ANALYZING REPORTS

QuickReports For Customers, Vendors and Employees

Open the Center
Click on the Customer, Vendor or Employee whose transactions your want to view
In the Upper Right corner choose QuickReport

QuickReport for Items List and Chart of Accounts

Home
Items and Services or Chart of Accounts
Highlight the Item or Account
Reports menu button
QuickReport

Reports

Reports on the menu bar or
Report Center on the Navigator Bar
12 Categories

Customizing a Report

With Report open
Modify Report

1 **Create a Quick Report for your Vendor Hamlin Metal**
Modify the report by adding a column called trans#
Make the trans# column the last column on the right
Memorize this report and call it QR #1

2 **Create a Quick Report for your Customer Kristy Abercrombie. Change the Date to "This Fiscal Year"**
How much is Invoice #80 for?
Memorize the report and call it QR #2

3 **Create a Quick Report for the Item "Subs: Electrical"**
Zoom in on Invoice #43. What is the Invoice Total?

Saving Report Settings after Customizing - Memorizing Report

Edit on the Menu Bar
Memorize
Save as PDF - File - Save as PDF

4 **Create a Balance Sheet Standard Report for This Month to Date**
Filter it to show only the Long Term Liability Accounts
Memorize the Report and name it Long Term Liabilities

Create Memorized Report Group

Reports on the Menu Bar
Memorized Reports
Memorized Reports List
Memorized Report Menu button
New Group

Exporting Reports to Excel

With the Report open
Report Buttonbar click on Export

5 **Rock Castle Construction wants to create an Item Summary Report that shows how much they Purchased on projects during the month of November 2015.**
Create a "Purchase by Item Summary" Report. The Total is $47,566.30
KEEP THIS REPORT OPEN
Filter the above report to show only the purchases for the Item Lumber. Total $5035.00

6 **Create a Profit and Loss Standard Report. Export to a new worksheet in Excel.**

QuickInsight Graphs

Income and Expense Graph (Company and Financial)
Net Worth (Company and Financial)
Accounts Receivable (Customers and Receivables)
Sales (Sales)
Accounts Payable (Vendors and Payables)
Budget vs Actual (Budgets)

Customizing How Graph Displays

Edit
Preferences
Reports & Graphs

7 **Create an Accounts Receivable Graph. Zoom in on Pretell Real Estate. What Invoices are overdue 31-60 days?**

INVENTORY

Inventory Preference

Edit
Preferences
Items and Inventory
Company Preference tab

Enter a product into Inventory

Home
Items and Services
Item menu button
New
Type: Inventory Part

8 Enter a new Inventory Item using the following information
Name - Kitchen Counter
Description - Kitchen Counter
Cost - $280.00
Preferred Vendor - Patton Hardware Supplies
Sales Price - $340.00
Tax Code - Tax
Income Account - Construction: Material
Reorder Point - 5

Ordering Products

Home
Purchase Orders

Getting a list of all Purchase Orders

Home
Chart of Account
Highlight the Purchase Order Account
Reports menu button
QuickReport:Purchase Order

Receiving Inventory without a Bill

Home
Receive Inventory
Receive Inventory without a Bill
Enter Vendor name and hit Tab
Yes
Choose purchase order

Entering a bill for Inventory received

Home
Enter Bills Against Inventory
Enter Vendor name
Select Received Items

9 **Order 20 Kitchen Counters**
from Patton Hardware Supplies using a Purchase Order
Total $5600.00

10 **Your 20 Kitchen Counters came in along with the**
Bill for $5600.00. Receive the inventory along with the bill.

11 **Pay the Bill to Patton Hardware Supplies for the**
Kitchen Counters. Mark payment "To be Printed"

Manually Adjusting Inventory

Home
Adjust Quantity on Hand
Enter Adjustment Account
Enter Adjustment Quantity

Grouping Inventory Items

Home
Items and Services
Item menu button
New
Group

12 **Open your Item list and Add the following Cost & Sales Prices to the following**
Subs: Drywall Cost $40.00 - Sales Price $60.00
Subs: Painting Cost $30.00 - Sales Price $50.00

13 **Create a new Group Item that includes the following**
Name and Description - Wall Assembly
10 hours of Framing
10 hours of Installation
10 hours of Subs: Drywall
2 hours of Subs: Painting

14 **Invoice Kristy Abercrombie's Family Room job for**
3 Wall Assembly's
Total Invoice $4800.00

SALES TAX

Setting Default Tax Rate

Edit on the Menu Bar
Preferences
Sales Tax
Company Preferences

Add a Sales Tax Item

Home
Items and Services
Item menu button – New
Type - Sales Tax

Grouping Single Taxes Together

Home
Items and Services
Item menu button - New
Type – Sales Tax Group

15 Add a new Sales Tax Item
Name - Ventura County
Description - VC Sales Tax
Tax Rate - 8.25%
Tax Agency - State Board of Equalization

Indicating whether a Customer is Taxable

Customer Center
Choose a customer
Edit Customer
Additional Info Tab
Tax Code
Tax Item

Indicating aTaxable Item

Home - Items and Services
Choose an Item
Item menu button – Edit
Tax Code

Paying Sales Tax

Home Page
Manage Sales Tax
Pay Sales Tax

16 Add a new Customer
Name - Smith, Danny
Address 1425 Moorpark Road
Thousand Oaks, CA 91360
The customer is Taxable
Apply the Ventura County Sales Tax to this customer

17 Invoice Danny Smith for 1 Interior Wood Door and 2 Brass Hinges ($5.00 each). Total Invoice $88.77
How much sales tax was charged?______________

18 What List do you need to open to verify that Plumb Fixtures is taxable.

19 Create an Invoice
Customer - Betty Thomas (Set Up)
Address 87569 W. 84th Street
Bayshore, CA 99560
The customer is taxable - use the E.Bayshore/County tax
Invoice for 2 Plumb Fixtures at a rate of $75.00 each
Total Invoice $162.08
How much Sales Tax was charged?______________

20 What is your total Sales Tax Liability through 12/15/15 ?_________

21 Pay All Sales Tax on 12/15/15 through 12/15/15. Mark it as "to be printed"

PAYROLL

Turning on the payroll feature

Edit on the Menu Bar
Preferences
Payroll & Employees
Company Preferences

Setting Employee Defaults

In the Payroll & Employee preference (see above) or
Employee Center – Navigator Bar
Manage Employee Information
Change New Employee Default Settings

Payroll Items

Employees on the Menu Bar
Manage Payroll Items
View/Edit Payroll Items List

Adding a New Employee

Employee Center – Navigator Bar
New Employee

22 Add a new Employee
Name - Roger Smith
Social Security - 555-23-4545
Gender - Male
Date of Birth - 05/19/75
Address 15863 Rome Street
Bayshore, CA 94511
Phone - 590-231-5426
Salary - $45,000.00 annually
Payroll Frequency - Monthly
Roger is married with two incomes and 2 allowances,
He has the standard deductions taken out of his paycheck.
Hire Date - 11/28/15

Adding Payroll Schedules

Employees from the menu bar
Add or Edit Payroll Schedules
Payroll Schedules
New

23 Add a new payroll schedule for weekly
Name - Weekly
Pay Frequency - Weekly
Period End Date - 12/25/15
Date on Check - 12/25/15

Assign Payroll Schedules

Edit Employee
Choose the Payroll and Compensation Tab
Payroll Schedule

24 Assign pay schedules to the following Employees
Elizabeth Mason - Weekly
Gregg Schneider - Weekly
Roger Smith - Monthly
Michael M White - Weekly

Writing a paycheck

Home
Pay Employees
Unscheduled Payroll or Start Scheduled Payroll
Enter the time worked

Printing Paychecks or Pay Stubs

File on the Menu Bar
Print Forms
Paychecks or Pay Stubs

25 Pay the Monthly Scheduled Employees
Roger worked 135 hours this month

Liabilities Report

Reports on the Menu Bar or Report Center
Vendors and Payables
Payroll Liability Report

Set Up Schedule Payroll Liabilities

Employee Center
Payroll Tab at the top of the Employee list
In the Pay Scheduled Liabilites section
    Related Payment Activities
    Edit Payment Due Dates/Methods

Paying Payroll Taxes

Home Page
Pay Liabilities

ESTIMATES AND PROGRESS INVOICING

Turn on estimates and progress invoicing

Edit on the Menu Bar
Preferences
Jobs & Estimates
Company Preferences

Create a new Job

Customer Center
Highlight Customer
New Customer:Job menu button
New Customer or Add a Job

26 **Set up a new job for Gordon Johnson called Living Room**
Job Status - Pending
Start Date - Feb 1, 2016
Projected End Date - April 30, 2016
Job Description - Remodel Living Room
Job Type - Remodel

Create an estimate

Home
Estimates

Create Multiple (duplicate) Estimates

Find the estimate
- Customers List - Transaction or
- Create Estimate - Previous or
- Create Estimate - Click on the Magnifying Glass on the Estimate Tool Bar or
- Run Report - Jobs Time and Mileage - Estimates by Job

Duplicate the Estimate - Right Click on the Estimate an choose Duplicate

27 **Add the following information to each item**

Subs: Plumbing	**Cost $20**	**Sales Price $60**
Subs: Drywall	**Cost $15**	**Sales Price $50**
Subs: Electrical	**Cost $25**	**Sales Price $75**
Subs: Painting	**Cost $15**	**Sales Price $25**

28 **Create and Estimate for Gordon Johnson's Living Room job. Use the Custom Template. The estimate is for:**
6 hours of Installation
18.5 hours of Plumbing done by subs
4 hours of Drywall done by subs
4 hours of Painting by subs
Estimate Total $1620. Save and Close the Estimate

29 **Duplicate the Above Estimate. Make the following changes**
Installation 12 hours
Add 5 hours of Electrical done by subs

Estimate Total $2205

Creating an Invoice from an Estimate

With the Estimate Open
Create Invoice button at the top of the Estimate

Updating Job Status

Customer Center
Double Click on the Customer
Job Info Tab
Job Status Field

30 **Find the first estimate for Gordon Johnsons Living Room Job**
Estimate total $1620. Create an invoice for 50% of the estimate. Use the Progress Invoice Template.
Invoice Total $810. Save and Close
Change the Job Status to Awarded

31 **Create and estimate for Brad Lamb's Room Addition job**
Use the Custom Estimate Template. The estimate is for
10 hours of Installation
3 hours of Electrical
2 hours of Drywall
1/2 an hour of Painting
Total Estimate $687.50. Save and Close

32 **Create an Invoice for the entire Estimate of Brad Lamb's Room Addition job**

Mark an Estimate Inactive

Reports on the Menu Bar or Report Center
Job, Time & Mileage
Estimates by Job
Double click on the estimate
Clear “Estimate Active”

33 **Find the Estimate for Gordon Johnson's Living Room job in the amount of $2205 and make it inactive**

Reports for Estimates

Job Estimate vs Actual
Job Estimate vs Actual Detail
Job Progress Invoice vs Estimates
Item Estimate vs Actual
Estimate by Job

34 **Create the report "Job Progress vs. Estimate" View Gordon Johnson. Does the Estimate in the amount of $2205 show as Inactive? Does the Estimate in the amount of $1620 show % Progress 50%?**

TIME TRACKING

Turn on Time Tracking

Edit on the Menu Bar
Preferences
Time and Expenes
Company Preference Tab

Print a Blank Timesheet

Home
Enter Time
Use Weekly Timesheet
Print drop-down menu
Print Blank timesheet

Enter Information on a Weekly Timesheet

Home
Enter Time
Use Weekly timesheet
Enter necessary information

Record Mileage

Company on the Menu Bar
Enter Vehicle Mileage

Invoicing a Customer for Time & Mileage

Time
Home
Create Invoice
Enter Customer & Job
Click Add Time/Costs
Choose the Time tab or Mileage tab
Select Billable Time to transfer

35 **Gregg Schneider worked 8 hours on Anton Teschners Sun Room Job Removing trash.**
Create a Single Activity Time sheet for Gregg's time worked
Date worked - 12/28/15. Use the Service Item - Removal

36 **On the week of Dec 28 - Jan 3, 2016 Michael White performed the following additional work tasks. Create a weekly time sheet for Michael White.**
Wednesday he worked on Johnny Melton's Dental Office Installing equipment for 8 hours
Thursday he finished Johnny Melton's Dental Office Installation for 4 hours
and also worked on Brad Lamb's Room Addition Framing for 4 hours
Friday he worked on Ernesto Natiello's Kitchen Cabinets Installing for 4.5 hours
Total Hours worked 20.30

37 **Create a Invoice dated 1/4/16 for Anton Teschner's Sun Room Job and bill him for the time worked by Gregg Schneider. Total Invoice $280.00**

38 **Invoice Johnny Melton for the time worked by Michael White on his Dental Office job.**
Date of Invoice - 1/4/16. Total Invoice $420.00

Paying Employees for time worked

Home
Pay Employees
Start Scheduld Payroll

Paying Non Employees (subcontractors, owners, partners) for Time Worked

Set up Service Item

Home
Items and Services
Item List menu button
New
Type field choose Service
Select "This service is performed by a subcontractor, owner, or partner"

39 Create a new Service item to be preformed by a subcontractor. Name it Consulting.
Purchase Description - Consultation
Cost $65
Expense Account - Job Expense: Subcontractors
Sales Price $140
Tax Code - Non
Income Account - Construction:Subcontractors

Enter Time for non employee

Home
Enter Time
Time/Enter Single Activity

40 The City of Middlefield provided 7 hours of consulting on a job for Paula Easley's Garage.
Enter the time worked by City of Middlefield on a Single Activity Time Sheet.
Mark it as Billable.

Preparing the Check

Home
Write Checks
Enter name in Pay to the order of field
Click Yes on the message displayed asking if you want this check to pay
for time worked
Select Time Period
Click OK

41 Pay The City of Middlefield for the 7 hours. Pay for the Time Period 12/10 - 12/16/15.
Total Check $455.00

Invoice the Customer

Home
Create Invoice
Enter Customer
Add Time/Costs

42	**Invoice Paula Easley for the time worked by City of Middlefield. Total Invoice $980.00**

CUSTOMING INVOICES AND WRITING LETTERS

Customizing an existing Template

List on the Menu Bar
Templates
Highlight Template to Customize
Template Menu Button
Edit Template

43 Customize the Custom Sales Receipt
Change the Title on the Header from "Sales Receipt" to "Cash Sales"
Using the Layout Designer make the columns for QTY and Rate narrower so the description field is larger.

44 Customize the Custom Purchase Order form
Add the terms field

Create a New Invoice Template

List on the Menu Bar
Templates
Template Menu Button
New
Invoice

Layout Designer Tips

Moving Fields Together

Click on a field ie: Bill to
Press and hold the shift key
Click the field directly below it
Release the Shift key
With the cursor over the selected field, press and hold the left mouse button
Drag the field to where you would like to put it
Release the mouse button

Making a Field Smaller or Larger

Select a field
Move the cursor over one of the dark squares
Click and drag to adjust the size

Changing Fonts, Borders and Colors

Select a field
Click on Properties

45 Create a New Invoice Templates

Name the Invoice "Rental Invoice"

Include the Company Name, Address and Phone #

Add the following additional customizations

- **Change the Default Title to Rental Invoice**
- **Add the Due Date field - Screen and Print**
- **Remove the Terms and PO field**
- **Add the columns Color and Material (Screen & Print)**
- **Make column 4 Color, column 5 Material**

Apply the Maroon color Scheme to the Invoice

In the Layout Designer

- **Make the Address Box smaller**
- **Move the Box that says Phone # below address**
- **Move the Box with the number to the right of the Phone #**
- **Make the Phone number Bold and choose a color**
- **Make the Company name Larger**

Feel free to make any other changes

Preview the new Invoice

Prepare a Collection Letter

Company
Write Letters

Edit QuickBooks Letters

Company
Write Letters
Design QuickBooks Letters
Next
View or Edit Existing Letter
Next
Choose QuickBooks Letter
Edit Letter

46 Prepare a Letter for Mike Balak denying his Credit Application