

Introducing QuickBooks Online

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Introducing QuickBooks Online

Learning from each-other...

Why are you here?

What line of business will QB help you with?



QuickBooks Online Options....

- **Self Employed**: 1 User; Track income and expenses; capture and organize receipts; calculated estimated taxes; track mileage; \$15/monthly/\$180 annually
- **Simple Start**: 1 User; Track income and expenses; Mileage Tracking; Create Invoices and accept Payments; Tax Deductions; Run General Reports; Send Estimates; Track Sales and Sales Tax; Capture and Organize Receipts; Manage 1099 Contractors; \$25/monthly/\$300 annually (Payroll add \$19/monthly+\$2 per employee)
- **Essential**: 3 Users; Same as prior level+ Bill management; Enter Time; \$50 monthly/\$600 annually
- **Plus**: 5 Users; Same as prior level+ Track inventory; Track Project Profitability; \$80/monthly/\$960 annually (Payroll add \$19/monthly+\$2 per employee)
- **Advanced**: 5+ Users; Same as prior level plus Customized Access Levels; Batch Invoice and Expenses; Business Analytics and Insights; Custom Fields; Dedicated support and training; On-Demand Training Videos; Automated Workflows; Restore Company Data; \$180/monthly/\$2,160 annually

Subscription Level Feature Comparison Chart

SUBSCRIPTION LEVEL FEATURE COMPARISON				
Feature	Simple Start	Essentials	Plus	Advanced
Track your income and expenses	X	X	X	X
Send unlimited estimated and invoices	X	X	X	X
Download transactions from your bank and credit card accounts	X	X	X	X
Print checks and record transactions	X	X	X	X
Import data from Excel® or QuickBooks Desktop	X	X	X	X
Back up your data online automatically	X	X	X	X
Same security and encryption as banks	X	X	X	X
Access your data from a tablet or smartphone	X	X	X	X
Invite up to two accountants to access your data	X	X	X	X
Integrate with available applications	X	X	X	X
Set up invoices to automatically bill on a recurring schedule		X	X	X
Manage and pay bills from vendors		X	X	X
Enter bills and schedule payments for later		X	X	X
Compare your sales with profitability with industry trends		X	X	X
Control what your users can access		X	X	X
Create and send purchase orders			X	X
Track inventory			X	X
Prepare and print 1099s			X	X
Give employees and subcontractors limited access to enter time worked			X	X
Track billable hours by customer			X	X
Track project profitability			X	X
Create budgets to estimate future income and expenses			X	X
Categorize your income and expenses using class tracking			X	X
Track sales and profitability for each of your locations or divisions			X	X
Multiple users (Essentials-3, Plus-5, Advanced 25)			X	X
Number of built-in business reports			X	X
Smart Report powered by Fathom				X
Accelerated Invoicing				X
Custom user permissions				X
Premium care with Priority Circle				X
Pay W-2 employees and file payroll taxes			Free trial, then continue using for an additional monthly fee.	X
Accept online and mobile payments			QuickBooks Payments: pay per use	X

QuickBooks Desktop Options....

- ▶ Desktop 2022
 - QuickBooks Desktop for Windows is updating its product lineup.
 - Subscription-based product lineup: For 2022 versions, we will now only be selling our Pro and Premier products as Pro Plus and Premier Plus subscriptions.
 - 2021 is the last non-subscription version; Intuit no longer sells it, but it can be purchased from vendors who still have it (\$200 approx.)

QuickBooks Desktop Options....

▶ Desktop 2022 Subscriptions

- **ProPlus**: Powerful capabilities and insights for desktop users; (\$349.00 annually) (Does not manage 1099 Contractors, Employee Timesheets, or Track Project Profitability)
- **PremierePlus**: Provides for Industry specific features for a tailor-made experience (General business, Retail, Contractor; Manufacturing, Non-profit; Service); and adds 1099 Contractor Management, Timesheets; and Project Profitability) (\$549.99 annually)
- **Enterprise**: End-to-end business management with advanced user permissions, capabilities, and more; \$1,340/annually per user

QuickBooks Mac Options....

▶ Mac

- Mac Plus Desktop for Mac 2022; \$349.00 annually (one user); The Mac version is similar to the PC Desktop version, but there are missing features and interface differences; the limit is three users (\$749 annually)
- Similar to PC Desktop, Intuit is only offering a subscription-based Mac product

-

Course Overview

Quickbooks Online

Three Sessions

- ▶ I. Introduction & Sales (Mon, 6/20)
 - ▶ II. Sales and Expenses (Tue, 6/21)
 - ▶ III. Expenses and Reports (Wed, 6/22)
- 



QuickBooks Online

Level 1

Chapter 1: Getting Started with QuickBooks Online

Learning Objectives

- ▶ Discuss some accounting basics
- ▶ Access the test drive data file
- ▶ QuickBooks user interface features
- ▶ Navigate the Search, New, and Gear menus
- ▶ Use the Navigation bar to access the Sales and Expenses centers
- ▶ Identify features that appear on the Dashboard
- ▶ The accounting behind the scenes in QuickBooks
- ▶ Entering Transactions in QuickBooks

Introducing QuickBooks Online

- ▶ Cloud-based accounting system
- ▶ Accessible anytime, anywhere, from any device
- ▶ Subscription-based accounting software
- ▶ Suitable for most business types


TIP! *You can use the QuickBooks mobile app to perform many important QuickBooks activities!*

(create, view, and email estimates, invoices, and sales receipts; access customer information; convert estimates to invoices, receive payments, track expenses, download and reconcile bank transactions, and use your custom **QuickBooks** Online forms)

Accounting's Focus

- ▶ To assess:
 - The financial position of the organization relative to its debts (liabilities)
 - Its capabilities to satisfy those debts and continue operations (assets), and
 - The difference between liabilities and assets (net worth or equity)
- ▶ The Accounting Equation,
$$\text{Assets} = \text{Liabilities} + \text{Equity}$$

Accounts and Chart of Accounts

- ▶ Business transactions are recorded in several types of *ledgers*, called accounts
 - ▶ A listing of every account is called the *Chart of Accounts*.
 - ▶ Each account has a type
- 

Accounting Types

- ▶ Primary five account types:
 1. Asset
 2. Liability
 3. Equity
 4. Income
 5. Expense

Double-entry Accounting

- ▶ Total debits must always equal total credits
 - Debits = Credits
- ▶ Double Entry Accounting
 - Every transaction creates a debit in one or more accounts and a credit in one or more accounts.
- ▶ A debit might increase or decrease an account; the same is true of credits
 - Depending on the type of account
 - Debits are not always “bad” and credits are not always “good”

The Accounting in QuickBooks

- ▶ Transactions are entered in forms
 - Invoices, Bills and Checks
- ▶ QuickBooks handles the debits and credits

Entering Transactions in QuickBooks

Three main components of QB:

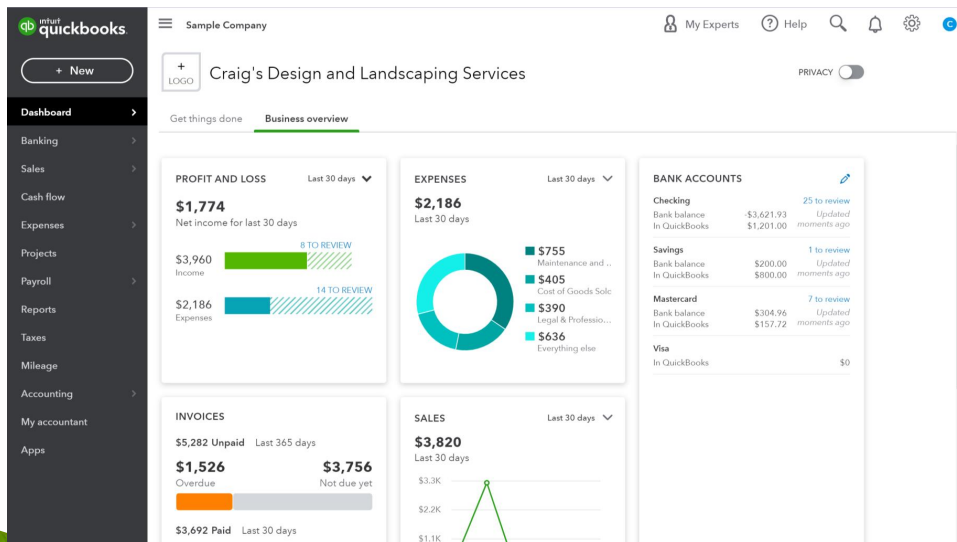
- ▶ Forms (i.e. Invoices, checks)
- ▶ Lists (i.e. the customer list, item list)
- ▶ Registers (i.e. accounts receivable, checking)

Cash Versus Accrual

- ▶ The *accrual basis* method
 - Revenues and expenses are recognized when the transaction occurs
- ▶ The *cash basis* method
 - Revenues and expenses are recognized when the cash changes hands
- ▶ With QuickBooks, you can create reports for either method

Before You Begin (Pages 4–5)

- ▶ Create a QuickBooks Online user using the QuickBooks Online Plus trial subscription obtainable directly from Intuit.
- ▶ Use the Intuit–provided QuickBooks Online test drive.



Link:

<https://qbo.intuit.com/redirect/testdrive>


Page 6, Skills 1-1

Dashboard Changes

The image shows a sequence of four overlapping screenshots of the QuickBooks dashboard for 'Craig's Design and Landscaping Services'. The top screenshot shows the initial state with a 'Subscribe now' banner. The subsequent screenshots show the navigation menu on the left being expanded to reveal more options like Banking, Expenses, Sales, etc. The main dashboard area displays a 'Business overview' section with several key metrics:

- PROFIT AND LOSS (Last 30 days):** Net income of \$1,774. Includes a bar chart showing \$3,960 in income (8 TO REVIEW) and \$2,186 in expenses (14 TO REVIEW).
- EXPENSES (Last 30 days):** Total of \$2,186. A donut chart breaks this down into: \$755 (Maintenance and ..), \$405 (Cost of Goods Sold), \$390 (Legal & Professo...), and \$636 (Everything else).
- BANK ACCOUNTS:** Lists Checking, Savings, Mastercard, and Visa accounts with their current balances and review counts.
- INVOICES:** Shows \$5,282 Unpaid (Last 365 days) and \$1,526 Overdue. Also shows \$3,756 Not due yet and \$3,692 Paid (Last 30 days).
- SALES (Last 30 days):** Total of \$3,820, represented by a line graph.

Online Dashboard



Sample Company

My Experts Help Search Notifications Settings Profile

+ New

Dashboard > Banking > Sales > Cash flow > Expenses > Projects > Payroll > Reports > Taxes > Mileage > Accounting > My accountant > Apps

LOGO Craig's Design and Landscaping Services

PRIVACY

Get things done **Business overview**

PROFIT AND LOSS

Last 30 days

\$1,774
Net income for last 30 days

\$3,960 Income **8 TO REVIEW**

\$2,186 Expenses **14 TO REVIEW**

EXPENSES

Last 30 days

\$2,186
Last 30 days

- \$755 Maintenance and ..
- \$405 Cost of Goods Sold
- \$390 Legal & Professio...
- \$636 Everything else

BANK ACCOUNTS

Checking **25 to review**

Bank balance -\$3,621.93 *Updated moments ago*

In QuickBooks \$1,201.00

Savings **1 to review**

Bank balance \$200.00 *Updated moments ago*

In QuickBooks \$800.00

Mastercard **7 to review**

Bank balance \$304.96 *Updated moments ago*

In QuickBooks \$157.72

Visa **\$0**

In QuickBooks

INVOICES

\$5,282 Unpaid Last 365 days

\$1,526 Overdue **\$3,756** Not due yet

\$3,692 Paid Last 30 days

SALES

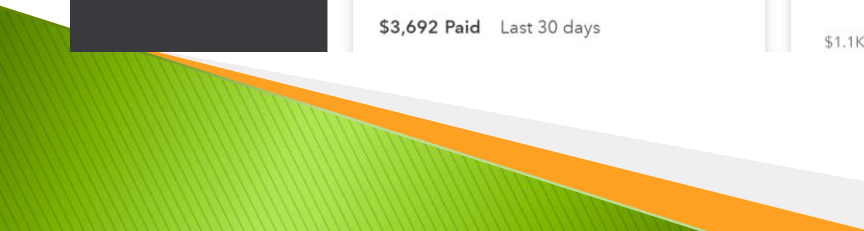
Last 30 days

\$3,820
Last 30 days

\$3.3K



\$2.2K

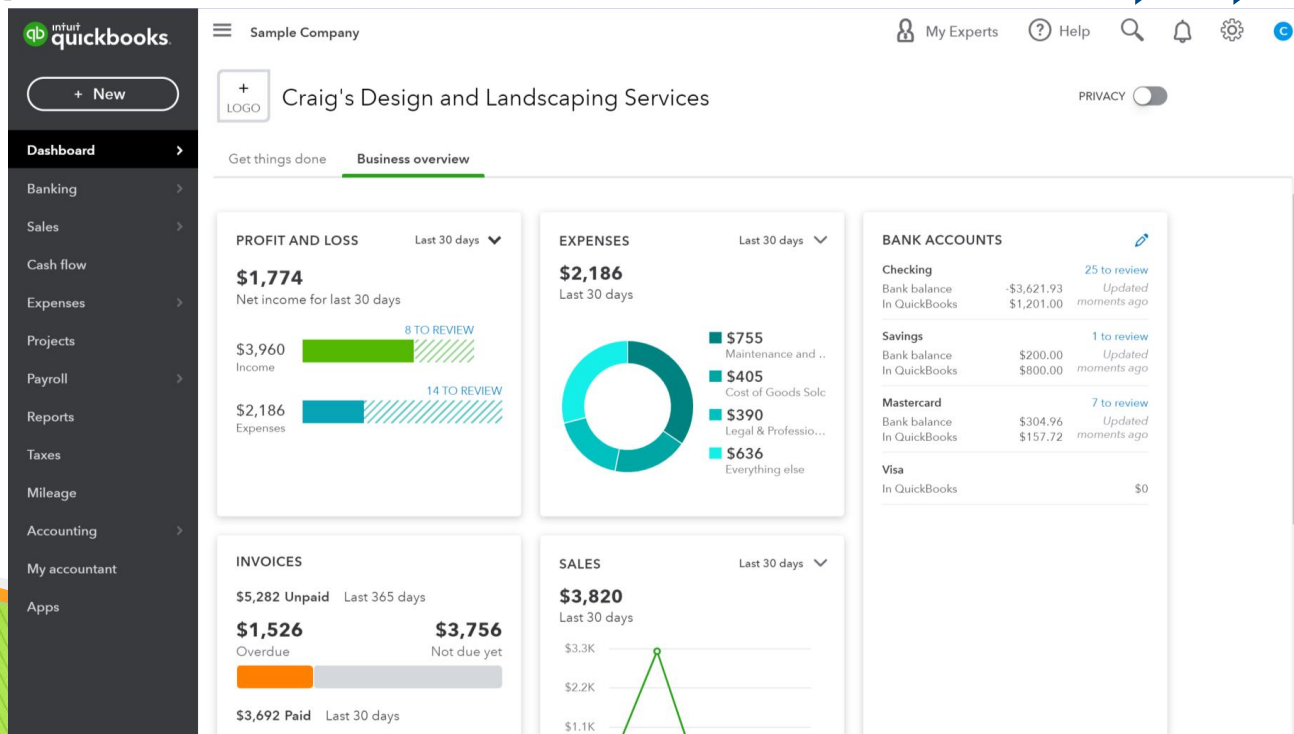
\$1.1K



Navigating the User Interface

The top-right navigation tools comprise:

- ▶ Magnifying Glass = Search 
- ▶ Gear = Quick access to the Your Company, Lists, Tools, and Profile menus
- ▶ Help menu 



The screenshot displays the QuickBooks user interface for a company named "Sample Company". The top navigation bar includes icons for "My Experts", "Help", "Search", "Notifications", "Settings", and a user profile icon. The dashboard shows various financial metrics and charts for "Craig's Design and Landscaping Services".

PROFIT AND LOSS (Last 30 days)

\$1,774
Net income for last 30 days

\$3,960 Income (8 TO REVIEW)
\$2,186 Expenses (14 TO REVIEW)

EXPENSES (Last 30 days)

\$2,186 Last 30 days

\$755 Maintenance and ..
\$405 Cost of Goods Sold
\$390 Legal & Professo...
\$636 Everything else

BANK ACCOUNTS

Account Type	Bank balance	In QuickBooks	Review Status
Checking	-\$3,621.93	\$1,201.00	25 to review (Updated moments ago)
Savings	\$200.00	\$800.00	1 to review (Updated moments ago)
Mastercard	\$304.96	\$157.72	7 to review (Updated moments ago)
Visa		\$0	

INVOICES

\$5,282 Unpaid (Last 365 days)

\$1,526 Overdue
\$3,756 Not due yet

SALES (Last 30 days)

\$3,820 Last 30 days

Navigating the User Interface- Magnify Glass

Pages 6-7



The screenshot shows the QuickBooks interface for 'Sample Company'. A search overlay is active, displaying the following information:

- SEARCH TIPS:** Search for **transactions** by transaction number, **amount** (\$340.00), or **date** (MM/DD/YYYY)
- RECENT:**
 - Credit Card Expense | 07/04/2020 | \$34.00
 - Credit Card Expense | Hicks Hardware | 06/15/2020 | \$42.40
 - Credit Card Expense | Squeaky Kleen Car Wash | 06/21/2020 | \$19.99
 - Credit Card Expense | Squeaky Kleen Car Wash | 06/14/2020 | \$19.99
 - Credit Card Expense | Bob's Burger Joint | 06/14/2020 | \$18.97
 - Credit Card Credit | 06/23/2020 | \$900.00
 - Check Debit | Squeaky Kleen Car Wash | 06/07/2020 | \$19.99
 - Cash Expense | Bob's Burger Joint | 06/05/2020 | \$3.86
 - Cash Expense | Squeaky Kleen Car Wash | 05/31/2020 | \$19.99
 - Cash Expense | Bob's Burger Joint | 05/31/2020 | \$5.66
- [View more](#)
- Navigation instructions: **^ v** to navigate **enter** to select **esc** to dismiss [Advanced Search](#)

The background interface shows a dashboard for 'Craig's Design and...' with various task cards and financial summaries.

Navigating the User Interface- Gear Menu

Pages 9-10, Skills 1-3

The screenshot displays the Intuit QuickBooks user interface. At the top left is the Intuit QuickBooks logo. The main header shows 'Sample Company' and navigation icons for 'My Experts', 'Help', search, notifications, and the gear menu. The gear menu is open, showing the following categories and items:

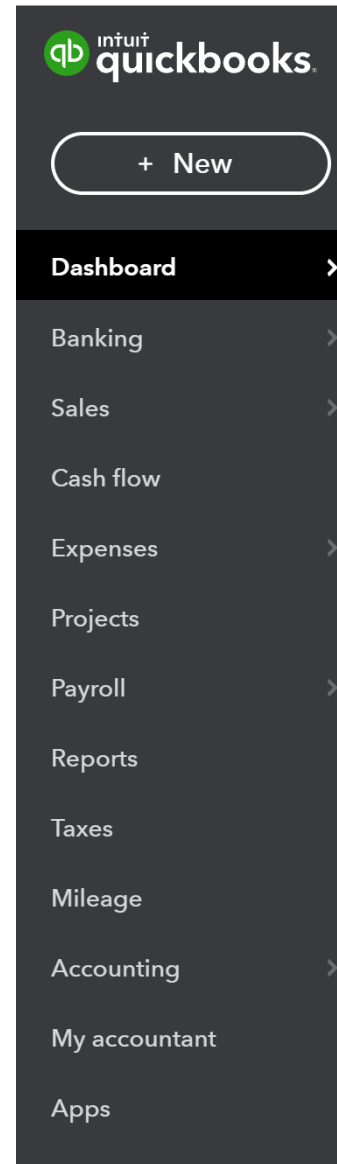
- YOUR COMPANY**
 - Account and settings
 - Manage users
 - Custom form styles
 - Chart of accounts
 - QuickBooks Labs
- LISTS**
 - All lists
 - Products and services
 - Recurring transactions
 - Attachments
- TOOLS**
 - Order checks
 - Import data
 - Import desktop data
 - Export data
 - Reconcile
 - Budgeting
 - Audit log
 - SmartLook
 - Case center
- PROFILE**
 - Intuit account
 - Feedback
 - Privacy
 - Sign out

The background dashboard shows a sidebar with navigation options: Dashboard, Banking, Expenses, Sales, Projects, Payroll, Reports, Taxes, Mileage, and Accounting. The main content area displays financial summaries for 'Craig's Design' under the heading 'Start invoicing'. It includes sections for 'INVOICES' (with \$5,282 Unpaid and \$3,756 Not due yet), 'EXPENSES' (with a total of \$2,186 for the last 30 days and a donut chart), and 'BANK ACCOUNTS' (listing Checking, Savings, and Mastercard accounts).

Navigating the User Interface (cont.)

- ▶ The Navigation bar (left menu) allows you to easily access the Banking, Sales, Expenses, and Workers centers.

Page 11



Navigating the User Interface (cont.)

- ▶ “New” is the navigation bar (formerly create)

The screenshot displays the QuickBooks interface for a company named "Sample Company". The main header includes the QuickBooks logo, the company name, and user options like "My Experts", "Help", and "Settings". Below the header, there is a "+ New" button and a logo placeholder for "Craig's Design and Landscaping Services". A dropdown menu is open from the "+ New" button, listing various transaction types categorized into CUSTOMERS, VENDORS, EMPLOYEES, and OTHER. Below the menu, there are financial summary cards for "Overdue" and "Not due yet" amounts, a "Last 30 days" activity card with a donut chart, and a "BANK ACCOUNTS" section listing various accounts and their balances.

CUSTOMERS	VENDORS	EMPLOYEES	OTHER
Invoice	Expense	Payroll ↗	Bank deposit
Receive payment	Check	Single time activity	Transfer
Estimate	Bill	Weekly timesheet	Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Vendor credit		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print checks		

[Show less](#)

Navigating the User Interface (cont.)

Page 11

► Centers


- **Banking center:** allows you access to all banking and credit card accounts
- **Sales center:** sales and accounts receivable
- **Expenses center:** purchases and accounts payable
- **Payroll center:** payroll, employee information, contractors, worker's comp

Objectives– The Sales Process

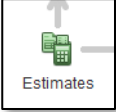
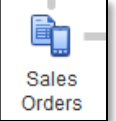
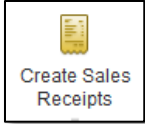
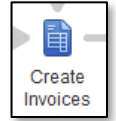
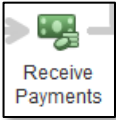
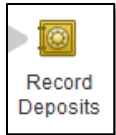
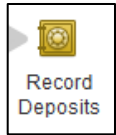
Chapter 3, Pages 43-44

- ▶ Track company sales
- ▶ Set up customer records in the Customer Center
- ▶ Track income and expenses by Job
- ▶ Record Sales Receipts
- ▶ Use the Undeposited Funds account to track your cash receipts
- ▶ Record Invoices and Payments from customers
- ▶ Customer Statements
- ▶ Price Rules
- ▶ Record bank deposits of cash, check, and credit card receipts

Tracking Company Sales

- ▶ Sales Receipt:
 - Cash customers
 - ▶ Invoice:
 - Credit Customers
 - ▶ Both track detailed information
- 

Steps in the Sales Process

Business Transaction	Cash Customers (Pay by cash, check or credit card at time of sale)		Credit Customers (Pay on a date after the sale date)	
	QuickBooks Transaction	Accounting Entry	QuickBooks Transaction	Accounting Entry
Customer Estimate (Optional)	Not Usually Used			Non-posting entry used to record estimates (bids) for customers or jobs.
Customer Sales Order (Optional)*	Not Usually Used			Non-posting entry used to record customer orders. (Desktop Only)
Recording a Sale		Increase (debit) Undeposited Funds , increase (credit) <i>income</i> account.		Increase (debit) Accounts Receivable , increase (credit) <i>income</i> account.
Receiving Money in Payment of an Invoice	No additional action is required on the sales form			Decrease (credit) Accounts Receivable , increase (debit) Undeposited Funds .
Depositing Money in the Bank		Increase (debit) <i>bank</i> Account, decrease (credit) Undeposited Funds .		Decrease (credit) Undeposited Funds , increase (debit) <i>bank</i> Account.

Add Customers using the Online Edition

Page 45, Skills 3-1

- ▶ Add customers
- ▶ Go to **Sales** from the left menu, then select **Customer**.
- ▶ Select **New Customer**.
- ▶ Complete the fields in the Customer Information window.

Note: You can enter additional information on the Note, Tax info, and Payment and billing tabs, if necessary. You can also add attachments.

Select **Save**.

Create new customer: Edward Bruce

Page 45, Skills 3-1

Customer information

Note- Display name settings as you enter this customer

Company

Email

ebruce@hotmail.net

Title First name Middle name Last name Suffix

Mr	Edward		Bruce	
----	--------	--	-------	--

Phone Mobile Fax

--	--	--

* Display name as

Mr Edward Bruce ▼

Other Website

--	--

Print on check as Use display name

Mr Edward Bruce

Is sub-customer

Enter parent customer ▼

Bill with parent ▼

Address

Notes

Tax info

Payment and billing

Language

Attachments

Additional Info

Billing address [map](#)

1452 Santiago Road

Bayshore	CA
----------	----

94326	Country
-------	---------

Shipping address [map](#) Same as billing address

1452 Santiago Road

Bayshore	CA
----------	----

ZIP code	Country
----------	---------

Cancel

Privacy

Save

Job Costing

- ▶ Multiple jobs for each customer QuickBooks tracks jobs in addition to customers
 - Helps track income and expenses
 - Provides project profitability reporting

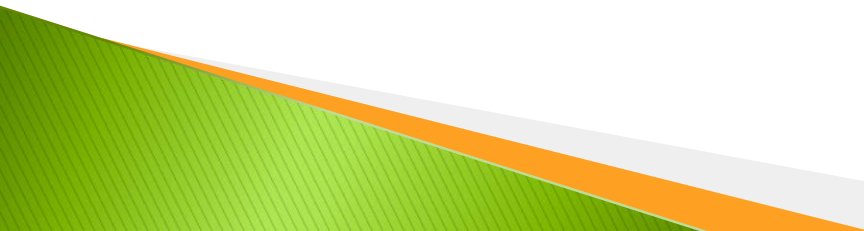
Job Costing (Sub Customer)

Page 46, Skills 3-1
(continued)

- ▶ Adding a Sub-Customer
 - Create a new customer
 - Check the “Is Sub Customer” box to create a sub-customer to track a specific project for this customer

Sub-customers in QB Online

Follow these steps:

- ▶ Go to **Sales** on left menu.
 - ▶ In the **Customers** tab, click on **New Customer**.
 - ▶ Enter the job information.
 - ▶ Check the box for "**Is sub-customer.**"
 - ▶ Select the parent customer.
 - ▶ Select either "**Bill with parent**" or "**Bill this customer.**"
 - ▶ Click on **Save**.
- 

Job Costing (Sub Customer)

Customer information ✕

Company

Email

Title **First name** **Middle name** **Last name** **Suffix**

Phone **Mobile** **Fax**

***Display name as**
 ▼

Other **Website**

Print on check as Use display name

Is sub-customer
 ▼ ▼

Address | Notes | Tax info | Payment and billing | Language | Attachments | Additional Info

Billing address [map](#)

Shipping address [map](#) Same as billing address

[Privacy](#)

Job Costing (Projects)

(First-time use)

intuit
quickbooks

Sample Company

My Experts Help Search Notifications Settings Profile

+ New

Dashboard >

Banking >

Sales >

Cash flow >

Expenses >

Projects

Payroll >

Reports >

Taxes >

Mileage >

Accounting >

My accountant >

Apps >

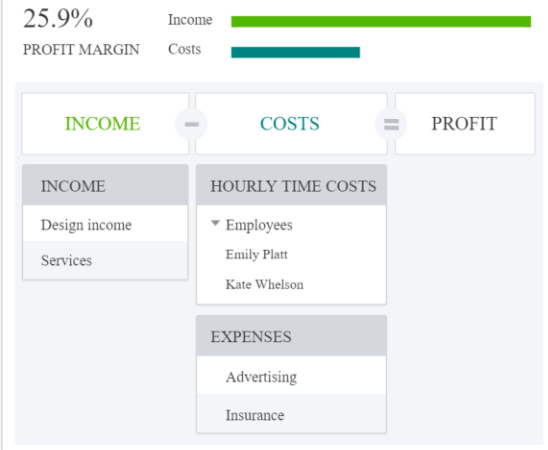
Run your projects with confidence

Make better decisions by knowing how your jobs are doing

[See how it works](#)

- Profitability in one place**
Organize your project finances with a clear view of profits
- Keep track of your labor costs**
See where your team is spending time and how it affects your profit margins
- Eliminate the guesswork**
Understand which projects make money and where you should focus your efforts

Start a project



Job Costing (Projects)

Dashboard

Banking

Expenses

Sales

Projects

Workers

Reports

Taxes

Accounting

My Accountant

Projects

Hourly cost rate

▶ See how it works (2:25)



Money in, money out

Add transactions to your project as you go



See your costs by the hour

Add cost rates for your employees and track their time



See your profit margin

Know how much you really make on a project

TIME TO ENTER COST RATES



Want to know how your labor costs affect your profitability? Add cost rates now.

[Get started](#)

In progress ▼ All customers ▼

🔍 Search all projects

New project

PROJECT ▼ / CUSTOMER		! PROFIT MARGIN	TIME	ACTIONS
Office Remodel Bob Mason	Income  \$75.00 Costs  \$0.00	100%	0:00	Options ▼

Create a Sales Receipt

Pages 52-53, Skills 3-5

- ▶ Payment at the time of sale
- ▶ No balance is due by the customer in the Customer Center
- ▶ Is not posted to Accounts Receivable

Sales Receipt

Pages 52-53, Skills 3-5

The screenshot displays the QuickBooks interface for 'Sample Company'. The main header shows 'Craig's Design and Landscaping Services'. A '+ New' button is visible, and a dropdown menu is open, listing various transaction types. An arrow points to 'Sales receipt' in the 'CUSTOMERS' column. The background shows financial summaries and account balances.

CUSTOMERS	VENDORS	EMPLOYEES	OTHER
Invoice	Expense	Payroll ↑	Bank deposit
Receive payment	Check	Single time activity	Transfer
Estimate	Bill	Weekly timesheet	Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Vendor credit		Pay down credit card NEW
Delayed credit	Credit card credit		
Delayed charge	Print checks		

Accounting > My Accountant

\$1,525.50 Overdue
\$3,756.02 Not due yet

\$3,692.22 Paid Last 30 days

\$2,062.52 **\$1,629.70**

Last month

- \$2,000 Miscellaneous
- \$940 Maintenance and ...
- \$603

Bank balance In QuickBooks: \$-3,621.93 / \$1,201.00

Savings: 1 to review (Bank balance: \$200.00 / \$800.00)

Mastercard: 7 to review (Bank balance: \$304.96)

Sales Receipt

Pages 52-53, Skills 3-5

Create a sales receipt for Edward Bruce- Front Yard Landscaping

New Tab x Sales Receipt x +

https://c70.qbo.intuit.com/app/salesreceipt

Apps | Bookmark Manager | Addons | Vermont Olde Tyme | fox movie intro - AVC | My Movies & TV - Gc | Sign Off | 92 moose - YouTube | Other bookmarks

Sales Receipt

AMOUNT
\$0.00

Choose a customer | Email (Separate emails with a comma) | Send later | Cc/Bcc

Billing address | Sales Receipt date: 09/22/2018

Shipping address | Ship via | Shipping date | Tracking no.

P.O. Number | Sales Rep

Payment method: Choose payment method | Reference no. | Deposit to: 10100 Checking

[Accept payments in QuickBooks](#)

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
---	--------------	-----------------	-------------	-----	------	--------	-----

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

Undeposited Funds

- ▶ Temporary holding account
- ▶ Tracks checks and credit card receipts before they are deposited
- ▶ Makes reconciliation of bank accounts easier

Undeposited Funds

The screenshot displays the QuickBooks interface for a user named 'Sample Company'. The left sidebar contains a navigation menu with the following items: Dashboard, Banking, Expenses, Sales, Projects, Payroll, Reports, Taxes, Mileage, and Accounting. The 'Accounting' item is highlighted, and a dropdown menu is open, showing the following categories and items:

- YOUR COMPANY**
 - Account and settings
 - Manage users
 - Custom form styles
 - Chart of accounts
 - QuickBooks labs
- LISTS**
 - All lists
 - Products and services
 - Recurring transactions
 - Attachments
- TOOLS**
 - Order checks
 - Import data
 - Import desktop data
 - Export data
 - Reconcile
 - Budgeting
 - Audit log
 - SmartLook
 - Case center
- PROFILE**
 - Intuit account
 - Feedback
 - Privacy

At the bottom of the dropdown menu, there is a message: "You're viewing QuickBooks in Accountant view. [Learn more](#)" and a link to "[Switch to Business view](#)".

Undeposited Funds

Sample Company

Chart of Accounts Reconcile

Chart of Accounts Run Report New

[All Lists](#)

i You're using 44 of 250 accounts included in your plan. [Find out how to manage your usage](#) or [upgrade to Advanced](#)

Filter by name: All

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 (A/R)	Accounts Receivable (A/R)	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
Uncategorized Asset	Other Current Assets	Other Current Assets	0.00		View register
Undeposited Funds	Other Current Assets	Undeposited Funds	2,112.52		View register
Truck	Fixed Assets	Vehicles	13,495.00		View register

Undeposited Funds

Sample Company + 🔍 ⚙️ ? Help 🔔

[Back to Chart of Accounts](#) ENDING BALANCE
\$2,062.52

Asset Register Undeposited Funds

Go to: 1 of 1 < First Previous 1-21 of 21 Next Last >

▼ All 🖨️ 📄 ⚙️

DATE ▼	REF NO. TYPE	PAYEE ACCOUNT	MEMO	DECREASE	INCREASE	✓ 📄	BALANCE
Add deposit ▼							
08/05/2019		Freeman Sporting Goods:0969 Ocean ...			\$387.00		\$2,062.52
	Payment	Accounts Receivable (A/R)					
08/05/2019		Cool Cars			\$1,675.52		\$1,675.52
	Payment	Accounts Receivable (A/R)					
08/05/2019		Freeman Sporting Goods:0969 Ocean ...		\$226.75		R	\$0.00
	Deposit	Checking					
08/05/2019		Dukes Basketball Camp		\$460.40		R	\$226.75
	Deposit	Checking					
08/05/2019		Sushi by Katsuyuki		\$80.00		R	\$687.15
	Deposit	Checking					
08/05/2019		Travis Waldron		\$81.00		R	\$767.15

Create an Invoice

Pages 53-54, Skills 3-5
(continued)

- ▶ No payment at the time of sale
- ▶ Customer balance is tracked in the Customer Center
- ▶ Transaction posted to Accounts Receivable

Create an Invoice

**Pages 53-54, Skills 3-5
(continued)**

- ▶ New
 - Customers
 - Invoice

QB Online Invoices

Pages 53-54, Skills 3-5
(continued)

Create an invoice for Bill's Windsurf Shop

Invoice Take a tour Help

Customer ? **Customer email** ? Send later ? [Cc/Bcc](#)

Get paid faster with online payments
Finish setting up online payments. And let your customers pay you even faster.
[Finish setup](#)

BALANCE DUE
\$35.00

Billing address **Terms** ? **Invoice date** **Due date**

Crew #

#	PRODUCT/SERVICE ?	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
	1	Pest Control:Pe ?	<input type="text" value="1"/>	<input type="text" value="35"/>	<input type="text" value="35.00"/>	<input type="checkbox"/>	
	2						

Subtotal \$35.00

Message on invoice **Taxable subtotal** \$0.00

Chart of Accounts – A/R

The screenshot displays the Intuit QuickBooks interface for 'Sample Company'. The left sidebar contains a navigation menu with the following items: Dashboard, Banking, Expenses, Sales, Projects, Payroll, Reports, Taxes, Mileage, and Accounting. The 'Accounting' item is highlighted. The main content area shows the 'Chart of Accounts' section, which has a dropdown menu open. The dropdown menu is organized into four columns:

- YOUR COMPANY**
 - Account and settings
 - Manage users
 - Custom form styles
 - Chart of accounts
 - QuickBooks labs
- LISTS**
 - All lists
 - Products and services
 - Recurring transactions
 - Attachments
- TOOLS**
 - Order checks
 - Import data
 - Import desktop data
 - Export data
 - Reconcile
 - Budgeting
 - Audit log
 - SmartLook
 - Case center
- PROFILE**
 - Intuit account
 - Feedback
 - Privacy

At the bottom of the dropdown menu, there is a status bar that reads: "You're viewing QuickBooks in Accountant view. [Learn more](#) [Switch to Business view](#)".

Chart of Accounts – A/R

Sample Company

Chart of Accounts Reconcile

Chart of Accounts

< All Lists

Run Report New

You're using 44 of 250 accounts included in your plan. Find out how to manage your usage or upgrade to Advanced

Filter by name All

NAME	TYPE ▲	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Checking	Bank	Checking	1,201.00	421.93	View register
Savings	Bank	Savings	800.00	200.00	View register
Accounts Receivable (A/R)	Accounts receivable (A/R)	Accounts Receivable (A/R)	5,356.52		View register
Inventory Asset	Other Current Assets	Inventory	596.25		View register
Prepaid Expenses	Other Current Assets	Prepaid Expenses	0.00		View register
Uncategorized Asset	Other Current Assets	Other Current Assets	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

Chart of Accounts – A/R

Sample Company + 🔍 ⚙️ ? Help 🔔

[Back to Chart of Accounts](#) ENDING BALANCE

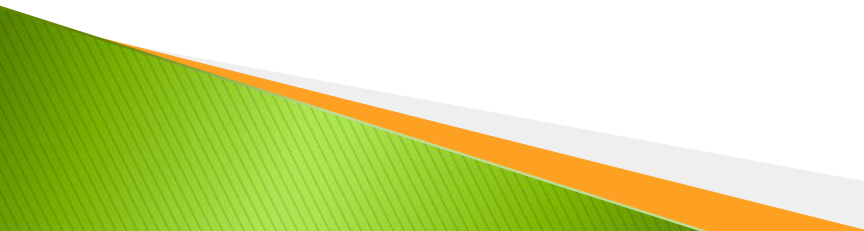
A/R Register Accounts Receivable (A/R) ▼ \$5,356.52

Go to: 1 of 1 < First Previous 1-49 of 49 Next Last >

▼ All 🖨️ 📄 ⚙️

DATE ▼	REF NO. TYPE	PAYEE MEMO	CHARGE / CREDIT	PAYMENT DUE DATE	OPEN BALANCE
08/31/2019	1039 Invoice	Bob Mason	\$75.00	09/30/2019	\$75.00
08/05/2019	1037 Invoice	Sonnenschein Family Store	\$362.07	09/04/2019	\$362.07
08/05/2019	1036 Invoice	Freeman Sporting Goods:0969 Ocean View Road	\$477.50	09/04/2019	\$477.50
08/05/2019	Payment	Freeman Sporting Goods:0969 Ocean View Road		\$387.00	\$0.00
08/05/2019	Payment	Cool Cars		\$1,675.52	\$0.00
08/05/2019	1035 Invoice	Mark Cho	\$314.28	09/04/2019	\$314.28

Price Rules (BETA)

- ▶ **Click the Gear Menu**, and go to **Account and Settings**; under Your Company goto **Sales**, and click on **Turn on price rules** and make sure the box is checked.
 - ▶ To set up price rules, go to the **Gear Menu** and select **All Lists**; under Lists, click on **Price Rules**, and **Create a rule** button.
 - ▶ You can create multiple price rules for different situations.
- 

Receiving Payments from Customers (p.54)

- ▶ Receiving Payments
- ▶ Handling Partial Payments
- ▶ Where Do the Payments Go?

Where Do the Payments Go?

▶ Undeposited Funds

- QuickBooks does not increase your bank balance when you receive payments
- To have payments show up in your bank account, you must click **Bank Deposit** from the New Button.

QB Online– Receive Payments

Pages 55, Skills 3-6



The screenshot shows the QuickBooks Online interface for 'Sample Company'. The 'New' button is open, displaying a dropdown menu with the following categories and options:

CUSTOMERS	VENDORS	EMPLOYEES	OTHER
Invoice	Expense	Payroll ↑	Bank deposit
Receive payment	Check	Single time activity	Transfer
Estimate	Bill	Weekly timesheet	Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Vendor credit		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print checks		

The 'Receive payment' option is highlighted with a black arrow. Below the menu, there is a 'Show less' link. The background shows a dashboard with financial summaries and account balances.

Receive Payments p.55

- ▶ Receive payment from Amy's Bird Sanctuary
 - Payment date= 9/1/21
 - Method= Check
 - Reference No= 55841
 - Invoice#1021
- ▶ Save and New, Save and Close
- ▶ Check the balance in the Customer Center

QB Online– Receive Payments

New Tab x qb Receive Payment x +




https://c70.qbo.intuit.com/app/recvpayment

Apps a Bookmark Manager Addons Vermont Olde Tyme fox movie intro - AVC My Movies & TV - Gc Sign Off 92 moose - YouTube Other bookmarks

Receive Payment

Help X

Choose a customer Find by invoice no. Get paid 2 times faster [Accept payments online](#)

Credit card   

AMOUNT RECEIVED
\$0.00

Payment date
09/25/2018

Payment method Reference no. Deposit to Amount received

Choose payment method Reference no. 12000 Undeposited F 0.00

Memo

Attachments Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Cancel Print Save and new

Chart of Accounts – A/R & Undeposited Funds (Option1)

The screenshot displays the QuickBooks dashboard for 'Sample Company'. A dropdown menu is open, showing various options. A double-lined arrow points to the 'Chart of accounts' option under the 'YOUR COMPANY' section. The dashboard includes a sidebar with navigation options like 'Dashboard', 'Banking', 'Expenses', 'Sales', 'Projects', 'Payroll', 'Reports', 'Taxes', 'Mileage', and 'Accounting'. The main area shows 'SET UP GUIDE' with tasks like 'Start invoicing' and 'See how much'. Below that, there are 'INVOICES' and 'EXPENSES' sections with financial data and a donut chart.

YOUR COMPANY

- Account and settings
- Manage users
- Custom form styles
- Chart of accounts
- QuickBooks labs

LISTS

- Lists
- Products and services
- Recurring transactions
- Attachments

TOOLS

- Order checks
- Import data
- Import desktop data
- Export data
- Reconcile
- Budgeting
- Audit log
- SmartLook
- Case center

PROFILE

- Intuit account
- Feedback
- Privacy

You're viewing QuickBooks in **Accountant view**. [Learn more](#) [Switch to Business view](#)

INVOICES

\$5,282 Unpaid Last 365 days

\$1,526 Overdue

\$3,756 Not due yet

\$3,692 Paid Last 30 days

\$2,063

EXPENSES

\$2,186 Last 30 days

- \$755 Maintenance and ..
- \$405 Cost of Goods Sold
- \$390 Legal & Professio...

BANK ACCOUNTS

Checking 25 to review

Bank balance \$-3,621.93 Updated moments ago

In QuickBooks \$1,201.00

Savings 1 to review

Bank balance \$200.00 Updated moments ago

In QuickBooks \$800.00

Mastercard 7 to review

Bank balance \$304.96 Updated moments ago

Chart of Accounts – A/R & Undeposited Funds (Option 2)

The screenshot displays the QuickBooks interface for 'Sample Company' and 'Craig's Design and Landscaping Services'. The left sidebar contains a navigation menu with 'Accounting' selected, and 'Chart of accounts' highlighted. A double-headed arrow points from this menu item to the 'EXPENSES' dashboard card. The dashboard includes several key metrics and charts:

- PROFIT AND LOSS (Last 30 days):** Net income for last 30 days is **\$1,774**. A bar chart shows Income at \$3,960 (8 TO REVIEW) and Expenses at \$2,186 (14 TO REVIEW).
- EXPENSES (Last 30 days):** Total is **\$2,186**. A donut chart breaks down expenses into: Maintenance and .. (\$755), Cost of Goods Sold (\$405), Legal & Profession... (\$390), and Everything else (\$636).
- BANK ACCOUNTS:** Lists Checking, Savings, Mastercard, and Visa accounts with their respective balances and 'to review' counts.
- SALES (Last 30 days):** Total is **\$3,820**. A line chart shows sales activity.
- Reconcile:** Shows \$5,282 Unpaid (Last 365 days) and \$3,756 Not due yet. Below, it shows \$3,692 Paid (Last 30 days).

The URL at the bottom left is <https://app.qbo.intuit.com/app/chartofaccounts>.

Chart of Accounts – A/R & Undeposited Funds

Sample Company

Chart of Accounts Reconcile

Chart of Accounts

< All Lists

Run Report New

You're using 44 of 250 accounts included in your plan. Find out how to manage your usage or upgrade to Advanced

Filter by name All

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Checking	Bank	Checking	1,201.00	421.93	View register
Savings	Bank	Savings	800.00	200.00	View register
Accounts Receivable (A/R)	Accounts receivable (A/R)	Accounts Receivable (A/R)	5,356.52		View register
Inventory Asset	Other Current Assets	Inventory	596.25		View register
Prepaid Expenses	Other Current Assets	Prepaid Expenses	0.00		View register
Uncategorized Asset	Other Current Assets	Other Current Assets	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

Creating Customer Statement

The screenshot displays the QuickBooks interface for 'Sample Company' and 'Craig's Design and Landscaping Services'. A '+ New' button is highlighted, and a dropdown menu is open, showing various transaction types. The 'OTHER' category is selected, and 'Statement' is highlighted with a black arrow. The background shows a dashboard with financial metrics and account balances.

CUSTOMERS	VENDORS	EMPLOYEES	OTHER
Invoice	Expense	Payroll ↑	Bank deposit
Receive payment	Check	Single time activity	Transfer
Estimate	Bill	Weekly timesheet	Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Vendor credit		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print checks		

[Show less](#)

\$1,526 Overdue
\$3,756 Not due yet

\$3,692 Paid Last 30 days

\$2,063 **\$1,630**

Last 30 days

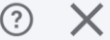
- \$755 Maintenance and ..
- \$405 Cost of Goods Sold
- \$390 Legal & Professi...

ACCOUNTS

Account	Balance	Last Updated
Bank balance	\$-3,621.93	Updated moments ago
In QuickBooks	\$1,201.00	
Savings		1 to review
Bank balance	\$200.00	Updated moments ago
In QuickBooks	\$800.00	
Mastercard		7 to review
Bank balance	\$304.96	Updated

Creating Customer Statement

Create Statements



Statement Type

Balance Forward

TOTAL BALANCE FOR 18 CUSTOMERS

\$5,281.52

Statement Date

10/17/2019

Customer Balance Status

All

Start Date

09/17/2019

End Date

10/17/2019

Recipients List

Missing email address (0)

Statements available (18)

<input type="checkbox"/>	RECIPIENTS	EMAIL ADDRESS	BALANCE
<input checked="" type="checkbox"/>	Amy's Bird Sanctuary	Birds@Intuit.com	\$239.00
<input type="checkbox"/>	Bill's Windsurf Shop	Surf@Intuit.com	\$85.00
<input type="checkbox"/>	Cool Cars	Cool_Cars@intuit.com	\$0.00
<input type="checkbox"/>	Freeman Sporting Goods:0969 Ocean View Road	Sporting_goods@intuit.com	\$477.50
<input type="checkbox"/>	Freeman Sporting Goods:55 Twin Lane	Sporting_goods@intuit.com	\$85.00
<input type="checkbox"/>	Geeta Kalapatapu	Geeta@Kalapatapu.com	\$629.10

Cancel

Print or Preview

Save

Save and send

Adding Interest for Late Pay

Assess Finance Charges? This function does not exist in QB Online as it does in QB Desktop

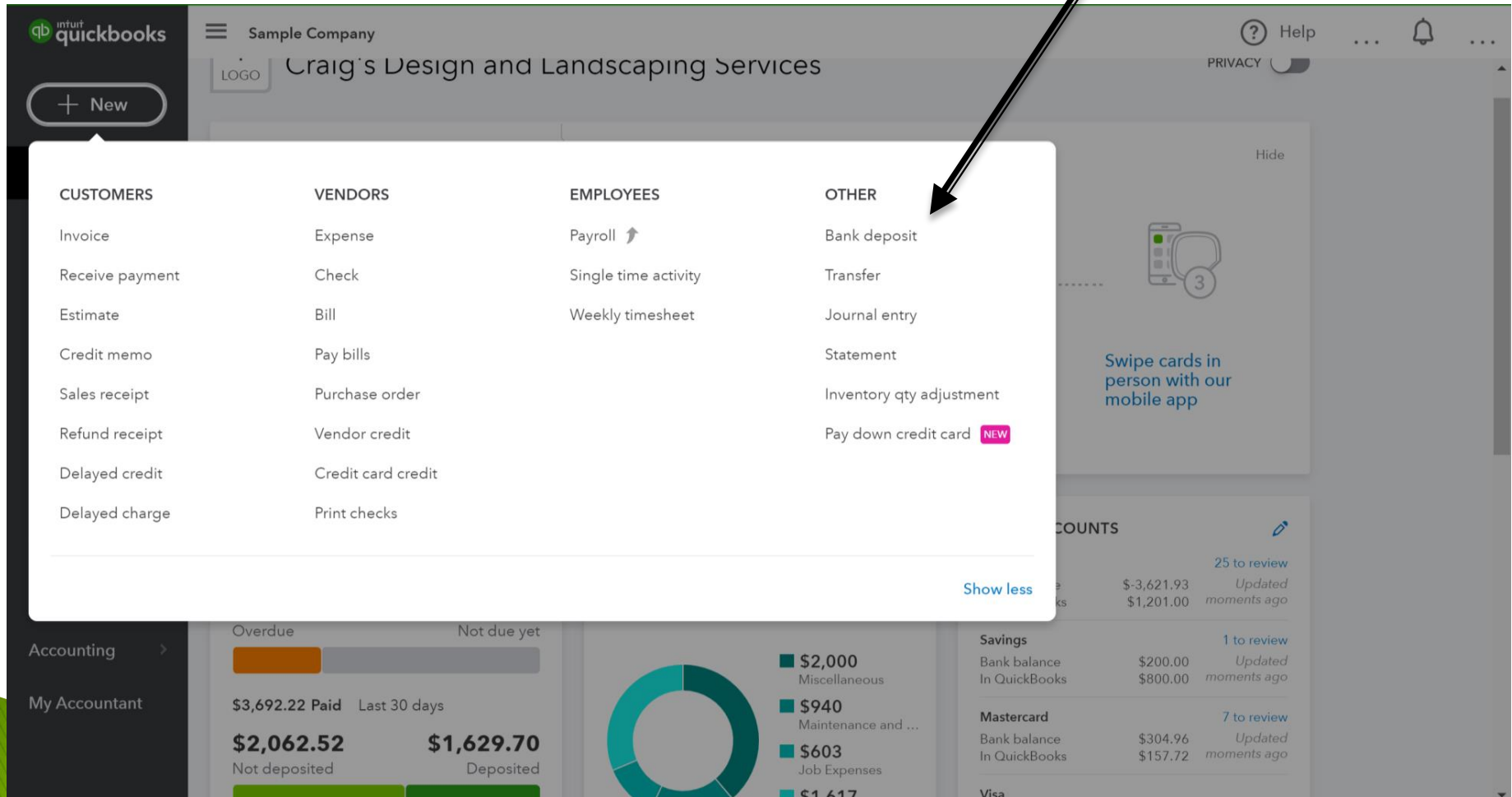
Work Around- Create an inventory item for “finance charge; then, create a new, separate invoice for the affected customer(s) for these fees

Making Bank Deposits– P.55

- ▶ Depositing Payments (and partial payments)
- ▶ Adding Funds to the Deposit
- ▶ Holding Cash Back from a Deposit

Bank Deposit– P.56

New Button/Bank Deposit



The screenshot displays the Intuit QuickBooks interface for a company named "Sample Company" and "Craig's Design and Landscaping Services". The "New" button is expanded, showing a grid of options categorized into CUSTOMERS, VENDORS, EMPLOYEES, and OTHER. The "Bank deposit" option is highlighted under the "OTHER" category, with a black arrow pointing to it. The interface also shows a sidebar with "Accounting" and "My Accountant" sections, a dashboard with financial metrics, and a "Savings" section with a table of transactions.

CUSTOMERS	VENDORS	EMPLOYEES	OTHER
Invoice	Expense	Payroll ↗	Bank deposit
Receive payment	Check	Single time activity	Transfer
Estimate	Bill	Weekly timesheet	Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Vendor credit		Pay down credit card NEW
Delayed credit	Credit card credit		
Delayed charge	Print checks		

[Show less](#)

Savings	Bank balance	In QuickBooks	Updated
1 to review	\$200.00	\$800.00	moments ago

Mastercard	Bank balance	In QuickBooks	Updated
7 to review	\$304.96	\$157.72	moments ago

Bank Deposit- Select Payments

Page 56, Skills 3-7

Bank Deposit

Try new deposit BETA

Help

Checking

Balance \$1,201.00

09/01/2019

\$0.00

Select the payments included in this deposit



<input type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input type="checkbox"/>	Cool Cars	08/06/2019	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	1,675.52
<input type="checkbox"/>	Freeman Sporting Goods:0969 Ocean View Road	08/06/2019	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	387.00

1-2 of 2

« < 1 > »

Select all

Clear all

Total

2062.52

Selected Payments Total

0.00

[Don't see the payments you want to deposit?](#)

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	
1							<input type="checkbox"/>
2							<input type="checkbox"/>

Add lines

Clear all lines

Other funds total

\$0.00

Making Bank Deposits– P.56

- ▶ Select Payments
 - Edward Bruce:Front Yard Landscaping
 - Amy's Bird Sanctuary

QB Online- Add Funds to Deposit

New Tab x Bank Deposit x +

https://c70.qbo.intuit.com/app/deposit

Apps Amazon Bookmark Manager Addons Vermont Olde Typ fox movie intro - AVC My Movies & TV - Go Sign Off 92 moose - YouTube Other bookmarks

Bank Deposit Help

Selected Payments Total 0.00

[Don't see the payments you want to deposit?](#)

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						
2						

Add lines Clear all lines

Other funds total \$0.00

Memo

Cash back goes to 10100 Checking

Cash back memo

Cash back amount

Total \$0.00

Attachments Maximum size: 20MB

Drag/Drop files here or click the icon

Cancel Print Make recurring Save and new

Chart of Accounts – Undeposited Funds & Checking

The screenshot shows the QuickBooks interface for 'Sample Company' and 'Craig's Design and Landscaping Services'. The left sidebar contains a navigation menu with 'Accounting' selected, and 'Chart of accounts' highlighted. The main dashboard features several financial summary cards:

- PROFIT AND LOSS (Last 30 days):** Net income of \$1,774. Includes a bar chart for Income (\$3,960) and Expenses (\$2,186) with '8 TO REVIEW' and '14 TO REVIEW' labels.
- EXPENSES (Last 30 days):** Total of \$2,186. Includes a donut chart with categories: Maintenance and .. (\$755), Cost of Goods Sold (\$405), Legal & Professio... (\$390), and Everything else (\$636).
- BANK ACCOUNTS:** Lists Checking, Savings, Mastercard, and Visa accounts with their respective balances and review counts.
- SALES (Last 30 days):** Total of \$3,820. Includes a line chart showing sales trends.

The URL at the bottom is <https://app.qbo.intuit.com/app/chartofaccounts>.

Chart of Accounts – Undeposited Funds & Checking

Sample Company + 🔍 ⚙️ ? Help 🔔

Chart of Accounts Reconcile

Chart of Accounts Run Report New ▾

← All Lists

i You're using 44 of 250 accounts included in your plan. [Find out how to manage your usage](#) or [upgrade to Advanced](#) ✕

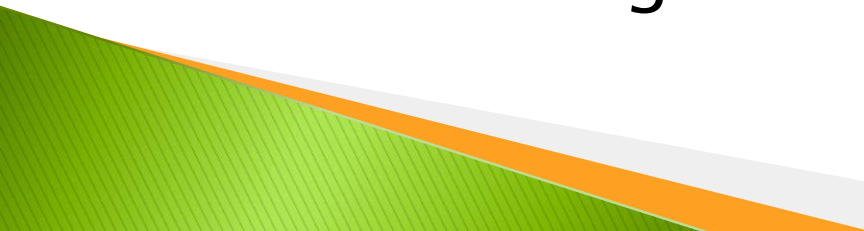
Filter by name All ▾ ✎ 🖨 ⚙️

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 (A/R)	Accounts Receivable (A/R)	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 ▾
Uncategorized Asset	Other Current Assets	Other Current Assets	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 ▾

Windows taskbar: Search, File Explorer, Edge, Mail, Word, Chrome (Chart of Acco...), Excel, PowerPoint (Quickbooks ...), System tray (7:51 PM 9/2/2019)

Objectives– Expenses and Vendors

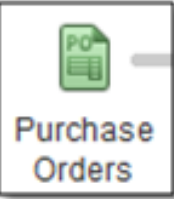

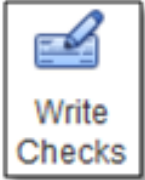

Page 69, Lesson 4

- ▶ Set up vendors in the Vendor list
 - ▶ Understand how to use classes in QuickBooks
 - ▶ Use QuickBooks for job costing
 - ▶ Enter expense transactions in several different ways
 - ▶ Manage Accounts Payable transactions
 - ▶ Void Checks
 - ▶ Track credit card charges and payments
 - ▶ Reconciling Accounts
- 

Entering Expenses in QuickBooks

- ▶ **Cash Vendors:**
 - Write check to appropriate expense accounts
 - Don't use Accounts Payable account
- ▶ **Credit Vendors:**
 - Track bills and bill payments
 - Use Accounts Payable account

Steps for Entering Expenses

Business Transaction	Cash Vendors		Credit Vendors	
	QuickBooks Transaction	Accounting Entry	QuickBooks Transaction	Accounting Entry
Recording a Purchase Order	Not usually used		 Purchase Orders	Non-posting entry used to track <i>Purchase Orders</i>
Recording a Bill from a Vendor	Not usually used		 Enter Bills	Increase (debit) Expenses , Increase (credit) Accounts Payable
Paying Bills	 Write Checks	Increase (debit) Expense , Decrease (credit) Checking	 Pay Bills	Decrease (debit) Accounts Payable , Decrease (credit) the Checking Account

Setting up Vendors

Page 69, Lesson 4

- ▶ Vendors include everyone from whom you purchase products or services

Setting up Vendors

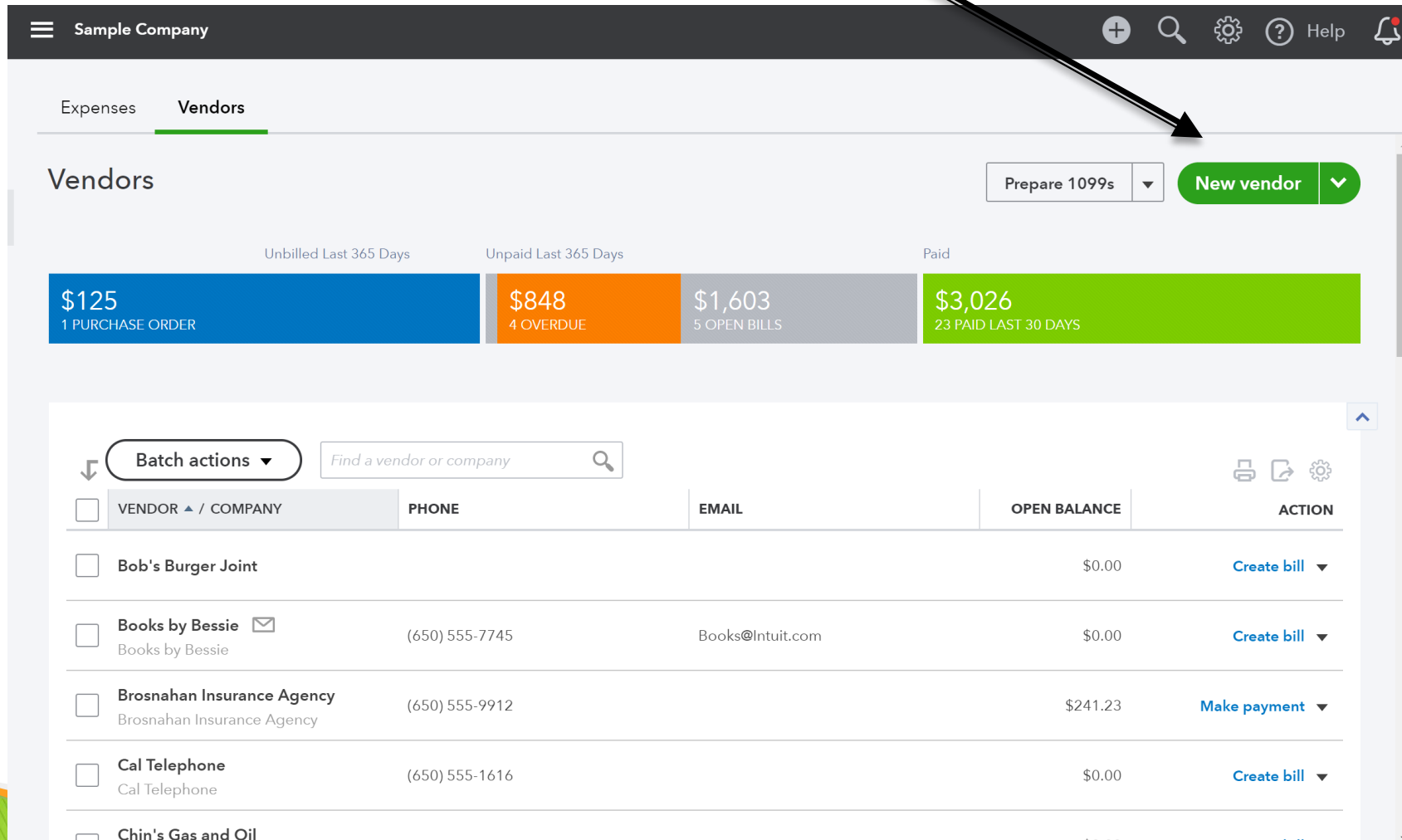
The screenshot shows the Intuit QuickBooks interface for a company named "Sample Company". The left sidebar contains a navigation menu with the following items: Dashboard, Banking, Sales, Cash flow, Expenses, Projects, Payroll, Reports, Taxes, Mileage, Accounting, My accountant, and Apps. The "Expenses" menu item is expanded, and the "Vendors" option is highlighted. A black arrow points from the "Vendors" menu item to the "PROFIT AND LOSS" widget in the main dashboard area.

The main dashboard area displays the following information:

- Company Name:** Craig's Design and Landscaping Services
- Business Overview:** Includes tabs for "Get things done" and "Business overview".
- PROFIT AND LOSS (Last 30 days):** Shows a profit of \$1,774. A bar chart indicates that 8 items are "TO REVIEW".
- EXPENSES (Last 30 days):** Shows a total of \$2,186. A donut chart breaks down the expenses into four categories: \$755 (Maintenance and ..), \$405 (Cost of Goods Sold), \$390 (Legal & Professio...), and \$636 (Everything else).
- BANK ACCOUNTS:** Lists accounts such as Checking, Savings, Mastercard, and Visa, along with their current balances and review counts.
- INVOICES:** Shows \$5,282 Unpaid (Last 365 days) and \$3,756 Not due yet. A bar chart shows \$1,526 Overdue and \$3,692 Paid (Last 30 days).
- SALES (Last 30 days):** Shows a total of \$3,820 with a line graph showing a peak.

The URL at the bottom left is <https://app.qbo.intuit.com/app/vendors>.

Setting up Vendors



Sample Company

Expenses **Vendors**

Vendors

Prepare 1099s **New vendor**

Unbilled Last 365 Days Unpaid Last 365 Days Paid

\$125 1 PURCHASE ORDER	\$848 4 OVERDUE	\$1,603 5 OPEN BILLS	\$3,026 23 PAID LAST 30 DAYS
---------------------------	--------------------	-------------------------	---------------------------------

Batch actions

<input type="checkbox"/>	VENDOR / COMPANY	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
<input type="checkbox"/>	Brosnahan Insurance Agency	(650) 555-9912		\$241.23	Make payment
<input type="checkbox"/>	Cal Telephone	(650) 555-1616		\$0.00	Create bill
<input type="checkbox"/>	Chin's Gas and Oil			\$0.00	- ...

Setting up Vendors

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

qb **intuit quickbooks** Sample Company + Q ⚙ ? Help

Dashboard Exp
Banking Ven
Expenses
Sales \$1
Projects 1 PU
Workers
Reports
Taxes
Accounting
My Accountant

Vendor Information

Company

Email

Title	First name	Middle name	Last name	Suffix	Phone	Mobile	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Display name as**

Print on check as Use display name

Address [map](#)

<input type="text" value="Street"/>	
<input type="text" value="City/Town"/>	<input type="text" value="State/Province"/>
<input type="text" value="ZIP code"/>	<input type="text" value="Country"/>

Notes

Attachments Maximum size: 20MB

Other

Website

Billing rate (/hr)

Terms

Opening balance **as of**

Account no.

Business ID No.

Track payments for 1099

[Privacy](#)

New vendor ▼

ACTION

- [Create bill](#) ▼
- [Create bill](#) ▼
- [Make payment](#) ▼
- [Create bill](#) ▼

Chin's Gas and Oil

Setting up Vendors

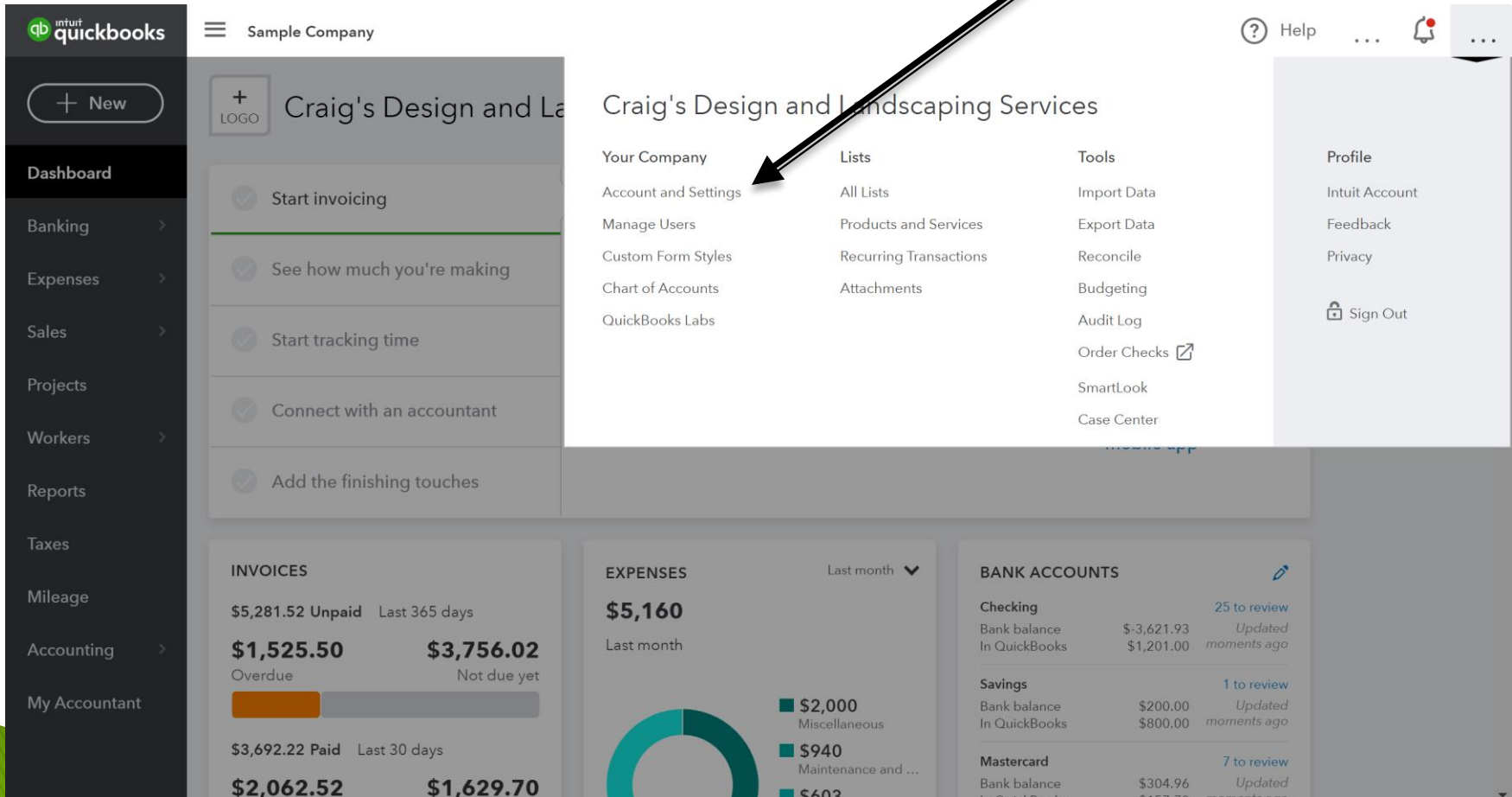
Page 71, Skills 4-1

- ▶ New Vendor
 - Morning Supplies
 - 1458 Magnolia, Bayshore, CA 94305
 - 650-555-8814

Activating Class Tracking

- ▶ Class Tracking allows you to:
 - Separate your income and expenses by department, location, profit center, or any other meaningful breakdown of your business

Activating Class Tracking- Gear Menu



The screenshot displays the Intuit QuickBooks interface for a company named "Sample Company". The main header shows the company name and a "Help" button. The left sidebar contains navigation options: Dashboard, Banking, Expenses, Sales, Projects, Workers, Reports, Taxes, Mileage, Accounting, and My Accountant. The main content area is titled "Craig's Design and Landscaping Services" and features a "Start invoicing" button. Below this, there are several summary cards: "INVOICES" showing \$5,281.52 Unpaid (Last 365 days) and \$3,756.02 Not due yet; "EXPENSES" showing \$5,160 (Last month) with a donut chart; and "BANK ACCOUNTS" showing Checking, Savings, and Mastercard balances. A "Gear" menu is open in the top right corner, listing various settings and tools. A double-lined arrow points to the "Account and Settings" option in the "Your Company" column of this menu.

Account and Settings

- Your Company
- Account and Settings
- Manage Users
- Custom Form Styles
- Chart of Accounts
- QuickBooks Labs
- Lists
- All Lists
- Products and Services
- Recurring Transactions
- Attachments
- Tools
- Import Data
- Export Data
- Reconcile
- Budgeting
- Audit Log
- Order Checks
- SmartLook
- Case Center

INVOICES

\$5,281.52 Unpaid Last 365 days

\$1,525.50 **\$3,756.02**

Overdue Not due yet

\$3,692.22 Paid Last 30 days

\$2,062.52 **\$1,629.70**

EXPENSES Last month

\$5,160

Last month

- \$2,000 Miscellaneous
- \$940 Maintenance and ...
- \$603

BANK ACCOUNTS

Checking 25 to review

Bank balance \$-3,621.93 Updated moments ago

In QuickBooks \$1,201.00

Savings 1 to review

Bank balance \$200.00 Updated moments ago

In QuickBooks \$800.00

Mastercard 7 to review


Bank balance \$304.96 Updated moments ago

In QuickBooks \$157.79

Activating Class Tracking

Account and Settings

Help

Company	Company name		
Usage			
Sales			
Expenses			
Advanced			
	Company name	Craig's Design and Landscaping Services	
	Legal name	Same as company name	
	EIN/SSN	-	
	Company type	Tax form	Not sure/Other/None
		Industry	-
	Contact info	Company email	noreply@quickbooks.com
		Customer-facing email	Same as company email
		Company phone	-
		Website	-
	Address	Company address	123 Sierra Way, San Pablo, CA 87999
		Customer-facing address	Same as company address
		Legal address	Same as company address

Done

Activating Class Tracking

Account and Settings Help ✕

Company	Accounting	First month of fiscal year	January	
Usage		First month of income tax year	Same as fiscal year	
Sales		Accounting method	Accrual	
Expenses		Close the books	Off	
Advanced	Company type	Tax form	Not sure/Other/None	
	Chart of accounts	Enable account numbers	Off	
		Discount account	Discounts given	
		Tips account		
		Billable expense income account	Billable Expense Incom	
	Categories	<input type="checkbox"/> Track classes ?	Off	
		<input type="checkbox"/> Track locations ?	Off	
		<input type="button" value="Cancel"/> <input type="button" value="Save"/>		
	Automation	Pre-fill forms with previously entered content	On	
		Automatically apply credits	On	
		Automatically invoice unbilled activity	Off	
		Automatically apply bill payments	On	

Done

Activating Class Tracking



Bill

Help X

Vendor

[Pay bills directly from QuickBooks](#)

BALANCE DUE

\$0.00

Mailing address

Terms

Bill date

Due date

Bill no.

▼ Category details

	#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	CLASS	
⋮	1								🗑
⋮	2								🗑

Add lines

Clear all lines

▶ Item details

Memo

Total

\$0.00

Cancel

Make recurring

Save

Save and close

Class Tracking- Reports

qb intuit quickbooks Sample Company + 🔍 ⚙️ ? Help 🔔

Dashboard
Banking
Expenses
Sales
Projects
Workers
Reports
Taxes
Mileage
Accounting
My Accountant


Reports

Find report by name

Standard Custom reports Management reports

Profit and Loss as % of total income	☆	⋮
Profit and Loss Comparison	☆	⋮
Profit and Loss Detail	☆	⋮
Profit and Loss year-to-date comparison	☆	⋮
Profit and Loss by Class	★	⋮
Profit and Loss by Customer	☆	⋮
Profit and Loss by Month	☆	⋮
Profit and Loss	★	⋮
Quarterly Profit and Loss Summary	☆	⋮
Statement of Cash Flows	☆	⋮

Tracking Job Costs

- ▶ Job Costing tracks expenses for each customer or project
 - ▶ Use the Customer column to link each expense account or Item with the customer or job to which it applies
 - ▶ Profit & Loss by Job report shows income and expenses separately for each job
- 

Tracking Job Costs



Bill

Help

Vendor

[Pay bills directly from QuickBooks](#)

BALANCE DUE

\$0.00

Mailing address

Terms

Bill date

Due date

Bill no.

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	CLASS
1							
2							

Add lines

Clear all lines

Item details

Memo

Total

\$0.00


Cancel

Make recurring

Save

Save and close

Paying Vendors p.74

- ▶ Pay vendors with check, credit card, electronic funds transfer, or cash
 - ▶ Common situations are:
 1. Manually write a check and record the transaction in the register
 2. Use the Checks window to write and print checks
 3. Expense Forms
 4. Enter a bill in the Enter Bills Window to record Accounts Payable and then pay the bill using the Pay Bills Window
- 

TRY IT– Paying Vendors w Register

1. Manually write a check and record the transaction in an account register (Next Slide)

TRY IT- Paying Vendors w/Registers

qb intuit quickbooks

Sample Company

My Experts Help

Banking

Banking App transactions Rules Tags Receipts

+ New

Dashboard >

Banking >

Sales >

Cash flow

Expenses >

Projects

Payroll >

Reports

Taxes

Mileage

Accounting >

My accountant

Apps

Banking

App transactions

Rules

Tags

Receipts

Link account Update

Savings \$200.00 BANK BALANCE Updated moments ago 25 IN QUICKBOOKS

Mastercard \$304.96 BANK BALANCE Updated moments ago 1

\$800.00 BANK BALANCE Updated moments ago 7

\$157.72 BANK BALANCE Updated moments ago

For review (25) Categorized Excluded

Take a tour Go to bank register

All dates All transactions (...) Search by description or check number

<input type="checkbox"/>	DATE ▼	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	10/26/2021	Books By Bessie	Books by Bessie			\$55.00	Add
<input type="checkbox"/>	09/26/2021	A Rental				\$200.00	Add

TRY IT- Paying Vendors w/Registers

Sample Company

ENDING BALANCE **\$1,201.00** [Reconcile](#)

Bank Register Bank Balance \$-3,621.93

Go to: 1 of 1 < First Previous 1-44 of 44 Next Last >

▼ All

DATE ▼	REF NO. TYPE	PAYEE ACCOUNT	MEMO	CLASS LOCATION	PAYMENT	DEPOSIT	✓	BA
08/21/2019					\$900.00			\$1,
	CC-Credit	Mastercard						
08/10/2019		Tania's Nursery			\$23.50			\$2,
	Cash Purch	Job Expenses:Job Materials:Plants a...						
08/07/2019	76	Pam Seitz			\$75.00			\$2,
	Expense	Legal & Professional Fees						
08/07/2019	75	Hicks Hardware			\$228.75			\$2,
	Check	-Split-						
08/07/2019						\$868.15		\$2,
	Deposit	-Split-						
08/06/2019		Chin's Gas and Oil			\$63.15			\$1,

[Add check ▼](#)

TRY IT- Paying Vendors w/Registers

Sample Company + 🔍 ⚙️ ? Help 🔔

[← Back to Chart of Accounts](#) ENDING BALANCE **Reconcile**

Bank Register Bank Balance \$-3,621.93 **\$1,201.00**

Go to: 1 of 1 < First Previous 1-44 of 44 Next Last >

▼ All 🖨️ 📄 ⚙️

DATE ▼	REF NO. TYPE	PAYEE ACCOUNT	MEMO	CLASS LOCATION	PAYMENT	DEPOSIT	✓	BA
Add check ▼								
<input type="text" value="09/02/2019"/> 📅	<input type="text" value="71"/>	<input type="text" value="Payee"/>	<input type="text" value="Memo"/>	<input type="text" value="Class"/>	<input type="text" value="Payment"/>	<input type="text" value="Deposit"/>		
	<input type="text" value="Check"/>	<input type="text" value="Account"/>		<input type="text" value="Location"/>				
<input type="button" value="Cancel"/> <input type="button" value="Sa"/>								
08/21/2019					\$900.00			\$1,
	CC-Credit	Mastercard						
08/10/2019		Tania's Nursery			\$23.50			\$2,
	Cash Purch	Job Expenses:Job Materials:Plants a...						
08/07/2019	76	Pam Seitz			\$75.00			\$2,
	Expense	Legal & Professional Fees						
08/07/2019	75	Hicks Hardware			\$228.75			\$2,
	Check	Split						

TRY IT– Paying Vendors w/ Register

- Payee= Morning Supplies
 - Account type= Checking
 - Payment Date= 9/1/2021
 - Check Number= 72
 - Category= Job Materials: Plants and Soil
 - Description= Misc. Plants and Plant Feed
- ▶ **Check the Register**

TRY IT– Paying Vendors w/ Write Check

Page 77, Skills 4-3

1. Manually write a check and record the transaction in an account register
2. Use the Write Checks window to write and print checks

TRY IT- Write Checks

Page 77, Skills 4-3

The screenshot displays the QuickBooks interface for 'Sample Company' with the company name 'Craig's Design and Landscaping Services'. The 'New' button is open, showing a grid of transaction types categorized into CUSTOMERS, VENDORS, EMPLOYEES, and OTHER. The 'Check' option under the 'VENDORS' category is highlighted with a black arrow. Below the dropdown, there are sections for 'Accounting' and 'My Accountant', along with financial summaries and a donut chart.

CUSTOMERS	VENDORS	EMPLOYEES	OTHER
Invoice	Expense	Payroll ↗	Bank deposit
Receive payment	Check	Single time activity	Transfer
Estimate	Bill	Weekly timesheet	Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Vendor credit		Pay down credit card NEW
Delayed credit	Credit card credit		
Delayed charge	Print checks		

Accounting

Overdue Not due yet

\$3,692.22 Paid Last 30 days

\$2,062.52 Not deposited

\$1,629.70 Deposited

\$2,000 Miscellaneous

\$940 Maintenance and ...

\$603 Job Expenses

\$1,617

Savings 1 to review

Bank balance \$200.00 Updated moments ago

In QuickBooks \$800.00

Mastercard 7 to review

Bank balance \$304.96 Updated moments ago

In QuickBooks \$157.72

Visa

TRY IT- Write Checks

Check #71

Help

Payee Bank Account Balance \$1,201.00

AMOUNT
\$0.00

Mailing address Payment date

Check no.
 Print later

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	
⋮ 1		What did you pay for?					
⋮ 2							

▼ Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	TAX	CUSTOMER	
⋮ 1		What did you pay for?							
⋮ 2									


TRY IT– Write Checks

Page 77, Skills 4-3

- Payee= Morning Supplies
 - Account type= Checking
 - Payment Date= 9/1/2021
 - Check Number= 71
 - Category= Job Materials: Plants and Soil
 - Description= Misc. Plants and Plant Feed
 - Amount= 42.75
- ▶ Check the Register

TRY IT– Paying Vendors w/ Write Check

Page 77, Skills 4-3


1. Manually write a check and record the transaction in an account register
 2. Use the Write Checks window to write and print checks
 3. **Expense Forms**
- 

TRY IT– Expense Forms

Page 78, Skills 4-3 (Continued)

- Left Menu: Expenses > Expenses > New Transaction > Expense
- Payee= Bob's Burger Joint
- Account type= Checking
- Payment Date= 9/1/2021
- Reference= Debit
- Category= Meals and Entertainment
- Description= Lunch with Bill
- Amount= 24.97
- ▶ **Save and Close**
- ▶ **Check the Register**

Try It– Paying Vendors w/ Enter Bills

1. Manually write a check and record the transaction in an account register
 2. Use the Write Checks window to write and print checks
 3. Expense Forms
 4. Use the Enter Bills window to record Accounts Payable and then use the Pay Bills window to pay the bill
- 

TRY IT– Entering Bills

Page 80, Skills 4-4

- ▶ A bill tracks the amount owed and the details of purchase in Accounts Payable
- ▶ You must pay it using the **Pay Bills** window

TRY IT- Entering Bills

Page 80, Skills 4-4

The screenshot displays the QuickBooks interface for 'Sample Company' (Craig's Design and Landscaping Services). The 'New' dropdown menu is open, showing various transaction types. The 'Bill' option is highlighted, and a black arrow points to it. The background shows a dashboard with financial data, including a donut chart and a table of accounts.

CUSTOMERS	VENDORS	EMPLOYEES	OTHER
Invoice	Expense	Payroll ↗	Bank deposit
Receive payment	Check	Single time activity	Transfer
Estimate	Bill	Weekly timesheet	Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Vendor credit		Pay down credit card NEW
Delayed credit	Credit card credit		
Delayed charge	Print checks		

Accounting > My Accountant

Overdue Not due yet

\$3,692.22 Paid Last 30 days

\$2,062.52 Not deposited

\$1,629.70 Deposited

\$2,000 Miscellaneous

\$940 Maintenance and ...

\$603 Job Expenses

\$1,617

Savings 1 to review

Bank balance \$200.00 Updated moments ago

In QuickBooks \$800.00 Updated moments ago

Mastercard 7 to review

Bank balance \$304.96 Updated moments ago

In QuickBooks \$157.72 Updated moments ago

Visa

TRY IT- Entering Bills

Bill

Vendor

Choose a vendor

Pay bills directly from QuickBooks

Mailing address

Terms

Bill date

Due date

10/07/2019

10/07/2019

Bill no.

BALANCE DUE

\$0.00

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1						
2						

Add lines Clear all lines

► Item details

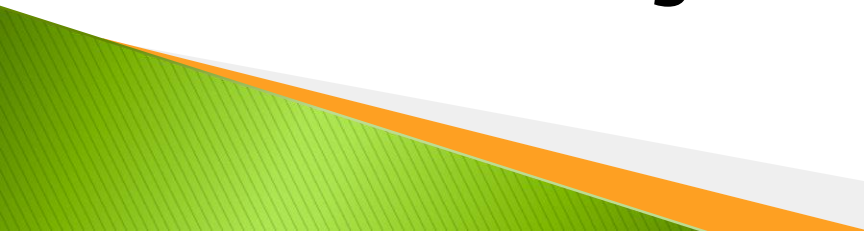
Memo

Total \$0.00

Cancel Make recurring Save Save and close

Entering Bills

Page 80, Skills 4-4

- ▶ Vendor= Computers By Jenni
 - ▶ Terms= Net 15
 - ▶ Bill Date= 9/1/21
 - ▶ Bill No= 2021-1515
 - ▶ Category= Office Expenses
 - ▶ Description= Computer and Monitor
 - ▶ Amount= \$1,345
 - ▶ Save and close
 - ▶ **Check the Register**
- 

Paying Bills

Page 84, Skills 4-7

- ▶ Bills are tracked in Accounts Payable
- ▶ When you pay your bills using Pay Bills function, the balance in Accounts Payable is reduced
- ▶ To use Pay Bills function:
 - Select the **New Button** and then select **Pay Bills**

TRY IT- Paying Bills

Page 84, Skills 4-7

The screenshot displays the QuickBooks interface for 'Sample Company' and 'Craig's Design and Landscaping Services'. A dropdown menu is open, showing various transaction types. The 'Pay bills' option under the 'VENDORS' category is highlighted with a black arrow. The interface includes a navigation bar with 'intuit quickbooks' and a '+ New' button. The main content area shows a list of transaction types under four categories: CUSTOMERS, VENDORS, EMPLOYEES, and OTHER. The 'Pay bills' option is the fourth item in the 'VENDORS' list. Below the menu, there are financial summaries for 'Overdue' and 'Not due yet' bills, a donut chart, and a list of account balances for Savings, Mastercard, and Visa.

CUSTOMERS	VENDORS	EMPLOYEES	OTHER
Invoice	Expense	Payroll ↗	Bank deposit
Receive payment	Check	Single time activity	Transfer
Estimate	Bill	Weekly timesheet	Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Vendor credit		Pay down credit card NEW
Delayed credit	Credit card credit		
Delayed charge	Print checks		

Accounting > My Accountant

Overdue: \$3,692.22 Paid Last 30 days
Not due yet: \$2,062.52 Not deposited, \$1,629.70 Deposited

Savings: Bank balance \$200.00, In QuickBooks \$800.00 (1 to review)
Mastercard: Bank balance \$304.96, In QuickBooks \$157.72 (7 to review)
Visa: Bank balance \$-3,621.93, In QuickBooks \$1,201.00 (25 to review)

TRY IT- Paying Bills

QuickBooks × +

c23.qbo.intuit.com/app/paybills

Apps » Other bookmarks

Pay Bills ? ×

Payment account: Mastercard ▼ Balance \$157.72

Payment date: 10/07/2019

TOTAL PAYMENT AMOUNT: **\$0.00**

[Pay bills directly from QuickBooks](#)

Filter > Last 365 Days 5 open bills, 4 overdue

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/>	PG&E		08/27/2019	\$86.44	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Norton Lumber and Build...		09/11/2019	\$205.00	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Robertson & Associates		09/11/2019	\$315.00	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Brosnahan Insurance Age...		09/14/2019	\$241.23	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Diego's Road Warrior Bo...		10/09/2019	\$755.00	Not available	<input type="text"/>	\$0.00
0 bills selected				\$0.00	\$0.00	\$0.00	\$0.00

Total payment (USD) 0.00 < First Previous 1-5 of 5 Next Last >

TRY IT- Paying Bills

QuickBooks | c23.qbo.intuit.com/app/paybills

Apps | Bookmark Manager | Vermont Olde Tym... | Addons | fox movie intro - A... | My Movies & TV - ... | Sign Off | 92 moose - YouTube | Other bookmarks

Pay Bills

Payment account: Balance \$1,201.00

Payment date:

Starting check no.: Print later

TOTAL PAYMENT AMOUNT
\$86.44

[Pay bills directly from QuickBooks](#)

Filter > Last 365 Days

5 open bills, 4 overdue ! ⚙️

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/>	PG&E		08/27/2019 !	\$86.44	Not available	<input type="text" value="86.44"/>	\$86.44
<input type="checkbox"/>	Norton Lumber and Buil...		09/11/2019 !	\$205.00	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Robertson & Associates		09/11/2019 !	\$315.00	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Brosnahan Insurance Ag...		09/14/2019 !	\$241.23	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Diego's Road Warrior Bo...		10/09/2019	\$755.00	Not available	<input type="text"/>	\$0.00

1 bill selected

\$86.44	\$0.00	\$86.44	\$86.44
---------	--------	---------	---------

Total payment (USD) 86.44

< First Previous 1-5 of 5 Next Last >

Current account balance

Total payment

- Save
- Save and close
- Save and print**

Cancel

Paying Bills

Page 84, Skills 4-7

- ▶ Payment Account= Checking
- ▶ Payment Date= 9/1/21
- ▶ Starting Check= 73
- ▶ Checkmark (Select) first four bills
 - PG&E
 - Norton Lumber
 - Robinson & Associates
 - Brosnahan Insurance
- ▶ Save and Print
- ▶ Check Type= Voucher
- ▶ Yes Finished with Setup
- ▶ Verify Checking and Check Start Number (73)
- ▶ Preview and Print

Printing Checks–p85

- ▶ You can print checks either individually or all together in a batch:
- ▶ Verify printing with *Print Checks – Confirmation* window.

Printing Checks

The screenshot displays the QuickBooks interface for 'Sample Company' and 'Craig's Design and Landscaping Services'. A dropdown menu is open, showing various transaction types categorized under CUSTOMERS, VENDORS, EMPLOYEES, and OTHER. The 'Print checks' option is highlighted under the VENDORS category. A double-lined arrow points from the top right towards the 'Print checks' option.

intuit quickbooks Sample Company

LOGO Craig's Design and Landscaping Services

Help

PRIVACY

+ New

CUSTOMERS

- Invoice
- Receive payment
- Estimate
- Credit memo
- Sales receipt
- Refund receipt
- Delayed credit
- Delayed charge

VENDORS

- Expense
- Check
- Bill
- Pay bills
- Purchase order
- Vendor credit
- Credit card credit
- Print checks

EMPLOYEES

- Payroll
- Single time activity
- Weekly timesheet

OTHER

- Bank deposit
- Transfer
- Journal entry
- Statement
- Inventory qty adjustment
- Pay down credit card **NEW**

Hide

Swipe cards in person with our mobile app

COUNTS

25 to review

Updated moments ago

\$-3,621.93

\$1,201.00

Accounting

My Accountant

Overdue

Not due yet

\$3,692.22 Paid Last 30 days

\$2,062.52 Not deposited

\$1,629.70 Deposited

\$2,000 Miscellaneous

\$940 Maintenance and ...

\$603 Job Expenses

\$1,617

Savings

1 to review

Updated moments ago

Bank balance \$200.00

In QuickBooks \$800.00

Mastercard

7 to review

Updated moments ago

Bank balance \$304.96

In QuickBooks \$157.72

Visa

Show less

Printing Checks-p85

Print Checks ✕

Checking **Balance** \$1,114.56 **1 checks selected** \$86.44 Add check

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

<input type="checkbox"/>	DATE	TYPE	PAYEE	AMOUNT
<input checked="" type="checkbox"/>	10/07/2019	Bill Payment (Check)	PG&E	\$86.44

Previous 1-1 Next

Cancel Print setup Order checks Preview and print

Voiding Checks

- ▶ Retains a record of check and prevents gaps in check number sequence
- ▶ To void a check:
 - Click Expenses on the left menu
 - Locate the check you want to void from the list and then select **Void Check**
 - Changes the amount to zero, enters “VOID” in the memo field, and marks the check cleared

Voiding Checks

qb intuit quickbooks

+ New

- Dashboard
- Banking
- Sales
- Cash flow
- Expenses**
- Projects
- Payroll
- Reports
- Taxes
- Mileage
- Accounting
- My accountant
- Apps

Sample Company

My Experts Help Search Notifications Settings Profile

Expenses

Expenses Vendors

Filter Last 365 Days

Batch actions

Print Copy Settings

First Previous 1-63 of 63 Next Last >

	DATE	DESCRIPTION	NO.	PAYEE	CATEGORY	MEMO	TOTAL	ACTION
		Credit Card Expense			Automobile		\$34.00	
<input type="checkbox"/>	09/14/2021	Credit Card Credit			Checking	Monthly Payment	-\$90.00	
<input type="checkbox"/>	09/12/2021	Credit Card Expense		Squeaky Kleen Ca...	Automobile		\$19.99	
<input type="checkbox"/>	09/06/2021	Credit Card Expense		Hicks Hardware	Job Expense		\$42.40	
<input type="checkbox"/>	09/05/2021	Credit Card Expense		Squeaky Kleen Ca...	Automobile		\$19.99	
<input type="checkbox"/>	09/05/2021	Credit Card Expense		Bob's Burger Joint	Meals and Er	Bought lunch for c...	\$18.97	
<input type="checkbox"/>	09/03/2021	Cash Expense		Tania's Nursery	Job Expense		-\$23.50	
<input type="checkbox"/>	08/31/2021	Expense	76	Pam Seitz	Legal & Profe		\$75.00	View/Edit
<input type="checkbox"/>	08/31/2021	Bill		Norton Lumber an...	-Split-		\$205.00	Schedule payment

Print

Copy

Delete

Void

Voiding Checks

The screenshot displays the QuickBooks dashboard for 'Sample Company'. The main header includes the Intuit QuickBooks logo, a '+ New' button, and navigation icons for 'My Experts', 'Help', search, notifications, settings, and a user profile. The company name 'Craig's Design and Landscaping Services' is prominently displayed, along with a 'PRIVACY' toggle switch.

The dashboard is divided into several sections:

- Business overview:** Features a 'Get things done' button and a 'Business overview' tab.
- PROFIT AND LOSS (Last 30 days):** Shows a net income of \$1,774. A bar chart compares income (\$3,960) and expenses (\$2,186). A large black arrow points from the net income figure to the 'Chart of accounts' menu item in the left sidebar.
- EXPENSES (Last 30 days):** Shows a total of \$2,186. A donut chart breaks down expenses into: Maintenance and .. (\$755), Cost of Goods Sold (\$405), Legal & Professio... (\$390), and Everything else (\$636).
- BANK ACCOUNTS:** Lists accounts such as Checking, Savings, Mastercard, and Visa with their respective balances and 'to review' counts.
- SALES (Last 30 days):** Shows a total of \$3,820 with a line graph.
- Accounting:** A dropdown menu is open, showing 'Chart of accounts' and 'Reconcile' options.
- Unpaid/Overdue:** A section at the bottom shows \$5,282 Unpaid (Last 365 days) and \$3,756 Not due yet, with a bar chart comparing \$1,526 Overdue and \$3,692 Paid (Last 30 days).

The left sidebar contains navigation options: Dashboard, Banking, Sales, Cash flow, Expenses, Projects, Payroll, Reports, Taxes, Mileage, Accounting, My accountant, and Apps.

<https://app.qbo.intuit.com/app/chartofaccounts>

Voiding Checks

Chart of Accounts Reconcile

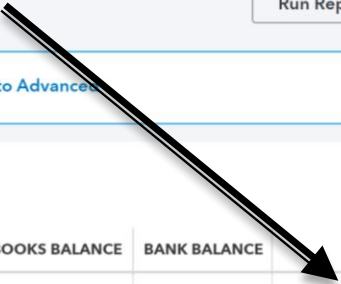
Chart of Accounts Run Report New

[All Lists](#)

i You're using 44 of 250 accounts included in your plan. [Find out how to manage your usage](#) or [upgrade to Advanced](#) ×

Filter by name All ▼

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Checking	Bank	Checking	1,114.56	-3,621.93	View register ▼
Savings	Bank	Savings	800.00	200.00	View register ▼
Accounts Receivable (A/R)	Accounts receivable (A/R)	Accounts Receivable (A/R)	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 ▼
Uncategorized Asset	Other Current Assets	Other Current Assets	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 ▼



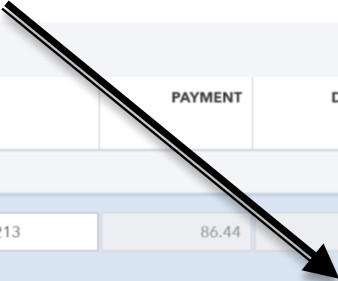
Voiding Checks

[Back to Chart of Accounts](#) ENDING BALANCE **\$1,114.56** [Reconcile](#)

Bank Register Bank Balance \$-3,621.93

Go to: 1 of 1 < First Previous 1-45 of 45 Next Last >

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	PAYMENT	DEPOSIT	✓	BALANCE
<input type="text" value="10/07/2019"/>	To Print	PG&E	00649587213	86.44	Deposit	<input type="checkbox"/>	1,114.56
	Bill Payment	Accounts Payable (A/P)					
				Delete	Edit	Cancel	Save
09/25/2019	CC-Credit	Mastercard		\$900.00			\$1,201.00
09/14/2019	Cash Purch	Tania's Nursery		\$23.50			\$2,101.00
		Job Expenses:Job Materials:Plants and...					
09/11/2019	76	Pam Seitz		\$75.00			\$2,124.50
	Expense	Legal & Professional Fees					
09/11/2019	75	Hicks Hardware		\$228.75			\$2,199.50



Voiding Checks

Bill Payment #To print

Payee: PG&E Bank/Credit account: Checking Balance: \$1,114.56

AMOUNT PAID: **\$86.44**

Mailing address: PG&E, 4 Main St., Palo Alto, CA 94303 Payment date: 10/07/2019

Ref no. To print Print later

Amount: 86.44

Outstanding Transactions

Find Bill No. Filter > All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Bill (07/28/2019)		86.44	86.44	86.44

< First Previous 1-1 of 1 Next Last >

Amount to Apply: \$86.44
Amount to Credit: \$0.00

Cancel Print check Order checks More Save and close

Creating Vendor Credits

- ▶ Vendor credits are recorded in the **Expenses** window using the **Vendor Credit** option
- ▶ The Vendor credit can be applied later to one of your unpaid bills

Creating Vendor Credits

The screenshot displays the QuickBooks interface for the 'Sample Company' under the 'Expenses' section. The main heading is 'Expense Transactions'. A 'Filter' dropdown is set to 'Last 365 Days'. A 'Print Checks' button is visible. The 'New transaction' button is highlighted in green, and its dropdown menu is open, showing options: Time Activity, Bill, Expense, Check, Purchase order, Vendor Credit, and Pay down credit card. The 'Vendor Credit' option is selected. The table below shows a list of expense transactions with columns for DATE, TYPE, NO., PAYEE, CATEGORY, MEMO, and TOTAL.

<input type="checkbox"/>	DATE	TYPE	NO.	PAYEE	CATEGORY	MEMO	TOTAL
<input type="checkbox"/>	09/25/2021	Credit Card Expense			Automobile		\$34.00
<input type="checkbox"/>	09/14/2021	Credit Card Credit			Checking	Monthly Payment	-\$900.00
<input type="checkbox"/>	09/12/2021	Credit Card Expense		Squeaky Kleen Ca...	Automobile		\$19.99
<input type="checkbox"/>	09/06/2021	Credit Card Expense		Hicks Hardware	Job Expense		\$42.40
<input type="checkbox"/>	09/05/2021	Credit Card Expense		Squeaky Kleen Ca...	Automobile		\$19.99
<input type="checkbox"/>	09/05/2021	Credit Card Expense		Bob's Burger Joint	Meals and Er	Bought lunch for c...	\$18.97
<input type="checkbox"/>	09/03/2021	Cash Expense		Tania's Nursery	Job Expense		-\$23.50

Applying Vendor Credits

- ▶ On the Pay Bills Window, apply the desired amount of the credit against an open bill

Applying Vendor Credits

Expense Transactions +

c23.qbo.intuit.com/app/paybills

Apps Amazon Bookmark Manager Vermont Olde Tym... Addons fox movie intro - A... My Movies & TV -... Sign Off 92 moose - YouTube Other bookmarks

Pay Bills

Payment account: Checking ▼ Balance \$1,114.56

Payment date: 10/07/2019

Starting check no.: To print Print later

TOTAL PAYMENT AMOUNT **\$0.00**

[Pay bills directly from QuickBooks](#)

Filter >

Last 365 Days

5 open bills, 3 overdue ! ⚙️

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/>	Norton Lumber and Build...		09/11/2019 !	\$205.00	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Robertson & Associates		09/11/2019 !	\$315.00	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Brosnahan Insurance Age...		09/14/2019 !	\$241.23	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Cal Telephone		10/07/2019	\$100.00	<input type="text"/>	<input type="text"/>	\$0.00
<input type="checkbox"/>	Diego's Road Warrior Bo...		10/09/2019	\$755.00	Not available	<input type="text"/>	\$0.00

0 bills selected

\$0.00

\$0.00

\$0.00

\$0.00

Total payment (USD) 0.00

< First Previous 1-5 of 5 Next Last >

Cancel

Save and print ▼

Tracking Company Credit Cards

- ▶ Set up a separate credit card account in QuickBooks for each card

Tracking Company Credit Cards

To enter credit card transactions through the New Button, here's how:

- ▶ Click on the New Button.
- ▶ Under **Vendors** section, click **Expense**.
- ▶ Choose a payee and select **Credit Card** on the **Bank/Credit account**.
- ▶ Fill out the necessary information in the in the Account details.
- ▶ Click **Save and close**.

To enter credit card transactions via the Chart of Accounts, follow these steps:

- ▶ Go to **Accounting** menu at the left and choose Chart of Accounts.
- ▶ Look for the **Credit Card** account then click the **View Register** link.
- ▶ Click on the **Add expense drop-down** menu and select the specific transaction type.
- ▶ Enter the necessary information.
Click **Save**.

Reconciling Bank Account (Option 1)

The screenshot displays the Intuit QuickBooks interface for 'Sample Company'. The left sidebar contains navigation options: Dashboard, Banking, Expenses, Sales, Projects, Workers, Reports, Taxes, Mileage, Accounting, and My Accountant. The main content area shows the dashboard for 'Craig's Design and Landscaping Services', including a 'Start invoicing' task and financial summaries for INVOICES, EXPENSES, and BANK ACCOUNTS. A dropdown menu is open, showing the 'Tools' section with the 'Reconcile' option highlighted by a black arrow.

Intuit QuickBooks Sample Company

Dashboard

Banking

Expenses

Sales

Projects

Workers

Reports

Taxes

Mileage

Accounting

My Accountant

Craig's Design and Landscaping Services

Your Company

- Account and Settings
- Manage Users
- Custom Form Styles
- Chart of Accounts
- QuickBooks Labs

Lists

- All Lists
- Products and Services
- Recurring Transactions
- Attachments

Tools

- Import Data
- Export Data
- Reconcile
- Budgeting
- Audit Log
- Order Checks
- SmartLook
- Case Center

Profile

- Intuit Account
- Feedback
- Privacy
- Sign Out

INVOICES

\$5,281.52 Unpaid Last 365 days

\$1,525.50 **\$3,756.02**

Overdue Not due yet

\$3,692.22 Paid Last 30 days

\$2,062.52 **\$1,629.70**

EXPENSES Last month

\$5,160

Last month

- \$2,000 Miscellaneous
- \$940 Maintenance and ...
- \$603

BANK ACCOUNTS

Checking 25 to review

Bank balance \$-3,621.93 Updated moments ago

In QuickBooks \$1,201.00

Savings 1 to review

Bank balance \$200.00 Updated moments ago

In QuickBooks \$800.00

Mastercard 7 to review

Bank balance \$304.96 Updated moments ago

In QuickBooks \$157.79

Reconciling Bank Account (Option2)

The screenshot shows the Intuit QuickBooks interface for 'Sample Company'. The left sidebar contains a 'Chart of accounts' menu with a 'Reconcile' option highlighted. The main dashboard displays various financial metrics and charts for 'Craig's Design and Landscaping Services'.

Dashboard Overview:

- PROFIT AND LOSS (Last 30 days):** Net income for last 30 days is **\$1,774**. Income is **\$3,960** (8 TO REVIEW). Expenses are **\$2,186** (14 TO REVIEW).
- EXPENSES (Last 30 days):** Total is **\$2,186**. Breakdown: Maintenance and ... (\$755), Cost of Goods Sold (\$405), Legal & Professio... (\$390), Everything else (\$636).
- SALES (Last 30 days):** Total is **\$3,820**.
- BANK ACCOUNTS:** Includes Checking, Savings, Mastercard, and Visa accounts with their respective balances and review counts.

Accounting Menu:

- Chart of accounts
- Reconcile

Reconcile Summary:

- \$5,282 Unpaid** (Last 365 days)
- \$1,526 Overdue** (Not due yet)
- \$3,756 Not due yet**
- \$3,692 Paid** (Last 30 days)

URL: <https://app.qbo.intuit.com/app/chartofaccounts>

Reconciling Bank Account

Chart of Accounts **Reconcile**

Reconcile an account

Open your statement and let's get started.

i We know it takes time to get used to new stuff ×

Watch Stuart, our reconciliation guy, walk through the new supercharged reconciliation. Soon you'll be doing it better than Stuart. [Watch Stuart's video.](#)

Which account do you want to reconcile?

Account

Checking

Add the following information

Beginning balance	Ending balance *	Ending date *
5,000.00	<input type="text"/>	<input type="text"/>

Start reconciling

Welcome! Grab your statement and we'll get started. ×

Select the account you want to reconcile here.

[Next](#)

Try It! Enter the following info:

Ending Balance= \$1,200

Ending Date= Last day of current month

Reconciling Bank Account

Chart of Accounts **Reconcile**

Reconcile an account

Open your statement and let's get started.

i We know it takes time to get used to new stuff
Watch Stuart, our reconciliation guy, walk through the new supercharged reconciliation. Soon you'll be doing it better than Stuart. [Watch Stuart's video.](#)

Want to view or print × previous reconciliations?
You'll find them in the Reconciliation history.
 Don't show this message again


Which account do you want to reconcile?

Account
Checking

Add the following information

Beginning balance	Ending balance *	Ending date *
5,000.00	<input type="text" value="1,200.00"/>	<input type="text" value="10/31/2019"/>

Start reconciling



Reconciling Bank Account

Chart of accounts > Bank register > Reconcile

Reconcile Checking

Statement ending date: October 31, 2019

\$1,200.00
STATEMENT ENDING BALANCE

-

\$5,000.00
CLEARED BALANCE

\$5,000.00
BEGINNING BALANCE

-

\$0.00
0 PAYMENTS

+

\$0.00
0 DEPOSITS

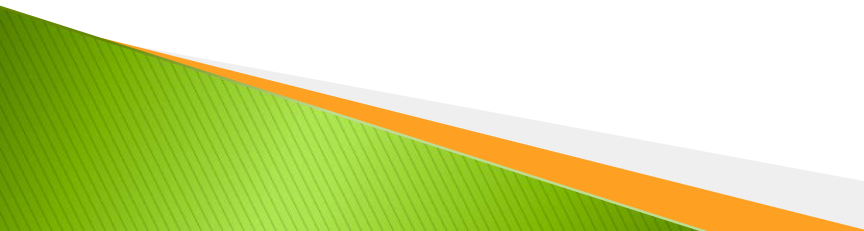
! \$-3,800.00
DIFFERENCE

Statement ending date Clear filter / View all

Payments Deposits All

Show me around

Objectives– Reports

- ▶ Create several different business management reports
 - i.e. Balance Sheet
 - i.e. Profit and Loss
 - ▶ Customize the look of reports and filter the data on reports
 - ▶ Memorize Reports
 - ▶ Use QuickZoom to see the “numbers behind the numbers” on reports
 - ▶ Export reports to spreadsheets for further analysis
- 

Objectives – Reports (P&L)

qb intuit quickbooks

Sample Company

My Experts Help

+ New

Dashboard >

Banking >

Sales >

Cash flow

Expenses >

Projects

Payroll >

Reports

Taxes

Mileage

Accounting >

My accountant




Apps

Reports





Find report by name

Standard Custom reports Management reports

▼ Favorites

- Accounts receivable aging summary  ⋮
- Balance Sheet  ⋮
- Profit and Loss  ⋮

▼ Business overview

- Audit Log
- Balance Sheet Comparison  ⋮
- Balance Sheet Detail  ⋮
- Balance Sheet Summary  ⋮
- Balance Sheet  ⋮

Reports– Profit and Loss (P&L)

The screenshot shows a web interface for generating a Profit and Loss Report. At the top, the title 'Profit and Loss Report' is displayed. Below it, there is a navigation link 'Back to report list'. The 'Report period' section includes a dropdown menu set to 'This Year-to-date', and date fields for '01/01/2019' and '10/15/2019'. There are also buttons for 'Customize' and 'Save customization'. The 'Display columns by' dropdown is set to 'Total Only'. The 'Show non-zero or active only' dropdown is set to 'Active rows/active columns'. The 'Compare another period' dropdown is set to 'Select period'. The 'Accounting method' section has radio buttons for 'Cash' and 'Accrual', with 'Accrual' selected. A 'Run report' button is also present. Below the report controls, a preview of the report is shown for 'Craig's Design and Landscaping Services' for the period 'January 1 - October 15, 2019'. The report table lists various income and expense categories with their respective values.

Profit and Loss Report

[Back to report list](#)

Report period

This Year-to-date ▼ 01/01/2019 to 10/15/2019

Customize Save customization

Display columns by: Total Only ▼

Show non-zero or active only: Active rows/active columns ▼

Compare another period: Select period ▼

Accounting method: Cash Accrual

Run report

Collapse Sort▼ Add notes

Craig's Design and Landscaping Services

PROFIT AND LOSS

January 1 - October 15, 2019

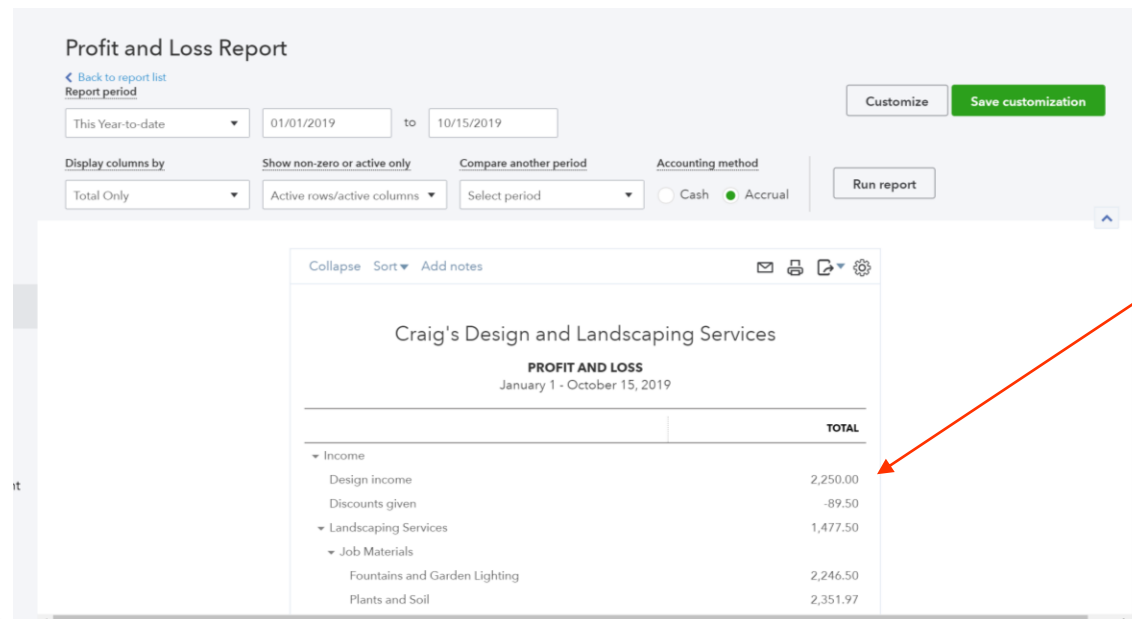
	TOTAL
▼ Income	
Design income	2,250.00
Discounts given	-89.50
▼ Landscaping Services	1,477.50
▼ Job Materials	
Fountains and Garden Lighting	2,246.50
Plants and Soil	2,351.97

Cash vs. Accrual Reports

- ▶ You can always switch between cash and accrual reports by modifying reports

Using QuickZoom

- ▶ Convenient feature that allows you to see the detail behind numbers on reports
- ▶ Click to see more detail.



The screenshot shows a software interface for a Profit and Loss Report. At the top, there are filters for 'Report period' (01/01/2019 to 10/15/2019), 'Display columns by' (Total Only), and 'Accounting method' (Accrual). A 'Run report' button is visible. A 'QuickZoom' window is open, displaying a detailed view of the report for 'Craig's Design and Landscaping Services' for the period 'January 1 - October 15, 2019'. The table shows a 'TOTAL' column on the right, with an arrow pointing to the 'Income' row value of 2,250.00.

	TOTAL
Income	2,250.00
Design income	2,250.00
Discounts given	-89.50
Landscaping Services	1,477.50
Job Materials	
Fountains and Garden Lighting	2,246.50
Plants and Soil	2,351.97

QuickZoom
Pointer

Objectives – Reports (Balance Sheet)

The screenshot displays the Intuit QuickBooks interface for a user named 'Sample Company'. The top navigation bar includes 'My Experts', 'Help', a search icon, a notification bell, a settings gear, and a user profile icon. The left sidebar lists various navigation options: Dashboard, Banking, Sales, Cash flow, Expenses, Projects, Payroll, Reports (highlighted), Taxes, Mileage, Accounting, My accountant, and Apps. A '+ New' button is located at the top of the sidebar.

The main content area is titled 'Reports' and features a search bar with the placeholder text 'Find report by name'. Below the search bar are three tabs: 'Standard' (selected), 'Custom reports', and 'Management reports'. The 'Standard' tab is expanded to show two sections: 'Favorites' and 'Business overview'.

The 'Favorites' section contains a list of reports, each with a green star icon and a vertical ellipsis menu icon. The reports listed are:

- Accounts receivable aging summary
- Balance Sheet
- Profit and Loss

The 'Business overview' section contains a list of reports, each with a white star icon and a vertical ellipsis menu icon. The reports listed are:

- Audit Log
- Balance Sheet Comparison
- Balance Sheet Detail
- Balance Sheet Summary
- Balance Sheet

Two black arrows point to the 'Balance Sheet' report in the 'Favorites' section. One arrow points to the left side of the report row, and the other points to the right side, specifically towards the star and menu icons. A green star icon is also visible in the bottom right corner of the page, next to a bar chart icon.

Reports – Balance Sheet

qb intuit quickbooks Sample Company

Dashboard Banking Expenses Sales Projects Workers **Reports** Taxes Mileage Accounting My Accountant

Balance Sheet Report

[Back to report list](#)
Report period

This Year-to-date 01/01/2019 to 10/15/2019

Display columns by Total Only Show non-zero or active only Active rows/active columns Compare another period Select period Accounting method Cash Accrual

Customize Save customization Run report

Collapse Sort Add notes

Craig's Design and Landscaping Services

BALANCE SHEET

As of October 15, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	1,201.00
Savings	800.00
Total Bank Accounts	\$2,001.00
Accounts Receivable	

Exporting a Report to Microsoft Excel

- ▶ Users can export QuickBooks data to Excel
- ▶ After exporting, you can manipulate data in the report from within Excel

Exporting a Report to Microsoft Excel

qb intuit quickbooks Sample Company

Dashboard
Banking
Expenses
Sales
Projects
Workers
Reports
Taxes
Mileage
Accounting
My Accountant

Balance Sheet Report

[Back to report list](#)
Report period: This Year-to-date (01/01/2019 to 10/15/2019)

Display columns by: Total Only
Show non-zero or active only: Active rows/active columns
Compare another period: Select period
Accounting method: Cash Accrual

Customize Save customization Run report

Collapse Sort Add notes

Craig's Design and Landscaping

BALANCE SHEET
As of October 15, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	1,201.00
Savings	800.00
Total Bank Accounts	\$2,001.00
Accounts Receivable	

Export to Excel
Export to PDF

**Case Study: As time permits,
students will complete a
bookkeeping exercise using QB
Online**



► Questions ?????