



## Using Projects in QuickBooks Online for Job Costing

Let's delve into the process of assigning job costs within the Projects functionality of QuickBooks Online Projects in detail:

### 1. Creating a New Project:

First, ensure you've set up your project in QuickBooks Online. If not, follow these steps:

- Log in to your QuickBooks Online account.
- Navigate to the **Projects** section (usually found under the **Business Overview** menu or in the left-hand menu).
- Click the **New Project** button and provide essential project details (such as project name and associated customer).

### 2. Recording Costs:

Once your project is set up, you can start recording costs associated with it:

- **Invoices:** When creating an invoice for project-related expenses (e.g., materials, subcontractor services), select the appropriate project from the **project field**.
- **Expenses:** When entering expenses (e.g., supplies, equipment rental), assign them to the relevant project.
- **Time Tracking (QuickBooks Time):** If you track employee time, ensure that hours worked on specific jobs are allocated to the correct project.

### 3. Using the Project Field:

- The **project field** appears in various transaction forms (invoices, expenses, time sheets).
- Select the relevant project from the dropdown menu to link the cost directly to that project. This ensures accurate tracking and reporting.

### 4. Reviewing Project Costs:

- Access the detailed breakdown of income and costs within the **Projects** category.
- Explore project-specific reports to analyze profitability, labor costs, and other financial data.



## **5. Integration with Payroll and QuickBooks Time:**

If you use QuickBooks Payroll and QuickBooks Time:

- Labor costs are automatically imported into the project.
- Employee time tracking becomes more efficient for mobile teams.

## **6. Fine-Tuning:**

- Customize your **Chart of Accounts** to align with project cost categories.
- Consider using **Class tracking** to further segment income, expenses, and profitability by business segment.

Remember, accurate cost assignment is crucial for effective job costing. Peak Advisers can help make this happen for you. Use [this link to schedule a meeting](#) or call us at (303) 801-4772.  
Happy cost tracking!