

QuickBooks® Online

Quick Reference Guide

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QuickBooks Online Environment



Navigating QuickBooks Online

The QuickBooks Online Toolbar (or **QBO Toolbar**) runs along the top of the application window. The **Navigation Menu** runs along the left side of the window and contains the **+ Create Button**, used to create new transactions, and links to the company file's pages. When a page is selected in QuickBooks Online, its contents appear in the **Content window**. Many "Save" buttons in forms within the Content window have an arrow that provides additional save options. The button names ("Save and new," "Save and close," etc.) often default to the save option last used within that form. [View and close](#)

The Chart of Accounts

Adding a New Account

1. Click the "Settings" button in the QBO Toolbar.
2. Click "Chart of accounts" under "Your Company."
3. Click the "New" button.
4. Enter the account information and click the "Save" button or click the arrow and select "Save and new" to add another account.

Editing an Account

1. Click the "Settings" button in the QBO Toolbar.
2. Click "Chart of accounts" under "Your Company."
3. Click the drop-down arrow in the "Action" column of the account, select "Edit," make desired changes, and click the "Save" button.

Assigning Account Numbers

- Account numbers are turned off by default. **To enable:**
1. Click the "Settings" button in the QBO Toolbar.
 2. Click "Account and settings" under "Your Company."
 3. Click the "Advanced" tab in the menu to the left.
 4. Click "Chart of accounts" to the right.
 5. Click the "Enable account numbers" toggle switch to set it to the "On" position.
 6. **To show account numbers in transactions and reports,** check the "Show account numbers" box.
 7. Click the "Save" button, then "Done."

To assign account numbers:

1. Click the "Settings" button in the QBO Toolbar.
2. Click "Chart of accounts" under "Your Company."
3. Click the "Batch Edit" button at the upper-right.
4. Enter the account numbers in the "Number" column.
5. Click the "Save" button.

Inactivating an Account

Accounts can be inactivated in QuickBooks Online, but they cannot be deleted. **To inactivate an account:**

1. Click the "Settings" button in the QBO Toolbar.
2. Click "Chart of accounts" under "Your Company."
3. Click the drop-down arrow in the "Action" column of the account, select "Make inactive," and click the "Yes, make inactive" button to confirm.

To reactivate an inactive account:

1. Click the "Settings" button in the QBO Toolbar.
2. Click "Chart of accounts" under "Your Company."
3. Click the "Settings" button above the "Action" column within the Chart of Accounts (not the QBO Toolbar) and check the "Include inactive" checkbox.
4. Click the "Make active" link in the "Action" column of the account.

Customers, Employees & Vendors

Adding a New Customer

1. Select "My apps| Customer Hub| Customers" from the Navigation menu.
2. Click the "New customer" button ("Add customer manually" for first customer) in the Content window.
3. Enter all customer information in each of the sections in the "Customer" pane and click the "Save" button.

Editing or Inactivating a Customer

1. Select "My apps| Customer Hub| Customers" from the Navigation menu.
2. Locate the customer in the Customers list. **To find a specific customer,** enter a search term in the "Search" field at the top and press the "Enter" key.
3. Click the customer's name (not its checkbox).
4. **To edit,** click the "Edit" button, make changes and click the "Save" button. **To inactivate,** click the "Edit" button's arrow, select "Make inactive," and click the "Yes, make inactive" button to confirm.

Adding a New Employee

1. Select "My apps| Payroll| Employees" from the Navigation menu.
2. Click the "Add an employee" button.
3. Enter the employee information, enter a hire date, and select an onboarding method.
4. Click the "Add employee" button.

Editing Employee Information

1. Select "My apps| Payroll| Employees" or "My apps| Team| Employees" from the Navigation menu.
2. Click the name of the employee in the Employee list.
3. Click the "Profile" tab at the top of the page.
4. Click the "Edit" button in the various sections. **To change an employee's status,** click the "Edit" button in the "Employment details" section.
5. Make changes, and click the "Save" button.

Adding a New Vendor

1. Select "My apps| Expenses & Bills| Vendors" from the Navigation menu.
2. Click the "New Vendor" button.
3. Enter all information in the sections of the "Vendor" pane and click the "Save" button.

Editing or Inactivating a Vendor

1. Select "My apps| Expenses & Bills| Vendors" from the Navigation menu.
2. Click the name of the vendor in the Vendor list.
3. **To edit,** click the "Edit" button, make changes and click the "Save" button. **To inactivate,** click the "Edit" button's arrow, select "Make inactive," and click the "Yes, make inactive" button to confirm.

Managing List Items

Sorting Lists

1. Display the list to sort.
2. **To determine if a list can be sorted by a specific column,** look for an arrow or set of arrows next to the column name. If there is an arrow or set of arrows, the list can be sorted.
3. **To sort the list,** click the column heading label of the column by which to sort. **To switch between ascending and descending,** click it again.

Inactivating and Reactivating Items

1. Locate the item to inactivate in its list.
2. Click the drop-down arrow in the item's "Action" column and select "Make inactive."
3. Click the "Yes, make inactive" button to confirm. **To reactivate most inactive items except for "Products and services":**

1. Click the "Settings" button above the item's list (not the QBO Toolbar) and check the "Include inactive" checkbox.
2. Click the "Make active" link in the "Action" column of the item to reactivate.

To reactivate an inactive product or service:

1. Click the "Filter" button in the upper-left corner of the "Products and Services" page.
2. Click the "Status" drop-down, select "Inactive" from the menu, and click the "Apply" button.
3. Click the "Make active" link in the "Action" column of the item to reactivate, then click the "Make active" button to confirm.
4. **To clear the filter,** click the "Clear filters" link.

Renaming and Merging List Items

1. **To rename,** open the "Edit" window of the list item.
2. Type a new name in the name field.
3. Click the "Save" button.
4. **To merge,** change the name to the same as another item (for customers or vendors, also change the "Display name"). Click "Yes" or "Merge" to confirm.

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Quickbooks Guide

JE Gale



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about how to get all these finances set up and may feel that it will be too tough But with the help of the QuickBooks program you will learn how to control your own finances without all the hassle This guidebook is going to spend some time talking about QuickBooks and how you can use it for your own small business Inside this guidebook you will learn the following What QuickBooks is all about How to create some lists to help out your customers payroll and items How to send out some invoices to customers Working on your budgeting to keep the business growing How to get those taxes done with the help of QuickBooks How to create some of your own reports with this service Some of the best add ons that will make your business run more efficiently As a small business owner you can t afford not to use QuickBooks It will keep track of al your financial information for the business and to ensure that everything is going to add up right at the end of the year without wasting your time Use this guidebook to learn more about QuickBooks and to get started with controlling the finances of your small business

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business and at the same time you don't want to spend hundreds of dollars on an accountant if you are just getting started. And this is the exact reason why I wrote this book to help you and people like you make your business accounting so much easier. Check out what's inside: How Does QuickBooks Work and why you should use it; Benefits of QuickBooks Online that can add the most value to your business; How to Get Started with QuickBooks Online: 12 Easy steps to set up a complete working system; How to do your business invoicing fast and always on time; Sales and Receipts set up and easy to manage a system that takes a few minutes a week; Bank Accounts, Staff and Payroll information in details; How to Create Categories and Subcategories; How to Plan Your Cashflow, Profits and Revenue inside QuickBooks; How to set up your complete bill management system. So much more. And the best part is you can have almost no math or accounting education because this book will help you through every single step and teach you everything you need to know. Are you ready to start becoming a QuickBooks expert? Then scroll up and grab your copy today. [QuickBooks Online](#) Thomas E. Barich, 2014-07. Filling a void in the market of more than half a million QuickBooks Online subscribers, this book provides detailed coverage of the various QuickBooks Online plans along with accounting advice, tips and tricks, and workarounds for the program's limitations. This comprehensive guide to setting up and using the newest version of this program includes specific how-to instruction as well as plenty of explanations and information. It provides both beginners and experienced users with everything needed to track their companies' finances on the web using QuickBooks Online. *Computer Buyer's Guide and Handbook*, 1995.

The book delves into Quickbooks Guide . Quickbooks Guide is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Quickbooks Guide , encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to Quickbooks Guide
- Chapter 2: Essential Elements of Quickbooks Guide
- Chapter 3: Quickbooks Guide in Everyday Life
- Chapter 4: Quickbooks Guide in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Quickbooks Guide . This chapter will explore what Quickbooks Guide is, why Quickbooks Guide is vital, and how to effectively learn about Quickbooks Guide .

3. In chapter 2, this book will delve into the foundational concepts of Quickbooks Guide . The second chapter will elucidate the essential principles that must be understood to grasp Quickbooks Guide in its entirety.

4. In chapter 3, the author will examine the practical applications of Quickbooks Guide in daily life. The third chapter will showcase real-world examples of how Quickbooks Guide can be effectively utilized in everyday scenarios.

5. In chapter 4, the author will scrutinize the relevance of Quickbooks Guide in specific contexts. This chapter will explore how Quickbooks Guide is applied in specialized fields, such as education, business, and technology.

6. In chapter 5, this book will draw a conclusion about Quickbooks Guide . This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Quickbooks Guide .

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