



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

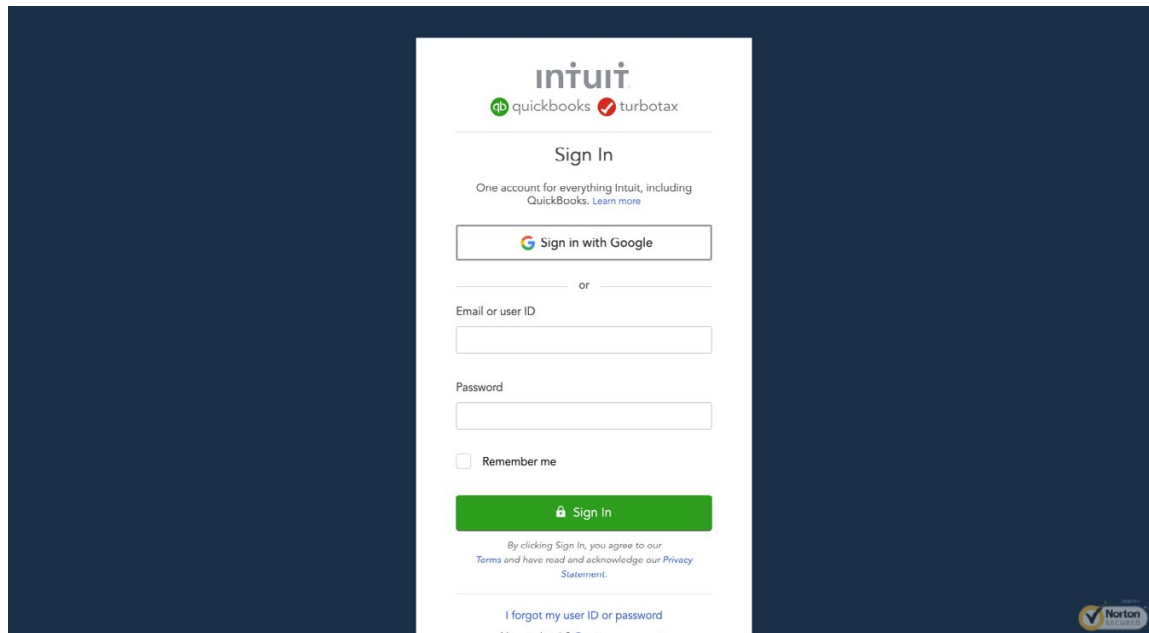
After completing this chapter, you should be able to:

- 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](https://ca.qbo.intuit.com) and entering your **Email or user ID** and **Password**. QuickBooks will open to the Dashboard.



The screenshot shows the Intuit sign-in page. At the top, the Intuit logo is displayed, along with icons for QuickBooks and TurboTax. Below the logo, the text "Sign In" is centered. Underneath, it says "One account for everything Intuit, including QuickBooks. [Learn more](#)". There is a "Sign in with Google" button. Below that, the word "or" is centered. Then, there are two input fields: "Email or user ID" and "Password". Below the password field is a "Remember me" checkbox. A large green "Sign In" button is at the bottom of the form. Below the button, there is a small disclaimer: "By clicking Sign In, you agree to our Terms and have read and acknowledge our Privacy Statement." At the very bottom, there are two links: "I forgot my user ID or password" and "New to Intuit? Create an account". A Norton logo is visible in the bottom right corner.

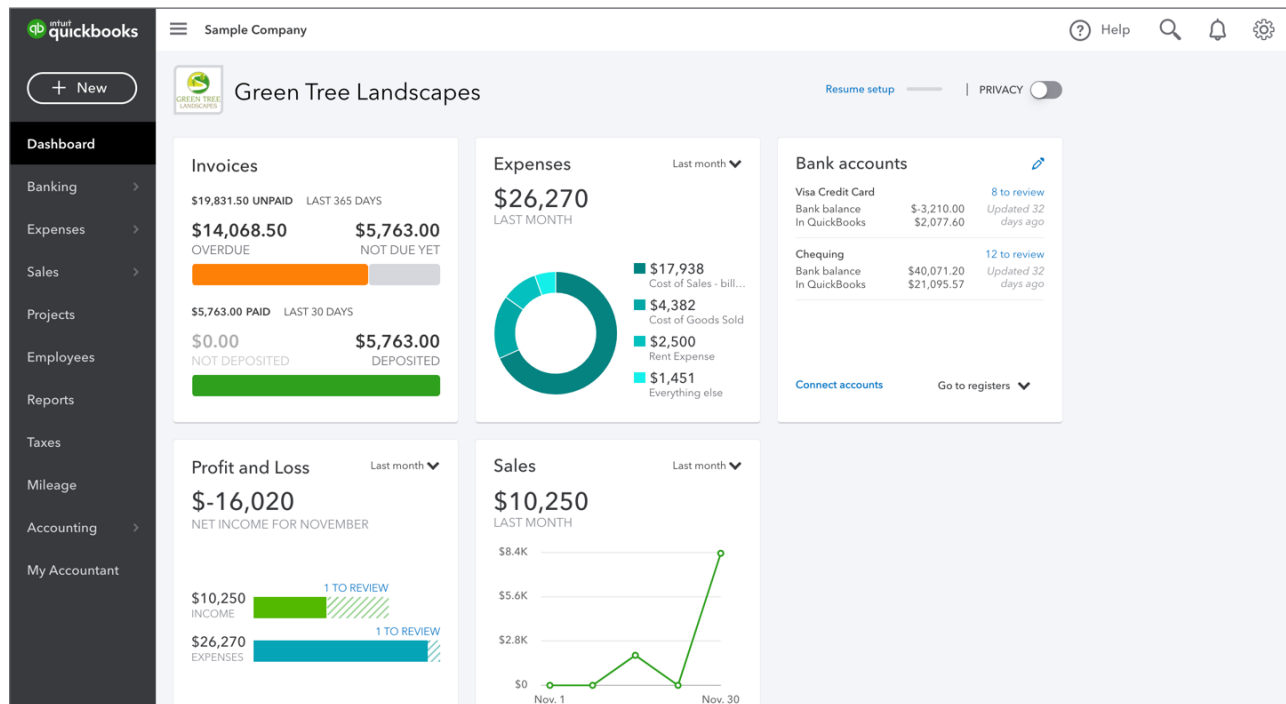


**NOTE** Click **Remember me** to make signing in easier. QuickBooks will remember your Email or user ID and Password the next time.

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

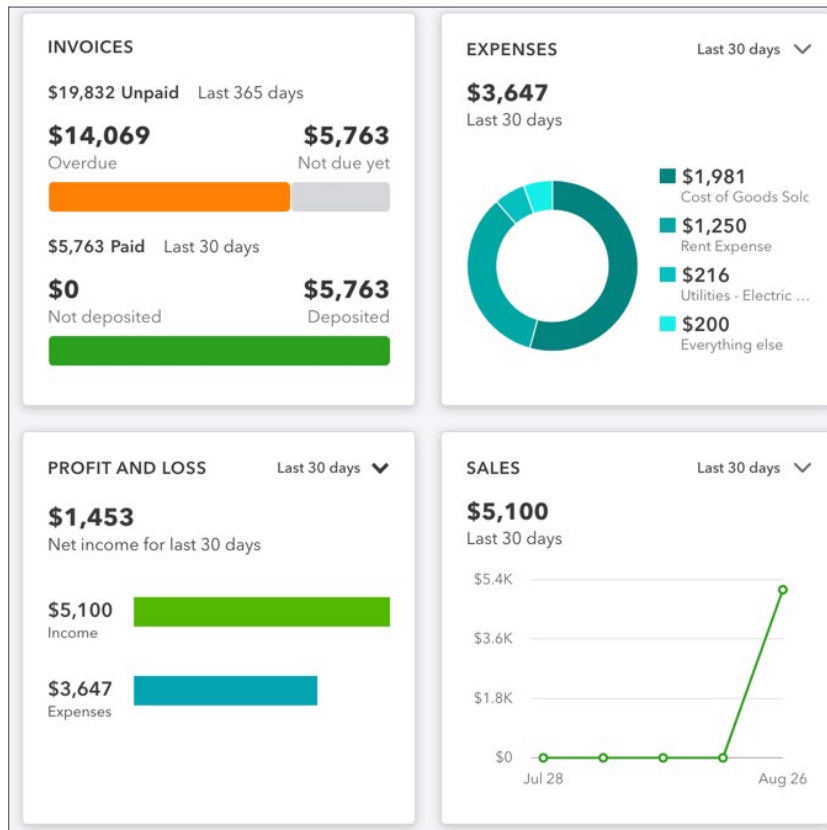
## Dashboard

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.

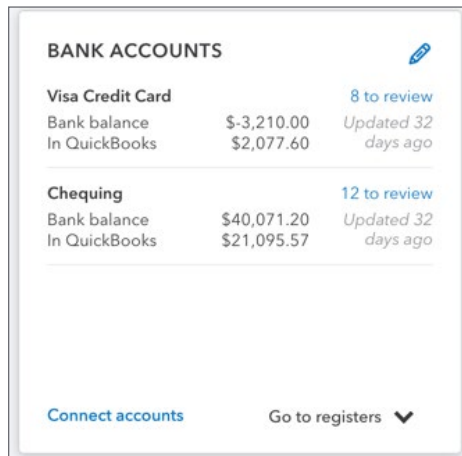


## Bank Accounts

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.



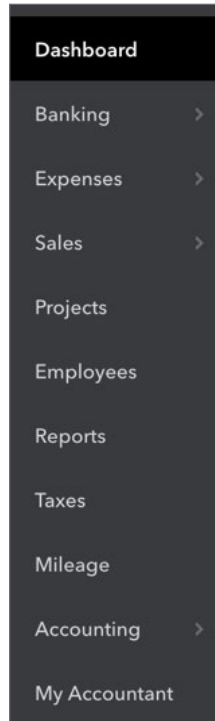
BANK ACCOUNTS		
<b>Visa Credit Card</b> <span style="float: right;">8 to review</span>		
Bank balance	\$-3,210.00	Updated 32 days ago
In QuickBooks	\$2,077.60	
<b>Chequing</b> <span style="float: right;">12 to review</span>		
Bank balance	\$40,071.20	Updated 32 days ago
In QuickBooks	\$21,095.57	

[Connect accounts](#) Go to registers ▼

## 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.

The screenshot shows the QuickBooks Online Banking interface for 'Sample Company'. The left sidebar is visible with the 'Banking' menu item highlighted. The main content area shows the 'Chequing' account selected. Two summary cards are displayed: 'Visa Credit Card' with a balance of \$-3,210.00 and 'Chequing' with a balance of \$40,071.20. Below these are two cards showing 'IN QUICKBOOKS' balances: \$2,077.60 (8 transactions) and \$21,095.57 (12 transactions). A table of transactions is shown below, with columns for DATE, DESCRIPTION, PAYEE, CATEGORY OR MATCH, TAX, SPENT, RECEIVED, and ACTION. The table contains several rows of transactions, including ATM DEPOSITS and Air Express expenses.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	TAX	SPENT	RECEIVED	ACTION
29/06/2020	ATM DEPOSIT		Uncategorized Income			\$8,760.00	Add
22/06/2020	ATM DEPOSIT		Uncategorized Income			\$480.00	Add
22/06/2020	ATM DEPOSIT Ko		Uncategorized Income			\$1,800.00	Add
22/06/2020	Air Express		Uncategorized Expense		\$3,458.30		Add
21/06/2020	Hotel		Uncategorized Expense		\$371.60		Add

## 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.

The screenshot shows the QuickBooks interface for the 'Sample Company' account. The left sidebar contains navigation options: Dashboard, Banking, Expenses, Sales, Projects, Payroll, Reports, and Taxes. The main content area is titled 'Rules' and includes a search bar with the text 'Search by name or conditions'. Below the search bar is a table with the following columns: **PRIORITY**, **RULE NAME**, **CONDITIONS**, **SETTINGS**, **AUTO-ADD**, **STATUS**, and **ACTIONS**. The table contains one rule:

	PRIORITY	RULE NAME	CONDITIONS	SETTINGS	AUTO-ADD	STATUS	ACTIONS
<input type="checkbox"/>	1	Office Expenses Rule	Bank text contains "Supplies Depot"	Set Category to "Office expenses", Set Glo...		Active	Edit

At the bottom right of the table, it indicates '1-1 of 1 items' with navigation arrows.

## 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.

The screenshot shows the QuickBooks interface for the 'Sample Company' account, specifically the Sales Overview page. The left sidebar contains navigation options: Dashboard, Banking, Expenses, Sales, Projects, Employees, Reports, Taxes, Mileage, Accounting, and My Accountant. The main content area is titled 'Overview' and includes a line graph for 'INCOME OVER TIME' showing a total of \$5,100 for this month. The graph shows income over time for the month of December, with a significant increase in the final week.

Below the graph, there are two setup tasks:

- 1 Set up online and in-person payments**: Let customers pay you with credit cards and Apple Pay. [Not now](#) [Start](#)
- 2 Send an invoice that your customer can pay online**: Get instant updates when they view and pay the invoice. [Start](#)

On the right side, there is a 'SETUP' section with a progress bar showing '0% Done' and two tasks: 'Set up ways for customers to pay you' and 'Send an invoice that your customer can pay online', both with 'Start' buttons. Below that is a 'SHORTCUTS' section with four icons: 'New invoice', 'Recurring invoice', 'New sale', and 'Recurring sale'.



## 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.

The screenshot displays the QuickBooks Invoices Dashboard for 'Sample Company'. The interface includes a sidebar with navigation options like Dashboard, Banking, Expenses, Sales, Projects, Employees, Reports, Taxes, Mileage, Accounting, and My Accountant. The main content area shows summary statistics and a list of invoices.

**Summary Statistics:**

- UNPAID:** \$19,831.50 (LAST 365 DAYS)
- PAID:** \$5,763.00 (LAST 30 DAYS)
- OVERDUE:** \$14,068.50
- NOT DUE YET:** \$5,763.00
- NOT DEPOSITED:** \$0.00
- DEPOSITED:** \$5,763.00

**Batch actions:** [Dropdown menu]

**New invoice:** [Button]

<input type="checkbox"/>	INVOICE	CUSTOMER	DATE	DUE DATE	BALANCE	TOTAL	STATUS	ACTIONS
<input type="checkbox"/>	1008	Benjamin Yeung	15/10/2019	14/11/2019	\$904.00	\$904.00	Overdue 47 days (Not sent)	Receive payment
<input type="checkbox"/>	1009	Benjamin Yeung	15/10/2019	14/11/2019	\$7,345.00	\$7,345.00	Overdue 47 days (Not sent)	Receive payment
<input type="checkbox"/>	1010	Adwin Ko	14/11/2019	14/12/2019	\$1,695.00	\$1,695.00	Overdue 17 days (Not sent)	Receive payment
<input type="checkbox"/>	1011	Jordan Burgess	14/11/2019	14/12/2019	\$452.00	\$452.00	Overdue 17 days (Not sent)	Receive payment
<input type="checkbox"/>	1014	Whitehead and Sons	28/11/2019	28/12/2019	\$3,672.50	\$3,672.50	Overdue 3 days (Not sent)	Receive payment
<input type="checkbox"/>	1013	Whitehead and Sons	30/12/2019	29/01/2020	\$1,356.00	\$1,356.00	Due in 29 days (Not sent)	Receive payment
<input type="checkbox"/>	1016	Anilkumar Pillai	30/12/2019	29/01/2020	\$4,407.00	\$4,407.00	Due in 29 days (Not sent)	Receive payment
<input type="checkbox"/>	1001	Ecker Designs	20/03/2019	19/04/2019	\$0.00	\$14,704.13	Deposited	Print

### 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.

**Customers**

Unbilled Last 365 Days: \$44,234 (2 ESTIMATES)  
 Unpaid Last 365 Days: \$29,275 (6 UNBILLED ACTIVITY)  
 Overdue: \$14,069 (3 OVERDUE)  
 Open Invoices: \$19,832 (7 OPEN INVOICES)  
 Paid: \$5,763 (2 PAID LAST 30 DAYS)

CUSTOMER / PROJECT / COMPA	PHONE	SALES TAX	CURRENCY	OPEN BALANCE	ACTION
Abercrombie International Gro Abercrombie International Group			USD	\$0.00	Create invoice
Adwin Ko Ko International Ltd	604 999-9998		CAD	\$1,695.00	Receive payment
Alex Blakey Blakey Group			USD	\$0.00	Create invoice
Andre Prefontaine Andre's Bakeries			HKD	HK\$0.00	Create invoice
Anilkumar Pillai International Investment Advisors			CAD	\$4,407.00	Receive payment
Benjamin Yeung			CAD	\$0.00	

### Products and Services

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

**Products and Services**

0 LOW STOCK | 1 OUT OF STOCK

NAME	SKU	TYPE	SALES DESCRIPTI	SALES PRICE	COST	QTY ON HAND	REORDER POINT	ACTION
<b>Employee events</b>								
Employee Celebration		Service	Employee cel...	500				Edit
Employee Training		Service	Employee trai...	1,500				Edit
<b>General services</b>								
<b>Badges</b>								
Name Badges	NB-476	Inventory	Name Badges	3	1.50	3,150		Edit

## 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.

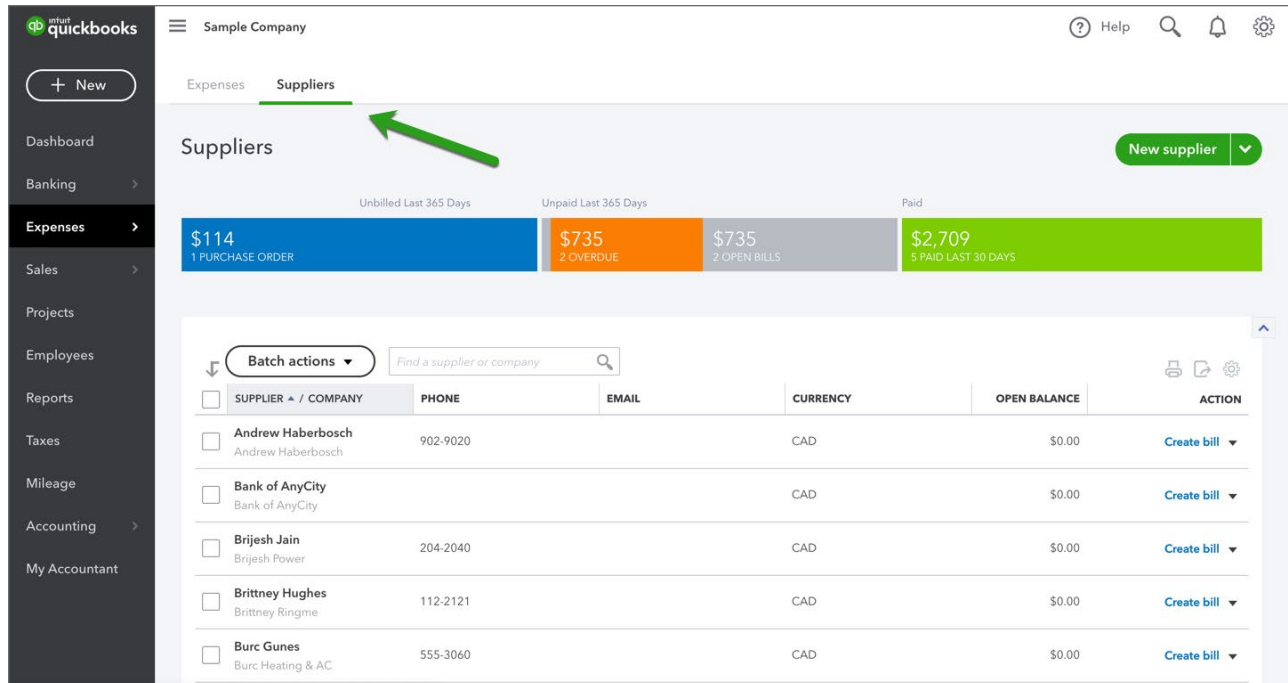
Click the column head for each column in the expense listing to sort by the column's value. For instance, clicking the Date column header will sort the transactions by date. If you want to add or remove columns to the transaction listing you can click the Gear icon to edit the display of the list.

The screenshot shows the QuickBooks Online interface for the 'Sample Company' user. The 'Expenses' tab is selected, displaying a list of 'Expense Transactions'. The interface includes a sidebar with navigation options like Dashboard, Banking, Expenses, Sales, Projects, Employees, Reports, Taxes, Mileage, Accounting, and My Accountant. The main content area features a 'Filter' dropdown set to 'Last 365 Days', a 'Batch actions' dropdown, and a 'Print Cheques' button. A table of transactions is shown with columns for DATE, TYPE, NO., PAYEE, CATEGORY, TOTAL BEFORE SALES, SALES TAX, TOTAL, and ACTION. The table contains 8 rows of data, each with a 'View/Edit' link in the ACTION column.

DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL BEFORE SALES	SALES TAX	TOTAL	ACTION
21/12/2019	Cheque Expense	2076	Michelle Long	Owner's Eq...	\$500.00	\$0.00	\$500.00	View/Edit
21/12/2019	Cheque Expense	2075	Bank of AnyCity	-Split-	\$471.78	\$0.00	\$471.78	View/Edit
21/12/2019	Cheque Expense	2074	City Water Co	Utilities - Wa...	\$71.85	\$9.34	\$81.19	View/Edit
21/12/2019	Cheque Expense	2073	Town Electric & G...	Utilities - Ele...	\$215.52	\$28.02	\$243.54	View/Edit
21/12/2019	Cheque Expense	2072	Mark Howard	Rent Expens...	\$1,250.00	\$162.50	\$1,412.50	View/Edit
24/11/2019	Cheque Expense	2066	Mauro Giansiracusa	Cost of Sales - bill...	\$750.00	\$97.50	\$847.50	View/Edit
24/11/2019	Cheque Expense	2065	Garcia's Event Sp...	Cost of Sales - bill...	\$2,500.00	\$325.00	\$2,825.00	View/Edit
24/11/2019	Cheque Expense	2064	Jacque Hudspeth	Cost of Sales - bill...	\$12,500.00	\$1,625.00	\$14,125.00	View/Edit

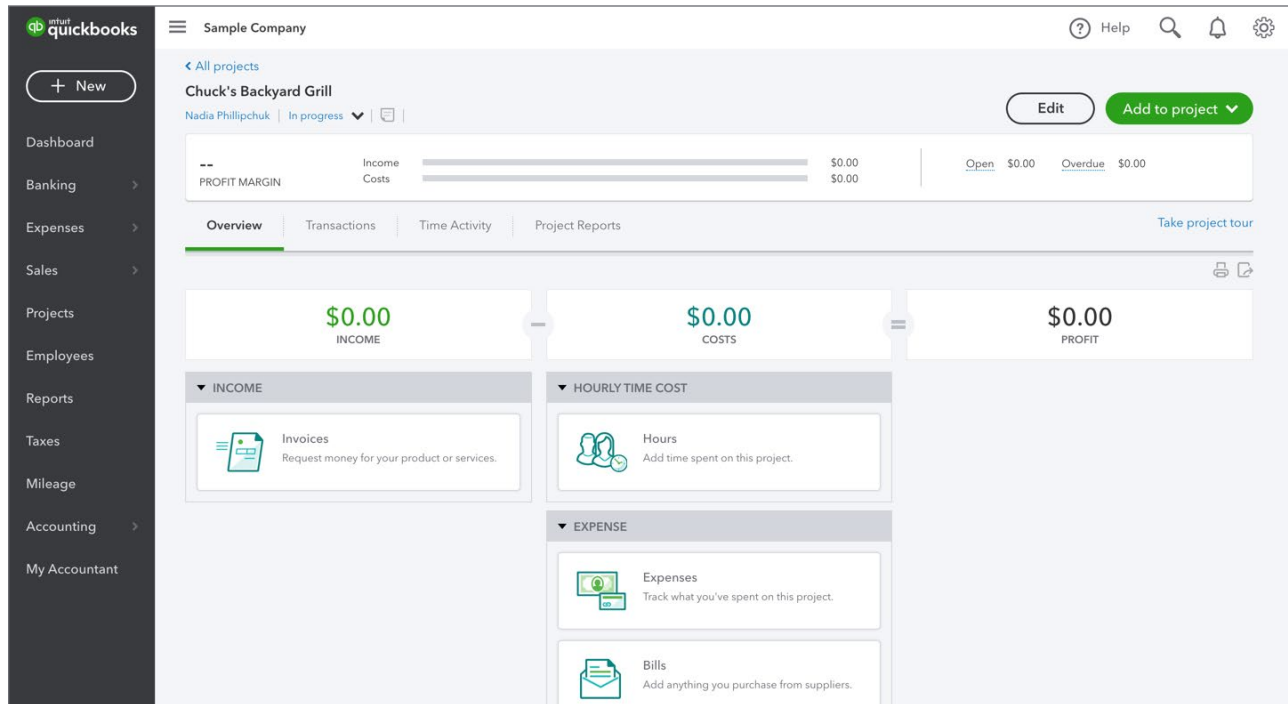
## Suppliers

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.



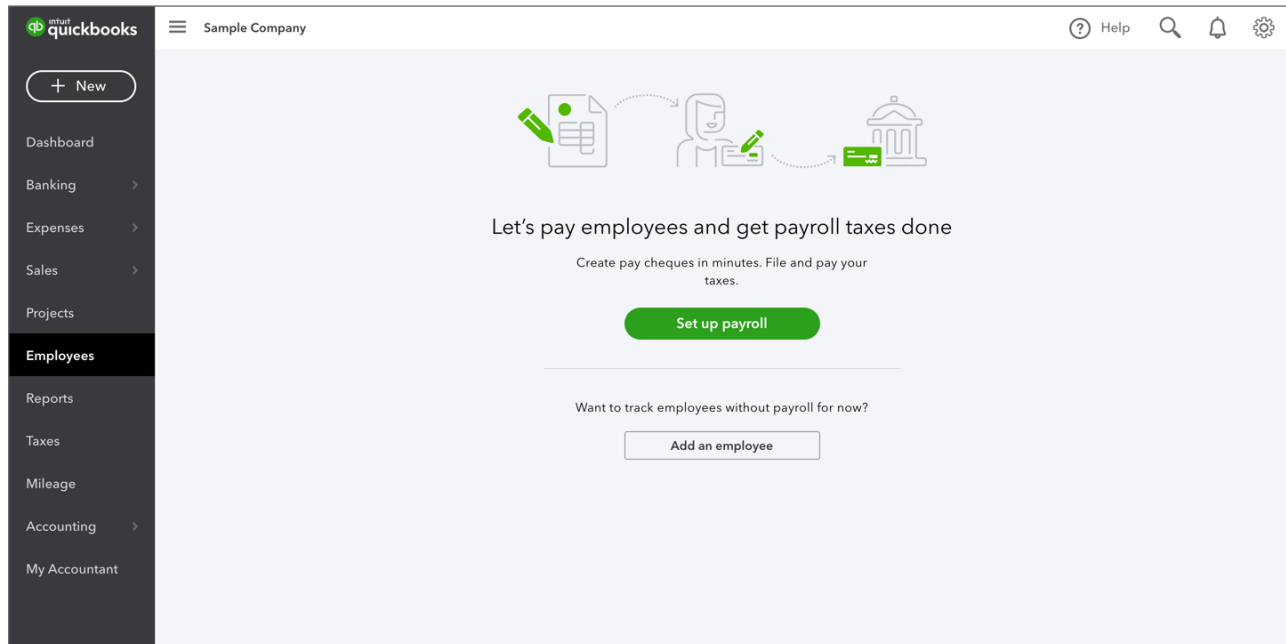
## Projects

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.



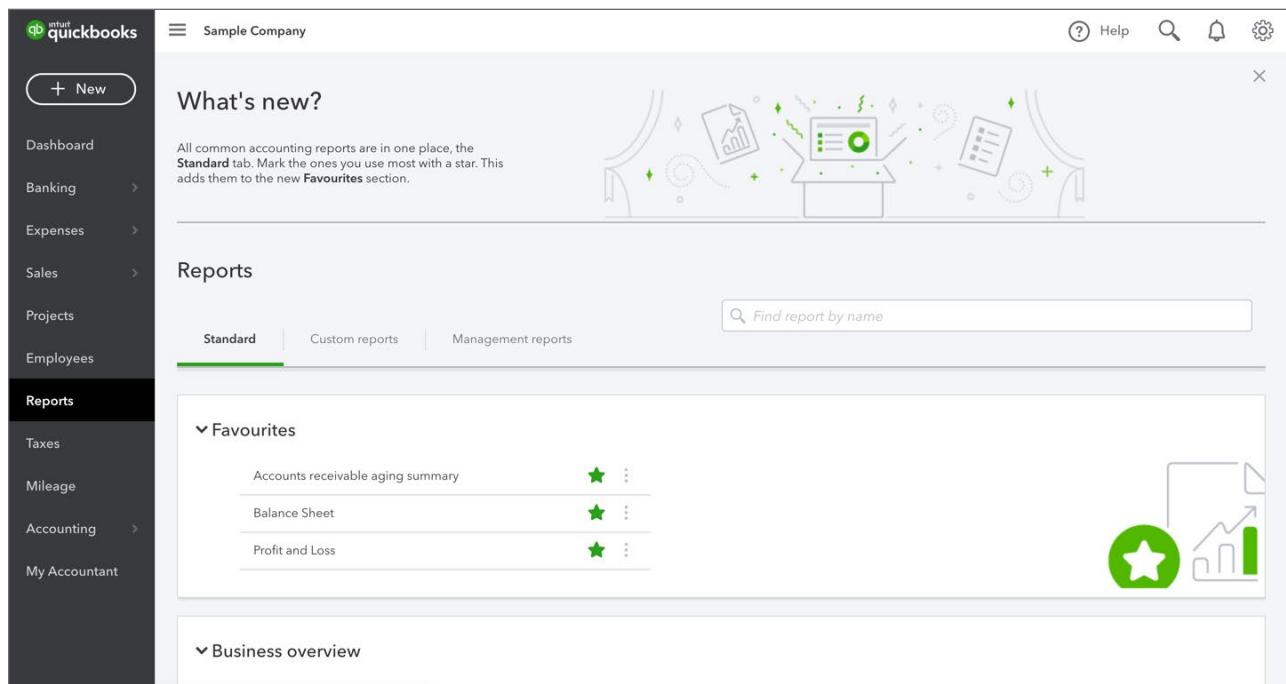
## Employees

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

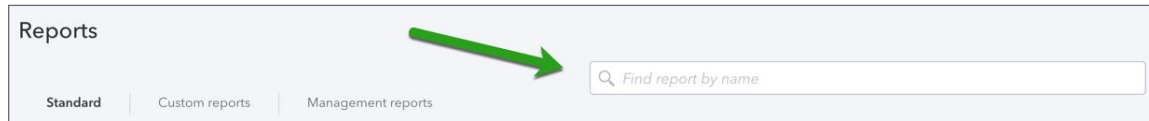


## Reports

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.

A screenshot of the QuickBooks Taxes centre interface. The top left shows the QuickBooks logo and a navigation menu with items like Dashboard, Banking, Expenses, Sales, Projects, Employees, Reports, Taxes (highlighted), Mileage, Accounting, and My Accountant. The main header area includes "Sample Company", "Sales Tax", and a "Manage sales tax" button. A large card displays "Canada Revenue Agency" with a balance of "- \$123.46" for the period "July 17 - September 30, 2019". Below this are tabs for "Filings" and "Payments", and a dropdown menu for "Open &amp; filed returns". The "To file" section shows a row for "- \$123.46" with a progress bar for "Prepared", "Filed", and "Refunded" steps, and a "Prepare return" button. The "Filed" section shows a row for "\$340.69" with a progress bar for "Prepared", "Filed", and "Paid" steps, and a "Record refund" button.

## 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.

The screenshot displays the QuickBooks Online Mileage center for a company named "Sample Company". The interface includes a sidebar with navigation options such as Dashboard, Banking, Expenses, Sales, Projects, Employees, Reports, Taxes, Mileage (highlighted), Accounting, and My Accountant. The main content area shows a summary of mileage tracking for the current year, with a bar chart for each month from JAN to DEC. The summary indicates a total of 0 KILOMETER and 0 KILOMETER of business usage, with a business usage percentage of NaN%. Below the summary, there are tabs for ALL, UNREVIEWED, BUSINESS, and PERSONAL, along with a search bar and an "Add Trip" button. A table header is visible with columns for DATE, LOCATION, DISTANCE, TYPE, and VEHICLE. The table currently displays "No Data". A "Share feedback" button is located at the bottom of the page.

**Business KILOMETER : 0 KILOMETER**

Total KILOMETER  
**0 KILOMETER**

Business usage  
**NaN%**

Mileage tracking in Canada [More info](#)

ALL UNREVIEWED BUSINESS PERSONAL Options

Date: All Search Add Trip

DATE	LOCATION	DISTANCE	TYPE	VEHICLE
No Data				

Share feedback

## 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.

<input type="checkbox"/>	NAME	TYPE	DETAIL TYPE	CURRENCY	TAX RATE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
<input type="checkbox"/>	Chequing	Bank	Chequing	CAD		21,095.57	40,071.20	Account history
<input type="checkbox"/>	Accounts Receivable	Accounts receivable...	Accounts Receivabl...	CAD		18,402.04		Account history
<input type="checkbox"/>	Accounts Receivable (A	Accounts receivable...	Accounts Receivabl...	USD		0.00		Account history
<input type="checkbox"/>	Inventory Asset	Current assets	Inventory	CAD		7,781.91		Account history
<input type="checkbox"/>	Prepaid expenses	Current assets	Prepaid Expenses	CAD		0.00		Account history
<input type="checkbox"/>	Uncategorised Asset	Current assets	Other current assets	CAD		0.00		Account history
<input type="checkbox"/>	Uncategorized Asset	Current assets	Other current assets	CAD		0.00		Account history
<input type="checkbox"/>	Undeposited Funds	Current assets	Undeposited Funds	CAD		0.00		Account history
<input type="checkbox"/>	Accumulated Depreciat	Property, plant and ...	Accumulated Depre...	CAD		-366.63		Account history
<input type="checkbox"/>	Furniture and Equipmer	Property, plant and ...	Furniture and Fixtures	CAD		2,750.00		Account history
<input type="checkbox"/>	Leasehold Improvemen	Property, plant and ...	Leasehold Improve...	CAD		0.00		Account history



## 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.

The screenshot shows the QuickBooks Online interface for the 'Sample Company'. The left sidebar contains navigation options: Dashboard, Banking, Expenses, Sales, Projects, Employees, Reports, Taxes, Mileage, Accounting (highlighted), and My Accountant. The main content area is titled 'Reconcile' and includes a breadcrumb trail: 'Chart of accounts > Bank register > Reconcile'. A green arrow points to the 'Reconcile' link in the breadcrumb. Below the breadcrumb, there are links for 'Summary', 'History by account', and 'Show me around'. The main heading is 'Reconcile' with the question 'Which account do you want to reconcile?'. A dropdown menu for 'Account' is set to 'Chequing'. A warning box states: 'We don't import statements for this account. You need to get it manually.' Below this, there is a section 'Add the following information' with fields for 'Beginning balance' (0.00), 'Ending balance \*', and 'Ending date \*'. A green 'Start reconciling' button is at the bottom.

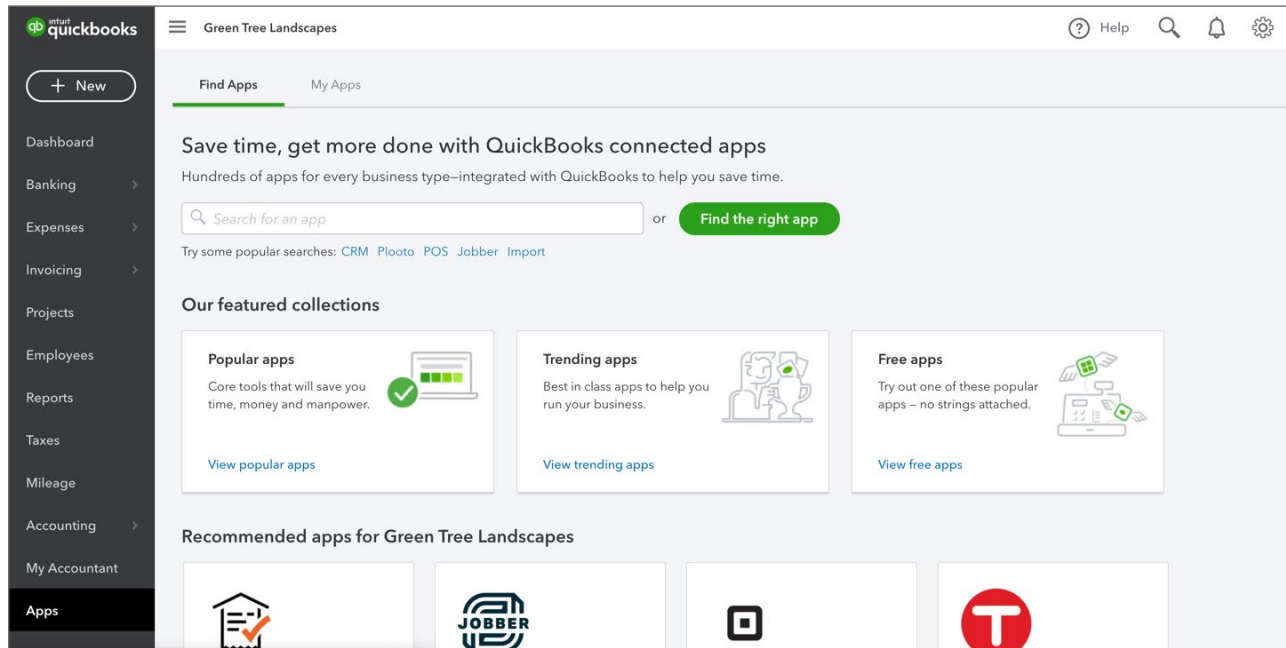
## My Accountant

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

The screenshot shows the 'My Accountant' invitation screen. At the top, there is an illustration of an accountant at a laptop and an envelope icon. The main heading is 'An accountant can be your best business partner'. Below this, the text reads: 'Make it easy to work together. Invite yours to your QuickBooks.' There is a text input field for 'Accountant's email' and an 'Invite' button. Below the input field, there is a warning message: 'Your accountant and members of their firm will have admin access to your company data.' At the bottom, there is a 'Find a pro to help' button.

## Apps

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



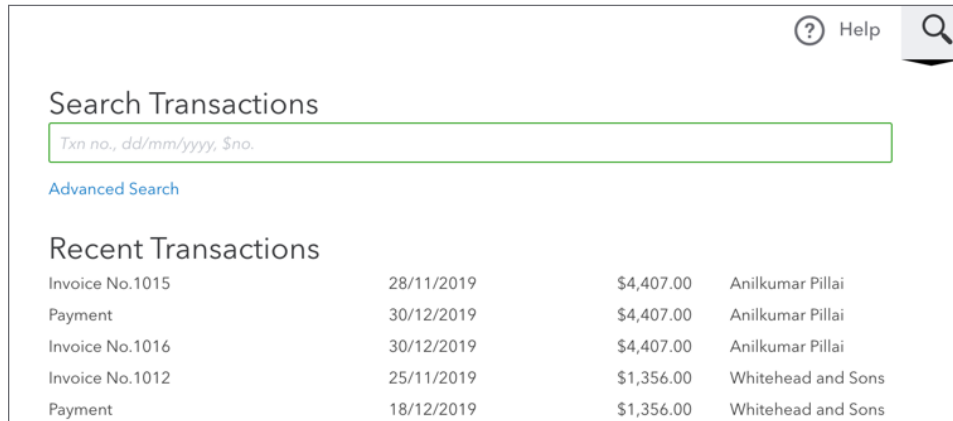
## +New Menu

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.



Search Transactions

*Txn no., dd/mm/yyyy, \$no.*

[Advanced Search](#)

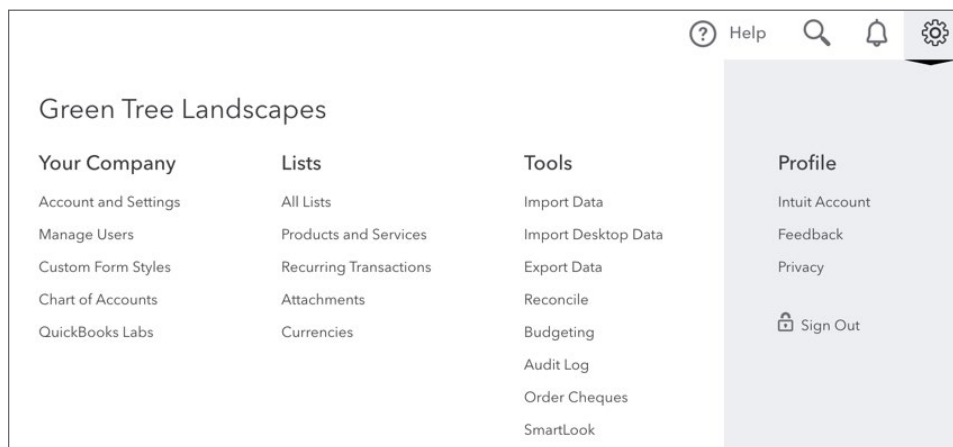
Recent Transactions

Invoice No.1015	28/11/2019	\$4,407.00	Anilkumar Pillai
Payment	30/12/2019	\$4,407.00	Anilkumar Pillai
Invoice No.1016	30/12/2019	\$4,407.00	Anilkumar Pillai
Invoice No.1012	25/11/2019	\$1,356.00	Whitehead and Sons
Payment	18/12/2019	\$1,356.00	Whitehead and Sons


## ▶ 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.



Green Tree Landscapes

Your Company	Lists	Tools	Profile
Account and Settings	All Lists	Import Data	Intuit Account
Manage Users	Products and Services	Import Desktop Data	Feedback
Custom Form Styles	Recurring Transactions	Export Data	Privacy
Chart of Accounts	Attachments	Reconcile	 Sign Out
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 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.

**Invoice no.1017** Take a tour ⚙️ ? Help ✕

Customer  Customer email  Online payments  Send later  Cc/Bcc

Billing address  Terms  Invoice date  Due date  Invoice no.  BALANCE DUE **\$0.00**

Event Rep

Amounts are

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX	CLASS
1							
2							

Add lines Clear all lines Add subtotal

Message on invoice

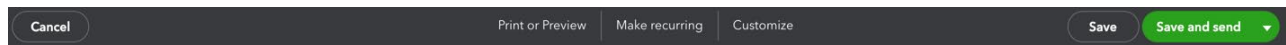
Discount percent

Subtotal 0.00  
Total 0.00  
Balance due 0.00

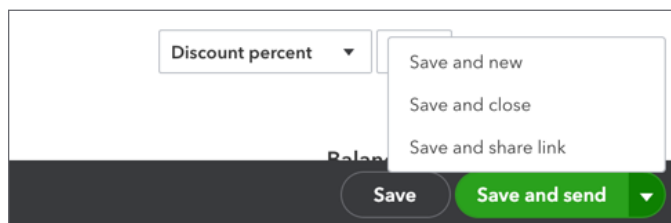
Cancel Print or Preview Make recurring Customize Save Save and send

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.



 To learn how to search in QuickBooks watch this video: <https://youtu.be/GCzjD3eoNiE>