



# 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...

# About Me

Serial  
Entrepreneur

**Manuel “Manny” Cosme**

**Founder & CEO**



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

Learn More At  
[www.cfoservicesgroup.com](http://www.cfoservicesgroup.com)



## Financial Reports You Need To Read

- 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.



## Sales Tax Basics

- 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.

## 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.



## 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 easily do these tasks, including setting up bank rules to automate a lot of this process.



## Managing Your Expenses & Vendors

- 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.



## 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.

## Powerful Chart of Accounts

- 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.



## 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:

[qbo.intuit.com/udir/testdrive](https://qbo.intuit.com/udir/testdrive)

**Use Your Own File!!!**



# #1: Spending Money Bills & Expenses



# Vendors

People / Businesses / Organizations To Whom You Pay Money

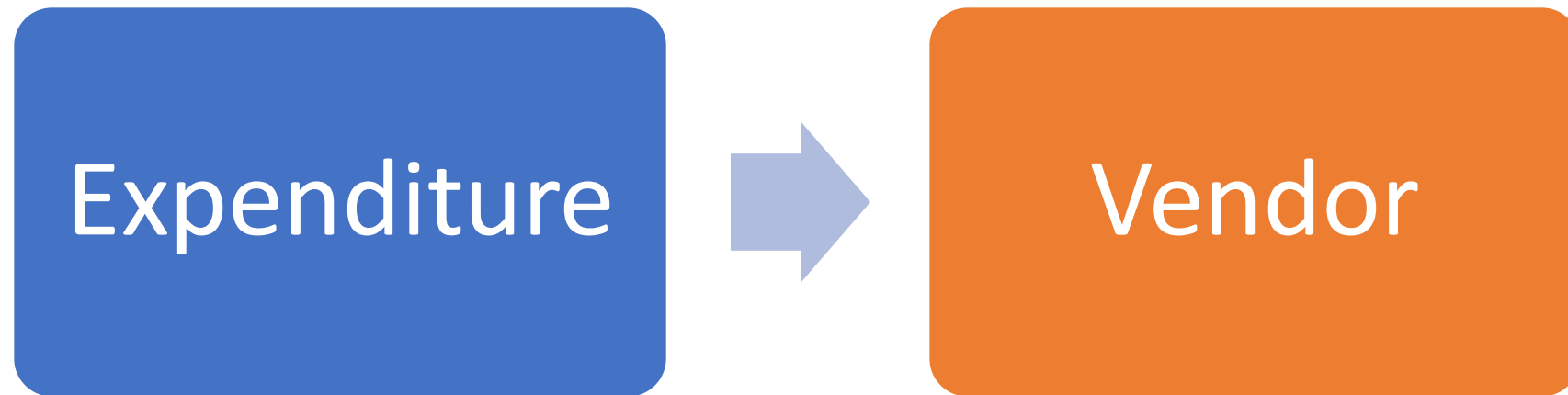


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# Expenditures Are Mapped To Vendors



# Expense Center

The screenshot displays the QuickBooks Expense Center interface. The browser address bar shows the URL <https://app.qbo.intuit.com/app/expenses>. The page header includes the QuickBooks logo, the company name "Sample Company", and navigation links for "My Experts", "Help", and search. A green banner at the top offers a "Subscribe now and save 50%" promotion. The left sidebar contains navigation options: Dashboard, + New, Expenses (highlighted with a red box), Sales, Projects, Payroll, Reports, Taxes, Mileage, Accounting, My Accountant, and Insurance. The main content area is titled "Expense Transactions" and includes a "Filter" dropdown set to "Last 365 Days" and a "Batch actions" dropdown. A table of transactions is displayed with columns for DATE, TYPE, NO., PAYEE, CATEGORY, MEMO, TOTAL, and ACTION. The table contains 15 rows of data, including entries for Credit Card Expense, Cash Expense, Bill Payment, and Purchase Order. The "ACTION" column includes links for "View/Edit", "Print", and "Schedule payment".

<input type="checkbox"/>	DATE	TYPE	NO.	PAYEE	CATEGORY	MEMO	TOTAL	ACTION
<input type="checkbox"/>	11/30/2020	Credit Card Expense			Automobile		\$34.00	
<input type="checkbox"/>	11/19/2020	Credit Card Credit			Checking	Monthly Payment	-\$900.00	
<input type="checkbox"/>	11/17/2020	Credit Card Expense		Squeaky Kleen Car Wash	Automobile		\$19.99	
<input type="checkbox"/>	11/11/2020	Credit Card Expense		Hicks Hardware	Job Expenses:Job Mater		\$42.40	
<input type="checkbox"/>	11/10/2020	Credit Card Expense		Squeaky Kleen Car Wash	Automobile		\$19.99	
<input type="checkbox"/>	11/10/2020	Credit Card Expense		Bob's Burger Joint	Meals and Entertainmen	Bought lunch for crew 102	\$18.97	
<input type="checkbox"/>	11/08/2020	Cash Expense		Tania's Nursery	Job Expenses:Job Mater		-\$23.50	
<input type="checkbox"/>	11/05/2020	Bill Payment (Credit Card)	1	Cal Telephone			-\$56.50	
<input type="checkbox"/>	11/05/2020	Expense	76	Pam Seitz	Legal & Professional Fee		\$75.00	<a href="#">View/Edit</a>
<input type="checkbox"/>	11/05/2020	Expense	1	Chin's Gas and Oil	Automobile:Fuel		\$52.56	<a href="#">View/Edit</a>
<input type="checkbox"/>	11/05/2020	Check	75	Hicks Hardware	-Split-		\$228.75	<a href="#">View/Edit</a>
<input type="checkbox"/>	11/05/2020	Purchase Order	1003	Hicks Hardware	-Split-		\$228.75	<a href="#">Print</a>
<input type="checkbox"/>	11/05/2020	Bill		Norton Lumber and Building ...	-Split-		\$205.00	<a href="#">Schedule payment</a>

# Expense Center

Sample Company

Expense **Vendors**

Unbilled Last 365 Days: \$125 (1 PURCHASE ORDER)

Unpaid Last 365 Days: \$848 (4 OVERDUE)

Open Bills: \$1,603 (5 OPEN BILLS)

Paid: \$3,892 (21 PAID LAST 30 DAYS)

<input type="checkbox"/>	VENDOR / COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/>	Bob's Burger Joint			\$0.00	Create bill
<input type="checkbox"/>	Books by Bessie	(650) 555-7745	Books@Intuit.com	\$0.00	Create bill
<input type="checkbox"/>	Brosnahan Insurance Agency	(650) 555-9912		\$241.23	Make payment
<input type="checkbox"/>	Cal Telephone	(650) 555-1616		\$0.00	Create bill
<input type="checkbox"/>	Chin's Gas and Oil			\$0.00	Create bill
<input type="checkbox"/>	Cigna Health Care	(520) 555-9874		\$0.00	Create bill
<input type="checkbox"/>	Computers by Jenni	(650) 555-8721	Msfixit@Intuit.com	\$0.00	Create bill
<input type="checkbox"/>	Diego's Road Warrior Bodyshop			\$755.00	Make payment
<input type="checkbox"/>	EDD			\$0.00	Create bill

# Setting Up A Vendor

The screenshot shows the QuickBooks Vendors page for 'Sample Company'. The page features a navigation sidebar on the left with options like Dashboard, Banking, Expenses, Sales, Projects, Payroll, Reports, Taxes, Mileage, Accounting, My Accountant, and Insurance. The main content area displays a summary of vendor balances: Unbilled Last 365 Days (\$125, 1 PURCHASE ORDER), Unpaid Last 365 Days (\$848, 4 OVERDUE), 5 OPEN BILLS (\$1,603), and Paid (\$3,892, 21 PAID LAST 30 DAYS). A 'New vendor' button is highlighted with a red box. Below the summary is a table of vendors with columns for Vendor / Company, Phone, Email, Open Balance, and Action.

VENDOR / COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/> Bob's Burger Joint			\$0.00	Create bill
<input type="checkbox"/> Books by Bessie	(650) 555-7745	Books@Intuit.com	\$0.00	Create bill
<input type="checkbox"/> Brosnahan Insurance Agency	(650) 555-9912		\$241.23	Make payment
<input type="checkbox"/> Cal Telephone	(650) 555-1616		\$0.00	Create bill
<input type="checkbox"/> Chin's Gas and Oil			\$0.00	Create bill
<input type="checkbox"/> Cigna Health Care	(520) 555-9874		\$0.00	Create bill
<input type="checkbox"/> Computers by Jenni	(650) 555-8721	Msfixit@Intuit.com	\$0.00	Create bill
<input type="checkbox"/> Diego's Road Warrior Bodyshop			\$755.00	Make payment
<input type="checkbox"/> EDD			\$0.00	Create bill

# Setting Up A Vendor

## Vendor Information

Title	First name	Middle name	Last name	Suffix	Email
<input type="text"/>	Manny	<input type="text"/>	Cosme	<input type="text"/>	<input type="text" value="Separate multiple emails with commas"/>
Company			Phone	Mobile	Fax
<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>
*Display name as			Other	Website	
<input type="text" value="Manny Cosme"/>			<input type="text"/>	<input type="text"/>	
Print on check as <input checked="" type="checkbox"/> Use display name			Billing rate (/hr)		
<input type="text" value="Manny Cosme"/>			<input type="text"/>		
Address <a href="#">map</a>					
<input type="text" value="Street"/>					
<input type="text" value="City/Town"/>		<input type="text" value="State/Province"/>			
<input type="text" value="ZIP code"/>		<input type="text" value="United States"/>			
Notes					
<input type="text"/>					
Terms			Opening balance as of		
<input type="text" value="Enter Text"/>			<input type="text" value="12/02/2020"/>		
Account no.					
<input type="text" value="Appears in the memo of all payments"/>					
Business ID No. / Social Security No.					
<input type="text"/>					

[Privacy](#)

# Setting Up A Vendor

## Vendor Information

Title	First name	Middle name	Last name	Suffix	Email
	Manny		Cosme		<small>Separate multiple emails with commas</small>
Company			Phone	Mobile	Fax
<small>*Display name as</small>			Other	Website	
Manny Cosme					
Print on check as <input checked="" type="checkbox"/> Use display name			Billing rate (/hr)		
Manny Cosme					
Address <a href="#">map</a>					
Street					
City/Town		State/Province			
ZIP code		United States			
Notes					
Cancel		Make inactive		Privacy	
					Save

# Bills vs Expenses





# Creating A Bill

The screenshot displays the QuickBooks web interface for 'Sample Company'. The 'New' button is highlighted with a red box, and its dropdown menu is open. The 'Bill' option under the 'VENDORS' column is also highlighted with a red box. The background shows various financial dashboards and reports.

**Navigation:** QuickBooks | Sample Company | My Experts | Help | Search | Settings | Profile

**Company Name:** Craig's Design and Landscaping Services

**PRIVACY:** [Toggle]

**Dropdown Menu:**

- 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
  - Pay down credit card

**Financial Dashboards:**

- Insurance:** Overdue: \$1,526; Not due yet: \$3,756; \$3,692 Paid (Last 30 days); \$2,063 Not deposited; \$1,630 Deposited.
- Net Income for last 30 days:** \$1,774. Breakdown: \$755 Maintenance and ...; \$405 Cost of Goods Sold; \$390 Legal & Professio...; \$636 Everything else.
- Income:** \$3,960 (8 TO REVIEW).
- Expenses:** \$2,186 (14 TO REVIEW).
- SALES (Last 30 days):** \$3,820. Line graph showing sales from \$2.6K to \$3.9K.

**BANK ACCOUNTS:**

- Checking:** Bank balance: \$-3,621.93; In QuickBooks: \$1,201.00 (25 to review, Updated moments ago).
- Savings:** Bank balance: \$200.00; In QuickBooks: \$800.00 (1 to review, Updated moments ago).
- Mastercard:** Bank balance: \$304.96; In QuickBooks: \$157.72 (7 to review, Updated moments ago).
- Visa:** In QuickBooks: \$0.

**Additional Features:** Swipe cards in person with our mobile app; Show less; Connect accounts; Go to registers.

# Creating A Bill

Bill

app.qbo.intuit.com/app/bill

Vendor: Choose a vendor

Window Snip

Mailing address: [Empty]

Terms: [Empty]

Bill date: 12/03/2020

Due date: 12/03/2020

Bill no.: [Empty]

Tags: Start typing to add a tag

Manage tags

BALANCE DUE: \$0.00

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1						
2						

Add lines Clear all lines

► Item details

Memo: [Empty]

Total \$0.00

Attachments Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Cancel Make recurring Save Save and schedule payment

# Creating A Bill

Bill

app.qbo.intuit.com/app/bill

Vendor

Choose a vendor

- + Add new
- Bob's Burger Joint
- Books by Bessie
- Brosnahan Insurance Agency
- Cal Telephone
- Chin's Gas and Oil
- Cigna Health Care
- Computers by Jenni
- Diego's Road Warrior Bodyshop

Bill date: 12/03/2020

Due date: 12/03/2020

Bill no.

Manage tags

	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1					
2					

Add lines Clear all lines

Item details

Memo

Attachments Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Cancel Make recurring Save Save and schedule payment

BALANCE DUE \$0.00

# Creating A Bill

Bill

app.qbo.intuit.com/app/bill

Vendor: Books by Bessie

BALANCE DUE: \$75.00

Mailing address: Bessie Williams, Books by Bessie, 15 Main St., Palo Alto, CA 94303

Terms: Net 15, Bill date: 12/03/2020, Due date: 12/18/2020, Bill no.

Tags: Start typing to add a tag

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Legal & Professional Fees:Accounting		75.00			
2						

Add lines Clear all lines

Item details

Memo

Attachments Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Cancel Clear Make recurring Save Save and schedule payment

# Creating A Bill

Bill

app.qbo.intuit.com/app/bill

Vendor: Books by Bessie

Window Snip

Mailing address: Bessie Williams, Books by Bessie, 15 Main St., Palo Alto, CA 94303

Terms: Net 15 | Bill date: 12/03/2020 | Due date: 12/18/2020 | Bill no.

Tags: Start typing to add a tag

BALANCE DUE: \$75.00

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Legal & Professional Fees:Accounting		75.00			
2						

Add lines | Clear all lines

► Item details

Memo

Attachments Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Cancel | Clear | Make recurring | Save | Save and schedule payment

# Creating A Bill

Bill

app.qbo.intuit.com/app/bill

Vendor: Books by Bessie

BALANCE DUE: \$75.00

Mailing address: Bessie Williams, Books by Bessie, 15 Main St., Palo Alto, CA 94303

Terms: Net 15

Bill date: 12/03/2020

Due date: 12/18/2020

Bill no.:

Tags: Start typing to add a tag

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Legal & Professional Fees:Accounting		75.00			
2						

Category details

Item details

Memo

Total: \$75.00

Attachments: Maximum size: 20MB

Cancel Clear Make recurring Save Save and schedule payment

All Other Bills

Inventory Purchases

# Creating A Bill

Bill

app.qbo.intuit.com/app/bill

Vendor: Books by Bessie

BALANCE DUE: \$75.00

Mailing address: Bessie Williams, Books by Bessie, 15 Main St., Palo Alto, CA 94303

Terms: Net 15, Bill date: 12/03/2020, Due date: 12/18/2020, Bill no.

Tags: Start typing to add a tag

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Legal & Professional Fees:Accounting		75.00	<input type="checkbox"/>	<input type="checkbox"/>	Enter Text
2	Accounting	Sub-account of Legal & ...				
	Bookkeeper	Sub-account of Legal & ...				
	Lawyer	Sub-account of Legal & ...				
	Maintenance and Repair	Expenses				
	Building Repairs	Sub-account of Mainten...				
	Computer Repairs	Sub-account of Mainten...				
	Equipment Repairs	Sub-account of Mainten...				
	Meals and Entertainment	Expenses				
	Office Expenses	Expenses				
			Total			\$75.00

Item details

Memo

Attachments

Drag/Drop files here or click the icon

Cancel Clear Make recurring Save Save and schedule payment

# Creating A Bill

Bill

app.qbo.intuit.com/app/bill

Vendor: Books by Bessie

BALANCE DUE: **\$75.00**

Mailing address: Bessie Williams, Books by Bessie, 15 Main St., Palo Alto, CA 94303

Terms: Net 15 | Bill date: 12/03/2020 | Due date: 12/18/2020 | Bill no.:

Tags: Start typing to add a tag

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Legal & Professional Fees:Accounting		75.00			
2						

Buttons: Add lines, Clear all lines

► Item details

Memo:

Attachments: Maximum size: 20MB. Drag/Drop files here or click the icon. [Show existing](#)

Total: \$75.00

Buttons: Cancel, Clear, Make recurring, Save, Save and schedule payment



# Creating A Bill

Bill

app.qbo.intuit.com/app/bill

Vendor: Books by Bessie

BALANCE DUE: \$75.00

Mailing address: Bessie Williams, Books by Bessie, 15 Main St., Palo Alto, CA 94303

Terms: Net 15, Bill date: 12/03/2020, Due date: 12/18/2020

Tags: Start typing to add a tag

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Legal & Professional Fees:Accounting		75.00			
2						

Item details

Memo:

Attachments: Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Cancel Clear Make recurring Save Save and schedule payment

# Creating A Bill

Bill

app.qbo.intuit.com/app/bill

Vendor: Books by Bessie

BALANCE DUE: **\$300.00**

Mailing address: Bessie Williams, Books by Bessie, 15 Main St, Palo Alto, CA 94303

Terms: Net 15, Bill date: 12/03/2020, Due date: 12/18/2020, Bill no.:

Tags: Start typing to add a tag

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Legal & Professional Fees:Accounting		75.00			
2	Legal & Professional Fees:Lawyer		225.00			
3						

Add lines Clear all lines

► Item details

Memo

Attachments Maximum size: 20MB

Total \$300.00

Cancel Clear Make recurring Save Save and schedule payment

# Creating A Bill

Bill

app.qbo.intuit.com/app/bill

Vendor: Books by Bessie

Window Snip

Mailing address: Bessie Williams, Books by Bessie, 15 Main St., Palo Alto, CA 94303

Terms: Net 15

Bill date: 12/03/2020

Due date: 12/18/2020

Bill no.

Tags: Start typing to add a tag

**BALANCE DUE**  
**\$75.00**

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Legal & Professional Fees:Accounting		75.00			
2						

Add lines Clear all lines

► Item details

Memo

Attachments Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Cancel Clear Make recurring Save Save and schedule payment

# Paying Bills



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# Paying Bills

The screenshot shows the QuickBooks web interface for a company named "Sample Company". The main header includes the QuickBooks logo, the company name, and a "PRIVACY" toggle. A navigation bar at the top contains "My Experts", "Help", and search icons. The main content area is titled "Craig's Design and Landscaping Services". A "+ New" button is highlighted with a red box, and its dropdown menu is open, with the "Pay bills" option also highlighted by a red box. The dropdown menu is organized into four columns: CUSTOMERS, VENDORS, EMPLOYEES, and OTHER. The "Pay bills" option is located in the VENDORS column. Below the dropdown menu, there are several financial summary cards: Insurance, Overdue/Not due yet, Deposited/Not deposited, Net income for last 30 days, and SALES. The "Net income for last 30 days" card shows a total of \$1,774, broken down into Income (\$3,960), Expenses (\$2,186), and items to review (8 TO REVIEW and 14 TO REVIEW). The "SALES" card shows a total of \$3,820 for the last 30 days.

QuickBooks  
Sample Company  
Craig's Design and Landscaping Services  
PRIVACY

+ New

- CUSTOMERS
  - Invoice
  - Receive payment
  - Estimate
  - Credit memo
  - Sales receipt
  - Refund receipt
  - Delayed credit
  - Delayed charge
- VENDORS
  - Expense
  - Check
  - Bill
  - Pay bills
  - Vendor credit
  - Credit card credit
  - Print checks
- EMPLOYEES
  - Payroll
  - Single time activity
  - Weekly timesheet
- OTHER
  - Bank deposit
  - Transfer
  - Journal entry
  - Statement
  - Inventory qty adjustment
  - Pay down credit card

Swipe cards in person with our mobile app

Bank Accounts

- Checking
  - Bank balance: \$-3,621.93
  - In QuickBooks: \$1,201.00
  - 25 to review
  - Updated moments ago
- Savings
  - Bank balance: \$200.00
  - In QuickBooks: \$800.00
  - 1 to review
  - Updated moments ago
- Mastercard
  - Bank balance: \$304.96
  - In QuickBooks: \$157.72
  - 7 to review
  - Updated moments ago
- Visa
  - In QuickBooks: \$0

Net Income for last 30 days: \$1,774

- \$3,960 Income (8 TO REVIEW)
- \$2,186 Expenses (14 TO REVIEW)

Insurance

- Overdue: \$1,526
- Not due yet: \$3,756
- \$3,692 Paid (Last 30 days)
- Not deposited: \$2,063
- Deposited: \$1,630

SALES (Last 30 days): \$3,820

# Paying Bills

Vendors x +

app.qbo.intuit.com/app/paybills

### Pay Bills

Payment account:  Balance \$1,201.00

Payment date:  Starting check no.:   Print later

TOTAL PAYMENT AMOUNT: **\$0.00**

6 open bills, 5 overdue

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/>	Robertson & Associates		07/08/2020 🚫	\$540.00	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	PG&E		10/23/2020 🚫	\$86.44	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Norton Lumber and Building Mat...		11/07/2020 🚫	\$205.00	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Robertson & Associates		11/07/2020 🚫	\$315.00	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Brosnahan Insurance Agency		11/10/2020 🚫	\$241.23	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Diego's Road Warrior Bodyshop		12/05/2020	\$755.00	Not available	<input type="text"/>	\$0.00
0 bills selected				\$0.00	\$0.00	\$0.00	\$0.00

Total payment (USD) 0.00

< First Previous 1-6 of 6 Next Last >

Cancel

Schedule payments online



# Paying Bills

Vendors x +

app.qbo.intuit.com/app/paybills

## Pay Bills

Payment account: Checking Balance \$1,201.00 Payment date: 12/03/2020 Starting check no.: 71  Print later

TOTAL PAYMENT AMOUNT: **\$0.00**

6 open bills, 5 overdue

PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
Robertson & Associates		07/08/2020	\$540.00	Not available	<input type="text"/>	\$0.00
PG&E		10/23/2020	\$86.44	Not available	<input type="text"/>	\$0.00
Norton Lumber and Building Mat...		11/07/2020	\$205.00	Not available	<input type="text"/>	\$0.00
Robertson & Associates		11/07/2020	\$315.00	Not available	<input type="text"/>	\$0.00
Brosnahan Insurance Agency		11/10/2020	\$241.23	Not available	<input type="text"/>	\$0.00
Diego's Road Warrior Bodyshop		12/05/2020	\$755.00	Not available	<input type="text"/>	\$0.00
0 bills selected			\$0.00	\$0.00	\$0.00	\$0.00

Total payment (USD) 0.00 < First Previous 1-6 of 6 Next Last >

Cancel [Schedule payments online](#)

# Paying Bills

Vendors x +

app.qbo.intuit.com/app/paybills

## Pay Bills

Payment account: Checking Balance \$1,201.00 Payment date: 12/03/2020 Starting check no.: 71  Print later

TOTAL PAYMENT AMOUNT: **\$0.00**

Filter > Last 365 Days Window Snip

6 open bills, 5 overdue

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/>	Robertson & Associates		07/08/2020 🚫	\$540.00	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	PG&E		10/23/2020 🚫	\$86.44	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Norton Lumber and Building Mat...		11/07/2020 🚫	\$205.00	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Robertson & Associates		11/07/2020 🚫	\$315.00	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Brosnahan Insurance Agency		11/10/2020 🚫	\$241.23	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Diego's Road Warrior Bodyshop		12/05/2020	\$755.00	Not available	<input type="text"/>	\$0.00
0 bills selected				\$0.00	\$0.00	\$0.00	\$0.00

Total payment (USD) 0.00 < First Previous 1-6 of 6 Next Last >

Cancel Schedule payments online



# Paying Bills

Vendors x +

app.qbo.intuit.com/app/paybills

## Pay Bills

Payment account:  Balance \$1,201.00

Payment date:  Starting check no.:   Print later

TOTAL PAYMENT AMOUNT: **\$0.00**

Filter > Last 365 Days

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/>	Robertson & Associates		07/08/2020 🚫	\$540.00	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	PG&E		10/23/2020 🚫	\$86.44	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Norton Lumber and Building Mat...		11/07/2020 🚫	\$205.00	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Robertson & Associates		11/07/2020 🚫	\$315.00	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Brosnahan Insurance Agency		11/10/2020 🚫	\$241.23	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Diego's Road Warrior Bodyshop		12/05/2020	\$755.00	Not available	<input type="text"/>	\$0.00
0 bills selected				\$0.00	\$0.00	\$0.00	\$0.00

Total payment (USD) 0.00

< First Previous 1-6 of 6 Next Last >

Cancel Schedule payments online

# Paying Bills

Vendors x +

app.qbo.intuit.com/app/paybills

### Pay Bills

Payment account: Checking Balance \$1,201.00

Payment date: 12/03/2020 Starting check no.: 71  Print later

TOTAL PAYMENT AMOUNT: **\$740.00**

Filter > Last 365 Days

6 open bills, 5 overdue

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/>	Robertson & Associates		07/08/2020	\$540.00	Not available	540.00	\$540.00
<input type="checkbox"/>	PG&E		10/23/2020	\$86.44	Not available		\$0.00
<input checked="" type="checkbox"/>	Norton Lumber and Building Mat...		11/07/2020	\$205.00	Not available	200.00	\$200.00
<input type="checkbox"/>	Robertson & Associates		11/07/2020	\$315.00	Not available		\$0.00
<input type="checkbox"/>	Brosnahan Insurance Agency		11/10/2020	\$241.23	Not available		\$0.00
<input type="checkbox"/>	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

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



# Paying Bills

Vendors x +

app.qbo.intuit.com/app/paybills

## Pay Bills

Payment account: Checking Balance \$1,201.00

Payment date: 12/03/2020 Starting check no.: 71  Print later

TOTAL PAYMENT AMOUNT: **\$740.00**

Filter > Last 365 Days 6 open bills, 5 overdue

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/>	Robertson & Associates		07/08/2020	\$540.00	Not available	540.00	\$540.00
<input type="checkbox"/>	PG&E		10/23/2020	\$86.44	Not available		\$0.00
<input checked="" type="checkbox"/>	Norton Lumber and Building Mat...		11/07/2020	\$205.00	Not available	200.00	\$200.00
<input type="checkbox"/>	Robertson & Associates		11/07/2020	\$315.00	Not available		\$0.00
<input type="checkbox"/>	Brosnahan Insurance Agency		11/10/2020	\$241.23	Not available		\$0.00
<input type="checkbox"/>	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

< First Previous 1-6 of 6 Next Last >

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

Cancel Schedule payments online

# Paying Bills

Vendors x +

app.qbo.intuit.com/app/paybills

## Pay Bills

Payment account: Checking Balance \$1,201.00 Payment date: 12/03/2020 Starting check no.: 71  Print later

**TOTAL PAYMENT AMOUNT**  
**\$740.00**

Filter > Last 365 Days Window Snip

6 open bills, 5 overdue

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/>	Robertson & Associates		07/08/2020	\$540.00	Not available	540.00	\$540.00
<input type="checkbox"/>	PG&E		10/23/2020	\$86.44	Not available		\$0.00
<input checked="" type="checkbox"/>	Norton Lumber and Building Mat...		11/07/2020	\$205.00	Not available	200.00	\$200.00
<input type="checkbox"/>	Robertson & Associates		11/07/2020	\$315.00	Not available		\$0.00
<input type="checkbox"/>	Brosnahan Insurance Agency		11/10/2020	\$241.23	Not available		\$0.00
<input type="checkbox"/>	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

< First Previous 1-6 of 6 Next Last >

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

Cancel **Schedule payments online**

# Bills vs Expenses



# Entering Expenses

The screenshot shows the QuickBooks web interface for 'Sample Company'. The 'New' button is highlighted with a red box, and the 'Expense' option in the dropdown menu is also highlighted with a red box. The background shows various financial dashboards including 'BANK ACCOUNTS', 'INCOME STATEMENT AND LOSS', and 'SALES'.

**QuickBooks Interface Elements:**

- Browser: <https://app.qbo.intuit.com/app/homepage>
- Company Name: Sample Company
- Account Name: Craig's Design and Landscaping Services
- Navigation: + New (highlighted), + LOGO
- Dropdown Menu (highlighted 'Expense'):
  - CUSTOMERS: Invoice, Receive payment, Estimate, Credit memo, Sales receipt, Refund receipt, Delayed credit, Delayed charge
  - VENDOR (highlighted): 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, Pay down credit card
- Bank Accounts Summary:
  - Checking: Bank balance \$-3,621.93, In QuickBooks \$1,201.00 (25 to review)
  - Savings: Bank balance \$200.00, In QuickBooks \$800.00 (1 to review)
  - Mastercard: Bank balance \$304.96, In QuickBooks \$157.72 (7 to review)
  - Visa: In QuickBooks \$0
- Income Statement and Loss (Last 30 days):
  - Net income for last 30 days: \$1,774
  - Income: \$3,960 (8 TO REVIEW)
  - Expenses: \$2,186 (14 TO REVIEW)
- Sales (Last 30 days): \$3,820

# Entering Expenses

Expense +

app.qbo.intuit.com/app/expense

Expense Take a tour Help

Payee: Bob's Burger Joint Payment account: Checking Balance \$1,201.00 AMOUNT \$35.00

Payment date: 12/03/2020 Payment method: What did you pay with? Ref no.:

Tags: Manage tags

Start typing to add a tag

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Meals and Entertainment	What did you pay for?	35.00			
2						

Add lines Clear all lines

► Item details

Memo:

Attachments Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Cancel Clear Make recurring Save Save and close

# Entering Expenses

Expense app interface showing expense entry details. The "Payment account" dropdown is highlighted with a red box.

Payee: Bob's Burger Joint | Payment account: **Checking** | Balance: \$1,201.00 | AMOUNT: **\$35.00**

Payment date: 12/03/2020 | Payment method: What did you pay with? | Ref no.:

Tags: Start typing to add a tag

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Meals and Entertainment	What did you pay for?	35.00			
2						

Buttons: Add lines, Clear all lines

Item details: Memo, Attachments (Maximum size: 20MB)

Total: \$35.00

Footer: Cancel, Clear, Make recurring, Save, Save and close



# Entering Expenses

Expense +

app.qbo.intuit.com/app/expense

Expense Take a tour Help

Payee: Bob's Burger Joint Payment account: Checking Balance \$1,201.00 AMOUNT \$35.00

Payment date: 12/03/2020 Payment method: What did you pay with? Ref no.:

Tags: Manage tags

Start typing to add a tag

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Meals and Entertainment	What did you pay for?	35.00			
2						

Add lines Clear all lines

► Item details

Memo:

Attachments Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

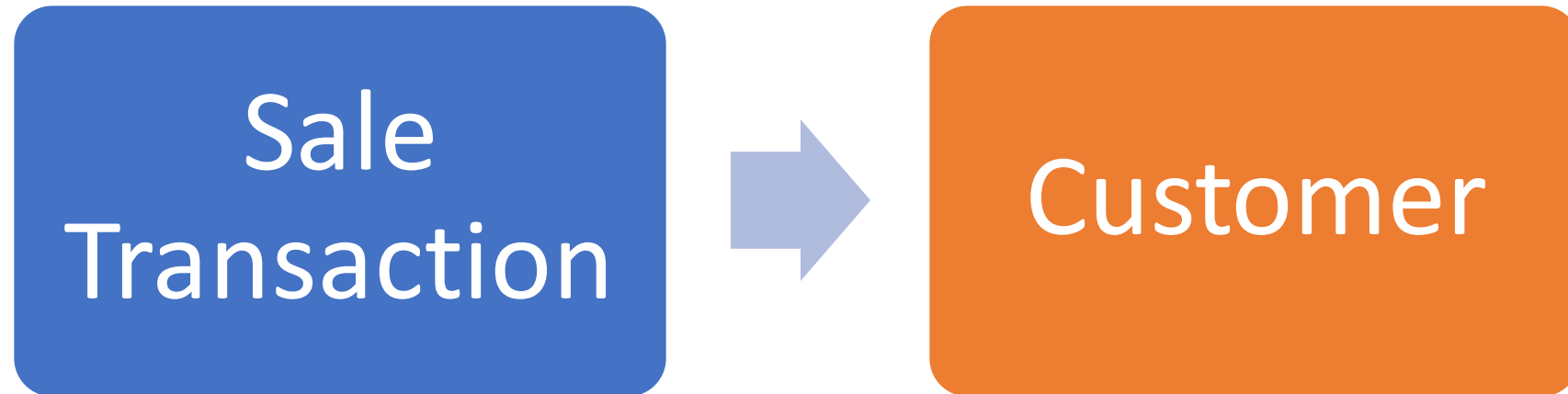
Cancel Clear Make recurring Save Save and close

# #2: Getting Paid Invoicing, Payments & Collections

# Customers



# Sales Are Mapped To Customers



# Sales Center

The screenshot displays the QuickBooks Sales Center interface. At the top, there's a navigation bar with the QuickBooks logo, a '+ New' button, and a sidebar menu. The sidebar menu includes options like Dashboard, Banking, Expenses, Sales (highlighted with a red box), Reports, Taxes, Mileage, Accounting, and My Accountant. The main content area shows a summary dashboard with five colored boxes representing different transaction statuses: Unbilled Last 365 Days (\$0 ESTIMATE), Unpaid Last 365 Days (\$750 2 UNBILLED ACTIVITY), Overdue (\$1,526 10 OVERDUE), Open Invoices (\$5,282 20 OPEN INVOICES), and Paid (\$3,136 12 PAID LAST 30 DAYS). Below the dashboard is a table of sales transactions with columns for DATE, TYPE, NO., CUSTOMER, MEMO, DUE DATE, BALANCE, TOTAL, STATUS, and ACTION. The table lists various transactions, including payments and invoices, with their respective dates, amounts, and statuses.

DATE	TYPE	NO.	CUSTOMER	MEMO	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
11/11/2020	Payment		Cool Cars		11/11/2020	\$0.00	\$-1,675.52	Closed	
11/11/2020	Invoice	1036	Freeman Sporting Go...		12/11/2020	\$477.50	\$477.50	Open	Receive payment
11/11/2020	Invoice	1037	Sonnenschein Family ...		12/11/2020	\$362.07	\$362.07	Open	Receive payment
11/11/2020	Invoice	1035	Mark Cho		12/11/2020	\$314.28	\$314.28	Open	Receive payment
11/11/2020	Payment		Freeman Sporting Go...		11/11/2020	\$0.00	\$-387.00	Closed	
11/10/2020	Payment		Amy's Bird Sanctuary		11/10/2020	\$0.00	\$-220.00	Closed	
11/10/2020	Invoice	1033	Geeta Kalapatapu		12/10/2020	\$629.10	\$629.10	Open	Receive payment
11/10/2020	Invoice	1034	Rondonuwu Fruit and ...		12/10/2020	\$78.60	\$78.60	Open	Receive payment
11/10/2020	Payment		Travis Waldron		11/10/2020	\$0.00	\$-81.00	Closed	
11/09/2020	Time Charge		Rondonuwu Fruit and ...	Tree and Shrub Trimm...	12/10/2020	\$0.00	\$30.00	Closed	
11/09/2020	Invoice	1015	Paulsen Medical Suppl...		12/09/2020	\$954.75	\$954.75	Open	Receive payment
11/09/2020	Invoice	1010	Weiskopf Consulting		12/09/2020	\$375.00	\$375.00	Open	Receive payment

# Sales Center

The screenshot displays the QuickBooks Sales Center interface. At the top, there's a navigation bar with 'Customers' highlighted in a red box. Below this, a summary dashboard shows financial metrics: \$0 ESTIMATE, \$750 UNBILLED ACTIVITY, \$1,526 OVERDUE, \$5,282 OPEN INVOICES, and \$3,136 PAID LAST 30 DAYS. A table below lists individual customers with columns for name, phone, open balance, and action items like 'Receive payment' or 'Create invoice'.

CUSTOMER / PROJECT ▲ / COMPANY	PHONE	OPEN BALANCE	ACTION
<input type="checkbox"/> Amy's Bird Sanctuary Amy's Bird Sanctuary	(650) 555-3311	\$239.00	Receive payment ▼
<input type="checkbox"/> Bill's Windsurf Shop Bill's Windsurf Shop	(415) 444-6538	\$85.00	Receive payment ▼
<input type="checkbox"/> Cool Cars Cool Cars	(415) 555-9933	\$0.00	Create invoice ▼
<input type="checkbox"/> Diego Rodriguez	(650) 555-4477	\$0.00	Create invoice ▼
<input type="checkbox"/> Dukes Basketball Camp Dukes Basketball Camp	(520) 420-5638	\$0.00	Create invoice ▼
<input type="checkbox"/> Dylan Sollfrank		\$0.00	Create invoice ▼
<input type="checkbox"/> Freeman Sporting Goods Freeman Sporting Goods	(650) 555-0987	\$562.50	Receive payment ▼
<input type="checkbox"/> 0969 Ocean View Road Freeman Sporting Goods	(415) 555-9933	\$477.50	Receive payment ▼
<input type="checkbox"/> 55 Twin Lane	(650) 555-0987	\$85.00	Receive payment ▼

# Setting Up A Customer

The screenshot shows the QuickBooks interface for the 'Customers' page. The browser address bar displays 'https://app.qbo.intuit.com/app/customers'. The top navigation bar includes 'Sample Company', 'My Experts', 'Help', and a search icon. The left sidebar contains navigation options like 'Dashboard', 'Banking', 'Expenses', 'Sales', 'Projects', 'Payroll', 'Reports', 'Taxes', 'Mileage', 'Accounting', and 'My Accountant'. The main content area features a 'Customers' header with a 'Window Snip' button and a 'Customer types' dropdown menu. A red box highlights the 'New customer' button in the dropdown. Below this, a summary bar shows financial metrics: '\$0 ESTIMATE', '\$750 3 UNBILLED ACTIVITY', '\$1,526 10 OVERDUE', '\$5,282 20 OPEN INVOICES', and '\$3,136 12 PAID LAST 30 DAYS'. A notification banner asks, 'Do you organize sub-customers as projects? You can convert the first level of sub-customers into their own project. Convert now'. Below the notification is a table of customers with columns for 'CUSTOMER / PROJECT / COMPANY', 'PHONE', 'OPEN BALANCE', and 'ACTION'.

CUSTOMER / PROJECT / COMPANY	PHONE	OPEN BALANCE	ACTION
<input type="checkbox"/> Amy's Bird Sanctuary Amy's Bird Sanctuary	(650) 555-3311	\$239.00	Receive payment
<input type="checkbox"/> Bill's Windsurf Shop Bill's Windsurf Shop	(415) 444-6538	\$85.00	Receive payment
<input type="checkbox"/> Cool Cars Cool Cars	(415) 555-9933	\$0.00	Create invoice
<input type="checkbox"/> Diego Rodriguez	(650) 555-4477	\$0.00	Create invoice
<input type="checkbox"/> Dukes Basketball Camp Dukes Basketball Camp	(520) 420-5638	\$0.00	Create invoice
<input type="checkbox"/> Dylan Sollfrank		\$0.00	Create invoice
<input type="checkbox"/> Freeman Sporting Goods Freeman Sporting Goods	(650) 555-0987	\$562.50	Receive payment
<input type="checkbox"/> 0969 Ocean View Road Freeman Sporting Goods	(415) 555-9933	\$477.50	Receive payment
<input type="checkbox"/> 55 Twin Lane	(650) 555-0987	\$85.00	Receive payment

# Setting Up A Customer

## Customer information ✕

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	Mobile	Fax
<input type="text"/>					<input type="text"/>	<input type="text"/>	<input type="text"/>
*Display name as					Other	Website	
<input type="text"/>					<input type="text"/>	<input type="text"/>	
Print on check as <input checked="" type="checkbox"/> Use display name					<input type="checkbox"/> Is sub-customer		
<input type="text"/>					Enter parent customer <input type="text"/> Bill with parent <input type="text"/>		
Address	Notes	Tax info	Payment and billing	Language	Attachments	Additional Info	
Billing address <a href="#">map</a>					Shipping address <a href="#">map</a> <input checked="" type="checkbox"/> Same as billing address		
<input type="text" value="Street"/>					<input type="text" value="Street"/>		
<input type="text" value="City/Town"/>			<input type="text" value="State/Province"/>		<input type="text" value="City/Town"/>		
<input type="text" value="ZIP code"/>			<input type="text" value="Country"/>		<input type="text" value="ZIP code"/>		
<input type="text" value="Country"/>					<input type="text" value="Country"/>		

[Privacy](#)





# Setting Up A Customer

## Customer information ✕

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	Mobile	Fax
<input type="text"/>					<input type="text"/>	<input type="text"/>	<input type="text"/>
*Display name as					Other	Website	
<input type="text"/>					<input type="text"/>	<input type="text"/>	
Print on check as <input checked="" type="checkbox"/> Use display name					<input type="checkbox"/> Is sub-customer		
<input type="text"/>					Enter parent customer <input type="text"/>		
<input type="text"/>					Bill with parent <input type="text"/>		

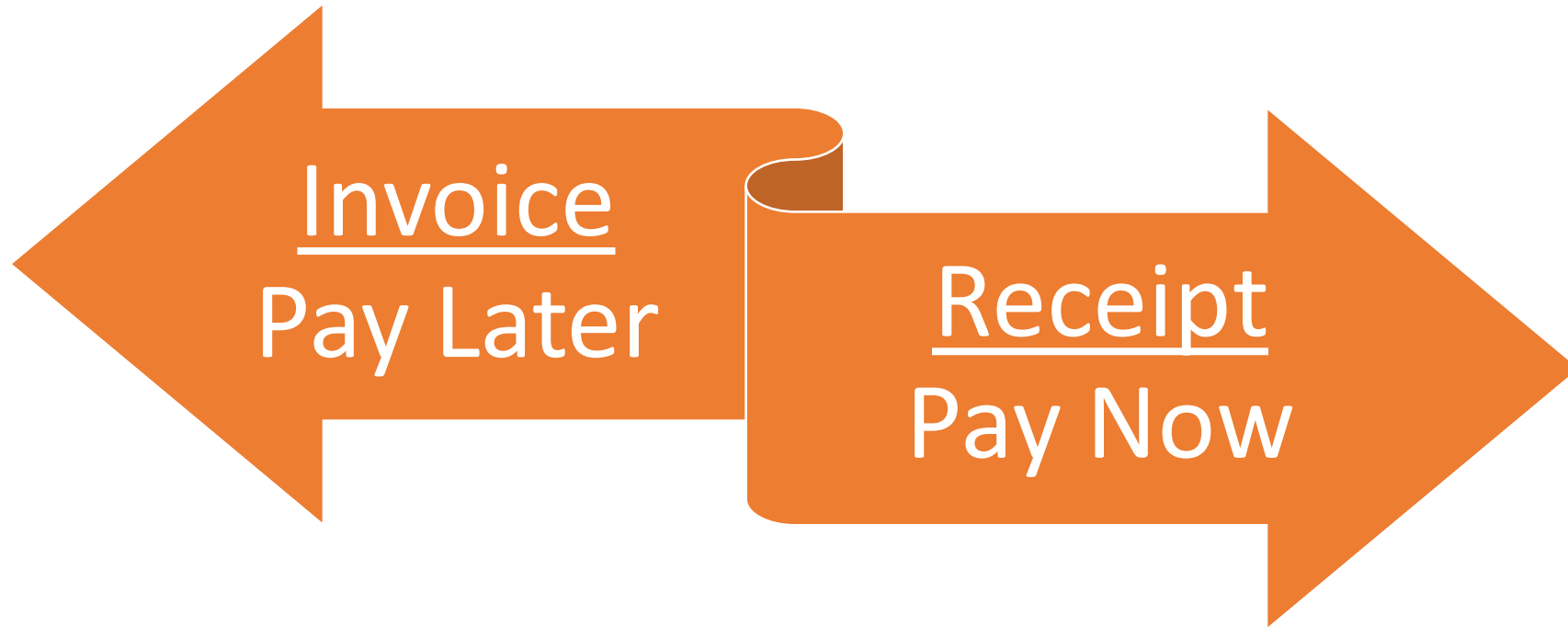
Address | Notes | Tax info | Payment and billing | Language | Attachments | Additional Info

<b>Billing address</b> <a href="#">map</a>	<b>Shipping address</b> <a href="#">map</a> <input checked="" type="checkbox"/> Same as billing address
<input type="text" value="Street"/>	<input type="text" value="Street"/>
<input type="text" value="City/Town"/>	<input type="text" value="City/Town"/>
<input type="text" value="State/Province"/>	<input type="text" value="State/Province"/>
<input type="text" value="ZIP code"/>	<input type="text" value="ZIP code"/>
<input type="text" value="Country"/>	<input type="text" value="Country"/>

[Privacy](#)



# Invoices vs Receipts



# Creating An Invoice

The screenshot shows the QuickBooks web interface for 'Sample Company'. The 'New' button is highlighted with a red box, and the 'Invoice' option in the dropdown menu is also highlighted with a red box. The background shows various financial dashboards including 'BANK ACCOUNTS', 'NET INCOME', and 'SALES'.

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		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print checks		

# Creating An Invoice

Invoice

Customer: Bill's Windsurf Shop  
 Customer email: Surf@Intuit.com  
 Send later  Co/Bcc

Billing address: Bill Lucchini, Bill's Windsurf Shop, 12 Ocean Dr, Half Moon Bay, CA 94213  
 Terms: Net 30  
 Invoice date: 08/20/2020  
 Due date: 09/19/2020  
 Window Strip

**BALANCE DUE**  
**\$420.00**

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Landscaping:Gardening	Weekly Gardening Service	1	150	150.00	
2	Design:Fountains:Concrete	Concrete for fountain installation	5	50	250.00	✓
3						

Subtotal: \$400.00  
 Taxable subtotal: \$250.00  
 California 8% 20.00  
 Total: \$420.00  
 Balance due: \$420.00

Message on invoice: Thank you for your business and have a great day!

Message on statement: If you send statements to customers, this will show up as the description for this invoice.

Attachments: Maximum size: 20MB  
 Drag/Drop files here or click the icon  
 Show existing

Cancel Clear Print or Preview Make recurring Customize Save Save and send



# Creating An Invoice

Invoice

app.qbo.intuit.com/app/invoice

Invoice

Take a tour Help

Customer <sup>?</sup> Customer email <sup>?</sup>

Select a customer

Separate emails with a comma

+ Add new

Amy's Bird Sanctuary

Bill's Windsurf Shop

Cool Cars

Diego Rodriguez

Dukes Basketball Camp

Dylan Sollfrank

Freeman Sporting Goods

0969 Ocean View Road Sub-customer of Freem...

Invoice date 12/08/2020 Due date 01/07/2021

Co/Bcc

Manage tags

BALANCE DUE \$0.00

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						
2						

Add lines Clear all lines Add subtotal

Message on invoice

Thank you for your business and have a great day!

Message on statement

If you send statements to customers, this will show up as the description for this invoice.

Attachments Maximum size: 20MB

Subtotal \$0.00

Taxable subtotal

Select a sales tax rate

Discount percent \$0.00

Total \$0.00

Balance due \$0.00

Cancel Print or Preview Make recurring Customize Save Save and send

# Creating An Invoice

Invoice

Customer: Bill's Windsurf Shop  
 Customer email: Surf@Intuit.com  
 Send later  Co/Bcc

Billing address: Bill Lucchini, Bill's Windsurf Shop, 12 Ocean Dr, Half Moon Bay, CA 94213  
 Terms: Net 30  
 Invoice date: 08/20/2020  
 Due date: 09/19/2020

**BALANCE DUE**  
**\$420.00**

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Landscaping:Gardening	Weekly Gardening Service	1	150	150.00	
2	Design:Fountains:Concrete	Concrete for fountain installation	5	50	250.00	✓
3						

Subtotal: \$400.00  
 Taxable subtotal: \$250.00  
 Tax: California 8% = 20.00  
**Total: \$420.00**  
**Balance due: \$420.00**

Message on invoice: Thank you for your business and have a great day!

Message on statement: If you send statements to customers, this will show up as the description for this invoice.

Attachments: Maximum size: 20MB  
 Drag/Drop files here or click the icon  
 Show existing

Cancel Clear Print or Preview Make recurring Customize Save Save and send



# Creating An Invoice

**Invoice**

Customer: Bill's Windsurf Shop  
Customer email: Surf@Intuit.com

**BALANCE DUE**  
**\$420.00**

**Billing address**  
Bill Lucchini  
Bill's Windsurf Shop  
12 Ocean Dr.  
Half Moon Bay, CA 94213

**Terms**: Net 30  
**Invoice date**: 08/20/2020  
**Due date**: 09/19/2020

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Landscaping:Gardening	Weekly Gardening Service	1	150	150.00	
2	Design:Fountains:Concrete	Concrete for fountain installation	5	50	250.00	✓
3						

**Subtotal**: \$400.00  
**Taxable subtotal**: \$250.00  
**Tax**: California 8% = 20.00  
**Total**: \$420.00  
**Balance due**: \$420.00

**Message on invoice**  
Thank you for your business and have a great day!

**Message on statement**  
If you send statements to customers, this will show up as the description for this invoice.

**Attachments** Maximum size: 20MB  
Drag/Drop files here or click the icon  
[Show existing](#)

**Buttons**: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and send

# Creating An Invoice

**Invoice**

Customer: Bill's Windsurf Shop | Customer email: Surf@Intuit.com

Billing address: Bill Lucchini, Bill's Windsurf Shop, 12 Ocean Dr., Half Moon Bay, CA 94213

Terms: Net 30 | Invoice date: 12/08/2020 | Due date: 01/07/2021

**BALANCE DUE**  
**\$0.00**

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Enter Text					
2	Concrete	Concrete for fountain installation <i>Design : Fountains</i>				
	Design	Custom Design <i>Design</i>				
	Gardening	Weekly Gardening Service <i>Landscaping</i>				
	Hours	<i>Landscaping</i>				
	Installation	Installation of landscape design <i>Landscaping</i>				
	Lighting	Garden Lighting				

Subtotal: \$0.00  
Taxable subtotal: \$0.00  
Total: \$0.00  
Balance due: \$0.00

Attachments: Maximum size: 20MB

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and send



# Creating An Invoice

**Invoice**

Customer: Bill's Windsurf Shop  
Customer email: Surf@Intuit.com

**BALANCE DUE**  
**\$420.00**

Send later  Co/Bcc

**Billing address**  
Bill Lucchini  
Bill's Windsurf Shop  
12 Ocean Dr.  
Half Moon Bay, CA 94213

Terms: Net 30  
Invoice date: 08/20/2020  
Due date: 09/19/2020

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Landscaping:Gardening	Weekly Gardening Service	1	150	150.00	
2	Design:Fountains:Concrete	Concrete for fountain installation	5	50	250.00	✓
3						

Subtotal: \$400.00  
Taxable subtotal: \$250.00  
California 8% 20.00  
Total: \$420.00  
Balance due: \$420.00

Message on invoice: Thank you for your business and have a great day!

Message on statement: If you send statements to customers, this will show up as the description for this invoice.

Attachments: Maximum size: 20MB  
Drag/Drop files here or click the icon  
Show existing

Cancel Clear Print or Preview Make recurring Customize Save Save and send

# Creating An Invoice

**Customer** Bill's Windsurf Shop **Customer email** Surf@Intuit.com

**Billing address** Bill Lucchini, Bill's Windsurf Shop, 12 Ocean Dr., Half Moon Bay, CA 94213

**Terms** Net 30 **Invoice date** 08/20/2020 **Due date** 09/19/2020

**BALANCE DUE** \$420.00

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Landscaping:Gardening	Weekly Gardening Service	1	150	150.00	
2	Design:Fountains:Concrete	Concrete for fountain installation	5	50	250.00	✓
3						

**Subtotal** \$400.00  
**Taxable subtotal** \$250.00  
**California** 8% 20.00  
**Total** \$420.00  
**Balance due** \$420.00

**Attachments** Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Cancel Clear Print or Preview Make recurring Customize Save Save and send

# Creating An Invoice

Invoice

Customer: Bill's Windsurf Shop  
Customer email: Surf@Intuit.com

BALANCE DUE  
**\$420.00**

Send later  Co/Bcc

Billing address: Bill Lucchini, Bill's Windsurf Shop, 12 Ocean Dr, Half Moon Bay, CA 94213

Terms: Net 30  
Invoice date: 08/20/2020  
Due date: 09/19/2020

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Landscaping:Gardening	Weekly Gardening Service	1	150	150.00	
2	Design:Fountains:Concrete	Concrete for fountain installation	5	50	250.00	✓
3						

Subtotal: \$400.00  
Taxable subtotal: \$250.00  
Tax: 8% (California) = \$20.00  
Total: \$420.00  
Balance due: \$420.00

Message on invoice: Thank you for your business and have a great day!

Message on statement: If you send statements to customers, this will show up as the description for this invoice.

Attachments: Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Cancel Clear Print or Preview Make recurring Customize Save Save and send

# Creating An Invoice

**Invoice**

Customer: Bill's Windsurf Shop  
Customer email: Surf@Intuit.com

**BALANCE DUE**  
**\$420.00**

Send later  Co/Bcc

Billing address: Bill Lucchini, Bill's Windsurf Shop, 12 Ocean Dr, Half Moon Bay, CA 94213

Terms: Net 30  
Invoice date: 08/20/2020  
Due date: 09/19/2020

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Landscaping:Gardening	Weekly Gardening Service	1	150	150.00	
2	Design:Fountains:Concrete	Concrete for fountain installation	5	50	250.00	✓
3						

Subtotal: \$400.00  
Taxable subtotal: \$250.00  
California 8% 20.00  
Total: \$420.00  
Balance due: \$420.00

Buttons: Add lines, Clear all lines, Add subtotal, Message on invoice, Message on statement, Attachments, Show existing, Print or Preview, Make recurring, Customize, Save, Save and send

# Creating An Invoice

Invoice

Customer: Bill's Windsurf Shop  
Customer email: Surf@Intuit.com

Billing address: Bill Lucchini, Bill's Windsurf Shop, 12 Ocean Dr, Half Moon Bay, CA 94213

Terms: Net 30  
Invoice date: 08/20/2020  
Due date: 09/19/2020

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Landscaping:Gardening	Weekly Gardening Service	1	150	150.00	
2	Design:Fountains:Concrete	Concrete for fountain installation	5	50	250.00	✓
3						

Subtotal: \$400.00  
Taxable subtotal: \$250.00  
California 8% Tax: \$20.00  
Total: \$420.00  
Balance due: \$420.00

Attachments: Maximum size: 20MB

Cancel Clear Print or Preview Make recurring Customize Save Save and send

# Creating An Invoice

**Invoice**

Customer: Bill's Windsurf Shop  
Customer email: Surf@Intuit.com

BALANCE DUE: **\$420.00**

Send later  Co/Bcc

Billing address: Bill Lucchini, Bill's Windsurf Shop, 12 Ocean Dr, Half Moon Bay, CA 94213

Terms: Net 30  
Invoice date: 08/20/2020  
Due date: 09/19/2020

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
1	Landscaping:Gardening	Weekly Gardening Service	1	150	150.00		
2	Design:Fountains:Concrete	Concrete for fountain installation	5	50	250.00	✓	
3							

Subtotal: \$400.00  
Taxable subtotal: \$250.00  
California 8% 20.00  
Total: \$420.00  
Balance due: \$420.00

Message on invoice: Thank you for your business and have a great day!

Message on statement: If you send statements to customers, this will show up as the description for this invoice.

Attachments: Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Cancel Clear Print or Preview Make recurring Customize **Save Save and send**



# Receiving Payments



[This Photo](#) by Unknown Author is licensed under [CC BY](#)

# Recording An Invoice Payment

The screenshot shows the QuickBooks web interface for a company named "Sample Company". The main header includes the company name and a "PRIVACY" toggle. A navigation bar at the top left features a "+ New" button, which is highlighted with a red box. A dropdown menu is open from this button, listing various transaction types. The "Receive payment" option is highlighted with a red box. Other options in the menu include Invoice, Estimate, Credit memo, Sales receipt, Refund receipt, Delayed credit, Delayed charge, Expense, Check, Bill, Pay bills, Purchase order, Vendor credit, Credit card credit, Print checks, Payroll, Single time activity, Weekly timesheet, Bank deposit, Transfer, Journal entry, Statement, Inventory qty adjustment, and Pay down credit card. The background of the interface shows various financial dashboards, including "BANK ACCOUNTS" with a table of balances, "INCOME STATEMENT AND LOSS" with a bar chart, and "SALES" with a line graph.

Account Name	Bank balance	In QuickBooks	Updated
Checking	\$-3,621.93	\$1,201.00	25 to review Updated moments ago
Savings	\$200.00	\$800.00	1 to review Updated moments ago
Mastercard	\$304.96	\$157.72	7 to review Updated moments ago
Visa		\$0	

Category	Amount	Review Status
Income	\$3,960	8 TO REVIEW
Expenses	\$2,186	14 TO REVIEW

Category	Amount
Maintenance and ...	\$755
Cost of Goods Sold	\$405
Legal & Professio...	\$390
Everything else	\$636



# Recording An Invoice Payment

Receive Payment

app.qbo.intuit.com/app/recvpayment

## Receive Payment

Customer: Choose a customer | Find by invoice no.

AMOUNT RECEIVED: **\$0.00**

Payment date: 12/08/2020

Payment method: Choose payment method | Reference no.: | Deposit to: Undeposited Funds | Amount received: 0.00

Memo: Note

Attachments: Maximum size: 20MB | Drag/Drop files here or click the icon | Show existing

Privacy

Cancel | Print | Save and new



# Recording An Invoice Payment

Receive Payment

app.qbo.intuit.com/app/recvpayment

Receive Payment

Customer

Choose a customer

Find by invoice no.

+ Add new

- Amy's Bird Sanctuary
- Bill's Windsurf Shop
- Cool Cars
- Diego Rodriguez
- Dukes Basketball Camp
- Dylan Sollfrank
- Freeman Sporting Goods
- 0969 Ocean View Road - Sub-customer of Freem...

AMOUNT RECEIVED

**\$0.00**

Amount received

0.00

Deposit to

Undeposited Funds

Drag/Drop files here or click the icon

Show existing

Privacy

Cancel

Print

Save and new

# Recording An Invoice Payment

Receive Payment

app.qbo.intuit.com/app/recvpayment

Receive Payment

Customer: Red Rock Diner | Find by invoice no.

AMOUNT RECEIVED: \$0.00

Payment date: 12/08/2020

Payment method: Choose payment method | Reference no.: | Deposit to: Undeposited Funds | Amount received: 0.00

Outstanding Transactions

Find Invoice No. | Filter > | All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input type="checkbox"/>	Invoice # 1024 (09/04/2020)	10/04/2020	156.00	156.00	<input type="text"/>
<input type="checkbox"/>	Invoice # 1023 (11/10/2020)	12/10/2020	70.00	70.00	<input type="text"/>

< First Previous 1-2 of 2 Next Last >

Amount to Apply: \$0.00  
Amount to Credit: \$0.00

Clear Payment

Memo: Note

Attachments: Maximum size: 20MB

Cancel Clear Print Save and new

# Recording An Invoice Payment

Receive Payment

app.qbo.intuit.com/app/rcvpayment

**Receive Payment** Help

Customer: Red Rock Diner Find by invoice no.

AMOUNT RECEIVED: **\$156.00**

Payment date: 12/08/2020

Payment method: Choose payment method Reference no.: Deposit to: Undeposited Funds

Amount received: 156.00

Outstanding Transactions

Find Invoice No. Filter > All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input type="checkbox"/>	Invoice # 1024 (09/04/2020)	10/04/2020	156.00	156.00	156.00
<input type="checkbox"/>	Invoice # 1023 (11/10/2020)	12/10/2020	70.00	70.00	

< First Previous 1-2 of 2 Next Last >

Amount to Apply: \$156.00  
Amount to Credit: \$0.00

Clear Payment

Memo: Note

Attachments Maximum size: 20MB

Cancel Clear Print Save and new

# Recording An Invoice Payment

Receive Payment

app.qbo.intuit.com/app/recvpayment

**Receive Payment** Help

Customer: Red Rock Diner Find by invoice no.

AMOUNT RECEIVED: **\$156.00**

Payment date: 12/08/2020

Payment method: Choose payment method Reference no.: Deposit to: Undeposited Funds

Amount received: 156.00

### Outstanding Transactions

Find Invoice No. Filter > All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1024 (09/04/2020)	10/04/2020	156.00	156.00	<input type="text" value="156.00"/>
<input type="checkbox"/>	Invoice # 1023 (11/10/2020)	12/10/2020	70.00	70.00	<input type="text"/>

< First Previous Next Last >

Amount to Apply: \$156.00  
Amount to Credit: \$0.00

Memo:

Attachments Maximum size: 20MB

Cancel Clear Print

# Recording An Invoice Payment

Receive Payment

app.qbo.intuit.com/app/rcvpayment

**Receive Payment**

Customer: Red Rock Diner

Payment date: 12/08/2020

Payment method: Choose payment method Reference no.: Deposit to: Undeposited Funds

Amount received: 156.00

**AMOUNT RECEIVED**  
**\$156.00**

Outstanding Transactions

Find Invoice No. Filter > All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1024 (09/04/2020)	10/04/2020	156.00	156.00	156.00
<input type="checkbox"/>	Invoice # 1023 (11/10/2020)	12/10/2020	70.00	70.00	

< First Previous 1-2 of 2 Next Last >

Amount to Apply: \$156.00  
Amount to Credit: \$0.00

Memo: Note

Attachments Maximum size: 20MB

Cancel Clear Print Save and new

# Recording An Invoice Payment

Receive Payment

app.qbo.intuit.com/app/recvpayment

**Receive Payment** Help

Customer: Red Rock Diner Find by invoice no.

**AMOUNT RECEIVED**  
**\$156.00**

Payment date: 12/08/2020

Payment method: Choose payment method

Reference no.:

Deposit to: Undeposited Funds

Amount received: 156.00

**Outstanding Transactions**

Find Invoice No. Filter > All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1024 (09/04/2020)	10/04/2020	156.00	156.00	156.00
<input type="checkbox"/>	Invoice # 1023 (11/10/2020)	12/10/2020	70.00	70.00	

< First Previous 1-2 of 2 Next Last >

Amount to Apply: \$156.00  
Amount to Credit: \$0.00

Clear Payment

Memo:

Attachments: Maximum size: 20MB

Cancel Clear Print Save and new

# Recording An Invoice Payment

Receive Payment

app.qbo.intuit.com/app/recvpayment

**Receive Payment** Help

Customer: Red Rock Diner Find by invoice no.

AMOUNT RECEIVED: **\$156.00**

Payment date: 12/08/2020

Payment method: Choose payment method

Reference no.:

**Deposit to:** Undeposited Funds

Amount received: 156.00

Outstanding Transactions

Find Invoice No. Filter > All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1024 (09/04/2020)	10/04/2020	156.00	156.00	156.00
<input type="checkbox"/>	Invoice # 1023 (11/10/2020)	12/10/2020	70.00	70.00	

< First Previous 1-2 of 2 Next Last >

Amount to Apply: \$156.00  
Amount to Credit: \$0.00

Clear Payment

Memo: Note

Attachments Maximum size: 20MB

Cancel Clear Print Save and new



# Recording An Invoice Payment

Receive Payment

app.qbo.intuit.com/app/recvpayment

**Receive Payment** Help

Customer: Red Rock Diner Find by invoice no.

AMOUNT RECEIVED: **\$156.00**

Payment date: 12/08/2020

Payment method: Choose payment method Reference no.: Deposit to: Undeposited Funds

Amount received: 156.00

Outstanding Transactions

Find Invoice No. Filter > All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1024 (09/04/2020)	10/04/2020	156.00	156.00	156.00
<input type="checkbox"/>	Invoice # 1023 (11/10/2020)	12/10/2020	70.00	70.00	

< First Previous 1-2 of 2 Next Last >

Amount to Apply: \$156.00  
Amount to Credit: \$0.00

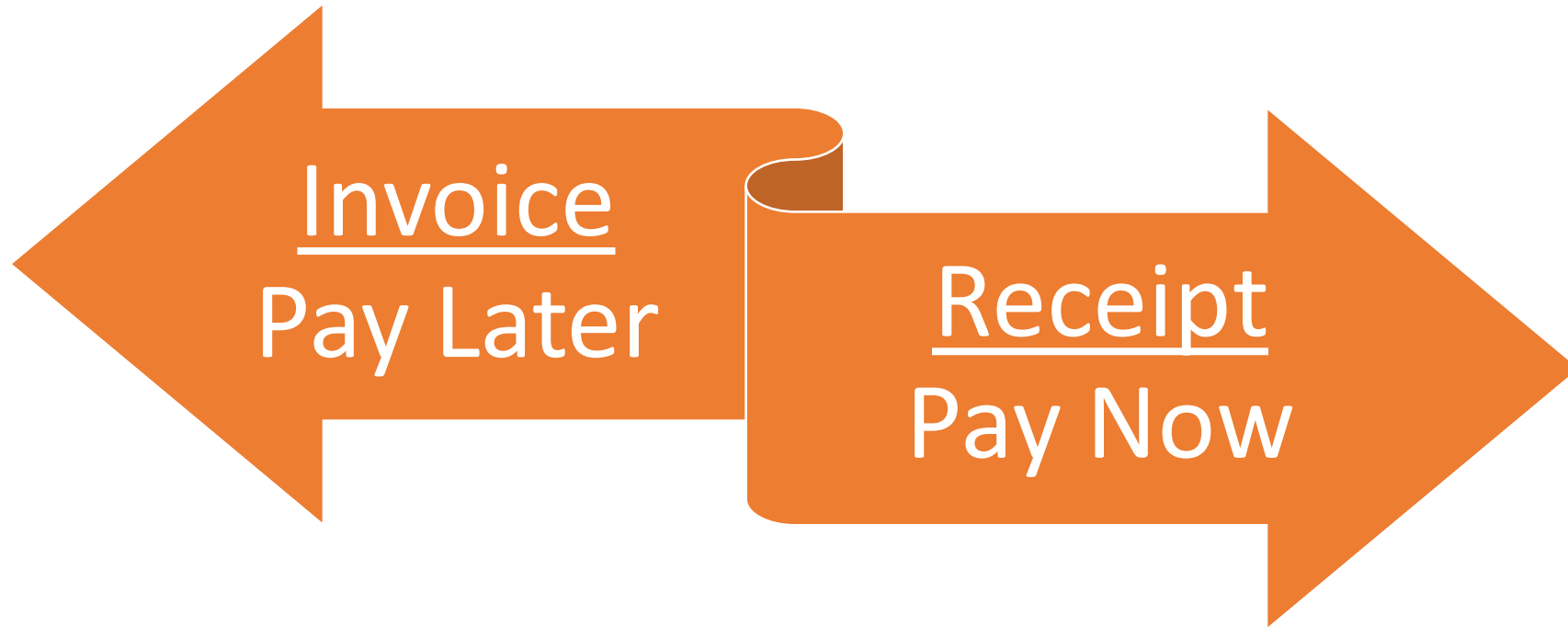
Clear Payment

Memo: Note

Attachments Maximum size: 20MB

Cancel Clear Print **Save and new**

# Invoices vs Receipts



# Creating A Receipt

The screenshot shows the QuickBooks web interface for 'Sample Company'. The 'New' button is highlighted with a red box, and its dropdown menu is open, with 'Sales receipt' also highlighted by a red box. The background shows various financial dashboards and reports.

**QuickBooks Interface Elements:**

- Browser: <https://app.qbo.intuit.com/app/homepage>
- Company Name: Sample Company
- Account Name: Craig's Design and Landscaping Services
- Navigation: + New (highlighted), + LOGO
- Dropdown Menu (highlighted 'Sales receipt'):
  - CUSTOMERS: Invoice, Receive payment, Estimate, Credit memo, Sales receipt (highlighted), 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, Pay down credit card
- Bank Accounts Summary:
  - Checking: Bank balance \$-3,621.93, In QuickBooks \$1,201.00 (25 to review)
  - Savings: Bank balance \$200.00, In QuickBooks \$800.00 (1 to review)
  - Mastercard: Bank balance \$304.96, In QuickBooks \$157.72 (7 to review)
  - Visa: In QuickBooks \$0
- Profit and Loss Summary (Last 30 days):
  - Net income for last 30 days: \$1,774
  - Income: \$3,960 (8 TO REVIEW)
  - Expenses: \$2,186 (14 TO REVIEW)
- Sales Summary (Last 30 days):
  - Sales: \$3,820
  - Overdue: \$1,526
  - Not due yet: \$3,756
  - Not deposited: \$2,063
  - Deposited: \$1,630

# Creating A Receipt

Sales Receipt

app.qbo.intuit.com/app/salesreceipt

**Sales Receipt** Help

Customer:  Email:

Send later [Cc/Bcc](#)

Billing address:  Sales Receipt date:   
Crew #:

Tags Manage tags

Payment method:  Reference no.:  Deposit to:

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
⋮	1						🗑
⋮	2						🗑

Message displayed on sales receipt

Message displayed on statement

Subtotal: \$0.00  
Taxable subtotal:   
Select a sales tax rate:   
Discount percent:  \$0.00  
Total: \$0.00  
Amount received: \$0.00

# Creating A Receipt

Sales Receipt

app.qbo.intuit.com/app/salesreceipt

**Sales Receipt** Help

Customer: Cool Cars  
Email: Cool\_Cars@intuit.com

AMOUNT: **\$0.00**

Window Snip  Send later [Cc/Bcc](#)

Billing address: Grace Pariente, Cool Cars, 65 Ocean Dr., Half Moon Bay, CA 94213  
Sales Receipt date: 12/08/2020  
Crew #:

Tags  [Manage tags](#)

Payment method:  Reference no.:  **Deposit to: Undeposited Funds**

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
1							<input type="text"/>
2							<input type="text"/>

Message displayed on sales receipt: Thank you for your business and have a great day!

Message displayed on statement:

Subtotal: \$0.00  
Taxable subtotal:   
Discount percent:  \$0.00  
Total: \$0.00  
Amount received: \$0.00

# Creating A Receipt

Sales Receipt

app.qbo.intuit.com/app/salesreceipt

**Sales Receipt** Help

Customer: Cool Cars | Email: Cool\_Cars@intuit.com

AMOUNT: **\$0.00**

Window Snip | Send later | Cc/Bcc

Billing address: Grace Pariente, Cool Cars, 65 Ocean Dr., Half Moon Bay, CA 94213

Sales Receipt date: 12/08/2020

Crew #

Tags: Start typing to add a tag | Manage tags

Payment method: Choose payment method | Reference no. | Deposit to: Undeposited Funds

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						
2						

Add lines | Clear all lines

Message displayed on sales receipt: Thank you for your business and have a great day!

Message displayed on statement

Subtotal: \$0.00

Taxable subtotal

Select a sales tax rate

Discount percent: \$0.00

Total: \$0.00

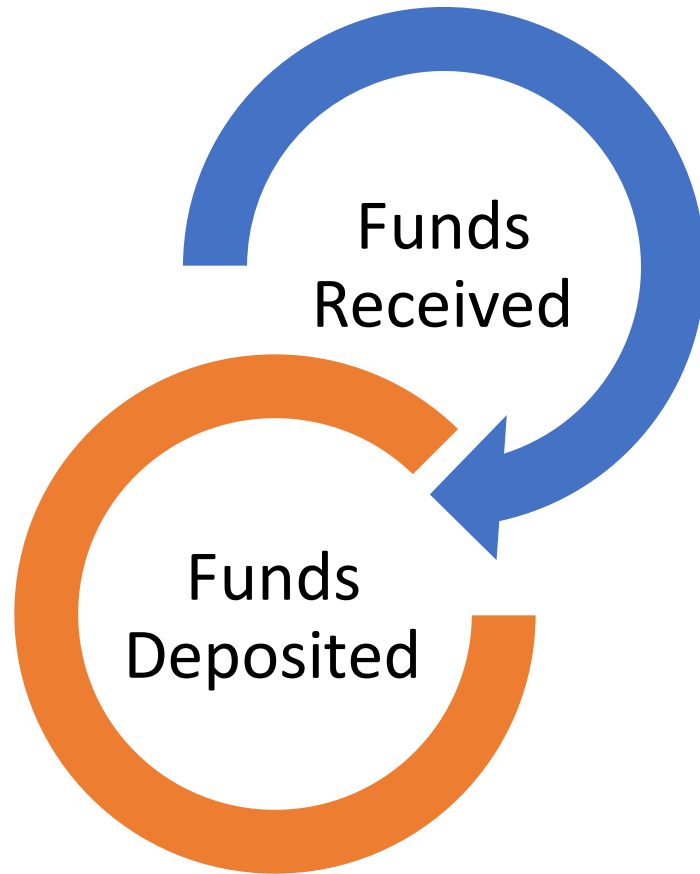
Amount received: \$0.00

Cancel | Clear | Print or Preview | Make recurring | Customize | Save | **Save and send**

# Where's The Money???



# Undeposited Funds & Bank Deposits





# Recording A Deposit

The screenshot displays the QuickBooks web interface for 'Sample Company'. The 'New' button is highlighted with a red box, and its dropdown menu is open. Within this menu, the 'Bank deposit' option under the 'OTHER' category is highlighted with a red box. The background shows various financial dashboards, including 'BANK ACCOUNTS' and 'NET INCOME AND LOSS'.

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		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print checks		

**BANK ACCOUNTS**

Account Type	Bank balance	In QuickBooks	Updated
Checking	\$-3,621.93	\$1,201.00	25 to review
Savings	\$200.00	\$800.00	1 to review
Mastercard	\$304.96	\$157.72	7 to review
Visa		\$0	

**NET INCOME AND LOSS** (Last 30 days)

Category	Amount	Review Status
Income	\$3,960	8 TO REVIEW
Expenses	\$2,186	14 TO REVIEW

**SALES** (Last 30 days)

\$3,820

# Recording A Deposit

Bank Deposit

Account:  Balance \$1,201.00 Date:  AMOUNT: **\$0.00**

Window Snip

Tags  Manage tags

Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input type="checkbox"/>	Cool Cars	11/12/2020	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	1,675.52
<input type="checkbox"/>	Freeman Sporting Goods:0969 Ocean View Road	11/12/2020	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	387.00

1-2 of 2

Total: 2062.52  
Selected Payments Total: 0.00

[Don't see the payments you want to deposit?](#)

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						<input type="text"/>
2						<input type="text"/>

Track returns for customers

Memo:

Cash back goes to:  Cash back memo:  Cash back amount:

Total: \$0.00

# Recording A Deposit

Bank Deposit

Account:  Balance \$1,201.00 Date:  AMOUNT: **\$0.00**

Tags:  Manage tags

Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input type="checkbox"/>	Cool Cars	11/12/2020	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	1,675.52
<input type="checkbox"/>	Freeman Sporting Goods:0969 Ocean View Road	11/12/2020	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	387.00

1-2 of 2

Total: 2062.52  
Selected Payments Total: 0.00

Don't see the payments you want to deposit?

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						<input type="text"/>
2						<input type="text"/>

Track returns for customers

Memo:

Cash back goes to:  Cash back memo:  Cash back amount:

Total: \$0.00

# Recording A Deposit

Bank Deposit

Account:  Balance \$1,201.00 Date:

AMOUNT **\$0.00**

Tags

Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input type="checkbox"/>	Cool Cars	11/12/2020	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	1,675.52
<input type="checkbox"/>	Freeman Sporting Goods:0969 Ocean View Road	11/12/2020	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	387.00

1-2 of 2

Total 2062.52  
Selected Payments Total 0.00

Don't see the payments you want to deposit?

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						<input type="text"/>
2						<input type="text"/>

Other funds total \$0.00

Track returns for customers

Memo

Cash back goes to  Cash back memo  Cash back amount

Total \$0.00

# Recording A Deposit

Bank Deposit

Account: Checking Balance: \$1,201.00 Date: 12/08/2020 AMOUNT: **\$0.00**

Tags: Start typing to add a tag

Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input type="checkbox"/>	Cool Cars	11/12/2020	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	1,675.52
<input type="checkbox"/>	Freeman Sporting Goods:0969 Ocean View Road	11/12/2020	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	387.00

1-2 of 2

Total: 2062.52  
Selected Payments Total: 0.00

Don't see the payments you want to deposit?

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						<input type="text"/>
2						<input type="text"/>

Track returns for customers

Memo:

Cash back goes to:  Cash back memo:  Cash back amount:

Total: \$0.00

# Recording A Deposit

Bank Deposit

Account:  Balance \$1,201.00

Date:

AMOUNT: **\$0.00**

Tags:

Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input type="checkbox"/>	Cool Cars	11/12/2020	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	1,675.52
<input type="checkbox"/>	Freeman Sporting Goods:0969 Ocean View Road	11/12/2020	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	387.00

1-2 of 2

Total: 2062.52  
Selected Payments Total: 0.00

[Don't see the payments you want to deposit?](#)

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						<input type="text"/>
2						<input type="text"/>

Track returns for customers

Memo:

Cash back goes to:

Cash back memo:

Cash back amount:

Total: \$0.00

# Recording A Deposit

Bank Deposit

Account:  Balance \$1,201.00 Date:  AMOUNT: **\$0.00**

Tags:  Manage tags

Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input type="checkbox"/>	Cool Cars	11/12/2020	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	1,675.52
<input type="checkbox"/>	Freeman Sporting Goods:0969 Ocean View Road	11/12/2020	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	387.00

1-2 of 2

Total: 2062.52  
Selected Payments Total: 0.00

Don't see the payments you want to deposit?

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						<input type="text"/>
2						<input type="text"/>

Track returns for customers

Memo:

Cash back goes to:  Cash back memo:  Cash back amount:

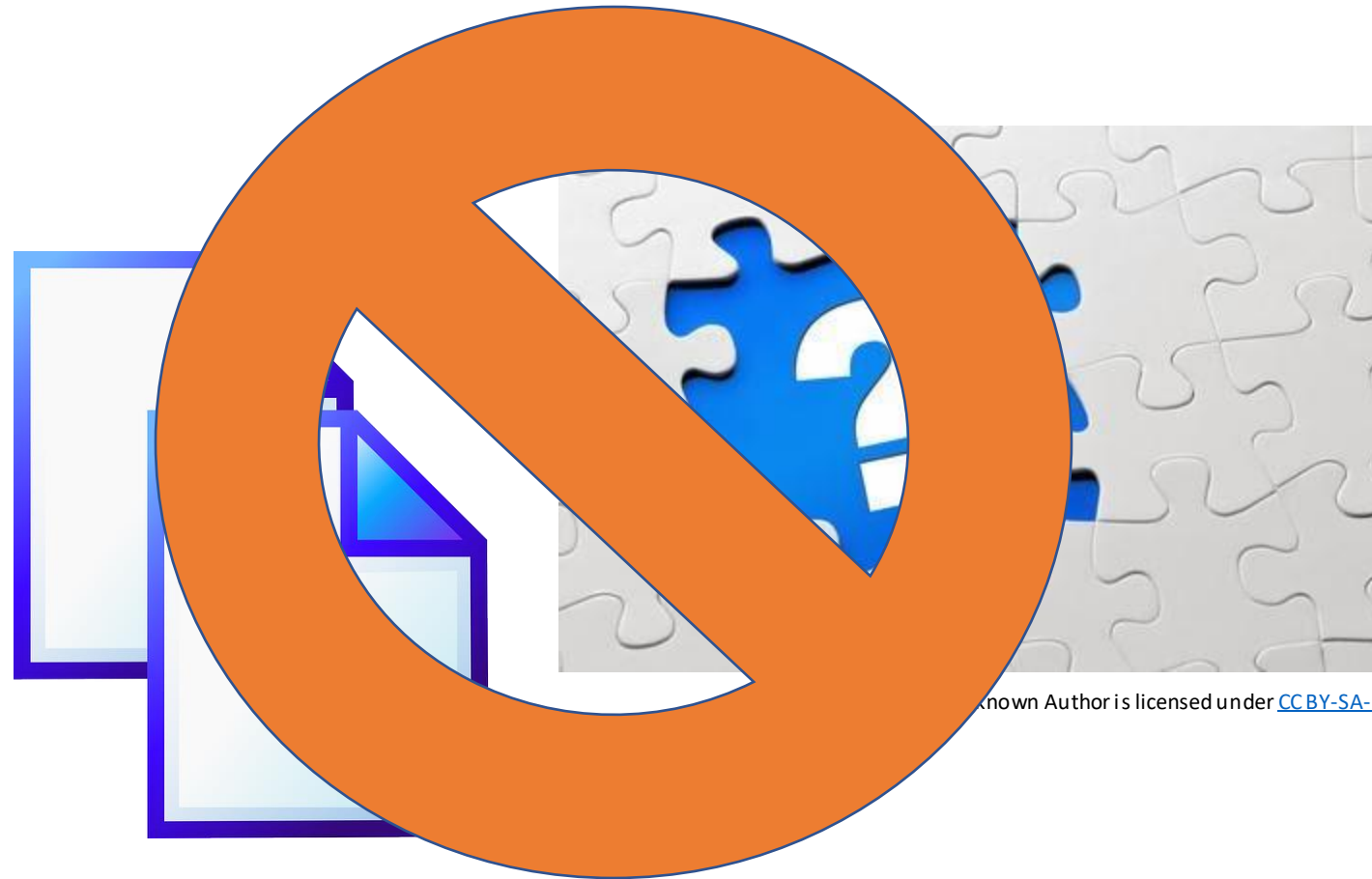
Total: **\$0.00**



# #3: Maintaining Accuracy Reconciliations

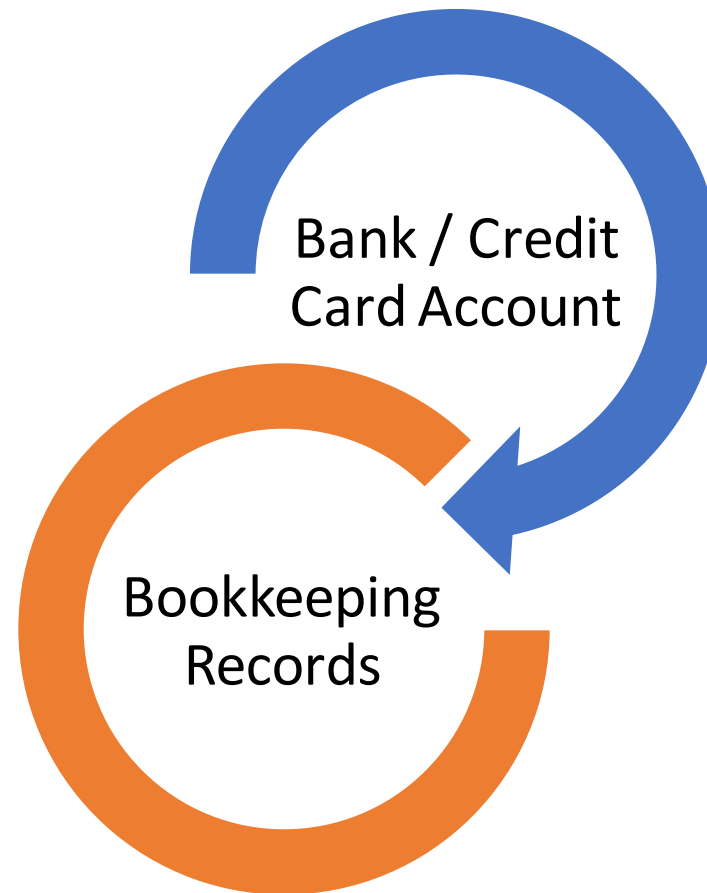


# Purpose Of Reconciling



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# How Does Reconciling Work



# Reconciling

The screenshot shows the QuickBooks dashboard for 'Sample Company' and 'Craig's Design and Landscaping Services'. The left sidebar contains a navigation menu with 'Accounting' highlighted. A red box highlights the 'Reconcile' option under the 'Accounting' menu. The main dashboard area displays various financial metrics and charts, including a 'Chart of Accounts' section with 'Overdue' and 'Not deposited' amounts, an 'EXPENSES' donut chart, and a 'PROFIT AND LOSS' bar chart. The 'BANK ACCOUNTS' section on the right lists 'Checking', 'Savings', 'Mastercard', and 'Visa' accounts with their respective balances and 'In QuickBooks' amounts.

QuickBooks  
app.qbo.intuit.com/app/homepage

Subscribe now and save 50% **Subscribe now**

Sample Company

Craig's Design and Landscaping Services

PRIVACY

**SETUP GUIDE**

- Start invoicing
- See how much you're making
- Start tracking time
- Connect with an accountant
- Add the finishing touches

Set up payments | Send your first invoice | Swipe cards in person with our mobile app

**BANK ACCOUNTS**

Account	Bank balance	In QuickBooks	Review
Checking	\$-3,621.93	\$1,201.00	25 to review
Savings	\$200.00	\$800.00	1 to review
Mastercard	\$304.96	\$157.72	7 to review
Visa		\$0	

**Chart of Accounts**

Category	Amount
Overdue	\$1,526
Not due yet	\$3,756
Paid (Last 30 days)	\$3,692
Not deposited	\$2,063
Deposited	\$1,630

**EXPENSES** (Last 30 days): \$2,186

- \$755 Maintenance and ...
- \$405 Cost of Goods Sold
- \$390 Legal & Professio...
- \$636 Everything else

**PROFIT AND LOSS** (Last 30 days): \$1,774

Category	Amount	Review
Income	\$3,960	8 TO REVIEW
Expenses	\$2,186	14 TO REVIEW

**SALES** (Last 30 days): \$3,820

https://app.qbo.intuit.com/app/reconcile

# Reconciling

The screenshot shows the QuickBooks web interface for reconciling an account. The browser address bar shows the URL `app.qbo.intuit.com/app/reconcile?accountId=35`. The page header includes a green bar with a subscription offer: "Subscribe now and save 50% [Subscribe now](#)". The left sidebar contains navigation options: Dashboard, Banking, Expenses, Sales, Projects, Payroll, Reports, Taxes, Mileage, Accounting (selected), and My Accountant. The main content area is titled "Reconcile" and includes a breadcrumb trail: "Chart of accounts > Bank register > Reconcile". A "Window Snip" button is visible. The central heading is "Reconcile an account" with the subtext "Open your statement and let's get started." Below this is a notification box: "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.](#)". The form asks "Which account do you want to reconcile?" with a dropdown menu currently set to "Checking". Underneath, it says "Add the following information" and provides input fields for "Beginning balance" (pre-filled with "5,000.00"), "Ending balance \*", and "Ending date \*". A green "Start reconciling" button is at the bottom.

# Reconciling

QuickBooks

app.qbo.intuit.com/app/reconcile?accountId=35

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Sample Company

My Experts Help

Chart of Accounts **Reconcile**

Chart of accounts > Bank register > Reconcile

Summary | History by account | Show me around

Window Snip

## 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?

Account

Checking

Add the following information

Beginning balance	Ending balance *	Ending date *
5,000.00	<input type="text"/>	<input type="text"/>

[Start reconciling](#)

# Reconciling

American USA Bank Statement of Account				
Account No. 123456-78				
<b>Statement Date: October 31, 2020</b>				
<b>Beginning Balance:</b>				<b>\$5,000.00</b>
<b>Total Deposits:</b>				<b>\$ 416.40</b>
<b>Total Withdrawals:</b>				<b>\$ 677.05</b>
<b>Ending Balance:</b>				<b>\$4,739.35</b>
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.

**i** 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?

Account

Checking

Add the following information

Beginning balance

5,000.00

Ending balance \*

4,739.35

Ending date \*

10/31/2020

Start reconciling

# Reconciling

American USA Bank Statement of Account				
Account No. 123456-78				
Statement Date: October 31, 2020				
<b>Beginning Balance:</b>				<b>\$5,000.00</b>
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## Reconcile an account

Open your statement and let's get started.

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Which account do you want to reconcile?

Account

Checking

Add the following information

Beginning balance

5,000.00

Ending balance \*

4,739.35

Ending date \*

10/31/2020

Start reconciling

# Reconciling

The screenshot shows the QuickBooks web interface for reconciling an account. The browser address bar shows the URL `app.qbo.intuit.com/app/reconcile?accountId=35`. The page title is "Reconcile" under the "Sample Company" header. The left sidebar contains navigation options: Dashboard, Banking, Expenses, Sales, Projects, Payroll, Reports, Taxes, Mileage, Accounting (selected), and My Accountant. The main content area displays the "Reconcile" page with a "Window Snip" button and a "Reconcile" heading. Below the heading is a sub-heading "Reconcile an account" and a prompt "Open your statement and let's get started." A notification box states: "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." The form asks "Which account do you want to reconcile?" with a dropdown menu showing "Checking". Below this, it says "Add the following information" and provides input fields for "Beginning balance" (5,000.00), "Ending balance \*" (4,739.35), and "Ending date \*" (10/31/2020). A green "Start reconciling" button is highlighted with a red rectangle.

QuickBooks

Subscribe now and save 50% [Subscribe now](#)

Sample Company

My Experts Help

Chart of Accounts **Reconcile**

Chart of accounts > Bank register > Reconcile

Summary | History by account | Show me around

Window Snip

## Reconcile

Reconcile an account

Open your statement and let's get started.

**i** 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?

Account

Checking

Add the following information

Beginning balance	Ending balance *	Ending date *
5,000.00	4,739.35	10/31/2020

[Start reconciling](#)



# Reconciling

QuickBooks

app.qbo.intuit.com/app/reconcileAccount?accountId=35&statements=false

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Sample Company

Chart of accounts > Bank register > Reconcile

Reconcile Checking  
Statement ending date: October 31, 2020

\$4,739.35  
 STATEMENT ENDING BALANCE

\$5,000.00  
 CLEARED BALANCE

\$5,000.00  
 BEGINNING BALANCE

\$0.00  
 0 PAYMENTS

\$0.00  
 0 DEPOSITS

\$-260.65  
 DIFFERENCE

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	
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
10/23/2020		Bill Payment	7	Accounts Payabl...	Hicks Hardware		250.00	
10/26/2020		Expense	8	Landscaping Ser...	Hicks Hardware		24.36	

# Reconciling

QuickBooks

app.qbo.intuit.com/app/reconcileAccount?accountId=35&statements=false

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Sample Company

My Experts Help

Chart of accounts > Bank register > Reconcile

## Reconcile Checking

Statement ending date: October 31, 2020

[Edit info](#) [Save for later](#)

**\$4,739.35**  
STATEMENT ENDING BALANCE

**\$5,000.00**  
CLEARED BALANCE

**\$5,000.00** - **\$0.00** + **\$0.00**  
BEGINNING BALANCE 0 PAYMENTS 0 DEPOSITS

**\$-260.65**  
DIFFERENCE

Statement ending date:  Clear filter / View all

Payments Deposits All

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	
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	
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10/23/2020		Bill Payment	7	Accounts Payabl...	Hicks Hardware		250.00	
10/26/2020		Expense	8	Landscaping Ser...	Hicks Hardware		24.36	

# Reconciling

QuickBooks

app.qbo.intuit.com/app/reconcileAccount?accountId=35&statements=false

Subscribe now and save 50% [Subscribe now](#)

Sample Company

My Experts Help

Chart of accounts > Bank register > Reconcile

### Reconcile Checking

Statement ending date: October 31, 2020

[Edit info](#) [Save for later](#)

**\$4,739.35**  
STATEMENT ENDING BALANCE

**\$5,000.00**  
CLEARED BALANCE

**\$5,000.00** - **\$0.00** + **\$0.00**  
BEGINNING BALANCE 0 PAYMENTS 0 DEPOSITS

**\$-260.65**  
DIFFERENCE

Statement ending date: Clear filter / View all

Payments Deposits All

DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)
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09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.50	
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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	
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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	
10/17/2020		Receive Payment	3884	Accounts Receiv...	Freeman Sporting Co...			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	

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10/10/2020		Expense	15	Job Expenses	Tania's Nursery		108.09	
10/19/2020		Receive Payment	1007	Accounts Receiv...	Freeman Sporting Gm...			86.40
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08/19/2020		Receive Payment	1053	Accounts Receiv...	Bill's Windsurf Shop			175.00	<input type="checkbox"/>
09/02/2020		Expense	12	Legal & Professi...	Robertson & Associates		250.00		<input type="checkbox"/>
09/24/2020		Check	4	Automobile:Fuel	Chin's Gas and Oil		54.55		<input type="checkbox"/>
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.50		<input checked="" type="checkbox"/>
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.40		<input type="checkbox"/>
10/03/2020		Expense	9	Job Expenses:J...	Tania's Nursery		89.09		<input checked="" type="checkbox"/>
10/03/2020		Check	12	Legal & Professi...	Books by Bessie		55.00		<input checked="" type="checkbox"/>
10/09/2020		Check	5	Automobile:Fuel	Chin's Gas and Oil		62.01		<input checked="" type="checkbox"/>
10/10/2020		Expense	15	Job Expenses	Tania's Nursery		108.09		<input checked="" type="checkbox"/>
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10/23/2020		Bill Payment	7	Accounts Payabl...	Hicks Hardware		250.00		<input type="checkbox"/>

# Reconciling

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19-Oct-20	Counter Deposit	\$ 86.40		\$4,433.71
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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		<input checked="" type="checkbox"/>
08/18/2020		Bill Payment	1058	Accounts Payabl...	Bill's Market Shop			175.00	<input type="checkbox"/>
09/02/2020		Expense	12	Legal & Professi...	Robertson & Associates		250.00		<input type="checkbox"/>
09/24/2020		Check	4	Automobile:Fuel	Chin's Gas and Oil		54.55		<input type="checkbox"/>
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.50		<input checked="" type="checkbox"/>
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.40		<input type="checkbox"/>
10/03/2020		Expense	9	Job Expenses:J...	Tania's Nursery		89.09		<input checked="" type="checkbox"/>
10/03/2020		Check	12	Legal & Professi...	Books by Bessie		55.00		<input checked="" type="checkbox"/>
10/09/2020		Check	5	Automobile:Fuel	Chin's Gas and Oil		62.01		<input checked="" type="checkbox"/>
10/10/2020		Expense	15	Job Expenses	Tania's Nursery		108.09		<input checked="" type="checkbox"/>
10/19/2020		Receive Payment	5664	Accounts Receiv...	Freeman Sporting G...			86.40	<input checked="" type="checkbox"/>
10/19/2020		Sales Receipt	1008	Design income	Kate Whelan			225.00	<input checked="" type="checkbox"/>
10/21/2020		Receive Payment		Accounts Receiv...	Amy's Bird Sanctuary	Amy claims the pest control did not occur		105.00	<input checked="" type="checkbox"/>
10/23/2020		Bill Payment	7	Accounts Payabl...	Hicks Hardware		250.00		<input type="checkbox"/>

# Reconciling

American USA Bank Statement of Account				
Account No. 123456-78				
Statement Date: October 31, 2020				
<b>Beginning Balance:</b>				<b>\$5,000.00</b>
<b>Total Deposits:</b>				<b>\$ 416.40</b>
<b>Total Withdrawals:</b>				<b>\$ 677.05</b>
<b>Ending Balance:</b>				<b>\$4,739.35</b>
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
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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		<input checked="" type="checkbox"/>
08/19/2020		Receive Payment	1053	Accounts Receiv...	Bill's Windsurf Shop			175.00	<input type="checkbox"/>
09/02/2020		Expense	12	Legal & Professi...	Robertson & Associates		250.00		<input type="checkbox"/>
09/24/2020		Check	4	Automobile:Fuel	Chin's Gas and Oil		54.55		<input type="checkbox"/>
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.50		<input checked="" type="checkbox"/>
09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.40		<input type="checkbox"/>
10/03/2020		Expense	9	Job Expenses:J...	Tania's Nursery		89.09		<input checked="" type="checkbox"/>
10/03/2020		Check	12	Legal & Professi...	Books by Bessie		55.00		<input checked="" type="checkbox"/>
10/09/2020		Check	5	Automobile:Fuel	Chin's Gas and Oil		62.01		<input checked="" type="checkbox"/>
10/10/2020		Expense	15	Job Expenses	Tania's Nursery		108.09		<input checked="" type="checkbox"/>
10/19/2020		Receive Payment	5664	Accounts Receiv...	Freeman Sporting G...			86.40	<input checked="" type="checkbox"/>
10/19/2020		Sales Receipt	1008	Design income	Kate Whelan			225.00	<input checked="" type="checkbox"/>
10/21/2020		Receive Payment		Accounts Receiv...	Amy's Bird Sanctuary	Amy claims the pest control did not occur		105.00	<input checked="" type="checkbox"/>
10/23/2020		Bill Payment	7	Accounts Payabl...	Hicks Hardware		250.00		<input type="checkbox"/>



# Reconciling

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10/19/2020		Sales Receipt	1008	Design income	Kate Whelan			225.00	<input checked="" type="checkbox"/>
10/21/2020		Receive Payment		Accounts Receiv...	Amy's Bird Sanctuary	Amy claims the pest control did not occur		105.00	<input checked="" type="checkbox"/>
10/23/2020		Bill Payment	7	Accounts Payabl...	Hicks Hardware		250.00		<input type="checkbox"/>
10/26/2020		Expense	8	Landscaping Ser...	Hicks Hardware		24.36		<input checked="" type="checkbox"/>

# Reconciling

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09/24/2020		Check	4	Automobile:Fuel	Chin's Gas and Oil		54.55		<input type="checkbox"/>
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09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.40		<input type="checkbox"/>
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10/19/2020		Sales Receipt	1008	Design income	Kate Whelan			225.00	<input checked="" type="checkbox"/>
10/21/2020		Receive Payment		Accounts Receiv...	Amy's Bird Sanctuary	Amy claims the pest control did not occur		105.00	<input checked="" type="checkbox"/>
10/23/2020		Bill Payment	7	Accounts Payabl...	Hicks Hardware		250.00		<input type="checkbox"/>
10/26/2020		Expense	8	Landscaping Ser...	Hicks Hardware		24.36		<input checked="" type="checkbox"/>

# Reconciling

QuickBooks

app.qbo.intuit.com/app/reconcileAccount?accountId=35&statements=false

Subscribe now and save 50% [Subscribe now](#)

Sample Company

My Experts Help

Chart of accounts > Bank register > Reconcile

## Reconcile Checking

Statement ending date: October 31, 2020

[Edit info](#) [Finish now](#)

**\$4,739.35**  
STATEMENT ENDING BALANCE

**\$4,739.35**  
CLEARED BALANCE

**\$5,000.00**  
BEGINNING BALANCE

**\$677.05**  
7 PAYMENTS

**\$416.40**  
3 DEPOSITS

**\$0.00**  
DIFFERENCE

Statement ending date: Clear filter / View all

Payments Deposits All

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	
08/19/2020		Receive Payment	1053	Accounts Receiv...	Bill's Windsurf Shop			175.00
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# Reconciling

QuickBooks

app.qbo.intuit.com/app/reconcileAccount?accountId=35&statements=false

Subscribe now and save 50% [Subscribe now](#)

Sample Company

My Experts Help

Chart of accounts > Bank register > Reconcile

Reconcile Checking

Statement ending date: October 31, 2020

STATEMENT ENDING BALANCE **\$4,739.35**

CLEARED BALANCE **\$4,739.35**

BEGINNING BALANCE **\$5,000.00**

7 PAYMENTS **\$677.05**

3 DEPOSITS **\$416.40**

**\$0.00** DIFFERENCE

Payments Deposits All

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	
08/19/2020		Receive Payment	1053	Accounts Receiv...	Bill's Windsurf Shop			175.00
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09/30/2020		Sales Tax Payment		- Split -		Q1 Payment	38.50	
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10/03/2020		Expense	9	Job Expenses:J...	Tania's Nursery		89.09	
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10/19/2020		Receive Payment	5664	Accounts Receiv...	Freeman Sporting G...			86.40
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10/26/2020		Expense	8	Landscaping Ser...	Hicks Hardware		24.36	



# 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

Learn More At  
[www.cfoservicesgroup.com](http://www.cfoservicesgroup.com)



## Financial Reports You Need To Read

- 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.



## Sales Tax Basics

- 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.

## 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.



## 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 easily do these tasks, including setting up bank rules to automate a lot of this process.



## Managing Your Expenses & Vendors

- 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.



## 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.

## Powerful Chart of Accounts

- 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.



## 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



## Accounting Support System



### Supporting Your Success

- Private Support Sessions
- Weekly Open Office Hours
- eCourse Library Access
- Budget-Friendly & Flexible

[www.cfoservicesgroup.com](http://www.cfoservicesgroup.com)

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[www.cfoservicesgroup.com](http://www.cfoservicesgroup.com)  
[info@cfoservicesgroup.com](mailto:info@cfoservicesgroup.com)