

Setting up Shop: An Introduction to QuickBooks™ Pro

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Jennifer Fairman, CMI • Fairman Studios, LLC

781.647.7510 • jfairman@fairmanstudios.com

Reminders give information about:

- Bills to be paid
- Overdue payments for receivables
- Checks to be printed
- Invoices/credit memos to be printed
- Money to deposit

Values and Lists:

- Accounts
- Income and Expense categories
- Items
- Vendors
- Customers
- Jobs (job numbers)
- Memorized transactions
- To do notes
- Classes
- Terms
- Messages
- Payment methods

- Estimates (print or PDF)
- Invoices (print or PDF)
- Contact info
- Job info

Profit and Loss

Ordinary Income/Expense		
Income		
Labor	4,252.00	
Construction		
Subcontractors	8,832.38	
Total Construction	8,832.38	
Total Income	13,084.38	
Gross Profit		
Expense		
Job Expenses		
Equipment Rental	500.00	
Job Materials	1,302.26	
Total Job Expenses	1,852.26	
Total Expense	1,852.26	
Net Ordinary Income	11,232.12	
Net Income	11,232.12	

REPORTS:
Profit & Loss:
How much money was made or lost over a specific period of time?

Itemized Profit and Loss

Type	Date	Name	Amount	Balance
Ordinary Income/Expense				
Income				
Materials				
Credit Memo	11/15/99	Jones, Kris	-600.00	-600.00
Total Materials			-600.00	-600.00
Labor				
Invoice	10/05/99	Jones, Kris	55.00	55.00
Invoice	10/05/99	Jones, Kris	35.00	90.00
Total Labor			90.00	90.00
Total Income			-570.00	-570.00
Gross Profit				
Expense				
Equipment Rental				
Bill	11/07/99	Jones, Kris	300.00	300.00
Total Equipment Rental			300.00	300.00

Itemized Profit & Loss:
What income and expense items contributed to net profit?

Profit and Loss Comparison

	Jan Dec '00	Jan Dec '99	Change	% Change
Income/Expense				
Income				
Materials	2,100.00	750.00	1,350.00	180.0%
Total Income	2,100.00	750.00	1,350.00	180.0%
Gross Profit				
Expense				
Payroll	8,891.98	1,816.42	7,075.56	389.5%
Total Expense	8,891.98	1,816.42	7,075.56	389.5%
Net Income	-6,791.98	-1,066.42	-5,725.56	-536.9%

Profit & Loss Comparison:
Is more money being made now for the same time period a year ago?

Income by Customer Summary

Abernombie, Kristy	
Family Room	881.19
Total Abernombie, Kristy	881.19
Ecker Designs	
Office Repairs	1,219.69
Total Ecker Designs	1,219.69
Jacobson, Doug	
Poolhouse	5,944.42
Total Jacobson, Doug	5,944.42

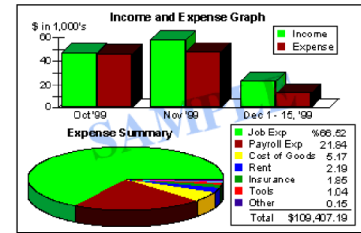
Income by Customer Summary:
What is the gross profit from each client? [Sale of services minus cost of goods/expenses = net income.]

Expenses by Vendor Detail

Type	Account	Amount	Balance
Bayshore Water			
Check	Water	24.00	24.00
Check	Water	37.85	61.85
Total Bayshore Water		61.85	61.85
Express Delivery			
Check	Freight	35.00	35.00
Check	Freight	35.00	70.00
Total Express Delivery		70.00	70.00
Gallon Masonry			
Bill	Subcontractors	1,000.00	1,000.00
Total Gallon Masonry		1,000.00	1,000.00
TOTAL		1,318.85	1,318.85

Expenses by Vendor Detail:
What are the total expenses charged by each vendor, broken down by individual transaction?

- Banking
- Check writing (print)
- Bill entry/payment
- Account balancing
- Entering receipts



Graphs and Charts:
Income & Expense
How does income visually compare to expenses? What are the largest sources of income or expense?

Itemized Balance Sheet

Type	Name	Amount	Balance
ASSETS			66,198.56
Current Assets			66,198.56
Accounts Receivable			28,574.64
Accounts Receivable			28,574.64
Invoice	Prettel Real Esta...	12,412.18	40,986.82
Payment	Teschner, Anton...	-1,200.00	39,786.82
Payment	Cook, Brian/Kico...	-4,225.41	35,561.41
Payment	Teschner, Anton...	-5,000.00	30,561.41
Invoice	Prettel Real Esta...	1,715.00	32,276.41
Invoice	Melton, Johnny...	4,999.50	37,275.91
Credit Memo	Nattello, Ernesto...	-33.99	37,241.92
Total Accounts Receivable		13,867.28	37,241.92

Itemized Balance Sheets:
What assets, liabilities and equity transactions contribute to account balance totals?

- Time tracking
- Records hours
- Calculate cost of goods
- Time management

Cash Flow Forecast

	Accts Rec	Accts Pay	Bank Accts	Net flows	Proj Bal
Beginning Bal	7,772.11	7,299.20	9,194.95		9,667.86
Dec 12-31, '99	27,738.27	20,020.00	4,324.00	12,034.27	21,702.13
Jan 1, '00	0.00	0.00	0.00	0.00	21,702.13
Dec 12, '99	27,738.27	20,020.00	4,324.00	12,034.27	
Ending Bal	35,562.38	27,319.20	13,518.95		21,702.13

Cash Flow Forecast:
What cash flow can be anticipated in the near future from receivables, payables and banking?