



INTUIT ACADEMY

Student Guide to QuickBooks Online Seminar

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About the Author



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Esther Friedberg Karp is an internationally renowned trainer, writer, business consultant and speaker who has been repeatedly listed as one of Insightful Accountant's Top 100 QuickBooks ProAdvisors in the world. She has also been named to their Top 10 list on two occasions: as Top International ProAdvisor and Top Trainer/Writer ProAdvisor.

Based in Toronto, Canada, Esther has the unique distinction of holding ProAdvisor certifications in the United States, Canada and the United Kingdom. She has authored materials and delivered educational and certification courses for Intuit in all those countries, as well as Australia where she conducted live QuickBooks Online training. She has spoken at Scaling New Heights, QuickBooks Connect and other conferences, and has written countless articles for Intuit Global.

Esther's clients include companies worldwide and accounting professionals who seek her out on behalf of their own clients. She is sought out for her expertise in various countries' editions of QuickBooks Desktop and Online, and for her talent in customizing QuickBooks usage for different industries. She also teaches QuickBooks Core and Advanced certification classes to accounting professionals in Canada.

Esther holds a BSc from the University of Toronto in Actuarial Science and Mathematics, and an MBA in Marketing and Finance from York University's Schulich School of Business.

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About Past Contributors



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Ali is a proud graduate of the University of Kansas and has held an active CPA license since 2004. She worked in audit-based roles at KPMG (Kansas City and Chicago), Jones Lang LaSalle, Hyatt Corporation, ConAgra Foods, and Farm Credit Services of America before starting Lone Tree Accounting (formerly Maloy Accounting) in 2010.

Ali is a recent graduate of the Intuit Accountant Council and a member of the Intuit Trainer Writer Network. She also serves on the Board of Directors for Launch Leadership, Inc., a non-profit that provides leadership training and development for middle and high school students.

Ali lives in Omaha, Nebraska, with her husband, Dave, and their two boys, Liam and Logan. When she's not balancing the books, you can find Ali spending time with family, tasting great wines, and planning her next trip.





Karine Woodman

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Karine Woodman specializes in integrating project management software with QuickBooks Online for the construction industry. She strives to educate and partner on improving financial workflows for her construction clients.

Karine is an alumni member of the Intuit Accountant and Advisor Customer Council (2014-2016), a member of the Intuit Trainer Writer Network and a member of the TWN Education Committee. She was also named the 2016 winner of Intuit's Global Firm of the Future contest.

Karine lives in northern Minnesota with her husband, Ryan, and their children, Evan and twins Gabrielle and Hudson. When she's not being a serial entrepreneur, she's enjoying time with family bowling, mini golfing, biking, rollerblading and swimming in one of Minnesota's 10,000 lakes.

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Pat is passionate about QuickBooks, works with new and established small business owners and managers training them to harness the power of QuickBooks by providing the keys to successfully manage their businesses.

Pat earned her MBA from the University of La Verne in Southern California and has worked as Controller and CFO in aerospace and manufacturing prior to taking the leap to self-employment in 2000 with Accounting on the Go. In her off hours Pat teaches accounting and accounting-related topics, payroll and QuickBooks at several community colleges. This is where she shines; teaching and training are her specialties.

When not working or teaching, Pat enjoys life in Southern California at the beaches, the mountains, the wineries and travels a bit with her husband to see their children and grandchildren. Pat has also participated in two 39-mile walks bringing awareness to the fight against breast cancer.



Student Guide to QuickBooks Online

This student guide serves as a take-home resource for participants to refer to when they need a refresher on the topics covered during the live QuickBooks Online seminar.

QUICKBOOKS ONLINE TEST DRIVE

Screen shots included in this guide use the QuickBooks Online test drive file. The test drive file uses a sample company file called Craig's Design & Landscaping Services and is in a QuickBooks Plus environment (we'll get into subscription levels later). Access it through the following link:

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

You don't have to create an account or sign in to access the test drive file. Just complete the security verification (if prompted) and click **Continue**.

This test drive file is designed for you to explore and try out new things without worrying about breaking something or making 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. When you log out of it, the changes you have made to the file are erased.

Introduction to QuickBooks Online

PRODUCT OVERVIEW

QuickBooks Online has many features and advantages that QuickBooks Desktop does not offer. Once you make the change to QuickBooks Online, it is important to understand the features available in the cloud and the feature availability based on your subscription level. Some advantages QuickBooks Online offers are:

- You can easily access data across multiple platforms (PC or Mac), browser or tablet
- Mobile access is included with all QuickBooks Online subscriptions at no additional cost
- There is no need to transfer data files; everyone logs in to the same account to access live data
- All data is hosted, backed up and secured by Intuit's servers
- Attaching supporting documents and transactional messaging allows for greater collaboration and centralization of information
- You can automatically create invoices and send them to clients, including delayed customer charges for unbilled time and costs
- Logins, third-party activity and list changes can be monitored using the Audit Log
- Reports can be emailed automatically to anyone using a scheduled frequency, even if they do not have access to this QuickBooks Online company file
- Further organize data with both class and location tracking; labels can be selected for locations (such as *property, store, territory*, etc.)
- Organize data by customer, sub-customer, or project
- Bank and credit card transactions are automatically downloaded once you connect your financial institution account(s) to QuickBooks using your online banking credentials
- You can invite unlimited Reports Only and/or Time Tracking Only users when using the Plus and Advanced subscription levels of QuickBooks Online

- Third-party apps sync to QuickBooks Online behind the scenes (i.e., without actually opening QuickBooks Online) since the apps sync to Intuit's always-accessible server. No downloading and managing third-party sync engines!
- Post to multiple accounts receivable and accounts payable lines in a single journal entry
- Track inventory using the first-in, first-out (FIFO) method. The only desktop edition that offers FIFO is Enterprise with Advanced Inventory.
- QuickBooks Online developers are always releasing new functionality within the software. This list of features will continue to grow!

QUICKBOOKS ONLINE SUBSCRIPTION LEVELS

QuickBooks Online is a great solution for many different types of businesses. Every company must assess their needs to find a financial accounting solution appropriate for their business. Use the QuickBooks Online subscription matrix to understand the features included with each of the three QuickBooks Online subscription levels:

<http://quickbooks.intuit.com/online/compare>

Upgrade your QuickBooks Online subscription level at any time to accommodate changes in your business.

FEATURE	SIMPLE START	ESSENTIALS	PLUS	ADVANCED
TRACK YOUR INCOME AND EXPENSES	✓	✓	✓	✓
SEND UNLIMITED ESTIMATES & INVOICES ON THE GO	✓	✓	✓	✓
IMPORT OR SEND HUNDREDS OF INVOICES AT ONCE				✓
CHARGE AND TRACK SALES TAXES	✓	✓	✓	✓
DOWNLOAD TRANSACTIONS FROM BANK & CREDIT CARD ACCOUNTS	✓	✓	✓	✓
PRINT CHECKS & RECORD TRANSACTIONS	✓	✓	✓	✓
IMPORT DATA FROM EXCEL® OR QUICKBOOKS DESKTOP	✓	✓	✓	✓
BACK UP YOUR DATA ONLINE AUTOMATICALLY	✓	✓	✓	✓

FEATURE	SIMPLE START	ESSENTIALS	PLUS	ADVANCED
SAME SECURITY & ENCRYPTION AS BANKS	✓	✓	✓	✓
ACCESS DATA FROM TABLET OR SMARTPHONE	✓	✓	✓	✓
INTEGRATE WITH AVAILABLE APPLICATIONS	✓	✓	✓	✓
SET UP INVOICES TO AUTOMATICALLY BILL ON A RECURRING SCHEDULE		✓	✓	✓
MANAGE AND PAY BILLS FROM SUPPLIERS		✓	✓	✓
SCHEDULE BILL PAYMENTS FOR LATER USING ONLINE BILL PAY (POWERED BY BILL.COM)		✓	✓	✓
CONTROL WHAT YOUR USERS CAN ACCESS		✓	✓	Advanced permission controls
CREATE AND SEND PURCHASE ORDERS			✓	✓
TRACK INVENTORY			✓	✓
GIVE EMPLOYEES & SUBCONTRACTORS LIMITED ACCESS TO ENTER TIME WORKED		✓	✓	✓
TRACK BILLABLE HOURS BY CUSTOMER		✓	✓	✓

FEATURE	SIMPLE START	ESSENTIALS	PLUS	ADVANCED
CREATE BUDGETS TO ESTIMATE FUTURE INCOME AND EXPENSES			✓	✓
CATEGORIZE YOUR INCOME AND EXPENSES USING CLASS TRACKING			✓	✓
TRACK SALES AND PROFITABILITY FOR EACH OF YOUR LOCATIONS OR DIVISIONS			✓	✓
TRACK PROJECT PROFITABILITY			✓	✓
MAXIMUM NUMBER OF CLASSES & LOCATIONS COMBINED	0	0	40	Unlimited
MAXIMUM NUMBER OF USER-CREATED GENERAL LEDGER ACCOUNTS	250	250	250	Unlimited
NUMBER OF COMPANY USERS WHO CAN ACCESS QUICKBOOKS ONLINE	1	3	5	25
NUMBER OF ACCOUNTANT USERS/FIRMS THAT CAN BE INVITED	2	2	2	3
UNLIMITED "TIME TRACKING ONLY" USERS		✓	✓	✓
UNLIMITED "REPORTS ONLY" USERS			✓	✓
NUMBER OF BUILT-IN BUSINESS REPORTS	20+	40+	65+	80+ <i>and</i> Smart Reporting by Fathom

FEATURE	SIMPLE START	ESSENTIALS	PLUS	ADVANCED
IMPORT OR SEND HUNDREDS OF INVOICES AT ONCE				✓
PAY EMPLOYEES AND FILE SOURCE DEDUCTIONS	Free trial regardless of subscription level, then continue using QuickBooks Online Payroll for an additional monthly fee			
ACCEPT ONLINE AND MOBILE PAYMENTS	QuickBooks Online Payments: pay per use			

Navigate QuickBooks Online

LOG INTO QUICKBOOKS ONLINE

To access QuickBooks Online, go to qbo.intuit.com and enter your user ID and password. For easy access, bookmark the login page on your browser. We recommend using Google Chrome when using QuickBooks Online, but you can use many different browsers to access it.

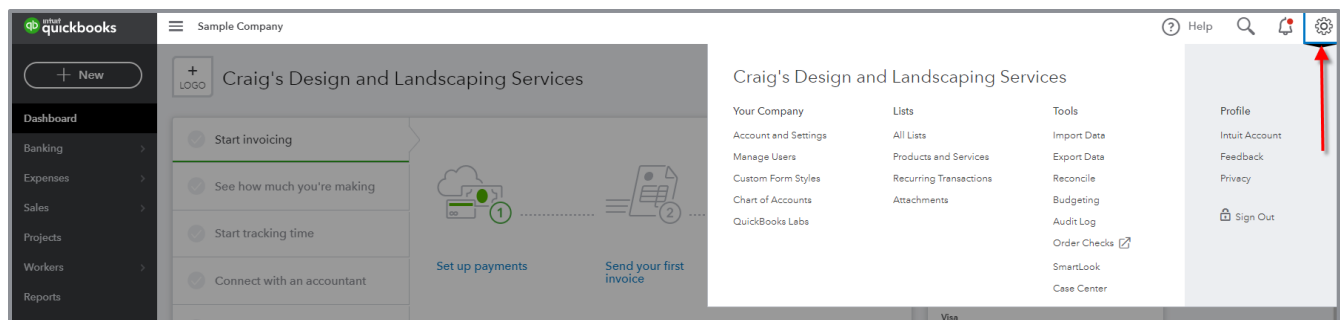
SET UP A NEW QUICKBOOKS ONLINE FILE

When you first set up your QuickBooks Online file, you have the option to use the Setup Wizard (go this route if you are starting a brand-new company file from scratch) or you can opt to import an existing QuickBooks Desktop file. If you are going to be importing an existing QuickBooks Desktop file as your starting point, we highly recommend contacting a QuickBooks ProAdvisor certified in QuickBooks Online to do this for you.

GEAR ICON

The gear icon, located in the upper right-hand corner of QuickBooks Online, contains four sections. All help you manage your QuickBooks Online file:

- Your Company
- Lists
- Tools
- Profile



HOME PAGE AND GEAR ICON

The Your Company section contains:

- Account and Settings
- Manage Users
- Custom Form Styles
- Chart of Accounts (addressed later in this guide)
- QuickBooks Labs (addressed later in this guide)

ACCOUNT AND SETTINGS (UNDER GEAR ICON)

Once in Account and Settings, you'll be taken to a screen containing several sections. We see five sections here in the test drive company. The additional sections found in the Account and Settings section of real companies can include Payments, Bill Pay and Apps. Click on the various sections in the left menu.

- **Company** – Customize your QuickBooks Online file with key information: Company logo, name, address, email address, website, telephone number and EIN

Account and Settings

Company

Usage

Sales

Expenses

Advanced

Company name

Company logo

Shown on sales forms and purchase orders.

Company name

Shown on sales forms and purchase orders.

Legal name

Used on forms like 1099s.

EIN/SSN

Same as company name

EIN SSN

Cancel Save

Company type

Tax form

Industry

Not sure/Other/None

Contact info

Company email

Company phone

Website

noreply@quickbooks.com

Address

Company address

Customer-facing address

Legal address

123 Sierra Way, San Pablo, CA 94999

Same as company address

Same as company address

Communications with Intuit

Marketing Preferences

COMPANY SETTINGS

- **Usage** – Tells you how much of your usage limits (if your subscription level has them) you are using. Usage limits areas include Billable users, Chart of Accounts, Classes and Locations (either of the last two would appear in the Usage area only if Classes and/or Locations were turned on).
- **Sales** – Manage how sales transactions are displayed on sales forms. Customize the online delivery of sales forms. Customize the look and feel of sales forms making them your own.
 - In the **Customize** section, click the button called **Customize look and feel**
 - Choose the template design. Add your logo. Change color and font.
 - Choose the content for each section of the form: Header, Activity Table and Footer
 - Customize the default email
 - In the **Sales form** content section you set the default information appearing on your sales forms:
 - Preferred terms and delivery method
 - Turn on Shipping Fields
 - Set up custom fields for sales forms (up to three for sales forms in subscriptions up to QuickBooks Online Plus; you are allowed up to 12 custom fields each for customers, sales, vendors in QuickBooks Online Advanced).
 - Custom transactions numbers
 - Add a service date field
 - Turn on discount & deposit fields
 - Track tips received from customers
 - The **Products and Services** section activates the quantity and price fields on the sales form. Turn on the inventory feature in QuickBooks Online by selecting **Track inventory quantity on hand**. The inventory feature is only available in QuickBooks Online Plus and Advanced. It is FIFO (first in first out), as opposed to average cost or LIFO.
 - Price rules can also be turned on in this section
 - Late fees can be turned on here, then settings for individual customers can be customized.
 - Progress Invoicing can be enabled here; it allows users to create multiple partial invoices from a single estimate
 - In the Messages, Reminders, Online delivery and Statements sections, modify the messages appearing on sales forms. Change the email options. Enable an aging table on the bottom of your customer statements.

- **Expenses** – Change how QuickBooks Online manages your expenses. Settings include:
 - Show items table on expense and purchase forms
 - Track expenses and items by customer
 - Make expenses and items billable (Plus and Advanced only)
 - Set default bill payment terms
 - Enable purchase orders (Plus and Advanced only)
 - Set up purchase order custom fields (you are allowed up to three in QuickBooks Online Plus; you are allowed up to 10 custom fields for customers, transactions and vendors in QuickBooks Online Advanced)
 - Purchase order custom transaction numbers
 - Default messages on purchase orders

- **Advanced** – (Note despite its “Advanced” name, this group of settings appears for all subscription levels of QuickBooks Online) This includes various accounting, automation and time-tracking settings along with features enhancing your internal controls:
 - Fiscal and income tax year beginning dates (example: if the year-end is December, enter the first month of January)
 - Select your default accounting method for reports (accrual or cash)
 - Close the books and set a closing date password
 - Select your tax form type
 - Turn on account numbers for the Chart of Accounts
 - Specify the Discount account
 - Specify the Tips account
 - Specify the Billable expense income account
 - Turn on Class and/or Location tracking (Plus and Advanced only)
 - Automation features such as:
 - Pre-fill forms with previously entered content
 - Automatically apply credits
 - Automatically invoice unbilled activity
 - Automatically apply bill payments
 - Turn on Projects
 - Time tracking options
 - Turn on Multicurrency
 - Date and number formats
 - Select a customer label
 - Option to warn if duplicate transaction numbers are used
 - Duration before user is logged out of QuickBooks Online

MANAGE USERS (ACCESSED VIA THE GEAR ICON UNDER YOUR COMPANY)

To set up users in QuickBooks Online, click the **gear** icon. Find **Manage Users** under the Your Company column. This feature may not be available in the test drive company.

Manage users Give Feedback

Users **Accounting firms**

ⓘ You're using all 5 billable users included in your plan. [Find out how to manage your usage](#) or [upgrade to Advanced](#)

Find by name Add user

NAME	EMAIL	USER TYPE	STATUS	DATE ADDED	BILLABLE 5	ACTION
John Doe	john.doe@company.com	Master admin	Active	12/20/2019	Yes	View user activity
Jane Smith	jane.smith@company.com	Admin	Active	12/27/2019	Yes	Edit ▼
Mike Jones	mike.jones@company.com	Standard user	Active	01/14/2020	Yes	Edit ▼
Emily White	emily.white@company.com	Standard user	Active	01/14/2020	Yes	Edit ▼
Robert Green	robert.green@company.com	Standard user	Active	01/21/2020	Yes	Edit ▼
William Brown	william.brown@company.com	Reports only	Active	04/07/2020	No	Edit ▼

MANAGE USERS

To add a new regular (non-Accountant) user for the company, make sure you are in the Users tab then click **Add user**. (You must allow pop-ups in your browser to add a new user. In fact, QuickBooks Online requires that pop-up blockers be disabled for the QuickBooks Online website as many tasks are performed in pop-up windows.)

Once the Add a new user window appears, choose the type of user you want to add. Choose from the following types:

- **Standard user** – You control which areas the user can access
 - Choose from All, None or Limited access to
 - Customers and Sales, and/or
 - Vendors and Purchases
 - Choose the user's administrative rights. Allow user management (add, edit and remove users) rights, and the ability to view or edit company information. Choose whether this user will have access to your subscription and billing info.
- **Company admin** – Access to all areas of the program, including settings and full access rights to all other services to which the QuickBooks Online company subscribes including payroll and Intuit payments
- **Reports only** – This user logs into a special version of QuickBooks Online giving them access to almost all reports, except payroll and list reports with contact information. You can have unlimited Reports only users with your QuickBooks Online Plus or Advanced subscription. This user type is available only in QuickBooks Online Plus or Advanced.
- **Time tracking only** – The user logs into a special version of QuickBooks Online that only has timesheets. Each user fills out their own timesheet. They do not have access to other users' timesheets. You can have unlimited Time tracking users with your QuickBooks Online Essentials, Plus or Advanced subscription. This user type is only available in QuickBooks Online Essentials, Plus or Advanced.


Once you follow the steps to set up the type of user you want, invite the user by entering their name and email address. Once the user is added, they receive an invitation by email with instructions to create a new user account or use their existing Intuit credentials and log into this QuickBooks Online company.

If a user ever forgets their user ID or password, direct them to [QBO.intuit.com](https://qbo.intuit.com) (the login page). Tell them to click the link **I forgot my user ID or Password** and follow the prompts.

To add your accountant or bookkeeper as a user for your QuickBooks Online company, click the **Accounting firms** tab, enter that person's email address and use the **Invite** button.

Manage users Give Feedback

Users Accounting firms



An accountant can be your best business partner
Make it easy to work together. Invite yours to your QuickBooks.

Invite

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

No accountant? No worries.

[Find a pro to help](#)

You can add up to two accounting/bookkeeping firm users for QuickBooks Online Simple Start, Essentials and Plus companies. QuickBooks Online Advanced companies can invite three accounting/bookkeeping firm users. The Accountant users do *not* count toward your regular company user limit allowed in your subscription choice. Accountant users have access to their clients' books at no charge to them and at no additional charge to their clients.

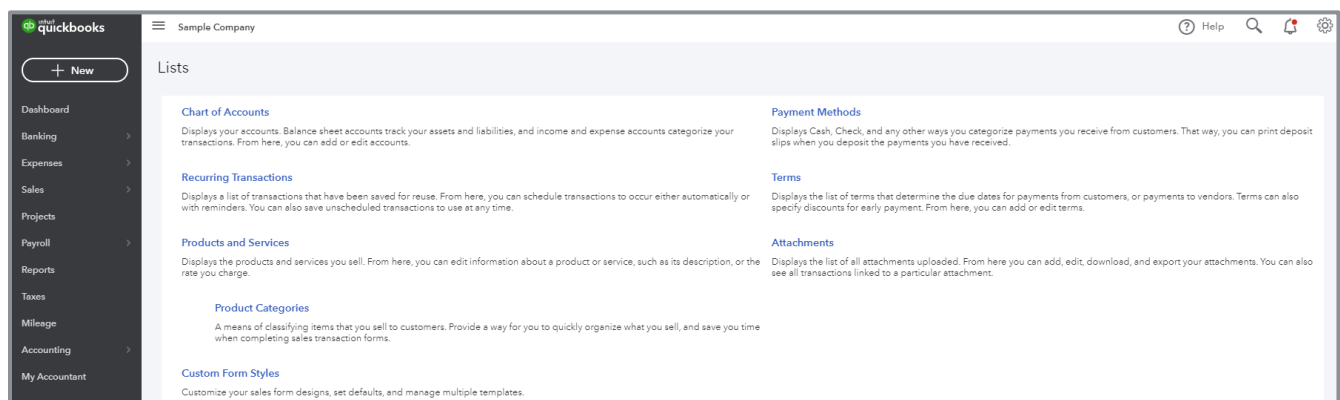
LISTS

The foundation of QuickBooks Online is the lists the program uses to store information about the accounts, customers, vendors, employees, and products and services used by your company. When these lists are set up and coded properly, the program is simple to use and provides accurate financial information to the user.

The following lists can be accessed under the **gear** icon → **All Lists**:

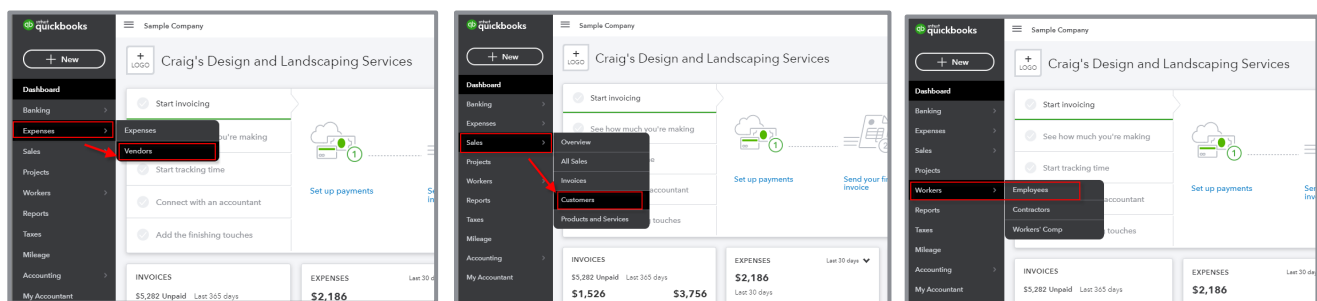
- Chart of Accounts
- Recurring Transactions
- Products and Services
- Product Categories

- Locations
- Custom Form Styles
- Payment Methods
- Terms
- Classes
- Attachments
- Custom Fields (in QuickBooks Online Advanced only)



LISTS (UNDER GEAR ICON)

The Vendor, Customer and Employee lists are found by clicking (or hovering your mouse over) the **Expenses**, **Sales** and **Workers** tabs on the left navigation bar; the appropriate sub-menu will appear and from there you can add, edit or delete list names (vendors from the Vendors sub-menu, customers from the Customers sub-menu, and employees from the Employees sub-menu).

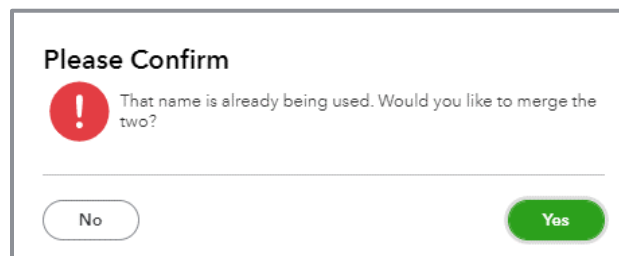


ACCESS LISTS FOR VENDORS, CUSTOMERS AND EMPLOYEES

You can also have sub-lists of items in the Customer Center. For example, if your customer has multiple branches, you can have a parent customer — perhaps the corporate office — with sub-customers for each branch where you sell. These sub-customers can also be “matters” if the QuickBooks Online company is a law firm. You can choose to bill the sub-customer’s transactions to the parent or the sub itself. In fact, you can have sub-sub-customers, sub-sub-sub-customers, and sub-sub-sub-sub-customers, going up to five levels deep including the parent customer.

You can also have sub-accounts in your Chart of Accounts. This is a great way to create subtotals on your financial statements to keep track of additional details by choosing either a collapsed or expanded view on reports. Sub-accounts can go five levels deep as well, including the parent account.

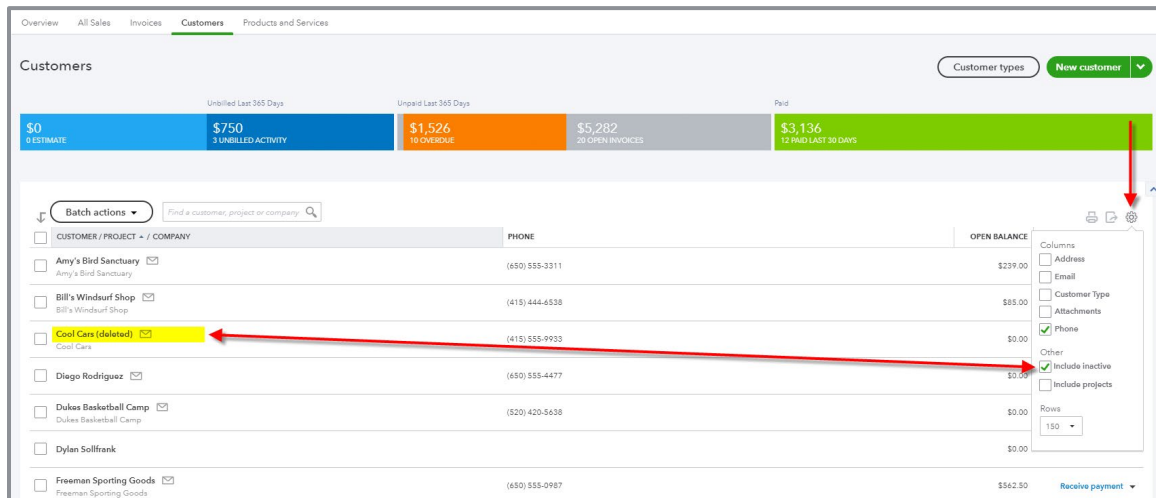
Sometimes you end up with duplicate list names. These duplicates create confusion and inefficiencies in workflow and reports. You can easily merge the two list names and clean up your lists. To merge a list name, click the name you want to eliminate, then click **Edit**. Change the Display Name to match exactly the name of the list name you want to keep, then click **Save**. When you see the following screen pop up, click **Yes**:



It is important to note the merged name is made inactive and not deleted. Deleted list names are never really deleted from QuickBooks Online. If a name is merged with another, all the transactions assigned to the merged name are reassigned to the remaining one. You can delete any list name in QuickBooks Online regardless of whether it’s been used in a transaction. It no longer appears in the list menu (unless you specify that the list should also include inactive names). However, the deleted name may still appear on reports if used in a transaction during the reporting period.

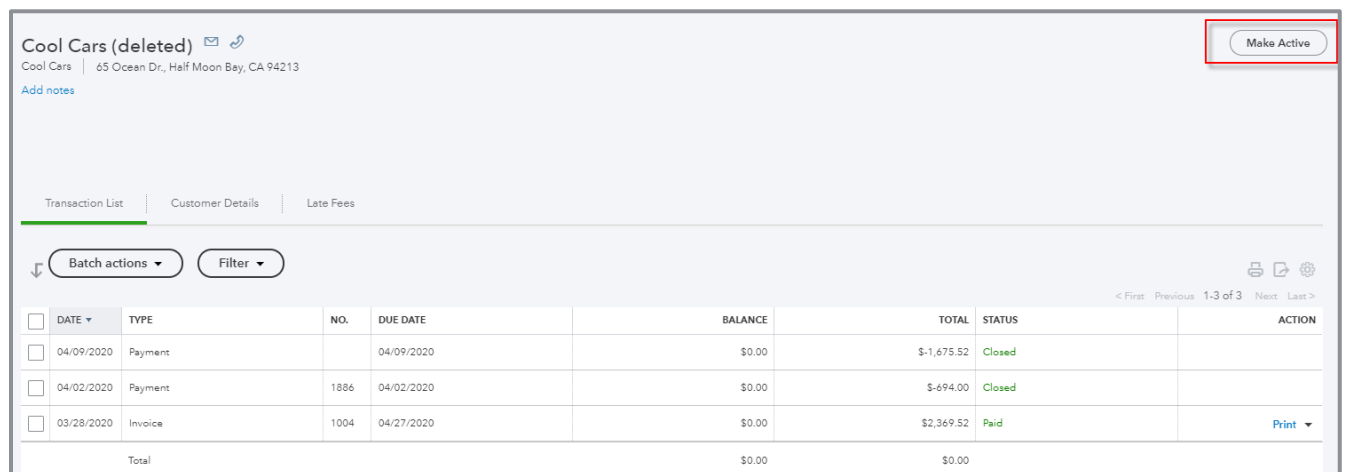
To reactivate a deleted list name:

1. Go to the **List** center.
2. Click on the small **gear** icon at the top right of the list. Check the box **Include inactive**.



INCLUDE INACTIVE LIST ITEMS

3. Click on the name to be restored, then click **Make Active**.

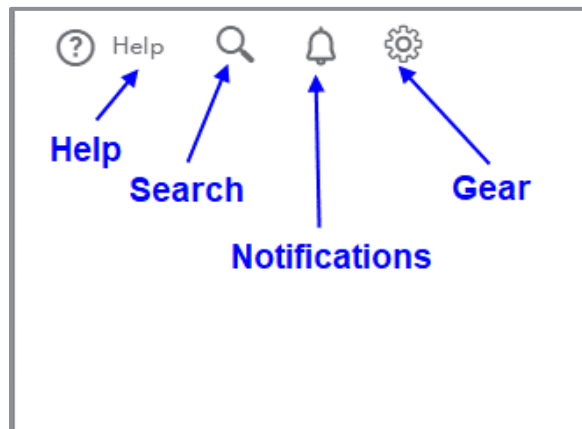


NOTE: If you need to merge a subitem, you must first make the subitem a parent (i.e., move it from its original nested location under its parent and make it a parent on its own). Then you can go back and edit the list item to make it a subitem again.

TOP NAVIGATION BAR

The top navigation bar in the top right corner of QuickBooks Online is home to several menus and features including:

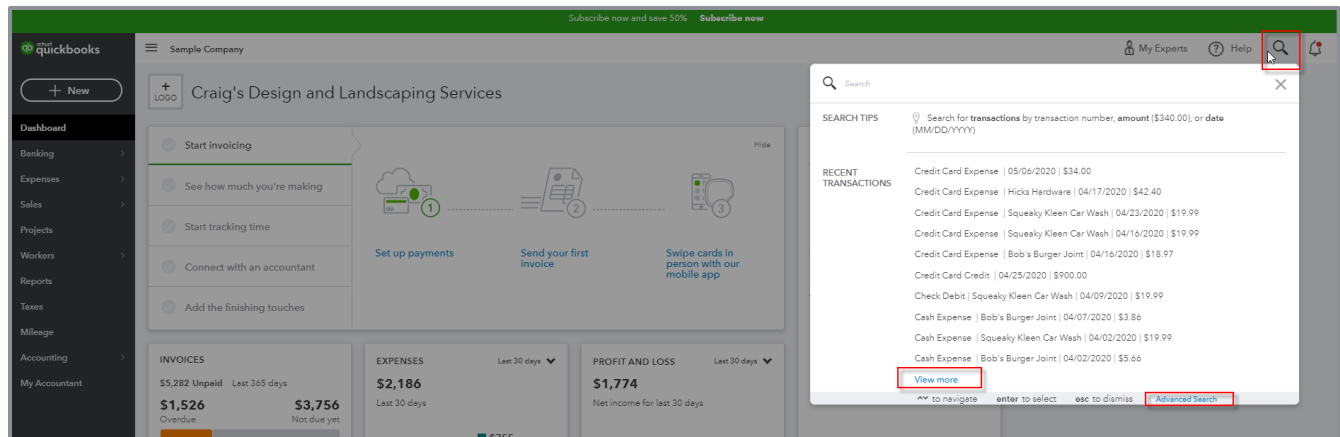
- Help menu
- Search box
- Notifications
- Gear icon



SEARCH TRANSACTIONS

Click on the **Search Transactions** icon (the magnifying glass) in the top navigation bar to display a list of recent transactions. Click on one of the transactions in the list to open the transaction screen.

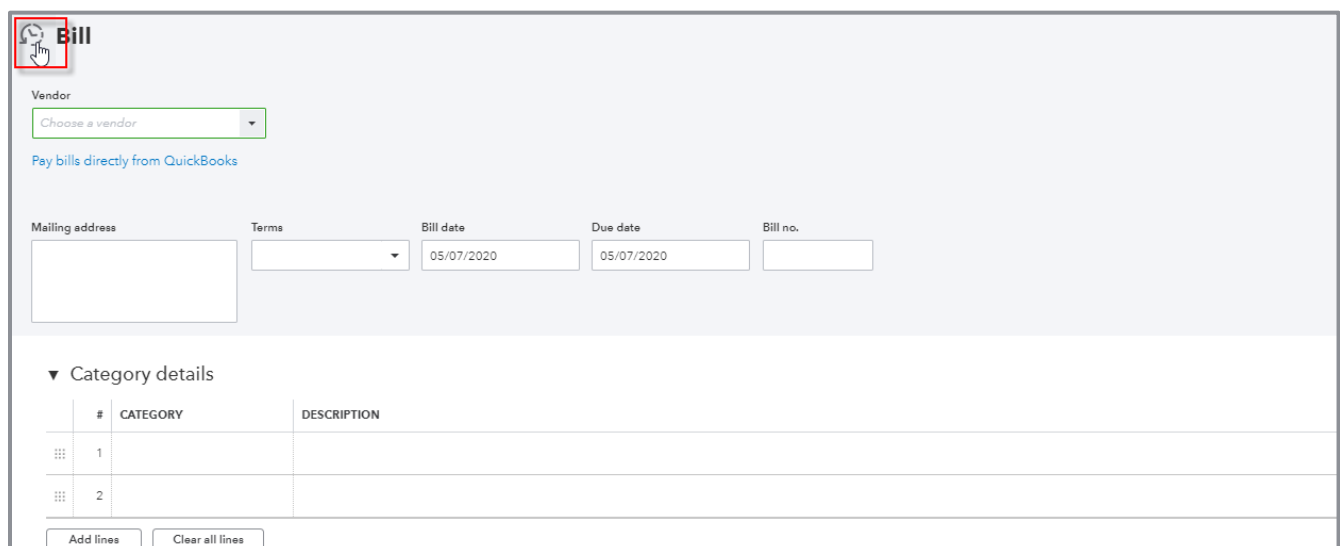
You can choose to **View more** if the list isn't long enough, or you can click **Advanced Search** to search by various parameters (such as date, amount, etc.)



CLICK SEARCH TRANSACTIONS

RECENT TRANSACTIONS

Once you are in a screen for a particular transaction type (even a new transaction that has not yet been completed or saved), click the **Recent Transactions** icon (the backward clock) in the top left corner to display a list of recent transactions of this type.



FIND RECENT TRANSACTIONS OF A PARTICULAR TYPE

Click one of the transactions in the list to open the transaction screen.

Bill

Recent Bills

Bill	04/11/2020	\$205.00	Norton Lum...
Bill	04/08/2020	\$103.55	Norton Lum...
Bill	02/25/2020	\$56.50	Cal Telephone
Bill	04/11/2020	\$315.00	Robertson &...
Bill	03/26/2020	\$900.00	Hall Properties
Bill	12/09/2019	\$300.00	Robertson &...

Due date: 05/07/2020

Bill no.

▼ Category details

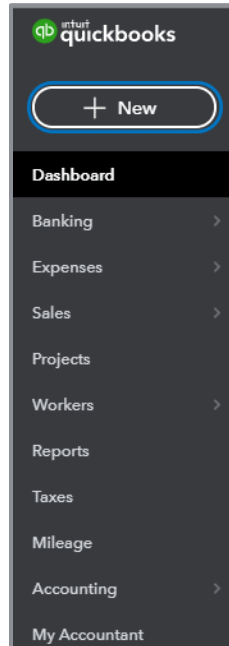
#	CATEGORY	DESCRIPTION
1		

QUICK CREATE

Clicking **+New** (Plus New) at the top of the left navigation bar displays a list of different transaction-based screens. These include Invoice, Check or Weekly Timesheet. Transactions available in +New are grouped by type (Customers, Vendors, Employees, Other) to which each transaction relates. The Other transactions include Bank Deposit, Transfer, Journal Entry, Statement, Inventory Quantity Adjustment and Pay Down Credit Card.

LEFT NAVIGATION BAR

The left navigation bar (below the +New icon) is divided into 11 tabs:



LEFT NAVIGATION BAR

- Dashboard (click this to go back to the screen where you first log in to a QuickBooks Online company)
- Banking
- Expenses
- Sales
- Projects
- Workers
- Reports
- Taxes
- Mileage
- Accounting
- My Accountant

Banking

Click **Banking** to open the Banking Center in QuickBooks Online. Here you can connect your bank and credit card accounts and categorize downloaded transactions. Connecting your accounts saves time, reduces manual entry errors and ensures your QuickBooks Online is current. Instead of manually entering the data, let QuickBooks Online get the information for you. You choose whether to add transactions as new items or match them up with items you already entered in QuickBooks Online.

Bank and Credit Cards | Checking ▾ | Update | Add account

Checking: \$3,621.93 BANK BALANCE | Updated moments ago | \$1,201.00 IN QUICKBOOKS | 25

Savings: \$200.00 BANK BALANCE | Updated moments ago | \$800.00 IN QUICKBOOKS | 1

Mastercard: \$304.96 BANK BALANCE | Updated moments ago | \$157.72 IN QUICKBOOKS | 7

For Review | Reviewed | Excluded | Take a tour | Go to Register

We were able to get transactions from Example Bank U.S.A. starting from 02/28/2020. You can match items to existing records or add them as new records. [Need more data?](#)

Batch actions ▾ | All | All (25) | Recognized (14)

<input type="checkbox"/>	DATE ▾	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input checked="" type="checkbox"/>	06/04/2020	Books By Beanie	Books by Beanie	Uncategorized Income		\$55.00	Add
<input type="checkbox"/>	05/05/2020	A Rental		Uncategorized Income		\$200.00	Add
<input type="checkbox"/>	05/05/2020	A Rental		Uncategorized Expense	\$1,200.00		Add
<input type="checkbox"/>	04/12/2020	A Rental		Uncategorized Expense	\$800.00		Add
<input type="checkbox"/>	04/09/2020	Pam Seitz	Pam Seitz	2 records found	\$75.00		View
<input type="checkbox"/>	04/09/2020			1 record found Deposit 04/09/2020 \$868.15		\$868.15	Match

BANKING CENTER

Expenses

Click **Expenses** in the left navigation bar and you'll see two sub-tabs: Expenses and Vendors. The Expenses sub-tab takes you to the Expenses Center, which can display transactions and details related to purchases and accounts payable.

Expense Transactions

Filter: Last 365 Days

Batch actions

DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
05/04/2020	Credit Card Expense			Automobile	\$34.00	
04/23/2020	Credit Card Credit			Checking	\$-900.00	
04/21/2020	Credit Card Expense		Squeaky Klean Car Wash	Automobile	\$19.99	
04/15/2020	Credit Card Expense		Hicks Hardware	Job Expenses:Job Materials/Decks and Patios	\$42.40	
04/14/2020	Credit Card Expense		Squeaky Klean Car Wash	Automobile	\$19.99	
04/14/2020	Credit Card Expense		Bob's Burger Joint	Meals and Entertainment	\$18.97	
04/12/2020	Cash Expense		Tania's Nursery	Job Expenses:Job Materials/Plants and Soil	\$-23.50	
04/09/2020	Bill Payment (Credit Card)	1	Cal Telephone		\$-56.50	
04/09/2020	Expense	1	Chin's Gas and Oil	Automobile/Fuel	\$52.56	View/Edit
04/09/2020	Expense	76	Pam Seitz	Legal & Professional Fees	\$75.00	View/Edit
04/09/2020	Check	75	Hicks Hardware	-Splits-	\$228.75	View/Edit

EXPENSES CENTER

If you click the **Vendors** sub-tab, you'll open the Vendor Center, which lists all the vendors who have been set up and/or used in QuickBooks Online.

With any subscription level of QuickBooks Online, you can prepare Form 1099 - MISC for applicable vendors by clicking the **Prepare 1099s** button at the top right of the Vendor Center.

Vendors

Unbilled Last 365 Days: \$125 (1 PURCHASE ORDER)

Unpaid Last 365 Days: \$848 (4 OVERDUE)

Open: \$1,603 (3 OPEN BILLS)

Paid: \$3,026 (22 PAID LAST 30 DAYS)

Prepare 1099s

Batch actions

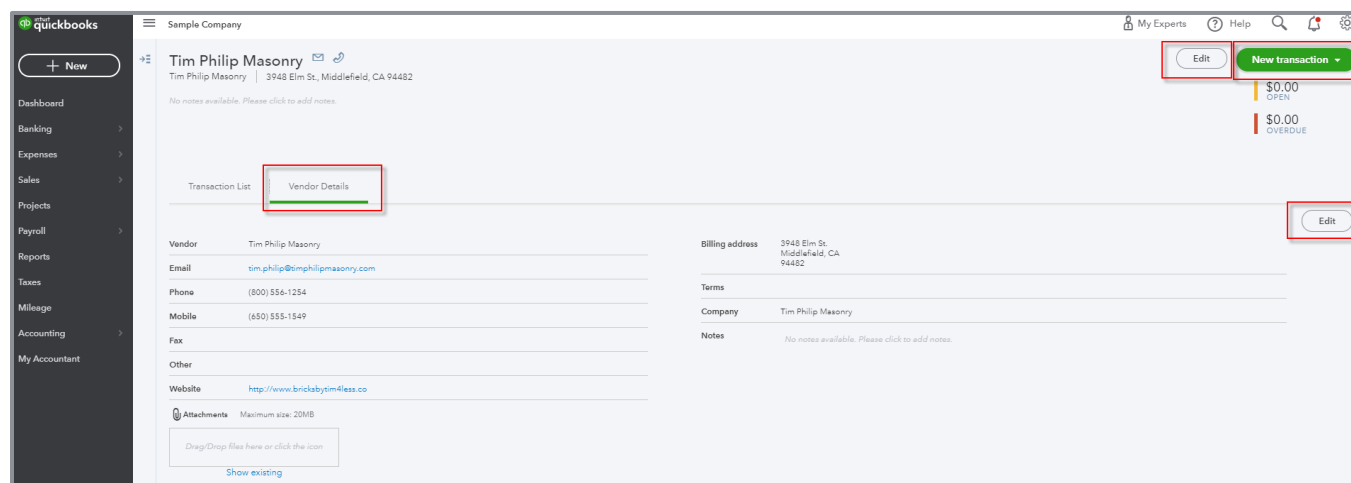
Find a vendor or company

VENDOR - / COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/> Books by Bessie	(650) 555-7745	Books@intuit.com	\$0.00	Create bill
<input type="checkbox"/> Books by Jessie			\$0.00	Create bill
<input type="checkbox"/> Brosnahan Insurance Agency	(650) 555-9912		\$241.23	Make payment
<input type="checkbox"/> Cal Telephone	(650) 555-1616		\$0.00	Create bill
<input type="checkbox"/> Chin's Gas and Oil			\$0.00	Create bill
<input type="checkbox"/> Cigna Health Care	(520) 555-9874		\$0.00	Create bill
<input type="checkbox"/> Computers by Jenni	(650) 555-8721	Mafior@intuit.com	\$0.00	Create bill

VENDOR CENTER

The colorful bar at the top of the Vendor Center is called the money bar. You can click the various colored segments to expand the list of purchase orders, accounts payable and bills that have been paid within the last 30 days.

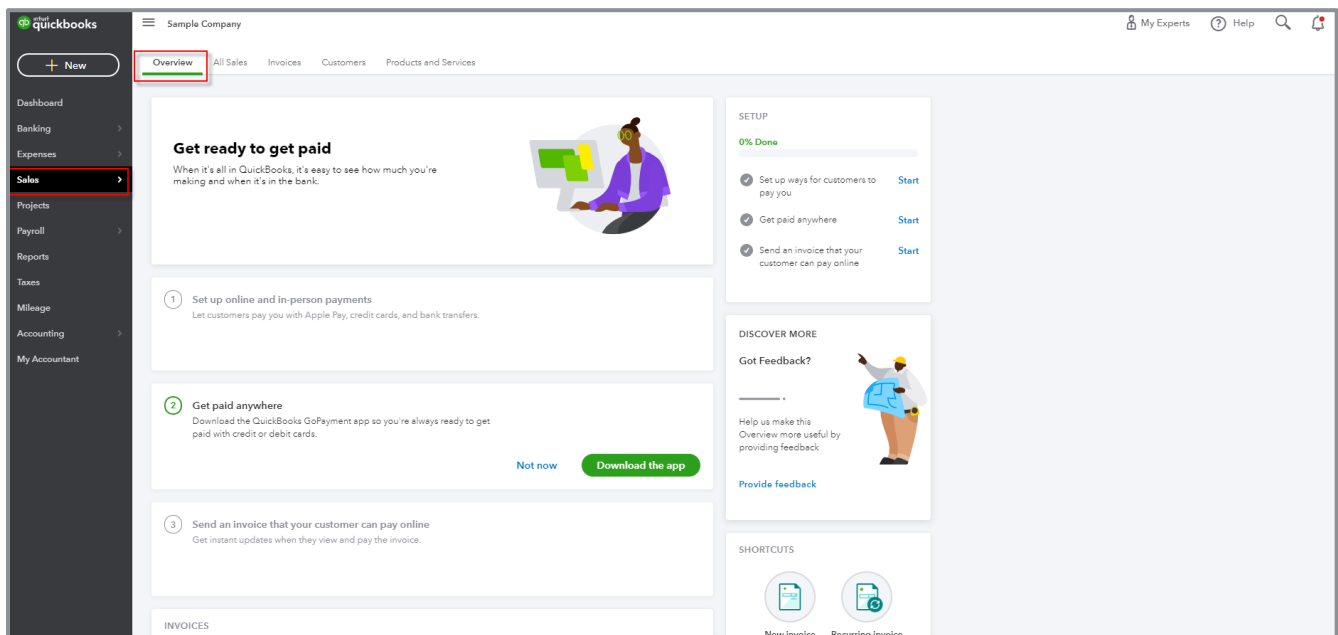
To view the details behind the numbers on the money bar, click the section you want to see. Transactions appear in the grid below. From this list, take an action for each item listed. Click the **Vendor** name. The Vendor Detail screen is displayed. The transaction list shows recent transactions for the vendor. Click **Vendor Details** tab (or one of the Edit buttons) to edit the vendor contact information or add notes. Record a new purchase-related transaction (such as a bill or a check) by clicking the **New Transaction** drop-down at the top right of the screen.



Sales

Click **Sales** in the left navigation bar and you'll see five sub-tabs: Overview, All Sales, Invoices, Customers, and Products and Services.

The Overview sub-tab provides you with some setup options as well as shortcuts to certain sales-related transactions and summary information on invoices and accounts receivable.



The All Sales sub-tab displays the Sales Center; it looks identical to the Expenses Center except that it displays details and transactions related to sales and accounts receivable. From here you can launch or edit various types of sales-related transactions, including invoices, payments and estimates by clicking the **New Transaction** drop-down at the top right of the screen.

QuickBooks Online interface showing the Sales Center (All Sales sub-tab). The summary bar displays the following data:

Unpaid	Unpaid	Overdue	Open Invoices	Paid
\$0	\$750	\$1,526	\$5,282	\$3,136
0 ESTIMATE	2 UNPAID ACTIVITY	10 OVERDUE	20 OPEN INVOICES	12 PAID LAST 30 DAYS

The table below shows a list of sales transactions:

DATE	TYPE	NO.	CUSTOMER	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
04/09/2020	Payment		Cool Cars	04/09/2020	\$0.00	\$-1,675.52	Closed	
04/09/2020	Invoice	1036	Freeman Sporting Goods 0969 Oce...	05/09/2020	\$477.50	\$477.50	Open	Receive payment
04/09/2020	Invoice	1037	Sonnenstein Family Store	05/09/2020	\$362.07	\$362.07	Open	Receive payment
04/09/2020	Invoice	1035	Mark Cho	05/09/2020	\$314.28	\$314.28	Open	Receive payment
04/09/2020	Payment		Freeman Sporting Goods 0969 Oce...	04/09/2020	\$0.00	\$-387.00	Closed	
04/08/2020	Payment		Amy's Bird Sanctuary	04/08/2020	\$0.00	\$-220.00	Closed	
04/08/2020	Invoice	1033	Geeta Kalasapapu	05/08/2020	\$629.10	\$629.10	Open	Receive payment

The Invoices sub-tab lists all invoices created, as well as their status. At the top of the Invoices list, you'll see a bar graph of accounts receivable (including what's overdue), as well as accounts receivable payments received in the last 30 days (including what's been deposited).

QuickBooks Online interface showing the Invoices sub-tab. The summary bar displays the following data:

Unpaid	Overdue	Not due yet	Paid	Not deposited	Deposited
\$5,281.52	\$1,525.50	\$3,756.02	\$3,692.22	\$2,062.52	\$1,629.70

The table below shows a list of invoices:

INVOICE	CUSTOMER	DATE	DUE DATE	BALANCE	TOTAL	STATUS	ACTIONS
1012	Shara Barnett/Barnett C	03/26/2020	04/25/2020	\$274.50	\$274.50	Overdue 10 days (Not sent)	Receive payment
1016	Kookies by Kathy	02/20/2020	03/21/2020	\$75.00	\$75.00	Overdue 45 days (Not sent)	Receive payment
1018	Sushi by Katsuyuki	03/31/2020	04/30/2020	\$80.00	\$80.00	Overdue 5 days (Not sent)	Receive payment
1022	Jeff's Jellies	03/18/2020	04/17/2020	\$81.00	\$81.00	Overdue 18 days (Not sent)	Receive payment
1024	Red Rock Diner	01/31/2020	03/01/2020	\$156.00	\$156.00	Overdue 65 days (Not sent)	Receive payment
1027	Bill's Windsurf Shop	02/21/2020	03/22/2020	\$85.00	\$85.00	Overdue 44 days (Not sent)	Receive payment
1028	Freeman Sporting Goo	02/21/2020	03/22/2020	\$81.00	\$81.00	Overdue 44 days (Not sent)	Receive payment
1005	Freeman Sporting Goo	03/31/2020	04/30/2020	\$4.00	\$54.00	Overdue 5 days (Partially paid)	Receive payment

The Customers sub-tab takes you to the Customer Center.

CUSTOMER CENTER

The colorful bar at the top of the Customer Center (and the Sales Center) is also called the money bar, but this one relates to sales-related transactions instead of purchase-related ones in the Vendor Center. Use the money bar to view the status of your receivables, create or view transactions. To view the details behind the numbers on the money bar, click the section you want to see. Transactions appear in the grid below. From this list, take an action for each item listed. Click the **Customer** name. The Customer Detail screen is displayed. The transaction list shows recent transactions for the customer. Click the **Customer Details** tab (or one of the Edit buttons) to edit the customer contact information or add notes. Record a new transaction by clicking the **New Transaction** drop-down at the top right of the screen.

The Products and Services sub-tab takes you to the Products and Services List. There you can see products and services that have been set up in QuickBooks, their types (e.g., inventory, non-inventory, service or bundle items) as well as any product category groupings that have been set up to segregate them, and inventory information for those items that have been set up as inventory in QuickBooks Online Plus or Advanced.

You can edit items in this list or click **New** in the top right to create a new item.

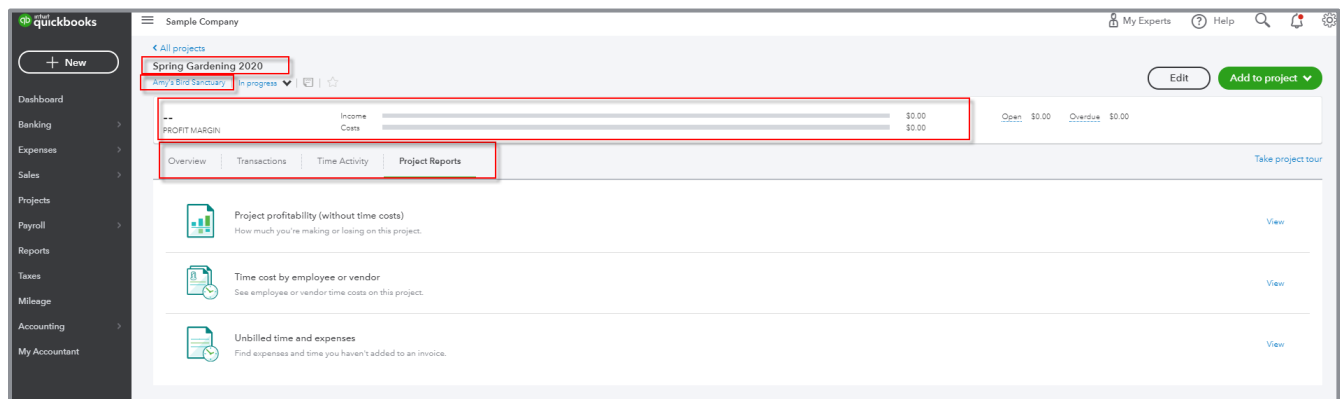
The screenshot displays the QuickBooks Online interface for the 'Products and Services' list. The sidebar on the left contains navigation links, with 'Sales' highlighted. The main content area shows the 'Products and Services' tab selected. At the top right of the main area, there is a 'New' button. Below this, there are two status indicators: 'LOW STOCK' and 'OUT OF STOCK'. A table lists various items, including 'Design', 'Concrete', 'Pump', 'Rock Fountain', and 'Lighting'. Each item has columns for Name, SKU, Type, Sales Description, Sales Price, Cost, Taxable, Qty on Hand, Reorder Point, and Action. The 'Action' column contains an 'Edit' button for each item.

NAME	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	TAXABLE	QTY ON HAND	REORDER POINT	ACTION
Design		Service	Custom Design	75					Edit
Concrete		Service	Concrete for fountain inst...	0					Edit
Pump	P461-17	Inventory	Fountain Pump	15	10		25		Edit
Rock Fountain	R154-88	Inventory	Rock Fountain	275	125		2		Edit
Lighting		Service	Garden Lighting	0					Edit

Products and Services will be discussed in greater depth later in this training.

Projects

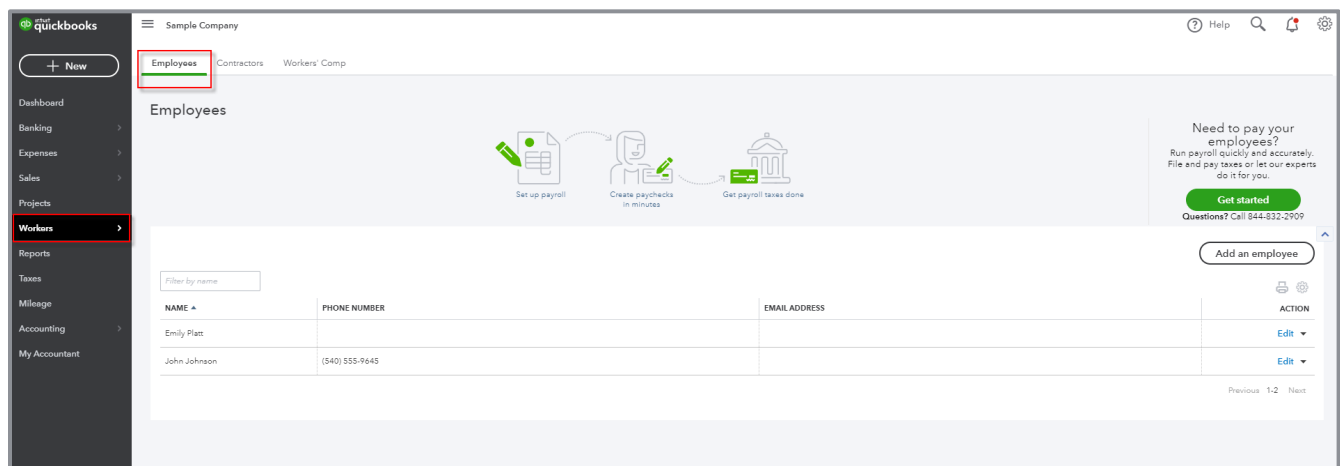
Click **Projects** to open the Projects Center. This area gives you a bird's eye view of your jobs along with all the associated transactions, notes, and reports. This option must be turned on in Account and Settings under the Advanced tab and is only available in QuickBooks Online Plus and Advanced.



PROJECTS CENTER

Workers

Click **Workers** to open the Employee Center. Sign up for a QuickBooks Payroll subscription and keep track of employee information. Add a payroll subscription to any level of QuickBooks Online. Choose from QuickBooks Online Core, Premium and Elite Payroll.



EMPLOYEE CENTER

Reports

Reports are a listing of all the reports available in QuickBooks Online. They are divided into three sections:

- Standard reports
- Custom reports
- Management reports

In the Standard sub-tab, the reports that came by default with your subscription level of QuickBooks Online are listed, grouped in categories.

The screenshot displays the QuickBooks Online interface. On the left sidebar, the 'Reports' menu item is highlighted. The main content area shows the 'Standard' sub-tab selected, with a search bar and a list of reports categorized into 'Favorites' and 'Business overview'.

What's new?

All common accounting reports are in one place, the **Standard** tab. Mark the ones you use most with a star. This adds them to the new **Favorites** section.

Reports

Standard | Custom reports | Management reports

Find report by name

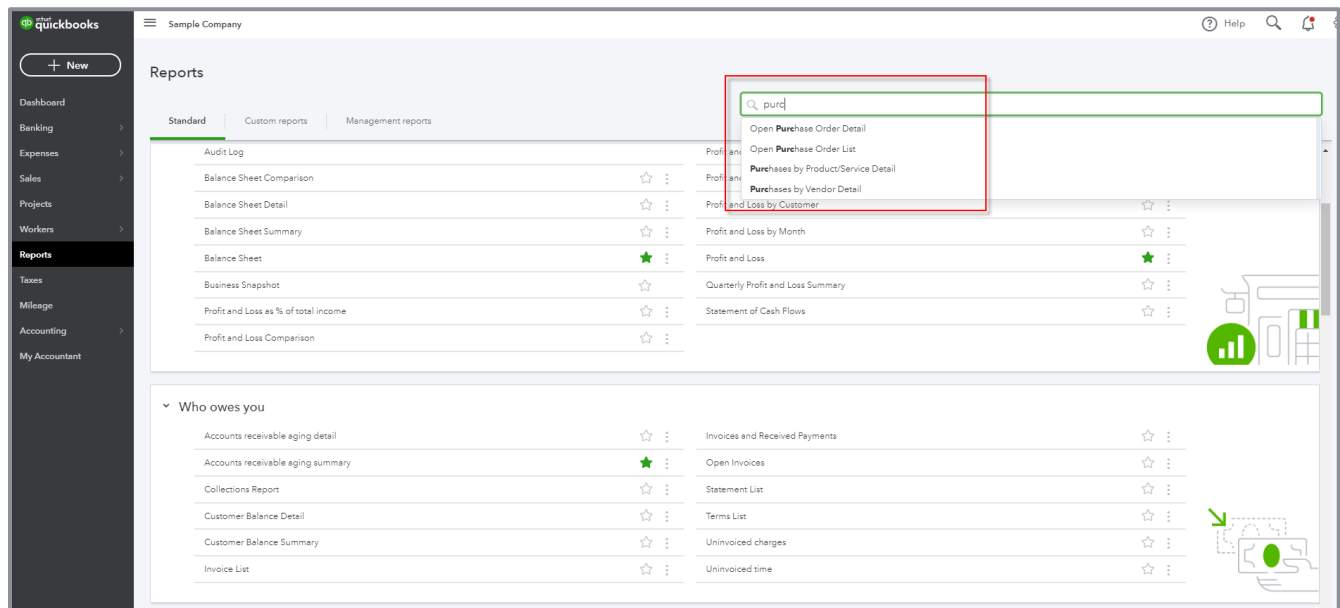
Favorites

Accounts receivable aging summary	★
Balance Sheet	★
Profit and Loss	★

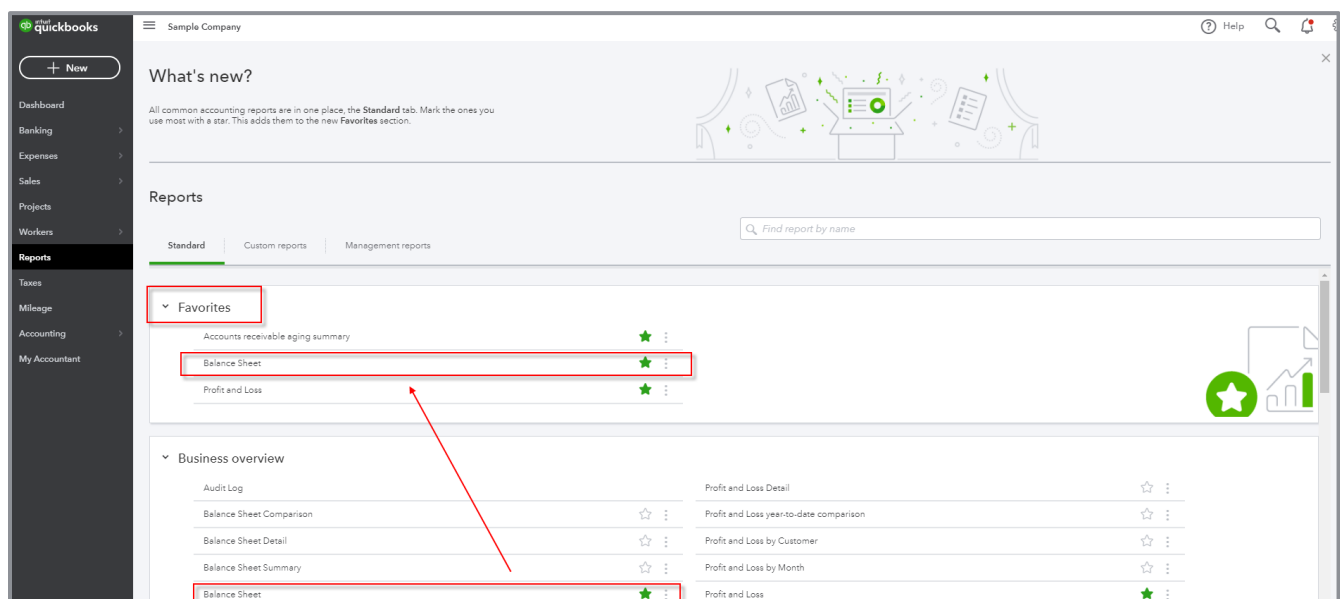
Business overview

Audit Log	☆
Balance Sheet Comparison	☆
Balance Sheet Detail	☆
Balance Sheet Summary	☆
Balance Sheet	★
Business Snapshot	☆
Profit and Loss Detail	☆
Profit and Loss year-to-date comparison	☆
Profit and Loss by Customer	☆
Profit and Loss by Month	☆
Profit and Loss	★
Quarterly Profit and Loss Summary	☆

You can scroll down to find the category of reports you want and click the individual report you wish to run, or you can start typing part of the report name in the search bar at the top right, and QuickBooks will list the available reports that contain that string, then click the correct report in the drop-down. Regardless of how you find the report, when you click the report name, the report opens.



You can also click the green star outline to the right of any report name in its subcategory. That turns the star solid green and adds that report to the top subcategory, Favorites, for easy access:



Taxes

- **Sales Tax** – Opens the Sales Tax Center to set up and manage your sales tax settings and payments
- **Payroll Tax** – Opens the Payroll Tax Center to set up and manage your payroll tax settings and payments when using QuickBooks Online Payroll

Mileage

Click **Mileage** to go to the Mileage menu. You can add mileage for various trips in this section, and, if you've been using the QuickBooks mobile app to track mileage automatically, those trips will appear here. Trips can be categorized as business or personal in the mobile app as well as in this section of QuickBooks Online on the web. You can set up different vehicles if necessary.

The screenshot shows the QuickBooks Online interface. On the left, the sidebar has a 'Mileage' menu item highlighted. The main content area is titled 'Mileage' and shows a dashboard for the year 2020. It includes a bar chart for monthly mileage and a table for trip details. A 'New trip' modal window is open on the right, with fields for Trip date, Distance, Starting point, Ending point, Cool Cars, Mark trip as (Business/Personal), Description, and Vehicle. The 'Save' button is at the bottom right of the modal.

Accounting

Click **Accounting** to go to the Reconcile and Chart of Accounts menus. This is just one of several access points for these functions in QuickBooks.

My Accountant

Click **My Accountant** to allow collaboration with your accountant (if you have one or more Accountant users in QuickBooks Online). You can view and respond to your accountant's requests as well as upload documents safely.

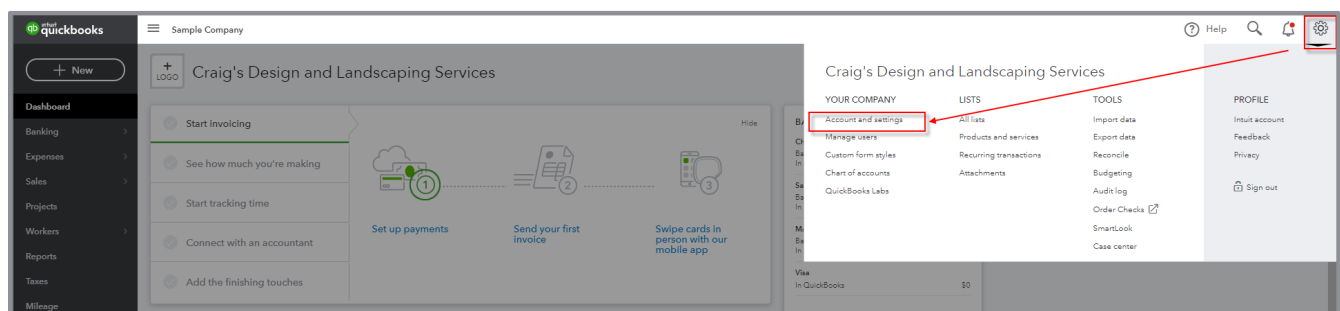
Chart of Accounts

Proper setup of the Chart of Accounts is essential to produce useful and meaningful reports in QuickBooks Online.

When first setting up your QuickBooks company, QuickBooks Online creates a Chart of Accounts based on the industry you choose. (This is the case unless you import an existing QuickBooks Desktop company file. In that case, your Chart of Accounts would be the same one used in the QuickBooks Desktop file.)

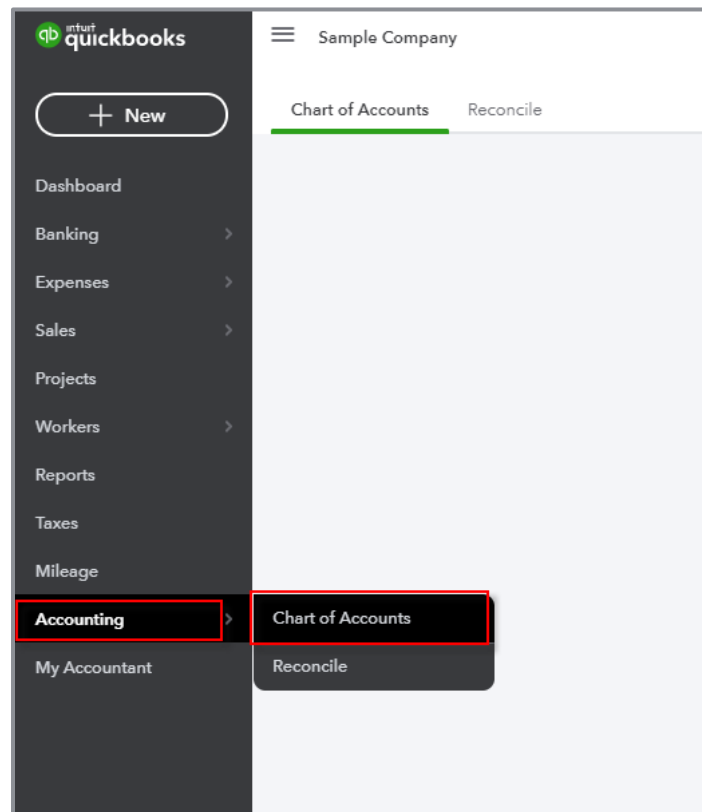
As you set up your Chart of Accounts, follow these steps to get started:

1. Decide if you will use account numbers. If so, enable them using the Advanced tab in Account and Settings (accessed by clicking the **gear** icon).

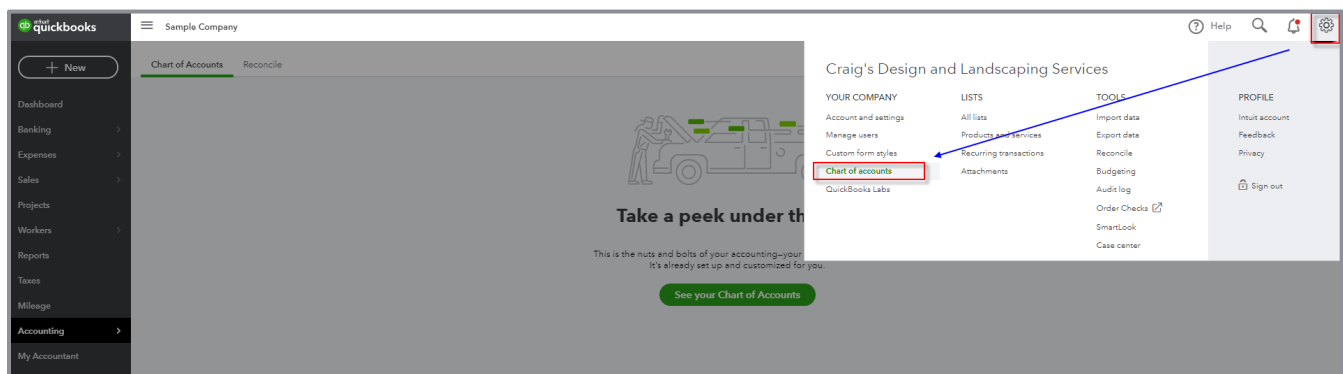


Account and Settings				Help
Company	Accounting	First month of fiscal year	January	
Usage		First month of income tax year	Same as fiscal year	
Sales		Accounting method	Accrual	
Expenses		Close the books	Off	
Advanced	Company type	Tax form	Not sure/Other/None	
	Chart of accounts	Enable account numbers	Off	
		Discount account	Discounts given	
		Tips account		
		Billable expense income account	Billable Expense Income	
	Categories	Track classes	Off	
		Track locations	Off	
	Automation	Pre-fill forms with previously entered content	On	
		Automatically apply credits	On	
		Automatically invoice unbilled activity	Off	
		Automatically apply bill payments	On	
	Projects	Organize all job-related activity in one place	On	
	Time tracking	Add Service field to timesheets	On	
		Make Single-Time Activity Billable to Customer	On	
	Currency	Home Currency	United States Dollar	
		Multicurrency	Off	

2. Open the Chart of Accounts by clicking **Accounting** in the left navigation bar, then click **Chart of Accounts**.



Another way to access the Chart of Accounts is to click the **gear** icon, then select **Chart of Accounts**.



If this is your first time opening the Chart of Accounts in this company, you'll be prompted to click **See your Chart of Accounts**.

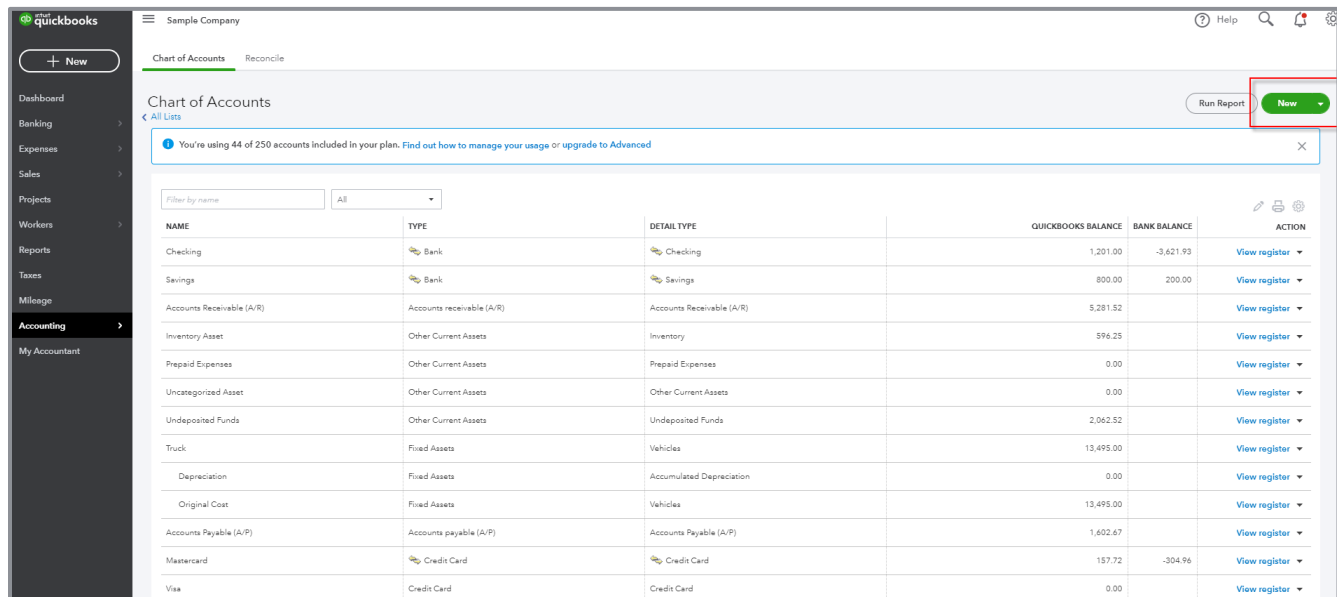


Chart of Accounts

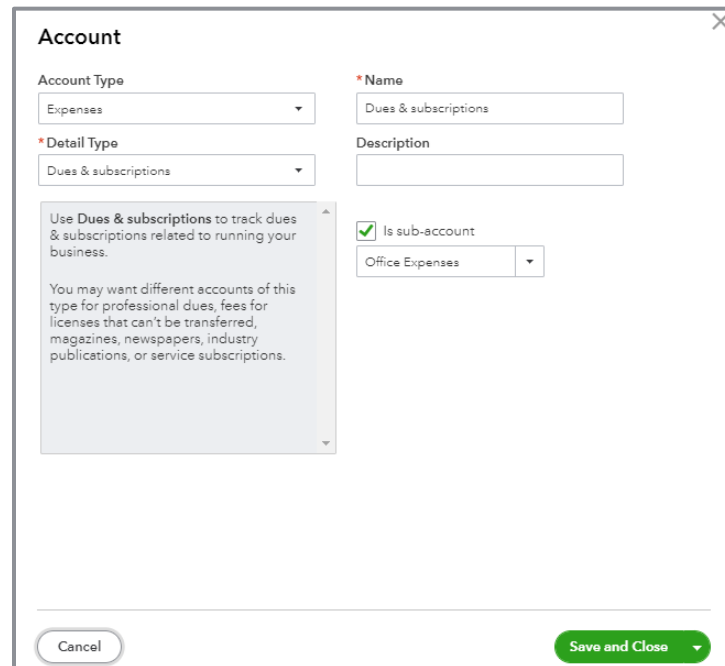
You're using 44 of 250 accounts included in your plan. [Find out how to manage your usage or upgrade to Advanced](#)

Filter by name: All

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Checking	Bank	Checking	1,201.00	-3,621.93	View register
Savings	Bank	Savings	800.00	200.00	View register
Accounts Receivable (A/R)	Accounts receivable (A/R)	Accounts Receivable (A/R)	5,281.52		View register
Inventory Asset	Other Current Assets	Inventory	596.25		View register
Prepaid Expenses	Other Current Assets	Prepaid Expenses	0.00		View register
Uncategorized Asset	Other Current Assets	Other Current Assets	0.00		View register
Undeposited Funds	Other Current Assets	Undeposited Funds	2,042.52		View register
Truck	Fixed Assets	Vehicles	13,495.00		View register
Depreciation	Fixed Assets	Accumulated Depreciation	0.00		View register
Original Cost	Fixed Assets	Vehicles	13,495.00		View register
Accounts Payable (A/P)	Accounts payable (A/P)	Accounts Payable (A/P)	1,602.67		View register
Mastercard	Credit Card	Credit Card	157.72	-304.96	View register
Visa	Credit Card	Credit Card	0.00		View register

CHART OF ACCOUNTS

- To create a new account on the Chart of Accounts, click **New** in the top right corner to open the Account window.
- Choose the **Account Type**. The account type is the general account type (e.g., Bank, Accounts Receivable, Long Term Liabilities, Equity, Income, Expenses, etc.).
- Choose the **Detail Type**. The detail type is important when planning to use the Books-To-Tax tool with Intuit Tax Online. It references line items on the tax return. Selecting a **Detail Type** also prefills the Name field.
- Enter an appropriate name for the account you are creating. Assign an account number if you have chosen to use account numbers. Give it a description, if desired. The Description field is *not* required.
- If the account is a sub-account of another account, check the box choosing the appropriate parent account from the drop-down box.
- The More info on opening balances box (which would appear in the case of Balance Sheet accounts) should *not* be used in most cases. When an amount is put in this box, an offsetting debit or credit is made to an account called Opening Balance Equity. This may cause major issues when reconciling the account later! (You should speak with a QuickBooks ProAdvisor if you need more insight.)
- When finished, click **Save and Close** (or **Save and New** to create another account).



Account

Account Type: Expenses

* Name: Dues & subscriptions

* Detail Type: Dues & subscriptions

Description:

Use **Dues & subscriptions** to track dues & subscriptions related to running your business.

You may want different accounts of this type for professional dues, fees for licenses that can't be transferred, magazines, newspapers, industry publications, or service subscriptions.

☒ Is sub-account

Office Expenses

Cancel Save and Close

CREATE AN ACCOUNT ON THE CHART OF ACCOUNTS

To edit the number or name of an existing account in your Chart of Accounts, open the Chart of Accounts and click the **pencil** icon at the top right of the list. This opens a grid format allowing you to change the name and account number without opening the edit screen for each account.



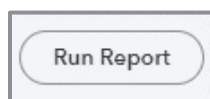
PENCIL ICON

To print the Chart of Accounts click the **printer** icon (also on the top right of the list).



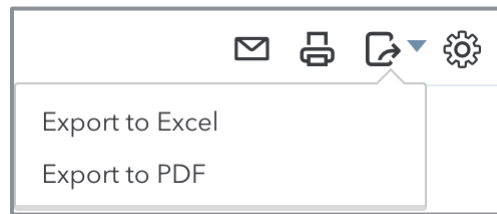
PRINTER ICON

To export the Chart of Accounts to Microsoft Excel® click the **Run Report** button in the top-right corner of the Chart of Accounts screen, next to the New button.



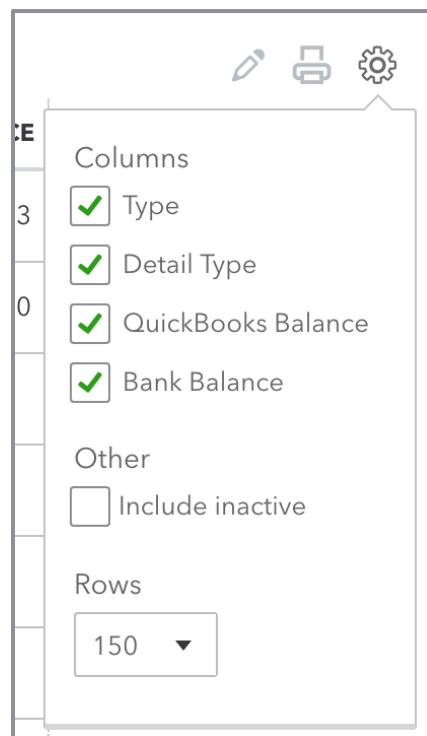
RUN REPORT BUTTON

Once the report is created, it can be exported to Excel or PDF by clicking the **export** icon.



EXPORT ICON

To modify the columns displayed on the Chart of Accounts, click the small **gear** icon to the top right of the list.



SMALL GEAR ICON

Every balance sheet account in the Chart of Accounts (except Retained Earnings) has a register. Click **View Register** to see the transactions in that account.

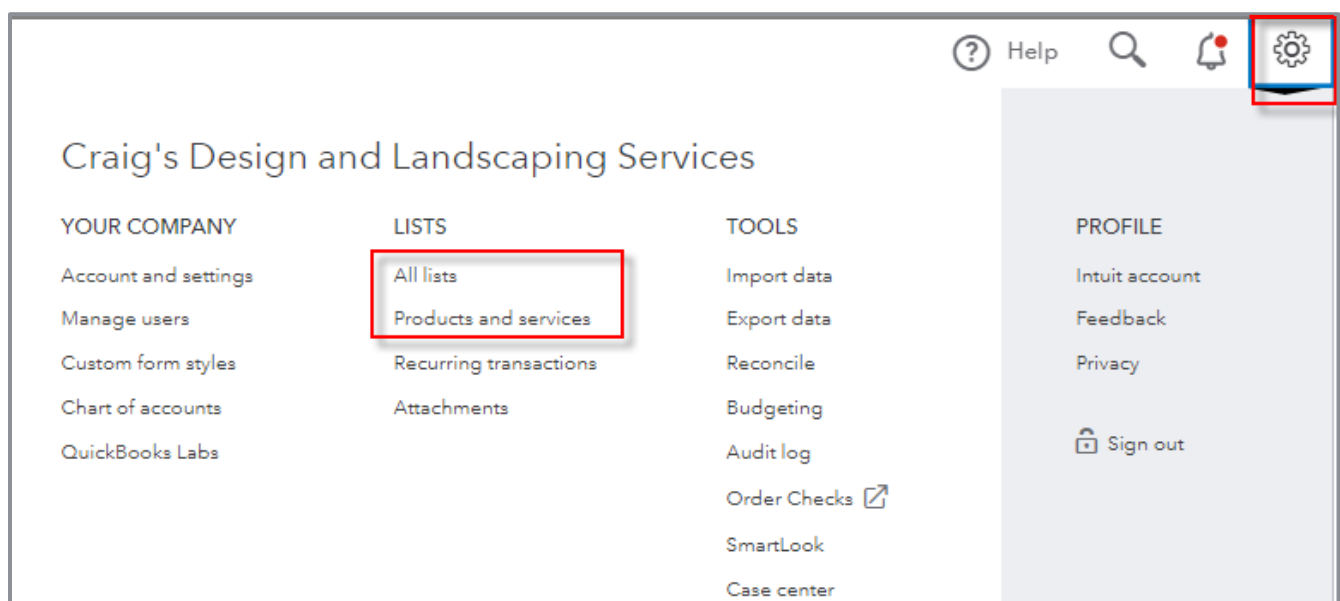
PRODUCTS AND SERVICES

The Products and Services list contains the products and services appearing on your purchase and sales transactions. Each product or service must be mapped to an account in the Chart of Accounts. Each time a product or service is used in a transaction, an accounting entry is made behind the scenes using the mapping information associated with the product or service.

NAME	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	TAXABLE	QTY ON HAND	REORDER POINT	ACTION
Design		Service	Custom Design	75					Edit
Concrete		Service	Concrete for fountain i...	0					Edit
Pump	P461-17	Inventory	Fountain Pump	15	10		25		Edit

PRODUCTS AND SERVICES LIST

To get to the Products and Services list, use the **gear** icon in the top navigation bar and click **Products and services**. (It is also available by clicking the **gear** icon → **All lists**.)



As discussed earlier, the Products and Services list can also be accessed by clicking **Sales** in the left navigation bar, then clicking the **Products and Services** sub-tab.

To create a new product or service:

1. Click the **New** button at the top right of your Products and Services list.
2. Select which type of product or service you are creating:
 - **Inventory** – Items you buy and/or sell and track quantities
 - **Non-Inventory** – Items you buy and/or sell but don't need to (or can't) track quantities
 - **Service** – Services you provide to customers
 - **Bundle** – Collection of products and services you sell together (e.g., a gift basket)

NOTE: Inventory items are available only in QuickBooks Online Plus and Advanced subscriptions, and inventory tracking has to be turned on in the Account and Settings as well. We will cover turning on inventory tracking later in this training.

Product/Service information

Non-inventory [Change type](#)

Name*

SKU

Category

Choose a category

Description

☒ I sell this product/service to my customers.

Description on sales forms

Sales price/rate

Income account

Services

Let QuickBooks calculate your sales tax

Sales tax category

Taxable - stan...

Purchasing information

☐ I purchase this product/service from a vendor.

Save and close

CREATION OF A PRODUCT/SERVICE WINDOW

3. Choose a **Name** for your product or service. If you are using stock keeping units (SKUs), enter one in the **SKU** field.

4. Use the **Category** field, if desired, to segregate this product or service into a particular Product Category.
5. If applicable, you can add a picture of the product or service here.
6. If this product or service is going to appear on sales forms (as the vast majority of products and services will), make sure you check the box next to **I sell this product/service to my customers**. This ensures various fields related to this product or service appear on sales forms.
7. Enter a default description to pop up on sales forms for this product or service, if desired. Default descriptions can be overwritten or wiped out on an individual sales form.
8. Enter the **Sales price/rate**. Choose the appropriate **Income account**. Check the box if the item is subject to sales tax. If the price changes, leave it blank. You will fill in the price on the individual sales receipts or invoices.
9. Notice there are two sections to consider when creating a product or service: one for Sales information (the fields you filled in up until now) and one for Purchasing information. Check both boxes if you want to track profitability of your product or service. Once the box **I purchase this product/service from a vendor** is checked, a description box appears for purchases along with fields for the cost and expense account. This “two-sided” feature is available in the Plus and Advanced subscriptions only. Create two-sided items (each one is mapped to an income account when selling and expense accounts when buying), so one item name for both purchases and sales of a particular product or service.

PRODUCT CATEGORIES IN QUICKBOOKS ONLINE

Product Categories serve two purposes:

- All product/services of the same category are totaled on your reports
- Using Categories makes data entry easier. If a category name for the parent is chosen (for example *Candles*), then add a product/service for each type of candle you sell and choose the category name in the sales form. The product/service will be listed below it. This can make finding items faster, especially if you have a lot of them! This method results in a much cleaner and more concise product and services list and allows for more robust reporting capabilities.

INVENTORY TRACKING IN QUICKBOOKS ONLINE

To activate inventory tracking in QuickBooks Online Plus or Advanced, enable it under the **gear** icon → **Account and Settings** → **Sales** → **Products and Services** → **Track inventory quantity on hand**. QuickBooks Online values inventory using the first-in, first-out, or FIFO method. It is important to note all versions of QuickBooks Desktop use the weighted average cost method of inventory valuation, except QuickBooks Enterprise Solutions with Advanced Inventory, which allows the user to choose between weighted average cost and FIFO.

Features of inventory tracking include:

- Quantity available can be seen on sales forms
- Adjustments to Inventory, including starting values, date and quantity, and batch adjustments (adjusting multiple products at one time)
- Physical Inventory Worksheet report

Vendors and Expense / Purchase Transactions

CREATE A VENDOR

Navigate to the Vendor Center (click **Expenses** on the left navigation bar and select the **Vendors** sub-tab). Click the green **New Vendor** button at the top right of the screen. Enter the required information about your vendor: name, address and other contact information. If tracking billable time, enter the Billing rate here. You can store the vendor's Business ID number as well. And, with any QuickBooks Online subscription level, you can click the box to **Track payments for 1099** reporting.

×

Vendor Information

Title	First name	Middle name	Last name	Suffix	Email		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Separate multiple emails with commas"/>		
Company					Phone	Mobile	Fax
<input type="text"/>					<input type="text"/>	<input type="text"/>	<input type="text"/>
* Display name as					Other	Website	
<input type="text"/>					<input type="text"/>	<input type="text"/>	
Print on check as <input checked="" type="checkbox"/> Use display name					Billing rate (/hr)		
<input type="text"/>					<input type="text"/>		
Address map					Terms		
<input type="text" value="Street"/>					<input type="text" value="Enter Text"/>	<input type="text"/>	
<input type="text" value="City/Town"/>			<input type="text" value="State/Province"/>		Opening balance	as of	
<input type="text" value="ZIP code"/>			<input type="text" value="Country"/>		<input type="text"/>	<input type="text" value="07/05/2018"/>	
Notes					Account no.		
<input type="text"/>					<input type="text" value="Appears in the memo of all payments"/>		
					Business ID No.	<input type="text"/>	
					<input type="checkbox"/> Track payments for 1099		

Attachments

Maximum size: 25MB

Cancel

Privacy

Save

NEW VENDOR WINDOW

Vendors can be created on the fly. Create a new vendor during the process of entering a purchase transaction. To do this, select **Add New** from the drop-down box in the Payee/Vendor field of a purchase transaction (such as expenses, checks, and bills).

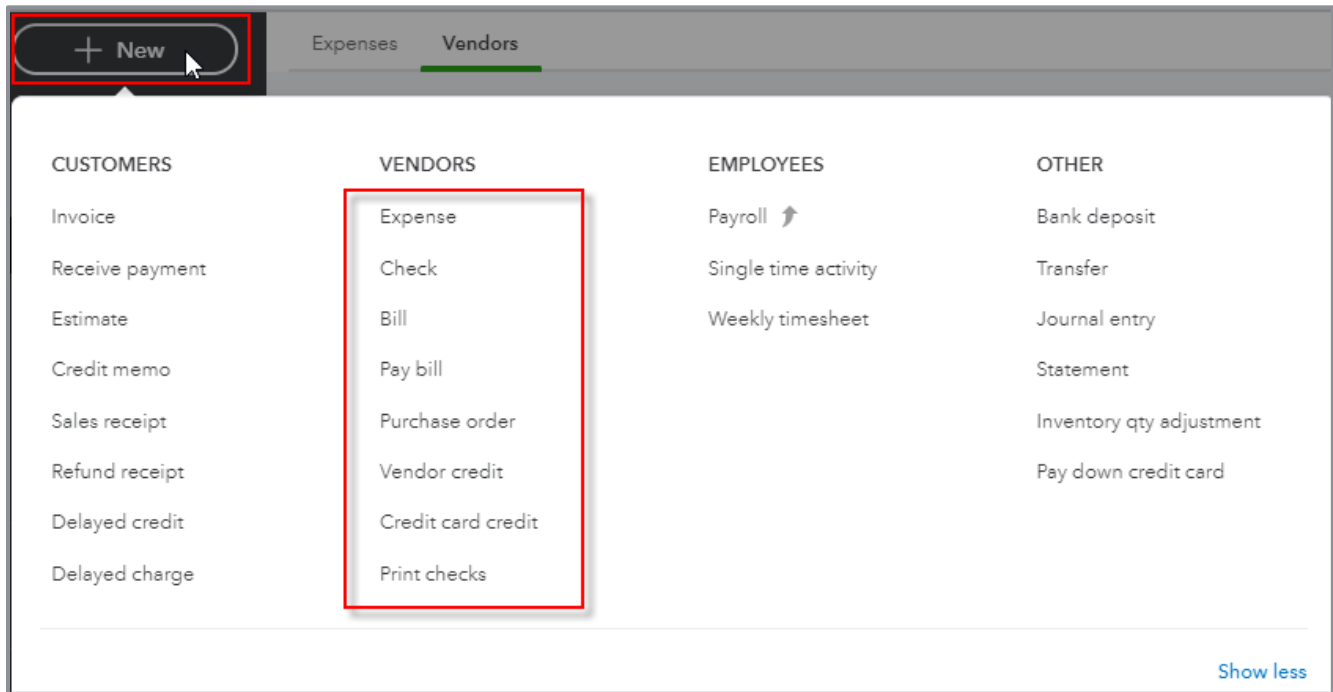
CREATE EXPENSE/PURCHASE TRANSACTIONS

There are seven types of expense/purchase transactions available to use in QuickBooks Online:

- Expense
- Check
- Bill
- Pay Bill
- Purchase Order
- Vendor Credit
- Credit Card Credit
- Print Checks

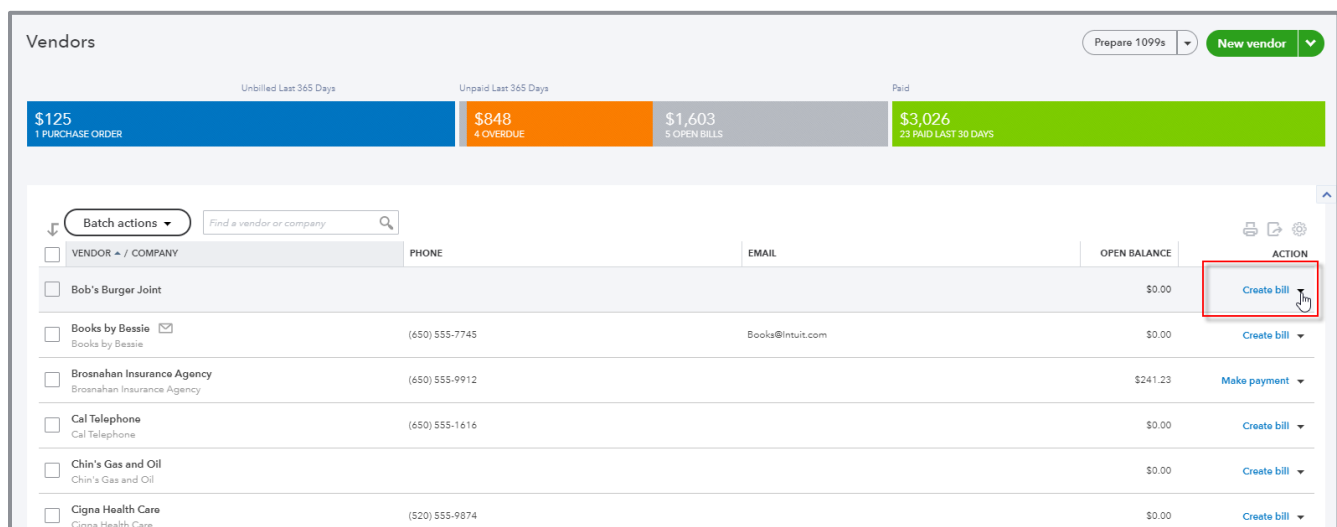
The three main ways to create these transactions are:

- Use +New at the top of the left navigation bar



CREATE A TRANSACTION USING +NEW

- Open the Vendor Center and select one of the **Action** types available in the far-right column of each vendor's listing (click the **drop-down** if necessary)



Vendors

Unbilled Last 365 Days Unpaid Last 365 Days Paid

\$125 1 PURCHASE ORDER **\$848** 4 OVERDUE **\$1,603** 5 OPEN BILLS **\$3,026** 23 PAID LAST 30 DAYS

Batch actions Find a vendor or company

VENDOR - / COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/> Bob's Burger Joint			\$0.00	Create bill
<input type="checkbox"/> Books by Bessie	(650) 555-7745	Books@insuit.com	\$0.00	Create expense Write check Create purchase order Make inactive
<input type="checkbox"/> Brosnahan Insurance Agency	(650) 555-9912		\$241.23	
<input type="checkbox"/> Cal Telephone	(650) 555-1616		\$0.00	Create bill
<input type="checkbox"/> Chin's Gas and Oil			\$0.00	Create bill
<input type="checkbox"/> Cigna Health Care	(520) 555-9874		\$0.00	Create bill

CREATE A TRANSACTION USING THE VENDOR CENTER

- Open the Vendor Center → open a vendor profile → click **New transaction**

Bob's Burger Joint Edit **New transaction**

No notes available. Please click to add notes.

Transaction List Vendor Details

Batch actions Filter

DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/> 04/15/2020	Credit Card Expense		Bob's Burger Joint	Meals and Entertainment	\$18.97	
<input type="checkbox"/> 04/06/2020	Cash Expense		Bob's Burger Joint	Meals and Entertainment	\$-3.86	
<input type="checkbox"/> 04/01/2020	Cash Expense		Bob's Burger Joint	Meals and Entertainment	\$-5.66	
Total					\$9.45	

Bob's Burger Joint Edit **New transaction**

No notes available. Please click to add notes.

Transaction List Vendor Details

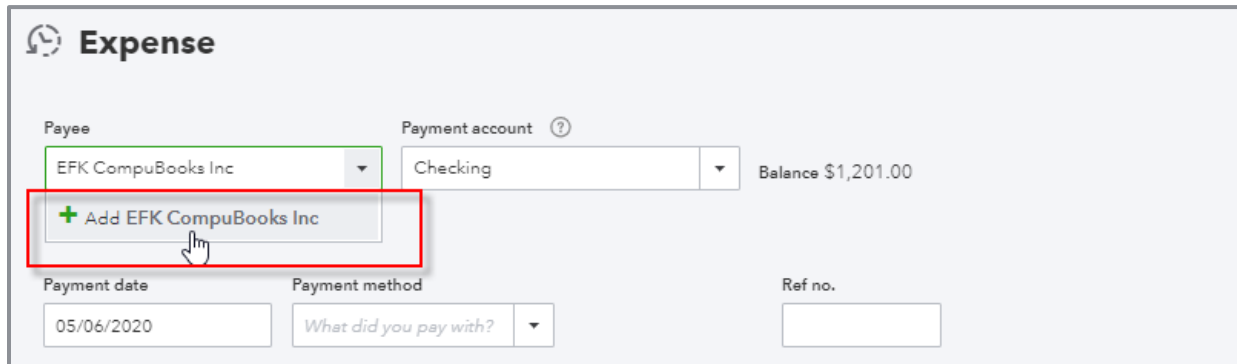
Batch actions Filter

DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/> 04/15/2020	Credit Card Expense		Bob's Burger Joint	Meals and Entertainment	\$18.97	
<input type="checkbox"/> 04/06/2020	Cash Expense		Bob's Burger Joint	Meals and Entertainment	\$-3.86	
<input type="checkbox"/> 04/01/2020	Cash Expense		Bob's Burger Joint	Meals and Entertainment	\$-5.66	
Total					\$9.45	

CREATE A TRANSACTION FROM WITHIN A VENDOR'S PROFILE

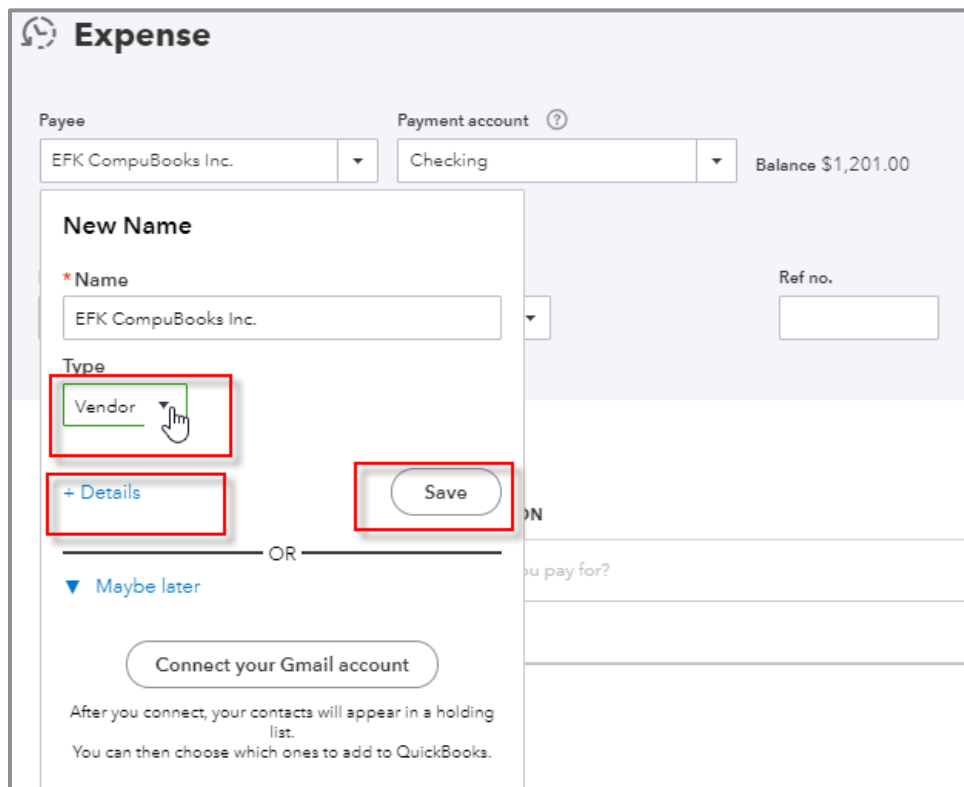
When creating an expense, check or bill transaction follow these steps:

1. Select or type in a **Payee** (Vendor) if one has not pre-filled for you. (If the name does not exist in QuickBooks, you will be prompted to add that name on the fly to the list of vendors. Next specify it is a **Vendor** from the drop-down, then choose whether to add **Details** now or **Save** the name to add details later.)



Expense

Payee: EFK CompuBooks Inc. (dropdown menu)
Payment account: Checking (dropdown menu) Balance \$1,201.00
+ Add EFK CompuBooks Inc. (button, highlighted with a red box)
Payment date: 05/06/2020
Payment method: What did you pay with? (dropdown menu)
Ref no. (text field)



Expense

Payee: EFK CompuBooks Inc. (dropdown menu) Payment account: Checking (dropdown menu) Balance \$1,201.00
Ref no. (text field)

New Name

* Name: EFK CompuBooks Inc. (text field)
Type: Vendor (dropdown menu, highlighted with a red box)
+ Details (button, highlighted with a red box) Save (button, highlighted with a red box)
OR
▼ Maybe later
Connect your Gmail account (button)
After you connect, your contacts will appear in a holding list.
You can then choose which ones to add to QuickBooks.

2. If it is an expense or check transaction, select the appropriate **Payment account** the transaction is affecting, typically a checking or credit card account. (If it is a bill, QuickBooks knows you are affecting Accounts Payable and will not provide a field for that account.)

The screenshot shows the 'Expense' form in QuickBooks. The 'Payee' field is set to 'EFK CompuBooks Inc.'. The 'Payment date' is '05/06/2020'. The 'Payment method' is 'What did you pay with?'. The 'Payment account' dropdown menu is open, showing a list of accounts. The 'Visa' account is selected, and its balance is '\$0.00'. The dropdown menu also includes an 'Add new' button and a list of other accounts: 'Checking' (Bank), 'Savings' (Bank), 'Mastercard' (Credit Card), 'Visa' (Credit Card), 'Inventory Asset' (Other Current Assets), 'Prepaid Expenses' (Other Current Assets), 'Uncategorized Asset' (Other Current Assets), and 'Undeposited Funds' (Other Current Assets).

3. Enter (or choose) the appropriate **Date** for the transaction. You can click the **calendar** icon in the date field and a calendar will pop up from which to choose a date.

The screenshot shows the 'Expense' form in QuickBooks. The 'Payee' field is set to 'EFK CompuBooks Inc.'. The 'Payment account' is set to 'Visa' with a balance of '\$0.00'. The 'Payment date' is '05/06/2020'. The 'Payment method' is 'What did you pay with?'. The 'Ref no.' field is empty. A red box highlights the 'Payment date' field, and a hand icon is shown clicking the calendar icon next to the date.

The screenshot shows the 'Expense' entry form in QuickBooks. At the top, there's a header with the 'Expense' title and a clock icon. Below this, the 'Payee' field is set to 'EFK CompuBooks Inc.' and the 'Payment account' is 'Visa'. The 'Balance' is shown as '\$0.00'. The 'Payment date' field is currently '05/06/2020', and a calendar pop-up is open, showing the month of May 2020. The calendar has the 6th highlighted in green. The 'Payment method' dropdown is set to 'What did you pay with?'. The 'Ref no.' field is empty. Below these fields, there's a table with a 'DESCRIPTION' header and a row with the text 'What did you pay for?'. The calendar pop-up is highlighted with a red rectangle.

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

2019 2020 2021

- The default date is the last date used on the previous transaction entered
 - If entering an expense transaction, use the date of the expense from your checking or credit card account statement
 - If you are entering a check transaction, use the date written on the check
 - If you are entering a bill, use the date of the vendor bill; bill transactions also have fields for entering Terms and Due Dates
4. Enter a **Reference** number for the transaction if appropriate (i.e., check number or vendor bill number).

5. If you set up and use Product/Service items within your QuickBooks Online file, use the **Item details** section (the lower section) of the transaction screen to record the remaining details (you may have to click the sideways caret to expand a section):
 - Product/Service item (required)
 - Description (optional)
 - Quantity (optional)
 - Rate (optional)
 - Amount (required)
 - Billable (if activated and appropriate)
 - Tax (if you plan to charge sales tax when billing this back to a customer)
 - Customer (if using the Billable field)

6. If you are not using a Product/Service item to record the transaction, use the **Category details** section (the top section) to record the remaining details. (You can use both the **Item details** and **Category details** sections in a transaction):
 - Account (required)
 - Description (optional)
 - Amount (optional)
 - Billable (if activated and appropriate)
 - Tax (if you plan to charge sales tax when billing this back to a customer)
 - Customer (if using the Billable field)

The screenshot shows the 'Expense' transaction screen in QuickBooks Online. At the top, there are fields for 'Payee' (BPC Computer Inc.), 'Payment account' (Visa), and 'Balance' (\$0.00). Below these are fields for 'Payment date' (05/06/2020), 'Payment method' (What did you pay with?), and 'Ref no.'. The 'Category details' section is expanded, showing a table with columns for #, CATEGORY, DESCRIPTION, AMOUNT, BILLABLE, TAX, and CUSTOMER. The 'Item details' section is collapsed, indicated by a red box around the 'Item details' label. The 'Total' amount is \$0.00.

ENTER AN EXPENSE TRANSACTION

PAY BILLS

If you create a bill transaction, you must eventually relieve that bill by using a pay bills transaction. Here's the Bill Payment screen for two bills that were previously created:

Pay Bills

Payment account: Mastercard Balance: \$157.72 Payment date: 05/06/2020

TOTAL PAYMENT AMOUNT: \$520.00

Pay bills directly from QuickBooks

Filter: Last 365 Days

5 open bills, 4 overdue

PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/> PG&E		03/26/2020	\$86.44	Not available		\$0.00
<input checked="" type="checkbox"/> Norton Lumber and Building Materials		04/10/2020	\$205.00	Not available	205.00	\$205.00
<input checked="" type="checkbox"/> Robertson & Associates		04/10/2020	\$315.00	Not available	315.00	\$315.00
<input type="checkbox"/> Brosehan Insurance Agency		04/13/2020	\$241.23	Not available		\$0.00
<input type="checkbox"/> Diego's Road Warrior Bodyshop		05/08/2020	\$755.00	Not available		\$0.00
2 bills selected			\$520.00	\$0.00	\$520.00	\$520.00

Total payment (USD) 520.00

Current account balance: \$157.72
Total payment: \$520.00
New account balance: \$677.72

Cancel Save

PAY A BILL

The most important thing to remember about bills is if you create one, you must record a pay bill transaction to record the payment of that bill. *Do not* use a check or expense transaction to record payment of a bill entered in QuickBooks Online. If you do, accounts payable is overstated on your balance sheet and expenses are too high on your income statement.

The three ways to pay a bill are:

- Use +New at the top of the left navigation bar and select **Pay bill**
- Open the Vendor Center and select the **Make payment** option in the far-right column of each vendor's listing
- Open the **Vendor Center** → open a vendor profile → locate an open (unpaid) bill → select the **Make payment** option in the far-right column

Don't forget to enter the payment account as well as the date. If you are partially paying any bill, enter the payment amount because it is less than the full amount outstanding.

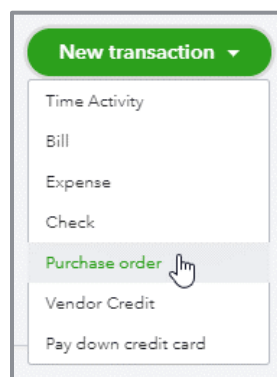
PURCHASE ORDERS

To activate the purchase order transaction in a QuickBooks Online Plus or Advanced company, go to the **gear** icon → **Account and Settings** → **Expenses** → **Use purchase orders**.

Purchase orders should be created only if a vendor asks you to submit a purchase order or if you want to keep track of orders placed that will be billed to you on a future date.

The three ways to create a purchase order are:

- Click **+New** at the top of the left navigation bar and select **Purchase order**
- Open the Vendor Center and select the **Create purchase order** option available in the far-right column of each vendor's listing
- Open the **Vendor Center** → open a vendor profile → select **New transaction** in the top right → **Purchase order**



CREATE A PURCHASE ORDER FROM WITHIN A VENDOR'S PROFILE

As is the case in expense, check and bill transactions, choose using the Category details and Item details sections (or both) to record the transaction. Click the **sideways arrow** to expand a section that is not open:

Purchase Order

Vendor: Bob's Burger Joint | Email: [Email (Separate emails with a comma)] | Co/Bo:

AMOUNT: **\$0.00**

Mailing address: Bob's Burger Joint | Ship to: [Select customer for address] | Purchase Order date: 05/06/2020 | Crew #: []

Shipping address: Craig's Design and Landscaping Services, 123 Sierra Way, San Pablo, CA 94969 | Ship via: [] | Sales Rep: []

Category details (collapsed)

Item details (expanded)

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	CUSTOMER
1						
2						

Add lines | Clear all lines

Your message to vendor: []

Memo: []

Total: \$0.00

Cancel | Print | Make recurring | Save | Save and close

CREATE A PURCHASE ORDER

Creating a purchase order does not create or post an accounting transaction to your books. Once products/services on the purchase order are received by your company (or you receive the bill related to the purchase order from the vendor) a transaction has now taken place. Open the vendor's profile. Locate the open purchase order. Under the Action column, choose **Copy to Bill** (or open the purchase order and choose **Copy to Bill** in the top right corner).

Tim Philip Masonry | 3948 Elm St., Middlefield, CA 94482

No notes available. Please click to add notes.

Transaction List | Vendor Details

Batch actions | Filter

DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
04/09/2020	Bill Payment (Check)	45	Tim Philip Masonry		\$-666.00	View/Edit
04/08/2020	Purchase Order	1002	Tim Philip Masonry	Fountain and Garden Lighting	\$125.00	Send
03/26/2020	Bill		Tim Philip Masonry	Miscellaneous	\$666.00	Copy to bill
Total					\$125.00	

Copy to bill (highlighted)

CONVERT A PURCHASE ORDER TO A BILL

Purchase Order #1002

Vendor: Tim Philip Masonry
Email: [Copy to Bill](#)

Amount: **\$125.00**

Mailing address: Tim Philip Masonry, 2948 Elm St, Middlefield, CA 94402

Ship to: Purchase Order date: 04/08/2020 Crew #:

Shipping address: Craig's Design and Landscaping Services, 123 Sierra Way, San Pablo, CA 94966

Ship via: Sales Rep:

Category details

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	CUSTOMER	RECEIVED	CLOSED
1	Design Fountains/Rock Founta	Rock Fountain	1	125	125.00		0	
2								

Add lines Clear all lines

Your message to vendor:

Memo:

Total: \$125.00

Cancel Print Make recurring More Save Save and close

CONVERT A PURCHASE ORDER TO A BILL

This opens a bill transaction screen with the details from the purchase order populated for you. You'll want to add the bill number and make any necessary changes such as the date and memo. (If you are using the Item details section and have ordered a particular number of a product or service, you can change the number if you have received and are being billed for a smaller number; this means that the remainder would be backordered.) Now the transaction posts to your books.

The new bill and the pre-existing purchase order are now linked to each other.

Bill #12345

Vendor: Tim Philip Masonry

Pay bills directly from QuickBooks [Select transaction](#)

Mailing address: Tim Philip Masonry, 2948 Elm St, Middlefield, CA 94402

Terms: Bill date: 05/04/2020 Due date: 05/04/2020 Bill no.: 12345

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1						
2						

Add lines Clear all lines

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Design Fountains/Rock Founta	Rock Fountain	1	125	125.00			
2								

Add lines Clear all lines

Memo:

Attachments: Maximum size: 20MB

Total: \$125.00

Cancel Clear Make recurring Save Save and close

BILL RESULTING FROM A PURCHASE ORDER

If you open the original purchase order, you'll see the items have been received.

Purchase Order #1002

Vendor: Tim Philip Masonry | Email: | [Co/Bo](#)

Amount: \$125.00

Status: Closed (1 linked transaction)

Mailing address: Tim Philip Masonry, 3948 Elm St, Middlefield, CA 94482

Ship to: Select customer for address

Purchase Order date: 04/08/2020

Crew #:

Shipping address: Craig's Design and Landscaping Services, 123 Sierra Way, San Pablo, CA 94603

Ship via: | **Sales Rep:**

Category details

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	CUSTOMER	RECEIVED	CLOSED
1	Design Fountains: Rock Fountain	Rock Fountain	1	125	125.00		1	✓
2								

Total: \$125.00

Your message to vendor:

Memo:

Buttons: Cancel, Print, Make recurring, More, Save, Save and close

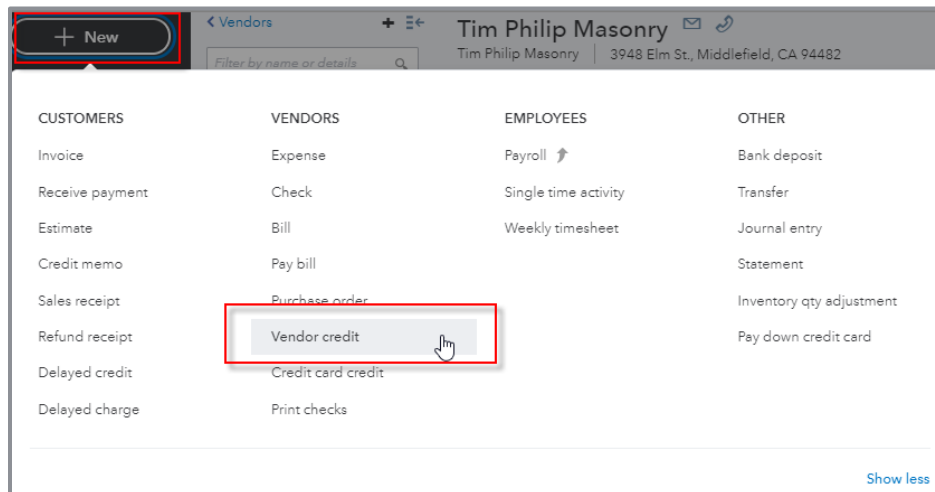
ORIGINAL PURCHASE ORDER AFTER BILL CREATED

VENDOR CREDIT AND CREDIT CARD CREDITS

Use a vendor credit to record refunds/credits received from vendors.

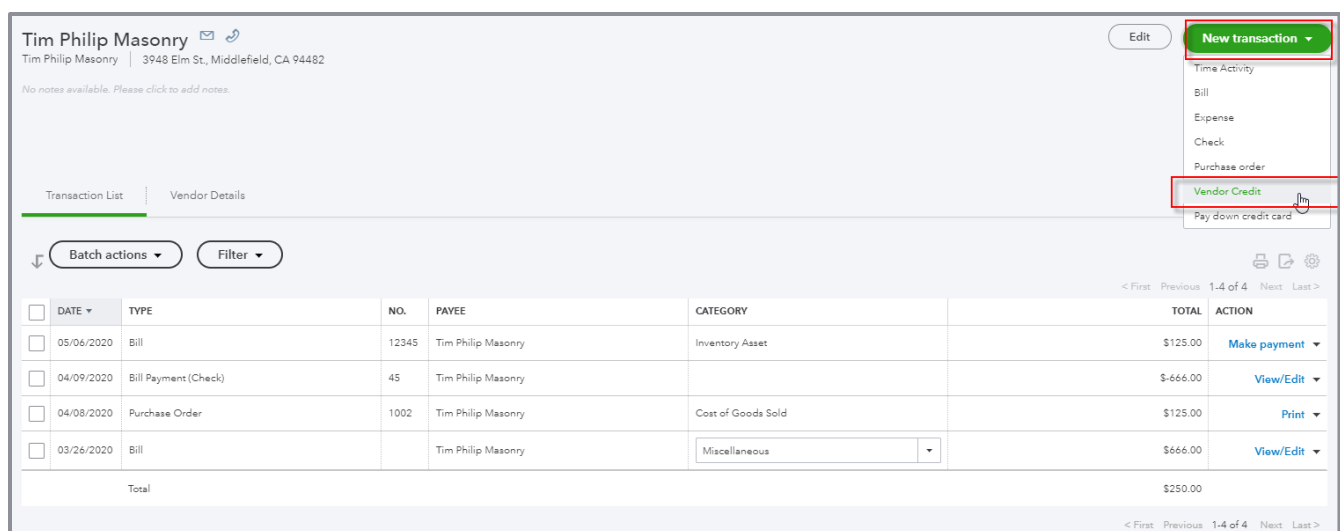
The two ways to create a vendor credit are:

- Choose **+New** at the top of the left navigation bar then select **Vendor credit**



CREATE VENDOR CREDIT FROM +NEW WINDOW

- Open the **Vendor Center**; open a vendor profile → select **New transaction** in the top right → **Vendor credit**



CREATE VENDOR CREDIT FROM VENDOR CENTER

After recording a credit, apply it to a bill to “use” the credit. Open the bill to apply the credit. Click **Make payment** in the top right corner. In paying the bill, select the credit you wish to apply to the bill. The amount due for the bill decreases by the amount of the applied credit.

Bill Payment #1

Payee: Brookman Insurance Agency | Bank/Credit account: Mastercard | Balance: \$677.72

AMOUNT PAID: **\$0.00**

Mailing address: Nick Brookman, Brookman Insurance Agency, P.O. Box 5, Middlefield, CA 94482

Payment date: 05/06/2020 | Ref no.: 1

Amount: 0.00

Outstanding Transactions

Find Bill No. | Filter > | All

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/> Bill (04/03/2020)	04/13/2020	241.23	241.23	241.23

< First Previous 1 of 1 Next Last >

Credits

Find Vendor Credit No. | Filter > | All

DESCRIPTION	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/> Vendor Credit # 2222 (05/04/2020)	241.23	241.23	241.23

< First Previous 1 of 1 Next Last >

Amount to Apply: \$241.23
Amount to Credit: \$0.00

Clear Payment

Cancel | **Save and close**

APPLY A VENDOR CREDIT TO AN OPEN BILL

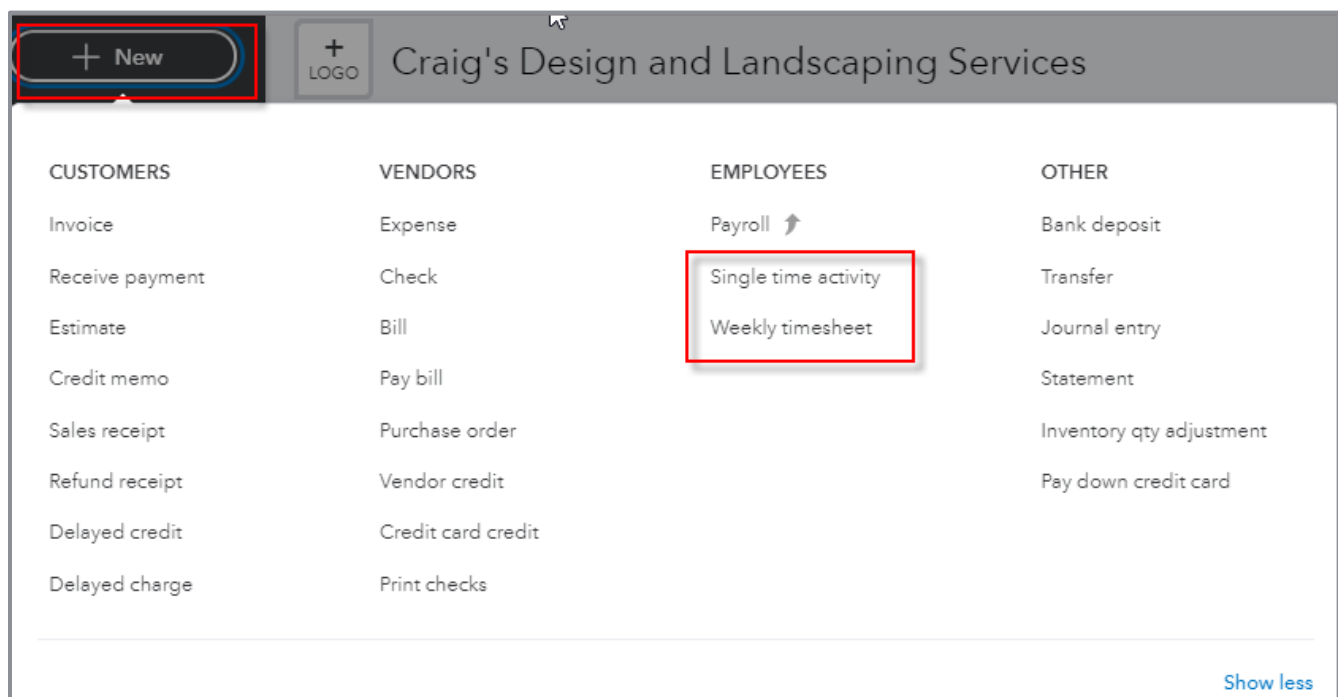
- Use a credit card credit to record returns/credits processed per your credit card statement
- To create a credit card credit, use +New at the top of the left navigation bar
- Just as with an expense transaction, remember to make sure you have the correct payment account chosen at the top (e.g., Visa or checking account).

For both types of credit transactions (vendor credits and credit card credits), choose between the Account details or the Item details sections to record the credit.

Time Tracking for Employees and Subcontractors

Time can be tracked for employees and subcontractors (set up as vendors) within QuickBooks Online. Tracked time can be used to invoice customers, run payroll and pay subcontractors.

There are two types of time tracking forms employees and subcontractors use: Single time activity and Weekly timesheet. Both forms are available using +New at the top of the left navigation bar.



When tracking time, the user must enter a name (employee or vendor), date, service and time at a minimum.

- The description box will pre-populate with boilerplate text once a **Service** is selected, based on the product/service item setup. The user can override this description or add additional description details.
- If tracking billable time is desired, the user enters the appropriate **Customer Name** and checks the **Billable** box

- Time can be entered as a figure, or the **Enter Start and End Times** box can be checked altering the form screen to display start and end time boxes as well as a box to record time spent on break

Time Activity

Date: 05/04/2020

Name: Emily Platt

Customer: Choose a customer

Service: Choose the service worked on

☐ Billable (hr)

☐ Enter Start and End Times

Time:

Description:

Cancel Save Save and new

SINGLE TIME ACTIVITY SCREEN

The Weekly timesheet works the same way as the Single time activity form. It allows a user to enter time for multiple days, services and/or customers. The user can change the week by using the **drop-down** box next to the **Name** field.

Weekly Timesheet

Name: Emily Platt

Date range: 5/4/2020 to 5/10/2020

TOTAL HOURS: 0:00

#	DETAILS	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
1	<p>Choose a customer</p> <p>Choose the service worked on</p> <p>Description</p> <p><input type="checkbox"/> Billable (hr)</p>								
2	<p>Choose a customer</p> <p>Choose the service worked on</p> <p>Description</p> <p><input type="checkbox"/> Billable (hr)</p>								
3	<p>Choose a customer</p> <p>Choose the service worked on</p> <p>Description</p> <p><input type="checkbox"/> Billable (hr)</p>								
TOTAL									0:00

Add times Clear all times

Cancel Copy last timesheet Save Save and new

WEEKLY TIMESHEET SCREEN

Customers and Sales Transactions

CREATE CUSTOMERS

Click **Sales** on the left navigation bar, then navigate to the **Customers** tab to open the Customer Center.

To create a new customer, click **New Customer** at the top right of the screen. On the next screen, enter information about your customer including name, address and other contact information.

It is a good idea to enter as much information as you can when initially setting up a customer to utilize the full power of the QuickBooks Online database when creating reports and working with your list data. It saves time up front to skip fields, but you may regret it later when your lists aren't complete!

There are seven tabs at the bottom left of the screen:

- **Address** – Populate the customer's billing and shipping addresses
- **Notes** – Enter notes about your customer, such as product specifications or shipping account info
- **Tax info** – If you must collect sales tax on certain transactions, set the default sales tax code for that customer and store an exempt customers tax resale number
- **Payment and billing** – Enter preferred payment, delivery methods and payment terms. This information is used as default for this customer when creating their sales transactions.
- **Language** – You can elect to send invoices to this client in one of six languages: English, French, Spanish, Italian, Chinese (traditional), and Portuguese (Brazil)
- **Attachments** – Attach documents relating to your customer like an engagement letter, a signed contract or a lease
- **Additional Info** – Specify the Customer Type

Once you have completed all the fields for your customer, click **Save**. Your customer is added.

CREATE A NEW CUSTOMER

Vendors can be created on the fly. Create a new vendor during the process of entering a sales transaction. To do this, select **Add New** from the drop-down box in the **Customer** field of a sales transaction (such as invoices, credit memos, and estimates).

Create sub-customers by clicking the **Is sub-customer** box and selecting a **Parent** customer. Indicate whether to bill the sub-customer directly or bill it with the Parent customer.

Using sub-customers is how job costing is facilitated within QuickBooks Online.

CREATE SALES TRANSACTIONS

There are eight types of sales transactions available to use in QuickBooks Online:

- Invoice
- Receive Payment (against an invoice)
- Estimate
- Credit Memo
- Sales Receipt
- Refund Receipt
- Delayed Credit
- Delayed Charge

The three main ways to create these transactions are:

- Use **+New** in the left navigation bar





+NEW BUTTON

- Open the **Customer Center** then select one of the **Actions** available in the far-right column of each customer's listing (click the **drop-down** if necessary)



CUSTOMER / PROJECT + / COMPANY	PHONE	OPEN BALANCE	ACTION
Amy's Bird Sanctuary	(650) 555-3311	\$239.00	Receive payment
Bill's Windsurf Shop	(415) 444-6538	\$85.00	Receive payment
Cool Cars	(415) 555-9933	\$0.00	Create invoice
Diego Rodriguez	(650) 555-4477	\$0.00	Create invoice

CREATE A SALES TRANSACTION FROM THE CUSTOMER CENTER

- Open the **Customer Center** → open a customer profile → **New transaction** button

Amy's Bird Sanctuary  
Amy's Bird Sanctuary | 4581 Finch St., Bayshore, CA 94326
[Add notes](#)



Transaction List | Projects | Customer Details | Late Fees

Batch actions  Filter 



< First Previous 1-9 of 9 Next Last >

<input type="checkbox"/>	DATE ▼	TYPE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	04/10/2020	Payment		04/10/2020	\$0.00	\$-220.00	Closed	
<input type="checkbox"/>	04/09/2020	Payment	6552	04/09/2020	\$0.00	\$-108.00	Closed	
<input type="checkbox"/>	04/08/2020	Invoice	1001	05/08/2020	\$0.00	\$108.00	Paid	Print ▼
<input type="checkbox"/>	04/08/2020	Time Charge		04/08/2020	\$0.00	\$375.00	Open	Create invoice
<input type="checkbox"/>	03/25/2020	Credit Memo	1026	03/25/2020	\$0.00	\$-100.00	Closed	Print ▼
<input type="checkbox"/>	03/25/2020	Payment		03/25/2020	\$0.00	\$0.00	Closed	

Summary: \$259.00 OPEN, \$239.00 OVERDUE

Amy's Bird Sanctuary  
Amy's Bird Sanctuary | 4581 Finch St., Bayshore, CA 94326
[Add notes](#)

Transaction List | Projects | Customer Details | Late Fees

Batch actions  Filter 

< First Previous 1-9 of 9 Next Last >

<input type="checkbox"/>	DATE ▼	TYPE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	04/10/2020	Payment		04/10/2020	\$0.00	\$-220.00	Closed	
<input type="checkbox"/>	04/09/2020	Payment	6552	04/09/2020	\$0.00	\$-108.00	Closed	
<input type="checkbox"/>	04/08/2020	Invoice	1001	05/08/2020	\$0.00	\$108.00	Paid	Print ▼
<input type="checkbox"/>	04/08/2020	Time Charge		04/08/2020	\$0.00	\$375.00	Open	Create invoice

New transaction ▼

- Invoice
- Payment
- Estimate
- Sales Receipt
- Credit Memo
- Delayed Charge
- Time Activity
- Statement

CREATE A SALE TRANSACTION FROM WITHIN A CUSTOMER'S PROFILE

INVOICES

Invoices are used when selling a product/service and are paid by the customer at some point after the sale. To create an invoice, follow these steps:

1. Select a customer if one has not pre-filled for you (or you can create a new customer on the fly).
2. Enter an **email address** for the customer (unless it is populated for you from the customer profile). This step is necessary only when emailing the invoice to the customer. You can also include a carbon copy (cc) or blind copy (bcc) when you send an invoice email.
3. Enter the appropriate **Terms**, **Invoice Date** and **Due Date** for the transaction (if you have completed the Terms section in the Payment and billing tab of the customer's profile, the Terms and Due Date will pre-fill for you).
4. Select the appropriate **Product/Service** items from within your QuickBooks Online file (although new items can be set up on the fly in the middle of this transaction). Record the remaining details in the fields provided:
 - Description (optional)
 - Quantity (optional)
 - Rate (optional)
 - Amount (required)
 - Tax (if the product/service you have selected is subject to sales tax); be sure to select the appropriate Sales Tax Rate using the drop-down box below the Taxable subtotal
 - Discount (apply if appropriate)

5. Select **Save**, **Save and send** (this emails the invoice to the customer), **Save and New** (if you plan to create additional invoices) or **Save and Close**.

The screenshot shows the 'Invoice' form in QuickBooks Online. The form is titled 'Invoice' and has a 'Take a tour' link in the top right corner. The form is divided into several sections:

- Customer Information:** Includes a dropdown for 'Customer' (labeled 1) and a text field for 'Customer email' (labeled 2). There is also a 'Send later' link.
- Billing Address:** A text field for the address.
- Terms:** A dropdown menu for 'Terms' (labeled 3).
- Invoice Date:** A date field for 'Invoice date'.
- Due Date:** A date field for 'Due date' (labeled 3).
- Product/Service:** A table with columns for '#', 'PRODUCT/SERVICE' (labeled 4), 'DESCRIPTION', 'QTY', 'RATE', 'AMOUNT', and 'TAX'. It contains two rows with product/service codes 1 and 2.
- Message on Invoice:** A text area for a message to the customer.
- Message on Statement:** A text area for a message to be shown on the statement.
- Attachments:** A section for adding attachments, with a maximum size of 20MB.
- Summary:** A section on the right showing 'Subtotal', 'Taxable subtotal', 'Total', and 'Balance due' (labeled 5).

The bottom of the form has a dark bar with buttons for 'Cancel', 'Clear', 'Print or Preview', 'Make recurring', 'Customize', 'Save', and 'Save and send'.

CREATE AN INVOICE

6. After saving, you can always return to an invoice to print a packing slip. Select **Print** or **Preview** choosing **Print packing slip**.

RECEIVE PAYMENT

Once you have received the money from a customer for one or more outstanding invoices, apply the money to the open invoice(s). This closes the invoice(s) in QuickBooks Online.

If you don't enter a Receive Payment transaction against an invoice but record a Deposit or Sales Receipt transaction instead, accounts receivable is overstated on the balance sheet. Revenue is too high on your income statement. You may pay more in income taxes!

Once you populate the **Customer** field on a Receive Payment transaction, a list of all open invoices appears on the Receive Payment screen. To complete the Receive Payment transaction:

1. Enter the amount of payment received into the **Amount Received** field.
2. Make sure the correct date is pre-filled in the **Payment Date** field.
3. In the Deposit to field, select **Undeposited Funds** if this payment, along with other payments received, is deposited to the bank in a batch. *Select the appropriate bank account if this payment is the only payment going to the bank and this singular amount will appear as your deposit on your bank statement.* (This is a "sticky" field. Be sure to check it each time if changing where the money is deposited.)
4. Click on the invoice(s) the payment is paying.
5. Click **Save and new** or **Save and close**.

The screenshot shows the 'Receive Payment' form in QuickBooks Online. The form is titled 'Receive Payment' and includes a 'Customer' dropdown menu set to 'Amy's Bird Sanctuary'. Below the customer name, it says 'Deposit amount of \$220.00 was deposited on 05/29/2020'. The 'Amount Received' field is set to '\$220.00'. The 'Payment date' is '05/29/2020'. The 'Payment method' is 'Check'. The 'Deposit to' field is set to 'Undeposited Funds'. The 'Outstanding Transactions' table shows one invoice, 'Invoice # 1021 (05/08/2020)', with a due date of '06/07/2020', an original amount of '459.00', and an open balance of '459.00'. The 'Payment' column for this invoice is '220.00'. The 'Memo' field is empty. The 'Attachments' section shows 'Maximum size: 20MB'. The 'Save and new' button is at the bottom right.

1. Amount Received field: \$220.00

2. Payment date field: 05/29/2020

3. Deposit to field: Undeposited Funds

4. Invoice # 1021 (05/08/2020)

5. Save and new button

RECEIVE PAYMENT AGAINST AN INVOICE

SALES RECEIPTS

Sales receipts are used when selling a product/service to a customer and receiving payment at the same time. A sales receipt combines an invoice and receive payment transaction into a single sales event. There is no accounts receivable. When creating a sales receipt, follow these steps:

1. Select a **customer** if one is not pre-filled for you (or you can create a new customer on the fly).
2. Enter an **email address** if emailing the sales receipt to the customer (this email address will self-populate if you've added it to the customer's profile). You can also include a carbon copy (cc) or blind copy (bcc) when you send a sales receipt by email.
3. Enter the appropriate **Sales Receipt date** and **Payment method** (if desired).
4. In the Deposit to field, select **Undeposited Funds** if depositing this payment along with other payments. Select the appropriate bank account if this is the only payment in your deposit. This is a "sticky" field. Check to make sure you are depositing the money directly to the bank or to Undeposited Funds if you change it.
5. Select the appropriate product/service items within your QuickBooks Online file (although new items can be set up on the fly in the middle of this transaction). Record the remaining details in the fields provided:
 - Description (optional)
 - Quantity (optional)
 - Rate (optional)
 - Amount (required)
 - Tax (if the product/service you have selected is subject to sales tax; also, be sure to select the appropriate **Sales Tax Rate** using the drop-down box below the Taxable subtotal)
 - Discount (apply if appropriate)
6. Select **Save**, **Save and send** (this emails the sales receipt to the customer), **Save and new** (to create additional sales receipts) or **Save and close**.
7. After saving, you can always return to a sales receipt to print a packing slip. Select **Print** or **Preview** choosing **Print packing slip**.

Sales Receipt

Customer 1

Email 2

☐ Send later

Co/Bcc

Billing address

Sales Receipt date 3

Crew #

Payment method

Reference no.

Deposit to 4

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
1	5						
2							

Add lines

Clear all lines

Message displayed on sales receipt

Thank you for your business and have a great day!

Message displayed on statement

AMOUNT

\$0.00

Subtotal

\$0.00

Taxable subtotal

\$0.00

Select a sales tax rate

0.00

Discount percent

\$0.00

Total

\$0.00

Amount received

\$0.00

Amount due

\$0.00

Cancel

Clear

Print or Preview

Make recurring

Customize

6

Save

Save and send

CREATE A SALES RECEIPT

CREDIT MEMOS AND REFUND RECEIPTS

Use a Credit Memo to record credits given to customers. Credit memos reduce your customer's balance due on an existing or future invoice.

Use refund receipts to record refunds paid to customers. This is useful if the customer does not owe you anything and you have no accounts receivable balance against which to record a credit.

When creating a credit memo or refund receipt:

1. Select the appropriate **Product/Service** for which the customer is being refunded or given a credit.
2. Use an appropriate **Date** for the credit memo or refund receipt (sometimes the default date that prefills for you isn't the one to use).
3. Record the **Description**, **Quantity**, **Rate**, **Amount** and **Tax** fields as appropriate.
4. Decide to **Save and Close**, **Save and new**, or **Save and send** the credit memo or refund receipt to the customer. Sending it notifies the customer that a credit memo or refund receipt has been created.

Credit Memo

Customer: Amy's Bird Sanctuary | Email: Birds@insult.com | Send later | Co/Bo

Billing address: Amy Lauterbach, Amy's Bird Sanctuary, 4581 Finch St, Bayshore, CA 94326 | Credit Memo Date: 05/08/2020 | Crew #

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						
2						

Subtotal: \$0.00 | Taxable subtotal: \$0.00 | Tax: 8% | Total: \$0.00 | Total Credit: \$0.00

Message displayed on credit memo: Thank you for your business and have a great day!

Message displayed on statement:

Attachments: Maximum size: 20MB

Buttons: Cancel, Clear, Print or Preview, Make recurring, Save and send

CREATE A CREDIT MEMO

After recording a credit memo, if the Account and Settings are such that credits are automatically applied, QuickBooks Online automatically applies it to the oldest balance due for that customer. If you don't want the credit memo to be applied in this manner (but you like the setting to apply credits automatically otherwise), you'll have to:

1. Navigate to the customer's profile.
2. Open the Receive Payment transaction where the credit memo was automatically applied. You can also get to this by opening the original credit memo and clicking the blue **Payment** link in the upper right-hand corner of the Credit Memo screen under the word Paid.
3. The total of this Receive Payment transaction is for \$0.00, which means this transaction is simply applying the amount of the credit memo against an invoice. Therefore, delete this Receive Payment transaction to make the credit memo unapplied.
4. Navigate back to the customer's profile.
5. Open the later invoice against which you want to apply the credit memo.
6. Choose the action to **Receive Payment** against the invoice.
7. Click the **Credit Memo** line at the bottom of the sales transaction applying the credit. Keep the total amount of this new Receive Payment transaction \$0.00.

Receive Payment

Customer: Amy's Bird Sanctuary

Payment date: 05/08/2020

Payment method: Reference no.: Deposit to: Undeposited Funds

Outstanding Transactions

All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input type="checkbox"/>	Invoice # 1021 (03/21/2020)	04/20/2020	459.00	239.00	<input type="text"/>
<input checked="" type="checkbox"/>	Invoice # 1038 (05/08/2020)	04/07/2020	459.00	459.00	<input type="text" value="\$0.00"/>

< First Previous 1-2 of 2 Next Last >

Credits

All

	DESCRIPTION	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Credit Memo # 1039 (05/08/2020)	50.00	50.00	<input type="text" value="\$0.00"/>

< First Previous 1-1 of 1 Next Last >

APPLY THE CREDIT MEMO TO AN OPEN INVOICE

DELAYED CHARGES AND DELAYED CREDITS

A delayed charge creates a billable charge for a customer to be added to an invoice later. A delayed charge is a reminder to create an invoice (i.e., creating a delayed charge doesn't actually create an accounting transaction in QuickBooks Online; it is *non-posting*). It keeps track of services provided to customers and it prompts you to remember to invoice them later. It can be brought in from the drawer on the right-hand side of an invoice:

The screenshot displays the QuickBooks Online 'Invoice' interface. At the top, the 'Customer' is 'Bill's Windsurf Shop' and the 'Customer email' is 'Surf@intuit.com'. The 'BALANCE DUE' is prominently displayed as '\$375.00'. The 'Billing address' is 'Bill Lucchini, Bill's Windsurf Shop, 12 Ocean Dr., Half Moon Bay, CA 94013'. The 'Terms' are 'Net 30', 'Invoice date' is '05/08/2020', and 'Due date' is '06/07/2020'. A table with columns '#', 'PRODUCT/SERVICE', 'DESCRIPTION', 'QTY', 'RATE', 'AMOUNT', and 'TAX' is shown, with one line item: '1 Design/Design Custom Design' with a quantity of 1, rate of \$75, and amount of \$375.00. Below the table, there are buttons for 'Add lines', 'Clear all lines', and 'Add subtotal'. A 'Message on invoice' field contains 'Thank you for your business and have a great day!'. A 'Message on statement' field contains 'If you send statements to customers, this will show up as the description for this invoice.' At the bottom, there is an 'Attachments' section with a maximum size of 20MB. On the right-hand side, a drawer is open with the title 'Add to Invoice'. It contains a 'Filter by' dropdown set to 'All dates', an 'Add all' button, and a list of charges. The first charge is 'Charge #2, May 8, \$1,000.00, Maintenance & Repair'. The 'Add' button for this charge is highlighted with a red box. A red arrow points from this 'Add' button to the 'Add lines' button in the main invoice area. At the bottom of the screen, there are buttons for 'Cancel', 'Clear', 'Print or Preview', 'Make recurring', 'Customize', 'Save', and 'Save and close'.

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design/Design	Custom Design	1	\$75	\$375.00	

Subtotal: \$375.00
Taxable subtotal: \$0.00
Total: \$375.00
Balance due: \$375.00

Delayed credits are also non-posting. A delayed credit can be created if expecting returns or credits from customers. Once the return is received from the customer, the delayed credit can be included as a line on an Invoice, reducing the total amount of that invoice. It can be brought in from the drawer on the right-hand side of an invoice:

The screenshot displays the QuickBooks Online 'Invoice' interface. At the top, the customer is 'Amy's Bird Sanctuary' with email 'Birds@intuit.com'. The 'BALANCE DUE' is \$375.00. The invoice date is 05/08/2020, and the due date is 06/07/2020. The billing address is Amy Lauterbach, Amy's Bird Sanctuary, 4581 Finch St, Bayshore, GA 34526. The terms are 'Net 30'. A red arrow points from the 'Add' button in the 'Credit #1' drawer to the second line item in the invoice table.

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design/Design	Custom Design	5	75	375.00	
2						

Subtotal: \$375.00
Taxable subtotal: \$0.00
Tax: 8% (California) = 0.00
Total: \$375.00
Balance due: \$375.00

On the right-hand side, the 'Add to Invoice' drawer is open, showing 'Credit #1' with a value of '\$-75.00' and description 'Custom Design'. The 'Add' button is highlighted with a red box, and a red arrow points from it to the second line item in the invoice table.

At the bottom, there are buttons for 'Cancel', 'Clear', 'Print or Preview', 'Make recurring', 'Customize', 'Save', and 'Save and close'.

USE THE DRAWER TO BRING IN BILLABLE TIME AND COSTS

If billable time and costs were entered for a customer but not yet added to an invoice, the unbilled time and costs appear in the drawer on the right-hand side of the invoice screen once you type in the customer's name field.

Click the **Add** button to add the unbilled charge to the invoice. To make changes to the unbilled charge or confirm adding it to the invoice being created, select **Open**. Select **Add all** to include several unbilled charges adding them all. If there are many possible items to enter but you wish to be selective, click the **Filter by** drop-down to select items to add based on dates.

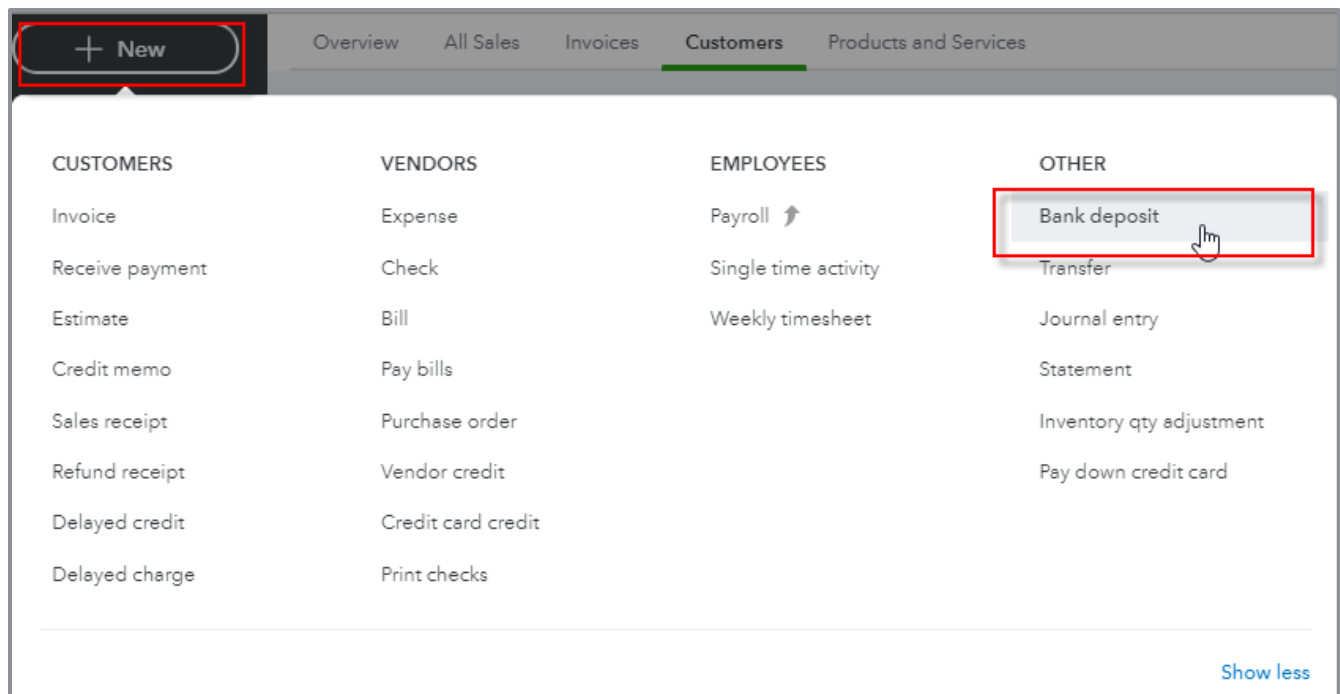
The screenshot shows the QuickBooks Online 'Invoice' screen. On the right side, there is a drawer titled 'Add to Invoice'. Inside this drawer, there is a 'Filter by' dropdown menu set to 'All dates'. Below the filter, there is a table of unbilled items. The first item is 'Billable time' for 'Apr 9' with an amount of '\$375.00' and a tax of 'Custom Design'. The 'Add' button for this item is highlighted with a red box. Other buttons like 'Add all', 'Open', and 'Add' are also visible. The main invoice form shows customer details for 'Amy's Bird Sanctuary' and a balance due of '\$0.00'.

USE THE DRAWER TO ADD BILLABLE EXPENSES TO INVOICES

Specifically create invoices for billable time and costs. Go to **Sales** on the left navigation bar and click the portion of the money bar called **Unbilled Activity**. A list of customers with unbilled time and costs will display. Click **Start invoice** in the Action column for that customer to create an invoice.

DEPOSITS

When you send sales receipt and/or receive payment transactions to Undeposited Funds, they sit in this account until you create a deposit transaction. To create a deposit transaction, from **+New** select **Bank deposit**.



CREATE A DEPOSIT

When creating a deposit, be certain you select the correct bank account at the top of the Bank Deposit transaction screen. Then complete the deposit transaction:

1. Populate the **Date** field with the date you make the deposit.
2. Checkmark the **Payments** being included in the deposit from the list provided.
3. Add any other deposit items on the **Add New Deposits** lines below the list of payments. Be careful when entering deposit items on the Add New Deposits line. Do not enter sales transactions here. You will diminish the quality of the reports that use Products/Services. In addition, transactions entered here won't reflect in the Sales Tax Center.
4. Confirm the total amount of the deposit equals the amount you took/plan to take to the bank, then **Save** the deposit.

Bank Deposit

Account: Checking Balance: \$1,201.00 Date: 05/08/2020 AMOUNT: **\$2,062.52**

Select the payments included in this deposit

	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Cool Cars	04/12/2020	Payment	Enter Text			1,675.52
<input checked="" type="checkbox"/>	Freeman Sporting Goods 0969 Ocean View Road	04/12/2020	Payment	Enter Text			387.00

1 - 2 of 2 results

Select all Clear all

Don't see the payments you want to deposit?

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						
2						

Add lines Clear all lines

☐ Track returns for customers

Memo:

Cash back goes to: Checking Cash back memo: Cash back amount:

Other funds total: \$0.00

Total: 2062.52
Selected Payments Total: 2062.52

Total: **\$2,062.52**

Cancel Clear Print Make recurring Save and now

HOW TO CREATE A DEPOSIT

STATEMENTS

A statement is the status of a customer's account at a given point in time.

Each line item on a statement represents Invoices, credit memos, and payments for the statement time period. A statement does not offer very much detail about each individual sales transaction. The detail is on the individual invoices or credit memos. Statements can be sent out on a regular basis letting your customers know the activity on their account and if they still owe money.

You can create a Balance Forward, Open Item or Transaction Statement in QuickBooks Online.

1. Go to the Customer Center by clicking **Sales → Customer** tab on the left-hand navigation.
2. Scroll to find the customer(s) for whom you wish to create a statement. Check the box next to their name(s).

Sample Company

Overview All Sales Invoices **Customers** Products and Services

\$0 0 ESTIMATE \$1,750 4 UNBILLED ACTIVITY \$1,526 10 OVERDUE \$5,691 22 OPEN INVOICES \$3,136 12 PAID LAST 30 DAYS

Do you organize sub-customers as projects? You can convert the first level of sub-customers into their own project. [Convert now](#)

Batch actions Find a customer, project or company

<input type="checkbox"/>	CUSTOMER / PROJECT / COMPANY	PHONE	OPEN BALANCE	ACTION
<input checked="" type="checkbox"/>	Amy's Bird Sanctuary Amy's Bird Sanctuary	(650) 555-3311	\$648.00	Receive payment
<input checked="" type="checkbox"/>	Bill's Windsurf Shop Bill's Windsurf Shop	(415) 444-6538	\$85.00	Receive payment
<input type="checkbox"/>	Cool Cars Cool Cars	(415) 555-9933	\$0.00	Create invoice
<input type="checkbox"/>	Diego Rodriguez Diego Rodriguez	(650) 555-4477	\$0.00	Create invoice
<input type="checkbox"/>	Dukes Basketball Camp Dukes Basketball Camp	(520) 420-5638	\$0.00	Create invoice
<input type="checkbox"/>	Dylan Sollfrank Dylan Sollfrank		\$0.00	Create invoice
<input type="checkbox"/>	Freeman Sporting Goods Freeman Sporting Goods	(650) 555-0987	\$562.50	Receive payment
<input checked="" type="checkbox"/>	0969 Ocean View Road Freeman Sporting Goods	(415) 555-9933	\$477.50	Receive payment
<input checked="" type="checkbox"/>	55 Twin Lane Freeman Sporting Goods	(650) 555-0987	\$85.00	Receive payment

3. Click the **Batch Actions** drop-down → **Create statements**.

The screenshot shows the QuickBooks Online interface for 'Sample Company'. The top navigation bar includes 'Overview', 'All Sales', 'Invoices', 'Customers' (selected), and 'Products and Services'. A summary bar displays financial metrics: \$0 0 ESTIMATE, \$1,750 4 UNBILLED ACTIVITY, \$1,526 10 OVERDUE, \$5,691 22 OPEN INVOICES, and \$3,136 12 PAID LAST 30 DAYS. Below this is a message about organizing sub-customers as projects. The main section is a customer list table. A red box highlights the 'Batch actions' dropdown menu, which is open, showing options: 'Create statements', 'Email', 'Make inactive', and 'Select customer type'. The 'Create statements' option is highlighted with a mouse cursor. The table columns are 'COMPANY', 'PHONE', 'OPEN BALANCE', and 'ACTION'. Customers listed include Bill's Windsurf Shop, Cool Cars, Diego Rodriguez, Dukes Basketball Camp, Dylan Sollfrank, Freeman Sporting Goods, 0969 Ocean View Road, and 55 Twin Lane.

4. Choose Balance Forward, Open Item or Transaction Statement. Select the **Date(s)** as indicated.

The screenshot shows the 'Create Statements' dialog box. The 'Statement Type' is set to 'Balance Forward'. The 'Statement Date' is 05/08/2020. The 'Start Date' is 04/08/2020 and the 'End Date' is 05/08/2020. The 'Recipients List' shows 4 statements available. A table lists the recipients with their email addresses and balances. The total balance for 4 customers is \$1,295.50. The bottom of the dialog has buttons for 'Cancel', 'Print or Preview', 'Save', and 'Save and send'.

RECIPIENTS	EMAIL ADDRESS	BALANCE
Amy's Bird Sanctuary	Birds@intuit.com	\$448.00
Bill's Windsurf Shop	Surf@intuit.com	\$85.00
Freeman Sporting Goods:0969 Ocean View Road	Sporting_goods@intuit.com	\$477.50
Freeman Sporting Goods:55 Twin Lane	Sporting_goods@intuit.com	\$85.00

SELECT OPTIONS FOR STATEMENT CREATION

5. Use the **Print** or **Preview** button in the middle of the bottom navigation panel to make sure the statements are generated the way you want. If the statements don't look right, try using one of the other two statement types or adjusting the date range.
6. Click **Save and send** to email the statements to the customers.
7. The next screen displays an image of the statement being sent to the customer along with the email. Edit the email language before pressing the **Send** button to customize it.

Send Statement

You are sending 4 statements. Please compose your message below.

Subject

Statement from Craig's Design and Landscaping Services

Body

Your statement 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

Edit the wording of your
statement body subject line
and email here

Craig's Design and Landscaping Services
123 Sierra Way
San Pablo, CA 94603
noreply@quickbooks.com

Statement

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

STATEMENT NO. 1004
DATE 05/08/2020
TOTAL DUE \$648.00
ENCLOSED

DATE	DESCRIPTION	AMOUNT	BALANCE
04/07/2020	Balance Forward		459.00
04/09/2020	Invoice #1001: Front yard, hedges, and sidewalks	108.00	567.00
04/10/2020	Payment #6552	-108.00	459.00
04/11/2020	Payment	-220.00	239.00
05/08/2020	Invoice #1038	459.00	698.00
05/08/2020	Credit Memo #1039	-50.00	648.00

Cancel

Send

EDIT THE EMAIL SENT WITH THE STATEMENT

8. (You can change the default email subject line and message that goes out with statements by clicking **gear** icon → **Account and Settings** → **Sales** → **Messages** → choose **Statement** from the drop-down and edit the **Email subject line** and **Email message**. Then click **Save** and **Done**.)

The screenshot shows the 'Account and Settings' window in QuickBooks Online. The left sidebar has 'Messages' selected under the 'Sales' category. The main area shows the 'Default email message sent with sales forms' section. The 'Sales form' dropdown menu is open, and 'Statement' is selected. A preview of the statement email is shown below the dropdown. The 'Save' button is highlighted in green at the bottom right of the form.

ESTIMATES

Create an estimate to give your customer a quote, bid or proposal for work you plan to do. Estimates are non-posting transactions and will not affect your books.

The Estimate form is completed in the same manner as an invoice. In fact, it looks very much like an invoice. The purpose of an estimate is to begin negotiations with your customer (*not* to record a sale).

Later, once the work is done and you're ready to invoice your customer, convert the estimate into an invoice by opening the customer's profile in the Customer Center. There are three ways to create an invoice from an estimate:

- If you have opened the Customer profile and see the estimate in the Transaction List, select **Create invoice** in the Action column next to the estimate
- Start to create an invoice from any access point (for example, from the +New menu). After you enter the name of the customer for whom an estimate exists, you'll see the estimate in the drawer on the right; you'll be able to add it to the invoice.
- Open the original estimate and click **Create invoice** in the top right corner.

If the work included on an estimate does not end up happening, change the status of the estimate by clicking the **status drop-down** under the customer name. There are four statuses available for estimates. You can also add the initials of the person in charge of accepting/rejecting it and the date on which they did it:

- **Pending** - Automatically assigned to an estimate when you create it
- **Accepted** - Automatically assigned to an estimate when you first create an invoice from it but don't invoice it completely
- **Closed** - Automatically assigned to an estimate after it has been converted to one or more invoices that completely invoice out the estimate
- **Rejected**

Estimate #1001 Help

Customer: **Sonnenschein, Russ** Email:

Estimate status: **Rejected** By: **EPK** Date: **05/08/2020** AMOUNT: **\$362.07**

Billing address: Russ Sonnenschein, Sonnenschein Family Store, 5647 Cypress Hill Ave, Middlefield, CA 94033

Estimate date: 05/08/2020 Expiration date:

Crew #

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design:Fountains:Rock Founta	Rock Fountain	1	275	275.00	✓
2	Design:Fountains:Pump	Fountain Pump	1	12.75	12.75	✓
3	Design:Fountains:Concrete	Concrete for fountain installation	5	9.50	47.50	✓
4						

Add lines Clear all lines Add subtotal

Message displayed on estimate: Thank you for your business and have a great day!

Message displayed on statement: If you convert an estimate into an invoice and send a statement, this will show up as the description for the invoice.

Subtotal: \$335.25
 Taxable subtotal: 26.82
 Total: \$362.07
 Estimate Total: \$362.07

Let QuickBooks calculate your sales tax

California 8% \$0.00
 Discount percent \$0.00

Cancel Revert Print or Preview Make recurring Customize More Save Save and send

UPDATE THE STATUS OF AN ESTIMATE

If you want to produce more than one invoice from a single estimate, you'll need to edit the setting. Click the **gear** icon → **Account and Settings** → **Sales** → **Progress Invoicing** → check the box next to **Create multiple partial invoices from a single estimate**. Then click **Save** and **Done**.

The screenshot shows the 'Account and Settings' window in QuickBooks Online. The left sidebar has a menu with 'Company', 'Usage', 'Sales', 'Expenses', and 'Advanced'. The 'Sales' section is selected. The main area is titled 'Customize' and 'Customize the way forms look to your customers'. There is a green button labeled 'Customize look and feel'. The settings are organized into sections: 'Sales form content', 'Products and services', 'Late fees', 'Progress Invoicing', 'Messages', and 'Reminders'. The 'Progress Invoicing' section is highlighted, showing a checkbox for 'Create multiple partial invoices from a single estimate' which is checked, and a status of 'On'. Below this checkbox are 'Cancel' and 'Save' buttons. The 'Done' button is at the bottom right of the window.

Section	Setting	Value	Action
Sales form content	Preferred invoice terms	Net 30	
	Preferred delivery method	Print later	
	Shipping	Off	
	Custom fields	On	
	Custom transaction numbers	Off	
	Service date	Off	
	Discount	On	
	Deposit	Off	
	Tips (Gratuity)	Off	
Products and services	Show Product/Service column on sales forms	On	
	Show SKU column	Off	
	Turn on price rules help	Off	
	Track quantity and price/rate	On	
	Track inventory quantity on hand	On	
Late fees	Default charge applied to overdue invoices	Off	
Progress Invoicing	<input checked="" type="checkbox"/> Create multiple partial invoices from a single estimate	On	
Messages	Default email message sent with sales forms		
Reminders	Auto invoice reminders	Off	

Payroll

There are three integrated payroll options for QuickBooks Online:

- Core (previously QuickBooks Online Payroll)
- Premium (previously QuickBooks Online Full Service Payroll)
- Elite

With any option:

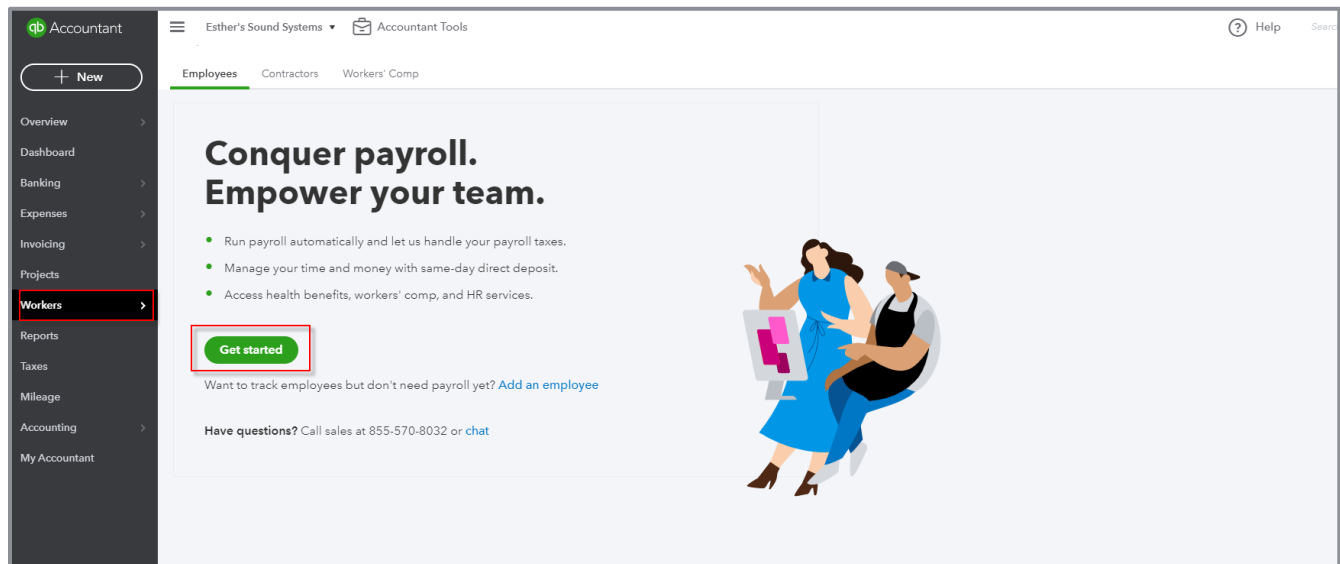
- You run payroll inside QuickBooks Online
- If you have a QuickBooks Online Essentials, Plus or Advanced subscription, you can use timesheet data to create paychecks
- You can choose to pay employees using direct deposit or by printing a check

All payroll plans include the following, available in all 50 states:

- Fast unlimited payroll runs
- Calculate paychecks and taxes
- Automated taxes and forms (federal and state payroll taxes and year-end filings are calculated, filed and paid automatically)
- Workforce portal (employees can access paystubs, W2s and other information online)
- Manage garnishments and deductions
- Payroll reports

The difference between the options are covered here: <https://quickbooks.intuit.com/payroll/> and are mainly how tax payments and filings are handled. For more information, call 1-855-570-8032.

To sign up for any level of QuickBooks Online Payroll, click the **Workers** tab on the left navigation bar. Click **Get Started**.



Answer the four questions and you'll see the recommended payroll option based on your answers below:

● **Do you want to track your workers' hours?**

Answer a few questions for a personalized plan

1 of 4

Do you need to track your workers' hours?

☒ Yes
☐ No

Next

Save time and money

Automatic time tracking is seamlessly integrated with QuickBooks, so you can approve payroll anytime, anywhere.

Or choose a plan that fits your client's business

Core	Premium	Elite <small>NEW</small>
Our simplest solution for reliable, automated payroll.	Our automated payroll solution with integrated time tracking and tools that help you grow.	Automated payroll backed by our guarantee ¹ , with certified HR support to protect your business.
\$46 \$31⁵ /mo +\$4/employee/month	\$75 \$37⁵ /mo +\$8/employee/month	\$126 \$62⁵ /mo +\$10/employee/month

● Do you want help setting up your payroll?

Answer a few questions for a personalized plan

2 of 4

Do you want help setting up your payroll?

☒ I want an expert to set up my payroll for me

☐ I only want an expert to review my payroll

☐ No

Back

Next

Get peace of mind

Relax knowing an expert will review your work or set up payroll for you.

Or choose a plan that fits your client's business

<div>Core</div> <div>Our simplest solution for reliable, automated payroll.</div> <div>\$46</div> <div>\$31⁵/mo</div> <div>+ \$4/employee/month</div>	<div>Premium</div> <div>Our automated payroll solution with integrated time tracking and tools that help you grow.</div> <div>\$75</div> <div>\$37⁵/mo</div> <div>+ \$8/employee/month</div>	<div>RECOMMENDED</div> <div>Elite NEW</div> <div>Automated payroll backed by our guarantee¹, with certified HR support to protect your business.</div> <div>\$126</div> <div>\$62⁵/mo</div> <div>+ \$10/employee/month</div>
---	--	--

● Do you want coverage if you receive tax penalties?

Answer a few questions for a personalized plan

3 of 4

Do you want coverage if you receive tax penalties?

☒ Yes, I want coverage and support

☐ No

Back

Next

We've got your back

If you make a mistake and receive a federal, state, or local tax penalty, we'll pay up to \$25,000 a year. Our Tax Resolution team will also help resolve payroll tax or filing issues.[†]

Or choose a plan that fits your client's business

<div>Core</div> <div>Our simplest solution for reliable, automated payroll.</div> <div>\$46</div> <div>\$31⁵/mo</div> <div>+ \$4/employee/month</div>	<div>Premium</div> <div>Our automated payroll solution with integrated time tracking and tools that help you grow.</div> <div>\$75</div> <div>\$37⁵/mo</div> <div>+ \$8/employee/month</div>	<div>RECOMMENDED</div> <div>Elite NEW</div> <div>Automated payroll backed by our guarantee¹, with certified HR support to protect your business.</div> <div>\$126</div> <div>\$62⁵/mo</div> <div>+ \$10/employee/month</div>
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● Do you need HR support?

Answer a few questions for a personalized plan

4 of 4

Do you need HR support?

☒ Yes

☐ No

[Back](#) [Get results](#)

We're here to help

Talk one-on-one with a personal HR advisor or get a library of HR resources, powered by Mammoth.

Or choose a plan that fits your client's business

Core Our simplest solution for reliable, automated payroll. \$45 \$31⁵ /mo +\$4/employee/month	Premium Our automated payroll solution with integrated time tracking and tools that help you grow. \$75 \$37⁵ /mo +\$8/employee/month	RECOMMENDED Elite <small>NEW</small> Automated payroll backed by our guarantee ¹ , with certified HR support to protect your business. \$125 \$62⁵ /mo +\$10/employee/month
---	--	---

Then click **Get results**:

Here's your personalized recommendation

Based on your answers, you're a perfect fit for **Elite**

Payroll that comes with expert HR support and is backed by a guarantee.[†]

\$125
\$62⁵/mo
+\$10/employee/month

[Sign up and save 50%](#)

First 30 days free then save 50% for 6 months

[Start over](#)

Questions? Call 855-570-8032

Why you'll love it

- You can track time and see when workers clock in and out
- We'll resolve any filing errors and pay tax penalties up to \$25,000[†]
- You get HR expert help, powered by Mammoth
- An expert will set up payroll for you

Or choose a plan that fits your client's business

Core Our simplest solution for reliable, automated payroll. \$45 \$31⁵ /mo +\$4/employee/month	Premium Our automated payroll solution with integrated time tracking and tools that help you grow. \$75 \$37⁵ /mo +\$8/employee/month	RECOMMENDED Elite <small>NEW</small> Automated payroll backed by our guarantee ¹ , with certified HR support to protect your business. \$125 \$62⁵ /mo +\$10/employee/month
---	--	---

If necessary, click **Start over**.

You need the following information to complete the setup:

- **Company information** – Legal name and bank routing and account numbers
- **Compensation and benefits types for each employee** – Salary, hourly, retirement, other deductions
- **Employee information** – Completed W-4s, pay rates, deductions, benefit info, and what they've already been paid in the current calendar year
- **Direct deposit information** – Employees' bank account and routing numbers
- **Tax information** – Company FEIN, state agency ID numbers, rate information, required filing frequency, EFTPS enrollment, plus any other tax information related to the states in which your employees live and/or work
- **The next payday**

SET UP AND RUN PAYROLL - QUICKBOOKS ONLINE PAYROLL

Once all the required information is gathered, setup can begin. Click **Workers** in the left navigation bar → **Employees** → **Add an employee**. This walks you through the full setup of employees on payroll.

1. Enter W-4 information. If your state requires additional info, enter it here. You can print an actual W-4 form here for the employee to complete, then you can enter the info in this section of payroll from the form.

Payroll Taxes Setup and Compliance

What are Eleanor's withholdings?

Need blank W-4 forms?

Important Form W-4 changes for 2020
The IRS has made significant changes to Form W-4. Beginning January 1, 2020, all new employees plus current employees making changes must use the new form. [Learn more](#)

W-4 Employee's Withholding Allowance Certificate

1a. First name* M.I. Last name*
Eleanor G Friedberg

Home address*
10620 Derby Avenue

City or town* State* ZIP code*
Northridge CA 91326

2c. If employee marked box 2c, check here ☐

3. Dependents claimed, in dollars \$ 0.00

4a. Deductions \$ 0.00

4c. Extra withholding \$ 0.00

Form W-4 has changed for 2020
Form W-4 has changed for 2020

What changed?
Allowances are no longer used for the redesigned Form W-4, and are replaced by dollar amounts. [Learn more](#)

What should I do?
Print the 2020 Form W-4 for employees hired on or after January 1, 2020, or for current employees making changes.

☐ Don't show this message again

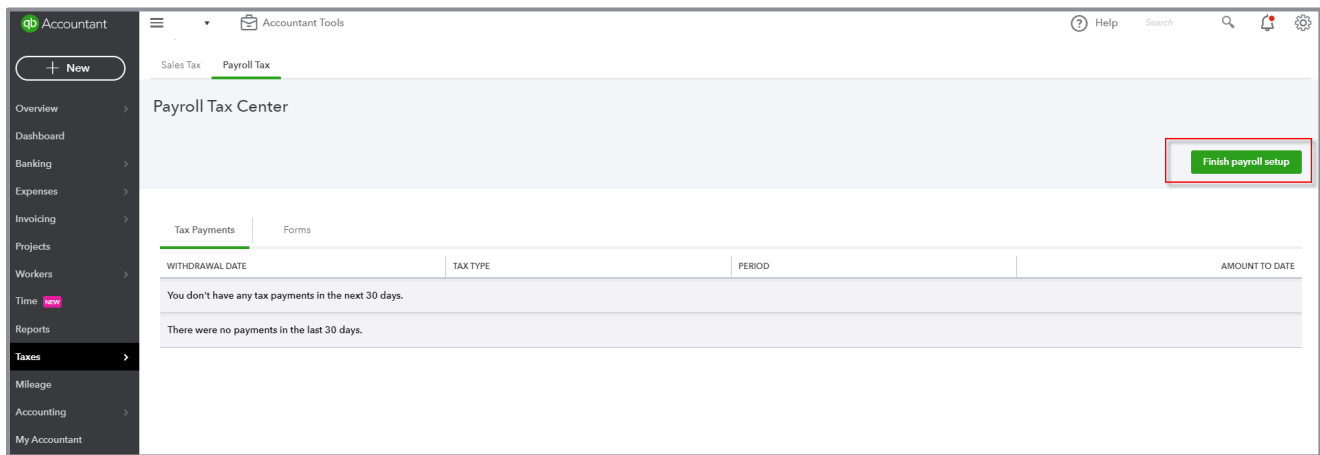
[View & print](#)

[Got it](#)

2. Enter a pay schedule. Determine the pay period ending date and check date. You can set the new payroll schedule as a default here, too.
3. Enter the pay rate: Hourly, Salary or Commission Only.
4. Enter any deductions. Examples of deductions include retirement or health insurance contributions the employee chooses to deduct from their paycheck.
5. Determine payment method. Choose from Paper check, Direct deposit, Direct deposit to two accounts, and Direct deposit with balance as a check.
6. Enter the Birth date and Hire date for this employee.

Repeat that process for each employee.

The next step sets up payroll tax settings. Click **Taxes** in the left navigation pane → **Payroll Tax** tab → **Finish payroll setup**.



THE PAYROLL TAX CENTER

Enter your company information on the business details screen, including:

- **Workers' Comp policy info**

The screenshot shows the 'Payroll Elite onboarding' interface. At the top, there's a header with a phone icon and the text 'Payroll Elite onboarding' and 'In case you need help, we're just a call away, 866-707-2484.' To the right, a notification box states 'Tax Penalty Free Guarantee inactive' and 'Once active we'll help resolve payroll tax penalty notices from the government. We'll even cover the penalties and interest. [Learn more](#)'. Below the header is a 'TO DO' list with several items, each with a checkmark icon and an 'Edit' link. The item 'Add a workers' comp policy' is highlighted with a red box. Below this list is a green button labeled 'Let's go'. The list items are: 'You're ready to start' (We've customized your payroll to get you going.), 'Your business info is complete' (We have everything we need to calculate your payroll taxes.), 'You're ready to pay your team' (To add more employees or change their info, select Edit.), 'Add a workers' comp policy' (Comply with state law and protect your business. Due as soon as you hire your first employee.), 'Fill in your tax info' (Gather your state and federal tax ID numbers so we can file your taxes for you.), 'Connect your bank' (This helps get you set up for electronic payments and same-day direct deposit.), and 'Sign your tax forms' (One quick signature and we'll be ready to pay and file your).

Once that is filled in, click **Let's go** to get to the Payroll Taxes Setup and Compliance screen. Fill in:

- **Filing name and address** – Legal name and address on file with the tax agencies
- **First hire date** – Did you hire your first employee within the last six months?
- **Did you buy the business from a previous owner?** – If it's a new company, you'll see a notification that tax rates and schedules specified by the IRS and state agencies for new employers were set up
- **Company Type**
- **Principal Officer Title**

Click **Continue**.

The screenshot shows the 'Payroll Taxes Setup and Compliance' window with the 'Business details' section. The instructions state: 'We use this info to fill out your payroll taxes and forms.' The form includes the following fields and options:

- What business name do you use when filing tax forms (filing name)?**: A text box containing 'Eather's Sound Systems'.
- What address do you use when filing tax forms (filing address)?**: A checkbox labeled 'Same as business address: 10610 Darby Avenue, Northridge, CA, 91326' is checked.
- Did you hire your first employee within the last six months?**: Radio buttons for 'Yes' (selected) and 'No'.
- Did you buy your business from a previous owner?**: Radio buttons for 'Yes' and 'No' (selected).
- What is your company type?**: A dropdown menu showing 'Corporation'.
- What is your Principal Officer Title?**: A dropdown menu showing 'President'.

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

The next screen is the federal and state tax details screen. Enter the company **FEIN**, state **Employer Numbers** and required tax **Deposit Schedule**. You may see questions related to the state requirements for your filing state(s). When you have completed entry on this screen, click **Done**.

The screenshot shows the 'Payroll Taxes Setup and Compliance' window with the 'Federal and state tax details' section. The form includes the following fields and options:


- Do you know your federal Employer Identification Number (EIN)?**: Radio buttons for 'Yes, it is' (with a text box) and 'No, I haven't received it yet, or I don't have it handy' (selected).
- I agree to share my information with Intuit partners for workers comp offers.**: A checkbox is checked.
- Do you know your California Employer Account Number?**: Radio buttons for 'Yes, it is' (with a text box) and 'No, I haven't received it yet, or I don't have it handy' (selected).

At the bottom of the window, there is a 'Back' button on the left and a green 'Done' button on the right.

On the Connect your bank to send money with QuickBooks screen, set up your company banking information. Click **Done** to complete your setup. You are brought to the Payroll Tax Center. Edit your company and tax settings, make a tax payment and view your tax forms here. There are also links here to the Employee Setup screen.


Get set up to pay with direct deposit

You'll be moving money so let's double-check your info (this should take about 5 minutes)




Business
Contact info, website, tax ID

[Review](#)



Principal officer
Contact info, date of birth, last 4 of Social Security number

[Review](#)



Bank account
Either sign-in info, or routing and account numbers

[Review](#)

By selecting **Accept and Submit**, you agree that [Intuit Payments Inc.](#) will provide money movement services under the [Terms](#) subject to eligibility criteria, credit and application approval, and have read and acknowledge the [Privacy Statement](#). You provide written instructions authorizing us to periodically pull your credit report starting now, until you cancel your money movement services in your QuickBooks settings (web).

To change the default account mapping of your payroll items, click **gear** → **Account and Settings** → **Payroll settings**. Click the **pencil** icon for each section to set up different wage and payroll tax items for each type of earnings and tax. You can map payroll items to different accounts or assign different expense accounts to different groups of employees. Click **Done** when finished.

Payroll Settings

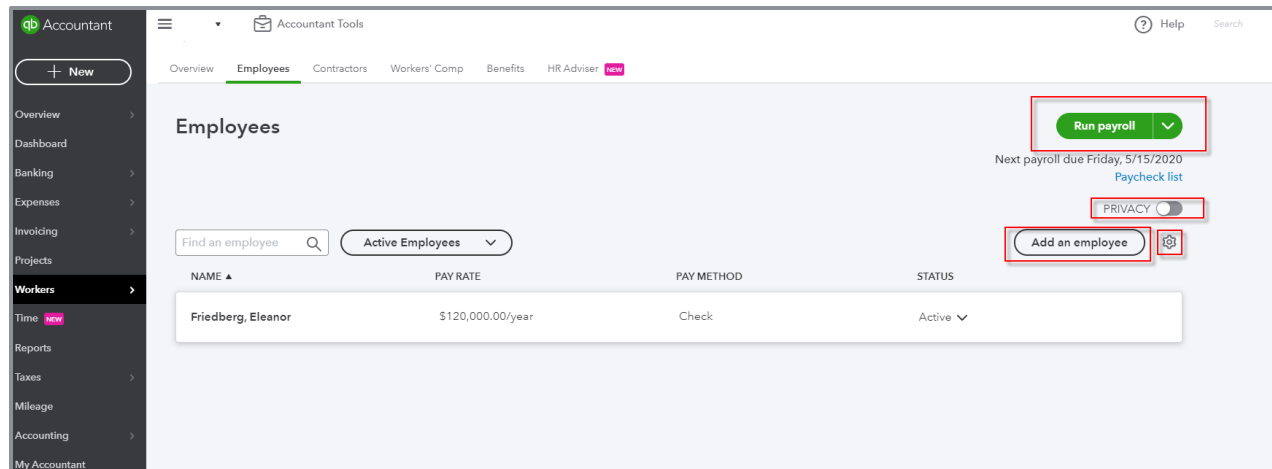
General tax	Company type, filing name, and filing address		✎
Federal tax	Federal EIN, deposit schedule, and filing requirement		✎
CARES Act	Employer Social Security Deferral		
California tax	State EIN, deposit schedule, and state unemployment insurance rate		✎
Email notifications	Send to	esther.us@e-compubooks.com	
	Setup notifications	Send to you and Esther	
	Form filing notifications	Send to you and Esther	
	Payday notifications	Send to you and Esther	
	Tax notifications	Send to you and Esther	
	Payday reminders	Send to you and Esther	✎
	Tax payment reminders	Send to you and Esther	
Shared data	Allow employees to import W-2 data into TurboTax	On	✎
Bank accounts	Account number		✎
	Routing number		✎
Printing	Paychecks	Print on plain paper	✎
Accounting	Choose which accounts your payroll transactions go to		✎

Done

RUN PAYROLL IN QUICKBOOKS ONLINE PAYROLL

To run a payroll in QuickBooks Online Payroll, click the **Workers** tab in the left navigation bar → **Employees** → **Run Payroll**.

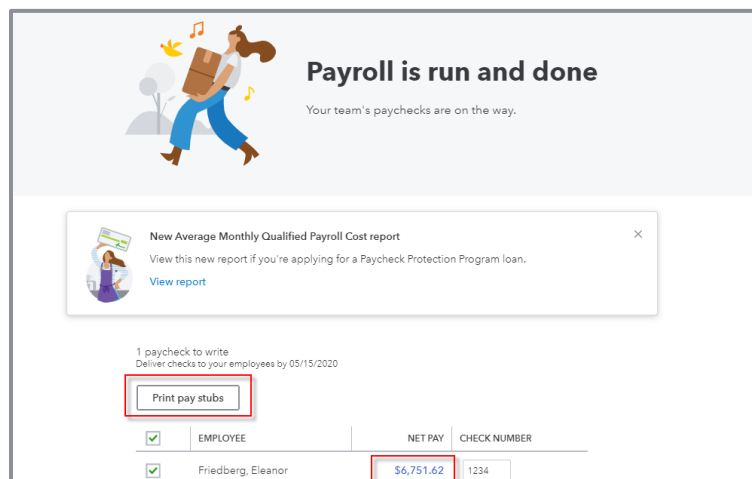
NOTE: There is a Privacy button here and the option to Add an employee. In addition, there is a small gear icon to add more columns in this center.



START THE RUN PAYROLL PROCESS

Verify the dates and checking account to be used. Enter the employee hours, then **Preview payroll**. If using timesheets in a QuickBooks Online Essentials, Plus or Advanced subscription, the timesheet data entered populates the hours displayed here. If the payroll looks correct, click **Submit payroll**.

To edit a check, click the **pencil** icon at the far right, reopening the paycheck screen. Select **Print pay stubs** on the next screen.



REVIEW PAYROLL

If you want to see the paycheck details, click any check's **blue net pay figure**. In the paycheck that opens, click **Print** at the bottom to print the paycheck:

Employee address 10620 Darby Avenue Northridge, CA 91326	Pay period 04/14/2020 to 05/13/2020	Pay date 05/15/2020	Check number 1234
Paid from Checking		Paid by Check (\$6,751.62)	

▼ Pay				
TYPE	HOURS	RATE	CURRENT	YTD
Salary	173.33	\$57.69	\$10,000.00	\$10,000.00
Total			\$10,000.00	\$10,000.00

▼ Employee taxes			
TYPE		CURRENT	YTD
Federal Income Tax		\$1,658.63	\$1,658.63
Social Security		\$620.00	\$620.00
Medicare		\$145.00	\$145.00
CA Income Tax		\$724.75	\$724.75
CA State Disability Ins		\$100.00	\$100.00
Total		\$3,248.38	\$3,248.38

▼ Employer taxes			
TYPE		CURRENT	YTD
FUTA Employer		\$42.00	\$42.00

Cancel Print Edit Delete OK

Esther's Sound Systems 10618 Darby Avenue Northridge CA 91326		Check No.: 1234
Eleanor G. Friedberg 10620 Darby Avenue Northridge CA 91326		Pay Stub Detail PAY DATE: 05/15/2020 NET PAY: \$6,751.62

EMPLOYER Esther's Sound Systems 10618 Darby Avenue Northridge CA 91326		Check No.: 1234
EMPLOYEE Eleanor G. Friedberg 10620 Darby Avenue Northridge CA 91326 SS#: ...5325		PAY PERIOD Period Beginning: 04/14/2020 Period Ending: 05/13/2020 Pay Date: 05/15/2020
		NET PAY: \$6,751.62
MEMO:		

PAY	Hours	Rate	Current	YTD	DEDUCTIONS	Current	YTD
Salary	-	-	10,000.00	10,000.00			

TAXES	Current	YTD	SUMMARY
Federal Income Tax	1,658.63	1,658.63	Current YTD
Social Security	620.00	620.00	Total Pay \$10,000.00 \$10,000.00
Medicare	145.00	145.00	Taxes \$3,248.38 \$3,248.38
CA Income Tax	724.75	724.75	Deductions \$0.00 \$0.00
CA State Disability Ins	100.00	100.00	
			Net Pay \$6,751.62

PAYROLL REPORTS

Payroll reports can be found in the Report Center, which is accessed by clicking **Reports** on the left navigation bar. Three common payroll reports you can use to review payroll are:

- **Payroll Summary** – Shows information about a single payroll or date range. To change the dates displayed on the report, click **Date Range**. Choose from many options such as last month, this week or by tax filing quarter. You can filter by employees. To share, print or export your report to Excel, click the drop-down **arrow** next to the **Share** button.

										Share
Back to report list										
Date Range		Employee								
Last pay date		Active Employees								
		Run Report								
CHECK DATE	NAME	NET AMOUNT	TOTAL HOURS	TAXES WITHHELD	TOTAL DEDUCTIONS	TOTAL PAY	EMPLOYER TAXES	COMPANY CONTRIBUTIONS	TOTAL COST	CHECK NUM
05/15/2020	Friedberg, Eleanor G.	\$6,751.62	173.33	\$3,248.38	\$0.00	\$10,000.00	\$1,052.00	\$0.00	\$11,052.00	1234
Totals		\$6,751.62	173.33	\$3,248.38	\$0.00	\$10,000.00	\$1,052.00	\$0.00	\$11,052.00	

- **Payroll Details** – Shows a breakdown of the employee and employer share of taxes plus any deductions from the employees' gross wages. Change the date range and filter by employees here too.

Payroll Details Report

Back to report list

Share

Date Range

Last pay date

Employee

Active Employees

Run Report

	PAY	HRS	AMT	DEDUCTIONS	AMT	EMPLOYEE-PAID TAXES	AMT	COMPANY-PAID TAXES	AMT
Friedberg, Eleanor G. Net \$6,751.62 05/15/2020 04/14/20 - 05/13/20	Sal	173.33	\$10,000.00			FIT	\$1,658.63	FUTA	\$42.00
						SS	\$620.00	SS	\$620.00
						Med	\$145.00	Med	\$145.00
						CA PIT	\$724.75	CA ETT	\$7.00
						CA SDI	\$100.00	CA SUI	\$238.00
TOTAL									
Net \$6,751.62	Sal	173.33	\$10,000.00			FIT	\$1,658.63	FUTA	\$42.00
						SS	\$620.00	SS	\$620.00
						Med	\$145.00	Med	\$145.00
						CA PIT	\$724.75	CA ETT	\$7.00
						CA SDI	\$100.00	CA SUI	\$238.00
GRAND TOTAL									
Net \$6,751.62		173.33	\$10,000.00				\$3,248.38		\$1,052.00

- **Payroll Tax Liability** – Shows the amount of taxes withheld, paid and owed to each taxing authority. Filter this report by **Date Range**.

Tax Liability Report

Share ▼

[Back to report list](#)

Date Range

Last pay date

Run Report

	TAX AMOUNT	TAX PAID	TAX OWED
CA PIT / SDI	\$824.75	\$0.00	\$824.75
CA Income Tax	\$724.75	\$0.00	\$724.75
CA State Disability Ins	\$100.00	\$0.00	\$100.00
CA SUI / ETT	\$245.00	\$0.00	\$245.00
CA ETT	\$7.00	\$0.00	\$7.00
CA SUI Employer	\$238.00	\$0.00	\$238.00
Federal Taxes (941/944)	\$3,188.63	\$0.00	\$3,188.63
Federal Income Tax	\$1,658.63	\$0.00	\$1,658.63
Social Security	\$620.00	\$0.00	\$620.00
Social Security Employer	\$620.00	\$0.00	\$620.00
Medicare	\$145.00	\$0.00	\$145.00

Bank and Credit Card Accounts

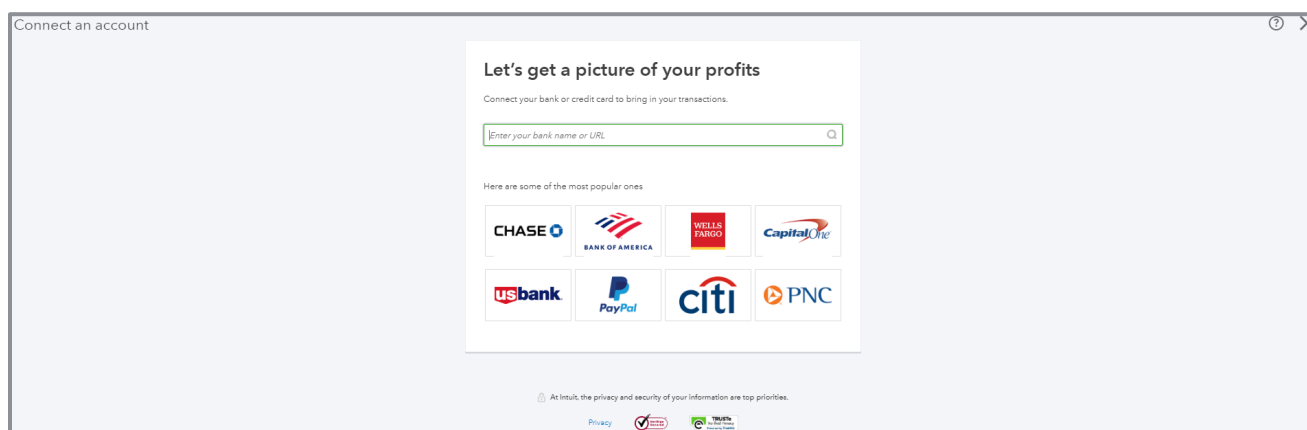
BANK FEEDS

The bank feeds in QuickBooks Online are among the most dynamic features of the program. It links your online banking (and credit card) accounts and feeds the transactions directly into the Banking Center. When the transactions are pulled in, they are non-posting until you match them to previously recorded transactions or use them to add new transactions to your registers. This process simplifies data entry. It really helps businesses get a handle on their balances in real-time!

When using bank feeds to enter your transactions, your accounts become self-reconciling. Because transactions are matched to the bank or credit card as they are entered, they are already marked as tentatively cleared in the reconciliation screen. A matched or created transaction (tentatively cleared) from a bank feed has the letter C next to it in the register. A transaction marked cleared after being reconciled will have the letter R next to it.

Many thousands of financial institutions link to QuickBooks Online. If a financial institution does not participate, you can still upload bank feeds to QuickBooks Online. Export the form at the banking website to .CSV, .QFX, .QBO or .OFX formats. If you are unable to export your banking information to any of these formats, there is at least one app available that can convert a .PDF statement to a .QBO banking format.

When first opening the Banking Center (accessed by clicking **Banking**), you will be prompted to connect an account. After the first account is added, add another account by clicking **Add account** inside the Banking Center. Choose the name of the bank from the list provided or enter the bank's login website address. Enter the online ID and passcode used to sign into your bank's online banking page. QuickBooks displays the accounts included under the login ID of the bank.



ADD AN ACCOUNT FOR BANK FEEDS

Choose the type of account. Click **Connect**. If connecting to an account already set up in QuickBooks Online, choose which account to link to the bank feed.



TIP: You will be able to specify how much history is brought into the bank feeds from your financial institution.

Which accounts do you want to connect?

Chequing *-042
Balance: \$8,425.01

Other 1 USD *-930
Balance: \$63,585.12

Checking ▼ ✓

We will pull transactions from the selected accounts from 01/01/2020. Or you can select a different date to pull transactions from. Some bank limitations may apply.

This year (01/01/2020) ▼

- Today (05/11/2020)
- This month (05/01/2020)
- This year (01/01/2020)
- Last year (01/01/2019)
- Custom...

Connect

If you click **Custom** you can specify the first date for which transactions should be brought from this account. If the date you choose is too early (i.e., the transactions cannot be brought in from that far back), you'll see a message when you hover your mouse over that date:

Which accounts do you want to connect?

Chequing *-042
Balance: \$8,425.01

Other 1 USD *-930
Balance: \$63,585.12

Checking ▼ ✓

We will pull transactions from the selected accounts from 01/01/2018. Or you can select a date. Some bank limitations may apply.

The earliest available date is 05/12/2018

01/01/2018

Connect

Once the transactions have been imported, the account and its transactions are displayed in the Banking Center.

Sample Company

Banking Rules Receipts

Bank and Credit Cards Mastercard ▼

Mastercard **\$304.96** BANK BALANCE Updated moments ago
\$157.72 IN QUICKBOOKS 7

Checking **\$-3,621.93** BANK BALANCE Updated moments ago
\$1,201.00 IN QUICKBOOKS 25

Savings **\$200.00** BANK BALANCE Updated moments ago
\$800.00 IN QUICKBOOKS 1

Use this to upload a file from your bank or credit card company

Update File upload Order Checks Add account

For Review Reviewed Excluded

We were able to get transactions from Example Bank U.S.A. starting from 04/09/2020. You can match items to existing records or add them as new records. Need more data?

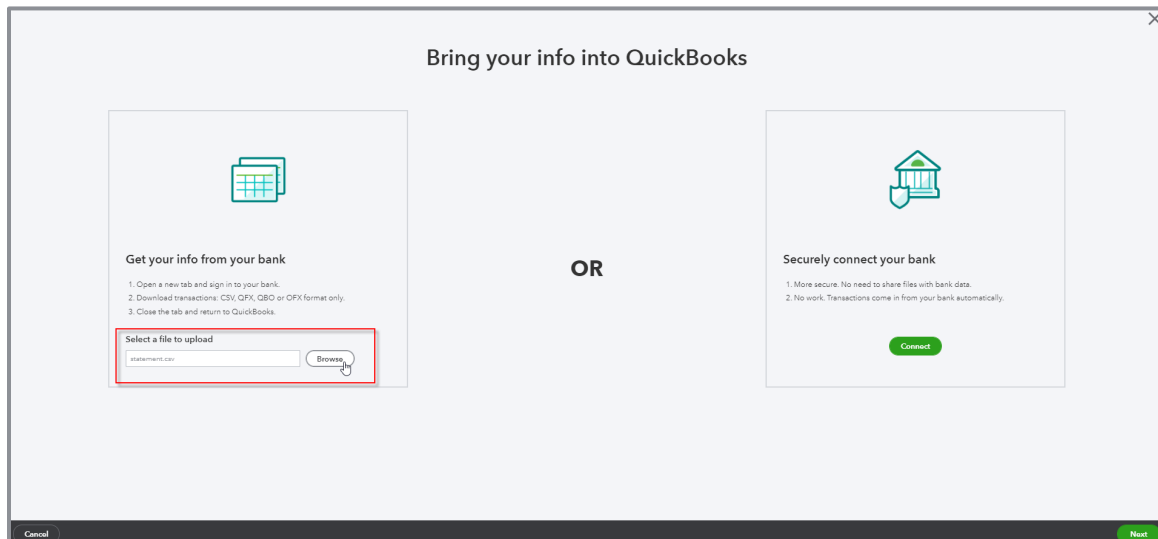
Batch actions ▾ All (7) Recognized (3)

	DATE ▼	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	05/11/2020	Amazon		Uncategorized Expense		\$89.99	Add
<input type="checkbox"/>	05/10/2020	Lara's Lamination		Uncategorized Expense	\$150.00		Add
<input type="checkbox"/>	04/27/2020	Squeaky Klean Car	Squeaky Klean Car Wash	2 records found	\$19.99		View
<input type="checkbox"/>	04/20/2020	Bob's Burger	Bob's Burger Joint	1 record found CC Expense 04/20/2020 \$18.97 Bob's Burger Joint	\$18.97		Match
<input type="checkbox"/>	04/20/2020	Squeaky Klean Car	Squeaky Klean Car Wash	2 records found	\$19.99		View

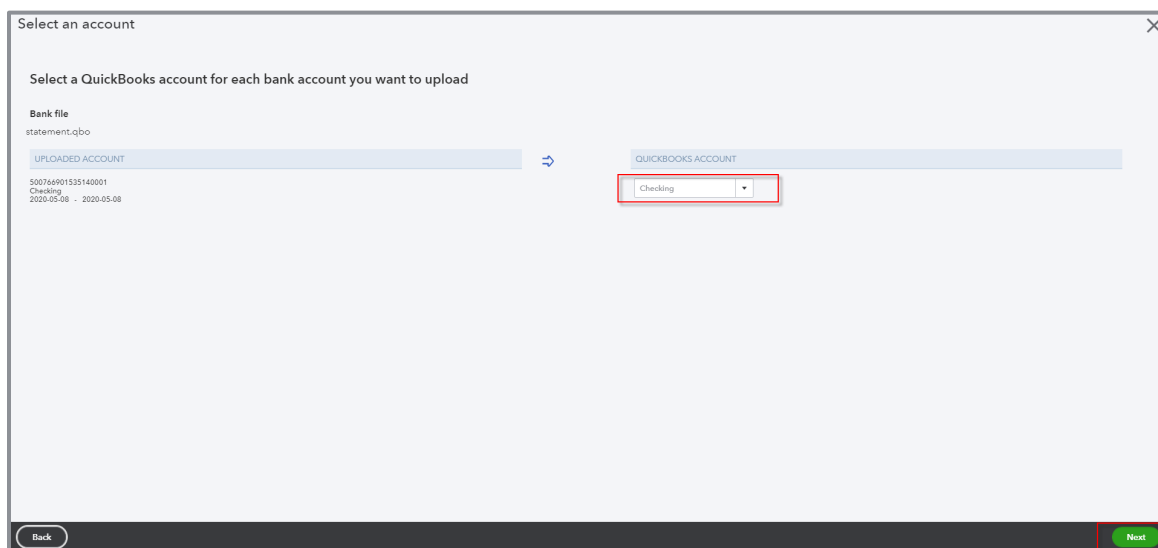
THE BANKING CENTER

To upload banking transactions exported from your bank using a supported file type (.CSV, .QFX, .QBO or OFX formats), follow these steps:

1. Click **File upload** from the Banking Center.
2. Click **Browse** to locate the file to upload.



3. Choose the QuickBooks bank or credit card account to link, then **Next** (add a new account here).



4. If necessary, map the fields in your upload file to the fields in QuickBooks Online and follow any instructions. (*.qbo file formats do not require this step.)
5. Click **Let's go!** to import your data.



TIP: If you are using a *.csv import file that has headers, click **First row in .csv file is header row**. Your headers appear in the drop-down menu. This makes mapping a whole lot easier!

A notification indicates your transactions were imported. Start working with your data in the Banking Center.

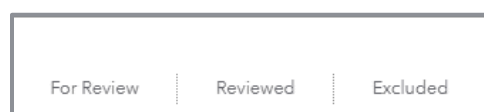
WORK WITH THE DATA IN THE BANK FEEDS

Now that you have imported transactions, start working with them in the Banking Center. Here is a tour of the Banking Center:

- The top section of the Banking Center shows the bank and credit card accounts enabled to use bank feeds. If the account is *linked* to your online banking account, the top blue portion of the account box will show the bank balance as of the date of the last sync. If it is not linked, it will show \$0.00 (note that it will also show zero if the balance per the bank is, in fact, zero).
- The bottom portion of the account box displays the current balance in the QuickBooks Online register and the number of transactions displayed in the For Review tab below
- The buttons at the top right of the Banking Center are action buttons you can use to add a new account, begin an upload, or update a linked account

Remember that when transactions are imported from a bank feed, they are non-posting transactions. Transactions in this list are not added to the register until you take action. Bank feed transactions are organized into three tabs:

- **For Review** - Displays unposted transactions from the bank feed
- **Reviewed** - Displays bank feed transactions that have been matched or added to the register
- **Excluded** - Displays transactions that have been removed from the For Review tab by the user



TABS USED IN BANKING CENTER


Begin your bank feed workflow in the For Review tab. Transactions are listed under two additional tab headings:

- All
- Recognized

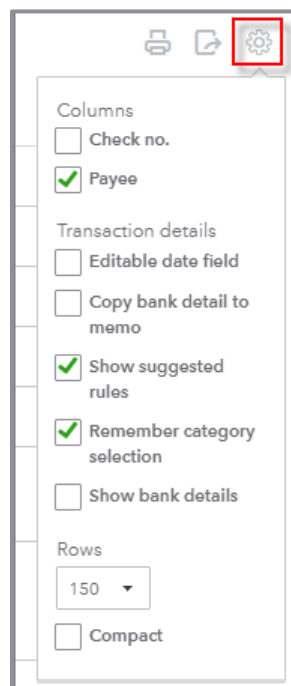
If QuickBooks recognizes a transaction already recorded in the register, a green *1 record found* tag is displayed next to the transaction. It is added to the Recognized tab. See a white *2 records found* tag with a green border next to a transaction? This indicates QuickBooks Online found multiple matches. Click to select the correct match or add a new transaction.

A solid green rectangular tag with the text "1 record found" in white.A white rectangular tag with a green border and the text "2 records found" in green.

QuickBooks also recognizes common vendor names. Suggestions are made for selecting the correct general ledger account. If you accept the suggested account, QuickBooks will change the account for all transactions of that same name and the color of the text will be changed to green.

There is a little gear icon  to the top right of the transaction list in the Banking Center. Use this gear icon to add or remove the columns displayed on the bank feed. Change the number of transactions included on each page. Columns you can add are:

- **Check no.** - Useful when you add checks directly from the bank feed
- **Payee**
- **Editable date field** - If you are using bank feeds to enter transactions initiated in a different period you will need to enable this column
- **Copy bank detail to memo** - Retains a record of the bank text in the transaction; this is essential if you forget to add a name to the Payee field
- **Remember category selection** - Retains the category in the transaction should a similar transaction occur again
- **Show bank details**



OPTIONS UNDER LITTLE GEAR ICON IN BANKING CENTER

Click the little **gear** icon again to make this pop-up disappear.



TIP: You can sort transactions by a column's contents by clicking the column name.

To *add* a new transaction to the register from the bank feed, populate the fields that display in the expanded window when you click the transaction:

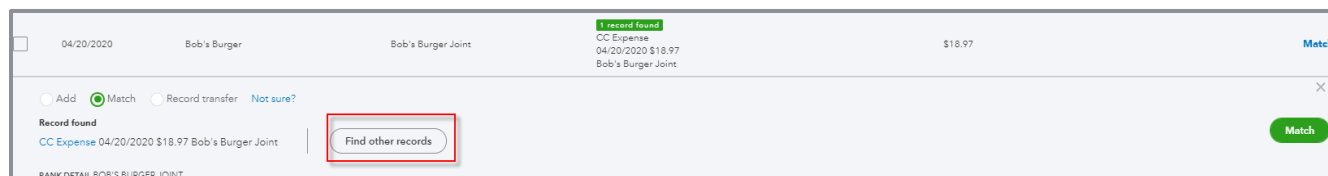
- Vendor/Customer (i.e., Payee)
- Category (General Ledger G/L account)
- If needed, mark as Billable and assign to a Customer
- Memo
- If needed, split the transaction between multiple categories. Click the **Split** button. Enter the appropriate details into the pop-up window. Click **Save and add**.

ADD A TRANSACTION FROM THE BANK FEED

To *match* a transaction to the register from the bank feed:

- If you agree with the green or white Record found, click **Match**. (You'll need to click the white Records found transaction first to see or edit which record QuickBooks is considering matching to this item.) The transaction is moved to the Reviewed tab and posted to the appropriate account.

- If you don't agree with the white Record found, click the *gray* **Find other records** button. A list of other matching options will display (you may have to expand the date range to find the correct transaction). Select the correct match. Click **Match**.



- If QuickBooks doesn't recognize a transaction already recorded in the register, manually match it to the transaction by clicking the transaction line, then click **Find match** above the record information. A list of possible matches is displayed in the Match transactions pop up screen. Place a checkmark next to the appropriate matching transaction(s). Click **Save**. If the bank feed transaction is made up of multiple transactions in the register, check multiple lines in this screen to resolve the difference in amounts.

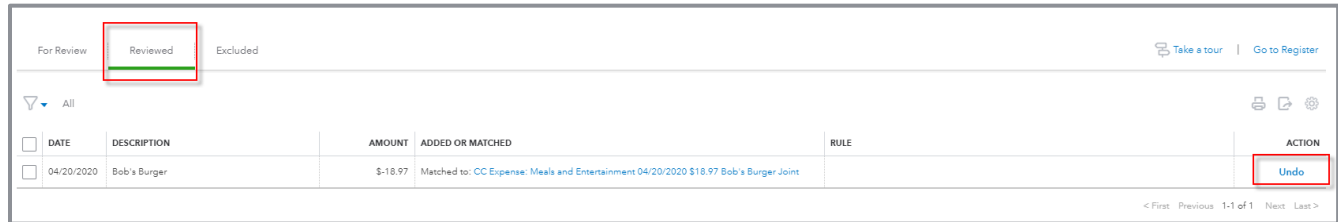


- You can also match bank feed transactions to checks, expenses, deposits, transfers, credit card credits, open bills, open invoices, sales receipts and customer payments. If there are open items in any of these categories, they will be displayed in the Match transactions pop up screen. You can match multiple transactions to the bank feed. You can group multiple customer payments or sales receipts into a single deposit and multiple bills into a single bill payment.

TROUBLESHOOT BANK FEED TRANSACTIONS

Sometimes during your workflow, a transaction has already been matched to the wrong transaction in the register. This happens for several reasons. The register transactions are of the same amount and/or fall within the same date range. To fix this type of error:

1. Click the **Reviewed** tab.
2. Find the incorrectly matched transaction.
3. Click **Undo** under the **Action** column on the far right.

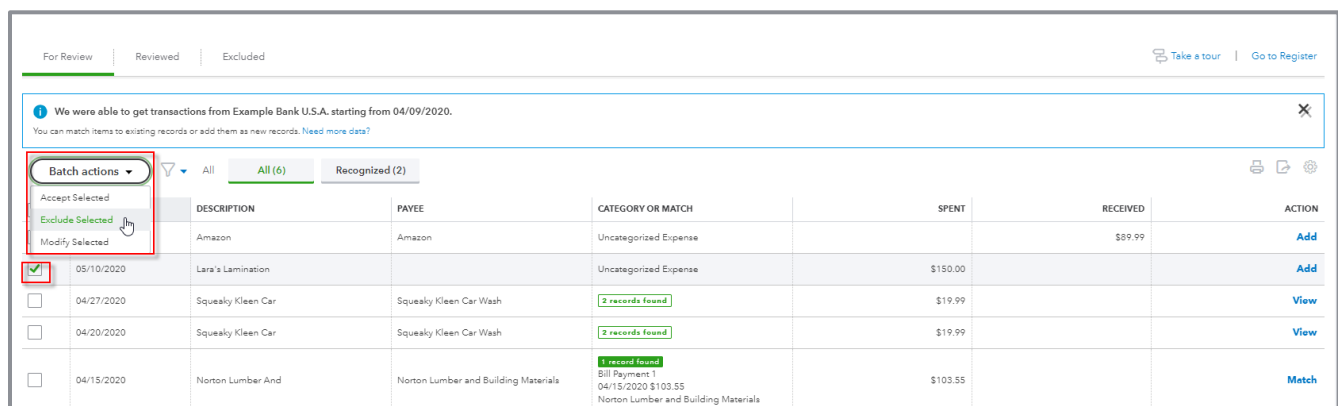


UNDO FUNCTION IN THE BANKING CENTER

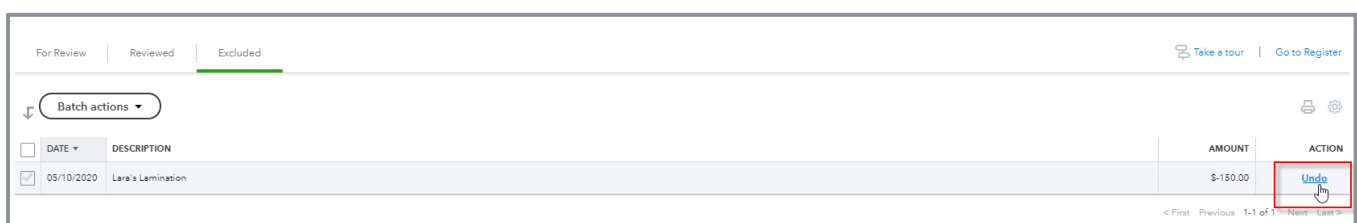
This returns the bank feed transaction to the For Review tab. Now match it to the correct transaction.

Another issue encountered occurs when a bank feed transaction is imported and the matching transaction has already been reconciled using the Reconcile tool in QuickBooks. In this case, the transaction can't be matched. Just exclude the transaction or it will remain in the workflow indefinitely. To exclude the transaction:

1. Check the box next to the transaction in the **For Review** list.
2. Click **Batch actions** → **Exclude Selected**.



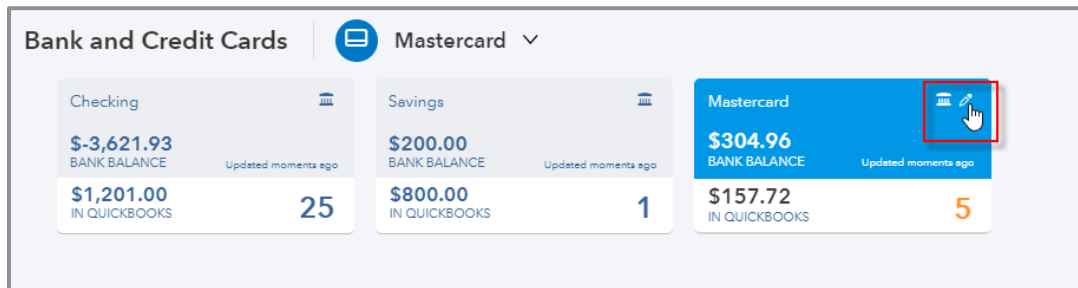
This moves the transaction to the Excluded tab. It remains there until permanently deleted from your workflow. If you exclude a transaction by mistake, just click the **Excluded** tab, and select **Undo** under the Action column.



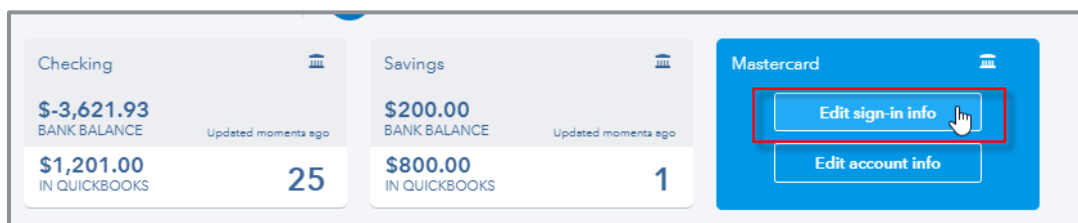
This moves the transaction back to the For Review list. Now match it properly or add it to the register.

A red error message in the Banking Center indicates QuickBooks was unable to connect to the online banking account. If this occurs, it usually means your online banking credentials have been changed. Update them in QuickBooks Online. To update the online banking credentials:

1. Click the **pencil** icon at the top right of the blue account box.



2. Click **Edit sign-in info**.



3. Enter your updated online banking login credentials.
4. Click **Update sign-in info**.

What happens if you accidentally import a bank feed twice and create duplicate entries?

- **Duplicates in New Transaction List** - If the duplicates are in the For Review tab, fix this by selecting the duplicate transactions (i.e., place a checkmark next to them), then clicking **Batch actions** → **Exclude Selected**
- **Duplicates already added to the Register** - If the duplicate transactions are already added to the register, click the **Reviewed** tab → select the duplicate transactions → **Batch Actions** → **Undo**. Once the duplicates have been moved to the For Review tab, select them again. Click **Batch actions** to exclude them.

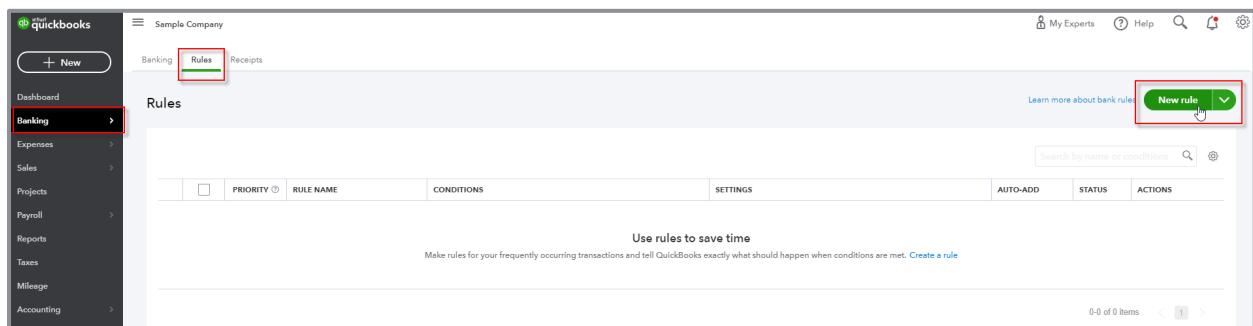
If you can't find a matching transaction you *know* is recorded in the register — perhaps because a vendor held a check for more than 90 days or the date of the transaction was entered incorrectly in the register — try expanding the date range in the Match transactions screen. Simply change the date range. QuickBooks will show transactions for the dates specified. Select the matching transaction and click **Save**. (Alternately, if you know the matching transaction is recorded properly in the register, you can simply exclude the transaction in the For Review tab you are having trouble matching.)

RULES IN BANK FEEDS

You can further automate data entry via bank feeds using rules, reducing the time to code and record transactions.

To create a rule:

1. In the Banking Center, click the **Rules** tab.
2. Click the green **New rule** button.



3. Give your rule a name. Choose whether the rule applies to **Money in** or **Money out**.
4. Choose whether the rule applies to all bank (and credit card) accounts or only specific ones.
5. Set the criteria for the rule. Add multiple criteria. Use all or any to refine or expand your selections.
6. Set the type of transaction to create with the rule. Add the details of the transactions, such as Payee and Category. Add more lines to the transaction by clicking **Add a split**. Click **Save**. Code class and location here if enabled in a Plus or Advanced subscription company.
7. Click the **Auto-add** toggle if you want to add this transaction to the Reviewed tab and the company's books without reviewing it first in the For Review tab.

Create rule

Rules only apply to unreviewed transactions.

What do you want to call this rule? *

Name this rule

Apply this to transactions that are

Money out in All bank accounts

and include the following: All

Description Contains Enter a value

+ Add a condition

Then assign

Transaction type Expense

Category Select a category Add a split

Payee (Recommended)

+ Assign more

Automatically confirm transactions this rule applies to

Auto-add

Cancel Save

ADD A BANK RULE

QuickBooks uses the criteria entered in your rules to pre-fill your bank feed transactions with the required information.

All your previously created rules are in the Rules list. Edit, copy and modify rules to create new rules. Delete rules by clicking the buttons under the **Actions** column. Export rules and import them into another QuickBooks Online company.

Rules can also be added directly from the bank feed when re-categorizing a transaction.

05/11/2020 Amazon Amazon Office Expenses

☒ Add ☐ Find match ☐ Record transfer Not sure?

Vendor/Customer ? Category ? Billable Customer ?

Amazon Office Expenses Bill's Windsurf Shop

Memo

Memo

We'll set Amazon to Office Expenses from now on. Edit this setting

BANK DETAIL AMAZON SOFTWARE

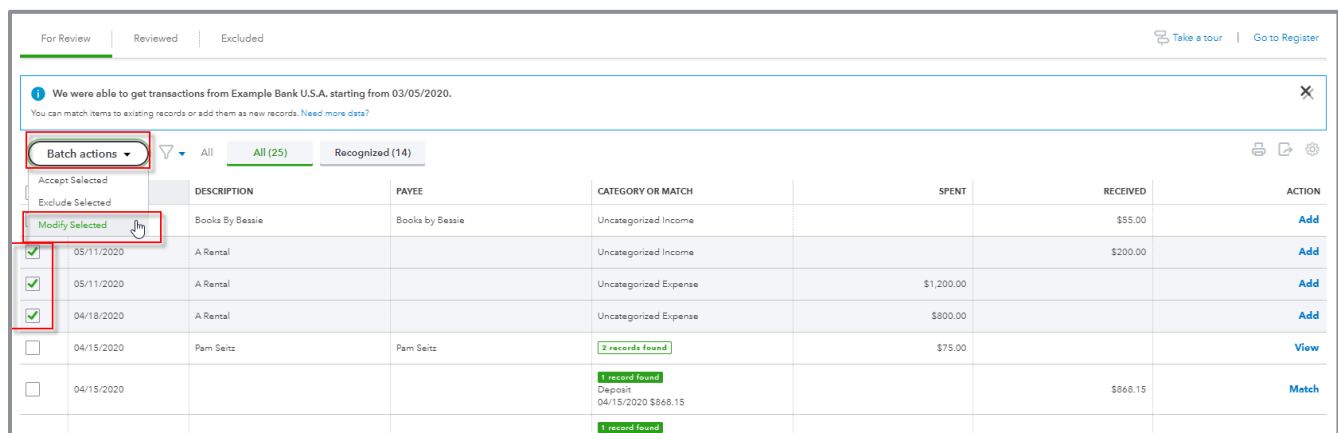
Create rule from this transaction | Add Attachment

RULE FROM BANK FEED

USE BATCH ACTIONS IN THE BANK FEEDS

The Batch Actions feature is a real time-saver. You already know you can use it to remove duplicate transactions from your workflow. Did you know you can also code and add multiple transactions at the same time? To do this:

1. Select the transactions you want to code.
2. Click the **Batch actions** drop-down arrow → **Modify Selected**.
3. Enter the Payee and Category. Click **Apply**. All the selected transactions are coded to the payee and category.
4. Click **Batch Actions** again → **Accept Selected**.



The screenshot shows the QuickBooks Online Bank Feeds interface. At the top, there are tabs for 'For Review', 'Reviewed', and 'Excluded'. A notification banner states: 'We were able to get transactions from Example Bank U.S.A. starting from 03/05/2020. You can match items to existing records or add them as new records. Need more data?'. Below the notification, there is a 'Batch actions' dropdown menu with options: 'Accept Selected', 'Exclude Selected', and 'Modify Selected'. The 'Modify Selected' option is highlighted. The main table displays a list of transactions with columns: 'DESCRIPTION', 'PAYEE', 'CATEGORY OR MATCH', 'SPENT', 'RECEIVED', and 'ACTION'. The table shows several transactions, including 'Books By Bessie', 'A Rental', and 'Pam Seitz'. Some transactions are marked with checkmarks, indicating they are selected. The 'ACTION' column shows 'Add' for new transactions and 'View' or 'Match' for existing ones.

	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	Books By Bessie	Books by Bessie	Uncategorized Income		\$55.00	Add
<input checked="" type="checkbox"/>	05/11/2020 A Rental		Uncategorized Income		\$200.00	Add
<input checked="" type="checkbox"/>	05/11/2020 A Rental		Uncategorized Expense	\$1,200.00		Add
<input checked="" type="checkbox"/>	04/18/2020 A Rental		Uncategorized Expense	\$800.00		Add
<input type="checkbox"/>	04/15/2020 Pam Seitz	Pam Seitz	2 records found	\$75.00		View
<input type="checkbox"/>	04/15/2020		1 record found Deposit 04/15/2020 \$868.15		\$868.15	Match
			1 record found			

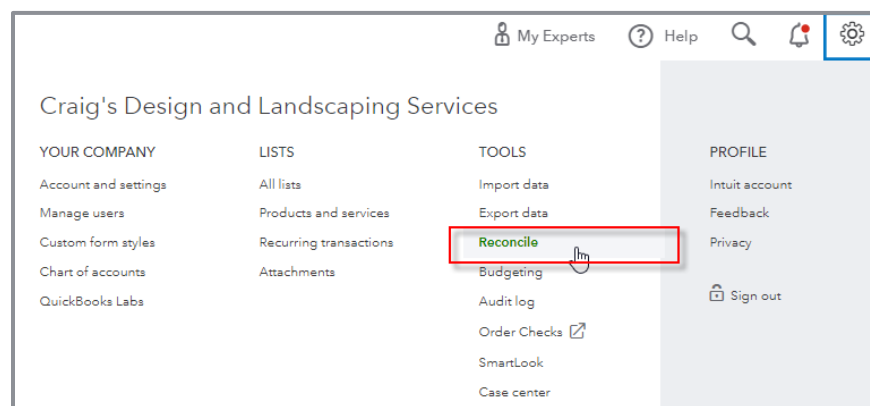
USE BATCH ACTIONS IN BANK FEEDS

RECONCILE BANK, CREDIT CARD AND OTHER ACCOUNTS

Although the bank feeds in QuickBooks Online matches entries to the bank or credit card account, it is a best practice to reconcile the accounts monthly using the Reconcile feature. The reconciliation process helps find errors and omissions between QuickBooks and the bank. It also changes the reconcile tag on transactions from C to R, giving you another way to filter reports and helps troubleshoot issues with your bank feeds.

To open the Reconcile screen in QuickBooks Online:

1. Click the **gear** icon → **Reconcile** under the Tools menu. (It is also available in the left navigation bar by clicking **Accounting** → **Reconcile**.)



LOCATE THE RECONCILIATION TOOL

2. Choose the bank or credit card account to reconcile from the drop-down menu.
3. Enter the **Statement Ending Balance** and the **Statement Ending Date** from the bank statement. Click **Start reconciling**. (If you see a small screen called "Reconcile like a pro," click **Let's do it**.)

A screenshot of the 'Reconcile an account' screen in QuickBooks Online. The screen has a title 'Reconcile an account' and a subtitle 'Open your statement and let's get started.' Below this is a blue notification box that says 'We know it takes time to get used to new stuff' and a 'Welcome! Grab your statement and we'll get started.' box. The main form asks 'Which account do you want to reconcile?' with a dropdown menu showing 'Checking'. Below this, it says 'Add the following information' and has three input fields: 'Beginning balance' (with a value of 5,000.00), 'Ending balance *', and 'Ending date *'. At the bottom is a green 'Start reconciling' button.

START THE RECONCILIATION PROCESS FOR AN ACCOUNT

The Reconcile screen in QuickBooks offers many options to make the reconciliation process faster and easier. You will first see that you have the option to reconcile all transactions, by payments only, or by deposits only.

- Checks and payments under the **Payments** tab
- Deposits and other credits under the **Deposits** tab
- Both payments and deposits under the **All** tab

Chart of accounts > Bank register > Reconcile

Reconcile Checking
Statement ending date: April 30, 2020

\$10,000.00

STATEMENT ENDING BALANCE

-

\$5,000.00

CLEARED BALANCE

\$5,000.00

BEGINNING BALANCE

-

\$0.00

0 PAYMENTS

+

\$0.00

0 DEPOSITS

Edit info

Save for later

\$5,000.00

DIFFERENCE

RECONCILE AN ACCOUNT

The reconciliation summary box is found at the top of the page and can be hidden by clicking the **up arrow** on the right-hand side.

If you made a mistake entering the statement ending balance or the date, click the **Edit info** button in the top right.

The filter option allows you to find and filter transactions by cleared status, transaction type and payee. You can also filter by transaction dates. Bank feed transactions are automatically marked cleared when added or matched to the register. You may also sort by the column headers. There is a column called **Cleared Date** that allows you to see the date the transaction cleared the bank (via the bank feed info) and identify if it was cleared after your statement period (even if the transaction is dated in your statement period).

FILTER BOX ON RECONCILIATION SCREEN

- To mark a transaction as cleared, click the **circle** to the right of the transaction. As you clear transactions, QuickBooks tallies the cleared debits and credits in the summary box displaying the difference between your records and the bank.

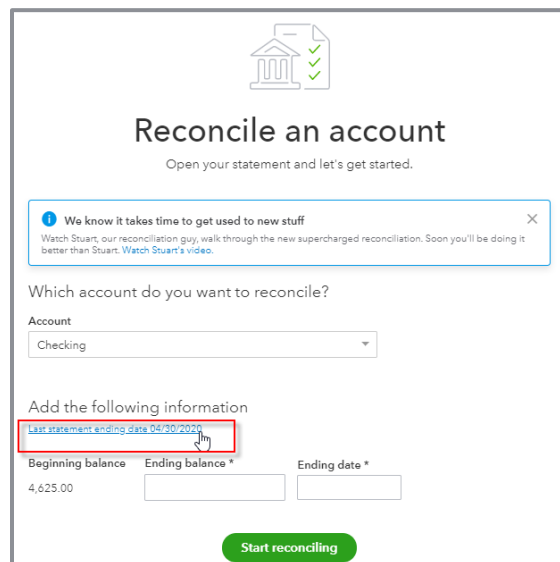
SUMMARY BOX ON RECONCILIATION SCREEN


- Once you have verified and checked all the cleared transactions in QuickBooks, the amount in the Difference field is zero. When finished (i.e., when the Difference field displays zero), click **Finish Now**. This will close the screen.

You can always click **Save for later** to save your progress and complete your reconciliation later.

Here are some common roadblocks when reconciling an account in QuickBooks Online:

- **A transaction on the bank statement is not in QuickBooks** – To add a transaction not recorded in QuickBooks but appearing on the bank statement, click **+New** at the top of the left navigation bar to open the appropriate transaction screen. Record the transaction then go back to the Reconcile screen. Mark the new transaction as cleared. You can also go to the Banking Center and classify your transaction if it has not been recorded yet.
- **Discrepancies: you made the error** – If you find a discrepancy in one of your entries, click the transaction from the **Reconcile** screen to edit it. **Save and close** the transaction. Resume the reconciliation process.
- **Discrepancies: bank made the error** – If the bank made an error, record a new transaction adjusting your balance. After you resolve the error with your bank, reverse the transaction. Mark the reversing entry cleared during the reconciliation of the period where the correction appears on your statement.
- **Printing the reconciliation report** – To print the reconciliation report, click the **Last statement ending date** link in the Reconcile screen. It is important to note any changes made to the register after the reconciliation is completed are not included on your reconciliation report. You may also access other reconciled periods by clicking the **History by account** in the Reconcile screen.





Reconcile an account

Open your statement and let's get started.

i We know it takes time to get used to new stuff
Watch Stuart, our reconciliation guy, walk through the new supercharged reconciliation. Soon you'll be doing it better than Stuart. [Watch Stuart's video](#)

Which account do you want to reconcile?

Account
Checking

Add the following information

Last statement ending date 04/30/2020

Beginning balance	Ending balance *	Ending date *
4,625.00		

[Start reconciling](#)

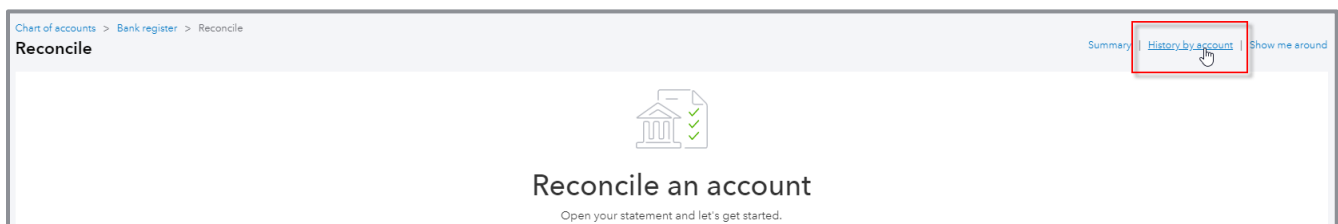



Chart of accounts > Bank register > Reconcile

Reconcile

Summary | **History by account** | Show me around



Reconcile an account

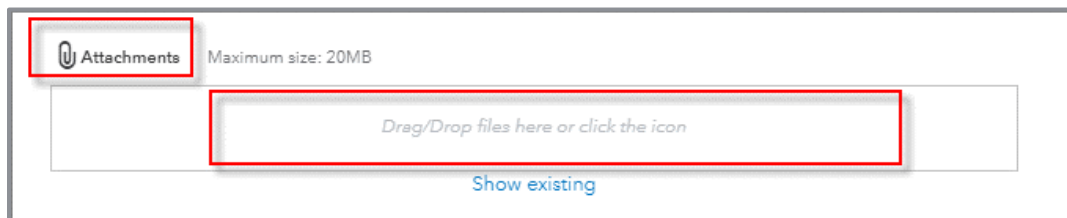
Open your statement and let's get started.

Extra Information on Transactions

ATTACH DOCUMENTS

Attach documents to transactions in QuickBooks Online, whether you are logged in via your browser or from your mobile device using the Mobile app.

To add a document from within your browser, open the transaction. Either drag the file to the box at the bottom of the screen or click the **box** itself or the **paperclip** icon and browse to the file you want to attach.



ATTACHMENT TOOL LOCATED AT THE BOTTOM OF TRANSACTION SCREENS

You can also attach documents using the QuickBooks app for iPhone and Android devices by downloading it from the Apple Store or Google Play Store. Once the app is installed, log in and create a new transaction or open an existing one. Click the **camera** icon. Either take a new photo of a receipt or upload an existing picture.

View all your documents by clicking **Attachments** in the gear icon menu.

You can also add attachments to customer and vendor details.

Customer information

Company

Amy's Bird Sanctuary

Email

Birds@Intuit.com

Title

First name

Amy

Middle name

Last name

Lauterbach

Suffix

Phone

(650) 555-3311

Mobile

Fax

* Display name as

Amy's Bird Sanctuary

Print on check as

☒ Use display name

Amy's Bird Sanctuary

Other

Website

☐ Is sub-customer

Enter parent customer

Bill with parent

Address

Notes

Tax info

Payment and billing

Language

Attachments

Additional Info

Billing address

4581 Finch St.

Bayshore

CA

94326

Country

Shipping address

4581 Finch St.

Bayshore

CA

94326

Country

Same as billing address

Cancel

Make inactive

Privacy

Save

ATTACHMENT TO CUSTOMER DETAIL

Vendor Information

* Display name as

Amazon

Print on check as

☒ Use display name

Amazon

Address

Street

City/Town

State/Province

ZIP code

Country

Notes

Attachments

Maximum size: 20MB

Drag/Drop files here or click the icon

Other

Website

Billing rate (/hr)

Terms

Enter Text

Opening balance

as of

05/11/2020

Account no.

Appears in the memo of all payments

Business ID No.

☐ Track payments for 1099

Default expense account

Choose Account

Cancel

Make inactive

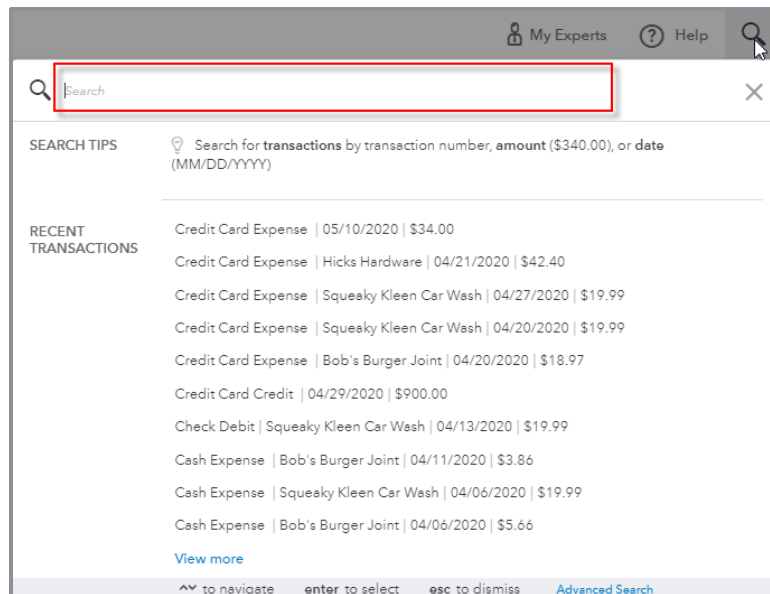
Privacy

Save

ATTACHMENT TO VENDOR DETAIL

SEARCH BOX AND RECENT TRANSACTIONS

The search feature (accessible by clicking the **magnifying glass** icon in the top navigation pane) in QuickBooks Online is very dynamic. Just type what you are looking for: amount, name or reference number. QuickBooks Online will return all list items and transactions matching the criteria entered. If you need to filter further, the advanced search window opens when QuickBooks Online displays the results of your search. You can add filters.



SEARCH BOX ACCESSED USING MAGNIFYING GLASS ICON

Reports

One of the greatest benefits of using QuickBooks Online to manage a business is the reporting capability of the program. The setup, recording of financial entries and reconciliation of accounts results in the ability to create reports that provide:

- Valuable insights into the financial position of a business
- The results of operations for a specific time period
- Statistical information (this could be the best-selling item or gross profit margin)

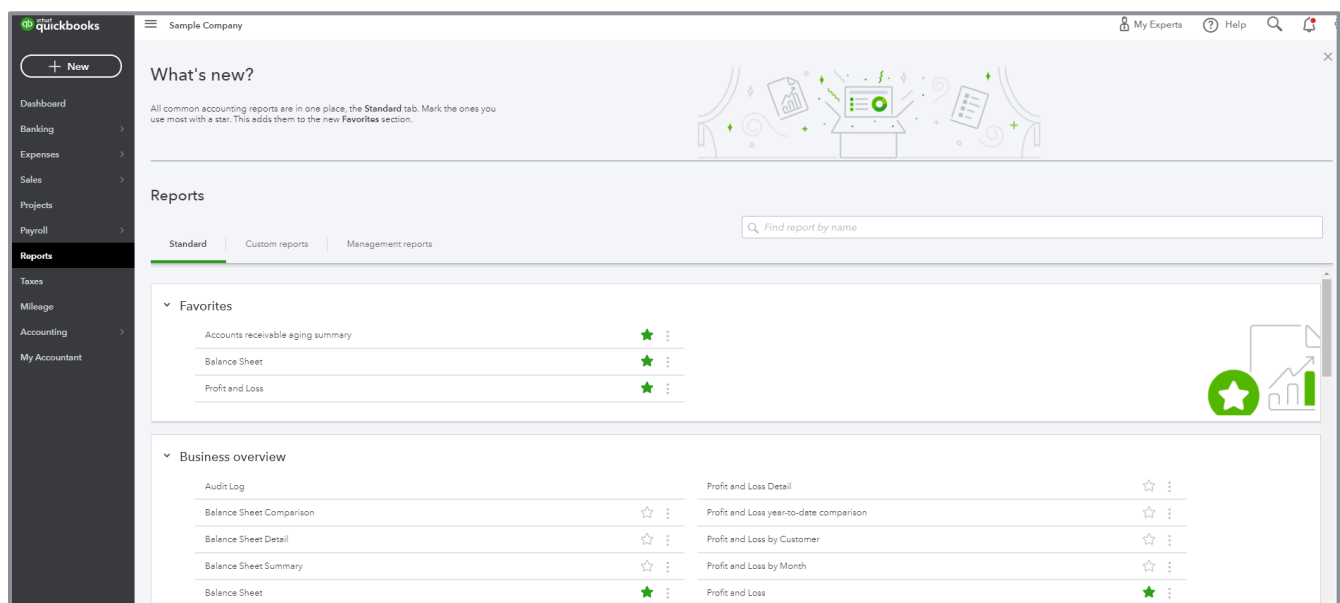
The reports available in QuickBooks Online vary by subscription level:

- **QuickBooks Simple Start** – Simple Start, the most basic version, allows for basic data entry to track your money in and money out, as well as customer tracking and invoicing. The reports follow these same features and include over 20 basic financial and customer reports.
- **QuickBooks Essentials** – Essentials includes more features than Simple Start including vendors and accounts payable functionality. It includes all the reports included in Simple Start, plus reports related to accounts payable, products and services – along with the Business Snapshot. The number of reports included in Essentials is over 40.
- **QuickBooks Online Plus** – QuickBooks Online Plus includes over 65 reports including the reports available in the Essentials subscription. It also includes reports related to the full functionality of QuickBooks Online, including classes and locations, inventory, time tracking and budgets, to name a few.
- **QuickBooks Online Advanced** – QuickBooks Online Advanced includes over 80 reports including the reports available in the Plus subscription. It also includes a license for Smart Reporting by Fathom, which allows you to track financial and non-financial KPIs (key performance indicators) to see how well your business is performing with in-depth analysis tools. You can create presentation-ready and customizable reports with easy-to-read visuals. You can also compare, rank and benchmark your companies, clients or franchisees.

NAVIGATE THE REPORT CENTER

To access the Reports Center, click **Reports** in the left navigation bar. Reports are organized into tabs found in the middle of the Reports screen. The tabs you see depends on your subscription level. You can click the **star outline** to add reports to your Favorites. Once the report is part of your Favorites, it will be filled in green.

- **Standard** - The Standard reports tab includes reports commonly used in day-to-day business operations. The Profit and Loss, Balance Sheet, A/R and A/P Aging Summary reports are found here, along with Expenses by Vendor Summary and the Business Snapshot.
- **Custom Reports** - Reports you customize and save will be listed here. To save a report you customized to Custom Reports, click **Save customization** at the top of the report. Add these reports to a report group and share them with other company users too.
- **Management Reports** - Management reports allows the creation of beautiful report packages with cover pages and custom free-form pages for content like an executive summary or financial notes. Include a variety of reports and reporting periods in Management Reports. Use custom headers and footers. QuickBooks Online has three report templates you can use as a reference or starter to create your own packages. Create, view, and send these reports, as well as export to Microsoft Word® and PDF. Save these templates for future use. See more here: <https://youtu.be/hHzKrYiNKQ0s>



STANDARD REPORTS TAB

BUSINESS OVERVIEW REPORTS (UNDER ALL REPORTS)

This group lists reports giving you overall information related to the operation of your business, such as those reports listed below.

- **Profit and Loss** – The Profit and Loss is a summary report showing a summary of income and expenses by category. Here you see how QuickBooks Online presents subaccounts. Hide subaccounts and view only the parent totals by clicking the **Collapse** button on the report toolbar.
- **Balance Sheet** – The Balance Sheet shows the balance between assets, liabilities and equity in your company. It lists what you own, what you owe and what you have in your company. Here you can also see how QuickBooks Online presents subaccounts. Hide subaccounts and view only the parent totals by clicking the **Collapse** button on the report toolbar.
- **Business Snapshot** – A visual representation of some of the company's key financial indicators: income, expenses, current to prior year comparisons along with customer and vendor balances. Print each graph by clicking the **printer** icon at the top right of each graph.
- **Profit and Loss Detail** – The Profit and Loss Detail report lists the transactions making up a category total for the reporting period
- **Statement of Cash Flows** – This shows the cash generated (or used) by the business and cash in or out from investments or financing for the reporting period
- **Audit Log** – Use this report to find transactions or actions taken in QuickBooks Online
- **Balance Sheet Summary** – This report summarizes what you own (assets), what you owe (liabilities), and what you've invested in your company (equity)

WHO OWES YOU REPORTS (UNDER ALL REPORTS)

This group lists reports showing which customers owe you money and provides you with information regarding the age of your receivables:

- **Accounts Receivable Aging Summary** - Gives a listing of your customers along with their open balances displayed by 30-, 60- and 90-day aging columns
- **Collections Report** - Displays overdue invoices by customer along with customer contact information
- **Statement List** - Provides a log of statements sent to customers, including the number and date of the statement
- **Accounts Receivable Aging Detail**
- **Customer Balance Summary & Detail**
- **Invoice List** - Shows a chronological list of all your invoices for a selected date range

WHAT YOU OWE REPORTS (UNDER ALL REPORTS)

This group lists reports showing you how much you owe vendors, providing you with information regarding how old or the “age” of your payables:

- **Accounts Payable Aging Detail** - Lists all open bills sorted by their aging: current, over 30, over 60 and over 90 days
- **Bill Payment List** - A list of your bills paid during a specific time period
- **Unpaid Bills** - Lists your open bills sorted by vendor
- **Accounts Payable Aging Summary** - The total amount of your unpaid bills, grouped by days past due
- **Vendor Balance Summary & Detail**

OTHER REPORT GROUPS (UNDER ALL REPORTS)

Other report groups are determined by both the subscription level of the QuickBooks Online company and the features enabled:

- Sales and Customers
- Expenses and Vendors
- Sales Tax
- Employees
- Payroll
- For my Accountant

CUSTOMIZE REPORTS – LIST, SUMMARY, DETAIL AND SPECIALIZED REPORTS

There are four types of reports in QuickBooks Online:

- **List Reports** – Include information about the lists: Customers, Vendors, Products/Services or transactions such as invoices and bills. Nothing is totaled on these reports, they are just lists.
- **Summary Reports** – Contain summary information listed by name or account: Profit and Loss Summary, Balance Sheet Summary, Sales by Customer Summary or Sales by Product/Service Summary. These total amounts by account.
- **Detail Reports** – Contain transaction detail about a name or account: Profit and Loss Detail, Balance Sheet Detail and Accounts Payable Aging Detail
- **Specialized Reports** – Reports in QuickBooks Online that are not list, summary, or detail. These types of reports combine information from different sources. Statement of Cash Flows, Audit Log and Payroll Liability Report are specialized reports.

Customize existing reports by filtering for specific list items or changing the name of a report. Much of the customization is done directly in the report window. If more customization is necessary, choose the **Customize** icon in the upper right of the window for more options. Once a report is customized to your liking, click **Save customization**; it will then be listed in the Custom Reports folder. From there, share the report or schedule the report to be emailed at set intervals.

Profit and Loss Report

[Back to report list](#)

Report period: This Year-to-date 01/01/2020 to 05/11/2020

Display columns by: Total Only Show non-zero or active only: Active rows/active columns Compare another period: Select period Accounting method: ☐ Cash ☒ Accrual Run report

Customize Save customization

Collapse Sort Add notes

Craig's Design and Landscaping Services

PROFIT AND LOSS
January 1 - May 11, 2020

	TOTAL
Income	
Design income	2,250.00
Discounts given	-89.50
Landscaping Services	1,287.50
Job Materials	
Fountains and Garden Lighting	2,246.50
Plants and Soil	2,220.72
Sprinklers and Drip Systems	138.00
Total Job Materials	4,605.22
Labor	
Installation	250.00
Maintenance and Repair	50.00
Total Labor	300.00
Total Landscaping Services	6,192.72
Pest Control Services	40.00
Sales of Product Income	912.75

CUSTOMIZATION OPTIONS ON REPORTS

- **General settings** – Include the report dates and number format
- **Rows/Columns settings** – Allows a choice of report columns to be displayed. Click the column drop-down in a summary report or click the **Change Columns** button in a detail report. You can also add Sub-columns for Comparison such as Previous Period or % of Income.
- **Filter settings** – Use the list drop-downs to filter the data you want to see on the report. For example, to run a Profit and Loss report for a particular class, filter the report to show only one class. Different reports have different lists to filter based on the type of report being customized.
- **Header/Footer settings** – Change the header or footer text and alignment

Customize report

▼ General

Report period

This Year-to-date 01/01/2020 to 05/11/2020

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

Active rows/active cc

[Change columns](#)

► Filter

► Header/Footer

[Need help customizing your P&L?](#)

Run report

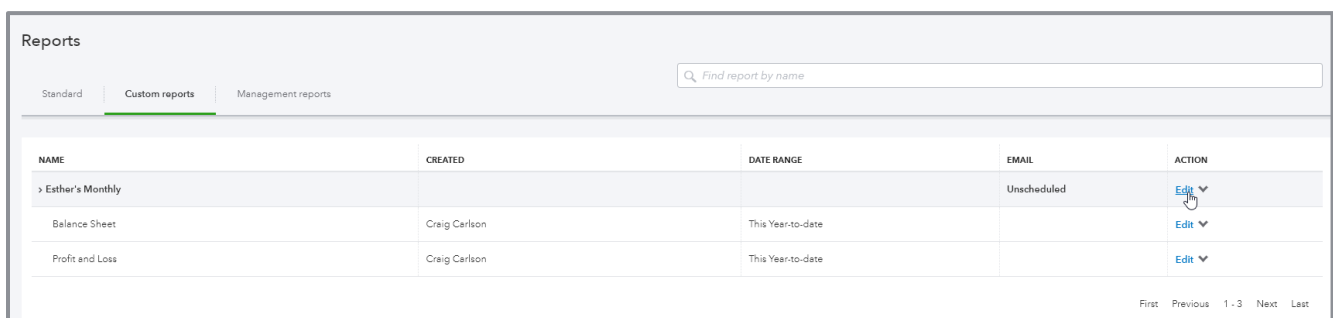
WORK WITH REPORT GROUPS

Find grouped reports in the Custom Reports tab in the Reports Center. To create a group, click the **drop-down** next to **Save customization** and choose **Add new group**.

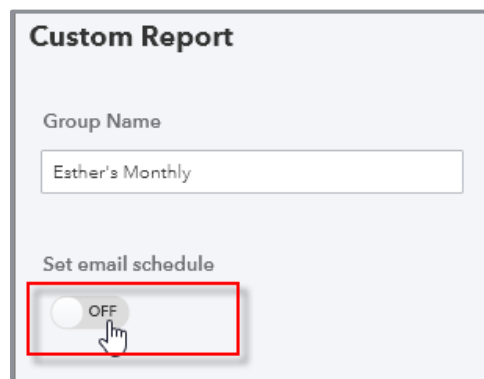
Report groups are very useful. Export a custom report to PDF or Excel format by clicking the **drop-down** next to **Edit**.

Another exciting feature is setting an email schedule for report groups. To set a schedule:

1. Click **Edit** next to the group name.



2. Check the **Set the email schedule** toggle. This opens the scheduling box in the Report Group Settings.



Custom Report

Group Name
Esther's Monthly

Set email schedule
ON

SET RECURRENCE

Repeats: Daily
Every: 1 day(s)
Next Date: 05/11/2020
End: None

EMAIL INFORMATION

To: Email (Separate emails with a comma)
Cc: Financial reports for Craig's Design and Landscaping Services

Hello,
Attached is the set of financial reports for Craig's Design and Landscaping Services.
Regards,
Craig Carlson

☐ Attach the report as an Excel file

3. Set the schedule by choosing an option in the **Repeats** drop-down in the **Set Recurrence** area. Choose from Daily, Weekly, Monthly or Twice a month. Choose the days and frequency – there are so many options!
4. Once the schedule is set, enter the recipient email, a subject and note. Click **Save**.
5. Click the checkbox next to **Attach the report as an Excel file**. If not attached as an Excel file, each emailed report arrives as a PDF attachment.

Grouped reports are an amazing tool to help businesses streamline their processes. By using scheduled reports, one is reminded to complete tasks such as billing for unbilled time and expenses by sending them reports at regular intervals.

PRINT, EMAIL AND EXPORT REPORTS

To print a report in QuickBooks Online, click the **print** icon at the top right of the report.

There are browser settings to manipulate when printing and saving reports:

- Choose the orientation: Landscape or Portrait
- Choose if you want to have Smart page breaks, which keeps items that belong in the same group together for ease of reading
- Choose if you want to Repeat the page header (company name, report title and date) on every page

Print, email, or save as PDF

To print, right-click the preview and select Print. Or, click the Print icon if you see one below.

Report print settings

Orientation: Portrait

NEW

☒ Smart page breaks [Feedback?](#)

☒ Repeat page header

Craig's Design and Landscaping Services
BALANCE SHEET
As of May 11, 2020

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

Close Email Save as PDF Print



TIP: When printing wide or long reports, if some of the columns and/or rows in your report don't print the way you want them to (i.e., all on one page), try making the margins smaller, eliminating zero columns or exporting to Excel to perform additional formatting. Then print the report from Excel.

To email a report, click the **email** icon. Fill in the required information. Click **Send**.



TIP: Include your email in the CC: field so you have a copy of the email!

Export reports from QuickBooks Online by clicking the **export** icon at the top right of the report screen and choose **Export to Excel**. Your other option is to choose Export to PDF.

Expanded Functionality in the Office and On the Go

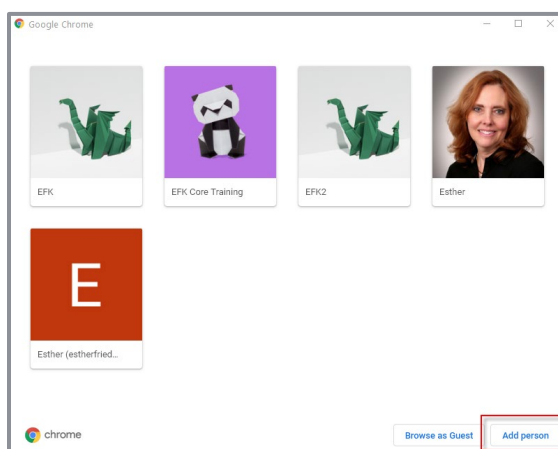
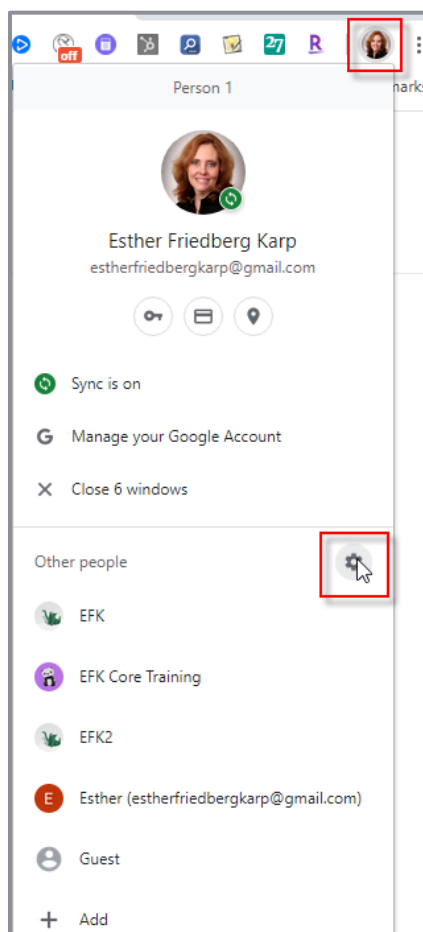
QUICKBOOKS LABS

QuickBooks Labs in QuickBooks Online allows you to try out new tools and features without the commitment. Intuit launches plug-ins created by Intuit and third-party vendors from this menu found using the gear icon menu under Your Company. Some of the current offerings in QuickBooks Labs are the Cash Flow Dashboard Widget and Import Style for bringing in sales form templates from Word. The great thing about QuickBooks Labs is you can try the feature and turn it off if it isn't for you. Sometimes these features are discontinued; other times, they become permanent features in QuickBooks Online. It's a good idea to check into QuickBooks Labs frequently to see what's new.

BEST PRACTICES WITH BROWSERS

Because QuickBooks Online is web-based, you must use a browser to access it (Chrome is recommended). Here are some best practices and tips to make your experience with QuickBooks Online amazing:

- **Create a QuickBooks Online "person"** - Chrome allows you to create multiple users that can be customized with different bookmarks and preferences. To create a new person in Chrome, click **profile** (it may be someone's picture) in the top right, next to the three vertical dots that indicate more options → **small gear icon (Manage people)**. Click **Add Person**. Choose an icon and give the new user a name (maybe something like *QBO-user*). Opt to create a desktop shortcut for this new person to use exclusively for QuickBooks Online.



- **Working with two QuickBooks Online Companies at the same time** - To work in two QuickBooks Online companies open at the same time, set up two new people in Chrome. Alternately, open one company in Chrome and open another company using a second browser, such as Mozilla Firefox. Or open one in Chrome and the other in your browser's Incognito mode (even if it's Chrome again). In all cases, two different browser accounts are open at the same time.
- **Customize the Bookmark bar** - Customizing the bookmark bar can really enhance your experience using QuickBooks Online. Add bookmarks for the screens used most and even organize them into lists by using folders. To enable the bookmark bar in your newly created Chrome user account, click the three **vertical dots** → **Bookmarks** → **Show Bookmark bar**. Add bookmarks by clicking the **star** at the top right of the address bar. To rename a bookmark, right-click it and select **Edit**. You can organize your bookmarks by creating folders on your bar and grouping them by the type of screen, client workflow, or other system meaningful to you.
- **Duplicate** - Duplicate your window by right-clicking the tab you have open then duplicate. This opens a new screen of QuickBooks Online.
- **Working with multiple monitors** - If you use multiple display monitors, pull a tab out of the window and move it to another monitor. This keeps you logged into the same company but allows you to view two windows at the same time. Tile windows on the same monitor by restoring down, resizing your windows and arranging them.
- **Right-click the back arrow** - This displays a list of screens recently opened. Left-click the one to open and resume working.
- **Clear browsing data** - If you receive errors or you are getting unexpected results while working in QuickBooks Online, try clearing your cache and cookies. To do this click the three **vertical dots** → **History** → **Clear browsing data**.

Support

USE THE HELP FUNCTION

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

QUICKBOOKS BLOG

The QuickBooks Blog (<http://quickbooks.intuit.com/blog/>) is an excellent resource for official updates and tips for QuickBooks Online. It's updated constantly. Check in often to make sure you are staying on top of the latest and greatest.