



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. From the main menu, choose **Help > QuickBooks Help**.

Visit the QuickBooks Support Website at **www.quickbooks.com/helpme** 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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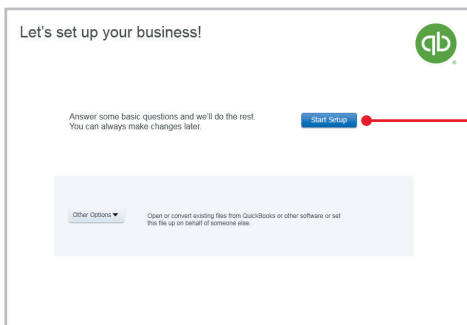
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Getting started

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.

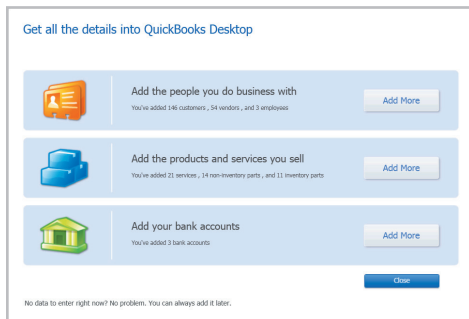
You can also reach this window from the menu by choosing **File > New Company**.



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.

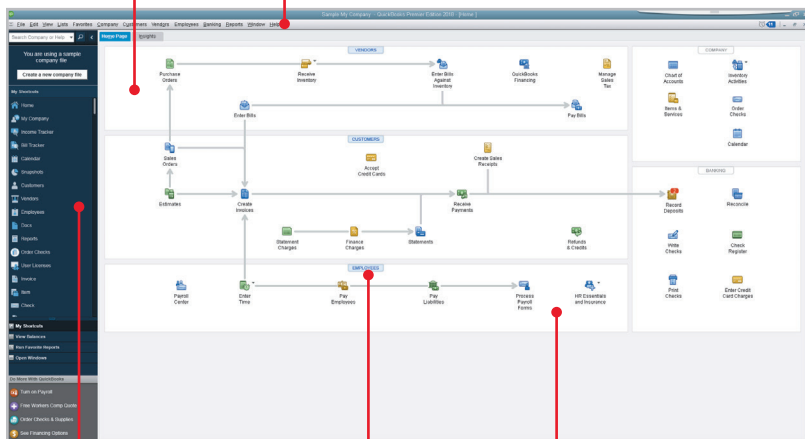


Choose **Company > Bulk Enter Business Details**.

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.

Customer Center: Abercrombie, Kristy

Active Customers

NAME	BALANCE TOT.	ATTACH
Abercrombie, K...	0.00	
+Family Room	0.00	
+Jochen	0.00	
+Remodel Ba...	0.00	
+Allard, Robert	14,510.00	
+Remodel	14,510.00	
+Babcock's Musi...	0.00	
+Remodel	0.00	
+Baker, Chris	0.00	
+Family Room	0.00	
+Garage Rep...	0.00	
+Baik, Mike	0.00	
+Bily Shad	0.00	
+Barley, Renee	0.00	
+Repairs	0.00	
+Bauman, Mark	0.00	
+Home Rem...	0.00	
+Belinski, Rafal	0.00	
+2nd story ad...	0.00	
+Brisol, Soniya	0.00	
+Repairs	0.00	
+Bily Shad	0.00	
+Burk, Jason	1,005.00	
+Room Addit...	1,005.00	
+Campbell, Hea	13,900.00	
+Remodel	13,900.00	
+Car's Pie Shop	0.00	
+Remodel	0.00	
+Castillo, Eloisa	0.00	
+Bay Window	0.00	
+Utility Room	0.00	

Customer Information

Company Name: Mrs. Kristy Abercrombie
 Main Phone: 415-555-6579
 Customer Type: Residential
 Account No: 91-431
 Main Email: kristy@samplename.com
 Terms: Net 30
 Bill to: Kristy Abercrombie
 5547 Cypress Hill Rd
 Bayshore CA 94326

Transactions

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Payment		12/15/2021	10100 - Checking	7,633.28
Estimate	613	12/12/2021	90200 - Estimates	7,676.13
Invoice	1091	12/10/2021	11000 - Accounts Receivable	4,522.00
Check	476	12/01/2021	10100 - Checking	-711.16
Credit Memo	4082	12/01/2021	11000 - Accounts Receivable	-711.16
Invoice	1084	11/25/2021	11000 - Accounts Receivable	3,113.28
Sales Receipt	3006	10/30/2021	10100 - Checking	743.75
Estimate	606	10/30/2021	90200 - Estimates	3,114.00
Sales Receipt	3004	10/25/2021	10100 - Checking	1,067.80
Payment	128342	08/15/2021	12000 - Undeposited Funds	1,262.78
Sales Order	7000	06/07/2021	90300 - Sales Orders	1,263.00
Invoice	1043	06/07/2021	11000 - Accounts Receivable	1,262.78
Invoice	1044	06/07/2021	11000 - Accounts Receivable	0.00
Payment	8438	02/20/2021	12000 - Undeposited Funds	5,019.06
Invoice	1024	02/01/2021	11000 - Accounts Receivable	5,019.06

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

Click here to edit the name's information.

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.

Find New Save Delete Memorize Mark As Pending Print Email Email Later Attach File Add Time/Costs Apply Credits Progress Receive Payments Create a Batch

CUSTOMER JOB: Abercrombie, Kristy/Remo... CLASS: Remodel TEMPLATE: Rock Castle Invoice

Invoice

ITEM: Framing, Installation, Removal, Subs: Tile & C, Subs: Paintin, Subs: Electric, Your out Turn on

CUSTOMER MESSAGE

CUSTOMER: Abercrombie, Kristy/Remo...

BILL TO: Kristy Abercrombie, 5647 Cypress Hill Rd, Bayshore, CA 94326

SHIP TO: Ship To 1

TERMS: Net 30 DUE DATE: 01/14/2022

QUANTITY	UNIT	RATE	AMOUNT	TAX
16		55.00	880.00	Non
12		35.00	420.00	Non
16		35.00	560.00	Non
		825.00	825.00	Non
		154.00	154.00	Non
		275.00	275.00	Non
			(7.75%)	0.00
TOTAL			3,114.00	
PAIDMENTS APPLIED			0.00	
BALANCE DUE			3,114.00	

Save & Close Save & New Clear

CUSTOMER: Abercrombie, Kristy/Remodel B...

Customer Transaction

SUMMARY

Phone: 415-555-8579
Email: kristy@samplename.com
Preferred delivery method: E-mail
Open balance: 0.00
Active estimates: 1
Sales Orders to be invoiced: 0
Unbilled time and expenses: 1,910.00

CUSTOMER PAYMENT

Your customer can not pay online
[Edit customer preferences](#)

RECENT TRANSACTION

12/15/21 Payment 7,633.28
12/15/21 Estimate 7,676.13

NOTES

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**.

1 Select a customer.

2 Tell QuickBooks what you're selling.

The screenshot shows the 'Enter Sales Receipts' window in QuickBooks. The interface includes a menu bar (Main, Formatting, Send/Stop, Reports, Payments), a toolbar with various actions (Find, New, Save, Delete, Create a Copy, Memorize, Mark As Pending, Print, Email, Email Later, Attach File, Add time/costs, Process payment, Add Credit Card), and a main content area. The main content area is divided into several sections: a header with 'CUSTOMER:JOB' (Abercrombie, Kristy), 'CLASS' (Remo...), 'DEPOSIT TO' (10100 - Ch...), and 'TEMPLATE' (Custom Sa...); a 'Sales Receipt' title; a 'DATE' field (10/30/2021); a 'SALE NO.' field (3006); a 'SOLD TO' section with customer details (Kristy Abercrombie, 5647 Cypress Hill Rd, Bayshore CA 94326); a 'CHECK NO.' field (305); a table with columns 'ITEM', 'DESCRIPTION', 'QTY', 'UM', 'RATE', and 'TAX' containing two items: 'Cabinets/Light...' (Light pine kitchen cabinet wall unit, 4.75, 1,799.00) and 'Wood Door/Ext...' (Exterior wood door, 16.5, 120.00); a 'TAX' section showing 'San Tomas' (7,768) and a total of 11,340.96; a 'CUSTOMER MESSAGE' field; and a 'MEMO' field. On the right side, there is a 'Customer' section with 'Abercrombie, Kristy-Family Room' and a 'SUMMARY' section with various financial details. At the bottom, there are buttons for 'Save & Close', 'Save & New', and 'Revert'.

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.

The screenshot shows the 'Create Invoices' window in QuickBooks. The window is divided into several sections. On the left, there is a 'CUSTOMER' list with 'Abercrombie, Kristy' selected. Below this is an 'ITEM' list with 'Remodel Bathroom' selected. The main area shows the invoice details, including the customer's address, the item's description, and a table for quantities and prices. The table has columns for 'QUANTITY', 'UNIT', 'RATE', 'AMOUNT', and 'TAX'. The first row shows a quantity of 1, a unit of 'Job', a rate of 55.00, and an amount of 55.00. The second row shows a quantity of 1, a unit of 'Job', a rate of 35.00, and an amount of 35.00. The third row shows a quantity of 1, a unit of 'Job', a rate of 35.00, and an amount of 35.00. The fourth row shows a quantity of 1, a unit of 'Job', a rate of 825.00, and an amount of 825.00. The fifth row shows a quantity of 1, a unit of 'Job', a rate of 154.00, and an amount of 154.00. The sixth row shows a quantity of 1, a unit of 'Job', a rate of 275.00, and an amount of 275.00. The total amount is 3,114.00. The window also includes a 'SUMMARY' section on the right with customer contact information, a 'RECENT TRANSACTION' section, and a 'NOTES' section. At the bottom, there are buttons for 'Save & Close', 'Save & New', and 'Clear'.

QUANTITY	UNIT	RATE	AMOUNT	TAX
1	Job	55.00	55.00	Non
1	Job	35.00	35.00	Non
1	Job	35.00	35.00	Non
1	Job	825.00	825.00	Non
1	Job	154.00	154.00	Non
1	Job	275.00	275.00	Non

TOTAL 3,114.00
PAYMENTS APPLIED 0.00
BALANCE DUE 3,114.00

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.**

1 Select a customer.

2 Enter the amount the customer paid you.

3 Select the payment type.

4 Enter your customer's payment information.

5 Select the unpaid invoices to apply the payment to.

6 Save the payment.

Receive Payments

Process payment | Add Credit Card Processing

Find | New | Delete | Print | Email | Attach File | Look up Customer/Invoice | Un-Apply Payment | Discounts And Credits | Record Bounced Check

Customer Payment CUSTOMER BALANCE 3,114.00

RECEIVED FROM: Abercrombie, Kristy...
 PAYMENT AMOUNT: 3,114.00
 DATE: 12/15/2021
 CHECK #: 1234

CASH | CHECK | CREDIT DEBIT | +CHECK | MORE

Where does this payment go?

✓	DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
✓	12/15/2021	1100		3,114.00	3,114.00
Totals				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

Memo

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.

Payments to Deposit

SELECT VIEW

View payment method type: All types

Sort payments by: Payment Method

SELECT PAYMENTS TO DEPOSIT

✓	DATE	TIME	TYPE	NO.	PAYMENT METHOD	NAME	AMOUNT
✓	12/15/2021		PMT		Cash	Roche, Diarmuid:Garage r...	440.00
✓	12/14/2021		PMT	986	Check	Jacobsen, Doug:Kitchen	2,000.00
✓	12/15/2021		PMT	1234	Check	Abercrombie, Kristy:Remo...	3,114.00

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

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

Make Deposits

Previous Next Save Print Payments History Attach

Deposit To: 10100 - Checking Date: 12/15/2021 Memo: Deposit

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

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	CLASS	AMOUNT
Roche, Diarmuid:Garage repairs	12000 Undeposit.			Cash		440.00
Jacobsen, Doug:Kitchen	12000 Undeposit.		986	Check		2,000.00
Abercrombie, Kristy:Remodel B...	12000 Undeposit.		1234	Check		3,114.00

Deposit Subtotal: 5,554.00

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

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

Deposit Total: 5,554.00

Save & Close Save & New Clear

5 Save the deposit.

6 Enter any cash back received when depositing to the bank

3 Enter any additional money to deposit.

4 Print a deposit slip or summary for your records.

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).

Bill Tracker

Keep on top of all your vendor-related expenses.

To start, go here: **Vendors > Bill Tracker**.

Click any colored bar to see only the expenses you want.

Click here to group by vendor and quickly see how much you owe a particular vendor.

VENDOR	TYPE	NUMBER	DATE	DUE DATE	STATUS	AMOUNT	OPEN BALANCE	ACTION
Perry Windows & Doors	Purchase Order	6219	10/22/2021	10/22/2021	Open	7,530.00		Convert to Bill
Timberloft Lumber	Purchase Order	6236	11/09/2021	11/09/2021	Open	6,075.00		
Lanson Flooring	Purchase Order	6230	12/10/2021	12/10/2021	Open	341.20		
Lanson Flooring	Purchase Order	6231	12/30/2021	12/30/2021	Open	4,750.00		
Daigle Lighting	Purchase Order	6232	12/27/2021	12/27/2021	Open	163.25		
Wheeler's Tile Etc.	Purchase Order	6233	12/09/2021	12/09/2021	Open	198.40		
Wheeler's Tile Etc.	Purchase Order	6234	12/10/2021	12/10/2021	Open	712.80		
Lew Plumbing	Purchase Order	6235	12/12/2021	12/12/2021	Open	403.40		
Daigle Lighting	Purchase Order	6236	12/15/2021	12/15/2021	Open	65.00		
A Cheung Limited	Purchase Order	6237	12/15/2021	12/15/2021	Open	3,000.00		
Perry Windows & Doors	Bill		10/25/2021	11/04/2022	Open	1,800.00	1800.00	
Daigle Lighting	Bill		11/10/2021	12/10/2022	Open	1,539.00	1539.00	
Perry Windows & Doors	Bill		11/10/2021	12/10/2022	Open	2,325.00	2325.00	
Hopkins Construction Rentals	Bill		12/05/2021	12/02/2022	Open	550.00	550.00	
Timberloft Lumber	Bill	12849	11/20/2021	12/02/2022	Open	1,960.00	19.60	
Hopkins Construction Rentals	Bill		12/05/2021	12/02/2022	Open	150.00	150.00	
Middlefield Drywall	Bill		11/04/2021	12/04/2022	Open	1,200.00	1200.00	
Cal Telephone	Bill		11/05/2021	12/05/2022	Open	91.94	91.94	
Lew Plumbing	Bill		12/15/2021	12/06/2022	Open	1,200.00	1200.00	
Lew Plumbing	Bill	29091	12/12/2021	12/07/2022	Open	175.00	130.00	
Wheeler's Tile Etc.	Bill	7993	11/09/2021	12/09/2022	Open	1,250.00	1250.00	
Cal Gas & Electric	Bill	1283	12/16/2021	12/30/2022	Open	122.68	122.68	
Vu Contracting	Bill		12/15/2021	12/30/2022	Open	1,250.00	1250.00	
C.U. Electric	Bill		11/30/2021	12/30/2022	Open	500.00	500.00	
Timberloft Lumber	Bill		12/10/2021	12/31/2022	Open	80.50	80.50	
Patton Hardware Supplies	Bill		12/10/2021	12/31/2022	Open	210.00	210.00	
Perry Windows & Doors	Bill		12/20/2021	11/10/2023	Open	50.00	50.00	
Daigle Lighting	Bill		12/20/2021	11/10/2023	Open	42.00	42.00	

Click here to save time by processing multiple expenses at once.

Click here to take immediate action on the selected expense.

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.

The screenshot shows the 'Write Checks - Checking' window in QuickBooks. The window has a menu bar (Main, Reports) and a toolbar with buttons like Find, New, Save, Delete, Memorize, Print, Print Later, Pay Online, Attach File, Select PO, Enter Time, Clear Splits, Recalculate, Reorder Reminder, and Order Checks. The 'BANK ACCOUNT' dropdown is set to '10100 - Checking'. The 'ENDING BALANCE' is \$52,523.10. The 'PAY TO THE ORDER OF' dropdown is set to 'Hamby Rental Properties'. The 'NO.' field is 481 and the 'DATE' is 12/15/2021. The amount is \$2,750.00. The check number field is empty. The check body shows the amount in words: 'Two thousand seven hundred fifty and 00/100'. The address is 'Hamby Rental Properties, 101 N. Main Street, Bayside, CA 94326'. The 'MEMO' field is empty. The 'Expenses' section shows a total of \$2,750.00. The 'ACCOUNT' dropdown is set to '63900 Rent'. The 'AMOUNT' is 2,750.00. The 'ITEMS' tab is selected. The 'CUSTOMER/JOB' and 'BILL/CLASS' dropdowns are empty. The 'Save & Close', 'Save & New', and 'Clear' buttons are at the bottom right.

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. Red lines connect numbered callouts to specific fields in the interface:

- 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 dropdown menu)
- 4** Select an account to tell QuickBooks what you bought. If you bought inventory, use the Items tab instead. (Points to the Account dropdown menu in the Expenses table)
- 5** Save the bill. (Points to the Save & New button)

The window displays a bill from 'Anystate Gas & Electric' for \$122.68, due on 12/30/2021. The bill is recorded against the 'Utilities' account.

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.

The screenshot shows the 'Pay Bills' window in QuickBooks. It includes a table of bills to be paid, a section for discount and credit information, and a payment section. Red lines connect numbered callouts to specific elements in the window.

SELECT BILLS TO BE PAID

Show bills: ☐ Due on or before 12/25/2021 ☒ Show all bills

Filter By: [Dropdown] Sort By: Vendor

☐	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
☒	12/30/2021	Anystate Gas & Electric	12/03		122.68	0.00	0.00	122.68
☐	12/30/2022	C.U. Electric			500.00	0.00	0.00	0.00
☐	01/11/2023	C.U. Electric			250.00	0.00	0.00	0.00
☐	12/30/2022	Cal Gas & Electric	12/03		122.68	0.00	0.00	0.00
Totals					23,300.40	0.00	0.00	122.68

Clear Selections

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor: **Anystate Gas & Electric** Terms: **Net 15** Number of Credits: **0**

Bill Ref. No. **12/03** Sugg. Discount: **0.00** Total Credits Available: **0.00**

Go to Bill Set Discount Set Credits

PAYMENT

Date: 12/15/2021

Method: Check

☒ To be printed ☐ Assign check number

Account: 10100 - Checking

Ending Balance: 52,400.42

Pay Selected Bills Cancel

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

Home Page Insights

Use Home page Insights to see exactly how your business is doing.

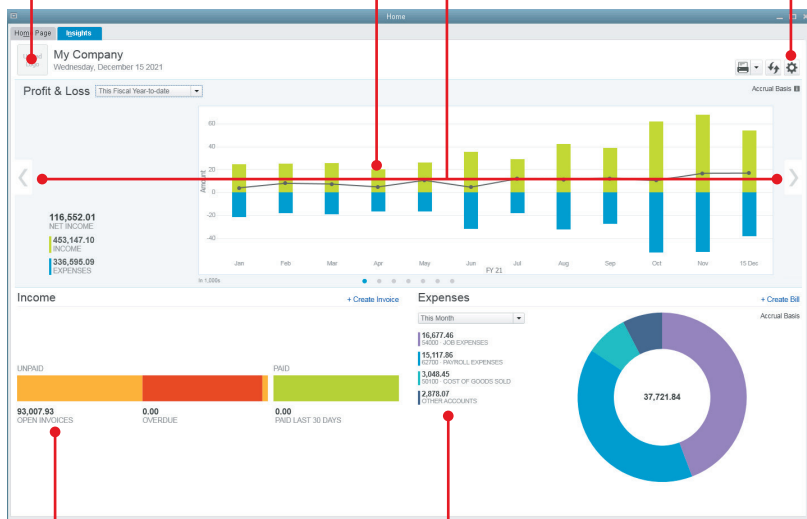
To start, click the **Insights** tab at the top of the **Home** page.

Place your cursor over any colored area for a quick look at the numbers, or click to see a detailed report.

Click the arrows to move between panes.

Click the gear icon to choose what shows up on this page.

Click here to add your company logo.



Instantly see your open and overdue receivables. Click any colored bar to open the Income Tracker for more detail.

Track where your money is going and where you might need to trim expenses. Click a colored section to see more.

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.

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: 'Company & Financial' (selected), 'Customers & Receivables', 'Sales', 'Jobs, Time & Mileage', 'Vendors & Payables', 'Purchases', 'Inventory', 'Employees & Payroll', 'Banking', 'Accountant & Taxes', 'Budgets & Forecasts', and 'List'. The main area displays 'Company & Financial' reports, specifically 'Profit & Loss (income statement)'. It shows four report thumbnails: 'Profit & Loss Standard', 'Profit & Loss Detail', 'Profit & Loss YTD Comparison', and 'Profit & Loss P...'. Each thumbnail has a 'Run' button (green play icon) and a 'Favorite' button (red heart icon). A circular callout highlights the 'This Fiscal Year-to-' dropdown menu, which is set to '1/1/2021' to '12/15/2021'. Below the callout, there are icons for 'Run', 'Favorite', and 'More Info' (question mark icon).

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

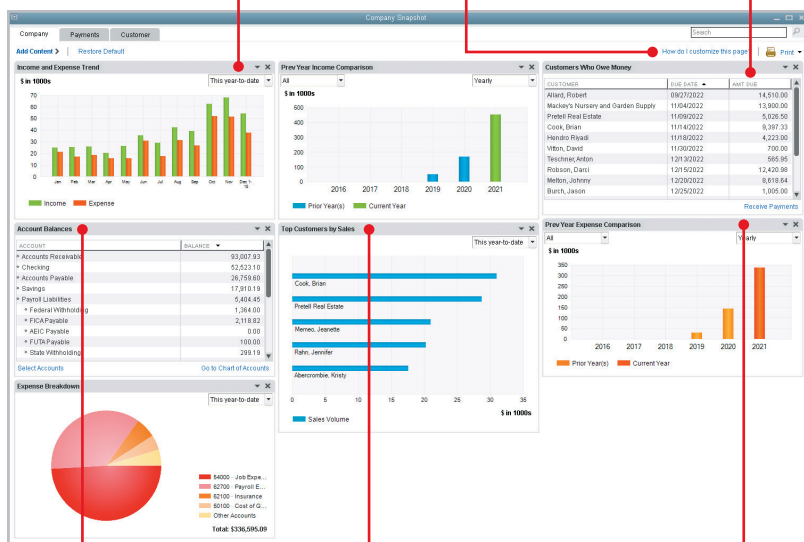
Use the Company Snapshot to get real-time company information and perform tasks from a single place.

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.



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

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

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

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.

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.

Profit & Loss	
Customize Report	Comment on Report
Share Template	Memorize
Print	E-mail
Excel	Hide Header
Collaps	Refresh
Dates: This Month-to-date From 12/01/2021 To 12/15/2021 Show Columns Total only Sort By Default	
Report Basis: Accrual Cash Show Filters	
7:03 AM 12/15/21 Accrual Basis	
My Company Profit & Loss December 1 - 15, 2021	
Dec 1 - 15, 21	
54520 - Freight & Delivery	69.60
Total 54000 - Job Expenses	16,677.46
Total COGS	19,725.91
Gross Profit	34,629.25
Expense	
60100 - Automobile	
60110 - Fuel	81.62
Total 60100 - Automobile	81.62
62100 - Insurance	
62130 - Work Comp	1,214.31
Total 62100 - Insurance	1,214.31
62400 - Interest Expense	
62420 - Loan Interest	32.58
Total 62400 - Interest Expense	32.58
62700 - Payroll Expenses	
62710 - Gross Wages	13,848.45
62720 - Payroll Taxes	1,059.41
62730 - FUTA Expense	110.00
62740 - SUTA Expense	110.00
Total 62700 - Payroll Expenses	15,117.86
63100 - Postage	69.20
63600 - Professional Fees	
63610 - Accounting	250.00
Total 63600 - Professional Fees	250.00
64200 - Repairs	
64210 - Building Repairs	175.00
Total 64200 - Repairs	175.00
64800 - Tools and Machinery	810.00
65100 - Utilities	
65110 - Gas and Electric	245.36
Total 65100 - Utilities	245.36
Total Expense	17,995.93
Net Ordinary Income	16,633.32
Other Income/Expense	
70100 - Other Income	43.53
Total Other Income	43.53
Net Other Income	43.53
Net Income	16,676.85

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.**

Balance Sheet	
Customize Report	Comment on Report
Share Template	Memorize
Print	E-mail
Excel	Hide Header
Collapse	
Dates	This Fiscal Year-to-date
As of	12/15/2021
Show Columns	Total only
Sort By	Default
Report Basis:	Accrual
7:07 AM	
12/15/21	
Accrual Basis	
My Company	
Balance Sheet	
As of December 15, 2021	
Dec 15, 21	
ASSETS	
Current Assets	
Checking/Savings	70,933.29
Accounts Receivable	93,007.93
Other Current Assets	
12100 - Inventory Asset	30,683.38
12800 - Employee Advances	832.00
13100 - Pre-paid Insurance	4,050.00
13400 - Retainage Receivable	3,703.02
Total Other Current Assets	39,268.40
Total Current Assets	203,209.62
Fixed Assets	
15000 - Furniture and Equipment	34,326.00
15100 - Vehicles	78,936.91
15200 - Buildings and Improvements	325,000.00
15300 - Construction Equipment	15,300.00
16900 - Land	90,000.00
17000 - Accumulated Depreciation	-110,344.60
Total Fixed Assets	433,218.31
Other Assets	
18700 - Security Deposits	1,720.00
Total Other Assets	1,720.00
TOTAL ASSETS	638,147.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	26,759.60
Credit Cards	476.62
Other Current Liabilities	6,362.08
Total Current Liabilities	33,598.50
Long Term Liabilities	386,966.91
Total Liabilities	420,565.41
Equity	
30000 - Opening Bal Equity	38,773.75
38100 - Capital Stock	500.00
32000 - Retained Earnings	61,756.76
Net Income	116,552.01
Total Equity	217,582.52
TOTAL LIABILITIES & EQUITY	638,147.93

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.

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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