



QUICKBOOKS ONLINE CERTIFICATION COURSE

Supplemental Guide

Module 2: **Setup**

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About the Author



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Heather has been helping users learn and use QuickBooks since the late 1990s. Her passion is helping others improve their business accounting processes through the use of QuickBooks and related apps, and spreading her knowledge and experience with others through blog articles, live events and webinars.

As owner and founder of Satterley Training and Consulting, Heather works with accounting professionals to create accounting systems and procedures using QuickBooks and related applications that simplify and streamline their day to day workflows. She is Advanced Certified in QuickBooks Desktop and Online as well as POS Desktop and QuickBooks Enterprise. In addition to QuickBooks related services, Heather is also an Enrolled Agent licensed to practice before the IRS.

Heather was named a Top 100 ProAdvisor by *Insightful Accountant* in 2014, 2015 and 2016. She is a member of the Intuit Trainer/Writer Network.

Thank you to MB Raimondi, CPA, and Emily Daigle for their thorough review and many contributions to the content presented.



Supplemental Guide Overview

PURPOSE OF THIS GUIDE

The recorded module provided a products overview, covered navigation points of both QuickBooks Online and QuickBooks Online Accountant, and provided guidance on how to set up clients in QuickBooks Online. This guide is an accompaniment to the recorded content and contains additional features such as best practices and tips to help you learn the products.

NOTE: Screenshots and instructions included in this guide use Google Chrome as the browser. It may be downloaded free here: <https://www.google.com/chrome/>.

Many users feel Chrome works best for QuickBooks Online.

Currently, the minimum operating requirements for QuickBooks Online will work with the following supported web browser versions:

- Google Chrome, latest version
- Firefox, latest version
- Safari 6.1
- Internet Explorer 10

LEARNING OBJECTIVES

In this module you will complete the following hands-on activities related to the learning objectives:

- Specify the steps to create a new QuickBooks Online Company
- Recognize the steps to manage Account and Settings
- Identify accounting-related preferences
- Identify sales-related preferences
- Identify expense-related preferences
- Specify the steps to set up and modify lists and users
- Identify the steps to import data into QuickBooks Online

TRAINING AT A GLANCE TABLE

Use this as a guide to select specific training you want to cover.

TOPICS	SUB-TOPICS	LEARNING OBJECTIVE
1. CREATE A NEW QUICKBOOKS ONLINE COMPANY	<ul style="list-style-type: none"> • Create a new QuickBooks company • Use the Set-up Wizard 	<ul style="list-style-type: none"> • Specify the steps to create a new QuickBooks Online Company
2. MANAGE ACCOUNT AND SETTINGS	<ul style="list-style-type: none"> • Company Settings • Billing & Subscription • Sales settings • Customize forms • Expenses settings • Payments settings • Advanced settings • Accounting-related preferences 	<ul style="list-style-type: none"> • Recognize the steps to manage Account and Settings • Identify accounting-related preferences • Identify sales-related preferences • Identify expense-related preferences
3. SET UP AND MODIFY LISTS AND USERS	<ul style="list-style-type: none"> • Working with lists • Chart of Accounts • Products and Services list • Working with the Customers, Vendors and Employees lists • Manage users 	<ul style="list-style-type: none"> • Specify the steps to set up and modify lists and users
4. IMPORT DATA INTO QUICKBOOKS ONLINE	<ul style="list-style-type: none"> • Import lists into QuickBooks Online • Import from QuickBooks Desktop 	<ul style="list-style-type: none"> • Identify the steps to import data into QuickBooks Online

QUICKBOOKS ACCOUNTANT TEST DRIVE

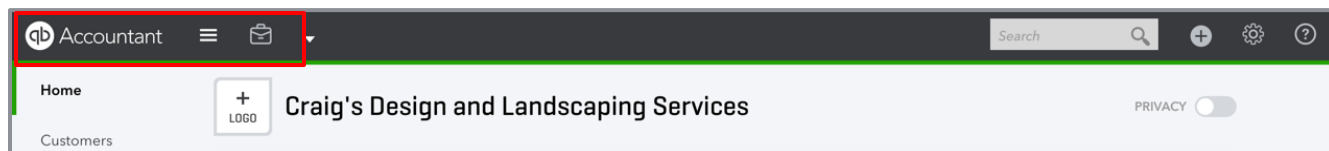
Exercises contained in this handbook can be completed using a QuickBooks Accountant “test drive” file. The test drive uses a sample company file called Craig’s Design & Landscaping Services. It can be accessed through the following link:

[Craig's Design & Landscaping](#)

You don’t have to create an account or sign in to access the test drive file, just complete the security validation and click **Continue**.

If you don’t see the Accountant Toolbox when logging in through this URL, log into qbo.intuit.com with your Intuit ID. Click the name of a QuickBooks Online Accountant firm. Navigate to the **gear** icon, then click **Sample Company**.

This is what you are looking for in the sample company.



This test drive is designed for you to explore and try out new things without worrying that you will break something or make 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 please remember to allow sufficient time to complete each activity. Don’t worry if you have to close the test drive before you are finished, you can always begin again.

NOTE: The test drive uses QuickBooks Accountant. It contains some features that are not available in QuickBooks Online Simple Start, Essentials or Plus. In addition, some features (such as in-product Help) are not enabled inside this test drive file. This is subject to change.

NOTE: There is also a test drive that you can share with your clients that doesn’t include accountant-specific features. It can be accessed through the following link:

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

QUICKBOOKS CHANGES

The QuickBooks Online and QuickBooks Online Accountant teams work hard at improving the products throughout the year. Because QuickBooks Online is subscription based, there are enhancements and new features released frequently. Because of this, the screen shots in this guide may look a little different from the product. Some menu items may move or some new features might have been added. The training is still relevant! Use the following resources to keep up with the latest features and improvements.

- In-product notifications
- <https://www.firmofthefuture.com/product-industry-news/product-updates/>
- <http://quickbooks.intuit.com/blog/>

Topic 1: Create a New QuickBooks Online Company

Setting up your client's QuickBooks Online company is one of the most important services you will offer your client. In fact, the way you set up the file has the greatest impact on the user's experience with QuickBooks Online. You should take the time to fully understand your client's business and workflows before choosing a subscription level and setting up the company.

In this module we'll discuss:

- How to create a new QuickBooks Online company
- How to manage company settings
- How to manage an account
- How to manage users
- How to set up lists
- How to import lists using Microsoft Excel®
- How to convert from QuickBooks Desktop

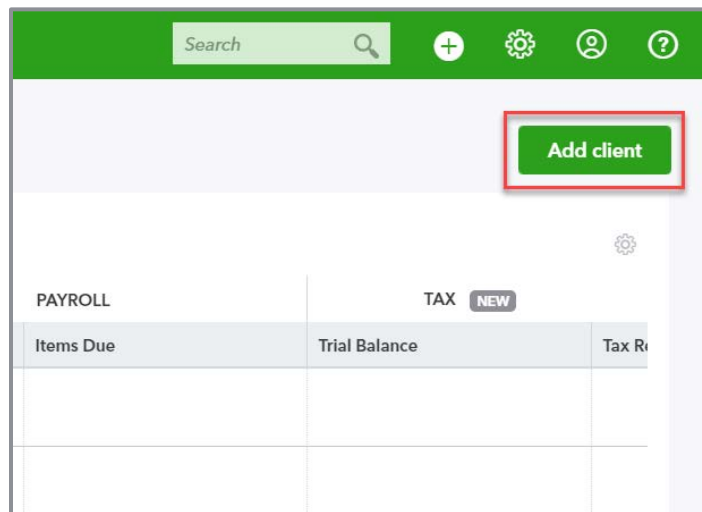
CREATE A NEW QUICKBOOKS COMPANY

The recommended way to set up a QuickBooks Online company for your client is from within QuickBooks Online Accountant.



Step-by-Step: Add a Client

1. Click **Add Client** from within your QuickBooks Online Accountant Client dashboard.



2. Enter the required fields such as name, company, phone number and email.

Add client

Client contact information

Business Individual

Business name * Email *

Display name as Mobile

[+ Add more info](#) **You can choose to enter additional details here**

NOTE: The Display name as field allows you to choose how your client's name appears in your Client list in QuickBooks Online Accountant. You can also choose whether you are adding a business or individual client.

3. Scroll down the page to choose the type of QuickBooks subscription you want to create. You can choose from QuickBooks Self-Employed, Essentials or Plus. If you choose Essentials or Plus, you will be given the option to add a payroll subscription to the account. You also have the option to add the subscription to your firm's wholesale billing account (firm is billed) or direct discount (client is billed). If you choose direct discount, payment information must be entered within 24 hours after the account is created.

QuickBooks subscription [Compare](#)

Wholesale discount (firm is billed) Direct discount (client is billed) **Choose how the account will be paid**

Self-Employed New \$10/mo 50% off for life of the subscription ¹ \$5/mo	Wholesale discount Grow your practice by bundling QuickBooks into the services you provide clients. Learn more about the benefits of the wholesale discount.
Essentials \$30/mo 50% off for life of the subscription ¹ \$15/mo	
Plus Most Popular \$40/mo 50% off for life of the subscription ¹ \$20/mo	

[+ Add payroll](#) **You can add payroll to an Essentials or Plus subscription**

TOTAL **\$0/mo**

NOTE: You cannot downgrade a QuickBooks Online Plus subscription to Essentials after it is created. Make sure you know which subscription level you need beforehand or choose Essentials so you can upgrade later if needed.

4. Scroll down again, choose which members of your firm will have access to this company, then click **Save**.

Make me the **Master Admin** of this client's QuickBooks company.

You can choose to make the firm the Master Admin of the account

Team access

Select which team members in your firm can access your client.

Clay Adams (Firm Master Admin)
 Heather Satterley

✕ Show less
+ Show all team members

Open or close the full Team list by clicking the + or x

<input type="checkbox"/>	TEAM MEMBER	TITLE	EMAIL
<input type="checkbox"/>	Michelle Long	QB guru	[REDACTED]
<input type="checkbox"/>	Eric Randall	IAM	[REDACTED]
<input type="checkbox"/>	Valerie Heckman		[REDACTED]
<input type="checkbox"/>	Jason Meredith		[REDACTED]
<input type="checkbox"/>	Ryan Kelley		[REDACTED]
<input type="checkbox"/>	Erin Walsh-Dver	Trainer	[REDACTED]

Save

NOTE: To set up a client for Simple Start you must initiate the process from www.quickbooks.com. You will need to sign up for Simple Start using the client's credentials and invite yourself as an accountant user. You can't add a Simple Start subscription to your wholesale billing account.



Step-by-Step: Use the Set-up Wizard

Once you have created your client's QuickBooks Online company you can click on the **QuickBooks** icon from your Client list to open it. This launches the Set-up Wizard.

1. Confirm the name of the business then choose how long the company has been in business from the drop-down menu. Check the box if you'll be converting a QuickBooks Desktop data file into the new QuickBooks Online Company. Click **Next**.

intuit quickbooks. 1 of 2

No two businesses are alike

We should know—we've seen a lot! Help us get to know yours.

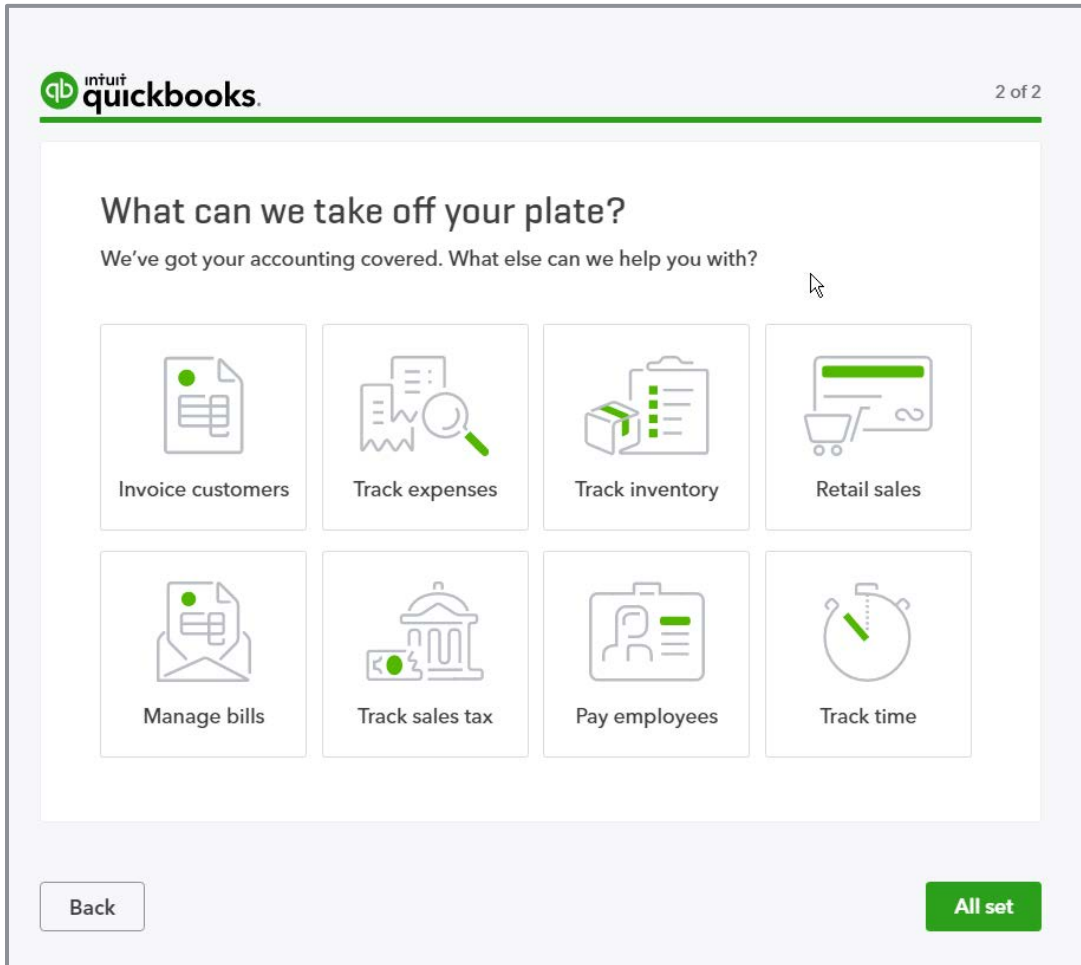
What's your business called?

How long have you been in business?

I've been using QuickBooks Desktop and want to bring in my data.

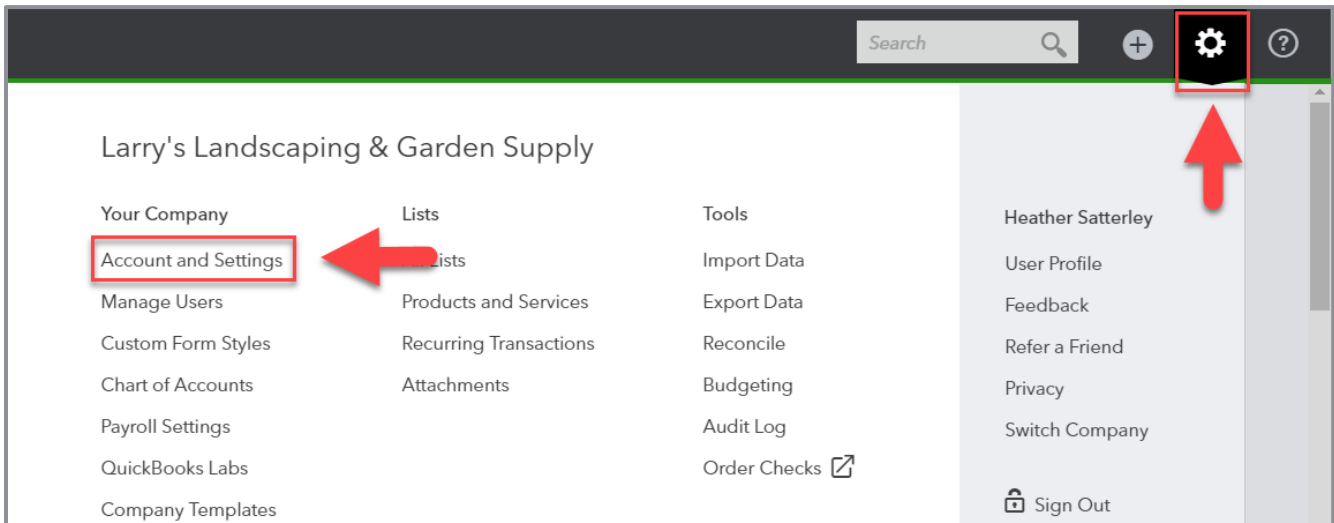
Next

- The next screen is where you'll start to build the settings in the new QuickBooks Online company based on your selections in the Wizard. Select the features your client will be using, then click **All set**.

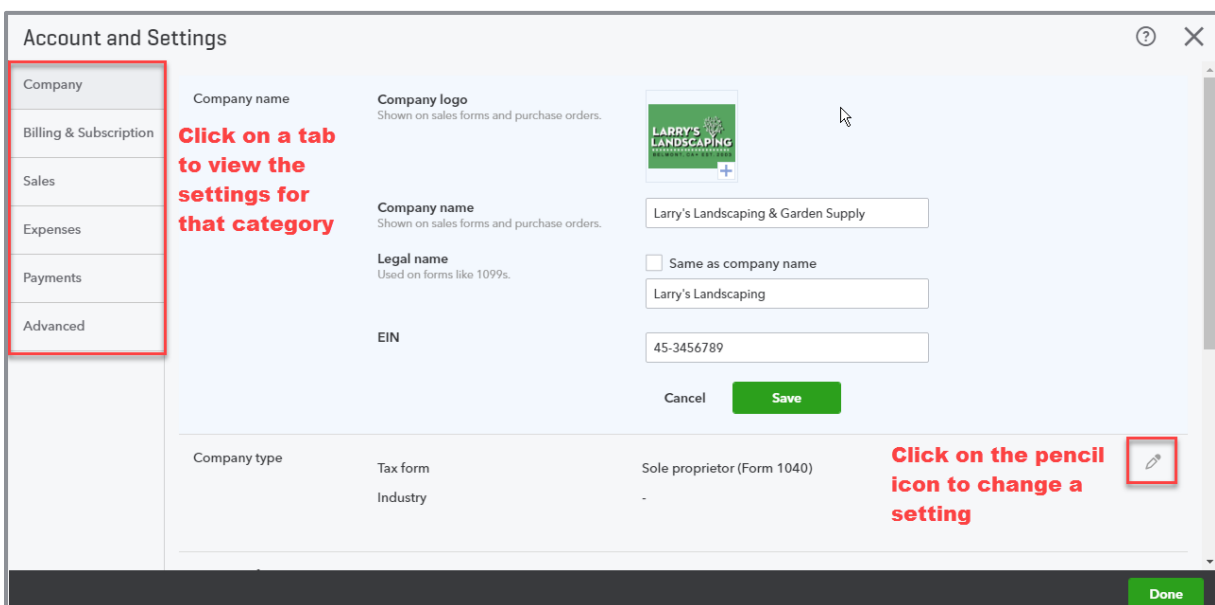


Topic 2: Manage Account and Settings

Once the new company has been created, you need to configure the settings in QuickBooks Online to fit the company. To access the Account and Settings screen, click on the **gear** icon.



The Settings menu has six tabs: Company, Billing & Subscription, Sales, Expenses, Payments and Advanced. Click on a tab to view the settings for that category. To change a setting, click on the **pencil** icon at the lower right of the section you want to change.



Company Settings

The company settings include:

- **Company name** - Edit the company name. Upload a logo that will appear on sales forms and purchase orders. Enter the legal name of the company and the EIN that will appear on forms like 1099s.
- **Company type** - Choose the appropriate tax form for the company and enter an industry
- **Contact info** - The company email is where you would like to receive notifications from QuickBooks about your account and activity. The customer-facing email will appear on your sales forms and purchase orders. You can also enter the company phone and website that will appear on your sales forms.
- **Address** - Enter the company address, where QuickBooks should contact you, the customer-facing address, which is shown on your sales forms, and the legal address, which is used on your tax forms.
- **Communications with Intuit** - Control the company's promotional offers settings

Section	Field	Value	Action
Company	Company name	Larry's Landscaping & Garden Supply	
	Company logo		
	Legal name	Larry's Landscaping	
	EIN	45-3456789	
Advanced	Company type	Sole proprietor (Form 1040)	Edit
	Industry	-	
Contact info	Company email	valerie_heckman@intuit.com	Edit
	Company phone	-	
	Website	-	
Address	Company address	1045 Main Street, Bayshore, CA 94326	Edit
	Customer-facing address	Same as company address	
	Legal address	2534 Briar Trail, Schaumburg, IL 60173	
Communications with Intuit	Receive promotional offers		Edit

Address

Company address

1045 Main Street

Bayshore CA

94326

Customer-facing address
Address where customers contact you or send payments. Shown on sales forms.

Same as company address

Legal address
Used for filing taxes.

Same as company address

2534 Briar Trail

Schaumburg IL

60173

Cancel Save

Billing & Subscription

The Billing & Subscription tab includes the Company ID along with:

- **QuickBooks** - Subscription information including subscription status, plan details (subscription level and payment frequency); next charge date, payment method and a link to view your payment history
- **Payroll** - Subscription information including subscription status, plan details, next charge, payment method and past payments
- **Payments** - Where you view the QuickBooks Payments subscription status and information. You can apply for a new account or connect an existing QuickBooks Payments subscription. Once you've signed up, you manage your payments settings in the Payments tab.
- **Checks** - A link to order checks and supplies

The screenshot displays the 'Account and Settings' window with the 'Billing & Subscription' tab selected. The 'Company' section at the top shows 'Company ID: 1323 2828 95'. The main content area is divided into four sections: QuickBooks, Payroll, Payments, and Checks. Each section provides subscription status, plan details, next charge date, payment method, and links for further actions.

Section	Subscription Status	Plan Details	Next Charge	Payment Method	Past Payments
QuickBooks	Subscribed Cancel	QuickBooks Plus \$39.99/month Switch to annual billing	May 26, 2042	View payment history Edit	View payment history
Payroll	Subscribed Cancel	Enhanced Payroll \$39.00 \$19.50/month + \$2.00 per employee/month see billing terms	January 11, 2020	View payment history Edit	View payment history
Payments	Not subscribed Apply now Connect an existing QuickBooks Payments account	Let your customers pay you online, instantly from invoices			
Checks	Checks and supplies	Order now			

A green 'Done' button is located at the bottom right of the window.

Sales Settings

The sales settings define the look and feel of your sales forms - which fields are included on them and delivery options. There are seven categories in the sales settings tab.

Account and Settings		
Company		
Billing & Subscription	Customize	Customize the way forms look to your customers Customize look and feel
Sales	Sales form content	Preferred invoice terms: Net 30 Preferred delivery method: Print later Shipping: On Custom fields: On Custom transaction numbers: On Service date: Off Discount: On Deposit: On
Expenses	Products and services	Show Product/Service column on sales forms: On Show SKU column: On Track quantity and price/rate: On Track inventory quantity on hand: On
Payments	Messages	Default email message sent with sales forms Default message shown on sales forms
Advanced	Reminders	Default email message sent with reminders
	Online delivery	Email options for sales forms
	Statements	Show aging table at bottom of statement: On

Privacy | Security | Terms of Service

Customize

Click the button in the Customize section to customize look and feel of sales forms. This customization applies to invoices, estimates and sales receipts.

Click the **New Style** drop-down to create a new custom style for an invoice, estimate or sales receipt. If you have existing styles, you can modify them by selecting the **Edit** action on the appropriate row.

The edit style screen is divided into four tabs across the top: Design, Content, Emails and Payments.

- **Design** - The design section is where you set up the look of the form. You can choose from five pre-designed options. You can use the template as-is or further customize it. Give your style a name, upload a logo and specify the color theme and font for this style.

Create invoices that turn heads and open wallets

Design Content Emails Payments

Everything saves automatically.

My Invoice

Airy Modern Fresh Bold Friendly

Make logo edits

Try other colors

Select a different font

When in doubt, print it out

Larry's Landscaping & Garden Supply
155 Main Street
Rayohave
CA - 94305
vaave_bee@gsat.com

INVOICE

BILL TO
Smith Co.
173 Main Street
City
CA 12345

SHIP TO
Jane Smith
2567 Main Drive
Town
CA 12345

INVOICE# 12345
DATE 01/02/2018

SHIP DATE 01/03/2015 SHIP VIA FedEx TRACKING NO. 12345678 STYLIST CUSTOM-1 REP CUSTOM-2

ACTIVITY	AMOUNT
Item Name Description of the item	450
Item Name Description of the item	225

SUBTOTAL	475.00
DISCOUNT 2%	-12.50
TOTAL TAX	98.50
SHIPPING	3.50
DEPOSIT	10.00
TOTAL	566.50
BALANCE DUE	\$665.00

Preview PDF Done

- **Content** - Customize the content included on the form, including the header fields, table (body of the form) and the footer. Click on the **Content** tab at the top, then click on each section of the form preview on the right to edit that section.
- **Header** - Specify the information and fields that will appear in the header of the form, such as company info and customer info. You can also change the form name that appears at the top of the form. An example would be if you wanted to call an estimate a proposal instead.

Create invoices that turn heads and open wallets

Design **Content** Emails Payments

Everything saves automatically.

Header → **Click on each section of the form to edit the content**

Business name
 Larry's Landscaping & Garden Supply

Phone
 Phone No.

Email
 valerie_heckman@intuit.com

+ Website
 + Address

Forms

Form names
 Invoice Invoice

Form numbers

Use custom transaction numbers

Display

Billing address

Shipping

Terms

Due date

Payment method

+ Custom field

Larry's Landscaping & Garden Supply
 1045 Main Street
 Bayshore
 CA 94028
 valerie_heckman@intuit.com

INVOICE

BILL TO
 Smith Co
 123 Main Street
 City
 CA 12345

SHIP TO
 John Smith
 20637 Palm Drive
 Town
 CA 12345

INVOICE# 12345
 DATE 01/12/2016

Please check to confirm and accept all your payment

SHIP DATE	SHIP VIA	TRACKING NO.	STYLIST	REP
01/03/2015	FedEx	12345678	CUSTOM-1	CUSTOM-2

ACTIVITY	AMOUNT
Item Name Description of the item	450
Item Name Description of the item	225

SUBTOTAL	475.00
DISCOUNT 2%	-13.50
TOTAL TAX	55.50
SHIPPING	3.50
DEPOSIT	-50.00
TOTAL	\$465.00
BALANCE DUE	\$465.00

Preview PDF Done

- Table** - The Table section lets you specify what columns you want to show and in what order on the activity detail section of the sales form. You can group activity by type or time period and subtotal these groups. You can collapse activity rows by combining rows that have the same rate and description and omit dates. There are also settings for billable time and expenses. Specify whether to show or hide the markup on billable expenses. When you invoice for time, you can specify whether to show or hide the employee name, hours and rate.

Create invoices that turn heads and open wallets

Design
Content
Emails
Payments

Table

Account Summary

Show on invoice

Activity table

COLUMN EDIT LABELS AND WIDTHS

- Date
- SKU
- Product/Service
 - Include description here
 - Category
- Description
 - Include quantity and rate
- Quantity
- Rate
- Amount

Hide activity options

Group activity by: Type

Subtotal groups

Collapse activity rows

Show markup on billable expenses

Show billable time

Include employee name

Include hours and rate

Show tax type indicators

Larry's Landscaping & Garden Supply
1041 East Street
San Jose, CA 95128
www.larryslandscaping.com

LARRY'S LANDSCAPING
1041 EAST STREET
SAN JOSE, CA 95128

INVOICE

BILL TO: John Smith 123 Main Street City, CA 12345	SHIP TO: John Smith 4567 Palm Circle Town, CA 12345
INVOICE DATE: 12/01/2016	

SHIP DATE	SHIP VIA	TRACKING NO.	ITEM #1	REP.
01/03/2016	FEDEX	12345678	CUSTOM.1	CUSTOM.2

ACTIVITY	AMOUNT
Item Name Description of the item	450
Item Name Description of the item	225

SUBTOTAL	475.00
DISCOUNT 2%	-9.50
TOTAL TAX	98.00
SHIPPING	3.00
GAPFEST	-60.00
TOTAL	506.50
BALANCE DUE	3665.00

Change the order of the columns by clicking on the grid icon and dragging it to the desired position

Group activity by type or time period and subtotal these groups

Preview PDF
Done

- **Footer** - You can add the discount and deposit fields to your forms and enter the default message and extra footer text to be displayed.

Create invoices that turn heads and open wallets

Design
Content
Emails
Payments

Everything saves automatically.

Footer

Display

Discount

Deposit

Message to customer on

Invoices ▼

Thank you for your business and have a great day!

8pt ▼

Footer text

Enter any other text you'd like in the footer


Enter any other text you'd like in the footer

8pt ▼

Centered ▼

Larry's Landscaping & Garden Supply

1245 Main Street
 Bayview
 City, 90201
 larrys_landscaping@gmail.com



INVOICE

BILL TO Smith Co., 123 Main Street City, CA 90201	SHIP TO John Smith, 2007 Palm Drive Town, CA 92042	INVOICE# 1234 DATE 01/10/2018
---	--	--

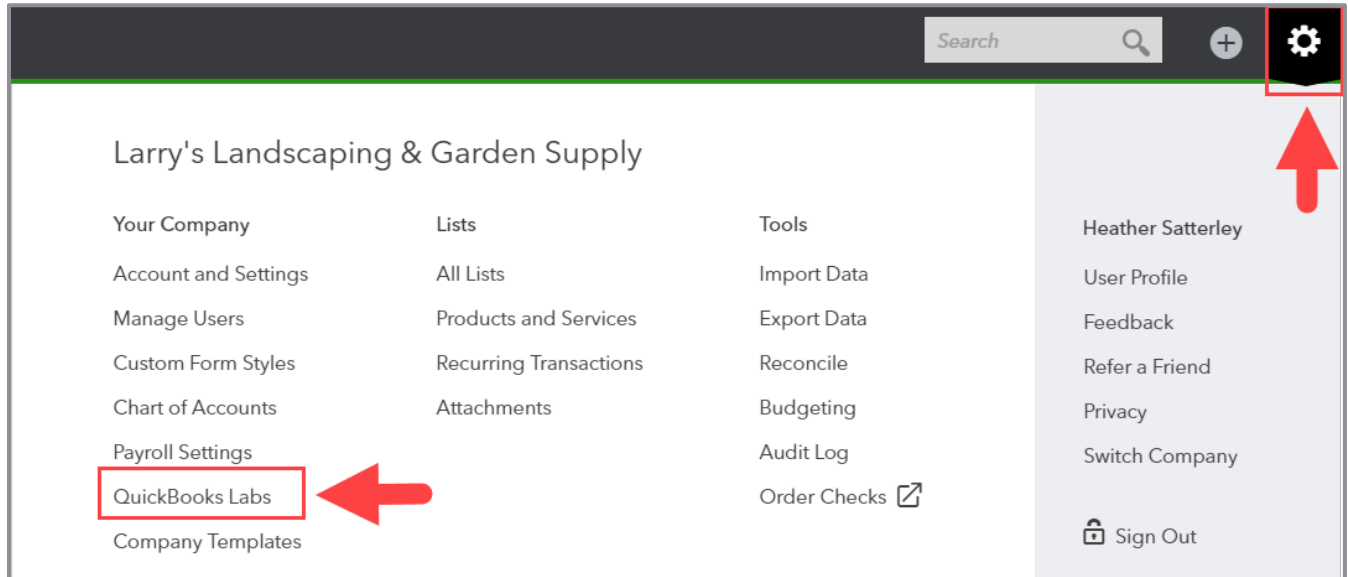
SHIP DATE	SHIP VIA	TRACKING NO.	STYLIST	REP
01/03/2018	FedEx	12345678	CUSTOM-1	CUSTOM-2

ACTIVITY	AMOUNT
Item Name Description of the item	400
Item Name Description of the item	200

	SUBTOTAL 475.00 DISCOUNT 2% 13.50 TOTAL TAX 58.50 SHIPPING 3.50 DEPOSIT 10.00 TOTAL \$660.00 BALANCE DUE \$665.00
--	---

Preview PDF
Done

What if a business already has a design for their sales forms and they want to use that style in QuickBooks Online? You can try to import it. Importing sales form styles is a new option available in QuickBooks Labs.





Step-by-Step: Import Sales Form Styles

1. To access the Lab, navigate to the **gear** icon and select **QuickBooks Labs**.
2. Look for the plug-in called **Import Style** and turn it on.
3. Click **Done**. One day you may not have to go to the Lab to turn it on; it may just become part of the standard sales settings.

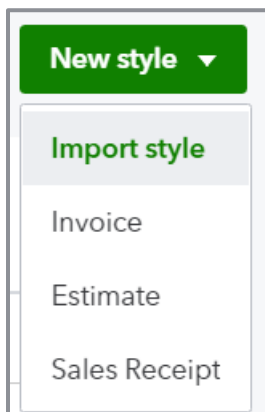
The screenshot shows the 'QuickBooks Labs' window with three sections:

- Import Style**: A toggle switch is turned **ON**. The text reads: "Now you can spice up your brand with your own invoice design. Import your .docx file from Word, tell us which fields to replace, and voila! Your brand is yours again." Below the text are links for [Learn more](#), [See demo](#), and [Give feedback](#). A red box highlights this section.
- Redesigned Reports**: A toggle switch is turned **OFF**. The text reads: "We're revamping our reports for a professional look and easy-to-use customization. Find them in the Redesigned Reports tab on the Reports page. Be sure to check the tab often for the latest new reports." Below the text are links for [Learn more](#), [See demo](#), and [Give feedback](#).
- Company Templates for Accountants**: A toggle switch is turned **OFF**. The text reads: "Save time when setting up new companies with Templates! Want to use the settings from one company in a new company? Now you can, with templates. Save settings from any existing company to create a template. Just apply the template the next time you create a new company. Templates store these basic components: the Chart of Accounts, Products and Services, and Company Settings." Below the text are links for [Learn more](#), [See demo](#), and [Give feedback](#).

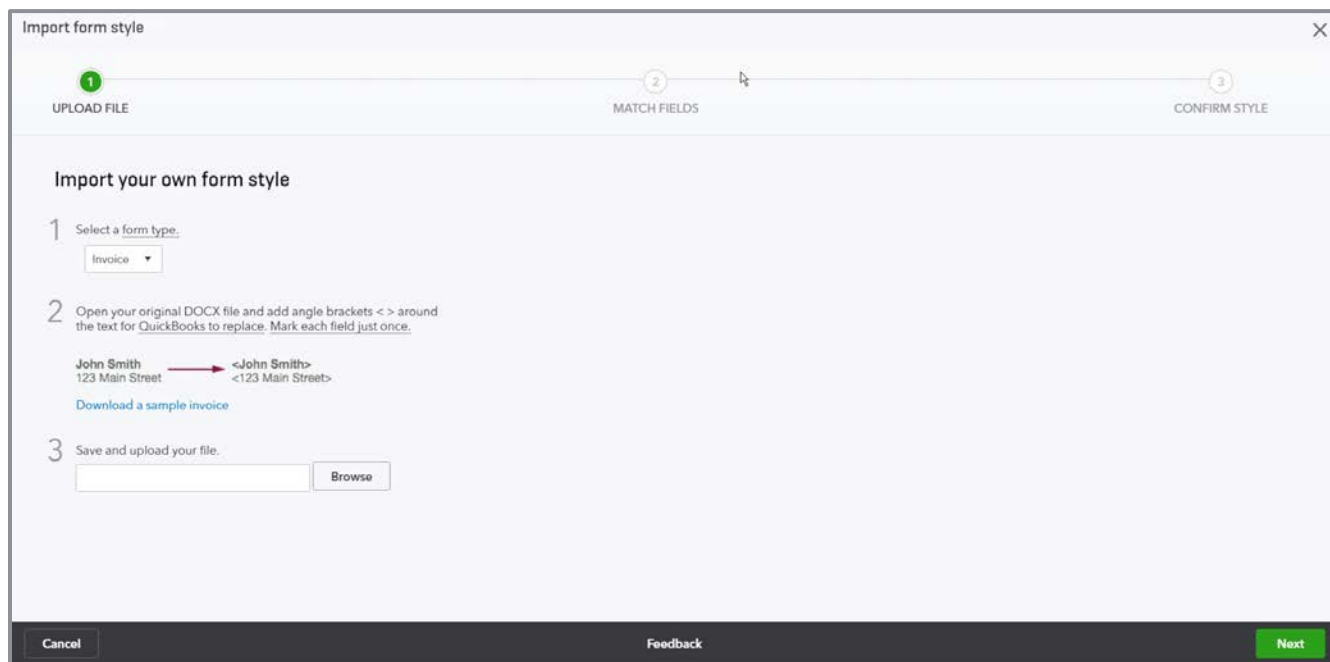
A **Done** button is located at the bottom right of the window.

4. Once the Lab is turned on, go to the gear icon and click **Custom Form Styles** to go to the screen to customize your sales forms (which can also be accessed from the **Company Settings** → **Sales** → **Customize look and feel** button).

- Click the **down arrow** next to the New style button to find the Import style option.



- On the Import form style wizard, select the type of form you want to import (currently only invoice sales forms are available for import).

A screenshot of a web-based wizard titled 'Import form style'. At the top, there are three steps: '1 UPLOAD FILE', '2 MATCH FIELDS', and '3 CONFIRM STYLE'. The first step is active. Below the title, the heading 'Import your own form style' is followed by three numbered instructions: 1. 'Select a form type.' with a dropdown menu showing 'Invoice'. 2. 'Open your original DOCX file and add angle brackets < > around the text for QuickBooks to replace. Mark each field just once.' with an example: 'John Smith' and '123 Main Street' being replaced by '<John Smith>' and '<123 Main Street>'. A red arrow points from the original text to the bracketed version. Below this is a link 'Download a sample invoice'. 3. 'Save and upload your file.' with a text input field and a 'Browse' button. At the bottom, there are three buttons: 'Cancel', 'Feedback', and 'Next'.

- Follow the on-screen instructions to set up your template properly in Microsoft Word® with angle brackets for each field then save it.
- Upload your template then click **Next**.

9. Map the fields on your template to QuickBooks fields and click **Next**.

Map your fields to Quickbooks fields.

YOUR FIELD	QUICKBOOKS FIELD
1 BillingAddress	Billing address
2 ShippingAddress	Shipping address
3 InvoiceNo	Invoice Number
4 Terms	Terms
5 Date	Invoice Date
6 DueDate	Due Date/Expiry Date
7 ShipDate	Ship date
8 ShipVia	Delivery/Ship via infone
9 Tracking No	Tracking number

Buttons: Back, Feedback, Next

10. Review the results and save your newly imported invoice style.

CONFIRM STYLE

INVOICE TO: Hilltop Dry Goods, Inc., 123 Main Street, City, CA 12345

SHIP TO: John Smith, 20637 Lincoln Drive, Neighbor Town, CA 12345

INVOICE NO.: 12345

TERMS: DATE 03/01/2015, DUE DATE

SHIP DATE: 08/19/2013, SHIP VIA: FEDEX, TRACKING NO.: 12345678, PMT METHOD

CUSTOMER NAME: (customer's name), CUSTOM 1: CUSTOM-1, CUSTOM 2: CUSTOM-2, CUSTOM 3

DATE	ACCOUNT SUMMARY	AMOUNT	
02/10/2015	Product name Description of the product	2 225.00 0	450.00
02/10/2015	Service name Description of the service	1 225.00 0	225.00
	SUBTOTAL	675.00	
	DISCOUNT	-13.50	
	TAX	55.69	
	SHIPPING	3.50	

Buttons: Back, Feedback, Save

Sales Form Content

The Sales form content section is where you set the default information that will appear on your sales forms and choose the fields that will be displayed. Settings include:

- **Preferred invoice terms** - Default terms that will appear on the invoice
- **Preferred delivery method** - Default delivery method
- **Shipping** - This adds a shipping field to your forms. When you enable this field, you'll need to select the income account that should be used when the field is used in the Advanced settings tab.
- **Custom fields** (up to three) - The Internal indicator shows the field to you on-screen; the Public indicator prints the field on your sales form
- **Custom transaction numbers** - Lets you use your own numbering system. If you leave the reference number field blank on the sales form, QuickBooks will automatically assign one.
- **Service date** - Lets you track the date a service was performed separate from the invoice date. The service date is available on sales forms on every line in the Item grid. It is not related to the period the sales transaction will be posted to the general ledger. It is a descriptive component of each charge on a sales form.
- **Discount** - Add a discount field to sales forms to apply a discount to the entire sale. When you enable this field, you'll need to select the income account that should be used when the field is used in the Advanced settings tab.

- **Deposit** – Add a deposit field to invoices to subtract a customer deposit from the invoice total to calculate a balance due. When you enable this field, you'll need to select the income account that should be used when the field is used in the Advanced settings tab.

Products and Services

- Add the Product/Service column so you can choose from this list on sales forms (this training assumes this setting is active)
- Add the quantity and rate columns on sales forms so you can track this information and help calculate the charge
- Track quantity on hand to manage the available inventory in stock for each product you sell and its related inventory cost (this inventory tracking feature is only available in QuickBooks Online Plus)

Products and services	<input checked="" type="checkbox"/>	Show Product/Service column on sales forms ?	On
	<input type="checkbox"/>	Show SKU column ?	Off
	<input checked="" type="checkbox"/>	Track quantity and price/rate ?	On
	<input checked="" type="checkbox"/>	Track inventory quantity on hand ?	On
		Cancel	<input type="button" value="Save"/>

Messages Settings

- Customize the default email message sent with sales forms; you can create a different email message for each type of sales form
- Set a default Copy (Cc) and Blind Copy (Bcc) on new invoices to one or more email addresses that you define
- Define the default message shown on sales forms

Messages

Default email message sent with sales forms

Use greeting Dear [Full Name]

Sales form ?

Invoice Use standard message

Subject

Invoice [Invoice No.] from Rock Castle

Email message

Here's your invoice! We appreciate your prompt payment.

Thanks for your business!

Rock Castle

Email me a copy at morris@pacbell.net

Copy (Cc) new invoices to address

Cc (Separate multiple emails with a comma)

Blind Copy (Bcc) new invoices to address

Bcc (Separate multiple emails with a comma)

Default message shown on sales forms

Sales form

Estimate ?

Default message to customers on sales forms, up to 1,000 characters.

Cancel Save

Reminders

- Customize the default email message sent with reminders to customers
- Designate the placeholder (either Invoice number or company name)
- Send a copy of the reminder to your company email

Reminders

Default email message sent with reminders

Use greeting Dear [Full Name]

Use standard message **Insert placeholder**

Subject
Reminder: Invoice [Invoice No] **Company Name**

Email message

Just a reminder that we have not received a payment for this invoice yet. Let us know if you have questions.

Thanks for your business!
Rock Castle

Email me a copy at morris@pacbell.net

Cancel **Save**

Online Delivery

- **Specify the email option for invoices, sales receipts and estimates** - Whether to attach the sales forms as a PDF, and whether to show sales form summary or details in the body of the email
- **Set the email options for invoices specifically** - Choose between online invoicing, HTML and plain text. We'll learn more about how online invoices work in Module 4 of this training. If you select Online invoice, consider unchecking the box beneath it (Attach sales form as pdf) if you want to encourage customers to click the link in the email. Doing so will track the time/date stamp they opened the invoice, thereby confirming they received the invoice.

Online delivery

Email options for sales forms

Attach sales form as pdf

Show sales form summary in email

Show sales form details in email

Email options for invoices

Online invoice ▾

Online invoice

HTML email

Plain text email

Save

Statements

Configure customer statement preferences on whether to list each transaction as a single line or include all detail lines and whether to show the aging table at the bottom of statements.

Expenses Settings

Account and Settings			
Company	Bills and expenses	Show Items table on expense and purchase forms	On
Billing & Subscription		Track expenses and items by customer	On
		Make expenses and items billable	On
Sales		Default bill payment terms	Net 10
Expenses	Purchase orders	Use purchase orders	On
		Copy estimates to purchase orders	Off
Payments			
Advanced	Messages	Default email message sent with purchase orders	

You can change how QuickBooks Online manages your expenses in the Expenses tab of the Settings menu. Settings include:

Bills and Expenses

- **Show items table on expense and purchase forms** (only available in QuickBooks Online Plus) - Enable this setting if you want to track purchases of products and services from your vendors
- **Track expenses and items by customer** - This turns on the customer field in expense transactions such as checks, expenses and bills. This feature must be enabled to assign expenses by customer and create a Profit & Loss by Customer report.
- **Make expenses and items billable** (Plus only) - This must be enabled to add billable expenses to invoices
 - Specify default markup rate for billable expenses
 - Define how to track billable expenses, either as income or offsetting the expense account balance
 - Choose whether you want billable expense income posted to a single account or multiple accounts
 - Choose whether to charge sales tax on billable expenses
- **Set default bill payment terms**

Bills and expenses

- Show Items table on expense and purchase forms ⓘ On
- Track expenses and items by customer ⓘ On
- Make expenses and items billable ⓘ On
- Markup with a default rate of % ⓘ
- Track billable expenses and items as income ⓘ
- Charge sales tax ⓘ

Default bill payment terms ▼

Cancel

Purchase Orders (Plus only)

- Turn on or off the purchase orders functionality in QuickBooks Online (this feature is only available in QuickBooks Online Plus)
- Add custom fields to purchase orders, activate custom transaction numbers and create a default message for your purchase orders
- Copy estimates to purchase orders saves you time by prefilling a purchase order form with the information entered on the estimate

The screenshot shows the 'Purchase orders' settings panel in QuickBooks Online. The panel is light blue and contains the following options:

- Purchase orders**: Use purchase orders ? **On**
- Custom fields** ? **Off**
 - [Empty text box]
 - [Empty text box]
 - [Empty text box]
- Custom transaction numbers ? **On**
- Default message on purchase orders**
 -
- Copy estimates to purchase orders ? **Off**

At the bottom of the panel are two buttons: **Cancel** and **Save** (the 'Save' button is green).

Messages

- Define the default email message sent with purchase orders

Messages

Default email message sent with purchase orders

Use greeting Dear ▾ [Full Name] ▾

Use standard message

Subject

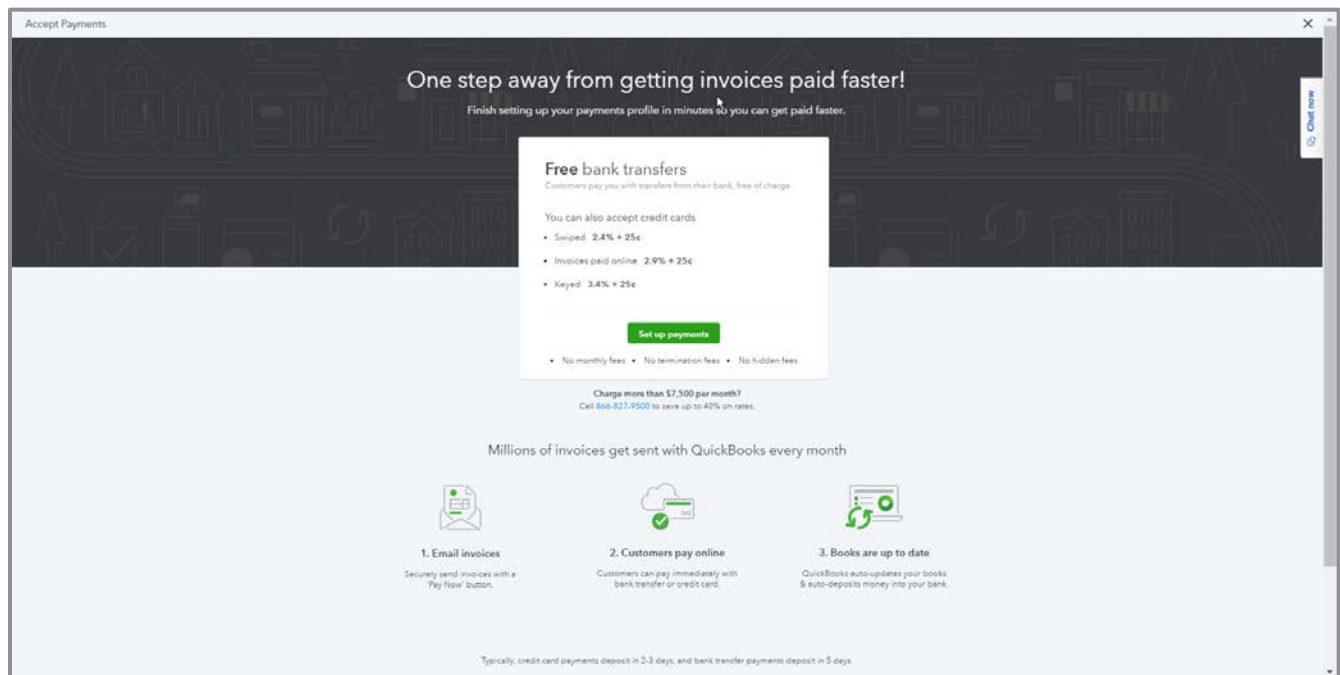
Email message

Email me a copy at morris@pacbell.net

Cancel Save

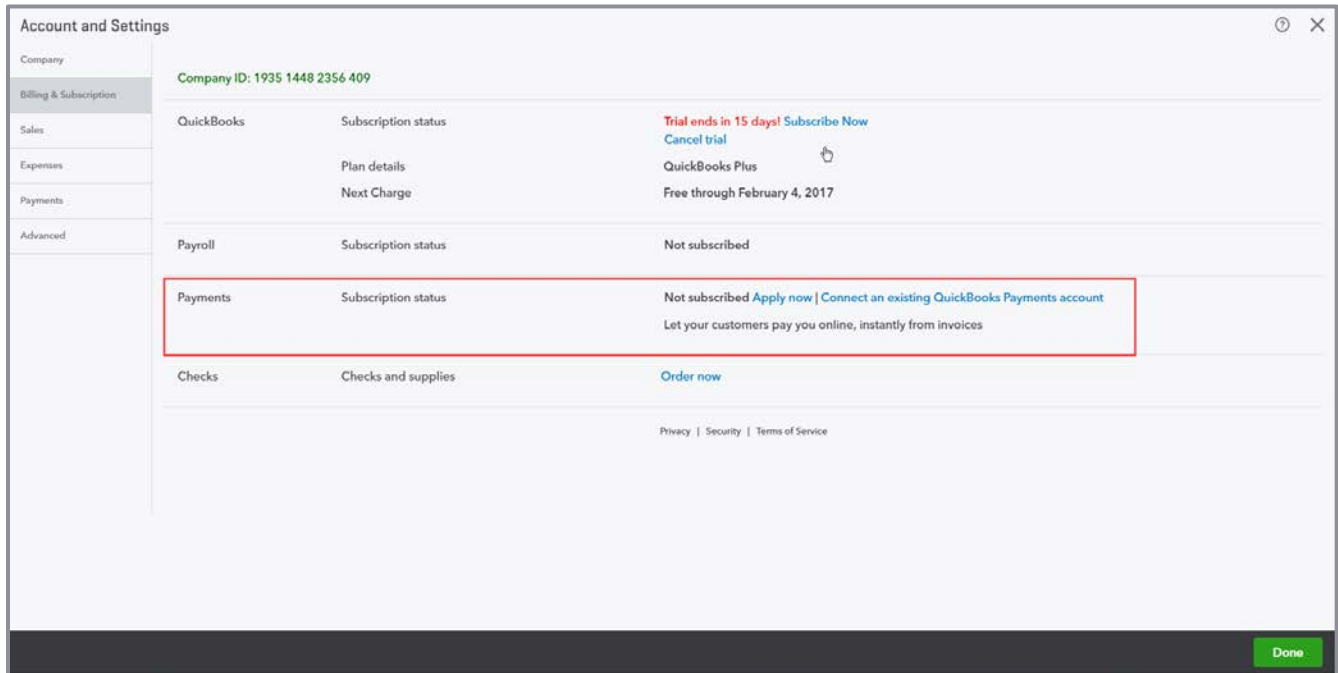
Payments Settings

QuickBooks Payments is the merchant service solution that powers QuickBooks Online.



- It processes credit card payments directly from the QuickBooks Online Sales Receipt and Receive Payments screens (use a card reader to do this using the mobile app)
- It processes credit card and bank account payments for customers who click to pay their QuickBooks Online invoices
- Funds move electronically directly from the customer to the merchant's bank account (typically, credit card payments deposit to the merchant's bank account within two to three days and bank transfer deposits in five days)
- The bank deposit and merchant service fees are automatically recorded in QuickBooks Online by the QuickBooks Payment reconciliation feature
- No other merchant service can do this

To sign up for QuickBooks Payments or connect an existing account, from the gear icon navigate to **Account and Settings** then click **Billing and Subscriptions** on the left menu. If the company has never applied for a QuickBooks Payments merchant services account, click **Apply now**.



Complete the requested company and owner information, including Social Security number and date of birth, then submit the application. This process is required so Intuit can validate the owner's identity and move money on their behalf. Once the QuickBooks Payment application is accepted, your merchant ID number will be created and you will receive an email with all the account details.

If the company already has a QuickBooks Payments account (also known as GoPayment or QuickBooks Merchant Services or Intuit Merchant Services), you can connect the existing merchant services account to your QuickBooks Online company by clicking **Connect to an existing QuickBooks Payments account**.



TIP: Best results occur when the person connecting QuickBooks Online to QuickBooks Payments is the master admin of the QuickBooks Online company and the merchant account. If you have trouble with this step, contact the QuickBooks Payments support staff to map the services together on the back end. If the applicant expects to process more than \$7,500 per month using QuickBooks Payments, call 866-827-9500 for special pricing.

NOTE: If you had an existing QuickBooks merchant service account you were using with QuickBooks Desktop before converting to QuickBooks Online, and you were using the recurring payments feature for any of your customers, you need to log into your [merchant services online account](#) and turn off each recurring payment to avoid double-charging your customers. Remember to set up new recurring transactions in QuickBooks Online once your payments account is active.

The screenshot shows the Intuit QuickBooks Payments dashboard. At the top, there is a navigation bar with links for Home, Processing Tools, Activity & Reports, Account, and Support. Below the navigation bar, the dashboard is divided into several sections:

- Activity & Reports:** Includes links for Transactions, Deposits, Fees, Chargebacks, All Statements, Form 1099-K, and Sales Tax.
- Account Self-Service:** Includes links for Edit Business Info, Deposit Bank Account or Contact Info, Manage Mobile Users, Order Card Reader, Raise my Processing Limit, Manage User Access, Change Email Alerts, Change Username or Password, Add an Account, Manage Hosted PayPage, and Manage PCI Service.
- Message Center:** Includes links for Form 1099-K FAQs and Download Instructions.
- Need help quick?:** Includes links for Getting Started, Top Answers, and Tutorials.
- Recurring Payments:** Includes links for Create a Recurring Payment and **Manage Recurring Payments** (highlighted with a red box and a red arrow).
- Processing Tools:** Includes links for Credit Card transactions and Check transactions.

At the bottom of the dashboard, there is a copyright notice: © 2017 Intuit Inc., All Rights Reserved. Legal Notices | Privacy Statement.

Once you've received notification your application for a new merchant account has been approved or you've connected an existing merchant account number, your next step is to verify your merchant ID number is linked to QuickBooks. Navigate to the **gear icon** → **Account and Settings** → **Payments** screen to view the account number and review your settings. The service will be available for use within 24 hours for both credit card and bank account payment processing.

Once a new or existing QuickBooks Payments account is connected to QuickBooks Online, you can review your Payments settings.



Step-by-Step: Review Payments Settings

1. From the **gear** menu, click on **Account and Settings** → **Payments**. Click the **Manage account** button to launch the Merchant Center. This is where you change the bank account information that funds are deposited to, and where you find details about transactions processed using QuickBooks Payments.
2. In the Recording Accounts section, specify the bank account you would like deposits recorded to and what expense account to record associated fees to.

Merchant details

Your Merchant ID:

Change bank deposit account **Manage account**

Run deposit reports

See transaction details

Recording Accounts

Where should we record Payments deposits?

Where should we record Payments fees?

Cancel **Save**

Advanced Settings

The Advanced settings tab includes the following settings:

Accounting

- First month of fiscal year
- First month of income tax year
- Accounting method - set the default accounting method that will be used on reports
- Close the books (set a closing date and optional password)

Account and Settings

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

Accounting

First month of fiscal year [?] January

First month of income tax year Same as fiscal year

Accounting method [?] Accrual

Close the books [?] 12/31/2015

Closing date
12/31/2015

Allow changes after viewing a warning [?]

Cancel Save

Company Type

- Select the appropriate type for your company

Company type

Tax form [?] Sole proprietor (Form 1040)

Cancel Save

Chart of accounts

Enable account numbers

Shipping account

Discount account

Billable expense income account

Sole proprietor (Form 1040)

Partnership or limited liability company (Form 1065)

Small business corporation, two or more owners (Form 1120S)

Corporation, one or more shareholders (Form 1120)

Nonprofit organization (Form 990)

Limited liability

Not sure/Other/None

Chart of Accounts

- Enable account numbers
- Set default accounts for shipping, discount and the billable expense income account (if those features are enabled in the Sales settings)

Chart of accounts

Enable account numbers ? On

Show account numbers ?

Shipping account ? Shipping Income ▼

Discount account ? Discounts given ▼

Billable expense income account ? Billable Expense Incom ▼

Cancel Save

Categories

- **Track classes** - You can track by class and choose whether to display a warning when a transaction is saved without a class assigned to it You can choose whether a class should be assigned to the entire transaction or to each row in a transaction.

Categories

Track classes ? On

Warn me when a transaction isn't assigned a class

Assign classes

One to each row in transaction ▼

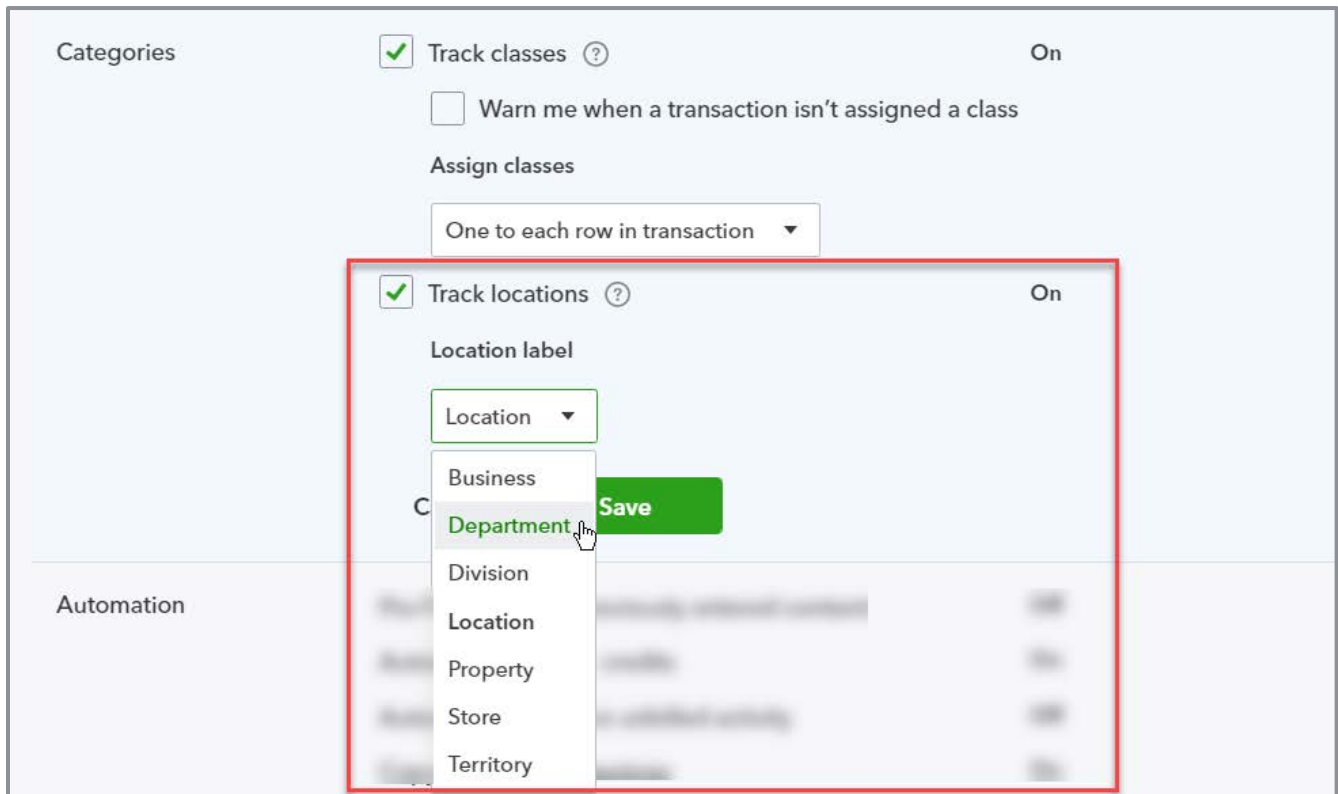
One to entire transaction On

One to each row in transaction On ▶

Location ▼

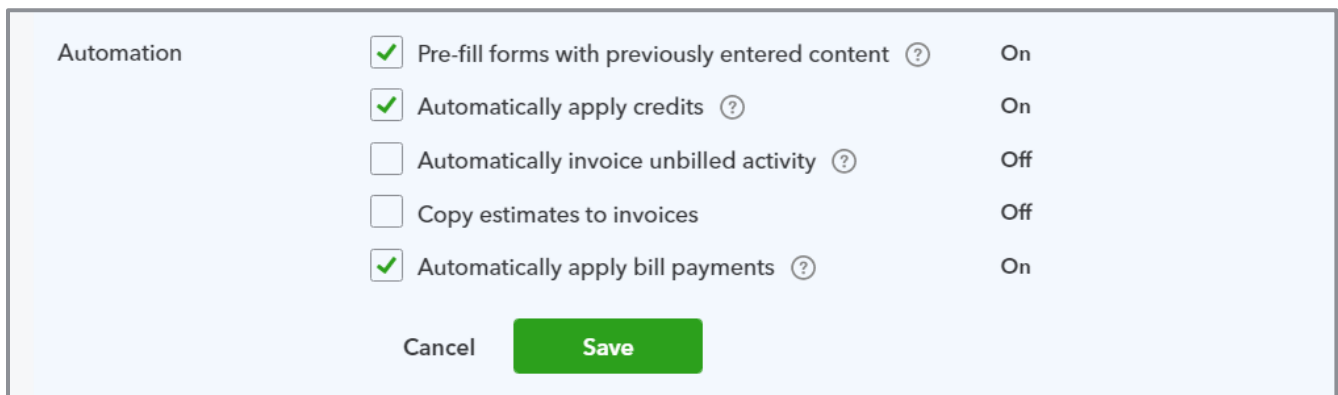
Cancel Save

- **Track locations** - You can also track by location and choose from seven label options. Locations are assigned to the entire transaction only.



Automation

- Pre-fill forms with previously entered content
- Automatically apply credits to open Invoices



- **Automatically invoice unbilled activity** - This feature will automatically create invoices for customers who have unbilled time, delayed charges or credits, or billable expenses. Choose to automatically create invoices with or without a notification, or create a reminder only. Set the schedule to invoice the activity.

The screenshot shows the 'Automation' settings panel. The following options are visible:

- Pre-fill forms with previously entered content ? Off
- Automatically apply credits ? Off
- Automatically invoice unbilled activity** ? On
 - Automatically create invoices and don't notify me
 - Schedule: Monthly on day 1st of every 1 months(s)
- Copy estimates to invoices Off
- Automatically apply bill payments ? Off

Buttons: Cancel, Save

- Copy estimates to invoices must be enabled to copy the estimate details onto the invoice
- Choose whether to copy pending and accepted estimates or accepted estimates only

The screenshot shows the 'Automation' settings panel. The following options are visible:

- Pre-fill forms with previously entered content ? Off
- Automatically apply credits ? Off
- Automatically invoice unbilled activity ? Off
- Copy estimates to invoices** On
 - Copy accepted estimates only
 - Copy accepted estimates only
 - Copy pending and accepted estimates
- Automatically apply bill payments ? Off

Buttons: Cancel, Save

- Automatically apply bill payments to open bills

Time Tracking (Plus only)

- Add Service field to timesheets
- Make Single-Time Activity Billable to Customer
- Show billing rate to users entering time
- Select the first day of work week for the Timesheet screen

Time tracking

Add Service field to timesheets ? **On**

Make Single-Time Activity Billable to Customer ? **On**

Show billing rate to users entering time ?

First day of work week

Monday ▼

Cancel **Save**

Currency

- Multicurrency is available in Essentials and Plus subscriptions only. You can choose your home currency when you enable it, but this can't be changed later. Keep in mind that once you enable Multicurrency you can't turn it off.

Currency

Home Currency **USD - United States Dollar**

Multicurrency ? **Off**

Multicurrency may be right for you if you have financial transactions in more than one currency.
[Need help deciding about multicurrency?](#)

Once you turn on Multicurrency:

- You can't turn it off
- You can't change your home currency
- Extra fields, columns and more are added to QuickBooks

I understand I can't undo Multicurrency

Cancel **Save**

Other Preferences

- Choose your date and number formats
- Select a customer label from the seven choices in the drop-down menu
- Warn if duplicate transaction numbers are used
- Select the duration before the user is logged out of QuickBooks Online (one to three hours)

Other preferences

Date format: MM/dd/yyyy

Number format: 123,456.00

Customer label: Customers

Warn if duplicate check number is used

Warn if duplicate bill number is used

Sign me out if inactive for

Cancel Save

Customers

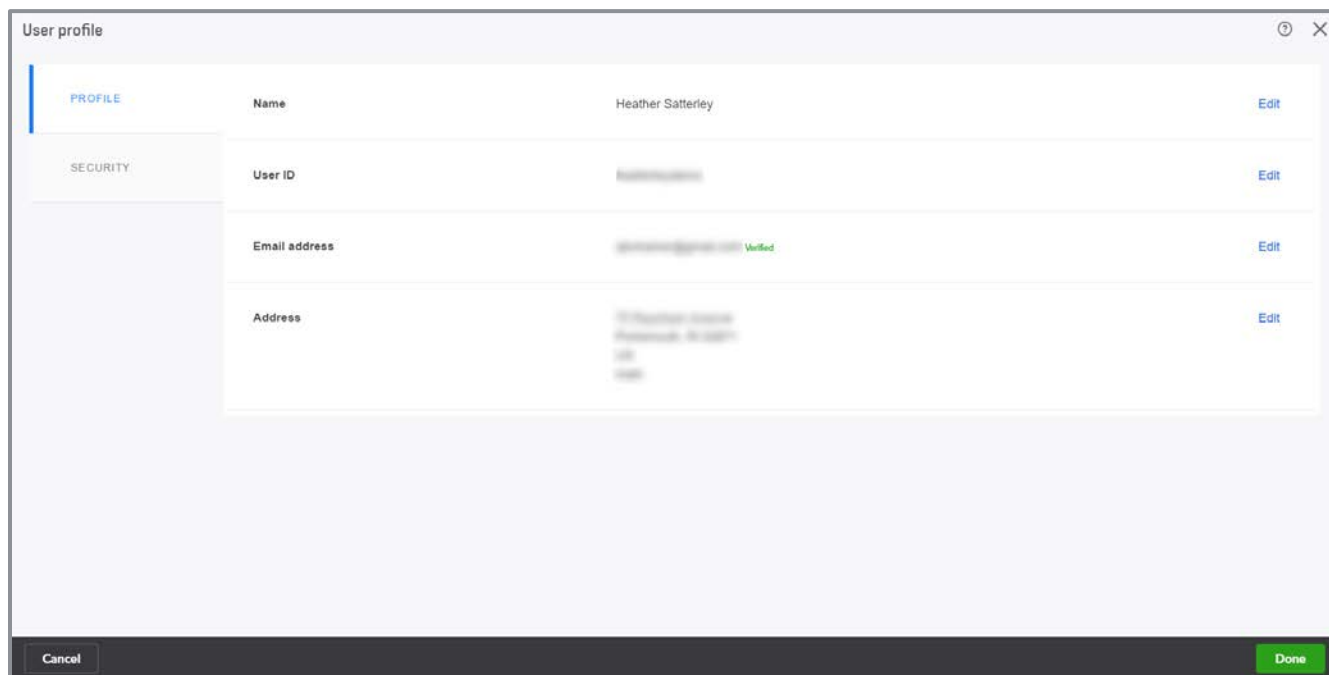
- Clients
- Customers
- Donors
- Guests
- Members
- Patients
- Tenants

Privacy | Security | Terms of Service

USER PROFILE

The User Profile screen is reached from the gear icon and is where you can view or edit:

- **Profile** - The user's name, user ID, email address and address
- **Security**
 - Change your password and enable the two-step verification option
 - Change your phone number - This is the number where verification codes will be sent
 - View your access history - This helps identify unauthorized access to your account



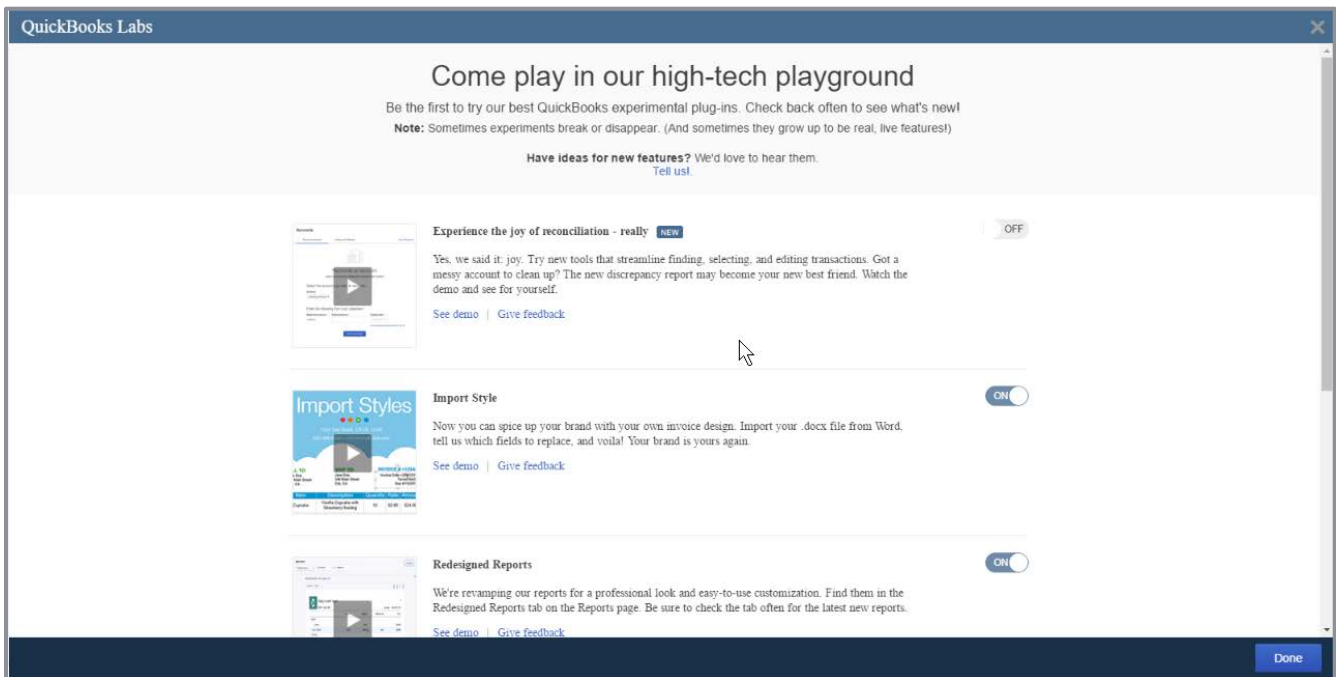
The screenshot shows a 'User profile' window with a sidebar on the left containing 'PROFILE' and 'SECURITY' tabs. The main content area displays a list of user information with 'Edit' buttons for each field.

Field	Value	Action
Name	Heather Satterley	Edit
User ID	[Redacted]	Edit
Email address	[Redacted] Verified	Edit
Address	[Redacted]	Edit

At the bottom of the window, there are 'Cancel' and 'Done' buttons.

QUICKBOOKS LABS

QuickBooks Labs is where you can try out new tools and features in QuickBooks Online. Intuit launches plug-ins created by Intuit and third-party vendors from this menu, which is found in the gear icon menu under Company settings. Some of the current offerings in QuickBooks Labs are Import Style and Company Templates for Accountants. The great thing about QuickBooks Labs is you can try the feature then turn it off if it isn't for you. Sometimes these features are discontinued and other times they become permanent features in QuickBooks Online. It's a good idea to check into the lab frequently to see what's new.



COMPANY TEMPLATES

Company templates are created by other QuickBooks Online accountant users who have opted to share them with the public. You can also save templates of your own and choose not to share them with the community. Each template includes a Chart of Accounts, products and services list and its own unique default settings. This can be a time saver when you set up a new QuickBooks Online company. To view the accounts and settings of the template, click on its name.



Step-by-Step: Apply a Company Template

1. Click on the **gear** icon → **QuickBooks Labs**.
2. Click the button on the right to turn Company Templates for Accountants **On**. Click **Done**.

Company Templates for Accountants

Save time when setting up new companies with Templates! Want to use the settings from one company in a new company? Now you can, with templates. Save settings from any existing company to create a template. Just apply the template the next time you create a new company. Templates store these basic components: the Chart of Accounts, Products and Services, and Company Settings.

[See demo](#) | [Give feedback](#)

Report and Tool Defaults	Yes	No
Auto	None	None
Lastname	LASTNAME	LASTNAME
Books Not Closed		

3. Click on the **gear** icon → **Company Templates** (this will be a new option under Your Company).

4. Click the template name you would like to use and review the settings.

Company Templates BETA
[Share your feedback](#)

Public Templates | Your Templates

Public Templates
 These templates were created and shared by other QuickBooks accountants. You're free to apply them to any new company.

TEMPLATE NAME	DESCRIPTION	VIEWED BY	CREATED BY
Professional Services Te	For professional service companies, such as a Software De...	1019	Megan Bronson
CPA Firm template	Created automatically from CPA Firm template	901	bonnie@lszcpa.com
Property Management	Created by Gita Faust www.RealEstateAccounting.com	385	Gita Faust
Bookkeeping and Tax S	Created automatically from Altitude Financial Services LLC...	319	KARLA GELDMACHER
Restaurant Template	Created automatically Restaurant, Cateror, or Bar	268	DEBORAH DEFER
QBD sample nonprofit	Chart of Accounts and Item list from QB Desktop sample "...	231	Laura Redmond
Landscaping,LLC	Created automatically from Scorp Landscaping,LLC	215	Bonnie Mackey
Church	Church Template Sample	205	Dana Mitchell

5. Click **Apply** then **Continue** to save the settings to the company.

Templates

QBD sample nonprofit
 Chart of Accounts and Item list from QB Desktop sample "We Care Community Foundation"

Shared by Laura Redmond

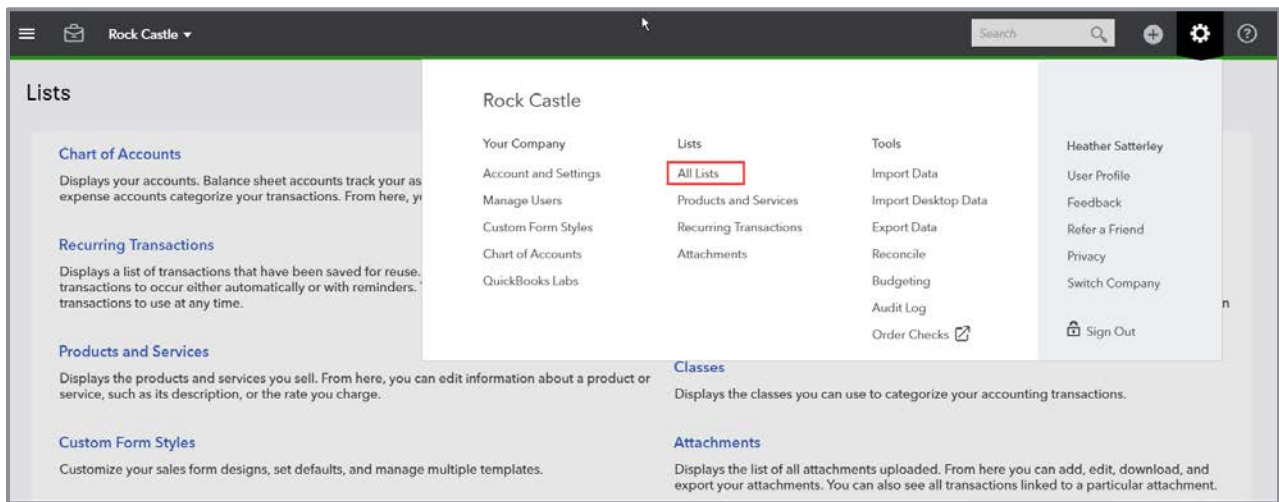
ACCOUNT	PRODUCT OR SERVICE	COMPANY SETTING
Accounts Payable	Bad debt expense	Accounting method: ACCRUAL
Accounts Receivable	Bank charges	Enable account numbers: OFF
Accrued expenses - other	Bd-designated quasi-endowment	Track classes: OFF
Accrued paid leave	Corporate grants	Track inventory quantity on hand: OFF
Accrued revenues	Deferred dues	Track locations: OFF
Accum deprec - furn,fix,equip	Discount 10%	Use purchase orders: OFF
Additions to reserves	Federal grants	
Assets released fr restrictions	Fin Chg	
Assets released fr restrictions - Satisfaction of use restric	Finance Charge	
Assets released fr restrictions - Time restriction satisfaction	Foundation & trust grants	
Business expenses	Hours	

Cancel Apply

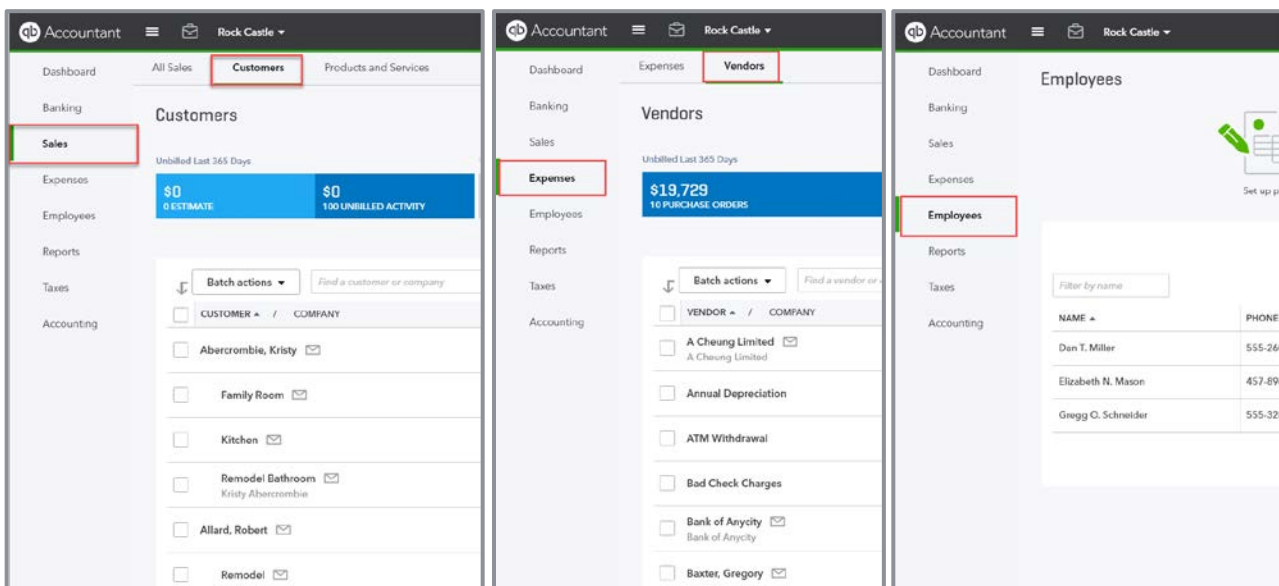
Topic 3: Set up and Modify Lists and Users

WORKING WITH LISTS

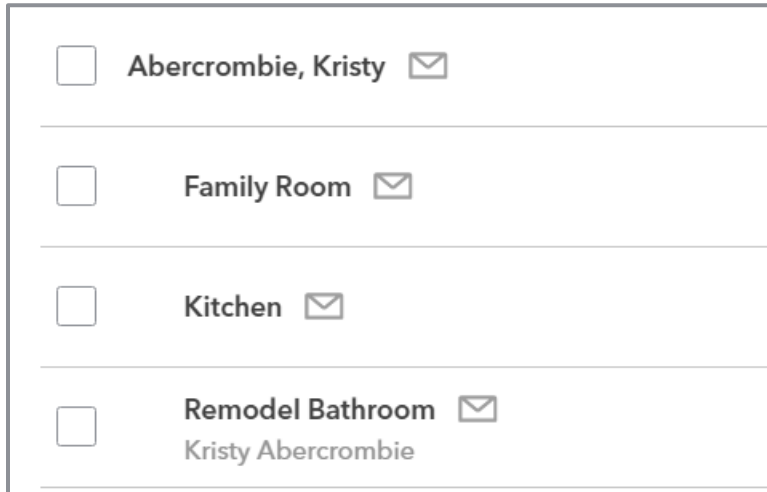
Lists in QuickBooks Online contain information used in the data entry screens. Most lists can be found from the **gear** menu → **All Lists**. To view a list, click on its name.



The Customers, Vendors and Employees lists can be found by clicking on the centers on the left navigation pane. From each center you can add, edit or inactivate list items.



You can also have sub-lists of items. For example, if you have a customer with multiple locations, you can have a parent customer – perhaps the corporate office – and sub-customers for each location you sell to. You can choose whether 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 and keep track of additional details.

▼ 60100 Automobile	
60110 Fuel	3,303.70
60120 Insurance	5,700.48
60130 Repairs and Maintenance	4,956.00
Total 60100 Automobile	13,960.18

CHART OF ACCOUNTS

Setting up the Chart of Accounts is key to useful and meaningful reporting. You can set up your Chart of Accounts manually or by importing it using the Import tool, which will be covered later in this module.



Step-by-Step: Set up the Chart of Accounts Manually

1. Decide if you will need account numbers; if so, turn them on in the **Advanced** tab in customer settings.
2. Open the Chart of Accounts by clicking on the **gear** icon.
3. Click **New** to open the Account window.

Account

Category Type
Expenses

*Detail Type
Advertising/Promotional
Auto
Bad Debts
Bank Charges
Charitable Contributions
Cost of Labor
Dues & subscriptions
Entertainment

Use Advertising/promotional to track money spent promoting your company.
You may want different accounts of this type to track different promotional efforts (Yellow Pages, newspaper, radio, flyers, events, and so on).
If the promotion effort is a meal, use Promotional meals instead.

*Name
Advertising/Promotional

Number
[]

Description
[]

Is sub-account
Enter parent account

Cancel Save and Close

- Choose the **Category Type**. This is your general account type, (i.e., bank, accounts receivable, liability, equity, income or expense).
- Choose the **Detail Type**.

Account

Category Type
Expenses

* Detail Type
Advertising/Promotional
Auto
Bad Debts
Bank Charges
Charitable Contributions
Cost of Labor
Dues & subscriptions
Entertainment

Use **Advertising/promotional** to track money spent promoting your company.

You may want different accounts of this type to track different promotional efforts (Yellow Pages, newspaper, radio, flyers, events, and so on).

* Name
Advertising/Promotional

Number

Description

Is sub-account

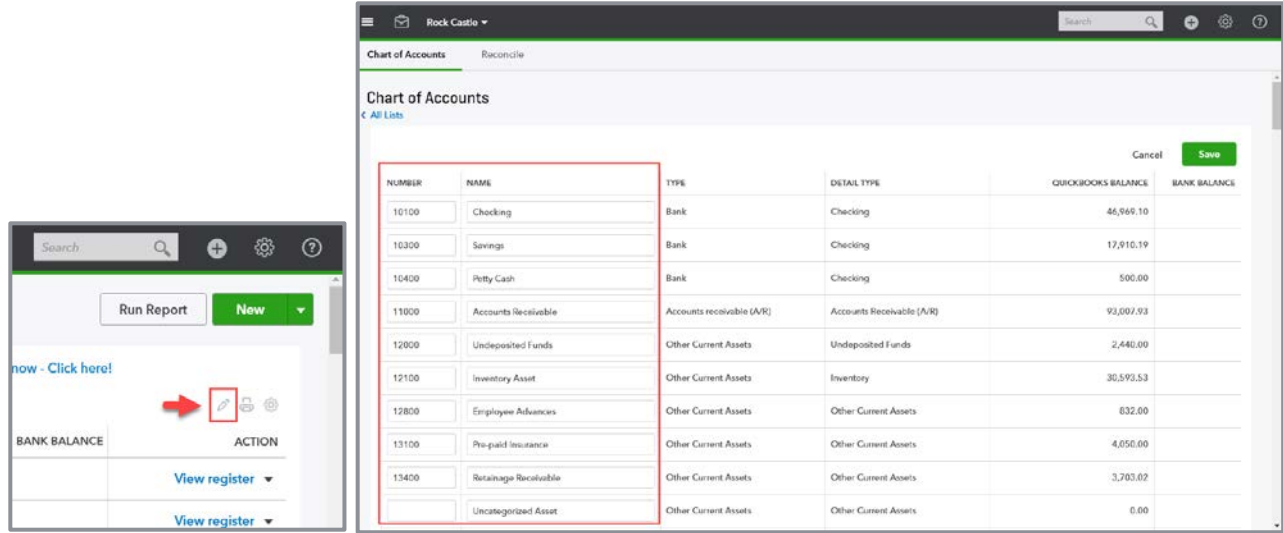
Enter parent account

Cancel Save and Close

- Enter the name, account number (if enabled) and description.
- If the item is a sub-account, check the box and choose the parent account from the drop-down.
- If creating a balance sheet account, the balance box should not be used. When you put an amount in this box the offsetting debit or credit is made to opening balance equity.
- Click **Save and Close** or **Save and New** to enter another account.



TIP: If you need to edit the numbers or names of your Chart of Accounts, click the **pencil** icon at the top right of the list. This opens a grid format that allows you to change the name and account number without opening the Edit screen for each account.



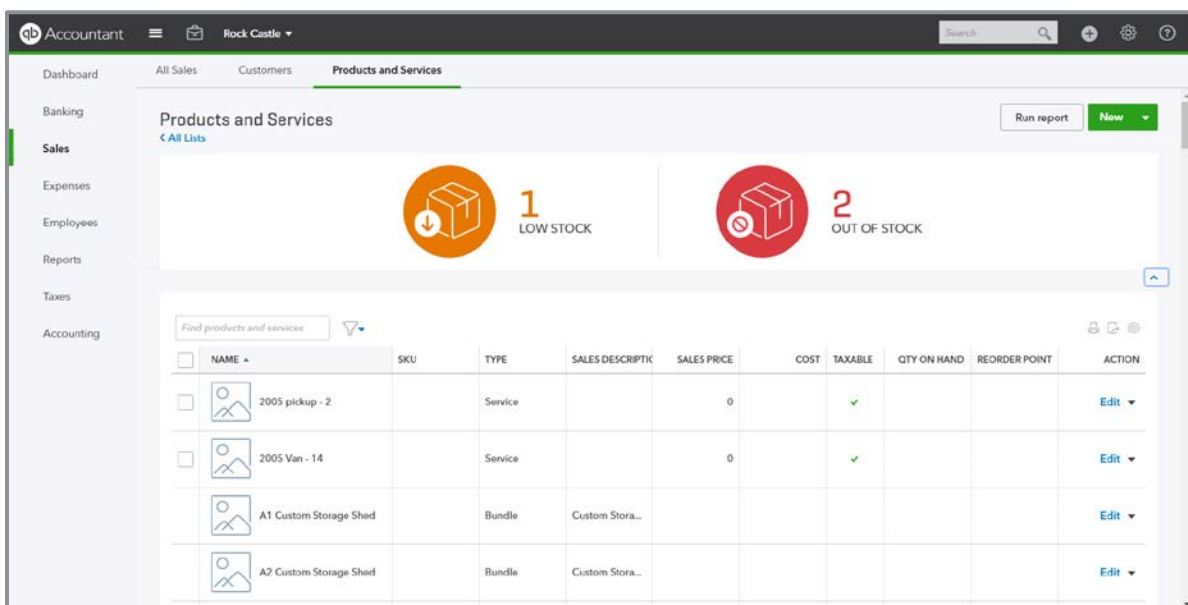
PRODUCTS AND SERVICES LIST

The Products and Services list contains the items that will appear on your purchase and sales transactions. Each item must be mapped to an account in the Chart of Accounts. Each time the item is used in the transaction, the appropriate entry is made behind the scenes. You can import your Items list from Excel using the Import utility, which we will learn about later in this module.



Step-by-Step: Create a new Product or Service





1. Click the green **New** button at the top right of your Products and Services list.



2. If you are working in a QuickBooks Online Plus subscription with inventory enabled, you'll have four item types to choose from:
- Inventory (Plus only)
 - Non-inventory
 - Service
 - Bundle

Product/Service information ✕

Select a type:

-  **Inventory**
Products you buy and/or sell and that you track quantities of.
-  **Non-inventory**
Products you buy and/or sell but don't need to (or can't) track quantities of, for example, nuts and bolts used in an installation.
-  **Service**
Services that you provide to customers, for example, landscaping or tax preparation services.
-  **Bundle**
A collection of products and/or services that you sell together, for example, a gift basket of fruit, cheese, and wine.

Save and close ▾

3. Choose a name for your item and enter a description. You can enter the SKU number and upload a photo of your item.
4. The bottom of the screen is where you enter the sales information – description, sales price/rate and code the item to the appropriate income account. If you want to track the profitability of your items and use them in expense transactions, check the box under **Purchasing information** for non-inventory and service items and enter the cost and expense account.

The screenshot shows the 'Add New Item' form in QuickBooks Online Plus. The form is divided into several sections:

- Name***: A text field containing 'Stuff I sell'. A red circle with the number '3' is next to this field. To the right is a photo upload icon.
- SKU**: An empty text field.
- Is sub-product/service**: A checkbox that is unchecked.
- Enter parent product/service**: A dropdown menu.
- Sales information**: A section with a checked checkbox 'I sell this product/service to my customers.' and a red circle with the number '4' next to it. Below this is a text field containing 'Fabulous stuff'.
- Sales price/rate**: A text field containing '10.00'.
- Income account**: A dropdown menu with 'Sales' selected.
- Is taxable**: A checked checkbox.
- Purchasing information**: A section with a checked checkbox 'I purchase this product/service from a vendor.'.
- Cost**: A text field containing '5.00'.
- Expense account**: A dropdown menu with 'Purchases' selected.

At the bottom right, there is a green button labeled 'Save and close'.

To enable inventory tracking in QuickBooks Online Plus, you must first enable the feature in the Company Settings menu: **Sales** tab → **Products and services** → **Track quantity on hand** or click **Turn on inventory tracking** when you click the green **New** button to add a new item. QuickBooks Online values inventory using the FIFO method.

NOTE: All versions of QuickBooks Desktop use the average cost method of inventory valuation, except QuickBooks Enterprise Solutions with Advanced Inventory.

NOTE: If you enter a beginning quantity on hand when creating a new inventory item, QuickBooks will create a journal entry to debit the Inventory Asset account and credit the Opening Balance Equity account. If you do not want this to occur, enter a beginning quantity of zero.

WORKING WITH THE CUSTOMERS, VENDORS AND EMPLOYEES LISTS

You create a new customer, vendor or employee from their center in the left navigation pane. You can also add a new name from the name fields in transactions by selecting **+ add new** from the drop-down list. Each setup screen will have fields related to the type of name you are creating.



Step-by-Step: Add a New Customer

1. Click the **New customer** button at the top right of the Customers list.

The screenshot displays the QuickBooks Accountant interface for the 'Rock Castle' company. The 'Customers' list is active, showing a summary of financial activity and a table of customer records. A red arrow points to the 'New customer' button in the top right corner of the list area.

CUSTOMER	COMPANY	PHONE	OPEN BALANCE	ACTION
<input type="checkbox"/>	Abercrombie, Kristy	415-555-6579	\$0.00	Create invoice
<input type="checkbox"/>	Family Room	415-555-6579	\$0.00	Create invoice
<input type="checkbox"/>	Kitchen	415-555-6579	\$0.00	Create invoice
<input type="checkbox"/>	Remodel Bathroom Kristy Abercrombie	415-555-6579	\$0.00	Create invoice
<input type="checkbox"/>	Allard, Robert	650-555-3422	\$14,510.00	Receive payment
<input type="checkbox"/>	Remodel	650-555-3422	\$14,510.00	Receive payment

2. Enter information about your customer such as name, address and other contact information. Notice the five tabs above the billing address:

Customer Information

Title	First name	Middle name	Last name	Suffix	Email	
	John		Baker		jbaker@intuit.com	
Company			Phone	Mobile	Fax	
Baker's Professional Lighting			(910) 555-1234			
* Display name as			Other	Website		
John Baker						
Print on check as <input checked="" type="checkbox"/> Use display name			<input type="checkbox"/> Is sub-customer			
John Baker			Enter parent customer		Bill with parent	
Address			Notes	Tax info	Payment and billing	Attachments
Billing address map			Shipping address map <input checked="" type="checkbox"/> Same as billing address			
1234 First Street			Street			
Famousville		CA	City/Town		State	
90123		USA	ZIP		Country	

Cancel Privacy Save



TIP: You can choose how your client name is displayed in the Client list by clicking the **drop-down menu** next to Display name as.

- 3. Click on the **Notes** tab to record notes about your customer.

Customer Information

Title	First name	Middle name	Last name	Suffix	Email
	John		Baker		jbaker@intuit.com
Company			Phone	Mobile	Fax
Baker's Professional Lighting			(910) 555-1234		
* Display name as			Other	Website	
John Baker					
Print on check as <input checked="" type="checkbox"/> Use display name			<input type="checkbox"/> Is sub-customer		
John Baker			Enter parent customer		Bill with parent

Address **Notes** Tax info Payment and billing Attachments

Notes

John Baker closes at 3:00 PM on Fridays

Cancel Privacy Save

- 4. Click the **Tax info** tab to indicate whether your customer should be charged sales tax and select a default tax code. You can also store the tax customer’s resale number here.

Customer Information

Title	First name	Middle name	Last name	Suffix	Email
	John		Baker		jbaker@intuit.com
Company			Phone	Mobile	Fax
Baker's Professional Lighting			(910) 555-1234		
*Display name as			Other	Website	
John Baker					
Print on check as <input checked="" type="checkbox"/> Use display name			<input type="checkbox"/> Is sub-customer		
John Baker			Enter parent customer		
Bill with parent					

Address Notes **Tax info** Payment and billing Attachments

Tax Resale No.	<input type="text"/>	<input checked="" type="checkbox"/> This customer is taxable
Default tax code	East Bayshore	

Cancel Privacy Save

- Choose the **Payment and billing** tab to store your customer's preferred payment method, preferred delivery method and terms.

The screenshot shows the 'Customer Information' form with the 'Payment and billing' tab selected. The form contains the following fields and options:

- Title:** [Empty]
- First name:** John
- Middle name:** [Empty]
- Last name:** Baker
- Suffix:** [Empty]
- Email:** jbaker@intuit.com
- Company:** Baker's Professional Lighting
- Phone:** (910) 555-1234
- Mobile:** [Empty]
- Fax:** [Empty]
- *Display name as:** John Baker (dropdown)
- Print on check as:** John Baker (dropdown)
- Use display name
- Other:** [Empty]
- Website:** [Empty]
- Is sub-customer
- Enter parent customer:** [Empty]
- Bill with parent:** [Empty]

The 'Payment and billing' tab is active, showing:

- Preferred payment method:** Master Card (dropdown)
- Enter credit card details:** [Empty]
- Preferred delivery method:** Print later (dropdown)
- Terms:** Due on receipt (dropdown)
- Opening balance:** [Empty]
- as of:** 01/21/2017

Buttons: Cancel, Privacy, Save.

- You can attach documents to the customer such as a contract, quote or resale certificate.

The screenshot shows the 'Attachments' tab selected in the 'Customer Information' form. The interface includes:

- Attachments:** Maximum size: 25MB
- Resale Certificate.txt (0) x** (file icon)
- Drag/Drop files here or click the icon*

Buttons: Cancel, Privacy, Save.

- Click **Save** and your customer has been added.

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

MANAGE USERS



Step-by-Step: Set up Users

1. Click the **gear** icon in the top right top navigation bar, then select **Manage Users** under the Your Company column.
2. To add a user, click the **New** button.



TIP: You must allow pop-ups in your browser to add a new user.

Contact Name	Email Address	Access Rights	Billable User?	Status
Robert Lane	morris@pacbell.net	Master Admin	No	Active

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
Robert Lane	morris@pacbell.net	Active

NOTE: A client who already uses QuickBooks can add your firm as an accountant firm user. From the New User screen, have them select **Invite Accountant**. This will open the invite screen where they will enter the master administrator email of your firm. Learn more about this process in Module 10.

3. Choose the type of user you would like to add. You can choose from the following types:

QuickBooks Online Plus - Mini Interview - Google Chrome

Secure | <https://qbo.intuit.com/c10/v1612.653/993012491391450/mini/start?interv>

Choose user type

Page 1 of 7

Choose a type of user.

- Regular or custom user**
You specify which areas of QuickBooks Online Plus this user can access.
- Company administrator**
Company administrators have all access rights within QuickBooks Online Plus. They also have all access rights for every other service your company subscribes to.
- Reports only**
This type of user signs in to a special version of QuickBooks Online Plus that shows reports only. A Reports only user can access virtually all reports, except payroll reports and those listing contact information of customers, vendors, or employees. This user does not count toward your current user limit.
- Time Tracking only**
This type of user signs in to a special version of QuickBooks Online Plus that only has time sheets. A Time Tracking only user can fill out and change his or her own time sheets (but not other users' time sheets). This user does not count toward your current user limit.

Cancel < Back Next >

Privacy

- **Regular or custom user** - Control which areas of QuickBooks the user has access to
- **Company administrator** - Access to all areas of the program including settings and full access rights to all other services the QuickBooks Online company subscribes to, such as payroll and Intuit Payments
- **Reports only** (Plus only) - Users log into a special version of QuickBooks Online that gives them access to almost all reports except payroll and list reports that include contact information (you can have unlimited reports only users with your QuickBooks Online Plus subscription)
- **Time Tracking only** (Plus only) - Log into a special version of QuickBooks Online that only has time sheets; users fill out and change their own time sheets but do not have access to other users' timesheets (you can have unlimited time tracking users with your QuickBooks Online Plus subscription)

4. If you choose Custom user, you will need to specify the user's access rights within QuickBooks Online.

Set user's access rights Page 3 of 7

Specify the user's access rights within QuickBooks Online Plus.
To see what an access right allows, click its name.

All

None

Limited

Customers and Sales

Vendors & Purchases

All Access Rights

Users with All access have all the limited access rights for:

- Customers and Sales
- Vendors and Purchases

In addition, the user can:

- Add, edit, and delete employees
- Create paychecks and handle all other payroll tasks
- Change preferences
- View the Activity Log
- Create, edit, and delete budgets
- Add, edit, and delete accounts
- Make deposits and transfer funds
- Reconcile accounts and make journal entries
- View all reports

Later, you set this user's administrative abilities (creating other users, changing company information, and subscribing to services).

[Privacy](#)

5. After you have configured access, invite the user by entering their email address and name. Once the user is added they will receive an invitation email with instructions to create a new user account and log in.
6. To modify a user's rights or login information, click the **Edit** button from the Manage Users screen. You can also delete users and view their activity from the Manage Users screen.

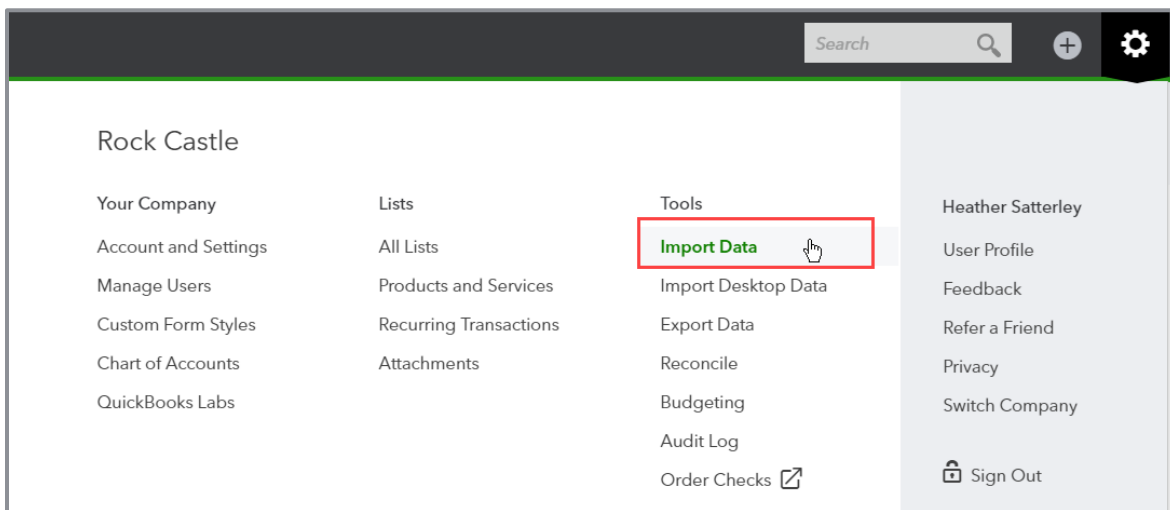
Topic 4: Import Data into QuickBooks Online

IMPORT LISTS INTO QUICKBOOKS ONLINE

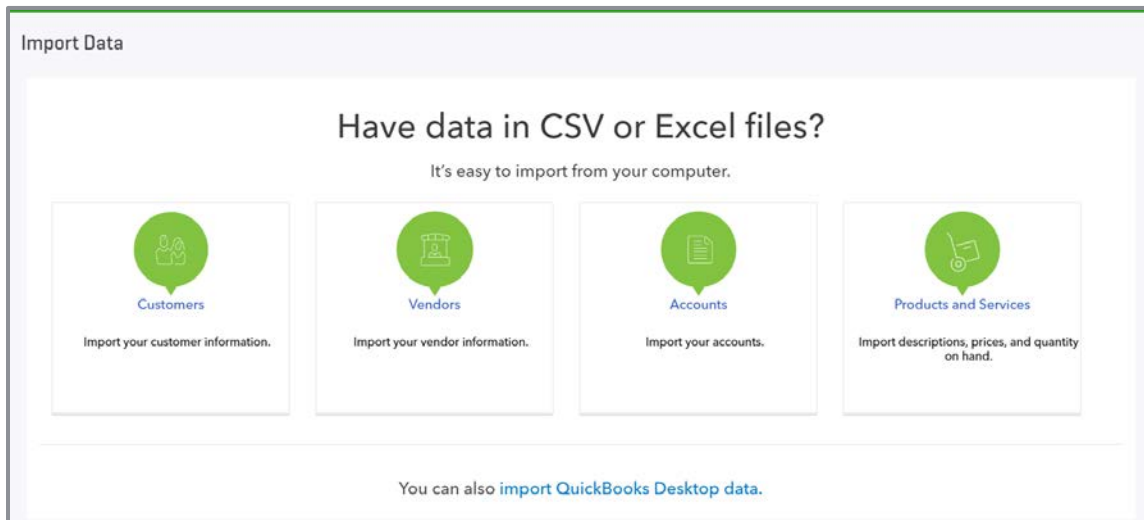
You can import the following lists into QuickBooks Online using the Import utility from a CSV or Excel file:

- Customers
- Vendors
- Chart of Accounts
- Products and Services

The import utility is found by clicking on the **gear** icon then selecting **Import Data** under the Tools list.



Before you attempt to import list data into QuickBooks Online, it is helpful to know what fields can be imported. You can find this by downloading a sample file from the import data screen.



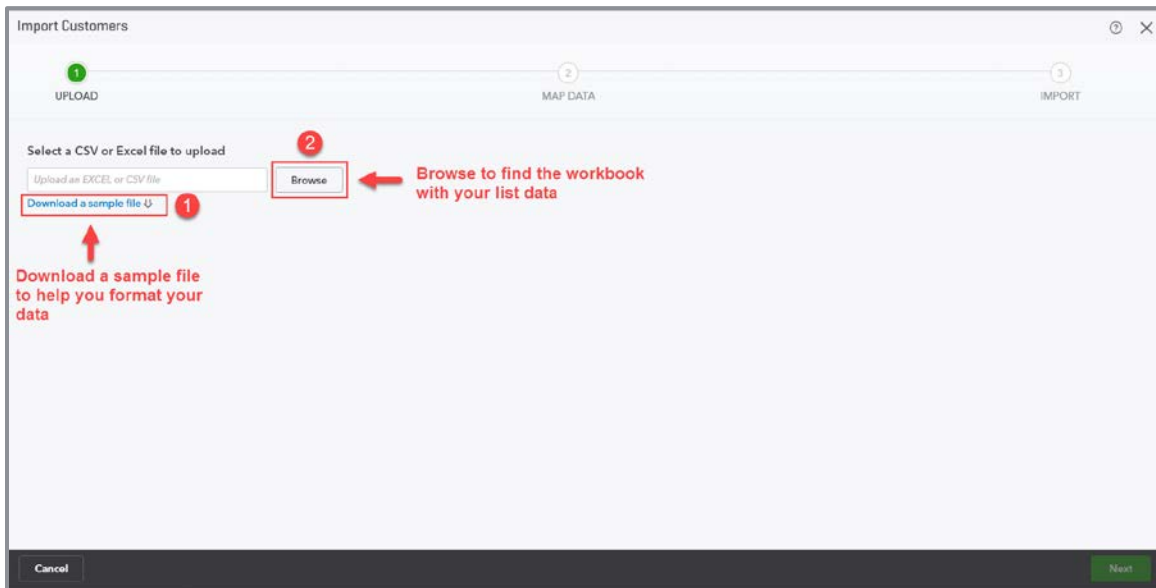
There is a template Excel file for each list type which you can use to format your data, or simply copy and paste each column from another source. Once you have correctly formatted your Excel data, you are ready to import.

Name	Company	Email	Phone	Mobile	Fax	Website	Street	City	State	ZIP	Country	Opening Balance Date
Byran Tublin	RDP Inc.	llloveQBO@hotmail.com	555-5555	555-555-1234	555-5556	http://www.rdpinc.com	123 Accounting Lane	San Francisco	CA	12345	United States	234000.12 198
Adam Saraceno	InnoVate LLC	Bigtimer@gmail.com	555-5556	555-555-2345	555-5557	http://www.innovate.com	45 Chart of Accounts Rd.	Seattle	WA	12345	United States	-1000.8764 201
Kristen Berman	HeavyInvoicer LLC	Startupright@billingmanager.com	555-5557	555-555-3456	555-5558	http://www.heavyinvo.com	67 Invoiceme	Antioch	IL	12345	United States	235788.0098 201
Aaron E Berhanu	Maple Leaf Inc.	Theboss@yahoo.com	555-5558	555-555-4567	555-5559	http://www.mapleleaf.com	6789 Expensereport	Chicago	IL	12345	United States	1234 201
Tommy Leep	TimeCatcher LLC	Timeismoney@aol.com	555-5559	555-555-5678	555-5560	http://www.timecatch.com	56 Money	Nashville	TN	12345	United States	-12345678901 201
Nicholas Anderson	MountainMan Inc.	Upforstuff@gmail.com	555-5560	555-556-6789	555-5561	http://www.mountainm.com	689 Billit	Knoxville	TN	12345	United States	10999 201
Jennie Tan	WordSmithier	Simplicity@aol.com	555-5561	555-556-7890	555-5562	http://www.wordsmith.com	89 salesreport	Oakland	CA	12345	United States	1004 201
Bridget O'Brien	CustomersRus LLC	QBOrocks@yahoo.com	555-5562	555-556-8901	555-5563	http://www.customersrus.com	4890 easy	Portland	OR	12345	United States	19999999999 201
Jon D Fasoli	Account-dracula Inc.	Accountantsarefunpeopletoo@yahoo.com	555-5563	555-556-9012	555-5564	http://www.account-d.com	123 Accounts Receivable	Miami	FL	12345	United States	-9000 201
All data is for sample purposes only												

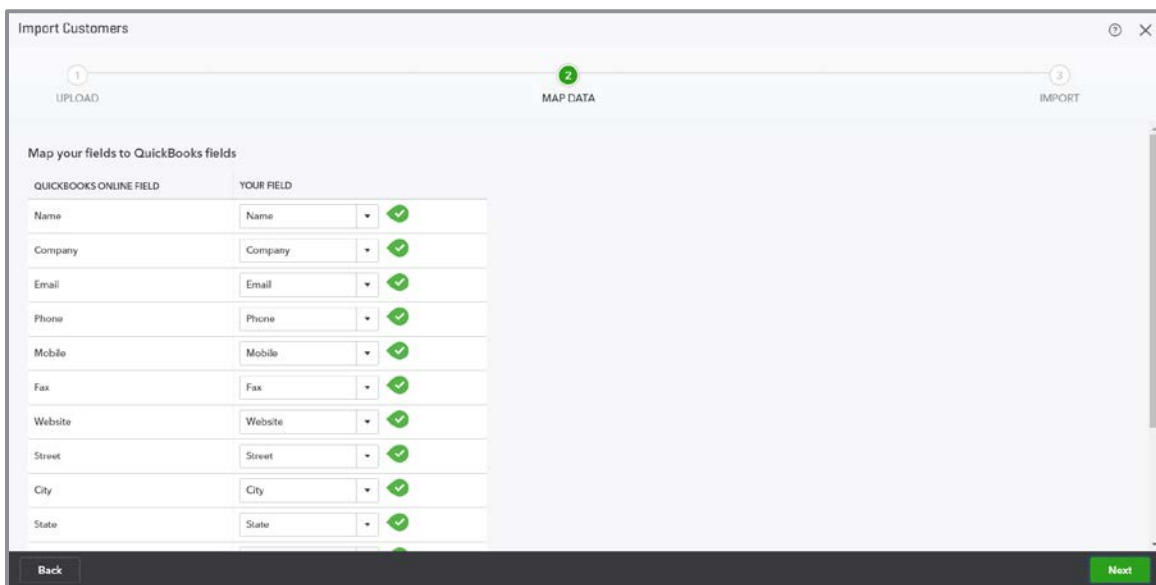


Step-by-Step: Import a List

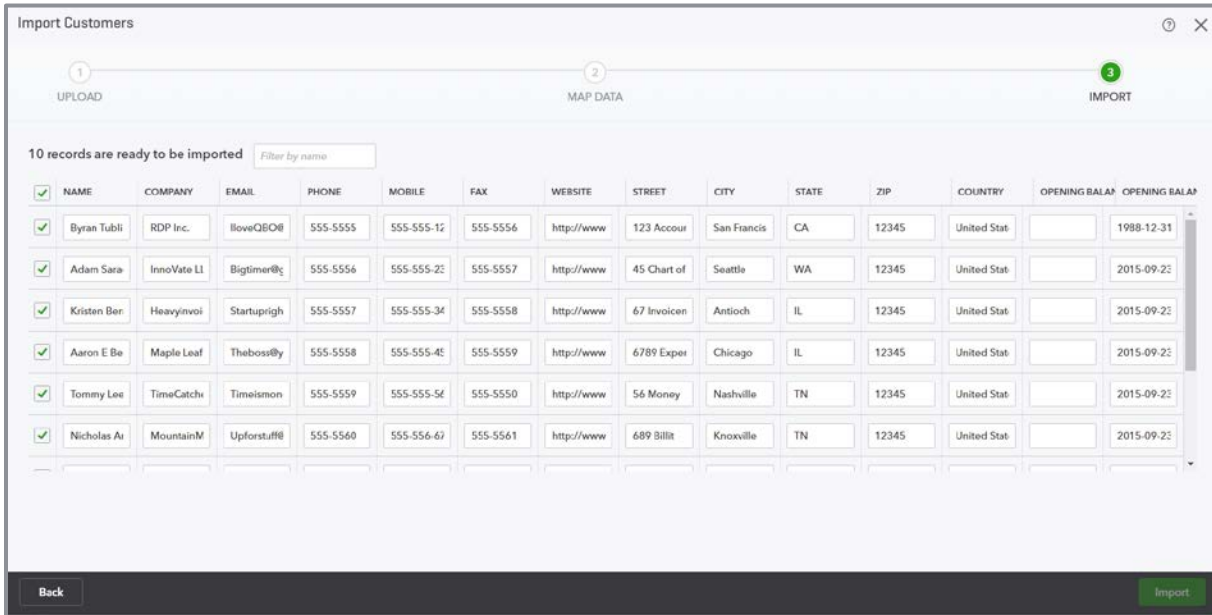
1. From the Import screen click the **Browse** button to find your workbook.
2. Click **Next**.



3. QuickBooks will try to match the labels in your worksheet to the fields in QuickBooks Online. One of the major benefits of using the template provided is you won't need to manually map the fields. But if you do need to map, click the **drop-down** next to the QuickBooks Online field name to choose the corresponding field in Excel.



- When you have finished your mapping, click **Next**.
- The Import screen displays the data before you actually import it into QuickBooks Online. You can make changes to the data here if you need to.



- Once you are happy with your data, click **Import**. QuickBooks will tell you if your data was imported successfully.

IMPORT FROM QUICKBOOKS DESKTOP

QuickBooks Online allows users to import data from QuickBooks Desktop within the first 180 days of creating the QuickBooks Online account. When this data is imported, it replaces any data in the QuickBooks Online account.

Most QuickBooks Desktop data can be imported, but there are some limitations. International versions of QuickBooks Desktop cannot be imported into QuickBooks Online's U.S. version. This link contains a comprehensive guide to converting from QuickBooks Desktop to QuickBooks Online: <https://community.intuit.com/articles/1145779-overview-guide-import-to-quickbooks-online-from-quickbooks-desktop>.



Step-by-Step: Convert from QuickBooks Desktop to QuickBooks Online

This will not work with the QuickBooks Online sample company, but these steps may be followed with a new client who has been using QuickBooks Desktop.

A QuickBooks Online company should be set up by the client or by the accountant user creating a QuickBooks Online company on behalf of the client from within QuickBooks Accountant (covered in Topic 1).

1. Open the QuickBooks Desktop company data file as the administrator user.
2. The file cannot have more than 350k targets. To view the size of your file, press the **F2** key. If the file has more than 350k targets, you can still import lists.

Product Information

Product QuickBooks Accountant Desktop 2016 Release R1P	
License number	1429-5050-6611-668 ACTIVATED
Product number	035-713 R1_19
User Licenses	1
Installed	09/19/2015

USAGE INFORMATION	
Date First Used	09/19/2015 Number of Uses 682
Audit Trail	Enabled since 12/15/2007 03:27:10

FILE INFORMATION	
Location C:\Users\Public\Documents\Intuit\QuickBooks\Sample Company Files\QuickBooks 2016\sample_product-based business.qbw	
Versions Used on File	
File Size	36432 K V26.0D Pw224 07/07/2015
Page Size	4096 V26.0D R1 08/04/2015
Total Transactions	1219
Total Targets	5937 RB 09/19/2015
Total Links	2500
Dictionary Entries	196
DB File Fragments	1
Schema version	112.0
Server Port	0
Server IP	192.168.0.21
Server Name	QB_data_engine_26
# of Users Logged In	1
Current Cache Size	512
Max Cache Size	1024

LOCAL SERVER INFORMATION			
Hosting:	Off Server IP	DB Engine version	16.0.0.2038
Initial Cache	512 Server Port	0	
Cache	1024 Server Name		

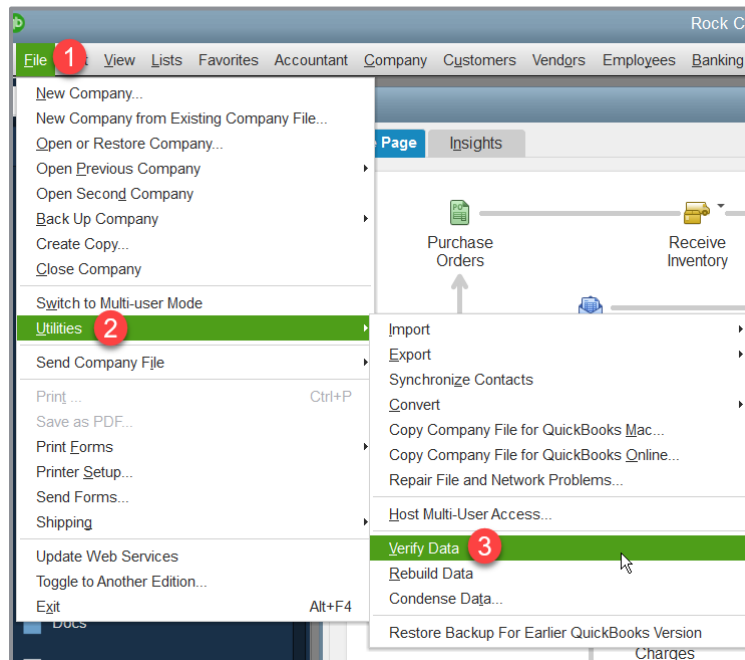
SERVICES INFORMATION	
AuthID	
Company Realm ID	null
Online Billing Token	
Shopping Source Token	

INTEGRATED APPLICATION INFORMATION	
# of apps	4
Last accessed	02/17/2011 06:54:41

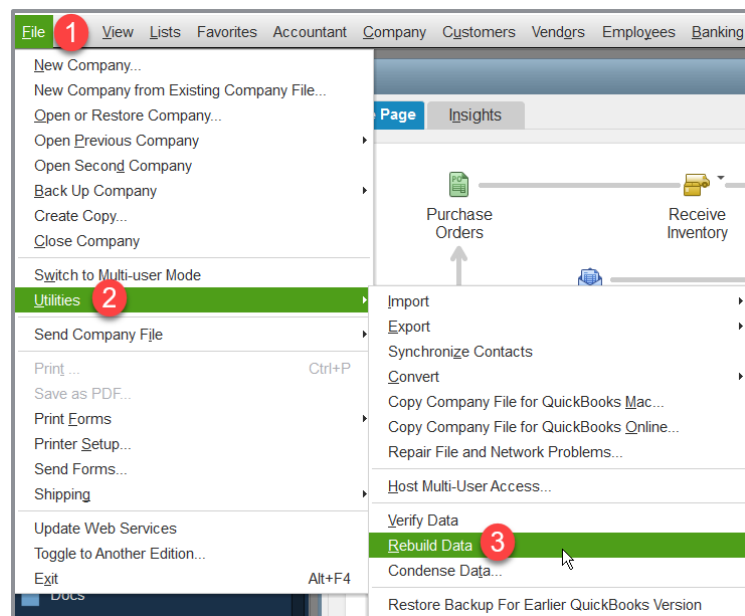
CONDENSE INFORMATION	
Last run	None
Last as of date	None
Last payroll deleted	None
Last inventory deleted	None

List Information	
Total Accounts:	116
Total Names:	212
Customers:	146
Vendors:	54
Employees:	3
Free Memory	2560124 K

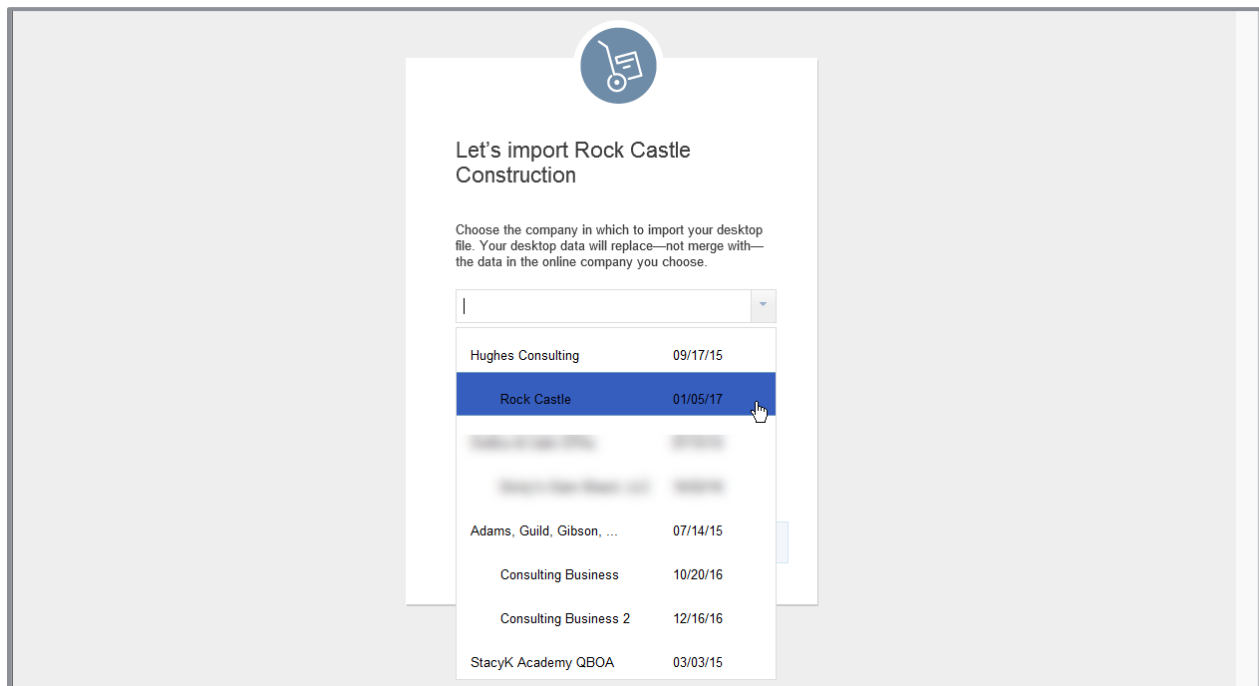
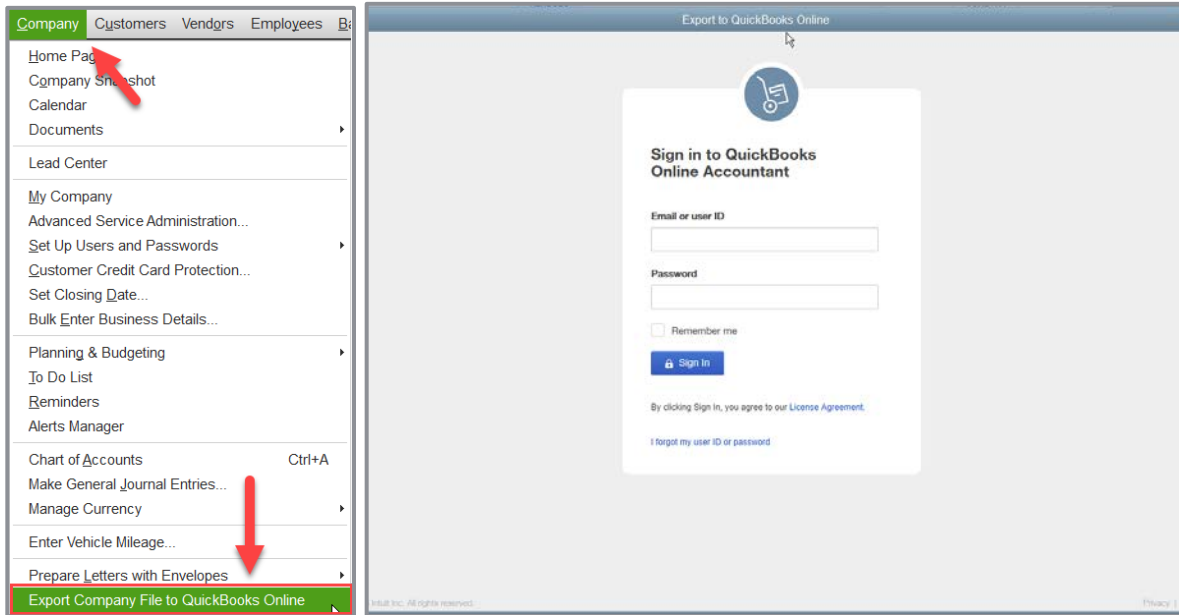
3. Navigate to **File** → **Utilities** (or **Maintenance**) → **Verify Data**. Correct any errors in the QuickBooks data before proceeding to the next step.



4. Navigate to **File** → **Utilities** (or **Maintenance**) → **Rebuild Data**. A backup must be created before QuickBooks Desktop runs the rebuild action.



5. Navigate to **Company → Export Company File to QuickBooks Online**. The wizard will provide the steps to sign in and identify the proper QuickBooks Online account then import data directly from the QuickBooks Desktop company.



NOTE: Be very careful with this step as it will overwrite all data in the QuickBooks Online account you select. If you are practicing this process, create a new QuickBooks Online account that can be cancelled.

6. Once complete, wait for confirmation that the QuickBooks Desktop file has been successfully imported. An email notification will be sent within 24 hours. Often the conversion is very quick and email confirmation is received almost immediately.
7. Verify the data was imported correctly. Create a Balance Sheet and Profit & Loss report in both QuickBooks Online and Desktop. Customize the date range to All Dates. Set the accounting method to Accrual. Compare the balances, looking for any inconsistencies.

NOTE: *It is recommended that you do any necessary cleanup in your QuickBooks Desktop file before you convert it to QuickBooks Online. This includes cleaning up list items, writing off old invoices, etc.*

Guide Conclusion

You have just completed *Module 2: Setup*. This Supplemental Guide, in tandem with its recorded module, has been provided to help prepare you for the QuickBooks Online Certification Exam. Continue on to the remaining modules and their related guides and then proceed to the certification exam.

By completing this module, you should be able to:

- Specify the steps to create a new QuickBooks Online Company
- Recognize the steps to manage Account and Settings
- Identify accounting-related preferences
- Identify sales-related settings
- Identify expense-related settings
- Specify the steps to setup and modify lists and users
- Identify the steps to import data into QuickBooks Online