



QuickBooks Online Student Guide

# Appendix C

# QuickBooks Projects



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## ▶ QuickBooks Projects

The Projects in QuickBooks Online feature works like job costing from Chapter 1 in this training guide. It helps you organize all the pieces involved in a project, (including transactions, time, and reports) to make it easy to track your progress and the status of your project. Project tracking also lets you create project profitability reports to measure the profitability of any project for your business.

Businesses should use projects because it gives them a central place to get a snapshot of their projects along with all the associated transactions, notes and reports.



**NOTE** You can delete a project if it has no transactions, or if the balance owed for the project is \$0. If it has transactions and there is a balance, you can move them to another project, sub-customer, or Customer and then delete. Once a project is deleted, you cannot re-activate it.

### Enable Projects

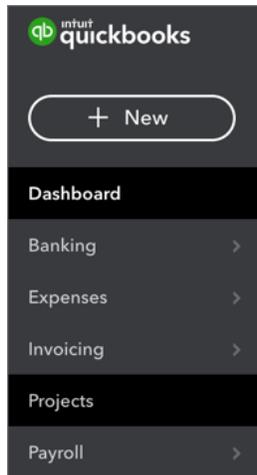
1. Click the **Gear icon**.
2. Under **Your Company**, click **Account and Settings** (or **Company Settings**).
3. From the left menu, click the **Advanced** tab.
4. Click **Advanced**.
5. In the **Projects** section, select **Use project financial tracking**.
6. Select **Save**.
7. Select **Done**.

The screenshot shows the 'Account and Settings' page in QuickBooks Online. The left sidebar is expanded to the 'Advanced' tab. The main content area is divided into sections: Automation, Projects, Time tracking, Language, Currency, and Other preferences. The 'Projects' section is highlighted, showing the toggle for 'Organize all job-related activity in one place' is turned on. Below this toggle are 'Cancel' and 'Save' buttons. The 'Done' button is visible at the bottom right of the page.

Section	Setting	Value	Action
Automation	Pre-fill forms with previously entered content	Off	✎
	Automatically apply credits	Off	
	Automatically invoice unbilled activity	Off	
	Automatically apply bill payments	On	
Projects	Organize all job-related activity in one place ⓘ	<input checked="" type="checkbox"/>	✎
	<input type="button" value="Cancel"/> <input type="button" value="Save"/>		
Time tracking	Add Service field to timesheets	On	✎
	Make Single-Time Activity Billable to Customer	Off	
Language	Language	English	✎
Currency	Home Currency	Canadian Dollar	
	Multicurrency	On <a href="#">Manage Currencies</a>	
Other preferences	Date format	dd/MM/yyyy	✎
	Number format	123,456.00	
	Warn if duplicate cheque number is used	On	



**NOTE** A Projects link now displays in the navigation bar. See below.



To get started:

1. Click **Projects**. QuickBooks displays the following window. Click **Start a project**.

**Run your projects with confidence**

Make better decisions by knowing how your jobs are doing

[See how it works](#)

- **Profitability in one place**  
Organize your project finances with a clear view of profits
- **Keep track of your labour costs**  
QuickBooks helps you connect the dots between your Payroll and Projects
- **Eliminate the guesswork**  
Understand which projects make money and where you should focus your efforts

[Start a project](#)

25.9% PROFIT MARGIN

Income: [Bar chart showing high value]  
Costs: [Bar chart showing lower value]

INCOME	EXPENSES	PROFIT
Design income	Advertising	
Services	Payroll	
	Wages	
	Taxes	

2. The **New project** window displays. Enter the **Project Name**.
3. Choose the **Customer** to link the project to. This is a required field.
4. Enter any **Notes**. This is an optional field.

- Click **Save** to complete the project setup.

**New project** [X]

Project name \*  
Sorensen Backyard Pool Project

Customer \*  
Sorensen Family

Notes  
28'X40' Lap pool.  
Diving board  
12' Depth  
Rock structure w/grotto  
10'X10' Spa plus pool house

Save

The next window displays the following.

intuit quickbooks

Green Tree Landscapes

Help

+ New

Dashboard

Banking

Expenses

Invoicing

Projects

Payroll

Reports

Taxes

Mileage

Accounting

My Accountant

Apps

Time Tracking

< All projects

Sorensen Backyard Pool Project

Sorensen Family | In progress | View

Edit Add to project

--	Income	=====	\$0.00	Open	\$0.00	Overdue	\$0.00
PROFIT MARGIN	Costs	=====	\$0.00				

Take project tour

Overview Transactions Time Activity Project Reports

\$0.00 INCOME

\$0.00 COSTS

\$0.00 PROFIT

INCOME

EXPENSE

Invoices  
Request money for your product or services.

Expenses  
Track what you've spent on this project.

Bills  
Add anything you purchase from suppliers.

- Click the **All Projects** link to go back to the projects window.

The Projects window displays a list of all Projects. The projects are sorted first by Status and Parent Customer and then alphabetically by project name. The project name displays above the Parent Customer's name.

The screenshot shows the QuickBooks interface for the 'Green Tree Landscapes' company. The left sidebar contains navigation options: Dashboard, Banking, Expenses, Invoicing, **Projects**, Payroll, Reports, Taxes, Mileage, Accounting, My Accountant, Apps, and Time Tracking. The main area is titled 'Projects' and includes a 'See how it works (3:57)' link and a 'Hourly cost rate' button. Three summary cards are displayed: 'Track employee time' (Know the time you've spent on each project), 'Run payroll' (See your labour costs by project, Employee ID #10901), and 'See your profit margin' (Know how much you really make on a project). Below these are filters for 'In progress' and 'All customers', a search bar for 'Search all projects', and a 'New project' button. A table lists projects with columns for PROJECT / CUSTOMER, PROFIT MARGIN, TIME, and ACTIONS. One project is visible: 'Sorensen Backyard Pool ...' by 'Sorensen Family', showing Income and Costs bars.

Click the individual project window to display the following:

The screenshot shows the individual project window for 'Sorensen Backyard Pool Project' under the 'Sorensen Family' customer. The interface includes an 'Edit' button and an 'Add to project' button. A summary bar shows 'PROFIT MARGIN' with Income and Costs bars, and 'Open \$0.00' and 'Overdue \$0.00' values. Below this are tabs for 'Overview', 'Transactions', 'Time Activity', and 'Project Reports'. The 'Overview' tab is active, displaying three large boxes for '\$0.00 INCOME', '\$0.00 COSTS', and '\$0.00 PROFIT'. Under 'INCOME', there is an 'Invoices' section with the text 'Request money for your product or services.' Under 'EXPENSE', there are 'Expenses' (Track what you've spent on this project.) and 'Bills' (Add anything you purchase from suppliers.) sections.

From this window you can do the following:

1. Find reports on the **Project reports** tab.
2. Review transactions on the **Transactions** tab.
3. Edit the project using the **Edit** button.
4. **Add to Project**—This means that you can add transactions to this project.
5. **Status**—You can edit the status of the project when you click the down arrow to reveal additional statuses.

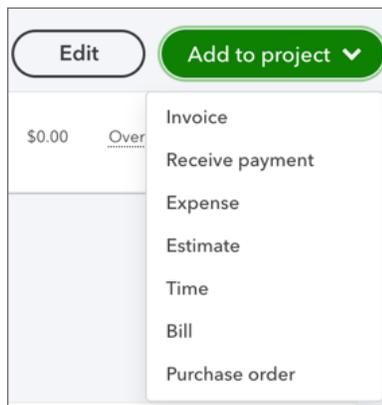
After setting up your project you're ready to start tracking transactions to your business project. You can add the project in two ways:

1. From the Project window, click **Add to Project**.
2. From a transaction window by adding the **Customer: Project** field.

## ▶ Add Transactions—Project Window

QuickBooks makes it easy to add transactions to a project.

1. From the project window, click **Add to project** to add a transaction.



2. Add an expense like **Expense** or **Bill**. Click the transaction type. The transaction opens. Complete the transactions as you normally would.

QuickBooks automatically adds the Customer/Project to the appropriate field as needed.

**Bill** ? Help X

Supplier: Green Lawn BALANCE DUE  
**\$11,300.00**

Mailing address: Green Lawn, 5844 Burlington, Toronto ON, M7H 8M9

Terms: Net 60 Bill date: 31/08/2020 Due date: 30/10/2020 Bill no.:

Amounts are: Exclusive of Tax

**Category details**

#	CATEGORY	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	CUSTOMER / PROJECT
1	Subcontractors		10,000.00	HST ON	<input checked="" type="checkbox"/>	Sorensen Family:Sorensen
2						

Subtotal: 10,000.00

Buttons: Cancel, Clear, Make recurring, Save, Save and close



**IMPORTANT NOTE** If you are using Billable expenses (reimbursable expenses) the Billable checkbox will be checked. However, if you're not using this feature you can deselect it or disable the billable checkbox in the Account & Settings under expenses. Most businesses will not use the billable checkbox if they are estimating projects and invoicing from those estimates.



**NOTE** As you add transactions using Projects, they will display in the **Transactions** tab.

**Manufacturing Process Improvement** Edit Add to project

ACME Co. | In progress

Project reports: **Transactions**

Filter: Last 365 Days

DATE	TYPE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
04/02/2019	Bill	34803	04/02/2019	\$12,883.87	\$12,883.87	Open	
23/01/2019	Bill	3839	23/01/2019	\$8,892.00	\$8,892.00	Overdue	
28/12/2018	Bill	3993	28/12/2018	\$8,999.00	\$8,999.00	Overdue	

< First Previous 1-3 of 3 Next Last >

## ▶ Add Transactions–New Menu

To add a transaction using the New menu, choose the transaction and complete the fields as usual.



**NOTE** When using this method, you must select the Customer/Project manually from the appropriate field.

**Expense** Take a tour Help X

Payee: Oncor Water & Gas Payment account: Visa Card Balance \$1,655.44 AMOUNT: \$4,384.25

Payment date: 31/08/2020 Payment method: What did you pay with? Ref no.:

Amounts are: Exclusive of Tax

#	CATEGORY	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	CUSTOMER / PROJECT
1	Disposal Fees	Debris removal	3,879.87	HST ON	<input checked="" type="checkbox"/>	Sorensen Family:Sorensen
2						

Subtotal: 3,879.87

Buttons: Cancel Clear Print Make recurring Save Save and close

## Add Employee Time

In addition to adding expense transactions, you can also add time and attach it to the Customer Project.

1. From the **Add to project** button, choose **Add time**.
2. QuickBooks displays the **Time activity** window.
3. Add the **Date**.
4. Add the **Name** of the employee or supplier.
5. Choose the **Customer/Project** (QuickBooks automatically adds it in this case).
6. Enter **Start and End Times** (optional feature).
7. Enter the **Time** (if you don't select Enter Start and End Times).
8. Enter the **Description**.

9. Click **Save and new**.

The screenshot shows a 'Time Activity' form with the following fields and values:

- Date: 31/08/2020
- Name: Green Lawn
- Cost rate (/hr): [empty]
- Customer/Project: Sorensen Family:Sorensen Backyard F
- Service: Excavation
- Time: 28:00
- Description: Excavation of pool area.
- Summary: 28 hours

At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Save and new'.



**NOTE** This time expense is not included in the **Project Profitability** report currently.

### Bank Feeds and Customer Projects

You can add Projects to bank feed transactions.

1. When adding or matching a downloaded transaction, select the **Project** name from the **Select Customer** (optional) drop-down.

- If you want to allocate an expense to multiple projects, select **Split** and divide the expense to the different projects.

The screenshot shows the QuickBooks interface for a transaction entry. The main window displays a list of transactions under the 'Banking' tab. The selected transaction is dated 24/08/2020, with a payee of 'Wal-Mart' and a category of 'Miscellaneous'. The amount is \$15.61. Below the list, the 'Categorize' form is open, showing the 'Customer/project' dropdown menu highlighted with a green box. The form also includes fields for 'Payee', 'Category', 'Tax', and 'Memo'. The 'Memo' field contains 'Amazon.com\*MM3862NK0'. At the bottom of the form, there are buttons for 'Add attachment', 'Create a rule', 'Exclude', 'Split', and 'Add'.

### Add Existing Transactions to Projects

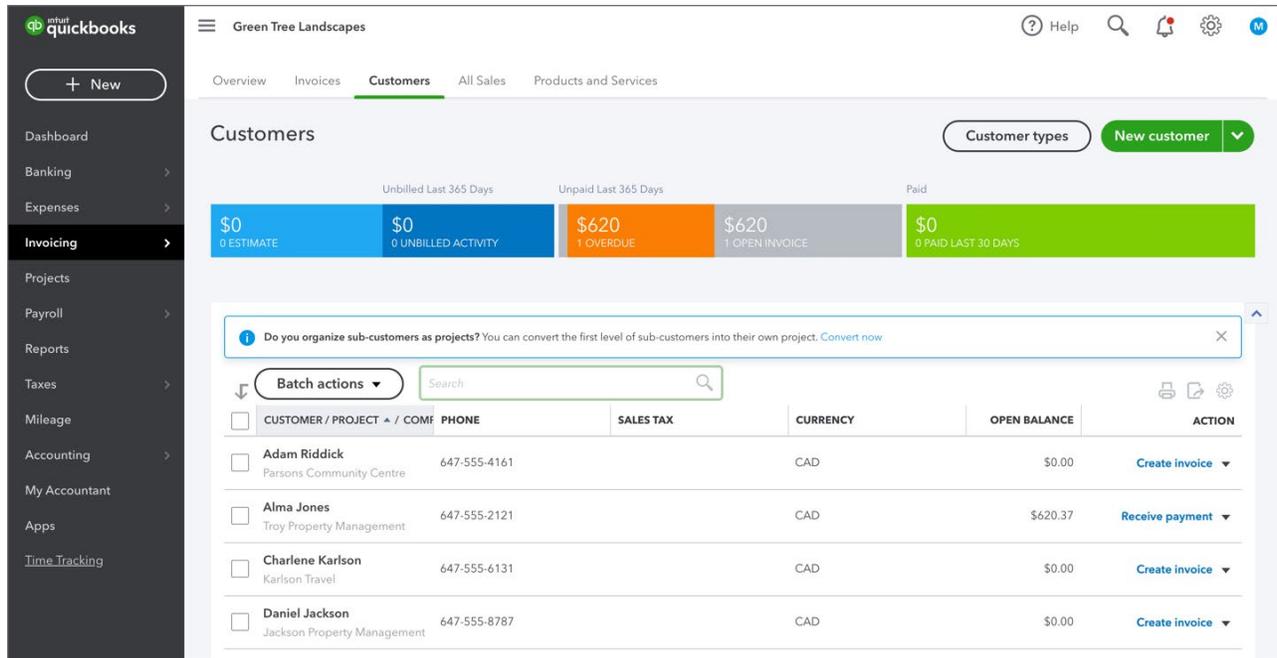
You can add existing transactions to projects if they've been added to sub-customers using the Customer/Project field. Do the following:

- From the navigation bar, click **Sales**, and click **Customers**.
- Under the money Toolbar, you'll see a statement saying "Do you organize sub-customers as projects? You can convert the list level of sub-customers into their own projects" select **Convert now**.



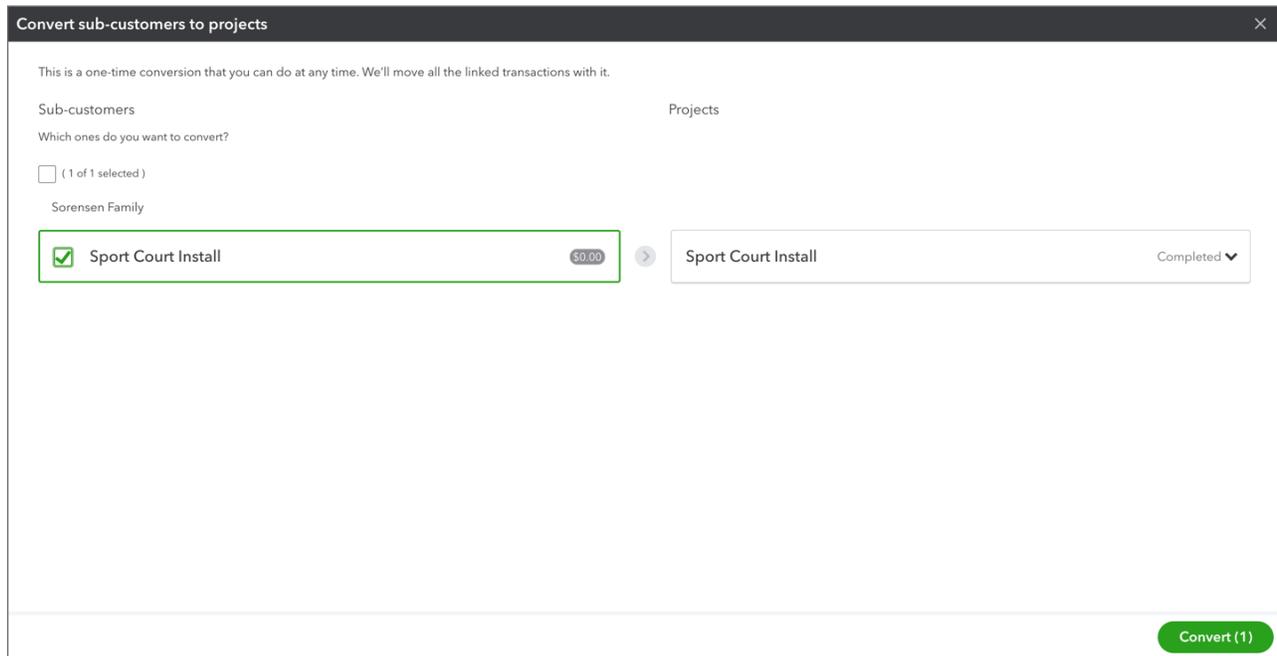
**NOTE** This will only appear if:

- Projects are turned on.
- You have a sub-customer with the setting **Bill to Parent**.
- The sub-customers are active and are not a sub-sub customer.
- The sub-customers do not have any active or inactive sub-sub customers.

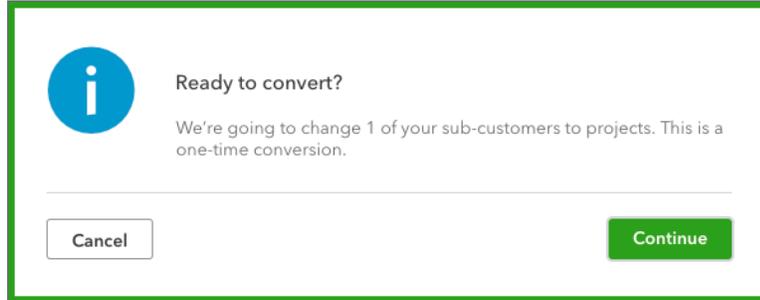


3. Mark the sub-customers you'd like to convert into **Projects**.

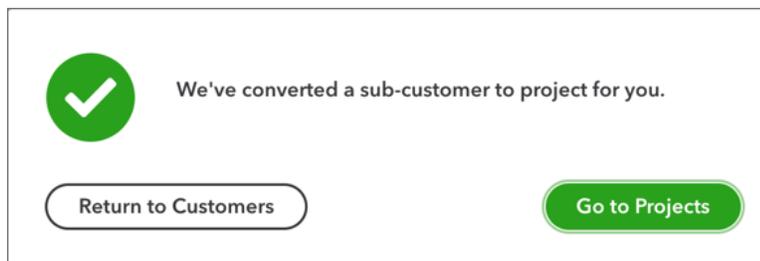
4. Click **Convert**.



5. Click **Continue**.



6. Click Go to **Projects**.



**Notes about existing transactions that you'd like to move to a Customer Project:**

**Expenses**

On the column called **Customer/Project**, add the project name. You can also split the expense, bill, or check to various projects by adding a line with the amount for each project and tagging that line to it.

**Invoices**

You can only change the name of the invoice to the project if the following conditions are met:

- The invoice wasn't created from an estimate.
- It doesn't have any billable expenses or time attached.
- The invoice is not paid yet (see links at top of invoice).

Any links will stay with the old customer. Payments, estimates, billable expenses, etc. will need to be manually moved to the project. If you have a lot of links, it may be better to continue using the old workaround and start using projects when you have a new project.

## Invoicing for Projects

After completing your project, you can invoice for the work. To invoice for a project:

1. Click **Add to project**.
2. Click **Invoice**.
3. QuickBooks adds the **Customer Project**.
4. Enter the **Date**.
5. Enter the **Product/Service** and **Description**.
6. Enter the **QTY, Rate** and **Amount**.
7. Click to **Save**.

**Invoice no.1006** Take a tour Help ×

Customer: Sorensen Family; Sorensen Backys Customer email: Separate emails with a comma Get set up Send later Cc/Bcc Cards VISA MasterCard Amex Apple Pay BALANCE DUE

**\$54,240.00**

Billing address: Sorensen Family Terms: Net 30 Invoice date: 31/08/2020 Due date: 30/09/2020 Invoice no.: 1006

Amounts are: Exclusive of Tax

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE (CAD)	AMOUNT (CAD)	SALES TAX
1		Pool Construction		1	48,000	48,000.00	HST ON
2							

Subtotal: 48,000.00  
 HST (ON) @ 13% on 48,000.00: 6,240.00  
**Total: 54,240.00**  
 Balance due: 54,240.00

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and send

## Project Profitability Reports

Measure the profitability of any project for your business by creating the Project Profitability Report.

1. Go to Projects and then click the **Project Reports** tab.
2. Click **Project Profitability**.

3. Edit the dates as needed.

[All projects](#)  
**Sorensen Backyard Pool Project**  
 Sorensen Family | In progress | [View](#) | [☆](#)
[Edit](#) [Add to project](#)

**71.1%**  
 PROFIT MARGIN

Income  \$48,000.00  
 Costs  \$13,879.87

Open \$0.00    Overdue \$0.00

[Take project tour](#)

[Overview](#)   [Transactions](#)   [Time Activity](#)   **[Project Reports](#)**

 **Project profitability**  
 How much you're making or losing on this project. [View](#)

 **Time cost by employee or supplier**  
 See employee or supplier time costs on this project. [View](#)

 **Unbilled time and expenses**  
 Find expenses and time you haven't added to an invoice. [View](#)

Green Tree Landscapes	
PROJECT PROFITABILITY FOR SORENSEN FAMILY'S SORENSEN BACKYARD POOL PROJECT	
All Dates	
	TOTAL
<b>INCOME</b>	
Sales	48,000.00
<b>Total Income</b>	<b>\$48,000.00</b>
<b>GROSS PROFIT</b>	
<b>\$48,000.00</b>	
<b>EXPENSES</b>	
Disposal Fees	3,879.87
Subcontractors	10,000.00
<b>Total Expenses</b>	<b>\$13,879.87</b>
<b>PROFIT</b>	<b>\$34,120.13</b>