



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.

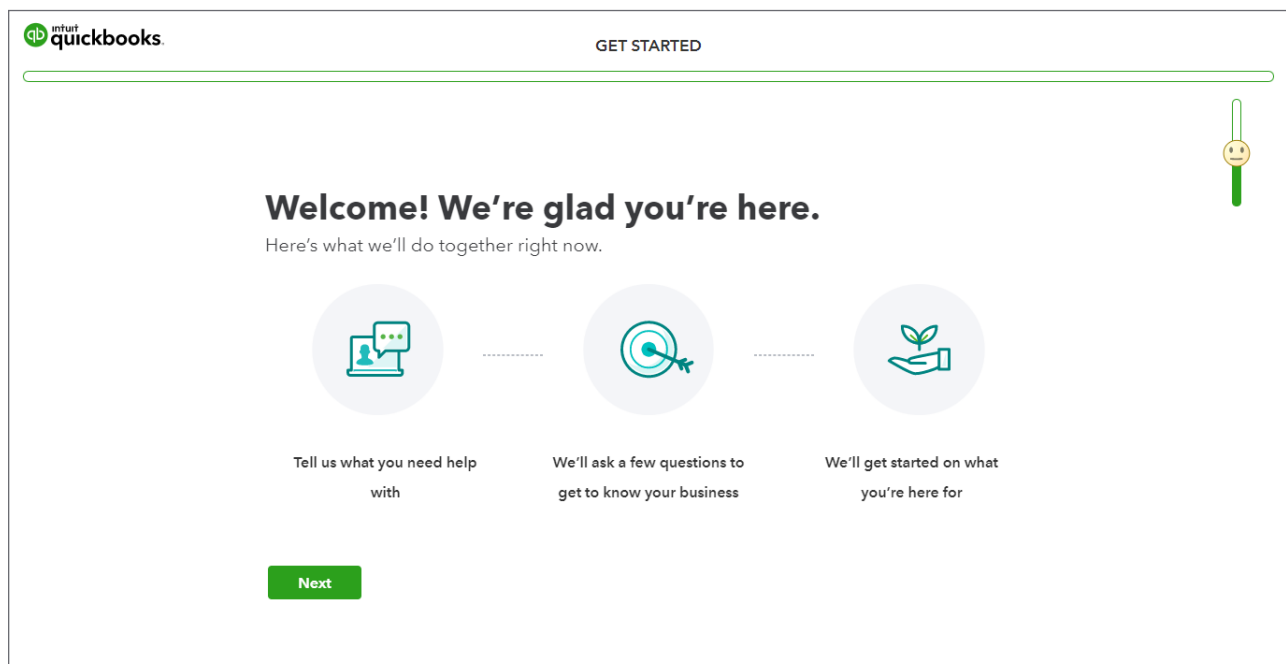
- Create a new QuickBooks Online company
- Customize company settings
- Import list information
- Enable sales tax
- Set up users in your company

## ▶ 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*

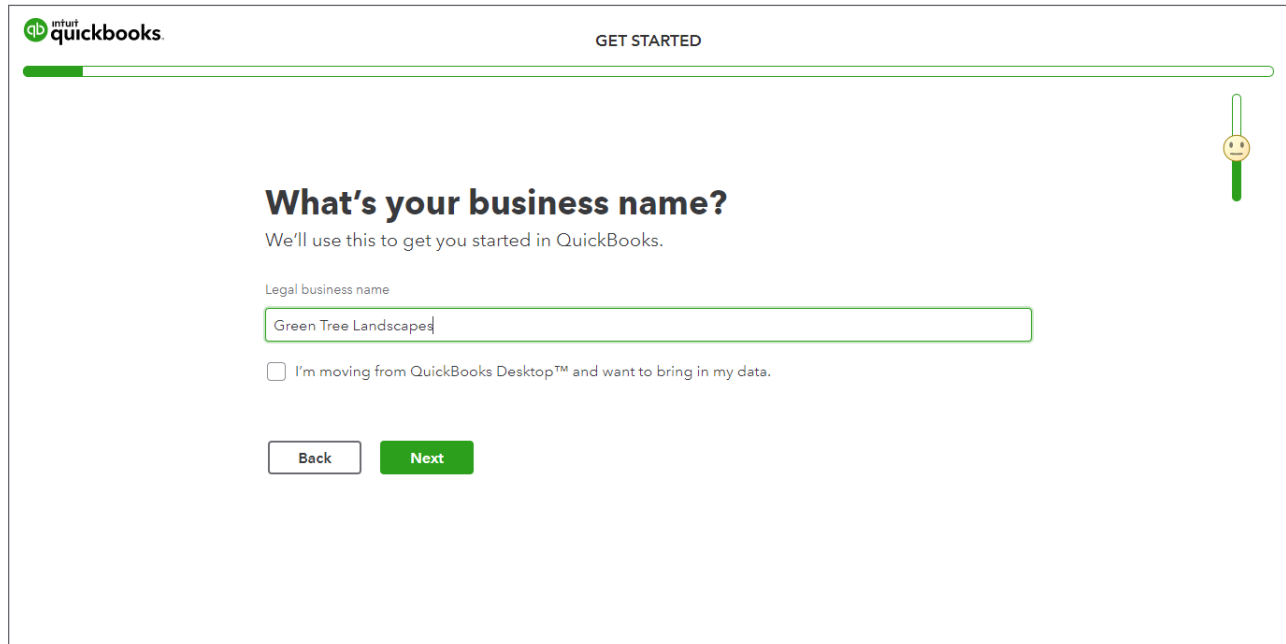
1. Using your web browser, navigate to **qbo.intuit.com**.
2. Enter your **Email or user ID** and **Password**.
3. Click **Sign In**.



The screenshot shows the 'GET STARTED' setup screen for QuickBooks Online. At the top left is the 'qb intuit quickbooks' logo, and at the top right is the 'GET STARTED' title. A green progress bar is visible on the right side. The main heading is 'Welcome! We're glad you're here.' followed by the subtext 'Here's what we'll do together right now.' Below this, there are three steps in a sequence, each with an icon and a description:

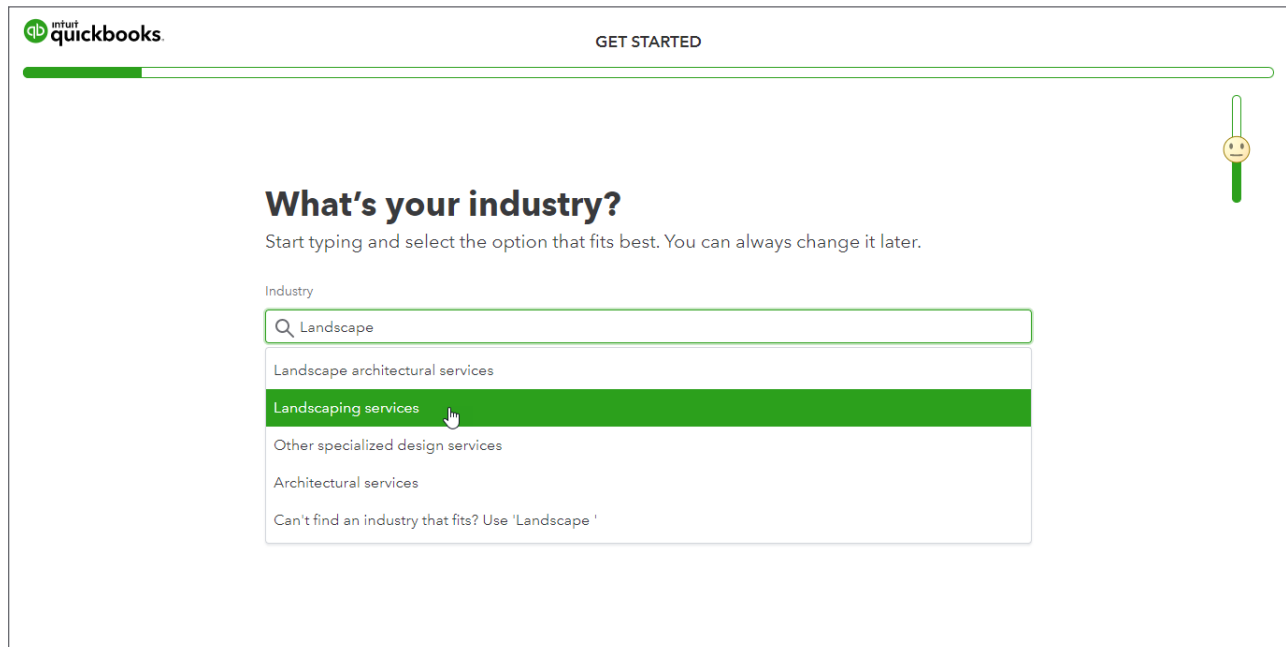
- Step 1:** Icon of a person at a computer with a speech bubble. Text: 'Tell us what you need help with'.
- Step 2:** Icon of a target with an arrow. Text: 'We'll ask a few questions to get to know your business'.
- Step 3:** Icon of a hand holding a plant. Text: 'We'll get started on what you're here for'.

At the bottom left, there is a green button labeled 'Next'.

4. Click **Next**.

The screenshot shows the QuickBooks 'GET STARTED' screen for business name setup. The title is 'What's your business name?' with a subtitle 'We'll use this to get you started in QuickBooks.' Below this is a text input field labeled 'Legal business name' containing the text 'Green Tree Landscapes'. A checkbox below the field is labeled 'I'm moving from QuickBooks Desktop™ and want to bring in my data.' At the bottom are two buttons: 'Back' and 'Next'. A progress bar at the top shows the first step is complete. A cartoon character is visible on the right side of the screen.

## 5. Enter your company name in the Legal Business Name field.

6. Click **Next**.

The screenshot shows the QuickBooks 'GET STARTED' screen for industry selection. The title is 'What's your industry?' with a subtitle 'Start typing and select the option that fits best. You can always change it later.' Below this is a search input field labeled 'Industry' with the text 'Landscape' entered. A dropdown menu is open, showing several options: 'Landscape architectural services', 'Landscaping services' (which is highlighted with a green background and a hand cursor), 'Other specialized design services', 'Architectural services', and 'Can't find an industry that fits? Use 'Landscape''. A progress bar at the top shows the first step is complete. A cartoon character is visible on the right side of the screen.

## 7. Choose your industry. Start typing and QuickBooks will help you find your industry.

8. Click **Next**.

qb intuit quickbooks GET STARTED

### What kind of business is this?

Tell us about your business structure. We use this to help categorize your transactions.

Sole proprietor Partnership Corporation Not-for-profit I'm not sure

Back Next

9. Choose what kind of business this is.

10. Click **Next**.

qb intuit quickbooks GET STARTED

### What's your main role at Green Tree Landscapes?

We'll customize QuickBooks based on your answer.

Owner or partner Employee Bookkeeper or accountant Other

Back Next

11. Choose your role at the company.

12. Click **Next**.

qb intuit quickbooks GET STARTED

### Who works at this business?

Help us understand who is part of your team. Select all that apply.

☐ I fly solo

☐ Employees

☐ Contractors

☐ Other partners or owners

☒ I plan to hire in the future

[Back](#) [Next](#)

13. Choose who works at your business.

14. Click **Next**.

qb intuit quickbooks GET STARTED

### Does a bookkeeper help with your books?

If you're doing it alone, we can help you get started.

☐ Yes

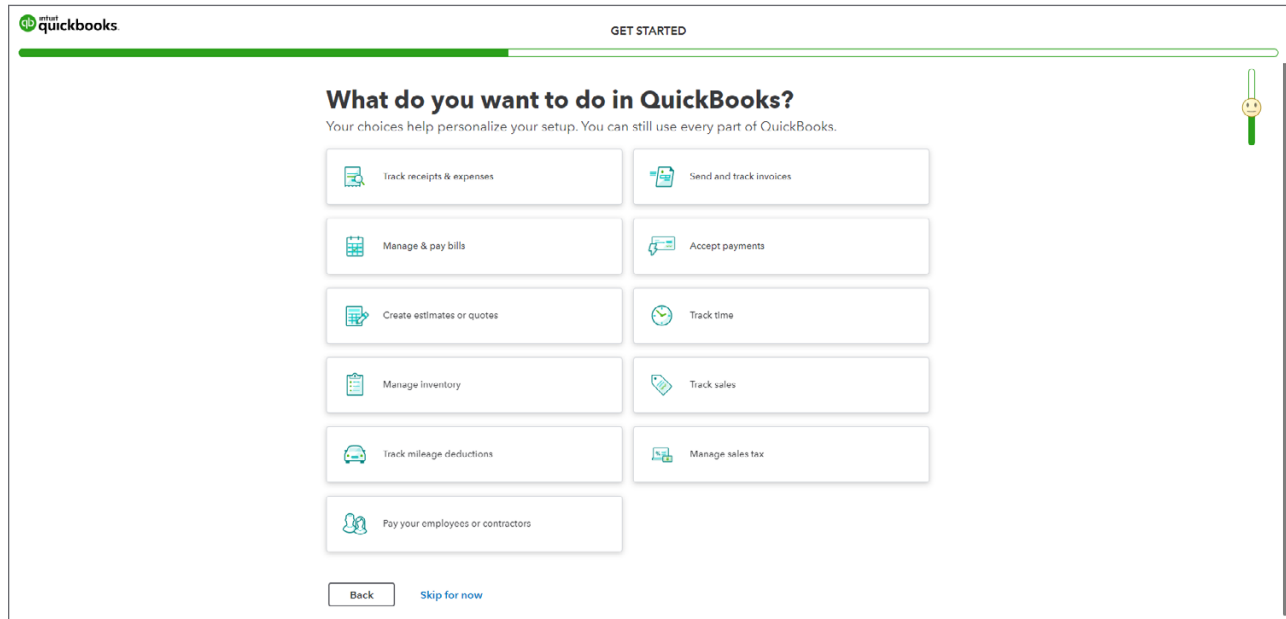
☒ No

OK, we can help you find someone or get you started on your own.

[Back](#) [Next](#)

15. Select an answer to the question. Does a bookkeeper help with your books?

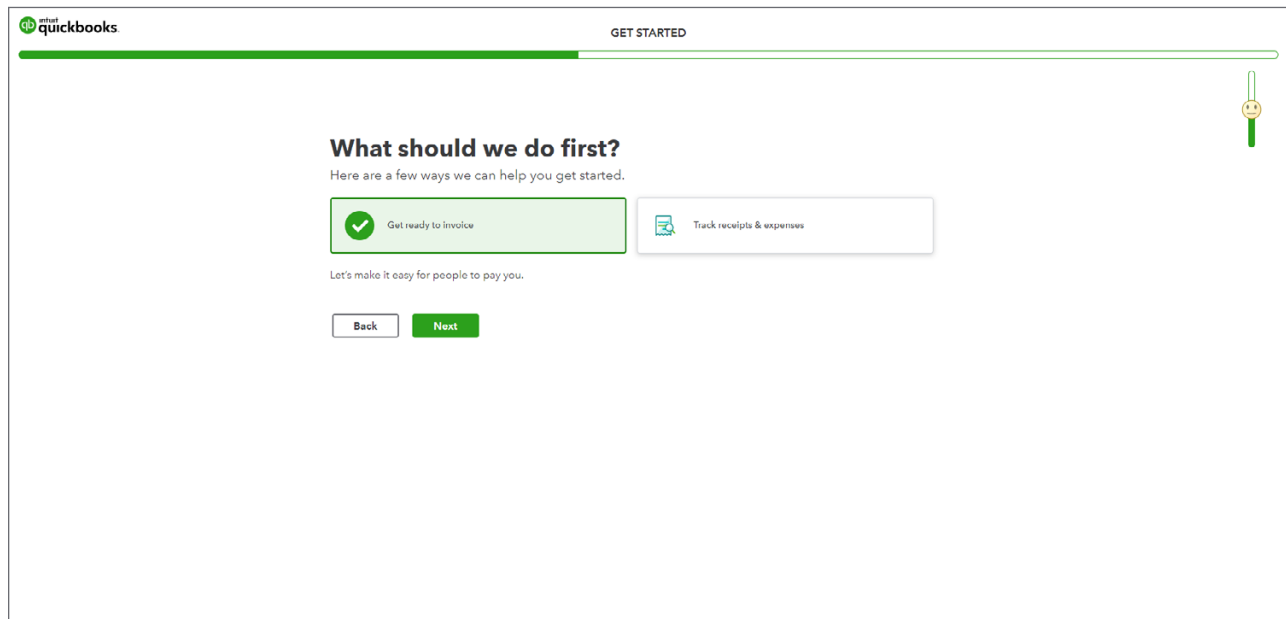
16. Click **Next**.



The screenshot shows the QuickBooks 'GET STARTED' screen. At the top, the QuickBooks logo is on the left and 'GET STARTED' is on the right. Below the logo is a green progress bar. The main heading is 'What do you want to do in QuickBooks?' followed by the subtext 'Your choices help personalize your setup. You can still use every part of QuickBooks.' On the right side, there is a vertical thermometer-style progress indicator with a smiley face at the top. The screen displays ten feature options in a grid: 'Track receipts & expenses', 'Send and track invoices', 'Manage & pay bills', 'Accept payments', 'Create estimates or quotes', 'Track time', 'Manage inventory', 'Track sales', 'Track mileage deductions', and 'Manage sales tax'. At the bottom left, there is a 'Pay your employees or contractors' option. At the bottom center, there are two buttons: 'Back' and 'Skip for now'.

17. QuickBooks asks, **What do you want to do in QuickBooks?**

18. Click **Skip for now**. You'll discover how to use these features throughout this course.



The screenshot shows the QuickBooks 'GET STARTED' screen for the second step. The layout is similar to the first screen, with the QuickBooks logo and 'GET STARTED' at the top, and a green progress bar. The main heading is 'What should we do first?' followed by the subtext 'Here are a few ways we can help you get started.' On the right side, there is a vertical thermometer-style progress indicator with a smiley face at the top. The screen displays two options: 'Get ready to invoice' (which is highlighted with a green border and a green checkmark icon) and 'Track receipts & expenses'. Below these options, there is a subtext 'Let's make it easy for people to pay you.' At the bottom center, there are two buttons: 'Back' and 'Next'.

19. QuickBooks asks: **What should we do first?** Choose a transaction to get started with. You can choose invoices or receipts and expenses. In this example, you'll click **Get ready to invoice**.

20. Click **Next**.

intuit  
quickbooks

GET STARTED

1 Give your invoice template a personal touch.

2 Send yourself a sample invoice to see what your customers see.

3 Set up online payments to let customers pay you on the spot.

MARBLE  
LANDSCAPE ARTISTS

INVOICE 1001

\$1,250.00

Due Today 7

Pay Invoice

Back

Set up invoices

Skip for now

21. Click **Skip for now** and you'll return to this at a later time.

intuit  
quickbooks

GET STARTED

Invoice from anywhere and get paid 2x faster\*

Get the free QuickBooks mobile app with your subscription. See real-time alerts when your customers pay you.

Download the QuickBooks mobile app by pointing your camera at the QR code.

Download on the App Store

GET IT ON Google Play

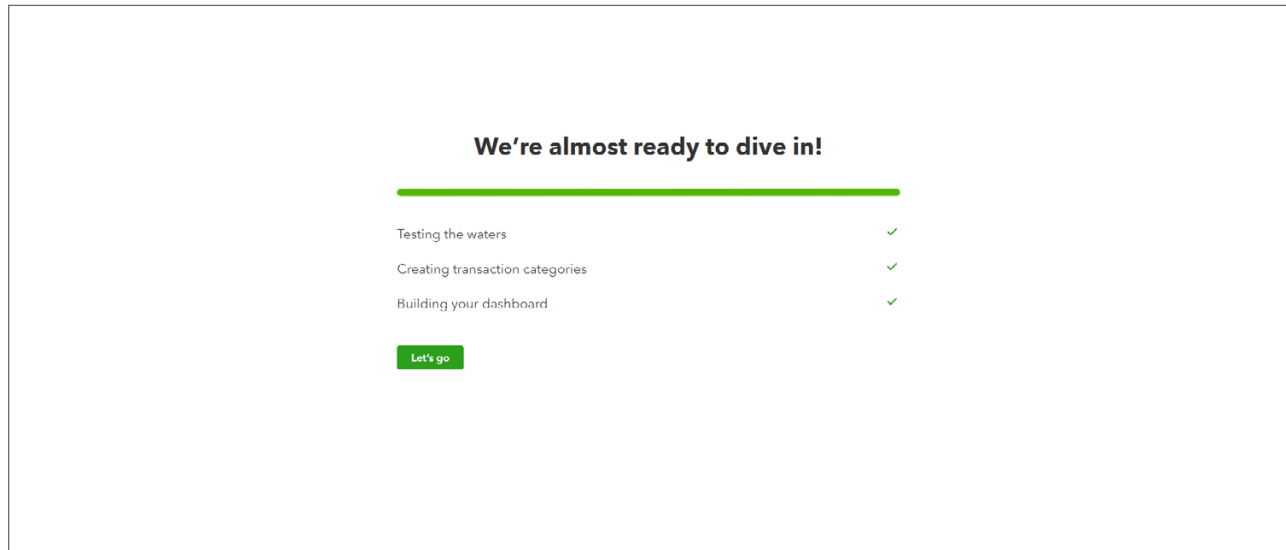
\*Getting paid 2X faster based on U.S. QuickBooks Online invoices using invoice tracking & payment features from August 2019 to July 2020.

Back

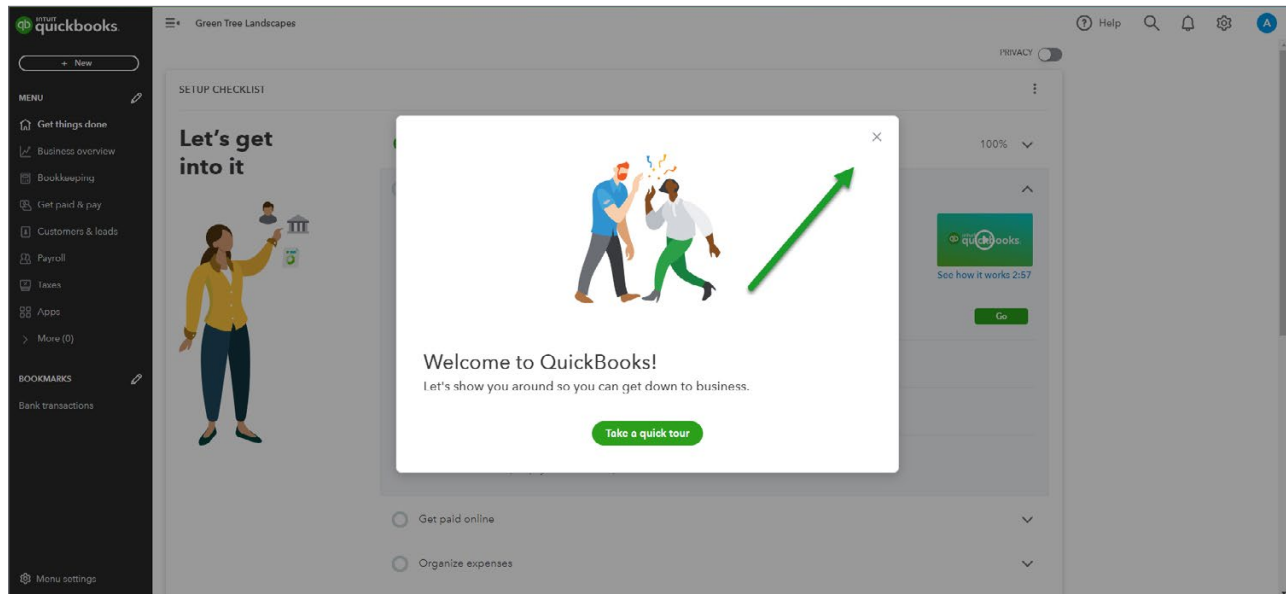
Next



22. QuickBooks encourages you to download the QuickBooks Mobile App. We won't cover this topic in this course. Click **Next**.



23. Click **Let's go**.



24. QuickBooks Open the Get Things Done page. Click the **X** to close the welcome window.



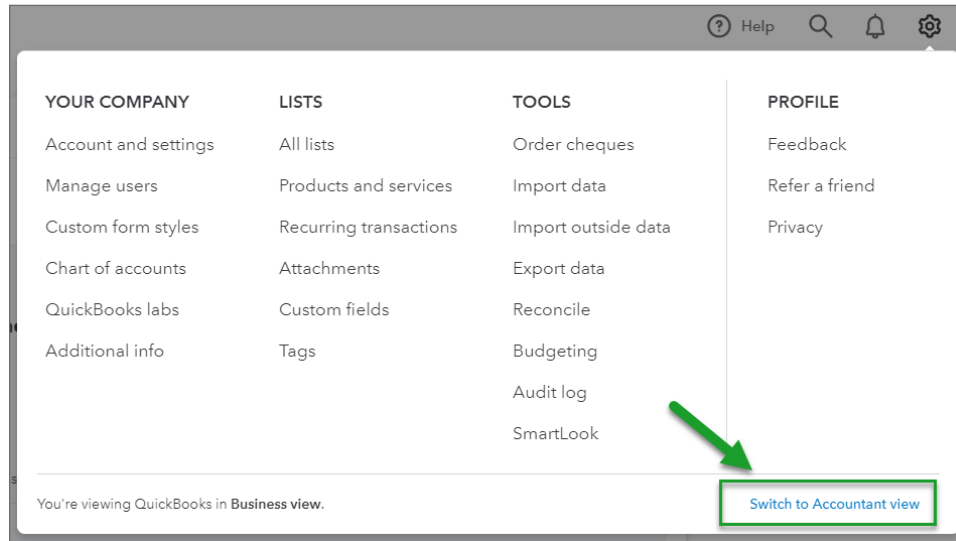
**NOTE** The checkbox labeled **I've been using QuickBooks Desktop and want to bring in my data** refers to converting data from the QuickBooks Desktop version to QuickBooks Online. This is not relevant for this class.



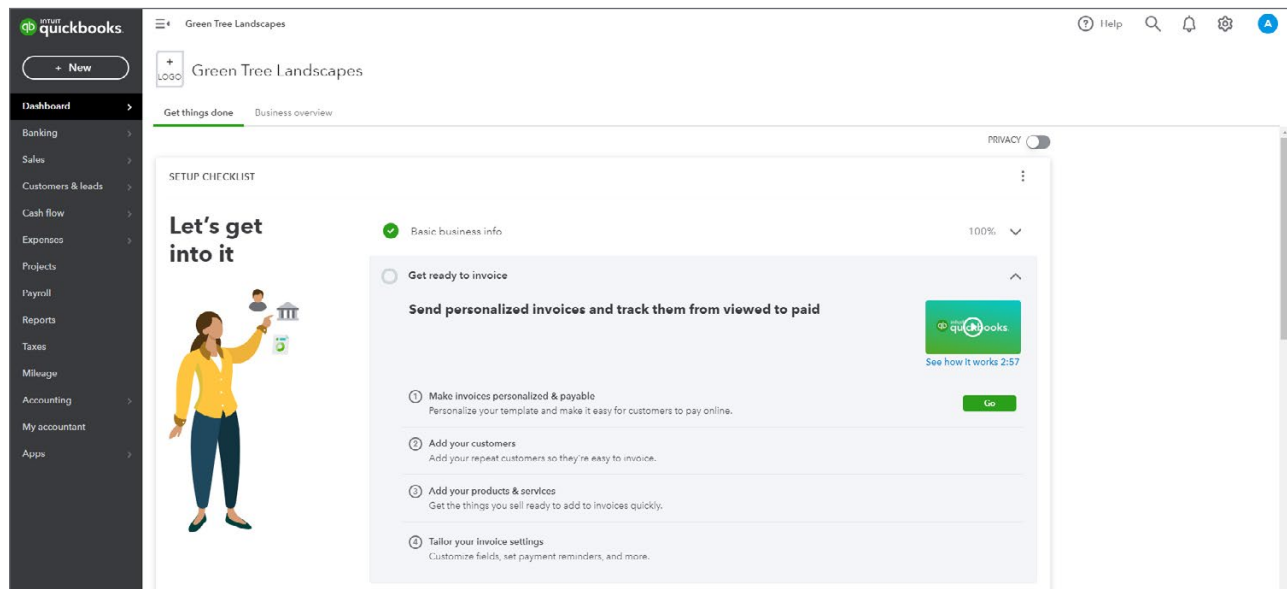
To learn how to setup a company watch this video: <https://youtu.be/T5uazZwPeaY>

QuickBooks has two different views; the **Accountant view** and **Business view**. For the purposes of this course, you're going to use the **Accountant view**. To change to this view:

1. Click the **Gear** menu.



2. Click **Switch to Accountant view**. QuickBooks now displays the **Accountant view**.



## ▶ 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 your QuickBooks data file is secure.

Company Settings

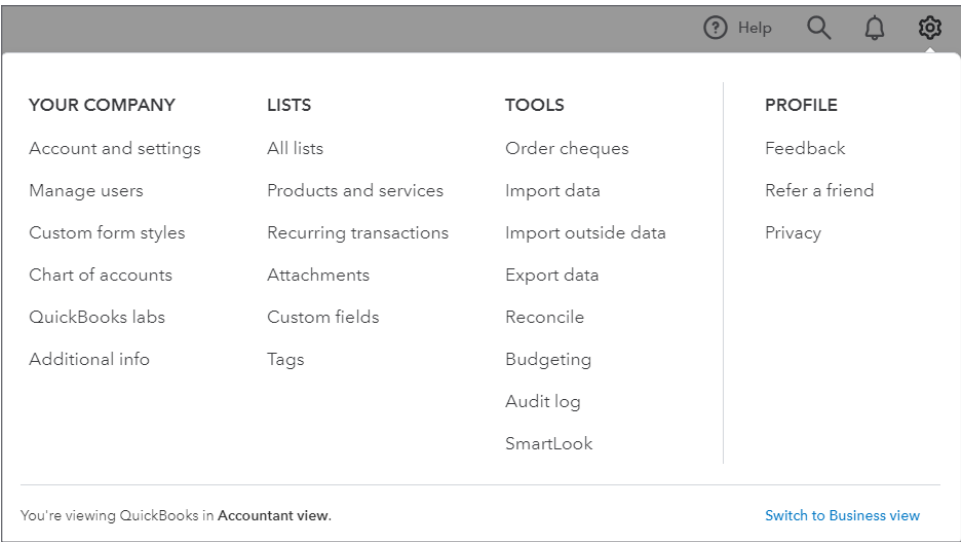
Company settings let you configure QuickBooks to work the way you want.



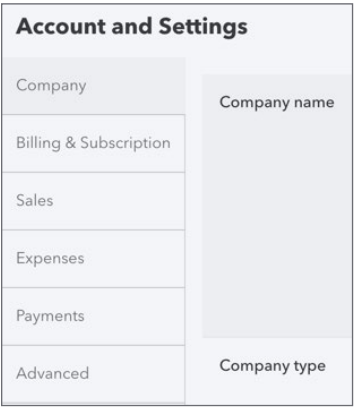
**NOTE** It's recommended to edit the settings as you work in different areas of QuickBooks.

To access the Accounts & Settings:

- 1. Click the **Gear** menu.
- 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.

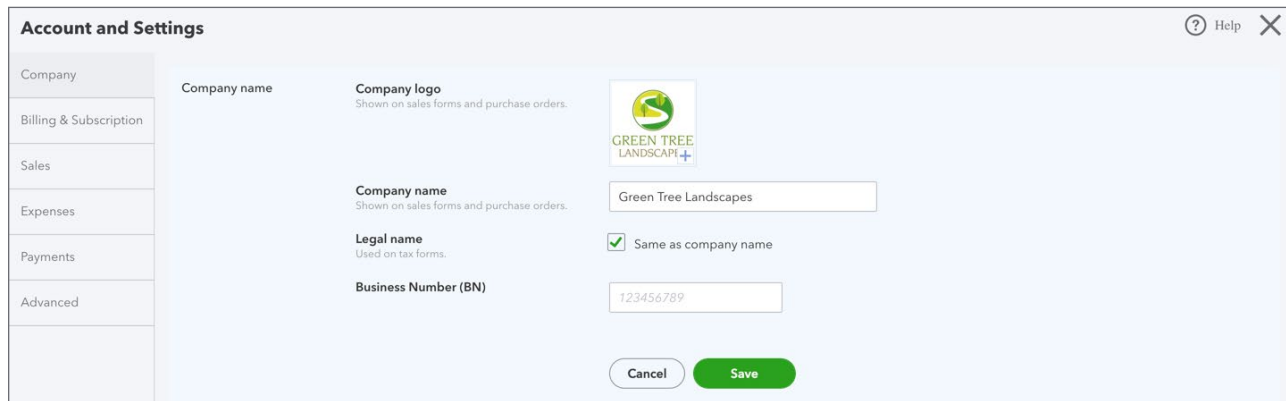


- 1. Click **Company** to update information like the **Company Name**, **Company type**, **Contact info**, and **Address**.

**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.



**Account and Settings** Help X

**Company**

**Company name**

**Company logo**  
Shown on sales forms and purchase orders.

**Company name**  
Shown on sales forms and purchase orders.

**Legal name**  
Used on tax forms.

**Business Number (BN)**

Green Tree Landscapes

☒ Same as company name

123456789

Cancel Save

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**.

Address	<b>Company address</b> Address where your company is based. This address is used to calculate applicable taxes for your QBO subscriptions and is your default company address.	Street address 5100 Spectrum Way
		City Mississauga
		State Ontario ▼
		Postal code L4W 5S2
	<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

Address	<b>Company address</b> Address where your company is based. This address is used to calculate applicable taxes for your QBO subscriptions and is your default company address.	5100 Spectrum Way
		Mississauga
		Ontario ▼ L5V 2C9
	<b>Customer-facing address</b> Address where customers contact you or send payments. Shown on sales forms.	<input checked="" type="checkbox"/> Same as company address
	<b>Legal address</b> 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 ⓘ ☒

Closing date

31/12/2021


Allow changes after viewing a warning ⓘ

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/I5sTgWPJbqA>

## 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.

Green Tree Landscapes

?

Help

J

Accounting

Chart of accounts

Reconcile

Chart of Accounts

Run Report

New

Batch actions

Filter by name

NAME

TYPE

QUICKBOOKS BALANCE

BANK BALANCE

ACTION

Prepaid expenses

Current assets

0.00

Account history

Uncategorized Asset

Current assets

0.00

Account history

Undeposited Funds

Current assets

0.00

Account history

Retained Earnings

Equity

Run report

Billable Expense Income

Income

Run report

Billable Expense Income

Income

Run report

Billable Expense Income

Income

Run report

Billable Expense Income

Income

Run report

Billable Expense Income-1

Income

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.

The screenshot shows the QuickBooks 'Invoice no.1001' form. At the top right, there are links for 'Take a tour', 'Help', and a close button. The form is divided into several sections:

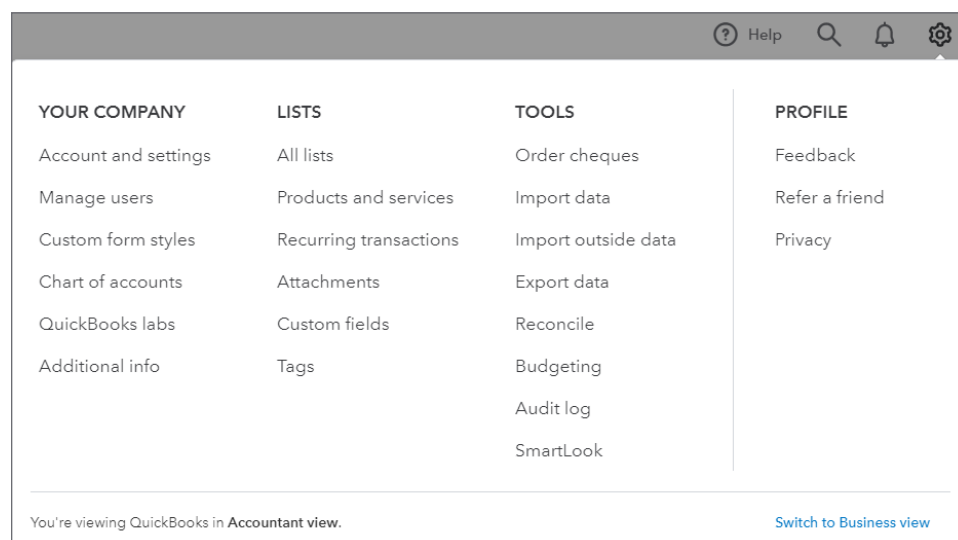
- Customer Information:** Includes a dropdown for 'Customer', a text field for 'Customer email', and a 'Cc/Bcc' checkbox. There's also an 'Online payments' section with a 'Get set up' link and a 'Cards' checkbox.
- Invoice Details:** Includes a 'Billing address' field, 'Terms' (set to 'Net 30'), 'Invoice date' (01/05/2023), and 'Due date' (31/05/2023). There's a 'Send later' checkbox and a 'Create recurring invoice' link.
- Tags:** A section for adding tags with a 'Manage tags' link.
- Table:** A table with columns: #, PRODUCT/SERVICE, DESCRIPTION, QTY, RATE, and AMOUNT. It has two rows with placeholder data.
- Summary:** A section with 'Add lines', 'Clear all lines', and 'Add subtotal' buttons. It shows 'Total' as \$0.00 and 'Balance due' as \$0.00.
- Messages:** Sections for 'Message on invoice' and 'Message on statement' with text boxes for custom messages.
- Attachments:** A section for adding attachments with a 'Maximum size: 20MB' limit.
- Footer:** Includes 'Cancel', 'Print or Preview', 'Make recurring', 'Customize', 'Save', and 'Save and send' buttons.

## ▶ 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.

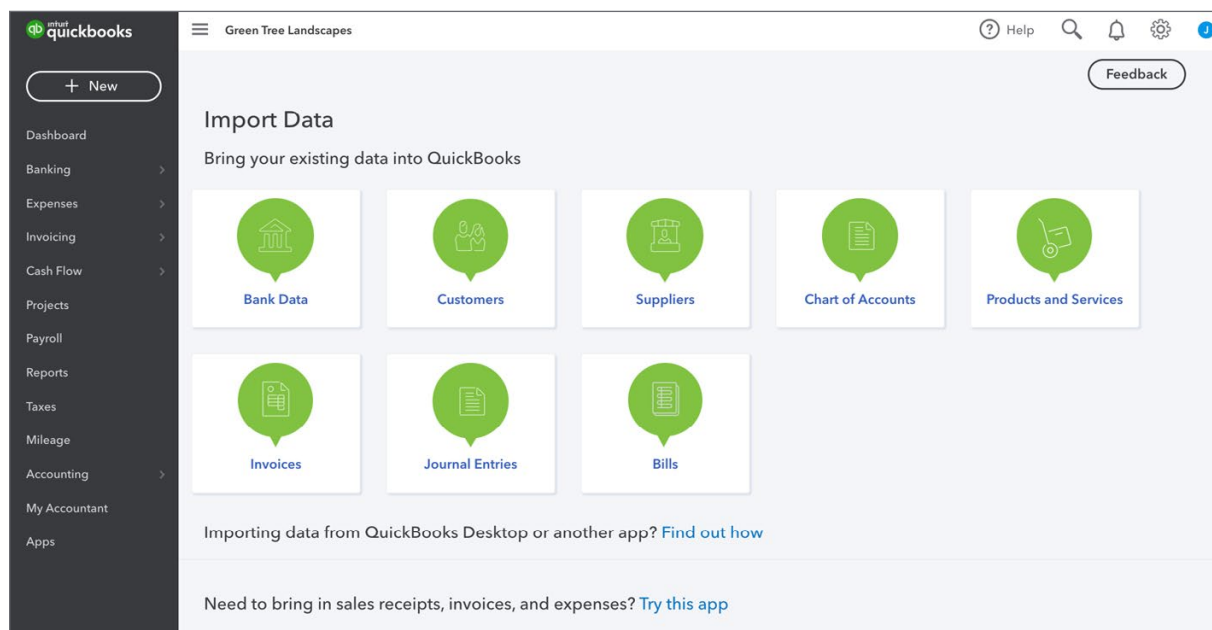
To import customers:

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

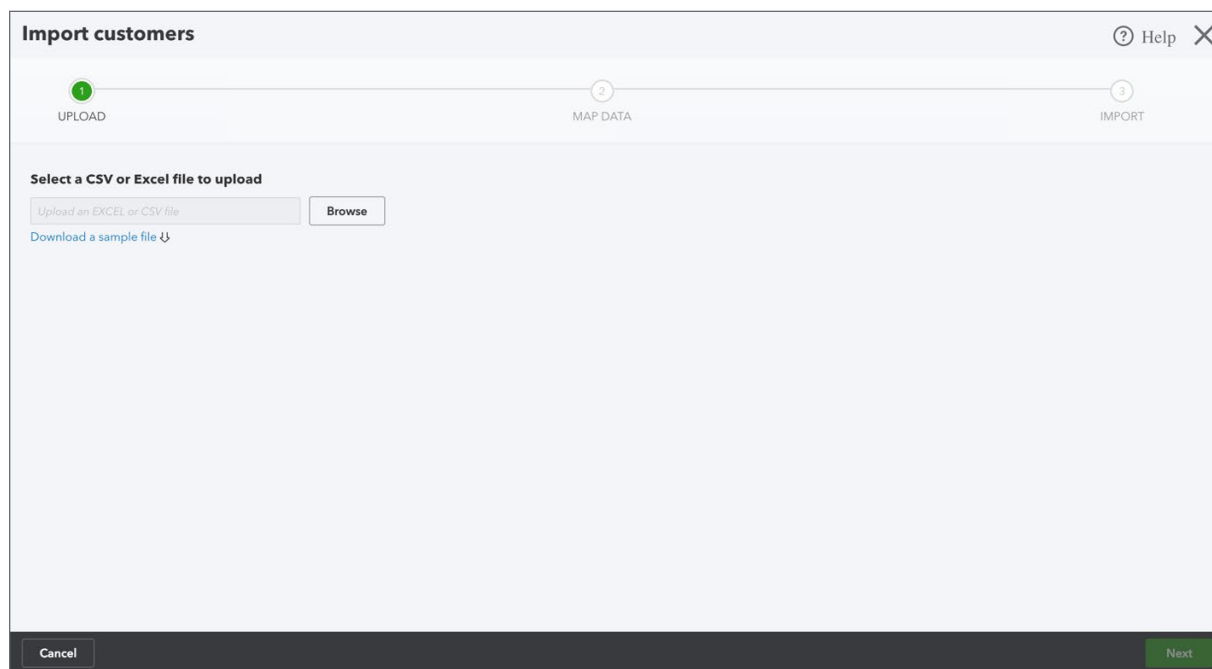




2. Click **Customers**.



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



4. 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

1 UPLOAD
 2 MAP DATA
 3 IMPORT

Map your fields to QuickBooks fields

QUICKBOOKS ONLINE FIELD	YOUR FIELD
Name	Name <input type="text"/> ✓
Company	Company <input type="text"/> ✓
Email	Email <input type="text"/> ✓
Phone	Phone <input type="text"/> ✓
Mobile	Mobile <input type="text"/> ✓
Fax	Fax <input type="text"/> ✓
Website	Website <input type="text"/> ✓
Street	Street <input type="text"/> ✓
City	City <input type="text"/> ✓
Province/Region/State	Province <input type="text"/> ✓

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

1 UPLOAD
 2 MAP DATA
 3 IMPORT

10 customers are ready to be imported

	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 Fox	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 I	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	Christopl	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 Cor	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_i	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 Cik	Cioran's r	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_insuri	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

1. Click the **Gear** menu, and then click **Import Data**.
2. Click **Products and Services**.
3. 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.
4. 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**.
5. 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/RBPLLeVIGex0>



**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:

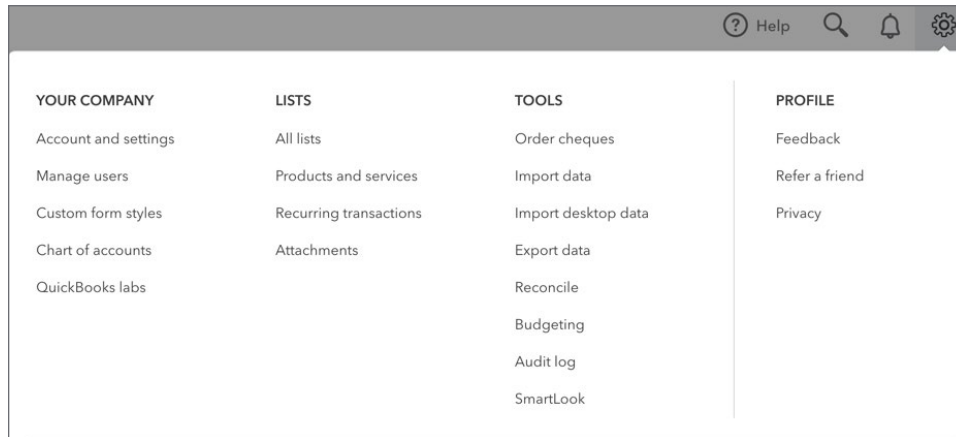
- **Manual Entry:** When you create a new account on the Chart of Accounts, if the account is a Balance Sheet account (asset, liability or equity) you have an option for entering an opening balance and an as of date for that balance.
- **Historical Transactions:** You can enter historical transactions 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

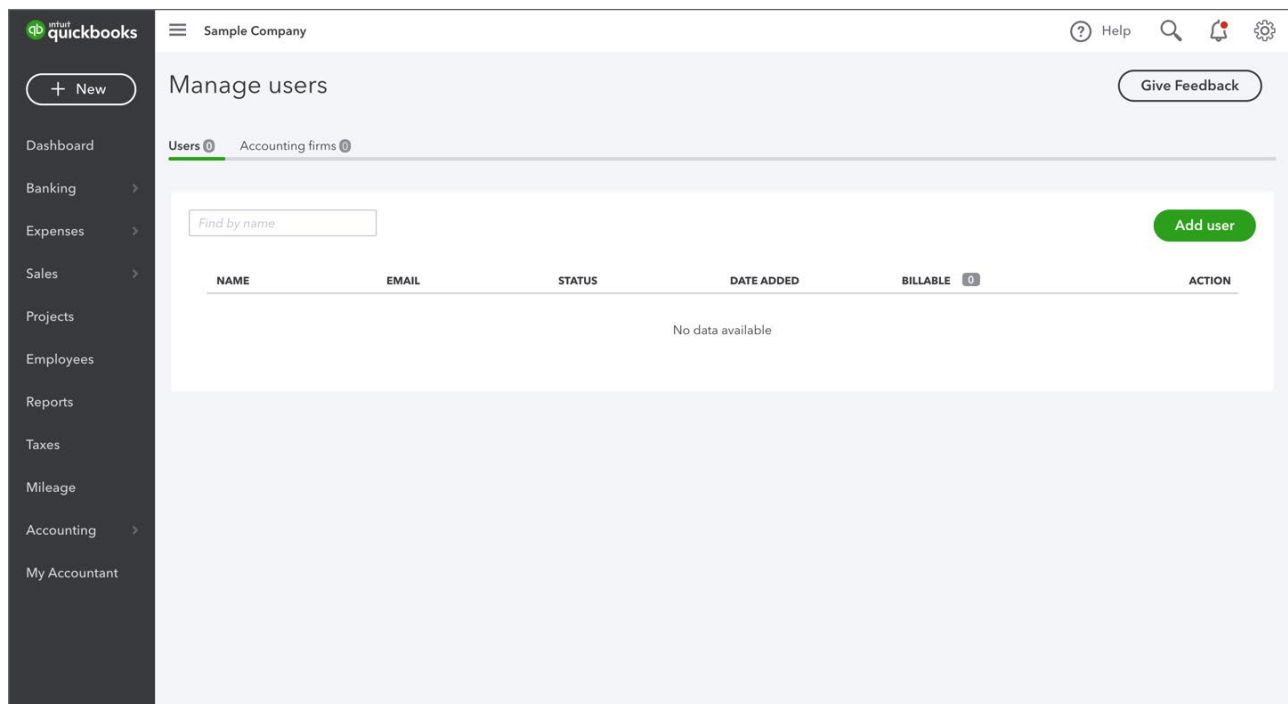
QuickBooks Online can be customized to let multiple people sign-in and work in QuickBooks simultaneously. You can grant different permissions to different users based on the access needed within QuickBooks.

### Regular Users for Your Company

To set up a new user, click the **Gear** menu 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

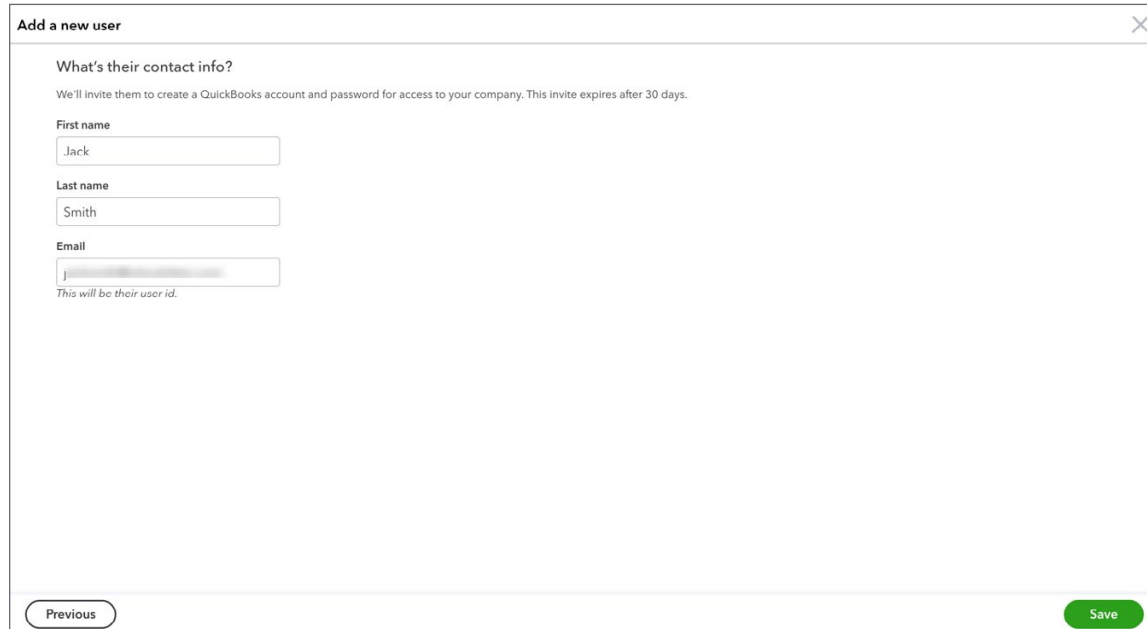
Previous

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.




**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.

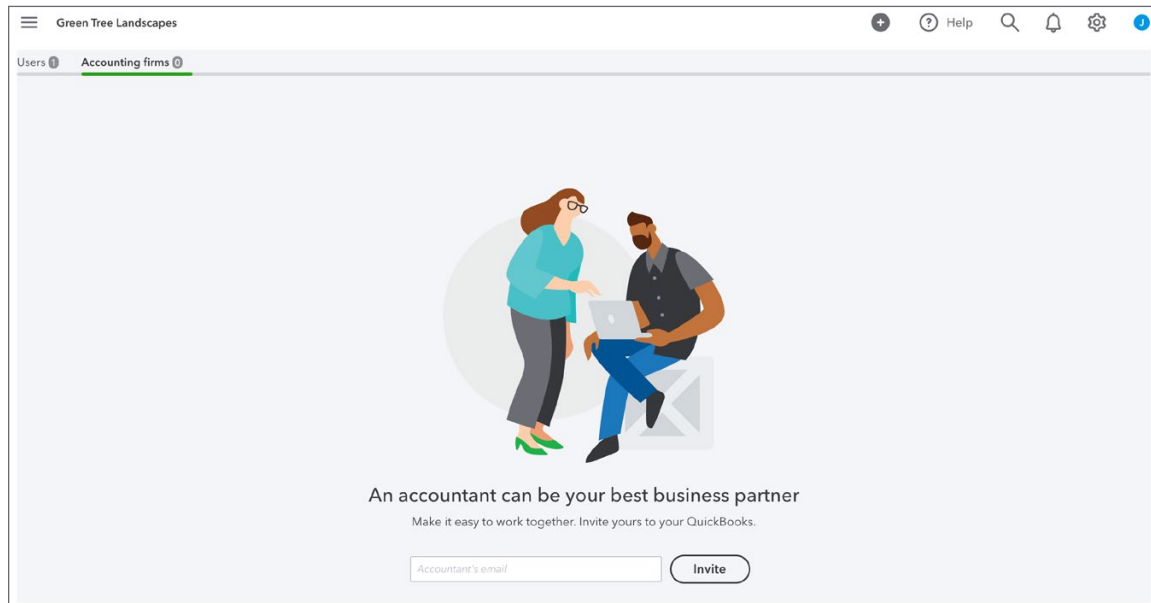
To invite an accountant:




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

1. Click **My Accountant** on the left navigation bar.

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](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.



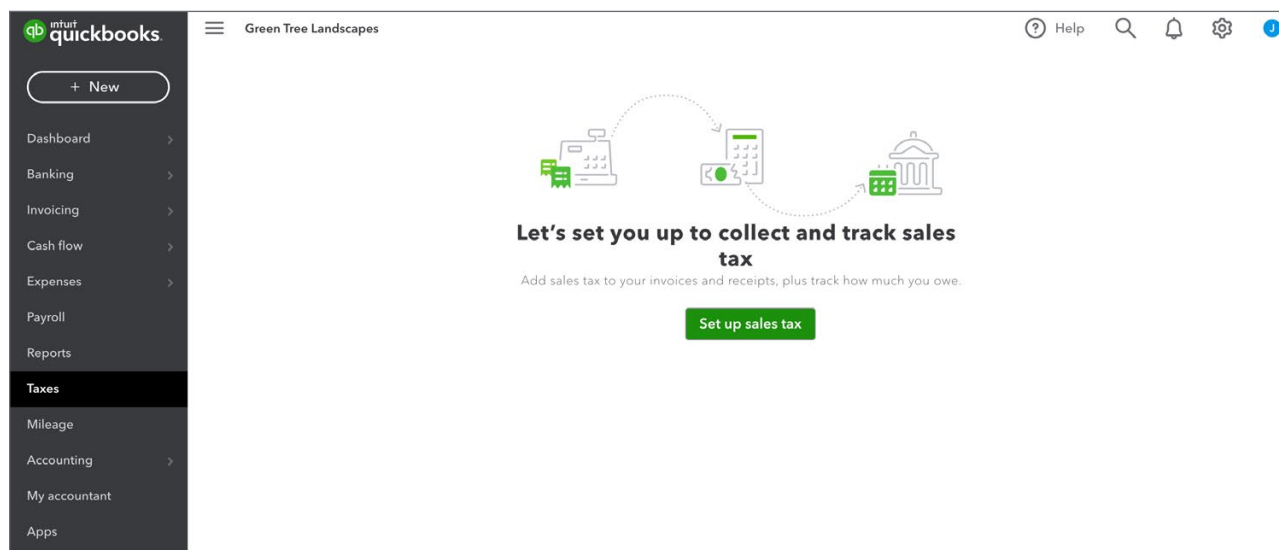
**NOTE** You must register for GST/HST when your total worldwide taxable supplies of goods and services is more than \$30,000 in a calendar quarter, or in four continuous calendar quarters. At less than this amount, registration is optional.

To setup sales tax:

1. Click **Taxes** from the navigation bar.



2. Click **Set up Sales tax**.



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

A screenshot of a 'Set up sales tax' dialog box. The title bar says 'Set up sales tax' with a close button (X). The main text says 'To get started, tell us where your business is based:'. Below this is a label 'Province or territory' and a dropdown menu showing 'Ontario' with a green checkmark. A green 'Save' button is located at the bottom right of the dialog box.

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 **OK** 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.

1. Click **Taxes** from the Navigation Bar.

2. Click **Manage Sales Tax**.

intuit quickbooks

Green Tree Landscapes

+ New

Dashboard >  
Banking >  
Invoicing >  
Cash flow >  
Expenses >  
Payroll >  
Reports >  
**Taxes**  
Mileage >  
Accounting >  
My accountant  
Apps

Sales Tax

Canada Revenue Agency

**\$0.00**  
January 1 - March 31, 2021  
CURRENT PERIOD

Filings Payments

All

To file

**\$0.00**  
GST/HST  
January 1 - March 31, 2021

1 Prepared 2 Filed 3 Paid

Prepare return

Manage sales tax

New Reports

3. Click **Add Tax**.

Manage sales tax

Tax agencies

Group rates

Show inactive

Add tax

Canada Revenue Agency

GST/HST

Filing: Quarterly

+ Add custom rate

Edit agency settings

NAME	TAX ON SALES	TAX ON PURCHASES	DESCRIPTION	ACTIONS
HST ON	13%	13%	Harmonized federal and provincial tax (Ontario)	<a href="#">Make inactive</a>
Exempt	0%	0%	Tax-exempt	<a href="#">Make inactive</a>
Zero-rated	0%	0%	Zero-rated	<a href="#">Make inactive</a>

First

Prev

1-3 of 3


Next

Last

Done

4. Click **Starting Tracking in a new province**.

Add tax




Start tracking in a new province

Add the provinces where you track sales tax, and we'll take care of the rates.

[Show more](#)

Add




Add a custom tax and agency

Use custom taxes and agencies if you collect other taxes on sales. This comes in handy for hospitality, hotel, and other taxes.

[Show more](#)

Add



Combine taxes into a group rate


Create group rates so you can apply multiple taxes in one click. We create group rates for GST+PST automatically.

[Show more](#)

Add

5. Choose the province and enter the required information.

< BackAdd tax×



Start tracking in a new province  
Add the provinces where you track sales tax, and we'll take care of the rates.

Manitoba

▼

PST MB

Manitoba Finance

Next period starts

January

▼

Filing frequency

Monthly

▼

Reporting method

Accrual

✓

Manitoba RST number

Optional

Add

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