

intuit®

QuickBooks®

SMALL BUSINESS ACCOUNTING

User Guide



Welcome to QuickBooks

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

All kinds of help

Help from Intuit and the QuickBooks Community of users is built into QuickBooks. You can also access the Learning Center for video tutorials and articles via the Help menu.

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

You can find a local QuickBooks expert by typing in your ZIP code here: www.findaproadvisor.com.

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

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Getting started

Begin by creating your company file

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

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



Click here to get started.

Next, add your business info

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



To come back to this window later, go to the Help menu and choose **Quick Start Center**, then click **Return to Add Info**.

Using the Home page to move around in QuickBooks

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

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



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

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

Go directly to the centers by clicking on these icons.

Using centers

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

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

QuickBooks lists the names in the center here.

Click here to see all transactions associated with these names.

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

Click here to edit the name's information.

The screenshot shows the QuickBooks Customer Center interface. On the left, there is a list of customers under the heading 'Active Customers'. A red line points from a callout box to the list. On the right, the 'Customer Information' window is open for a customer named 'Mrs. Abby Adams'. A red line points from a callout box to the top of this window. Below the information window, there is a 'Transactions' table. A red line points from a callout box to the first row of this table. Another red line points from a callout box to the 'Edit' link in the top right corner of the Customer Information window.

| Transaction | Contacts | To Date | Posting | Self Equal | |
|-------------|----------|------------|---------|------------------|----------|
| Payment | | 12/15/2017 | 10100 | Checking | 7,532.28 |
| Invoice | 812 | 12/12/2017 | 30230 | Accounts | 7,676.13 |
| Invoice | 1081 | 12/19/2017 | 10330 | Accounts Payable | 4,522.00 |
| Check | 476 | 12/14/2017 | 10100 | Checking | -791.16 |
| Card Memo | 4002 | 12/14/2017 | 10330 | Accounts Payable | -791.16 |
| Invoice | 1080 | 11/20/2017 | 10330 | Accounts Payable | 3,711.28 |

Using forms

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

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

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

The screenshot shows the 'Create Invoice' form in QuickBooks. A ribbon at the top contains tabs for 'New', 'Find', 'Print', 'Email', 'Print Label', 'Add Transactions', 'Payments', 'Create or Edit', 'Add', 'Find', 'Email', 'Print Label', 'Add Transactions', 'Payments', 'Create or Edit', 'Add', 'Find', 'Email', 'Print Label', 'Add Transactions', 'Payments', 'Create or Edit'. A dropdown menu is open under the 'Find' tab, showing a search box and a list of items. A table lists items with columns for 'ITEM', 'DESCRIPTION', 'QUANTITY', 'UNIT', 'RATE', 'AMOUNT', and 'TAX'. The table contains three rows: 'Framing Framing labor', 'Installation Installation labor', and 'Sales Tax BC Install file in counter'. The total amount is 3,114.00. A 'Save & Close' button is at the bottom right.

| ITEM | DESCRIPTION | QUANTITY | UNIT | RATE | AMOUNT | TAX |
|--------------|-------------------------|----------|------|-------|--------|------|
| Framing | Framing labor | 10 | | 30.00 | 300.00 | None |
| Installation | Installation labor | 12 | | 30.00 | 360.00 | None |
| Sales Tax BC | Install file in counter | 10 | | 30.00 | 300.00 | None |

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

Click here to save your work on a form.

Get paid:

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

Create sales receipts

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

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

The screenshot shows the 'Enter Sales Receipts' window in QuickBooks. The window title is 'Enter Sales Receipts'. The customer is 'Abercrombie, K.'. The class is 'Remodel' and the deposit to is 'Checking'. The template is 'Custom Sa...'. The date is '10/09/2017' and the sale number is '3098'. The sold to address is 'Kathy Abercrombie, 9847 Cypress Hill Rd, Bayshore CA 94325'. The check number is '308' and the payment method is 'Check'. The items table is as follows:

| ITEM | DESCRIPTION | QTY | UNIT PRICE | AMOUNT | TAX |
|----------------|--------------------------------------|------|------------|----------|-----|
| Cabinets Light | Light pine kitchen cabinet wall unit | 4.75 | 1,799.00 | 8,545.25 | Tax |
| Wood Door Side | Exterior wood door | 16.8 | 120.00 | 1,996.80 | Tax |

The total amount is \$11,342.98. The tax is San Tomas (7.75%). The customer message field is empty. The window has buttons for 'Print', 'Email', 'Attach File', 'Add Credit Card Payment', 'Save & Close', 'Save & New', and 'Reset'. Red lines connect numbered callouts to specific fields in the window:

- 1 Select a customer. (points to the customer dropdown)
- 2 Tell QuickBooks what you're selling. (points to the class dropdown)
- 3 Enter the quantity. (points to the quantity column in the items table)
- 4 QuickBooks fills in the price you entered when you set up the item. You can change it here. (points to the unit price column in the items table)
- 5 Enter the customer's payment information. (points to the check number and payment method dropdowns)
- 6 Print or email the sales receipt. (points to the Print and Email buttons)

Create invoices

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

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

1 Select a customer.

2 Tell QuickBooks what you're selling.

3 Enter the quantity.

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

5 Print or email the invoice.

| ITEM | DESCRIPTION | QUANTITY | UNIT | RATE | TAXES | TOTAL |
|-------------------|---------------------|----------|------|--------|-------|----------|
| Printing | Printing labor | 10 | | 80.00 | | 800.00 |
| Installation | Installation labor | 12 | | 30.00 | | 420.00 |
| Removal | Removal labor | 10 | | 30.00 | | 300.00 |
| Basic Flat fee | Flat fee in counter | | | 620.00 | | 620.00 |
| Subtotal | | | | | | 3,140.00 |
| Sales Tax | | | | | | 0.00 |
| Customer discount | | | | | | 0.00 |
| TOTAL | | | | | | 3,140.00 |

Receive payments

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

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

The screenshot shows the 'Customer Payment' form with the following details:

- Customer:** Abernobile, Kitty
- Customer Balance:** 3,114.00
- Amount:** 3,114.00
- Date:** 12/15/2017
- Pay Method:** Check
- Check #:** 1234

The table below shows the payment application:

| DATE | NUMBER | QTY | AMT | AMT DUE | PAID |
|------------|--------|-----|----------|----------|----------|
| 12/15/2017 | 1100 | | 3,114.00 | 3,114.00 | 3,114.00 |
| Total | | | 3,114.00 | 3,114.00 | 3,114.00 |

The 'AMOUNTS FOR SELECTED INVOICES' section shows:

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

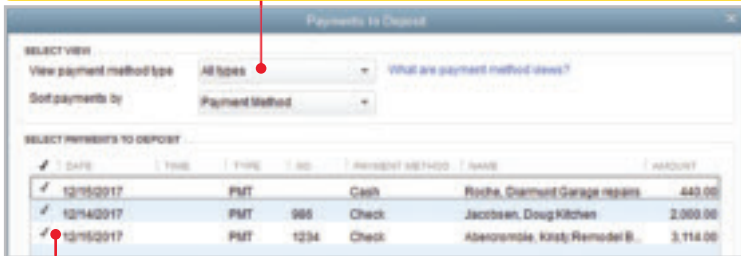
Callout 1 points to the customer dropdown menu. Callout 2 points to the amount field. Callout 3 points to the date and pay method fields. Callout 4 points to the table of invoices. Callout 5 points to the 'Save & New' button.

Make deposits

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

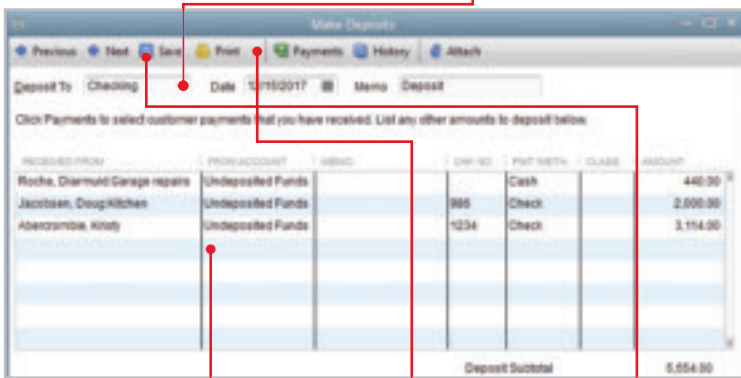
To start, go here: **Banking > Make Deposits.**

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



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

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



3 Enter any additional money to deposit.

4 Print a deposit slip or summary for your records.

5 Save the deposit.

Pay others:

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

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

Write checks

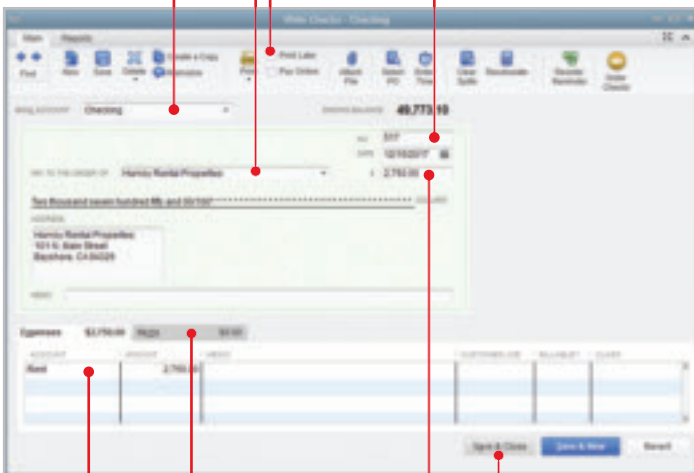
Use the Write Checks window to record checks you print or write, ATM withdrawals, debit card purchases or electronic fund transfers (EFT). Don't use the Write Checks window to pay bills you entered or create paychecks.

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

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

2 Select the payee.

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



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

5 Enter the amount of the check.

6 Save the check.

Enter bills

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

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

Start by entering a bill.

The screenshot shows the 'Enter Bills' window in QuickBooks. The window title is 'Enter Bills'. The menu bar includes 'Main' and 'Reports'. The toolbar contains icons for 'Find', 'New', 'Save', 'Delete', 'Duplicate', 'Create a Copy', 'Print', 'Attach File', 'Select PO', 'Enter Time', 'Clear Spills', 'Reconcile', and 'Pay Bill'. The window is divided into several sections:

- Bill Information:** Vendor: Anystate Gas & Electric, DATE: 12/15/07, REP. NO.: 1200, ADDRESS: Anystate Gas & Electric, P.O. Box 5037, Modesto, CA 94402, AMOUNT DUE: 122.68, BILL DUE: 12/30/07.
- TERMS:** Net 15, DISCOUNT DATE: [empty].
- MEMO:** Acc #555-82645-99C.
- Expenses:** Total: \$122.68, Spills: \$0.00.
- Table:** A table with columns: ACCOUNT, AMOUNT, MEMO, CUSTOMER JOB, BILLABLE? The first row shows 'Utilities Gas and Electric' with an amount of 122.68.
- Buttons:** Spills & Copy, Save & New, Clear.

Numbered callouts (1-5) point to specific fields in the window:

- 1 Select the vendor you need to pay. (Points to the Vendor dropdown menu)
- 2 Enter the amount of the bill. (Points to the AMOUNT DUE field)
- 3 Enter the terms or due date, and QuickBooks will remind you when the bill is due. (Points to the TERMS field)
- 4 Select an account to tell QuickBooks what you bought. If you bought inventory, use the Items tab instead. (Points to the ACCOUNT column in the Expenses table)
- 5 Save the bill. (Points to the Save & New button)

Pay bills

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

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

1 Select the bills you want to pay.

| DATE DUE | VENDOR | REF. NO. | DUPLICATE DATE | AMT. DUE | DUPLICATE USED | CREDITS USED | AMT. TO PAY |
|------------|-------------------------|----------|----------------|-----------|----------------|--------------|-------------|
| 12/08/2017 | Anystate Gas & Electric | 1200 | | 122.68 | 0.00 | 0.00 | 122.68 |
| 12/08/2018 | C.U. Electric | | | 500.00 | 0.00 | 0.00 | 500.00 |
| 01/11/2019 | C.U. Electric | | | 250.00 | 0.00 | 0.00 | 250.00 |
| 12/05/2018 | Cal Telephone | | | 91.94 | 0.00 | 0.00 | 91.94 |
| Totals | | | | 23,177.72 | 0.00 | 0.00 | 23,177.72 |

2 Change the date if needed.

3 Select the payment method and account.

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

5 Click here to pay the bills.

See how your business is doing:

Using the Reports Center

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

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

The screenshot shows the QuickBooks Reports Center interface. At the top, there are tabs for 'Standard', 'Memorized', 'Favorites', 'Recent', and 'Contributed'. A search bar is on the right. On the left, a sidebar lists report categories like 'Company & Financial', 'Customers & Revenue', 'Sales', etc. The main area displays 'Company & Financial' reports, including 'Profit & Loss (income statement)'. Below this, there are two report thumbnails: 'Profit & Loss Standard' and 'Profit & Loss Detail'. At the bottom, there are date selection options for 'The Month-to-date' and 'The Fiscal Year-to-date'. A callout box points to the 'Memorized' tab, another to the search bar, and a larger one to the report thumbnails. Below the thumbnails, four callout boxes point to icons: a play button, a question mark, a heart, and a magnifying glass.

Choose a type of report.

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

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

Run the report.

Read the question this report answers about your business.

Mark the report as a favorite.

Get more information about the report.

Company Snapshot

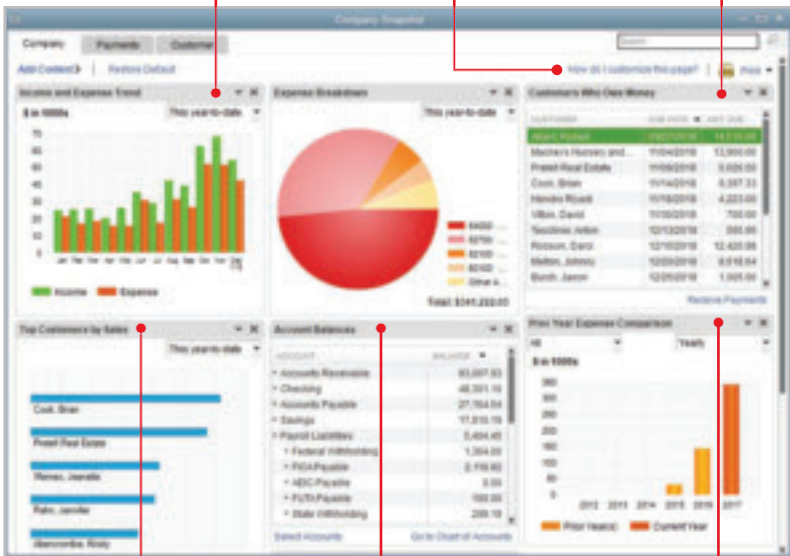
Use the Company Snapshot to get real-time company information and perform tasks from a single place.

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

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

Click here to learn how to customize the Company Snapshot.

See what your customers owe you.



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

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

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

Profit and Loss

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

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

Click here to customize your report.

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

| Rock Castle Construction | |
|--------------------------|-----------|
| Profit & Loss | |
| December 1 - 15, 2017 | |
| + Dec 1 - 15, 17 + | |
| Ordinary Income/Expense | |
| Income | |
| Labor Income | 12,401.91 |
| Sales of products | 30,839.25 |
| Total Income | 51,241.16 |
| Cost of Goods Sold | |
| Cost of Goods Sold | 19,725.91 |
| Total COGS | 19,725.91 |
| Gross Profit | 31,515.25 |
| Expense | |
| Accounting | 250.00 |
| Building Repairs | 175.00 |
| Fuel | 81.82 |
| Gas and Electric | 122.68 |
| Loan Interest | 32.58 |
| Payroll Expenses | 15,117.86 |
| Postage | 69.20 |
| Tools and Machinery | 810.00 |
| WC Insurance | 1,214.31 |
| Total Expense | 17,873.25 |
| Net Ordinary Income | 13,642.00 |
| Net Income | 13,642.00 |

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

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

Balance Sheet

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

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

| Rock Castle Construction | |
|---------------------------------------|-------------------|
| Balance Sheet | |
| As of December 15, 2017 | |
| ASSETS | |
| Current Assets | |
| Checking/Savings | 67,819.29 |
| Accounts Receivable | 92,964.40 |
| Other Current Assets | |
| Inventory | 39,269.40 |
| Total Other Current Assets | 39,269.40 |
| Total Current Assets | 200,052.09 |
| Fixed Assets | |
| Furniture and Equipment | 434,838.31 |
| Total Fixed Assets | 434,838.31 |
| TOTAL ASSETS | 634,890.40 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | 26,836.92 |
| Credit Cards | 476.82 |
| Other Current Liabilities | 9,392.58 |
| Total Current Liabilities | 33,475.82 |
| Long Term Liabilities | 388,968.91 |
| Total Liabilities | 422,444.73 |
| Equity | |
| Retained Earnings | 101,330.51 |
| Net Income | 313,517.18 |
| Total Equity | 214,847.67 |
| TOTAL LIABILITIES & EQUITY | 634,890.40 |

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

Liabilities are everything your business owes.

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

Keyboard shortcuts

| General | | Key | |
|--|--|----------------------|--|
| To start QuickBooks without a company file | | Ctrl (while opening) | |
| To suppress the desktop windows (at Open Company window) | | Alt (while opening) | |
| Display product information about your QuickBooks version | | F2 | |
| Close active window | | Esc or Ctrl+F4 | |
| Record (when button is blue or a border surrounds OK, Save and Close, Save and New, or Record) | | ↵ | |
| Record (always) | | Ctrl + ↵ | |
| Dates | | Key | |
| Next day | | + (plus key) | |
| Previous day | | - (minus key) | |
| Today | | T | |
| First day of the Week | | W | |
| Last day of the week | | K | |
| First day of the Month | | M | |
| Last day of the month | | H | |
| First day of the Year | | Y | |
| Last day of the year | | R | |
| Date calendar | | Alt + ↓ (down arrow) | |
| Moving around a window | | Key | |
| Next field | | Tab | |
| Previous field | | Shift + Tab | |
| Beginning of current field | | Home | |
| End of current field | | End | |
| Line below in detail area or on report | | Down arrow (↓) | |
| Line above in detail area or on report | | Up arrow (↑) | |
| Down one screen | | Page Down | |
| Up one screen | | Page Up | |
| Next word in field | | Ctrl + → | |
| Previous word in field | | Ctrl + ← | |
| First item on list or previous month in register | | Ctrl + Page Up | |
| Last item on list or next month in register | | Ctrl + Page Down | |
| Close active window | | Esc or Ctrl + F4 | |
| Activity | | Key | |
| Create invoice | | Ctrl + I | |
| Delete check, invoice, transaction, or item from list | | Ctrl + D | |
| Find transaction | | Ctrl + F | |
| History of A/R or A/P transaction | | Ctrl + H | |
| Memorize transaction or report | | Ctrl + M | |
| New invoice, bill, check or list item in context | | Ctrl + N | |
| Open account list | | Ctrl + A | |
| Open Customer Center (Customers & Job list) | | Ctrl + J | |
| Open Help for active window | | F1 | |
| Open list (for current drop-down menu) | | Ctrl + L | |
| Open memorized transaction list | | Ctrl + T | |
| Open split transaction window in register | | Ctrl + R | |
| Open transaction journal | | Ctrl + Y | |
| Print | | Ctrl + P | |
| QuickReport on transaction or list item | | Ctrl + Q | |
| QuickZoom on report | | ↵ | |
| Show list | | Ctrl + S | |
| Write new check | | Ctrl + W | |
| Editing | | Key | |
| Edit transaction selected in the list or register | | Ctrl + E | |
| Delete character to right of insertion point | | Del | |
| Delete character to left of insertion point | | Backspace | |
| Delete line from detail area | | Ctrl + Del | |
| Insert line in detail area | | Ctrl + Ins | |
| Cut selected characters | | Ctrl + X | |
| Copy selected characters | | Ctrl + C | |
| Paste cut or copied characters | | Ctrl + V | |
| Increase check or other form number by one | | + (plus key) | |
| Decrease check or other form number by one | | - (minus key) | |

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