

QuickBooks® Online

Quick Reference Guide

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QuickBooks Online Environment



Navigating QuickBooks Online

The QuickBooks Online Toolbar (or "QBO Toolbar") runs along the top of the application window and can be accessed from nearly every page in QuickBooks Online. The **Navigation Bar** runs along the left side of the window and contains the **+ New Button**, used to create new transactions, and links to the company file's pages. When a page is selected in QuickBooks Online, its contents will appear in the **Content Window**. Many pages contain tabs at the top of the page to access related page content. Note that restricted access users will not see all the links available in the Navigation Bar. The names of the links that appear also change, depending on whether you are using "Accountant View" or "Business View."

Accountant View & Business View

QuickBooks Online has two views: "Accountant View" and "Business View." While most tasks can be accomplished in both, "Accountant View" provides a full range of business and accounting tasks, while "Business View" streamlines the focus on the day-to-day ones. The view selected changes how some commands are accessed. Most changes appear in the interface, like the names of links for Navigation Bar commands. For the purposes of this guide, we use the "Accountant View" unless specifically stated otherwise. **To switch between views:**

1. Click the "Settings" button in the QBO Toolbar.
2. Click the "Switch to Accountant view" link or the "Switch to Business view" link in the menu.

The Chart of Accounts

Adding a New Account

1. Click the "Settings" button in the QBO Toolbar.
2. Click the "Chart of accounts" link under the "Your Company" heading.
3. Click the "New" button.
4. Enter the account information and click the "Save and Close" button.

Editing an Account

1. Click the "Settings" button in the QBO Toolbar.
2. Click the "Chart of accounts" link.
3. Click the drop-down arrow in the "Action" column of the account, select "Edit," make desired changes, and click the "Save and Close" button.

Inactivating an Account

Accounts can be inactivated in QuickBooks Online, but they cannot be deleted. **To inactivate an account:**

1. Click the "Settings" button in the QBO Toolbar.
2. Click the "Chart of accounts" link.
3. Click the drop-down arrow in the "Action" column of the account, select "Make inactive," and click the "Yes" button to confirm.

To reactivate an inactive account:

1. Click the "Settings" button in the QBO Toolbar.
2. Click the "Chart of accounts" link.
3. Click the "Settings" button above the "Action" column within the Chart of Accounts (not the QBO Toolbar) and check the "Include inactive" checkbox.
4. Click the "Make active" link in the "Action" column of the account.

Customers, Employees & Vendors

Adding a New Customer

1. Click the "Sales" link in the Navigation Bar.
2. Click the "Customers" tab at the top of the page.
3. Click the "New customer" button ("Add customer manually" for first customer) in the Content window.
4. Enter all customer information on each of the tabs in the "Customer information" window and click the "Save" button.

Editing or Inactivating a Customer

1. Click the "Sales" link in the Navigation Bar.
2. Click the "Customers" tab at the top of the page.
3. Locate the customer in the Customers list. **To find a specific customer or company:** enter a search term in the "Search" field at the top of the customer list and then press the "Enter" key.
4. Click the "Edit" button in the Content window.
5. **To edit,** make changes and click the "Save" button. **To inactivate,** click the "Make inactive" button, and click the "Yes" button to confirm.

Adding a New Employee

1. Click the "Payroll" link in the Navigation Bar.
2. Click the "Employees" tab at the top of the page.
3. Click the "Add an employee" button.
4. Enter all employee information on each of the tabs in the "Add Employee" window.
5. Click the "Done" or "Save" button.

Editing Employee Information

1. Click the "Payroll" link in the Navigation Bar.
2. Click the "Employees" tab at the top of the page.
3. Click the name of the employee in the Employee list.
4. If the employee has never been issued a paycheck, edit the information in the "Add Employee" window and click the "Done" button. Otherwise, click the pencil icon next to the sections, make changes, then click the "Done" button.

Adding a New Vendor

1. Click the "Expenses" link in the Navigation Bar.
2. Click the "Vendors" tab at the top of the page.
3. Click the "New vendor" button.
4. Enter all customer information on the tabs in the "Vendor information" window and click "Save."

Editing or Inactivating a Vendor

1. Click the "Expenses" link in the Navigation Bar.
2. Click the "Vendors" tab at the top of the page.
3. Click the name of the vendor in the Vendor list.
4. Click the "Edit" button in the Content window.
5. **To edit,** make changes and click the "Save" button. **To inactivate,** click the "Make inactive" button, and click the "Yes" button to confirm.

Managing List Items

Sorting Lists

1. Display the list to sort.
2. **To determine if a list can be sorted by a specific column,** hover the mouse pointer over the column heading. If the pointer turns to a pointing hand icon, the list can be sorted.
3. **To sort the list,** click the column heading label of the column by which to sort. **To switch between ascending and descending,** click it again.

Inactivating and Reactivating Items

1. Locate the item to inactivate in its list.
2. Click the drop-down arrow in the item's "Action" column and select "Make inactive."
3. Click the "Yes" button to confirm and "Yes" again to confirm the change, if necessary.

To reactivate most inactive items except for "Products and services":

1. Click the "Settings" button above the item's list (not in the QBO Toolbar) and check the "Include inactive" checkbox.
2. Click the "Make active" link in the "Action" column of the item to reactivate.

To reactivate an inactive product or service:

1. Click the "Filter" button in the upper-left corner of the "Products and Services" page.
2. Click the "Status" drop-down, select "Inactive" from the menu, and click the "Apply" button.
3. Click the "Make active" link in the "Action" column of the item to reactivate.

To clear the filter, click the "Clear filter" link.

Renaming and Merging List Items

1. **To rename,** open the "Edit" window of the list item.
2. Type a new name in the name field.
3. Click the "Save" or "Save and Close" button.
4. **To merge,** change the name to the same as another item (for customers or vendors, also change the "Display name as" field), and choose "Yes" to merge.

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