QuickBooks Online

Basic

Instructor Guide

[Your Company Name]

CustomGuide

Contents

Get Started

If you're new to QuickBooks, there are a few things you need to know to get started in the right direction. In this module, we'll walk through accessing QuickBooks and explore the interface. We'll also focus on a few set-up tasks, including setting up a Company and updating your Account Settings.

You'll be introduced to the very important Chart of Accounts and learn how to run a Chart of Accounts Report. We'll also work on creating new Accounts, Service Products, and Non-Inventory Products. Finally, we'll touch on how to report on an Item in QuickBooks.

Objectives

- QuickBooks Online Login
- QuickBooks Interface
- QuickBooks Online Help
- Company Set Up
- Account Settings
- Chart of Accounts
- Create an Account
- Create a Service Product
- Create a Non-Inventory Product
- Edit and Inactive an Item
- Report on an Item

QuickBooks Online Login

QuickBooks Online Login

Since QuickBooks Online is an online, web-based application, you'll need to sign in to start using it.

1. Go to the QuickBooks Online Login page.
2. Enter your **User ID**.

   If you're using your Google account to sign into QuickBooks, you can click the Sign in with Google button.
3. Enter your **Password**.

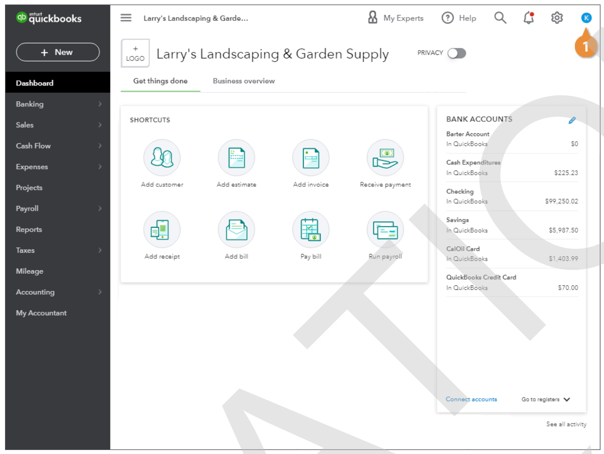
   If you want to automatically enter this information next time, you can check the Remember me box.
4. Click **Sign In**.

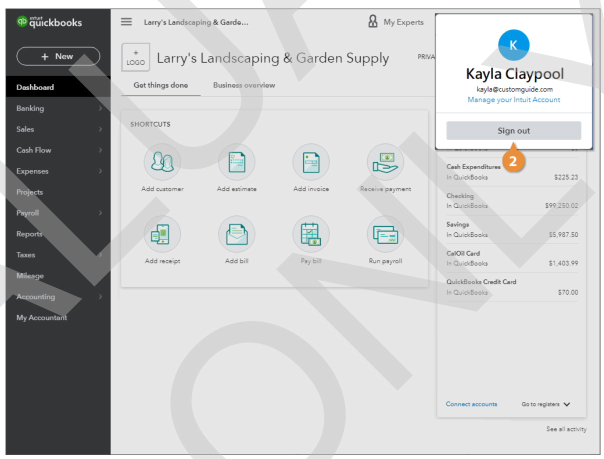
Commented [IG1]:
1. Go to the QuickBooks Online Login page.
2. Enter your User ID.
3. Enter your Password.
4. Click Sign In.

QuickBooks Logout

1. Click your profile image.
2. Click **Sign Out**.

QuickBooks logs you out of the system.



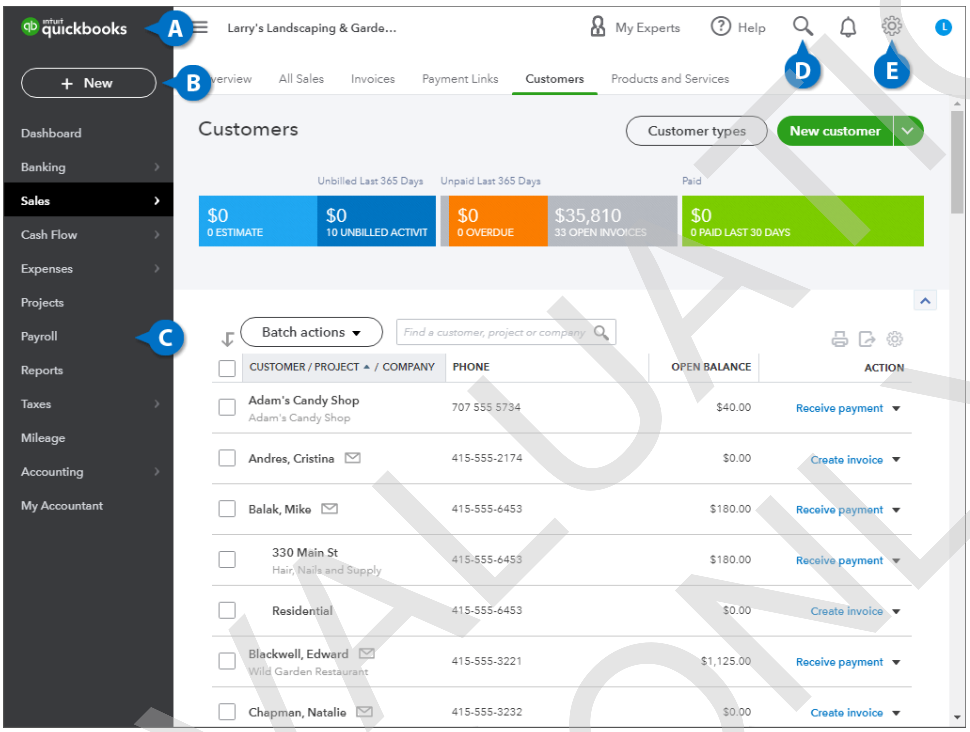


Commented [IG2]:
1. Click your profile image.
2. Click Sign Out.

QuickBooks Interface

There is a lot going on with the QuickBooks screen, so let's kick it off by taking a tour to get comfortable with the interface!

We're looking at the QuickBooks Home screen, it's what appears when you first log into QuickBooks.



A	**Home (QuickBooks logo):** You can always navigate back to the home screen by clicking the QuickBooks logo.	D	**Search (Magnifying glass):** The magnifying glass is used to search transactions in QuickBooks.
B	**New Button:** Right below the QuickBooks logo is the New button, which you use to create new invoices, checks, and other transactions.	E	**Setting (Gear):** Click the gear icon to display QuickBooks settings, view lists—including your company's Chart of Account—and manage other users.
C	**Navigation Bar:** Below the New button is the Navigation bar, which you use to get to other areas of QuickBooks.		

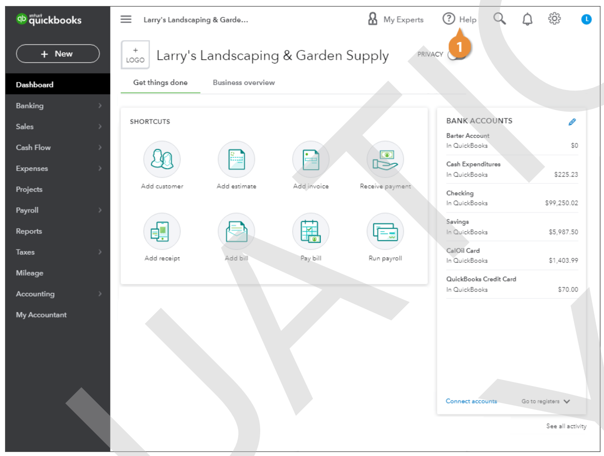
QuickBooks Online Help

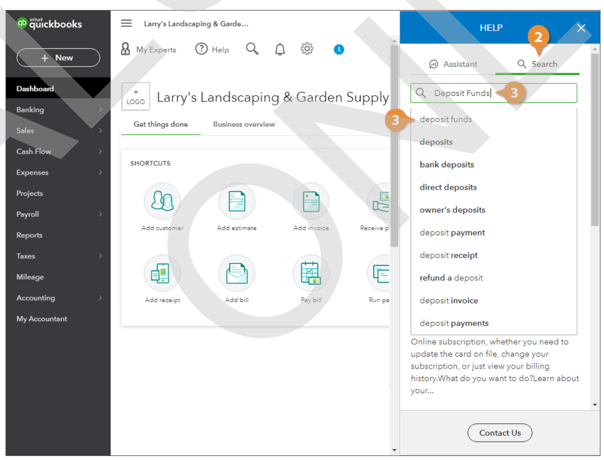
If you don't know how to do something in QuickBooks, help is generally just a few clicks away.

Search for Help

1. Click **Help**.
2. If necessary, click the **Search** tab.
3. Enter the keywords related to your question.

A list of help topics related to the selected keyword will appear.



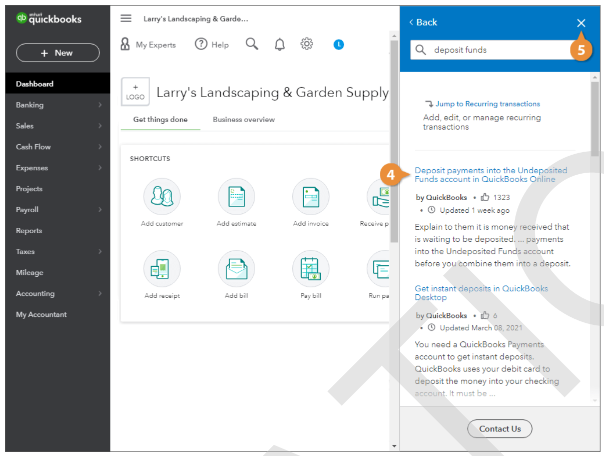


Commented [IG3]:
1. Click Help.
2. If necessary, click the Search tab.
3. Enter the keywords related to your question.
4. Click on the desired help topic.
5. Click Close when you're finished.

4 Click on the desired help topic.

5 Click **Close** when you're finished.

The Help panel closes.

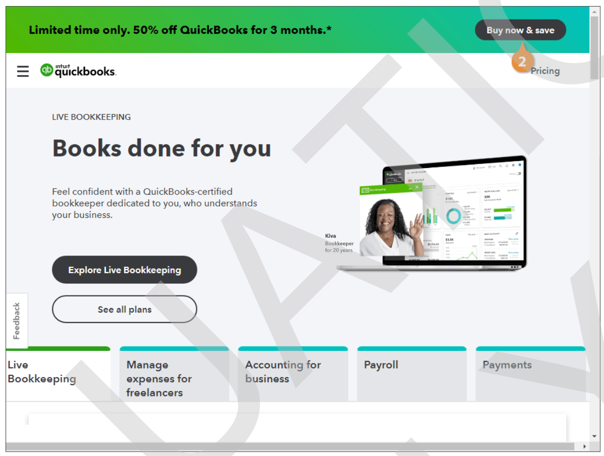


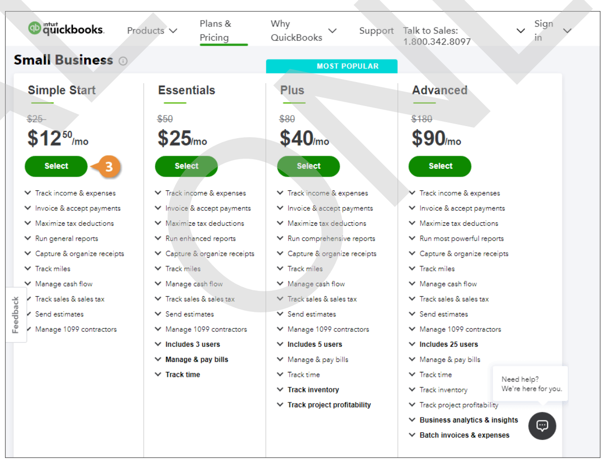
Company Set Up

No matter if your business has years' worth of transactions, clients, and vendors, or you're just getting started with nothing at all, it's fairly easy to set up a new company with QuickBooks.

Set Up a New Company

1. Go to the QuickBooks website.
2. Find and click **Buy now**.
3. Review the QuickBooks plans and select the one that best fits your needs.





Commented [IG4]:
1. Go to the QuickBooks website.

2. Find and click Buy now.

3. Review the QuickBooks plans and select the one that best fits your needs.

4. Either create a new Intuit account, or sign in if you already have one.

5. Follow the online instructions and provide QuickBooks with the requested information, such as:
- Business name
- Legal Structure
- Feature you want to use

4 Either create a new Intuit account, or sign in if you already have one.

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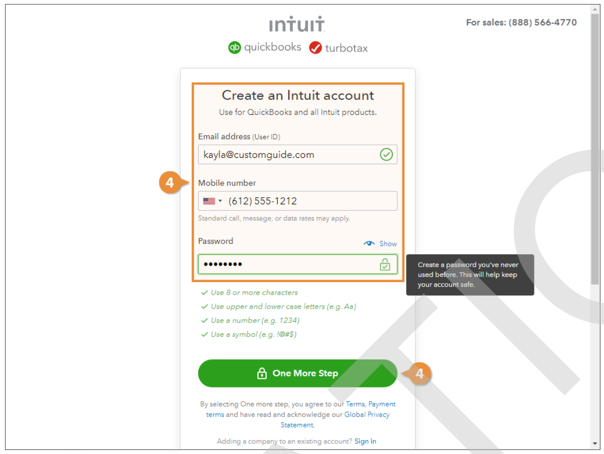
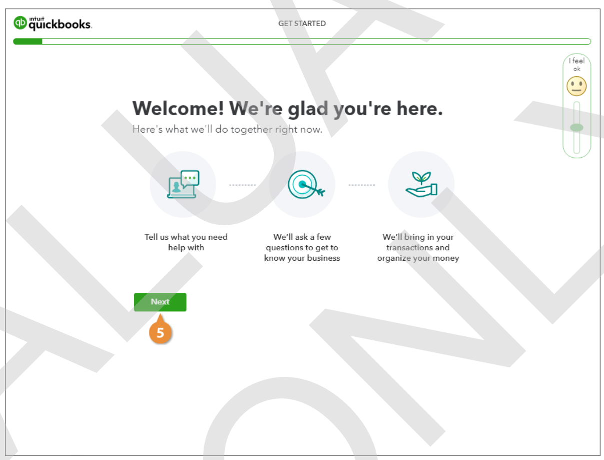
- Business name
- Legal Structure
- Feature you want to use





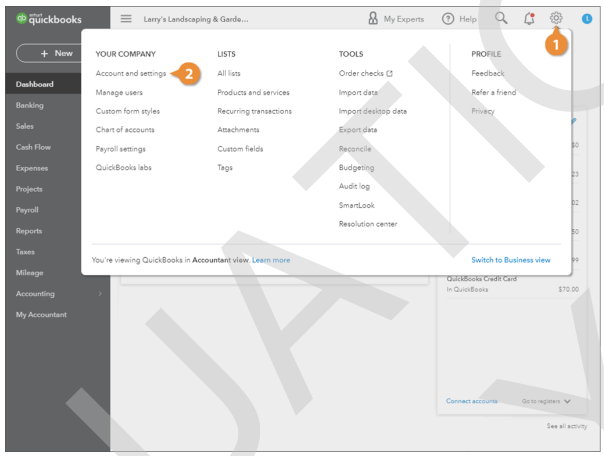
Account Settings

You can change QuickBooks settings so it matches the unique accounting needs of your company.

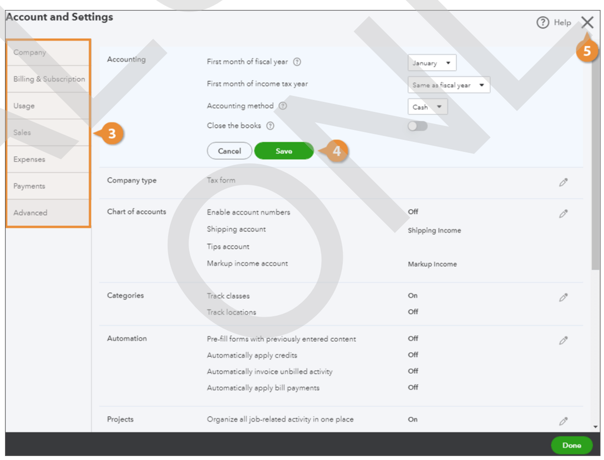
Change Account Settings

1. Click the Gear icon.
2. Select **Account and Settings**.

   The Account and Settings screen appears. There are a lot of settings, organized into categories.



3. Click the desired settings category:
   - **Company** to change your company name and address.
   - **Billing & Subscription** to change your QuickBooks subscription.
   - **Sales** to change features related to your products, services, and sales forms.
   - **Expenses** if you track and bill your customers for them.
   - **Advanced** to change accounting settings and enable/disable features, such as if you bill your clients for projects.



4. Change the settings you want and click **Save**.
5. Click **Close** when you're finished.

Commented [IG5]:
1. Click the Gear icon.

2. Select Account and Settings.

3. Click the desired settings category:
- Company to change your company name and address.
- Billing & Subscription to change your QuickBooks subscription.
- Sales to change features related to your products, services, and sales forms.
- Expenses if you track and bill your customers for them.
- Advanced to change accounting settings and enable/disable features, such as if you bill your clients for projects.

4. Change the settings you want and click Save.

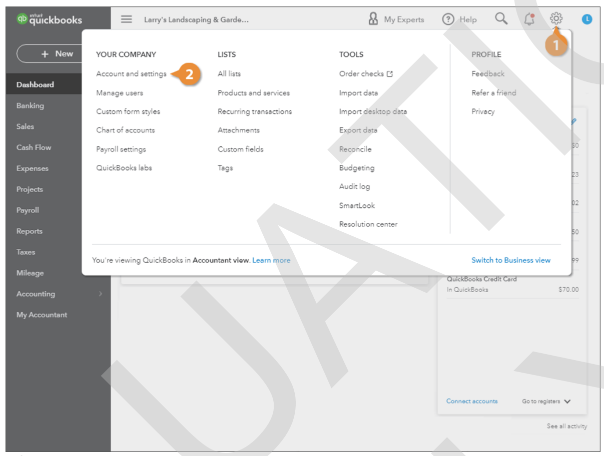
5. Click Close when you're finished.

Chart of Accounts

One of the most important items in QuickBooks—and accounting in general—is your company's Chart of Accounts.

Open the Chart of Accounts

1. Click the Gear icon.
2. Select Chart of Accounts.



Commented [IG6]:
1. Click the Gear icon.
2. Select Chart of Accounts.

Common Account Types

The chart of accounts is a list of your company's accounts and their balances. You use these accounts to categorize your transactions, such as expenses and sales.

Bank: Checking & savings accounts.

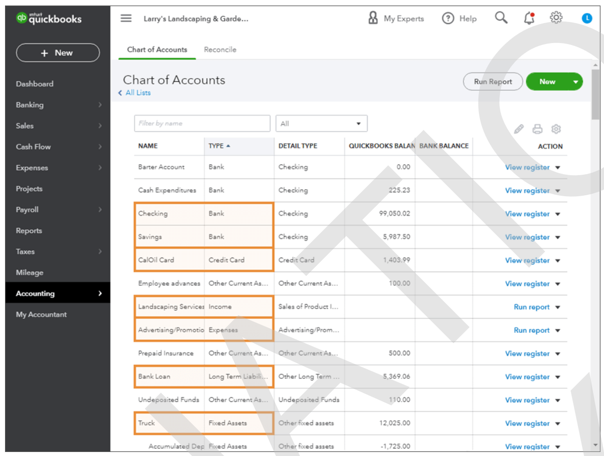
Credit Cards: Visa, Mastercard.

Income: Sales of products, services or other revenue.

Expense: Money you spend on things like advertising, rent, and office supplies.

Liability: Money you owe, like a loan.

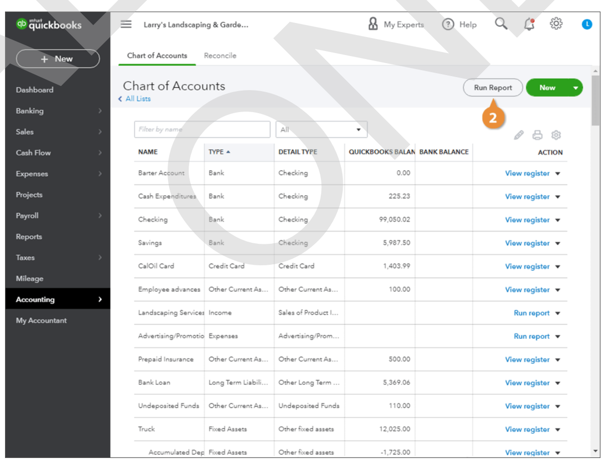
Asset: Things you own that have value, such as equipment, vehicles, or a building.



Run a Chart of Accounts Report

When you're first setting up QuickBooks, it's a good idea to print a copy of your chart of accounts, so it's easy to reference.

1. Open the chart of accounts.
2. Click **Run Report**.



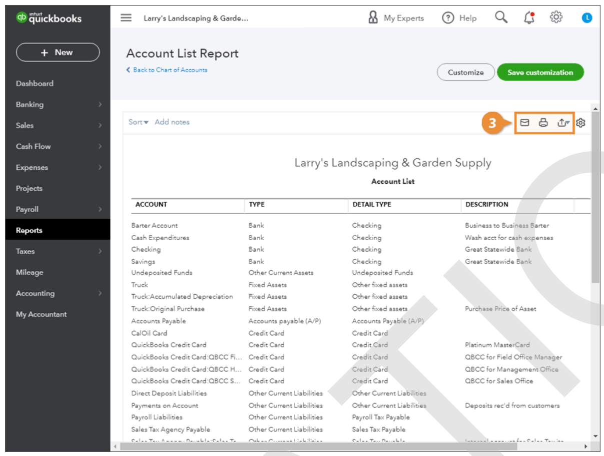
Commented [IG7]:
1. Open the chart of accounts.

2. Click Run Report.

3. (Optional) To share or export the report, click:
   - Email to send the report as a PDF attachment.
   - Print to print the report.
   - Export to download the report as an Excel spreadsheet or PDF.

3 (Optional) To share or export the report, click:

- **Email** to send the report as a PDF attachment.
- **Print** to print the report.
- **Export** to download the report as an Excel spreadsheet or PDF.



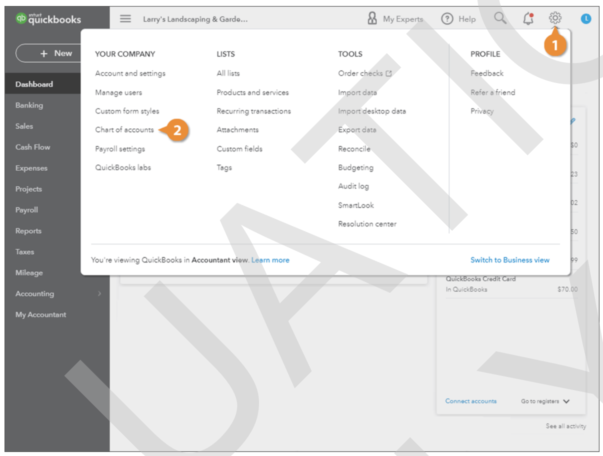
Create an Account

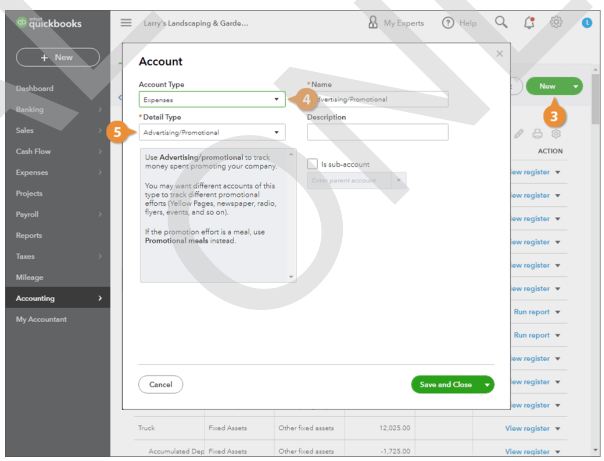
QuickBooks creates basic accounts when you create a company, but it's unlikely these initial accounts will be suitable for your business.

Create an Account

1. Click the **Gear** icon.
2. Select **Chart of Accounts**.
3. Click **New**.
4. Select the **Account Type** you want to create.
5. Select a **Detail Type**.

The Detail Type field helps you select and name accounts more appropriately.





Commented [IG8]:

1. Click the Gear icon.
2. Select Chart of Accounts.
3. Click New.
4. Select the Account Type you want to create.
5. Select a Detail Type.
6. Enter an account Name.
7. (Optional) Enter a Description.
8. (Optional) Specify an optional sub-account.
9. Click Save and Close.

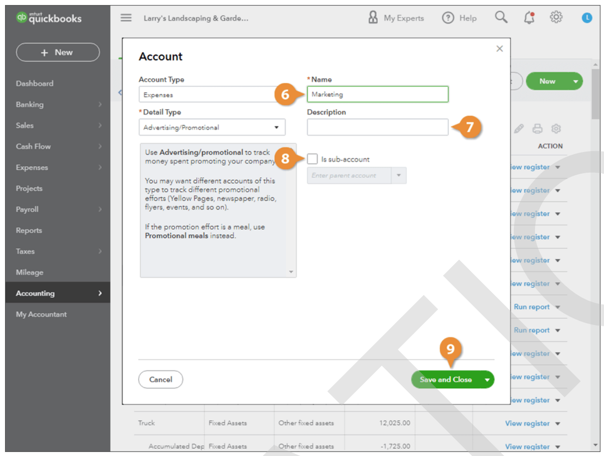
6 Enter an account **Name**.

7 (Optional) Enter a **Description**.

8 (Optional) Specify an optional **sub-account**.

Sub-accounts are used to break down transactions in an account. For example, maybe you want to track email marketing under marketing.

9 Click **Save and Close**.

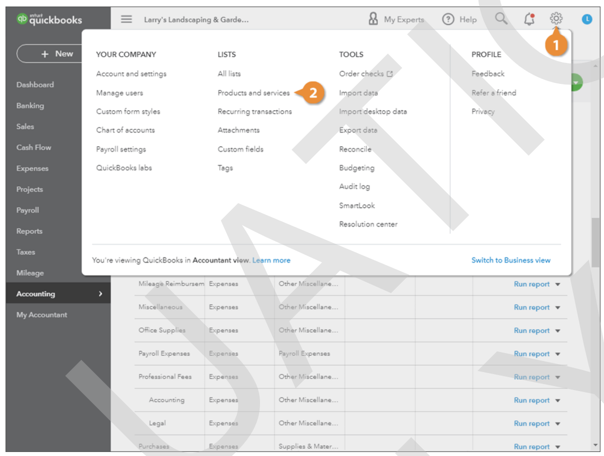


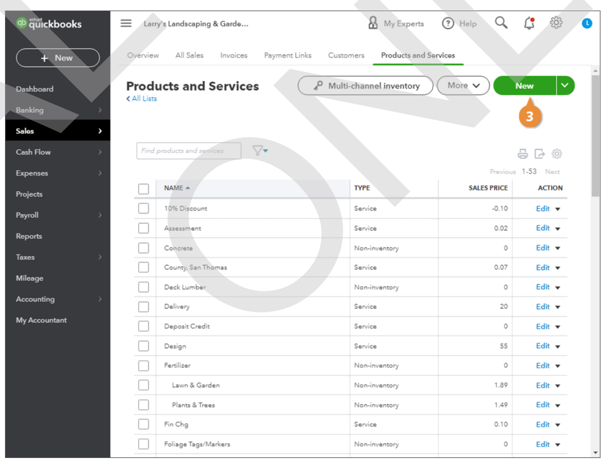
Create a Service Product

In QuickBooks, services are intangible things that you sell, such as landscaping services, hourly rates, and accounting fees.

Create a Service

1. Click the Gear icon.
2. Select **Products and Services**.
3. Click **New**.





Commented [IG9]:
1. Click the Gear icon.

2. Select Products and Services.

3. Click New.

4. Select Service.

5. Enter a Name for the service.

6. If it's applicable, check the I sell this product/service to my customers box, and enter a:
   - Description on sales forms
   - Sales price/rate
   - Income account & sales tax category

7. If it's applicable, check the I purchase this product/service from a vendor box, and enter a:
   - Description
   - Cost
   - Expense Account
   - Preferred Vendor

8. Click Save and Close.

4. Select **Service**.

   You can also enter a SKU if it's required, or upload a picture of the service as well.

5. Enter a **Name** for the service.

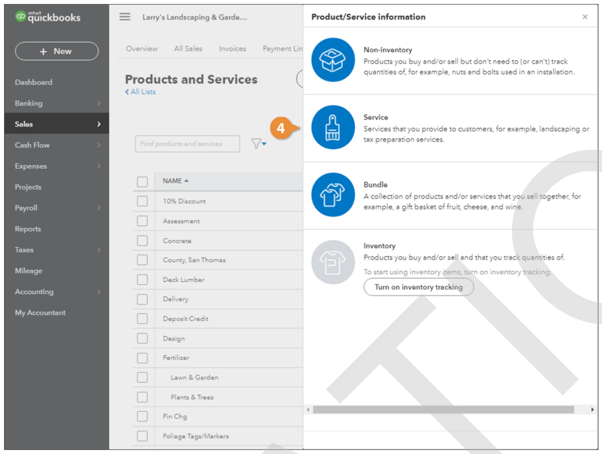
6. If it's applicable, check the **I sell this product/service to my customers** box, and enter a:

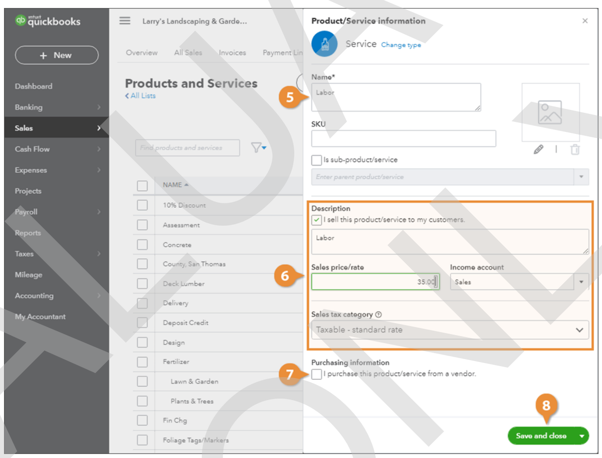
   - Description on sales forms
   - Sales price/rate
   - Income account & sales tax category

7. If it's applicable, check the **I purchase this product/service from a vendor** box, and enter a:

   - Description
   - Cost
   - Expense Account
   - Preferred Vendor

8. Click **Save and Close**.





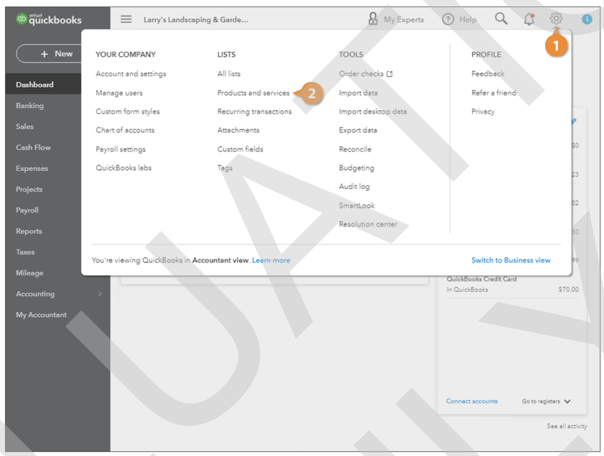
Create a Non-Inventory Product

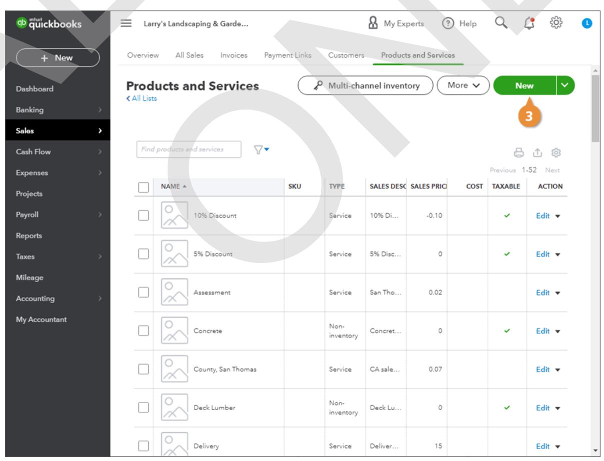
A non-inventory product is something you buy and/or sell but don't need to (or can't) track quantities of.

Examples of non-inventory parts might include nails used during a construction project, or a special product a customer asks you to buy that you don't normally sell.

Create a Non-inventory product

1. Select the ⚙ **Gear** icon.
2. Select **Products and Services**.
3. Click **New**.





Commented [IG10]:
1. Select the ⚙ Gear icon.

2. Select Products and Services.

3. Click New.

4. Select Non-inventory.

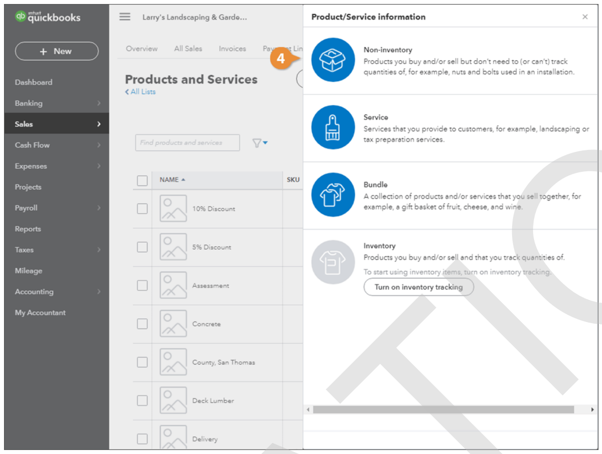
5. Enter a Name for the product.

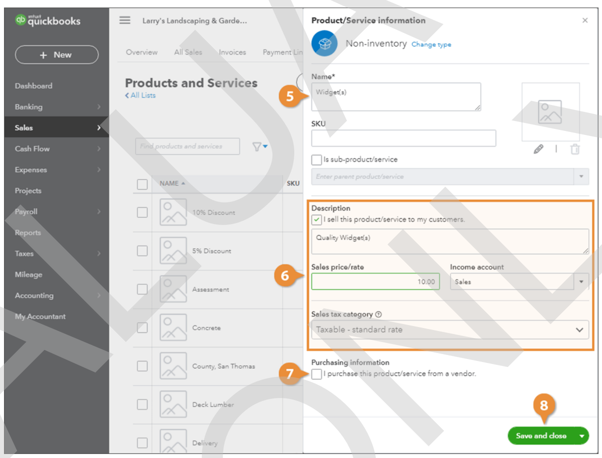
6. If it's applicable, check the I sell this Product/Service to My Customers box, and enter a:
   - Description on sales forms
   - Sales price/rate
   - Income account & sales tax category

7. If it's applicable, check the I purchase this product/service from a vendor box, and enter a:
   - Description
   - Cost
   - Expense account
   - Preferred vendor

8. Click Save and Close.

4. Select **Non-inventory**.
5. Enter a Name for the product.
6. If it's applicable, check the **I sell this Product/Service to My Customers** box, and enter a:
   - Description on sales forms
   - Sales price/rate
   - Income account & sales tax category
7. If it's applicable, check the **I purchase this product/service from a vendor** box, and enter a:
   - Description
   - Cost
   - Expense account
   - Preferred vendor
8. Click **Save and Close**.



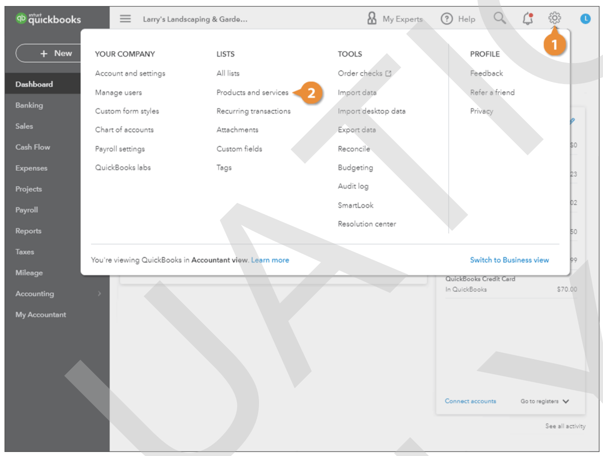


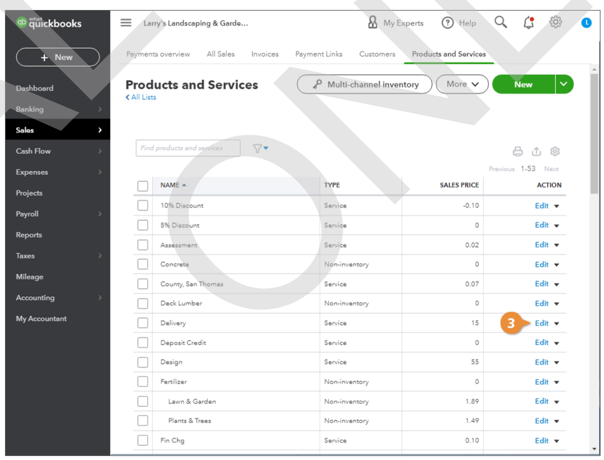
Edit and Inactive an Item

Sometimes you'll find you need to edit an item in QuickBooks, such as a product or an account. Editing an item is similar to creating one.

Edit an Item

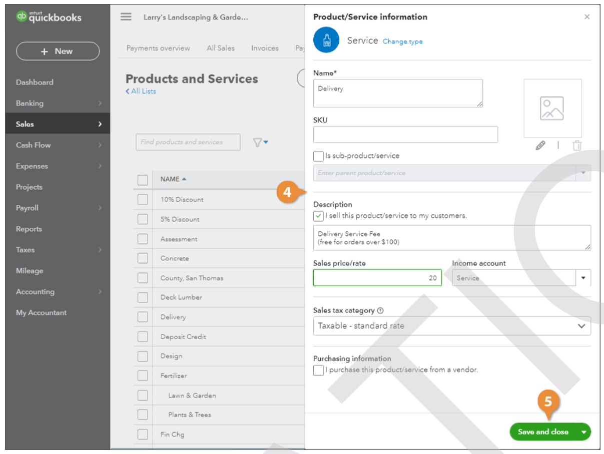
1. Click the Gear icon.
2. Open the list where the item is saved.
3. Find the item and select **Edit** from its Action menu.





Commented [IG11]:
1. Click the Gear icon.
2. Open the list where the item is saved.
3. Find the item and select Edit from its Action menu.
4. Make your changes.
5. Click Save and Close.

4. Make your changes.
5. Click **Save and Close**.

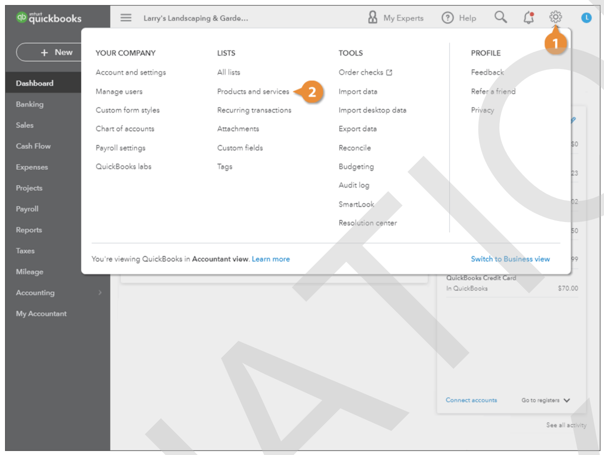


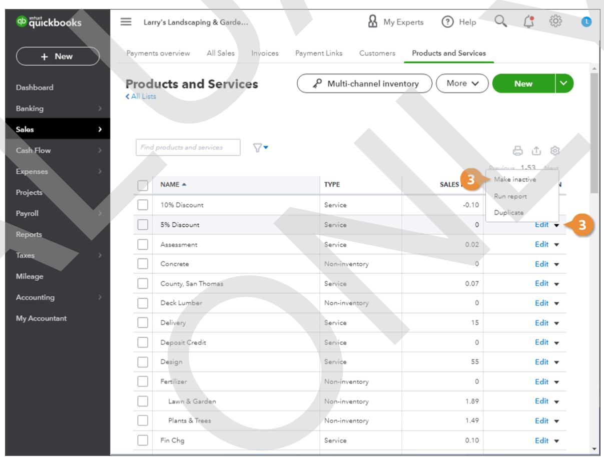
Make an Item Inactive

You can't delete existing items in QuickBooks Online, but you can hide them by making them inactive.

1. Click the Gear icon.
2. Open the list where the item is saved.
3. Find the item and select **Make Inactive** from its Action menu.

QuickBooks makes the item inactive and hides it.





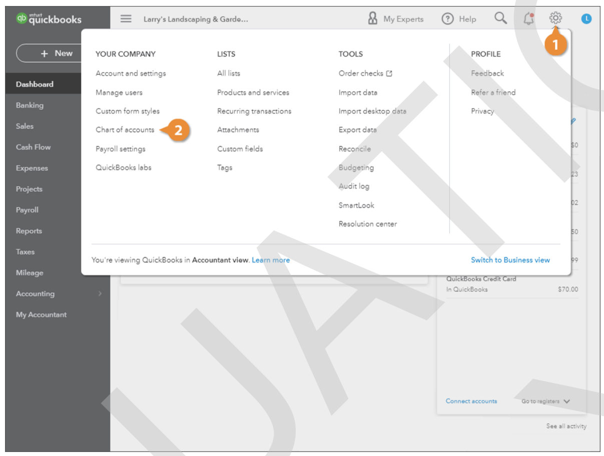
Commented [IG12]:
1. Click the Gear icon.
2. Open the list where the item is saved.
3. Find the item and select Make Inactive from its Action menu.

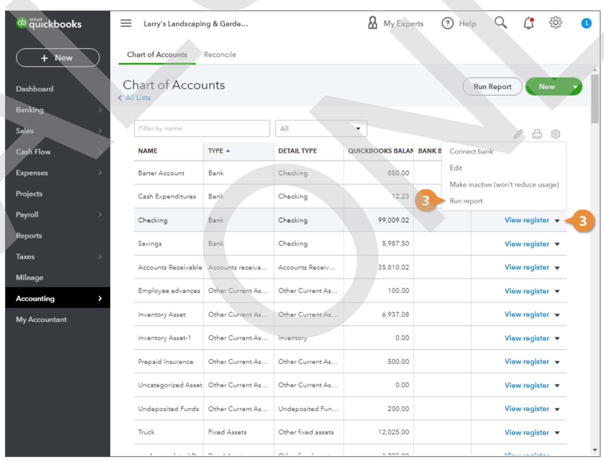
Report on an Item

QuickBooks can run detailed reports on any item, account, or product.

Run a Report on an Item

1. Click the Gear icon.
2. Open the list where the item is saved.
3. Find the item and select **Run Report** from its Action menu.





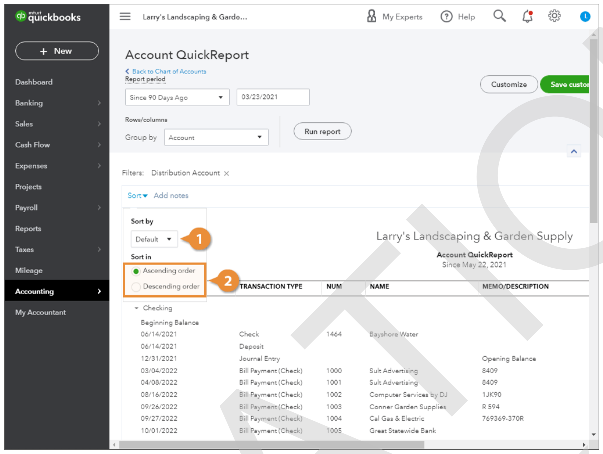
Commented [IG13]:
1. Click the Gear icon.

2. Open the list where the item is saved.

3. Find the item and select Run Report from its Action menu.

Sort a Report

1. Click the **Sort** arrow.
2. Select a sort option.



Commented [IG14]:
1. Click the Sort arrow.

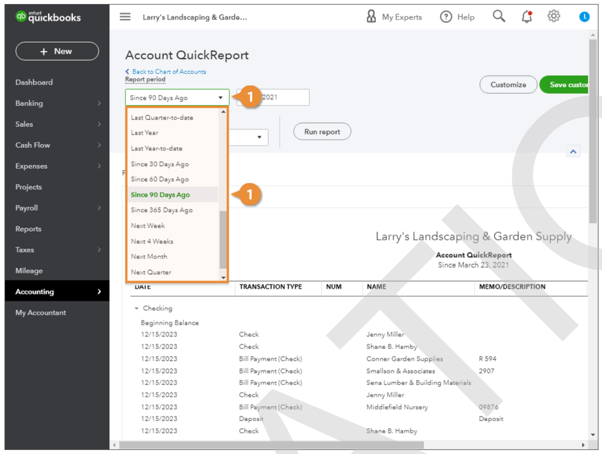
2. Select a sort option.

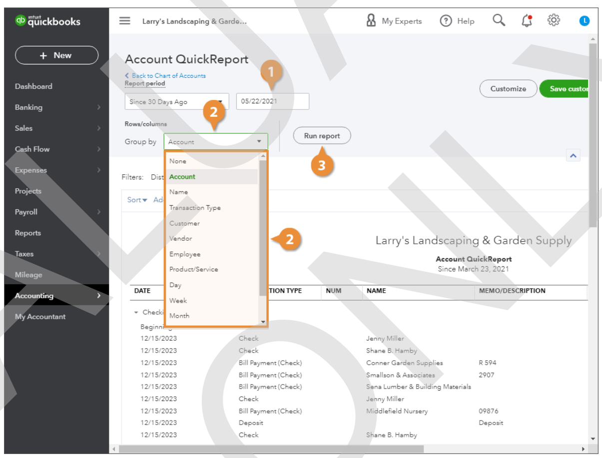
Change the Reporting Period or Grouping

1. Specify the reporting period by clicking the **Report Period** arrow and selecting a reporting period.

OR

1. Enter a start date and end date for the reporting period.
2. Click the **Group** arrow and select the item to group by.
3. Click **Run Report**.





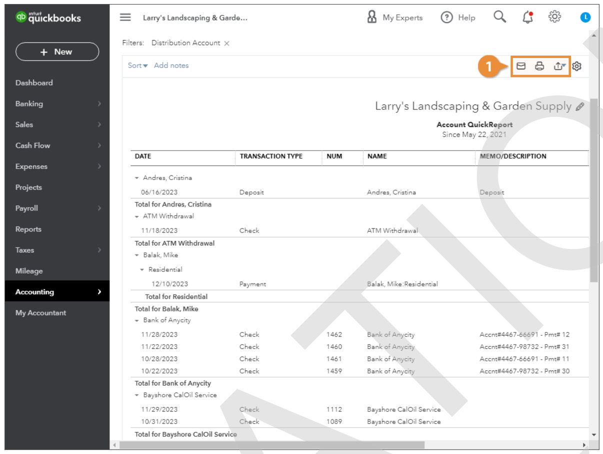
Commented [IG15]:
1. Specify the reporting period by clicking the Report Period arrow and selecting a reporting period.

OR

1. Enter a start date and end date for the reporting period.
2. Click the Group arrow and select the item to group by.
3. Click Run Report.

Share a Report

1. Click a button in the top right of the screen to share a report:
   - **Email** to send the report as PDF attachment.
   - **Print** to print the report.
   - **Export** to download the report as Excel spreadsheet or PDF.



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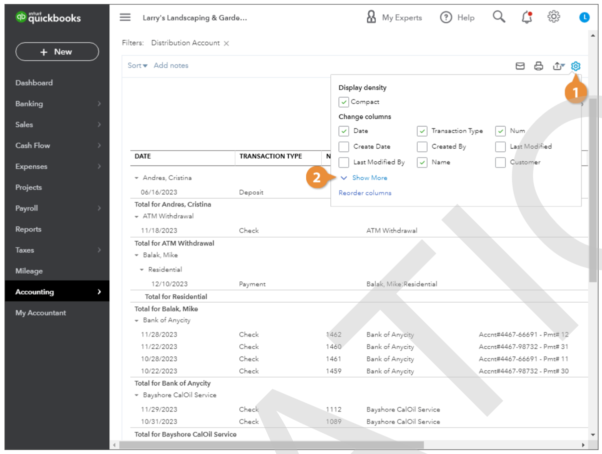
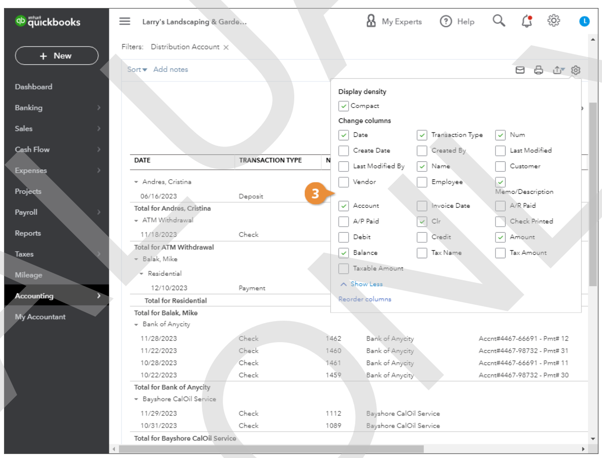
1. Click a button in the top right of the scren to share a report:
   - Email to send the report as PDF attachment.
   - Print to print the report.
   - Export to download the report as Excel spreadsheet or PDF.

Change Report Settings

1. Click the report's gear icon.
2. Click **Show More** to view all the settings.
3. Check the desired report settings.





Commented [IG17]:
1. Click the report's gear icon.

2. Click Show More to view all the settings.

3. Check the desired report settings.