

AN INTRODUCTION TO QUICKBOOKS ONLINE

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## Getting Started Guide



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## TABLE OF CONTENTS

<b>Introduction to QuickBooks Online .....</b>	<b>3</b>
<b>Setting up QuickBooks Online .....</b>	<b>4</b>
<b>Navigating QuickBooks Online .....</b>	<b>10</b>
Take the QuickBooks Online Tour .....	10
Take the QuickBooks Online ipad/iphone Tour .....	13
<b>Company Setup.....</b>	<b>18</b>
Company Settings.....	18
Manage Users.....	19
Multiple Currencies.....	21
<b>Importing Your Data.....</b>	<b>23</b>
Customers .....	24
Suppliers .....	26
Chart of Accounts .....	26
Products/Services .....	26
<b>Importing Bank Transactions .....</b>	<b>28</b>
Setting up Bank Rules .....	29
<b>Creating and managing Quotes.....</b>	<b>31</b>
Creating Quotes.....	31
Creating and Sending Quotes on a ipad/iphone .....	32
<b>Creating and Managing Invoices.....</b>	<b>34</b>
Creating Invoices .....	34
Managing Invoices .....	35

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Creating Invoices on a ipad/iphone.....	36
Customising Invoices.....	37
<b>Receiving Payment .....</b>	<b>39</b>
<b>Organise and Track Expenses .....</b>	<b>41</b>
Expense Transactions .....	41
Bills .....	43
Other Types of Supplier Related Transactions .....	43
Capturing Expenses on a ipad/iphone .....	44
Managing Bills .....	45
<b>Running Reports .....</b>	<b>47</b>
Profit & Loss / Balance Sheet.....	47
Automated Reports .....	47
Customising Reports.....	49
Run reports on a ipad/iphone .....	51
<b>Audit Log .....</b>	<b>52</b>
<b>Getting Support .....</b>	<b>53</b>
<b>Providing Feedback .....</b>	<b>54</b>

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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

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## 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](http://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](http://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**

**Last Name**

**Time Zone**

**Email**

**Confirm Email**

**Password**

**Confirm Password**

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

Secure Server

No credit card needed

Quick and easy setup

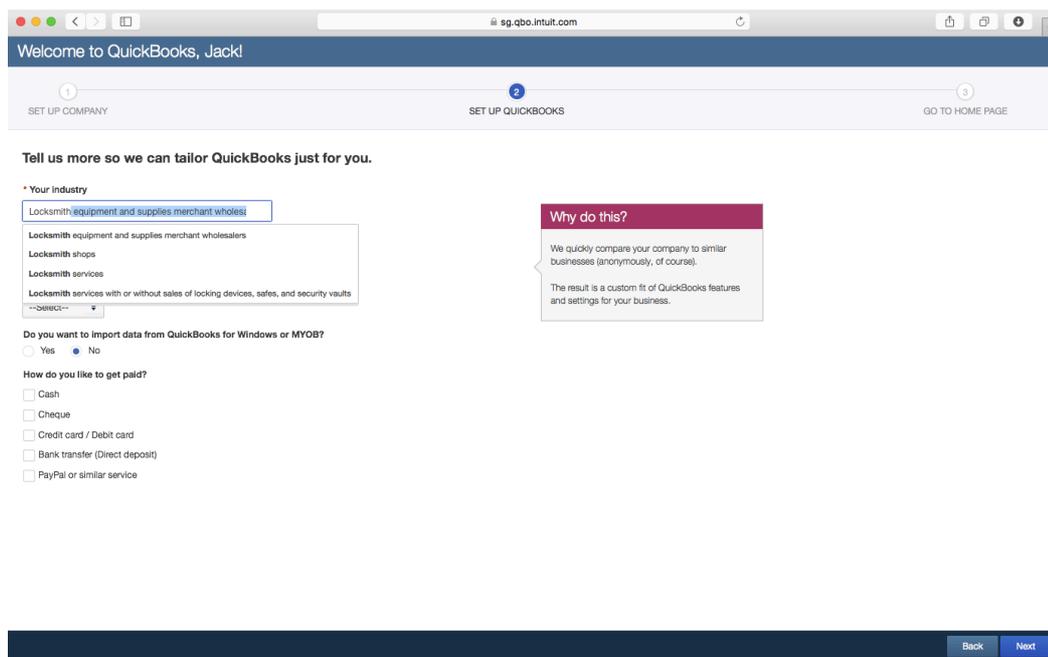
Free expert help

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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.





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

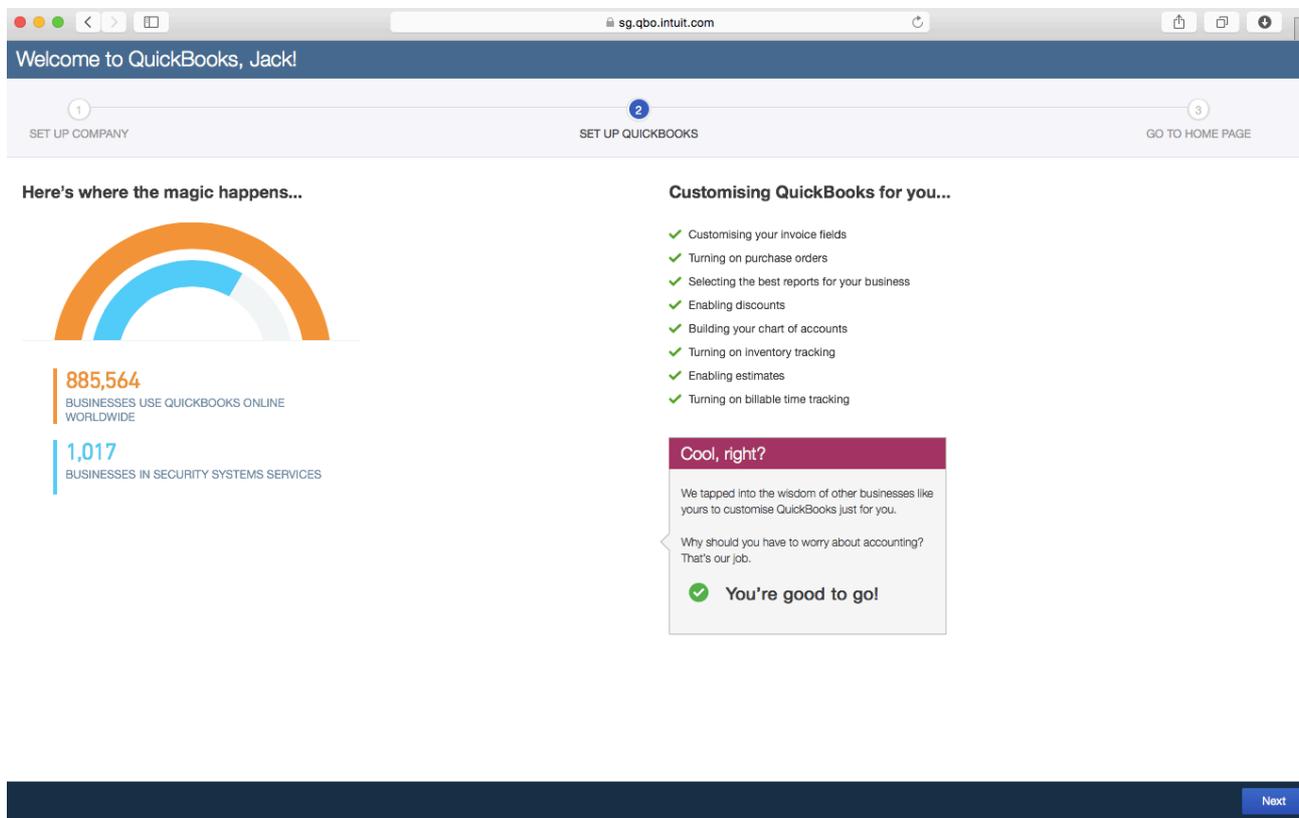
**Why do this?**  
We quickly compare your company to similar businesses (anonymously, of course).  
The result is a custom fit of QuickBooks features and settings for your business.

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.

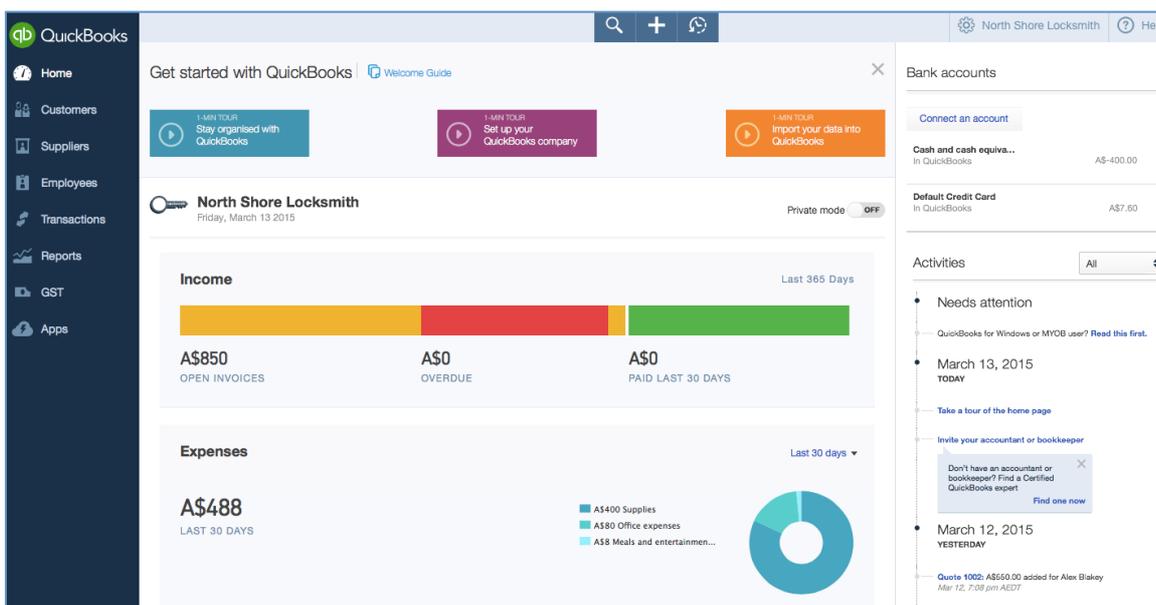
10. Click Save and Next.

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.



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.



## 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](http://qbo.intuit.com).

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

qb QuickBooks

Sign In

User ID

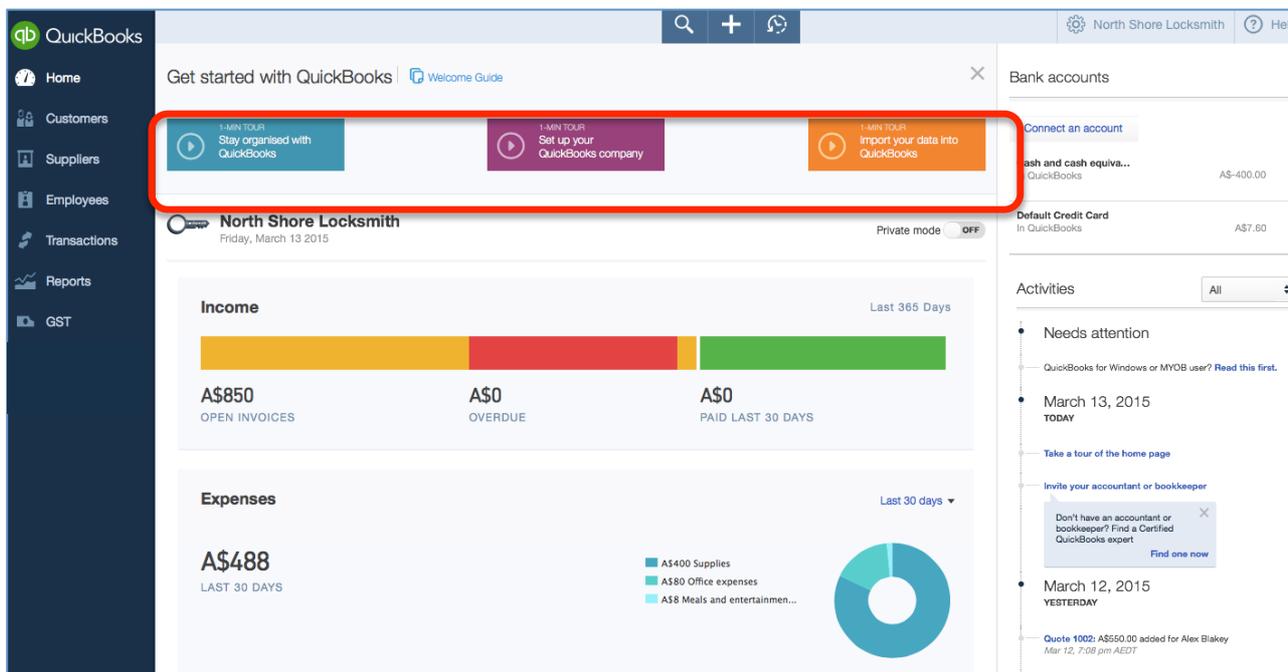
Password

Remember my user ID

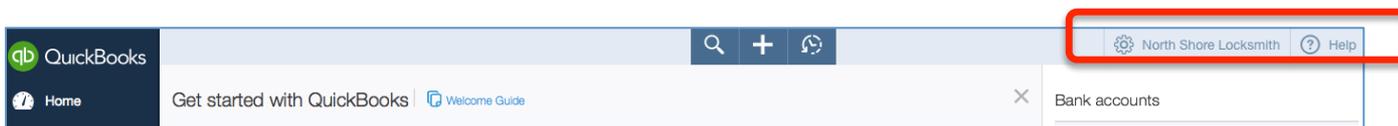
[Sign In](#) [Can't access your account?](#)

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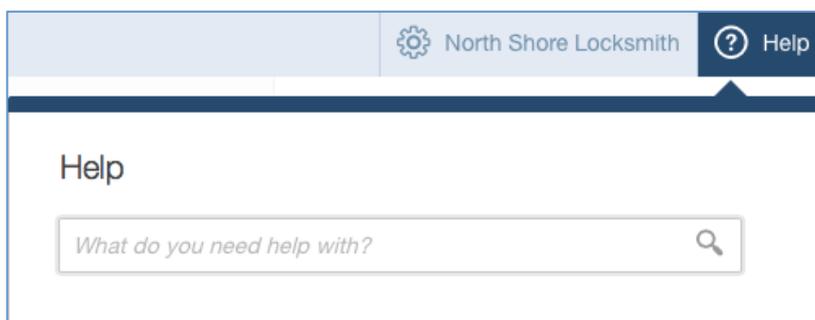
- 2. The **Home Page** displays a summary of key information and provides links to quick tips to help you get the most out of QuickBooks Online.



- 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.



## Create

### Customers

Invoice  
 Receive Payment  
 Quote  
 Adjustment Note  
 Sales Receipt  
 Refund Receipt  
 Delayed Credit  
 Delayed Charge

### Suppliers

Expense  
 Cheque  
 Bill  
 Pay Bills  
 Purchase Order  
 Supplier Credit  
 Credit Card Credit

### Employees

Single Time Activity  
 Weekly Timesheet

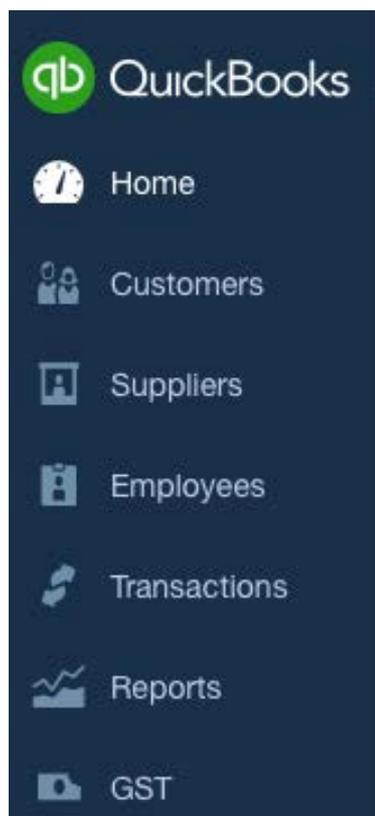
### Other

Bank Deposit  
 Transfer  
 Journal Entry  
 Statement

► 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

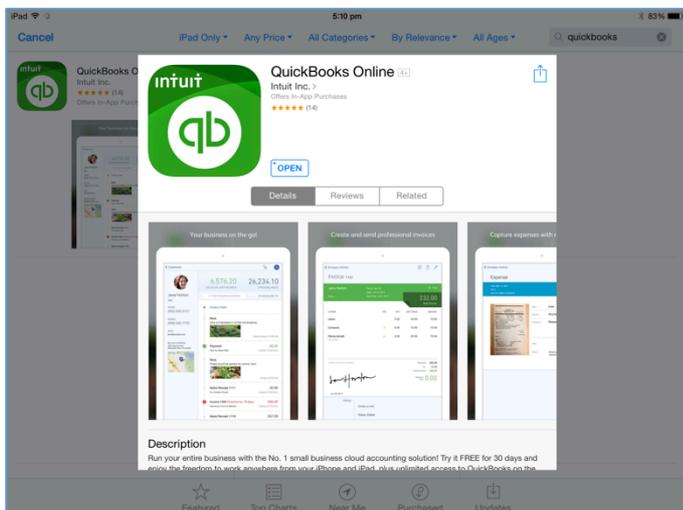
## TAKE THE QUICKBOOKS ONLINE IPAD/IPHONE TOUR

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.

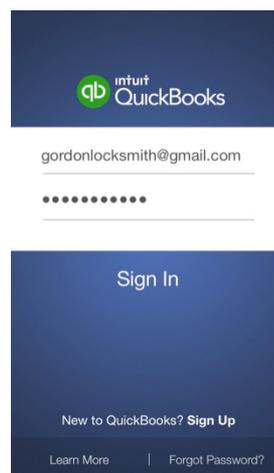
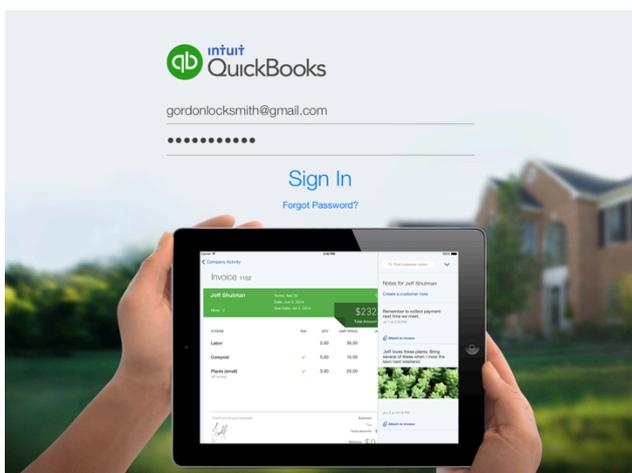
### MANAGE YOUR BUSINESS ANYWHERE

- 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.

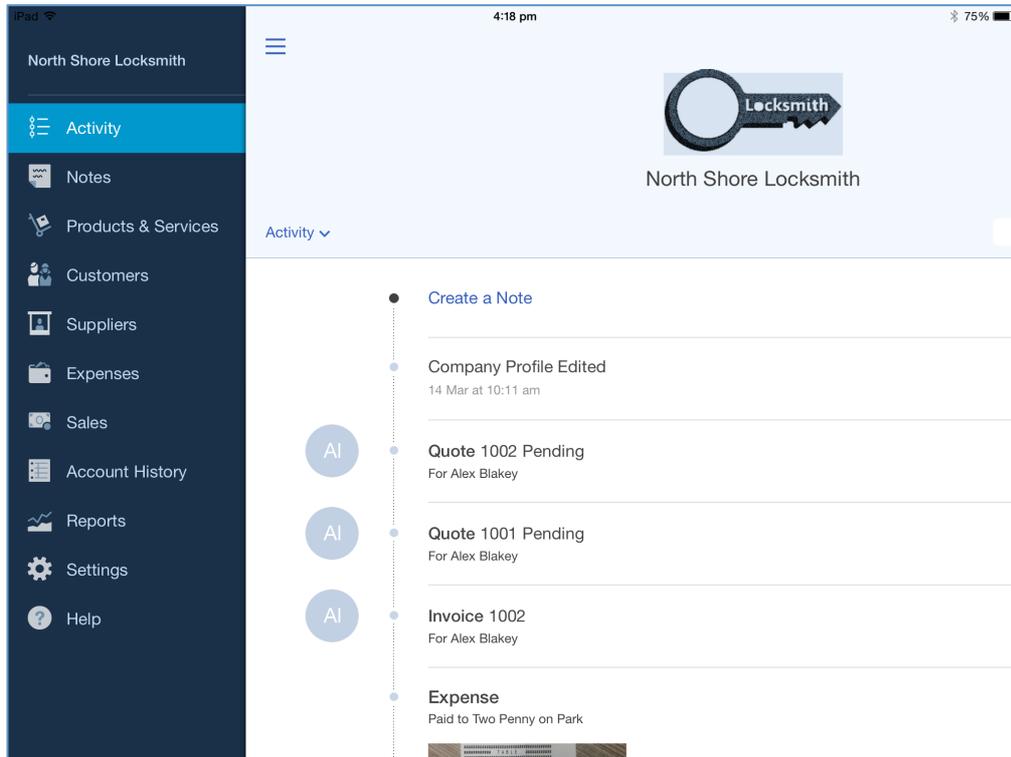


2. Use your QuickBooks Online login credentials to sign-in to the app

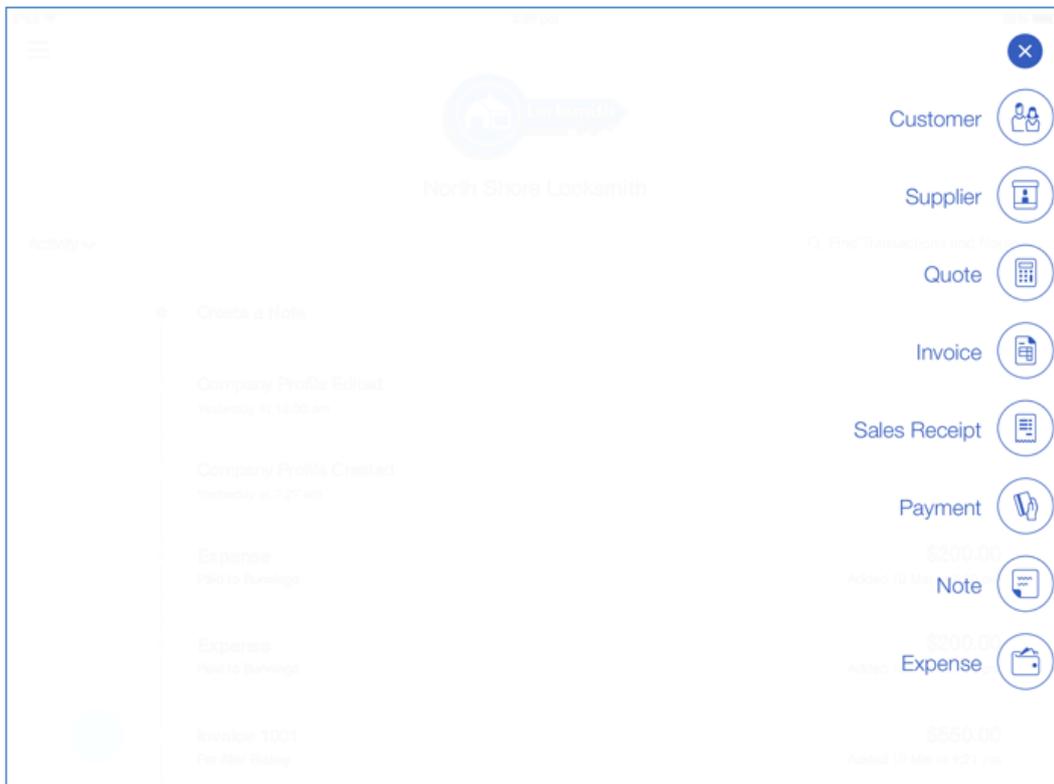


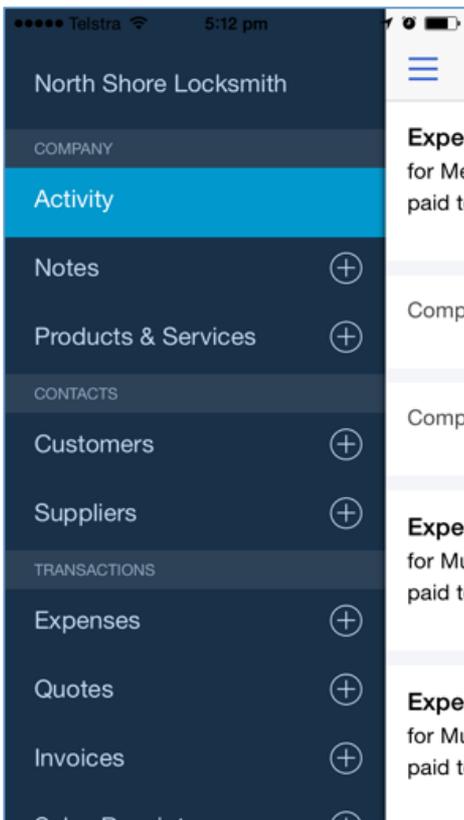
3. The navigation on the iPad app is similar to QBO on the browser. There is a left and right hand side panel of options available by selecting the menu and plus buttons on the top left and right hand side of the screens respectively. For the iPhone the plus sign is at the bottom of the screen.

Left hand side panel on iPad:

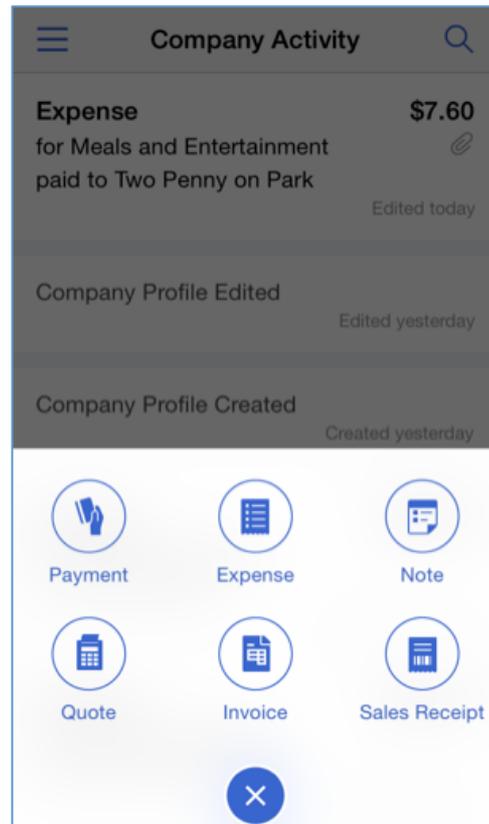


Right hand side panel on iPad:





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 side, there is a gear icon (Company Settings) and the company name 'North Shore Locksmith'. Below the navigation bar, the 'Company 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	<div style="display: flex; justify-content: space-between; align-items: center;"> <span><b>Company name</b></span> <span></span> </div> <p>North Shore Locksmith</p>
Sales	
Expenses	<div style="display: flex; justify-content: space-between; align-items: center;"> <span><b>Contact info</b></span> <span></span> </div> <div style="font-size: 0.8em;"> <p><b>Company address</b> George Street Hornsby NSW 2077 AU</p> <p><b>Customer address</b> AU</p> <p><b>Legal address</b> AU</p> <p><b>Company email</b> gordonlocksmith@gmail.com</p> <p><b>Customer email</b> gordonlocksmith@gmail.com</p> <p><b>Company phone</b> 0280800000</p> </div>
Advanced	<div style="display: flex; justify-content: space-between; align-items: center;"> <span><b>Accounting method</b></span> <span>Accrual </span> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: center;"> <span><b>ABN</b></span> <span>99-1111110 </span> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: center;"> <span><b>Categories</b></span> <div style="font-size: 0.8em;"> <p>Track classes <span style="float: right;">Off</span></p> <p>Track locations <span style="float: right;">Off</span></p> </div> <span></span> </div>

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 <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Resend</span>

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:

QuickBooks Online Plus – Mini Interview

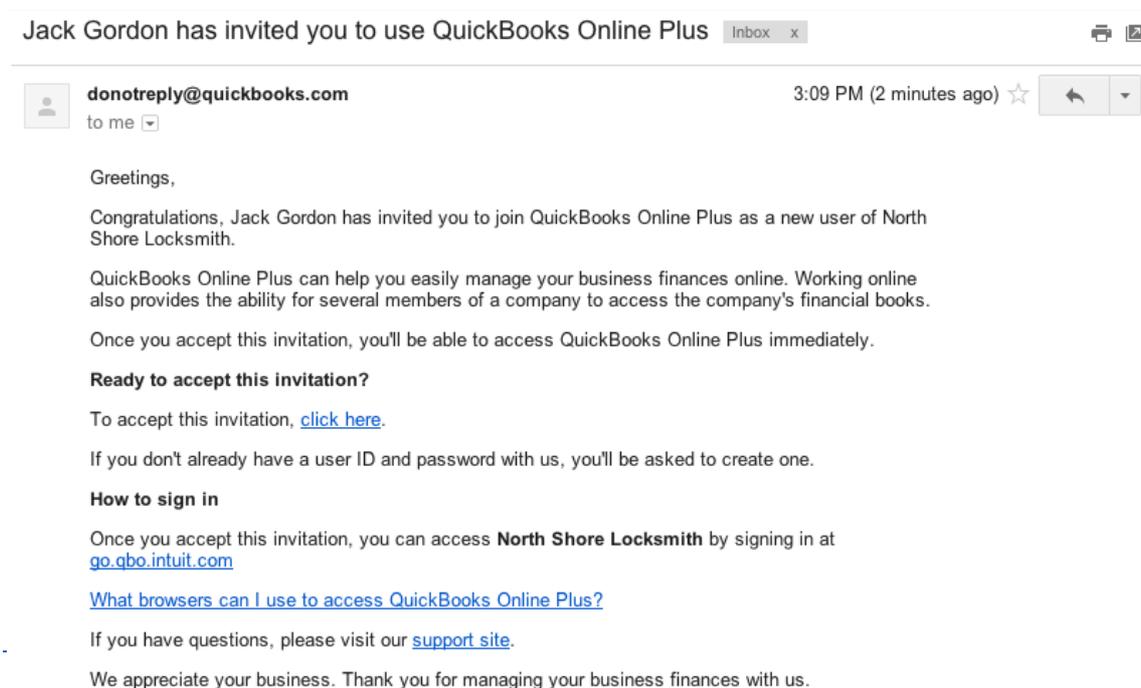
**Choose user type** Page 1 of 7

Choose a type of user. [Which users count?](#)

- 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.

**Cancel**
**< Back**
**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

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

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	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
<b>Currency Centre</b>	Attachments	Audit Log	Privacy
QuickBooks Labs			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.

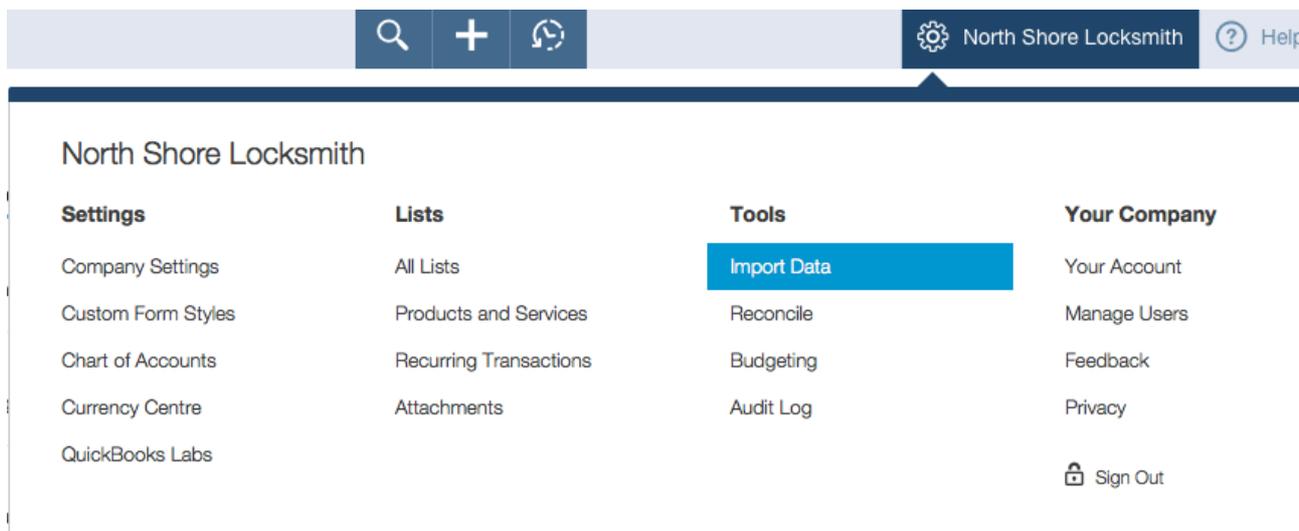
[Set up currencies](#)

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

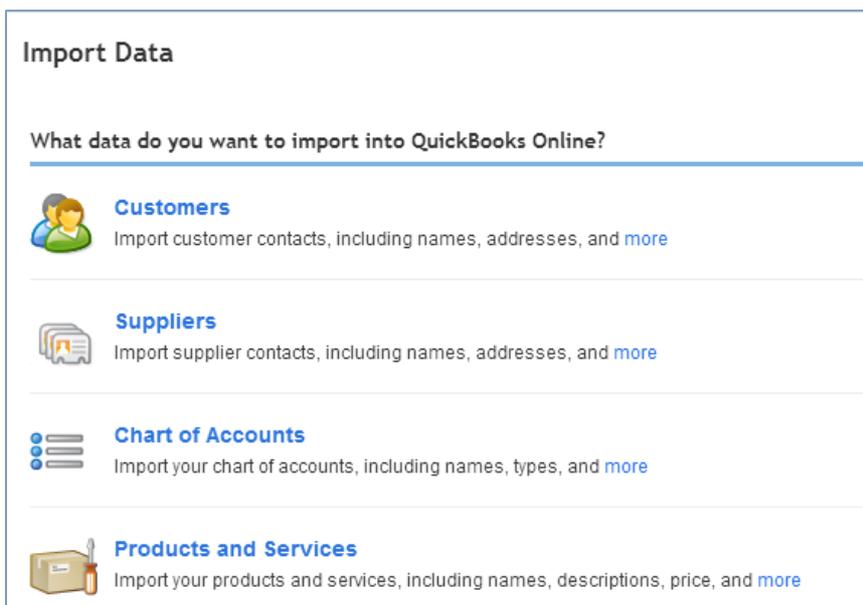
## IMPORTING YOUR DATA

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

no file selected

2MB or 1,000 rows maximum size

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**.

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	✓
<b>Sales Information</b> Applicable if importing product/services you sell to your customers.		
Sales Description	Description	✓
Sales Price/Rate	Price	✓
Income Account	Income Account	✓
<b>Purchase Information</b> 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)	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

2. 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

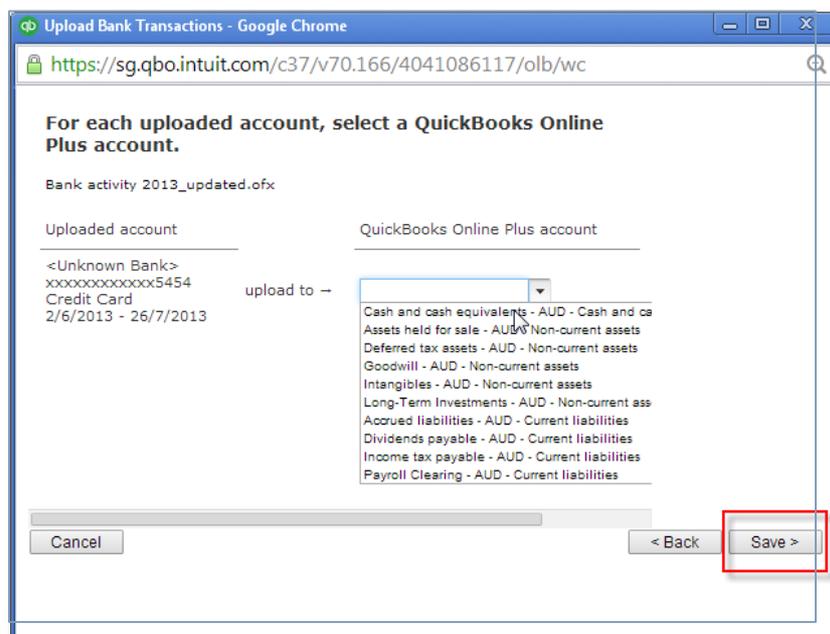
#### Download data from your bank

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

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	<input type="button" value="Match"/>

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
<small>Uncategorised Expen</small>	<small>Select GST</small>	<small>Select Class (optional)</small>	<input type="text"/>
<small>Select Category</small>	<small>Select GST</small>	<small>Select Class (optional)</small>	<input type="text"/>

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

Memo:

## 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

The screenshot shows the 'Add Transaction' form in QuickBooks. At the top, there is a summary bar with the date '19/03/2015', transaction type 'Cheque 78', payee 'Alex Blakey', category 'Dues and subscriptions', sub-category 'GST on non-capital (Purchases)', and amount 'A\$3.19'. Below this, there are radio buttons for 'Add' (selected) and 'Find match'. A dropdown menu is open showing 'Expense' selected, with other options like 'Alex Blakey', 'Dues and subscriptions', and 'GST on non-capital (Purcha...'. A text input field contains 'CHECKING debit 78'. At the bottom, there is a 'BANK DETAIL CHECKING debit 78' section.

## 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"/>	Cheque 78	Alex Blakey	Dues and subscrip...	GST on non-capital ...	A\$3.19		Add
<input checked="" type="checkbox"/>	19/03/2015 - Checking		Sales of Product Inc...			A\$3.18	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

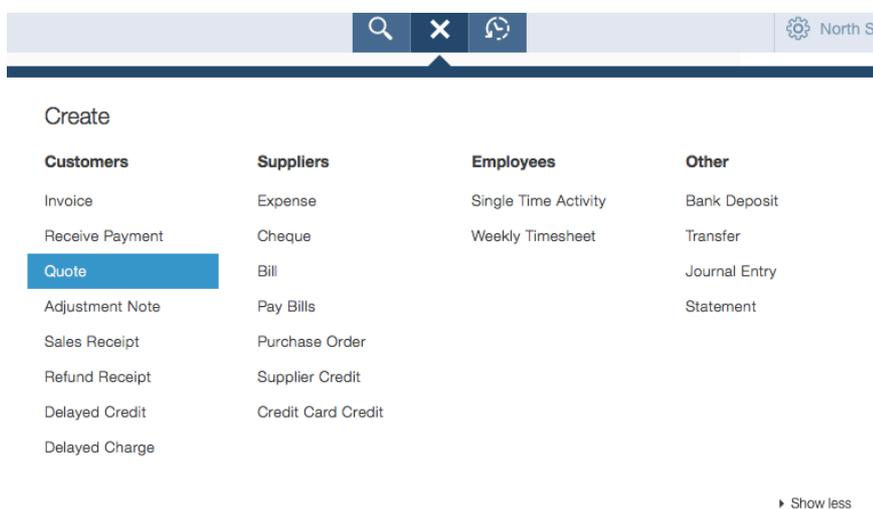
Quotes are easy to create and customise in QuickBooks Online. Before you create your first quote, double check your company is set up to account for GST (Singapore and Malaysia only), quantities, custom transactions and multi-currency.

### 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						

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

- Add more lines, if needed. Complete any other desired fields, such as the Discount or add a message to be displayed on the quote.
- 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. File sizes can go up to 25MB each.
- 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.
- 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

- To create an quotes on an iPad/iPhone tap the plus sign and select quotes
- 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%

Quote 1001

**Alex Blakey** Status: Pending  
Blakey's Bin Liners Date: 12 Mar 2015  
More Exp. Date:

**\$300**  
Convert to Invoice

2 ITEMS	QTY	UNIT PRICE	AMOUNT
<b>Sales</b> New lock	1.00	200.00	200.00
<b>Hours</b>	1.00	100.00	100.00

Subtotal 300.00  
Discount 0.00  
Total Amount \$300.00

Preview  
Email  
Print  
Duplicate  
Delete

# CREATING AND MANAGING INVOICES

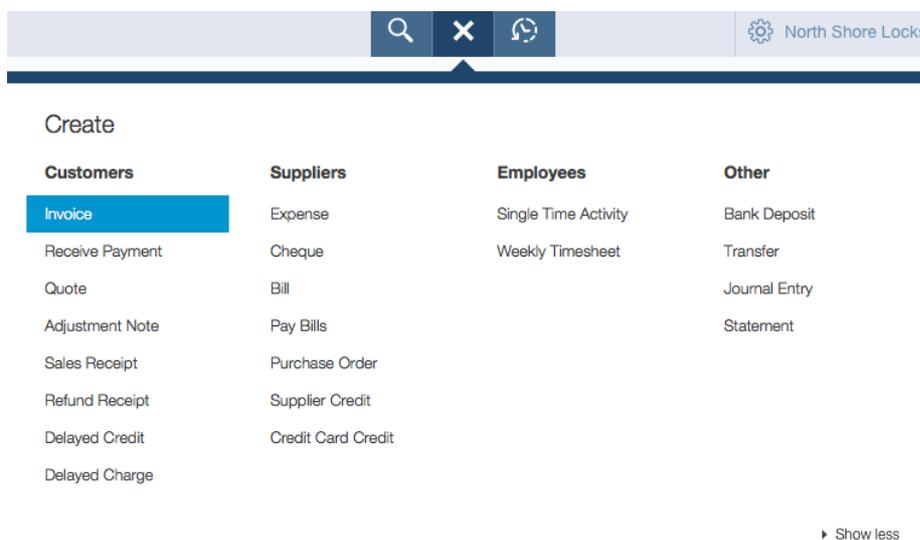
## CREATING INVOICES

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

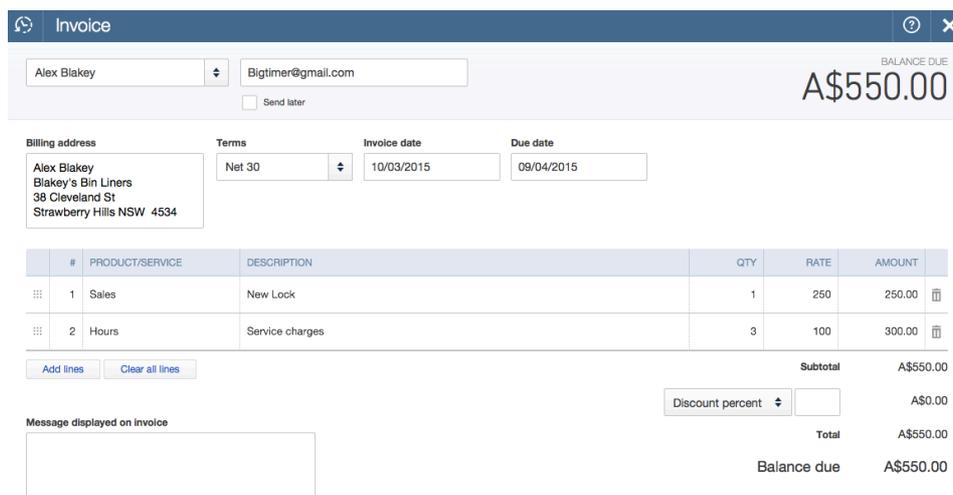
To create an invoice:

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**.



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.



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 dark navigation bar with icons for Home, Customers, Suppliers, Employees, Transactions, Reports, and GST. The main area is titled 'Customers' and features a summary bar with five colored boxes: 'Unbilled Last 365 Days' (A\$0, 0 QUOTE), 'Unpaid Last 365 Days' (A\$0, 0 UNBILLED ACTIVITY), 'Open Invoices' (A\$550, 1 OPEN INVOICE), 'Overdue' (A\$0, 0 OVERDUE), and 'Paid' (A\$0, 0 PAID LAST 30 DAYS). Below this is a table of customers with columns for 'CUSTOMER', 'OPEN BALANCE', and 'ACTION'. The first customer listed is Alex Blakey, with an open balance of A\$550.00 and a 'Receive payment' button. A dropdown menu is open for Alex Blakey, showing options: 'Send reminder', 'Create statement', 'Create invoice', 'Create sales receipt', and 'Create quote'.

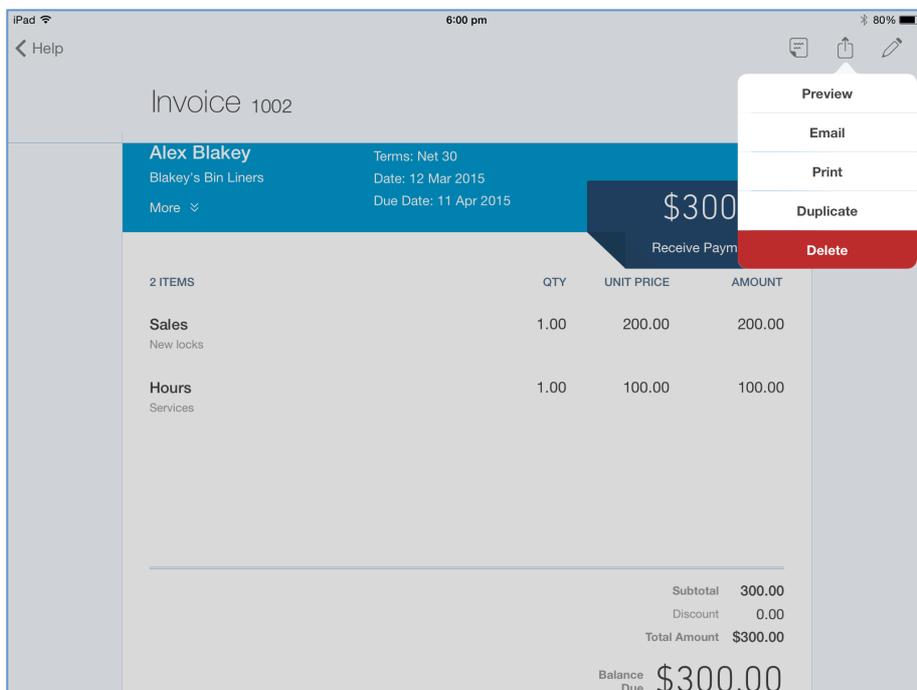
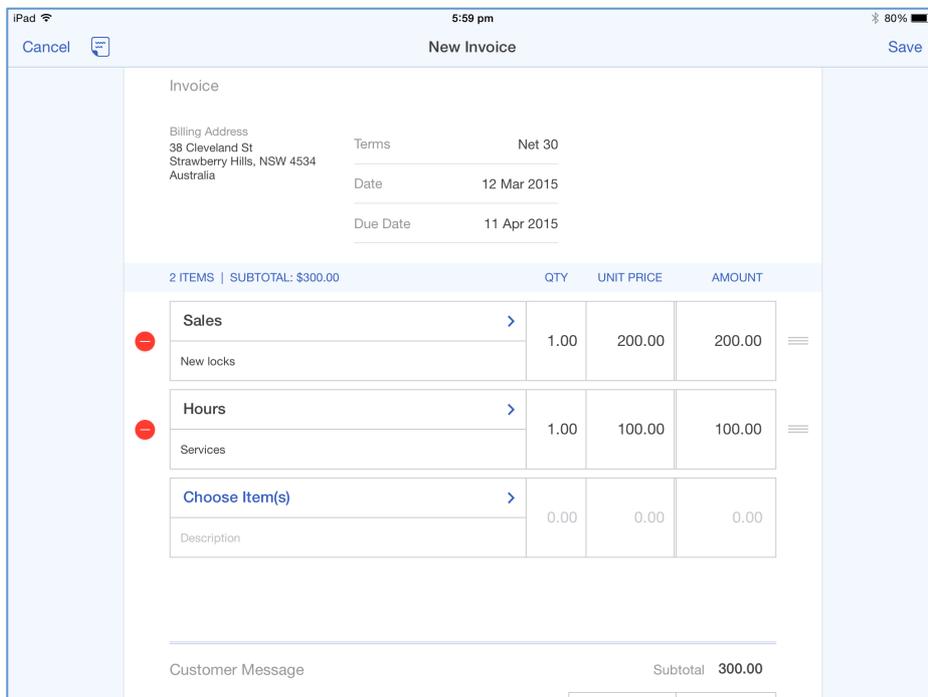
Alternatively, the original invoice can be opened by clicking on the **hyperlink** in the listing, and then **Receive payment** can be selected at the top of the invoice.

The screenshot shows the 'Receive payment' interface for invoice #1001. At the top, it says 'Invoice #1001'. Below that, there is a dropdown menu for the customer name, currently showing 'Alex Blakey', and a text input field for the email address, currently showing 'Bigtimer@gmail.com'. There is a 'Send later' checkbox. A 'Receive payment' button is visible. On the right side, the 'BALANCE DUE' is displayed as 'A\$550.00'.

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

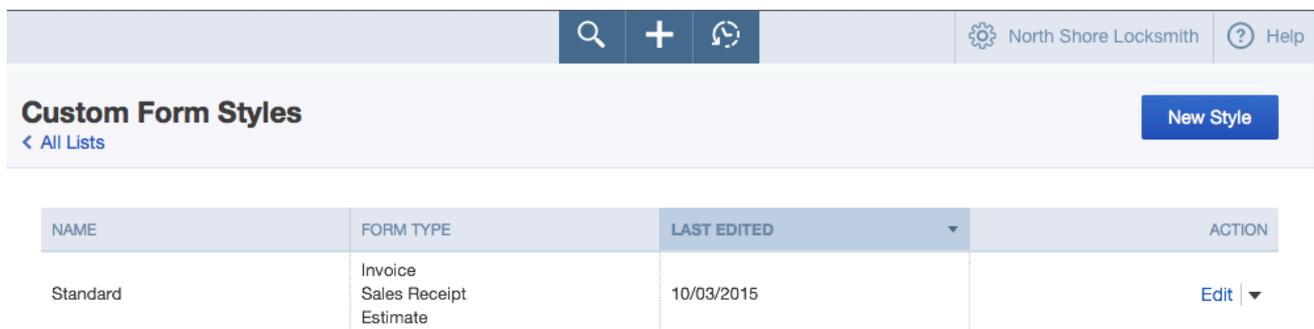
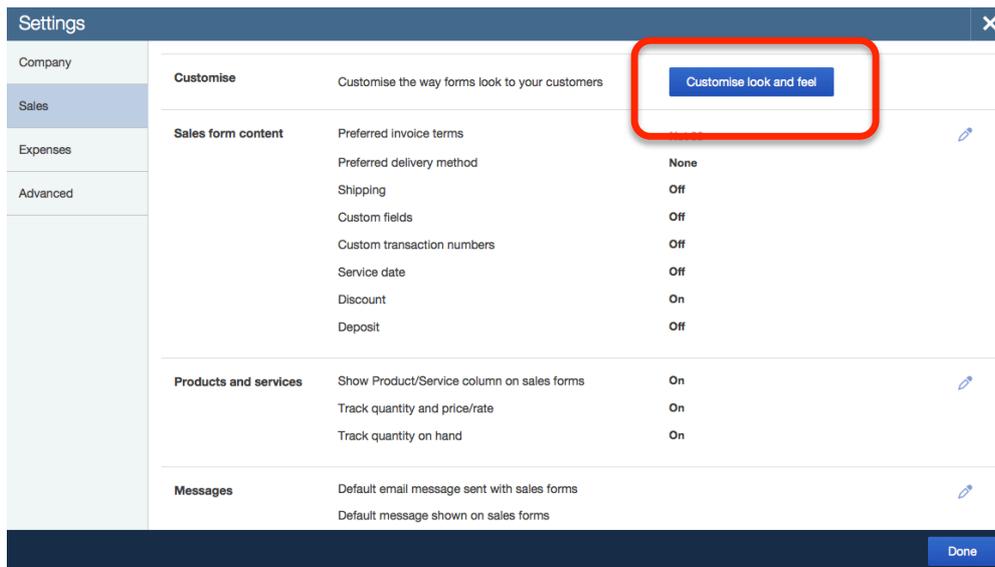
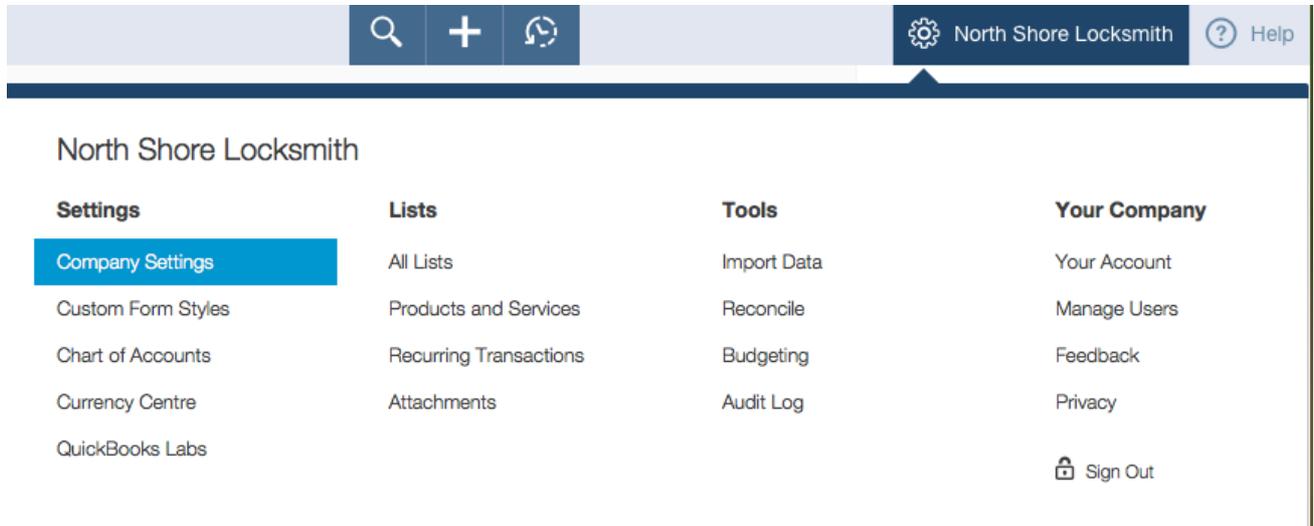
## CREATING INVOICES ON A IPAD/IPHONE

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

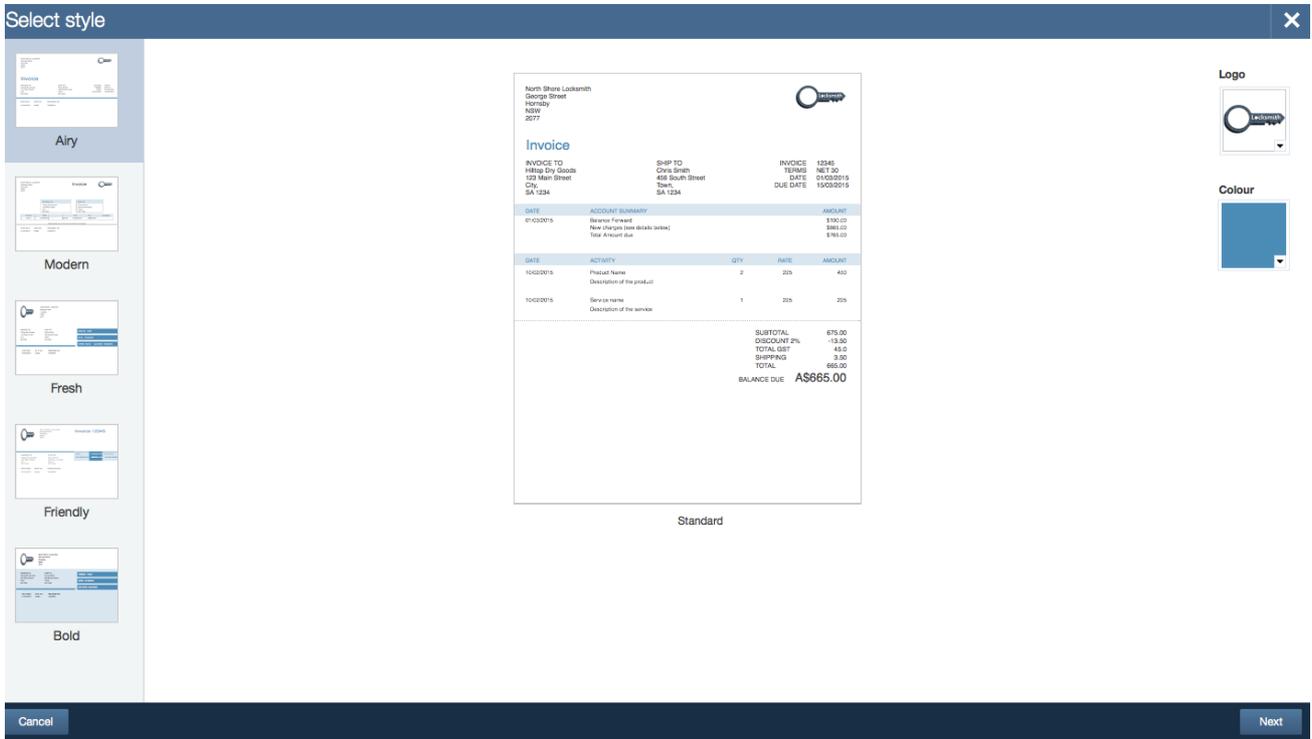


## CUSTOMISING INVOICES

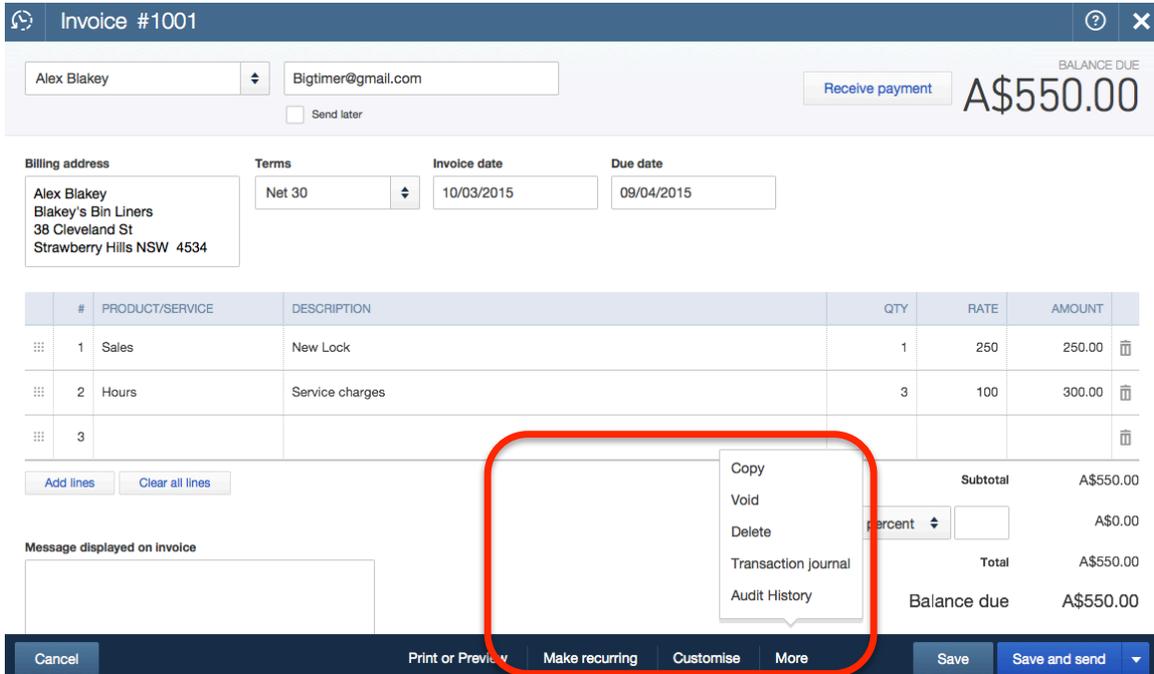
You can customise your invoices to look how you want them including adding a logo, editing the font and more. This can be done by going to the **Company Gears Icon** → **Company Settings** → **Sales** → **Customise** → **Customise Look and Feel**.



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.



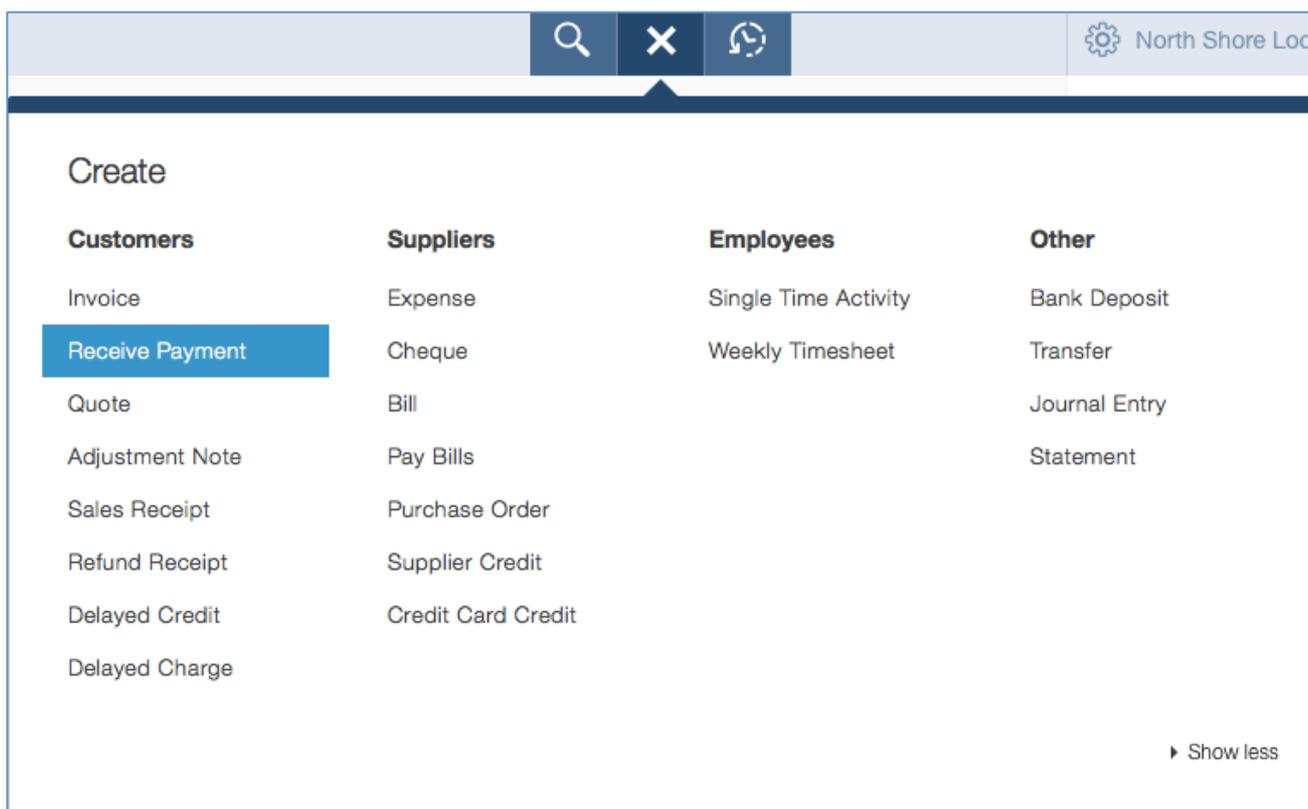
Tip: To copy invoices or creating recurring invoices use the functions at the bottom of an existing invoice.



## 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

AMOUNT RECEIVED  
A\$650.00

Send later

Payment date

Payment method

Reference no.

Deposit to

Amount received

Outstanding Transactions

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1001 (10/03/2015)	09/04/2015	550.00	550.00	<input type="text" value="550.00"/>
<input checked="" type="checkbox"/>	Invoice # 1002 (12/03/2015)	11/04/2015	300.00	300.00	<input type="text" value="100.00"/>
<b>Amount to Apply</b>					A\$650.00
<b>Amount to Credit</b>					A\$0.00

Memo

Attachments Maximum size: 25MB

Drag/Drop files here or click the icon

[Show existing](#)

Receive Payment #1235654

AMOUNT RECEIVED  
A\$650.00

**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  
Hornsby NSW 2077

0280900000  
gordonlocksmith@gmail.com

**Receipt**

Received From: Alex Blakey, 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

Receive Payment #1235654

AMOUNT RECEIVED  
A\$650.00

**Send email**

Email:

Subject:

Body:

**North Shore Locksmith**

George Street  
Hornsby NSW 2077

0280900000  
gordonlocksmith@gmail.com

**Receipt**

Received From: Alex Blakey, 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

Amount Debited: A\$0.00      Total: A\$650.00

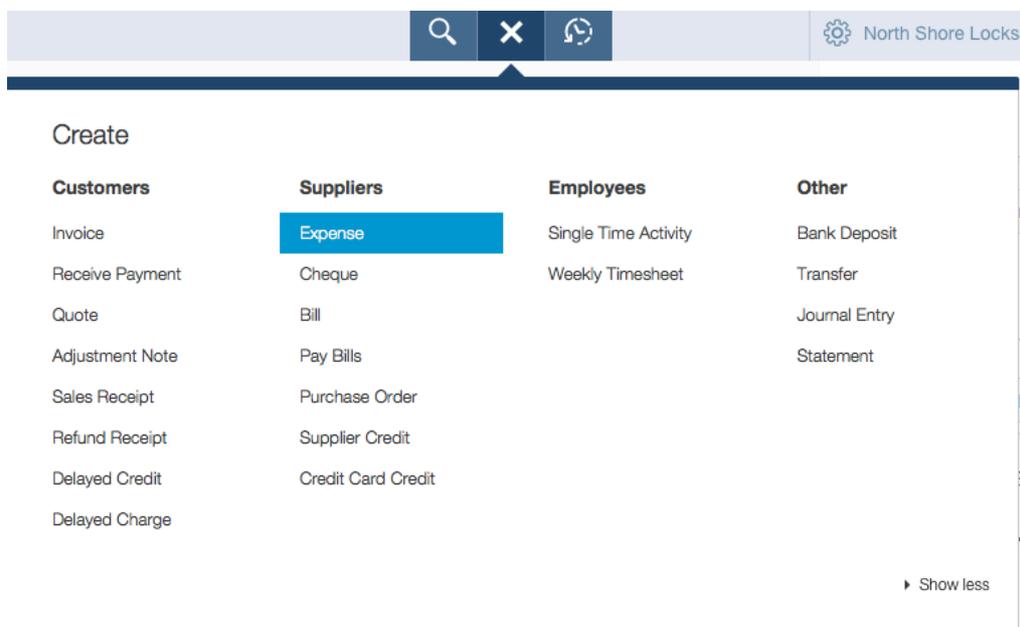
Memo: \_\_\_\_\_

Signature: \_\_\_\_\_

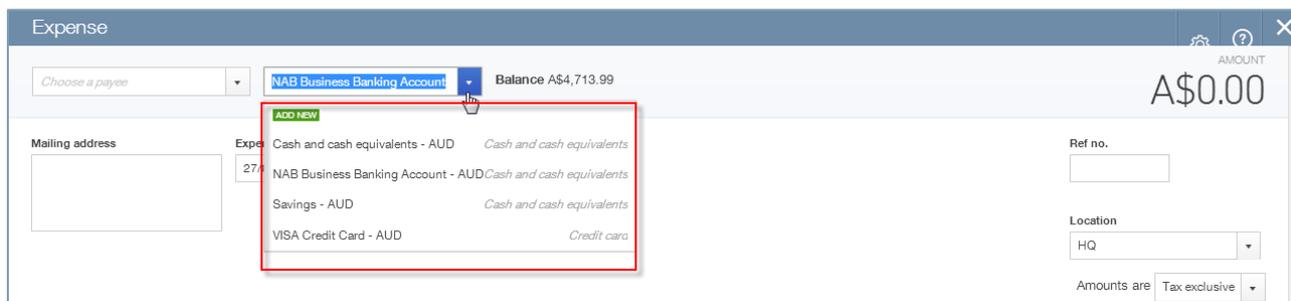
## ORGANISE AND TRACK EXPENSES

### EXPENSE TRANSACTIONS

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



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



- 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.
- 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).
- 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**.

- 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
?
✕

**Balance A\$-200.00**

AMOUNT  
 A\$200.00

**Payment date**

**Payment method**

**Ref no.**

▼ Account details

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

▶ 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

+
↻

North Shore Locksmith
?
Help

Expense Transactions

New transaction ▼

Last 365 Days

	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 >

Home

Customers

Suppliers

Employees

Transactions

Banking

Sales

Expenses

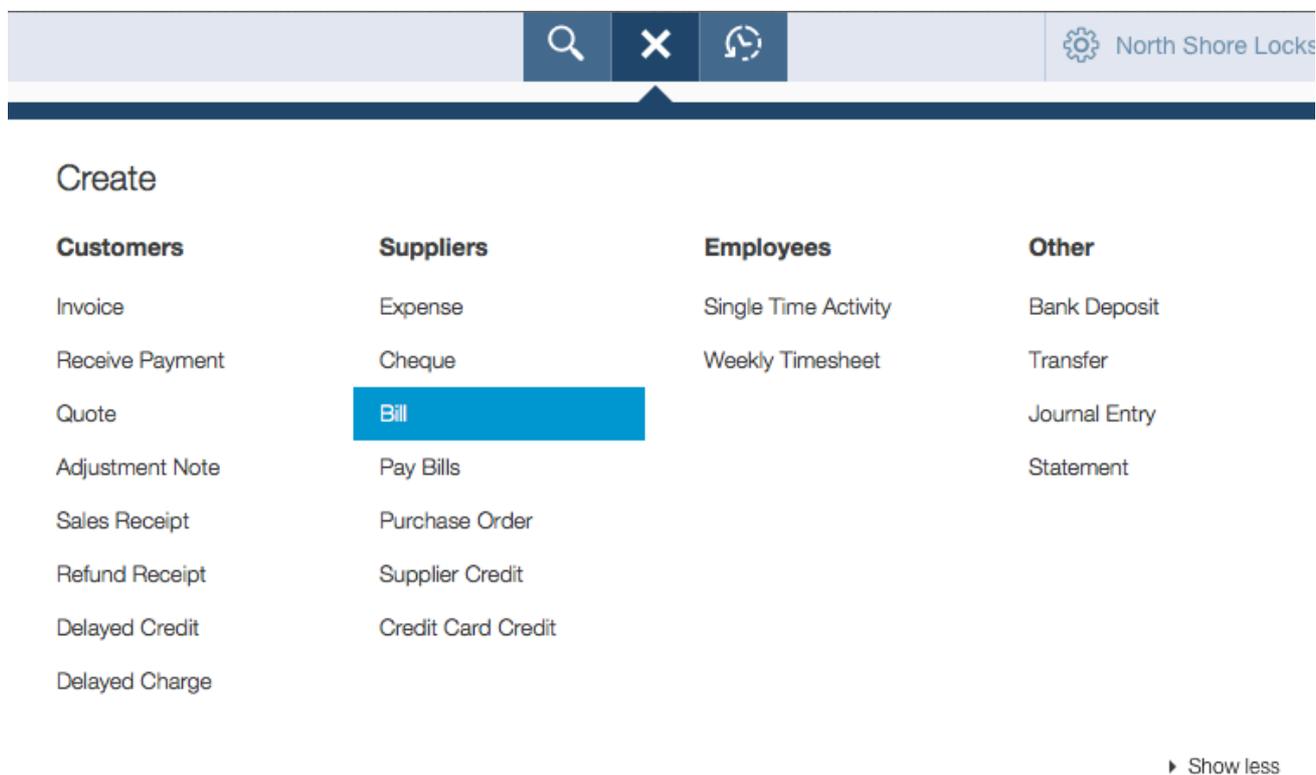
Chart of Accounts

Reports

GST

## 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.



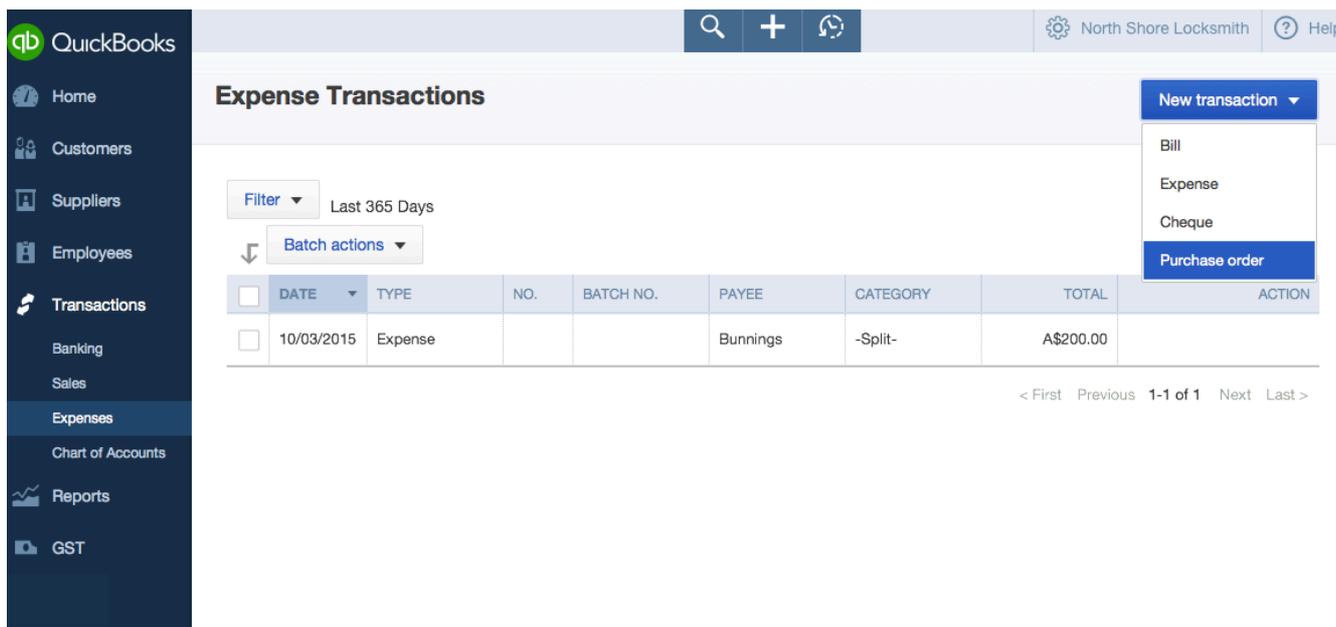
The screenshot shows the top navigation bar of QuickBooks Online with a search icon, a close icon, a refresh icon, and a gear icon labeled 'North Shore Locks'. Below the navigation bar is the 'Create' menu, which is organized into four columns: Customers, Suppliers, Employees, and Other. The 'Suppliers' column has 'Bill' highlighted in blue. A 'Show less' link is visible at the bottom right of the menu.

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

► Show less

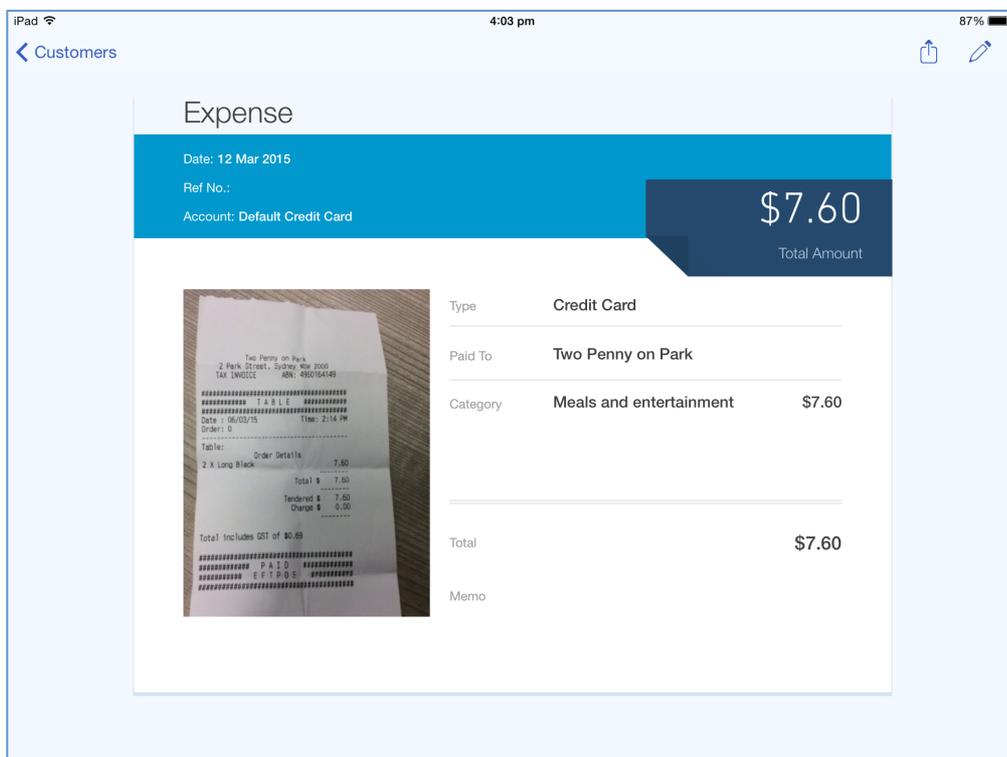
## OTHER TYPES OF SUPPLIER RELATED TRANSACTIONS

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**.



## 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



## 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.

The screenshot shows the QuickBooks interface for a supplier named 'Optus Pty Ltd'. The left-hand navigation bar includes Home, Customers, Suppliers, Employees, Transactions, Reports, and GST. The main content area shows the supplier's details, including contact information and a balance summary. The balance summary indicates a balance of A\$80.00 OPEN and A\$0.00 OVERDUE. Below this, there is a 'Transactions' section with a table of transactions. The table has columns for DATE, TYPE, NO., BATCH NO., PAYEE, CATEGORY, TOTAL, and ACTION. A single transaction is listed for 10/03/2015, with a type of 'Bill', payee of 'Optus Pty Ltd', and a total of A\$80.00. A 'Make payment' link is visible in the ACTION column for this transaction.

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.

The screenshot shows the 'Bill' form in QuickBooks. The form is for a bill from 'Optus Pty Ltd'. At the top right, there is a 'Make payment' button highlighted with a red box, and a balance due of A\$80.00. The form includes fields for Mailing address (Optus Pty Ltd), Terms (Due on receipt), Bill date (10/03/2015), Due date (10/03/2015), and Bill no. Below these are 'Account details' and 'Item details' sections. The 'Account details' section shows a table with columns for #, ACCOUNT, DESCRIPTION, and AMOUNT. The table has two rows: row 1 with account 'Office expenses' and description 'Office phone line' for an amount of 80.00, and row 2 which is empty. Below the table are 'Add lines' and 'Clear all lines' buttons. The 'Item details' section is currently collapsed. At the bottom right, there is a 'Total' field showing A\$80.00. At the bottom of the form, there are buttons for 'Cancel', 'Make recurring', 'More', and '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				

► Item details

**Total** A\$200.00

**More**

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

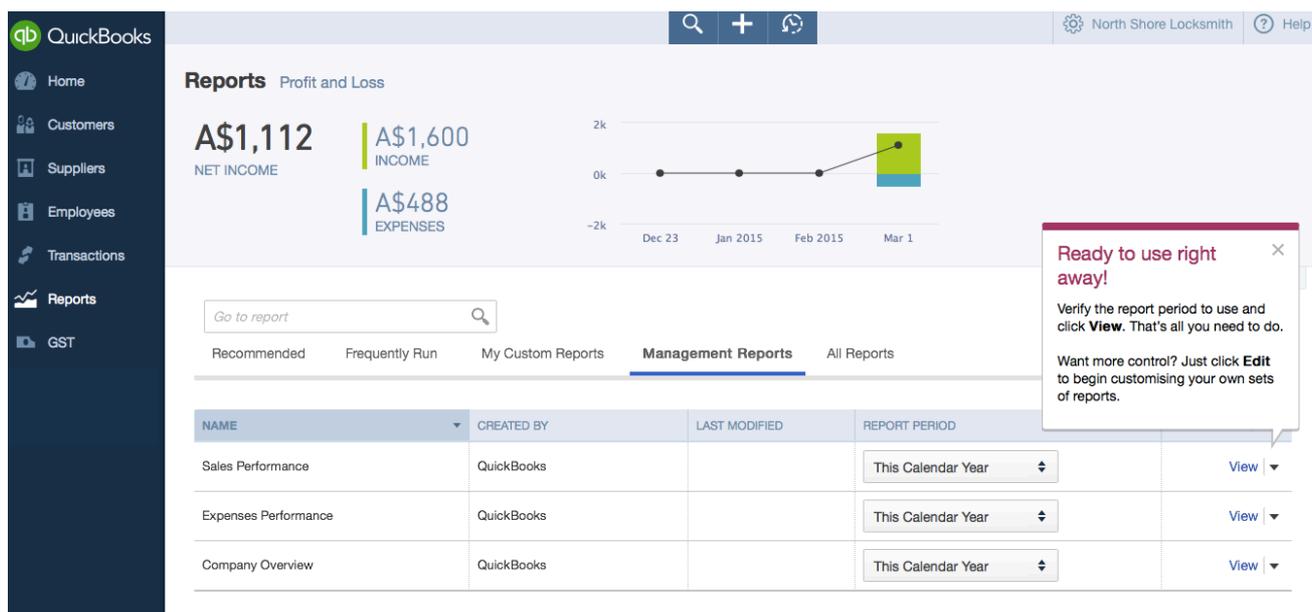
## RUNNING REPORTS

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 shows the QuickBooks Reports interface. The top navigation bar includes the QuickBooks logo, a search icon, a plus icon, a refresh icon, and the user name 'North Shore Locksmith' with a help icon. The left-hand navigation bar lists: Home, Customers, Suppliers, Employees, Transactions, Reports, and GST. The main content area is titled 'Reports Profit and Loss' and displays a summary of financial data: NET INCOME of A\$1,112, INCOME of A\$1,600, and EXPENSES of A\$488. A line chart shows data points for Dec 23, Jan 2015, Feb 2015, and Mar 1. Below the summary is a search field labeled 'Go to report' and tabs for '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. A tooltip on the right says 'Ready to use right away!' and provides instructions on how to view and edit 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** 
  
A group lets you email multiple reports at the same time. [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 Reports interface. The top navigation bar includes the QuickBooks logo, a search icon, a plus icon, a refresh icon, and the company name 'North Shore Locksmith' with a help icon. The main content area is titled 'Reports Profit and Loss' and displays a summary of financial data: NET INCOME of A\$70, INCOME of A\$550, and EXPENSES of A\$480. A line chart shows data points for Dec 10, Jan 2015, Feb 2015, and Mar 1. Below the chart, there is a 'Go to report' search bar and a list of report categories: Recommended, Frequently Run, **My Custom Reports** (highlighted with a red box), Management Reports, and All Reports. Under 'My Custom Reports', there is a table with columns for NAME, DATE RANGE, and EMAIL. The table lists 'Jack's monthly reports' with a date range of 'This Financial Year-to-date' and an email status of 'Unscheduled'. A red box highlights the 'Run Report | PDF | Edit | Group | Excel | Delete' actions for this report group.

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

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

The screenshot shows the 'Report Group Settings' interface. At the top, the 'Group Name' is 'Jack's monthly reports'. A checkbox 'Set the email schedule for this group' is checked. Below this, the 'Schedule' section shows 'Interval: Every Month', 'Next Date: 01/04/2015', and 'End Date: None'. The 'Email Information' section includes 'From: Jack Gordon <donotreply@intuit.com>', 'To: gordonlocksmith@gmail.com', and 'Subject: Monthly reports'. The 'Report Format' section has a checked checkbox 'Attach the reports as Excel files'. A 'Delete' button is at the bottom left. An 'Edit Schedule' dialog box is overlaid on the right, showing options for 'Select interval' (Daily, Weekly, Monthly, Twice a month) and 'Select date range' (No end date, End after, Stop after). The 'Edit Schedule' dialog has 'OK' and 'Cancel' buttons.

### 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.

The screenshot shows the QuickBooks Online interface. The top navigation bar includes 'Print', 'Email', 'Excel', and 'Save Customisations' buttons. A 'Customise' button is highlighted with a red box. Below the navigation bar, the report title is 'North Shore Locksmith PROFIT AND LOSS' for the period 'July 1, 2014 - March 10, 2015'. The report content is as follows:

	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.

The screenshot shows a 'Customise Profit and Loss' dialog box with the following settings:

- 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
- Add Subcolumns for Comparison**
  - Previous Period (PP)
  - Previous Year (PY)
  - Year-To-Date (YTD)
  - % of Row
  - % of Income
  - \$ Change
  - % of YTD
  - % of Column
  - % of Expense
  - % Change
  - % Change
- Show Rows:**  Active,  All

At the bottom right, the following buttons are highlighted with a red box: Run Report, Email, Excel, and 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.

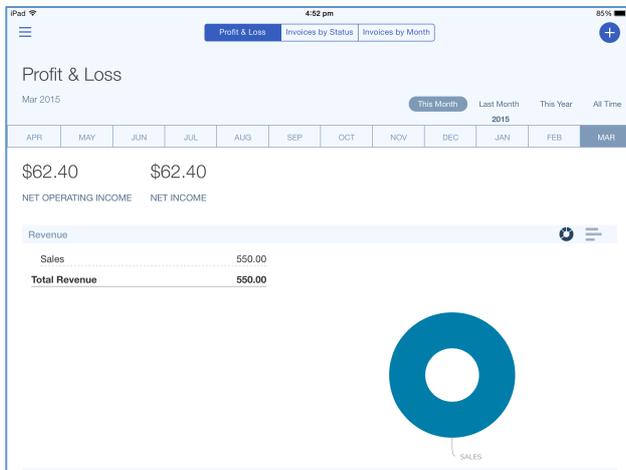
Selecting **Email** will send the report to the recipient(s) you specify, with a subject line and a note. The report will appear both as an attachment and in the body of the email.

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

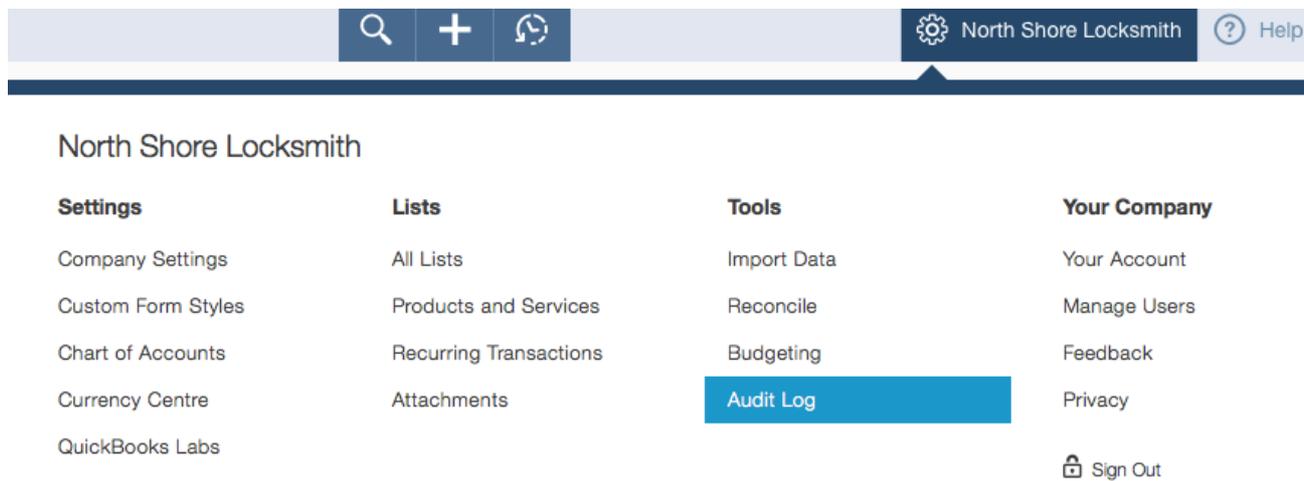
Keep a finger on the pulse of your business with running reports from your iPhone/iPad. Select reports option from your left hand side navigation menu to run the P&L report.



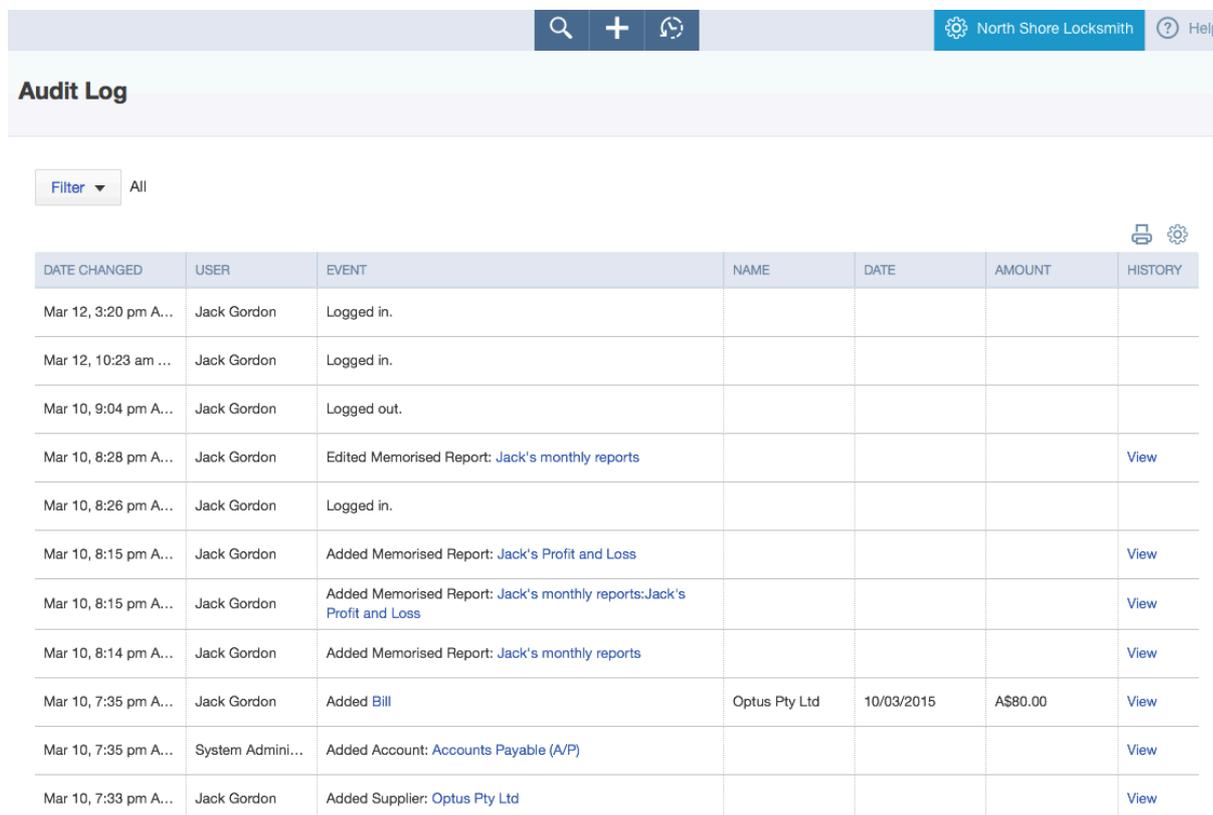
# AUDIT LOG

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



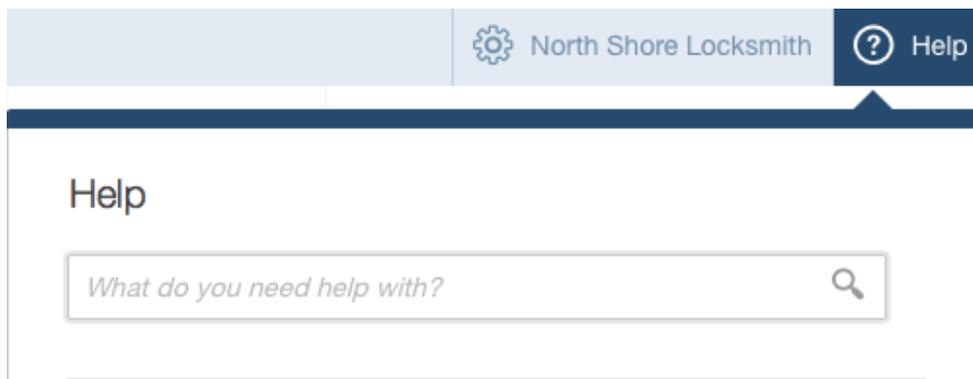
2. The audit log captures the date of activity, user, event, name of customer/supplier, date of the transaction like a payment, amount and a full history of what occurred giving you full visibility of your account



## GETTING SUPPORT

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

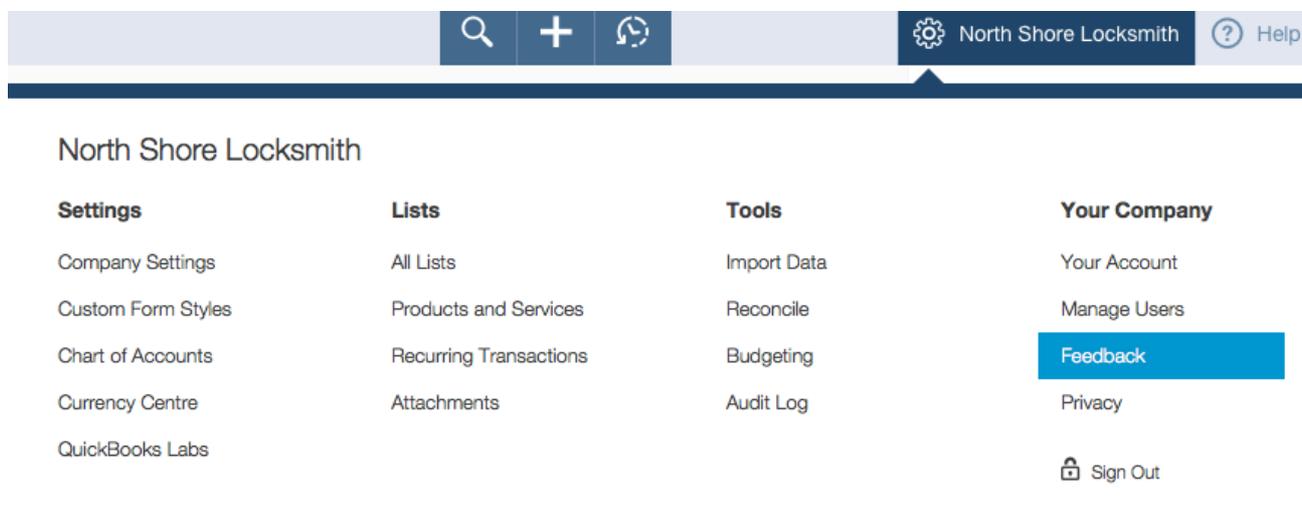
- To access online help, select the **question mark** icon in the top right corner of the QuickBooks Online screen.
  - Here you can type in your question to get an answer.



- 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.

