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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 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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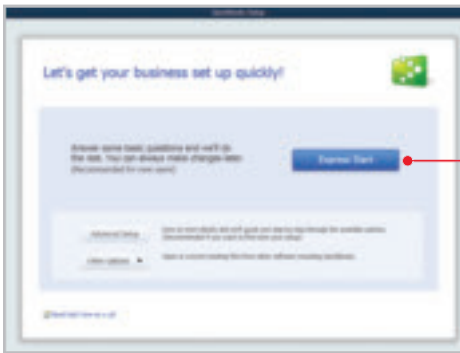
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Getting started

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.



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.

The screenshot shows the QuickBooks Customer Center interface. On the left, a list of customers is displayed under the 'Customers & Jobs' tab. The 'Active Customers' list includes names like 'Mr. Robert Adams', 'Mrs. Mary Adams', and 'John Smith'. A callout box points to this list, stating: 'QuickBooks lists the names in the center here.' Another callout box points to the 'Mr. Robert Adams' entry, stating: 'Click here to see all transactions associated with these names.' On the right, the 'Customer Information' window is open for 'Mr. Robert Adams'. It shows details such as 'Company Name', 'Customer Type', 'Account No.', 'Phone', 'Email', and 'Address'. A callout box points to the 'Company Name' field, stating: 'Click here to edit the name's information.' Below the information window, a 'Transactions' table is visible, showing a list of transactions with columns for 'Date', 'To Date', 'From', 'To', 'Type', and 'Amount'. A callout box points to the 'Transactions' tab, stating: 'When you click on a name to the left, their details show up here.'

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. Red arrows point from text boxes to specific UI elements: one points to the 'Find' button in the top ribbon, another points to the 'Find' button in the 'Find Invoices' dropdown menu, and a third points to the 'Save & Close' button at the bottom right. The form itself includes fields for 'To' (Knap-Absorbents, 1047 Quince Hill Rd, Bakersfield, CA 94309), 'Invoice #', 'Date', 'Terms', and 'Due Date'. It features a table for line items with columns for 'Qty', 'Unit', 'Rate', 'Amount', and 'Tax'. The table contains three items: Framing labor, Installation labor, and Removal labor. The total amount is \$3,114.00. The right sidebar shows customer information and a recent transaction history.

LINE	DESCRIPTION	QTY	UNIT	RATE	AMOUNT	TAX
1	Framing labor	10		\$5.00	\$50.00	None
2	Installation labor	12		\$5.00	\$60.00	None
3	Removal labor	10		\$5.00	\$50.00	None
	Subtotal				\$160.00	
	Tax				\$3,114.00	
	Total				\$3,114.00	

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

- 1 Select a customer.** Points to the 'CUSTOMER' dropdown menu, which currently shows 'Abercrombie, K...'. Above this, the 'Main' menu bar has a 'Customers' option.
- 2 Tell QuickBooks what you're selling.** Points to the 'CLASS' dropdown menu, which currently shows 'Remodel'. Above this, the 'Reports' menu bar has a 'Sales Receipts' option.
- 3 Enter the quantity.** Points to the 'QTY' column in the item table.
- 4 QuickBooks fills in the price you entered when you set up the item. You can change it here.** Points to the 'PRICE' column in the item table.
- 5 Enter the customer's payment information.** Points to the 'CHECK NO.' and 'REMYT METHOD' fields. The 'CHECK NO.' field currently shows '305' and the 'REMYT METHOD' dropdown shows 'Check'.
- 6 Print or email the sales receipt.** Points to the 'Print' and 'Email' buttons in the top right corner of the window.

The item table contains the following data:

ITEM	DESCRIPTION	QTY	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	16.5	120.00	1,980.00	Tax

The total amount is 11,345.96. The tax is 7.75% (San Tomas). The customer message field is empty. The 'Save & Close' and 'Save & New' buttons are at the bottom right.

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.

The screenshot shows the 'Create Invoice' window in QuickBooks. Red lines connect numbered callouts to specific parts of the interface:

- Callout 1 points to the 'Customer' dropdown menu.
- Callout 2 points to the 'Item' dropdown menu.
- Callout 3 points to the 'Quantity' column in the item table.
- Callout 4 points to the 'Price' column in the item table.
- Callout 5 points to the 'Print' and 'Email' buttons at the bottom right.

Item	Description	Quantity	Unit Price	Amount	Rate
1	Painting labor	10	80.00	800.00	Paint
2	Installation labor	12	30.00	360.00	Paint
3	Removal labor	10	30.00	300.00	Paint
4	Paint the wall		820.00	820.00	Paint

Subtotal: 3,114.00

5 Print or email the invoice.

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.

DATE	NUMBER	CURR 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

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	TYPE	TYPE	NO.	PAYMENT METHOD	NAME	AMOUNT
12/15/2017	PMT	Cash			Roche, Chalmers Garage repairs	440.00
12/14/2017	PMT	986	Check		Jacobsen, Doug Kitchen	2,000.00
12/15/2017	PMT	1234	Check		Abernethy, Kirsty Remodel B...	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

Deposit To: Checking
Date: 12/15/2017
Memo: Deposit

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

RECEIVED FROM	FROM ACCOUNT	AMOUNT	CHEQ NO	PMT METH	CLASS	AMOUNT
Roche, Chalmers Garage repairs	Undeposited Funds	440.00		Cash		440.00
Jacobsen, Doug Kitchen	Undeposited Funds	2,000.00	986	Check		2,000.00
Abernethy, Kirsty	Undeposited Funds	3,114.00	1234	Check		3,114.00
Deposit Subtotal						5,554.00

3 Enter any additional money to deposit.

4 Print a deposit slip or summary for your records.

5 Save the deposit.

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

- ## Write checks

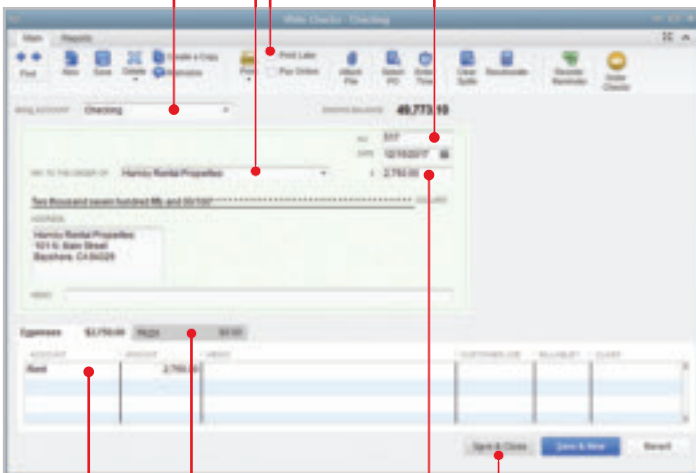
Use the Write Checks window to record checks you print or write, ATM withdrawals, debit card purchases or electronic fund transfers (EFT). Don't use the Write Checks window to pay bills you entered or create paychecks.

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 has a menu bar (Main, Reports) and a toolbar with icons for Find, New, Save, Delete, Reconcile, Create a Copy, Post, Attach File, Select PO, Enter Time, Clear Split, Reconcile, and Pay Bill. Below the toolbar, there are tabs for Bill and Credit. The main area is titled 'Bill' and contains fields for Vendor (Anystate Gas & Electric), Address (Anystate Gas & Electric, P.O. Box 5937, Modesto, CA 95862), DATE (12/15/2017), REP. NO. (1200), AMOUNT DUE (122.66), BILL DUE (12/30/2017), TERMS (Net 15), DISCOUNT DATE, and MEMO (Acct #555-82645-990). Below these fields is an 'Expenses' section with a table. The table has columns for ACCOUNT, AMOUNT, MEMO, CUSTOMER JOB, and BILLABLE?. The first row shows 'Utilities Gas and Electric' with an amount of 122.66. At the bottom of the window are buttons for Split & Save, Save & New, and Clear. Five numbered callouts are present: 1. Select the vendor you need to pay. (points to the Vendor field), 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).

1 Select the vendor you need to pay.

2 Enter the amount of the bill.

3 Enter the terms or due date, and QuickBooks will remind you when the bill is due.

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

5 Save the 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.

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

- Callout 1:** Points to the first row in the 'SELECT BILLS TO BE PAID' table.
- Callout 2:** Points to the 'Date' field in the 'Payment' section.
- Callout 3:** Points to the 'Method' dropdown menu in the 'Payment' section.
- Callout 4:** Points to the 'Ending Balance' field in the 'Payment' section.
- Callout 5:** Points to the 'Pay Selected Bills' button at the bottom right.

DATE DUE	VENDOR	REF. NO.	CHECK DATE	AMT. DUE	CHECK 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				964.62	0.00	0.00	964.62

Clear Selections

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

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

Bill Ref. No.: **1200** Sugg. Discount: **0.00** Total Credits Available: **0.00**

Go to Bill Set Discount Set Credits

Payment

Date: **12/15/2017** Method: **Check** ☒ To be printed ☐ generate check number

Account: **Checking** Ending Balance: **52,777.34**

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:

Using the Reports Center

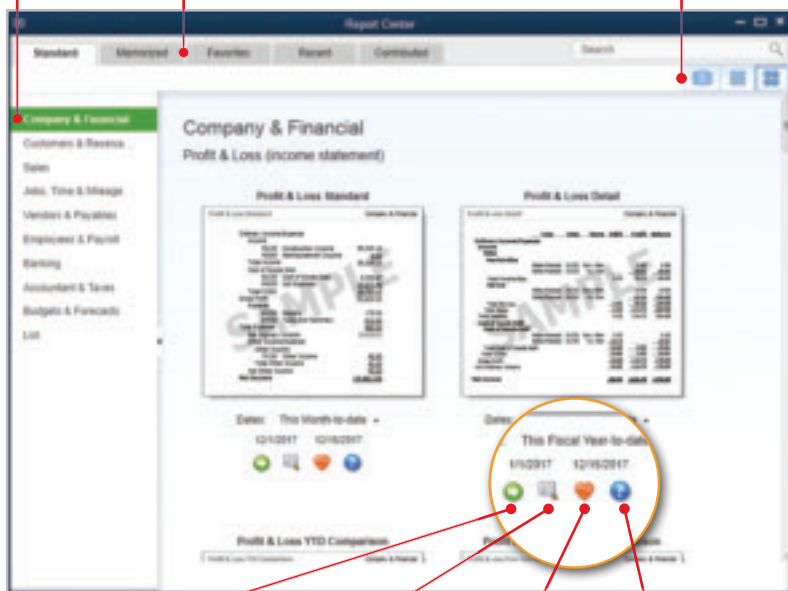
All of your QuickBooks information can be found, organized, and presented as a report. QuickBooks has more than 100 reports, and the Report Center makes it easy to find the right one.

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.

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	Share Template
Memorize	Print
E-mail	Export
Dates: This Month-to-date From: 12/01/2017 To: 12/15/2017	
3:24 PM 12/15/17 Accrual Basis	
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	43,241.16
Cost of Goods Sold	
Cost of Goods Sold	19,725.91
Total COGS	19,725.91
Gross Profit	23,515.25
Expense	
Accounting	250.00
Building Repairs	175.00
Fuel	81.62
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	5,642.00
Net Income	5,642.00

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	Share Template
Memorize	Print
Email	Excel
Dates: This Fiscal Year-to-date As of: 12/15/2017 Columns: Total only	
9:44 AM 12/15/17 Accrual Basis	
Rock Castle Construction Balance Sheet As of December 15, 2017	
* Dec 15, 17 *	
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	9,362.08
Total Current Liabilities	33,475.82
Long Term Liabilities	388,968.91
Total Liabilities	422,442.73
Equity	
Retained Earnings	161,930.51
Net Income	313,517.16
Total Equity	214,547.67
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	Activity	Key
To start QuickBooks without a company file	Ctrl (while opening)	Create invoice	Ctrl + I
To suppress the desktop windows (at Open Company window)	Alt (while opening)	Delete check, invoice, transaction, or item from list	Ctrl + D
Display product information about your QuickBooks version	F2	Find transaction	Ctrl + F
Close active window	Esc or Ctrl+F4	History of A/R or A/P transaction	Ctrl + H
Record (when button is blue or a border surrounds OK, Save and Close, Save and New, or Record)	↵	Memorize transaction or report	Ctrl + M
Record (always)	Ctrl + ↵	New invoice, bill, check or list item in context	Ctrl + N
Dates	Key	Open account list	Ctrl + A
Next day	+ (plus key)	Open Customer Center (Customers & Job list)	Ctrl + J
Previous day	- (minus key)	Open Help for active window	F1
Today	T	Open list (for current drop-down menu)	Ctrl + L
First day of the Week	W	Open memorized transaction list	Ctrl + T
Last day of the week	K	Open split transaction window in register	Ctrl + R
First day of the Month	M	Open transaction journal	Ctrl + Y
Last day of the month	H	Print	Ctrl + P
First day of the Year	Y	QuickReport on transaction or list item	Ctrl + Q
Last day of the year	R	QuickZoom on report	↵
Date calendar	Alt + ↓ (down arrow)	Show list	Ctrl + S
Moving around a window	Key	Write new check	Ctrl + W
Next field	Tab	Editing	Key
Previous field	Shift + Tab	Edit transaction selected in the list or register	Ctrl + E
Beginning of current field	Home	Delete character to right of insertion point	Del
End of current field	End	Delete character to left of insertion point	Backspace
Line below in detail area or on report	Down arrow (↓)	Delete line from detail area	Ctrl + Del
Line above in detail area or on report	Up arrow (↑)	Insert line in detail area	Ctrl + Ins
Down one screen	Page Down	Cut selected characters	Ctrl + X
Up one screen	Page Up	Copy selected characters	Ctrl + C
Next word in field	Ctrl + →	Paste cut or copied characters	Ctrl + V
Previous word in field	Ctrl + ←	Increase check or other form number by one	+ (plus key)
First item on list or previous month in register	Ctrl + Page Up	Decrease check or other form number by one	- (minus key)
Last item on list or next month in register	Ctrl + Page Down		
Close active window	Esc or Ctrl + F4		

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