

AN INTRODUCTION TO QUICKBOOKS ONLINE

Getting Started Guide



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INTRODUCTION TO QUICKBOOKS ONLINE

QuickBooks Online is easy to use software designed for small business accounting. It lets your business track all of your income, expenses, and inventory.

QuickBooks Online is cloud-based software.

- **Secure** - hosted securely by Intuit using bank-level security
- **Accessibility** - anywhere, anytime access using an internet connection.
- **Data entry automation** - get data into QuickBooks automatically using awesome features
- **Unlimited Accountant Access** - easy to connect with your accountant
- **Mobile** - businesses can access QuickBooks Online using their iOS or Android devices. No more being tied to the desktop, enter data when and where you are
- **No Desktop files** - no desktop files are required so **no backups** are required

SETTING UP QUICKBOOKS ONLINE

QuickBooks Online is easy to setup and get going. It is so simple that you can have a business file setup in less than 20 minutes.

There are several important steps to follow to make sure that you are setting up business files efficiently and accurately.

Objectives

After completing this chapter you should be able to:

- Setup a business file
- Setup basic settings
- Setup basic accounts
- Import list information

Company File Setup

There are several important steps to setup your company file. Getting setup correctly will also help you and your Bookkeeper or Accountant stay compliant with taxes.

The day has finally arrived for Jack to start his new business, North Shore Locksmith. There is a lot to do, like setting up his business, leasing equipment and getting his systems setup to handle his new customers.

Subscribing to QuickBooks Online

In order to use QuickBooks Online your business or you must subscribe to the software. Your business can subscribe by visiting intuit.com.au and signing up for a free trial. Your accountant can setup a business file from the QuickBooks Online Accountant.

Setup your Business File

You can setup QuickBooks Online for your business with the free trial.

1. Visit global.intuit.com and select your country
2. Click Free Trial option
3. Enter your details and click Sign-up



Sign up for free

[Already have an Intuit user ID?](#)

First Name

Jack

Last Name

Gordon

Time Zone

(UTC+10:00) Canberra, Melbourne, S

Email

gordonlocksmith@gmail.com

Confirm Email

gordonlocksmith@gmail.com

Password

Confirm Password

By clicking the Sign Up below, you acknowledge you have read and agree to the [Terms of Service](#).

Sign Up

Secure Server



No credit card needed



Quick and easy setup



Free expert help

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4. Enter your business information as listed below.
 - Enter the company information including Company Name, Address and contact information
 - Click Save and Next.

Welcome to QuickBooks, Jack!

1 SET UP COMPANY 2 SET UP QUICKBOOKS 3 GO TO HOME PAGE

Glad you're here, Jack!
Let's take care of the basics.

*** Company name**
North Shore Locksmith

Company address
George Street

City
Hornsby

State/Territory NSW **Postcode** 2077

Phone number
0280800000

Company logo
locksmith.jpg [Browse...](#)
Up to 1 MB, jpg/gif/bmp/png, squarish shape.

Why do this?
We'll use this information to build professional invoices and forms for you.

North Shore Locksmith
George Street
Hornsby NSW 2077

[Next](#)

5. In the Set Up QuickBooks step, QuickBooks Online asks for more information about your business company. It compares your business's business type with other companies using QuickBooks Online and optimizes the setup for you.

Jack is a locksmith so you can enter Locksmith

- In the Your Industry field, enter Locksmith. A long list of industry types appear
- Choose Locksmith Services

Welcome to QuickBooks, Jack!

1 SET UP COMPANY 2 SET UP QUICKBOOKS 3 GO TO HOME PAGE

Tell us more so we can tailor QuickBooks just for you.

* Your industry

Locksmith equipment and supplies merchant wholesalers

Locksmith equipment and supplies merchant wholesalers

Locksmith shops

Locksmith services

Locksmith services with or without sales of locking devices, safes, and security vaults

--select--

Do you want to import data from QuickBooks for Windows or MYOB?

☐ Yes ☒ No

How do you like to get paid?

☐ Cash

☐ Cheque

☐ Credit card / Debit card

☐ Bank transfer (Direct deposit)

☐ PayPal or similar service

Why do this?

We quickly compare your company to similar businesses (anonymously, of course).

The result is a custom fit of QuickBooks features and settings for your business.

Back Next

6. The next field lets you tell QuickBooks Online what your business sells. QuickBooks Online can track the sale of products, services and other types of sales. Jack plans to sell products and services so select “products and services” option.
7. The next step is to choose the Company Type. North Shore Locksmith will be setup as a sole trader. This is not a required field, but you can choose the type of organization that you are setting up.

Welcome to QuickBooks, Jack!

1 SET UP COMPANY 2 SET UP QUICKBOOKS 3 GO TO HOME PAGE

Tell us more so we can tailor QuickBooks just for you.

*** Your industry**
Locksmith services

*** You sell**
Products and services

Company type
Sole trader

Do you want to import data from QuickBooks for Windows or MYOB?
☐ Yes ☒ No

How do you like to get paid?
☒ Cash
☒ Cheque
☒ Credit card / Debit card
☒ Bank transfer (Direct deposit)
☒ PayPal or similar service

Why do this?
We quickly compare your company to similar businesses (anonymously, of course).
The result is a custom fit of QuickBooks features and settings for your business.

Back Next

9. The last step is to tell QuickBooks Online about your business's preferred payment methods. Select all the methods that apply. North Shore Locksmith will accept several different payment methods. Select Cash, Cheque, Credit card/debit card, Bank Transfer and PayPal.

10. Click Save and Next.

QuickBooks Online completes the basic setup of your business's QuickBooks Online company file. The results of the setup are displayed in a graph. The graph displays information about businesses like yours using QuickBooks Online. In the right hand column of the Set Up QuickBooks window, you see a list of features and transactions that QuickBooks Online has enabled for your business.

Welcome to QuickBooks, Jack!

1 SET UP COMPANY 2 SET UP QUICKBOOKS 3 GO TO HOME PAGE

Here's where the magic happens...

885,564
BUSINESSES USE QUICKBOOKS ONLINE
WORLDWIDE

1,017
BUSINESSES IN SECURITY SYSTEMS SERVICES

Customising QuickBooks for you...

- ✓ Customising your invoice fields
- ✓ Turning on purchase orders
- ✓ Selecting the best reports for your business
- ✓ Enabling discounts
- ✓ Building your chart of accounts
- ✓ Turning on inventory tracking
- ✓ Enabling estimates
- ✓ Turning on billable time tracking

Cool, right?

We tapped into the wisdom of other businesses like yours to customise QuickBooks just for you.

Why should you have to worry about accounting? That's our job.

✓ You're good to go!

Next

North Shore Locksmith is now setup! This completes the basic setup.

11. Click Save and next to complete the setup and go to the Home window.

QuickBooks

Home Customers Suppliers Employees Transactions Reports GST Apps

Get started with QuickBooks Welcome Guide

MINI TOUR Stay organised with QuickBooks

MINI TOUR Set up your QuickBooks company

MINI TOUR Import your data into QuickBooks

North Shore Locksmith Friday, March 13 2015 Private mode OFF

Income Last 365 Days

A\$850 OPEN INVOICES A\$0 OVERDUE A\$0 PAID LAST 30 DAYS

Expenses Last 30 days

A\$488 LAST 30 DAYS

A\$400 Supplies A\$80 Office expenses A\$8 Meals and entertainmen...

Bank accounts

Connect an account

Cash and cash equivalents In QuickBooks A\$-400.00

Default Credit Card In QuickBooks A\$7.60

Activities All

Needs attention

QuickBooks for Windows or MYOB user? Read this first.

March 13, 2015 TODAY

Take a tour of the home page

Invite your accountant or bookkeeper

Don't have an accountant or bookkeeper? Find a Certified QuickBooks expert Find one now

March 12, 2015 YESTERDAY

Quote 100B: A\$550.00 added for Alex Blakey Mar 12, 7:08 pm AEDT

NAVIGATING QUICKBOOKS ONLINE

QuickBooks Online (QBO) has been designed to be intuitive, fast and simple to use. The 'click and go' navigation makes it easy for you to find what you need quickly so you spend less time doing your books and more time doing what you love. The user interface is simple and unified across all products and contains fewer secondary menus, which results in fewer clicks to find the desired information or functions.



NOTE: QuickBooks Online works best in a Chrome browser, but it also works with Internet Explorer 10, Safari 6 or Firefox. It's useful to bookmark your login page and memorize your login username so it's easy to login anytime on your same computer, tablet or laptop device.

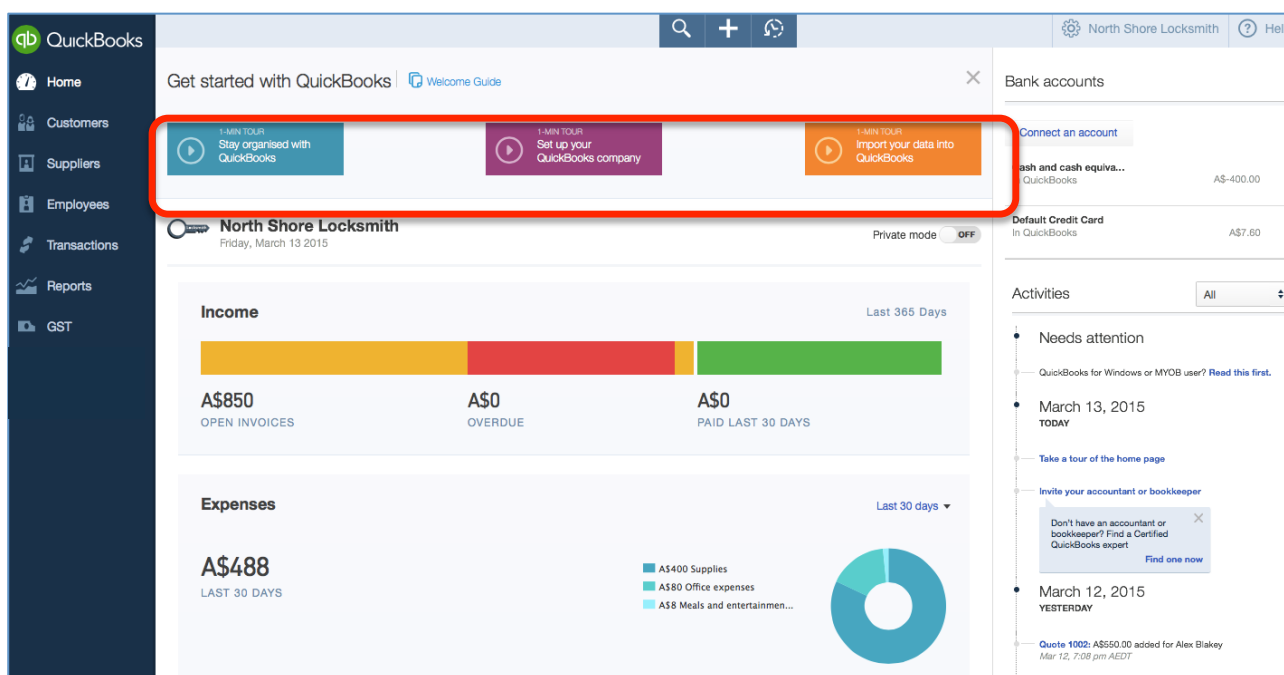
TAKE THE QUICKBOOKS ONLINE TOUR

1. Sign into QuickBooks Online at qbo.intuit.com.

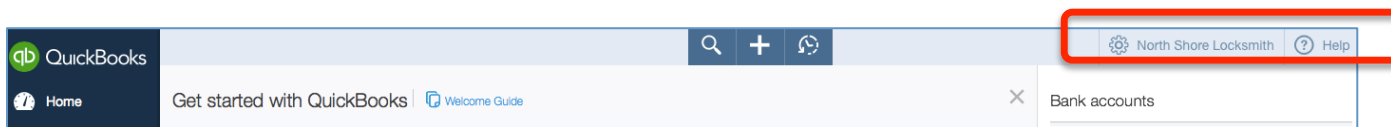
Enter your QuickBooks Online User ID and password and select **Sign In**.

The screenshot shows the QuickBooks Online login interface. At the top left is the QuickBooks logo. Below it, the text 'Sign In' is displayed. There are two input fields: 'User ID' containing the email 'gordonlocksmith@gmail.com' and 'Password' containing a masked password '*****'. Below the password field is a checkbox labeled 'Remember my user ID' which is checked. At the bottom of the form is a blue 'Sign In' button and a link that says 'Can't access your account?'. The footer of the page includes the copyright notice '© 2014 Intuit. All rights reserved.' and links for 'Privacy', 'Support', and 'Signup'.

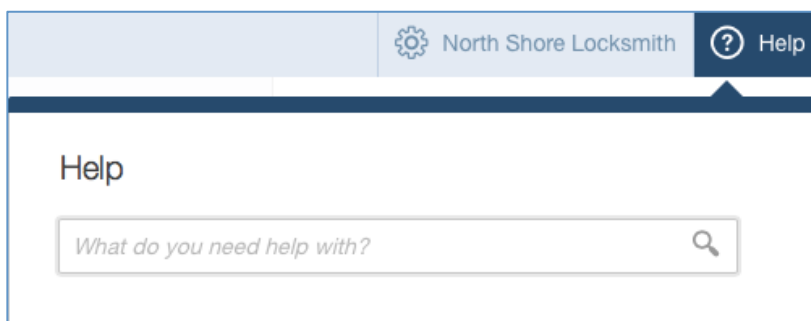
2. The **Home Page** displays a summary of key information and provides links to quick tips to help you get the most out of QuickBooks Online.



3. The **Company** setting is located in the top right corner of your QuickBooks Online screen, and is accessed by clicking on the **gears** icon.





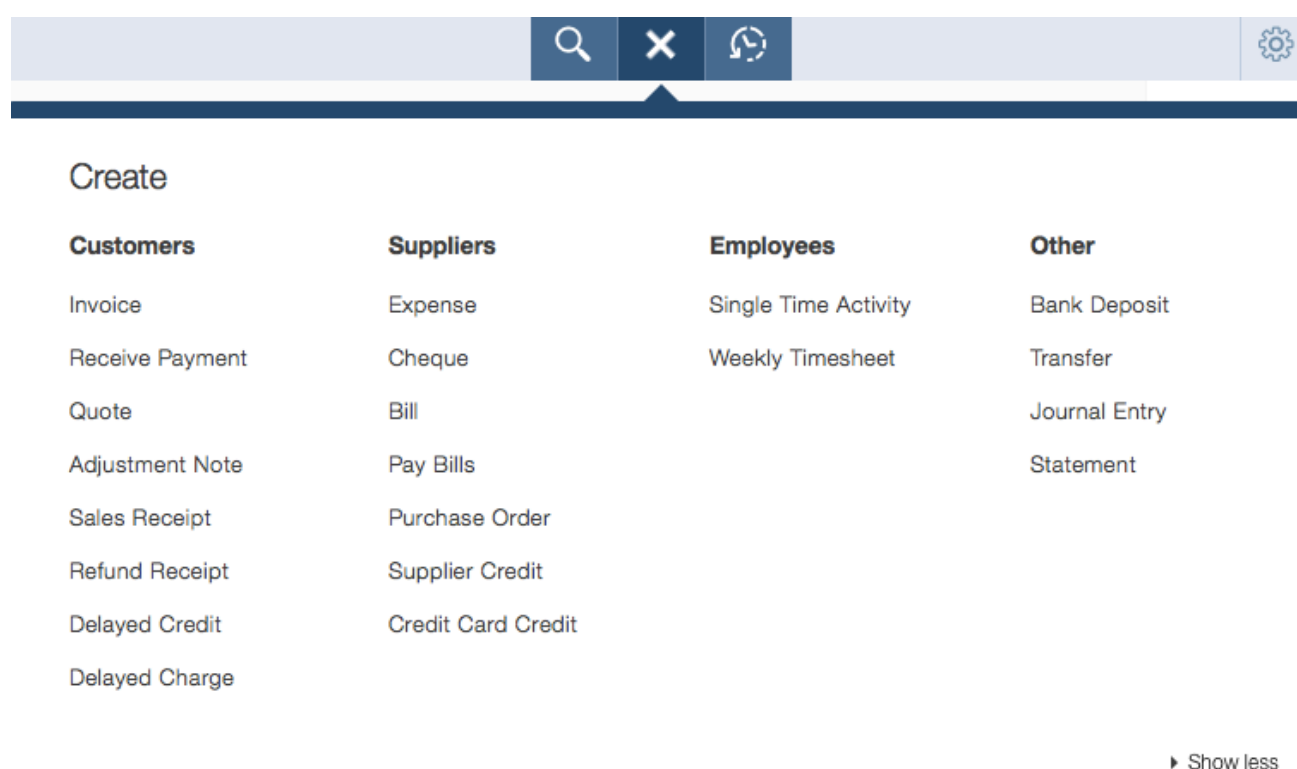
4. To access the **Help** function, click on the **question mark** next to the company menu in the top right corner.



The **Global Navigation** in the center of the screen gives you quick access to:




-  **Search** – Use this feature to quickly look up QuickBooks Online transactions by transaction number, date, or dollar amount. The **Advanced Search** feature allows you to combine your search terms.
-  **Quick Create** – Use this feature to quickly access the four key transaction types. Clicking on **Show More** expands the list to include all the available transactions.



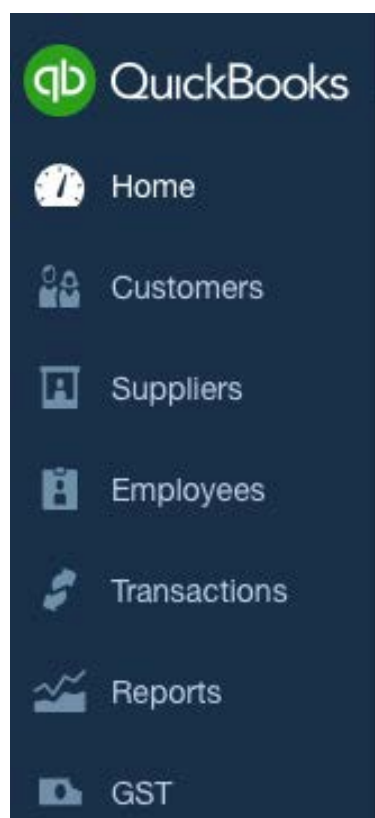
The screenshot shows the top navigation bar with three icons: a magnifying glass (Search), a plus sign (Quick Create), and a circular arrow (Recent Transactions). Below the bar, the 'Create' section is displayed, organized into four columns: Customers, Suppliers, Employees, and Other. Each column lists various transaction types. A 'Show less' link is visible at the bottom right of the 'Create' section.

Customers	Suppliers	Employees	Other
Invoice	Expense	Single Time Activity	Bank Deposit
Receive Payment	Cheque	Weekly Timesheet	Transfer
Quote	Bill		Journal Entry
Adjustment Note	Pay Bills		Statement
Sales Receipt	Purchase Order		
Refund Receipt	Supplier Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge			

► Show less

-  **Recent Transactions** – Use this feature to display a list of your recently recorded transactions, each of which can be opened by clicking on the selection.

The left-hand navigation bar provides access to your lists and all primary transactions.



Home – Home Page

Customers – Use this to create, import, edit and delete customers, Customer Money Bar shows the flow of money into the business

Suppliers – Use this to create, import, edit and delete Suppliers, Supplier Money Bar shows you flow of money out of the business.

Employees – Use this to create, edit and delete employees.

Transactions – This is a shortcut to the following: banking, sales, expenses and Chat of Accounts

Reports – This menu has four options: Recommended, Frequently Run, My Custom Reports and All Reports

GST – (Singapore and Malaysia only) From the GST Centre, you can activate your GST tracking, create new taxes and tax groups, complete a GST report, view related reports, tax rates and record GST payments

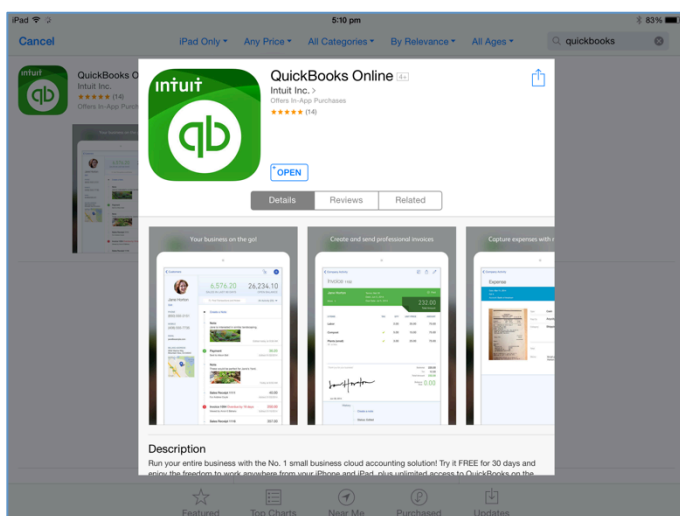
TAKE THE QUICKBOOKS ONLINE IPAD/IPHONE TOUR

QuickBooks Online works with iPhone, iPad, and Android devices; you can have access to your business information, customers or suppliers wherever you have mobile access.

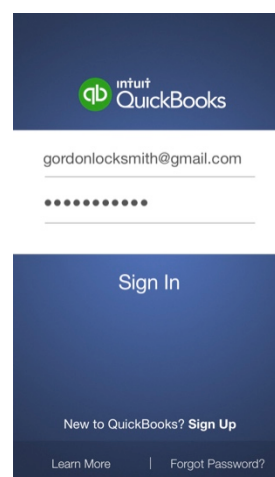
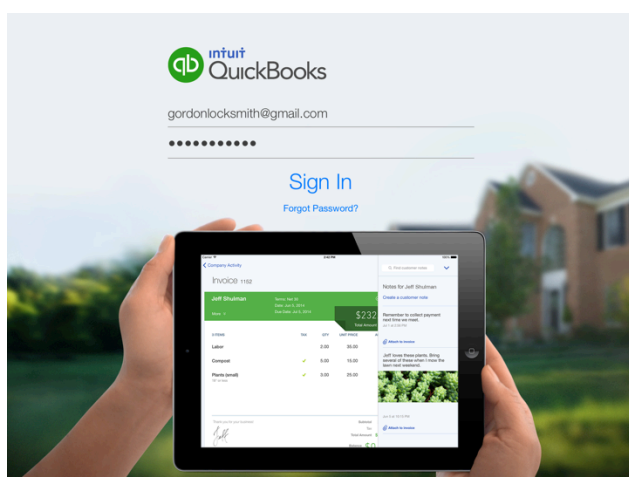
MANAGE YOUR BUSINESS ANYWHERE

- Create and send professional invoices and quotes.
- Snap photos of your receipts and organise daily expenses as you go.
- Convert a quote to an invoice in seconds.
- Attach photos and notes to quotes, invoices, customers, and transactions.
- Receive overdue invoice notifications so you always know who owes you money.
- Track payments and record sales.
- Profit & Loss and Balance Sheet reports show how your business is doing.
- Customise tax rates for your business

1. You can download the free QuickBooks Online mobile app (specific to iPhone, iPad, or Android) from the iTunes store or Google Play. You can then simply login using your QuickBooks Online username and password.

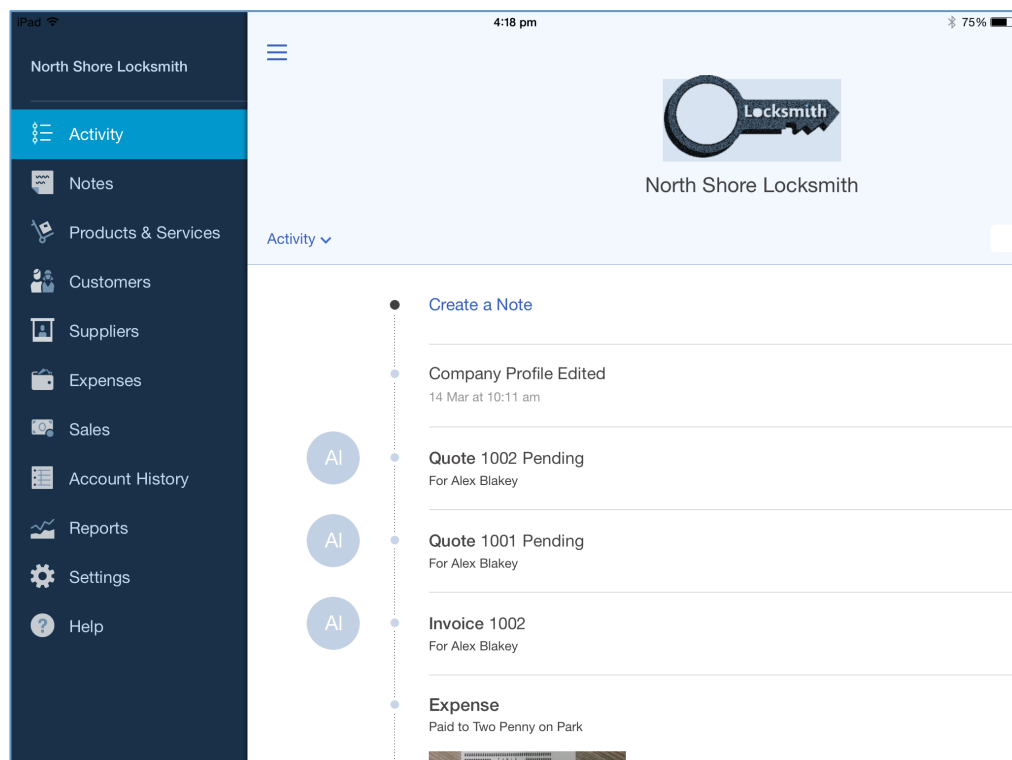


2. Use your QuickBooks Online login credentials to sign-in to the app

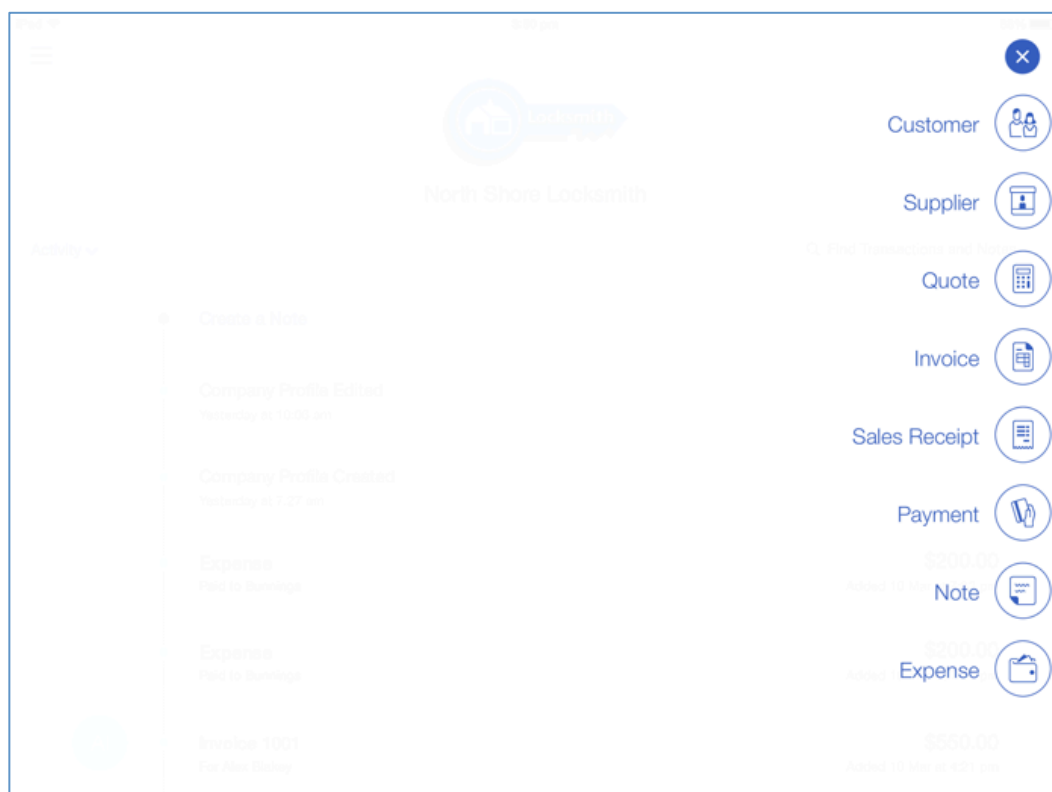


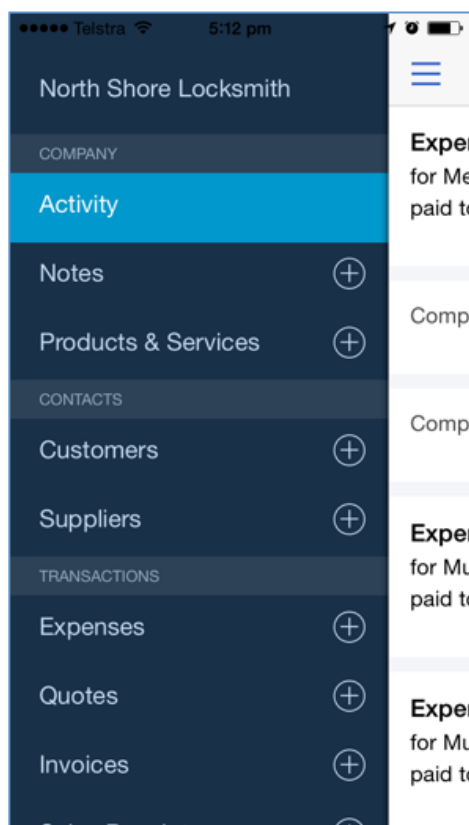
3. The navigation on the iPad app is similar to QBO on the browser. There is a left and right hand side panel of options available by selecting the menu and plus buttons on the top left and right hand side of the screens respectively. For the iPhone the plus sign is at the bottom of the screen.

Left hand side panel on iPad:

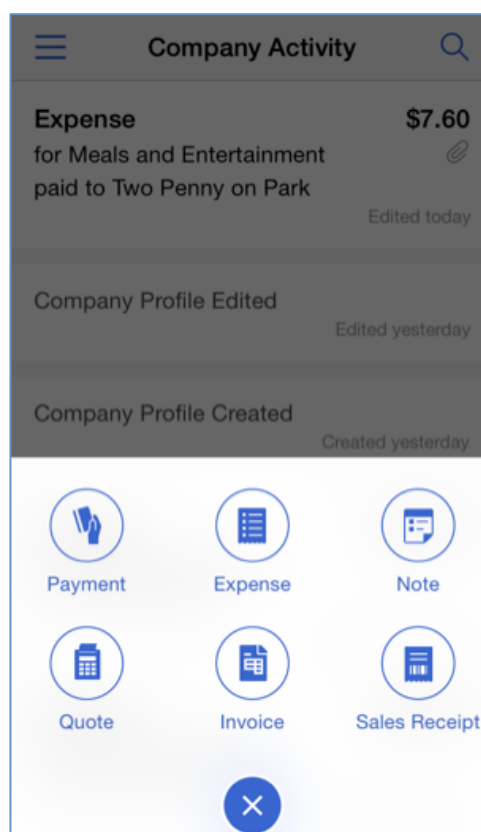


Right hand side panel on iPad:





Left hand side panel on iPhone



Right hand side panel on iPhone

COMPANY SETUP

The Company Settings feature is designed to allow you to customize QuickBooks Online to your specific business requirements and uses.

It's important to define your Company Settings before you enter or upload transactions, so that your entries are uniform. Your settings can always be modified or changed based on your needs after the initial setup is completed.



NOTE: The features and screen captures shown here are those available in QuickBooks Online Plus. Some features are not available in QuickBooks Online Simple Start or Essentials.

COMPANY SETTINGS

Company Settings are accessed by selecting the **gear** icon or company name in the top right corner of the screen.

The screenshot shows the top navigation bar of QuickBooks Online. On the right, there is a gear icon (Company Settings) and the company name 'North Shore Locksmith'. Next to it is a 'Help' link with a question mark icon. Below the navigation bar, the settings menu is displayed, organized into four columns: Settings, Lists, Tools, and Your Company.

Settings	Lists	Tools	Your Company
Company Settings	All Lists	Import Data	Your Account
Custom Form Styles	Products and Services	Reconcile	Manage Users
Chart of Accounts	Recurring Transactions	Budgeting	Feedback
Currency Centre	Attachments	Audit Log	Privacy
QuickBooks Labs			Sign Out

You can edit any of the company settings by clicking on the option and making your change. Once complete, click **Done** to update your information.

Settings ×


Company

Sales

Expenses

Advanced

Company name



North Shore Locksmith

✎

Contact info

Company address

George Street
Hornsby
NSW 2077
AU

✎

Customer address

AU

Legal address

AU

Company email

gordonlocksmith@gmail.com

Customer email

gordonlocksmith@gmail.com

Company phone

0280800000

Accounting method

Accrual

✎

ABN

99-1111110

✎

Categories

Track classes

Off

✎

Track locations

Off

Done

MANAGE USERS

You can give other users access to QuickBooks Online by selecting **Manage Users** in the **Your Company** section of the **Company** menu.

🔍

+

🔄

⚙️ North Shore Locksmith

🔍 Help

Manage Users

Contact Name	Email Address	Access Rights	Billable User?	Status
Jack Gordon	gordonlocksmith@gmail.com	Master Admin	Yes	Active
Jill Gordon	gordonlocksmith@gmail.com	Custom Access	Pending	Invited

Resend

Transfer Master Administrator

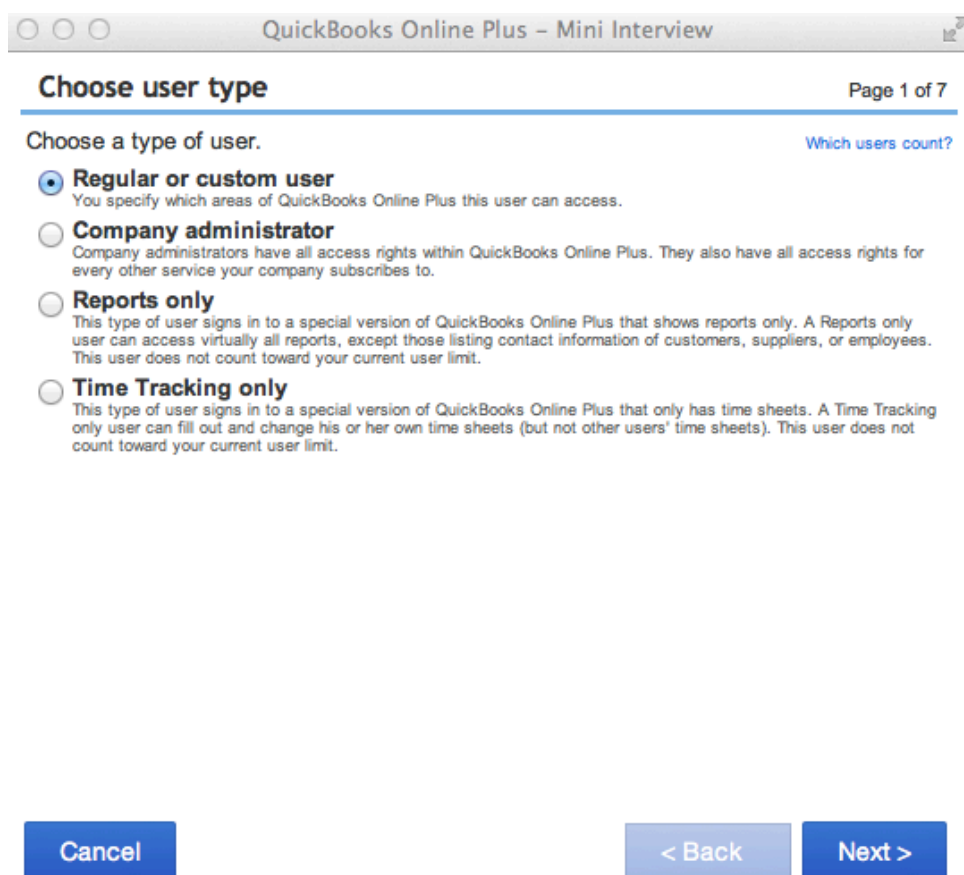
New

Edit

Delete

Activity

To set up new users, select **New** in the upper right side of the screen. You will be asked to enter the name and email address. When you create a new user, you can restrict or expand access as follows:

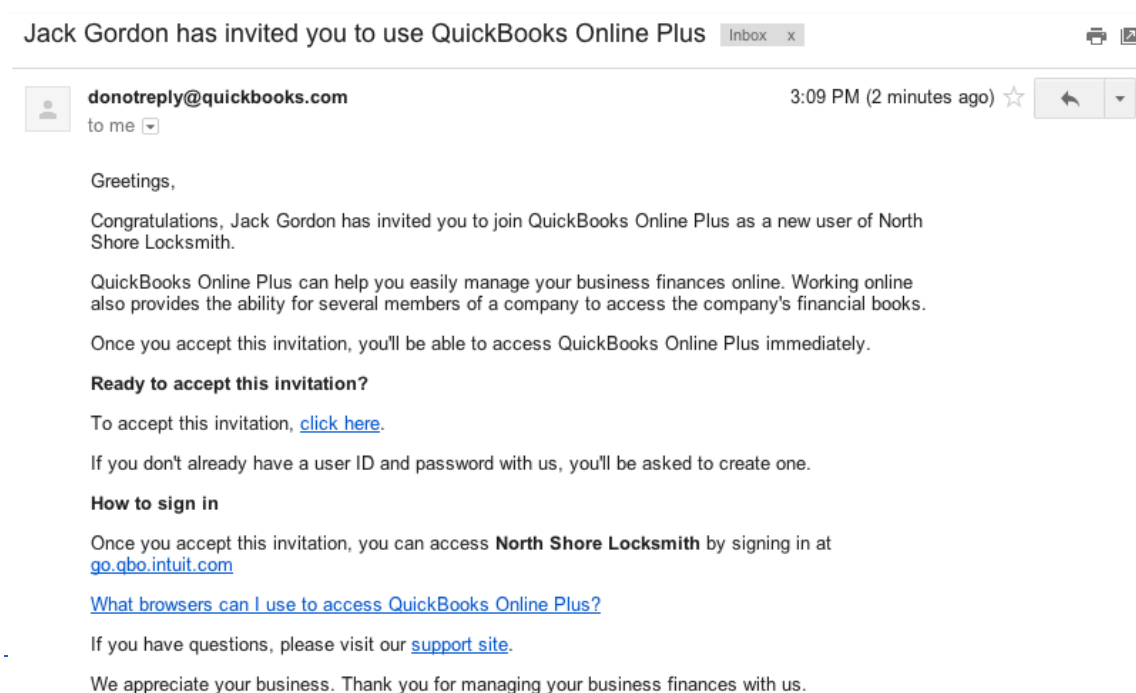


The screenshot shows a web browser window titled "QuickBooks Online Plus - Mini Interview". The page is titled "Choose user type" and is "Page 1 of 7". Below the title, it says "Choose a type of user." with a link "Which users count?". There are four radio button options:

- ☒ **Regular or custom user**
You specify which areas of QuickBooks Online Plus this user can access.
- ☐ **Company administrator**
Company administrators have all access rights within QuickBooks Online Plus. They also have all access rights for every other service your company subscribes to.
- ☐ **Reports only**
This type of user signs in to a special version of QuickBooks Online Plus that shows reports only. A Reports only user can access virtually all reports, except those listing contact information of customers, suppliers, or employees. This user does not count toward your current user limit.
- ☐ **Time Tracking only**
This type of user signs in to a special version of QuickBooks Online Plus that only has time sheets. A Time Tracking only user can fill out and change his or her own time sheets (but not other users' time sheets). This user does not count toward your current user limit.

At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

An email invitation with a link to your company file is sent automatically to anyone who you invite. New users must accept the invitation to gain access to your company file.



QuickBooks Online users can invite up their accountant or bookkeeper to access their QuickBooks Online data for free, in all versions of QBO (SimpleStart, Essentials or Plus).

To invite your accountant and/or bookkeeper to have access to your QBO data:

1. Select **Manage Users** in the **Company** menu.
2. Select **Invite Accountant** at the bottom of the screen.

Manage Users

Contact Name	Email Address	Access Rights	Billable User?	Status
Jack Gordon	gordonlocksmith@gmail.com	Master Admin	Yes	Active
Jill Gordon	gordonlocksmith@gmail.com	Custom Access	Pending	Invited

Buttons: Transfer Master Administrator, New, Edit, Delete, Activity

Accounting Firms

You can invite up to two accounting or bookkeeping firms to provide them, and any employees they may have authorised, access to your company data.

Contact Name	Email Address	Status

Buttons: Invite Accountant, Edit, Delete

3. Enter the accounting professional's name and email address. This action will generate an email invitation, which includes a unique link to accept and gain access to your QuickBooks Online data using QBO Accountant.

MULTIPLE CURRENCIES

If you do business with foreign suppliers and/or customers, QuickBooks Online can be set up for multiple currencies. Simply select **Currency Centre** from the **Settings** section of the **Company** menu.



North Shore Locksmith

Settings

Company Settings
Custom Form Styles
Chart of Accounts
Currency Centre
QuickBooks Labs

Lists

All Lists
Products and Services
Recurring Transactions
Attachments

Tools

Import Data
Reconcile
Budgeting
Audit Log

Your Company

Your Account
Manage Users
Feedback
Privacy
 Sign Out

This will open the Currency Centre. If you would like to activate multi-currency, click the **Set up currencies** button. When multicurrency is enabled, any foreign-denominated transaction will track three values: foreign currency amount, exchange rate, and the equivalent amount denominated in the home currency, Australian dollars.

QuickBooks Online tracks fluctuating exchange rates, and it also calculates exchange gains and losses automatically.



Currency Centre

Actions

Use up to 145 currencies
Foreign exchange rates are downloaded every four hours from a financial services web site.

Assign a currency to a customer or supplier
You can track transactions with foreign customers and suppliers in their own currency.

Exchange rates updated every four hours, or override these if necessary
QuickBooks Online uses the most recent exchange rate for foreign transactions. If necessary, you can override an exchange rate for a single transaction or for all transactions for a specific date.

Revalue foreign currency accounts
You can see the value of your foreign transactions in your home currency. Gains or losses due to fluctuations in exchange rates are also shown here.

Need to use multiple currencies?

Set up Multicurrency if you have customers or suppliers using foreign currencies.

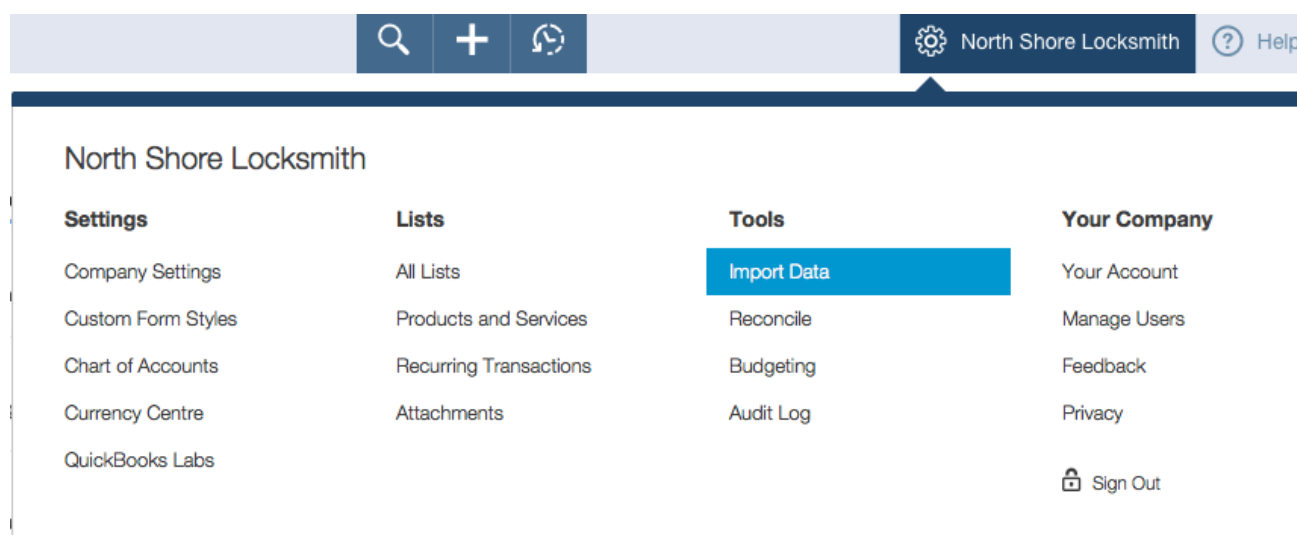
[Set up currencies](#)

When you turn on multicurrency, your home currency becomes fixed. Once turned on, multicurrency cannot be turned off.

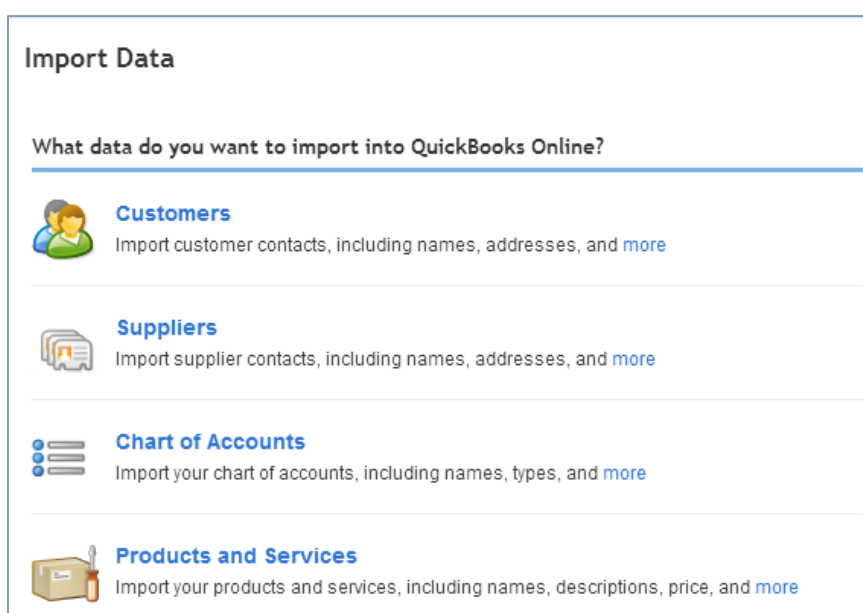
IMPORTING YOUR DATA

To import a data file:

1. Go to the **Company Gear Icon**
2. Under the **Tools** heading
3. Select **Import Data**.



4. Then select the type of data you would like to import.



CUSTOMERS



TIP! To save time and insure your data is imported correctly and requires minimal clean-up, be sure to preview and reformat your data file to match the sample data file (see the **Download a sample file** hyperlink).

To import your customer's data:

1. Select **Customers**.
2. Choose **File** and browse to select your customer .xls or .csv import file.
3. Find and highlight the source import file, select **Open** or double-click on the import file name to select it.

Import Customers



Checklist before import

- Do you use **foreign currencies**? [Turn on multicurrency](#) before you import. ([Learn more](#))
- What format is your list? We can import **CSV or EXCEL** files from most email apps. ([Learn more](#))
- [Download a sample file](#) to see what we can import. ([Learn more](#))

Upload your file

Please upload an EXCEL or CSV file

Choose File no file selected

2MB or 1,000 rows maximum size

Continue

4. Once the import file is chosen, select **Continue**.
5. Review the fields (columns from import file) to ensure they are matched correctly with QuickBooks Online fields for Customers.

6. Note the green checkmark next to fields that QuickBooks Online has matched up with or mapped to the import file's columns. If necessary, change the mapping of any field, and select **Continue**.

Match your fields to QuickBooks Online fields

QuickBooks Online fields	Your fields	
Full Name	First Name + Last Name	✓
Company	I don't have this	
Email	I don't have this	
Phone	I don't have this	
Mobile	I don't have this	
Fax	I don't have this	
Website	I don't have this	
Street	Address 2	✓
City	City	✓
State/Territory	I don't have this	
Postcode	Postcode	✓
Country	I don't have this	

Continue Back

7. Make any desired or required (signified in red, if any) corrections to the information in the preview screen and then select the button to **Import** the records.

81 Customers were uploaded * Required

<input checked="" type="checkbox"/>	* Full Name	Street	City	Postcode	Currency
<input checked="" type="checkbox"/>	Adwin Ko	283 Burwood Hwy	VIC	3156	AUD - Australian Dollar
<input checked="" type="checkbox"/>	Alex Blakey	200 Wallgrove Rd	NSW	2175	AUD - Australian Dollar
<input checked="" type="checkbox"/>	Anandkumar Ree	Building 6, Boundary St	QLD	4000	AUD - Australian Dollar
<input checked="" type="checkbox"/>	Andre Prefontaine	873 North Tce	SA	5000	AUD - Australian Dollar
<input checked="" type="checkbox"/>	Anilkumar Pillai	17 Balfour St	TAS	7250	AUD - Australian Dollar
<input checked="" type="checkbox"/>	Annie Ma	232 Hay St	WA	6000	AUD - Australian Dollar
<input checked="" type="checkbox"/>	Benjamin Yeung	280 Coconut Parade	NT	0810	AUD - Australian Dollar
<input checked="" type="checkbox"/>	Brad Card	Convicts Arcade Shop 2a	VIC	3000	AUD - Australian Dollar
<input checked="" type="checkbox"/>	Carol Teng	Unit 88/ 123 Parramatta Rd	NSW	2123	AUD - Australian Dollar
<input checked="" type="checkbox"/>	Carol Walker	21b Cordelia St	QLD	4101	AUD - Australian Dollar

Back **Import 81 Records**



NOTE: An Import Summary confirms the number of imported customers.

SUPPLIERS

To import your supplier data into your QuickBooks Online company file, follow the same process as above. Remember to select **Suppliers** when specifying the type of data and then pre-format and select your Supplier xls or csv file accordingly.

CHART OF ACCOUNTS

To import your Chart of Accounts data into your QuickBooks Online company file, follow the same process as above. Remember to select **Chart of Accounts** when specifying the type of data and then pre-format and select your Chart of Accounts .xlsx or .csv file accordingly.

NOTE: It is important to import the Chart of Accounts data **before** importing the Product/Services data to insure your Product/Services data falls into the correct accounts and will minimize the need to reclassify or reassign your data after importing.

PRODUCTS/SERVICES

Products and Services are generally imported last, and as noted above, they can only be imported after the Chart of Accounts is set up. Please contact your Pro Advisor to set-up your Chart of Accounts.

The procedure for importing Products and Services is similar to that of importing Customers and Suppliers.

1. Again, match the fields and make any required changes to the mapping, click **Continue**.

Import Products and Services

Upload File Map Fields Review Data Import Summary

Match your fields to QuickBooks Online fields

QuickBooks Online fields	Your fields	
*Product/Service Name	Product/Service	✓
Sales Information Applicable if importing product/services you sell to your customers.		
Sales Description	Description	✓
Sales Price/Rate	Price	✓
Income Account	Income Account	✓
Purchase Information Applicable if importing product/services you purchase from suppliers.		
Purchase Description	Purchase Description	✓
Purchase Cost	Cost	✓
Expense Account	Expense Account	✓

Continue Back

Make any desired or required (in red) changes and import the records.

Import Products and Services

Upload File Map Fields Review Data Import Summary

4 items were found in your file. Please edit as needed below. ⚠ 2 need your attention Show: All | Error

<input checked="" type="checkbox"/> I sell this	<input checked="" type="checkbox"/> I buy this	* Product/Service Name	Sales Description	Sales Price / Rate(AUD)	Income Account	Purchase Description	Purchase Cost(AUD)	* Required Expense Account
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frames		0.00	Revenue - General		0.00	Change in inventory
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frames:Exterior Frame	Standard exterior door frames	0.00	Revenue - General	Standard exterior door ...	20.00	Change in inventory
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Frames:Interior Frame	Standard interior door frame	0.00	⚠ Construction	Standard interior door f...	12.00	⚠ Cost of Goods
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Framing	Framing labour	55.00	⚠ Construction		0.00	Purchases

☐ Overwrite existing records in QuickBooks Online with the same Product/Service name. Warning: this will overwrite all values for given product and cannot be undone.

Back **Import 4 Records**

- As with all imported lists, the **Import Summary** confirms the number of imported products and services.

IMPORTING BANK TRANSACTIONS

IMPORTING YOUR BANK TRANSACTIONS

You can import bank transactions you have downloaded from your online banking system.

1. To do this, select **Transactions** then **Banking** and **File Upload**.
2. Browse to locate the file to upload. Select **Next**.

Upload file

Download data from your bank

1. Open a new tab and sign in to your bank.
2. Download transactions: CSV, QFX, QBO, or OFX format only.
3. Close the tab and return to QuickBooks.

Select the file to upload

No file selected

Browse

3. From the drop-down list of accounts in QuickBooks Online, select the appropriate bank account to which the file's transactions are to be compared and uploaded and choose **Save**.

4. A message will appear indicating that your bank data has been saved.
5. Click **Finish**.

SETTING UP BANK RULES

Bank Rules allows greater control of bank transactions as they are added to the QBO Company. Bank Rules can be defined via Money In or Money Out and the bank account the transaction it relates to (if you have more than one bank account). The transactions can be identified using separate conditions using Description, Bank Text, or Amount using the logic of **Contains, Is Exactly or Doesn't contain**. You can add up to five separate conditions allowing you to drill down in identifying specific types of transactions.

Once the Bank Rule has identified the transaction you are able to allocate the Payee, Categorize it, apply a tax code, or apply a class and/or Location. In addition you can add a memo to the transaction.

Create a new Bank Rule

1. Once in the Transaction Banking screen click on the upside down arrow next to Update. Select Manage Bank Rule
2. In the new window click on the box in the top right called New Rule
3. Enter a rule name, call it OfficeWorks
4. Select if this is for Money In or Money Out transactions, set it as Money Out
5. Select the banks account the rule will relate to, choose NAB Business Banking
6. Select the appropriate conditions to meet the rule. Set as Description Contains Officeworks
7. Then select the appropriate actions. Set Payee as Officeworks, Category as Office Supplies, and Tax Code as GST on Non Capital. At this stage you do have the option to split the transaction if you wish.
8. Optionally choose a Location and/or Memo. Set memo to read "Added via Officeworks Bank Rules"

How to Match Transactions

In the New Transactions section you will find all the downloaded or imported Transactions. To accept a **Matched** transaction click on the **Match** button at the end of the row under the Action column.

<input type="checkbox"/>	DATE	DESCRIPTION	ADD OR MATCH	GST	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	11/10/2013	Alex Blakey	MATCH - Payment 01/09/2013 A\$1,000.00 Ale			A\$1,000.00	<button>Match</button>

You can also **Split** a transaction to allocate it against multiple categories.

Split Transaction

Downloaded Transaction: Amazon on 03/11/2013 for A\$20.50

Payee
Amazon
Location
Select Location (optional)

CATEGORY	GST	CLASS	AMOUNT
Uncategorised Expen	Select GST	Select Class (optional)	
Select Category	Select GST	Select Class (optional)	

Add lines
Reset

Split amount
A\$0.00
Original amount
A\$20.50
Difference
A\$-20.50

Memo

Cancel
Save and add

How to Add Transactions

In the **New Transactions** section you will find all the downloaded or imported Transactions. To **add a transaction** click on the transaction which will allow you to allocate the type of transaction, the customer or supplier, the category, GST (Singapore and Malaysia only), the class, or the location, as well as add a memo to the transaction

19/03/2015 Cheque 78 Alex Blakey Dues and subscriptions GST on non-capital (Purchases) A\$3.19

☒ Add ☐ Find match

Expense Alex Blakey Dues and subscriptions GST on non-capital (Purcha

CHECKING debit 78

BANK DETAIL CHECKING debit 78

How to accept multiple transactions in batches

To accept multiple transactions at the same time select the transactions you wish to action (either select individual transaction by clicking the tick box at the left, or select the tick box at the top to select all transactions), and then under batch actions select **Accept Selected**.

New Transactions		In QuickBooks	Excluded	Go to Account history			
Batch actions		All (272)	Recognised (45)				
	DESCRIPTION	PAYEE	CATEGORY OR MATCH	GST	SPENT	RECEIVED	ACTION
<input checked="" type="checkbox"/>	Accept Selected						
<input checked="" type="checkbox"/>	Exclude Selected						
<input checked="" type="checkbox"/>	Modify Selected						
<input checked="" type="checkbox"/>	19/03/2015 Cheque 78	Alex Blakey	Dues and subscrip...	GST on non-capital ...	A\$3.19		Add
<input checked="" type="checkbox"/>	17/03/2015 Cheque 76		Uncategorised Expe...		A\$3.17		Add
<input checked="" type="checkbox"/>	16/03/2015 Checking		Sales of Product Inc...			A\$3.16	Add
<input checked="" type="checkbox"/>	15/03/2015 Cheque 74		Uncategorised Expe...		A\$3.15		Add

Other batch actions include:

- **Exclude Select** – Transactions will be excluded and not imported into QuickBooks online.
- **Modify Selected** – Allows you to modify multiple transactions all at once.


CREATING AND MANAGING QUOTES

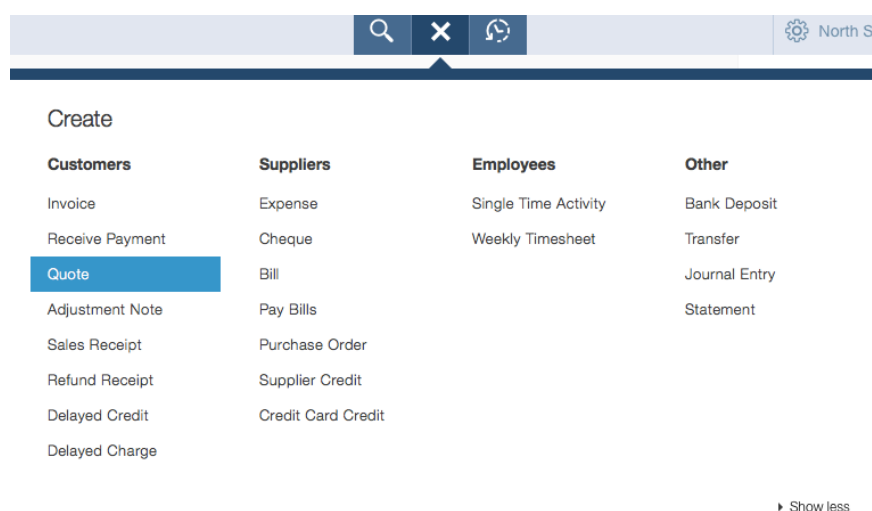
Quotes are easy to create and customise in QuickBooks Online. Before you create your first quote, double check your company is set up to account for GST (Singapore and Malaysia only), quantities, custom transactions and multi-currency.

CREATING QUOTES

Quotes can be easily accessed from the **Create** or **Quick Create** menu.

To create an invoice:

1. Go to the  **Quick Create** at the top of the QuickBooks Online screen or via the left-hand navigation panel.
2. In the Quick Create window, select Quote.



6. Complete the on-screen quote, including selecting a customer, with the desired date, quote number, Products and Services of your choosing, the quantity, description and rate for each.

Quote #1010

Brian Cioran QBORocks@yahoo.com.au

Pending ☐ Send later

Last Delivery: Sent by email to QBORocks@yahoo.com.au at Oct 17, 5:25 am AUS Eastern Daylight Time

Billing address: Brian Cioran, Cioran and Co, 1887 Campden Cr, Springvale VIC 2265

Quote date: 17/10/2014

Expiration date:

Class:

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT (AUD)	GST
1	Momoki	Momoki	1	181.82	181.82	GST
2						

Add lines Clear all lines

Subtotal 181.82

GST @ 10% on 181.82 18.18

AMOUNT A\$200.00

Copy to invoice

Cancel Print or Preview Make recurring More Save Save and send

7. Add more lines, if needed. Complete any other desired fields, such as the Discount or add a message to be displayed on the quote.
8. If necessary, attach a document or any file by clicking on **Attachments** in the bottom left corner of the form. This can be used to store related documents for future references. Files sizes can go up to 25MB each.
9. Select **Save and Send** to email your customer their quote, click **Save and Close** to simply save the quote and return to the homepage or select **Save and New** to save the quote and create a new one.
10. Once the customer agrees to your quote use the "copy to invoice" feature to convert the quote into an invoice. See highlighted cell in the above image.

CREATING AND SENDING QUOTES ON A IPAD/IPHONE

1. To create an quotes on an iPad/iPhone tap the plus sign and select quotes
2. Choose the customer, enter the relevant details for the quote and send the quote on the spot to your customer via email

iPad 6:27 pm 78%

< Help

Quote 1001

Alex Blakey
Blakey's Bin Liners
More ▾

Status: Pending
Date: 12 Mar 2015
Exp. Date:

\$300.00
Convert to Invoice

Preview

Email

Print

Duplicate

Delete

2 ITEMS	QTY	UNIT PRICE	AMOUNT
Sales New lock	1.00	200.00	200.00
Hours	1.00	100.00	100.00

Subtotal

300.00

Discount

0.00

Total Amount

\$300.00

CREATING AND MANAGING INVOICES

CREATING INVOICES

Invoices can be easily accessed from the **Create** or **Quick Create** menu.

To create an invoice:

11. Go to the **+** **Quick Create** at the top of the QuickBooks Online screen or via the left-hand navigation panel.

12. In the Quick Create window, select **Invoice**.

Create

Customers	Suppliers	Employees	Other
Invoice	Expense	Single Time Activity	Bank Deposit
Receive Payment	Cheque	Weekly Timesheet	Transfer
Quote	Bill		Journal Entry
Adjustment Note	Pay Bills		Statement
Sales Receipt	Purchase Order		
Refund Receipt	Supplier Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge			

► Show less

13. Complete the on-screen invoice, including selecting a customer, with the desired date, invoice number, Products and Services of your choosing, the quantity, description and rate of each.

Invoice

Alex Blakey Bigtimer@gmail.com **BALANCE DUE A\$550.00**

☐ Send later

Billing address: Alex Blakey, Blakey's Bin Liners, 38 Cleveland St, Strawberry Hills NSW 4534

Terms: Net 30 Invoice date: 10/03/2015 Due date: 09/04/2015

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
1	Sales	New Lock	1	250	250.00
2	Hours	Service charges	3	100	300.00

Add lines Clear all lines

Subtotal A\$550.00

Discount percent A\$0.00

Total A\$550.00

Balance due A\$550.00

Message displayed on invoice

14. Add more lines, if needed. Complete any other desired fields, such as the Discount or add a message to be displayed on the invoice.

15. If necessary, attach a document or any file by clicking on **Attachments** in the bottom left corner of the form. This can be used to store related documents for future references. Files sizes can go up to 25MB each.
16. Select **Save and Send** to email your customer their invoice, click **Save and Close** to simply save the invoice and return to the homepage or select **Save and New** to save the invoice and create a new one.

MANAGING INVOICES

17. Open invoices can be found using the **Search** and **Recent Transactions** functions, as well as by running reports, but most often will be found in the Customer Centre by selecting **Customers** from the left-hand navigation bar.
18. In the **Customer Centre**, choose **Open Invoices** from the **Money** bar to locate the customer you wish to record the payment for. QuickBooks Online will always offer the next logical step for this type of transaction. In this case, it is suggesting for you to receive payment for that customer. Choose **Receive payment**.

The screenshot shows the QuickBooks interface. On the left is a navigation menu with options: Home, Customers, Suppliers, Employees, Transactions, Reports, and GST. The main area is titled 'Customers' and includes a 'New customer' button. Below this is a summary bar with five colored boxes: 'Unbilled Last 365 Days' (A\$0, 0 QUOTE), 'Unpaid Last 365 Days' (A\$0, 0 UNBILLED ACTIVITY), 'A\$550' (1 OPEN INVOICE), 'A\$0' (0 OVERDUE), and 'Paid' (A\$0, 0 PAID LAST 30 DAYS). Below the summary bar is a table of customers with columns for 'CUSTOMER', 'OPEN BALANCE', and 'ACTION'. The table lists three customers: Alex Blakey (A\$550.00), Carol Walker (A\$0.00), and Chris Smith (A\$0.00). A dropdown menu is open for Alex Blakey, showing options: 'Receive payment', 'Send reminder', 'Create statement', 'Create invoice', 'Create sales receipt', and 'Create quote'.

CUSTOMER	OPEN BALANCE	ACTION
<input type="checkbox"/> Alex Blakey	A\$550.00	Receive payment
<input type="checkbox"/> Blakey's Bin Liners 0255 878 233		Send reminder
<input type="checkbox"/> Carol Walker	A\$0.00	Create statement
<input type="checkbox"/> Kanga Wholesale 0255 177 967		Create invoice
<input type="checkbox"/> Chris Smith	A\$0.00	Create sales receipt
<input type="checkbox"/> Heavyinvoicer Ltd 0455 329 235		Create quote

Alternatively, the original invoice can be opened by clicking on the **hyperlink** in the listing, and then **Receive payment** can be selected at the top of the invoice.

The screenshot shows the 'Receive payment' screen for Invoice #1001. At the top, it says 'Invoice #1001'. Below this, there are two input fields: 'Alex Blakey' (with a dropdown arrow) and 'Bigtimer@gmail.com'. There is a 'Send later' checkbox. On the right, there is a 'Receive payment' button and a large display of 'BALANCE DUE A\$550.00'.

Invoices, whether open or paid, can also be found by selecting **Transactions** → **Sales** from the left-hand navigation bar.

CREATING INVOICES ON A IPAD/IPHONE

1. To create an invoice on an iPad/iPhone tap the plus sign and select invoice
2. Choose the customer, enter the relevant details for the invoice and send the invoice on the spot to your customer via email

Invoice

Billing Address
38 Cleveland St
Strawberry Hills, NSW 4534
Australia

Terms Net 30

Date 12 Mar 2015

Due Date 11 Apr 2015

2 ITEMS | SUBTOTAL: \$300.00

	QTY	UNIT PRICE	AMOUNT
Sales New locks	1.00	200.00	200.00
Hours Services	1.00	100.00	100.00
Choose Item(s) Description	0.00	0.00	0.00

Customer Message

Subtotal 300.00

Invoice 1002

Alex Blakey
Blakey's Bin Liners
More

Terms: Net 30
Date: 12 Mar 2015
Due Date: 11 Apr 2015

\$300
Receive Payment

	QTY	UNIT PRICE	AMOUNT
Sales New locks	1.00	200.00	200.00
Hours Services	1.00	100.00	100.00

Subtotal 300.00
Discount 0.00
Total Amount 300.00
Balance Due 300.00

Preview
Email
Print
Duplicate
Delete

CUSTOMISING INVOICES

You can customise your invoices to look how you want them including adding a logo, editing the font and more. This can be done by going to the **Company Gears Icon** → **Company Settings** → **Sales** → **Customise** → **Customise Look and Feel**.

North Shore Locksmith

Settings	Lists	Tools	Your Company
Company Settings	All Lists	Import Data	Your Account
Custom Form Styles	Products and Services	Reconcile	Manage Users
Chart of Accounts	Recurring Transactions	Budgeting	Feedback
Currency Centre	Attachments	Audit Log	Privacy
QuickBooks Labs			Sign Out

Settings

Company	Sales	Expenses	Advanced
Customise Customise the way forms look to your customers			
Sales form content			
Preferred invoice terms		None	
Preferred delivery method		Off	
Shipping		Off	
Custom fields		Off	
Custom transaction numbers		Off	
Service date		Off	
Discount		On	
Deposit		Off	
Products and services			
Show Product/Service column on sales forms		On	
Track quantity and price/rate		On	
Track quantity on hand		On	
Messages			
Default email message sent with sales forms			
Default message shown on sales forms			

Done

Custom Form Styles

< All Lists

New Style

NAME	FORM TYPE	LAST EDITED	ACTION
Standard	Invoice Sales Receipt Estimate	10/03/2015	Edit

You can choose a template and accent colour, upload your logo, and specify columns, header, footer and more. This same customization window can be accessed at the bottom of an invoice by selecting **Customise** at the bottom of the invoice form.

Select style

Airy

Modern

Fresh

Friendly

Bold

Invoice

North Shore Locksmith
George Street
Hornby
NSW
2077

Invoice

INVOICE TO
Hilary Dry Goods
123 Main Street
City
SA 1234

SHIP TO
Chris Smith
456 South Street
Town
SA 1234

INVOICE
TERMS
DATE
DUE DATE

12345
NET 30
10/03/2015
15/03/2015

DATE	ACCOUNT/STANDARD	AMOUNT
01/03/2015	Balance Forward	\$100.00
	From the open item details below	\$800.00
	Total Amount due	\$900.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/03/2015	Product Name Description of the product	2	255	450
10/03/2015	Service name Description of the service	1	225	225

SUBTOTAL 675.00

DISCOUNT 2% -13.50

TOTAL GST 65.00

SHIPPING 5.00

TOTAL 665.00

BALANCE DUE **A\$665.00**

Logo

Colour

Standard

Cancel Next

Tip: To copy invoices or creating recurring invoices use the functions at the bottom of an existing invoice.

Invoice #1001

Alex Blakey Bigtimer@gmail.com

Receive payment **BALANCE DUE A\$550.00**

☐ Send later

Billing address: Alex Blakey, Blakey's Bin Liners, 38 Cleveland St, Strawberry Hills NSW 4534

Terms: Net 30 Invoice date: 10/03/2015 Due date: 09/04/2015

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
1	Sales	New Lock	1	250	250.00
2	Hours	Service charges	3	100	300.00
3					

Add lines Clear all lines

Message displayed on invoice


Subtotal A\$550.00
percent A\$0.00
Total A\$550.00
Balance due A\$550.00

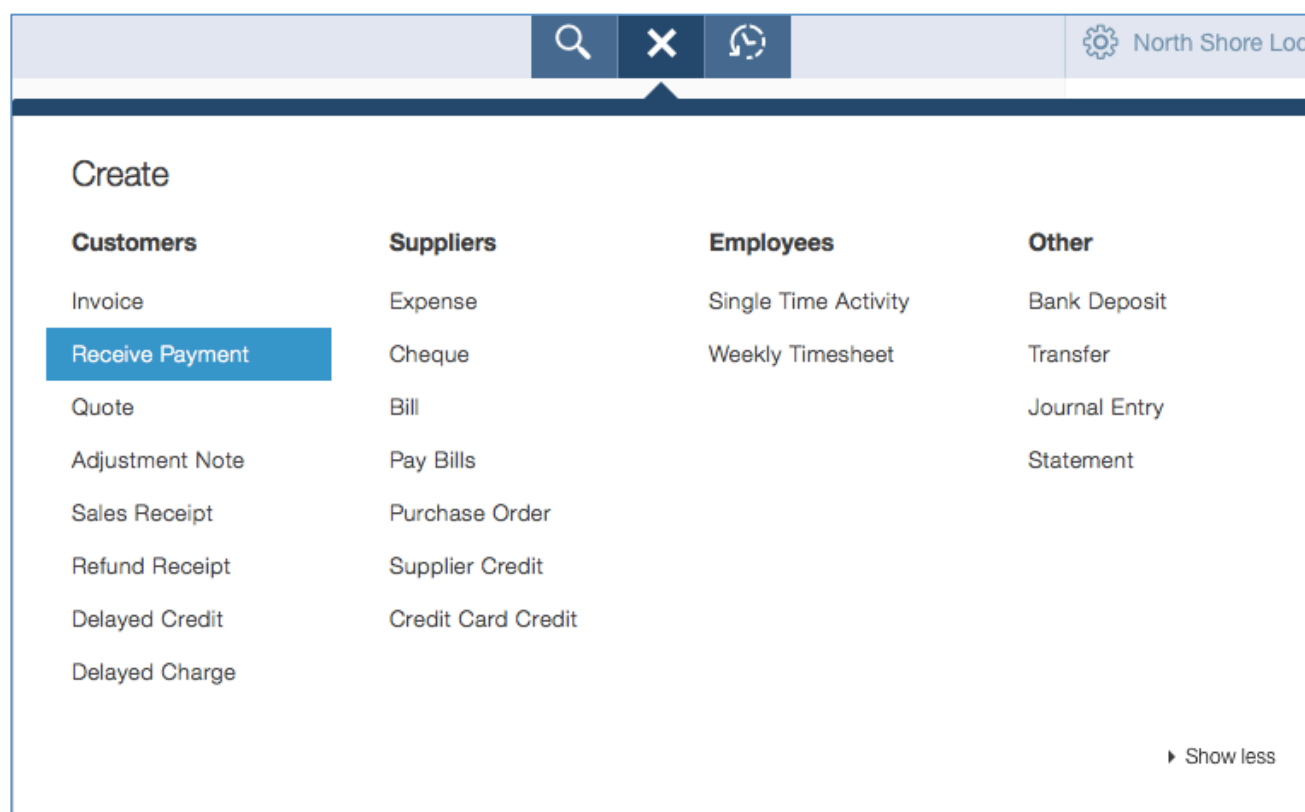
Copy
Void
Delete
Transaction journal
Audit History

Cancel Print or Preview Make recurring Customise More Save Save and send

RECEIVING PAYMENT

To receive a payment:

1. Go to the  **Quick Create** at the top of the QuickBooks Online screen or via the left-hand navigation panel.
2. In the Quick Create window, select **Receive Payment**.



3. On the receive payment screen start by selecting the customer name
4. Then complete the payment method field, reference no. (if any), Deposit to (bank account) and select the invoices you are receiving payment towards
5. Complete the full or partial payment amounts in the Payment fields
6. If necessary, attach a document or any file by clicking on **Attachments** in the bottom left corner of the form. This can be used to store related documents for future references. Files sizes can go up to 25MB each.
7. Click on the Print option at the bottom of the "Receive Payment" page to print the payment to send a hard copy of the payment receipt. Seen images below.
8. Click "Save and Send" to send over email.
9. The other option to receive payment is by selecting the customer from the left navigation bar and click on the "Open Invoices" on the money bar.
10. Select the invoice you have received payment for and click on "receive payment"

Receive Payment

Alex Blakely

Bigtimer@gmail.com

Find by invoice no.

AMOUNT RECEIVED

A\$650.00

☐ Send later

Payment date

17/03/2015

Payment method

Cheque

Reference no.

123654

Deposit to

Cash and cash equivalents

Amount received

650.00

Outstanding Transactions

<input checked="" type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1001 (10/03/2015)	09/04/2015	550.00	550.00	550.00
<input checked="" type="checkbox"/>	Invoice # 1002 (12/03/2015)	11/04/2015	300.00	300.00	100.00

Amount to Apply

A\$650.00

Amount to Credit

A\$0.00

Clear Payment

Memo

Attachments

Maximum size: 25MB

Drag/Drop files here or click the icon

Show existing

Cancel

Clear

Print

Save and new

Receive Payment #1235654

Print preview

To print, right-click the preview and select **Print**. Or, click the **Print** icon if you see one below.

North Shore Locksmith

George Street
Hornby NSW 2077

0290800000
gordonlocksmith@gmail.com

Receipt

Received From
Alex Blakley
Blakey's Bin Liners
38 Cleveland St
Strawberry Hills NSW 4534

Date: 17/03/2015
Payment Method: Cheque
Reference No: 1235654

Invoice Number	Invoice Date	Due Date	Original Amount	Balance	Payment
1001	10/03/2015	09/04/2015	550.00	550.00	550.00
1002	12/03/2015	11/04/2015	300.00	300.00	100.00

[Close](#)

Receive Payment #1235654

Amount Received
\$50.00

Payment
17/03

Payment
Check

Outs

✓

✓

✓

Memo

Attach

Send email

Email
bigtimmer@gmail.com

Subject
Payment Receipt from North Shore Locksmith

Body
Please find our payment receipt attached to this email.
Thank you.
Thanks for your business!

North Shore Locksmith

North Shore
North Shore 2017

604-692-0000
getnorthshore@nsl.com

Receipt

Receipt From
Alex Bolyard
Bolyard Inc. 12345
58 Cleveland St
Shelburne ON N0W 4G6

Date
Payment Method
Reference No

11/03/2018
Cheque
12345678

Invoice Number	Invoice Date	Due Date	Original Amount	Balance	Payment
1001	12/03/2018	09/04/2018	\$50.00	\$50.00	\$50.00
1000	12/03/2018	11/04/2018	\$50.00	\$50.00	\$50.00

Amount Due/Over: \$50.00

Total: \$850.00

Memo:

Signature: _____

Cancel

Send and close

Cancel

Print

Memo

Save and send

ORGANISE AND TRACK EXPENSES

EXPENSE TRANSACTIONS

1. To enter an expense transaction, select **+** **Quick Create** (then select **Show More** to see all options), and then under **Suppliers** select **Expense**.

The screenshot shows the 'Create' menu with four main categories: Customers, Suppliers, Employees, and Other. Under 'Suppliers', the 'Expense' option is highlighted. Other options under 'Suppliers' include Cheque, Bill, Pay Bills, Purchase Order, Supplier Credit, and Credit Card Credit. Under 'Employees', there are Single Time Activity and Weekly Timesheet. Under 'Other', there are Bank Deposit, Transfer, Journal Entry, and Statement. A 'Show less' link is located at the bottom right of the menu.

2. In the Expense window itself, select the account the expense was paid from such as petty cash, a bank account or credit card account.

The screenshot shows the 'Expense' window. The 'Choose a payee' dropdown is set to 'NAB Business Banking Account'. A list of accounts is shown, including 'Cash and cash equivalents - AUD', 'NAB Business Banking Account - AUD', 'Savings - AUD', and 'VISA Credit Card - AUD'. The 'Amount' field is set to 'A\$0.00'. Other fields include 'Ref no.', 'Location' (set to 'HQ'), and 'Amounts are' (set to 'Tax exclusive').

3. Complete the detail of the expense transaction including the payee, the reference number, the date, whether the amounts are tax inclusive/exclusive/out of the scope of GST, etc.
4. Define the expense by allocating it to the relevant account (if using general ledger accounts) and/or item details (if using products and services, which are in turn linked to general ledger accounts).
5. Any additional fields such as a Memo can be completed, and you can also choose to add an Attachment (copy of the expense) for this expense. Click **Save and Close** or **Save and New**.

6. If necessary, attach a document or any file by clicking on **Attachments** in the bottom left corner of the form. This can be used to store related documents for future references. Files sizes can go up to 25MB each.

Expense

Bunnings

Cash and cash equivalents

Balance A\$-200.00

AMOUNT
A\$200.00

Payment date
10/03/2015

Payment method
Credit Card

Ref no.

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	
1	Supplies	Lockwood digital lock	180.00	
2	Supplies	Drill bits	20.00	
3				

Add lines

Clear all lines

Item details

Total A\$200.00

Cancel

Print

Make recurring

More

Save

Save and new

The Expense transaction can also be accessed from the Transactions menu in the left-hand navigation bar, by selecting the **Expense** submenu and then selecting **Create New → Expense** in the top right corner.

QuickBooks

Home

Customers

Suppliers

Employees

Transactions

Banking

Sales

Expenses

Chart of Accounts

Reports

GST

Expense Transactions

Filter

Last 365 Days

Batch actions

	DATE	TYPE	NO.	BATCH NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	10/03/2015	Expense			Bunnings	-Split-	A\$200.00	

< First

Previous

1-1 of 1

Next

Last >

New transaction

Bill

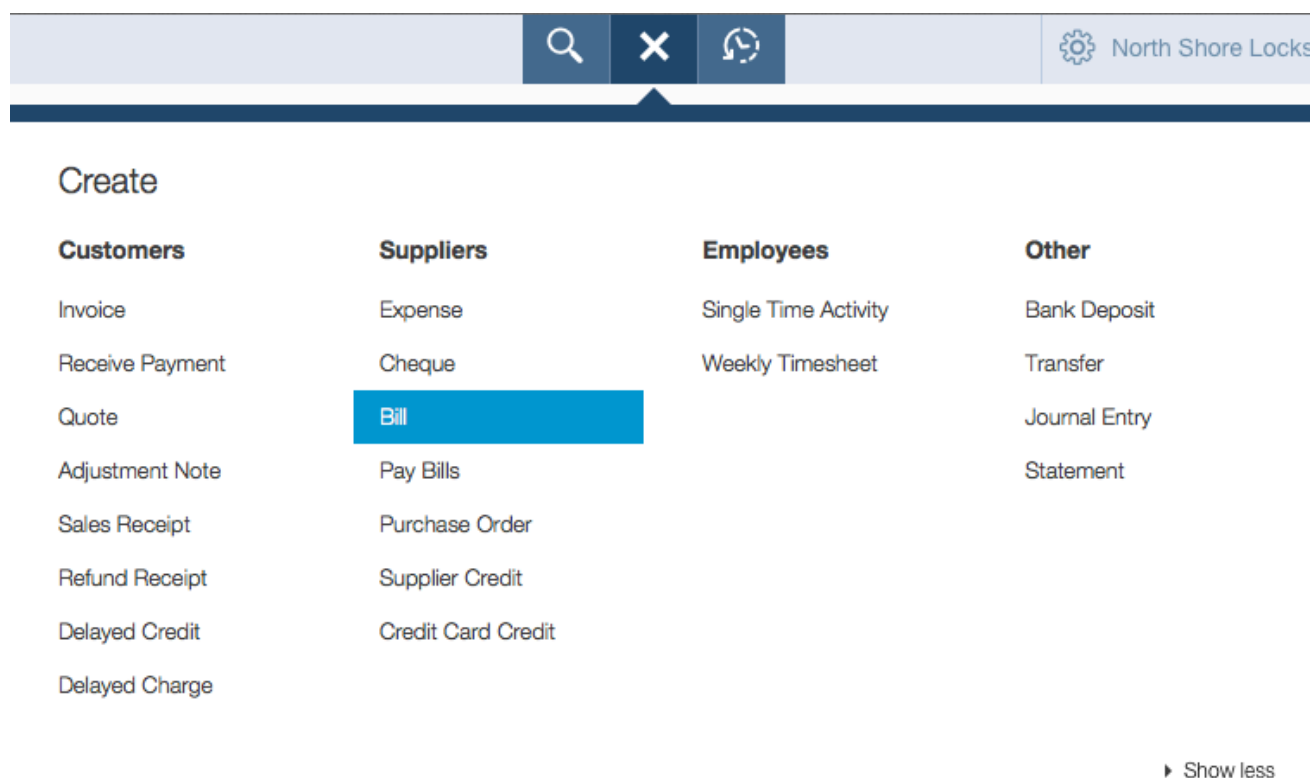
Expense

Cheque

Purchase order

BILLS

Bills, available in QuickBooks Online Essentials and Plus, can be accessed in the **Quick Create** menu, under **Suppliers**. This is the quickest route to accessing bills, but they can also be accessed via the left-hand navigation bar from the **Suppliers** tab or the **Transactions** tab in the **Expense** submenu.



OTHER TYPES OF SUPPLIER RELATED TRANSACTIONS

Supplier Credit, Credit Card Credit, and Purchase Order can be accessed in the **Suppliers** section of the **Quick Create** menu. Purchase orders are also accessible from the **Transactions** → **Expense** tab of the left-hand navigation bar by selecting **Create New** at the top right and then selecting **Purchase Order**.

QuickBooks

Home Customers Suppliers Employees Transactions Banking Sales Expenses Chart of Accounts Reports GST

Expense Transactions

Filter Last 365 Days

Batch actions

New transaction ▾

Bill Expense Cheque Purchase order

	DATE	TYPE	NO.	BATCH NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	10/03/2015	Expense			Bunnings	-Split-	A\$200.00	

< First Previous 1-1 of 1 Next Last >

CAPTURING EXPENSES ON A IPAD/IPHONE

1. To create an expense on an iPad/iPhone tap the plus sign and select expense
2. If you have an printed invoice handy take a photo of it and attach it to the expense so need to keep hard copies
3. Enter the relevant details for the expense and save

iPad 4:03 pm 87%

< Customers

Expense

Date: 12 Mar 2015

Ref No.:

Account: Default Credit Card

\$7.60

Total Amount


Type Credit Card

Paid To Two Penny on Park

Category Meals and entertainment \$7.60

Total \$7.60

Memo



MANAGING BILLS

1. Open bills can be found by using the **Search** and **Recent Transactions** functions, as well as by running reports, but most often will be found in the **Supplier Centre** by selecting **Suppliers** from the left-hand navigation bar.
2. In the Supplier Centre, select the unpaid section of the **Money** bar and then **Make payment** for that supplier.

Optus Pty Ltd [Edit](#)

Email: Billing Address:
Phone: Terms:
Mobile:
Website:
Notes:

A\$80.00
OPEN
A\$0.00
OVERDUE

Transactions [New transaction](#)

[Batch actions](#) Show [All Transactions](#)

	DATE	TYPE	NO.	BATCH NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	10/03/2015	Bill			Optus Pty Ltd	Office e	A\$80.00	Make payment

< First Previous 1-1 of 1 Next Last >

Or, the original bill can be opened by clicking on the **hyperlink** in the listing, and then **Make payment** can be selected at the top of the bill.

Bill [?](#) [X](#)

[Optus Pty Ltd](#) [Make payment](#) **BALANCE DUE A\$80.00**

Mailing address: [Optus Pty Ltd](#) Terms: [Due on receipt](#) Bill date: [10/03/2015](#) Due date: [10/03/2015](#) Bill no.:

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT
1	Office expenses	Office phone line	80.00
2			

[Add lines](#) [Clear all lines](#)

► Item details

Total **A\$80.00**

Memo

[Cancel](#) [Make recurring](#) [More](#) [Save and close](#)

Bills, whether open or paid, can also be found by selecting **Transactions** → **Expenses** from the left-hand navigation bar.

Expense

Bunnings

Cash and cash equivalents

Balance A\$-400.00

AMOUNT
A\$200.00

Payment date
10/03/2015

Payment method
Credit Card

Ref no.

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	
1	Supplies	Lockwood digital lock	180.00	
2	Supplies	Drill bits	20.00	
3				

Add lines

Clear all lines

► Item details

Total A\$200.00

More

Print

Make recurring

More

Save

Save and new

Copy

Void

Delete

Transaction journal

Audit History

Tip: To copy expenses or creating recurring expenses use the functions at the bottom of an existing invoice. See above.

RUNNING REPORTS

To access Reports, click on **Reports** in the left-hand navigation bar.

Scroll your mouse over each report's listing to view a sample preview of the layout.

You can run the report immediately by clicking on it or you can customise it first before the report initially appears by clicking on the customise link.

You can also search for a particular report by typing any part of the report name in the **Search** field.

The screenshot displays the QuickBooks Reports interface. On the left is a dark blue navigation bar with icons for Home, Customers, Suppliers, Employees, Transactions, Reports, and GST. The main area is titled 'Reports Profit and Loss'. It features a summary section with 'NET INCOME' of A\$1,112, 'INCOME' of A\$1,600, and 'EXPENSES' of A\$488. To the right is a line chart showing data points for Dec 23, Jan 2015, Feb 2015, and Mar 1. Below the summary is a search bar labeled 'Go to report' and a tabbed interface with 'Recommended', 'Frequently Run', 'My Custom Reports', 'Management Reports' (selected), and 'All Reports'. A table lists reports with columns for NAME, CREATED BY, LAST MODIFIED, and REPORT PERIOD. The table includes 'Sales Performance', 'Expenses Performance', and 'Company Overview', all created by 'QuickBooks' and set for 'This Calendar Year'. Each row has a 'View' link. A pop-up box on the right says 'Ready to use right away!' and provides instructions on how to verify the report period and customize reports.

NAME	CREATED BY	LAST MODIFIED	REPORT PERIOD	
Sales Performance	QuickBooks		This Calendar Year	View
Expenses Performance	QuickBooks		This Calendar Year	View
Company Overview	QuickBooks		This Calendar Year	View

PROFIT & LOSS / BALANCE SHEET

The two most frequently produced reports are the Profit & Loss and Balance Sheet. They are found at the top of the **Recommended** and **All Reports** sections of the **Report Centre**. Any reports you run regularly will be listed in the **Frequently Run** section for easy access.

AUTOMATED REPORTS

Using QuickBooks Online, you can have reports automatically sent by email to yourself and others at regular times (e.g. 1st of the month).

Any customised reports can be saved as part of a Report Group.

Save Report Customisations

Name of custom report

☒ **Add this report to a group** [Learn more](#)

☒ **Share this report with all company users**
 Let every company user view this report from their own memorised report list.
 (Users need proper access to run report.)

A Report Group can contain one or more reports. Highlighting the **Report Group** in **My Custom Reports** and selecting **Edit** will open the Report Group Settings window for this group, where the email settings are created.

The screenshot shows the QuickBooks interface. On the left is a navigation menu with options: Home, Customers, Suppliers, Employees, Transactions, Reports, and GST. The main area displays the 'Reports' section for 'Profit and Loss'. It shows a summary with 'A\$70 NET INCOME', 'A\$550 INCOME', and 'A\$480 EXPENSES'. Below this is a line chart showing data from Dec 10 to Mar 1. The 'My Custom Reports' tab is highlighted with a red box. Below the tab, there is a table of custom reports. The first report group is 'Jack's monthly reports', which is also highlighted with a red box. The 'Edit' button for this group is highlighted with a red box. The table has columns for NAME, DATE RANGE, and EMAIL. The second report is 'Jack's Profit and Loss' with a date range of 'This Financial Year-to-date'.

NAME	DATE RANGE	EMAIL
Jack's monthly reports		Unscheduled
Jack's Profit and Loss	This Financial Year-to-date	

Here, the recipient(s) are specified, along with the subject line and the text of the email. The report(s) can be set to be attached as Excel files, and the schedule of the email of the reports can be set as well. The recipients do not have to be QuickBooks Online users and QuickBooks Online does not even have to be running for these reports to be sent on schedule.

Report Group Settings

Group Name:

☒ Set the email schedule for this group
For this group, you can set the email schedule, email information, and report format.

Schedule
Interval : Every Month Next Date : 01/04/2015 End Date : None

Email Information
From: Jack Gordon <donotreply@intuit.com>
To: gordonlocksmith@gmail.com
Cc:
Subject: Monthly reports
Note:
The same subject and note will be used each time this report is sent.

Report Format
☒ Attach the reports as Excel files
If checked, the reports are sent as Excel files. They appear as attachments in the email.

[Delete](#)

[Edit Schedule](#)

Edit Schedule

Select interval

☐ Daily
☐ Weekly
☒ Monthly
☐ Twice a month

☐ 1st of every 1 month(s)
☒ The first Sunday of every 1 month(s)

When will the email be sent?

Select date range

☒ No end date
☐ End after occurrences
☐ Stop after occurrences

[OK](#) [Cancel](#)

CUSTOMISING REPORTS

You can customise a report, even when it is already on the screen, by selecting **Customise** in the top left corner of the report.

QuickBooks

Print Email Excel Save Customisations

Customise Collapse

Transaction Date: This Financial Year-to-date From: 01/07/2014 To: 10/03/2015 Run Report

Accruals Basis

North Shore Locksmith
PROFIT AND LOSS
July 1, 2014 - March 10, 2015

	TOTAL
Income	
Sales	550.00
Total Income	A\$550.00
Gross Profit	A\$550.00
Expenses	
Office expenses	80.00
Supplies	400.00
Total Expenses	A\$480.00
Net Earnings	A\$70.00

Tuesday, Mar 10, 2015 08:08:20 PM EST GMT+11 - Accruals Basis

Depending on the specific report, a number of areas are available to customise. These are grouped into key areas including: general, rows/columns, lists/numbers, and header/footer.

Customise Profit and Loss

General

Transaction Date: This Financial Year-to-date

From: 01/07/2014 To: 10/03/2015

Accounting Method: ☐ Cash Basis ☒ Accrual

Sub Items: ☐ Collapse ☒ Expand

Rows/Columns

Columns: Total Only

Sort By: ☒ Default ☐ Total in ascending order ☐ Total in descending order

☐ Previous Period (PP) ☐ \$ Change ☐ % Change
☐ Previous Year (PY) ☐ \$ Change ☐ % Change
☐ Year-To-Date (YTD) ☐ % of YTD
☐ % of Row ☐ % of Column
☐ % of Income ☐ % of Expense

Show Rows: ☒ Active ☐ All

Run Report Email Excel Cancel

After customising a specific report, select **Run Report** to display it with your changes.

Your reports can be displayed on screen, printed, emailed and even exported to Excel.

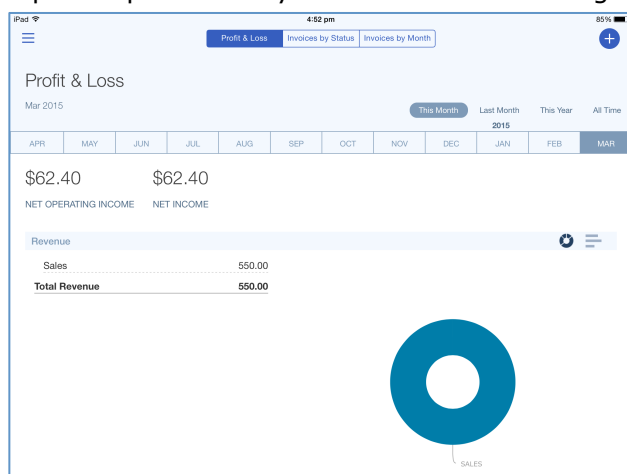
Selecting **Email** will send the report to the recipient(s) you specify, with a subject line and a note. The report will appear both as an attachment and in the body of the email.

Exporting reports to **Excel** lets you make further modifications if desired. Reports exported to Excel are provided with the relevant formulas.

You can save your customised report by selecting **Save Customisations** at the top of the report. Your report will be saved in the **My Custom Reports** section of the Report Centre, making it easy to access in the future.

RUN REPORTS ON A IPAD/IPHONE

Keep a finger on the pulse of your business with running reports from your iPhone/iPad. Select reports option from your left hand side navigation menu to run the P&L report.



AUDIT LOG

The audit log feature allows you to keep a track of all activity – transactions, logons, changes to settings, anything that is done within QBO.

1. Click on the company settings tab and select Audit Log under the Tools section

The screenshot shows the top navigation bar of the QuickBooks Online interface for 'North Shore Locksmith'. Below the navigation bar, there are four main sections: Settings, Lists, Tools, and Your Company. The 'Tools' section is expanded, and 'Audit Log' is highlighted in blue. Other options in the Tools section include Import Data, Reconcile, and Budgeting. The Settings section includes Company Settings, Custom Form Styles, Chart of Accounts, Currency Centre, and QuickBooks Labs. The Lists section includes All Lists, Products and Services, Recurring Transactions, and Attachments. The Your Company section includes Your Account, Manage Users, Feedback, Privacy, and Sign Out.

2. The audit log captures the date of activity, user, event, name of customer/supplier, date of the transaction like a payment, amount and a full history of what occurred giving you full visibility of your account

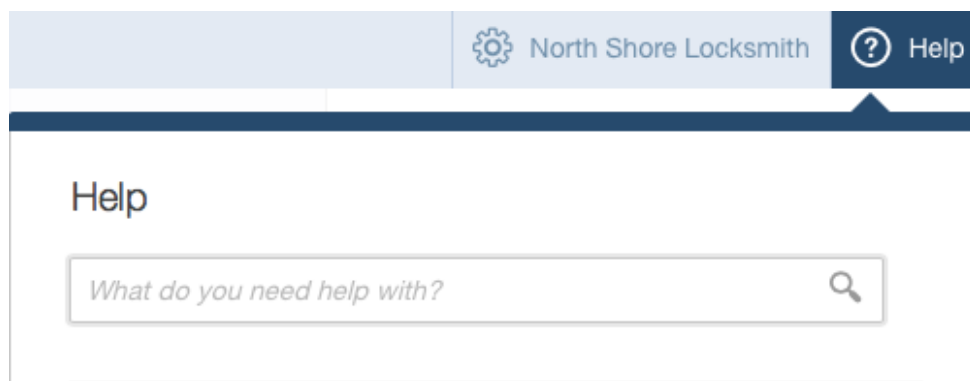
The screenshot shows the 'Audit Log' page in the QuickBooks Online interface for 'North Shore Locksmith'. At the top, there is a 'Filter' dropdown menu set to 'All'. Below the filter, there is a table with the following columns: DATE CHANGED, USER, EVENT, NAME, DATE, AMOUNT, and HISTORY. The table contains 12 rows of activity logs. The first 10 rows are related to user logins and report editing. The 11th row shows a bill added for 'Optus Pty Ltd' with a date of '10/03/2015' and an amount of 'A\$80.00'. The 12th row shows an account added for 'Accounts Payable (A/P)'. The 13th row shows a supplier added for 'Optus Pty Ltd'. Each row has a 'View' link in the HISTORY column.

DATE CHANGED	USER	EVENT	NAME	DATE	AMOUNT	HISTORY
Mar 12, 3:20 pm A...	Jack Gordon	Logged in.				
Mar 12, 10:23 am ...	Jack Gordon	Logged in.				
Mar 10, 9:04 pm A...	Jack Gordon	Logged out.				
Mar 10, 8:28 pm A...	Jack Gordon	Edited Memorised Report: Jack's monthly reports				View
Mar 10, 8:26 pm A...	Jack Gordon	Logged in.				
Mar 10, 8:15 pm A...	Jack Gordon	Added Memorised Report: Jack's Profit and Loss				View
Mar 10, 8:15 pm A...	Jack Gordon	Added Memorised Report: Jack's monthly reports: Jack's Profit and Loss				View
Mar 10, 8:14 pm A...	Jack Gordon	Added Memorised Report: Jack's monthly reports				View
Mar 10, 7:35 pm A...	Jack Gordon	Added Bill	Optus Pty Ltd	10/03/2015	A\$80.00	View
Mar 10, 7:35 pm A...	System Admini...	Added Account: Accounts Payable (A/P)				View
Mar 10, 7:33 pm A...	Jack Gordon	Added Supplier: Optus Pty Ltd				View

GETTING SUPPORT

There is lots of support available for QuickBooks Online when you need it.

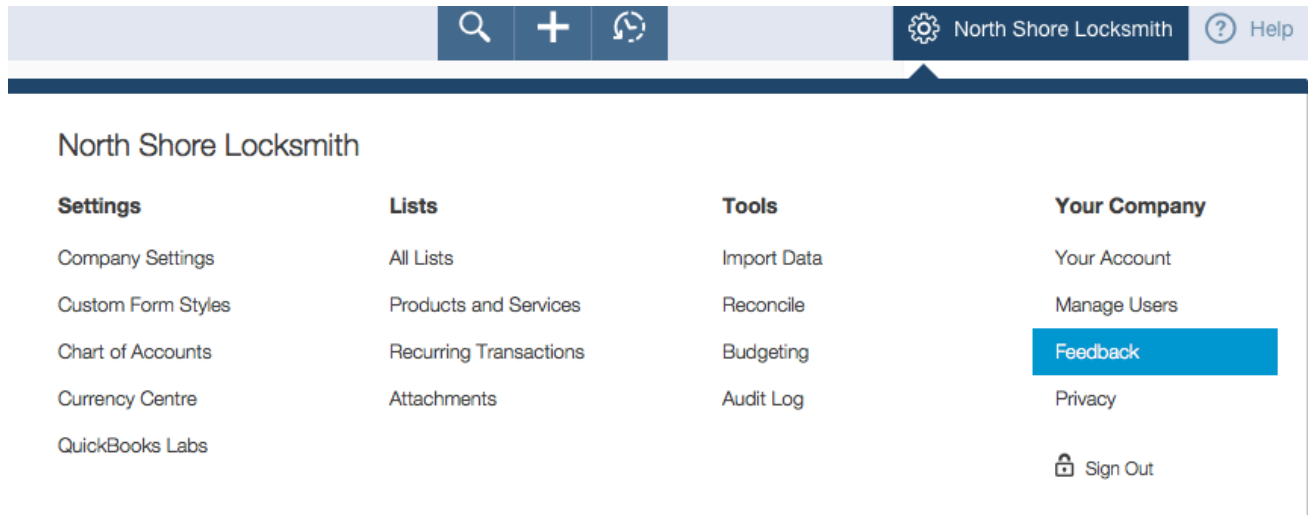
- To access online help, select the **question mark** icon in the top right corner of the QuickBooks Online screen.
 - Here you can type in your question to get an answer.



- You can also ask fellow users a question by clicking on **Ask Community**.
- If you prefer to chat to our Care team, click on **Chat**. This will launch a live chat session so you can chat with one of our care team members.
- Alternatively, you can send us an email by clicking on **Email**.

PROVIDING FEEDBACK

We love hearing your feedback on using QuickBooks Online — both good and bad. To provide us with your feedback, click on **Feedback** in the **Your Company** section of the **Company** menu.



Here you can provide product feedback and suggestions. This link allows for a screenshot of the page in question.

