



Use Cost Codes in Quickbooks Online

HOW TO ENTER A BILL FROM A VENDOR



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+ New

- Dashboard
- Banking
- Sales
- Cash flow
- Expenses**
- Projects
- Payroll
- Reports
- Taxes
- Mileage
- Accounting
- My accountant
- Apps

Sample Company Accountant Tools

My Experts Help Search Settings

Expenses

Expenses Vendors

1. Select "New transaction".

Expense Transactions

Print Checks New transaction

2. Select "Bill".

Filter Last 365 Days
Batch actions

- Time Activity
- Bill
- Expense
- Check
- Purchase order
- Vendor Credit
- Pay down credit card

	DATE	TYPE	NO.	PAYEE	CATEGORY	MEMO	TOTAL	
<input type="checkbox"/>	08/19/2021	Credit Card Expense			Automobile		\$34.00	
<input type="checkbox"/>	08/08/2021	Credit Card Credit			Checking	Monthly Payment	-\$900.00	
<input type="checkbox"/>	08/06/2021	Credit Card Expense		Squeaky Kleen Car Wash	Automobile		\$19.99	
<input type="checkbox"/>	07/31/2021	Credit Card Expense		Hicks Hardware	Job Expenses:Job N		\$42.40	
<input type="checkbox"/>	07/30/2021	Credit Card Expense		Squeaky Kleen Car Wash	Automobile		\$19.99	
<input type="checkbox"/>	07/30/2021	Credit Card Expense		Bob's Burger Joint	Meals and Entertaini	Bought lunch for crew 102	\$18.97	
<input type="checkbox"/>	07/28/2021	Cash Expense		Tania's Nursery	Job Expenses:Job N		-\$23.50	
<input type="checkbox"/>	07/25/2021	Expense	76	Pam Seitz	Legal & Professional		\$75.00	View/Edit

HOW TO ENTER A BILL FROM A VENDOR



Bill Settings Help Close

Vendor
Tim Philip Masonry

Mailing address
Tim Philip
Tim Philip Masonry
3948 Elm St.
Middlefield, CA 94482

Terms
Net 10

Bill date
08/20/2021

Due date
08/30/2021

Bill no.

Property
Anderson Residence

BALANCE DUE
\$0.00

Tags Manage tags
Start typing to add a tag

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1						
2						

Item details

Total \$0.00

Add to Bill
Add all

Purchase Order #1002
July 23
Total \$125.00
Balance \$125.00
Rock Fountain
Add Open

Cancel Clear Make recurring Save Save and schedule payment

1. Enter Vendor Details.

2. Close "Category details" window.

3. Open "Item details" window. Use "Item details" for all purchase entries.

HOW TO ENTER A BILL FROM A VENDOR



Bill [Settings] [Help] [Close]

Mailing address: Tim Philip, 3948 Elm St, Middlefield
Terms: Due on receipt
Bill date: 07/30/2021
Due date: 07/30/2021
Bill no.:

Tags: Start typing to add [Manage tags]

Category: [Dropdown]

Item details:

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Foundation	Foundation	1	6,489	6,489.00			Anderson Residence
2	Footings	Footings	1	2,750	2,750.00			Anderson Residence
3								

Total \$9,239.00

Memo: [Text area]

Buttons: Add lines, Clear all lines, Cancel, Clear, Make recurring, Save, Save and schedule payment

1. Enter "Product/Service" = Your Cost Code.

2. Enter "Amount".

3. Enter Project Name.

4. Save.

Add to Bill
Add all
Purchase Order #1002
July 23
Total \$125.00
Balance \$125.00
Rock Fountain
Add Open



Create Quickbooks Online Cost Code Report

HOW TO CREATE A COST CODES REPORT



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Sample Company Accountant Tools My Experts Help

Reports

Find report by name

Standard Custom reports Management reports

1. Select Reports

2. Select "Purchases by Product/Service Detail".

Report Name	Star	More
1099 Transaction Detail Report	☆	⋮
Check Detail	☆	⋮
Expenses by Vendor Summary	☆	⋮
Open Purchase Order List	☆	⋮
Open Purchase Order Detail	☆	⋮
Purchases by Product/Service Detail	☆	⋮
Purchases by Vendor Detail	☆	⋮
Transaction List by Vendor	☆	⋮
Vendor Contact List	☆	⋮
Sales Tax Liability Report	☆	⋮
Taxable Sales Detail	☆	⋮

HOW TO CREATE A COST CODES REPORT



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Sample Company Accountant Tools My Experts Help

Purchases by Product/Service

1. Set "Report period" to "Last Month".

Report period: This Month-to-date 08/01/2021 to 08/21/2021

2. Set "Group by" to "Product/Service".

3. Select "Customize".

Customize Save customization

Run report

Sort Add notes

Craig's Design and Landscaping Services

Purchases by Product/Service Detail

August 1-21, 2021

DATE	TRANSACTION TYPE	NUM	VENDOR	MEMO/DESCRIPTION	QTY	RATE	AMOUNT	BALANCE
▼ Foundation								
08/04/2021	Bill	TR45	Ellis Equipment Rental	Trencher for foundation	1.00	625.00	625.00	625.00
08/05/2021	Bill	AB7587	Tim Philip Masonry	Foundation	1.00	8,575.00	8,575.00	9,200.00
Total for Foundation					2.00		\$9,200.00	
▼ Framing Labor								
08/09/2021	Bill		Tony Rondonuwu	Framing Labor	1.00	2,500.00	2,500.00	2,500.00
Total for Framing Labor					1.00		\$2,500.00	
▼ Hardware & Mirrors								
08/03/2021	Bill	458987	Hicks Hardware	Hardware & Mirrors	1.00	785.00	785.00	785.00
Total for Hardware & Mirrors					1.00		\$785.00	

HOW TO CREATE A COST CODES REPORT



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Sample Company Accountant Tools My Experts Help

Purchases by Product/Service

1. Set "Report period" to "Last Month".

Report period: This Month-to-date 08/01/2021 to 08/21/2021

2. Set "Group by" to "Product/Service".

3. Select "Customize".

Run report

Craig's Design and Landscaping Services

Purchases by Product/Service Detail
August 1-21, 2021

DATE	TRANSACTION TYPE	NUM	VENDOR	MEMO/DESCRIPTION	QTY	RATE	AMOUNT	BALANCE
+ Foundation								
08/04/2021	Bill	TR45	Ellis Equipment Rental	Trencher for foundation	1.00	625.00	625.00	625.00
08/05/2021	Bill	AB7587	Tim Philip Masonry	Foundation	1.00	8,575.00	8,575.00	9,200.00
Total for Foundation					2.00		\$9,200.00	
+ Framing Labor								
08/09/2021	Bill		Tony Rondonuwu	Framing Labor	1.00	2,500.00	2,500.00	2,500.00
Total for Framing Labor					1.00		\$2,500.00	
+ Hardware & Mirrors								
08/03/2021	Bill	458987	Hicks Hardware	Hardware & Mirrors	1.00	785.00	785.00	785.00
Total for Hardware & Mirrors					1.00		\$785.00	

HOW TO CREATE A COST CODES REPORT



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Purchases by Product/Service Detail Report

[Back to report list](#)
Report period

This Month-to-date 08/01/2021 to 08/21/2021

Rows/columns

Group by Product/Service [Run report](#)

Sort Add notes

1. Select "Change Columns".

Customize report

- General
 - Report period: Last Month 07/01/2021 to 07/31/2021
 - Number format: Divide by 1000 Without cents
 - Negative numbers: -100 Show in red
- Rows/Columns
 - Group by: Product/Service
 - [Change columns](#)
 - Filter
 - Header/Footer

[Run report](#)

DATE	TRANSACTION TYPE	NUM	VENDOR	MEMO/DESCRIPTION
Foundation				
08/04/2021	Bill	TR45	Ellis Equipment Rental	Trencher for founda
08/05/2021	Bill	AB7587	Tim Philip Masonry	Foundation
Total for Foundation				
Framing Labor				
08/09/2021	Bill		Tony Rondonuwu	Framing Labor
Total for Framing Labor				
Hardware & Mirrors				
08/03/2021	Bill	458987	Hicks Hardware	Hardware & Mirrors
Total for Hardware & Mirrors				

HOW TO CREATE A COST CODES REPORT



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Sample Company Accountant Tools

Purchases by Product/Service Detail Report

Back to report list

Report period: This Month-to-date 08/01/2021

Rows/columns: Group by Product/Service

Sort Add notes

Craig's Design and Landscaping S

Purchases by Product/Service Detail
August 1-21, 2021

DATE	TRANSACTION TYPE	NUM	VENDOR	MEMO/DESCRIPTION
Foundation				
08/04/2021	Bill	TR45	Ellis Equipment Rental	Trencher for foundat
08/05/2021	Bill	AB7587	Tim Philip Masonry	Foundation
Total for Foundation				
Framing Labor				
08/09/2021	Bill		Tony Rondonuwu	Framing Labor
Total for Framing Labor				
Hardware & Mirrors				
08/03/2021	Bill	458987	Hicks Hardware	Hardware & Mirrors
Total for Hardware & Mirrors				

Group by: Product/Service

Select and reorder columns:

- Date
- Transaction Type
- Num
- Vendor
- Memo/Description
- Qty
- Rate
- Amount
- Balance
- Customer
- Product/Service
- SKU
- Taxable
- Create Date
- Created By
- Last Modified
- Last Modified By

1. Uncheck "Transaction Type", "Qty", "Rate", and "Balance".

Run report

HOW TO CREATE A COST CODES REPORT



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Sample Company Accountant Tools

Purchases by Product/Service Detail Report

[Back to report list](#)
Report period

This Month-to-date 08/01/2021 to 08/21/2021

Rows/columns

Group by Product/Service [Run report](#)

Sort Add notes

1. Click on "Customer" ...

Purchases by Product/Service Detail
August 1-21, 2021

DATE	TRANSACTION TYPE	NUM	VENDOR	MEMO/DESCRIPTION
▼ Foundation				
08/04/2021	Bill	TR45	Ellis Equipment Rental	Trencher for founda
08/05/2021	Bill	AB7587	Tim Philip Masonry	Foundation
Total for Foundation				
▼ Framing Labor				
08/09/2021	Bill		Tony Rondonuwu	Framing Labor
Total for Framing Labor				
▼ Hardware & Mirrors				
08/03/2021	Bill	458987	Hicks Hardware	Hardware & Mirrors
Total for Hardware & Mirrors				

Group by Product/Service

Select and reorder columns [Reset to default](#)

- Date
- Num
- Vendor
- Memo/Description
- Amount
- Transaction Type
- Customer
- Product/Service
- SKU
- Qty
- Rate
- Taxable
- Create Date
- Created By
- Last Modified
- Last Modified By
- Account
- Ref #

[Run report](#)

HOW TO CREATE A COST CODES REPORT



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Purchases by Product/Service Detail Report

Back to report list
Report period: This Month-to-date

Rows/columns: Group by Product/Service

Run report

Sort Add notes

Craig's Design and Landscaping S

Purchases by Product/Service Detail

August 1-21, 2021

DATE	TRANSACTION TYPE	NUM	VENDOR	MEMO/DESCRIPTION
Foundation				
08/04/2021	Bill	TR45	Ellis Equipment Rental	Trencher for founda
08/05/2021	Bill	AB7587	Tim Philip Masonry	Foundation
Total for Foundation				
Framing Labor				
08/09/2021	Bill		Tony Rondonuwu	Framing Labor
Total for Framing Labor				
Hardware & Mirrors				
08/03/2021	Bill	458987	Hicks Hardware	Hardware & mirrors
Total for Hardware & Mirrors				

Group by: Product/Service

Select and reorder columns

- Customer
- Date
- Num
- Vendor
- Memo/Description
- Amount
- Transaction Type
- Product/Service
- SKU
- Qty
- Rate
- Taxable
- Create Date
- Created By
- Last Modified
- Last Modified By
- Account

Reset to default

Run report

1. ...and move it to the top of the stack.

2. Click "Run report".

HOW TO CREATE A COST CODES REPORT



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Sample Company Accountant Tools My Experts Help

Group by Product/Service Run report

Sort Add notes

Craig's Design Purchases

1. This report shows the expenditures for each Cost Code for each customer.

2. If you have multiple Cost Code entries for the same customer, just add them together.

3. Print or export the report as desired.

CUSTOMER	DATE	NUM	VENDOR	MEMO/DESC	AMOUNT
Foundation					
Cool Cars	08/04/2021	TR45	Ellis Equipment Rental	Trencher for foundation	625.00
Cool Cars	08/05/2021	AB7587	Tim Philip Masonry	Foundation	8,575.00
Total for Foundation					\$9,200.00
Framing Labor					
Dukes Basketball Camp	08/09/2021		Tony Rondonuwu	Framing Labor	2,500.00
Total for Framing Labor					\$2,500.00
Hardware & Mirrors					
Amy's Bird Sanctuary	08/03/2021	458987	Hicks Hardware	Hardware & Mirrors	785.00
Total for Hardware & Mirrors					\$785.00
TOTAL					\$12,485.00

Saturday, August 21, 2021 03:51 PM GMT-06:00

HOW TO CREATE A COST CODES REPORT



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Sample Company Accountant Tools My Experts Help

Purchases by Product/Service Detail Report

Back to report list

Report period: This Month 08/01/2021 to 08/31/2021

Rows/columns: Group by Product/Service Run report

1. Select "Save customization".

2. Name the new report "Purchases by Cost Code".

3. Save Custom Report.

Custom report name: Purchases by Cost Code

Add this report to a group: None

Share with: None

Share reports with community

* You share only your customized report structure and not your financial data.

Save

Craig's Design and Landscaping Services

Purchases by Product/Service Detail

August 2021

CUSTOMER	DATE	NUM	VENDOR	MEMO/DESCRIPTION	
Foundation					
Cool Cars	08/04/2021	TR45	Ell...		
Cool Cars	08/05/2021	AB7587	Tim Pump...	Foundation	0,975.00
Total for Foundation					\$9,200.00
Framing Labor					
Dukes Basketball Camp	08/09/2021		Tony Rondonuwu	Framing Labor	2,500.00
Total for Framing Labor					\$2,500.00
Hardware & Mirrors					
Amy's Bird Sanctuary	08/03/2021	458987	Hicks Hardware	Hardware & Mirrors	785.00
Total for Hardware & Mirrors					\$785.00

HOW TO CREATE A COST CODES REPORT



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Sample Company Accountant Tools My Experts Help

Reports

Find report by name

Standard Custom reports Management reports

NAME	CREATED	DATE RANGE	EMAIL	ACTION
Purchases by Cost Code	Craig Carlson	This Month-to-date	Unscheduled	Edit ▼

First Previous 1 - 1 Next Last

1. Report is now available in "Custom Reports".