

QBO 1 The Menu

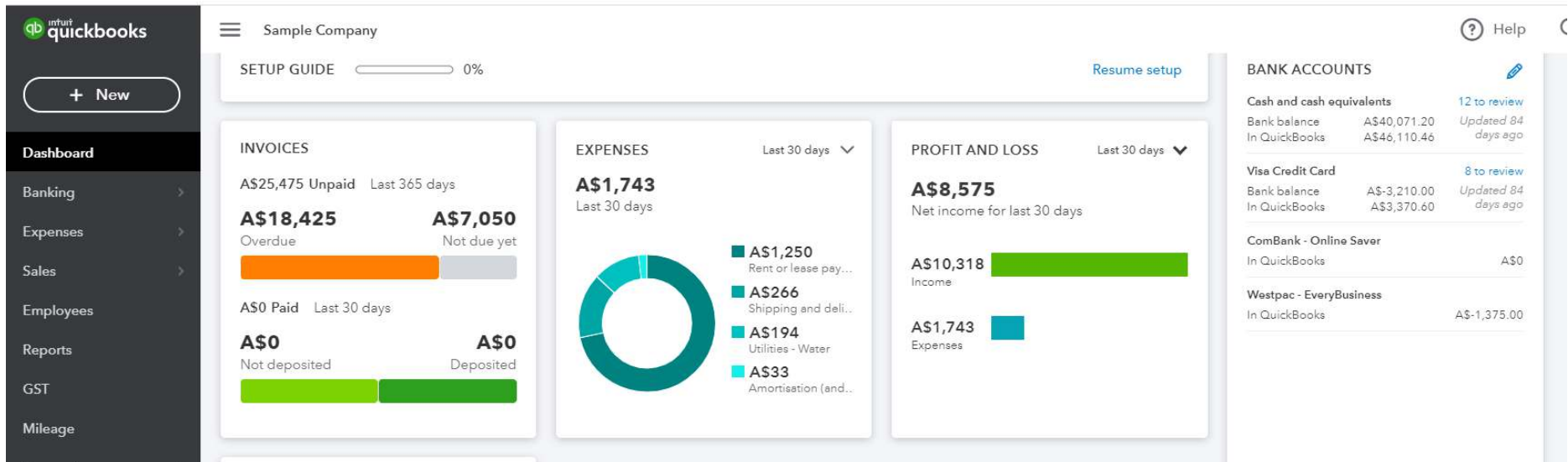
This article describes the basic menu options - dashboard, banking and reports.



QBO 1 The menu that drives QBO

The Dashboard

The Dashboard contains panels that summarise the various elements of your business. Invoices, expenses, your profit and Loss over the last 30 days (or other period you select) along with a sales graph detailing value of recent sales. On the right hand side your bank accounts appear, with the balances in QBO and the bank balance, and the number of transactions that are waiting to be matched. It's a visual, and not always what you'd expect to see.





Banking

You find your individual transactions by bank account here. The bank account that the transactions in the lower part of the page belong to is coloured blue.

There are three pages (tabs) of transactions – For review, Categorised and Excluded. The Bank feed comes into For Review and the transactions stay there until they are either automatically categorised by bank rule, or when you manually categorise them. Once categorised, they move into the middle column. If there has been duplicates enter the bank feed (it can happen) the duplicate transaction will be moved to the Excluded tab.


- Dashboard
- Banking** >
- Expenses >
- Sales >
- Employees
- Reports
- GST
- Mileage
- Accounting >
- My Accountant

 **Cash and cash equivalents** ▾

Cash and cash equivalents 

A\$40,071.20
BANK BALANCE Updated on 12/06/2020

A\$46,110.46
IN QUICKBOOKS **12**

Visa Credit Card 

A\$-3,210.00
BANK BALANCE Updated on 12/06/2020

A\$3,370.60
IN QUICKBOOKS **8**

For review (12) | Categorized | Excluded

 All dates ▾  All transactions (12) ▾ 

<input type="checkbox"/>	DATE ▾	DESCRIPTION	PAYEE	CATEGORY OR MATCH
<input type="checkbox"/>	16/04/2020	ATM Deposit		Sales of Product Income
<input type="checkbox"/>	09/04/2020	ATM Deposit		Sales of Product Income
<input type="checkbox"/>	09/04/2020	ATM Deposit		Sales of Product Income

When you want to work in the second bank account, simply click the panel.

The screenshot displays two panels for bank accounts in QuickBooks. The left panel is titled 'Cash and cash equivalents' and shows a bank balance of A\$40,071.20, updated on 12/06/2020. Below this, it shows a balance of A\$46,110.46 'IN QUICKBOOKS' with a large blue number '12'. The right panel is titled 'Visa Credit Card' and shows a bank balance of A\$-3,210.00, updated on 12/06/2020. Below this, it shows a balance of A\$3,370.60 'IN QUICKBOOKS' with a large orange number '8'. A blue header at the top left contains a menu icon and the text 'Visa Credit Card' with a dropdown arrow.

Account Name	Bank Balance	Updated On	Balance in QuickBooks	Count
Cash and cash equivalents	A\$40,071.20	12/06/2020	A\$46,110.46	12
Visa Credit Card	A\$-3,210.00	12/06/2020	A\$3,370.60	8

Reports

If you want to see your Profit & Loss, Balance Sheet, GST reports etc, you'll find them in Reports.

The screenshot shows a software interface with a dark sidebar on the left containing navigation items: Expenses, Sales, Employees, Reports (highlighted), GST, Mileage, Accounting, and My Accountant. The main content area is titled 'Reports' and features a search bar with the placeholder text 'Find report by name'. Below the search bar are four tabs: Standard (selected), Custom reports, Management reports, and Community reports. A section titled 'Favourites' is expanded, displaying a list of reports. Each report entry includes the report name, a green star icon, and a vertical ellipsis menu icon. The reports listed are: Accounts receivable ageing summary, BAS Detail Report, BAS Summary Report, Balance Sheet, and Profit and Loss.

Report Name	Star	Menu
Accounts receivable ageing summary	★	⋮
BAS Detail Report	★	⋮
BAS Summary Report	★	⋮
Balance Sheet	★	
Profit and Loss	★	

There are several things to know about reports, so don't just accept the first one that appears on your screen. Dates are very important, and accounting method is also very important. Your reports will be different depending on how you "ask" for it.

For example, look at all the options available for a Profit & Loss Statement:

Profit and Loss Report

[← Back to report list](#)

Report period

This Financial Year-to-date ▼ 01/07/2020 to 05/09/2020 Show unrealised gain or loss

Display columns by Show non-zero or active only Compare another period Accounting method

Total Only ▼ Active rows/active columns ▼ Select period ▼ Cash Accrual

Run report