



# **A OUTLINE FOR THE BASICS OF QUICKBOOKS ONLINE**

1. WELCOME
2. BOOKKEEPING AT A GLANCE
3. REPORTS
4. CHART OF ACCOUNTS
5. INCOME
6. EXPENSES
7. BANKING
8. HELPFUL RESOURCES
9. CHECKLISTS
10. OTHER QUESTIONS?





# WELCOME TO AN INTRODUCTION TO QUICKBOOKS ONLINE

## THIS WORKSHOP IS DESIGNED FOR:

1. People who have very limited QuickBooks Online experience.
2. Business owners, employees and people who are curious about QuickBooks Online.

## DURING THIS WORKSHOP, WE WILL:

1. Discuss how to navigate QuickBooks Online.
2. Discuss how to record income in QuickBooks Online.
3. Discuss how to record expenses in QuickBooks Online.
4. Discuss how to generate reports in QuickBooks Online.
5. Discuss how to check for common errors.

## PLEASE:

1. Ask questions when you think of them! Don't save them!
2. Email me at [christina.danticoschanz@scorevolunteer.org](mailto:christina.danticoschanz@scorevolunteer.org) if you are stuck.

## DISCLAIMER:

1. *I am not providing tax advice. Please talk to your tax preparer about any questions regarding what you can/cannot deduct.*
2. *This guide is not intended to be comprehensive. This is a collection of FAQs from previous workshop participants. There are many ways to navigate QBO, if you have a different route you like to use, that's okay!*

# Getting Started with QBO Online

## INITIAL SET UP

- Chart of Accounts
- Connect bank/credit card accounts
- Set up Products/Services (if you will invoice or track sales through QBO)
- Customers
- Vendors
- Plan how you'll track income if using POS/credit card processor (Square, Stripe, etc.)
- \_\_\_\_\_

## ONGOING BOOKKEEPING

- Invoice customers (if needed)
- Enter checks written to your vendors (typically don't need to pre-enter ACH or debit/credit card expenses; they'll be in the bank feed)
- Categorize transactions in the bank feeds (always try to MATCH first)
- Follow special process for POS/credit card income if needed
- Reconcile bank and credit card accounts. Follow up on all uncleared items.
- Review reports (Profit and Loss; Balance Sheet; AR Aging; AP Aging)
- Make corrections/adjustments as needed
- \_\_\_\_\_

## ALSO

- Pay WA DOR (monthly, quarterly or annually)
- Payroll tasks
- Local city licenses and B&O tax filings



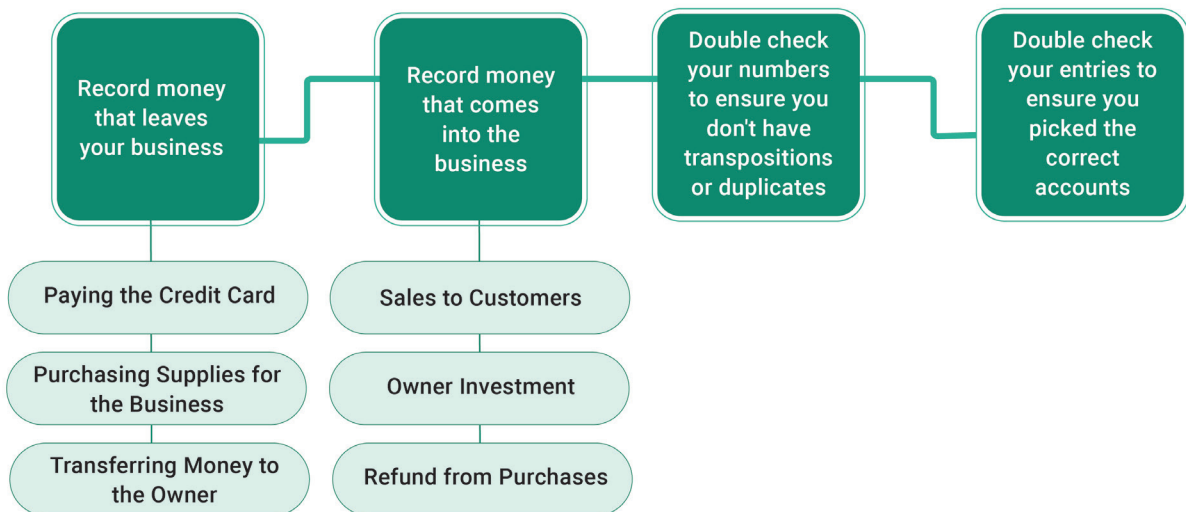
# BOOKKEEPING AT A GLANCE

## WHAT IS BOOKKEEPING?

Bookkeeping is recording the money that comes into and out of your bank account and then checking for mistakes / errors.

## WHY IS BOOKKEEPING IMPORTANT?

1. Bookkeeping can organize your money in a way that helps you prepare for a loan.
2. Bookkeeping can help you track how close you are to your forecasted income and expenses.
3. Bookkeeping can help you plan for the future by showing yearly and monthly trends.
4. Bookkeeping can help you feel more confident because you know your finances.





# OVERVIEW OF BOOKKEEPING OPTIONS

## OVERVIEW OF POPULAR BOOKKEEPING OPTIONS

1. QuickBooks Online
2. QuickBooks Desktop
3. Xero
4. Wave
5. Excel
6. Freshbooks, Zoho Books, and more

## WHY USE ACCOUNTING SOFTWARE?

1. Accounting software can integrate all of your financial accounts into one location for easy review.
2. Accounting software can provide an easy way to share data and work with an accountant and/or tax professional.
3. Accounting software can provide peace of mind, knowing your records are organized in the event of an audit.
4. Accounting software can save you time, and money.

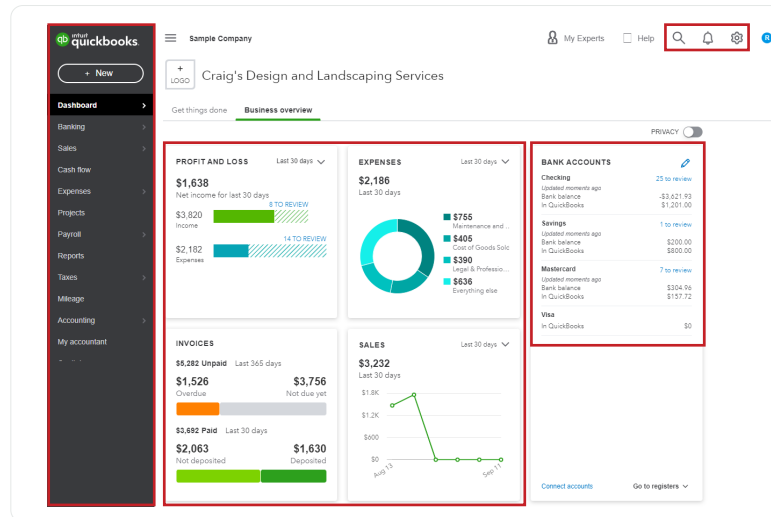
## WHAT YOU NEED TO KNOW ABOUT ACCOUNTING

1. The difference between various account types (asset, liability, equity, income, cost of goods sold, and expenses).
2. How to read a Profit and Loss statement and spot anomalies.
3. How to read a Balance Sheet and spot anomalies.
4. Accounting is a profession people spend years learning and it's okay that you don't know as much about it as someone else.



# QUICKBOOKS ONLINE DASHBOARD

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



## LEFT NAVIGATION - Changes often, your screen will probably look different than the test system!

**Dashboard:** This is what you are currently seeing.

**Banking:** This is a link to the data that is downloaded from your bank into QuickBooks.

**Expenses:** This is the vendors and expenses paid.

**Sales:** This is the customers and related sales.

**Reports:** This is where your business and financial reports are found.

**Accounting:** This is where you can find your chart of accounts.

**Plus Sign:** This is the Quick Create menu; it is where I spend most of my time.

## MIDDLE SECTION

**Invoices:** This is a snapshot of invoice transactions, if you're not creating invoices, ignore this.

**Expenses:** This is a snapshot of expenses last month, you can click on this to see a list.

**Profit and Loss:** This is a snapshot of your profit and loss for last month.

## DARK GREY MENU

**Magnifying Glass:** This is the recent history and search box.

**Gear:** This is where your settings and bank reconciliation can be found.

## BANK ACCOUNTS

This is a link to the data that is downloaded from your bank into your QuickBooks, think of this as your inbox or to-do list.



# REPORTING: BALANCE SHEET

## DEFINITION

The Balance Sheet presents a company's financial position at the end of a specified date. Some describe the Balance Sheet as a "snapshot" of the company's financial position at a point (a moment or an instant) in time.

<https://www.accountingcoach.com/balance-sheet/explanation>

## GENERATE THE BALANCE SHEET

1. Click on the word Reports on the left menu
2. Click on Balance Sheet in the top box (the favorites box)



~SAMPLE~

## BALANCE SHEET FOR ABC COMPANY

AS OF MM 31, 20XX

### ASSETS

#### Current Assets

Checking	\$ 1,000.00
Savings	\$ 2,000.00
Inventory	\$ 3,000.00
Accounts Receivable	\$ 4,000.00
<b>Total Current Assets</b>	<b>\$ 10,000.00</b>

#### Fixed Assets

<b>Company Car</b>	<b>\$ 5,000.00</b>
<b>Total Fixed Assets</b>	<b>\$ 5,000.00</b>

### TOTAL ASSETS

**\$ 15,000.00**

### LIABILITIES

#### Current Liabilities

Accounts Payable	\$ 1,000.00
Dept of Revenue Payable	\$ 2,000.00
Credit Card	\$ 3,000.00
<b>Total Current Liabilities</b>	<b>\$ 6,000.00</b>

#### Long Term Liabilities

Auto Loan	\$ 1,000.00
Bank Loan	\$ 2,000.00
<b>Total Long Term Liabilities</b>	<b>\$3,000.00</b>

### TOTAL LIABILITIES

**\$ 9,000.00**

### EQUITY

#### Equity

Owner Investment	\$ 1,000.00
Owner Pay and Personal Expenses	\$ 2,000.00
Retained Earnings	\$ 260.00
Net Income	\$ 2,740.00
<b>Total Equity</b>	<b>\$ 6,000.00</b>

### TOTAL LIABILITIES & EQUITY

**\$ 15,000.00**



# REPORTING: PROFIT AND LOSS

## DEFINITION

The Profit and Loss Statement, or P&L, is a name that is often used for what today is the income statement, statement of income, statement of operations, or statement of earnings. In other words, the P&L Statement reports a company's revenues, expenses, and most of the gains and losses which occurred during the period of time specified in its heading.

<https://www.accountingcoach.com/balance-sheet/explanation>

## GENERATE THE PROFIT AND LOSS

1. Click on the word Reports on the left menu.
2. Click on "Profit and Loss" in the top box (the favorites box).

## A FEW WAYS TO MODIFY THE PROFIT AND LOSS

1. Change the date range.
2. Display columns by "months" instead of "total only".
3. Collapse the report.
4. Compare to previous year (dollar or percentage change).



~SAMPLE~

## PROFIT AND LOSS FOR ABC COMPANY

MM 1, 20XX -MM 31, 20XX

### INCOME

Beverages Income	\$ 1,000.00
Food Income	\$ 2,000.00
Retail Goods Income	\$ 3,000.00
<b>TOTAL INCOME</b>	<b>\$ 6,000.00</b>

### COST OF GOODS SOLD

Beverage COGS	\$ 100.00
Food COGS	\$ 200.00
Retail Goods COGS	\$ 300.00
<b>TOTAL COGS</b>	<b>\$ 600.00</b>

### EXPENSES

Advertising Expense	\$ 50.00
Bank Fees Expense	\$ 60.00
Business Licenses and Taxes Expense	\$ 70.00
Charitable Contributions Expense	\$ 80.00
Dues and Subscriptions Expense	\$ 90.00
Insurance Expense	\$ 100.00
Interest Expense	\$ 110.00
Job Supplies Expense	\$ 120.00
Legal and Professional Fees Expense	\$ 130.00
Meals and Entertainment Expense	\$ 140.00
Office Supplies Expense	\$ 150.00
Professional Development Expense	\$ 160.00
Rent Expense	\$ 170.00
Software Expense	\$ 180.00
Telephone Expense	\$ 190.00
Tolls and Parking Expense	\$ 200.00
Travel Expense	\$ 210.00
Uniforms Expense	\$ 220.00
Website Expense	\$ 230.00
<b>TOTAL INCOME</b>	<b>\$ 2,660.00</b>
<b>NET PROFIT / LOSS</b>	<b>\$ 2,740.00</b>



# CHART OF ACCOUNTS

## DEFINITION

A listing of the accounts available in the accounting system in which to record entries. The Chart of Accounts consists of balance sheet accounts (assets, liabilities, stockholders' equity) and income statement accounts (revenues, expenses, gains, losses). The Chart of Accounts can be expanded and tailored to reflect the Company Operations.

<https://www.accountingcoach.com/terms/C/chart-of-accounts>

## LOCATING THE CHART OF ACCOUNTS

1. In the upper right hand corner, click on the **gear**.
2. Four columns should appear, click on **Chart of Accounts** in the far left column.

## EDITING / RENAMING THE CHART OF ACCOUNTS

1. In the upper right hand corner, click on the **gear**
2. Four columns should appear, click on **Chart of Accounts** in the far left column
3. Find the name you'd like to edit or rename in the chart of accounts
4. Click on the **downward arrow** on the far right side of the line for that name
5. Choose **edit**
6. Make whatever changes are appropriate
7. Select **save and close**

## ADDING TO THE CHART OF ACCOUNTS

1. In the upper right hand corner, click on the **gear**
2. Four columns should appear, click on **Chart of Accounts** in the far left column
3. Click on **new** in the upper right corner
4. Fill in the fields, Choose **edit**
  - a. Account type: What kind of account are you adding?
  - b. Name: What would you like to name your account?
  - c. Detail type: Leave this as default
  - d. Description: Ignore this
  - e. Is Subaccount: Check this if you are creating a sub account of another account
  - f. Balance: Please leave this at zero

## HIDING AN ACCOUNT IN THE CHART OF ACCOUNTS

1. In the upper right hand corner, click on the **gear**
2. Four columns should appear, click on **Chart of Accounts** in the far left column
3. Find the name you'd like to edit or rename in the chart of accounts
4. Click on the **downward arrow** on the far right side of the line for that name
5. Choose **make inactive**



# CUSTOMIZING YOUR CHART OF ACCOUNTS

## ASSETS -- These are found on the balance sheet report

ASSETS	<b>SUGGESTIONS:</b>	<b>ADD YOUR OWN:</b>
	<input type="checkbox"/> Checking	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Savings	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Inventory Asset	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Undeposited Funds	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Company Owned Building	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Company Owned Vehicle	<input type="checkbox"/> Other: _____

## LIABILITIES -- These are found on the balance sheet report

LIABILITIES	<b>SUGGESTIONS:</b>	<b>ADD YOUR OWN:</b>
	<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> WA Department of Revenue Payable	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Payroll Liabilities	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Bank Loan Payable	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Notes Payable	<input type="checkbox"/> Other: _____

## EQUITY -- These are found on the balance sheet report

EQUITY	<input type="checkbox"/> Opening Balance Equity
	<input type="checkbox"/> Owner Investment / Owner Contribution / [name] contribution
	<input type="checkbox"/> Owner Pay and Personal Expenses / Owner Withdrawal / [name] withdrawal
	<input type="checkbox"/> Retained Earnings

## INCOME -- These are found on the profit and loss report

INCOME	<b>SUGGESTIONS:</b>	<b>ADD YOUR OWN:</b>
	<input type="checkbox"/> Design Income	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Discounts Given	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Landscaping Services	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Pest Control Services	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Sales of Product Income	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Services	<input type="checkbox"/> Other: _____

## Cost of Goods Sold -- These are found on the profit and loss report

COGS	<b>SUGGESTIONS:</b>	<b>ADD YOUR OWN:</b>
	<input type="checkbox"/> Cost of Goods Sold	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Cost of Labor	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Merchant Processing Fees	<input type="checkbox"/> Other: _____



# CUSTOMIZING YOUR CHART OF ACCOUNTS

## EXPENSES -- These are found on the profit and loss report

### EXPENSES

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Advertising Expense                 | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Auto Expense                        | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Bank Fees Expense                   | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Business Licenses and Taxes Expense | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Charitable Contributions Expense    | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Client Gifts Expense                | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Dues and Subscriptions Expense      | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Employee Benefits Expense           | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Equipment Rental Expense            | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Insurance Expense                   | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Interest Expense                    | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Job Expense                         | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Landscaping Expense                 | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Legal and Professional Fees Expense | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Meals and Entertainment Expense     | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Office Expense                      | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Payroll Salary Expense              | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Payroll Tax Expense                 | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Professional Development Expense    | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Rent or Lease Expense               | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Maintenance and Repairs Expense     | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Misc Expense                        | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Shipping and Postage Expense        | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Software Expense                    | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Telephone Expense                   | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Tolls and Parking Expense           | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Travel Expense                      | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Uniforms Expense                    | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Utilities Expense                   | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Website Expense                     | <input type="checkbox"/> Other: _____ |



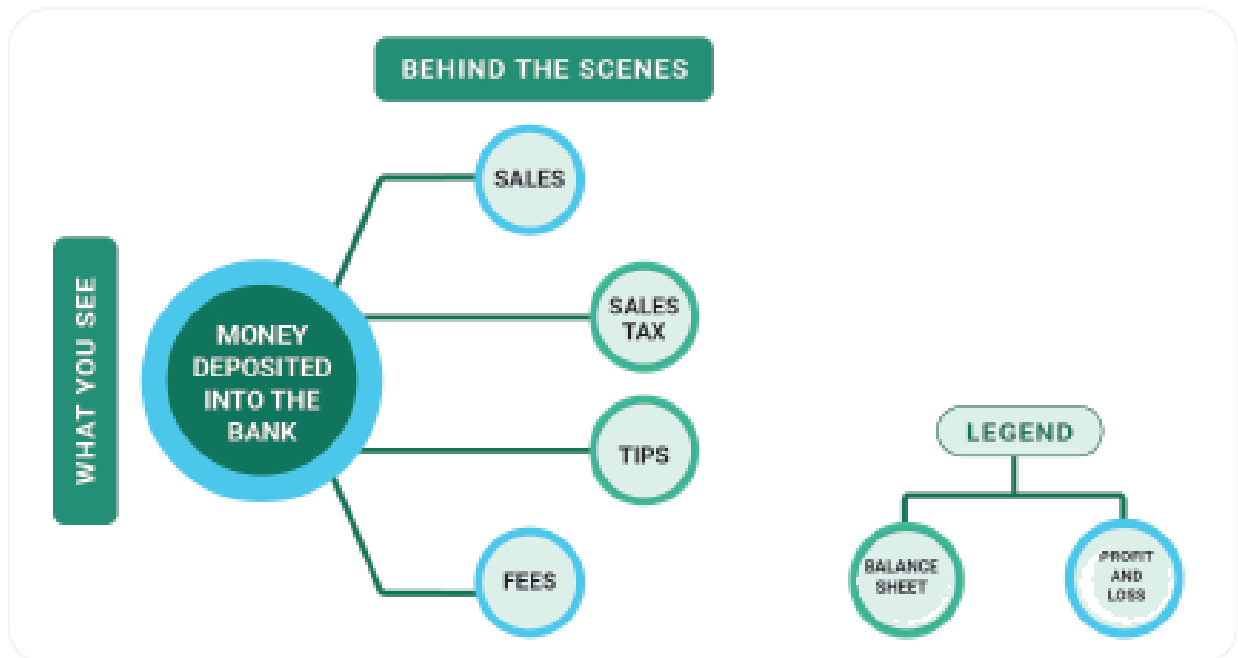
# HOW TO ADD/REMOVE CUSTOMERS IN QBO

## ADD OR REMOVE CUSTOMERS FROM QBO

1. Click **sales** on the left side menu
2. Click on **customer** on the top menu bar
3. To add a customer
  - a. Click on the green button labeled **New Customer**
  - b. Enter the customer information
  - c. **Display name as** is the only mandatory field
  - d. Click on **save**
4. To remove a customer
  - a. Find the customer in the list
  - b. Click on their name
  - c. Click on **edit**
  - d. Click on **make inactive**
  - e. Click **save**

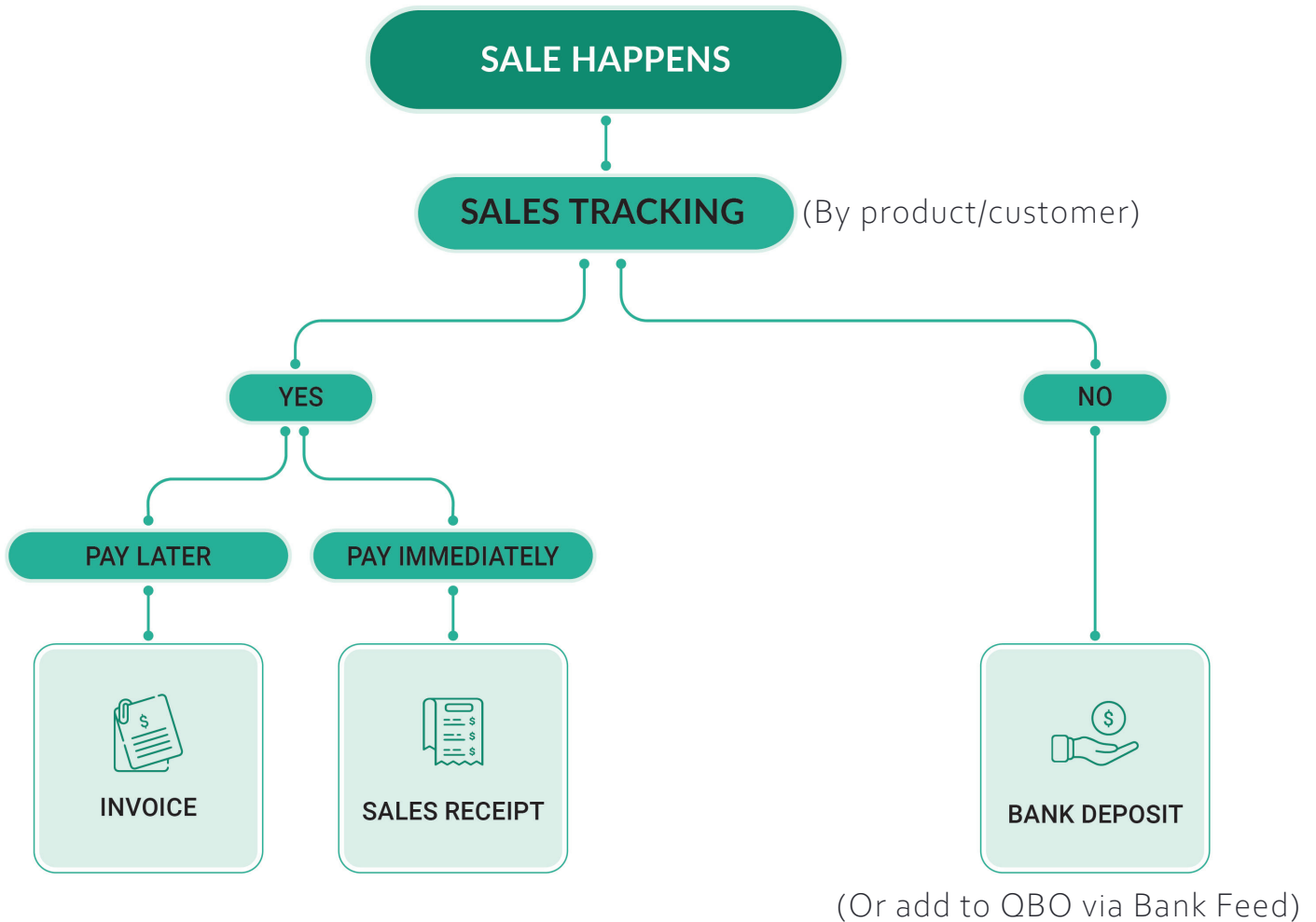


## INCOME AT A GLANCE





## RECORDING INCOME



**NOTE:** This suggested workflow is for those not using an integrated system.

Based on the above chart, my business will record income using the following method:

- Invoice
- Sales Receipt
- Bank Deposit



# HOW TO RECORD INCOME

You can record income as either a sales receipt, an invoice, or just apply it directly to the income account when it's received. Please don't do them all, let's identify which method is right for your business. If you need help, let's talk privately!

## POSTING DEPOSITS DIRECTLY TO INCOME

1. Click the **plus sign** in the upper left corner, and click on **bank deposit** under the column other.
2. Identify the account the deposit is going into (best practice is to ALWAYS select "Undeposited Funds" or "Payments to Deposit", select the **date**, enter the appropriate income account in the space under account.

## CREATE SALES RECEIPT

1. Click on the **plus sign** in the upper left corner of the screen.
2. Click on **sales receipt** under the column of customers
3. Fill in the sales receipt screen. Deposit funds to Undeposited Funds/Payments to Deposit.

## CREATING INVOICES

1. Click the **plus sign** in the upper left corner of QBO.
2. Click on **invoice** under the column labeled customers
3. Fill in the invoice
  - a. Customer Name
  - b. Terms
  - c. Invoice Date
  - d. Product/Service being sold
  - e. Quantity being sold
  - f. Rate/amount for which the product/service is sold
  - g. Save and send (or save and close)

## APPLY CUSTOMER INVOICE PAYMENTS

1. Click on the **plus sign** in the upper left corner of the screen.
2. Click on **receive payment** under the column called members.
3. Enter the details:
  - a. Customer Name
  - b. Payment date
  - c. Payment method
  - d. Reference number (check number if paid by check)
  - e. Deposit to Undeposited Funds/Payments to Deposit
  - f. Amount received (how much was paid, not how much was owed )
  - g. Check the boxes for the invoices that were paid
  - h. Enter the payment amount that was paid toward each invoice
  - i. Click save and new (or save and close) in the lower right corner



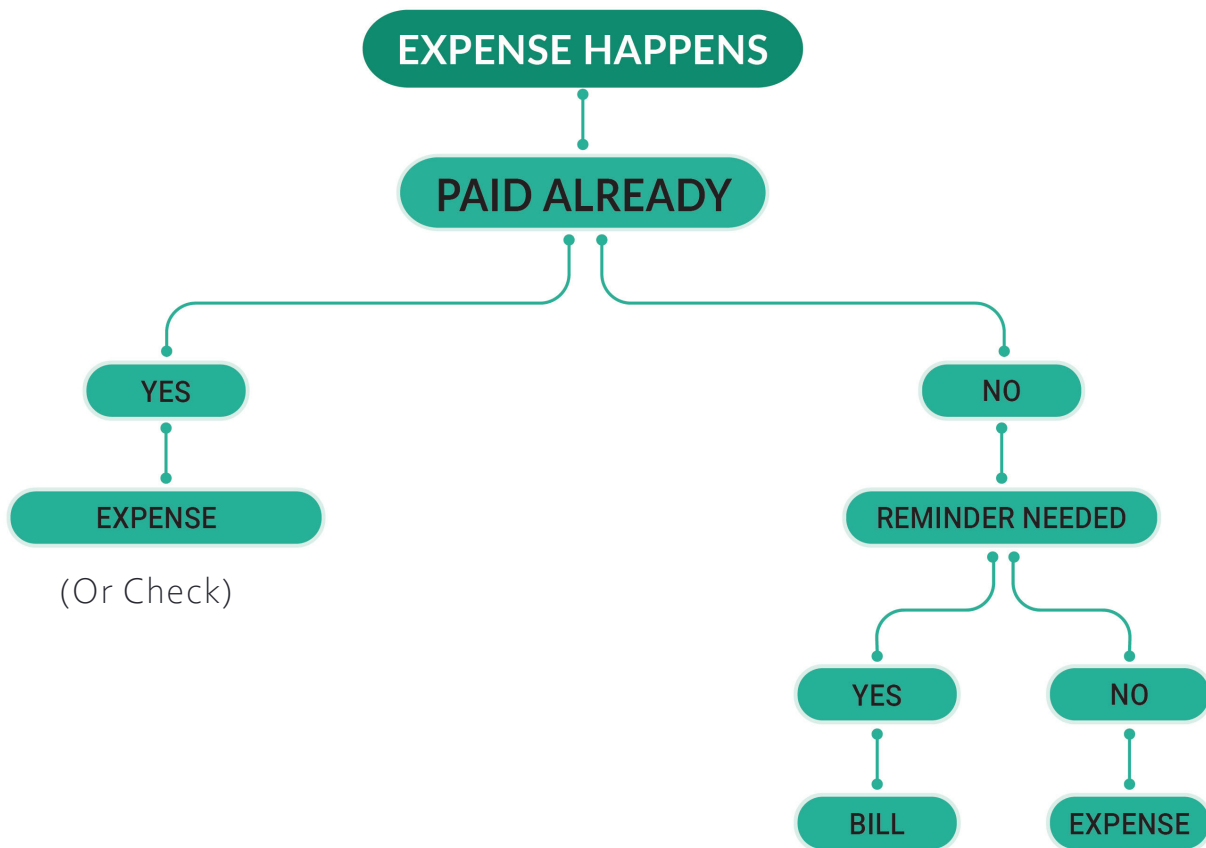
# ADD/REMOVE VENDORS IN QBO

## ADD OR REMOVE VENDORS FROM QBO

1. Click on **expenses** on the left side menu
2. Click on **vendors** in the upper left corner of the screen
3. Click on **new vendor** in the green box in the upper right corner of the screen
  - a. Click on the green button labeled **New Vendor**
  - b. Enter the vendor information
  - c. **Display name as** is the only mandatory field
  - d. Click on **save**
4. To remove a vendor
  - a. Find the customer in the list
  - b. Click on their **name**
  - c. Click on **edit**
  - d. Click on **make inactive**
  - e. Click **save**



## RECORDING EXPENSES



Based on the above, I will:

- Bill
- Expense



## RECORDING EXPENSES

You can record expenses as a bill, an expense or a check. Please don't do them all, let's identify which method is right for your business. If you need help, let's talk privately!

### ENTER BILLS FROM VENDORS

1. Click on the **plus sign**
2. Click on **bill** under the column labeled vendors
3. Fill in the bill based on the info received from the vendor

### PAYING A VENDOR BILL

1. Click on the **plus sign** in the upper left corner of the screen
2. Click on **pay bills** under the column of vendors
3. Identify the payment account, payment date and check the boxes for the bills being paid

### RECORDING A CHECK PAYMENT

1. Click on the **plus sign** in the upper left corner of the screen.
2. Click on **check** in the column labeled vendors.
3. Fill in the check:
  - a. Bank account = The account this check will be written from
  - b. Payee = Name of the person/business receiving the check
  - c. Payment date = Date of the check
  - d. Check number = Check number that will be used for this payment
  - e. Category = Which expense account should be used for this payment, use multiple lines if appropriate
  - f. Description = Notes about the purchase, this is not a mandatory field
  - g. Amount = The amount of the total check applies to this line (expense)



## DOWNLOADED BANKING

If your bank is set up to provide a one-way sync to QuickBooks Online, you'll find information is being placed in your "To Do List". It's best practice to **MATCH** whenever possible - to avoid duplicate expenses or income in your books.

### LOCATING BANK FEEDS

1. On the left menu, click on **banking**

### BANK FEEDS: ADDING TRANSACTIONS

1. Click on the tab called **For Review**
2. For each entry/line/transaction, click on the line with the deposit or withdrawal
  - a. Enter a **vendor/payee** (can add new vendors from the bank feed)
  - b. Select the account from the chart of accounts that best represents reason for this deposit or withdrawal.
  - c. Add a **memo** if you'd like.
  - d. Click on **add**.

### BANK FEEDS: MATCH FUNCTION

1. When the text says **Match Found**
  - a. Review the date in the column under category/match and review the date on the left side of the row.
  - b. If the dates are within a few days of each other, choose **match**.
  - c. If the dates are weeks or more apart, click on the line and then click on **Find More Matches**.
2. When the text says **2 Records Found**
  - a. Click on the **line** to expand the details.
  - b. Review the related transactions, pick the transaction with the closest date to the date on the left side of the downloaded transaction.
  - c. If there are multiple transactions with the same date... review the bank detail for more information to help you identify which line to match to the transaction.  
*(Note: There are no shortcuts to make this easier/smoothen/faster.)*



# RECONCILING

## DEFINITION

Reconciling an account is likely to mean proving or documenting that an account balance is correct.

<https://www.accountingcoach.com/blog/reconciling-account>

## HOW TO RECONCILE THE BANK / CREDIT CARD / LOAN

1. Click on the **Gear** in the upper right corner
2. Click on **Reconcile** under the column called Tools
3. Click the drop down to choose the bank account you wish to reconcile
4. Confirm the beginning balance matches the bank statement
5. Enter the **ending balance** as it appears on the bank statement
6. Enter the **ending date** as it appears on the bank statement
7. Click **Start Reconciling**
8. Click the **Circle** on the right side for every transaction that appears on the bank statement
9. Visually verify the difference is zero dollars
  - a. If it is not zero dollars, keep working on it.
  - b. Add any missing transactions
  - c. Note if there are any OLD uncleared transactions that you cannot check off. These may be duplicate or erroneous entries in QuickBooks, and need to be researched and resolved. Any transaction in the bank register is also appearing on either your P&L or Balance Sheet and affecting your books.
10. Click **Finish Now**



# Example Bank USA - Demo Statement

Craig's Landscape  
100 Pine Street  
Metro, AA 09371

Dec 1 to Dec 31, 2025 Account  
Number  
00-123456  
Branch Transit Number 098765

Account Summary		Contact Information
Starting Balance	\$5,000.00	<b>1-800-555-0123</b> Contact us by phone for questions, on this statement, change of personal information, and general inquiries, 24 hours a day, 7 days a week  <b>TTY for the hearing impaired:</b> 1-800-123-0007 Outside North America: +1-123-4567  <b>Your branch</b> Main and Elm 100 Main Street Metropolis, AA 01234
Withdrawals	\$550.00	
Deposits	\$175.00	
<b>Closing Balance on Dec 31, 2025</b>	<b>\$4,625.00</b>	
<p><b>You are eligible for a smile!</b></p>		

Your Transaction Details				
Date	Details	Withdrawals	Deposits	Balance
Dec 1	Starting Balance			\$5,000.00
Dec 4	Withdrawal	\$300.00		\$4,700.00
Dec 12	Deposit		\$175.00	\$4,875.00
Dec 26	Withdrawal	250.00		\$4,625.00

## Are you ready to go paperless?

Get your statements delivered directly to your email account

Avoid the monthly \$2 paper statement print fee!



## TERMINOLOGY

- ◆ The **Profit and Loss Statement** is a financial statement that summarizes the revenues, costs and expenses incurred during a specified period, usually a fiscal quarter or year.  
<https://www.investopedia.com/terms/p/plstatement.asp>
- ◆ A small business **Balance Sheet** lists current assets such as cash, accounts receivable, and inventory, fixed assets such as land, buildings, and equipment, intangible assets such as patents, and liabilities such as accounts payable, accrued expenses, and long-term debt.  
[https://en.wikipedia.org/wiki/Balance\\_sheet](https://en.wikipedia.org/wiki/Balance_sheet)
- ◆ The **Chart of Accounts** is a listing of all accounts used in the general ledger of an organization. The chart is used by the accounting software to aggregate information into an entity's financial statements. ... The accounts are usually numeric, but can also be alphabetic or alphanumeric.  
<https://www.accountingtools.com/articles/2017/5/14/the-chart-of-accounts>
- ◆ A **General Ledger** contains all the accounts for recording transactions relating to a company's assets, liabilities, owners' equity, revenue, and expenses.  
[https://en.wikipedia.org/wiki/General\\_ledger](https://en.wikipedia.org/wiki/General_ledger)
- ◆ The **Bank Statement** lists the activity in the bank account during the recent month as well as the balance in the bank account. ... The benefit of reconciling the bank statement is knowing that the amount of Cash reported by the company (company's books) is consistent with the amount of cash shown in the bank's records.  
<https://www.accountingcoach.com/bank-reconciliation/explanation>
- ◆ The **Products and Services List** contains the items that will appear on your client's purchase and sales transactions. Each item must be mapped to an account in the Chart of Accounts. Every time an item is used in a transaction, the appropriate entry is made behind the scenes.  
<https://c32.qbo.intuit.com/app/accountant/training>



## TIPS FROM YOUR TRAINER

### BEST PRACTICES

1. Review your Profit and Loss for logic (not just the bottom line)
2. Review the detail for your income (look for duplicates)
3. Review your Undeposited Funds account for logic
4. Review your Accounts Receivable for logic
5. Review your Accounts Payable for logic
6. Review your Balance Sheet
7. Review your Bank Statements
8. Reconcile against your bank statements on a monthly basis
9. Save an electronic copy of your receipts - doesn't have to be saved in QBO
10. When it doubt, ask! I'm happy to help via email whenever I can.



## GUIDE TO GETTING STARTED IN QUICKBOOKS ONLINE:

This is a guide to get you started. This is not intended to be comprehensive.

### Chart of Accounts

- Add missing accounts
- Remove undesired default accounts
- Edit account names as desired

### Notes:

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### Owner Contributions

- Add expenses paid for using owner funds
- Add deposits contributed from owner funds
- Add credit card payments paid using owner funds

### Notes:

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### Banking

- Connect business checking
- Connect business savings
- Connect business credit card
- Add business loans
- Add downloaded banking to registers

### Notes:

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### Expense

- Add previously incurred expenses

### Notes:

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### Reconciling

- Reconcile the checking account
- Reconcile the savings account
- Reconcile the credit card account
- Reconcile the loan account

### Notes:

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### Error Checking

- Review the profit and loss for logic
- Review the income detail for duplicates
- Review undeposited funds for logic
- Review accounts receivable for logic
- Review accounts payable for logic
- Review the balance sheet for logic
- Ask your accountant/mentor/CFO to review your data file

### Notes:

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## ROUTINE BOOKKEEPING CHECKLIST:

The frequency of these items is based on your business, there is not a one-size-fits-all solution.

### Money Out (Withdrawals)

- Enter bills (if applicable)
- Enter checks written
- Enter cash spent (petty cash)
- Enter cash withdrawals (atm withdrawals) Enter
- debit withdrawals
- Enter electronic withdrawals
- Enter transfers to the savings account Enter
- payments to the credit card account Enter
- payments to the loan account (Prin&Int)

### Notes:

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### Money In (Deposits)

- Enter customer invoices (if applicable)
- Enter customer sales receipts (if applicable)
- Enter externally tracked income (if applicable)
- Enter owner investments

### Notes:

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### Carefully Review the Records and Look for Errors

- Reconcile the checking account
- Reconcile the savings account
- Reconcile the credit card account
- Reconcile the loan account
- Review uncleared transactions for logic
- Review the profit and loss for logic
- Review the income detail for duplicates
- Review undeposited funds for logic
- Review accounts receivable for logic
- Review accounts payable for logic
- Review the balance sheet for logic
- Ask your accountant/mentor/CFO to review your data file

### Notes:

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# GUIDE TO HIRING THE RIGHT ACCOUNTING PROFESSIONAL FOR YOU:

There are no “right” or “wrong” answers, this guide is designed to help you identify your preferences.

<p><b>Where do you want help to take place?</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> In your office</li><li><input type="checkbox"/> In their office</li><li><input type="checkbox"/> Virtual (ie Skype, Zoom, Facetime, etc)</li><li><input type="checkbox"/> Something else?</li></ul>	<p><b>Notes:</b></p> <hr/> <hr/> <hr/> <hr/>
<p><b>How do you want to pay?</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Hourly?</li><li><input type="checkbox"/> Flat fee?</li><li><input type="checkbox"/> Something else?</li></ul>	<p><b>Notes:</b></p> <hr/> <hr/> <hr/>
<p><b>How do you want to communicate?</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Email?</li><li><input type="checkbox"/> Phone?</li><li><input type="checkbox"/> Text?</li><li><input type="checkbox"/> Slack?</li><li><input type="checkbox"/> Discord?</li><li><input type="checkbox"/> Accountant Portal?</li><li><input type="checkbox"/> Something else?</li></ul>	<p><b>Notes:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>What kind of response time do you want?</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Same day?</li><li><input type="checkbox"/> 24 Hours?</li><li><input type="checkbox"/> 48 Hours?</li><li><input type="checkbox"/> Something else?</li></ul>	<p><b>Notes:</b></p> <hr/> <hr/> <hr/> <hr/>
<p><b>What size of a business do you want to work with?</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Same day?</li><li><input type="checkbox"/> 24 Hours?</li><li><input type="checkbox"/> 48 Hours?</li><li><input type="checkbox"/> Something else?</li></ul>	<p><b>Notes:</b></p> <hr/> <hr/> <hr/> <hr/>
<p><b>Ask the professional you're considering</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> How do they stay current on relevant technology?</li><li><input type="checkbox"/> How do they stay current on relevant laws?</li><li><input type="checkbox"/> What is their area of focus?</li><li><input type="checkbox"/> What is their niche client?</li></ul>	<p><b>Notes:</b></p> <hr/> <hr/> <hr/> <hr/>







## CREDITS

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## USEFUL LINKS

- ◆ <https://www.score.org/seattle/resource/template/12-month-profit-loss-projection-template>
- ◆ <https://www.score.org/resource/template/balance-sheet-template>
- ◆ <https://www.score.org/seattle/resource/template/opening-day-balance-sheet-template>
- ◆ <https://www.sba.gov/business-guide/manage-your-business/manage-your-finances>
- ◆ <https://bench.co/blog/bookkeeping/excel-bookkeeping/>
- ◆ <https://www.accountingcoach.com/>
- ◆ <https://www.score.org/seattle/local-workshops>



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If you wish to repurpose this for your own workshop, please reach out to Saiyeda to edit the images as needed. In lieu of payment to use the content, please donate time or money to your local SCORE.org office.

If you would like to learn more about QuickBooks, here are some resources we recommend:

**Gentle Frog:** <http://www.gentlefrog.com>

**Nerd Enterprises:** <https://nerdenterprises.com/>

**Hector Garcia:** <https://hectorgarcia.com/>

**Intuit:** <https://quickbooks.intuit.com/tutorials/all-quickbookstutorials/>

**Veronica Wasek (ecommerce focus):** <https://5minutebookkeeping.com/>