



The QuickBooks™ Client Newsletter

Helping You Grow a Profitable Business with QuickBooks™ Software
From the office of:

Accounting Connections, LLC

For All Your Accounting & Tax needs

2624 Gladstone Terrace

Woodstock, Georgia 30189

Office (770) 516-5987 Cell (770) 846-7799

Website: www.AccountingConnections.ORG

Email: DianeOffutt@AccountingConnections.ORG

Know where your Money is using QuickBooks' Income Tracker

It is more than just the balance in your bank account. Your company's money can be hiding in numerous places.

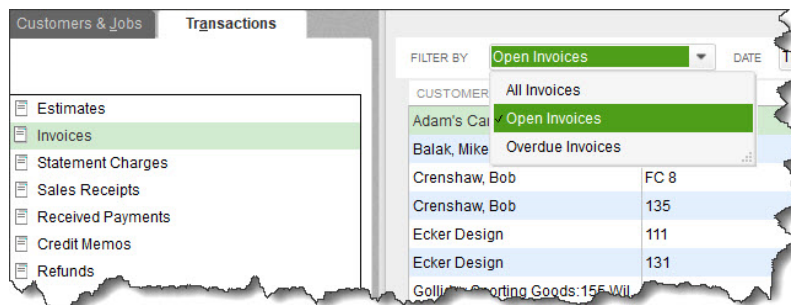
If you're a business that sends estimates and invoices customers, you're probably used to now knowing where all of your money might be lurking at any given time. You may have revenue spread across several places in QuickBooks. It can be parked temporarily in:

- Unresolved estimates
- Unbilled time and expenses
- Open invoices
- Overdue invoices
- Your **Undeposited Funds** account

Finding Your Funds

There are ways you can look for this money. For example, you could go to the QuickBooks **Customer Center (Customers | Customer Center)** and click the **Transactions** tab in the upper left. The pane below it displays a list of transactions, including **Invoices**, **Estimates**, and **Sales Receipts**. Click **Invoices**, and the window to the right shows you all your invoices from a specific date range (which you can change).

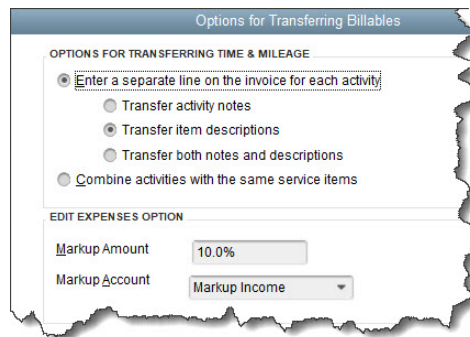
Click the down arrow in the field to the right of **Filter By**, and you'll see that you can view **All Invoices**, **Open Invoices**, and **Overdue invoices**. Double-click on any entry in these lists to see the original transaction.



You can visit QuickBooks' Customer Center to view lists of transaction types.

To see what time and expenses have not been billed yet, you would go to **Customers | Invoice for Time & Expenses**. Change the **Date Range** if you want. If you want to invoice some or all of them, click in the field in front of every entry you want to bill, or click **Select All**. If you just chose one, you'd click **Create Invoice** in the lower right corner. A pre-filled invoice form will open that you can process. Select more than one, and that button changes to read **Next Step**, which opens a window containing your billables.

Highlight one and click **Edit Options** in the lower left corner. In the dialog box that opens, you can indicate how you want line items to be displayed and whether you're charging a **Markup Amount**. You can also **Review Billables**. If you're uncertain about how to deal with any of these options, please let us help. Click **Create Invoices** in the lower right corner when you're ready.



Please let us know if you are not sure how to handle the options in this dialog box.

If you have designated the **Undeposited Funds** account as the destination for payments received (this is the default), you should be checking that account occasionally to see if there's money that needs to be deposited. Click the **Chart of Accounts** icon on your QuickBooks home page or go to **Lists | Chart of Accounts**. Scroll down to and right-click on **Undeposited Funds**, then click **QuickReport: Undeposited Funds**.

There is a better way to find all this information (except for **Undeposited Funds** – you will need to go to the **Chart of Accounts** for that). There should be a link for **Income Tracker** in your toolbar. Either click it or go to **Customers | Income Tracker**. You'll see a horizontal toolbar across the top of the page with labels for multiple types of sales transactions: **Estimates, Time & Expenses, Open Invoices, Overdue (Invoices), and Paid Last 30 Days**. You can see a partial image of the toolbar below.

CUSTOMER	JOB	TYPE	NUMBER	DATE	DUE DATE
<input type="checkbox"/>	Adam's Candy Shop	Invoice	141	11/18/2025	11/18/2026
<input checked="" type="checkbox"/>	Crenshaw, Bob	Invoice	135	11/25/2025	12/25/2026
<input checked="" type="checkbox"/>	Lee, Laurel Lee Residence	Invoice	106	11/25/2025	12/25/2026
<input type="checkbox"/>	Rosenstock, Amy	Invoice	107	11/25/2025	12/25/2026
<input checked="" type="checkbox"/>	Balak, Mike:330 Main St	Invoice	116	11/30/2025	12/30/2026
<input checked="" type="checkbox"/>	Ecker Design	Invoice	111	11/30/2025	12/15/2026

A partial view of the Income Tracker toolbar

Each label includes the number of each type of transaction along with its total dollar amount. Click the **Estimates** tab, for example, and the list changes to isolate only the transactions that are estimates. You can filter these by **Customer, Type, Status, and Date**.

Scroll across a row to its end and click the down arrow in the field under **Action**. The menu that opens displays your options for that transaction, which will change depending on the type. If you have only estimates showing, you can **Convert to Invoice, Mark as Inactive, Print Row, and Email Row**. If you have invoices open, you can also **Receive Payment**.

Want to execute the same action on multiple transactions? Click in the box in front of each to create a checkmark and select the desired option at the end of the row. You can also double-click on any entry here to open the underlying transaction.

A Regular Practice

We recommend opening the **Income Tracker** frequently. It will keep you up to date on where your money is, which will in turn, improve your cash flow. It will also alert you to follow-up you need to do on overdue invoices and unbilled work. Questions on this QuickBooks tool or any of the software's other operations? Just let us know.

We hope you find these QuickBooks tips helpful. Please visit our company website often at <http://www.accountingconnections.org> for we update it constantly. Our website offers a wealth of tax and accounting tips, along with links that will better serve your business needs. We archive our QuickBooks Tips newsletters on our website as well. They are printable PDFs for easy reference, as are our tax tips PDFs.

Accounting and Taxation is **our** business; making us a part of your team allows **you** to concentrate on **your** core business.



Diane Offutt, *Managing Partner at Accounting Connections, LLC*

Enrolled Agent (EA), QuickBooks™ Certified ProAdvisor, Master of Accounting (MAcc), & Fellow Graduate of the National Tax Practice Institute (NTPI)

ENROLLED AGENT | **AMERICA'S TAX EXPERT**
NATIONAL ASSOCIATION OF ENROLLED AGENTS