



QUICKBOOKS ONLINE CERTIFICATION COURSE

Supplemental Guide

Module 3: **Navigate and Customize**

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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.

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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 setting 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:

- Recognize key components of the QuickBooks Online interface
- Specify the features and benefits of using QuickBooks Online Accountant apps
- Recognize navigation points in QuickBooks Online Accountant apps

TRAINING AT A GLANCE TABLE

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

TOPICS	SUB-TOPIC	LEARNING OBJECTIVE
1. NAVIGATE QUICKBOOKS ONLINE	<ul style="list-style-type: none">• Left navigation pane• Use centers• Top navigation bar• Quick Create menu• Gear icon• Best practices with browsers	<ul style="list-style-type: none">• Recognize key components of the QuickBooks Online interface
2. QUICKBOOKS ONLINE APPS FOR MAC AND WINDOWS	<ul style="list-style-type: none">• How to get the apps• Navigate the apps	<ul style="list-style-type: none">• Recognize the features and benefits of using QuickBooks Online Accountant apps• Recognize navigation points in QuickBooks Online Accountant apps

QUICKBOOKS ACCOUNTANT TEST DRIVE

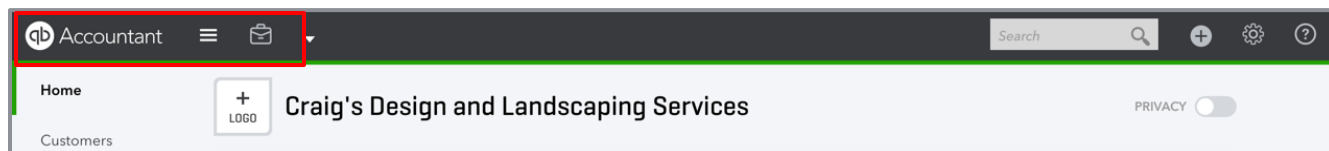
Exercises contained in this handbook can be completed using a QuickBooks Accountant “test drive” file. The test drive uses a sample company file called Craig’s Design & Landscaping Services. It can be accessed through the following link:

[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

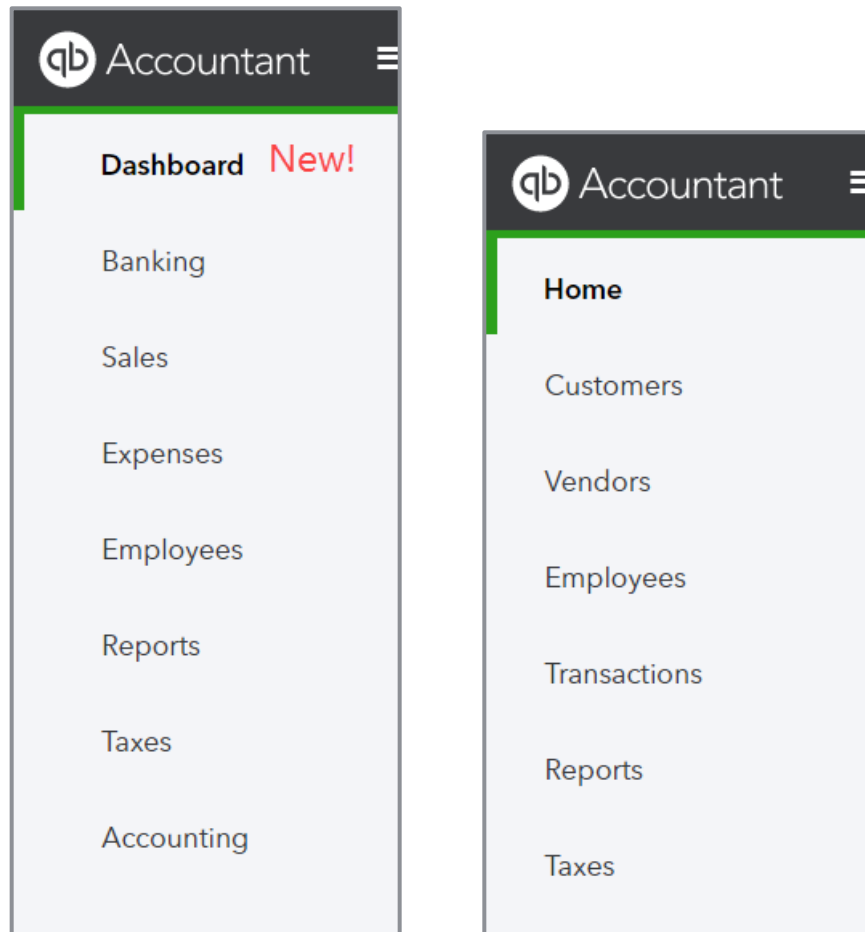
The QuickBooks Online and QuickBooks Online Accountant teams work hard at improving the products throughout the year. Because QuickBooks Online is subscription based, there are enhancements and new features released frequently. Because of this, the screen shots in this guide may look a little different 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: Navigate QuickBooks Online

LEFT NAVIGATION PANE

The left Navigation Pane is divided into seven tabs (in addition to Home or Dashboard): The previous interface included Customers, Vendors, Employees, Transactions, Reports and Taxes. The new interface includes Banking, Sales, Expenses, Employees, Reports, Taxes and Accounting. The demonstrations in this manual will use the new interface, shown on the left below.



Banking Center

The screenshot displays the 'Bank and Credit Cards' section for a Mastercard account. At the top, there are three account balance cards: Mastercard (\$304.96), Checking (\$-3,621.93), and Savings (\$200.00). Below these are three 'IN QUICKBOOKS' cards with counts: \$157.72 (7), \$1,201.00 (25), and \$800.00 (1). The interface includes tabs for 'For Review', 'In QuickBooks', and 'Excluded', with 'For Review' selected. A table below shows a list of transactions with columns for DATE, DESCRIPTION, PAYEE, CATEGORY OR MATCH, SPENT, RECEIVED, and ACTION. The table contains five rows, with three marked as 'MATCH'.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
01/24/2017	Amazon		Uncategorized Expense		\$89.99	Add
01/23/2017	Lara's Lamination		Uncategorized Expense	\$150.00		Add
01/10/2017	Squeaky Kleen Car	Squeaky Kleen Car Wash	MATCH CC Expense 01/10/2017 \$19.99 Squeaky Kleen Car Wash	\$19.99		Match
01/03/2017	Bob's Burger	Bob's Burger Joint	MATCH CC Expense 01/03/2017 \$18.97 Bob's Burger Joint	\$18.97		Match
01/03/2017	Squeaky Kleen Car	Squeaky Kleen Car Wash	MATCH CC Expense 01/03/2017 \$19.99 Squeaky Kleen Car Wash	\$19.99		Match

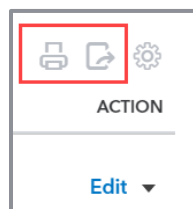
The Banking tab is where you'll find your bank feeds in QuickBooks Online. You can connect unlimited bank and credit card accounts to QuickBooks and use the imported data to add new transactions or match them to existing transactions in your account registers. You'll learn how to use the banking center in Module 7.

Sales Center

The Sales Center includes three tabs across the top; Invoices, All Sales, Customers and Products and Services. Each center has the same components; the list is displayed in the grid and displays information about an account, entity or transactions. You can change the columns that are shown in each list by clicking on the grid gear icon at the top right of each list – just select the columns you want displayed. You can also print or export a list to Microsoft Excel® by clicking on the icons next to the gear.



Tip: Print or export any list by clicking on the icons next to the grid gear.



The action column in a list allows you to perform actions such as printing or emailing a document or inactivating a list item, or create a new transaction. QuickBooks will display the next step transaction for a workflow in the action column but you can select other actions by clicking the **down arrow**.

You can also perform Batch actions in QuickBooks. Select multiple lines on the list, then click the **Batch actions** drop down to select the action you would like to perform. Options include printing or emailing forms, creating statements or categorizing expense transactions.

Invoices

The Invoices tab displays a list of the invoices in a company.

The screenshot shows the QuickBooks Online interface for the 'Invoices' tab. The top navigation bar includes 'Accountant', 'Rock Castle', and a search bar. The left sidebar lists various sections: Dashboard, Invoices (highlighted), All Sales, Customers, Products and Services, Banking, Sales, Expenses, Employees, Reports, Taxes, and Accounting. The main content area displays a dashboard with four key metrics: \$93,007.93 UNPAID (LAST 365 DAYS), \$0.00 PAID (LAST 30 DAYS), \$16,643.98 OVERDUE, and \$76,363.95 NOT DUE YET. Below these metrics are two progress bars. A 'Batch actions' dropdown is visible above the invoice list. A 'New invoice' button is located in the top right corner of the list area. The invoice list table has columns for INVOICE, CUSTOMER, DATE, DUE DATE, BALANCE, STATUS, and ACTIONS.

INVOICE	CUSTOMER	DATE	DUE DATE	BALANCE	STATUS	ACTIONS	
<input type="checkbox"/>	1097	Robson, Da...	12/15/2016	12/15/2016	\$12,420.98	Overdue 43 days (Not sent) ▼	Receive payment ▼
<input type="checkbox"/>	1077	Hendro Riy...	11/18/2016	11/18/2016	\$4,223.00	Overdue 70 days (Not sent) ▼	Print Send View/Edit
<input type="checkbox"/>	1074	Pretell Real...	11/15/2016	12/15/2017	\$1,072.50	Due in 90+ days (Not sent) ▼	Receive payment ▼
<input type="checkbox"/>	1080	Cook, Brian...	11/25/2016	12/25/2017	\$1,636.69	Due in 90+ days (Not sent) ▼	Receive payment ▼
<input type="checkbox"/>	1081	Cook, Brian...	11/25/2016	12/25/2017	\$5,418.00	Due in 90+ days (Not sent) ▼	Receive payment ▼

- Batch actions
 - Send or print invoices

- Action Column
 - Receive payment, print, send or view/edit.

All Sales

The All Sales tab displays your sales transactions. You can sort the list by clicking on a header name. Click again to change from ascending to descending. The money bar at the top shows you the total dollar amount of transactions in each step of the revenue cycle. Click on each block to filter the list below to show only the transactions that are included in block total.

Sales Transactions The Money Bar shows you the total dollar amount of transactions in each step of the revenue cycle

Unbilled Last 365 Days: \$0 (0 ESTIMATE)
 Unpaid Last 365 Days: \$41,575 (16 UNBILLED ACTIVITY)
 Overdue: \$16,644 (2 OVERDUE)
 Open Invoices: \$93,008 (21 OPEN INVOICES)
 Paid: \$0 (0 PAID LAST 30 DAYS)

Filter: Last 365 Days

Sort the list by clicking on a header name

DATE	TYPE	NO.	CUSTOMER	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
12/15/2016	Invoice	1098	Cook, Brian:Kitchen	01/14/2018	\$1,636.69	\$1,636.69	Open	Receive payment
12/15/2016	Billable Expense Ch...		Abercrombie, Kristy...	12/15/2016	\$0.00	\$1,000.00	Open	Start invoice
12/15/2016	Payment		Roche, Diarmuid:G...	12/15/2016	\$0.00	\$-440.00	Closed	
12/15/2016	Payment	42000	Natiello, Ernesto:Kit...	12/15/2016	\$0.00	\$-13,560.39	Closed	
12/15/2016	Payment		Abercrombie, Kristy...	12/15/2016	\$0.00	\$-7,633.28	Closed	
12/15/2016	Invoice	1097	Robson, Darci:Robs...	12/15/2016	\$12,420.98	\$12,420.98	Overdue	Receive payment
12/14/2016	Invoice	1095	Natiello, Ernesto:Kit...	01/13/2018	\$0.00	\$8,656.25	Paid	Print

- Batch actions
 - Print or send forms to multiple customers
 - Print packing slips
 - Send reminder emails to individual or multiple customers
- Action Column
 - Create the next transaction in a workflow
 - Print or send forms to individual customers
 - Copy transactions to reduce data entry

Accountant | Rock Castle

Dashboard | All Sales | Customers | Products and Services

Sales Transactions

Unbilled Last 365 Days: \$0 (0 ESTIMATE), \$41,575 (16 UNBILLED ACTIVITY)

Unpaid Last 365 Days: \$16,644 (2 OVERDUE)

Paid: \$93,008 (21 OPEN INVOICES), \$0 (0 PAID LAST 30 DAYS)

Filter: Last 365 Days Invoices Overdue Clear filter / View all

CUSTOMER	DUE DATE	AGING	BALANCE	TOTAL	STATUS	ACTION
Robson, Darci:Robso...	12/15/2016	41	\$12,420.98	\$12,420.98	Overdue	Receive payment
Hendro Riyadi:Remo...	11/18/2016	68	\$4,223.00	\$4,223.00	Overdue	Receive payment
Totals (selected)			\$16,643.98	\$16,643.98		

Batch actions dropdown: Print transactions, Print packing slip, Send transactions, Send reminders

Print or send forms to multiple customers

Create the next transaction in a workflow

< First Previous 1-2 of 2 Next Last >



TIP: You can add or remove the columns that are displayed in the Sales and Expenses centers by clicking on the **grid gear** icon at the top of each list and selecting or deselecting the options in the drop down list.

The screenshot shows the QuickBooks Online interface for the 'Invoices' section. At the top, there are navigation tabs for 'All Sales', 'Customers', and 'Products and Services'. Below these, there is a filter set to 'Last 365 Days' and a 'Batch actions' dropdown. A table of invoices is displayed with columns: DATE, TYPE, NO., CUSTOMER, DUE DATE, BALANCE, TOTAL, and STATUS. A red box highlights the header row of this table. To the right of the table, a gear icon is highlighted with a red box, and a red arrow points to it from a text box that says 'Click on the grid gear icon to select which columns are displayed in the Sales and Expenses centers'. Below the gear icon is a 'Columns' list with checkboxes for various fields: Method, Source, Memo, Aging, Last delivered, Email, Ship date, Attachments, P.O. Number, Sales Rep, Type (checked), No. (checked), Customer (checked), Due date (checked), Balance (checked), and Status (checked). A 'Show Less' link is at the bottom of the list.

DATE	TYPE	NO.	CUSTOMER	DUE DATE	BALANCE	TOTAL	STATUS
12/15/2021	Payment		Roche, Diarmuid:G...	12/15/2021	\$0.00	\$-440.00	Closed
12/15/2021	Invoice	1098	Cook, Brian:Kitchen	01/14/2023	\$1,636.69	\$1,636.69	Open
12/15/2021	Billable Expense Ch...		Abercrombie, Kristy...	12/15/2021	\$0.00	\$1,000.00	Open
12/15/2021	Payment	42000	Natiello, Ernesto:Kit...	12/15/2021	\$0.00	\$-13,560.39	Closed
12/15/2021	Payment		Abercrombie, Kristy...	12/15/2021	\$0.00	\$-7,633.28	Closed
12/15/2021	Invoice	1097	Robson, Darci:Robs...	12/15/2022	\$12,420.98	\$12,420.98	Open
12/14/2021	Invoice	1095	Natiello, Ernesto:Kit...	01/13/2023	\$0.00	\$8,656.25	Paid
12/14/2021	Invoice	1094	Natiello, Ernesto:Kit...	01/13/2023	\$0.00	\$2,080.11	Paid
12/14/2021	Invoice	1096	Natiello, Ernesto:Kit...	01/13/2023	\$0.00	\$2,824.03	Paid
12/14/2021	Payment	986	Jacobsen, Doug:Kit...	12/14/2021	\$0.00	\$-2,000.00	Closed
12/13/2021	Estimate	614	Natiello, Ernesto:Kit...	12/13/2021	\$0.00	\$14,595.25	Rejected
12/12/2021	Payment	306	Trecheer, Anton:Su...	12/12/2021	\$0.00	\$-3,500.00	Closed

Customers

The Customers tab opens the customer list. You can add a new customer or edit an existing one. This is also where you can view balances for your customers.

The screenshot shows the QuickBooks Online interface for the 'Customers' tab. At the top, there are navigation tabs for 'Invoices', 'All Sales', 'Customers', and 'Products and Services'. The 'Customers' tab is selected. Below the navigation, there is a summary section with three cards: 'Unbilled Last 365 Days' showing \$0 (0 ESTIMATE), 'Unpaid Last 365 Days' showing \$41,575 (100 UNBILLED ACTIVITY), and 'Paid' showing \$16,644 (2 OVERDUE). To the right of these cards, there is a 'Paid' card showing \$93,008 (21 OPEN INVOICES) and another 'Paid' card showing \$0 (0 PAID LAST 30 DAYS). A red arrow points to a 'New customer' button in the top right corner. Below the summary, there is a search bar and a table of customers. The table has columns for 'CUSTOMER / COMPANY', 'PHONE', 'OPEN BALANCE', and 'ACTION'. The table lists several customers, including Abercrombie, Kristy; Family Room; Kitchen; Remodel Bathroom; Allard, Robert; and Remodel.

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

- Batch actions
 - Create statements or emails for multiple customers
- Action column
 - Create transactions
 - Make a client inactive

Customer Details

Click on a customer name in the list to view the Customer details page. Edit the customer information, create a new transaction and view all the transactions for the customer in one place. Click **...more** to record or view existing notes for a customer. There are two tabs in the center of the Customer Details page; Transactions and Customer Details.

Transactions

The screenshot displays the Customer Details page for 'Abercrombie, Kristy'. The page includes a sidebar with navigation options like Dashboard, Banking, Sales, Expenses, Employees, Reports, Taxes, and Accounting. The main content area shows the customer's name, address, and a list of notes. A red box highlights the '...more' link next to a note, with an arrow pointing to it and a red text box saying 'Click to record or view notes for a customer'. Below the notes, there are two tabs: 'Transaction List' (selected) and 'Customer Details'. The 'Transaction List' tab shows a table of transactions with columns for DATE, TYPE, NO., DUE DATE, BALANCE, TOTAL, STATUS, and ACTION. The table contains several rows of transactions, including Billable Expense Charge, Payment, Estimate, Invoice, Check, and Credit Memo.

DATE	TYPE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
12/15/2016	Billable Expense Charge		12/15/2016	\$0.00	\$1,000.00	Open	Start invoice
12/15/2016	Payment		12/15/2016	\$0.00	\$-7,633.28	Closed	
12/12/2016	Estimate	613	12/12/2016	\$0.00	\$7,676.13	Rejected	Print
12/10/2016	Invoice	1091	01/09/2018	\$0.00	\$4,522.00	Paid	Print
12/01/2016	Check	476	12/01/2016	\$0.00	\$711.15	Paid	
12/01/2016	Payment		12/01/2016	\$0.00	\$0.00	Closed	
12/01/2016	Credit Memo	4002	12/01/2016	\$0.00	\$-711.15	Closed	Print
11/25/2016	Invoice	1084	12/25/2017	\$0.00	\$3,111.28	Paid	Print

- Batch actions
 - Print or send multiple forms at once
 - Print packing slips
 - Send reminder emails
- Action Column
 - Create the next transaction in a workflow
 - Print or send forms to individual customers
 - Copy transactions to reduce data entry
 - Update the status of an Estimate

Customer Details

Rock Castle

Abercrombie, Kristy

5647 Cypress Hill Rd, Bayshore, CA 94326

9/15/2003: Send Kristy estimate for den remodel.

9/20/2003: Called Kristy to discuss job: Kristy is not interested at this time. Estimate was competitive, not using another firm.

10/15/2003: Further discussion of bathroom remodel. I

Transaction List Customer Details

Customer: Abercrombie, Kristy

Email: kristy@samplename.com

Phone: 415-555-6579

Mobile:

Fax:

Website:

Notes:

9/15/2003: Send Kristy estimate for den remodel.

9/20/2003: Called Kristy to discuss job: Kristy is not interested at this time. Estimate was competitive, not using another firm.

10/15/2003: Further discussion of bathroom remodel. I

Billing address: 5647 Cypress Hill Rd, Bayshore, CA 94326

Shipping address: Kristy Abercrombie 5647 Cypress Hill Rd Bayshore, CA 94326

Terms: Net 30

Payment method:

Preferred delivery method: Print

Tax resale no.:

Attachments Maximum size: 25MB

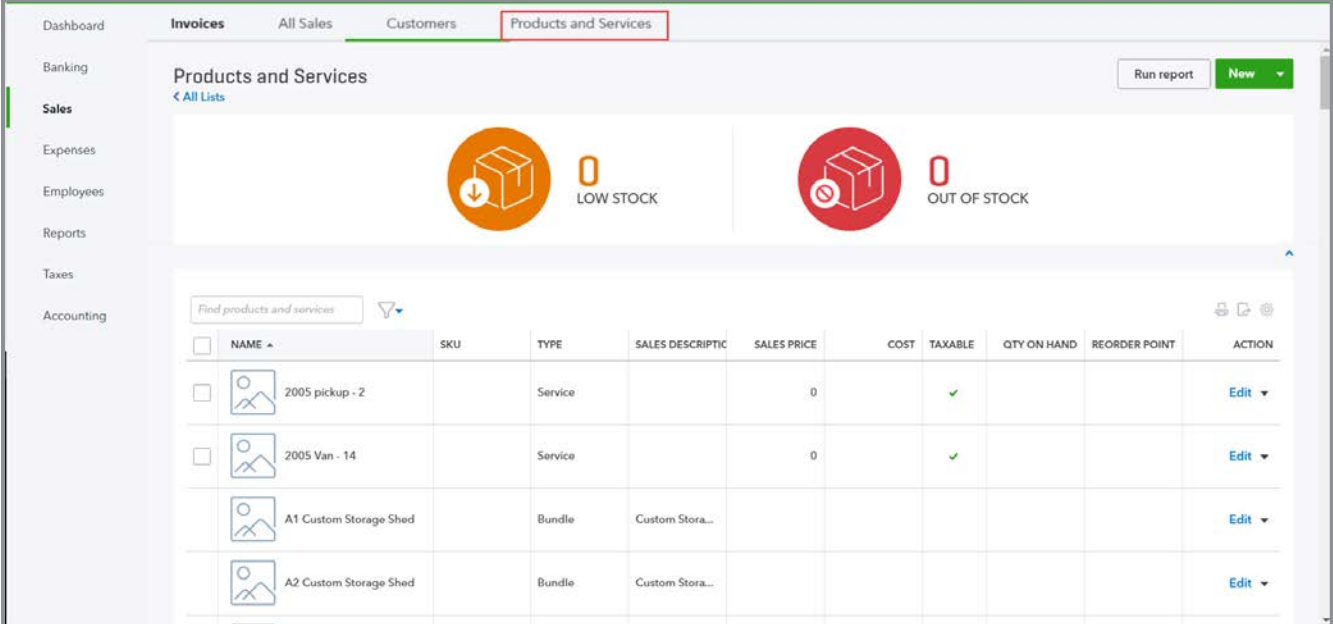
Resale Certificate.txt (0) ×





Drag/Drop files here or click the icon

Attach a document to the Customer detail page

Products and Services

The Products and Services list is where you manage the items that appear on your sales and purchase transactions. If you have inventory enabled in a Plus subscription you can view the stock status of your inventory parts. Run a report on your items or click the drop-down arrow next to **New** to import products and services from Excel.



<input type="checkbox"/>	NAME	SKU	TYPE	SALES DESCRIPTIC	SALES PRICE	COST	TAXABLE	QTY ON HAND	REORDER POINT	ACTION
<input type="checkbox"/>	 2005 pickup - 2		Service		0		✓			Edit
<input type="checkbox"/>	 2005 Van - 14		Service		0		✓			Edit
<input type="checkbox"/>	 A1 Custom Storage Shed		Bundle	Custom Stora...						Edit
<input type="checkbox"/>	 A2 Custom Storage Shed		Bundle	Custom Stora...						Edit

- Action column
 - Make a product or service inactive
 - Run a report on a specific product or service
 - Duplicate a product or service item to reduce data entry

Expenses Center

The Expenses Center has two tabs across the top; Expenses and Vendors.

Expenses

The Expenses tab shows you a list of all your recent expense transactions. Just like the Sales center, you can take action or drill down to see the details by clicking any transaction. You can also change the expense category for transactions by clicking on the **drop-down arrow** next to the category.

The screenshot displays the 'Expenses' tab in the QuickBooks Online interface. The main area shows a table of 'Expense Transactions' with columns for DATE, TYPE, NO., PAYEE, CATEGORY, TOTAL, and ACTION. The table lists several transactions from 12/15/2016. Two red boxes highlight the category dropdown menus for the transactions with NO. 6236 and 515. A red arrow points to these boxes with the text: 'Change the expense category for a transaction by clicking the down arrow to show the Chart of Accounts'.

DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
12/15/2016	Purchase Order	6236	Daigle Lighting	Job Materials	\$65.00	Send
12/15/2016	Expense		Bayshore CalOil Service	60110 Automobile:Fuel	\$10.60	
12/15/2016	Check	516	State Board of Equalization	-Split-		
12/15/2016	Check	515	Vu Contracting	\$4500 Job Expenses:Subcc		
12/15/2016	Check	10079	Gregg O. Schneider	-Split-	\$1,062.12	
12/15/2016	Check	10078	Gregg O. Schneider	-Split-	\$1,062.12	
12/15/2016	Check	10077	Elizabeth N. Mason	-Split-	\$932.92	
12/15/2016	Check	10076	Dan T. Miller	-Split-	\$1,350.15	
12/15/2016	Check	10075	Gregg O. Schneider	-Split-	\$1,033.98	
12/15/2016	Check	10074	Elizabeth N. Mason	-Split-	\$907.92	

- Batch actions
 - Print multiple transactions at once
 - Categorize multiple transactions at once
- Action column
 - Create the next transaction in a workflow
 - Send a Purchase order

Vendors

The Vendor center is where you can add a new vendor, edit existing vendor information or make a vendor inactive. The money bar at the top shows you the total dollar amount of transactions in each step of the purchasing cycle. Click on each block to filter the list below to show only the transactions that are included in block total. You can also prepare forms 1099-MISC for your vendors if you are subscribed to QuickBooks Online Plus.

Prepare forms 1099-MISC in a QuickBooks Online Plus company

Prepare 1099s New vendor

Unbilled Last 365 Days Unpaid Last 365 Days Paid

\$19,729
10 PURCHASE ORDERS

\$3,459
1 OVERDUE

\$26,637
29 OPEN BILLS

\$0
0 PAID LAST 30 DAYS

Click on a block in the Money Bar to filter the vendors that are displayed below

Batch actions Find a vendor or company

VENDOR	COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/>	A Cheung Limited A Cheung Limited	510 555 5723	AC@CheungLimited.com	\$0.00	Create bill
<input type="checkbox"/>	Annual Depreciation			\$0.00	Create bill
<input type="checkbox"/>	ATM Withdrawal			\$0.00	Create bill
<input type="checkbox"/>	Bad Check Charges			\$0.00	Create bill
<input type="checkbox"/>	Bank of Anycity Bank of Anycity	415-555-9135	lisah@samplename.com	\$0.00	Create bill
<input type="checkbox"/>	Baxter, Gregory	650-555-9777	gbaxter@rockcastle.com	\$0.00	Create bill

- Batch actions
 - Send an email to your vendors
- Action column
 - Create the next transaction in a workflow
 - Create other types of purchase and expense transactions
 - Make a vendor inactive

Vendor Details

There are two tabs in the center of the screen; Transaction List and Vendor Details. Edit the vendor information, create a new transaction and view all the transactions for the vendor in one place. View existing notes for a vendor.

Transaction List

View and work with transactions for the vendor.

The screenshot displays the QuickBooks Online interface for a vendor named 'A Cheung Limited'. At the top, there's a search bar and navigation icons. Below the vendor name, there's an 'Edit' button and a 'New transaction' button. A summary shows \$0.00 OPEN and \$0.00 OVERDUE. Two tabs are visible: 'Transaction List' (highlighted with a red box) and 'Vendor Details'. Below the tabs are 'Batch actions' and 'Filter' buttons. The main area contains a table of transactions with columns for DATE, TYPE, NO., PAYEE, CATEGORY, TOTAL, and ACTION. The table lists several transactions from 2016, including Purchase Orders, Bill Payments (Checks), and Bills. The last row has a dropdown menu for the category '54300 Job Expenses:Job Mat'. At the bottom right, there are navigation links: '< First Previous 1-6 of 6 Next Last >'. The 'Transaction List' tab is highlighted with a red box.

DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
12/15/2016	Purchase Order	6237	A Cheung Limited	Job Materials	\$3,500.00	Send
02/28/2016	Bill Payment (Check)	267	A Cheung Limited		\$2,000.00	
01/31/2016	Bill		A Cheung Limited	Job Materials	\$2,000.00	
01/31/2016	Bill Payment (Check)	248	A Cheung Limited		\$3,500.00	
01/20/2016	Bill		A Cheung Limited	Job Materials	\$2,000.00	
01/02/2016	Bill		A Cheung Limited	54300 Job Expenses:Job Mat	\$1,500.00	

- Batch Actions
 - Print transactions
 - Categorize selected transactions
- Action column
 - Create the next transaction in a workflow
 - Print or send transactions
 - Copy transactions to reduce data entry

Vendor Details

View or edit the vendor details, attach a document (like a W-9) and record notes about your vendor.

The screenshot displays the 'Vendor Details' page for 'A Cheung Limited' in QuickBooks Online. The page includes a header with the company name and address, a search bar, and navigation options like 'Edit' and 'New transaction'. Below this, there are tabs for 'Transaction List' and 'Vendor Details', with the latter being selected. The main content area is divided into two columns: the left column lists contact details (Vendor, Email, Phone, Mobile, Fax, Website), and the right column lists billing information (Billing address, Terms, Company, Notes). At the bottom left, there is an 'Attachments' section with a maximum size of 25MB. A file named 'W-9.txt (0) x' is listed in this section. A red arrow points to the 'Attachments' section with the text 'Attach documents to the vendor Detail page'.

Vendor	A Cheung Limited	Billing address	3818 Bear Rd. West Berkeley, CA 94688
Email	AC@CheungLimited.com	Terms	
Phone	510 555 5723	Company	A Cheung Limited
Mobile		Notes	Must prepay for shipping with this vendor 12/15/16 Terms changed to Net 60
Fax	510 555 5733		
Website			

Attachments Maximum size: 25MB

W-9.txt (0) x

Drag/Drop files here or click the icon

Show existing

Attach documents to the vendor Detail page

Employee Center

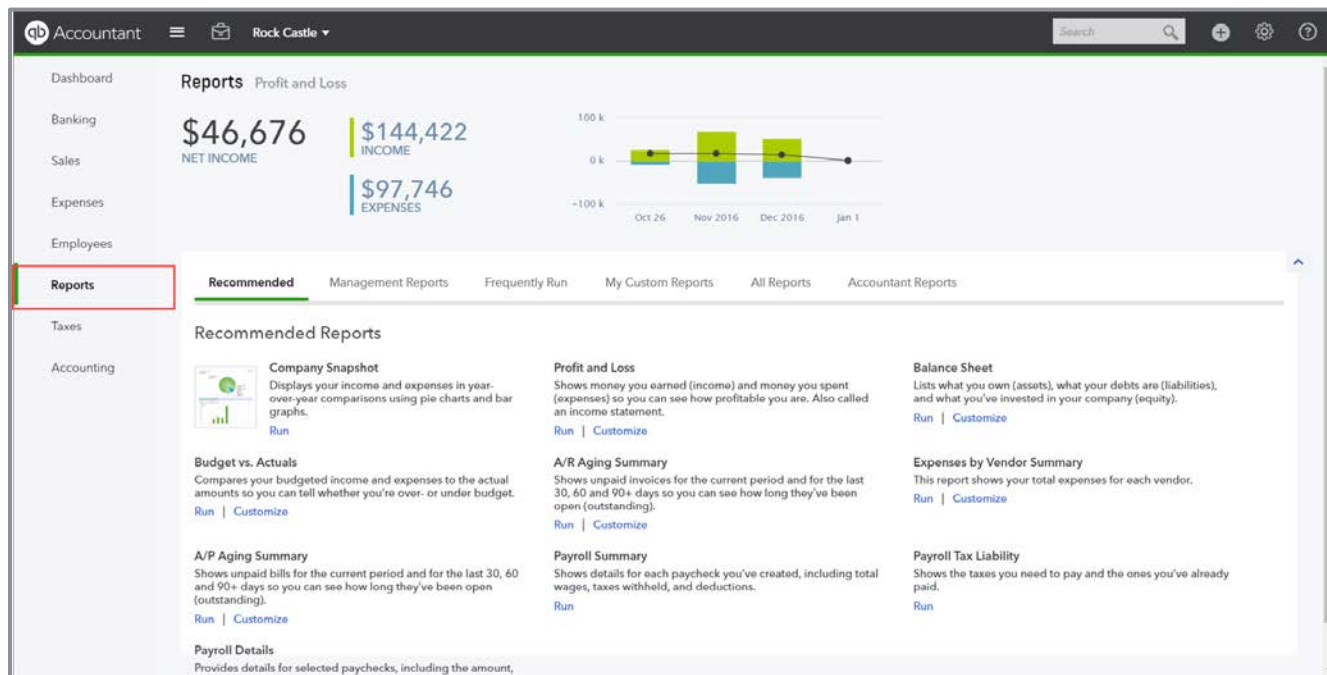
Manage your employees and run payroll if you subscribe to QuickBooks Online Payroll or QuickBooks Full Service Payroll. Learn about QuickBooks Online payroll options in Module 6.

The screenshot displays the QuickBooks Online 'Employee Center' interface. At the top, the 'Employees' menu item in the left sidebar is highlighted with a red box. The main dashboard area shows several key metrics: 'NET PAY' of \$2,388, '2017 PAYROLL COST' of \$3,267, 'EMPLOYEE' total of \$488, and 'EMPLOYER' total of \$391. A donut chart visualizes the payroll cost breakdown. To the right, there is a 'Run payroll' button and a notification that the next payroll is due on Saturday, 2/11, with a link to the 'Paycheck list'. Below the statistics, there is a search bar for employees, a filter for 'Active employees', and an 'Add employee' button. A table lists three active employees:

NAME	PAY RATE	PAY METHOD	STATUS
EM Mason, Elizabeth	\$14.75 / hour	Check	Active
DM Miller, Dan	\$41,500.00/ year	Check	Active
GS Schneider, Gregg	\$17.25 / hour	Check	Active

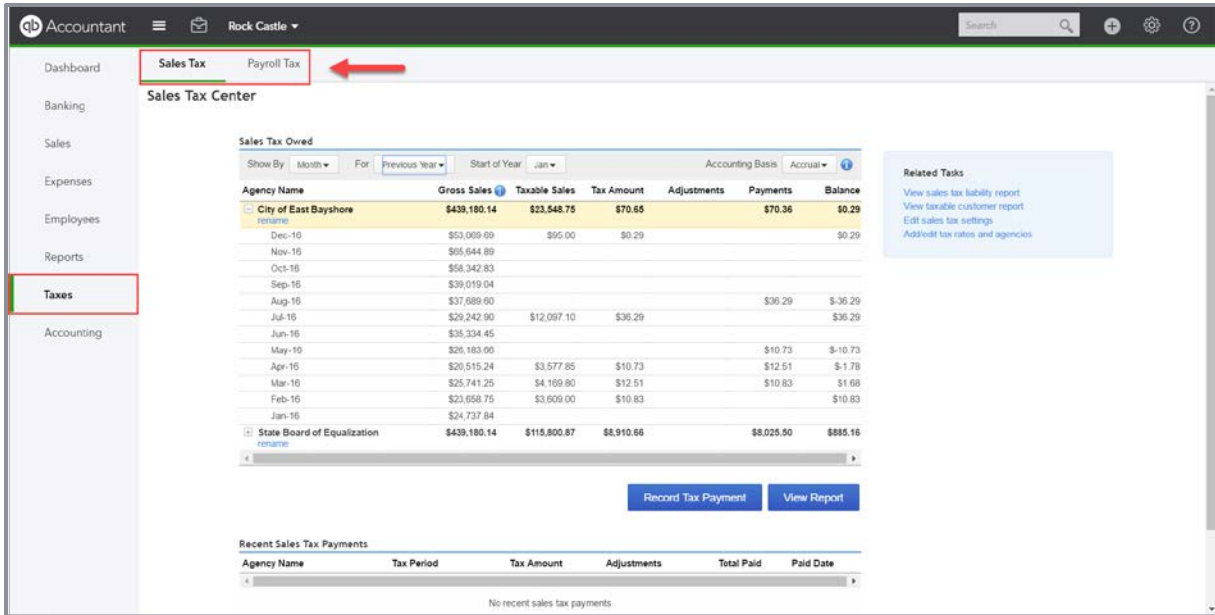
Reports Center

The Reports Center is where you will find a list of all the reports in QuickBooks Online. They are divided into tabs across the top: Recommended, Management Reports, Frequently Run, My Custom Reports and All Reports. To run a report, click on its name and the report opens. You will learn how to create, customize and save reports in Module 8.



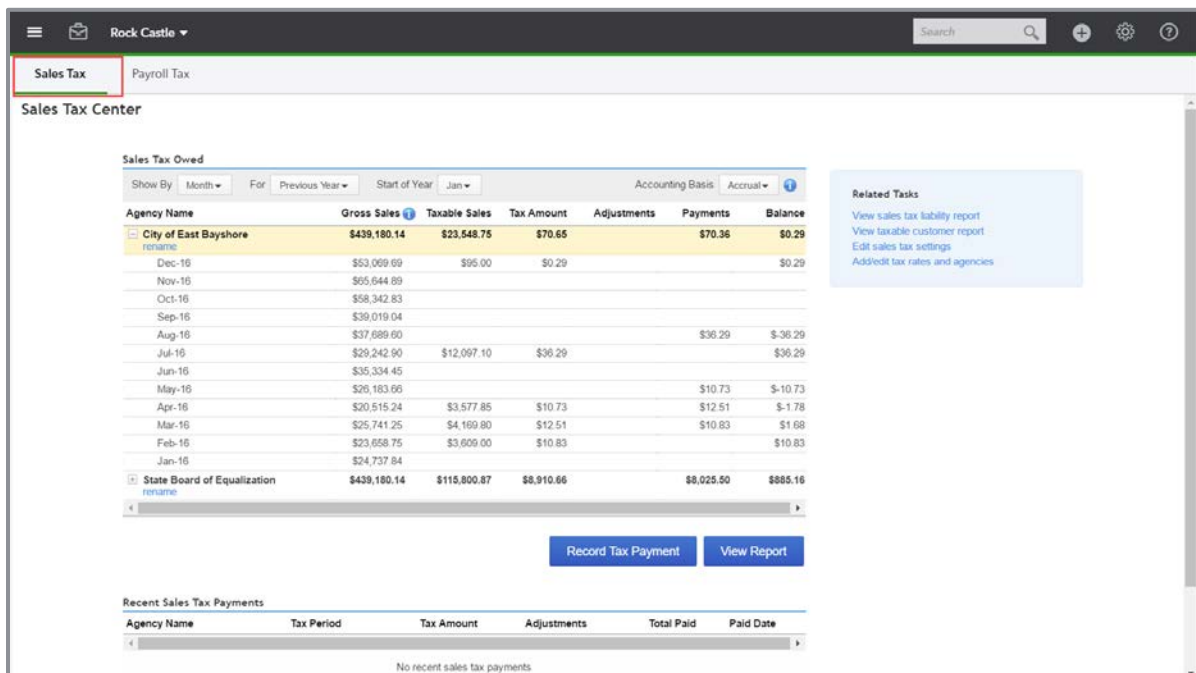
Taxes

The Taxes tab is where you will find the Sales Tax Center and Payroll Tax Center, if these features are enabled in the QuickBooks company.



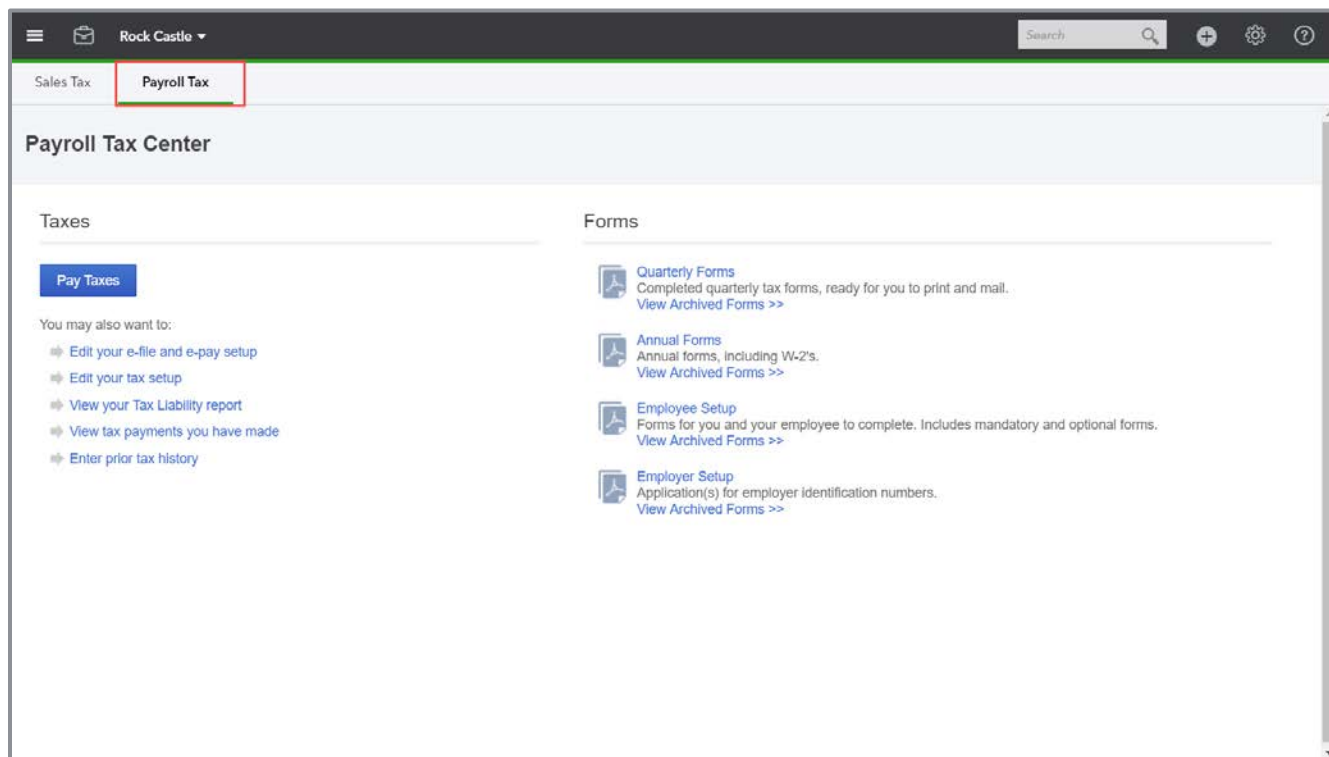
Sales Tax Center

The Sales Tax Center is where you can set up and manage your sales tax settings and payments.



Payroll Tax Center

The Payroll Tax Center is where you can pay, view and file your payroll tax payments and forms, if you subscribe to QuickBooks Online payroll services. You'll learn more about the QuickBooks Payroll options in Module 6.



Accounting



The Accounting tab on the left navigation bar contains the Chart of Accounts and the Reconcile screen. You learned how to work with the Chart of Accounts in Module 2 and you'll learn how to use the Reconcile screen in Module 7 of this training.

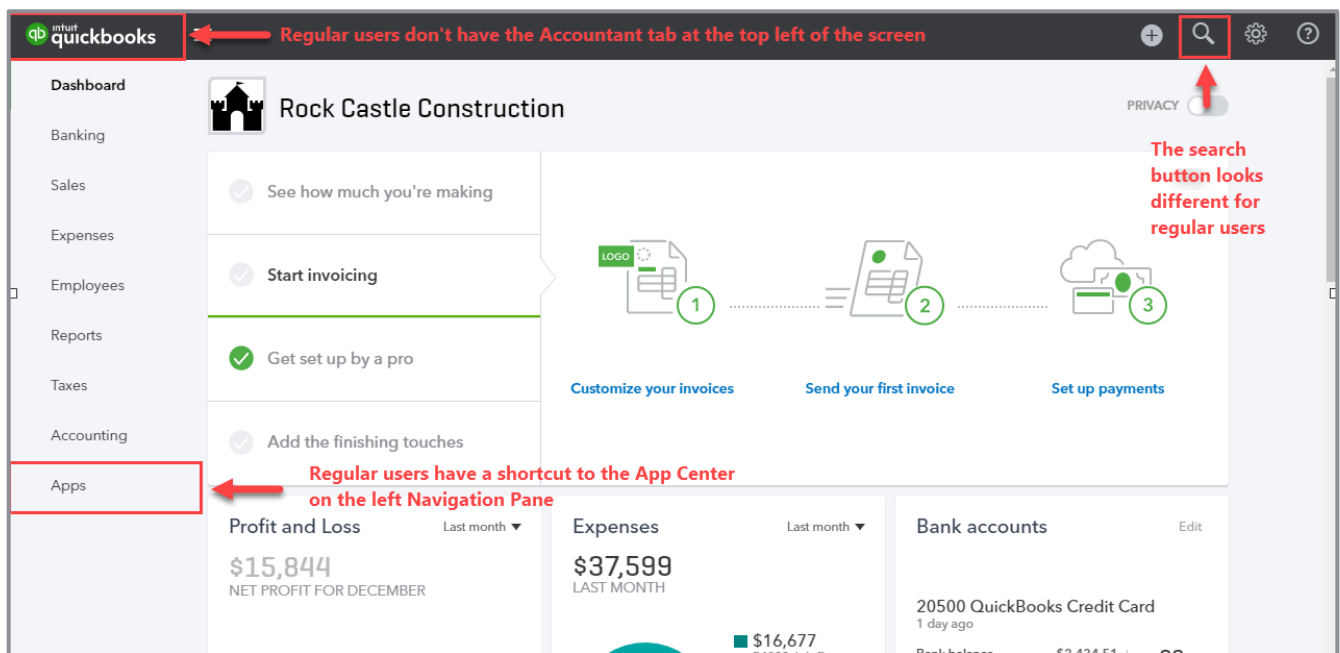
The screenshot shows the QuickBooks Online interface for the 'Chart of Accounts' screen. The left navigation bar has the 'Accounting' tab highlighted. The main content area displays a table of accounts. A tooltip is visible over the 'View register' dropdown for the 10100 Checking account.

NUMBER	NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
10100	10100 Checking	Bank	Checking	44,580.70		View register
10300	10300 Savings	Bank	Checking	17,910.19		
10400	10400 Petty Cash	Bank	Checking	500.00		
11000	11000 Accounts Receivable	Accounts receivable (A/R)	Accounts Receivable (A/R)	93,007.93		View register
12000	12000 Undeposited Funds	Other Current Assets	Undeposited Funds	2,440.00		View register
12100	12100 Inventory Asset	Other Current Assets	Other Current Assets	30,677.02		View register
12800	12800 Employee Advances	Other Current Assets	Other Current Assets	832.00		View register
13100	13100 Pre-paid Insurance	Other Current Assets	Other Current Assets	4,050.00		View register
13400	13400 Retainage Receivable	Other Current Assets	Other Current Assets	3,703.02		View register
	Inventory Asset-1	Other Current Assets	Inventory	0.00		View register
	Uncategorized Asset	Other Current Assets	Other Current Assets	0.00		View register

DIFFERENCES BETWEEN QUICKBOOKS AND QUICKBOOKS ONLINE ACCOUNTANT

There are some slight differences between how QuickBooks appears to an accountant user and how it appears to a regular user. The most noticeable differences are:

- Regular users don't see the Accountant box at the top left of the screen, and they don't have the Accountant Toolbox. (You'll learn about the Accountant Toolbox in Module 11.)
- Regular admin users have an App tab on the left navigation pane and can connect apps to QuickBooks from within QuickBooks Online
- The search utility icon for a regular user looks like a magnifying glass , whereas an accountant user has the universal search box. 



TOP NAVIGATION BAR

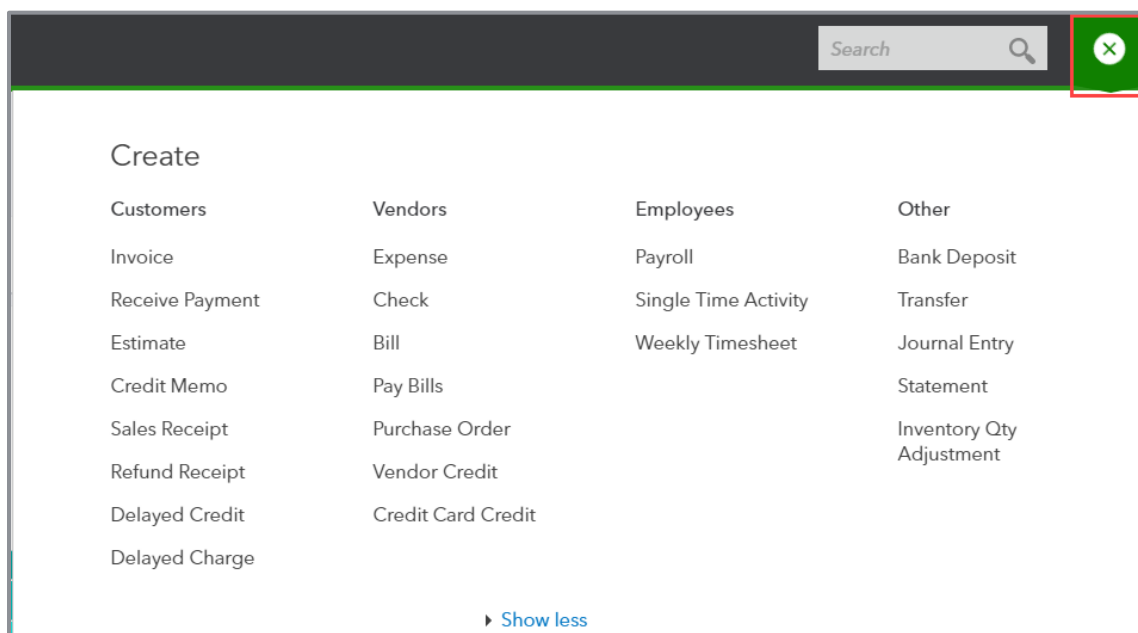
The top navigation bar in QuickBooks Online is home to many menus and features including:

- Quick Create
- Search box
- Gear icon
- Help menu



Quick Create

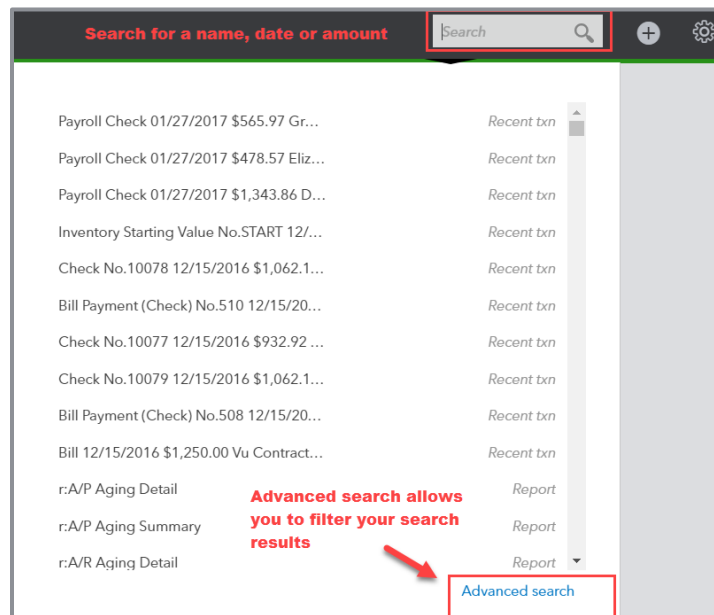
The Quick Create button in a QuickBooks Online company is different from the Quick Create button you see when you are in your QuickBooks Online Accountant Client List. In QuickBooks Online Accountant, the Quick Create button allows you to create a new client or add a new Team member. In a QuickBooks company, it displays a menu of the different transaction screens, such as Invoice, Check or Weekly Timesheet. The transactions are organized and listed by entity. The Other transactions list includes Bank Deposit, Transfer, Journal Entry, Statement and Inventory Qty Adjustment.



Search Feature

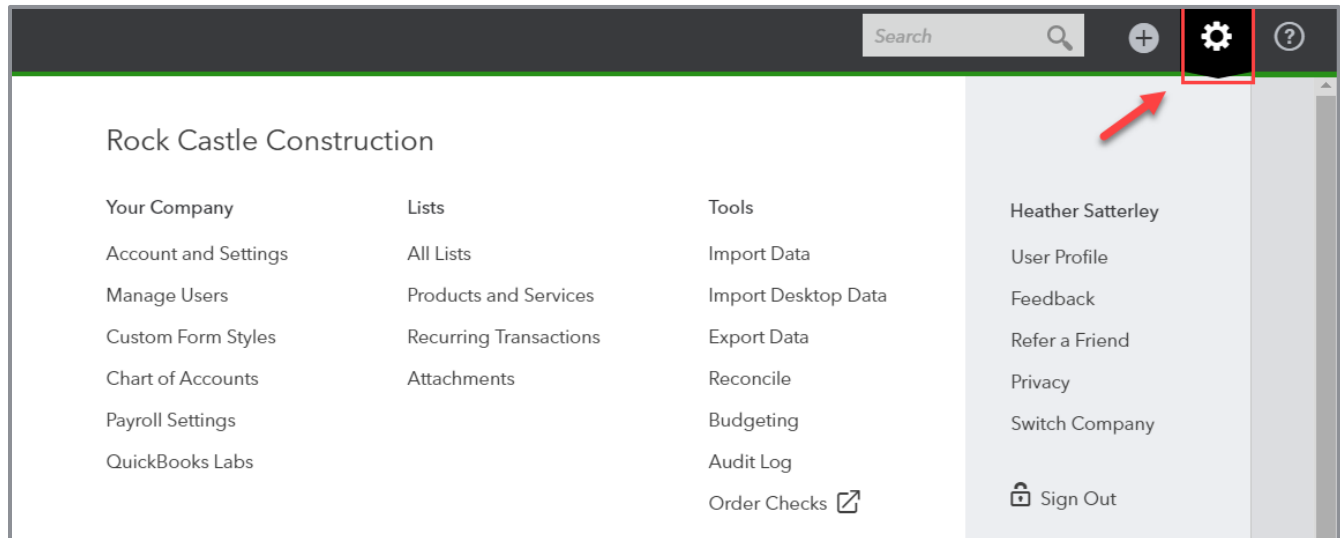
The search feature in QuickBooks Online is very dynamic. Just type what you are looking for, such as an amount, name or document number, and QuickBooks Online will return all list items and transactions that match the criteria you entered. If you need to filter further, the Advanced search window opens when QuickBooks Online displays the results of your search so you can add filters.

When you click into the **Search** box, a list of recent transactions and reports will display in the drop-down list. This is a convenient way to get back to a previous screen.



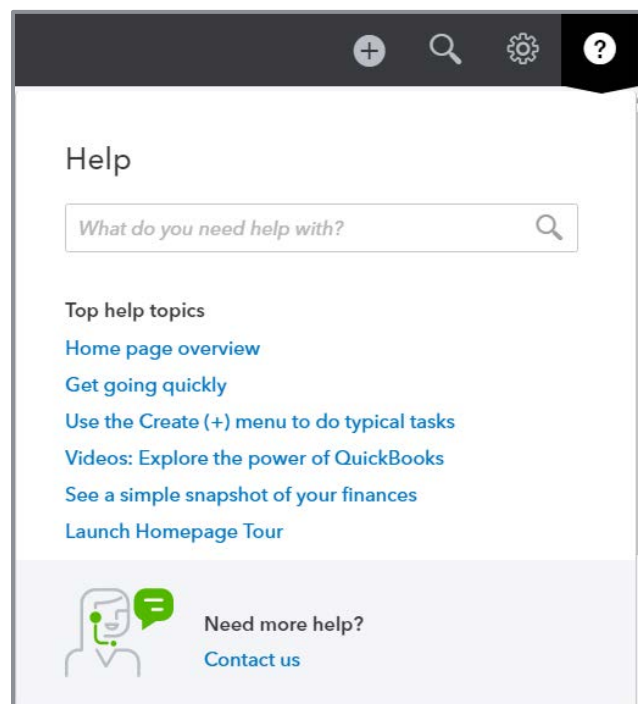
Gear Icon

As discussed in Module 1, the gear icon in QuickBooks Online gives you access to your settings, lists, tools and company information.



Help Menu (What the Client Sees)

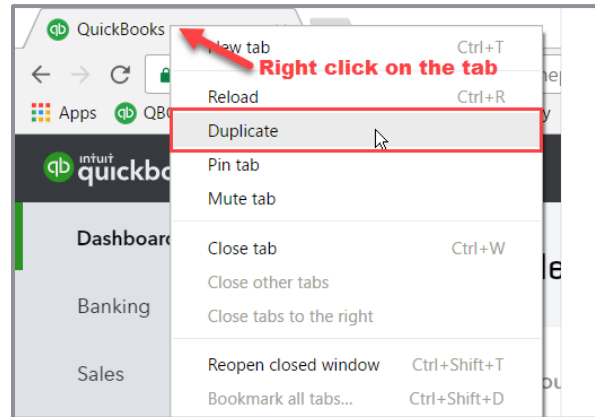
The Help menu in QuickBooks Online includes a search box where users can search for answers to common issues. It also shows common help topics related to the screen the user has open.



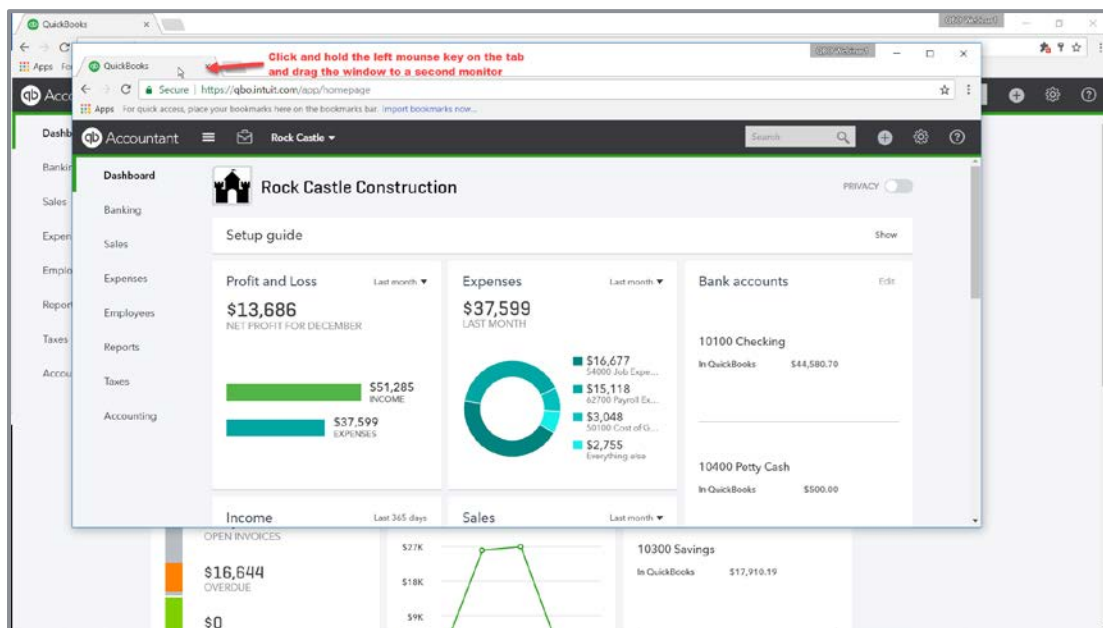
BEST PRACTICES WITH BROWSERS

The suggestions below are based on Google's Chrome browser, but many of them work in other browsers.

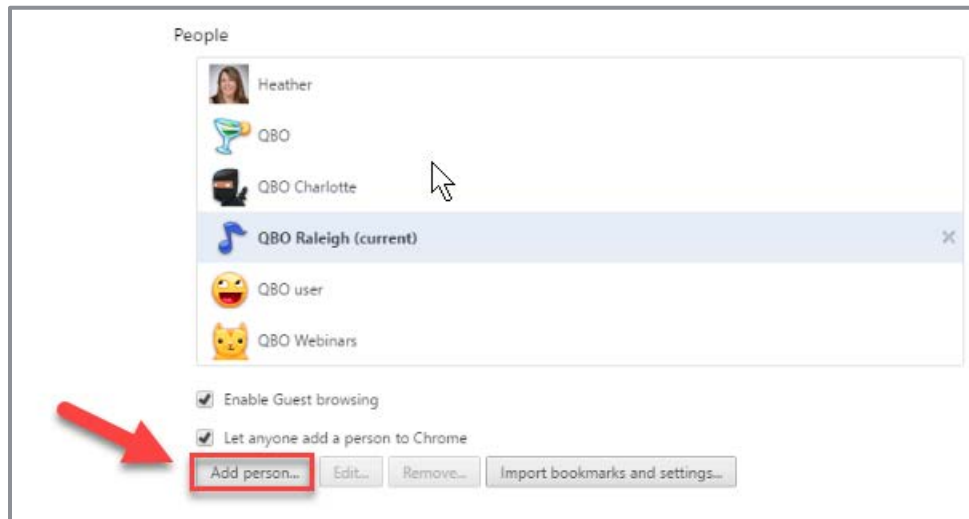
- **Duplicate Tabs** - Log in to your QuickBooks Online company (including the Test Drive company), right-click your **browser tab**, left-click **Duplicate**. Now you have two tabs logged in to the same QuickBooks Online company.



- **Use Multiple Monitors** - Pull one tab out of the window and you can work in QuickBooks Online on two different screens side-by-side. You can work on these two windows independently of each other. Repeat as needed.

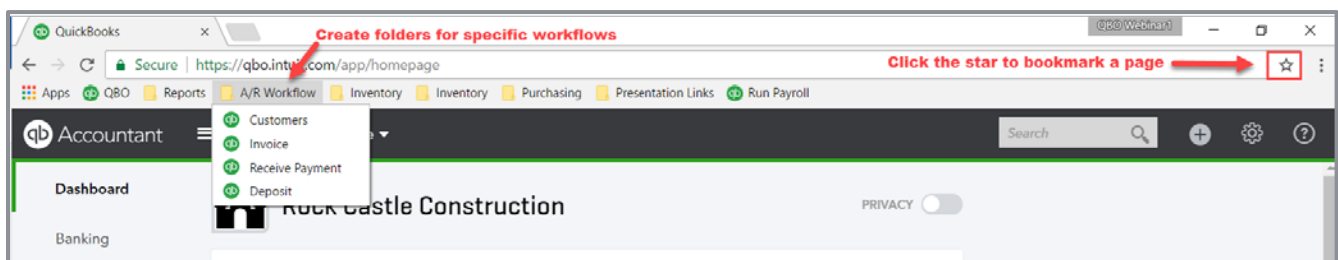


- **Create a QBO Chrome User to access multiple companies simultaneously** - Chrome allows you to create different users (**Customize** → **Settings** → **People**). If you have two different QuickBooks Online companies, you can log in to each of them using a different Chrome user and operate each account simultaneously. (Or you can log in using two different browsers, such as Chrome and Firefox.)



- **Bookmark Bar** - Log in to a separate Chrome user for your QuickBooks Online clients. Open up the screens you use most often and bookmark them (click on the ★) to create a QuickBooks Online icon bar to be used with multiple QuickBooks clients.

If a specific client has special screens you use regularly, create a folder on the Chrome bookmark bar, bookmark those screens, then save them in the folder.



- **Back Arrow** - Right-click the **back arrow** on the browser to display a recent history of the screens you were on. Left-click the one you want to return to and resume working.

- **Clear the Cache** - If you are getting unexpected results when working in QuickBooks Online or are having problems logging in, make sure to clear your cache and cookies in Chrome (**Customize** → **History** → **Clear browsing data**).
- **CTRL+** and **CTRL -** - allow you to zoom in and out quickly.



TIP: *This browser functionality works best in a Chrome browser and is useful because many accounting professionals use two (and sometimes three) monitors. The ability to right click and duplicate may not work in other browsers. You can use the New Window button found in the Accountant Toolbox to duplicate screens when using a browser other than Chrome .*

KEYBOARD SHORTCUTS

You may be used to working with keyboard shortcuts with desktop programs. There are also keyboard shortcuts when working in QuickBooks Online. Some common keyboard shortcuts can be found by clicking **Ctrl+Alt+I**. If you're on a Mac use **Option+CTRL+I**. Notice that the same shortcut key acts differently depending on which screen you are on.

For example, Ctrl+Alt+C opens up the Customer Center as long as you are not on a transaction. If you are on a transaction, it cancels the transaction. If you're using a Mac, substitute Command+Alt+letter.

Your Company ID is **1935 1448 2356 409 H10**

Keyboard Shortcuts

To take advantage of shortcuts, simultaneously press
[ctrl] and [alt or option] and one [key from the list below]

REGULAR PAGES - HOMEPAGE, CUSTOMERS, AND SO ON		TRANSACTION PAGES - INVOICE, EXPENSE, AND SO ON	
SHORTCUT KEY	ACTION	SHORTCUT KEY	ACTION
i	Invoice	x	Exit transaction view
w	Check	c	Cancel out
e	Estimate	s	Save and New
x	Expense	d	Save and Close
r	Receive Payment	m	Save and Send
c	Customers	p	Print
v	Vendors		
a	Chart of Accounts		
l	Lists		
h	Help		
f	Search Transactions		
? or /	This dialog		

OK

This screen also is where you find your Company ID, which you might need if you have to call technical support.

Other keyboard shortcuts you may be interested in are the date shortcuts. When you are in a date field, you can move forward and back a day at a time by using your + (plus) and - (minus) keys. To go to today, use the letter t. Here are some other date shortcuts:

- **w** for first day of the week
- **k** for the last day of the week
- **m** for the first day of the month
- **h** for the last day of the month
- **y** for the first day of the year
- **r** for the last day of the year

Do you see the pattern? Use the first letter of the word to go to the beginning and the last letter to go to the end.

Also, the Escape key will cancel the transaction you are on.

CALCULATIONS

There's a simple calculator available on the rate or amount fields of a transaction. Enter your first number then use your keyboard to add (+), subtract (-), multiply (*) or divide (/). The beauty of this feature is the results are entered directly into the transaction; no retyping of numbers.

Check #515

Vu Contracting 10100 Checking Balance \$44,580.70

Mailing address: Don Vu, Vu Contracting, 89304 Freedom Dr., San Mateo, CA

Payment date: 12/15/2016

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER
1	54500 Job Expenses:S		1000.+25d	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Abercrombie, Kri
2							

Add lines Clear all lines

AMOUNT

1,250.00

Topic 2: QuickBooks Online Apps for Mac and Windows

SPECIFY THE FEATURES AND BENEFITS OF USING QUICKBOOKS ONLINE ACCOUNTANT APPS

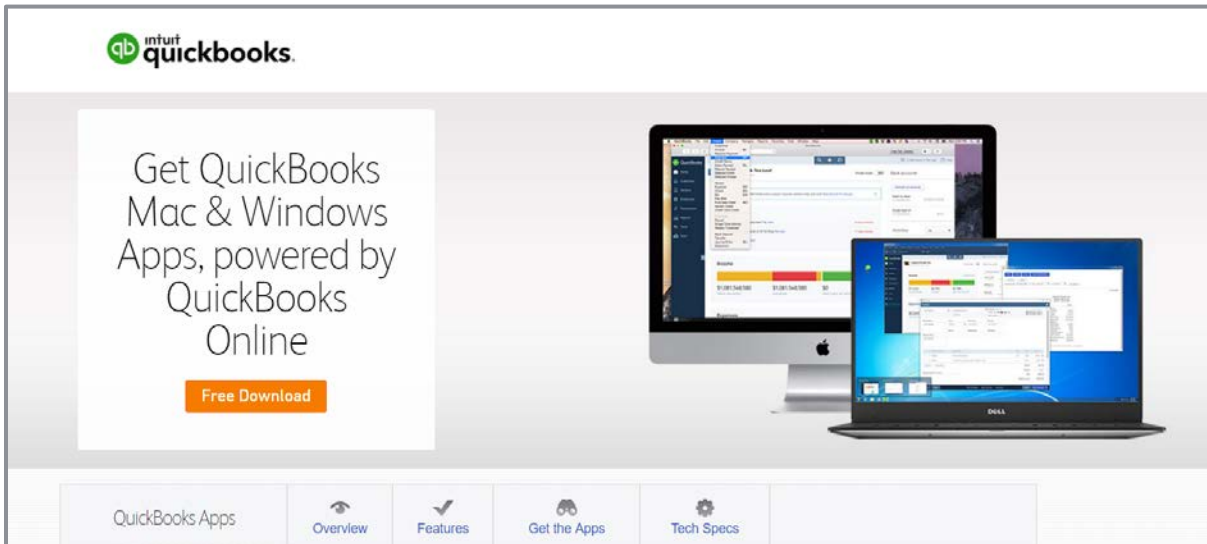
Intuit has introduced desktop apps that work with QuickBooks Online and QuickBooks Online Accountant without the use of browsers. These apps provide an experience that is much closer to the QuickBooks Desktop products.

Benefits include:

- Drop-down menus to access screens and reports
- Keep multiple screens open in the same monitor workspace
- Tile your windows across multiple monitors

HOW TO GET THE APPS

The best place to find the free QuickBooks Mac and Windows apps is quickbooks.intuit.com/apps.





Step-by-Step: Get the Apps

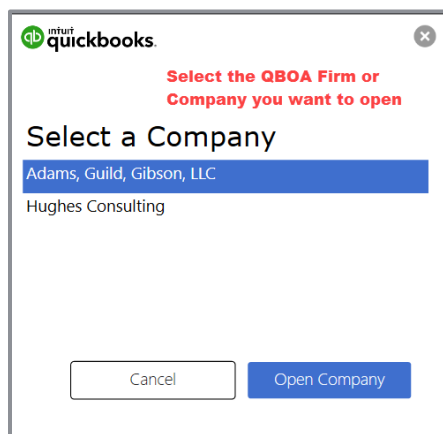
1. Click the **Free Download** button.
2. If you are prompted, choose which operating system you are using and the required installation package will be downloaded.
3. Follow the installation instructions.
4. When the program is installed you will be prompted to log in using your QuickBooks Online credentials. The QuickBooks Apps are available for your clients too and offer some robust features to enhance the QuickBooks Online experience.

Logging into the Apps

Once you enter your login credentials all the QuickBooks Online Accountant firms and QuickBooks accounts you have access to will be displayed. In this way the app becomes a central hub for all your QuickBooks Online companies.

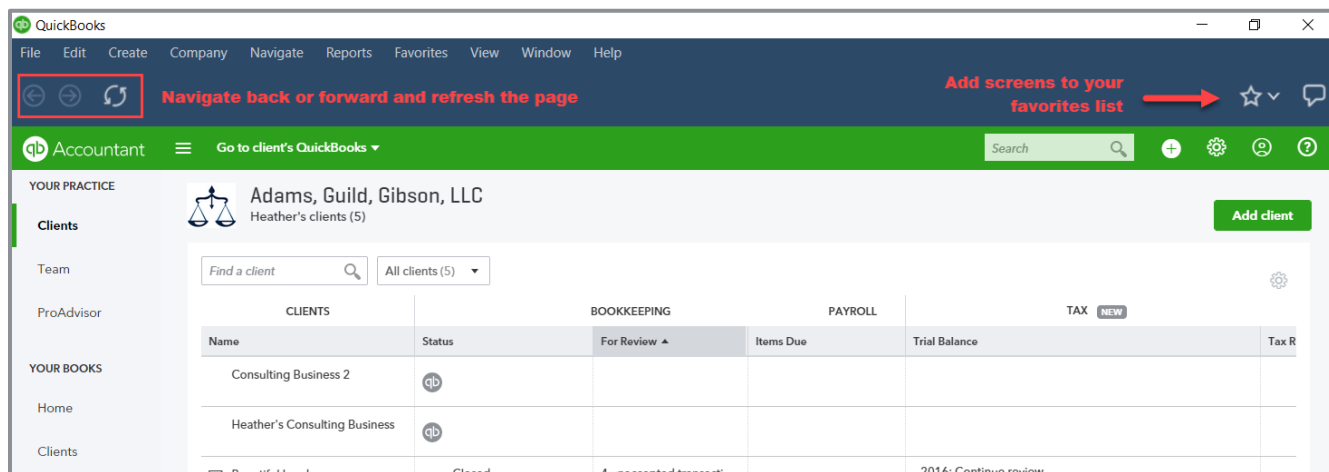


TIP: You must first log in to your QuickBooks Online Accountant firm, then choose which client account you would like to open from the Client List.



RECOGNIZE NAVIGATION POINTS IN QUICKBOOKS ONLINE ACCOUNTANT APPS

The app replaces the need to use a browser to access your QuickBooks Online companies. The left navigation pane and Accountant Toolbar are in the same place within the apps. In fact, the entire interface below the list menus looks exactly the same as if you had opened QuickBooks Online with a browser.



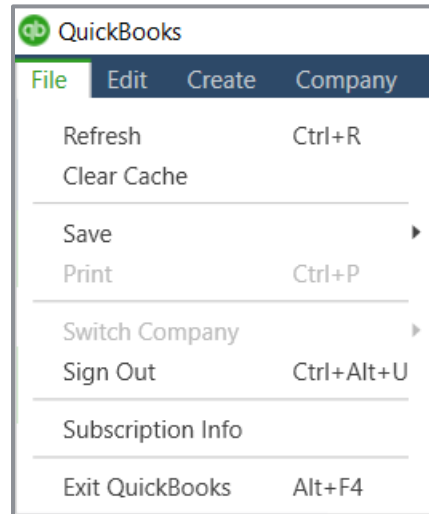
The app has some of the features of a browser built into it; for example, at the top left of the screen (above the QB Accountant logo) you have a back button and a refresh button just like in Chrome. You also have a favorites menu which is represented by the star icon. As you “favorite” various screens, they will be added to the drop-down list.

The chat icon next to the favorite button is where you leave Intuit feedback about the apps.

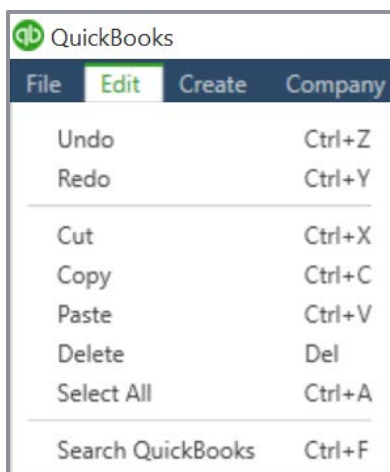
Drop-down Menus

The menus at the top of the QuickBooks App are reminiscent of QuickBooks Desktop and are not available when accessing QuickBooks Online via a regular browser.

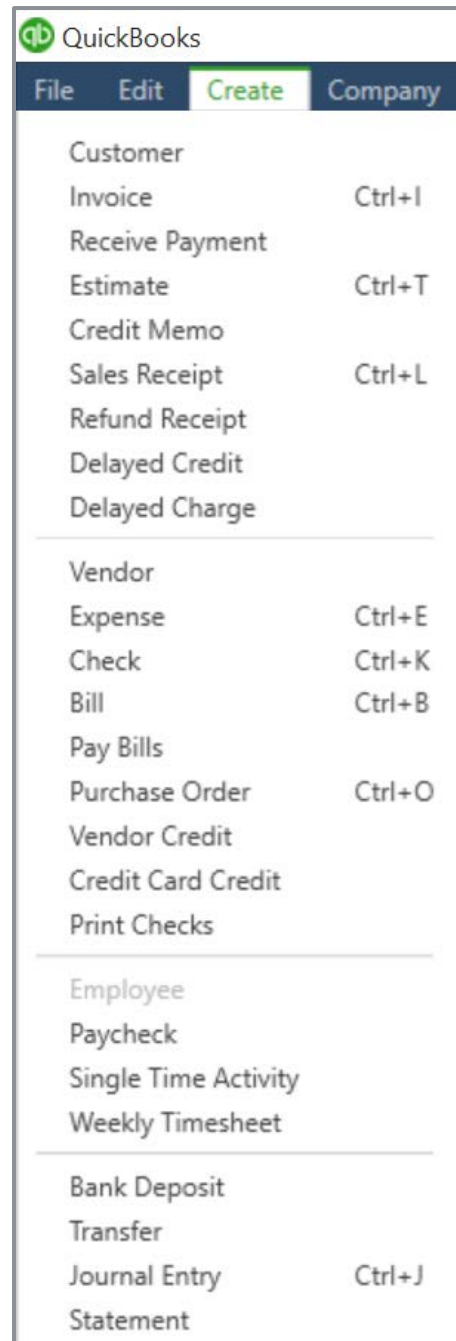
- **File menu** - Refresh your screen, clear the cache, save or print a transaction, switch to another QuickBooks Online Accountant Firm, sign out of the QuickBooks Online Accountant account, view subscription information and Exit QuickBooks



- **Edit menu** - Includes a list of hot keys to help with data entry; you can also open the search utility by clicking **Search QuickBooks** or pressing **Ctrl+F**



- **Create menu** - Includes links to transactions screens and is sorted by entity, just like the Quick Create menu



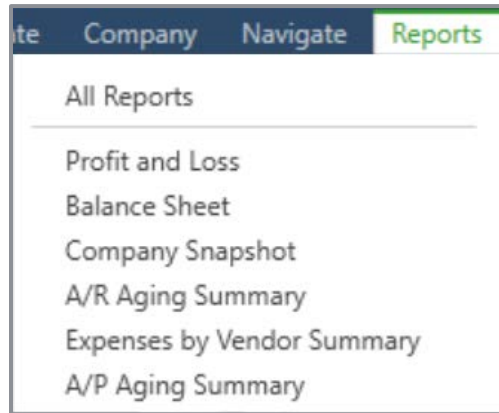
- **Company Menu** - Includes items found by clicking on the **gear** icon in QuickBooks Online

File	Edit	Create	Company
Company Settings			
Chart of Accounts			
Payroll Settings			
All Lists			
Products and Services			
Recurring Transactions			
Import Data			
Reconcile			
Audit Log			
Your Account			
Manage Users			

- **Navigate** - Is another way to access the centers found on the left navigation pane

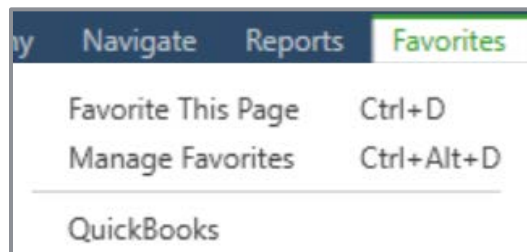
Create	Company	Navigate
Customers		
Vendors		
Employees		
Banking		
Sales Transactions		
Expenses		
Sales Tax		
Payroll Tax		

- **Reports** - Provides shortcuts to commonly used reports such as the Balance Sheet, Profit & Loss, Company Snapshot and A/R and A/P Aging reports; you can also access the Reports Center from this menu to view all your reports



NOTE: The reports you have access to will depend on which subscription level of QuickBooks Online your company has.

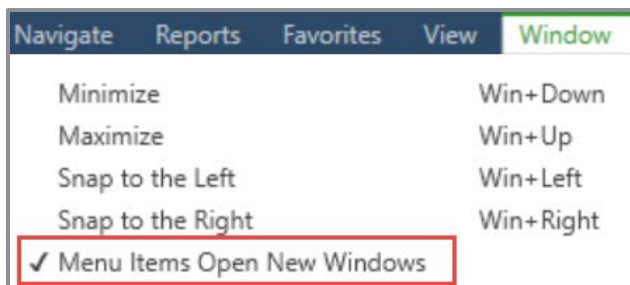
- **Favorites** - Offers another point of entry for your Favorites list



- **View** - Allows you to zoom in and out and toggle to full screen mode



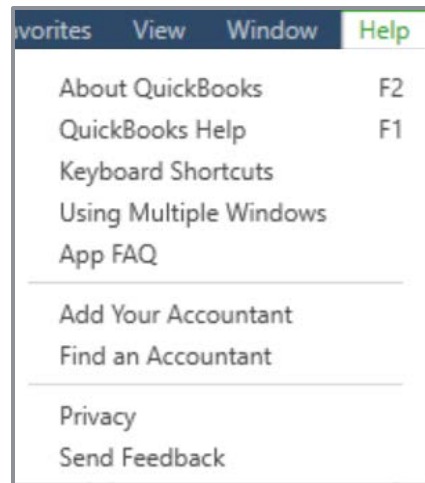
- **Window** - Change the location and size of the app on your screen and, very important, the option to open new windows each time you open a new screen in QuickBooks Online



TIP: a new window will only open if you use the menus or hot keys to open new screens. If you use the left navigation pane and top navigation bar to open windows, it will not open a new window.

Windows tiling allows the user to move open windows onto multiple display monitors. This means you can view a report on one monitor and a transaction on another. You can't do that in QuickBooks Desktop.

- **Help** - Includes the following:



- **F2** - About QuickBooks tells you which release is installed on the computer
- **F1** - Opens the QuickBooks Help options and links
- You can click the links to learn more about the apps and view the list of shortcut keys (which you can print)
- Options for clients to add an accountant user or search the Find-A-ProAdvisor website for an accountant
- Link to Intuit's privacy statement and the send feedback window

Guide Conclusion

You have just completed *Module 3: Navigate and Customize*. 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 then proceed to the certification exam.

By completing this module, you should be able to:

- Recognize key components of the QuickBooks Online interface
- Specify the features and benefits of using QuickBooks Online Accountant apps
- Recognize navigation points in QuickBooks Online Accountant apps