



QuickBooks Online Student Guide

Chapter 1

New Company Setup



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▶ Lesson Objectives

In this chapter you'll learn how to create a new company. You'll learn how to get started by importing list information, customizing the settings for your company and other important tasks such as setting up sales tax, and adding new users. Setting up is easy to do and QuickBooks guides you through the process.

- Create a new QuickBooks Online company
- Customize company settings
- Import list information
- Enable sales tax
- Set up users in your company

▶ Setting Up Your Company

After signing up for a QuickBooks Online account, you'll need to complete the setup of your QuickBooks Online company.

Steps for Creating a New QBO Company

1. Using your web browser, navigate to **qbo.intuit.com**.
2. Enter your **Email or user ID** and **Password**.
3. Click **Sign In**.

QuickBooks requires additional information to complete the basic company setup. QuickBooks asks you to name your company.

1. Answer the question **What's the full, legal name of your business?**
2. Tell QuickBooks **How long have you been in business?**
3. Answer the question **How would you describe what your business does?**

4. Click **Next**.


SET UP YOUR QUICKBOOKS
1 of 3

1. Tell us about your business.

Everyone needs something a little different from QuickBooks. Let's get to know what you need so we can tailor things to fit you. You can change your info anytime in Settings.

What is the full, legal name of your business?

How long have you been in business?

Choose one
▼

How would you describe what your business does?

Choose one
▼

Select the category that best describes what you do. Change this anytime in Settings.

I've been using QuickBooks Desktop and want to bring in my data.

Back
Next



NOTE The checkbox labeled **I've been using QuickBooks Desktop and want to bring in my data** refers to converting data from the QuickBooks Desktop version to QuickBooks Online. This is not relevant for this class.

1. Click the options that apply to your business including **Send and Track Invoices**, **Organize your expenses**, and **Track your sales tax**. You can add payroll and time tracking at a later time.
2. Click **Next**.


SET UP YOUR QUICKBOOKS
2 of 2

2. What would you like to do in QuickBooks?

This is just to get you started. You can always do more later.



Send and track invoices



Organize your expenses



Track your retail sales



Track your sales tax



Pay your employees



Track hours

Back
All set

QuickBooks asks: **What's your role at your business?** Click **Accountant** or **Bookkeeper**. After making your selection click **All set**.

3. What's your role at your business?

We'll use this info to help personalize your QuickBooks. You can always change it later in Settings.

Owner

Employee

Accountant

Bookkeeper

It's something else

Back All set

QuickBooks displays the QuickBooks **Home Page** or **Dashboard**.

Green Tree Landscapes

SETUP GUIDE 0% [Resume set up](#)

PROFIT AND LOSS Last 30 days

\$0 Net income for last 30 days

Income: \$0
Expenses: \$0

EXPENSES Last 30 days

\$0 Last 30 days

BANK ACCOUNTS

Bank account	Bank balance	In QuickBooks
Bank account	\$0	\$0
Bank account	\$0	\$0

[Connect accounts](#)

INVOICES

\$0 Unpaid Last 365 days

Overdue: [Progress bar] Not due yet: [Progress bar]

\$0 Paid Last 30 days

SALES Last 30 days

\$0 Last 30 days

DISCOVER MORE

Goodbye, paper timesheets!

Employees track time on any device, and it

To learn how to setup a company watch this video: <https://youtu.be/T5uazZwPeaY>

▶ Basic Setup Company Steps

After completing the initial setup of your QuickBooks company, there are several important tasks to complete the setup. It's a good idea to enable and customize features and settings that apply to your company. The following settings are important to ensure that you're QuickBooks data file is secure.

Company Settings

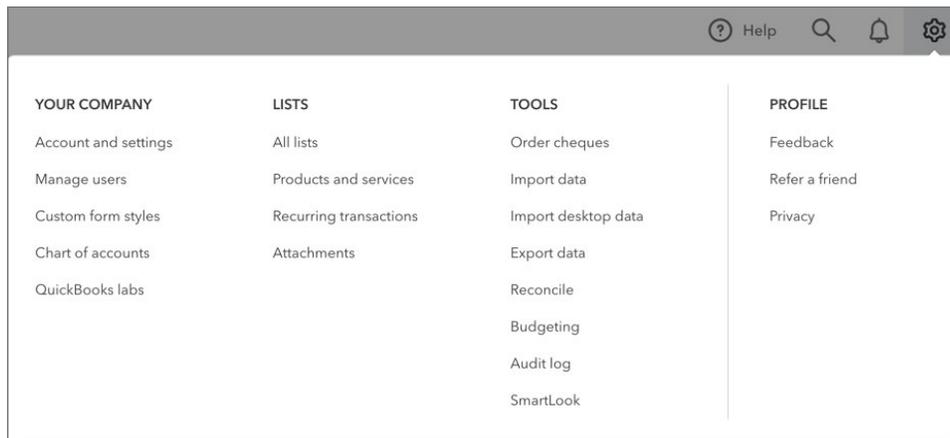
Company settings let you configure QuickBooks to work the way you want.



NOTE It's recommended to edit the settings as you work in different areas of QuickBooks.

To access the Accounts & Settings:

1. Click the **Gear Icon**.
2. Click **Account & Settings**.



Use the categories on the left to navigate the various settings. There are several settings that should be updated or enabled immediately after you setup your company.

Account and Settings	
Company	Company name
Billing & Subscription	
Sales	
Expenses	
Payments	
Advanced	Company type

1. Click **Company** to update information like the **Company Name**, **Company type**, **Contact info**, and **Address**.

Company Name: The business name you enter will be displayed on your Dashboard. QBO uses your business name extensively in correspondence with your customers, including it in the subject line of emailed invoices, on statements, at the top of reports, and much more.

Your business name is also the default filing name of your business for payroll taxes forms if you use payroll through QuickBooks.

2. Click the **Company Name** section to expand and edit the information.

The screenshot shows the 'Account and Settings' window with the 'Company' section expanded. The 'Company name' section is active, displaying the following fields and values:

- Company logo:** A logo for 'GREEN TREE LANDSCAPES' with a plus sign to add more logos.
- Company name:** A text input field containing 'Green Tree Landscapes'.
- Legal name:** A checked checkbox labeled 'Same as company name'.
- Business Number (BN):** A text input field containing '123456789'.

At the bottom of the section are 'Cancel' and 'Save' buttons.

3. Click the **+** to add a logo. You can add multiple logos if needed.
4. Edit the **Company name** if necessary. Click **Legal Name** to add a legal name if different than the Company Name.
5. Enter the **Business Number (BN)** in the correct field.
6. Click **Save**. This saves the changes to the **Company name** section of the settings. Now you can proceed to edit other settings under the **Company** category.



NOTE Remember, the logo should be:

- a .gif, .bmp, .png, .jpg, .jpe, or .jpeg file
- smaller than 10 MB
- 24-bits or less in bit depth (or colour depth)
- square-shaped, since rectangles don't work
- using the standard RGB colour space

Contact Info & Address

1. Click **Contact Info** to update the **Company email**, **Customer-facing email**, **Company phone** and **Website**.
2. Click **Save**.
3. Click **Address** to edit the **Company Address**, **Customer-facing address** and **Legal Address**.

Contact info	Company email Where QuickBooks can contact you.	<input type="text" value="Jon@greentreelandscapes.com"/>
	Customer-facing email Where your customers can contact you. Shown on sales forms.	<input checked="" type="checkbox"/> Same as company email
	Company phone Shown on sales forms.	<input type="text" value="+1 (647) 555-1234"/>
	Website Shown on sales forms.	<input type="text"/>
		<input type="button" value="Cancel"/> <input type="button" value="Save"/>

Address	Company address Address where your company is based. This address is used to calculate applicable taxes for your QBO subscriptions and is your default company address.	<input type="text" value="5100 Spectrum Way"/>
		<input type="text" value="Mississauga"/>
		<input type="text" value="Ontario"/> <input type="text" value="LSV 2C9"/>
	Customer-facing address Address where customers contact you or send payments. Shown on sales forms.	<input checked="" type="checkbox"/> Same as company address
Legal address Used for filing taxes.	<input checked="" type="checkbox"/> Same as company address	
		<input type="button" value="Cancel"/> <input type="button" value="Save"/>



NOTE

Add Customer-facing email: This is an address where customers contact you or send payments. Shown on sales forms. If left blank, **Company address** is used.

Add Legal Address: Address used for filing taxes. If left blank, **Company address** is used.

Add customer email: Email where customers can contact you. If left blank, Company email is used.

Advanced Settings

Click the **Advanced Settings** link to update additional settings in your company. The important settings in the advanced section are the following:

Accounting

The accounting settings let you determine the following:

- **First month of fiscal year:** For reporting, you can specify any month as the start of your fiscal year (also called your financial reporting year or accounting year).
- **First month of the income tax year:** Talk to your accounting professional about this option. Not relevant for this class.
- **Accounting Method:** This defaults to accrual, but if required it can be edited.
- **Close the books:** The Closing Date marks when your company's books have been closed. You'll set a closing date password to protect your records against changes that would alter balances for closed accounting periods. These changes include editing or deleting transactions entered on or before the closing date, and entering new transactions dated on or before the closing date.
- **Default tax rate selection:** This lets you choose Exclusive of Tax, which means that amounts on transactions would be entered before the tax is applied. You can choose Inclusive of Tax which means that amounts on transactions would be entered including tax. Alternatively, you can choose Out of Scope of Tax if tax is not used.

To update the Accounting settings:

1. Click the **Accounting** section to edit the settings.
2. Choose the **First month of the fiscal year**.

Accounting

First month of fiscal year ⓘ January ▾

First month of income tax year Same as fiscal year ▾

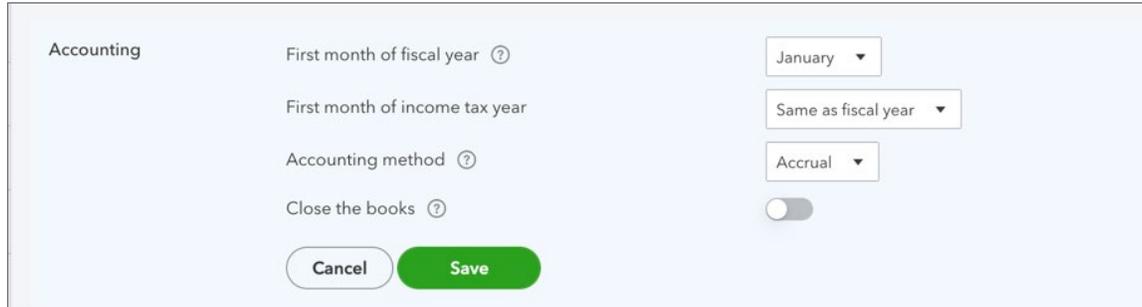
Accounting method ⓘ Accrual ▾

Close the books ⓘ

Cancel Save

3. Select the **Close the books** option.
4. Enter the Closing date. QuickBooks lets you choose to allow changes with just a warning or a warning and a password. Choose the option that works for your company.
5. Enter the **Password** if required.

6. Click **Save**.



Accounting

First month of fiscal year [?] January ▾

First month of income tax year Same as fiscal year ▾

Accounting method [?] Accrual ▾

Close the books [?]

Cancel Save

7. Click **Done** to update the Company Settings.



NOTE It's recommended that you choose the option that includes both a warning and password. If you decide to set a password, QuickBooks requires the password for changes that would alter balances for the accounting period you have closed. This includes adding, editing, or deleting transactions dated on or before the closing date. You can change the password at any time.



To learn how to update the company settings watch this video: <https://youtu.be/l5sTgWPJbqA>

▶ How QuickBooks Is Built?

QuickBooks is based on lists and transaction forms. Together they make up most of the information in QuickBooks. See below for more details.

Lists in QuickBooks

Lists are the framework of QuickBooks. Use lists to fill out most QuickBooks forms. For example, to pay a bill, choose a name from your supplier list on the Enter Bills form. QuickBooks enters the list information on the form for you. This saves you time and prevents typing errors. You can also change the information directly on the form if necessary.

Although most lists are easy to set up in QuickBooks, some lists—such as the Chart of Accounts, Products and Services list, and Class list—require careful planning.

Chart of Accounts Reconcile

Chart of Accounts Run Report New

Filter by name

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Prepaid expenses	Current assets	Prepaid Expenses	0.00		Account history
Uncategorized Asset	Current assets	Other current assets	0.00		Account history
Undeposited Funds	Current assets	Undeposited Funds	0.00		Account history
Retained Earnings	Equity	Retained Earnings			Run report
Billable Expense Income	Income	Sales of Product Income			Run report
Discounts	Income	Discounts/Refunds Given			Run report

QuickBooks Transaction Forms

You record most of your daily business transactions on a QuickBooks transaction form. You will use QuickBooks lists to complete transaction forms. Behind the scenes, QuickBooks records the accounting entries (debits and credits). The invoice is an example of a transaction form.

Invoice no.1001 Take a tour Help

Customer Customer email Cards VISA MASTERCARD AMEX APPLE PAY

Send later Cc/Bcc **BALANCE DUE \$0.00**

Billing address Terms Invoice date Due date Invoice no.

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
1					
2					

Total \$0.00

Message on invoice **Balance due \$0.00**

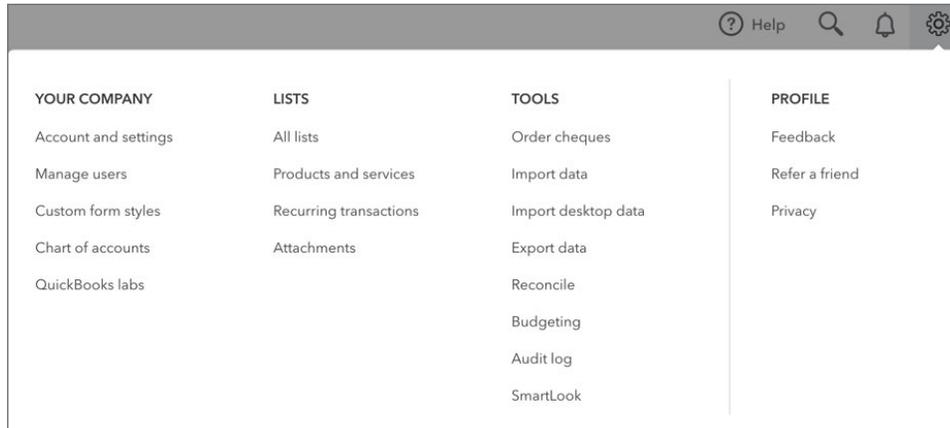
Message on statement

▶ Importing Lists

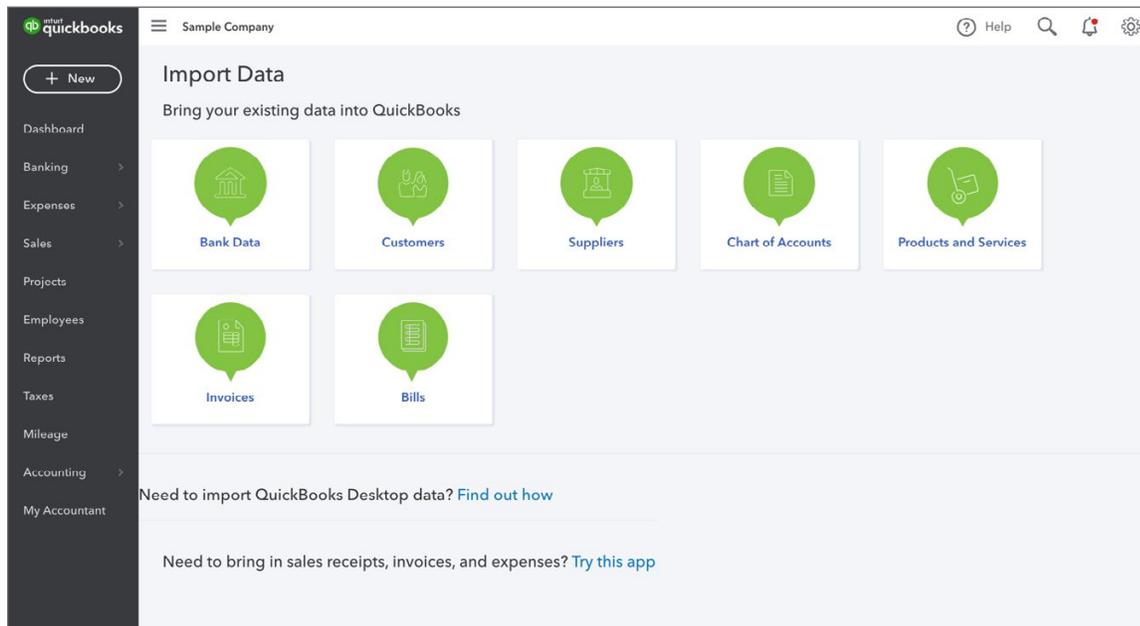
If you keep important list information in Microsoft Excel you can import it directly into QuickBooks. You can import customers, suppliers, accounts, and products and services. This will help you add information to QuickBooks faster than if you created each list entry from scratch.

To import customers:

1. Click the **Gear Icon**, then click **Import Data**.



2. Click **Customers**.



- Click **Browse** and then navigate to the Excel or CSV file that contains your customer data. Click **Open**, and **Next** at the bottom right.

Import customers Help X

1 **UPLOAD** 2 **MAP DATA** 3 **IMPORT**

Select a CSV or Excel file to upload

Upload an EXCEL or CSV file **Browse**

[Download a sample file](#)

Cancel **Next**

- On the **Map Data** window you see two columns. The first Column is the **QuickBooks Online field**. This is the field name contained in QuickBooks. The second column is **Your field**. In other words the column's name in your MS Excel sheet. QuickBooks automatically matches the fields it recognizes. If the fields are not matching as needed, choose the correct fields manually by clicking the drop down selection under **Your Field**. Click **Next**.

Import customers Help X

1 **UPLOAD** 2 **MAP DATA** 3 **IMPORT**

Map your fields to QuickBooks fields

QUICKBOOKS ONLINE FIELD	YOUR FIELD	
Name	Name	✓
Company	Company	✓
Email	Email	✓
Phone	Phone	✓
Mobile	Mobile	✓
Fax	Fax	✓
Website	Website	✓
Street	Street	✓
City	City	✓
Province/Region/State	Province	✓

Back **Next**

- In the final window, you can confirm the data that QuickBooks is importing and make any final changes. If QuickBooks encountered any errors, you will see them displayed in red. After reviewing the information, click **Import**.

Import customers Help X

1 UPGRADE 2 MAP DATA 3 IMPORT

10 customers are ready to be imported

<input checked="" type="checkbox"/>	NAME	COMPANY	EMAIL	PHONE	MOBILE	FAX	WEBSITE	STREET	CITY	PROVINCE/RE	POSTAL CODE	COUNTRY	OPENING BAL	OPENING BAL	CURRENCY
<input checked="" type="checkbox"/>	Lynda Hig	Higgs For	higgs_l@	604-555-	604-555-	604-555-	http://ww	123 Acco	Cityville	BC	A1A 1A1	Canada	234000.1	1988-12-	CAD €
<input checked="" type="checkbox"/>	Alex Blak	Blakey's f	blakeybir	905-555-	905-555-	905-555-	http://ww	45 Chart	Midtown	ON	A1A 1A2	Canada	-1000.87	2015-09-	CAD €
<input checked="" type="checkbox"/>	Chris Smi	Christop	chris_smi	204-555-	204-555-	204-555-	http://ww	67 Invoic	Townville	MB	A1A 1A3	Canada	235788.0	2015-09-	CAD €
<input checked="" type="checkbox"/>	Bryan Fox	Fouts Co	foutscool	604-555-	604-555-	604-555-	http://ww	6789 Exp	Cityville	BC	A1A 1A4	Canada	1234	2015-09-	CAD €
<input checked="" type="checkbox"/>	Roy Fishe	Roy's Pan	roys_pan	418-555-	418-555-	418-555-	http://ww	56 Mone	Citytown	QC	A1A 1A5	Canada	-1234567	2015-09-	CAD €
<input checked="" type="checkbox"/>	Ted Pohlr	Pohlman'	ted_pet_	902-555-	902-555-	905-555-	http://ww	689 Billit	Midfield	PE	A1A 1A6	Canada	10999	2015-09-	CAD €
<input checked="" type="checkbox"/>	Wendy G	Wendy's	wendysm	403-555-	403-555-	403-555-	http://ww	89 Salesr	Anycity	AB	A1A 1A7	Canada	1004	2015-09-	CAD €
<input checked="" type="checkbox"/>	Jason Cic	Cioran's	cioransac	905-555-	905-555-	905-555-	http://ww	4890 Eas	Midtown	ON	A1A 1A8	Canada	1999999	2015-09-	CAD €
<input checked="" type="checkbox"/>	Kent Yip	Yip Insur	yip_insur	780-555-	587-555-	780-555-	http://ww	123 Acco	Anycity	AB	A1A 1A9	Canada	-9000	2015-09-	CAD €

Back Import



NOTE You can import other lists using the same process as above. See information below.

Steps for Importing Products and Services

- Click the **Gear Icon**, and then click **Import Data**.
- Click **Products and Services**.
- Click **Browse** and then navigate to the Excel or CSV file that contains your products and services data. Click **Open**, and **Next** at the bottom right.
- On the **Map Data** window you see two columns. The first Column is the **QuickBooks Online field**. This is the field name contained in QuickBooks. The second column is **Your field**. In other words the column's name in your MS Excel sheet. QuickBooks automatically matches the fields it recognizes. If the fields are not matching as needed, choose the correct fields manually by clicking the drop down selection under **Your Field**. Click **Next**.
- Confirm the data that QuickBooks is importing and make any final changes. If QuickBooks encountered any errors, you will see them displayed in red. After reviewing the information, click **Import**.



To learn how to import list information watch this video: <https://youtu.be/RBPLeVIGex0>



NOTE Opening Balances: Chart of Accounts can be imported through the same means as customers, suppliers and products & services, and by doing so the balances of various accounts can also be imported. This is helpful because if you have a chequing account, loans or assets, it is important for you to integrate the balances of those accounts into QuickBooks before entering any transactions that relate to that account. For instance, before you enter cheques that you've written, you first want to enter the amount of money that is currently in that chequing account.

Importing your Chart of Accounts is the easiest method for integrating those opening balances, but other methods can be employed:

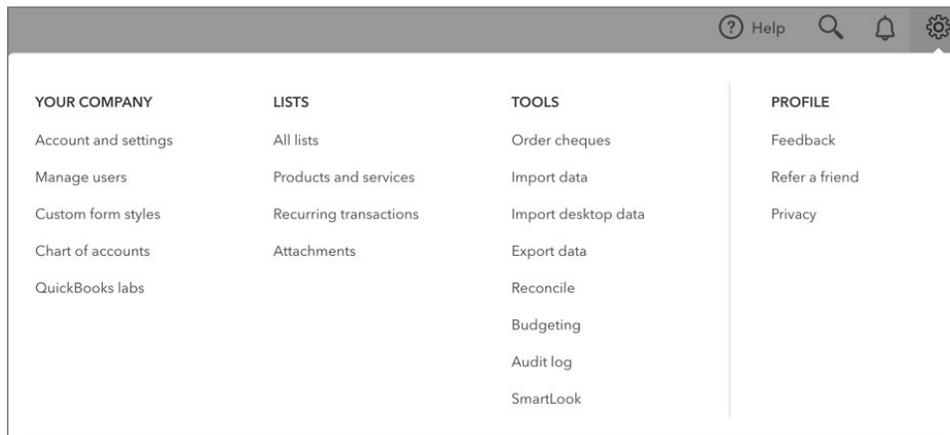
- **Manual Entry:** When you create a new account on the Chart of Accounts, if the account is a Balance Sheet account (asset, liability or equity) you have an option for entering an opening balance and an as of date for that balance.
- **Historical Transactions:** You can enter historical transactions that make up account balances through the same methods as entering any other kind of transaction. As long as you enter the appropriate date QuickBooks will update your financial information for that time period, and the appropriate accounts will also be affected.
- **Journal Entries:** If you are well-versed in debits and credits and how they are used to generate account balances in a double-entry accounting system you can build a journal entry that summarizes all of your business' financial information on a single journal entry. Doing so will incorporate your accounts' balances. This is an advanced method, however, and should not be attempted unless you have extensive knowledge of accounting and bookkeeping or your accountant has built an appropriate journal entry for you.

Setup Users

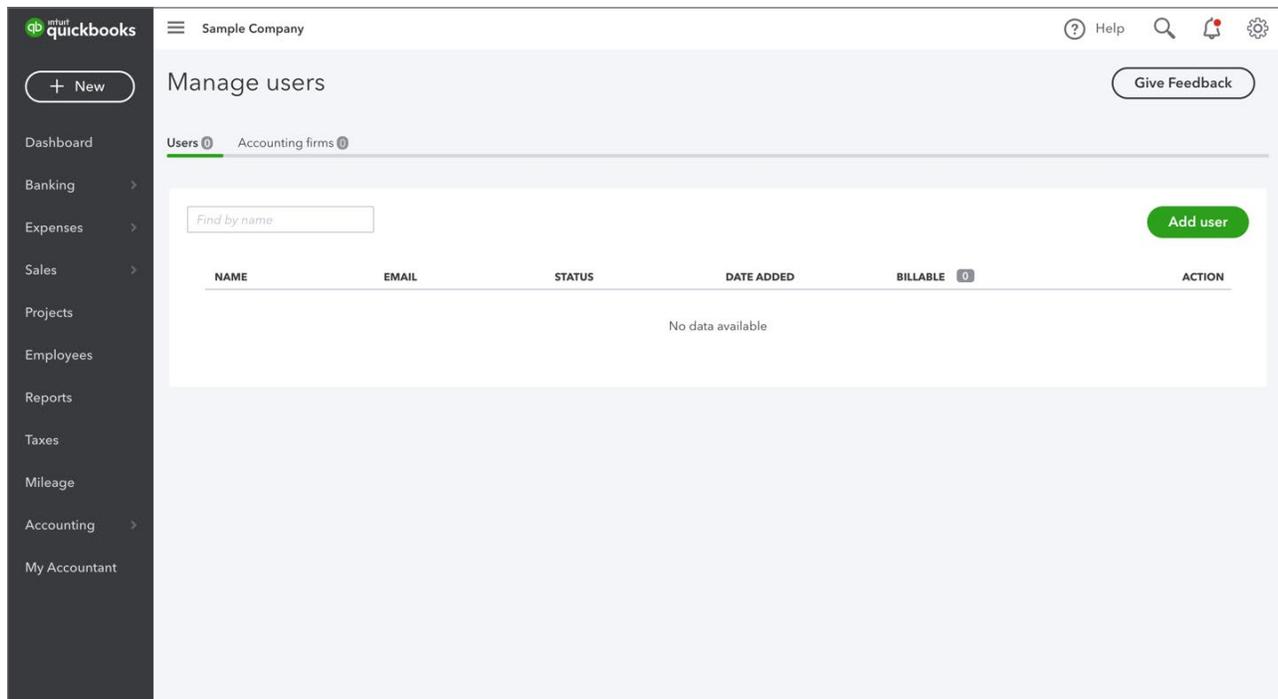
QuickBooks Online can be customized to let multiple people sign-in and work in QuickBooks simultaneously. You can grant different permissions to different users based on the access needed within QuickBooks.

Regular Users for Your Company

To set up a new user, click the **Gear Icon** and then click **Manage Users**.



1. In the Manage Users window, click **Add user** to create a new user. The first option you must select for a user is their level of access:



- **Admin:** Admin users can enter any type of transaction and run any kind of report. Admins also have access to company billing information and can create other users.
- **Regular or Custom:** These users can be customized so that they can only perform tasks and view reports in relation to sales, expenses or both. During the setup process you can also set a regular or custom user to be able to enter their own time into QuickBooks so that their hours can be recorded for the work they perform. You can also customize their access to company account and billing information.

- **Reports Only:** Reports Only users are only able to view and customize reports. They cannot enter any transactions and cannot access company account information.
- **Time Tracking:** A time tracking user can log into QuickBooks Online and enter their own time. They are limited to only timesheets.

Once you've chosen the type of user you want to create and their access level do the following:

2. Select the user type.
3. Click **Next**.

Add a new user

Select user type

These count toward your user limit.

Standard user
You can give them full or limited access, without admin privileges.

Company admin
They can see and do everything. This includes sending money, changing passwords, and adding users. Not everyone should be an admin.

These don't count toward your user limit.

Reports only
They can see all reports, except ones that show payroll or contact info.

Time tracking only
They can add their own time sheets.

Next

4. Select the user's access rights. If you choose **Limited**, select **Customers and Sales** or **Suppliers & Purchases**.
5. Click **Next**.



NOTE You can give **All** access to the new user. This means they can access and do any transaction or task in QuickBooks. Selecting **None** will eliminate their rights in QuickBooks. Selecting **Limited** lets you assign rights to the user for **Customers and Sales** and/or **Suppliers & Purchases**.

Add a new user
✕

Select access rights

How much access do you want this user to have?

All
 None
 Limited

Customers
 Suppliers

All access

This user can see and do everything with:

- ✓ Customers and Sales
- ✓ Suppliers and Purchases

They can also:

- ✓ Add, edit, and delete employees
- ✓ Change preferences
- ✓ View 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
- ✓ Turn on sales tax (GST/HST, PST, and QST) for the company
- ✓ Change the setup for existing sales tax information
- ✓ Make sales tax adjustments and file sales tax returns
- ✓ Set up multicurrency
- ✓ Perform home currency adjustments

Previous
Next

6. Select the User settings including the following:

- **Do you want this user to add, edit, and remove users?** This means that the user can add new users.
- **Do you want this user to edit company info?** This means that the user can access and edit company address and other contact information.
- **Do you want this user to manage subscriptions?** This means that the user can update or edit your QB subscription.

7. Click **Next**.

Add a new user
✕

Select user settings

Do you want this user to add, edit, and remove users?

Yes
 No
 View only

Do you want this user to edit company info?

Yes
 No

Do you want this user to manage subscriptions?

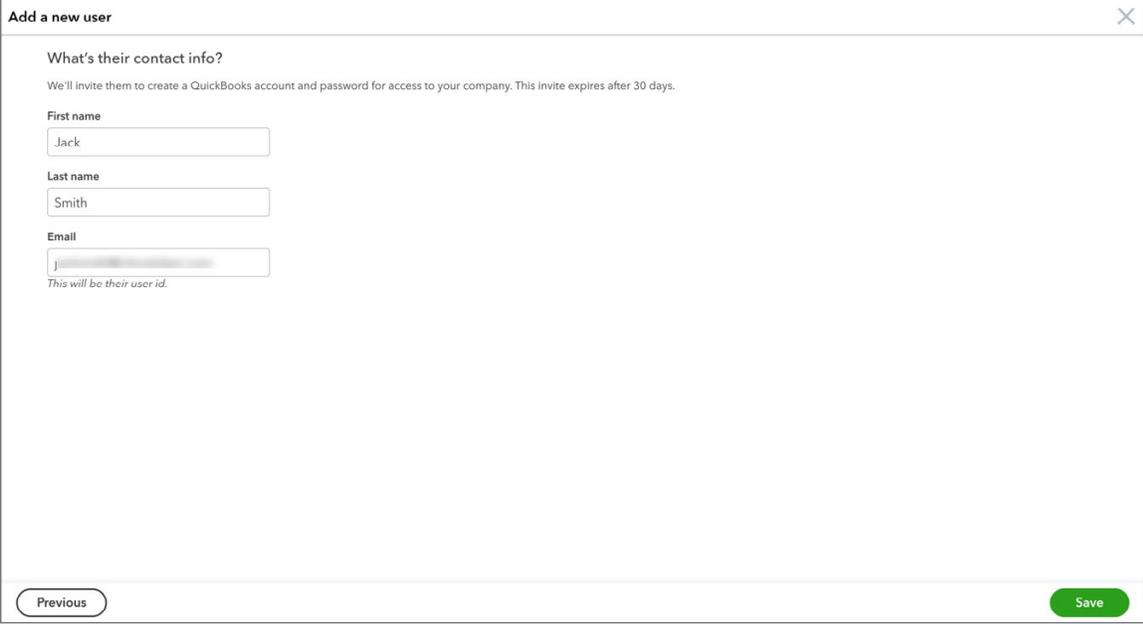
Yes
 No
 View only

Previous
Next

8. Enter the user's contact information including **First Name**, **Last Name**, and **Email**.

 To learn how to setup users watch this video: <https://youtu.be/1PaCaC4F2RY>

9. Click **Save**. QuickBooks invites the new user to the QuickBooks file.



Add a new user

What's their contact info?

We'll invite them to create a QuickBooks account and password for access to your company. This invite expires after 30 days.

First name
Jack

Last name
Smith

Email
j[blurred]

This will be their user id.

Previous Save



NOTE The number of users your company can have is determined by your subscription level. Easy Start accounts can only have one user. Online Essentials accounts can have up to three users. Plus accounts can have up to five users. Reports Only and Time Tracking users, however, do not count towards this limit so a company can have as many as they like.

Accountant Users

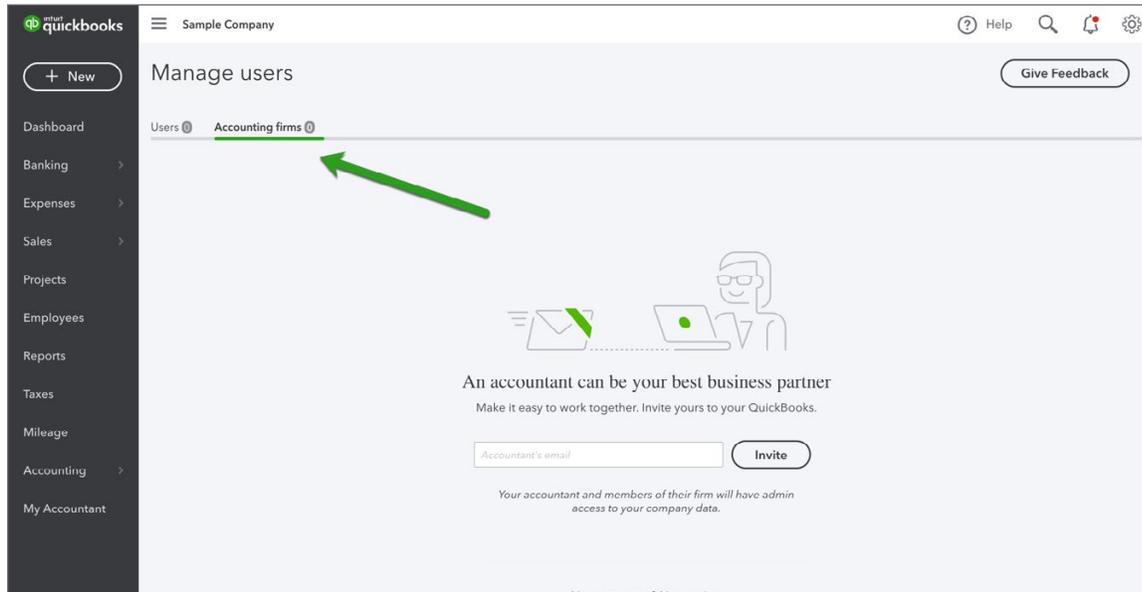
On the same window you use to set up new users is an option to create accountant type users. A company can have up to two free accountant users, and these users have unlimited access to all areas of QuickBooks. In addition to transactions and reports, accountant users have access to special tools and features in the QuickBooks Online Accountant version.

To invite an accountant:

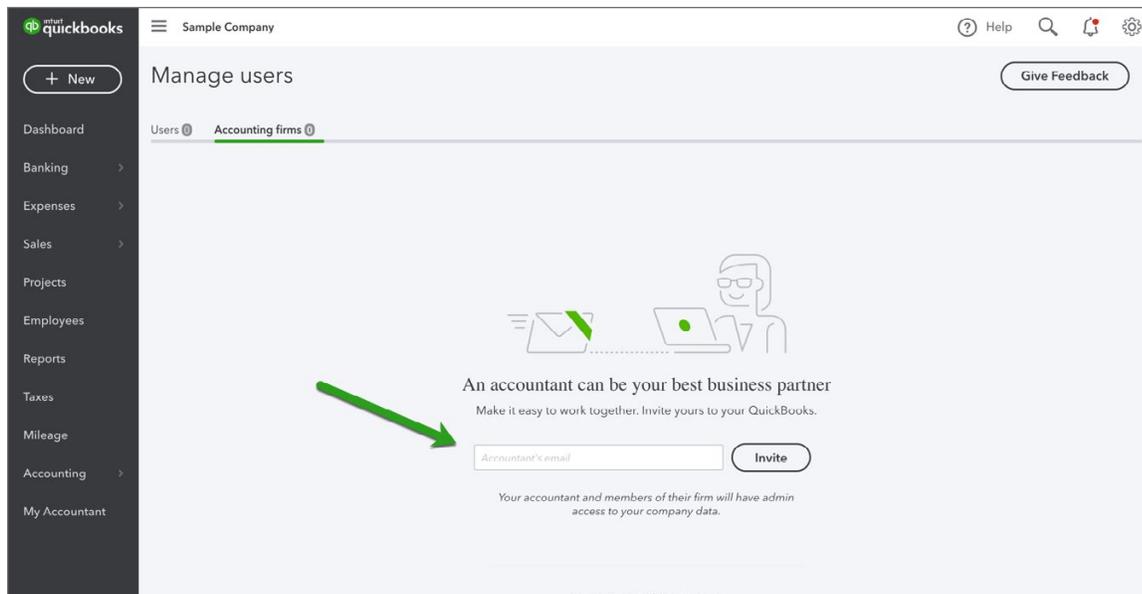


NOTE Invite your instructor to be your accountant. This gives your instructor access to your company file.

1. Click **Accountants** tab at the top of the Manage users window.



2. Enter the **Accountant's email address**.
3. Click **Invite**.



 To learn how to connect to your instructor watch this video: https://youtu.be/YdzGt2-_l7s

Sales Tax

If you collect sales tax in your business, QuickBooks helps you automate your tax tracking. This helps you keep accurate records of the tax that you collect and pay.

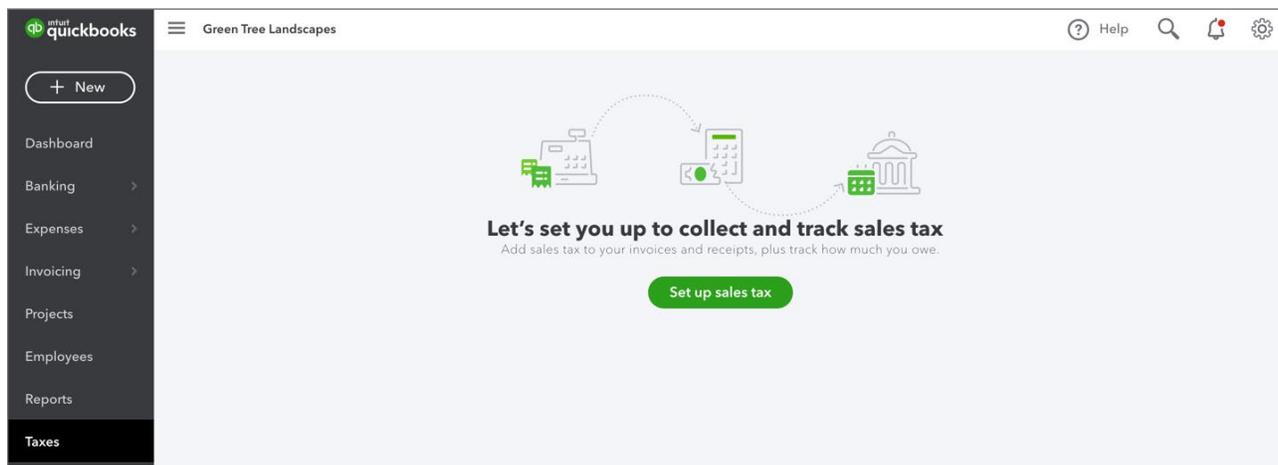
When you set up sales tax, you should have your business tax information available from the Canada Revenue Agency or your Minister of Finance.



NOTE You must register for GST/HST when your total worldwide taxable supplies of goods and services is more than \$30,000 in a calendar quarter, or in four continuous calendar quarters. At less than this amount, registration is optional.

To setup sales tax:

1. Click **Taxes** in the navigation bar.
2. Click **Set up Sales tax**.



3. Choose your Province or Territory and then click **Save**.

The screenshot shows a dialog box titled 'Set up sales tax' with a close button (X) in the top right corner. The text inside reads: 'To get started, tell us where your business is based:'. Below this, there is a label 'Province or territory' followed by a dropdown menu. The dropdown menu is currently open, showing the options 'AB, NT, NU, YT'. At the bottom of the dialog box, there is a green button labeled 'Save'.

4. Choose the month in the **Start of the current tax period** field. This tells QuickBooks what tax period you're in. This information will be provided to you by the Canada Revenue Agency, when you register your company for sales tax.
5. Choose your **Filing Frequency**. You can choose Monthly, Quarterly, Half-Yearly, or Yearly. This information will also be provided to you by the Canada Revenue Agency.
6. Select your **Reporting Method**.

7. Enter the company **GST/HST Number**.

Set up sales tax

Tell us how you currently handle this tax and we'll do the rest.

Agency
Canada Revenue Agency

Start of tax period
January

Filing frequency
Quarterly

Reporting method
 Accrual
 Cash

GST/HST number

Next

8. Click **Next**.

9. Click **Got it** to complete the basic setup.

You're now ready to start tracking sales taxes on sales and expense transactions.



NOTE If you're located in a province with GST, PST or QST, you'll be required to add provincial information in addition to the federal tax setup. See sample below.

Set up sales tax

Tell us how you currently handle this tax and we'll do the rest.

Agency
Manitoba Finance

Start of tax period
January

Filing frequency
Quarterly

Reporting method
 Accrual
 Cash

Manitoba RST number

Previous Next

Progress indicator:
 GST/HST (Completed)
 2 PST (MB) (Current)

To learn how to setup sales tax watch this video: <https://youtu.be/YSHX05i9bUE>