



QUICKBOOKS ONLINE CERTIFICATION COURSE

Supplemental Guide

Module 2: **Setup**

Copyright

Copyright 2017 Intuit, Inc.
All rights reserved.

Intuit, Inc.
5601 Headquarters Drive
Plano, TX 75024

Trademarks

©2017 Intuit, Inc. All rights reserved. Intuit, the Intuit logo, Intuit ProLine, Lacerte, ProAdvisor, ProSeries and QuickBooks, among others, are trademarks or registered trademarks of Intuit, Inc. in the United States and other countries. Other parties' marks are the property of their respective owners.

Notice to Readers

The publications distributed by Intuit, Inc. are intended to assist accounting professionals in their practices by providing current and accurate information. However, no assurance is given that the information is comprehensive in its coverage or that it is suitable in dealing with a client's particular situation. Accordingly, the information provided should not be relied upon as a substitute for independent research. Intuit, Inc. does not render any accounting, legal or other professional advice, nor does it have any responsibility for updating or revising any information presented herein. Intuit, Inc. cannot warrant that the material contained herein will continue to be accurate nor that it is completely free of errors when published. Readers should verify statements before relying on them.

Table of Contents

| | |
|---|-----------|
| About the Author..... | 2 |
| Supplemental Guide Overview | 3 |
| Purpose of this Guide | 3 |
| Learning Objectives..... | 4 |
| Training at a Glance Table | 5 |
| QuickBooks Accountant Test Drive | 6 |
| QuickBooks Changes | 7 |
| Topic 1: Create a New QuickBooks Online Company..... | 8 |
| Create a New QuickBooks Company | 9 |
| Topic 2: Manage Account and Settings | 14 |
| User Profile..... | 46 |
| QuickBooks Labs..... | 47 |
| Company Templates..... | 48 |
| Topic 3: Set up and Modify Lists and Users..... | 50 |
| Working with Lists | 50 |
| Chart of Accounts..... | 52 |
| Products and Services List..... | 54 |
| Working with the Customers, Vendors and Employees Lists | 57 |
| Manage Users..... | 62 |
| Topic 4: Import Data into QuickBooks Online | 65 |
| Import Lists into QuickBooks Online | 65 |
| Import from QuickBooks Desktop | 68 |
| Guide Conclusion | 73 |

About the Author



Heather D. Satterley, EA

Founder, Satterley Training & Consulting LLC

Info@qbotrainer.com

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

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

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

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



Supplemental Guide Overview

PURPOSE OF THIS GUIDE

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

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

Many users feel Chrome works best for QuickBooks Online.

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

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

LEARNING OBJECTIVES

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

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

TRAINING AT A GLANCE TABLE

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

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

QUICKBOOKS ACCOUNTANT TEST DRIVE

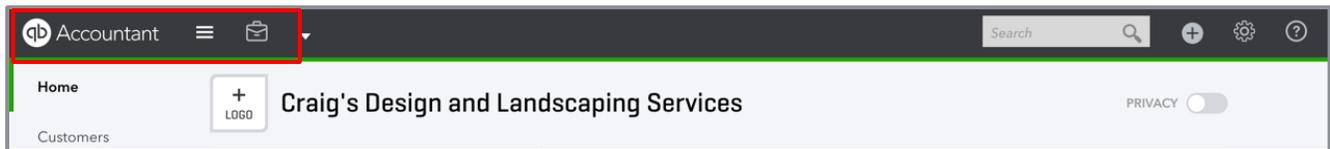
Exercises contained in this handbook can be completed using a QuickBooks Accountant “test drive” file. The test drive uses a sample company file called Craig’s Design & Landscaping Services. It can be accessed through the following link:

[Craig's Design & Landscaping](#)

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

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

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



This test drive is designed for you to explore and try out new things without worrying that you will break something or make a mistake. It is not designed to retain any changes you make. Once you close this QuickBooks Online test drive company it is completely refreshed, so please remember to allow sufficient time to complete each activity. Don’t worry if you have to close the test drive before you are finished, you can always begin again.

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

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

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

QUICKBOOKS CHANGES

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

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

Topic 1: Create a New QuickBooks Online Company

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

In this module we'll discuss:

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

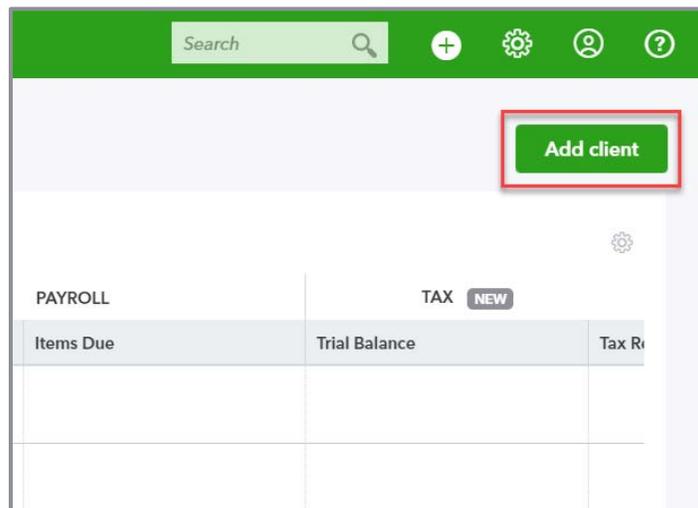
CREATE A NEW QUICKBOOKS COMPANY

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



Step-by-Step: Add a Client

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



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

Add client

Client contact information

Business Individual

Business name * Email *

Display name as Mobile

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

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

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

QuickBooks subscription [Compare](#)

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

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

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

TOTAL **\$0/mo**

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

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

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

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

Team access

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

Clay Adams (Firm Master Admin)
 Heather Satterley

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

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

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



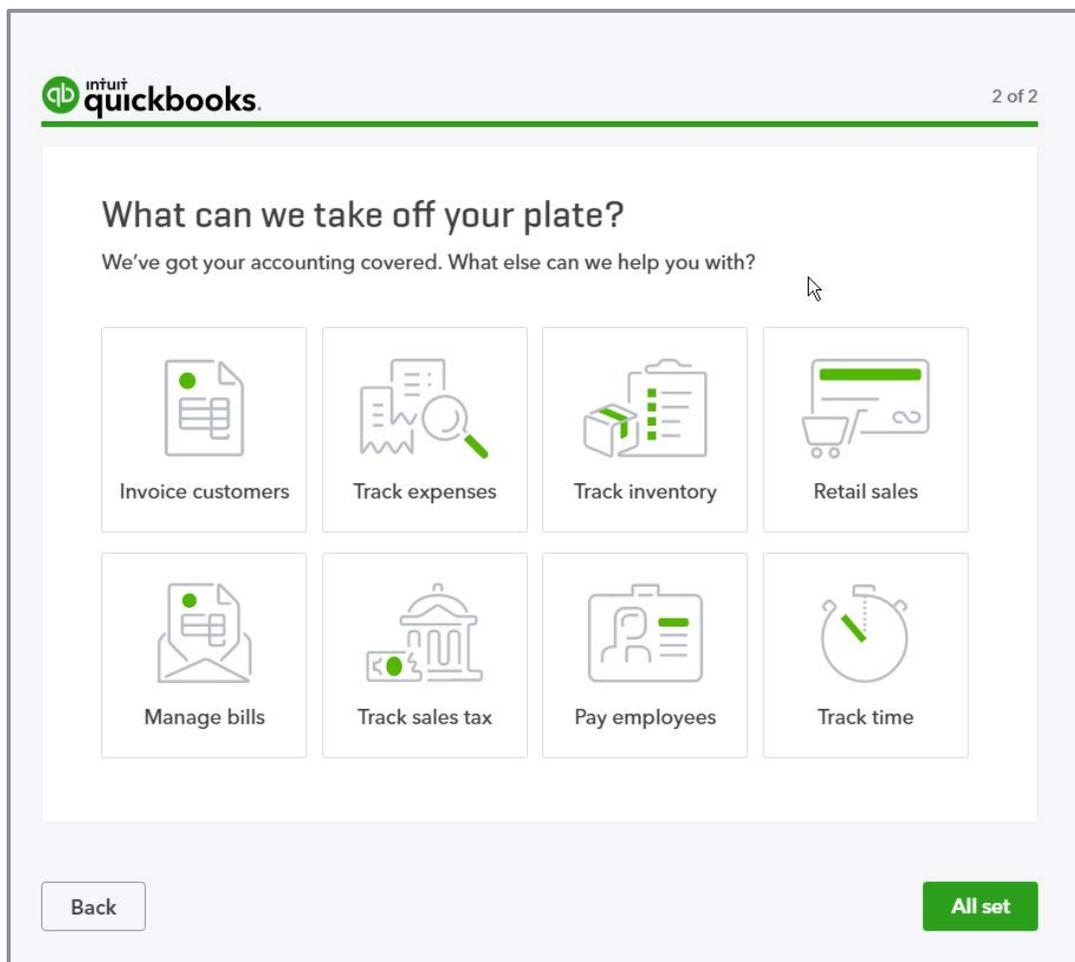
Step-by-Step: Use the Set-up Wizard

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

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

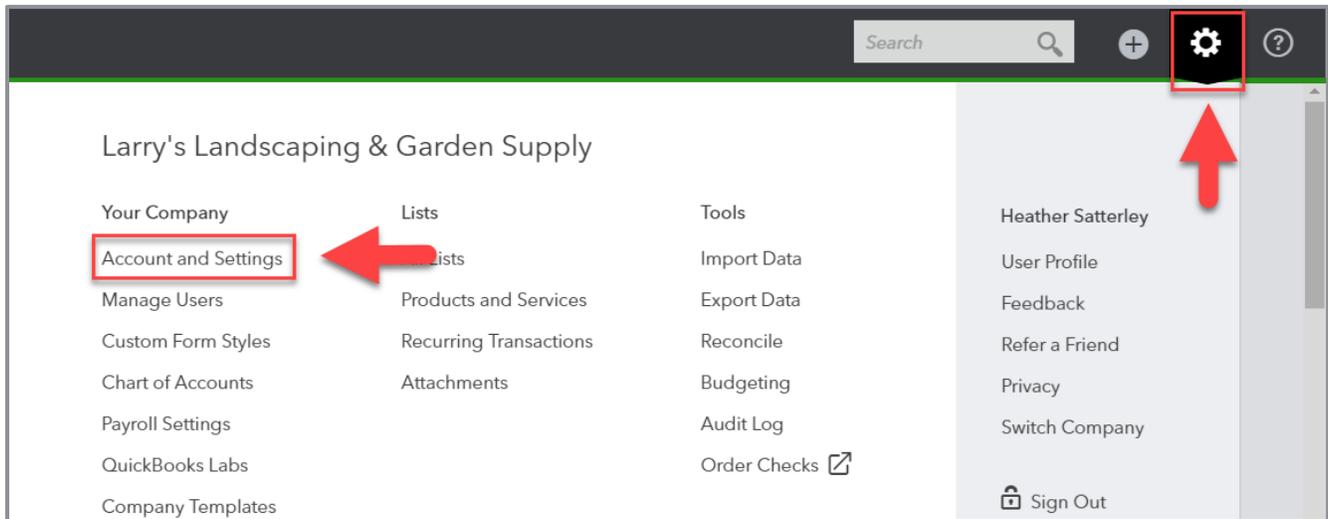
The screenshot shows the QuickBooks Set-up Wizard interface. At the top left is the Intuit QuickBooks logo, and at the top right is the page indicator "1 of 2". The main heading is "No two businesses are alike" with the subtext "We should know—we've seen a lot! Help us get to know yours." Below this, there are three input fields: a text box for "What's your business called?" containing "Chloe's Closets & More", a dropdown menu for "How long have you been in business?" set to "3-4 years", and a checkbox labeled "I've been using QuickBooks Desktop and want to bring in my data." which is currently unchecked. A red rectangular box highlights this checkbox. At the bottom right, there is a green "Next" button.

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

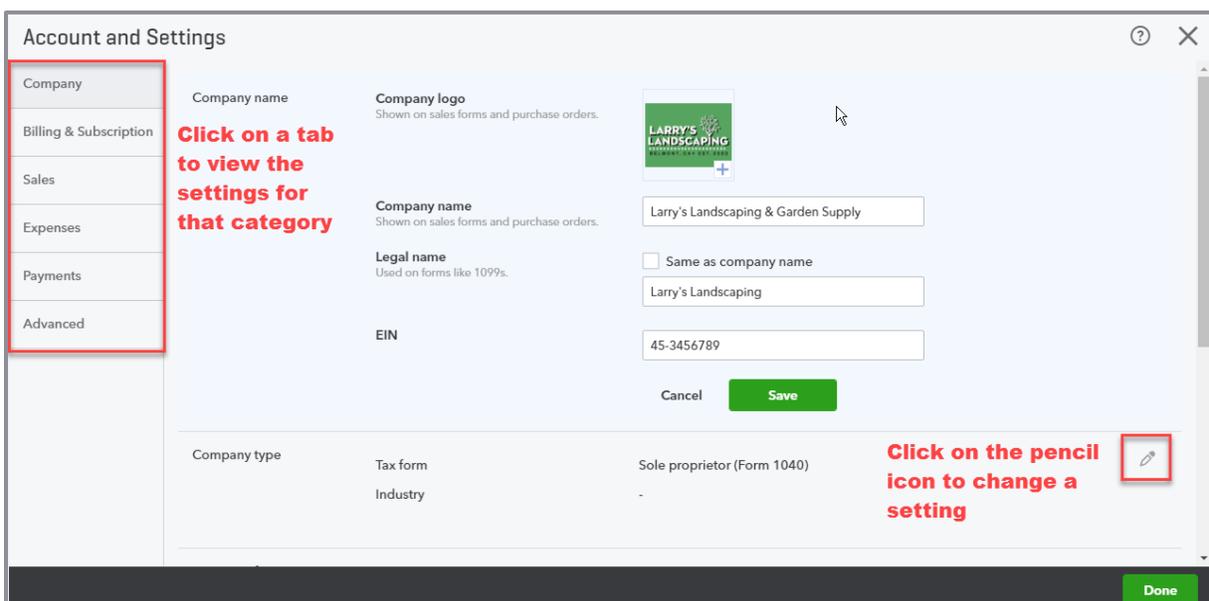


Topic 2: Manage Account and Settings

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



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



Company Settings

The company settings include:

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

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

| | | |
|----------------|---|---|
| Address | Company address | <input type="text" value="1045 Main Street"/> |
| | | <input type="text" value="Bayshore"/> <input type="text" value="CA"/> |
| | | <input type="text" value="94326"/> |
| | Customer-facing address Address where customers contact you or send payments. Shown on sales forms. | <input checked="" type="checkbox"/> Same as company address |
| | Legal address Used for filing taxes. | <input type="checkbox"/> Same as company address |
| | | <input type="text" value="2534 Briar Trail"/> |
| | | <input type="text" value="Schaumburg"/> <input type="text" value="IL"/> |
| | | <input type="text" value="60173"/> |
| | | <input type="button" value="Cancel"/> <input type="button" value="Save"/> |

Billing & Subscription

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

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

The screenshot displays the 'Account and Settings' window with the 'Billing & Subscription' tab selected. The 'Company' section at the top shows 'Company ID: 1323 2828 95'. The main content area is divided into four sections:

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

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

Sales Settings

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

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

Privacy | Security | Terms of Service

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

Create invoices that turn heads and open wallets

Design **Content** Emails Payments

Everything saves automatically.

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

Business name
 Larry's Landscaping & Garden Supply

Phone
 Phone No.

Email
 valerie_heckman@intuit.com

+ Website
 + Address

Forms

Form names
 Invoice Invoice

Form numbers

Use custom transaction numbers

Display

Billing address

Shipping

Terms

Due date

Payment method

+ Custom field

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

LARRY'S LANDSCAPING
 LANDSCAPING & GARDEN SUPPLY
 BELMONT, CA • EST. 2003

INVOICE

BILL TO
 Smith Co
 123 Main Street
 City, CA 12345

SHIP TO
 John Smith
 20637 Palm Drive
 Town, CA 12345

INVOICE# 12345
 DATE 01/12/2016

Please check to confirm and accept all your payment

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

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

| | |
|--------------|-----------------|
| SUBTOTAL | 475.00 |
| DISCOUNT 2% | -9.50 |
| TOTAL TAX | 58.50 |
| SHIPPING | 3.50 |
| DEPOSIT | -50.00 |
| TOTAL | \$685.00 |
| BALANCE DUE | \$685.00 |

Preview PDF Done

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

Create invoices that turn heads and open wallets

Design
Content
Emails
Payments

Table

Account Summary

Show on invoice

Activity table

COLUMN EDIT LABELS AND WIDTHS

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

Hide activity options

- Group activity by: Type
- Subtotal groups
- Collapse activity rows
- Show markup on billable expenses
- Show billable time
 - Include employee name
 - Include hours and rate
- Show tax type indicators

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

LARRY'S LANDSCAPING
ESTABLISHED 1983

INVOICE

| | | |
|---|---|--------------------------------|
| BILL TO John Smith 123 Main Street City, CA 12345 | SHIP TO John Smith 23457 Palm Circle Town, CA 12345 | INVOICE DATE 12/01/2016 |
|---|---|--------------------------------|

| | | | | |
|-----------------------------|-----------------------|------------------------------|--------------------------|---------------------|
| SHIP DATE 01/01/2017 | SHIP VIA FedEx | TRACKING NO. 12345678 | ITEM KIT CUSTOM.1 | REP CUSTOM.2 |
|-----------------------------|-----------------------|------------------------------|--------------------------|---------------------|

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

| | |
|--------------------|---------|
| SUBTOTAL | 475.00 |
| DISCOUNT 2% | -13.50 |
| TOTAL TAX | 98.00 |
| SHIPPING | 3.00 |
| GAPFEST | -60.00 |
| TOTAL | 502.00 |
| BALANCE DUE | 3665.00 |

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

Group activity by type or time period and subtotal these groups

Preview PDF
Done

Module 2: Setup

21

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

Create invoices that turn heads and open wallets

Design **Content** Emails Payments

Everything saves automatically.

Footer

Display

Discount

Deposit

Message to customer on

Invoices

Thank you for your business and have a great day!

8pt

Footer text

Enter any other text you'd like in the footer

8pt

Centered

Preview of Invoice:

Larry's Landscaping & Garden Supply
1245 Main Street
Beverly Hills
CA 90208
info@larrys-landscaping.com

LARRY'S LANDSCAPING
RESIDENTS & COMMERCIAL

INVOICE

BILL TO: Smith Co., 123 Main Street, City, CA 12345

SHIP TO: John Smith, 2007 Palm Drive, Town, CA 12345

INVOICE# 12345 DATE 01/12/2018

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

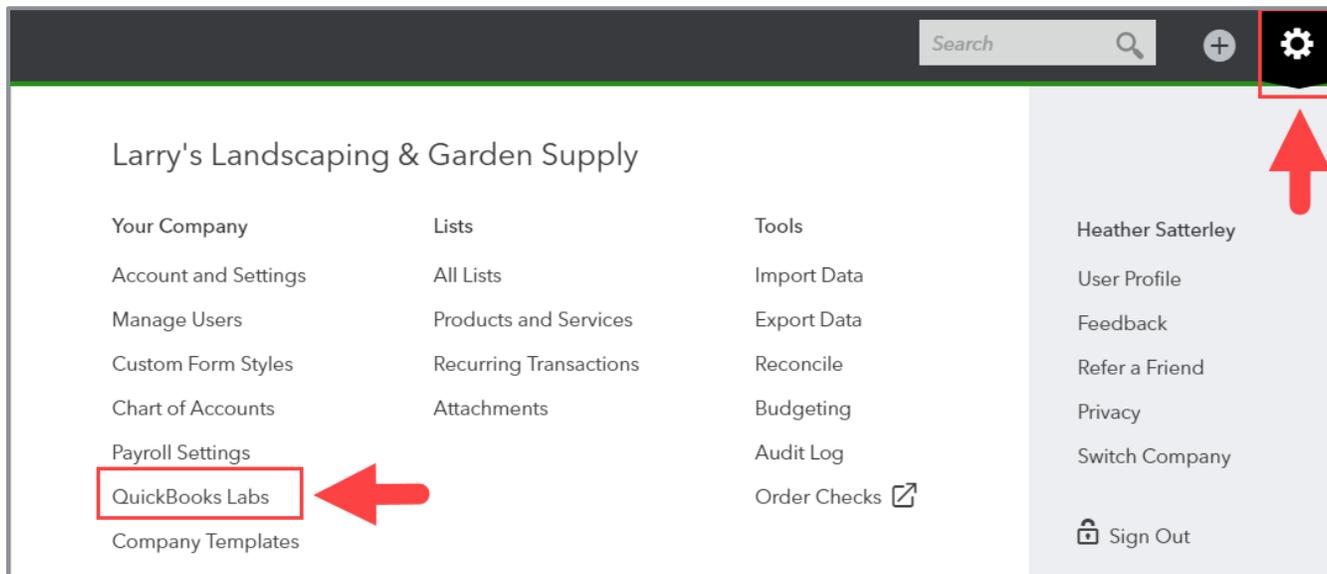
ACTIVITY

| Item Name | Description of the Item | AMOUNT |
|-----------|-------------------------|--------|
| Item Name | Description of the Item | 400 |
| Item Name | Description of the Item | 200 |

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

Preview PDF Done

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





Step-by-Step: Import Sales Form Styles

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

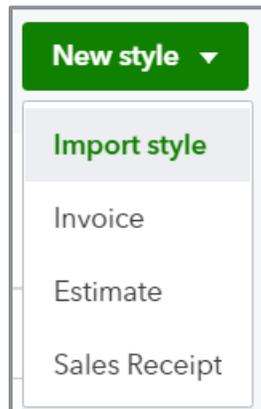
The screenshot shows the 'QuickBooks Labs' window with three sections:

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

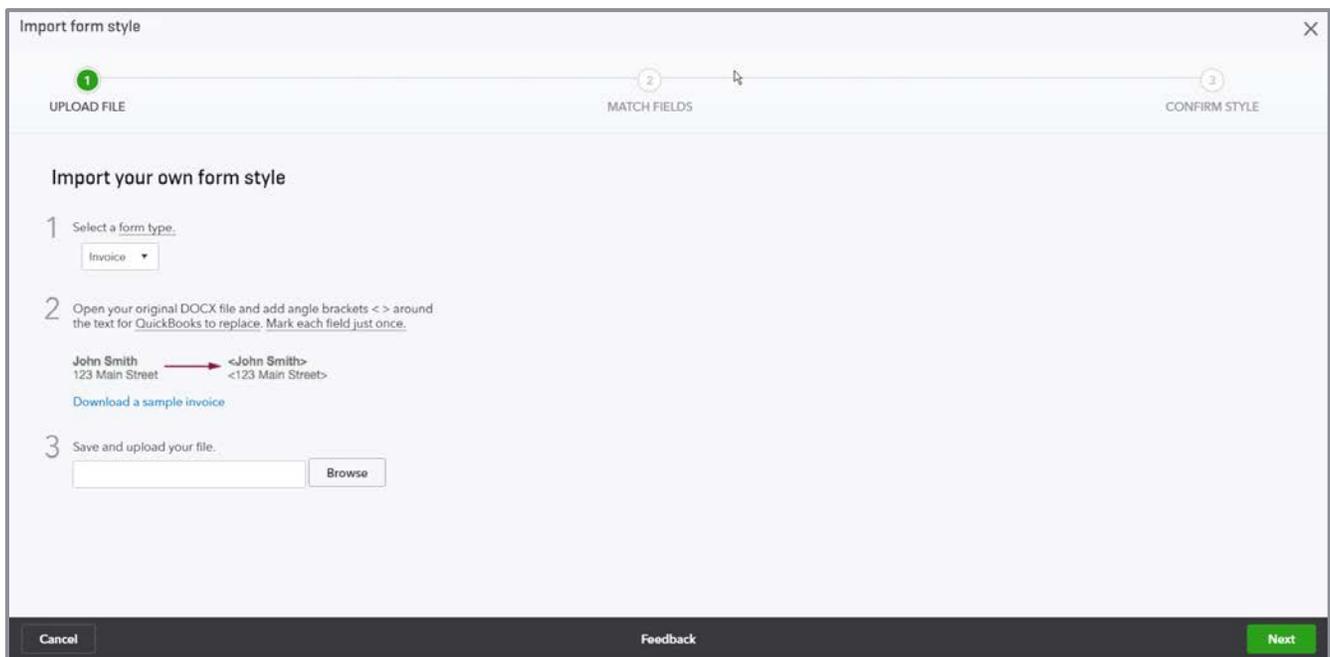
A blue **Done** button is located at the bottom right of the window.

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

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



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

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

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

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

Map your fields to Quickbooks fields.

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

Buttons: Back, Feedback, **Next**

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

CONFIRM STYLE

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

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

INVOICE NO.: 12345

TERMS: DATE 03/01/2015, DUE DATE

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

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

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

Buttons: Back, Feedback, **Save**

Sales Form Content

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

The screenshot shows the 'Sales form content' settings in the 'Account and Settings' window. The left sidebar has a red box around the 'Sales form content' tab. The main area is titled 'Customize' and 'Customize the way forms look to your customers'. It includes a 'Customize look and feel' button. The settings are as follows:

| Setting | Value |
|--|-------------|
| Preferred invoice terms | Net 30 |
| Preferred delivery method | Print later |
| Shipping | On |
| Custom fields | On |
| Custom transaction numbers | Off |
| Service date | On |
| Discount | Off |
| Deposit | Off |
| Show Product/Service column on sales forms | On |
| Show SKU column | Off |
| Track quantity and price/rate | On |

Custom fields table:

| Name | Internal | Public |
|-------------|-------------------------------------|-------------------------------------|
| P.O. Number | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sales Rep | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> |

Callout: Create up to 3 custom fields for your sales forms

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

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

Products and Services

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

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

Messages Settings

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

Messages

Default email message sent with sales forms

Use greeting Dear [Full Name]

Sales form ?

Invoice Use standard message

Subject

Invoice [Invoice No.] from Rock Castle

Email message

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

Thanks for your business!

Rock Castle

Email me a copy at morris@pacbell.net

Copy (Cc) new invoices to address

Cc (Separate multiple emails with a comma)

Blind Copy (Bcc) new invoices to address

Bcc (Separate multiple emails with a comma)

Default message shown on sales forms

Sales form

Estimate ?

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

Cancel Save

Reminders

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

Reminders

Default email message sent with reminders

Use greeting Dear [Full Name]

Use standard message **Insert placeholder**

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

Email message

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

Thanks for your business!
Rock Castle

Email me a copy at morris@pacbell.net

Cancel **Save**

Online Delivery

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

Online delivery

Email options for sales forms

- Attach sales form as pdf
- Show sales form summary in email
- Show sales form details in email

Email options for invoices

Online invoice ▾

- Online invoice
- HTML email
- Plain text email

Save

Statements

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

Expenses Settings

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

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

Bills and Expenses

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

Bills and expenses

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

Default bill payment terms ▼

Cancel

Purchase Orders (Plus only)

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

The screenshot shows the 'Purchase orders' settings panel in QuickBooks Online. The panel is titled 'Purchase orders' and contains several toggle switches and input fields. The 'Use purchase orders' toggle is checked and set to 'On'. The 'Custom fields' toggle is unchecked and set to 'Off', with three empty text input fields below it, each with a small square checkbox to its right. The 'Custom transaction numbers' toggle is unchecked and set to 'On'. Below this is a text area for the 'Default message on purchase orders' with the placeholder text 'Appears in the Message field on purchase orders. Maximum of 1,000 characters'. The 'Copy estimates to purchase orders' toggle is unchecked and set to 'Off'. At the bottom of the panel are 'Cancel' and 'Save' buttons.

Purchase orders

Use purchase orders ? On

Custom fields ? Off

Custom transaction numbers ? On

Default message on purchase orders

Appears in the Message field on purchase orders. Maximum of 1,000 characters

Copy estimates to purchase orders ? Off

Cancel Save

Messages

- Define the default email message sent with purchase orders

Messages

Default email message sent with purchase orders

Use greeting Dear ▾ [Full Name] ▾

Use standard message

Subject

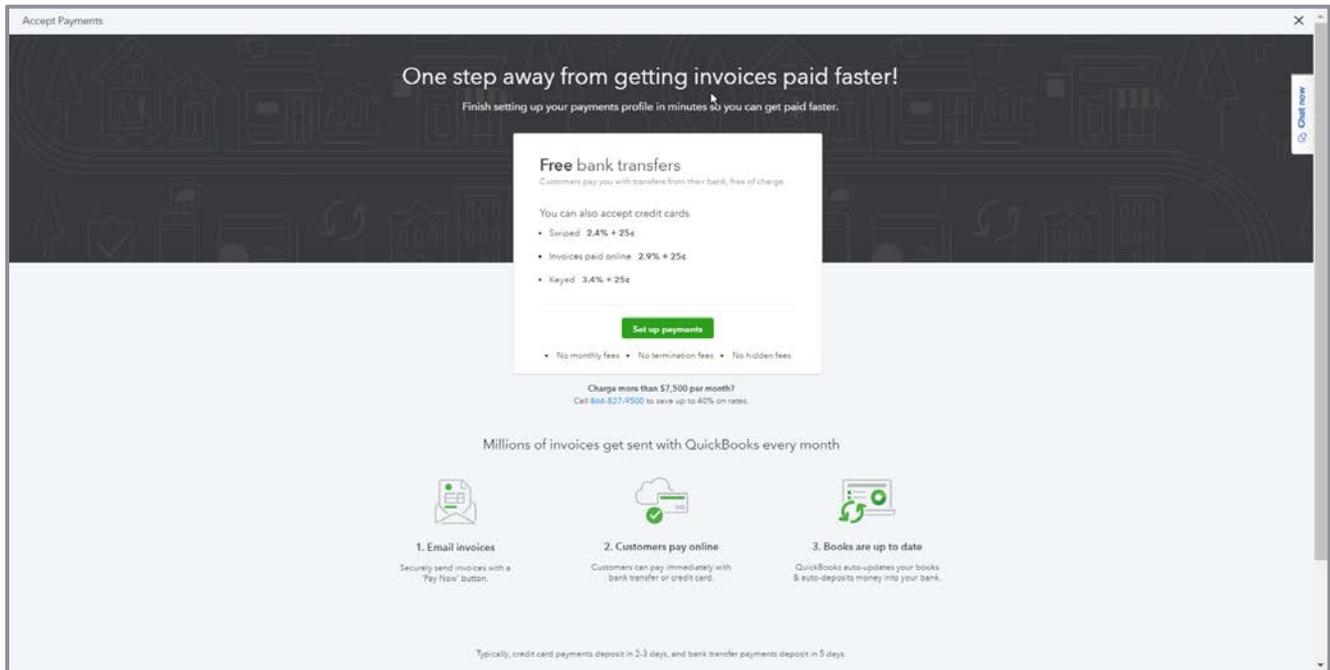
Email message

Email me a copy at morris@pacbell.net

Cancel Save

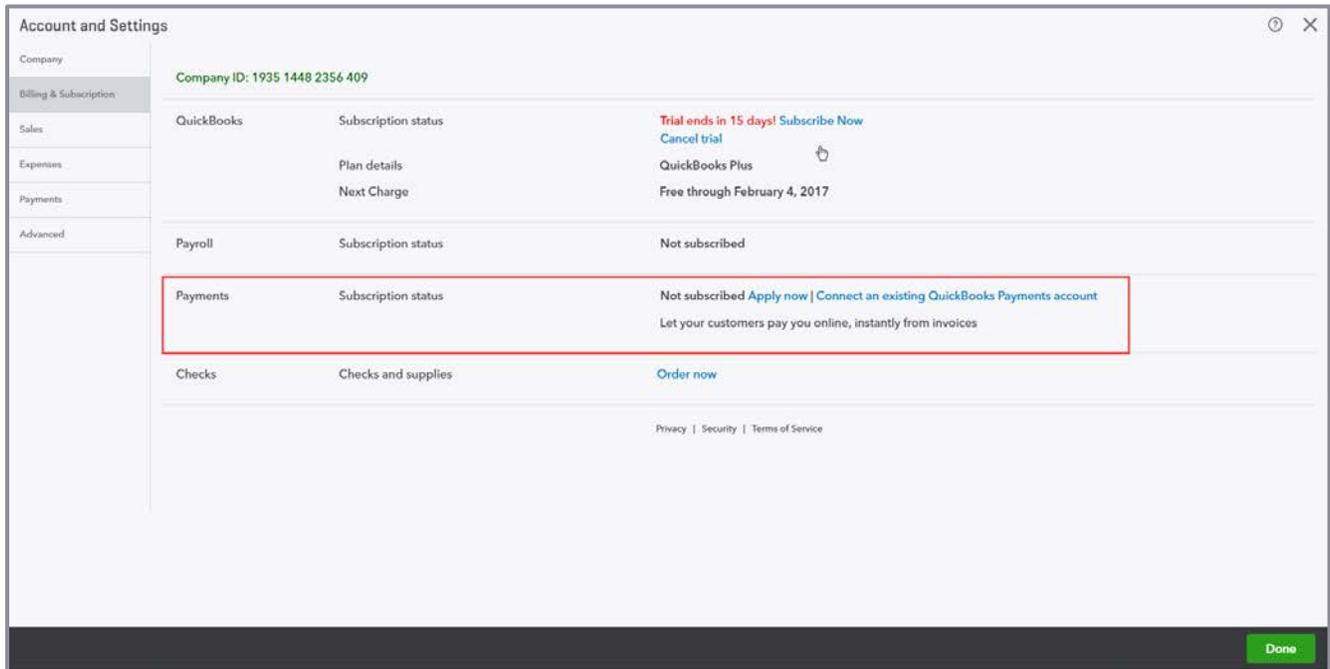
Payments Settings

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



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

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



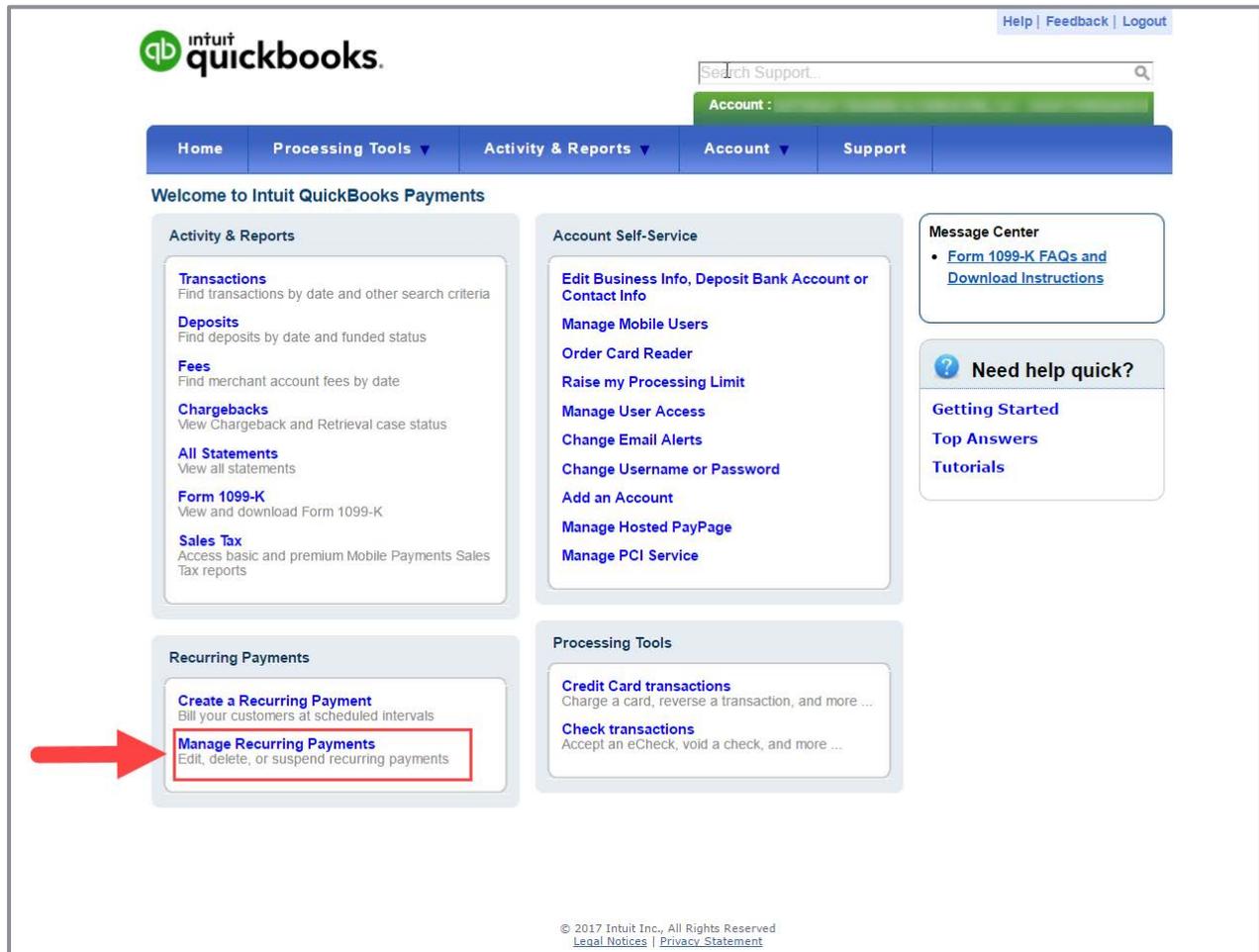
Complete the requested company and owner information, including Social Security number and date of birth, then submit the application. This process is required so Intuit can validate the owner's identity and move money on their behalf. Once the QuickBooks Payment application is accepted, your merchant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

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



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

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



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

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

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

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

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



Step-by-Step: Review Payments Settings

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

| | | |
|--------------------|---|--|
| Merchant details | Your Merchant ID: <input type="text"/> | |
| | Change bank deposit account | Manage account |
| | Run deposit reports | |
| | See transaction details | |
| Recording Accounts | Where should we record Payments deposits? | <input type="text" value="Business Fundamentals"/> |
| | Where should we record Payments fees? | <input type="text" value="Merchant Service Fees"/> |
| | Cancel | Save |

Advanced Settings

The Advanced settings tab includes the following settings:

Accounting

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

Account and Settings

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

Accounting

First month of fiscal year ? January

First month of income tax year Same as fiscal year

Accounting method ? Accrual

Close the books ? 12/31/2015

Closing date
12/31/2015

Allow changes after viewing a warning ?

Cancel Save

Company Type

- Select the appropriate type for your company

Company type

Tax form ?

Cancel Save

Chart of accounts

Enable account numbers

Shipping account

Discount account

Billable expense income account

Sole proprietor (Form 1040)

Sole proprietor (Form 1040)

Partnership or limited liability company (Form 1065)

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

Corporation, one or more shareholders (Form 1120)

Nonprofit organization (Form 990)

Limited liability

Not sure/Other/None

Chart of Accounts

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

The screenshot shows the 'Chart of accounts' settings panel. It includes the following elements:

- Chart of accounts** (Section Header)
- Enable account numbers** ? On
- Show account numbers** ?
- Shipping account** ? Shipping Income ▼
- Discount account** ? Discounts given ▼
- Billable expense income account** ? Billable Expense Incom ▼
- Cancel** button
- Save** button

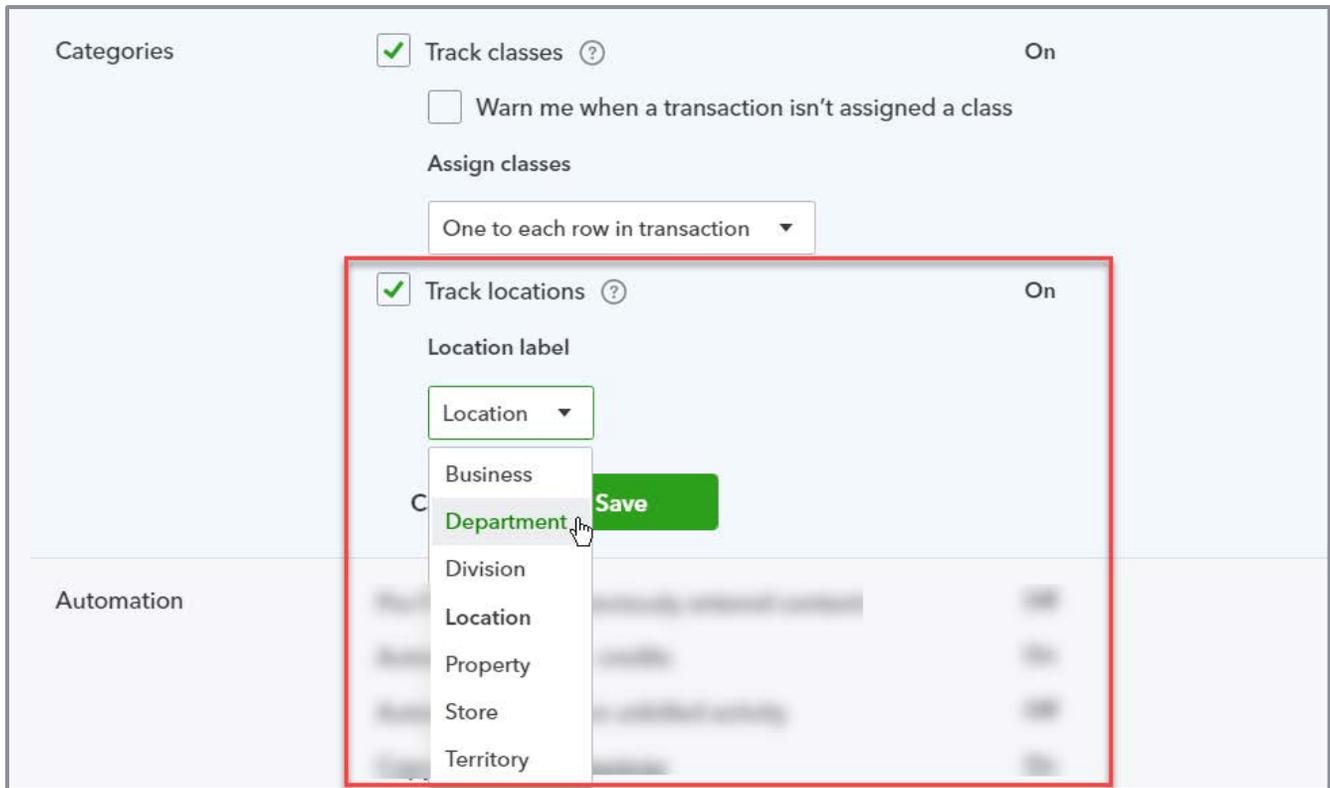
Categories

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

The screenshot shows the 'Categories' settings panel. A red box highlights the 'Track classes' section. The panel includes the following elements:

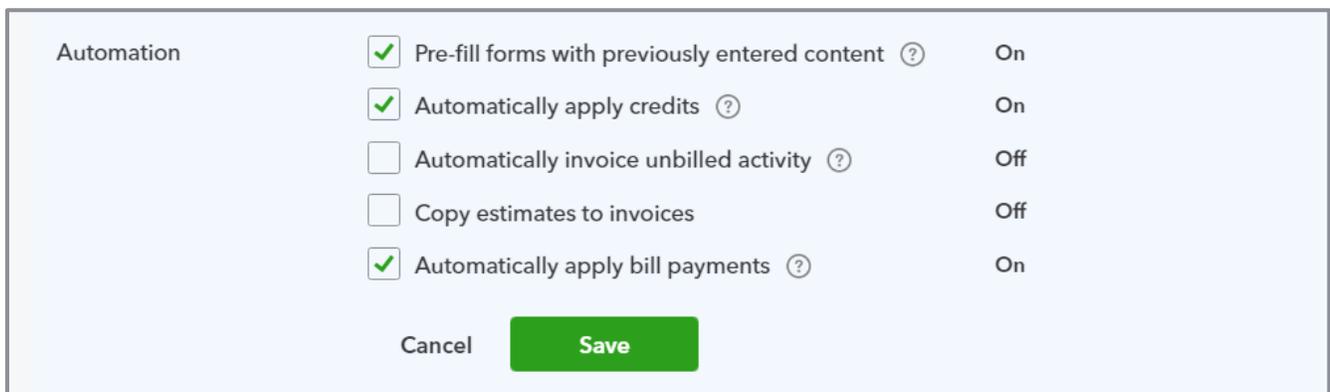
- Categories** (Section Header)
- Track classes** ? On
- Warn me when a transaction isn't assigned a class**
- Assign classes**
- One to each row in transaction ▼
- One to entire transaction** On
- One to each row in transaction** (highlighted with a mouse cursor)
- Location ▼
- Cancel** button
- Save** button

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



Automation

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



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

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

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

Buttons: Cancel, Save

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

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

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

Buttons: Cancel, Save

- Automatically apply bill payments to open bills

Time Tracking (Plus only)

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

Time tracking

Add Service field to timesheets ? **On**

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

Show billing rate to users entering time ?

First day of work week

Monday ▼

Cancel **Save**

Currency

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

Currency

Home Currency **USD - United States Dollar**

Multicurrency ? **Off**

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

Once you turn on Multicurrency:

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

I understand I can't undo Multicurrency

Cancel **Save**

Other Preferences

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

Other preferences

Date format: MM/dd/yyyy

Number format: 123,456.00

Customer label: Customers

Warn if duplicate check number is used

Warn if duplicate bill number is used

Sign me out if inactive for

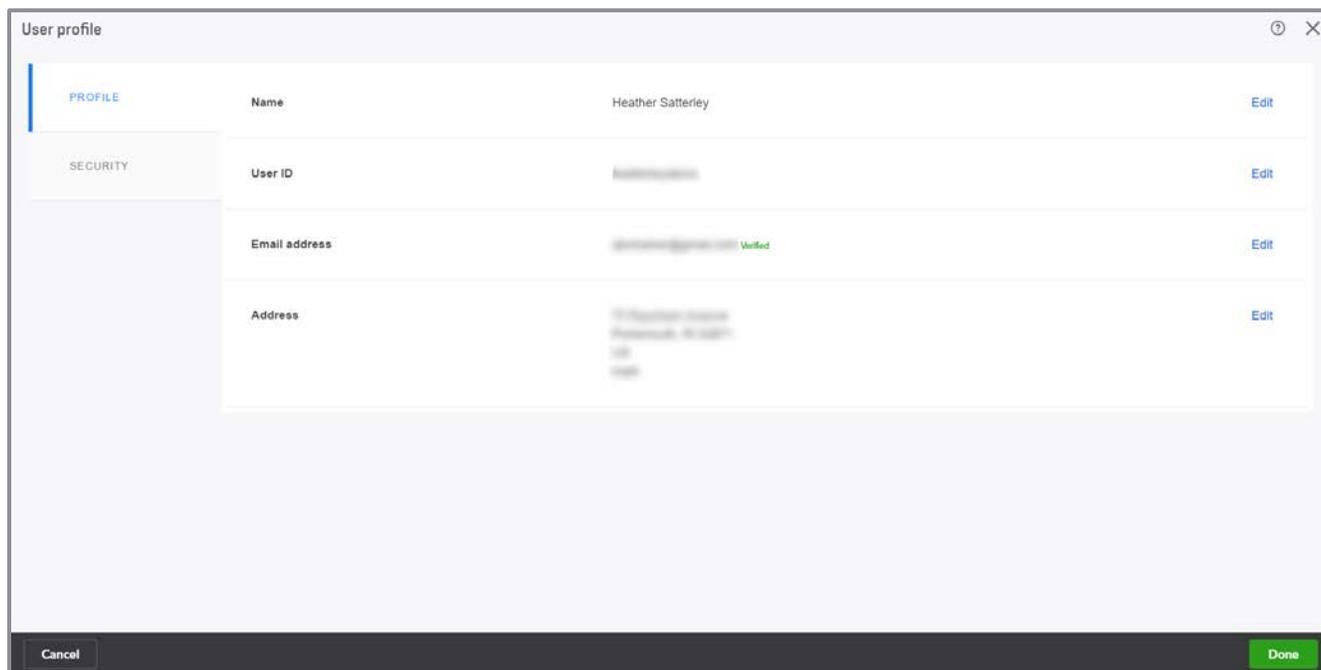
Cancel Save

Privacy | Security | Terms of Service

USER PROFILE

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

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



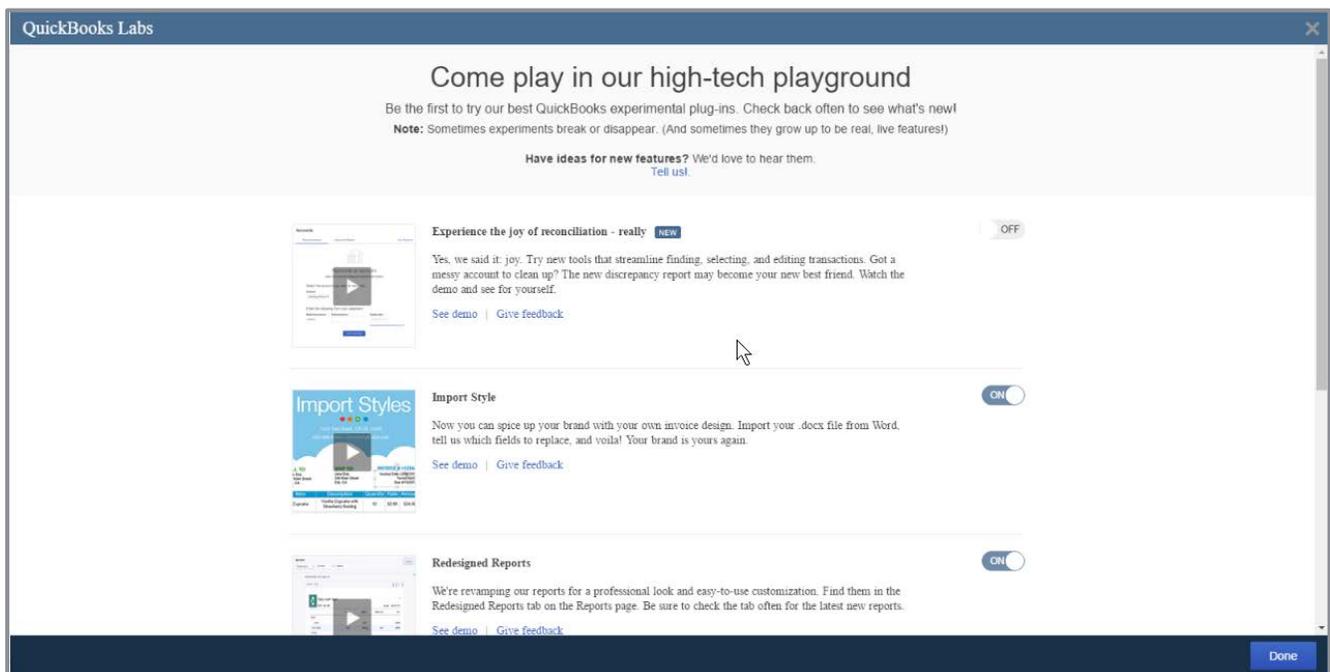
The screenshot shows a 'User profile' window with a sidebar on the left containing 'PROFILE' and 'SECURITY' tabs. The main content area displays a list of user information with 'Edit' buttons for each field.

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

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

QUICKBOOKS LABS

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



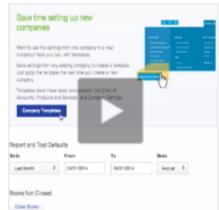
COMPANY TEMPLATES

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



Step-by-Step: Apply a Company Template

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



Company Templates for Accountants

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

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

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

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

Company Templates BETA
[Share your feedback](#)

Public Templates | Your Templates

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

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

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

Templates

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

Shared by Laura Redmond

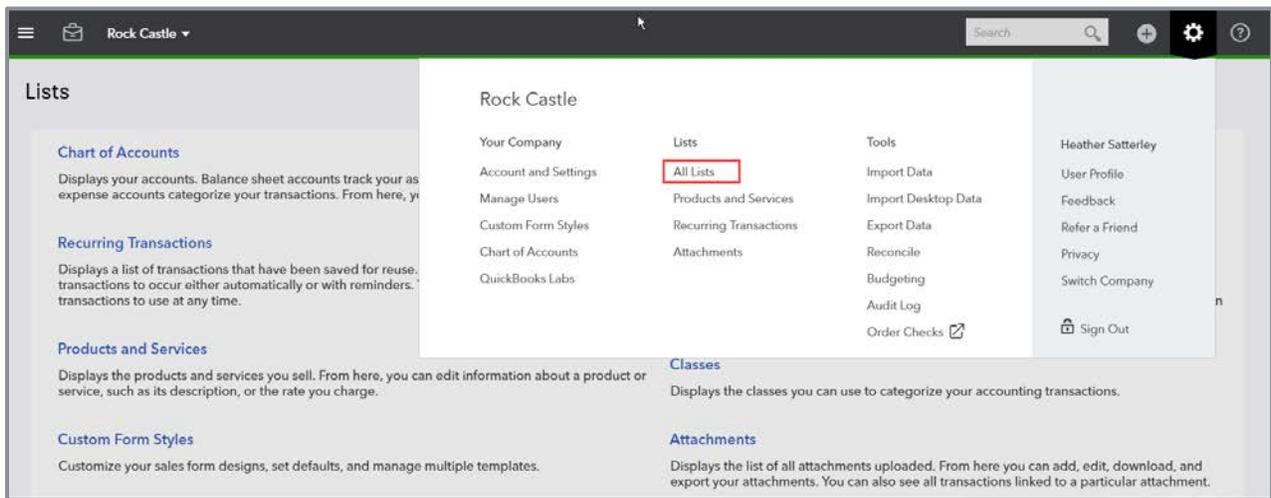
| ACCOUNT | PRODUCT OR SERVICE | COMPANY SETTING |
|---|-------------------------------|---------------------------------------|
| Accounts Payable | Bad debt expense | Accounting method: ACCRUAL |
| Accounts Receivable | Bank charges | Enable account numbers: OFF |
| Accrued expenses - other | Bd-designated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

Cancel Apply

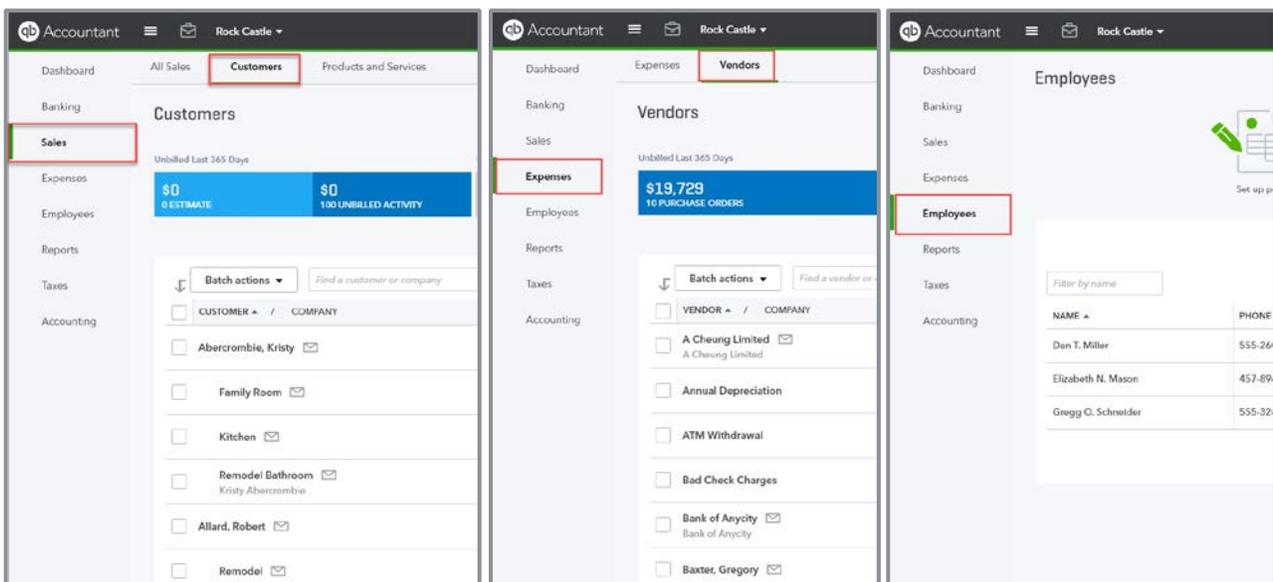
Topic 3: Set up and Modify Lists and Users

WORKING WITH LISTS

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



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



You can also have sub-lists of items. For example, if you have a customer with multiple locations, you can have a parent customer – perhaps the corporate office – and sub-customers for each location you sell to. You can choose whether to bill the sub-customer’s transactions to the parent or the sub.

| | |
|--------------------------|---|
| <input type="checkbox"/> | Abercrombie, Kristy  |
| <input type="checkbox"/> | Family Room  |
| <input type="checkbox"/> | Kitchen  |
| <input type="checkbox"/> | Remodel Bathroom  Kristy Abercrombie |

You can also have sub-accounts in your Chart of Accounts. This is a great way to create subtotals on your financial statements and keep track of additional details.

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

CHART OF ACCOUNTS

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



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

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

Account

Category Type
Expenses

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

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

*Name
Advertising/Promotional

Number
[]

Description
[]

Is sub-account
Enter parent account []

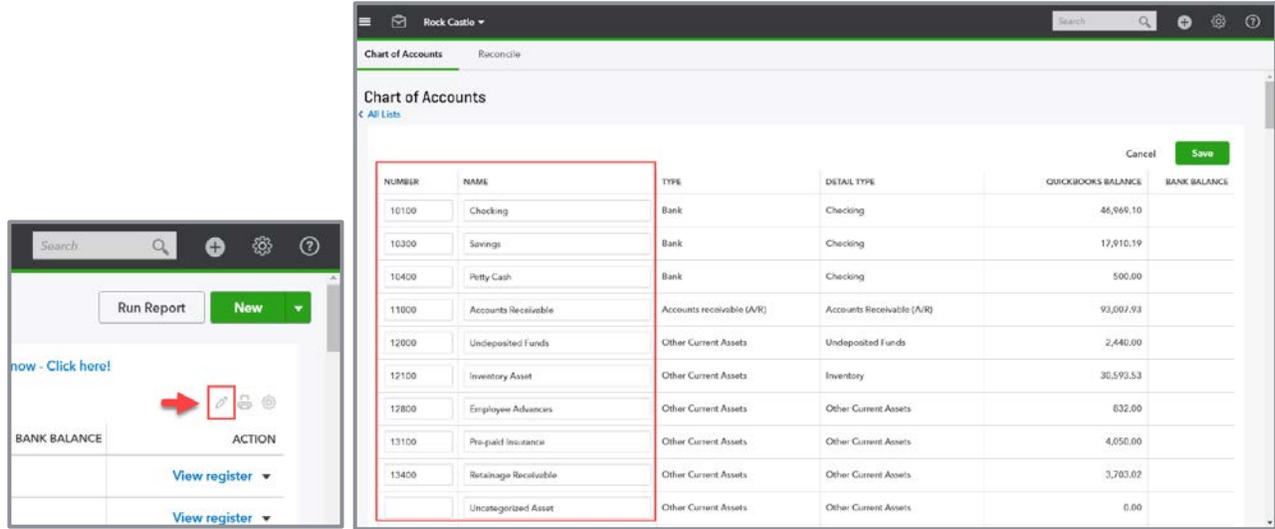
Cancel Save and Close

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

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



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



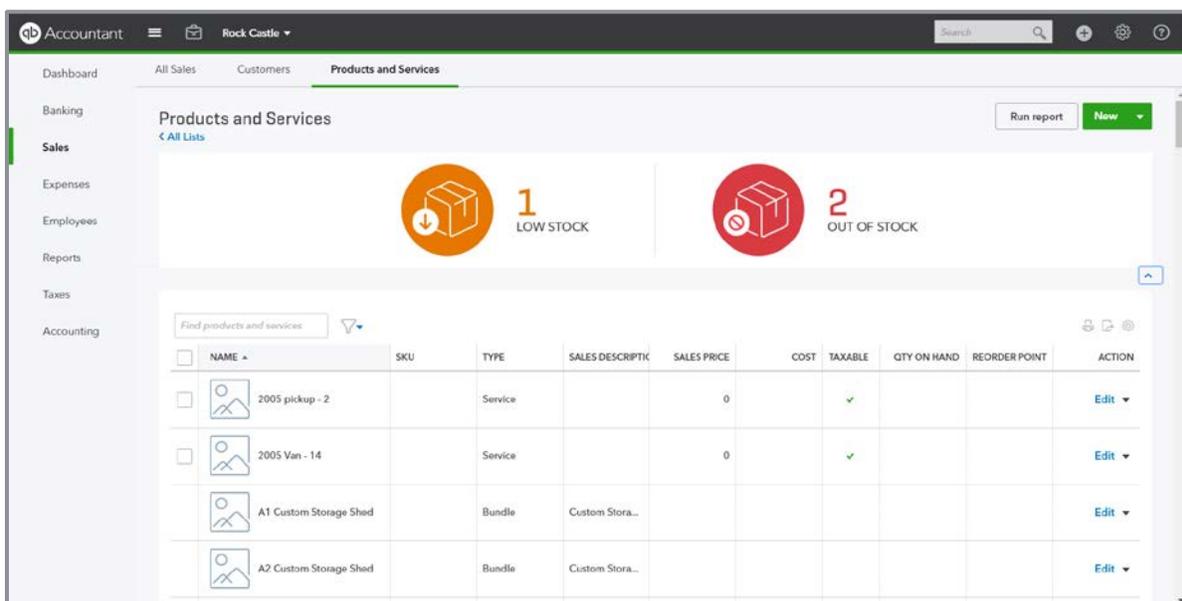
PRODUCTS AND SERVICES LIST

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



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

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



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

Product/Service information ✕

Select a type:

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

Save and close ▾

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

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

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

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

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

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

WORKING WITH THE CUSTOMERS, VENDORS AND EMPLOYEES LISTS

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



Step-by-Step: Add a New Customer

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

The screenshot shows the QuickBooks Accountant interface for the 'Rock Castle' company. The 'Customers' list is displayed, showing a summary of sales and unpaid invoices. A red arrow points to the 'New customer' button in the top right corner of the Customers list.

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

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

Customer Information

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

[Privacy](#)



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

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

Customer Information

| | | | | | |
|-------|------------|-------------|-----------|--------|-------------------|
| Title | First name | Middle name | Last name | Suffix | Email |
| | John | | Baker | | jbaker@intuit.com |

Company: Baker's Professional Lighting

Phone: (910) 555-1234

Mobile:

Fax:

*Display name as: John Baker

Print on check as Use display name

John Baker

Other: Enter parent customer

Website: Bill with parent

Is sub-customer:

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

Notes: John Baker closes at 3:00 PM on Fridays

Cancel Privacy Save

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

Customer Information

| | | | | | |
|--|------------|--|--|-------------|-------------------|
| Title | First name | Middle name | Last name | Suffix | Email |
| | John | | Baker | | jbaker@intuit.com |
| Company | | | Phone | Mobile | Fax |
| Baker's Professional Lighting | | | (910) 555-1234 | | |
| *Display name as | | | Other | Website | |
| John Baker | | | | | |
| Print on check as <input checked="" type="checkbox"/> Use display name | | | <input type="checkbox"/> Is sub-customer | | |
| John Baker | | | Enter parent customer <input type="text"/> Bill with parent <input type="text"/> | | |
| Address | Notes | Tax info | Payment and billing | Attachments | |
| Tax Resale No. | | <input checked="" type="checkbox"/> This customer is taxable | | | |
| <input type="text"/> | | Default tax code | | | |
| | | East Bayshore <input type="text"/> | | | |

Privacy

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

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

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

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

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

Buttons: Cancel, Privacy, Save.

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

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

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

Buttons: Cancel, Privacy, Save.

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

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

MANAGE USERS



Step-by-Step: Set up Users

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



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

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

Accounting Firms

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

| Contact Name | Email Address | Status |
|--------------|--------------------|--------|
| Robert Lane | morris@pacbell.net | Active |

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

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

QuickBooks Online Plus - Mini Interview - Google Chrome

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

Choose user type

Page 1 of 7

Choose a type of user.

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

Cancel < Back Next >

Privacy

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

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

Set user's access rights Page 3 of 7

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

All

None

Limited

Customers and Sales

Vendors & Purchases

All Access Rights

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

- Customers and Sales
- Vendors and Purchases

In addition, the user can:

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

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

[Privacy](#)

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

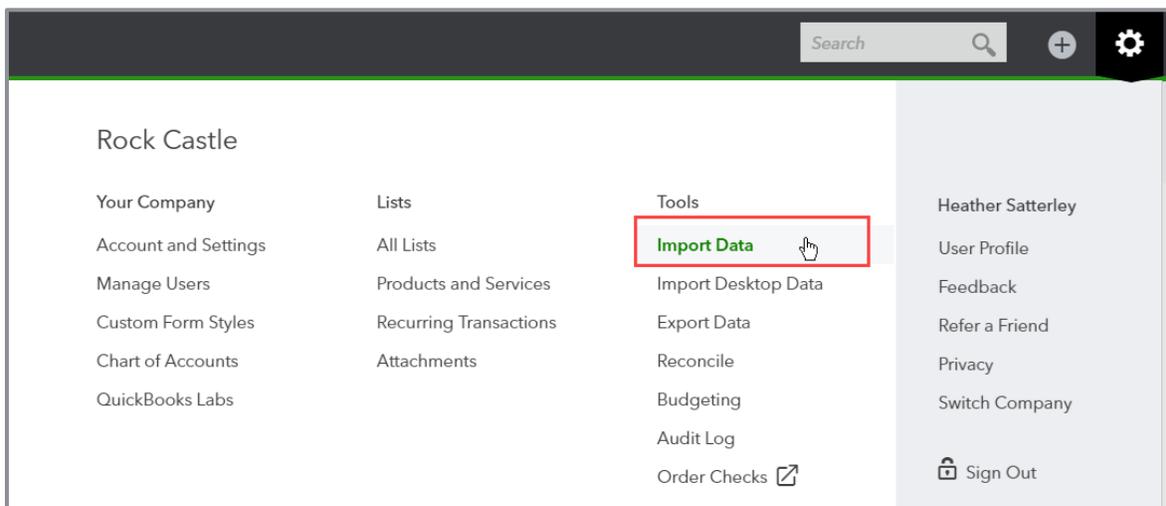
Topic 4: Import Data into QuickBooks Online

IMPORT LISTS INTO QUICKBOOKS ONLINE

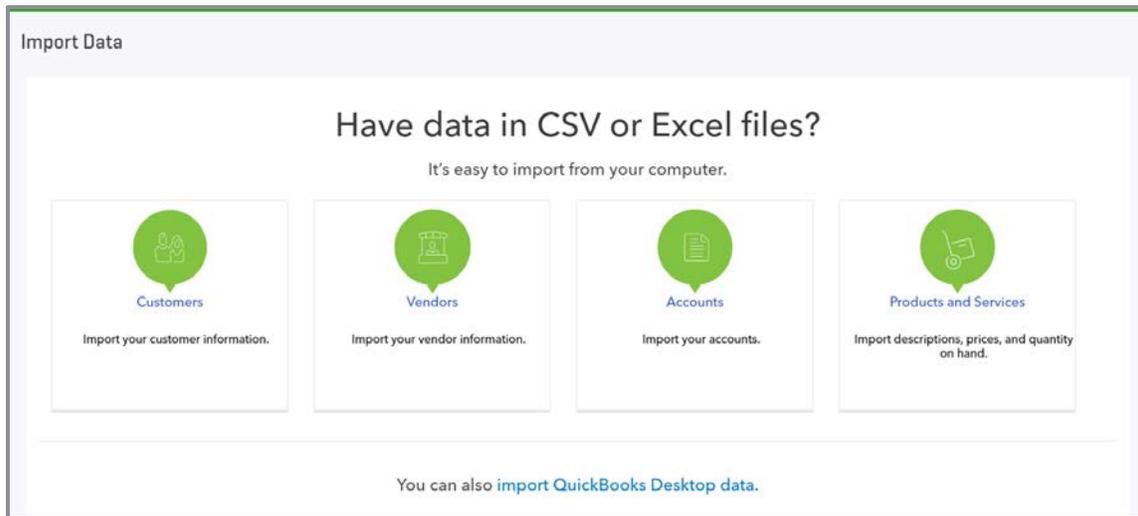
You can import the following lists into QuickBooks Online using the Import utility from a CSV or Excel file:

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

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



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



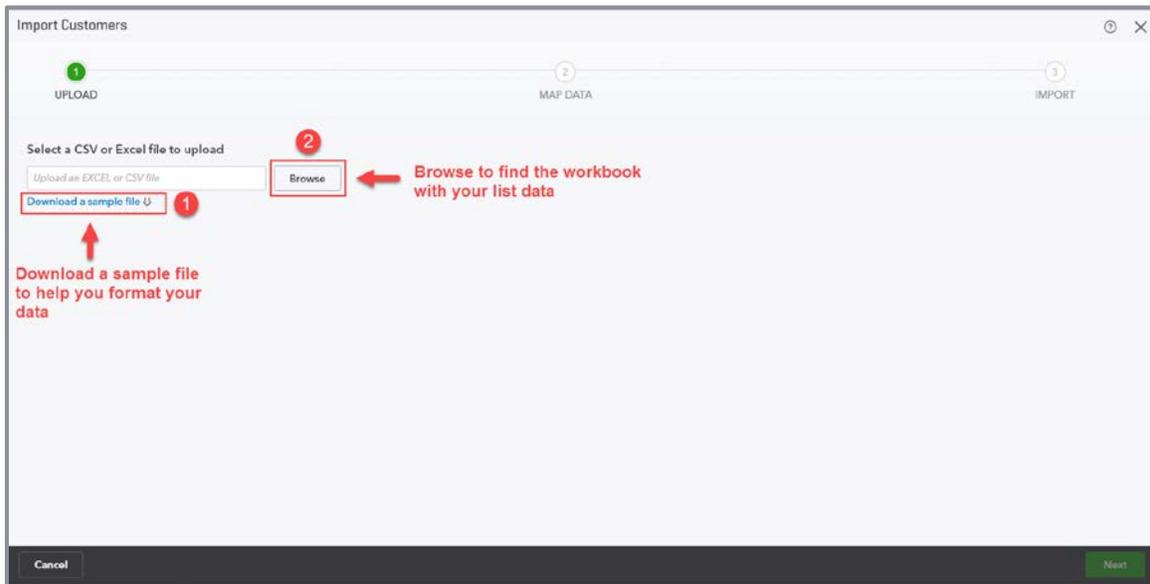
There is a template Excel file for each list type which you can use to format your data, or simply copy and paste each column from another source. Once you have correctly formatted your Excel data, you are ready to import.

| 1 | Name | Company | Email | Phone | Mobile | Fax | Website | Street | City | State | ZIP | Country | Opening Balance Date |
|----|--------------------------------------|----------------------|--|----------|--------------|----------|---|--------------------------|---------------|-------|-------|---------------|----------------------|
| 2 | Byran Tublin | RDP Inc. | lloveQBO@hotmail.com | 555-5555 | 555-555-1234 | 555-5556 | http://www.rdpinc.com | 123 Accounting Lane | San Francisco | CA | 12345 | United States | 234000.12 198 |
| 3 | Adam Saraceno | InnoVate LLC | Bigtimer@gmail.com | 555-5556 | 555-555-2345 | 555-5557 | http://www.innovate.com | 45 Chart of Accounts Rd. | Seattle | WA | 12345 | United States | -1000.8764 201 |
| 4 | Kristen Berman | HeavyInvoicer LLC | Startupright@billingmanager.com | 555-5557 | 555-555-3456 | 555-5558 | http://www.heavyinvo.com | 67 Invoiceme | Antioch | IL | 12345 | United States | 235788.0098 201 |
| 5 | Aaron E Berhanu | Maple Leaf Inc. | Theboss@yahoo.com | 555-5558 | 555-555-4567 | 555-5559 | http://www.mapleleaf.com | 6789 Expensereport | Chicago | IL | 12345 | United States | 1234 201 |
| 6 | Tommy Leep | TimeCatcher LLC | Timeismoney@aol.com | 555-5559 | 555-555-5678 | 555-5550 | http://www.timecatch.com | 56 Money | Nashville | TN | 12345 | United States | -12345678901 201 |
| 7 | Nicholas Anderson | MountainMan Inc. | Upforstuff@gmail.com | 555-5560 | 555-556-6789 | 555-5561 | http://www.mountain.com | 689 Billit | Knoxville | TN | 12345 | United States | 10999 201 |
| 8 | Jennie Tan | WordSmithr | Simplecity@aol.com | 555-5561 | 555-556-7890 | 555-5562 | http://www.wordsmith.com | 89 salesreport | Oakland | CA | 12345 | United States | 1004 201 |
| 9 | Bridget O'Brien | CustomersRus LLC | QBOrocks@yahoo.com | 555-5562 | 555-556-8901 | 555-5563 | http://www.customers.com | 4890 easy | Portland | OR | 12345 | United States | 19999999999 201 |
| 10 | Jon D Fasoli | Account-dracula Inc. | Accountantsarefunpeopletoo@yahoo.com | 555-5563 | 555-556-9012 | 555-5564 | http://www.account-d.com | 123 Accounts Receivable | Miami | FL | 12345 | United States | -9000 201 |
| 11 | All data is for sample purposes only | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |

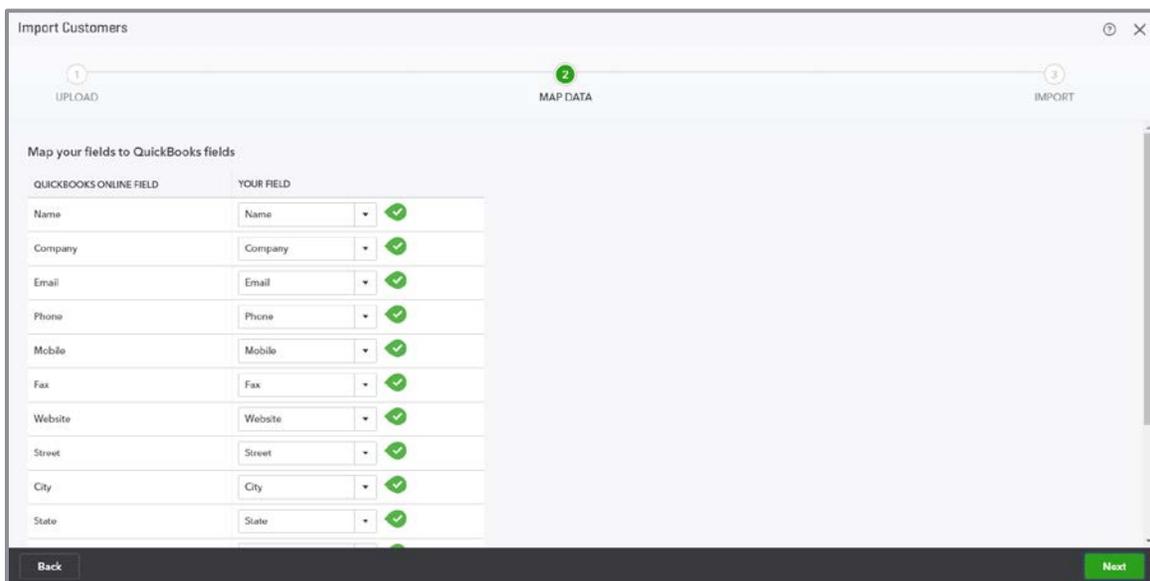


Step-by-Step: Import a List

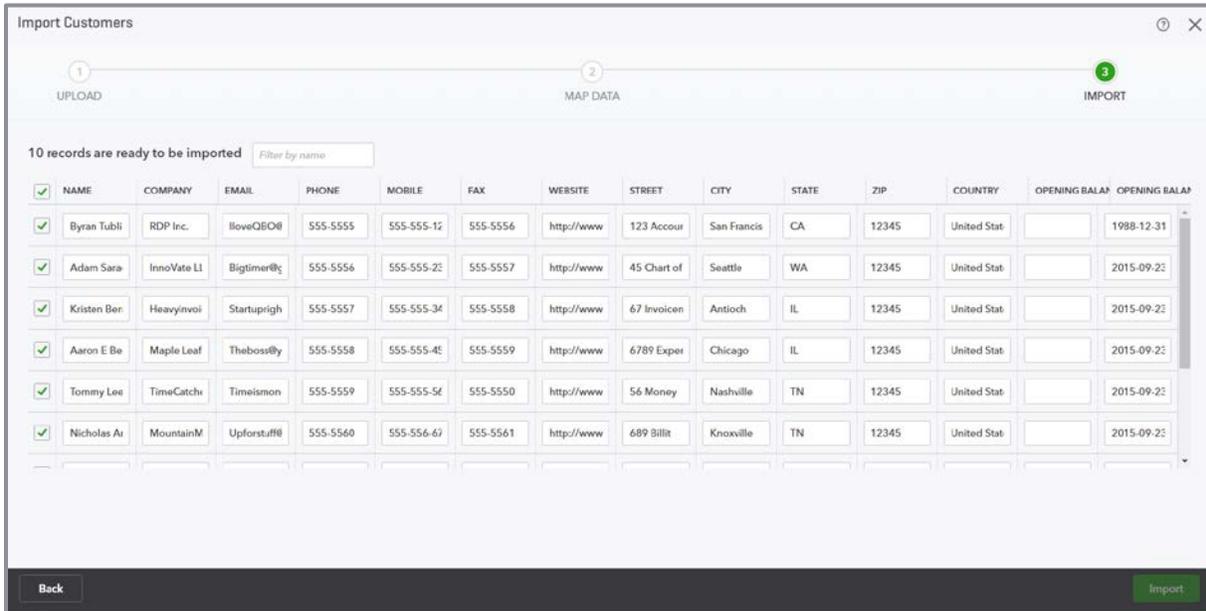
1. From the Import screen click the **Browse** button to find your workbook.
2. Click **Next**.



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



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



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

IMPORT FROM QUICKBOOKS DESKTOP

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

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



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

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

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

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

Product Information

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

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

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

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

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

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

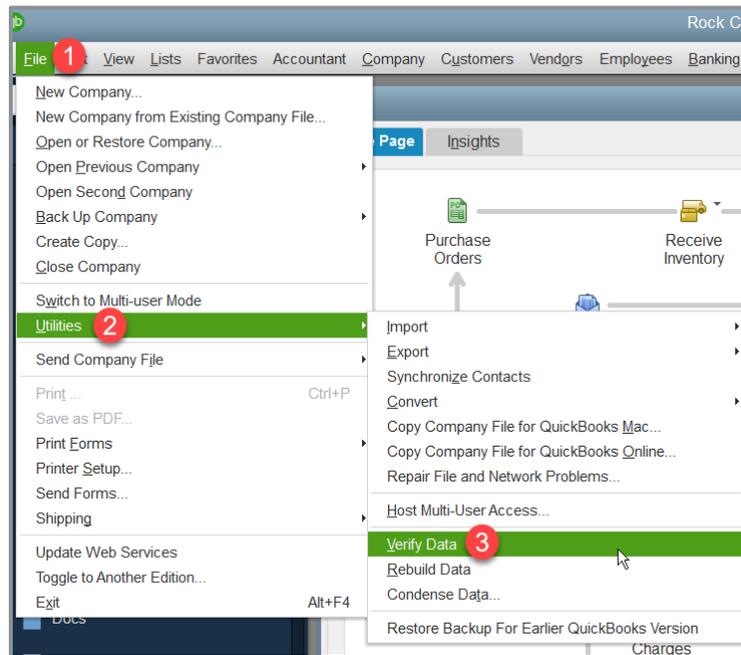
| | |
|-------------------------|-----|
| List Information | |
| Total Accounts: | 116 |
| Total Names: | 212 |
| Customers: | 146 |
| Vendors: | 54 |
| Employees: | 3 |

| | |
|-------------|-----------|
| Free Memory | 2560124 K |
|-------------|-----------|

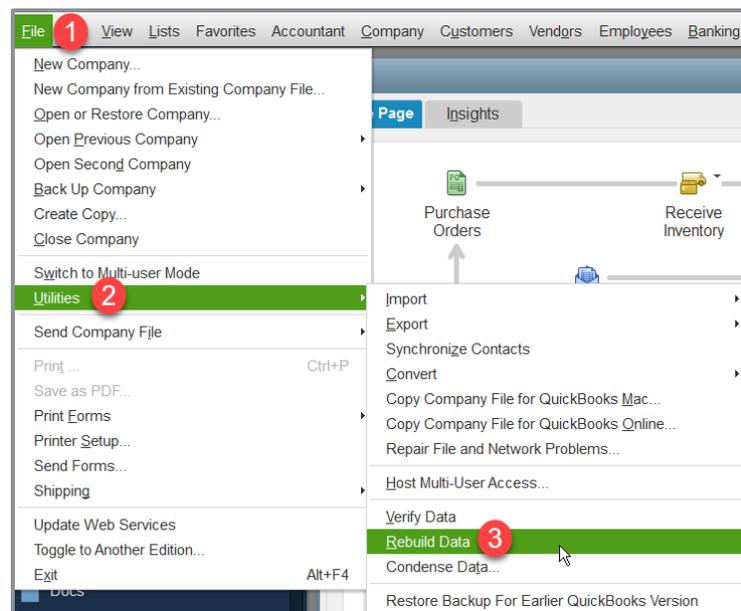
| | | | |
|---------------------------------|------|-------------------|-------------|
| LOCAL SERVER INFORMATION | | | |
| Hosting: | Off | Server IP | |
| Initial Cache | 512 | Server Port | 0 |
| Cache | 1024 | Server Name | |
| | | DB Engine version | 16.0.0.2038 |

OK
Review last Verify / Rebuild

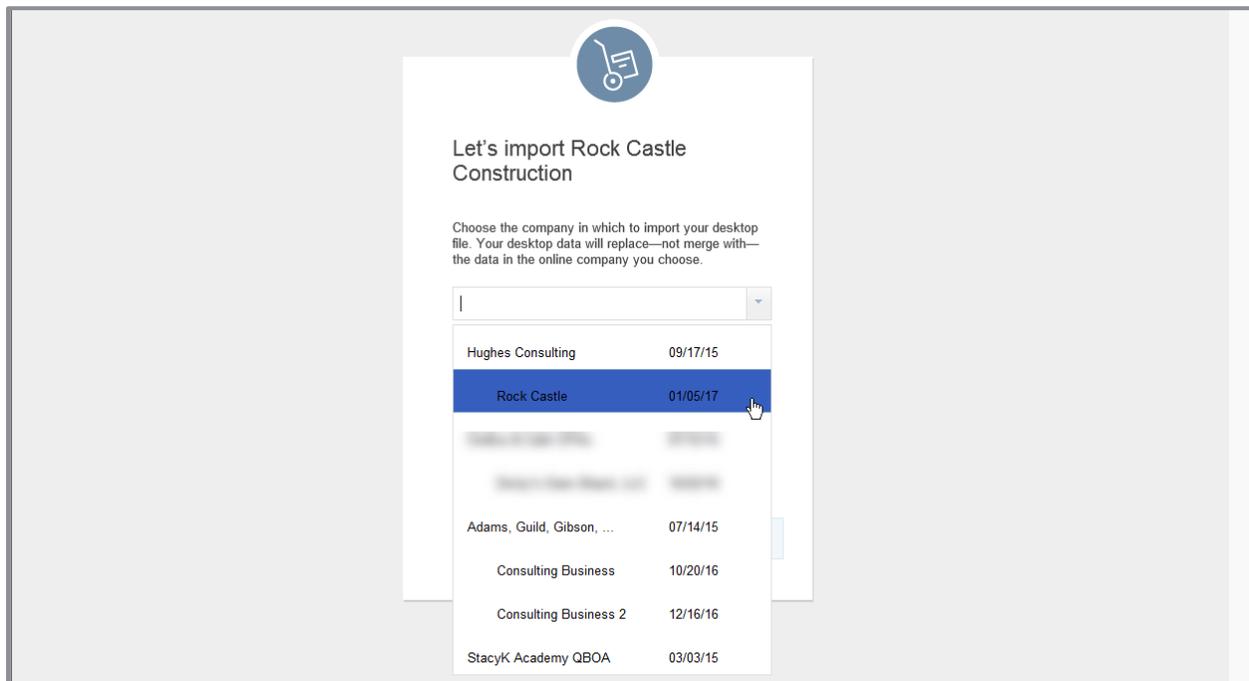
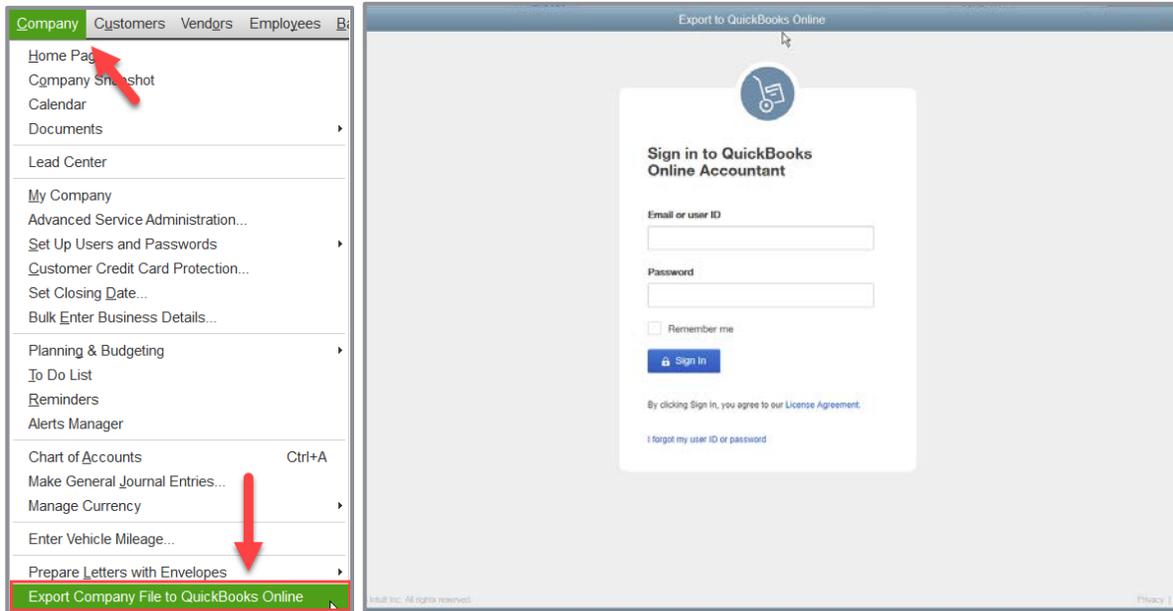
3. Navigate to **File** → **Utilities** (or **Maintenance**) → **Verify Data**. Correct any errors in the QuickBooks data before proceeding to the next step.



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



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



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

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

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

Guide Conclusion

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

By completing this module, you should be able to:

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