QuickBooks Online Student Guide

Chapter 2

Getting Around QuickBooks Online

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Now that you've finished your company setup in QuickBooks Online, you're ready to get started. It's a good idea to understand where the tasks, transactions and functions are located in QuickBooks Online, and how to get around the software.

Lesson Objectives

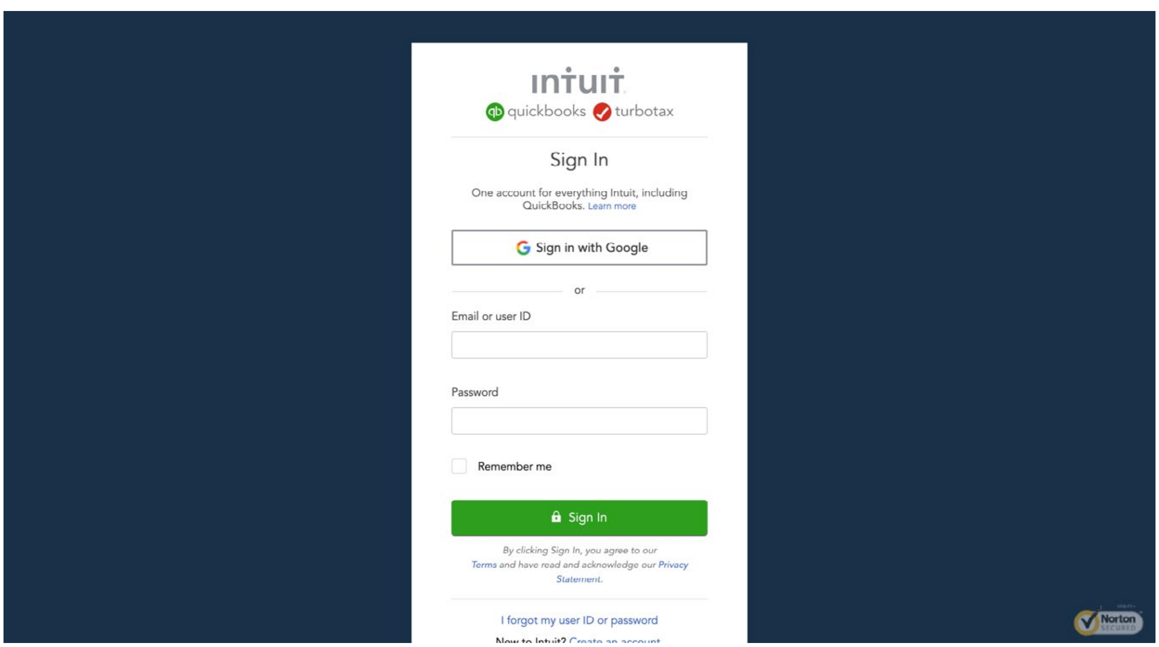
After completing this chapter, you should be able to:

- Sign into QuickBooks Online
- Understand the information displayed on the Dashboard
- How to find what you're looking for
- How to create new transactions
- What buttons and fields do on transactions

Sign In

You learned in the introduction to this training guide, that its recommended to open QuickBooks Online in a Google Chrome browser. Open a Google Chrome browser.

Once you've created your QuickBooks account, completed the setup, and signed out, you can sign back in at any time by navigating to ca.qbo.intuit.com and entering your **Email or user ID** and **Password**. QuickBooks will open to the Dashboard.

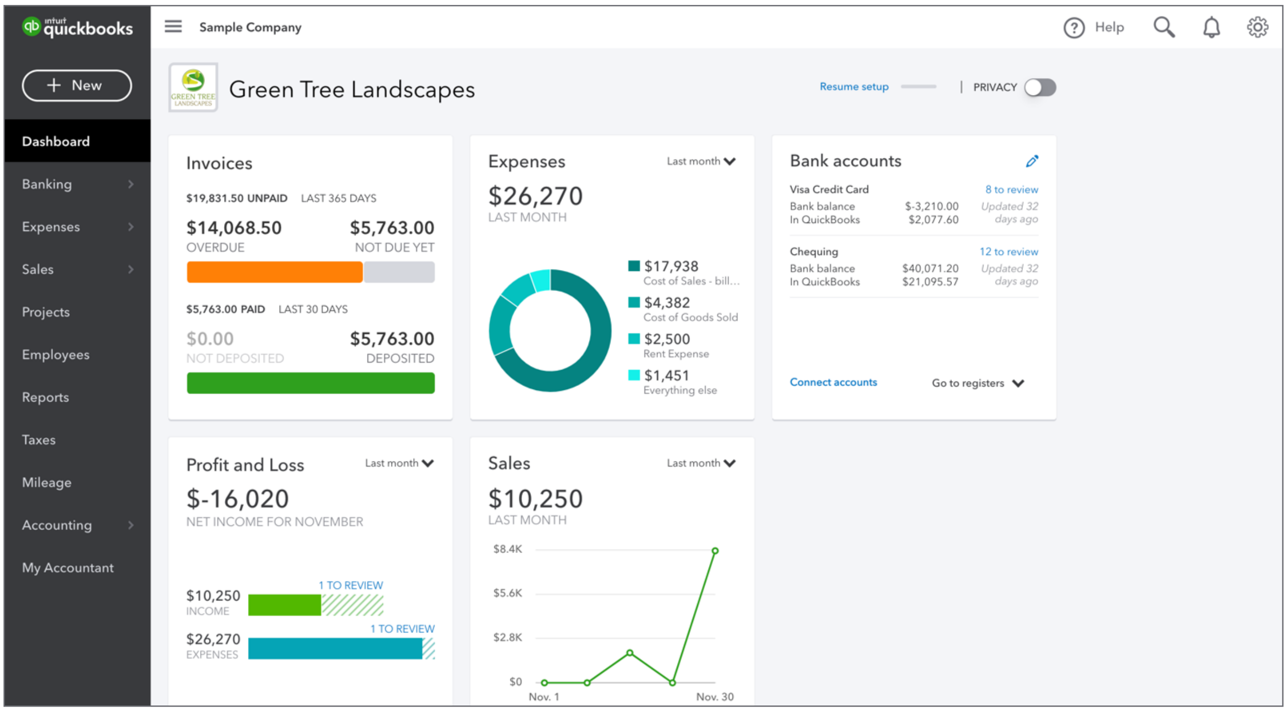


NOTE Click **Remember me** to make signing in easier. QuickBooks will remember your Email or user ID and Password the next time.

If you forget your sign-in information, click **I forgot my user ID or password** to retrieve the information.

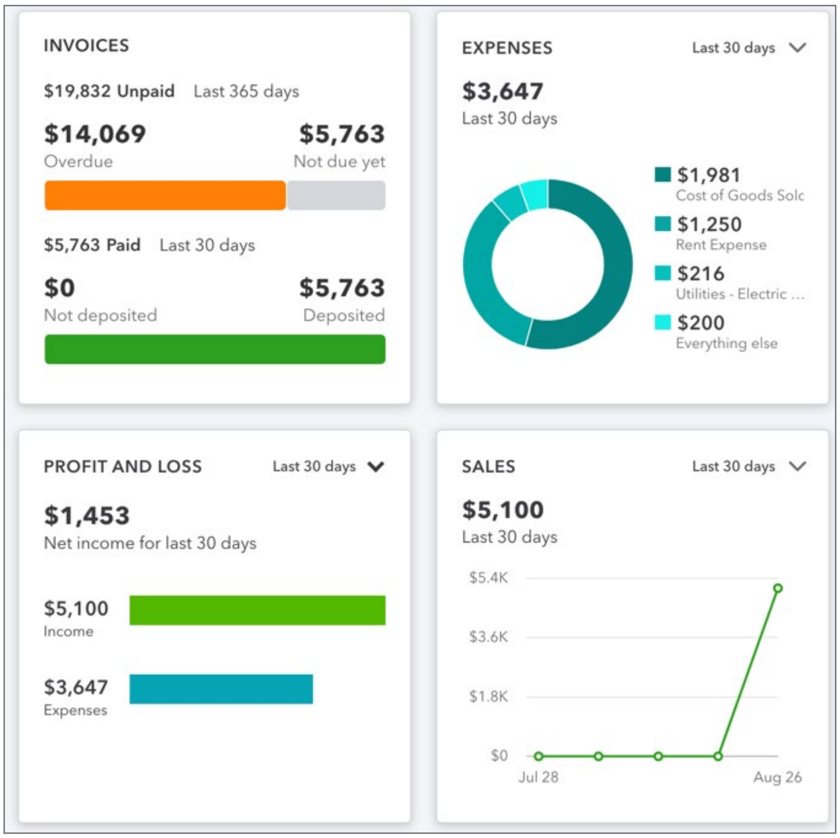
Dashboard

The Dashboard is always the first window that displays when you sign into your QuickBooks Online company and it contains a wealth of information about your business at all times. From your Dashboard, you can see the balances of your bank and credit card accounts, your recent income and expenses, a variety of reminders and even a simplified Profit & Loss statement.



Dashboard

The company dashboard displays income, expenses and a simplified Profit & Loss statement over selected periods of time. In the Income section you can see your open invoices, which are invoices that customers haven't paid yet, as well as the total sales that have been paid over the past thirty days. In the Expenses section of the dashboard, QuickBooks Online displays your expense totals by account, and you can also set the range of dates used to calculate that information. QuickBooks Online displays your Profit & Loss statement, which compares income and expenses to calculate the net income of your business. You can also edit the date range on the Profit & Loss section as you can with the Expenses section.

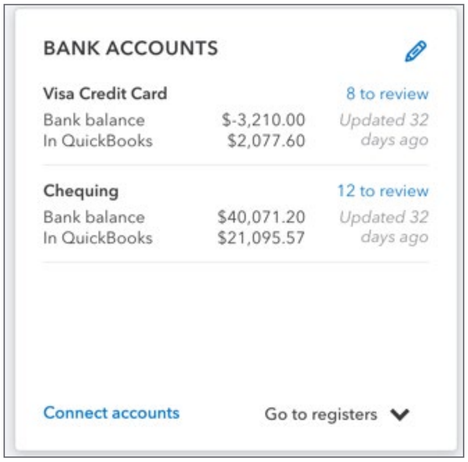


Bank Accounts

In the Bank Accounts section of the Dashboard, QuickBooks displays each of the bank or credit card accounts that are connected to QuickBooks. In addition to the account name QuickBooks lists the **Bank Balance** and the **QuickBooks Balance**.

The QuickBooks balance includes all transactions entered into QuickBooks in the account. This could be future dated transactions. The bank balance includes actual transactions that have been downloaded from the bank.

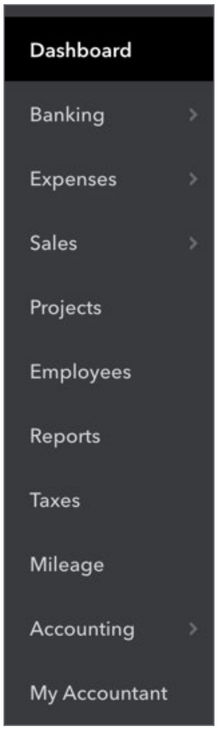
These two balances may not be the same because there may be more or less transactions recorded in QuickBooks compared to the bank account.



Privacy

At the top of the Dashboard, QBO displays a toggle that switches the Dashboard between normal mode and privacy mode. By default, the Dashboard is in normal mode, and while in normal mode the Dashboard displays bank and credit card balances along with expense and income amounts on various charts. When privacy mode is toggled on, these sensitive financial figures are no longer displayed. This is helpful if you are using QBO in a public place, or in a location where customers or employees might see your Dashboard, and you don't want them to view your sensitive financial information.

Navigation Bar



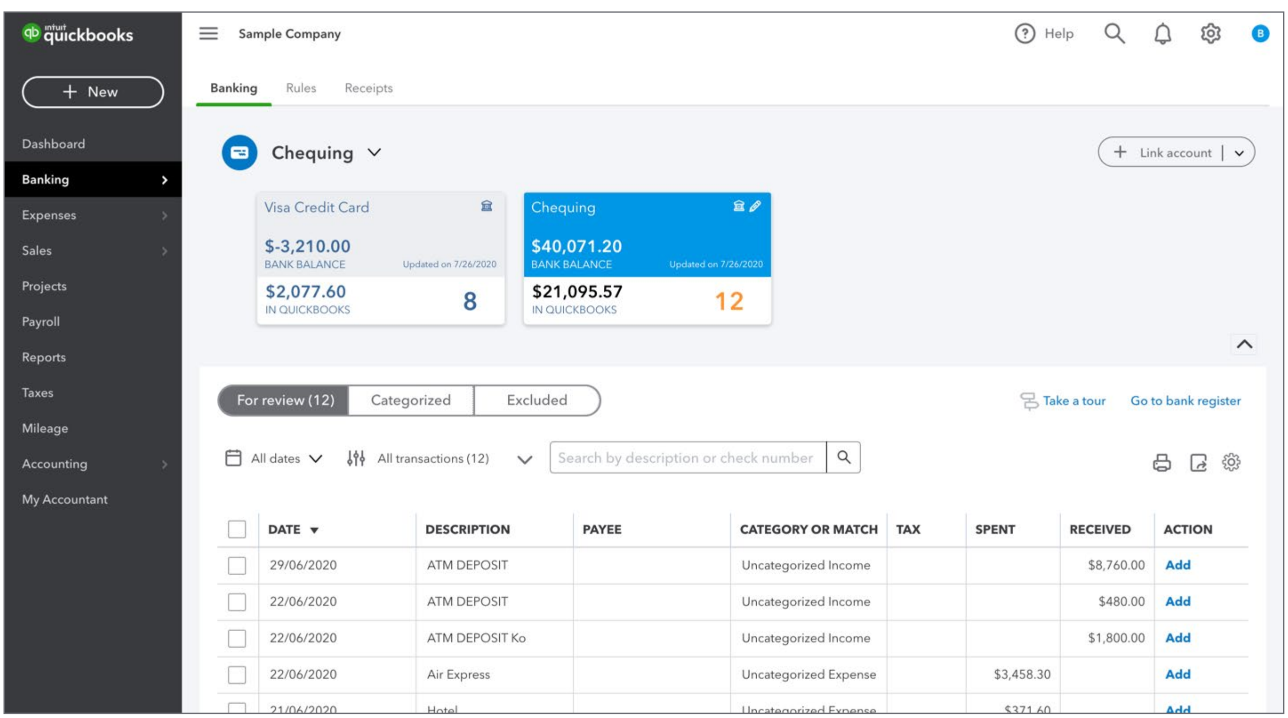
The left hand side of QuickBooks Online displays the Navigation bar. The Navigation bar contains centres related to the people that you may do business with like customers, suppliers, employees and more. It also contains valuable information about Taxes, Reports, Mileage and other key areas of your business.

Dashboard

The Dashboard link displays the key company information including a quick overview of your company. It displays information about invoices and sales, expenses and a basic profit and loss graph.

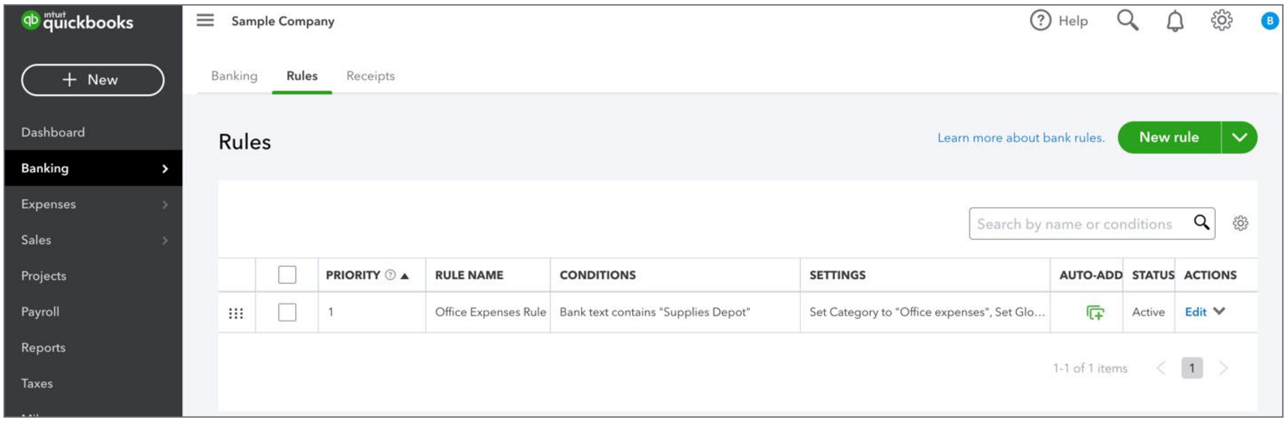
Banking

Click the **Banking** link to display the banking information for your company. QuickBooks displays the bank feed for your connected accounts. From here you can begin to work with bank accounts.



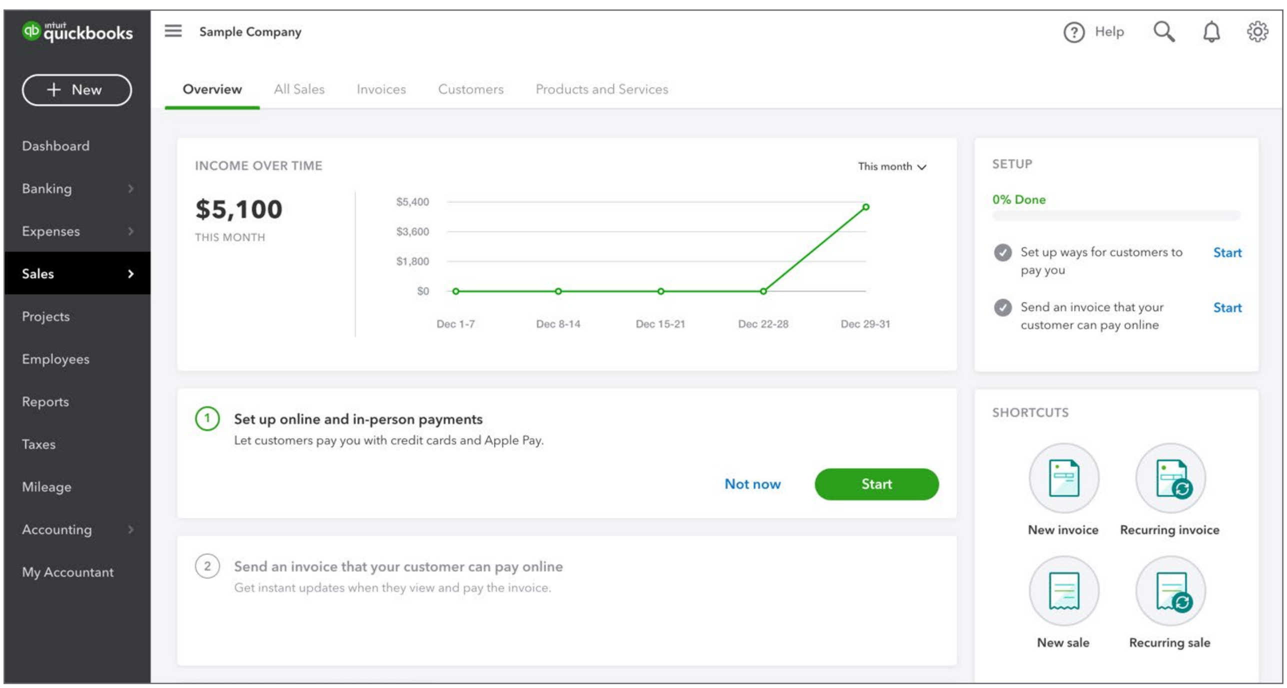
Bank Rules

Click **Bank Rules** to view the bank rules that you have setup in your company file. Bank rules can be setup to tell QuickBooks what to do with bank items that meet particular conditions. Rules help you control, customize, and automate how you use the Banking page in QuickBooks.



Sales

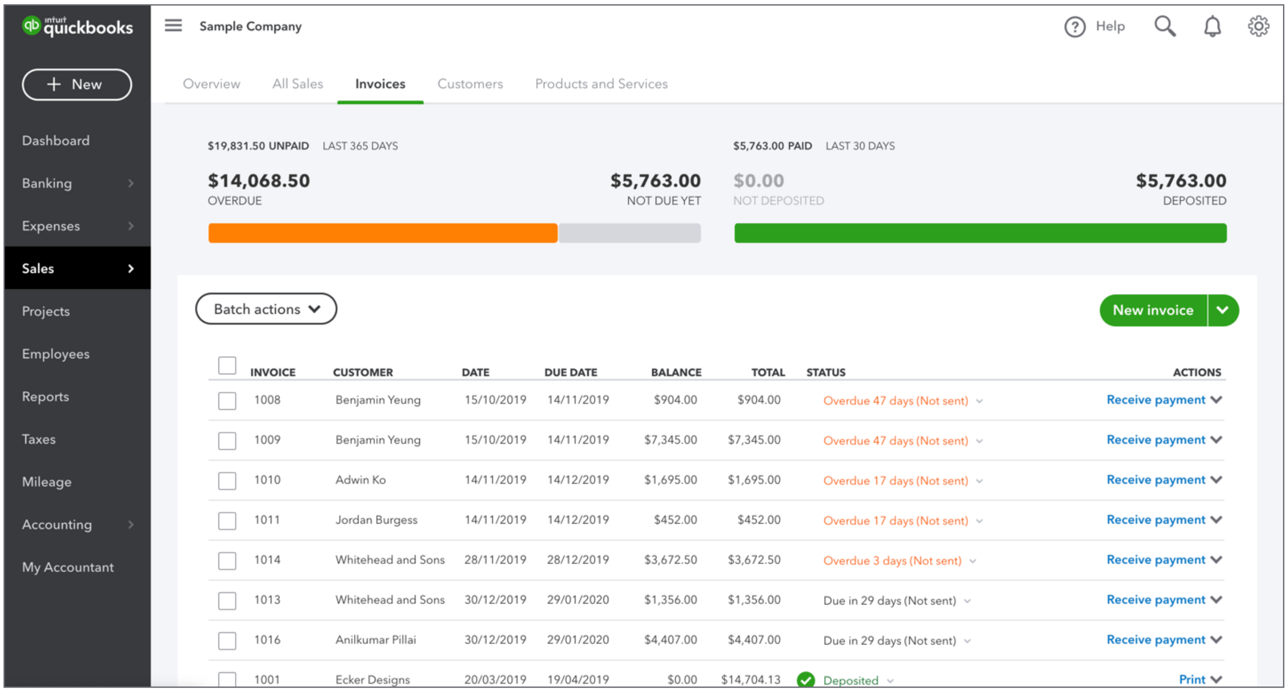
Clicking the **Sales** link changes your current view to the Sales centre. This page contains five tabs listed across the top of the page. They include **Overview**, **All Sales**, **Invoices**, **Customers**, and **Products and Services**. All Sales lists all the sales transactions made in your company listed in date order.



Invoices

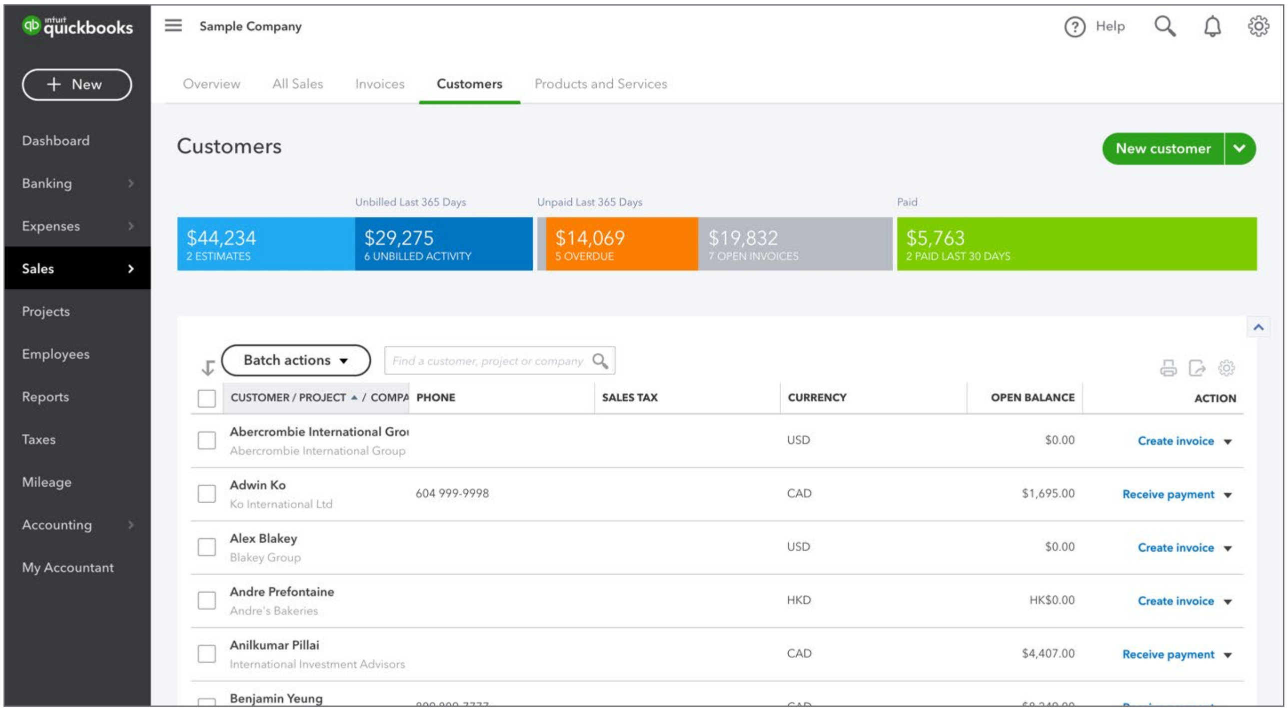
Click **Invoices** to display the Invoices Dashboard. First, this page provides a graph of **Overdue** and **Not Due Yet** invoices. To the right, QuickBooks displays a graph of funds **Not Deposited** and **Deposited** in the last 30 days.

At the bottom of the window QuickBooks provides a detailed list of sales invoices.



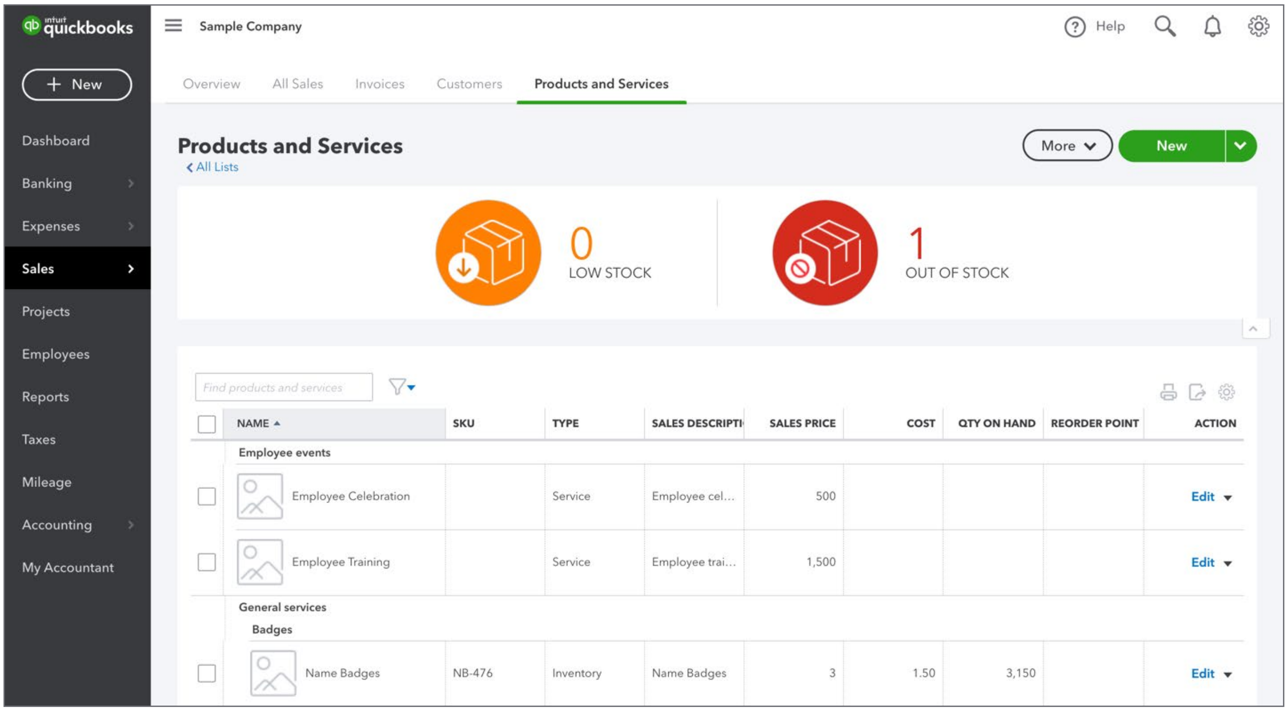
Customers

Click **Customers** to display customer information. The Customers List displays each customer's name, phone number, and accounts receivable balance. It can also be expanded to display a customer's physical address and email address.



Products and Services

Click **Products and Services** to view the products and services that you are selling in your business.

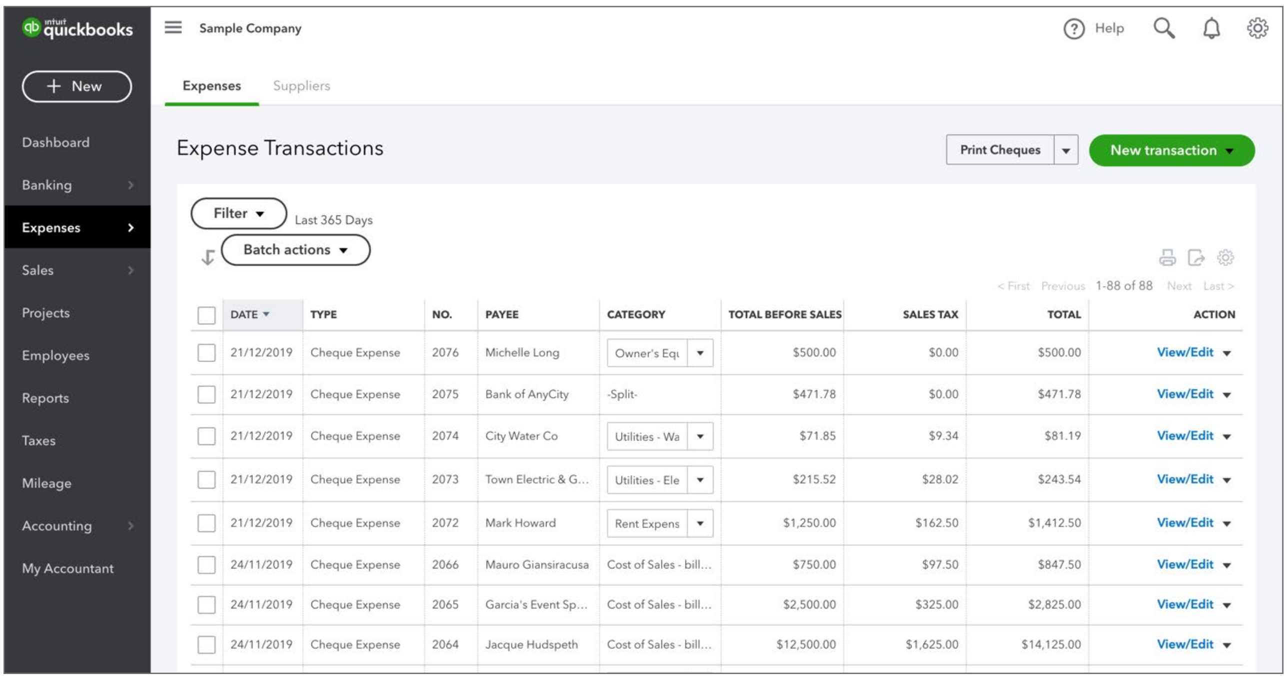


Expenses

Click the **Expenses** centre to view all your company **Expenses** and **Suppliers**. QuickBooks displays a list of all company expenses in date order. Click any expense to drill down to the details. From this page, you can create new transactions and print cheques as needed.

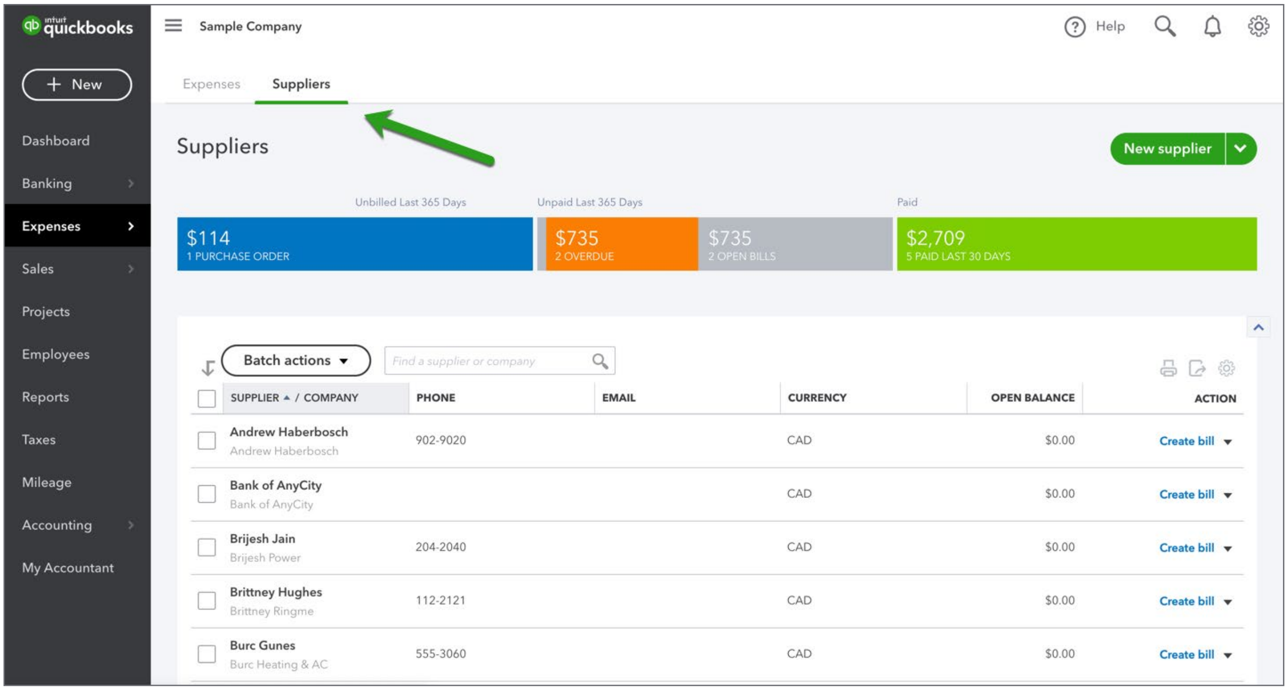
At the top left of the Expenses page is a **Filter** button, which when clicked allows for filter options, such as filtering by transaction type, transaction status, delivery method, date, payee and category.

Click the column head for each column in the expense listing to sort by the column's value. For instance, clicking the Date column header will sort the transactions by date. If you want to add or remove columns to the transaction listing you can click the Gear icon to edit the display of the list.



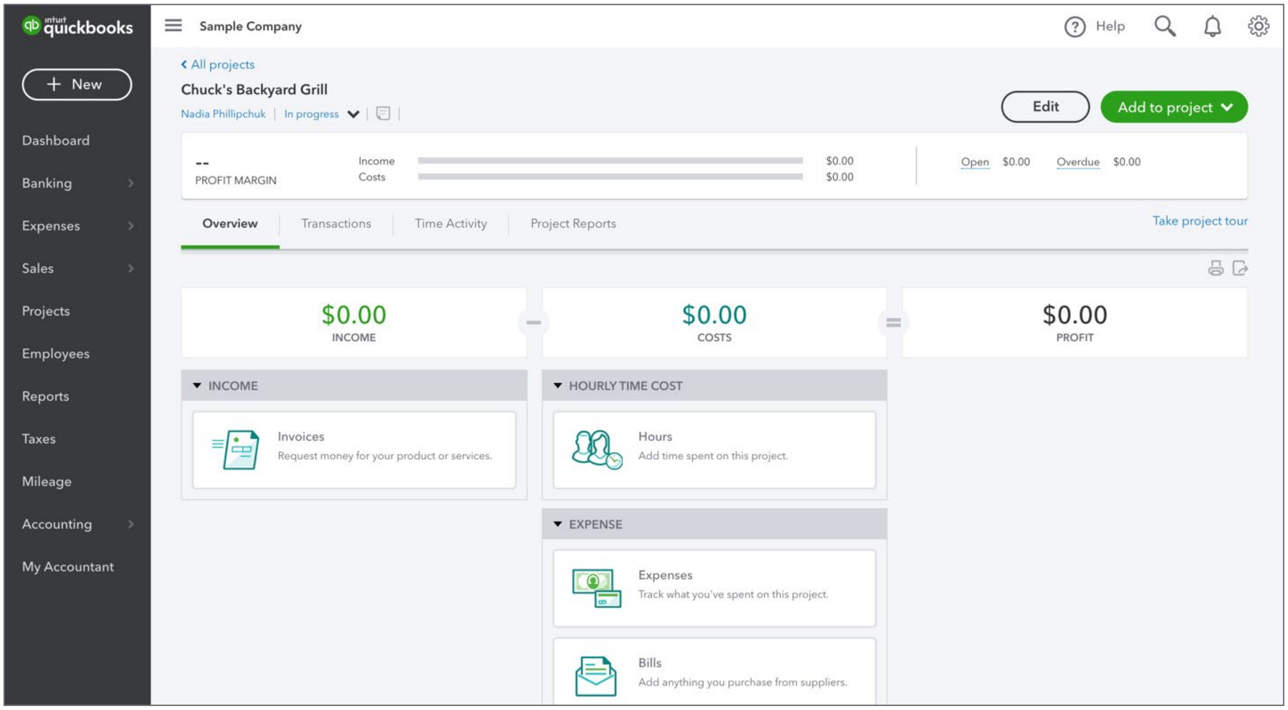
Suppliers

Click **Suppliers** to view a list of all Suppliers in your company. The Suppliers List displays each supplier's name, phone number, email address and your accounts payable balance with them. It can also be expanded to display the supplier's physical address, and you can create bills, expenses, cheques and purchase orders directly from the list.



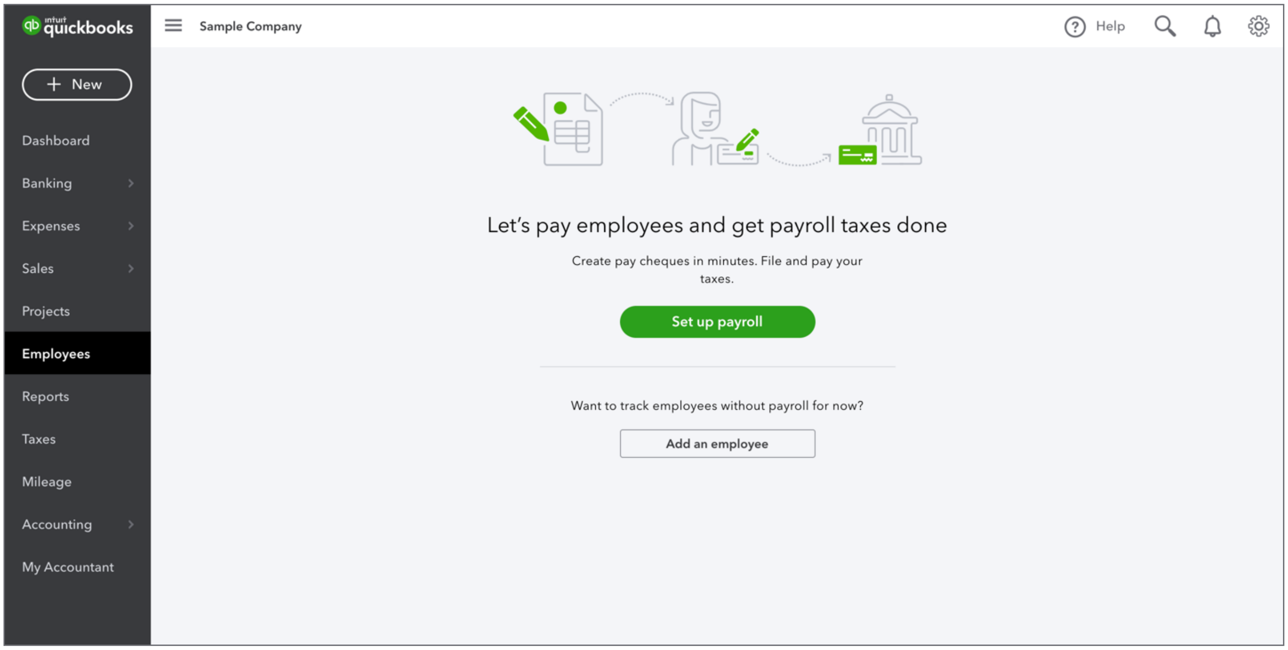
Projects

When you click **Projects**, QuickBooks displays the Projects page including all of your current projects. Projects help you organize all the pieces that make up a project, including transactions, time, and reports so you always know how your project's doing.



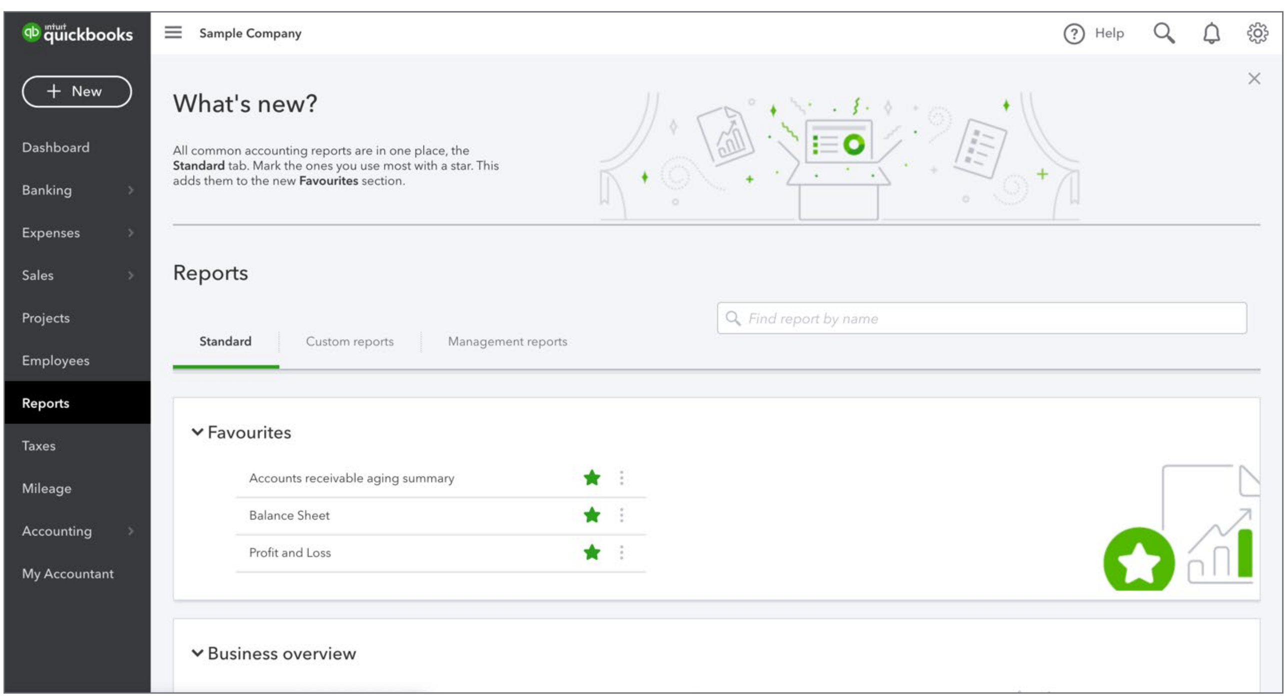
Employees

Click **Employees** to manage your company payroll. From this window, you can setup and pay employees and manage your day-to-day payroll transactions.



Reports

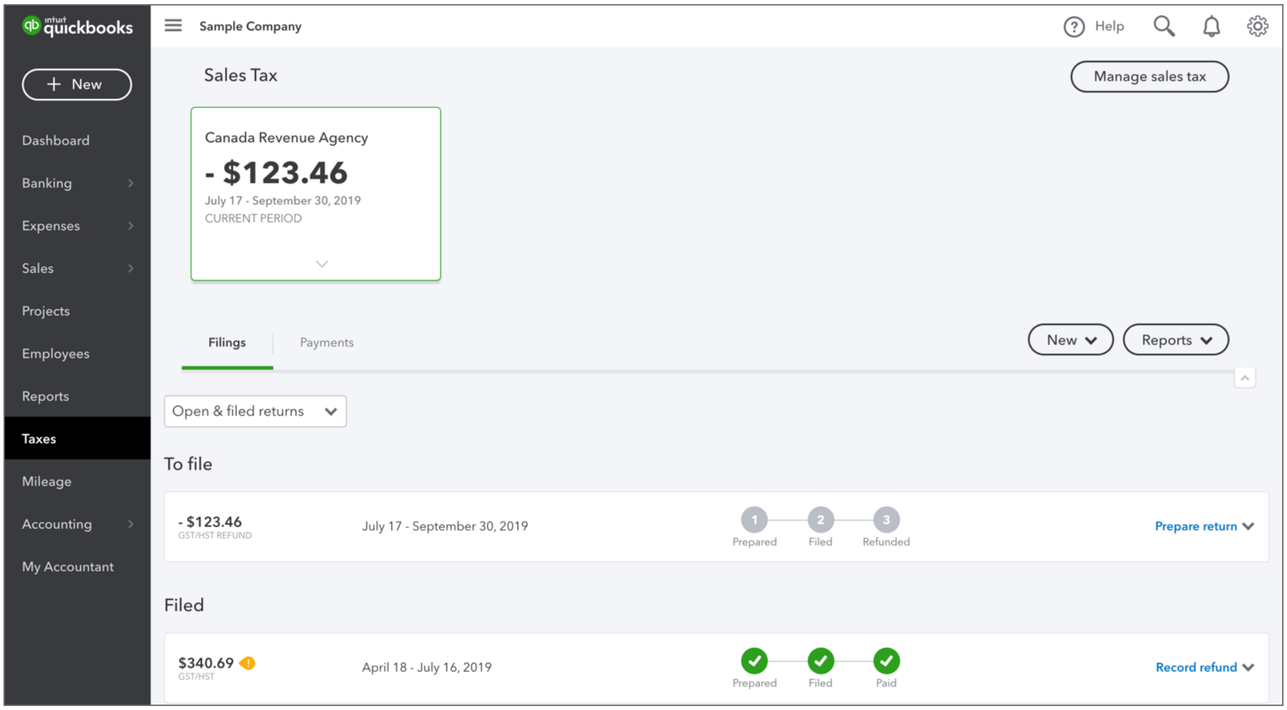
The Reports Centre includes preset reports created for you by QuickBooks. Click the **Standard** tab to review all preset reports available in QuickBooks. Click **Custom Reports** to view customized and saved reports. Click **Management Reports** to view the preset Management Reports.



Alternatively, you can also search for the report in the report search bar. Enter the Report Name to find the report in QuickBooks.

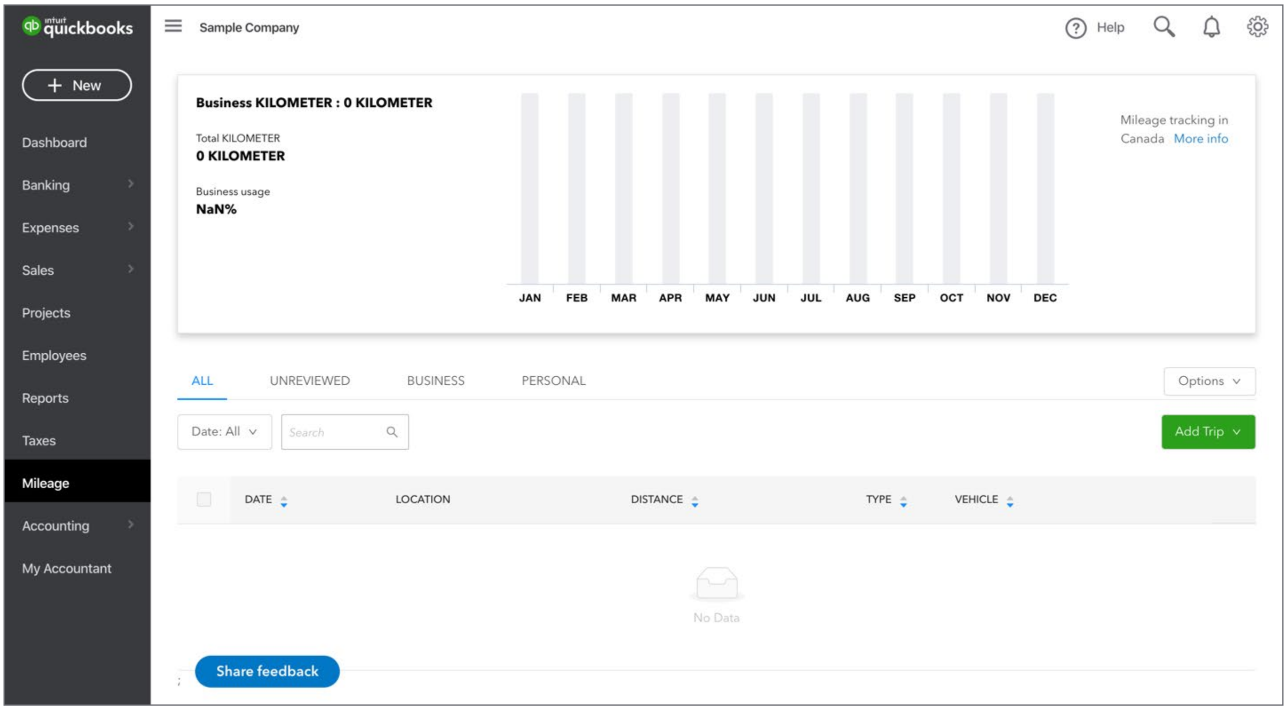
Taxes

The Taxes centre displays information about the sales taxes you're tracking in your company including HST/GST, PST and QST depending on where your business is located. You can visit the Taxes centre to view your current balances, past filings and payments.



Mileage

Your business-related mileage can be tracked using the Mileage centre. You can automatically track your mileage with our mobile app and categorize your trip as business or personal with a quick swipe. Click the **Mileage** centre in QuickBooks Online to review your mileage and the breakdowns available to you.



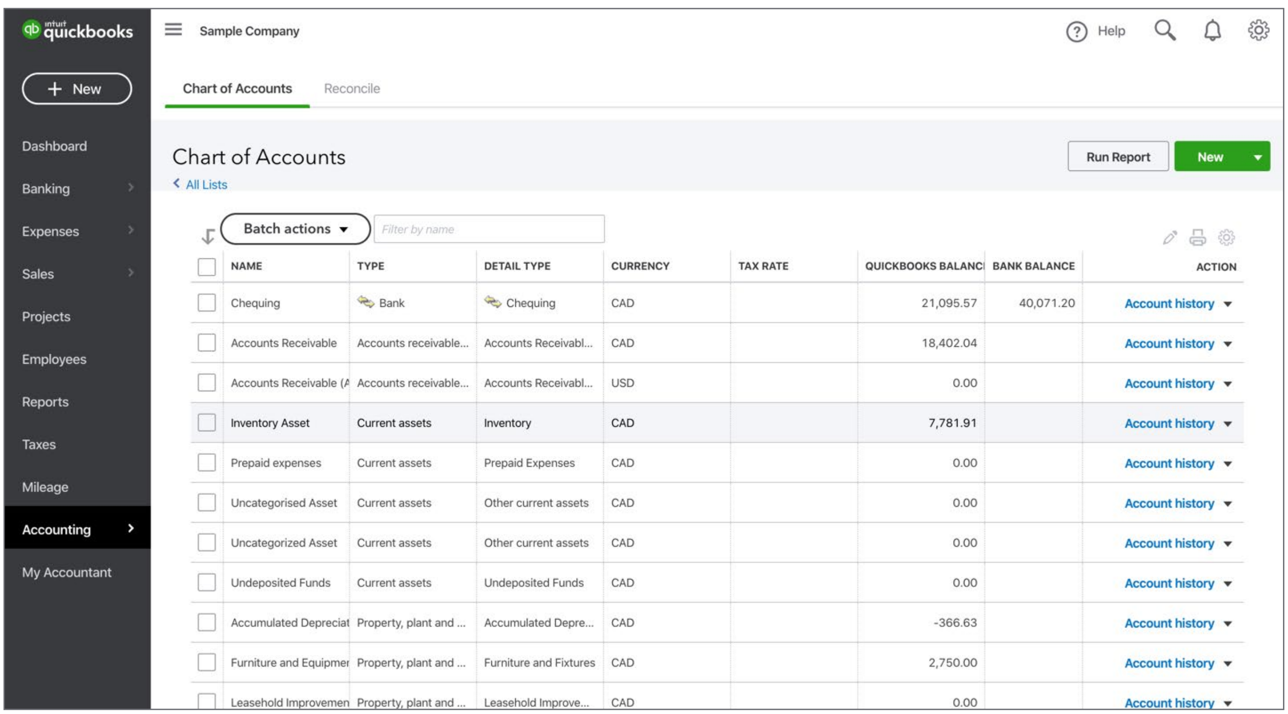
Accounting

Click **Accounting** to view your **Chart of Accounts**. By default, QuickBooks displays all of your accounts, but you can filter the list by typing the name of the account you're looking for in the **Filter by name** field.

Click the column header for each column in the account listing the accounts will be sorted by that column's value. For instance, by clicking the **Name** column header the list of accounts will be sorted by name, by clicking the **Type** column header the accounts will be sorted by Type, etc.

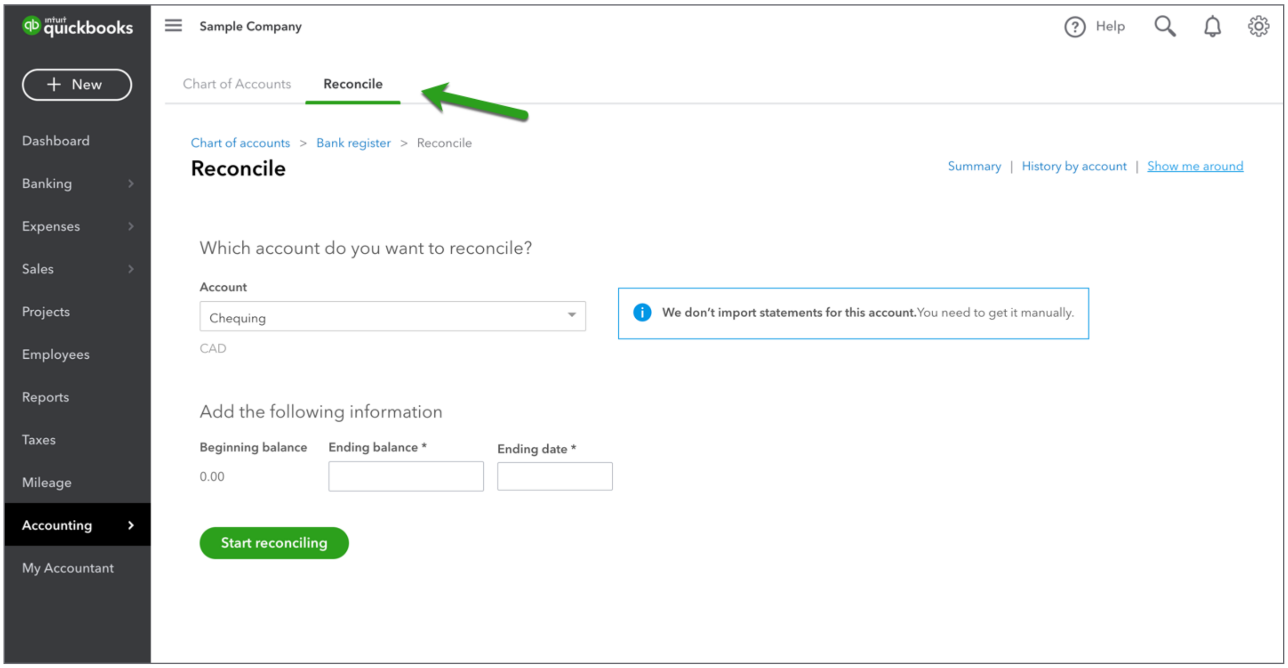
If you want to remove columns from the account listing, click the **Gear** icon on the right side of the account listing. The **Type**, **Detail Type**, **QuickBooks Balance**, and **Bank Balance** columns can all be removed. The Chart of Accounts can also be printed by using the **Print** icon, and a batch edit option is available by clicking the **Pencil** icon.

Account Histories are available for Balance Sheet type accounts by clicking the **Account History** link on that account's row. You can also click the drop-down arrow next to **Account History** to view other options, such as **Edit**, **Delete** and **Run Report**, which shows a report summarizing all transactions in the account over the past 90 days.



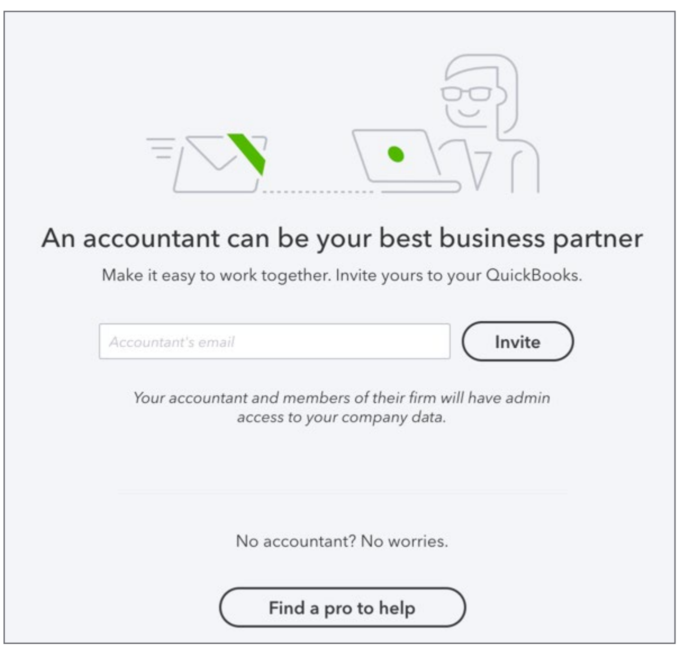
Reconcile

Click the **Reconcile** link at the top of the Accounting page to display the **Reconcile** window. From this window, you can reconcile a variety of accounts in QuickBooks.



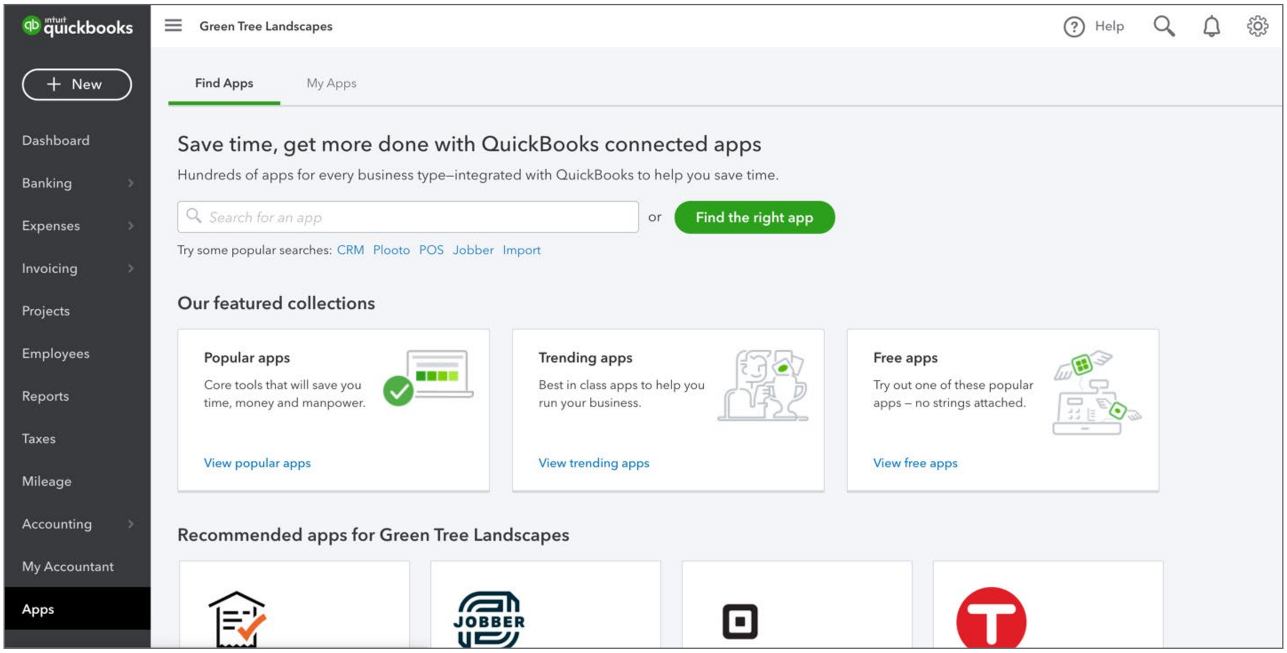
My Accountant

Click **My Accountant** to invite your accountant to be part of your accounting. Enter your accountant's email address to send them an invitation.



Apps

The **Apps** link displays the Apps Centre. Apps extend the usability of QuickBooks Online by adding software integrations to your accounting.

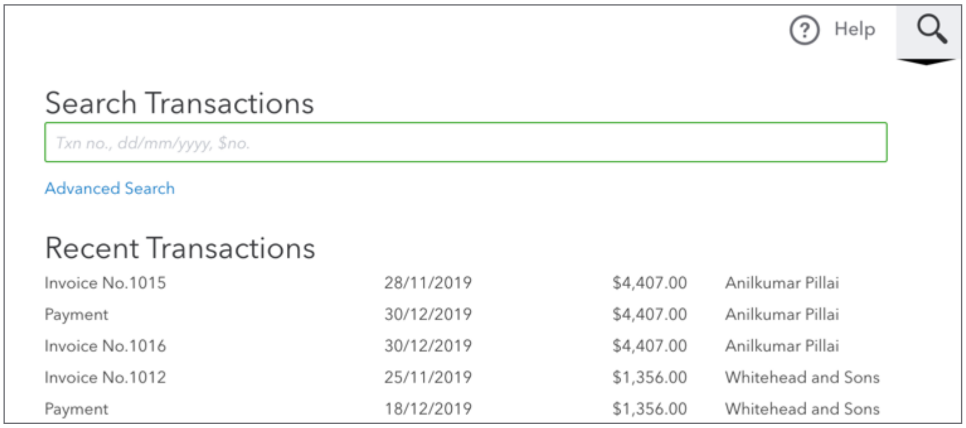


+New Menu

The **+New** button located on top of the navigation bar contains a menu of transactions available in QuickBooks. The **+New** menu gives you access to four categories of transactions including **Customers**, **Suppliers**, **Employees**, and **Other**. The +New menu will be the primary access point for creating any transaction you need to enter for your company.

Search

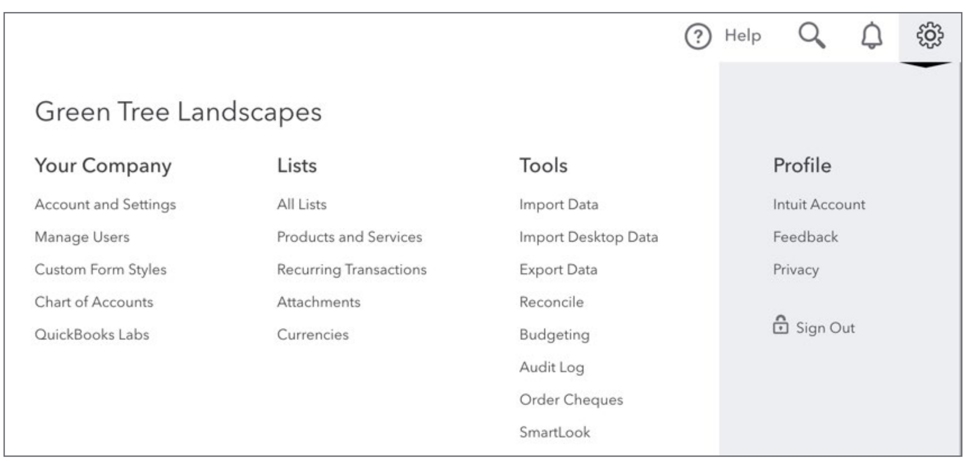
The **Search** link, which is displayed at the top of the window and resembles a magnifying glass, reveals a search field. From the search field you can enter a transaction number, date or amount to find transactions that match that data. **Advanced Search** lets you expand your search criteria.



Gear Icon

The Gear icon contains a menu that includes a variety of important tasks, tools and lists available in QuickBooks. The options available on this menu are important, however they are used less frequently than the transactions contained in the +New menu. The **Gear** menu is divided into four categories including Your **Company**, **Lists**, **Tools** and **Profile**.

Customize QuickBooks around your business under the **Your Company** menu including editing your settings, adding users, and customizing forms. Use the **Lists** menu to manage your lists in your company. The Tools menu lets you manage advanced features like importing data, reconciling accounts and managing budgets. The **Profile** menu lets you manage your QuickBooks account.



To learn how to navigate QuickBooks Online watch this video: https://youtu.be/rokN1jrKvrg

Transaction Window

Most transactions in QuickBooks are displayed in a consistent format that is similar to paper transaction forms that are used in many day-to-day business transactions. After completing and saving a transaction form QuickBooks records an accounting entry behind the scenes. For example, when you record an invoice for a customer, QuickBooks usually debits that accounts receivable and credits the sales account and sales tax payable.

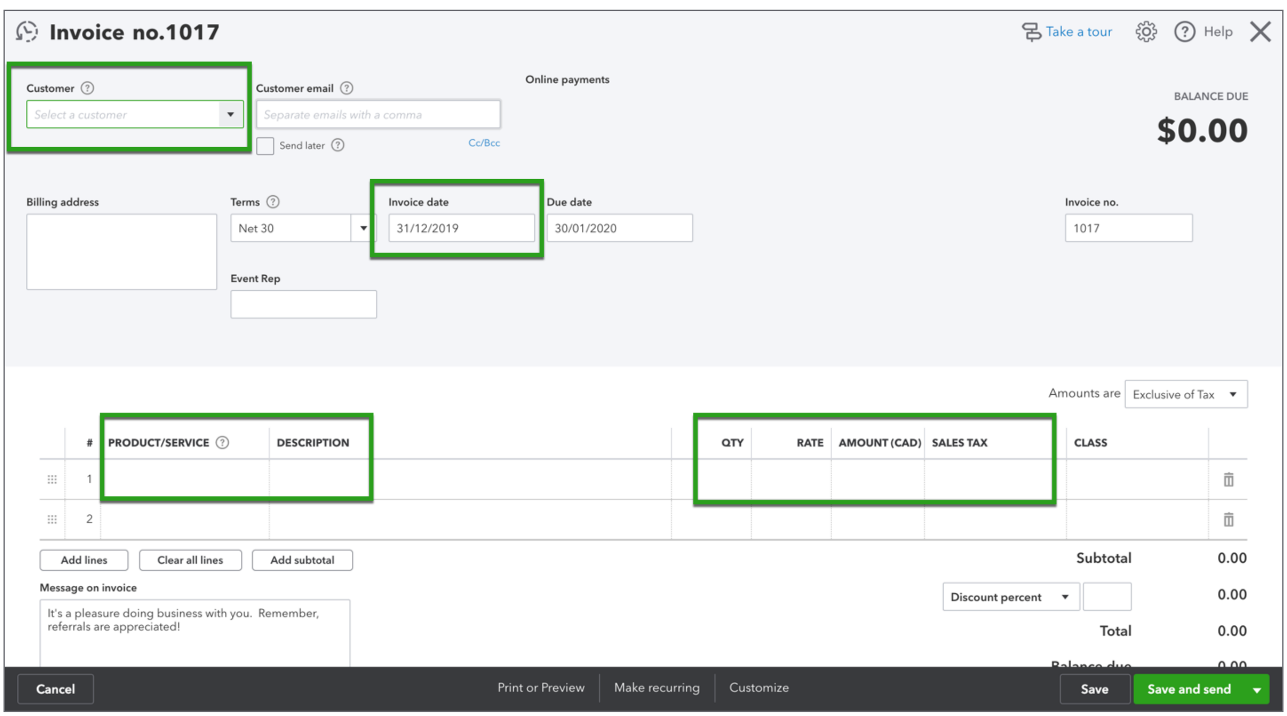
To complete a form QuickBooks asks for several key pieces of information that should be familiar to you. They include

Who—This is the person or business that is making the transaction. This could be a customer on an invoice or a supplier on a bill. This field is always in the top-left corner of the QuickBooks transaction.

When—This is the date of the transaction. This field is always located in the Header portion of the transaction.

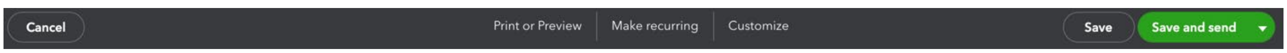
What—This includes what is being sold on an invoice or what expenses or purchases are being incurred on an expense or purchase transaction. This will include products and services on an invoice or the expense category on a bill or expense transactions.

How Much—This includes the quantity being sold or purchased on a sales transaction and also includes the Rate being charged for the items. This results in the Amount on the transaction before applying sales tax.

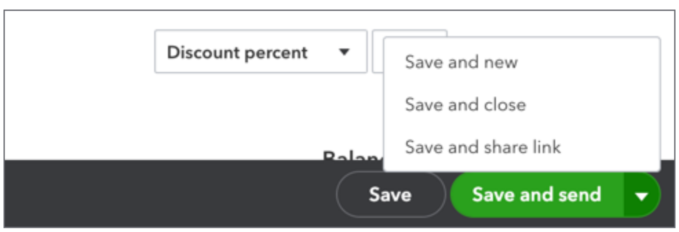


In the footer of transactions, QuickBooks displays several options to allow you to take further action:

- **Cancel**: This button clears the transaction and returns you to the window you were viewing before opening the transaction.
- **Clear**: This button clears the transaction, but keeps the transaction on the window so you can fill it out again.
- **Print or Preview**: Clicking **Print** lets you print the transaction later, or preview before printing.
- **Make Recurring**: This option allows you to set up a recurring schedule for the transaction to be entered.
- **More**: The More button gives you further options, such as deleting or voiding the transaction. Note: This only displays after the transaction is saved.
- **Save**: This button saves the transaction and keeps the transaction on the window so you can continue working on it.
- **Save and Close**: By saving and closing you save the transaction and return to the screen you were viewing before creating the transaction.



- **Save and New**: This option allows you to save the transaction and immediately start entering a new transaction of the same type.
- **Save and Print**: Some transactions can be saved and printed, which allows you to save the transaction and immediately print them.
- **Save and Send**: Some transactions can be saved and sent, which allows you to save the transaction and immediately email them.



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