



QuickBooks Online

Basic

Instructor Guide

[Your Company Name]

Custom  **Guide**

EVALUATION ONLY

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Contents

Get Started	7
QuickBooks Online Login	8
QuickBooks Online Login	8
QuickBooks Logout	9
QuickBooks Interface	10
QuickBooks Online Help.....	11
Search for Help.....	11
Company Set Up.....	13
Set Up a New Company	13
Account Settings	15
Change Account Settings	15
Chart of Accounts.....	16
Open the Chart of Accounts.....	16
Common Account Types	17
Run a Chart of Accounts Report.....	17
Create an Account.....	19
Create an Account.....	19
Create a Service Product.....	21
Create a Service	21
Create a Non-Inventory Product.....	23
Create a Non-inventory product.....	23
Edit and Inactive an Item	25
Edit an Item	25
Make an Item Inactive	27
Report on an Item	28
Run a Report on an Item	28
Sort a Report	29
Change the Reporting Period or Grouping	30
Share a Report	31
Change Report Settings.....	32
Basic Sales	33
Work with Customers	34
View Customers	34

Customer Actions	35
View Customer Details	36
Go Back to the Customer List	37
Create and Edit a Customer.....	38
Create a Customer.....	38
Edit a Customer	40
Create an Invoice.....	41
Create an Invoice.....	41
Create a Sales Receipt	43
Create a Sales Receipt	43
Print and Email Invoices	45
Print or Send an Invoice.....	45
Batch Print or Send Invoices.....	46
Receive Payments.....	47
Receive Payment	47
Create a Customer Refund	49
Create a Customer Refund	49
Banking	53
Write Checks.....	54
Write Checks / Pay Expenses.....	54
Make Deposits	56
Make a Deposit.....	56
Set Up Online Banking.....	58
Set Up Online Banking	58
Download Bank Transactions	62
Download Bank Transactions	62
Review Transactions.....	63
Confirm Transactions.....	64
Batch Confirm	64
View Categorized Transactions	65
Set Up Bank Rules.....	66
Set Up a Bank Rule.....	66
Manage Bank Rules	68
Manage Bank Rules	68
Change a Rule's Status.....	68
Edit a Rule.....	69
Delete a Rule	70

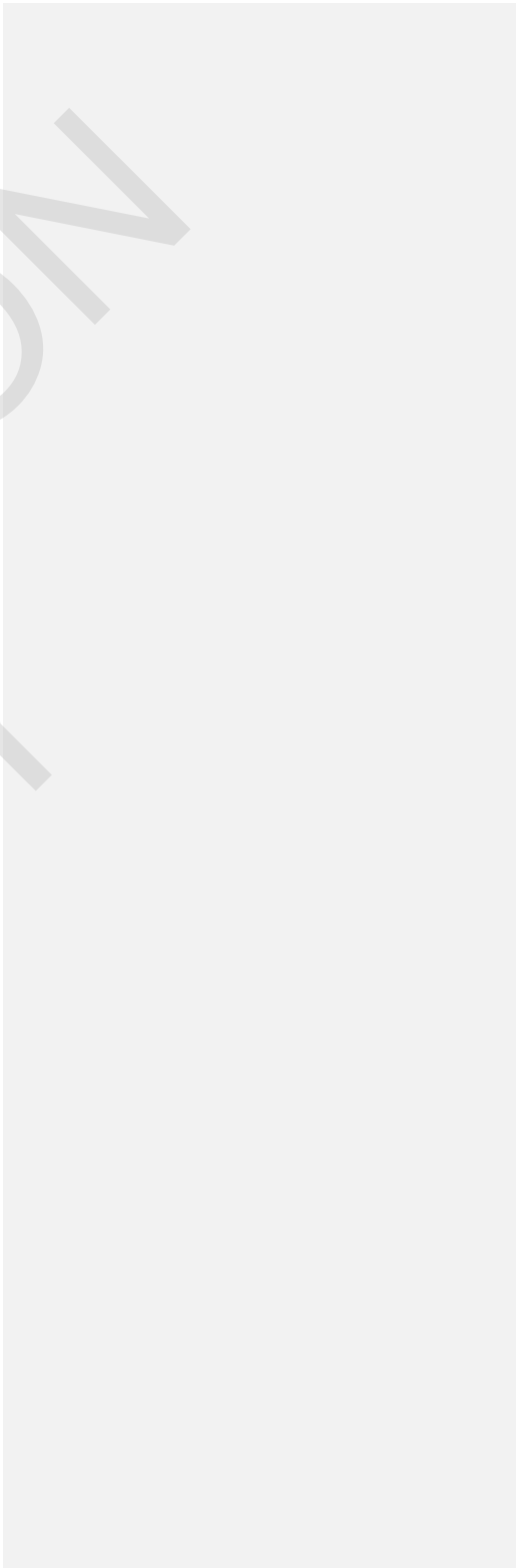
Transfer Funds	71
Record a Transfer	71
Reconcile	74
Reconcile Bank Account	74
Transactions	77
Search for Transactions	78
Search Transactions	78
Advanced Search	79
View Registers	81
View an Account Register	81
Customize the Register View	82
Sort Transactions	82
Run a Register Report	84
Run a Register Report	84
View and Edit Transactions	86
View and Edit a Transaction	86
Filter Transactions	88
Filter Register Transactions	88
Remove a Filter	89
Attach a File to a Transaction	90
Attach a File to a Transaction	90
View an Attached File	92
Add Transactions	93
Manually Add a Transaction	93
Delete and Void Transactions	94
Delete a Transaction	94
Void a Transaction	95
Basic Reports	97
Run Reports	98
Run Reports	98
Share a Report	98
Report Drill Down	99
See Information About a Report	100
Add a Report to Favorites	100
Profit and Loss	101
Run a Profit and Loss Report	101

Balance Sheet 102

 Run a Balance Sheet Report 102

Accounts Receivable Aging 103

 Run an Accounts Receivable Aging Report 103



EVALUATION ONLY

Get Started

If you're new to QuickBooks, there are a few things you need to know to get started in the right direction. In this module, we'll walk through accessing QuickBooks and explore the interface. We'll also focus on a few set-up tasks, including setting up a Company and updating your Account Settings.

You'll be introduced to the very important Chart of Accounts and learn how to run a Chart of Accounts Report. We'll also work on creating new Accounts, Service Products, and Non-Inventory Products. Finally, we'll touch on how to report on an Item in QuickBooks.

Objectives

- QuickBooks Online Login
- QuickBooks Interface
- QuickBooks Online Help
- Company Set Up
- Account Settings
- Chart of Accounts
- Create an Account
- Create a Service Product
- Create a Non-Inventory Product
- Edit and Inactive an Item
- Report on an Item

QuickBooks Online Login

QuickBooks Online Login

Since QuickBooks Online is an online, web-based application, you'll need to sign in to start using it.

- 1 Go to the QuickBooks Online Login page.
- 2 Enter your **User ID**.
If you're using your Google account to sign into QuickBooks, you can click the Sign in with Google button.
- 3 Enter your **Password**.
If you want to automatically enter this information next time, you can check the Remember me box.
- 4 Click **Sign In**.

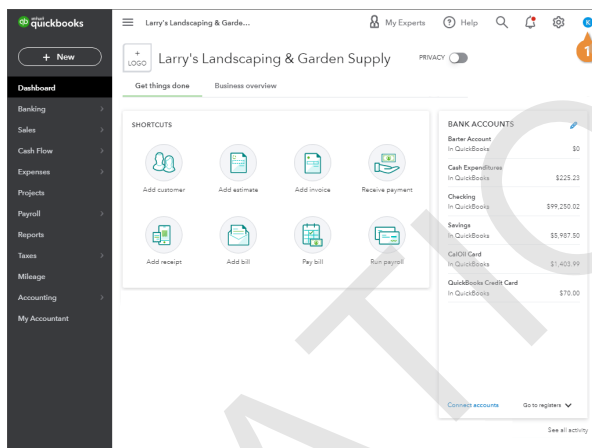
Commented [IG1]:

1. Go to the QuickBooks Online Login page.
2. Enter your User ID.
3. Enter your Password.
4. Click Sign In.

QuickBooks Logout

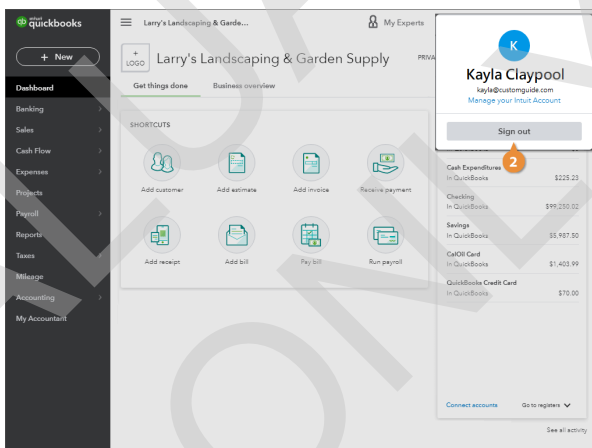
- 1 Click your profile image.
- 2 Click **Sign Out**.

QuickBooks logs you out of the system.



Commented [IG2]:

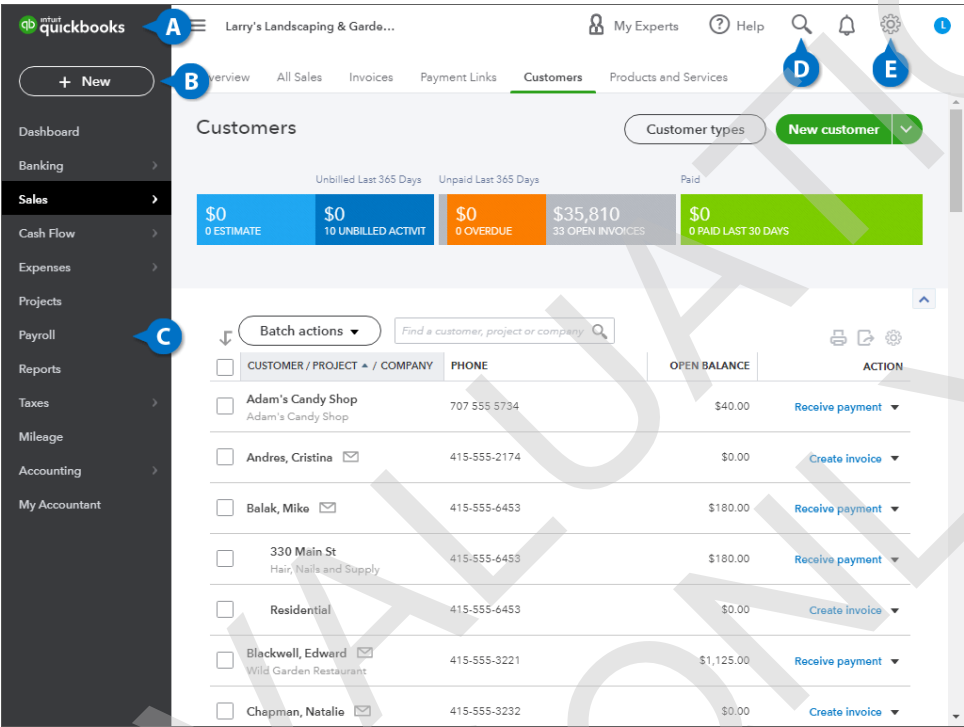
1. Click your profile image.
2. Click Sign Out.



QuickBooks Interface

There is a lot going on with the QuickBooks screen, so let's kick it off by taking a tour to get comfortable with the interface!

We're looking at the QuickBooks Home screen, it's what appears when you first log into QuickBooks.



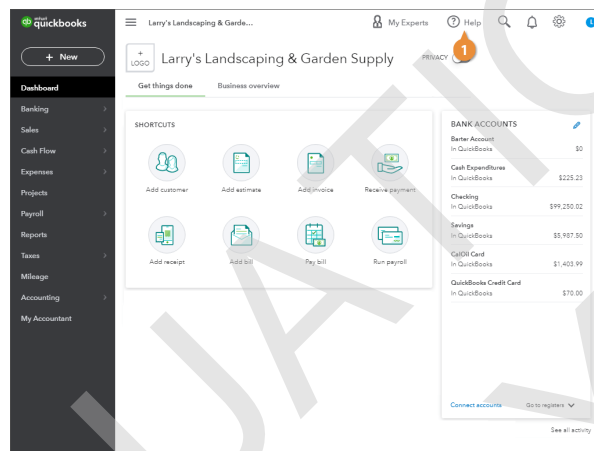
A	Home (QuickBooks logo): You can always navigate back to the home screen by clicking the QuickBooks logo.	D	Search (Magnifying glass): The magnifying glass is used to search transactions in QuickBooks.
B	New Button: Right below the QuickBooks logo is the New button, which you use to create new invoices, checks, and other transactions.	E	Setting (Gear): Click the gear icon to display QuickBooks settings, view lists—including your company's Chart of Account—and manage other users.
C	Navigation Bar: Below the New button is the Navigation bar, which you use to get to other areas of QuickBooks.		

QuickBooks Online Help

If you don't know how to do something in QuickBooks, help is generally just a few clicks away.

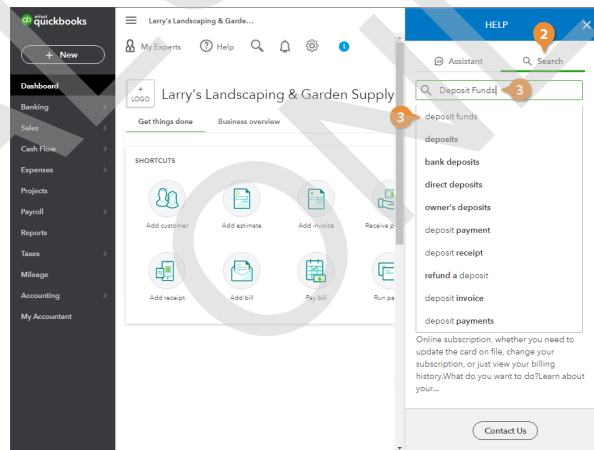
Search for Help

- 1 Click **Help**.
- 2 If necessary, click the **Search** tab.
- 3 Enter the keywords related to your question.
A list of help topics related to the selected keyword will appear.



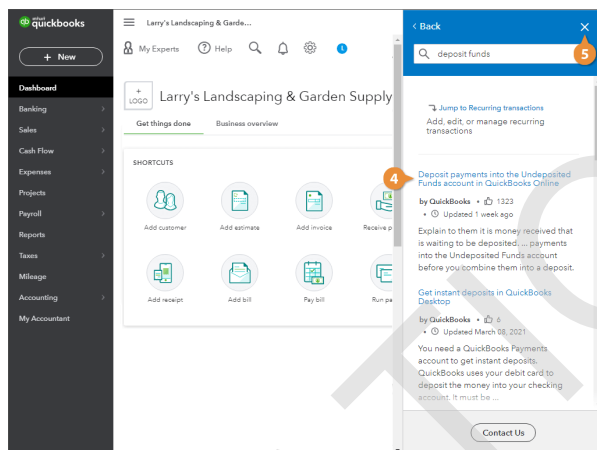
Commented [IG3]:

1. Click Help.
2. If necessary, click the Search tab.
3. Enter the keywords related to your question.
4. Click on the desired help topic.
5. Click Close when you're finished.



- 4 Click on the desired help topic.
- 5 Click **Close** when you're finished.

The Help panel closes.

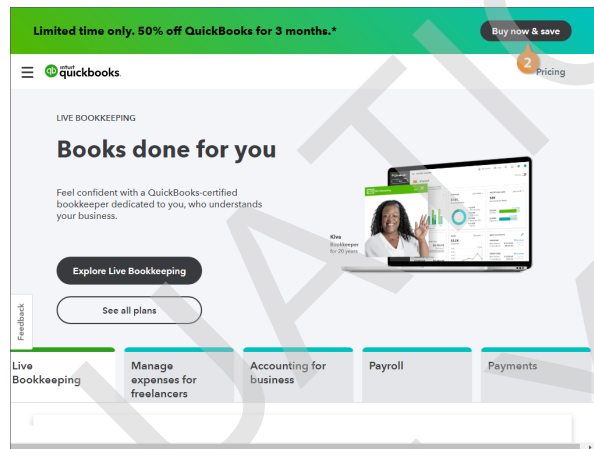


Company Set Up

No matter if your business has years' worth of transactions, clients, and vendors, or you're just getting started with nothing at all, it's fairly easy to set up a new company with QuickBooks.

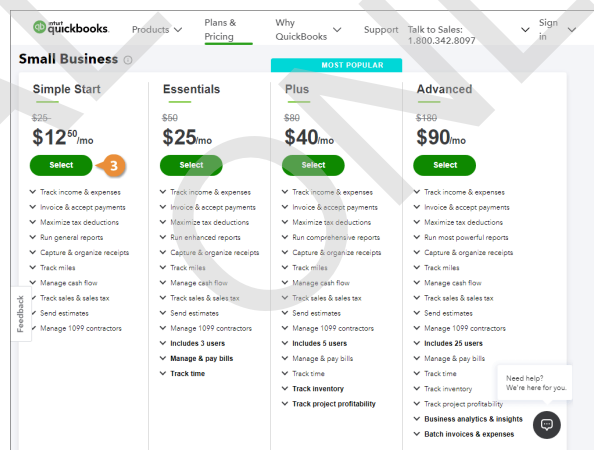
Set Up a New Company

- 1 Go to the QuickBooks website.
- 2 Find and click **Buy now**.
- 3 Review the QuickBooks plans and select the one that best fits your needs.



Commented [IG4]:

1. Go to the QuickBooks website.
2. Find and click Buy now.
3. Review the QuickBooks plans and select the one that best fits your needs.
4. Either create a new Intuit account, or sign in if you already have one.
5. Follow the online instructions and provide QuickBooks with the requested information, such as:
 - Business name
 - Legal Structure
 - Feature you want to use



- 4 Either create a new Intuit account, or sign in if you already have one.
- 5 Follow the online instructions and provide QuickBooks with the requested information, such as:

- Business name
- Legal Structure
- Feature you want to use

intuit
quickbooks turbotax

For sales: (888) 566-4770

Create an Intuit account
Use for QuickBooks and all Intuit products.

Email address (User ID)
kayla@customguide.com

Mobile number
+1 (612) 555-1212
Standard cell, message, or data rates may apply.

Password

Create a password you've never used before. This will help keep your account safe.

✓ Use 8 or more characters
✓ Use upper and lower case letters (e.g., Aa)
✓ Use a number (e.g., 1234)
✓ Use a symbol (e.g., !@#)

One More Step

By selecting One more step, you agree to our [Terms](#), [Payment terms](#) and have read and acknowledge our [Global Privacy Statement](#).

Adding a company to an existing account? [Sign In](#)

quickbooks GET STARTED

Welcome! We're glad you're here.
Here's what we'll do together right now.

Tell us what you need help with

We'll ask a few questions to get to know your business

We'll bring in your transactions and organize your money

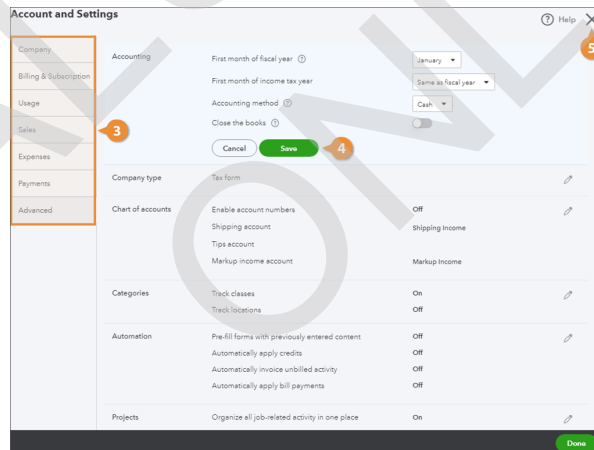
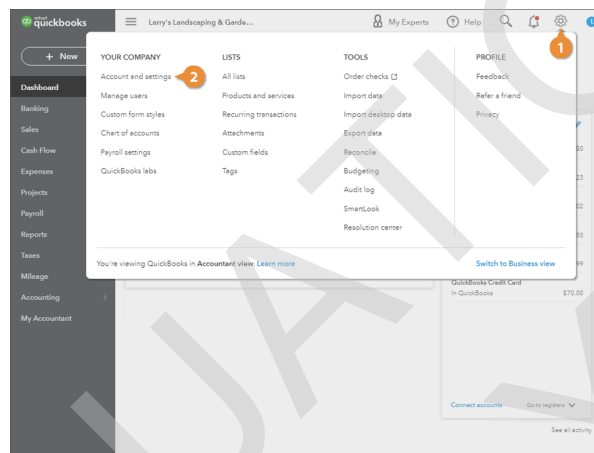
Next

Account Settings

You can change QuickBooks settings so it matches the unique accounting needs of your company.

Change Account Settings

- 1 Click the  **Gear** icon.
- 2 Select **Account and Settings**.
The Account and Settings screen appears. There are a lot of settings, organized into categories.
- 3 Click the desired settings category:
 - **Company** to change your company name and address.
 - **Billing & Subscription** to change your QuickBooks subscription.
 - **Sales** to change features related to your products, services, and sales forms.
 - **Expenses** if you track and bill your customers for them.
 - **Advanced** to change accounting settings and enable/disable features, such as if you bill your clients for projects.
- 4 Change the settings you want and click **Save**.
- 5 Click **Close** when you're finished.



Commented [IG5]:

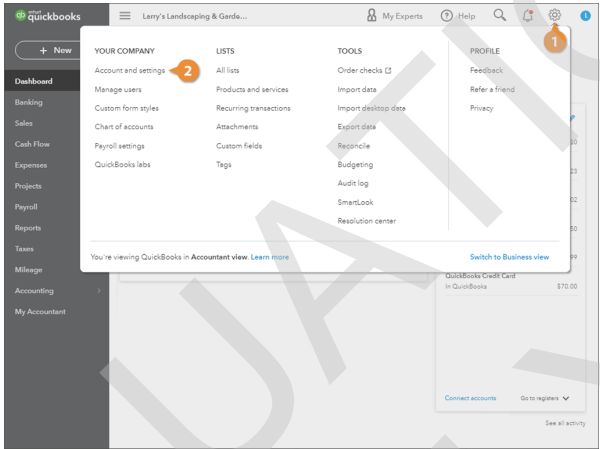
1. Click the  Gear icon.
2. Select Account and Settings.
3. Click the desired settings category:
 - **Company** to change your company name and address.
 - **Billing & Subscription** to change your QuickBooks subscription.
 - **Sales** to change features related to your products, services, and sales forms.
 - **Expenses** if you track and bill your customers for them.
 - **Advanced** to change accounting settings and enable/disable features, such as if you bill your clients for projects.
4. Change the settings you want and click Save.
5. Click Close when you're finished.

Chart of Accounts

One of the most important items in QuickBooks—and accounting in general—is your company's Chart of Accounts.

Open the Chart of Accounts

- 1 Click the  **Gear** icon.
- 2 Select **Chart of Accounts**.



Commented [IG6]:
1. Click the  **Gear** icon.
2. Select **Chart of Accounts**.

Common Account Types

The chart of accounts is a list of your company's accounts and their balances. You use these accounts to categorize your transactions, such as expenses and sales.

Bank: Checking & savings accounts.

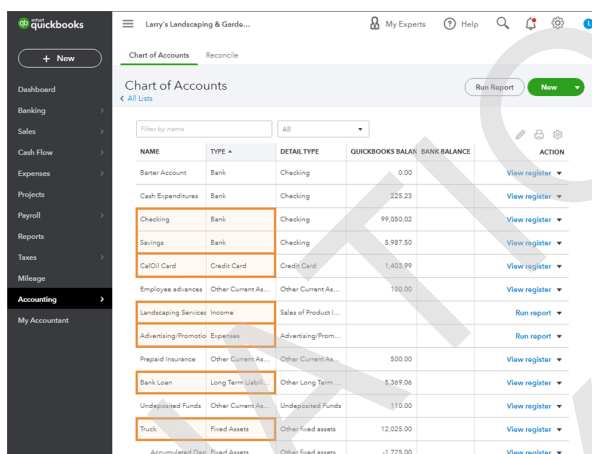
Credit Cards: Visa, Mastercard.

Income: Sales of products, services or other revenue.

Expense: Money you spend on things like advertising, rent, and office supplies.

Liability: Money you owe, like a loan.

Asset: Things you own that have value, such as equipment, vehicles, or a building.



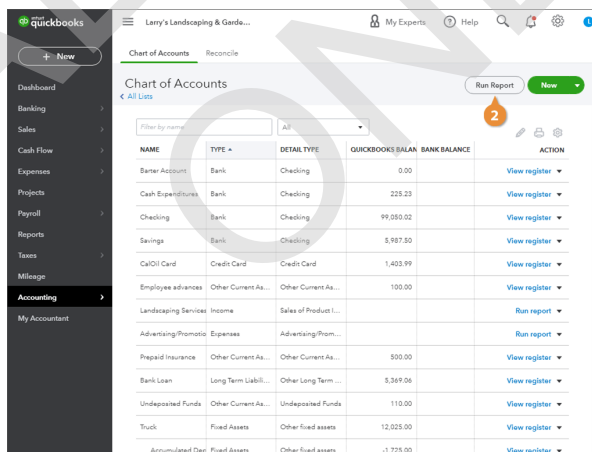
The screenshot shows the QuickBooks interface for a company named 'Larry's Landscaping & Gardening'. The 'Chart of Accounts' report is displayed, showing a list of accounts categorized by type and detail type. The accounts are listed in a table with columns for Name, Type, Detail Type, QuickBooks Balance, Bank Balance, and Action. The accounts are grouped by type: Bank (Checking, Savings, Ca/OL Card), Other Current Assets (Employee advances, Landscaping Services Income, Advertising/Promotional Expenses, Prepaid Insurance, Bank Loan, Undeposited Funds, Truck), Other Long Term Liabilities (Bank Loan), Other Long Term Assets (Truck), and Other Fixed Assets (Accumulated Depreciation). The 'Run Report' button is visible in the top right corner.

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Bank Account	Bank	Checking	0.00		View register
Cash Expenses	Bank	Checking	225.23		View register
Checking	Bank	Checking	99,550.02		View register
Savings	Bank	Checking	5,987.50		View register
Ca/OL Card	Credit Card	Credit Card	1,403.99		View register
Employee advances	Other Current As...	Other Current As...	100.00		View register
Landscaping Services Income	Sales of Product I...				Run report
Advertising/Promotional Expenses	Advertising/Prom...				Run report
Prepaid Insurance	Other Current As...	Other Current As...	500.00		View register
Bank Loan	Long Term Liabil...	Other Long Term ...	5,349.06		View register
Undeposited Funds	Other Current As...	Undeposited Funds	110.00		View register
Truck	Fixed Assets	Other fixed assets	12,025.00		View register
Accumulated Depreciation	Fixed Assets	Other fixed assets	-1,725.00		View register

Run a Chart of Accounts Report

When you're first setting up QuickBooks, it's a good idea to print a copy of your chart of accounts, so it's easy to reference.

- 1 Open the chart of accounts.
- 2 Click **Run Report**.



This screenshot is identical to the one above, but with a red circle and the number '2' highlighting the 'Run Report' button in the top right corner of the report header.

Commented [IG7]:

1. Open the chart of accounts.
2. Click Run Report.
3. (Optional) To share or export the report, click:
 - Email to send the report as a PDF attachment.
 - Print to print the report.
 - Export to download the report as an Excel spreadsheet or PDF.

3 (Optional) To share or export the report, click:

- **Email** to send the report as a PDF attachment.
- **Print** to print the report.
- **Export** to download the report as an Excel spreadsheet or PDF.

Account List Report

Sort Add notes

Larry's Landscaping & Garden Supply

Account List

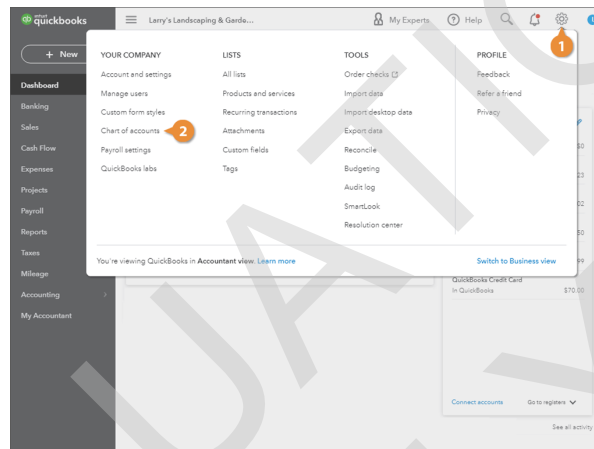
ACCOUNT	TYPE	DETAIL TYPE	DESCRIPTION
Barter Account	Bank	Checking	Business to Business Barter
Cash Expenditures	Bank	Checking	Wash asset for cash expenses
Checking	Bank	Checking	Great Statewide Bank
Savings	Bank	Checking	Great Statewide Bank
Undeposited Funds	Other Current Assets	Undeposited Funds	
Truck	Fixed Assets	Other fixed assets	
Truck Accumulated Depreciation	Fixed Assets	Other fixed assets	
Truck Original Purchase	Fixed Assets	Other fixed assets	Purchase Price of Asset
Accounts Payable	Accounts payable (A/P)	Accounts Payable (A/P)	
Cardi Card	Credit Card	Credit Card	Platinum MasterCard
QuickBooks Credit Card	Credit Card	Credit Card	QBCC for Field Office Manager
QuickBooks Credit Card QBCC M...	Credit Card	Credit Card	QBCC for Management Office
QuickBooks Credit Card QBCC S...	Credit Card	Credit Card	QBCC for Sales Office
Direct Deposit Liabilities	Other Current Liabilities	Other Current Liabilities	
Payments on Account	Other Current Liabilities	Other Current Liabilities	Deposits rec'd from customers
Payroll Liabilities	Other Current Liabilities	Payroll Tax Payable	
Sales Tax Agency Payable	Other Current Liabilities	Sales Tax Payable	

Create an Account

QuickBooks creates basic accounts when you create a company, but it's unlikely these initial accounts will be suitable for your business.

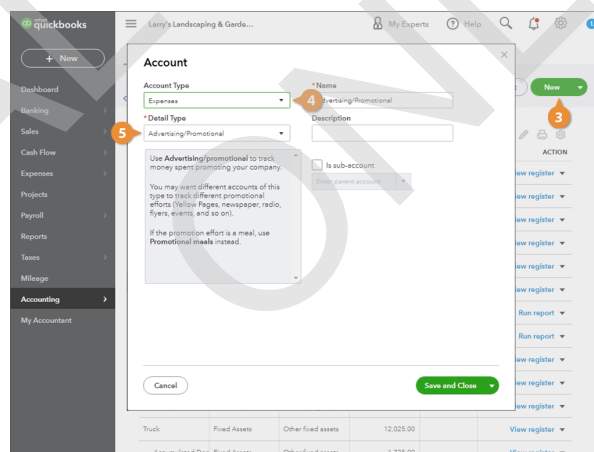
Create an Account

- 1 Click the **Gear** icon.
 - 2 Select **Chart of Accounts**.
 - 3 Click **New**.
 - 4 Select the **Account Type** you want to create.
 - 5 Select a **Detail Type**.
- The Detail Type field helps you select and name accounts more appropriately.



Commented [IG8]:

1. Click the **Gear** icon.
2. Select **Chart of Accounts**.
3. Click **New**.
4. Select the **Account Type** you want to create.
5. Select a **Detail Type**.
6. Enter an account **Name**.
7. (Optional) Enter a **Description**.
8. (Optional) Specify an optional sub-account.
9. Click **Save and Close**.



- 6 Enter an account **Name**.
- 7 (Optional) Enter a **Description**.
- 8 (Optional) Specify an optional **sub-account**.

Sub-accounts are used to break down transactions in an account. For example, maybe you want to track email marketing under marketing.

- 9 Click **Save and Close**.

The screenshot shows the 'Account' form in QuickBooks. The 'Account Type' is set to 'Expenses'. The 'Name' field is filled with 'Marketing' (step 6). The 'Description' field is empty (step 7). The 'Detail Type' is set to 'Advertising/Promotional'. The 'Is sub-account' checkbox is checked (step 8). The 'Save and Close' button is highlighted (step 9). The form also includes a 'Cancel' button and a 'New' button. Below the form, there is a table with columns: Truck, Fixed Assets, Other fixed assets, and a balance of 12,025.00. Another row shows 'Accumulated Dep: Fixed Assets' with a balance of -1,725.00.

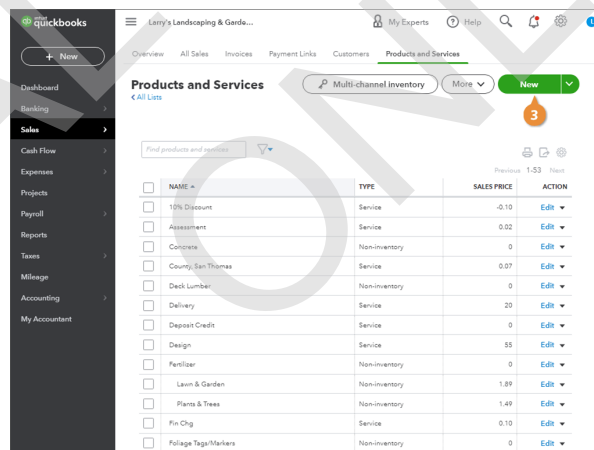
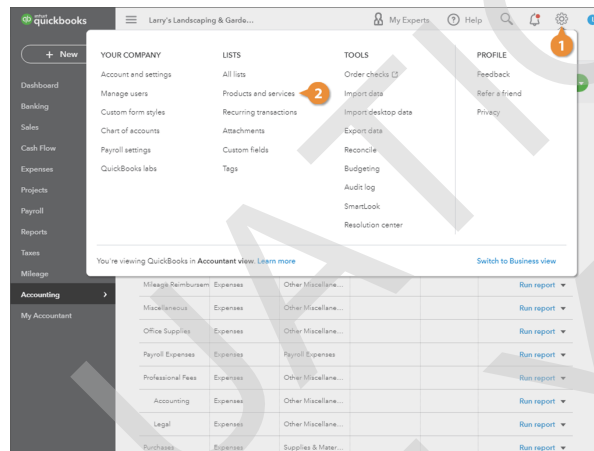
Truck	Fixed Assets	Other fixed assets	
			12,025.00
Accumulated Dep: Fixed Assets			-1,725.00

Create a Service Product

In QuickBooks, services are intangible things that you sell, such as landscaping services, hourly rates, and accounting fees.

Create a Service

- 1 Click the  **Gear** icon.
- 2 Select **Products and Services**.
- 3 Click **New**.



Commented [IG9]:

1. Click the  Gear icon.
2. Select Products and Services.
3. Click New.
4. Select Service.
5. Enter a Name for the service.
6. If it's applicable, check the I sell this product/service to my customers box, and enter a:
 - Description on sales forms
 - Sales price/rate
 - Income account & sales tax category
7. If it's applicable, check the I purchase this product/service from a vendor box, and enter a:
 - Description
 - Cost
 - Expense Account
 - Preferred Vendor
8. Click Save and Close.

4 Select **Service**.
You can also enter a SKU if it's required, or upload a picture of the service as well.

5 Enter a **Name** for the service.

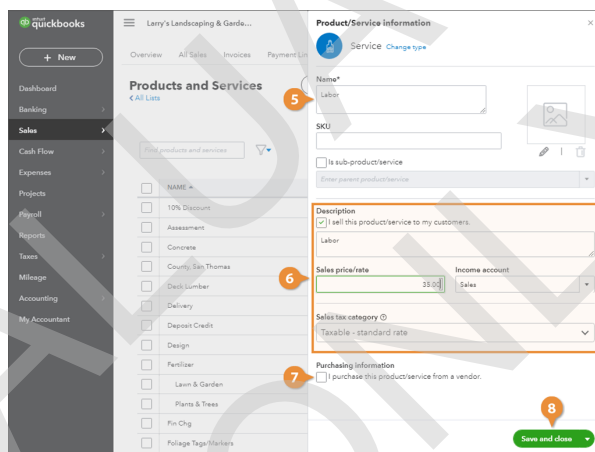
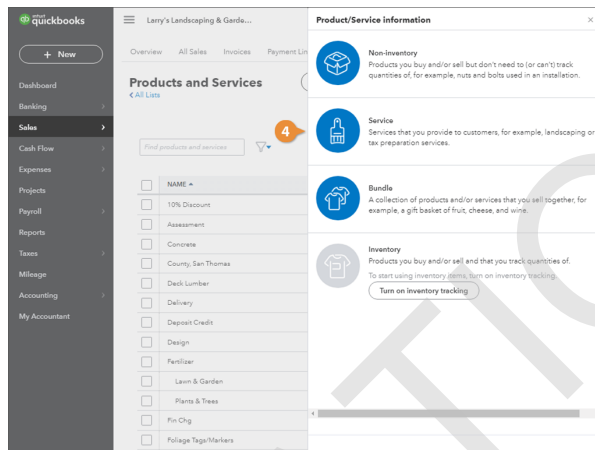
6 If it's applicable, check the **I sell this product/service to my customers** box, and enter a:

- Description on sales forms
- Sales price/rate
- Income account & sales tax category

7 If it's applicable, check the **I purchase this product/service from a vendor** box, and enter a:

- Description
- Cost
- Expense Account
- Preferred Vendor

8 Click **Save and Close**.



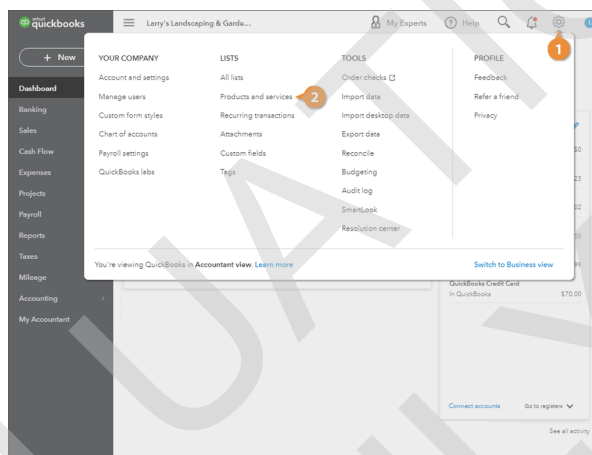
Create a Non-Inventory Product

A non-inventory product is something you buy and/or sell but don't need to (or can't) track quantities of.

Examples of non-inventory parts might include nails used during a construction project, or a special product a customer asks you to buy that you don't normally sell.

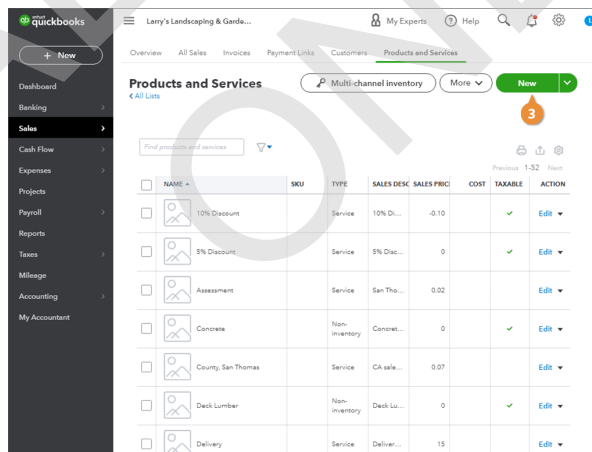
Create a Non-inventory product

- 1 Select the  **Gear** icon.
- 2 Select **Products and Services**.
- 3 Click **New**.

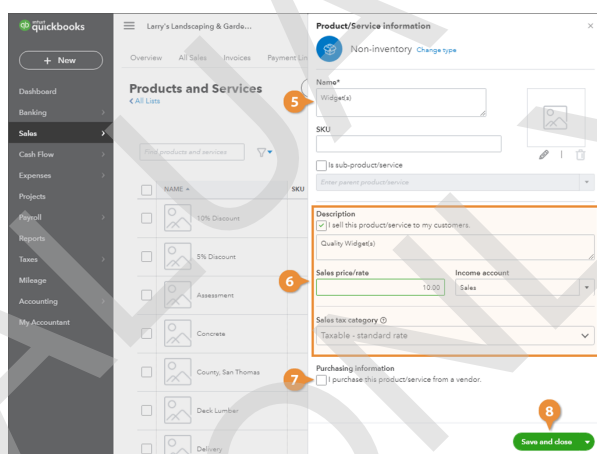
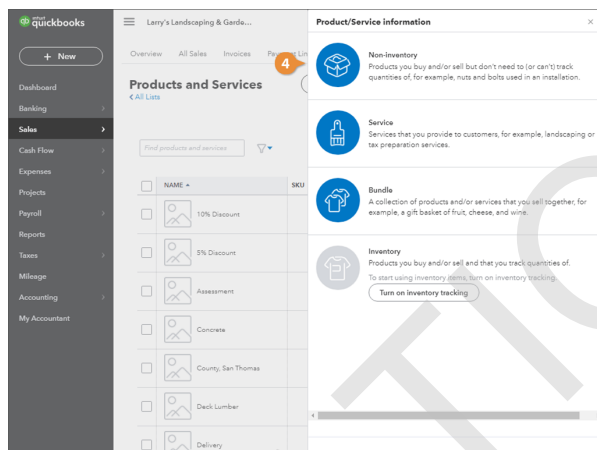


Commented [IG10]:

1. Select the  Gear icon.
2. Select Products and Services.
3. Click New.
4. Select Non-inventory.
5. Enter a Name for the product.
6. If it's applicable, check the I sell this Product/Service to My Customers box, and enter a:
 - Description on sales forms
 - Sales price/rate
 - Income account & sales tax category
7. If it's applicable, check the I purchase this product/service from a vendor box, and enter a:
 - Description
 - Cost
 - Expense account
 - Preferred vendor
8. Click Save and Close.



- 4 Select **Non-inventory**.
- 5 Enter a Name for the product.
- 6 If it's applicable, check the **I sell this Product/Service to My Customers** box, and enter a:
 - Description on sales forms
 - Sales price/rate
 - Income account & sales tax category
- 7 If it's applicable, check the **I purchase this product/service from a vendor** box, and enter a:
 - Description
 - Cost
 - Expense account
 - Preferred vendor
- 8 Click **Save and Close**.

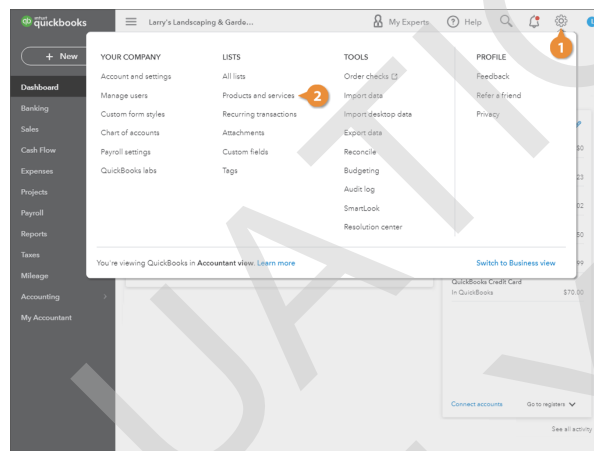


Edit and Inactive an Item

Sometimes you'll find you need to edit an item in QuickBooks, such as a product or an account. Editing an item is similar to creating one.

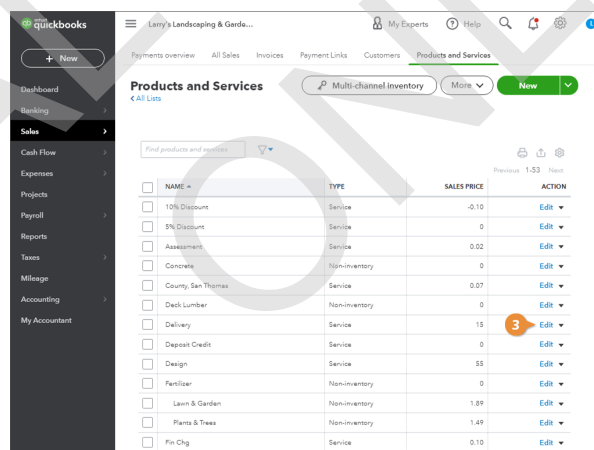
Edit an Item

- 1 Click the  **Gear** icon.
- 2 Open the list where the item is saved.
- 3 Find the item and select **Edit** from its Action menu.



Commented [IG11]:

1. Click the  Gear icon.
2. Open the list where the item is saved.
3. Find the item and select Edit from its Action menu.
4. Make your changes.
5. Click Save and Close.



- 4 Make your changes.
- 5 Click **Save and Close**.

quickbooks

Larry's Landscaping & Gardening

Payments overview All Sales Invoices Payments

Products and Services

Find products and services

NAME

- ☐ 10% Discount
- ☐ 5% Discount
- ☐ Assessment
- ☐ Concrete
- ☐ County, San Thomas
- ☐ Deck Lumber
- ☐ Delivery
- ☐ Deposit Credit
- ☐ Design
- ☐ Fertilizer
- ☐ Lawn & Garden
- ☐ Plants & Trees
- ☐ Pin Chg

Product/Service information

Service

Name*

Delivery

SKU

☐ Is sub-product/service

Description

☒ I sell this product/service to my customers.

Delivery Service Fee (fee for orders over \$100)

Sales price/rate

20

Income account

Service

Sales tax category

Taxable - standard rate

Purchasing information

☐ I purchase this product/service from a vendor.

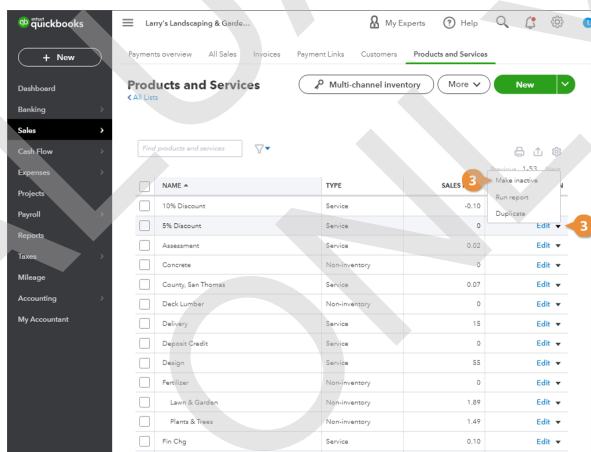
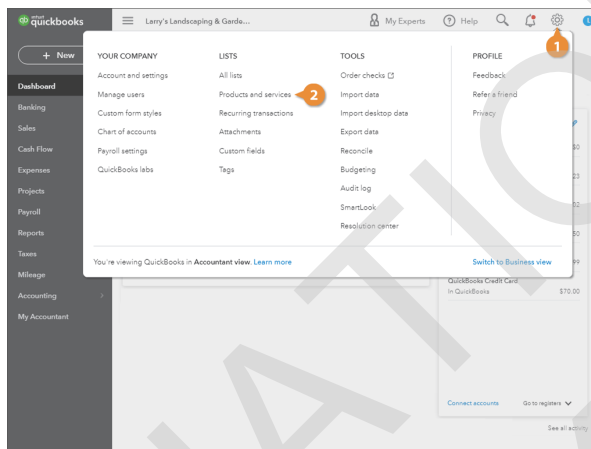
Save and close

Make an Item Inactive

You can't delete existing items in QuickBooks Online, but you can hide them by making them inactive.

- 1 Click the  **Gear** icon.
- 2 Open the list where the item is saved.
- 3 Find the item and select **Make Inactive** from its Action menu.

QuickBooks makes the item inactive and hides it.



Commented [IG12]:

1. Click the .
2. Open the list where the item is saved.
3. Find the item and select Make Inactive from its Action menu.

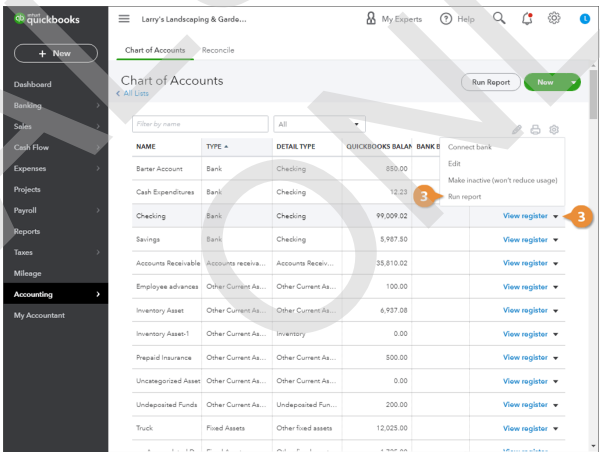
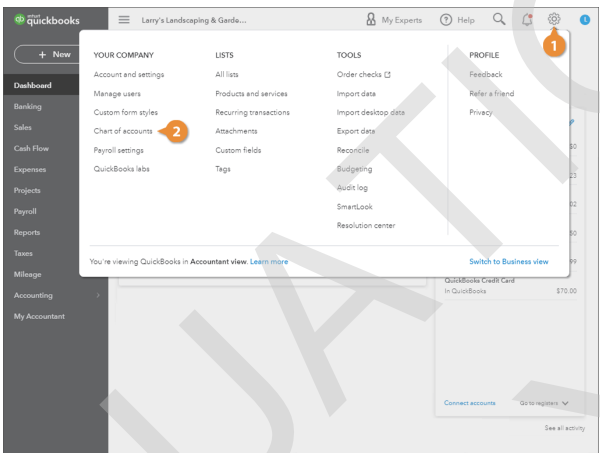
Report on an Item

QuickBooks can run detailed reports on any item, account, or product.

Run a Report on an Item

- 1 Click the  **Gear** icon.
- 2 Open the list where the item is saved.
- 3 Find the item and select **Run Report** from its Action menu.

Commented [IG13]:
1. Click the  Gear icon.
2. Open the list where the item is saved.
3. Find the item and select Run Report from its Action menu.



Sort a Report

- 1 Click the **Sort** arrow.
- 2 Select a sort option.

The screenshot shows the QuickBooks interface for 'Larry's Landscaping & Garden Supply'. The 'Account QuickReport' is displayed for the period 'Since 90 Days Ago' ending on '03/23/2021'. The report is grouped by 'Account'. The 'Sort by' dropdown is set to 'Default'. The 'Sort in' dropdown is open, showing 'Ascending order' (selected) and 'Descending order'. The report table has columns: TRANSACTION TYPE, NUM, NAME, and MEMO/DESCRIPTION. The table lists transactions from 06/14/2021 to 10/01/2022, including checks, deposits, and bill payments.

TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION
Check	1464	Bayshore Water	
Deposit			
Journal Entry			Opening Balance
Bill Payment (Check)	1000	Suh Advertising	8409
Bill Payment (Check)	1001	Suh Advertising	8409
Bill Payment (Check)	1002	Computer Services by DJ	1,000
Bill Payment (Check)	1003	Conner Garden Supplies	8,594
Bill Payment (Check)	1004	Car Gas & Electric	767369-3708
Bill Payment (Check)	1005	Great Statewide Bank	

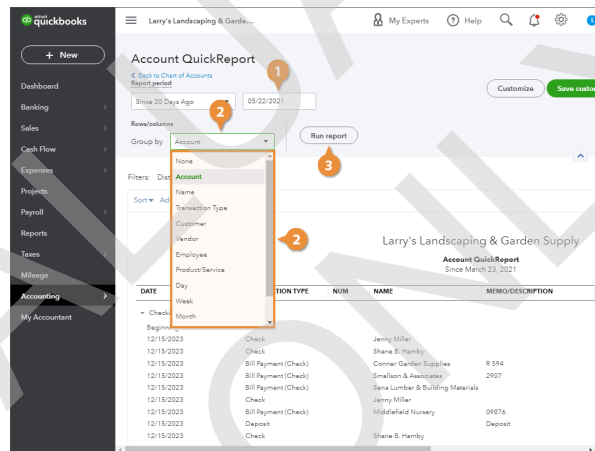
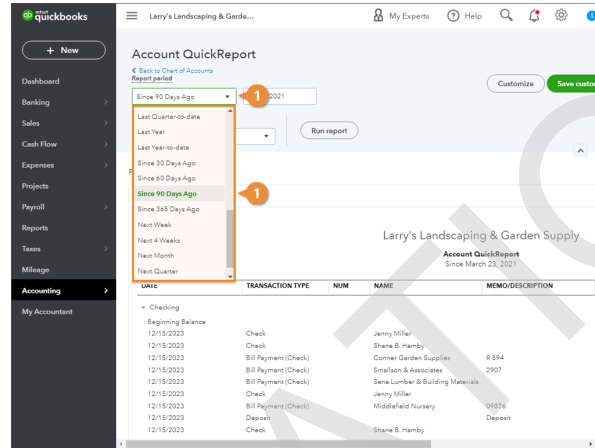
Commented [IG14]:
1. Click the Sort arrow.
2. Select a sort option.

Change the Reporting Period or Grouping

- 1 Specify the reporting period by clicking the **Report Period** arrow and selecting a reporting period.

OR

- 1 Enter a start date and end date for the reporting period.
- 2 Click the **Group** arrow and select the item to group by.
- 3 Click **Run Report**.



Commented [IG15]:

1. Specify the reporting period by clicking the Report Period arrow and selecting a reporting period.

OR

1. Enter a start date and end date for the reporting period.
2. Click the Group arrow and select the item to group by.
3. Click Run Report.

Share a Report

1

Click a button in the top right of the screen to share a report:

- **Email** to send the report as PDF attachment.
- **Print** to print the report.
- **Export** to download the report as Excel spreadsheet or PDF.

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION
06/16/2023	Deposit		Andrea, Cristina	Deposit
Total for Andrea, Cristina				
11/18/2023	Check		ATM Withdrawal	ATM Withdrawal
Total for ATM Withdrawal				
12/10/2023	Payment		Balaji, Mila Residential	
Total for Residential				
11/28/2023	Check	1462	Bank of Anycity	Acct#84467-66691 - Post# 12
11/22/2023	Check	1460	Bank of Anycity	Acct#84467-98732 - Post# 31
10/28/2023	Check	1461	Bank of Anycity	Acct#84467-66691 - Post# 11
10/22/2023	Check	1459	Bank of Anycity	Acct#84467-98732 - Post# 30
Total for Bank of Anycity				
11/29/2023	Check	1112	Bayshore CalOil Service	Bayshore CalOil Service
10/31/2023	Check	1089	Bayshore CalOil Service	Bayshore CalOil Service
Total for Bayshore CalOil Service				

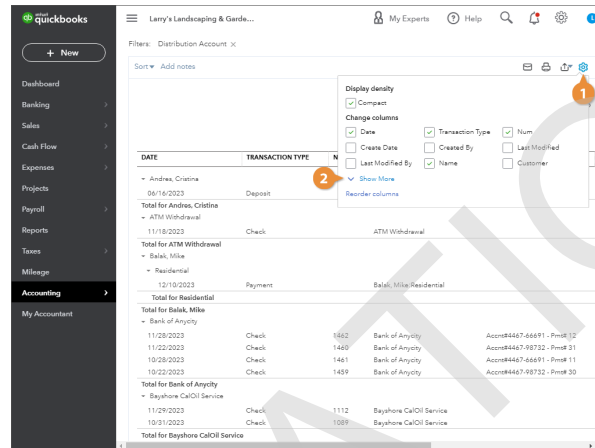
Commented [IG16]:

1. Click a button in the top right of the screen to share a report:

- Email to send the report as PDF attachment.
- Print to print the report.
- Export to download the report as Excel spreadsheet or PDF.

Change Report Settings

- 1 Click the report's gear icon.
- 2 Click **Show More** to view all the settings.
- 3 Check the desired report settings.



Commented [IG17]:

1. Click the report's gear icon.
2. Click Show More to view all the settings.
3. Check the desired report settings.

