

# Quick Books Online Training



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Link to sample QBO company: <https://qbo.intuit.com/try23/samplecompany/validated?SKU=7&bc=QBP-T39>

# What Version of Quickbooks is right for you?

- QuickBooks – Self-Employed
- Quickbooks – Online Simple Start
- Quickbooks – Online Essential Reports
- Quickbooks – Online Plus Reports

<https://quickbooks.intuit.com/pricing/>

# QuickBooks Self Employed



- Separate business and personal expenses
- Automatic mileage tracking
- Create and send invoices on the go
- Maximize your Schedule C deductions
- Quarterly estimated taxes calculated automatically

# QuickBooks Online Simple Start



- 44 default reports
- Income and expenses
- Accounts receivable
- Basic financial statements
- Customizable reports

# QuickBooks Online Essentials Reports



- 77 default reports
- Includes all reports in Simple Start
- Accounts payable
- Product / Services List
- Company snapshot

# QuickBooks Online Plus Reports



- 100 default reports
- Time activities
- Budget vs. Actual
- Collections report
- All QuickBooks Online reports
- Location and class reporting
- Inventory reports
- Reports Only Users!

# Creating a QuickBooks Online Account

- New QBO Account
  - <https://quickbooks.intuit.com/online/>
- Convert Desktop

# Setting up

qb Accountant

☰

📁

Katie's Company ▾

Search 🔍

+ ⚙️ ?

Home

Customers

Vendors

Employees

Transactions

Banking

Sales

Expenses

Chart of Accounts

Bank and Credit Cards

2060 Visa Card Payable ▾

File upload ▾

Add account

2060 Visa Card Payable ✎

\$0.00

BANK BALANCE

13 days ago

\$19,310.95

All done! 🍏

IN QUICKBOOKS

For Review

In QuickBooks

Excluded

Which accounts do you want to connect?

We'll import 90 days of transactions. [Want a shorter time period?](#)

🏛️

CHASE SAVINGS

Enter account type

▾

🏛️

TOTAL CHECKING

Enter account type

▾

🏛️

CREDIT CARD

Enter account type

▾

🏛️

CREDIT CARD

Enter account type

▾

Connect

Go to Register

Page 8



# Setting up – Download Range


Specify activity  
download  
Default: 90 days  
Need 14 days?  
Download 30 and  
use batch exclude


Which accounts do you want to connect?


We'll import 90 days of transactions. [Want a shorter time period?](#)


90 days ▼

0 days  
7 days  
30 days  
90 days

 CHASE SAVINGS

 TOTAL CHECKING

 CREDIT CARD

 CREDIT CARD

[Connect](#)

# Manual Import - .qbo, .csv, .qfx, .ofx

qb Accountant Planet Paws Pet Supplies

Home Bank and Credit Cards Checking ▾

Customers

Vendors

Employees

Transactions

Banking

Update ▾ Add account

File upload

Manage rules

Order Checks

Select an account

Account	Balance	Transactions
Visa	\$0.00 BANK BALANCE	7 days ago
Checking	\$0.00 BANK BALANCE	6 days ago
Chase Checking 123	\$5,083.55 BANK BALANCE	3 hours ago

### Upload file

#### Download data from your bank

1. Open a new tab and sign in to your bank.
2. Download transactions: CSV, QFX, QBO, or OFX format only.
3. Close the tab and return to QuickBooks.

#### Select the file to upload

registrant\_details\_report(1).csv

Browse

### Select a QuickBooks account for the bank file you want to upload

#### Bank file

registrant\_details\_report(1).csv

#### QuickBooks Account

Select Account ▾

+ Add new

Cash on hand Bank

Chase Checking 123 Bank

Checking Bank

Money Market - First National Bank Bank

Visa Credit Card

Inventory Asset Other Current Assets

Prepaid Expenses Other Current Assets

Uncategorized Asset Other Current Assets

# Navigating the Banking Center

Connected  
Accounts



Organization



Bank and Credit Cards

Checking ▾

Update ▾

Add account

Visa

\$0.00  
BANK BALANCE

7 days ago

\$7,292.34  
IN QUICKBOOKS

19

Checking

\$0.00  
BANK BALANCE

6 days ago

\$37,112.03  
IN QUICKBOOKS

35

Chase Checking 123

\$5,083.55  
BANK BALANCE

3 hours ago

\$5,094.90  
IN QUICKBOOKS

22

Save time by printing checks directly from QuickBooks! [Shop compatible checks now](#)

X

For Review

In QuickBooks

Excluded

[Go to Register](#)

Batch actions ▾

All (35)

Recognized (5)

<input type="checkbox"/>	DATE ▾	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	12/06/2016	Whole Foods	Whole Foods	Uncategorized Expense	\$3.75		<a href="#">Add</a>
<input type="checkbox"/>	12/06/2016	Car Park	Car Park	<b>RULE</b> Travel	\$18.00		<a href="#">Add</a>
<input type="checkbox"/>	12/06/2016	Target		Other General and Admin Expenses	\$2.99		<a href="#">Add</a>
<input type="checkbox"/>	12/06/2016	Las Magaritas	Las Magaritas	<b>MATCH</b> Payment 09/30/2016 \$450.00 Las Magaritas		\$450.00	<a href="#">Match</a>
<input type="checkbox"/>	12/05/2016	Natural Grocers	Natural Grocers	Meals and Entertainment	\$28.47		<a href="#">Add</a>

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# For Review Tab

For Review


In QuickBooks

Excluded

Go to Register

Batch actions ▾

All (35) Recognized (5)



<input type="checkbox"/>	DATE ▾	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	12/06/2016	Whole Foods	Whole Foods	Uncategorized Expense	\$3.75		Add
<input type="checkbox"/>	12/06/2016	Car Park	Car Park	<b>RULE</b> Travel	\$18.00		Add
<input type="checkbox"/>	12/06/2016	Target		Other General and Admin Expenses	\$2.99		Add
<input type="checkbox"/>	12/06/2016	Las Magaritas	Las Magaritas	<b>MATCH</b> Payment 09/30/2016 \$450.00 Las Magaritas		\$450.00	Match
<input type="checkbox"/>	12/05/2016	Natural Grocers	Natural Grocers	Meals and Entertainment	\$28.47		Add

# Match Existing

Marry the downloaded bank transaction to existing QuickBooks transaction

☐ 12/06/2016 Las Magaritas Las Magaritas **MATCH** Payment 09/30/2016 \$450.00 Las Magaritas \$450.00

☐ Add ☒ Match ☐ Transfer

POSSIBLE MATCH

Payment 09/30/2016 \$450.00 Las Magaritas

BANK DETAIL Las Magaritas

Find other matching transactions

Match

# Add New

Create a new transaction based off of the downloaded banking information

☐ 12/05/2016 Wal-Mart Other General and Admin Expenses \$69.10

☒ Add ☐ Find match ☐ Transfer

Select Payee (optional) ▼

Select Class (optional) ▼

Walmart

Other General and Admin Expens ▼


Select Location (optional) ▼

Billable ☐

Select Customer (optional) ▼

Split

Add

BANK DETAIL Walmart |  Add Attachment

# Bank Rules

Create new transaction based on pre-established terms you set up in QuickBooks

Bank and Credit Cards

Checking ▾

Update ▾

Add account

File upload

Manage rules

Order Checks

Visa

\$0.00

BANK BALANCE

7 days ago

\$7,292.34

IN QUICKBOOKS

19

Checking

\$0.00

BANK BALANCE

6 days ago

\$37,112.00

IN QUICKBOOKS

Chase Checking 123

\$5,083.55

BANK BALANCE

3 hours ago

Bank and Credit Cards

Rules

New rule ▾

Which rule rules?

QuickBooks applies rules in numerical order. Only the first rule for which the conditions are met is applied per transaction. Drag rules up or down to change the order.

Transaction and you prioritize the rules.

When no following rules will be applied. To move a rule up or down in priority, drag its handle. [Learn more about bank rules](#)

# Bank Rules

Rule

Rule name: Wal-Mart    For: Money out    In: All bank accounts

When a transaction meets **all** of these conditions

Bank text: Contains Wal-Mart

Add line

Set one or more of the following

Transaction type: Expense

Payee: Wal-Mart    Category: Breakroom Expense    Class:

Split

Location:    Memo:

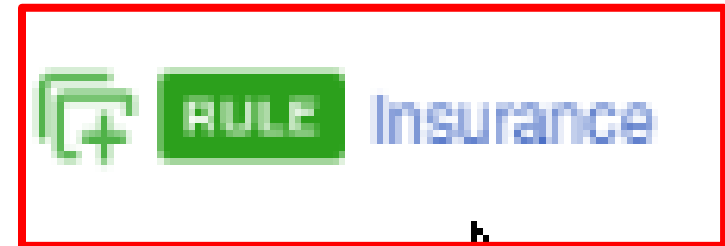
☒ Automatically add to my books

Note: Rules apply to unaccepted transactions only

Cancel Save

Can now auto-add

Auto-added transaction  
will have special icon in  
the In QuickBooks tab





# Account and Settings - Intro

The screenshot displays the QuickBooks Accountant University interface. The top navigation bar includes the 'qb Accountant' logo, a menu icon, a briefcase icon, and the 'Accountant University' dropdown. A search bar and utility icons (plus, settings, help) are on the right. The left sidebar lists navigation options: Home, Customers, Vendors, Employees, Transactions, Reports, and Sales Tax. The main content area is titled 'Accountant University' and features a grid of setup steps, each with a checkmark icon: 'See how much you're making', 'Start invoicing', 'Get set up by a pro', and 'Add the finishing touches'. A dropdown menu is open, showing a list of settings categories: 'Your Company', 'Lists', 'Tools', 'Manage Users', 'All Lists', 'Import Data', 'Custom Form Styles', 'Products and Services', 'Import Desktop Data', 'Chart of Accounts', 'Recurring Transactions', 'Export Data', 'QuickBooks Labs', 'Attachments', 'Reconcile', 'Budgeting', 'Audit Log', 'Order Checks', and 'Sign Out'. The 'Account and Settings' option is highlighted in green. The bottom right corner shows 'Page 17'.

qb Accountant Accountant University

Search

Home

Customers

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Accountant University

See how much you're making

Start invoicing

Get set up by a pro

Add the finishing touches

Account and Settings

Your Company

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Order Checks

Emily Daigle

User Profile

Feedback

Refer a Friend

Privacy

Switch Company

Sign Out

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# Account and Settings – Company

Account and Settings

Company

Sales

Expenses

Payments

Advanced

Company name

logo

Company name  
Accountant University  
Legal name  
Same as company name  
EIN/SSN  
-  
Industry  
-

Contact info

Company email  
emily\_watkins@intuit.com  
Customer-facing email  
Same as company email  
Company phone  
-  
Website  
-

Address

Company address  
Customer-facing address  
Same as company address  
Legal address  
Same as company address

Communications with Intuit

Receive promotional offers

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# Account and Settings – Sales

Account and Settings?

Company				
Sales	Customize	Customize the way forms look to your customers	Customize look and feel	
Expenses	Sales form content	Preferred invoice terms	Net 30	
Payments		Preferred delivery method	None	
Advanced		Shipping	Off	
		Custom fields	Off	
		Custom transaction numbers	Off	
		Service date	Off	
		Discount	Off	
		Deposit	Off	
	Products and services	Show Product/Service column on sales forms	On	
		Show SKU column	Off	
		Track quantity and price/rate	On	
		Track inventory quantity on hand	Off	
	Messages	Default email message sent with sales forms		
		Default message shown on sales forms		
	Reminders	Default email message sent with reminders		

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# Account and Settings – Expenses

Account and Settings				?	X
Company	Bills and expenses	Show Items table on expense and purchase forms	Off		
Sales		Track expenses and items by customer	Off		
Expenses		Make expenses and items billable	Off		
Payments		Default bill payment terms			
Advanced	Purchase orders	Use purchase orders	Off		
		Copy estimates to purchase orders	Off		
	Messages	Default email message sent with purchase orders			

# Account and Settings – Payments

Account and Settings

Company

Sales

Expenses

Payments

Advanced

QuickBooks Payments

Get paid more ways, fast!

- Take credit cards or bank transfers
- Accept payments through Quickbooks, emailed invoices, and mobile
- QuickBooks automatically updates when you're paid

Learn more

Existing account

If you already have a Payments account with Intuit (you may know it as GoPayment or Merchant Services), connect it to your QuickBooks.

Connect

# Account and Settings – Advanced

Account and Settings

Company

Sales


Expenses


Payments


Advanced

Accounting	First month of fiscal year	January	
	First month of income tax year	Same as fiscal year	
	Accounting method	Accrual	
	Close the books	Off	
Company type	Tax form		
Chart of accounts	Enable account numbers	Off	
Categories	Track classes	Off	
	Track locations	Off	
Automation	Pre-fill forms with previously entered content	On	
	Automatically apply credits	On	
	Automatically invoice unbilled activity	Off	
	Copy estimates to invoices	Off	
	Automatically apply bill payments	On	
Time tracking	Add Service field to timesheets	Off	
	Make Single-Time Activity Billable to Customer	On	

# Chart of Accounts


 Accountant







Accountant University ▼

Search







Home

Customers


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Sales Tax




LOGO


Accountant Un



See how much you're m



Start invoicing



Get set up by a pro

Accountant University

Your Company

Account and Settings

Manage Users

Custom Form Styles

Chart of Accounts

QuickBooks Labs

Lists

All Lists

Products and Services

Recurring Transactions

Attachments

Tools

Import Data


Import Desktop Data

Export Data

Reconcile

Budgeting

Audit Log

Order Checks 

Emily Daigle


User Profile

Feedback

Refer a Friend

Privacy

Switch Company



Sign Out

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# Chart of Accounts

qb Accountant

Accountant University

Search

+

⚙

?

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Chart of Accounts

< All Lists

Run Report

New

Filter by name

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Uncategorized Asset	Other Current Assets	Other Current Assets	0.00		View register
Retained Earnings	Equity	Retained Earnings	0.00		Edit Delete Run report
Billable Expense Income	Income	Other Primary Income			
Services	Income	Service/Fee Income			Run report
Uncategorized Income	Income	Other Primary Income			Run report
Uncategorized Expense	Expenses	Other Miscellaneous Serv...			Run report

Previous 1-6 Next

## Account

Category Type

Bank

\*Detail Type

Cash on hand

Checking

Money Market

Rents Held in Trust

Savings

Trust account

\*Name

Money Market

Description

☐ Is sub-account

Enter parent account

Balance

as of

12/12/2016

Use Money market to track amounts in money market accounts.

For investments, see Other Current Assets, instead.

Cancel

Save and Close



# Products and Services List

qb Accountant

Accountant University

Search

+

⚙️

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Vendors

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Transactions

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< All Lists

Filter by name

NAME

Uncategorized Asset

Retained Earnings

Billable Expense Income

Accountant University

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Manage categories

New

Transactions

Reports

Sales Tax


								COST	ACTION
<input type="checkbox"/>		Hours							<div>⏏️ Ⓞ ⚙️</div> <div>Edit</div>
<input type="checkbox"/>		Services							<div>⏏️ Ⓞ ⚙️</div> <div>Make inactive</div> <div>Run report</div> <div>Duplicate</div>

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# Products and Services List

Product/Service information


Select a type:




**Inventory**  
Products you buy and/or sell and that you track quantities of.



**Non-inventory**  
Products you buy and/or sell but don't need to (or can't) track quantities of, for example, nuts and bolts used in an installation.




**Service**  
Services that you provide to customers, for example, landscaping or tax preparation services.



**Bundle**  
A collection of products and/or services that you sell together, for example, a gift basket of fruit, cheese, and wine.

Product/Service information



**Service** [Change type](#)

Name\*

SKU

Category

Choose a category

Sales information

☒ I sell this product/service to my customers.

Description on sales forms

Sales price/rate

Income account

Services

Purchasing information

☐ I purchase this product/service from a vendor.


Save and close

Page 26


Save and close

# Products and Services List - Bundles



Product/Service information

 **Bundle** [Change type](#)

**Name\***













**SKU**












 | 

**Sales information**

**Products/services included in the bundle**

☐ Display bundle components when printing or sending transactions

	PRODUCT/SERVICE	QTY	
	<b>Concrete</b> Concrete for fountain installation	10	
	<b>Lighting</b> Garden Lighting	3	
	<b>Pump</b> Fountain Pump	1	
	<input type="text" value="Landscaping:Installation"/>	<input type="text" value="1"/>	
			

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
1	Complete Fountain	Complete Fountain <i>Your customer won't see any of the items in this bundle</i>	1	670	670.00		
	Design:Fountains:Concrete	Concrete for fountain installation	10	10			
	Design:Lighting	Garden Lighting	3	85			
	Design:Fountains:Pump	Fountain Pump	1	15			
	Landscaping:Installation	Installation of landscape design	1	300			
							
							
2							

Add lines

Clear all lines

Add subtotal

Subtotal

\$670.00

# Left Navigation Pane: Customers

qb Accountant

Planet Paws Pet Supplies

Search

Home

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Sales Tax

Customers

New customer

Unbilled Last 365 Days

Unpaid Last 365 Days

Paid

\$4,188

3 ESTIMATES

\$458

3 UNBILLED ACTIVITY

\$1,838

10 OVERDUE

\$2,693

15 OPEN INVOICES

\$4,566

17 PAID LAST 30 DAYS

Batch actions

Find a customer or company

CUSTOMER / COMPANY

PHONE

OPEN BALANCE

ACTION

AAG Product Specialist

AAG Product Specialist

\$310.00

Receive payment

200

200

\$0.00

Create invoice

Andres, Cristina

415-555-2174

\$0.00

Create invoice

Apt 203

\$30.00

Receive payment

Page 28

# Customer

Customers New customer ▾

Unbilled Last 365 Days

Unpaid Last 365 Days

Paid

\$4,188

3 ESTIMATES

\$458

3 UNBILLED ACTIVITY

\$1,838

10 OVERDUE

\$2,693

15 OPEN INVOICES

\$4,566

17 PAID LAST 30 DAYS

qb Accountant ☰ 📁 Planet Pa

Home

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Transactions

Customers

Unbilled Last 365 Days

\$4,188

3 ESTIMATES

Customer Information ✕

Title

First name

Middle name

Last name

Suffix

Email

Separate multiple emails with commas

Company

Phone

Mobile

Fax

\*Display name as

▾

Other

Website

Print on check as

☒ Use display name

☐ Is sub-customer

Enter parent customer

▾

Bill with parent

▾

Address

Notes

Tax info

Payment and billing

Attachments

Billing address [map](#)

Street

City/Town

State

ZIP

Country

Shipping address [map](#)

☒ Same as billing address

Street

City/Town

State

ZIP

Country

Cancel

Privacy

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Save

# Left Navigation Pane: Vendors

qb Accountant

Planet Paws Pet Supplies

Search

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⚙

?

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Reports

Sales Tax

Vendors

Prepare 1099s

New vendor

Unbilled Last 365 Days

Unpaid Last 365 Days

Paid

\$10,818

2 PURCHASE ORDERS

\$200

1 OVERDUE

\$200

1 OPEN BILL

\$9,241

51 PAID LAST 30 DAYS

Batch actions

Find a vendor or company

VENDOR

/

COMPANY

PHONE

EMAIL

OPEN BALANCE

ACTION

1099 SC

1099 SC

\$0.00

Create bill

Aaron E Berhanu

Maple Leaf Inc.

555-5558

Theboss@yahoo.com

\$1,434.00

Make payment

Adam Saraceno

InnoVate LLC

555-5556

Bigtimer@gmail.com

\$0.00

Create bill

Appleby's

\$0.00

Create bill

Big Pet Vendor

\$0.00

Create bill

Bridget O'Brien

CustomersRus LLC

555-5562

QBOrocks@yahoo.com

\$0.00

Create bill

Page 30

# Vendor

Vendors

Prepare 1099s

New vendor

Unbilled Last 365 Days

Unpaid Last 365 Days

Paid

\$10,818

2 PURCHASE ORDERS

\$200

1 OVERDUE

\$200

1 OPEN BILL

\$9,241

51 PAID LAST 30 DAYS

## Vendor Information

qb Accountant

Home

Customers

Vendors

Employees

Vendors

Unbilled Last 365 Days

\$10,818

2 PURCHASE ORDERS

Title	First name	Middle name	Last name	Suffix	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Separate multiple emails with commas"/>
Company					Phone
<input type="text"/>					<input type="text"/>
* Display name as					Mobile
<input type="text"/>					<input type="text"/>
Print on check as <input checked="" type="checkbox"/> Use display name					Fax
<input type="text"/>					<input type="text"/>
Address <a href="#">map</a>					Other
<input type="text" value="Street"/>					<input type="text"/>
<input type="text" value="City/Town"/>					Website
<input type="text" value="State"/>					<input type="text"/>
<input type="text" value="ZIP"/>					Billing rate (/hr)
<input type="text" value="Country"/>					<input type="text"/>
Notes					Terms
<input type="text"/>					<input type="text" value="Enter Text"/>
Attachments <input type="text"/> Maximum size: 25MB					Opening balance
					<input type="text"/>
					as of
					<input type="text" value="12/12/2016"/>
					Account no.
					<input type="text" value="Appears in the memo of all payments"/>
					Tax ID
					<input type="text"/>
					<input type="checkbox"/> Track payments for 1099

# Left Navigation Pane: Reports Center

The screenshot shows the QuickBooks Online interface for 'Planet Paws Pet Supplies'. The left navigation pane is visible with 'Reports' highlighted. The main content area displays the 'Profit and Loss' report. At the top, it shows 'NET INCOME' of \$2,696, 'INCOME' of \$19,283, and 'EXPENSES' of \$16,587. Below this is a bar chart showing income and expenses for Sep 12, Oct 2016, Nov 2016, and Dec 1. The 'Recommended Reports' section is active, showing a grid of report cards. Each card includes a title, a brief description, and 'Run' and 'Customize' links. The reports listed are Company Snapshot, Profit and Loss, Balance Sheet, Budget vs. Actuals, A/R Aging Summary, and Expenses by Vendor Summary. A 'Recommended Reports' tab is selected at the top of the report grid.

qb Accountant Planet Paws Pet Supplies Search

Home Reports Profit and Loss

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Transactions

**Reports**

Sales Tax

**Recommended** Management Reports Frequently Run My Custom Reports All Reports Accountant Reports

### Recommended Reports

**Company Snapshot**  
Displays your income and expenses in year-over-year comparisons using pie charts and bar graphs.  
[Run](#)

**Profit and Loss**  
Shows money you earned (income) and money you spent (expenses) so you can see how profitable you are. Also called an income statement.  
[Run](#) | [Customize](#)

**Balance Sheet**  
Lists what you own (assets), what your debts are (liabilities), and what you've invested in your company (equity).  
[Run](#) | [Customize](#)

**Budget vs. Actuals**  
Compares your budgeted income and expenses to the actual amounts so you can tell whether you're over- or under budget.  
[Run](#) | [Customize](#)

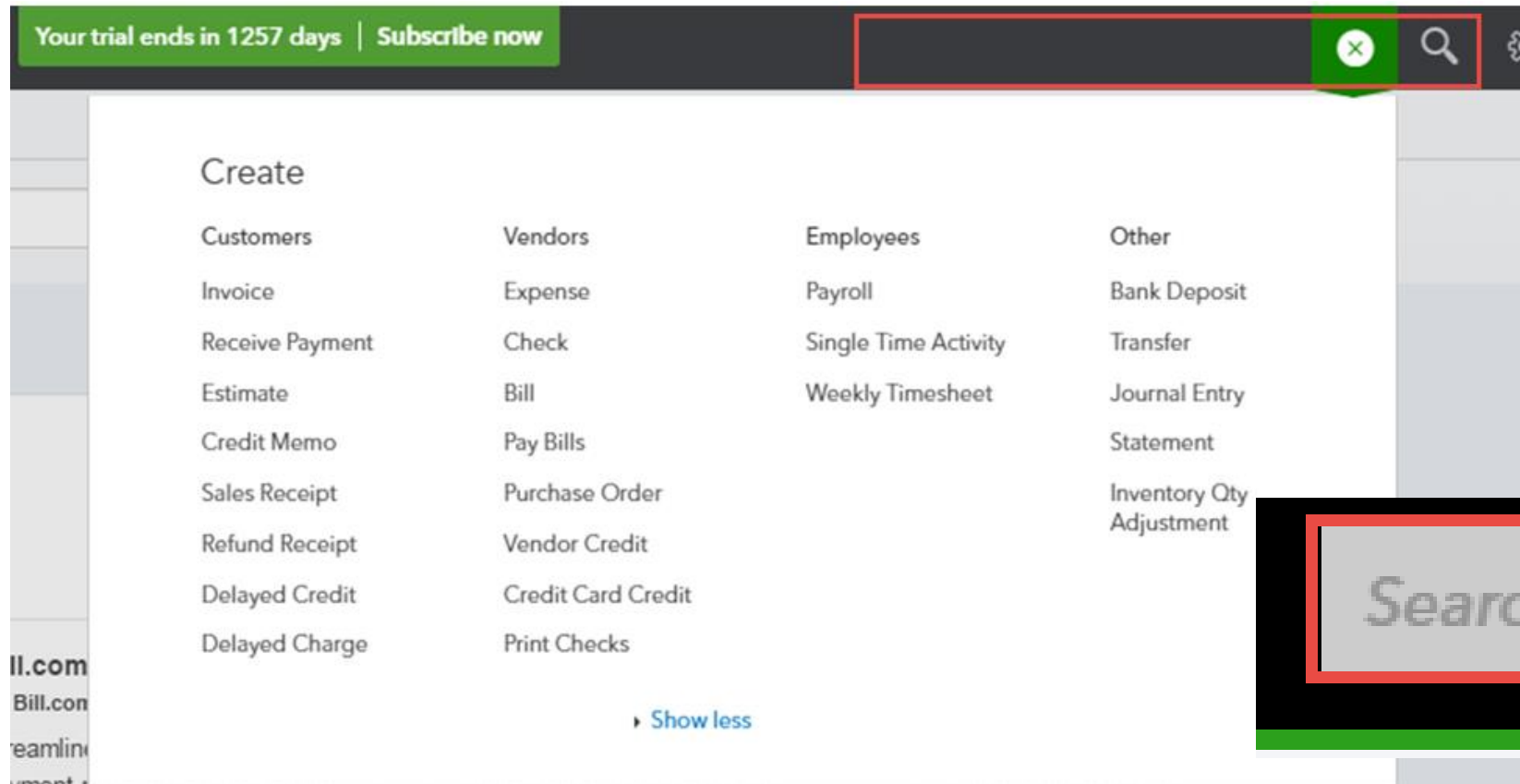
**A/R Aging Summary**  
Shows unpaid bills for the current period and for the last 30, 60 and 90+ days so you can see how long they've been open (outstanding).  
[Run](#) | [Customize](#)

**Expenses by Vendor Summary**  
This report shows your total expenses for each vendor.  
[Run](#) | [Customize](#)

[Improve your Business Intelligence](#)



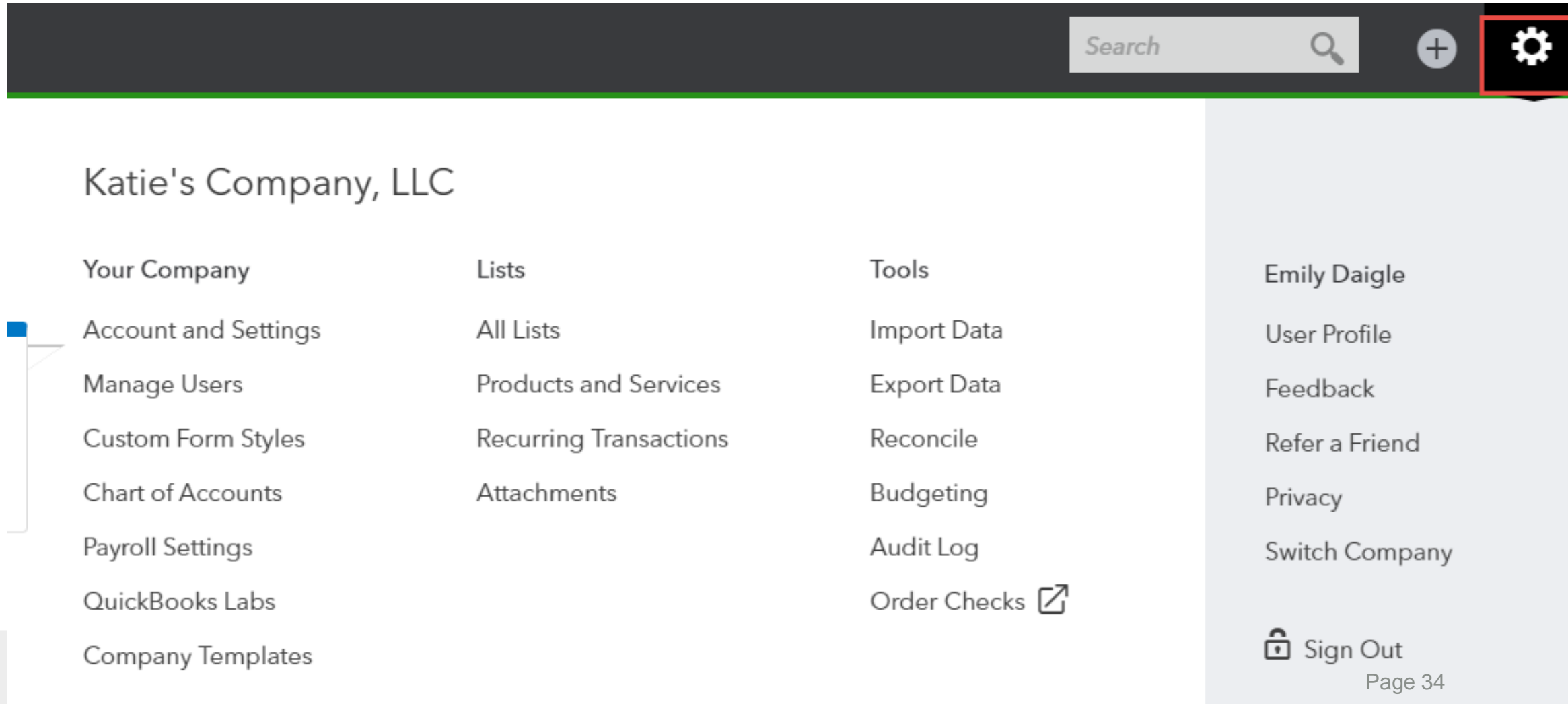
# Top Navigation Bar: Search



**Accountant**


**Client**

# Top Navigation Bar: Gear



The screenshot shows the top navigation bar of the QuickBooks Online interface. The bar is dark gray and contains a search bar, a plus icon, and a gear icon (highlighted with a red box). Below the bar, the main content area is divided into three columns: 'Your Company', 'Lists', and 'Tools'. The 'Your Company' column lists 'Account and Settings', 'Manage Users', 'Custom Form Styles', 'Chart of Accounts', 'Payroll Settings', 'QuickBooks Labs', and 'Company Templates'. The 'Lists' column lists 'All Lists', 'Products and Services', 'Recurring Transactions', and 'Attachments'. The 'Tools' column lists 'Import Data', 'Export Data', 'Reconcile', 'Budgeting', 'Audit Log', and 'Order Checks' with an external link icon. On the right side, the user profile section shows 'Emily Daigle', 'User Profile', 'Feedback', 'Refer a Friend', 'Privacy', 'Switch Company', and a 'Sign Out' button with a lock icon. The page number 'Page 34' is at the bottom right.

Katie's Company, LLC

Your Company	Lists	Tools
Account and Settings	All Lists	Import Data
Manage Users	Products and Services	Export Data
Custom Form Styles	Recurring Transactions	Reconcile
Chart of Accounts	Attachments	Budgeting
Payroll Settings		Audit Log
QuickBooks Labs		Order Checks 
Company Templates		

Emily Daigle


User Profile

Feedback

Refer a Friend


Privacy


Switch Company




 Sign Out

Page 34

# Top Navigation Bar: Help


  
Making YOU Profitable™




---


Help




[Search Options](#)

---

ProAdvisor level  **DIAMOND**

Live Chat  [Chat Now](#)

 Call support @ 1-888-333-3451

---

Top help topics

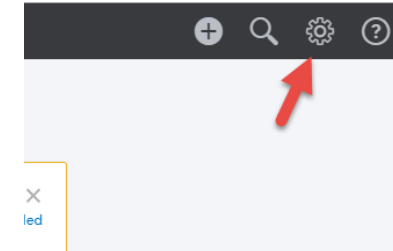
[Accountant community](#)

[Quickopedia](#)

Page 35

# Bank Reconciliations

- To begin reconciling an account:
  - Go to the Gear Icon in the top right of the screen.
  - Under Tools scroll down to “Reconcile”.
  - Choose Reconcile Now



**Start Reconciling**

Account

**Enter the following from your statement**

Statement Ending Date	Beginning Balance	Ending Balance
<input type="text"/>	5,000.00	<input type="text"/>

# Top Navigation Bar: Quick Create

Search

Create

Customers

Invoice

Receive Payment

Estimate

Credit Memo

Sales Receipt

Refund Receipt

Delayed Credit

Delayed Charge

Vendors

Expense

Check

Bill

Pay Bills

Purchase Order

Vendor Credit

Credit Card Credit

Print Checks

Employees

Payroll

Single Time Activity

Weekly Timesheet

Other

Bank Deposit

Transfer

Journal Entry

Statement

Inventory Qty Adjustment

► Show less

Page 37

# Invoices

## Invoice from estimate

## Invoice from scratch

Invoice #1095

AAG Product Specialist  
woody\_adams@intuit.com

Payment Options [Get set up](#)

☐ Send later

Cc/Bcc

☐ Credit card   
☐ Free bank transfer ACH

Billing address

AAG Product Specialist  
128 Main St  
tucson, AZ 85701

Terms

Net 15

Invoice date

12/12/2016

Due date

12/27/2016

Ship via

Shipping date

Tracking no.

Shipping address

AAG Product Specialist  
228 Oscar Dr  
Tucson, AZ 85710

Pet Name

Sales Rep

Pet Kind

Invoice no.

1095

Location

BALANCE DUE  
**\$2,500.00**

	#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
<div><div></div><div></div></div>	1	12/12/2016	Pet Furniture:Burger cu	Burger cushion	50	50	2,500.00	<div><div></div><div></div></div>	<div>Enter Text</div>
<div><div></div><div></div></div>	2								
							Subtotal	\$2,500.00	
							Taxable subtotal	\$2,500.00	
Message displayed on invoice									
							Select a sales tax rate	0.00	

Cancel

Clear

Print or Preview

Make recurring

Customize

Save

Save and send

Estimate #1011

AAG Product Specialist

woody\_adams@intuit.com

Pending

☐ Send later

Copy to invoice

AMOUNT  
**\$900.00**

## Invoice for billable charges

Invoice #1095

AAG Product Specialist  
woody\_adams@intuit.com

Payment Options [Get set up](#)

☐ Send later

☐ Credit card   
☐ Free bank transfer ACH

BALANCE DUE  
**\$0.00**

Billing address

AAG Product Specialist  
128 Main St  
tucson, AZ 85701

Terms

Net 15

Invoice date

12/12/2016

Due date

12/27/2016

Invoice no.

1095

Shipping address

AAG Product Specialist  
228 Oscar Dr  
Tucson, AZ 85710

Ship via

Shipping date

Tracking no.

Location

Pet Name

Sales Rep

Pet Kind

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS	
...	1								
...	2								
<div><div>Add lines</div><div>Clear all lines</div><div>Add subtotal</div></div>						Subtotal		\$0.00	
Message displayed on invoice						Taxable subtotal			

Charge #12

Dec 12

\$241.50

•

Deluxe Cat Tree

•

No description

•

No description

Page 38

\$2,035.00  
• Overnight boarding  
• Deluxe Cat Tree  
[More](#)  
[Add](#) [Open](#)

Billable time  
Dec 9 2:20  
\$116.67  
No description  
[Add](#) [Open](#)

Billable expense  
Dec 12  
\$100.00  
No description  
[Add](#) [Open](#)

Charge #12  
Dec 12  
\$241.50  
• Deluxe Cat Tree  
• No description  
• No description  
[More](#)

# Online Invoices

## Send email

Email

Intuit@gmail.com

Subject

Invoice 1095 from Planet Paws Pet Shop and Boarding

Body

Dear AAG Product Specialist,

Here's your invoice! We appreciate your prompt payment.

Thanks for your business!  
Planet Paws Pet Shop and Boarding




Payment Options

☒ Credit card 

☒ Free bank transfer 


print

1 / 1



Planet Paws Pet Shop and Boarding

qbocareteam@gmail.com



INVOICE

**BILL TO**  
AAG Product Specialist  
128 Main St  
tucson, AZ 85701

**SHIP TO**  
AAG Product Specialist  
228 Oscar Dr  
Tucson, AZ 85710


**INVOICE #** 1095  
**DATE** 12/12/2016  
**DUE DATE** 12/27/2016  
**TERMS** Net 15

SKU	ACTIVITY	QTY	RATE	AMOUNT
	Staff:Allocated Labor	50	15.00	
BALANCE DUE				\$750.00

Cancel

Send and close 39

# Online Invoices



## Planet Paws Pet Shop and Boarding

INVOICE  
1096

DUE DATE  
12/27/2016

BALANCE DUE  
\$750.00

[View invoice](#)

Dear AAG Product Specialist,

Here's your invoice! We appreciate your prompt payment.

Thanks for your business!

Planet Paws Pet Shop and Boarding

### Payments

#### Invoice

Invoice	1027
Due date	December 14, 2016
Balance due	\$200.00

Balance due

\$200.00

[Pay now](#)

VISA

MasterCard

Amex

DISCOVER


BANK

[Invoice detail](#)

[Activity](#)

[Print](#)

[Save PDF](#)



**Payments**  
1234 N MAIN AVE  
TUCSON, AZ 85705  
(888)888-8888  
ryan\_kelley@intuit.com

## INVOICE



# Online Invoices



Attachments Maximum size: 25MB

Drag/Drop files here or click the icon

Show existing

Activities

Write a message about this invoice

Post

December 12, 2016  
TODAY

AAG Product Specialist Viewed this invoice.  
Dec 12, 1:29 pm US Mountain Standard Time

You Sent this invoice.  
Dec 12, 1:22 pm US Mountain Standard Time

Privacy

# Receive Payment



Receive Payment



AAG Product Specialist



Find by invoice no.

Skip this step next time [Accept payments online](#)

Credit card    

AMOUNT RECEIVED

**\$90.00**

Payment date

12/12/2016

Payment method

Enter Text



Reference no.

Deposit to

Cash on hand



Amount received

90.00

## Outstanding Transactions

Find Invoice No.

Filter



All



<input type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input type="checkbox"/>	Invoice # 1065 (11/01/2016)	11/16/2016	220.00	220.00	
<input checked="" type="checkbox"/>	Invoice # 1077 (12/01/2016)	12/16/2016	90.00	90.00	90.00

< First Previous 1-2 of 2 Next Last >

Amount to Apply \$90.00

Amount to Credit \$0.00

Clear Payment

Cancel

Clear

Save and new



Sales Receipt #1097

AAG Product Specialist▼

Email (Separate emails with a comma)

☐ Send later

Billing address

AAG Product Specialist  
128 Main St  
tucson, AZ 85701

Shipping address

AAG Product Specialist  
228 Oscar Dr  
Tucson, AZ 85710

Payment method

Enter Text▼

Sales Receipt date

12/12/2016

Ship via

Shipping date

Pet Name

Reference no.

Tracking no.

Sales Rep

Deposit to

Cash on hand▼

Pet Kind

AMOUNT

\$300.00

Sales Receipt no.

1097

Location

▼

Accept payments in QuickBooks

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS	
<div><div></div><div></div><div></div></div> <div>+</div>	1	12/12/2016	Staff:Allocated Labor						
				20	15	300.00	<div><div></div><div></div><div></div></div> <div>✓</div>	Enter Text	<div><div></div><div></div><div></div></div> <div></div>
<div><div></div><div></div><div></div></div>	2								
Add lines								Clear all lines	
Subtotal								\$300.00	

# Deposit Undeposited Funds

Deposit

Checking

Balance \$37,307.03

Date

12/12/2016

AMOUNT

\$1,250.00

Show payments for this location:

- All Locations -

Select Existing Payments

<input type="checkbox"/>	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	General Customer	10/25/2016	Sales Receipt	Credit Card			250.00
<input checked="" type="checkbox"/>	General Customer	11/01/2016	Sales Receipt	Credit Card			250.00
<input checked="" type="checkbox"/>	General Customer	11/08/2016	Sales Receipt	Credit Card			250.00
<input checked="" type="checkbox"/>	General Customer	11/15/2016	Sales Receipt	Credit Card			250.00
<input checked="" type="checkbox"/>	General Customer	11/22/2016	Sales Receipt	Credit Card			250.00
<input type="checkbox"/>	General Customer	11/29/2016	Sales Receipt	Credit Card			250.00
<input type="checkbox"/>	General Customer	12/06/2016	Sales Receipt	Credit Card			250.00
<input type="checkbox"/>	General Customer	12/12/2016	Payment	Credit Card			307.88

Cancel

Clear

Print

Make recurring

Save and new

# Customer Center

qb Accountant

Planet Paws Pet Supplies

Search

+ ⚙️ ?

Home

Customers

Vendors

Employees

Transactions

Reports

Sales Tax

Customers

New customer

Unbilled Last 365 Days

Unpaid Last 365 Days

Paid

\$5,088  
4 ESTIMATES

\$458  
3 UNBILLED ACTIVITY

\$1,838  
10 OVERDUE

\$4,193  
17 OPEN INVOICES

\$4,866  
18 PAID LAST 30 DAYS

Batch actions

Find a customer or company

Print Copy Settings

<input type="checkbox"/>	CUSTOMER / COMPANY	PHONE	OPEN BALANCE	ACTION
<input type="checkbox"/>	AAG Product Specialist AAG Product Specialist		\$1,810.00	Receive payment
<input type="checkbox"/>	200 200		\$0.00	Create invoice
<input type="checkbox"/>	Andres, Cristina	415-555-2174	\$0.00	Create invoice
<input type="checkbox"/>	Apt 203		\$30.00	Receive payment

Page 45

# Sales Center

qb Accountant

Planet Paws Pet Supplies

Search

+

⚙

Home

Customers

Vendors

Employees

Transactions

Banking

Sales

Expenses

Chart of Accounts

Reports

Sales Tax

Sales Transactions

Import Transactions

New transaction

Unbilled Last 365 Days

Unpaid Last 365 Days

Paid

\$5,088  
4 ESTIMATES

\$788  
4 UNBILLED ACTIVITY

\$1,988  
11 OVERDUE

\$4,738  
19 OPEN INVOICES

\$7,850  
24 PAID LAST 30 DAYS

Filter

Last 365 Days

Batch actions

	DATE	TYPE	NO.	CUSTOMER	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	12/13/2...	Invoice	1105	Corcoran, Carol	12/28/2016	\$400.00	\$400.00	Open	Receive payment
<input type="checkbox"/>	12/13/2...	Sales Receipt	1107	McCale, Ron		\$0.00	\$200.00	Paid	Print
<input type="checkbox"/>	12/13/2...	Sales Receipt	1106	Rummens, Susie		\$0.00	\$663.96	Paid	Print
<input type="checkbox"/>	12/13/2...	Sales Receipt	1104	Cheknis, Benjamin		\$0.00	\$70.00	Paid	Print
<input type="checkbox"/>	12/13/2...	Sales Receipt	1103	General Customer		\$0.00	\$250.00	Paid	Print
<input type="checkbox"/>	12/12/2...	Billable Expense Ch...		Z AAG Product Spe...	12/12/2016	\$0.00	\$100.00	Open	Start invoice
<input type="checkbox"/>	12/12/2...	Sales Receipt	1097	Z AAG Product Spe...		\$0.00	\$300.00	Paid	Print
<input type="checkbox"/>	12/12/2...	Invoice	1098	Andres, Cristina	12/27/2016	\$0.00	\$5.00	Paid	Print

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Print

# Bills

Bill

Aaron E Berhanu

BALANCE DUE

\$100.00

Mailing address

Aaron E Berhanu  
Maple Leaf Inc.  
6789 Expensereport  
Chicago, IL 12345  
United States

Terms

Net 15

Bill date

12/13/2016

Due date

12/28/2016

Bill no.

Location

Location A

▼ Account details

	#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	CLASS	
	1								
	2								

Add lines

Clear all lines

▼ Item details

	#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	TAX	CUSTOMER	CLASS	
	1	Dog and Cat Toys:Butterfly swa	Butterfly swarm toy	50	1	50.00					
	2	Z Pet Bedding:Cosy blanket (y	Cosy blanket (yellow)	50	1	50.00					

Cancel

Clear

Make recurring

Save

Save and new

# Bill Payments

Bill Payment #To print

Aaron E Berhanu

Checking

Balance \$37,112.03

AMOUNT PAID

\$200.00

Mailing address

Aaron E Berhanu  
Maple Leaf Inc.  
6789 Expensereport  
Chicago, IL 12345  
United States

Payment date

12/13/2016

Pay Bills

Payment account

Checking

Balance \$37,312.03

Payment date

12/13/2016

Starting check no.

To print

☒ Print later

TOTAL PAYMENT AMOUNT

\$300.00

## Outstanding Transactions

Find Invoice No.

Filter

All

- ☐ DESCRIPTION
- ☐ Bill (09/23/2015)
- ☒ Bill (10/06/2016)
- ☐ Bill (12/13/2016)

Filter

Last 365 Days

2 open bills, 1 overdue

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/>	Aaron E Berhanu		10/06/2016	\$200.00	Not available	200.00	\$200.00
<input checked="" type="checkbox"/>	Aaron E Berhanu		12/28/2016	\$100.00	Not available	100.00	\$100.00
2 bills selected				\$300.00	\$0.00	\$300.00	\$300.00

Total payment (USD) 300.00

< First Previous 1-2 of 2 Next Last >

Current account balance \$37,312.03  
Total payment -\$300.00  
New account balance \$37,012.03

Cancel

Save



# Checks

Check #16

Big Pet Vendor

Checking

Balance \$37,112.03

Mailing address

Big Pet Vendor

Payment date

12/13/2016

AMOUNT

\$600.00

If entering after the fact,  
enter the check number

Check no.

16

Account details

#	ACCOUNT	DESCRIPTION
1	Auto	
2		

Add lines Clear all lines

Item details

Memo

Cancel Clear Print check

Check #To print

Big Pet Vendor

Checking

Balance \$37,112.03

Mailing address

Big Pet Vendor

Payment date

12/13/2016

AMOUNT

\$600.00

If you want to  
print, check Print

Check no.

To print

☒ Print later

Location

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	CLASS
1	Auto		600.00				
2							

Add lines Clear all lines

Item details

Memo

Total \$600.00

Cancel Clear Print check Order checks Make recurring More Save and new

# Print Checks

Search

X

Create

Customers

Vendors

Employees

Other

Invoice

Expense

Payroll

Bank Deposit

Receive Payment

Check

Single Time Activity

Transfer

Estimate

Bill

Weekly Timesheet

Journal Entry

Credit Memo

Pay Bills

Statement

Sales Receipt

Purchase Order

Inventory Qty Adjustment

Refund Receipt

Vendor Credit

Delayed Credit

Credit Card Credit

Delayed Charge

Print Checks

Print Checks

X

Checking

▼

Balance \$37,112.03

2 checks selected \$560.00

Add check

Remove from list

Sort by Date / Order created

Show all checks

Starting check no.

↓

✓

DATE

TYPE

PAYEE

AMOUNT

✓

09/20/2016

Check

Car Park

\$360.00

✓

12/13/2016

Bill Payment (Check)

Aaron E Berhanu

\$200.00

Page 50

Previous 1-2 Next

# Expenses

Expense

1099 SC

Payment date

12/13/2016

Payment method

Enter Text

Balance \$6,792.34

Visa

+ Add new

Cash on hand

Chase Checking 123

Checking

Money Market - First National Bank

Visa

Credit Card

AMOUNT

\$500.00

Ref no.

Location

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	CLASS	
1	Advertising		500.00	✓		Andres, Cristina		🗑
2								🗑

Add lines

Clear all lines

► Item details

Memo

Total\$500.00

Cancel

Clear

Make recurring

Save

Save and close

# Vendor Center

Vendors

Prepare 1099s

New vendor

Unbilled Last 365 Days

Unpaid Last 365 Days

Paid

\$11,296  
5 PURCHASE ORDERS

\$0  
0 OVERDUE

\$100  
1 OPEN BILL

\$10,019  
55 PAID LAST 30 DAYS

Batch actions

Find a vendor or company

VENDOR / COMPANY

PHONE

EMAIL

OPEN BALANCE

ACTION

1099 SC  
1099 SC

\$0.00

Create bill

Aaron E Berhanu  
Maple Leaf Inc.

555-5558

Theboss@yahoo.com

\$1,334.00

Make payment

Adam Saraceno  
InnoVate LLC

555-5556

Bigtimer@gmail.com

\$0.00

Create bill

Appleby's

\$0.00

Create bill

Big Pet Vendor

\$0.00

Create bill

Bridget O'Brien  
CustomersRus LLC

555-5562

QBOrocks@yahoo.com

\$0.00

Create bill

Car Park

\$0.00

Create bill

Page 52

# Vendor Center – Detail Page

1099 SC

1099 SC | 123 main, tucosn, az 85704

No notes available. Please click to add notes.

Edit

New transaction ▾

\$0.00  
OPEN

\$0.00  
OVERDUE

Transaction List

Vendor Details



Batch actions ▾

Filter ▾



DATE ▾

TYPE

NO.

PAYEE



12/13/2...

Expense

1099 SC



12/01/2...

Check

13

1099 SC



12/01/2...

Check

12

1099 SC

1099 SC

1099 SC | 123 main, tucosn, az 85704

No notes available. Please click to add notes.

Edit

New transaction ▾

\$0.00  
OPEN

\$0.00  
OVERDUE

Transaction List

Vendor Details

Vendor

1099 SC

Email

Phone

Mobile

Fax

Website



Attachments Maximum size: 25MB

iceberg lettuce.png (65.7 kb) x

Drag/Drop files here or click the icon

Billing address

123 main  
tucosn, az  
85704

Terms

Due on receipt

Company

1099 SC

Notes

No notes available. Please click to add notes.

Edit

# Deposits

Deposit

?

✕

Show payments for this location: - All Locations -

Select Existing Payments

<input type="checkbox"/>	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input type="checkbox"/>	Adv Cert	11/03/2016	Sales Receipt	Visa			81.15
<input checked="" type="checkbox"/>	Adv Cert	12/31/2015	Payment	Visa			242.88

1-2 of 2

« < 1 > »

Select allClear all

Total324.03

Selected Payments Total242.88

Add New Deposits

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	CLASS
+	1	Bayshore Gallery	4400 Revenue - Product	Check	45698	5,000.00	Enter Text
⋮	2						

Add linesClear all lines

New Deposits Total\$5,000.00

☐ Track returns for customers

Memo

Cash back goes to1110 Company Checking Ac


Cash back memo

Cash back amount

CancelClearPrintMake recurringSave and new

Page 34

# Transfers

 **Transfer**

Transfer Funds From

1110 Company Checki ▼

Transfer Funds To

1140 Petty Cash Accou ▼

Transfer Amount

400.00

Memo

to take team out

Balance

\$8,264.61

Balance

\$600.00

Date

12/14/2016

 **Attachments** Maximum size: 25MB

Drag/Drop files here or click the icon

[Show existing](#)

# Statements

Statements ? ×

Statement Type  
Balance Forward ▼

TOTAL BALANCE FOR 8 CUSTOMERS  
**\$38,364.97**

Statement Date  
12/13/2016

Customer Balance Status  
Open ▼  
All  
Open  
Overdue

Start Date  
11/13/2016

End Date  
12/13/2016

email address (7)

Statements available (8)

<input checked="" type="checkbox"/>	RECIPIENTS	EMAIL ADDRESS	BALANCE
<input checked="" type="checkbox"/>	Bayshore Chamber of Commerce		\$1,658.32
<input checked="" type="checkbox"/>	Bayshore Gallery		\$43.20
<input checked="" type="checkbox"/>	Bowden Imaging Systems		\$14,614.82
<input checked="" type="checkbox"/>	Freeman Supply Company		\$4,546.85
<input checked="" type="checkbox"/>	Karen Peacock & Partners		\$24.84
<input checked="" type="checkbox"/>	Van Order		\$500.00
<input checked="" type="checkbox"/>	Wiessinger Optometry		\$6,459.20

Cancel

Print or Preview

Save

Save and send ▼

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# Recurring Transactions

Beautiful Landscapes

Your Company

Account and Settings

Manage Users

Custom Form Styles

Chart of Accounts

QuickBooks Labs

Company Templates

Lists

All Lists

Products and Services

**Recurring Transactions**

Attachments

Tools

Import Data

Export Data

Reconcile

Budgeting

Emily Daigle

User Profile

Feedback

Refer a Friend

Privacy

Expense

**Recurring Expense**

Template name: Insurance Payment Type: Scheduled Create days in advance

Payee: Insurance Account: Bank of Steve

Interval: Monthly on day 1st of every 1 month(s) Start date: 01/01/2017 End: After 6 occurrences

Payment method: MasterCard

Ref no.

Location

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	CLASS
1							
2							

Add lines Clear all lines

Cancel Clear Save template

Select Transaction Type

Select the type of template to create

Transaction Type

Bill

Check

Credit Card Credit

Credit Memo

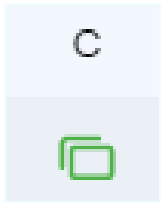
Deposit

Estimate

OK

# Using Registers

<div><div>▼ All</div><div><div></div><div></div><div></div></div></div>							
DATE ▼	REF NO.	PAYEE	MEMO	PAYMENT	DEPOSIT	✓	BALANCE
	TYPE	ACCOUNT				<div></div>	
<div><div>Add check ▼</div></div>							
11/18/2016			Money to savings		\$200.00		\$800.00
	Deposit	Checking					
11/14/2016			Opening Balance		\$600.00	R	\$600.00
	Deposit	Opening Balance Equity					



Transaction has been Matched or Added through Bank Feeds

R Transaction has been reconciled using the Reconcile tool

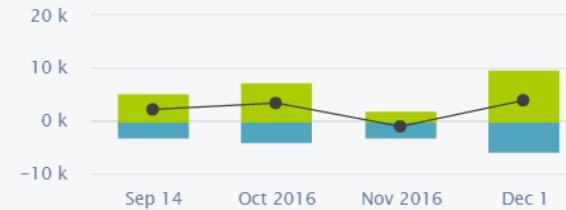
# Reporting Intro

## Reports Profit and Loss

**\$8,245**  
NET INCOME

**\$24,297**  
INCOME

**\$16,052**  
EXPENSES



### Reports redesigned for you.

We've been working on making your reports more professional looking and easier to customize. [Learn more about what's new with reports](#)

Recommended

Management Reports

Frequently Run

My Custom Reports

**All Reports**

Accountant Reports

## All Reports

### Business Overview

These reports show different perspectives of how your business is doing.

### Manage Accounts Receivable

These reports let you see who owes you money and how much they owe you so you can get paid.

### Manage Accounts Payable

These reports show what you owe and when payments are due so you can take advantage of the time you have to pay bills but still make payments on time.

### Manage Employees

These reports help you manage employee activities and payroll.

### Review Sales

These reports group and total sales in different ways to help analyze your sales to see how you're doing and where you make your money.

### Review Expenses and Purchases

These reports total your expenses and purchases and group them in different ways to help you understand what you spend.

### Manage Sales Tax

These reports help you manage the sales taxes you collect and then pay the tax agencies.

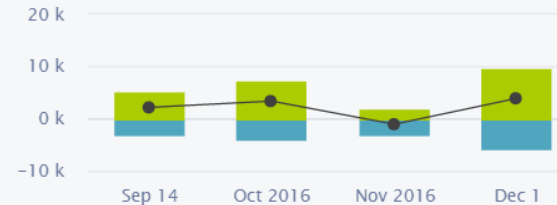
# Navigating the Report Center

## Reports Profit and Loss

**\$8,245**  
NET INCOME

**\$24,297**  
INCOME

**\$16,052**  
EXPENSES



### 💡 Reports redesigned for you.

We've been working on making your reports more professional looking and easier to customize. [Learn more about what's new with reports](#)

Recommended

Management Reports

Frequently Run

My Custom Reports

**All Reports**

Accountant Reports

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# Emailing and Printing Reports

Collapse   Sort▼   Add notes   Edit header

## Print, email, or save as PDF

To print, adjust the print settings and click Print below.

Report print settings

Orientation

Portrait ▼

Portrait

Landscape

# Emailing and Printing Reports

## Email Report



To

CC

Subject

Body

Hello

Attached is the Balance Sheet report for Planet Paws Pet Shop and Boarding.

Regards

Your Accountant

Report

Balance Sheet Report

.pdf

Cancel

Send

# Emailing and Printing Reports

Email

Save as PDF

Print

Pages

☒ All

☐

e.g. 1-5, 8, 11-13

Copies

1

+

-

Color

Color

▼

Paper size

Letter (8 1/2 x 11 in)

▼

Options





☒ Fit to page

☐ Two-sided

Page 63

# Exporting Reports

CollapseSort▼Add notesEdit header



Planet Paws Pet Shop and Boa

Export to Excel

Export to PDF



# Report Groups

Customize

Save customization

Custom report name

Balance Sheet

Add this report to a group

None

Add new group

Share with

None

Save

Customize

Save customization

Custom report name

Balance Sheet

Add this report to a group

None

New group name

Monthly Reports

Add

Share with

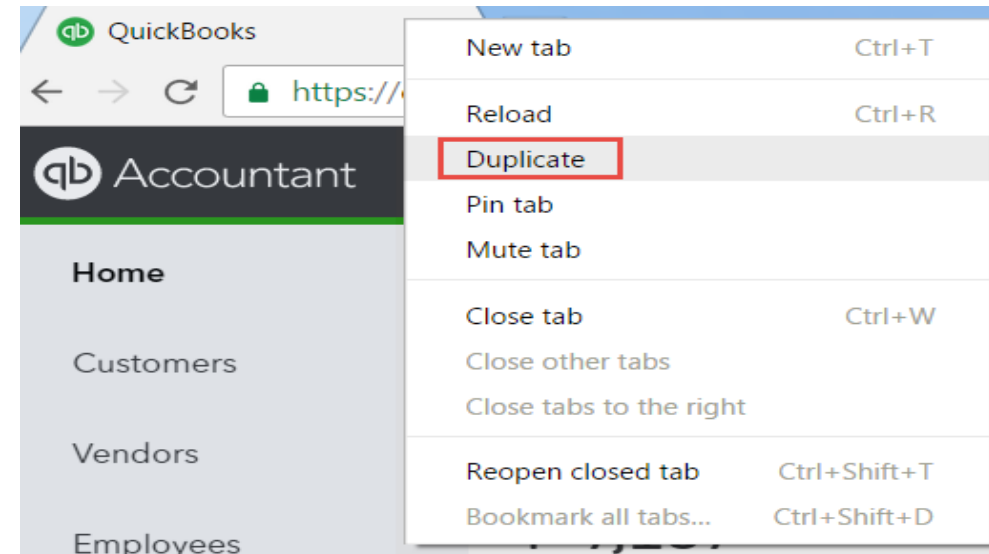
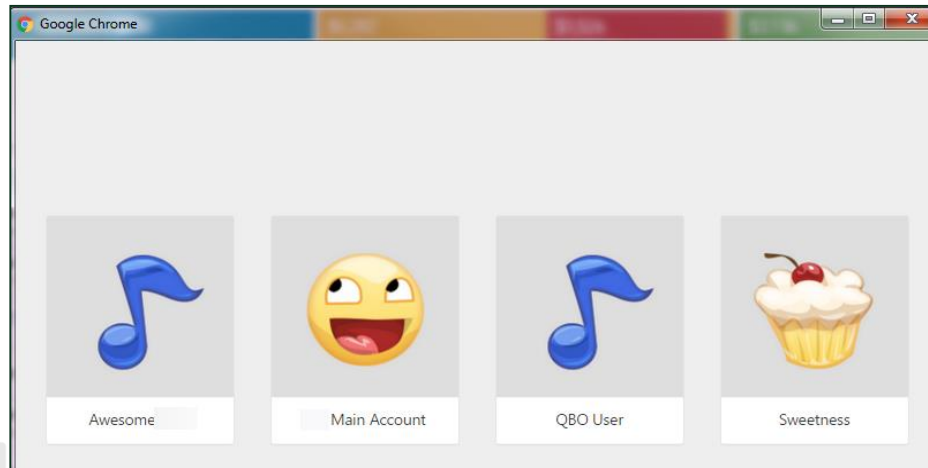
None

Save

# Best Practices with Browsers

- Google Chrome is preferred browser
- Duplicate tabs for multiple windows
- Multiple monitors for increased efficiency
- Chrome users & Incognito windows to access multiple companies

## Multiple Chrome users



## Bookmark bar