



QUICKBOOKS ONLINE CERTIFICATION COURSE

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Supplemental Guide

Module 3: **Navigate and Customize**

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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.

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

# Supplemental Guide Overview

## PURPOSE OF THIS GUIDE

The recorded module provided a products overview, covered navigation points of both QuickBooks Online and QuickBooks Online Accountant, and provided guidance on setting 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 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:

- Recognize key components of the QuickBooks Online interface
- Specify the features and benefits of using QuickBooks Online Accountant apps
- Recognize navigation points in QuickBooks Online Accountant apps

## TRAINING AT A GLANCE TABLE

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

TOPICS	SUB-TOPIC	LEARNING OBJECTIVE
1. NAVIGATE QUICKBOOKS ONLINE	<ul style="list-style-type: none"><li>• Left navigation pane</li><li>• Use centers</li><li>• Top navigation bar</li><li>• Quick Create menu</li><li>• Gear icon</li><li>• Best practices with browsers</li></ul>	<ul style="list-style-type: none"><li>• Recognize key components of the QuickBooks Online interface</li></ul>
2. QUICKBOOKS ONLINE APPS FOR MAC AND WINDOWS	<ul style="list-style-type: none"><li>• How to get the apps</li><li>• Navigate the apps</li></ul>	<ul style="list-style-type: none"><li>• Recognize the features and benefits of using QuickBooks Online Accountant apps</li><li>• Recognize navigation points in QuickBooks Online Accountant apps</li></ul>



## QUICKBOOKS ACCOUNTANT TEST DRIVE

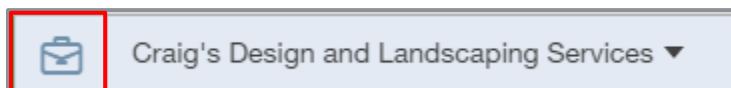
Some of the demonstrations contained in this handbook are done using a QuickBooks Accountant “test drive” file. The test drive uses a sample company file called Craig’s Design & Landscaping Services. It can be accessed through the following link:

[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 the **gear** icon then click **Sample Company**.

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



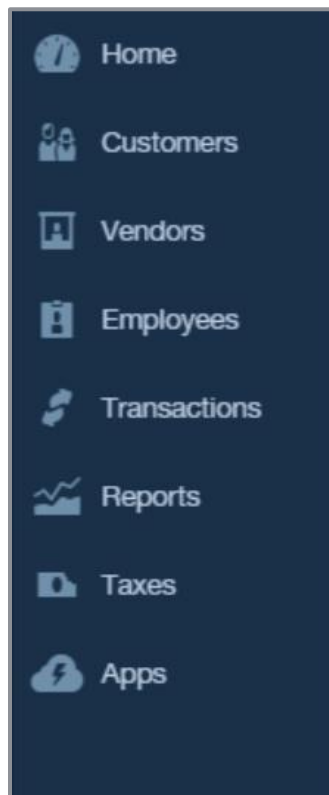
This test drive is designed for you to explore and try out new things without worrying that you will break something or make a mistake. It is not designed to retain any changes you make. Once you close this QuickBooks Online test drive company it is completely refreshed, so please remember to allow sufficient 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 in this test drive file. This is subject to change.*

## Topic 1: Navigate QuickBooks Online

### LEFT NAVIGATION PANE

The left Navigation Pane is divided into seven tabs (in addition to Home): Customers, Vendors, Employees, Transactions, Reports, Taxes and Apps.



## Customer Center

**Customers** New customer

Unbilled Last 365 Days: \$0 (0 ESTIMATE)

Unpaid Last 365 Days: \$750 (3 UNBILLED ACTIVITY)

Open Invoices: \$5,282 (20 OPEN INVOICES)

Overdue: \$1,526 (10 OVERDUE)

Paid: \$3,136 (12 PAID LAST 30 DAYS)

CUSTOMER / COMPANY	PHONE	OPEN BALANCE	ACTION
<input type="checkbox"/> Amy's Bird Sanctuary Amy's Bird Sanctuary	(650) 555-3311	\$239.00	Receive payment
<input type="checkbox"/> Bill's Windsurf Shop Bill's Windsurf Shop	(415) 444-6538	\$85.00	Receive payment
<input type="checkbox"/> Cool Cars Cool Cars	(415) 555-9933	\$0.00	Create invoice
<input type="checkbox"/> Diego Rodriguez Diego Rodriguez	(650) 555-4477	\$0.00	Create invoice
<input type="checkbox"/> Dukes Basketball Camp Dukes Basketball Camp	(520) 420-5638	\$0.00	Create invoice

The dashboard for all your customer information includes:

- **Customer list** – Add, edit and make customers inactive (delete)
- **Action column** – Initiate customer transactions
- **Money bar** – Filters the amounts and number of transactions in each phase of your workflow
- Click on a customer name to show detailed information about the customer and view transactions

## VENDOR CENTER

**Vendors**

Prepare 1099s New vendor

Unbilled Last 365 Days Unpaid Last 365 Days Paid

\$125 1 PURCHASE ORDER \$1,603 5 OPEN BILLS \$848 4 OVERDUE \$3,892 21 PAID LAST 30 DAYS

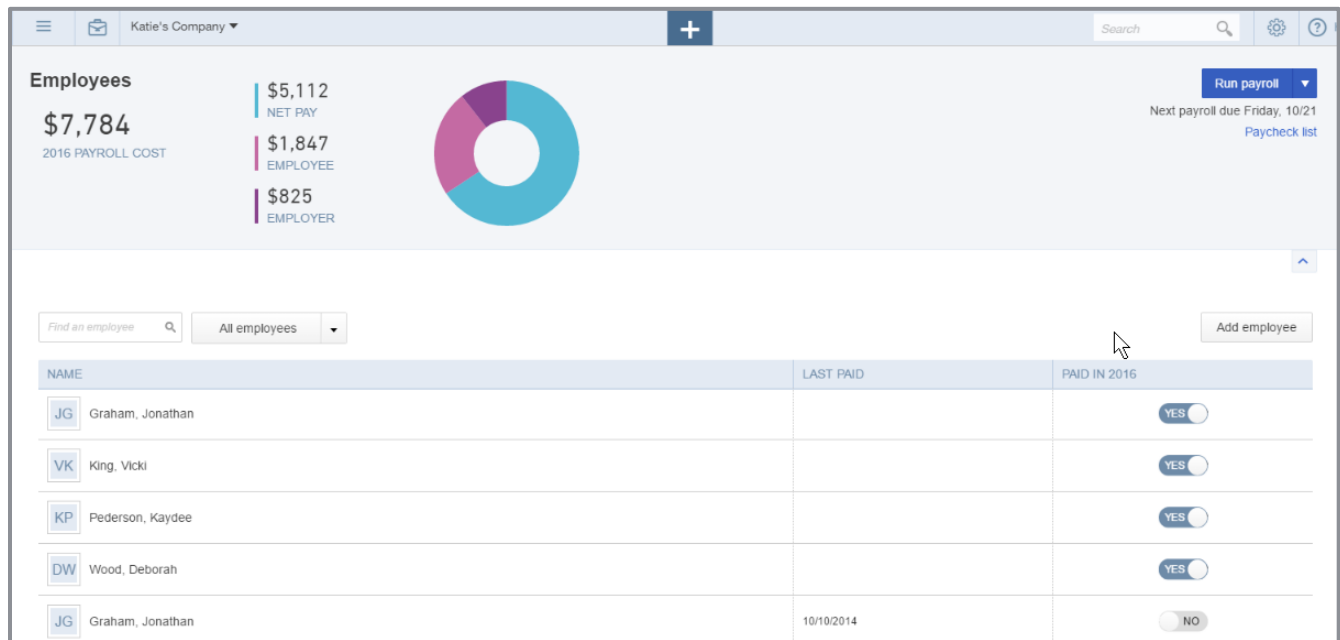
Batch actions Find a vendor or company

VENDOR	COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
Bob's Burger Joint				\$0.00	Create bill
Books by Bessie	Books by Bessie	(650) 555-7745	Books@Intuit.com	\$0.00	Create bill
Brosnahan Insurance Agency	Brosnahan Insurance Agency	(650) 555-9912		\$241.23	Make payment
Cal Telephone	Cal Telephone	(650) 555-1616		\$0.00	Create bill
Chin's Gas and Oil	Chin's Gas and Oil			\$0.00	Create bill

The dashboard for vendors includes:

- **Vendor list**
- **Action column** – Initiate vendor transactions
- **Money bar** – Filters the amounts and number of transactions in each phase of your workflow
- Click on a vendor name to show detailed information about the vendor and view transactions
- Prepare forms 1099 for vendors

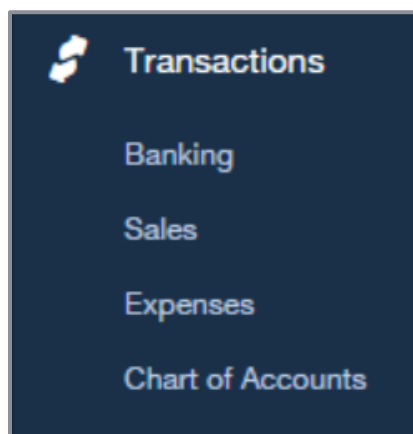
## EMPLOYEE CENTER



Manage your employees and run payroll if you subscribe to QuickBooks Online Payroll or QuickBooks Full Service Payroll. Learn about QuickBooks Online payroll options in Module 6.

## TRANSACTIONS TAB

The Transactions tab includes Banking, Sales, Expenses and Chart of Accounts.



## BANKING CENTER

**Bank and Credit Cards** | Mastercard ▾ Update ▾ Add account

**Mastercard**  
**\$304.96**  
 BANK BALANCE  
 \$157.72  
 IN QUICKBOOKS  
 7

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

**Savings**  
**\$200.00**  
 BANK BALANCE  
 \$800.00  
 IN QUICKBOOKS  
 1

**Success! You connected your credit card account.**  
 To keep your books accurate, there are some important steps you need to take when you transfer money between accounts. [Learn how](#)

**For Review** | In QuickBooks | Excluded Go to Register

Batch actions ▾ All (7) Recognized (3)

	DATE ▾	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	10/09/2016	Amazon		Uncategorized Expense		\$89.99	Add
<input type="checkbox"/>	10/08/2016	Lara's Lamination		Uncategorized Expense	\$150.00		Add
<input type="checkbox"/>	09/25/2016	Squeaky Kleen Car	Squeaky Kleen Car Wash	<b>MATCH</b> CC Expense 09/25/2016 \$19.99 Squeaky Kleen Car Wash	\$19.99		Match
<input type="checkbox"/>	09/18/2016	Bob's Burger	Bob's Burger Joint	<b>MATCH</b> CC Expense 09/18/2016 \$18.97 Bob's Burger Joint	\$18.97		Match
<input type="checkbox"/>	09/18/2016	Squeaky Kleen Car	Squeaky Kleen Car Wash	<b>MATCH</b> CC Expense 09/18/2016 \$19.99 Squeaky Kleen Car Wash	\$19.99		Match
<input type="checkbox"/>	09/13/2016	Norton Lumber And	Norton Lumber and Building Mat...	<b>MATCH</b> Bill Payment 1 09/13/2016 \$103.55 Norton Lumber and Building Materials	\$103.55		Match

The Banking tab is where you'll find your bank feeds in QuickBooks Online. You can add an account or add and match your transactions from the bank feed to your QuickBooks Online data. You learn how to use the banking center in Module 7.

## SALES CENTER

**Sales Transactions**

Import Transactions
New transaction

Unbilled Last 365 Days

Unpaid Last 365 Days

Paid

\$0  
0 ESTIMATE

\$750  
2 UNBILLED ACTIVITY

\$5,282  
20 OPEN INVOICES

\$1,526  
10 OVERDUE

\$3,136  
12 PAID LAST 30 DAYS

Filter
Last 365 Days

Batch actions

☐
DATE
TYPE
NO.
CUSTOMER
DUE DATE
BALANCE
TOTAL
STATUS
ACTION

☐
09/14/2016
Invoice
1037
Sonnenschein Family Store
10/14/2016
\$362.07
\$362.07
Open
Receive payment

☐
09/14/2016
Invoice
1035
Mark Cho
10/14/2016
\$314.28
\$314.28
Open
Receive payment

☐
09/14/2016
Payment
Cool Cars
09/14/2016
\$0.00
\$-1,675.52
Closed

☐
09/14/2016
Payment
Freeman Sporting Goods...
09/14/2016
\$0.00
\$-387.00
Closed

☐
09/14/2016
Invoice
1036
Freeman Sporting Goods...
10/14/2016
\$477.50
\$477.50
Open
Receive payment

☐
09/13/2016
Invoice
1034
Rondonuwu Fruit and Vegi
10/13/2016
\$78.60
\$78.60
Open
Receive payment

☐
09/13/2016
Payment
Travis Waldron
09/13/2016
\$0.00
\$-81.00
Closed

☐
09/13/2016
Payment
Amy's Bird Sanctuary
09/13/2016
\$0.00
\$-220.00
Closed

☐
09/13/2016
Invoice
1033
Geeta Kalapatapu
10/13/2016
\$629.10
\$629.10
Open
Receive payment

The Sales tab shows you a list of all recent sales transactions. You can take action for open transactions or drill down to see the details by clicking on the transaction. You can also access the revenue money bar from this screen.

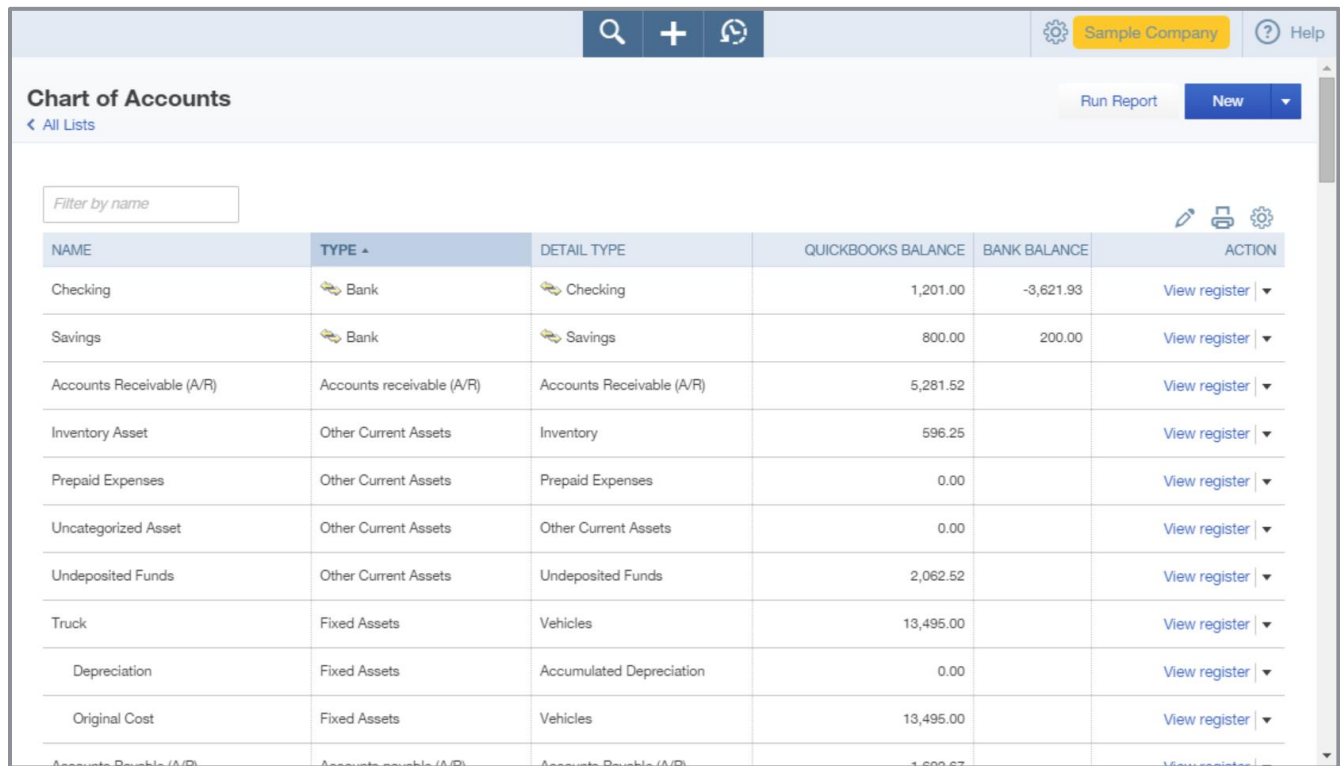
## EXPENSES CENTER

Expense Transactions							
Filter ▾		Last 365 Days					
Batch actions ▾							
<input type="checkbox"/>	DATE ▾	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	10/09/2016	Credit Card Expense			Automobile ▾	\$34.00	
<input type="checkbox"/>	09/28/2016	Credit Card Credit			Checking ▾	\$900.00	
<input type="checkbox"/>	09/26/2016	Credit Card Expense		Squeaky Kleen Car Wash	Automobile ▾	\$19.99	
<input type="checkbox"/>	09/20/2016	Credit Card Expense		Hicks Hardware	Job Expenses:Job Materials:Der ▾	\$42.40	
<input type="checkbox"/>	09/19/2016	Credit Card Expense		Squeaky Kleen Car Wash	Automobile ▾	\$19.99	
<input type="checkbox"/>	09/19/2016	Credit Card Expense		Bob's Burger Joint	Meals and Entertainment ▾	\$18.97	
<input type="checkbox"/>	09/17/2016	Cash Expense		Tania's Nursery	Job Expenses:Job Materials:Pla ▾	\$23.50	
<input type="checkbox"/>	09/14/2016	Purchase Order	1003	Hicks Hardware	-Split-	\$228.75	<a href="#">Print</a> ▾
<input type="checkbox"/>	09/14/2016	Bill		Robertson & Associates	Legal & Professional Fees:Accoi ▾	\$315.00	<a href="#">Make payment</a> ▾
<input type="checkbox"/>	09/14/2016	Bill Payment (Credit Card)	1	Cal Telephone		\$56.50	
<input type="checkbox"/>	09/14/2016	Bill		Norton Lumber and Building Materials	-Split-	\$205.00	<a href="#">Make payment</a> ▾

The Expenses tab shows you a list of all your recent expense transactions. Just like the Sales tab, you can take action or drill down to see the details by clicking any transaction. You can also change the expense category for transactions by clicking on the **drop-down arrow** next to the category.



## CHART OF ACCOUNTS

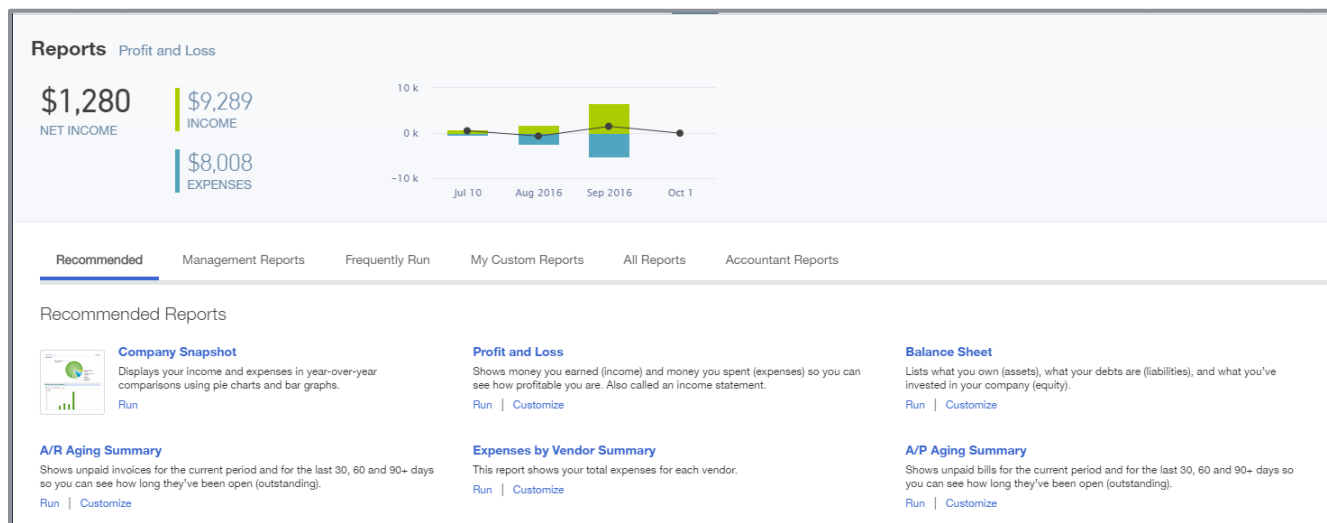


NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Checking	Bank	Checking	1,201.00	-3,621.93	<a href="#">View register</a>
Savings	Bank	Savings	800.00	200.00	<a href="#">View register</a>
Accounts Receivable (A/R)	Accounts receivable (A/R)	Accounts Receivable (A/R)	5,281.52		<a href="#">View register</a>
Inventory Asset	Other Current Assets	Inventory	596.25		<a href="#">View register</a>
Prepaid Expenses	Other Current Assets	Prepaid Expenses	0.00		<a href="#">View register</a>
Uncategorized Asset	Other Current Assets	Other Current Assets	0.00		<a href="#">View register</a>
Undeposited Funds	Other Current Assets	Undeposited Funds	2,062.52		<a href="#">View register</a>
Truck	Fixed Assets	Vehicles	13,495.00		<a href="#">View register</a>
Depreciation	Fixed Assets	Accumulated Depreciation	0.00		<a href="#">View register</a>
Original Cost	Fixed Assets	Vehicles	13,495.00		<a href="#">View register</a>

The Chart of Accounts tab is another way to open the Chart of Accounts, which we discussed in detail in Module 2.

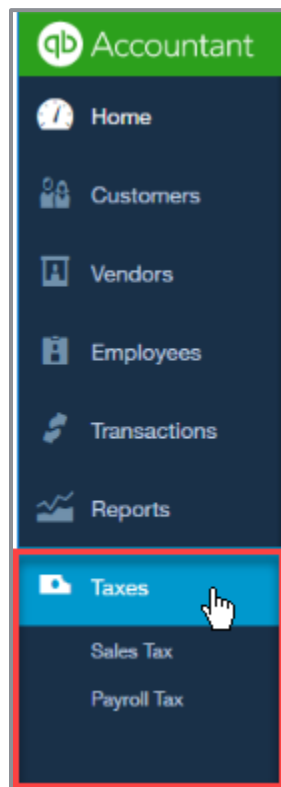
## REPORTS CENTER

The Reports tab is where you will find a list of all the reports in QuickBooks Online. They are divided into tabs across the top: Recommended, Management Reports, Frequently Run, My Custom Reports and All Reports. To run a report, click on its name and the report opens. You will learn how to create, customize and save reports in Module 8.



## TAXES

The Taxes tab is where you will find the Sales Tax Center and Payroll Tax Center, if these features are enabled in the QuickBooks company.



## SALES TAX CENTER

**Sales Tax Center**

**Welcome!** The Sales Tax Center is the best way to track and pay sales tax. Be sure to record your sales tax payments here. If you record payments as a paid bill or check instead, they won't appear in the Recent Payments list.

**Sales Tax Owed**

Show By **Month** For **Current Year** Start of Year **Jan** Accounting Basis **Accrual**

Agency Name	Gross Sales	Taxable Sales	Tax Amount	Adjustments	Payments	Balance
<b>Board of Equalization</b>	<b>\$10,280.05</b>	<b>\$5,118.00</b>	<b>\$409.44</b>		<b>\$38.50</b>	<b>\$370.94</b>
Oct-16						
Sep-16	\$6,696.30	\$4,056.75	\$324.54			\$324.54
Aug-16	\$1,809.50	\$580.00	\$46.40			\$46.40
Jul-16	\$1,018.00	\$75.00	\$6.00		\$38.50	\$-32.50
Jun-16	\$365.00	\$275.00	\$22.00			\$22.00
May-16	\$391.25	\$131.25	\$10.50			\$10.50
Apr-16						
Mar-16						
Feb-16						
Jan-16						
<b>Arizona Dept. of Revenue</b>	<b>\$10,280.05</b>	<b>\$422.00</b>	<b>\$38.40</b>		<b>\$38.40</b>	<b>\$0.00</b>

Record Tax Payment View Report

**Recent Sales Tax Payments**

Agency Name	Tax Period	Tax Amount	Adjustments	Total Paid	Paid Date
Board of Equalization	07/29/2016	\$38.50		\$38.50	08/01/2016
Arizona Dept. of Revenue	07/29/2016	\$38.40		\$38.40	08/01/2016

Delete Payment View All

**Related Tasks**

- View sales tax liability report
- View taxable customer report
- Edit sales tax settings
- Add/edit tax rates and agencies

The Sales Tax Center is where you can set up and manage your sales tax settings and payments.

## PAYROLL TAX CENTER

### Payroll Tax Center

#### Taxes

[Pay Taxes](#)


TAX TYPE	DUE DATE
OR Income Tax	10/17/2016
AL Income Tax	10/31/2016
IL Unemployment Tax	10/31/2016
OR Employment Taxes	10/31/2016
PA Unemployment Tax	10/31/2016


[View all >](#)


You may also want to:


- [Edit your e-file and e-pay setup](#)
- [Edit your tax setup](#)
- [View your Tax Liability report](#)
- [View tax payments you have made](#)
- [Enter prior tax history](#)


#### Forms

 **Monthly Forms**  
Completed monthly tax forms, ready for you to print and mail.  
[View Archived Forms >>](#)

 **Quarterly Forms**  
Completed quarterly tax forms, ready for you to print and mail.  
[View Archived Forms >>](#)

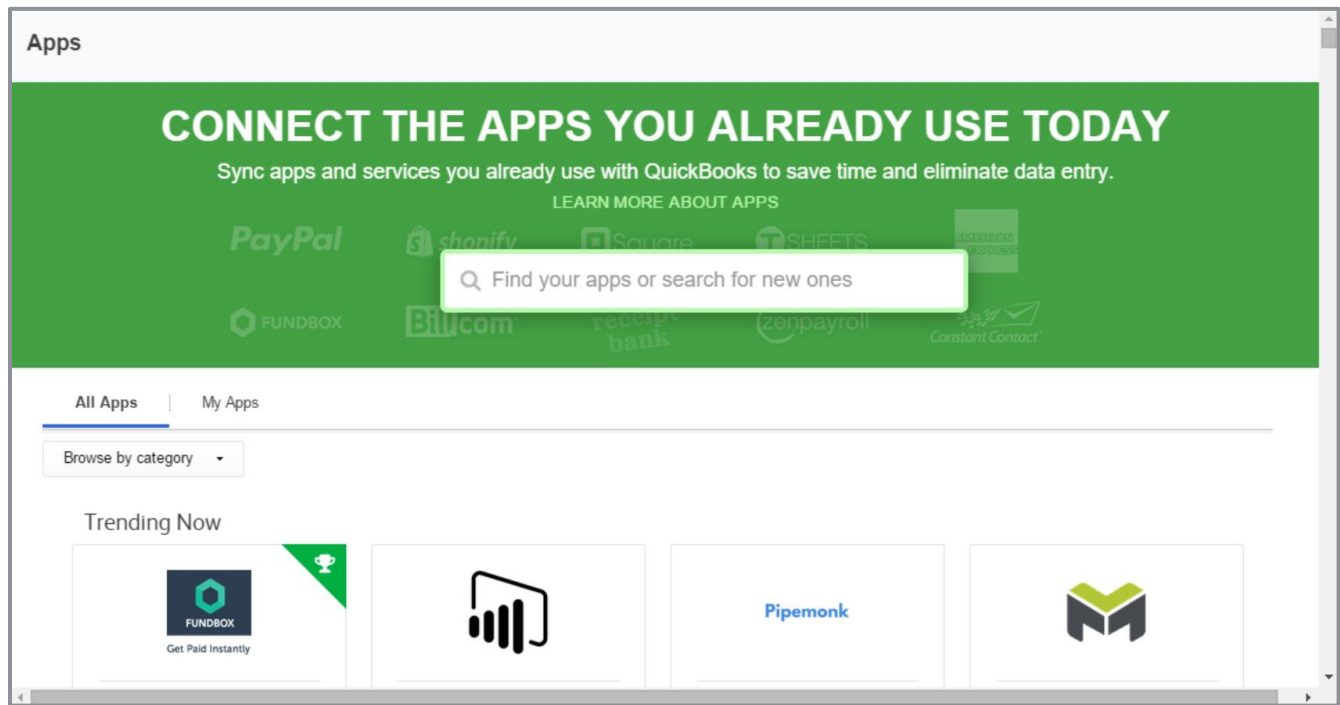
 **Annual Forms**  
Annual forms, including W-2's.  
[View Archived Forms >>](#)

 **Employee Setup**  
Forms for you and your employee to complete. Includes mandatory and optional forms.  
[View Archived Forms >>](#)

 **Employer Setup**  
Application(s) for employer identification numbers.  
[View Archived Forms >>](#)

The Payroll Tax Center is where you can pay, view and file your payroll tax payments and forms if you subscribe to QuickBooks Online payroll services.

## APPS CENTER



The Apps Center gives you a list of available apps that integrate with QuickBooks Online. There are hundreds of apps to choose from that address many different business needs. You can search for an app or launch an app that you already subscribe to using this tab. You'll learn more about using apps with QuickBooks Online in Module 9.

## TOP NAVIGATION BAR

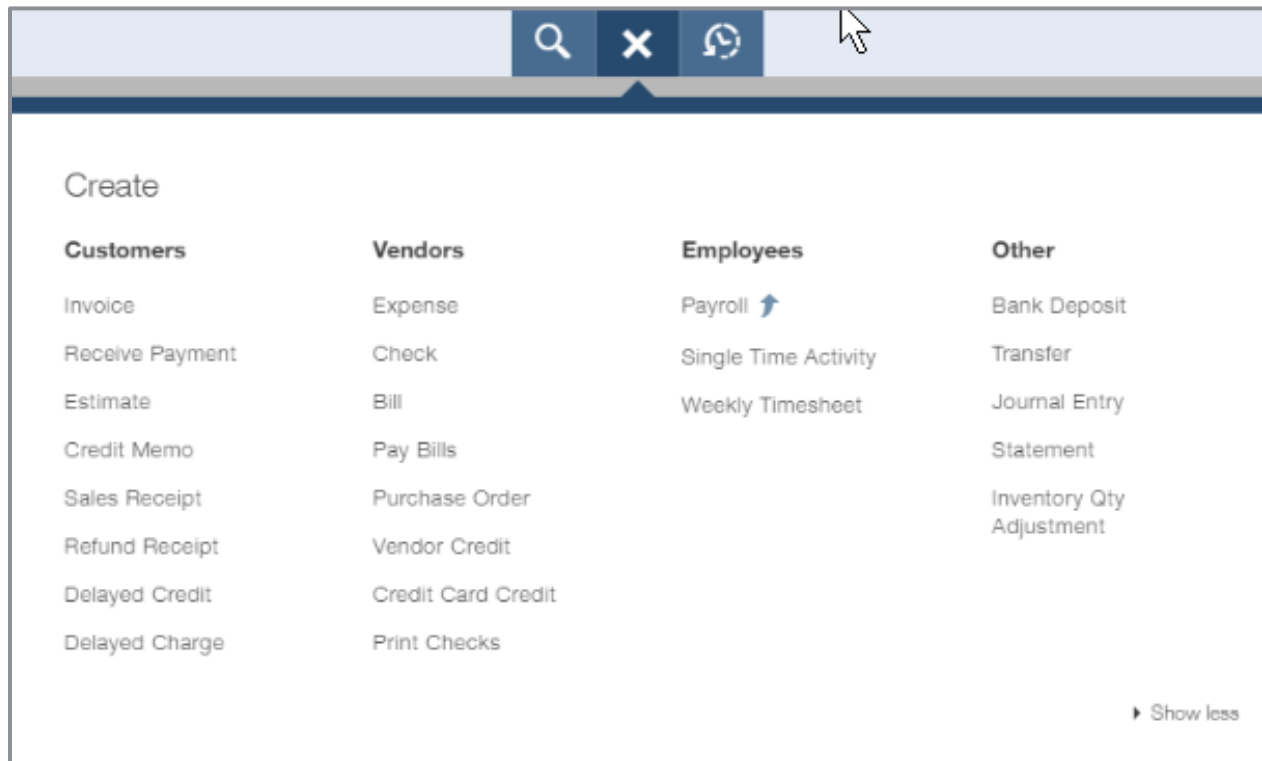
The top Navigation Bar in QuickBooks Online is home to many menus and features including:

- Quick Create
- Search box
- Gear icon
- Help menu



## QUICK CREATE

The Quick Create button in a QuickBooks Online company is different from the Quick Create button inside QuickBooks Online Accountant. In QuickBooks Online Accountant, the Quick Create button allows you to create a new client or add a new Team member. In a QuickBooks Online company, it displays a menu of the different transaction screens, such as Invoice, Check or Weekly Timesheet. Transactions are listed by the type of entity each transaction relates to. The Other transactions list includes Bank Deposit, Transfer, Journal Entry, Statement and Inventory Qty Adjustment.



## SEARCH FEATURE

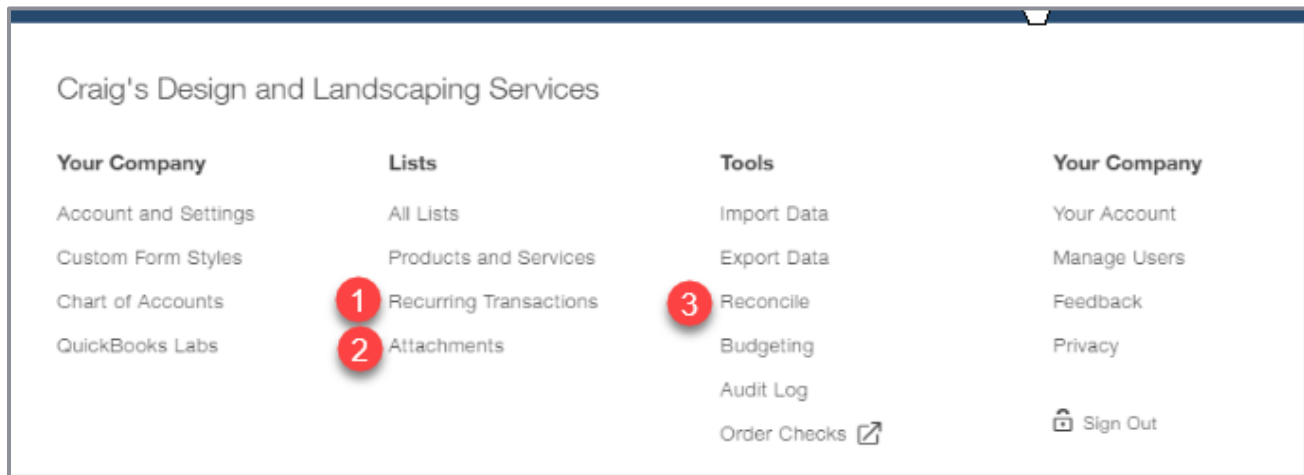
The search feature in QuickBooks Online is very dynamic. Just type what you are looking for, such as an amount, name or document number, and QuickBooks Online will return all list items and transactions that match the criteria you entered. If you need to filter further, the Advanced search window opens when QuickBooks Online displays the results of your search so you can add filters.

The Recent Transactions icon shows you the most recent transactions entered in QuickBooks Online. This is a convenient way to get back to a previous screen.

**NOTE:** The Recent Transactions icon is next to the Quick Create button in QuickBooks Online, but in QuickBooks Online Accountant it is accessible by clicking in the search box.

## GEAR ICON

The gear icon in QuickBooks Online gives you access to your settings, lists, tools and company information. We discussed many of these items in Module 2, but let's discuss a few we haven't yet seen.

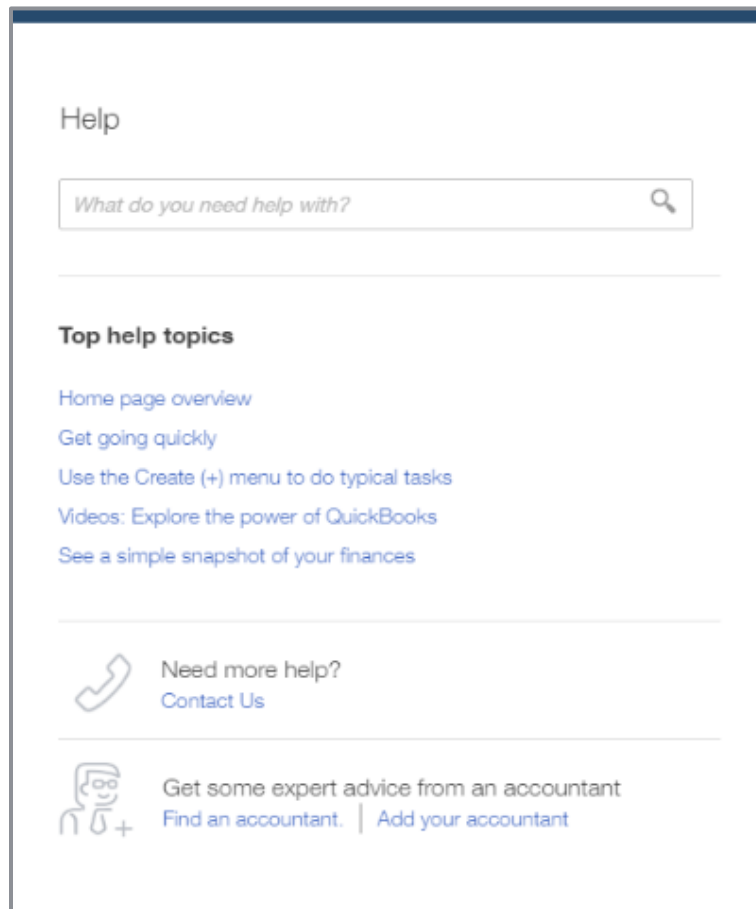


1. **Recurring Transactions** - Recurring transactions allow you to save a copy of a transaction to be used later in your workflow. You can use recurring transactions as needed (unscheduled) or automate them by scheduling them to be recorded at an interval you specify. You can create a recurring transaction by clicking **Make recurring** at the bottom of many transaction screens in QuickBooks Online. You can view, use or edit them here in the list. We'll learn about creating and working with recurring transactions in Module 7.
2. **Attachments** - As you will learn in Module 7, you can attach documents to transactions in QuickBooks Online. The link opens the attachments window where you can view and work with them.
3. **Tools** - The tools menu is where you import and export data, reconcile your bank and credit card accounts, create budgets in QuickBooks Online Plus companies and view the audit log.



## HELP MENU (WHAT THE CLIENT SEES)

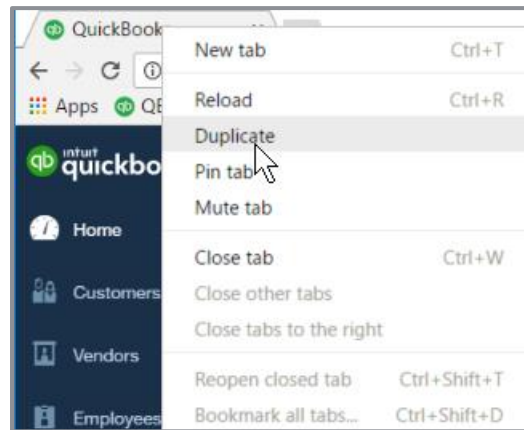
The Help menu in QuickBooks Online includes a search box where users can search for answers to common issues. It also shows common help topics related to the screen the user has open. At the bottom of the screen are links to add an accountant user and to the Find-a-ProAdvisor website.



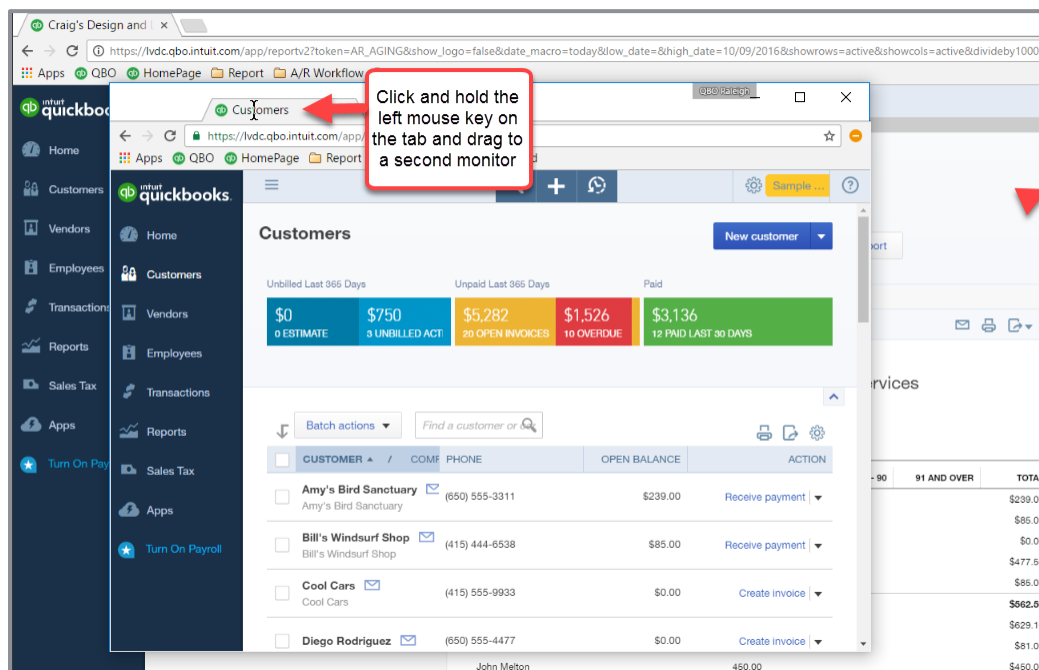
## BEST PRACTICES WITH BROWSERS

The suggestions below are based on Google's Chrome browser, but many of them work in other browsers.

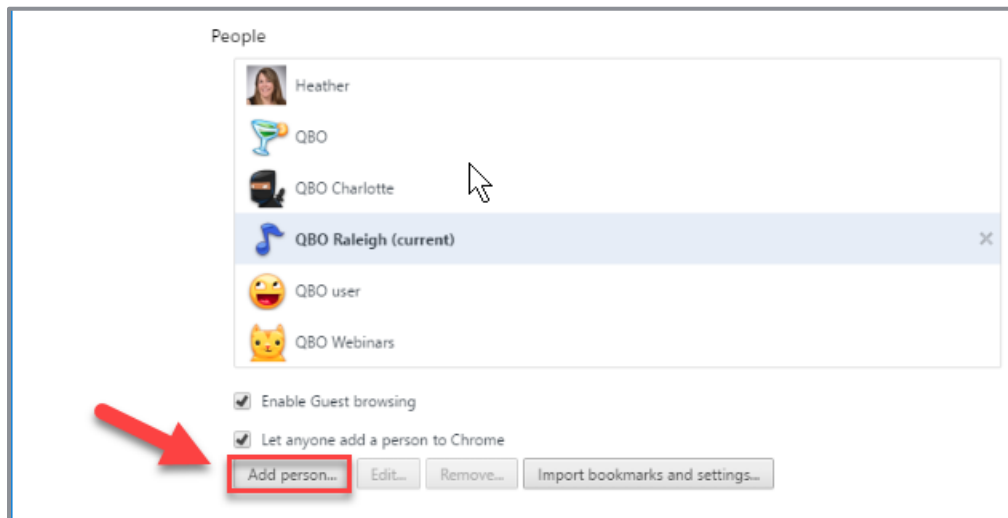
- **Duplicate Tabs** – Log in to your QuickBooks Online company (including the Test Drive company), right-click your **browser tab**, left-click **Duplicate**. Now you have two tabs logged in to the same QuickBooks Online company.



- **Use Multiple Monitors** – Pull one tab out of the window and you can work in QuickBooks Online on two different screens side-by-side. You can work on these two windows independently of each other. Repeat as needed.

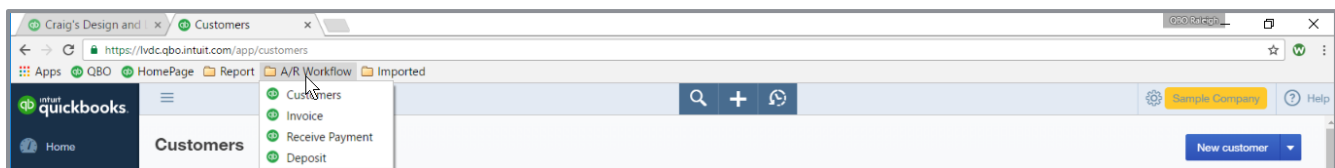


- **Create a QBO Chrome User to access multiple companies simultaneously** – Chrome allows you to create different users (**Customize → Settings → People**). If you have two different QuickBooks Online companies, you can log in to each of them using a different Chrome user and operate each account simultaneously. (Or you can log in using two different browsers, such as Chrome and Firefox.)



- **Bookmark Bar** – Log in to a separate Chrome user for your QuickBooks Online clients. Open up the screens you use most often and bookmark them (click on the ★) to create a QuickBooks Online icon bar to be used with multiple QuickBooks clients.

If a specific client has special screens you use regularly, create a folder on the Chrome bookmark bar, bookmark those screens then save them in the folder.



- **Back Arrow** – Right-click the **back arrow** on the browser to display a recent history of the screens you were on. Left-click the one you want to return to and resume working.
- **Clear the Cache** – If you are getting unexpected results when working in QuickBooks Online or are having problems logging in, make sure to clear your cache and cookies in Chrome (**Customize → History → Clear browsing data**).
- **CTRL+ and CTRL-** – allow you to zoom in and out quickly.



**TIP:** This browser functionality works best in a Chrome browser and is useful because many accounting professionals use two (and sometimes three) monitors. (Internet Explorer also allows the user to right-click on a tab and select Duplicate. Other browsers, namely Firefox and Safari, do not have the ability to select Duplicate by right-clicking a tab. However, it is possible to highlight the entire URL of the tab, right-click and select **Copy**, then open a new tab in the same browser window, right-click and select either **Paste** or **Paste & Go** depending on the browser being used. All the browsers mentioned feature the ability to drag a tab off to open in a separate instance of a browser window.

## KEYBOARD SHORTCUTS

You may be used to working with keyboard shortcuts with desktop programs. There are also keyboard shortcuts when working in QuickBooks Online. Some common keyboard shortcuts can be found by clicking **Ctrl+Alt+/. If you're on a Mac use Option+CTRL+/. Notice that the same shortcut key acts differently depending on which screen you are on.**

For example, Ctrl+Alt+C opens up the Customer Center as long as you are not on a transaction. If you are on a transaction, it cancels the transaction. If you're using a Mac, substitute Command+Alt+letter.

Your Company ID is **1281355140 H23**

**Keyboard Shortcuts**

To take advantage of shortcuts, simultaneously press [ctrl] and [alt or option] and one [key from the list below]

Regular pages - homepage, customers etc.		Transaction pages - invoice, expense etc.	
Shortcut Key	Action	Shortcut Key	Action
i	Invoice	x	Exit transaction view
w	Check	c	Cancel out
e	Estimate	s	Save and New
x	Expense	d	Save and Close
r	Receive Payment	m	Save and Send
c	Customers		
v	Vendors		
a	Chart of Accounts		
l	Lists		
h	Help		
f	Search Transactions		
? or /	This dialog		

OK

This screen also is where you find your Company ID, which you might need if you have to call technical support.

Other keyboard shortcuts you may be interested in are the date shortcuts. When you are in a date field, you can move forward and back a day at a time by using your + (plus) and - (minus) keys. To go to today, use the letter t. Here are some other date shortcuts:

- **w** for first day of the week
- **k** for the last day of the week
- **m** for the first day of the month
- **h** for the last day of the month
- **y** for the first day of the year
- **r** for the last day of the year

Do you see the pattern? Use the first letter of the word to go to the beginning and the last letter to go to the end.

Also, the Escape key will cancel the transaction you are on.

# CALCULATIONS

There's a simple calculator available on the rate or amount fields of a transaction. Enter your first number then use your keyboard to add (+), subtract (-), multiply (\*) or divide (/). The beauty of this feature is the results are entered directly into the transaction; no retyping of numbers.

Check #12

Choose a payee

1099 Barter Account

Balance \$11,286.22

Mailing address

Payment date

10/10/2016

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
+	1	Enter Text	2*4	<input type="checkbox"/>	<input type="checkbox"/>	Enter Text
⋮	2					

AMOUNT

8.00

## Topic 2: QuickBooks Online Apps for Mac and Windows

### SPECIFY THE FEATURES AND BENEFITS OF USING QUICKBOOKS ONLINE ACCOUNTANT APPS

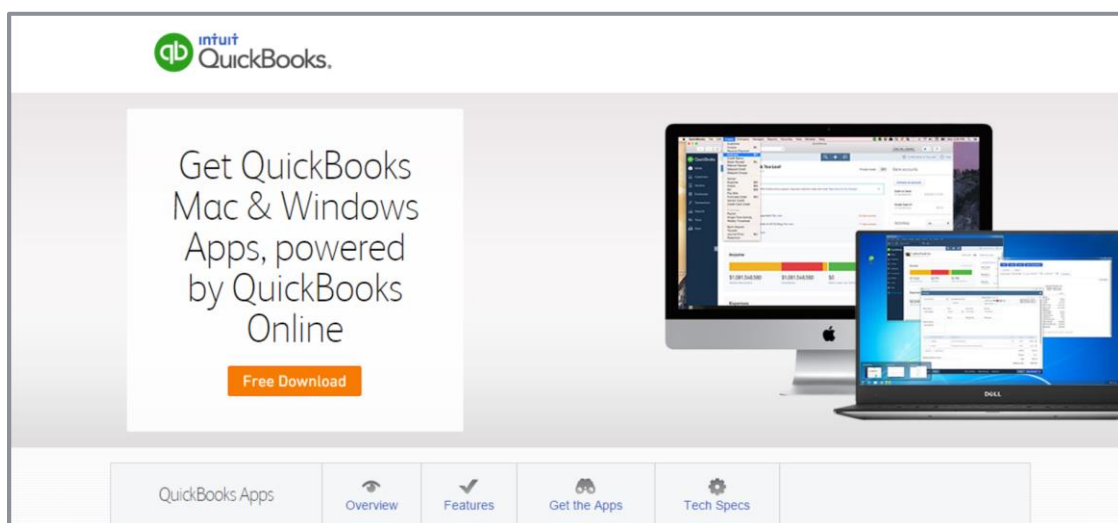
Intuit has introduced desktop apps that work with QuickBooks Online and QuickBooks Online Accountant without the use of browsers. These apps provide an experience that is much closer to the QuickBooks Desktop products.

Benefits include:

- Drop-down menus to access screens and reports
- Keep multiple screens open in the same monitor workspace
- Tile your windows across multiple monitors

### HOW TO GET THE APPS

The best place to find the free QuickBooks Mac and Windows apps is [quickbooks.intuit.com/apps](https://quickbooks.intuit.com/apps).





## Step-by-Step: Get the Apps

1. Click the Free Download button.
2. If you are prompted, choose which operating system you are using and the required installation package will be downloaded.
3. Follow the installation instructions.
4. When the program is installed you will be prompted to log in using your QuickBooks Online credentials. The QuickBooks Apps are available for your clients too and offer some robust features to enhance the QuickBooks Online experience.

## Logging into the Apps

Once you enter your login credentials, the app lists all the QuickBooks Online companies you have access to, regardless of what QuickBooks Online Account firm the company is attached to. In this way the app becomes a central hub for all your QuickBooks Online companies.



**TIP:** You must first log in to your QuickBooks Online Accountant firm and then choose which QuickBooks Online company to work in from the Client List.

**qb** **intuit** QuickBooks®

Create An Account

Sign into QuickBooks

hsatterley@oandccpa.com

\*\*\*\*\*

☐ Stay Signed In

[Need help signing in?](#)

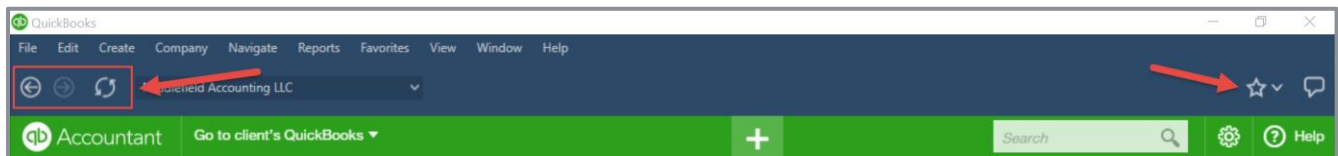
### Select a Company Fast

- Alvarez Books
- Bedrock Quarry
- Bella Blue Art Gallery
- DETACHED\_5422133\_Panny's Pet
- Hartin Hardware
- HeatherD.Satterley
- Karen's Landscaping
- Lion's Music Studio
- Miami Computers
- Middlefield Accounting LLC
- Pinney Hardware
- Plant Plant Food



## RECOGNIZE NAVIGATION POINTS IN QUICKBOOKS ONLINE ACCOUNTANT APPS

The app replaces the need to use a browser to access your QuickBooks Online companies. The left navigation pane and Accountant Toolbar are in the same place within the apps. In fact, the entire interface below the list menus looks exactly the same as if you had opened QuickBooks Online with a browser.



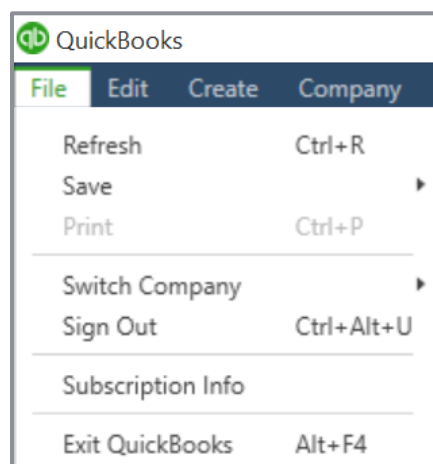
The app has some of the features of a browser built into it; for example, at the top left of the screen (above the QB Accountant logo) you have a back button and a refresh button just like in Chrome. You also have a favorites menu which is represented by the star icon. As you "favorite" various screens, they will be added to the drop-down list.

The chat icon next to the favorite button is where you leave Intuit feedback about the apps.

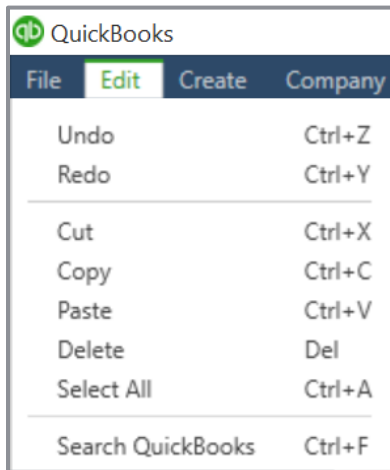
### Drop-down Menus

The menus at the top of the QuickBooks App are reminiscent of QuickBooks Desktop and are not available when accessing QuickBooks Online via a regular browser.

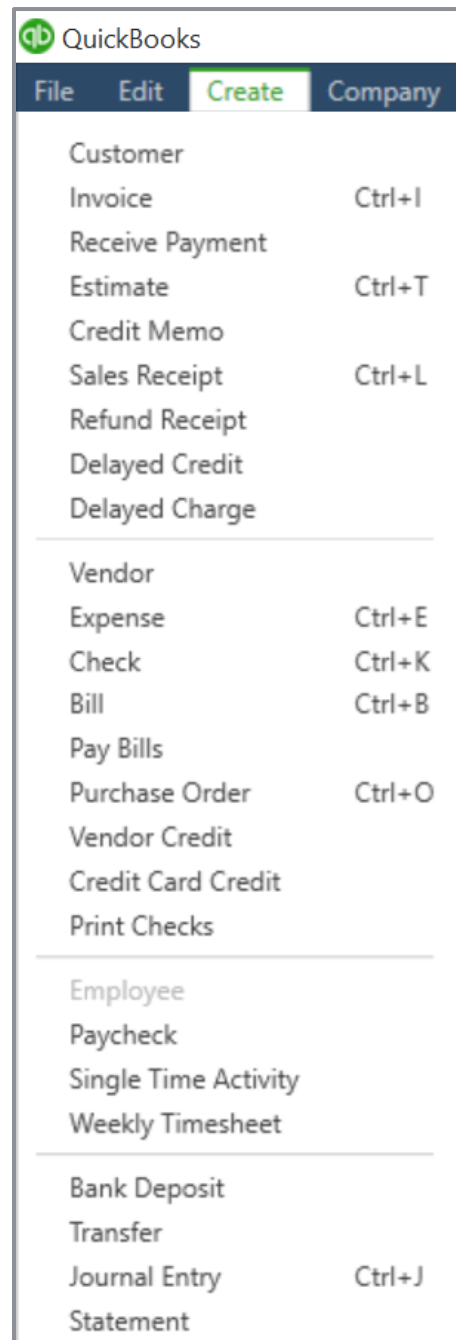
- **File menu** - You can refresh your screen, save a transaction, switch to another QuickBooks Online company, sign out of our QuickBooks Online Accountant account, view our subscription information and close the app



- **Edit menu** – Includes a list of hot keys to help with data entry; you can also open the search utility from here by clicking on **Search QuickBooks** or pressing **Ctrl+F**



- **Create menu** - Includes links to transactions screens and is sorted by entity, just like the Quick Create menu



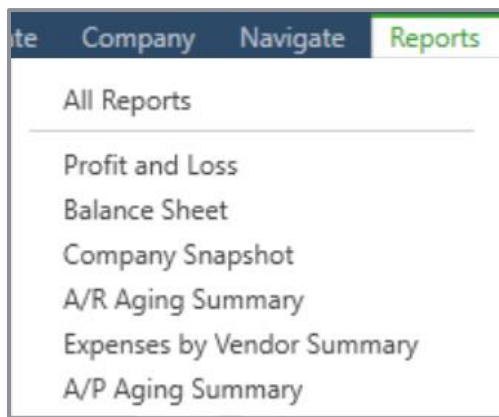
- **Company Menu** – Includes items found by clicking on the gear icon in QuickBooks Online

File	Edit	Create	Company
Company Settings			
Chart of Accounts			Alt+A
Payroll Settings			
All Lists			
Products and Services			Alt+P
Recurring Transactions			Alt+R
Import Data			
Reconcile			
Audit Log			
Your Account			
Manage Users			Alt+U

- **Navigate** – Is another way to access the centers found on the left navigation pane

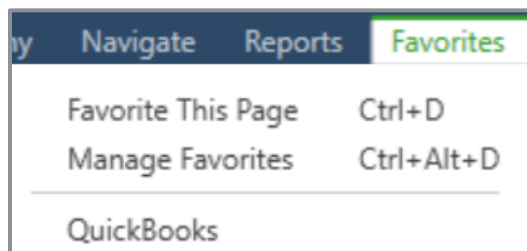
Create	Company	Navigate
Customers		Alt+C
Vendors		Alt+V
Employees		Alt+E
Banking		Alt+B
Sales Transactions		Alt+S
Expenses		Alt+X
Sales Tax		Alt+T
Payroll Tax		Alt+Y

- **Reports** – Provides shortcuts to commonly used reports such as the Balance Sheet, Profit & Loss, Company Snapshot and A/R and A/P Aging reports; you can also access the Reports Center from this menu to view all your reports

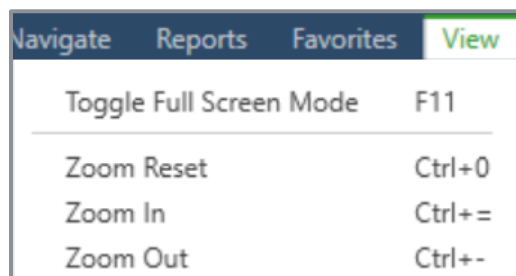


**NOTE:** The reports you have access to will depend on which subscription level of QuickBooks Online your company has.

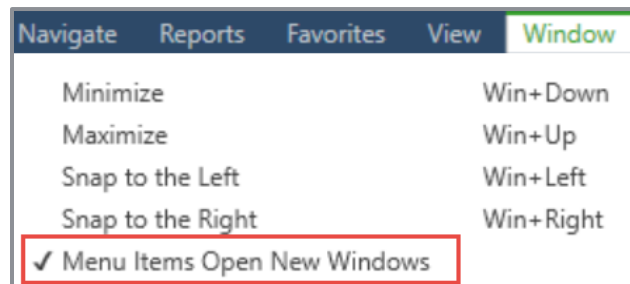
- **Favorites** – Offers another point of entry for your Favorites list



- **View** – Allows you to zoom in and out and toggle to full screen mode



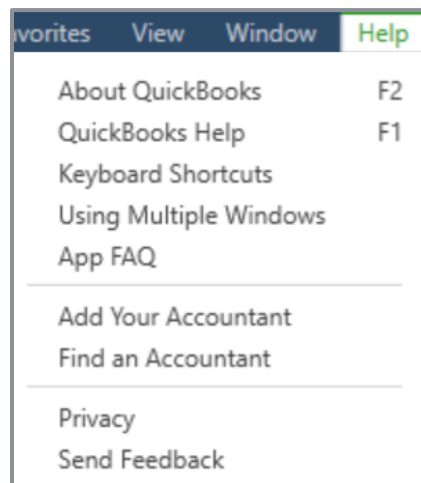
- **Window** – Change the location and size of the app on your screen and, very important, the option to open new windows each time you open a new screen in QuickBooks Online



**Tip:** a new window will only open if you use the menus or hot keys to open new screens. If you use the left navigation pane and top navigation bar to open windows, it will not open a new window.

Windows tiling allows the user to move open windows onto multiple display monitors. This means you can view a report on one monitor and a transaction on another. You can't do that in QuickBooks Desktop.

- **Help** – Includes the following:



- **F2** - About QuickBooks - this tells you which release is installed on the computer
- **F1** - Opens the QuickBooks Help options and links
- You can click the links to learn more about the apps and view the list of shortcut keys (which you can print)
- Options for clients to add an accountant user or search the Find-A-ProAdvisor website for an accountant
- Link to Intuit's privacy statement and the send feedback window

## Guide Conclusion

You have just completed *Module 3: Navigate and Customize*. 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 then proceed to the certification exam.

By completing this module, you should be able to:

- Recognize key components of the QuickBooks Online interface
- Specify the features and benefits of using QuickBooks Online Accountant apps
- Recognize navigation points in QuickBooks Online Accountant apps