

intuit®

QuickBooks®

SMALL BUSINESS ACCOUNTING

User Guide

Welcome to QuickBooks

We're going to help you get paid, pay others, and see exactly how your business is doing. Use this guide to learn key tasks and get up and running as fast as possible.

Upgrading your version of QuickBooks? Turn to page 2 to see what's new in QuickBooks®.

New to QuickBooks? Start in the New to QuickBooks? section on page 3.

All kinds of help

Help from Intuit and the QuickBooks Community of users is built into QuickBooks. You can also access the Learning Center for video tutorials and articles via the Help menu.

Visit the QuickBooks Support Website at www.quickbooks.com/support to browse support topics, FAQs or contact an agent (fees may apply).

You can find a local QuickBooks expert by typing in your ZIP code here: www.findaproadvisor.com.

As your business grows, you may want to add additional users. You can easily do this from the Help menu by choosing **Help > Manage My License**.

What's in this guide

Upgrading your version of QuickBooks?

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Get paid:

- Create sales receipts
- Create invoices
- Receive payments
- Make deposits

See how your business is doing:

- Using the Reports Center
- Company Snapshot
- Profit and Loss
- Balance Sheet

Pay others:

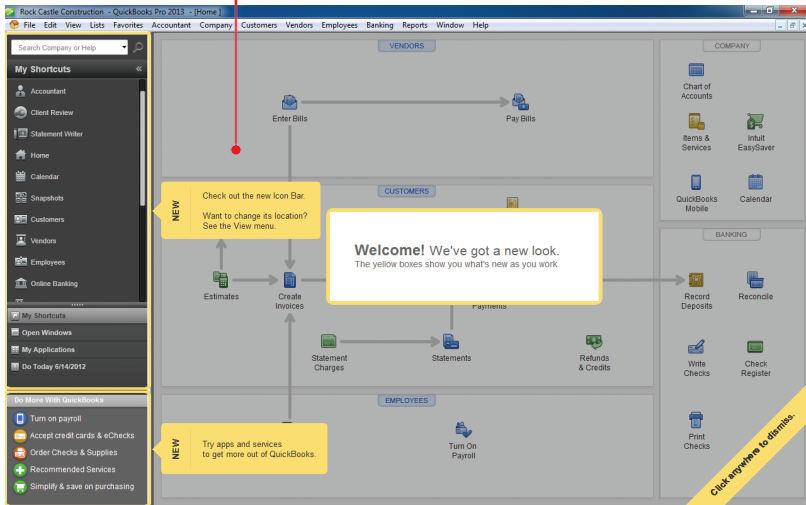
- Write checks
- Enter bills
- Pay bills

Upgrading your version of QuickBooks?

We've put a fresh coat of paint on QuickBooks 2013, and we've made key tasks even easier to find.

And you don't need to guess what's changed. As you work in QuickBooks, we'll point out exactly what's new and different.

The product tour opens up automatically when you upgrade to QuickBooks 2013.



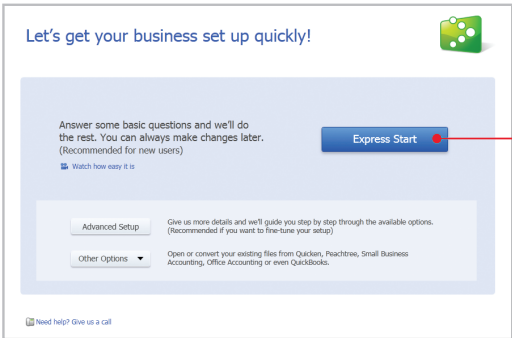
Fees may apply for apps and services accessible via QuickBooks.

Getting started

Begin by creating your company file

A QuickBooks company file contains all the financial records for your business. It's easy to create using the Setup window, which appears automatically after you install QuickBooks.

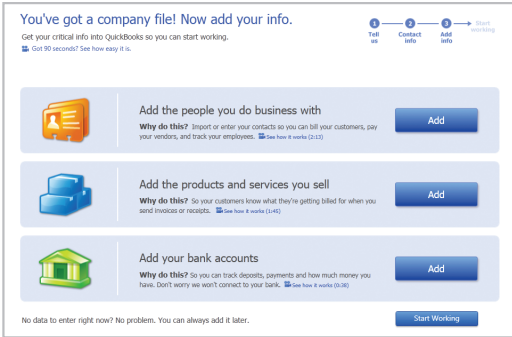
You can also reach this window from the menu by choosing **File > New Company**.



Click here to get started.

Next, add your business info

After you create your company file, add your business info: the people you do business with, your bank accounts, and your products or services. No data to enter or import right now? No problem! You can add it as you work in QuickBooks.

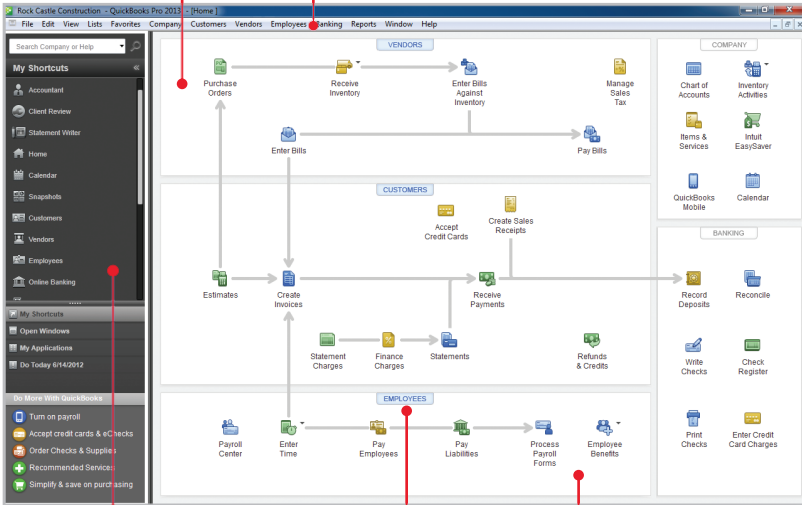


To come back to this window later, go to the Help menu and choose **Quick Start Center**, then click **Return to Add Info**.

Using the Home page to move around in QuickBooks

The Home page gives you a big picture of how your business tasks fit together. It opens automatically whenever you open a company file.

You can do all your tasks just using the menus. The menus contain the same tasks as the Home page, and more.



The Icon Bar includes shortcuts to many parts of QuickBooks. To create your own shortcuts, click **Customize Shortcuts**.

To customize the Home page, choose **Edit > Preferences > Desktop View**, and then click the **Company Preferences** tab.

You go directly to the centers by clicking on these icons.

Using centers

There are three main QuickBooks Centers, one each for customers, vendors, and employees. Use the centers to manage and view all of your customer, vendor, and employee information and transactions, without having to sift through multiple windows.

All of these centers work the same way. We'll use the Customer Center to show you how they work.

The screenshot shows the 'Customer Center: Abercrombie, Kristy (All Transactions)' window. It features a 'Customers & Jobs' tab on the left and a 'Transactions' tab on the right. A yellow callout box points to the 'Customers & Jobs' tab with the text 'All of your customers show up here.' Another yellow callout box points to the 'Transactions' tab with the text 'Click here to see all of your customer transactions.' A third yellow callout box points to the 'Abercrombi...' entry in the 'Active Customers' list with the text 'Click on a customer in the Customers & Jobs tab, and their details show up here.' A fourth yellow callout box points to the 'Edit' pencil icon in the 'Customer Information' section with the text 'Click here to edit your customer information.'

Customer Information

Company Name: Main Phone 415-555-6 Open Balance
Full Name: Mrs. Kristy Abe... Main Email kristy@sa QuickReport
Customer Type: Residential Show Estimates
Account No. 91-431 Customer Snapshot
Terms: Net 30
Bill To: Kristy Abercrombie
5647 Cypress Hill Rd
Bayshore CA 94326

Transactions

SHOW	TYPE	NUM	DATE	ACCOUNT	AMOUNT
All Transa...	Payment		12/15/2013	10100 - Checking	7,633.28
	Sales Order	7005	12/15/2013	90300 - Sales Ord...	11,830.54
	Estimate	616	12/15/2013	90200 - Estimates	0.00
	Invoice	1101	12/15/2013	11000 - Accounts R...	3,114.00
	Estimate	613	12/12/2013	90200 - Estimates	7,676.13

Using forms

All of your everyday QuickBooks tasks, like invoicing, paying bills, and writing checks, are done on forms. You can reach every form in QuickBooks from the Home page or the menus. We'll use an invoice to show you how forms work.

Use the arrows to move through a list of transactions.

Click the tabs on this ribbon to find everything you need to do on a form.

The screenshot shows the 'Create Invoices' window in QuickBooks. The ribbon at the top has tabs for 'Main', 'Formatting', 'Send/Ship', and 'Reports'. The 'Main' tab is active, showing various actions like 'Find', 'New', 'Save', 'Delete', 'Create a Copy', 'Mark As Pending', 'Print', 'Email', 'Print Later', 'Email Later', 'Attach File', 'Add Time/Costs', 'Apply Credits', 'Progress', 'Receive Payments', and 'Create a batch Refund/Credit'. The form is for customer 'Abercrombie, Kristy' and is titled 'Invoice'. It shows a date of 12/15/2013, invoice number 1101, and a total balance due of 3,114.00. A table of items is included:

ITEM	DESCRIPTION	QUANTITY	RATE	AMOUNT	TAX
Framing	Framing labor	16	55.00	880.00	Non
Installation	Installation labor	12	35.00	420.00	Non
Removal	Removal labor	16	35.00	560.00	Non
Subs:Tile &Co...	Install tile or counter		825.00	825.00	Non

At the bottom right, the 'TOTAL' is 3,114.00, 'PAYMENTS APPLIED' is 0.00, and 'BALANCE DUE' is 3,114.00. Buttons for 'Save & Close', 'Save & New', and 'Revert' are visible.

If you see an arrow, click it to select from a list. If you don't see what you need, select **Add New**.

If you don't see an arrow, enter the appropriate information.

Click here to save your work on a form.

Get paid: Create sales receipts

Use a sales receipt if customers pay you *at* the time of sale.

To start, go here: **Customers > Sales Receipts.**

The screenshot shows the 'Enter Sales Receipts' window in QuickBooks. The window title is 'Enter Sales Receipts'. The ribbon includes 'Main', 'Formatting', 'Send/Ship', 'Reports', and 'Payments'. The 'Main' ribbon has buttons for 'Find', 'New', 'Save', 'Delete', 'Memorize', 'Create a Copy', 'Mark As Pending', 'Print', 'Email', 'Print Later', 'Email Later', 'Attach File', 'Add time/costs', and 'Add Credit Card Processing'. The window content shows a 'Sales Receipt' form for customer 'Abercrombie, Kri.' with 'DEPOSIT TO' set to '10100 - Ch.'. The 'DATE' is '10/30/2013' and 'SALE NO.' is '3006'. The 'SOLD TO' address is 'Kristy Abercrombie, 5647 Cypress Hill Rd, Bayshore CA 94326'. The 'CHECK NO.' is '305' and 'PAYMENT METHOD' is a dropdown. A table lists items: 'Removal' (Removal labor, 4.75 qty, 35.00 rate, 166.25 amount) and 'Repairs' (Repair work, 16.5 qty, 35.00 rate, 577.50 amount). Tax is 'San Tomas' (7.75%) for 0.00. The 'TOTAL' is '743.75'. There are buttons for 'Save & Close', 'Save & New', and 'Revert'. A checkbox 'Process payment when saving' is checked. A 'CUSTOMER MESSAGE' field is empty. A 'MEMO' field and 'CUSTOMER TAX CODE' (set to 'Tax') are also visible.

- 1 Select a customer.
- 2 Tell QuickBooks what you're selling.
- 3 Enter the quantity.
- 4 QuickBooks fills in the price you entered when you set up the item. You can change it here.
- 5 Enter the customer's payment information.
- 6 Print or email the sales receipt.

Create invoices

Use an invoice when customers pay you *after* a sale.

To start, go here: **Customers > Create Invoices**.

1 Select a customer.

2 Tell QuickBooks what you're selling.

3 Select the quantity.

4 QuickBooks fills in the price you entered when you set up the item. You can change it here.

5 Print or email the invoice.

The screenshot shows the 'Create Invoices' window with the following details:

- CUSTOMER_JOB:** Abercrombie, Kristy
- TEMPLATE:** Rock Castle Inv
- DATE:** 12/15/2013
- INVOICE #:** 1101
- BILL TO:** Kristy Abercrombie, 5647 Cypress Hill Rd, Bayshore CA 94326
- SHIP TO:** Ship To 1, Kristy Abercrombie, 5647 Cypress Hill Rd, Bayshore, CA 94326
- TERMS:** Net 30
- DUE DATE:** 01/14/2014

ITEM	DESCRIPTION	QUANTITY	RATE	AMOUNT	TAX
Framing	Framing labor	16	55.00	880.00	Non
Installation	Installation labor	12	35.00	420.00	Non
Removal	Removal labor	16	35.00	560.00	Non
Subs.Tile &Co...	Install tile or counter		825.00	825.00	Non

TOTAL: 3,114.00

BALANCE DUE: 3,114.00

Receive payments

When a customer pays you, use the Receive Payments form to apply it to the right invoice.

To start, go here: **Customers > Receive Payments.**

1 Select a customer.

2 Enter the amount the customer paid you.

3 Enter your customer's payment information.

4 Select the unpaid invoices to apply the payment to.

5 Save the payment.

The screenshot shows the 'Receive Payments' window with the following details:

- Customer:** Abercrombie, Kristy
- Customer Balance:** 3,114.00
- Amount:** 3,114.00
- Date:** 12/15/2013
- Pmt. Method:** Check
- Check #:** 1234

DATE	JOB	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
12/15/2	Remodel Bathro...	1101	3,114.00	3,114.00	3,114.00
Totals			3,114.00	3,114.00	3,114.00

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	3,114.00
APPLIED	3,114.00
DISCOUNT AND CREDITS APPLIED	0.00

Buttons: Save & Close, Save & New, Revert

Make deposits

Once you've received a customer payment, you need to tell QuickBooks what bank account to deposit the money into. You do this on the Make Deposits form.

To start, go here: **Banking > Make Deposits**.

QuickBooks lists any payments you've received in the Payments to Deposit window. If this window doesn't open automatically, you don't currently have any payments to deposit. Continue with step 2.

✓	DATE	TIME	TYPE	NO.	PAYMENT METHOD	NAME	AMOUNT
✓	12/15/2013		PMT		Cash	Rodriguez, Leonardo:Ga...	440.00
✓	12/14/2013		PMT	986	Check	Hunter, Celeste:Kitchen	2,000.00
✓	12/15/2013		PMT	1234	Check	Abercrombie, Kristy	3,114.00

1 Select the payments to deposit and click OK.

2 Select the bank account you want the money to go into.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	AMOUNT
Rodriguez, Leonardo:Garage rep...	12000 - Undeposit...			Cash	440.00
Hunter, Celeste:Kitchen	12000 - Undeposit...		986	Check	2,000.00
Abercrombie, Kristy	12000 - Undeposit...		1234	Check	3,114.00

3 Enter any additional payments to deposit.

4 Print a deposit slip or summary for your records.

5 Save the deposit.

Pay others:

In QuickBooks, you track purchases in the Write Checks, Enter Bills, or Enter Credit Card Charges windows.

- If you use your debit card or cash to buy something, use the Write Checks window to record the purchase.
- To track how much you owe, use Enter Bills. When you're ready to pay the bill, use the Pay Bills window (not the Write Checks window).

Write checks

Use the Write Checks windows if you handwrite or print a check. Don't use the Write Checks window to pay bills you entered or create paychecks.

To start, go here: **Banking > Write Checks**.

The screenshot shows the 'Write Checks - Checking' window in QuickBooks. Five numbered callouts are placed around the window to guide the user through the process:

- 1** Select the bank account you're writing the check from. (Points to the 'Checking' dropdown menu.)
- 2** Select the payee. (Points to the 'PAY TO THE ORDER OF' dropdown menu.)
- 3** Tell QuickBooks what you're paying for. (Points to the 'Expenses' dropdown menu.)
- 4** Enter the amount of the check. (Points to the 'AMOUNT' field in the 'Items' table.)
- 5** Save the check. (Points to the 'Save & New' button.)

The window itself displays the following information:

- BANK ACCOUNT:** Checking
- ENDING BALANCE:** 49,634.50
- NO.:** 517
- DATE:** 12/15/2013
- AMOUNT:** \$ 2,750.00
- PAY TO THE ORDER OF:** Hamby Rental Properties
- ADDRESS:** Hamby Rental Properties, Shane Hamby, 101 N. Main St, Bayshore, CA 94326
- Expenses:** \$2,750.00
- Items:** \$0.00
- Table:**

ACCOUNT	AMOUNT	MEMO	CUSTOMER JOB	BILLA...
Rent	2,750.00			

Enter bills

To track how much you owe, use the Enter Bills window. Entering and paying a bill is a two-step process:

- Enter the bill using **Vendors > Enter Bills**
- Pay the bill using **Vendors > Pay Bills**

Start by entering a bill.

The screenshot shows the 'Enter Bills' window in QuickBooks. The window title is 'Enter Bills'. The main area is titled 'Bill' and contains the following information:

- VENDOR:** Anystate Gas & Electric
- DATE:** 12/15/2013
- ADDRESS:** Anystate Gas & Electric, P.O. Box 5037, Middlefield CA 94482
- REF. NO.:** 12/03
- AMOUNT DUE:** 122.68
- BILL DUE:** 12/30/2014
- TERMS:** Net 15
- DISCOUNT DATE:**
- MEMO:** Acct #560-82645-99C

Below the bill information is an 'Expenses' table with a total of \$122.68 and Items of \$0.00. The table has columns for ACCOUNT, AMOUNT, MEMO, CUSTOMER JOB, and BILL LAB. The first row shows:

ACCOUNT	AMOUNT	MEMO	CUSTOMER JOB	BILL LAB.
85100 - Utilities:65110	122.68			

At the bottom of the window are three buttons: 'Save & Close', 'Save & New', and 'Revert'.

Five numbered callouts are present:

- 1 Select the vendor you need to pay. (Points to the Vendor dropdown)
- 2 Enter the amount of the bill. (Points to the Amount Due field)
- 3 Enter the due date, and QuickBooks will remind you when the bill is due. (Points to the Bill Due field)
- 4 Tell QuickBooks what you bought. (Points to the Expense line item)
- 5 Save the bill. (Points to the Save & Close button)

Pay bills

When you're ready to pay a bill, use the Pay Bills window.

To start, go here: **Vendors > Pay Bills**.

1 Select the bills you want to pay.

The screenshot shows the 'Pay Bills' window with the following details:

- Select Bills to be Paid:** Filter By: All vendors, Sort By: Vendor.
- Table of Bills:**

<input type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input type="checkbox"/>	12/24/2014	Anycity Drywall			1,200.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>	12/30/2014	Anystate Gas & ...	12/03		122.68	0.00	0.00	122.68
<input type="checkbox"/>	12/25/2014	Anystate Teleph...			91.94	0.00	0.00	0.00
<input type="checkbox"/>	01/14/2015	Berland Kitchen...	8059		585.00	0.00	0.00	0.00
Totals					23,730.72	0.00	0.00	122.68
- Discount & Credit Information for Highlighted Bill:** Vendor: Anystate Gas & Electric, Terms: Net 15, Number of Credits: 0, Bill Ref. No.: 12/03, Sugg. Discount: 0.00, Total Credits Available: 0.00.
- Payment:** Date: 12/15/2013, Method: Check, Account: 10100 - Checking, Ending Balance: 46,761.82.

2 Change the date if needed.

3 Select the payment method and account.

4 QuickBooks shows you how much you have left in your account if you pay the selected bills.

5 Click here to pay the bills.

See how your business is doing:

Using the Reports Center

All of your QuickBooks information can be found, organized, and presented as a report. QuickBooks has more than 100 reports, and the Report Center makes it easy to find and understand the right report.

To start, go here: **Report > Reports Center.**

Choose a type of report. (Callout pointing to the 'Standard' tab)

View your memorized and favorite reports, along with reports contributed by other QuickBooks users. (Callout pointing to the 'Memorized', 'Favorites', 'Recent', and 'Contributed' tabs)

Click these icons to change how QuickBooks displays the list of reports. (Callout pointing to the list view icons)

Run the report. (Callout pointing to the 'Run' button)

Read the question this report answers about your business. (Callout pointing to the 'Info' button)

Mark the report as a favorite. (Callout pointing to the 'Fave' button)

Get more information about the report. (Callout pointing to the 'Help' button)

Profit & Loss Standard

Profit & Loss Standard	Company & Finance
Ordinary Income/Expense	
Income	
4200 Construction Income	38,234.18
4200 Manufacturing Income	62.00
*Total Income	38,296.18
Cost of Goods Sold	
5100 Cost of Goods Sold	1,291.88
5100 Job Expenses	14,827.48
*Total COGS	16,119.36
Gross Profit	22,176.82
Expenses	
6100 Salary	179.00
6100 Utility and Machinery	162.00
*Total Expense	341.00
Net Ordinary Income	21,835.82
*Other Income	
*Total Other Income	0.00
Net Other Income	0.00
Net Income	21,835.82

Profit & Loss Detail

Profit & Loss Detail	Company & Finance				
Time	Date	Name	Debit	Credit	Balance
Income					
4200 Construction Income	12/15/2013	Run		38,234.18	38,234.18
4200 Manufacturing Income	12/15/2013	Run		62.00	38,296.18
Cost of Goods Sold					
5100 Cost of Goods Sold	12/15/2013	Run	1,291.88		37,004.30
5100 Job Expenses	12/15/2013	Run	14,827.48		22,176.82
*Total Income				38,296.18	38,296.18
*Total Expense			341.00		37,955.18
Net Ordinary Income				38,296.18	37,614.18
*Other Income					37,614.18
*Total Other Income					37,614.18
Net Other Income					37,614.18
Net Income					37,614.18

Company Snapshot

Use the Company Snapshot to get real-time company information and perform tasks from a single place.

To start, go here: **Company > Company Snapshot**.

The screenshot shows the 'Company Snapshot' interface with several data visualization sections:

- Income and Expense Trend:** A bar chart showing monthly income (green) and expense (orange) trends from January to December. The y-axis is labeled '\$ in 1000s'.
- Expense Breakdown:** A pie chart showing the distribution of expenses across different categories. A legend lists categories like '54000 - 3e...', '52700 - Pa...', '52100 - In...', '50100 - Co...', and 'Other Acco...'. The total is \$4324,533.14.
- Customers Who Owe Money:** A table listing customers, due dates, and amounts due.

Customer	Due Date	Amnt Due
Himateja Madala	11/18/2013	4,223.00
Robinson, Hazel	12/15/2013	12,420.98
Torres, Mark	12/30/2013	1,014.19
Auleta, Frank	09/27/2014	14,510.00
McKeown's Nursery and G...	11/04/2014	13,900.00
Prefontaine Properties	11/09/2014	5,026.50
Chiles, Karen	11/14/2014	9,397.33
Walker, Rich	11/30/2014	700.00
Ma, Irene	12/20/2014	8,618.64
Campbell, Heather	12/25/2014	1,005.00
- Top Customers by Sales:** A horizontal bar chart showing sales for the top five customers: Chiles, Karen; Prefontaine Properties; da Rosa, Louis; Riding, Tyler.
- Account Balances:** A table listing various accounts and their current balances.

Account	Balance
Accounts Receivable	93,456.17
Checking	46,969.10
Accounts Payable	27,189.92
Savings	17,910.19
Payroll Liabilities	5,404.45
Federal Withholding	1,364.00
FICA Payable	2,118.82
AEIC Payable	0.00
FUTA Payable	100.00
State Withholding	299.19
- Prev Year Expense Comparison:** A bar chart comparing monthly expenses for 2012 (orange) and 2013 (red) from January to December. The y-axis is '\$ in 1000s'.

This is a snapshot of the money going in and out of your business over time. Use this section to compare monthly income and expenses.

Click here to learn how to customize the Company Snapshot.

See what your customers owe you.

This section shows your top five customers based on sales for a given period of time.

Compare how much you spent this year to the same period last year.

Account balances include: all bank, accounts receivable, accounts payable, credit card, asset, liability, and equity accounts.

Profit and Loss

This report is also known as an income statement. It summarizes your income and expenses for a particular period, so you can tell whether you're operating at a profit or a loss.

To start, go here: **Reports > Company & Financial > Profit & Loss Standard.**

Click here to customize your report.

If you've customized the report and want to use it again, click here to memorize the report.

Rock Castle Construction	
Profit & Loss	
December 1 - 15, 2016	
◊ Dec 1 - 15, 16 ◊	
▼ Ordinary Income/Expense	
▼ Income	
Labor income	12,401.91
Sales of products	38,839.25
Total Income	51,241.16
▼ Cost of Goods Sold	
Cost of Goods Sold	19,725.91
Total COGS	19,725.91
Gross Profit	31,515.25
▼ Expense	
Accounting	250.00
Building Repairs	175.00
Fuel	81.62
Gas and Electric	122.68
Loan Interest	32.58
Payroll Expenses	15,117.86
Postage	69.20
Tools and Machinery	810.00
WC Insurance	1,214.31
Total Expense	17,873.25
Net Ordinary Income	13,642.00
Net Income	13,642.00

This report shows subtotals for each income or expense account in your chart of accounts. Double-click the subtotal to see the transactions that make up that amount.

See your net income (or loss) for the period the report covers.

Balance Sheet

This report provides a financial snapshot of your company as of a specific date.

To start, go here: **Reports > Company & Financial > Balance Sheet Standard.**

Balance Sheet

Customize Report | Share Template | Memorize | Print | E-mail | Excel | Hide Headings

Dates: This Fiscal Year-to-date | As of: 12/15/2016 | Columns: Total only

10:26 AM
12/15/16
Accrual Basis

Rock Castle Construction Balance Sheet As of December 15, 2016

◊ Dec 15, 16 ◊

ASSETS	
Current Assets	
▶ Checking/Savings	67,819.29
▶ Accounts Receivable	92,964.40
▶ Other Current Assets	
Inventory	39,268.40
Total Other Current Assets	<u>39,268.40</u>
Total Current Assets	200,052.09
Fixed Assets	
Furniture and Equipment	434,938.31
Total Fixed Assets	<u>434,938.31</u>
TOTAL ASSETS	<u>634,990.40</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
▶ Accounts Payable	26,636.92
▶ Credit Cards	476.82
▶ Other Current Liabilities	6,362.08
Total Current Liabilities	33,475.82
▶ Long Term Liabilities	388,966.91
Total Liabilities	420,442.73
Equity	
Retained Earnings	101,030.51
Net Income	113,517.16
Total Equity	<u>214,547.67</u>
TOTAL LIABILITIES & EQUITY	<u>634,990.40</u>

Callout 1: This shows everything your business owns, including money owed to you.

Callout 2: This shows everything your business owes.

Callout 3: Equity is similar to an individual's net worth. It's what your company owns minus what it owes.

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