

QUICKBOOKS ONLINE PLUS: A COMPLETE COURSE 2016

Chapter 2:
Create a
Company

Lecture Focus

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- Complete the Company Creation
 - Purge Company Information and Data
 - Select Company Settings or Account Settings
 - Import Company Data from Excel files
 - Customers List
 - Vendors List
 - Chart of Accounts
 - Products and Services List
 - Edit, Add, Delete, and Modify List Items
 - Print and Export Lists and Reports

Lecture Notes

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- ❑ Lectures may not match text material
- ❑ Lectures designed to illustrate key points in chapter
- ❑ Examples and coverage may not encompass everything in the chapter
- ❑ Your Name's Beach Barkers used to illustrate information
- ❑ On occasion, Test Drive Company may be used
- ❑ Lecture for illustration purposes only—not to be completed by students
- ❑ Do not record transactions illustrated in lecture

Company Profile:

Your Name's Beach Barkers

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- Fictitious company located in Venice, CA provides:
 - Boarding
 - Day Camp
 - Grooming
 - Training
- Sole proprietorship
- Uses Accrual-basis accounting
 - Matches income and expenses of a period to determine Net Income (or Net Loss)
 - Revenue earned when service performed
 - Expense incurred when bill is received or purchase is made

Company Information Provided by QuickBooks Online

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- When company created in Part 1 of the Chapter 2 lecture, QuickBooks Online created industry-specific:
 - ▣ Chart of Accounts
 - ▣ Products and Services List
 - ▣ Company Settings or Account and Settings
 - Company Settings shown for Your Name's Beach Barkers
 - Account and Settings shown for Test Drive Company
 - Possible that Your Name's Beach Barkers will shown Account and Settings
- Accounts, Lists, and Settings
 - ▣ May not have the accounts and items that you use
 - ▣ May require a tremendous amount of editing

Purge Company Information

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- Within 60 days of activating QBO, you may:
 - Purge (erase) data provided by QBO
 - Import data using
 - Excel
 - QuickBooks Desktop
 - No limit to number of times purge and import may be done during the 60-day period

Purge Company Information

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- ❑ Open Your Name's Beach Barkers
- ❑ In URL of Web browser enter
<https://qbo.intuit.com/app/purgecompany>
- ❑ Press **Enter**


Purge Company Information

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- Read screen
 - ▣ Numbers may be different for
 - Accounts to be deleted
 - Days remaining to wipe (purge) company data

□ Enter **YES**

□ Click **OK**

 **Are you sure you want to wipe your QuickBooks Online company?**

The following data will be **deleted**:

- 51 account(s)

Also please note:

- Once you start wiping this company, there is no undo!
- When the wipe is complete, you'll be able to start over with new accounts.
- You have 60 days to wipe a company once it's created; you have 59 day(s) left.

Type "YES" and click OK to proceed.

If you agree, type "YES"

Purge Company Information

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- Item 1: Select type of business: **Pet Care Services**
 - ▣ Scroll through list of industries
 - Located in Miscellaneous Services
 - ▣ Click **Pet Care Services** to select

The screenshot shows a web form titled "Wipe Company Data". The first question is "1. What type of business is this?" with a dropdown menu currently set to "Pet Care Services". A second question, "2.", has a dropdown menu with "Pet Care Services" selected and highlighted in blue. A green circle highlights the "Pet Care Services" option in the second dropdown. A "Wipe Data" button is visible in the bottom right corner of the form.

Purge Company Information

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- ❑ Item 2: Click **Create accounts based on my industry**

Wipe Company Data

1. What type of business is this?
Knowing the industry helps us set up the right accounts for this business.
Pet Care Services Veterinary services see Professional, scientific and technical services.

2. Create accounts based on my industry?
Accounts are used by QuickBooks Online Plus to help track where your money is and where it is going.

Create accounts based on my industry (recommended).


Create an empty chart of accounts (select only with the advice of an accountant).

Wipe Data

- ❑ Click **Wipe Data**

View Accounts

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- ❑ Click **Gear** icon 
- ❑ Click **Chart of Accounts** in Settings or Your Company column
- ❑ Chart of Accounts created by QBO

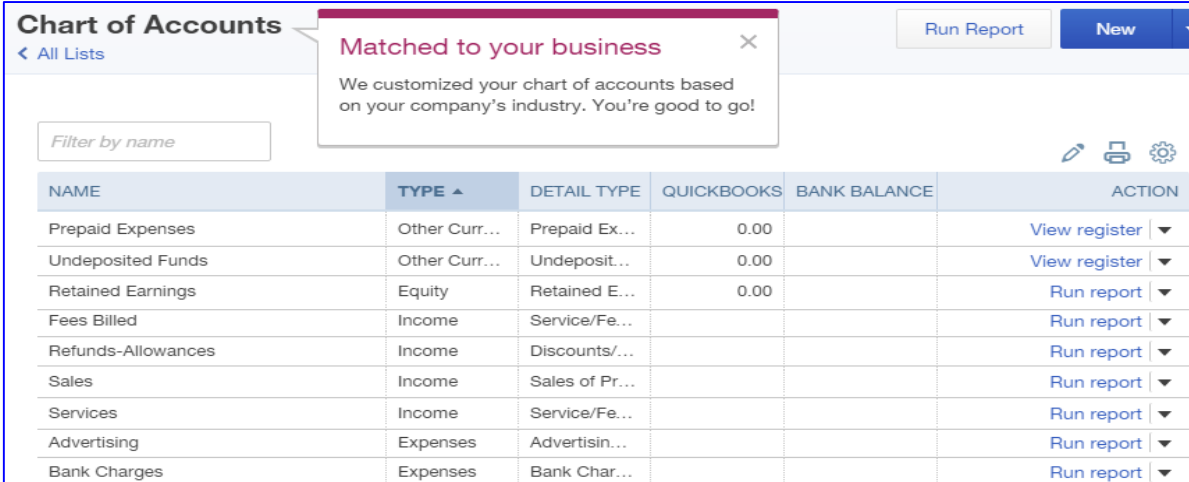


Chart of Accounts
← All Lists

Run Report **New**

Matched to your business ✕
We customized your chart of accounts based on your company's industry. You're good to go!

Filter by name

NAME	TYPE ▲	DETAIL TYPE	QUICKBOOKS	BANK BALANCE	ACTION
Prepaid Expenses	Other Curr...	Prepaid Ex...	0.00		View register ▼
Undeposited Funds	Other Curr...	Undeposit...	0.00		View register ▼
Retained Earnings	Equity	Retained E...	0.00		Run report ▼
Fees Billed	Income	Service/Fe...			Run report ▼
Refunds-Allowances	Income	Discounts/...			Run report ▼
Sales	Income	Sales of Pr...			Run report ▼
Services	Income	Service/Fe...			Run report ▼
Advertising	Expenses	Advertisin...			Run report ▼
Bank Charges	Expenses	Bank Char...			Run report ▼

Partial Chart of Accounts

View Accounts

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- No account balances entered
- Notice missing accounts including
 - ▣ Checking
 - ▣ Accounts Receivable
 - ▣ Accounts Payable
 - ▣ Inventory Assets
 - ▣ Many others
- Accounts and opening balances entered when data is imported from Excel or QuickBooks Desktop

View Products and Services List

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- ❑ Click the **Gear** icon 
- ❑ In the Lists column, click **Products and Services**
 - ❑ Only two items shown



Products and services								Run report	New ▾		
<input type="text" value="Find inventory"/>											
<input type="checkbox"/>	NAME ▾	SKU	TYPE	SALES D	INCOME	SALES P	COST	ACTION			
<input type="checkbox"/>	Hours		Service		Servi...			Edit ▾			
<input type="checkbox"/>	Services		Service		Servi...			Edit ▾			

Company Settings

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- Used to
 - ▣ Provide specific company information
 - ▣ Select preferences
 - ▣ Select features used
 - ▣ Customize QuickBooks Online

Enter Company Settings

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- Click the **Gear** icon
- In the Settings column, click **Company Settings**

Settings	Lists	Tools	Your Company
Company Settings	All Lists	Import Data	Your Account
Custom Form Styles	Products and Services	Import Desktop Data	Manage Users
Chart of Accounts	Recurring Transactions	Export Data	Feedback
QuickBooks Labs	Attachments	Reconcile	Refer a Friend
		Budgeting	Privacy
		Audit Log	
		Order Checks	Sign Out

- QBO may show Account and Settings
 - Same menus as the Test Drive Company
 - Column is called **Your Company**
 - Company Settings is called **Account and Settings**

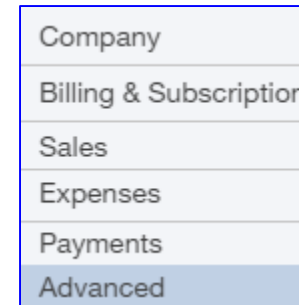
Enter Company Settings

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- In Beach Barkers five tabs are shown
 - ▣ Company
 - ▣ Sales
 - ▣ Expenses
 - ▣ Payments
 - ▣ Advanced



- In the Test Drive Company
 - ▣ Tab for Payments is replaced by Billing & Subscriptions










Edit Company Settings

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- Review Company Settings
- Click Pen icon to edit Employer ID (EIN)

The screenshot displays the 'Settings' page with a sidebar on the left containing 'Company', 'Sales', 'Expenses', 'Payments', and 'Advanced'. The main content area is divided into sections: 'Company name' with a logo placeholder and an edit icon; 'Contact info' with fields for 'Company address' and 'Legal address', both with edit icons; 'Company email' and 'Company phone' with edit icons; 'Accounting method' set to 'Accrual'; 'Employer ID (EIN)' set to '123-45-6789' with a callout box and a green edit icon; 'Tax form' set to 'Sole proprietor (Form 1040)'; 'Categories' with 'Track classes' and 'Track locations' both set to 'Off' and having edit icons; and 'Customer label' set to 'Customers' with an edit icon. At the bottom right, there is a 'Done' button and links for 'Privacy | Security | Terms of Service'.

Company name		
Your Name's Beach Barkers		
Contact info		
Company address	1302 Pacific Avenue Venice CA 90291	
Legal address	1302 Pacific Avenue Venice CA 90291	
Company email		
Company phone	310-555-2275	
Accounting method	Accrual	
Employer ID (EIN)	123-45-6789	
Tax form	Sole proprietor (Form 1040)	
Categories	Track classes	Off 
	Track locations	Off 
Customer label	Customers	

Your email address will be shown →


Done

Privacy | Security | Terms of Service

Edit Company Settings

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- Enter Employer Identification Number (EIN)
 - ▣ Enter Number
 - ▣ Click Save

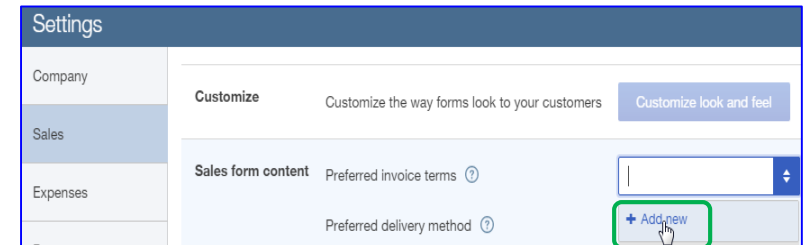


The screenshot shows a dialog box for editing company settings. It features a label 'Employer ID (EIN)' on the left. To its right is a text input field containing the value '11-2222222'. A small question mark icon is located to the right of the input field. Below the input field are two buttons: a light gray 'Cancel' button and a dark blue 'Save' button.

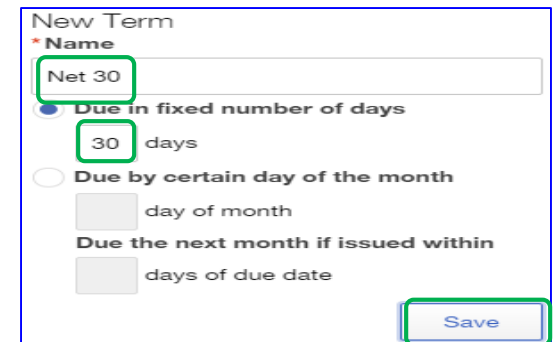
Edit Sales Settings

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- Sales Tab
- Add New Terms
 - Click Pen icon for Sales Form Content
 - Click drop-down list arrow for Preferred invoice terms
 - Click **+Add new**
 - New Term
 - Enter Name: **Net 30**
 - Click **Due in fixed number of days**
 - Enter **30**
 - Click **Save**



The screenshot shows the 'Settings' page with a sidebar on the left containing 'Company', 'Sales', and 'Expenses'. The main content area is titled 'Settings' and has a 'Customize' section with a 'Customize look and feel' button. Below this is the 'Sales form content' section, which includes 'Preferred invoice terms' and 'Preferred delivery method'. The 'Preferred invoice terms' dropdown menu is open, and the '+ Add new' button is highlighted with a green box.



The screenshot shows the 'New Term' form. The 'Name' field contains 'Net 30'. The 'Due in fixed number of days' radio button is selected, and the '30' days field is highlighted with a green box. The 'Save' button is also highlighted with a green box.

Edit Sales Settings

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- ❑ Click **Pen** icon and click **Save** for each section changed
- ❑ Enter additional changes for Sales Settings
 - ❑ **Discount: On**
 - ❑ **Track quantity on hand: On**
 - ❑ **Show aging table at bottom of statement: Off**

Customize	Customize the way forms look to your customers	Customize look and feel	
Sales form content	Preferred invoice terms	Net 30	
	Preferred delivery method	None	
	Shipping	Off	
	Custom fields	Off	
	Custom transaction numbers	Off	
	Service date	Off	
	Discount	On	
Deposit	Off		
Products and services	Show Product/Service column on sales forms	On	
	Track quantity and price/rate	On	
	Track quantity on hand	On	
Messages	Default email message sent with sales forms		
	Default message shown on sales forms		
Online delivery	Email options for sales forms		
Statements	Show aging table at bottom of statement	Off	

Edit Expenses Settings

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- Click Expenses tab
- Edit Bills and expenses
 - ▣ Click Pen icon, then click:
 - Make expenses and items billable
 - Track billable expenses and items as income
 - ▣ Default Bill Payment Terms
 - Net 30
 - Click Save
 - ▣ Click OK on Warning

A screenshot of a settings dialog box. It has a title bar and a light blue background. The first line has a checked checkbox, the text 'Make expenses and items billable', a help icon, and the word 'On'. The second line has an unchecked checkbox, the text 'Markup with a default rate of', a text input field, a percentage sign, and a help icon. The third line has a checked checkbox, the text 'Track billable expenses and items as income', and a help icon.







A screenshot of a dialog box for setting default bill payment terms. It has a title bar and a light blue background. The title is 'Default bill payment terms'. Below the title is a dropdown menu showing 'Net 30'. At the bottom are two buttons: 'Cancel' and 'Save'.

A screenshot of a warning dialog box. It has a title bar and a light blue background. On the left is a red circle with a white exclamation mark. To the right of the icon, the text reads: 'Turning on', followed by a bulleted list: '• Make expenses and items billable'. Below this, it says 'will also turn on' followed by another bulleted list: '• Track expenses and items by customer'. At the bottom are two buttons: 'Cancel' and 'OK'.

Edit Advanced Settings

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- Advanced Settings include settings for:
 - ▣ Accounting
 - ▣ Chart of accounts
 - ▣ Automation
 - ▣ Time tracking
 - ▣ Currency
 - ▣ Other preferences

Accounting	First month of fiscal year First month of income tax year Close the books	January Same as fiscal year Off	
Chart of accounts	Enable account numbers Discount account Billable expense income account	Off Discounts given Billable Expense Income	
Automation	Pre-fill forms with previously entered content Automatically apply credits Automatically invoice unbilled activity Copy estimates to invoices Automatically apply bill payments	On On Off Off On	
Time tracking	Add Service field to timesheets Add Customer field to timesheets	Off On	
Currency	Multicurrency	Off	
Other preferences	Date format Number format Warn if duplicate check number is used Warn if duplicate bill number is used Sign me out if inactive for	MM/dd/yyyy 123,456.00 On Off 1 hour	

Import Company Data

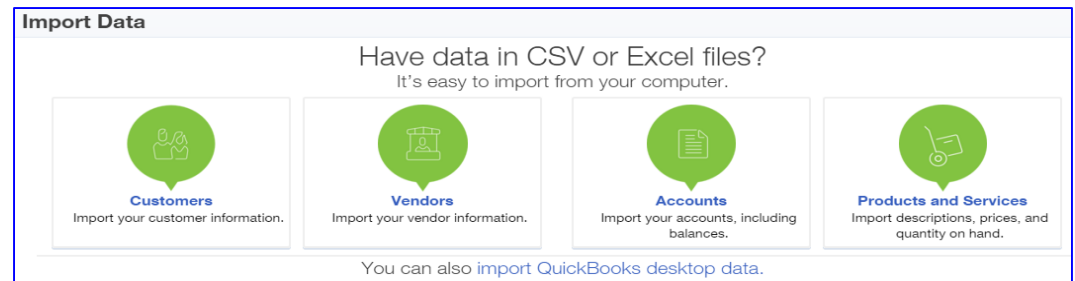
23

- Two ways to import lists and data
 - ▣ Excel Lists
 - ▣ QuickBooks Desktop Company File
- Chapter 2 uses Excel Import
- Appendix A shows Desktop Company File Import
- Chapter 2 Part 1 Lecture shows steps for file download for all Excel and Desktop Files used for data Import

Import Excel Files

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- Four Lists for Import
 - ▣ Customers
 - ▣ Vendors
 - ▣ Chart of Accounts
 - ▣ Products and Services



- Use downloaded Excel files and import in the order shown
- Three steps to import a file:
 - ▣ Upload
 - ▣ Map Data
 - ▣ Import




Import Customers List

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- ❑ Click **Gear icon**
- ❑ Click **Import Data** in Tools column
- ❑ Click **Customers**

Import Data

Have data in CSV or Excel files?
It's easy to import from your computer.

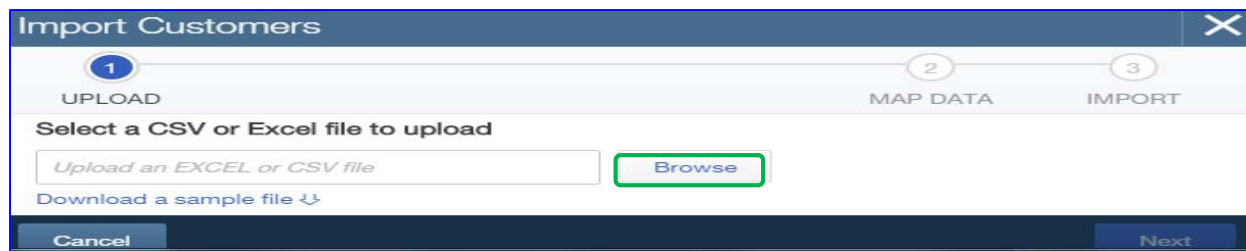
 <p>Customers Import your customer information.</p>	 <p>Vendors Import your vendor information.</p>	 <p>Accounts Import your accounts, including balances.</p>	 <p>Products and Services Import descriptions, prices, and quantity on hand.</p>
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You can also import [QuickBooks desktop data](#).

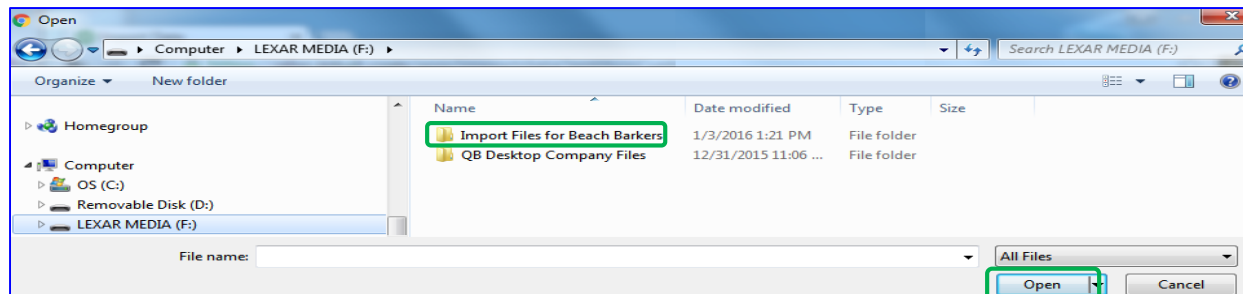
Import Customers List: Upload

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- ❑ Click **Browse**



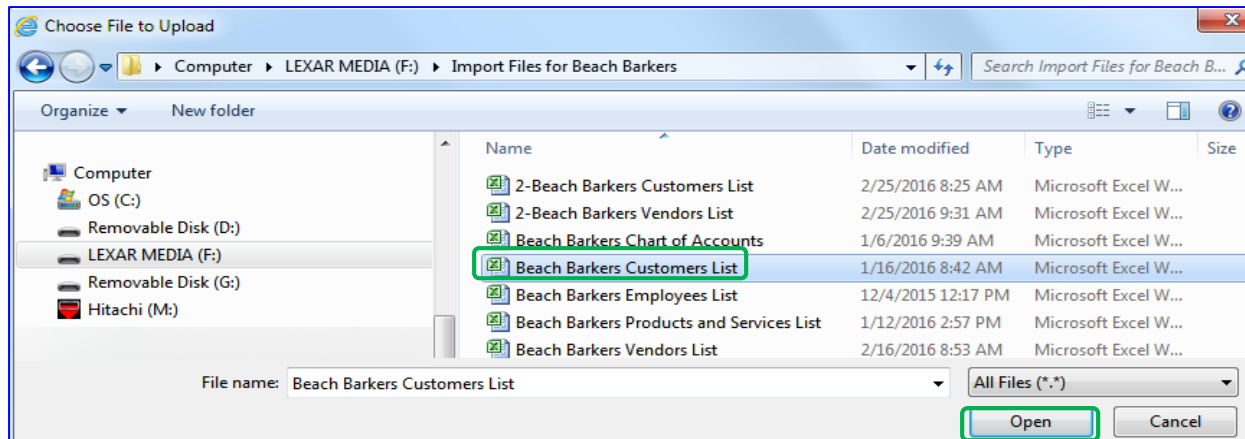
- ❑ Click location of USB drive
- ❑ Double-click folder **Import Files for Beach Barkers**



Import Customers List: Upload

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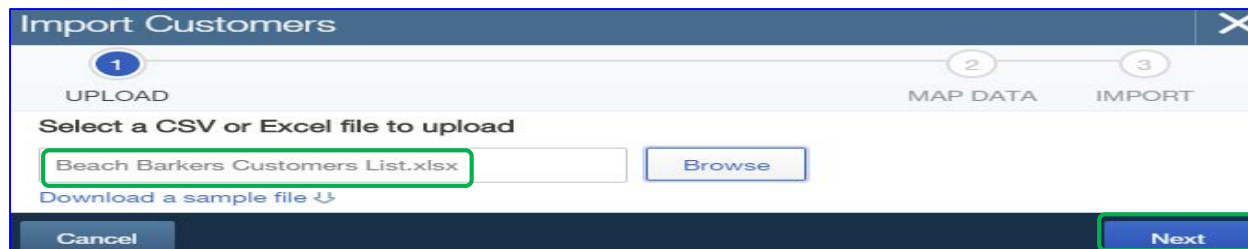
- ❑ Click **Beach Barkers Customers List** file
- ❑ Click **Open**



Import Customers List: Upload

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- ❑ Name inserted
- ❑ Click **Next**



The screenshot shows a dialog box titled "Import Customers" with a close button (X) in the top right corner. The dialog is divided into three steps: 1. UPLOAD, 2. MAP DATA, and 3. IMPORT. Step 1 is currently active. The text "Select a CSV or Excel file to upload" is displayed. Below this, there is a text input field containing "Beach Barkers Customers List.xlsx" and a "Browse" button to its right. A link "Download a sample file ↓" is located below the input field. At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Next" on the right, which is highlighted with a green border.

Import Customers List: Map Data

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- Screen shows MAP DATA information
 - Match data in QBO fields to fields in Excel file
 - Field = specific category of information
 - Unmatched fields show No Match
- Click **Next**

QUICKBOOKS ONLINE FIELD	YOUR FIELD
Name	Name
Company	No Match
Email	Email
Phone	Phone
Mobile	No Match
Fax	No Match
Website	No Match
Street	Street
City	City
State	State
ZIP	Zip
Country	No Match
Opening Balance	Opening Balance
Opening Balance Date	Opening Balance Date
Tax Resale No.	No Match

Import Customers List: Import

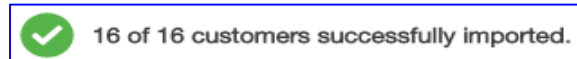
30

- Records for each customer shown
 - ▣ Record = all information for one customer
- Errors marked in red

▣ Example:

<input checked="" type="checkbox"/>	NAME	EMAIL	PHONE	STREET	CITY	STATE	ZIP	OPENING BALANCE	OPENING BALANCE DATE
<input checked="" type="checkbox"/>	Anderson, Do	DoriAnd@754	213-555-7091	395 Brooks C	Venice	CA	90202	2500	12/31/2015

- When all correct, click **Import**
 - ▣ Receive message with number of customers imported



Import Vendors, Chart of Accounts, Products and Services

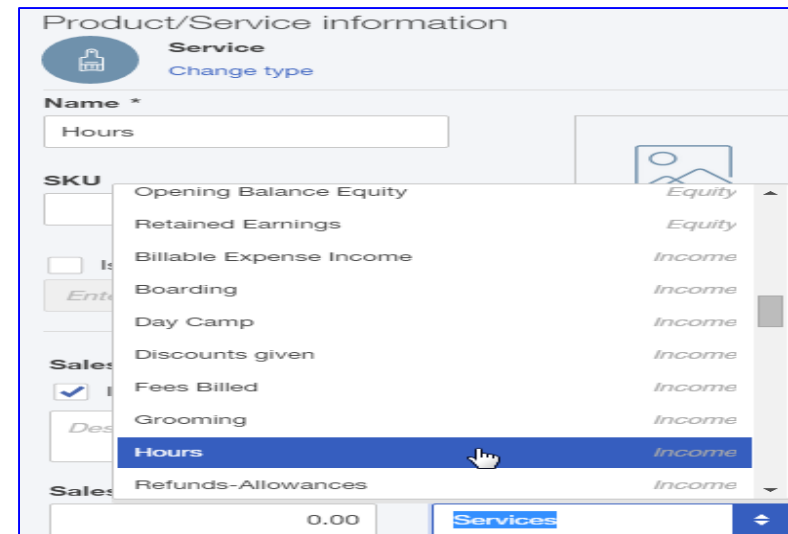
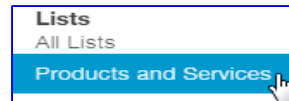
31

- All imports are completed exactly like Customers
- Import Vendors:
 - ▣ Click **Vendors**
 - ▣ Select file: **Beach Barkers Vendors List**
- Import Chart of Accounts:
 - ▣ Click **Chart of Accounts**
 - ▣ Select file: **Beach Barkers Chart of Accounts**
- Import Products and Services
 - ▣ May require edit before import
 - ▣ Click **Products and Services**
 - ▣ Select file: **Beach Barkers Products and Services List**

Edit Products and Services List Before Import

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- Existing items may need to be edited before import
- Click **Gear** icon
- Click **Products and Services** in List column
 - ▣ Click **Edit** next to Item
 - ▣ Click drop-down list arrow for Income account
 - ▣ Click appropriate income account
 - ▣ Click **Save & Close**



Edit After Import

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- Imported Information needs to be edited
 - ▣ Some lists need additional information added
 - ▣ Some lists need information to be changed or edited
 - ▣ Some lists are incomplete

Edit Customers List

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- Click **Customers** on the Left-Navigation bar
- Note information for all customers
 - ▣ Name
 - ▣ Phone
 - ▣ Open Balance
 - ▣ Action

The screenshot displays a 'Customers' management page. At the top, there are summary statistics for 'Unbilled Last 365 Days', 'Unpaid Last 365 Days', and 'Paid'. Below this is a search bar and a table of customer records. The table has columns for 'CUSTOMER / COMPANY', 'PHONE', 'OPEN BALANCE', and 'ACTION'.

Customers			Unbilled Last 365 Days		Unpaid Last 365 Days		Paid		
\$0	\$0	\$27,530	\$27,500	\$0	0 ESTIMATE	0 UNBILLED ACTIVITY	15 OPEN INVOICES	14 OVERDUE	0 PAID LAST 30 DAYS
Batch actions			Find a customer or company			Print Copy Settings			
<input type="checkbox"/>	CUSTOMER ▲ / COMPANY	PHONE	OPEN BALANCE	ACTION					
<input type="checkbox"/>	Anderson, Dori	213-555-7091	\$2,500.00	Receive payment					
<input type="checkbox"/>	Bailey, Larry	818-555-2356	\$2,500.00	Receive payment					
<input type="checkbox"/>	Clark, Bunni	310-555-7961	\$3,500.00	Receive payment					
<input type="checkbox"/>	Evans, Keith	310-555-6314	\$0.00	Create invoice					

Partial List

Edit Customers List

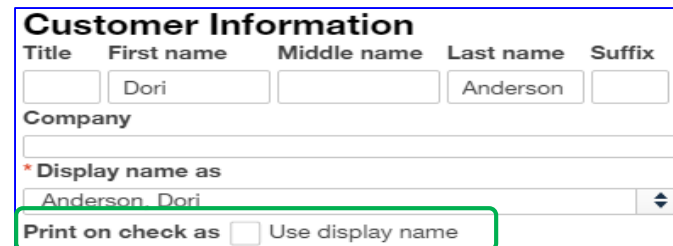
35

- Required Edits
 - Print on Check: remove check for “Use display name”
 - Click **Payment and Billing** tab:
 - Preferred payment method: **Check**
 - Terms: **Net 30**
 - Preferred delivery method: **None**

Edit Customers List

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- Steps to access customer register:
 - ▣ Point to Customer's name
 - ▣ Click when underlined
 - ▣ Click the Edit button
- Change Print checks
 - ▣ Click checkbox to deselect Use display name



A screenshot of the "Customer Information" form. The form has fields for Title, First name, Middle name, Last name, and Suffix. The First name field contains "Dori" and the Last name field contains "Anderson". Below these fields is a "Company" field. Below the Company field is a "* Display name as" field with a dropdown menu showing "Anderson, Dori". At the bottom of the form is a "Print on check as" checkbox, which is currently unchecked, and the text "Use display name".

Edit Customers List

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- ❑ Click **Payment and billing** tab
- ❑ Make changes:
 - ❑ Preferred payment method: **Check**
 - ❑ Terms: **Net 30**
- ❑ View changes:

A screenshot of the 'Preferred payment method' dropdown menu. The menu is open, showing options: 'Cash', 'Check' (highlighted with a mouse cursor), and 'Credit Card'. Above the options is a search box containing 'Enter Text' and a '+ Add new' button.

A screenshot of the 'Terms' dropdown menu. The menu is open, showing options: 'Net 30' (highlighted with a mouse cursor) and '+ Add new'. Above the options is a search box containing 'Enter Text'.

A screenshot of the customer edit form. The 'Payment and billing' tab is selected. The form shows the following fields and values:

- Print on check as:** Use display name
- Is sub-customer:**
- Name:** Dori Anderson
- Parent customer:** Enter parent customer
- Bill with parent:**
- Preferred payment method:** Check
- Preferred delivery method:** None
- Terms:** Net 30
- Opening balance:** [Empty field]
- as of:** 12/31/2015






Buttons at the bottom: Cancel, Make inactive, Privacy, Save.

- ❑ Click **Save**
- ❑ Repeat for all customers

Edit Vendors List

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- Click **Vendors** on the Left-Navigation bar
- Note information for all vendors
 - Name
 - Phone
 - Email
 - Open Balance
 - Actions

<input type="checkbox"/>	VENDOR ▲ / COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/>	Beach Bank  Beach Bank	310-555-9889	BeachBank@money.com	\$0.00	Create bill ▼
<input type="checkbox"/>	Bow-Wow Supplies  Bow-Wow Supplies	760-555-2951	Bark@abc.com	\$2,000.00	Make payment ▼
<input type="checkbox"/>	Canine Supplies  Canine Supplies	310-555-6971	Canine@ssi.com	\$3,000.00	Make payment ▼
<input type="checkbox"/>	Dog Toy Town  Dog Toy Town	310-555-6464	Toys@xyz.com	\$0.00	Create bill ▼
<input type="checkbox"/>	Employment Development I Employment Development Dept	310-555-8877	EDD@ca.gov	\$0.00	Create bill ▼
<input type="checkbox"/>	Garcia's Advertising  Garcia's Advertising	310-555-1879	AdsbyG@promo.com	\$0.00	Create bill ▼

Edit Vendors List

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- Required edits:
 - Remove Company Name from fields for:
 - First Name
 - Middle name
 - Last name
 - Enter Terms

Edit Vendors List

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- Steps to access a vendor's register:
 - ▣ Point to Vendor's name
 - ▣ Click when underlined
 - ▣ Click the Edit button




Beach Bank	Edit
Beach Bank	
Email: BeachBank@money.com	Billing Address: 350 Second Street Venice, CA 90202
Phone: 310-555-9889	Terms:
Mobile:	
Website:	
Notes:	
	\$0.00 OPEN
	\$0.00 OVERDUE

Edit Vendors List

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- Delete vendor name from First, Middle, and Last Name fields

- ▣ Click in field
- ▣ Drag to highlight
- ▣ Click Delete



Vendor Information

Title	First name	Middle name	Last name	Suffix

Company

Beach Bank

* Display name as

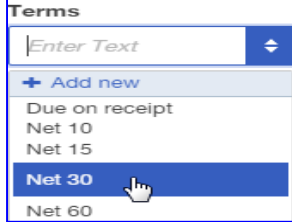
Beach Bank

Print on check as Use display name

Beach Bank

- Enter Terms

- ▣ Click drop-down list arrow
- ▣ Click **Net 30**



Terms

Enter Text

+ Add new

Due on receipt

Net 10

Net 15

Net 30

Net 60

Edit Vendors List

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- View changes:

Vendor Information

Title First name Middle name Last name Suffix

Company

* Display name as

Print on check as Use display name

Address [map](#)

Notes

Email

Phone Mobile Fax

Other Website

Billing rate (/hr) Terms

Opening balance as of

Account no.

Tax ID

Track payments for 1099

Cancel Make inactive Privacy Save

- Click **Save**
- Repeat for all vendors

Edit Chart of Accounts

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- Open Chart of Accounts
 - ▣ Click **Transactions** in the Left-Navigation bar
 - ▣ Click **Chart of Accounts**
- Imported accounts added to QuickBooks Online accounts
- Information for each account:
 - ▣ Account Name
 - ▣ Type
 - ▣ Detail Type
 - ▣ QuickBooks Balance
 - ▣ Bank Balance
 - ▣ Action

NAME	TYPE ▲	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Checking	Bank	Checking			View register ▼

Edit Chart of Accounts

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- Required Edits
 - ▣ Add Opening Balances to
 - Assets
 - Liabilities
 - ▣ Make Subaccounts
 - ▣ Add Fixed Assets
 - ▣ Change Account Names
 - ▣ Delete Accounts

Edit Chart of Accounts

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- Add Opening Balance
 - Click drop-down list arrow for account
 - Click **Edit**
 - Click text box for **Balance**
 - Enter **Amount**
 - Tab to **as of**
 - Enter **Date**
 - Click **Save and Close**

Account

Category Type
Bank

* Detail Type
Cash on hand
Checking
Money Market
Rents Held in Trust
Savings
Trust account

* Name
Checking

Description

Is sub-account
Enter parent account

Balance as of
45,385.00 12/31/2015

Use **Checking** accounts to track all your checking activity, including debit card transactions.

Each checking account your company has at a bank or other financial institution should have its own Checking type account in QuickBooks Online Plus.

Cancel Save and Close

Edit Chart of Accounts

46

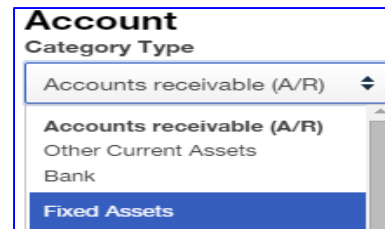
- Create Subaccount
 - Open account
 - Click drop-down list arrow for account
 - Click **Edit**
 - Click **Is sub-account**
 - Click drop-down list arrow
 - Click Master account

Category Type Other Current Assets	* Name Cleaning Supplies
* Detail Type Allowance for Bad Debts Development Costs Employee Cash Advances Inventory Investment - Mortgage/Real Estate Loans Investment - Tax-Exempt Securities Investment - U.S. Government Obligations Investments - Other	Description <input checked="" type="checkbox"/> Is sub-account Supplies
<p>Use Prepaid expenses to track payments for expenses that you won't recognize until your next accounting period. When you recognize the expense, make a journal entry to transfer money from this account to the expense account.</p>	Balance as of 750.00 12/31/2015

Edit Chart of Accounts

47

- Add Fixed Assets and Subaccounts
- Click **New** at the top of Chart of Accounts
 - ▣ Click drop-down list arrow for Category Type
 - ▣ Click **Fixed Assets**



Edit Chart of Accounts

48

- Continue adding Fixed Asset:
 - Click Detail Type
 - Enter Account Name
 - Click Track depreciation of this asset
 - Enter Original cost and as of date
 - Enter Depreciation and as of date
- Click Save and Close

The screenshot shows the 'Account' dialog box in QuickBooks. The 'Category Type' is set to 'Fixed Assets'. The 'Detail Type' dropdown is open, showing 'Machinery & Equipment' selected. The 'Name' field contains 'Equipment'. The 'Track depreciation of this asset' checkbox is checked. The 'Original cost' is 8,000.00 and the 'as of' date is 12/31/2015. The 'Depreciation' is 800.00 and the 'as of' date is 12/31/2015. The 'Save and New' button is highlighted with a mouse cursor.

Account
Category Type
Fixed Assets

* Detail Type
Depletable Assets
Furniture & Fixtures
Intangible Assets
Land
Leasehold Improvements
Machinery & Equipment
Other fixed assets
Vehicles

Use **Machinery & equipment** to track computer hardware, as well as any other non-furniture fixtures or devices owned and used for your business.
This includes equipment that you ride, like tractors and lawn mowers. Cars and trucks, however, should be tracked with **Vehicle** accounts, instead.

* Name
Equipment

Description

Is sub-account
Enter parent account

Track depreciation of this asset
QuickBooks Online Plus creates two subaccounts for this asset: an account to track the cost, and an account to track the depreciation.

Original cost as of
8,000.00 12/31/2015

Depreciation as of
800.00 12/31/2015

Cancel Save and Close Save and New

Edit Chart of Accounts

49

- Change Account Name
 - Open account:
 - Click drop-down list arrow for account
 - Click **Edit**
 - Change Name
 - Click **Save and Close**

Account

Category Type
Expenses

***Detail Type**
Other Miscellaneous Service Cost
Payroll Expenses
Promotional Meals
Rent or Lease of Buildings
Repair & Maintenance
Shipping, Freight & Delivery
Supplies & Materials
Taxes Paid

***Name**
Shipping & Delivery

Description

Is sub-account

Enter parent account

Use **Shipping, freight & delivery** to track the cost of shipping products to customers or distributors.

You might use this type of account for incidental shipping expenses, and the Cost of Goods Sold type of **Shipping, freight & delivery** account for direct costs.

This account is also available as a Cost of Goods Sold account.

Cancel Save and Close

Edit Chart of Accounts

50

- ❑ Delete Account
- ❑ Click drop-down list arrow for account
- ❑ Click **Delete**


Meals and Entertainment	Expenses	Entertainmen...			Run report ▾
Office Expenses	Expenses	Office/Gener...			Edit
					Delete

- ❑ Click **Yes** on warning screen


 Are you sure you want to delete this?

Print Lists

51

- Display list to be printed
- Click **Printer** icon 
- Make Print selections
 - **Printer**
 - **Pages**
 - **Copies**
 - **Layout**
 - **Color**
 - **Options**
- Click **Print**

Total: 1 sheet of paper

Destination  HP Color LaserJet Pro ...

Pages All
 e.g. 1-5, 8, 11-13

Copies 1

Layout

Color


Options Two-sided
 More settings

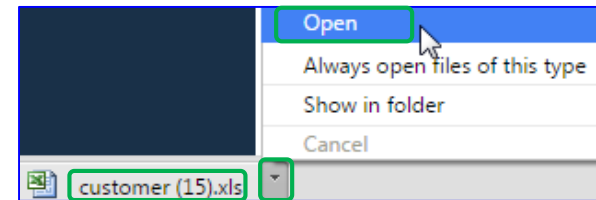
Your Name's Beach Barkers

Customer	Phone	Open Balance
Anderson, Dori	213-555-7091	\$2,500.00
Bailey, Larry	818-555-2356	\$2,500.00
Clark, Bunni	310-555-7961	\$3,500.00
Evans, Keith	310-555-6314	\$0.00
Gilbert, Oscar	310-555-8763	\$500.00
Gucci, Gloria	310-555-9875	\$0.00
Montez, Annabelle	310-555-8015	\$800.00
Norbert, Viv	310-555-8651	\$2,900.00
Phillips, Eric	310-555-1275	\$1,500.00
Quint, Brad	310-555-9642	\$1,800.00
Rodriquez, Ricardo	213-555-5421	\$900.00
Stark, Colleen	310-555-6482	\$3,200.00
Summer, Matthew	213-555-2594	\$150.00
Vines, Pamela	310-555-1354	\$750.00
Williams, Taylor	310-555-8042	\$3,650.00
Wilson, Katie	213-555-7908	\$2,850.00

Export Lists to Excel

52

- Display list
- Click **Export to Excel** icon 
- List name.xls appears at bottom of screen
- Click drop-down list arrow
- Click **Open**

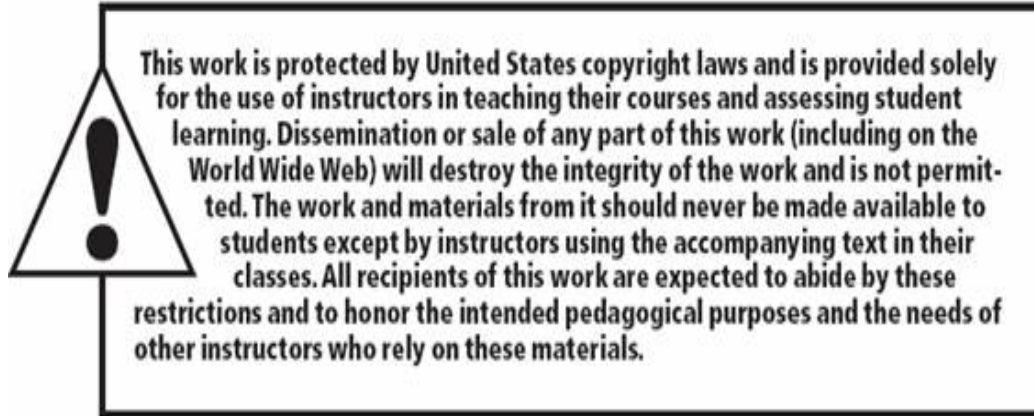


Export Lists to Excel

53

□ List opens in Excel

A	B	C	D	E	F	G
Customer	Company	Address	Phone	Email	Open Balance	Notes
Anderson, Dori		395 Brooks Ct., Venice, CA 90202	213-555-7091	DoriAnd@754.com	2,500.00	
Bailey, Larry		1275 Vista Del Mar, Playa Del Rey, CA 90293	818-555-2356	LB123@LB.com	2,500.00	
Clark, Bunni		102 Breeze Avenue, Venice, CA 90202	310-555-7961	Bunni@pets.com	3,500.00	
Evans, Keith		90123	310-555-6314	KEvans@evans.com	0.00	
Gilbert, Oscar		1839 A Street, Santa Monica, CA 90123	310-555-8763	OG@abc.com	500.00	
Gucci, Gloria		795 Ocean Avenue, Venice, CA 90202	310-555-9875	GloriaG@123.com	0.00	
Montez, Annabelle		719 4th Avenue, Santa Monica, CA 90123	310-555-8015	Amontez@xyz.com	800.00	
Norbert, Viv		125 23rd Avenue, Venice, CA 90202	310-555-8651	VivN@gva.com	2,900.00	
Phillips, Eric		2190 State Street, Brentwood, CA 90049	310-555-1275	EricPhil@098.com	1,500.00	
Quint, Brad		6 Northstar Street, Marina Del Rey, CA 90295	310-555-9642	BradQ@385.com	1,800.00	
Rodriquez, Ricardo		851 4th Court, Santa Monica, CA 90202	213-555-5421	RR@bde.com	900.00	
Stark, Colleen		5519 Via Donte, Marina Del Rey, CA 90296	310-555-6482	CoStark@beach.com	3,200.00	
Summer, Matthew		2210 Pacific Avenue, Marina Del Rey, CA 90295	213-555-2594	MattS@qwe.com	150.00	
Vines, Pamela		119 Via Marina, Marina Del Rey, CA 90295	310-555-1354	PamV@mail.com	750.00	
Williams, Taylor		3211 Ocean Front Walk, Venice, CA 90202	310-555-8042	Taylor@wil.com	3,650.00	
Wilson, Katie		4157 Via Marina, #3, Venice, CA 90202	213-555-7908	Kw@587.com	2,850.00	



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