QuickBooks Online

TeachUcomp, Inc.

...it's all about you

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Introduction and Overview

Welcome to TeachUcomp, Inc.'s Mastering QuickBooks Online Made Easy™ course. This course introduces the student to Intuit's QuickBooks Online accounting program and shows them how to effectively use the program. QuickBooks is one of the most popular accounting and bookkeeping programs available today and is now available in your web browser with QuickBooks Online. This course is designed to give a comprehensive user skillset to a student with little or no knowledge of the program's capabilities.

QuickBooks Online is a terrific program to learn, as the skills you learn in QuickBooks Online can save valuable time and money by automating, organizing and structuring the bookkeeping of your company. It is also convenient, as you can access QuickBooks Online from anywhere there is a computer with a modern web browser and an internet connection.

QuickBooks Online Plus is a multi-featured online program that allows you to create invoices, create customer statements, pay your bills, write vendor checks, track inventory, and manage your payroll. as well as perform many other accounting and business-management related tasks. Some features are even available to use on a mobile device.

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1.1- The QuickBooks Online Interface:

After you open your company file in QuickBooks Online, you see the QuickBooks Online interface. At the top of the interface is the QuickBooks Online toolbar, which contains buttons you can access from almost every page in QuickBooks Online. At the left side of the interface is the Navigation Bar, which contains the "+ New" button that lets you create new transactions, followed by links to the company file's other pages.

When you click a link to open a page in QuickBooks Online, the page's content appears to the right of the Navigation Bar and below the QuickBooks Online toolbar. The default page that appears when you first open a company file in QuickBooks Online is the "Dashboard" page. We discuss the Dashboard page in the next lesson.

The QuickBooks Online toolbar at the top of the page contains several useful buttons. To show or hide the Navigation Bar at the left side of the screen, click the "Show/Hide Navigation Bar" toggle button, which looks like a "triple-bar" icon at the left end of the toolbar. Note that the "+ New" button appears at the top of the Navigation Bar when it is shown onscreen but appears as the first button at the right end of the QuickBooks Online toolbar when the Navigation Bar is hidden. To the right of the "Show/Hide Navigation Bar" toggle button is the name of the current company file.

At the right end of the QuickBooks Online toolbar is the "My Experts" button, followed by the "Help" button, followed by the "Search" button, followed by the "Notifications" button, followed by the "Settings" button (which looks like a gear icon), followed by the "User" button. We'll discuss using these buttons within the context of the program in later lessons.

1.2- The Dashboard Page:

QuickBooks Online Plus shows the Dashboard page by default when you open a company file. The Dashboard provides an overview of your business. The Dashboard is not customizable. However, your user access level determines what information appears in the Dashboard page. We cover setting user access rights in a later chapter.

Administrative users who use the Accountant view of the company file see the logo and company name appear at the top of the Dashboard page. Clicking either of these opens the "Company" tab of the "Account and Settings" window, where you can change that information, if needed. If you open the "Account and Settings" window, you can close it without saving your changes by clicking the "X" button in its upper-right corner.

The Accountant view of the Dashboard page also shows two tabs, named "Get things done" and "Business overview," that you can click to see different widgets of information, assuming they are not hidden by the "Privacy" toggle button. On the "Get things done" tab, you can click the "Privacy" toggle button to toggle the appearance of financial information in the Dashboard on or off.

If using the Business View of the Dashboard, you may see different widgets of information, including a "Setup Checklist." Alternatively, you may just see a "My Workflow" diagram that shows the flow of activities you can perform and how they are interconnected. With either view, in the lower-right corner is a "See all activity" link you can click to open the "Audit Log" page. This page shows the activity that has occurred in the company file.

On the "Business overview" tab, several graph widgets appear if your privacy settings allow it. These include "Income," "Expenses," "Bank Accounts," "Profit and Loss", and "Sales." You can use the drop-down in the upper-right corner of these widgets, except the "Income" and "Bank Accounts" widgets, to change the date range in the graph.

1.3- The Navigation Bar:

The Navigation Bar in QuickBooks Online provides access to the “+ New” button, which lets you create new transactions. It also contains links that let you open different pages in QuickBooks Online. The Navigation Bar appears at the left side of the screen. To show or hide the Navigation Bar, click the “Show/Hide Navigation Bar” toggle button, which looks like a “triple-bar” icon at the left end of the QuickBooks Online toolbar towards the upper-left corner of the page. Note that the “+ New” button appears at the top of the Navigation Bar when it is shown onscreen but appears as the first button at the right end of the QuickBooks Online toolbar when the Navigation Bar is hidden.

Clicking the page links in the Navigation Bar opens the associated link’s page in the company file in the area to the right. Within many of these pages, you can click the tabs at the top of the page to access related page content. Note that restricted access users will not see all the links available in the Navigation Bar. The names of the links that appear in the Navigation Bar can also change. For example, depending on the choices you make during the setup wizard in QuickBooks Online, you may see either a “Sales” or an “Invoicing” command appear for your sales links in the Navigation Bar. While both these commands provide access to the same commands, it is confusing. Additionally, these commands may change depending on whether you are using the “Accountant View” or the “Business View” of the company file. We’ll discuss changing the view in a later lesson of this chapter. Finally, from time to time, Intuit simply changes the names of these commands for various reasons as they release updates.

1.4- The + New Button:

The “+ New” button, previously called the “Create” button, lets you create new company transactions. To access its menu, click the “+ New” button at the top of the Navigation Bar. The menu that then appears shows the available links. If needed, you can click the “Show more/Show less” toggle link in the lower-right corner of the menu to show more or fewer links. When expanded, the headings in the menu are “Customers,” “Vendors,” “Employees” and “Other."

The “Customers” heading contains the “Invoice,” “Receive payment,” “Estimate,” “Credit Memo,” “Sales receipt,” “Refund receipt,” “Delayed credit” and “Delayed charge” links. The “Vendors” heading contains the “Expense,” “Check,” “Bill,” “Pay bills,” “Purchase order,” “Vendor credit,” “Credit card credit” and “Print checks” links. The “Employees” heading contains the “Payroll,” “Single time activity,” “Weekly timesheet” and “Approve time” links. Finally, the “Other” heading contains the “Bank deposit,” “Transfer,” “Journal entry,” “Statement,” “Inventory qty adjustment,” and “Pay down credit card” links.

Note that these links appear for users with full access to the program. Users with restricted access only see links for their limited level of access.

1.5- The Settings Button:

Clicking the “Settings” button towards the upper-right corner of the screen in the QuickBooks Online toolbar shows a menu of links. The headings in the “Settings” button’s menu are “Your Company,” “Lists,” “Tools” and “Profile.” The links under each heading let you change the associated information or access the related tools and features. There is also a “Switch to Business view/Switch to Accountant view” link in the lower-right corner of the menu that lets you switch between the two views of the QuickBooks Online interface, which we will discuss in the next lesson. Note that restricted access users may not see all the links in the “Settings” button’s menu.

Links under the “Your Company” heading include “Account and settings,” “Manage users,” “Custom

1.5- The Settings Button- (cont'd.):

form styles," "Chart of accounts," "Payroll settings," and "QuickBooks labs." Links under the "Lists" heading include "All lists," "Products and services," "Recurring transactions," "Attachments," and "Tags." Links under the "Tools" heading include "Order checks," "Import data," "Import desktop data," "Export data," "Reconcile," "Budgeting," "Audit log," "SmartLook," and "Resolution center." Links under the "Profile" heading include "Feedback," "Refer a friend," "Privacy," and, only if you have multiple company files associated with your Intuit ID, "Switch company."

1.6- Accountant View and Business View:

QuickBooks Online Plus has two views you can use. These views are called the "Accountant View" and the "Business View." While you can perform most of the same tasks within both views, the view you use may change how you access the task's command. Most of the changes that occur when switching between the views appear in the interface, like the names of the links for the Navigation Bar commands. The "Accountant View" provides a view that contains a full range of business and accounting tasks, while the "Business View" streamlines the view to focus on day-to-day business tasks. For the purposes of this course, we use the "Accountant View" unless specifically stated otherwise by the lesson.

To switch between the two views in QuickBooks Online Plus, click the "Settings" button in the QuickBooks Online toolbar in the upper-right corner of the screen. Then click the "Switch to Business view/Switch to Accountant view" toggle link in the lower-right corner of the menu to switch to the opposite view of the current view. The name of this link always toggles to the name of the view that is the opposite of the view in which you are currently working. So, when actively working in the "Accountant View," the link shows "Switch to Business view." The text that appears to the left of this link also tells you the name of the view which you are actively using.

ACTIONS-
THE QUICKBOOKS ONLINE PLUS ENVIRONMENT

THE QUICKBOOKS ONLINE INTERFACE:

1. After opening a company file, the **QuickBooks Online toolbar** appears at the top of the interface, which contains buttons you can access from almost every page in QuickBooks Online.
2. At the left side of the interface is the **Navigation Bar**, which contains the **"+ New" button** that lets you create new transactions, followed by links to the company file's other pages.
3. When you click a link to open a page in QuickBooks Online, the page's content appears to the right of the Navigation Bar and below the QuickBooks Online toolbar.
4. The default page that appears when you first open a company file in QuickBooks Online is the "Dashboard" page.
5. **To show or hide the Navigation Bar at the left side of the screen**, click the "Show/Hide Navigation Bar" toggle button, which looks like a "triple-bar" icon at the left end of the QuickBooks Online toolbar.
6. Note that the "+ New" button appears at the top of the Navigation Bar when it is shown onscreen but appears as the first button at the right end of the QuickBooks Online toolbar when the Navigation Bar is hidden.
7. To the right of the "Show/Hide Navigation Bar" toggle button is the name of the current company file.
8. At the right end of the QuickBooks Online toolbar is the "My Experts" button, followed by the "Help" button, followed by the "Search" button, followed by the "Notifications" button, followed by the "Settings" button, followed by the "User" button.

THE DASHBOARD PAGE:

1. QuickBooks Online Plus shows the "Dashboard" page by default when you open a company file, which provides an overview of your business.
2. The Dashboard is not customizable. However, your user access level determines what information appears in the Dashboard page.
3. Administrative users see the logo and company name appear at the top of the Dashboard page.
4. **To open the "Company" tab of the "Account and Settings" window**, where you can change that information, if needed, click either of these.
5. **If you open the "Account and Settings" window**, you can close it **without** saving your changes by clicking the "X" button in its upper-right corner.
6. **To toggle the appearance of financial information in the Dashboard on or off**, click the "Privacy" toggle button to the right of the logo and company name at the top of the page.
7. Below that, there are two tabs, named "Get things done" and "Business overview," that you can click to see different widgets of information, assuming they are not hidden by the "Privacy" slider.
8. On the "Get things done" tab, you may see different widgets of information, including a "Setup Guide" and "Shortcuts." Alternatively, you may just see a "My Workflow" diagram that shows the flow of activities you can perform and how they are interconnected.
9. With either view, in the lower-right corner is a "See all activity" link you can click to open the "Audit Log" page. This page shows the activity that has occurred in the company file.
10. On the "Business overview" tab, several graph widgets appear if your privacy settings allow it. These include "Income," "Expenses," "Bank Accounts," "Profit and Loss", and "Sales."
11. You can use the drop-down in the upper-right corner of these widgets, except the "Income" and "Bank Accounts" widgets, to change the date range in the graph.

ACTIONS-
THE QUICKBOOKS ONLINE PLUS ENVIRONMENT

THE NAVIGATION BAR:

1. The Navigation Bar in QuickBooks Online provides access to the “+ New” button, which lets you create new transactions. It also contains links that let you open different pages in QuickBooks Online.
2. The Navigation Bar appears at the left side of the screen.
3. **To show or hide the Navigation Bar**, click the “Show/Hide Navigation Bar” toggle button, which looks like a “triple-bar” icon at the left end of the QuickBooks Online toolbar towards the upper-left corner of the page.
4. Note that the “+ New” button appears at the top of the Navigation Bar when it is shown onscreen but appears as the first button at the right end of the QuickBooks Online toolbar when the Navigation Bar is hidden.
5. Clicking the page links in the Navigation Bar opens the associated link’s page in the company file in the area to the right.
6. Within many of these pages, you can click the tabs at the top of the page to access related page content.
7. Note that restricted access users will not see all the links available in the Navigation Bar.
8. The names of the links that appear here also change, depending on your company file setup responses, the view of company file you are using, and occasional updates.

THE + NEW BUTTON:

1. The “+ New” button, previously called the “Create” button, lets you create new company transactions.
2. **To access its menu**, click the “+ New” button at the top of the Navigation Bar.
3. The menu that then appears shows the available links.
4. **To show more or fewer links, if needed**, click the “Show more/Show less” toggle link in the lower-right corner of the drop-down menu.
5. When expanded, the headings in the menu are “Customers,” “Vendors,” “Employees” and “Other."
6. The “Customers” heading contains the “Invoice,” “Receive payment,” “Estimate,” “Credit Memo,” “Sales receipt,” “Refund receipt,” “Delayed credit” and “Delayed charge” links.
7. The “Vendors” heading contains the “Expense,” “Check,” “Bill,” “Pay bills,” “Purchase order,” “Vendor credit,” “Credit card credit” and “Print checks” links.
8. The “Employees” heading contains the “Payroll,” “Single time activity,” “Weekly timesheet” and “Approve time” links.
9. Finally, the “Other” heading contains the “Bank deposit,” “Transfer,” “Journal entry,” “Statement,” “Inventory qty adjustment,” and “Pay down credit card” links
10. Note that these links appear for users with full access to the program. Users with restricted access only see links for their limited level of access.

THE SETTINGS BUTTON:

1. Clicking the “Settings” button towards the upper-right corner of the screen in QuickBooks Online shows a menu of links.
2. The headings in the “Settings” button’s menu are “Your Company,” “Lists,” “Tools” and “Profile.”
   (cont’d.)

THE SETTINGS BUTTON- (CONT'D.):

3. The links under each heading let you change the associated information or access the related tools and features.
4. **To switch between the two views of the QuickBooks Online interface**, click the "Switch to Business view/Switch to Accountant view" link in the lower-right corner of the menu.
5. Note that restricted access users may not see all the links in the "Settings" button's menu.
6. Links under the "Your Company" heading include "Account and settings," "Manage users," "Custom form styles," "Chart of accounts," "Payroll settings," and "QuickBooks labs."
7. Links under the "Lists" heading include "All lists," "Products and services," "Recurring transactions," "Attachments," and "Tags."
8. Links under the "Tools" heading include "Order checks," "Import data," "Import desktop data," "Export data," "Reconcile," "Budgeting," "Audit log," "SmartLook," and "Resolution center."
9. Links under the "Profile" heading include "Feedback," "Refer a friend," and "Privacy," and, only if you have multiple company files associated with your Intuit ID, "Switch company."

ACCOUNTANT VIEW AND BUSINESS VIEW:

1. QuickBooks Online Plus has two views you can use. These views are called the "Accountant View" and the "Business View."
2. While you can perform most of the same tasks within both views, the view you use may change how you access the task's command.
3. Most of the changes that occur when switching between the views appear in the interface, like the names of the links for the Navigation Bar commands.
4. The "Accountant View" provides a view that contains a full range of business and accounting tasks, while the "Business View" streamlines the view to focus on day-to-day business tasks.
5. **For the purposes of this course, we use the "Accountant View" unless specifically stated otherwise by the lesson**.
6. **To switch between the two views in QuickBooks Online Plus**, click the "Settings" button in the QuickBooks Online toolbar in the upper-right corner of the screen.
7. Then click the "Switch to Business view/Switch to Accountant view" toggle link in the lower-right corner of the menu to switch to the opposite view of the current view.
8. The name of this link always toggles to the name of the view that is the opposite of the view in which you are currently working. The text that appears to the left of this link also tells you the name of the view which you are actively using.

EXERCISES-
THE QUICKBOOKS ONLINE PLUS ENVIRONMENT

Purpose:

To learn how to navigate the QuickBooks Online Plus environment and sign out.

Exercises:

1. Open a secure and updated web browser and enter “https://qbo.intuit.com/” into its address bar.
2. Sign into your QuickBooks Online account and open a company file, if needed.
3. Make sure you can see the Navigation Bar at the left side of the screen and, if you can’t, then click the “Show/Hide Navigation Bar” button, which looks like a triple-bar icon, towards the upper-left corner of the screen to enable its display.
4. In the Navigation Bar, click the “Expenses” link to show its page’s content to the right.
5. Return to the Dashboard page by clicking the “Dashboard” link in the Navigation Bar.
6. Click the “Settings” button in the QuickBooks Online toolbar to show its menu.
7. Click the “Settings” button again to hide its menu.
8. Click the “Business overview” tab within the Dashboard page to see its graph widgets.
9. Find the “Expenses” graph widget and click the drop-down arrow next to “Last 30 days” in the “Expense” graph in the Dashboard page to show a drop-down menu of date range choices.
10. Click to select the “This quarter” date range choice from the drop-down menu.
11. Then click the same drop-down arrow again and select the “Last 30 days” choice again.
12. Click the “Privacy” toggle button at the top of the Dashboard page to hide the financial information from the Dashboard page.
13. Click the “Privacy” toggle button at the top of the Dashboard page to show the financial information from the Dashboard page again.
14. Click the “User” button in the upper-right corner of the page within the QuickBooks Online toolbar.
15. Click the “Sign Out” button in its drop-down menu to sign out of your QuickBooks Online account.