



QuickBooks Crash Course

*** *Attorney Edition* ***

Presented By



Learning Objectives

- ❖ Creating Bills ; Paying Bills ; Creating Expenses
- ❖ Tracking Reimbursable Expenses
- ❖ Creating Invoices ; Receiving Invoice Payments ; Creating Receipts
- ❖ Creating Retainers
- ❖ Applying Retainers To Invoices
- ❖ Creating Retainer Reports
- ❖ ...and more...

About Me

Serial
Entrepreneur

Manuel “Manny” Cosme
Founder & CEO



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

QuickBooks Online + Other Software



LAWPAY[®]
AN AFFINIPAY SOLUTION



Clio




What We WON'T Cover



Will Cover

- Invoices
- Bills
- Retainers
- Reimbursable Expenses



Won't Cover

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



General QuickBooks Crash Course

Watch For Free:
www.cfoservicesgroup.com



QuickBooks Crash Course

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

Presented By



“Bookkeeping Basics For Business Owners” eCourse Series

Learn More At
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.

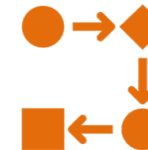
Powerful Chart of Accounts

- 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/redirect/testdrive

Use Your Own File!!!



Spending Money Bills & Expenses

Vendors

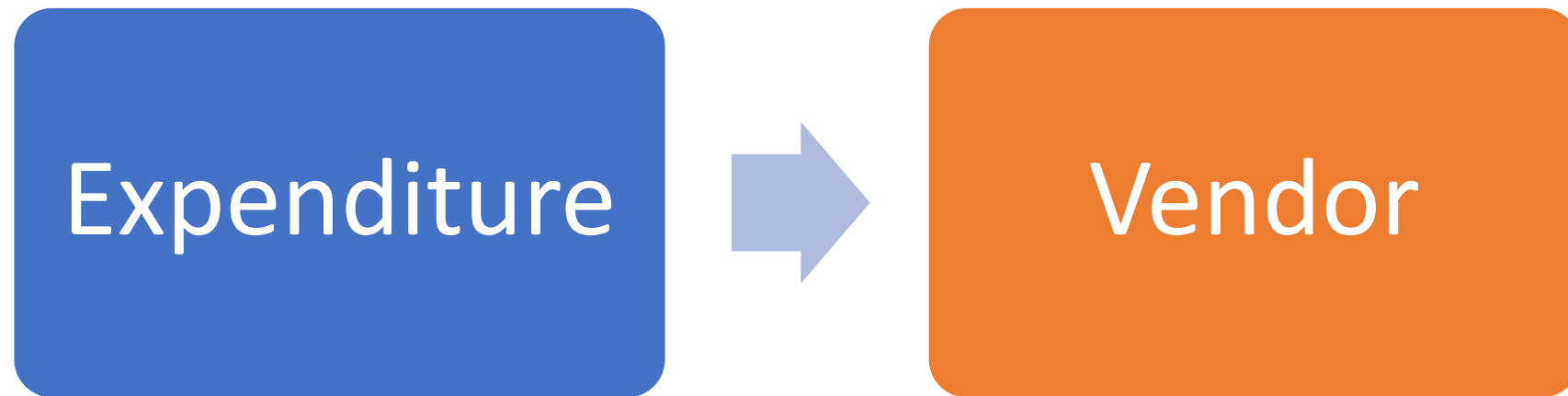
People / Businesses / Organizations To Whom You Pay Money



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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 top navigation bar includes a green banner with the text "Subscribe now and save 50% Subscribe now". The left sidebar contains the QuickBooks logo and a navigation menu with items like Dashboard, Banking, 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.

<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	View/Edit
<input type="checkbox"/>	11/05/2020	Expense	1	Chin's Gas and Oil	Automobile:Fuel		\$52.56	View/Edit
<input type="checkbox"/>	11/05/2020	Check	75	Hicks Hardware	-Split-		\$228.75	View/Edit
<input type="checkbox"/>	11/05/2020	Purchase Order	1003	Hicks Hardware	-Split-		\$228.75	Print
<input type="checkbox"/>	11/05/2020	Bill		Norton Lumber and Building ...	-Split-		\$205.00	Schedule payment

Expense Center

Sample Company

Expense Center

Vendors

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

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

Paid: \$1,603 (5 OPEN BILLS)

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

Prepare 1099s | New vendor

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 sidebar on the left with navigation 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), \$1,603 (5 OPEN BILLS), 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"/>	<input type="text" value="Manny"/>	<input type="text"/>	<input type="text" value="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 map			Terms		
<input type="text" value="Street"/>			<input type="text" value="Enter Text"/>		
<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			Opening balance as of		
<input type="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 map					
Street					
City/Town		State/Province			
ZIP code		United States			
Notes					
Cancel			Make inactive		Save

Privacy

Bills vs Expenses



Creating A Bill

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 'Bill' selected and also highlighted with a red box. The background shows various financial dashboards and reports.

Navigation and Header:

- QuickBooks logo and browser address bar: <https://app.qbo.intuit.com/app/homepage>
- Subscription banner: "Subscribe now and save 50% [Subscribe now](#)"
- Company name: "Sample Company"
- User profile: "My Experts", "Help", search, notifications, settings, and user icon.
- PRIVACY toggle switch.

Main Content Area:

- Company name: "Craig's Design and Landscaping Services"
- Logo placeholder: "+ LOGO"
- Navigation menu: "+ New" (highlighted)
- Dropdown menu items:
 - CUSTOMERS:** Invoice, Receive payment, Estimate, Credit memo, Sales receipt, Refund receipt, Delayed credit, Delayed charge
 - VENDORS:** Expense, Check, **Bill** (highlighted), 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); Not deposited: \$2,063; Deposited: \$1,630.
- Profit and Loss (Last 30 days):** Net income: \$1,774. Breakdown: Maintenance and... (\$755), Cost of Goods Sold (\$405), Legal & Profession... (\$390), Everything else (\$636). Expenses: \$2,186 (14 TO REVIEW); Income: \$3,960 (8 TO REVIEW).
- Bank Accounts:** 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.
- SALES (Last 30 days):** Total: \$3,820. Line graph showing sales from \$2.6K to \$3.9K.

Creating A Bill

Bill

app.qbo.intuit.com/app/bill

Vendor: Choose a vendor

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

BALANCE DUE
\$0.00

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1						
2						

Add lines Clear all lines

► Item details

Memo: [Empty]

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

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: 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](#)

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



Creating A Bill

Bill

app.qbo.intuit.com/app/bill

Vendor: Books by Bessie

Window Shop

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.:

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

Item details

Memo:

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 table:

#	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

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 details

#	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

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: [Empty text box]

Attachments: Maximum size: 20MB

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

Tags: Start typing to add a tag

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

Item details

Memo

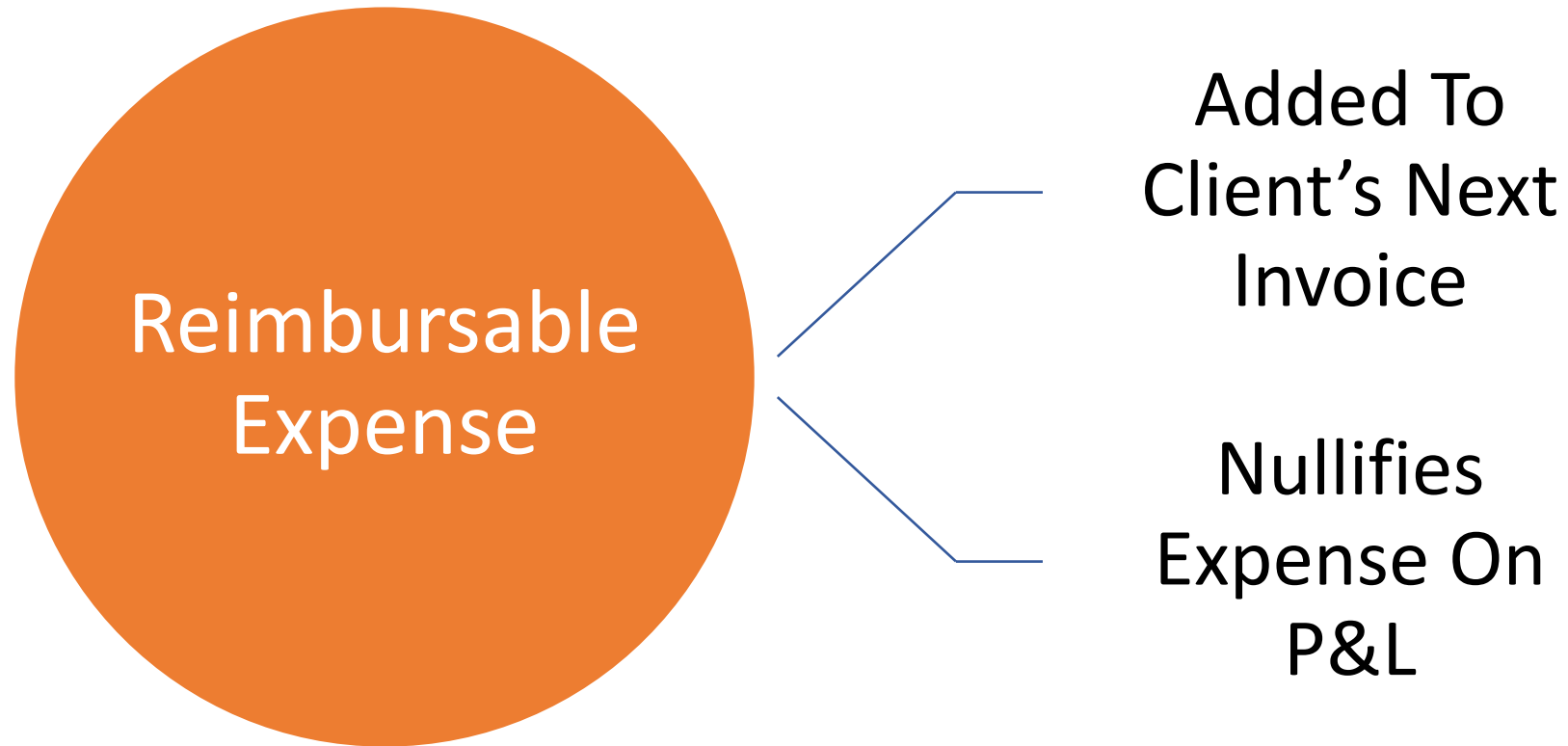
Attachments: Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Cancel Clear Make recurring Save Save and schedule payment

Creating A Bill



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

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 "Subscribe now and save 50%" banner. The navigation bar contains "My Experts", "Help", and search, notification, and settings 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, showing various transaction types. The "Pay bills" option is highlighted with a red box. Below the menu, there are several financial summary cards: "Insurance" with "Overdue" and "Not due yet" amounts, "SALES" with a line graph, "INCOME AND LOSS" with a donut chart, and "BANK ACCOUNTS" with a table of account balances.

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			Inventory qty adjustment
Refund receipt	Vendor credit		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print checks		

Bank Accounts	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	

Category	Amount	Days to Review
Maintenance and ...	\$755	8 TO REVIEW
Cost of Goods Sold	\$405	14 TO REVIEW
Legal & Professio...	\$390	
Everything else	\$636	

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
<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**

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: 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

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 >

Paying Bills

qibo 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	<input type="text" value="540.00"/>	\$540.00
<input type="checkbox"/>	PG&E		10/23/2020 🚫	\$86.44	Not available	<input type="text"/>	\$0.00
<input checked="" type="checkbox"/>	Norton Lumber and Building Mat...		11/07/2020 🚫	\$205.00	Not available	<input type="text" value="200.00"/>	\$200.00
<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
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 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	<input type="text" value="540.00"/>	\$540.00
<input type="checkbox"/>	PG&E		10/23/2020 🚫	\$86.44	Not available	<input type="text"/>	\$0.00
<input checked="" type="checkbox"/>	Norton Lumber and Building Mat...		11/07/2020 🚫	\$205.00	Not available	<input type="text" value="200.00"/>	\$200.00
<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
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 a company named "Sample Company". The main header includes the QuickBooks logo, the company name, and a "Subscribe now" button. The navigation bar contains "My Experts", "Help", and search, notification, and settings icons. A "PRIVACY" toggle is also visible.

The "New" button is highlighted with a red box. A dropdown menu is open, showing various transaction types. The "Expense" option is highlighted with a red box. The menu is organized into four columns: CUSTOMERS, VENDORS, EMPLOYEES, and OTHER.

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		

Below the menu, the dashboard displays financial metrics for the last 30 days:

- Overdue:** \$1,526
- Not due yet:** \$3,756
- 3,692 Paid:** Last 30 days
- Not deposited:** \$2,063
- Deposited:** \$1,630
- Net income for last 30 days:** \$1,774
- Income:** \$3,960 (8 TO REVIEW)
- Expenses:** \$2,186 (14 TO REVIEW)
- Sales:** \$3,820 (Last 30 days)

The dashboard also includes a "BANK ACCOUNTS" section with details for Checking, Savings, Mastercard, and Visa accounts, and a "PROFIT AND LOSS" section with a donut chart showing expense categories: Maintenance and... (\$755), Cost of Goods Sold (\$405), Legal & Professo... (\$390), and Everything else (\$636).

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 Total **\$35.00**

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.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: Start typing to add a tag Manage tags

▼ 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.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						

► Item details

Memo Total **\$35.00**

Attachments Maximum size: 20MB

[Show existing](#)

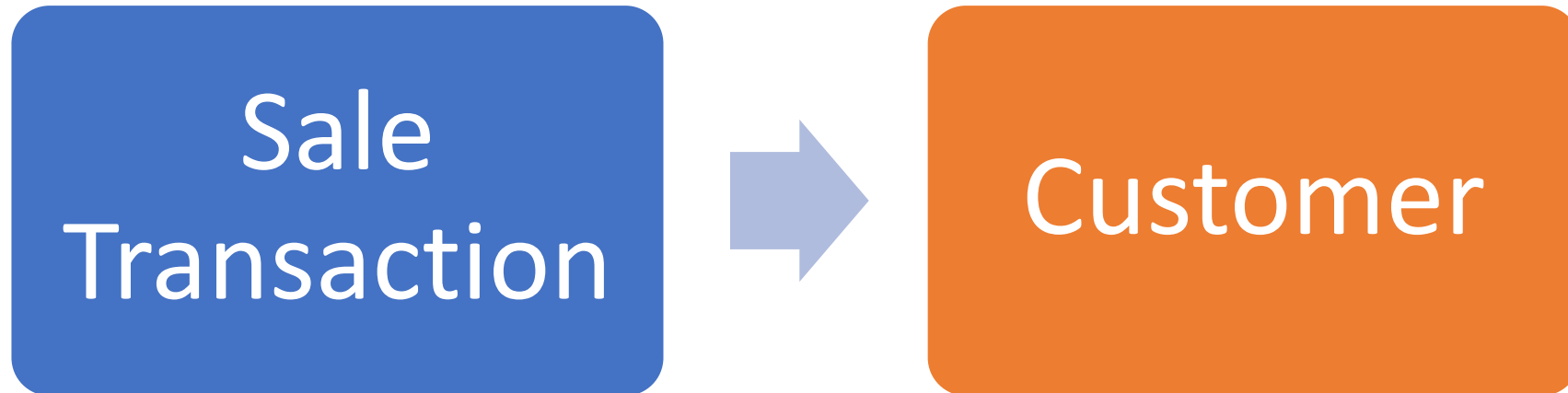
Getting Paid

Invoicing, Payments & Collections

Customers



Sales Are Mapped To Customers



Sales Center

Sample Company

Overview **All Sales** Invoices Customers Products and Services

Sales Transactions

Import Transactions New transaction

Unbilled Last 365 Days Unpaid Last 365 Days Paid

\$0 0 ESTIMATE	\$750 2 UNBILLED ACTIVITY	\$1,526 10 OVERDUE	\$5,282 20 OPEN INVOICES	\$3,136 12 PAID LAST 30 DAYS
-------------------	------------------------------	-----------------------	-----------------------------	---------------------------------

Filter Last 365 Days

Batch actions

<input type="checkbox"/>	DATE	TYPE	NO.	CUSTOMER	MEMO	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	11/11/2020	Payment		Cool Cars		11/11/2020	\$0.00	\$-1,675.52	Closed	
<input type="checkbox"/>	11/11/2020	Invoice	1036	Freeman Sporting Go...		12/11/2020	\$477.50	\$477.50	Open	Receive payment
<input type="checkbox"/>	11/11/2020	Invoice	1037	Sonnenschein Family ...		12/11/2020	\$362.07	\$362.07	Open	Receive payment
<input type="checkbox"/>	11/11/2020	Invoice	1035	Mark Cho		12/11/2020	\$314.28	\$314.28	Open	Receive payment
<input type="checkbox"/>	11/11/2020	Payment		Freeman Sporting Go...		11/11/2020	\$0.00	\$-387.00	Closed	
<input type="checkbox"/>	11/10/2020	Payment		Amy's Bird Sanctuary		11/10/2020	\$0.00	\$-220.00	Closed	
<input type="checkbox"/>	11/10/2020	Invoice	1033	Geeta Kalapatapu		12/10/2020	\$629.10	\$629.10	Open	Receive payment
<input type="checkbox"/>	11/10/2020	Invoice	1034	Rondonuwu Fruit and ...		12/10/2020	\$78.60	\$78.60	Open	Receive payment
<input type="checkbox"/>	11/10/2020	Payment		Travis Waldron		11/10/2020	\$0.00	\$-81.00	Closed	
<input type="checkbox"/>	11/09/2020	Time Charge		Rondonuwu Fruit and ...	Tree and Shrub Trimm...	12/10/2020	\$0.00	\$30.00	Closed	
<input type="checkbox"/>	11/09/2020	Invoice	1015	Paulsen Medical Suppl...		12/09/2020	\$954.75	\$954.75	Open	Receive payment
<input type="checkbox"/>	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 the QuickBooks logo and a sidebar menu on the left containing options like Dashboard, Banking, Expenses, Sales, Projects, Payroll, Reports, Taxes, Mileage, Accounting, and My Accountant. The main content area is titled 'Customers' and features a summary dashboard with four colored boxes: a blue box for '\$0 ESTIMATE' (0 unbilled), a dark blue box for '\$750 UNBILLED ACTIVITY' (3 unbilled), an orange box for '\$1,526 OVERDUE' (10 overdue), and a green box for '\$5,282 OPEN INVOICES' (20 open). To the right of these boxes is a green box for '\$3,136 PAID' (12 paid last 30 days). Below the dashboard is a table of customers with columns for 'CUSTOMER / PROJECT / COMPANY', 'PHONE', 'OPEN BALANCE', and 'ACTION'. A red box highlights the 'Customers' tab in the top navigation bar. A notification banner at the top of the table asks if the user organizes sub-customers as projects.

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 is <https://app.qbo.intuit.com/app/customers>. The page header includes a 'Subscribe now and save 50%' banner and navigation icons for 'My Experts', 'Help', search, notifications, settings, and a user profile. The main navigation sidebar on the left lists various business areas like Dashboard, Banking, Expenses, Sales, Projects, Payroll, Reports, Taxes, Mileage, Accounting, and My Accountant. The 'Customers' section is active, showing a summary of financial activity: \$0 ESTIMATE, \$750 UNBILLED ACTIVITY, \$1,526 OVERDUE, \$5,282 OPEN INVOICES, and \$3,136 PAID LAST 30 DAYS. A red box highlights the 'New customer' button in the top right corner of the main content area. Below this is a table of existing customers with columns for 'CUSTOMER / PROJECT / COMPANY', 'PHONE', 'OPEN BALANCE', and 'ACTION'.

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

[Privacy](#)



Setting Up A Customer

Customer information ✕

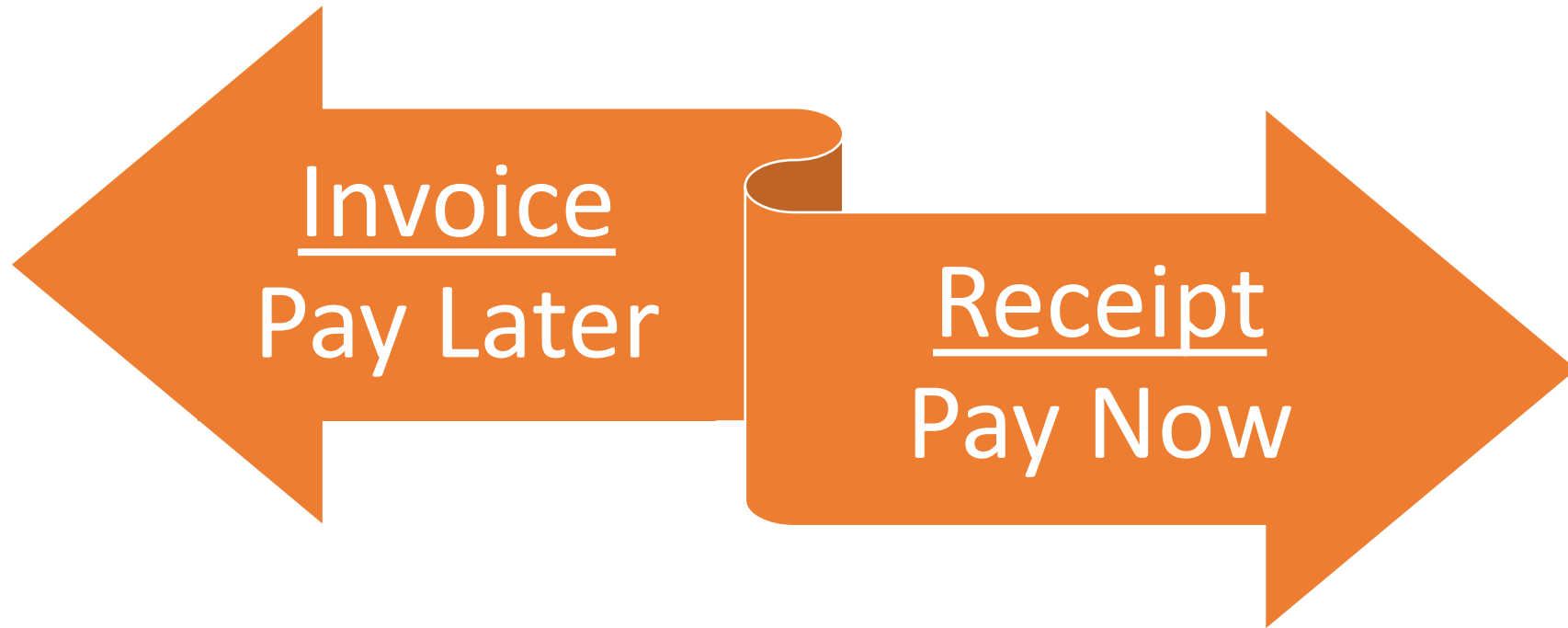
Title	First name	Middle name	Last name	Suffix	Email		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Separate multiple emails with commas"/>		
Company					Phone	Mobile	Fax
<input type="text"/>					<input type="text"/>	<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

Billing address map	Shipping address map <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 a company named 'Sample Company'. The main header includes the QuickBooks logo, the company name, and a 'Subscribe now' button. The navigation bar contains 'My Experts', 'Help', and search icons. A '+ New' button is highlighted with a red box, and its dropdown menu is open, with 'Invoice' also highlighted by a red box. The dropdown menu lists various transaction types under four categories: CUSTOMERS, VENDORS, EMPLOYEES, and OTHER. The background dashboard shows financial summaries for the last 30 days, including 'Net income for last 30 days' at \$1,774 and 'SALES' at \$3,820.

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

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

Take a tour | Help

Customer: Bill's Windsurf Shop | Customer email: Surf@Intuit.com | BALANCE DUE: **\$420.00**

Send later | Cc/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

Invoice

app.qbo.intuit.com/app/invoice

Invoice

Take a tour Help

Customer: Select a customer

Customer email: Separate emails with a comma

Invoice date: 12/08/2020

Due date: 01/07/2021

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						
2						

Subtotal: \$0.00

Taxable subtotal

Select a sales tax rate

Discount percent

Total: \$0.00

Balance due: \$0.00

Attachments: Maximum size: 20MB

Cancel Print or Preview Make recurring Customize Save Save and send

Creating An Invoice

Invoice
https://app.qbo.intuit.com/app/invoice

Invoice
Take a tour | Help

Customer ?

Customer email ?

Send later ? [Cc/Bcc](#)

BALANCE DUE

\$420.00

Billing address

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

Terms ?

Invoice date

Due date

[Window Strip](#)

#	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

Total \$420.00

Balance due \$420.00

[Add lines](#) [Clear all lines](#) [Add subtotal](#)

Message on invoice

Message on statement

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

Attachments Maximum size: 20MB

[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
Send later:

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

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



Creating An Invoice

Invoice Take a tour Help

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** 12/08/2020 **Due date** 01/07/2021 [Create recurring invoice](#)

Tags [Manage tags](#)

#	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
Balance due \$0.00

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 Cc/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	✓

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

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
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

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: 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: 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

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 Cc/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							🗑️

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

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
Send later:

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

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
Send later

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

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



Retainer Payments



Create Retainer Account

The screenshot shows the QuickBooks dashboard for a company named 'Sample Company'. The dashboard includes a sidebar with navigation options: Dashboard, Banking, Expenses, Sales, Projects, Payroll, Reports, Taxes, Messages, Accounting, and My Accountant. The 'Accounting' menu item is highlighted with a red box, and its sub-menu item 'Chart of Accounts' is also highlighted. The main dashboard area displays various financial metrics and reports, including a 'SETUP GUIDE', 'BANK ACCOUNTS', 'EXPENSES', 'PROFIT AND LOSS', and 'SALES' sections. The 'Chart of Accounts' menu item is highlighted with a red box.

QuickBooks
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 Type	Bank balance	In QuickBooks	Review Status
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	

Accounting > Chart of Accounts

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

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

PROFIT AND LOSS: \$1,774 (Net income for last 30 days)

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

SALES

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

Create Retainer Account

Chart of Accounts

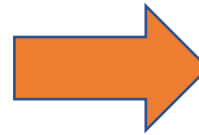
Sample Company

Chart of Accounts

Run Report

New

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Checking	Bank	Checking	1,201.00	-3,621.93	View register
Savings	Bank	Savings	800.00	200.00	View register
Accounts Receivable (A/R)	Accounts receivable (A/R)	Accounts Receivable (A/R)	5,281.52		View register
Inventory Asset	Other Current Assets	Inventory	596.25		View register
Prepaid Expenses	Other Current Assets	Prepaid Expenses	0.00		View register
Uncategorized Asset	Other Current Assets	Other Current Assets	0.00		View register
Undeposited Funds	Other Current Assets	Undeposited Funds	2,062.52		View register
Truck	Fixed Assets	Vehicles	13,495.00		View register
Depreciation	Fixed Assets	Accumulated Depreciation	0.00		View register
Original Cost	Fixed Assets	Vehicles	13,495.00		View register
Accounts Payable (A/P)	Accounts payable (A/P)	Accounts Payable (A/P)	1,602.67		View register
Mastercard	Credit Card	Credit Card	157.72	-304.96	View register
Visa	Credit Card	Credit Card	0.00		View register



Account

Account Type: Bank

* Name: Cash on hand

* Detail Type: Cash on hand

Description:

Is sub-account

Enter parent account

Use a **Cash on hand** account to track cash your company keeps for occasional expenses, also called petty cash.

To track cash from sales that have not been deposited yet, use a pre-created account called **Undeposited funds**, instead.

Cancel

Save and Close

Create Retainer Account

Account

Account Type: Other Current Liabilities

* Name: Client Retainers

Description:

Detail Type: Trust Accounts - Liabilities

Use Trust accounts - liabilities to offset Trust accounts in assets.

Amounts in these accounts are held by your business on behalf of others. They do not belong to your business, so should not appear to be yours on your balance sheet. This "contra" account takes care of that, as long as the two balances match.

Is sub-account

Enter parent account

When do you want to start tracking your finances from this account in QuickBooks?
[More info on opening balances](#)

Choose one

Cancel Save and Close

Create Retainer Account

Account

Account Type: Other Current Liabilities

* Name: Client Retainers

* Detail Type: Trust Accounts - Liabilities

Description:

Is sub-account

Enter parent account

When do you want to start tracking your finances from this account in QuickBooks?
[More info on opening balances](#)

Choose one

Cancel Save and Close

Use **Trust accounts - liabilities** to offset **Trust accounts** in assets.

Amounts in these accounts are held by your business on behalf of others. They do not belong to your business, so should not appear to be yours on your balance sheet. This "contra" account takes care of that, as long as the two balances match.

Create Retainer Account

Account

Account Type
Other Current Liabilities

* Detail Type
Trust Accounts - Liabilities

Use Trust accounts - liabilities to offset Trust accounts in assets.
Amounts in these accounts are held by your business on behalf of others. They do not belong to your business, so should not appear to be yours on your balance sheet. This "contra" account takes care of that, as long as the two balances match.

* Name
Client Retainers

Description

Is sub-account

Enter parent account

When do you want to start tracking your finances from this account in QuickBooks?
[More info on opening balances](#)

Choose one

Cancel Save and Close

Create Retainer Account

Rectangular Snip

Account

Account Type: Other Current Liabilities

* Name: Client Retainers

* Detail Type: Trust Accounts - Liabilities

Description:

Is sub-account

Enter parent account:

When do you want to start tracking your finances from this account in QuickBooks?
[More info on opening balances](#)

Choose one:

Use Trust accounts - liabilities to offset Trust accounts in assets.

Amounts in these accounts are held by your business on behalf of others. They do not belong to your business, so should not appear to be yours on your balance sheet. This "contra" account takes care of that, as long as the two balances match.

Cancel

Save and Close

Create Retainer Item

The screenshot displays the QuickBooks Online interface for 'Sample Company'. The left sidebar contains a navigation menu with 'Sales' highlighted. The top navigation bar shows 'Products and Services' as the active tab. A 'New' button is visible in the top right corner. The main content area features a table of products with the following data:

NAME	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	TAXABLE	QTY ON HAND	REORDER POINT	ACTION
Design									
Design		Service	Custom Design	75					Edit
Fountains									
Concrete		Service	Concrete for fou...	0		✓			Edit
Pump	P461-17	Inventory	Fountain Pump	15	10	✓	25		Edit
Rock Fountain	R154-88	Inventory	Rock Fountain	275	125	✓	2		Edit
Lighting		Service	Garden Lighting	0		✓			Edit


Create Retainer Item

The screenshot shows the QuickBooks interface for 'Sample Company' in the 'Products and Services' section. A modal window titled 'Product/Service information' is open, displaying four options: Inventory, Non-inventory, Service, and Bundle. The 'Service' option is highlighted with a red box. The background shows a table of products and services with columns for Name, SKU, Type, Sales Description, and Sales Price.

NAME	SKU	TYPE	SALES DESCRIPTION	SALES PRICE
Design				
Design		Service	Custom Design	75
Fountains				
Concrete		Service	Concrete for fou...	0
Pump	P461-17	Inventory	Fountain Pump	15
Rock Fountain	R154-88	Inventory	Rock Fountain	275
Lighting		Service	Garden Lighting	0

Create Retainer Item

Product/Service information ×

 Service [Change type](#)

Name*

SKU

Category

Description
 I sell this product/service to my customers.


Sales price/rate
Income account

Sales tax category [Ⓢ]

Purchasing information
 I purchase this product/service from a vendor.

Create Retainer Item

Product/Service information ×

 Service [Change type](#)

Name*

SKU

Category

Description
 I sell this product/service to my customers.


Sales price/rate **Income account**


Sales tax category

Purchasing information
 I purchase this product/service from a vendor.

Create Retainer Item

Product/Service information ×

 Service [Change type](#)

Name*
 

SKU

Category

Description
 I sell this product/service to my customers.

Sales price/rate **Income account**

Sales tax category

Purchasing information
 I purchase this product/service from a vendor.

Invoicing A Retainer

Invoice Take a tour Help

Customer ? Customer email ? Cc/Bcc

Send later ?

Billing address **Terms** ? **Invoice date** **Due date** [Create recurring invoice](#)

Tags ? [Manage tags](#)

BALANCE DUE
\$2,000.00

#	PRODUCT/SERVICE ?	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Client Retainer	Retainer	1	2,000	2,000.00	

Message on invoice

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

Subtotal \$2,000.00
Taxable subtotal \$0.00
Select a sales tax rate
Discount percent \$0.00
Total \$2,000.00
Balance due \$2,000.00

Invoicing Reimbursable Expense

Expense Take a tour Help

Payee: Cal Telephone | Payment account: Mastercard | Balance: \$157.72

AMOUNT: **\$52.56**

Payment date: 04/10/2021 | Payment method: What did you pay with? | Ref no. []

Tags: [Start typing to add a tag] [Manage tags](#)

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Utilities:Telephone	What did you pay for?	52.56	✓		Bill's Windsurf Shop
2						

[Add lines](#) [Clear all lines](#)

► Item details

Memo: []

Total \$52.56

Invoicing Reimbursable Expense

Invoice

Customer: Bill's Windsurf Shop | Customer email: Surf@intuit.com | Send later:

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

Terms: Net 30 | Invoice date: 04/10/2021 | Due date: 05/10/2021

Tags: Start typing to add a tag

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						
2						

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

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

Add to Invoice

Filter by: All dates

Add all

Billable expense
Apr 10
\$52.56

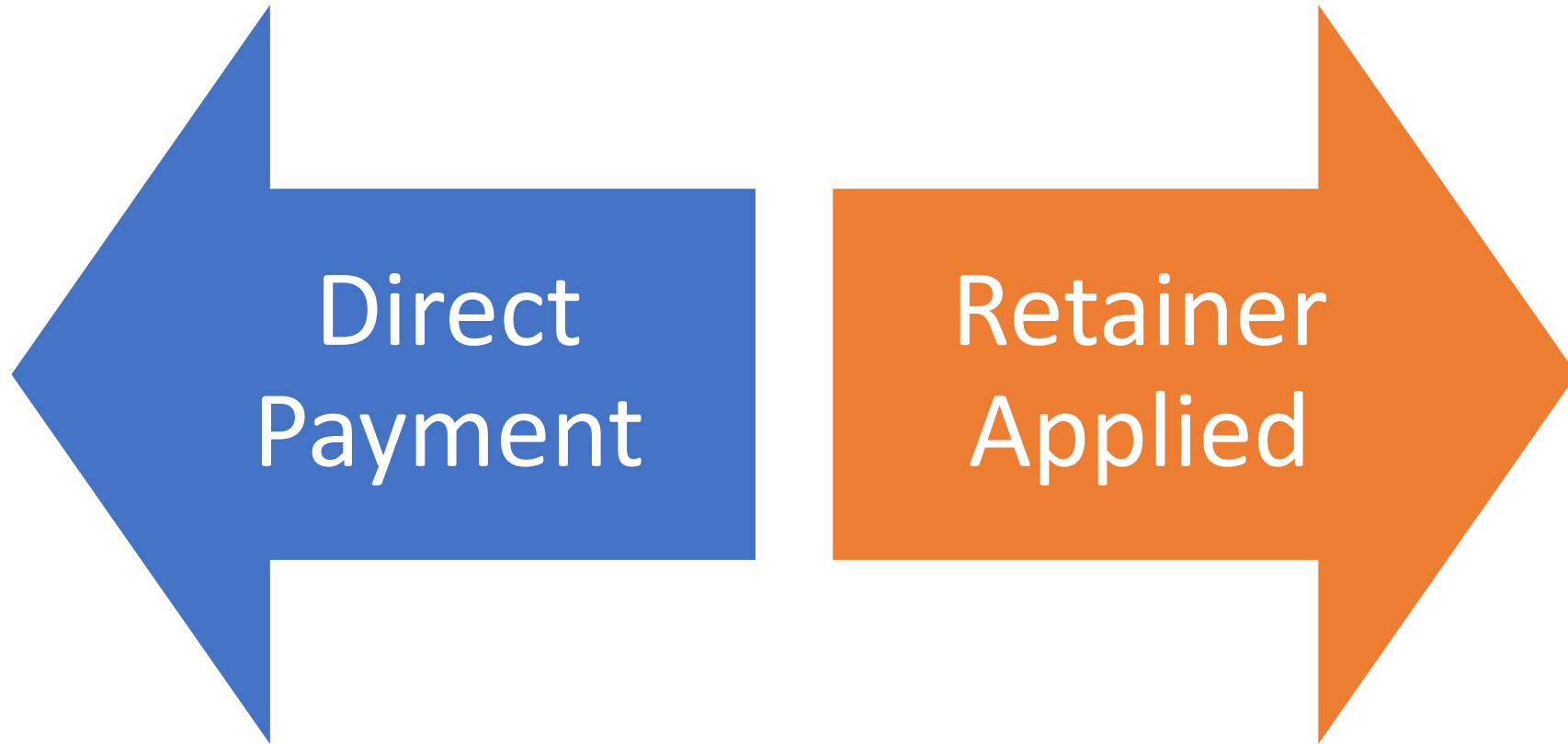
Add Open

Receiving Payments



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Receiving Payments



Recording An Invoice Payment

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 'Subscribe now and save 50%' banner. The navigation bar contains 'My Experts', 'Help', and search, notification, and settings icons. The main content area is titled 'Craig's Design and Landscaping Services'. A '+ New' button is highlighted with a red box, and a dropdown menu is open, with 'Receive payment' also highlighted by a red box. The dropdown menu is organized into four columns: CUSTOMERS, VENDORS, EMPLOYEES, and OTHER. The background shows various financial dashboards, including 'Insurance', 'Overdue' amounts, 'Net income for last 30 days', 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		

Recording An Invoice Payment

Receive Payment

app.qbo.intuit.com/app/recvpayment

Receive Payment Help

Customer: **AMOUNT RECEIVED \$0.00**

Payment date:

Payment method: Reference no.: Deposit to: **Amount received**

Memo:

Attachments Maximum size: 20MB

[Show existing](#)

[Privacy](#)



Recording An Invoice Payment

Receive Payment

app.qbo.intuit.com/app/recvpayment

Receive Payment

Help

AMOUNT RECEIVED
\$0.00

Amount received
0.00

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...

Deposit to
Unposited 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/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 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

Customer: Red Rock Diner

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 1 2 3 4

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

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.

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

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: Reference no.: Deposit to: Undeposited Funds

Amount received: 156.00

Outstanding Transactions

Find Invoice No. Filter > All

<input type="checkbox"/>	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

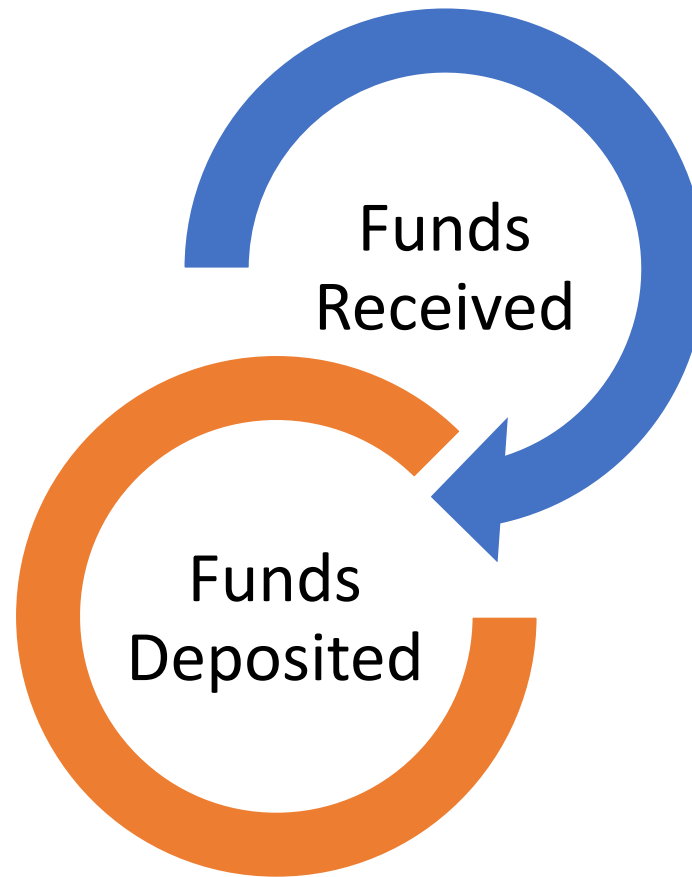
Attachments Maximum size: 20MB

Cancel Clear Print **Save and new**

Where's The Money???



Undeposited Funds & Bank Deposits



Recording A Deposit

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 '+ New' button is highlighted with a red box. A dropdown menu is open, showing various transaction types. The 'Bank deposit' option under the 'OTHER' category is highlighted with a red box. The background shows a dashboard with financial metrics and charts.

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		

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

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

1-2 of 2

Select all Clear all

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						
2						

Add lines Clear all lines

Other funds total \$0.00

Track returns for customers

Memo

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

Total \$0.00

Cancel Print Make recurring Save and new

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 « < 1 > »

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: 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

	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

Select all Clear all

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						
2						

Add lines Clear all lines

Other funds total: \$0.00

Track returns for customers

Memo:

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

Total: \$0.00

Cancel Print Make recurring Save and new

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**



Applying Retainers



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Applying Retainers



Applying Retainers

The screenshot shows the QuickBooks mobile app interface for a company named "Sample Company" and a customer named "Craig's Design and Landscaping Services". A "New" button is visible, which has opened a dropdown menu. The menu is organized into four columns: CUSTOMERS, VENDORS, EMPLOYEES, and OTHER. The "Journal entry" option under the "OTHER" column is highlighted with a red rectangular box. Other options in the menu include Invoice, Receive payment, 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, Statement, Inventory qty adjustment, and Pay down credit card. The background of the app shows various financial dashboards, including overdue and not due yet amounts, a donut chart for "Last 30 days", and a list of bank accounts with their balances and review status.

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		

Applying Retainers

Journal Entry #1 ⚙️ ? Help ✕

Journal date: Journal no.:

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	
⋮	1 Client Retainer	2,000.00		To apply retainer against invoice	Diego Rodriguez	🗑️
⋮	2 Accounts Receivable (A/R)		2,000.00	To apply retainer against invoice	Diego Rodriguez	🗑️
⋮	3					🗑️
⋮	4					🗑️
⋮	5					🗑️
⋮	6					🗑️
⋮	7					🗑️
⋮	8					🗑️
Total		2,000.00	2,000.00			

Memo

Attachments Maximum size: 20MB

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Applying Retainers

Journal Entry #1 Settings Help Close

Journal date: 04/10/2021 Journal no.: 1

	DEBITS	CREDITS	DESCRIPTION	NAME
1 Client Retainer	2,000.00		To apply retainer against invoice	Diego Rodriguez
2 Accounts Receivable (A/R)		2,000.00	To apply retainer against invoice	Diego Rodriguez
3				
4				
5				
6				
7				
8				
Total	2,000.00	2,000.00		

Memo

Attachments Maximum size: 20MB

Drag/Drop files here or click the icon

[Show existing](#)

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Applying Retainers

Journal Entry #1 ⚙️ ? Help ✕

Journal date: Journal no.:

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
⋮ 1	Client Retainer	2,000.00		To apply retainer against invoice	Diego Rodriguez
⋮ 2	Accounts Receivable (A/R)		2,000.00	To apply retainer against invoice	Diego Rodriguez
⋮ 3					
⋮ 4					
⋮ 5					
⋮ 6					
⋮ 7					
⋮ 8					
Total		2,000.00	2,000.00		

Memo

Attachments Maximum size: 20MB

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Applying Retainers

Journal Entry #1 ⚙️ ? Help ✕

Journal date: Journal no.:

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	
⋮	1 Client Retainer	2,000.00		To apply retainer against invoice	Diego Rodriguez	🗑️
⋮	2 Accounts Receivable (A/R)		2,000.00	To apply retainer against invoice	Diego Rodriguez	🗑️
⋮	3					🗑️
⋮	4					🗑️
⋮	5					🗑️
⋮	6					🗑️
⋮	7					🗑️
⋮	8					🗑️
Total		2,000.00	2,000.00			

Memo

Attachments Maximum size: 20MB

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Privacy



Applying Retainers

Journal Entry #1 ⚙️ ? Help ✕

Journal date: Journal no.:

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	APPLY TO	
⋮	1 Client Retainer	2,000.00		To apply retainer against invoice	Diego Rodriguez	🗑️
⋮	2 Accounts Receivable (A/R)		2,000.00	To apply retainer against invoice	Diego Rodriguez	🗑️
⋮	3					🗑️
⋮	4					🗑️
⋮	5					🗑️
⋮	6					🗑️
⋮	7					🗑️
⋮	8					🗑️
Total		2,000.00	2,000.00			

Memo

Attachments Maximum size: 20MB

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Applying Retainers

Journal Entry #1 ⚙️ ? Help ✕

Journal date: Journal no.:

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1	Client Retainer	2,000.00		To apply retainer against invoice	Diego Rodriguez
2	Accounts Receivable (A/R)		2,000.00	To apply retainer against invoice	Diego Rodriguez
4					
5					
6					
7					
8					
Total		2,000.00	2,000.00		

Memo

Maximum size: 20MB

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Applying Retainers

Journal Entry #1 ⚙️ ? Help ✕

Journal date: Journal no.:

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
⋮ 1	Client Retainer	2,000.00		To apply retainer against invoice	Diego Rodriguez
⋮ 2	Accounts Receivable (A/R)		2,000.00	To apply retainer against invoice	Diego Rodriguez
⋮ 3					
⋮ 4					
⋮ 5					
⋮ 6					
⋮ 7					
⋮ 8					
Total		2,000.00	2,000.00		

Memo

Attachments Maximum size: 20MB

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Applying Retainers

Journal Entry #1 ⚙️ ? Help ✕

Journal date: Journal no.:

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	
⋮	1 Client Retainer	2,000.00		To apply retainer against invoice	Diego Rodriguez	🗑️
⋮	2 Accounts Receivable (A/R)		2,000.00	To apply retainer against invoice	Diego Rodriguez	🗑️
⋮	3					🗑️
⋮	4					🗑️
⋮	5					🗑️
⋮	6					🗑️
⋮	7					🗑️
⋮	8					🗑️
Total		2,000.00	2,000.00			

Memo

Attachments Maximum size: 20MB

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Applying Retainers

Journal Entry #1 ⚙️ ? Help ✕

Journal date: Journal no.:

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	
⋮	1 Client Retainer	2,000.00		To apply retainer against invoice	Diego Rodriguez	🗑️
⋮	2 Accounts Receivable (A/R)		2,000.00	To apply retainer against invoice	Diego Rodriguez	🗑️
⋮	3					🗑️
⋮	4					🗑️
⋮	5					🗑️
⋮	6					🗑️
⋮	7					🗑️
⋮	8					🗑️
Total		2,000.00	2,000.00			

Memo

Attachments Maximum size: 20MB

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Applying Retainers

Journal Entry #1 ⚙️ ? Help ✕

Journal date: Journal no.:

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	
⋮	1 Client Retainer	2,000.00		To apply retainer against invoice	Diego Rodriguez	🗑️
⋮	2 Accounts Receivable (A/R)		2,000.00	To apply retainer against invoice	Diego Rodriguez	🗑️
⋮	3					🗑️
⋮	4					🗑️
⋮	5					🗑️
⋮	6					🗑️
⋮	7					🗑️
⋮	8					🗑️
Total		2,000.00	2,000.00			

Memo

Attachments Maximum size: 20MB

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Applying Retainers

Receive Payment Help

Customer: AMOUNT RECEIVED: **\$0.00**

Payment date: Rectangular Smp

Payment method: Reference no.: Deposit to: Amount received:

Outstanding Transactions

All

<input type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1038 (04/10/2021)	05/10/2021	2,000.00	2,000.00	<input type="text" value="2,000.00"/>

< First Previous 1-1 of 1 Next Last >

Credits

All

<input type="checkbox"/>	DESCRIPTION	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Journal Entry # 1 (04/10/2021)	2,000.00	2,000.00	<input type="text" value="2,000.00"/>

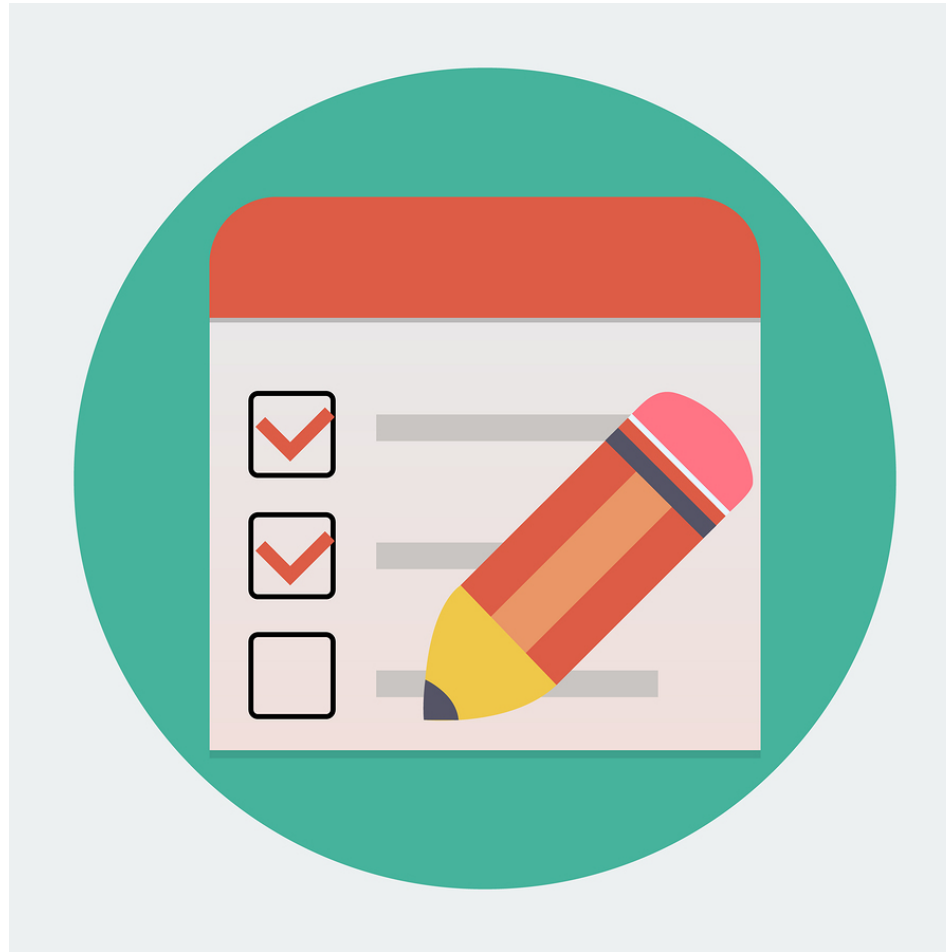
< First Previous 1-1 of 1 Next Last >

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

Tracking Retainers

Creating A Retainer Report

Retainer Report



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Retainer Report

Sample Company My Experts Help

Chart of Accounts Reconcile

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Depreciation	Fixed Assets	Accumulated Depreciation	0.00		View register
Original Cost	Fixed Assets	Vehicles	13,495.00		View register
Accounts Payable (A/P)	Accounts payable (A/P)	Accounts Payable (A/P)	1,602.67		View register
Mastercard	Credit Card	Credit Card	210.28	-304.96	View register
Visa	Credit Card	Credit Card	0.00		View register
Arizona Dept. of Revenue Payable	Other Current Liabilities	Sales Tax Payable	0.00		View register
Board of Equalization Payable	Other Current Liabilities	Sales Tax Payable	370.94		View register
Client Retainer	Other Current Liabilities	Trust Accounts - Liabilities	8,621.00		View register Edit Make inactive (reduces usage) Run report
Loan Payable	Other Current Liabilities	Other Current Liabilities	4,000.00		
Notes Payable	Long Term Liabilities	Other Long Term Liabilities	25,000.00		
Opening Balance Equity	Equity	Opening Balance Equity	-9,337.50		View register
Retained Earnings	Equity	Retained Earnings			Run report
Billable Expense Income	Income	Service/Fee Income			Run report

Retainer Report

Account QuickReport

[Back to Chart of Accounts](#)

Report period: Since 90 Days Ago | 01/10/2021

Customize | Save customization

Group by: Account

- None
- Account
- Name
- Transaction Type
- Customer
- Vendor
- Employee
- Product/Service
- Day
- Week
- Month
- Quarter

Run report

Distribution Account X

Add notes

Craig's Design and Landscaping Services

Account QuickReport
Since January 10, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
Client Retainer								
Beginning Balance								7,500.00
02/09/2021	Invoice	1041	Amy's Bird Sanctuary	Retainer	Client Retainer		5,000.00	12,500.00
02/24/2021	Journal Entry	2			Client Retainer		-1,500.00	11,000.00
03/24/2021	Journal Entry	3			Client Retainer		-2,379.00	8,621.00
04/10/2021	Invoice	1038	Diego Rodriguez	Retainer	Client Retainer		2,000.00	10,621.00
04/10/2021	Journal Entry	1		To apply retainer against invoice	Client Retainer		-2,000.00	8,621.00
Total for Client Retainer							\$1,121.00	
TOTAL							\$1,121.00	

Saturday, April 10, 2021 02:27 PM GMT-04:00

Retainer Report

Account QuickReport

[Back to Chart of Accounts](#)

Report period: Since 90 Days Ago | 01/10/2021

Customize | Save customization

Rows/columns: Group by Customer | Run report

Filters: Distribution Account X

Sort Add notes

Craig's Design and Landscaping Services

Account QuickReport

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
▼ Amy's Bird Sanctuary								
02/09/2021	Invoice	1041	Amy's Bird Sanctuary	Retainer	Client Retainer		5,000.00	5,000.00
02/24/2021	Journal Entry	2			Client Retainer		-1,500.00	3,500.00
Total for Amy's Bird Sanctuary							\$3,500.00	
▼ Diego Rodriguez								
04/10/2021	Journal Entry	1		To apply retainer against invoice	Client Retainer		-2,000.00	-2,000.00
04/10/2021	Invoice	1038	Diego Rodriguez	Retainer	Client Retainer		2,000.00	0.00
Total for Diego Rodriguez							\$0.00	
▼ Video Games by Dan								
Beginning Balance								7,500.00
03/24/2021	Journal Entry	3			Client Retainer		-2,379.00	5,121.00
Total for Video Games by Dan							\$ -2,379.00	

Saturday, April 10, 2021, 02:29 PM GMT-04:00

Retainer Report

Account QuickReport

[Back to Chart of Accounts](#)

Report period: Since 90 Days Ago | 01/10/2021

Customize | **Save customization**

Rows/columns: Group by Customer | Run report

Filters: Distribution Account

Sort | Add notes

Craig's Design and Landscaping Services

Account QuickReport
Since January 10, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
▼ Amy's Bird Sanctuary								
02/09/2021	Invoice	1041	Amy's Bird Sanctuary	Retainer	Client Retainer		5,000.00	5,000.00
02/24/2021	Journal Entry	2			Client Retainer		-1,500.00	3,500.00
Total for Amy's Bird Sanctuary							\$3,500.00	
▼ Diego Rodriguez								
04/10/2021	Journal Entry	1		To apply retainer against invoice	Client Retainer		-2,000.00	-2,000.00
04/10/2021	Invoice	1038	Diego Rodriguez	Retainer	Client Retainer		2,000.00	0.00
Total for Diego Rodriguez							\$0.00	
▼ Video Games by Dan								
Beginning Balance								7,500.00
03/24/2021	Journal Entry	3			Client Retainer		-2,379.00	5,121.00
Total for Video Games by Dan							\$ -2,379.00	

Saturday, April 10, 2021 02:29 PM GMT-04:00

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



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.

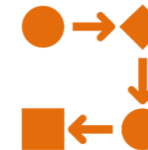
Powerful Chart of Accounts

- 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

For More Help
Visit Our Website And Schedule A Consultation

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info@cfoservicesgroup.com