



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** menu.
2. Click **Account and Settings**.
3. Click **Advanced**.
4. In the **Projects** section, slide the button to on.
5. Click **Save**.
6. Click **Done**.

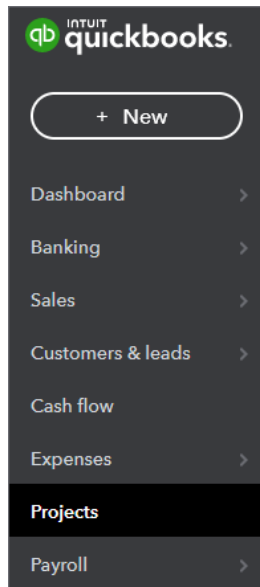
The screenshot shows the 'Account and Settings' window in QuickBooks Online, specifically the 'Advanced' tab. The 'Projects' section is highlighted, showing a toggle switch that is turned 'On'. A green arrow points to the toggle switch. Below the toggle switch are 'Cancel' and 'Save' buttons. The 'Done' button is visible at the bottom right of the window.

Account and Settings				Help X
Company	Accounting	First month of fiscal year	January	
Billing & subscription		First month of income tax year	Same as fiscal year	
Usage		Accounting method	Accrual	
Sales		Close the books	Off	
		Default tax rate selection	Exclusive of tax	
Expenses	Company type	Tax form	Corporation, one or more shareholders	
Payments	Chart of accounts	Enable account numbers	Off	
Time	Categories	Track classes	Off	
Advanced		Track locations	Off	
	Automation	Pre-fill forms with previously entered content	On	
		Automatically apply credits	On	
		Automatically invoice unbilled activity	Off	
		Automatically apply bill payments	On	
	Projects	Organize all job-related activity in one place ⓘ	<input checked="" type="checkbox"/>	
		Cancel Save		
	Language	Language	English	
	Currency	Home Currency	Canadian Dollar	
		Multicurrency	On Manage Currencies	

Done

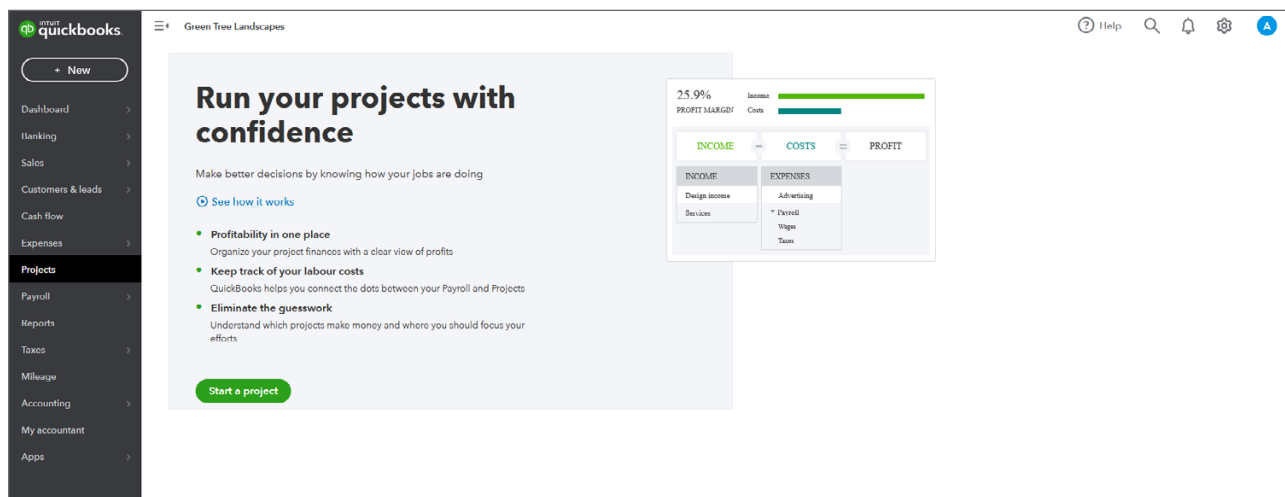


**NOTE** A Projects link now displays in the navigation bar. See below.



To get started:

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



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

Project name \*

Pool Project

Customer \*

Jones Family

▼

Start date

01/05/2023

End date

30/09/2023

Project Status

In progress

▼

Notes

Pool with slide, diving board, and rope swing. |

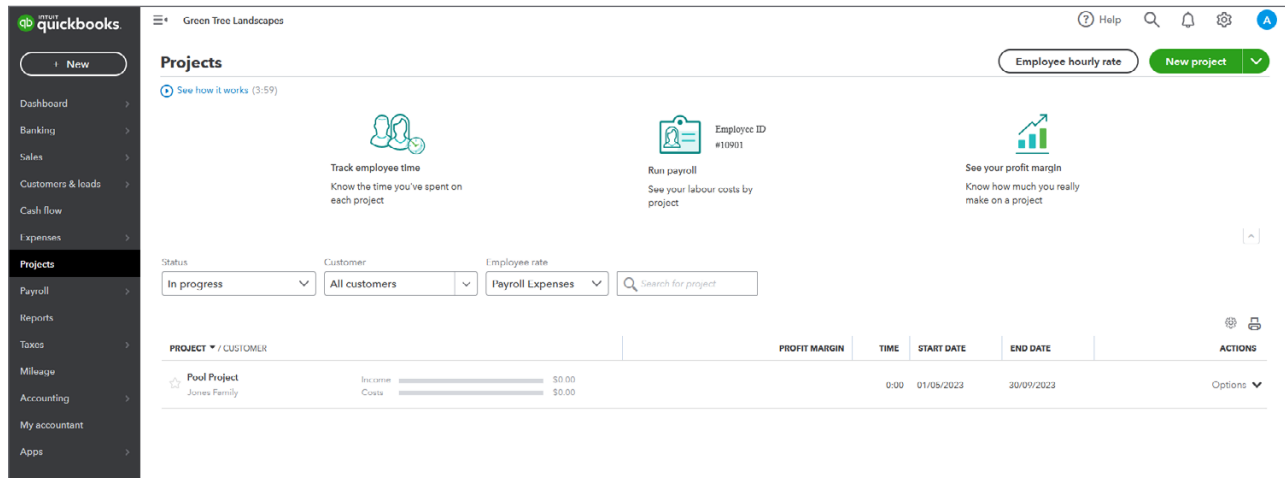
Save

The next window displays the following.

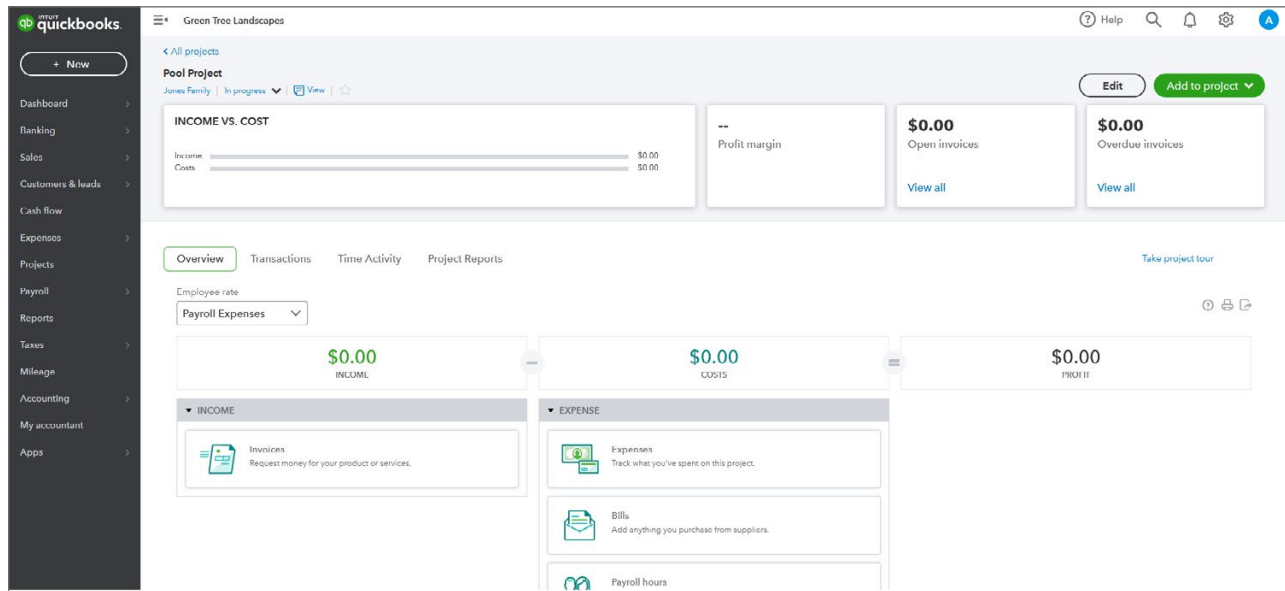
[illegible]

6. 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.



Click the individual project window to display the following:



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.

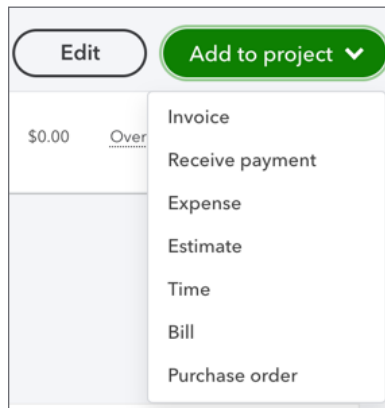
After setting up your project you're ready to start tracking transactions to your business project. You can add the project in two ways:

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

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						

Add lines
 Clear all lines

▶ Item details

Memo

Subtotal 10,000.00

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.

Overview
 Transactions
 Time Activity
 Project Reports

Take project tour

Filter
 Last 365 Days

DATE ▼	TYPE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
10/05/2023	Billable Expense Charge			CAD \$0.00	CAD \$15,000.00	Open	Create invoice
10/05/2023	Expense			CAD \$0.00	CAD \$16,950.00	Paid	
10/05/2023	Bill		10/05/2023	CAD \$28,250.00	CAD \$28,250.00	Open	

< First
 Previous
 1 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 details

#	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						

Add lines Clear all lines

► Item details

Memo:

Subtotal 3,879.87

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**.

**Time Activity**

Date: 31/08/2020

Name: Green Lawn

Cost rate (/hr):

Customer/Project: Sorensen Family:Sorensen Backyard F

Service: Excavation

Time: 28:00

Enter Start and End Times

Description: Excavation of pool area.

Summary: 28 hours

Privacy

Cancel Save 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 user named 'Green Tree Landscapes'. On the left is a navigation menu with options like Dashboard, Banking, Expenses, Invoicing, Projects, Payroll, Reports, Taxes, Mileage, Accounting, My Accountant, Apps, and Time Tracking. The main area displays a 'Banking' transaction list with columns for date, payee, category, amount, and an 'Add' button. Below the list is a modal window for 'Categorize' with options: Categorize (selected), Find match, and Record as transfer. The modal contains fields for Payee (Select payee), Category (Miscellaneous), Customer/project (Select customer/project, highlighted with a green box), Tax (Select tax), and Memo (Amazon.com\*MM3862NK0). At the bottom of the modal 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.

qb **quickbooks**

+ New

Dashboard

Banking >

Expenses >

**Invoicing >**

Projects

Payroll >

Reports

Taxes >

Mileage

Accounting >

My Accountant

Apps

Time Tracking

Green Tree Landscapes

Overview

Invoices

**Customers**

All Sales

Products and Services

Customers

Customer types

New customer

Unbilled Last 365 Days

Unpaid Last 365 Days

Paid

\$0

0 ESTIMATE

\$0

0 UNBILLED ACTIVITY

\$620

1 OVERDUE

\$620

1 OPEN INVOICE

\$0

0 PAID LAST 30 DAYS

Do you organize sub-customers as projects? You can convert the first level of sub-customers into their own project. [Convert now](#)

Batch actions

Search

<input type="checkbox"/>	CUSTOMER / PROJECT ▲ / COMP	PHONE	SALES TAX	CURRENCY	OPEN BALANCE	ACTION
<input type="checkbox"/>	Adam Riddick Parsons Community Centre	647-555-4161		CAD	\$0.00	Create invoice
<input type="checkbox"/>	Alma Jones Troy Property Management	647-555-2121		CAD	\$620.37	Receive payment
<input type="checkbox"/>	Charlene Karlson Karlson Travel	647-555-6131		CAD	\$0.00	Create invoice
<input type="checkbox"/>	Daniel Jackson Jackson Property Management	647-555-8787		CAD	\$0.00	Create invoice

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

Convert sub-customers to projects

This is a one-time conversion that you can do at any time. We'll move all the linked transactions with it.

Sub-customers

Which ones do you want to convert?

☐ (1 of 1 selected)

Sorensen Family

☒ Sport Court Install

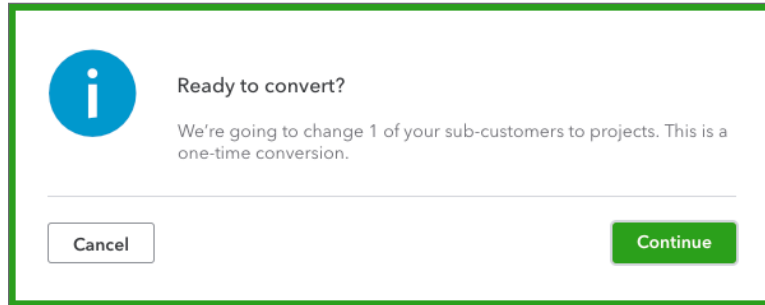
Projects

Sport Court Install

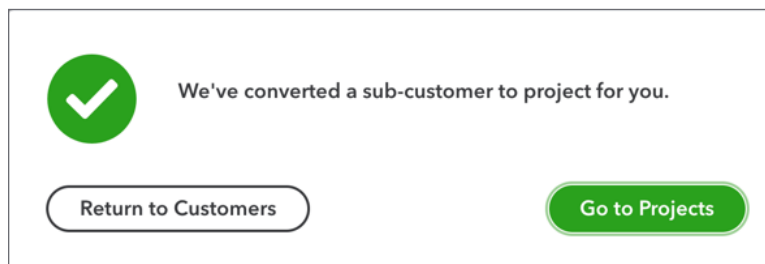
Completed

Convert (1)

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**.

The screenshot shows the QuickBooks invoice creation interface for Invoice no. 1006. The interface is divided into several sections:

- Header:** Includes the invoice number "Invoice no. 1006", a "Take a tour" link, and icons for settings, help, and close.
- Customer Information:**
  - Customer:** Sorensen Family; Sorensen Backys (dropdown menu).
  - Customer email:** A text field with a placeholder "Separate emails with a comma".
  - Get set up:** A section with checkboxes for "Cards" (VISA, MasterCard, PayPal) and "Send later" (with a help icon).
  - Co/Bcc:** A link to "Co/Bcc".
- Summary:** A large green box displays the "BALANCE DUE" as "\$54,240.00".
- Billing Address:** Sorensen Family.
- Terms:** Net 30 (dropdown menu).
- Invoice date:** 31/08/2020.
- Due date:** 30/09/2020.
- Invoice no.:** 1006.

Below the header, there is a table for invoice items. The table has columns for #, SERVICE DATE, PRODUCT/SERVICE, DESCRIPTION, QTY, RATE (CAD), AMOUNT (CAD), and SALES TAX. The first row shows a quantity of 1 for "Pool Construction" at a rate of 48,000, resulting in an amount of 48,000.00. The second row is empty. Below the table, there are buttons for "Add lines", "Clear all lines", and "Add subtotal".

At the bottom right, the summary totals are displayed:

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

At the bottom of the interface, there are buttons for "Cancel", "Clear", "Print or Preview", "Make recurring", "Customize", "Save", and "Save and send" (with a dropdown arrow).

## 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
▼ INCOME	
Sales	48,000.00
<b>Total Income</b>	<b>\$48,000.00</b>
<b>GROSS PROFIT</b>	<b>\$48,000.00</b>
▼ EXPENSES	
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>