

# QUICKBOOKS ONLINE BASICS.®



**PRESENTED BY SUZY SCHUTZ, LLC**

**CO-FOUNDER OF APIS BUSINESS SOLUTIONS, LLC & eL3, LLC**



## Making the RIGHT Choice & Current Deals!

|                             | Simple Start                                    | Essentials                         | Plus <small>MOST POPULAR</small>   | Advanced                            |
|-----------------------------|---|------------------------------------|------------------------------------|-------------------------------------|
|                             | \$25<br><b>\$12<sup>50</sup></b> /mo<br>Buy now | \$40<br><b>\$20</b> /mo<br>Buy now | \$70<br><b>\$35</b> /mo<br>Buy now | \$150<br><b>\$75</b> /mo<br>Buy now |
| Multiple users              | 1 user  | Up to 3                            | Up to 5                            | Up to 25                            |
| Track income & expenses     | ✓   | ✓                                  | ✓                                  | ✓                                   |
| Maximize tax deductions     | ✓   | ✓                                  | ✓                                  | ✓                                   |
| Mileage tracking            | ✓   | ✓                                  | ✓                                  | ✓                                   |
| Manage cash flow            | ✓   | ✓                                  | ✓                                  | ✓                                   |
| Invoice & accept payments   | Unlimited                                       | Unlimited                          | Unlimited                          | Unlimited                           |
| Run reports                 | General   | Enhanced                           | Comprehensive                      | Powerful                            |
| Send estimates              | ✓   | ✓                                  | ✓                                  | ✓                                   |
| Track sales & sales tax     | ✓   | ✓                                  | ✓                                  | ✓                                   |
| Capture & organize receipts | ✓   | ✓                                  | ✓                                  | ✓                                   |
| Manage 1099 contractors     | ✓   | ✓                                  | ✓                                  | ✓                                   |
| Manage & pay bills          |   | ✓                                  | ✓                                  | ✓                                   |
| Track time                  |   | ✓                                  | ✓                                  | ✓                                   |
| Track project profitability |   |                                    | ✓                                  | ✓                                   |
| Track inventory             |   |                                    | ✓                                  | ✓                                   |

There is no need to buy more functionality than you need because you can always upgrade. As your business grows and you need to be able to track more details you can upgrade at any time and all of your data will be transferred to the new file. The only difference you will notice is that you will have more information readily available to you at your fingertips!

# Setting Up Company Information and Preferences

Getting your setup done right ensures this very valuable business tool matches your company model and supports your personal management style & the company's goals for the future. Don't fret, as your company changes, so can your setup.

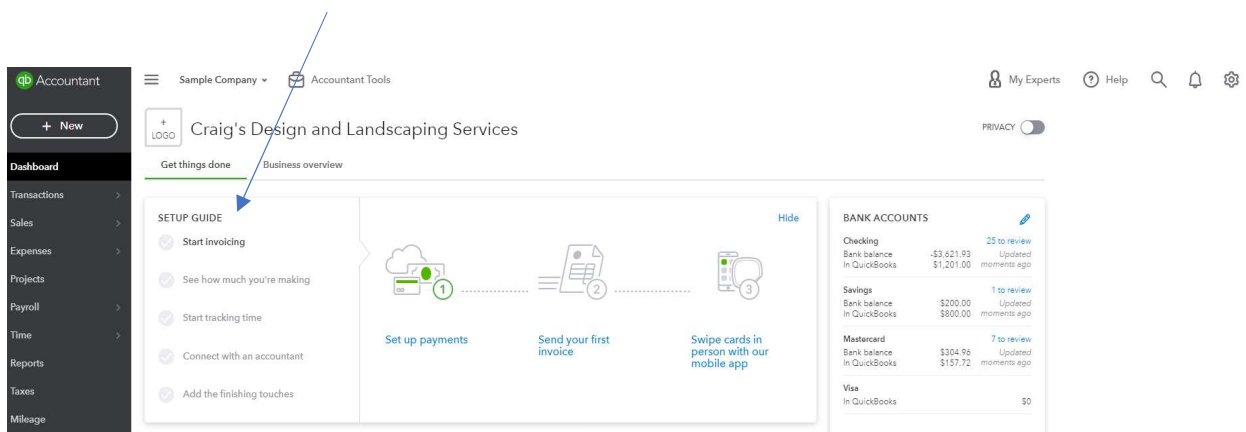
The setup process is an opportunity to discover how the software can be used to streamline your bookkeeping and accounting processes which in turn makes you more profitable. If it is not setup correctly, I guarantee it will cost you precious time and money!

There are multiple layers in the setup process including decisions for which you may not have all the answers. This is a great time to **get help** from an accounting professional that is very familiar with QuickBooks Online. If they have experience with your industry that is even better! Your job is to make a wish list of what you would like the software to do for you. For instance:

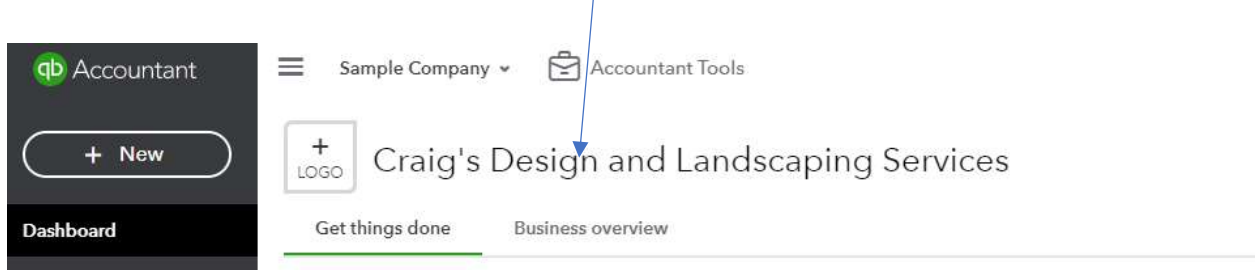
- I want to invoice customers directly from QBO
- I want to include messages on each invoice that state our terms or express our thanks
- I want to be able to receive payment in many forms such as a direct link on invoices using the Intuit Payment Network or I prefer Square, Venmo, Apple Pay or PayPal
- I want to record sales using another software and then have the sales data imported into QBO
- I want to be able to import bank and credit card transactions and have the software autofill information such as the vendor's name and the account/category
- I want my income and expenses tracked in a way that can help me monitor how well the company performs compared to our budget
- I want others to access the file or help enter data but not see everything


There are several ways to access your setup options:

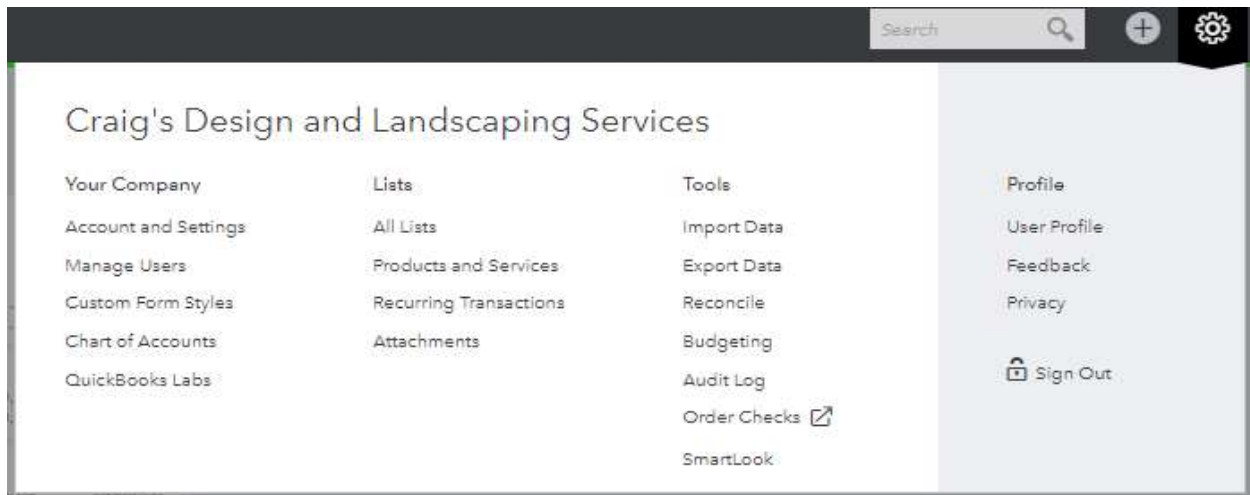
- **Setup Guide** used when you first sign into your subscription. This walks you through the most common setup steps. The guide also demonstrates the workflow processes available to maximize use of the programs built-in functionality.



- **Account and Settings** can be accessed at any time either by clicking on your company's name at the top of the **Dashboard** view. This is used to setup general information about your company such as legal name, tax identification number, contact information, terms for billing and how your invoices will look, etc.

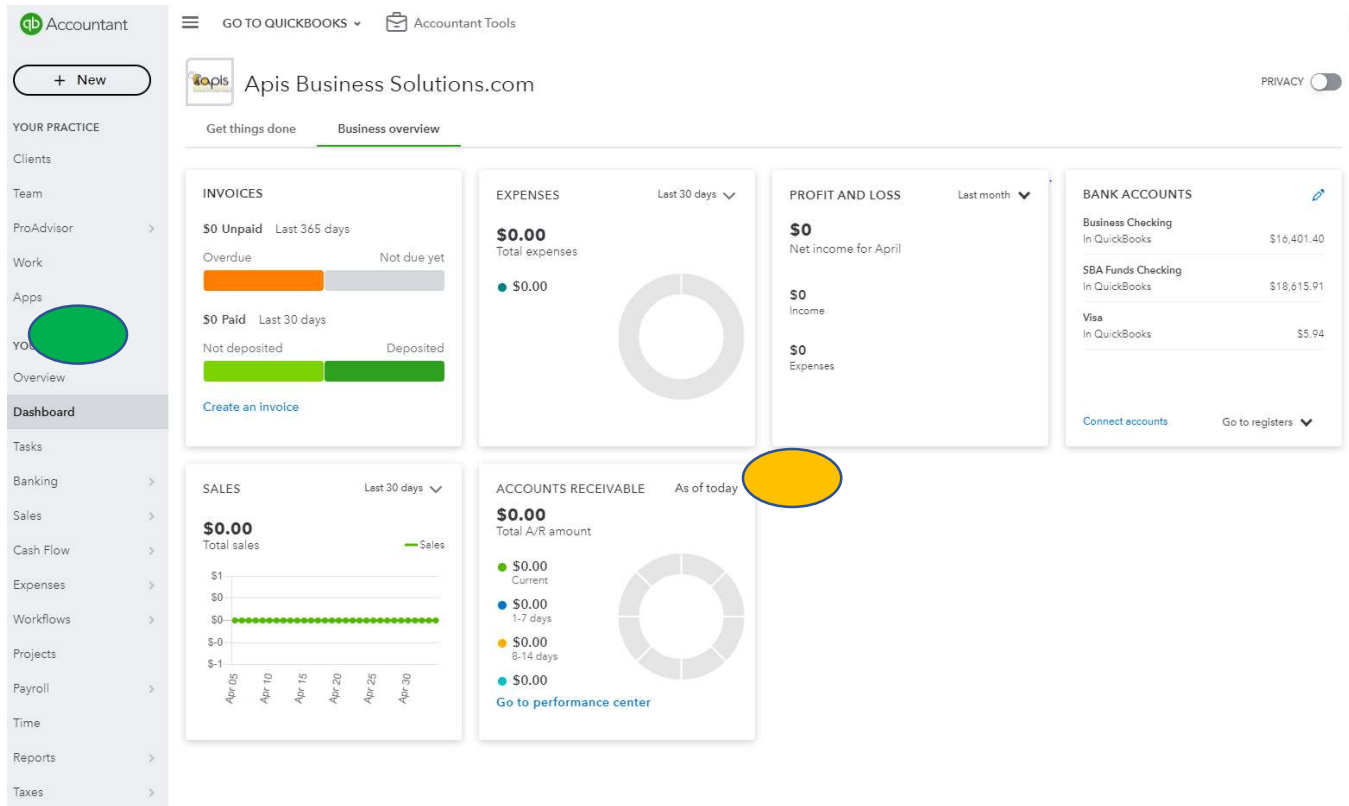



- The gear  provides you with quick access to **Your Company & Lists**. Again, more options.






Each setup option has a different purpose. Spending some time looking at all your options can help you come up with your list of wants and needs. If you are overwhelmed, setup what you are confident with and make a list of questions. Then schedule an appointment with an accounting professional with QuickBooks Online experience.


# THE DASHBOARD

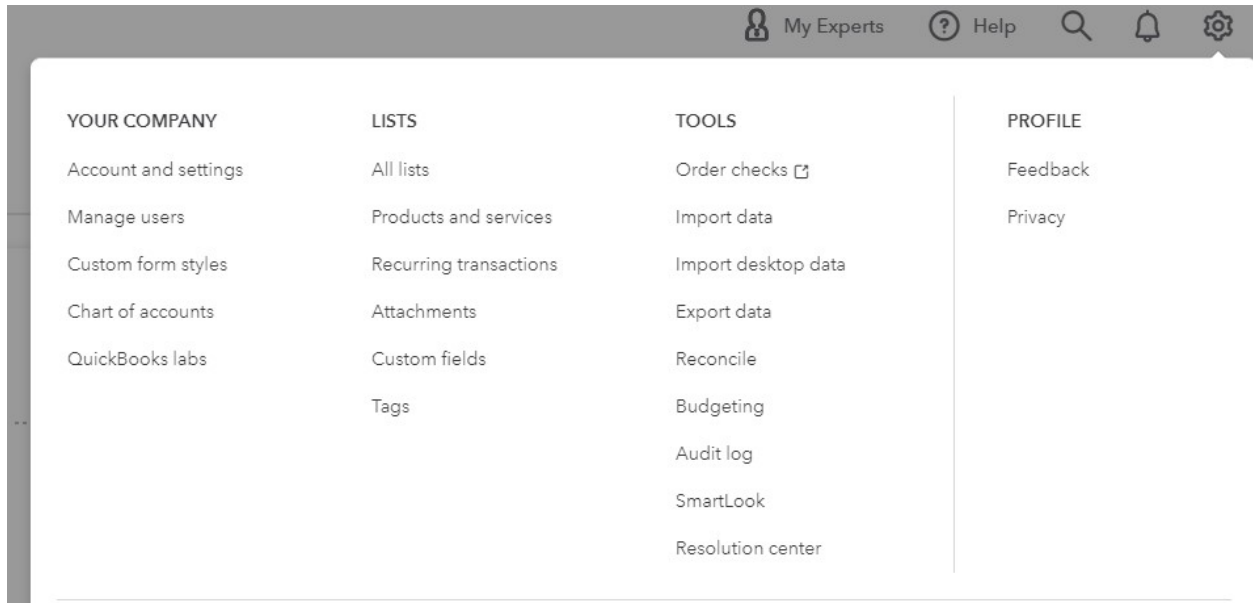



 **Left Navigation** – quick access to the things you need to do organized by daily business activity

 **Snapshots** – when you hover your mouse over one of the squares and this symbol  appears, you can drill down to more information. You can also change the date range for graphs and quick totals by selecting the pulldown menu from the down arrow 

# NAVIGATION SHORTCUTS

The gear  also provides you with quick access to **Tools** such as **Reconcile** and **Budgeting**.



The quick create button  is a shortcut to enter the most common transactions.

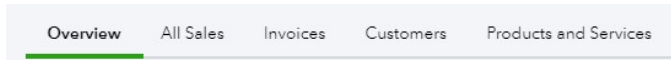




Drill down for detailed information



Dropdown list of more options



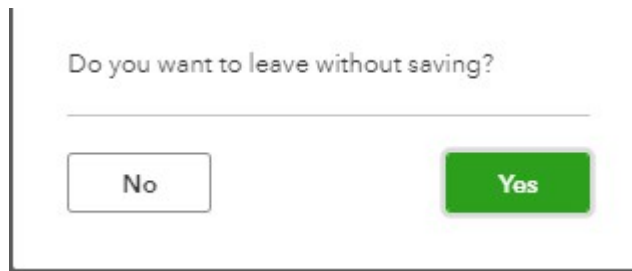
Multiple Tabs for specific information



Quick link to add to lists

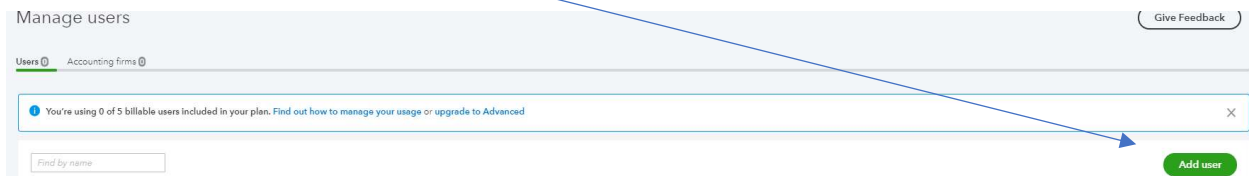


This is how you exit out of a current screen if you do not need to save information. Don't worry, if you accidentally select this option before saving a transaction or any changes you made, QBO will ask you if you want to **Leave Without Saving**. Look at the popups! It is meant to save you from having to redo work or cleanup a change you didn't intend to make.



To grant workers access to your QBO file go to the gear and select **Managing Users** from the **Your Company** column.

From the **Users** tab select the **Add User** button.



You can limit what an employee can see and do. The higher versions offer more customization.

# Setting up Vendors and Customers

When you select the **Vendors** tab you see a summary of outstanding Purchase Orders, Overdue Bills you owe, current Bills and what you have paid in the last 30 days. You can drill down on the activity in these sections by selecting the corresponding-colored bars. *Tip: Orange always indicates trouble.*



When you begin working with a new **Vendor**, I suggest you use the **New Vendor** button to set them up. From the screenshot below you see all the information you can record for permanent reference. You choose what is important to your company. As an example, if you print and mail checks to a vendor it would be great to have their name and address automatically fill in on the check so you can simply stuff it in a window envelope and mail. If you need to send them a 1099 complete all the pertinent information to make this a quick process at the end of the year. If you use QBO to help with cash flow management, enter **Terms** for each vendor and QBO will automatically calculate when a **Bill** is due for you.

**Vendor Information**

Company: [Text Field]

Title: [Text Field] First name: [Text Field] Middle name: [Text Field] Last name: [Text Field] Suffix: [Text Field]

\* Display name as: [Dropdown Menu]

Print on check as  Use display name

Address map: [Text Field]

Street: [Text Field]

City/Town: [Text Field] State/Province: [Text Field]

ZIP code: [Text Field] Country: [Text Field]

Notes: [Text Area]

Email: [Text Field] *Separate multiple emails with commas*

Phone: [Text Field] Mobile: [Text Field] Fax: [Text Field]

Other: [Text Field] Website: [Text Field]

Billing rate (/hr): [Text Field]

Terms: [Dropdown Menu]

Opening balance: [Text Field] as of: [Text Field] (07/31/2019)

Account no.: [Text Field] *Appears in the memo of all payments*

Business ID No.: [Text Field]

Buttons: Cancel, Privacy, Save

From the **Vendors** tab you see a list of everyone you buy from in alphabetical order including their **Open Balance**. From this list you can **Create** and **Pay Bills**, record **Expenses**, **Write Checks** and make a vendor **Inactive** all from the **Action** column. You can also enter **Batch Actions** such as **Email**, **Pay Bills Online** and **Make Inactive**.



When you select a specific **Vendor** you can view a **Transaction List** or see the **Vendor Details**. You can also use these vendor pop-up screens to enter **New Transactions** and **Edit** details. As you might have noticed, there are multiple ways to get to the activity you want to perform. You get to choose the method that works best for you!

Bob's Burger Joint Edit

*No notes available. Please click to add notes.*

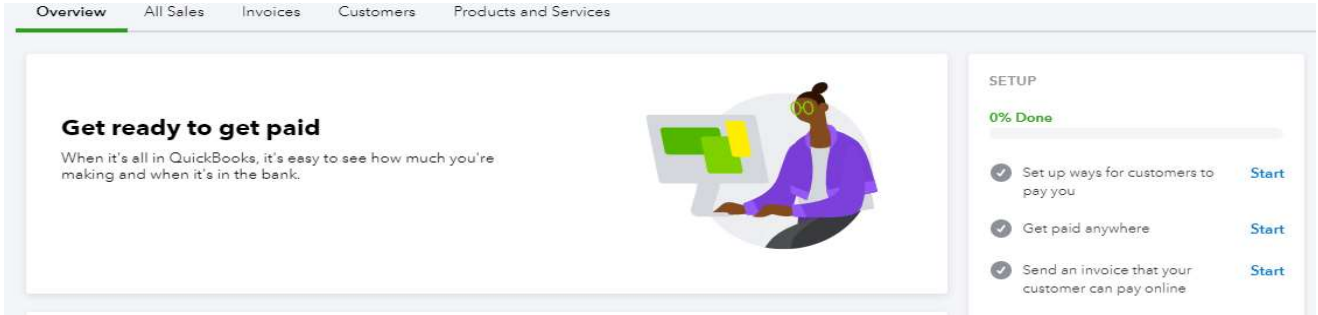
Transaction List Vendor Details

Batch actions Filter

| <input type="checkbox"/> | DATE       | TYPE                | NO. | PAYEE              | CATEGORY                | TOTAL   |
|--------------------------|------------|---------------------|-----|--------------------|-------------------------|---------|
| <input type="checkbox"/> | 07/10/2019 | Credit Card Expense |     | Bob's Burger Joint | Meals and Entertainment | \$18.97 |
| <input type="checkbox"/> | 07/01/2019 | Cash Expense        |     | Bob's Burger Joint | Meals and Entertainment | \$-3.86 |
| <input type="checkbox"/> | 06/26/2019 | Cash Expense        |     | Bob's Burger Joint | Meals and Entertainment | \$-5.66 |
| Total                    |            |                     |     |                    |                         | \$9.45  |

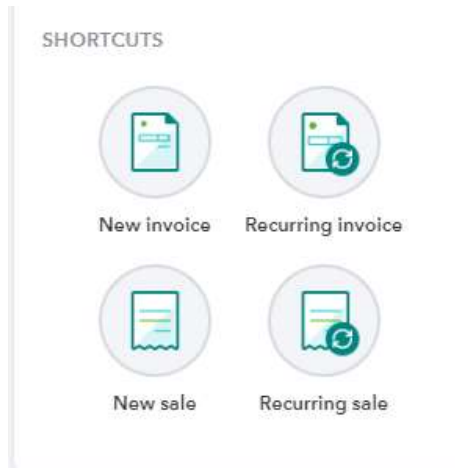
# SALES

Are you ready to record sales? If not, QBO lets you know. From the **Overview** tab you can see what you have left to do and there are quick links in the **Setup** square.



*Even if you are using the help of an accounting and QBO specialist to help you setup your company right the first time, watch the training videos that popup so you know your options and the best practices to use the software.*

There is also a **Shortcuts** section to help you quickly access the most common tasks.



## Customer information ✕


|   |   |   |   |  |  |   |  |
|---|---|---|---|--|--|---|--|
| Company   |   |   |   |  | Email  |   |  |
| <input style="width: 100%;" type="text"/>   |   |   |   |  | <input style="width: 100%;" type="text" value="Separate multiple emails with commas"/> |   |  |
| Title   | First name                                | Middle name   | Last name                                 | Suffix   | Phone  | Mobile  | Fax  |
| <input style="width: 50px;" type="text"/>   | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/>                       | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/>  | <input style="width: 50px;" type="text"/>  | <input style="width: 50px;" type="text"/>                       | <input style="width: 50px;" type="text"/>                          |
| *Display name as  |   |   |   |  | Other  | Website   |  |
| <input style="width: 100%;" type="text"/>   |   |   |   |  | <input style="width: 50px;" type="text"/>  | <input style="width: 100%;" type="text"/>                       |  |
| Print on check as <input checked="" type="checkbox"/> Use display name  |   |   |   |  | <input type="checkbox"/> Is sub-customer   |   |  |
| <input style="width: 100%;" type="text"/>   |   |   |   |  | <input style="width: 50px;" type="text" value="Enter parent customer"/>                |   | <input style="width: 50px;" type="text" value="Bill with parent"/> |
| <span style="border: 1px solid #ccc; padding: 2px;">Address</span> <span style="border: 1px solid #ccc; padding: 2px; margin-left: 5px;">Notes</span> <span style="border: 1px solid #ccc; padding: 2px; margin-left: 5px;">Tax info</span> <span style="border: 1px solid #ccc; padding: 2px; margin-left: 5px; background-color: #e6f2ff;">Payment and billing</span> <span style="border: 1px solid #ccc; padding: 2px; margin-left: 5px;">Attachments</span> <span style="border: 1px solid #ccc; padding: 2px; margin-left: 5px;">Additional Info</span> |   |   |   |  |  |   |  |
| Billing address <a href="#">map</a>   |   |   |   | Shipping address <a href="#">map</a> <input checked="" type="checkbox"/> Same as billing address |  |   |  |
| <input style="width: 100%;" type="text" value="Street"/>  |   |   |   | <input style="width: 100%;" type="text" value="Street"/>   |  |   |  |
| <input style="width: 50%;" type="text" value="City/Town"/>  |   | <input style="width: 50%;" type="text" value="State/Province"/> |   | <input style="width: 50%;" type="text" value="City/Town"/>                                       |  | <input style="width: 50%;" type="text" value="State/Province"/> |  |
| <input style="width: 50%;" type="text" value="ZIP code"/>   |   | <input style="width: 50%;" type="text" value="Country"/>        |   | <input style="width: 50%;" type="text" value="ZIP code"/>  |  | <input style="width: 50%;" type="text" value="Country"/>        |  |

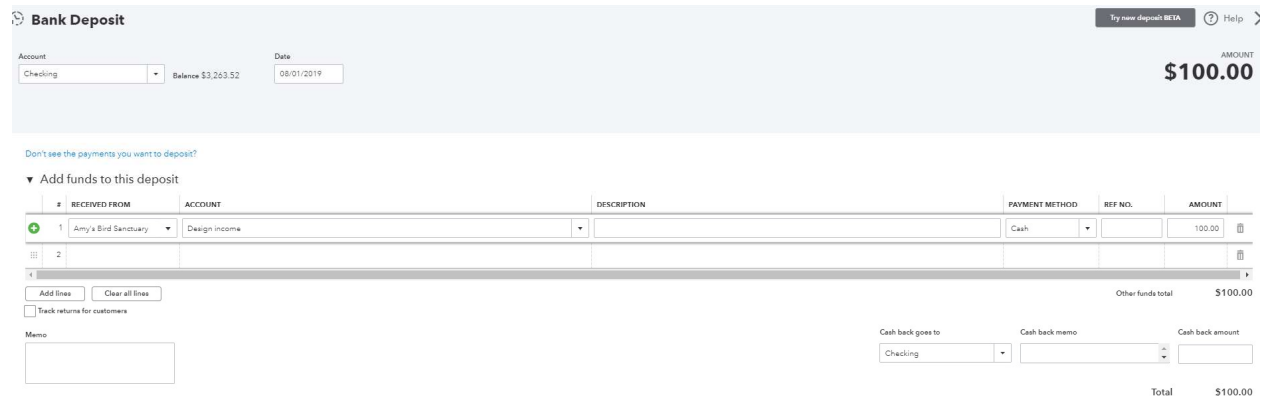
Just like when you add new vendors, you have multiple data points you can track for your customers. And yes, you guessed it. This means you have more useful information to help you run and grow your business. Pay attention to all the tabs. They may not apply to every business but if they apply to yours don't forget to fill in the information you need. The good news is you only do this once for each customer and then the data is available forever.

As an example, the **Payments and Billing** tab lets you tell the software what your customer's preferred **Payment Method** is and what their **Terms** are. This will auto fill into the appropriate areas saving precious time during data entry. We all know time means money! As you are new to the software take a look at all your options and choose the right ones for you. Think not only about what you need to know today but what will support your future strategies.

|   |  |  |  |  |  |   |  |
|---|--|--|--|--|--|---|--|
| <span style="border: 1px solid #ccc; padding: 2px;">Address</span> <span style="border: 1px solid #ccc; padding: 2px; margin-left: 5px;">Notes</span> <span style="border: 1px solid #ccc; padding: 2px; margin-left: 5px;">Tax info</span> <span style="border: 1px solid #ccc; padding: 2px; margin-left: 5px; background-color: #e6f2ff;">Payment and billing</span> <span style="border: 1px solid #ccc; padding: 2px; margin-left: 5px;">Attachments</span> <span style="border: 1px solid #ccc; padding: 2px; margin-left: 5px;">Additional Info</span> |  |  |  |  |  |   |  |
| Preferred payment method  |  |  |  | Terms  |  |   |  |
| <input style="width: 100%;" type="text" value="Enter Text"/>  |  |  |  | <input style="width: 100%;" type="text" value="Enter Text"/> |  |   |  |
| Preferred delivery method   |  |  |  | Opening balance  |  | as of   |  |
| <input style="width: 100%;" type="text" value="Print later"/>   |  |  |  | <input style="width: 50%;" type="text"/>                     |  | <input style="width: 50%;" type="text" value="08/01/2019"/> |  |

The easiest way to record sales is directly as a deposit to your bank account. From the create

button  select **Bank Deposit**. You then select the bank **Account** to deposit the money into, **Date** of deposit, who you **Received From**, which income **Account** best represents the service or product sold, the **Payment Method**, **Reference No.** if a check and **Amount** received. You can add as many lines as needed and QBO does all the math for you by filling in the **Other Funds Total**. Done and done!



| # | RECEIVED FROM        | ACCOUNT       | DESCRIPTION | PAYMENT METHOD | REF. NO. | AMOUNT |
|---|----------------------|---------------|-------------|----------------|----------|--------|
| 1 | Amy's Bird Sanctuary | Design Income |             | Cash           |          | 100.00 |
| 2 |                      |               |             |                |          |        |

Some limitations with this method are:

- report options on what you sell and what is the most profitable
- report options for customer purchasing details
- cannot track who owes you money and payment history
- no way to provide your customer with a detailed receipt
- cannot track inventory

You save time but you lose the ability to really understand and manage the sales activity of your company.

If you want more in-depth information at your fingertips to make sound business decisions it is better to first define what you sell using the **Products and Services** functionality. There are multiple types of **Product and Service** items you can setup depending on your company's needs.

What is the difference between invoices and sales receipts?

- Invoicing
  - used when a customer buys today but pays later
  - keeps track of who owes you money and when you expect to get paid
  - provides a record for your customer and you of what was purchased, when it was purchased and when payment is expected

- Invoicing is a two-step process. You must **Receive Payment** when the money comes in so you can show the invoice is paid (this is accessed from the create button or as an **Action** in the **Customer** tab)

The screenshot shows the 'Customers' dashboard. At the top, there are four summary boxes: '\$0 0 ESTIMATE' (blue), '\$750 3 UNBILLED ACTIVITY' (orange), '\$1,526 10 OVERDUE' (red), and '\$5,282 20 OPEN INVOICES' (grey). To the right, a green box shows '\$3,136 12 PAID LAST 30 DAYS'. Below this is a search bar and a 'Batch actions' dropdown. A table lists customers with columns for 'CUSTOMER / PROJECT \* / COMPANY', 'PHONE', 'OPEN BALANCE', and 'ACTION'. Two customers are listed: 'Amy's Bird Sanctuary' with an open balance of \$239.00 and 'Bill's Windsurf Shop' with an open balance of \$85.00. Both have a 'Receive payment' button in the 'ACTION' column.

- **Sales Receipts**

- used when you are paid at the time of purchase
- provides a record for you and your customer of what was purchased and when
- you record the payment at the same time you create the receipt saving you a bookkeeping step

The screenshot shows the 'Sales Receipt' form. It includes fields for 'Customer', 'Email', 'Billing address', 'Sales Receipt date', 'Crew #', 'Payment method', 'Reference no.', and 'Deposit to'. The 'Deposit to' dropdown is set to 'Undeposited Funds'. A summary table at the bottom right shows: Subtotal \$0.00, Taxable subtotal \$0.00, Total \$0.00, Amount received \$0.00, and Balance due \$0.00. A message box contains the text: 'Thank you for your business and have a great day!'.

Both can be printed or emailed to your customer.

# BANKING CENTER

You access the **Banking** Center using the Left Navigation list. This is most commonly used to import banking activity via a bank feed. Below you see three accounts are linked to the QBO file – checking, savings and credit card. This is also a way to see how current your bank and credit card account information is. Notice in the Checking square it said the bank feed center was **updated moments ago**. This lets you know you have the most current information ready to input into your file.

| DATE *     | DESCRIPTION     | PAYEE           | CATEGORY OR MATCH    | SPENT | RECEIVED | ACTION |
|------------|-----------------|-----------------|----------------------|-------|----------|--------|
| 08/30/2019 | Books by Besite | Books by Besite | Uncategorized Income |       | \$55.00  | Add    |
| 07/31/2019 | A Rental        |                 | Uncategorized Income |       | \$200.00 | Add    |

From the **For Review** tab, you will tell QBO how and where to input the transactions into your accounting records.

A few things to note:

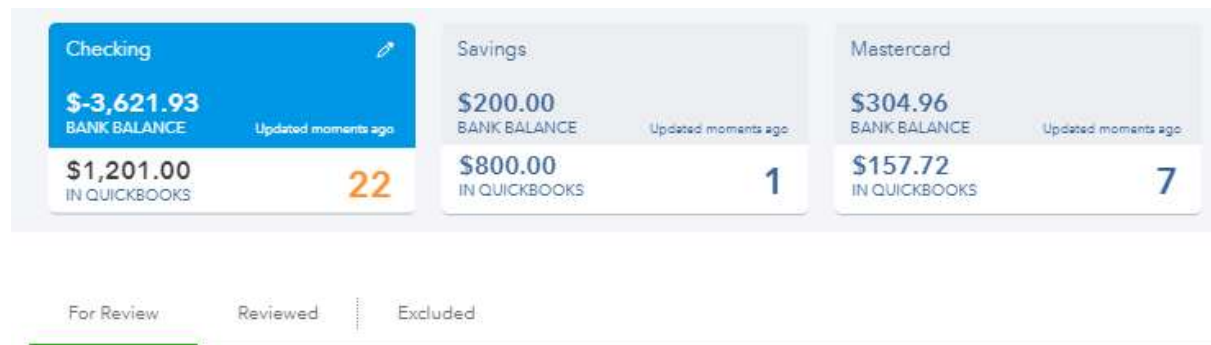
- Always fill in the **Payee** field. If you do not add the **Payee** QBO will not link the activity to a vendor. This will limit the functionality of the software. For instance, you will not be able to search your data by name and if you have to send out 1099s QBO will not know what payments to include. The great thing is that QBO is smart software. Once you associate a name to a **Description** QBO will automatically match the transaction to the vendor and auto fill the **Payee** field for you. You will also need to decide which **Category** to assign an expense or deposit. Again, once you link a **Payee** to a **Category** QBO will automatically select the correct category for you. Don't worry, you can always edit the category if needed or edit the transaction and assign multiple categories.
- The **Action** column prompts you to **Add, View, & Match**. This can speed up the data entry process but BEWARE. QBO assumes it is making the correct choice for you when it says **Add** or **Match** but it isn't always right! If you need to change information on one of these

transactions you simply click on the transaction and options will become available. See below.



- The **Recognized** tab are transactions that QBO has matched to transactions or are following **Rules** such as **Payee** names and **Category** assignment. Again, check for accuracy before you **Match** or **Add**.

Once data is entered from the bank feed you can go to the **Reviewed** tab and see what is entered. Don't worry, if you mistakenly add a transaction into the QBO file you can go to the **Reviewed** tab and **Undo**. This will put it back into the **For Review** tab and you can fix it. You can also look at the **Excluded** tab to see if you rejected an entry all together and now want to add it. See below.



Common mistakes and tips for success when using the bank feed center:

- QBO auto assigns but doesn't always get it right. Make sure you review all details before adding or matching transactions.
- QBO creates **Rules** to auto assign which are intended to speed up data entry. When accepting a rule make sure it applies to all transactions exactly the same in every instance. If not, either ignore creating the rule or modify it. Once a **Rule** is created, it is either your best friend or your worst enemy.
- Always look at detailed reports to verify things were entered correctly.
- There is a time delay between when a bank records a transaction and when it is sent to QBO. Therefore, don't assume your bank balance in QBO is up to the minutes.
- Make it a habit to enter your bank feed information often. Waiting too long makes the list of transactions **For Review** very long and harder to work with.
- You must **Reconcile** your accounts to ensure accuracy. This will catch any omissions and duplications.