

# QuickBooks Online Series



## Week 3



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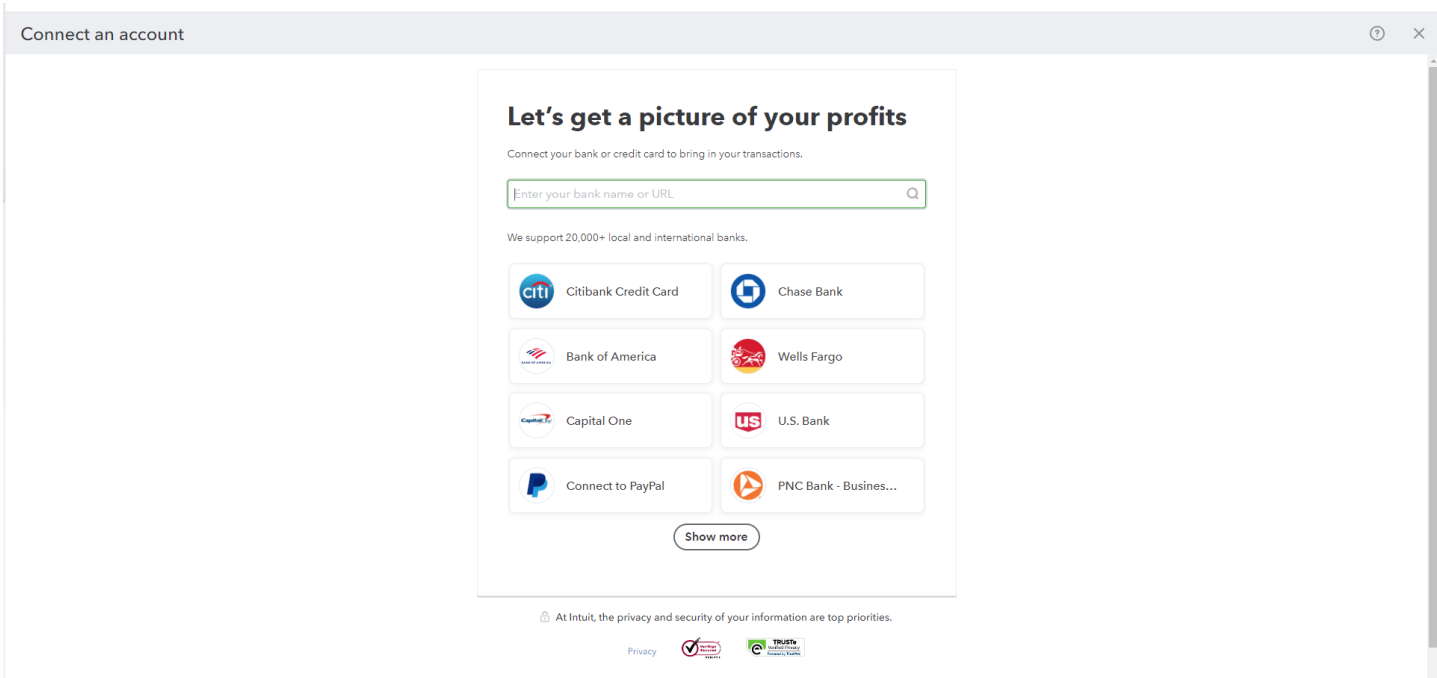
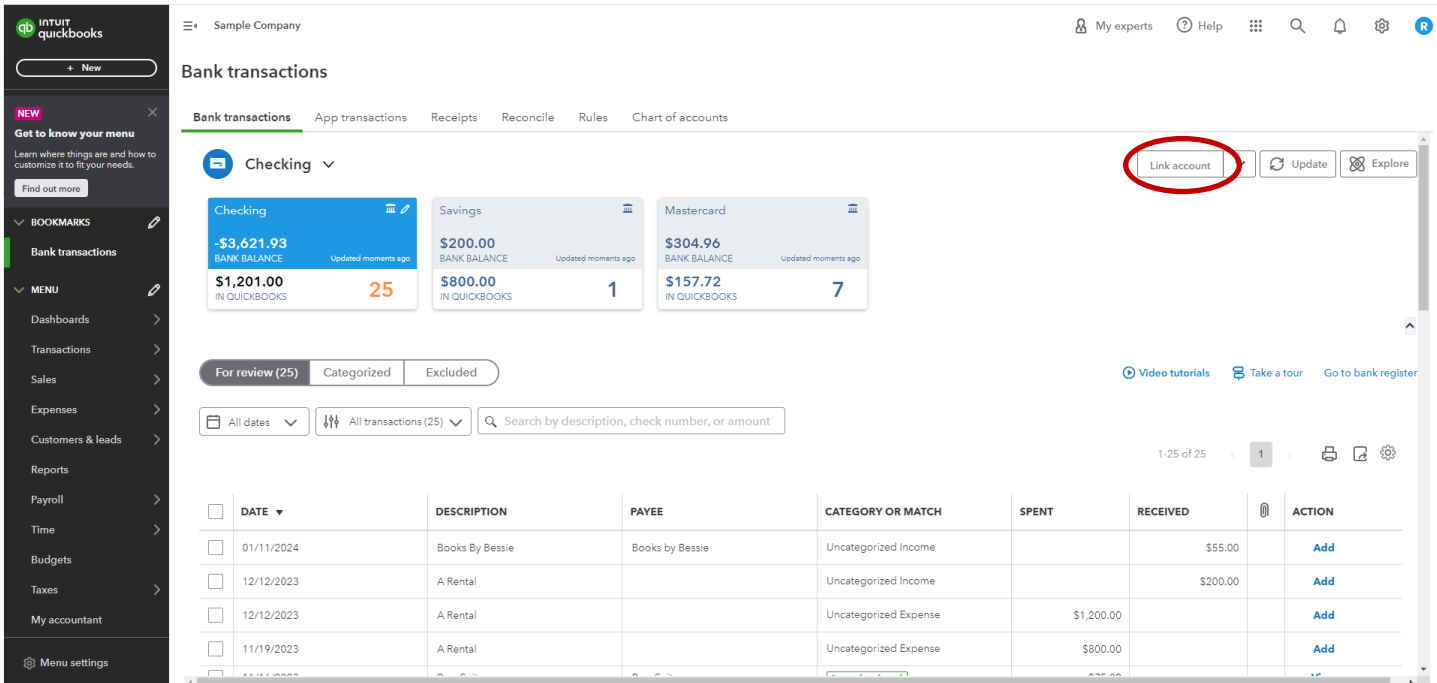
**QuickBooks Online Sample**

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



# Setting up your Bank Feed

1. Click **Transactions**
2. Click **Bank Transactions**
3. Click **Link Account**



# Setting up a Customer

1. Click **Sales**
2. Click **Customers**
3. Click **New customer**
4. Add in their information and attach the customer's resale certificate if needed
5. Click **Save**

This can be the customer's name or company name

The screenshot shows the QuickBooks Online interface. On the left is a dark sidebar with navigation options like 'Sales', 'Customers & leads', and 'Reports'. The main area displays the 'Customers' section with a summary of financial data and a table of customer records. A modal window titled 'Customer' is open, showing the 'Name and contact' form. A red box highlights the 'Customer display name' dropdown menu, which contains the text 'Sally Thompson'. A red arrow points from the text 'This can be the customer's name or company name' to this dropdown menu.

NAME ↑	COMPANY NAME ↓	PHONE
<input type="checkbox"/> Amy's Bird Sanctuary	Amy's Bird Sanctuary	(650) 555-3...
<input type="checkbox"/> Bill's Windsurf Shop	Bill's Windsurf Shop	(415) 444-6...
<input type="checkbox"/> Cool Cars	Cool Cars	(415) 555-9...
<input type="checkbox"/> Diego Rodriguez		(650) 555-4...
<input type="checkbox"/> Dukes Basketball Camp	Dukes Basketball Camp	(520) 420-5...
<input type="checkbox"/> Dylan Sollfrank		
<input type="checkbox"/> Freeman Sporting Goods	Freeman Sporting Goods	(650) 555-0...
<input type="checkbox"/> 0969 Ocean View Road	Freeman Sporting Goods	(415) 555-9...
<input type="checkbox"/> 55 Twin Lane	Freeman Sporting Goods	(650) 555-0...

**Customer Form Fields:**

- Title:
- First name:
- Middle name:
- Last name:
- Suffix:
- Company name:
- Customer display name\*: - Email:
- Mobile number:
- Other:
- Website:
- Name to print on checks:
- Is a sub-customer

**Addresses Section:**

- Billing address:

**Save**

# Creating Invoices

1. Click **Sales**
2. Click **Customers**
3. Find the customer you want to send an invoice and click the **Create invoice** or the down arrow to find **Create invoice** if it is not the visible action
4. Input the product/service, quantity, and select if it is taxable.
5. Click **Save and send** or the down arrow for other saving options

The screenshot displays the 'Invoice' creation screen in QuickBooks Online. At the top left, the customer's address is listed: 4581 Finch St, Bayshore, CA 94326. Below this is a 'Tags' section with a search bar. The main area features a table with three columns: '#', 'PRODUCT/SERVICE', and 'DESCRIPTION'. The first row shows '1 Design/Design' with a quantity of 3 and a rate of 75, resulting in an amount of 225.00. Below the table are buttons for 'Add lines', 'Clear all lines', and 'Add subtotal'. To the right of the table is a summary section showing 'Subtotal \$225.00', 'Tax \$0.00', 'Total \$225.00', and 'Balance due \$225.00'. At the bottom of the screen, there is a navigation bar with buttons for 'Cancel', 'Clear', 'Print or Preview', 'Make recurring', 'Customize', 'Save', and 'Save and send'.

You can print or make this a recurring invoice

To view open invoices:

1. Click **Reports**
2. Scroll down to the **Who owes you** section and click **Open Invoices**
3. Click on any of these invoices and you can receive payment here as well.

# Creating Sales Receipts

1. Click **Sales**
2. Click **Customer**
3. Find the customer you want to send a Sales Receipt to and click the down arrow to find **Create sales receipt**
4. Input the product/service, quantity, and select if it is taxable.
5. Click **Save and send** or the down arrow for other saving options

# Creating Estimates

1. Click **Sales**
2. Click **Estimates**
3. Click **Create Estimate**
4. Find the customer and input the product/service, optional message on the estimate, and message on statement.
5. Click **Save and send** or the down arrow for other saving options

**Estimate** ? Help X

Customer: Mark Cho Cc/Bcc  
 Email: Mark@Cho.com AMOUNT  
**\$375.00**

Pending  Send later

Billing address: Mark Cho, 36 Willow Rd, Menlo Park, CA 94304  
 Estimate date: 01/17/2024  
 Expiration date:

Tags:  [Manage tags](#)

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design:Design	Custom Design	5	75	375.00	
2						

Subtotal: \$375.00

Message displayed on estimate:

Message displayed on statement:

Discount percent:  \$0.00  
 Taxable subtotal: \$0.00  
 Need help with sales tax? [Learn more](#)  
 Select a sales tax rate:  0.00  
 Total: \$375.00  
 Estimate Total: \$375.00

# Creating Invoices from Estimates

1. Click **Sales**
2. Click **Invoices**
3. Click **Create invoice**
4. Search for the customer and once selected, their open estimate will populate on the right hand side
5. Click **Add** on the correct estimate
6. Click **Save and send** or the down arrow for other saving options

**Invoice**

Customer: Mark Cho | Customer email: Mark@Cho.com | Cc/Bcc

BALANCE DUE: \$0.00

Send later:

Billing address: Mark Cho, 36 Willow Rd, Menlo Park, CA 94304

Terms: Net 30 | Invoice date: 01/17/2024 | Due date: 02/16/2024

Tags: Start typing to add a tag | Manage tags

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						
2						

Subtotal: \$0.00

Estimate #1001  
Jan 17  
\$375.00  
Custom Design

**Add** Open

You can also **Create invoice** when viewing an Estimate

1. Click **Sales**
2. Click **Estimates**
3. Click the down arrow under Action on the estimate you would like to create an invoice for to click **View/Edit**
4. Click **Create invoice**
6. Click **Save and send** or the down arrow for other saving options

**Estimate #1001**

Customer: Mark Cho | Email: Mark@Cho.com | Cc/Bcc

AMOUNT: \$375.00

Status: Pending | Send later:

Last Delivery: Sent by email to Mark@Cho.com at Jan 17, 5:44 pm Pacific Standard Time

Billing address: Mark Cho, 36 Willow Rd, Menlo Park, CA 94304

Estimate date: 01/17/2024 | Expiration date:

Tags: Start typing to add a tag | Manage tags

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design:Design	Custom Design	5	75	375.00	
2						

Subtotal: \$375.00

**Create Invoice**

# Receiving Payments

1. Click **Sales**
2. Click **Customers**
3. Find the customer you want to receive from and click **Receive payment**
4. Input the payment method and where you want to deposit it
5. Click **Save and new** or the down arrow for other saving options

The screenshot shows the QuickBooks Online interface for a 'Sample Company'. The 'Sales' section is selected, and the 'Customers' sub-tab is active. A summary bar at the top shows financial metrics: \$0.00 (0 estimates), \$750.00 (Unbilled income), \$1,525.50 (10 overdue invoices), \$5,281.52 (20 open invoices and credits), and \$2,916.32 (10 recently paid). Below this is a search bar and a table of customers. The 'Receive payment' button for 'Amy's Bird Sanctuary' is highlighted with a red circle.

NAME ↑	COMPANY NAME ↓	PHONE	OPEN BALANCE ↓	ACTION
<input type="checkbox"/>	Amy's Bird Sanctuary	(650) 555-3311	\$239.00	Receive payment ↓
<input type="checkbox"/>	Bill's Windsurf Shop	(415) 444-6538	\$85.00	Receive payment ↓
<input type="checkbox"/>	Cool Cars	(415) 555-9933	\$0.00	Create invoice ↓
<input type="checkbox"/>	Diego Rodriguez	(650) 555-4477	\$0.00	Create invoice ↓
<input type="checkbox"/>	Dukes Basketball Camp	(520) 420-5638	\$0.00	Create invoice ↓
<input type="checkbox"/>	Dylan Sollfrank		\$0.00	Create invoice ↓
<input type="checkbox"/>	Freeman Sporting Goods	(650) 555-0987	\$562.50	Receive payment ↓
<input type="checkbox"/>	0969 Ocean View Road	(415) 555-9933	\$477.50	Receive payment ↓
<input type="checkbox"/>	55 Twin Lane	(650) 555-0987	\$85.00	Receive payment ↓

You deposit to **Undeposited Funds** when you want to batch payments for a bank deposit.

The screenshot shows the 'Receive Payment' form. The customer is 'Amy's Bird Sanctuary'. The payment date is 01/17/2024. The payment method is 'Check' and the reference number is 1122. The deposit is to 'Undeposited Funds'. The amount received is \$239.00. Below the form is a table of 'Outstanding Transactions' with one entry: Invoice # 1021 (11/30/2023) for \$459.00, due 12/30/2023, with an open balance of 239.00. The 'Amount to Apply' is \$239.00 and 'Amount to Credit' is \$0.00. The 'Save and new' button is highlighted in green at the bottom right.

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
Invoice # 1021 (11/30/2023)	12/30/2023	459.00	239.00	239.00



# Receiving Payments

When you are ready to take a batch of payments to the bank, follow these instructions

1. Click **Sales**
2. Click **Overview**
3. Click **Bank deposit** in the Quick Actions section
4. Select all the payments that will be in the bank deposit
5. Click **Save and new** or the down arrow for other saving options

Be sure to pick the correct bank account you are depositing in.

**Bank Deposit** ? Help X

Account:  Balance: \$1,256.00 Date:  AMOUNT  
**\$2,097.52**

Tags:  [Manage tags](#)

Select the payments included in this deposit

<input checked="" type="checkbox"/>	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Cool Cars	12/22/2023	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	1122	1,675.52
<input checked="" type="checkbox"/>	Freeman Sporting Goods:0969 Ocean View Road	12/22/2023	Payment	<input type="text" value="Enter Text"/>	<input type="text"/>	5454	387.00

1-2 of 2 Total 2062.52  
Selected Payments Total 2062.52

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1	United States Treasury	Taxes & Licenses		Check	1135	35.00
2						

Other funds total: **\$35.00**

Memo:  Cash back goes to:  Cash back memo:  Cash back amount:

An example of an added fund to the deposit would be a refund. It is not income, therefore it should not be included in the payment section, because there is no invoice to match it with.

# Accounts Payable

1. Click **Reports**
2. Scroll down to the What you owe section and click **Accounts Payable Aging detail**
3. Click on any of these bills and you can pay online or mark as paid
4. Click **Save and close**

The screenshot shows the QuickBooks Reports interface. The left sidebar is open to the 'Reports' section. The main area displays the 'Accounts Payable Aging Detail' report for 'Craig's Design and Landscaping Services' as of January 17, 2024. The report is filtered by 'Vendor'.

DATE	TRANSACTION TYPE	NUM	VENDOR	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
- 31 - 60 days past due							
11/07/2023	Bill		PG&E	12/07/2023	41	86.44	86.44
<b>Total for 31 - 60 days past due</b>						<b>\$86.44</b>	<b>\$86.44</b>
- 1 - 30 days past due							
12/22/2023	Bill		Robertson & Associates	12/22/2023	26	315.00	315.00
12/22/2023	Bill		Norton Lumber and Building Ma...	12/23/2023	26	205.00	205.00
12/15/2023	Bill		Bronsahan Insurance Agency	12/25/2023	23	241.23	241.23
<b>Total for 1 - 30 days past due</b>						<b>\$761.23</b>	<b>\$761.23</b>
- Current							
12/20/2023	Bill		Diego's Road Warrior Bodyshop	01/19/2024	-2	755.00	755.00
<b>Total for Current</b>						<b>\$755.00</b>	<b>\$755.00</b>
<b>TOTAL</b>						<b>\$1,602.67</b>	<b>\$1,602.67</b>

The screenshot shows the 'Bill' entry page in QuickBooks. The vendor is 'PG&E' and the balance due is \$86.44. The bill date is 11/07/2023 and the due date is 12/07/2023. The terms are 'Net 30'. A 'New!' notification is displayed, suggesting online payment options. The 'Category details' table shows two items: 'Utilities Gas and Electric' for \$86.44.

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Utilities Gas and Electric		86.44			

**Total \$86.44**