



MULTIBUSINESS

S O L U T I O N S

**QuickBooks
Online Beginner
Training for
Magnifi Financial
11/13/24**

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QuickBooks Online Foundations

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About Your Trainer

Certified QuickBooks ProAdvisor, Samantha Pierce



Samantha is a certified QuickBooks expert who can guide you through the maze of efficiently running a business. Samantha received her Associate of Arts degree from MSCTC and then went on to NDSU where she graduated with her Bachelor's of Accounting degree. For over 10 years, Sam has worked in accounting departments for companies ranging in size from small to large. For the last two years, Sam has taught a QuickBooks Online class and Fundamentals of Accounting Principles class at NDSCS.

The Multi Business Solutions team will help you master QuickBooks and ensure your financial information is accurate and timely; better yet they will arm you with critical knowledge of how to use the data to improve company performance.

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QuickBooks® Online Foundations

Important Information About the Structure of this Training.

Today's course is intended as the foundation for using QuickBooks® as a bookkeeping, business management and cash flow building tool. The material provides a critical basis for establishing bookkeeping best practices and ensuring accurate financial information.

Please ask questions throughout the presentation.

Your Instructor is also available for one-on-one consultations.

In addition to what you will learn today these manuals are for use as a
post-class reference guide.

(The Craig's Landscaping test drive company resets itself when you log out. Occasionally you may encounter a screen shot that looks different than what is posted in the manual. Our materials are updated throughout the year, however with technology advances, prompting updates, you may encounter an update that is not yet reflected in this manual.)

***We are happy you are here today and look forward
to helping you master QuickBooks!***

QuickBooks® Online Foundations

The most important reason to advance our knowledge of QuickBooks® Online and basic bookkeeping principles, whether you are a business owner or employee, is to gain an understanding of how to use our data to improve business performance.

While we identify specific learning objectives at the beginning of each section, 4 Overall Objectives include:

1. Introduction to basic features in QuickBooks Online and how they apply to best practice bookkeeping and accounting principles.
2. How to effectively and efficiently use QuickBooks Online to manage daily tasks and develop an understanding of how the data is entered, processed and reviewed.
3. How to customize QuickBooks Online to meet the specific needs of a business.

The Importance of QuickBooks® Online and Managing Cash Flow:

Business owners typically identify cash flow as their number one area of concern. QuickBooks Accounting Software, when utilized correctly, allows users to run cash flow projections and develop a cash flow management strategy to prevent shortfalls. This training will help participants develop a strong knowledge base of how to use QuickBooks reports to manage a business and build cash flow.

The foundation of business success is in the daily use of accurate, real-time financial data. *What we measure, we manage; what we manage, we improve.*

The Power of QuickBooks® Online

It is important to focus on the areas of our business that contribute most to profitability. QuickBooks helps us quickly identify areas of focus if we know where to look.

The 80/20 rule, the Pareto Principle, is a powerful concept that consistently rings true.

In most cases, 20% of our customers generate 80% of our net profit. At the same time, 20% of the goods or services we sell contribute 80% of our revenue, etc. You get the idea.



The most important aspect of accurate financial data is the action plan it creates.

By generating daily reports that uncover the best customers, jobs, services, or products, you will soon see how you can refocus internal efforts on doing highly valuable work.

Accurate real-time data with one click access to reports, is an enormous benefit of using QuickBooks® Online the “right-way”.

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Online Foundations

SECTION 1

GETTING STARTED

Objectives
Features
Setup Your Company File
Navigation
Action Steps

Section 1 Goals

Upon completion of Section 1, each participant will be familiar with the following objectives:

- Options for creating a new company file.
- How to setup a new company file.
- How to navigate using QuickBooks.

Features

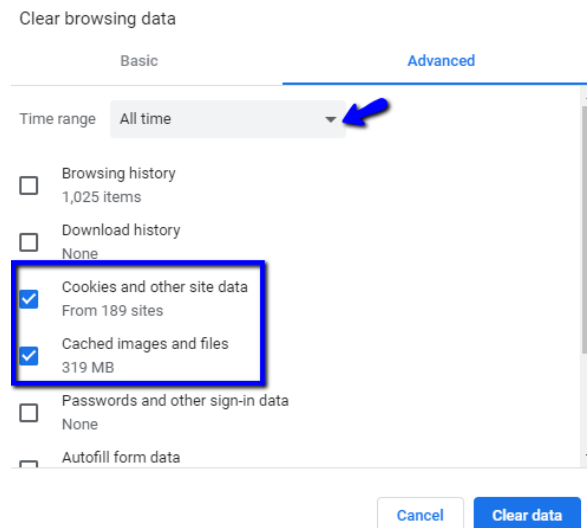
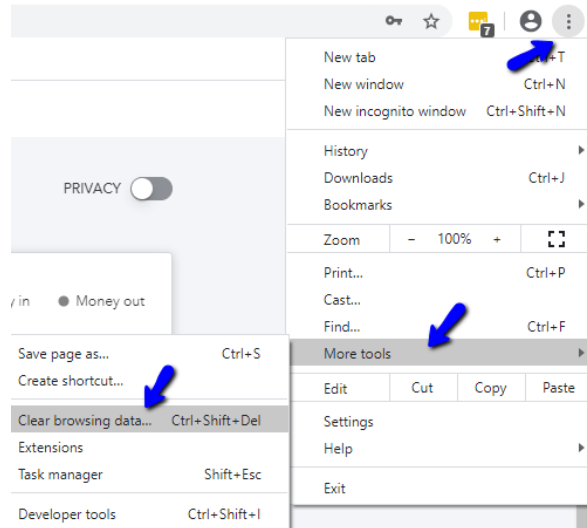
Chrome Browser

There are a few things you need to know going forward.

Cookies and Cache

If you receive an error message when trying to access your company file:

1. Click the **three dots** in the upper right section of the Chrome browser.
2. Click **More tools**.
3. Click **Clear browsing data**.
4. Select the **Time range**, **Cookies and other site data**, and **Cached images and files**.
5. Click **Clear data**.



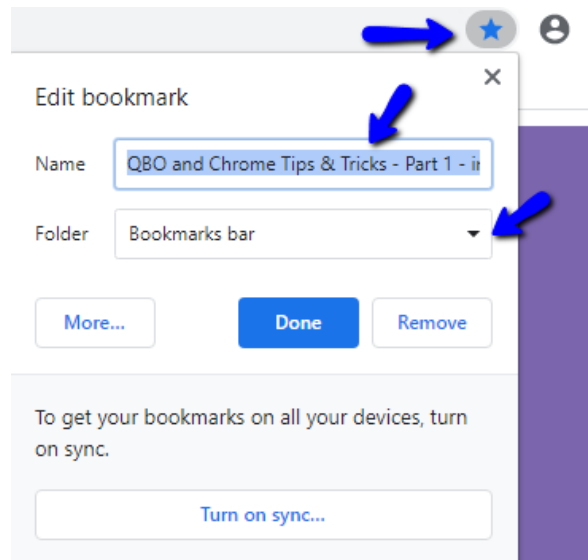
Important! Chrome is the recommended browser used to access QuickBooks Online.

Features

Bookmarks

You can bookmark the login window and your favorite pages. To bookmark the login page, follow these steps:

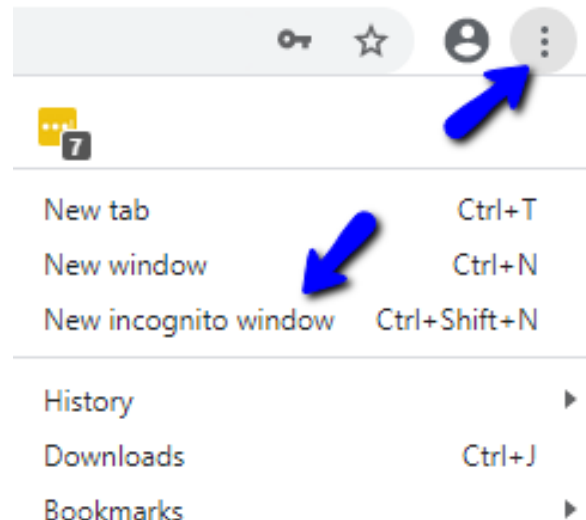
6. Click the **star** on the top right of the browser bar to create a bookmark.
7. Choose a name for your bookmark and select a folder.
8. Click **Done**.



Incognito

Incognito mode provides more privacy and does not track your browsing history. To open an incognito window or tab, follow these steps:

9. Select the **three vertical dots** on the top right of the browser bar.
10. Select **New incognito window**.

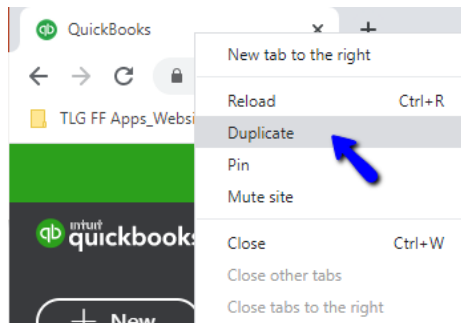


Features

Multiple Windows

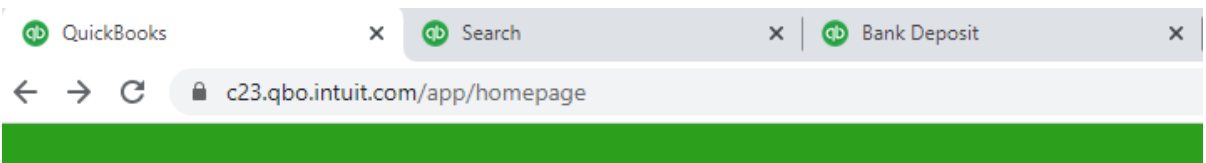
Web-based applications utilize the functionality of web browsers. Imagine working in several different windows in your QuickBooks Online company file. Log in to your company data file (in this example we will use Google Chrome).

Right click the **QuickBooks tab -> Duplicate**. You now have multiple windows open for your data file and can perform multiple tasks. This is a great way to enter and review historical transactions during the setup or cleanup process.



Another way to access multiple windows is as follows:

1. After logging into QuickBooks Online go to the URL/address bar and **copy (Ctrl + C)** the website's address.
2. Then, open a new tab. **Paste (Ctrl + V)** this address into the window.
3. The tabs are as follows: first tab – **Dashboard**, second tab – **Search**, and third tab – **Bank Deposit**.



Note: In Chrome you can create an additional user specifically for QuickBooks Online. You can then save all your favorite tabs/pages and have them available when you log in to your company data file.

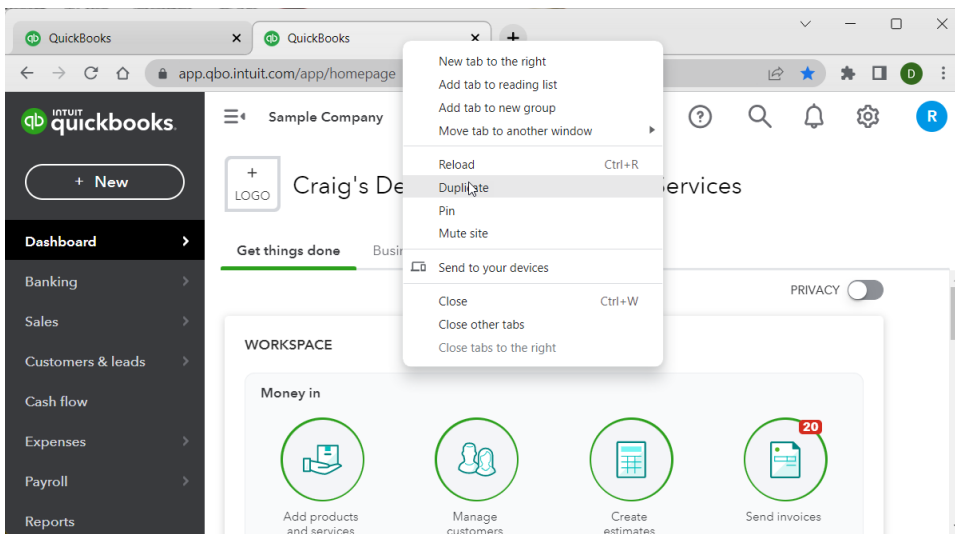
Features

Multiple Windows or Tabs

Using multiple windows is a great feature that allows you to work in two different areas of the application on separate monitors. This feature can save a lot of time!

Follow these steps to open multiple windows. In this example, we'll use Google Chrome.

1. Right-click the **QuickBooks tab** in your browser bar.
2. Select **Duplicate**.



Another way to access multiple windows is as follows:

1. Log into QuickBooks Online.
2. Go to the URL/address bar and **copy** (Ctrl + C) the website's address.
3. Then, open a new tab and **paste** (Ctrl + V) this address into the window.
4. The tabs are as follows: first tab – **Dashboard**, second tab – **Search**, and third tab – **Bank Deposit**.

Note: In Chrome you can create an additional user specifically for QuickBooks Online. You can then save all your favorite tabs/pages and have them available when you log in to your company data file. Become familiar with this feature.

Features

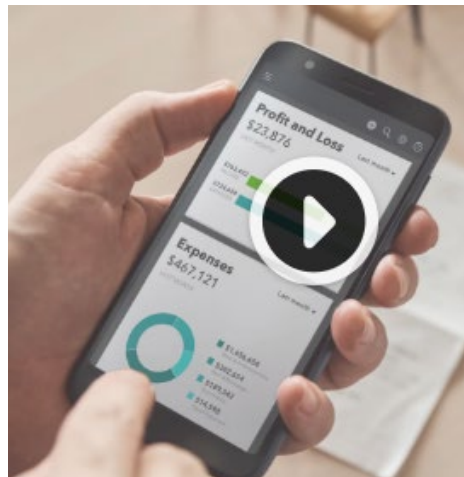
QuickBooks Online Mobile App

The QuickBooks Online Mobile App is very popular! It allows instant access to your QuickBooks Online data from your mobile device. More and more business owners are on the go and need easy and fast visibility to their accounting data. You can create multiple types of transactions and attach supporting documents or photos from your mobile app.

- To get started, download the QuickBooks Mobile App to your Android phone, iPhone, or tablet.
- Once you complete the installation, log in to your company file.

Here are some additional videos that will help you with Mobile App features. You may want to return to this page to review videos as the need arises to access various features.

After you log into the app, log in to your company data file from a computer. Click the **search** icon and select the transaction you just created from the app to add or change information as needed. Verify the receipt photo/document is now available in the attachments list.



Setup Your Company File

Setup Wizard

Complete the following steps to successfully create your new Intuit QuickBooks Online account.

1. Fill in the required fields -> **Create Account** -> **Next**.

If you have an existing Intuit account, click **Sign in** -> **Username or Email** -> **Password**.

2. Verify your account. Click **Continue**.

Create your account
Already have an account? [Sign In](#)

Email address (will be used as your user ID)


Confirm email


First name

Last name

Phone (Recommended)

Standard call, message, or data rates may apply.

Password


 **Create Account**

Next, you will see a “Welcome! We’re glad you’re here” window. Click **Next**.

Set Up Your Company File

- For the **Legal business name**, use the exact legal business name used when you set up your entity (to prevent problems with the IRS). Click **Next**.

What's your business name?

We'll use this to get you started in QuickBooks.

Legal business name

Craig's Design and Landscaping Services









Back

Next

- Next, select the best option relevant to your situation. Are you importing from QuickBooks Desktop, using another financial application, spreadsheets or other? If you are not importing data, choose **Nothing, I'm just getting started**. Click **Next**.

How have you been managing your finances?

No matter where you're coming from, we're here to help.

 <p>Nothing, I'm just getting started</p>	 <p>QuickBooks Desktop™</p>	 <p>Sage 50/Peachtree</p>	 <p>Other bookkeeping software</p>
 <p>Spreadsheets or pen & paper</p>	 <p>Other</p>		

No problem—we'll walk you through setting up your business.

Back

Next

Set Up Your Company File

5. Search and select the industry specific to your business. This will auto-populate a basic chart of accounts category list. You will learn how to manage your chart of accounts later in the training.



Important! If you leave the field blank and click **Skip for now**, less account categories will auto-populate. This will reduce the amount of time you spend on customizing your chart of accounts.

What's your industry?

Start typing and select the option that fits best. You can always change it later.







Industry

Leave this field blank

6. Select the **entity type** used when setting up your business. Click **Next**.

What kind of business is this?

Tell us about your business structure. We use this to help categorize your transactions.

 Sole proprietor	 Partnership	 Non-profit organization	 S Corp
 C Corp	 I'm not sure		

Set Up Your Company File

7. Select the options that apply to your company. Do you provide services, sell products, or both? Click **Next**.

How does your business make money?

We tailor your accounting categories based on your answer. Select all that apply.

Provides services

Sells products

Something else

8. What is your role in the business? Select the option that applies, click **Next**.

What's your main role at Craig's Design and Landscaping Services?

We'll customize QuickBooks based on your answer.

Owner or partner

Employee

Bookkeeper or accountant

Other


Set Up Your Company File

9. Who works at this business? Select the option that applies. Click **Next**.


Note: If you choose, **Only the owner**, you can always add payroll and contractor info later.

Who works at this business?


Help us understand who's on your team. Select all that apply.




Only the owner




Employees



Contractors



A few partners and owners



We plan to hire in the future

Back

Next

10. Select **No, I don't want to add payroll**.

The effortless way to pay your team

Free 30 day trial of QuickBooks Payroll

- Breeze through payday with direct deposit
- Payroll taxes are calculated and paid automatically
- 24/7 expert support provides step-by-step help
- Payroll syncs with QuickBooks so your books are always up-to-date



Want to add QuickBooks Online Payroll Premium?

- Yes, I'd like to try Payroll Premium **free for 30 days**
After 30 days, \$75/mo + \$8 per employee/contractor per month, cancel anytime. [Terms & conditions](#)

No, I don't want to add payroll

OK, no payroll. Let's get you set up with QuickBooks.

Back

Next

Set Up Your Company File

- The next window that appears is based on your selections above. If you choose employees, an option to add a payroll subscription will appear. Click **I don't want to add payroll**.
- Next**, click **Skip for now**. You can always connect third-party applications later.

What apps do you use for your business?

We'll help you connect them later on to bring in your data.

Start typing to select other apps you use

Search by app name...

Back Skip for now

- Link your accounts and see everything in one place. We will not actually connect accounts for this course. Click **Skip for now**.

intuit quickbooks GET STARTED

Link your accounts and see everything in one place

QuickBooks will automatically bring in transactions and save hours of manual entry.

- Securely link your bank or credit card
- Select the accounts you'd like to bring in
- See what your cashflow looks like

CASH FLOW 6 months SAMPLE

\$10,000 Current cash balance

Money in Money out













Back Link Accounts Skip for now


Set Up Your Company File

14. What is everything you want to setup? **Check all options to match the screen shot below.** Click **Next** or **Skip for now**.

What is everything you want to set up?

Your choices help personalize your setup. You can still use every part of QuickBooks.

 Organize money in and out	 Accept online payments
 Invoice customers	 Enter and pay bills
 Track receipts & expenses	 Track time
 Pay employees or contractors	 Manage inventory
 Track sales	 Protect my business with insurance
 Manage sales tax	 Track mileage



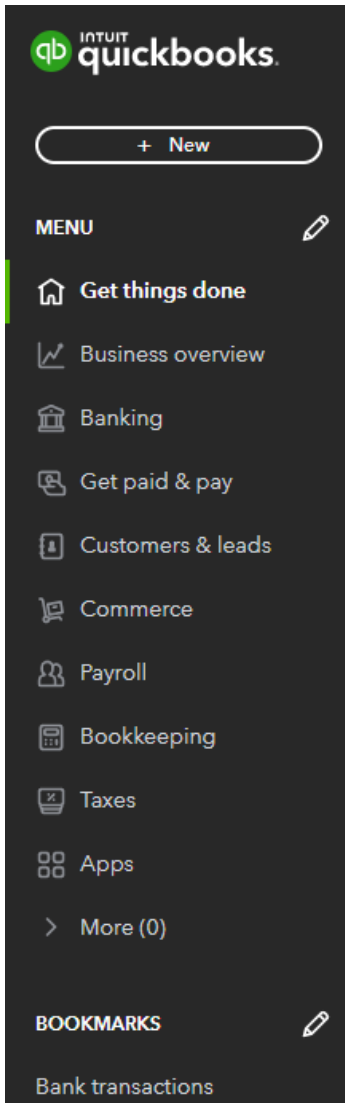
15. We're almost ready to dive in! Click **Let's Go**.

Navigation

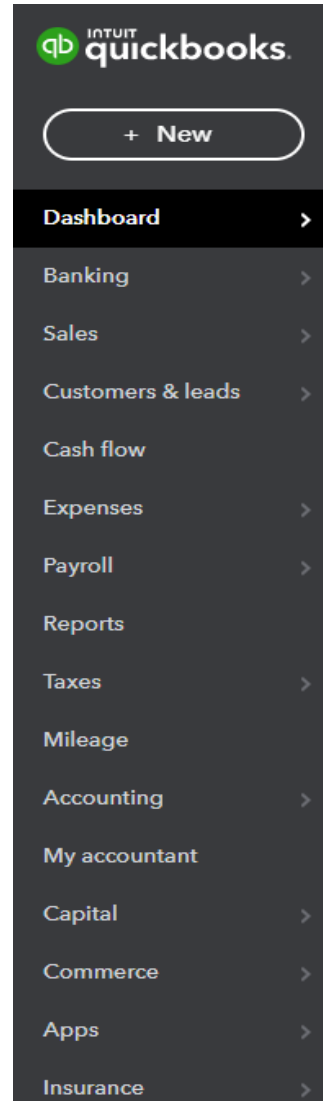
There are two ways to view the left navigation bar:

Click the **gear** icon then click **Switch to Accountant** or **Business view**. We will use the **Accountant View** for the remainder of this training.

Left Navigation Bar
Business View



Left Navigation Bar
Accountant View

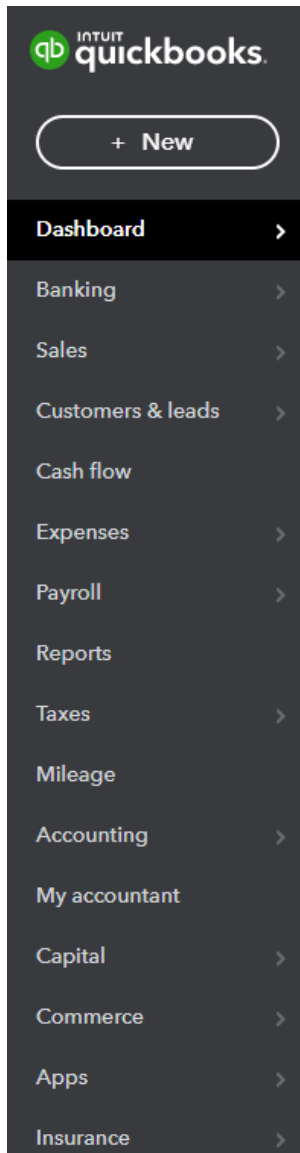


Note: Your subscription may look slightly different depending on which version you are using. It is also possible updates have been released.

Navigation

Left Navigation Bar (Accountant View)

This view is more specific to features related to the Centers. You do not have the bookmark feature in this view. **Note:** This is a personal preference. You can switch between the views, but we will use accountant view for this training.



Use the +New icon to manually input data for customers, vendors, employees and other.

The links on the left side act as your menu bar and will take you to frequently used areas in QuickBooks Online.

Post bank and credit card transactions in the Banking Center.

View expense history and vendor information.

Access sales, customers and products from the Sales Center.

Manage projects and workers.

Run payroll and track time.

View and customize reports.

Review and maintain sales and payroll taxes.

Track your mileage.

Maintain your chart of accounts categories.

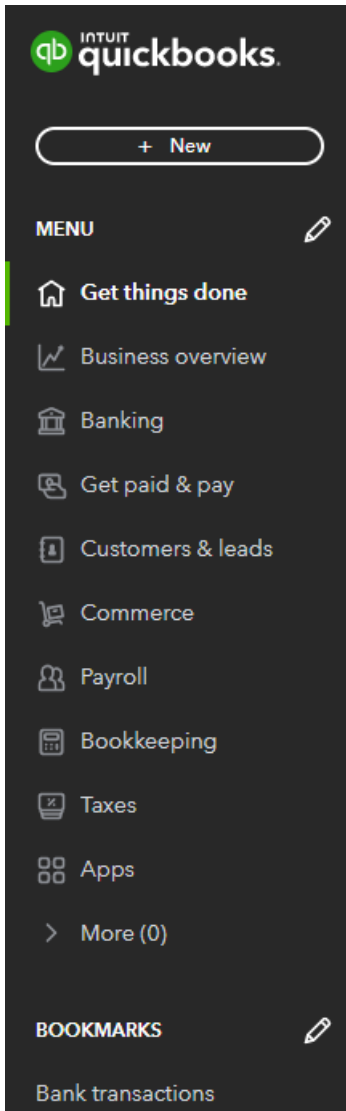
Invite an accountant or find a ProAdvisor.

Explore the application marketplace.

Navigation

Left Navigation Bar (Business View)

The **Business view** allows you to customize and bookmark centers and features. It is a different view and way to organize your centers and features.



Use the +New icon to manually input data for customers, vendors, employees and other.

The links on the left side act as your menu bar and will take you to frequently used areas in QuickBooks Online.

Post bank and credit card transactions in the Banking Center.

View expense history and vendor information.

Access sales, customers and products from the Sales Center.

Manage customers and leads.

Run payroll and track time.

Review and maintain sales and payroll taxes.

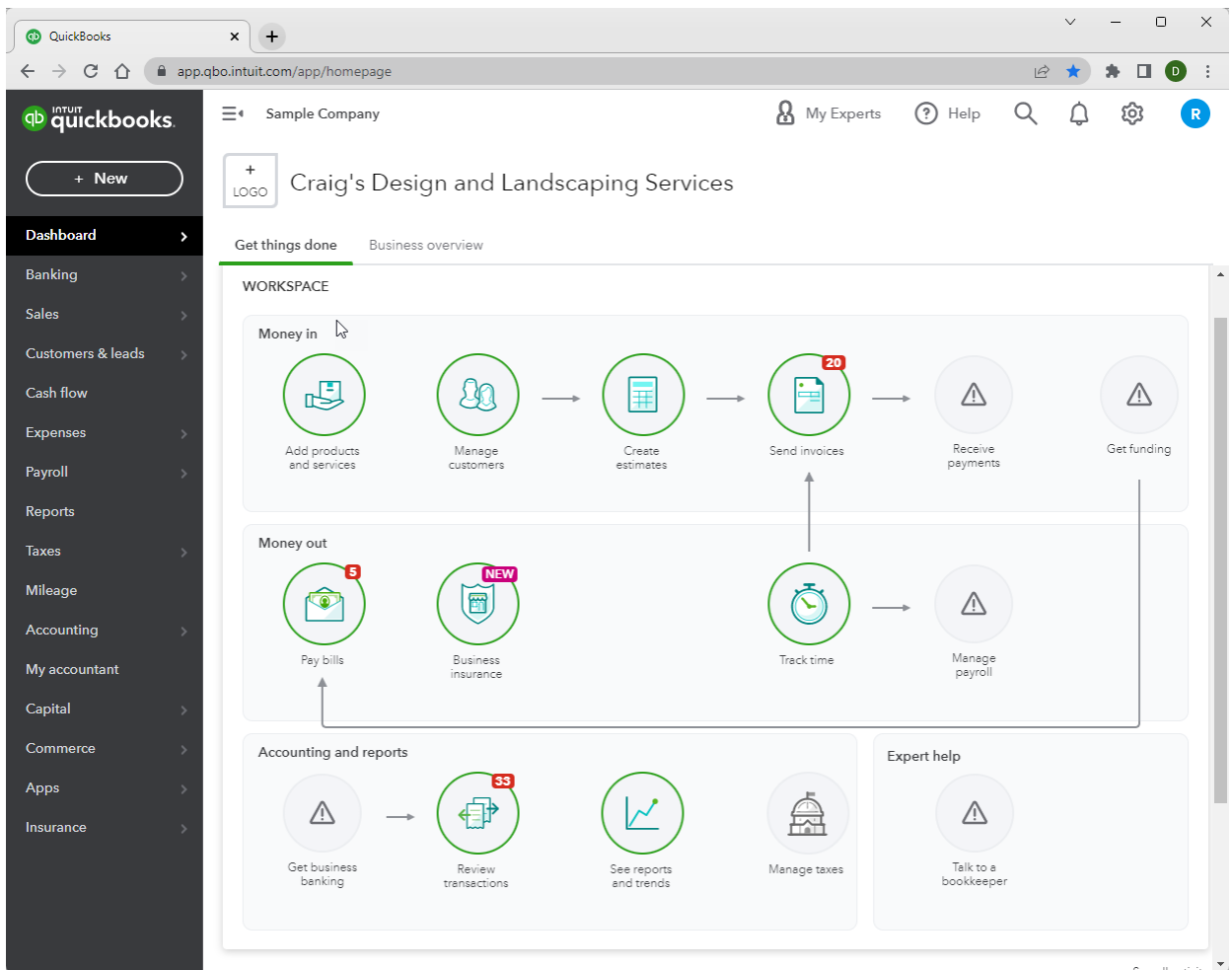
Customize the list, create and manage bookmarks.

Note: Click the **pencil** to the right of the “menu” in **the left navigation bar** to add or remove centers. Click the **pencil** to the right of “bookmark” to add or re-order bookmarks and pages.

Navigation

Dashboard (Getting things done)

Once the new company setup process is complete, you will automatically land on the dashboard (getting things done) tab. The icons shown in the screen shots below are shortcuts to various areas of QuickBooks Online.



Feel free to click and explore. You cannot hurt anything by navigating through the clickable icons.

Navigation

Dashboard (Business Overview)

Monitor the activity and status of your company, access your data and drill down to detailed information with a simple click.

The dashboard shows the following data for the last 30 days:

- PROFIT AND LOSS:** Net income of **-\$159**. Income is \$0 (2 TO REVIEW), and Expenses are \$159 (6 TO REVIEW).
- EXPENSES:** Total expenses of **\$158.85**. Breakdown includes Automobile (\$73.98), Job Expenses (\$65.90), and Meals and Entertainment (\$18.97).
- SALES:** Total sales of **\$0.00** over the period from Dec 13 to Jan 09.
- INVOICES:** \$5,282 Unpaid (Last 365 days), \$0 Overdue, and \$0 Paid (Last 30 days). Deposited: \$0, Not deposited: \$0.
- BANK ACCOUNTS:**
 - Checking:** Updated moments ago, Bank balance -\$3,621.93, In QuickBooks \$1,201.00 (25 to review).
 - Savings:** Updated moments ago, Bank balance \$200.00, In QuickBooks \$800.00 (1 to review).
 - Mastercard:** Updated moments ago, Bank balance \$304.96, In QuickBooks \$157.72 (7 to review).
 - Visa:** In QuickBooks \$0.

You can access **customers**, **vendors**, **transactions**, and **reports**. You can also organize and monitor **bank** and **credit card** accounts, review **income** and **expenses**, and watch **sales** trends.

Tip: Click anywhere there is a word in bolded color, an icon, a drop-down arrow, etc.

Feel free to explore without worry!

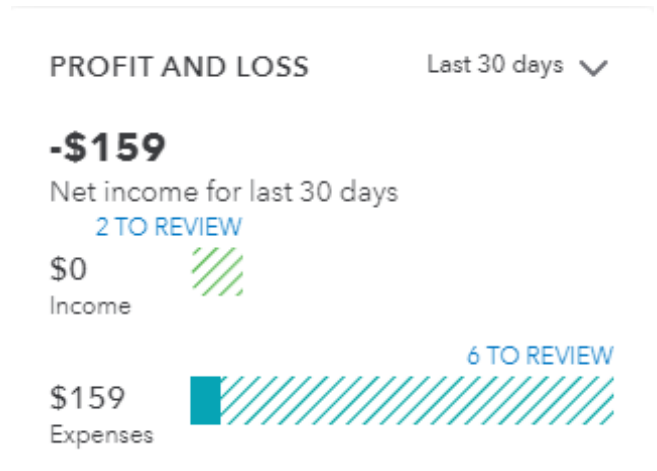
Let's begin!

Navigation

Profit and Loss

This section of the dashboard provides a graph view of your net income, income, and expenses for the last 30 days.

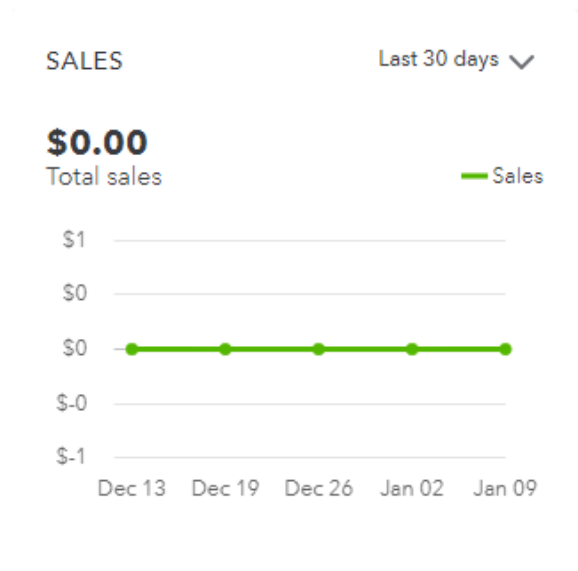
Click the drop-down arrow next to **last month** to change the period for which the data is displayed.



Sales

The sales section of the dashboard displays a graph view of sales for the prior month.

Click the drop-down arrow next to **last month** to change the period for which the data is displayed.



Navigation

Income

The income section of the dashboard allows you to view Invoices that are open, overdue, and paid in the last 30 days.

Click the **invoices** color bars to view and manage a detailed list of open invoices currently owed to you by your customers.

INVOICES

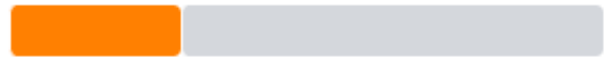
\$5,282 Unpaid Last 365 days

\$1,526

Overdue

\$3,756

Not due yet



\$3,692 Paid Last 30 days

\$2,063

Not deposited

\$1,630

Deposited



Expenses

The expenses section of the dashboard allows you to view a graph of expenses broken down by amounts based on the last 30 days.

Scroll your mouse over the graph to create a pop-up of expenses related to specific categories.

Click the drop-down arrow next to **last month** to change the period for which the data is displayed.

EXPENSES

Last 30 days ▾

\$158.85

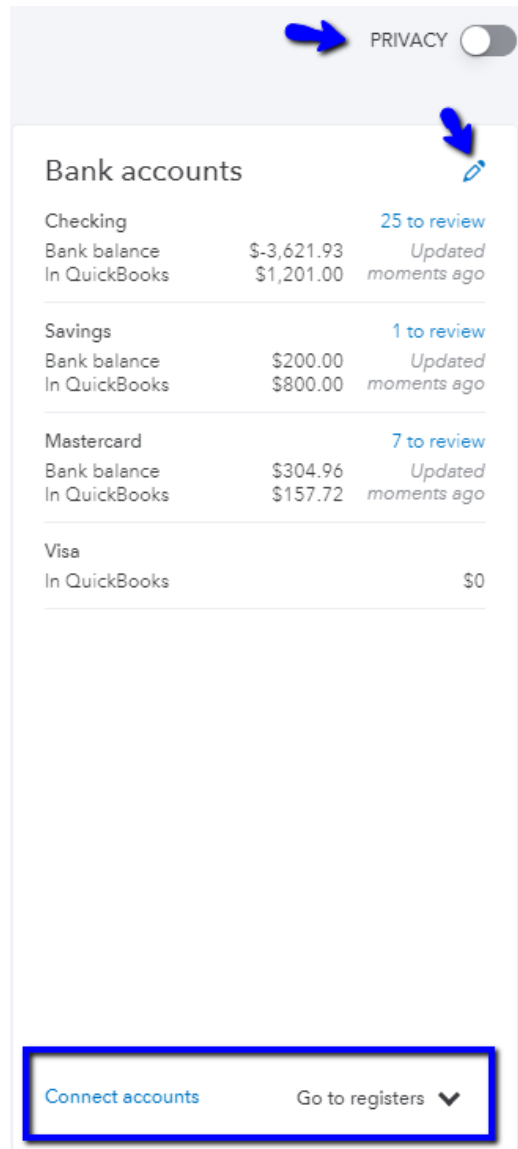
Total expenses

- \$73.98 Automobile
- \$65.90 Job Expenses
- \$18.97 Meals and Entert...



Navigation

Access and manage bank accounts from the **dashboard**. Turning on the **Privacy** button will hide the bank balances. Change the order of how your accounts are displayed and access registers. You can connect bank and credit cards accounts here and in the Banking Center.



The screenshot shows the 'Bank accounts' section of the QuickBooks dashboard. At the top right, there is a 'PRIVACY' toggle switch, which is currently turned off. A blue arrow points to this toggle. Below the toggle, there is a blue arrow pointing to an edit icon (a pencil) next to the 'Bank accounts' title. The main content area lists four bank accounts: Checking, Savings, Mastercard, and Visa. Each account has a 'Bank balance' and 'In QuickBooks' balance, along with an 'Updated' timestamp. The 'Checking' account has a balance of \$-3,621.93 and is updated 'moments ago'. The 'Savings' account has a balance of \$200.00 and is updated 'moments ago'. The 'Mastercard' account has a balance of \$304.96 and is updated 'moments ago'. The 'Visa' account has a balance of \$0. At the bottom of the screenshot, there is a blue-bordered box containing two buttons: 'Connect accounts' and 'Go to registers' with a dropdown arrow.


Account Type	Bank balance	In QuickBooks	Updated
Checking	\$-3,621.93	\$1,201.00	Updated moments ago
Savings	\$200.00	\$800.00	Updated moments ago
Mastercard	\$304.96	\$157.72	Updated moments ago
Visa		\$0	

Note: The order displayed here will be the same in the Bank Center.

Navigation

The **+New icon** in the left navigation bar provides access to data input windows. This is where you go to create invoices, receive payments, enter expenses, checks, bills and more. Although you will spend most of your time in the Banking Center, you still need to know how to enter transactions manually.

Click the **+New** icon to create manual transactions.

CUSTOMERS	VENDORS	EMPLOYEES	OTHER
Invoice	Expense	Payroll 	Bank deposit
Receive payment	Check	Time entry	Transfer
Estimate	Bill		Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Vendor credit		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print checks		

[Show less](#)


Tip: Always enter data from “top to bottom, left to right” to avoid missing fields that require information.

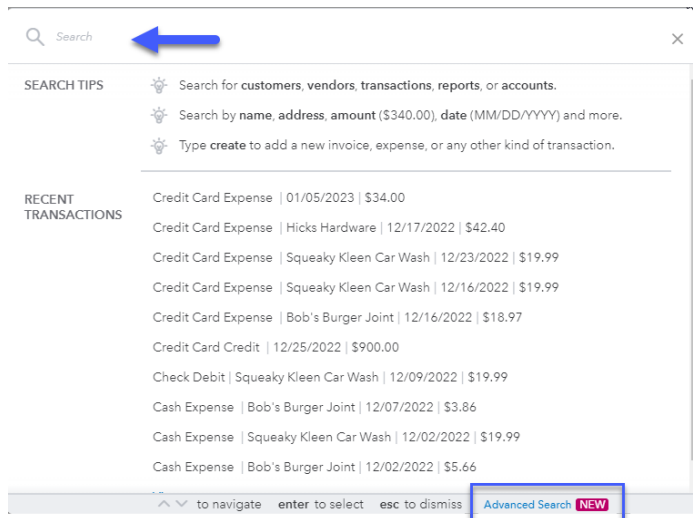
Additional Icons include **help**, **search**, **notifications** and **settings**. Click the help icon to address questions for specific areas of QuickBooks. Click the **bell** icon to view recent notifications and the **C** icon to sign out.



Navigation

The **Search** (magnifying glass) icon at the top of the **dashboard** will allow you to easily search recent and historical transactions.

1. Click the **Search** icon. 
2. Enter a transaction number, date, amount etc. for a simple search.



3. Click **Advanced Search** to filter specific transaction types and more. Click the down-arrows to the right of **All transactions**, **Reference no.** or **Contains**. to access additional search options.

Search your transactions

[Go to classic Advanced Search](#) or [Send us feedback](#)

Search by transaction details like memo, amount or reference number


Showing recent transactions

DATE	TYPE	REF NO.	CONTACT	AMOUNT
<input type="text" value="Select a date range"/>	<input type="text" value="Select a transaction"/>	<input type="text"/>	<input type="text" value="Select a contact"/>	<input type="text"/>

DATE	TYPE	REF NO.	CONTACT	AMOUNT
01/15/2023	Credit Card			\$34.00
01/04/2023	Credit Card Credit			\$900.00
01/02/2023	Credit Card		Squeaky Kleen Car Wash	\$19.99

Navigation

- Click the **gear** icon at the top right of your **dashboard** to access company default settings, lists, and tools.

YOUR COMPANY	LISTS	TOOLS	PROFILE
Account and settings	All lists	Order checks 	Feedback
Manage users	Products and services	Import data	Privacy
Custom form styles	Recurring transactions	Import desktop data	
Chart of accounts	Attachments	Export data	
QuickBooks labs	Custom fields	Reconcile	
	Tags	Budgeting	
		Audit log	
		SmartLook	
		Resolution center	

You're viewing QuickBooks in **Business view**. [Learn more](#)

[Switch to Accountant view](#)

Logo

- Click the **logo** icon to add your custom company logo from your desktop or hard drive.



Craig's Design and Landscaping Services

Module 2 Doable Action Steps

All business owners should complete this section and apply the knowledge to their own company file. Remember! You can always refer to various Modules of training if you need additional reminders of how features works.

1. Review video links:

[Billing and Subscriptions \(1:38\)](#)

[How to Use QuickBooks Mobile App \(1:48\)](#)

2. Choose your subscription and signup if you have not already done so.

3. Explore these features:

Chrome – Clear your cookies and cache.

Multiple Windows – Create a duplicate window.

Mobile App – Go to the app store and install QuickBooks Online on your mobile device.

4. **Dashboard** - Click through words in bold as well as icons, drop-down arrows, etc.

5. **Left Navigation Bar** – Choose your view, then click on the Centers and explore.

6. **+New** – Learn how to navigate this menu and click through various options to become familiar with the different fields per window.

7. **Search** - Become familiar with search filters.

8. **Gear** – Learn to navigate the gear menu and click through various options.



Online Foundations

SECTION 2

SET UP YOUR NEW QUICKBOOKS ONLINE COMPANY

Goals
Account and Settings
Manage Users
Lists
Chart of Accounts
Action Steps

Section 2 Goals

Upon completion of Section 2 each participant will be familiar with:

- How to manage account and settings default preferences.
- How to set up and manage users.
- How to import lists.
- How to set up and use the chart of accounts, and how it connects to all transactions.

Company Set-up is Vital

An accurate QuickBooks configuration is essential to effectively using the accounting system. The initial set up will affect all future reports in QuickBooks. We recommend you practice a company set-up from scratch.

QuickBooks is a very forgiving program. Most mistakes can be fixed, as you can go back and make historical changes. However, a correct setup will prevent the need to do so.

An accurate accounting software setup and optimized chart of accounts is very important. After attending the training, if you need additional help customizing the application to meet the unique needs of your business, please reach out to your accountant for assistance.

Account and Settings

Use **Account and settings** to **turn on/off** QuickBooks Online features. It is important to turn off features you will not be using because it creates less fields during the input process. It is OK to turn on features as the need arises. This creates more efficiency and less guess work.

Although it is simple to turn settings on and off, it is important to set up your company settings and data correctly. Seek help from your instructor/advisor if you find you are “guessing.”

1. Click the **gear** icon to review, edit, and turn on/off settings.
2. Click **Account and settings**.
3. Click the **Company** tab in the left menu bar; then click the setting you choose to edit or click the **pencil** on the right side of the screen.

YOUR COMPANY

Account and settings

Manage users

Custom form styles

Chart of accounts

QuickBooks labs

Company

Usage

Sales

Expenses

Advanced

Company Name

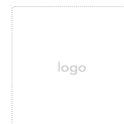
4. Add a **customized logo**, verify your **company name**, or add a **legal name** and **EIN** to match the information on the company tax return. Click **save** anytime you change settings.

Company name

Company name

Legal name

EIN/SSN



Craig's Design and Landscaping Services

Same as company name

Account and Settings

Company Type

5. Select the legal entity type you will use when filing your tax return, then select industry type. Click **save**.

Company type	Tax form	Small business corporation, two or more owners (Form 1120S)
	Industry	Landscaping Services

Contact Info

6. Verify or edit **contact info**. Click **save**.

Contact info	Company email	intuieducation@intuit.com
	Customer-facing email	<i>Same as company email</i>
	Company phone	+1 6509446000
	Website	intuit.com

Address

7. Verify or edit your company **address**. Click **save**.

Address	Company address	123 Sierra Way, San Pablo, CA 87999
Address	Customer-facing address	<i>Same as company address</i>
Address	Legal address	<i>Same as company address</i>

Account and Settings

Communications with Intuit

8. Click **Marketing Preferences** to allow or disallow promotional offers from Intuit.

Communications with
Intuit

Marketing Preferences

Usage

9. Click the **Usage** tab in the left menu bar.

This is where you monitor users and account categories limits. If you reach the limits, you will be required to upgrade your subscription.

Company

Usage

Sales

Expenses

Advanced

Usage limits

Beginning April 2019, usage limits will go into effect and will depend on your plan. Your current plan is QuickBooks Online Plus. Upgrade to have greater capacity, or learn how to manage to these limits.

[Learn more](#)

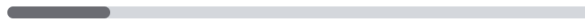
Billable users 0 OF 5



0 user(s)

The limit for your plan is 5.

Chart of accounts 44 OF 250



44 account(s)

The limit for your plan is 250.

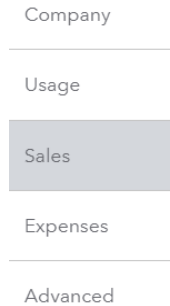
Tag Groups 0 OF 40



Account and Settings

Sales Settings

10. Click the **Sales** tab in the left menu bar.
11. Click the setting you choose to edit or click the **pencil** on the right side of the screen.



Customize

12. Click **Customize look and feel** to customize invoices, estimates, and sales receipts.

Customize

Customize the way forms look to your customers



You can edit the existing standard template or create a new custom template.

13. Click **New style**.
14. Select **Style** and choose the type of sales form you would like to customize. Select a template, add a title and logo, choose a color scheme, and preview the form.

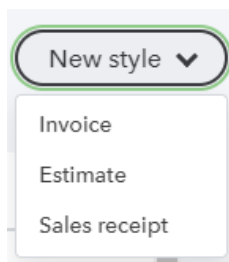
Let's choose **Invoice** for this example.

Custom form styles

[← All lists](#)

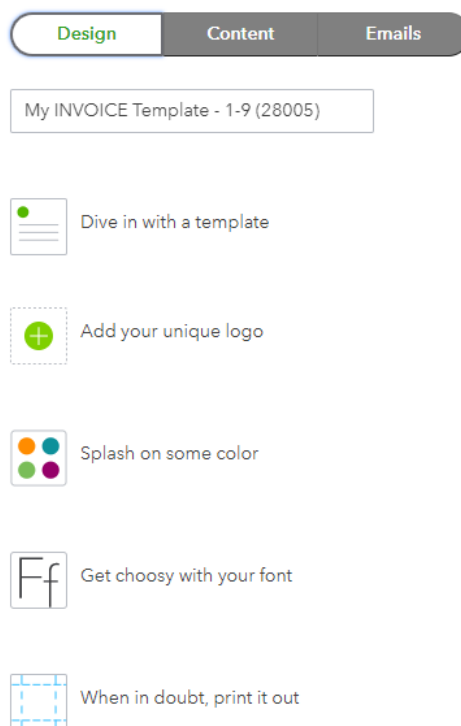


NAME	FORM TYPE	LAST EDITED	ACTION
Standard	Master	05/11/2025	Edit ▼



Account and Settings

15. Select the **Design** tab to change your invoice template, add a logo, modify color schemes, change font sizes, or print a sample.
16. Select the **Content** tab and then click on **Invoice Form** to change the header, form name and numbers, or displayed information, or to add a customer field.
17. Select the **Emails** tab to change the outgoing email subject and default message. **Note:** Do not overlook the **reminder email** feature.
18. Select the **payments** tab to add ACH and credit card payment options to your sales forms. **Note:** This will require you to sign up for Intuit Merchant Services.
19. Click **Preview PDF** to review the sales form or click **done**.

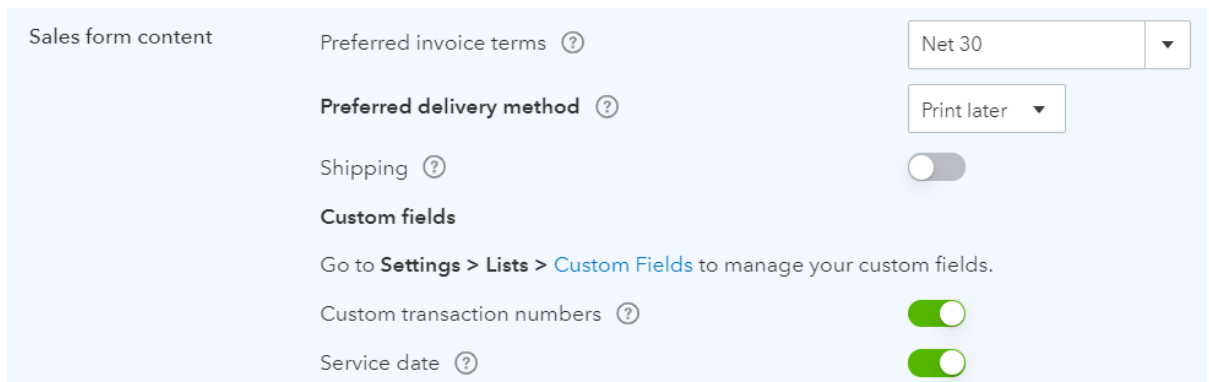


Account and Settings

Sales Form Content

20. Click **Sales form content** to select and turn on/off settings for sales forms.

- **Preferred invoice terms** sets the default payment date. "Net 30" means payment is due 30 days from the date used to create the invoice.
- **Preferred delivery method** will allow you to set a preferred default to print or send sales forms later.



Sales form content

Preferred invoice terms ? Net 30 ▼

Preferred delivery method ? Print later ▼

Shipping ?

Custom fields

Go to **Settings > Lists > Custom Fields** to manage your custom fields.

Custom transaction numbers ?

Service date ?

- **Shipping** adds a shipping field to sales forms.
- **Custom fields** can be added and managed in **gear settings -> lists -> custom fields**.
- **Custom transaction numbers** allows you to choose your own numbering system.
- **Service date** creates a service date field. This tracks the dates services were performed when they are different from the invoice date.

Note: When you turn on the **Shipping** feature, be sure to add the default shipping account category in the **advanced->chart of accounts settings**.

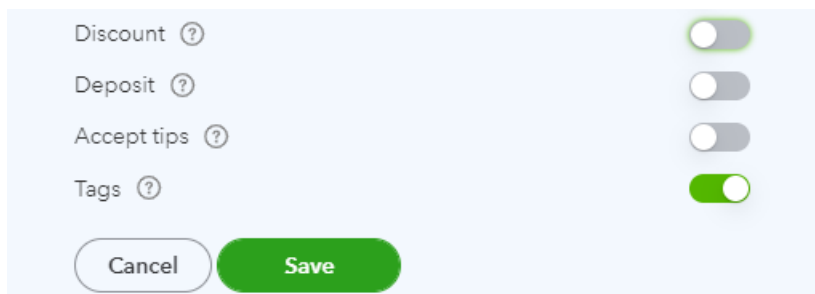
Account and Settings

Sales Form Content Continued

- **Discount** will add a discount field to invoices.
- **Deposit** adds a deposit field to invoices and allows you to offset the balance owed with amounts paid before the service was completed.

Note: Once you turn on **Discounts**, you will need to add a discount account in the **advanced -> chart of accounts settings**.

- **Accept Tips** - Adds a tips field to sales forms. Select (**Just Me**) to record tip income or select (**My Team**) to track tips that need to be paid out to your team.



Note: Once you turn on **Accept Tips** you will need to add a **Tip Income (Just Me)** account or **Tips Payable (My Team)** account in the **accounts and settings->advanced->tips payable account**.

Who's receiving these tips?

Most businesses share tips with their team. If you're self-employed, select "Just me", and we'll count your tips as income. You can always edit this in Advanced Settings if you need to.

Just me

My team

- **Tags** allow you to create tags and tag groups to customize the way you track information. (Recommended feature we will cover in more detail later in the training.)

Account and Settings

21. Click **Products and services** to turn on/off desired settings.

- **Show Product/Service column on sales forms** adds a column so you can choose from the list of products or services.
- **Show SKU column** allows you to track products and services by SKU number.
- **Turn on price rules** allows you to provide discounts for specific products to certain customers for a specified amount of time.
- **Track quantity and price/rate** adds a field to show quantities and pricing on sales forms.
- **Track inventory quantity on hand** allows the tracking of products you buy, store and sell.

Products and services	Show Product/Service column on sales forms	On
	Show SKU column	On
	Turn on <u>price rules</u> BETA	Off
	Track quantity and price/rate	On
	Track inventory quantity on hand	On

- **Late fees** allow you to automatically apply a flat fee or percentage to outstanding invoices. Select **Default charge applied to overdue invoices** to turn this feature on. Select **flat fee** or **percentage** of remaining balance and continue to select the required information. Click **save**.

Late fees	Default charge applied to overdue invoices	Off
	Appears as a line under Product/Service on the invoice, and applies to all customers. Learn More	

Account and Settings

Progress invoicing

22. Progress invoicing allows you to create multiple partial invoices from a single estimate. (This feature is great for contractors providing services for new construction.)

Progress Invoicing	Create multiple partial invoices from a single estimate	Off
--------------------	---	-----

Messages

23. Click **Messages** to add a default email message sent with sales forms, invoices, estimates, credit memos, sales receipts, statements, and refund receipts.

- Click **Email me a copy** to receive a copy of emailed sales forms.

Default email message sent with sales forms

Use greeting Dear ▾ [Full Name] ▾

Sales form ?

Invoice ▾ Use standard message

Email subject line

Invoice from Craig's Design and Lands

Email message

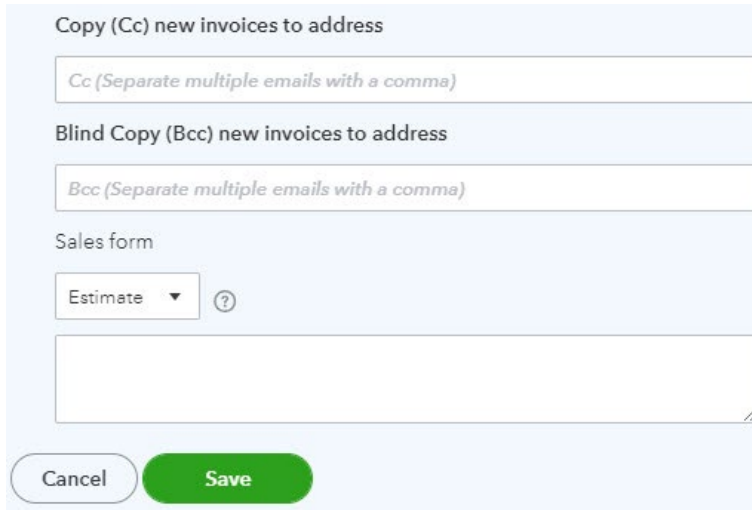
Your invoice is attached. Please remit payment at your earliest convenience.
Thank you for your business - we appreciate it very much.

Sincerely,
Craig's Design and Landscaping Services

Email me a copy at noreply@quickbooks.com

Account and Settings

24. You can include a Cc or Bcc email as well. Your default message sent with sales forms can be changed when creating estimates, invoices and other sales forms.



Copy (Cc) new invoices to address

Cc (Separate multiple emails with a comma)

Blind Copy (Bcc) new invoices to address

Bcc (Separate multiple emails with a comma)

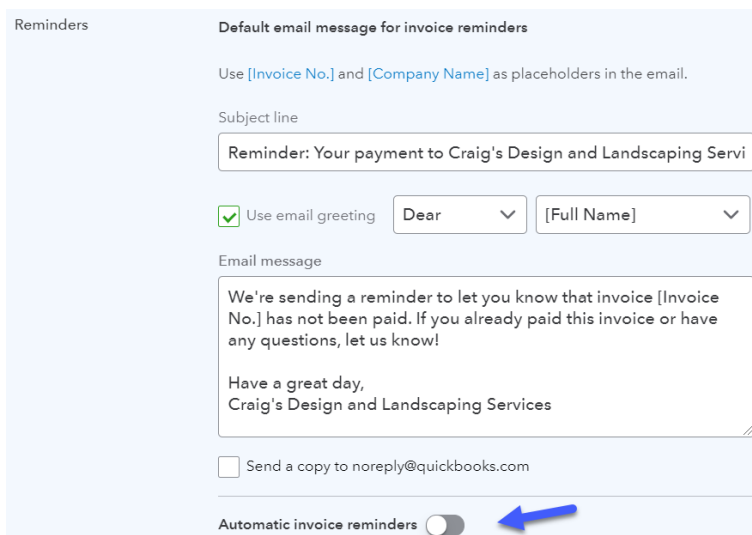
Sales form

Estimate ?

Cancel Save

Note: A default email message sent with reminders is also available.

25. Click **Reminders** to change the default subject and email message. Turn on **Automatic invoice reminders** and let the system do the work for you.



Reminders

Default email message for invoice reminders

Use [Invoice No.] and [Company Name] as placeholders in the email.

Subject line

Reminder: Your payment to Craig's Design and Landscaping Servi


Use email greeting Dear [Full Name]

Email message

We're sending a reminder to let you know that invoice [Invoice No.] has not been paid. If you already paid this invoice or have any questions, let us know!

Have a great day,
Craig's Design and Landscaping Services

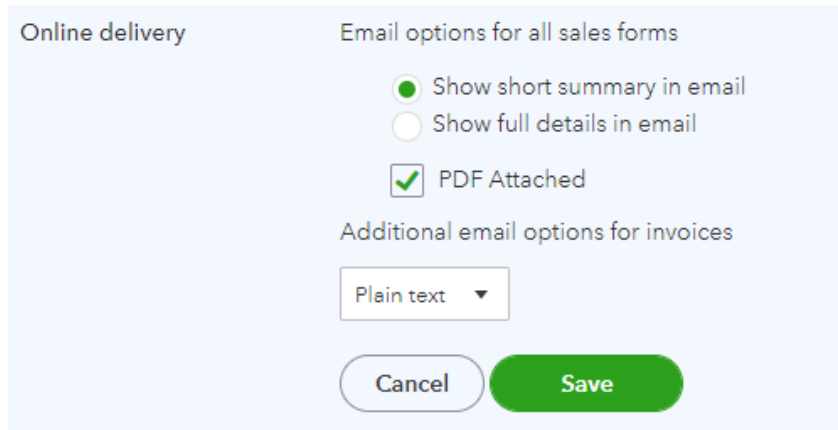
Send a copy to noreply@quickbooks.com

Automatic invoice reminders 

Account and Settings

Online Delivery

26. Click **Online delivery** to attach sales forms as a PDF, show summary or detail, and change your email text preference.



Online delivery

Email options for all sales forms

Show short summary in email

Show full details in email

PDF Attached

Additional email options for invoices

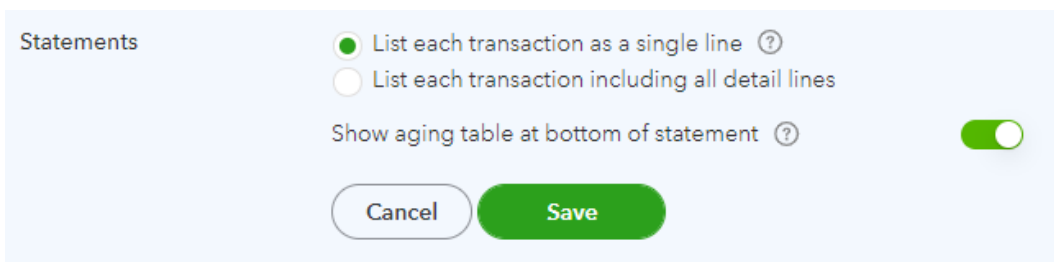
Plain text ▼

Cancel Save

Statements

27. Click **Statements** to change settings to display all your customers' unpaid transactions by a single line item or include detail.

- **Show aging table** displays outstanding balances by days delinquent at the bottom of the statement.
- Send a courtesy statement when customers are no longer current. Click **Save->Done** in the bottom right corner.



Statements

List each transaction as a single line ?

List each transaction including all detail lines

Show aging table at bottom of statement ?

Cancel Save

Account and Settings

Expenses

28. Click the **Expenses** tab in the **account and settings** menu bar and then click the setting you choose to edit or click the **pencil** on the right side of the screen.

Company

Usage

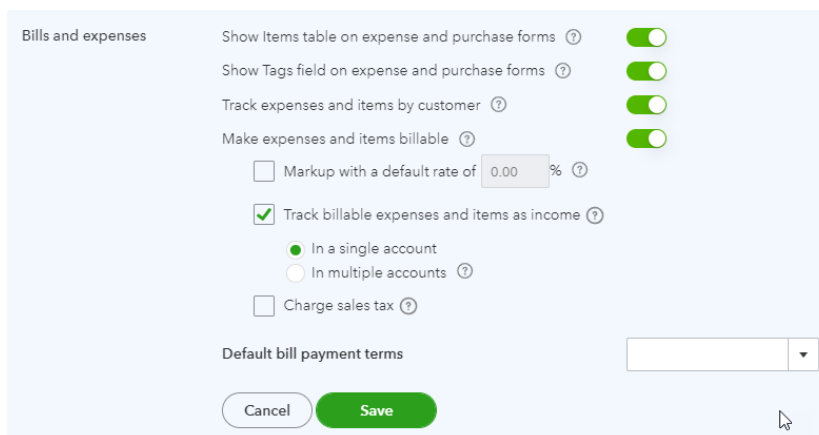
Sales

Expenses

Advanced

Bills and Expenses

29. Click **Bills and expenses** to turn on/off settings, add columns on forms, and track expenses.
- **Show Items table on expense and purchase forms** adds products column to forms.
 - **Show Tags field** adds a field that allows you to track transactions using tags and tag groups.
 - **Track expenses and items by customer** adds a column to track transactions by customers.
 - **Make expenses and items billable** adds a column to track expenses billable to the customer and gives you the option to add a default markup rate.
 - **Track billable expenses and items as income** allows you to use one or multiple income accounts to track billable expenses. **Note:** Go to **advanced > chart of accounts > billable expenses income account**.
 - **Default bill payment terms is** used to set default terms for bills, such as net 30.



Bills and expenses

Show Items table on expense and purchase forms ?

Show Tags field on expense and purchase forms ?

Track expenses and items by customer ?

Make expenses and items billable ?

Markup with a default rate of 0.00 % ?

Track billable expenses and items as income ?

In a single account

In multiple accounts ?

Charge sales tax ?

Default bill payment terms

Cancel Save

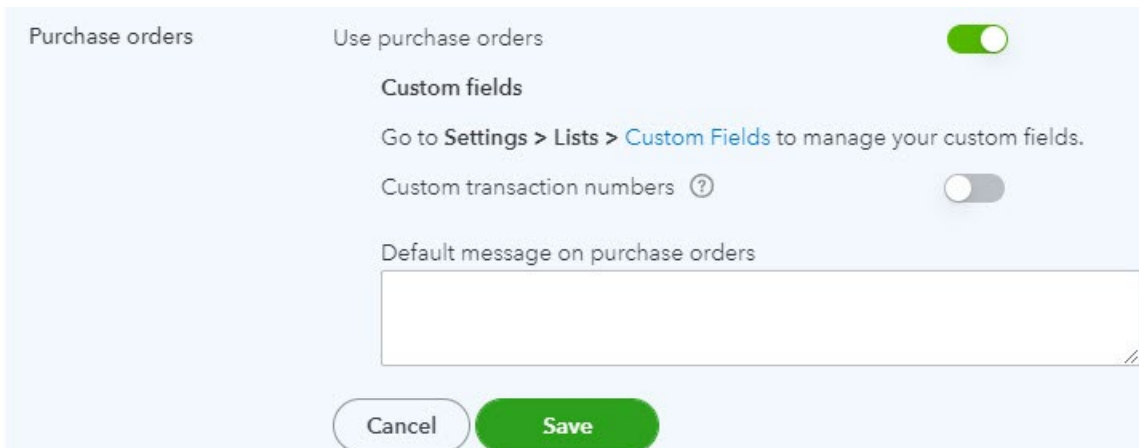
Account and Settings

Purchase Orders

30. Click **Purchase orders** to turn on/off **Use purchase orders** and create custom fields.

Purchase orders are used to track product purchased from vendors. This is helpful when tracking open orders for inventory and in comparing costs to actual bills.

- **Custom fields** allow you to add extra fields to purchase orders to track information using custom reports.
- **Custom transaction numbers** allow you the option to use your own numbering system. If this is not checked, QuickBooks Online will automatically assign a number.
- **Default message on purchase orders** adds a default message to all purchase orders. This can be changed when adding new Purchase Orders in QuickBooks Online.



Purchase orders

Use purchase orders

Custom fields

Go to [Settings > Lists > Custom Fields](#) to manage your custom fields.

Custom transaction numbers ?

Default message on purchase orders

Note: Click **messages** to change outgoing email messages specifically for purchase orders. Click **Save -> Done**.

Account and Settings

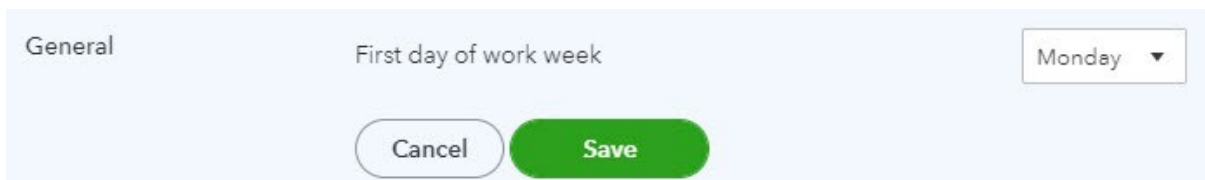
Payments Tab

31. This is where you manage your QuickBooks Online and merchant service subscriptions.

Time

32. Click **Time** to turn on/off and edit settings.

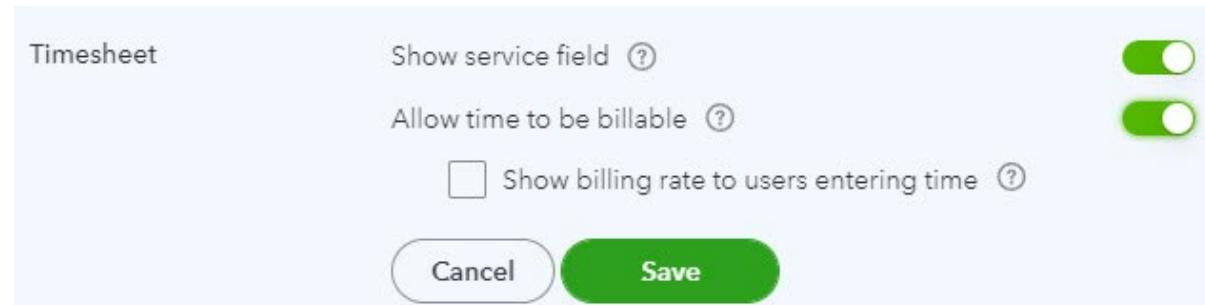
- **First day of work week** sets the starting day of a work week on the timecard entry form.



General First day of work week Monday

Cancel Save

- **Add service field** to timesheets is a field used to enter specific services performed.
- **Allow time to be billable** is a feature that tracks billable time by customer.
- **Show billing rate to users entering time** allows users to view the rates you use to invoice customers.



Timesheet

Show service field ?

Allow time to be billable ?

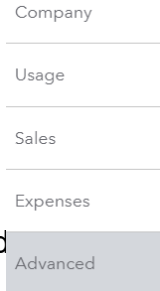
Show billing rate to users entering time ?

Cancel Save

Account and Settings

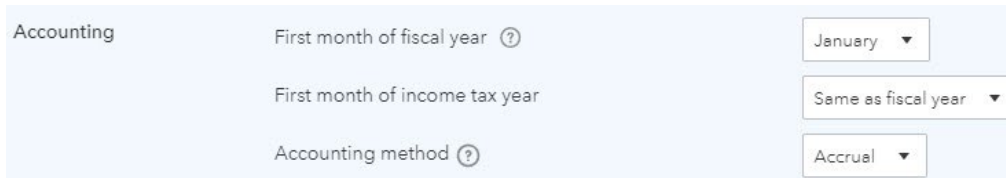
Advanced

33. Click **Advanced** in the **account and settings** menu bar and then click the setting you choose to edit or click the **pencil** on the right side of the screen.

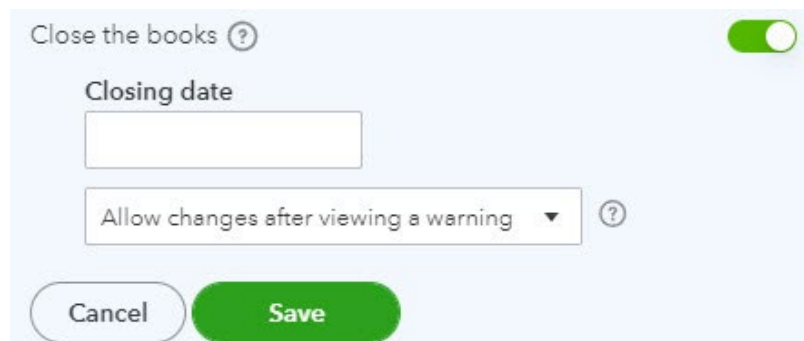


34. Click **Accounting** to turn on/off and change settings.

- **First month of fiscal year** is usually January, based on the calendar. Some companies use a different month to start their fiscal year.
- **First month of income tax year** lets you click the drop-down arrow to select **January** or **Same as fiscal year**.
- **Accounting method** includes two **Accounting methods** for running reports: accrual and cash. If you use accounts receivable and/or accounts payable in QuickBooks Online, then choose the **accrual** basis. If not, then use the **cash** basis.



- **Close the books** is a great feature that allows you to close a period and assign a password. Turning on this setting triggers a warning box that prevents users from changing historical data, especially important when sales, payroll, and tax returns have been filed.



Account and Settings

Company Type

Tax Form

35. Click the **Tax form** drop-down list to select the entity type you used when filing your company's tax return. If you are unsure about this, contact your accountant.

The screenshot shows the 'Tax form' settings in QuickBooks Online. The 'Tax form' dropdown menu is open, displaying a list of options: 'Sole proprietor (Form 1040)', 'Partnership or limited liability company (Form 1065)', 'Small business corporation, two or more owners (Form 1120S)', 'Corporation, one or more shareholders (Form 1120)', 'Nonprofit organization (Form 990)', 'Limited liability', and 'Not sure/Other/None'. The 'Save' button is highlighted in green, and the 'Cancel' button is in a light blue outline. The 'Company type' field is also visible on the left.

Chart of Accounts

36. Click **Chart of accounts** to turn on/off **account numbers** and assign default income accounts. This allows business owners to organize their chart of accounts categories in a way that is meaningful to them.

The screenshot shows the 'Chart of accounts' settings in QuickBooks Online. The 'Enable account numbers' toggle is turned on. The 'Show account numbers' checkbox is checked. The 'Discount account' dropdown is set to 'Discounts given', the 'Tips account' dropdown is empty, and the 'Billable expense income account' dropdown is set to 'Billable Expense Income'. The 'Save' button is highlighted in green, and the 'Cancel' button is in a light blue outline.

Account and Settings

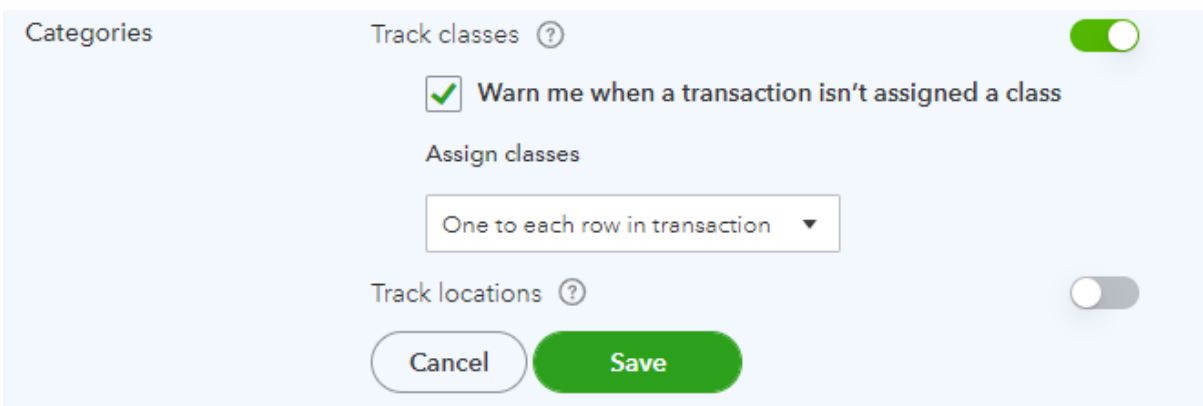
Categories: Classes

Classes allow you to track transactions in order to gather data and review reports by a specific class.

For example, Craig's can track commercial vs residential jobs, or jobs per city to determine sales by city for state license reporting. The use of classes provides the capability to review profit & loss by class.

37. Click the appropriate box to turn on **Track classes**. Then click **Warn me when a transaction isn't assigned a class**. This will create an alert when the class entry is missed during the data entry process.

- **Assign classes** gives you the option to assign classes to a transaction or to individual line items.



Categories

Track classes ?

Warn me when a transaction isn't assigned a class

Assign classes

One to each row in transaction ▾

Track locations ?

Cancel Save

Account and Settings

Locations

38. **Track locations** is used to gather data for a specific location, department, property, etc. Not all businesses need to use locations. An example; Craig's could use locations to track sales by county or sales by property address. This provides the ability to review a profit & loss by location.

- Location ▾
- Business
- Department
- Division
- Location**
- Property
- Store
- Territory

Automation

39. Click **Automation** to turn on/off settings for pre-filled forms, apply credits, and more.

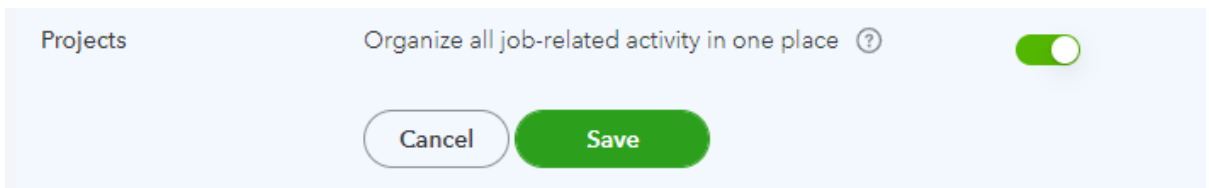
- **Pre-fill Forms with previously entered content** fills form fields with memorized content from prior vendor, customer, and employee transactions.
- **Automatically apply credits** posts outstanding credits to newly created invoices.
- **Automatically invoice unbilled activity** creates an invoice for tagged transactions waiting to be billed to a customer. When the invoice is generated, an alert is sent to the activities section of the dashboard.
- **Automatically apply bill payments** applies bill payments to the oldest open bill first.

Automation	Pre-fill forms with previously entered content	Off
	Automatically apply credits	Off
	Automatically invoice unbilled activity	Off
	Automatically apply bill payments	Off

Account and Settings

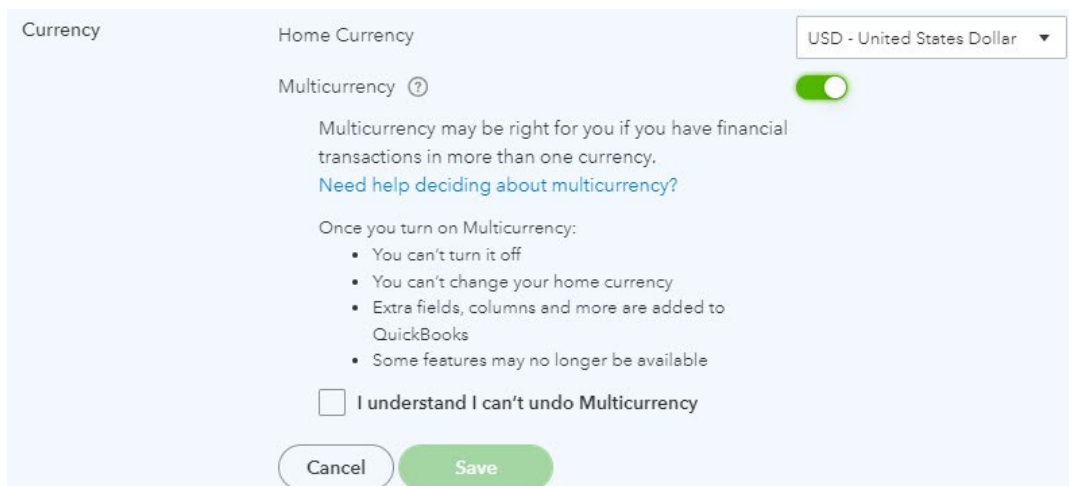
Projects

40. Turning on **Projects** allows you to organize all job-related activity in one place. It allows you to review all sales, expenses, and time by project. Here we can track information from a cost perspective.



Currency

41. **Multicurrency** lets you track transactions in foreign currencies. Use it only if you have bank accounts, customers, or vendors that do not use your home currency. Otherwise, select the default, **Home Currency**. **Warning!** Once you select a home currency, you will not be able to change the currency.



Note: Once you turn this feature on, you cannot turn it off or change your home currency.

Account and Settings

Other Preferences

42. Click **Other preferences** to turn on/off and edit settings that trigger warnings and formatting preferences.

- **Date format** is a preference with several options.
- **Number format** is a personal preference.
- **Customer label** reflects the type of customers you service or sell to. The label you choose will appear on the navigation menu bar and transactions related to customers, such as invoices, sales orders, credit memos, etc.
- **Warn if duplicate check number is used** populates a warning box when a duplicate check is entered.
- **Warn me when I enter a bill number that's already been used for that vendor** populates a warning box when a duplicate number is used.
- **Warn if duplicate journal number is used** populates a warning box when a duplicate journal entry number is used.
- **Sign me out if inactive for a period.** It let's you choose between 1 and 3 hours. Click **Save -> Done**.

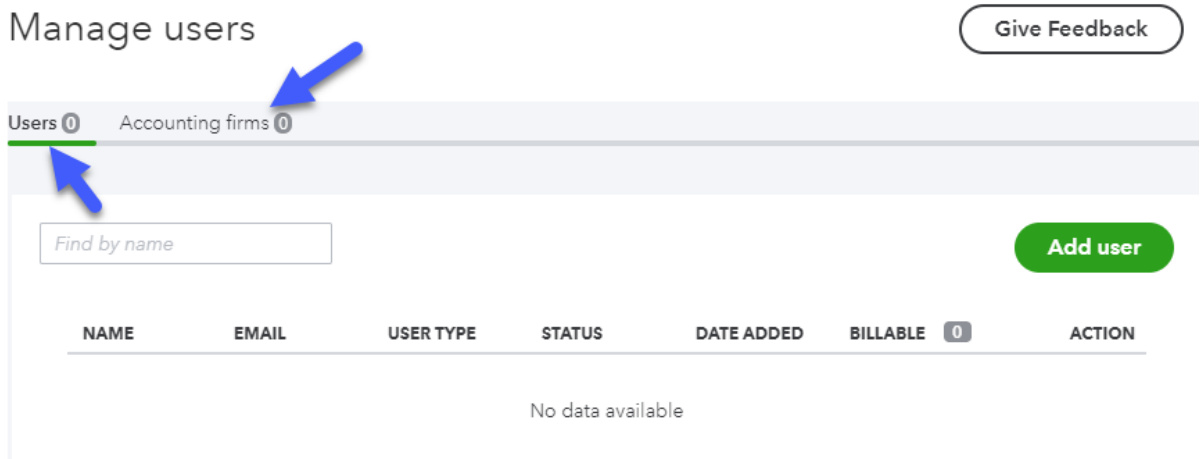
Other preferences	Date format	MM/dd/yyyy
	Number format	123,456.00
	Customer label	Customers
	Warn if duplicate check number is used	On
	Warn me when I enter a bill number that's already been used for that vendor	On
	Warn if duplicate journal number is used	On
	Sign me out if inactive for	1 hour

Manage Users

When inviting users, you can determine how much or little access a user has to your company data. Maintaining user access is important to implement checks and balances and view activity by user. This can serve as a training tool to address and avoid common errors.

1. Click the **gear** icon -> **Manage users**.
2. Select the **Users** tab to add and customize a user or select the **Accounting firms** tab to invite your accountant.

The initial user is known as the primary admin. If you want to transfer this role to another user, set them up as an admin user and use the action drop-down menu to transfer the rights to the new user. The new user will receive an email notification.



Manage users Give Feedback

Users 0 Accounting firms 0

Find by name Add user

NAME	EMAIL	USER TYPE	STATUS	DATE ADDED	BILLABLE	0	ACTION
No data available							

Note: You can add up to two accountants to your QuickBooks Online data file in addition to the number of users your subscriptions allow. In order to do this, your accountant must subscribe to QuickBooks Online accountant.

Manage Users

3. Click **Add user** to add a new user.

- **Standard user** will allow you to select which areas a user can access.
- **Company admin** has access to all areas of QuickBooks Online Plus.
- **Reports only** will allow users access to most reports; the exceptions are payroll and contact info. They do not count toward your user limit.
- **Time tracking only** limits users to entering their time. They do not count towards your user limit.

4. Click **Next** and follow the screens until you have successfully added a user.

Add a new user

Select user type

These count toward your user limit.

Standard user

You can give them full or limited access, without admin privileges.

Company admin

They can see and do everything. This includes sending money, changing passwords, and adding users. Not everyone should be an admin.

These don't count toward your user limit.

Reports only

They can see all reports, except ones that show payroll or contact info.

Time tracking only

They can add their own time sheets.

Note: User options may be limited depending on the type of subscription. This example is based on the Plus version of QuickBooks Online.

Manage Users

5. Continue to click **Next** until you complete the **Add user** process.

Note: A box appears with a list of access rights based on your selection.

Add a new user

Select access rights

How much access do you want this user to have?

- All
- None
- Limited
- Customers
- Vendors

6. For those with a Plus subscription, you will have the ability to set the administrative rights for specific users.

Add a new user

Select user settings

Do you want this user to add, edit, and remove users?

- Yes
- No
- View only

Do you want this user to edit company info?

- Yes
- No

Do you want this user to manage subscriptions?

- Yes
- No
- View only

Manage Users

7. Enter **username** and **email** information; an invite will be sent to the user. They will be invited to accept the invite and create a password.

First name

Last name

Email

This will be their user id.

8. To invite an accounting firm with administrative rights to your company data, from the **manage users** main screen click **accounting firms** if your accountant subscribes to QuickBooks Online Accountant.
9. Enter your accountant's email address and ask your accountant to accept the invite.

An accountant can be your best business partner

Make it easy to work together. Invite yours to your QuickBooks.

Your accountant and members of their firm will have admin access to your company data.

Lists

Lists are one of the basic features of QuickBooks Online. Lists are triggered when turning on features in account and settings. A list is a series of like information compiled into an organized directory. This helps save time and ensures that information is entered consistently and correctly.

1. Click the **gear** icon.
2. Click **all lists** -> Select the list you would like to maintain.

Lists

Chart of Accounts

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.

Recurring Transactions

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.

Products and Services

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.

Product Categories

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.

Locations

You can use locations to categorize your transactions by different parts of your company.

Custom Form Styles

Customize your sales form designs, set defaults, and manage multiple templates.

Payment Methods

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.

Terms

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.

Classes

Displays the classes you can use to categorize your accounting transactions.

Attachments

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.

Custom Fields

Sort, track, and report the information that matters to you. Add custom fields to your forms so that you can capture more business-related info.

Lists


Importing Lists

You can import list information from Excel or Google Sheets to save time. You can import customers, vendors, accounts, and products and services. You can download a sample file to see how to set up your import file.


3. Click **gear icon -> Import Data**.
4. Click on the icons to access and download the sample CSV, Excel, or Google template. You can download or preview a sample file to get started.

Import Data


Bring your existing data into QuickBooks



Bank Data



Clients



Vendors





Chart of Accounts



Products and Services

First time importing your Chart of Accounts?

- All your Chart of Accounts information must be in one file
- The top row of your file must contain a header title for each column of information

Select a CSV or Excel file to upload

[Download a sample file ↴](#)

Select Google Sheet

[Preview a sample](#)

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Note: What type of lists can be imported? Review above.

Chart of Accounts

The chart of accounts is a list of categories that make up your Balance Sheet and Profit & Loss Statements. Every transaction entered in QuickBooks will post to the accounts list. This is how data is compiled to produce important reports used to manage a business.

Balance Sheet

Assets (what your company owns): bank accounts, petty cash, fixed assets (equipment or vehicles), inventory, undeposited funds (payments from customers waiting to be deposited).

Liabilities (what your company owes): accounts payable, loans, sales, payroll taxes.

Equity (the net worth of your company): Money that owners contribute to or draw from the business and an accumulation of net profits and losses from the start of the business to present or sale.

Profit & Loss

Income (what you have earned): sales of products, labor, interest, rental income, materials, etc.

Expenses (what you have spent): office expenses, wages, professional fees, rent, utilities, etc.

The Profit & Loss Statement shows the net loss or gain for a period. At the end of a calendar or fiscal year, the net profit or loss rolls into the equity section of the Balance Sheet.

Note: Keep your chart of accounts simple. Add new accounts when you need to track specific information. Use reports to customize information within an account. Discuss account changes with your accountant. Start by adding bank and credit card accounts.

Chart of Accounts

Manage Accounts

1. Click the **gear** icon -> **Chart of Accounts** or left navigation bar -> **accounting** -> **Chart of Accounts**.
2. Click **view register** to manage transactions for a specific account.
3. Click the **drop-down list** to edit, make inactive, or run reports.
4. Click the **header** name to sort by column.

Chart of Accounts Run Report New

[< All Lists](#)

All

NAME	TYPE	DETAIL TYPE	BANK BALANCE	ACTION
Checking	Bank	Checking	-3,621.93	View register ▼
Savings	Bank	Savings	200.00	Edit
Accounts Receivable (A/R)	Accounts receivable (A/R)	Accounts Receivable (A/R)	→	Make inactive (reduces usage) Run report

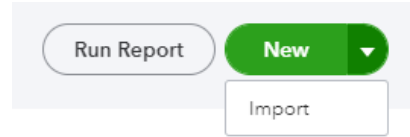
5. Type an account name in the **Filter by name** field to search for an account.
6. Select **Show all** or categories that count towards your usage limits.
7. Click the **pencil** icon to edit multiple chart of account names.
8. Click the **printer** icon to print a list of your chart of accounts.
9. Click the **gear** icon to add/remove display columns, change the number of rows, or include inactive accounts.

Note: Remember to turn on account numbers in accounts and settings if you want to customize the organization of your chart of accounts.

Chart of Accounts

Add Accounts

1. Click **New** or the drop-down list to add an account or import from a .csv file.
2. Create a new account and name it **Ask My Accountant**.
3. Select the **Account Type Expenses** and the **Save account under to Other Expenses**.
4. Select the **Tax form section** other miscellaneous expense.
5. Change the account name to **Ask My Accountant**.



This will position the account at the bottom of your Profit & Loss Statement, where it will stand out as a reminder to address or research questionable transactions before processing financials for the month or year.

6. Click **Save and New** to add another account or **Save and Close** to return to the chart of accounts list.

New account

Income Expenses Banks Assets Credit cards Liabilities Equity

Save account under *
Other Expenses

Tax form section *
Other Miscellaneous Expense

Account name *
Ask My Accountant

Description

Cancel Save

Note: Home Depot and Walmart are not account categories. They are vendors used to purchase supplies and materials (supplies and materials are account categories).

Chart of Accounts

Add Bank Accounts

In this example we are setting up a new bank account.

1. Click **New** from the chart of accounts List.
2. Select the **account type** icon.
3. Select the **Save account under**. This is where you can add an account to a group of accounts.
4. Select the **Tax form section**.
5. Type the **Account name**.

Add an optional description

You have the option to add a description which is important in case you need to merge accounts in the future.

New account

Income Expenses **Banks** Assets Credit cards Liabilities Equity

Save account under *
Bank Accounts

Tax form section *
Checking

Account name *
Checking XXXX

New account

Checking XXXX

Description

▼ Starting date and opening balance
[More info on opening balances](#)
 Date to start tracking this account in QuickBooks
 Select date
 Beginning of this year
 Beginning of this month
 Today
 Other date

NEW ACCOUNT PREVIEW

Checking	1,201.00
Checking XXXX	
Savings	800.00

Cancel Save

Chart of Accounts

Edit Account

From the **chart of accounts** list locate the account you would like to edit.

In this example: The loan payable is a five-year vehicle loan and should be categorized as a long-term liability. Current liabilities are usually paid within a year; examples are sales and payroll taxes, lines of credit etc.

From the **action menu** column, click the drop-down list-> **edit**.

Arizona Dept. of Revenue	Other Current Liabilities	Sales Tax Payable	Edit Make inactive (reduces usage) Run report
Board of Equalization Payments	Other Current Liabilities	Sales Tax Payable	
Loan Payable	Other Current Liabilities	Other Current Liabilities	

Use the **Account type** drop-down list to change the **Save account under type** from **Other Current Liabilities** to **Long Term Liabilities**. Change the **Tax form section** to **Notes Payable** and change the name and description to be more specific. Remember to click **Save and Close**.

Edit account ×

Income

Expenses

Banks

Assets

Credit cards

Liabilities

Equity

Save account under *
 ▼

Tax form section * ⓘ
 ▼

Account name *

Chart of Accounts

Make Inactive

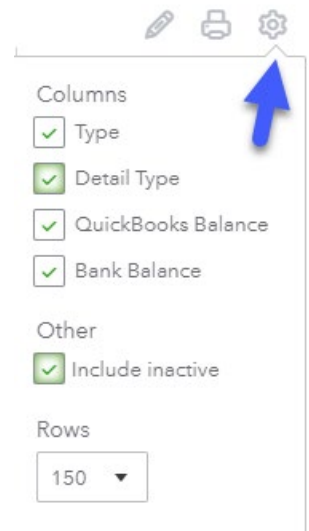
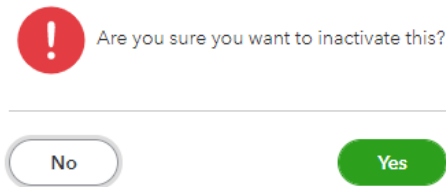
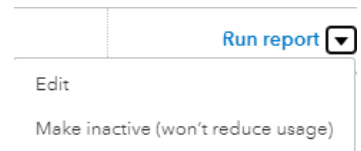
From the chart of accounts list:

1. Click one time to highlight the account you would like to deactivate.

For this example, we will deactivate the **Miscellaneous** account.

Miscellaneous	Other Expense	Other Miscellaneous Expense
Penalties & Settlements	Other Expense	Penalties & Settlements

2. Click **Make inactive** in the action column drop-down list.
3. An “alert” will pop up and ask you to confirm. Click **Yes**.



The **Miscellaneous** account will no longer appear in the chart of accounts list. However, the account is technically inactive and will appear on the list when you choose **Include inactive** from the **gear** icon.

Chart of Accounts

Merge Accounts

Merging accounts is helpful if two or more accounts are being used for the same types of transactions and you want to combine the transactions into a single account.

Caution: The merge process cannot be undone and is permanent. It is important to confirm that the merge process will not affect the financial statements used to file tax returns.

It is advisable to discuss the cleanup of your **chart of accounts** with your instructor, accountant or QuickBooks ProAdvisor before merging accounts.

In this example we have two accounts being used to track office expenses.

We will merge **Accounting** with **Bookkeeping** from the chart of account settings window.

1. Click one time to highlight the account you will keep, "Accounting."
2. Click **edit** from the action column drop-down list.

Legal & Professional Fees	Expenses	Legal & Professional Fees
Accounting	Expenses	Legal & Professional Fees
Bookkeeper	Expenses	Legal & Professional Fees
Lawyer	Expenses	Legal & Professional Fees

Note: The **save account under** and tax form section must be the same for accounts you intend to merge. When merging sub-accounts, both accounts must be a sub of the same parent account.

Chart of Accounts

- Highlight the name **Accounting** and copy (**Ctrl + C**) the account name.
- Click the **cancel** button in the lower left to return to the **chart of accounts settings list**.

Save account under *

Legal & Professional Fees

Tax form section * ⓘ

Legal & Professional Fees

Account name *

Accounting

- Select the account **Bookkeeper**.
- Click **edit** from the action column drop-down list.

Save account under *

Legal & Professional Fees

Tax form section * ⓘ

Legal & Professional Fees

Account name *

Bookkeeper

- Highlight the name **Bookkeeper** and Paste (**Ctrl + V**) to replace “Bookkeeper” with “Accounting.” Click **Save -> Yes**.

Account name *

Accounting

⚠ Merge accounts?
 You already have an account with that name. Would you like to merge the two?
[Cancel](#) | [Yes, merge accounts](#)

Chart of Accounts

Sub-accounts

Sub-accounts are a great way to organize your chart of accounts when used properly. It is important to select sub-accounts in all transactions and avoid using the main account.

1. Click **New** from the chart of accounts list.

For this example, we will create sub-accounts for automobile expenses.

Note: The **Save account under (parent account)** will be “Automobile”, the **Tax form section** will be “Auto”, and the **Account name** is “Fuel”. Repeat the process to create additional subaccounts for **license**, and **service**.

Now that you have created a **main account** for **Automobile** and sub-accounts for **Fuel**, **License**, and **Service**, the **chart of accounts** should look like this:

Automobile	Expenses	Auto
Fuel	Expenses	Auto
License	Expenses	Auto
Service	Expenses	Auto

Beginning Balances

It is important to verify or enter beginning balances and historical data. Your accountant can assist you in using a journal entry or you can add beginning balances when adding bank accounts to your chart of accounts list.

If you have converted data, then you would have compared a Balance Sheet and Profit & Loss Statement (set for all dates and accrual basis) in QuickBooks Online with the same reports in the accounting application you were using.

Enter beginning balances when setting up a new bank account, credit card account, and other assets and liabilities. Opening balances default to **open balance equity** in the chart of accounts.

New account

Income Expenses **Banks** Assets Credit cards Liabilities

Equity

Save account under *
Bank Accounts

Tax form section *
Checking

Account name *
Checking XXXX

New account

Checking XXXX

Description

▼ Starting date and opening balance
More info on opening balances
Date to start tracking this account in QuickBooks

Select date

- Beginning of this year
- Beginning of this month
- Today
- Other date

NEW ACCOUNT PREVIEW

Checking XXXX	1,201.00
Savings	800.00



Cancel Save

Note: Accounts receivable (customer invoices) and **accounts payable** (unpaid bills) should be entered individually to match beginning balances.














Beginning Balances

Journal Entries are used to record beginning balance transactions, or transactions that occur outside of the business bank and credit card accounts. QuickBooks automatically enters the date and journal entry number, but you can change them anytime. You must enter at least two accounts and at least one debit and one credit, in order to save the journal entry. The debit and credit totals must match.

1. Click **+New -> Journal Entry**.
2. Verify the date and journal number. Enter the account, amounts, description and name if applicable.
3. Click **Save**.

 **Journal Entry #AJE01 Balance Sheet**   Help

Journal date: Journal no.

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	LOCATION	CLASS	
1	10000 Checking 1234	30,250.25		To record beginning balance		San Diego	General	
2	10100 Payroll 5678	15,000.00		To record beginning balance		San Diego	General	
3	10200 Savings 9101	10,000.00		To record beginning balance		San Diego	General	
4	12000 Inventory Asset	7,938.26		To record beginning balance		San Diego	General	
5	15000 Furniture & Fixtures	7,529.67		To record beginning balance		San Diego	General	
6	15100 Machinery & Equipment	25,276.23		To record beginning balance		San Diego	General	
7	15200 Vehicles	119,615.59		To record beginning balance		San Diego	General	
8	16000 Accumulated Depreciation		68,725.22	To record beginning balance		San Diego	General	
9	17000 Leasehold Improvement	35,312.87		To record beginning balance		San Diego	General	
10	17500 Accumulated Amortization		6,035.24	To record beginning balance		San Diego	General	
11	19000 Security Deposits	5,000.00		To record beginning balance		San Diego	General	
12	21000 Chase 1125		5,932.31	To record beginning balance		San Diego	General	
13	23000 Line of Credit 1946-01		15,026.27	To record beginning balance		San Diego	General	

Note: What is required to create a journal entry? Accountants typically provide adjusting journal entries when completing the tax return. For example, depreciation expense is used in conjunction with fixed assets. We depreciate assets over specific periods of time.

Historical Transactions

Entering Historical Information

When you start a new QBO file, you may need to enter historical data. Use the following process for each area of the business:

Accounts Receivable – Enter transactions (invoices, incoming payments, and deposits) in the same order and date they were created or received. This process creates a historical record of transactions by customer.

Invoice – Click the **+New icon -> invoice** and enter each invoice sent between your start date and today. Be sure to use the correct dates as well as the products and services list.

Receive Payment – Click the **+New icon -> receive payment** and enter all payments received from customers between your start date and today. When payments are received, they are posted to a default holding account known as undeposited funds.

Bank Deposit – Click the **+New icon -> bank deposit** to select payments and post deposits to the bank register. This is a very important step intended to group payments that match the deposit sent to the bank. This step clears out the undeposited funds holding account.

Historical Transactions

Accounts Payable – Manually enter bills and bill payments in the same order and date they were created or paid. This process creates a historical record of transactions for a vendor.

Bills – Click the **+New -> bill** and enter any outstanding bills.

Pay Bills – Click the **+New -> pay bills** to attach payments to bills.

Bank Transactions – If you are entering historical transactions for more than a one-month time frame, enter the transactions one month at a time and reconcile all bank and credit card accounts before going on to the next month.

There are three ways to enter historical bank transactions: manually, using the import feature or connecting bank accounts (per Module 2 training).

Use the following process to enter bank transactions:

1. Manually enter all checks by clicking the **+New icon -> check** and entering all checks posted one month at a time.
2. Manually enter debits by clicking the **+New icon -> expenses** and entering all debits posted to the bank one month at a time.
3. Connect the bank account to QuickBooks Online – **dashboard -> connect accounts or banking -> add account** and follow the setup process. Use caution when selecting the period to download transactions to avoid duplicate transactions.
4. Export and import transactions from your bank to QuickBooks Online.
5. Complete bank reconciliation – Click the **gear icon -> reconcile**. Deposits and bill payments should already be posted to the register.


Historical Transactions

In this example, we created a journal entry to record the purchase of a truck and corresponding loan. You will see that it increases assets and liabilities on the Balance Sheet. We record beginning bank balances to reflect accurate cash on hand. Legal and license fees increase the expense categories on the profit & loss.

If personal accounts were used by the business owner prior to setting up the accounting application, this shows how to enter those transactions. Since the owner paid out of their personal accounts, we post the total to owner contributions which increases the equity section of the Balance Sheet.

Journal Entry #AJE01

Journal date

12/01/2022 

Journal no.

AJE01

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1	10000 Checking 1234	50,000.00		To record beginning balance	
2	10200 Savings 1537	1,000.00		To record beginning balance	
3	10800 Register Drawer	200.00		To record beginning balance	
4	10800 Register Drawer	200.00		To record beginning balance	
5	10900 Petty Cash	500.00		To record beginning balance	

Section 2 Action Steps

1. Watch the video links:

[How to Set Up Company Settings \(2:37\)](#)

[How to Add and Manage Users \(3:55\)](#)

[How to Customize Invoices and Sales Forms \(4:36\)](#)

[Understanding the Chart of Accounts \(4:20\)](#)

[How to Add Accounts to your Chart of Accounts \(3:17\)](#)

2. Review your company and account settings and turn on/off features that are specific to your company. Turn off anything you do not currently need. If you are unsure about what settings you need, talk to your instructor/accountant.

3. Add users (bookkeeper, tax professional, etc.).

4. Customize your chart of accounts.

Information that may help - Remember Office Depot, Costco, Walmart, etc. are not account categories, they are vendors. Another example, office expense can include postage, supplies, printers etc..

Section 2 Action Steps

Important to note: Your subscription will auto-populate the chart of accounts categories based on the industry you choose in the setup process.

We recommended leaving the industry blank during the setup process.

Here are two options when determining your approach to setting up your custom chart of accounts list. Be sure to turn on “enable account numbers” in account and settings.

Option 1:

Manually add, edit, merge or inactivate accounts to create your own custom chart of accounts. Refer back to this section of the training for a refresher. This is the best option if you have been using an existing chart of accounts list.

Option 2:

Use the “**batch actions**” feature to inactivate multiple accounts at once. **Simply check the box** to the left of the category you would like to inactivate, then select the **batch actions drop down -> make inactive**. Then import a pre-populated excel list. Refer to the import process of this training for guidance.



Important! There will be several account categories you will not be able to inactivate. They are default categories that work with other features of the application. For example: uncategorized assets, uncategorized expenses, and sales. Ignore them!



Online Foundations

SECTION 3 REPORTS

Goals
Balance Sheet
Profit & Loss
Ask My Accountant
Audit Log
Action Steps

Section 3 Objectives

Upon completion of Section 3 each participant will be familiar with the following objectives:

- How to save and group custom reports.
- How to setup and review a Balance Sheet Statement.
- How to setup and review a Profit & Loss Statement.
- How to create a report and utilize Ask My Accountant.
- How to review an audit log.
- How financial reports are key to cash flow and profitability.

Understanding Your Numbers

Customizing and viewing reports on a regular basis will ensure the accuracy of your company data, and help you make better management decisions. Financial analysis and reporting are the bedrocks of modern business, and the benefits are vast; improved cash flow, debt and liabilities management, trend identification, real time tracking, etc. Financial reports also help you remain in compliance with various regulations.

The **Custom Reports** section allows you to save custom reports in groups and streamline the time it takes to review reports daily, weekly, monthly, etc.

Once you understand what the numbers mean in your reports and where the data is coming from, it will become obvious why creating unnecessary account categories leads to costly cleanup. The various reports clarify what is going on in each area of our business. Invest time to familiarize yourself with key reports that apply to your business. If you are unsure what reports to track, talk to your instructor/advisor or accountant for advice. Keep in mind you can customize and create detailed and summarized reports as you learn more.

All business owners should focus on three main financial reports:

- Balance Sheet
- Profit & Loss
- Statement of Cash Flows

Other important reports include:

- Ask My Accountant
- Audit Log

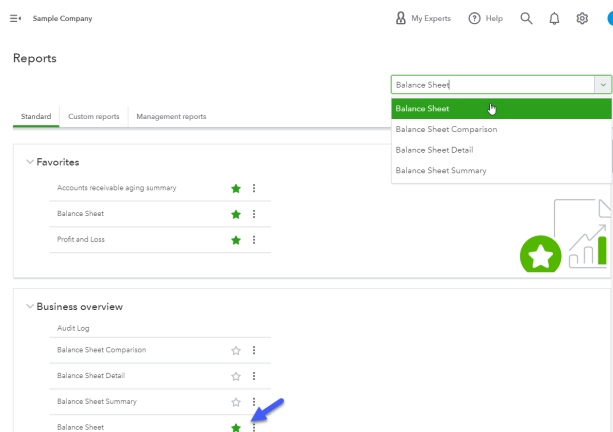
Balance Sheet

The Balance Sheet provides information about the assets the business owns. There are several types of assets including current assets, cash in the bank and money owed by customers. Fixed assets are tangible items purchased, such as a vehicle or equipment used to produce money. Fixed assets are depreciated over time and are typical items that cost more than \$2,500. Other assets include leasehold improvements, purchase of a business, security deposits, etc.

Now let's discuss liabilities, what the business owes. Short-term liabilities are paid within a year and include sales and payroll taxes, garnishments, lines of credit, credit cards etc. Long-term liabilities take more than a year to pay back and include vehicle or equipment loans, SBA or building loans etc.

Finally, the equity section tells us how much your business is worth, tracking all profits and losses from the time you start the business to the present. This section tracks all the stock, owner distributions and contributions over the years. All information is rolled into retained earnings, owner's equity, or member equity depending on the type of entity.

1. Click **Reports** in the **left navigation bar** -> **select the standard tab** -> **scroll to business overview** -> **Balance Sheet**.
2. Click the **star** to save the report as a favorite or
3. Click **reports** in the **left navigation bar** and use the **search** feature. Select the Balance Sheet.



Balance Sheet

Balance Sheet

There are several ways to filter the data for your custom reports. Change the **Report period**, **Display columns**, **Show non-zero or active only**, **Accounting method**, and **Compare Report periods**.

Balance Sheet Report

[Back to report list](#)
Report period

This Year-to-date ▼ 01/01/2023 to 01/12/2023 Customize Save customization

Display columns by ▼ Total Only Show non-zero or active only ▼ Non-zero Rows/active color Compare another period ▼ Select period Accounting method Cash Accrual Run report

The **Collapse** option consolidates all sub-account balances within the main account. The **Expand** option displays all sub-account balances. **Sort** by ascending or descending order and **Add notes**. Click the appropriate icon to **Email**, **Print** or **Export** a report.

Collapse Sort ▼ Add notes Edit titles Envelope Printer Share Settings

1. Click **Customize** to change the date range, accounting method and negative numbers display.

Customize report

▼ General

Report period

Custom ▼ 01/01/2023 to 01/12/2023

Accounting method

Cash Accrual

Number format

Divide by 1000

Without cents

Except zero amount

Negative numbers

(100) ▼

Show in red

Balance Sheet

2. Click **Rows/Columns** to change the way **columns** are displayed, **Show non-zero rows and columns**, or add percentage of rows and columns.
3. Click **Filter** to select specific **Customers, Vendors, or Product/Service** items to be displayed.

▼ Rows/Columns

Columns

Total Only ▼

Non-zero Rows/Non ▼

Select and reorder columns

% of Row

% of Column

[Hide change columns](#)

▼ Filter

Customer

All ▼

Vendor

All ▼

Product/Service

All ▼

4. Click **Header/Footer** to add your logo, change the Report title, remove information displayed, and change the alignment of the report. Click **Run Report**.

▼ Header/Footer

Header

Show logo

Company name Craig's Design and Landscapir

Report title Balance Sheet

Report period

Footer

Date prepared

Time prepared

Report basis (cash vs. accrual)

Alignment

Header Center ▼

Footer Center ▼

Balance Sheet

- Click **save customization**.
- Name your custom report or use the default name, add this report to a group, or share it with a coworker. Organizing your reports in groups will save time locating and reviewing your favorite reports.
- Click **Save**.

Custom report name

Add this report to a group

 ▼

New group name

Share with

 ▼

Share reports with community

* You share only your customized report structure and not your financial data.

Save

- Now simply click on **Reports -> Custom reports** to quickly access your customized **Balance Sheet**.

Reports

Standard

Custom reports

Management reports

NAME	CREATED	DATE RANGE	EMAIL	ACTION
› Financial Reports			Unscheduled	Edit ▼
Balance Sheet	Craig Carlson	01/01/2022-03/31/2022		Edit ▼

Balance Sheet

This sample displays the assets portion of the Balance Sheet. In order to rely on your financial data, it is important to verify that all asset account balances are accurate.

Craig's Design and Landscaping Services

Balance Sheet
As of January 12, 2023

	TOTAL
▼ ASSETS	
▼ Current Assets	
▼ Bank Accounts	
Checking	1,201.00
Savings	800.00
Total Bank Accounts	\$2,001.00
▼ Accounts Receivable	
Accounts Receivable (A/R)	5,281.52
Total Accounts Receivable	\$5,281.52
▼ Other Current Assets	
Inventory Asset	596.25
Undeposited Funds	2,062.52
Total Other Current Assets	\$2,658.77
Total Current Assets	\$9,941.29
▼ Fixed Assets	
▼ Truck	
Original Cost	13,495.00
Total Truck	13,495.00
Total Fixed Assets	\$13,495.00
TOTAL ASSETS	\$23,436.29

Balance Sheet

This sample displays the liability and equity sections of a Balance Sheet. In order to rely on your financial data, it is important to verify that all liability and equity account balances are accurate.

▼ LIABILITIES AND EQUITY

▼ Liabilities

▼ Current Liabilities

▼ Accounts Payable

Accounts Payable (A/P)	1,602.67
------------------------	----------

Total Accounts Payable	\$1,602.67
-------------------------------	-------------------

▼ Credit Cards

Mastercard	157.72
------------	--------

Total Credit Cards	\$157.72
---------------------------	-----------------

▼ Other Current Liabilities

Arizona Dept. of Revenue Payable	0.00
----------------------------------	------

Board of Equalization Payable	370.94
-------------------------------	--------

Loan Payable	4,000.00
--------------	----------

Total Other Current Liabilities	\$4,370.94
--	-------------------

Total Current Liabilities	\$6,131.33
----------------------------------	-------------------

▼ Long-Term Liabilities

Notes Payable	25,000.00
---------------	-----------

Total Long-Term Liabilities	\$25,000.00
------------------------------------	--------------------

Total Liabilities	\$31,131.33
--------------------------	--------------------

▼ Equity

Opening Balance Equity	-9,337.50
------------------------	-----------

Retained Earnings	1,676.46
-------------------	----------

Net Income	-34.00
------------	--------

Total Equity	\$ -7,695.04
---------------------	---------------------

TOTAL LIABILITIES AND EQUITY	\$23,436.29
-------------------------------------	--------------------

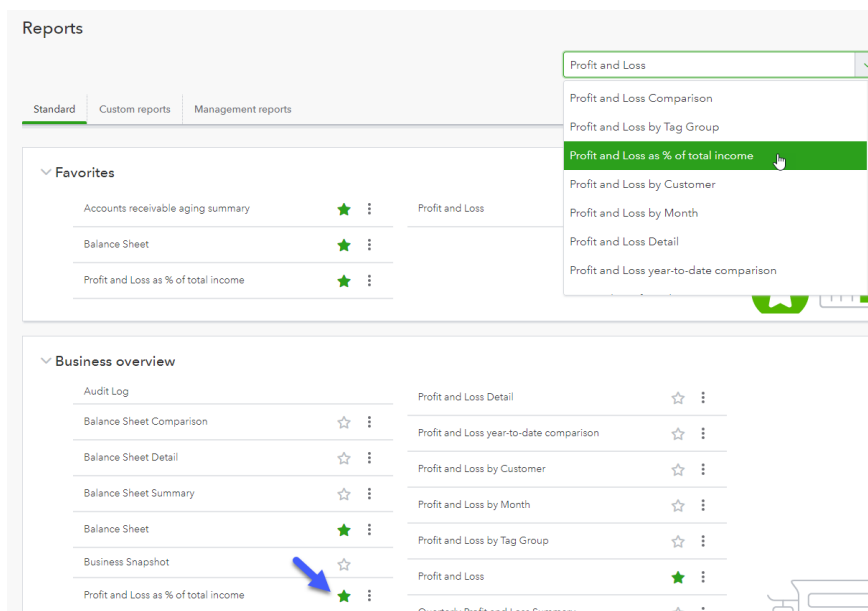
Profit & Loss

Profit & Loss

The Profit & Loss Report is an accumulation of income and expenses for a period. At the end of each year the net profit or loss rolls into the equity section of the Balance Sheet. Each new year starts with a zero balance for income and expenses.

The **profit & loss** continues with the story about the health of our business. Are we meeting our sales growth targets? When we subtract expenses directly related to revenue, we can determine our **gross profit margin**. Do we have enough gross profit to pay all other costs? When we subtract all other expenses from gross profit, we can determine net income before tax and whether we are profitable. Each category is a percentage of Income which we use as a cash management tool.

1. Click **reports** in the **left navigation bar** -> **reports** -> **standard**.
2. Scroll to **business overview**.
3. Click **Profit and Loss % of Total Income** or use the search feature.



Profit & Loss

4. Click **Customize**.

5. Change the **Negative numbers** to display with parenthesis and check the box **Show in red**.

Just like the Balance Sheet, you can add rows and columns, filter information, or change **Header/Footer** options.

Customize report

▼ General

Report period

Custom ▼ 01/01/2022 to 03/31/2022

Accounting method

Cash Accrual

Number format

Divide by 1000

Without cents

Except zero amount

Negative numbers

(100) ▼

Show in red

▼ Rows/Columns

Columns

Total Only ▼

Show non-zero or active only

Non-zero Rows/Non ▼

[Change columns](#)

► Filter

► Header/Footer

Note: It is important to choose the same date range and accounting method used to customize the Balance Sheet.

Profit & Loss

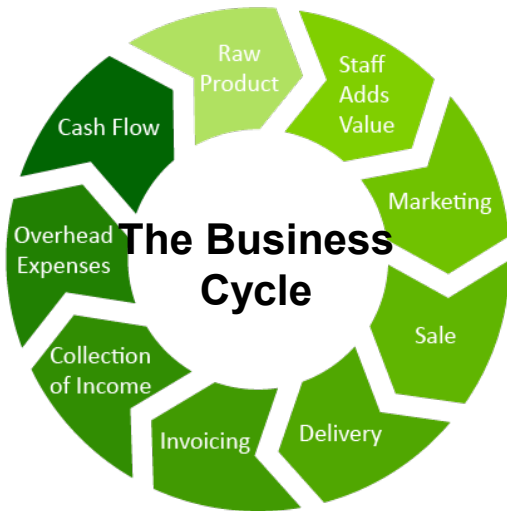
6. Use the **collapse/expand** feature to hide or unhide subaccounts when customizing reports.

Craig's Design and Landscaping Services		
Profit and Loss % of Total Income		
October - December, 2022		
	TOTAL	
	OCT - DEC, 2022	% OF INCOME
▶ Income	\$9,809.52	100.00 %
▶ Cost of Goods Sold	\$405.00	4.13 %
GROSS PROFIT	\$9,404.52	95.87 %
▼ Expenses		
Advertising	74.86	0.76 %
▼ Automobile	79.96	0.82 %
Fuel	349.41	3.56 %
Total Automobile	429.37	4.38 %
Equipment Rental	112.00	1.14 %
Insurance	241.23	2.46 %
▼ Job Expenses	155.07	1.58 %
▶ Job Materials	802.82	8.18 %
Total Job Expenses	957.89	9.76 %
▶ Legal & Professional Fees	870.00	8.87 %
▶ Maintenance and Repair	940.00	9.58 %
Meals and Entertainment	28.49	0.29 %
Office Expenses	18.08	0.18 %
Rent or Lease	900.00	9.17 %
▶ Utilities	331.39	3.38 %
Total Expenses	\$4,903.31	49.99 %
NET OPERATING INCOME	\$4,501.21	45.89 %
▼ Other Expenses		
Miscellaneous	2,916.00	29.73 %
Total Other Expenses	\$2,916.00	29.73 %
NET OTHER INCOME	\$ -2,916.00	-29.73 %
NET INCOME	\$1,585.21	16.16 %

Note: Remember to click **save Customization** and add this report to your new report group in **custom reports**.

Cash Flow

Business Tip: Cash flow includes all transactions that go in and out of your bank accounts. Some transactions will post to the Balance Sheet, and some will post to the profit & loss.



Cash flow is generated by the business cycle.

Think of the cycle as a clock.



Any event that slows down the clock, interrupts the process, hurts cash flow.



The proper use of QuickBooks will significantly increase efficiencies and the speed of the business cycle.

Ask My Accountant

This report can be a very helpful tool. It is used to post transactions when the user is not sure which category to use. The **memo** field allows the user to post notes and questions for their accountant. It can be a great way to train a new bookkeeper or business owner.

1. Click on **accounting** in the left navigation bar -> **chart of accounts** tab.
2. Locate **Ask My Accountant** in other expense type, then click **run report**.

Ask My Accountant	Other Expense	Other Miscellaneous...	Run report ▼
-------------------	---------------	------------------------	------------------------------

3. Click **customize** -> **header/footer** to change the **header** to **Ask My Accountant**.
4. Change the **Report Period** to **All Dates** then click **Run report**.
5. **Save Customization** to save your report in **custom reports**.

Notice the Accountant's response in the **Memo/Description** field to post the transaction to Fixed Assets/Computer Equipment.

Craig's Design and Landscaping Services

Account QuickReport
Since October 18, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
▼ Ask My Accountant								
12/19/2022	Expense			SQUEAKY KLEEN CAR WASH	Ask My Accountant		-19.99	-19.99
12/24/2022	Expense			A1 RENTAL	Ask My Accountant		-800.00	-819.99
Total for Ask My Accountant							\$ -819.99	
TOTAL							\$ -819.99	

Note: It is important to clear up all transactions on this report before year end and especially before filing a tax return. This is a placeholder for transactions that need more information to post in the correct account or category.

Audit Log

The Audit Log Report is a good way to view activity by user. This is a great training tool used to enforce accurate data entry. The audit log is also a way to detect fraudulent activity.

1. Click **reports** -> **search audit log**.
2. Click the **Filter** button to search historical transactions by **User**, **Date**, or **Events**.

Notice the filter criteria is set for a specific user and the historical data indicates when he logged in and out, as well as specific transactions that were edited by Craig Carlson.

3. Click the **gear** icon to select columns to view.
4. Click **view** to see details for a specific transaction.

Jan 12, 2023, 1:51 pm ...	Craig Carlson	Signed Out.	
Jan 12, 2023, 1:49 pm ...	Craig Carlson	Edited Product or Service Design:Services	View
Jan 12, 2023, 1:49 pm ...	Craig Carlson	Edited Product or Service Design:Lighting	View
Jan 12, 2023, 1:49 pm ...	Craig Carlson	Edited Product or Service Design:Rocks	View

Section 3

All business owners should complete this section and apply the knowledge to their own company file. Remember! You can always refer to various Modules of training if you need additional reminders of how features works.

1. Watch Video Links:

[Understanding the Balance Sheet in QuickBooks Online \(2:34\)](#)

[Understanding Profit & Loss Statement: Income, Cost of Goods \(1:54\)](#)

[How to use the Audit Log in QuickBooks Online \(2:02\)](#)

2. Create, save and review the following reports:

- Balance Sheet
- Profit & Loss with Percentages
- Statement of Cash Flows
- Ask My Accountant



Online Foundations Training

SECTION 4

ACCOUNTS RECEIVABLE

Goals
Customer Center
Sales Receipts
Bank Deposits
Invoices
Receive Payments
QuickBooks Payments
Action Steps

Section 4 Goals

Upon completion of Section 4 each participant will be familiar with:

- An overview of accounts receivable.
- How to correctly use customer and accounts receivable-related accounts and settings.
- How to use the Customer Center.
- How and when to use a sales receipt versus an invoice.
- How to receive payments and record deposits.

More About Accounts Receivable

In the accounts receivable section, we discuss the importance of managing open invoices, money owed to you by customers. You might be surprised by how costly this process can be if an efficient system is not in place. The affect on cash flow can be profound.

Wow!

According to the Harvard Business Review, here is an average of what receivables cost a company. This does not include the probability of collection, which falls drastically the further out an unpaid bill is allowed to go.

30 days – 1.82%
60 days – 9.20%
90 days – 17.74%
120 days – 26.71%

Did you know?

By reducing average time to payment by just one day, a typical company with an average 15-18% receivable doing:

- 250K in annual sales, would add \$700 per one day decrease in average time to payment to their cash flow.
- 500K in annual sales, would add \$1,400 per one day decrease in average time to payment to their cash flow.
- 1M in annual sales, would add \$2,800 per one day decrease in average time to payment to their cash flow.

Customer Center

The **Customer Center** includes options for maintaining customer lists, adding invoices, receiving payments, and viewing transactions related to your customers.

1. From the left navigation bar click **invoicing -> customers** to access the **Customer Center**.
2. Click the **invoices** tab to view and manage invoices.
3. Click the drop-down arrow to select from a list of options, such as **send reminders, create statements, invoices, sales receipts, and estimates**.

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

4. Use **Batch actions** to create statements or email several invoices at one time. The search field is a quick way to find a customer.

5. Click the **Gear** icon to edit the way columns are displayed.


Note: You can manage **sales, products and services** and more, from the **Sales Center**.

Customer Center

Add Customer

1. From the Customer Center click **new customer**.
2. Enter **customer** and **display name** (the way you would like the name displayed in the Customer list).
3. Add **contact information**.

Customer

 Name and contact
^

Title	First name	Middle name	Last name	Suffix
<input type="text"/>	<input type="text" value="Amy"/>	<input type="text"/>	<input type="text" value="Lauterbach"/>	<input type="text"/>

Company name	Customer display name *
<input type="text" value="Amy's Bird Sanctuary"/>	<input type="text" value="Amy's Bird Sanctuary"/> ▼

Email	Phone number
<input type="text" value="Birds@Intuit.com"/>	<input type="text" value="(650) 555-3311"/>

Mobile number	Fax
<input type="text"/>	<input type="text"/>


Other	Website
<input type="text"/>	<input type="text"/>

Name to print on checks

Is a sub-customer


Customer Center

4. Next, add **Address information**. You can click the **Map** link for directions to this customer location.

 **Addresses**
^

Billing address

Street address 1 4581 Finch St.	Street address 2
City Bayshore	State CA
ZIP code 94326	Country


[Map](#) 

Shipping address

Same as billing address

5. Use the **Notes** and **Attachments** features to keep important information or agreements for this customer. This information is for internal purposes and will not be seen by the customer.

6. The **Attachments** tab allows you to drag and drop attachments specific to a Customer.

 **Notes and attachments**
^

Notes

Attachments


[Add attachment](#)

Max file size: 20 MB

Customer Center

The **Additional info** tab is where you can assign a **Customer type** to track specific information.

7. Click **Customer type** from the Customer Center.
8. Manage **Default sales tax codes** for this customer and add beginning balances.

 **Additional info**
^

Customer type

Select
▼

Taxes

Exemption details

This customer is taxable


Default tax code

California (8%)
▼

Opening balance ?

Opening balance

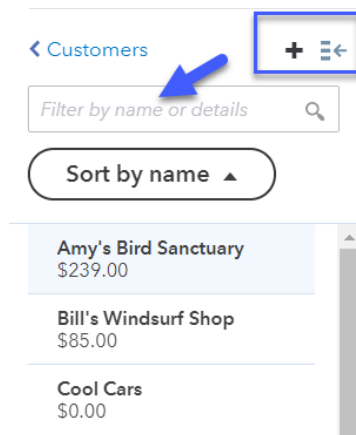
As of

04/29/2022


Customer Center


Once you click on a customer from the list you have the option to **filter by name** or **details**.

1. **Sort by name** or **open balance**.
2. Collapse the list by clicking the **bar/arrow** icon.
3. Click the **symbol** to add a new customer.



4. Each customer has a **Transaction List** and a **Customer Details** tab where you can view transaction history and customer information.
5. Track **Late Fees** per customer or send transactions and reminders using the **Batch Actions** options.
6. You can print, export to Excel, or use the **gear** icon to change the way the information is displayed on the screen.

Transaction List | Customer Details | Late Fees

Batch actions ▾ Filter ▾ 

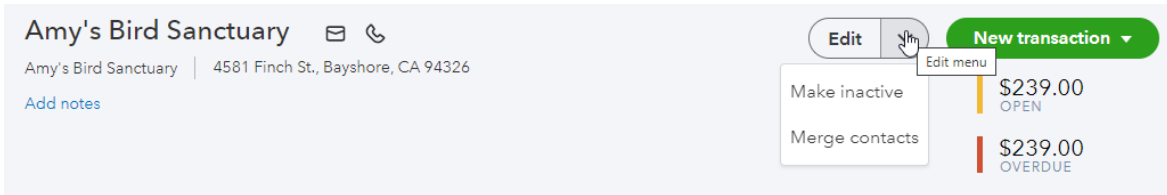
< First Previous 1-9 of 9 Next Last >

<input type="checkbox"/>	DATE ▾	TYPE	NO.	MEMO	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	12/16/2022	Payment			12/16/2022	\$0.00	-\$220.00	Closed	
<input type="checkbox"/>	12/15/2022	Payment	6552		12/15/2022	\$0.00	-\$108.00	Closed	

Customer Center

Edit Customer

1. Click on the **customer** in the Customer Center that you wish to edit.
2. Click the **Edit** button to open the customer information window.

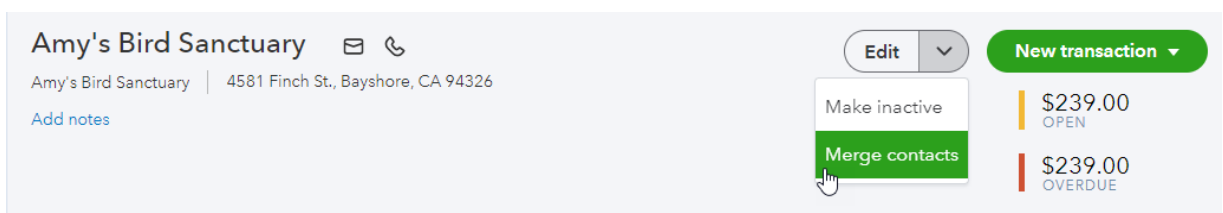


Make Inactive

Select from the **action** column in the Customer Center to make a customer inactive.

Merge Customers

1. Go to the **customer** (merge transactions from) you want to merge.
2. Click the **drop-down menu** to the right of edit, then click **merge contacts**.
3. Select the **customer** you want to keep (into).
4. Keep in mind the information for the “from” customer will be deleted and the customer will be inactivated.
5. Click **Merge contacts**.



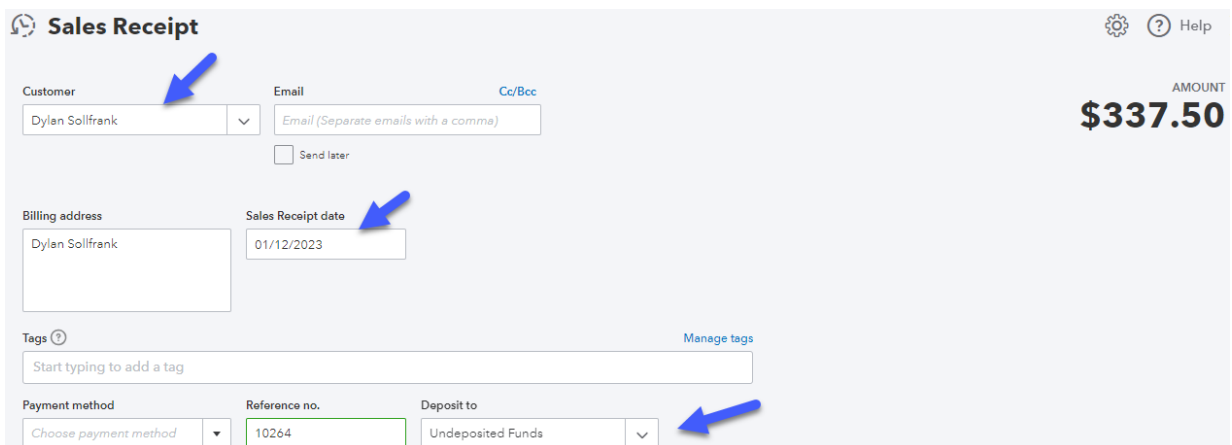
Sales Receipts

A sales receipt is used when a customer pays you on the spot for goods or services and you need to record the sale after the fact.

Click the **+New icon** -> **Sales Receipt** under the **Customer** menu.

It is important to understand the difference between the sales receipt and invoice process. Processing a **Sales Receipt** requires two steps.

1. Create sales receipt using undeposited funds for the deposit to category.
2. Bank deposit.



Sales Receipt ? Help

Customer: Dylan Sollfrank AMOUNT
\$337.50

Email: Cc/Bcc

Send later

Billing address: Dylan Sollfrank

Sales Receipt date: 01/12/2023

Tags: Manage tags

Payment method: Choose payment method

Reference no.: 10264

Deposit to: Undeposited Funds

Undeposited funds is a holding account that allows you to receive sales receipts or payments against invoices. This allows you to group payments from multiple customers into one deposit in order to match the deposit sent to the bank.

Sales Receipts

The middle section of a sales receipt requires the items we are selling. This is where your Products and Services or Items list comes into play. This allows us to track sales by item to determine our top selling product or service.

The last section of a sales receipt records sales tax, discounts and tips. You can switch the order of the sales tax and discounts, so the discount is taken prior to the sales tax calculation.

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design:Design	Custom Design	4.5	75	337.50	
2						

Message displayed on sales receipt

Message displayed on statement

Learn more"/>

Subtotal \$337.50
Taxable subtotal \$0.00
Tax 0.00
Total \$337.50
Amount received \$337.50
Balance due \$0.00

Bank Deposits

Creating bank deposits is a very important step that follows the sales receipt or receive payment process and is often overlooked. This can lead to a compounding issue with undeposited funds and can be costly to clean up.

Click the **+New icon -> Bank Deposit**.

It is very important to select the correct bank account for each deposit. Some businesses have multiple accounts. Make sure that the total amount of selected individual payments in undeposited funds matches the total amount deposited at the bank. Checks and cash might be grouped together, whereas credit card payments are deposited based on the batch transferred to the bank. For this example, we deposited online customer sales for both locations.

Bank Deposit
[? Help](#)

Account:

Date:

AMOUNT
\$2,062.52

Tags [Manage tags](#)

Select the payments included in this deposit

<input type="checkbox"/>	RECEIVED FROM ▲	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Cool Cars	12/17/2022	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	1,675.52
<input checked="" type="checkbox"/>	Freeman Sporting Goods:0969 Ocean View Road	12/17/2022	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	387.00

1 - 2 of 2 results
« < 1 > »

Total 2062.52

Selected Payments Total 2062.52

Invoices

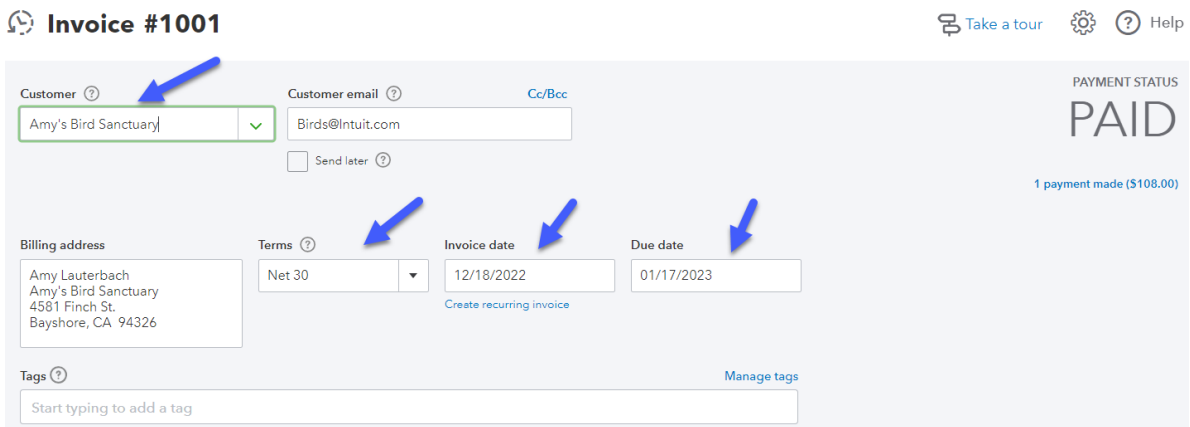
An invoice is used when a customer agrees to pay you later. Terms are set up to determine how long the customer has before payment is due. If they do not pay within a specified time, the invoice is considered overdue.

An **invoice** requires three-steps:

1. Create invoice.
2. Receive payment to undeposited funds.
3. Bank Deposit. Click the **+New icon -> Invoice**.

Enter the following information:

Customer name, email, invoice date, terms, invoice date and verify the **location** information.



Invoice #1001 Take a tour Help

CUSTOMER ? **Customer email** ? **Cc/Bcc**

Amy's Bird Sanctuary Send later ? Birds@Intuit.com

BILLING ADDRESS **TERMS** **INVOICE DATE** **DUE DATE**

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

Net 30

[Create recurring invoice](#)

TAGS ? [Manage tags](#)

Start typing to add a tag

PAYMENT STATUS
PAID
1 payment made (\$108.00)

Many business owners end up with duplicate transactions and unnecessary cleanup when they do not complete the steps in the proper order, or when they post payments directly to the bank account instead of undeposited funds.

Invoices

The next section of an invoice is all about the products or services you are selling the customer. In this example, we used the catering service bundle to collect the up-front setup, equipment rental and delivery fee.

The last section of a sales receipt records sales tax, discounts and tips. You can switch the order of the sales tax and discounts, so the discount is taken prior to the sales tax calculation.

#	PRODUCT/SERVICE ?	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Landscaping:Gardening	Weekly Gardening Service	4	25	100.00	✓
2						

Subtotal **\$100.00**

Message on invoice
 Thank you for your business and have a great day!

Message on statement
 Front yard, hedges, and sidewalks

Discount percent

Taxable subtotal **\$0.00**

Need help with sales tax? [Learn more](#)

California 8%

Total \$108.00

Amount received **\$108.00**

Balance due **\$0.00**

Receive Payments

Receiving full or partial payments against open invoices is part of the account's receivable management process. Having accurate customer balances is key to avoiding messy cleanup and cash flow issues.

Note: Always apply the amount received to the appropriate invoice. This will ensure that the Invoice is closed out properly. If a partial payment is received, then a balance will remain on your Accounts Receivable Aging report for that customer.

If you use Square or PayPal, merchant fees are deducted for each transaction. Other merchant services will deduct their fees at the end of the month. Not to worry! Merchant fees will be addressed in the bank deposit process.

Undeposited funds is simply an asset account that acts like a clearing account. When payments are posted to undeposited funds, they sit in this account until a deposit is made to offset the balance.

When a payment is received, undeposited funds is debited, and accounts receivable is credited. When a deposit is made, the bank account is debited, and undeposited funds is credited. Undeposited funds should ultimately have a zero balance.

Select **undeposited funds** for the **deposit to** box.

This will allow you to group cash, checks, and credit card payments to match the deposit sent to the bank. It is very important to match deposits in QuickBooks to the deposits posted at your bank. This will help to create a more efficient reconciliation process.

Receive Payments

1. Click the **+New icon -> Receive Payment**.
2. Enter the following information:
Customer name, date, method, reference, and deposit account.
3. Select **invoices** and verify the total received.
 Verify the invoices selected; match the payment stub or backup.
4. Notice the **Find by invoice no.** and **Filter** feature.
5. Click **Save and Close** or **Save and New**.

Receive Payment ? Help

Customer: Amy's Bird Sanctuary Find by invoice no.

AMOUNT RECEIVED
\$239.00

Payment date: 01/16/2023

Payment method: Choose payment method Reference no.: 6552 Deposit to: Undeposited Funds Amount received: 239.00

Outstanding Transactions

Find Invoice No. Filter > All ⚙️

<input checked="" type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	<input checked="" type="checkbox"/> PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1021 (11/29/2022)	12/29/2022	459.00	239.00	239.00

< First Previous 1-1 of 1 Next Last >

Amount to Apply: \$239.00
Amount to Credit: \$0.00

Clear Payment


QuickBooks Payments

There are several options to help receive payments faster through automation. QuickBooks Payments is one of those options and is designed to speed up the accounts receivable cycle and improve cash flow.

The payment systems allows customers to pay directly from an invoice by credit card, debit card, ACH or eCheck, by clicking a link embedded in the invoice. No more waiting on a check in the mail.

QuickBooks Payments also allows you to get paid on the go by accepting debit or credit cards on your phone. In addition, QuickBooks Payments makes it easy to set recurring invoices to be automatically sent and paid.


QuickBooks Payments
Overview Features ▾ Pricing



Pay-enabled invoices

Accept credit card payments and debit cards online.


[Learn about invoicing](#)



Get paid on the go

Take contactless, in-person payments from anywhere.


[Learn about mobile payments](#)



ACH and eChecks

Let customers pay digitally, instead of by mail.


[Learn about e-payments](#)



Schedule in advance

Set recurring invoices to be automatically sent and paid.


[Learn about invoicing](#)



Fast deposits

Access eligible payments next day, or instantly for 1% more.**

[Learn about deposits](#)



Automatic bookkeeping

We'll match payments for you, however customers pay.

Module 2 Doable Action Steps

If you do not need to use the accounts receivable features, skip this section. Otherwise follow the steps.

1. Review video links:

[How to Add, Edit & Manage Your Customers List \(3:07\)](#)

[Invoices vs sales receipts: which to use when \(1:29\)](#)

[How to Record a Sales Receipt \(2:32\)](#)

[How to Send Estimates, Quotes, & Proposals \(2:16\)](#)

[How to Convert an Estimate Into an Invoice \(2:06\)](#)

[How to create a customer invoice \(4:29\)](#)

[How to Create an Invoice: Billable Time & Expenses \(3:45\)](#)

[How to Record an Invoice Payment \(using Undeposited Funds\) \(2:27\)](#)

[How to record a bank deposit \(using undeposited funds\) \(2:21\)](#)

[How to Track What Customers Owe You: Accounts Receivables & More \(2:37\)](#)

[How to Record Customer Credit: Credit Memos & Balances \(2:45\)](#)

[How to Refund Customers: Refund Receipts \(3:22\)](#)



Online Foundations Training

SECTION 5

ACCOUNTS PAYABLE

Goals
Vendor Center
Contractors
1099s
Expenses
Checks
Bills
Pay Bills
Action Steps

Section 4 Goals

Upon completion of Section 4 each participant will be familiar with:

- Overview of accounts payable.
- How to turn on/off accounts payable-related accounts and settings.
- How to manage the Vendor Center.
- How to track contractor information.
- How to create checks and expenses.
- How to create credit card expenses.
- How and when to create and pay bills.

More about Accounts Payable

In the accounts payable section, we will discuss the importance of implementing an accounts payable policy, establishing internal controls to prevent payment fraud and managing your bill payment process to take advantage of discounts offered by vendors. This process has a significant impact on cash flow. Consistently implementing a best practice' accounts payable policy is far more important than most business owners realize.

Wow!

According to JPMorgan, 78% of U.S. businesses were exposed to attempted or actual payments fraud in 2019; however, due to increased awareness, improved training and more vigilant best practices, only 48% of exposed businesses experienced a case of fraud costing \$250,000 or more.

While fraud is a huge problem for small business owners, many do not understand how costly it is to process an invoice. In their benchmark study, Aberdeen Group found that the industry average cost to process an invoice was \$15.61. “Laggard” companies (bottom 30%) had an even larger average cost of \$38.77, while “Best-in-Class” companies (top 20%) had an average cost of just \$3.09.

For the above reasons and more, implementation of a best practice accounts payable policy will be an integral part of your success!

Vendor Center

1. Click **Expenses -> Vendors** in the **left navigation bar** to access the **Vendor Center**.

Here, we will view open and overdue bills, maintain vendor information, and view historical transactions. Use the search bar to find a vendor or company. You can email vendors directly by clicking the drop-down arrow for **Batch actions**. You can click **Prepare 1099s** and complete the step-by-step wizard.

The screenshot shows the Vendor Center interface. At the top, there are summary cards for 'Unbilled Last 365 Days' (\$125, 1 Purchase Order), 'Unpaid Last 365 Days' (\$848, 4 Overdue), and 'Paid' (\$1,603, 5 Open Bills). A 'Paid' card shows \$3,892 (21 paid last 30 days). Below these are buttons for 'Prepare 1099s' and 'New vendor'. A search bar 'Find a vendor' and a 'Batch actions' dropdown are also visible. The vendor table below has columns for Vendor/Company, Phone, Email, Open Balance, and Action.

VENDOR / COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
Bob's Burger Joint			\$0.00	Create bill
Books by Bessie Books by Bessie	(650) 555-7745	Books@Intuit.com	\$0.00	Create bill

2. Click the drop-down arrow in the **action** column to create bills, create expenses, write checks, and more.

This close-up shows the 'ACTION' column dropdown menu. The 'Create bill' option is selected and highlighted with a blue arrow. Other options include 'Create expense', 'Write check', 'Create purchase order', and 'Make inactive'.

3. Click the **gear** icon to add and remove columns displayed.


This close-up shows the settings menu accessed via the gear icon. Under the 'Columns' section, 'Phone' and 'Email' are checked, while 'Address' and 'Attachments' are unchecked. Under 'Other', 'Include inactive' is unchecked. The 'Rows' section shows a dropdown set to 150.

Vendor Center

Add Vendor

1. Click **New Vendor**
2. Enter the **Company** name and other details you have on file. The company name, vendor display name and name to print on checks can be different. The display name can be unique to manage your vendor list. The company name will appear on expense forms.

Vendor

 Name and contact
^

Company name

Vendor display name *

Title

First name

Middle name

Last name

Suffix

Email

Phone number

Mobile number

Fax

Other


Website

Name to print on checks


Vendor Center


3. Next, add Address information.

You can click the **Map** link for directions to this vendor location. Use the **Notes and attachments** feature to keep important information or agreements for this vendor. This information is for internal purposes and will not be seen by the vendor.

 **Address** ^

Street address 1	Street address 2
<input type="text"/>	<input type="text"/>
City	State
<input type="text"/>	<input type="text"/>
ZIP code	Country
<input type="text"/>	<input type="text"/>

[Map](#) 

 **Notes and attachments** ^

Notes

Attachments


[Add attachment](#)

Max file size: 20 MB

Vendor Center


You can use the information provided by vendors who provide a service and complete a W9 form to enter the **Business ID No.**

4. 3. Check the **Track payments for 1099** box for all vendors for which you are required to file 1099s.
5. 4. The **Expense rates** field is a default rate you use to invoice customers for expenses incurred while providing a service.
6. 5. **Payment Terms** auto-populate when you select a default term here.
7. 6. Add a vendor **Account no.** for reference purposes.

 **Additional info** ^

Taxes


Business ID No. / Social Security No.


Track payments for 1099 

Expense rates

Billing rate (/hr)


Payments


Terms 

Account no. 

8. Adding a **Default expense category** from your chart of accounts list here will help save time as it auto-populates on expense forms. This is especially helpful when new users are learning how to categorize transactions.

Accounting

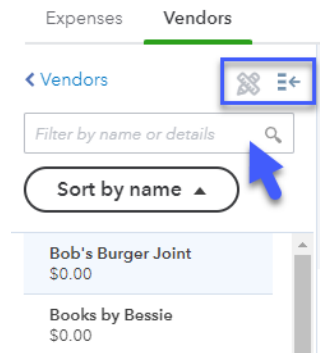
Default expense category 

Opening balance 

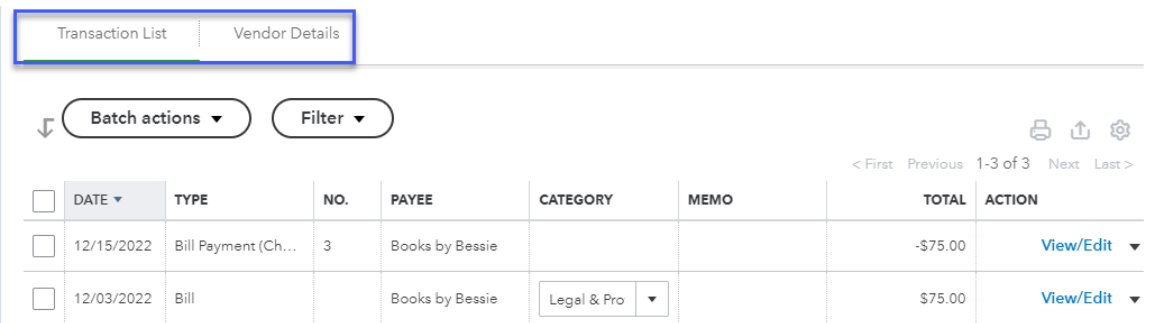
Opening balance As of

Vendor Center

9. Click on a **Vendor** from the list in the Vendor Center.
10. Use the **bar/arrow** to search by name or company.
11. **Sort by name** or **open balance**.
12. Collapse the list by clicking the **bar/arrow** icon.
13. Click the **symbol** icon to add a new vendor.

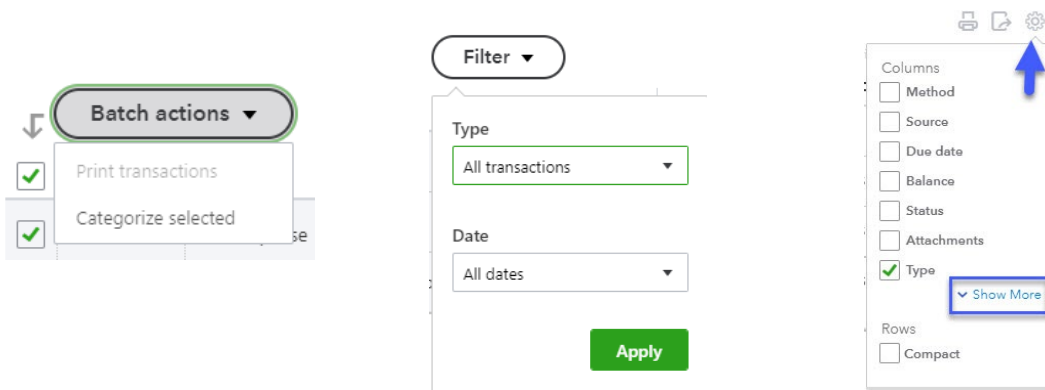


14. Each vendor has **Transaction List** and **Vendor Details** tabs containing transaction history and vendor information, respectively. You can choose to print or export transaction history to Excel.



15. Select **Print transactions** and **Export to Excel** transactions.
16. Click the drop-down arrow for **Filter** to sort by **Type** and **Date**.
17. Click the **gear** to select columns to display.

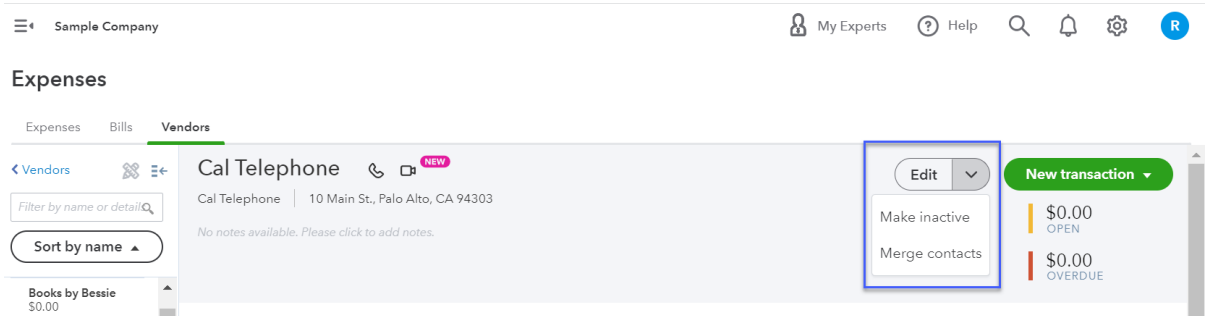
Note: Display options change as you turn on/off features in **account and settings**.



Vendor Center

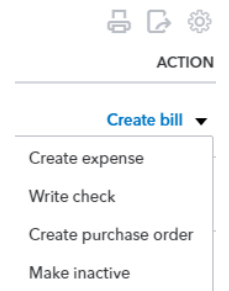
Edit Vendor

1. Click on the **vendor** in the Vendor Center that you wish to edit.
2. Click the **Edit** button to open the vendor information window.



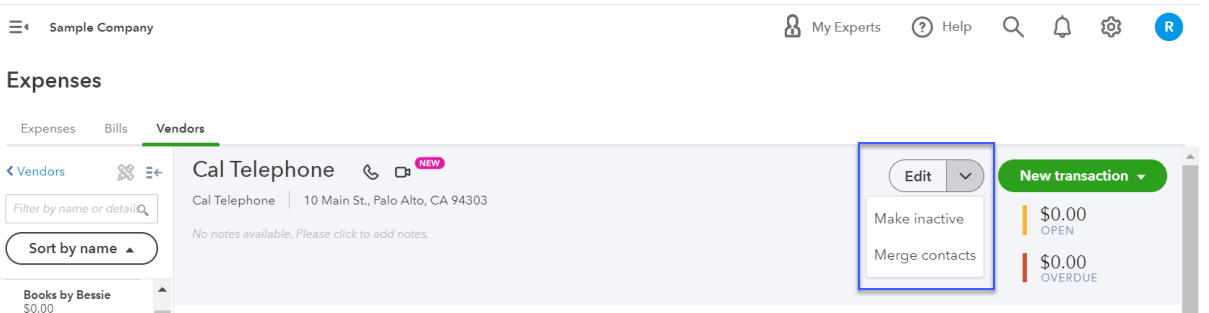
Make Inactive

Select from the **action** column in the Vendor Center to make a vendor inactive or edit the vendor and click the **Make Inactive** button.



Merge Vendors

Go to the vendor (merge transactions from) you want to merge. Click the drop-down menu to the right of edit then click **merge contacts**. Select the vendor you want to keep. Keep in mind the information for the “from” vendor will be deleted and the vendor will be inactivated. Click **merge contacts**.



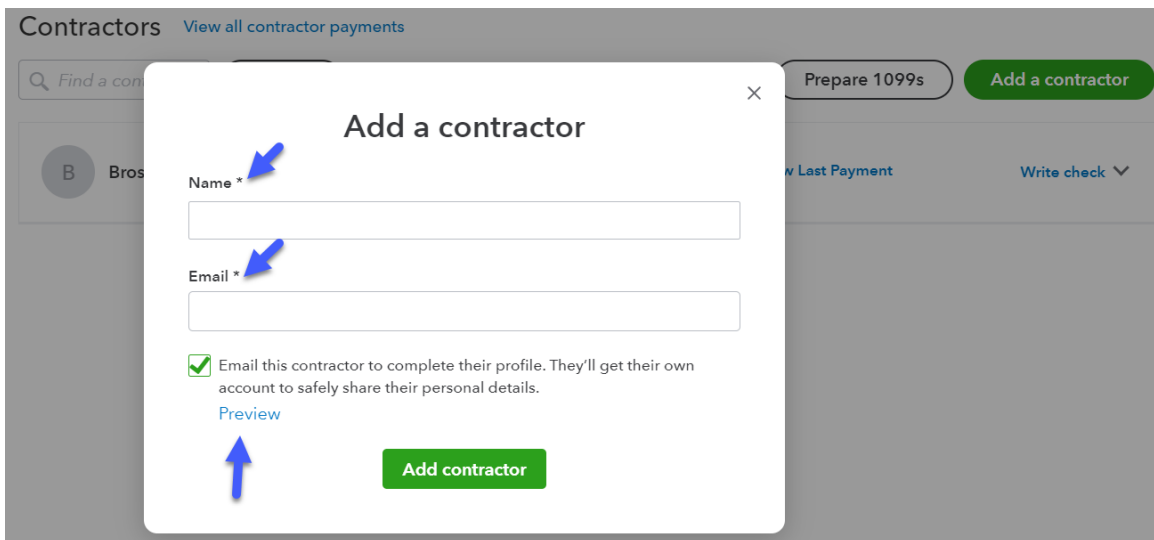
Contractors

Add Contractor

It's crunch time and we realize we are missing contractor information to process 1099s.

You can invite contractors via email. The contractor will be prompted to input the required information.

1. Click **Payroll** in the left navigation bar.
2. Click **Contractors** -> **Add a contractor**.
3. Enter **Name** and **Email** to send contractor invite to complete their profile. This will setup an account to safely share their personal information. Use the Contractor Center to write a check, create an expense or bill, and prepare 1099s.
4. Click the vendor's name to view more details, payments and documents.
5. Click the down-arrow in the **Active** button to inactivate a vendor.



1099s

Many business owners are unaware of their responsibility to file 1099 forms with the Internal Revenue Service each year. If you pay an individual or business \$600 or more for services rendered, you are required to file form 1099-NEC. However, you are **NOT** required to file form 1099 for services rendered, when the entity is a Corporation. Form W-9 is used to determine entity type and reporting information. It is important to supply and require recipients to fill out form W-9. This will save you a lot of time tracking down information at the end of each year.

If you pay rent for a building or space, you are required to file form 1099-Misc.

If you borrow money from an individual and pay interest, you are required to file form 1099-Int.

If you pay via credit card, all payments are reported on a 1099-K form.

It is important to incorporate the following best practices in your business:

- Require all individuals or businesses providing services to complete a W-9 form.
- Do not pay for services rendered until you receive a signed W-9 form.
- Add a recurring event to complete 1099 filing before January 31st each year.
- Keep track of all 1099 recipients in QuickBooks Online all year.

Note: You can visit www.irs.gov to learn more about the various types of 1099 reporting.

The general rule is that you **must** issue a Form **1099-NEC** to any vendors or sub-contractors you have paid at least \$600 in rents, services, prizes and awards, or other income payments in the course of your trade/business in a given tax year (you do not need to issue 1099s for payments made for personal purposes).

1099s

W-9 Form

The W-9 Form requires the recipients **name, address, entity type, Social Security number or Employer Identification Number, signature and date.**

<p>Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p> <p>▶ Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	<p>Give Form to the requester. Do not send to the IRS.</p>																																											
<p>Print or type. See Specific Instructions on page 3.</p>	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>																																												
	<p>2 Business name/disregarded entity name, if different from above</p>																																												
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>																																												
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>																																												
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>																																											
	<p>6 City, state, and ZIP code</p>																																												
	<p>7 List account number(s) here (optional)</p>																																												
<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p> <p>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>																																													
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="11" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 33.33%; text-align: center;"> </td> <td style="width: 3.33%; text-align: center;">-</td> <td style="width: 33.33%; text-align: center;"> </td> <td style="width: 3.33%; text-align: center;">-</td> <td style="width: 26.67%; text-align: center;"> </td> </tr> <tr> <td colspan="11" style="text-align: center;">or</td> </tr> <tr> <td colspan="11" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 11.11%; text-align: center;"> </td> <td style="width: 3.33%; text-align: center;">-</td> <td style="width: 33.33%; text-align: center;"> </td> <td style="width: 3.33%; text-align: center;">-</td> <td style="width: 48.88%; text-align: center;"> </td> </tr> </table>	Social security number												-		-		or											Employer identification number												-		-	
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<p>Part II Certification</p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</p>																																													
<p>Sign Here</p>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>																																											

1099s

1. Go to the **Vendor or Contractors Center**, click **Prepare 1099s -> Let's get started**.
2. Review your **company information**. -> **Save**.

Contractor services rendered are always Box 1 of form **1099-NEC**. There can be multiple categories per box. It all depends on the categories used when posting transactions related to recipients. Rents are reported on Box 1 of **1099-MISC**. Select all categories that apply.

3. Click **Next**.

Map your QuickBooks contractor payments to 1099 boxes

1. First select the checkbox for each type of contractor payment you recorded last year. Each payment type corresponds to a box on the IRS forms 1099-NEC or 1099-MISC. (Non-employee compensation and rents are the two most common types.)
2. Then for each payment type selected, select all the QuickBooks expense accounts you used last year. [Need more help with this page?](#)

If you're not sure which expense accounts you used, you can [run a report of all last year's expenses marked for 1099](#).

Common payment types

- Non-employee compensation (most common)** Box 1 1099-NEC
 Installation
- Rents** Box 1 1099-MISC
 Rent or Lease

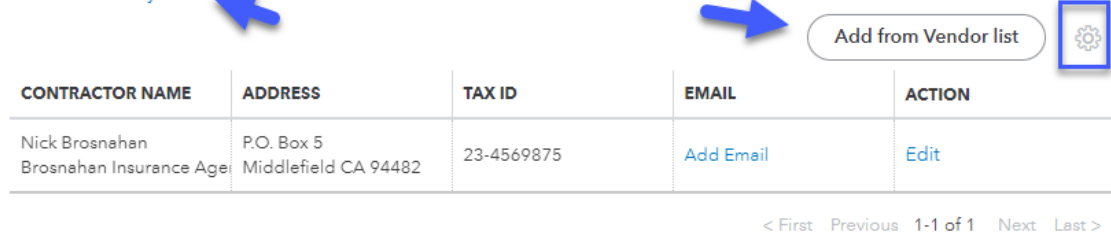
1099s

- Review your contractor's info. Required information will appear in red. Edit the vendor and add missing information. If you notice vendors missing from the list, click **Add from Vendor list**.
- Click **Next** or **Save and finish later**.

Review your contractors' info

Make sure your contractors' details are correct. To see which contractors meet the 1099 threshold, click **Next**.

Need to add anyone?



CONTRACTOR NAME	ADDRESS	TAX ID	EMAIL	ACTION
Nick Brosnahan Brosnahan Insurance Age	P.O. Box 5 Middlefield CA 94482	23-4569875	Add Email	Edit

< First Previous 1-1 of 1 Next Last >

- Next, you will verify the totals. If the name still appears in red, add the missing information to complete the process. Click **Finish preparing 1099s** or **Save and finish later**.
- The last step is to select one of the options that populates in the pop-up window. If you select **Automated E-File and Delivery**, Intuit will process the forms. If you choose **Print & Mail**, you will receive a kit in the mail and will be responsible for filing the forms. Pricing will be listed under each option.

Expenses

It is important to differentiate between checks and expenses. While many checks are written for expenses, (not all checks), they are handled in a different manner than expenses in QBO. This makes a difference when bank transactions attempt to find a match during the sync process in the Banking Center. Expenses are typically debits/ACH and credit card-type transactions.

To enter expenses manually:

1. Click the **+ New icon -> Expense**.
2. Next, **enter or verify the following information:**
Vendor name, bank account, payment date, and reference number.
3. Enter the **account, description, and amount**, specify whether the expense is **billable**, and assign the transaction to a **customer or job**.
4. Click **Item details** to enter the **Product/Service** you are tracking. This section is typically used when tracking inventory-related products.
5. Click **Save and New** or **Save and Close**.

Expense #76 Take a tour Help

Payee: Pam Seitz Payment account: Checking Balance \$1,201.00 AMOUNT: **\$75.00**

Payment date: 01/12/2023 Payment method: What did you pay with? Ref no.: 76

Tags: Manage tags

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Legal & Professional Fees	Counsel	75.00			
2						

Item details Total: \$75.00

Checks

Here is where we enter checks written manually or checks to be printed. Be sure to include the check number in the reference number field. Also, select **Check** instead of **Expense**.

This makes a difference when bank transactions attempt to find a match during the sync process in the Banking Center.

1. Click the **+New icon -> Check**.

2. Next, **enter or verify the following information:**

Payee name, bank account, payment date, and check no.

3. Enter the **account, description, and amount**, specify whether the check is **billable**, and assign the transaction to a **customer or job**.

4. Click **Item Details** to enter the **Product/Service** you are tracking. This section is typically used when tracking inventory and non-inventory related products.

5. Click **Save and New** or **Save and Close**.

Check #71 ⚙️ ? Help

Payee: Hicks Hardware Bank Account: Checking Balance \$1,201.00 AMOUNT \$228.75

Mailing address: Geoff Hicks, Hicks Hardware, 42 Main St., Middlefield, CA 94303 Payment date: 01/12/2023 Check no.: 71

Print later

Tags: Manage tags

▶ Category details

▼ Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Design:Fountains:Rock Fountain	Rock Fountain	1	125	125.00			
2	Landscaping:Sprinklers:Sprinkler	Sprinkler Heads	15	0.75	11.25			
3	Landscaping:Sprinklers:Sprinkler	Sprinkler Pipes	25	2.50	62.50			
4	Design:Fountains:Pump	Fountain Pump	3	10	30.00			
5								

Add lines

Clear all lines

Total \$228.75

Bills

Bills are an important part of accounts payable. We enter bills to be paid later. Use reports to monitor due dates and budget for next bill pay day.

1. Click the **+New icon -> Bill**.
2. Next, **enter or verify the following information:**
Vendor name, mailing address, terms, bill date, due date, and bill no.
3. Enter the **account and amount**, specify whether the bill is **billable**, apply **sales tax**, and assign the transaction to a **customer or job**.
4. Click **Item details** to enter the **Product/Service** you are tracking. This section is typically used when tracking inventory-related products.
5. Click **Save and New** or **Save and Close**.

Bill ⚙️ ? Help

Vendor: Robertson & Associates BALANCE DUE **\$315.00**

Mailing address: Jenny Robertson, Robertson & Associates, P.O. Box 147, Bayshore, CA 94326

Terms: Net 30 | Bill date: 01/12/2023 | Due date: 02/11/2023 | Bill no.:

Tags: [Manage tags](#)

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Legal & Professional Fees: Accounting		315.00			
2						

▶ Item details Total **\$315.00**

Pay Bills

To Pay Bills

1. Click the **+New icon** -> **Pay Bills** -> Select the **Payment account** -> Select the **Payment date**.
2. Select the bills you want to pay. If you need to make a partial payment, simply change the amount in the **Payment** column.
3. Click the drop-down arrow to change the **filter** criteria or click the **gear** icon to change the number of rows being displayed.

Pay Bills Help ×

Payment account: Mastercard Balance \$157.72 Payment date: 01/12/2023

TOTAL PAYMENT AMOUNT: **\$1,602.67**

Filter > Last 365 Days 5 open bills, 4 overdue

<input type="checkbox"/> PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/> PG&E		12/02/2022	\$86.44	Not available	86.44	\$86.44
<input checked="" type="checkbox"/> Norton Lumber and B...		12/17/2022	\$205.00	Not available	205.00	\$205.00
<input checked="" type="checkbox"/> Robertson & Associates		12/17/2022	\$315.00	Not available	315.00	\$315.00
<input checked="" type="checkbox"/> Brosnahan Insurance ...		12/20/2022	\$241.23	Not available	241.23	\$241.23
<input checked="" type="checkbox"/> Diego's Road Warrior ...		01/14/2023	\$755.00	Not available	755.00	\$755.00
			\$1,602.67	\$0.00	\$1,602.67	\$1,602.67

5 bills selected Total payment (USD) 1,602.67 < First Previous 1-5 of 5 Next Last >

Current account balance \$157.72
 Total payment \$1,602.67
 New account balance \$1,760.39

4. If you are paying with a handwritten check, uncheck **Print later** and click **Pay Bills**. If you are printing a check, select **Print later**.
5. Click **Save and Print** or **Save and Close**. After you select **Save and Print**, the **Print Checks Setup** window will appear. Simply follow the steps.

Bill Pay for QuickBooks Online

The bill pay feature in QuickBooks Online is designed to streamline your payment process, thus sending more to the bottom line. Systemizing accounts payable can reduce costs significantly and drastically reduce the time it takes to manage the process.

Key benefits:

- Track payment status such as estimated delivery times and remittance information. Paying by check? Receive visual proof once it's been deposited.
- Pay your vendors and contractors, international and domestic, with the same process. Pay one bill at a time, or several at once. Enter payment amount, choose your process date, and click submit - that's it.
- Bills and invoices sync automatically with QuickBooks Online, reducing double data entry and speeding up account reconciliation.

How it works with QuickBooks

Bill pay integrates with QuickBooks Online Essentials, Plus, and Advanced, so you can pay, track, and manage bills right inside the software.

Review video link:

[Bill Pay for QuickBooks Online \(2:30\)](#)

Module 1 Doable Action Steps

If you do not need this feature skip this section. Otherwise follow the steps.

1. Review video links:

[How to Manage Your Vendor List: Adding, Editing & Removing \(:39\)](#)

[How to Record Spending: Transactions, Bills & Payments \(1:46\)](#)

[How to manage bills with QuickBooks Online \(3:38\)](#)

[How to Setup a Contractor \(2:23\)](#)

2. Provide service vendors a W-9 and enter 1099 tracking information.

a. Navigate to the **Vendor Center** and **edit** the vendor.

b. Add **Business ID** -> **Select Track payments for 1099**.

3. Determine if you will use the bill pay app or manually enter and pay bills.



Online Foundations Training

SECTION 6

BANK & CREDIT CARD

ACCOUNTS

Goals
Connect Accounts
Banking Center
Transfers
Reconcile Accounts
Action Steps

Section 6 Goals

Upon completion of Section 6, each participant will be familiar with:

- How to connect bank and credit card accounts.
- How to manage transactions.
- How to transfer funds.
- How to reconcile bank and credit card accounts.
- How to access and view bank reports.


Connect Accounts

Connecting bank and credit card accounts to QuickBooks Online is a simple process. It is important you understand how to manage the **Bank Center** to avoid posting old and/or duplicate transactions. Although connecting your bank and credit card accounts is a great way to enter historical transactions, it is recommended that new users also become comfortable manually entering transactions. Please seek help from your instructor or accountant to avoid costly cleanup if you believe you need additional assistance.

There are two ways to connect bank and credit card accounts to your company file.

The First Option:

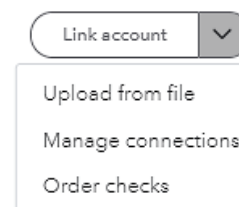
1. Click **dashboard** in the **left navigation bar**.
2. Click **Connect accounts**.

BANK ACCOUNTS 		
Checking 25 to review		
Bank balance	-\$3,621.93	<i>Updated moments ago</i>
In QuickBooks	\$1,201.00	
Savings 1 to review		
Bank balance	\$200.00	<i>Updated moments ago</i>
In QuickBooks	\$800.00	
Mastercard 7 to review		
Bank balance	\$304.96	<i>Updated moments ago</i>
In QuickBooks	\$157.72	
Visa		
In QuickBooks		\$0

Connect accounts
Go to registers ▼

The Second Option:

1. Click **banking** in the **left navigation bar**.
2. Click **Link account**.



Banking Center

Let's walk through the manual export and import process for bank and credit card transactions. Once you login to your online bank account outside of QuickBooks Online, determine how transactions are exported, the date range available and the type of export available. Some banks won't let you go back more than 18 months (or even 3 months) at a time. There might be several download file types available, depending on which bank you use. The QuickBooks web connect option is preferred. Once you successfully download and save the export file from your bank, the next step is to go to the Banking Center in QuickBooks Online.

1. Click **banking** -> **drop-down arrow to the right of Link account** -> **Upload from file**.
2. Click **browse** and select the bank file you downloaded from your computer.
3. Click **continue**. Follow the connection wizard.

The screenshot shows the 'Banking Center' interface. On the left, a 'Link account' dropdown menu is open, showing options: 'Upload from file', 'Manage connections', and 'Order checks'. The main area is split into two columns. The left column is titled 'Manually upload your transactions' and includes a 'How it works' section with three steps: 1. Open a new tab and sign in to your online bank account. 2. Export your bank statement in a .CSV, .QFX, .QBO, .OFX, or .TXT format. 3. Upload your bank statement. Below the steps is a dashed box with a cloud icon and the text 'Drag and drop or select files'. The right column is titled 'Bring in transactions automatically' and includes a search bar 'Find your bank' and a list of bank logos: Citi, Chase, Wells Fargo, Capital One, and US Bank.

4. Select the account category from the chart of accounts list you want the transactions to connect with. Be careful!

Which account are these transactions from?

Selected File: [Inflow Credit Card Transactions_Bank Import File.csv](#)

Select a QuickBooks account for the bank file you want to upload

QuickBooks Account

21000 Chase 1125

Banking Center

Map fields between QBO and the bank account.

5. Select the **field options**, change the **Amount** field to **Spent** and select one of the column options. Click **Continue**.

Let's set up your file in QuickBooks

Step 1: Tell us about the format of your data

Is the first row in your file a header?

How many columns show amounts?

What's the date format used in your file?

Step 2: Select the fields that correspond to your file

QuickBooks fields	Columns from your file
Date	<input type="text" value="Column 3: Date"/>
Description	<input type="text" value="Column 4: Description"/>
Amount	<input type="text" value="Column 6: Spent"/>

6. Select all the transactions available to import. Click **Continue**.

A window will appear to inform you how many transactions are being imported. Make sure all transactions are selected. Sometimes the system will not accept a transaction, simply uncheck those with issues and manually enter them later.

7. **Do you want to import now?** Click **Yes -> Done**.

Banking Center

Banking Center

Now that your bank and credit card accounts are connected, you can manage transactions for each account. Organize your bank and credit card accounts to avoid posting duplicate transactions. Start with main checking, additional checking, savings, then credit card accounts.

1. Click **dashboard** from the **left navigation bar** -> **Bank accounts pencil** -> **re-arrange the order of accounts** -> **Save**.

Bank accounts


Checking 25 to review		
Bank balance	\$-3,621.93	<i>Updated moments ago</i>
In QuickBooks	\$1,201.00	


Savings 1 to review		
Bank balance	\$200.00	<i>Updated moments ago</i>
In QuickBooks	\$800.00	


Mastercard 7 to review		
Bank balance	\$304.96	<i>Updated moments ago</i>
In QuickBooks	\$157.72	


Visa		
In QuickBooks		\$0

Bank accounts

	Checking	Bank balance	\$-3,621.93
		In QuickBooks	\$1,201.00

	Savings	Bank balance	\$200.00
		In QuickBooks	\$800.00

	Mastercard	Bank balance	\$304.96
		In QuickBooks	\$157.72

	Visa	In QuickBooks	\$0
---	-------------	---------------	-----

Banking Center

2. Click **banking (transactions)** in the **left navigation bar**.

The Banking Center window will appear. All accounts linked to the bank or transactions manually imported will appear in the Banking Center. Click on the bank or credit card account you would like to manage.

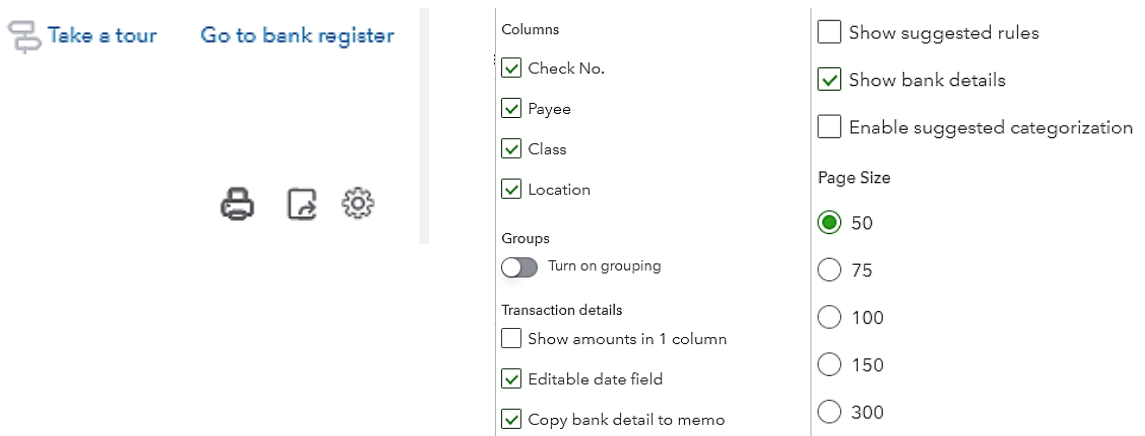
As the bank populates transactions, they reside in the **review** section of the Bank Center.

It is up to you to accept these transactions. Once accepted they post to the bank register and move to the **reviewed** section. If a duplicate or old transaction appears for review, simply exclude the transaction. On occasion, you might want to undo an excluded transaction and move it back to review.

Search or **filter** transactions to accept or post transactions more efficiently.

Banking Center

You can access the bank register and other options include printing, exporting to Excel and changing the columns displayed using the **gear** icon. We recommend changing settings to match the screen shots provided.



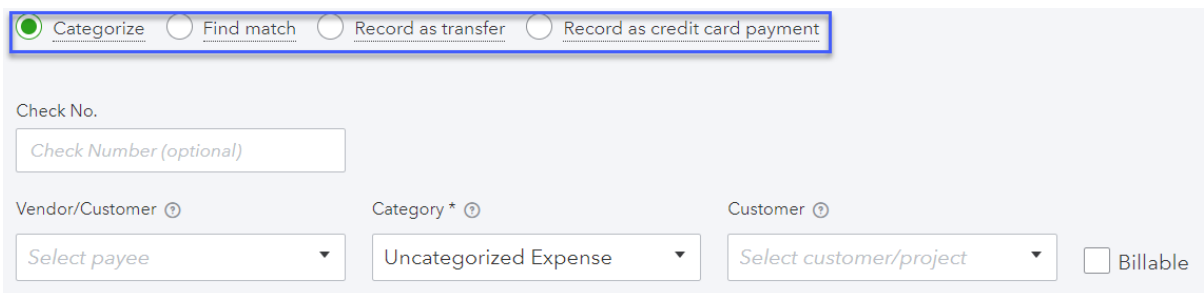
When bank transactions populate in the Bank Center, they look for existing transactions to find a match. The order in which transactions are posted is important in order to avoid duplicate transactions and costly cleanup. We recommend the following industry best practices order:

1. Sync or import payroll when using a payroll service or QuickBooks Payroll.
2. Receive payments against invoices and make deposits.
3. Clear up undeposited funds.
4. Apply checks to open bills.
5. When posting transactions start with the main checking account and additional checking, then move on to savings, credit card etc.
6. Open and review each transaction.

Banking Center

Click on individual transactions to open the window with all available fields. Notice the different options:

- **Categorize** – The preferred option. It allows you to control where the transactions are going and is more forgiving if you need to make changes later.
- **Find match** – Looks for a transaction that already exists in the register. The order of operations is very important. When you complete the undeposited funds deposit process, the bank feeds will match up the transactions and all you do is verify and accept them.



Categorize
 Find match
 Record as transfer
 Record as credit card payment

Check No.

Vendor/Customer ⓘ Category * ⓘ Customer ⓘ

 Billable

- **Record as transfer** – Recognizes transfers between accounts and sometimes picks up expenses or ACH payments as transfers. Transfers do not require a vendor name. Let's say you are transferring funds from the checking to the savings account. You can use record as transfer or change it to Categorize, create a vendor named transfer and select the savings account as the category from the chart of accounts. Transfers are not as forgiving if you need to make edits later. Also, it only recognizes balance sheet accounts.
- **Record as credit card payment** – Creates a payment from the checking to the credit card account. This feature is not as forgiving as categorize and harder to change later. It only recognizes credit card accounts in the chart of accounts.

Banking Center

While the transaction is open, verify the date, vendor, category, and any other fields that require information. When you turn on features such as locations and classes, they will appear in each transaction. It is your job to assign a location or class as you accept the transactions. This will prevent having to go back and edit transactions, a time-consuming process.

- **Memo** – This is an extremely valuable field that provides bank description information that tells a story. Often the vendor's name and other important information can help us to complete the transaction.
- Notice the options to **Add attachments**, **Create a rule**, **Exclude** or **Split transactions**.
- **Split** – Provides the option to split a transaction between account categories and classes. It can be very helpful when you need to split an expense or principal and interest for a loan payment.

Categorize
 Find match
 Record as transfer
 Record as credit card payment

Check No.

Vendor/Customer [?]
 Category * [?]
 Customer [?]
 Billable

Location [?]
 Class [?]

Tags [?] [Manage tags](#)

Memo

BANK DETAIL A1 RENTAL

Banking Center

Rules

Rules are a great way to identify where a transaction should be posted. Rules save time during the review and accept process because they memorize how specific transactions for specific vendors should be recorded. Keep in mind, QuickBooks will remember prior posted transactions and populate vendor names and categories based on the memorization of the rule. Take time to review each transaction before accepting to avoid costly cleanup errors.

1. Click the **rules tab** from the banking center -> **New rule.**
2. Customize your rule by selecting available options, adding conditions, **Transaction type, Payee and Category.**

Create rule

Rules only apply to unreviewed transactions.

What do you want to call this rule? *

Apply this to transactions that are

in

and include the following:

[+ Add a condition](#)

Then **Assign** ▾

Transaction type

Category

[Add a split](#)

Payee

Customer

Tags

[+ Assign more](#)

Automatically confirm transactions this rule applies to
Auto-add

Danger! Danger! Turn off auto-add until you are confident using the Banking Center and rules. Auto-add automatically accepts transactions to the bank register without your knowledge. We recommend you change description to bank text when setting conditions. This will help the system recognize transactions to automatically assign the vendor/customer and account category.

Banking Center

Chris was learning how to review and categorize transactions in the Banking Center. She started to panic as she noticed some of the transactions were automatically posting with incorrect information.

Oh no! An auto-add rule was accidentally created, and transactions are being posted to the wrong account category. How can she fix this issue?

1. Go to the **Banking Center -> Rules -> Delete the rule.**
2. Go to the **Banking Center -> categorized tab -> locate and undo the transactions.**
This will move them back to the review tab. Whew! That was a close one.

What if a duplicate transaction populates or an old transaction re-appears because she deleted the transaction from the bank register?

1. **Go to the Banking Center -> review tab -> exclude unwanted transactions.**

This will move the transactions to the excluded tab where you can undo and bring them back to review if you need them.

Banking

Banking App transactions **Rules** Tags Receipts

Rules

[Learn more about bank rules.](#)

New rule

Search by name or conditions

	<input type="checkbox"/>	PRIORITY	RULE NAME	APPLIED TO	CONDITIONS	SETTINGS	AUTO-ADD	STATUS	ACTION!
	<input type="checkbox"/>	1	A1 Rental	All accounts	Bank text contains "A1 Rental"	Set Category to "Equipment ..."		Active	Edit

1-1 of 1 items

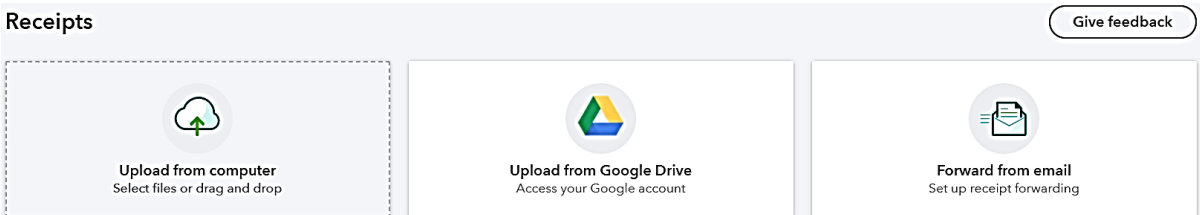
- Copy
- Disable
- Delete

Banking Center

Receipts

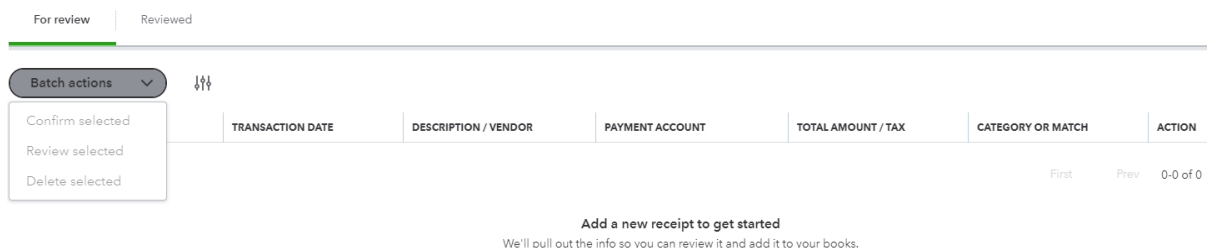
Receipt capture in QuickBooks Online allows users to directly upload receipts to the QuickBooks Online Banking Center where QuickBooks will read the receipt and either match it to an existing transaction or allow users to add a new transaction.

1. Click the **Receipts** tab.
2. Options include:
 - **Drag and drop** receipts directly into QuickBooks Online or select **browse** to upload them. Ensure that each image or file contains only a single receipt.
 - **Upload from Google Drive** by logging into your Google account.
 - **Forward from email** will require you to setup a custom email address with Intuit.



Create transactions from uploaded receipts (pdfs).

You can turn receipts into bills or expenses. This step should be completed prior to managing the Banking Center.

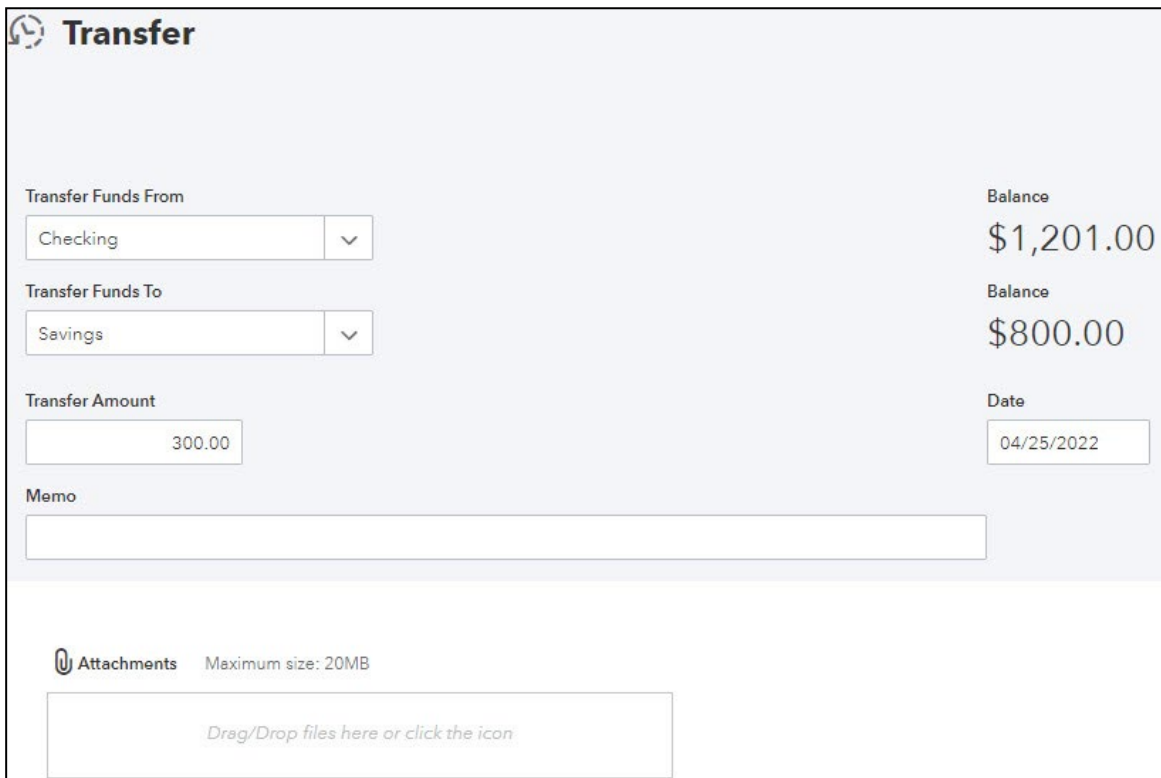


Transfers

Transfers

In some cases, a payment to a vendor or payee populates as a transfer type transaction instead of an expense. In this case, we recommend you change it to a categorized transaction, as explained in the Banking Center section.

1. Click **+New** and select **Transfer** to move money from one bank account to another.



The screenshot shows the 'Transfer' form in QuickBooks. It includes the following fields and information:

- Transfer Funds From:** A dropdown menu with 'Checking' selected.
- Transfer Funds To:** A dropdown menu with 'Savings' selected.
- Transfer Amount:** A text input field containing '300.00'.
- Date:** A date picker field showing '04/25/2022'.
- Memo:** A large empty text area for notes.
- Attachments:** A section with a paperclip icon, the text 'Attachments', and 'Maximum size: 20MB'. Below it is a box with the instruction 'Drag/Drop files here or click the icon'.
- Balance:** On the right side, there are two balance indicators: 'Balance \$1,201.00' and 'Balance \$800.00'.

Note: Transfers do not require a vendor name and need to be deleted if you need to adjust or correct a mistake.

Reconcile Accounts

Reconciling your bank and credit card accounts is an important task to ensure all transactions are accounted for, input errors are corrected, and all outstanding transactions are verified. Completing the bank reconciliation process for all financial accounts is key to accurate data and financial statements.

1. Click the **gear** icon -> **Reconcile** -> **get started** -> **Let's get reconciled**.
2. Select the **Account** you wish to reconcile from the drop-down list.
3. Refer to the bank statement to verify the **Beginning balance**, enter the **Ending balance**, and enter the **Ending Date**.
4. Click **Start reconciling**.

Accounting

Chart of accounts **Reconcile**

[Chart of accounts](#) > [Bank register](#) > Reconcile

Reconcile

Which account do you want to reconcile?

Account

Add the following information

Beginning balance	Ending balance *	Ending date *
5,000.00	<input type="text" value="2,945.14"/>	<input type="text" value="12/31/2022"/>

Start reconciling

Note: Always reconcile accounts using this process. Never clear transactions directly from the bank register as this can cause problems.

Reconcile Accounts

Now you are ready to reconcile the account.

5. Select **Deposits** and check off all deposit and credit transactions that appear on the bank statement. Verify outstanding transactions and make corrections as needed.

Chart of accounts > Bank register > Reconcile

Reconcile Checking
Statement ending date: December 31, 2022

\$2,945.14	-	\$5,486.40		
STATEMENT ENDING BALANCE		CLEARED BALANCE		
\$5,000.00	-	\$0.00	+	\$486.40
BEGINNING BALANCE		0 PAYMENTS		3 DEPOSITS

! -\$2,541.26
DIFFERENCE

Edit info Save for later

Statement ending date: December 31, 2022

Payments Deposits All

DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)
09/16/2022		Receive Pay...	1053	Accounts Receiv...	Bill's Windsurf S...			175.00
11/16/2022		Receive Pay...	5664	Accounts Receiv...	Freeman Sportin...			86.40
11/16/2022		Sales Receipt	1008	Design income	Kate Whelan			225.00

6. Select **Payments** and check off all checks and ACH transactions that appear on the bank statement. Verify outstanding transactions; research and make corrections as needed.

Chart of accounts > Bank register > Reconcile

Reconcile Checking
Statement ending date: December 31, 2022

\$2,945.14	-	\$4,881.85		
STATEMENT ENDING BALANCE		CLEARED BALANCE		
\$5,000.00	-	\$604.55	+	\$486.40
BEGINNING BALANCE		3 PAYMENTS		3 DEPOSITS

! -\$1,936.71
DIFFERENCE

Edit info Save for later

Statement ending date: December 31, 2022

Payments Deposits All

DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)
09/08/2022		Bill Payment	10	Accounts Payabl...	Robertson & Ass...		300.00	
09/30/2022		Expense	12	Legal & Professi...	Robertson & Ass...		250.00	
10/22/2022		Check	4	Automobile:Fuel	Chin's Gas and Oil		54.55	

Reconcile Accounts

7. Click **Edit Info** to change the ending balance or statement date.

Verify that the following match the bank statement:

1. **Beginning Balance**
2. **Statement Ending Balance**
3. **Payments Total**
4. **Deposit Total**

Finish now ▼

Finish now

Save for later

Close without saving

The **Difference** should be \$0.00 when you are done.

8. Click the drop-down arrow to choose one of the following options:

- **Finish now** to complete the bank reconciliation process.
- **Finish later** to save your work and resume later.
- **Close without saving** to start over—your work will not be saved.

[Chart of accounts](#) > [Bank register](#) > Reconcile

Reconcile Checking

Statement ending date: December 31, 2022

\$2,101.00	-	\$2,101.00		
<small>STATEMENT ENDING BALANCE</small>		<small>CLEARED BALANCE</small>		
\$5,000.00	-	\$6,170.35	+	\$3,271.35
<small>BEGINNING BALANCE</small>		<small>31 PAYMENTS</small>		<small>11 DEPOSITS</small>

[Edit info](#) **Finish now** ▼

✓ **\$0.00**
DIFFERENCE

Now that we have completed a successful **bank reconciliation** in QuickBooks, you can click **Done** or **View Report** (a reconciliation report will open providing summary and detail information).



You reconciled this account

To see a report of this reconciliation, click [View reconciliation report](#).
Otherwise, you're done!

Done

Reconcile Accounts

Once the bank and credit card accounts are reconciled, reports and historical information are available from the reconcile window. If you are no longer in the reconcile window, click **gear -> Reconcile**. Click **Summary** to access a list of recent reconciliation summaries.

[Chart of accounts](#) > [Bank register](#) > [History by account](#) > Report

Reconciliation report [Reconcile](#) | [History by account](#)

Account: Statement ending date: Hide additional information

Craig's Design and Landscaping Services
Checking, Period Ending 12/31/2022

RECONCILIATION REPORT

Reconciled on: 01/16/2023
Reconciled by: Craig Carlson

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	5,000.00
Checks and payments cleared (31).....	-6,170.35
Deposits and other credits cleared (11).....	3,271.35
Statement ending balance.....	<u>2,101.00</u>

Click **History by account** to access all reconciliation summaries by account.

[Chart of accounts](#) > [Bank register](#) > [History by account](#)

History by account [Summary](#) | [Reconcile](#) | [Show me around](#)

Account: Report period:

STATEMENT ...	RECONCILED ...	ENDING B...	CHANGES	AUTO ADJ...	STATEMENTS	ACTION
2022						
12/31/2022	01/16/2023	2,101.00	0.00		Attach	View report

Click **Show me around** for a step-by-step tour.

Reconcile Accounts

Once the bank and credit card accounts are reconciled, reports and historical information are available from the reconcile window.

1. If you are no longer in the reconcile window, click **gear -> reconcile**.
2. Click **summary** to access a list of recent reconciliation summaries. Double-click the summary you wish to review.

[Chart of accounts](#) > [Bank register](#) > Reconciliation summary

Reconciliation summary

[Reconcile](#) | [History by account](#)

Craig's Design and Landscaping Services

RECONCILIATION SUMMARY



ACCOUNT	TYPE	STATEMENT ENDING DATE	RECONCILED ON
Checking	Bank	12/31/2022	01/16/2023

3. Click the **Hide additional information** to hide transactions after **Period end date**.

[Chart of accounts](#) > [Bank register](#) > [History by account](#) > Report

Reconciliation report

[Reconcile](#) | [History by account](#)

Account: Checking | Statement ending date: 12/31/2022 | Hide additional information

Craig's Design and Landscaping Services
Checking, Period Ending 12/31/2022

RECONCILIATION REPORT

Reconciled on: 01/16/2023
Reconciled by: Craig Carlson

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	5,000.00
Checks and payments cleared (31).....	-6,170.35
Deposits and other credits cleared (11).....	3,271.35
Statement ending balance.....	2,101.00

Section 6 Action Steps

All business owners should complete this section and apply the knowledge to their own company file. Remember! You can always refer to various sections of training if you need additional reminders of how features works.

1. Review video links:

[How to Connect your Bank Account & Credit Cards \(3:06\)](#)

[How to Categorize Transactions from your Bank and Credit Card \(4:01\)](#)

[How to Reconcile an Account: Statements & Records, & More \(2:39\)](#)

2. **Connect your bank and credit card accounts.**
3. **Accept transactions for connected accounts. Remember to complete all fields required and always fill in customer/vendor and category fields.**
4. **Create rules as needed.**
5. **Reconcile your bank accounts.**
6. **Reconcile your credit card accounts.**

Best Practices

- Keep a separate bank and credit card account for your business. Avoid using them for personal transactions. This will reduce the number of transactions, vendor's you will need to create and will keep cash in the company.
- Follow the order of operations when posting accounts and transactions.
- Create rules to help with accuracy and efficiencies.
- Reconcile bank and credit card accounts each month.
- Monitor bank balances from your computer or mobile app.