

Use Cost Codes in Quickbooks Online



HOW TO ENTER A BILL FROM A VENDOR



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HOW TO ENTER A BILL FROM A VENDOR

က် Bill								ŵ ? Help 🗙
Vendor Tim Philip Masonry	1. Enter Vendor Details.					BALANCE DU))	Add to Bill Add all
Mailing address Terms Tim Philip Net Tim Philip Masonry 3948 Elm St. Middlefield, CA 94482 Middlefield	Bill date 10 ▼ 08/20/2021 2. Close "Category details" window.	Due date 08/30/2021 Manage tags	Bill no. Property Anderson	Residence	2			Purchase Order #1002July 23Total \$125.00Balance \$125.00Rock FountainAddOpen
 Category details # CATEGORY 1 1 2 Add lines Clear all lines ► Item details 	3. Open "Item details" win "Item details" for all purcha	AMOUNT dow. Use ase entries.	BILLABLE	TAX	CUSTOMER	Î Î \$0.	j j 00	
Cancel Clear		Make recurri	ng				Save	Save and schedule payment 🔹

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HOW TO ENTER A BILL FROM A VENDOR

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Mailing a Tim Phi 3948 E Middle Tags ⑦	Idress Terms Bill date ip Due on receipt 07/30/2021 I. Enter "Product/Service" = Your Cost Code. ping to addite ategory demodetails			Nue date 07/30/2021 Manage tags	Bill 2	. Enter "	'Amo	unt".		Add to Bill Add all Purchase Order #1002 July 23 Total \$125.00 Balance \$125.00 Rock Fountain Add	Open				
	#	PRODU //SERVICE	E D	ESCRIPTION	N	QTY	RATE		BILLABLE	TAX	CUSTOMER		l		
	1	Foundation	F	oundation		1	6,489	6,489.00			Anderson Residence	Ō	I		
	2	Footings	F	potings		1	2,750	2,750.00			Anderson Residence	Ē	I		
	3											Ō	I		
Ac Memo Cance	Id lines	Clear all line	15			· · · · · ·	3. I	Enter Proje	ect Nam	ie.	Total \$9, 4. Save.	,239.00	ę	Save and schedule payme	ent V

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Create Quickbooks Online Cost Code Report





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+ New	Reports							
Dashboard >			Q Find report by name					
Banking >	Standard Custom reports Managem	nent reports						
Sales >						15		
Cash flow 1. S	elect Reports	23					Ę	
Expenses								
Projects	 Expenses and vendors 				Soloct "D	Jurcha	coc hy	
Payroll >	1000 Transaction Datail Papart	~~ •	Purchases hu Product/Canviss Datail	2. S	oducts/S	ervice	ses by s Detail	"
Reports	1099 Transaction Detail Report		Furchases by Froduct/Service Detail		Judetsys			
Taxes	Check Detail	27	Purchases by Vendor Detail	٤				
Mileage	Expenses by Vendor Summary	5	Transaction List by Vendor	Ę				5
Accounting >	Open Purchase Order List	\$	Vendor Contact List	ť				
My accountant	Open Purchase Order Detail	× .						-
Apps						'		
	∽ Sales tax							
	Sales Tax Liability Report	5					n	
	Taxable Sales Dotai	<u>ج</u> ر •					$ \ \ \ \ \ \ \ \ \ \ \ \ \ $	



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+ New	Purchases by Prod	uct/S 1. Set "Re "Last Mo	eport po nth".	eriod" to								•
Dashboard >	This Month-to-date	08/01/2021 to	08/21/2021				(Customize	Save	customiza	tion	
Banking >	Dever (exhange				3. Select "C	Customiz	e".					
Sales >	Group by Product/Service	Run re	port									
Cash flow					• "						^	
Expenses >		2. Set "Group	o by" to	o "Product/Serv	/ice".						22	
Projects	Soft V Add notes								Mė	LA V S	<u>5</u> 3	
Pavroll			0									
			Cr	aig's Design and I	Landscaping Service	es						
Reports				Purchases by Pro August	duct/Service Detail 1-21, 2021							
Taxes	DATE	TRANSACTION TYPE	NUM	VENDOR	MEMO/DESCRIPTION	ΟΤΥ	RATE	AMOUNT	BALAN	CE		
Mileage												
Accounting >										1		
J I	08/04/2021	Bill	TR45	Ellis Equipment Rental	Trencher for foundation	1.00	625.00	625.00	62	5.00		
My accountant	08/05/2021	Bill	AB7587	Tim Philip Masonry	Foundation	1.00	8,575.00	8,575.00	9,20	0.00		
Apps	Total for Foundation					2.00		\$9,200.00				
7,662		0.11		T D		4.00	0 500 00	0 500 00	0.50			
	Total for Eroming Labor	BIII		Tony Kondonuwu	Framing Labor	1.00	2,500.00	\$2,500.00	2,50	0.00		
	Hardware & Mirrors					1.00		\$2,500.00				
	08/03/2021	Bill	458987	Hicks Hardware	Hardware & Mirrors	1 00	785.00	785.00	78	5.00		
	Total for Hardware & Min	rors	100707			1.00	,00.00	\$785.00	,0			
	Total for Hardware & Min	rors				1.00		\$785.00				



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	🗮 Sample Company 👻 A	ccountant Tools				Customize report		×
+ New Dashboard Banking Sales Cash flow	Purchases by Product Back to report list Report period This Month-to-date Rows/columns Group by Product/Service	/Service Detai	I Report	t		 ✓ General Report period Last Month ▼ Number format Divide by 1000 Without cents 	07/01/2021 to 07/31/2021 Negative numbers -100 ▼ Show in red	
Expenses >	Sort▼ Add notes					✓ Rows/Columns Group by		
Projects Payroll >		1. Select	"Chang	e Columns".	andscaping S	Product/Service Change columns		
Reports				Purchases by Pro	duct/Service Detail	▶ Filter		
				, tuguet i	21,2021	▶ Header/Footer		
Mileage	DATE	TRANSACTION TYPE	NUM	VENDOR	MEMO/DESCRIPTIO			
	➡ Foundation 08/04/2021	Bill	TR45	Ellis Equipment Rental	Trencher for founda			
My accountant	08/05/2021	Bill	AB7587	Tim Philip Masonry	Foundation			
	Total for Foundation Framing Labor							
	08/09/2021 Total for Framing Labor	Bill		Tony Rondonuwu	Framing Labor			
	✓ Hardware & Mirrors							
	08/03/2021	Bill	458987	Hicks Hardware	Hardware & Mirrors		Bu	report
	Total for Hardware & Mirrors						Ku	nepon



ntuit quickbooks.	😑 Sample Company 👻 A	accountant Tools				Group by	×				
+ New	Purchases by Product Back to report list <u>Report period</u>	/Service Detai	il Report	:		Product/Service Select and reorder columns Date					
Banking >	This Month-to-date • 08	^{3/01/2021} 1. U	ncheck	"Transaction T	ype",	III 🖌 Transaction Type					
	Rows/columns Group by Product/Service	"Qty	y", "Rat	e", and "Balanc	e".	₩ Vendor					
Cash flow						III 🖌 Memo/Description					
Projects	Sort Add notes					III 🗸 Rate					
Payroll >			Cr	aig's Design and L	andscaping S	III 🖌 Amount III 🖌 Balance					
Reports Taxes				Purchases by Proc August 1	duct/Service Detail -21, 2021	Customer					
Mileage	DATE	TRANSACTION TYPE	NUM	VENDOR	MEMO/DESCRIPTIO	Product/Service					
	• Foundation 08/04/2021	Bill	TR45	Ellis Equipment Rental	Trencher for foundar	Taxable					
My accountant Apps	Total for Foundation	Diii	AB7367	Thirt Hillp Masonry	Toundation	Create Date Created By					
	08/09/2021 Total for Framing Labor	Bill		Tony Rondonuwu	Framing Labor	Last Modified By					
	 ✓ Hardware & Mirrors 08/03/2021 	Bill	458987	Hicks Hardware	Hardware & Mirrors	Run repor	t				
	Iotal for Hardware & Mirrors										



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+ New	Purchases by Product	:/Service Detai	l Repor	t		Product/Service Select and reorder columns	Reset to default
Dashboard >		8/01/2021 to	08/21/2021			III 🗸 Date	
		0/01/2021	00/21/2021	<u> </u>		III 🗸 Num	
	Rows/columns					III 🖌 Vendor	
	Group by Product/Service	▼ Run rep	port			III 🖌 Memo/Description	
						III 🖌 Amount	
Expenses >	Sort ▼ Add notes						- 1
Projects						Iransaction Type	
Pavroll >		ĺ	1 Clic	k on "Customer		Customer	
,				k on customer	caping S	Product/Service	
Reports				Purchases by Proc	duct/Service Detail	SKU	
				August 1	-21, 2021	Qty	
Mileogo	DATE	TRANSACTION TYPE	NUM	VENDOR	MEMO/DESCRIPTIO	Rate	
mieage	- Foundation					Taxable	
	08/04/2021	Bill	TR45	Ellis Equipment Rental	Trencher for foundat	Create Date	
My accountant	08/05/2021	Bill	AB7587	Tim Philip Masonry	Foundation	Created By	
	Total for Foundation					Last Modified	
Apps						Last Modified By	
	08/09/2021	Bill		Tony Rondonuwu	Framing Labor	Account	
	Total for Framing Labor Hardware & Mirrors					Ref #	•
	08/03/2021	Bill	458987	Hicks Hardware	Hardware & Mirrors		
	Total for Hardware & Mirrors						Run report



ntut quickbooks.	🗮 Sample Company 👻 🖻	Accountant Tools				Group by	×
+ New	Purchases by Produc	t/Service Detai	l Report	:		Product/Service Select and reorder columns Utility Customer	Reset to default
Dashboard >	This Month-to-date 1a	nd move it to	the top	of the stack.			
	Rows/columns						
	Group by Product/Service	Run reg	port			···· Vendor	
						III 🗸 Memo/Description	
Expenses >						III 🖌 Amount	
	Sort V Add notes						
Projects						Transaction Type	
Payroll >			Cr	aig's Design and L	andscaping S.	Product/Service	
Reports				Purchases by Proc	luct/Service Detail	SKU	
Taxes				August 1	-21, 2021	Qty	
Mileage	DATE	TRANSACTION TYPE	NUM	VENDOR	MEMO/DESCRIPTIO	Rate	
	✓ Foundation					Taxable	
Accounting >	08/04/2021	Bill	TR45	Ellis Equipment Rental	Trencher for founda	Create Date	
My accountant	08/05/2021	Bill	AB7587	Tim Philip Masonry	Foundation	Created By	
	 Framing Labor 					Last Modified By	
	08/09/2021	Bill		Tony Rondonuwu	Framing Labor		
	Total for Framing Labor → Hardware & Mirrors				2 Click	"Run report"	+
	08/03/2021	Bill	458987	Hicks Hardware	Hardware & Mintons	Run report i	
	Total for Hardware & Mirrors						Run report



P quickbooks. Sample Company 🗸	Accountant Tools					My Experts	? Help	Q	¢	ŚŚ	C
+ New Group by Product/Service	Run re	port								^	^
Dashboard >	Sort ▼ Add notes						¦ [→▼ ∰				
Banking >				2. If you hav	<i>ve</i> multiple						
Sales >		Croix	n's Dociar	Cost Code e	ntries for						
^{Ca} 1. This roport shows the		Cial	J S Desigi	the same cu	istomer,						
Ex expenditures for each Cost			Furchase	Just add the	em togetner.		5. PTI		expo	ant the	
Prr Code for each customer.	CUSTOMER	DATE	NUM	VENDOR	MEMO/DESC.	AMO	тероп	l as u	esire	eu.	
Paural	✓ Foundation						<u>^</u>				
	Cool Cars	08/04/2021	TR45	Ellis Equipment Rental	Trencher for foundation	on 6	25.00				
Reports	Cool Cars	08/05/2021	AB7587	Tim Philip Masonry	Foundation	8,5	75.00				
Terres	Total for Foundation					\$9,2	00.00				
Taxes	▼ Framing Labor										
Mileage	Dukes Basketball Camp	08/09/2021		Tony Rondonuwu	Framing Labor	2,5	00.00				
	Total for Framing Labor					\$2,5	00.00				
Accounting >	Hardware & Mirrors										
My accountant	Amy's Bird Sanctuary	08/03/2021	458987	Hicks Hardware	Hardware & Mirrors	7	85.00				
	Total for Hardware & Mirrors					\$7	85.00				
Apps	IOIAL					\$12,4	\$5.00				
			Saturday, A	ugust 21, 2021 03:51 PM GMT-(06:00						



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+ New	Purchases by Pr	oduct/Service Deta	1. Select "Save customization".	e ".							
Dashboard >	Report period							Customize)	Save o	customizati	on
Banking >	This Month	▼ 08/01/2021 to	08/31/2021								
Sales >	Rows/columns						Custom rep	ort name			
Cash flow	Group by Product/Service	e 🔻	eport				Purchases	by Cost Code			
							Add this rep	port to a grou	р		\sim
Expenses >		Sort - Add notes					None		•		
Projects		Solt V Add Hotes		2. N	lame the new	/ report	Add new gr	oup			
Payroll >				"Pu	rchases by Co	ost Code".	Share with				
Paparts			Crai	g's <mark>Desigi</mark>	rand Landscap	ng services	None		•		
Reports				Purchas	es by Product/Service D	etail					
Taxes					August 2021		Share re	eports with co	mmunity		
Mileage		CUSTOMER	DATE	NUM	VENDOR	MEMO/DESCRIPTION	You share o not your finar	only your custon ncial data.	nized repoi	rt structure a	nd
Accounting >											
N4		Cool Cars	08/04/2021	TR45	🗉 3. Save C	Custom Report.				Save	
My accountant		Cool Cars	08/05/2021	AB7587	Tim - mp wesenry	Foundation	0,07	5.00			
Apps		Total for Foundation					\$9,20	0.00			
		➡ Framing Labor									
		Dukes Basketball Camp	08/09/2021		Tony Rondonuwu	Framing Labor	2,50	0.00			
		Total for Framing Labor					\$2,50	0.00			
		▼ Hardware & Mirrors									
		Amy's Bird Sanctuary	08/03/2021	458987	Hicks Hardware	Hardware & Mirrors	78	5.00			
		Total for Hardware & Mirrors					\$78	5.00			•



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+ New	Reports				
Dashboard >		Q, Fin	nd report by name		
Banking >	Standard Custom reports Management	1. Report is now	available		
Sales >		in "Custom Repo	rts".		
Cash flow	NAME	CREATED	DATE RANGE	EMAU	ACTION
Expenses >	Purchases by Cost Code	Craig Carloon	This Month to date	Linschodulad	
Projects			This Month-to-date	Unscheduled	Edit 🗸
Payroll >				First Previous	1-1 Next Last
Reports					
Taxes					
Mileage					
Accounting >					
My accountant					
Apps					