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. 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**.

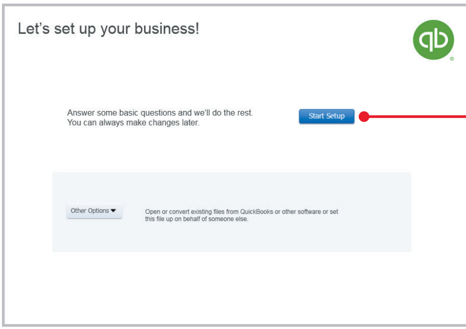
What's in this guide

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.

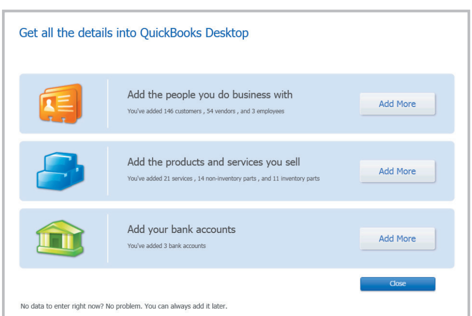
You can also reach this window from the menu by choosing **File > New Company.**



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.

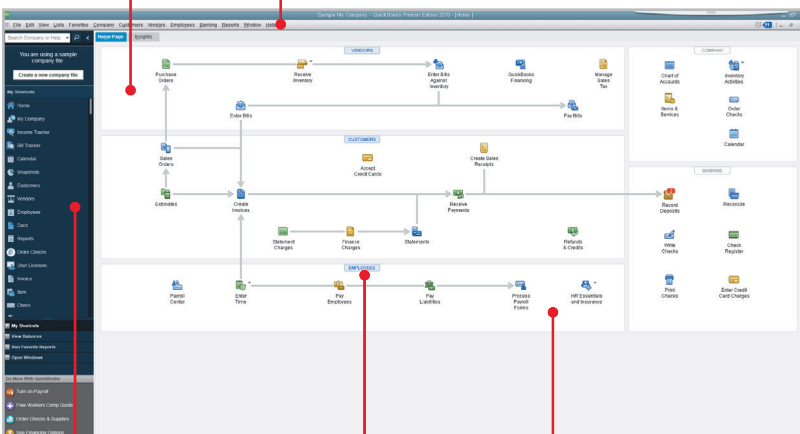


Choose **Company > Bulk Enter Business Details.**

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.

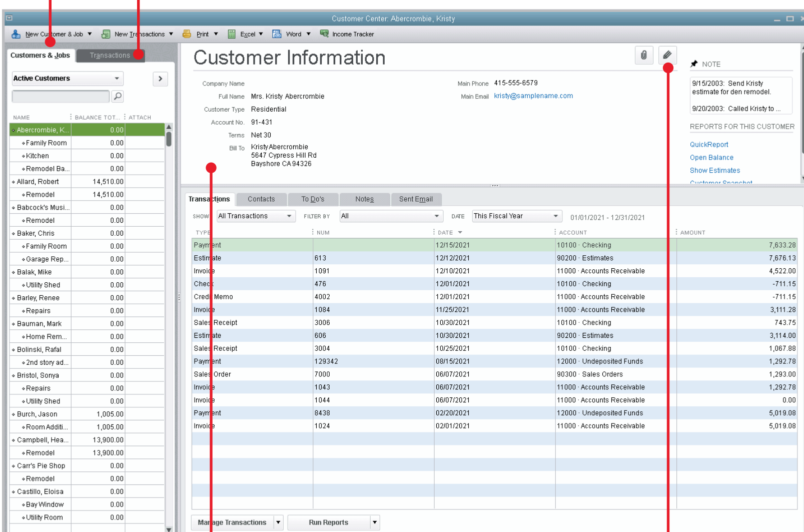
Using centers

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.



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

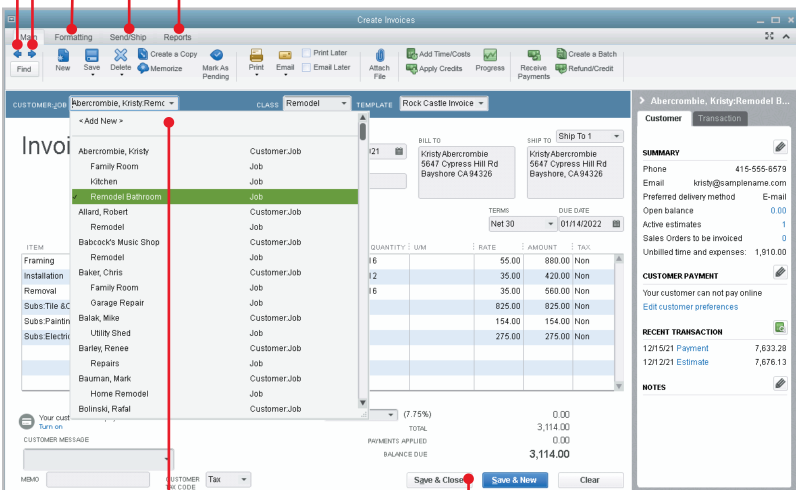
Click here to edit the name's information.

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.



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.

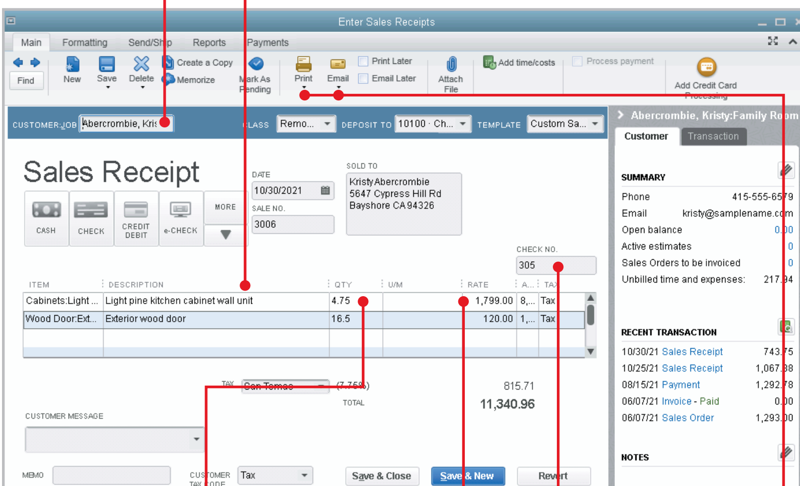
Create sales receipts

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.



3 Enter the quantity.

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

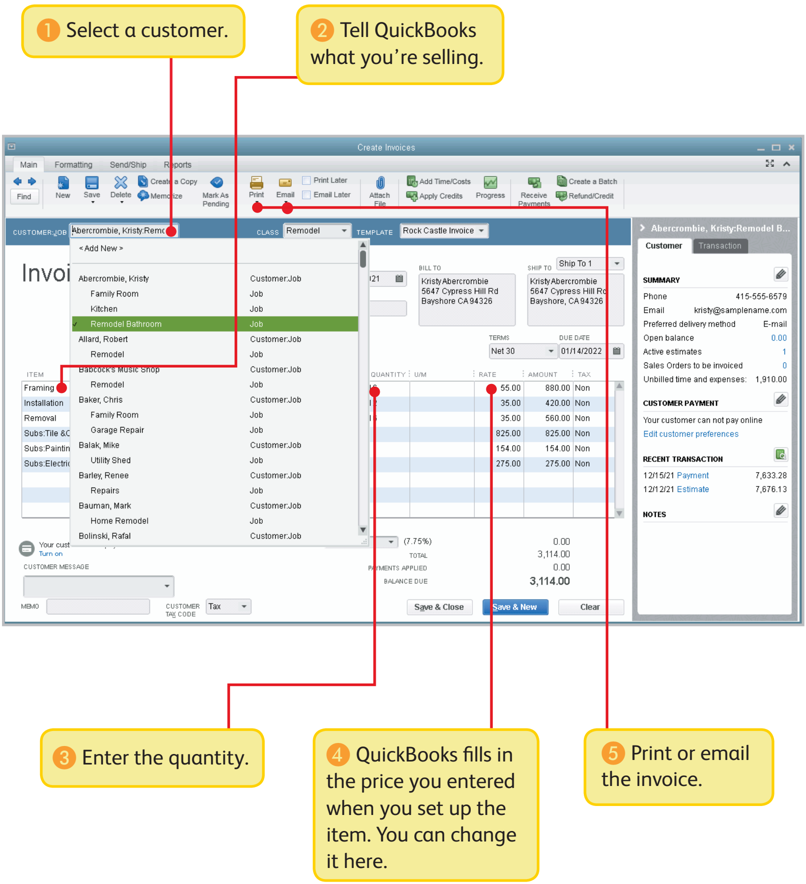
5 Enter the customer's payment information.

6 Print or email the sales receipt.

Create invoices

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

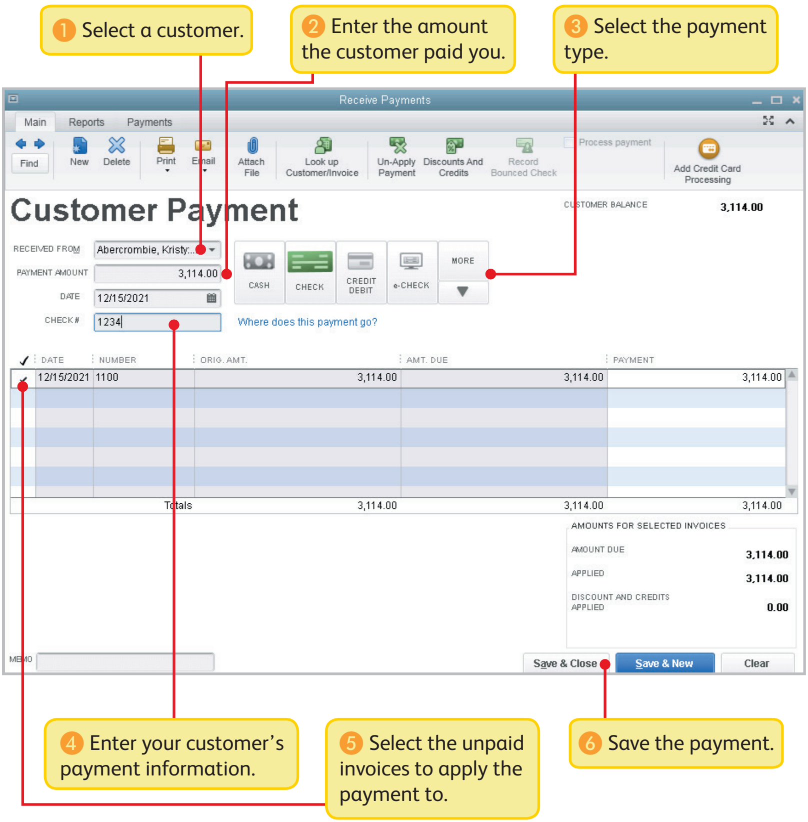
To start, go here: **Customers > Create Invoices**.



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**.

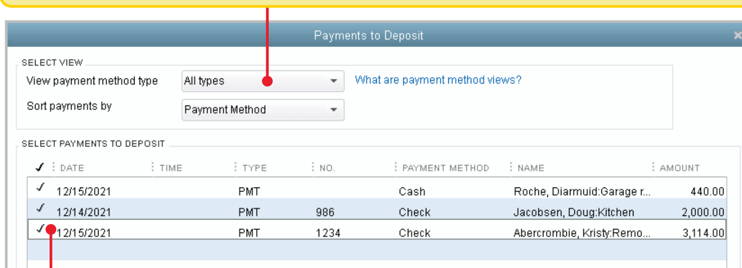


Make deposits

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.

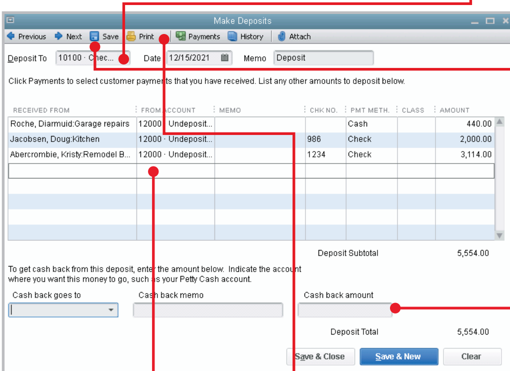
To start, go here: **Banking > Make Deposits**.

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.



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	3,530.00		Convert to Bill
Timberloft Lumber	Purchase Order	6226	11/28/2021	11/28/2021	Open	6,075.00		
Larson Flooring	Purchase Order	6230	12/1/2021	12/1/2021	Open	341.20		
Larson Flooring	Purchase Order	6231	12/3/2021	12/3/2021	Open	4,750.00		
Daigle Lighting	Purchase Order	6232	12/7/2021	12/7/2021	Open	163.25		
Wheeler's Tile Etc.	Purchase Order	6233	12/9/2021	12/9/2021	Open	188.40		
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	3,500.00		
Perry Windows & Doors	Bill		10/25/2021	11/24/2022	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		11/18/2021	12/18/2022	Open	2,325.00	2325.00	
Hopkins Construction Rentals	Bill		12/5/2021	12/20/2022	Open	550.00	550.00	
Timberloft Lumber	Bill	12849	11/20/2021	12/20/2022	Open	1,960.00	19.60	
Hopkins Construction Rentals	Bill		12/8/2021	12/23/2022	Open	150.00	150.00	
Middlefield Drywall	Bill		11/24/2021	12/24/2022	Open	1,200.00	1200.00	
Cal Telephone	Bill		11/25/2021	12/25/2022	Open	91.94	91.94	
Lew Plumbing	Bill		12/11/2021	12/26/2022	Open	1,200.00	1200.00	
Lew Plumbing	Bill	20001	12/12/2021	12/27/2022	Open	175.00	130.00	
Wheeler's Tile Etc.	Bill	7893	11/29/2021	12/29/2022	Open	1,250.00	1250.00	
Cal Gas & Electric	Bill	12/03	12/15/2021	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		12/1/2021	12/31/2022	Open	80.50	80.50	
Patton Hardware Supplies	Bill		12/1/2021	12/31/2022	Open	210.00	210.00	
Perry Windows & Doors	Bill		12/2/2021	1/1/2023	Open	50.00	50.00	
Daigle Lighting	Bill		12/2/2021	1/1/2023	Open	52.00	52.00	

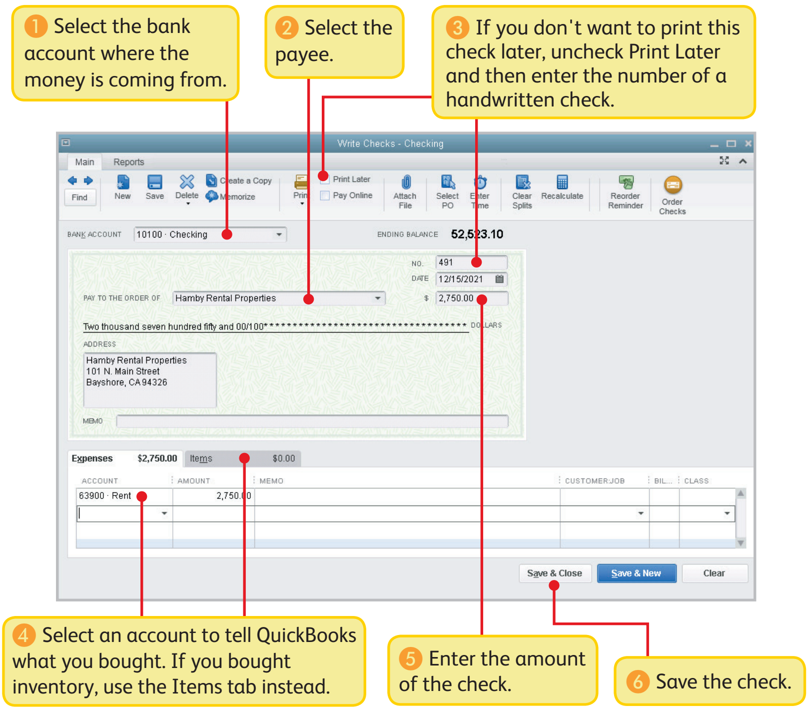
Click here to save time by processing multiple expenses at once.

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**.

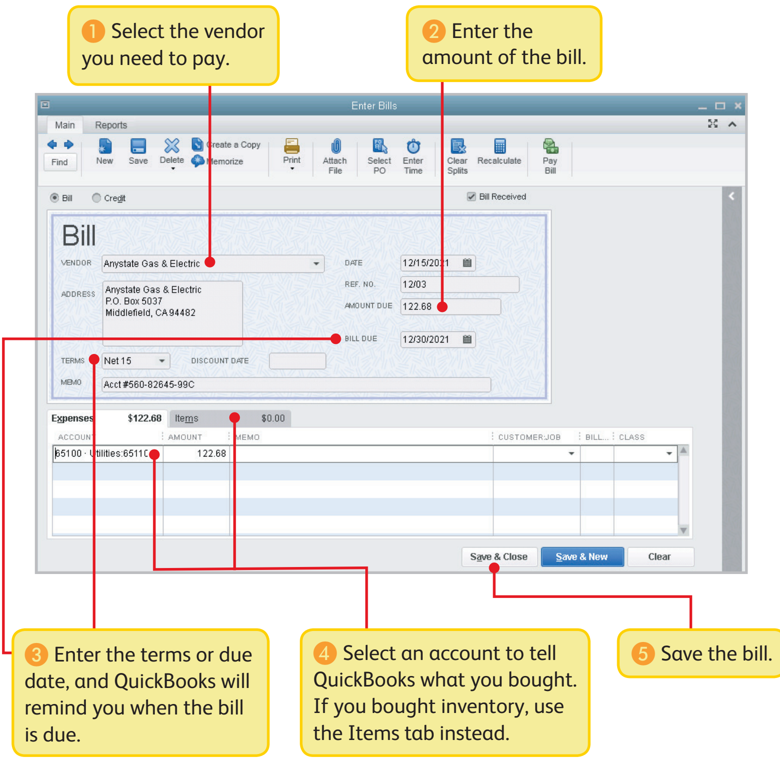


Enter bills

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.

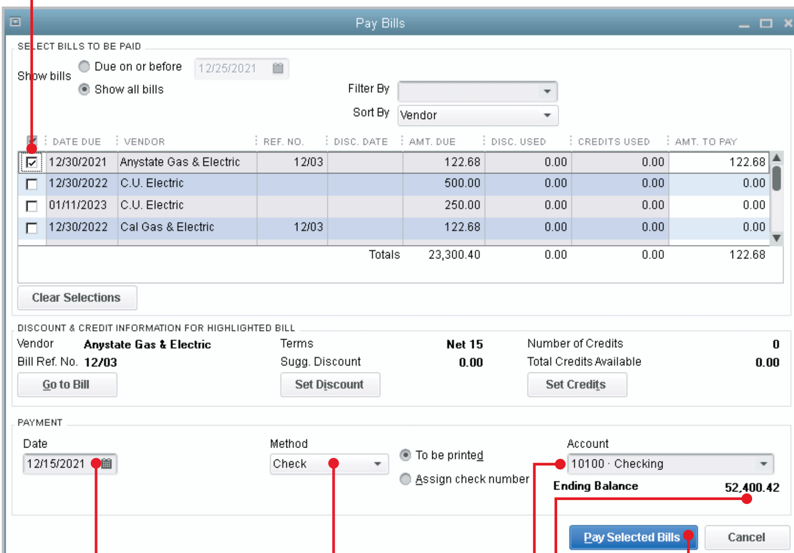


Pay bills

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.



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.

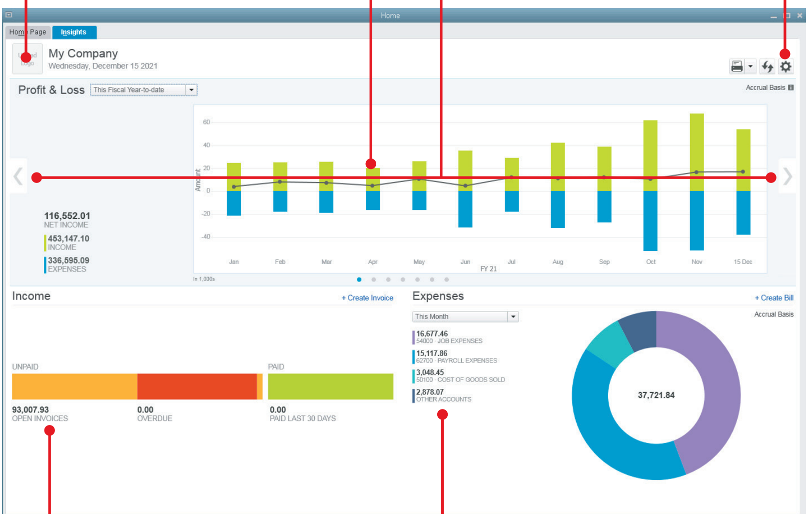
To start, click the **Insights** tab at the top of the **Home** page.

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.



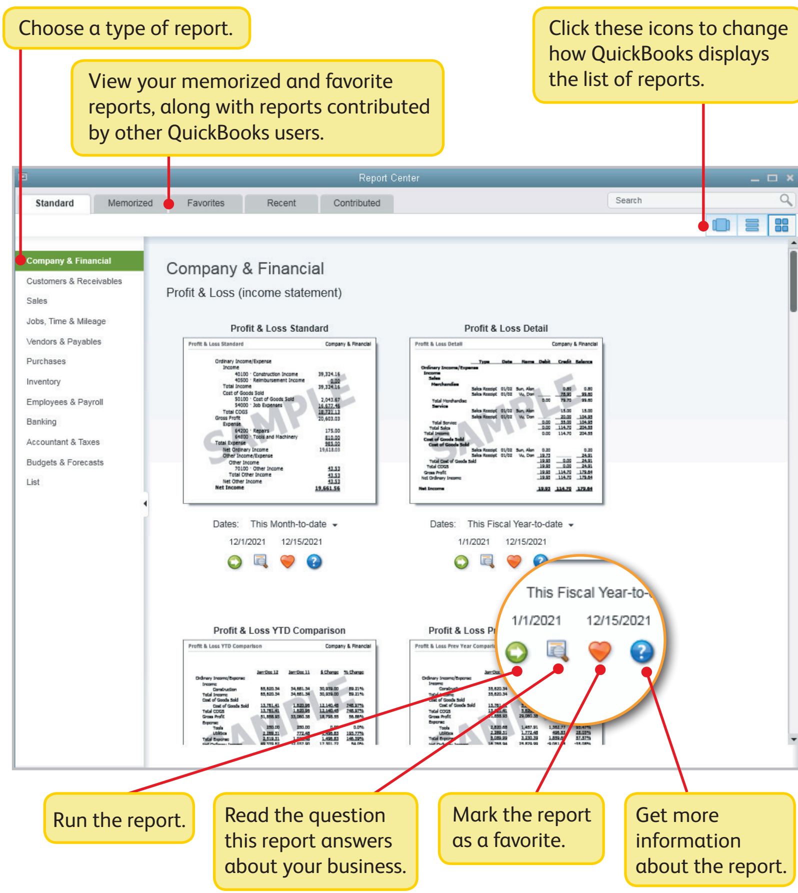
Instantly see your open and overdue receivables. Click any colored bar to open the Income Tracker for more detail.

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**.



Company Snapshot

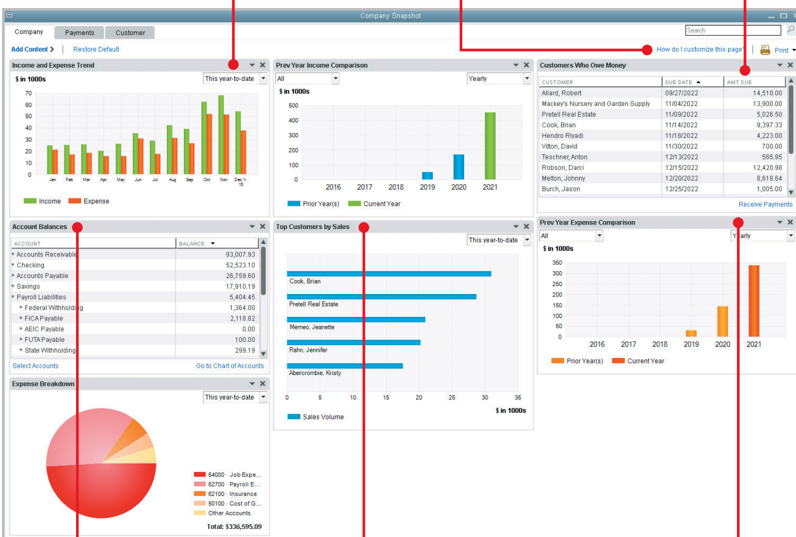
Use the Company Snapshot to get real-time company information and perform tasks from a single place.

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.

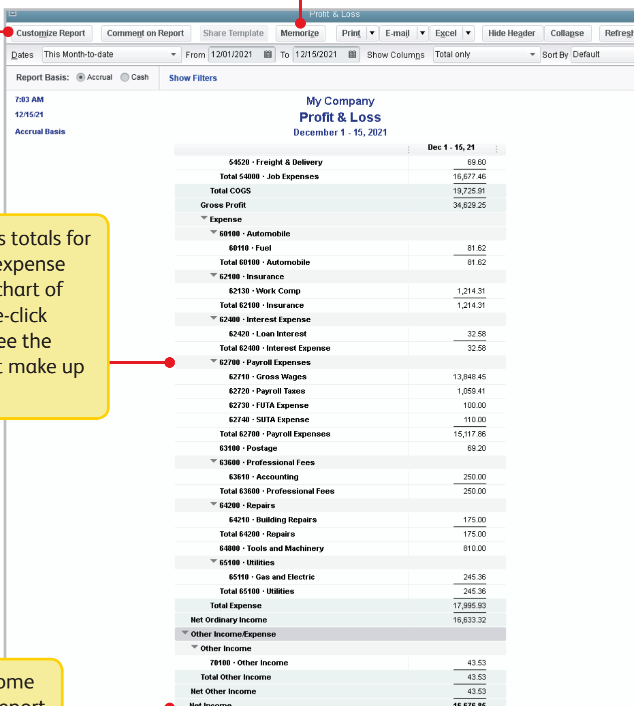
Profit and Loss

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.



	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	100.00
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	
Other Income	
70100 · Other Income	43.53
Total Other Income	43.53
Net Other Income	43.53
Net Income	16,676.85

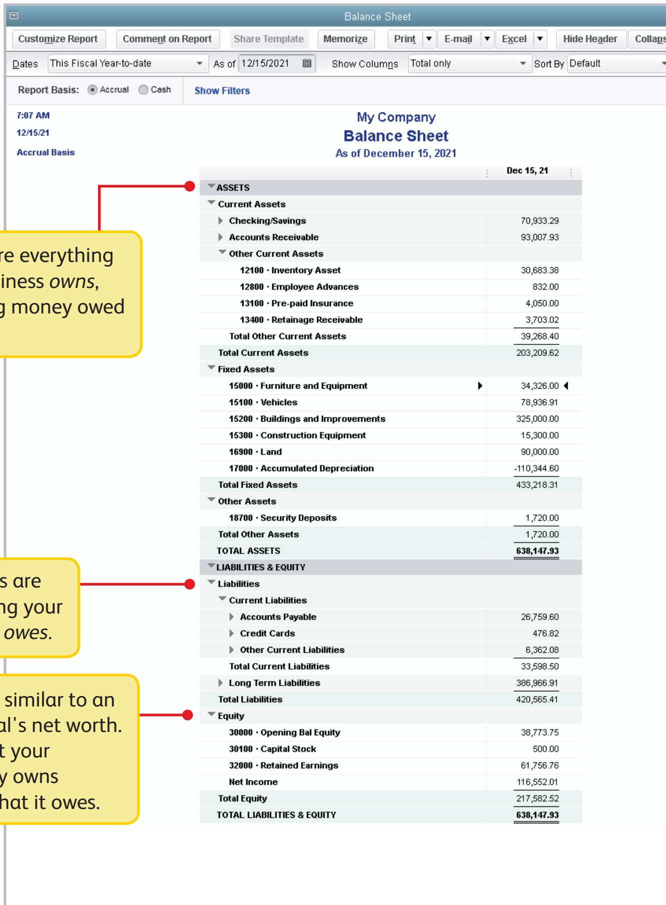
This report shows totals for each income or expense account in your chart of accounts. Double-click the subtotal to see the transactions that make up that amount.

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**.



	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	476.82
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
30100 · 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)