

QUICKBOOKS ONLINE PLUS: A COMPLETE COURSE 2016

Chapter 1:
Introduction
to
QuickBooks
Online Plus



Pearson

Lecture Focus

2

- Overview of QuickBooks Online Plus
- Introduction to Cloud-Based Computing
- Explore QuickBooks Online Using the Test Drive Company

Lecture Notes

3

- ❑ Lectures may not match text material
- ❑ Lectures designed to illustrate key points in chapter—not to be completed by students
- ❑ Examples and coverage may not encompass everything in the chapter
- ❑ The Test Drive Company is used to illustrate information in lecture
- ❑ Google Chrome is used for the Web browser

Manual vs. Computerized Accounting

4

Manual Accounting	Computerized Accounting
Analyze Transactions	Analyze Transactions
Prepare business documents manually	Fill in the blanks on computer forms
Manually record all transactions in Debit/Credit format in General Journal	QuickBooks Online automatically enters all transactions into Journal
Post transactions to General Ledger and Subsidiary Ledgers	QuickBooks Online automatically posts to General Ledger and Subsidiary Ledgers
Manually prepare reports	Click on report name and QuickBooks Online automatically prepares the report
Record closing entries manually	Assign a closing date in QuickBooks Online
Calculate Net Income	QuickBooks Online calculates Net Income
Transfer Net Income to Owner's Capital	QuickBooks Online Transfers Net Income to Retained Earnings
Create Brought Forward Balances	QuickBooks Online creates Brought Forward Balances

Versions of QuickBooks

5

- QuickBooks Online
 - Plus
 - Essentials
 - Simple Start
 - Accountant
 - Payroll

Versions of QuickBooks

6

- QuickBooks Desktop
 - ▣ Premier
 - ▣ Pro
 - ▣ Enterprise Solutions
 - ▣ Payroll
- QuickBooks Self-Employed

What is QuickBooks Online Plus?

7

- Cloud-Based
 - ▣ Provides Access to QuickBooks Online Program
 - ▣ Stores Data Using Secure Encryption
 - ▣ Requires a Subscription for Each Company
- Database of Tables and Fields to
 - ▣ Organize Financial Activity
 - ▣ Utilize Data to Communicate with Vendors, Customers, and others
 - ▣ Use Data to Create Reports



System Requirements

8

- High-Speed Internet Connection
- Supported Browsers Include:
 - ▣ Chrome (Preferred)
 - ▣ Internet Explorer
 - ▣ Firefox
 - ▣ Safari
- QuickBooks Online Mobile App Works With
 - ▣ iPhone and iPad
 - ▣ Android Phones and Tablets

Training in QuickBooks Online Plus

9

- ❑ Use Intuit's Test Drive Company to Drill 
- ❑ Use Company you create to Do 
- ❑ In Chapters 2-8 practice with Drill and enter transactions with Do
- ❑ Except for Chapter 1, all chapters include Additional Transactions for reinforcement

Dates

10

- Dates Given in Chapter Transactions
- Drill: Test Drive Company Automatically Changes Transaction Dates
- Do: Transactions Dates: December 31, 2015 to February 28, 2016

Access QuickBooks Online Test Drive

11

- ❑ Open Internet Browser
- ❑ Enter <https://qbo.intuit.com/redir/testdrive> in the URL, Press Enter
- ❑ Enter Security Verification each time you open the Test Drive Company



qb QuickBooks

Security Verification

Please enter the word as shown below:

619962

Continue

- ❑ Click **Continue**

Home Page








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- Key to Working with
 - ▣ Company Information
 - ▣ Data
 - ▣ Lists
- Used to
 - ▣ Record Transactions
 - ▣ Prepare Reports

The screenshot shows the QuickBooks Home Page for a company named "Sample Company". The interface includes a navigation sidebar on the left with options like Home, Customers, Vendors, Employees, Transactions, Reports, Sales Tax, Apps, and Turn On Payroll. The main content area features a "Get started with QuickBooks" section with three 1-minute tour videos: "An overview of QuickBooks", "Get paid faster with Intuit Payments", and "Paying employees with Intuit Payroll". Below this is a section for "Craig's Design and Landscaping Services" showing the date "Wednesday, November 25 2015" and a "Private mode" toggle. The "Income" section displays a bar chart for the last 365 days with three categories: "OPEN INVOICES" (\$5,282), "OVERDUE" (\$1,526), and "PAID LAST 30 DAYS" (\$3,136). On the right, the "Bank accounts" section lists "Checking" (Bank balance: -\$3,621.93, In QuickBooks: \$1,201.00), "Savings" (Bank balance: \$200.00, In QuickBooks: \$800.00), "Mastercard" (Bank balance: \$304.96, In QuickBooks: \$157.72), and "Visa" (In QuickBooks: \$0.00). There are also buttons for "Connect account", "Registers", and "Activities".

Introduction to the Home Page

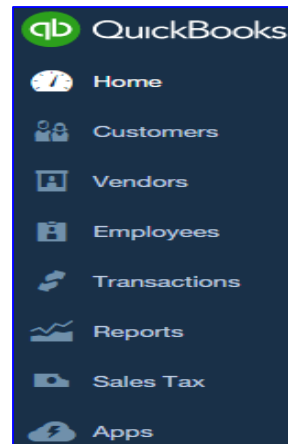
13

- Top-Navigation Bar 
- Click Icons to:
 - ▣ Search Transactions 
 - ▣ Create Transactions 
 - ▣ Show Recent Transactions 
- Click Gear Icon to Access  
 - ▣ Settings
 - ▣ Lists
 - ▣ Tools
 - ▣ Company Information
- Click Help  to:
 - ▣ Ask for Information
 - ▣ Learn How to Perform a Task in QBO

Introduction to the Home Page

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- Left-Navigation Bar
- Click a Tab to Access Centers or Perform Actions
- Tabs Include:
 - ▣ Home
 - ▣ Customers
 - ▣ Vendors
 - ▣ Employees
 - ▣ Transactions
 - ▣ Reports
 - ▣ Sales Tax
 - ▣ Apps



Introduction to the Home Page

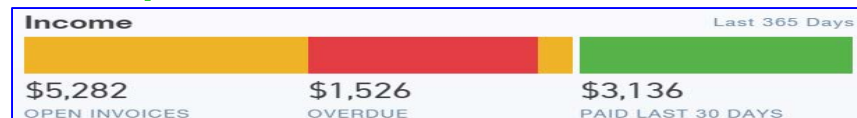
15

□ Information/Display Area Shows Data:

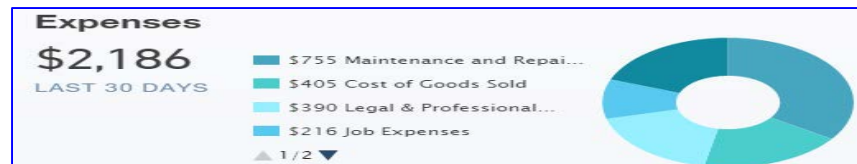
■ **Company Name** Craig's Design and Landscaping Services

■ **Company Information Graphics:**

■ **Income (Money Bar)**



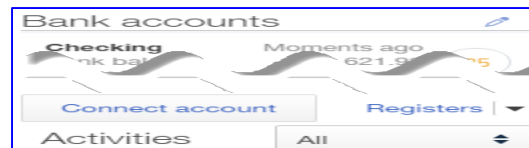
■ **Expenses**



■ **Profit and Loss**




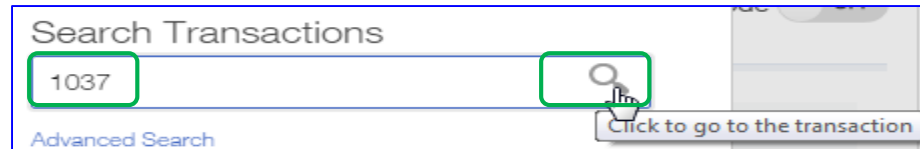
■ **Bank Accounts**



Explore the Top-Navigation Bar

16

- Search by
 - ▣ Transaction Number
 - ▣ Date
 - ▣ Amount
- Click Icon 
- Enter Search Criteria
(Invoice Number shown)
- Click Search



Explore the Top-Navigation Bar

17

□ Invoice 1037 Is Displayed

Invoice #1037

Sonnenschein Family Store | Familystore@intuit.com

1 linked transaction | Send later

Receive payment | **BALANCE DUE \$362.07**

Billing address: Russ Sonnenschein, Sonnenschein Family Store, 5647 Cypress Hill Ave., Middlefield, CA 94303

Terms: Net 30 | **Invoice date:** 11/03/2015 | **Due date:** 12/03/2015

Crew #: 102

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
1	Rock Fountain	Rock Fountain	1	275	275.00	✓	🔗 🗑️
2	Pump	Fountain Pump	1	12.75	12.75	✓	🔗 🗑️
3	Concrete	Concrete for fountain installation	5	9.50	47.50	✓	🔗 🗑️

Subtotal: \$335.25

Taxable subtotal: California 8% 26.82

Discount percent: \$0.00

Total: \$362.07

Balance due: \$362.07

Message displayed on invoice: Thank you for your business and have a great day!

Statement memo:

Cancel | Print or Preview | Make recurring | Customize | More | Save | Save and send

Explore the Top-Navigation Bar

18

□ Create

▣ Click icon to Access Forms for Transactions

▣ Divided into Columns for:

■ Customers

■ Vendors

■ Employees


■ Other

Create			
Customers	Vendors	Employees	Other
Invoice	Expense	Payroll 	Bank Deposit
Receive Payment	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge	Print Checks		

Explore the Top-Navigation Bar

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- Recent Transactions 
- Click Icon to View Recent Transactions
- Click Individual Transaction to Access

Recent Transactions			
Credit Card Expense	11/28/2015	\$34.00	
Credit Card Expense	11/09/2015	\$42.40	Hicks Hardware
Credit Card Expense	11/15/2015	\$19.99	Squeaky Kleen Car Wash
Credit Card Expense	11/08/2015	\$19.99	Squeaky Kleen Car Wash
Credit Card Expense	11/08/2015	\$18.97	Bob's Burger Joint
Credit Card Credit	11/17/2015	\$900.00	
Check No. Debit	11/01/2015	\$19.99	Squeaky Kleen Car Wash
Cash Expense	10/30/2015	\$3.86	Bob's Burger Joint
Cash Expense	10/25/2015	\$19.99	Squeaky Kleen Car Wash
Cash Expense	10/25/2015	\$5.66	Bob's Burger Joint

More...

Explore the Top-Navigation Bar

20

- Gear 
- Click Icon to Access Information
- Divided into Columns for

- **Your Company**

- **Lists**


- **Tools**

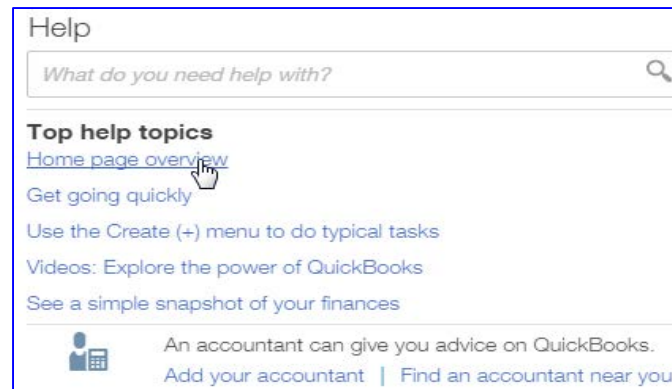
- **Profile**

Craig's Design and Landscaping Services			
Your Company	Lists	Tools	Profile
Account and Settings	All Lists	Import Data	User Profile
Manage Users	Products and Services	Import Desktop Data	Feedback
Custom Form Styles	Recurring Transactions	Export Data	Privacy
Chart of Accounts	Attachments	Reconcile	
QuickBooks Labs		Budgeting	 Sign Out
		Audit Log	
		Order Checks 	

Explore the Top-Navigation Bar

21

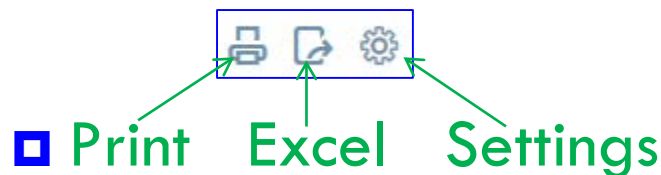
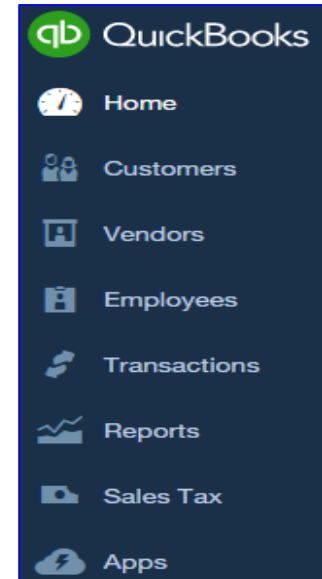
- Help 
- Click Icon to
 - ▣ Ask for Information
 - ▣ Learn How to Perform a Task in QBO



Explore the Left-Navigation Bar

22

- Left-Navigation Bar
 - ▣ Divided into Tabs
 - ▣ Navigate through QuickBooks Online
 - ▣ Access Lists
 - ▣ Perform Actions
- Icons to Print or Export Data
 - ▣ Located in some of the Centers and Action areas






Explore the Left-Navigation Bar

23

- Customers Tab
 - ▣ Click to Display Customers Center
- Shows

- ▣ All Customers

- Name
- Phone
- Balance
- Actions

Customers					New customer ▾
<input type="checkbox"/>	CUSTOMER ▲ / COMPANY	PHONE	OPEN BALANCE	ACTION	
<input type="checkbox"/>	Amy's Bird Sanctuary  Amy's Bird Sanctuary	(650) 555-3311	\$239.00	Receive payment ▾	
<input type="checkbox"/>	Bill's Windsurf Shop  Bill's Windsurf Shop	(415) 444-6538	\$85.00	Receive payment ▾	
<input type="checkbox"/>	Cool Cars  Cool Cars	(415) 555-9933	\$0.00	Create invoice ▾	

- ▣ Dashboard with Money Bar



- ▣ Actions

- Receive payment ▾
 - Send reminder
 - Create statement
 - Create invoice
 - Create sales receipt
 - Create estimate

- ▣ Icons




- Create invoice ▾
 - Create sales receipt
 - Create estimate
 - Create charge
 - Create time activity
 - Make inactive
 - Create statement

Explore the Left-Navigation Bar

24

- Vendors Tab
 - ▣ Click to Display Vendors Center
- Shows
 - ▣ All Vendors
 - Name
 - Phone
 - Email
 - Balance
 - Actions
 - ▣ Dashboard with Money Bar

Vendors						Prepare 1099s	New vendor
<input type="checkbox"/>	VENDOR ▲ / COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION		
<input type="checkbox"/>	Bob's Burger Joint			\$0.00	Create bill ▼		
<input type="checkbox"/>	Books by Bessie  Books by Bessie	(650) 555-7745	Books@Intuit.com	\$0.00	Create bill ▼		
<input type="checkbox"/>	Brosnahan Insurance Agency Brosnahan Insurance Agency	(650) 555-9912		\$241.23	Make payment ▼		

Unbilled Last 365 Days	Unpaid Last 365 Days	Paid	
\$125 1 PURCHASE ORDER	\$1,603 5 OPEN BILLS	\$848 4 OVERDUE	\$3,892 21 PAID LAST 30 DAYS

- ▣ Actions →

Make payment ▼
Create bill
Create expense

- ▣ Icons →

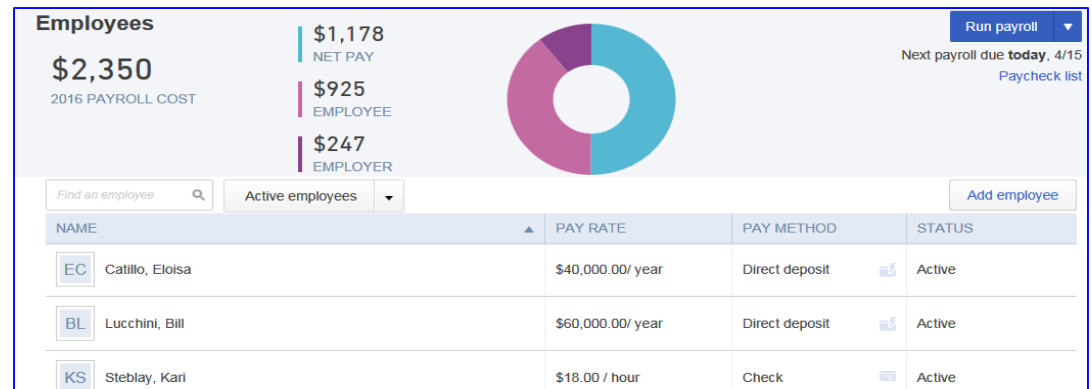
  

- | |
|-----------------------|
| Create bill ▼ |
| Create expense |
| Write check |
| Create purchase order |
| Make inactive |

Explore the Left-Navigation Bar

25

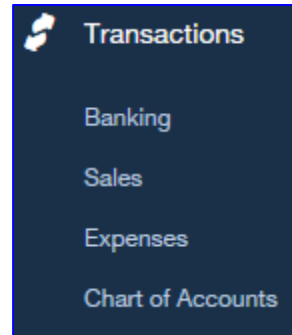
- Employees Tab
 - ▣ Click to Display Employees Center
 - ▣ Turn on Payroll in Employees Center
- When Payroll is on, shows
 - ▣ Dashboard (Money Bar)
 - ▣ All Employees
 - Name
 - Pay Rate
 - Method
 - Status



Explore the Left-Navigation Bar

26

- Transactions Tab
- Divided into Four Categories
 - ▣ Banking
 - ▣ Sales
 - ▣ Expenses
 - ▣ Chart of Accounts
- Each Area Allows
 - ▣ Transaction Entry
 - ▣ Transaction Editing
 - ▣ Actions



Explore the Left-Navigation Bar

27


- Transactions: Banking
- Access Banking Center
 - ▣ Shows Information for
 - Checking
 - Savings
 - Credit Cards
- View Bank Feeds
- Do:
 - ▣ Perform Batch Actions
 - ▣ Match Transactions
 - ▣ Add Transactions
 - ▣ Add New Bank Accounts
- Icons for Printing and Settings

The screenshot displays the 'Bank and Credit Cards' section in QuickBooks, specifically for the 'Checking' account. At the top, there are three account cards: Mastercard with a balance of \$304.96, Checking with a balance of -\$3,621.93, and Savings with a balance of \$200.00. Below these are three boxes showing 'IN QUICKBOOKS' amounts: \$157.72 for Mastercard (7 transactions), \$1,201.00 for Checking (25 transactions), and \$800.00 for Savings (1 transaction). The interface includes tabs for 'For Review', 'In QuickBooks', and 'Excluded', along with a 'Go to Register' link. A 'Batch actions' dropdown is set to 'All (25)', and a 'Recognized (14)' filter is active. The transaction list below has columns for DATE, DESCRIPTION, PAYEE, CATEGORY OR MATCH, SPENT, RECEIVED, and ACTION. The first transaction is dated 05/15/2016 for 'Books By Bessie' with a received amount of \$55.00. The last transaction is dated 03/20/2016 for 'Pam Seitz' with a spent amount of \$75.00, which is marked as a 'MATCH' with an existing expense.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
05/15/2016	Books By Bessie	Books by Bessie	Uncategorized Income		\$55.00	Add
04/15/2016	A Rental		Uncategorized Income		\$200.00	Add
04/15/2016	A Rental		Uncategorized Expense	\$1,200.00		Add
03/23/2016	A Rental		Uncategorized Expense	\$800.00		Add
03/20/2016	Pam Seitz	Pam Seitz	MATCH Expense 76 03/20/2016 \$75.00 Pam Seitz	\$75.00		Match

Explore the Left-Navigation Bar

28

- ❑ Transactions: Sales
- ❑ Access Sales Center
- ❑ View Dashboard
- ❑ View Sales Transactions
- ❑ Do:
 - ▣ Perform Batch Actions
 - ▣ Add Transactions
 - ▣ Import Transactions
 - ▣ Access Individual Transactions
- ❑ Icons 

Sales Transactions Import Transactions ▾ New transaction ▾

Unbilled Last 365 Days Unpaid Last 365 Days Paid

\$0 0 ESTIMATE	\$750 2 UNBILLED ACTIVITY	\$5,282 20 OPEN INVOICES	\$1,526 10 OVERDUE	\$3,136 12 PAID LAST 30 DAYS
-------------------	------------------------------	-----------------------------	-----------------------	---------------------------------


Filter ▾ Last 365 Days

Batch actions ▾ Print Copy Settings

<input type="checkbox"/>	DATE ▾	TYPE	NO.	CUSTOMER	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	03/20/2016	Invoice	1035	Mark Cho	04/19/2016	\$314.28	\$314.28	Open	Receive payment ▾
<input type="checkbox"/>	03/20/2016	Payment		Cool Cars	03/20/2016	\$0.00	-\$1,675.52	Closed	
<input type="checkbox"/>	03/20/2016	Payment		Freeman Sp...	03/20/2016	\$0.00	-\$387.00	Closed	
<input type="checkbox"/>	03/20/2016	Invoice	1036	Freeman Sp...	04/19/2016	\$477.50	\$477.50	Open	Receive payment ▾

Explore the Left-Navigation Bar

29

- Transactions: Expenses
- Access Expense Center
- View Expense Transactions
- Do:
 - ▣ Perform Batch Actions
 - ▣ Add Transactions
 - ▣ Print Checks
 - ▣ Access Individual Transactions
- Icons 

Expense Transactions Print Checks ▾ New transaction ▾

Filter ▾ Last 365 Days

Batch actions ▾ Print Copy Settings

<input type="checkbox"/>	DATE ▾	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	04/14/2016	Credit Card Expense			Automobile ▾	\$34.00	
<input type="checkbox"/>	04/03/2016	Credit Card Credit			Checking ▾	\$900.00	
<input type="checkbox"/>	04/01/2016	Credit Card Expense		Squeaky Kleen Car W...	Automobile ▾	\$19.99	

Explore the Left-Navigation Bar

30

- Transactions: Chart of Accounts
- View Chart of Accounts

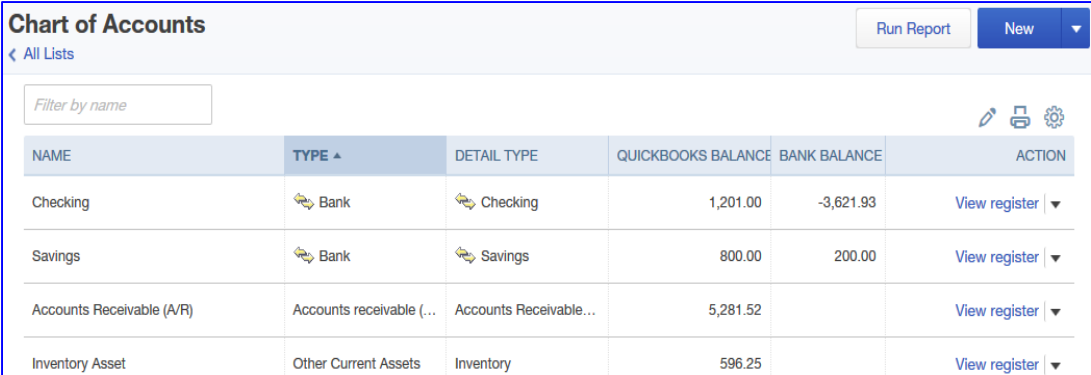
- **Information Shown:**

- Account Name
- Type
- Detail Type
- QuickBooks Balance
- Bank Balance
- Actions

- **Do:**

- Run Reports
- Add New Accounts
- Edit and Delete Accounts
- View Account Register

- Icons for Edit , Print , and Settings  are available



NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Checking	Bank	Checking	1,201.00	-3,621.93	View register
Savings	Bank	Savings	800.00	200.00	View register
Accounts Receivable (A/R)	Accounts receivable (...)	Accounts Receivable...	5,281.52		View register
Inventory Asset	Other Current Assets	Inventory	596.25		View register

Explore the Left-Navigation Bar

31

- Reports Tab
- Access Reports Center
- Dashboard shows
 - ▣ Income
 - ▣ Expenses
 - ▣ Net Profit
- Five Tabs for Accessing Reports
 - ▣ Recommended
 - ▣ Frequently Run
 - ▣ My Custom Reports
 - ▣ Management Reports
 - ▣ All Reports



Explore the Left-Navigation Bar

32

- Reports Tab: Click **All Reports**
- All Reports shows Report Categories with Descriptions for Each

All Reports

<p>Business Overview</p> <p>These reports show different perspectives of how your business is doing.</p>	<p>Review Sales</p> <p>These reports group and total sales in different ways to help analyze your sales to see how you're doing and where you make your money.</p>
<p>Manage Accounts Receivable</p> <p>These reports let you see who owes you money and how much they owe you so you can get paid.</p>	<p>Review Expenses and Purchases</p> <p>These reports total your expenses and purchases and group them in different ways to help you understand what you spend.</p>
<p>Manage Accounts Payable</p> <p>These reports show what you owe and when payments are due so you can take advantage of the time you have to pay bills but still make payments on time.</p>	<p>Manage Sales Tax</p> <p>These reports help you manage the sales taxes you collect and then pay the tax agencies.</p>
<p>Accountant Reports</p> <p>These are reports accountants typically use to drill down into your business details and prepare your tax returns.</p>	<p>Manage Employees</p> <p>These reports help you manage employee activities and payroll.</p>
<p>Manage Products and Inventory</p> <p>These reports will help you understand how much inventory you have and how much you are paying and making for each of your inventory items.</p>	

Explore the Left-Navigation Bar

33

- Taxes Tab
- If Payroll is On, shows two Tax Centers
 - ▣ Sales Tax
 - ▣ Payroll Tax
- If Payroll is Off, shows Sales Tax Center

Explore the Left-Navigation Bar

34

- Taxes Tab: Sales Tax Center
- Used to:
 - ▣ Track Sales Tax
 - ▣ Pay Sales Tax
- Divided into two sections
 - ▣ Sales Tax Owed
 - ▣ Recent Sales Tax Payments

Sales Tax Center
Sales Tax Owed

Show By For Start of Year Accounting Basis ⓘ

Agency Name	Gross Sales ⓘ	Taxable Sales	Tax Amount	Adjustments	Payments	Balance
<input checked="" type="checkbox"/> Board of Equalization <small>rename</small>	\$9,888.80	\$4,986.75	\$398.94		\$38.50	\$360.44
Apr-16						
Mar-16	\$6,950.80	\$4,056.75	\$324.54			\$324.54
Feb-16	\$2,417.00	\$655.00	\$52.40		\$38.50	\$13.90
Jan-16	\$521.00	\$275.00	\$22.00			\$22.00
<input type="checkbox"/> Arizona Dept. of Revenue <small>rename</small>	\$9,888.80	\$422.00	\$38.40		\$38.40	\$0.00

Recent Sales Tax Payments

Agency Name	Tax Period	Tax Amount	Adjustments	Total Paid	Paid Date
Board of Equalization	02/03/2016	\$38.50		\$38.50	02/06/2016
Arizona Dept. of Revenue	02/03/2016	\$38.40		\$38.40	02/06/2016

Explore the Left-Navigation Bar

35

- ❑ Taxes Tab: Payroll Tax Center
- ❑ Divided into two sections

■ Taxes

- Pay Taxes
- View Tax Type
- Due Date

■ Forms

- Access Blank and Archived Forms

Payroll Tax Center

Taxes


[Pay Taxes](#)

TAX TYPE	DUE DATE	E-PAYMENT CUTOFF
CA PIT / SDI	04/20/2016	04/18/2016 5:00 PM Pacific
Federal Taxes (941/944)	04/20/2016	04/18/2016 5:00 PM Pacific

You may also want to:

- ➔ [Edit your e-file and e-pay setup](#)
- ➔ [Edit your tax setup](#)
- ➔ [View your Tax Liability report](#)
- ➔ [View tax payments you have made](#)
- ➔ [Enter prior tax history](#)

Forms

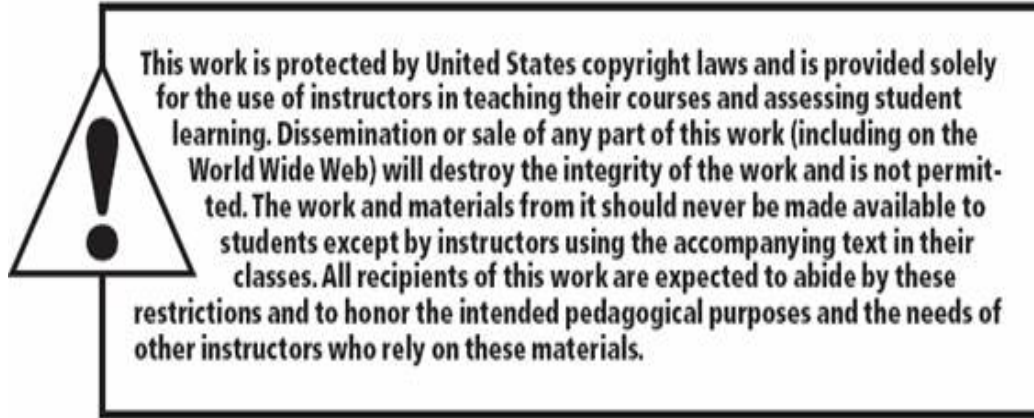
-  [Quarterly Forms](#)
Completed quarterly tax forms, ready for you to print and mail.
[View Archived Forms >>](#)
-  [Annual Forms](#)
Annual forms, including W-2's.
[View Archived Forms >>](#)
-  [Employee Setup](#)
Forms for you and your employee to complete. Includes mandatory and optional forms.
[View Archived Forms >>](#)
-  [Employer Setup](#)
Application(s) for employer identification numbers.
[View Archived Forms >>](#)

Explore the Left-Navigation Bar

36

- Apps Tab
- Click to Open the Apps Center
 - ▣ Apps shown by Category
 - ▣ Apps integrate and work with QuickBooks Online
 - ▣ Some Apps are Free
 - ▣ Some Apps have Fees or Subscriptions Required

The screenshot displays the 'Apps' section of the QuickBooks Online interface. At the top, a green banner reads 'CONNECT THE APPS YOU ALREADY USE TODAY' with the subtext 'Sync apps and services you already use with QuickBooks to save time and eliminate data entry.' Below this is a search bar with the placeholder text 'Find your apps or search for new ones'. A grid of app logos is visible, including PayPal, Shopify, Square, SHEETS, FUNDBOX, Bill.com, rockwell bank, zenpayroll, and Constant Contact. Underneath the search bar, a 'Browse by category' dropdown menu is open, showing a list of categories such as Accounts Payable, Accounts Receivable, Billing & Invoicing, Commission Management, Contact Management, CRM, Data Security/Backup, Data Sync, Document Management, eCommerce, Estimating and Bidding, Expense Management, Field Service Management, Human Resources, Inventory Management, Manufacturing, Marketing, Payment Processing, Payroll, Point of Sale Solution, Project Management, Reporting, Shipping, Tax Tool, and Time Tracking. To the right, two app cards are shown: 'SafetyNet by Jobber' with a 5-star rating (1 review) and 'InvoiceSherpa -- Get Paid Faster' by InvoiceSherpa with a 5-star rating (31 reviews).



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