

INTRODUCTION TO QUICKBOOKS

**PRESENTED BY
SHARPER TRAINING SOLUTIONS**

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INTRODUCTION

WHAT IS QUICKBOOKS?

Accounting Software Package

Help Businesses Keep Track Of Financial Data

Designed To Help Manage:

- Customers

- Vendors

- Expenses

- Inventory

- Revenue

*Not for personal use – Quicken from Intuit is an option.

CREATE A NEW COMPANY FILE

File, New Company

Fed Tax ID or SS #

Your Industry ex. Landscaping

Organization ex. Sole Proprietor or Corp.

Fiscal Year – Starting Month

Password – for this Company

File Save Location – default Documents

Selling Services or Products

Sales Tax

Estimates? Statements? Progress Invoicing?

THE QUICKBOOKS DESKTOP

Menu Bar

Icon Bar

Home Page

Flow Chart-Work
Flow

Essential Business
Tasks

Organized Into

Logical Categories:

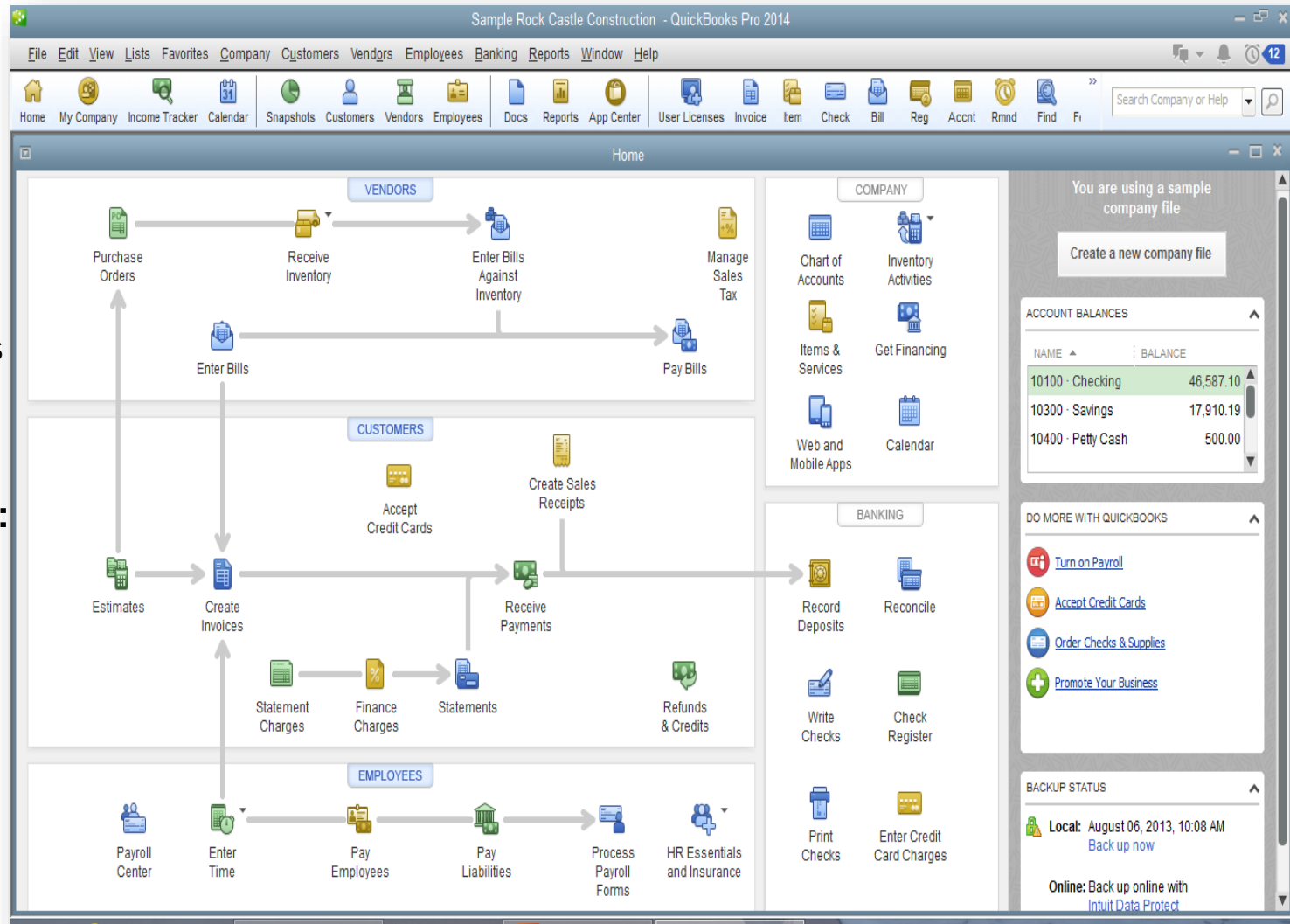
Customers

Vendors

Employees

Company

Banking



QB PREFERENCES

Menu:

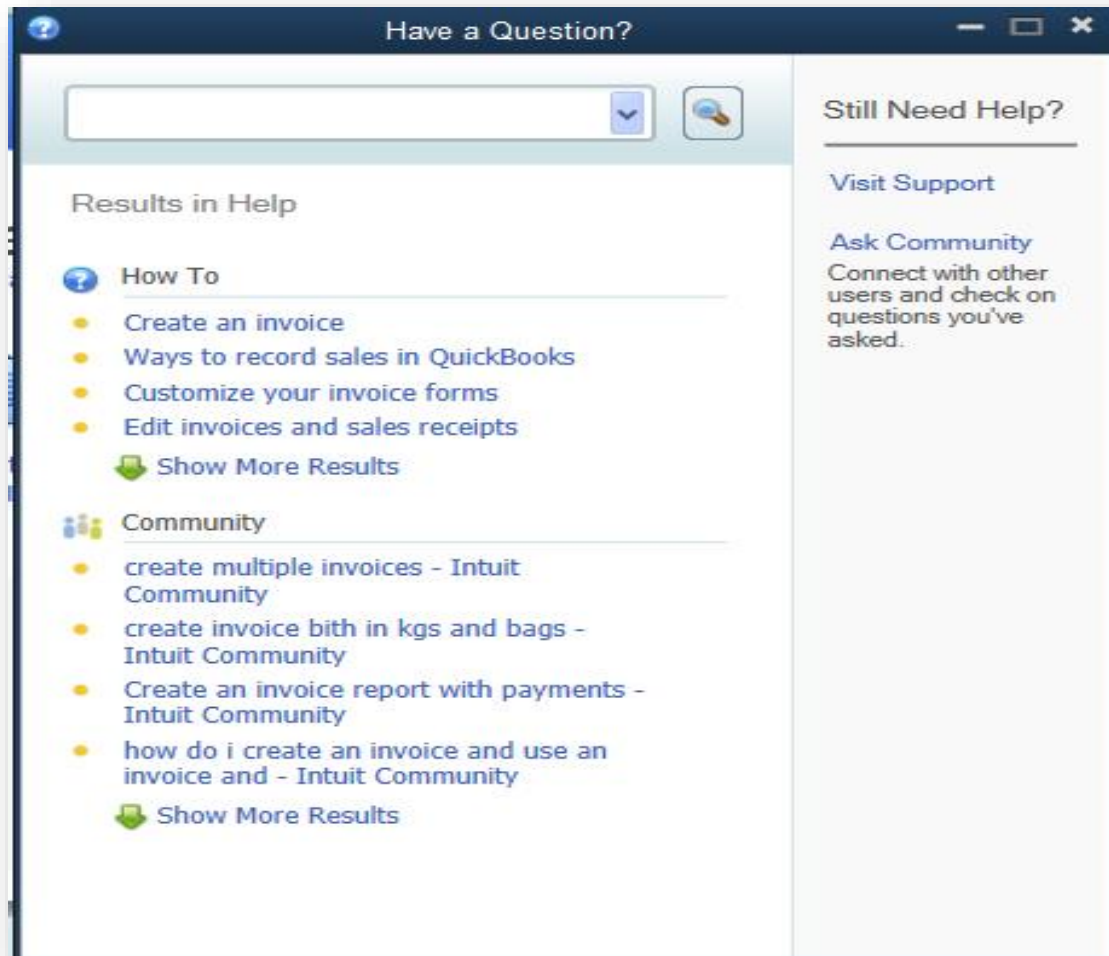
Edit / Preferences

Customize QuickBooks to suit the needs of your business (Company Preferences) and your personal style of working (My Preferences)

HELP!!

QUICKBOOKS HELP

Help Menu / QuickBooks Help



QUICK START CENTER

Help Menu / Quick Start Center


Ready to start working?

These common tasks are a good place to start


[Return to Add Info](#)

Track money in


Charge customers for money they owe you



Create Invoices




Enter Sales Receipts




View Customers

Track money out


Track bills that are due and those you paid




Enter Bills



Write Checks




Check Register



View Vendors

Get started on the right foot


- [Get paid online on your invoices](#)
- [Accept credit cards in QuickBooks](#)
- [Top mistakes to avoid](#)
- [Learning center tutorials](#)





[See how to get around QuickBooks](#)


LEARNING CENTER TUTORIALS


Help Menu / Learning Center Tutorials


 Getting Set Up


 New to QuickBooks?

 Upgraders

 Tracking Money In

 Tracking Money Out

 Reports

 Other Topics

Getting Set Up

Setting up QuickBooks

Creating a new company file	
Setting up QuickBooks	1:51
Adding the people you do business with	2:38
Adding the products and services you sell	1:51
Adding your bank accounts	1:00
Setting up bank feeds	1:03

Installation

Setting up QuickBooks for multi-user	
--------------------------------------	--

User Guides

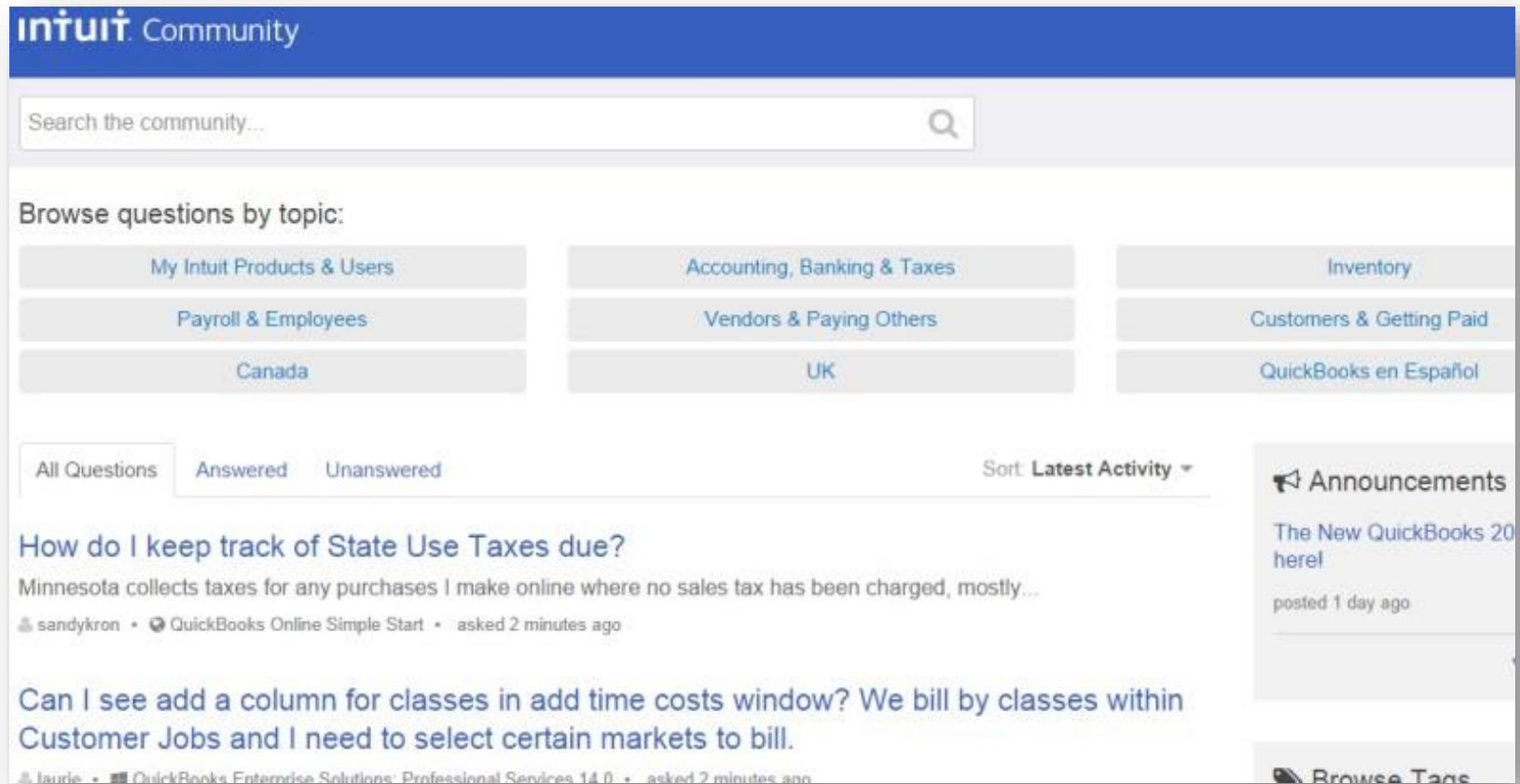
QuickBooks manuals and guides	
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Ready to learn how to get started?

Watch the tutorials in "New to QuickBooks" to learn how to get around and find what you need.

THE INTUIT COMMUNITY

<https://community.intuit.com/>



The screenshot displays the Intuit Community website. At the top is a blue header with the 'intuit. Community' logo. Below the header is a search bar with the placeholder text 'Search the community...'. A section titled 'Browse questions by topic:' features a grid of nine topic buttons: 'My Intuit Products & Users', 'Accounting, Banking & Taxes', 'Inventory', 'Payroll & Employees', 'Vendors & Paying Others', 'Customers & Getting Paid', 'Canada', 'UK', and 'QuickBooks en Español'. Below this is a filter bar with 'All Questions', 'Answered', and 'Unanswered' tabs, and a 'Sort: Latest Activity' dropdown. The main content area shows two question snippets. The first question is 'How do I keep track of State Use Taxes due?' by user 'sandykron' on 'QuickBooks Online Simple Start', asked 2 minutes ago. The second question is 'Can I see add a column for classes in add time costs window? We bill by classes within Customer Jobs and I need to select certain markets to bill.' by user 'laurie' on 'QuickBooks Enterprise Solutions: Professional Services 14.0', also asked 2 minutes ago. On the right side, there is an 'Announcements' section with a post about 'The New QuickBooks 20 here!' posted 1 day ago, and a 'Browse Tags' section at the bottom.

intuit. Community

Search the community...

Browse questions by topic:

My Intuit Products & Users Accounting, Banking & Taxes Inventory

Payroll & Employees Vendors & Paying Others Customers & Getting Paid

Canada UK QuickBooks en Español

All Questions Answered Unanswered Sort: Latest Activity ▾

How do I keep track of State Use Taxes due?
Minnesota collects taxes for any purchases I make online where no sales tax has been charged, mostly...
sandykron • QuickBooks Online Simple Start • asked 2 minutes ago

Can I see add a column for classes in add time costs window? We bill by classes within Customer Jobs and I need to select certain markets to bill.
laurie • QuickBooks Enterprise Solutions: Professional Services 14.0 • asked 2 minutes ago

Announcements
The New QuickBooks 20 here!
posted 1 day ago

Browse Tags

CALL Quickbooks Support

877-797-5809*

Charges may apply

OR

**Search GOOGLE for your
answer online**

ACCOUNTING

QUICKBOOKS vs. ACCOUNTING

QUICKBOOKS

Customers

=

ACCOUNTING

Accounts Receivable

Vendors

=

Accounts Payable

Employees

=

Payroll

THE ACCOUNTING EQUATION

$$\text{Assets} - \text{Liabilities} = \text{Equity}$$

ACCOUNT TYPES

Assets

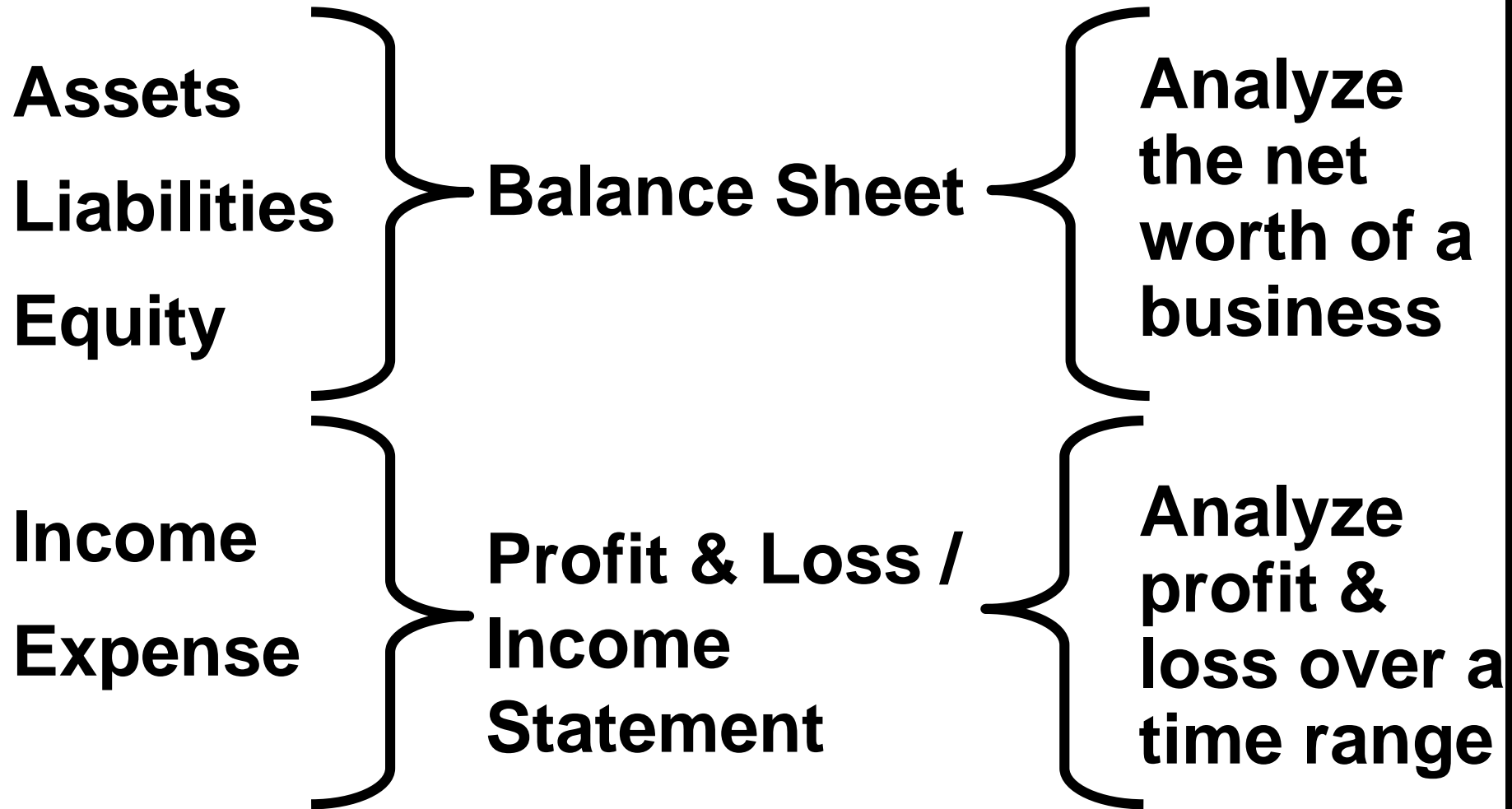
Liabilities

Equity

Income

Expense

FINANCIAL REPORTS



DOUBLE-ENTRY ACCOUNTING

Debits = Credits

Total Debits Must Always Equal Total Credits

ESSENTIAL TASKS

CUSTOMER CENTER

List of Customers

Sample Rock Castle Construction - QuickBooks Pro 2014 - [Customer Center: Abercrombie, Kristy]

Vendors Employees Banking Reports Window Help

Customers Vendors Employees Docs Reports App Center User Licenses Invoice Item Check Bill Reg Acct Rmnd Find

New Customer & Job New Transactions Print Excel Word Income Tracker

Customers & Jobs Transactions

Active Customers

NAME	BALANCE TOT...	ATTACH
♦ All County Roofing	0.00	
♦ Play Skool	0.00	
♦ Abercrombie, Kristy	50.00	
♦ Family Room	0.00	
♦ Kitchen	0.00	
♦ Remodel Bathr...	0.00	
♦ Allard, Robert	15,510.00	
♦ 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 Abercrombie Main Email kristy@samplename.com

Customer Type Residential

Account No. 91-431

Terms Net 30

Bill To Kristy Abercrombie
5647 Cypress Hill Rd
Bayshore CA 94326

REPORTS FOR THIS CUSTOMER

[QuickReport](#)
[Open Balance](#)
[Show Estimates](#)

Selected Customer's Transactions

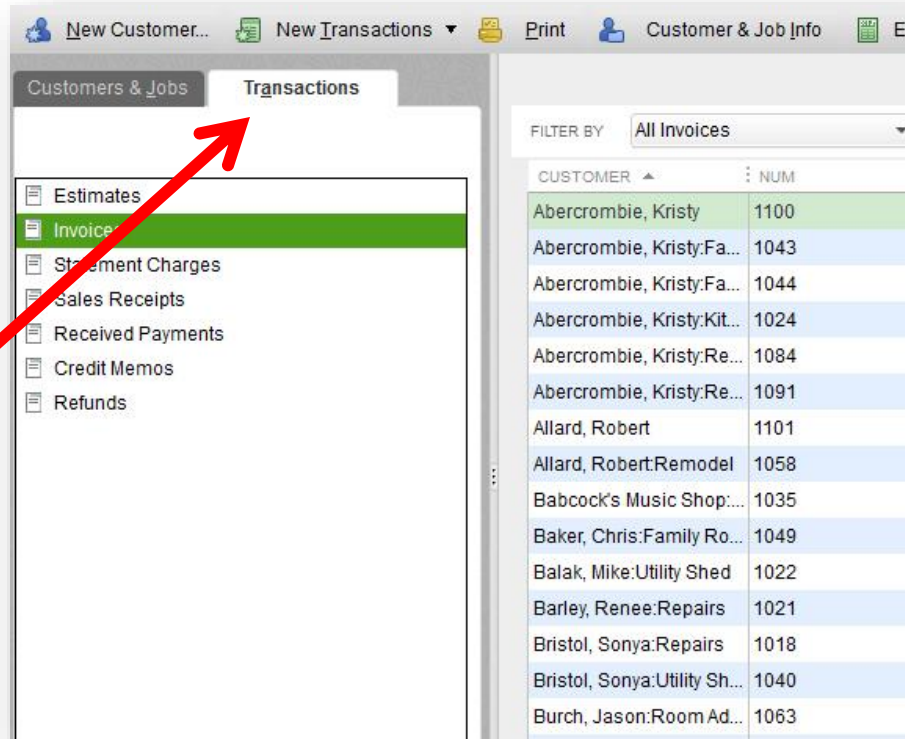
Transactions Contacts To Do's Notes Sent Email

SHOW All Transactions FILTER BY All DATE This Fiscal Year 01/01/2018 - 12/31/2018

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Payment		12/15/2018	10100 · Checking	7,633.28
Estimate	615	12/15/2018	90200 · Estimates	100.00
Invoice	1100	12/15/2018	11000 · Accounts Receivable	100.00
Payment		12/15/2018	12000 · Undeposited Funds	50.00
Estimate	616	12/15/2018	90200 · Estimates	0.00
Estimate	613	12/12/2018	90200 · Estimates	7,676.13
Invoice	1091	12/10/2018	11000 · Accounts Receivable	4,522.00
Check	476	12/01/2018	10100 · Checking	-711.15

Manage Transactions Run Reports

CUSTOMER TRANSACTIONS



Use this to see
lists of:

Estimates


Invoices

Etc.

ADD A NEW CUSTOMER

In Customer Center, New Customer

CUSTOMER NAME

OPENING BALANCE AS OF 12/15/2018  [How do I determine the opening balance?](#)

Address Info

Payment Settings

Sales Tax Settings

Additional Info

Job Info

COMPANY NAME

FULL NAME

JOB TITLE

Main Phone Main Email

Work Phone CC Email

Mobile Website

Fax Other 1

ADDRESS DETAILS

INVOICE/BILL TO

SHIP TO

☐ Default shipping address

☐ Customer is inactive

OK Cancel Help

VENDOR CENTER

List of Vendors

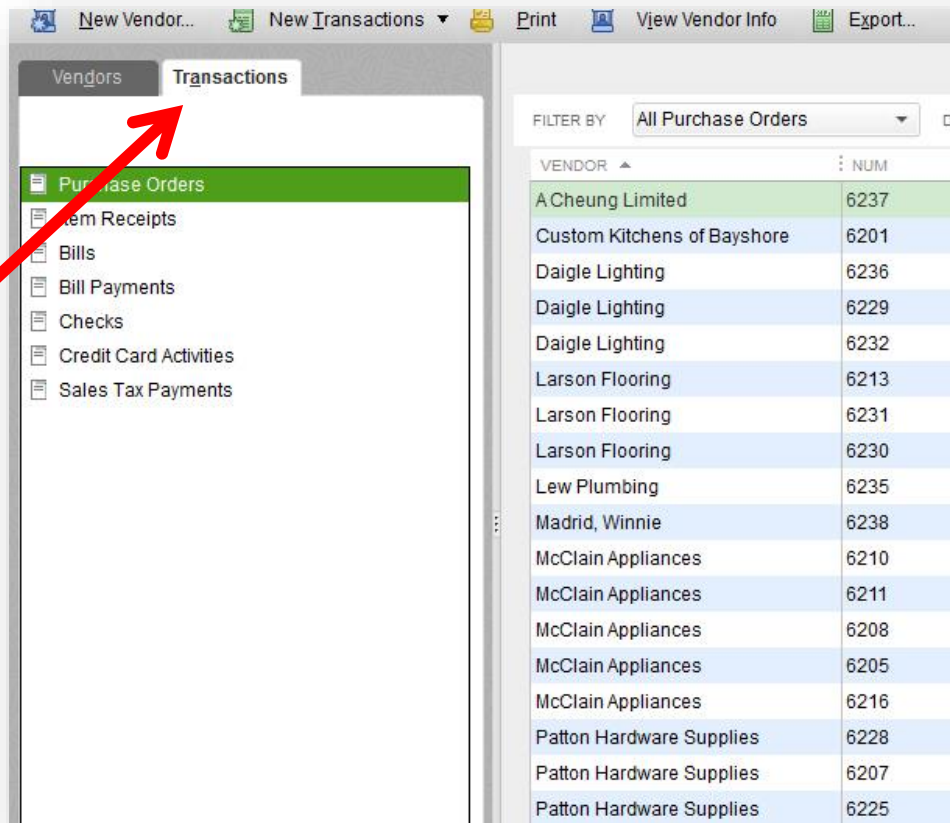
The screenshot displays the Vendor Center interface. On the left, the 'Vendors' tab is active, showing a list of vendors. A red arrow points to the 'Active Vendors' dropdown menu. The list includes vendors like A Cheung Limited, Bank of Anycity, Bayshore CalOil Se..., Bayshore Water, Bruce's Office Mach..., C.U. Electric, Cal Gas & Electric, Cal Telephone, CalOil Company, City of Bayshore, City of East Bayshore, City of Middlefield, Custom Kitchens of..., Daigle Lighting, Davis Business As..., Dianne's Auto Shop, East Bayshore Auto ..., and East Bayshore Tool ...

On the right, the 'Vendor Information' page for A Cheung Limited is displayed. A red arrow points to the 'Selected Vendor's Transactions' box. The page shows the company name, full name (Ms. Angela Cheung), billed from address (3818 Bear Rd. West, Berkeley, CA 94688), main phone (510 555 5723), and fax (510 555 5733). It also includes links for 'Map' and 'Directions'. The 'REPORTS FOR THIS VENDOR' section includes 'QuickReport' and 'Open Balance'.

Below the vendor information, the 'Transactions' tab is active, showing a list of transactions. The table has columns for TYPE, NUM, DATE, ACCOUNT, and AMOUNT. The transactions listed are:

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Purchase Order	6237	12/15/2018	90100 - Purchase Orders	-3,5
Bill Pmt -Check	267	02/28/2018	10100 - Checking	-2,0
Bill		01/31/2018	20000 - Accounts Payable	-2,0
Bill Pmt -Check	248	01/31/2018	10100 - Checking	-3,5
Bill		01/20/2018	20000 - Accounts Payable	-2,0
Bill		01/02/2018	20000 - Accounts Payable	-1,5

VENDOR TRANSACTIONS



Use this to see
lists of:

Purchase Orders


Item Receipts

Bill Payments

ADD A NEW VENDOR

In Vendor Center, New Vendor

VENDOR NAME

OPENING BALANCE AS OF **12/15/2018**  [How do I determine the opening balance?](#)

Address Info

Payment Settings

Tax Settings

Account Settings

Additional Info

COMPANY NAME

FULL NAME

JOB TITLE


Main Phone Main Email


Work Phone CC Email

Mobile Website

Fax Other 1

ADDRESS DETAILS

BILLED FROM 

SHIPPED FROM 

☐ Vendor is inactive

ITEMS – WHAT IS AN ITEM?

Anything the company buys or sells

Shows up as a line on an invoice or other sales form

Examples - products, shipping and handling charges, discounts, sales tax

ITEM LIST

List, Item List

Look for

in

All fields

Search

Reset

☐ Search within results

NAME	DESCRIPTION	TYPE	ACCOUNT	TOTAL QUANTITY	PRICE	ATTACH
Blueprint chang...		Service	40100 - Construction Inco...		0.00	
+ Blueprints	Blueprints	Service	40100 - Construction Inco...		0.00	
+ Concrete Slab	Foundation slab - prep and pouring	Service	40100 - Construction Inco...		0.00	
+ Floor Plans	Floor plans	Service	40100 - Construction Inco...		0.00	
+ Framing	Framing labor	Service	40100 - Construction Inco...		55.00	
+ Installation	Installation labor	Service	40100 - Construction Inco...		35.00	
+ Labor		Service	40100 - Construction Inco...		0.00	
+ Removal	Removal labor	Service	40100 - Construction Inco...		35.00	
+ Repairs	Repair work	Service	40100 - Construction Inco...		35.00	
+ Subs	Subcontracted services	Service	40100 - Construction Inco...		0.00	
+ Carpet	Install carpeting	Service	40100 - Construction Inco...		0.00	
+ Drywall	Install drywall	Service	40100 - Construction Inco...		0.00	
+ Duct Work	Heating & Air Conditioning Duct Work	Service	40100 - Construction Inco...		0.00	
+ Electrical	Electrical work	Service	40100 - Construction Inco...		0.00	
+ Insulating	Install insulation	Service	40100 - Construction Inco...		0.00	
+ Metal Wrk	Metal Work	Service	40100 - Construction Inco...		0.00	
+ Painting	Painting	Service	40100 - Construction Inco...		0.00	
+ Plumbing	Plumbing	Service	40100 - Construction Inco...		0.00	
+ Roofing	Roofing	Service	40100 - Construction Inco...		0.00	
+ Tile &Counter	Install tile or counter	Service	40100 - Construction Inco...		0.00	
+ Cabinets	Cabinets	Inventory Part	40100 - Construction Inco...	0	0.00	
+ Cabinet Pulls	Cabinet Pulls	Inventory Part	40100 - Construction Inco...	423	0.00	
+ Light Pine	Light pine kitchen cabinet wall unit	Inventory Part	40100 - Construction Inco...	6	1,799.00	

Item

Activities

Reports

Excel

Attach

☐ Include inactive

ADD A NEW ITEM

Item, New

TYPE		<div>OK</div> <div>Cancel</div> <div>Next</div> <div>Notes</div> <div>Custom Fields</div> <div>Spelling</div>
<div>Service</div>	Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.	
Item Name/Number	<input type="checkbox"/> Subitem of	
<input type="text"/>	<input type="text"/>	
UNIT OF MEASURE		
U/M Set	<input type="text"/>	<div>Edit...</div>
<input type="checkbox"/> This service is used in assemblies or is performed by a subcontractor or partner		
Description	Rate	<div>0.00</div>
<input type="text"/>	Tax Code	<div>Tax</div>
	Account	<div><input type="text"/></div>
		<input type="checkbox"/> Item is inactive

CHART OF ACCOUNTS

WHAT IS THE CHART OF ACCOUNTS?

Asset, liability, equity, income, and expense accounts to which you assign your daily transactions

NAME	TYPE	BALANCE TOTAL
10100 - Checking	Bank	46,687.10
10300 - Savings	Bank	17,910.19
10400 - Petty Cash	Bank	500.00
11000 - Accounts Receivable	Accounts Receivable	93,957.93
12000 - Undeposited Funds	Other Current Asset	2,440.00
12100 - Inventory Asset	Other Current Asset	30,683.38
12800 - Employee Advances	Other Current Asset	832.00
13100 - Pre-paid Insurance	Other Current Asset	4,050.00
13400 - Retainage Receivable	Other Current Asset	3,703.02
15000 - Furniture and Equipment	Fixed Asset	34,326.00
15100 - Vehicles	Fixed Asset	78,936.91
15200 - Buildings and Improvements	Fixed Asset	325,000.00
15300 - Construction Equipment	Fixed Asset	15,300.00
16900 - Land	Fixed Asset	90,000.00
17000 - Accumulated Depreciation	Fixed Asset	-110,344.60
18700 - Security Deposits	Other Asset	1,720.00
20000 - Accounts Payable	Accounts Payable	26,636.92
20500 - QuickBooks Credit Card	Credit Card	94.44
20600 - CalOil Credit Card	Credit Card	382.62
Subcontracted Federal WH	Other Current Liability	0.00
20700 - Due to Owner	Other Current Liability	0.00
24000 - Payroll Liabilities	Other Current Liability	5,404.45
24010 - Federal Withholding	Other Current Liability	1,364.00
24020 - FICA Payable	Other Current Liability	2,118.82

Account Activities Reports Attach Include inactive

ACCOUNT TYPES

Assets

Bank

Accounts Receivable

Other Current Asset (Inventory; Undeposited Funds)

Fixed Asset

Other Assets (Intangible assets, life > 1 year)

Liabilities

Accounts Payable

Credit Cards

Other Current Liability (Expected to be paid within 1 year; payroll taxes; sales taxes)

Long-Term Liability (> 1 year)

Equity

Income

Expense

ACCOUNT NUMBERS

TURN ON ACCOUNT NUMBERS

Edit (menu)

Preferences

Accounting

Company Preferences

Accounts – Use Account Numbers

CHANGE ACCOUNT NUMBERS

Lists (menu)

Chart of Accounts

Select account to change

Account (at bottom)

Edit Account

Change number in number field

Save & Close

ADD A NEW ACCOUNT TO THE CHART OF ACCOUNTS

Account, New



Choose one account type and click Continue.

Categorize money your business earns or spends

☒ Income

☐ Expense

Or, track the value of your assets and liabilities

☐ Fixed Asset (major purchases)

☐ Bank

☐ Loan

☐ Credit Card

☐ Equity

☐ Other Account Types

<select>

Click an account type on the left to see a description here.

Help me choose the right account type.

Continue

Cancel



Account Type

Expense

Number

Account Name

☐ Subaccount of

OPTIONAL

Description

Note

Tax-Line Mapping

<Unassigned>

How do I choose the right tax line?

☐ Track reimbursed expenses in Income Acct.

Save & Close

Save & New

Cancel

CHART OF ACCOUNTS MERGE ACCOUNTS

**In Chart of Accounts, select account you do NOT want
Account**

Edit Account

**Change the account name so that it matches the account you're
merging it with**

Save & Close

Click Yes to confirm

CHART OF ACCOUNTS

DELETE AN ACCOUNT

In Chart of Accounts:

Right click on account to be deleted

Delete Account

OK to confirm

ACCOUNT REGISTER

Double click account

10100 - Checking

Go to... Print... Edit Transaction QuickReport Set Up Bank Feed

DATE	NUMBER	PAYEE	PAYMENT	✓	DEPOSIT	BALANCE
	TYPE	ACCOUNT	MEMO			
12/15/2018	10075	Gregg O. Schneider	1,033.98			50,644.41
	PAY CHK	-split-				
12/15/2018	10076	Dan T. Miller	1,350.15			49,294.26
	PAY CHK	-split-				
12/15/2018	10077	Elizabeth N. Mason	932.92			48,361.34
	PAY CHK	-split-				
12/15/2018	10078	Gregg O. Schneider	1,062.12			47,299.22
	PAY CHK	-split-				
12/15/2018	10079	Gregg O. Schneider	1,062.12			46,237.10
	PAY CHK	-split-				
12/15/2018	To Print	Madrid, Winnie	50.00			46,187.10
	BILLPMT	20000 - Accounts Payable				
12/15/2018	SEND				500.00	46,687.10
	TRANSFI	10300 - Savings				
12/15/2018	Number	Payee	Payment		Deposit	
		Account				

Splits

ENDING BALANCE 46,687.10

1-Line

Sort by Date, Type, Number/Ref

Record Restore

MONEY IN

EMAILING FORMS

Edit

Preferences

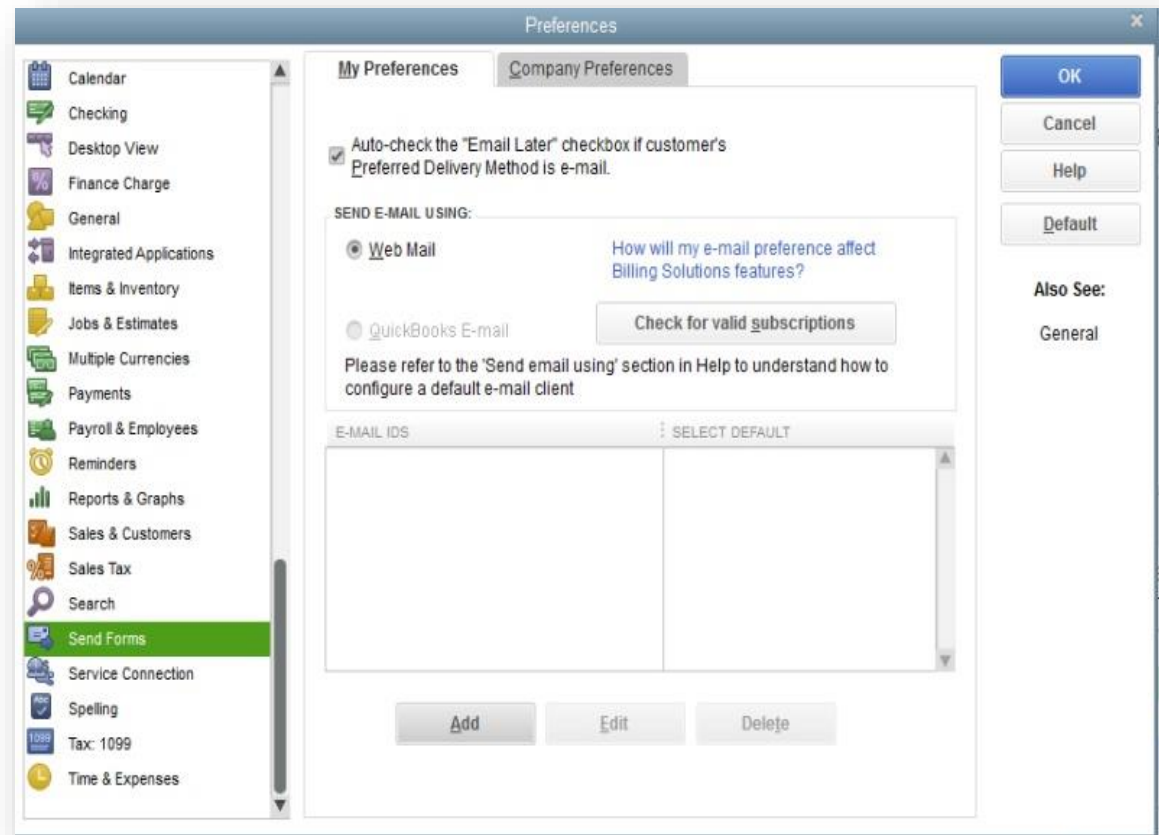
Send Forms

My Preferences

Web Mail

Add

Enter Email Info



CREATING AN ESTIMATE

Customers, Create Estimate

Create Estimates

Main Formatting Send/Ship Reports

Find New Save Delete Create a Copy Memorize Mark As Inactive Print Email Email Later Attach File Create Invoice Start Project

CUSTOMER_JOB **Abercrombie, Kristy** CLASS **TEMPLATE Custom Estimate**

Estimate

DATE **12/15/2018** ESTIMATE # **615**

NAME / ADDRESS **Kristy Abercrombie
5647 Cypress Hill Rd
Bayshore CA 94326**

SHIP TO **Ship To 1** **Kristy Abercrombie
5647 Cypress Hill Rd
Bayshore, CA 94326**

ITEM	DESCRIPTION	QTY	U/M	COST	AMOUNT	MARKUP	TOTAL	TAX
Floor Plans	Floor plans	1		100.00	100.00		100.00	Non

SUBTOTAL 100.00
MARKUP 0.00
TAX **San Tomas** (7.75%) 0.00
TOTAL 100.00

CUSTOMER MESSAGE

MEMO CUSTOMER TAX CODE **Tax**

Save & Close Save & New Revert

CREATING AN INVOICE

Customers, Create Invoice

Create Invoices

Main Formatting Send/Ship Reports

Find New Save Delete Create a Copy 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 Online Pay

CUSTOMER_JOB **Abercrombie, Kristy** CLASS TEMPLATE **Rock Castle Invoice**

Invoice

DATE **12/15/2018** 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 **01/14/2019**

ITEM	DESCRIPTION	QUANTITY	U/M	RATE	AMOUNT	TAX
Floor Plans	Floor plans	1		100.00	100.00	Non

ONLINE PAY **Off**

CUSTOMER MESSAGE

MEMO CUSTOMER TAX CODE **Tax**

TAX **San Tomas** (7.75%) 0.00

TOTAL 100.00

PAYMENTS APPLIED 0.00

BALANCE DUE 100.00

Save & Close Save & New Revert

CREATING A STATEMENT

Customers, Create Statements

The screenshot shows a software window titled "Create Statements" with a standard Windows-style title bar (minimize, maximize, close buttons). The window is divided into several sections for configuring statement creation.

SELECT STATEMENT OPTIONS

- Statement Date: 12/15/2018 (with a calendar icon)
- ☒ Statement Period From: 10/16/2018 (with a calendar icon) To: 12/15/2018 (with a calendar icon)
- ☐ All open transactions as of Statement Date
- ☐ Include only transactions over 30 days past due date

SELECT CUSTOMERS

- ☐ All Customers
- ☐ Multiple Customers
- ☒ One Customer: Abercrombie, Kristy (with a dropdown arrow)
- ☐ Customers of Type
- ☐ Preferred Send Method

View Selected Customers...

SELECT ADDITIONAL OPTIONS

Template: Intuit Standard Statement (dropdown) [Customize]

Create One Statement: Per Customer (dropdown)

- ☐ Show invoice item details on statements
- ☐ Print statements by billing address zip code
- ☒ Print due date on transactions

Do not create statements:

- ☐ with a zero balance
- ☐ with a balance less than 0.00
- ☐ with no account activity
- ☒ for inactive customers

Assess Finance Charges...

At the bottom of the window are five buttons: Preview, Print, E-mail, Close, and Help.

ENTERING SALES RECEIPTS

Customers, Enter Sales Receipts

The screenshot shows the 'Enter Sales Receipts' window with the following elements:

- Menu Bar:** Main, Formatting, Send/Ship, Reports, Payments.
- Toolbar:** Find, New, Save, Delete, Create a Copy, Memorize, Mark As Pending, Print, Email, Print Later, Email Later, Attach File, Add time/costs, Process payment, Add Credit Card Processing.
- Form Fields:**
 - CUSTOMER_JOB: [Dropdown]
 - CLASS: [Dropdown]
 - TEMPLATE: Custom Sales Re... [Dropdown]
 - DATE: 12/15/2018 [Calendar icon]
 - SALE NO.: 3009
 - SOLD TO: [Text Area]
 - CHECK NO.: [Text Field]
- Payment Method Buttons:** CASH, CHECK, CREDIT DEBIT, +CHECK, MORE.
- Table:**

ITEM	DESCRIPTION	QTY	U/M	RATE	AMOUNT	TAX
- Tax and Totals:**
 - TAX: San Tomas (7.75%)
 - TOTAL: 0.00
- Customer Message:** [Text Field]
- Footer:** MEMO [Text Field], CUSTOMER TAX CODE [Dropdown], Save & Close, Save & New, Clear.

Customers, Receive Payment

Receive Payments

Main Reports Payments

Find New Delete Print Email Attach File Look up Customer/Invoice Auto Apply Payment Discounts And Credits Record Bounced Check ☐ Process payment

Customer Payment

CUSTOMER BALANCE **0.00**

RECEIVED FROM:

PAYMENT AMOUNT:

DATE:

CHECK #

CASH
CHECK
CREDIT DEBIT
e-CHECK
+

Where does this payment go?

✓ DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
Select the customer or job in the Received From field				
		Totals	0.00	0.00

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE **0.00**

APPLIED **0.00**

DISCOUNT AND CREDITS APPLIED **0.00**

MEMO

MAKING A DEPOSIT

Banking, Make Deposits

Payments to Deposit

SELECT VIEW
View payment method type: **All types** [What are payment method views?](#)
Sort payments by: **Payment Method**

SELECT PAYMENTS TO DEPOSIT

✓	DATE	TIME	TYPE	NO.	PAYMENT METHOD	NAME	AMOUNT
	12/15/2018		PMT		Cash	Roche, Diarmuid:Garage repairs	440.00
	12/14/2018		PMT	986	Check	Jacobsen, Doug:Kitchen	2,000.00

0 of 2 payments selected for deposit Payments Subtotal 0.00

Make Deposits

Deposit To: **100 - Checking** Date: **12/15/2018** Memo: **Deposit**

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	CLASS	AMOUNT
Roche, Diarmuid:Garage repairs	12000 - Undeposit...			Cash		440.00
Jacobsen, Doug:Kitchen	12000 - Undeposit...		986	Check		2,000.00

Deposit Subtotal 2,440.00

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: Cash back memo: Cash back amount:

Deposit Total 2,440.00

MONEY OUT

ENTER BILLS

Vendors, Enter Bills

The screenshot shows the 'Enter Bills' application window. It features a menu bar with 'Main' and 'Reports'. Below is a toolbar with icons for Find, New, Save, Delete, Create a Copy, Memorize, Print, Attach File, Select PO, Enter Time, Clear Splits, Recalculate, and Pay Bill. The main area has radio buttons for 'Bill' (selected) and 'Credit', and a checked 'Bill Received' checkbox. A large 'Bill' form contains fields for VENDOR (dropdown), ADDRESS (text area), TERMS (dropdown), MEMO (text area), DATE (12/15/2018), REF. NO. (text), AMOUNT DUE (0.00), and BILL DUE (12/25/2018). Below this is a summary bar showing 'Expenses \$0.00' and 'Items \$0.00'. At the bottom is a table with columns: ACCOUNT, AMOUNT, MEMO, CUSTOMER:JOB, BILL..., and CLASS. The table has several empty rows. At the very bottom are buttons for 'Save & Close', 'Save & New', and 'Clear'.

Enter Bills

Main Reports

Find New Save Delete Create a Copy Memorize Print Attach File Select PO Enter Time Clear Splits Recalculate Pay Bill

☒ Bill ☐ Credit ☒ Bill Received

Bill

VENDOR: [dropdown] DATE: 12/15/2018 [calendar icon]

ADDRESS: [text area] REF. NO.: [text]

AMOUNT DUE: 0.00

TERMS: [dropdown] BILL DUE: 12/25/2018 [calendar icon]

MEMO: [text area]

Expenses \$0.00 Items \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILL...	CLASS

Save & Close Save & New Clear

WRITING CHECKS

Banking, Write Checks

Write Checks - Checking

Main Reports

Find New Save Delete Create a Copy Memorize Print Print Later Pay Online Attach File Select PO Enter Time Clear Splits Recalculate Reorder Reminder Order Checks

BANK ACCOUNT 10100 - Checking ENDING BALANCE 46,687.10

NO. 493
DATE 12/15/2018

PAY TO THE ORDER OF Verizon \$ 150.00

One hundred fifty and 00/100* DOLLARS

ADDRESS
Verizon

MEMO

Expenses \$150.00 Items \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER JOB	BIL	CLASS
65100 - Utilities:651...	150.00	Cell Phone			

Save & Close Save & New Clear

PURCHASE ORDERS

Vendors, Create Purchase Orders


Create Purchase Orders

Main Formatting Reports

Find New Save Delete Create a Copy Memorize Mark As Closed Print Email Print Later Email Later Attach File Create Item Receipts Select Items Receipt

VENDOR: lens of Bayshore CLASS: Remodel DROP SHIP TO: Vasquez, Anabel... TEMPLATE: Custom Purchas...

Purchase Order

 RECEIVED IN FULL

DATE: 01/04/2018 VENDOR: Custom Kitchens of B Butch Brown 923 S. Industrial Way Suite 101 Bayshore, CA 94326 SHIP TO: Laura Vetter 5601 Legacy Parkway San Mateo, CA 09402 P.O. NO.: 6201

ITEM	DESCRIPTION	QTY	RATE	CUSTOMER	U/M	AMOUNT	RCVD	CLSD
Door Fra...	standard interior door frame	10	12.00	Vasquez, Anabel...		120.00	10	✓
Wood D...	Exterior door - #P-10981	3	105.00	Vasquez, Anabel...		315.00	3	✓

TOTAL 435.00

VENDOR MESSAGE

MEMO Estimate 35: Basement ...

Save & Close Save & New Revert

RECEIVE INVENTORY

WITH BILL

Enter Bills

Main Reports

Find New Save Delete Create a Copy Print Attach File Select PO Enter Time Clear Spills Recalculate Pay Bill

☒ Bill ☐ Credit ☒ Bill Received

Bill

VENDOR DATE

ADDRESS REF. NO.

AMOUNT DUE

TERMS BILL DUE

MEMO

Expenses \$0.00 Items \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER/JOB	BILL..	CLASS

WITHOUT BILL

[illegible]

ENTER BILLS AGAINST INVENTORY

Select Item Receipt

Vendor: Washuta & Son Pai...

☐ Use item receipt date for the bill date

Choose the Item Receipt which corresponds to your bill

DATE	REF NO.	MEMO
12/15/2018		Received items (bill to fol...

OK
Cancel
Help

Enter Bills

Main Reports

Find New Save Delete Create a Copy Memorize Print Attach File Select PO Enter Time Clear Splits Recalculate Pay Bill

Bill Credit ☒ Bill Received

Bill

VENDOR: Washuta & Son Painting DATE: 12/15/2018

ADDRESS: Washuta & Son Painting
P.O. Box 783
Bayshore CA 94326

REF NO.:
AMOUNT DUE: 1,000.00
BILL DUE: 01/14/2019

TERMS: Net 30 DISCOUNT DATE:

MEMO:

Expenses \$0.00 Items \$1,000.00

ITEM	DESCR.	QTY	U/M	COST	AMOUNT	CUSTOMER JOB	BILLA...	CLASS
Wood Door		5		200.00	1,000.00			

Receive All Show PO

Save & Close Save & New Revert

PAY BILLS

SELECT BILLS TO BE PAID

Show bills

☐ Due on or before

12/25/2018

☒ Show all bills

Filter By

Sort By

Vendor

<input checked="" type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input type="checkbox"/>	12/30/2019	C.U. Electric			500.00	0.00	0.00	0.00
<input type="checkbox"/>	01/11/2020	C.U. Electric			250.00	0.00	0.00	0.00
<input type="checkbox"/>	12/30/2019	Cal Gas & Electric	12/03		122.68	0.00	0.00	0.00
<input type="checkbox"/>	12/25/2019	Cal Telephone			91.94	0.00	0.00	0.00
<input type="checkbox"/>	12/10/2019	Daigle Lighting			1,539.00	0.00	0.00	0.00
<input type="checkbox"/>	01/01/2020	Daigle Lighting			52.00	0.00	0.00	0.00
Totals					24,207.72	0.00	0.00	0.00

Select All Bills

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor

Terms

Number of Credits

0

Bill Ref. No.

Sugg. Discount

0.00

Total Credits Available

0.00

Go to Bill

Set Discount

Set Credits

PAYMENT

Date

12/15/2018

Method

Check

☒ To be printed
 ☐ Assign check number

Account

10100 - Checking

Ending Balance

46,687.10

Pay Selected Bills

Cancel

REFUNDS & CREDITS

Create Credit Memos/Refunds

Main Formatting Reports

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Print Later Email Later Attach File Use credit to give refund Use credit to apply to invoice

CUSTOMER:JOB **Violette, Mike** CLASS TEMPLATE **Custom Credit Me...**

Credit Memo

DATE **12/15/2018** CUSTOMER **Mike Violette
143 Bay View
East Bayshore CA 94327**

CREDIT NO. **1102**

P.O. NO.

ITEM	DESCRIPTION	QTY	U/M	RATE	AMOUNT	TAX
Window	Window	1		60.00	60.00	Tax

TAX **E. Bayshore/C...** (8.05%) **4.83**

TOTAL **64.83**

CUSTOMER MESSAGE

MEMO CUSTOMER TAX CODE **Tax**

REMAINING CREDIT **64.83**

Save & Close **Save & New** **Clear**

PAY CREDIT CARDS

ENTER CREDIT CARD CHARGES

Enter Credit Card Charges - QuickBooks Credit Card

Main Reports

Find New Save Delete Create a Copy Memorize Attach File Download Card Charges Select PO Enter Time Clear Splits Recalculate

CREDIT CARD: QuickBooks Credit Card ☒ Purchase/Charge ☐ Refund/Credit ENDING BALANCE: 94.44

Credit Card Purchase/Charge

PURCHASED FROM: DATE: 12/15/2018 REF NO.: AMOUNT: 0.00

MEMO:

Expenses \$0.00 Items \$0.00 Ready to pay a credit card bill?

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILL	CLASS

Save & Close Save & New Clear

WRITE CHECKS

Write Checks - Checking

Main Reports

Find New Save Delete Create a Copy Memorize Print Print Later Pay Online Attach File Select PO Enter Time Clear Splits Recalculate Reorder Reminder Order Checks

BANK ACCOUNT: 10100 - Checking ENDING BALANCE: 46,687.10

NO. 493 DATE: 12/15/2018

PAY TO THE ORDER OF: Verizon \$ 150.00

One hundred fifty and 00/100***** DOLLARS

ADDRESS: Verizon

MEMO:

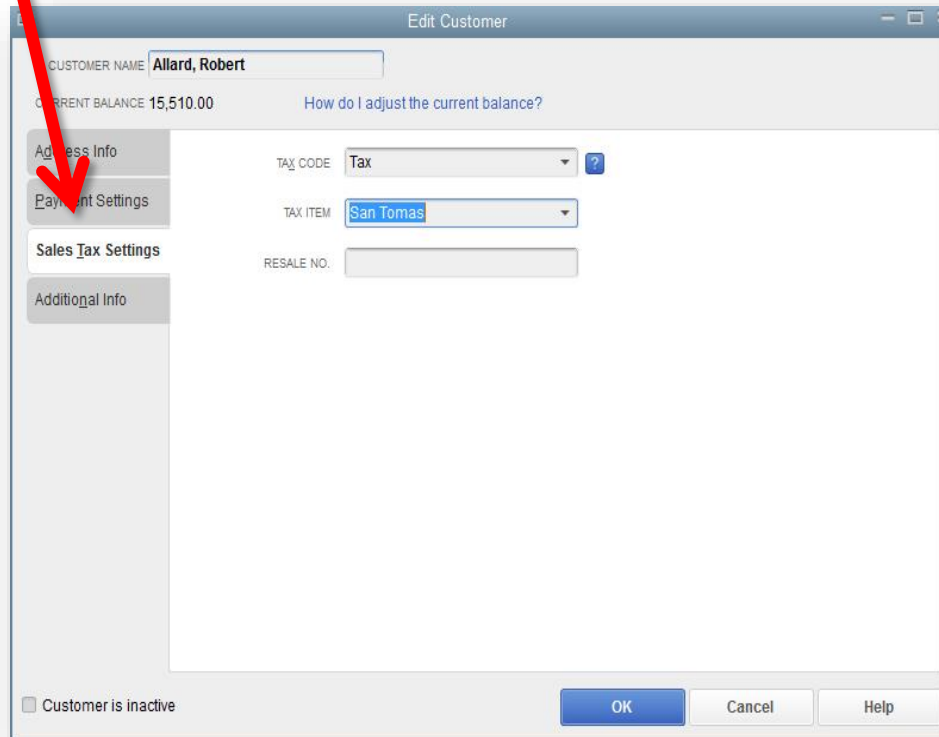
Expenses \$150.00 Items \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILL	CLASS
65100 - Utilities:651...	150.00	Cell Phone			

Save & Close Save & New Clear

SALES TAX

CUSTOMER RECORD



Edit Customer

CUSTOMER NAME:

CURRENT BALANCE: 15,510.00 [How do I adjust the current balance?](#)

Left Sidebar:

- Address Info
- Payment Settings
- Sales Tax Settings**
- Additional Info

Form Fields:

TAX CODE:

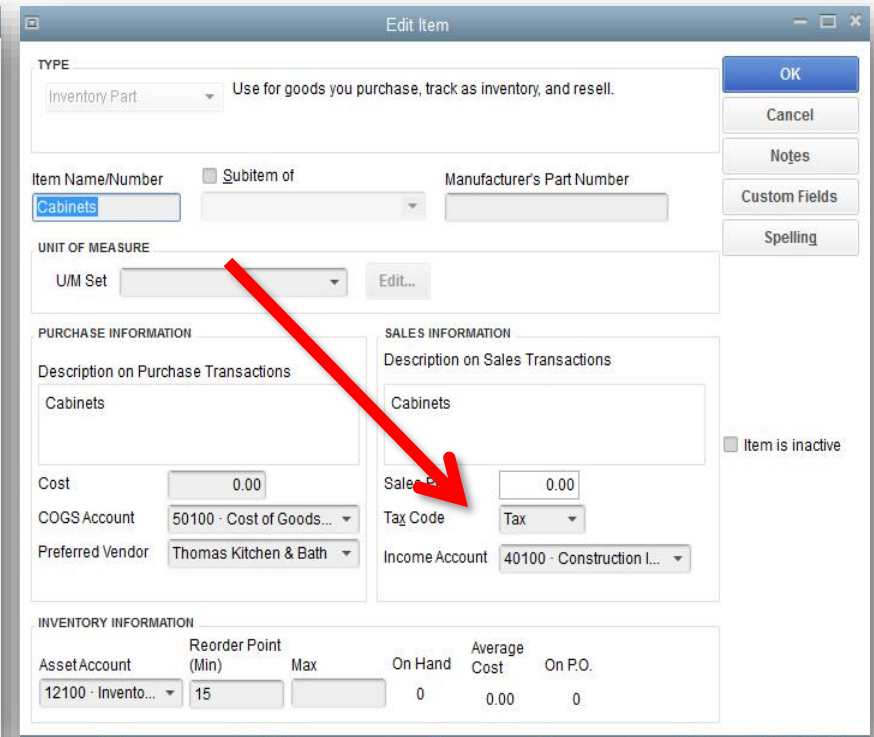
TAX ITEM:

RESALE NO.:

☐ Customer is inactive

Buttons: OK, Cancel, Help

ITEMS



Edit Item

TYPE

Use for goods you purchase, track as inventory, and resell.

Buttons: OK, Cancel, Notes, Custom Fields, Spelling

Item Name/Number ☐ Subitem of Manufacturer's Part Number

UNIT OF MEASURE

U/M Set: Edit...

PURCHASE INFORMATION

Description on Purchase Transactions:

Cost:

COGS Account:

Preferred Vendor:

SALES INFORMATION

Description on Sales Transactions:

Sales Price:

Tag Code:

Income Account:

☐ Item is inactive

INVENTORY INFORMATION

Asset Account	Reorder Point (Min)	Max	On Hand	Average Cost	On P.O.
12100 - Invento...	15		0	0.00	0

MANAGING YOUR BUSINESS

YOUR CHECKING ACCOUNT

Banking, Use Register

10100 - Checking							
Go to... Print... Edit Transaction QuickReport Set Up Bank Feed							
DATE	NUMBER	PAYEE	PAYMENT	✓	DEPOSIT	BALANCE	
	TYPE	ACCOUNT	MEMO				
12/15/2018	10075	Gregg O. Schneider	1,033.98			50,644.41	
	PAY CHK	-split-					
12/15/2018	10076	Dan T. Miller	1,350.15			49,294.26	
	PAY CHK	-split-					
12/15/2018	10077	Elizabeth N. Mason	932.92			48,361.34	
	PAY CHK	-split-					
12/15/2018	10078	Gregg O. Schneider	1,062.12			47,299.22	
	PAY CHK	-split-					
12/15/2018	10079	Gregg O. Schneider	1,062.12			46,237.10	
	PAY CHK	-split-					
12/15/2018	To Print	Madrid, Winnie	50.00			46,187.10	
	BILLPMT	20000 - Accounts Payable					
12/15/2018	To Print	Violette, Mike	64.83			46,122.27	
	CHK	11000 - Accounts Receivable					
12/15/2018	SEND				500.00	46,622.27	
	TRANSF	10300 - Savings					
12/15/2018	Number	Payee	Payment		Deposit		
		Account	Memo				

Splits

1-Line

Sort by Date, Type, Number/Ref

ENDING BALANCE

46,622.27

Record

Restore

RECONCILE CHECKING ACCOUNT

Banking, Reconcile

Begin Reconciliation

Select an account to reconcile, and then enter the ending balance from your account statement.

Account: **10100 - Checking**

Statement Date: **11/30/2018**

Beginning Balance: **71,452.58** What if my beginning balance doesn't match my statement?

Ending Balance: **46,572.27**

Enter any service charge or interest earned.

Service Charge: **0.00** Date: **11/30/2018** Account: **60600 - Bank Service Charges** Class:

Interest Earned: **0.00** Date: **11/30/2018** Account: Class:

Locate Discrepancies **Undo Last Reconciliation** **Continue** **Cancel** **Help**

Reconcile - Checking

For period: **11/30/2018** ☐ Hide transactions after the statement's end date

Checks and Payments				Deposits and Other Credits						
✓	DATE	CHK #	PAYEE	AMOUNT	✓	DATE	CHK #	PAYEE	TYPE	AMOUNT
	10/31/2018	433	Sergeant Ins...	712.58		11/30/2018	41077	Melton, Jo...	PMT	4,135.58
	10/31/2018	436	Bayshore Wa...	24.00		12/02/2018			DEP	4,706.01
	11/14/2018	451	Larson Floor...	3,200.00		12/03/2018		Teschner, ...	PMT	1,200.00
	11/19/2018	460	City of Baysh...	225.00		12/05/2018			TRANSFR	25,000.00
	11/28/2018	464	Hopkins Con...	300.00		12/05/2018	56321	Teschner, ...	PMT	5,000.00
	11/28/2018	465	Keswick Insu...	500.00		12/10/2018			DEP	1,000.00
	11/28/2018	466	McClain Appli...	600.00		12/10/2018	3008	Keenan, B...	RCPT	102.65
	11/28/2018	467	Lew Plumbing	800.00		12/12/2018			DEP	4,936.12
	11/28/2018	468	Timberloft Lu...	6,790.00		12/14/2018			DEP	4,700.00
	11/28/2018	469	Sloan Roofing	2,000.00		12/15/2018		Abercrom...	PMT	7,633.28
	11/28/2018	470	Washuta & S...	500.00		12/15/2018			DEP	50.00
	11/30/2018	471	Bayshore Wa...	24.00		12/15/2018			DEP	100.00

☒ Highlight Marked **Mark All** **Unmark All** **Go To** **Matched** **Columns to Display...**

Beginning Balance	71,452.58	Modify	Service Charge	0.00
Items you have marked cleared			Interest Earned	0.00
0 Deposits and Other Credits	0.00		Ending Balance	46,572.27
0 Checks and Payments	0.00		Cleared Balance	71,452.58
			Difference	-24,880.31

Reconcile Now **Leave**

REPORTS

STANDARD REPORTS

Reports, Report Center

Views
Carousel
List
Grid

Report Center

Standard Memorized Favorites Recent Contributed Search

Company & Financial

- Customers & Receivables
- Sales
- Jobs, Time & Mileage
- Vendors & Payables
- Purchases
- Inventory
- Employees & Payroll
- Banking
- Accountant & Taxes
- Budgets
- List

Company & Financial Profit & Loss (income statement)

Profit & Loss Standard

Ordinary Income/Expense	
Income:	
40000 - Construction Income	39,324.14
10000 - Reimbursement Income	0.00
Total Income	39,324.14
Cost of Goods Sold	
50000 - Cost of Goods Sold	1,043.67
54000 - Job Expenses	15,977.49
Total COGS	17,021.16
Gross Profit	22,302.98
Expenses:	
60000 - Repairs	175.00
62000 - Tools and Machinery	810.00
Total Expense	985.00
Net Ordinary Income	21,317.98
Other Income/Expense	
Other Income	0.00
70000 - Other Income	0.00
Total Other Income	0.00
Net Other Income	0.00
Net Income	21,317.98

Dates: This Month-to-date

12/1/2018 12/15/2018

Profit & Loss Detail

Ordinary Income/Expense	Type	Date	Name	Debit	Credit	Balance
Income:						
Sales:						
Merchandise:	Sales Receipt	11/12	Sun, Alan	0.00	0.00	
	Sales Receipt	11/12	Va, Don	0.00	0.00	
Total Merchandise				0.00	0.00	
Service:	Sales Receipt	11/12	Sun, Alan	15.00	15.00	
	Sales Receipt	11/12	Va, Don	20.00	20.00	
Total Service				35.00	35.00	
Total Sales				35.00	35.00	
Total Income				0.00	114.70	204.50
Cost of Goods Sold:						
Cost of Goods Sold:	Sales Receipt	11/12	Sun, Alan	0.20	0.20	
	Sales Receipt	11/12	Va, Don	19.72	19.72	
Total Cost of Goods Sold				19.92	0.00	
Total COGS				19.92	0.00	
Gross Profit				19.92	114.70	170.60
Net Ordinary Income				19.92	114.70	170.60
Net Income				19.92	114.70	170.60

Dates: This Fiscal Year-to-date

1/1/2018 12/15/2018

DRILL DOWN

In a report, where did a number come from?

Point to the number and double click

Original form will open

EXPORT TO EXCEL

Open Report

Click arrow on Excel button

Choose Create New Worksheet –or– Update Existing Worksheet

The screenshot displays a software interface for a 'Customer Balance Summary' report. The report title is 'Rock Case Construction Customer Balance Summary All Transactions'. The date range is 'Dec 17, 18'. The report lists transactions for several customers, including Abercrombie, Kristy; Allard, Robert; Burch, Jason; Campbell, Heather; and Cook, Brian. The 'Excel' button in the top toolbar is circled in red, and its dropdown menu is open, showing 'Create New Worksheet' and 'Update Existing Worksheet' options. A dialog box titled 'Send Report to Excel' is open, asking 'WHAT WOULD YOU LIKE TO DO WITH THIS REPORT?'. The 'Create new worksheet' option is selected, with sub-options 'in new workbook' and 'in existing workbook'. Other options include 'Update an existing worksheet', 'Replace an existing worksheet', and 'Create a comma separated values (.csv) file'. The 'Export' button is highlighted in blue.

Customer	Transaction	Amount
Abercrombie, Kristy		50.00
Allard, Robert	Remodel	14,510.00
Allard, Robert - Other		1,000.00
Total Allard, Robert		15,510.00
Burch, Jason	Room Addition	1,005.00
Total Burch, Jason		1,005.00
Campbell, Heather	Remodel	13,900.00
Total Campbell, Heather		13,900.00
Cook, Brian	2nd story addition	5,418.00
Cook, Brian	Kitchen	3,979.33
Total Cook, Brian		9,397.33

CUSTOMIZE & MEMORIZE REPORTS

Open Report

Click Customize Report button

The screenshot shows the 'Modify Report: Customer Balance Summary' dialog box. It has four tabs: 'Display', 'Filters', 'Header/Footer', and 'Fonts & Numbers'. The 'Display' tab is active. Under 'REPORT DATE RANGE', there is a 'Dates' dropdown set to 'All' and a note 'All dates in your company file'. Below this are 'From' and 'To' date pickers. The 'COLUMNS' section includes a 'Display columns by' dropdown set to 'Total only' with the text 'across the top.', a 'Sort by' dropdown set to 'Default', and a 'Sort in' section with radio buttons for 'Ascending order' (selected) and 'Descending order'. There are also checkboxes for 'Add subcolumns for' including 'Previous Period', 'Previous Year', 'Year-To-Date', '\$ Change', '% Change', '% of YTD', '% of Row', and '% of Column'. At the bottom are 'Advanced...', 'Revert', 'OK', 'Cancel', and 'Help' buttons.

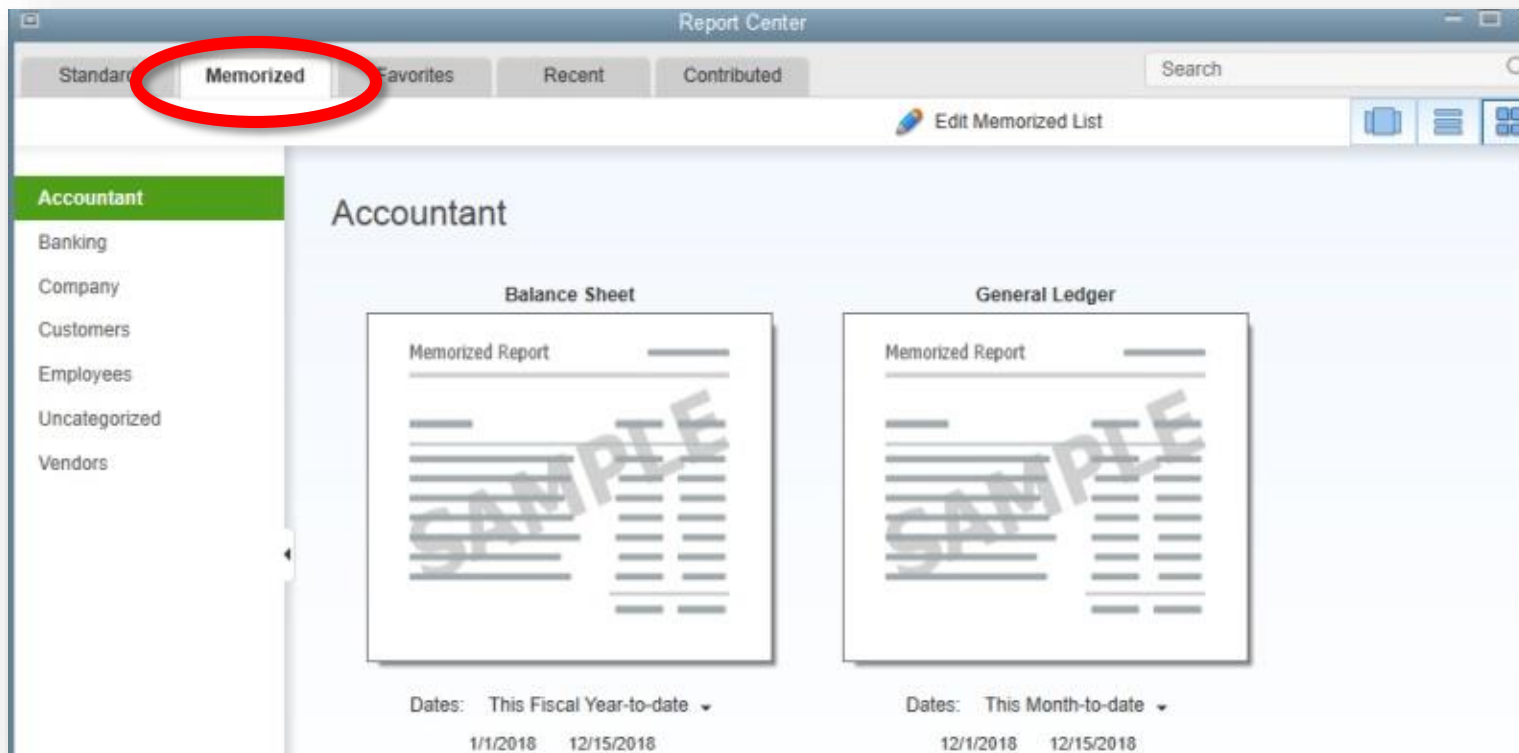
This screenshot shows a portion of a software interface. At the top, a toolbar contains several buttons: 'Customize Report' and 'Memorize' are circled in red. Other visible buttons include 'Share Template', 'Print', 'E-mail', and 'Export'. Below the toolbar, there is a 'Dates' dropdown set to 'All', and a 'From' to 'To' date range selector. The date '10:25 AM' and '12/15/18' are displayed. On the right, the text 'Rock Castle Con...', 'Customer Balance', and 'All Transacti...' is visible.

Memorize Customized Report

The screenshot shows the 'Memorize Report' dialog box. It has a 'Name:' label followed by a text box containing 'Customer Balance Summary'. Below this is a checkbox labeled 'Save in Memorized Report Group:' with a dropdown menu showing 'Accountant'. There is another checkbox labeled 'Share this report template with others'. At the bottom are 'OK' and 'Cancel' buttons.

OPEN MEMORIZED REPORTS

Reports, Report Center



FAVORITES & RECENT REPORTS

Reports, Report Center

The screenshot shows the 'Report Center' interface. At the top, there are five tabs: 'Standard', 'Memorized', 'Favorites', 'Recent', and 'Contributed'. The 'Recent' tab is highlighted with a red circle. Below the tabs, on the left, is a sidebar with a 'Today' section containing 'Last 31-90 days' and 'Older than 90 days'. The main area displays a report titled 'Customer Balance Summary' for 'Today'. The report is a table with customer names and their balances as of Dec 15, 11. A large 'SAMPLE' watermark is visible across the report.

Customer Balance Summary		Customers & Receivables
	Dec 15, 11	
Andres, Cristina	14,510.00	
Bowden, Brenda	1,005.00	
Campbell, Heather	13,900.00	
Cook, Brian	9,397.33	
Evans Designs	1,468.30	
Hamby, Shane	4,223.00	
Jimenez, Cristina	2,320.00	
Lew Plumbing - C	220.00	
Mackey's Nursery and Garden Supply	13,900.00	
Milbourn, Tad	8,618.64	
Pretell Real Estate	5,026.50	
Robson, Darci	12,420.98	
Sun, Alan	565.95	
Violette, Mike	4,732.23	
Vitton, David	200.00	
TOTAL	93,007.93	

Dates: All ▾

At the bottom of the interface are four icons: a green circle with a white arrow, a magnifying glass, a red heart, and a blue question mark.

CONTRIBUTED REPORTS

Reports that are created by other QuickBooks users and made available to all.

Reports, Report Center



The screenshot displays the QuickBooks Report Center interface. At the top, there are tabs for 'Standard', 'Memorized', 'Favorites', 'Recent', and 'Contributed'. The 'Contributed' tab is selected. Below the tabs, there is a search bar with a red arrow pointing to it. The interface shows a list of reports under the 'Company & Financial' category. Two reports are highlighted: 'Profit & Loss By Month' and 'Quarterly Profit And Loss Summary'. Both reports are created by Intuit and have high popularity and average ratings.

Profit & Loss By Month

	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15
Ordinary Income/Expense						
Income						
40100, Construction Income	3,000	3,150	3,300	2,700	3,750	4,572
40130, Design Income	17,220	12,400	15,100	13,800	16,800	21,900
40140, Materials Income	4,100	6,500	5,300	2,500	3,900	6,800
40150, Subcontracted Labor Income	600	2,700	1,700	380	1,600	2,920
40199, Less Discounts given						
40100, Construction Income - Other						
Total 40100, Construction Income	24,940	24,850	25,540	20,510	26,110	35,300
40500, Reimbursement Income						
40520, Permit Reimbursement Income		312				
40530, Reimbursed Freight & Delivery						
Total 40500, Reimbursement Income		312				
Total Income	24,940	25,162	25,540	20,510	26,110	35,300
Cost of Goods Sold						

Created by : Intuit
Popularity: 50339 downloads
Average rating ★★★★★ - 66 reviews

Quarterly Profit And Loss Summary

	Jan. 15	Apr. 15	Jul. 15	Oct. 15	TOTAL
Ordinary Income/Expense					
Income					
40100, Construction Income	75,136	62,033	109,725	180,443	447,537
40500, Reimbursement Income	312	999	809		2,120
Total Income	75,648	62,833	110,724	180,252	449,657
Cost of Goods Sold					
50100, Cost of Goods Sold	1,569	6,171	1,181	5,845	14,766
54000, Job Expenses	18,749	14,220	39,327	93,003	165,299
Total COGS	20,318	20,391	40,508	98,848	180,065
Gross Profit	55,330	61,643	70,216	82,403	269,592
Expense					
60100, Automobile	1,853	1,808	1,801	1,384	6,845
60600, Bank Service Charges	38	38	38	13	125
62100, Insurance	4,862	5,283	5,031	4,929	20,125
62400, Interest Expense	685	641	403	257	1,986
62700, Payroll Expenses	28,125	31,846	27,103	33,273	120,347

Created by : Intuit
Popularity: 14439 downloads
Average rating ★★★★★ - 22 reviews

REPORT CAROUSEL

Standard

Memorized

Favorites

Recent

Contributed

Search

Company & Financial

Debits & Receivables

Time & Mileage

Assets & Payables

Assets

Liabilities

Equity

Retirees & Payroll

Depreciation

Asset & Taxes

Assets

Profit & Loss Prev Year Comparison

Is my company making more money now than for the same period a year ago?

Profit & Loss Prev Year Comparison

Company & Financial

	Jan-Dec 12	Jan-Dec 11	\$ Change	% Change
Ordinary Income/Expense				
Income				
Construction	35,620.34	34,681.34	939.00	2.71%
Total Income	35,620.34	34,681.34	939.00	2.71%
Cost of Goods Sold				
Cost of Goods Sold	13,761.41	5,620.96	8,140.45	144.82%
Total COGS	13,761.41	5,620.96	8,140.45	144.82%
Gross Profit	21,858.93	29,060.38	-7,201.45	-24.78%
Expense				
Tools	2,820.68	1,457.91	1,362.77	93.47%
Utilities	2,269.31	1,772.48	496.83	28.03%
Total Expense	5,089.99	3,230.39	1,859.60	57.57%
Net Ordinary Income	16,768.94	25,829.99	-9,061.05	-35.08%
Other Income/Expense				
Other Income				
Interest	229.16	208.64	20.52	9.84%
Total Other Income	229.16	208.64	20.52	9.84%
Net Other Income	229.16	208.64	20.52	9.84%
Net Income	16,998.10	26,038.63	-9,040.53	-34.72%

Dates: This Fiscal Year-to-date

1/1/2018

12/15/2018

Run

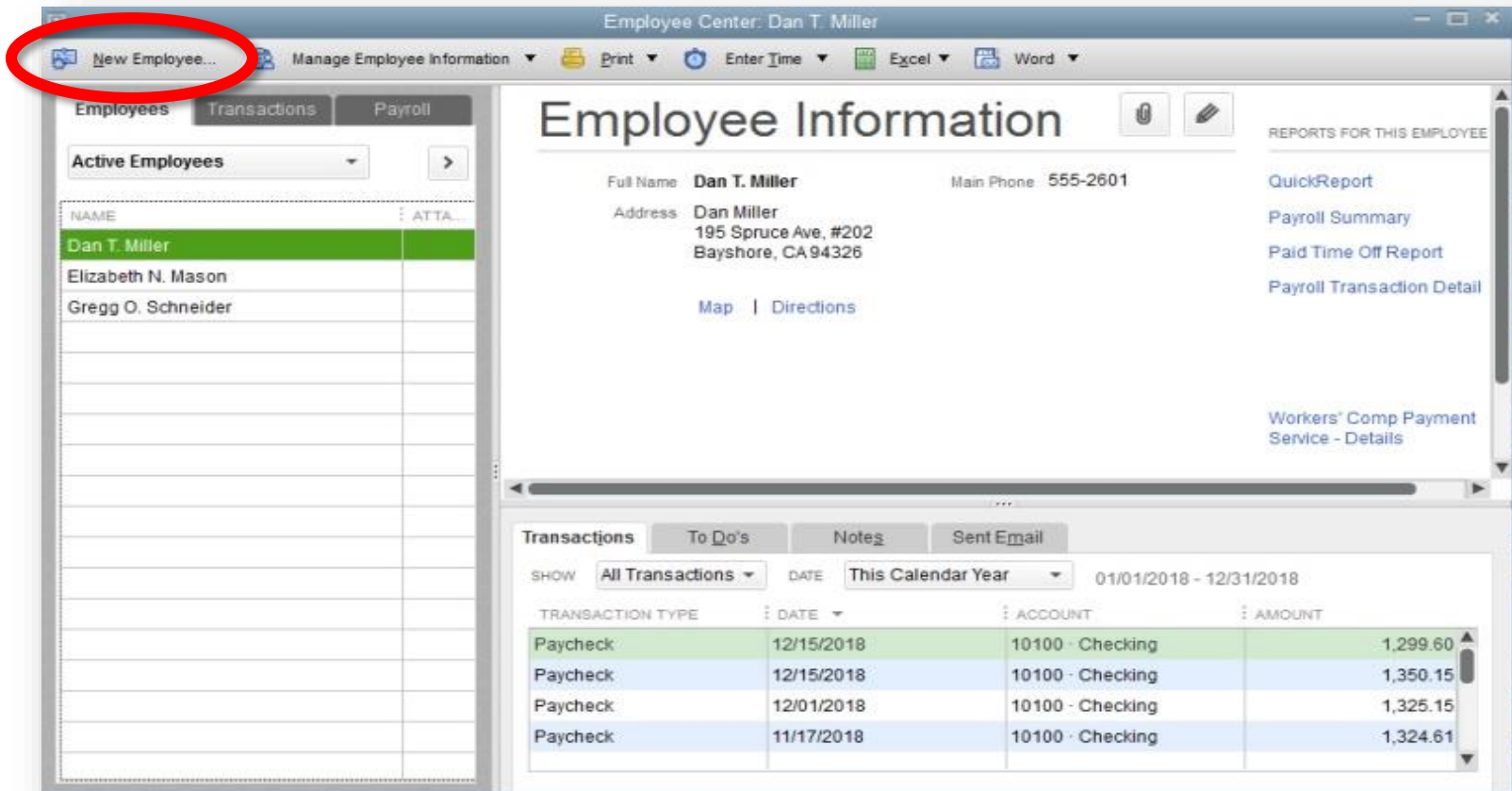
Fave

Help

PAYROLL

ADD NEW EMPLOYEE

Employees, Employment Center Create New Employee



Employee Center: Dan T. Miller

[New Employee...](#) [Manage Employee Information](#) [Print](#) [Enter Time](#) [Excel](#) [Word](#)

Employees Transactions Payroll

Active Employees >

NAME	ATTN
Dan T. Miller	
Elizabeth N. Mason	
Gregg O. Schneider	

Employee Information

Full Name: **Dan T. Miller** Main Phone: 555-2601

Address: Dan Miller
195 Spruce Ave, #202
Bayshore, CA 94326

[Map](#) | [Directions](#)

REPORTS FOR THIS EMPLOYEE

- [QuickReport](#)
- [Payroll Summary](#)
- [Paid Time Off Report](#)
- [Payroll Transaction Detail](#)
- [Workers' Comp Payment Service - Details](#)

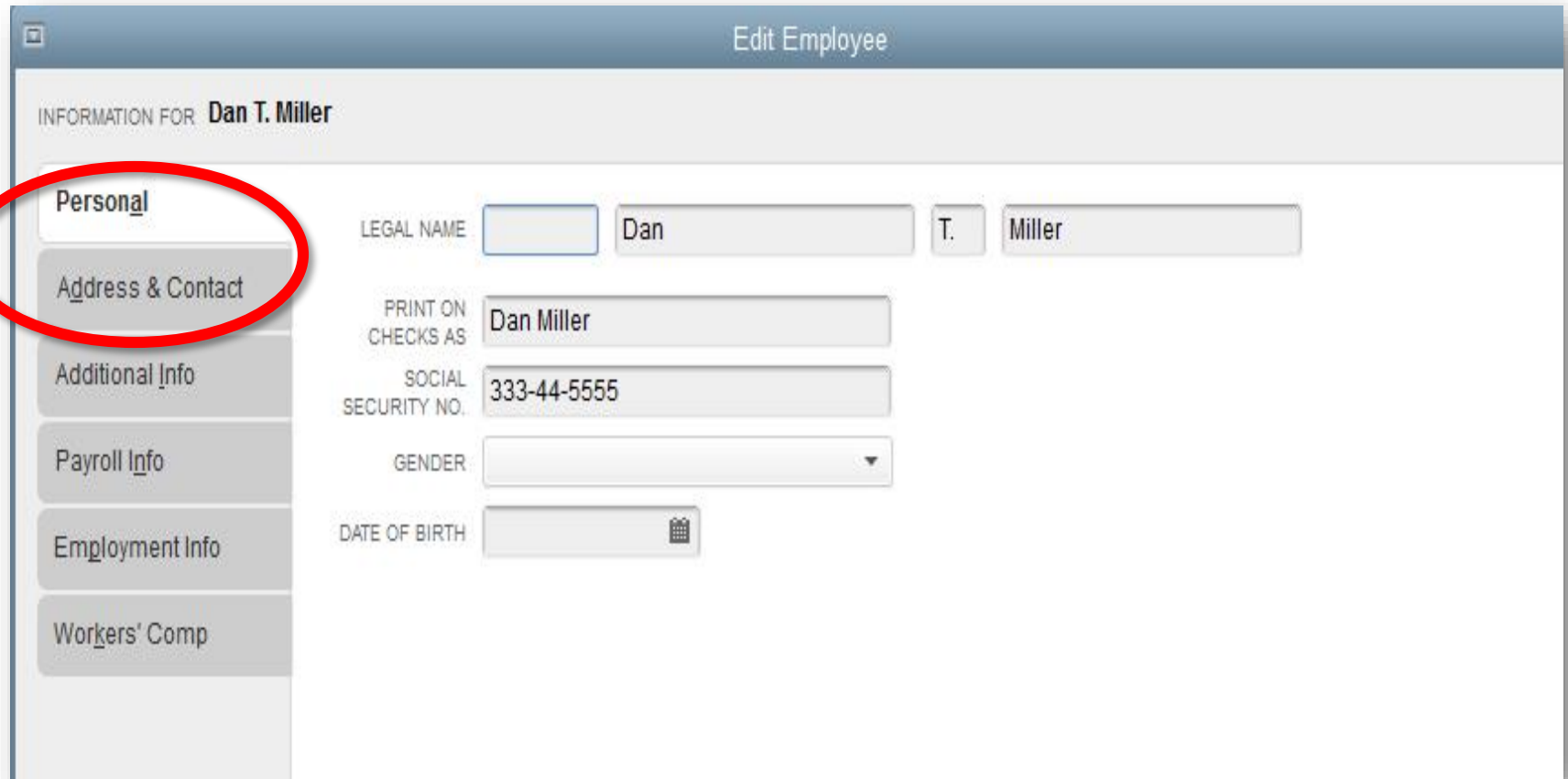
Transactions

To Do's Notes Sent Email

SHOW: All Transactions DATE: This Calendar Year 01/01/2018 - 12/31/2018

TRANSACTION TYPE	DATE	ACCOUNT	AMOUNT
Paycheck	12/15/2018	10100 - Checking	1,299.60
Paycheck	12/15/2018	10100 - Checking	1,350.15
Paycheck	12/01/2018	10100 - Checking	1,325.15
Paycheck	11/17/2018	10100 - Checking	1,324.61

EMPLOYEE INFORMATION

A screenshot of a software window titled "Edit Employee". The window has a sidebar on the left with several menu items: "Personal", "Address & Contact", "Additional Info", "Payroll Info", "Employment Info", and "Workers' Comp". The "Personal" menu item is highlighted with a red oval. The main area of the window displays the "INFORMATION FOR Dan T. Miller" and contains several input fields for employee data.

Edit Employee	
INFORMATION FOR Dan T. Miller	
LEGAL NAME	<input type="text" value="Dan"/> <input type="text" value="T."/> <input type="text" value="Miller"/>
PRINT ON CHECKS AS	<input type="text" value="Dan Miller"/>
SOCIAL SECURITY NO.	<input type="text" value="333-44-5555"/>
GENDER	<input type="text"/>
DATE OF BIRTH	<input type="text"/>

PAYROLL INFORMATION

Edit Employee

INFORMATION FOR **Dan T. Miller**

Personal

Address & Contact

Additional Info

Payroll Info

Employment Info

Workers' Comp

PAYROLL SCHEDULE **Biweekly** ?

PAY FREQUENCY Biweekly

CLASS

Direct Deposit

Taxes...

Sick/Vacation...

EARNINGS


ITEM NAME	HOURLY/ANNUAL RATE
Salary	41,500.00

ADDITIONS, DEDUCTIONS AND COMPANY CONTRIBUTIONS

ITEM NAME	AMOUNT	LIMIT
Health Insurance	-25.00	-600.00

☐ Use time data to create paychecks

☐ Employee is covered by a qualified pension plan



TAX INFORMATION

The screenshot shows a software window titled "Taxes for Dan T. Miller". It features three tabs: "Federal" (selected), "State", and "Other". On the right side, there are three buttons: "OK" (blue), "Cancel", and "Help".

Under the "Federal" tab, the following fields are visible:

- Filing Status:** A dropdown menu with "Married" selected.
- Allowances:** A text box containing the number "3".
- Extra Withholding:** A text box containing "0.00".

Below these fields is a section titled "SUBJECT TO" containing a list of four items, each with a checked checkbox:

- ☒ Medicare
- ☒ Social Security
- ☒ Advance Earned Income Credit
- ☒ Federal Unemployment Tax (Company Paid)

At the bottom of the window, there is a blue hyperlink text: "What if this employee is subject to Nonresident Alien Withholding?".

At the very bottom of the window, there are two unchecked checkboxes:

- ☐ Use time data to create paychecks
- ☐ Employee is covered by a qualified pension plan

RUN PAYROLL

Employees, Pay Employees, Scheduled Payroll
Start Scheduled Payroll

Employee Center: Payroll Center

Time Tracking Payroll Updates Payroll Items Payroll Setup Preferences

Payroll

Pay Employees Pay Liabilities File Forms

Create Paychecks

PROCESS PAYROLL BY	STATUS	PAYROLL SCHEDULE	PAY PERIOD	CHECK DATE
12/29/2007	Overdue	Biweekly	12/16/2007 - 12/29/2007	12/29/2007

Payroll Schedules

Start Unscheduled Payroll Start Scheduled Payroll

Recent Payrolls

DATE	STATUS	PAYCHECK COUNT	GROSS PAY	NET PAY
12/15/2018	Complete	7	9,692.30	7,648.81
12/01/2018	Complete	3	4,156.15	3,249.71
11/17/2018	Complete	3	4,300.18	3,395.50
11/03/2018	Complete	3	4,156.15	3,224.16
10/20/2018	Complete	3	4,252.17	3,284.89

Quick Guides Other Activities Reports Supplies & Services

Before You Hire Add Employee Payroll Summary Order Checks

Double click for detail

EXTRAS

Open Form, Formatting tab, Customize Data Layout

SELECTED TEMPLATE			
Rock Castle Invoice			<input type="checkbox"/> Template is inactive
<div style="display: flex; justify-content: space-between; margin-top: -1px;"> <u>H</u>eder <u>C</u>olumns <u>P</u>rog Cols <u>F</u>ooter <u>P</u>rint </div>			
Screen	Print	Title	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DATE	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	INVOICE #	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BILL TO	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SHIP TO	
<input type="checkbox"/>	<input type="checkbox"/>	P.O. NO.	
<input type="checkbox"/>	<input type="checkbox"/>	S.O. No.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TERMS	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DUE DATE	
<input type="checkbox"/>	<input type="checkbox"/>	REP	
<input type="checkbox"/>	<input type="checkbox"/>	Account #	
<input type="checkbox"/>	<input type="checkbox"/>	SHIP DATE	
<input type="checkbox"/>	<input type="checkbox"/>	SHIP VIA	
<input type="checkbox"/>	<input type="checkbox"/>	FOB	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PROJECT	
<input type="checkbox"/>	<input type="checkbox"/>	Other	
<input type="checkbox"/>	<input type="checkbox"/>	CONTRACT #	

When should I check Screen or Print?

Default
Print Preview...

Additional Customization

Rock Castle Construction
1733 County Road
Seaford, CA 94326

Invoice

DATE	INVOICE #
12/18/2018	1182

BILL TO

SHIP TO

TERMS	DUE DATE	PROJECT
	12/18/2018	

DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT

Subtotal	\$0.00
Sales Tax (0.8%)	\$0.00
Total	\$0.00
Payments/Credits	\$0.00
Balance Due	\$0.00

Help
Basic Customization...
Layout Designer...
OK
Cancel

LAYOUT DESIGNER

Layout Designer - Rock Castle Invoice

Properties... Add Copy Remove Copy Format MAKE SAME Height Width Size CENTER Horz UNDO/REDO Undo

Rock Castle Construction
1735 County Road
Bayshore, CA 94326

Invoice

DATE	INVOICE #
12/15/2018	Sample

BILL TO
This is sample text.

SHIP TO
This is sample text.

TERMS	DUE DATE	PROJECT
Sample	12/15/2018	Sample

DESCRIPTION	QUANTITY	U/M	RATE	AMOUNT
This is sample text.	1	Sample	1.00	123.45

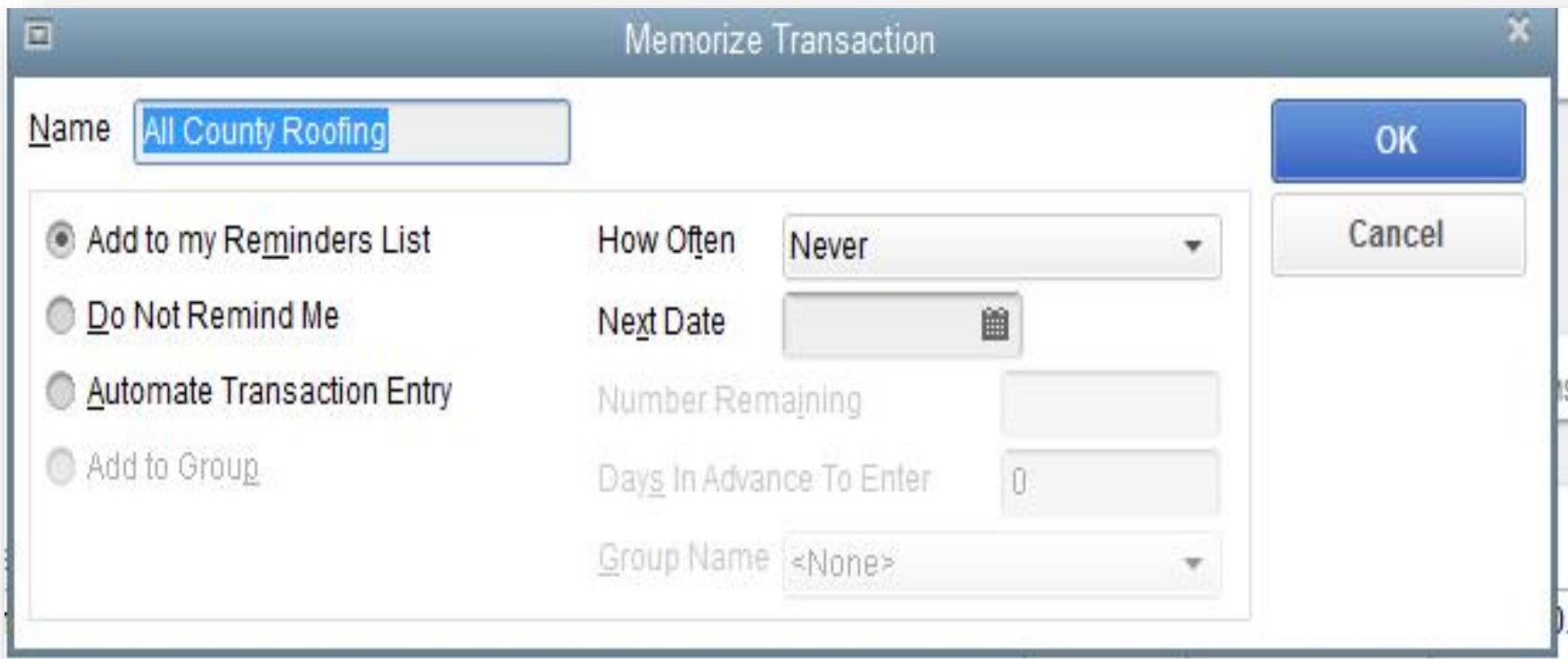
Label field for Invoice

Zoom: 100% 4.25, 0.50 3.75 x 0.44

Margins... Grid... ☒ Show envelope window OK Cancel Help

MEMORIZE TRANSACTIONS

For transactions that are entered frequently
Edit, Memorize



The screenshot shows a 'Memorize Transaction' dialog box. The 'Name' field contains 'All County Roofing'. On the left, there are four radio button options: 'Add to my Reminders List' (selected), 'Do Not Remind Me', 'Automate Transaction Entry', and 'Add to Group'. To the right of these are several fields: 'How Often' is set to 'Never', 'Next Date' has a calendar icon, 'Number Remaining' is empty, 'Days In Advance To Enter' is set to '0', and 'Group Name' is set to '<None>'. On the far right are 'OK' and 'Cancel' buttons.

Field	Value
Name	All County Roofing
Add to my Reminders List	<input checked="" type="radio"/>
Do Not Remind Me	<input type="radio"/>
Automate Transaction Entry	<input type="radio"/>
Add to Group	<input type="radio"/>
How Often	Never
Next Date	[Calendar Icon]
Number Remaining	
Days In Advance To Enter	0
Group Name	<None>

CLASS TRACKING

WHAT IS CLASS TRACKING

Track account balances by department, business office or location, separate properties you own, or any other meaningful breakdown of your business

When this preference is on, QuickBooks includes a Class field on all transactions

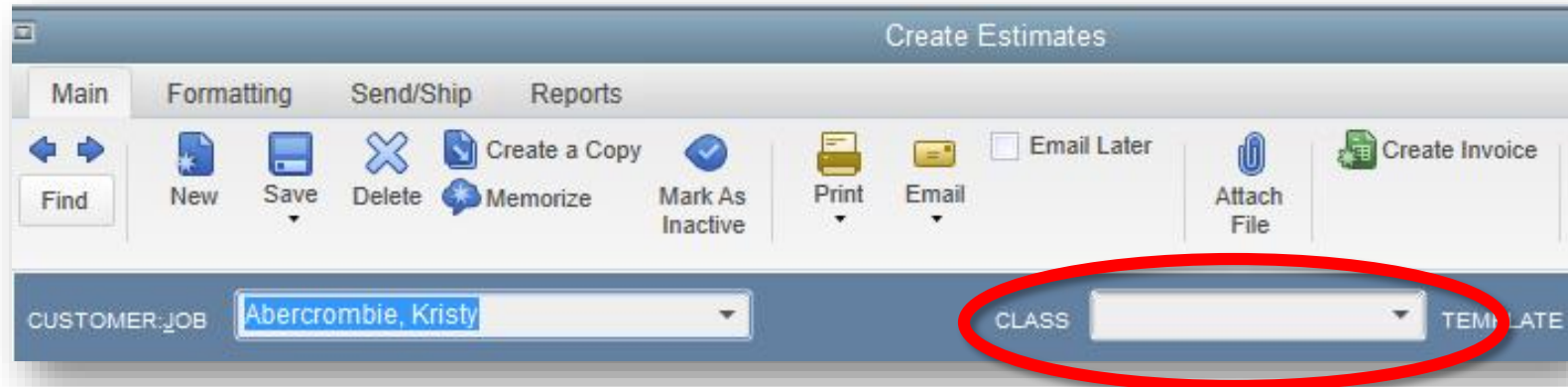
TURN ON CLASS TRACKING

Edit, Preferences

Accounting

Company Preferences tab

Use Class Tracking & Prompt to Assign Classes



GENERAL JOURNAL ENTRIES

Sometimes it is necessary to make adjustments to accounts in QuickBooks that cannot be performed in forms

Company, Make General Journal Entries

Make General Journal Entries

Main Reports

Find New Save Delete Create a Copy Memorize Reverse Print Attach File

DATE: 11/30/2018 ENTRY NO.: 1122

ACCOUNT	DEBIT	CREDIT	MEMO	NAME	BILLAB	CLASS
13100 - Pre-paid Insurance		457.06	Recurring Journal to Amortize Insurance Expense	Overhead	<input type="checkbox"/>	Overhead
62100 - Insurance:62130 - Work Comp	175.00		Recurring Journal to Amortize Insurance Expense	Overhead	<input type="checkbox"/>	Overhead
62100 - Insurance:62110 - Disability Insurance	32.06		Recurring Journal to Amortize Insurance Expense	Overhead	<input type="checkbox"/>	Overhead
62100 - Insurance:62120 - Liability Insurance	250.00		Recurring Journal to Amortize Insurance Expense	Overhead	<input type="checkbox"/>	Overhead

Save & Close Save & New Revert

INVENTORY

Items are added in Purchase Orders, Bills, Credit Card Charges, Checks or Receive Inventory

Items are removed in Sales Orders, Invoices or Sales Receipts

In manufacturing: Work Order/Sales Order or Build Assemblies

Adjusting Inventory: Inventory Activities Adjust Quantity/Value on hand

Adjust Quantity/Value on Hand

PreviousNextAttach

Adjustment TypeQuantity and Total Value

Adjustment Date12/31/2016

Adjustment Account30000 Opening Bal Equity

Reference No.Setup

Customer JobOverhead

ClassOverhead

Find & Select Items...

ITEM	DESCRIPTION	QTY DIFFERENCE	VALUE DIFFERENCE	U/M
Door Frame	standard interior door frame	15	180.00	
Interior Door kit	complete interior door	10	2,000.00	

MemoTo Set Inventory Counts and Values as of QB Start Date - Net of AR...

Total Value of Adjustment2,180.00

Number of Item Adjustments2

ITEM INFO AFTER ADJUSTMENT

Quantity on Hand

Avg Cost per Item

Value

Save & CloseSave & NewRevert

DEPRECIATION

Create a subaccount for the fixed asset called Accumulated Depreciation

Create a Depreciation expense account

To Make an Entry:

Open Accumulated Depreciation register

Enter \$ amount

In the Account field, enter the Depreciation expense account