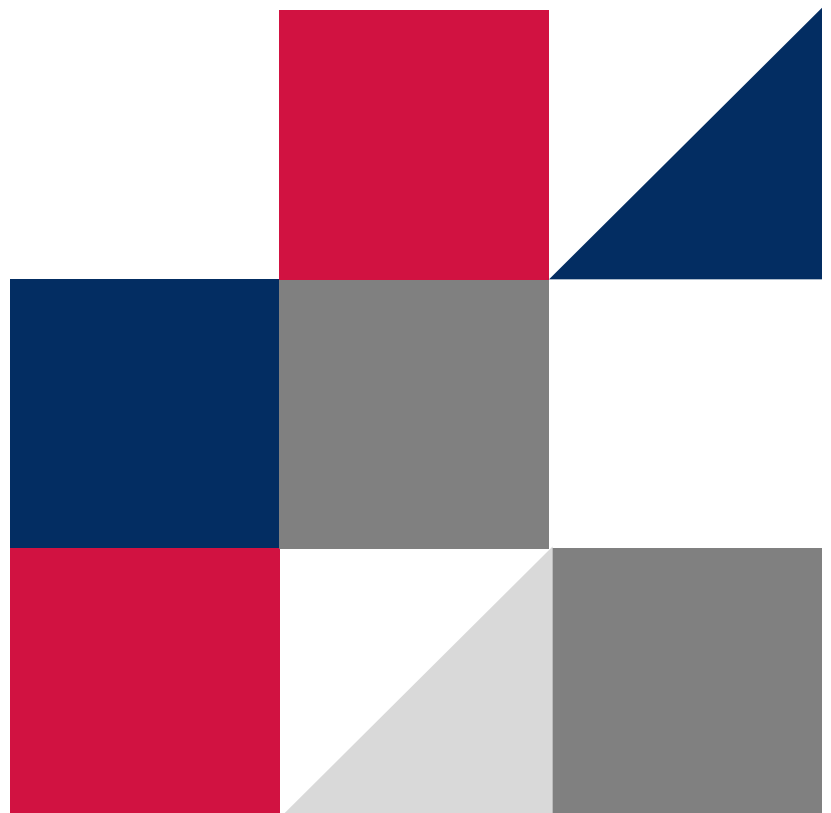


# QuickBooks Online Series



## Week 1



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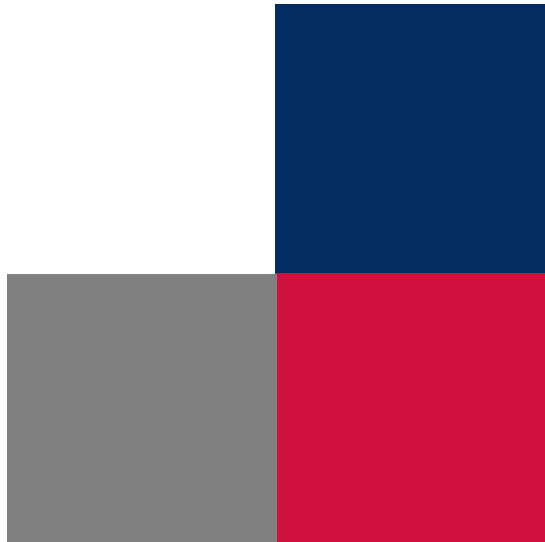
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**QuickBooks Online Sample**

<https://qbo.intuit.com/redir/testdrive>



# Your QuickBooks Options

## Find a plan that's right for you

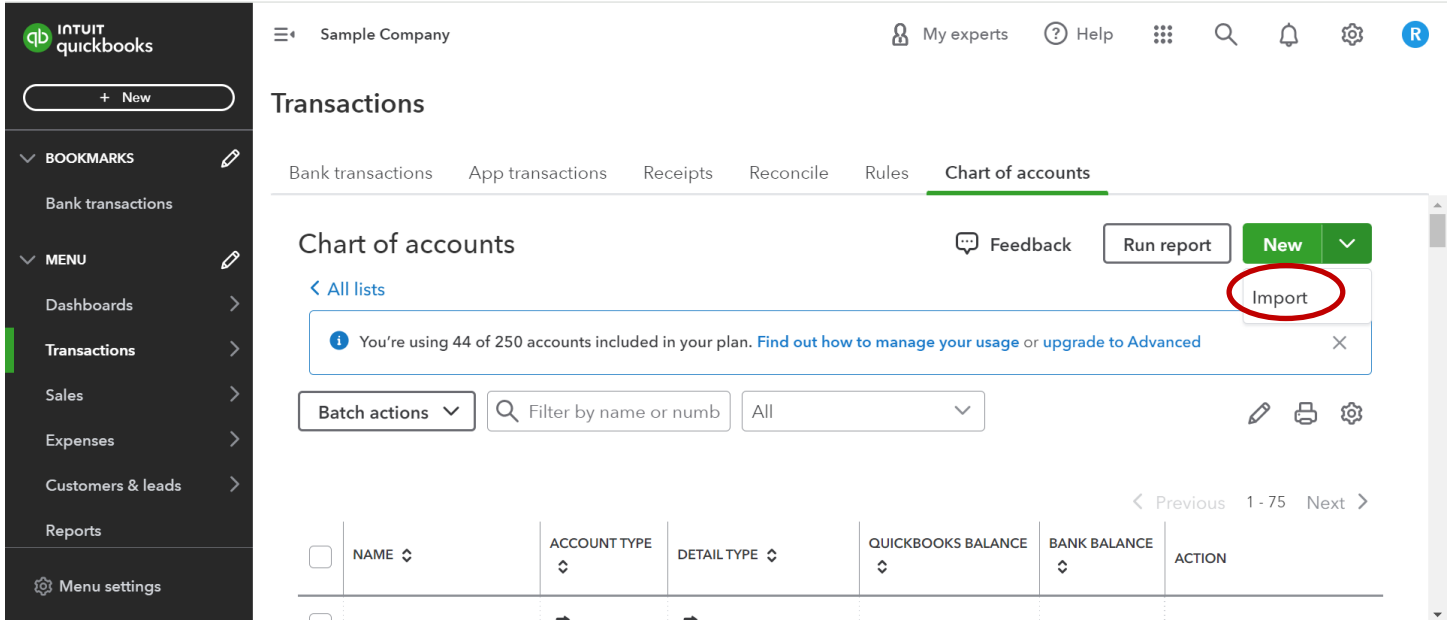
Enjoy **70% off** for your first 3 months.\*

- 1 Select plan — 2 Add Payroll (optional) — 3 Checkout

Simple Start	Essentials	Plus <small>CUSTOMER FAVORITE</small>	Advanced
\$30 <b>\$9/mo</b>	\$60 <b>\$18/mo</b>	\$90 <b>\$27/mo</b>	\$200 <b>\$60/mo</b>
<b>Choose plan</b>	<b>Choose plan</b>	<b>Choose plan</b>	<b>Choose plan</b>
<a href="#">Free guided setup</a> <a href="#">Income and expenses</a> <a href="#">Tax deductions</a> <a href="#">General reports</a> <a href="#">Receipt capture</a> <a href="#">Mileage tracking</a> <a href="#">Cash flow</a> <a href="#">Sales and sales tax</a> <a href="#">Estimates</a> <a href="#">Contractors</a> <a href="#">Connect 1 sales channel</a>	<a href="#">Free guided setup</a> <a href="#">Income and expenses</a> <a href="#">Tax deductions</a> <a href="#">Enhanced reports</a> <a href="#">Receipt capture</a> <a href="#">Mileage tracking</a> <a href="#">Cash flow</a> <a href="#">Sales and sales tax</a> <a href="#">Estimates</a> <a href="#">Contractors</a> <a href="#">Connect 3 sales channels</a> <a href="#">Includes 3 users</a> <a href="#">Bill management</a> <a href="#">Enter time</a>	<a href="#">Free guided setup</a> <a href="#">Income and expenses</a> <a href="#">Tax deductions</a> <a href="#">Comprehensive reports</a> <a href="#">Receipt capture</a> <a href="#">Mileage tracking</a> <a href="#">Cash flow</a> <a href="#">Sales and sales tax</a> <a href="#">Estimates</a> <a href="#">Contractors</a> <a href="#">Connect all sales channels</a> <a href="#">Includes 5 users</a> <a href="#">Bill management</a> <a href="#">Enter time</a> <a href="#">Inventory</a> <a href="#">Project profitability</a>	<a href="#">Free guided setup</a> <a href="#">Income and expenses</a> <a href="#">Tax deductions</a> <a href="#">Powerful reports</a> <a href="#">Receipt capture</a> <a href="#">Mileage tracking</a> <a href="#">Cash flow</a> <a href="#">Sales and sales tax</a> <a href="#">Estimates</a> <a href="#">Contractors</a> <a href="#">Connect all sales channels</a> <a href="#">Includes 25 users</a> <a href="#">Bill management</a> <a href="#">Enter time</a> <a href="#">Inventory</a> <a href="#">Project profitability</a> <a href="#">Data sync with Excel</a> <a href="#">Employee expenses</a> <a href="#">Batch invoices and expenses</a> <a href="#">Custom access controls</a> <a href="#">Workflow automation</a> <a href="#">Data restoration</a> <a href="#">24/7 support &amp; training</a> <a href="#">Revenue recognition</a> <b>NEW</b>
<b>Bookkeeping support</b> <b>LIVE</b> Assisted bookkeeping <input type="checkbox"/> OFF Add \$50 per month	<b>Bookkeeping support</b> <b>LIVE</b> Assisted bookkeeping <input type="checkbox"/> OFF Add \$50 per month	<b>Bookkeeping support</b> <b>LIVE</b> Assisted bookkeeping <input type="checkbox"/> OFF Add \$50 per month	<b>Bookkeeping support</b> <b>LIVE</b> Assisted bookkeeping <input type="checkbox"/> OFF Add \$50 per month

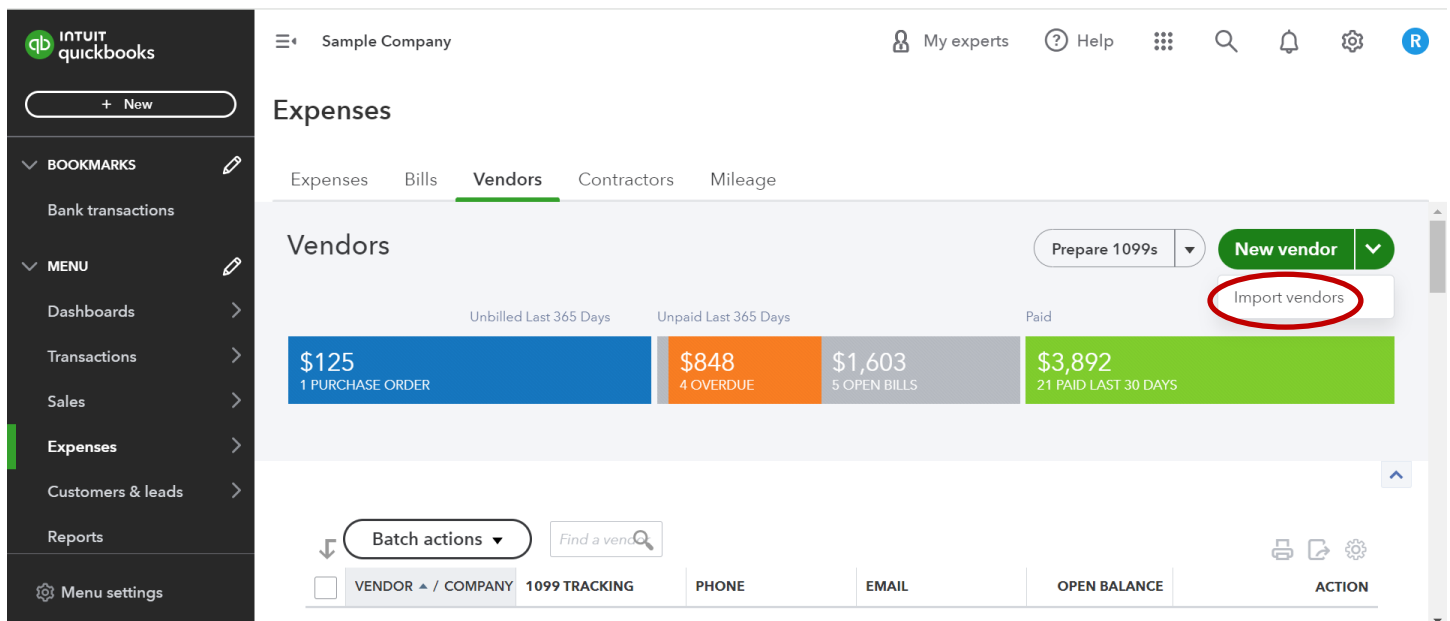
# Importing Chart of Accounts

1. Click **Transactions**
2. Click **Chart of accounts**
3. Click the down arrow by **New**, then **Import**



# Importing Vendors & Customers

1. Click **Expenses** for vendors or **Sales** for customers
2. Click **Vendors** or **Customers**
3. Click the down arrow by **New**, then **Import**



# Syncing Bank Accounts

1. Click **Transactions**

2. Click **Bank Transactions**

3. Click **Link Account**

The screenshot shows the 'Bank transactions' page in QuickBooks Online. On the left is a dark sidebar with navigation options like 'Dashboards', 'Transactions', and 'Sales'. The main content area shows a summary for 'Checking' with a balance of -\$3,621.93 and 25 transactions. Below this are three cards for 'Savings' (\$200.00), 'Mastercard' (\$304.96), and another 'Savings' (\$800.00). A table of transactions is visible below, with columns for DATE, DESCRIPTION, PAYEE, CATEGORY OR MATCH, SPENT, RECEIVED, and ACTION. In the top right corner of the main content area, the 'Link account' button is circled in red.

The screenshot shows the 'Connect an account' dialog box. It has a title bar with 'Connect an account' and a close button. The main content area has the heading 'Let's get a picture of your profits' and a sub-heading 'Connect your bank or credit card to bring in your transactions.' Below this is a search input field with the placeholder text 'Enter your bank name or URL'. A note states 'We support 20,000+ local and international banks.' Below the note is a grid of bank logos and names: Citibank Credit Card, Chase Bank, Bank of America, Wells Fargo, Capital One, U.S. Bank, Connect to PayPal, and PNC Bank - Business. A 'Show more' button is at the bottom of the grid. At the bottom of the dialog, there is a privacy statement: 'At Intuit, the privacy and security of your information are top priorities.' and several small icons for privacy and security.

# Understanding the Check Register

1. Click **Transactions**

2. Click **Bank Transactions**

3. Click **Go to bank register**

Items that are already in QuickBooks will say 'Match' to avoid duplicating

The screenshot shows the 'Bank transactions' page in QuickBooks. At the top, there are three account balance cards: Checking (-\$3,621.93), Savings (\$200.00), and Mastercard (\$304.96). Below these are filters for 'For review (25)', 'Categorized', and 'Excluded'. A search bar is present. On the right side, the 'Go to bank register' link is circled in red. Below the filters is a table of transactions.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
11/16/2023	Pam Seitz	Pam Seitz	2 matches found	\$75.00		View
11/14/2023	Books By Besie	Books by Besie	2 matches found	\$75.00		View
11/14/2023	Squeaky Kleen Car	Squeaky Kleen Car Wash	2 matches found	\$19.99		View
11/16/2023	Hicks Hardware	Hicks Hardware	1 match found	\$228.75		Match
11/16/2023	Check 75 11/16/2023 -\$228.75 Hicks Hardware		1 match found			Match
11/16/2023	Deposit 11/16/2023 \$868.15				\$868.15	Match
11/15/2023			1 match found		\$408.00	Match

Items that are already in QuickBooks will say 'Match' to avoid duplicating

The screenshot shows the 'Bank Register' page in QuickBooks. It displays a detailed list of transactions with columns for DATE, DESCRIPTION, PAYMENT, DEPOSIT, and BALANCE. The ending balance is \$1,201.00. A 'Reconcile' button is visible in the top right corner.

DATE	DESCRIPTION	PAYMENT	DEPOSIT	BALANCE
11/30/2023	Undeposited Funds	\$900.00		\$1,201.00
11/19/2023	Truck Depreciation	\$23.50		\$2,101.00
11/16/2023	Expense Legal & Professional Fees	\$75.00		\$2,124.50
11/16/2023	Expense Hicks Hardware	\$228.75		\$2,199.50
11/16/2023	Check -Split-		\$868.15	\$2,428.25
11/15/2023	Cash Purch Chin's Gas and Oil	\$63.15		\$1,560.10
11/15/2023	Expense Tania's Nursery	\$46.98		\$1,623.25
11/15/2023	Bill Payment Tim Philip Masonry	\$666.00		\$1,670.23
11/15/2023	Bill Payment PG&E	\$114.09		\$2,336.23
11/15/2023	Bill Payment Accounts Payable (A/P)		\$408.00	\$2,450.32

# Setting up Sales Tax

To enable Sales Tax within QuickBooks Online

1. Click **Taxes**
2. Click **Sales Tax**
3. Click **Set Up Sales Tax** or **Edit Sales Tax**

It will ask for your company's physical address, if you sell in other states, and which agency you pay

**Taxes**

Sales tax 1099 filings

**Sales Tax Center**

Welcome! The Sales Tax Center is the best way to track sales tax. Be sure to record your sales tax payments here. If you record payments as a paid bill or check instead, they won't appear in the Recent Payments list.

**Sales Tax Owed**

Agency Name	Gross Sales	Taxable Sales	Tax Amount	Adjustments	Payments	Balance
Arizona Dept. of Revenue	\$10,280.05	\$422.00	\$38.40		\$38.40	\$0.00
Board of Equalization	\$10,280.05	\$5,118.00	\$409.44		\$38.50	\$370.94

**Recent Sales Tax Payments**

Agency Name	Tax Period	Tax Amount	Adjustments	Total Paid	Paid Date
Board of Equalization	09/30/2023	\$38.50		\$38.50	10/03/2023
Arizona Dept. of Revenue	09/30/2023	\$38.40		\$38.40	10/03/2023

Buttons: Record Tax Payment, View Report, Delete Payment, View All

Related Tasks: View sales tax liability report, View taxable customer report, Edit sales tax settings, Add/redit tax rates and agencies

# Dashboard Review

You can change time frame when viewing **Cash Flow Forecast, Profit & Loss, Expenses, and Sales**

You can change the order of accounts in **Bank Accounts**

The screenshot displays the QuickBooks Online dashboard for 'Sample Company' (Craig's Design and Landscaping Services). The interface includes a left-hand navigation menu with options like 'Dashboards', 'Transactions', 'Sales', 'Expenses', 'Reports', 'Payroll', 'Time', 'Budgets', 'Taxes', 'My accountant', 'Banking services', 'Commerce', and 'Menu settings'. The main dashboard area is titled 'Business overview' and contains several key performance indicator (KPI) cards and charts:

- CASH FLOW FORECAST:** Shows a net change of **-\$3,422** over a 12-month period. A bar chart displays 'Money in' (green) and 'Money out' (blue) transactions from March to February.
- BANK ACCOUNTS:** Lists three accounts:
  - Checking:** Updated moments ago, Bank balance: -\$3,621.93, In QuickBooks: \$1,201.00 (25 to review).
  - Savings:** Updated moments ago, Bank balance: \$200.00, In QuickBooks: \$800.00 (1 to review).
  - Mastercard:** Updated moments ago, Bank balance: \$304.96 (7 to review).
- PROFIT & LOSS (Last month):** Net profit for November is **\$950** (75% of target), up 433% from the prior month. Income is \$6,916 (8 to review) and Expenses are \$5,966 (17 to review).
- EXPENSES (Last 30 days):** Spending is **\$2,540** (67% of target), down 50% from the prior 30 days. A donut chart breaks down expenses into categories: Maintenance and Repair, Cost of Goods Sold, Legal & Professional Fees, and Other (14 to review).
- INVOICES (Last 305 days):** Total of **\$5.3K Unpaid**. Breakdown: \$1.5K Overdue, \$3.8K Not due yet, \$3.7K Paid (Last 30 days), and \$2.1K Not deposited / \$1.6K Deposited.
- SALES (Last 30 days):** Total sales are **\$3,819.80**. A line chart shows sales activity from November 13 to December 11.



# Uploading Desktop Version to QBO

When switching from QuickBooks Desktop to QuickBooks Online (QBO)

1. Log in as an admin to the company file.
2. Click **Company Menu**, select **Export Company File to QuickBooks Online**.
3. Select **Start Your Export**
4. Sign in as an admin to QuickBooks Online
5. Select **Choose online company**, and choose the QuickBooks Online company you want to replace with your company file
6. Select **Continue**
7. If you track inventory in QuickBooks Desktop:
  - Select **Yes** to bring them over, then enter the as of date
  - Note: Use the first day after your last tax filing period as your inventory start date
  - Select **No** if you want to set up new items later in QuickBooks Online
8. Enter **Agree** in the text field, then select **Replace**
9. Select **Yes**, go ahead and replace the data, then select **Replace**