



INTUIT ACADEMY

Student Guide to QuickBooks Online Seminar

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About the Authors



Ali Maloy

Lone Tree Accounting

13911 Gold Circle, Suite 120
Omaha, NE 68144 USA

Ali is a proud graduate of the University of Kansas and has held an active CPA license since 2004. She worked in audit-based roles at KPMG (Kansas City and Chicago), Jones Lang LaSalle, Hyatt Corporation, ConAgra Foods, and Farm Credit Services of America before starting Lone Tree Accounting (formerly Maloy Accounting) in 2010.

Ali is a recent graduate of the Intuit Accountant Council and a member of the Intuit Trainer Writer Network. She also serves on the Board of Directors for Launch Leadership, Inc., a non-profit that provides leadership training and development for middle and high school students.

Ali lives in Omaha, Nebraska, with her husband, Dave, and their two boys, Liam and Logan. When she's not balancing the books, you can find Ali spending time with family, tasting great wines, and planning her next trip.





Updated by:

Karine Woodman

24hr Bookkeeper, Inc.

2900 E Beltline, Ste 4
Hibbing, MN 55746 USA

Karine Woodman specializes in integrating project management software with QuickBooks Online for the construction industry. She strives to educate and partner on improving financial workflows for her construction clients.

Karine is an alumni member of the Intuit Accountant and Advisor Customer Council (2014-2016), a member of the Intuit Trainer Writer Network and a member of the TWN Education Committee. She was also named the 2016 winner of Intuit's Global Firm of the Future contest.

Karine lives in northern Minnesota with her husband, Ryan, and their children, Evan and twins Gabrielle and Hudson. When she's not being a serial entrepreneur, she's enjoying time with family bowling, mini golfing, biking, rollerblading and swimming in one of Minnesota's 10,000 lakes.

**24hr
BOOK
KEEPER**



Updated by:
Pat Hartley, MBA

Accounting on the Go
Menifee, CA
951-317-0642

Accountingonthego.com

Pat is passionate about QuickBooks, works with new and established small business owners and managers training them to harness the power of QuickBooks by providing the keys to successfully manage their businesses.

Pat earned her MBA from the University of La Verne in Southern California and has worked as Controller and CFO in aerospace and manufacturing prior to taking the leap to self-employment in 2000 with Accounting on the Go. In her off hours Pat teaches accounting and accounting-related topics, payroll and QuickBooks at several community colleges. This is where she shines; teaching and training are her specialties.

When not working or teaching, Pat enjoys life in Southern California at the beaches, the mountains, the wineries and travels a bit with her husband to see their children and grandchildren. Pat has also participated in two 39-mile walks bringing awareness to the fight against breast cancer.



Student Guide to QuickBooks Online

This student guide serves as a take-home resource for participants to refer to when they need a refresher on the topics covered during the live QuickBooks Online seminar.

QUICKBOOKS ONLINE TEST DRIVE

Screen shots included in this guide use the QuickBooks Online “test drive” file. The test drive file uses a sample company file called Craig’s Design & Landscaping Services. Access it through the following link:

<https://qbo.intuit.com/redirect/testdrive>

You don’t have to create an account or sign in to access the test drive file. Just complete the security verification (if prompted) and click **Continue**.

This test drive file is designed for you to explore and try out new things without worrying about breaking something or making a mistake. It is not designed to retain any changes you make. Once you close this QuickBooks Online test drive company, it is completely refreshed — so once you log out of it, the changes you have made to the file are erased.

Introduction to QuickBooks Online

PRODUCT OVERVIEW

QuickBooks Online has many features and advantages that QuickBooks Desktop does not offer. Once you make the change to QuickBooks Online, it is important to understand the features available in the cloud and the feature availability based upon your subscription level. Some advantages that QuickBooks Online offers are:

- You can easily access to data across multiple platforms (PC or Mac)
- There is no need to transfer data files. Everyone logs in to the same account to access live data.
- All data is hosted, backed up and secured by Intuit's servers
- Attaching supporting documents and transactional messaging allows for greater collaboration and centralization of information
- You can automatically create invoices and send them to clients, including delayed customer charges for unbilled time and costs
- Logins, third-party activity and list changes can be monitored using the Audit Log
- Reports can be emailed automatically to anyone using a scheduled frequency
- Further organize data with both Class and Location tracking
- Bank transactions are automatically downloaded once you connect your bank account using online banking credentials
- You can invite unlimited Reports Only and/or Time Tracking Only users when using the Plus version of QuickBooks Online
- Third-party apps sync to QuickBooks Online behind the scenes (i.e., without actually opening QuickBooks Online) since the apps sync to Intuit's always-accessible server. No downloading and managing third-party sync engines!
- Post to multiple Accounts Receivable and Accounts Payable lines in a single journal entry

- Track inventory using the First-In-First-Out (FIFO) method. The only desktop edition that offers FIFO is Enterprise with Advanced Inventory.
- QuickBooks Online developers are always releasing new functionality within the software. This list of features will continue to grow!

QUICKBOOKS ONLINE SUBSCRIPTION LEVELS

QuickBooks Online is a great solution for many different types of businesses. Every company must assess their needs to find a financial accounting solution appropriate for their business. Use the QuickBooks Online subscription matrix to understand the features included with each of the three QuickBooks Online subscription levels:

<http://quickbooks.intuit.com/online/compare>

Upgrade your QuickBooks Online subscription level at any time to accommodate changes in your business.

FEATURE	SIMPLE START	ESSENTIALS	PLUS
TRACK YOUR INCOME AND EXPENSES	✓	✓	✓
SEND UNLIMITED ESTIMATES AND INVOICES ON THE GO	✓	✓	✓
DOWNLOAD TRANSACTIONS FROM YOUR BANK AND CREDIT CARD ACCOUNTS	✓	✓	✓
PRINT CHECKS AND RECORD TRANSACTIONS	✓	✓	✓
IMPORT DATA FROM MICROSOFT EXCEL® OR QUICKBOOKS DESKTOP	✓	✓	✓
BACK UP YOUR DATA ONLINE AUTOMATICALLY	✓	✓	✓
SAME SECURITY AND ENCRYPTION AS BANKS	✓	✓	✓
ACCESS YOUR DATA FROM A TABLET OR SMARTPHONE	✓	✓	✓
INVITE UP TO TWO ACCOUNTANTS TO ACCESS YOUR DATA	✓	✓	✓
INTEGRATE WITH AVAILABLE APPLICATIONS	✓	✓	✓

FEATURE	SIMPLE START	ESSENTIALS	PLUS
SET UP INVOICES TO AUTOMATICALLY BILL ON A RECURRING SCHEDULE		✓	✓
MANAGE AND PAY BILLS FROM SUPPLIERS		✓	✓
ENTER BILLS AND SCHEDULE PAYMENTS FOR LATER		✓	✓
COMPARE YOUR SALES WITH PROFITABILITY WITH INDUSTRY TRENDS		✓	✓
CONTROL WHAT YOUR USERS CAN ACCESS		✓	✓
CREATE AND SEND PURCHASE ORDERS			✓
TRACK INVENTORY			✓
GIVE EMPLOYEES AND SUBCONTRACTORS LIMITED ACCESS TO ENTER TIME WORKED		✓	✓
TRACK BILLABLE HOURS BY CUSTOMER		✓	✓
CREATE BUDGETS TO ESTIMATE FUTURE INCOME AND EXPENSES			✓
CATEGORIZE YOUR INCOME AND EXPENSES USING CLASS TRACKING			✓
TRACK SALES AND PROFITABILITY FOR EACH OF YOUR LOCATIONS OR DIVISIONS			✓
NUMBER OF PEOPLE WHO CAN ACCESS QUICKBOOKS ONLINE	1	3	5
NUMBER OF BUILT-IN BUSINESS REPORTS	20+	40+	60+

FEATURE

SIMPLE START

ESSENTIALS

PLUS

PAY EMPLOYEES AND FILE SOURCE DEDUCTIONS

Free trial, then continue using QuickBooks Online Payroll for an additional monthly fee.

ACCEPT ONLINE AND MOBILE PAYMENTS

QuickBooks Online Payments: pay per use

Navigate QuickBooks Online

LOG INTO QUICKBOOKS ONLINE

To access QuickBooks Online, go to qbo.intuit.com and enter your user ID and password. For easy access, bookmark the login page on your browser. We recommend using Google Chrome when using QuickBooks Online, but you can use many different browsers to access it.

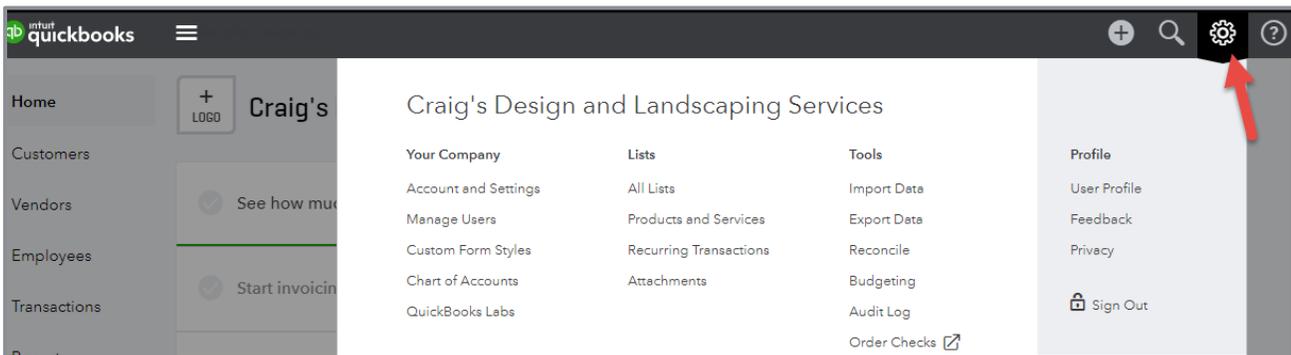
SET UP A NEW QUICKBOOKS ONLINE FILE

When you first set up your QuickBooks Online file, you have the option to use the Setup Wizard (go this route if you are starting a brand-new company file from scratch) or you can opt to import an existing QuickBooks Desktop file. If you are going to be importing an existing QuickBooks Desktop file as your starting point, we highly recommend contacting a QuickBooks ProAdvisor Certified in QuickBooks Online to do this for you.

GEAR ICON

The gear icon, located in the upper right-hand corner of QuickBooks Online, contains four sections. All help you manage your QuickBooks Online file:

- Your Company
- Lists
- Tools
- Profile



HOME PAGE AND GEAR ICON

The Your Company section contains:

- Account and Settings
- Manage Users
- Custom Form Styles
- Chart of Accounts (This section is addressed later in this guide)
- QuickBooks Labs (This section is addressed later in this guide)

ACCOUNT AND SETTINGS (UNDER GEAR ICON)

Click on the **Company Settings** option. You'll be taken to a screen containing four sections:

Account and Settings
?
✕

Company	Company name	<div style="border: 1px dashed #ccc; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">logo</div>	✎
Sales	Company name	Craig's Design and Landscaping Services	
Expenses	Legal name	Same as company name	
Advanced	EIN/SSN	-	
	Company type	Tax form	Not sure/Other/None ✎
		Industry	-
	Contact info	Company email	noreply@quickbooks.com ✎
		Customer-facing email	Same as company email
		Company phone	-
		Website	-
	Address	Company address	123 Sierra Way, San Pablo, CA 87999 ✎
		Customer-facing address	Same as company address
		Legal address	Same as company address
	Communications with	Marketing Preferences	

COMPANY SETTINGS

- **Company** - Customize your QuickBooks Online file with key information: Company name, logo, address, email address, website, telephone number and EIN.
- **Sales** - Manage how sales transactions are displayed on sales forms. Customize the online delivery of sales forms. Customize the look and feel of sales forms making them your own.
 - In the **Customize** section, click on the button called **Customize look and feel**
 - Choose the Template Design. Add your logo. Change color and font.
 - Choose the Content for each section of the form: Header, Activity Table and Footer
 - Customize the Default email
 - The Sales form content section is where you set the default information appearing on your sales forms:
 - Preferred Terms and Delivery Method
 - Turn on Shipping Fields
 - Set up Custom Fields (up to three)
 - Custom Transactions Numbers
 - Add a Service Date field
 - Turn on Discount & Deposit fields
 - The Products and Services section activates the quantity and price fields on the sales form. Turn on the inventory feature in QuickBooks Online by selecting **Track inventory quantity on hand**. The inventory feature is only available in QuickBooks Online Plus. It is FIFO (first in first out), as opposed to average cost or LIFO.
 - In the Messages, Reminders, Online delivery and Statements sections, modify the messages appearing on sales forms. Change the email options. Enable an aging table on the bottom of your customer statements.
- **Expenses** - Change how QuickBooks Online manages your expenses. Settings include:
 - Show items table on expense and purchase forms
 - Track expenses and items by customer
 - Make expenses and items billable (Plus only)
 - Set default bill payment terms
 - Enable Purchase Orders (Plus only)
 - Setup Purchase Order Custom Fields (up to three)
 - Purchase Order Custom Transaction Numbers
 - Default messages on Purchase Orders

- **Advanced** – Includes various accounting, automation and time-tracking settings along with features enhancing your internal controls:
 - Fiscal and income tax year ending dates
 - Select your default accounting method
 - Close the books and set a password
 - Select your tax form type
 - Turn on account numbers for the Chart of Accounts
 - Turn on the Class and Location features
 - Automation features such as:
 - Pre-fill forms with previously entered content
 - Automatically apply credits
 - Automatically invoice unbilled activity
 - Automatically apply bill payments
 - Turn on Projects
 - Time tracking
 - Turn on Multicurrency
 - Date and number formats
 - Select a Customer label
 - Option to warn if duplicate transaction numbers are used
 - Duration before user is logged out of QuickBooks Online

MANAGE USERS (ACCESSED VIA THE GEAR ICON UNDER YOUR COMPANY)

To set up users in QuickBooks Online, click on the **gear** icon. Find **Manage Users** under the Your Company column. This feature may not be available in the Test Drive company.

Manage Users

Contact Name	Email Address	Access Rights	Billable User?	Status
another user	anotheruser@intuit.com	Custom Access	Pending	Invited Resend
Tony Hunt	tonyhuntconnectorsuite@gmail.com	Custom Access	Yes	Active
Jessica Chow	jessica_chow@intuit.com	Master Admin	Yes	Active
Truman Weinright	tw@qikview.com	Custom Access	Yes	Active
Jeff Koch	jeff.koch@qikview.com	Custom Access	Yes	Active

[New](#) [Edit](#) [Delete](#) [Activity](#)

Accounting Firms

You can invite up to two accounting or bookkeeping firms to provide them, and any employees they may have authorized, access to your company data.

Contact Name	Email Address	Status
Tam Oboe	tamoboe@gmail.com	Active
Clay Adams	clayadams@gmail.com	Active

MANAGE USERS

To add a user, click the **New** button. (You must allow pop ups in your browser to add a new user. In fact, QuickBooks Online requires that pop-up blockers be disabled for the QuickBooks Online website. Many tasks are performed in pop-up windows.)

Once the New User window appears, choose the type of user you want to add. Choose from the following types:

- **Regular or custom user** - You control which areas the user can access
 - Choose from all, none or limited access to:
 - Customers and Sales, and/or
 - Vendors and Purchases
 - Choose the user's administrative rights. Allow user management rights, the ability to view or edit company information. Choose whether they have access to your subscription and billing info.
- **Company administrator** - Access to all areas of the program, including settings and full access rights to all other services to which the QuickBooks Online company subscribes including payroll and Intuit Payments.
- **Reports only** - This user logs into a special version of QuickBooks Online giving them access to almost all reports, except payroll and list reports with contact information. You can have unlimited Reports only users with your QuickBooks Online Plus subscription. This user type is only available in QuickBooks Online Plus.
- **Time tracking only** - The user logs into a special version of QuickBooks Online that only has timesheets. The user fills out their own timesheet. They do not have access to other users' timesheets. You can have unlimited Time tracking users with your QuickBooks Online Plus subscription. This user type is only available in QuickBooks Online Plus.

Once you follow the steps to set up the type of user you want, invite the user by entering their email address and name. Once the user is added, they receive an invitation by email with instructions to create a new user account or use their existing Intuit credentials and log in.

If a user ever forgets their user ID or password, direct them to QBO.intuit.com (the login page). Tell them to click on the link **I forgot my user ID or Password** and follow the prompts.

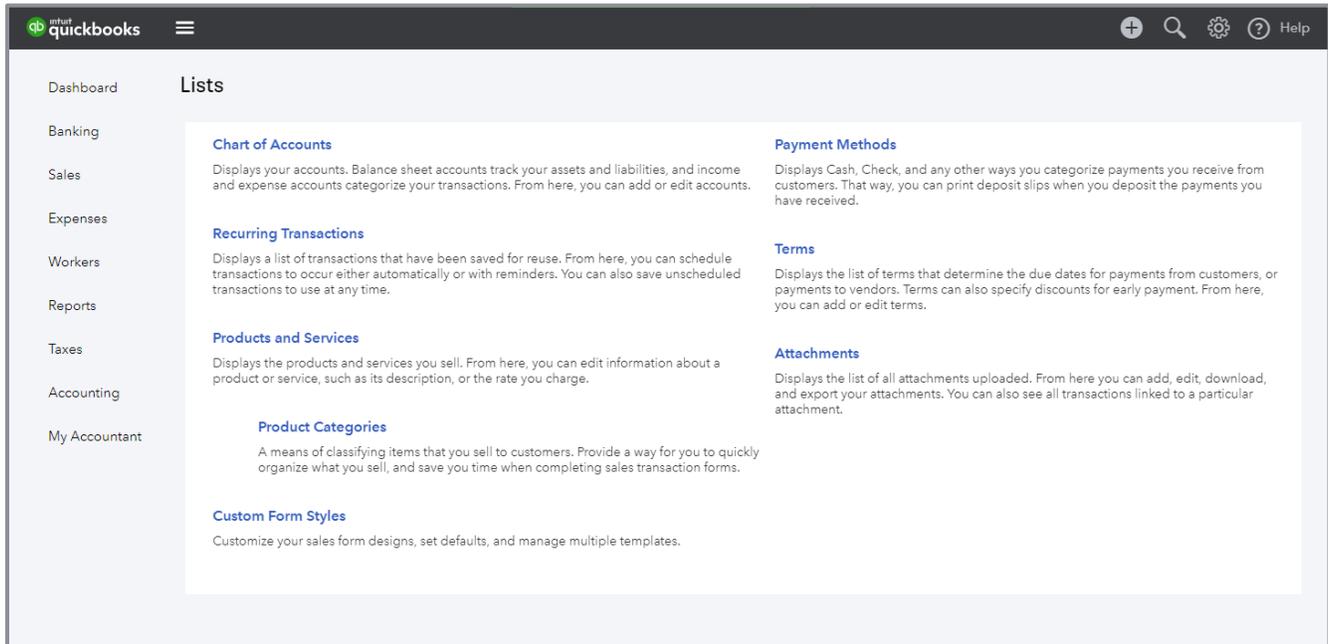
To add your accountant as a user for your QuickBooks Online company, use the blue **Invite Accountant** button located in the Accounting Firms portion of the Manage Users screen. Follow the prompts sending an invitation to your accountant. You can add up to two accountant users. The accountant users do *not* affect the number of users allowed in your subscription choice. Accountant users have no additional charge for their QuickBooks Online access.

LISTS

The foundation of QuickBooks Online are the lists the program uses to store information about the accounts, customers, vendors, employees and products and services used by your company. When these lists are set up and coded properly, the program is simple to use and provides accurate financial information to the user.

The following lists can be accessed under the **gear** icon → **All Lists**:

- Chart of Accounts
- Recurring Transactions
- Products and Services
- Product Categories
- Locations
- Custom Form Styles
- Payment Methods
- Terms
- Classes
- Attachments



LISTS (UNDER GEAR ICON)

The Customer, Vendor and Employee lists are found by clicking on their respective tabs on the left navigation bar.



HOW TO ACCESS LISTS FOR CUSTOMERS, VENDORS AND EMPLOYEES

From the navigation menu (Sales, Expenses or Workers), you'll find the appropriate tab to add, edit or delete list items. You can also have sub-lists of items in the Customer Center. For example, if your customer has multiple locations, you can have a parent customer — perhaps the corporate office with sub-customers for each location where you sell. You can choose to bill the sub-customer's transactions to the parent or the sub.

You can also have sub-accounts in your chart of accounts. This is a great way to create subtotals on your financial statements to keep track of additional details by choosing either a collapsed or expanded view on reports.

Sometimes you end up with duplicate list names. These duplicates create confusion and inefficiencies in workflow and reports. You can easily merge the two list names together cleaning up your lists. To merge a list name, click on the name you want to eliminate. Then click the **Edit** button. Change the Display Name to match exactly the name of the list name you want to keep. Then click **Save**. When you see the following screen pop up, click **Yes**:



It is important to note the merged name is made inactive and not deleted. Deleted list names are never really deleted from QuickBooks Online. If a name is merged with another, all the transactions assigned to the merged name are reassigned to the remaining one. You can delete any list name in QuickBooks Online regardless if it's been used in a transaction. It no longer appears in the list menu. However, the deleted name may still appear on reports if used in a transaction during the reporting period.

To reactivate a deleted list name:

1. Go to the **List** center.
2. Click on the small **gear** icon at the top right of the list. Check the box **Include inactive** (see the following screen shot).

Customers New customer ▾

Unbilled Last 365 Days: \$0 (0 ESTIMATE)
 Unpaid Last 365 Days: \$750 (3 UNBILLED ACTIVITY)
 Overdue: \$1,526 (10 OVERDUE)
 Open Invoices: \$5,282 (20 OPEN INVOICES)
 Paid: \$3,136 (12 PAID LAST 30 DAYS)

CUSTOMER ▲ / COMPANY	PHONE	OPEN BALANCE
<input type="checkbox"/> Amy's Bird Sanctuary ✉ Amy's Bird Sanctuary	(650) 555-3311	\$239.00
<input type="checkbox"/> Bill's Windsurf Shop ✉ Bill's Windsurf Shop	(415) 444-6538	\$85.00
<input type="checkbox"/> Cool Cars ✉ Cool Cars	(415) 555-9933	\$0.00
<input type="checkbox"/> Diego Rodriguez ✉	(650) 555-4477	\$0.00
<input type="checkbox"/> Dukes Basketball Camp ✉ Dukes Basketball Camp	(520) 420-5638	\$0.00
<input type="checkbox"/> Dylan Sollfrank		\$0.00

Settings menu (Open):

- Columns
 - Address
 - Email
 - Attachments
 - Phone
- Other
 - Include inactive
- Rows: 150

Batch actions ▾ 🔍 🖨️ 📄 ⚙️

[Create invoice ▾](#)

SMALL GEAR ICON AND INCLUDING INACTIVE LIST ITEMS

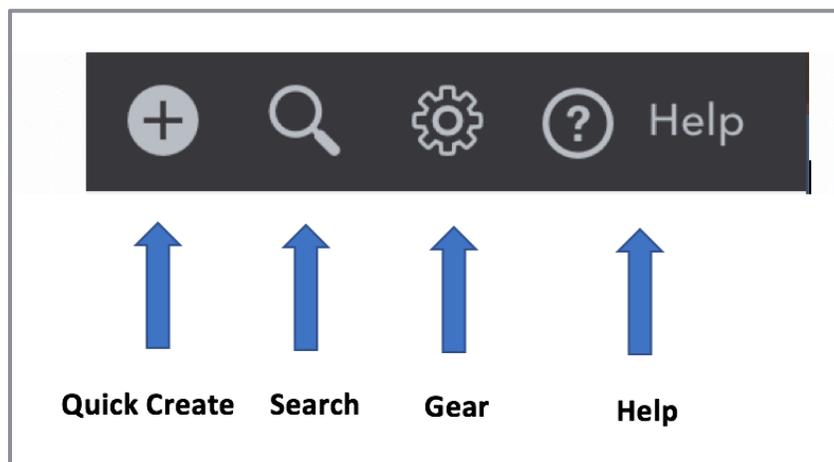
3. Click on the name to be restored. Then click **Make Active**.

NOTE: If you need to merge a subitem, you must make the subitem a parent before you can merge it (then you can go back and edit the list item to make it a subitem once again).

TOP NAVIGATION BAR

The Top Navigation Bar in QuickBooks Online is home to many menus and features including:

- Quick Create
- Search Box
- Gear Icon
- Help menu



QUICK CREATE

Clicking on the **Quick Create** button (signified by the Plus (+) sign; see the screen shot above) displays a menu list to different transaction-based screens. These include Invoice, Check or Weekly Timesheet. Transactions available in Quick Create are grouped by the type (Customers, Vendors, Employees) each transaction relates to. The Other transactions include Bank Deposit, Transfer, Journal Entry and Statement.

LEFT NAVIGATION PANE

The Left Navigation Pane is divided into nine tabs:



LEFT NAVIGATION PANE

- Dashboard (clicking this just takes you back to the screen opening when you first login to a QuickBooks Online file)
- Banking
- Sales
- Expenses
- Workers
- Reports
- Taxes
- Accounting
- My Accountant

Banking

Clicking on **Banking** opens the Banking Center in QuickBooks Online. Here you can connect your bank and credit card accounts and categorize downloaded transactions. Connecting your accounts saves time, reduces manual entry errors, and ensures your QuickBooks Online is current. Instead of manually entering the data, let QuickBooks Online get the information for you. You choose whether to add transactions as new items or match them up with items you already entered in QuickBooks Online.

The screenshot displays the QuickBooks Online Banking Center. At the top, there are navigation tabs for 'Dashboard', 'Banking', and 'Bank Rules'. The 'Banking' tab is active, showing 'Bank and Credit Cards' for a 'Checking' account. Three account cards are visible: 'Checking' with a balance of \$-3,621.93, 'Savings' with \$200.00, and 'Mastercard' with \$304.96. Below these, a table titled 'Review items from your bank' shows transactions for review. The table has columns for Date, Description, Payee, Category or Match, Spent, Received, and Action. Three items are listed, with the first one checked for review.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION	
<input checked="" type="checkbox"/>	08/05/2018	Books By Bessie	Books by Bessie	Uncategorized Income		\$55.00	Add
<input type="checkbox"/>	07/06/2018	A Rental		Uncategorized Income		\$200.00	Add
<input type="checkbox"/>	07/06/2018	A Rental		Uncategorized Expense	\$1,200.00		Add

BANKING CENTER

Sales

Clicking on **Sales** opens the Customer Center in QuickBooks Online. From here, handle invoices, customers and Products and Services. The colored bar at the top of the Customer Center is called the Money bar. Use the Money bar to view the status of your receivables, create or view transactions. To view the details behind the numbers on the Money bar, just click on the section you want to see. Transactions appear in the grid below. From this list, take an action for each item listed. Click on the **Customer** name. The Customer Detail screen is displayed. The transaction list shows recent transactions for the customer. Click the **Customer Details** tab to edit the customer contact information or add notes. Record a new transaction by clicking the **New Transaction** drop down at the top right of the screen.

CUSTOMER	COMPANY	PHONE	OPEN BALANCE	ACTION
<input type="checkbox"/>	Amy's Bird Sanctuary	(650) 555-3311	\$239.00	Receive payment
<input type="checkbox"/>	Bill's Windsurf Shop	(415) 444-6538	\$85.00	Receive payment
<input type="checkbox"/>	Cool Cars	(415) 555-9933	\$0.00	Create invoice
<input type="checkbox"/>	Diego Rodriguez	(650) 555-4477	\$0.00	Create invoice

CUSTOMER CENTER

Expenses

Clicking on **Expenses** opens the Vendor Center. This looks identical to the Customer Center, except it shows details and transactions related to purchases and accounts payable. With QuickBooks Online Plus only, you can prepare Form 1099 - MISC for applicable vendors by clicking the **Prepare 1099s** button at the top right of the Vendor Center.

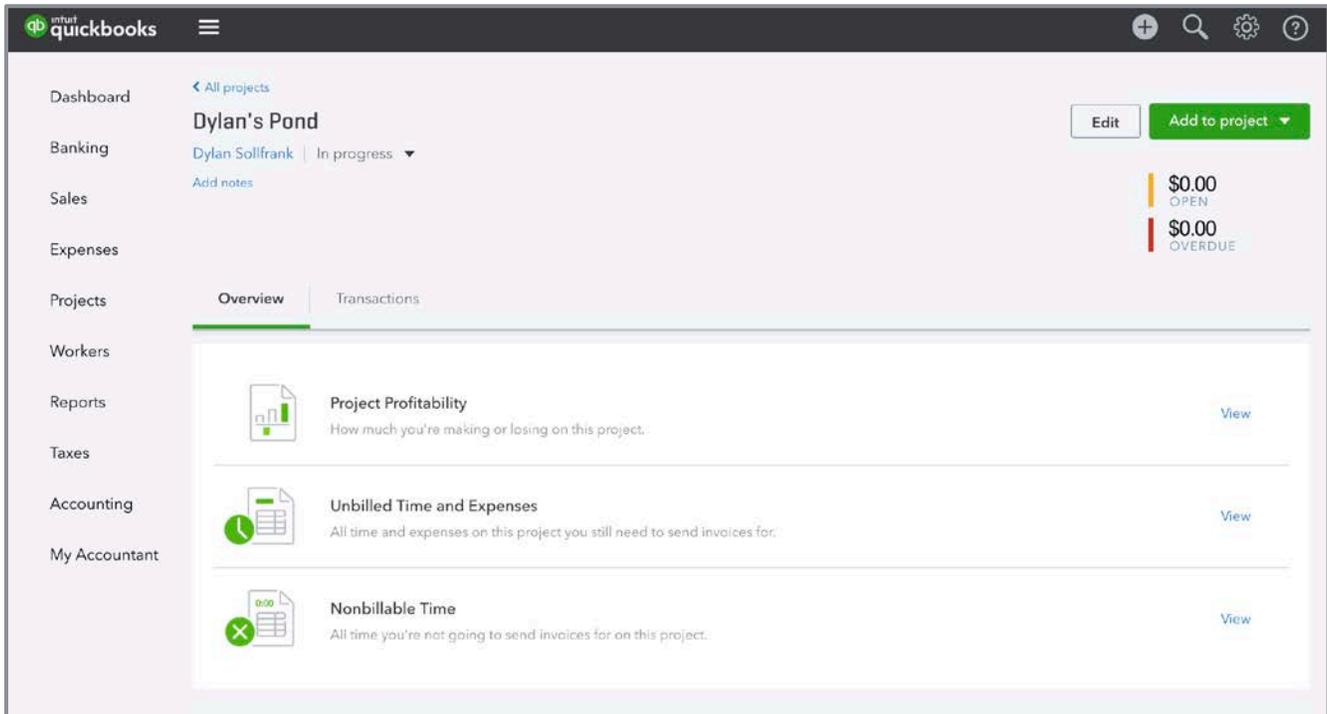
The screenshot displays the QuickBooks Vendor Center interface. At the top, there are navigation tabs for 'Expenses' and 'Vendors', with 'Vendors' selected. A sidebar on the left lists various account areas like 'Dashboard', 'Banking', 'Sales', 'Expenses', etc. The main content area shows a summary of vendor balances: Unbilled Last 365 Days (\$125), Unpaid Last 365 Days (\$848), and Paid (\$3,892). Below this is a table of vendors with columns for Vendor, Company, Phone, Email, Open Balance, and Action.

VENDOR	COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/>	Bob's Burger Joint			\$0.00	Create bill
<input type="checkbox"/>	Books by Bessie	(650) 555-7745	Books@Intuit.com	\$0.00	Create bill
<input type="checkbox"/>	Brosnahan Insurance Agency	(650) 555-9912		\$241.23	Make payment
<input type="checkbox"/>	Cal Telephone	(650) 555-1616		\$0.00	Create bill
<input type="checkbox"/>	Chin's Gas and Oil			\$0.00	Create bill

VENDOR CENTER

Projects

Clicking on **Projects** opens the Projects Center. This area gives you a central place to get a bird's eye view of your jobs along with all the associated transactions, notes, and reports. This option must be turned on in **Account and Settings** under the **Advanced** tab and is only available in QuickBooks Online Plus.



PROJECTS CENTER

Workers

Clicking on **Workers** opens the Employee Center. Sign up for a QuickBooks payroll subscription and keep track of employee information. Add a payroll subscription to any level of QuickBooks Online. Choose from QuickBooks Online Payroll or QuickBooks Online Full Service payroll.

The screenshot displays the 'Employee Center' in QuickBooks Online. At the top, there's a navigation menu with 'Employees' and 'Contractors'. The main section is titled 'My payroll' and includes a 'Run payroll' button. Below this, there are several summary cards: '2018 PAYROLL COST' showing \$0, 'NET PAY' showing 0, and 'EMPLOYEE' and 'EMPLOYER' counts both showing 0. A donut chart is also visible. To the right, it says 'Next payroll due today, 7/6' and 'Paycheck list'. Below the summary cards is an 'Employees list' section with a search bar and a dropdown for 'Active employees'. The table below has columns for NAME, PAY RATE, PAY SCHEDULE, PAY METHOD, and STATUS. Two employees are listed: Abby Adams with a pay rate of \$24.99 / hour and Duncan Fisher with a pay rate of \$45,000.00 / year.

NAME	PAY RATE	PAY SCHEDULE	PAY METHOD	STATUS
AA Adams, Abby	\$24.99 / hour	Every Friday	Check	Active
DF Fisher, Duncan	\$45,000.00 / year	Every Friday	Check	Active

EMPLOYEE CENTER

Reports

Reports are a listing of all the reports available in QuickBooks Online. They are divided into three sections:

- All Reports
- Custom Reports
- Management Reports

To run a report, just click on the report's name. The report opens.

Taxes

- **Sales Tax** - Opens the Sales Tax Center. Set up and manage your sales tax settings and payments.
- **Payroll Tax** - Opens the Payroll Tax Center. Set up and manage your payroll tax settings and payments when using QuickBooks Online Payroll.

Accounting

Clicking on **Accounting** takes you to the Reconcile and Chart of Accounts menus. This is just another way to access those functions.

My Accountant

Clicking on **My Accountant** allows collaboration with your accountant. You can view and respond to your accountant's requests as well as upload documents safely. You can also hold conversations regarding transactions. You will only see this tab in the navigation menu if you are an administrator within the company and your accountant has sent an initial request.

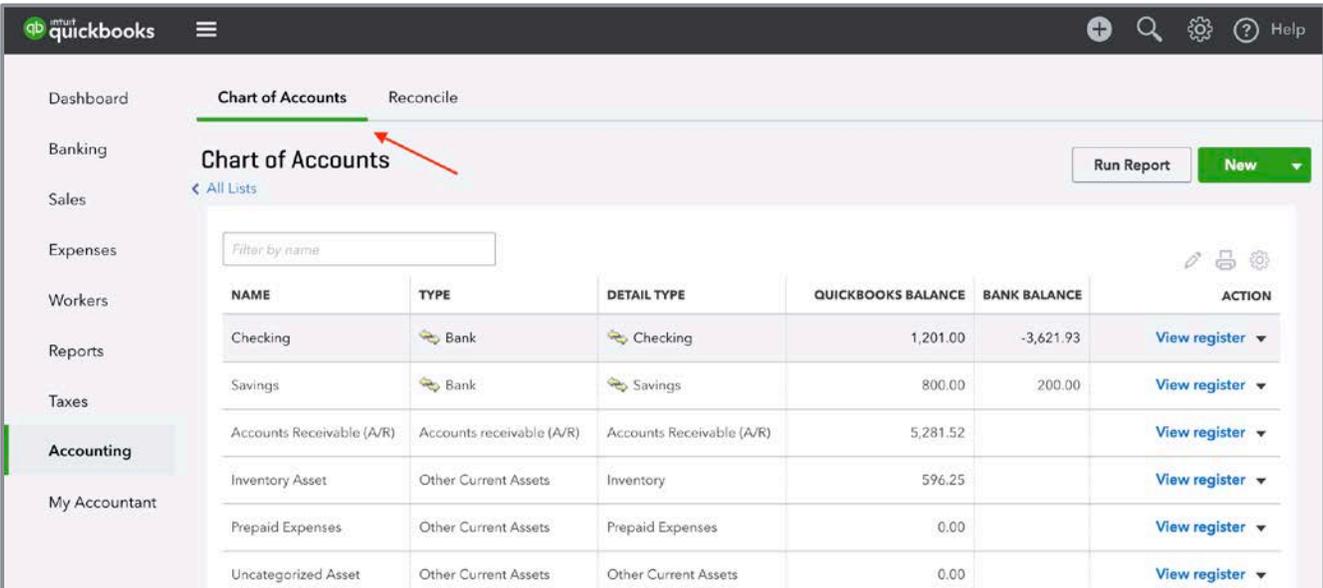
Chart of Accounts

Properly setting up the Chart of Accounts is essential to produce useful and meaningful reports in QuickBooks Online.

When first setting up your QuickBooks company, QuickBooks Online creates a chart of accounts based on the industry you choose (unless you import an existing QuickBooks Desktop company file. Your Chart of Accounts will be the same one used in the QuickBooks Desktop file).

As you set up your chart of accounts, follow these steps to get started:

1. Decide if you will use account numbers. If so, enable them using the **Advanced** tab in **Account and Settings** (under the gear icon).
2. Open the Chart of Accounts by clicking on the **gear** icon.



NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Checking	Bank	Checking	1,201.00	-3,621.93	View register
Savings	Bank	Savings	800.00	200.00	View register
Accounts Receivable (A/R)	Accounts receivable (A/R)	Accounts Receivable (A/R)	5,281.52		View register
Inventory Asset	Other Current Assets	Inventory	596.25		View register
Prepaid Expenses	Other Current Assets	Prepaid Expenses	0.00		View register
Uncategorized Asset	Other Current Assets	Other Current Assets	0.00		View register

CHART OF ACCOUNTS

3. Click **New** to open the Account window.
4. Choose the Account **Type**. The account type is the general account type (i.e., bank, accounts receivable, liability, equity, income, or expense).

5. Choose the **Detail Type**. The detail type is important when planning to use the Books-To-Tax tool with Intuit Tax Online. It references line items on the tax return. Selecting a Detail Type also prefills the Name field.
6. Enter an appropriate name for the account you are creating. Assign an account number if you have chosen to use account numbers. Give it a description, if desired. The Description field is *not* required.
7. If the account is a sub-account of another account, check the box choosing the appropriate parent account from the drop-down box.
8. The Balance box should *not* be used in most cases. When an amount is put in this box, an offsetting debit or credit is made to Opening Balance Equity. This may cause major issues when reconciling the account later!
9. When finished, click **Save and Close** (or **Save and New** to create another account).

Account

Category Type
Expenses

*Detail Type
Dues & subscriptions

*Name
Dues & Subscriptions

Description

Use Dues & subscriptions to track dues & subscriptions related to running your business.

You may want different accounts of this type for professional dues, fees for licenses that can't be transferred, magazines, newspapers, industry publications, or service subscriptions.

Is sub-account

Office Expenses

Cancel Save and Close

EDIT AN ACCOUNT FROM THE CHART OF ACCOUNTS

To edit the number or name of an account in your Chart of Accounts, do so easily by opening the Chart of Accounts. Click the **pencil** icon at the top right of the list. This opens a grid format allowing you to change the name and account number without opening the edit screen for each account.



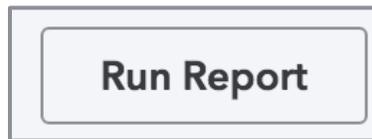
PENCIL ICON ON CHART OF ACCOUNTS

Quickly print the Chart of Accounts by clicking the **printer** icon (also on the top right of the list).



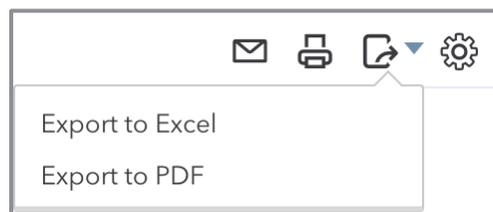
PRINTER ICON ON CHART OF ACCOUNTS

Export Chart of Accounts to Microsoft Excel® by clicking the **Run Report** button in the top-right corner of the Chart of Accounts screen.



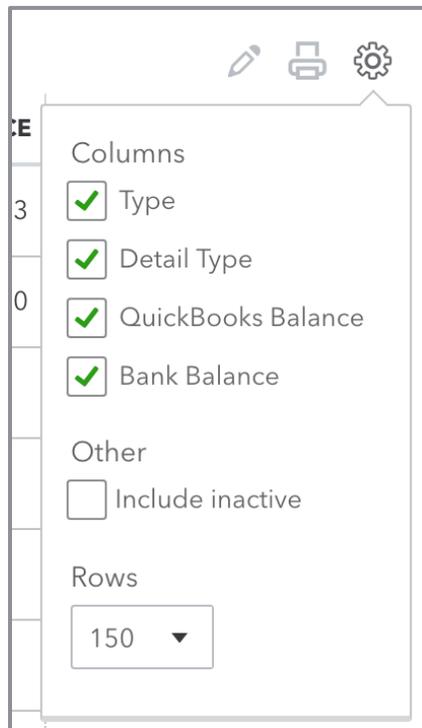
CLICK THIS BUTTON TO EXPORT CHART OF ACCOUNTS TO EXCEL

Once the report is created it can then be exported to Microsoft Excel or PDF by clicking the **export** icon.



EXPORT ICON

To modify the columns displayed on the Chart of Accounts, click the small **gear** icon to the top right of the list.



SMALL GEAR ICON USED TO CUSTOMIZE HOW THE CHART OF ACCOUNTS IS DISPLAYED

Every balance sheet account in the Chart of Accounts (except Retained Earnings) has a register. Click on **View Register** to see the transactions in that account.

PRODUCTS AND SERVICES

The Products and Services list contains the products and services appearing on your purchase and sales transactions. Each product or service must be mapped to an account in the Chart of Accounts. Each time a product or service is used in a transaction, an accounting entry is made behind the scenes using the mapping information associated with the product or service.

The screenshot shows the QuickBooks Online interface for the 'Products and Services' list. The top navigation bar includes 'Dashboard', 'All Sales', 'Invoices', 'Customers', and 'Products and Services' (highlighted with a red arrow). Below this, there are 'More' and 'New' buttons. The main content area features a search bar and a table with the following data:

NAME	SKU	TYPE	SALES DESC	SALES PRICE	COST	TAXABLE	QTY ON HAND	REORDER POINT	ACTION
Design									
Design		Service	Custom ...	75					Edit
Fountains									
Concrete		Service	Concret...	0		✓			Edit
Pump	P461-17	Inventory	Fountai...	15	10	✓	25		Edit
Rock Fountain	R154-88	Inventory	Rock Fo...	275	125	✓	2		Edit
Lighting		Service	Garden ...	0		✓			Edit

PRODUCTS AND SERVICES LIST

To get to the Products and Services list, use the **gear** icon in the Top Navigation Pane. To create a new product or service:

1. Click the **New** button at the top right of your Products and Services list.
2. Select which type of product or service you are creating:
 - **Inventory type** - Items you buy and/or sell and you track quantities
 - **Non-Inventory type** - Items you buy and/or sell, but don't need to (or can't) track quantities
 - **Service** - Services that you provide to customers
 - **Bundle** - Collection of products and services that you sell together (e.g., a gift basket)

The screenshot shows the 'Product/Service information' window. At the top, it says 'Product/Service information' with a close button. Below that, there's a 'Non-inventory' type selected with a 'Change type' link. The 'Name*' field is highlighted with a green border and contains the letter 'I'. To the right of the name field is an image upload icon. Below the name field is the 'SKU' field. The 'Category' field is a dropdown menu with 'Choose a category' selected. The 'Sales information' section has a checked box for 'I sell this product/service to my customers.' and a text area for 'Description on sales forms'. Below that are 'Sales price/rate' and 'Income account' (Services) fields. The 'Is taxable' section has a checked box. The 'Sales tax category' is a dropdown menu with 'Type category' selected. The 'What you sell' field is a dropdown menu with 'Start typing here' selected. At the bottom, the 'Purchasing information' section has an unchecked box for 'I purchase this product/service from a vendor.'

CREATION OF A PRODUCT/SERVICE WINDOW

3. Choose a **Name** for your product or service. Enter a description, if desired.
4. Enter the **Sales price/rate**. Choose the appropriate **Income account**. Check the box if the item is subject to sales tax. If the price changes, leave it blank. You will fill in the price on the Sales Receipt or Invoice.
5. Notice there are two sections to consider when creating a product or service: one for Sales information and one for Purchasing information. Check both boxes to track profitability of your product or service. Once checked, the box **I purchase this product/service from a vendor**, a description box appears for purchases along with fields for the cost and expense account. This "two-sided" feature is available in the Plus subscription only.

CATEGORIES IN QUICKBOOKS ONLINE

Categories serve two purposes:

- All product/services of the same category are totaled on your reports
- Using Categories makes data entry easier. If a category name for the parent is chosen (for example *Candles*), then add a product/service for each type of candle you sell and choose the category name in the sales form. The product/services will be listed below it. This can make finding items faster, especially if you have a lot of them! Create two-sided items in Plus subscriptions (mapped to both income and expense accounts). Use one item for both purchases and sales. This method results in a much cleaner and concise product and services list and allowing for more robust reporting capabilities.

To activate inventory tracking in QuickBooks Online Plus, enable it under **Account and Settings** → **Sales** → **Products and Services** → **Track inventory quantity on hand**. QuickBooks Online values inventory using the First-In-First-Out, or FIFO method. It is important to note all versions of QuickBooks Desktop use the Average Cost method of inventory valuation, except QuickBooks Enterprise Solutions with Advanced Inventory, allowing for either average cost or FIFO.

Features of inventory tracking include:

- SKU field, also available on reports
- Attach a picture
- Quantity available can be seen on sales forms
- Adjustments to Inventory, including starting values, date and quantity. And batch adjustments (adjusting multiple products at one time)
- Physical Inventory Worksheet report

Vendors and Expense / Purchase Transactions

CREATE A VENDOR

Navigate to the Vendor Center (click on **Expenses** on the left navigation bar and select the **Vendors** tab). Click the green **New Vendor** button at the top right of the screen. Enter the required information about your vendor: Name, address and other contact information. If tracking billable time, enter the Billing rate here. With a Plus subscription level, click the box to **Track payments for 1099** reporting and store the vendor’s Business ID number.

Vendor Information

✕

Title	First name	Middle name	Last name	Suffix	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Separate multiple emails with commas"/>
Company					Phone
<input type="text"/>					<input type="text"/>
*Display name as					Mobile
<input type="text"/>					<input type="text"/>
Print on check as <input checked="" type="checkbox"/> Use display name					Fax
<input type="text"/>					<input type="text"/>
Address map					Other
<input type="text" value="Street"/>					<input type="text"/>
<input type="text" value="City/Town"/>		<input type="text" value="State/Province"/>			Website
<input type="text" value="ZIP code"/>		<input type="text" value="Country"/>			<input type="text"/>
Notes					Billing rate (/hr)
<input type="text"/>					<input type="text"/>
Attachments <small>Maximum size: 25MB</small>					Terms
<input type="text"/>					<input type="text" value="Enter Text"/>
Opening balance			as of		
<input type="text"/>			<input type="text" value="07/05/2018"/>		
Account no.					Business ID No.
<input type="text" value="Appears in the memo of all payments"/>					<input type="text"/>
					<input type="checkbox"/> Track payments for 1099

Cancel
Privacy
Save

NEW VENDOR WINDOW

Vendors can be created on the fly. Create a new vendor during the process of entering a transaction. To do this, select **Add New** from the drop-down box in the Payee field of a transaction.

CREATE EXPENSE / PURCHASE TRANSACTIONS

There are seven types of expense/purchase transactions available to use in QuickBooks Online:

- Expense
- Check
- Bill
- Pay Bills
- Purchase Order
- Vendor Credit
- Credit Card Credit

The three main ways to create these transactions are to:

- Use Quick Create in the top navigation bar
- Open the Vendor Center selecting one of the **Action** types available in the far-right column of each vendor's listing
- Open the Vendor Center. Open a vendor profile. Select the **New transaction** button.

The screenshot displays the Vendor Center interface. At the top, there are summary cards for Unbilled (\$125, 1 Purchase Order), Unpaid (\$848, 4 Overdue), Open Bills (\$1,603, 5 Open Bills), and Paid (\$3,892, 21 Paid Last 30 Days). Below these is a table of vendors with columns for Vendor/Company, Phone, Email, Open Balance, and Action. A blue arrow points to the 'Create bill' button for 'Books by Bessie'.

VENDOR / COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
Bob's Burger Joint			\$0.00	Create bill
Books by Bessie Books by Bessie	(650) 555-7745	Books@Intuit.com	\$0.00	Create bill
Brosnahan Insurance Agency Brosnahan Insurance Agency	(650) 555-9912		\$241.23	Make payment
Cal Telephone Cal Telephone	(650) 555-1616		\$0.00	Create bill

HOW TO CREATE A TRANSACTION USING THE VENDOR CENTER

Bob's Burger Joint Edit New transaction ▾

No notes available. Please click to add notes.

Create a new transaction by clicking here 

\$0.00 OPEN
\$0.00 OVERDUE

Transaction List Vendor Details

Batch actions ▾ Filter ▾

<input type="checkbox"/>	DATE ▾	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	04/11/2017	Credit Card Expense		Bob's Burger Joint	Meals and Ente ▾	\$18.97	
<input type="checkbox"/>	04/02/2017	Cash Expense		Bob's Burger Joint	Meals and Ente ▾	\$3.86	
<input type="checkbox"/>	03/28/2017	Cash Expense		Bob's Burger Joint	Meals and Ente ▾	\$5.66	

HOW TO CREATE A TRANSACTION FROM WITHIN A VENDOR'S PROFILE

When creating an Expense, Check or Bill transaction follow these steps:

1. Select a **Payee** (Vendor) if one has not pre-filled for you.
2. Select the appropriate **Account** that the transaction is affecting, typically a checking or credit card account.
3. Enter the appropriate **Date** for the transaction.
 - The default date is the last date used on the previous transaction entered
 - If entering an expense transaction, use the date of the expense from your checking or credit card account statement
 - If you are entering a check transaction, use the date written on the check
 - If you are entering a bill, use the date of the vendor bill. Bill transactions also have fields for entering Terms and Due Dates
4. Enter a **Reference** number for the transaction if appropriate (i.e., check number or vendor invoice number)

5. If you set up and use product/service items within your QuickBooks Online file, use the **Item Details** section (i.e., the lower section) of the transaction screen to record the remaining details:
 - Product/Service item (required)
 - Description (optional)
 - Quantity (optional)
 - Rate (optional)
 - Amount (required)
 - Billable (if activated and appropriate)
 - Tax (if you plan to charge sales tax when billing this back to a customer)
 - Customer (if using the Billable field)

6. If you are not using a Product/Service item to record the transaction, use the Account Details section (i.e., the top section) to record the remaining details:
 - Account (required)
 - Description (optional)
 - Amount (optional)
 - Billable (if activated and appropriate)
 - Tax (if you plan to charge sales tax when billing this back to a customer)
 - Customer (if using the Billable field)

The screenshot displays the 'Expense' entry form in QuickBooks Online. At the top, the vendor is set to 'Bob's Burger Joint' and the payment method is 'Checking', with a current balance of \$1,201.00. The amount to be entered is \$0.00. Below these are fields for 'Payment date', 'Payment method' (with a dropdown), 'Ref no.', and 'Location'. The 'Account details' section contains a table with columns for #, ACCOUNT, DESCRIPTION, AMOUNT, BILLABLE, TAX, CUSTOMER, and CLASS. Two empty rows are provided for entry. Below the table are 'Add lines' and 'Clear all lines' buttons. The 'Item details' section includes a 'Memo' text area. At the bottom right, the 'Total' is shown as \$0.00. The footer contains 'Cancel', 'Clear', 'Make recurring', 'Save', and 'Save and now' buttons.

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	CLASS
1							
2							

ENTER AN EXPENSE TRANSACTION

PAY BILLS

If you create a bill transaction, you must eventually relieve that Bill by using a Pay Bills transaction. Here's the Bill Payment screen for a bill previously created:

Bill Payment

Norton Lumber and Building Mat | Mastercard | Balance \$362.72 | AMOUNT PAID: **\$205.00**

Mailing address: Julie Norton, Norton Lumber and Building Materials, 4528 Country Road, Middlefield, CA 94303

Payment date: [] | Ref no.: []

Amount: 205.00

Outstanding Transactions

Find Invoice No. [] | Filter: All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Bill (04/06/2017)	04/06/2017	205.00	205.00	205.00

< First Previous 1-1 of 1 Next Last >

Amount to Apply: \$205.00
Amount to Credit: \$0.00

Clear Payment

Cancel Revert Print More Save and new

PAY A BILL

The most important thing to remember about bills is if you create one, you must record a Pay Bill transaction to record the payment of that bill. *Do not* use a check or expense transaction to record payment of a bill entered into QuickBooks Online. If you do, accounts payable is overstated on your balance sheet and expenses are too high on your income statement.

The three ways to pay a bill are to:

- Use Quick Create in the top navigation bar and select Pay Bills
- Open the Vendor Center selecting the **Make Payment** option available in the far-right column of each vendor's listing
- Open the Vendor Center. Open a vendor profile. Locate an open (unpaid) bill. Select the **Make Payment** option available in the far-right column.

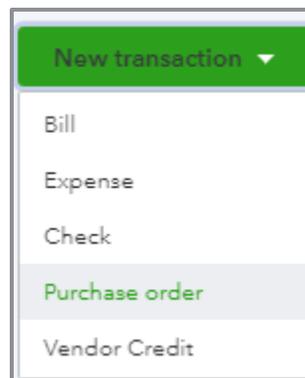
PURCHASE ORDERS

To activate the Purchase Order transaction in a QuickBooks Online Plus file, go to the **gear** icon → **Account and Settings** → **Expenses** → **Use purchase orders**.

Purchase orders are only created if a vendor asks you to submit a purchase order or if you want to keep track of orders placed billed to you on a future date.

The three ways to create a purchase order are to:

- Use Quick Create in the top navigation bar
- Open the Vendor Center and select the **Create Purchase Order** option available in the far-right column of each vendor's listing
- Open the Vendor Center. Open a vendor profile. Select the **Create Purchase Order** option available in the far-right column



CREATE A PURCHASE ORDER FROM WITHIN A VENDOR'S PROFILE

Like Expense, Check and Bill transactions, choose between using the Account details or Item details sections to record the transaction.

Purchase Order

Bob's Burger Joint | Email (Separate emails with a comma)

AMOUNT: **\$0.00**

Open

Mailing address: Bob's Burger Joint

Ship to: Select customer for address

Purchase Order date: 05/02/2017

Crew #:

Location:

Shipping address: Craig's Design and Landscaping Services
123 Sierra Way
San Pablo, CA 87999

Ship via:

Sales Rep:

▶ Account details

▼ Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	CUSTOMER	CLASS	
1								🗑️
2								🗑️

Add lines | Clear all lines

Your message to vendor:

Total: \$0.00

Cancel | Print | Make recurring | Save | **Save and send**

CREATE A PURCHASE ORDER

Creating a purchase order does not create or post an accounting transaction to your books. Once products/services on the purchase order are received by your company (or you receive the bill related to the purchase order from the vendor) a transaction has now taken place. Open the vendor's profile. Locate the open purchase order. Use the Action column to **Copy to Bill**. This opens a Bill transaction screen with the details from the Purchase Order populated for you. Now the transaction posts to your books.

Tim Philip Masonry  

Tim Philip Masonry | 3948 Elm St., Middlefield, CA 94482

No notes available. Please click to add notes.

\$0.00 OPEN

\$0.00 OVERDUE

Transaction List | Vendor Details

Batch actions | Filter

<input type="checkbox"/>	DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	04/05/2017	Bill Payment (Check)	45	Tim Philip Masonry		\$666.00	
<input type="checkbox"/>	04/04/2017	Purchase Order	1002	Tim Philip Masonry	Fountain and Garden...	\$125.00	Send
<input type="checkbox"/>	03/22/2017	Bill		Tim Philip Masonry	Miscellaneous	\$666.00	Copy to bill Print
Total						\$125.00	Copy

CONVERT A PURCHASE ORDER TO A BILL

VENDOR CREDIT AND CREDIT CARD CREDITS

Use a Vendor Credit to record refunds/credits received from vendors.

The two ways to create a vendor credit are to:

- Use Quick Create in the top navigation bar
- Open the Vendor Center. Open a vendor profile. Select the **Vendor Credit** option available in the far-right column.

After recording a credit, apply it to a bill to “use” the credit. Open the bill to apply the credit. Click on the **Make Payment** in the top right corner. In paying the bill, select the credit you wish to apply to the bill. The amount due for the bill decreases by the amount of the applied credit.

Bill Payment #7

Chipotle Bank of Steve Balance \$-124,672.90

AMOUNT PAID
\$5,040.00

Mailing address: Chipotle Payment date: 06/20/2017 Ref no.: 7

Print later

Amount: 5,040.00

Outstanding Transactions

Find Bill No. Filter All

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/> Bill (06/01/2017)	06/16/2017	5,050.00	5,050.00	5,050.00

< First Previous 1-1 of 1 Next Last >

Credits

Find Vendor Credit No. Filter All

DESCRIPTION	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/> Vendor Credit # xxxx (06/20/2017)	10.00	10.00	10.00

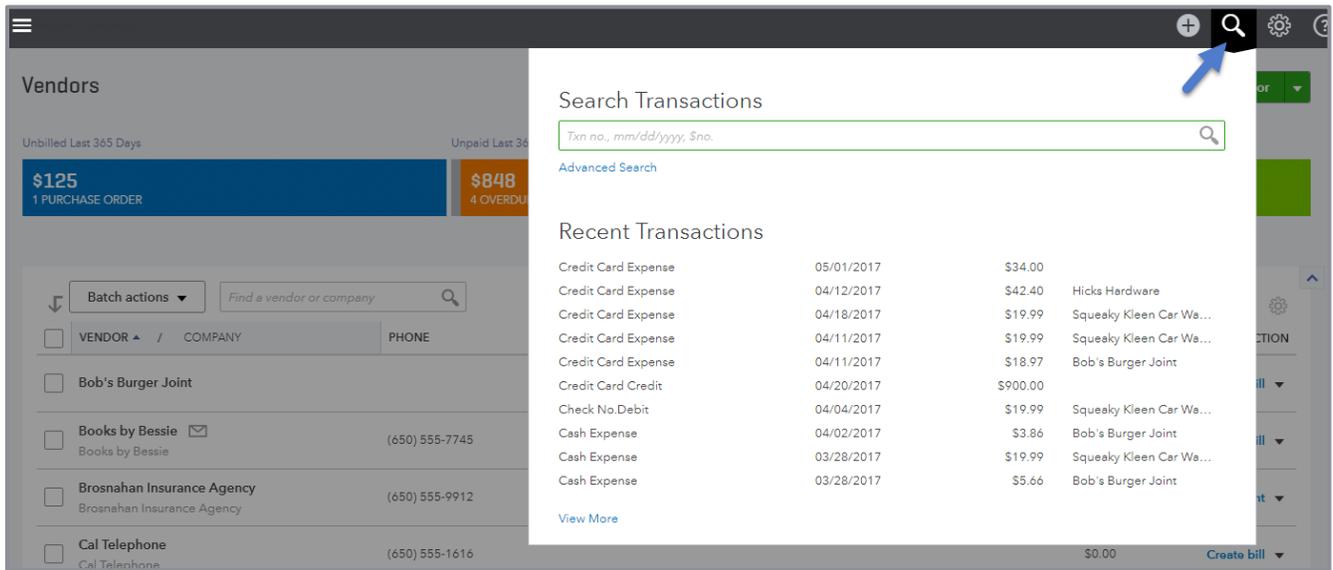
APPLY A VENDOR CREDIT TO AN OPEN BILL

- Use a Credit Card Credit to record returns/credits processed per your credit card statement
- To create a Credit Card Credit, use Quick Create in the top navigation bar

For both types of credit transactions (Vendor Credits and Credit Card Credits), choose between the Account details or the Item details sections to record the credit.

SEARCH TRANSACTIONS

In the Vendor Center, click on the **Search Transactions** icon in the top navigation to display a list of recent transactions related to vendors. Click on one of the transactions in the list to open the transaction screen.



CLICKING SEARCH TRANSACTIONS IN VENDOR CENTER

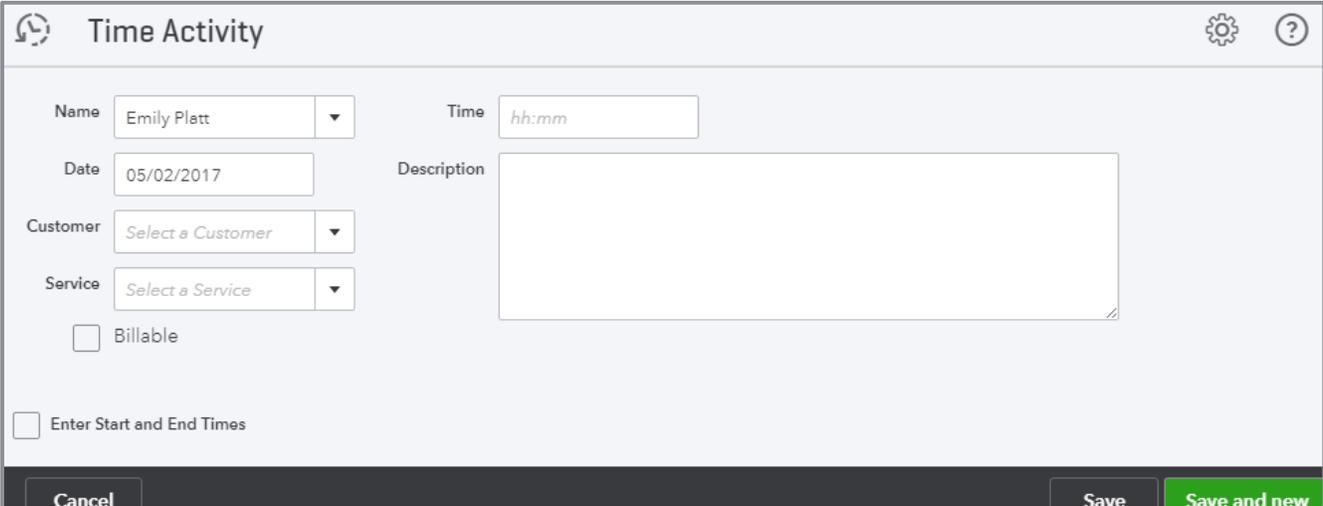
Time Tracking for Employees and Subcontractors

Time can be tracked for employees and subcontractors (set up as vendors) within QuickBooks Online. Tracked time can be used to invoice customers, run payroll and pay subcontractors.

There are two types of time tracking forms employees and subcontractors use: Single Time Activity and Weekly Timesheet. Both forms are available using the Quick Create button on the top navigation bar.

When tracking time, the user must enter a Name (Employee or Vendor), Date, Service and Time at a minimum.

- The description box will pre-populate once a Service is selected. The user can override this description or add additional description details.
- If tracking billable time is desired, the user enters the appropriate **Customer Name** and checks the **Billable** box
- Time can be entered as a figure, or the **Enter Start and End Times** box can be checked altering the form screen displaying start and end time boxes as well as a box to record time spent on break



The screenshot shows the 'Time Activity' form in QuickBooks Online. The form is titled 'Time Activity' and has a clock icon on the left and a gear and question mark icon on the right. The form fields are:

- Name:** A dropdown menu with 'Emily Platt' selected.
- Time:** A text input field with the placeholder 'hh:mm'.
- Date:** A text input field with '05/02/2017' entered.
- Description:** A large text area for entering details.
- Customer:** A dropdown menu with 'Select a Customer' selected.
- Service:** A dropdown menu with 'Select a Service' selected.
- Billable:** A checkbox that is currently unchecked.
- Enter Start and End Times:** A checkbox that is currently unchecked.

At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Save and new'.

SINGLE TIME ACTIVITY SCREEN

The Weekly Timesheet works the same way as the Single Time Activity form. It allows a user to enter time for multiple days, services and/or customers. The user can change the week by using the **drop-down** box next to the **Name** field.

#	DETAILS	MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	SUN 7	TOTAL
1	<p>Customer name: [dropdown] Service item: [dropdown] Description: [text area] Billable: <input type="checkbox"/></p>	[input]							
2	<p>Customer name: [dropdown] Service item: [dropdown] Description: [text area] Billable: <input type="checkbox"/></p>	[input]							

WEEKLY TIMESHEET SCREEN

Customers and Sales Transactions

CREATE CUSTOMERS

Click on **Sales** on the left navigation bar, then navigate to the **Customers** tab to open the Customer Center.

To create a new customer, click the **New Customer** button at the top right of the screen. On the next screen, enter information about your customer including name, address and other contact information.

It is a good idea to enter as much information as you can when initially setting up a customer to fully utilize the power of the QuickBooks Online database when creating reports and working with your list data. It may save time up front to skip fields, but you may regret it later when your lists aren't complete!

There are five tabs at the bottom left of the screen:

- **Address** - Populate the customer's billing and shipping addresses
- **Notes** - Enter notes about your customer, such as product specifications or shipping account info
- **Tax info** - If you must collect sales tax on certain transactions, set the default sales tax code for that customer and store an exempt customers tax resale number
- **Payment and billing** - Enter preferred payment, delivery methods and payment terms. This information is used as default for this customer when creating their sales transactions.
- **Attachments** - Attach documents relating to your customer. Perhaps an engagement letter, a signed contract or a lease

Once you have completed all the fields for your customer, click the **Save** button. Your customer is added.

Customer information

Title	First name	Middle name	Last name	Suffix	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Separate multiple emails with commas"/>
Company					Phone
<input type="text"/>					<input type="text"/>
*Display name as					Mobile
<input type="text"/>					<input type="text"/>
Print on check as <input checked="" type="checkbox"/> Use display name					Fax
<input type="text"/>					<input type="text"/>
					Other
					<input type="text"/>
					Website
					<input type="text"/>
					<input type="checkbox"/> Is sub-customer
					Enter parent customer <input type="text"/>
					Bill with parent <input type="text"/>

Address
Notes
Tax info
Payment and billing
Attachments

Billing address map <input type="text" value="Street"/> <input type="text" value="City/Town"/> <input type="text" value="State/Province"/> <input type="text" value="ZIP code"/> <input type="text" value="Country"/>	Shipping address map <input checked="" type="checkbox"/> Same as billing address <input type="text" value="Street"/> <input type="text" value="City/Town"/> <input type="text" value="State/Province"/> <input type="text" value="ZIP code"/> <input type="text" value="Country"/>
---	--

Cancel
Privacy
Save

CREATE A NEW CUSTOMER

Customers can also be created on the fly. Create a new customer when entering a sales transaction. To do this, select **Add New** from the drop-down box in the Customer Name field of a sales transaction.

Create sub-customers by clicking the **Is sub-customer** box and selecting a **Parent** customer. Indicate whether to bill the sub-customer directly or bill it with the Parent customer.

Using sub-customers is how job costing is facilitated within QuickBooks Online.

CREATE SALES TRANSACTIONS

There are eight types of sales transactions available to use in QuickBooks Online:

- Invoice
- Receive Payment (against an Invoice)
- Estimate
- Credit Memo
- Sales Receipt
- Refund Receipt
- Delayed Credit
- Delayed Charge

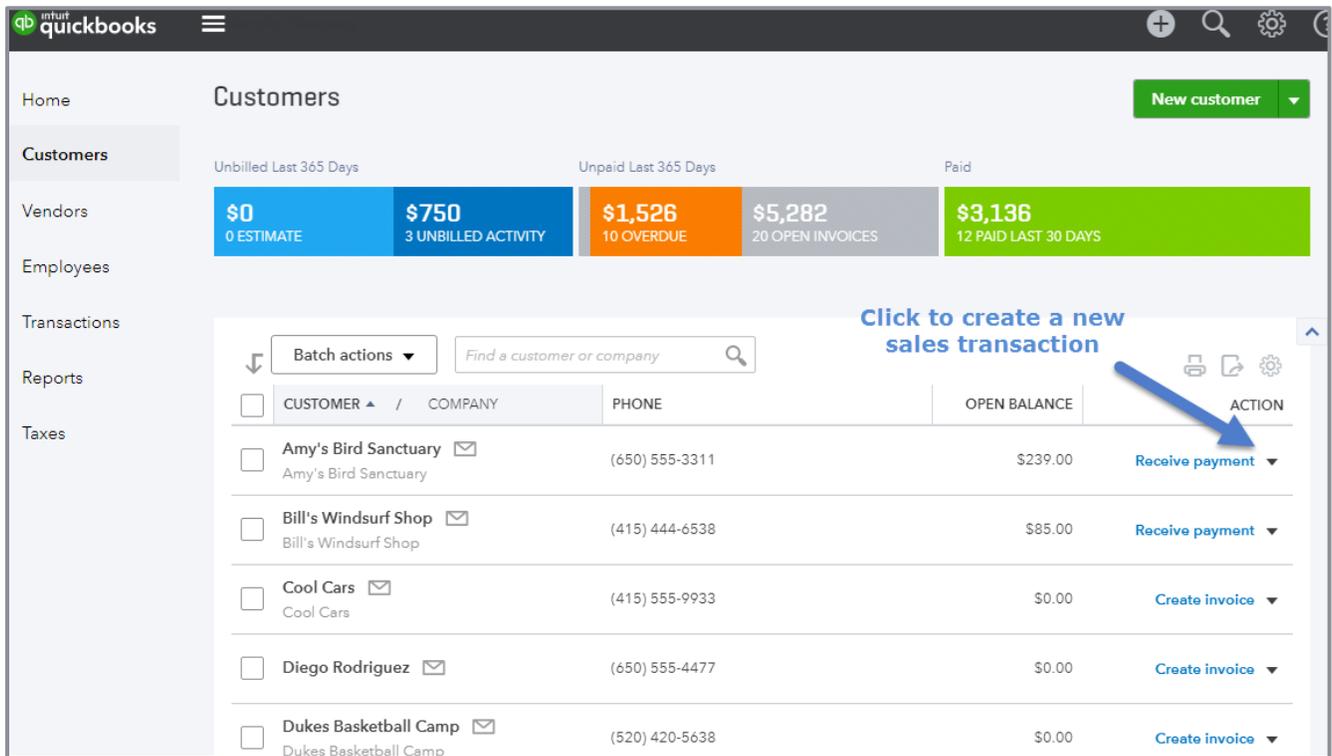
The three main ways to create these transactions are to:

- Use **Quick Create** in the top right navigation bar



QUICK CREATE BUTTON

- Open the **Customer Center** selecting one of the **Actions** available in the far-right column of each customer's listing



Home Customers New customer

Customers Unbilled Last 365 Days Unpaid Last 365 Days Paid

Vendors \$0 0 ESTIMATE \$750 3 UNBILLED ACTIVITY \$1,526 10 OVERDUE \$5,282 20 OPEN INVOICES \$3,136 12 PAID LAST 30 DAYS

Employees

Transactions

Reports

Taxes

Batch actions Find a customer or company

Click to create a new sales transaction

CUSTOMER	COMPANY	PHONE	OPEN BALANCE	ACTION
<input type="checkbox"/>	Amy's Bird Sanctuary	(650) 555-3311	\$239.00	Receive payment
<input type="checkbox"/>	Bill's Windsurf Shop	(415) 444-6538	\$85.00	Receive payment
<input type="checkbox"/>	Cool Cars	(415) 555-9933	\$0.00	Create invoice
<input type="checkbox"/>	Diego Rodriguez	(650) 555-4477	\$0.00	Create invoice
<input type="checkbox"/>	Dukes Basketball Camp	(520) 420-5638	\$0.00	Create invoice

CREATE A SALES TRANSACTION FROM THE CUSTOMER CENTER

- Open the Customer Center. Open a customer profile. Select the **New transaction** button.

The screenshot shows the QuickBooks Online interface for a customer profile. The customer name is 'Amy's Bird Sanctuary' with address '4581 Finch St., Bayshore, CA 94326'. A 'New transaction' dropdown menu is open, showing options: Invoice, Payment, Estimate, Sales Receipt, Credit Memo, Delayed Charge, Time Activity, and Statement. A blue arrow points to the 'New transaction' button, and a text overlay says 'Click to create a new sales transaction'. Below the menu is a table of transactions.

	DATE	TYPE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	04/05/2017	Payment		04/05/2017	\$0.00	\$-220.00	Closed	
<input type="checkbox"/>	04/04/2017	Payment	6552	04/04/2017	\$0.00	\$-108.00	Closed	
<input type="checkbox"/>	04/03/2017	Invoice	1001	05/03/2017	\$0.00	\$108.00	Paid	Print
<input type="checkbox"/>	04/03/2017	Time Charge		04/03/2017	\$0.00	\$375.00	Open	Start invoice
<input type="checkbox"/>	03/20/2017	Credit Memo	1026	03/20/2017	\$0.00	\$-100.00	Closed	Print

CREATE A SALE TRANSACTION FROM WITHIN A CUSTOMER'S PROFILE

INVOICES

Invoices are used when selling a product/service and are paid later for the sale. To creating an Invoice, follow these steps:

1. Select a customer if one has not pre-filled for you.
2. Enter an **email address** for the customer. This step is only necessary when emailing the invoice to the customer. You can also include a carbon copy (cc) or blind copy (bcc) when you send an invoice email.
3. Enter the appropriate **Invoice Date, Due Date** and **Terms** for the transaction (if you have completed the Terms section in the customer's profile, the Terms and Due Date will pre-fill for you).
4. Select the appropriate **Product/Service** items within your QuickBooks Online file. Record the remaining details in the fields provided:
 - Description (optional)
 - Quantity (optional)
 - Rate (optional)
 - Amount (required)
 - Tax (if the product/service you have selected is subject to sales tax); be sure to select the appropriate Sales Tax Rate using the drop-down box below the Taxable subtotal
 - Discount (apply if appropriate)

- 5. Select **Save**, **Save and send** (this emails the invoice to the customer), **Save and New** (if you plan to create additional invoices) or **Save and Close**.

The screenshot shows the 'Invoice' form in QuickBooks Online. The form is titled 'Invoice' and includes the following elements:

- Customer:** A dropdown menu showing 'Amy's Bird Sanctuary' with a blue arrow labeled '1' pointing to it.
- Email:** A text field containing 'Birds@Intuit.com' with a blue arrow labeled '2' pointing to it.
- Send later:** An unchecked checkbox.
- Balance Due:** A large text field showing '\$0.00'.
- Billing address:** A text area containing 'Amy Lauterbach, Amy's Bird Sanctuary, 4581 Finch St., Bayshore, CA 94326'.
- Terms:** A dropdown menu showing 'Net 30'.
- Invoice date:** A text field showing '05/02/2017'.
- Due date:** A text field showing '06/01/2017' with a blue arrow labeled '3' pointing to it.
- Crew #:** An empty text field with a blue arrow labeled '4' pointing to it.
- Table:** A table with columns: #, PRODUCT/SERVICE, DESCRIPTION, QTY, RATE, AMOUNT, TAX. It contains two rows with numbers 1 and 2 in the first column.
- Buttons:** 'Add lines', 'Clear all lines', and 'Add subtotal'.
- Subtotal:** A text field showing 'Subtotal \$0.00' with a blue arrow labeled '5' pointing to it.
- Message displayed on invoice:** A text area containing 'Thank you for your business and have a great day!'.
- Tax:** A dropdown menu showing 'California' and '8%'.
- Footer:** A dark bar with buttons: 'Cancel', 'Print or Preview', 'Make recurring', 'Customize', 'Save', and 'Save and send' (highlighted in green).

HOW TO CREATE AN INVOICE

RECEIVE PAYMENT

Once you have received the money for an outstanding invoice, apply the money to the open invoice. This closes the invoice in QuickBooks Online.

If you don't Receive Payment against an invoice and instead record a Deposit or Sales Receipt transaction, accounts receivable (A/R) is overstated on the Balance Sheet. Revenue is too high on your income statement. You may pay more in income taxes!

Once you populate the Customer field on a Receive Payment transaction, a list of all open invoices appears on the Receive Payment screen. To complete the Receive Payment transaction:

1. Enter the amount of payment received into the **Amount Received** field.
2. Make sure the correct date is pre-filled in the **Payment Date** field.
3. In the Deposit to field, select **Undeposited Funds** if this payment along with other payments received is deposited to the bank. Select the appropriate bank account if this payment is the only payment going to the bank. (This is a "sticky" field. Be sure to check it each time if changing where the money is deposited.)
4. Click on the invoice(s) the payment is paying.
5. Press **Save and new** or **Save and close**.

The screenshot shows the 'Receive Payment' window in QuickBooks Online. At the top, the customer is 'Amy's Bird Sanctuary' and the amount received is \$239.00. The payment date is 05/02/2017. The deposit to account is 'Undeposited Funds'. The amount received field is set to 239.00. Below this is a table of 'Outstanding Transactions' with one row selected: Invoice # 1021 (03/15/2017) with a due date of 04/14/2017, original amount of 459.00, and open balance of 239.00. The payment amount for this invoice is 239.00. At the bottom right, the 'Amount to Apply' is \$239.00 and 'Amount to Credit' is \$0.00. The 'Save and new' button is highlighted with a blue arrow.

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
Invoice # 1021 (03/15/2017)	04/14/2017	459.00	239.00	239.00

HOW TO RECEIVE PAYMENT AGAINST AN INVOICE

SALES RECEIPTS

Sales Receipts are used when selling a product/service to a customer and you've received payment at the same time. A Sales Receipt combines an Invoice and Receive Payment transaction into a single sales event. There is no Accounts Receivable. When creating a Sales Receipt, follow these steps:

1. Select a **customer** if one is not pre-filled for you.
2. Enter an **email address** for the customer if emailing the Sales Receipt to the customer.
3. Enter the appropriate **Sales Receipt date** and **Payment method** (if desired).
4. In the Deposit to field, select **Undeposited Funds** if depositing this payment along with other payments. Select the appropriate bank account if this is the only payment in your deposit. This is a "sticky" field. Check to make sure you are depositing the money directly to the bank or to undeposited funds if you change it.
5. Select the appropriate product/service items within your QuickBooks Online file. Record the remaining details in the fields provided:
 - Description (optional)
 - Quantity (optional)
 - Rate (optional)
 - Amount (required)
 - Tax (if the product/service you have selected is subject to sales tax; also, be sure to select the appropriate **Sales Tax Rate** using the drop-down box below the Taxable subtotal)
 - Discount (apply if appropriate)
6. Select **Save**, **Save and send** (this emails the Sales Receipt to the customer), **Save and new** (to create additional sales receipts) or **Save and close**.
7. Print a packing slip for a Sales Receipt. Select **Print** or **Preview** choosing **Print packing slip**.

Sales Receipt

Amy's Bird Sanctuary

Birds@Intuit.com

Put your billing on cruise control. [Set up recurring sales receipts](#)

AMOUNT
\$0.00

Billing address

Amy Lauterbach
Amy's Bird Sanctuary
4581 Finch St.
Bayshore, CA 94326

Sales Receipt date

05/02/2017

Send later

Payment method

Enter Text

Crew #

Reference no.

Deposit to

Undeposited Funds

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						
2						

Add lines **Clear all lines**

Subtotal \$0.00

Message displayed on sales receipt

Thank you for your business and have a great day!

Taxable subtotal

California 8%

Discount percent

\$0.00

Cancel

Print or Preview

Make recurring

Customize

Save

Save and send

HOW TO CREATE A SALES RECEIPT

CREDIT MEMOS AND REFUND RECEIPTS

Use a Credit Memo to record credits given to customers. Credit Memos reduce your customer’s balance due on an existing or future invoice.

Use Refund Receipts to record refunds paid to customers.

When creating a Credit Memo or Refund Receipt:

1. Select the appropriate **Product/Service** being refunded or giving credit for.
2. Use an appropriate **Date** for the **Credit Memo** or **Refund Receipt** (sometimes the default date that prefills for you isn’t the one to use).
3. Record the Description, Quantity, Rate, Amount, and Tax fields as appropriate.
4. Decide to **Save and Close**, **Save and new**, or **Save and send** the Credit Memo or Refund Receipt to the customer. This notifies the customer a Credit Memo or Refund Receipt has been created.

Credit Memo

Amy's Bird Sanctuary | Birds@Intuit.com

AMOUNT TO REFUND: **\$0.00**

Send later [Cc/Bcc](#)

Billing address: Amy Lauterbach, Amy's Bird Sanctuary, 4581 Finch St, Bayshore, CA 94326

Credit Memo Date: 05/02/2017

Crew #:

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						
2						

Buttons: Add lines, Clear all lines

Message displayed on credit memo: Thank you for your business and have a great day!

Tax: California, 8%

Discount percent: \$0.00

Total: \$0.00

Total Credit: \$0.00

Buttons: Cancel, Print or Preview, Make recurring, Save and send

CREATE A CREDIT MEMO

After recording a Credit Memo, QuickBooks Online automatically applies it to the oldest balance due for that customer (if the Company Settings are such that credits are automatically applied). If you don't want the credit memo to be applied in this manner, you'll have to:

1. Navigate to the customer's profile.
2. Open the **Receive Payment** transaction where the Credit Memo was automatically applied. You can also get to this by opening the **Credit Memo** and clicking on the blue **Payment** link in the upper right-hand corner of the Credit Memo screen under the word Paid.
3. Uncheck the box next to the **Credit Memo** line at the bottom of the screen.
4. **Save** the updated Receive Payment transaction.
5. Navigate back to the customer's profile.
6. Open the invoice to use the Credit Memo.
7. Choose the action to **Receive Payment** against the invoice.
8. Click the **Credit Memo** line at the bottom of the sales transaction applying the credit.

Receive Payment
?

Outstanding Transactions

Find Invoice No. Filter All

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/> Invoice # 1021 (05/03/2017)	06/02/2017	459.00	239.00	239.00

< First Previous 1-1 of 1 Next Last >

Credits

Find Credit Memo No. Filter All

DESCRIPTION	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/> Credit Memo # 1038 (06/20/2017)	50.00	50.00	50.00

< First Previous 1-1 of 1 Next Last >

Amount to Apply \$239.00

Amount to Credit \$0.00

Memo

APPLY THE CREDIT MEMO TO AN OPEN INVOICE

DELAYED CHARGES AND DELAYED CREDITS

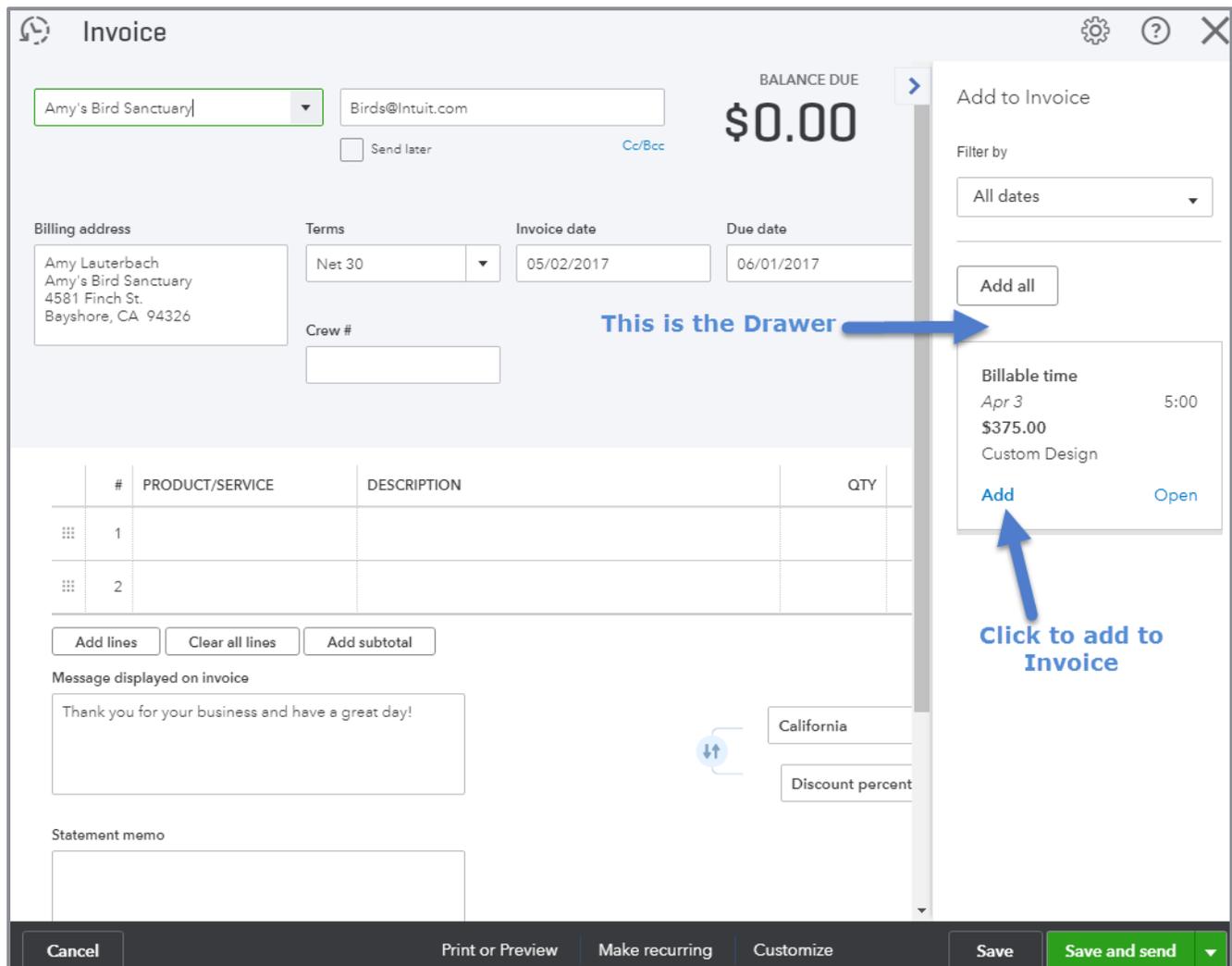
Delayed Charge creates a billable charge for a customer to be added to an invoice later. A Delayed Charge is a reminder to create an invoice (i.e., creating a Delayed Charge doesn't actually create an accounting transaction in QuickBooks Online – it is non-posting). Keep track of services provided to customers to remember to invoice them later.

Delayed Credits are also non-posting. A Delayed Credit can be created if expecting returns or credits from Customers. Once the return is received from the customer, the Delayed Credit can be converted to a Credit Memo or included as a line on an Invoice.

USE THE DRAWER TO BRING IN BILLABLE TIME AND COSTS

If billable time and costs were entered for a customer but not yet added to an invoice, these unbilled time and costs appear on the right-hand side of the invoice screen once you type in the customer's name field. The appearance of these unbilled charges on the right-hand side of the invoice screen is called the Drawer.

Simply click on the **Add** button to add the unbilled charge to the invoice. To make changes to the unbilled charge or confirm adding it to the invoice being created, select **Open**. Select **Add all** to include several unbilled charges adding them all.

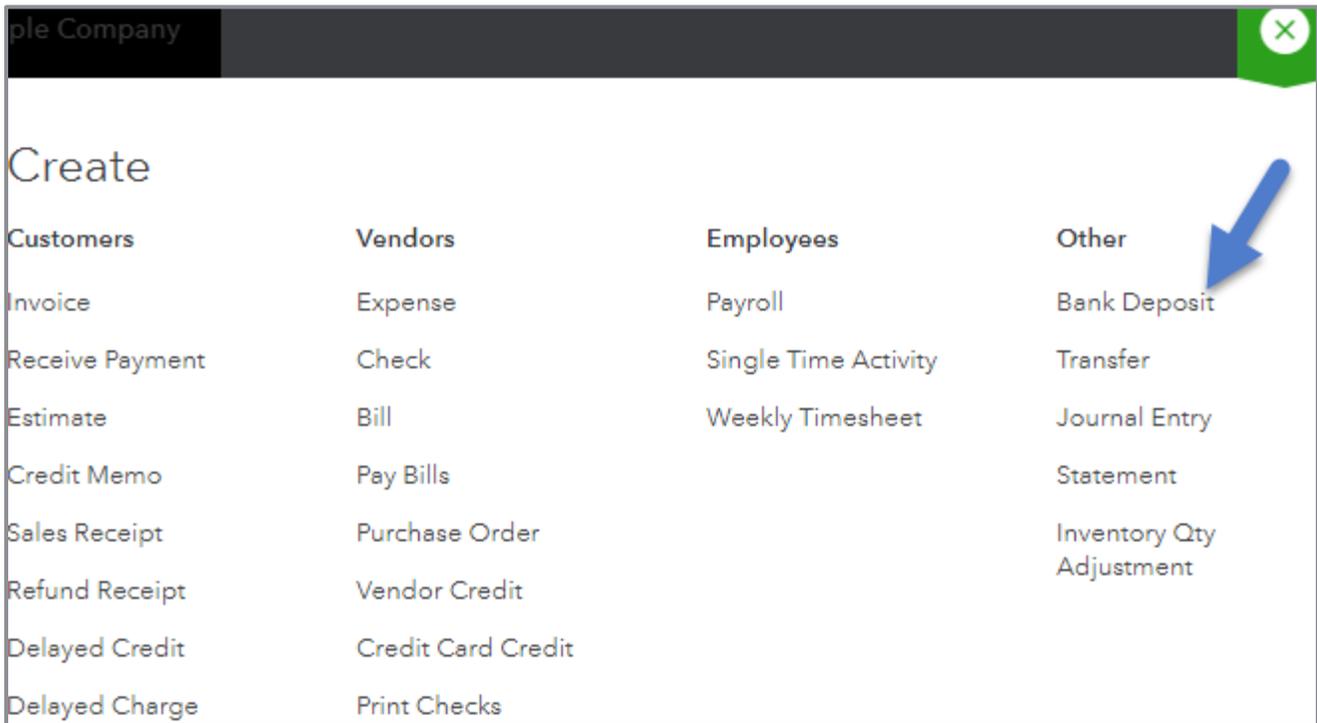


USE THE DRAWER TO ADD BILLABLE EXPENSES TO INVOICES

Specifically create invoices for billable time and costs. Go to Sales on the left navigation menu and click on the portion of the Money bar called **Unbilled Activity**. A list of customers with unbilled time and costs will display. Click on **Create invoice** in the Action column to create an invoice.

DEPOSITS

When you send Sales Receipt and/or Receive Payment transactions to Undeposited Funds, they sit in this account until you create a Deposit transaction. To create a Deposit transaction, use the Quick Create button and select **Bank Deposit**.



HOW TO CREATE A DEPOSIT

When creating a deposit be certain you select the correct bank account at the top of the Deposit transaction screen. Then complete the Deposit transaction:

1. Populate the **Date** field with the date you make the deposit.
2. Checkmark the **Payments** being included in the deposit from the list provided.
3. Add any other deposit items on the **Add New Deposits** lines below the list of payments. Be careful when entering deposit items on the Add New Deposits line. Do not enter sales transactions here. You will diminish the quality of the reports that use Products/Services. In addition, transactions entered here won't reflect in the Sales Tax Center.
4. Confirm that the total amount of the deposit equals the amount you took/plan to take to the bank, then **Save** the Deposit.

Bank Deposit

Account: Checking Balance \$1,201.00 Date: 07/06/2018

AMOUNT

\$2,062.52

Select the payments included in this deposit

<input checked="" type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Cool Cars	06/10/2018	Payment	Enter Text			1,675.52
<input checked="" type="checkbox"/>	Freeman Sporting Goods:0969 Ocean View Road	06/10/2018	Payment	Enter Text			387.00

1-2 of 2

Total 2062.52
Selected Payments Total 2062.52

[Don't see the payments you want to deposit?](#)

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						
2						

Other funds total \$0.00

Track returns for customers

Memo

Cash back goes to Checking

Cash back memo

Cash back amount

Total \$2,062.52

Attachments Maximum size: 25MB

Drag/Drop files here or click the icon

[Show existing](#)

Privacy

Cancel Clear
Print Make recurring
Save and new ▼

HOW TO CREATE A DEPOSIT

STATEMENTS

Simply put, a statement is the status of a customer's account at a point in time.

Each line item on a statement represents sales transactions, credits, and payments for the statement time period. A statement does not offer as much detail about each individual sales transaction. The detail is on the invoice or sales receipt. Statements can be sent out on a regular basis letting your customers know the activity on their account and if they still owe money.

You can create a Balance Forward, Open Item or Transaction Statement in QuickBooks Online.

1. Go to the Customer Center by clicking on **Sales** then select the **Customer** tab on the left-hand navigation.
2. Scroll to find the customer(s) for whom you wish to create a statement. Check the box next to their name(s).
3. Click the **Batch Actions** drop-down, then click **Create statements**.
4. Choose Balance Forward, Open Item or Transaction Statement. Select the **Date(s)** as indicated.

Statements
? ✕

Statement Type
Balance Forward ▾

Statement Date
05/02/2017

Start Date
04/02/2017

End Date
05/02/2017

▼ Recipients List

Missing email address (0)
Statements available (5)

	RECIPIENTS	EMAIL ADDRESS	BALANCE
<input checked="" type="checkbox"/>	Amy's Bird Sanctuary	Birds@Intuit.com	\$239.00
<input checked="" type="checkbox"/>	Freeman Sporting Goods:0969 Ocean Vie...	Sporting_goods@intuit.com	\$477.50
<input checked="" type="checkbox"/>	Freeman Sporting Goods:55 Twin Lane	Sporting_goods@intuit.com	\$85.00
<input checked="" type="checkbox"/>	Geeta Kalapatapu	Geeta@Kalapatapu.com	\$629.10
<input checked="" type="checkbox"/>	Mark Cho	Mark@Cho.com	\$314.28

TOTAL BALANCE FOR 5 CUSTOMERS

\$1,744.88

Cancel
Print or Preview
Save
Save and send ▾

SELECT OPTIONS FOR STATEMENT CREATION

5. Use the **Print** or **Preview** button in the middle of the bottom navigation panel making sure the statements are generated the way you want. If the statements don't look right, try using one of the other two statement types or adjusting the date range.
6. Click **Save and send** to email the statements to the customers.
7. The next screen displays an image of the statement being sent to the customer(s) along with the email. Edit the email language before pressing the **Send** button to customize it.

Send Statement

You are sending 5 statements. Please compose your message below.

Subject

Statement from Craig's Design and Landscaping Services

Body

Your statement is attached. Please remit payment at your earliest convenience.
Thank you for your business - we appreciate it very much.

Sincerely,
Craig's Design and Landscaping Services

↗
 Edit the wording of your statement email here

Craig's Design and Landscaping Services

123 Sierra Way
San Pablo, CA 94909
rcrsply@quickbooks.com

Statement

TO
Mark Cho
38 Willow Rd
Menlo Park, CA 94304

STATEMENT NO. 1001
DATE 05/02/2017
TOTAL DUE \$314.28
ENCLOSED

DATE	ACTIVITY	AMOUNT	BALANCE
04/01/2017	Balance Forward		0.00
04/06/2017	Invoice #1035	314.28	314.28

Cancel

Send

EDIT THE EMAIL SENT WITH THE STATEMENT

ESTIMATES

Create an estimate to give your customer a quote, bid or proposal for work you plan to do. Estimates are non-posting transactions and will not affect your books.

The Estimate form is completed in the same manner as an invoice. In fact, it looks very much like an invoice. Its purpose is to begin negotiations with your customer – not to record a sale.

Later, once the work is done and you're ready to invoice your customer, convert the estimate into an invoice by opening the customer's profile in the Customer Center. Select **Create invoice** in the Action column next to the estimate.

If the work included on an estimate does not end up happening, change the status of the estimate. There are four statuses available for estimates:

- Pending (this is the status automatically assigned to an estimate when you create it)
- Accepted
- Closed (this is the status that is automatically assigned to an estimate after it has been converted to an invoice)
- Rejected

Estimate

Amy's Bird Sanctu Birds@Intuit.com

Estimate status Pending AMOUNT \$500.00

Send later Co/Bcc

Billing address
Amy Laiterbach
Amy's Bird Sanctuar
4581 Finch St.
Beysshore, CA 9432

Estimate date 05/02/2017 **Expiration date**

Crew #

Update the status of an estimate

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design:Design	Custom Design	1	500	500.00	
2						

Subtotal \$500.00

Message displayed on estimate

Taxable subtotal \$0.00

California 8% 0.00

Discount percent \$0.00

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and send

UPDATE THE STATUS OF AN ESTIMATE

Payroll

There are two integrated payroll options for QuickBooks Online:

- QuickBooks Online Payroll
- QuickBooks Online Full Service Payroll

With either option:

- You run payroll inside QuickBooks Online
- If you have a QuickBooks Online Plus subscription you can use timesheet data to create paychecks
- You can choose to pay employees using direct deposit or by printing a check

The difference between the two is the how tax payments and filings are handled.

QuickBooks Online Full Service Payroll is a complete payroll service. Intuit calculates paychecks, makes all payroll deposits, and files payroll tax returns on your behalf. The annual W-2s are also mailed directly to the employees for you. Intuit handles any tax notices. Intuit assumes responsibility for accuracy and timely deposits.

QuickBooks Online Payroll calculates paychecks. However, you are responsible for making sure all required tax deposits are made timely. You prepare payroll tax returns within QuickBooks Online Payroll. You must review and submit them on time. Intuit does not handle any tax notices assuming no responsibility. Intuit does send you reminder emails when your payroll, payroll tax deposits and payroll tax forms are coming due.

To sign up for QuickBooks Online Payroll or QuickBooks Online Full Service Payroll, click on the **Workers** tab on the left navigation pane. Click **Get Started**. Choose which option you prefer:

- **I want to do payroll myself** - This is the first step in signing up for QuickBooks Online Payroll
- **I want payroll done for me** - This is the first step in signing up for QuickBooks Online Full Service Payroll

You need the following information to complete the setup:

- **Company information** - Legal name and bank routing and account numbers
- **Compensation and benefits types for each employee** - Salary, hourly, retirement, other deductions
- **Employee information** - Completed W-4s, pay rates, deductions, benefit info
- **Direct deposit information** - Employees' bank account and routing numbers
- **Tax information** - Company FEIN, state agency ID numbers, rate information, required filing frequency, EFTPS enrollment, plus any other tax information related to the states your employees live and/or work in

SET UP AND RUN PAYROLL - QUICKBOOKS ONLINE PAYROLL

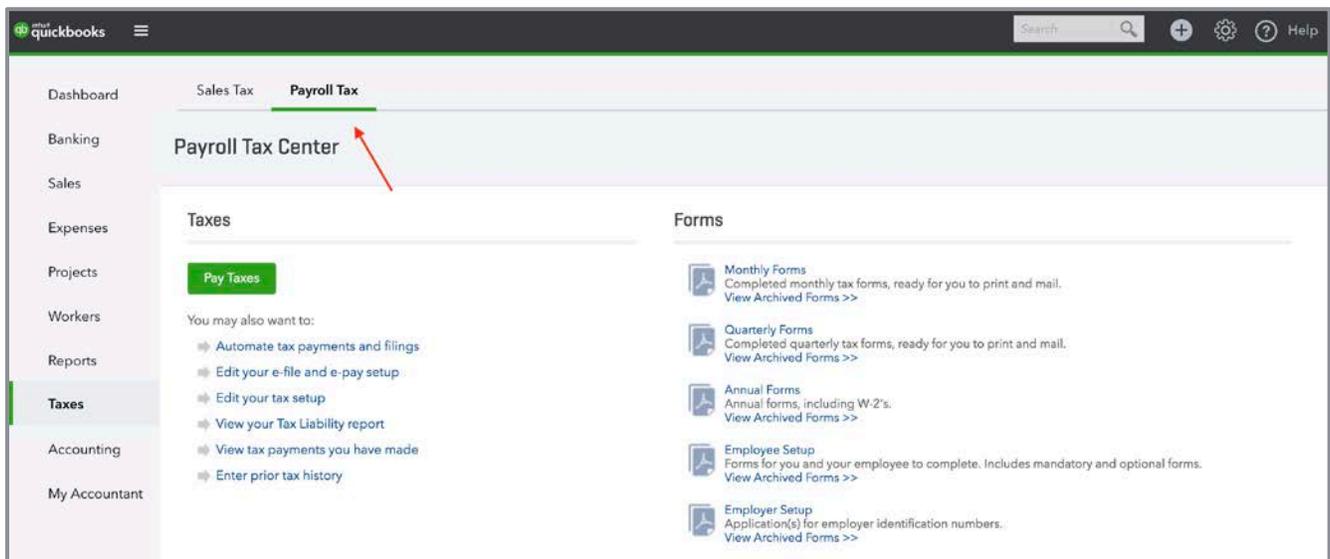
Once all the required information is gathered, Setup can begin. Open the Employee Center. Click on **Workers** in the left navigation pane. Click the **Get Started** button launching the Setup Wizard. This walks you through the full setup of QuickBooks Online Payroll.

Alternatively, start the Setup process by clicking on **Add Employee** and entering the employee name. To finish setting up the employee:

1. Enter W-4 information. If your state requires additional info, enter it here.
2. Enter a pay schedule. Determine the pay week ending date and check date. You can set the new payroll schedule as a default here, too.
3. Enter the pay rate: hourly, salary or commission only.
4. Enter any deductions. Examples of deductions include retirement or health insurance contributions the employee chooses to deduct from their paycheck.
5. Determine payment method. Choose from paper check or direct deposit.

Repeat that process setting up each employee.

The next step sets up payroll tax settings. Click on **Taxes** in the left navigation pane then select the **Payroll Tax** tab. Click the green **Continue** button.



NAVIGATE TO THE PAYROLL TAX CENTER

Enter your company information on the business details screen, including:

- Filing name and address (legal name and address on file with the tax agencies)
- Payroll start date (this determines the first quarter of filing payroll tax returns)
- First hire date (did you hire your first employee within the last six months?)
- Do you have workers' compensation insurance? Intuit offers competitive pay-as-you-go workers' compensation insurance. Learn about this by clicking on the link. Click **Continue** verifying your settings before saving.

The next screen is the federal and state tax details screen. Enter the company **FEIN**, state **Employer Numbers** and required tax **Deposit Schedule**. You may see questions related to the state requirements for your filing state(s). When you have completed entry on this screen, click **Save**.

Tax Setup Overview

Setup: [Electronic Services](#) | [Pay Policies](#) | [Tax Setup](#) | [Deductions](#) | [Preferences](#)

Tax Setup Overview

To change or add information to a section, click the title of the section.

<p>General Tax Information</p> <p>Filing Name: Collins Paint & Wallpaper Services</p> <p>Filing Address: 123 Main St. Palo Alto, CA 94306</p> <p>County:</p> <p>Federal Tax Information</p> <p>EIN: 12-3456788</p> <p>Filing & Deposit Requirements: 941 filer, semi-weekly depositor (01/01/2002)</p>	<p>State Tax Information</p> <p>CA Employer Account Number: 123-4567-7</p> <p>CA SUI Rate: 3.40% (01/01/2002)</p> <p>CA ETT Rate: 0.10% (01/01/2002)</p> <p>Deposit Schedule: Semi-weekly (01/01/2002)</p>
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TAX SETUP OVERVIEW

On the E-pay and E-file Setup screen, set up your company banking information. Click **Done** to complete your setup. You are brought to the Payroll Tax Center. Edit your company and tax settings, make a tax payment, and view your tax forms here. There are also links here to the Employee Setup screen.

To change the default account mapping of your payroll items, click **Edit your tax setup → Preferences → Accounting Preferences**. Click **Customize** to set up different wage and payroll tax items for each type of earnings and tax. You can map payroll items to different accounts or assign different expense accounts to different groups of employees.

RUN PAYROLL IN QUICKBOOKS ONLINE PAYROLL

To run a payroll in QuickBooks Online Payroll, click on the **Workers** tab in the left navigation pane. Then click **Run Payroll**.

The screenshot displays the QuickBooks Online Payroll interface. At the top, there is a navigation bar with 'quickbooks' logo, a search bar, and utility icons. The left sidebar contains a navigation menu with 'Workers' highlighted. The main content area is titled 'My payroll' and features a 'Run payroll' button with a red arrow pointing to it. Below this, there are summary cards for '2018 PAYROLL COST' (showing \$0), 'NET PAY' (0), 'EMPLOYEE' (0), and 'EMPLOYER' (0), along with a donut chart. A notification states 'Next payroll due today, 7/6' with a 'Paycheck list' link. Below the summary is an 'Employees list' section with a search bar and an 'Add an employee' button. The table lists several employees with their names, pay rates, schedules, methods, and statuses.

NAME	PAY RATE	PAY SCHEDULE	PAY METHOD	STATUS
AA Adams, Abby	\$24.99 / hour	Every Friday	Check	Active
DF Fisher, Duncan	\$45,000.00/ year	Every Friday	Check	Active
SH Hamby, Shane	\$15.00 / hour	Every Friday	Check	Active
JH Heckman, Jane	\$17.00 / hour	Twice a Month	Check	Active
AM Monroe, Angela	\$10.00 / hour	Twice a Month	Check	Active
TT tester, test	\$25.00 / hour	Every Friday	Check	Active

START THE RUN PAYROLL PROCESS

Verify the dates and checking account to be used. Enter the employee hours, then **Preview payroll**. If using timesheets in a QuickBooks Online Plus subscription, the timesheet data entered populates the hours displayed here. If the payroll looks correct, click **Submit payroll**. To edit a check, click on the **pencil** icon at the far right re-opening the paycheck screen. Print your paychecks or paystubs on the next screen. When done, click **Submit payroll**.

Run Payroll: Friday

Bank account: Checking Balance \$1,201.00

Pay period: 04/29/2017 to 05/05/2017

Pay date: 05/05/2017

TOTAL PAY: \$2,175.08

EMPLOYEE	SALARY	REGULAR PAY HRS...	OT HRS	SICK PAY HRS	VACATION PAY HR...	MEMO	TOTAL PAY
EC Catillo, Eloisa \$40,000.00 / year	\$769.23						\$769.23
BL Lucchini, Bill \$60,000.00 / year	\$1,153.85						\$1,153.85
KS Steblay, Kari \$18.00 / hour		14.00					\$252.00
TOTAL	\$1,923.08	14.00	0.00	0.00	0.00		\$2,175.08

Buttons: Cancel, Preview payroll

ENTER EMPLOYEE PAY DETAILS

Run Payroll: Friday

Review and Submit

\$2,430.66 TOTAL PAYROLL COST

\$1,242.67 NET PAY

\$932.41 EMPLOYEE

\$255.58 EMPLOYER

1 Paper check for \$157.86
Deliver these paychecks by 05/05/2017

2 Direct deposit for \$1,084.81
Direct deposits are scheduled for 05/05/2017

Pay period: 04/29/2017 to 05/05/2017

Pay date: 05/05/2017

EMPLOYEE	TOTAL HOURS	TOTAL PAY	EMPLOYEE TAXES AND DEDUCTIONS	NET PAY
EC Catillo, Eloisa	40.00	\$769.23	\$326.16	\$443.07
BL Lucchini, Bill	40.00	\$1,153.85	\$512.11	\$641.74
KS Steblay, Kari	14.00	\$252.00	\$94.14	\$157.86
Totals:	94.00	\$2,175.08	\$932.41	\$1,242.67

Buttons: Back, Submit payroll

REVIEW PAYROLL

Run Payroll: Friday

Got it! Your payroll is all set.

We've used your info to create paychecks for your employees.

1 paycheck to print
Deliver checks to your employees by 05/05/2017

[Print paychecks](#)

<input checked="" type="checkbox"/>	EMPLOYEE	NET PAY	CHECK NUMBER
<input checked="" type="checkbox"/>	 Steblay, Kari	\$157.86	<input type="text"/>

2 direct deposits scheduled
Direct deposits will be withdrawn on 05/08/17 and deposited on 05/05/17

[Print pay stubs](#)

<input checked="" type="checkbox"/>	EMPLOYEE	NET PAY
<input checked="" type="checkbox"/>	Catillo, Eloisa	\$443.07
<input checked="" type="checkbox"/>	Lucchini, Bill	\$641.74

[View payroll reports](#) [Finish payroll](#)

PAYROLL COMPLETION SCREEN

SET UP AND RUN PAYROLL - QUICKBOOKS ONLINE FULL SERVICE PAYROLL

Once signed up for payroll, complete the setup process. Setup for QuickBooks Online Full Service Payroll is completed by you and Intuit. You set up the employees inside QuickBooks Online and provide forms and other information to Intuit – the Form 8655 Reporting Agent Authorization, employee W-4s, and any applicable state forms. Intuit assists you in the setup of payroll items such as taxes and employee deductions and employer contributions. Intuit also handles the conversion from another third-party payroll provider.

After setup is complete, enter hours for each employee and create the paychecks. This must be done at least two business days prior to the paycheck date. Once the payroll is created and submitted, print checks and print or email paystubs (for employees paid via direct deposit). Intuit makes the tax payments on your behalf and files all necessary tax forms.

Payroll Reports

Payroll reports can be found in the Report Center, which is accessed by clicking on **Reports** on the left navigation pane. Three common payroll reports that you can use to review payroll are:

- **Payroll Summary Report** - Shows information about a single payroll or date range. To change the dates displayed on the report, click on **Date Range**. Choose from many options such as last month, this week or by tax filing quarter. You can filter by employees. To share, print or export your report to Excel, click the drop-down **arrow** next to the **Share** button.
- **Payroll Details Report** - Shows a breakdown of the employee and employer share of taxes plus any deductions from the employees' gross wages. Change the date range and filter by employees here, too.
- **Payroll Tax Liability** - Shows the amount of taxes withheld, paid and owed to each taxing authority. Filter this report by **Date Range**.

Bank and Credit Card Accounts

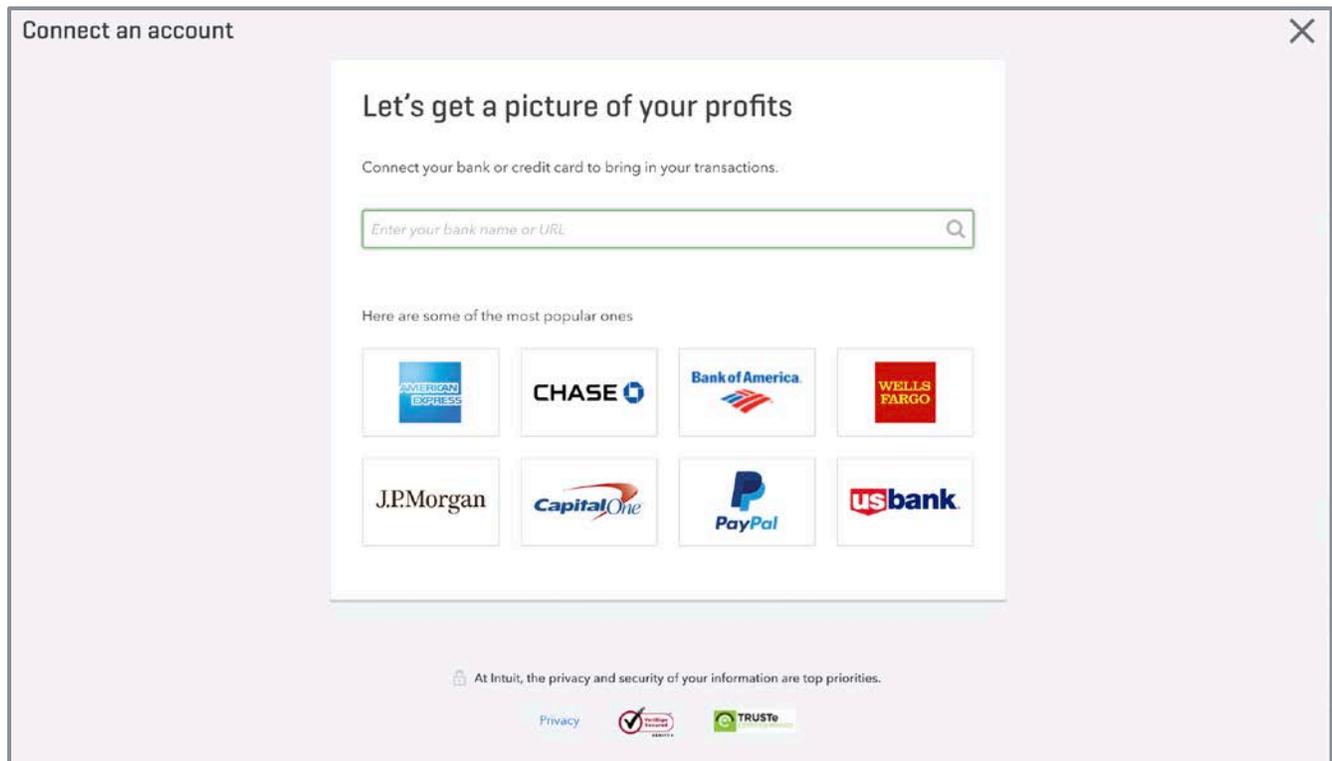
BANK FEEDS

The Bank Feed in QuickBooks Online is one of the most dynamic features of the program. It links your online banking accounts and feeds the transactions directly into the Banking Center. When the transactions are pulled in, they are non-posting until you match them to previously-recorded transactions or use them to add new transactions to your registers. This process simplifies data entry. It really helps businesses get a handle on their balances in real-time!

When using Bank Feeds to enter your transactions, your accounts become self-reconciling. Because each transaction is matched to the bank as they are entered, they are already marked cleared in the reconciliation screen. A matched or created transaction from a Bank Feed has the letter C next to it in the register. A transaction marked cleared after being reconciled will have the letter R next to it.

Over 15,000 financial institutions link to QuickBooks Online. If a financial institution does not participate, you can still upload bank feeds to QuickBooks Online. Export the form at the banking website to .CSV, .QFX, .QBO or .OFX formats. If you are unable to export your banking information to any of these formats, there is at least one app available that can convert a .PDF statement to a .QBO banking format.

When first opening the Banking Center (accessed by clicking **Banking**), you will be prompted to connect an account. After the first account is added, add another account by clicking on **Add account** inside the Banking Center. Choose the name of the bank from the list provided or enter the bank's login website address. Enter the Online ID and Passcode used to sign into your bank's online banking page. QuickBooks displays the accounts included under the login ID of the bank.



ADD AN ACCOUNT FOR BANK FEEDS

Choose the type of account. Click **Connect**. If connecting to an existing account already set up in QuickBooks Online, choose which account to link the bank feed.



TIP: By default, QuickBooks Online will import 90 days of transactions during your first import, but you can choose to change the date range that you want to bring into QuickBooks Online by clicking on **Need to change the date range?** You may want to do this if you have already reconciled the account for a more current period or if the starting date of the QuickBooks company is less than 90 days.

Once the transactions have been imported, the account and its transactions are displayed in the Banking Center.

The screenshot displays the 'Bank and Credit Cards' section in QuickBooks Online. At the top, there are three account cards: Mastercard with a balance of \$304.96, Checking with a balance of -\$3,621.93, and Savings with a balance of \$200.00. Below these are three more cards showing transaction counts: 7 for Mastercard, 25 for Checking, and 1 for Savings. A blue arrow points to the 'Update' button, which has a dropdown menu with options: 'File upload', 'Manage rules', and 'Order Checks'. Below the account cards, there are tabs for 'For Review', 'In QuickBooks', and 'Excluded'. A table of transactions is shown with columns for Date, Description, Payee, Category or Match, Spent, Received, and Action. The table lists transactions for Amazon, Lera's Lamination, Squeaky Kleen Car, and Bob's Burger, with some marked as 'MATCH'.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
05/02/2017	Amazon		Uncategorized Expense		\$89.99	Add
05/01/2017	Lera's Lamination		Uncategorized Expense	\$150.00		Add
04/18/2017	Squeaky Kleen Car	Squeaky Kleen Car Wash	MATCH CC Expense 04/18/2017 \$19.99 Squeaky Kleen Car Wash	\$19.99		Match
04/11/2017	Bob's Burger	Bob's Burger Joint	MATCH CC Expense 04/11/2017 \$18.97 Bob's Burger Joint	\$18.97		Match

THE BANKING CENTER

To upload banking transactions exported from your bank using a supported file type (.CSV, .QFX, .QBO or OFX formats), follow these steps:

1. Click on the **File upload** button from the Banking Center.
2. Click **Browse** to locate the file to upload.
3. Choose the QuickBooks account to link. Then **Next** (add a new account here).
4. Map the fields in your upload file to the fields in QuickBooks Online.
5. Choose **File Amount** column formats (single or double column). Click **Next**.
6. Review your data to make sure it looks the way you expected. Click **Next**.
7. Click **Yes** to import your data.



TIP: If your .csv import file has headers, click **First row in .csv file is header row**. Your headers appear in the drop-down menu. This makes mapping a whole lot easier!

A notification indicates your transactions were imported. Start working with your data in the Banking Center.

WORK WITH THE DATA IN THE BANK FEEDS

Now that you have imported transactions, start working with them in the Banking Center. Here is a tour of the Banking Center:

- The top section of the Banking Center shows the accounts enabled to use Bank Feeds. If the account is *linked* to your online banking account, the top blue portion of the account box will show the bank balance as of the date of the last sync. If it is not linked, it will show \$0.00 (note that it will also show zero if the balance per the bank is, in fact, zero).
- The bottom portion of the account box displays the current balance in the QuickBooks Online register and the number of transactions displayed in the New Transactions tab below
- The buttons at the top right of the Banking Center are action buttons you can use to add a new account, begin an upload, or update a linked account

Remember that when transactions are imported from a Bank Feed, they are non-posting transactions. Transactions in this list are not added to the register until you take action. Bank Feed transactions are organized nicely into three tabs:

- **For Review** - Displays unposted transactions from the Bank Feed
- **In QuickBooks** - Displays Bank Feed transactions that have been matched or added to the register
- **Excluded** - Displays transactions that have been removed from the New Transactions tab by the user



TABS USED IN BANKING CENTER

Begin your Bank Feed workflow in the New Transactions tab. Transactions are listed under two additional tab headings:

- All
- Recognized

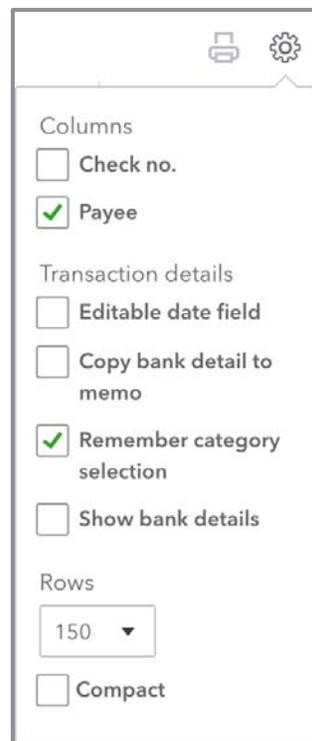
If QuickBooks recognizes a transaction already recorded in the register, a green *1 record found* tag is displayed next to the transaction. It is added to the Recognized tab. See a white *2 records found* tag next to a transaction? This indicates QuickBooks Online found multiple matches. Click to select the correct match or add a new transaction.

1 record found

QuickBooks also recognizes common vendor names. Suggestions are made selecting the correct general ledger account. If you accept the suggested account, QuickBooks will change the account for all transactions of that same name and the color of the text will be changed green.

There is a little gear icon  to the top right of the transaction list in the Banking Center. Use this gear icon to add or remove the columns displayed on the Bank Feed. Change the number of transactions included on each page. Columns you can add are:

- **Check no.** - Useful when you add checks directly from the bank feed
- **Payee**
- **Editable date field** - If you are using bank feeds to enter transactions initiated in a different period you will need to enable this column
- **Copy bank detail to memo** - Retains a record of the bank text in the transaction. This is essential if you forget to add a name to the Payee field.
- **Remember category selection** - Retains the category in the transaction should a similar transaction occur again



OPTIONS UNDER LITTLE GEAR ICON IN BANKING CENTER



TIP: You can sort transactions by a column's contents by clicking on the column name.

To *add* a new transaction to the register from the Bank Feed, populate the fields that display in the expanded window when you click on the transaction:

- Payee
- Category (General Ledger G/L account)
- Description
- If needed, mark as Billable and assign to a Customer.
- If needed, split the transaction between multiple categories. Click the **Split** button. Enter the appropriate details into the pop-up window. Click **Save and add**.

ADD A TRANSACTION FROM THE BANK FEED

To *match* a transaction to the register from the Bank Feed:

- If you agree with the green or white *record found*, just click **Match**. The transaction is moved to the In QuickBooks tab and posted to the appropriate account.
- If you don't agree with the white *record found*, click on the gray **Find other records** button. A list of other matching options will display. Select the correct match. Click **Match**.
- If QuickBooks doesn't recognize a transaction already recorded in the register, manually match it to the transaction by clicking on the transaction line, then click the **match option above the record information**. A list of possible matches is displayed in the Match transactions pop up screen. Place a checkmark next to the appropriate matching transaction(s). Click **Save**. If the Bank Feed transaction is made up of multiple transactions in the register, check multiple lines in this screen to resolve the difference in amounts.
- You can also match Bank Feed transactions to bills, open invoices, sales receipts and customer payments. If there are open items in any of these categories, they will be displayed in the Match transactions pop up screen. You can match multiple transactions to the Bank Feed. You can group multiple customer payments or sales receipts into a single deposit and multiple bills into a single bill payment.

TROUBLESHOOT BANK FEED TRANSACTIONS

Sometimes during your workflow, a transaction has already been matched to the wrong transaction in the register. This happens for several reasons. The register transactions are of the same amount and/or fall within the same date range. To fix this type of error:

1. Click on the **In QuickBooks** tab.
2. Find the transaction incorrectly matched.
3. Click **Undo** under the **Action** column on the far right.

For Review		In QuickBooks			Excluded		Go to Register	
DATE	DESCRIPTION	AMOUNT	ADDED OR MATCHED	RULE	ACTION			
<input type="checkbox"/>	04/06/2017	\$868.15	Matched to: Deposit ...		Undo			
<input type="checkbox"/>	04/06/2017	Hicks Hardware	\$-228.75	Matched to: Check 75...	Undo			
<input type="checkbox"/>	04/05/2017	Pg E	\$-114.09	Matched to: Bill Paym...	Undo			
<input type="checkbox"/>	04/05/2017		\$408.00	Matched to: Deposit ...	Undo			
<input type="checkbox"/>	04/04/2017	Travis Waldron	\$103.55	Matched to: Payment ...	Undo			

UNDO FUNCTION WITHIN THE BANKING CENTER

This returns the Bank Feed transaction to the New Transactions tab. Now match it to the correct transaction.

Another issue encountered occurs when a Bank Feed transaction is imported and the matching transaction has already been reconciled using the Reconcile tool in QuickBooks. In this case, the transaction can't be matched. Just exclude the transaction or it will remain the in the workflow indefinitely. To exclude the transaction:

1. Check the box next to the transaction in the **New Transaction** list.
2. Click **Batch actions** → **Exclude Selected**.

This moves the transaction to the Excluded tab. It remains there until permanently deleted from your workflow. If you exclude a transaction by mistake, just click on the **Excluded** tab, Select **Undo** under the Action column. This moves the transaction back to the New Transactions list. Now match it properly or add it to the register.

A red error message in the Banking Center indicates QuickBooks was unable to connect to the online banking account. If this occurs, it usually means your online banking credentials have been changed. Update them in QuickBooks Online. To update the online banking credentials:

1. Click the **pencil** icon at the top right of the blue account box.
2. Click **Edit sign-in info**.
3. Enter your updated online banking login credentials.
4. Click **Update sign-in info**.



What happens if you accidentally import a Bank Feed twice and create duplicate entries?

- **Duplicates in New Transaction List** - If the duplicates are in the New Transactions list, fix this easily by selecting the duplicate transactions (i.e., place a checkmark next to them), clicking **Batch actions** → **Exclude Selected**
- **Duplicates already added to the Register** - If the duplicate transactions are already added to the register, click the **In QuickBooks** tab → select the duplicate transactions → **Batch Actions** → **Undo**. Once the duplicates have been moved to the New Transactions list, select them again. Click **Batch actions** to exclude them.

If you can't find a matching transaction you know is recorded in the Register — perhaps because a vendor held a check for more than 90 days or the date of the transaction was entered incorrectly in the register — try expanding the date range in the Match transactions screen. Simply change the date range appearing. QuickBooks will show transactions for the dates specified. Select the matching transaction and click **Save**. (Alternately, if you know the matching transaction is recorded properly in the register, you can simply Exclude the transaction in the New Transactions list you are having trouble matching.)

BANK RULES IN BANK FEEDS

You can further automate data entry via Bank Feeds using Bank Rules, reducing the time to code and record transactions.

To create a Bank Rule:

1. Click on the downward **arrow** next to the **Update** button. Then **Manage rules**.
2. Click on the green **New rule** button.
3. Give your rule a name. Choose whether the rule applies to **Money in** or **Money out**.
4. Choose whether the rule applies to all bank accounts or only specific ones.
5. Set the criteria for the rule. Add multiple criteria. Use all or any to refine or expand your selections.
6. Set the type of transaction to create with the rule. Add the details of the transactions, such as Payee and Categories. Click **Save**. Code class and location here if enabled in a Plus subscription company.

The screenshot shows the 'Rule' dialog box with the following fields and options:

- Rule name:** A text input field.
- For:** A dropdown menu with 'Money out' selected.
- In:** A dropdown menu with 'All bank accounts' selected.
- When a transaction meets:** A dropdown menu with 'all' selected, followed by 'of these conditions'.
- Criteria:** A dropdown menu with 'Bank text' selected, followed by a dropdown menu with 'Contains' selected, and a text input field.
- Add line:** A button.
- Set one or more of the following:**
 - Transaction type:** A dropdown menu with 'Expense' selected.
 - Payee:** A dropdown menu.
 - Category:** A dropdown menu.
 - Split:** A button.
- Memo:** A text input field.
- Automatically add to my books
- Note:** Rules apply to unaccepted transactions only

ADD A BANK RULE

QuickBooks uses the criteria entered in your Bank Rules to pre-fill your bank feed transactions with the required information.

All your previously created Bank Rules are listed in the Rules list. Edit, copy and modify rules to create new rules. Delete rules by clicking on the buttons under the **Actions** column. Export bank rules and import them into another QuickBooks Online company.

Bank rules can also be added directly from the bank feed when re-categorizing a transaction.



BANK RULE FROM BANK FEED

USE BATCH ACTIONS IN THE BANK FEEDS

The Batch Actions feature is real time saver. You already know you can use it to remove duplicate transactions from your workflow. Did you know that you can also code and add multiple transactions at the same time? To do this:

1. Select the transactions you want to code.
2. Click the **Batch actions** drop down arrow → **Modify Selected**.
3. Enter the Payee and Category. Click **Apply**. All the selected transactions are coded to the payee and category.
4. Click **Batch Actions** again → **Accept Selected**.

Batch actions ▼		All (24)	Recognized (14)			
DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION	
<input type="checkbox"/>	By Bessie	Books by Bessie	Uncategorized Income		\$55.00	Add
<input type="checkbox"/>	07/06/2018 A Rental	A Rental	Job Expenses:Equipment Rental		\$200.00	Add
<input type="checkbox"/>	06/13/2018 A Rental		Uncategorized Expense	\$800.00		Add
<input type="checkbox"/>	06/10/2018 Pam Seitz	Pam Seitz	2 records found	\$75.00		View
<input checked="" type="checkbox"/>	06/10/2018		1 record found Deposit 06/10/2018 \$868.15		\$868.15	Match
<input checked="" type="checkbox"/>	06/10/2018 Hicks Hardware	Hicks Hardware	1 record found Check 75 06/10/2018 \$228.75 Hicks Hardware	\$228.75		Match
<input checked="" type="checkbox"/>	06/09/2018 Pg E	PG&E	1 record found Bill Payment 6 06/09/2018 \$114.09 PG&E	\$114.09		Match
<input checked="" type="checkbox"/>	06/09/2018		1 record found Deposit 06/09/2018 \$408.00		\$408.00	Match
<input type="checkbox"/>	06/08/2018 Travis Waldron	Travis Waldron	1 record found Payment 2064 06/08/2018 \$103.55 Travis Waldron		\$103.55	Match

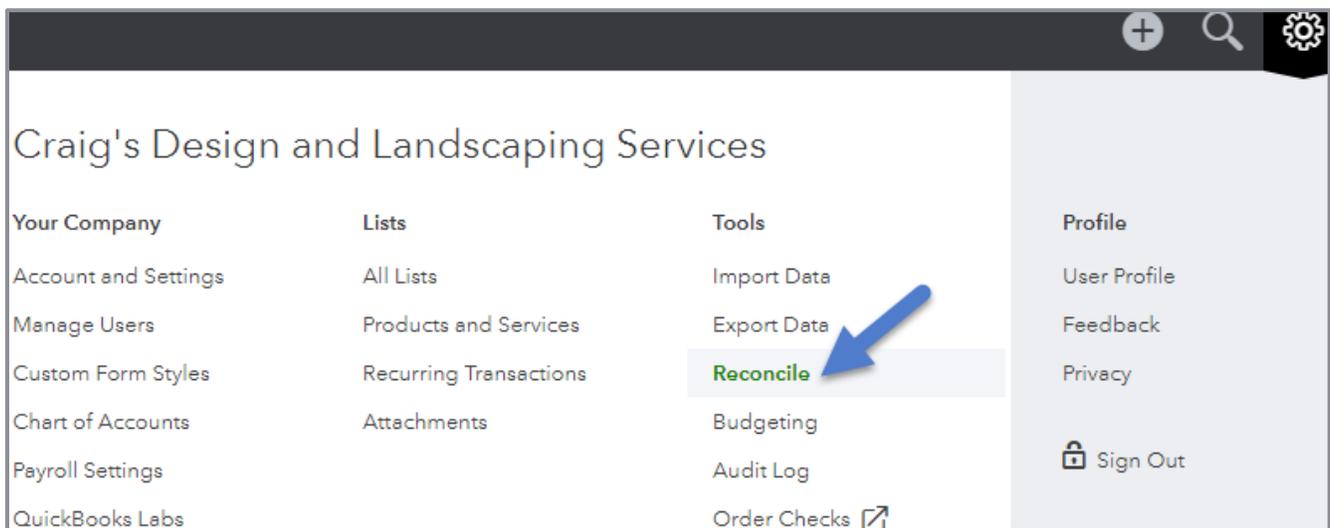
USE BATCH ACTIONS IN THE BANK FEEDS

RECONCILE BANK, CREDIT CARD AND OTHER ACCOUNTS

Although the Bank Feeds in QuickBooks Online matches entries to the bank, it is a best practice to reconcile the accounts monthly using the Reconcile feature. The reconciliation process helps find errors and omissions between QuickBooks and the bank. It also changes the reconcile tag on transactions from C to R giving you another way to filter reports and helps troubleshoot issues with your Bank Feeds.

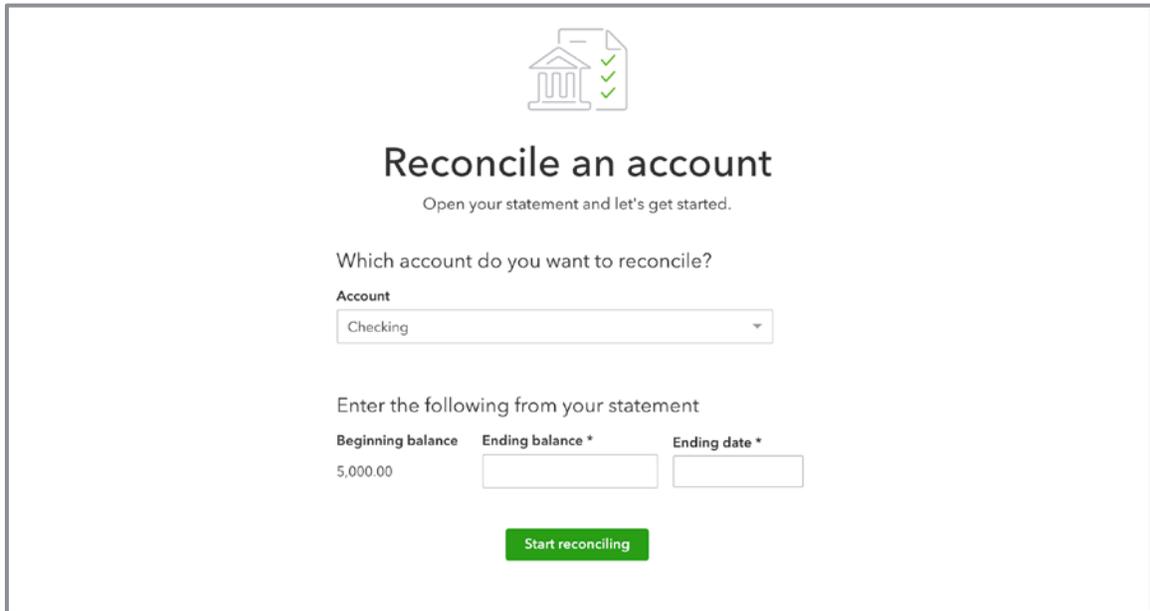
To open the Reconcile screen in QuickBooks Online:

1. Click on the **gear** icon → **Reconcile** under the Tools menu.



LOCATE THE RECONCILIATION TOOL

2. Choose the account to reconcile from the drop-down menu.
3. Enter the **Statement Ending Balance** and the **Statement Ending Date** from the bank statement. Click **Start reconciling**.



The image shows a screenshot of the 'Reconcile an account' interface in QuickBooks Online. At the top center, there is an icon of a document with a building and two green checkmarks. Below the icon, the title 'Reconcile an account' is displayed in a large, bold font. Underneath the title, a subtitle reads 'Open your statement and let's get started.' The main heading is 'Which account do you want to reconcile?'. Below this, there is a section labeled 'Account' with a dropdown menu currently showing 'Checking'. The next section is 'Enter the following from your statement', which contains three input fields: 'Beginning balance' (pre-filled with '5,000.00'), 'Ending balance *' (empty), and 'Ending date *' (empty). At the bottom center of the form is a green button labeled 'Start reconciling'.

START THE RECONCILIATION PROCESS FOR AN ACCOUNT

The Reconcile screen in QuickBooks offers many options to make the reconciliation process faster and easier to work through. You will first see that you have the option to reconcile all transactions, by payment, or deposits only.

- Checks and Payments under the **Payments** tab
- Deposits and Other Credits under the **Deposits** tab
- Both Payments and Deposits under the **All** tab

Chart of accounts > Bank register > Reconcile

Reconcile Checking
Statement ending date: June 30, 2018

\$5,000.00 STATEMENT ENDING BALANCE
-
\$5,000.00 CLEARED BALANCE
\$0.00 DIFFERENCE

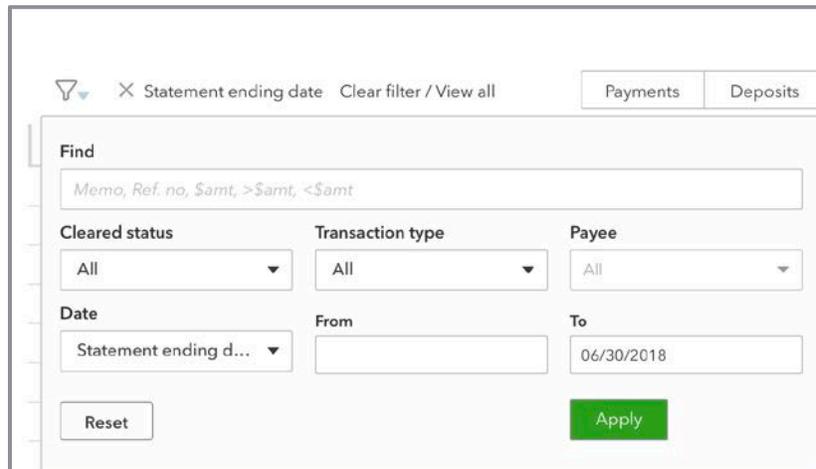
\$5,000.00 BEGINNING BALANCE
-
\$0.00 0 PAYMENTS
+
\$0.00 0 DEPOSITS

DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (US)	DEPOSIT (US)
03/08/2018		Bill Payment	10	Accounts Payabl...	Robertson & ...		300.00	
03/16/2018		Receive P...	1053	Accounts Receiv...	Bill's Windsur...			175.00
03/30/2018		Expense	12	Legal & Professi...	Robertson & ...		250.00	
04/21/2018		Check	4	Automobile:Fuel	Chin's Gas an...		54.55	
04/27/2018		Sales Tax ...		- Split -		Q1 Payment	38.50	
04/27/2018		Sales Tax ...		- Split -		Q1 Payment	38.40	
04/30/2018		Expense	9	Job Expenses:J...	Tania's Nursery		89.09	
04/30/2018		Check	12	Legal & Professi...	Books by Bessie		55.00	
05/06/2018		Check	5	Automobile:Fuel	Chin's Gas an...		62.01	
05/07/2018		Expense	15	Job Expenses	Tania's Nursery		108.09	
05/16/2018		Receive P...	5664	Accounts Receiv...	Freeman Spo...			86.40
05/16/2018		Sales Rec...	1008	Design income	Kate Whelan		225.00	
05/18/2018		Receive P...		Accounts Receiv...	Amy's Bird Sa...	Amy claims the pest control...		105.00

RECONCILE AN ACCOUNT

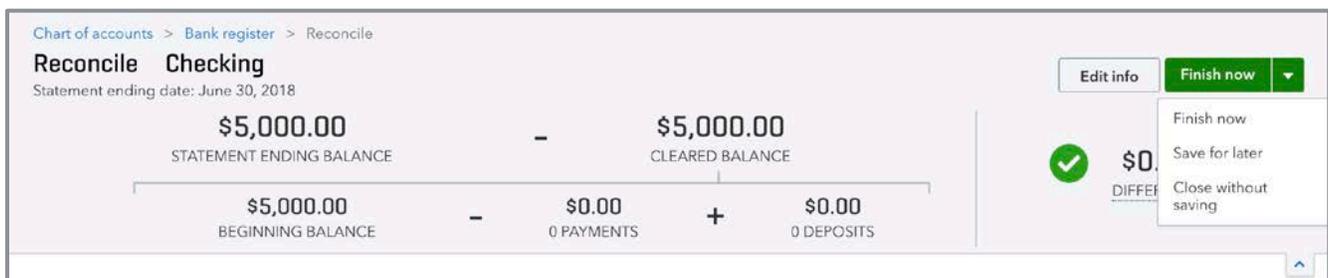
The reconciliation summary box is found at the top of the page and can be hidden by clicking the up **arrow** on the right hand side.

The filter option allows you to find transactions and filter transactions by cleared status, transaction type and payee. You can also filter by transaction dates. Bank Feed transactions are automatically marked cleared when added or matched to the register. You may also sort by the column headers. There is a column called **Cleared Date** and this allows you to see the date the transaction cleared the bank and identify if it was cleared after your statement period (even if the transaction is dated in your statement period).



FILTER BOX ON RECONCILIATION SCREEN

- To mark a transaction as cleared, click the checkbox next to the transaction. As you clear transactions, QuickBooks tallies the cleared debits and credits in the summary box displaying the difference between your records and the bank.



SUMMARY BOX ON RECONCILIATION SCREEN

- Once verified and checked all the cleared transactions in QuickBooks, the amount in the Difference field is zero. When finished (i.e., when the Difference field displays zero), click **Finish Now**. This will close the screen.

You can always click **Save for later** to save your progress and complete your reconciliation later.

Here are some common roadblocks when reconciling an account in QuickBooks Online:

- **A Transaction on the Bank Statement is not in QuickBooks** - To add a transaction not recorded in QuickBooks but appearing on the bank statement, click the **Quick Create** button to open the appropriate transaction screen. Record the transaction. Then go back to the Reconcile screen. Mark the new transaction as cleared. You can also go to the Banking Center and classify your transaction if it has not been yet recorded.
- **Discrepancies: you made the error** - If you find a discrepancy in one of your entries, click on the transaction from the **Reconcile** screen to edit it. **Save and close** the transaction. Resume the reconciliation process.
- **Discrepancies: bank made the error** - If the bank made an error, record a new transaction adjusting your balance. After you resolve the error with your bank, reverse the transaction. Mark the reversing entry cleared during the reconciliation of the period where correction appears on your statement.
- **Printing the Reconciliation Report** - To print the reconciliation report, click on the **Last statement ending date** link in the Reconcile screen. It is important to note any changes made to the register after the reconciliation is completed are not included on your reconciliation report. You may also access other reconciled periods by clicking on the **History by account** in the Reconcile screen.

Which account do you want to reconcile?

Account

10100 Cash Expenditures

Enter the following from your statement

Beginning balance	Ending balance *	Ending date *
0.00	<input type="text"/>	<input type="text"/>

[Last statement ending date 11/30/2016](#)

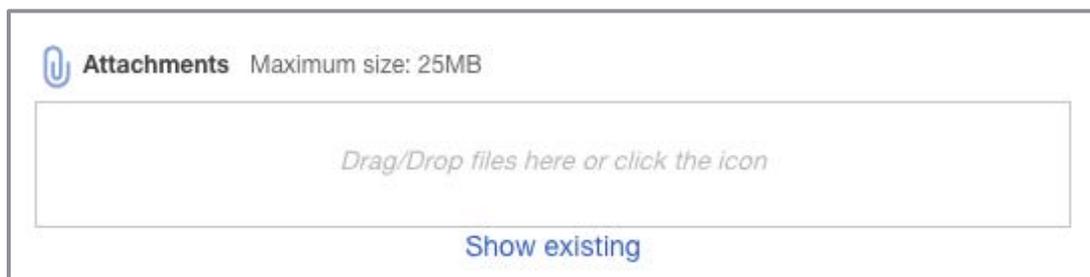


Extra Information on Transactions

ATTACH DOCUMENTS

Attach documents to transactions in QuickBooks Online, whether you are logged in via your browser or from your mobile device using the Mobile app.

To add a document from within your browser, open the transaction. Either drag the file to the box at the bottom of the screen or click on the **paperclip** icon and browse to the file you want to attach.

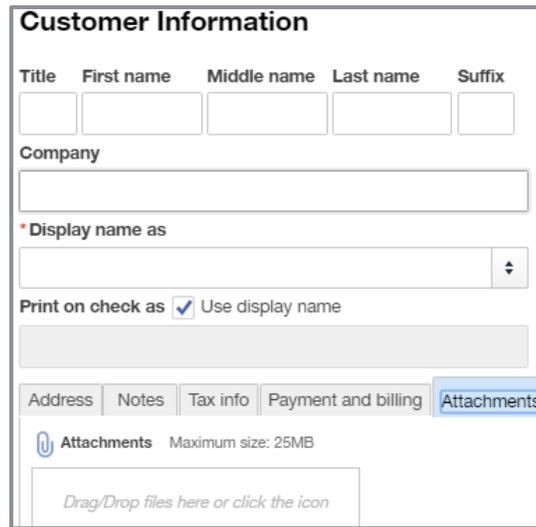


ATTACHMENT TOOL LOCATED AT THE BOTTOM OF TRANSACTION SCREENS

You can also attach documents using the QuickBooks App for iPhone and Android devices by downloading it from the Apple Store or Google Play Store. Once the app is installed, login and create a new transaction or open an existing one. Click the **camera** icon. Either take a new photo of a receipt or upload an existing picture.

View all your documents by clicking on **Attachments** in the gear icon menu.

You can now add attachments to customer and vendor details.

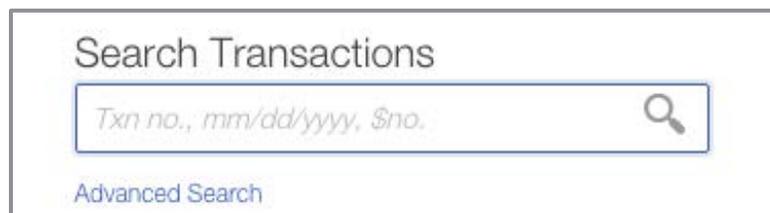


The screenshot shows the 'Customer Information' form in QuickBooks Online. The form is divided into several sections: 'Title', 'First name', 'Middle name', 'Last name', and 'Suffix', each with a corresponding input field. Below these is the 'Company' field. The 'Display name as' section has a dropdown menu. The 'Print on check as' section has a checked checkbox for 'Use display name'. At the bottom, there are tabs for 'Address', 'Notes', 'Tax info', 'Payment and billing', and 'Attachments', with 'Attachments' being the active tab. Below the tabs, there is an 'Attachments' section with a maximum size of 25MB and a drag/drop area with the text 'Drag/Drop files here or click the icon'.

ATTACHMENT TO CUSTOMER DETAIL

SEARCH BOX AND RECENT TRANSACTIONS

The search feature (accessible by clicking on the **magnifying glass** icon in the top navigation pane) in QuickBooks Online is very dynamic. Just type what you are looking for: Amount, Name or Reference number. QuickBooks Online will return all list items and transactions matching the criteria entered. If you need to filter further, the Advanced search window opens when QuickBooks Online displays the results of your search. You can add filters.



The screenshot shows the 'Search Transactions' box in QuickBooks Online. It features a search input field with a magnifying glass icon on the right. The placeholder text in the input field is 'Txn no., mm/dd/yyyy, \$no.'. Below the input field, there is a link for 'Advanced Search'.

SEARCH BOX ACCESSED USING MAGNIFYING GLASS ICON

Reports

One of the greatest benefits of using QuickBooks Online to manage a business is the reporting capability of the program. The setup, recording of financial entries and reconciliation of accounts results in the ability to create reports that provide:

- Valuable insights into the financial position of a business
- The results of operations for a specific time period
- Statistical information. This could be the best-selling item or gross profit margin

The reports available in QuickBooks Online vary by subscription level:

- **QuickBooks Simple Start** - Simple Start, the most basic version, allows for basic data entry to track your money in and money out as well as customer tracking and invoicing. The reports follow these same features and include over 20 basic financial and customer reports.
- **QuickBooks Essentials** - Essentials includes more features than Simple Start including vendors and accounts payable functionality. It includes all the reports included in Simple Start, plus reports related to accounts payable, products and services – along with the Company Snapshot and Scorecard. The number of reports included in Essentials is over 40.
- **QuickBooks Online Plus** - QuickBooks Online Plus includes over 65 reports including the reports available in the Essentials subscription. It also includes reports related to the full functionality of QuickBooks Online, including classes and locations, inventory, time tracking, and budgets – to name a few.

NAVIGATE THE REPORT CENTER

To access the Reports Center, click on **Reports** in the left navigation pane. Reports are organized into tabs found in the middle of the Reports screen. The tabs you see depends on your subscription level. You can click on the clear star to add reports to your Favorites. Once the report is part of your Favorites, it will be filled in green.

- **All** - The All Reports tab includes reports commonly used in day to day business operations. The Profit and Loss, Balance Sheet, A/R and A/P Aging Summary reports are found here, along with Expenses by Vendor Summary and the Company Snapshot.
- **Custom Reports** - Reports you customize and then save will be listed here. To save a report you customized to Custom Reports, click **Save customization** at the top of the report. Add these reports to a report group and share these reports with other Company users too.
- **Management Reports** - Management reports allows the creation of beautiful report packages with cover pages and custom free-form pages for content (like an executive summary or financial notes). Include a variety of reports and reporting periods in Management Reports. Use custom headers and footers. QuickBooks Online has three template reports you can use as a reference or as a starter creating your own packages. Create, view, and send these reports, as well as export to Word® and PDF. Save these templates for future use. Read more here: <https://quickbooks.intuit.com/au/resources/product-updates/management-reports-overview/>

Reports

Enter report name

All | Custom Reports | Management Reports

▼ Favorites

- Accounts receivable aging summary
- Balance Sheet
- Profit and Loss

▼ Business overview

- Audit Log
- Balance Sheet Comparison
- Balance Sheet Detail
- Balance Sheet Summary
- Balance Sheet
- Business Snapshot
- Profit and Loss as % of total income
- Profit and Loss Comparison
- Profit and Loss Detail
- Profit and Loss year-to-date comparison
- Profit and Loss by Customer
- Profit and Loss by Month
- Profit and Loss
- Quarterly Profit and Loss Summary
- Statement of Cash Flows

▼ Who owes you

- Accounts receivable aging detail
- Open invoices

ALL REPORTS TAB

BUSINESS OVERVIEW REPORTS (UNDER ALL REPORTS)

This grouping lists reports telling you overall information related to the operations of your business, such as those reports listed below.

- **Profit & Loss** - The Profit and Loss is a summary report showing a summary of income and expenses by category. Here you see how QuickBooks Online presents subaccounts. Hide subaccounts and view only the parent totals by clicking on the **Collapse** button on the report toolbar.
- **Balance Sheet** - The Balance Sheet shows the balance between assets, liabilities and equity in your company. Put more simply, it lists what you own, what you owe and what you have in your company. Here you can also see how QuickBooks Online presents subaccounts. Hide subaccounts and view only the parent totals by clicking on the **Collapse** button on the report toolbar.
- **Business Snapshot** - Includes a visual representation of some of the company's key financial indicators: income, expenses, current to prior year comparisons along with customer and vendor balances. Print each graph by clicking on the **printer** icon at the top right of each graph.
- **Profit and Loss Detail** - The Profit and Loss Detail report lists the transactions making up a category total for the reporting period
- **Statement of Cash Flows** - This shows the Cash generated (or used) by the business and Cash in or out from investments or financing for the reporting period
- **Audit Log** - Use this report to find transaction or actions taken in QuickBooks Online
- **Balance Sheet Summary** - This report summarizes what you own (assets), what you owe (liabilities), and what you've invested in your company (equity)

MANAGE ACCOUNTS RECEIVABLE REPORTS (UNDER ALL REPORTS)

This grouping lists reports telling you what customers owe you money and provide you with information regarding the age of your receivables:

- **A/R Aging Summary** - Gives a listing of your customers along with their open balances displayed by 30, 60 and 90-day aging columns
- **Collections Report** - Displays overdue invoices by customer along with customer contact information
- **Statement List** - Provides a log of statements sent to customers, including the number and date of the statement
- **Accounts Receivable Aging Detail**
- **Customer Balance Summary & Detail**
- **Invoice List** - Shows a chronological list of all your invoices for a selected date range

MANAGE ACCOUNTS PAYABLE REPORTS (UNDER ALL REPORTS)

This grouping lists reports that tell you how much you owe vendors providing you with information regarding the how old or the "age" of your payables:

- **Accounts Payable Aging Detail** - Lists all open bills sorted by their aging: Current, over 30, over 60 and over 90-days
- **Bill Payment List** - A list of your bills paid during a specific time period
- **Unpaid Bills** - Lists your open bills sorted by vendor
- **A/P Aging Summary & Detail**
- **Vendor Balance Summary & Detail**

OTHER REPORT GROUPS (UNDER ALL REPORTS)

Other report groups are determined by both the subscription level of the QuickBooks Online company and the features enabled:

- Review Sales and Customers
- Review Expenses and Vendors
- Manage Sales Tax
- Manage Payroll and Employees
- Manage reports for your accountant

CUSTOMIZE REPORTS - LIST, SUMMARY, DETAIL AND SPECIALIZED REPORTS

There are essentially four types of reports in QuickBooks Online:

- **List Reports** - Include information about the lists: Customers, Vendors, Products/Services or Transactions such as Invoices and Bills. Nothing is totaled on these reports. They are just lists.
- **Summary Reports** - Contain summary information listed by name or account: Profit & Loss Summary, Balance Sheet Summary, Sales by Customer Summary or Sales by Product/Service Summary. These total amounts by account.
- **Detail Reports** - Contain transaction detail about a name or account: Profit & Loss Detail, Balance Sheet Detail and A/P Aging Detail
- **Specialized Reports** - Reports in QuickBooks Online that are not list, summary, or detail. These types of reports combine information from different sources creating the report. Statement of Cash Flows, Audit Log and Payroll Liability Report are specialized reports.

Customize existing reports by filtering for specific list items or changing the name of a report. Much of the customization is done directly on the report window. If more customization is necessary, choose the **Customize** icon in the upper right of the window for more options. Once a report is customized click **Save customization**; it will then be in the Custom Reports folder. From there the report share or schedule the report to be emailed at set intervals.

The screenshot shows the QuickBooks Online report customization interface. At the top, there are options for 'Report period' (This Year-to-date, 01/01/2018 to 07/06/2018), 'Display columns by' (Total Only), 'Show non-zero or active only' (Active rows/active columns), 'Compare another period' (Select period), and 'Accounting method' (Cash, Accrual). There are 'Customize' and 'Save customization' buttons. Below these is a 'Run report' button. The main report area shows a 'Profit and Loss' report for 'Craig's Design and Landscaping Services' for the period 'January 1 - July 6, 2018'. A red arrow points to the 'Collapse' button in the report header.

	TOTAL
Income	
Design income	2,250.00
Discounts given	-89.50
Landscaping Services	1,477.50
Job Materials	
Fountains and Garden Lighting	2,246.50
Plants and Soil	2,351.97
Sprinklers and Drip Systems	138.00
Total Job Materials	4,736.47
Labor	
Installation	250.00

CUSTOMIZATION OPTIONS ON REPORTS

- **General Settings** - Include the report dates and number format
- **Rows/Columns Settings** - Allows the choice of report columns displayed. Click on the column drop-down in summary reports or by clicking on the **Change Columns** button in a detail report. You can also add Sub-columns for Comparison such as Previous Period or % of Income.
- **Filter Settings** - Use the list drop-downs to filter the data you want to see on the report. For example, to run a Profit and Loss report for a particular class, filter the report to show only one class. Different reports have different lists to filter based the type of report being customized.
- **Header/Footer Settings** - Change the header or footer text and alignment

WORK WITH REPORT GROUPS

Find Grouped reports in the Custom Reports tab in the Report Center. To create a group, click the dropdown next to **Save customization** and choose **Add new group**.

Report Groups are very useful. Export a custom report to PDF or Excel format by clicking on the drop-down menu next to the **Edit** button.

Another exciting feature is setting an email schedule for report groups. To set a schedule:

1. Click **Edit** next to the group name.
2. Check the **Set the email schedule** toggle. This opens the scheduling box in the Report Group Settings.
3. Set the schedule by choosing an option in the **Repeats** dropdown in the **Set Recurrence** area. Choose from Daily, Weekly, Monthly or Twice a month. Choose the days and frequency – there are so many options!
4. Once the schedule is set, enter the recipient email, a subject and note. Click **Save**.
5. Attach the report as an Excel file. If not attached as an Excel file, each emailed report arrives as an HTML attachment.

Grouped Reports is an amazing tool to help businesses streamline their processes. By using scheduled reports, one is reminded to complete tasks such as billing for unbilled time and expenses by sending them reports at regular intervals.

PRINT, EMAIL AND EXPORT REPORTS

To print a report in QuickBooks Online, click the **print** icon at the top right of the report.

There are browser settings to manipulate when printing and saving reports:

- Choose the orientation: Landscape or Portrait
- Change the Margins making sure the report fits correctly on the page
- Chrome includes URL headers and footers by default. Disable them by unchecking the box.



TIP: When printing wide or long reports, if some of the columns and/or rows in your report don't print the way you want them to (i.e., all on one page), try making the margins smaller, eliminating zero columns in QuickBooks Online, or exporting to Excel to perform additional formatting. Then print the report from Excel.

To email a report, just click on the **email** icon. Fill in the required information. Click **Send**.



TIP: Include your email in the CC: field so you have a copy of the email!

Export reports from QuickBooks Online by clicking on the **export** icon at the top right of the report screen and choose **Export to Excel**. Your other option is to choose **Export to PDF**.

Expanded Functionality in the Office and On the Go

QUICKBOOKS LABS

QuickBooks Labs in QuickBooks Online allows you to try out new tools and features without the commitment. Intuit launches plug-ins created by Intuit and third-party vendors from this menu found using the gear icon menu under Company Settings. Some of the current offerings in QuickBooks Labs are the invoicing for Gmail, Import Style and QB Assistant. The great thing about QuickBooks Labs is you can try the feature and turn it off if it isn't for you. Sometimes these features are discontinued; other times, they become permanent features in QuickBooks Online. It's a good idea to check into QuickBooks Labs frequently to see what's new.

BEST PRACTICES WITH BROWSERS

Because QuickBooks Online is web-based, you must use a browser to access it (Chrome is recommended). Here are some best practices and tips to make your experience with QuickBooks Online amazing:

- **Create a QuickBooks Online "person"** - Chrome allows you to create multiple users that can be customized with different bookmarks and preferences. To create a new person in Chrome, click the three **vertical dots** (top right) → **Settings**. Click **Manage other people** → **Add Person**. Choose an icon and give the new user a name (maybe something like *QBO-user*). Opt to create a desktop shortcut for this new person to use exclusively for QuickBooks Online.
- **Working with two QuickBooks Online Companies at the same time** - To work in two QuickBooks Online companies open at the same time, set up two new people in Chrome. Alternately, open one company in Chrome and open another company using a second browser, such as Mozilla Firefox. In both cases, two different browser accounts are open at the same time.
- **Customize the Bookmark bar** - Customizing the Bookmark bar can really enhance your experience using QuickBooks Online. Add bookmarks for the screens used the most and even organize them into lists by using folders. To enable the Bookmark bar in your newly created Chrome user account, click the three **vertical dots** → **Bookmarks** → **Show Bookmark** bar. Add bookmarks by clicking on the **star** at the top right of the address bar. To rename a bookmark, right click it and click **Edit**. You can organize your bookmarks by creating folders on your bar and group them by the type of screen, client workflow, or other system meaningful to you.

- **Duplicate** - Duplicate your window by right-clicking on the tab you have open and then duplicate. This opens a new screen of QuickBooks Online.
- **Working with multiple monitors** - If you use multiple display monitors, pull a tab out of the window and move it to another monitor. This keeps you logged into the same company but allows you to view two windows at the same time. Tile windows on the same monitor by restoring down, resizing your windows and arranging them.
- **Right-click the back arrow** - This displays a list of screens recently opened. Left-click the one to open and resume working.
- **Clear browsing data** - If you receive errors or you are getting unexpected results while working in QuickBooks Online, try clearing your cache and cookies. To do this click the three **vertical dots** → **History** → **More Tools** → **Clear browsing data**.

Support

USE THE HELP FUNCTION

The Help menu in QuickBooks Online includes a search box. Users can search for answers to common issues. It also shows common help topics related to the screen the user currently has open.

QUICKBOOKS BLOG

The QuickBooks Blog (<http://quickbooks.intuit.com/blog/>) is an excellent resource for official updates and tips for QuickBooks Online. It's updated constantly. Check in often to make sure you are staying on top of the latest and greatest!