



## Association of Women's Contractors QuickBooks Training 101 June 27, 2018

- Setting up your company
- Navigation
- Banking
- Invoicing and Expenses
- Revenue Tracking
- Reports
  - Profit and Loss
  - Balance Sheet
  - Accounts Receivable
  - Accounts Payable



Reinan Business Solutions LLC  
Barb Reinan Mobile: 612.849.3100  
[info@reinanbusiness.solutions](mailto:info@reinanbusiness.solutions)  
[www.reinanbusinessolutions.com](http://www.reinanbusinessolutions.com)



[QuickBooks Online Versions](#) – recommend QuickBooks Online Plus for all trade industries except Sole Proprietors with no employees.

[How It Works](#) – recommend QuickBooks Online Plus for all trade industries except Sole Proprietors with no employees.

[Craigs Design and Landscaping Services](#) – A QuickBooks Online Overview

[Setting Up Your Company](#) – Global Accounts and Settings

- Company
  - Logo
  - Company Name
  - Company Type
  - Contact Information
  - Address
  - Marketing Preferences
- Sales
  - Customize
  - Sales Form Content
    - Preferred Invoice Terms
    - Preferred Delivery Method
    - Shipping (On/Off)
    - Custom Fields
    - Custom Transaction Numbers
    - Service Date
    - Discount
    - Deposit

- Products and Services
  - Show Product/Service on Sales Forms
  - Show SKU Column
  - Turn on Price Rules
  - Track Quantity and Price/Rate
  - Track Quantity on Hand
- Progress Invoicing
  - Create multiple partial invoices from a single estimate (recommend turn on Projects)
- Messages – Default messages sent with sales forms
- Reminders – Default Emails sent with Reminders
- Online Delivery – Email Options for Sales Forms
- Statements – Show Aging on/off
- Expenses
  - Show Items Table on Expense and Purchase Forms
  - Track Expenses and Items by Customer
  - Make Expenses and Items Billable
    - Default Mark-ups
    - Track Billable Expenses and Items as Income
    - Charge Sales Tax
  - Default Payment Terms
  - Purchase Orders
  - Messages
- Advanced:
  - First Month of Fiscal Year
  - First Month of Income Tax Year
  - Accounting Method
  - Close the Books
- Company Type
- Chart of Accounts
  - Enable Account Numbers
  - Discount Information
  - Billable Expense Income Account
- Categories
  - Track Classes
  - Track Locations

- Automation
  - Pre-fill Forms with Previously Entered Content
  - Automatically Apply Credits
  - Automatically Bill Unbilled Activity
  - Automatically Apply Bill Payments
- Projects
- Time Tracking
  - Add Service Field to Timesheets
  - Make Single Time Activity Billable to Customer
- Currency
- Other Preferences
  - Date Format
  - Number Format
  - Customer Label
  - Warn if Duplicate Number Used
  - Warn if duplicate Bill Number Used
  - Sign Me Out if Inactive

### Managing Users – Adding Users

- User Permissions
- Accountant

### Creating Your Chart of Accounts – Setting up your chart of accounts.

- Assets
- Liabilities
- Income
- Expenses

## Navigation

- Company Home Page
  - Privacy (on/off)
  - Set-up (Gear Tab)
- Duplicating Tabs – Chrome Browser is recommended
- Keyboard Shortcuts – PC: Ctrl+Alt+/ Mac: Option+Ctrl/
- Quick Create – On Top “+”
- Left Hand Navigation Page
  - Opening and closing
- Search Bar
- Banking
  - Bank Transaction Feed
    - For Review
    - In QuickBooks
    - Excluded
    - Adding a New Bank
  - Bank Rules
  - Access to Register
- Sales
  - Quick Access Bar with Filters
  - All Sales
  - Invoices
  - Customers

- Products and Services
- Work flows
  - Invoicing
  - Adding clients
  - Adding Products and Services
  - Receipts
  - Deposits
- Expenses
  - Expenses
  - Vendors
  - Work Flows
    - Bills
    - Creating a Vendor
    - Making Payments
    - Checks
- Projects
  - New Project
  - Naming
  - Due Date
  - Assigned to
  - Details
  - Tasks
  - Recurring
  - Overview
  - Transactions
  - Profitability
- Workers
  - Employees
  - Contractors

- Reports
  - All
  - Custom Reports
  - Management Reports
  - Customizing Reports/Saving Customized Reports/Sharing Customized Reports
    - Report Period
    - Column Display
    - Compare Periods
    - Accounting Method
    - Number Format
    - Rows/Columns
    - Filters
    - Headers/Footers
    - Adding Notes
  - Saving Favorites
  - Taxes
    - Sales Tax Center
      - Tracking
      - Recording Payments
      - Viewing Reports
      - Sales Tax Settings
  
- Accounting
  
- My Accountant

## QuickBooks Resource Center

### Hyperlinks

[Banking](#) – How to do a bank reconciliation

[Invoices](#) – How to create and navigate invoicing

[Revenue Tracking/Job Costing \(Projects\)](#) – Using Projects to track profitability, expenses and job progress

[Reports](#) – Income and Balance Sheet Statements

[Cash Flow Statements](#) - How to do a Cash Flow Statement

### List of Common Expenses and Tax Deductions for Construction Workers and Contractors

#### **The Small Business Stack: Essential Tools for Growing Your Business**

1. A Product Management Tool – decide based upon industry needs (recommended: Jobber, Knowify, ServiceM8)
2. An Accounting Tool – QuickBooks or Xero, etc.
3. An Email Marketing Tool – Mail Chimp, Constant Contact, Pardot, etc.
4. A Content Management Tool – Wordpress, Wix, Squarespace, etc.
5. A Password Sharing Tool – Last Pass, 1Password
6. A Time Tracking Tool – TSheets, Included in many Product Management Tools
7. Social Media Tools – HootSuite, TweetDeck, Buffer, Facebook Manager

#### **Recommended Application Integrations with QuickBooks Online:**

- Receipt and Expense Manager – Hubdoc, Expensify
- Bill Payments – Bill.com, Plooto, Circulus, ReRun
- Mileage Tracker – TripLog
- CRM -Method or the right interface for your industry that integrates with QBO





# QuickBooks Online Keyboard Shortcuts

For PC Users

---

## Enter dates

Next day	+ (plus key)
Previous day	- (minus key)
Today	<b>T</b>
First day of the week	<b>W</b>
Last day of the week	<b>K</b>
First day of the month	<b>M</b>
Last day of the month	<b>H</b>
First day of the year	<b>Y</b>
Last day of the year	<b>R</b>
Open pop-up calendar icon to right of a date field	<b>Alt + down arrow</b>

---

## Calculate amounts and rates

Add	+ (plus key)
Subtract	- (minus key)
Multiply	*
Divide	/
Group	( )

---

## Navigate fields on most forms

Go forward	<b>Tab</b>
Go backward	<b>Shift + Tab</b>
Check a checkbox field	<b>Space Bar</b>
Zoom	<b>Ctrl +</b> (zoom in) <b>Ctrl -</b> (zoom out)

---

## Save forms

From any form	<b>Ctrl + Alt + S</b>
Save and send	<b>Ctrl + Alt + M</b>
Exit transaction	<b>Ctrl + Alt + X</b>
Cancel	<b>Ctrl + Alt + C</b>

---

## Choose items in drop-down lists

Jump to desired field	<b>Tab</b>
Open list	<b>Alt + down arrow</b>
Move through items in list	<b>Up arrow or down arrow</b>
Select item you want, and move it to next field	Click <b>field</b> , then press <b>Tab</b>

---

## If list has subitems

Type first few characters of parent item until selected.

To jump to list of subitems, type first few characters of subitem until selected.

---

Open list of subitems	<b>Alt + down arrow</b>
Scroll through subitems	<b>Down or up arrow</b>
Select item and move to next field	<b>Tab</b>

---

## Move around number field in journal entries

Go to Journal Entry screen, then:

Move to distribution line above	<b>Up arrow</b>
Move to distribution line below	<b>Down arrow</b>

---

## Move around list field in journal entries

Jump from field to field	<b>Tab</b>
--------------------------	------------

---

## Find text

Search for text in a window	<b>Ctrl + F</b>
-----------------------------	-----------------





# QuickBooks Online Keyboard Shortcuts

For Mac Users

---

## Enter dates

Next day	+ (plus key)
Previous day	- (minus key)
Today	<b>T</b>
First day of the week	<b>W</b>
Last day of the week	<b>K</b>
First day of the month	<b>M</b>
Last day of the month	<b>H</b>
First day of the year	<b>Y</b>
Last day of the year	<b>R</b>
Open pop-up calendar icon to right of a date field	<b>Option + down arrow</b>

---

## Calculate amounts and rates

Add	+ (plus key)
Subtract	- (minus key)
Multiply	*
Divide	/
Group	( )

---

## Navigate fields on most forms

Go forward	<b>Tab</b>
Go backward	<b>Shift + Tab</b>
Check a checkbox field	<b>Space Bar</b>
Zoom	<b>Ctrl +</b> (zoom in) <b>Ctrl -</b> (zoom out)

---

## Save forms

From any form	<b>Ctrl + Option + S</b>
Save and send	<b>Ctrl + Option + M</b>
Exit transaction	<b>Ctrl + Option + X</b>
Cancel	<b>Ctrl + Option + C</b>

---

## Choose items in drop-down lists

Jump to desired field	<b>Tab</b>
Open list	<b>Option + down arrow</b>
Move through items in list	<b>Up arrow or down arrow</b>
Select item you want, and move it to next field	Click <b>field</b> , then press <b>Tab</b>

---

## If list has subitems

Type first few characters of parent item until selected.

To jump to list of subitems, type first few characters of subitem until selected.

---

Open list of subitems	<b>Option + down arrow</b>
Scroll through subitems	<b>Down or up arrow</b>
Select item and move to next field	<b>Tab</b>

---

## Move around number field in journal entries

Go to Journal Entry screen, then:

Move to distribution line above	<b>Up arrow</b>
Move to distribution line below	<b>Down arrow</b>

---

## Move around list field in journal entries

Jump from field to field	<b>Tab</b>
--------------------------	------------

---

## Find text

Search for text in a window	<b>Command + F</b>
-----------------------------	--------------------





# Your financial documents in one place. Automatically



More time for your business



Audit-proof effortlessly



Get organized automatically



## Stop chasing bills & statements

Hubdoc automatically pulls your online bills & bank statements into one secure hub. Never chase documents again.



## Data management, not data entry

Every time a document is fetched or uploaded, Hubdoc extracts the key data and seamlessly creates entries in Quickbooks Online, Xero, and Bill.com with source documents attached.



## Automatically audit-proof your business

Through our integration, Hubdoc transactions are automatically matched with the bank feed in Quickbooks Online and Xero. Audit-proofing your business has never been so effortless.



## Supercharged automation with vendor rules

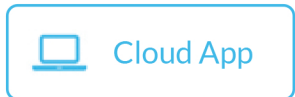
Vendor rules are a powerful way to take greater control of how receipts, bills and statements are coded into your cloud accounting and cloud payments solutions.



## Easy collaboration with your advisors

With Hubdoc, your advisors have the documents they need, when they need them. And, you have confidence your docs are organized, secure in the cloud and accessible from anywhere.

Available as



Connects with



Ask me how!  
Barb Reinan  
barb@reinanbusiness.solutions  
612.849.3100

# WHY **T** SHEETS?

We ♥ Employees

## #1 Customer Rated Time Tracker for QuickBooks



### WORKS WITH

**QuickBooks Desktop & Online & Knowify!**

- Sync jobs, customers, classes, service items, payroll items and employees
- 1-click sync
- Fast, easy set-up



### MOBILE DEVICES

**iPhone, iPad & Android Apps**

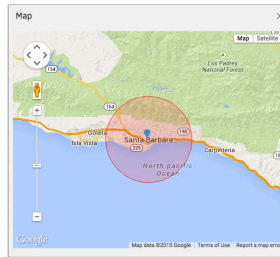
- From office or field
- Desktop version
- Text in
- Dial-in with a Spanish option
- Crew App for managing multiple people



### GPS TRACKING

**Pinpointing - Online or Offline**

- See who's working, where and on what
- Add timesheet notes
- Works offline



### TIMESHEET APPROVALS

**Submit & Approve Time Worked**

- Day, week, custom
- Real-time punch clock
- Manual time entry
- Overtime alerts
- Multi-level approval settings

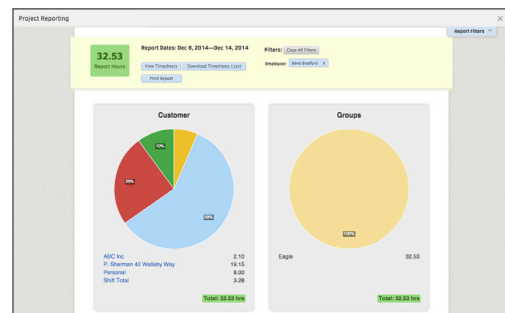
Employee	Time Worked	REG	OT	PTD
Bruce Wayne	8.00 hrs	0.00 REG	0.00 OT	8.00 PTD
Chuck Norris	51.35 hrs	40.00 REG	3.35 OT	8.00 PTD
Dane Bradford	50.62 hrs	39.32 REG	3.10 OT	8.00 PTD
David Rosen	48.37 hrs	40.00 REG	0.37 OT	8.00 PTD
Kara Schoop	8.00 hrs	0.00 REG	0.00 OT	8.00 PTD
Kristin Nickel	8.00 hrs	0.00 REG	0.00 OT	8.00 PTD



### REPORTING

**Works In Real Time**

- Payroll
- Job Costing
- Invoicing
- Timesheet summary
- Logging & history



### TOP-RATED FEATURES

- Designed for payroll
- DCAA/DOL compliant
- PTO/Overtime calculations

Learn More at [apps.com/tsheets](http://apps.com/tsheets)

MILESTONES IN

**CONSTRUCTION**

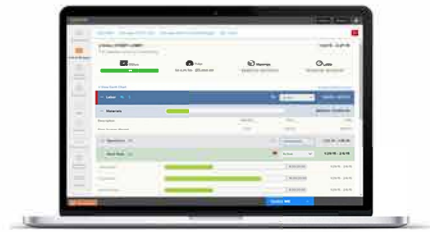
TECHNOLOGY

HANDHELD ELECTRIC  
DRILL



1895

knowify



2018


## Best-in-Class Software for Subcontractors and Residential Contractors

 Contracts & Estimates

 Project Management


 Invoices (incl AIA)

 Resource Scheduler

 Purchasing and Expenses

 Time Tracking

 iOS and Android App

 Personalized PDF Outputs

 Personalized Setup and Customization

 In-app and Phone Support

 Email Notifications and Alerts

 Accountant's View

Plus Industry Leading Integration with  Intuit QuickBooks.

**Impress clients and GCs with e-signable bids and change orders**

**Save time on painful administrative tasks**

**Know how your jobs are performing in *real time***

Contact us at Reinan Business Solutions LLC to hear more about the unique offers and benefits we can provide! 612.849.3100 or [info@reinanbusiness.solutions](mailto:info@reinanbusiness.solutions)

knowify

[www.knowify.com](http://www.knowify.com) | [support@knowify.com](mailto:support@knowify.com)