



QUICKBOOKS ONLINE CERTIFICATION COURSE

Supplemental Guide

Module 2: **Setting Up**

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About the Author



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

As principal at Orefice & Caliri CPAs, Heather works with small businesses to create accounting systems and procedures using QuickBooks and related applications that simplify and streamline their day to day workflows. She is Advanced Certified in QuickBooks Desktop and Online as well as POS Desktop and QuickBooks Enterprise. In addition to QuickBooks related services, Heather is also an Enrolled Agent licensed to practice before the IRS and works with clients to resolve tax issues.

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

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Supplemental Guide Overview

PURPOSE OF THIS GUIDE

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

ADDITIONAL RESOURCES

Intuit provides additional resources for Accounting Professionals. Check out these sites to explore various tutorials and training opportunities available:

- <http://quickbooks.intuit.com/accountants/>
- <http://quickbooks.intuit.com/accountants/resources/>
- <http://quickbooksproductvideos.homestead.com/QuickBooks-Online.html>

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

Many users feel Chrome works best for QuickBooks Online.

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

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

LEARNING OBJECTIVES

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

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

TRAINING AT A GLANCE TABLE

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

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

QUICKBOOKS ACCOUNTANT TEST DRIVE

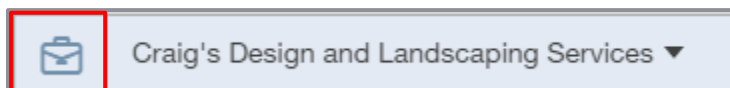
Some of the demonstrations contained in this handbook are done using a QuickBooks Accountant “test drive” file. The test drive uses a sample company file called Craig’s Design & Landscaping Services. It can be accessed through the following link:

[Craig's Design & Landscaping](#)

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

If you don’t see the Accountant Toolbox when logging in through this URL, log into qbo.intuit.com with your Intuit ID. This will open up QuickBooks Online Accountant. Click on the **gear** icon then click **Sample Company**.

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



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

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

Topic 1: Create a New QuickBooks Online Company

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

In this module we'll discuss:

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

CREATE A NEW QUICKBOOKS COMPANY

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



Step-by-Step: Add a Client

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

Add client

1 CLIENT CONTACT 2 PRODUCTS 3 TEAM ACCESS

Enter contact information for your new client.

First name: Daniel
Last name: Lowell
Company: Dan's Toy Store
Email: dan@intuit.com
Phone:

Display name as
Dan's Toy Store
Daniel Lowell
Lowell, Daniel

Client summary

Client contact
Dan's Toy Store
dan@intuit.com

Products
[See current offers](#)

Team access
Clay Adams
Heather Satterley

Next

NOTE: The Display name as field lets you choose whether you will list your client by the client contact name or the company name in your Client list in QuickBooks Online Accountant.

2. Enter the required fields such as name, company, phone number and email.
3. Click **Next**.

- The Products screen is where you will choose a QuickBooks Online subscription for your client. You can choose Essentials or Plus and add payroll services from this screen.

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

Add client

1 CLIENT CONTACT 2 PRODUCTS 3 TEAM ACCESS

Select the desired products for your new client.

Ready to purchase QuickBooks for this client?

QuickBooks products

-- None -- Compare products

- Essentials
- Essentials with Payroll
- Essentials with Full Service Payroll
- Plus
- Plus with Payroll
- Plus with Full Service Payroll

Client summary

Client contact
Dan's Toy Store
dan@intuit.com

Products
[See current offers](#)

Team access
Clay Adams
Heather Satterley

Back Next

- After you choose a product, you must decide how the subscription will be paid for. You can choose to have your client pay Intuit directly using the current subscription rate or you can add your client to wholesale billing by choosing **My firm will pay**. You'll learn more about the advantages of wholesale billing in Module 10.

Add client

Select the desired products for your new client.

Ready to purchase QuickBooks for this client?

QuickBooks products
Essentials with Payroll [Compare products](#)

* Billing choices
My client will pay
— Choose one —
My client will pay
My firm will pay (wholesale)

* Client email

* Re-enter client email

Client contact
Heather Pet Keepsakes
(401) 555-1212

Products
Essentials with Payroll

\$58⁹⁹ per month*
\$29⁴⁹ per month*
50% off for the first year
*price before tax | [see terms](#)

Team access
Michelle Long
Spencer Uttley
Woody Adams

[Back](#) [Next](#)

- Click **Next**.
- Choose which members of your firm will have access to this company then click **Save**.

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



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

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

1. The Welcome screen is where you will enter your client's company name, address and phone number and allows you to upload the client's logo. Click **Next**.

Welcome to QuickBooks

Let's get started with your contact info
We'll use this to create professional-looking receipts and invoices for you.

Business name *
Dan's Toy Store

Address
124 Main Street

City
Anytown

State *
RI

ZIP
02899

Business phone
(401) 555-1212

Website

Logo

[Next](#)

2. The next screen is where you'll start to build the QuickBooks Online company based on questions asked in the wizard. These questions determine some of the default settings, accounts, lists and features that will appear in the new company. Have the following information ready for this step:

- Industry
- Whether the client sells products or services
- Company legal structure or type (e.g., S-Corp, partnership)
- Business age

Welcome to QuickBooks

Tell us a bit more about your business

We'll use what we know about businesses like yours to jumpstart your setup.

Industry *

Enter your industry type

What do you sell? * **Business type**

Select Select

Business age

Select

Previous Next

The bottom of the screen features a row of icons representing various business types: a factory, a truck, a storefront, a person, a bicycle, a church, and a house.

3. The next screen asks How you keep track of your business now? Select all that apply – you will be provided resources at the end of the wizard to help complete the company setup.

Welcome to QuickBooks

How do you keep track of your business now?
Choose all that apply. We'll show you how to get everything into your books.

Excel

QuickBooks Desktop

Google

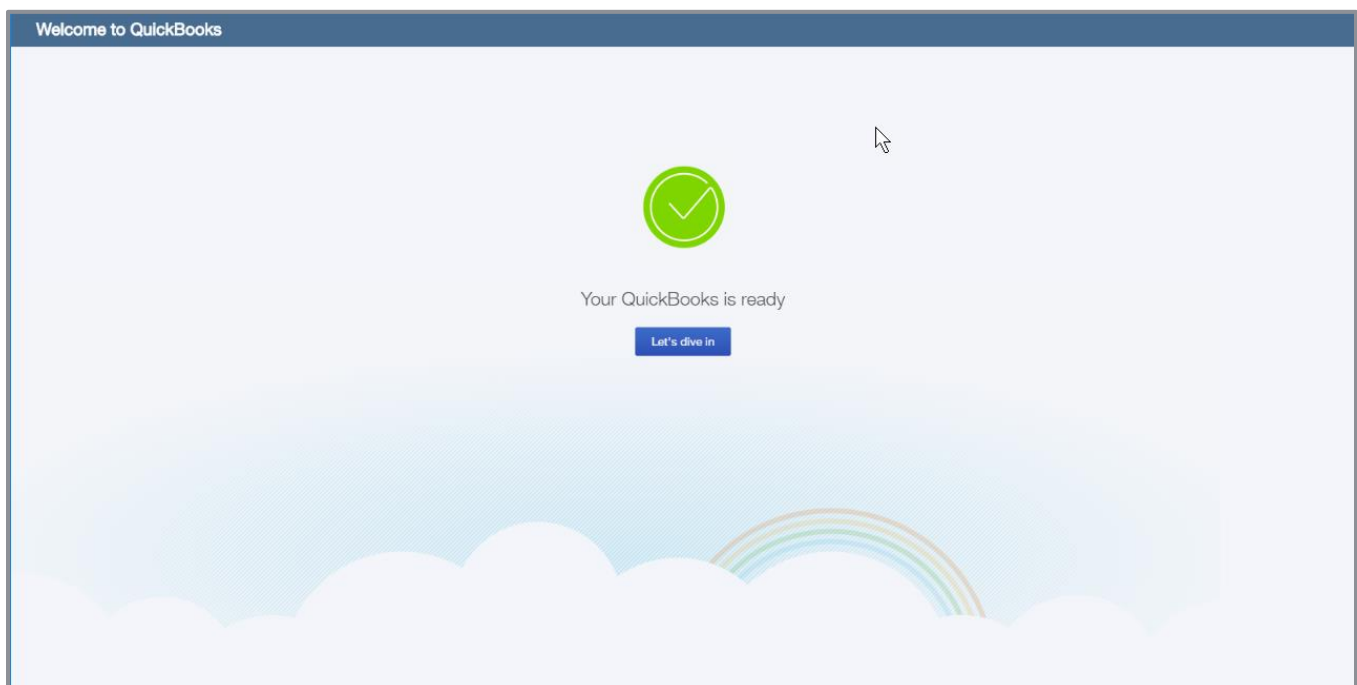
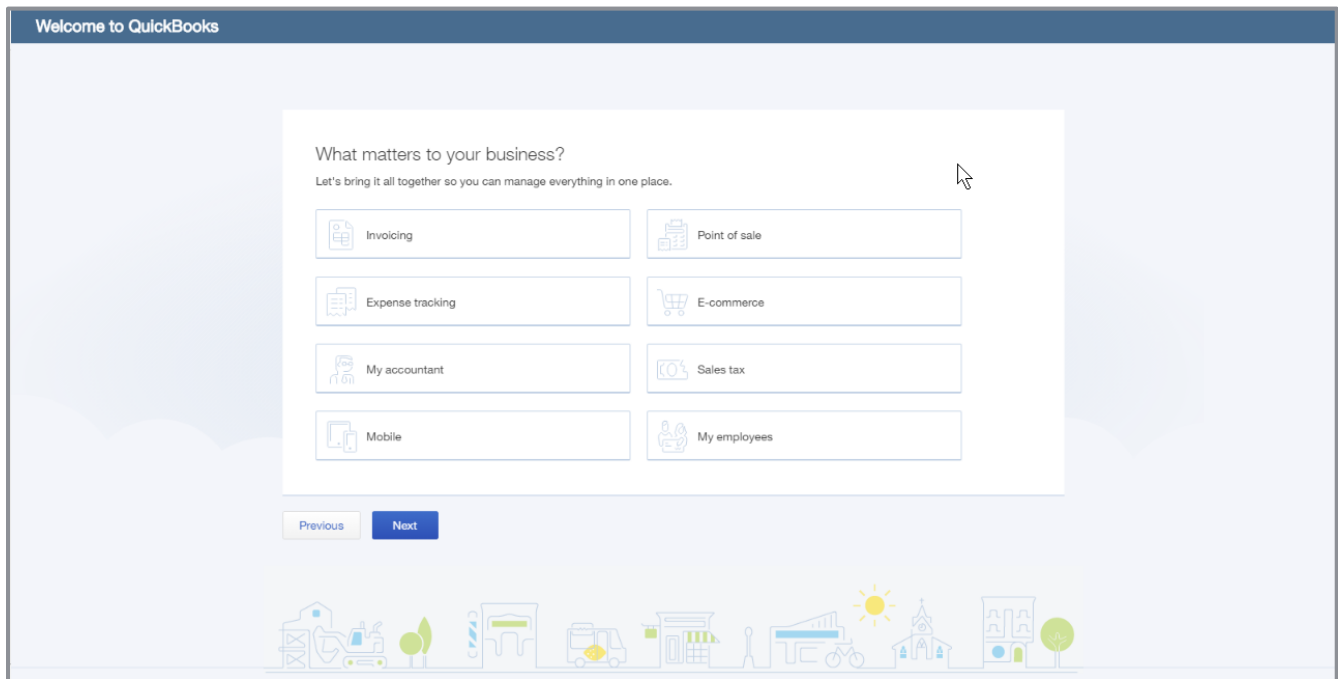
Online banking

Pen and paper

Other software

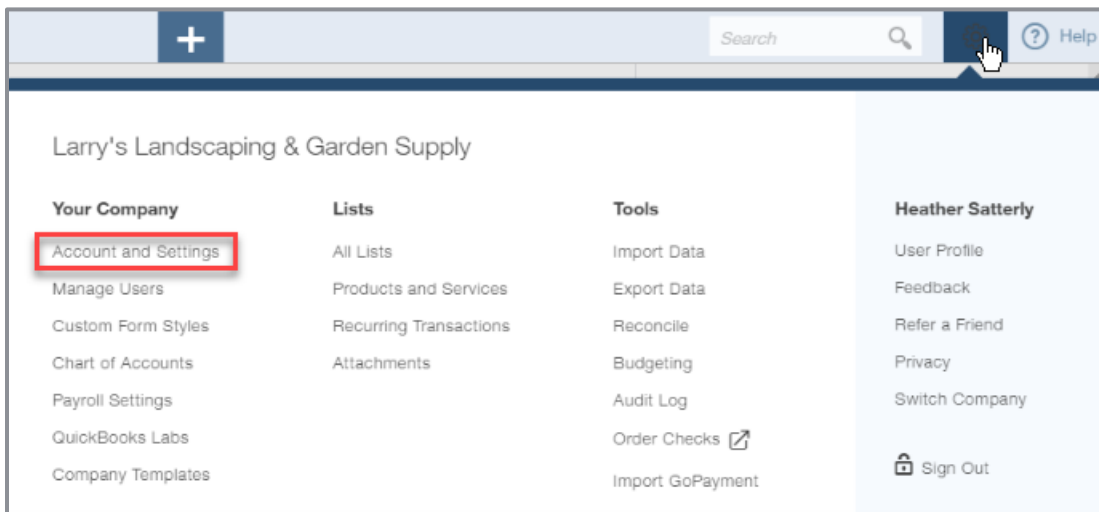
Previous Next

- Next you'll answer What matters to your business? If you don't want to share this information, just click **Next** to complete the wizard.



Topic 2: Manage Account & Settings

Once the new company has been created, you need to configure the settings in QuickBooks Online to fit the company. Account and Settings is reached from the gear icon in the Your Company column.



The Settings menu has six tabs: Company, Billing & Subscription, Sales, Expenses, Payments and Advanced.

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

Company Settings

The Company settings include:

1. Company name and logo (both legal and customer-facing) and employer ID (EIN)
2. Contact info
3. Address
4. Communications with Intuit settings

Billing & Subscription

The Billing & Subscription tab includes:

1. QuickBooks subscription information including status, plan details (subscription level and payment frequency), next charge date, payment method and a link to view your payment history
2. Payroll subscription information
3. Payments subscription information
4. A link to order checks and supplies

The screenshot displays the 'Account and Settings' window with the 'Billing & Subscription' tab selected. The window is divided into four sections, each with a red circular callout number:

- 1 QuickBooks:** Subscription status: **Subscribed** (Cancel); Plan details: **QuickBooks Plus**, \$29.99 / month, Switch to annual billing; Next Charge: **May 26, 2042**; Payment method: [Redacted] (Edit); Past payments: View payment history.
- 2 Payroll:** Subscription status: **Subscribed** (Cancel); Plan details: **Enhanced Payroll**, \$99.00 \$19.50 / month plus monthly fee per employee, see billing terms; Next Charge: **January 11, 2020**; Payment method: [Redacted] (Edit); Past payments: View payment history.
- 3 Payments:** Subscription status: **Subscribed**; Your Merchant ID: [Redacted]; Manage merchant account.
- 4 Checks:** Checks and supplies; Order now.

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

Sales Settings

The Sales Settings define the look and feel of your sales forms, which fields are included on them and delivery options. There are six categories in the Sales Settings tab.

Category	Setting	Value	Action
Sales form content	Preferred invoice terms	Net 30	Edit
	Preferred delivery method	None	Edit
	Shipping	Off	Edit
	Custom fields	Off	Edit
	Custom transaction numbers	Off	Edit
	Service date	Off	Edit
	Discount	Off	Edit
	Deposit	Off	Edit
Products and services	Show Product/Service column on sales forms	On	Edit
	Track quantity and price/rate	On	Edit
	Track quantity on hand	On	Edit
Messages	Default email message sent with sales forms		Edit
	Default message shown on sales forms		Edit
Online delivery	Email options for sales forms		Edit
Statements	Show aging table at bottom of statement	On	Edit

Privacy | Security | Terms of Service

Customize

Click the button in the Customize section to Customize look and feel of sales forms. This customization applies to invoices, estimates and sales receipts.

Click the **Style** button to create a custom style for an invoice, estimate or sales receipt. If you have existing styles, you can modify them by selecting the **Edit** action on the appropriate row.

- **Style** – The style section lets you designate which type of sales form this style will be used on. Select a template from the list of pre-designed options. You can use the template as-is or further customize it. Give your style a name, upload a logo and specify the color theme for this style.

Customize form style

Style (selected)

Invoice

Appearance

Header

Activity Table

Footer

Airy

Modern

Fresh

Airy

Not a live preview

Craig's Design and Landscaping Services
123 Sierra Way
San Pablo
CA
94969

Invoice

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

SHIP TO: John Smith, 2337 Palm Drive, Town, CA 12345

INVOICE 12345, TERMS NET 30, DATE 03/31/2015, DUE DATE 03/15/2015

DATE	ACCOUNT SUMMARY	AMOUNT
03/01/2015	Balance Forward	\$100.00
	New charges (see details below)	\$665.00
	Total Amount due	\$765.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
02/10/2015	Product Name Description of the product	2	225	450
02/10/2015	Service name Description of the service	1	225	225

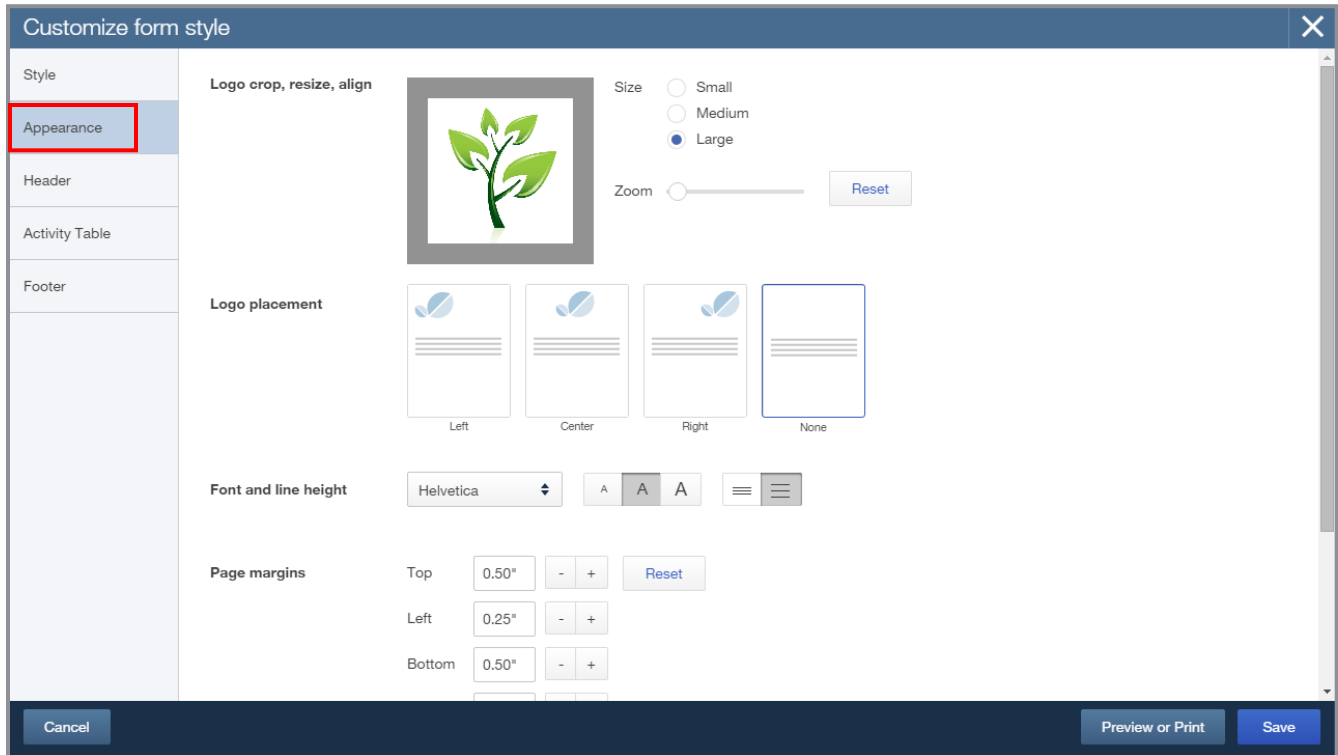
SUBTOTAL 675.00
DISCOUNT 2% -13.50
TAX @ 25% 55.69
SHIPPING 3.50
TOTAL 665.00
BALANCE DUE \$665.00

Logo

Value #A6BDBB

Cancel Preview or Print Save

- **Appearance** - Customize the appearance of this style by editing the logo's size and placement. You can further customize the font and page margins. You can also configure whether your print-out should be compatible with window envelopes and letterhead paper. There is also an option to specify whether or not to show an account summary with the balance forward and total amount due.



- **Header** – This section lets you specify form names, company info and customer info that will print on your form. You can also specify a custom label for the form if, for example, the company calls estimates proposals. You can also identify which custom fields you want to print.

Customize form style

Style

Appearance

Header

Activity Table

Footer

Form names

- Show form name
- Invoice:
- Estimates:
- Sales Receipts:
- Form number
- Use custom transaction numbers

Company

- Company name
- Address
- Email
- Website
- Phone

Customer

- Terms
- Due date or Expiration date
- Shipping
- Payment method

Custom

- Crew #:

Cancel Preview or Print Save

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

Customize form style
✕

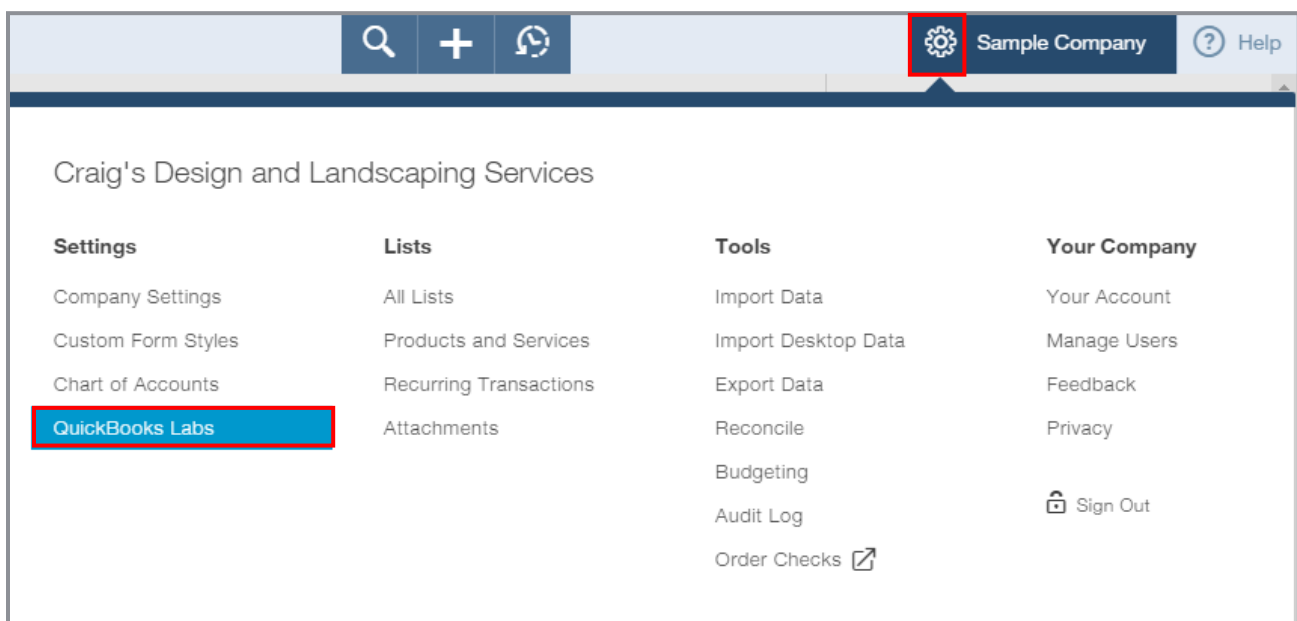
	Columns	COLUMNS	LABEL	WIDTH%	ORDER
Style		<input checked="" type="checkbox"/> Service/Product			
Appearance		<input checked="" type="checkbox"/> Description	Activity	- + 33	3
Header		<input type="checkbox"/> Include Quantity and Rate in Description column			
Activity Table		<input type="checkbox"/> Date	Date	- +	1
Footer		<input checked="" type="checkbox"/> Quantity	Qty	- + 10	4
		<input checked="" type="checkbox"/> Rate	Rate	- + 17	5
		<input checked="" type="checkbox"/> Amount	Amount	- + 17	6
		Reset			
	More	<input type="checkbox"/> Group activity by	Day		
		<input type="checkbox"/> Collapse activity rows			
		<input type="checkbox"/> Show markup on billable expenses			
		<input checked="" type="checkbox"/> Show billable time			
		<input type="checkbox"/> Include employee name			
		<input checked="" type="checkbox"/> Include hours and rate			

Cancel
Preview or Print
Save

- **Footer** – This setting allows you to add a custom message and footer on sales forms.

The screenshot shows the 'Customize form style' dialog box. The left sidebar has tabs for Style, Appearance, Header, Activity Table, and Footer. The 'Footer' tab is selected and highlighted with a red box. The main area is divided into two sections: 'Message to customer' and 'Footer'. The 'Message to customer' section has a text box with the text 'Thank you for your business and have a great day!'. The 'Footer' section has a text box for 'Footer text' and a dropdown menu set to 'Centered'. At the bottom of the dialog are buttons for 'Cancel', 'Preview or Print', and 'Save'.

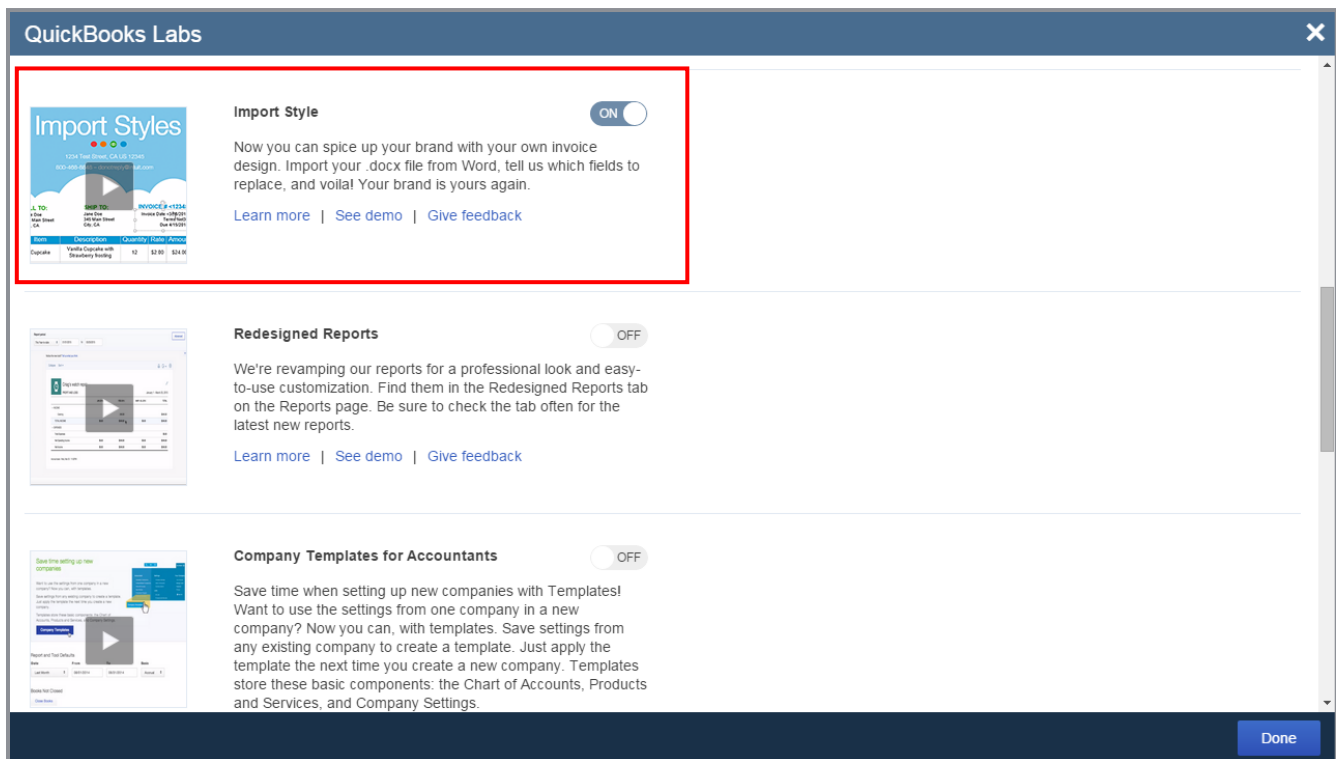
What if a business already has a design for their sales forms and they want to use that style in QuickBooks Online? You can try to import it. Importing sales form styles is a new option available in QuickBooks Labs.



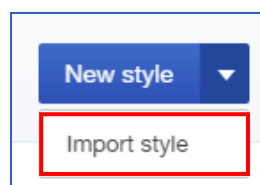


Step-by-Step: Import Sales Form Styles

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



4. Once the lab is turned on, go to the **gear** icon and click **Custom Form Styles** to go directly to the screen to customize your sales forms (which can also be accessed from the **Company Settings** → **Sales** → **Customize look and feel** button).
5. The New style button now has a down arrow. Click the down arrow to find the **Import style** option.



6. On the Import form style wizard, select the type of form you want to import (currently only invoice sales forms are available for import).
7. Follow the on-screen instructions to set up your template properly in Microsoft Word® with angle brackets for each field then save it.
8. Upload your template then click **Next**.
9. Map the fields on your template to QuickBooks fields and click **Next**.
10. Review the results and save your newly imported invoice style.

Sales form content section is where you set the default information that will appear on your sales forms. Settings include:

- Preferred invoice terms
- Preferred delivery method
- Shipping
- Custom fields (up to three) - the Internal indicator shows the field to you on-screen; the Public indicator prints the field on your sales form
- Custom transaction numbers let you use your own numbering system. If you leave the reference number field blank on the sales form, QuickBooks will automatically assign one.
- Service date lets you track the date a service was performed separate from the invoice date. The service date is available on sales forms on every line in the Item grid. It is not related to the period the sales transaction will be posted to the general ledger. It is a descriptive component of each charge on a sales form.
- Discount - add a discount field to sales forms to apply a discount to the entire sale
- Deposit - add a deposit field to invoices to subtract a customer deposit from the invoice total to calculate a balance due

Sales form content

Preferred invoice terms [?](#) Net 30

Preferred delivery method [?](#) Print later

Shipping [?](#) Off

Custom fields [?](#) On

Name	Internal	Public
<input type="text" value="Crew #"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text" value="Supervisor"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text" value="Contact on the job"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Custom transaction numbers [?](#) Off

Service date [?](#) Off

Discount [?](#) On

Deposit [?](#) Off

The Products and Services section lets you:

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

Products and services

Show Product/Service column on sales forms [?](#) On

Track quantity and price/rate [?](#) On

Track quantity on hand [?](#) On

Messages settings include:

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

Messages

Default email message sent with sales forms

Use greeting

Sales form

Subject

Email message

Email me a copy at valerie_heckman@intuit.com

Copy (Cc) new invoices to address

Blind Copy (Bcc) new invoices to address

Default message shown on sales forms

Sales form

Online Delivery

The Online Delivery section is where you:

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

Online delivery Email options for sales forms

Attach sales form as pdf

Show sales form summary in email

Show sales form details in email

Email options for invoices

Plain text email

Online invoice

HTML email

Plain text email

Statements On

Statements

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

Statements

List each transaction as a single line ?

List each transaction including all detail lines

Show aging table at bottom of statement ? **On**

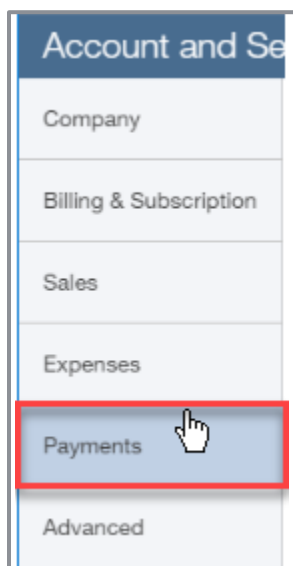
Cancel Save

Payments Settings

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

- It processes credit card payments directly from the QuickBooks Online Sales Receipt and Receive Payments screens (use a card reader to do this using the mobile app)
- It processes credit card and bank account payments for customers who click to pay their QuickBooks Online invoices
- Funds move electronically directly from the customer to the merchant's bank account (there is typically a two-day window from the time the payment is submitted to the time it is received in the merchant's bank account)
- The bank deposit and merchant service fees are automatically recorded in QuickBooks Online by the QuickBooks Payment reconciliation feature
- No other merchant service has the ability to do this

Let's explore the settings associated with QuickBooks Payments. From the gear icon, navigate to **Company Settings** and click **Payments** on the left menu.



If the company has never applied for a QuickBooks Payments merchant services account, click **Learn More**. Review the two plans and select the one that fits the company's usage best. One plan has a monthly fee but lower rate. The other plan has no monthly fee but higher rate. These merchant service plans include Amex and commercial cards such as Visa, MasterCard and Discover.

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

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



TIP: Best results occur when the person connecting QuickBooks Online to QuickBooks Payments is the master admin of the QuickBooks Online company and the merchant account. If you have trouble with this step, contact the QuickBooks Payments support staff to map the services together on the back end.

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

The screenshot displays the QuickBooks Payments dashboard. At the top, there is a navigation bar with 'Home', 'Processing Tools', 'Activity & Reports', 'Account', and 'Support'. The 'Processing Tools' dropdown menu is open, showing options: 'Credit Card Transactions' (with sub-items: Charge a Card, Reverse a Transaction, Authorize Funds, Capture Authorized Funds), 'Check Transactions' (with sub-items: Accept an eCheck, Void an eCheck), and 'Recurring Payments' (with sub-items: Create a Recurring Payment, **Manage Recurring Payments**). A green arrow points to the 'Manage Recurring Payments' option. Below the navigation bar, there is a 'Welcome' message and a 'Here in this account' section with icons for users, transactions, and mobile payments. A 'Manage Mobile Payments' button is visible in the bottom right corner.

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

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

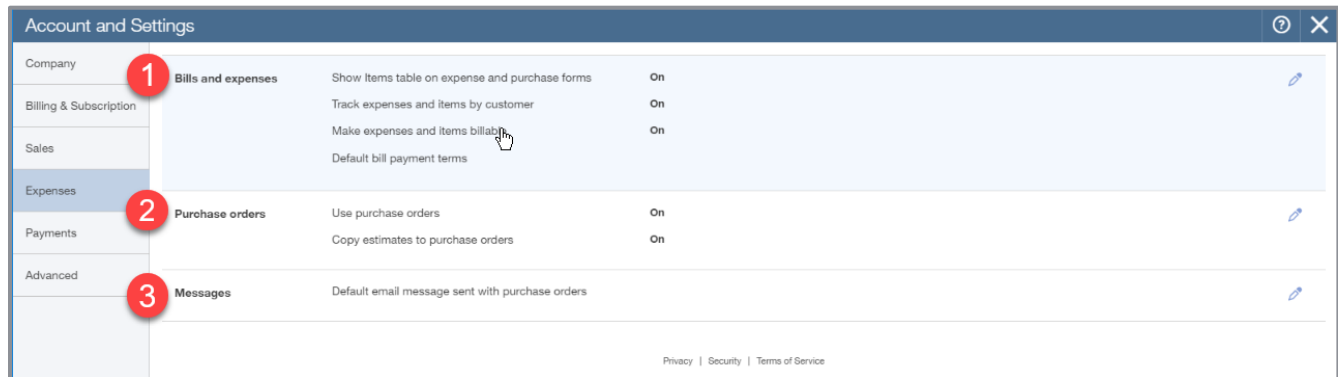


Step-by-Step: Review Payments Settings

1. In the Merchant details section, click the **Manage details** button to launch the Merchant Center. This is where you change the bank account information that funds are deposited to, and where you find details about transactions processed using QuickBooks Payments.
2. In the Recording accounts section, specify the bank account you would like deposits recorded to and what expense account to record associated fees to.
3. You may want to turn on the reminder to enter the CVV code when you are entering payment info for the customer, perhaps to record a recurring sales receipt that will automatically charge your customer's credit card.

NOTE: *Once QuickBooks Online is ready to use QuickBooks Payments, if you converted from QuickBooks Desktop and had the recurring payments set up for customers, remember to set up recurring sales receipts in QuickBooks Online. We'll learn about that later in this module.*

Expenses Settings



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

1. Bills and expenses

- Show items table on expense and purchase forms (only available in QuickBooks Online Plus)
- Track expenses and items by customer turns on the Customer field in expense transactions such as Checks, Expenses and Bills. This feature must be enabled in order to create a Profit & Loss by Customer report
- Make expenses and items billable (Plus only) must be enabled to add billable expenses to Invoices
- Specify default markup rate for billable expenses
- Define how to track billable expenses, either as income or offsetting the expense account balance
- Choose whether you want billable expense income posted to a single account or multiple accounts
- Choose whether to charge sales tax on billable expenses
- Set default bill payment terms

Bills and expenses

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

Default bill payment terms

2. Purchase orders (Plus only)

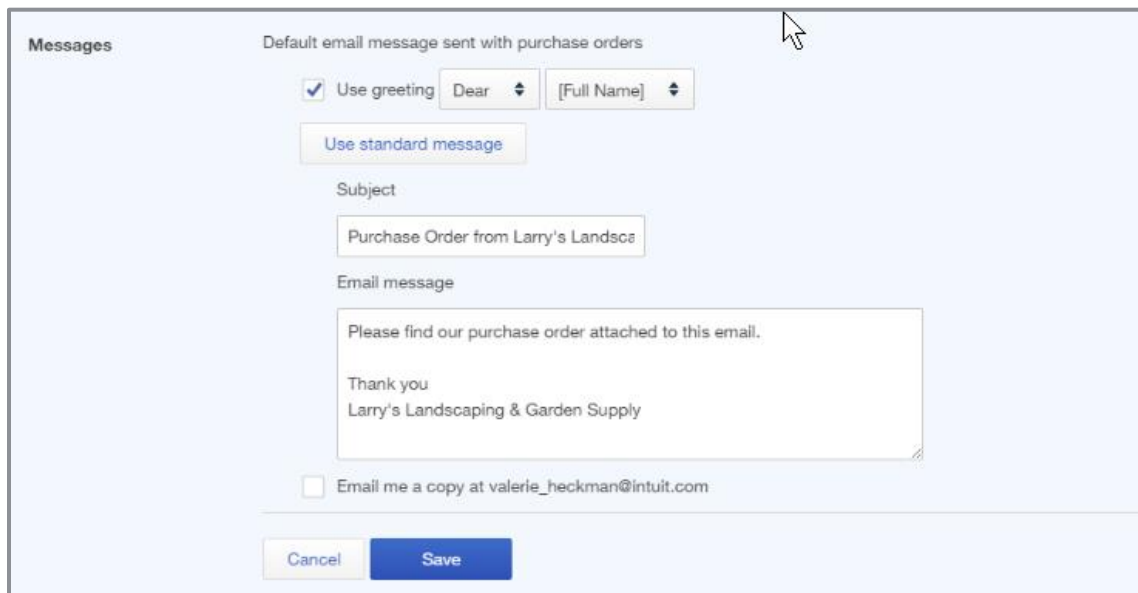
- Turn on or off the Purchase Orders functionality in QuickBooks Online depending on whether or not you will be using it (this feature is only available in QuickBooks Online Plus)
- Add custom fields to purchase orders, activate custom transaction numbers and create a default message for your purchase orders
- Copy estimates to purchase orders saves you time by prefilling a purchase order form with the information entered on the estimate

Purchase orders

- Use purchase orders ⓘ On
- Custom fields ⓘ Off
 -
 -
 -
- Custom transaction numbers ⓘ On
- Default message on purchase orders
- Copy estimates to purchase orders ⓘ On

3. Messages

- Define the default email message sent with purchase orders



The screenshot shows a dialog box titled "Messages" with the subtitle "Default email message sent with purchase orders". The dialog is light blue with a white border. At the top left, the title "Messages" is in bold. Below the subtitle, there is a checked checkbox labeled "Use greeting" followed by two dropdown menus: "Dear" and "[Full Name]". Below this is a button labeled "Use standard message". Underneath is a "Subject" label followed by a text input field containing "Purchase Order from Larry's Landscap". Below that is an "Email message" label followed by a large text area containing the text: "Please find our purchase order attached to this email." followed by "Thank you" and "Larry's Landscaping & Garden Supply". At the bottom of the text area is a small icon. Below the text area is an unchecked checkbox labeled "Email me a copy at valerie_heckman@intuit.com". At the very bottom of the dialog are two buttons: "Cancel" and "Save".

IDENTIFY ACCOUNTING-RELATED PREFERENCES

Advanced Settings

The screenshot shows the 'Account and Settings' window with the 'Advanced' tab selected. The settings are organized into sections, with red circles 1 through 8 highlighting specific items:

Section	Setting	Value
Accounting	First month of fiscal year	January
	First month of income tax year	Same as fiscal year
	Accounting method	Accrual
	Close the books	12/31/2015
Company type	Tax form	Sole proprietor (Form 1042)
	Chart of accounts	Enable account numbers: On Shipping account: Shipping income Discount account: Discounts given Billable expense income account: Billable Expense income
Categories	Track classes	On
	Track locations	On
Automation	Pre-fill forms with previously entered content	Off
	Automatically apply credits	Off
	Automatically invoice unbilled activity	Off
	Copy estimates to invoices	On
	Automatically apply bill payments	Off
Time tracking	Add Service field to timesheets	On
	Make Single-Time Activity Billable to Customer	On
Currency	Home Currency	United States Dollar
	Multicurrency	Off
Other preferences	Date format	MM/DD/YYYY
	Number format	123,456.00
	Customer label	Customers
	Warn if duplicate check number is used	Off
	Warn if duplicate bill number is used	Off
Sign me out if inactive for	> 3 hours	

The Advanced settings tab includes the following settings:

1. Accounting

- First month of fiscal year
- First month of income tax year
- You set the default accounting method here in the Accounting settings, but you can change the method on reports by customizing them
- Close the books (and option to set a password)

Account and Settings

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

Accounting

First month of fiscal year [?] January

First month of income tax year Same as fiscal year

Accounting method [?] Accrual

Close the books [?] 12/31/2015

Closing date

12/31/2015

Allow changes after viewing a warning [?]

Allow changes after viewing a warning

Allow changes after viewing a warning and entering password

Company type Tax form Sole proprietor (Form 1040)

2. **Company type** - select the appropriate tax form for the company

Company type Tax form [?]

Cancel Save

Sole proprietor (Form 1040)

Sole proprietor (Form 1040)

Partnership or limited liability company (Form 1065)

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

Corporation, one or more shareholders (Form 1120)

Nonprofit organization (Form 990)

Limited liability

Not sure/Other/None

3. **Chart of Accounts**

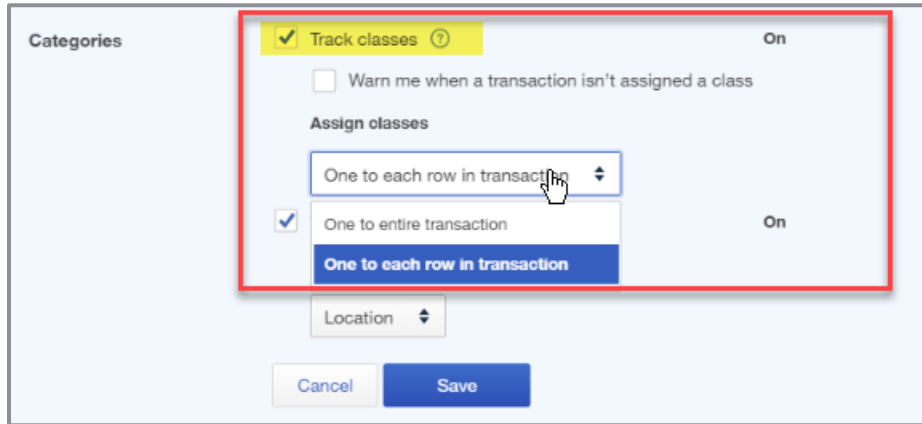
- Enable account numbers*
- Set default accounts for shipping, discount and billable expenses (if those fields are enabled in the Sales settings)

Chart of accounts	Enable account numbers	On
	Shipping account	Shipping Income
	Discount account	Discounts given
	Billable expense income account	Billable Expense Income

4. Categories

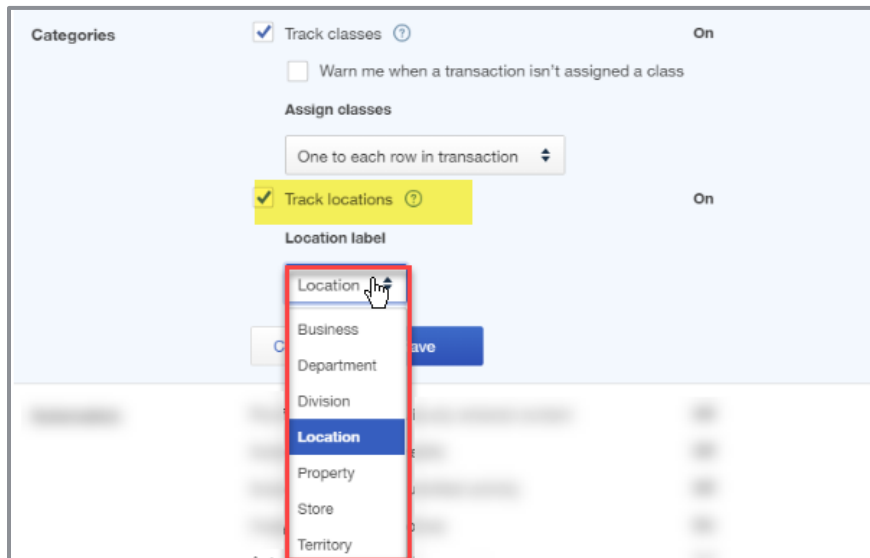
- Track classes

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



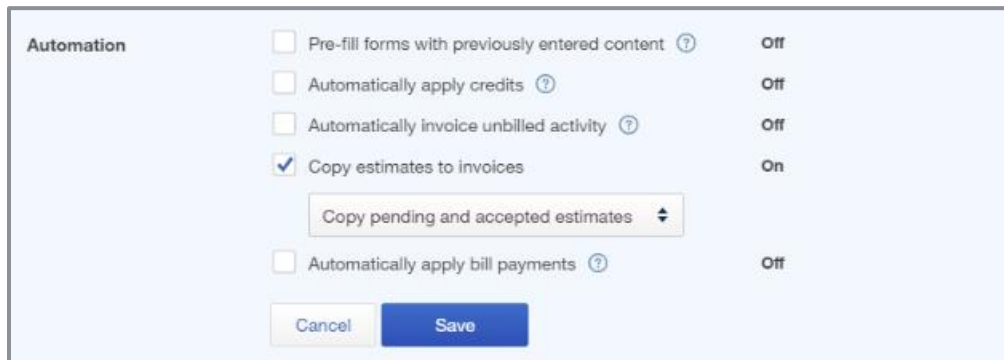
- Track locations

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



5. **Automation** features include:

- Pre-fill forms with previously entered content
- Automatically apply credits to open Invoices
- Automatically invoice unbilled activity
- Copy estimates to invoices must be enabled to copy the estimate details onto the invoice.
- Choose whether to copy pending and accepted estimates or accepted estimates only
- Automatically apply bill payments to open Bills



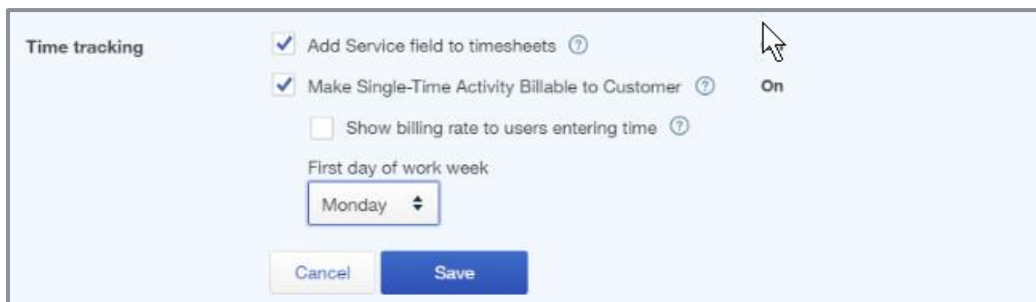
The screenshot shows the 'Automation' settings panel. It contains five toggle switches, each with a help icon (question mark) to its right. The first four are 'Off', and the fifth is 'On'. Below the fifth toggle is a dropdown menu. At the bottom are 'Cancel' and 'Save' buttons.

Setting	Status
Pre-fill forms with previously entered content	Off
Automatically apply credits	Off
Automatically invoice unbilled activity	Off
Copy estimates to invoices	On
Automatically apply bill payments	Off

Copy pending and accepted estimates

6. **Time tracking** (Plus only)

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



The screenshot shows the 'Time tracking' settings panel. It contains three toggle switches, each with a help icon (question mark) to its right. The first two are 'On', and the third is 'Off'. Below the third toggle is a dropdown menu. At the bottom are 'Cancel' and 'Save' buttons.

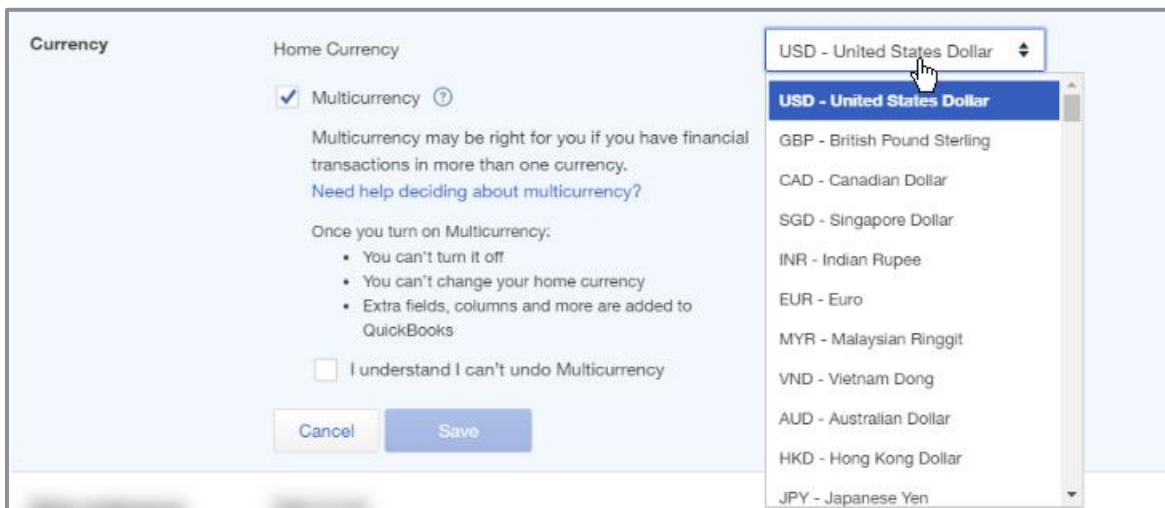
Setting	Status
Add Service field to timesheets	On
Make Single-Time Activity Billable to Customer	On
Show billing rate to users entering time	Off

First day of work week

Monday

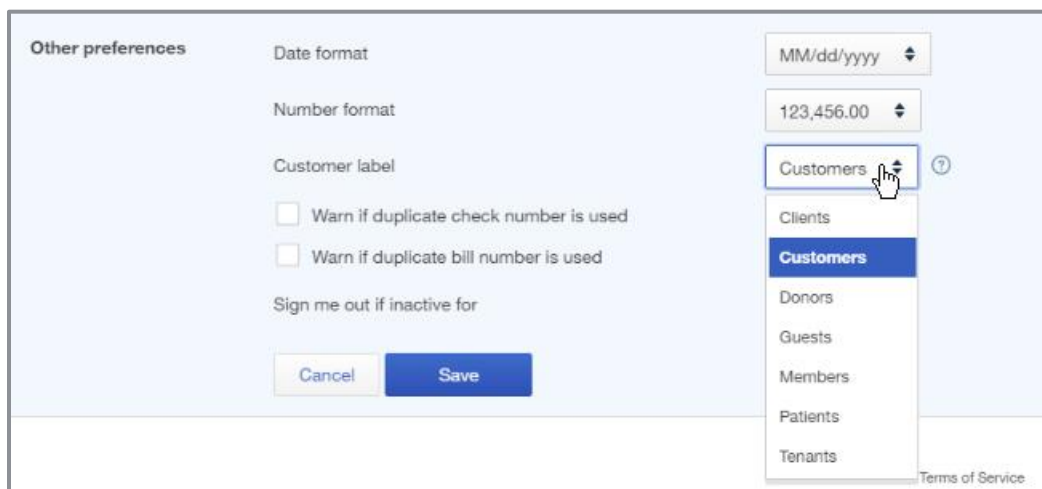
7. **Currency** – turn on Multicurrency

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



8. **Other preferences**

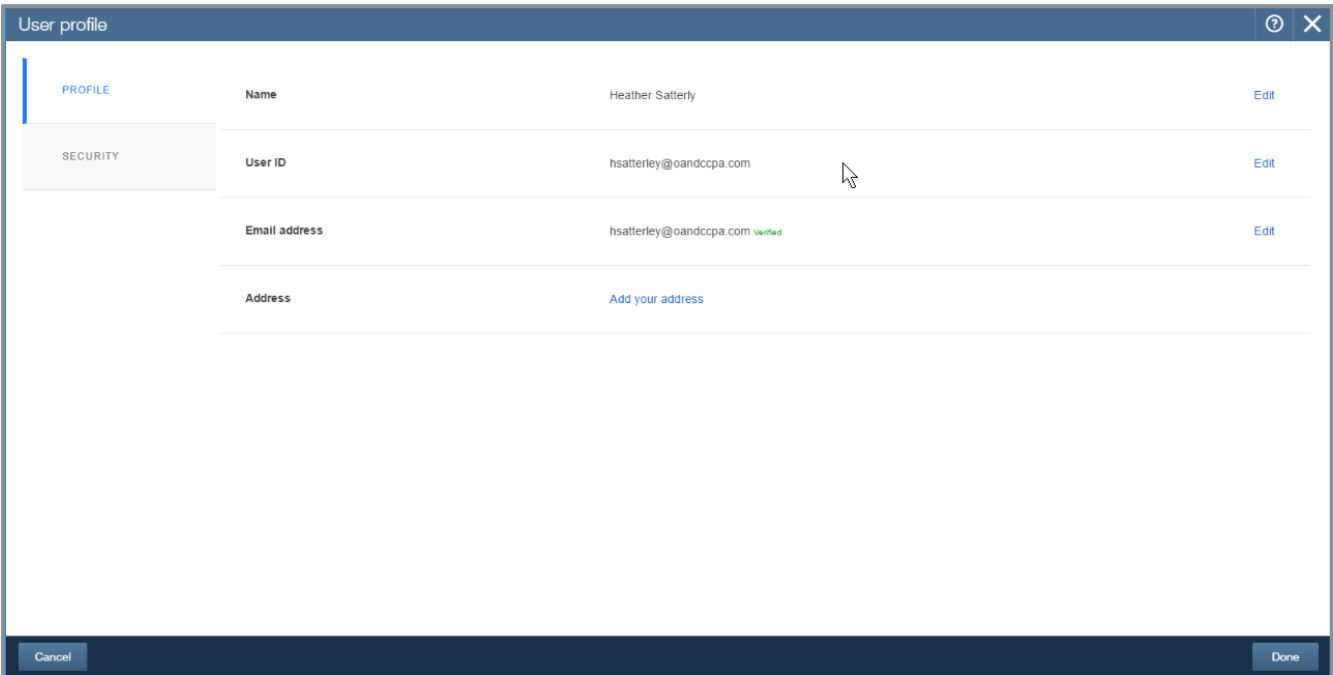
- Choose your date and number formats
- Select a customer label from the seven choices in the drop-down menu
- Warn if duplicate transaction numbers are used
- Select the duration before the user is logged out of QuickBooks Online (choose 1-3 hours)



USER PROFILE

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

- Profile - the user's Name, User ID, Email address and Address
- Security
 - Change your password and enable the two-step verification option
 - Change your phone number - this is the number where verification codes will be sent
 - View your access history - this can help identify unauthorized access to your account



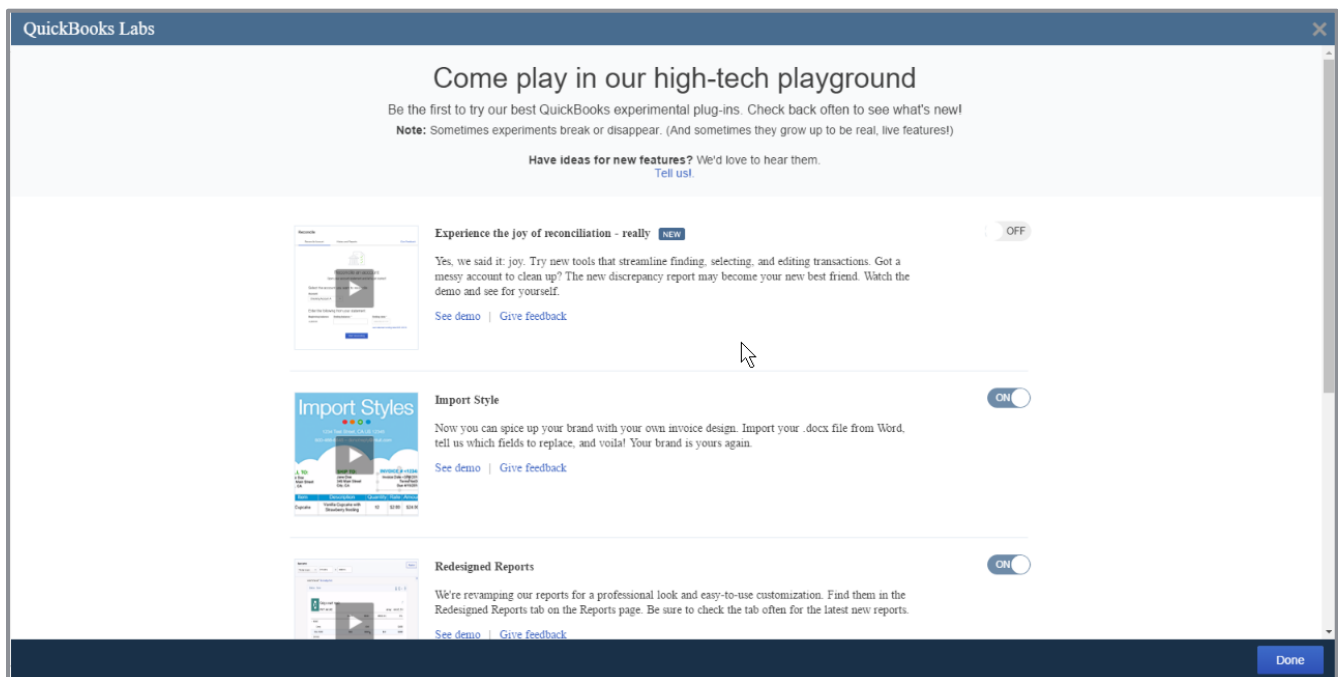
The screenshot shows a 'User profile' window with a dark blue header and footer. The main content area is white and divided into two sections: 'PROFILE' and 'SECURITY'. The 'PROFILE' section is currently active, indicated by a blue vertical bar on the left. It contains four rows of information, each with an 'Edit' link on the right:

Field	Value	Action
Name	Heather Satterly	Edit
User ID	hsatterley@oandccpa.com	Edit
Email address	hsatterley@oandccpa.com Verified	Edit
Address	Add your address	

The 'SECURITY' section is currently inactive. At the bottom of the window, there are two buttons: 'Cancel' on the left and 'Done' on the right.

QUICKBOOKS LABS

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



COMPANY TEMPLATES

Company Templates are created by other QuickBooks Online Accountant Users who have opted to share them with the public.

Company Templates BETA
[Share your feedback](#)

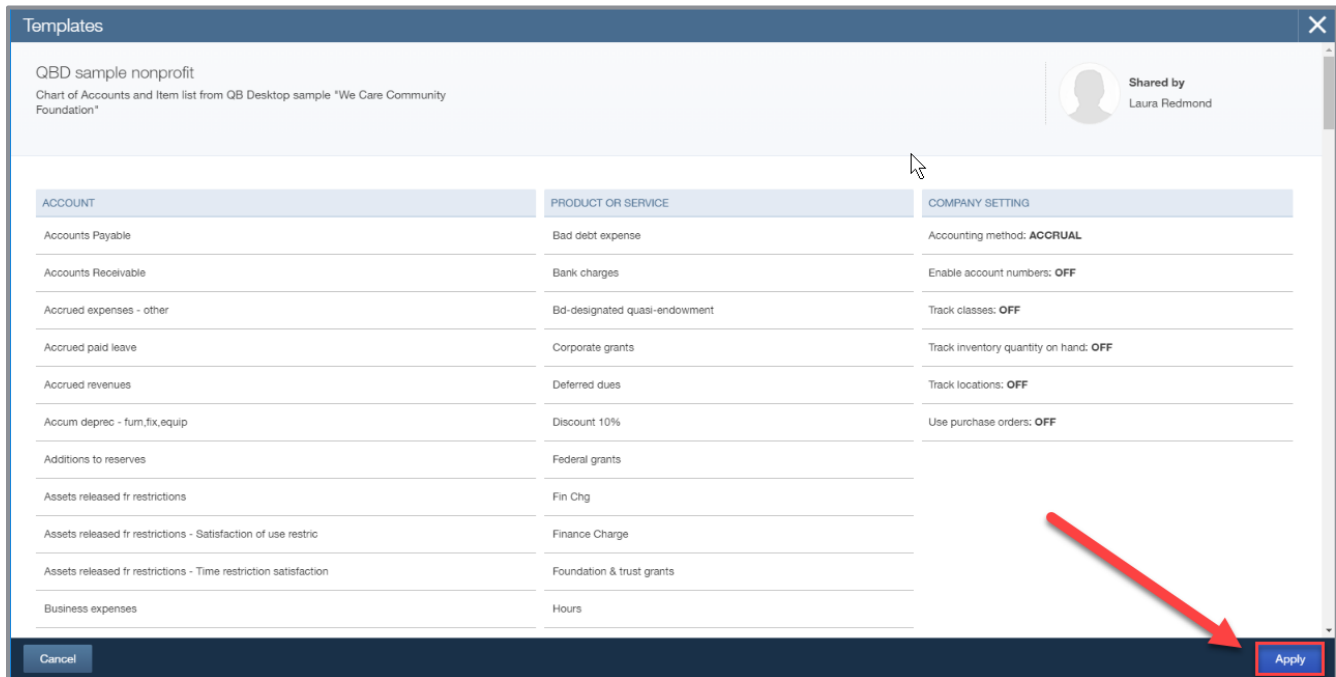
Public Templates | Your Templates

Public Templates

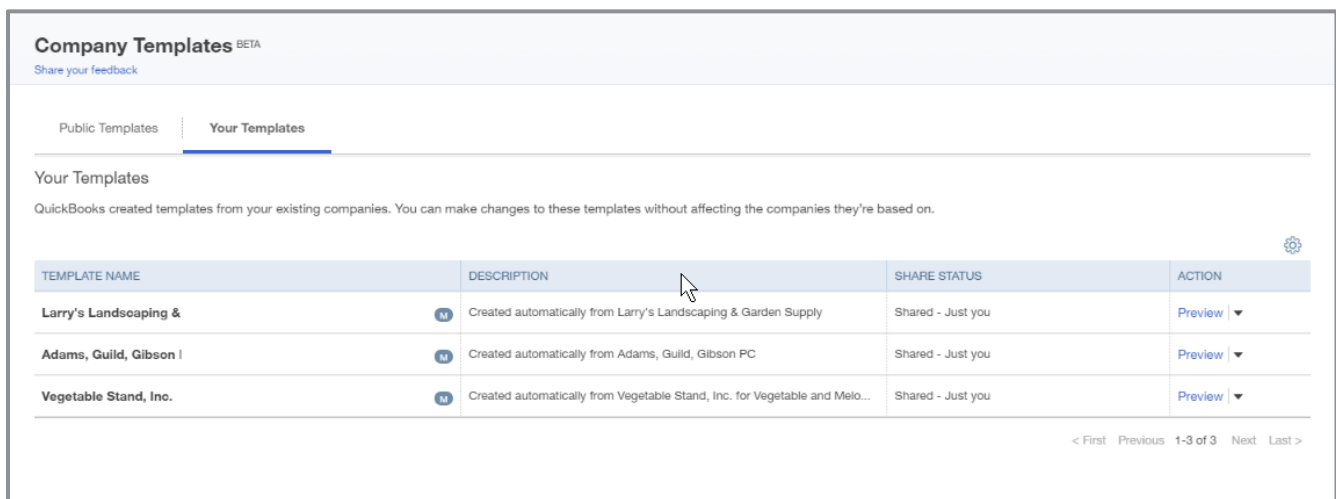
These templates were created and shared by other QuickBooks accountants. You're free to apply them to any new company. ⚙️

TEMPLATE NAME	DESCRIPTION	VIEWED BY	CREATED BY
Professional Services	For professional service companies, such as a Software Developer	808	Megan Bronson
CPA Firm template	Created automatically from CPA Firm template	735	bonnie@lszcpa.com
Property Management	Created by Gita Faust www.RealEstateAccounting.com	292	Gita Faust
Restaurant Template	Created automatically Restaurant, Caterer, or Bar	220	DEBORAH DEFER
QBD sample nonprofit	Chart of Accounts and Item list from QB Desktop sample "We C..."	199	Laura Redmond
Landscaping,LLC	Created automatically from Scorp Landscaping,LLC	181	Bonnie Mackey
Church	Church Template Sample	171	Dana Mitchell
Consulting simple	Consulting for Simple easy to use	147	ken
Property Manager LLC	Created automatically from Property Manager LLC	134	Hector Garcia
Wholesale or Distribut	Wholesale or Distributor Template	131	Dana Mitchell

Each template includes a Chart of Accounts, products and services list and its own unique default settings. This can be a real time saver when setting up a new QuickBooks Online company. To view the accounts and settings of the template, click on its name. Once you have identified a template you would like to use, click on its name then click **Apply** to apply the settings to the QuickBooks Online Company you have open.



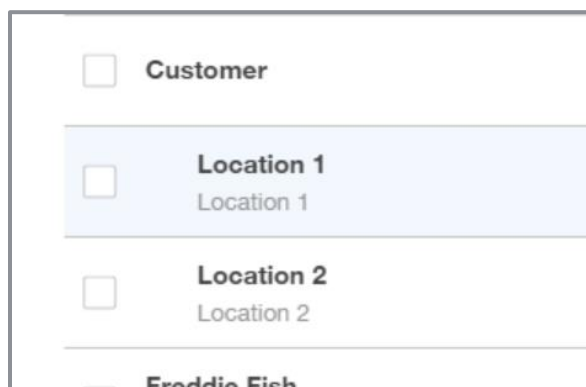
You can also save templates that are specific to you and are not shared with others. Templates specific to you are saved in the Your Templates tab.



Topic 3: Set up and Modify Lists and Users

WORKING WITH LISTS

Lists in QuickBooks Online contain information used in the data entry screens. The Customer, Vendor and Employee lists can be found by clicking on their tabs on the left navigation pane. From each center you can add, edit or delete list items. You can also have sub-lists of items. For example, if you have a customer with multiple locations, you can have a parent customer – perhaps the corporate office – and sub-customers for each location you sell to. You can choose whether to bill the sub-customer's transactions to the parent or the sub.



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

Expenses	
Advertising	0.99
Payroll Expenses	
Taxes	44.80
Wages	400.00
Total Payroll Expenses	444.80
Uncategorized Expense	94.46

CHART OF ACCOUNTS

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



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

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

Account

Category Type

Accounts receivable (A/R)

Accounts receivable (A/R)

Other Current Assets

Bank

Fixed Assets

Other Assets

Accounts payable (A/P)

Credit Card

Other Current Liabilities

Long Term Liabilities

Equity

* Name

Accounts Receivable (A/R)

Number

Description

Is sub-account

Enter parent account

Cancel

Save and Close

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

5. Choose the Detail Type.

Account

Category Type
Expenses

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

*Name
Advertising/Promotional

Number

Description

Is sub-account

Enter parent account

Use **Advertising/promotional** to track money spent promoting your company.

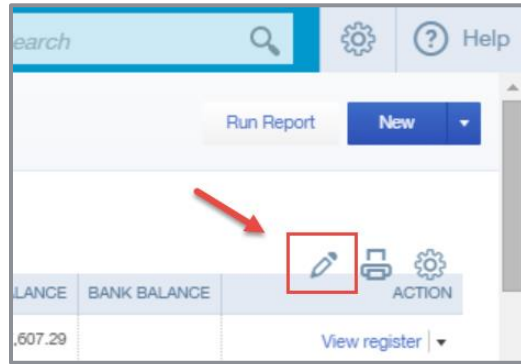
You may want different accounts of this type to track different promotional efforts (Yellow Pages, newspaper, radio, flyers, events, and so on).

Cancel Save and Close

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



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



Bella Blue Art Gallery ▾

Chart of Accounts

< All Lists

NUMBER	NAME	TYPE ▾	DETAIL TYPE
<input type="text"/>	Checking Account	Bank	Checking
<input type="text"/>	PayPal Bank	Bank	Savings
<input type="text"/>	PayPal Funds Transfer Account	Bank	Checking
<input type="text"/>	Savings	Bank	Savings
<input type="text"/>	Accounts Receivable	Accounts receivable (A/R)	Accounts Receivable (A/R)
<input type="text"/>	Inventory Asset	Other Current Assets	Inventory

PRODUCTS AND SERVICES LIST

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



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

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


The screenshot displays the 'Products and Services' list in a software application. The interface includes a search bar, a 'Run report' button, and a 'New' button (highlighted with a red arrow). The table below shows the following data:


NAME	SKU	TYPE	SALES DESCRIPTION	INCOME ACCOUNT	SALES PRICE	COST	TAXABLE	ACTION
Bath/Vanity Fixtures		Non-inventory		Revenue	0			Edit
5029-03-55		Non-inventory	Brushed Nickel wit...	Revenue	25			Edit
5030-03-02		Non-inventory	Solid Brass with Et...	Revenue	66			Edit
5030-04-02		Non-inventory	Solid Brass with Et...	Revenue	42			Edit
6520-01-03		Non-inventory	White with Satin W...	Revenue	32			Edit
P3261-06		Non-inventory	Pearl Nickel, 5 Light	Revenue	95			Edit
P3298-15		Non-inventory	Polished Chrome, ...	Revenue	47			Edit
P3335-30		Non-inventory	Polished Brass, 6 L...	Revenue	72			Edit


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


Product/Service information ×

Select a type:

 **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](#)

Save and close ▾

- Choose a name for your item and enter a description. You can enter the SKU number and upload a photo of your item.



TIP: You can have sub-items in QuickBooks Online. Sub-items of the same parent are totaled on your reports. They can also make data entry easier, you can choose the parent item in the drop-down on the sales form and the sub-items will be listed below it. This can make finding items faster, especially if you have a lot of them.

Product/Service information

Non-inventory [Change type](#)

Name*

SKU

Is sub-product/service

Enter parent product/service

- The bottom of the screen is where you enter the Sales information – description, sales price/rate and code the item to the appropriate income account. If you want to track the profitability of your items and use them in expense transactions, check the box under **Purchasing information** for Non-inventory and Service items and enter the Cost and Expense account.

Sales information

I sell this product/service to my customers.

Description on sales forms

Sales price/rate

Income account

Revenue

Is taxable

Purchasing information

I purchase this product/service from a vendor.

Description on purchase forms

Cost

Expense account

Purchases

Save and close

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

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

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

WORKING WITH THE CUSTOMER, VENDOR AND EMPLOYEE LISTS

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



Step-by-Step: Add a New Customer

1. Click the blue **New** customer button at the top right of the screen.

CUSTOMER	COMPANY	PHONE	OPEN BALANCE	ACTION
<input type="checkbox"/>	Aaron E Berhanu Maple Leaf Inc.	555-5558	\$2,468.00	Receive payment
<input type="checkbox"/>	Adam Saraceno InnoVate LLC	555-5556	\$-500.88	Create invoice

2. Enter information about your customer such as name, address and other contact information.



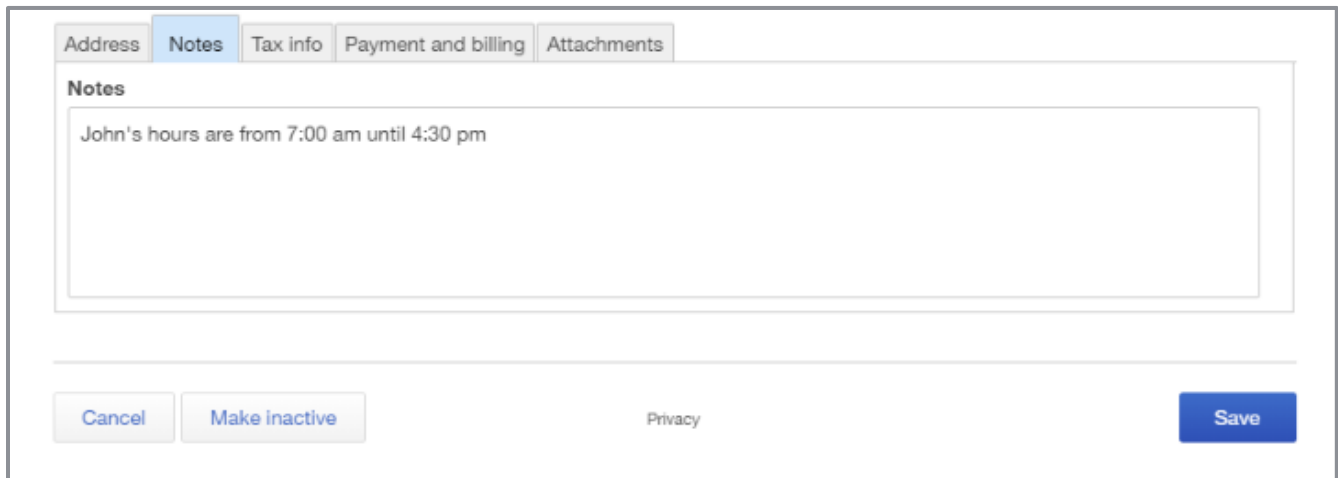
Tip: You can choose how your client name is displayed in the Client list by clicking the drop-down menu next to **Display name as**.

Customer Information

Title	First name	Middle name	Last name	Suffix	Email		
	John		Baker		<small>Separate multiple emails with commas</small>		
Company					Phone	Mobile	Fax
Baker's Professional Lighting					910-555-8999		
Display name as					Other	Website	
Baker's Professional Lighting							
Baker's Professional Lighting					<input type="checkbox"/> Is sub-customer		
John Baker					<small>Enter parent customer</small>	Bill with parent	
Baker, John							
Billing address <small>map</small>				Shipping address <small>map</small> <input type="checkbox"/> Same as billing address			
1234 First Street				Baker's Professional Lighting 1234 First Street			
Famousville		CA		Famousville		CA	
90123		Country		90123		Country	

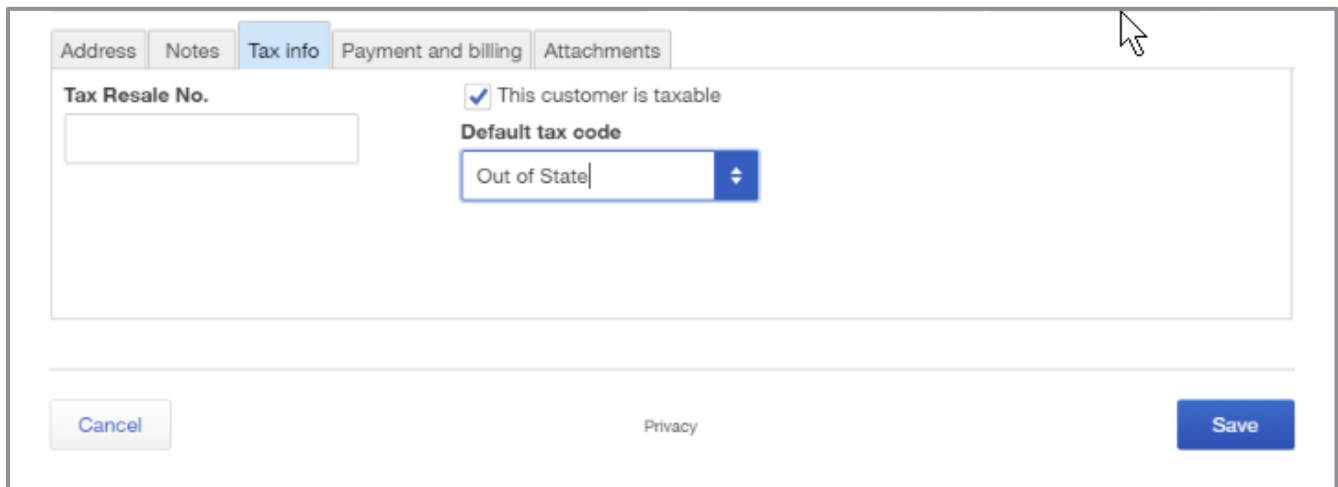
Cancel Make inactive Privacy Save

3. You can enter notes about your customer such as product specifications or shipping account info in the Notes tab.



The screenshot shows a customer profile form with several tabs: Address, Notes, Tax info, Payment and billing, and Attachments. The 'Notes' tab is selected and highlighted in blue. Below the tabs is a large text area containing the text: "John's hours are from 7:00 am until 4:30 pm". At the bottom of the form, there are buttons for 'Cancel', 'Make inactive', 'Privacy', and 'Save'.

4. If you must collect sales tax from your customers, Tax info is where you set the default sales tax code and store an exempt customer's tax resale number.



The screenshot shows the same customer profile form, but with the 'Tax info' tab selected and highlighted in blue. The 'Tax Resale No.' field is empty. There is a checked checkbox labeled "This customer is taxable". Below that is a dropdown menu for "Default tax code" with "Out of State" selected. At the bottom of the form, there are buttons for 'Cancel', 'Privacy', and 'Save'.

5. You can set preferences for payment method, preferred invoice delivery method and terms using the Payment and billing tab.

The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Address', 'Notes', 'Tax info', 'Payment and billing', and 'Attachments'. The 'Payment and billing' tab is active. Below the tabs, there are two main sections. The left section is titled 'Preferred payment method' and has a dropdown menu with 'Check' selected. Below it is 'Preferred delivery method' with a dropdown menu showing 'Print later'. The right section is titled 'Terms' and has a text input field with 'Enter Text' and a dropdown arrow. Below that is 'Opening balance' with an empty text input field, and 'as of' with a date input field containing '10/08/2016'. At the bottom of the form, there are three buttons: 'Cancel' on the left, 'Privacy' in the center, and 'Save' on the right.

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

The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Address', 'Notes', 'Tax info', 'Payment and billing', and 'Attachments'. The 'Attachments' tab is active. Below the tabs, there is a section titled 'Attachments' with a paperclip icon and the text 'Maximum size: 25MB'. Inside this section, there is a box containing a file named 'Resale Certificate.txt (0) x' with a close icon. Below the file name, it says 'Drag/Drop files here or click the icon'. At the bottom of the form, there are three buttons: 'Cancel' on the left, 'Privacy' in the center, and 'Save' on the right.

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

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

MANAGE USERS



Step-by-Step: Set up Users

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



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

Manage Users

Contact Name	Email Address	Access Rights	Billable User?	Status
Michelle Long	michelleacct20@mail.com	Master Admin	No	Active
Barry Alvarez	spencer.uttley+alvarez@gmail.com	Company Admin	Yes	Active
Rae Isaac	raeisaac@live.com	Company Admin	Yes	Active
Chris Davey	chris_davey@intuit.com	Custom Access	Yes	Active
Albert Ko	a_ko@intuit.com	Custom Access	Yes	Active

Accounting Firms

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

Contact Name	Email Address	Status
Michelle Long	michelleacct20@mail.com	Active
Michelle Long	michellelongqbc@gmail.com	Active

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

Choose user type Page 1 of 7

Choose a type of user. Which users count?

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

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

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

Set user's access rights Page 3 of 7

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

All

None

Limited

Customers and Sales

Vendors & Purchases

All Access Rights

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

- Customers and Sales
- Vendors and Purchases

In addition, the user can:

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

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

[Cancel](#) [< Back](#) [Next >](#)

[Privacy](#)

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

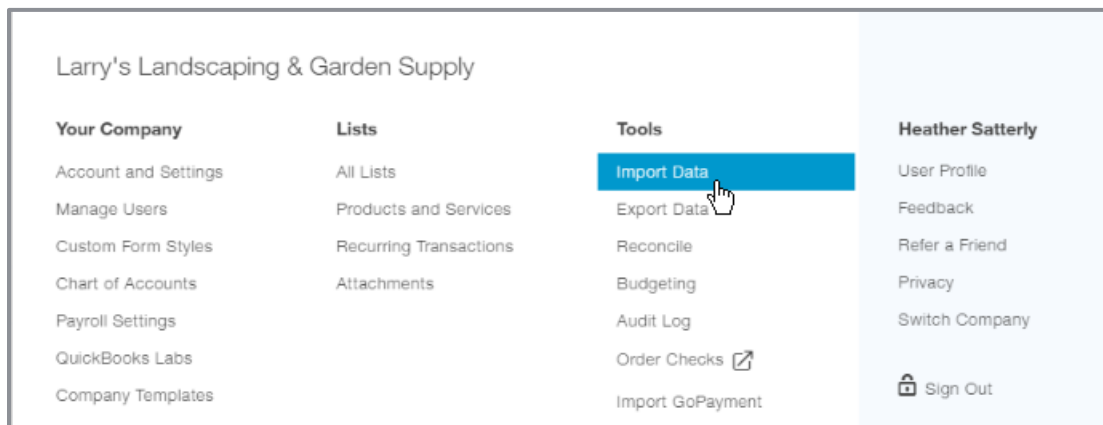
Topic 4: Import Data into QuickBooks Online

IMPORT LISTS INTO QUICKBOOKS ONLINE

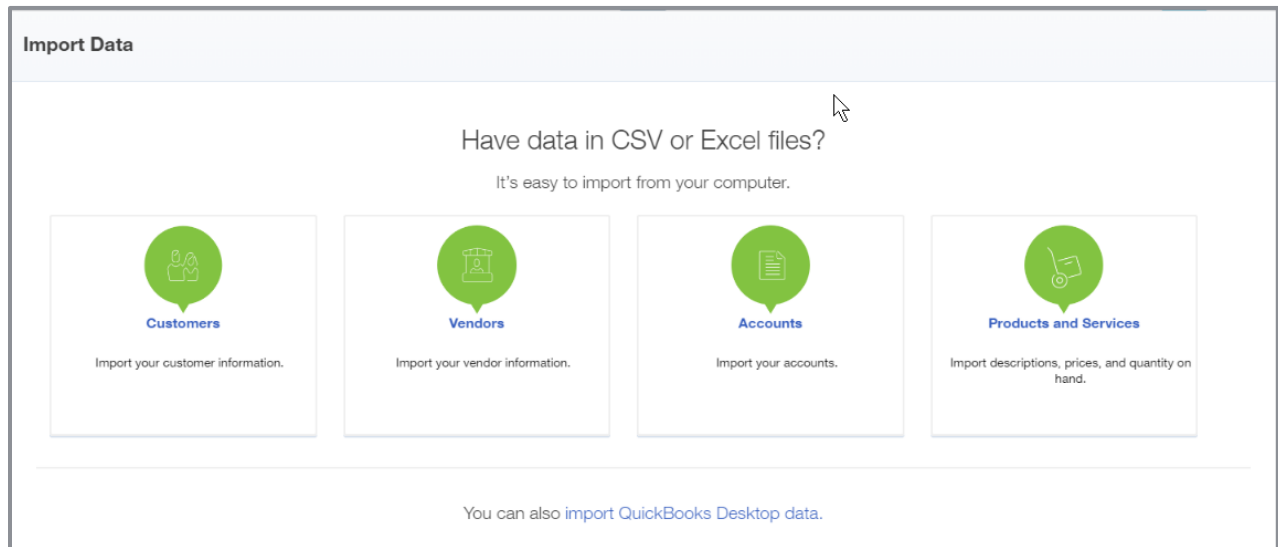
You can import the following lists into QuickBooks Online using the Import utility from a CSV or Excel file:

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

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



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

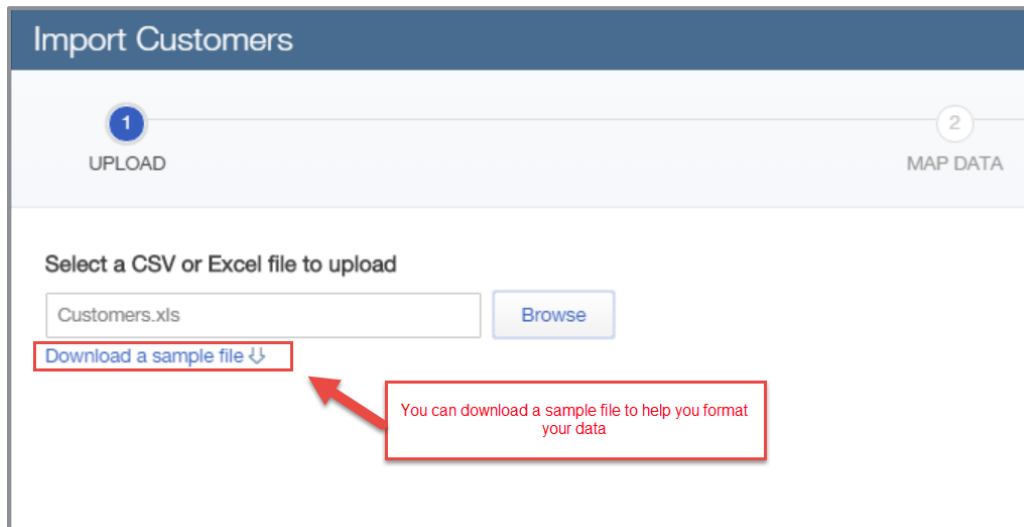


There is a template Excel file for each list type you can use to format your data or simply copy and paste each column from another source. Once you have correctly formatted your Excel data, you are ready to import.

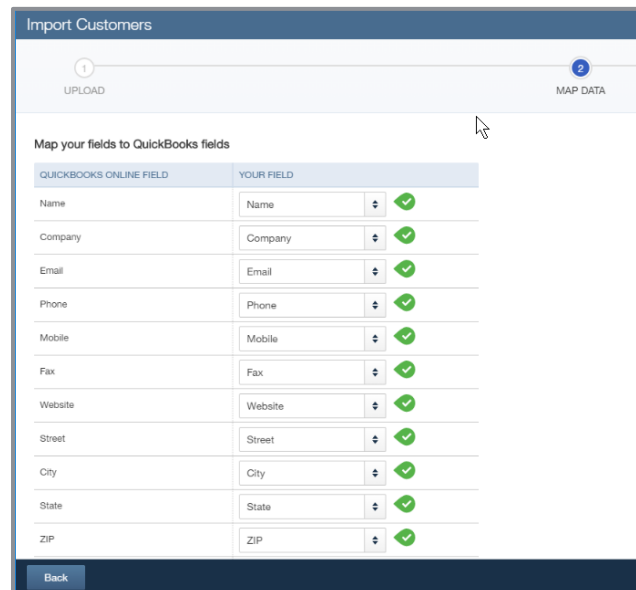


Step-by-Step: Import a List

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



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



- The Import screen displays the data before you actually import it into QuickBooks Online. You can make changes to the data here if you need to.
- Once you are happy with your data, click **Import**. QuickBooks will tell you if your data was imported successfully.

	NAME	COMPANY	EMAIL	PHONE	MOBILE	FAX	WEBSITE	STREET	CITY	STATE	ZIP	COUNTRY	OPENING BAL	OPENING BAL
<input checked="" type="checkbox"/>	Byran Tul	RDP Inc.	lloveQBC	555-555E	555-555-	555-5556	http://ww	123 Acco	San Fran	CA	12345	United St	234000.1	1988-12-
<input checked="" type="checkbox"/>	Adam Sa	InnoVate	BigtimerE	555-555E	555-555-	555-5557	http://ww	45 Chart	Seattle	WA	12345	United St	-1000.87E	2015-09-
<input checked="" type="checkbox"/>	Kristen B	HeavyInv	StartupprE	555-5557	555-555-	555-5558	http://ww	67 Involci	Antioch	IL	12345	United St	235788.0	2015-09-
<input checked="" type="checkbox"/>	Aaron E E	Maple Le	ThebossE	555-555E	555-555-	555-5559	http://ww	6789 Exp	Chicago	IL	12345	United St	1234	2015-09-
<input checked="" type="checkbox"/>	Tommy L	TimeCatc	Timeismc	555-555E	555-555-	555-5550	http://ww	56 Money	Nashville	TN	12345	United St	-1234567	2015-09-
<input checked="" type="checkbox"/>	Nicholas	Mountain	Upforstuf	555-556E	555-556-	555-5561	http://ww	689 Billit	Knoxville	TN	12345	United St	10999	2015-09-

IMPORT FROM QUICKBOOKS DESKTOP

QuickBooks Online allows users to import data from QuickBooks Desktop within the first 60 days of creating the QuickBooks Online account. When this data is imported, it replaces any data in the QuickBooks Online account.

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



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

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

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

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

Product Information

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

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

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

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

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

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

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

Free Memory	2560124 K
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LOCAL SERVER INFORMATION			
Hosting:	Off	Server IP	
Initial Cache	512	Server Port	0
Cache	1024	Server Name	
		DB Engine version	16.0.0.2038

Buttons: OK, Review last Verify / Rebuild

3. Navigate to **File → Utilities (or Maintenance) → Rebuild data**. A backup must be created before QuickBooks Desktop runs the Rebuild action.
4. Navigate to **File → Utilities (or Maintenance) → Verify Data**. Correct any errors in the QuickBooks data before proceeding to the next step.
5. Navigate to **Company → Export Company File to QuickBooks Online**. The wizard will provide the steps to sign in and identify the proper QuickBooks Online account then import data directly from the Desktop company.

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

6. Once complete, wait for confirmation that the QuickBooks Desktop file has been successfully imported. An email notification will be sent within 24 hours. Often the conversion is very quick and email confirmation is received almost immediately.
7. Verify the data was imported correctly. If you are an accountant user, you will receive an Import Summary Report attached to the confirmation email mentioned in step 6 that will tell you if any list names were not imported or if there were any differences in balances. You'll also need to create a Balance Sheet and Profit & Loss report in both QuickBooks Online and Desktop. Customize the date range to All Dates. Set the accounting method to Accrual. Compare the balances, looking for any inconsistencies.

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

Guide Conclusion

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

By completing this module, you should be able to:

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