

intuit®

QuickBooks®

SMALL BUSINESS ACCOUNTING

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User Guide



# Welcome to QuickBooks

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

## All kinds of help

Help from Intuit and the QuickBooks Community of users is built into QuickBooks. 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](http://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](http://www.findaproadvisor.com).

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

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## 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 active customers under the heading "Active Customers". The list includes names like "Remodeling, Inc.", "Family Room", "Kitchen", "Remodel Bath", "Alert, Robert", "Remodel", "Remodel's Music", "Remodel", "Bates, Chris", "Family Room", "Garage Repair", "Bates, Mike", "Kills, Brad", "Bates, Ronnie", "Repairs", "Bauman, Mark", and "Home Remodel", each with a balance of 0.00. A red line points from a callout box to the "Remodeling, Inc." name in this list. On the right, the "Customer Information" window is open for "Mrs. Kathy Adams". It displays contact details such as phone number (415-555-8378), email (kathy@adams.com), address (123 Main St, San Francisco, CA 94105), and tax ID (123456789). A red line points from a callout box to the "Mrs. Kathy Adams" name in the header of this window. Below the information, there is a "Transactions" table with columns for Date, Amount, Date, Bill, and Total. The table contains several rows of transaction data, including payments, estimates, invoices, checks, and credit memos. A red line points from a callout box to the "Mrs. Kathy Adams" name in the "To" column of the first transaction row. At the bottom left of the interface, there is a "Customers & Jobs" tab, and a red line points from a callout box to this tab. At the bottom right, there are links for "QuickReport", "Open Balance", "Show Estimates", and "Customer Snapshot". A red line points from a callout box to the "QuickReport" link.

# 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 a QuickBooks invoice form for 'Krupp-Alexandria, Inc.'. The ribbon at the top has tabs for 'Invoice', 'Print', 'Send', 'Share', 'Print Labels', 'Add Transactions', 'Payments', 'Create or Edit', 'Refresh', and 'Refresh'. A dropdown menu is open under the 'Invoice' tab, showing options like 'Add New', 'Find', 'Print', 'Send', 'Share', 'Print Labels', 'Add Transactions', 'Payments', 'Create or Edit', 'Refresh', and 'Refresh'. A table of items is visible, with columns for 'ITEM', 'DESCRIPTION', 'QUANTITY', 'UNIT', 'RATE', 'AMOUNT', and 'TAX'. 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
Removal	Removal labor	10		30.00	300.00	None
Basic Tile BC	Install tile in counter			620.00	620.00	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 '3006'. The sold to address is 'Kathy Abercrombie, 9647 Cypress Hill Rd, Bayshore CA 94325'. The check number is '308' and the payment method is 'Check'. The items table has two rows: 'Cabinets Light' (Light pine kitchen cabinet wall unit, 4.75 units, 1,799.00 unit price, 8,545.75 total) and 'Wood Door Side' (Exterior wood door, 16.8 units, 120.00 unit price, 2,016.00 total). The subtotal is 815.71, and the total is 11,340.96. The tax is 'San Tomas' at 7.75%. The window has buttons for 'Print', 'Email', 'Attach File', 'Add Invoices', 'Add Credit Card Payments', 'Save & Close', 'Save & New', and 'Reset'. Red lines connect numbered callouts to specific fields in the window.

- 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 Enter the customer's payment information.
- 6 Print or email the sales receipt.



# 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	PRICE	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			570.00		570.00
Subtotal						3,114.00
Customer discount						0.00
Sales Tax					3.74	3.74
TOTAL						3,117.74

## Receive payments

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

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

**1** Select a customer.

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

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

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

**5** Save the payment.

Customer Payment

RECEIVED FROM: **Abercrombie, Kitty** CUSTOMER BALANCE: **3,114.00**

AMOUNT: **3,114.00** DATE: **12/15/2017**

PAY METHOD: **Check** CHECK #: **1234**

Where does this payment go?

DATE	NUMBER	CRED. BAL.	AMT. DUE	PAID	REMAINING
12/15/2017	1100		3,114.00	3,114.00	3,114.00
TOTAL			3,114.00	3,114.00	3,114.00

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE: **3,114.00**

APPLIED: **3,114.00**

DISCOUNT AND CREDITS APPLIED: **0.00**

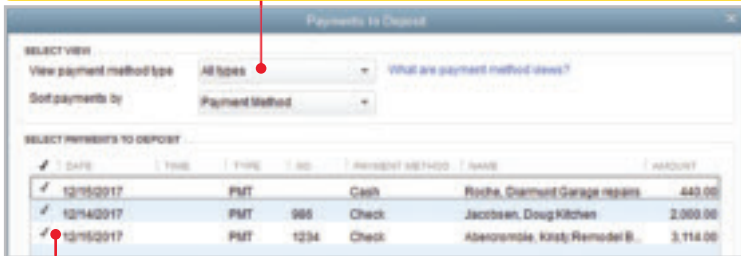
Save & Close Save & New Clear

## Make deposits

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

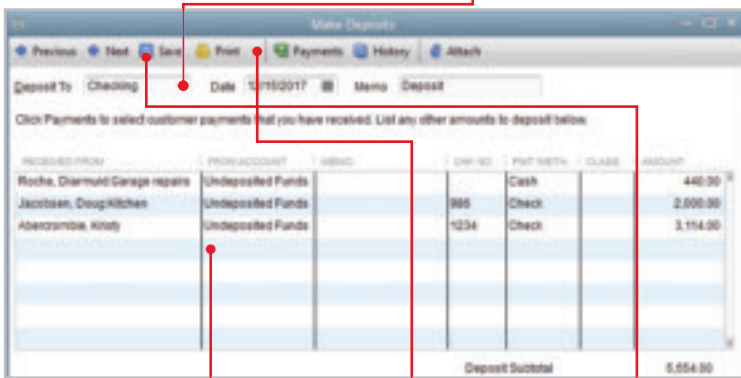
To start, go here: **Banking > Make Deposits.**

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



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

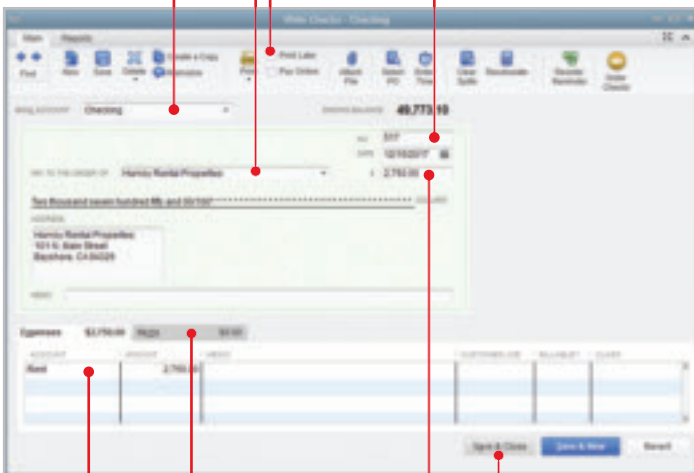
Use the Write Checks window to record checks you print or write, ATM withdrawals, debit card purchases or electronic fund transfers (EFT). Don't use the Write Checks window to pay bills you entered or create paychecks.

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 contains: Utilities Gas and Electric, 122.68, [empty], [empty], [empty].
- Buttons:** Spills & Copy, Save & Enter, 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 & Enter 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.	CURR. DATE	AMT. DUE	CURR. 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

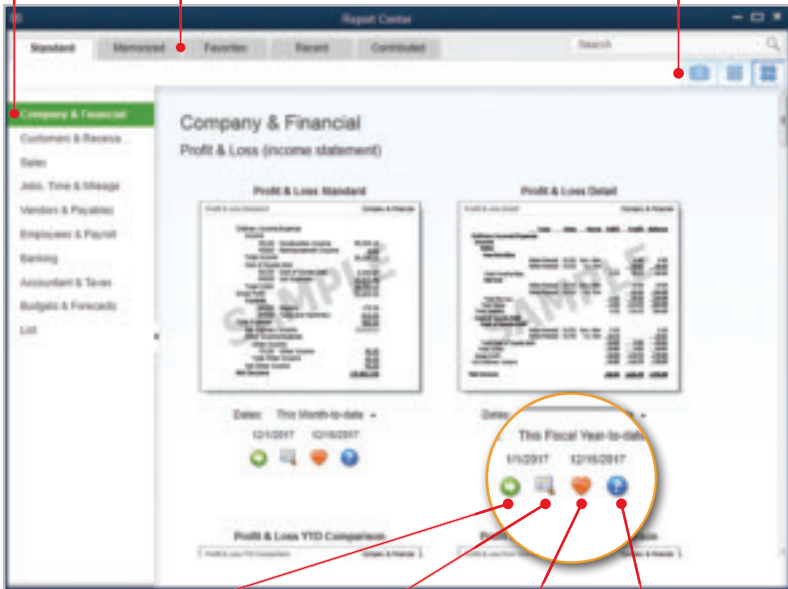
All of your QuickBooks information can be found, organized, and presented as a report. QuickBooks has more than 100 reports, and the Report Center makes it easy to find the right one.

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

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

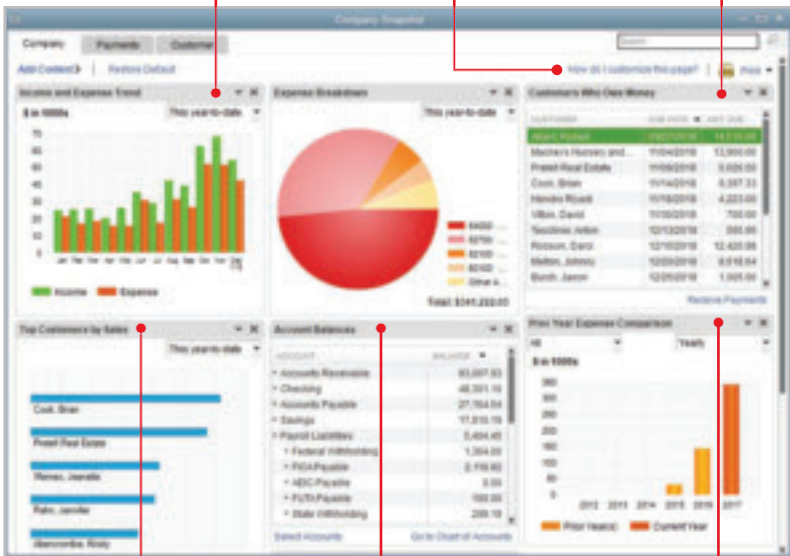
Use the Company Snapshot to get real-time company information and perform tasks from a single place.

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	
<b>ASSETS</b>	
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
<b>TOTAL ASSETS</b>	<b>634,890.40</b>
<b>LIABILITIES &amp; EQUITY</b>	
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	399,966.91
Total Liabilities	433,442.73
Equity	
Retained Earnings	101,330.51
Net Income	313,517.16
Total Equity	214,847.67
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>634,890.40</b>

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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