

QuickBooks Crash Course

Top 3 Things You Need To Start Using "QBO" Now

Presented By



Learning Objectives

Bills vs Expenses

Creating Bills ; Paying Bills ; Creating Expenses

Invoices vs Receipts

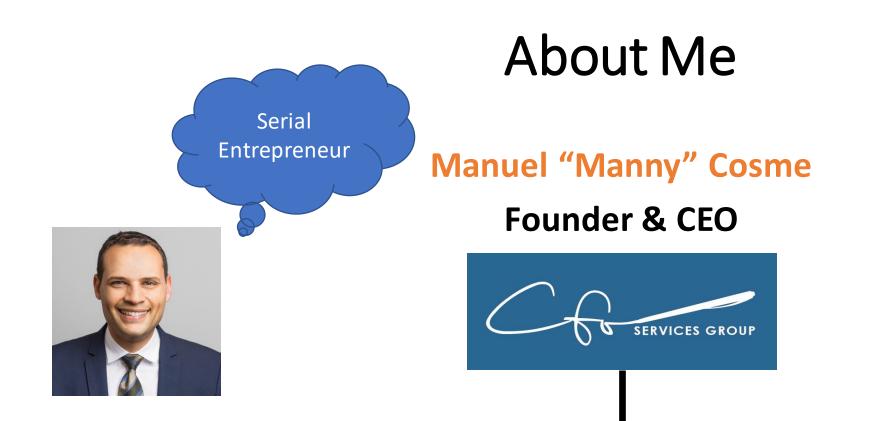
Creating Invoices ; Receiving Invoice Payments ; Creating Receipts

Depositing Money

Reconciliations

…and more…





Accounting Firm FOCUSED On Bookkeeping & Strategy For Small Businesses & Non-Profits



QuickBooks Online "QBO"





What We WON'T Cover

Will Cover

- Invoices & Receipts
- Expenses & Bills
- Reconciliations

Won't Cover

- Chart of Accounts
- Inventory & POS
- Sales Tax
- Bank Rules
- Reports
- ...etc...

"Bookkeeping Basics For Business Owners" eCourse Series



 All your hard work boils down to this: Reviewing your financial reports...and making strategic decisions with the information. Let's explore the reports that are available in QuickBooks Online and highlight some of the key information that you should pay attention to.

Tracking Your Sales & Customers

 You're in business to get paid! Learn how to record your invoices and payments in QuickBooks. And also learn some best practices for collecting overdue money from your customers.



 We need to clearly see how we are spending our money to be good stewards of our hard-earned money. And keeping our key vendors happy by paying them on time is critical to a successful business. Let's learn how to do these tasks properly.

Managing Your Expenses & Vendors

Powerful Chart of Accounts

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 Your Chart of Accounts is the list of all the ways assets (like money) flows through your business.
 Setting up an efficient chart is crucial to ensuring your financial records easily give you the information you need to make crucial business decisions.



Sales Tax Basics •Where once sales ta product sales power

•Where once sales tax was reserved for only tangible product sales, nowadays it's not uncommon to see services being charged a tax. So you need to be aware of them, no matter what business you're in! Learn some basics of sales tax and how to track and record them in QuickBooks.

Setting Up Banking Automations In QuickBooks

 Clearing your bank feed and reconciling your bank (and credit card accounts) is crucial to having accurate bookkeeping records. We will explore how to quickly and easy do these tasks, including setting up bank rules to automate a lot of this process.





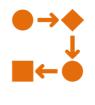
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Using QuickBooks For Inventory Management

•QuickBooks uses special things called "items" to record sales and track inventory. Even if you don't have inventory, you still need to understand how to use "items" to properly record any type of sale (including services). We will dive into using Items this week.

Workflows To Save You Time

•You know WHAT to do, but do you know WHEN to do it? The timing of the tasks you complete is just as important as the tasks themselves. Let's discuss the most efficient way to get your books done.





Follow Along

Test file: gbo.intuit.com/redir/testdrive





#1: Spending Money Bills & Expenses



Vendors

People / Businesses / Organizations To Whom You Pay Money



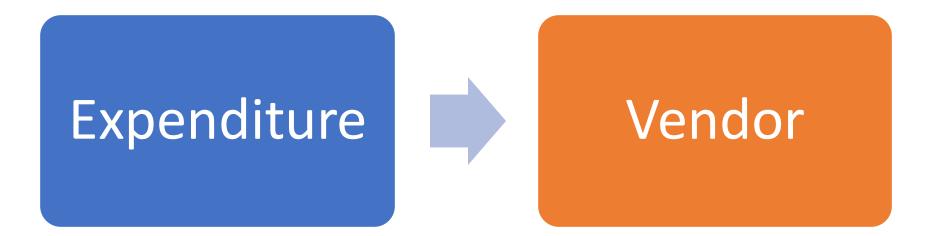




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Expenditures Are Mapped To Vendors





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Setting Up A Vendor

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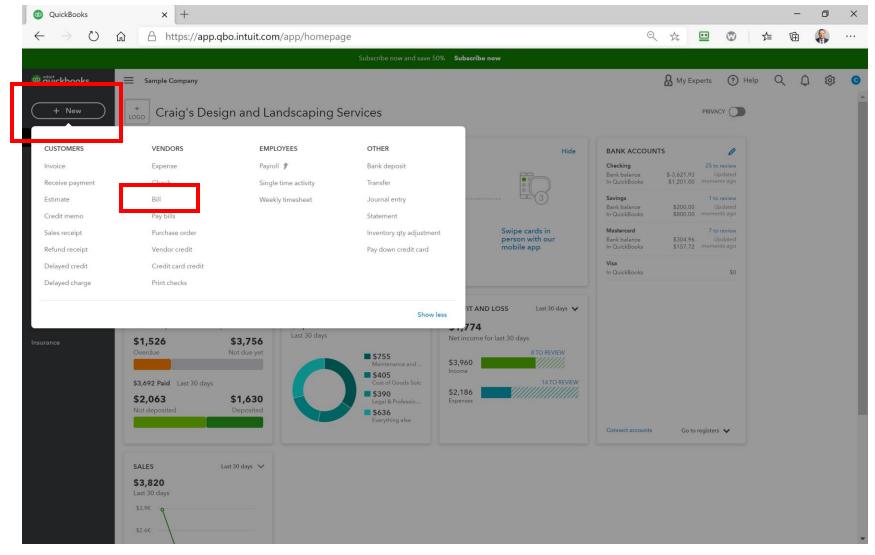
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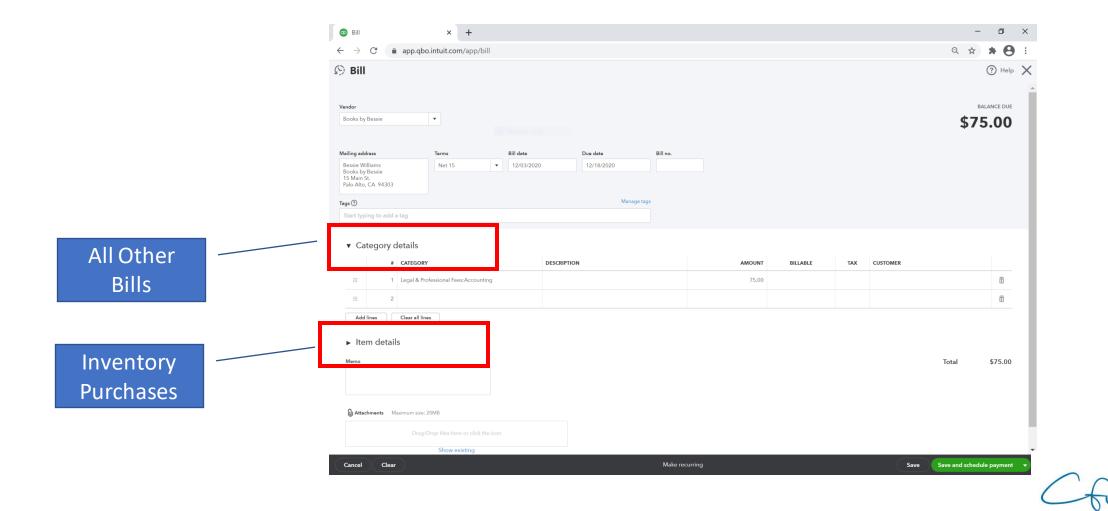
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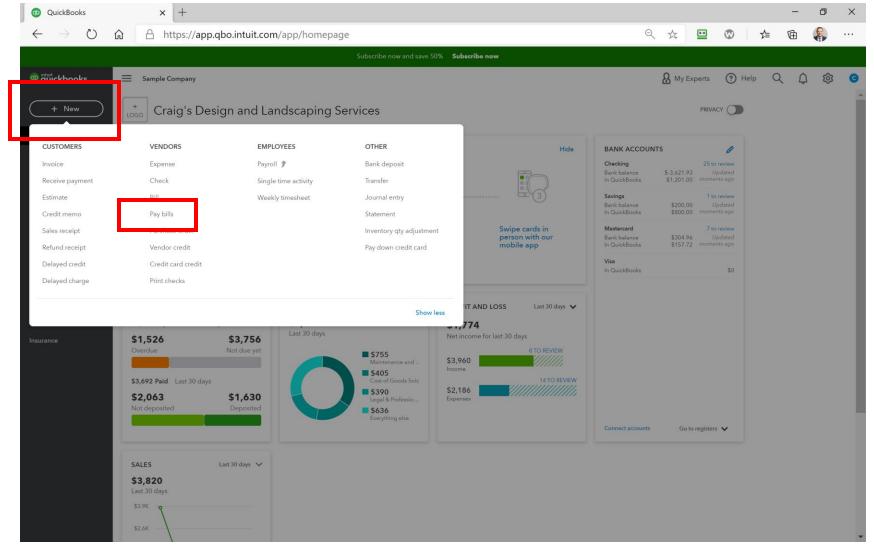
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PAYEE	REF NO.	DUE DATE 🔺	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
Robertson & Associates		07/08/2020	\$540.00	Not available		\$0.00
PG&E		10/23/2020	\$86.44	Not available		\$0.00
Norton Lumber and Build	ing Mat	11/07/2020 🌗	\$205.00	Not available		\$0.00
Robertson & Associates		11/07/2020 (1	\$315.00	Not available		\$0.00
Brosnahan Insurance Age	ncy	11/10/2020 (1)	\$241.23	Not available		\$0.00
Diego's Road Warrior Boo	dyshop	12/05/2020	\$755.00	Not available		\$0.00
0 bills selected			\$0.00	\$0.00	\$0.00	\$0.00

Total payment (USD) 0.00

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	Robertson & Associates		07/08/2020 🌗	\$540.00	Not available		\$0.00
	PG&E		10/23/2020 🌗	\$86.44	Not available		\$0.00
	Norton Lumber and Building Mat		11/07/2020 🌗	\$205.00	Not available		\$0.00
	Robertson & Associates		11/07/2020 🌗	\$315.00	Not available		\$0.00
	Brosnahan Insurance Agency		11/10/2020 🌗	\$241.23	Not available		\$0.00
	Diego's Road Warrior Bodyshop		12/05/2020	\$755.00	Not available		\$0.00
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Robertson & Associates		07/08/2020	\$540.00	Not available		\$0.00
PG&E		10/23/2020 🌗	\$86.44	Not available		\$0.00
Norton Lumber and Building Mat		11/07/2020 4	\$205.00	Not available		\$0.00
Robertson & Associates		11/07/2020 4	\$315.00	Not available		\$0.00
Brosnahan Insurance Agency		11/10/2020 4	\$241.23	Not available		\$0.00
Diego's Road Warrior Bodyshop		12/05/2020	\$755.00	Not available		\$0.00
0 bills selected			\$0.00	\$0.00	\$0.00	\$0.00

Total payment (USD) 0.00

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Robertson & Associates		07/08/2020 🌗	\$540.00	Not available		\$0.00
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Norton Lumber and Building Mat		11/07/2020 🌗	\$205.00	Not available		\$0.00
Robertson & Associates		11/07/2020 🌗	\$315.00	Not available		\$0.00
Brosnahan Insurance Agency		11/10/2020 🌗	\$241.23	Not available		\$0.00
Diego's Road Warrior Bodyshop		12/05/2020	\$755.00	Not available		\$0.00
0 bills selected			\$0.00	\$0.00	00.02	\$0.00

Total payment (USD) 0.00

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Schedule payments online

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✓	Robertson & Associates			07/08/2020 🌗	\$540.00	Not available	540.00	\$540.00
	PG&E			10/23/2020 🌗	\$86.44	Not available		\$0.00
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	Robertson & Associates			11/07/2020 🌗	\$315.00	Not available		\$0.00
	Brosnahan Insurance Agency			11/10/2020 🌗	\$241.23	Not available		\$0.00
	Diego's Road Warrior Bodyshop			12/05/2020	\$755.00	Not available		\$0.00
2 bills	selected				\$745.00	\$0.00	\$740.00	\$740.00

Total payment (USD) 740.00

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Current account balance \$1,201.00 Total payment -\$740.00 New account balance \$461.00



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	PAYEE	REF NO.	DUE DATE 🔺	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
	Robertson & Associates		07/08/2020 🌗	\$540.00	Not available	540.00	\$540.00
	PG&E		10/23/2020 🜗	\$86.44	Not available		\$0.00
	Norton Lumber and Building Mat		11/07/2020 🜗	\$205.00	Not available	200.00	\$200.00
	Robertson & Associates		11/07/2020 🜗	\$315.00	Not available		\$0.00
	Brosnahan Insurance Agency		11/10/2020 🜗	\$241.23	Not available		\$0.00
	Diego's Road Warrior Bodyshop		12/05/2020	\$755.00	Not available		\$0.00
2 bills	selected			\$745.00	\$0.00	\$740.00	\$740.00

Total payment (USD) 740.00

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\$1,201.00	Current account balance
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PAYEE	REF NO.	DUE DATE 🔺	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
Robertson & Associates		07/08/2020 🌗	\$540.00	Not available	540.00	\$540.00
PG&E		10/23/2020 🌗	\$86.44	Not available		\$0.00
✓ Norton Lumber and Building Mat		11/07/2020 🌗	\$205.00	Not available	200.00	\$200.00
Robertson & Associates		11/07/2020 🌗	\$315.00	Not available		\$0.00
Brosnahan Insurance Agency		11/10/2020 🌗	\$241.23	Not available		\$0.00
Diego's Road Warrior Bodyshop		12/05/2020	\$755.00	Not available		\$0.00
2 bills selected			\$745.00	\$0.00	\$740.00	\$740.00

Total payment (USD) 740.00

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\$1,201.00	Current account balance				
-\$740.00	Total payment				
\$461.00	New account balance				

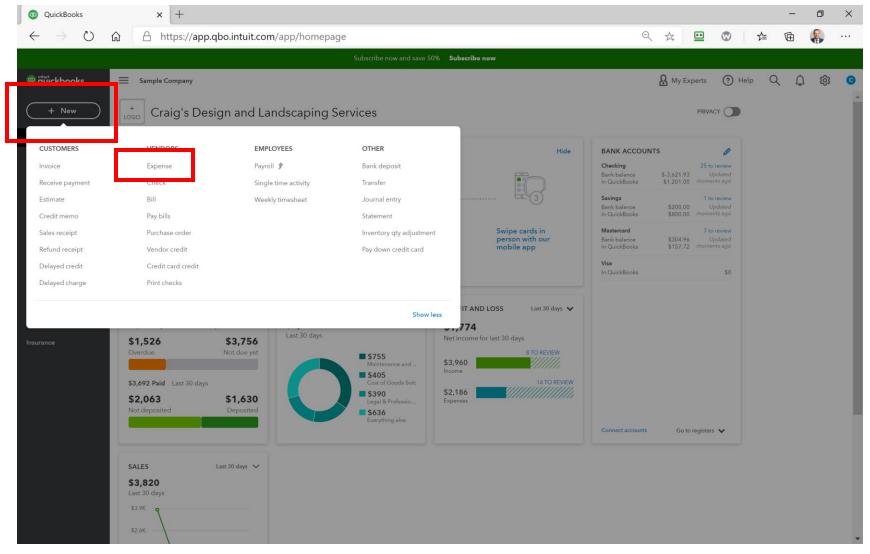
Schedule payments online 🔻



Bills vs Expenses







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#2: Getting Paid Invoicing, Payments & Collections

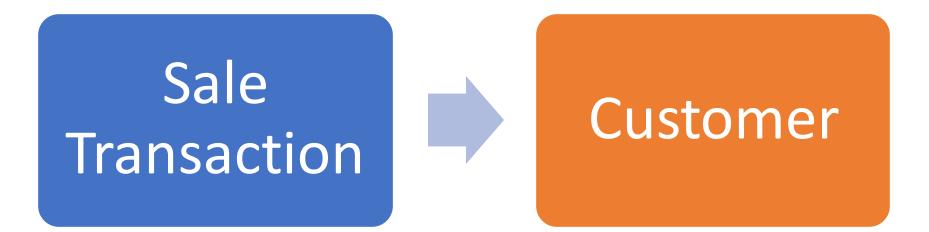


Customers



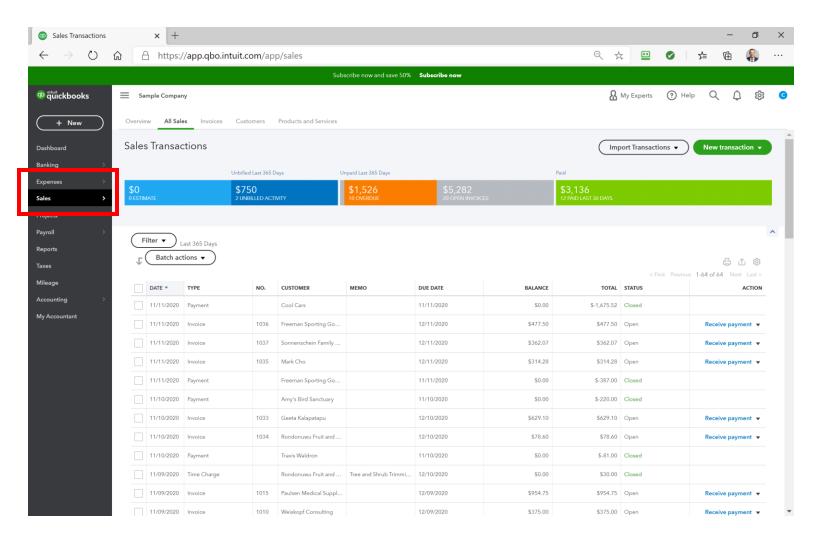


Sales Are Mapped To Customers





Sales Center



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Sales Center

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yroll >	Do you organize sub-customers as projects? You can convert the	first level of sub-customers into their own project. Convert now		×
eage counting >	↓ Batch actions ▼ Find a customer, project or co ↓ Customer, PROJECT ★ / COMPANY	mpany Q	OPEN BALANCE	action
Accountant	Amy's Bird Sanctuary M Amy's Bird Sanctuary	(650) 555-3311	\$239.00	Receive payment 💌
	Bill's Windsurf Shop	(415) 444-6538	\$85.00	Receive payment 🔻
	Cool Cars	(415) 555-9933	\$0.00	Create invoice 🔻
	Diego Rodriguez 🗹	(650) 555-4477	\$0.00	Create invoice 🔻
	Dukes Basketball Camp Dukes Basketball Camp	(520) 420-5638	\$0.00	Create invoice 🔻
	Dylan Sollfrank		\$0.00	Create invoice 🔻
	☐ Freeman Sporting Goods ☑ Freeman Sporting Goods	(650) 555-0987	\$562.50	Receive payment 🔻
	0969 Ocean View Road Image: Control of the second sec	(415) 555-9933	\$477.50	Receive payment 💌
	55 Twin Lane	(650) 555-0987	\$85.00	Receive payment 🔻

Setting Up A Customer

Customers	× +						- 0	×
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Mileage	CUSTOMER / PROJECT A / COMPANY		PHONE			OPEN BALANCE	ACTION	
Accounting > My Accountant	Amy's Bird Sanctuary M Amy's Bird Sanctuary		(650) 555-3311			\$239.00	Receive payment 🔻	
	Bill's Windsurf Shop Mill's Windsurf Shop		(415) 444-6538			\$85.00	Receive payment 🔻	
	Cool Cars Cool Cars		(415) 555-9933			\$0.00	Create invoice 🔻	
	Diego Rodriguez 🗹		(650) 555-4477			\$0.00	Create invoice 🔻	
	Dukes Basketball Camp Dukes Basketball Camp		(520) 420-5638			\$0.00	Create invoice 🔻	
	Dylan Sollfrank					\$0.00	Create invoice 🔻	
	Freeman Sporting Goods M Freeman Sporting Goods		(650) 555-0987			\$562.50	Receive payment 🔻	
	0969 Ocean View Road ☑ Freeman Sporting Goods ■		(415) 555-9933			\$477.50	Receive payment 🔻	
	55 Twin Lane		(650) 555-0987			\$85.00	Receive payment 🔻	-

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Setting Up A Customer

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Setting Up A Customer

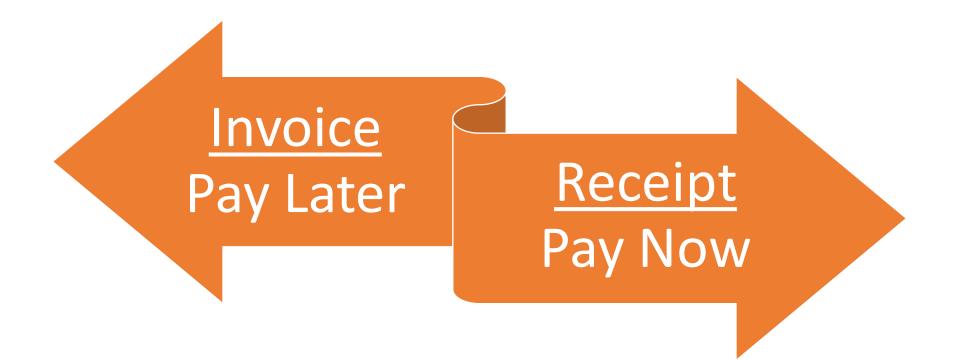
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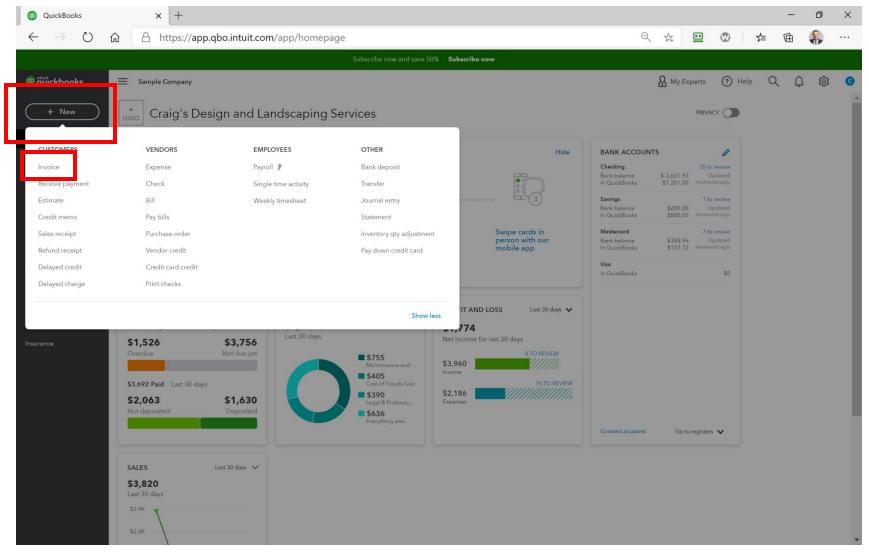


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Invoices vs Receipts









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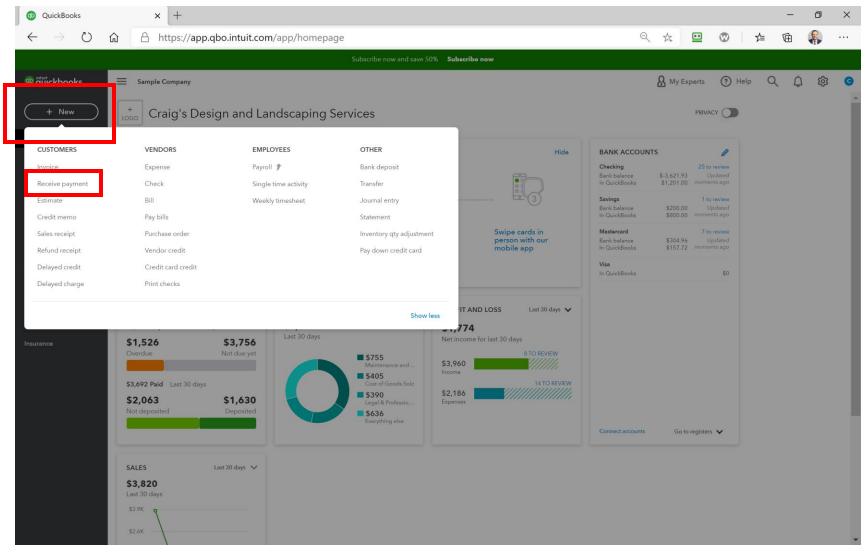


Receiving Payments



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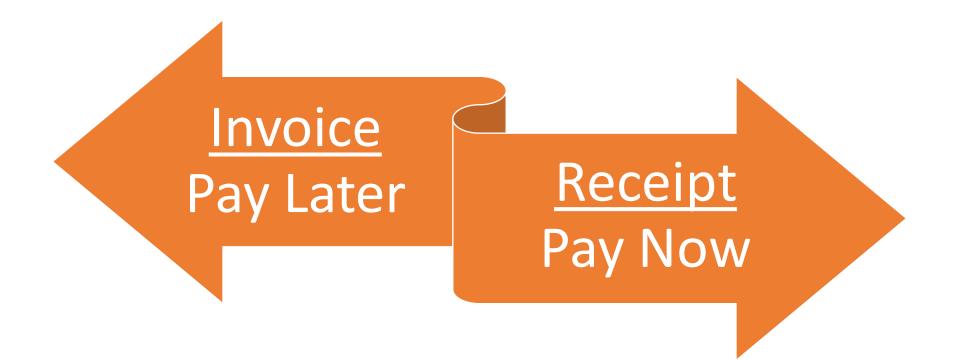
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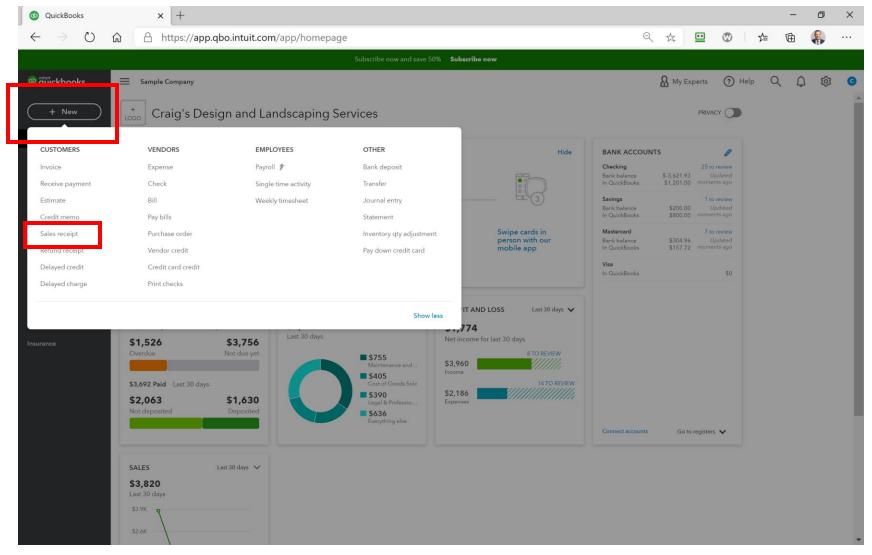
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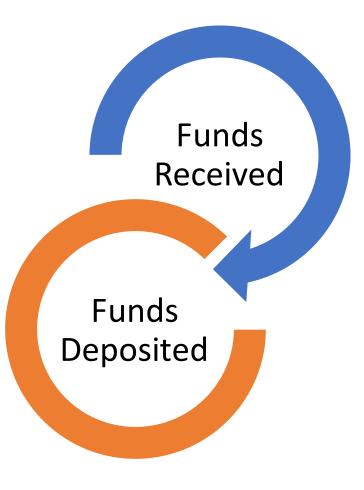
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Where's The Money???

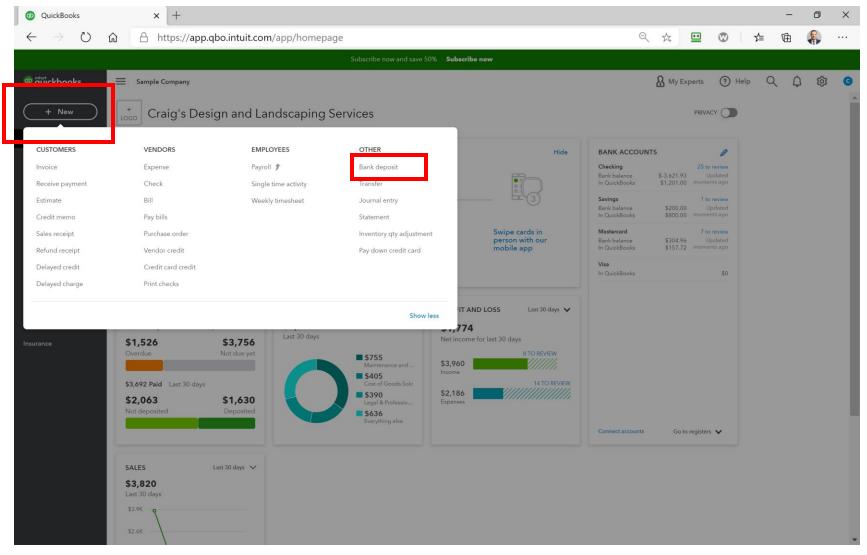




Undeposited Funds & Bank Deposits







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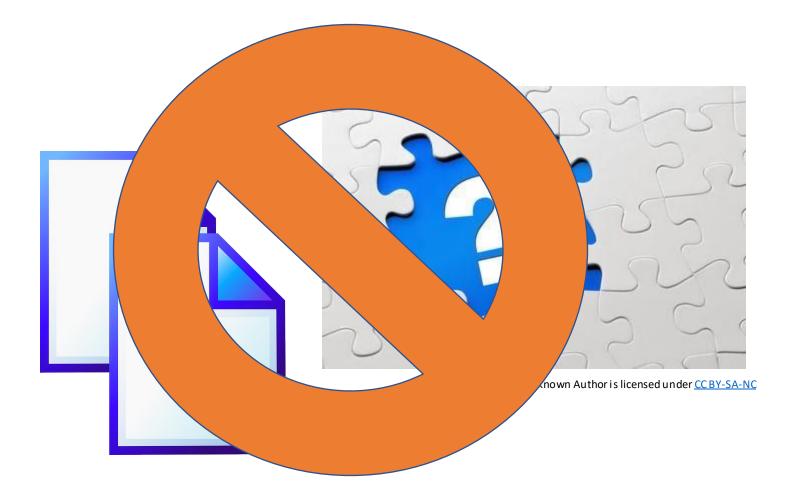
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#3: Maintaining Accuracy Reconciliations

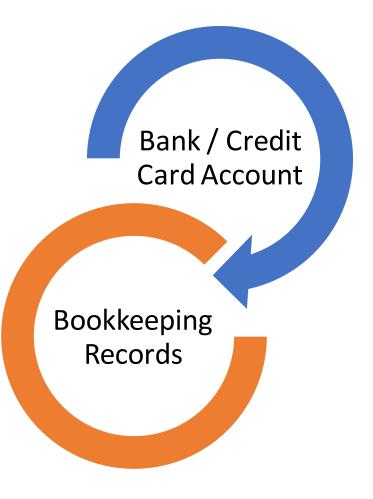


Purpose Of Reconciling

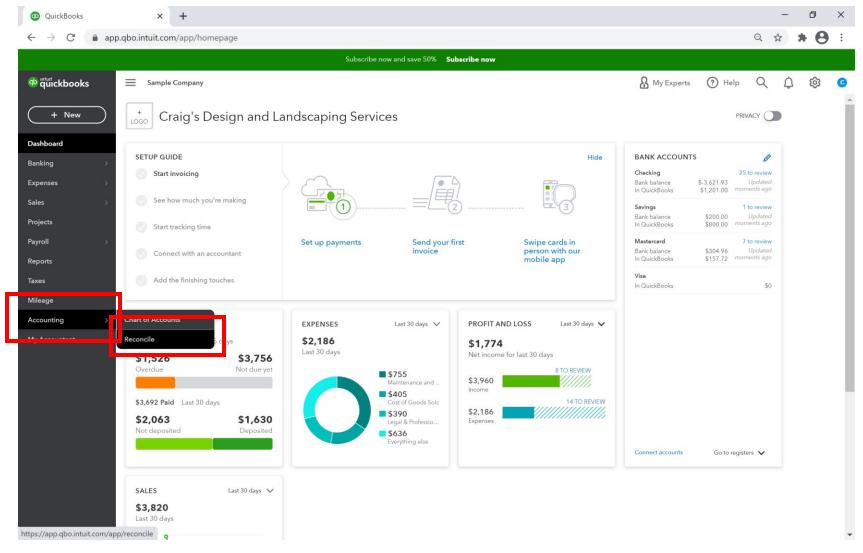




How Does Reconciling Work







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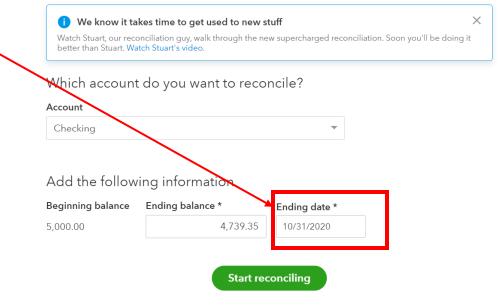
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American USA Bank											
	Stateme	ent of Acco	ount	t							
	Account	No. 12345	56-7	8							
	Statement Dat	e: Octobe	er 31	L, 2020							
B	Beginning Balance:										
Т	\$ 416.49										
Т	Total Withdrawals:										
E		\$4,739.35									
Transactions											
Date Description Deposit Withdrawal Balance											
1-Oct-20	State Treasury		\$	38.50	\$4,961.50						
3-Oct-20	Tania's Nursery		\$	89.09	\$4,872.41						
3-Oct-20	Books By Bessie		\$	55.00	\$4,817.41						
5-Oct-20	Check 125		\$	300.00	\$4,517.41						
9-Oct-20	Chin's Gas and Oil		\$	62.01	\$4,455.40						
10-Oct-20	Tania's Nursery		\$	108.09	\$4,347.31						
19-Oct-20	Counter Deposit	\$ 86.40			\$4,433.71						
19-Oct-20	Counter Deposit	\$225.00			\$4,658.71						
21-Oct-20	Counter Deposit	\$105.00			\$4,763.71						
26-Oct-20	Hick's Hardware		\$	24.36	\$4,739.35						



Reconcile an account

Open your statement and let's get started.





American USA Bank												
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Statement Date: October 31, 2020												
Beginning Balance: \$5,000.00												
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Total Withdrawals: \$ 677.05												
Ending Balance: \$4,739.35												
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3-Oct-20	Tania's Nursery		\$	89.09	\$4,872.41							
3-Oct-20	Books By Bessie		\$	55.00	\$4,817.41							
5-Oct-20	Check 125		\$	300.00	\$4,517.41							
9-Oct-20	Chin's Gas and Oil		\$	62.01	\$4,455.40							
10-Oct-20	Tania's Nursery		\$	108.09	\$4,347.31							
19-Oct-20	Counter Deposit	\$ 86.40			\$4,433.71							
19-Oct-20	Counter Deposit	\$225.00			\$4,658.71							
21-Oct-20	Counter Deposit	\$105.00			\$4,763.71							
26-Oct-20	Hick's Hardware		\$	24.36	\$4,739.35							



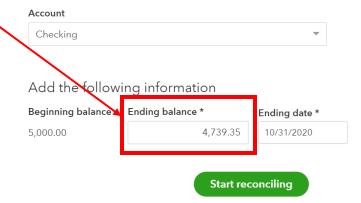
Reconcile an account

Open your statement and let's get started.

We know it takes time to get used to new stuff

Watch Stuart, our reconciliation guy, walk through the new supercharged reconciliation. Soon you'll be doing it better than Stuart. Watch Stuart's video.

Which account do you want to reconcile?





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ly Accountant	09/30/2020	Sales Tax Payment		- Split -		Q1 Payment	38.50			
	09/30/2020	Sales Tax Payment		- Split -		Q1 Payment	38.40			
	10/03/2020	Expense	9	Job Expenses:J	Tania's Nursery		89.09			
	10/03/2020	Check	12	Legal & Professi	Books by Bessie		55.00			
	10/09/2020	Check	5	Automobile:Fuel	Chin's Gas and Oil		62.01			
	10/10/2020	Expense	15	Job Expenses	Tania's Nursery		108.09			
	10/19/2020	Receive Payment	5664	Accounts Receiv	Freeman Sporting G Kate Whelan			86.40		
	10/19/2020	Sales Receipt Receive Payment	1008	Design income Accounts Receiv	Kate Whelan Amy's Bird Sanctuary	Amy claims the pest control did not occur		225.00		
	10/23/2020	Bill Payment	7	Accounts Receiv	Hicks Hardware	Any claims the pest control did hot occur	250.00	105.00		
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	09/30/2020	Sales Tax Payment		- Split -		Q1 Payment	38.40			
	10/03/2020	Expense	9	Job Expenses:J	Tania's Nursery		89.09			
	10/03/2020	Check	12	Legal & Professi	Books by Bessie		55.00			
	10/09/2020	Check	5	Automobile:Fuel	Chin's Gas and Oil		62.01			
	10/10/2020	Expense	15	Job Expenses	Tania's Nursery		108.09			
	10/19/2020	Receive Payment	5664	Accounts Receiv	Freeman Sporting G			86.40		
	10/19/2020	Sales Receipt	1008	Design income	Kate Whelan			225.00		
	10/21/2020	Receive Payment		Accounts Receiv	Amy's Bird Sanctuary	Amy claims the pest control did not occur		105.00		
	10/23/2020	Bill Payment	7	Accounts Payabl	Hicks Hardware		250.00			
	10/26/2020	Expense	8	Landscaping Ser	Hicks Hardware		24.36			

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Projects								Sh	now me around
Payroll >	V X Statement en	ding date Clear filter / Vie	w all	(Pa	vments Deposits				
Reports	DATE CLEARE	D DATE TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)	0
Taxes	08/11/2020	Bill Payment	10	Accounts Payabl	Robertson & Associates		300.00		0
Mileage	08/19/2020	Receive Payment	1053	Accounts Receiv	Bill's Windsurf Shop			175.00	0
	09/02/2020	Expense	12	Legal & Professi	Robertson & Associates		250.00		0
Accounting >	09/24/2020	Check	4	Automobile:Fuel	Chin's Gas and Oil		54.55		0
My Accountant	09/30/2020	Sales Tax Payment		- Split -		Q1 Payment	38.50		0
	09/30/2020	Sales Tax Payment		- Split -		Q1 Payment	38.40		0
	10/03/2020	Expense	9	Job Expenses:J	Tania's Nursery		89.09		0
	10/03/2020	Check	12	Legal & Professi	Books by Bessie		55.00		0
	10/09/2020	Check	5	Automobile:Fuel	Chin's Gas and Oil		62.01		0
	10/10/2020	Expense	15	Job Expenses	Tania's Nursery		108.09		0
	10/19/2020	Receive Payment	5664	Accounts Receiv	Freeman Sporting G			86.40	0
	10/19/2020	Sales Receipt	1008	Design income	Kate Whelan			225.00	0
	10/21/2020	Receive Payment		Accounts Receiv	Amy's Bird Sanctuary	Amy claims the pest control did not occur		105.00	0
	10/23/2020	Bill Payment	7	Accounts Payabl	Hicks Hardware		250.00		0
	10/26/2020	Expense	8	Landscaping Ser	Hicks Hardware		24.36		0
	L								
									*



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DATE	CLEARED DATE	ТҮРЕ	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)	
08/11/2020		Bill Payment	10	Accounts Payabl	Robertson & Associates		300.00		
08/19/2020		Receive Payment	1053	Accounts Receiv	Bill's Windsurf Shop			175.00	
9/02/2020		Expense	12	Legal & Professi	Robertson & Associates		250.00		
9/24/2020		Check	4	Automobile:Fuel	Chin's Gas and Oil		54.55		
9/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.50		
9/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.40		
0/03/2020		Expense	9	Job Expenses:J	Tania's Nursery		89.09		
0/03/2020		Check	12	Legal & Professi	Books by Bessie		55.00		
0/00/2020		Chack	5	Automobile:Eucl	Chin's Gas and Oil		62.01		
0/10/2020		Expense	15	Job Expenses	Tania's Nursery		108.09		
0/17/2020		кессие гаушене	5004	Accounts Accounts	riceman oporting o			86.40	
0/19/2020		Sales Receipt	1008	Design income	Kate Whelan			225.00	
0/21/2020		Receive Payment		Accounts Receiv	Amy's Bird Sanctuary	Amy claims the pest control did not occur		105.00	
0/23/2020		Bill Payment	7	Accounts Payabl	Hicks Hardware		250.00		

	Americ	an USA Ba	ank								
	Stateme	ent of Acco	ount	t							
	Account	No. 12345	56-7	8							
	Statement Dat	e: Octobe	er 31	l, 2020							
В	Beginning Balance:										
T	otal Deposits:				\$ 416.40						
T	otal Withdrawals:				\$ 677.05						
E	nding Balance:				\$4,739.35						
	Tra										
Date	Description	Deposit	Wi	thdrawal	Balance						
1-Oct-20	State Treasury		\$	38.50	\$4,961.50						
3-Oct-20	Tania's Nursery		\$	89.09	\$4,872.41						
3-Oct-20	Books By Bessie		\$	55.00	\$4,817.41						
5-Oct-20	Check 125		\$	300.00	\$4,517.41						
9-Oct-20	Chin's Gas and Oil		\$	62.01	\$4,455.40						
10-Oct-20	Tania's Nursery		\$	108.09	\$4,347.31						
19-Oct-20	Counter Deposit	\$ 86.40			\$4,433.71						
19-Oct-20	Counter Deposit	\$225.00			\$4,658.71						
21-Oct-20	Counter Deposit	\$105.00			\$4,763.71						
26-Oct-20	Hick's Hardware		\$	24.36	\$4,739.35						



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DATE	CLEARED DATE	ТҮРЕ	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)	
08/11/2020		Bill Payment	10	Accounts Payabl	Robertson & Associates		300.00		
08/19/2020		Receive Payment	1053	Accounts Receiv	Bill's Windsurf Shop			175.00	
9/02/2020		Expense	12	Legal & Professi	Robertson & Associates		250.00		
09/24/2020		Check	4	Automobile:Fuel	Chin's Gas and Oil		54.55		
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.50		
9/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.40		
0/03/2020		Expense	9	Job Expenses:J	Tania's Nursery		89.09		
0/03/2020		Check	12	Legal & Professi	Books by Bessie		55.00		
0/09/2020		Check	5	Automobile:Fuel	Chin's Gas and Oil		62.01	_	
0/10/2020		Expense	15	Job Expenses	Tania's Nursery		108.09		*
01172020		Receive Fuyment	5551	Accounts Accounts	recentar oportang on			86.40	
0/19/2020		Sales Receipt	1008	Design income	Kate Whelan			225.00	
10/21/2020		Receive Payment		Accounts Receiv	Amy's Bird Sanctuary	Amy claims the pest control did not occur		105.00	
10/23/2020		Bill Payment	7	Accounts Payabl	Hicks Hardware		250.00		

American USA Bank											
		Stateme	ent of Acco	ount							
		Account	No. 12345	56-7	8						
		Statement Dat	e: Octobe	er 31	l , 2020						
	В	Beginning Balance:									
	T	otal Deposits:				\$ 416.40					
	T	otal Withdrawals:				\$ 677.05					
	E	nding Balance:				\$4,739.35					
	Date	Description	Deposit	Wi	thdrawal	Balance					
	1-Oct-20	State Treasury		\$	38.50	\$4,961.50					
	3-Oct-20	Tania's Nursery		\$	89.09	\$4,872.41					
	3-Oct-20	Books By Bessie		\$	55.00	\$4,817.41					
	5-Oct-20	Check 125		\$	300.00	\$4,517.41					
	9-Oct-20	Chin's Gas and Oil		\$	62.01	\$4,455.40					
ſ	10-Oct-20	Tania's Nursery		\$	108.09	\$4,347.31					
	19-Oct-20	Counter Deposit	\$ 86.40			\$4,433.71					
	19-Oct-20	Counter Deposit	\$225.00			\$4,658.71					
	21-Oct-20	Counter Deposit	\$105.00			\$4,763.71					
	26-Oct-20	Hick's Hardware		\$	24.36	\$4,739.35					



DATE	CLEARED DATE	ТҮРЕ	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)	
08/11/2020		Bill Payment	10	Accounts Payabl	Robertson & Associates		300.00		8
08/19/2020		Receive Payment	1053	Accounts Receiv	Bill's Windsurf Shop			175.00	
09/02/2020		Expense	12	Legal & Professi	Robertson & Associates		250.00		
09/24/2020		Check	4	Automobile:Fuel	Chin's Gas and Oil		54.55		
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.50		*
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.40		
10/03/2020		Expense	9	Job Expenses:J	Tania's Nursery		89.09		*
10/03/2020		Check	12	Legal & Professi	Books by Bessie		55.00		
10/09/2020		Check	5	Automobile:Fuel	Chin's Gas and Oil		62.01		*
10/10/2020		Expense	15	Job Expenses	Tania's Nursery		108.09		*
10/19/2020		Receive Payment	5664	Accounts Receiv	Freeman Sporting G			86.40	*
10/19/2020		Sales Receipt	1008	Design income	Kate Whelan			225.00	*
10/21/2020		Receive Payment		Accounts Receiv	Amy's Bird Sanctuary	Amy claims the pest control did not occur		105.00	8
10/23/2020		Bill Payment	7	Accounts Payabl	Hicks Hardware		250.00		

American USA Bank											
	Stateme	ent of Acco	ount	t							
	Account	No. 12345	56-7	8							
	Statement Dat	e: Octobe	er 31	l, 2020							
B	\$5,000.00										
Т	\$ 416.40										
Т	otal Withdrawals:				\$ 677.05						
E	nding Balance:				\$4,739.35						
Transactions											
Date	Description	Deposit	Wi	thdrawal	Balance						
1-Oct-20	State Treasury		\$	38.50	\$4,961.50						
3-Oct-20	Tania's Nursery		\$	89.09	\$4,872.41						
3-Oct-20	Books By Bessie		\$	55.00	\$4,817.41						
5-Oct-20	Check 125		\$	300.00	\$4,517.41						
9-Oct-20	Chin's Gas and Oil		\$	62.01	\$4,455.40						
10-Oct-20	Tania's Nursery		\$	108.09	\$4,347.31						
19-Oct-20	Counter Deposit	\$ 86.40			\$4,433.71						
19-Oct-20	Counter Deposit	\$225.00			\$4,658.71						
21-Oct-20	Counter Deposit	\$105.00			\$4,763.71						
26-Oct-20	Hick's Hardware		\$	24.36	\$4,739.35						



DATE	CLEARED DATE	ТҮРЕ	REF NO.	ACCOUNT	PAYEE	МЕМО	PAYMENT (USD)	DEPOSIT (USD)	
08/11/2020		Bill Payment	10	Accounts Payabl	Robertson & Associates		300.00		0
		ai.a.,	1052		entre de celer			175.00	
09/02/2020		Expense	12	Legal & Professi	Robertson & Associates		250.00		
09/24/2020		Check	4	Automobile:Fuel	Chin's Gas and Oil		54.55		
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.50		Ø
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.40		
10/03/2020		Expense	9	Job Expenses:J	Tania's Nursery		89.09		
10/03/2020		Check	12	Legal & Professi	Books by Bessie		55.00		
10/09/2020		Check	5	Automobile:Fuel	Chin's Gas and Oil		62.01		Ø
10/10/2020		Expense	15	Job Expenses	Tania's Nursery		108.09		
10/19/2020		Receive Payment	5664	Accounts Receiv	Freeman Sporting G			86.40	Ø
10/19/2020		Sales Receipt	1008	Design income	Kate Whelan			225.00	Ø
10/21/2020		Receive Payment		Accounts Receiv	Amy's Bird Sanctuary	Amy claims the pest control did not occur		105.00	0
10/23/2020		Bill Payment	7	Accounts Payabl	Hicks Hardware		250.00		

	Americ	an USA Ba	ank			
	Stateme	ent of Acco	ount	:		
	Account	No. 12345	56-7	8		
	Statement Dat	e: Octobe	er 31	l , 2020		
B	eginning Balance:				\$5	,000.00
Т	otal Deposits:				\$	416.40
Т	otal Withdrawals:				\$	677.05
E	nding Balance:				\$4	,739.35
	Tra	nsactions				
Date	Description	Deposit	Wit	thdrawal	B	alance
1-Oct-20	State Treasury		\$	38.50	\$4	,961.50
3-Oct-20	Tania's Nursery		\$	89.09	\$4	,872.41
3-Oct-20	Books By Bessie		\$	55.00	\$4	,817.41
5-Oct-20	Check 125		\$	300.00	\$4	,517.41
9-Oct-20	Chin's Gas and Oil		Ş	62.01	\$4	,455.40
10-Oct-20	Tania's Nursery		\$	108.09	\$4	,347.31
19-Oct-20	Counter Deposit	\$ 86.40			\$4	,433.71
19-Oct-20	Counter Deposit	\$225.00			\$4	,658.71
21-Oct-20	Counter Deposit	\$105.00			\$4	,763.71
26-Oct-20	Hick's Hardware		\$	24.36	\$4	,739.35



DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)	
08/11/2020		Bill Payment	10	Accounts Payabl	Robertson & Associates		300.00)	0
08/19/2020		Receive Payment	1053	Accounts Receiv	Bill's Windsurf Shop			175.00	
09/02/2020		Expense	12	Legal & Professi	Robertson & Associates		250.00)	
09/24/2020		Check	4	Automobile:Fuel	Chin's Gas and Oil		54.55		
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.50		0
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.40)	
10/03/2020		Expense	9	Job Expenses:J	Tania's Nursery		89.09		0
10/03/2020		Check	12	Legal & Professi	Books by Bessie		55.00)	
10/09/2020		Check	5	Automobile:Fuel	Chin's Gas and Oil		62.01		0
10/10/2020		Expense	15	Job Expenses	Tania's Nursery		108.09		
10/19/2020		Receive Payment	5664	Accounts Receiv	Freeman Sporting G			86.40	
10/19/2020		Sales Receipt	1008	Design income	Kate Whelan			225.00	
10/21/2020		Receive Payment		Accounts Receiv	Amy's Bird Sanctuary	Amy claims the pest control did not occur		105.00	
10/23/2020		Bill Payment	7	Accounts Payabl	Hicks Hardware		250.00)	

	Americ	an USA Ba	ank		
	Stateme	ent of Acco	ount	t	
	Account	No. 12345	56-7	8	
	Statement Dat	e: Octobe	er 31	l, 2020	
B	eginning Balance:				\$5,000.00
T	otal Deposits:				\$ 416.40
T	otal Withdrawals:				\$ 677.05
E	nding Balance:				\$4,739.35
	Tra	nsactions			
Date	Description	Deposit	Wi	thdrawal	Balance
1-Oct-20	State Treasury		\$	38.50	\$4,961.50
3-Oct-20	Tania's Nursery		\$	89.09	\$4,872.41
3-Oct-20	Books By Bessie		\$	55.00	\$4,817.41
5-Oct-20	Check 125		\$	300.00	\$4,517.41
9-Oct-20	Chin's Gas and Oil		\$	62.01	\$4,455.40
10-Oct-20	Tania's Nursery		\$	108.09	\$4,347.31
19-Oct-20	Counter Deposit	\$ 86.40			\$4,433.71
19-Oct-20	Counter Deposit	\$225.00			\$4,658.71
21-Oct-20	Counter Deposit	\$105.00			\$4,763.71
26-Oct-20	Hick's Hardware		\$	24.36	\$4,739.35
	To To To To To To To To To To To To To T	Stateme Account Statement Dat Beginning Balance: Total Deposits: Total Withdrawals: Ending Balance: Tra	Statement of Account No. 12345Account No. 12345Statement Date: OctobeBeginning Balance:Total Deposits: Total Withdrawals: Ending Balance:TransactionsDate Description Deposit1-Oct-20 State Treasury 3-Oct-20 Tania's Nursery 3-Oct-20 Check 125 9-Oct-20 Check 1259-Oct-20 Check 125 9-Oct-20 Counter Deposit\$ 86.40 19-Oct-20 Counter Deposit19-Oct-20 Counter Deposit\$ 225.00 21-Oct-20 Counter Deposit	Account No. 123456-7Statement Date: October 32Beginning Balance:Total Deposits: Total Withdrawals: Ending Balance:TransactionsDate Description Deposit With 1-Oct-20 State Treasury3-Oct-20 Tania's Nursery\$3-Oct-20 Books By Bessie\$5-Oct-20 Check 125\$9-Oct-20 Chin's Gas and Oil\$10-Oct-20 Counter Deposit\$ 86.4019-Oct-20 Counter Deposit\$ 225.0021-Oct-20 Counter Deposit\$ 105.00	Statement of AccountAccount No. 123456-78Statement Date: October 31, 2020Beginning Balance:Total Deposits: Total Withdrawals: Ending Balance:TransactionsDate Description DepositWithdrawal1-Oct-20State Treasury\$ 38.503-Oct-20Tania's Nursery\$ 89.093-Oct-20Books By Bessie\$ 55.005-Oct-20Check 125\$ 300.009-Oct-20Chin's Gas and Oil\$ 62.0110-Oct-20Tania's Nursery\$ 108.0919-Oct-20Counter Deposit\$ 86.4019-Oct-20Counter Deposit\$ 225.0021-Oct-20Counter Deposit\$ 105.00



DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)	
08/11/2020		Bill Payment	10	Accounts Payabl	Robertson & Associates		300.00		Ø
08/19/2020		Receive Payment	1053	Accounts Receiv	Bill's Windsurf Shop			175.00	
09/02/2020		Expense	12	Legal & Professi	Robertson & Associates		250.00		
09/24/2020		Check	4	Automobile:Fuel	Chin's Gas and Oil		54.55		
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.50		Ø
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.40		
10/03/2020		Expense	9	Job Expenses:J	Tania's Nursery		89.09		Ø
10/03/2020		Check	12	Legal & Professi	Books by Bessie		55.00		Ø
10/09/2020		Check	5	Automobile:Fuel	Chin's Gas and Oil		62.01		
10/10/2020		Expense	15	Job Expenses	Tania's Nursery		108.09		Ø
10/19/2020		Receive Payment	5664	Accounts Receiv	Freeman Sporting G			86.40	Ø
10/19/2020		Sales Receipt	1008	Design income	Kate Whelan			225.00	
10/21/2020		Receive Payment		Accounts Receiv	Amy's Bird Sanctuary	Amy claims the pest control did not occur		105.00	Ø
10/22/2020		Dill Paymont	7	Accounts Payabl	Hicke Hardware		250.00	_	
10/26/2020		Expense	8	Landscaping Ser	Hicks Hardware		24.36		*

	Stateme	ent	of Acco	ount			
	Account	No	. 12345	56-7	В		
	Statement Dat	e:	Octobe	er 31	, 2020		
B	eginning Balance:					\$5	5,000.00
Т	otal Deposits:					\$	416.40
Т	otal Withdrawals:					\$	677.05
E	nding Balance:					\$4	1,739.35
	Tra	nsa	ctions				
Date	Description	De	eposit	Wit	thdrawal	B	alance
1-Oct-20	State Treasury			\$	38.50	\$4	l <i>,</i> 961.50
3-Oct-20	Tania's Nursery			\$	89.09	\$4	1,872.41
3-Oct-20	Books By Bessie			\$	55.00	\$4	1,817.41
5-Oct-20	Check 125			\$	300.00	\$4	1,517.41
9-Oct-20	Chin's Gas and Oil			\$	62.01	\$4	1,455.40
10-Oct-20	Tania's Nursery			\$	108.09	\$4	1,347.31
19-Oct-20	Counter Deposit	\$	86.40			\$4	1,433.71
19-Oct-20	Counter Deposit	\$2	225.00			\$4	1,658.71
21-Oct-20	Counter Deposit	\$1	05.00			\$4	1,763.71
26-Oct-20	Hick's Hardware			\$	24.36	\$4	1,739.35

American USA Bank

DATE C	LEARED DATE	ТҮРЕ	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)	
08/11/2020		Bill Payment	10	Accounts Pavabl	Robertson & Associates		300.00		Ø
08/19/2020		Receive Payment	1053	Accounts Receiv	Bill's Windsurf Shop			175.00	0
09/02/2020		Expense	12	Legal & Protessi	Kobertson & Associates		250.00		0
09/24/2020		Check	4	Automobile:Fuel	Chin's Gas and Oil		54.55		
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.50		Ø
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.40		
10/03/2020		Expense	9	Job Expenses:J	Tania's Nursery		89.09		Ø
10/03/2020		Check	12	Legal & Professi	Books by Bessie		55.00		Ø
10/09/2020		Check	5	Automobile:Fuel	Chin's Gas and Oil		62.01		Ø
10/10/2020		Expense	15	Job Expenses	Tania's Nursery		108.09		Ø
10/19/2020		Receive Payment	5664	Accounts Receiv	Freeman Sporting G			86.40	Ø
10/19/2020		Sales Receipt	1008	Design income	Kate Whelan			225.00	Ø
10/21/2020		Receive Payment		Accounts Receiv	Amy's Bird Sanctuary	Amy claims the pest control did not occur		105.00	Ø
10/23/2020		Bill Payment	7	Accounts Payabl	Hicks Hardware		250.00		
10/26/2020		Expense	8	Landscaping Ser	Hicks Hardware		24.36		Ø

	Americ	an USA Ba	ank			
	Stateme	ent of Acco	ount			
	Account	No. 12345	56-7	8		
	Statement Dat	e: Octobe	er 31	l, 2020		
B	eginning Balance:				\$ 5	,000.00
Т(otal Deposits:				\$	416.40
Т(otal Withdrawals:				\$	677.05
E	nding Balance:				\$4	,739.35
	Tra	nsactions				
Date	Description	Deposit	Wi	thdrawal	B	alance
1-Oct-20	State Treasury		\$	38.50	\$4	,961.50
3-Oct-20	Tania's Nursery		\$	89.09	\$4	,872.41
3-Oct-20	Books By Bessie		\$	55.00	\$4	,817.41
5-Oct-20	Check 125		\$	300.00	\$4	l,517.41
9-Oct-20	Chin's Gas and Oil		\$	62.01	\$4	4,455.40
10-Oct-20	Tania's Nursery		\$	108.09	\$4	,347.31
19-Oct-20	Counter Deposit	\$ 86.40			\$4	,433.71
19-Oct-20	Counter Deposit	\$225.00			\$4	,658.71
21-Oct-20	Counter Deposit	\$105.00			\$4	,763.71
26-Oct-20	Hick's Hardware		\$	24.36	\$4	,739.35



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ตุ้มีมีเckbooks	Sample Company						My Experts 🕐 Hel	Ρςφ	\$	G
+ New	Chart of accounts > Bank registe Reconcile Checkin Statement ending date: October 3	g					Edit	t info Finist	n now 🗸	
Dashboard Banking >		\$4,739.35 EMENT ENDING BAL	ANCE	w Snip		739.35 ID BALANCE	Ø	\$0.00	1	
Expenses >	L. L	\$5,000.00 BEGINNING BALAN	CE		AYMENTS	- \$416.40 3 DEPOSITS		DIFFERENCE	J	. Г
Projects								,	Show me arou	
Payroll >	∏ → Statement ending da	ate Clear filter / Vi	ew all	Pa	ayments Deposits	All			日命	3
Time >	DATE CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)		
Reports	08/11/2020	Bill Payment	10	Accounts Payabl	Robertson & Associates		300.00		0	*
Taxes	08/19/2020	Receive Payment	1053	Accounts Receiv	Bill's Windsurf Shop			175.00		
	09/02/2020	Expense	12	Legal & Professi	Robertson & Associates		250.00			
Mileage	09/24/2020	Check	4	Automobile:Fuel	Chin's Gas and Oil		54.55			
Accounting >	09/30/2020	Sales Tax Payment		- Split -		Q1 Payment	38.50		Ø	
My Accountant	09/30/2020	Sales Tax Payment		- Split -		Q1 Payment	38.40			
	10/03/2020	Expense	9	Job Expenses:J	Tania's Nursery		89.09		0	
	10/03/2020	Check	12	Legal & Professi	Books by Bessie		55.00		Ø	
	10/09/2020	Check	5	Automobile:Fuel	Chin's Gas and Oil		62.01		0	
	10/10/2020	Expense	15	Job Expenses	Tania's Nursery		108.09		0	
	10/19/2020	Receive Payment	5664	Accounts Receiv	Freeman Sporting G			86.40	0	
	10/19/2020	Sales Receipt	1008	Design income	Kate Whelan			225.00	0	
	10/21/2020	Receive Payment		Accounts Receiv	Amy's Bird Sanctuary	Amy claims the pest control did not occur		105.00	Ø	
	10/23/2020	Bill Payment	7	Accounts Payabl	Hicks Hardware		250.00			
	10/26/2020	Expense	8	Landscaping Ser	. Hicks Hardware		24.36		0	



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+ New	Chart of accounts > Bank register Reconcile Checking Statement ending date: October 31,	3					Edit	info	
Dashboard Banking >	9	54,739.35	ANCE	lew Snip		39.35 D BALANCE	Ø	\$0.00	
Expenses > Sales >	E	\$5,000.00 BEGINNING BALANG	CE		77.05 +	\$416.40 3 DEPOSITS		DIFFERENCE	~
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Payroll >	∇ - × Statement ending date	e Clear filter / Vie	ew all	Pa	yments Deposits	All		Ð	\$
Time >	DATE CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	МЕМО	PAYMENT (USD)	DEPOSIT (USD)	
Reports	08/11/2020	Bill Payment	10	Accounts Payabl	Robertson & Associates		300.00		•
Taxes	08/19/2020	Receive Payment	1053	Accounts Receiv	Bill's Windsurf Shop			175.00 (
	09/02/2020	Expense	12	Legal & Professi	Robertson & Associates		250.00		
Mileage	09/24/2020	Check	4	Automobile:Fuel	Chin's Gas and Oil		54.55		
Accounting >	09/30/2020	Sales Tax Payment		- Split -		Q1 Payment	38.50		0
/ly Accountant	09/30/2020	Sales Tax Payment		- Split -		Q1 Payment	38.40		0
	10/03/2020	Expense	9	Job Expenses:J	Tania's Nursery		89.09		0
	10/03/2020	Check	12	Legal & Professi	Books by Bessie		55.00		0
	10/09/2020	Check	5	Automobile:Fuel	Chin's Gas and Oil		62.01		0
	10/10/2020	Expense	15	Job Expenses	Tania's Nursery		108.09		0
	10/19/2020	Receive Payment	5664	Accounts Receiv	Freeman Sporting G Kate Whelan				0
	10/19/2020	Sales Receipt Receive Payment	1008	Design income Accounts Receiv	Amy's Bird Sanctuary	Amy claims the pest control did not occur			0
	10/23/2020	Bill Payment	7	Accounts Receiv		any claims the pest control and hot occur	250.00	103.00	
	10/26/2020	Expense	8	Landscaping Ser			24.36		0



100% Accuracy





Conclusion & Next Steps



Many More Features

- ✓ Setting UP A New QBO File
- ✓ Navigating through QuickBooks
- ✓ Creating & Maintaining A Useful Chart of Accounts
- ✓ Paying Bills Through Intuit Bill Payment System
- ✓ Tracking 1099 & W-9s (and criteria)
- ✓ Using QBO To Manage Inventory
- Tracking Invoices Through Intuit Email System

- ✓ Receiving Credit Card & ACH Payments Through Intuit Merchant Services
- ✓ Creating Bank Rules
- ✓ Reconciling Your Bank Account
- Reviewing & Analyzing Important Financial Reports
- ✓ Workflows: What To Do & When To Do It
- ✓ Understanding How QuickBooks Apps Work
- ✓ QuickBooks Mobile App
- ✓ ...and so much more...



"Bookkeeping Basics For Business Owners" eCourse Series



 All your hard work boils down to this: Reviewing your financial reports...and making strategic decisions with the information. Let's explore the reports that are available in QuickBooks Online and highlight some of the key information that you should pay attention to.

Tracking Your Sales & Customers

 You're in business to get paid! Learn how to record your invoices and payments in QuickBooks. And also learn some best practices for collecting overdue money from your customers.



 We need to clearly see how we are spending our money to be good stewards of our hard-earned money. And keeping our key vendors happy by paying them on time is critical to a successful business. Let's learn how to do these tasks properly.

Managing Your Expenses & Vendors

Powerful Chart of Accounts

Mole of the solution of the so

 Your Chart of Accounts is the list of all the ways assets (like money) flows through your business.
 Setting up an efficient chart is crucial to ensuring your financial records easily give you the information you need to make crucial business decisions.



Sales Tax Basics •Where once sales ta product sales power

•Where once sales tax was reserved for only tangible product sales, nowadays it's not uncommon to see services being charged a tax. So you need to be aware of them, no matter what business you're in! Learn some basics of sales tax and how to track and record them in QuickBooks.

Setting Up Banking Automations In QuickBooks

 Clearing your bank feed and reconciling your bank (and credit card accounts) is crucial to having accurate bookkeeping records. We will explore how to quickly and easy do these tasks, including setting up bank rules to automate a lot of this process.





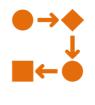
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Using QuickBooks For Inventory Management

•QuickBooks uses special things called "items" to record sales and track inventory. Even if you don't have inventory, you still need to understand how to use "items" to properly record any type of sale (including services). We will dive into using Items this week.

Workflows To Save You Time

•You know WHAT to do, but do you know WHEN to do it? The timing of the tasks you complete is just as important as the tasks themselves. Let's discuss the most efficient way to get your books done.





Support System





For More Help Visit Our Website And Schedule A Consultation

www.cfoservicesgroup.com info@cfoservicesgroup.com

