	0.00	0.00	122.68
<input type="checkbox"/>	12/30/2018	C.U. Electric			500.00	0.00	0.00	0.00
<input type="checkbox"/>	01/11/2019	C.U. Electric			250.00	0.00	0.00	0.00
<input type="checkbox"/>	12/25/2018	Cal Telephone			91.94	0.00	0.00	0.00
Totals					23,177.72	0.00	0.00	122.68

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor **Anystate Gas & Electric** Terms **Net 15** Number of Credits **0**

Bill Ref. No. **12/03** Sugg. Discount **0.00** Total Credits Available **0.00**

Go to Bill Set Discount Set Credits

PAYMENT

Date: 12/15/2017 Method: Check Account: Checking

To be printed (selected) Assign check number

Ending Balance: 52,277.74

Pay Selected Bills Cancel

2 Change the date if needed.

3 Select the payment method and account.

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

5 Click here to pay the bills.

# See how your business is doing

## Home Page Insights

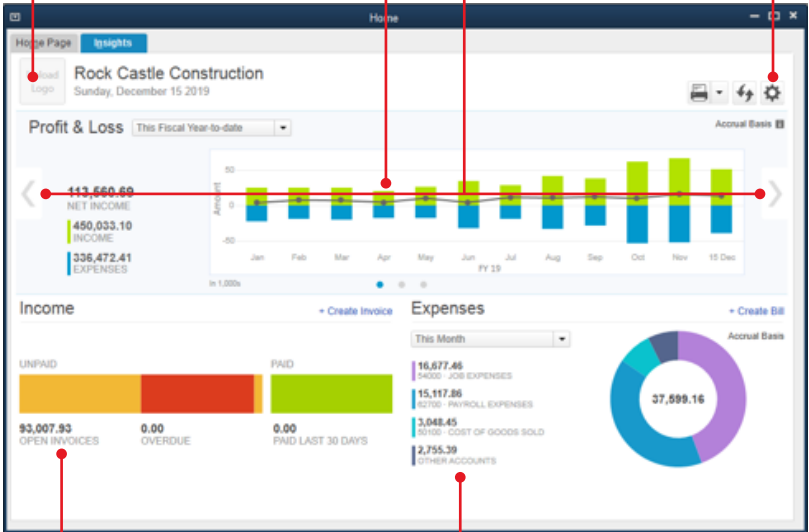
Use Home page Insights to see exactly how your business is doing. To start, click the **Insights** tab at the top of the **Home** page.

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

Click the arrows to move between panes.

Click here to add your company logo.

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



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

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



# Using the Reports Center

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

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

Choose a type of report.

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

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

The screenshot shows the QuickBooks Reports Center interface. The top navigation bar includes tabs for 'Standard', 'Memorized', 'Favorites', 'Recent', and 'Contributed'. A search bar is located on the right. The left sidebar lists various report categories, with 'Company & Financial' selected. The main content area displays 'Company & Financial Profit & Loss (income statement)'. Two report views are shown: 'Profit & Loss Standard' and 'Profit & Loss Detail'. The 'Standard' view shows a summary table with categories like Ordinary Income/Expense, Total Income, and Total Expenses. The 'Detail' view shows a more granular table with columns for Type, Date, Name, Debit, Credit, and Balance. Below the reports, there are date selection options: 'This Month-to-date' and 'This Fiscal Year-to-date'. A circular callout highlights the date selection area, which includes icons for running the report, marking it as a favorite, and getting more information.

	Company & Financial
Ordinary Income/Expense	
Income	
40100 Construction Income	39,324.15
40200 Reimbursement Income	622.00
Total Income	39,946.15
Cost of Goods Sold	
50100 Cost of Goods Sold	1,243.45
94000 Job Expenses	14,812.45
Total COGS	16,055.90
Gross Profit	23,890.25
Expenses	
84200 Advertisi	178.00
84000 Tools and Machinery	652.00
Total Expense	830.00
Net Ordinary Income	23,060.25
Other Income/Expense	
70100 Other Income	45.83
Total Other Income	45.83
Net Other Income	45.83
Net Income	23,106.08

Type	Date	Name	Debit	Credit	Balance
Income					
Subtotal				39,946.15	39,946.15
Construction Income	01/01	Sum. Jan		3,687.00	3,687.00
Reimbursement	01/01	Sum. Jan		39.80	39.80
Total Income	01/01	Sum. Jan		3,726.80	3,726.80
Cost of Goods Sold	01/01	Sum. Jan	1,243.45		1,243.45
Job Expenses	01/01	Sum. Jan	14,812.45		14,812.45
Total COGS	01/01	Sum. Jan	16,055.90		16,055.90
Gross Profit	01/01	Sum. Jan		23,890.25	23,890.25
Expenses	01/01	Sum. Jan			
Advertisements	01/01	Sum. Jan	178.00		178.00
Tools and Machinery	01/01	Sum. Jan	652.00		652.00
Total Expense	01/01	Sum. Jan	830.00		830.00
Net Ordinary Income	01/01	Sum. Jan		23,060.25	23,060.25
Other Income	01/01	Sum. Jan		45.83	45.83
Total Other Income	01/01	Sum. Jan		45.83	45.83
Net Other Income	01/01	Sum. Jan		45.83	45.83
Net Income	01/01	Sum. Jan		23,106.08	23,106.08

Run the report.

Read the question this report answers about your business.

Mark the report as a favorite.

Get more information about the report.

## Company Snapshot

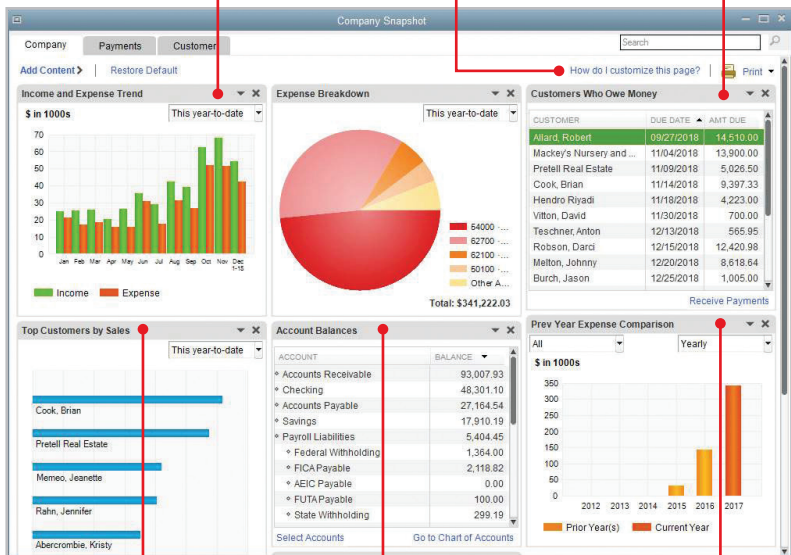
Use the Company Snapshot to get real-time company information and perform tasks from a single place.

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

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

Click here to learn how to customize the Company Snapshot.

See what your customers owe you.



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

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

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

## Profit and Loss

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

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

Click here to customize your report.

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

The screenshot shows the Profit & Loss report for Rock Castle Construction for the period of December 1-15, 2017. The interface includes a header with the report title and a toolbar with buttons for 'Customize Report', 'Share Template', 'Memorize', 'Print', 'E-mail', and 'Export'. Below the toolbar, there are date selection fields and a table of financial data. A callout points to the 'Customize Report' button, and another points to the 'Memorize' button. A third callout points to the 'Total Income' row, and a fourth points to the 'Net Income' row at the bottom of the table.

Rock Castle Construction	
Profit & Loss	
December 1 - 15, 2017	
3:24 PM	
12/15/17	
Accrual Basis	
◇ Dec 1 - 15, 17 ◇	
▼ Ordinary Income/Expense	
▼ Income	
Labor Income	12,401.91
Sales of products	38,839.25
Total Income	51,241.16
▼ Cost of Goods Sold	
Cost of Goods Sold	19,725.91
Total COGS	19,725.91
Gross Profit	31,515.25
▼ Expense	
Accounting	250.00
Building Repairs	175.00
Fuel	81.62
Gas and Electric	122.68
Loan Interest	32.58
Payroll Expenses	15,117.86
Postage	69.20
Tools and Machinery	810.00
WC Insurance	1,214.31
Total Expense	17,873.25
Net Ordinary Income	13,642.00
Net Income	13,642.00

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

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

## Balance Sheet

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

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

Rock Castle Construction	
Balance Sheet	
As of December 15, 2017	
9:44 AM	
12/15/17	
Accrual Basis	
◇ Dec 15, 17 ◇	
ASSETS	
Current Assets	
▶ Checking/Savings	67,819.29
▶ Accounts Receivable	92,964.40
Other Current Assets	
Inventory	39,268.40
Total Other Current Assets	39,268.40
Total Current Assets	200,052.09
Fixed Assets	
Furniture and Equipment	434,938.31
Total Fixed Assets	434,938.31
TOTAL ASSETS	634,990.40
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
▶ Accounts Payable	26,636.92
▶ Credit Cards	476.82
▶ Other Current Liabilities	6,362.08
Total Current Liabilities	33,475.82
▶ Long Term Liabilities	386,966.91
Total Liabilities	420,442.73
Equity	
Retained Earnings	101,030.51
Net Income	113,517.16
Total Equity	214,547.67
TOTAL LIABILITIES & EQUITY	634,990.40

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

Liabilities are everything your business owes.

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

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

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

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

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

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

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