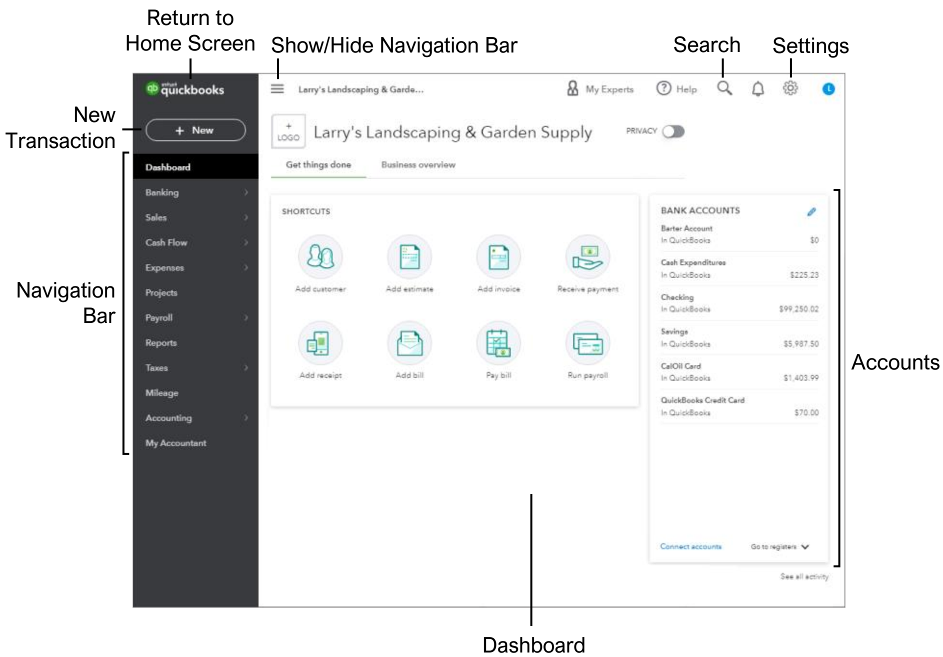
QuickBooks Online Basic

Quick Reference Guide

TOBIN SOLUTIONS

The QuickBooks Screen



Getting Started

Log In to QuickBooks Online: Go to the QuickBooks Online log in page, enter your user ID, enter your Password, and click the **Sign In** button.

Log Out of QuickBooks Online: Click your profile image at the upper-right and click **Sign Out**.

Set Up a New Company: Go to the QuickBooks website and click **Buy now**. Either create a new Intuit account or sign in if you already have one. Follow the online instructions and provide QuickBooks with the required information.

Change Account Settings: Click the **Gear** icon and select **Account and settings**. Change the necessary account settings and click **Save**. Click **Close** when you're finished.

View the Chart of Accounts: Click the **Gear** icon and select **Chart of accounts**.

Run a Chart of Accounts Report: Click the **Gear** icon, select **Chart of accounts**, and click **Run Report**. Click the **Email**, **Print**, or **Export** button to share or export the report.

Create an Account: Click the **Gear** icon, select **Chart of accounts**, and click **New**. Select the type of account you want to create, select a detail type, and enter an account name. Optionally, enter a description and specify a sub-account. Click **Save and Close**.

Create a Service Product: Click the **Gear** icon and select **Products and services**. Click **New**, select **Service**, and enter a name for the service. Fill in all applicable fields, then click **Save and Close**.

Create a Non-Inventory Product: Click the **Gear** icon and select **Products and services**. Click **New**, select **Non-inventory**, and enter a name for the product. Fill in all applicable fields, then click **Save and Close**.

Edit an Item: Click the **Gear** icon and open the list where the item is saved. Find the item and select **Edit** in the Actions menu. Make your changes, then click **Save and Close**.

Inactivate (Delete) an Item: Click the **Gear** icon and open the list where the item is saved. Find the item and select **Make Inactive** in the Actions menu.

Run a Report on an Item: Click the **Gear** icon and open the list where the item is saved. Find the item and select **Run Report** in the Actions menu.

Sort a Report: In a report, click the **Sort** arrow and select a sort option.

Search for Help: Click the **Help** button and click the **Search** tab. Enter the keywords related to your question, then select the desired help topic.

Keyboard Shortcuts

General

Invoice window	**Ctrl** + **Alt** + **I**
Check window	**Ctrl** + **Alt** + **W**
Expense window	**Ctrl** + **Alt** + **X**
Receive Payment window	**Ctrl** + **Alt** + **R**
Estimate window	**Ctrl** + **Alt** + **E**
Lists page	**Ctrl** + **Alt** + **L**
Chart of Accounts page	**Ctrl** + **Alt** + **A**
Customers page	**Ctrl** + **Alt** + **C**
Vendors page	**Ctrl** + **Alt** + **V**
Search transactions	**Ctrl** + **Alt** + **F**
Help	**Ctrl** + **Alt** + **H**
Zoom in	**Ctrl** + **+**
Zoom out	**Ctrl** + **–**
Keyboard shortcuts	**Ctrl** + **Alt** + **/**

Date

Today	**T**
Next day	**+**
Previous day	**–**
Beginning of week	**W**
End of week	**K**
Beginning of month	**M**
End of month	**H**
Beginning of year	**Y**
End of year	**R**

Transaction Pages

Save and new	**Ctrl** + **Alt** + **S**
Save and send	**Ctrl** + **Alt** + **M**
Save and close	**Ctrl** + **Alt** + **D**
Exit transaction view	**Ctrl** + **Alt** + **X**
Cancel	**Ctrl** + **Alt** + **C**

Form Fields and Lists

Move forward	**Tab**
Move backward	**Shift** + **Tab**
Check check box	**Spacebar**
Open list	**Alt** + **↓**
Move down list	**↓**
Move up list	**↑**
Select item and move to next field	**Tab**
Scroll up closed list	**Ctrl** + **↑**
Scroll down closed list	**Ctrl** + **↓**
Save form	**Alt** + **S**

Basic Sales

View Customers: Click **Sales** in the navigation bar and select **Customers**. Search for a customer, company, or project.

View Customer Details: On the Customers screen, select a customer. Click the **Transaction List**, **Projects**, **Customer Details**, or **Late Fees** tab to view additional information.

Create a Customer: Click **Sales** in the navigation bar, select **Customers**, and click the **New customer** button. Enter any known customer information and click the **Save** button.

Edit a Customer: Click **Sales** in the navigation bar, select **Customers**, then find and select the customer you want to edit. Click the **Edit** button, make the desired changes, and click the **Save** button.

Create an Invoice: Click the **New** button on the QuickBooks home screen and select **Invoice**. Click the **Customer** field and either select an existing customer or select **Add new**. Fill in any necessary customer information, then enter the details for the product/service being invoiced. Click the **Save** or **Save and send** button when the invoice is complete.

Create a Sales Receipt: Click the **New** button on the QuickBooks home screen and select **Sales receipt**. Click the **Customer** field and either select an existing customer or select **Add new**. Fill in any necessary customer information, then enter the details for the product/service being sold. Click the **Save** or **Save and send** button when the receipt is complete.

Print an Invoice: Click **Sales** in the navigation bar and select **Invoices**. Find the invoice you want to print, click its **Action** menu, and select **Print**. In the window for the newly generated PDF, click the **Download** or **Print** button.

Email an Invoice: Click **Sales** in the navigation bar and select **Invoices**. Find the invoice you want to email, click its **Action** menu, and select **Send**. Verify the email details, then click the **Send** button.

Receive a Payment: Click the **New** button on the QuickBooks home screen and select **Receive payment**. Click the **Customer** field and either select an existing customer or select **Add new**. Select the payment date, payment method, and deposit to account. Under Outstanding Transactions, select the check box for the invoice you're recording payment for. Click the **Save and close** button.

Create a Customer Refund: Click the **New** button on the QuickBooks home screen and select **Refund receipt**. Click the **Customer** field and either select an existing customer or select **Add new**. Fill in the necessary refund details, then enter the details for the product/service being refunded. Click the **Save** or **Save and send** button when the refund is complete.

Banking

Write a Check: Click the **New** button on the QuickBooks home screen and select **Check**. Fill in the payee, bank account, and address fields, then fill in the remaining applicable fields. Click the **Save and close** button.

Pay an Expense: Click the **New** button on the QuickBooks home screen and select **Expense**. Fill in the payee, bank account, and address fields, then fill in the remaining applicable fields. Click the **Save and close** button.

Make a Deposit: Ensure all customer payments are recorded to the Undeposited Funds account. Click the **New** button on the QuickBooks home screen and select **Bank deposit**. Select the account you want to put money into, check the transactions you want to deposit, then add any additional money to the Add Funds to this Deposit section. Ensure the total of the selected transactions matches the deposit slip. Click the **Save and Close** button.

Set Up Online Banking: Click **Transactions** in the navigation bar and select **Banking**. Click **Create Account**, select your bank from the list, and click **Continue**. Enter the credentials and any other required information, select the QuickBooks account you want to link with online banking, and click **Connect**.

Set Up a Bank Rule: Click **Transactions** in the navigation bar and select **Rules**. Click **New rule**, enter a name for the rule, select **Money In** or **Money Out** and specify which bank account the rule applies to. Set the rule conditions, specify if QuickBooks should automatically confirm matching transactions, and click **Save**.

Record a Transfer: Click the **New** button on the QuickBooks home screen and select **Transfer**. Specify the Transfer Funds From and Transfer Funds To values and enter the transfer amount. Fill in any additional known fields and click the **Save and close** button.

Reconcile an Account: Ensure your online banking is up to date and you have the account statement. Click the **Gear** icon and select **Reconcile**. Select the account you want to reconcile. Enter the statement information and click **Start reconciling**. Check off the transactions that match your bank statement. The difference should equal $0.00. Correct any omissions or errors, then click **Finish now**.

Transactions

Search Transactions: Click the **Magnifying Glass** button, enter the information you want to search for, and click the desired transaction.

Advanced Search: Click the **Magnifying Glass** button and click **Advanced Search** at the bottom of the screen. Adjust the filters to find the data you want, click **Search**, then click the desired transaction.

View an Account Register: Click the **Gear** icon, select **Chart of accounts**, and click **View register** for the account you want to view.

Transactions

Run a Register Report: Click **Accounting** in the navigation bar and select **Chart of accounts**. Click the **Action** menu for the account you want to report on and select **Run report**.

View a Transaction: While viewing an account register, click the transaction for which you want to view additional details.

Edit a Transaction: While viewing an account register, click the transaction you want to edit, then click the **Edit** button.

Filter Register Transactions: While viewing an account register, click **Filter**, select the filter(s) you want to apply, and click **Apply**.

Attach a File to a Transaction: While editing a transaction, click the **Attachments** check box. Find and select the file you want to attach, then click the **Save and close** button.

Manually Add a Transaction: While viewing an account register, click the **Add** menu arrow at the top of the screen and select a transaction type from the list. Fill out the fields to complete the transaction, then click the **Save** button.

Delete a Transaction: Find and open the transaction you want to delete. In the footer, click **More**, select **Delete**, and click **Yes** to confirm the deletion.

Void a Transaction: Find and open the transaction you want to void. In the footer, click **More**, select **Void**, and click **Yes** to confirm voiding the transaction.

Basic Reports

Run a Report: Click **Reports** in the navigation bar. Select a report or click in the **Find report by name** field and search for a report by name.

Share a Report: While viewing a report, click the **Email** button to send the report as a PDF attachment, click the **Print** button to print the report, or click **Export** to download the report as an Excel spreadsheet or PDF.

Add a Report to Favorites: While viewing a report, Click the **Star** ★ icon next to the report you want to add to Favorites.

Run a Profit and Loss Report: Click **Reports** in the navigation bar. Find and click the **Profit and Loss** report and, if necessary, update the report period.

Run a Balance Sheet Report: Click **Reports** in the navigation bar. Find and click the **Balance Sheet** report and, if necessary, update the report period.

Run an Accounts Receivable Aging Summary Report: Click **Reports** in the navigation bar, then find and click the **Accounts receivable aging summary** report. Optionally, click any number in a report to view its details.