

QuickBooks Online Series



Week 4



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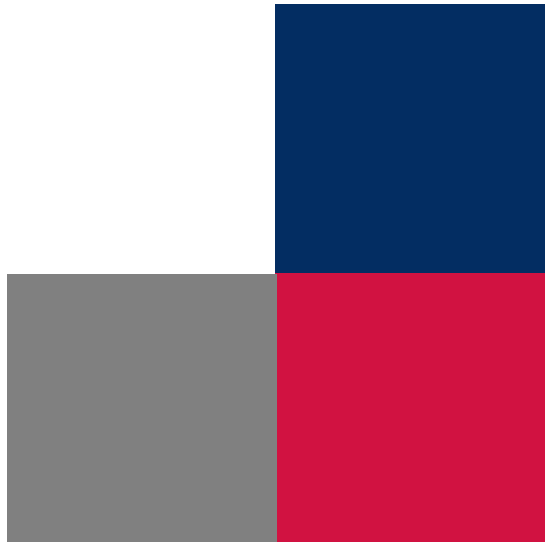
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QuickBooks Online Sample

<https://qbo.intuit.com/redirect/testdrive>



Adding a Vendor

1. Click **Expenses**
2. Click **Vendors**
3. Click **New Vendor**

This can be the vendor's name or company name

The screenshot shows the QuickBooks interface. On the left is a sidebar with navigation options like 'Expenses' and 'Vendors'. The main area displays the 'Vendors' page with a summary of bills and a table of existing vendors. A red box highlights the 'Company name' field in the 'Name and contact' form, which is set to 'Joe Bob's Widgets'. A red arrow points from the text box above to this field.

VENDOR + / COMPANY	1099 TRACKING	PHONE	EMAIL
<input type="checkbox"/> Brosnahan Insurance Agency	<input checked="" type="checkbox"/>	(650) 555-9912	
<input type="checkbox"/> Diego's Road Warrior Bodyshop	<input type="checkbox"/>		
<input type="checkbox"/> Norton Lumber and Building Materials	<input type="checkbox"/>	(650) 363-6578	Materials@imuit.com
<input type="checkbox"/> PG&E	<input type="checkbox"/>	(888) 555-9465	utilities@noemail.com
<input type="checkbox"/> Robertson & Associates	<input type="checkbox"/>	(650) 557-1111	

This will make creating 1099s easier and you can attach their W-9 to their file.

The screenshot shows the 'Additional info' form for a vendor. A red box highlights the 'Business ID No. / Social Security No.' field, which contains '111-23-4444'. A red arrow points from the text box above to this field. Other fields include 'Expense rates', 'Payments', and 'Accounting'.

DATE	TYPE	NO.	PAYEE	CATEGORY
There are no transactions matching the criteria.				

Entering Bills

1. Click **Expenses**
2. Click **Bills**
3. Click **Add bill**
4. Input information and select if it is billable and input the customer it can be billed back to.
5. Click **Save and close**

Bill Help X

Vendor: Joe Bob **BALANCE DUE**
\$8,000.00

Mailing address: Joe Bob, Joe Bob's Painter, 400 South St, Las Vegas, NV 89123

Terms: Net 30 | Bill date: 02/05/2024 | Due date: 03/06/2024 | Bill no.:

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Job Expenses:Cost of Labor	Painted exterior of house	8,000.00			Bill's Windsurf Shop
2						

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	TAX	CUSTOMER
1								
2								

Total: \$8,000.00

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

Customers | Amy's Bird Sanctuary | \$239.00

Transaction List:

DATE	TYPE	NO.	CUSTOMER	MEMO	AMOUNT	STATUS	ACTION
2/6/24	Billable Expense Charge		Amy's Bird Sanctuary	Paint Exterior of business with no markup	\$8,000.00	Open	Edit Create invoice
1/10/24	Payment		Amy's Bird Sanctuary		-\$220.00	Closed	View/Edit
1/9/24	Payment	6552	Amy's Bird Sanctuary		-\$108.00	Closed	View/Edit
1/8/24	Time Charge		Amy's Bird Sanctuary		\$375.00	Open	Edit Convert to invoice
1/8/24	Invoice	1001	Amy's Bird Sanctuary	1 of 4	\$108.00	Paid	Edit Print
12/25/23	Payment		Amy's Bird Sanctuary	Created by QB Online to link credits to charges.	\$0.00	Closed	View/Edit
12/25/23	Credit Memo	1026	Amy's Bird Sanctuary		-\$100.00	Applied	Edit Print

Paying Bills

1. Click **Expenses**
2. Click **Bills**
3. Click **Pay bills**
4. Select the bills you want to pay by the same payment account.
5. Click **Save**

Starting check no is utilized for printing checks at home and immediately recorded in QuickBooks.

Pay Bills ? X

[Give feedback](#)

Payment account: Checking | Payment date: 02/06/2024 | Starting check no.: 74 Print later

Balance: \$594.56

TOTAL PAYMENT AMOUNT
\$441.23

Filters: Last 365 Days

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE	STATUS	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/>	Brosnahan Insurance Agency		01/14/2024	Overdue 23 days ago	\$241.23	Not available	<input type="text" value="241.23"/>	\$241.23
<input checked="" type="checkbox"/>	Hicks Hardware	3421	02/06/2024	Due today	\$200.00	Not available	<input type="text" value="200.00"/>	\$200.00
<input type="checkbox"/>	Diego's Road Warrior Bodyshop		02/08/2024	Due soon Due in 2 days	\$755.00	Not available	<input type="text" value="0.00"/>	\$0.00
<input type="checkbox"/>	Joe Bob		03/07/2024	Due later Due in 30 days	\$8,000.00	Not available	<input type="text" value="0.00"/>	\$0.00
Total payment					\$441.23	\$0.00	\$441.23	\$441.23

First Previous 1 - 4 of 4 Next Last

Pay Bills ? X

[Give feedback](#)

Payment account: MasterCard | Payment date: 02/06/2024

TOTAL PAYMENT AMOUNT
\$8,441.23

Checking Bank
 Savings Bank
 MasterCard Credit Card
 Visa Credit Card

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE	STATUS	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/>	Brosnahan Insurance Agency		01/14/2024	Overdue 23 days ago	\$241.23	Not available	<input type="text" value="241.23"/>	\$241.23
<input checked="" type="checkbox"/>	Hicks Hardware	3421	02/06/2024	Due today	\$200.00	Not available	<input type="text" value="200.00"/>	\$200.00
<input type="checkbox"/>	Diego's Road Warrior Bodyshop		02/08/2024	Due soon Due in 2 days	\$755.00	Not available	<input type="text" value="0.00"/>	\$0.00
<input checked="" type="checkbox"/>	Joe Bob		03/07/2024	Due later Due in 30 days	\$8,000.00	Not available	<input type="text" value="8000.00"/>	\$8,000.00
Total payment					\$8,441.23	\$0.00	\$8,441.23	\$8,441.23

First Previous 1 - 4 of 4 Next Last

Cancel

Save

Paying Bills

1. Click **New +**
2. Click **Print checks**
3. Complete the Print checks setup based on your preferences
4. Select the checks you want to print and click **Preview and print**
5. A preview screen of the checks will pop up, click **Print** and it will open a new PDF window
6. Click **Close** and confirm if the checks printed okay or if you need to redo some or all
7. Click **Done** when finished

Print checks setup
✕

1
PRINT SAMPLE



2
SET UP PDF READER

3
ADJUST ALIGNMENT

Select a check type and print a sample

a Select the type of checks you use:

Voucher Standard

You can order checks from Intuit.


b Load blank paper in your printer.

c View preview and print sample

d Place the sample on top of a blank check page. Hold them both up to the light.

Why do this?

Print a sample on blank paper to see if text lines up correctly on preprinted checks. If you need to make adjustments, you won't waste any of your actual checks.



Align numbers to amount box on check.

Tip! Most QuickBooks users have the best experience printing from a Chrome browser.

Cancel
Are the fields lined up properly?
No, continue setup
Yes, I'm finished with setup

Print Checks
✕

Account: Checking Balance: \$1,201.00

Transaction type: All Sort by: Date, then Order cr... Starting check number: 74

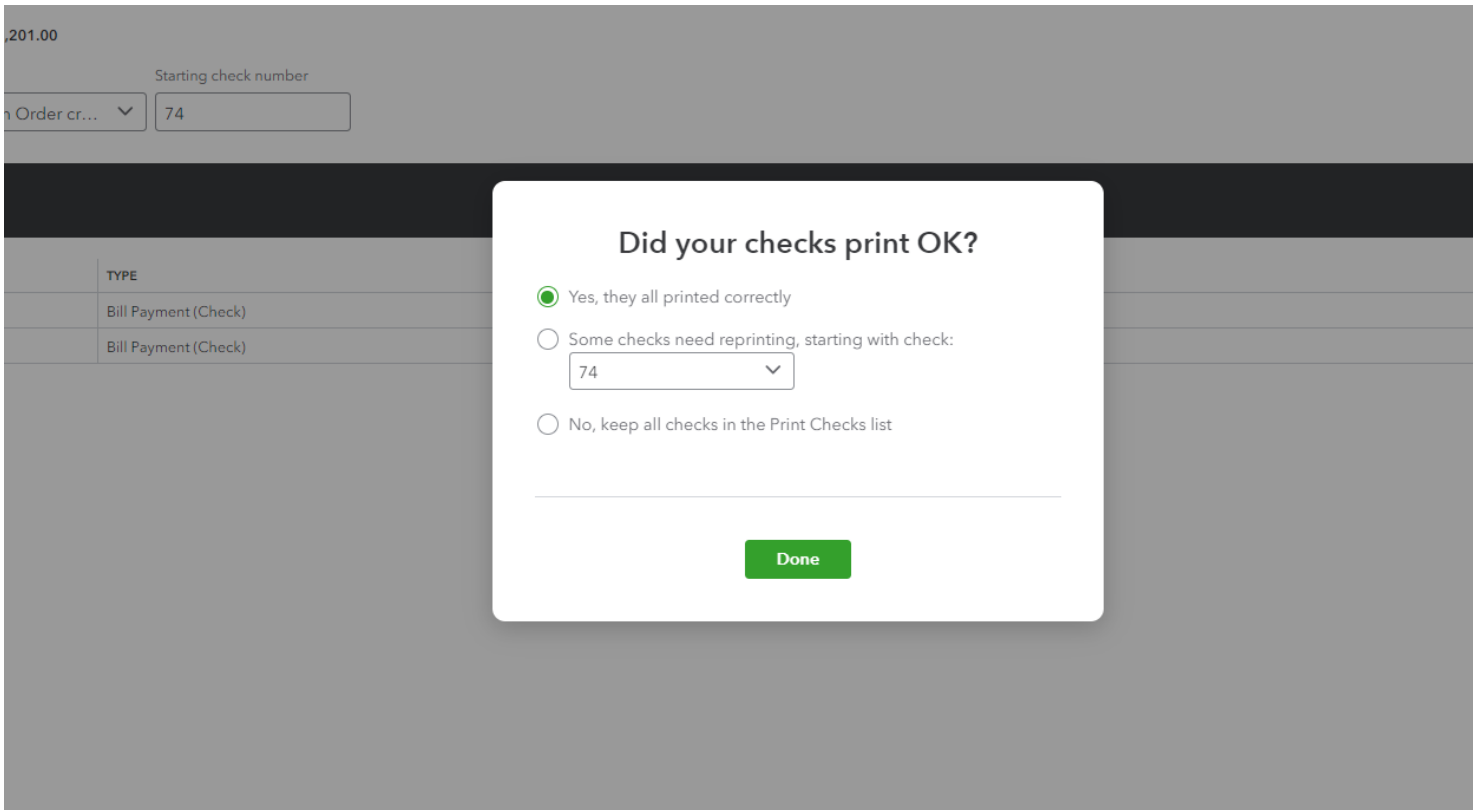
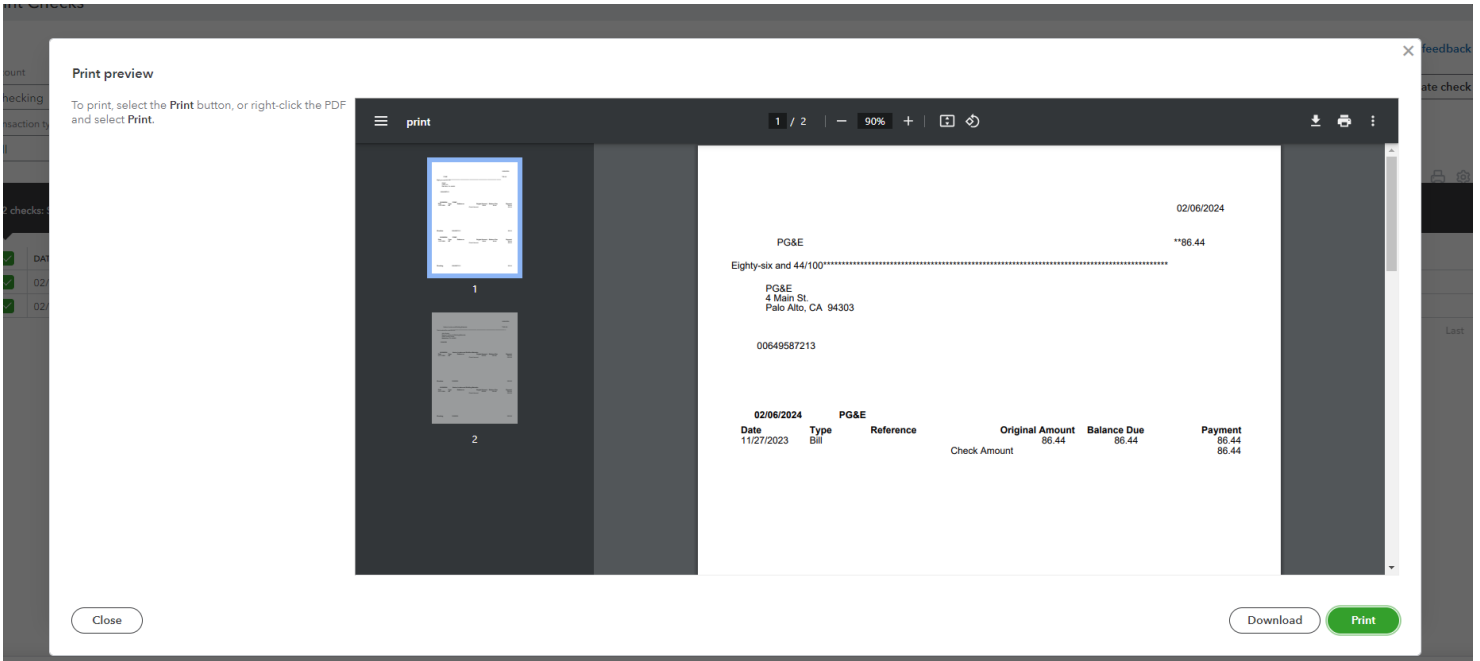
2 checks: \$291.44 Remove

	DATE	TYPE	PAYEE	AMOUNT
✓	02/06/2024	Bill Payment (Check)	PG&E	\$86.44
✓	02/06/2024	Bill Payment (Check)	Norton Lumber and Building Materials	\$205.00

First Previous 1 - 2 of 2 Next Last

Cancel
Print setup
Order checks
Preview and print

Paying Bills



Reports

1. Click **Reports**

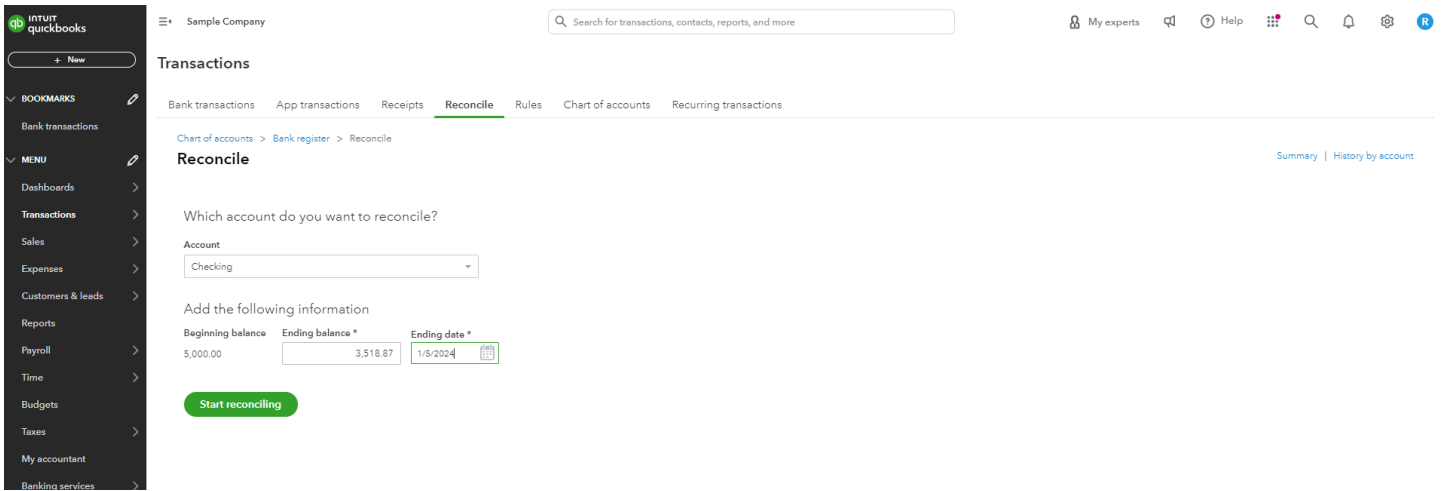
2. Click the **star** to add a report to your favorites list at the top, like Open Invoices

The screenshot displays the QuickBooks Online interface for a user named 'Sample Company'. The main navigation menu on the left includes sections for 'BOOKMARKS', 'MENU', and 'Reports'. The 'Reports' section is currently selected. The main content area shows a search bar at the top with the text 'Search for transactions, contacts, reports, and more'. Below the search bar, there are tabs for 'Standard', 'Custom reports', and 'Management reports'. The 'Standard' tab is active, showing a list of reports. Each report entry includes a star icon for favoriting, a report name, and a three-dot menu icon. The 'Open Invoices' report is highlighted in grey and has a green star icon next to it. Below the main report list, there is a section titled 'Who owes you' which contains a list of reports related to accounts receivable, such as 'Accounts receivable aging detail' and 'Invoices and Received Payments'. A green arrow points to the 'Open Invoices' report in the 'Who owes you' section.

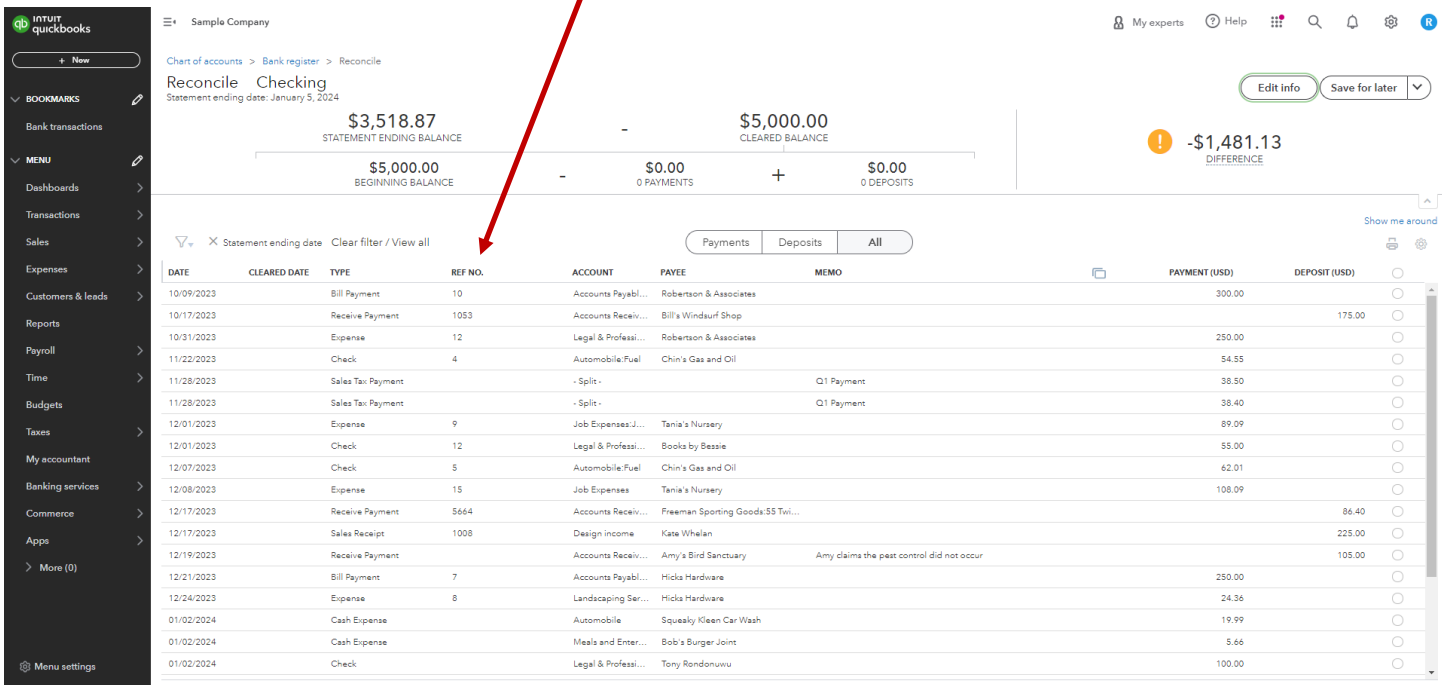
Report Name	Favorites
Balance Sheet Detail	☆
Balance Sheet Summary	☆
Balance Sheet	★
Business Snapshot	☆
Profit and Loss as % of total income	☆
Profit and Loss Comparison	☆
Profit and Loss by Customer	☆
Profit and Loss by Month	☆
Profit and Loss by Tag Group	☆
Profit and Loss	★
Quarterly Profit and Loss Summary	☆
Statement of Cash Flows	☆
Accounts receivable aging detail	☆
Accounts receivable aging summary	★
Collections Report	☆
Customer Balance Detail	☆
Customer Balance Summary	☆
Invoice List	☆
Invoices and Received Payments	☆
Open Invoices	★
Statement List	☆
Terms List	☆
Unbilled charges	☆
Unbilled time	☆

Bank Reconciliation

1. Click **Gear**
2. Click **Reconcile**
3. Select the correct bank account you want to work on and have your bank statement handy. You want the beginning balance to match and input the **Ending balance** and **End date**.



You can sort by any of these headers



Bank Reconciliation

4. Begin the process of checking off the items that are on the bank statement that have cleared the bank.
5. Once you are reconciled and the difference is **\$0.00**, click **Finish now**
6. Click **View reconciliation report** or **Done**

Chart of accounts > Bank register > Reconcile

Reconcile Checking
Statement ending date: January 5, 2024

\$3,518.87 STATEMENT ENDING BALANCE	-	\$3,518.87 CLEARED BALANCE	
\$5,000.00 BEGINNING BALANCE	-	\$2,766.53 19 PAYMENTS	\$1,285.40 5 DEPOSITS

\$0.00
DIFFERENCE

DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)
10/09/2023		Bill Payment	10	Accounts Payabl...	Robertson & Associates		300.00	
10/17/2023		Receive Payment	1053	Accounts Receiv...	Bill's Windsurf Shop			175.00
10/31/2023		Expense	12	Legal & Professi...	Robertson & Associates		280.00	
11/22/2023		Check	4	Automobile-Fuel	Chin's Gas and Oil		84.55	
11/28/2023		Sales Tax Payment		- Split -		Q1 Payment	38.50	
11/28/2023		Sales Tax Payment		- Split -		Q1 Payment	38.40	
12/01/2023		Expense	9	Job Expenses:J...	Tania's Nursery		89.09	
12/01/2023		Check	12	Legal & Professi...	Books by Bessie		55.00	
12/07/2023		Check	5	Automobile-Fuel	Chin's Gas and Oil		62.01	
12/08/2023		Expense	15	Job Expenses	Tania's Nursery		108.09	
12/17/2023		Receive Payment	5664	Accounts Receiv...	Freeman Sporting Goods:55 Tvi...			86.40
12/17/2023		Sales Receipt	1008	Design income	Kate Whelan			225.00
12/19/2023		Receive Payment		Accounts Receiv...	Amy's Bird Sanctuary	Amy claims the past control did not occur		105.00
12/21/2023		Bill Payment	7	Accounts Payabl...	Hicks Hardware		250.00	
12/24/2023		Expense	8	Landscaping Ser...	Hicks Hardware		24.36	
01/02/2024		Cash Expense		Automobile	Squeaky Kleen Car-Wash		19.99	
01/02/2024		Cash Expense		Meals and Enter...	Bob's Burger Joint		5.66	
01/02/2024		Check		Legal & Professi...	Tony Rondonuwo		100.00	

✓

You reconciled this account

To see a report of this reconciliation, click [View reconciliation report](#).
Otherwise, you're done!

Done

Chart of accounts > Bank register > History by account > Report

Reconciliation report

Account: Checking | Statement ending date: 01/05/2024

Craig's Design and Landscaping Services
Checking, Period Ending 01/05/2024

RECONCILIATION REPORT
Reconciled on: 02/06/2024
Reconciled by: Craig Carlson

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	5,000.00
Checks and payments cleared (19).....	-2,766.53
Deposits and other credits cleared (5).....	1,285.40
Statement ending balance.....	3,518.87
Register balance as of 01/05/2024.....	3,518.87
Cleared transactions after 01/05/2024.....	0.00
Uncleared transactions after 01/05/2024.....	-2,317.87
Register balance as of 02/06/2024.....	1,201.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/09/2023	Bill Payment	10	Robertson & Associates	-300.00

Profit & Loss Report

1. Click **Reports**
2. Click **Profit & Loss Report**
3. You can change the **Report period, Display columns, and more**
4. Click **Run report**

The screenshot shows the QuickBooks Online interface for a 'Sample Company'. The main heading is 'Profit and Loss Report'. The report period is set to 'This Year-to-date' from 01/01/2024 to 02/06/2024. The accounting method is set to 'Accrual'. The report is titled 'Craig's Design and Landscaping Services' and covers the period from January 1 to February 6, 2024. The report table shows the following data:

	TOTAL
Income	
Design income	1,275.00
Discounts given	-59.00
Landscaping Services	567.50
Job Materials	
Fountains and Garden Lighting	951.50
Plants and Soil	345.08
Total Job Materials	1,296.58
Labor	
Installation	250.00
Total Labor	250.00
Total Landscaping Services	2,114.08
Pest Control Services	70.00
Sales of Product Income	868.75
Services	103.55
Total Income	\$4,372.38
Cost of Goods Sold	
Cost of Goods Sold	405.00

Profit & Loss Statement

Craig's Design and Landscaping Services

Profit and Loss
January 1 - February 6, 2024

	TOTAL
Income	
Design income	1,275.00
Discounts given	-59.00
Landscaping Services	567.50
Job Materials	
Fountains and Garden Lighting	951.50
Plants and Soil	345.08
Total Job Materials	1,296.58
Labor	
Installation	250.00
Total Labor	250.00
Total Landscaping Services	2,114.08
Pest Control Services	70.00
Sales of Product Income	868.75
Services	103.55
Total Income	\$4,372.38
Cost of Goods Sold	
Cost of Goods Sold	405.00
Total Cost of Goods Sold	\$405.00
GROSS PROFIT	\$3,967.38
Expenses	
Advertising	74.86
Automobile	113.96
Fuel	167.85
Total Automobile	281.81
Equipment Rental	112.00
Insurance	241.23
Job Expenses	46.98
Job Materials	
Decks and Patios	145.95
Plants and Soil	105.95
Sprinklers and Drip Systems	215.66
Total Job Materials	467.56
Total Job Expenses	514.54
Legal & Professional Fees	75.00
Accounting	315.00
Lawyer	100.00
Total Legal & Professional Fees	490.00

Accrual Basis Tuesday, February 6, 2024 01:19 PM GMT-08:00

1/2

Craig's Design and Landscaping Services

Profit and Loss
January 1 - February 6, 2024

	TOTAL
Maintenance and Repair	185.00
Equipment Repairs	755.00
Total Maintenance and Repair	940.00
Meals and Entertainment	28.49
Office Expenses	18.08
Total Expenses	\$2,701.01
NET OPERATING INCOME	\$1,266.37
Other Expenses	
Miscellaneous	2,000.00
Total Other Expenses	\$2,000.00
NET OTHER INCOME	\$ -2,000.00
NET INCOME	\$ -733.63

Balance Sheet

Craig's Design and Landscaping Services

Balance Sheet

As of February 6, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	1,201.00
Savings	800.00
Total Bank Accounts	\$2,001.00
Accounts Receivable	
Accounts Receivable (A/R)	5,281.52
Total Accounts Receivable	\$5,281.52
Other Current Assets	
Inventory Asset	596.25
Undeposited Funds	2,062.52
Total Other Current Assets	\$2,658.77
Total Current Assets	\$9,941.29
Fixed Assets	
Truck	
Original Cost	13,495.00
Total Truck	13,495.00
Total Fixed Assets	\$13,495.00
TOTAL ASSETS	\$23,436.29
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	1,602.67
Total Accounts Payable	\$1,602.67
Credit Cards	
Mastercard	157.72
Total Credit Cards	\$157.72
Other Current Liabilities	
Arizona Dept. of Revenue Payable	0.00
Board of Equalization Payable	370.94
Loan Payable	4,000.00
Total Other Current Liabilities	\$4,370.94
Total Current Liabilities	\$6,131.33
Long-Term Liabilities	
Notes Payable	25,000.00
Total Long-Term Liabilities	\$25,000.00
Total Liabilities	\$31,131.33

Accrual Basis Tuesday, February 6, 2024 01:25 PM GMT-08:00

1/2

Craig's Design and Landscaping Services

Balance Sheet

As of February 6, 2024

	TOTAL
Equity	
Opening Balance Equity	-9,337.50
Retained Earnings	2,376.09
Net Income	-733.63
Total Equity	\$ -7,695.04
TOTAL LIABILITIES AND EQUITY	\$23,436.29