



QUICKBOOKS ONLINE STUDENT GUIDE

Appendix C

QuickBooks projects

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▶ QuickBooks projects

The QuickBooks Online projects feature works like job costing from Lesson 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

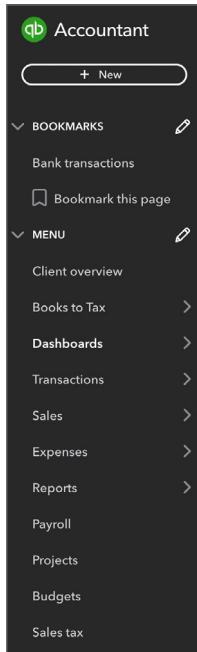
1. Click the **Gear** menu.
2. Click **Account and settings**.
3. Click **Advanced**.
4. In the **Projects** section, slide the button to on.
5. Click **Save**.
6. Click **Done**.

The screenshot shows the 'Account and Settings' page in QuickBooks Online. The 'Advanced' section is expanded, and the 'Projects' toggle switch is turned on. A green arrow points to the toggle switch. Below the toggle switch are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted in green. At the bottom right of the page, there is a 'Done' button.

Category	Setting	Value	Action
Accounting	First month of fiscal year	January	✎
	First month of income tax year	Same as fiscal year	
	Accounting method	Accrual	
	Close the books	Off	
Usage	Default tax rate selection	Exclusive of Tax	✎
	Company type	Corporation, one or more shareholders	
Expenses	Tax form		✎
	Chart of accounts	Enable account numbers	
Payments	Track classes	Off	✎
	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"/>	✎
Language	Language	English	✎
	Home Currency	Canadian Dollar	
Currency	Multicurrency	On Manage Currencies	✎

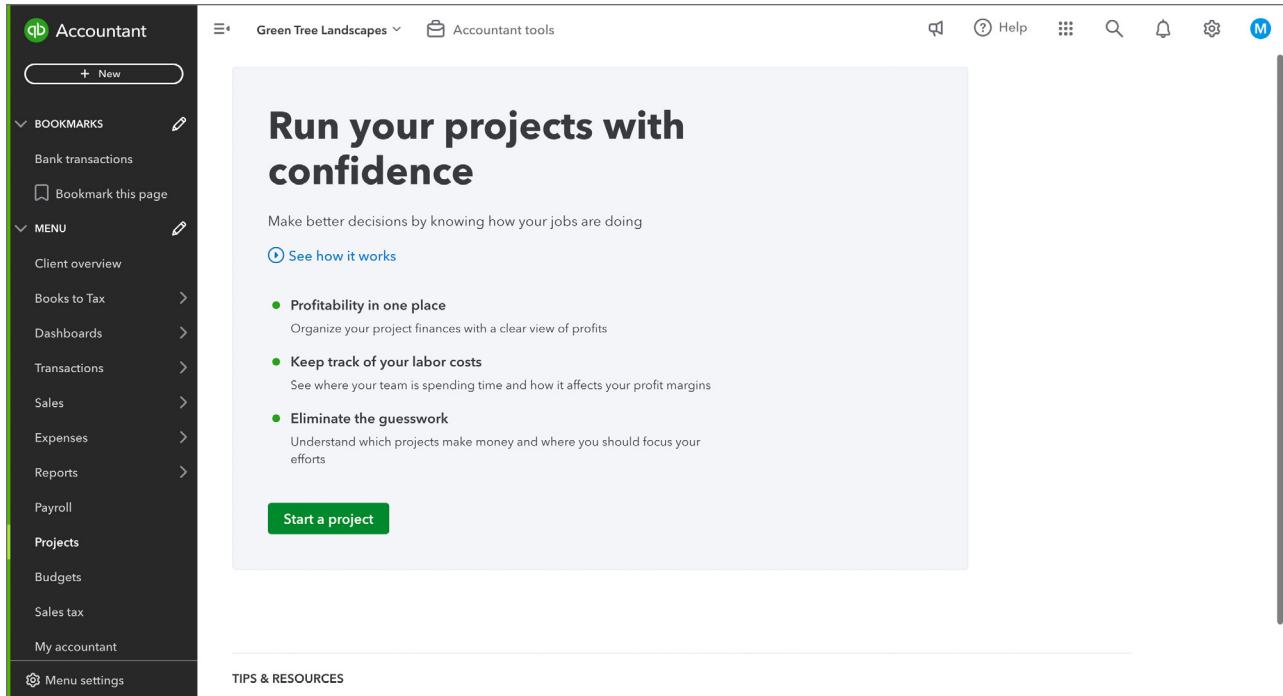


NOTE A **Projects** link now displays in the navigation bar. See below.



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

New project ×

Project details

Project name *

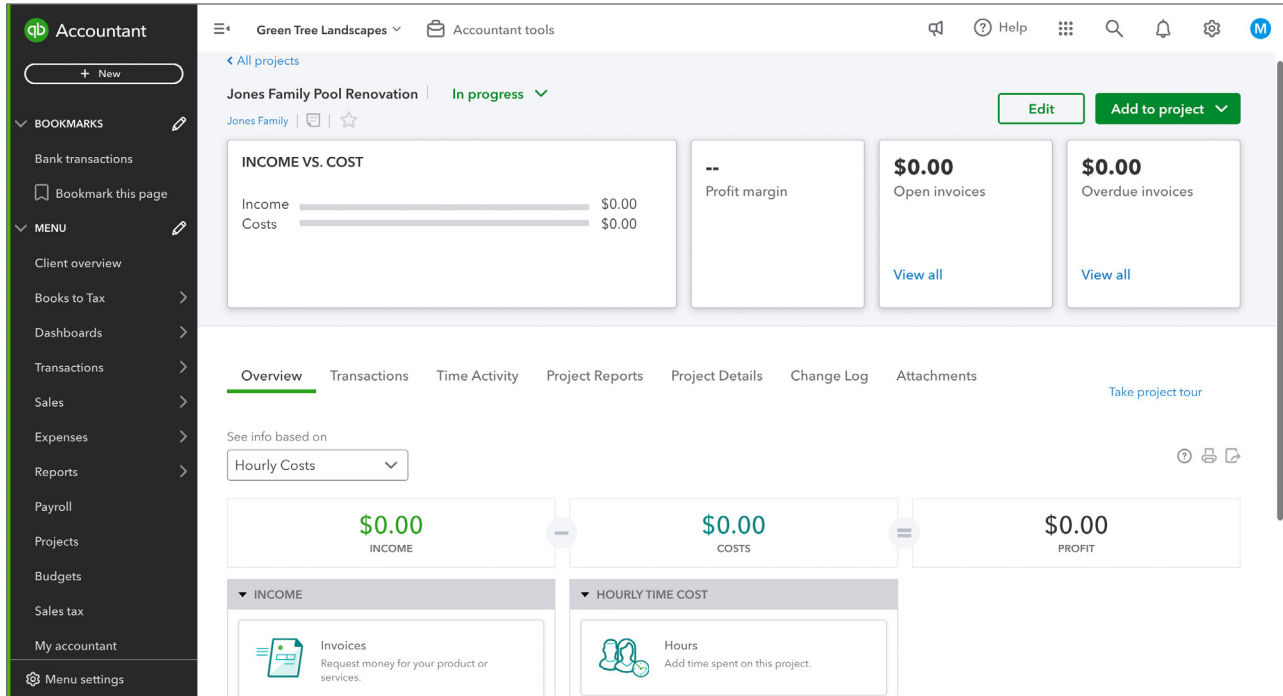
Customer *
 ▼

Start date 📅 End date 📅

Project Status
 ▼

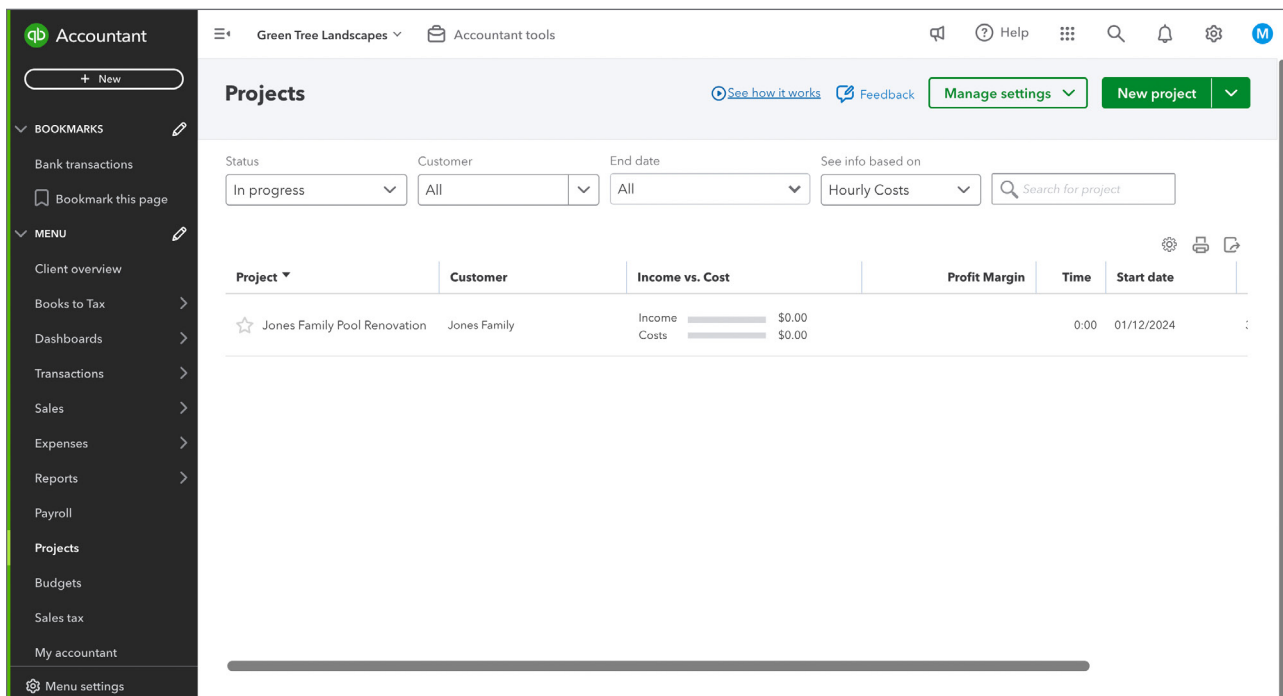
Notes

The next window displays the following.



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:

The screenshot displays the QuickBooks Accountant interface for a project named "Jones Family Pool Renovation" under the client "Jones Family". The project status is "In progress". The interface includes a sidebar with navigation options like "New", "BOOKMARKS", and "MENU". The main content area shows a summary of financial metrics:

- INCOME VS. COST:** Income is \$0.00 and Costs are \$0.00.
- Profit margin:** --
- Open invoices:** \$0.00 (with a "View all" link)
- Overdue invoices:** \$0.00 (with a "View all" link)

Below this summary, there are tabs for "Overview", "Transactions", "Time Activity", "Project Reports", "Project Details", "Change Log", and "Attachments". The "Overview" tab is active, showing a breakdown of "Hourly Costs" with a summary of \$0.00 INCOME, \$0.00 COSTS, and \$0.00 PROFIT. Below the summary, there are sections for "INCOME" (Invoices) and "HOURLY TIME COST" (Hours).

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.

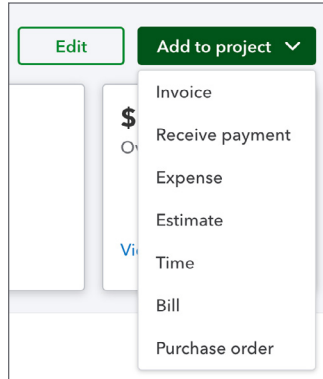
After setting up your project you're ready to start tracking transactions to your business project. You can add the project in two ways:

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						

Item details

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 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 Print Copy Settings

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 1-3 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 Settings 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**.

The screenshot shows the 'Time Activity' window in QuickBooks. The window has a title bar with a settings gear, a help icon, and a close button. The main content area contains the following fields and options:

- Date:** 06/01/2025
- Name:** Whose time are you tra... (dropdown menu)
- Cost rate (/hr):** 125.00
- Customer/Project:** Jones Family:Jones Far (dropdown menu)
- Service:** Hours (dropdown menu)
- Billable (/hr):**
- Enter Start and End Times:**
- Time:** 8:00
- Description:** Excavation time at site. (text area)
- Summary:** 8 hours

At the bottom of the window, there are three buttons: **Cancel**, **Save**, and **Save and new** (with a dropdown arrow).



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

The screenshot displays the QuickBooks interface for a bank feed transaction. The transaction is dated 21/08/2020 and is categorized as Miscellaneous. The modal window for adding a customer/project is open, and the 'Customer/project' dropdown is highlighted with a green box. The modal also shows options for 'Add attachment', 'Create a rule', 'Exclude', 'Split', and 'Add'.

Date	Payee	Category	Amount	Action
23/08/2020	Exxon	Travel	\$23.55	Add
24/08/2020	Wal-Mart	Miscellaneous	\$15.61	Add
24/08/2020	Wal-Mart	Miscellaneous	\$17.66	Add
24/08/2020	Disney	Travel	\$14.06	Add
24/08/2020	Kroger	Meals and entertainment	\$13.84	Add
21/08/2020	Amazon	Miscellaneous	\$12.21	Add

Modal Window Details:

- Radio buttons: Categorize, Find match, Record as transfer
- Payee:
- Category:
- Customer/project: (highlighted with a green box)
- Billable:
- Tax:
- Memo:
- BANK DETAIL: Amazon.com*MM3862NK0
- Buttons: , , , ,

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 Backy Get set up Cards VISA MasterCard Amex Apple Pay Customer email Send later CC/Bcc BALANCE DUE **\$54,240.00**

Billing address: Sorensen Family Terms Invoice date Due date Invoice no.

Amounts are

#	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:

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	<div style="width: 100%; height: 10px; background-color: #28a745;"></div>	\$48,000.00
Costs	<div style="width: 28.9%; height: 10px; background-color: #17a2b8;"></div>	\$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
Total Income	\$48,000.00
GROSS PROFIT	\$48,000.00
▼ EXPENSES	
Disposal Fees	3,879.87
Subcontractors	10,000.00
Total Expenses	\$13,879.87
PROFIT	\$34,120.13