



QuickBooks Online

Basic

[Your Company Name]

Custom**Guide**

EVALUATION ONLY

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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.

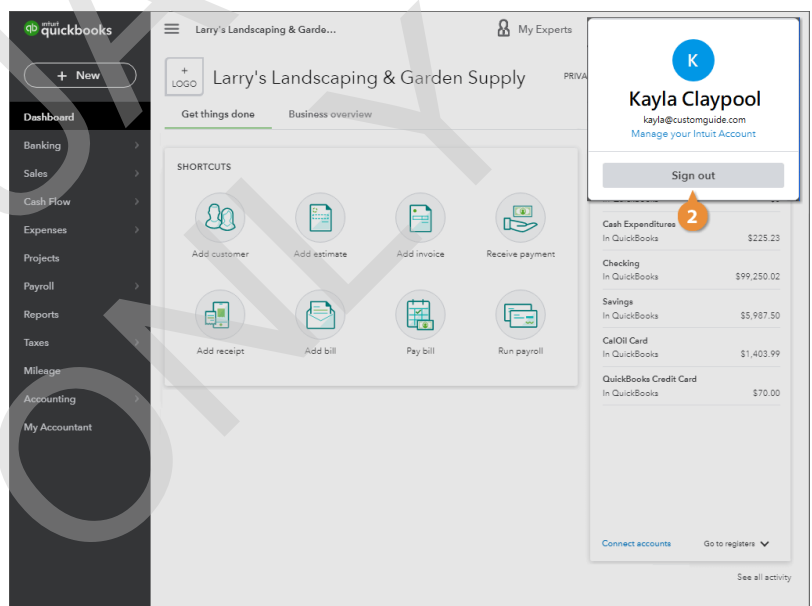
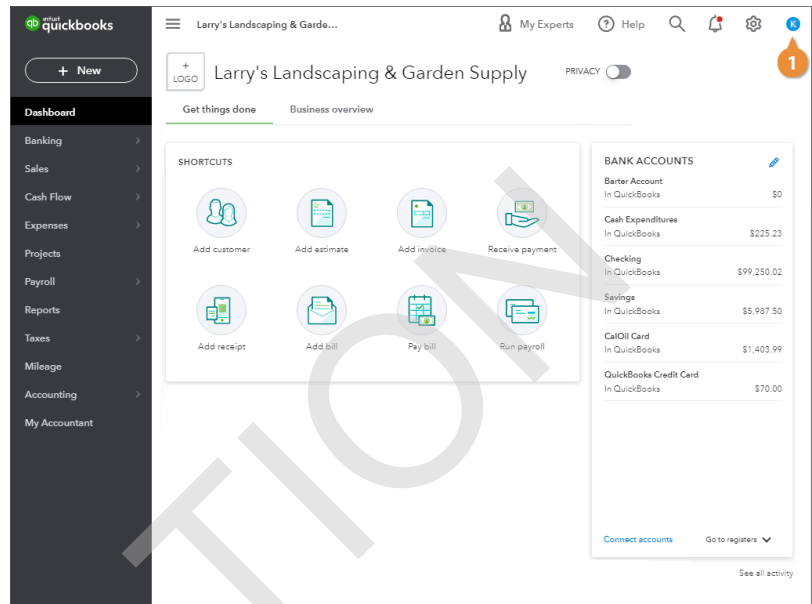
- 1 Go to the QuickBooks Online Login page.
- 2 Enter your **User ID**.
If you're using your Google account to sign into QuickBooks, you can click the Sign in with Google button.
- 3 Enter your **Password**.
If you want to automatically enter this information next time, you can check the Remember me box.
- 4 Click **Sign In**.

The screenshot shows the QuickBooks Online Sign In page. At the top, the Intuit logo is displayed alongside the QuickBooks and TurboTax logos. Below the logo, the text 'Sign In' is centered, followed by the subtext 'One account for everything Intuit, including QuickBooks. Learn more'. A 'Sign in with Google' button is present. Below this, the text 'OR' is centered. The 'User ID' field contains the email 'kayla@customguide.com', with a callout '2' pointing to it. The 'Password' field is masked with dots, with a callout '3' pointing to it. Below the password field is a 'Remember me' checkbox, which is checked, with a callout '4' pointing to it. A green 'Sign In' button is at the bottom. At the very bottom, there is a disclaimer: 'By selecting Sign In or Sign in with Google, you agree to our Terms and have read and acknowledge our Global Privacy Statement.' Security logos for Norton and TRUSTe are visible in the bottom right corner.

QuickBooks Logout

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

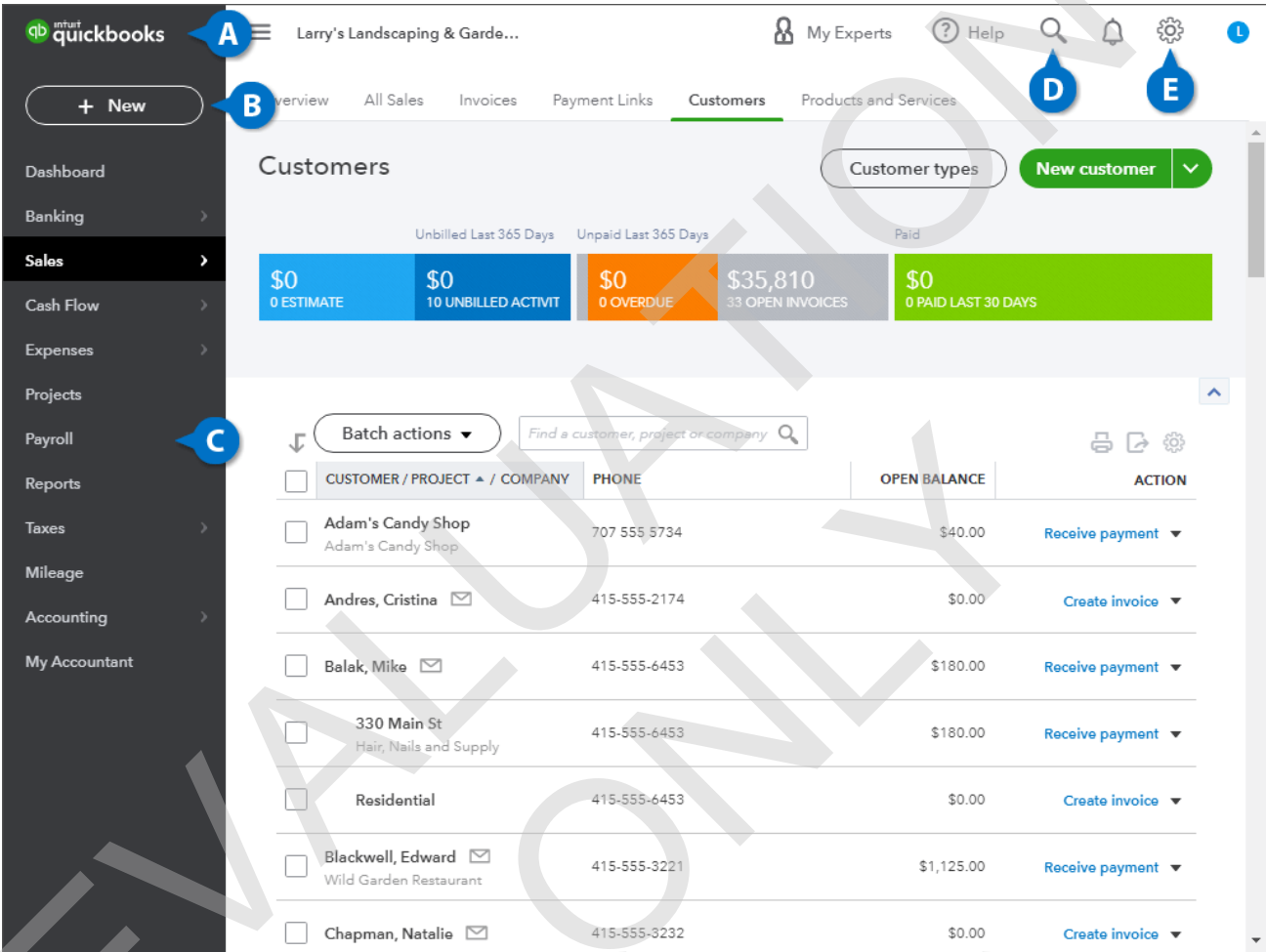
QuickBooks logs you out of the system.



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.



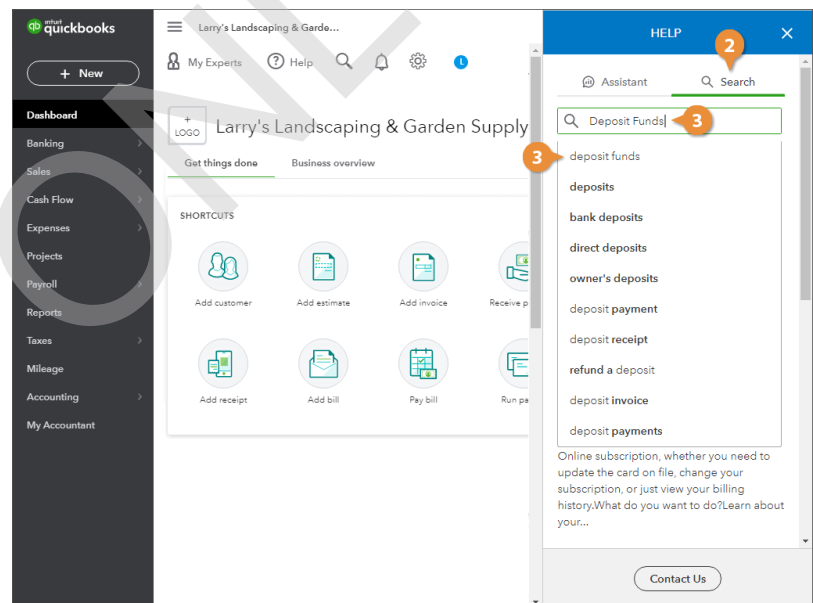
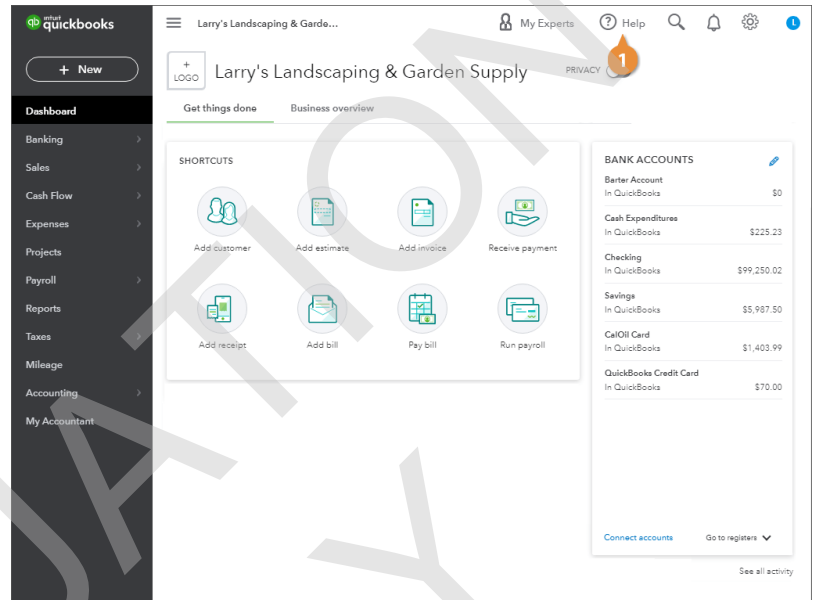
A	Home (QuickBooks logo): You can always navigate back to the home screen by clicking the QuickBooks logo.	D	Search (Magnifying glass): The magnifying glass is used to search transactions in QuickBooks.
B	New Button: Right below the QuickBooks logo is the New button, which you use to create new invoices, 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.

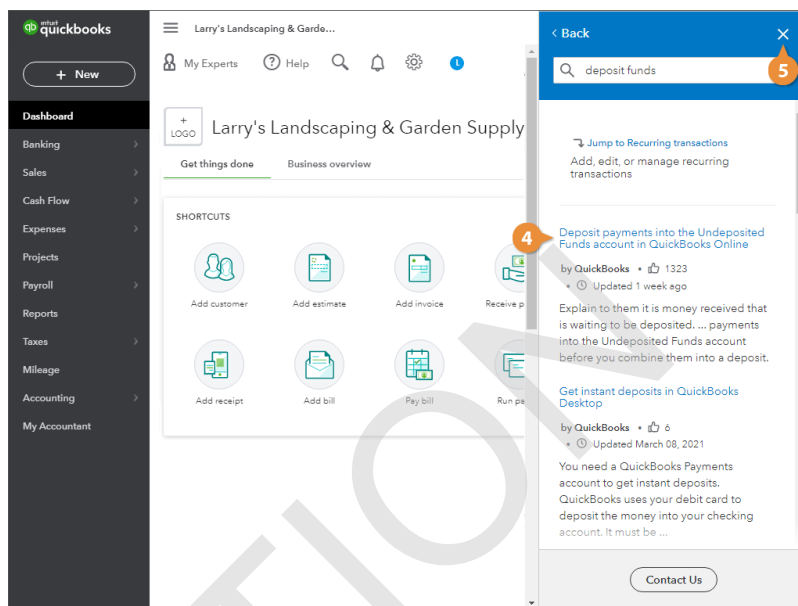
Search for Help

- 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.



- 4 Click on the desired help topic.
- 5 Click **Close** when you're finished.

The Help panel closes.

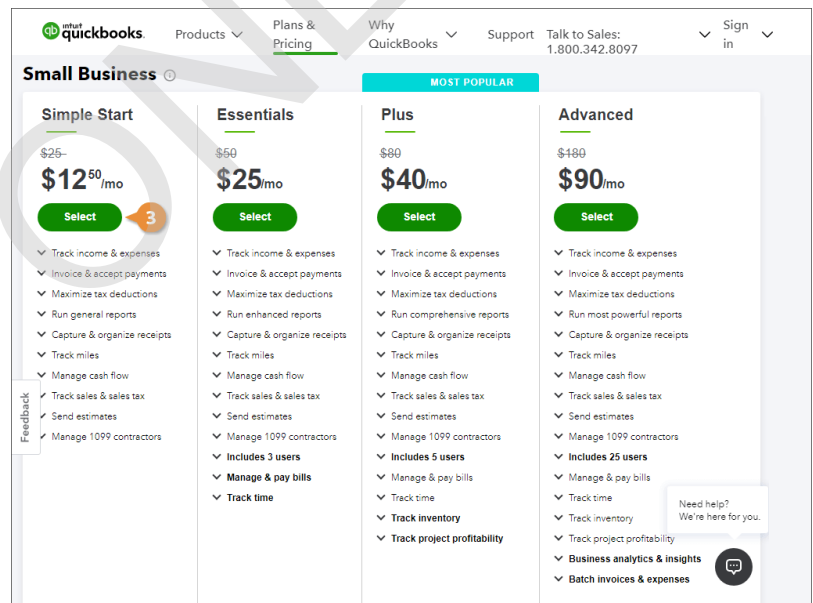
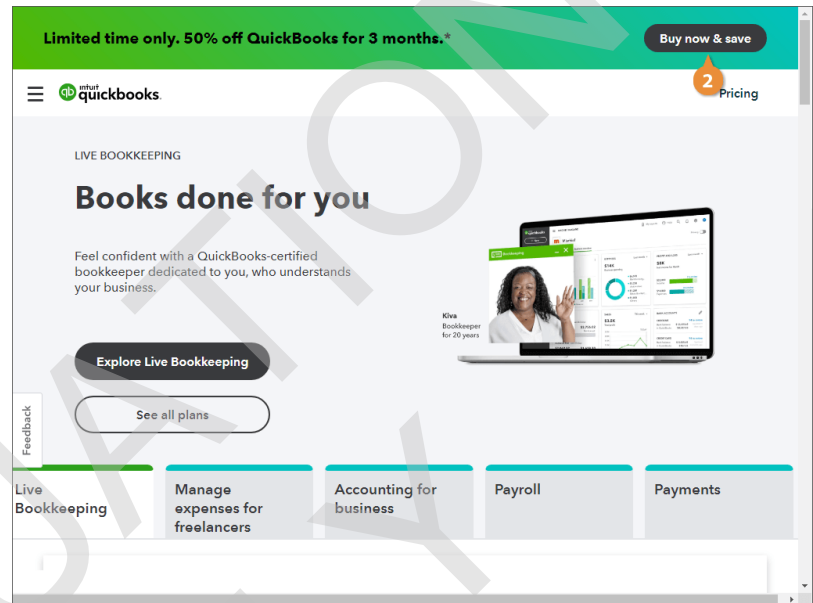


Company Set Up

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.



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

intuit
quickbooks turbotax

For sales: (888) 566-4770

Create an Intuit account
Use for QuickBooks and all Intuit products.

Email address (User ID)
kayla@customguide.com ✓

Mobile number
(612) 555-1212
Standard call, message, or data rates may apply.

Password
***** Show

✓ Use 8 or more characters
✓ Use upper and lower case letters (e.g. As)
✓ Use a number (e.g. 1234)
✓ Use a symbol (e.g. !@#\$)

One More Step

By selecting One more step, you agree to our [Terms](#), [Payment terms](#) and have read and acknowledge our [Global Privacy Statement](#).

Adding a company to an existing account? [Sign in](#)

intuit quickbooks GET STARTED

Welcome! We're glad you're here.
Here's what we'll do together right now.

Tell us what you need help with

We'll ask a few questions to get to know your business

We'll bring in your transactions and organize your money

Next

I feel

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.

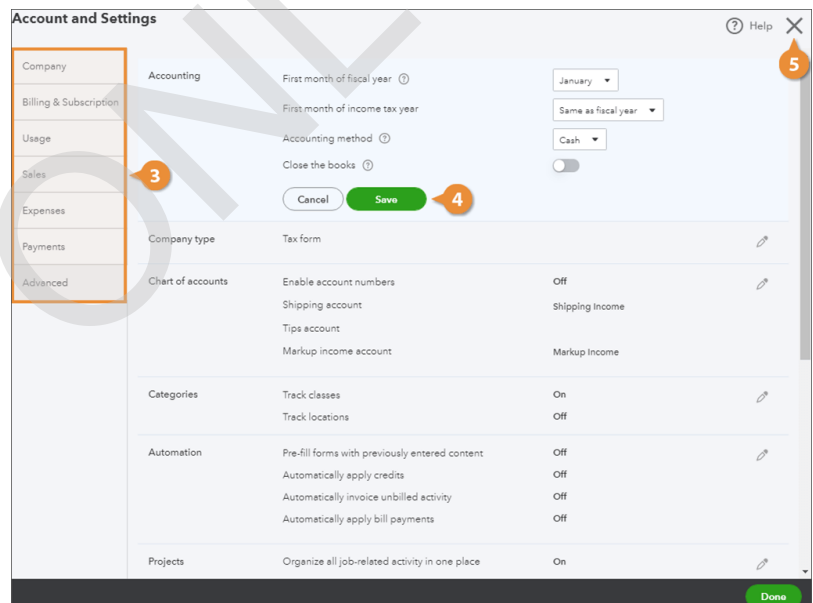
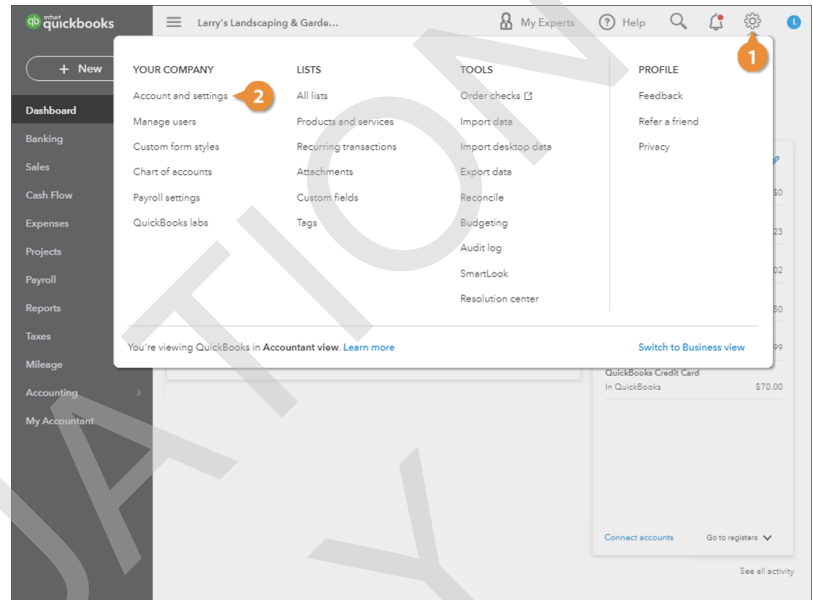
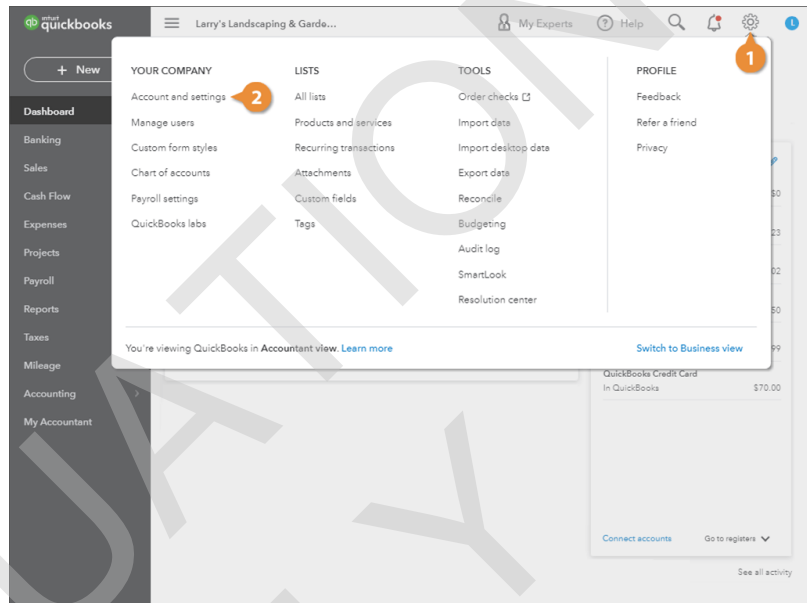


Chart of Accounts

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**.



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.

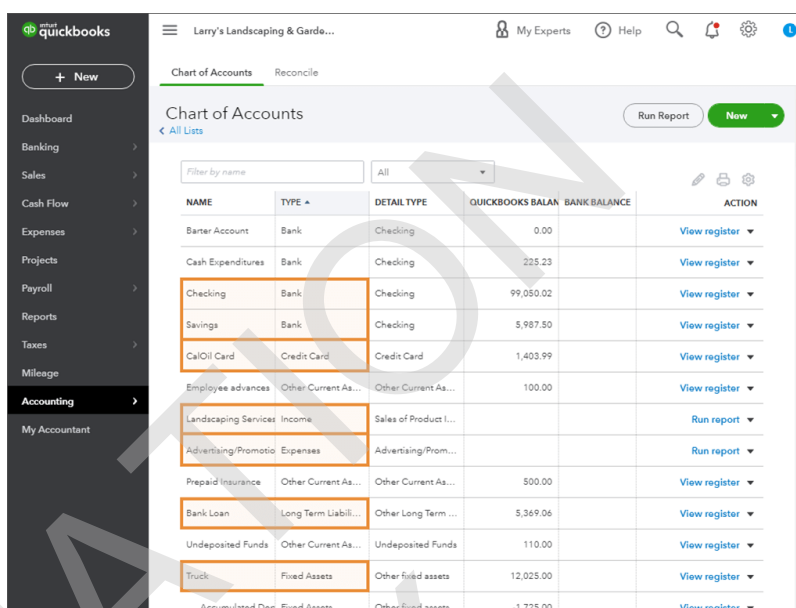
Credit Cards: Visa, Mastercard.

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.



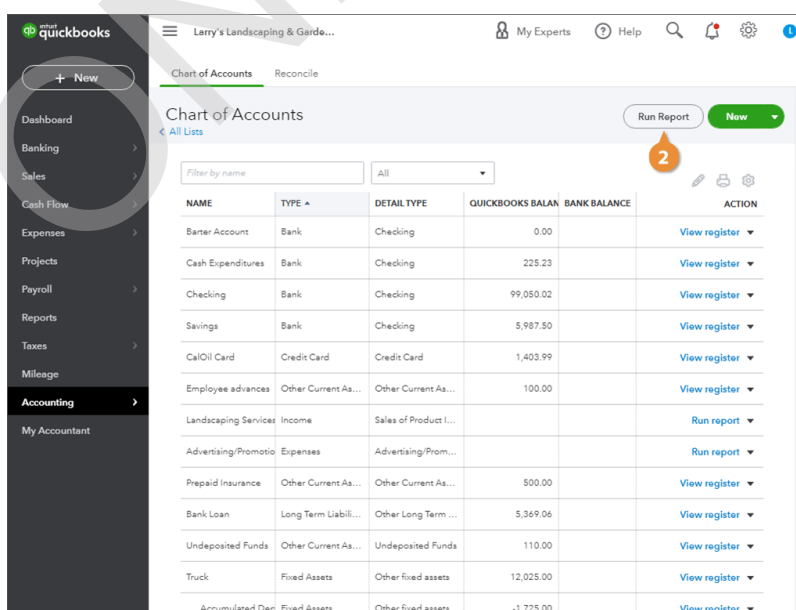
The screenshot shows the QuickBooks interface with the 'Chart of Accounts' report selected. The left sidebar lists various accounting categories, with 'Accounting' expanded. The main area displays a table of accounts with columns for NAME, TYPE, DETAIL TYPE, QUICKBOOKS BALAN, BANK BALANCE, and ACTION. Several accounts are highlighted with orange boxes: 'Checking', 'Savings', 'CalOil Card', 'Employee advances', 'Landscaping Services', 'Advertising/Promotion', 'Prepaid Insurance', 'Bank Loan', 'Undeposited Funds', 'Truck', and 'Accumulated Dep. Fixed Assets'. The 'Run Report' button is visible in the top right corner.

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALAN	BANK BALANCE	ACTION
Barter Account	Bank	Checking	0.00		View register
Cash Expenditures	Bank	Checking	225.23		View register
Checking	Bank	Checking	99,050.02		View register
Savings	Bank	Checking	5,987.50		View register
CalOil Card	Credit Card	Credit Card	1,403.99		View register
Employee advances	Other Current As...	Other Current As...	100.00		View register
Landscaping Services	Income	Sales of Product L...			Run report
Advertising/Promotion	Expenses	Advertising/Prom...			Run report
Prepaid Insurance	Other Current As...	Other Current As...	500.00		View register
Bank Loan	Long Term Liabil...	Other Long Term ...	5,369.06		View register
Undeposited Funds	Other Current As...	Undeposited Funds	110.00		View register
Truck	Fixed Assets	Other fixed assets	12,025.00		View register
Accumulated Dep. Fixed Assets		Other fixed assets	-1,725.00		View register

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**.



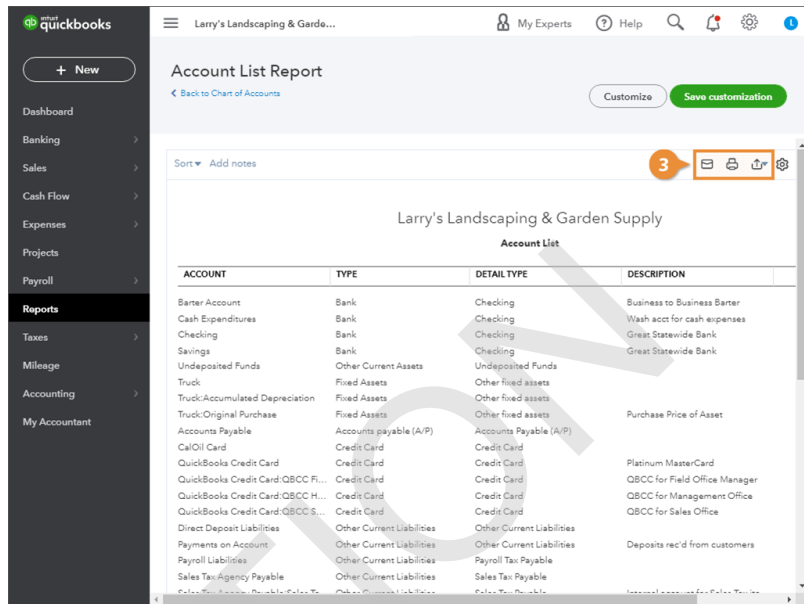
This screenshot is identical to the one above, but includes two orange circular callouts with numbers. Callout '1' points to the 'Accounting' menu item in the left sidebar. Callout '2' points to the 'Run Report' button in the top right corner of the report area.

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALAN	BANK BALANCE	ACTION
Barter Account	Bank	Checking	0.00		View register
Cash Expenditures	Bank	Checking	225.23		View register
Checking	Bank	Checking	99,050.02		View register
Savings	Bank	Checking	5,987.50		View register
CalOil Card	Credit Card	Credit Card	1,403.99		View register
Employee advances	Other Current As...	Other Current As...	100.00		View register
Landscaping Services	Income	Sales of Product L...			Run report
Advertising/Promotion	Expenses	Advertising/Prom...			Run report
Prepaid Insurance	Other Current As...	Other Current As...	500.00		View register
Bank Loan	Long Term Liabil...	Other Long Term ...	5,369.06		View register
Undeposited Funds	Other Current As...	Undeposited Funds	110.00		View register
Truck	Fixed Assets	Other fixed assets	12,025.00		View register
Accumulated Dep. Fixed Assets		Other fixed assets	-1,725.00		View register

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.

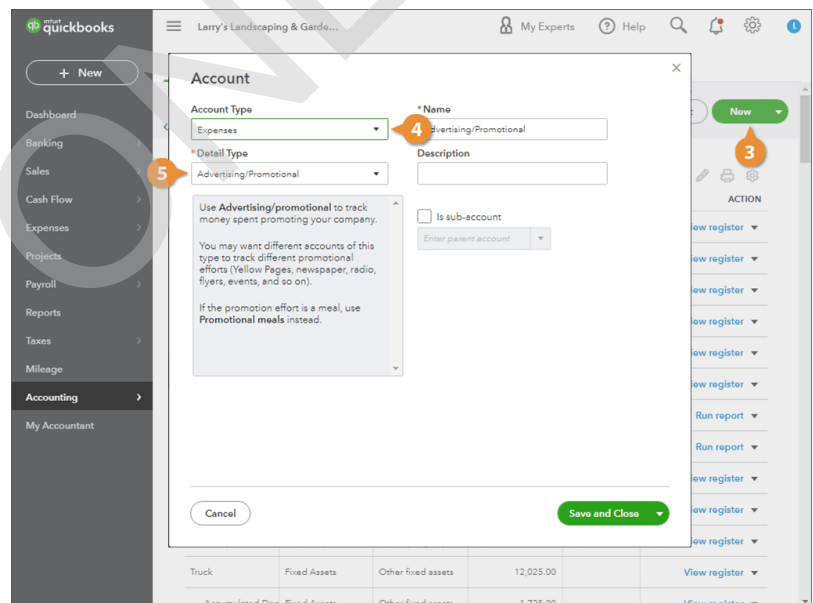
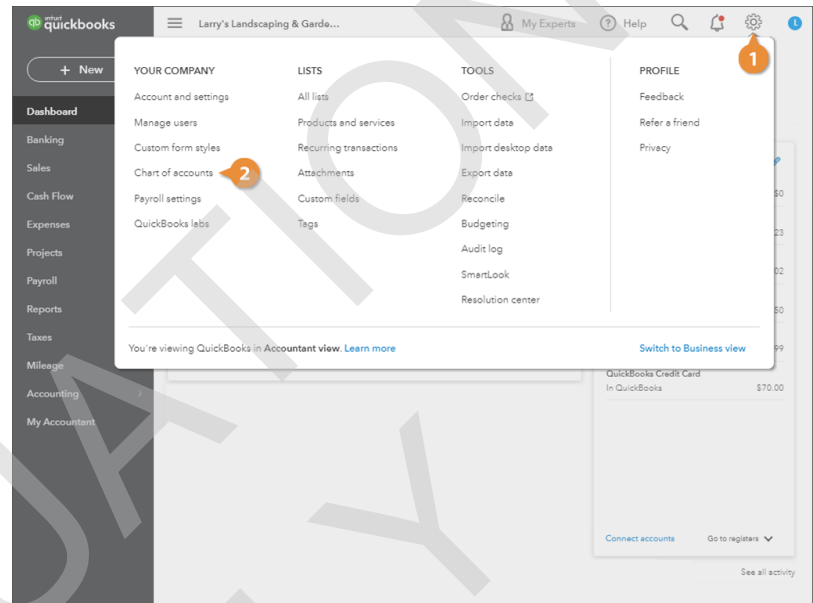


Create an Account

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.



- 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**.

The screenshot shows the 'Account' form in QuickBooks. The form is titled 'Account' and has a close button (X) in the top right corner. The form is divided into several sections: 'Account Type' (with a dropdown menu set to 'Expenses'), 'Detail Type' (with a dropdown menu set to 'Advertising/Promotional'), 'Name' (with a text field containing 'Marketing'), 'Description' (with a text field), and 'Is sub-account' (with a checkbox and a dropdown menu). There is also a 'Parent account' dropdown menu. At the bottom of the form are 'Cancel' and 'Save and Close' buttons. The background shows the QuickBooks interface with a sidebar on the left and a top navigation bar. A large 'EVALUATION ONLY' watermark is overlaid on the image.

Account Type	Name	Description	Is sub-account	Parent account
Expenses	Marketing		☐	

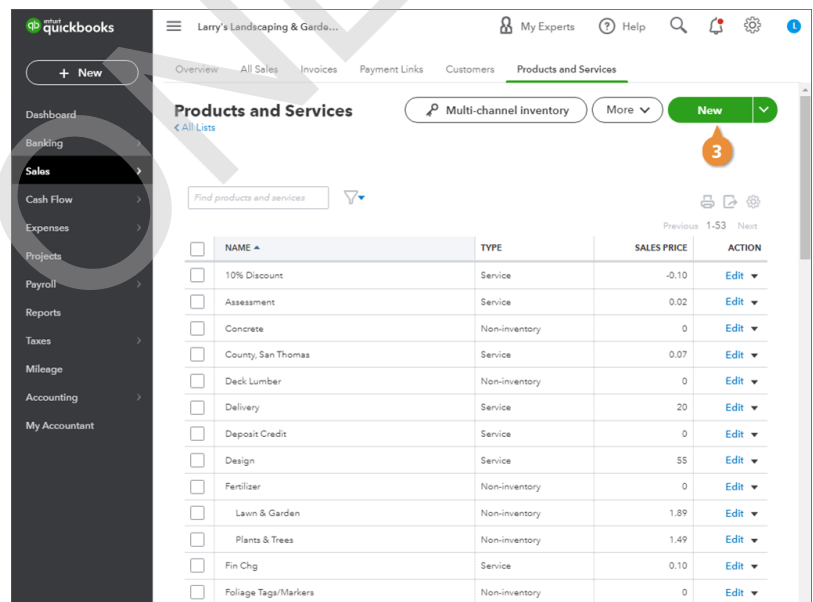
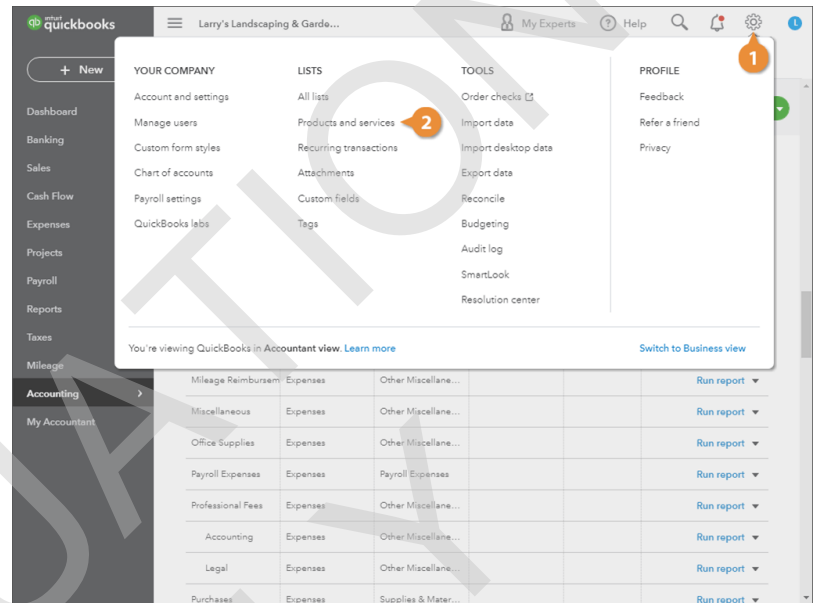
Account	Balance	View register			
Truck	Fixed Assets	Other fixed assets	12,025.00		View register
Accumulated Dep. Fixed Assets	Other fixed assets		-1,725.00		View register

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**.



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**.

Product/Service Information

Non-inventory
Products you buy and/or sell but don't need to (or can't) track quantities of, for example, nuts and bolts used in an installation.

Service
Services that you provide to customers, for example, landscaping or tax preparation services.

Bundle
A collection of products and/or services that you sell together, for example, a gift basket of fruit, cheese, and wine.

Inventory
Products you buy and/or sell and that you track quantities of. To start using inventory items, turn on inventory tracking.
[Turn on inventory tracking](#)

Product/Service Information

Service [Change type](#)

Name*
Labor

SKU

☐ Is sub-product/service
[Enter parent product/service](#)

Description
☒ I sell this product/service to my customers.
Labor

Sales price/rate
35.00

Income account
Sales

Sales tax category
Taxable - standard rate

Purchasing information
☐ I purchase this product/service from a vendor.

[Save and close](#)

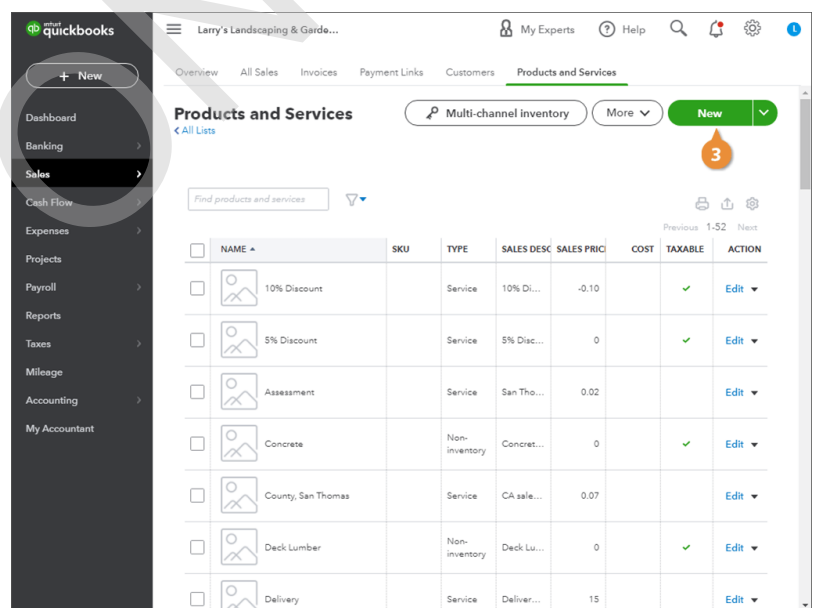
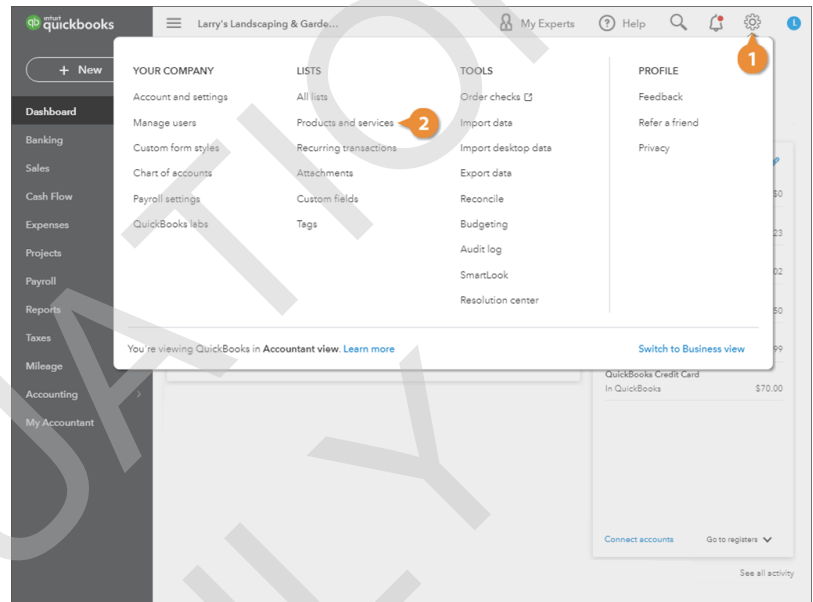
Create a Non-Inventory Product

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**.



- 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**.

This screenshot shows the 'Product/Service Information' form in QuickBooks. The 'Non-inventory' option is selected, which is highlighted with a blue circle and a callout number 4. The form also shows options for 'Service', 'Bundle', and 'Inventory'. The 'Products and Services' list on the left includes items like '10% Discount', '5% Discount', 'Assessment', 'Concrete', 'County, San Thomas', 'Deck Lumber', and 'Delivery'.

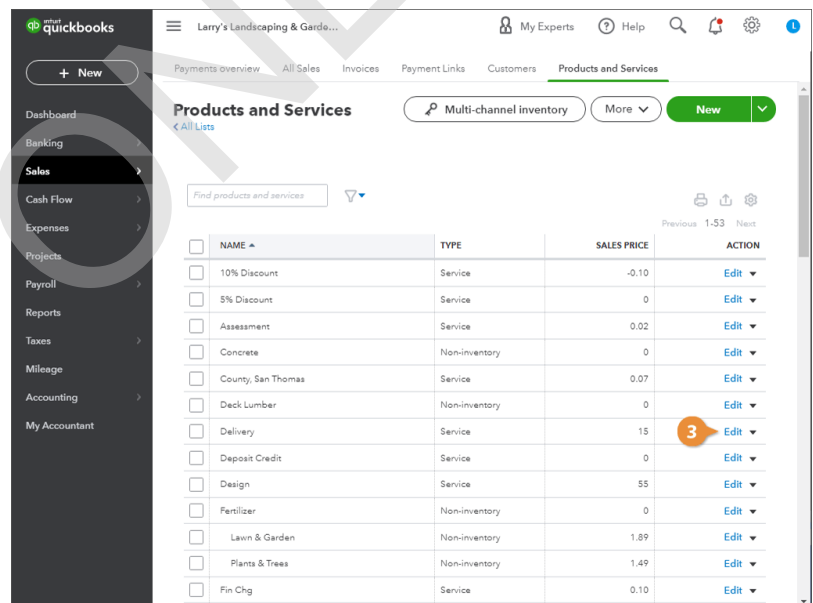
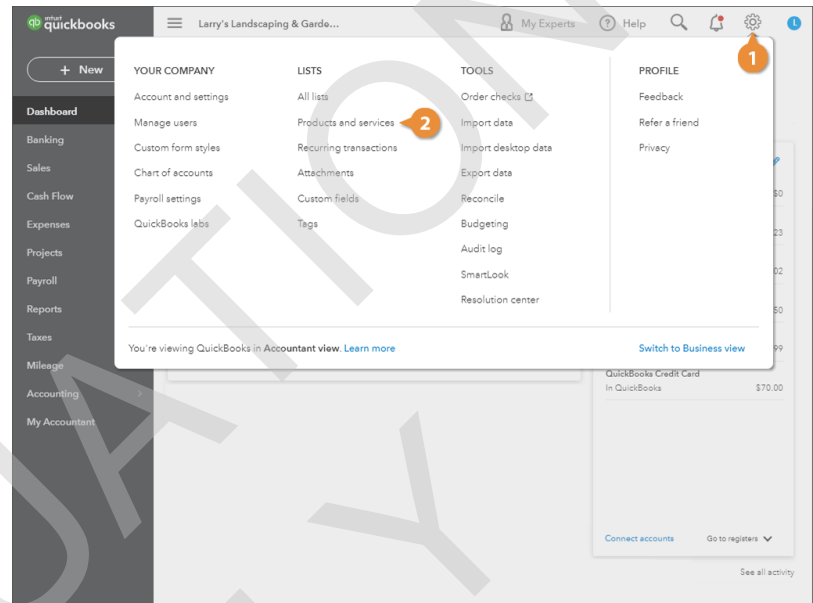
This screenshot shows the 'Product/Service Information' form with the 'Non-inventory' option selected. The 'Name' field is set to 'Widget(s)'. The 'SKU' field is empty. The 'Is sub-product/service' checkbox is unchecked. The 'Description' section is highlighted with an orange box and a callout number 6, showing the 'I sell this product/service to my customers' checkbox checked. The 'Sales price/rate' is set to '10.00' and the 'Income account' is 'Sales'. The 'Sales tax category' is 'Taxable - standard rate'. The 'Purchasing information' section is highlighted with a callout number 7, showing the 'I purchase this product/service from a vendor' checkbox unchecked. The 'Save and close' button is highlighted with a callout number 8.

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.



4

Make your changes.

5

Click **Save and Close**.

The screenshot displays the QuickBooks interface for managing products and services. On the left, a sidebar contains navigation links: Dashboard, Banking, Sales (highlighted), Cash Flow, Expenses, Projects, Payroll, Reports, Taxes, Mileage, Accounting, and My Accountant. The main area is titled 'Larry's Landscaping & Gardening' and shows a list of products and services. The 'Delivery' service is selected, and its details are shown in the 'Product/Service Information' form on the right. The form includes fields for Name, SKU, Description, Sales price/rate, Sales tax category, and Purchasing information. A 'Save and close' button is located at the bottom right of the form.

Products and Services

Find products and services

NAME
10% Discount
5% Discount
Assessment
Concrete
County, San Thomas
Deck Lumber
Delivery
Deposit Credit
Design
Fertilizer
Lawn & Garden
Plants & Trees
Fin Chg

Product/Service Information

Service

Name*
Delivery

SKU

☐ Is sub-product/service

Enter parent product/service

Description
☒ I sell this product/service to my customers.
Delivery Service Fee (free for orders over \$100)

Sales price/rate
20

Income account
Service

Sales tax category
Taxable - standard rate

Purchasing information
☐ I purchase this product/service from a vendor.

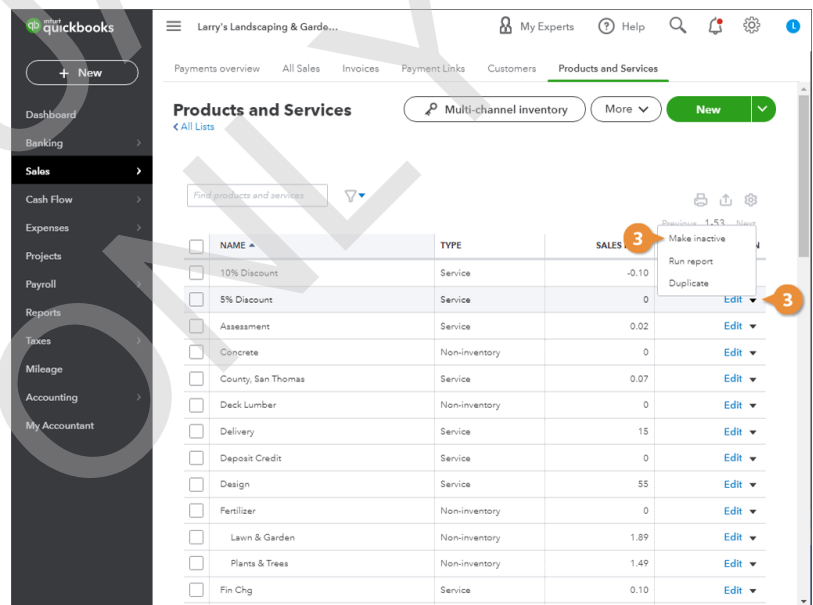
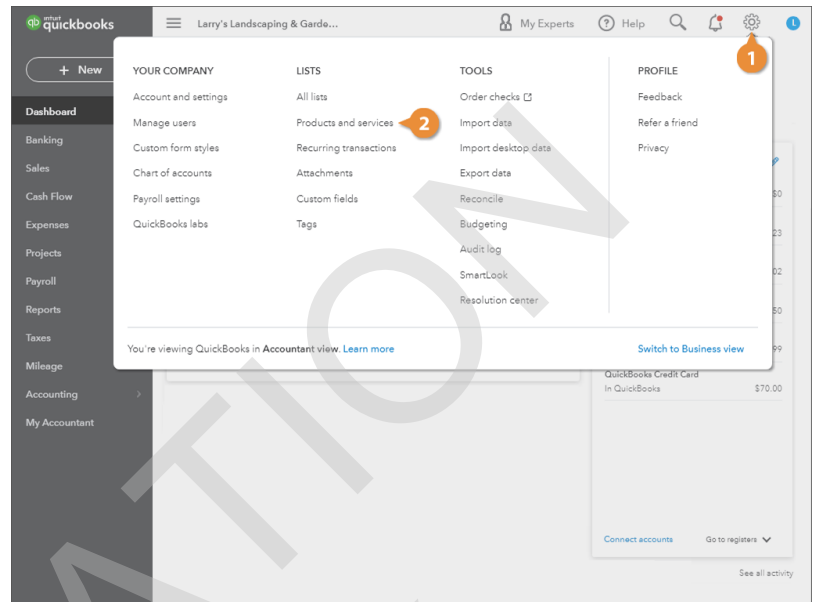
Save and close

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.

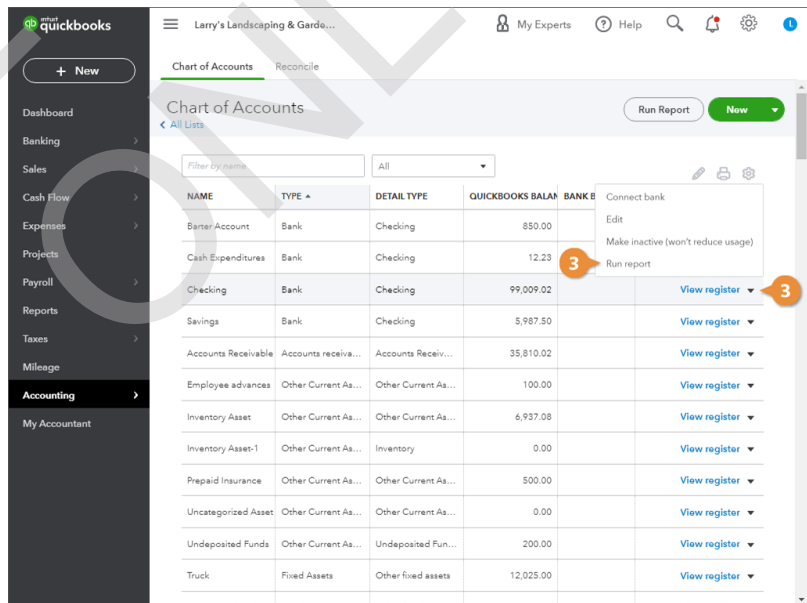
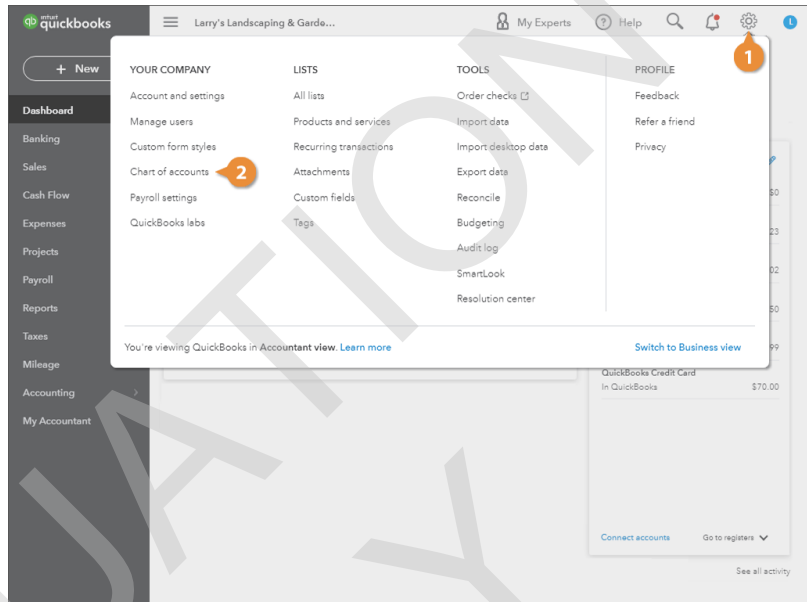


Report on an Item

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.



Sort a Report

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

The screenshot shows the QuickBooks interface for 'Larry's Landscaping & Garden Supply'. The 'Account QuickReport' is displayed for the period 'Since 90 Days Ago' ending on '03/23/2021'. The report is grouped by 'Account'. The 'Sort by' dropdown is set to 'Default' (indicated by a red circle with the number 1). The 'Sort in' section shows 'Ascending order' selected (indicated by a red circle with the number 2) and 'Descending order' as an option. The report table has columns: TRANSACTION TYPE, NUM, NAME, and MEMO/DESCRIPTION. The data is sorted by date, starting with a 'Beginning Balance' on 06/14/2021 and followed by several 'Bill Payment (Check)' transactions.

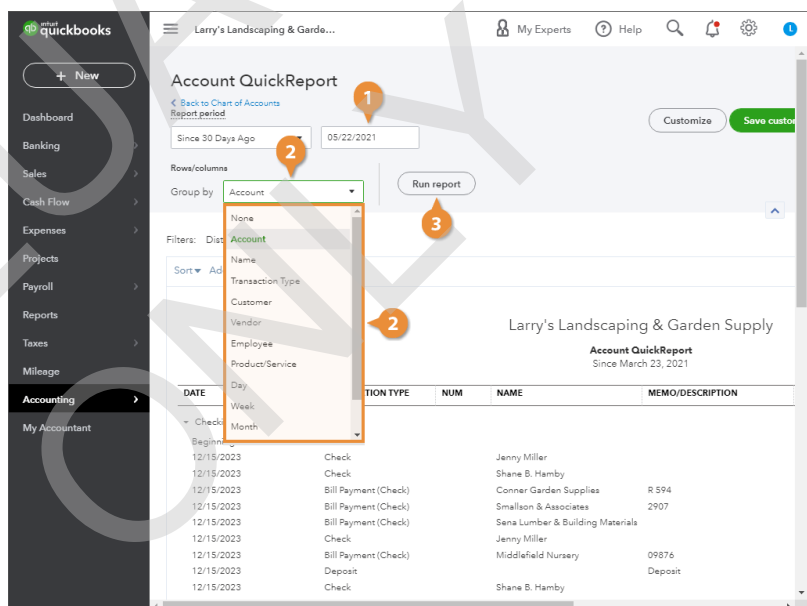
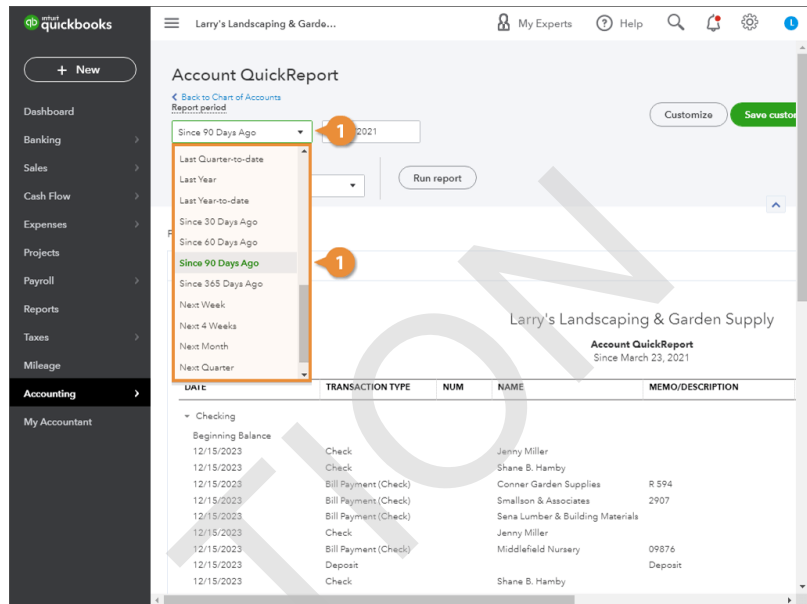
TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION
Beginning Balance			
06/14/2021			
06/14/2021			
12/31/2021			
03/04/2022			
04/08/2022			
08/16/2022			
09/26/2022			
09/27/2022			
10/01/2022			

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**.

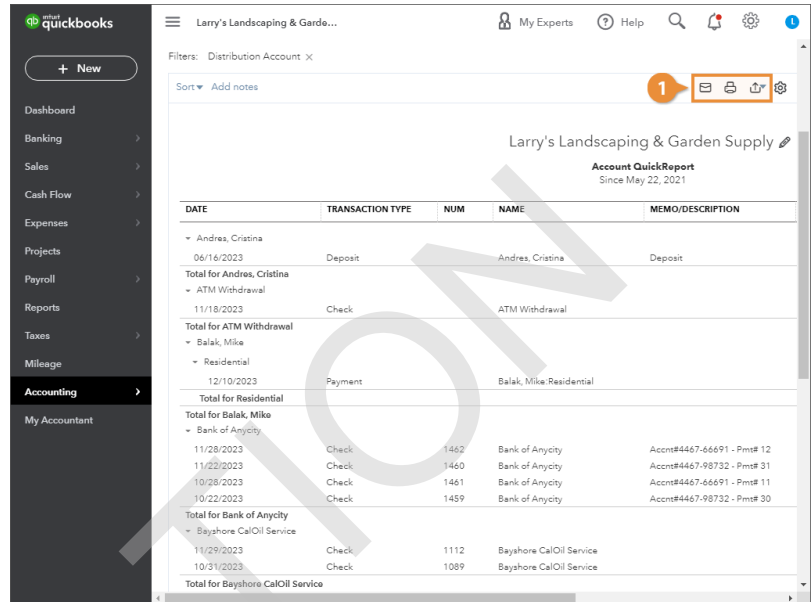


Share a Report

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.



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.

