

intuit®

QuickBooks®

SMALL BUSINESS ACCOUNTING

Pro, Premier and Contractor User Guide

Welcome to QuickBooks

We're going to help you get paid, pay others, and see exactly how your business is doing. Use this guide to learn key tasks and get up and running as fast as possible.

Upgrading your version of QuickBooks? Turn to page 2 to see what's new in QuickBooks®.

New to QuickBooks? Start in the **New to QuickBooks?** section on page 3.

All kinds of help

Help from Intuit and the QuickBooks Community of users is built into QuickBooks. You can also access the **Learning Centre** for video tutorials and articles via the **Help menu**.

Visit the QuickBooks Support Website at quickbooks.ca/support to browse support topics, FAQs or contact an agent (fees may apply).

You can find a local QuickBooks Expert by going to the **Help menu** and clicking **Find a Local QuickBooks Expert**.

As your business grows, you may want to add additional users. You can easily do this from the **Help menu** by choosing **Help > Manage My Licence**.

What's Inside

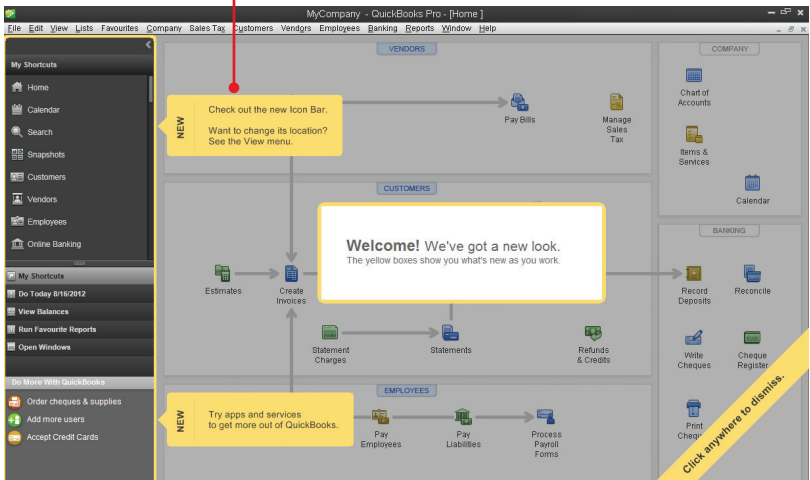
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Upgrading your version of QuickBooks?

We've put a fresh coat of paint on QuickBooks 2013, and we've made key tasks even easier to find.

And you don't need to guess what's changed. As you work in QuickBooks, we'll point out exactly what's new and different.

The product tour opens up automatically when you upgrade to QuickBooks 2013.



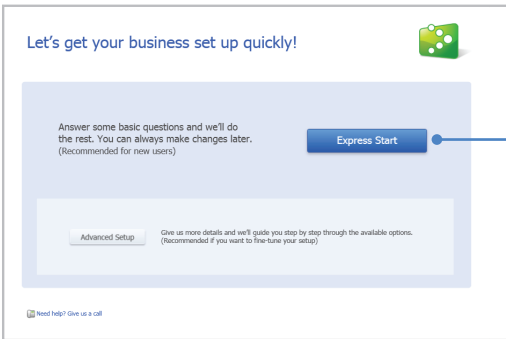
Fees may apply for services accessible via QuickBooks.

Getting started

Begin by creating your company file

A QuickBooks company file contains all the financial records for your business. It's easy to create using the **Setup window**, which appears automatically after you install QuickBooks.

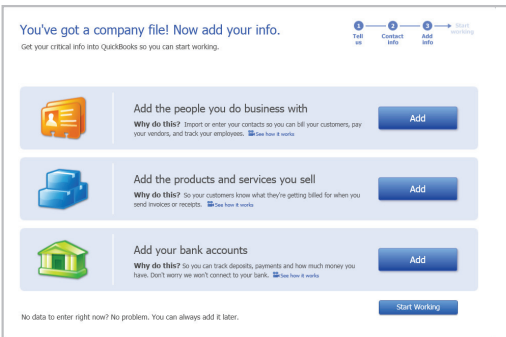
You can also reach this window from the menu by choosing **File > New Company**.



Click here to get started.

Next, add your business info

After you create your company file, add your business info: the people you do business with, your bank accounts, and your products or services. No data to enter or import right now? No problem! You can add it as you work in QuickBooks.

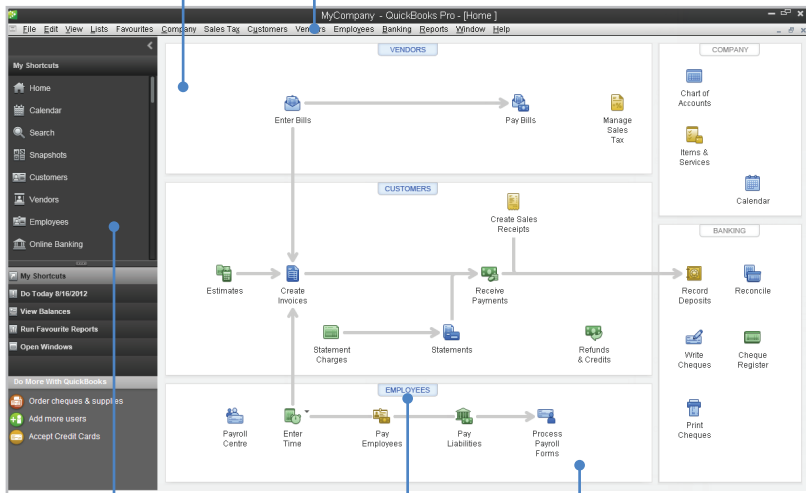


To come back to this window later, go the **Help menu** and choose **Quick Start Centre**, then click **Return to Add Info**.

Using the Home page to move around in QuickBooks

The Home page gives you a big picture of how your business tasks fit together. It opens automatically whenever you open a company file.

You can do all your tasks just using the menus. The menus contain the same tasks as the Home page, and more.



The Icon Bar includes shortcuts to many parts of QuickBooks. To create your own shortcuts, click **Customize Shortcuts**.

To customize the Home page, choose **Edit > Preferences > Desktop View**, and then click the **Company Preferences** tab.

You go directly to the centres by clicking on these icons.

Using centres

There are three main QuickBooks Centres, one each for **customers**, **vendors**, and **employees**. Use the centres to manage and view all of your customer, vendor, and employee information and transactions, without having to sift through multiple windows.

All of these centres work the same way. We'll use the **Customer Centre** to show you how they work.

All of your customers show up here.

Click here to see all of your customer transactions.

Customer Centre: Ko, Adwin

Customers & Jobs Transactions

Active Customers

NAME	BALANCE T...	NOTES
Cloran, Jason	124.68	
Cash Sales	0.00	
Moise, Daniel	1,762.31	
Ko, Adwin	2,254.35	
Downs, Matthew	1,977.72	
Euretg, Rachel	613.25	
Kitchen Blades	4,043.20	
Ho, Gorman	539.91	
Draper, Adriene	269.96	
Walker, Carol	1,146.95	
Barata, Luis	1,089.21	
Woodcroft, Deb	1,117.46	
Burgess, Jord...	269.96	
Kimball Sports	6,063.38	

Customer Information

Company Name Franz Corp. Main Phone 204-2040
 Full Name Mr. Adwin ko Alt Phone 613-6131
 Customer Type From advertisement Fax 553-2677
 Terms Due on receipt
 Bill To Adwin Ko
 1015 - 13th Ave W
 Vancouver, BC

REPORTS FOR THIS CUSTOMER

- QuickReport
- Open Balance
- Show Estimates
- Customer Snapshot

Transactions

SHOW	All Trans...	FILTER BY	All	DATE	This Fiscal...	01/01/2012 - 12/31/2012
TYPE	NUM	DATE	ACCOUNT	AMOUNT		
Invoice	285	12/15/2012	Accounts Receivable	2,254.35		
Invoice	264	10/15/2012	Accounts Receivable	78.75		
Payment		10/15/2012	Undeposited Funds	472.50		
Invoice	245	09/15/2012	Accounts Receivable	78.75		
Invoice	226	08/15/2012	Accounts Receivable	78.75		
Invoice	207	07/15/2012	Accounts Receivable	78.75		

Manage Transactions Run Reports

Click on a customer in the Customers & Jobs tab, and their details show up here.

Click here to edit your customer information.

Using forms

All of your everyday QuickBooks tasks, like invoicing, paying bills, and writing cheques, are done on forms. You can reach every form in QuickBooks from the Home page or the menus. We'll use an invoice to show you how forms work.

Use the arrows to move through a list of transactions.

Click the tabs on this ribbon to find everything you need to do on a form.

The screenshot shows the 'Create Invoices' window in QuickBooks. At the top, there is a ribbon with tabs for 'Main', 'Formatting', 'Send', and 'Reports'. The 'Main' tab is active, showing options like 'Find', 'New', 'Save', 'Delete', 'Create a Copy', 'Mark As Pending', 'Print', 'Email', 'Print Later', and 'Email Later'. There are also buttons for 'Add Time/Costs', 'Apply Credits', 'Create a batch', 'Receive Payments', and 'Refund/Credit Payments'. Below the ribbon, the 'CUSTOMER_JOB' dropdown is set to 'Kitchener Blad...'. The 'TEMPLATE' dropdown is set to 'Intuit Service...'. The main form area is titled 'Invoice' and contains the following fields:

- Date: 12/04/2012
- Invoice #: 281
- Invoice To: Woodcroft, Deb, 640 Lake Heights Road, Regina, SK, S0K 609
- P.O. No. and Terms: 1% 10 Net 30
- Table with columns: ITEM, QTY, DESCRIPTION, RATE, AMOUNT, TAX
- Customer Message: We appreciate your prompt payment.
- MEMO field
- Tax summary: GST On Sales 5.0% 5.0% (45.00), PST On Sales 8.0% 8.0% (60.00), Total (1,005.00), PAYMENTS APPLIED (0.00), BALANCE DUE (1,005.00)
- Buttons: Save & Close, Save & New, Revert

If you see an arrow, click it to select from a list. If you don't see what you need, select **Add New**.

If you don't see an arrow, enter the appropriate information.

Click here to save your work on a form.

Get paid:

Create sales receipts

Use a sales receipt if customers pay you *at* the time of sale.

To start, go here: **Customers > Sales Receipts.**

The screenshot shows the 'Enter Sales Receipts' window in QuickBooks. The window title is 'Enter Sales Receipts'. The menu bar includes Main, Formatting, Send, and Reports. The toolbar contains buttons for Find, New, Save, Delete, Memorize, Mark As Pending, Print, Email, Print Later, and Email Later. The main area is titled 'Sales Receipt' and shows a form for 'Team Green.C...'. The 'DEPOSIT TO' dropdown is set to 'Undeposited'. The 'TEMPLATE' dropdown is set to 'Custom Sa...'. The form includes fields for Date (12/31/2012), Sale No. (62), Sold To (Castleman, Wendy, 15 Spencer Ave., North Bay, ON, P8B 9M9), Cheque No. (122), and Payment Method. A table lists items with columns for ITEM, DESCRIPTION, QTY, RATE, AMOUNT, and TAX. The table contains one row for 'Consulting' with a quantity of 3, a rate of 75.00, and an amount of 225.00. Below the table, there are fields for GST On Sales (5.0% 5.0%) with an amount of 11.25, PST On Sales (8.0% 8.0%) with an amount of 18.00, and a Total of 254.25. At the bottom, there are buttons for 'Save & Close', 'Save & New', and 'Revert', and a checkbox for 'Process credit or debit card payment when saving'. The 'Customer Message' and 'MEMO' fields are empty.

- 1 Select a customer.
- 2 Tell QuickBooks what you're selling.
- 3 Enter the quantity.
- 4 QuickBooks fills in the price you entered when you set up the item. You can change it here.
- 5 Enter the customer's payment information.
- 6 Print or email the sales receipt.

Create invoices

Use an invoice when customers pay you *after* a sale.

To start, go here: **Customers > Create Invoices.**

1 Select a customer.

2 Tell QuickBooks what you're selling.

3 Select the quantity.

4 QuickBooks fills in the price you entered when you set up the item. You can change it here.

5 Print or email the invoice.

The screenshot shows the 'Create Invoices' window with the following details:

- Customer:** Kitchener Blad...
- Date:** 12/04/2012
- Invoice #:** 281
- Invoice To:** Woodcroft, Deb, 640 Lake Heights Road, Regina, SK, S0K 609
- Terms:** 1% 10 Net 30
- Table:**

ITEM	QTY	DESCRIPTION	RATE	AMOUNT	TAX
Pro Workout	6	Special Order	125.00	750.00	S
Consulting	2		75.00	150.00	G

Totals: Total 1,005.00, PAYMENTS APPLIED 0.00, BALANCE DUE 1,005.00

Buttons: Save & Close, Save & New, Revert

Receive payments

When a customer pays you, use the Receive Payments form to apply it to the right invoice.

To start, go here: **Customers > Receive Payments.**

1 Select a customer.

2 Enter the amount the customer paid you.

3 Enter your customer's payment information.

4 Select the unpaid invoices to apply the payment to.

5 Save the payment.

Receive Payments

Main Reports

Find New Delete Print Look up (customer/invoice) Un-Apply Payment Discounts And Credits

Customer Payment

RECEIVED FROM: Kimball Sports:Folsom CUSTOMER BALANCE: 269.96

AMOUNT: 269.96 DATE: 12/31/2012

PMT. METHOD: DEPOSIT TO: Undeposited Funds

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
09/18/20...	295		269.96	269.96
Totals:			269.96	269.96

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	269.96
APPLIED	269.96
DISCOUNT AND CREDITS APPLIED	0.00

MEMO: Process credit or debit card payment when saving

Save & Close Save & New Clear

Make deposits

Once you've received a customer payment, you need to tell QuickBooks what bank account to deposit the money into. You do this on the Make Deposits form.

To start, go here: **Banking > Make Deposits.**

QuickBooks lists any payments you've received in the Payments to Deposit window. If this window doesn't open automatically, you don't currently have any payments to deposit. Continue with step 2.

DATE	TIME	TYPE	NO.	PAYMENT METH...	NAME	AMOUNT (CAD)
12/05/2016		RCPT	52		Cash Sales	976.32
12/12/2016		RCPT	53		Cash Sales	976.32
12/15/2016		PMT			Road Runners	2,210.00

1 Select the payments to deposit and click **OK**.

2 Select the bank account you want the money to go into.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHQ NO.	PMT METH.	CLASS	AMOUNT (CAD)
Cash Sales	Undeposited Funds				School Grou...	976.32
Cash Sales	Undeposited Funds				School Grou...	976.32
Kimball Sports	Undeposited Funds					2,210.00

3 Enter any additional payments to deposit.

4 Print a deposit slip or summary for your records.

5 Save the deposit.

Pay others:

In QuickBooks, you track purchases in the Write Cheques, Enter Bills, or Enter Credit Card Charges windows.

- If you use your debit card or cash to buy something, use the Write Cheques window to record the purchase.
- To track how much you owe, use Enter Bills. When you're ready to pay the bill, use the Pay Bills window (not the Write Cheques window).

Write cheques

Use the Write Cheques window if you handwrite or print a cheque. Don't use the Write Cheques window to pay bills you entered, or create pay cheques.

To start, go here: **Banking > Write Cheques**.

1 Select the bank account you're writing the cheque from.

2 Select the payee.

The screenshot shows the 'Write Cheques - Chequing' window in QuickBooks. The interface includes a menu bar with options like 'Main', 'Reports', 'Find', 'New', 'Save', 'Delete', 'Create a Copy', 'Memorize', 'Print', 'Print Later', 'Select PO', 'Enter Time', 'Clear Splits', and 'Recalculate'. Below the menu, there are fields for 'BANK ACCOUNT' (set to 'Chequing') and 'ENDING BALANCE' (114,196.40). The main form area contains a cheque template with the following details:

- PAY TO THE ORDER OF:** Dina'y Properties
- DATE:** 12/31/2012
- AMOUNT:** \$ 1,638.50
- Text:** One thousand six hundred thirty-eight and 50/100***** Dollars
- ADDRESS:** Dina'y Properties, 4202 England Road, Ottawa, ON K3K 2K3
- MEMO:** (Empty)

Below the cheque form is an 'Expenses' table with columns for ACCOUNT, TAX, AMOUNT, MEMO, CUSTOMER:JOB, and BILLABLE?. The table contains one entry:

ACCOUNT	TAX	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE?
Rent	\$	1,450.00	Monthly Rent		

At the bottom right, there are tax calculation fields: 'GST On Purchase 5.0% 5.0%' with a value of 72.50, and 'PST On Purchase 6.0% 9.0%' with a value of 116.00. The bottom of the window features buttons for 'Sign & Close', 'Save & New', and 'Clear'.

3 Enter the amount of the cheque.

4 Tell QuickBooks what you're paying for.

5 Save the cheque.

Enter bills

To track how much you owe, use the Enter Bills window. Entering and paying a bill is a two-step process:

- Enter the bill using **Vendors > Enter Bills**
- Pay the bill using **Vendors > Pay Bills**

Start by entering a bill.

1 Select the vendor you need to pay.

2 Enter the amount of the bill.

Bill

VENDOR: Utility Corp
ADDRESS: Utility Corp
9958 - 67 Street
Toronto, ON
M2R 4R2

DATE: 12/31/2016
AMOUNT DUE: CAD 608.95
BILL DUE: 01/10/2017

TERMS: Net 10
MEMO: Electricity

ACCOUNT	TAX	AMOUNT	MEMO	CUSTOMER/J...	BILL...	CLASS
Utilities:Electricity	S	344.21	Electricity Monthly Plan			Office Ad...
Insurance:Liabil...		120.00				School:G...

EXCHANGE RATE 1 CAD = 1 CAD

GST (ITC) 6.0% CAD 17.21
PST On Purchase 8.0% 8.0% CAD 27.54

Save & Close Save & Now Clear

3 Enter the due date, and QuickBooks will remind you when the bill is due.

4 Tell QuickBooks what you bought.

5 Save the bill.

Pay bills

When you're ready to pay a bill, use the Pay Bills window.

To start, go here: **Vendors > Pay Bills**.

- 1 Select the bills you want to pay.

Pay Bills

SELECT BILLS TO BE PAID

Show bills: Due on or before 01/10/2017 Show all bills

AP Account: Accounts Payable

Filter By: All vendors

Sort By: Due Date

<input type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input type="checkbox"/>	01/04/2016	Blitz Marketing			892.50	0.00	0.00	0.00
<input checked="" type="checkbox"/>	01/13/2016	Roger's and Company C...			450.00	0.00	0.00	450.00
<input type="checkbox"/>	09/14/2016	Blitz Marketing			346.18	0.00	0.00	0.00
<input type="checkbox"/>	12/07/2016	Blitz Marketing			892.50	0.00	0.00	0.00
<input type="checkbox"/>	12/07/2016	The Phone Co			164.87	0.00	0.00	0.00
<input type="checkbox"/>	12/14/2016	Roger's and Company C...			450.00	0.00	0.00	0.00
<input type="checkbox"/>	01/10/2017	Utility Corp			508.96	0.00	0.00	0.00
Totals CAD					3,705.01	0.00	0.00	CAD 450.00

Clear Selections

CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor: Roger's and Company CA's

Terms: Net 30

Number of Credits: 0

Bill Ref. No.

Sugg. Discount: CAD 0.00

Total Credits Available: CAD 0.00

Go to Bill

Set Discount

Set Credits

PAYMENT

Date: 12/31/2016

Method: Cheque

To be printed: To be printed Assign cheque no.

Account: Chequing

Ending Balance: CAD 113,746.40

Exchange Rate: CAD = 1

Pay Selected Bills

Cancel

- 2 Change the date if needed.

- 3 Select the payment method and account.

- 4 QuickBooks shows you how much you have left in your account if you pay the selected bills.

- 5 Click here to pay the bills.

See how your business is doing:

Using the Reports Centre

All of your QuickBooks information can be found, organized, and presented as a report. QuickBooks has more than 100 reports, and the Report Centre makes it easy to find and understand the right report.

To start, go here: **Report > Reports Centre.**

Choose a type of report.

View your memorized and favourite reports, along with reports contributed by other QuickBooks users.

Click these icons to change how QuickBooks displays the list of reports.

The screenshot shows the QuickBooks Reports Centre interface. The top navigation bar includes 'Standard', 'Memorized', 'Favourites', and 'Recent' tabs, along with a search bar and three icons for report display options. The left sidebar lists various report categories, with 'Company & Financial' selected. The main content area displays the 'Company & Financial Profit & Loss (income statement)'. It features two side-by-side report views: 'Profit & Loss Standard' and 'Profit & Loss Detail'. Below each report is a 'Dates' dropdown menu. At the bottom, there are two comparison options: 'Profit & Loss YTD Comparison' and 'Profit & Loss New Year Comparison'. A red circle highlights the icons for running, favoriting, and getting more information about the report.

	Company & Financial
Ordinary Income/Expense	
Income	
4100 Construction Income	39,324.16
4200 Reimbursement Income	0.00
Total Income	39,324.16
Cost of Goods Sold	
5010 Cost of Goods Sold	2,947.87
5400 Job Expenses	23,622.13
Total COGS	26,570.00
Gross Profit	12,754.16
Expenses	
6400 Depreciation	176.00
6490 Tools and Machinery	11.00
Total Expense	187.00
Net Ordinary Income	12,567.16
Other Income/Expense	
Other Income	0.00
7010 Other Income	0.00
Total Other Income	0.00
Net Other Income	0.00
Net Income	12,567.16

	Type	Date	Name	Debit	Credit	Balance
Ordinary Income/Expense						
Income						
Sales						
Sales	Sales Report	01/01	Run, Alan	0.00	0.00	
Merchandise	Sales Report	01/01	Yo, Don	-28.00	-28.00	
Total Merchandise				0.00	79.79	79.79
Service	Sales Report	01/01	Run, Alan	14.00	14.00	
Total Service				0.00	93.79	173.58
Total Income				0.00	114.79	204.99
Cost of Goods Sold						
Cost of Goods Sold	Sales Report	01/01	Run, Alan	0.00	0.00	
Total Cost of Goods Sold	Sales Report	01/01	Yo, Don	-18.00	-18.00	-18.00
Total COGS				-18.00	-18.00	-18.00
Gross Profit				-18.00	114.79	132.79
Net Ordinary Income				-18.00	134.79	134.79
Net Income				0.00	134.79	134.79

Run the report.

Read the question this report answers about your business.

Mark the report as a favourite.

Get more information about the report.

Company Snapshot

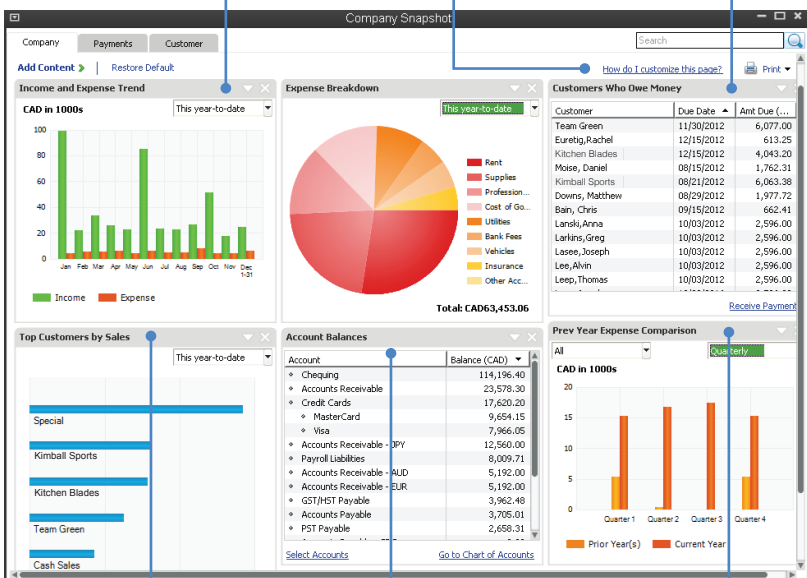
Use the Company Snapshot to get real-time company information and perform tasks from a single place.

To start, go here: **Company > Company Snapshot.**

This is a snapshot of the money going in and out of your business over time. Use this section to compare monthly income and expenses.

Click here to learn how to customize the Company Snapshot.

See what your customers owe you.



This section shows your top five customers based on sales for a given period of time.

Compare how much you spent this year to the same period last year.

Account balances include: all bank, accounts receivable, accounts payable, credit card, asset, liability, and equity accounts.

Profit and Loss

This report is also known as an income statement. It summarizes your income and expenses for a particular period, so you can tell whether you're operating at a profit or a loss.

To start, go here: **Reports > Company & Financial > Profit & Loss Standard.**

Click here to customize your report.

If you've customized the report and want to use it again, click here to memorize the report.

The screenshot shows a software window titled "Profit & Loss" with a menu bar containing "Customize Report", "Memorize", "Print", "E-mail", "Excel", "Hide Header", "Collapse", and "Refresh". Below the menu bar, there are date filters: "Dates This Month-to-date", "From 12/01/2012", "To 12/31/2012", "Columns", and "Total only". The main content area displays a "Profit & Loss" report for "December 2012" on an "Accrual Basis". The report is a table with columns for account names and amounts. A callout box points to the "Customize Report" button. Another callout box points to the "Memorize" button. A third callout box points to the "Total Income" row. A fourth callout box points to the "Total COGS" row. A fifth callout box points to the "Net Income" row.

Profit & Loss	
December 2012	
Accrual Basis	
Dec 12	
Income	
Sales	24,078.68
Total Income	24,078.68
Cost of Goods Sold	
Cost of Goods Sold	3,349.85
Total COGS	3,349.85
Gross Profit	20,728.83
Expense	
Payroll Expenses	100.00
Professional Fees	
Accounting	426.57
Total Professional Fees	426.57
Rent	1,450.00
Sales Discounts	15.00
Supplies	
Marketing	850.00
Total Supplies	850.00
Utilities	
Electricity	371.75
Total Utilities	371.75
Vehicles	
Fuel	94.61
Total Vehicles	94.61
Total Expense	3,309.93
Net Income	17,418.90

This report shows subtotals for each income or expense account in your chart of accounts. Double-click the subtotal to see the transactions that make up that amount.

See your net income (or loss) for the period the report covers.

Balance Sheet

This report provides a financial snapshot of your company as of a specific date.

To start, go here: **Reports > Company & Financial > Balance Sheet Standard.**

Balance Sheet	
Customize Report	Memorize Print E-mail Excel Hide Header Collapse Refresh
Dates This Fiscal Year-to-date	As of 12/31/2012 Columns Total only
Balance Sheet	
As of December 31, 2012	
◇ Dec 31, 12 ◇	
Accrual Basis	
ASSETS	
Current Assets	
▶ Chequing/Savings	114,196.40
▶ Accounts Receivable	23,735.80
Other Current Assets	
Inventory Asset	33,915.22
Undeposited Funds	4,162.64
Total Other Current Assets	<u>38,077.86</u>
Total Current Assets	176,010.06
Fixed Assets	
Property Plant & Equipment	
▶ Computer Equipment	5,940.00
▶ Computer Software	832.00
▶ Vehicles	6,480.00
Total Property Plant & Equipment	<u>13,252.00</u>
Total Fixed Assets	<u>13,252.00</u>
TOTAL ASSETS	<u>189,262.06</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
▶ Accounts Payable	31,653.07
▶ Credit Cards	17,620.20
▶ Other Current Liabilities	11,247.63
Total Current Liabilities	60,520.90
▶ Long Term Liabilities	<u>96,150.00</u>
Total Liabilities	156,670.90
Equity	
Retained Earnings	-328,267.48
Net Income	<u>360,858.64</u>
Total Equity	<u>32,591.16</u>
TOTAL LIABILITIES & EQUITY	<u>189,262.06</u>

This shows everything your business owns, including money owed to you.

This shows everything your business owes.

Equity is similar to an individual's net worth. It's what your company owns minus what it owes.

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