

 Cengage

# QuickBooks® Online for Accounting **6E**



Glenn Owen

# QuickBooks® Online for Accounting **6E**



Glenn Owen

**QuickBooks® Online For Accounting,  
Sixth Edition**

Glenn Owen

Senior Vice President, Higher Education & Skills  
Product: Erin Joyner

Product Director: Joe Sabatino

Product Manager: Jonathan Gross

Vendor Content Manager: Valarmathy  
Munuswamy, Lumina Datamatics, Inc.

Product Assistant: Flannery Cowan

Marketing Manager: Colin Kramer

Intellectual Property Analyst: Ashley Maynard

Intellectual Property Project Manager:  
Anjali Kambli, Lumina Datamatics, Inc.

Production Service: Lumina Datamatics, Inc.

Art Director and Cover Designer:  
Christopher Doughman

Cover Image: Zfl/Moment/Getty Images

© 2023, 2022, 2021 Cengage Learning®

No part of this work covered by the copyright herein may be reproduced or distributed in any form or by any means, except as permitted by U.S. copyright law, without the prior written permission of the copyright owner.

For product information and technology assistance, contact us at  
**Cengage Customer & Sales Support, 1-800-354-9706** or  
**support.cengage.com.**

For permission to use material from this text or product, submit all  
requests online at **www.cengage.com/permissions.**

Intuit and QuickBooks are trademarks and service marks of Intuit Inc.,  
registered in the United States and other countries.

Library of Congress Control Number: 2022901604

ISBN: 978-0-357-72221-3

**Cengage**

200 Pier 4 Boulevard  
Boston, MA 02210  
USA

Cengage is a leading provider of customized learning solutions  
with employees residing in nearly 40 different countries and sales in more  
than 125 countries around the world. Find your local representative at:  
**www.cengage.com.**

To learn more about Cengage platforms and services, register or access  
your online learning solution, or purchase materials for your course,  
visit **www.cengage.com.**



# Brief Contents

<b>Chapter 1</b>	<b>An Introduction to QuickBooks Online Using the Sample Company</b>	<b>1</b>
<b>Chapter 2</b>	<b>An Overview of QuickBooks Online</b>	<b>22</b>
<b>Chapter 3</b>	<b>Setting Up a New Company: Establishing a Chart of Accounts, Beginning Balances, Customers, Vendors, and Products/Services</b>	<b>41</b>
<b>Chapter 4</b>	<b>Recording Operating Activities: Sales and Cash Receipts</b>	<b>76</b>
<b>Chapter 5</b>	<b>Recording Operating Activities: Purchases and Cash Payments</b>	<b>104</b>
<b>Chapter 6</b>	<b>Recording Investing and Financing Activities</b>	<b>134</b>
<b>Chapter 7</b>	<b>Recording Payroll</b>	<b>155</b>
<b>Chapter 8</b>	<b>Establishing Budgets and Preparing Bank Reconciliations</b>	<b>182</b>
<b>Chapter 9</b>	<b>Analysis and Recording of Adjusting Entries</b>	<b>206</b>
<b>Chapter 10</b>	<b>Preparing Financial Statements and Reports</b>	<b>223</b>
<b>Appendix 1</b>	<b>Sales Tax</b>	<b>246</b>
<b>Appendix 2</b>	<b>Comprehensive Case Problems</b>	<b>249</b>
<b>Appendix 3</b>	<b>Overview—Do I Need to Become QuickBooks Online Certified?</b>	<b>269</b>
<b>Index</b>		<b>271</b>

# Contents

<b>Preface</b>	<b>vii</b>	<b>Chapter 3 Setting Up a New Company: Establishing a Chart of Accounts, Beginning Balances, Customers, Vendors, and Products/Services</b>	<b>41</b>
<b>About the Author &amp; Dedication</b>	<b>xx</b>		
<b>Chapter 1 An Introduction to QuickBooks Online Using the Sample Company</b>	<b>1</b>		
Overview	1	Overview	41
Begin Your Sample Company Walkthrough	1	Company Settings	42
Customers, Vendors, and Employees	3	Modify the Chart of Accounts and Establish Beginning Balances	43
Banking Transactions	7	Close Opening Balance Equity and Create a Balance Sheet	51
Sales and Expense Transactions	9	Create, Print, and Export a Transaction Detail by Account	53
Settings	11	End Note	54
Chart of Accounts	13	Chapter 3 Practice	55
Lists	14	<i>Chapter 3 Questions</i>	55
Reports	16	<i>Chapter 3 Matching</i>	55
Company Settings	18	<i>Chapter 3 Cases</i>	55
End Note	20	<i>Case 1</i>	56
Chapter 1 Practice	21	<i>Case 2</i>	59
<i>Chapter 1 Questions</i>	21	<i>Case 3</i>	61
<i>Chapter 1 Matching</i>	21	<i>Case 4</i>	64
		<i>Case 5</i>	68
		<i>Case 6</i>	72
<b>Chapter 2 An Overview of QuickBooks Online</b>	<b>22</b>	<b>Chapter 4 Recording Operating Activities: Sales and Cash Receipts</b>	<b>76</b>
Overview	22		
What Is QBO?	22	Overview	76
How Is QBO Similar to/Different than the Desktop Version of QuickBooks Accountant?	23	Services, Products, and Customers	76
How to Open the QBO Company You Created in the Preface	24	Sales Receipts and Invoices	80
Navigating QBO	31	Cash Receipts	83
Assigning an Instructor as the Company's "Accountant"	36	Transaction Detail by Account	86
Video Tutorials for QuickBooks Online (Developed and Maintained by Intuit)	37	End Note	87
End Note	39	Chapter 4 Practice	88
Chapter 2 Practice	40	<i>Chapter 4 Questions</i>	88
<i>Chapter 2 Questions</i>	40	<i>Chapter 4 Matching</i>	88
<i>Chapter 2 Matching</i>	40	<i>Chapter 4 Cases</i>	88
		<i>Case 1</i>	89
		<i>Case 2</i>	91

<i>Case 3</i>	93	<b>Chapter 7 Recording Payroll</b>	<b>155</b>
<i>Case 4</i>	95	Overview	155
<i>Case 5</i>	98	Employees	155
<i>Case 6</i>	101	Payroll Accounts	157
<b>Chapter 5 Recording Operating Activities: Purchases and Cash Payments</b>	<b>104</b>	Pay Employees	158
Overview	104	End Note	164
Vendors	104	Chapter 7 Practice	165
Purchase Orders	105	<i>Chapter 7 Questions</i>	165
Bills	108	<i>Chapter 7 Matching</i>	165
Payment of Bills, Use of a Credit Card, Payments for Items Other Than Bills	112	<i>Chapter 7 Cases</i>	165
Trial Balance	115	<i>Case 1</i>	166
End Note	118	<i>Case 2</i>	168
Chapter 5 Practice	119	<i>Case 3</i>	171
<i>Chapter 5 Questions</i>	119	<i>Case 4</i>	174
<i>Chapter 5 Matching</i>	119	<i>Case 5</i>	177
<i>Chapter 5 Cases</i>	119	<i>Case 6</i>	179
<i>Case 1</i>	120	<b>Chapter 8 Establishing Budgets and Preparing Bank Reconciliations</b>	<b>182</b>
<i>Case 2</i>	122	Overview	182
<i>Case 3</i>	124	Budget Creation	182
<i>Case 4</i>	127	Budget Reports	185
<i>Case 5</i>	129	Bank Reconciliation	189
<i>Case 6</i>	131	End Note	192
<b>Chapter 6 Recording Investing and Financing Activities</b>	<b>134</b>	Chapter 8 Practice	193
Overview	134	<i>Chapter 8 Questions</i>	193
Fixed Assets	134	<i>Chapter 8 Matching</i>	193
Long-Term Investments	136	<i>Chapter 8 Cases</i>	193
Equity Transactions (Common Stock, Dividends, Owner Investments, and Owner Withdrawals)	138	<i>Case 1</i>	194
Long-Term Debt	140	<i>Case 2</i>	196
Acquisition of a Fixed Asset in Exchange for Long-Term Debt	141	<i>Case 3</i>	198
End Note	142	<i>Case 4</i>	200
Chapter 6 Practice	143	<i>Case 5</i>	201
<i>Chapter 6 Questions</i>	143	<i>Case 6</i>	204
<i>Chapter 6 Matching</i>	143	<b>Chapter 9 Analysis and Recording of Adjusting Entries</b>	<b>206</b>
<i>Chapter 6 Cases</i>	143	Overview	206
<i>Case 1</i>	144	Trial Balance	207
<i>Case 2</i>	145	Adjusting Journal Entries: Prepaid Expenses	208
<i>Case 3</i>	147	Adjusting Journal Entries: Accrued Expenses	211
<i>Case 4</i>	149	Adjusting Journal Entries: Unearned Revenue	212
<i>Case 5</i>	151	Adjusting Journal Entries: Accruing Revenue	213
<i>Case 6</i>	153	Adjusting Journal Entries: Depreciation	214
		End Note	216
		Chapter 9 Practice	217
		<i>Chapter 9 Questions</i>	217
		<i>Chapter 9 Matching</i>	217

<i>Chapter 9 Cases</i>	217	<i>Chapter 10 Practice</i>	240
<i>Case 1</i>	218	<i>Chapter 10 Questions</i>	240
<i>Case 2</i>	218	<i>Chapter 10 Matching</i>	240
<i>Case 3</i>	219	<i>Chapter 10 Cases</i>	240
<i>Case 4</i>	220	<i>Case 1</i>	241
<i>Case 5</i>	221	<i>Case 2</i>	242
<i>Case 6</i>	222	<i>Case 3</i>	242
<b>Chapter 10 Preparing Financial Statements and Reports</b>	<b>223</b>	<i>Case 4</i>	243
Overview	223	<i>Case 5</i>	244
Income Statement	224	<i>Case 6</i>	245
Balance Sheet	226	<b>Appendix 1 Sales Tax</b>	<b>246</b>
Statement of Cash Flows	229	<b>Appendix 2 Comprehensive Case Problems</b>	<b>249</b>
Accounts Receivable Aging Summary	231	<b>Appendix 3 Overview—Do I Need to Become QuickBooks Online Certified?</b>	<b>269</b>
Accounts Payable Aging Summary	233	<b>Index</b>	<b>271</b>
Inventory Valuation Summary	235		
Customizing and Saving Reports	237		
End Note	239		

# Preface

## Overview

---

Accounting has arrived in the Cloud and its time has come. *Cloud computing* is a general term for anything that involves delivering hosted services over the Internet. According to a recent study by KPMG (a global network of professional firms), businesses—large, medium, and small—are using the Cloud to drive cost efficiencies, better enable a mobile workforce, and improve alignment with their customers and vendors.

Imagine being able to update your business's accounting information system from anywhere on any device using any operating system. That is where the global economy is going. Are you on the path?

## Is This Text for You?

---

This text is for you if you are an instructor who desires a self-paced, self-directed environment for your students to learn the essentials of QuickBooks Online (QBO) and to review their understanding of financial accounting and reporting.

This text is for you if you are a business owner looking for a self-paced, self-directed environment for yourself to learn the essentials of QBO as well as a means to refresh your understanding of financial accounting and reporting.

This book focuses on QBO. It is not designed for users of QuickBooks Pro, Accountant, or any other desktop version of QuickBooks. In that case, Glenn Owen's QuickBooks Accountant books are a better fit. The desktop version and online versions are different, and though you can import files created in the desktop version into the online version, significant differences exist as discussed in Chapter 1.

## Multiple Companies

---

Intuit has finally seen the light and has agreed to give students and instructors the ability to create more than one company. They have also developed a more streamlined means to access QBO.

See overview at: <https://www.intuit.com/partners/education-program/products/quickbooks/>

## Instructors

To give your students access to creating multiple companies:

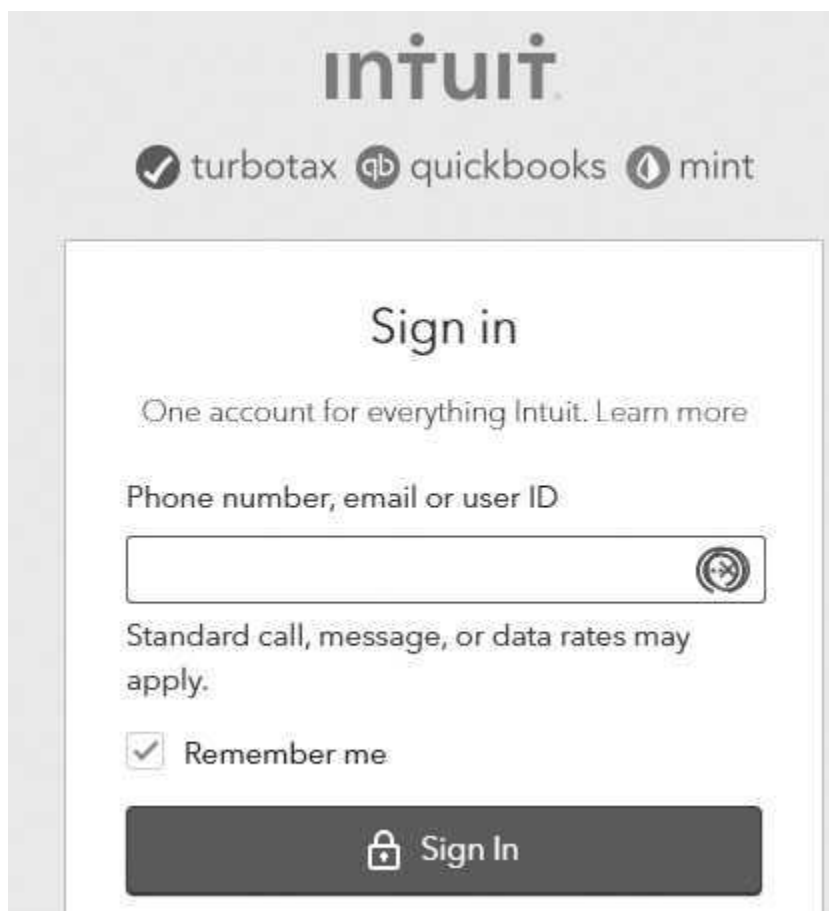
- 1 First step, register yourself as a QBO Educator: Access the Educator Portal by navigating your web browser to <https://www.intuit.com/partners/education-program/products/quickbooks/educator-qbo-signup/>
- 2 Intuit will then attempt to validate you as an instructor at your educational institution.



- 3 After validation, navigate your web browser to [https://accounts.intuit.com/index.html?redirect\\_url=https%3A%2F%2Feducation-portal.app.intuit.com%2Fapp%2Fdashboard&appfabric=true](https://accounts.intuit.com/index.html?redirect_url=https%3A%2F%2Feducation-portal.app.intuit.com%2Fapp%2Fdashboard&appfabric=true)

## Figure Preface 1

Sign in to the Education Portal

The image shows a web page for signing into the Intuit Education Portal. At the top, the Intuit logo is displayed. Below it are three logos: TurboTax, QuickBooks, and Mint. The main heading is "Sign in". Below this is a link that says "One account for everything Intuit. Learn more". There is a text input field labeled "Phone number, email or user ID". To the right of the input field is a circular icon with a cross. Below the input field is a note: "Standard call, message, or data rates may apply." There is a checkbox labeled "Remember me" which is checked. At the bottom is a large dark button with a lock icon and the text "Sign In".

- 4 Provide your email in the space shown in Figure Preface 1 above and then click **Sign In**.
- 5 Provide your password in the window presented next and then click **Continue**. A Welcome to the Intuit Educator Portal window should appear as shown in Figure Preface 2.
- 6 Click the video box titled **How the Educator Portal Works** to see an overview of the Educator Portal.
- 7 To access the Sample Company this text uses to demonstrate QBO features, you will click **QuickBooks Online test drive**. Don't do this now.
- 8 To access QBO tutorials, you will click **Tutorials**. Don't do this now, instead proceed to the next step below.

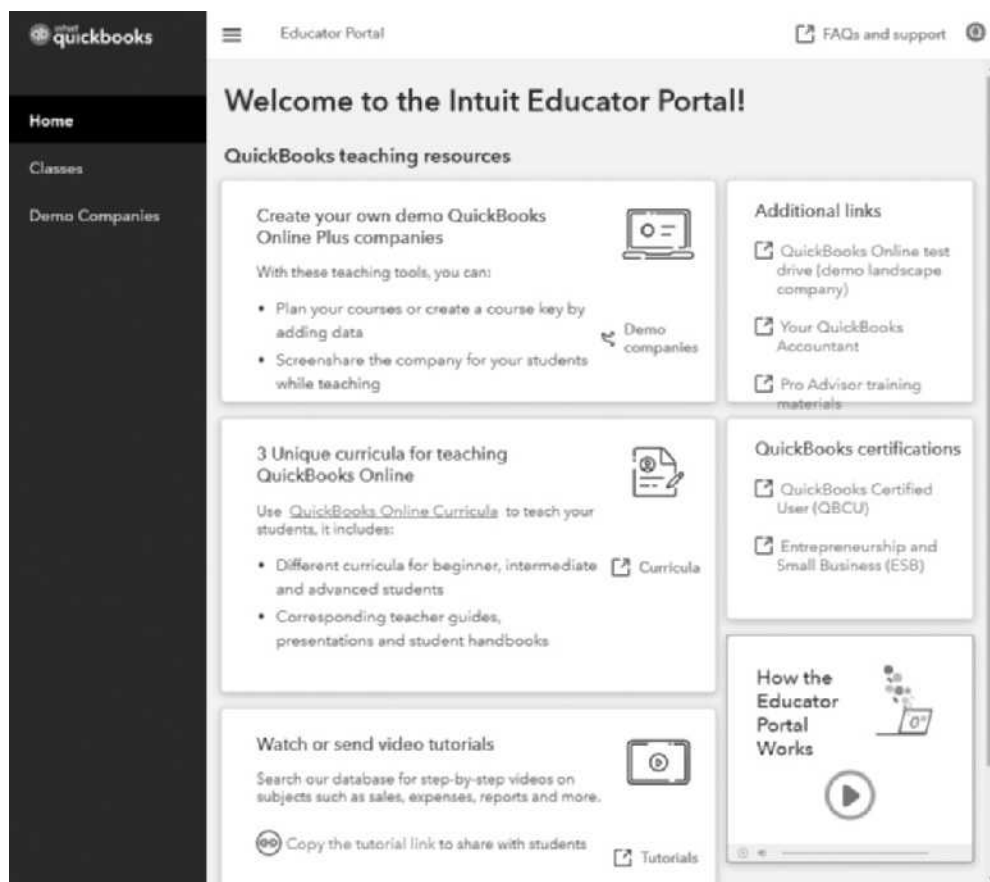


Figure Preface 2

Welcome to the Intuit Educator Portal

- 9 Click **Classes** from the navigation bar on the left to view the screen shown in Figure Preface 3. Ignore the reference to an existing Account 100 class. Your screen will not show the Accounting 100 class.

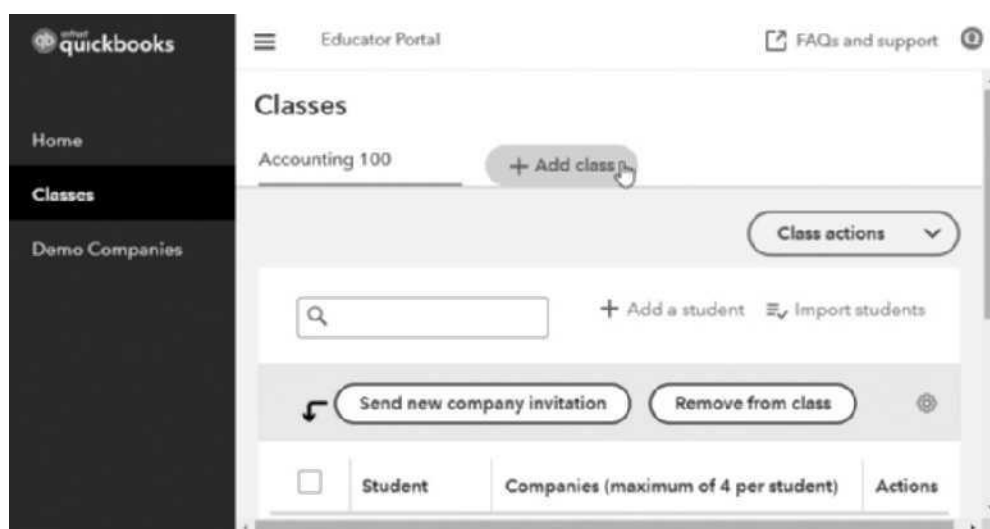


Figure Preface 3

Classes

- 10 Click **+ Add class** to create a class as shown in Figure Preface 3.

- 11 Type a name for your class. For example, Figure Preface 4 shows Accounting 101 as the class name. Once you’ve entered a class name click **Add class**.

Figure Preface 4

Add class

Add class

×

What is your class name?

Accounting 101

Characters remaining: 61

Does your institution block emails from external senders?

☐ Yes, my institution rejects emails from external senders.

Add class

- 12 Click **Add class**. Your window should look like Figure Preface 5. Add your students to a class either by uploading a roster or clicking Add students manually.

Figure Preface 5

Add students

Add students to Accounting 101

×

Upload a list (CSV or Excel) of your students with the following columns in this order: First Name, Last Name, Email

First Name	Last Name	Email
Mina	Brady	mina.brady@email.com

Want to use a pre-formatted template?


[Download sample template](#)

Want to manually add your students instead?

[Add students manually](#)

Upload student roster

Drag/drop csv/excel file here or [browse for files](#)



Skip for now

Add students

- 13** In this example click **Add students manually** to view Figure Preface 6. The student information will be empty until you perform step 14.

**Add student to Accounting 101** ✕

First name  Last name

Email

**Want to add your students with a csv or xls file instead?**  
[Import students from file](#)

**Save and close** **Save and add another**

**Figure Preface 6**

Adding students manually

- 14** Type your student's first name, last name, and email address, then click **Save and close**. A sample student was added in this example.
- 15** To assign a company to a student, place a **check** next to a student's name and then click **Send new company invitation** as shown in Figure Preface 7.

**Educator Portal** FAQs and support

**Classes**

Accounting 100 Accounting 101 [+ Add class](#)

**Class actions** ▼

[+ Add a student](#) [Import students](#)

**Send new company invitation** **Remove from class**

<input checked="" type="checkbox"/>	Student	Companies (maximum of 4 per student)	Actions
<input checked="" type="checkbox"/>	Student, Sample samplestudent@samplecollege.edu	No companies	Actions

First Prev 1-1 of 1 Next Last

**Figure Preface 7**

Sending an invitation to a student to complete a case

- 16** Type **Case 1** in the Choose a name text box as shown in Figure Preface 8. As an instructor you get to choose the name, however, it is recommended that you match the name with the case you’ve chosen to assign from the text (either Case 1, 2, 3, 4, 5, or 6).

**Figure Preface 8**

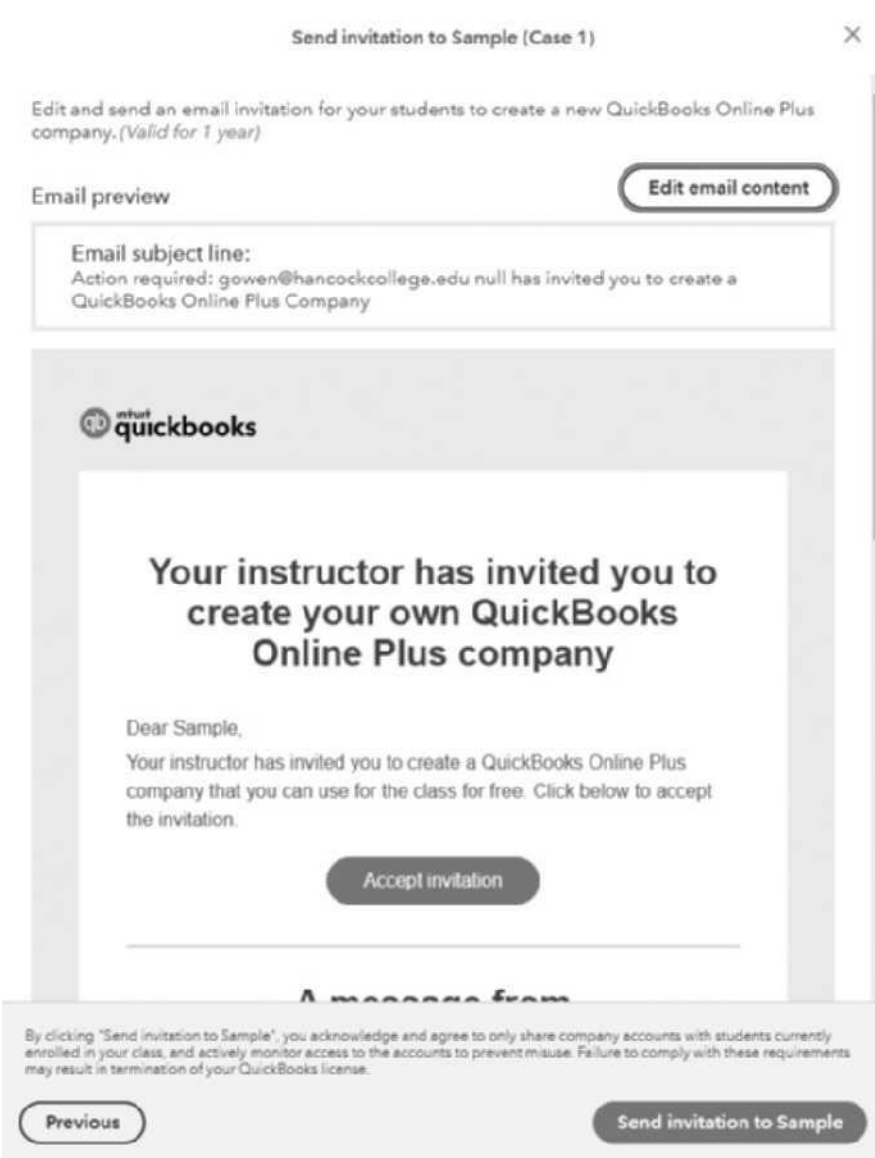
Entering a name for the company you’re assigning to a student



- 17** Click **Next: Preview invitation** to view Figure Preface 9.

**Figure Preface 9**

Partial view of invitation preview





- 18 Click **Send invitation to Sample** (replacing your student’s first name in place of Sample).
- 19 You should receive confirmation that your invitation was sent. Your student listing should then be updated to indicate an invitation was sent and give you the opportunity to resend the invitation if necessary. This update should look like Figure Preface 10.

<input type="checkbox"/>	Student	Companies (maximum of 4 per student)
<input type="checkbox"/>	Student, Sample samplestudent@samplecollege.edu	✔ Case 1: Invitation sent <a href="#">Resend invitation</a>

Figure Preface 10

Updated student information

- 20 Click your account information icon located in the upper right-hand corner of the QBO window, then click **Sign out**.

Keep in mind that you, as an instructor, may assign your class up to 4 companies. There are 6 cases found at the end of each chapter of this text, but you can only assign 4 to a class. However, if you have a second class, you may assign those students only 4 companies as well, but they can be different than those assigned in a different class.

Students

If you have not received an invitation from your instructor read the following to get access to QBO to create one or more companies. Students at accredited academic institutions are eligible for a one-year student registration.

- 1 First step, register yourself as a student: Access the Educator Portal by navigating your web browser to <https://www.intuit.com/partners/education-program/products/quickbooks/student-qbo-signup/>
- 2 Intuit will then attempt to validate you as a student at your educational institution.
- 3 After validation, navigate your web browser to <https://quickbooks.intuit.com/sign-in-offer/>
- 4 Provide your username and password to login.

If you have received an invitation from your instructor, read the following to get access to QBO. Students at accredited academic institutions are eligible for a one-year student registration.

- 1 Click **Accept Invitation** in the email you received from your instructor as shown in Figure Preface 11.

Figure Preface 11

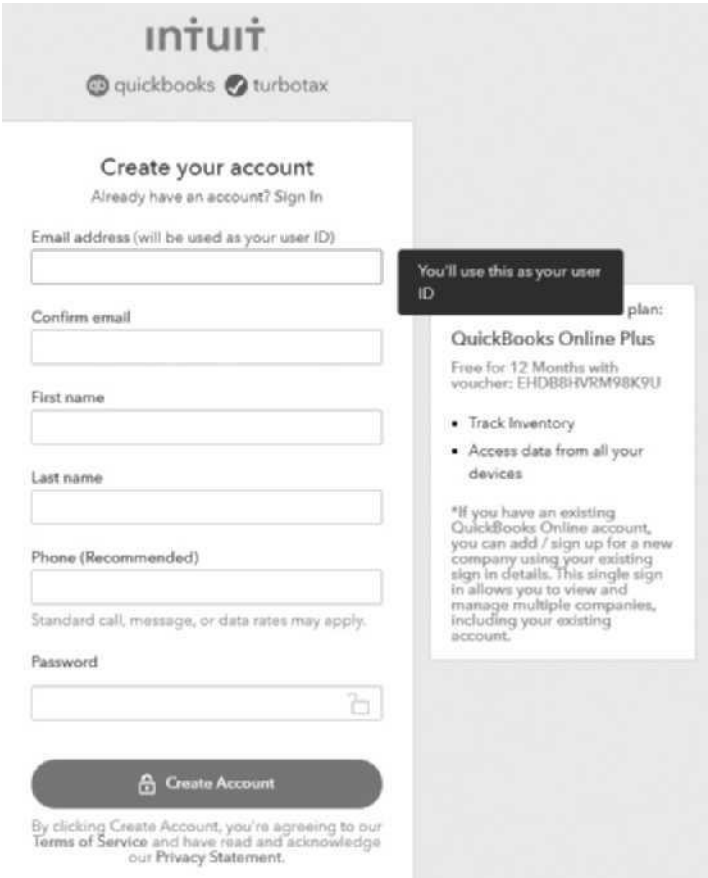
Accepting an instructor’s invitation to create a QBO company



- 2 If you have already registered and been validated (see above), click **Sign In** and provide Intuit with your username and password as shown in Figure Preface 12. If you have not registered, provide your information as shown below and click **Create Account**.

Figure Preface 12

Creating a QBO account



- 3 Type your **email address** twice, **first name**, **last name**, **phone** (if you wish), a **password** twice, and then click **Create Account**. You should now see a QBO window like Figure Preface 13.

## Welcome! We're glad you're here.

Here's what we'll do together right now.



**Figure Preface 13**

QBO Welcome

- 4 For now, do not click Next, instead just close the browser window. You will return to your company in Chapter 2.

## Payroll

The text and related data files created for this book were constructed using QBO. In this version of QuickBooks, Intuit continues its use of a basic payroll service but has made it more accessible by having it live on its Cloud-based system. QBO initially comes with the current tax tables; however, these tables soon become outdated, and the payroll feature is disabled unless the user subscribes to the payroll service.

The author decided to use the manual payroll tax feature, which requires that students manually enter the tax deductions. This alleviates the discrepancies between the solutions manual and the students' data entry and removes the burden of having to purchase the tax table service for each copy of QBO used. Instructions on how to set up payroll for manual calculation of payroll taxes are provided in the text. For more information, see your QBO documentation.

All reports have a default feature that identifies the basis in which the report was created (e.g., accrual or cash) and the date and time the report was printed. The date and time shown on your report will, of course, be different from that shown in this text.

## Instructional Design

Each chapter of this text begins with a listing of expected student learning outcomes followed by a step-by-step explanation of how to obtain those outcomes. In most chapters, the explanations utilize a Sample Company created by Intuit in which the author demonstrates how various operating, investing, and financing activities of a business are captured and then reported in QBO.

End-of-chapter questions, matching, and student cases follow these explanations. The questions help you to review the text-explained concepts and processes,

whereas the matching section helps with terms and definitions. The student cases provide the information necessary to add data to the student's company file. Each chapter requires the student to add information to the previous chapter's rendition. Thus, for success in learning, each student must complete the previous chapter's student case before attempting the next chapter's student case.

Solutions to each chapter's student cases are provided in the instructor manual. The following is a matrix of all end-of-chapter cases that identifies key differences between cases key processes assessed. For example, Cases 1, 2, 4, and 6 are corporations, whereas Cases 3 and 5 are sole proprietors. Cases 1 and 2 do not require sales tax collections, whereas Cases 3, 4, and 5 do. All cases involve business entities that sell products, provide services, and have checking accounts, customers, vendors, employees, and so on.

	Case 1	Case 2	Case 3	Case 4	Case 5	Case 6
<b>Company Setup:</b>						
Date company started using QBO	1/1/24	1/1/25	1/1/26	1/1/21	1/1/22	1/1/23
Location	La Jolla, CA	La Jolla, CA	La Jolla, CA	Hollywood, CA	Huntsville, AL	Sumner, WA
Company organization	Corporation	Corporation	Sole Proprietor	Corporation	Sole Proprietor	Corporation
Business	Distributor	Distributor	Retail	Sports Gym	Engineering	Automotive Dealer
Inventory products sold	Surf boards	Toys	Cell Phones	T-Shirts	Computers	Recreational Vehicle Repairs
Services provided	Consulting	Repairs	Repairs	Monthly Fees	Program Support	Repairs
Track expenses	Yes	Yes	Yes	Yes	Yes	Yes
Bill payment terms (default)	Net 30	Net 30	Net 30	Net 30	Net 30	Net 30
Hourly employees	Yes	Yes	Yes	Yes	Yes	Yes
Salary employees	Yes	Yes	Yes	Yes	Yes	Yes
Sales tax applicable	No	No	Yes	Yes	Yes	Yes
Add customers	Yes	Yes	Yes	Yes	Yes	Yes
Add employees	Yes	Yes	Yes	Yes	Yes	Yes
Add inventory items	Yes	Yes	Yes	Yes	Yes	Yes
Add service items	Yes	Yes	Yes	Yes	Yes	Yes
Add vendors	Yes	Yes	Yes	Yes	Yes	Yes
Add/delete accounts	Yes	Yes	Yes	Yes	Yes	Yes
Enter beginning balances	Yes	Yes	Yes	Yes	Yes	Yes
<b>Accounts Used:</b>						
Checking account	Yes	Yes	Yes	Yes	Yes	Yes
Accounts receivable	Yes	Yes	Yes	Yes	Yes	Yes
Prepaid expenses/supplies	Yes	Yes	Yes	Yes	Yes	Yes
Investments	Yes	Yes	Yes	Yes	Yes	Yes
Fixed assets	Yes	Yes	Yes	Yes	Yes	Yes
Accounts payable	Yes	Yes	Yes	Yes	Yes	Yes
Notes payable	Yes	Yes	Yes	Yes	Yes	Yes
Common stock	Yes	Yes	No	Yes	No	Yes
Owner's equity	No	No	Yes	No	Yes	No
<b>Business Transactions:</b>						
Record additional investment by owners	No	No	Yes	No	Yes	No
Record adjusting (accrual) entries	Yes	Yes	Yes	Yes	Yes	Yes

Record bills	Yes	Yes	Yes	Yes	Yes	Yes
Record bills received with purchase orders	Yes	Yes	Yes	Yes	Yes	Yes
Record bills received without purchase orders	Yes	Yes	Yes	Yes	Yes	Yes
Record checks	Yes	Yes	Yes	Yes	Yes	Yes
Record journal entries	Yes	Yes	Yes	Yes	Yes	Yes
Record payments made on account	Yes	Yes	Yes	Yes	Yes	Yes
Record payments received on accounts	Yes	Yes	Yes	Yes	Yes	Yes
Record payroll	Yes	Yes	Yes	Yes	Yes	Yes
Record purchase orders	Yes	Yes	Yes	Yes	Yes	Yes
Record sales invoices	Yes	Yes	Yes	Yes	Yes	Yes
Record sales receipts	Yes	Yes	Yes	Yes	Yes	Yes
Record the sale of common stock	Yes	Yes	No	Yes	No	Yes
<b>Reports Created:</b>						
Reports—A/P Aging Summary	Yes	Yes	Yes	Yes	Yes	Yes
Reports—A/R Aging Summary	Yes	Yes	Yes	Yes	Yes	Yes
Reports—Balance Sheet	Yes	Yes	Yes	Yes	Yes	Yes
Reports—Export Reports to Excel	Yes	Yes	Yes	No	No	Yes
Reports—Income Statement	Yes	Yes	Yes	Yes	Yes	Yes
Reports—Inventory Valuation Summary	Yes	Yes	Yes	Yes	Yes	Yes
Reports—Statement of Cash Flows	Yes	Yes	Yes	Yes	Yes	Yes
Reports—Transaction Detail by Account	Yes	Yes	Yes	Yes	Yes	Yes
Reports—Trial Balance	Yes	Yes	Yes	Yes	Yes	Yes

## Comprehensive Problems

Additional transactions for Cases 1, 2, 3, 4, and 6 can be found in Appendix 2. Students who have successfully completed a case in the text through Chapter 10 can be assigned these comprehensive problems. Each pick up in the month following the chapter work. For example in Case 1, chapter work occurred in January 2024, thus the comprehensive problem will describe transactions occurring in February 2024. The transactions included in February are similar in nature to those described in Chapters 3 to 10. Students assigned Case 1 would be able to complete comprehensive Case 1. Those assigned Case 2 would only be able to complete comprehensive Case 2 and the like.

## Textbook Goals

This textbook takes a user and a preparer perspective by illustrating how accounting information is created and then used for making decisions. QBO is user-friendly and provides point-and-click simplicity and sophisticated accounting reporting and analysis tools. The textbook uses proven and successful instructional design (described earlier) to demonstrate the application's features and elicit student interaction.



The first and foremost goal of this text is to help students review fundamental accounting concepts and principles through the use of the QBO application and the analysis of business events. The content of this text complements the first course in accounting principles or financial accounting. Thus, this text should either be used concurrently with an accounting principles or financial accounting course or be used subsequent to completion of such a course.

A second goal of this text is to teach students how to set up QBO for a business, use it to record business events, and use it to generate financial statements and reports. Acquiring these skills will help students improve their job prospects whether the company they work for uses QuickBooks or not.

A third goal of this text is to teach students the value of a computerized accounting information system and how it can be used to communicate important information to business owners, investors, and creditors.

## Date Warning

---

The Sample Company (created and maintained by Intuit) is used to demonstrate many aspects of QBO in this text. The author has no control over the dates used by Intuit and those dates may change depending on when you are accessing the file online. The dates that appear in the figures supplied by the author in this text may not be the dates that appear on your screen. Instructions to generate reports in this text often suggest the user set the report period to the month before or in the month of the current system date. If you are entering data at the beginning of the month (your system date is between the 1st and the 15th of a month), you should set your report period to the month prior to your current system date. If you are entering data at the end of the month (your system date is between the 15th and the 31st of a month), you should set your report period to the current month of your current system date. For example, if you are entering data on 10/09/2022, use 09/01/2022 to 09/30/2022 as your reporting period. For example, if you are entering data on 10/21/2023, use 10/01/2023 to 10/31/2023 as your reporting period.

The student cases (Cases 1–6) are set in 2024, 2025, 2026, 2021, 2022, and 2023, respectively. If transactions are entered into the student case in other than the proper period, answers will be wrong. Be careful about entering dates into QBO when you are working on this case. The default date when entering new transactions into QBO is the computer's system date that may or may not be in those years.

## Update Warning

---

QBO is frequently upgraded by Intuit to provide new features, correct errors, or improve functionality. This book was written in late 2021 and early 2022, and all figures are based on how QBO looked at that time. If you are using this text in 2022 or later, Intuit may have made modifications in how QBO looks and feels or functions. Differences will occur, which are out of the author's control.

Keep in mind that sales tax rates change year to year, state to state. The solutions provided by the author for each case were based on tax rates in effect for that particular year. If a rate changes your answers for sales tax payable and related accounts may be different.

## Instructor as Your Accountant

---

Your instructor may choose to have you assign them as your accountant so that they can see your work and progress at their convenience without having you to “send” the file. In fact, you cannot “send” your file, since all the files are on the Cloud. Instructions on how to set your instructor as your accountant are provided in Chapter 2.

Alternative means by which instructors can view your work.

## Video Tutorials Developed by Intuit

---

Intuit, developer of QBO, and others have made video tutorials to help you get started with QBO. These tutorials can be viewed and/or sent to students from the Welcome to the Intuit Educator Portal described earlier in this text.

### Instructors

To access these tutorials:

- 1 Login to the Educator Portal as shown in Figure Preface 8.
- 2 Click **Tutorials** shown at the bottom of the window to view Figure Preface 9.
- 3 View as many tutorials as you like and send them to students if you desire.

### Students

To access these tutorials:

- 1 Navigate your browser to <https://quickbooks.intuit.com/learn-support/en-us/tutorials?product=&tutorial=>
- 2 Type a topic for a video into the text box labeled **Search for anything**.
- 3 View the video.

# About the Author

**Glenn Owen** is a retired member of Allan Hancock College's Accounting and Business faculty, where he lectured on accounting and information systems from 1995 to 2016. In addition, he is a retired lecturer at the University of California at Santa Barbara, where he taught accounting and information systems courses from 1980 to 2011. His professional experience includes five years at Deloitte & Touche as well as vice president of finance positions at Westpac Resources, Inc., and ExperTelligence, Inc. Mr. Owen completed his fourth edition of *Using Microsoft Excel and Access in Accounting* text in 2016, which gives accounting students specific, self-paced instruction on the use of spreadsheets (Excel 2016) and database applications (Access 2016) in accounting. He has also written the 15th edition of his *Using QuickBooks Accountant for Accounting 2018* text, which is also a self-paced, case-based instruction on the use of a commercial accounting application (QuickBooks 2018). His innovative teaching style emphasizes the decision maker's perspective and encourages students to think creatively. His graduate studies in educational psychology and 41 years of business experience yield a balanced blend of theory and practice. Mr. Owen was presented the Lifetime Achievement Award in August 2016 by the Two-Year Section of the American Accounting Association.

## Dedication

I would like to thank my wife Kelly for her support and assistance during the creation of this and previous editions of this text. Though our boys are out of the house and pursuing their own interests, she continues to listen to my often crazy ideas for new cases and experiences with college students, providing an excellent sounding board and reality check. You, the boys, their wives, and our grandchildren continue to define what life is all about.

# An Introduction to QuickBooks Online Using the Sample Company

## *Student Learning Outcomes*

*Upon completion of this chapter, the student will be able to do the following:*

- Open the Sample Company provided by Intuit to explore QBO
- Access customer, vendor, and employee information
- Explore banking transactions
- Explore sales and expense transactions
- Explore the chart of accounts
- Explore lists
- Access reports
- Use the Gear icon to view company settings

## Overview

Intuit has provided a Sample Company online to provide new users a test-drive of its QBO product. You will open this Sample Company and explore various features of QBO. In this chapter, you will be viewing the Sample Company looking at customer, vendor, and employee information. You will also be viewing banking, sales, and expense transactions and will be looking at the chart of accounts, lists, reports, and company settings. You will not be making any changes, such as adding a customer, invoice, check, and so on. That will occur in the next chapter.

The author has no control over the dates used by Intuit, and those dates may change, depending on when you are accessing the file online. The dates in the figures supplied by the author in this text may not be the dates on your screen.

## Begin Your Sample Company Walkthrough

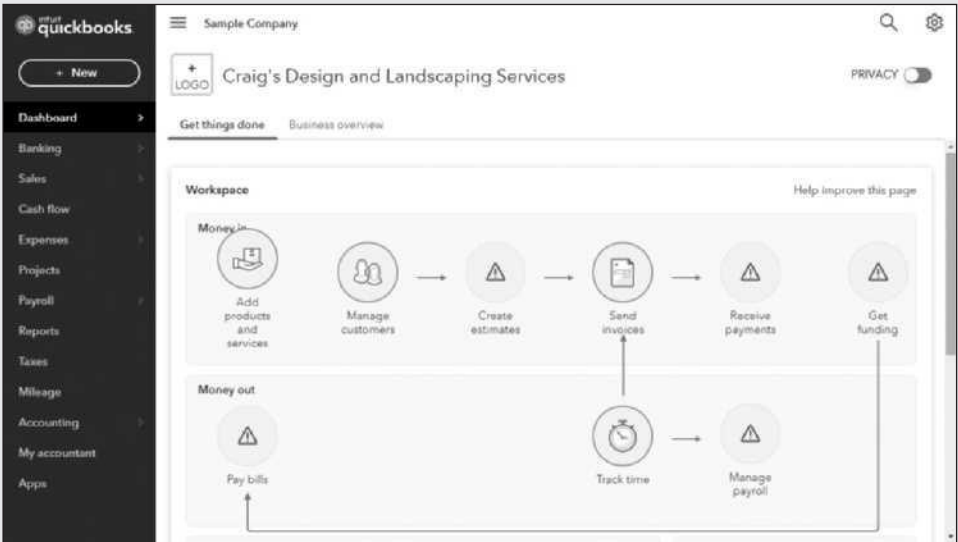
You can use this Sample Company to explore QBO as often as you like. No matter what you do to modify this Sample Company, you will be unable to save it. When you leave and later return, it will look the same as it did initially. Each time you open this Sample Company, it will retrieve your current system date (the actual date you are working on your computer) and place that date under the company name on the home page.

To open the Sample Company, do the following:

- 1 Open your Internet browser.
- 2 Type <https://qbo.intuit.com/redir/testdrive> into your browser’s address text box, press [Enter] to view the Sample Company Dashboard shown in Figure 1.1. Transaction dates may differ on your screen from the figures shown throughout this text.

Figure 1.1


Sample Company Dashboard



- 3 Click the  icon to view the Create menu shown in Figure 1.2.

Figure 1.2

Create menu

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		Inventory qty adjustment
Refund receipt	Vendor credit		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print checks		



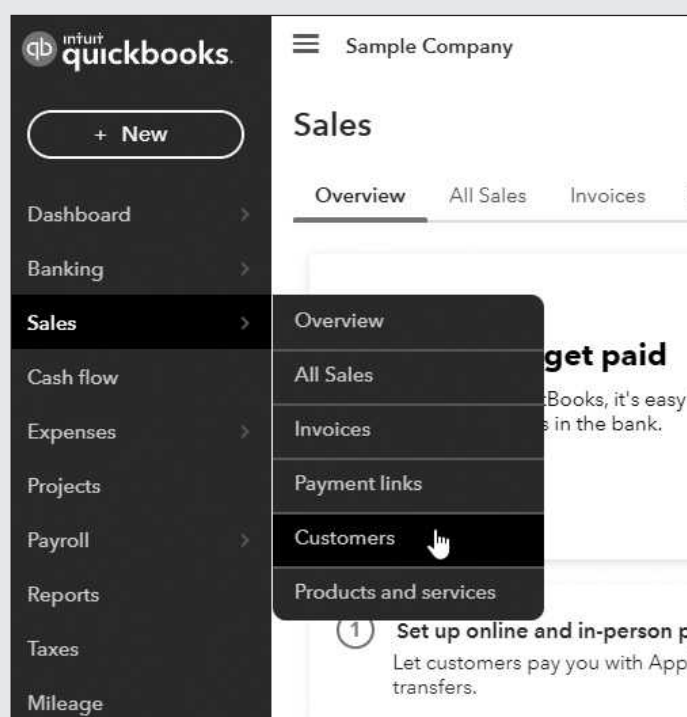
## Customers, Vendors, and Employees

QBO provides easy access to customer information using the navigation bar. In this section, you will open the Customers section in a new tab and drill down to a specific customer and specific transactions related to that customer.

**To access customer information, do the following:**

- 1 Click **Sales** and then click **Customers** as shown in Figure 1.3.

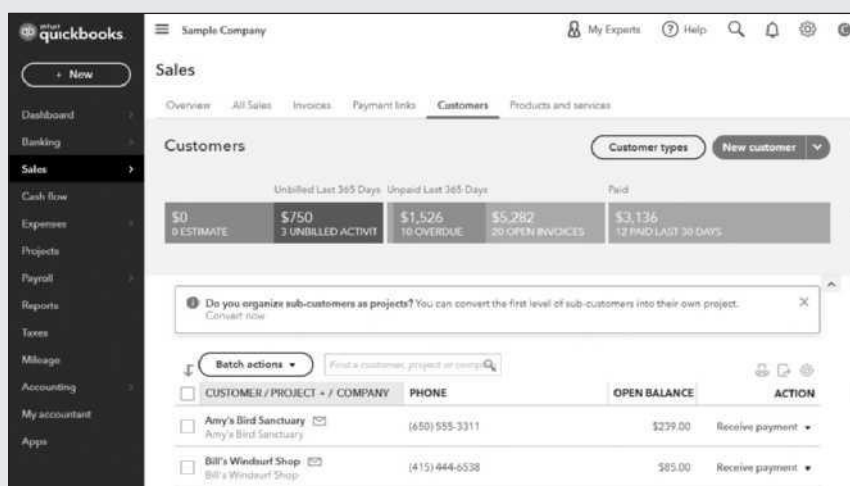
**Trouble?** If the navigation menu does not appear, click the **Show Navigation** icon located next to the words Sample Company. Clicking this icon should reveal and hide the navigation menu each time it's clicked.



**Figure 1.3**

Accessing the Customers window

- 2 The resulting Customers window is then revealed as shown in Figure 1.4.

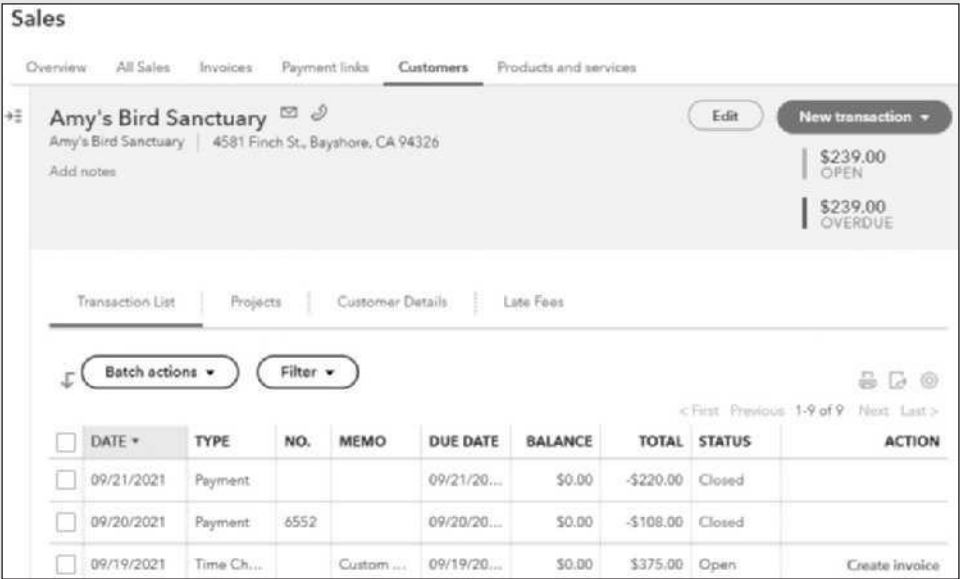


**Figure 1.4**

Customers window

- 3 Click on the **Amy’s Bird Sanctuary** text to view detailed transactions related to that particular customer shown in Figure 1.5.

**Figure 1.5**  
Amy’s Bird Sanctuary



The \$239.00 overdue balance noted at the top of the window correlates to invoice 1021 shown near the bottom of the list. To view it, scroll down the transactions list for Amy’s Bird Sanctuary. (The author has no control over the dates used by Intuit, and those dates may change depending on when you are accessing the file online. The dates, which appear in the figures supplied by the author in this text, may not match the dates that appear on your screen.)

QBO provides easy access to vendor information using the navigation bar. In this section, you will open the Vendors section in a new tab and drill down to a specific vendor and specific transactions related to that vendor.

**To access vendor information, do the following:**

- 1 Click **Expenses** and then click **Vendors** (in a manner similar to what you just did for Sales and Customers previously).
- 2 A vendor listing as shown in Figure 1.6 should appear.

**Expenses**

Expenses **Vendors**

**Vendors** Prepare 1099s New vendor

Unbilled Last 365 Days Unpaid Last 365 Days Paid

\$125 1 PURCHASE ORDER	\$848 4 OVERDUE	\$1,603 5 OPEN BILLS	\$3,892 21 PAID LAST 30 DAYS
---------------------------	--------------------	-------------------------	---------------------------------

Batch actions Find a vendor or company

<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	Schedule payments

Figure 1.6

Vendors information

- 3 Click on the **Brosnahan Insurance Agency** text to view detailed transactions related to that particular vendor shown in Figure 1.7.

**Brosnahan Insurance Agency** Edit New transaction

Brosnahan Insurance Agency | P.O. Box 5, Middlefield, CA 94482

No notes available. Please click to add notes.

Transaction List Vendor Details

Batch actions Filter

< First Previous 1-3 of 3 Next Last >

<input type="checkbox"/>	DATE	TYPE	NO.	PAYEE	CATEGORY	MEMO	TOTAL	ACTION
<input type="checkbox"/>	09/19/2...	Bill Payment (...)	1	Brosnahan Ins...			-\$2,000.00	View/Edit
<input type="checkbox"/>	09/15/2...	Bill		Brosnahan Ins...	Insurance		\$241.23	Schedule pay...
<input type="checkbox"/>	09/15/2...	Bill		Brosnahan Ins...	Miscellan	Opening Bala...	\$2,000.00	View/Edit
Total							\$241.23	

Figure 1.7

Brosnahan Insurance Agency

- 4 Click on the **\$241.23** balance to view the bill received as shown in Figure 1.8.

**Figure 1.8**  
Bill from Brosnahan Insurance Agency

**Bill**

Vendor: Brosnahan Insurance Agency

**BALANCE DUE**  
**\$241.23**

Schedule online payment | Mark as paid

Mailing address: Nick Brosnahan, Brosnahan Insurance Agency, P.O. Box 5

Terms: Net 10 | Bill date: 09/15/2021 | Due date: 09/25/2021 | Bill no.

Tags: Start typing to add a tag | Manage tags

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Insurance		241.23			

Cancel | Make recurring | More | Save | Save and schedule payment

The \$241.23 overdue balance noted at the top of the window correlates to a bill received from an earlier month.

QBO provides easy access to employee information using the navigation bar. In this section, you will open the Employees section in a new tab and drill down to a specific employee and specific transactions related to that employee.

**To access employee information, do the following:**

- 1 Click the **X** in the upper-right corner of the Bill to close it.
- 2 Click **Payroll** and then select **Employees** to reveal an employee listing as shown in Figure 1.9.

**Figure 1.9**  
Employees information

**Employees**

Set up payroll | Create paychecks in minutes | Get payroll taxes done

Need to pay your employees?  
Run payroll quickly and accurately.  
File and pay taxes or let our experts do it for you.  
**Get started**  
Questions? Call 844-832-2909

Add an employee

Filter by name

NAME	PHONE NUMBER	EMAIL ADDRESS	ACTION
Emily Platt			Edit
John Johnson	(540) 555-9645		Edit

- 3 Click **Edit** for John Johnson to view employee information for John Johnson as shown in Figure 1.10.

**Employee Information**

Title \*First name \*Last name  
 John  Johnson

Email  
 Separate multiple emails with commas

\*Display name as  
 John Johnson

Print on check as ☒ Use display name  
 John Johnson

Address map  
 Street  
 City/Town  State/Province  
 ZIP code  Country

Notes

Phone  (540) 555-9645 Mobile

Billing rate (/hr)  
 0.00 ☐ Billable by default

Social Security No.

Employee ID  Gender

Hire date  08/22/2021 Released

Date of birth

Figure 1.10

Employee Information for John Johnson

- 4 Click **Cancel** to close this window.
- 5 Click the **C** icon located in the upper right-hand corner of your window, and then click **Sign out** to close the Sample Company.

## Banking Transactions

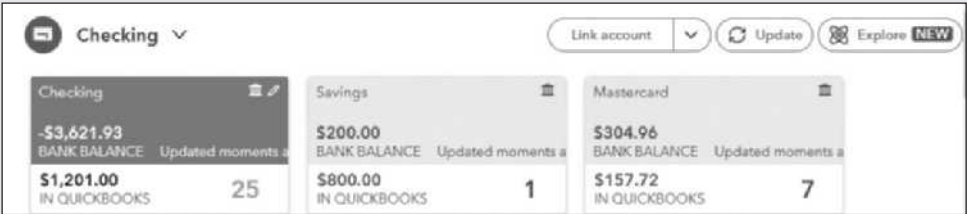
QBO has an online banking feature that lets you automatically connect to your bank and download banking-related transactions. The application automatically matches the banking transaction with a previously recorded QBO transaction. QBO calls this “Recognizing.” This feature is briefly reviewed as this text is academically based and no “real” bank account is linked to this sample, and no “real” bank account will be linked to your student company.

### To view banking transactions, do the following:

- 1 Open your Internet browser.
- 2 Type <https://qbo.intuit.com/redir/testdrive> into your browser’s address text box and then press [Enter] to view the Sample Company home page shown in Figure 1.1. You may be asked to provide security information before proceeding. Click **Continue**.
- 3 Click **Banking** from the navigation bar and then click the **X** in the Your bank connection is all set window to view the Checking page as shown in Figure 1.11.



Figure 1.11  
Checking (partial view)



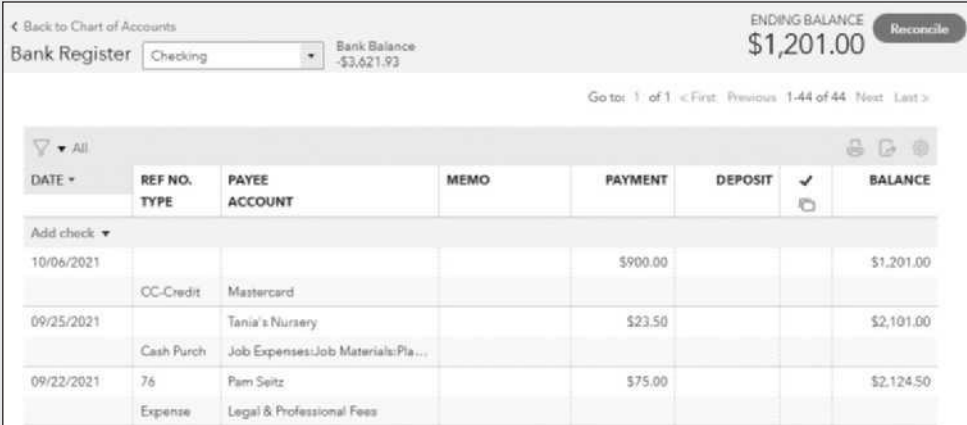
- 4 Scroll down the Checking page to view banking transactions as shown in Figure 1.12.

Figure 1.12  
Checking transactions  
(partial view)

<input type="checkbox"/>	DATE ▼	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	11/17/2021	Books By Bessie	Books by Bessie	Uncategorized Income		\$55.00	Add
<input type="checkbox"/>	10/18/2021	A Rental		Uncategorized Income		\$200.00	Add
<input type="checkbox"/>	10/18/2021	A Rental		Uncategorized Expense	\$1,200.00		Add
<input type="checkbox"/>	09/25/2021	A Rental		Uncategorized Expense	\$800.00		Add
<input type="checkbox"/>	09/22/2021	Pam Seitz	Pam Seitz	2 matches found	\$75.00		View
<input type="checkbox"/>	09/22/2021			1 match found Deposit 09/22/2021 \$868.15		\$868.15	Match

- 5 Scroll back up the Checking page and then click **Go to bank register** on the right to view the traditional checking account register listing each QBO-recorded check, deposit, or cash transaction affecting the checking account shown in Figure 1.13. Close any messages that may appear. You may have to enlarge your window to view the Deposit and Balance columns.

Figure 1.13  
Bank Register (partial view)



Bank deposits, which have not been recorded in QBO, are not recognized and are temporarily classified as Uncategorized Income. Bank charges that have not been recorded in QBO are not recognized and are temporarily classified as Uncategorized Expense.

The Bank Register seen in Figure 1.13 is similar to the general ledger account concept seen in traditional accounting without the debits and credits. The balance is shown after every increase or decrease in the account. In a bank account, increases are deposits and decreases are payments. Registers exist for all assets, liabilities, and equity accounts, and they are a great way to identify and/or correct errors if they occur.

## Sales and Expense Transactions

The next two choices in the navigation bar are sales and expense transactions. The Sales Transactions section provides a listing of recent sales invoices and payments: Some are closed and others are open, meaning payment has not been received. Thus, the action item of receiving payment is listed for all open invoices. This screen also highlights unbilled activity, open balances, overdue balances, and those invoices paid in the last 30 days across the top. You can decide to drill down to view a particular invoice.

### To view sales and expenses transactions, do the following:

- 1 Click **Sales** and then click **All Sales** from the navigation bar to view the Sales section shown in Figure 1.14.

DATE	TYPE	NO.	CUSTOMER	MEMO	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
09/22/2021	Invoice	1037	Son...		10/2...	\$362...	\$36...	Open	Receive payment
09/22/2021	Invoice	1036	Free...		10/2...	\$477...	\$47...	Open	Receive payment
09/22/2021	Pay...		Free...		09/2...	\$0.00	-\$38...	Closed	

Figure 1.14

Sales Transactions (partial view)

- 2 Double-click on Invoice No. **1036** to reveal the invoice shown in Figure 1.15.

Figure 1.15  
Invoice #1036

Invoice #1036

Take a tour ⚙️ ? Help

Customer ⓘ  
oods:0969 Ocean View Road

Customer email ⓘ  
Sporting\_goods@intuit.com

Co/Bcc  
☐ Send later ⓘ

BALANCE DUE  
**\$477.50**  
Receive payment

Billing address  
Sasha Tillou  
Freeman Sporting Goods  
370 Easy St.  
Middlefield, CA 94482

Terms ⓘ  
Net 30

Invoice date  
09/22/2021

Due date  
10/22/2021

Create recurring invoice

Tags ⓘ  
Start typing to add a tag

Manage tags

#	PRODUCT/SERVICE ⓘ	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
1	Landscaping:Sod	Sod	5	10	50.00	✓	
2	Landscaping:Soil	2 cubic ft. bag	5	10	50.00	✓	
3	Landscaping:Gardening	Weekly Gardening Service	3.5	25	87.50		

- 3 Click **Cancel** to close Invoice No. 1036.

The Expense Transactions section will provide a listing of recent credit card charges, bills, expenses, purchase orders, checks, bill payments, and cash payments. You can decide to drill down to view a particular credit card transaction.

- 4 Click **Expenses** and then click **Expenses** again from the navigation bar to view the Expense Transactions section shown in Figure 1.16.

Figure 1.16  
Expense Transactions (partial view)

Expenses Vendors

Expense Transactions

Print Checks ▾ New transaction ▾

Filter ▾ Last 365 Days

Batch actions ▾

< First Previous 1-63 of 63 Next Last >

<input type="checkbox"/>	DATE ▾	TYPE	NO.	PAYEE	CATEG	MEMO	TOTAL	ACTION
<input type="checkbox"/>	10/17/2021	Credit Card Ex...			▾		\$34.00	
<input type="checkbox"/>	10/06/2021	Credit Card Cr...			▾	Mo...	-\$900.00	
<input type="checkbox"/>	10/04/2021	Credit Card Ex...		Squeaky Kleen Car Wash	▾		\$19.99	
<input type="checkbox"/>	09/28/2021	Credit Card Ex...		Hicks Hardware	▾		\$42.40	

- 5** Click **Squeaky Kleen Car Wash** to reveal the charge as shown in Figure 1.17.

The screenshot shows the 'Expense' window in QuickBooks. At the top, the 'Payee' is 'Squeaky Kleen Car Wash' and the 'Bank/Credit account' is 'Mastercard'. The 'Balance' is \$157.72. The 'AMOUNT' is \$19.99. Below this, the 'Mailing address' is 'Squeaky Kleen Car Wash', the 'Payment date' is '10/04/2021', and the 'Payment method' is 'Choose payment me'. There is a 'Ref no.' field. Below the payment details, there is a 'Tags' section with a search bar and a 'Manage tags' link. The 'Category details' section shows a table with two rows: Row 1 has '1' in the '#', 'Automobile' in the 'CATEGORY', and '19.99' in the 'AMOUNT'. Row 2 has '2' in the '#'. Below the table are 'Add lines' and 'Clear all lines' buttons. The 'Item details' section is partially visible at the bottom.

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Automobile		19.99			
2						

**Figure 1.17**

Expense window (credit card charge for \$19.99)

- 6** Click **Cancel** to close the credit card charge window.

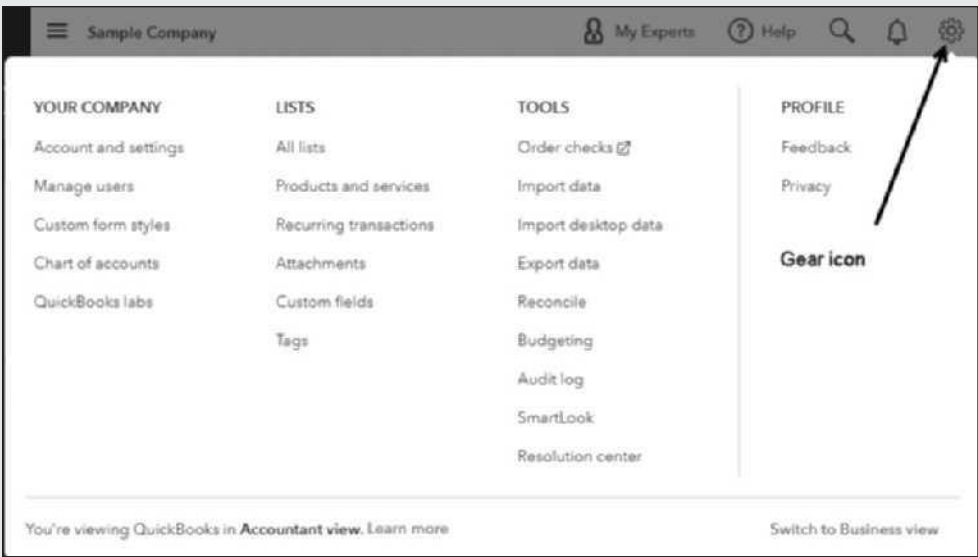
## Settings

The Settings window (also known as the Gear window) is accessed by clicking the Gear icon located in the upper-right portion of the QBO window. Here you can modify your company settings, products and services, and budgets as well as reconcile bank accounts.

**To view the Settings window and examine the Sample Company's settings:**

- 1** Click the **Gear** icon as shown in Figure 1.18.

**Figure 1.18**  
Company Settings window



**2** Click **Account and settings** to view company name, type, address etc. as shown in Figure 1.19.

**Figure 1.19**  
Account and Settings window

Account and Settings		
Company	Company name	
Usage	logo	
Sales	Company name	Craig's Design and Landscaping Services
Expenses	Legal name	Same as company name
Advanced	EIN/SSN	-
	Company type	Tax form Industry
		Not sure/Other/None Transportation and Warehousing
	Contact info	Company email Customer-facing email Company phone Website
		noreply@quickbooks.com Same as company email - -
	Address	Company address
		123 Sierra Way, San Pablo, CA 87999

**3** Click **X** to close the Account and Settings window.

## Chart of Accounts

A chart of accounts is a listing of all accounts available. Each account is assigned a type and a detailed type. The Sample Company's chart of accounts has been modified from the default chart of accounts and tailored to this company's needs. Not all companies need these particular accounts, and some will need additional accounts.

**To view the Sample Company's chart of accounts, do the following:**

- 1 Click the **Gear** icon and then click **Chart of Accounts** to view the Chart of Accounts section. Then click **See your Chart of Accounts** to view the Sample Company's chart of accounts as shown in Figure 1.20.

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BAL	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	Accounts receivable	Accounts Receivable	5,281.52		View register

**Figure 1.20**

Chart of Accounts (partial view)

- 2 Scroll down the chart of accounts. Each asset, liability, and equity account has a View register action item listed.
- 3 As you scroll down, you will see that the balance in the chart of accounts for accounts payable (A/P) is \$1,602.67.
- 4 Click **View register** on the Accounts Payable line of the chart of accounts to view the register for accounts payable shown in Figure 1.21. The ending balance in the A/P Register matches the \$1,602.67 balance specified in the chart of accounts listing. (Remember to ignore dates in this Sample Company problem.)



Figure 1.21

A/P Register

Back to Chart of Accounts

A/P RegisterAccounts Payable (A/P)

ENDING BALANCE  
\$1,602.6

Go to: 1 of 1 < First Previous 1-25 of 25 Next Last >

All

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	DUE DATE	BILLED	PAID	OPEN BALANCE
09/22/2021		Norton Lumber and Building Mat...		09/22/2021	\$205.00		\$205.00
	Bill	-Split-					
09/22/2021	1	Norton Lumber and Building Mat...				\$103.55	\$0.00
	Bill Payment	Mastercard					
09/22/2021	1	Cal Telephone				\$56.50	\$0.00
	Bill Payment	Mastercard					
09/22/2021		Robertson & Associates		09/22/2021	\$315.00		\$315.00

- 5 Click **Back to Chart of Accounts** located at the top of the A/P Register.
- 6 Scroll down the chart of accounts to see that each revenue and expense account has a **Run Report** action item listed. Click **Run Report** on the Landscaping Services account line to view an Account QuickReport for this account.
- 7 Scroll to the top of this Account QuickReport report. Select **This Year-to-date** from Report period drop-down list, and then click **Run report** to view the report shown in Figure 1.22.

Figure 1.22

Account QuickReport

Account QuickReport

Back to Chart of Accounts

Report period

This Year-to-date01/01/2021to10/18/2021

CustomizeSave customization

Rows/columns

Group byAccount

Run report

Filters: Distribution Account X

SortAdd notes

Craig's Design and Landscaping Services

Account QuickReport

January 1 - October 18, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
- Landscaping Services								
06/07/2021	Invoice	1030	Freeman Sporting Goods@...	Weekly Gardening Service	Landscaping Services		\$0.00	\$0.00
06/07/2021	Invoice	1002	Bill's Windsurf Shop	Weekly Gardening Service	Landscaping Services		140.00	140.00
07/08/2021	Invoice	1031	Freeman Sporting Goods@...	Weekly Gardening Service	Landscaping Services		90.00	280.00
08/04/2021	Invoice	1016	Kookies by Kathy	Weekly Gardening Service	Landscaping Services		75.00	355.00
08/09/2021	Invoice	1025	Amy's Bird Sanctuary	Weekly Gardening Service	Landscaping Services		120.00	475.00

Lists

Lists in QBO provide you with an easy and quick way to view a collection of common items. Some of the more common lists include the chart of accounts, products and services, and terms. You can decide to view a summary of all the lists available in QBO and explore the list of terms.

To view a list of lists and the list of terms, do the following:

- 1 Click the **Gear** icon and then click **All Lists** to view a list of lists shown in Figure 1.23.

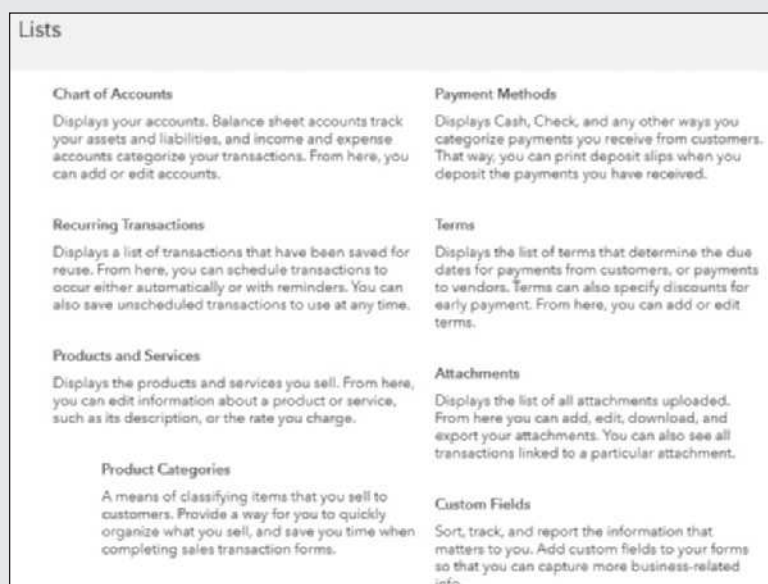


Figure 1.23

Lists

- 2 Click **Terms** to view the list shown in Figure 1.24.

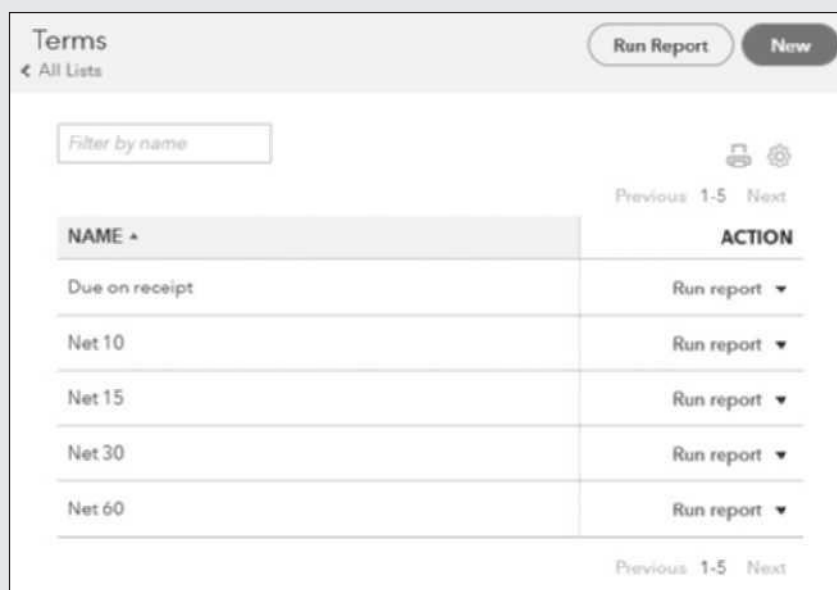


Figure 1.24

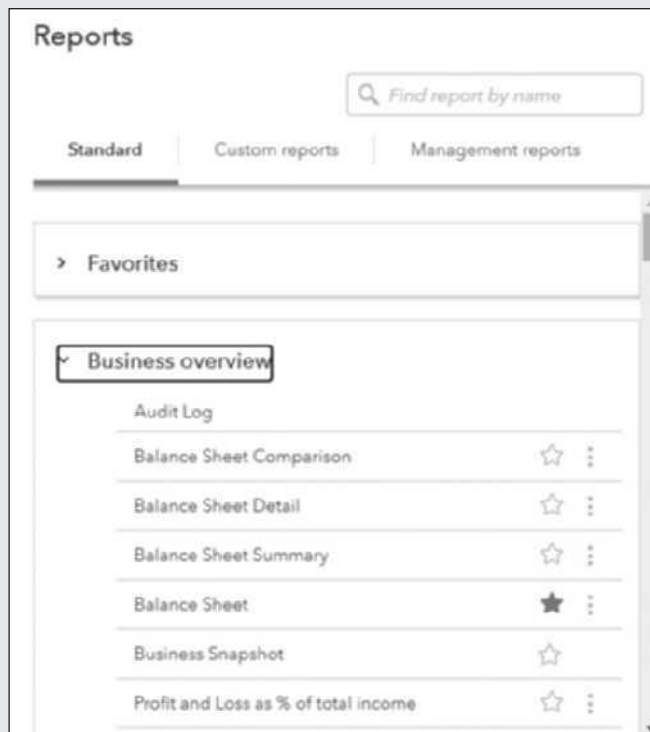
Terms

## Reports

QBO comes with many predesigned reports for use in business, all of which you can customize for your particular needs. For instance, you can decide to focus on the common financial statement reports: the Income Statement (known in QBO as the Profit and Loss report), Balance Sheet, and Statement of Cash Flows.

- 1 Click **Reports** from the navigation bar.
- 2 Click **Standard** and then click **Favorites** to hide any reports QBO had tagged as a favorite.
- 3 Scroll down the page to see Business overview report options shown in Figure 1.25.

**Figure 1.25**  
Business overview reports



- 4 Scroll down the page and then click **Profit and Loss**. Click **Collapse** and then scroll to the top of the report to view the top part of the Profit and Loss Report shown in Figure 1.26. (If you view the entire report, you would note that clicking the **Collapse** text summarizes details under a heading. For example, Landscaping Services is shown as one number when Collapse is selected. Clicking **Expand** would show more detail. You will learn more about customizing and creating other reports in Chapter 10. Remember, the dates on your screen may differ from those shown in the figure.)

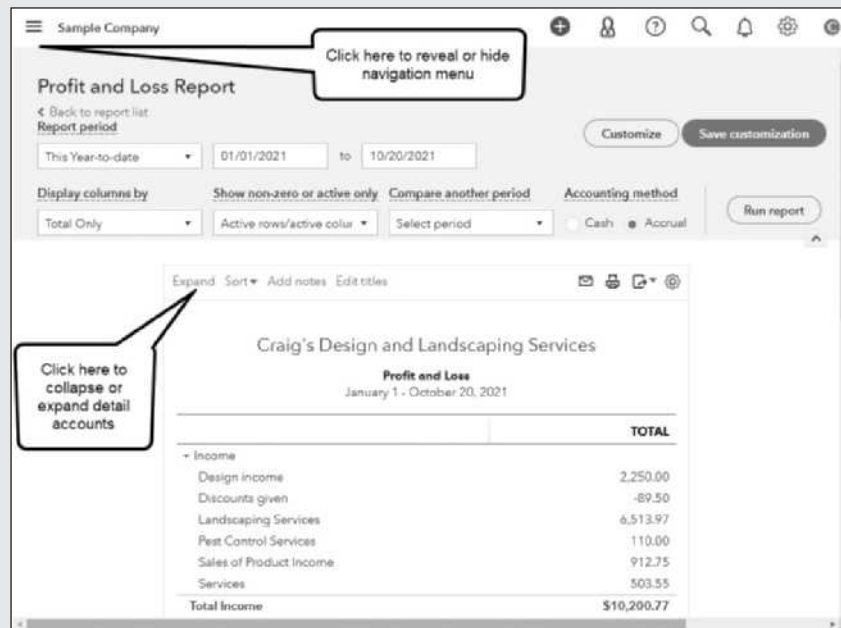


Figure 1.26

Profit and Loss Report (partial view)

- 5 Click **Reports**, then scroll to find and click **Balance Sheet**, and then scroll to the top of the report to view the top part of the Balance Sheet Report shown in Figure 1.27.

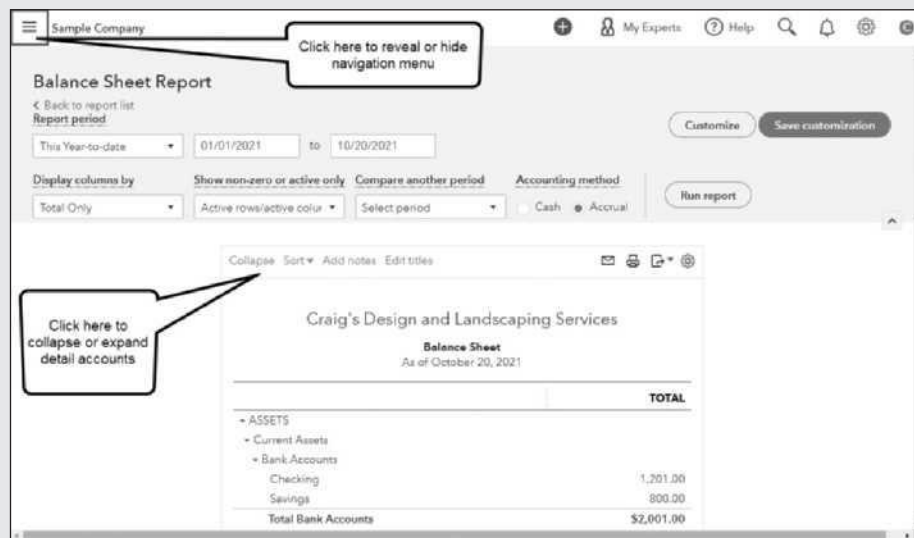
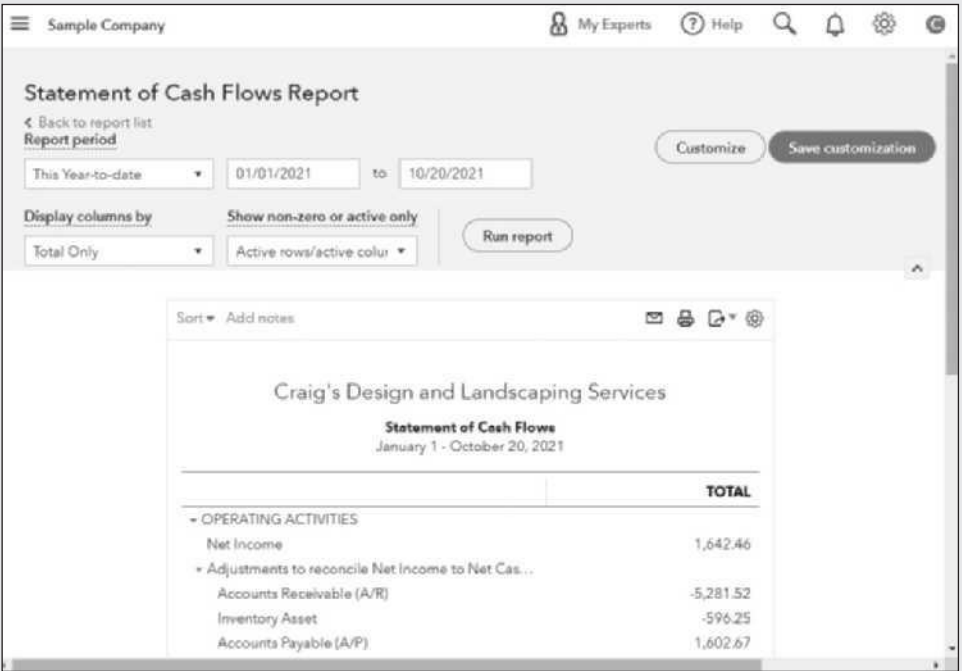


Figure 1.27

Balance Sheet Report (partial view)

- 6 Click **Reports**, then scroll to find and click **Statement of Cash Flows**, and then scroll to the top of the report to view the top part of the Statement of Cash Flows Report shown in Figure 1.28.

**Figure 1.28**  
Statement of Cash Flows Report

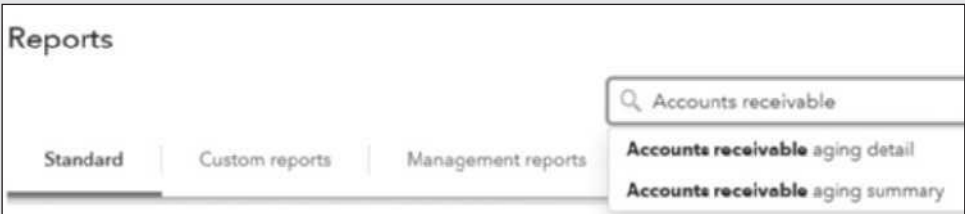


Alternatively, you can easily find a report if you know its name or part of its name. For example, if you wanted to access a report dealing with accounts receivable (A/R), you would type Accounts receivable into the report search box located in the Reports section.

**To find a report related to accounts receivable, do the following:**

- 1 Click **Reports** and type **Accounts receivable** in the Find report by name search box. Note the two reports that match your search as shown in Figure 1.29.

**Figure 1.29**  
Reports



## Company Settings

Five tabs are in the Settings section of QBO: Company, Usage, Sales, Expenses, and Advanced. You can edit these by clicking on the Pencil icon to the right of each section. The settings for the Sample Company have been modified from

the default settings provided when QBO first creates a company. These options in the Settings section change the way QBO appears to the user. For example, in the Advanced section, if time tracking is turned off, no time tracking features will be available in QBO. Also, if purchase orders are turned off in the Expenses section, no purchase orders will be available in QBO. You can decide to view each of these sections to learn more about what options you are given in QBO.

- 1 Click the **Gear** icon and then click **Account and settings**, and click the **Company** tab to view the Company Settings section shown in Figure 1.30.

Account and Settings		
Company	Company name: [Logo Placeholder]	
Usage		
Sales		
Expenses		
Advanced		
	Company name	Craig's Design and Landscaping Services
	Legal name	Same as company name
	EIN/SSN	-
	Company type	Tax form: Not sure/Other/None
		Industry: -
	Contact info	Company email: noreply@quickbooks.com
		Customer-facing email: Same as company email
		Company phone: -
		Website: -
	Address	Company address: 123 Sierra Way, San Pablo, CA 94999

Figure 1.30

Company settings

- 2 Click the **Sales** tab in the Account and Settings window to view options provided as shown in Figure 1.31.

Account and Settings		
Company	Customize: Customize the way forms look to your customers	
Usage	Customize look and feel	
Sales		
Expenses		
Advanced		
	Sales form content	Preferred invoice terms: Net 30
		Preferred delivery method: Print later
		Shipping: Off
		Custom fields: Off
		Custom transaction numbers: Off
		Service date: Off
		Discount: On
		Deposit: Off
		Tips (Gratuity): Off
		Tags: On
	Products and services	Show Product/Service column on sales forms: On
		Show SKU column: Off

Figure 1.31

Sales settings

- 3 Click the **Expenses** tab in the Account and Settings window to view options provided as shown in Figure 1.32. Note that this is where you can turn purchase orders on or off.

Figure 1.32

Expenses settings

The screenshot shows the 'Account and Settings' window with the 'Expenses' tab selected. The left sidebar contains tabs for Company, Usage, Sales, Expenses (highlighted), and Advanced. The main area is divided into sections: 'Bills and expenses' with settings for 'Show items table on expense and purchase forms' (On), 'Show Tags field on expense and purchase forms' (On), 'Track expenses and items by customer' (On), 'Make expenses and items billable' (On), and 'Default bill payment terms'. Below this is the 'Purchase orders' section with 'Use purchase orders' set to 'On'. The 'Messages' section shows 'Default email message sent with purchase orders'. Each setting has an edit icon (pencil) to its right.

- 4 Click the **Advanced** tab in the Account and Settings window to view options provided as shown in Figure 1.33. Note that this is where you change your company type to corporation, sole proprietor, etc.

Figure 1.33

Advanced settings

The screenshot shows the 'Account and Settings' window with the 'Advanced' tab selected. The left sidebar shows the 'Advanced' tab highlighted. The main area is divided into sections: 'Accounting' with settings for 'First month of fiscal year' (January), 'First month of income tax year' (Same as fiscal year), 'Accounting method' (Accrual), and 'Close the books' (Off). Below this is the 'Company type' section with 'Tax form' set to 'Not sure/Other/None'. The 'Chart of accounts' section includes 'Enable account numbers' (Off), 'Discount account' (Discounts given), 'Tips account', and 'Billable expense income account' (Billable Expense Income). The 'Categories' section has 'Track classes' (Off) and 'Track locations' (Off). Each setting has an edit icon (pencil) to its right.

- 5 Click **Done** to close the Settings window.

## End Note

In this chapter, you have used Intuit’s Sample Company to practice navigating QBO. You have accessed customer, vendor, and employee information; viewed various transactions; and viewed the chart of accounts, lists, reports, and company settings. In Chapter 2, you will either register as a new student or accept an invitation to work a case your instructor assigns you. In Chapter 3, you will use the Sample Company to learn how to modify settings, the chart of accounts, beginning balances, and products and services. In Chapters 4 through 10, you will use the same Sample Company to learn how to add operating, investing, and financing activities; reconcile a bank account; create a budget; add adjusting entries; and prepare financial statements and reports.



## Chapter 1 Questions

- 1 What steps do you take to view customer information?
- 2 What steps do you take to view detail transactions related to a particular customer?
- 3 What steps do you take to view a specific bill from a specific vendor?
- 4 What steps do you take to view a specific employee's information?
- 5 How are bank deposits, which have not been recorded in QBO, classified?
- 6 How are bank charges, which have not been recorded in QBO, classified?
- 7 Opening the Sales Transaction section of QBO will provide a listing of \_\_\_\_.
- 8 Opening the Expense Transaction section of QBO will provide a listing of \_\_\_\_.
- 9 What lists are available in QBO?
- 10 What steps do you take to view all reports related to accounts payable (A/P)?

## Chapter 1 Matching

- |                               |       |   |
|-------------------------------|-------|---|
| a. Navigation bar             | _____ | An employee in the Sample Company                       |
| b. Amy's Bird Sanctuary       | _____ | Bank deposits not yet recognized                        |
| c. Brosnahan Insurance Agency | _____ | Exist for all asset, liability, and equity accounts     |
| d. Recognizing                | _____ | Specify due dates for payment to/from vendors/customers |
| e. Uncategorized Income       | _____ | Used to access a list of sales and expense transactions |
| f. Uncategorized Expense      | _____ | A vendor in the Sample Company                          |
| g. Registers                  | _____ | A listing of all accounts available                     |
| h. John Johnson               | _____ | Bank charges not yet recognized                         |
| i. Terms                      | _____ | A customer in the Sample Company                        |
| j. Chart of accounts          | _____ | Matching a banking transaction with a QBO transaction   |

# An Overview of QuickBooks Online

## *Student Learning Outcomes*

*Upon completion of this chapter, the student will be able to do the following:*

- Identify the basic features of QuickBooks Online (QBO)
- Explain how QBO is similar to and differs from the desktop version of QuickBooks
- Open the QBO company you created in the Preface to this text
- Provide information to QBO about your company
- Successfully navigate the QBO Dashboard
- Assign their instructor as their “Accountant”
- Use QBO’s help feature

## Overview

The focus of this chapter is to introduce you to QuickBooks Online (QBO) and get your account and company established. A description of QBO will be provided along with a brief comparison of how QBO differs from its desktop version. This text includes instructions provided by Intuit to create your own personal account with Intuit and create one and only one company. You will assign your company a name that includes your name for identification purposes. Welcome to the journey.



Navigate your browser to the Video Tutorials provided by Intuit (see website address specified in the Preface to this text) and then search on how to get started in QuickBooks Online.

## What Is QBO?

QBO is an online version of the popular QuickBooks accounting software developed by Intuit. The software is designed to capture common business events like purchases from and payments to vendors; sales to and collections from customers; payments and receipts to/from other operating, investing, and financing activities; period end accrual adjustments; and reports. Reports include the standard financial statements, including the income statement, statement of stockholders’ equity, balance sheet, statement of cash flows, and other useful reports like accounts receivable aging. All interaction with QBO is done via an Internet connection. In other words, if you have not connected to the Internet, you will have no QBO. In other words, QBO cannot work offline.

All interaction with QBO is done online; there are no files to maintain on a computer, and everything is saved online. Thus, there is no need for backup files. The monthly fee for using QBO covers one and only one company. This text includes access codes for the user to create one company online for a limited amount of time.

## How Is QBO Similar to/Different than the Desktop Version of QuickBooks Accountant?

---

Even though these two products share the name “QuickBooks,” they are unrelated. QBO isn’t a copy of QuickBooks that has been web enabled. They are different products with different database structures and approaches to solving problems even though both were developed in-house by Intuit to capture and report on accounting events.

Not all features available in QBO are available in the Windows desktop version of QuickBooks Accountant (QBDT). Likewise, not all features of QBDT are available in QBO. QBO requires an Internet connection. QBDT requires installation of software on to a computer. QBO requires a monthly fee. QBDT requires a one-time purchase and no monthly fees.

A key difference is that because QBO is online, it works on multiple operating systems (Windows, Apple, etc.) and multiple devices (desktops, laptops, smart phones, or tablets). The same cannot be said for QBDT. Intuit requires different software for QBDT to run on a Windows-based or an Apple-based computer. In this text, QBDT will always mean the Windows version of QuickBooks Accountant.

Some additional notable differences are the following:

- QBDT can be used for an unlimited number of companies; QBO limits you to four companies as assigned by your instructor. Need to manage more than four company outside of your class using QBO? Each will cost you another monthly fee.
- QBO can automatically download bank transactions for no additional cost.
- QBDT can track inventory purchases and sales based on an average cost assumption or a first-in-first-out assumption.
- QBO can track inventory purchases and sales based only on a first-in-first-out assumption.
- QBDT can account for the receipt of inventory items (receive items function) based on a purchase order; QBO cannot and calls inventory products and services.
- QBO can automatically schedule and send invoices, whereas QBDT cannot.
- QBDT can perform manual payroll without paying Intuit a monthly payroll processing fee. QBO encourages you to sign up for its payroll service and makes manually processing payroll difficult.
- QBO can be accessed from anywhere in the world where you have access to the Internet. QBDT requires a computer with the QuickBooks application and data files installed.
- QBDT provides for profit and loss as well as balance sheet budgeting. QBO only provides for profit and loss budgeting.
- QBO operates irrespective of platform (desktop, laptop, mobile device, or tablet) or operating system (Microsoft Windows or Apple iOS). QBDT does have a version of QuickBooks for both of those operating systems, but they are different and require two separate application purchases.

- QBDT includes a fixed asset management system, which will calculate depreciation and maintain detailed fixed asset records by individual asset, whereas QBO does not calculate depreciation and does not maintain detailed records of fixed assets.
- QBO provides automatic upgrades; this is a good and a bad feature. With QBO, you are almost always running the most current version (whether you want to or not).

## How to Open the QBO Company You Created in the Preface

Instructions for both instructors and students are found in the Preface to this text. You must complete this registration process before you can proceed in this chapter.

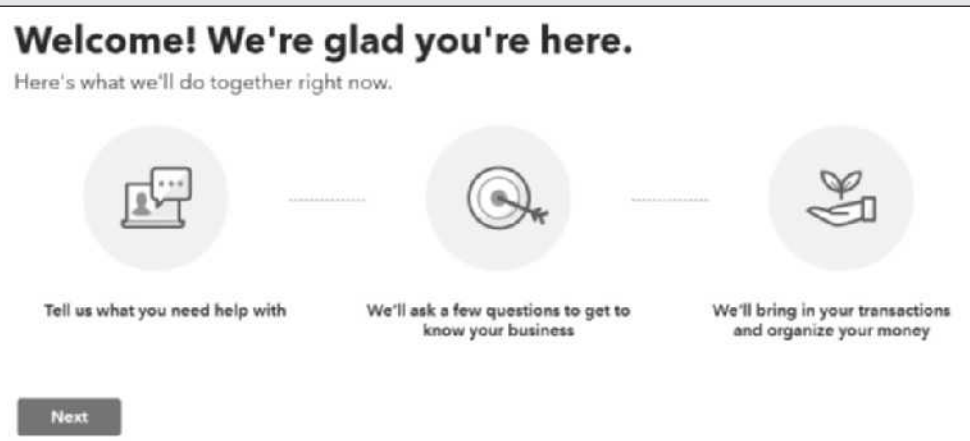
Once you completed your QBO registration, you were presented with a QBO company shell (meaning a QBO company without any details). You were then instructed to sign out of QBO. In this section of the text, you are to return to that QBO company and add some additional information. When you return to that company you will be presented a series of questions to set up your company in QBO. Since you exited QBO before answering questions in the Preface, QBO automatically returns you to the setup questions. Once you have completed this setup process, QBO will open your company dashboard.

### To login to the company you created in the Preface to this text:

- 1 Type **<https://qbo.intuit.com/>** into your web browser.
- 2 Enter your User ID and password and then click **Sign In**.
- 3 Click **Skip for now** when asked to verify your number. Your company welcome window should now appear and look like Figure 2.1.

Figure 2.1

Welcome window



- 4 Click **Next** to answer the business name question. Type **Case 01 - Student Name (ID Number)** or whatever name your instructor specifies as shown in Figure 2.2.

## What's your business name?

We'll use this to get you started in QuickBooks.

Legal business name

Case 01 - Student Name (ID Number)

☐ I'm moving from QuickBooks Desktop™ and want to bring in my data.

Back

Next

Figure 2.2

Business name

- 5 Click **Next** to answer the industry question. Click **Skip for now**.
- 6 Click **C Corp** to answer the type of business question as shown in Figure 2.3.

## What kind of business is this?

Tell us about your business structure. We use this to help categorize your transactions.



Sole proprietor



Partnership



Non-profit  
organization



S Corp



C Corp



I'm not sure

Back

Next

Figure 2.3

Type of business

- 7 Click **Next** to answer the question about how your business makes money. Click **Provides services** and **Sells products** as shown in Figure 2.4.

**Figure 2.4**  
How your business makes money

### How does your business make money?

We tailor your accounting categories based on your answer. Select all that apply.

Provides services

Sells products

Something else

Back


Next


8 Click **Next** to answer the question about your main role. Click **Bookkeeper or Accountant** as shown in Figure 2.5.


**Figure 2.5**  
Your main role


### What's your main role at Case 01 - Student Name (ID Number)?

We'll customize QuickBooks based on your answer.

  
Owner or Partner

  
Employee

  
Bookkeeper or Accountant

  
Other

Back


Next


9 Click **Next** to answer the question about who works at this business. Click **We plan to hire in the future** as shown in Figure 2.6.


**Figure 2.6**  
Who works at this business


### Who works at this business?


Help us understand who's on your team. Select all that apply.

  
Only the owner

  
Employees

  
Contractors

  
A few partners and owners

  
We plan to hire in the future

Back

Next

- 10 Click **Next** to answer the question about what apps you use. Click **Skip for now**.
- 11 Click **Skip for now** in the Link your accounts window.
- 12 Click the choices specified in Figure 2.7. Click **Next** to move to the next window.

**What is everything you want to set up?**  
Your choices help build your setup guide. You can still use every part of QuickBooks.

<input type="checkbox"/> Accept online payments	<input checked="" type="checkbox"/> Invoice customers
<input checked="" type="checkbox"/> Enter and pay bills	<input checked="" type="checkbox"/> Track receipts & expenses
<input checked="" type="checkbox"/> Track time	<input checked="" type="checkbox"/> Pay employees or contractors
<input checked="" type="checkbox"/> Manage inventory	<input checked="" type="checkbox"/> Add sales
<input type="checkbox"/> Protect my business with insurance	<input checked="" type="checkbox"/> Manage sales tax

**Back** **Next**

Figure 2.7

Choices to build your setup guide

- 13 Click **No, I don't want a free trial** when asked if you are ready for a free trial of QuickBooks Payroll, then click **Next**.
- 14 Click **Let's go** to complete the setup process. At this point, click **Take a quick tour** or close the Welcome to QuickBooks window to view your company dashboard as shown in Figure 2.8.

**init quickbooks**

**+ New**

**Dashboard**

Banking

Sales

Cash flow

Expenses

Projects

Payroll

Time

Reports

Taxes

Mileage

**Case 01 - Student Name (ID Number)**

**PRIVACY**

**Get things done** **Business overview**

**Money in**

**Manage Inventory**

**Manage sales channels**

**Send invoices**

**Get paid**

**Ship & track orders**

**Get funding**

Figure 2.8


Company dashboard



15 Click the **Settings** icon to view the settings menu shown in Figure 2.9.

Figure 2.9

Settings menu

YOUR COMPANY	LISTS	TOOLS	PROFILE
Account and settings	All lists	Order checks 	Feedback
Manage users	Products and services	Import data	Refer a friend
Custom form styles	Recurring transactions	Import desktop data	Privacy
Chart of accounts	Attachments	Export data	Switch company
QuickBooks labs	Custom fields	Reconcile	
	Tags	Budgeting	
		Audit log	
		SmartLook	

16 Click **Account and Settings** to view the Account and Settings section shown in Figure 2.10.

Figure 2.10

Account and Settings section

Account and Settings

Company

Billing & Subscription

Usage

Sales

Expenses

Payments

Time

Advanced

Company name

Company name

Legal name

EIN/SSN

Company type

Tax form

Industry

Contact info

Company email

Customer-facing email

Company phone

Website

logo

Case 1

Same as company name

Not sure/Other/None

x

samplestudent2024@gmail.com

Same as company email

-

-

Help

X

Done

17 Click the **Company** tab and then click the **Pencil** icon in the Company name section of Account and Settings.

18 Confirm that **Case 01 - Student Name (ID Number)** replacing Student Name with your name and ID Number is in the Company Name text box and then place a check in the Same as company name check box as shown in Figure 2.11.

**Account and Settings**

**Company**

**Company name**  
Shown on sales forms and purchase orders.

**Company logo**  
Shown on sales forms and purchase orders.

**Company name**  
Shown on sales forms and purchase orders.

**Legal name**  
Used on forms like 1099s.

**EIN/SSN**

☒ Same as company name

☐ EIN ☐ SSN

12-3456789

**Company type**

**Tax form**

**Industry**

Not sure/Other/None

**Cancel** **Save**

**Done**

Figure 2.11

Changing your company name

- 19 Click **Save** to save your company name change.
- 20 Click the **Pencil** icon in the Company type section of Account and Settings
- 21 Confirm that Corporation is selected as the tax form as shown in Figure 2.12. The other options for Company type are shown. Depending on the case you're assigned, these may be more appropriate selections.

**Company type**

**Tax form**

**Industry**

**Contact info**

Company email

Customer-facing email

Company phone

Website

Corporation, one or more shareholders (Form 1120)

Sole proprietor (Form 1040)

Partnership or limited liability company (Form 1065)

Small business corporation, two or more owners (Form 1120S)

Corporation, one or more shareholders (Form 1120)

Nonprofit organization (Form 990)

Limited liability

Not sure/Other/None

Figure 2.12

Choosing company type

- 22 Click **Save**.
- 23 Click the **Pencil** icon in the Address section of Account and Settings.
- 24 Type the address shown in Figure 2.13 into the Address section of Account and Settings. Remember that, depending on the case you're assigned, your case address may be different.

**Figure 2.13**  
Company address

Address

**Company address**  
Address where your company is based. This address is used to calculate applicable taxes for your QBO subscriptions and is your default company address.

Street address

7680 Girard Ave

City

La Jolla

State

California

▼

ZIP code

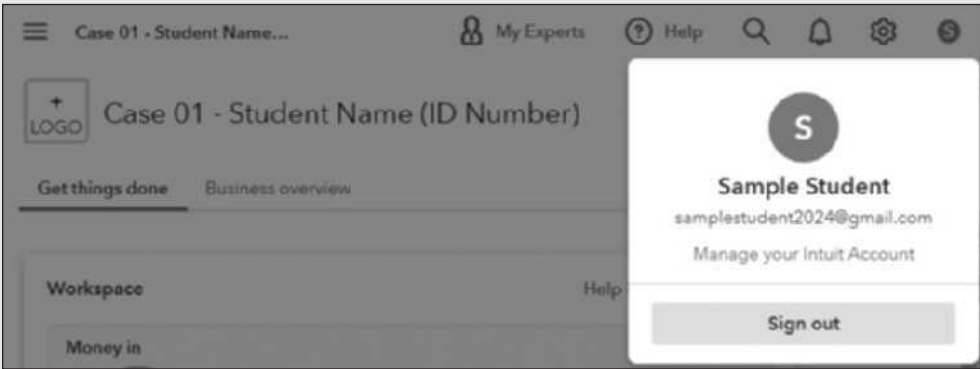
92037

Cancel

Save

- 25 Click **Save**.
- 26 Click the **Sales** tab.
- 27 Make sure that the Preferred invoice terms are set to Net 30 in the Sales form content section and that Track inventory quantity on hand is On in the Products and services section.
- 28 Click **Done**.
- 29 Sign out of your QBO file by clicking on your account. In Figure 2.14, this is illustrated by clicking on the **S** in the upper right-hand corner of you QBO window and then clicking **Sign out**. Your window will look different.

**Figure 2.14**  
Signing out of QBO



## Navigating QBO

The Dashboard provides links to various tasks and resources. Clicking **Banking** in the navigation bar will let you set up a new checking account and view checking transactions. Clicking **Sales** in the navigation bar provides access to adding invoices and new customers, viewing existing balances, and highlighting overdue accounts. Clicking **Expenses** provides access to adding new expenses, new vendors, viewing existing balances, and highlighting overdue accounts. Clicking **Payroll** provides access to adding new employees and viewing payroll information. The Transactions and Reports links will be addressed later in this text.

First you'll need to login to your account and retrieve your QBO company.

Keep in mind that in this section, you'll be navigating QBO but not making any substantial changes to your Company. Modifications to your Company will occur in Chapter 3.



Navigate your browser to the Video Tutorials provided by Intuit (see website address specified in the Preface to this text) and then search on how to Navigate QuickBooks Online: Menus, Transactions, and Set Up

### To login to the case you modified earlier in this chapter:

- 1 Type <https://qbo.intuit.com/> into your web browser.
- 2 Enter your User ID and password and then click **Sign In**.
- 3 Click **Skip for now** when asked to verify your number.
- 4 Click **Case 01 - Student Name** (Your window will include your name instead of Student Name) to view your QBO dashboard as shown in Figure 2.15.

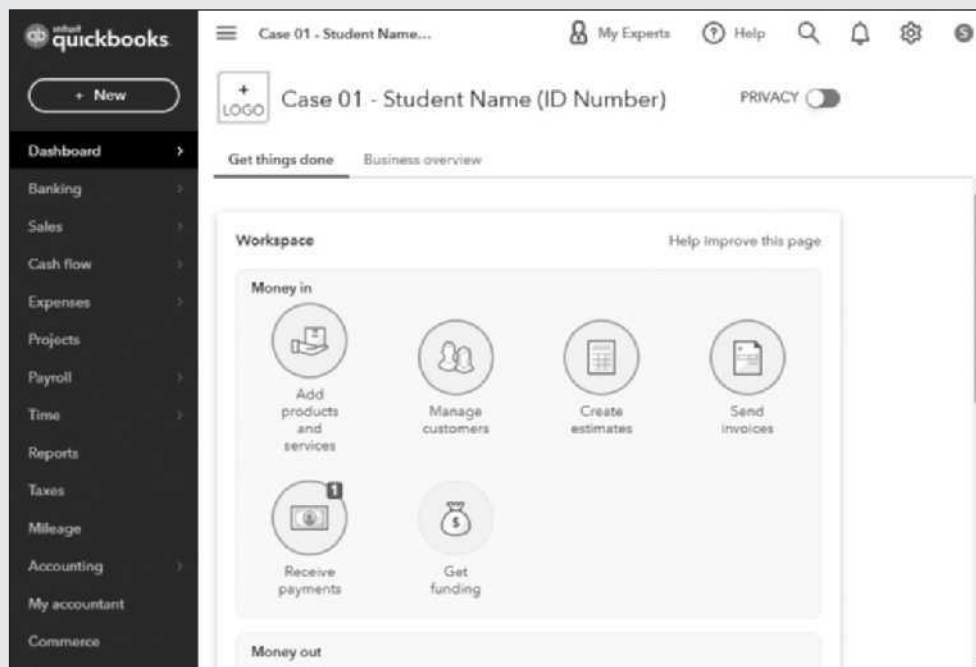



Figure 2.15

Changing your company name

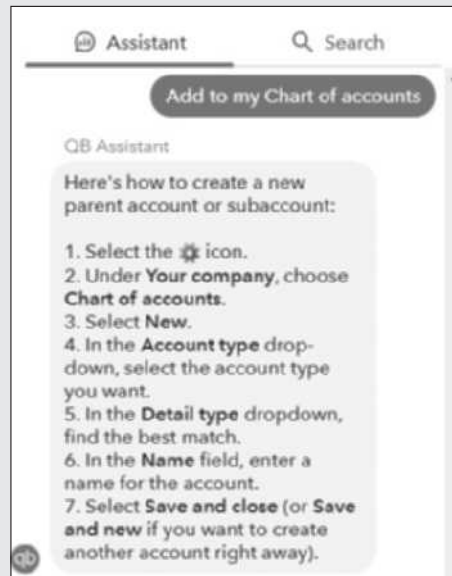
Now that you're back into your QBO Company it's time to explore QBO's help features.

### To use QBO help:

- 1 Click the  **Help** button located in the upper-right portion of your window. Type **Add an account** in the Type something text box, then press **[Enter]** to view QB Assistance's response, and then click **Add to my Chart of accounts** to view QB Assistance's response shown in Figure 2.16.

**Figure 2.16**

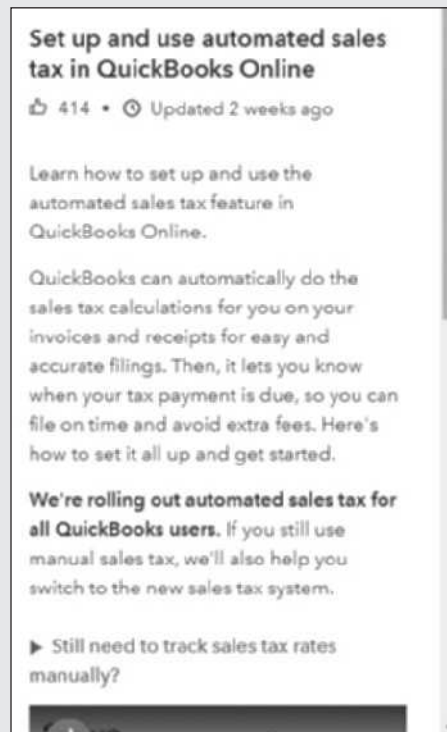
Using QuickBooks Online help to learn how to add an account



- 2 Type **sales tax** in the Type something text box, then press **[Enter]**, and then click **Set up and use automated sales tax in QuickBooks Online** to view QB Assistance's response shown in Figure 2.17.


**Figure 2.17**


Help with sales tax



QuickBooks help is, to be frank, not very helpful. Most of what you need to be effective using QBO is outlined in this text. Now let's learn how to navigate QBO.

### To navigate QBO:

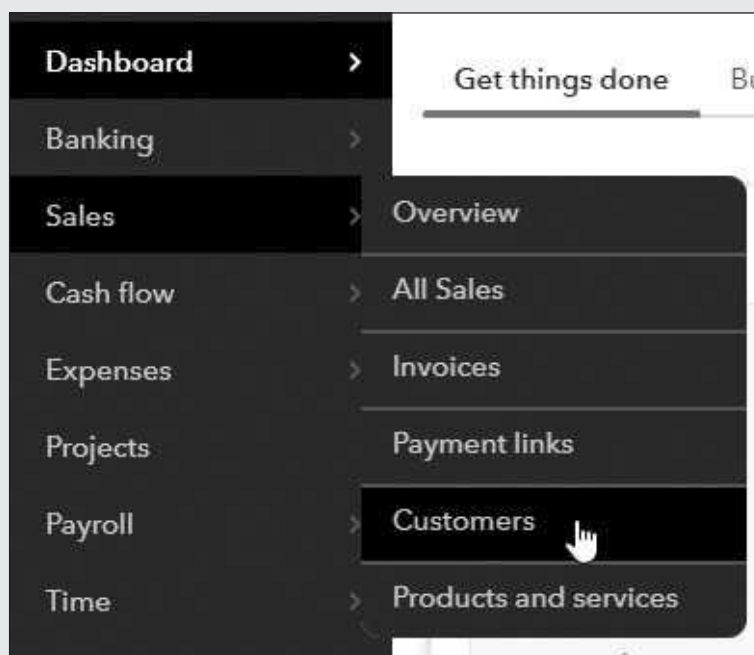
- 1 Close the Help window, then click the  New button at the top of the Dashboard to view the menu items available as shown in Figure 2.18.

CUSTOMERS	VENDORS	EMPLOYEES	OTHER
Invoice	Expense	Payroll 	Bank deposit
Receive payment	Check	Time entry	Transfer
Estimate	Bill		Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Vendor credit		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print checks		
Show less			

**Figure 2.18**

The + New menu

- 2 Click outside the + New menu to close the + New menu, then click **Sales** from the navigation bar, and then click **Customers** as shown in Figure 2.19.



**Figure 2.19**

Adding customers

- 3 Then click **Add customer manually** to view Figure 2.20. As you have not yet entered any customers, QBO will ask you to add your first customer. You will do this later in Chapter 3. Remember QBO is an online application, and Intuit will change it often. Thus, the figures in this text may differ from what you see in QBO online.

Figure 2.20

Customer information window

Customer information

TitleFirst nameMiddle nameLast namesuffix

Email

Separate multiple emails with commas

Company

Phone

Mobile

Fax

Other

Website

\*Display name as

Print on check as

☒ Use display name

Is sub-customer

☐

Enter parents customer

Bill with parent

Address

Notes

Tax info

Payment and billing

Language

Attachments

Additional Info

Billing address map

Shipping address map

☒ Same as billing address

Street

City/Town

State/Province

ZIP code

Country

Street

City/Town

State/Province

Cancel

Privacy

Save

- 4 Click **Cancel** from the Customer information window, then click **Expenses** from the navigation bar, then click **Vendors**, and then click **Add vendor manually** to view Figure 2.21.

Figure 2.21

Vendor Information window

Vendor Information

TitleFirst nameMiddle nameLast namesuffix

Email

Separate multiple emails with commas

Company

Phone

Mobile

Fax

Other

Website

\*Display name as

Print on check as

☒ Use display name

Billing rate (/hr)

Terms

Enter Text

Opening balance

as of

10/27/2021

Account no.

Appears in the memo of all payments

Business ID No. / Social Security No.

Attachments

Maximum size: 20MB

Track payments for 1099

☐

Cancel

Make inactive

Privacy

Save