



# Job costing in QuickBooks Online

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#QBConnect | WiFi: QBConnect Password not required

# CPE Process

## In order to receive CPE credit

- Be sure to sign in or scan your badge for this session
- You must stay in the session for the duration of the training
- This session is eligible for 1 hour of CPE
- CPE certificates are emailed directly to you within 4 weeks of the conference date to the same email address you used to register

# About today's speaker



MB Raimondi, CPA.CITP

**Advanced Certified QuickBooks ProAdvisor**

**Certified: Enterprise Solutions and Point of Sale**

**18+ years teaching QuickBooks nationally**

**Certified Information Technology Professional (CITP)**

**Insightful Accountant Top QuickBooks Online (QBO)  
ProAdvisor, 2016**

**Insightful Accountant Top 100 ProAdvisor, 2014-2018**

# Agenda

**Intro to job costing**

**Job costing setup**

**Tracking projected jobs**

**Tracking costs**

**Tracking direct labor**

**Invoicing**

**Reports**

**Conclusion**



# Intro to Job Costing



# What

**Job costing** is accounting which tracks the costs and revenues by "job" and enables standardized reporting of profitability by job. (Wikipedia)



# Who

- Contractors
- Trades – plumbers, electricians, HVAC etc
- Architects
- Graphic designers
- Any SMB that wants to know profitability by job and can assign costs to the job





# Why

- To get profitability by job
- To better estimate in the future
- To analyze costs
- To analyze labor
- To analyze type of jobs most profitable



# Job Costing Setup



# Need QuickBooks Online (QBO) Plus

## Settings – Gear icon > Account and Settings > Expenses

Account and Settings

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

Bills and expenses

Show Items table on expense and purchase forms

On

Track expenses and items by customer

On

Make expenses and items billable

On

Default bill payment terms

Net 10

Purchase orders

Use purchase orders

On

Messages

Default email message sent with purchase orders

# Settings - Advanced

Account and Settings			
Company	Categories	Track classes	Off
Billing & Subscription		Track locations	Off
Sales	Automation	Pre-fill forms with previously entered content	Off
Expenses		Automatically apply credits	Off
Payments		Automatically invoice unbilled activity	Off
		Automatically apply bill payments	Off
Advanced	Projects	Use project financial tracking	On
	Time tracking	Add Service field to timesheets	On
		Make Single-Time Activity Billable to Customer	On
	Currency	Home Currency	United States Dollar
		Multicurrency	Off
	Other preferences	Date format	MM/dd/yyyy
		Number format	123,456.00
		Customer label	Customers
		Warn if duplicate check number is used	Off
		Warn if duplicate bill number is used	Off
		Sign me out if inactive for	3 hours

# Items

## Sales > Products and Services

The screenshot displays the QuickBooks interface. On the left sidebar, the 'Sales' menu item is highlighted with a red box. The main header area shows a navigation bar with 'All Sales', 'Invoices', 'Customers', and 'Products and Services' (which is also highlighted with a red box). Below the header, the 'Products and Services' section is titled, with a 'More' dropdown and a green 'New' button. The main content area features two summary cards: '2 LOW STOCK' with an orange box icon and '3 OUT OF STOCK' with a red box icon. The bottom of the interface shows the 'qb intuit quickbooks. CONNECT' logo.



# Items

## Use items on purchase transactions

The screenshot displays the 'Items' form in Intuit QuickBooks. The form is divided into several sections: 'Name\*', 'SKU', 'Is sub-product/service', 'Sales information', 'Sales price/rate', 'Income account', 'Is taxable', 'Purchasing information', 'Cost', and 'Expense account'. The 'Purchasing information' section is highlighted with a red box. It contains a checked checkbox for 'I purchase this product/service from a vendor.' and a text field with 'Subcontractors' entered. The 'Expense account' dropdown is also visible, showing 'Job Expenses:Subcontractors' selected.

**Name\***  
Subcontractors

**SKU**

☐ Is sub-product/service  
Enter parent product/service

**Sales information**  
☒ I sell this product/service to my customers.  
Subcontractors

**Sales price/rate**

**Income account**  
Sales

☐ Is taxable

**Purchasing information**  
☒ I purchase this product/service from a vendor.  
Subcontractors

**Cost**

**Expense account**  
Job Expenses:Subcontractors

# Customers

Customer information

Title

First name

Middle name

Last name

Suffix

Email

Separate multiple emails with commas

Company

A Company that's the Bill to

\* Display name as

A Company that's the Bill to

Print on check as

☒ Use display name

A Company that's the Bill to

Phone

Mobile

Fax

Other

Website

☐ Is sub-customer

Enter parent customer

Bill with parent

Address

Notes

Tax info

Payment and billing

Attachments

Billing address

map

955 White Plains Road

Trumbull

CT

06611

Country

Shipping address

map

☒ Same as billing address

Street

City/Town

State/Province

ZIP code

Country

Cancel

Privacy

Save

14

@mbrcpa

#QBConnect

qb

intuit

quickbooks.

CONNECT

# Sub-customers vs projects

Projects	Sub-Customers
Project Center: One place to see and do everything	5 hierarchical levels including customer
Project Profitability report	Bill this customer instead of with parent
Time Cost by Employee / Vendor report	Different address than customer
Unbilled Time and Expenses report	

# Customers and sub-customers

Customer information

Title

First name

Middle name

Last name

Suffix

Email

Separate multiple emails with commas

Company

Phone

Mobile

Fax

\* Display name as

New Sub-Customer

Print on check as

☒ Use display name

New Sub-Customer

Address

Notes

Tax info

Payment and billing

Attachments

Billing address

map

Street

City/Town

State/Province

ZIP code

Country

Shipping address

map

☒ Save

Is sub-customer

1-Adams Family

Bill with parent

Bill with parent

Bill this customer

Street

City/Town

State/Province

ZIP code

Country

Cancel

Privacy

Save

# Projects - Settings

Account and Settings			
Company			
Billing & Subscription	Chart of accounts	Enable account numbers	Off
Sales	Categories	Track classes	Off
		Track locations	Off
Expenses			
Payments	Automation	Pre-fill forms with previously entered content	Off
		Automatically apply credits	Off
		Automatically invoice unbilled activity	Off
		Automatically apply bill payments	Off
Advanced	Projects	Use project financial tracking	On

# Projects - Add

Dashboard

Banking

Sales

Expenses

Time

Projects

Workers

Reports

Taxes

Accounting

My Accountant

Apps

Tools

intuit quickbooks

+

?

?

Projects

Project Reports

Search all projects

Hourly labor costs

New project

In progress

All customers

PROJECT / CUSTOMER

REVENUE/ COSTS

PROFIT MARGIN

TIME

Corporate catering

Tina Sinclair

\$4,200.00

\$3,000.00

29%

80.25 hrs

Ann's Wedding

Ann Perrier

\$4,271.26

\$3,500.00

15%

50.53 hrs

Anniversary at Sia's

Clay Duncan

\$9,000.00

\$8,000.00

11%

54 hrs

Wedding Catering

Lowel Services

\$3,709.14

\$3,500.00

5.6%

18 hrs

New project

Project name \*

New project

Customer \*

Who's the project for?

Notes

Add details you want to remember

How will you bill your customer?

Fixed Fee

Time and Materials

Advanced

My project costs also include my company's Products and Services.

# Tracking Projected Jobs



# Tracking potential revenue and expenses

## Estimates

- Revenue only
- By items

## Budgets

- Revenue and Expenses
- By Accounts





# Estimates

Estimate

Choose a customer or project

+ Add new

1-Adams Family

BathroomProject of 1-Adams Family

2nd Widget Customer

Abercrombie, Kristy

Family RoomSub-customer of Abercrom...

KitchenSub-customer of Abercrom...

Remodel BathroomSub-customer of Abercrom...

Allard, Robert

Email (Separate emails with a comma)

Expiration date

Sales Rep

DESCRIPTION

1-Adams Family: Bathroom

Pending

Email (Separate emails with a comma)

Send

Billing address

Adams Family  
123 Main Street  
Anywhere City, CT 06666

Estimate date

09/18/2017

P.O. Number

Estimate status

Pending

Pending

Accepted

Closed

Rejected

1-Adams Family:Bathroom

Email (Separate emails with a comma)

Accepted

Send later

Copy to invoice

\$7,150.00

Billing address

Adams Family  
123 Main Street  
Anywhere City, CT 06666

Estimate date

09/18/2017

Expiration date

P.O. Number

Sales Rep

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1		Design	Design of new bathroom	4	100	400.00	
2		Subcontractors	Subcontractors	15	50	750.00	
3		Materials	Materials	1	6,000	6,000.00	
4							

Add lines

Clear all lines

Add subtotal

Subtotal

\$7,150.00

Taxable subtotal

Select a sales tax rate

Total

\$7,150.00

Estimate Total

\$7,150.00

Message displayed on estimate

21

@mbrcpa

#QBConnect

intuit  
quickbooks.

CONNECT

# Budgets

New Budget

Name \*

Adams Bathrrrom

Fiscal Year

FY2017 (Jan 2017 - Dec 2017) ▼

Interval

Yearly ▼

Pre-fill data?

No ▼

Subdivide by

Customer ▼

Add subdivided budget for

1-Adams Family:Bathro ▼

View budget for

1-Adams Family:... ▼

# Budgets

Adams Bathroom

Name \*

Adams Bathroom

Add subdivided budget for

1-Adams Family:Bathro

View budget for

1-Adams Family:...

ACCOUNTS

JAN - DEC

▼ INCOME

▼ Construction Income

Design Income

400.00

Materials Income

6,000.00

Subcontracted Labor Income

750.00

Total Construction Income

7,150.00

Total Income

7,150.00

▼ OTHER INCOME

Total Other Income

0.00

▼ COST OF GOODS SOLD

▼ Job Expenses

Job Materials

4,000.00

Subcontractors

400.00

Total Job Expenses

4,400.00

Total Cost of Goods Sold

4,400.00

# Tracking Costs



# Direct costs

Expense

Baxter, Gregory

Checking

Balance \$114,086.52

AMOUNT

\$150.00

Payment date

09/18/2017

Payment method

E-Check

Ref no.

Account details

Item details

Use items

	#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	TAX	CUSTOMER / PROJECT
	1	Subcontractors	Subcontractors	3	50	150.00			1-Adams Family:Bathroom
	2								

Add lines

Clear all lines

Memo

Total

\$150.00

Mark billable if invoicing based on time and materials

Assign a customer

# Direct costs – Using mobile app

- Can take pictures of receipts
- Create expense
- Assign customer
- Mark billable
- Can't assign item



# Indirect job costs - Allocate

Expense #45451

Sergeant Insurance

Checking

Balance \$114,086.52

AMOUNT

\$3,700.00

Payment date

06/01/2017

Payment method

Enter Text

Ref no.

45451

Account details

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	TAX	CUSTOMER / PROJECT
1	I-Workers Comp	Workers Comp - Indirect	1	1,200	1,200.00			Allocation Customer
2	I-Liability Insurance	Liability Insurance - Indirect	1	2,500	2,500.00			Allocation Customer
3								

# Indirect job costs - Allocate

Check

Allocation Customer

Clearing Account

Balance \$0.00

AMOUNT

\$0.00

Mailing address

Allocation Customer

Payment date

09/30/2017

Check no.

☐ Print later

Account details

Item details

	#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	TAX	CUSTOMER / PROJECT	
	1	I-Liability Insurance	Liability Insurance - Indirect	1	1,000	1,000.00			1-Adams Family:Bathroom	
	2	I-Liability Insurance	Liability Insurance - Indirect	1	1,500	1,500.00			Abercrombie, Kristy:Remo	
	3	I-Liability Insurance	Liability Insurance - Indirect	1	-2,500	-2,500.00			Allocation Customer	
	4	I-Workers Comp	Workers Comp - Indirect	1	600	600.00			1-Adams Family:Bathroom	
	5	I-Workers Comp	Workers Comp - Indirect	1	600	600.00			Abercrombie, Kristy:Remo	
	6	I-Workers Comp	Workers Comp - Indirect	1	-1,200	-1,200.00			Allocation Customer	
	7	<div>Enter Text</div>					<input type="checkbox"/>	<input type="checkbox"/>	<div>Enter Text</div>	
	8									

Add lines

Clear all lines



# Owner's time – Zero dollar check

⌚

Check #2

?

>

Choose a payee

▼

Clearing Account

▼

Balance \$0.00

AMOUNT

\$0.00

Mailing address

Payment date

09/30/2017

Check no.

2

☐ Print later

▶ Account details

▼ Item details

	#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	TAX	CUSTOMER / PROJECT	
⋮	1	Owner's Time	Owner's Time	35	75	2,625.00			1-Adams Family:Bathroom	🗑
⋮	2	Owner's Time	Owner's Time	20	75	1,500.00			Abercrombie, Kristy:Remo	🗑
+	3	Owner's Time	Owner's Time	1	-4,125	-4,125.00	<input type="checkbox"/>	<input type="checkbox"/>	Enter Text	🗑

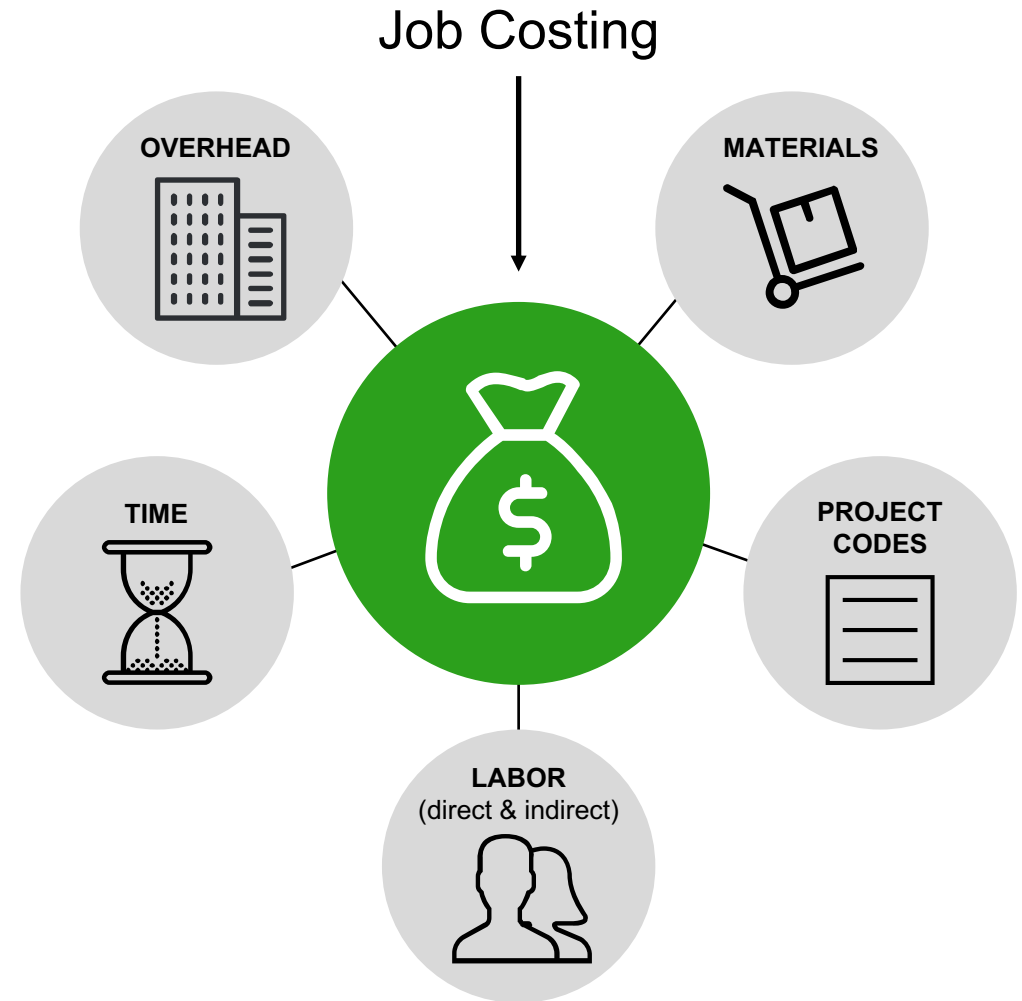
# Tracking Direct Labor



# Ways to job cost direct labor

## In QuickBooks

- Labor costing with QuickBooks Payroll
- Labor costing using internal hourly rate
- 3rd party apps



# Labor costing using QuickBooks Payroll

Create the project in QuickBooks

ProjectsProject Reports

Search all projects

In progressAll customers

New project

Project name \*  
New project

Customer \*  
Who's the project for?

Notes  
Add details you want to remember

How will you bill your customer?  
Fixed FeeTime and Materials

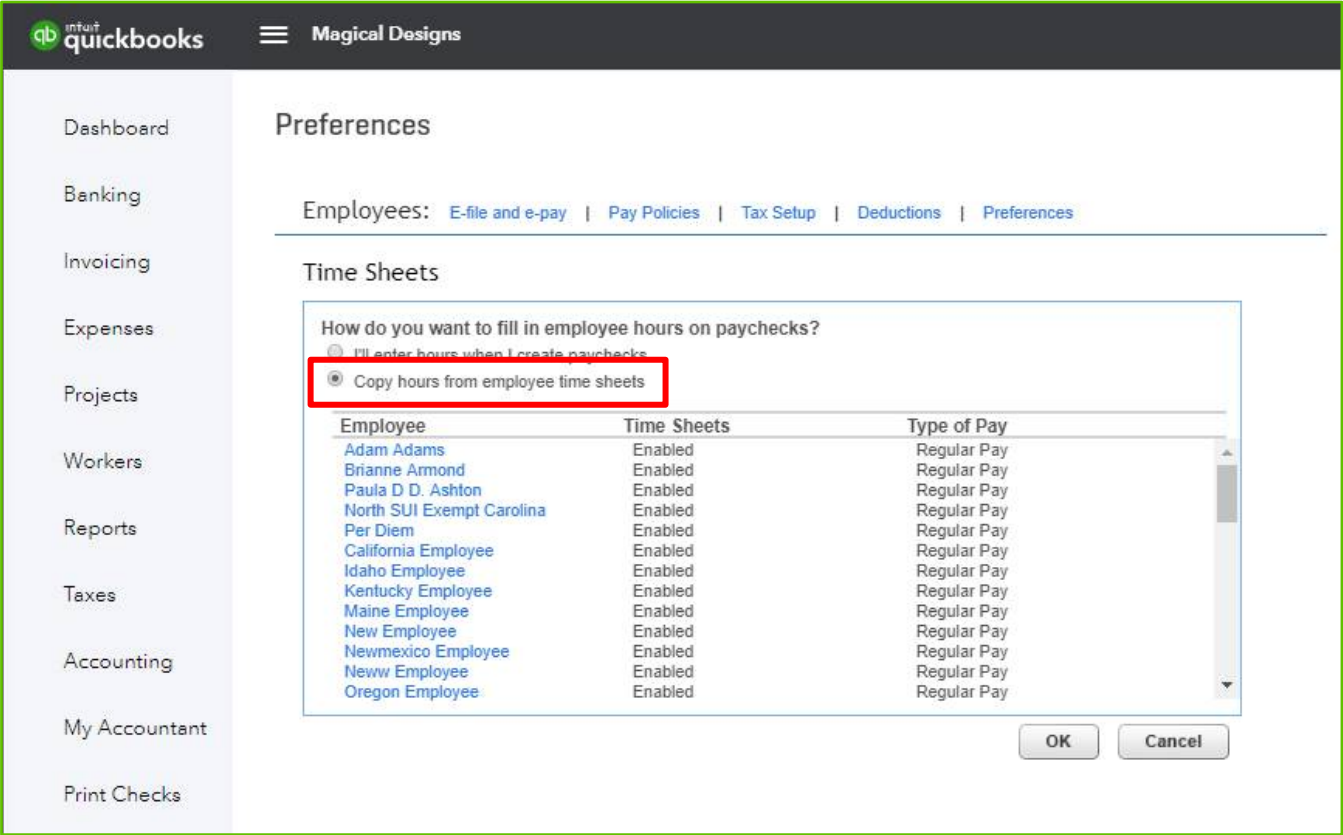
Advanced  
☐ My project costs also include my company's Products and Services.

Hourly labor costs

New project

# Labor costing using QuickBooks Payroll

Make sure to set payroll preference to copy hours to paycheck



# Labor costing using QuickBooks Payroll

Enter time using TSheets

TOTALS

CURRENT

0:00:45

DAY

0:00

WEEK

0:00

CUSTOMERS

Search customers

Top

★ Adams Family > Living Room

0:00

007 James Bond

A CT Customer

A New Canadian Customer

a New Euro Customer

>

Adam's Candy Shop

Adams Family

>

An Australian customer

Andres, Cristina

Another New Customer

>

Balak, Mike

>

Blackwell, Edward

>

BILLABLE

Yes

CLASS

Design

SERVICE ITEM

Design

NOTES

Saved

Design living room

OPTIONS

Clock Out

Time Entries

Timesheet List

Manual Time Card

Time Slider

+ Add Time

Actions

Pay period

Today

<

>

Sep 15 – 21, 2018

Name

Time in - out

Duration

Customer

Location

Attachme... Notes

^ Wed, Sep 19

Shane Hamby

Manual

5h 00m

Blackwell, Edward > ...

(Newtown, CT?)

Shane Hamby

Manual

3h 00m

Adams Family > Livin...

(Newtown, CT?)

^ Tue, Sep 18

Shane Hamby

Manual

9h 30m

Crenshaw, Bob > Cut...

(Newtown, CT?)

^ Mon, Sep 17

Shane Hamby

Manual

6h 30m

Adams Family > Livin...

(Newtown, CT?)

Shane Hamby

Manual

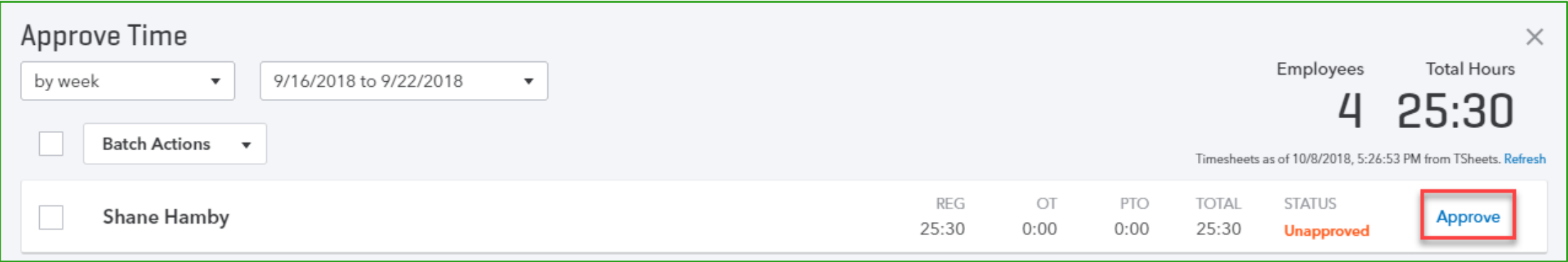
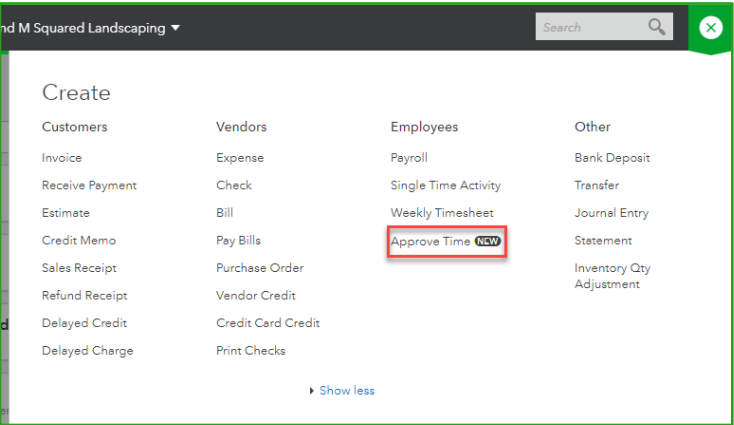
1h 30m

Crenshaw, Bob > Cut...

(Newtown, CT?)

# Labor costing using QuickBooks Payroll

Approve time if using TSheets



# Labor costing using QuickBooks Payroll

Enter time using QBO

Weekly Timesheet									
#	DETAILS	MON 10	TUE 11	WED 12	THU 13	FRI 14	SAT 15	SUN 16	TOTAL
1	<div>Adams Family:Living F</div> <div>Landscaping Labor</div> <div>Landscaping Labor</div> <div>Cost rate (/hr) <span>NEW</span> 30.00</div> <div>Salary</div> <div><input type="checkbox"/> Billable (/hr)</div> <div>Design</div>	9:00							9:00
2	<div>Crenshaw, Bob:Cut dowl</div> <div>Installation</div> <div>Installation of landscape design</div> <div>Cost rate (/hr) 30.00</div> <div>Salary</div> <div><input type="checkbox"/> Billable (/hr)</div> <div>Landscaping</div>		10:00	6:00					16:00
3	<div>Blackwell, Edward:Re-dc</div> <div>Installation</div> <div>Installation of landscape design</div> <div>Cost rate (/hr) 30.00</div> <div>Salary</div> <div><input type="checkbox"/> Billable (/hr)</div> <div>Maintenance</div>				8:00				8:00



# Labor costing using QuickBooks Payroll

Run payroll

Run Payroll: Every Friday

Bank account

Checking

Balance \$-62,562.80

Pay period

09/17/2018 to 09/23/2018

Pay date

09/28/2018

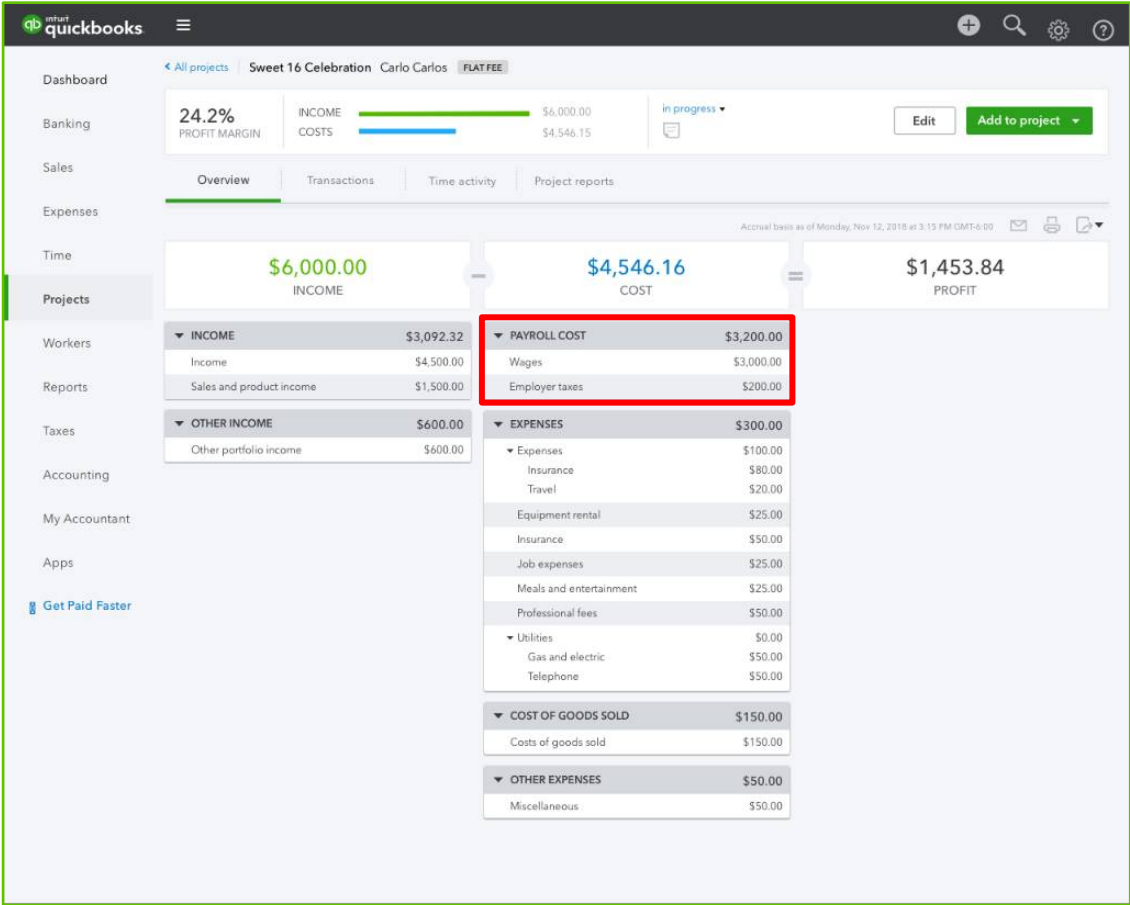
TOTAL PAY

\$1,000.00

EMPLOYEE	SALARY	REGULAR PAY HR...	SHOP TIME HRS	OT HRS	MEMO	TOTAL PAY
<input type="checkbox"/> JC Client, Joe \$15.00 / hour						
<input checked="" type="checkbox"/> SH Hamby, Shane B \$52,000.00 / year	\$1,000.00					\$1,000.00
TOTAL	\$1,000.00	0.00	0.00	0.00		\$1,000.00

# Labor costing using QuickBooks Payroll

Project dashboard includes payroll and taxes



# Labor costing using QuickBooks Payroll

Project Profitability report includes payroll and taxes

PROJECT PROFITABILITY FOR ADAMS FAMILY'S LIVING ROOM	
All Dates	
	TOTAL
▼ Income	
▼ Landscaping Services	
Design Services	1,000.00
Total Landscaping Services	1,000.00
Sales	22,500.00
Total Income	\$23,500.00
GROSS PROFIT	\$23,500.00
▼ Expenses	
▼ Payroll Expenses	
Taxes	57.31
Wages	717.55
Total Payroll Expenses	774.86
Purchases	22,500.00
Repairs	50.00
Total Expenses	\$23,324.86
NET OPERATING INCOME	\$175.14
▼ Other Expenses	
Unrealized Gain or Loss	-45.84

# Labor costing using Estimated Costs

Enter time using QBO entering hourly rate & burden

#	DETAILS	MON 10	TUE 11	WED 12	THU 13	FRI 14	SAT 15	SUN 16	TOTAL	
1	Adams Family:Living F	Cost rate (/hr) <span>NEW</span> 30.00								
	Landscaping Labor	Salary								
	Landscaping Labor	<input type="checkbox"/> Billable (/hr)								
2	Crenshaw, Bob:Cut down	Cost rate (/hr) 30.00								
	Installation	Salary								
	Installation of landscape design	<input type="checkbox"/> Billable (/hr)								
	Blackwell, Edward:Re-do	Cost rate (/hr) 30.00								

Cost rate(/hr) allows you to see aproximate labor costs in Projects Center even if you haven't completed payroll

You will be able  
assign internal cost  
rate for each  
employee

You can also enter  
vendor rate on  
vendor record

Hourly internal cost rate

How much your employees cost your company and includes, wages, taxes, and overhead.  
*This rate will be added with any time tracked for the employee in the future.*

All Employees ▼ + Add employee

EMPLOYEE	HOURLY COST RATE
Alya Arty	70.00 <span>⌵</span> <span>Cancel</span> <span>Save</span>
Beth B	
Candice	
David	
Hira H	
Josh J	
Sally S	

Calculate hourly employee cost

Wages 70.00 hourly ▼

Employer taxes/hr  
(7.65% - Social Security & Medicare) 1.87

Additional employer taxes/hr  
(SUTA, FUTA, etc) 1.87

Workers Comp/hr 1.87

Overhead/hr 1.87

Recommended hourly cost 71.87

Cancel Add

Then you won't have to add it on each line on timesheet

Weekly Timesheet

Candice Costa

15-4-2018 to 21-4-2018

TOTAL HOURS  
40:00

#	DETAILS	SUN 15	MON 16	TUE 17	WED 18	THU 19	FRI 20	SAT 21	TOTAL
	<div>Amy's Bird Sanctuary</div> <div>internal cost/hr 65.21</div> <div>Regular pay</div>								<div>internal cost \$800.00</div>
	<div>Design: Design</div> <div>Through the agency</div> <div><input type="checkbox"/> Billable (/hr)</div>		2:00	4:00	3:00	3:30	2:00		<div>hrs 14:30</div>
2	<div>Sweet 16 celebration</div> <div>Design: Design</div> <div>internal service cost/hr 50.00</div> <div>Description</div> <div><input checked="" type="checkbox"/> Billable (/hr) 75.00 <input type="checkbox"/> Taxable</div>		2:00	4:00	3:00	3:30	2:00		<div>internal cost \$800.00</div> <div>hrs 14:30</div> <div>billable \$1,320.00</div>
3	<div>Amy's Bird Sanctuary</div> <div>internal cost/hr 65.21</div> <div>Design: Design</div> <div>Through the agency</div> <div><input type="checkbox"/> Billable (/hr)</div>		4:00		2:00	1:00	4:00		<div>internal cost \$500.00</div> <div>hrs 11:00</div>
TOTAL			8:00	8:00	8:00	8:00	8:00		40:00

Add lines

Clear all lines

Privacy

Cancel

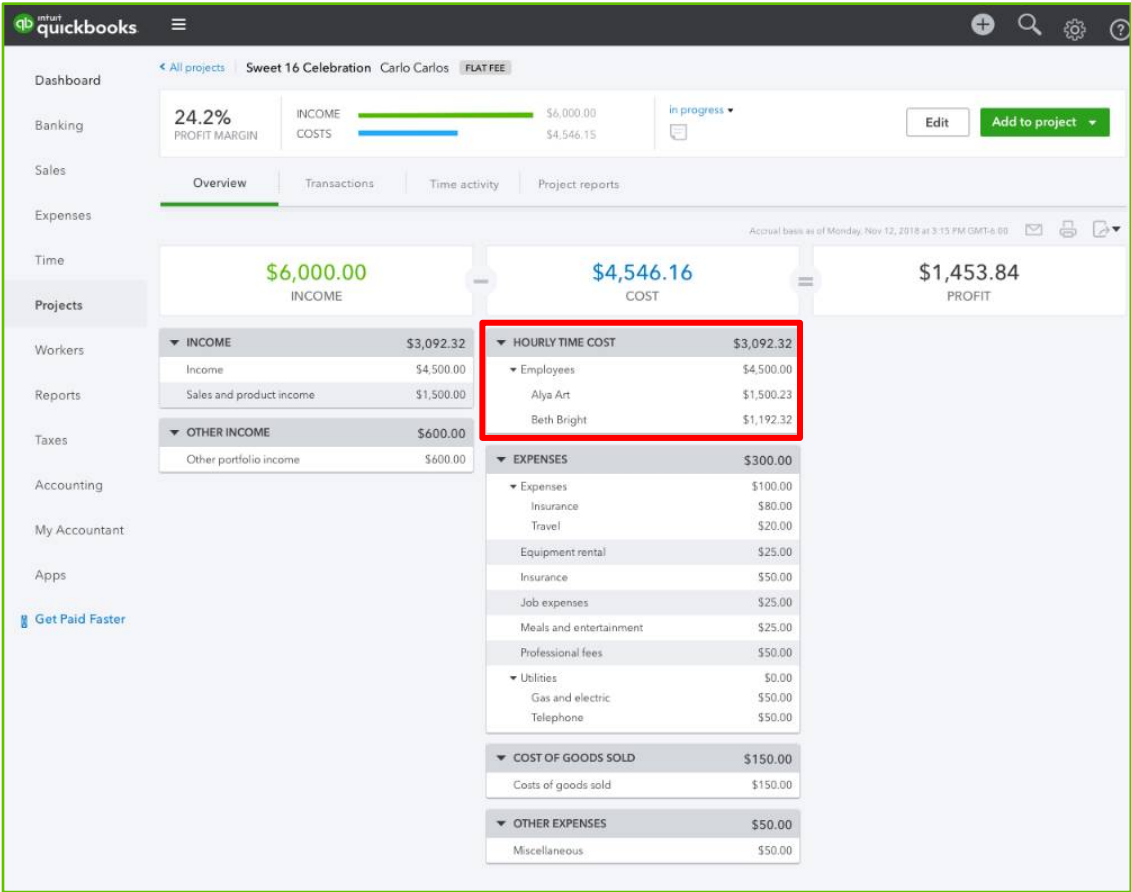
Copy last timesheet

Save

Save and new

# Labor costing using Estimated Costs

Project dashboard includes hourly time cost based on internal rate




# Labor costing using Estimated Costs

Run Time Cost report based on internal rate/hr

TIME COST BY EMPLOYEE/VENDOR FOR ADAMS FAMILY'S LIVING ROOM									
All Dates									
EMPLOYEE	ACTIVITY DATE	PRODUCT/SERVICE	MEMO/DESCRIPTION	DURATION	COST RATE	COST	BILLABLE	BILLABLE RATE	BILLABLE TOTAL
▼ Heather Linslong									
Heather Linslong	09/19/2018	Sales - Taxable		8:00	50.00	400.00	No	0.00	
Total for Heather Linslong				8:00		\$400.00			
▼ Joe Client									
Joe Client	09/10/2018	Landscaping Labor		8:00	17.00	136.00	Yes	75.00	600.00
Total for Joe Client				8:00		\$136.00			\$600.00
▼ Shane B. Hamby									
Shane B. Hamby	09/10/2018	Landscaping Labor	Landscaping Labor	9:00	30.00	270.00	No	75.00	
Shane B. Hamby	09/10/2018	Design	Design of living room project	6:30	30.00	195.00	Yes	55.00	357.50
Shane B. Hamby	09/12/2018	Design	Re-do some design - No charge	3:00	30.00	90.00	No		
Shane B. Hamby	09/17/2018	Design		6:30	30.00	195.00	Yes	55.00	357.50
Shane B. Hamby	09/19/2018	Design		3:00	30.00	90.00	No		
Total for Shane B. Hamby				28:00		\$840.00			\$715.00
Total				44:00		\$1,376.00			\$1,315.00




# OR....Go to apps.com

 Apps Learning Center


### Search results for: job costing

Results: 93 Apps




**Knowify for Contractors** ★★★★★ (18)

Job costing, contract management, change orders, and more for contractors. ... **Job Costing** & Project Management. ... We even allow you to allocate someone to two different **jobs** at once, since we know that people often swing between multiple **job**-sites depending on timing and ...



**Corecon** ★★★★★ (45)

Construction software suite to track leads and projects ... If **job costing** is one of your main pain points, Corecon is your answer ... Plus, 20 + financial dashboards are available to analyze **cost**, contract amount, labor ... Quickly prepare estimates for even complex **jobs**. ...



**TSheets Time Tracking** ★★★★★ (2068)

Simplify payroll with the ONLY time tracking system inside QuickBooks! ... It keeps a timestamp for each clock in/out, **job** code change & ... Creating a schedule with Excel is **costing** you more than you think. ... than ever to build & share schedules with employees, assign **jobs** & shifts ...

# Invoicing



# Invoicing – From estimate

Estimate #1001

1-Adams Family:Bathroom

Email (Separate emails with a comma)

Accepted

☐ Send later

Cc/Bcc

Copy to invoice

AMOUNT

\$7,150.00

Billing address

Adams Family  
123 Main Street  
Anywhere City, CT 06666

Estimate date

09/18/2017

Expiration date

P.O. Number

Sales Rep

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
1		Design	Design of new bathroom	4	100	400.00		
2		Subcontractors	Subcontractors	15	50	750.00		
3		Materials	Materials	1	6,000	6,000.00		
4								

Add lines

Clear all lines

Add subtotal

Subtotal

\$7,150.00

# Invoicing – From estimate

Invoice

1-Adams Family:Bathroom






Email (Separate emails with a comma)


1 linked transaction

☐ Send later

Cc/Bcc

Online payments [Get set up](#)

☐ Cards     

☐ Free bank transfer 

BALANCE DUE

\$7,150.00

Billing address

Adams Family  
123 Main Street  
Anywhere City, CT 06666

Terms

Net 30

Invoice date








09/30/2017

Due date

10/30/2017

P.O. Number

Sales Rep

	#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX		
	1		Design	Design of new bathroom	4	100	400.00			
	2		Subcontractors	Subcontractors	15	50	750.00			
	3		Materials	Materials	1	6,000	6,000.00			
	4									

# Progress Invoicing – Settings

Account and Settings

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

Shipping

Custom fields

Custom transaction numbers

Service date

Discount

Deposit

Products and services

Show Product/Service column on sales forms

Show SKU column

Turn on price rules BETA

Track quantity and price/rate

Track inventory quantity on hand

Progress Invoicing ☒ Create multiple partial invoices from a single estimate On

Cancel

Save

# Progress Invoicing – From estimate

×

How much do you want to invoice?

☐ Total of all estimate lines = \$2,000.00

☒ 30% of each line =

☐ Custom amount for each line

Create invoice

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	DUE	QTY	RATE	AMOUNT	TAX		
1	03/30/2018	Design	Design	30% of 2,000.00	3	200	600.00			
2										

# Progress Invoicing – From estimate

	#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	DUE	QTY	RATE	AMOUNT	TAX		
	1		Design	Design	1,000.00 of 1,000.00	10	100	1,000.00			
	2		Blueprints	Blueprints	500.00 of 500.00	1	500	500.00			
	3		Installation	Installation labor	0.00 of 875.00	0.00	35	0.00			
	4		A1 Custom Storage Shed	Custom Storage Building - Model A1 Your customer won't see any of the items in this bundle	0.00 of 3,125.00	0	3,125	0.00			

There are multiple lines for Estimate #1004. Would you like to remove this line from the invoice or unlink the whole transaction?

Remove line

Unlink it

Rough lumber

0.00 of 2,500.00

0.00

# Progress Invoicing – From estimate

## Invoice

1-Adams Family

Net 30 ▼

09/11/2018

10/11/2018

P.O. Number

Sales Rep

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	DUE	QTY	RATE	AMOUNT	TAX		
1	09/11/2018	Installation	Installation labor	875.00 of 875.00	25	35	875.00			
2		A1 Custom Storage Shed	Custom Storage Building - Model A1 Your customer won't see any of the items in this bundle	3,125.00 of 3,125.00	1	3,125	3,125.00			
		Lumber:Rough	Rough lumber	2,500.00 of 2,500.00	50	50				
		Labor		625.00 of 625.00	25	25				
3										

Subtotal \$4,000.00

Add lines Clear all lines Add subtotal

Message displayed on invoice

Message displayed on statement

Taxable subtotal **\$2,500.00**

Select a sales tax rate ▼

0.00

Total **\$4,000.00**

Deposit



# Invoicing for billable charges

Invoice

Abercrombie, Kristy:Remodel Bat

kristy@samplename.com

☐ Send later

Online payments [Get set up](#)

☐ Cards ☐ Free bank transfer

BALANCE DUE

\$0.00

Billing address

Mrs. Kristy Abercrombie  
Kristy Abercrombie  
5647 Cypress Hill Rd  
Bayshore, CA 94326

Terms

Net 30

Invoice date

01/01/2018

Due date

01/31/2018

P.O. Number

Sales Rep

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1							
2							

Add lines

Clear all lines

Add subtotal

Message displayed on invoice

Statement memo

Attachments

Maximum size: 25MB

Subtotal

\$0.00

Taxable subtotal

Total

\$0.00

Deposit

Balance due

\$0.00

Add to Invoice

Filter by

All dates

Don't group time

Add all

Billable time

Sept 20

4:00

\$480.00 | Taxable

Allocated Labor - is taxable

Add

Open

Billable time

Sept 20

4:00

\$320.00 | Taxable

Allocated Labor - is taxable - rate - lab...

Add

Open

Billable time

Sept 21

8:00


\$960.00 | Taxable

Allocated Labor - is taxable

Add

Open

# Invoicing from scratch

 Invoice

billing address

1-New Allocated Payroll Customer

terms

Net 30

invoice date

09/30/2017

due date

10/30/2017

P.O. Number

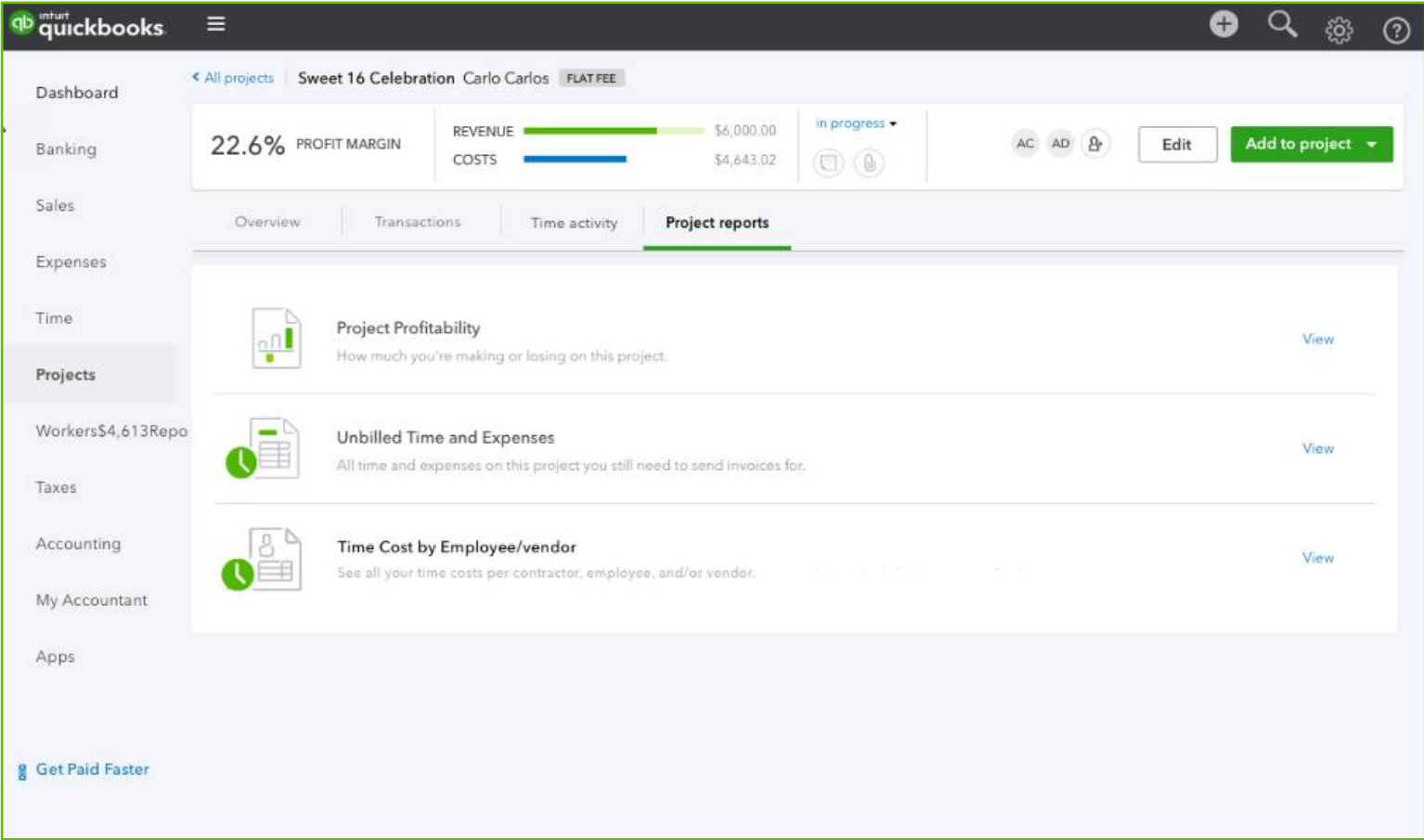
Sales Rep

	#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
	1		Room Addition/Remodel	Project Total Your customer will see all items in this bundle	1	13,192	13,192.00		
			Floor Plans	Floor plans	1	1,000			
			Concrete Slab	Foundation slab - prep and pouring	10	50			
			Framing	Framing labor	1	3,500			
			Wood Door:Exterior	Exterior wood door	2	120			
			Window	Window	10	400			
			Subs:Duct Work	Heating & Air Conditioning Duct Work	10	60			
			Subs:Insulating	Install insulation	8	45			

# Reports



# Project reports



# Project reports – Project Profitability

Filtered for project

Castle Construction

PROJECT PROFITABILITY FOR 1-ADAMS FAMILY'S BATHROOM

All Dates

	TOTAL
Income	
Total Income	
▼ Cost of Goods Sold	
Allocated labor	4,000.00
▼ Job Expenses	
Job Materials	1,040.00
Total Job Expenses	1,040.00
Owner's time	2,625.00
Total Cost of Goods Sold	\$7,665.00
GROSS PROFIT	\$ -7,665.00
Expenses	
Total Expenses	
NET OPERATING INCOME	\$ -7,665.00
NET INCOME	\$ -7,665.00

# Project reports – Unbilled Time and Expenses

UNBILLED TIME AND EXPENSES FOR ADAMS FAMILY'S LIVING ROOM						
All Dates						
DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	AMOUNT	BALANCE
▼ Adams Family						
▼ Living Room						
09/10/2018	Time Charge		No		600.00	600.00
09/10/2018	Time Charge		No	Design of living room project	357.50	957.50
09/17/2018	Time Charge		No		357.50	1,315.00
Total for Living Room					\$1,315.00	
Total for Adams Family					\$1,315.00	
TOTAL					\$1,315.00	

# Project reports – Time Costs based on internal rate/hr

TIME COST BY EMPLOYEE/VENDOR FOR CRENSHAW, BOB'S CUT DOWN TREE									
All Dates									
EMPLOYEE	ACTIVITY DATE	PRODUCT/SERVICE	MEMO/DESCRIPTION	DURATION	COST RATE	COST	BILLABLE	BILLABLE RATE	BILLABLE TOTAL
▼ Heather Linslong									
Heather Linslong	09/17/2018	Installation	Installation of landscape design	8:00	50.00	400.00	No	35.00	
Total for Heather Linslong				8:00		\$400.00			
▼ Joe Client									
Joe Client	09/13/2018	Landscaping Labor		2:00	18.00	36.00	No	0.00	
Joe Client	09/13/2018	Landscaping Labor		8:00	18.00	144.00	No	0.00	
Total for Joe Client				10:00		\$180.00			
▼ Shane B. Hamby									
Shane B. Hamby	09/10/2018	Landscaping Labor	Start cut down of tree	1:30	30.00	45.00	Yes	75.00	112.50
Shane B. Hamby	09/11/2018	Landscaping Labor	Cut down tree and clean up	9:30	30.00	285.00	Yes	75.00	712.50
Shane B. Hamby	09/11/2018	Installation	Installation of landscape design	10:00	30.00	300.00	No	35.00	
Shane B. Hamby	09/12/2018	Installation	Installation of landscape design	6:00	30.00	180.00	No	35.00	
Shane B. Hamby	09/17/2018	Landscaping Labor		1:30	30.00	45.00	Yes	75.00	112.50
Shane B. Hamby	09/18/2018	Landscaping Labor		9:30	30.00	285.00	Yes	75.00	712.50
Total for Shane B. Hamby				38:00		\$1,140.00			\$1,650.00
Total				56:00		\$1,720.00			\$1,650.00

# Reports – P&L by job

PROFIT AND LOSS				
Columns by customer Filter for sub-customer or job		All Dates		
	1-ADAMS FAMILY	BATHROOM	TOTAL 1-ADAMS FAMILY	TOTAL
▼ INCOME				
Sales		7,150.00	7,150.00	\$7,150.00
<b>Total Income</b>	<b>\$0.00</b>	<b>\$7,150.00</b>	<b>\$7,150.00</b>	<b>\$7,150.00</b>
▼ COST OF GOODS SOLD				
Allocated labor		4,000.00	4,000.00	\$4,000.00
Owner's time		2,625.00	2,625.00	\$2,625.00
<b>Total Cost of Goods Sold</b>	<b>\$0.00</b>	<b>\$6,625.00</b>	<b>\$6,625.00</b>	<b>\$6,625.00</b>
GROSS PROFIT	<b>\$0.00</b>	<b>\$525.00</b>	<b>\$525.00</b>	<b>\$525.00</b>
EXPENSES				
<b>Total Expenses</b>			<b>\$0.00</b>	<b>\$0.00</b>
NET OPERATING INCOME	<b>\$0.00</b>	<b>\$525.00</b>	<b>\$525.00</b>	<b>\$525.00</b>
NET INCOME	<b>\$0.00</b>	<b>\$525.00</b>	<b>\$525.00</b>	<b>\$525.00</b>



# Reports – P&L by item

<div> Columns = Products/Services  Filter = job  Products/Services = Specified </div>						
<b>ADAMS FAMILY BATHROOM</b> All Dates						
	ALLOCATED LABOR	DESIGN	MATERIALS	OWNER'S TIME	SUBCONTRACTORS	TOTAL
▼ INCOME						
Sales		400.00	6,000.00		750.00	\$7,150.00
<b>Total Income</b>	<b>\$0.00</b>	<b>\$400.00</b>	<b>\$6,000.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>\$7,150.00</b>
▼ COST OF GOODS SOLD						
Allocated labor	-4,000.00					\$ -4,000.00
Owner's time				2,625.00		\$2,625.00
<b>Total Cost of Goods Sold</b>	<b>\$ -4,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,625.00</b>	<b>\$0.00</b>	<b>\$ -1,375.00</b>
GROSS PROFIT	<b>\$4,000.00</b>	<b>\$400.00</b>	<b>\$6,000.00</b>	<b>\$ -2,625.00</b>	<b>\$750.00</b>	<b>\$8,525.00</b>
EXPENSES						
<b>Total Expenses</b>						<b>\$0.00</b>
NET OPERATING INCOME	<b>\$4,000.00</b>	<b>\$400.00</b>	<b>\$6,000.00</b>	<b>\$ -2,625.00</b>	<b>\$750.00</b>	<b>\$8,525.00</b>
NET INCOME	<b>\$4,000.00</b>	<b>\$400.00</b>	<b>\$6,000.00</b>	<b>\$ -2,625.00</b>	<b>\$750.00</b>	<b>\$8,525.00</b>

# Reports – Income by Customer Summary

## INCOME BY CUSTOMER SUMMARY

All Dates

	INCOME	EXPENSES	NET INCOME
▼ 1-Adams Family			\$0.00
Bathroom	7,150.00	-6,625.00	\$525.00
<b>Total 1-Adams Family</b>	<b>7,150.00</b>	<b>-6,625.00</b>	<b>\$525.00</b>
1-New Allocated Payroll Customer	13,192.00	-8,680.78	\$4,511.22
2nd Widget Customer	110.00	-56.00	\$54.00
▼ Abercrombie, Kristy	6,200.00		\$6,200.00
Family Room	3,711.05	-7,023.90	\$ -3,312.85
Kitchen	4,792.00	-2,645.00	\$2,147.00
Remodel Bathroom	6,749.50	-6,916.23	\$ -166.73
<b>Total Abercrombie, Kristy</b>	<b>21,452.55</b>	<b>-16,585.13</b>	<b>\$4,867.42</b>
▼ Allard, Robert			\$0.00
Remodel	14,510.00		\$14,510.00
<b>Total Allard, Robert</b>	<b>14,510.00</b>		<b>\$14,510.00</b>
Allocation Customer		-3,700.00	\$ -3,700.00
▼ Babcock's Music Shop	667.53	-650.00	\$17.53
Remodel	12,530.00		\$12,530.00
<b>Total Babcock's Music Shop</b>	<b>13,197.53</b>	<b>-650.00</b>	<b>\$12,547.53</b>

# Reports – Income by Customer Detail

ADAMS FAMILY BATHROOM	
All Dates	
	TOTAL
▼ INCOME	
Sales	7,150.00
Total Income	\$7,150.00
▼ COST OF GOODS SOLD	
Allocated labor	4,000.00
Owner's time	2,625.00
Total Cost of Goods Sold	\$6,625.00
GROSS PROFIT	\$525.00
EXPENSES	
Total Expenses	
NET OPERATING INCOME	\$525.00
NET INCOME	\$525.00

Drill down on net income from Income by Customer Summary report  
Change header to job name

# Reports – Budget vs Actual

Total Reimbursement Income									
Sales					7,150.00		7,150.00		7,150.00
Sales of Product Income									
Total Income	\$0.00	\$0.00	\$0.00	0.00	\$7,150.00	\$7,150.00	\$0.00	100.00 %	\$7,150.00
Cost of Goods Sold									
Allocated labor					4,000.00		4,000.00		4,000.00
Allocated Payroll Expense									
Cost of Goods Sold									
Inventory Shrinkage									
Job Expenses									
Equipment Rental									
Freight & Delivery									
Job Materials						4,000.00	-4,000.00		
Less Discounts Taken									
Permits and Licenses									
Subcontractors						400.00	-400.00		
Total Job Expenses						4,400.00	-4,400.00		
Owner's time					2,625.00		2,625.00		2,625.00



## Progress Invoice vs Estimate Report

# Conclusion



# What to think about

- Make sure you are in QBO Plus
- Do you want to use projects or sub-customers
- Do you want to use Estimates or Budgets?
  - Estimates are revenue only – but by Products/Services
  - Budgets are revenue and expenses (GL accounts)
- Use items on purchase forms for better reporting

# What to think about

## Decide how to record direct labor

- **Are you using built in payroll and time tracking?** Don't even need to think about it
- **Are you using outside payroll (Intuit or other)?** Set up internal rate/hr and enter time





# What to think about

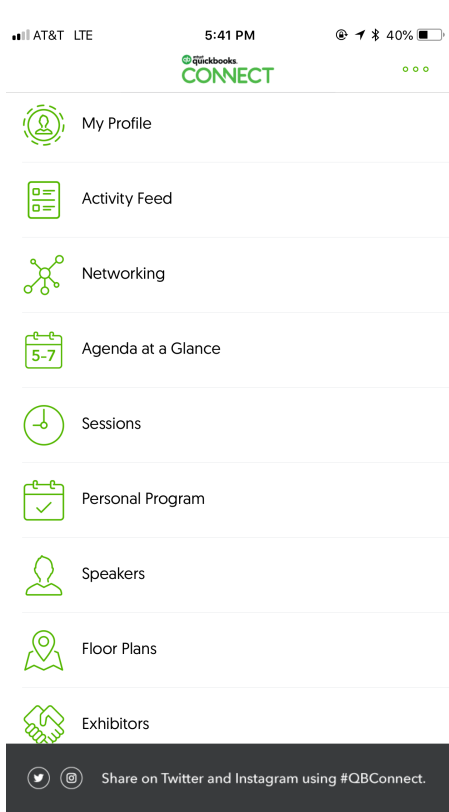
- How do you want to invoice?  
Lots of choices
- Set up and memorize appropriate reports
- Do you want to use 3<sup>rd</sup> party app to expand functionality?



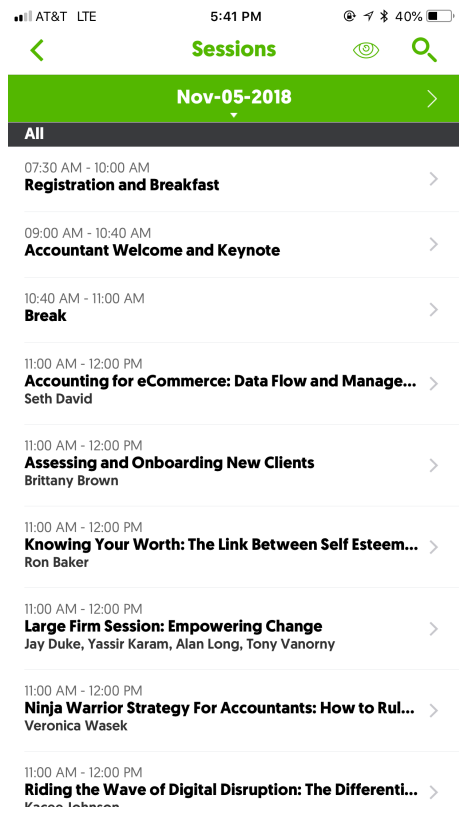
# Questions?

# Rate this session

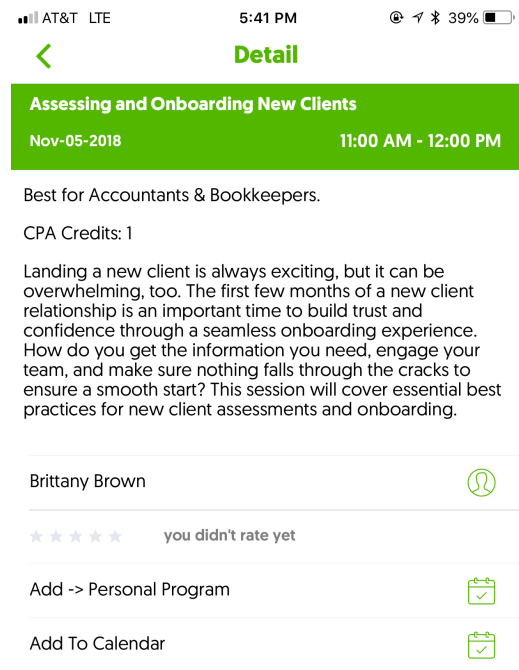
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## 2. Select Title



## 3. Add Rating



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11:00 am-12:00 pm	Breakout Sessions	
	Exhibits, Activations and Connections	+
	HR Essentials: 5 Steps to a Compliant Workplace	+
	Building Compassion: The Role We All Play in Creating Unbiased Businesses	+
	• session repeats	
	Freelance Finance: A Toolkit for the Self-Employed	• session repeats +
	The Fine Print: Legal Know-How for New Businesses	+
	Get Bossy: Develop Next-Generation Leadership Skills	+
	No Stone Unturned: New Funding Sources to Fuel Business Growth	+
	Marketing Your Business Part 1: Customer Acquisition	+
	Digital Savvy: Nurturing Your Online Brand	• session repeats +



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