

A VISUAL GUIDE FOR BUSINESS USERS

QuickBooks Enterprise

Understand the screens.
Know what you can do.

29 original interface screenshots, explained in simple English

01

Find your way around

02

Record everyday work

03

Understand the reports

Prepared by HisabOnline, an independent QuickBooks service provider.
QuickBooks is Intuit software. Purchase software from Intuit and services separately from HisabOnline.

USING THIS GUIDE

A screen-by-screen tour

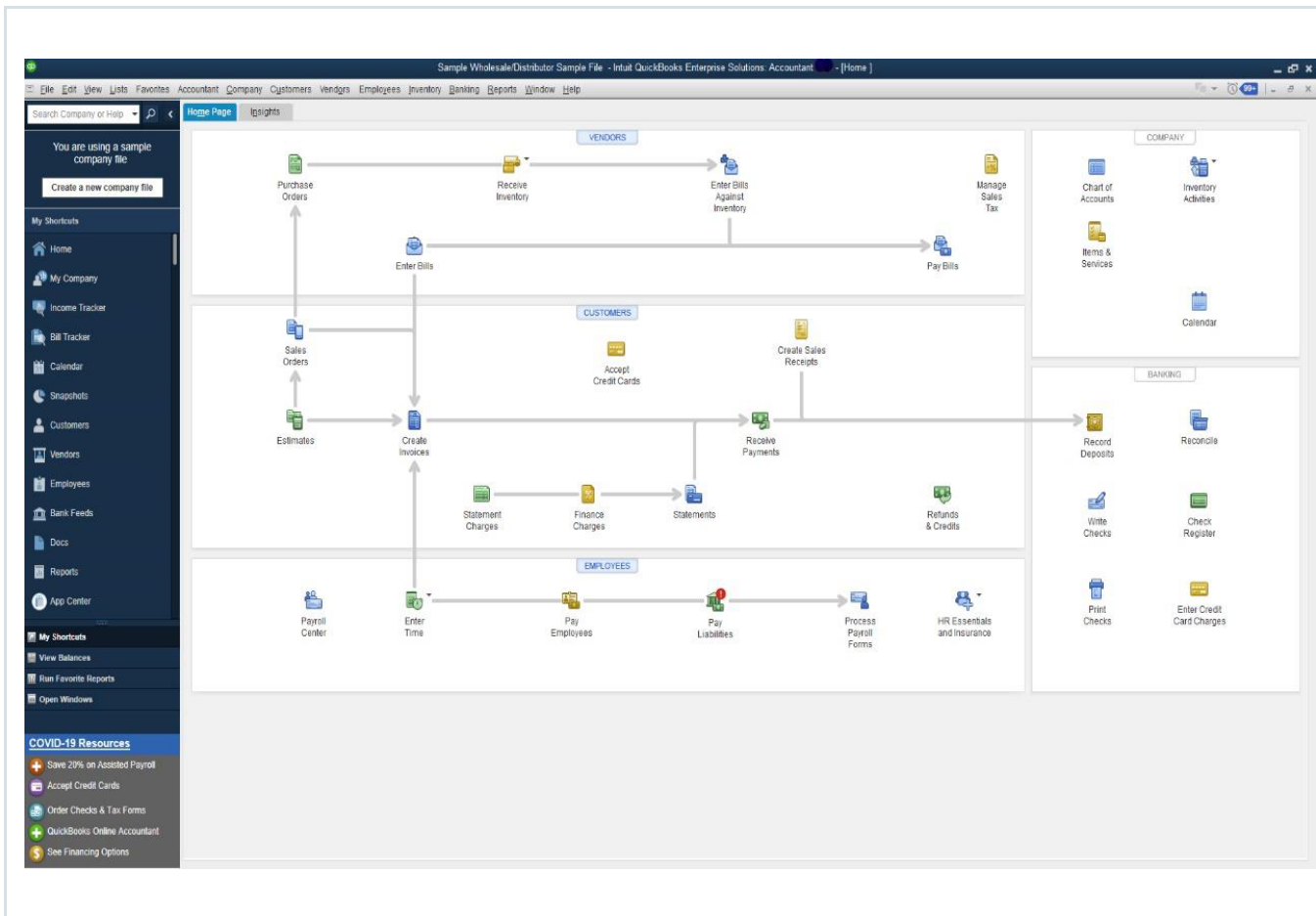
Read in order for a full introduction, or jump to the area you want to understand.

Getting started	Home screen and account list	03-04
Products and inventory	Inventory Center, items and assemblies	05-06, 16
People and daily work	Customers, suppliers, employees and calendar	07-10
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Original pictures are preserved, including angled treatments. Some captions have been clarified to match the visible screen. Screens show older versions and sample data; features and layout vary by edition, region, setup and permissions.

GETTING STARTED / SCREEN 01 OF 29

Home screen



ORIGINAL SCREENSHOT /

WHAT THIS SCREEN SHOWS

This is the main working area. It groups common tasks into connected sections, such as Customers, Vendors and Banking.

WHAT YOU CAN DO

- Open a task by selecting its icon.
- Follow the links between sales, purchases and payments.
- Use the left navigation bar to move to other areas.

A SIMPLE EXAMPLE

Start here when you want to create an invoice or enter a supplier bill.

The diagram is a navigation aid. It does not mean every business must use every step.

GETTING STARTED / SCREEN 02 OF 29

Chart of Accounts

NAME	TYPE	BALANCE TOTAL	ATTACH
1110 - Company Checking Account	Bank	-137,822.90	
1120 - Company Savings Account	Bank	25,000.00	
1160 - Payroll Clearing (owner's time)	Bank	0.00	
1140 - Petty Cash Account	Bank	500.00	
1210 - Accounts Receivable	Accounts Receivable	431,763.08	
1310 - Employee Advances	Other Current Asset	0.00	
1121 - Inventory Asset	Other Current Asset	46,113.15	
1250 - Prepays	Other Current Asset	-13,575.00	
1255 - Prepaid Insurance	Other Current Asset	-14,375.00	
1252 - Prepaid Taxes	Other Current Asset	800.00	
1330 - Security Deposits	Other Current Asset	1,200.00	
1500 - Undeposited Funds	Other Current Asset	0.00	
1510 - Automobiles & Trucks	Fixed Asset	45,632.00	
1520 - Computer & Office Equipment	Fixed Asset	19,453.00	
1530 - Machinery & Equipment	Fixed Asset	25,963.00	
1540 - Accumulated Depreciation	Fixed Asset	-923.04	
2010 - Accounts Payable	Accounts Payable	16,697.30	
2050 - QuickBooks Credit Card	Credit Card	1,249.12	
25500 - Sales Tax Payable	Other Current Liability	0.00	
2200 - Customer Deposits	Other Current Liability	-3,500.00	
2410 - Line of Credit	Other Current Liability	104,618.08	
2100 - Payroll Liabilities	Other Current Liability	2,923.72	
2120 - 401K Payable	Other Current Liability	0.00	
2130 - Payroll Taxes Payable	Other Current Liability	2,873.72	
2110 - SEC125 Payable	Other Current Liability	50.00	
2460 - Auto Loan	Long Term Liability	0.00	
3000 - Deborah Wood Equity	Equity	-135,000.00	
3130 - Deborah Wood's Time to Jobs	Equity	0.00	
3120 - Deborah Wood Draws	Equity	-135,000.00	

ORIGINAL SCREENSHOT /

WHAT THIS SCREEN SHOWS

This is the list of accounts used to organize your financial records. Each account has a purpose, such as a bank account, sales income or office expenses.

WHAT YOU CAN DO

- Review account names, types and balances.
- Open an account to examine its activity.
- Add or edit accounts when your accounting setup requires it.

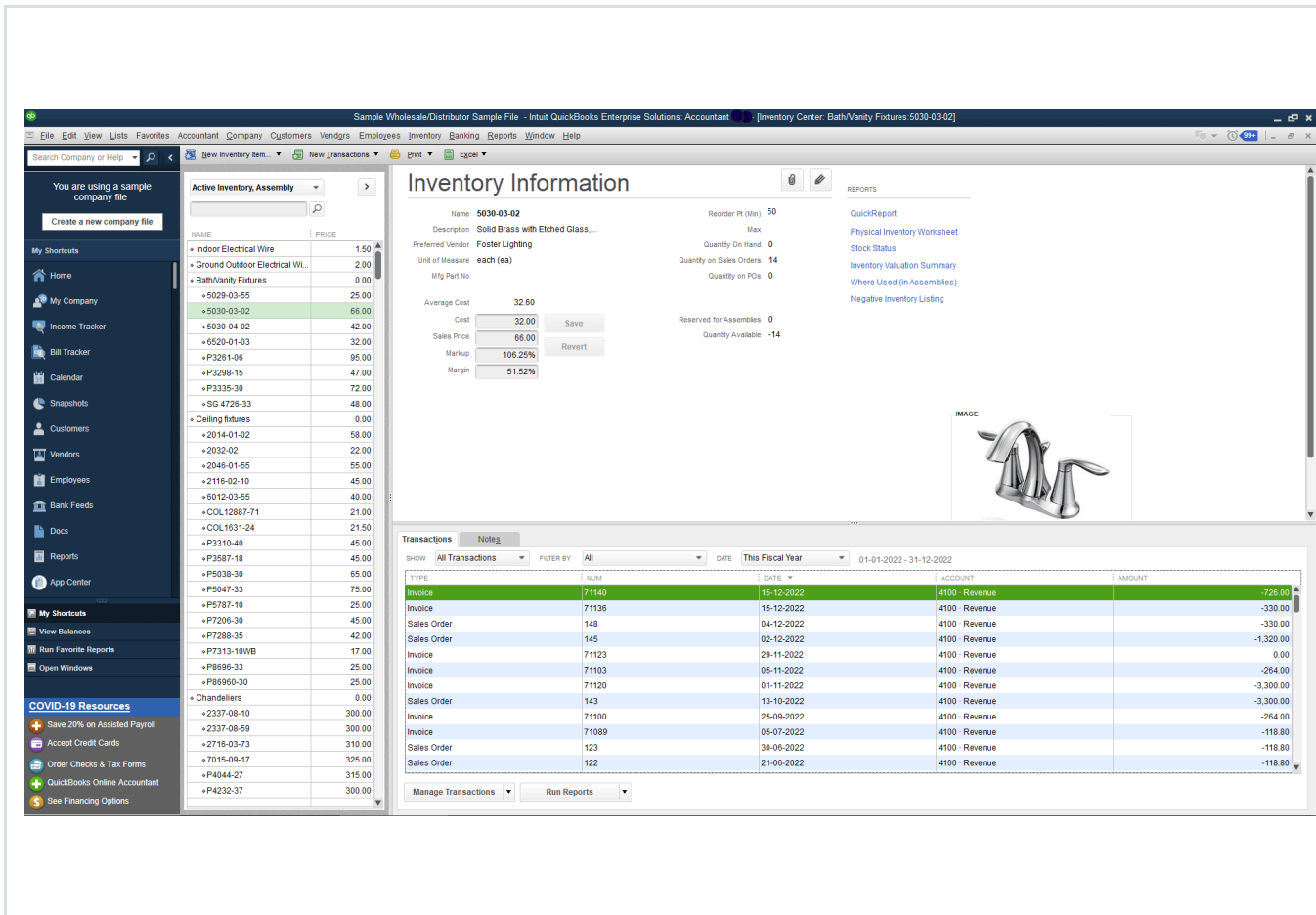
A SIMPLE EXAMPLE

Use separate expense accounts to distinguish rent from delivery costs.

Accounts group money activity. Items, shown later, describe what you buy or sell.

PRODUCTS AND INVENTORY / SCREEN 03 OF 29

Inventory Center



ORIGINAL SCREENSHOT /

WHAT THIS SCREEN SHOWS

This screen brings together the item list, details about a selected product and its related transactions.

WHAT YOU CAN DO

- Select a product from the list on the left.
- Review item information, prices and quantities.
- Look through the transaction history below.

A SIMPLE EXAMPLE

Check a product before accepting an order, then review its recent sales or purchases.

A quantity on hand and a quantity available can differ because some stock may already be committed.

PRODUCTS AND INVENTORY / SCREEN 04 OF 29

Products and services list

ITEM	DESCRIPTION	TYPE	ACCOUNT	TOTAL QUANTITY ON HAND	UNIT PRICE	TOTAL PRICE	ACTION
+ Custom Sign	Custom Sign	Service	4100 - Revenue			0.00	
+ Lighted Signage	Lighted Signage	Service	2200 - Customer Deposits			0.00	
+ Outdoor Electrical Work	100' 12-2 AWG with Ground Outdoor Electrical Wire	Inventory Part	4100 - Revenue	500	Foot (ft)	1.50	
+ Darkwood Finishes	100' 12-2 AWG with Ground Outdoor Electrical Wire	Inventory Part	4100 - Revenue	0	Foot (ft)	2.00	
+5030-03-02	Inlaid Nickel with Clear Glass	Inventory Part	4100 - Revenue	72	each (ea)	0.00	
+5030-04-02	Solid Brass with Etched Glass, 2 Light	Inventory Part	4100 - Revenue	0	each (ea)	25.00	
+5030-04-02	Solid Brass with Etched Glass, 4 Light	Inventory Part	4100 - Revenue	70	each (ea)	40.00	
+5030-04-02	White with Clear White Glass	Inventory Part	4100 - Revenue	6	each (ea)	32.00	
+5030-04-02	Polished Chrome, 1 Light	Inventory Part	4100 - Revenue	70	each (ea)	95.00	
+5030-04-02	Polished Brass, 1 Light	Inventory Part	4100 - Revenue	75	each (ea)	47.00	
+5030-04-02	Etched Mirror with Etched Round Glass	Inventory Part	4100 - Revenue	35	each (ea)	72.00	
+5030-04-02	Brass Pendant with Round Glass	Inventory Part	4100 - Revenue	13	each (ea)	48.00	
+5030-04-02	Etched Glass Mirror	Inventory Part	4100 - Revenue	0	each (ea)	9.00	
+5030-04-02	Inlaid Nickel Pendant with Etched Glass	Inventory Part	4100 - Revenue	80	each (ea)	58.00	
+5030-04-02	Tapestry with Etched Glass	Inventory Part	4100 - Revenue	65	each (ea)	22.00	
+5030-04-02	Etched Nickel with Etched Glass	Inventory Part	4100 - Revenue	60	each (ea)	55.00	
+5030-04-02	Blind Cabinet with Opal White Glass	Inventory Part	4100 - Revenue	128	each (ea)	45.00	
+5030-04-02	Gold Cabinet	Inventory Part	4100 - Revenue	70	each (ea)	40.00	
+5030-04-02	Marble Finish, 1 Light	Inventory Part	4100 - Revenue	111	each (ea)	21.00	
+5030-04-02	Copper Vase, Solid Glass	Inventory Part	4100 - Revenue	83	each (ea)	21.00	
+5030-04-02	Yellow White Pendant	Inventory Part	4100 - Revenue	20	each (ea)	45.00	
+5030-04-02	Copperstone Pendant with Etched Glass	Inventory Part	4100 - Revenue	12	each (ea)	65.00	
+5030-04-02	Full Glass, Polished Brass, 4 Light	Inventory Part	4100 - Revenue	66	each (ea)	75.00	
+5030-04-02	White Dome	Inventory Part	4100 - Revenue	21	each (ea)	25.00	
+5030-04-02	Drop Oval with Solid Oak Frame	Inventory Part	4100 - Revenue	20	each (ea)	45.00	
+5030-04-02	Polished Brass with White Acrylic Offsets	Inventory Part	4100 - Revenue	85	each (ea)	42.00	
+5030-04-02	Copperstone Pendant Bar	Inventory Part	4100 - Revenue	10	each (ea)	17.00	
+5030-04-02	Textured White Pendant Bar	Inventory Part	4100 - Revenue	10	each (ea)	25.00	
+5030-04-02	Tapestry with Four-Hole Glass	Inventory Part	4100 - Revenue	21	each (ea)	0.00	
+5030-04-02	River Rock with Four-Hole Glass	Inventory Part	4100 - Revenue	17	each (ea)	300.00	
+5030-04-02	Frosted Glass with Marble Glass	Inventory Part	4100 - Revenue	13	each (ea)	310.00	
+5030-04-02	Chandelier with Marble Glass	Inventory Part	4100 - Revenue	20	each (ea)	325.00	
+5030-04-02	Golden Under, 1 Light	Inventory Part	4100 - Revenue	20	each (ea)	315.00	
+5030-04-02	Brass with Golden Lumber Accents	Inventory Part	4100 - Revenue	0	each (ea)	300.00	

ORIGINAL SCREENSHOT /

WHAT THIS SCREEN SHOWS

The item list holds the products and services used on sales and purchase forms. The original picture shows items arranged in rows.

WHAT YOU CAN DO

- Find the item you need in the list.
- Review the item type and available columns.
- Create or edit an item to keep its details consistent.

A SIMPLE EXAMPLE

Set up a delivery service as an item so staff can select it on an invoice.

Item fields depend on whether the entry is a service, stock item or another type.

PEOPLE AND DAILY WORK / SCREEN 05 OF 29

Customer Center

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Invoice	71135	15-12-2022	Accounts Receivable	1,422.00
Sales Order	151	07-12-2022	Sales Orders	19,692.00
Sales Order	152	07-12-2022	Sales Orders	1,144.00
Invoice	71138	07-12-2022	Accounts Receivable	10,680.48
Sales Order	150	06-12-2022	Sales Orders	18,500.00
Sales Order	146	02-12-2022	Sales Orders	8,225.00
Payment	201	11-06-2022	Undeposited Funds	2,038.00
Estimate	71005	14-05-2022	Estimates	2,381.00
Invoice	71111	09-05-2022	Accounts Receivable	2,038.00
Payment	169	13-04-2022	Undeposited Funds	1,872.00
Payment	157	30-03-2022	Undeposited Funds	1,885.00
Payment	142	16-03-2022	Undeposited Funds	2,391.00
Estimate	71004	15-03-2022	Estimates	1,872.00
Invoice	71048	11-03-2022	Accounts Receivable	1,872.00
Invoice	71052	27-02-2022	Accounts Receivable	1,885.00
Invoice	71110	14-02-2022	Accounts Receivable	2,391.00
Payment	130	09-02-2022	Undeposited Funds	2,381.00
Estimate	71003	08-01-2022	Estimates	1,885.00

ORIGINAL SCREENSHOT /

WHAT THIS SCREEN SHOWS

This screen keeps customer information and transaction history together. Choose a customer on the left to see the details on the right.

WHAT YOU CAN DO

- Find a customer and review their contact details.
- See invoices, payments and other listed transactions.
- Open an existing transaction when you need more detail.

A SIMPLE EXAMPLE

Before calling a customer, review their recent invoices and recorded payments.

An unpaid invoice is an amount the customer still owes; a sales order is not itself a payment.

PEOPLE AND DAILY WORK / SCREEN 06 OF 29

Vendor Center

The screenshot displays the Vendor Center interface. On the left, there's a sidebar with navigation options like 'My Shortcuts', 'Home', 'My Company', 'Income Tracker', 'Bill Tracker', 'Calendar', 'Snapshots', 'Customers', 'Vendors', 'Employees', 'Bank Feeds', 'Docs', 'Reports', and 'App Center'. Below these are 'COVID-19 Resources' and a 'Save 20% on Assisted Payroll' offer. The main area is divided into two sections: 'Vendor Information' and 'Transactions'.

Vendor Information: This section shows details for the selected vendor, 'Peacock Bulb Manufacturing Company'. It includes the company name, full name, vendor type (Manufacturer), terms (Net 30), and billing information (100 Lighting St, E. Bayshore, CA 94327). There are also links for 'Map' and 'Directions', and buttons for 'Order Checks' and 'No note available'.

Transactions: This section displays a table of transactions for the selected vendor. The table has columns for DATE, TYPE, NUM, ACCOUNT, TERMS, DUE DATE, and AMOUNT. The transactions are filtered by 'All Transactions' and 'This Fiscal Year' (01-01-2022 - 31-12-2022).

DATE	TYPE	NUM	ACCOUNT	TERMS	DUE DATE	AMOUNT
02-01-2022	Bill	76850-2	Accounts Payable	Net 30	01-02-2023	-76.50
25-09-2022	Purchase Order	3	Purchase Orders	Net 30	25-10-2023	-175.00
05-10-2022	Bill	9807-02	Accounts Payable	Net 30	04-11-2023	-175.00
05-11-2022	Bill Pmt-Check	3082	Company Checking Account			-175.00
04-12-2022	Purchase Order	27	Purchase Orders	Net 30	03-01-2024	-800.00
11-12-2022	Bill	TB-0987	Accounts Payable	Net 30	10-01-2024	-800.00
15-11-2022	Bill		Accounts Payable	Net 30	15-12-2023	-2,450.00
07-10-2022	Purchase Order	22	Purchase Orders	Net 30	06-11-2023	-2,825.00
15-01-2022	Purchase Order	9	Purchase Orders	Net 30	14-02-2023	-9,142.50
26-01-2022	Bill	b8796	Accounts Payable	Net 30	25-02-2023	-9,142.50
05-03-2022	Bill Pmt-Check	3067	Company Checking Account			-9,142.50

WHAT THIS SCREEN SHOWS

Vendors are the suppliers you buy from. This screen organizes each supplier's details and related transactions.

WHAT YOU CAN DO

- Choose a supplier from the list.
- Review contact information and transaction history.
- Open bills and payments to investigate an amount.

A SIMPLE EXAMPLE

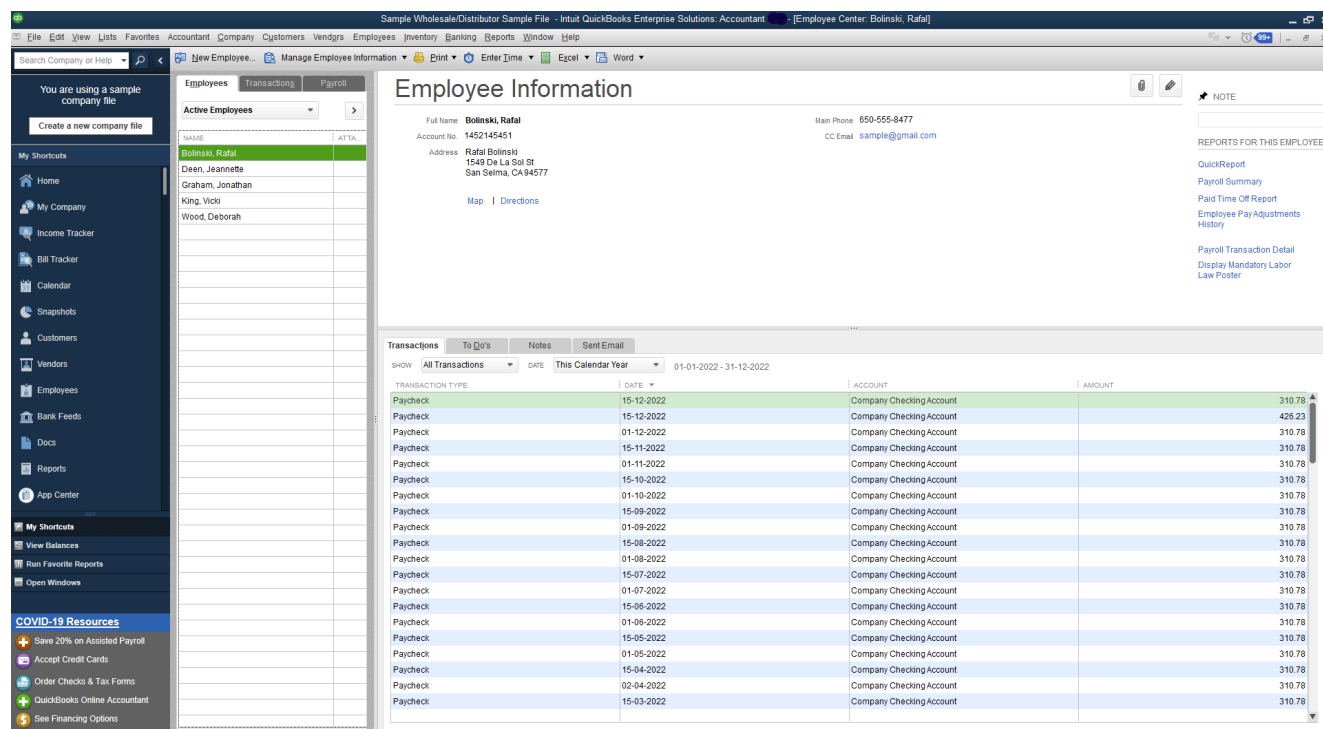
Check which supplier bills have been entered before preparing a payment.

A vendor bill records what you owe. A bill payment records the settlement of that amount.

ORIGINAL SCREENSHOT /

PEOPLE AND DAILY WORK / SCREEN 07 OF 29

Employee Center



ORIGINAL SCREENSHOT /

WHAT THIS SCREEN SHOWS

This screen organizes employee records and the related information available in the company file.

WHAT YOU CAN DO

- Select an employee to view their details.
- Review listed employee-related transactions.
- Maintain employee records within your permitted access.

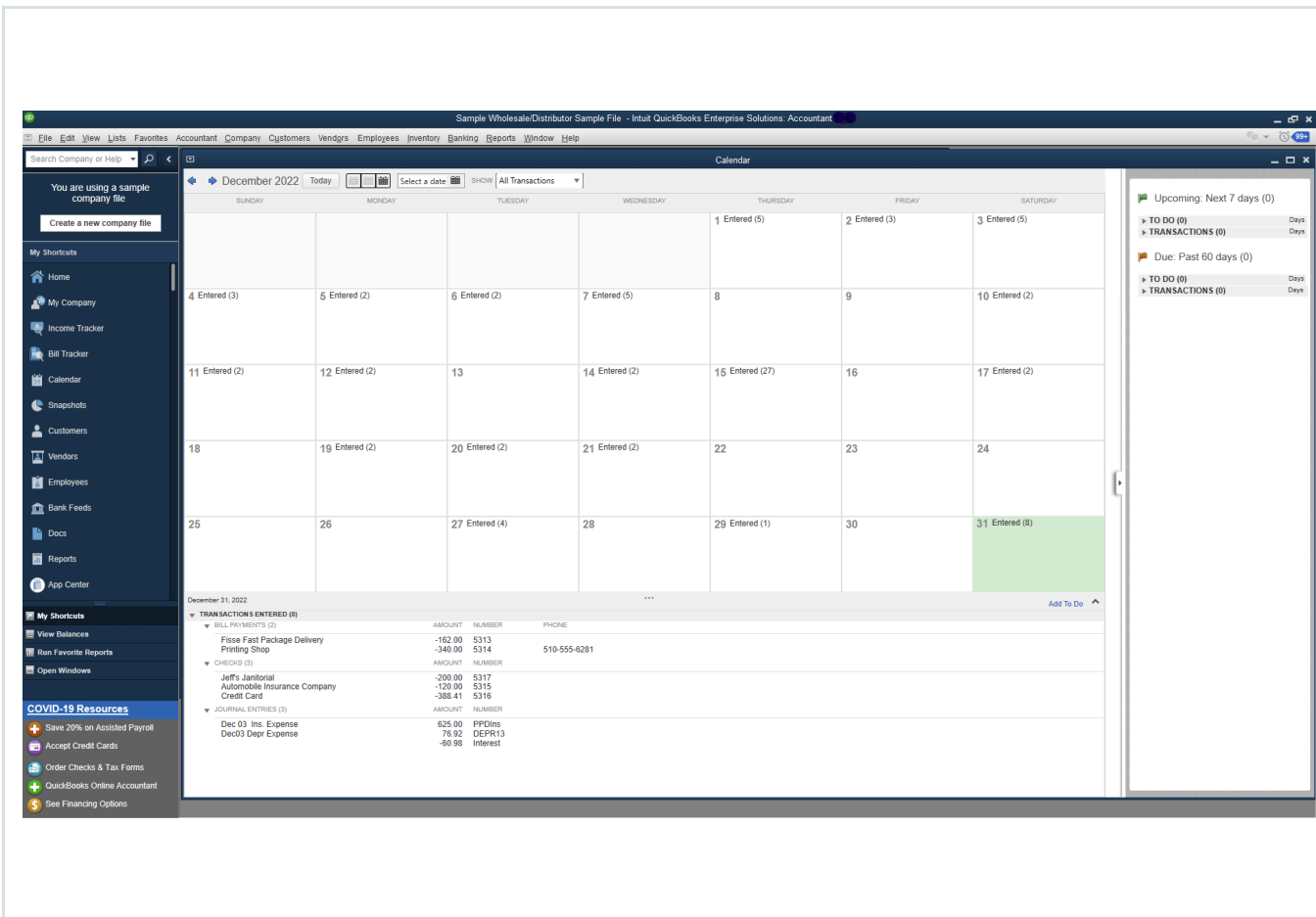
A SIMPLE EXAMPLE

Find an employee's record when checking their details or related entries.

Payroll processing depends on the product, subscription and region.

PEOPLE AND DAILY WORK / SCREEN 08 OF 29

Business calendar



ORIGINAL SCREENSHOT /

WHAT THIS SCREEN SHOWS

The calendar gives a date-based view of business activity. The picture shows a monthly layout, with supporting information below and beside it.

WHAT YOU CAN DO

- Move between dates to review activity.
- Look at entries linked to the selected period.
- Use the calendar to help organize follow-up work.

A SIMPLE EXAMPLE

Review the coming days before planning which tasks need attention first.

A calendar entry helps you review work; it does not automatically complete or pay a transaction.

SALES AND CUSTOMER PAYMENTS / SCREEN 09 OF 29

Create an invoice

The screenshot shows the 'Create Invoice' screen in QuickBooks Enterprise. The main window displays an invoice for 'Kern Lighting Warehouse: Store #13'. The invoice is dated 15-12-2022 and is for a customer named 'Lighting Expo' located at '1 Main Street, Musicville, TN 00211'. The invoice number is 71136. The terms are 'Net 60'. The invoice lists several items being sold, including 'Exterior Fixtures', 'Bath/Vanity Fixtures', 'Ceiling fixtures', and 'Hanging Brass and Black Finish with Clear Glass'. The total amount is 2,600.33, with a tax of 377.83. The right sidebar shows a summary of the invoice, including the customer's phone number, preferred delivery method, and a recent transaction history. The bottom of the screen shows a 'CUSTOMER MESSAGE' section with a 'Thank You' message and a 'Save & Close' button.

ITEM	DESCRIPTION	QTY	UM	CLASS	RATE	AMOUNT	TAX
Exterior Fixtures:1726-01-04	Black Die Cast Lanterns with Clear Glass	5	ea	Exterior	68.00	340.00	Tax
Bath/Vanity Fixtures:5030-03-02	Solid Brass with Etched Glass, 2 Light	5	ea	Bath/Vanity	66.00	330.00	Tax
Ceiling fixtures:P5038-30	Textured White Pendant	5	ea	Ceiling Mounts	65.00	325.00	Tax
Ceiling fixtures:COL12887-71	Steel Colonial with Opal White Glass	5	ea	Ceiling Mounts	21.50	107.50	Tax
Exterior Fixtures:SG 6027-13	Brass with Black Finish and Clear Glass	5	ea	Exterior	75.00	375.00	Tax
Exterior Fixtures:SG 6027-12	Hanging Brass and Black Finish with Clear Glass	5	ea	Exterior	42.00	210.00	Tax
Ceiling fixtures:P7288-35	Drop Opal with Solid Oak Frame	5	ea	Ceiling Mounts	42.00	210.00	Tax
Ceiling fixtures:P5038-30	Textured White Pendant	5	ea	Ceiling Mounts	65.00	325.00	Tax

TOTAL 2,600.33
BALANCE DUE 2,600.33

WHAT THIS SCREEN SHOWS

An invoice records a sale for which the customer owes you money. This screen contains the customer details and the items being sold.

WHAT YOU CAN DO

- Choose the customer and invoice date.
- Enter items, quantities and agreed prices.
- Review the total, then save and use the available print or send options.

A SIMPLE EXAMPLE

Record a credit sale of ten products and give the customer an invoice.

An invoice is not a receipt of money. Record the customer's payment separately when it arrives.

SALES AND CUSTOMER PAYMENTS / SCREEN 10 OF 29

Receive a customer payment

Customer Payment

RECEIVED FROM: Baker's Professional L

PAYMENT AMOUNT: 0.00

DATE: 15-12-2022

REFERENCE #

Where does this payment go?

DATE	JOB	NUMBER	ORIG AMT	AMT DUE	PAYMENT
01-12-2020	Store #25	71047	401,811.00	399,430.00	0.00
07-12-2022	Store #10	71138	10,880.48	10,880.48	0.00
15-12-2022	Store #15	71135	1,422.00	1,422.00	0.00
Totals			411,532.48	411,532.48	0.00

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	0.00
APPLIED	0.00
DISCOUNT AND CREDITS APPLIED	0.00

Save & Close Save & New Clear

WHAT THIS SCREEN SHOWS

This screen records money received against a customer's open invoices. It links the receipt to the correct customer balance.

WHAT YOU CAN DO

- Choose the customer and enter the amount received.
- Select the invoice or invoices being paid.
- Check the date and payment details before saving.

A SIMPLE EXAMPLE

Apply a customer's bank transfer to the invoice they have paid.

Check how deposits are handled in your setup. Recording a payment does not always create the final bank deposit entry.

ORIGINAL SCREENSHOT /

PURCHASES AND PAYMENTS / SCREEN 11 OF 29

Enter a supplier bill

Bill

VENDOR: Foster Lighting DATE: 15-12-2022

ADDRESS: https://goo.gl/maps/C71FDcd... REF. NO:

AMOUNT DUE: 3,215.00

TERMS: Net 30 DISCOUNT DATE: BILL DUE: 14-01-2023

MEMO:

ITEM	DESCRIPTION	QTY	U/M	COST	AMOUNT	CUSTOMER JOB	BILLABLE?	CLASS	PO NO.
Ceiling fixtures:2014-01-02	Brass Pendant with Ribbed Glass	10	ea	32.00	320.00			Ceiling Mounts	23
Ceiling fixtures:2032-02	Desert Stone Finish	20	ea	12.00	240.00			Ceiling Mounts	23
Bath/Vanity Fixtures:5029-03-55	Brushed Nickel with Opal Glass	30	ea	18.50	555.00			Ceiling Mounts	23
Chandeliers:2716-03-73	Chandelier-Frosted Taupe with Marble Glass	10	ea	85.00	850.00			Chandeliers	23
Bath/Vanity Fixtures:6520-01-03	White with Satin White Glass	20	ea	15.00	300.00			Chandeliers	23
Bath/Vanity Fixtures:5030-04-02	Solid Brass with Etched Glass, 4 light	50	ea	19.00	950.00			Chandeliers	23

Expenses: 0.00 Items: 3,215.00

Clear Qties Show PO

Save & Close Save & Now Clear

Vendor: Foster Lighting

SUMMARY

Phone: +1 00123456789
Email: sample@gmail.com
Open balance: 2,170.00
POs to be received: 2

RECENT TRANSACTION

06-12-22 Bill 2,170.00
05-10-22 Bill Pmt-Check 6,000.00
10-09-22 Bill - Paid 6,000.00
20-08-22 Bill Pmt-Check 845.00
01-08-22 Bill - Paid 845.00

NOTES

Note: This is order is very important and sample data
04-Oct-20 3:10:19 PM

WHAT THIS SCREEN SHOWS

A bill records an amount you owe a supplier. Enter it when you receive the supplier's invoice and will pay it later.

WHAT YOU CAN DO

- Select the vendor and enter the bill details.
- Use the appropriate expense accounts or items.
- Review the date, due date and total before saving.

A SIMPLE EXAMPLE

Record a supplier invoice now so the amount remains visible until it is paid.

Use the correct items for stock purchases. Expenses and inventory items are not interchangeable.

ORIGINAL SCREENSHOT /

PURCHASES AND PAYMENTS / SCREEN 12 OF 29

Pay supplier bills

SELECT BILLS TO BE PAID

Show bills: ☐ Due on or before 25-12-2022 ☒ Show all bills

Filter By: Sort By: Due Date

DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
14-01-2023	Foster Lighting			3,215.00	0.00	0.00	0.00
01-02-2023	Peacock Bub Manufacturing Company	76850-2		76.50	0.00	0.00	0.00
11-07-2023	Michael Kretzmar	Commission Jan - Jun		3,990.80	0.00	0.00	0.00
15-12-2023	Peacock Bub Manufacturing Company			2,450.00	0.00	0.00	0.00
05-01-2024	Foster Lighting	FL0987		2,170.00	0.00	0.00	0.00
10-01-2024	Peacock Bub Manufacturing Company	TB-0987		800.00	0.00	0.00	0.00
14-01-2024	Paulsen's Lighting	P0989		5,400.00	0.00	0.00	0.00
14-01-2024	Paulsen's Lighting			1,810.00	0.00	0.00	0.00
Totals				19,912.30	0.00	0.00	0.00

Select All Bills

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor	Terms	Number of Credits
Bill Ref. No.	Sugg. Discount	Total Credits Available
	0.00	0.00

Go to Bill Set Discount Set Credits

PAYMENT

Date: 15-12-2022 Method: Check To be printed: ☒ Assign check number: ☐

Account: 1110 - Company Checking Account

Ending Balance: -137,822.90

Pay Selected Bills Cancel

WHAT THIS SCREEN SHOWS

This screen lists unpaid bills and lets you record payment against the selected bills.

WHAT YOU CAN DO

- Select the bills you want to settle.
- Review available credits or discounts where applicable.
- Confirm the payment account, date and amount.

A SIMPLE EXAMPLE

Pay two outstanding bills from the same business bank account.

Use Pay Bills for bills already entered. A separate ordinary check can leave the original bill unpaid. [3]

ORIGINAL SCREENSHOT /

PURCHASES AND PAYMENTS / SCREEN 13 OF 29

Record a direct expense

The screenshot displays the 'Write Checks' form in QuickBooks Enterprise. The 'BANK ACCOUNT' is set to '110 Company Checking Account' with an ending balance of '-137,822.90'. The 'NO.' is 5312 and the 'DATE' is 27-12-2022. The 'PAY TO THE ORDER OF' is 'Payroll Service Co.' with an amount of 123.08. The 'ADDRESS' is 'Payroll Service Co.' and the 'MEMO' is 'Payroll Fee'. Below the form, the 'Expenses' table shows a single entry: '6275 Professional Fees:6278 Payroll Service Fees' with an amount of 123.08 and a memo of 'Payroll Fee'. The table has columns for ACCOUNT, AMOUNT, MEMO, CUSTOMER JOB, BILL, and CLASS.

ACCOUNT	AMOUNT	MEMO	CUSTOMER JOB	BILL	CLASS
6275 Professional Fees:6278 Payroll Service Fees	123.08	Payroll Fee			

ORIGINAL SCREENSHOT /

WHAT THIS SCREEN SHOWS

The picture shows the Write Checks form. It can record a direct payment, including a small cash expense when the appropriate account is configured.

WHAT YOU CAN DO

- Choose the account paying the money.
- Enter the payee, date and amount.
- Use the expense or item lines to explain the payment.

A SIMPLE EXAMPLE

Record a small office expense paid from the petty cash account.

The source calls this Petty Cash Expense. It is not a separate petty cash module. Use Pay Bills instead if the bill already exists. [4]

PRODUCTS AND INVENTORY / SCREEN 14 OF 29

Assembly item and bill of materials

The screenshot shows the 'Bill of Materials Full View' window in the HISABonline interface. The window is titled 'Bill of Materials Full View' and contains a table with the following columns: ITEM, DESCRIPTION, TYPE, COST, QTY, U/M, and TOTAL. The table lists various components used in an assembly, such as 'Direct Labor per build', 'Utilities', 'Grease', 'TRGU', 'DR-4-AL', 'WNU-OR', 'URCO', 'WNU-YE', 'Pumps PUBP', 'ANPI-BL', 'HETO', 'Screws SC-10x5-S8', 'Pumps PUH8', 'MOST', 'Pumps PU-1800', 'Pumps PUHC', 'DE-R12', 'ANBA-BL', 'ELCO-12G', and 'SPRI'. The total bill of materials cost is displayed as 2,957.01.

ITEM	DESCRIPTION	TYPE	COST	QTY	U/M	TOTAL
1.000	Direct Labor per build	Service	1.00	1		1,000.00
	Utilities	Utility charge per build	25.00	1		25.00
	Grease	Grease per build	0.25	2		0.50
	TRGU	Track Guides, TT (Pair)	50.00	1		50.00
	DR-4-AL	Drum, 4", Aluminum	22.00	22		484.00
	WNU-OR	Wire Nuts, Orange	3.00	3		9.00
	URCO	UR- Connectors	35.00	8		280.00
	WNU-YE	Wire Nuts, Yellow	3.80	3		11.40
	Pumps PUBP	Rule Pump, Base Plate	50.00	1		50.00
	ANPI-BL	Anchor Pin, Black	25.00	1		25.00
	HETO	T Style Hex Tool	75.00	1		75.00
	Screws SC-10x5-S8	Screw, 10x1/2 phil pan SS	9.75	25		243.75
	Pumps PUH8	Pump, Key Hole Panel River	35.00	4		140.00
	MOST	Motor Stickers	20.00	1		20.00
	Pumps PU-1800	Rule Pump 1800	175.00	1		175.00
	Pumps PUHC	Rule Pump, House Clamps	25.00	1		25.00
	DE-R12	Inf Deckmount, R12 Baldor Motor	222.86	1		222.86
	ANBA-BL	Anchor Base, Black	75.00	1		75.00
	ELCO-12G	Electrical Cord, 12 Gauge	45.00	1		45.00
	SPRI	Spring	0.50	1		0.50
Total Bill of Materials Cost						2,957.01

WHAT THIS SCREEN SHOWS

This picture shows an inventory assembly setup and its component list. A bill of materials is the list of parts needed to make a finished item.

WHAT YOU CAN DO

- Review the components used in an assembly.
- Check the required quantity of each component.
- Review the item details and related cost information.

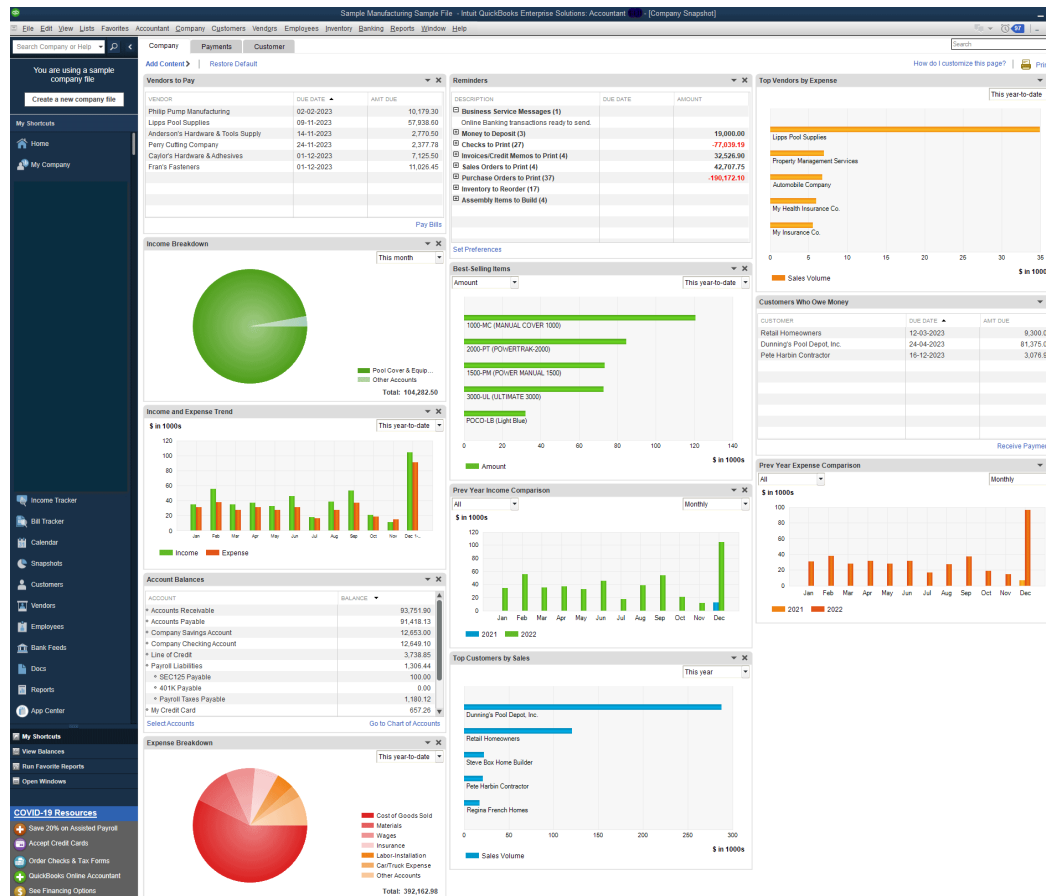
A SIMPLE EXAMPLE

Define the parts needed to make one finished product.

Setting up the component list is different from recording an actual build. The assembly must be built through the appropriate workflow.

BUSINESS OVERVIEW / SCREEN 15 OF 29

Company Snapshot



WHAT THIS SCREEN SHOWS

The snapshot brings several business panels onto one screen. The original picture combines charts, summaries and lists.

WHAT YOU CAN DO

- Review an overview of income and expenses.
- Look at the available customer and payment panels.
- Choose useful snapshot panels where customization is available.

A SIMPLE EXAMPLE

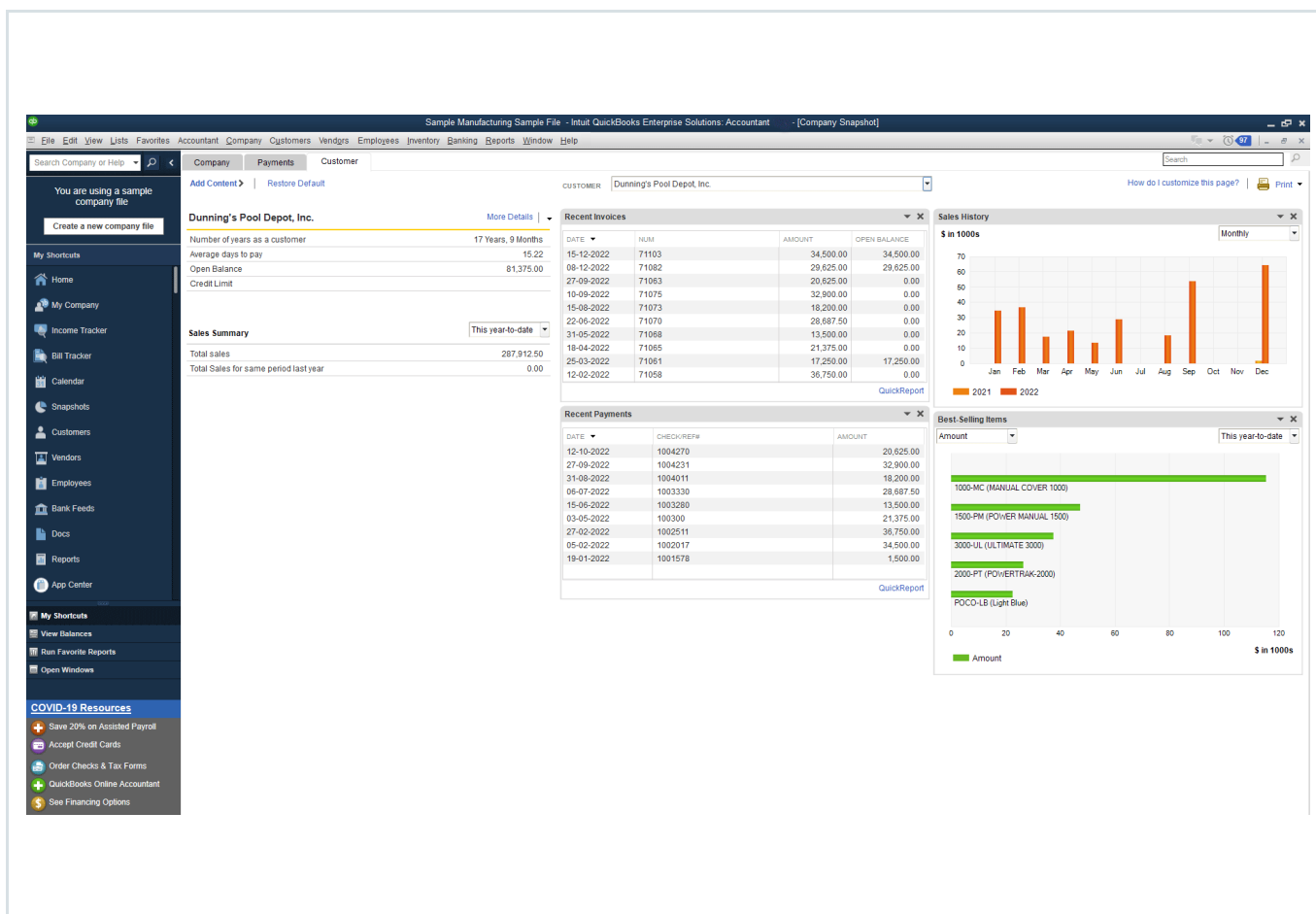
Start a management review with the overall picture, then open the relevant detailed report.

This is an overview, not a replacement for checking the underlying transactions. [1]

ORIGINAL SCREENSHOT /

BUSINESS OVERVIEW / SCREEN 16 OF 29

Customer Snapshot



WHAT THIS SCREEN SHOWS

This view summarizes one customer. It combines their activity with charts and supporting lists.

WHAT YOU CAN DO

- Choose the customer you want to review.
- Examine sales history and outstanding amounts.
- Review payment patterns using the available information.

A SIMPLE EXAMPLE

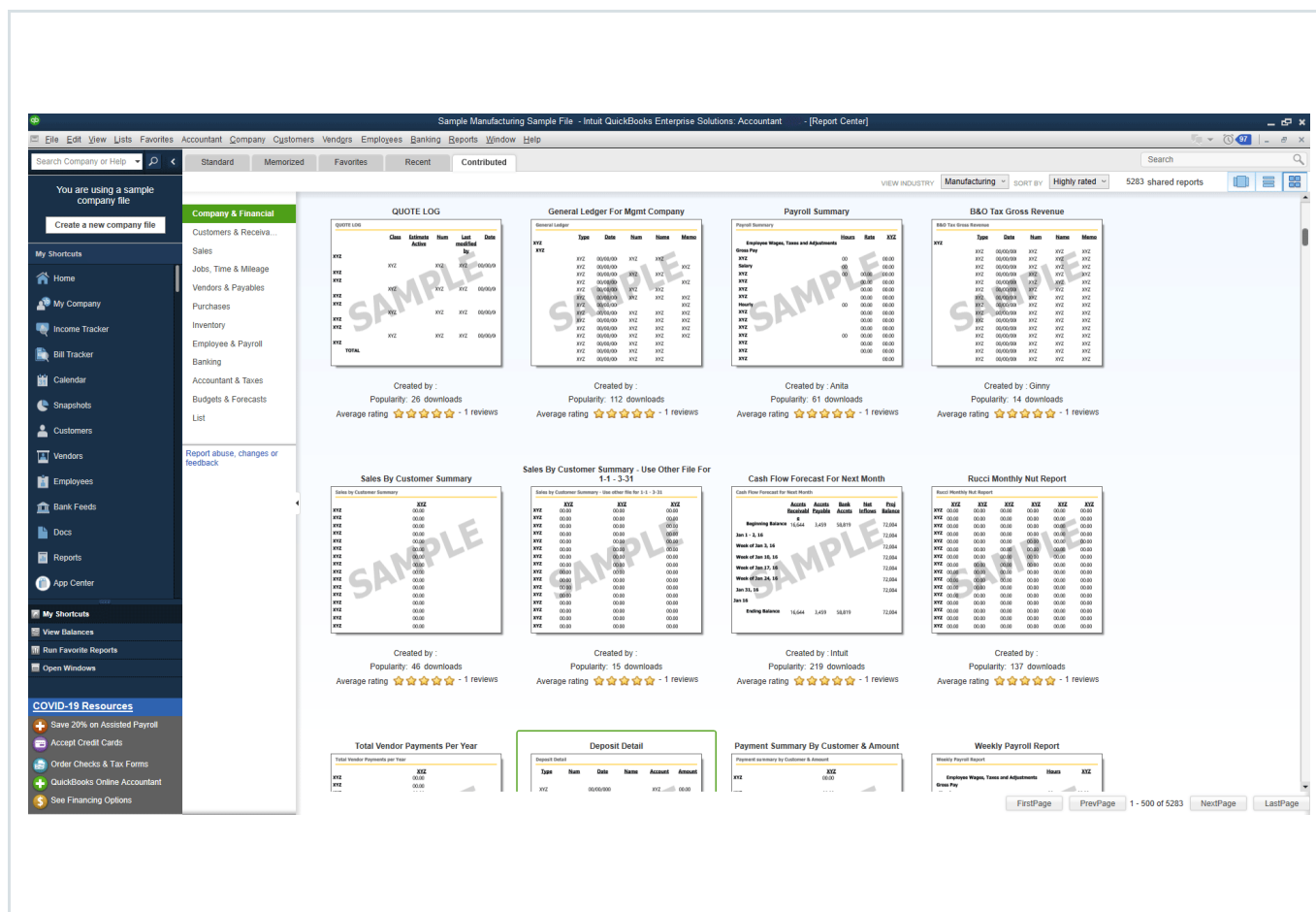
Look at a customer's history before discussing a new order or an overdue balance.

A snapshot reflects the transactions recorded in the file. Missing entries can change the picture. [1]

ORIGINAL SCREENSHOT /

REPORTS AND ANALYSIS / SCREEN 17 OF 29

Report Center



WHAT THIS SCREEN SHOWS

The Report Center is a library of available reports. The picture shows report previews that help you choose a useful view.

WHAT YOU CAN DO

- Browse the available report categories.
- Select and open a report.
- Adjust its dates and available settings to answer your question.

A SIMPLE EXAMPLE

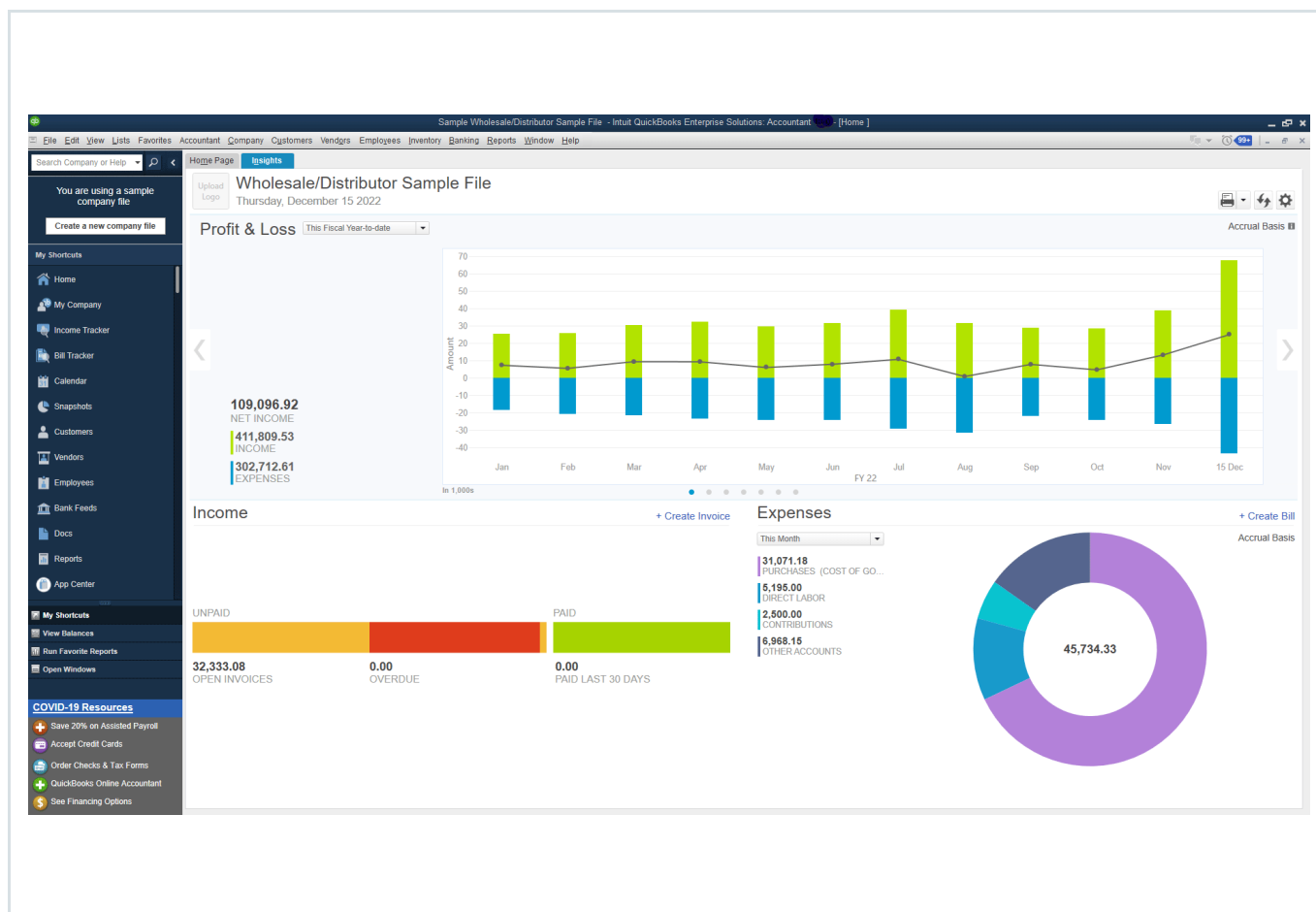
Open a customer balance report when you want to review amounts still due.

The reports available depend on your edition, company setup and permissions.

ORIGINAL SCREENSHOT /

REPORTS AND ANALYSIS / SCREEN 18 OF 29

Insights overview



ORIGINAL SCREENSHOT /

WHAT THIS SCREEN SHOWS

The Insights tab presents financial information as charts. This picture includes a profit-and-loss view with supporting financial panels.

WHAT YOU CAN DO

- Choose the reporting period.
- Review the main income, cost and profit view.
- Use the supporting panels to identify areas for further review.

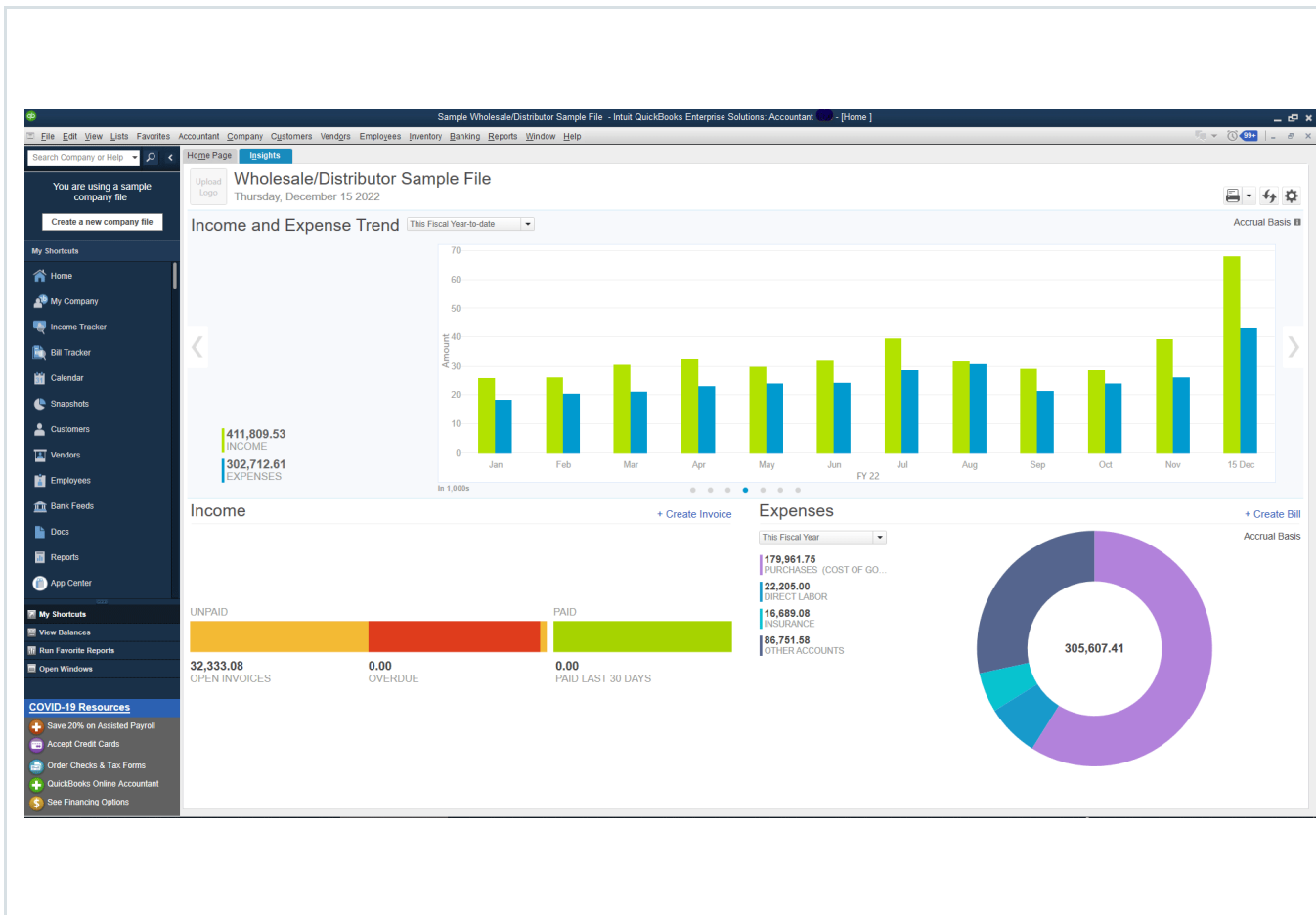
A SIMPLE EXAMPLE

Look for a month that needs investigation, then open a detailed financial report.

Insights uses accrual-based reporting. Its figures can differ from cash-basis reports. [2]

REPORTS AND ANALYSIS / SCREEN 19 OF 29

Income and expense overview



ORIGINAL SCREENSHOT /

WHAT THIS SCREEN SHOWS

This is another view of the Insights dashboard. The colored panels give a quick overview of money activity in the company file.

WHAT YOU CAN DO

- Review income and expense information for the selected period.
- Compare the main chart with the supporting panels.
- Investigate unusual changes in a detailed report.

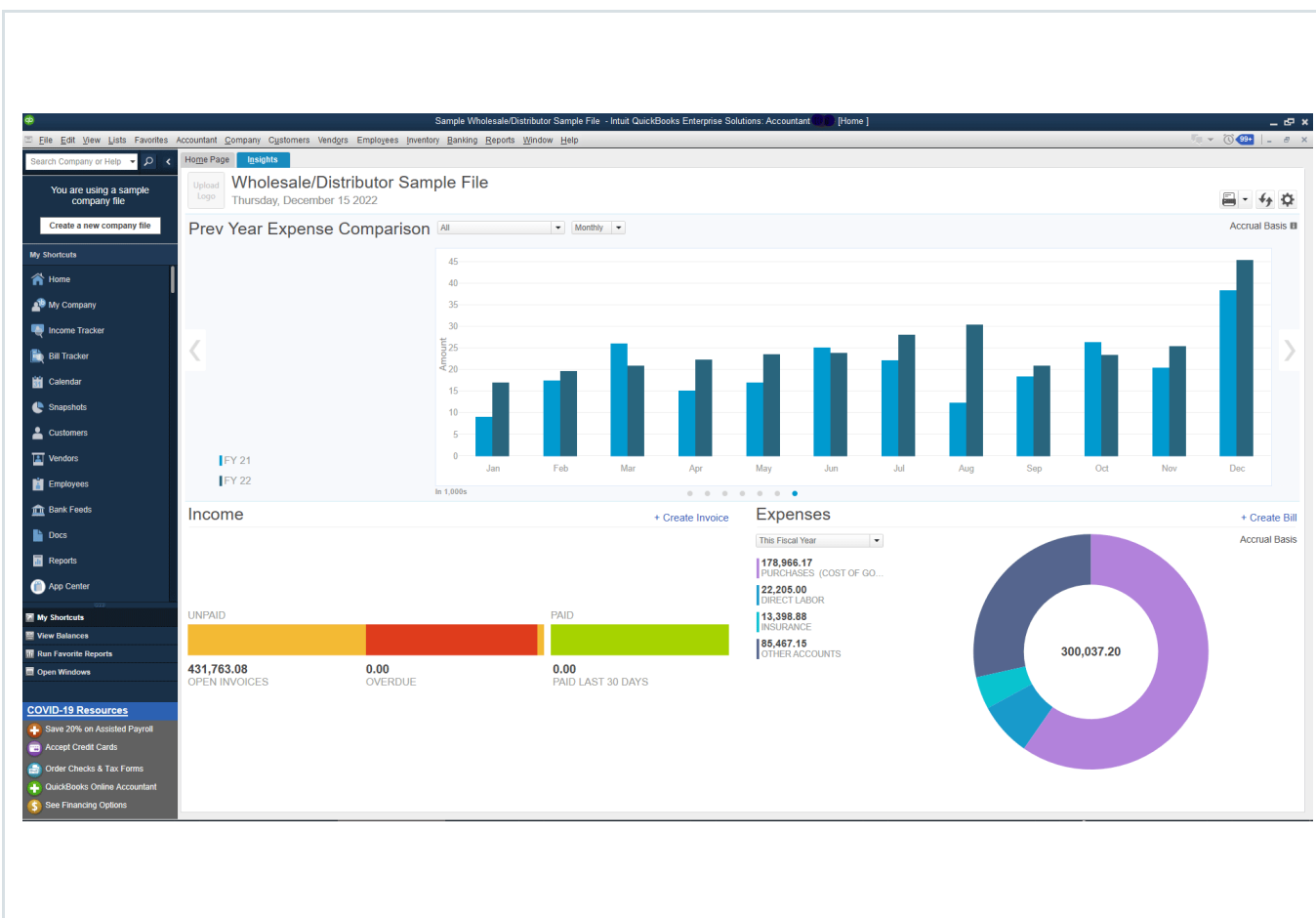
A SIMPLE EXAMPLE

Notice a higher expense total and then check which recorded costs contributed to it.

Income and profit are different. Profit is what remains after the relevant costs and expenses.

REPORTS AND ANALYSIS / SCREEN 20 OF 29

Compare expenses across years



ORIGINAL SCREENSHOT /

WHAT THIS SCREEN SHOWS

The chart shown is a previous-year expense comparison. Paired bars show recorded expenses for matching months in two financial years.

WHAT YOU CAN DO

- Check the years and reporting interval.
- Compare the expense bars for matching months.
- Investigate large changes using an expense report.

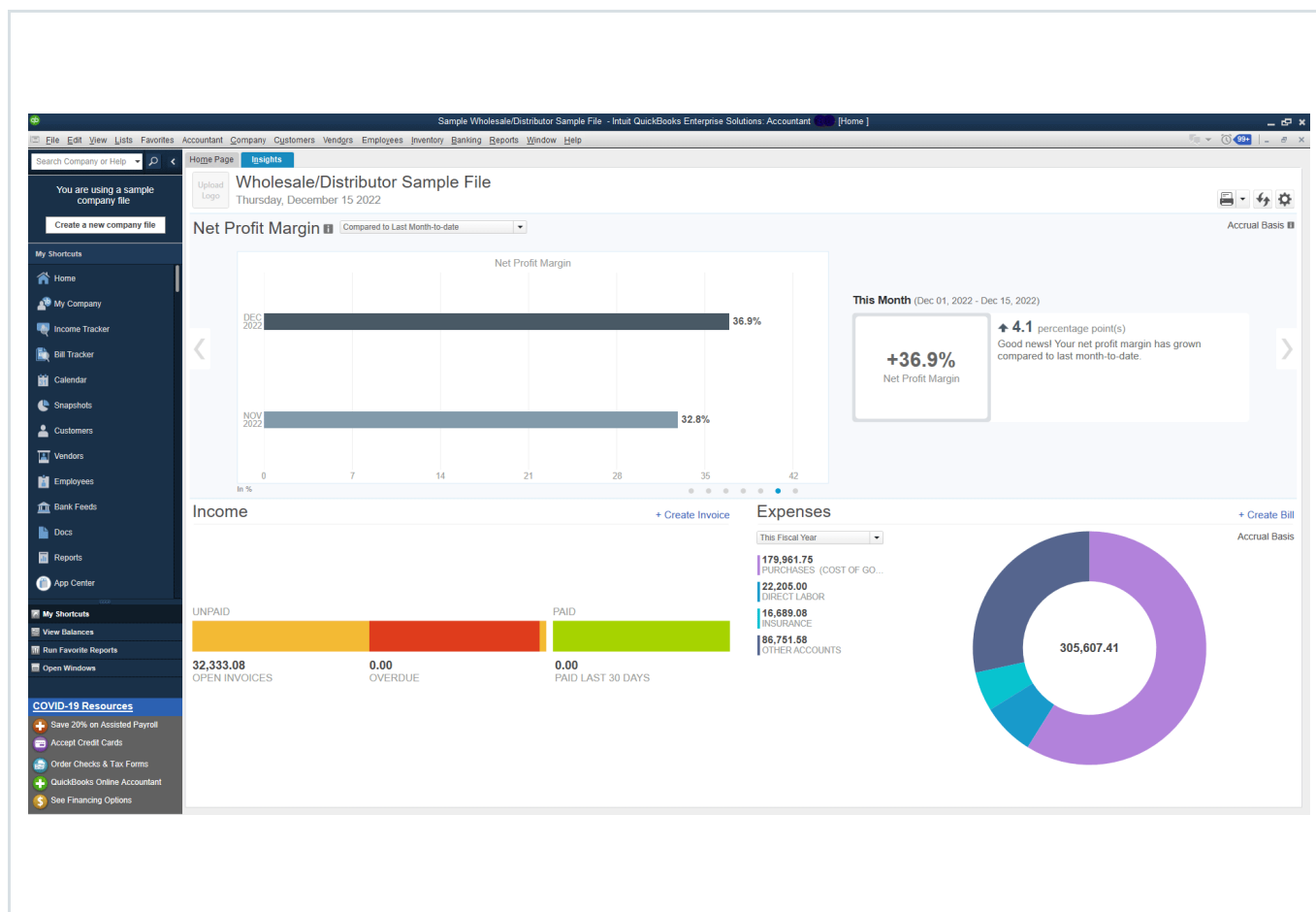
A SIMPLE EXAMPLE

Compare this December with last December to see whether recorded costs have increased.

This chart compares expenses, not income or profit margin. The amounts depend on the selected period and recorded data.

REPORTS AND ANALYSIS / SCREEN 21 OF 29

Net profit margin comparison



ORIGINAL SCREENSHOT /

WHAT THIS SCREEN SHOWS

This view compares net profit margin between periods. Net profit margin is the share of income left as net profit after recorded costs and expenses.

WHAT YOU CAN DO

- Check the periods used in the comparison.
- Compare the margin bars and percentage-point change.
- Review income and expense reports to explain the difference.

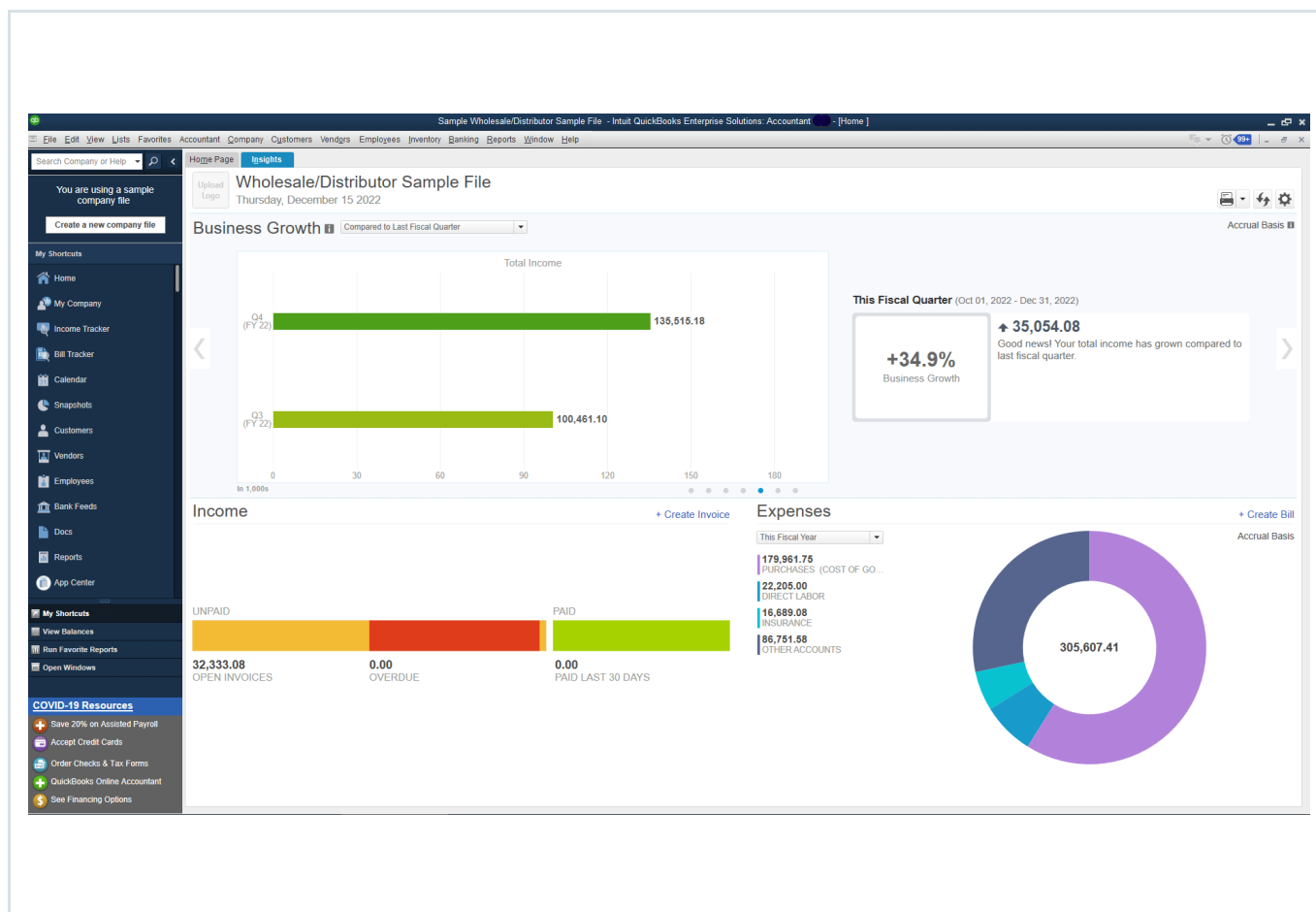
A SIMPLE EXAMPLE

If income rises but the margin falls, review whether costs have increased faster.

A percentage-point change is the difference between two percentages. It is not the same as percentage growth.

REPORTS AND ANALYSIS / SCREEN 22 OF 29

Business growth comparison



WHAT THIS SCREEN SHOWS

This view compares total income between two periods. The bars and summary show how recorded income has changed.

WHAT YOU CAN DO

- Check which periods are being compared.
- Review the income amounts and the change.
- Use sales or income reports to investigate the difference.

A SIMPLE EXAMPLE

Compare this fiscal quarter with the previous quarter to review the change in recorded income.

This screen measures growth using total income. Higher income does not by itself prove higher profit or better cash flow.

ORIGINAL SCREENSHOT /

REPORTS AND ANALYSIS / SCREEN 23 OF 29

Insights report gallery



ORIGINAL SCREENSHOT /

WHAT THIS SCREEN SHOWS

This original angled image shows report previews in a gallery. It illustrates the range of report views available from the reporting area.

WHAT YOU CAN DO

- Browse the report previews.
- Choose a report that matches your question.
- Open it to review the underlying information.

A SIMPLE EXAMPLE

Choose a financial report for profit, or a customer report for unpaid invoices.

A report preview is a starting point. Always check the report name, date range and settings after opening it.

FINANCIAL REPORTS / SCREEN 24 OF 29

Profit and Loss report

Manufacturing Sample File Profit & Loss All Transactions		Mar 24, 10
Income		
Pool Cover & Equipment Sales	479,551.90	
Revenue - Installation Service	15,000.00	
Revenue - Repair Service	275.50	
Total Income	494,827.40	
Cost of Goods Sold		
Inventory Overages/Shortages	421.19	
Cost of Goods Sold	298,575.52	
Materials	42,795.74	
Total COGS	341,792.45	
Gross Profit	153,034.95	
Expenses		
Advertising Expense	710.23	
Business Licenses & Fees	13,020.97	
Car/Truck Expense	875.00	
Conferences and Seminars	1,000.00	
Contributions	923.54	
Depreciation Expense	1,235.00	
Debit and Subscriptions	25,441.84	
Insurance	1,184.97	
Manufacture/Industrial	620.75	
Tools & Equipment Expense	1,295.35	
Travel and Entertainment	1,075.00	
Office Equipment	1,119.35	
Postage and Delivery	4,241.80	
Professional Fees	265.00	
Provisional Expense	9,000.00	
Rent	360.00	
Repairs	2,177.53	
Supplies	952.23	
Telephone	31,899.54	
Travel	185,574.75	
Total Expense	185,574.75	
Net Ordinary Income	-32,539.80	
Other Income/Expense	3,296.45	
Other Expense	3,296.45	
Total Other Expense	-3,296.45	
Net Other Income	-3,296.45	

ORIGINAL SCREENSHOT /

WHAT THIS SCREEN SHOWS

This report summarizes income, costs and expenses over a selected period. The final result is the recorded profit or loss for that period.

WHAT YOU CAN DO

- Set the start and end dates.
- Review income, cost of goods sold and expense lines.
- Investigate the figures using the available report detail.

A SIMPLE EXAMPLE

Review the month's trading result and identify the largest expense categories.

Profit is not the same as the bank balance. Timing, unpaid invoices and other entries can create differences.

FINANCIAL REPORTS / SCREEN 25 OF 29

Balance Sheet report

**Manufacturing Sample File
Balance Sheet
As of December 31, 2022**

ASSETS	
* Current Assets	
* Checking/Savings	
Company Checking Account	10,536.00
Company Savings Account	12,000.00
Petty Cash Account	500.00
Total Checking/Savings	23,036.00
* Accounts Receivable	100,100.00
* Other Current Assets	
Materials Inventory	120,000.00
Work in Progress Direct Labor	27,312.00
Work in Progress Overhead	700.00
Work in Progress Indirect Mater	20.00
Finished Goods Inventory	-20,470.00
* Prepaids	1,000.00
Security Deposit	1,000.00
Unexpended Funds	1,000.00
Total Other Current Assets	10,272.00
* Fixed Assets	214,000.00
Automobiles & Trucks	
Computer & Office Equipment	90,000.00
Office Equipment (Less: Accumulated Depreciation)	2,000.00
Accumulated Depreciation	9,000.00
Total Fixed Assets	91,000.00
TOTAL ASSETS	425,408.00
* LIABILITIES & EQUITY	
* Liabilities	
* Current Liabilities	
* Accounts Payable	90,000.00
* Credit Cards	600.00
* Other Current Liabilities	
* Payroll Liabilities	
Payroll	1,200.00
Total Other Current Liabilities	1,200.00
Total Current Liabilities	91,800.00
* Long-Term Liabilities	
* Bonds Payable	
* Notes Payable	
* Other Long-Term Liabilities	
Total Long-Term Liabilities	
TOTAL LIABILITIES	91,800.00
* Equity	
* Retained Earnings	307,272.00
* Owner's Equity	126,336.00
TOTAL EQUITY	433,608.00

ORIGINAL SCREENSHOT /

WHAT THIS SCREEN SHOWS

A balance sheet shows the business's financial position at a particular date: what it owns, what it owes and the owners' interest.

WHAT YOU CAN DO

- Choose the reporting date.
- Review assets, liabilities and equity.
- Check unusual balances against the supporting records.

A SIMPLE EXAMPLE

Review bank balances, customer amounts due and supplier amounts owed at month end.

Assets are what the business owns; liabilities are what it owes; equity is the owners' remaining interest.

FINANCIAL REPORTS / SCREEN 26 OF 29

Compare business segments

	Automatic Pool Systems	Manual Pool Systems	Custom Pool Systems	Installation	Unallocated	TOTAL
Income						
Pool Cover & Equipment Sales	183,323.89	281,725.00	0.00	0.00	33,870.98	468,320.90
Revenue - Installation Service	11,270.00	6,050.00	0.00	1,800.00	0.00	17,820.00
Revenue - Repair Service	0.00	278.00	0.00	0.00	0.00	278.00
Total Income	194,593.89	287,953.00	0.00	1,800.00	33,870.98	488,318.90
Cost of Goods Sold						
Inventory Overages/Shortages	0.00	0.00	0.00	0.00	487.41	487.41
Cost of Goods Sold	63,810.00	110,000.00	34,000.00	0.00	16,580.00	224,390.00
Total Cost of Goods Sold	63,810.00	110,000.00	34,000.00	0.00	16,580.00	224,390.00
Gross Profit	130,783.89	177,953.00	-34,000.00	1,800.00	17,290.98	263,928.90
Expenses						
Advertising Expense	0.00	0.00	0.00	0.00	1,825.00	1,825.00
Business License & Fees	0.00	0.00	0.00	0.00	710.23	710.23
Car/Truck Expense						
Car Lease	0.00	0.00	0.00	0.00	6,750.00	6,750.00
Gas	0.00	0.00	0.00	0.00	907.64	907.64
Repairs & Maintenance	0.00	0.00	0.00	0.00	1,780.23	1,780.23
Mileage	0.00	0.00	0.00	0.00	0.00	0.00
Registration & License	0.00	0.00	0.00	0.00	540.00	540.00
Auto Insurance	0.00	0.00	0.00	0.00	3,375.00	3,375.00
Total Car/Truck Expense	0.00	0.00	0.00	0.00	13,454.87	13,454.87
Conference and Seminars	0.00	0.00	0.00	0.00	575.00	575.00
Contributions	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Depreciation Expense	0.00	0.00	0.00	0.00	846.12	846.12
Donations and Subscriptions	0.00	0.00	0.00	0.00	1,220.00	1,220.00
Insurance						
Owner's Health Insurance	0.00	0.00	0.00	0.00	3,910.00	3,910.00
Professional Liability Insurance	0.00	0.00	0.00	0.00	6,380.12	6,380.12
General Liability Insurance	0.00	0.00	0.00	0.00	13,542.31	13,542.31
Worker's Compensation	0.00	0.00	0.00	0.00	2,702.00	2,702.00
Total Insurance	0.00	0.00	0.00	0.00	26,534.43	26,534.43
Maintenance/Jaritorial	0.00	0.00	0.00	0.00	1,189.97	1,189.97
Tools & Equipment Expense	0.00	0.00	0.00	0.00	623.76	623.76
Miscellaneous and Entertainment	0.00	0.00	0.00	0.00	1,113.36	1,113.36
Office Equipment	0.00	0.00	0.00	0.00	1,050.00	1,050.00
Postage and Delivery	0.00	0.00	0.00	0.00	1,985.40	1,985.40
Professional Fees						
Legal Fees	0.00	0.00	0.00	0.00	200.00	200.00
Accounting Fees	0.00	0.00	0.00	0.00	2,110.00	2,110.00
Payroll Service Fees	0.00	0.00	0.00	0.00	1,374.72	1,374.72
Total Professional Fees	0.00	0.00	0.00	0.00	3,885.72	3,885.72
Provisional Expense	0.00	0.00	0.00	0.00	100.00	100.00
Repairs						
Computer Repairs	0.00	0.00	0.00	0.00	390.00	390.00
Total Repairs	0.00	0.00	0.00	0.00	390.00	390.00
Supplies	0.00	0.00	0.00	0.00	2,639.79	2,639.79
Telephone	0.00	0.00	0.00	0.00	2,711.63	2,711.63
Travel	0.00	0.00	0.00	0.00	952.23	952.23
Wages						
Office Manager	0.00	0.00	0.00	25,875.00	1,125.00	27,000.00
Customer Support/Sales	600.00	0.00	0.00	0.00	0.00	600.00
Payroll Tax Expenses	0.00	0.00	0.00	2,040.00	2,074.40	2,074.40
Employee Benefits	0.00	0.00	0.00	2,086.13	2,086.13	2,086.13
Employee Bonuses	0.00	0.00	0.00	0.00	0.00	0.00
Total Wages	600.00	0.00	0.00	27,921.00	3,205.40	30,726.40
Total Expense	63,810.00	110,000.00	34,000.00	0.00	73,320.00	181,450.00
Net Ordinary Income	115,983.89	117,953.00	-34,000.00	1,800.00	17,290.98	263,928.90
Other Income/Expense						
Interest Expense	0.00	0.00	0.00	0.00	2,175.20	2,175.20
Total Other Expense	0.00	0.00	0.00	0.00	2,175.20	2,175.20
Net Other Income	0.00	0.00	0.00	0.00	-2,175.20	-2,175.20
Net Income	115,983.89	117,953.00	-34,000.00	1,800.00	15,115.78	261,753.70

WHAT THIS SCREEN SHOWS

The source uses this report to illustrate a side-by-side comparison of business areas. Columns separate categories/business branches while rows show financial results.

WHAT YOU CAN DO

- Check what each column represents.
- Compare matching income and expense lines.
- Review totals alongside the individual segments.

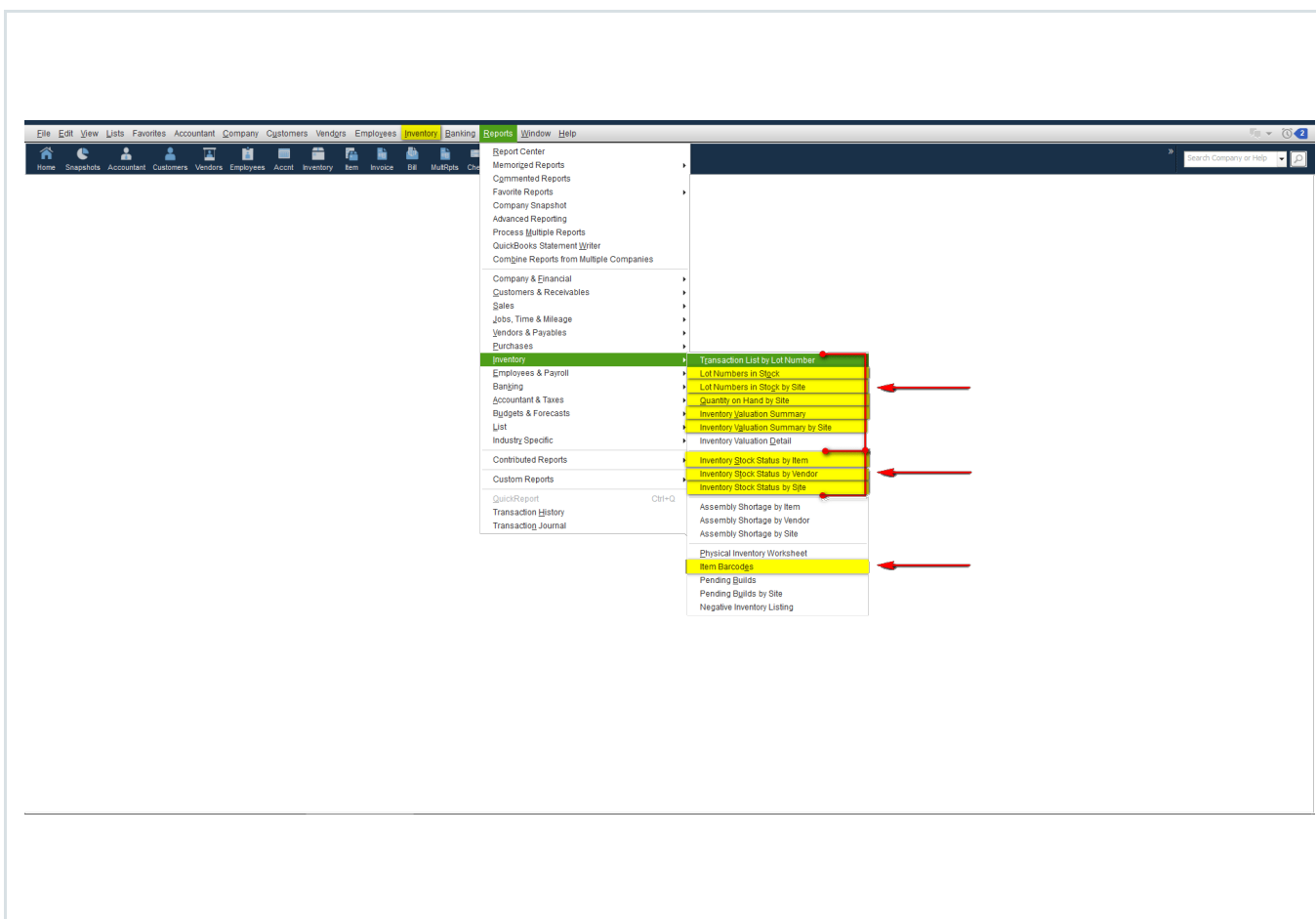
A SIMPLE EXAMPLE

Compare branches or departments when the company file has been set up to track them.

Class or department analysis requires consistent coding. This screenshot alone does not demonstrate combining separate company files.

INVENTORY AND FOLLOW-UP / SCREEN 27 OF 29

Inventory reports menu



ORIGINAL SCREENSHOT /

WHAT THIS SCREEN SHOWS

This picture shows the Reports menu with the Inventory submenu open. Highlighted entries point to stock, lot and serial-number report options.

WHAT YOU CAN DO

- Open the Inventory section of the Reports menu.
- Choose a stock, valuation or tracking report from the available list.
- Set the dates and filters after the report opens.

A SIMPLE EXAMPLE

Open a lot or serial-number report when you need to investigate tracked stock.

The source also mentions barcode reporting. This picture shows report choices, not a completed barcode report. Available options depend on the enabled inventory features.

INVENTORY AND FOLLOW-UP / SCREEN 28 OF 29

Income Tracker

CUSTOMER	JOB	TYPE	NUMBER	DATE	DUE DATE	AMOUNT	OPEN BALANCE	LAST SENT DATE	STATUS	ACTION
Retail Homeowners Custom Order - Bonit...		Estimate	71009	24-Mar-23	03-Apr-24	18,000.00	18,000.00		Open	Select
Retail Homeowners Custom Order - Jen C...		Estimate	71008	12-Mar-23	22-Mar-24	17,250.00	17,250.00		Open	
Retail Homeowners Custom Order - Steph...		Estimate	71007	07-Mar-23	17-Mar-24	16,704.00	16,704.00		Open	
Dunning's Pool Depot, Inc.-Las Vegas Sto...		Invoice	71103	15-Dec-22	15-Dec-23	34,500.00	34,500.00		Open	
Peacock Home Builders Baxter Street		Sales Order	8800	15-Dec-22	14-Jan-24	5,737.90	5,737.90		Open	
Peacock Home Builders Baxter Street		Sales Order	8801	15-Dec-22	14-Jan-24	594.85	594.85		Open	
Retail Homeowners Geoff Hicks		Invoice	71061	15-Dec-22	14-Jan-24	9,300.00	9,300.00		Open	
Dunning's Pool Depot, Inc.-Kern Store #208		Invoice	71062	08-Dec-22	07-Jan-24	29,625.00	29,625.00		Open	
Dunning's Pool Depot, Inc.-Kern Store #208		Sales Order	8795	18-Nov-22	18-Nov-23	17,266.50	17,266.50		Open	
Dunning's Pool Depot, Inc.-Littleton Store...		Sales Order	8794	17-Nov-22	17-Nov-23	34,687.50	34,687.50		Open	
Pete Hartin Contractor Oak Street		Invoice	71102	16-Nov-22	16-Dec-23	3,076.90	3,076.90		Open	
Dunning's Pool Depot, Inc.-Big City Store...		Sales Order	8791	05-Nov-22	05-Nov-23	6,375.00	6,375.00		Open	
Dunning's Pool Depot, Inc.-Las Vegas Sto...		Sales Order	8793	05-Nov-22	05-Nov-23	38,437.50	33,937.50		Open	
Retail Homeowners Diane Kohl		Sales Order	8792	05-Nov-22	05-Nov-23	500.00	500.00		Open	
Pete Hartin Contractor Oak Street		Sales Order	8789	01-Nov-22	01-Nov-23	3,228.63	151.73		Open	
Dunning's Pool Depot, Inc.-Big City Store...		Invoice	71061	25-Mar-22	24-Apr-23	17,250.00	17,250.00		Open	
Retail Homeowners Karen Dee		Invoice	71098	19-Mar-22	18-Apr-23	2,500.00	2,500.00		Open	
Retail Homeowners Karen Dee		Credit Memo	RMAT...	12-Mar-22	12-Mar-23	-2,500.00	-2,500.00		Open	
Retail Homeowners Custom Order - Bonit...		Time & Expense				11,750.00	11,750.00		Open	
Retail Homeowners Custom Order - Jen C...		Time & Expense				12,000.00	12,000.00		Open	
Retail Homeowners Custom Order - Steph...		Time & Expense				11,200.00	11,200.00		Open	

WHAT THIS SCREEN SHOWS

The Income Tracker groups sales-related transactions into a working list. Colored summary areas help you focus on different transaction statuses.

WHAT YOU CAN DO

- Review the available status groups.
- Filter the list to find transactions needing attention.
- Open a listed transaction to check its details.

A SIMPLE EXAMPLE

Review unpaid or overdue invoices before following up with customers.

Check the selected status and date filters. A sales-related total does not always mean money has been received.

ORIGINAL SCREENSHOT /

INVENTORY AND FOLLOW-UP / SCREEN 29 OF 29

Business reminders

Reminders

Today, Monday 05, October 2020

► BUSINESS SERVICE MESSAGES (1)

▼ INVENTORY TO REORDER (17)

- ANAD - Adhesive, Anchor
- ANBA-BL - Anchor Base, Black
- ANPB-BL - Anchor Pin, Black
- BO-12x4-J - Box, 1/2"x4 Single J Box
- CEPE - PED-09-3487Center Pedestal
- CDDR - 0034-121Cordless Drill
- DRPE - PowerTrak, Drive Pedestal
- ELCO-12G - Electrical Cord, 12 Gauge
- MOST - ST-89078-34Motor Stickers
- Pool Covers POCO-AQ - Pool Cover, Aqua
- PUBR - Pulley Bracket
- REHO - Retainer Hook, Manual Strap
- RORE - Single Rope Reel
- STRE-1/2 - 52-2298Strain Relief, 1/2" lg
- TRGU - Track Guides, TT (Pair)
- TRTO-CL - Track Top Clear
- TUCA-4x2 - PowerTrak, Tube Castings 4"x2"

▼ ASSEMBLY ITEMS TO BUILD (4)

- 1000-MC
- 1500-PM
- 2000-PT
- 3000-UL

Upcoming

▼ MONEY TO DEPOSIT (3)

Date	Description	Amount
15-12-2022	Retail Homeowners Jeff Rago	9,100.00
15-12-2022	Retail Homeowners Cristina Andres	7,350.00
31-12-2022	Steve Box Home Builder Easy Street	2,550.00

▼ SALES ORDERS TO PRINT (4)

Date	Description	Amount
05-11-2022	8791 - Dunning's Pool Depot, Inc. Big City Store #002	6,375.00
03-12-2022	8790 - Dunning's Pool Depot, Inc. Las Vegas Store # 554	30,000.00
15-12-2022	8800 - Peacock Home Builders Baxter Street	5,737.90
15-12-2022	8801 - Peacock Home Builders Baxter Street	594.85

► CHECKS TO PRINT (27)

-77,039.19

▼ INVOICE/ CREDIT MEMOS TO PRINT (4)

Date	Description	Amount
12-03-2022	RMA71096 - Retail Homeowners Karen Dee	-2,500.00
16-11-2022	71102 - Pete Harbin Contractor Oak Street	3,076.90
07-12-2022	71097 - Steve Box Home Builder Easy Street	-2,550.00
15-12-2022	71103 - Dunning's Pool Depot, Inc. Las Vegas Store # 554	34,500.00

► PURCHASE ORDERS TO PRINT (37)

-190,172.10

WHAT THIS SCREEN SHOWS

The Reminders window lists business items that may need attention. It helps users review outstanding tasks and transactions from one place.

WHAT YOU CAN DO

- Review the categories and items shown.
- Identify work that needs follow-up.
- Open the relevant records and deal with each task.

A SIMPLE EXAMPLE

Review reminders at the start of the day before choosing which accounts tasks to handle.

Reminder visibility depends on preferences and recorded activity. A reminder does not perform the task automatically.

ORIGINAL SCREENSHOT /

SUPPORT AND REFERENCE

Learn the screens with the right support

Software from Intuit. Independent QuickBooks services from HisabOnline.

Help for your business

HisabOnline provides independent configuration, implementation, hosting, training, support and troubleshooting. Agree the work

Visit hisabonline.com

Discuss the screens your team uses, the reports you need and the tasks users find difficult. Training can then focus on your everyday work.

How to read this guide

Examples are illustrative, not customer results. This is an interface introduction, not an installation manual or current product specification.

Source notes

Original images

QuickBooks Enterprise Independent produced white paper,

[1] Intuit Enterprise In-Depth Guide

Reference for company and customer snapshots.

[2] Intuit Understand reports

Reference for report settings and accrual-based Insights.

[3] Intuit Pay bills in QuickBooks Desktop

Reference for settling recorded supplier bills.

[4] Intuit Create modify and print checks

Reference for direct payments and the Write Checks form.

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