

Module 1

Getting Started



Module 1: Getting Started

- Benefits of using QuickBooks Online
- Subscription Levels
- Main Components of QuickBooks Online

Topic 1: Benefits of using QuickBooks Online

Upon completion of this topic, you should be able to:

- Identify the benefits of using QuickBooks Online

Technical Benefits



True Cloud-based
Application



Access from
Multiple Devices



Multiple Operating
Systems



Technical Benefits (continued)



Always up to Date



Real-time
Multi-user Access

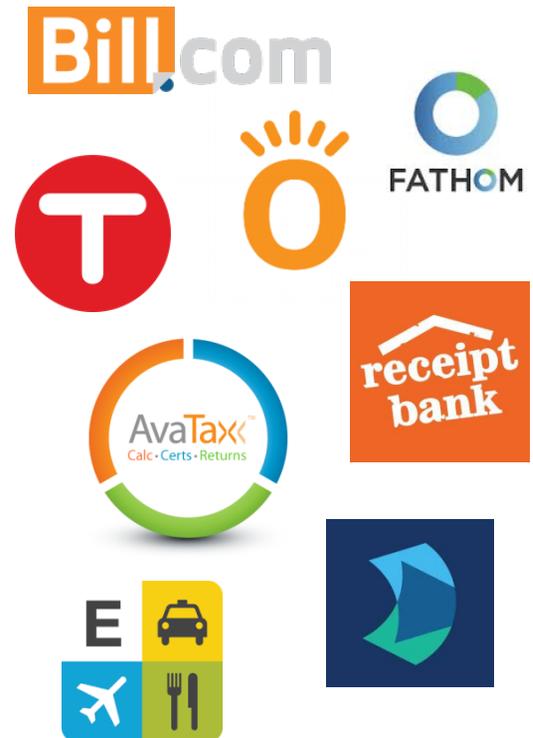


128 Bit Encryption
Continuous Backup



Workflow Benefits

- Integrated Document Management
- Automation features
 - Bank Rules
 - Recurring Transactions
- Ecosystem of Apps

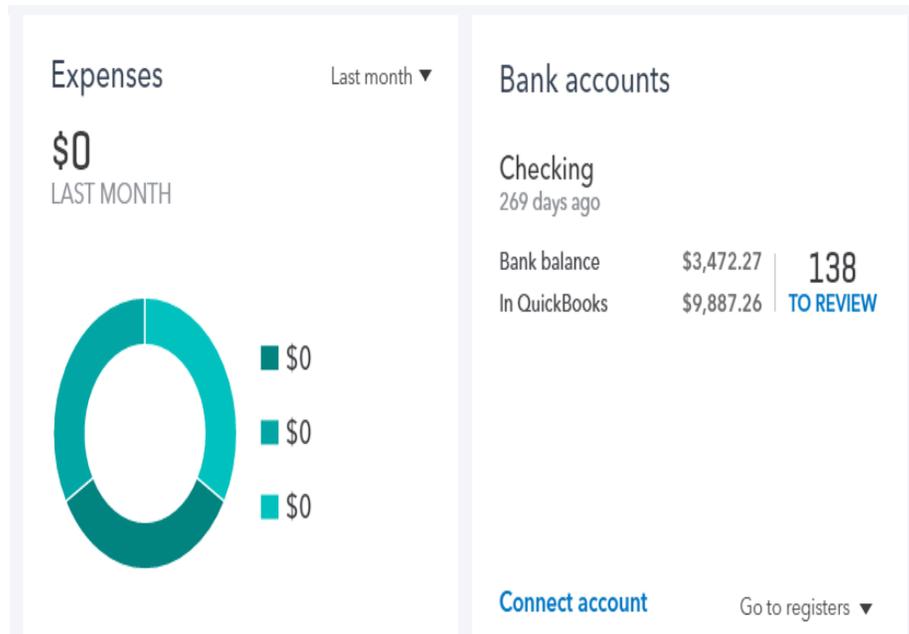


Topic 2: Subscription Levels

Upon completion of this topic, you should be able to:

- Determine which subscription level of QuickBooks Online to recommend

Recommending QuickBooks Online



Determine client's needs and wants
Try out the test drive file, search in
Google: *"QuickBooks Online Test Drive"*
Compare features of each product

Simple Start



- 1 Company User, 2 Accountant User/Firms
- Create unlimited estimates and invoices
- Manage Accounts Receivable
- Record and print checks
- Basic financial and A/R reports
- Unlimited Bank Feeds
- Allows for Apps, Payments and Payroll



Essentials



- 3 Company Users, 2 Accountant User/Firms
- Manage Accounts Payable
- Delayed Charges/Credits
- Setup recurring transactions
- Company Snapshot Report
- Customized user permissions
- Track billable hours by customer/sub-customer
- Unlimited free time-tracking only users
- Supports multicurrency

Plus



- 5 Company Users (up to 25), 2 Accountant User/Firms
- Unlimited free Reports-only users
- Purchase Orders
- Inventory tracking using FIFO valuation
- Class & Location tracking
- Budgets
- 1099-Misc
- Two-sided items to track item profitability



QuickBooks Self-Employed



- 1 user + 1 Accountant User/Firm
- Ability to separate business from personal spending
- Invoicing – online payments + mobile invoicing
- Calculate estimated quarterly taxes
- Tracks mileage and Schedule C deductions
- Bank Feeds
- Attach receipts to transactions



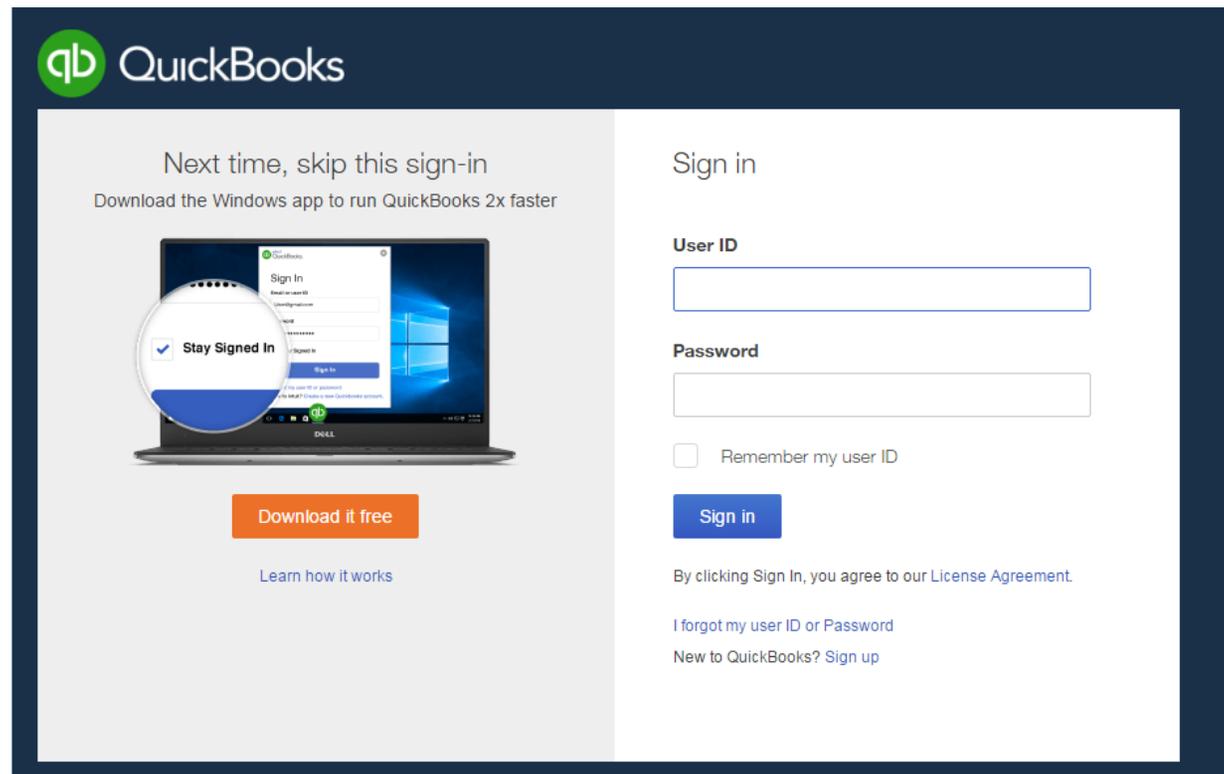
Topic 3:

Main Components of QuickBooks Online

Upon completion of this topic, you should be able to:

- Identify the main components of QuickBooks Online

Logging in: <http://qbo.intuit.com>



The screenshot shows the QuickBooks Online login interface. On the left, there is a promotional banner for the Windows app with the text "Next time, skip this sign-in" and "Download the Windows app to run QuickBooks 2x faster". Below this is an image of a laptop displaying the sign-in screen, with a magnifying glass highlighting the "Stay Signed In" checkbox. An orange button labeled "Download it free" and a link "Learn how it works" are positioned below the laptop image. On the right, the "Sign in" section contains a "User ID" input field, a "Password" input field, and a checkbox for "Remember my user ID". A blue "Sign in" button is located below these fields. At the bottom of the sign-in section, there is a disclaimer: "By clicking Sign In, you agree to our License Agreement." and two links: "I forgot my user ID or Password" and "New to QuickBooks? Sign up".



Lists

Craig's Design and Landscaping Services

Your Company	Lists
Account and Settings	All Lists
Manage Users	Products and Services
Custom Form Styles	Recurring Transactions
Chart of Accounts	Attachments
QuickBooks Labs	

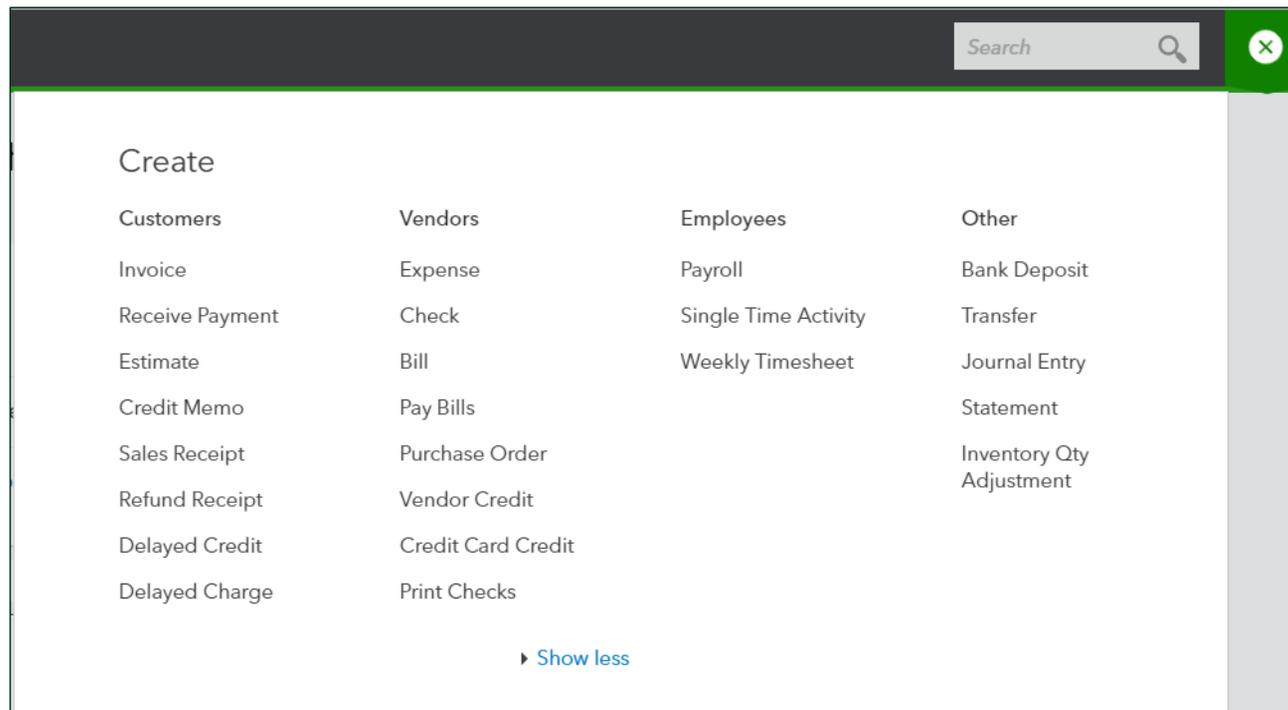
NOTE: Customers, Vendors and Employees are accessed from left hand navigation bar. You will not see them in All Lists

Lists

<h3>Chart of Accounts</h3> <p>Displays your accounts. Balance sheet accounts track your assets and liabilities, and income and expense accounts categorize your transactions. From here, you can add or edit accounts.</p>	<h3>Payment Methods</h3> <p>Displays Cash, Check, and any other ways you categorize payments you receive from customers. That way, you can print deposit slips when you deposit the payments you have received.</p>
<h3>Recurring Transactions</h3> <p>Displays a list of transactions that have been saved for reuse. From here, you can schedule transactions to occur either automatically or with reminders. You can also save unscheduled transactions to use at any time.</p>	<h3>Terms</h3> <p>Displays the list of terms that determine the due dates for payments from customers, or payments to vendors. Terms can also specify discounts for early payment. From here, you can add or edit terms.</p>
<h3>Products and Services</h3> <p>Displays the products and services you sell. From here, you can edit information about a product or service, such as its description, or the rate you charge.</p> <p><u>Product Categories</u></p> <p>A means of classifying items that you sell to customers. Provide a way for you to quickly organize what you sell, and save you time when completing sales transaction forms.</p>	<h3>Attachments</h3> <p>Displays the list of all attachments uploaded. From here you can add, edit, download, and export your attachments. You can also see all transactions linked to a particular attachment.</p>
<h3>Custom Form Styles</h3> <p>Customize your sales form designs, set defaults, and manage multiple templates.</p>	



Transactions



The screenshot shows the 'Create' menu in QuickBooks Online. At the top right of the menu is a search bar with the text 'Search' and a magnifying glass icon, and a close button with an 'x' icon. The menu items are organized into four columns:

Customers	Vendors	Employees	Other
Invoice	Expense	Payroll	Bank Deposit
Receive Payment	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge	Print Checks		

At the bottom center of the menu, there is a link that says '▶ Show less'.



Tools

Craig's Design and Landscaping Services

Your Company	Lists	Tools	Profile
Account and Settings	All Lists	Import Data	User Profile
Manage Users	Products and Services	Export Data	Feedback
Custom Form Styles	Recurring Transactions	Reconcile	Privacy
Chart of Accounts	Attachments	Budgeting	
QuickBooks Labs		Audit Log	
		Order Checks 	 Sign Out



Module 2

Setting Up



Module 2 : Setting Up

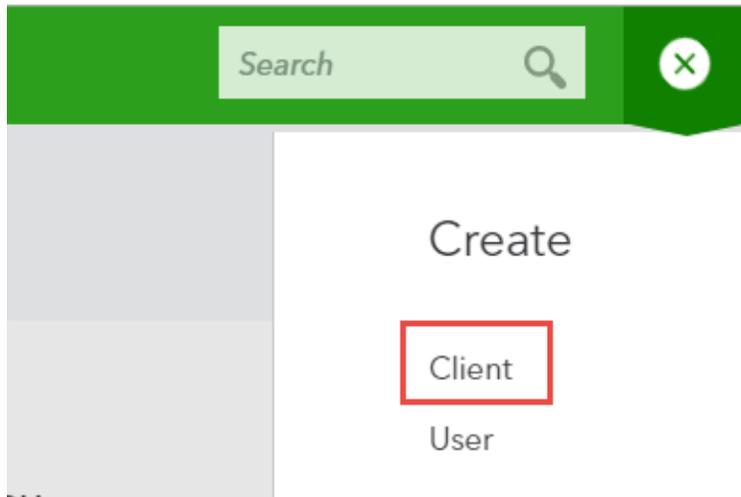
- Create a new QBO Company
- Manage Account and Settings
- Set up Lists and Users
- Importing into QuickBooks Online

Topic 1: Creating a new QBO Company

Upon completion of this topic, you should be able to:

- Specify the steps to create a new QBO Company

Create a New QBO Subscription from QuickBooks Online Accountant



A screenshot of the 'Client contact information' and 'QuickBooks subscription' forms. The 'Client contact information' section includes radio buttons for 'Business' (selected) and 'Individual', and input fields for 'Business name *', 'Email *', 'Display name as', and 'Mobile'. Below this is a '+ Add more info' link. The 'QuickBooks subscription' section includes radio buttons for 'Wholesale discount (firm is billed)' (selected) and 'Direct discount (client is billed)'. It lists three subscription options: 'Self-Employed' (\$5/mo), 'Essentials' (\$15/mo), and 'Plus' (\$20/mo). A 'Wholesale discount' callout box explains the benefit of bundling QuickBooks into services provided to clients.

Subscription Type	Price	Additional Info
Self-Employed	\$5/mo	New, 50% off for life of the subscription ¹
Essentials	\$15/mo	50% off for life of the subscription ¹
Plus	\$20/mo	Most Popular, 50% off for life of the subscription ¹

Set-up Wizard

qb 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?

Choose one

- Choose one
- Less than 1 year
- 1-2 years**
- 3-4 years
- 5-9 years
- 10-14 years
- 15+ years

[Next](#)

qb intuit quickbooks. 2 of 2

What can we take off your plate?

We've got your accounting covered. What else can we help you with?

 Invoice customers	 Track expenses	 Track inventory	 Retail sales
 Manage bills	 Track sales tax	 Pay employees	 Track time

[Back](#) [Done](#)

... you're ready to start customizing

The screenshot shows the QuickBooks dashboard for a company named 'Accountant University'. The interface includes a top navigation bar with a search bar and utility icons. A left sidebar contains a checklist of setup tasks: 'See how much you're making', 'Start invoicing', 'Get set up by a pro', and 'Add the finishing touches'. The main area features a central workflow with three steps: 'Connect your bank' (1), 'Review your transactions' (2), and 'See your profits' (3). Below this, there are three summary cards: 'Profit and Loss' showing \$0 net profit for November, 'Expenses' showing \$0 for last month with a donut chart, and 'Bank accounts' showing \$0.00 balance and 'TO REVIEW' status.

Accountant University

- See how much you're making
- Start invoicing
- Get set up by a pro
- Add the finishing touches

1 Connect your bank

2 Review your transactions

3 See your profits

Profit and Loss Last month ▼

\$0
NET PROFIT FOR NOVEMBER

\$0 INCOME

\$0 EXPENSES

Expenses Last month ▼

\$0
LAST MONTH

\$0

\$0

\$0

Bank accounts

Account name

Bank balance \$0.00

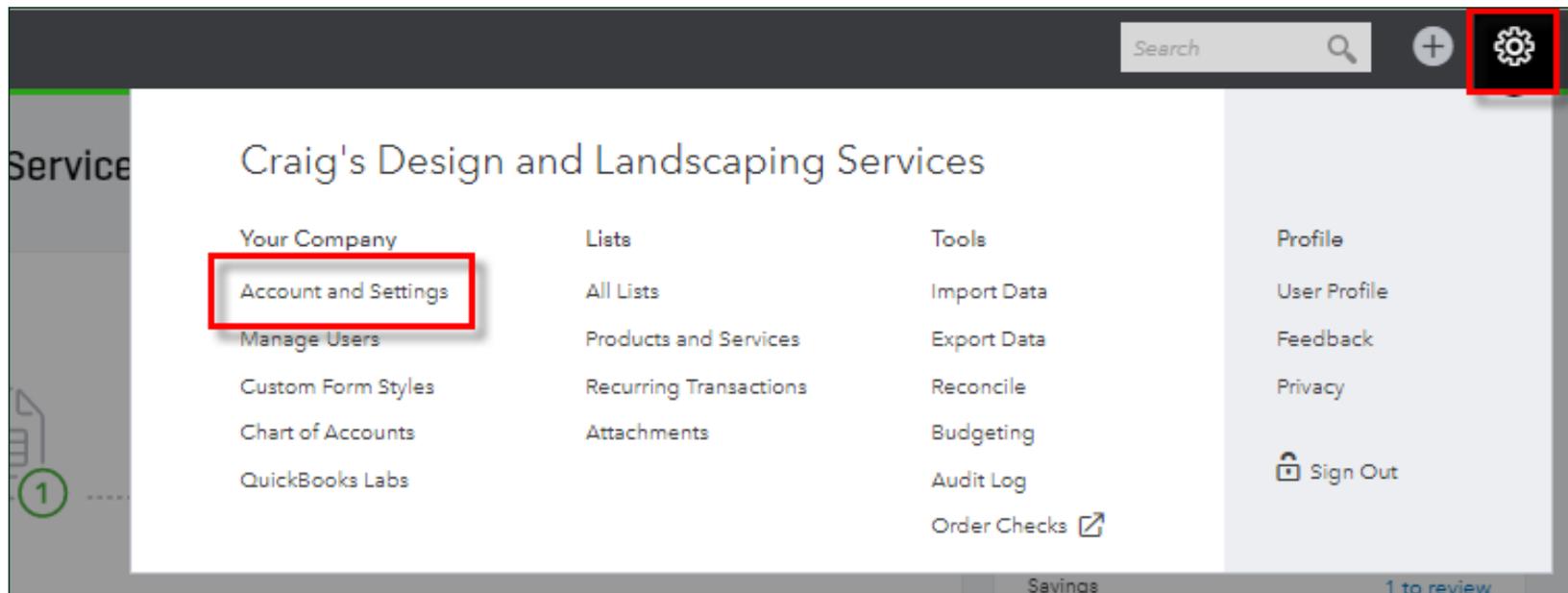
In QuickBooks \$0.00 TO REVIEW

Topic 2: Manage Account and Settings

Upon completion of this topic, you should be able to:

- Recognize the steps to manage Account and Settings
- Identify accounting related preferences
- Identify sales related preferences
- Identify expense related preferences

Account and Settings - Intro



Account and Settings – Company

Account and Settings
?

Company	Company name		<div style="border: 1px solid #ccc; width: 60px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> logo </div>	✎
Sales	Company name	Accountant University		
Expenses	Legal name	Same as company name		
Payments	EIN/SSN	-		
Advanced	Industry	-		
	Contact info Company email Customer-facing email Company phone Website	emily_watkins@intuit.com Same as company email - -	✎	
	Address Company address Customer-facing address Legal address	Same as company address Same as company address	✎	
	Communications with Intuit Receive promotional offers		✎	



Account and Settings – Sales

Account and Settings
?

Company

Sales

Expenses

Payments

Advanced

Customize **Customize look and feel**

Customize the way forms look to your customers

Sales form content

Preferred invoice terms	Net 30	✎
Preferred delivery method	None	
Shipping	Off	
Custom fields	Off	
Custom transaction numbers	Off	
Service date	Off	
Discount	Off	
Deposit	Off	

Products and services

Show Product/Service column on sales forms	On	✎
Show SKU column	Off	
Track quantity and price/rate	On	
Track inventory quantity on hand	Off	

Messages

Default email message sent with sales forms		✎
Default message shown on sales forms		

Reminders

Default email message sent with reminders		✎
---	--	---

Account and Settings – Expenses

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



Account and Settings – Payments

Account and Settings

- Company
- Sales
- Expenses
- Payments**
- Advanced

QuickBooks Payments	<p>Get paid more ways, fast!</p> <ul style="list-style-type: none">• Take credit cards or bank transfers• Accept payments through Quickbooks, emailed invoices, and mobile• QuickBooks automatically updates when you're paid	Learn more
Existing account	<p>If you already have a Payments account with Intuit (you may know it as GoPayment or Merchant Services), connect it to your QuickBooks.</p>	Connect



Account and Settings – Payments

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?	Business Fundamentals C
	Where should we record Payments fees?	Merchant Service Fees

Privacy || Security ||



Account and Settings – Advanced

Account and Settings ? X

Company	Accounting	First month of fiscal year	January	✎
Sales		First month of income tax year	Same as fiscal year	
Expenses		Accounting method	Accrual	
Payments		Close the books	Off	
Advanced	Company type	Tax form		✎
	Chart of accounts	Enable account numbers	Off	✎
	Categories	Track classes	Off	✎
		Track locations	Off	
	Automation	Pre-fill forms with previously entered content	On	✎
		Automatically apply credits	On	
		Automatically invoice unbilled activity	Off	
		Copy estimates to invoices	Off	
		Automatically apply bill payments	On	
	Time tracking	Add Service field to timesheets	Off	✎
		Make Single-Time Activity Billable to Customer	On	

Done



Topic 3: Set up Lists and Users

Upon completion of this topic, you should be able to:

- Specify the steps to setup and modify Lists & Users

Manage Users

Your Company

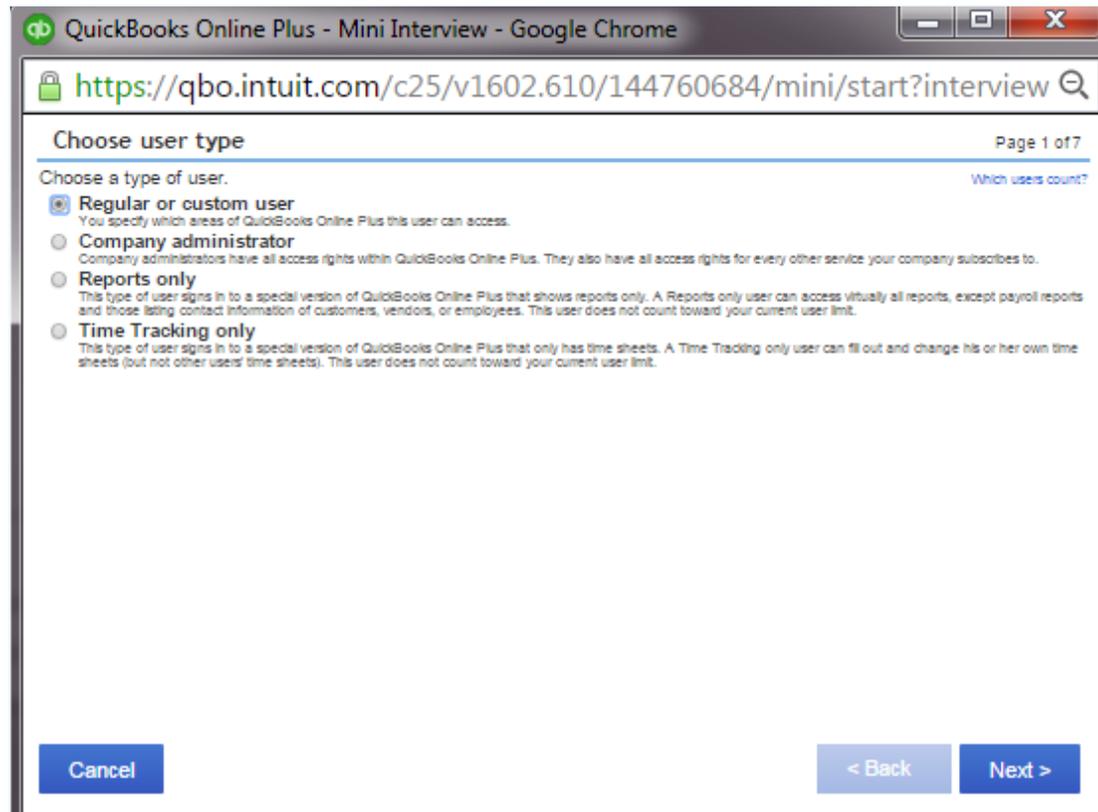
Account and Settings

Manage Users

Custom Form Styles

Chart of Accounts

QuickBooks Labs

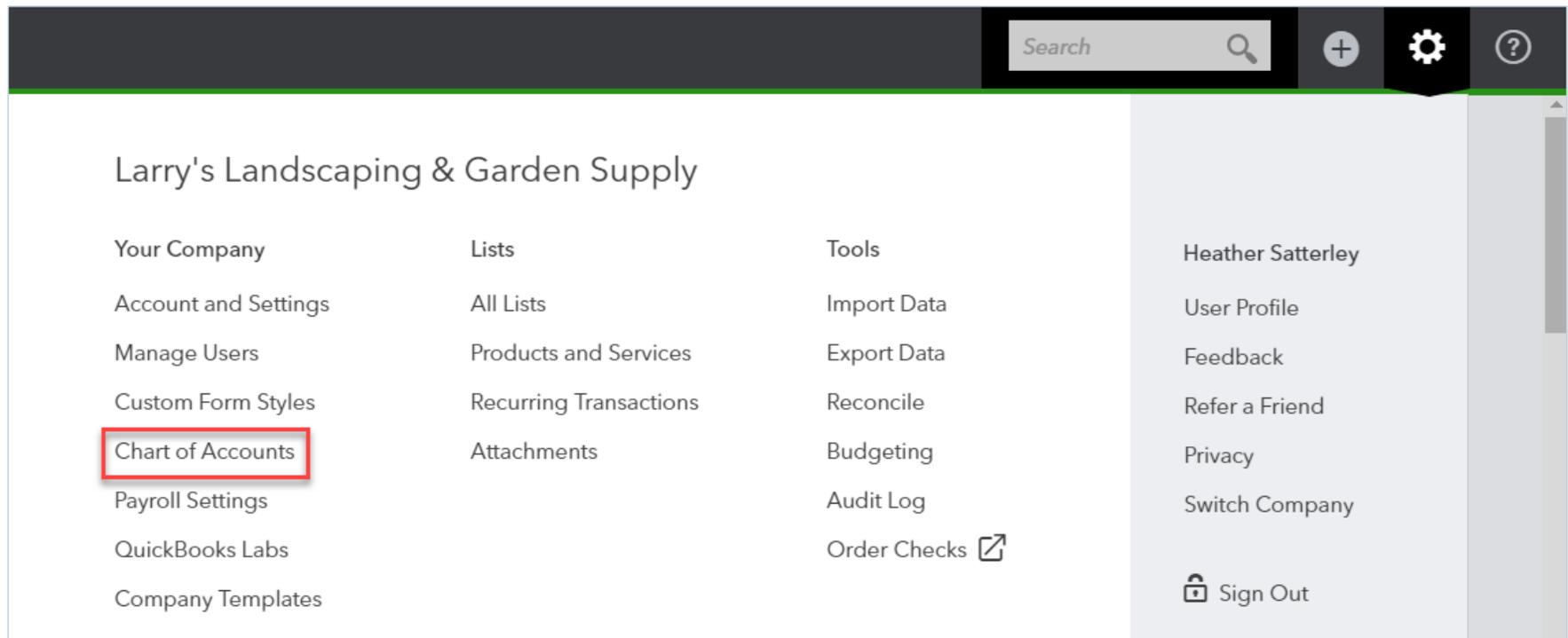


The screenshot shows a browser window titled "QuickBooks Online Plus - Mini Interview - Google Chrome". The address bar contains the URL: <https://qbo.intuit.com/c25/v1602.610/144760684/mini/start?interview>. The page content is titled "Choose user type" and is labeled as "Page 1 of 7". Below the title, it says "Choose a type of user." with a link "Which users count?". There are four radio button options:

- 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.

At the bottom of the page, there are three buttons: "Cancel", "< Back", and "Next >".

Chart of Accounts



The screenshot shows the QuickBooks interface for a company named "Larry's Landscaping & Garden Supply". At the top, there is a search bar and navigation icons for home, settings, and help. The main navigation menu is displayed in three columns:

Your Company	Lists	Tools	User Profile
Account and Settings	All Lists	Import Data	User Profile
Manage Users	Products and Services	Export Data	Feedback
Custom Form Styles	Recurring Transactions	Reconcile	Refer a Friend
Chart of Accounts	Attachments	Budgeting	Privacy
Payroll Settings		Audit Log	Switch Company
QuickBooks Labs		Order Checks 	
Company Templates			 Sign Out

Chart of Accounts

Larry's Landscaping & Garden Supply

Search

Run Report **New**

TIP - Other accountants save 2 hours on Chart of Accounts customizations by using community contributed templates. Find one for your industry type now. Click here!

Filter by name or number

NUMBER	NAME	TYPE	DETAIL TYPE	QUICKBOOKS BAL	BANK BALANCE	ACT
10100	10100 Cash Expenditures	Bank	Checking	436.73		View register
1071	1071 Bill.com Money In Clearing	Bank	Cash on hand	-160.00		View register
1072	1072 Bill.com Money Out Clearing	Bank	Cash on hand	-150.00		View register
1099	1099 Barter Account	Bank	Checking	12,560.22		View register
1100	1100 Chase 1234	Bank	Checking	-9,691.42		View register
	Barter	Bank	Cash on hand	0.00		View register
	Chase Checking	Bank	Checking	-16,174.41		View register

Account

Category Type: Bank

*Name: Money Market

Description:

Is sub-account

Enter parent account

Balance as of: 12/12/2016

Use Money market to track amounts in money market accounts.

For investments, see Other Current Assets, instead.

Cancel **Save and Close**

Products and Services List

The screenshot shows the QuickBooks interface for 'Larry's Landscaping & Garden Supply'. The left-hand navigation menu is visible, with 'Products and Services' highlighted in a red box. The main content area shows a table of products and services. The 'New' button in the top right is also highlighted with a red arrow. A dropdown menu is open from the 'Edit' button of the first row, with 'Make inactive', 'Run report', and 'Duplicate' options highlighted in a red box.

SELECTABLE	QTY ON HAND	REORDER POINT	ACTION
<input checked="" type="checkbox"/>			Edit ▼ Make inactive Run report Duplicate
<input checked="" type="checkbox"/>			Edit ▼
<input type="checkbox"/>			Edit ▼



Products and Services List

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

Product/Service information



Service [Change type](#)

Name*



SKU



Category

Choose a category

Sales information

I sell this product/service to my customers.

Description on sales forms

Sales price/rate

Income account

Services

Purchasing information

I purchase this product/service from a vendor.

Save and close

Products and Services List - Bundles

Product/Service information

Bundle [Change type](#)

Name*

SKU

Sales information

Products/services included in the bundle
 Display bundle components when printing or sending transactions

PRODUCT/SERVICE	QTY
Concrete Concrete for fountain installation	10
Lighting Garden Lighting	3
Pump Fountain Pump	1
Landscaping:Installation	1

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Complete Fountain	Complete Fountain <i>Your customer won't see any of the items in this bundle</i>	1	670	670.00	
	Design:Fountains:Concrete	Concrete for fountain installation	10	10		✓
	Design:Lighting	Garden Lighting	3	85		✓
	Design:Fountains:Pump	Fountain Pump	1	15		✓
	Landscaping:Installation	Installation of landscape design	1	300		
2						
					Subtotal	\$670.00

[Add lines](#) [Clear all lines](#) [Add subtotal](#)

Customer

The screenshot shows the QuickBooks interface for the 'Customers' section. The 'Customers' tab is selected in the top navigation bar. On the left sidebar, the 'Sales' menu item is highlighted. A 'New customer' button is visible in the top right corner. The main content area displays a summary of customer activity: 'Unbilled Last 365 Days' with a total of \$0 (0 ESTIMATE), 'Unpaid Last 365 Days' with a total of \$750 (3 UNBILLED ACTIVITY), and 'Paid' with a total of \$1,500 (10 OVERPAID). A 'Customer Information' modal is open, showing fields for personal and company details, contact information, and address. The modal includes tabs for 'Address', 'Notes', 'Tax info', 'Payment and billing', and 'Attachments'. The 'Billing address' and 'Shipping address' sections are visible, with a checkbox for 'Same as billing address' checked. The modal has 'Cancel' and 'Save' buttons at the bottom.

Dashboard | All Sales | Invoices | **Customers** | Products and Services

Banking | **Sales** | Expenses | Employees

Customers New customer

Unbilled Last 365 Days: **\$0** (0 ESTIMATE) | Unpaid Last 365 Days: **\$750** (3 UNBILLED ACTIVITY) | Paid: **\$1,500** (10 OVERPAID)

Customer Information

Title | First name | Middle name | Last name | Suffix | Email (Separate multiple emails with commas)

Company | Phone | Mobile | Fax

*Display name as | Other | Website

Print on check as Use display name | Is sub-customer

Enter parent customer | Bill with parent

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

Billing address [map](#) | Shipping address [map](#) Same as billing address

Street | City/Town | State | ZIP | Country

Cancel | Privacy | Save

Vendor

qb Accountant Craig's Design and Landscaping Services Search + ⚙️ ?

Dashboard Expenses **Vendors**

Banking **Vendors** Prepare 1099s **New vendor**

Sales Unbilled Last 365 Days

Expenses **\$125** 1 PURCHASE ORDER

Employees

Vendor Information

Title	First name	Middle name	Last name	Suffix	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Separate multiple emails with commas"/>
Company					Phone Mobile Fax
<input type="text"/>					<input type="text"/> <input type="text"/> <input type="text"/>
*Display name as					Other Website
<input type="text"/>					<input type="text"/> <input type="text"/>
Print on check as <input checked="" type="checkbox"/> Use display name					Billing rate (/hr) Terms
<input type="text"/>					<input type="text"/> <input type="text" value="Enter Text"/>
Address map					Opening balance as of
<input type="text" value="Street"/>					<input type="text"/> <input type="text" value="12/12/2016"/>
<input type="text" value="City/Town"/>		<input type="text" value="State"/>			Account no.
<input type="text" value="ZIP"/>		<input type="text" value="Country"/>			<input type="text" value="Appears in the memo of all payments"/>
Notes					Tax ID
<input type="text"/>					<input type="text"/>
					<input type="checkbox"/> Track payments for 1099

Attachments Maximum size: 25MB

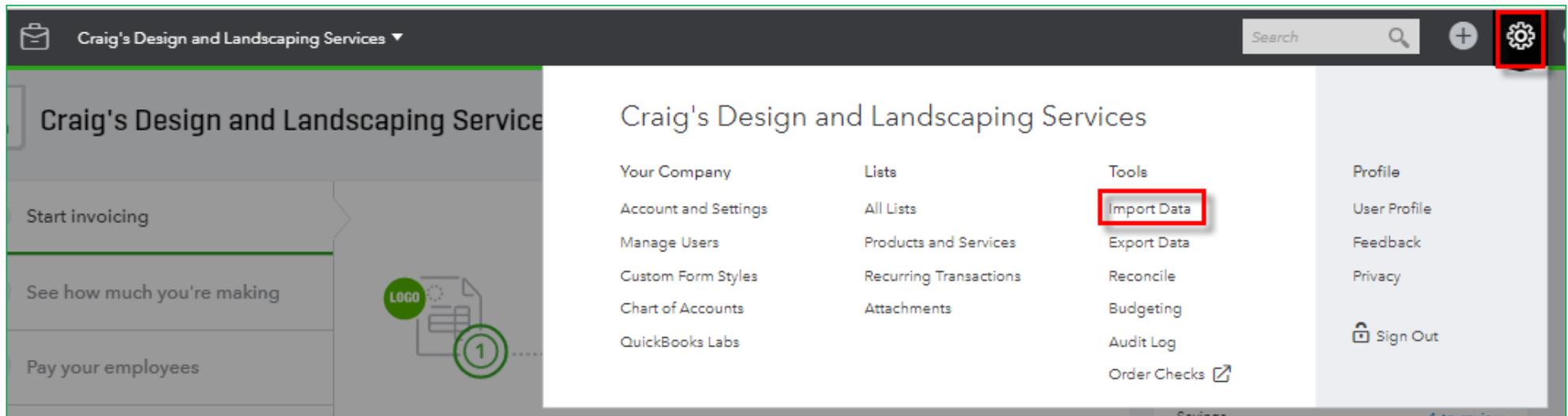
Cancel Privacy Save

Topic 4: Importing into QuickBooks Online

Upon completion of this topic, you should be able to:

- Identify the steps to import data into QuickBooks Online

Importing lists using Excel



Importing lists using Excel

Import Customers

1
UPLOAD

Upload an EXCEL or CSV file

[Download a sample file](#) ↓

- Employees
- Transactions
- Reports
- Sales Tax

Have data in CSV or Excel files?
It's easy to import from your computer.

- Customers**
Import your customer information.
- Vendors**
Import your vendor information.
- Accounts**
Import your accounts.
- Products and Services**
Import descriptions, prices, and quantity on hand.

Converting from QuickBooks Desktop

Accountant Craig's Design and Landscaping Services Search

Dashboard Import QuickBooks Desktop Data

Banking

Sales

Expenses

Employees

Reports

Taxes

Accounting

My Accountant

Here's how to securely copy your desktop data online

Watch the short video on the right or follow the steps below to learn how.

Using QuickBooks Enterprise? Please see [Importing from Enterprise](#) for instructions.

Windows | Mac

How to migrate your data: 00:03:10

Print Instructions

1 Open QuickBooks Desktop

Don't have QuickBooks Desktop? [Download a free trial now.](#)

1. Open QuickBooks Desktop
2. Choose **Help** > **Update QuickBooks**.
3. Click **Update Now**.
4. Click **Get Updates**.
5. If you're not in single-user mode, choose **File** > **Switch to Single-User Mode**.

2 Export your company data

1. In QuickBooks Desktop, choose **Company** > **Export Company File to QuickBooks Online**.
2. Follow the onscreen steps.

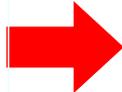
Most of your data will move over. [What's not imported?](#)

3 Sign back in online

1. Review your company settings and verify the data. [Read how](#)
2. Learn how to use QuickBooks Online. [Watch tutorials](#)

In QuickBooks Desktop – press F2

Maximum targets:
350,000



Product Information

Product	QuickBooks Accountant Desktop 2015 Release R1P		
License number	2630-2936-6194-122	REGISTERED	
Product number	113-644	R1_55	
User Licenses	1		
Installed	09/29/2014		

USAGE INFORMATION

Date First Used	01/05/2010	Number of Uses	669
Audit Trail	Enabled since 12/15/2019 04:08:02		

FILE INFORMATION

Location	C:\Users\Public\Documents\Intuit\QuickBooks\Sample Company Files\QuickBooks 2015\sample_product-based business.qbw		
File Size	38416 K	Versions Used on File	V25.0D R1 10/12/2014
Page Size	4096		
Total Transactions	1219		
Total Targets	5937		
Total Links	2000		
Dictionary Entries	196		
DB File Fragments	3		
Schema version	107.0		
Server Port	55363		
Server IP	192.168.1.73		
Server Name	QB_EARTH_25		
# of Users Logged In	1		
Current Cache Size	256		
Max Cache Size	3512		

SERVICES INFORMATION

AuthID	
Company Realm ID	null
Online Billing Token	
Shopping Source Token	

INTEGRATED APPLICATION INFORMATION

# of apps	7
Last accessed	10/12/2014 04:46:54

CONDENSE INFORMATION

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

List Information

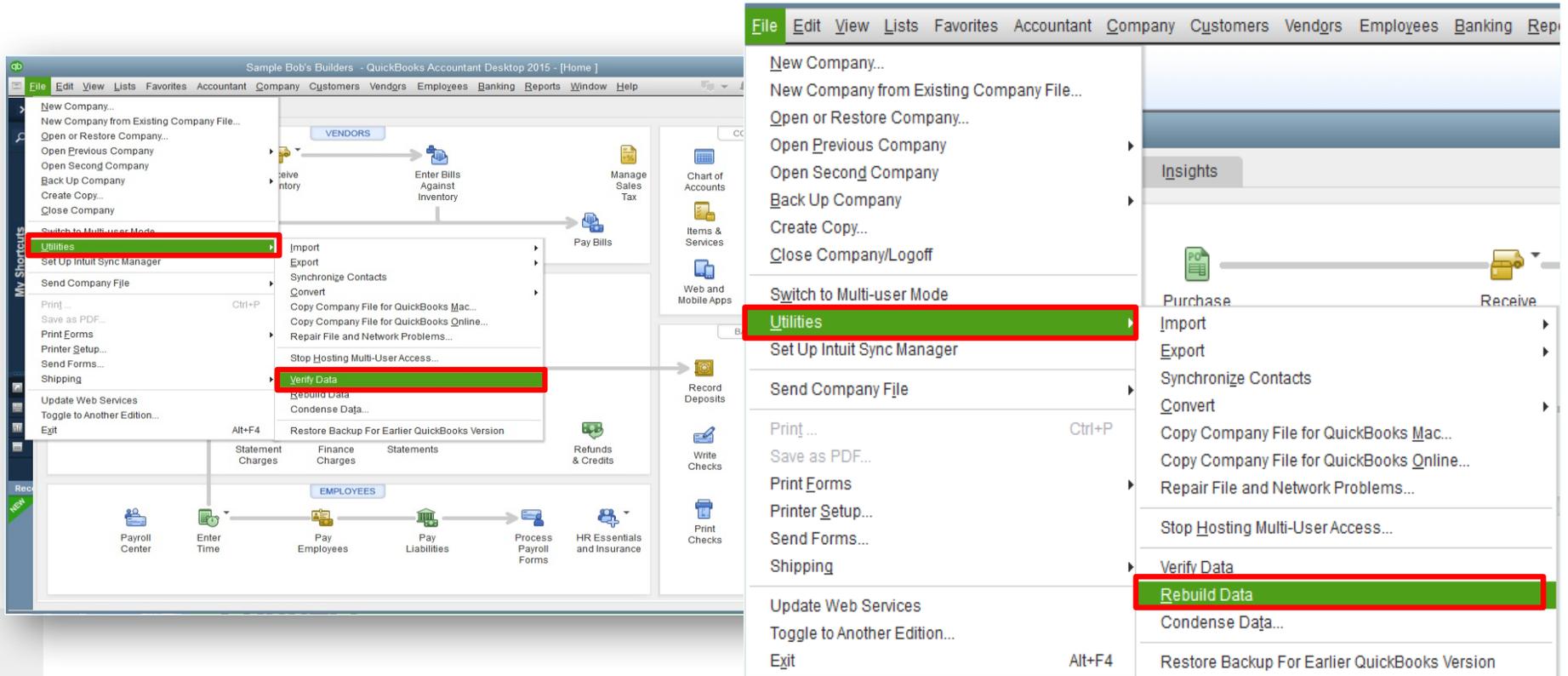
Total Accounts:	116
Total Names:	212
Customers:	146
Vendors:	54
Employees:	3

LOCAL SERVER INFORMATION

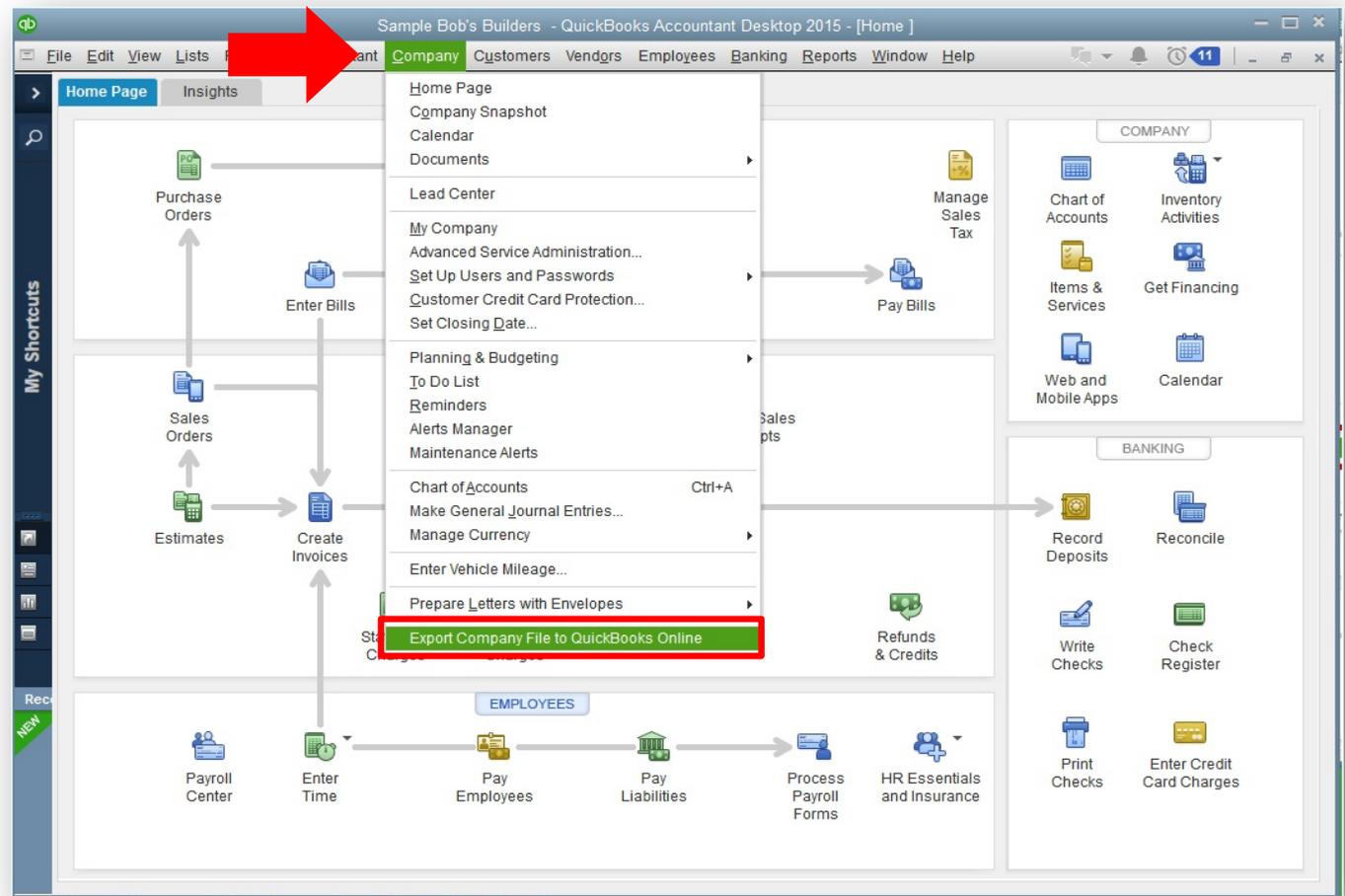
Hosting:	local files only	Server IP	192.168.1.73	DB Engine version	11.0.1.2584
Initial Cache	128	Server Port	55363		
Cache	256	Server Name	QB_EARTH_25		

OK

In QuickBooks Desktop Verify and Rebuild (if necessary)



In QuickBooks Desktop – Convert



In QuickBooks Desktop Post Conversion – Compare Reports

Balance Sheet and Profit & Loss

- Accrual Basis
- All Dates

The screenshot shows the QuickBooks Desktop interface for generating a report. The 'Report period' dropdown is set to 'All Dates'. The 'Accounting method' is set to 'Accrual'. The report is titled 'Craig's Design and Landscaping Services' and is a 'PROFIT AND LOSS' report for 'All Dates'. The report table is as follows:

	TOTAL
INCOME	
Design Income	2,250.00
Discounts given	-89.50
Landscaping Services	1,477.50
Job Materials	
Fountains and Garden Lighting	2,246.50
Plants and Soil	2,351.97
Sprinklers and Drip Systems	138.00
Total Job Materials	4,736.47
Labor	
Installation	250.00
Maintenance and Repair	50.00
Total Labor	300.00
Total Landscaping Services	6,513.97
Pest Control Services	110.00
Sales of Product Income	912.75
Services	503.55
Total Income	\$10,200.77
COST OF GOODS SOLD	
Cost of Goods Sold	405.00
Total Cost of Goods Sold	\$405.00
GROSS PROFIT	\$9,795.77

Module 3

Navigating & Customizing



Module 3 : Navigating & Customizing

Navigating QuickBooks Online

QuickBooks Apps for Mac and Windows

Topic 1: Navigating QuickBooks Online

Upon completion of this topic, you should be able to:

- Recognize key components of the QuickBooks Online interface

Left Navigation Pane

- Dashboard
- Banking
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- My Accountant

The screenshot shows the QuickBooks Online dashboard for a business named 'Beautiful Landscapes 1'. The dashboard is divided into several sections:

- Income (Last 365 days):** A bar chart showing three categories: OPEN INVOICES (\$16,423), OVERDUE (\$16,023), and PAID LAST 30 DAYS (\$0).
- Expenses (Last month):** A donut chart showing a total of \$6,479. The breakdown is: Meals and Enterta... (\$5,050), Rent or Lease (\$500), Utilities (\$450), and Everything else (\$479).
- Bank accounts:** A list of bank accounts with their balances and last update dates.

Bank Name	Balance	Last Updated
Amex	\$2,202.16	Updated 506 days ago
Bank of Steve	-\$124,672.90	
Chase Checking	\$2,735.51	
PayPal	\$57,808.84	
Primary Savings Account	\$5,000.00	
Savings	-\$415.66	
Blue from American Express (XXXXXXXXXXXX...)	\$1,176.47	
Credit Card	-\$216.00	
Stacy's Card	\$1,397.50	
- Profit and Loss (Last month):** Shows a net income for May of \$-869. A bar chart compares INCOME (\$5,565) and EXPENSES (\$6,434).
- Sales (Last month):** Shows a total sales amount of \$5,565. A line graph shows sales trends over time.



Left Navigation Pane: Banking

The screenshot shows the QuickBooks Online interface. The left navigation pane has 'Banking' highlighted with a red box. The main content area has 'Banking' and 'Bank Rules' highlighted with a red box. The 'Banking' sub-menu is active, showing 'Bank and Credit Cards' for 'Amex'. It displays a balance of \$2,202.16 and a balance of \$-720.97. A notification banner asks to update sign-in info. Below is a table of transactions.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
10/14/2015	Car Park		Travel	\$18.00		Add



Left Navigation Pane: Sales – All Sales

- Dashboard
- Banking
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- My Accountant

All Sales
Customers
Products and Services

Sales Transactions

Unbilled Last 365 Days

\$3,915

2 ESTIMATES

\$1,092

7 UNBILLED ACTIVITY

Unpaid Last 365 Days

\$16,023

48 OVERDUE

\$16,423

52 OPEN INVOICES

Paid

\$0

0 PAID LAST 30 DAYS

Filter ▾ Last 365 Days

Batch actions ▾

Print Copy Settings

<input type="checkbox"/>	DATE ▾	TYPE	NO.	CUSTOMER	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	06/19/2017	Invoice	SR67	Parents	07/19/2017	\$100.00	\$100.00	Open (Sent)	Receive payment ▾
<input type="checkbox"/>	06/15/2017	Billable Expe...		Arune Snow	06/15/2017	\$0.00	\$10.00	Open	Start invoice
<input type="checkbox"/>	06/12/2017	Invoice	SR66	Parents	07/12/2017	\$100.00	\$100.00	Open (Sent)	Receive payment ▾
<input type="checkbox"/>	06/05/2017	Invoice	SR65	Parents	07/05/2017	\$100.00	\$100.00	Open (Sent)	Receive payment ▾

Left Navigation Pane: Sales-Customers

Dashboard
All Sales Customers Products and Services

Customers

New customer ▼

Unbilled Last 365 Days

Unpaid Last 365 Days

Paid

\$3,915
2 ESTIMATES

\$1,092
13 UNBILLED ACTIVITY

\$16,023
48 OVERDUE

\$16,423
52 OPEN INVOICES

\$0
0 PAID LAST 30 DAYS

Batch actions ▼

🔍

	CUSTOMER ▲ / COMPANY	PHONE	OPEN BALANCE	ACTION
<input type="checkbox"/>	A Great Customer ✉		\$5,848.50	Receive payment ▼
<input type="checkbox"/>	Aaron E Berhanu ✉ Maple Leaf Inc.	555-5558	\$0.00	Create invoice ▼
<input type="checkbox"/>	Abe Berry ✉	555-5559	\$650.00	Receive payment ▼



Left Navigation Pane: Sales – Products & Services

Dashboard All Sales Customers **Products and Services**

Banking

Sales

Expenses

Employees

Reports

Taxes

Accounting

My Accountant

Products and Services

[All Lists](#) More ▾ **New** ▾

 **LOW STOCK**  **OUT OF STOCK**

Keep tabs on your inventory with reorder points. Know what's running low and what's out of stock so you'll always have what your customers want. [Learn more](#)

Find products and services    

<input type="checkbox"/>	NAME ▲	SKU	TYPE	SALES DESC	SALES PRICE	COST	TAXABLE	QTY ON HAND	REORDER POINT	ACTION
<input type="checkbox"/>	 Appliance reselling		Non-inventory		200	80	✓			Edit ▾
Appliances										
<input type="checkbox"/>	 Widget	1234567...	Inventory		5	1	✓	945		Edit ▾
<input type="checkbox"/>	 Catered breakfast per person		Service		19		✓			Edit ▾



Left Navigation Pane: Expenses

The screenshot displays the QuickBooks Online interface. On the left, the navigation pane includes 'Expenses' (highlighted with a red box), 'Dashboard', 'Banking', 'Sales', 'Employees', 'Reports', 'Taxes', 'Accounting', and 'My Accountant'. The main area is titled 'Expense Transactions' and features a 'Filter' dropdown set to 'Last 365 Days', a 'Batch actions' dropdown, and a 'Print Checks' button. A 'New transaction' button is also present. The table below lists expense transactions with columns for DATE, TYPE, NO., PAYEE, CATEGORY, TOTAL, and ACTION.

<input type="checkbox"/>	DATE ▼	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	06/20/2017	Vendor Credit	xxxx	Chipotle	Disposal Fees ▼	\$10.00	
<input type="checkbox"/>	06/16/2017	Check	806	Adam araceno	Bad Debt ▼	\$0.00	
<input type="checkbox"/>	06/15/2017	Bill		Airbnb Inc	Rent or Lease ▼	\$500.00	Make payment ▼
<input type="checkbox"/>	06/15/2017	Expense		Adam araceno	Inventory Asset	\$8.00	



Left Navigation Pane: Expenses- Vendors

The screenshot displays the QuickBooks Online interface for the 'Vendors' section. The left-hand navigation pane includes options for Dashboard, Banking, Sales, Expenses (highlighted), Employees, Reports, Taxes, Accounting, and My Accountant. The top navigation bar shows 'Expenses' and 'Vendors' (highlighted with a red box). The main content area is titled 'Vendors' and includes a 'Prepare 1099s' dropdown and a 'New vendor' button. Summary cards show: Unbilled Last 365 Days (\$110, 2 PURCHASE ORDERS), Unpaid Last 365 Days (\$5,125, 2 OVERDUE), and Paid (\$5,625, 3 OPEN BILLS). A fourth card shows \$8 (2 PAID LAST 30 DAYS). Below these are controls for 'Batch actions' and a search bar 'Find a vendor or company'. A table lists vendors with columns for Vendor/Company, Phone, Email, Open Balance, and Action.

<input type="checkbox"/>	VENDOR ▲ / COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/>	7-Eleven	(565) 456-6766		\$-24,000.00	Create bill ▼
<input type="checkbox"/>	Adam araceno InnoVate LLC	555-5556	Bigtimer@gmail.com	\$75.00	Make payment ▼
<input type="checkbox"/>	Airbnb Inc			\$500.00	Make payment ▼

Left Navigation Pane: Employees

Dashboard

Banking

Sales

Expenses

Employees

Reports

Taxes

Accounting

My Accountant

Employees

\$1,487
NET PAY

\$2,639
2017 PAYROLL COST

\$878
EMPLOYEE

\$273
EMPLOYER

Run payroll ▼
Next payroll due Friday, 6/23
[Paycheck list](#)

Find an employee 🔍 Active employees ▾ [Add an employee](#)

NAME	PAY RATE	PAY SCHEDULE	PAY METHOD	STATUS
Adams, Abby	\$20.00 / hour	Every Friday	Check	Active
Employee, Another	Missing	Every Friday	Check	Active
Fisher, Duncan	\$45,000.00/ year	Every Friday	Check	Active
Hamby, Shane	\$15.00 / hour	Every Friday	Check	Active
Hodges, Lisa	\$17.00 / hour	Twice Month	Check	Active

Left Navigation Pane: Reports

- Dashboard
- Banking
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- My Accountant

Reports Profit and Loss

\$2,507

NET INCOME

\$5,475

INCOME

\$2,968

EXPENSES

Recommended Management Reports Frequently Run My Custom Reports All Reports Accountant Reports

Recommended Reports

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Company Snapshot</p> <p>Displays your income and expenses in year-over-year comparisons using pie charts and bar graphs.</p> <p style="text-align: right;">Run</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Profit and Loss</p> <p>Shows money you earned (income) and money you spent (expenses) so you can see how profitable you are. Also called an income statement.</p> <p style="text-align: right;">Run Customize</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Balance Sheet</p> <p>Lists what you own (assets), what your debts are (liabilities), and what you've invested in your company (equity).</p> <p style="text-align: right;">Run Customize</p> </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Budget vs. Actuals</p> <p>Compares your budgeted income and expenses to the actual amounts so you can tell whether you're over- or under budget.</p> <p style="text-align: right;">Run Customize</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>A/R Aging Summary</p> <p>Shows unpaid invoices for the current period and for the last 30, 60 and 90+ days so you can see how long they've been open (outstanding).</p> <p style="text-align: right;">Run Customize</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Expenses by Vendor Summary</p> <p>This report shows your total expenses for each vendor.</p> <p style="text-align: right;">Run Customize</p> </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>A/P Aging Summary</p> <p>Shows unpaid bills for the current period and for the last 30, 60 and 90+ days so you can see how long they've been open (outstanding).</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Payroll Summary</p> <p>Shows details for each paycheck you've created, including total wages, taxes withheld, and deductions.</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Payroll Tax Liability</p> <p>Shows the taxes you need to pay and the ones you've already paid.</p> <p style="text-align: right;">Run</p> </div>

Left Navigation Pane: Taxes

- Dashboard
- Banking
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- My Accountant

Sales Tax
Payroll Tax

Sales Tax Center

Welcome! The Sales Tax Center is the best way to track sales tax. Be sure to record your sales tax payments here. If you record payments as a paid bill or check instead, they won't appear in the Recent Payments list. ×

Sales Tax Owed

Show By Month
For Current Year
Start of Year Jan
Accounting Basis Accrual
i

Agency Name	Gross Sales	Taxable Sales	Tax Amount	Adjustments	Payments	Balance
Sales Tax Agency1 <small>rename</small>	\$25,212.35	\$253.00	\$12.65		\$12.65	\$0.00
Jun-17	\$3,775.00				\$12.65	-\$12.65
May-17	\$3,600.00					
Apr-17	\$1,100.00					
Mar-17	\$2,850.00					
Feb-17	\$1,787.35	\$253.00	\$12.65			\$12.65
Jan-17	\$12,100.00					
State Board of Equalization <small>rename</small>	\$25,212.35	\$ -125.00	\$5,999.59			\$5999.59

Record Tax Payment
View Report

Recent Sales Tax Payments

Agency Name	Tax Period	Tax Amount	Adjustments	Total Paid	Paid Date
-------------	------------	------------	-------------	------------	-----------

Left Navigation Pane: Accounting-Chart of Accounts

Chart of Accounts Reconcile

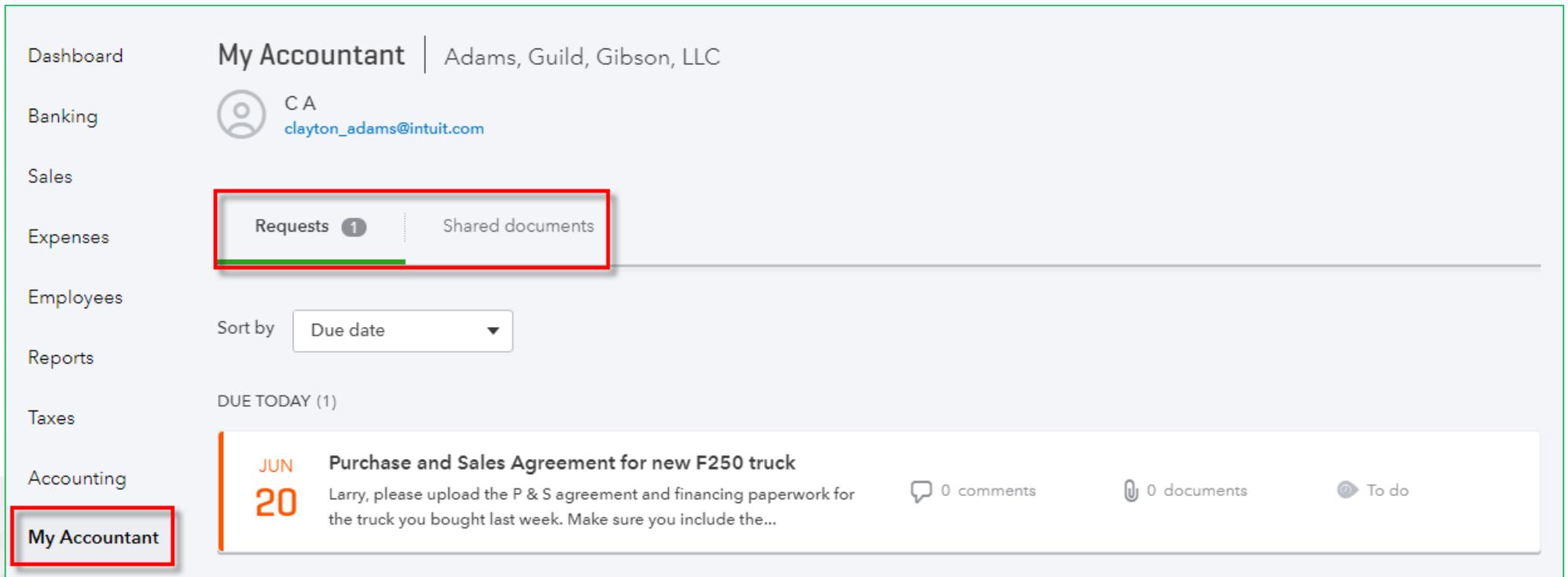
Run Report **New**

**TIP* - Other accountants save 2 hours on Chart of Accounts customizations by using community contributed templates. Find one for your industry type now - Click here!*

Filter by name

NAME	TYPE ▲	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Barter	Bank	Cash on hand	-988.05		View register ▼
Barter Account	Bank	Checking	12,580.22		View register ▼
Bill.com Money In Clearing	Bank	Cash on hand	-160.00		View register ▼
Bill.com Money Out Clearing	Bank	Cash on hand	-150.00		View register ▼
Cash Expenditures	Bank	Checking	436.73		View register ▼
Chase 1234	👉 Bank	👉 Checking	-5,302.72		View register ▼

Left Navigation Pane: My Accountant



Dashboard

Banking

Sales

Expenses

Employees

Reports

Taxes

Accounting

My Accountant

My Accountant | Adams, Guild, Gibson, LLC

 C A
clayton_adams@intuit.com

Requests **1** | Shared documents

Sort by Due date ▼

DUE TODAY (1)

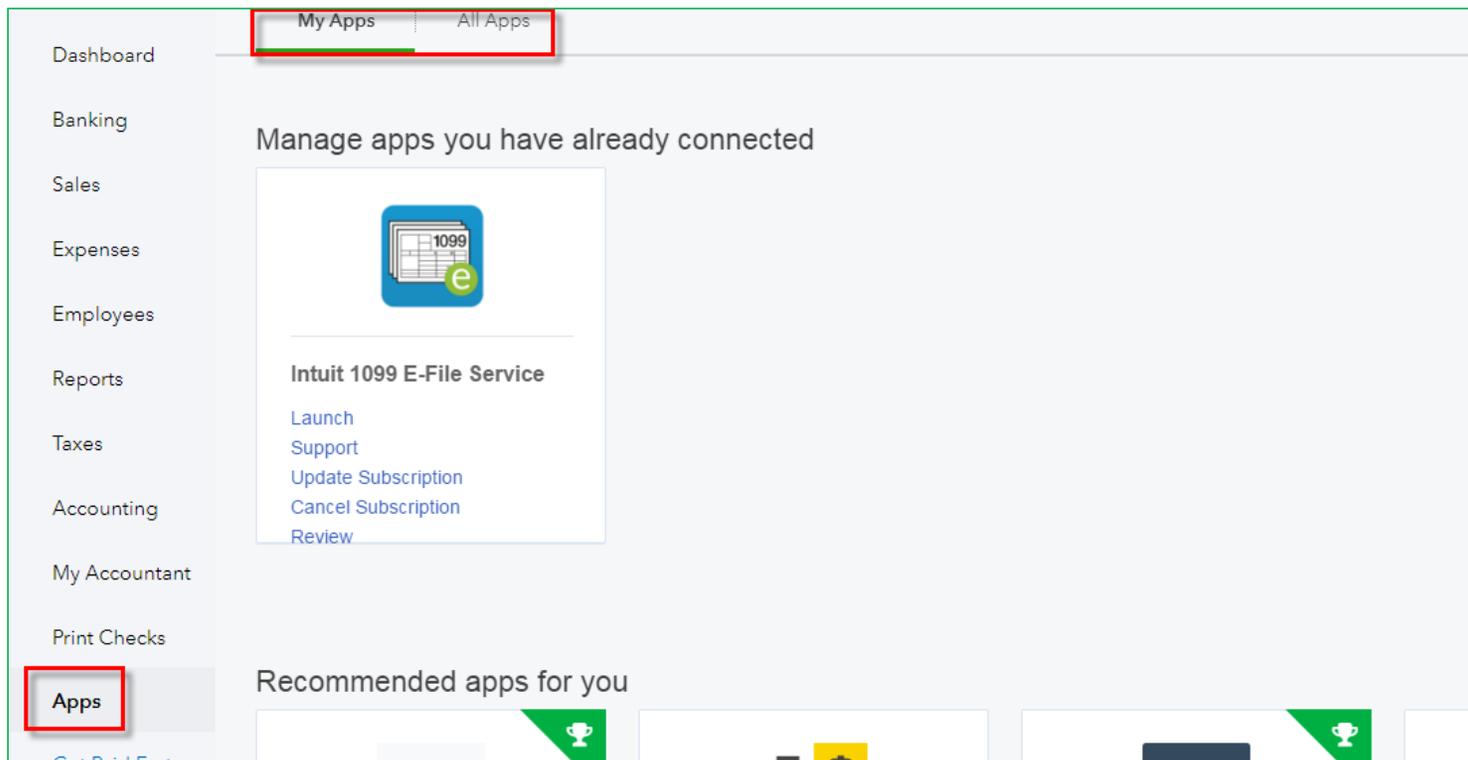
JUN 20 **Purchase and Sales Agreement for new F250 truck**
Larry, please upload the P & S agreement and financing paperwork for the truck you bought last week. Make sure you include the...

 0 comments

 0 documents

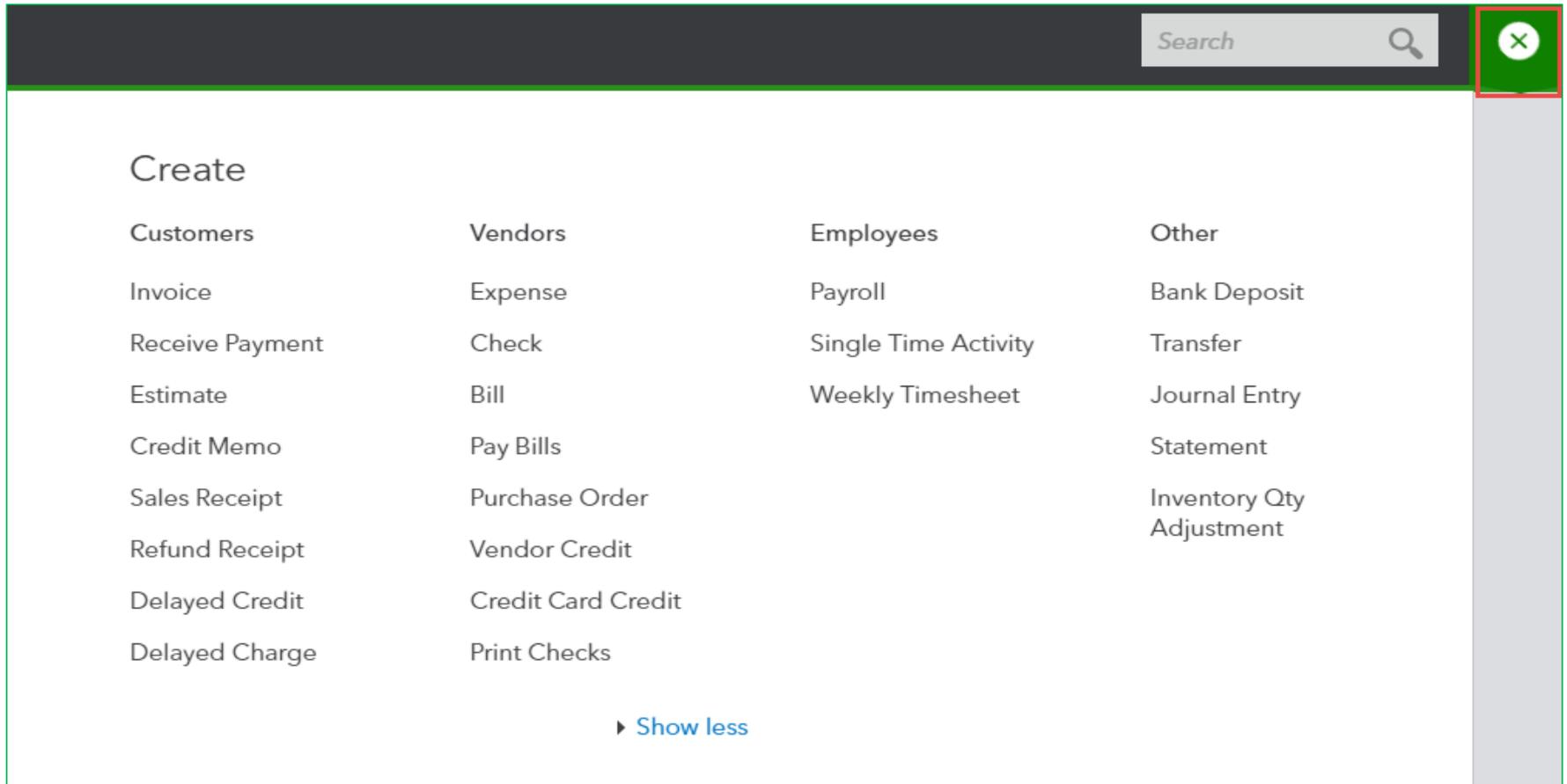
 To do

Left Navigation Pane: Apps



The screenshot displays the QuickBooks Online interface. On the left, the navigation pane lists various sections: Dashboard, Banking, Sales, Expenses, Employees, Reports, Taxes, Accounting, My Accountant, Print Checks, and Apps. The 'Apps' section is highlighted with a red box. At the top of the main content area, there are two tabs: 'My Apps' and 'All Apps', with 'My Apps' selected and highlighted by a red box. Below the tabs, the heading reads 'Manage apps you have already connected'. A card for 'Intuit 1099 E-File Service' is shown, featuring a blue icon with a green 'e' and a '1099' document. Below the icon, the text 'Intuit 1099 E-File Service' is displayed, followed by a list of actions: 'Launch', 'Support', 'Update Subscription', 'Cancel Subscription', and 'Review'. At the bottom of the main content area, there is a section titled 'Recommended apps for you' with several app cards, some of which are partially visible and feature a green trophy icon.

Top Navigation Bar: Quick Create

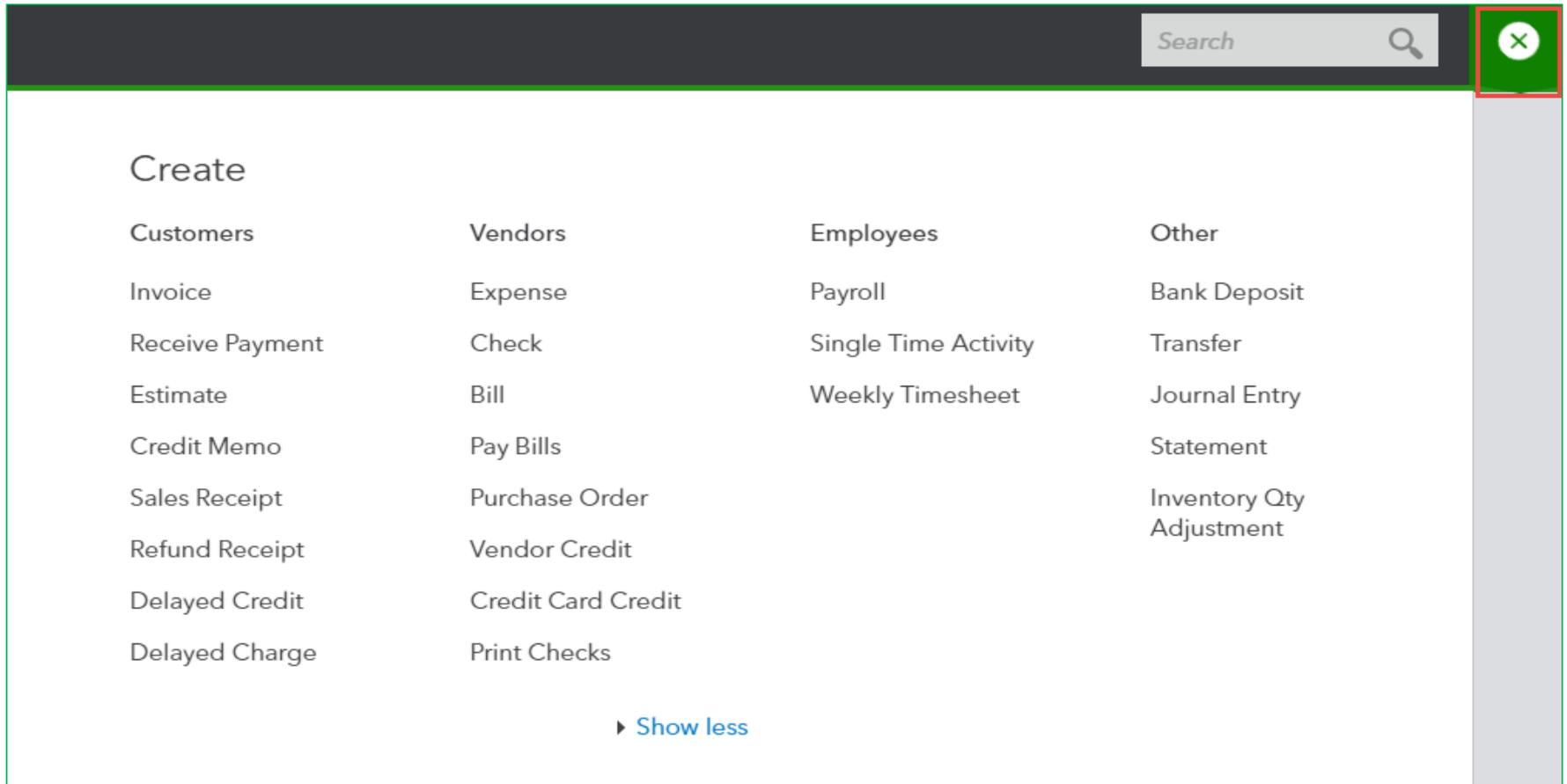


The screenshot shows the top navigation bar of the QuickBooks Online interface. On the right side of the bar is a search box with the text "Search" and a magnifying glass icon. To the right of the search box is a green square button with a white "X" icon, which is highlighted with a red border. Below the navigation bar, the "Quick Create" menu is displayed, listing various transaction types in a grid format. At the bottom of the menu is a blue link that says "▶ Show less".

Create			
Customers	Vendors	Employees	Other
Invoice	Expense	Payroll	Bank Deposit
Receive Payment	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge	Print Checks		

[▶ Show less](#)

Top Navigation Bar: Quick Create

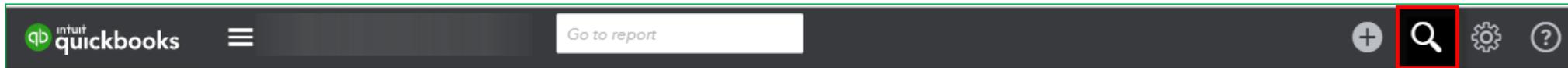


The screenshot shows the top navigation bar of the QuickBooks Online interface. On the right side of the bar is a search box with the text "Search" and a magnifying glass icon. To the right of the search box is a green square button with a white "X" icon, which is highlighted with a red border. Below the navigation bar, the "Quick Create" menu is displayed, listing various transaction types in a grid format. At the bottom of the menu is a blue link that says "▶ Show less".

Create			
Customers	Vendors	Employees	Other
Invoice	Expense	Payroll	Bank Deposit
Receive Payment	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge	Print Checks		

[▶ Show less](#)

Top Navigation Bar: Search



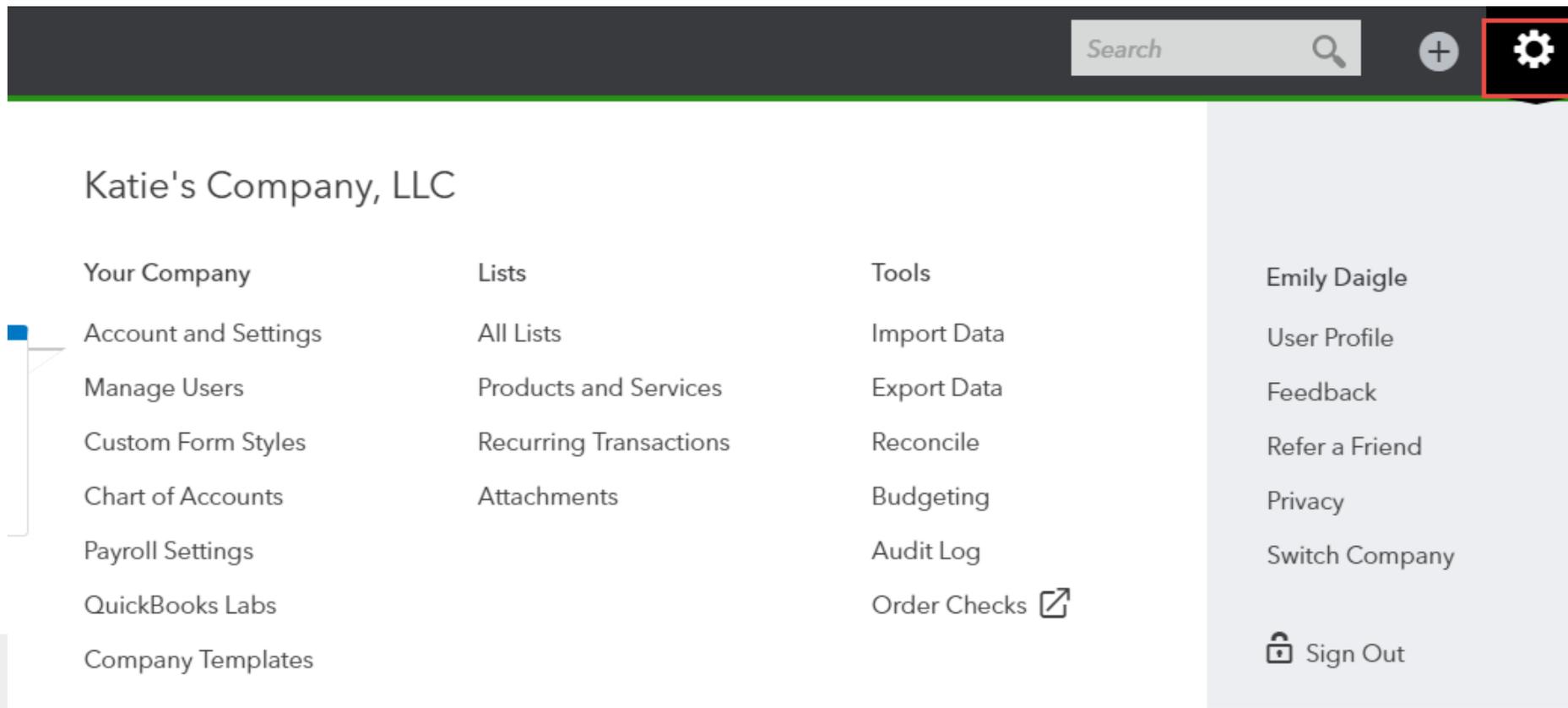
Client



Accountant



Top Navigation Bar: Gear

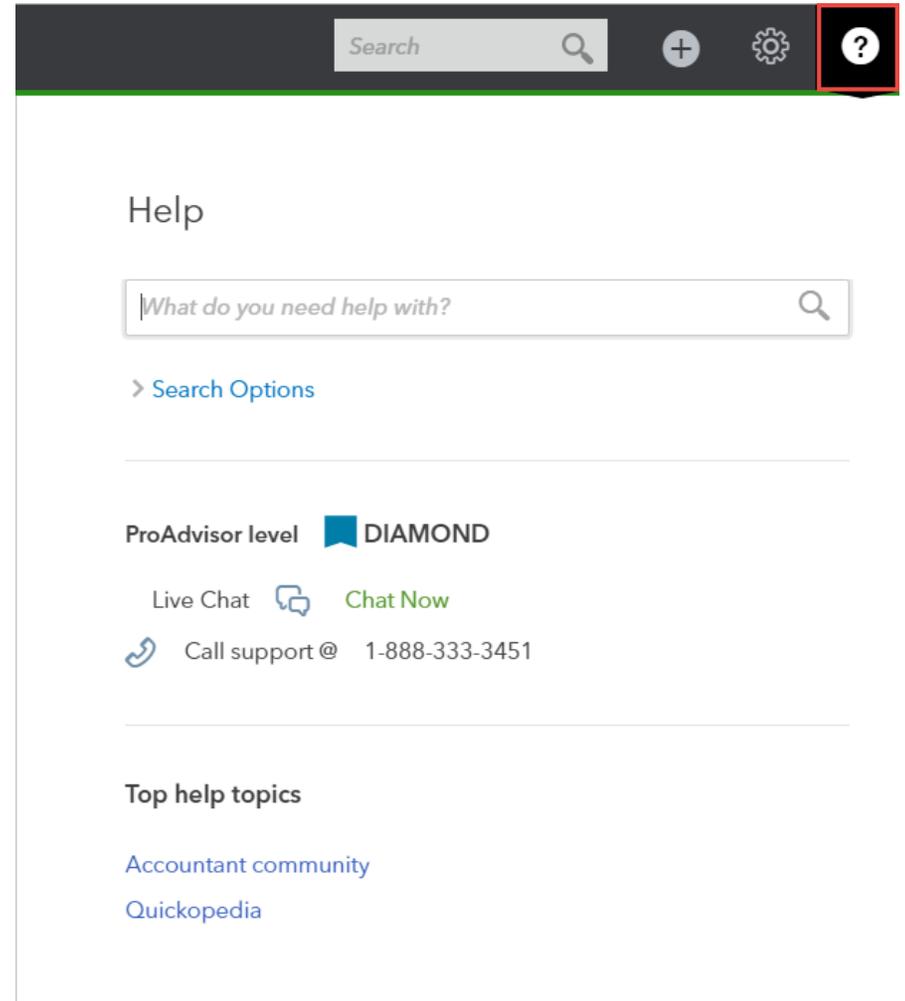


The screenshot shows the top navigation bar of the QuickBooks Online interface. On the right side of the bar, there is a search box with the text "Search" and a magnifying glass icon, followed by a plus sign icon and a gear icon (the "Gear" icon) which is highlighted with a red rectangular box. Below the navigation bar, the main content area displays the company name "Katie's Company, LLC" and a list of navigation options organized into three columns. The first column includes "Your Company", "Account and Settings", "Manage Users", "Custom Form Styles", "Chart of Accounts", "Payroll Settings", "QuickBooks Labs", and "Company Templates". The second column includes "Lists", "All Lists", "Products and Services", "Recurring Transactions", and "Attachments". The third column includes "Tools", "Import Data", "Export Data", "Reconcile", "Budgeting", "Audit Log", and "Order Checks" with an external link icon. On the far right, a user profile section shows the name "Emily Daigle" and options for "User Profile", "Feedback", "Refer a Friend", "Privacy", "Switch Company", and "Sign Out" with a lock icon.

Katie's Company, LLC

Your Company	Lists	Tools	
Account and Settings	All Lists	Import Data	Emily Daigle
Manage Users	Products and Services	Export Data	User Profile
Custom Form Styles	Recurring Transactions	Reconcile	Feedback
Chart of Accounts	Attachments	Budgeting	Refer a Friend
Payroll Settings		Audit Log	Privacy
QuickBooks Labs		Order Checks 	Switch Company
Company Templates			 Sign Out

Top Navigation Bar: Help



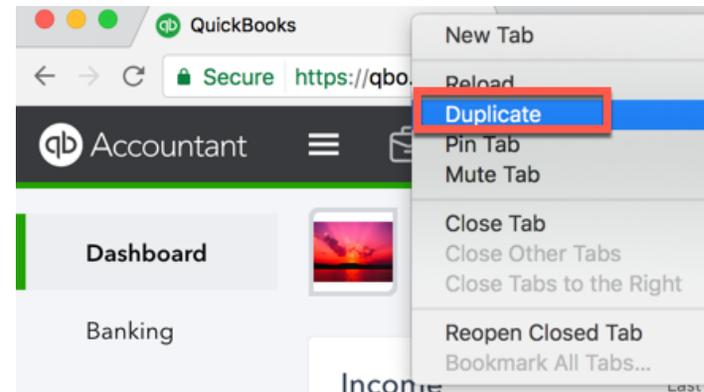
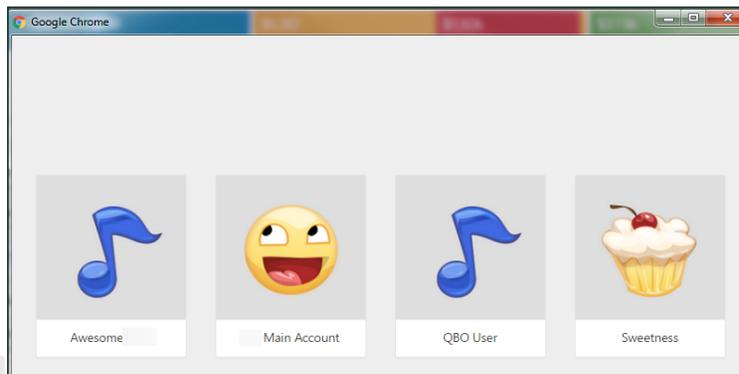
The screenshot shows the top navigation bar of the QuickBooks Online interface. On the right side of the bar, there is a search box, a plus sign, a gear icon for settings, and a help icon (a question mark inside a circle) which is highlighted with a red rectangular box. Below the navigation bar, the help page is displayed with the heading "Help" and a search input field containing the placeholder text "What do you need help with?". Below the search field is a link for "Search Options". Further down, the user's "ProAdvisor level" is shown as "DIAMOND". There are also links for "Live Chat" (with a "Chat Now" button) and "Call support @ 1-888-333-3451". At the bottom, there is a section for "Top help topics" with links for "Accountant community" and "Quickopedia".



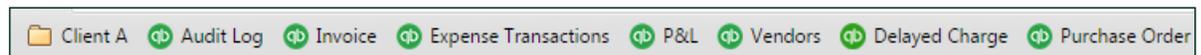
Best Practices with Browsers

- Google Chrome is preferred browser
- Duplicate tabs for multiple windows
- Multiple monitors for increased efficiency
- Chrome users & Incognito windows to access multiple companies

Multiple Chrome users



Bookmark bar



Topic 2: QuickBooks App for Mac and Windows

Upon completion of this topic, you should be able to:

- Specify the features and benefits of using the QuickBooks Online App for Mac and Windows
- Recognize navigation points in the QuickBooks Online App for Mac and Windows

QuickBooks Online App

- Desktop shortcut to QuickBooks Online
- Runs QuickBooks Online in a dedicated QuickBooks browser
- Allows for more “desktop-ish” features like dropdown menus for screens and reports
- Can have multiple windows and use multiple monitors
- Screens refresh automatically

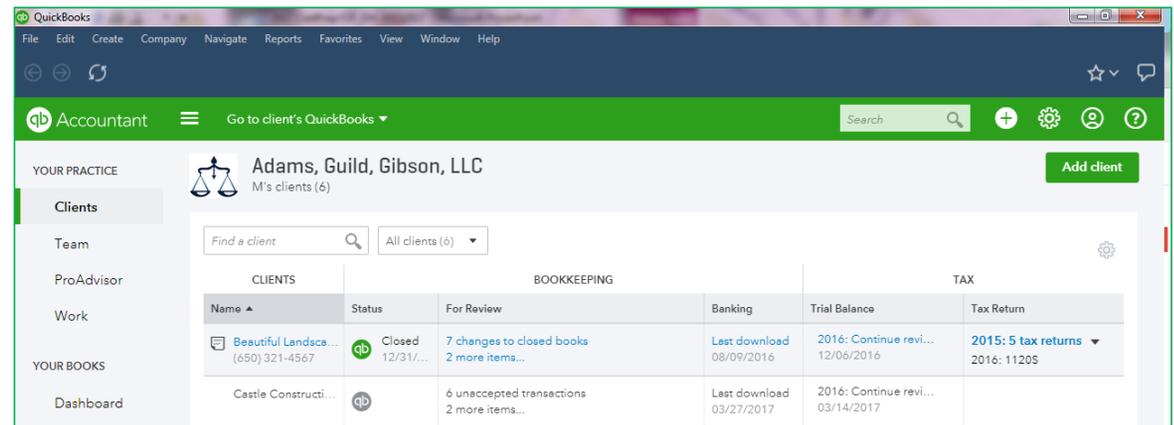
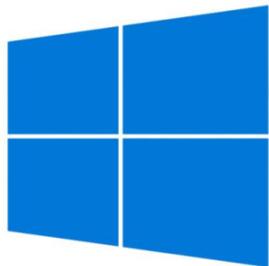


QuickBooks Online App – Where to Get

www.quickbooks.intuit.com/apps

or

www.apps.com



There is an app for both PC and Mac!

QuickBooks Online App

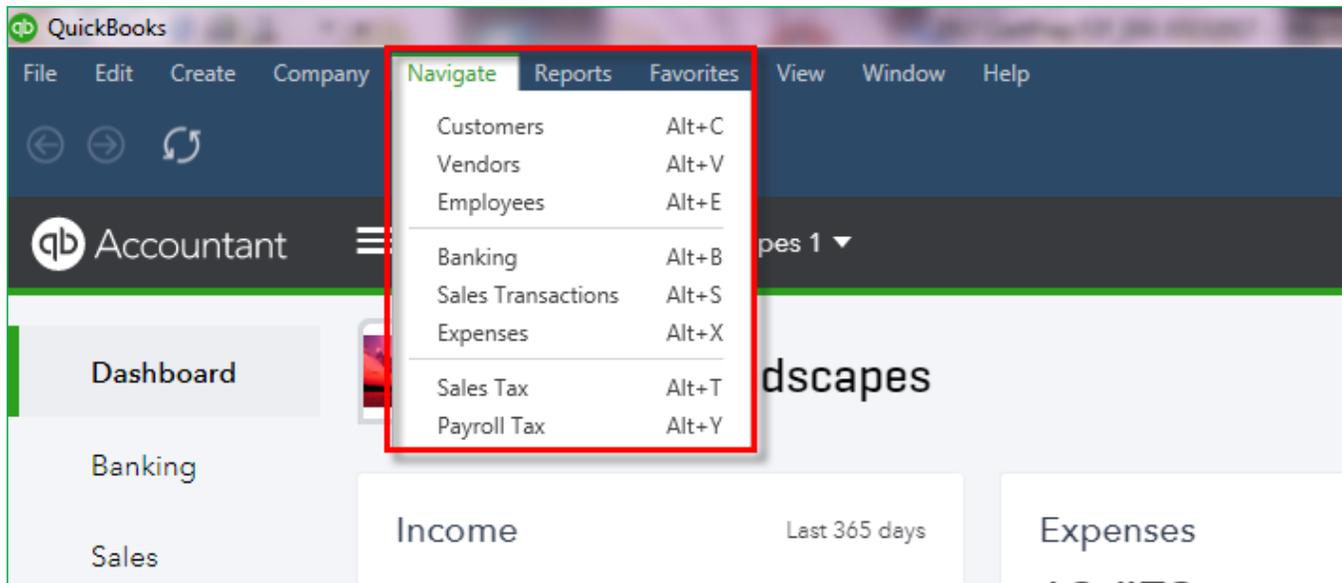
The screenshot shows the QuickBooks Online Accountant interface. The top navigation bar includes 'File', 'Edit', 'Create', 'Company', 'Navigate', 'Reports', 'Favorites', 'View', 'Window', and 'Help'. Below this is a green header with the 'qb Accountant' logo, a search bar, and several utility icons. The main content area is titled 'YOUR PRACTICE' and shows the firm name 'Adams, Guild, Gibson, LLC' with 'M's clients (6)'. A sidebar on the left lists navigation options: 'Clients', 'Team', 'ProAdvisor', 'Work', 'YOUR BOOKS', 'Dashboard', and 'Banking'. The 'Clients' section is active, displaying a table of clients with columns for Name, Status, For Review, Banking, Trial Balance, and Tax Return.

CLIENTS		BOOKKEEPING		TAX	
Name ▲	Status	For Review	Banking	Trial Balance	Tax Return
Beautiful Lendsca... (650) 321-4567	qb Closed 12/31/...	7 changes to closed books 2 more items...	Last download 08/09/2016	2016: Continue revi... 12/06/2016	2015: 5 tax returns ▼ 2016: 1120S
Castle Constructi...	qb	6 unaccepted transactions 2 more items...	Last download 03/27/2017	2016: Continue revi... 03/14/2017	
Heather's Consult...	qb				

Can change clients from client drop down menu



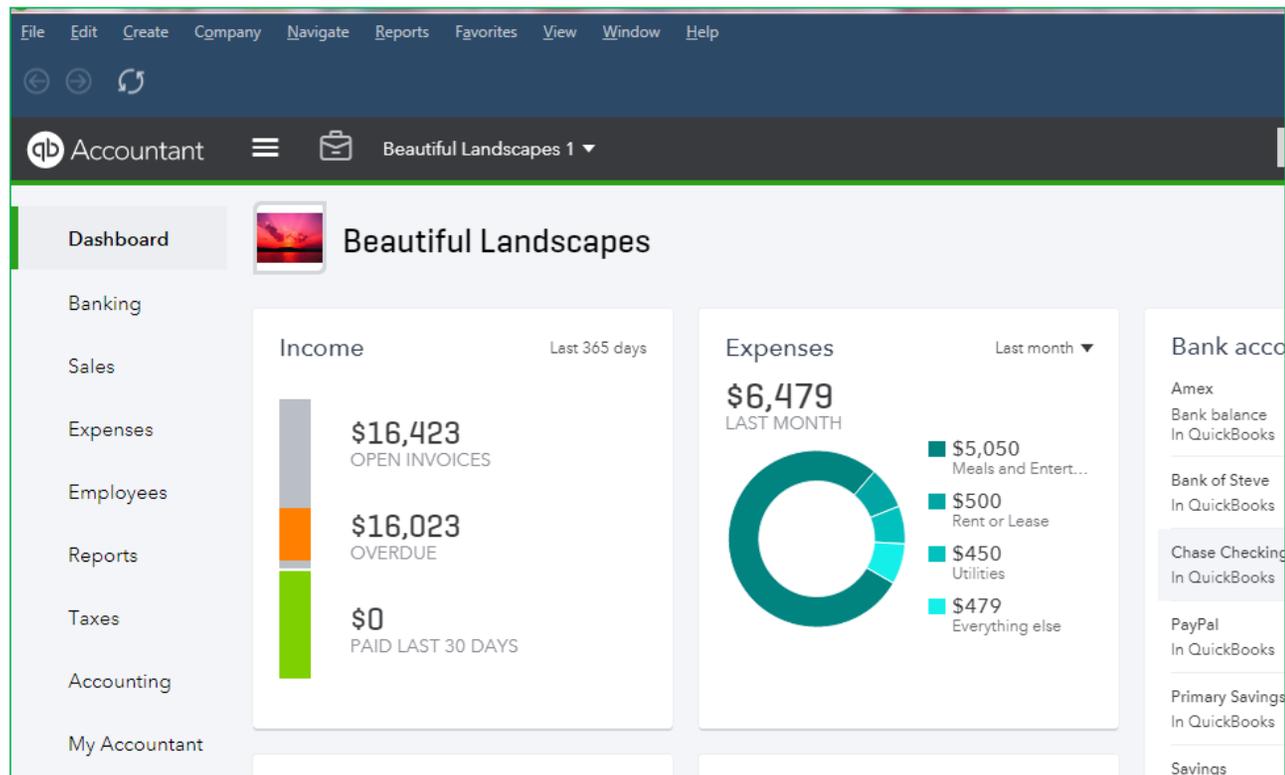
QuickBooks Online App



Menu-style navigation and keyboard shortcuts



QuickBooks Online App



Same look and feel as a using a browser

