



# Job costing in QuickBooks Online

MB Raimondi, CPA.CITP @mbrcpa





# 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

Charter Member of Intuit Trainer/Writer Network

Practice focuses on moving SMB to QB Ecosystem

2019 ProAdvisor of the Year; Top 100 ProAdvisor 2014-2019

# Agenda

Intro to job costing

Job costing setup

Tracking projected jobs

Tracking costs

Tracking direct labor

Invoicing

Reports

Conclusion

# Agenda

## Intro to job costing

Job costing setup

Tracking projected jobs

Tracking costs

Tracking direct labor

Invoicing

Reports

Conclusion

# 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



# Agenda

Intro to job costing

## Job costing setup

Tracking projected jobs

Tracking costs

Tracking direct labor

Invoicing

Reports

Conclusion

# Settings - Expenses

Settings – Gear Icon > Account and Settings > Expenses

Account and Settings

Company

Usage

Sales

Expenses

Advanced

Bills and expenses

Show Items table on expense and purchase forms

Track expenses and items by customer

Make expenses and items billable

Default bill payment terms

Purchase orders

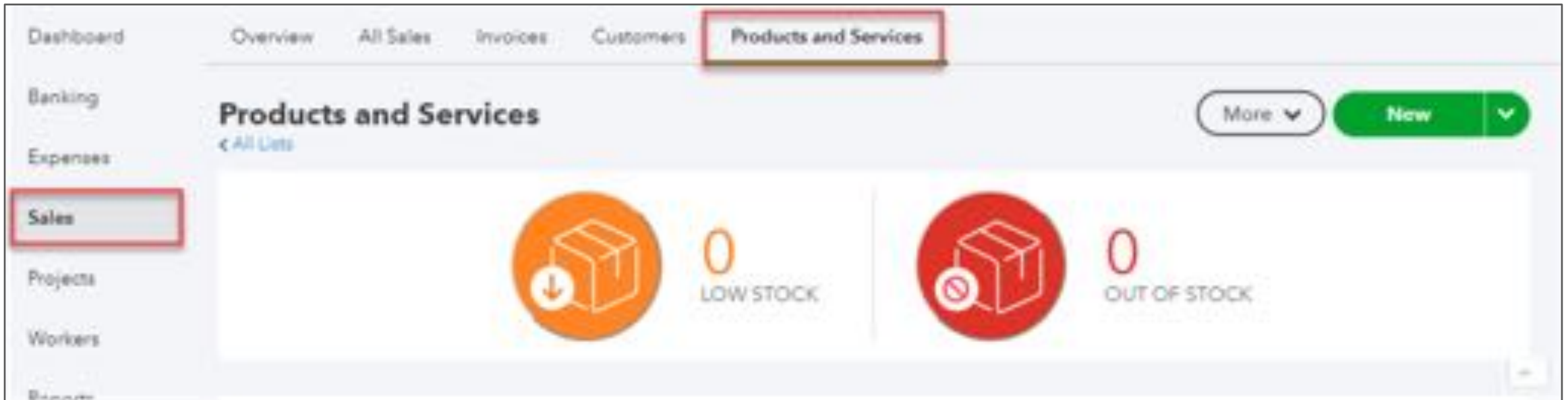
Use purchase orders

# Settings - Advanced

Expenses	Automatically invoice unbilled activity		Off
	Automatically apply bill payments		On
	Projects	Organize all job-related activity in one place	On
Advanced	Time tracking	Add Service field to timesheets	On
		Make Single-Time Activity Billable to Customer	On

# Items


Sales > Products and Services



# Items

Use items on purchase transactions

**Product/Service information**

 Service [Change type](#)

**Name\***

Subcontractor

**SKU**

**Category**

Choose a category

**Description**

☒ I sell this product/service to my customers.

Description on sales forms

**Sales price/rate**

**Income account**

Services

**Sales tax category ⓘ**

Nontaxable

**Purchasing information**

☒ I purchase this product/service from a vendor.

Subcontractor

**Cost**

**Expense account**

Job Expenses:Cost of Labor

# Customers

Sales > Customers

Customer information

Company

The customer that's the bill to

Email

Separate multiple emails with commas

Title

First name

Middle name

Last name

Suffix

Phone

Mobile

Fax

\* Display name as

The customer that's the bill to

Other

Website

Print on check as

☒ Use display name

Is sub-customer

☐

The customer that's the bill to

Enter parent customer

Bill with parent

Address

Notes

Tax info

Payment and billing

Language

Attachments

Additional info

Billing address

map

Street

City/Town

State/Province

ZIP code

Country

Shipping address

map

☒ Same as billing address

Street

City/Town

State/Province

ZIP code

Country

Cancel

Privacy

Save



# Projects vs Sub-Customers

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 or Vendor report	Different address than customer
Unbilled Time and Expenses report	

Projects typically temporary in nature

# Projects - Settings

Account and Settings <span>Help</span>			
Company			
Billing & Subscription	Categories	Track classes	On
		Track locations	On
Usage			
Sales	Automation	Pre-fill forms with previously entered content	Off
		Automatically apply credits	Off
Expenses		Automatically invoice unbilled activity	On
		Automatically apply bill payments	Off
Payments			
Advanced	Projects	Use project financial tracking	On
	Time tracking	Add Service field to timesheets	On

# Projects - Add

Overview

Dashboard

Banking

Expenses

Sales

**Projects**

Projects

Hourly cost rate

In progress

All customers

Search all projects

New project

PROJECT / CUSTOMER		PROFIT MARGIN
Cut down tree	Income <div></div> \$4,000.00	
Crenshaw, Bob	Costs <div></div> \$1,505.98	63.1%

New project

Project name \*

New Project

Customer \*

Adam's Candy Shop

Notes

New project for Adam

Save

qb intuit quickbooks.

CONNECT

#QBConnect

@mbrcpa

# Sub-Customer - Add

Customer information

Company

New Sub-customer

Email

Separate multiple emails with commas

Title

First name

Middle name

Last name

Suffix

Phone

Mobile

Fax

707 555 5734

\* Display name as

New Sub-customer

Other

Website

Print on check as

☒ Use display name

☒ Is sub-customer

New Sub-customer

Adam's Candy Shop

Bill with parent

Bill with parent

Bill this customer

Address

Notes

Tax info

Payment and billing

Language

Attachments

Additional info

Cancel

Privacy

Save

# Agenda

Intro to job costing

Job costing setup

**Tracking projected jobs**

Tracking costs

Tracking direct labor

Invoicing

Reports

Conclusion

# 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

1-Adams Family: E

Estimate status

Pending

Pending

Accepted

Closed

Rejected

Email (S

Send

Billing address

Adams Family  
123 Main Street  
Anywhere City, CT 0

Estimate date

09/18/2017

P.O. Number

1-Adams Family Bathroom

Send/Download invoice with payment

Copy to invoice

\$7,150.00

Billing address

Adams Family  
123 Main Street  
Anywhere City, CT 06888

Estimate date

09/18/2017

Expiration date

P.O. Number

Notes

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1		Design	Design of new bathroom	4	100	400.00	
2		Subcontractors	Subcontractors	10	50	750.00	
3		Materials	Materials	1	4,000	4,000.00	
4							

Add lines

Clear all lines

Add additional

Subtotal

\$7,150.00

Taxable subtotal

Subject to sales tax rate

Total

\$7,150.00

Estimate Total

\$7,150.00



# Budgets

New Budget

Name \*

Adams Bathroom

Fiscal Year

FY2019 (Jan 2019 - Dec 2019) ▼

Interval

Yearly ▼

Pre-fill data?

No ▼

Subdivide by

Customer ▼

Add subdivided budget for

1-Adams Family:Bathr ▼

View budget for

1-Adams Family:B... ▼

# Budgets

Name \*

Adams Bathroom

Add subdivided budget for

1-Adams Family Bathr ▼

View budget for

1-Adams Family:B... ▼

ACCOUNTS	JAN - DEC
Sales of Product Income	25,000.00
Service/Fee Income	12,000.00
Shipping Income	
Unapplied Cash Payment Inco...	
Uncategorized Income	
Total Income	84,700.00
▼ OTHER INCOME	
Interest Income	
Other Income	
Total Other Income	0.00
▼ COST OF GOODS SOLD	
Allocated labor	
Allocated Payroll Expense	
Cost of Goods Sold	12,000.00
Inventory Shrinkage	
▼ Job Expenses	

# Agenda

Intro to job costing

Job costing setup

Tracking projected jobs

**Tracking costs**

Tracking direct labor

Invoicing

Reports

Conclusion

# Direct costs

Payee

Payment account ⓘ

Balance \$198,006.99

AMOUNT

**\$150.00**

Payment date

Payment method

Ref no.

Permit no.

09/25/2019

EFT

▶ Category details

▼ Item details

Use items

Mark billable if invoicing based on time and materials

Assign a customer

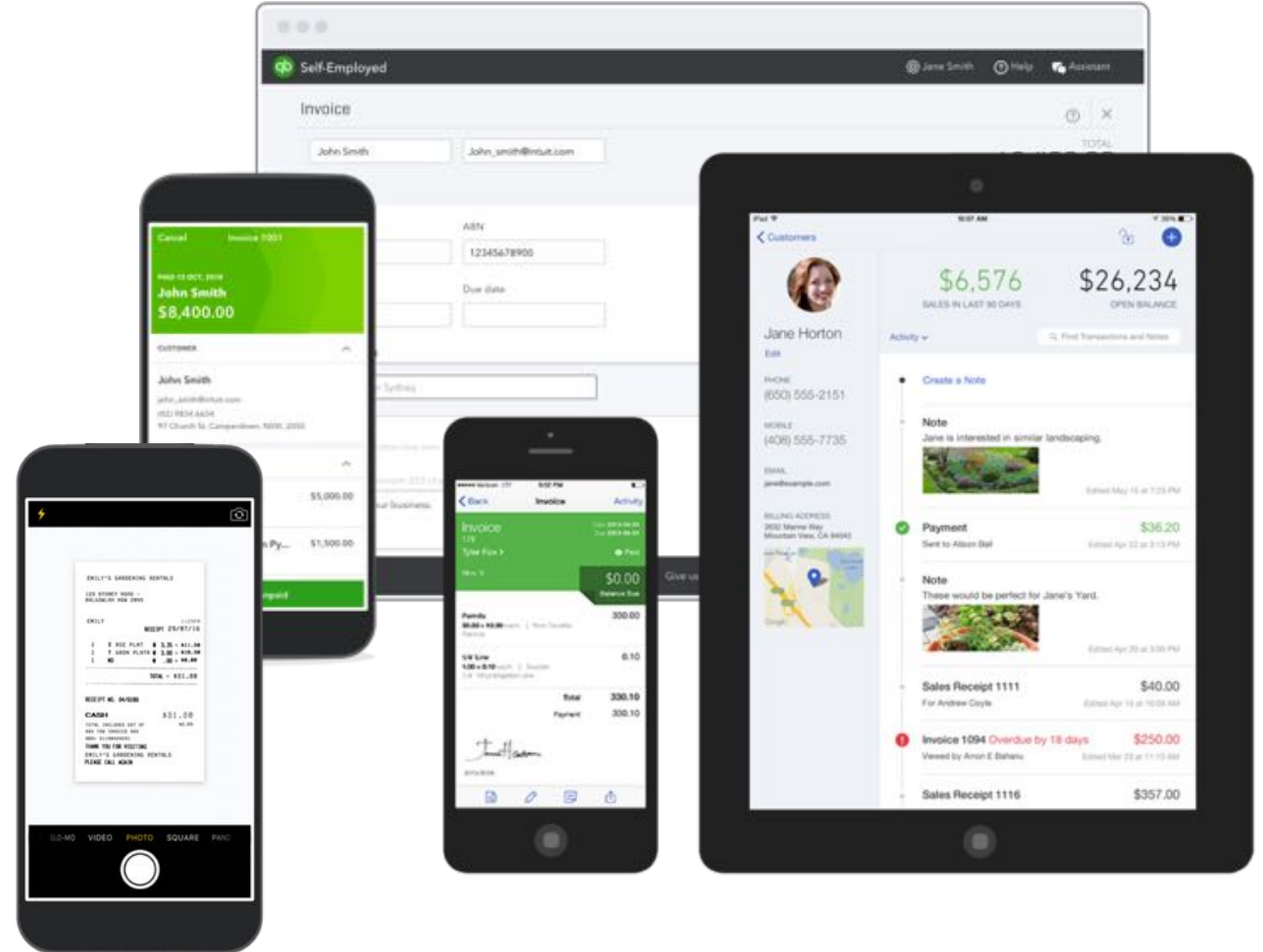
#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE ⓘ	TAX	CUSTOMER / PROJECT
1	Subcontractors	Subcontractors	1	50	150.00	<input type="checkbox"/>	<input type="checkbox"/>	1-Adams family:8
2								

Add lines


Clear all lines



# Direct costs – Using mobile app

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



# Indirect job costs – Original purchase

 **Expense #45451**

  Help

Payee

Sergeant Insurance ▼

Payment account

Checking ▼

Balance \$197,936.99

AMOUNT

\$3,700.00

Payment date

06/01/2019

Payment method

When did you pay with? ▼



Ref no.

45451


Permit no.




► Category details

▼ Item details

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

# Indirect job costs – Allocate – allocation entry

 **Expense**

  Help 

Payee

Allocation Customer

Payment account ⓘ

Clearing Account

AMOUNT

\$0.00

Payment date

09/30/2019

Payment method

What did you pay with?

Ref no.

Permit no.


► Category 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:Rem	⋮
⋮	3	I-Liability Insurance	Liability Insurance - Indirect	1	-2,500	-2,500.00			Allocation Customer	⋮



# Owner's time – Zero-dollar check (or expense)

 **Check #Allocate**

  Help 

**Payee**

**Bank Account**

**Balance** \$0.00

**AMOUNT**  
**\$0.00**

**Mailing address**

**Payment date**









**Check no.**

☐ **Print later**

**Permit no.**

**Category 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 Reim	
	3	Owner's Time	Owner's Time	1	-4,125	-4,125.00				
	4									

# Agenda

Intro to job costing

Job costing setup

Tracking projected jobs

Tracking costs

**Tracking direct labor**

Invoicing

Reports

Conclusion

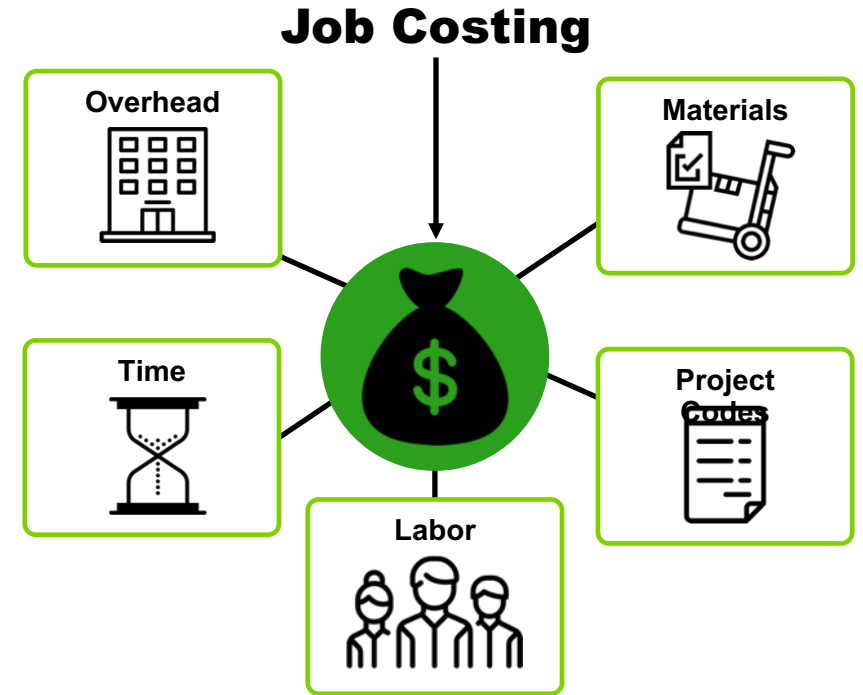
# Ways to job cost direct labor

## In QuickBooks

Labor costing with QuickBooks Payroll

Labor costing using hourly cost rate

3rd party apps



**You MUST use Projects to job cost direct labor**

# Sign up for QuickBooks Payroll

## QuickBooks Online Enhanced Payroll

## QuickBooks Full Service Payroll

SELF SERVICE PAYROLL

Our most basic payroll package. Pay employees, get free 24-hour direct deposit, e-file taxes yourself, and more.

499

\$18 /mo

Save 50% for 3 months  
= \$4/employee per month

Buy now

- 24-hour Direct Deposit
- Calculate employee paychecks
- Calculate and file year-end forms
- Fast, unlimited payroll runs

FULL SERVICE PAYROLL

Expert payroll setup help, start-to-finish tax filing, and accuracy. It's guaranteed or we'll pay the fees.\*

499

\$40 /mo

Save 50% for 3 months  
= \$4/employee per month

Buy now

- 24-hour Direct Deposit
- Calculate employee paychecks
- Calculate and file year-end forms
- Fast, unlimited payroll runs
- Payroll taxes done for you
- Same day Direct Deposit
- Free W-2s filed and sent for you
- Assisted payroll setup
- Help from US-based experts
- No-penalty guarantee\*

# Set payroll preference to “Copy hours from employee time sheets”

The screenshot shows the QuickBooks Preferences dialog box for the company 'Magical Designs'. The 'Time Sheets' section is active, showing options for how to fill in employee hours on paychecks. The option 'Copy hours from employee time sheets' is selected and highlighted with a red box. Below this, a table lists various employees and their payroll settings.

**Preferences**

Employees: [E-file and e-pay](#) | [Pay Policies](#) | [Tax Setup](#) | [Deductions](#) | [Preferences](#)

**Time Sheets**

How do you want to fill in employee hours on paychecks?

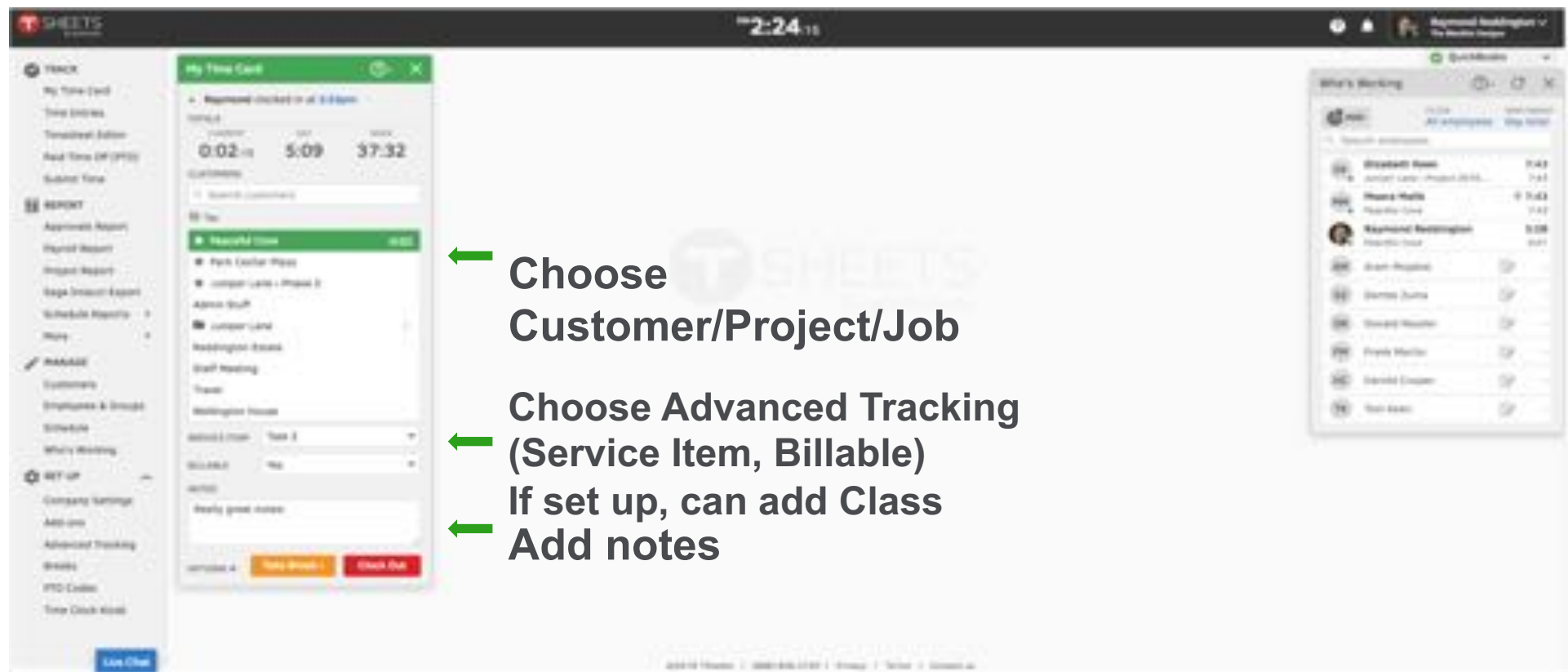
☐ If enter hours when I create paychecks

☒ Copy hours from employee time sheets

Employee	Time Sheets	Type of Pay
Adam Adams	Enabled	Regular Pay
Brianne Arnold	Enabled	Regular Pay
Paula D.D. Ashton	Enabled	Regular Pay
North SUI Exempt Carolina	Enabled	Regular Pay
Par Diem	Enabled	Regular Pay
California Employee	Enabled	Regular Pay
Idaho Employee	Enabled	Regular Pay
Kentucky Employee	Enabled	Regular Pay
Maine Employee	Enabled	Regular Pay
New Employee	Enabled	Regular Pay
New Mexico Employee	Enabled	Regular Pay
New York Employee	Enabled	Regular Pay
Oregon Employee	Enabled	Regular Pay

OK Cancel

# Enter time – using TSheets



Via web browser using “My Time Card”

# Enter time – using TSheets

Select Customer/Project/Job

Select Advanced Tracking (Service Item, Billable and Class if turned on)

Time Entries

Manual Time Card

+ Add Time

Today < > Sep 23 - 29, 2019

Use Raymond Redington Switch User

Customer	Mon, 9/23	Tue, 9/24	Wed, 9/25	Thu, 9/26	Fri, 9/27	Sat, 9/28	Sun, 9/29	Customer Totals
Administrative Work			0:00					0:00
Break		0:00	0:00					0:00
Jameson Manor > 2015 Audit			0:04					0:04
Jameson Manor > 2016 Taxes			2:21					2:21
Jameson Manor > 2018 Taxes > Testing Project Capabilities			0:01					0:01
Juniper Lane > Phase 1	8:56	0:25	6:36					15:57
Juniper Lane > Project 2017 - Summer			0:24					0:24
Peaceful Cove > Ashley's Project II			0:02					0:02
Travel		0:01						0:01
Fundraising > Testing Project								0:00
(no customer)								0:00
Totals:	8:56	0:26	9:28	0:00	0:00	0:00	0:00	18:50

OPTIONS

BILLABLE (required)

SERVICE ITEM (required)

TRAVEL (required)

Notes: for Mon, Customer: Fundraising > Testing Project  
Enter time before adding notes to this entry.

Reset Save

Enter Time

Enter Notes

Via web browser using Manual Time Card



# Enter time – using TSheets



## Mobile timesheets

Clock in or out instantly from an [Android](#) or [iPhone](#). TSheets works even without cell coverage. TSheets even works on your tablet. Take your [time clock kiosk](#) with you!



## GPS location tracking

See who's on the clock and where they're working - all in real time. [Learn more about GPS tracking.](#)



## Timesheet signatures now in beta

Capture signatures for project sign-offs. Employees can attach a signature to their timesheet while using the TSheets mobile app.



## Crew functionality

Crew managers can clock in/out team members individually or at once. [Learn more about our Crew time card app.](#)



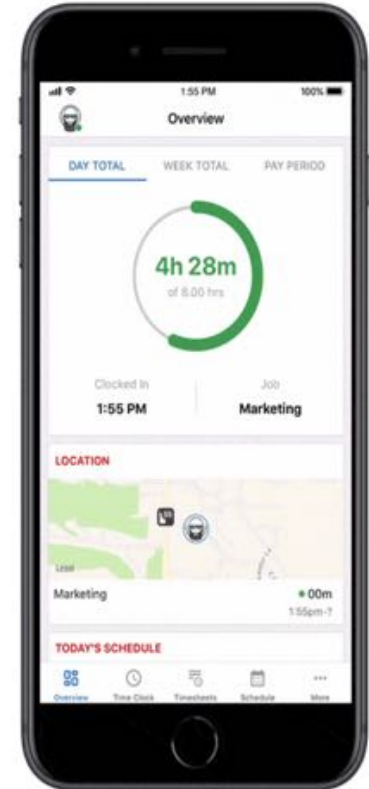
## Streamline scheduling

Create, edit, and publish scheduled jobs or shifts from anywhere.



## Submit & track paid time off

Use the mobile app to track paid time off, sick days, and holidays anytime, anywhere.



Via mobile app

# Enter time – using TSheets



Via Kiosk

# Enter time using QuickBooks Online

#	DETAILS	MON 23	TUE 24	WED 25	THU 26	FRI 27	SAT 28	SUN 29	TOTAL
	1-Adams Family Bathroom Cost rate (Hr) 31.91								Cost \$510.56
1	Floor Plans Floor plans <input type="checkbox"/> Billable (/hr)	8:00	8:00						hrs 16:00 Rate \$1,600.00
	2nd Widget Customer Cost rate (Hr) 31.91								Cost \$765.84
2	Installation Installation labor <input type="checkbox"/> Billable (/hr)			8:00	8:00	8:00			hrs 24:00 Rate \$840.00
	Choose a customer or project Cost rate (Hr) 31.91								

No approval process

# Run Payroll – Approve time if using TSheets

Squared Landscaping

Search

X

Create

Customers

Invoice

Receive Payment

Estimate

Credit Memo

Sales Receipt

Refund Receipt

Delayed Credit

Delayed Charge

Vendors

Expense

Check

Bill

Pay Bills

Purchase Order

Vendor Credit

Credit Card Credit

Print Checks

Employees

Payroll

Single Time Activity

Weekly Timesheet

Approve Time **NEW**

Other

Bank Deposit

Transfer

Journal Entry

Statement

Inventory Qty Adjustment

Approve Time

By week

9/15/2019 to 9/21/2019

Batch Actions

1 employees selected

Approve

Unapprove

REG

OT

Time Off

TOTAL

STATUS

Approve

DATE	IN	OUT	HOURS	CUSTOMER	SERVICE ITEM	BILLABLE	CLASS	NOTES
09/20/2019			9:15	Blackwell, Edward >> Re-do flower beds	Design	No	Maintenance	
09/19/2019			6:57	Crenshaw, Bob >> Cut down tree	Tree Removal	Yes	Maintenance	
09/18/2019			7:27	Adams Family >> Living Room	Subcontractors	Yes	Maintenance	
09/17/2019			4:45	Adams Family >> Living Room	Virtual support	No	Maintenance	
09/16/2019			8:15	Adam's Candy Shop >> New Project	Virtual support	No	Landscaping	

Employees

Total Hours

7 36:39

Timesheet as of 9/20/2019, 1:01:38 PM from TSheets. Refresh

# Run Payroll



Run Payroll: Every Friday

Bank account

Checking

Balance \$-92,309.74

Pay period

09/16/2019 to 09/22/2019

Pay date

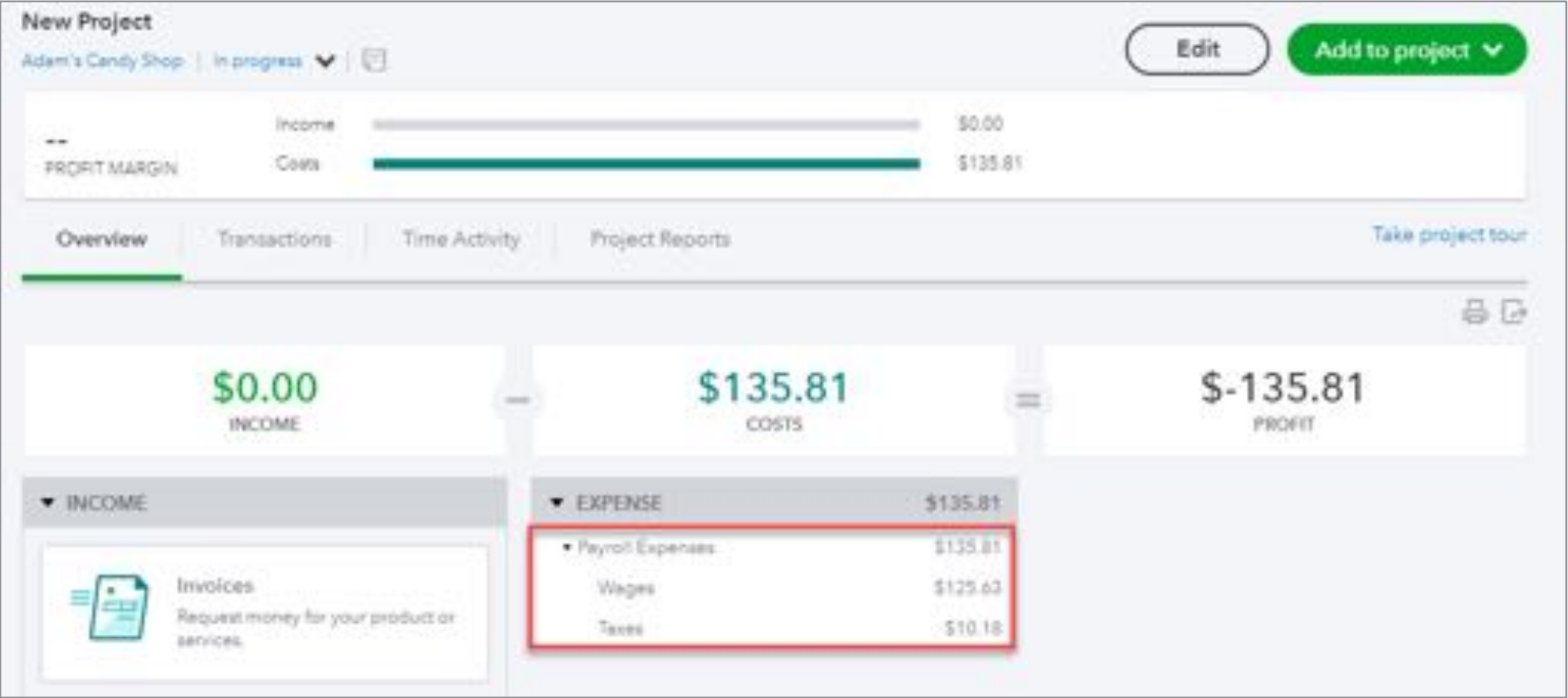
09/28/2019

TOTAL PAY

\$561.00

<input type="checkbox"/>	EMPLOYEE	PAY METHOD	SALARY	REGULAR PAY HR...	SHOP TIME HRS	OT HRS	PAYCHECK TIPS	MEMO
<input checked="" type="checkbox"/>	Client, Joe \$15.00 / hour			25.15		1.50		
<input type="checkbox"/>	Employee, New \$20.00 / hour							

# Project dashboard includes payroll and taxes



# Project Profitability includes payroll and taxes

L, H and M Squared Landscaping	
PROJECT PROFITABILITY FOR ADAM'S CANDY SHOP'S NEW PROJECT	
All Dates	
	TOTAL
Income	
Total Income	
GROSS PROFIT	\$0.00
• Expenses	
• Payroll Expenses	
Taxes	10.18
Wages	125.63
Total Payroll Expenses	135.81
Total Expenses	\$135.81
NET OPERATING INCOME	\$ -135.81

# Labor costing using hourly cost rate

Projects

Hourly cost rate

In progress

All customers

Search all projects

New project

PROJECT / CUSTOMER			PROFIT MARGIN	TIME	ACTIONS	
Cut down tree Crenshaw, Bob	Income	<div></div>	\$4,080.00	60.3%	62:57	Options
	Costs	<div></div>	\$1,618.68			
Living Room Adams Family	Income	<div></div>	\$24,990.00	0.4%	36:12	Options
	Costs	<div></div>	\$24,898.68			



# Click “Add” to assign rate

Hourly cost rates

We'll get your employee rates from your payroll. You can add overhead, and workers compensation to the total hourly internal cost. This total won't affect your payroll.

To view the total cost of each employee per project, view the Time Cost Report under Project Reports.

EMPLOYEE	COST RATE
*Jenny Miller	\$32.41/hr
Joe Client	Add
Mark F. Satmond	\$40.76/hr
New Employee	Add
New Test	Add
Shane B. Hamby	Add

EMPLOYEE	COST RATE
*Jenny Miller	\$32.41/hr
Joe Client	
Mark F. Satmond	\$40.76/hr

Hourly cost rate calculator

Wages (/hr)  
(Based on Payroll)

\$15.00

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

\$1.15

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

\$0.25

Workers compensation (/hr)

\$0.47

Overhead (/hr)

\$1.45

Total hourly cost rate

\$18.32

Cancel

Add

# You can also enter vendor rate on vendor record

Vendor Information

Company

Mark Seimond & Associates

Email

mbrcpe001@gmail.com

Title

First name

Middle name

Last name

Suffix

Phone

Mobile

Fax

\* Display name as

Mark Seimond & Associates

Print on check as

☒ Use display name

Mark Seimond & Associates

Address [map](#)

Street

City/Town

State/Province

ZIP code

Country

Notes

Attachments

Maximum size: 20MB

Cost rate (/hr)

32.50

Billing rate (/hr)

100.00

Terms

Enter Text

Opening balance

as of

09/28/2019

Account no.

Appears in the memo of all payments

Business ID No.

☒ Track payments for 1099

Cancel

Make inactive

Privacy

Save

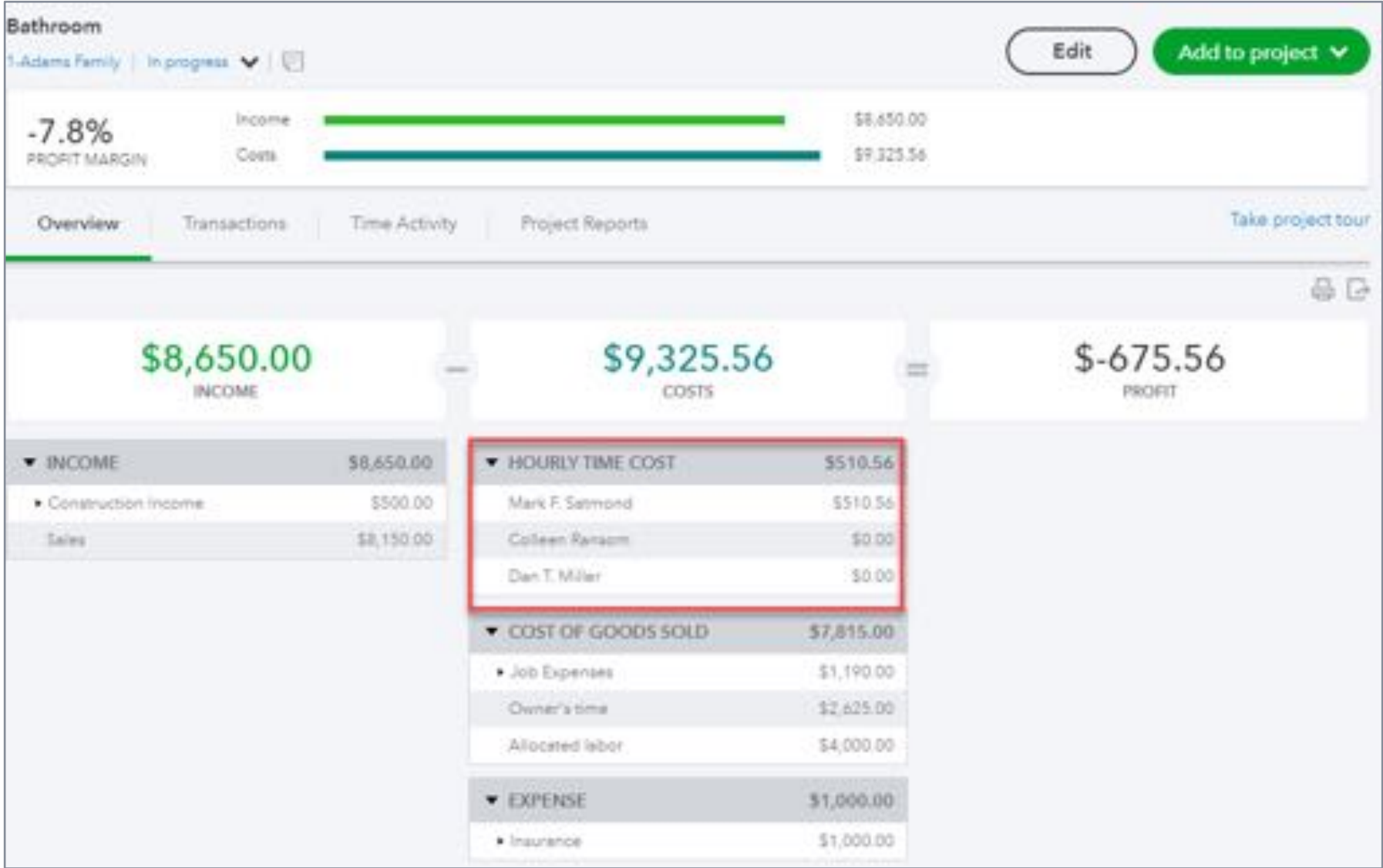
# Cost rate/hr is on timesheet

Mark F. Sarmond

9/23/2019 to 9/29/2019

#	DETAILS	MON 23	TUE 24	WED 25	THU 26
	<div>1-Adams Family Bathroom</div> <div>Cost rate (/hr) 31.91</div>				
1	<div>Floor Plans</div> <div>Floor plans</div> <div><input type="checkbox"/> Billable (/hr)</div>	8:00	8:00		

# Project dashboard includes hourly time cost



# Time cost by employee or vendor

TIME COST BY EMPLOYEE OR VENDOR FOR 1-ADAMS FAMILY'S BATHROOM								
All Dates								
EMPLOYEE	ACTIVITY DATE	PRODUCT/SERVICE	MEMO/DESCRIPTION	DURATION	COST RATE	COST	BILLABLE	BILLABLE RATE
+ Colleen Ransom				28:00		\$1,241.24		
+ Dan T. Miller				20:00		\$597.60		
+ Mark F. Setmond								
Mark F. Setmond	08/13/2018	Blueprint changes		4:00	31.91	127.64	No	0.00
Mark F. Setmond	08/14/2018	Blueprint changes		7:00	31.91	223.37	No	0.00
Mark F. Setmond	09/23/2019	Floor Plans	Floor plans	8:00	31.91	255.28	No	100.00
Mark F. Setmond	09/24/2019	Floor Plans	Floor plans	8:00	31.91	255.28	No	100.00
Total for Mark F. Setmond				27:00		\$861.57		
Total				75:00		\$2,700.41		

# Vendor time/costs – Two ways to track

Enter purchase transaction and allocate vendor bill to jobs (direct costing)

▼ Item details

	#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE ①	TAX	CUSTOMER / PROJECT	
⊞	1	Subs Plumbing	Plumbing	2	25	50.00			T-Adams Family Bathroom	⊞
⊞	2	Subs Plumbing	Plumbing	30	25	750.00			T-Adams Family Another new project	⊞
⊞	3									⊞

Memo:

Total **\$800.00**

# Vendor time/costs – Two ways to track

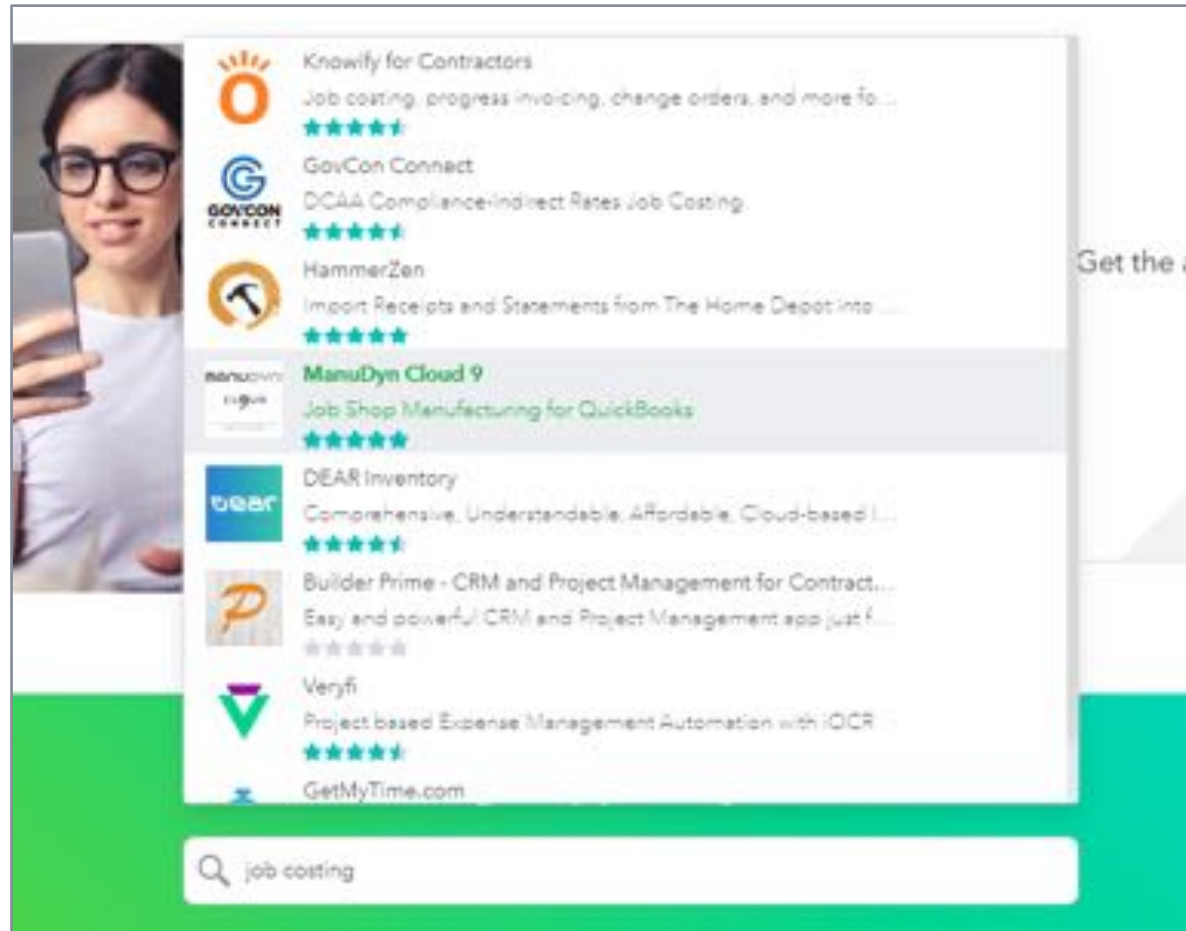
Enter time and use hourly cost rate

The image shows two overlapping screenshots from the QuickBooks interface. The left screenshot displays the 'DETAILS' section for a project named '1-Adams Family: Another new project'. A red box highlights the 'Cost rate (/hr)' field, which is set to '45.00'. A red arrow points from a text box labeled 'Came from vendor record' to this field. Below the cost rate, the task 'Design' is listed with a time entry of '8:00'. The right screenshot shows the 'Overview' tab for the same project. It displays a financial summary with 'INCOME' at '\$0.00' and 'COSTS' at '\$1,470.00'. Below this, a table lists various cost categories. A red box highlights the 'HOURLY TIME COST' category, which shows a total of '\$720.00' and is attributed to 'Linsay Reddery'.

Category	Amount
HOURLY TIME COST	\$720.00
COST OF GOODS SOLD	\$750.00

If using this method – don't allocate to projects on purchase transactions

# Or.... Go to apps.com





# What's coming re: payroll and TSheets

There will be three new full service payroll offerings:

**Core** – similar to QuickBooks Full Service Payroll today

**Premium** – adds subscription to TSheets

**Elite** – adds HR specialist



# If using Premium or Elite can invite time trackers from QuickBooks

MB Raimondi

Pay | Profile | Employment

1 Personal info

First name\* M.I. Last name\*

MB ☐ Raimondi

Hire date

[Why do we need this?](#)

1/1/2000

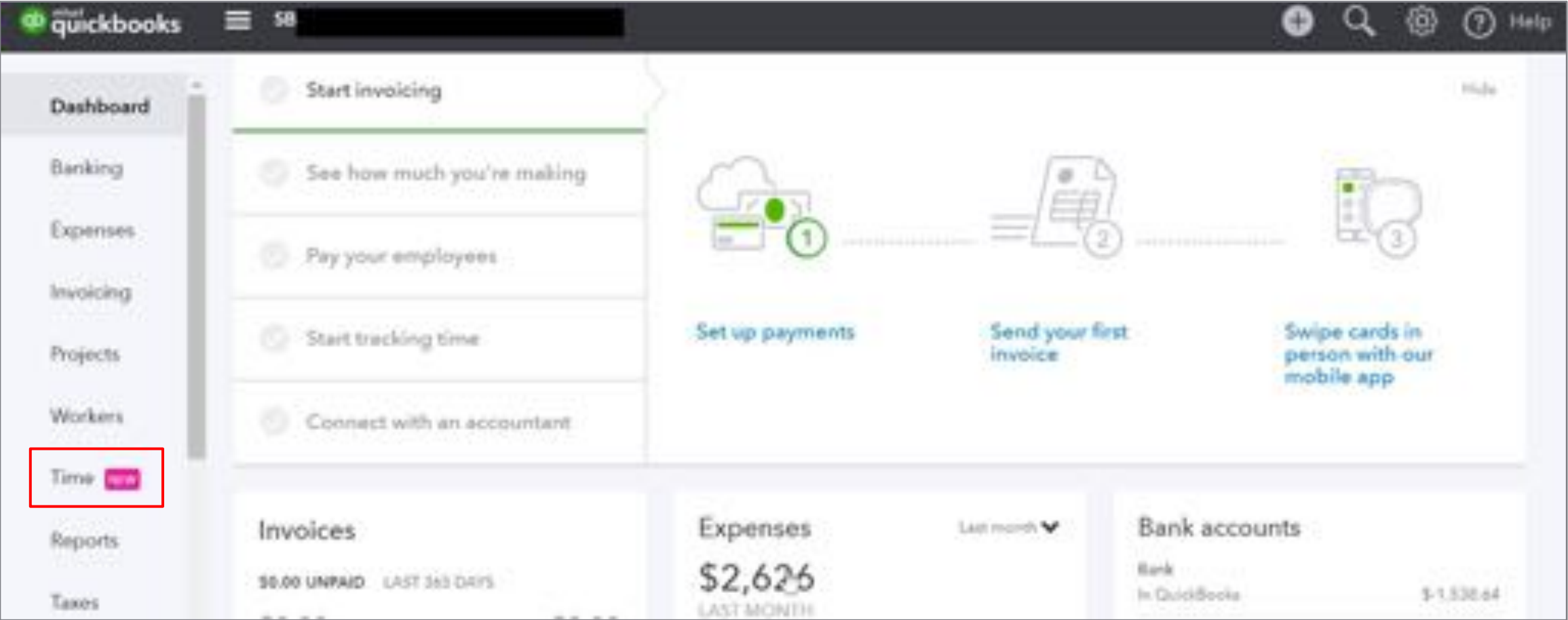
Email

mbraimondi@gmail.com

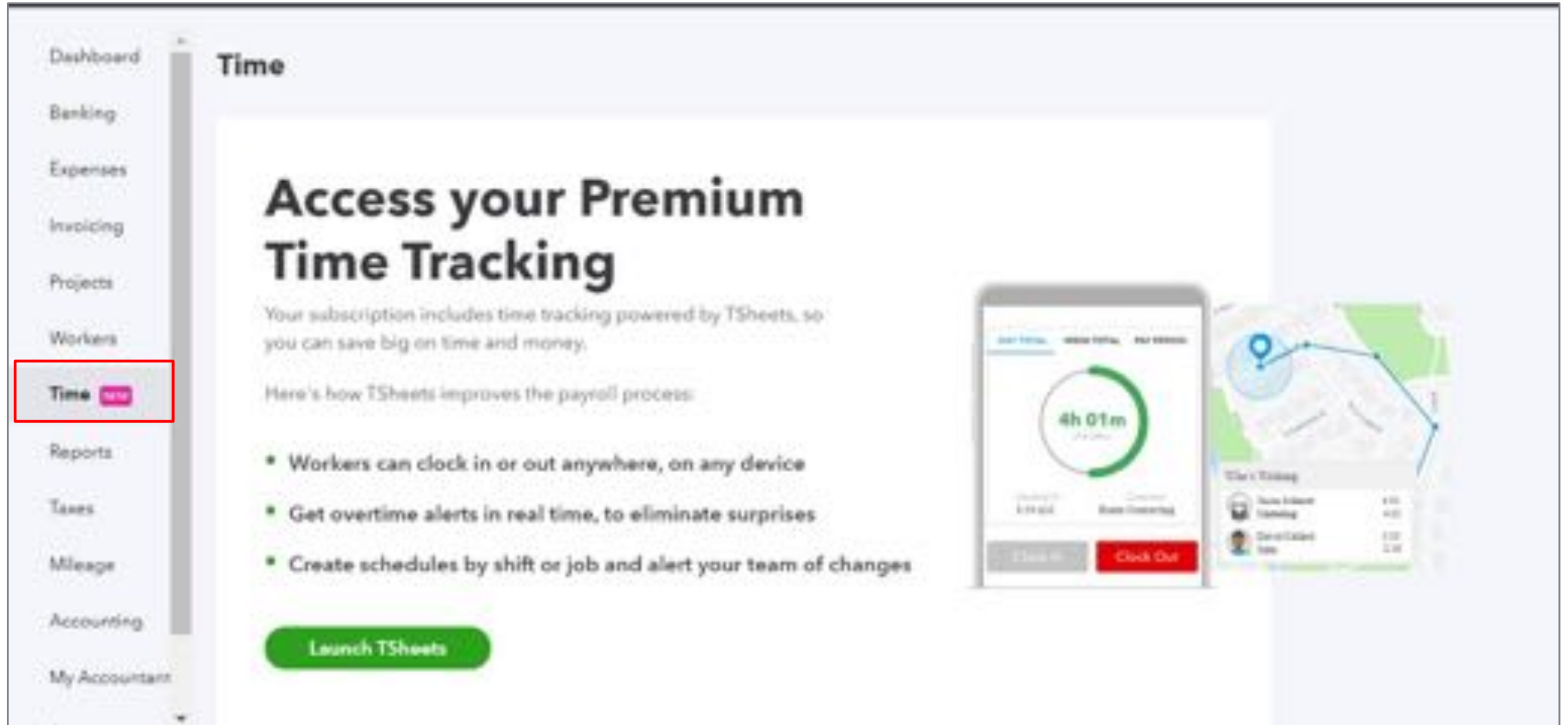
☒ Invite this employee to track and record their hours. [Learn more](#)

☒ Invite this employee to view their pay stubs and W-2s online. [Learn more](#)

# Launch TSheets from within QuickBooks



# Launch TSheets from within QuickBooks

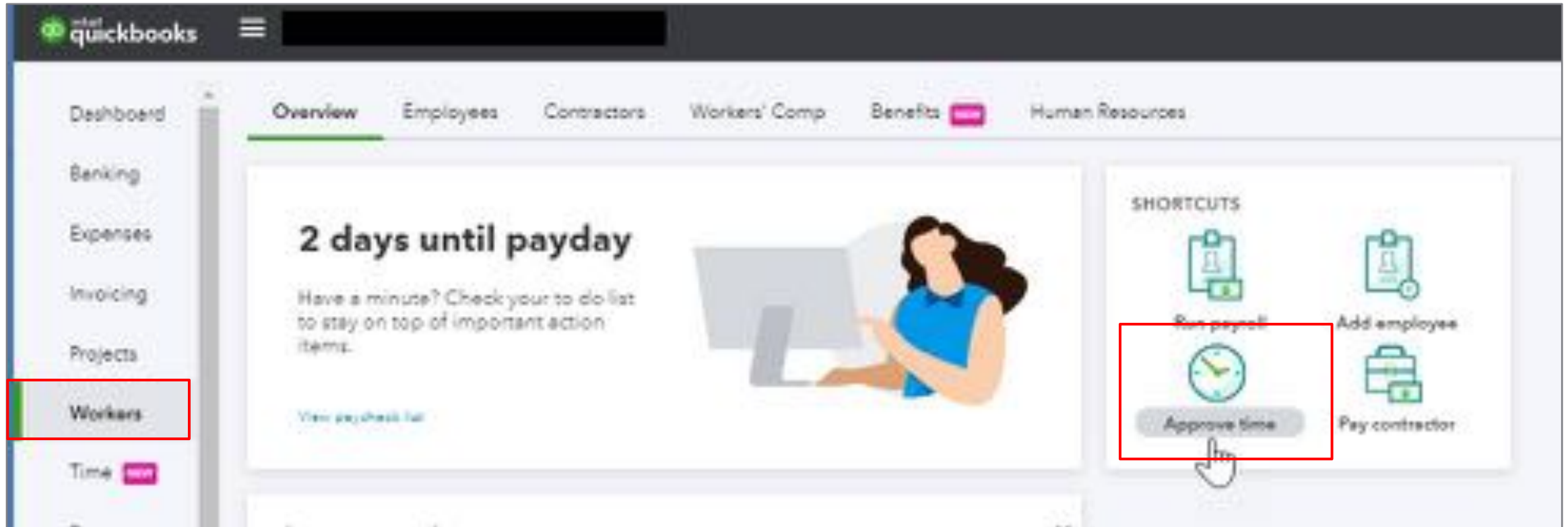


The screenshot displays the QuickBooks user interface. On the left sidebar, the 'Time' menu item is highlighted with a red box. The main content area is titled 'Time' and features a large heading 'Access your Premium Time Tracking'. Below this heading, a paragraph states: 'Your subscription includes time tracking powered by TSheets, so you can save big on time and money.' This is followed by the text 'Here's how TSheets improves the payroll process:' and a bulleted list of features:

- Workers can clock in or out anywhere, on any device
- Get overtime alerts in real time, to eliminate surprises
- Create schedules by shift or job and alert your team of changes

At the bottom of this section is a green button labeled 'Launch TSheets'. To the right of the text, there is a graphic showing a smartphone displaying a clock-in/out interface with a green progress ring and a map showing a worker's location and route.

# Approve time



## Approve time

APPROVE TIME

PAY PERIOD

09/26/2019 - 10/25/2019

Needs review

Approved

Employee, Salary

TOTAL HOURS 8.00

Mary

TOTAL HOURS 44.00

REGULAR

32.00

OT

4.00

PAID TIME OFF

8.00

TOTAL

44.00

Friday, September 27

TIME	HOURS	CUSTOMER	SERVICE	CLASS	BILLABLE	NOTES	ACTION
-	8.00	PTO	-	-	No	-	<a href="#">View</a>
Total Hours		8.00					

Monday, September 30

TIME	HOURS	CUSTOMER	SERVICE	CLASS	BILLABLE	NOTES	ACTION
-	8.00	Man Care	Hours	Industrial	No	-	<a href="#">View</a>
Total Hours		8.00					

Close

Approve all employees

Approve Mary's time

# Approve time – or within Run Payroll, will get message

## Run Payroll: Every Month

Bank account	Pay period	Pay date
Bank ▼ Balance \$-1,538.64	08/26/2019 to 09/25/2019 ▼	10/25/2019

**Approve time for 1 employee**  
Ready to run payroll? [Review and approve](#) their time—we'll save everything to TSheets

# Agenda

Intro to job costing

Job costing setup

Tracking projected jobs

Tracking costs

Tracking direct labor

**Invoicing**

Reports

Conclusion






# Invoicing

- Invoice from an estimate
- Invoice based on time and costs
- Invoice from scratch



# Invoicing – From estimate

 **Estimate #1004**


 Help 

Customer

I-Adams Family@Bedroom

Email

Email (Secondary emails with a comment)

 Accepted 

This customer is not too expensive

☐ Send later

Co/Bo

Create Invoice

**\$5,658.75**

AMOUNT

Billing address

I-Adams Family

Estimate date

09/11/2019

Expiration date

Location of sale

F.O. Number

Sales Rep

+ Shipping information

## Invoicing – From estimate

# Invoice

[Help](#)

Customer ⓘ

1-Adams Family Bathroom

1 Sided transaction  
This customer is not tax exempt

Customer email ⓘ

☐ Send later ⓘ

Online payments [Get set up](#)

☐ Cards

☐ Bank transfer

BALANCE DUE  

## \$5,658.75

Billing address

1-Adams Family

Terms ⓘ

Net 10

Invoice date

09/30/2019

Due date

10/10/2019

Location of sale

4095 Main Street, Trumbull, CT, 06

F.O. Number

Sales Rep

[+ Shipping information](#)

#	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	875.00 of 875.00	25	35	875.00			
4		A1 Custom Storage Shed	Custom Storage Building - Model A1 <small>This customer won't see this as they don't see items in this invoice</small>	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				

# Progress Invoicing – Settings

Account and Settings

Company

Billing & Subscription

Usage

Sales

Expenses

Payments

Advanced

Customize

Sales form content

Products and services

Progress Invoicing

Customize the way forms look to your customers

Preferred invoice terms  
Preferred delivery method  
Shipping  
Custom fields  
Custom transaction numbers  
Service date  
Discount  
Deposit  
Tips (Gratuity)

Show Product/Service column on sales forms  
Show SKU column  
Turn on price rules  
Track quantity and price/rate  
Track inventory quantity on hand

☒ Create multiple partial invoices from a single estimate

Net 10  
None  
Off  
On  
Off  
On  
Off  
On  
Off

On  
Off  
Off  
On  
On

On

Customize look and feel

Cancel

Save

# Progress Invoicing – From estimate

×

How much do you want to invoice?

☐ Total of all estimate lines = \$5,500.00

☒ 30% of each line = 

\$1,650.00

☐ Custom amount for each line

Create invoice

	#	PRODUCT/SERVICE ?	DESCRIPTION	DUE	QTY	RATE	AMOUNT	TAX		
⋮	1	Design	Design	30% of 1,000.00	3	100	300.00		🔗	🗑️
⋮	2	Blueprints	Blueprints	30% of 500.00	0.3	500	150.00		🔗	🗑️

# 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

# Progress Invoicing – From estimate

Invoice

Help

X

Customer ⓘ  
T-Adams Family Bathroom  
T linked transaction  
This customer is not tax exempt.

Customer email ⓘ  
  
☐ Send later ⓘ Cut/Bus

Online payments [Get set up](#)  
☐ Cards VISA M/C A/E Discover AmEx  
☐ Bank transfer A/B

BALANCE DUE  
**\$1,697.63**

Billing address

Terms ⓘ

Invoice date

Due date

Location of sale

P.O. Number

Sales Rep

+ Shipping information

#	SERVICE DATE	PRODUCT/SERVICE ⓘ	DESCRIPTION	DUE	QTY	RATE	AMOUNT	TAX		
11	1	Design	Design	30% of 1,000.00	3	100	300.00			
11	2	Blueprints	Blueprints	30% of 500.00	0.3	500	150.00			
11	3	A1 Custom Storage Shed	Custom Storage Building - Model A1 <small>Note customer will see copy of this form at the building</small>	937.50 of 3,125.00	0.3	3,125	937.50			

# Invoicing for billable charges

Invoice

Customer

Customer email

Online payments

Eden Designs Office Repairs

eden@sampleinvo.com

Can set up

Card

Bank transfer

Billing address

Terms

Invoice date

Due date

Location of sale

Ms. Deanna Eden  
10 Amber St  
Saybrook, CT 06228

Net 30

09/30/2019

10/30/2019

4401 Main Street, Thomaston, CT 04

PO Number

Sales Rep

Subtotal

Taxable subtotal

Sales tax

Total

Deposit

Balance due

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

Filter by

All types

All dates

Don't group items

Add all

Billable time

Aug 19

\$440.00

Framing labor

Add

Open

Billable time

Aug 24

\$290.00

Installation labor

Add

Open

Billable time

Sept 20

\$440.00

Framing labor

Add

Open

Message on invoice

Message on statement

Attachments

1

2

Subtotal

Taxable subtotal

Sales tax

Total

Deposit

Balance due

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00



# Invoicing from scratch

Invoice
Settings ? Help X

---

Customer ⓘ Bristol, Sonya Utility Shed ▾  
This customer is not tax exempt

Customer email ⓘ sonyaeb@samplename.com  
☐ Send later ⓘ CoBot

Online payments [Get set up](#)

☐ Cards

☐ Bank transfer

BALANCE DUE

# \$6,627.00

---

Billing address

Mrs. Sonya Bristol  
5920 N. Lighthouse  
Sayshore, CA 94326

Terms ⓘ

Net 10 ▾

Invoice date

09/30/2019

Due date

10/10/2019

Location of sale

4895 Main Street, Trumbull, CT, Gc

+ Shipping information

P.O. Number

Sales Rep

#	SERVICE DATE	PRODUCT/SERVICE ⓘ	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1		A1 Custom Storage Shed	Custom Storage Building - Model A1 <small>Your customer won't see any of the items in this bundle.</small>	1	6,500	6,500.00	
		Lumber Rough	Rough lumber	1	2,500		
		Labor		1	4,500		

# Agenda

Intro to job costing

Job costing setup

Tracking projected jobs

Tracking costs

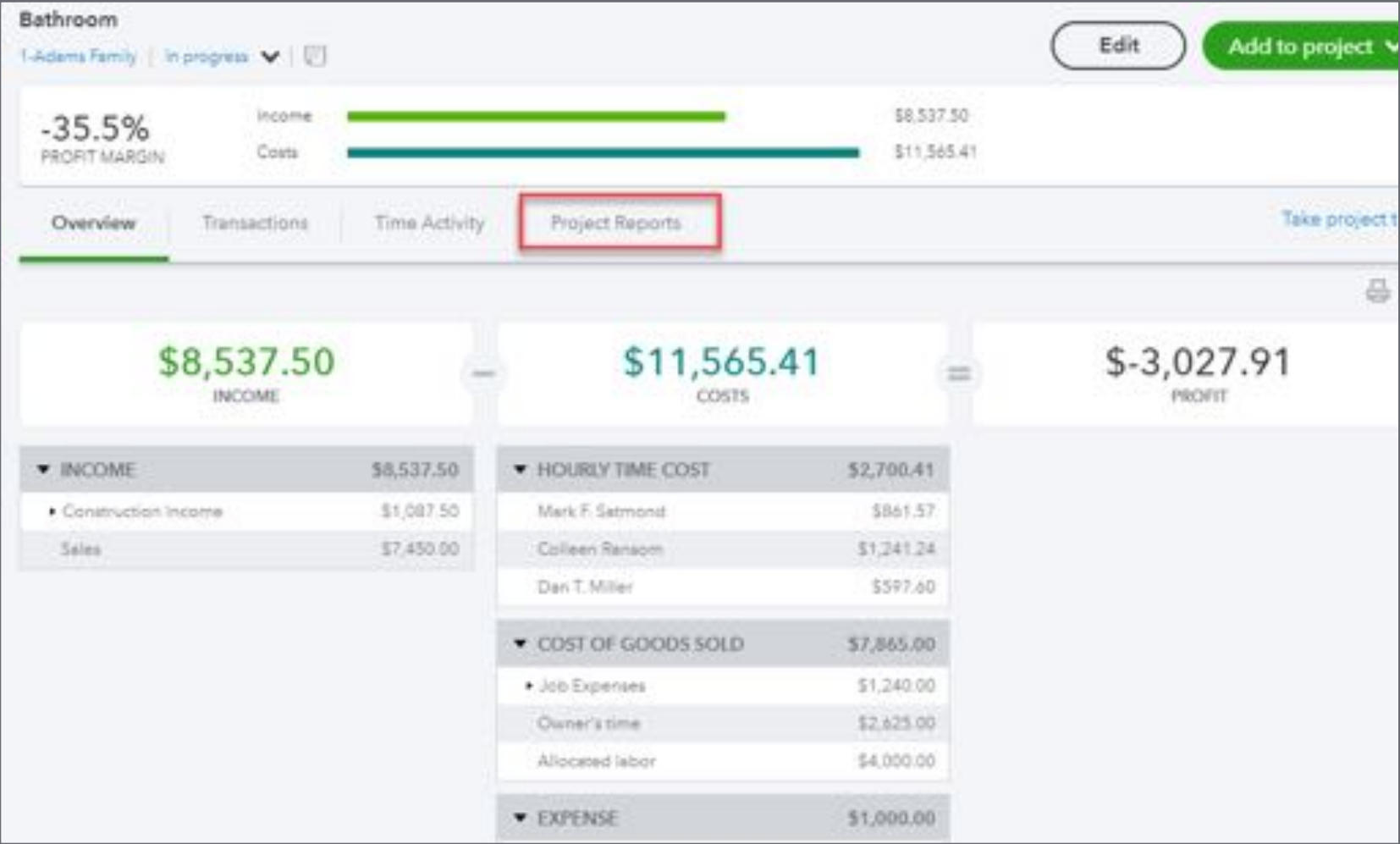
Tracking direct labor

Invoicing

**Reports**

Conclusion

# Project reports



# Project reports – Project Profitability

Castle Construction	
PROJECT PROFITABILITY FOR 1-ADAMS FAMILY'S BATHROOM (WITHOUT TIME COSTS)	
All Dates	
	TOTAL
Income:	
Total Income	
- Cost of Goods Sold	
Allocated labor	4,000.00
- Job Expenses	
Job Materials	1,040.00
Subcontractors	200.00
Total Job Expenses	1,240.00
Owner's time	2,625.00
Total Cost of Goods Sold	\$7,865.00
GROSS PROFIT	\$ -7,865.00
- Expenses	
- Insurance	
Liability Insurance	1,000.00
Total Insurance	1,000.00
Total Expenses	\$1,000.00
NET OPERATING INCOME	\$ -8,865.00
NET INCOME	\$ -8,865.00

“Without Time Costs” because not using QuickBooks Payroll

# Project reports – Time Costs based on hourly cost rate

TIME COST BY EMPLOYEE OR VENDOR FOR 1-ADAMS FAMILY'S BATHROOM									
All Dates									
EMPLOYEE	ACTIVITY DATE	PRODUCT/SERVICE	MEMO/DESCRIPTION	DURATION	COST RATE	COST	BILLABLE	BILLABLE RATE	BILLABLE TOTAL
+ Colleen Ransom									
Colleen Ransom	09/18/2017	Allocated Labor	Allocated Labor - is taxable	8:00	44.33	354.64	Yes	120.00	960.00
Colleen Ransom	09/19/2017	Allocated Labor	Allocated Labor - is taxable	8:00	44.33	354.64	Yes	120.00	960.00
Colleen Ransom	09/20/2017	Allocated Labor	Allocated Labor - is taxable	4:00	44.33	177.32	Yes	120.00	480.00
Colleen Ransom	08/14/2018	Design	Design	8:00	44.33	354.64	No	0.00	
Total for Colleen Ransom				28:00		\$1,241.24			\$2,400.00
+ Dan T. Miller									
Dan T. Miller	09/18/2017	Allocated Labor	Allocated Labor - is taxable; ...	8:00	29.88	239.04	Yes	80.00	640.00
Dan T. Miller	09/19/2017	Allocated Labor	Allocated Labor - is taxable; ...	8:00	29.88	239.04	Yes	80.00	640.00
Dan T. Miller	09/20/2017	Allocated Labor	Allocated Labor - is taxable; ...	4:00	29.88	119.52	Yes	80.00	320.00
Total for Dan T. Miller				20:00		\$597.60			\$1,600.00
+ Mark F. Seimond									
Mark F. Seimond	08/13/2018	Blueprint changes		4:00	31.91	127.64	No	0.00	
Mark F. Seimond	08/14/2018	Blueprint changes		7:00	31.91	223.37	No	0.00	
Mark F. Seimond	09/23/2019	Floor Plans	Floor plans	8:00	31.91	255.28	No	100.00	
Mark F. Seimond	09/24/2019	Floor Plans	Floor plans	8:00	31.91	255.28	No	100.00	
Total for Mark F. Seimond				27:00		\$561.57			
Total				75:00		\$2,700.41			\$4,000.00

# Project reports – Unbilled Time and Expenses

UNBILLED TIME AND EXPENSES FOR 1-ADAMS FAMILY'S BATHROOM						
All Dates						
DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	AMOUNT	BALANCE
→ 1-Adams Family						
→ Bathroom						
08/14/2018	Charge	2	No	Equipment Rental	150.00	150.00
08/14/2018	Credit	3	No	Equipment Rental	-10.00	140.00
09/11/2018	Billable Expense Charge		No	Lighting	1,040.00	1,180.00
Total for Bathroom					\$1,180.00	
Total for 1-Adams Family					\$1,180.00	
TOTAL					\$1,180.00	

# 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
Total Income	\$0.00	\$7,150.00	\$7,150.00	\$7,150.00
▼ 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
Total Cost of Goods Sold	\$0.00	\$6,625.00	\$6,625.00	\$6,625.00
GROSS PROFIT	\$0.00	\$525.00	\$525.00	\$525.00
EXPENSES				
Total Expenses			\$0.00	\$0.00
NET OPERATING INCOME	\$0.00	\$525.00	\$525.00	\$525.00
NET INCOME	\$0.00	\$525.00	\$525.00	\$525.00

# Reports – P&L by Item

<div> Columns = Products/Services  Filter = job  Products/Services = Specified </div>						
ADAMS FAMILY BATHROOM 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>	\$0.00	\$400.00	\$6,000.00	\$0.00	\$750.00	\$7,150.00
→ 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>	\$ -4,000.00	\$0.00	\$0.00	\$2,625.00	\$0.00	\$ -1,375.00
<b>GROSS PROFIT</b>	\$4,000.00	\$400.00	\$6,000.00	\$ -2,625.00	\$750.00	\$8,525.00
EXPENSES						
<b>Total Expenses</b>						\$0.00
<b>NET OPERATING INCOME</b>	\$4,000.00	\$400.00	\$6,000.00	\$ -2,625.00	\$750.00	\$8,525.00
<b>NET INCOME</b>	\$4,000.00	\$400.00	\$6,000.00	\$ -2,625.00	\$750.00	\$8,525.00



# 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

# 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

# Reports, Estimates & Progress Invoicing Summary by Customer

ESTIMATES & PROGRESS INVOICING SUMMARY BY CUSTOMER						
All Dates						
DATE	NUM	STATUS	AMOUNT	INVOICED AMOUNT	% INVOICED	BALANCE
+ 1-Adams Family:Bathroom						
09/11/2019	1004	Accepted	5,658.75	1435.12	25.36%	4223.63
09/18/2017	1001	Closed	7,150.00	7150.00	100.00%	0.00
Total for 1-Adams Family:Bathroom			\$12,808.75	\$8,585.12		\$4,223.63
+ 2nd Widget Customer						
08/14/2019	1002	Accepted	800.00	0.00	0.00%	800.00
Total for 2nd Widget Customer			\$800.00	\$0.00		\$800.00
+ Abercrombie, Kristy:Kitchen						
12/01/2018	289	Rejected	5,019.08	0.00	0.00%	5019.08
Total for Abercrombie, Kristy:Kitchen			\$5,019.08	\$0.00		\$5,019.08

# Agenda

Intro to job costing

Job costing setup

Tracking projected jobs

Tracking costs

Tracking direct labor

Invoicing

Reports

**Conclusion**

# What to think about

Make sure you are in QuickBooks Online Plus or Advanced

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)?** Use Projects, Hourly cost rate 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?





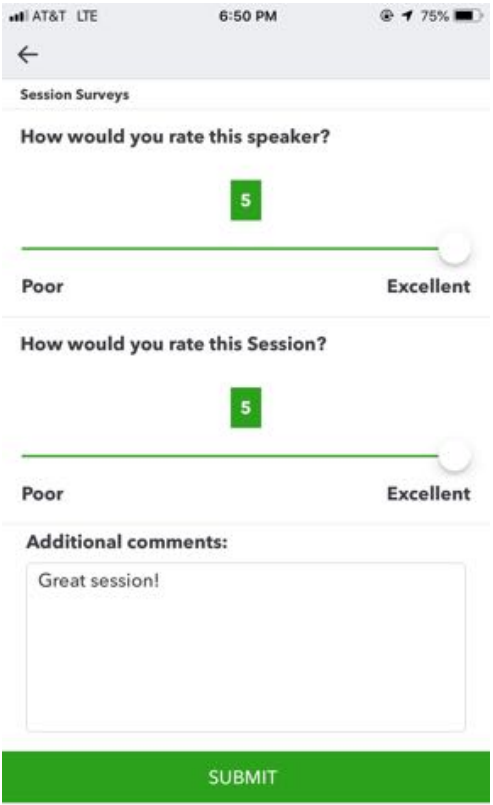
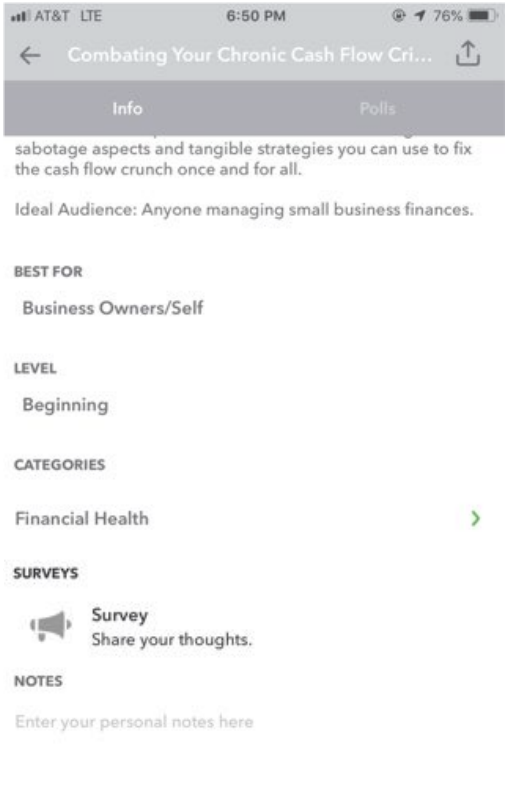
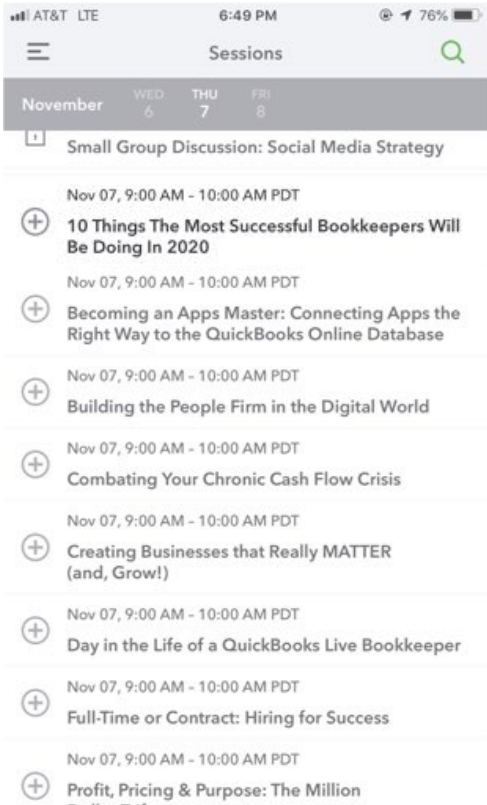
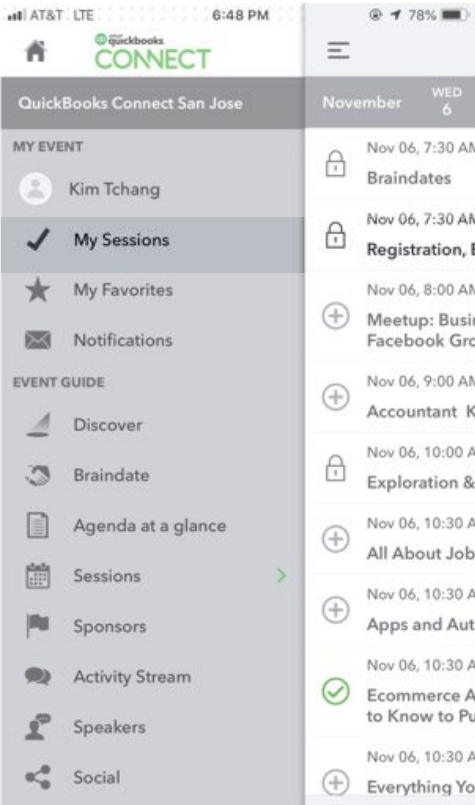


# Questions?

# Rate this Session on the QuickBooks Connect Mobile App

Provide feedback to help us design content for future events

1. Select Sessions
2. Select Session Title
3. Select Survey
4. Add Ratings



# Material Download

1. Find the session on the agenda
2. Select + for more information
3. Download PDF of slides and/or supplemental material

<https://quickbooksconnect.com/agenda/>

The screenshot shows the QuickBooks Connect agenda page for November 7. The header includes the QuickBooks Connect logo, navigation links (Why Attend, Agenda, Speakers, Pricing, Sponsors, Travel, FAQ), and a 'Register now' button. The date 'November 7' is highlighted, with 'November 6: Accountant Day' and 'November 8' also visible. A 'Print Agenda' link is in the top right. Below the header, a paragraph describes the event: 'Get new insights from experts in business growth, organizational culture, financial health, technology and life skills. Book a Braindate with peers and expert consultant for one-on-one learning. Unwind in the evening with our legendary celebration.' A search bar labeled 'Search for sessions' is present. Below the search bar, filters are listed: Business Growth, Life & Business Skills, Organizational Culture, Technology Training, Advisory, and Financial Health, with an 'Expand all +' link. The agenda list shows sessions for November 7. The first session is 'Registration, Breakfast & Exploration' from 7:30-7:00 am. The second is 'Braindates' from 7:30-10:30 am, described as a new feature for booking time with attendees, consultants, and support. The third is 'Yoga' from 8:00-8:30 am. The fourth is 'Breakout Sessions' from 8:00-8:45 am, which includes several small group discussions: 'Small Business Meetup: Relationship Marketing and the Power of Human Connection', 'Small Group Discussion: Social Media Strategy', 'Small Group Discussion: Showing up - Why What You Wear Matters', and 'Small Group Discussion: Build Your Dream Bookkeeping firm'. Each session has a '+' icon to its right for more information.

QuickBooks CONNECT

Why Attend Agenda Speakers Pricing Sponsors Travel FAQ

Register now

November 6: Accountant Day November 7 November 8

Print Agenda

Get new insights from experts in business growth, organizational culture, financial health, technology and life skills. Book a Braindate with peers and expert consultant for one-on-one learning. Unwind in the evening with our legendary celebration.

Search for sessions

Filters: Business Growth Life & Business Skills Organizational Culture Technology Training Advisory Financial Health Expand all +

7:30-7:00 am Registration, Breakfast & Exploration

7:30-10:30 am Braindates  
New this year, you can use Braindates to book time with fellow attendees, expert consultants and the QuickBooks support team. [Learn more](#)  
Best for: All Audiences  
CPE Hours: not eligible

8:00-8:30 am Yoga

8:00-8:45 am Breakout Sessions

Small Business Meetup: Relationship Marketing and the Power of Human Connection

Small Group Discussion: Social Media Strategy

Small Group Discussion: Showing up - Why What You Wear Matters

Small Group Discussion: Build Your Dream Bookkeeping firm



OWN  
THE  
FUTURE