

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**.

## What's in this guide

### Getting started

2

### Getting around

3

- Using the Home page
- Using centers
- Using forms

### Everyday tasks

6

#### Get paid:

- Create sales receipts
- Create invoices
- Receive payments
- Make deposits

#### See how your business is doing:

- Using the Reports Center
- Company Snapshot
- Profit and Loss
- Balance Sheet

#### Pay others:

- Write checks
- Enter bills
- Pay bills

### Keyboard shortcuts

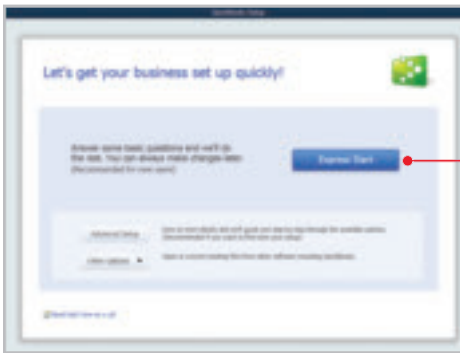
17

## 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 with columns for Name, BALANCED PAY, and AMOUNT. The 'Remodeling' customer is selected. On the right, the 'Customer Information' panel displays details for 'Mrs. Abby Adams', including contact information and a list of transactions. A table of transactions is visible at the bottom right, with columns for Date, Amount, and Balance.

Date	Amount	Balance	
12/15/2017	10100	Checking	7,632.28
12/12/2017	30200	Accounts Payable	7,676.13
12/19/2017	10000	Accounts Payable	4,522.00
12/14/2017	10100	Checking	-770.10
12/14/2017	10000	Accounts Payable	-770.10
11/20/2017	10000	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', 'Add To Calendar', 'Add To Favorites', 'Print Labels', 'Add To Favorites', 'Print Labels', 'Add To Favorites', 'Print Labels', 'Add To Favorites', 'Print Labels'. A callout box points to the 'Find' button and the 'Find' tab. Another callout box points to the 'New' tab. A third callout box points to the 'Add New' button in the 'Items' section. A fourth callout box points to the 'Save & Close' button. A fifth callout box points to the 'Save & New' button. The form itself shows an invoice for 'Krupp-Abschornhilfe' with a total of 3,114.00. The table below shows the items:

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL	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 sales date is '10/09/2017' and the sales number is '3006'. 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 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	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						3.74
Customer advance						0.00
TOTAL						3,143.74

## 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**.

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

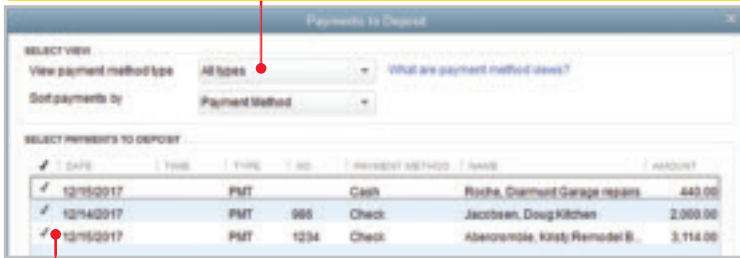
Callout 1 points to the customer dropdown menu. Callout 2 points to the amount field. Callout 3 points to the date and pay method fields. Callout 4 points to the table of invoices. Callout 5 points to the 'Save & New' button.

## 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.

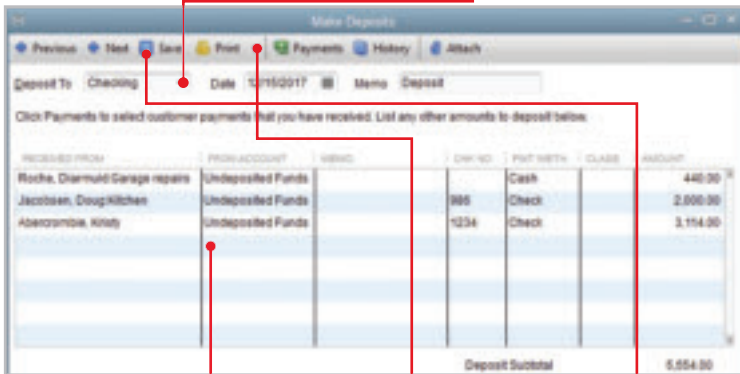
To start, go here: **Banking > Make Deposits.**

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

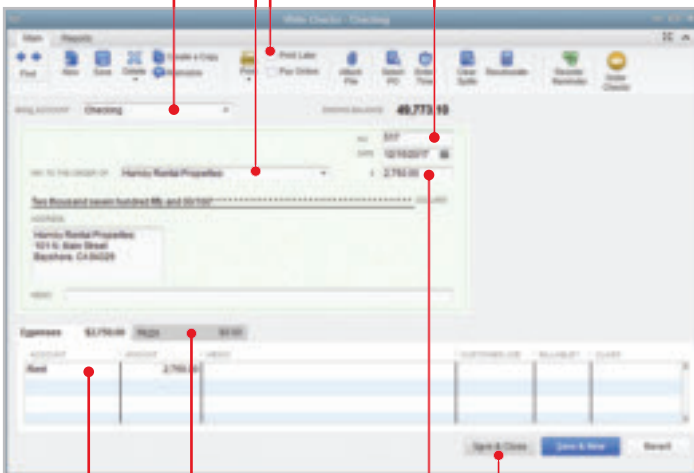
Use the Write Checks window to record checks you print or write, ATM withdrawals, debit card purchases or electronic fund transfers (EFT). Don't use the Write Checks window to pay bills you entered or create paychecks.

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: 12/15/2017, REP. NO.: 1200, ADDRESS: Anystate Gas & Electric, P.O. Box 5037, Modesto, CA 94402, AMOUNT DUE: 122.68, BILL DUE: 12/30/2017.
- TERMS:** Net 15, DISCOUNT DATE: [empty].
- MEMO:** Acc #555-82645-99C.
- Expenses:** Total: \$122.68, Spills: \$0.00.
- Expenses Table:**

ACCOUNT	AMOUNT	MEMO	SUBTOTAL JOB	BILLABLE?
Utilities Gas and Electric	122.68			
- Buttons:** Spills & Copy, Save & Enter, Clear.

Numbered callouts explain the steps:

- 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.

DATE DUE	VENDOR	REF. NO.	DUED DATE	AMT. DUE	CHECK USED	CREDITS USED	AMT. TO PAY
12/08/2017	Anystate Gas & Electric	12903		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
			<b>Totals</b>	<b>23,177.72</b>	<b>0.00</b>	<b>0.00</b>	<b>23,177.72</b>

Account & Credit Information for highlighted bill:

Vendor: Anystate Gas & Electric  
 Bill Ref. No.: 12903  
 Terms: Net 15  
 Sugg. Discount: 0.00  
 Number of Credits: 0  
 Total Credits Available: 0.00

Payment Details:

Date: 12/15/2017  
 Method: Check  
 Account: Checking  
 Ending Balance: 52,277.24

Buttons: 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

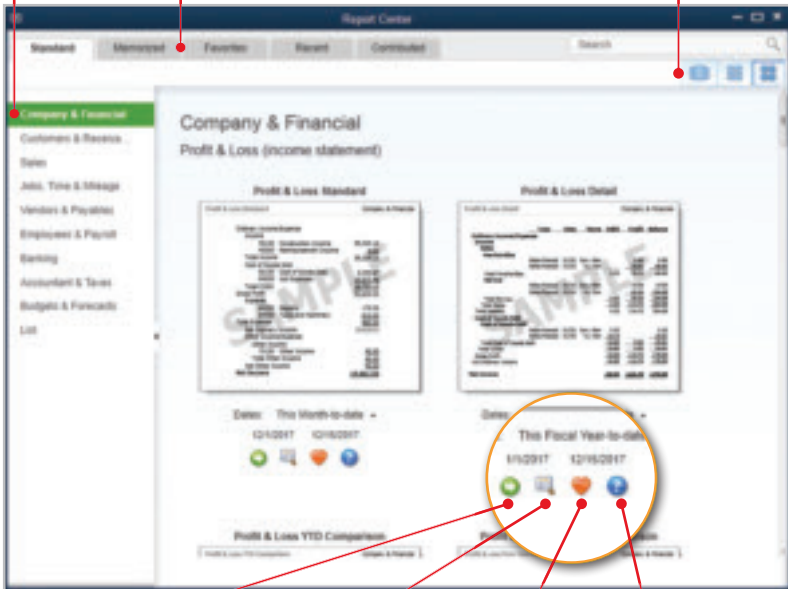
All of your QuickBooks information can be found, organized, and presented as a report. QuickBooks has more than 100 reports, and the Report Center makes it easy to find the right one.

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.

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	19,726.91
Total COGS	19,726.91
Gross Profit	23,514.25
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	5,641.00
Net Income	5,642.00

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		Activity	
Key		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		Editing	
Key		Key	
Next day	+ (plus key)	Edit transaction selected in the list or register	Ctrl + E
Previous day	- (minus key)	Delete character to right of insertion point	Del
Today	T	Delete character to left of insertion point	Backspace
First day of the Week	W	Delete line from detail area	Ctrl + Del
Last day of the week	K	Insert line in detail area	Ctrl + Ins
First day of the Month	M	Cut selected characters	Ctrl + X
Last day of the month	H	Copy selected characters	Ctrl + C
First day of the Year	Y	Paste cut or copied characters	Ctrl + V
Last day of the year	R	Increase check or other form number by one	+ (plus key)
Date calendar	Alt + ↓ (down arrow)	Decrease check or other form number by one	- (minus key)
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		

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