

# 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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## **Table of Contents Quickbooks Guide**

1. Understanding the eBook Quickbooks Guide
  - The Rise of Digital Reading Quickbooks Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Quickbooks Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Quickbooks Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Quickbooks Guide
  - Personalized Recommendations
  - Quickbooks Guide User Reviews and Ratings
  - Quickbooks Guide and Bestseller Lists
5. Accessing Quickbooks Guide Free and Paid eBooks

- Quickbooks Guide Public Domain eBooks
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- Quickbooks Guide Budget-Friendly Options
- 6. Navigating Quickbooks Guide eBook Formats
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  - Quickbooks Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Quickbooks Guide
  - Highlighting and Note-Taking Quickbooks Guide
  - Interactive Elements Quickbooks Guide
- 8. Staying Engaged with Quickbooks Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Quickbooks Guide
- 9. Balancing eBooks and Physical Books Quickbooks Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Quickbooks Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Quickbooks Guide
  - Setting Reading Goals Quickbooks Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Quickbooks Guide
  - Fact-Checking eBook Content of Quickbooks Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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