



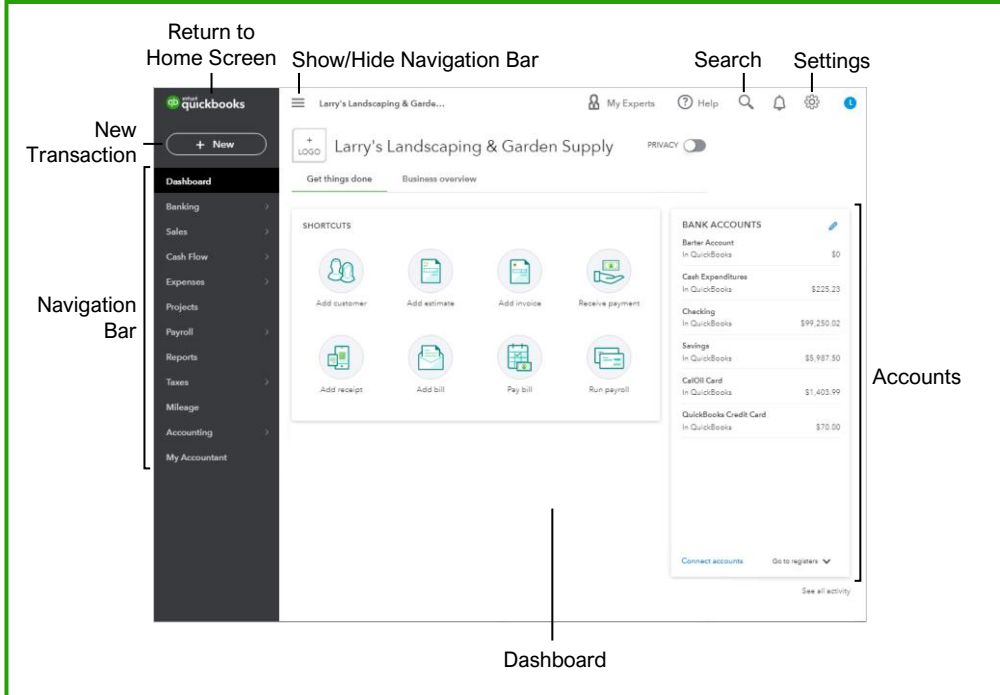
QuickBooks Online Basic

Quick Reference Guide



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The QuickBooks Screen



Keyboard Shortcuts

General

Invoice window.....	Ctrl + Alt + I
Check window.....	Ctrl + Alt + W
Expense window.....	Ctrl + Alt + X
Receive Payment window	Ctrl + Alt + R
Estimate window	Ctrl + Alt + E
Lists page	Ctrl + Alt + L
Chart of Accounts page.....	Ctrl + Alt + A
Customers page.....	Ctrl + Alt + C
Vendors page.....	Ctrl + Alt + V
Search transactions.....	Ctrl + Alt + F
Help.....	Ctrl + Alt + H
Zoom in.....	Ctrl + +
Zoom out	Ctrl + -
Keyboard shortcuts	Ctrl + Alt + /

Date

Today	T
Next day	+
Previous day	-
Beginning of week	W
End of week	K
Beginning of month.....	M
End of month.....	H
Beginning of year.....	Y
End of year.....	R

Transaction Pages

Save and new	Ctrl + Alt + S
Save and send	Ctrl + Alt + M
Save and close.....	Ctrl + Alt + D
Exit transaction view.....	Ctrl + Alt + X
Cancel	Ctrl + Alt + C

Form Fields and Lists

Move forward	Tab
Move backward.....	Shift + Tab
Check check box	Spacebar
Open list	Alt + ↓
Move down list	↓
Move up list.....	↑
Select item and move to next field	Tab
Scroll up closed list.....	Ctrl + ↑
Scroll down closed list	Ctrl + ↓
Save form	Alt + S

Getting Started

Log In to QuickBooks Online: Go to the QuickBooks Online log in page, enter your user ID, enter your Password, and click the **Sign In** button.

Log Out of QuickBooks Online: Click your profile image at the upper-right and click **Sign Out**.

Set Up a New Company: Go to the QuickBooks website and click **Buy now**. Either create a new Intuit account or sign in if you already have one. Follow the online instructions and provide QuickBooks with the required information.

Change Account Settings: Click the **Gear** icon and select **Account and settings**. Change the necessary account settings and click **Save**. Click **Close** when you're finished.

View the Chart of Accounts: Click the **Gear** icon and select **Chart of accounts**.

Run a Chart of Accounts Report: Click the **Gear** icon, select **Chart of accounts**, and click **Run Report**. Click the **Email**, **Print**, or **Export** button to share or export the report.

Create an Account: Click the **Gear** icon, select **Chart of accounts**, and click **New**. Select the type of account you want to create, select a detail type, and enter an account name. Optionally, enter a description and specify a sub-account. Click **Save and Close**.

Create a Service Product: Click the **Gear** icon and select **Products and services**. Click **New**, select **Service**, and enter a name for the service. Fill in all applicable fields, then click **Save and Close**.

Create a Non-Inventory Product: Click the **Gear** icon and select **Products and services**. Click **New**, select **Non-inventory**, and enter a name for the product. Fill in all applicable fields, then click **Save and Close**.

Edit an Item: Click the **Gear** icon and open the list where the item is saved. Find the item and select **Edit** in the Actions menu. Make your changes, then click **Save and Close**.

Inactivate (Delete) an Item: Click the **Gear** icon and open the list where the item is saved. Find the item and select **Make Inactive** in the Actions menu.

Run a Report on an Item: Click the **Gear** icon and open the list where the item is saved. Find the item and select **Run Report** in the Actions menu.

Sort a Report: In a report, click the **Sort** arrow and select a sort option.

Search for Help: Click the **Help** button and click the **Search** tab. Enter the keywords related to your question, then select the desired help topic.

Basic Sales

View Customers: Click **Sales** in the navigation bar and select **Customers**. Search for a customer, company, or project.

View Customer Details: On the Customers screen, select a customer. Click the **Transaction List, Projects, Customer Details**, or **Late Fees** tab to view additional information.

Create a Customer: Click **Sales** in the navigation bar, select **Customers**, and click the **New customer** button. Enter any known customer information and click the **Save** button.

Edit a Customer: Click **Sales** in the navigation bar, select **Customers**, then find and select the customer you want to edit. Click the **Edit** button, make the desired changes, and click the **Save** button.

Create an Invoice: Click the **New** button on the QuickBooks home screen and select **Invoice**. Click the **Customer** field and either select an existing customer or select **Add new**. Fill in any necessary customer information, then enter the details for the product/service being invoiced. Click the **Save** or **Save and send** button when the invoice is complete.

Create a Sales Receipt: Click the **New** button on the QuickBooks home screen and select **Sales receipt**. Click the **Customer** field and either select an existing customer or select **Add new**. Fill in any necessary customer information, then enter the details for the product/service being sold. Click the **Save** or **Save and send** button when the receipt is complete.

Print an Invoice: Click **Sales** in the navigation bar and select **Invoices**. Find the invoice you want to print, click its **Action** menu, and select **Print**. In the window for the newly generated PDF, click the **Download** or **Print** button.

Email an Invoice: Click **Sales** in the navigation bar and select **Invoices**. Find the invoice you want to email, click its **Action** menu, and select **Send**. Verify the email details, then click the **Send** button.

Receive a Payment: Click the **New** button on the QuickBooks home screen and select **Receive payment**. Click the **Customer** field and either select an existing customer or select **Add new**. Select the payment date, payment method, and deposit to account. Under **Outstanding Transactions**, select the check box for the invoice you're recording payment for. Click the **Save and close** button.

Create a Customer Refund: Click the **New** button on the QuickBooks home screen and select **Refund receipt**. Click the **Customer** field and either select an existing customer or select **Add new**. Fill in the necessary refund details, then enter the details for the product/service being refunded. Click the **Save** or **Save and send** button when the refund is complete.

Banking

Write a Check: Click the **New** button on the QuickBooks home screen and select **Check**. Fill in the payee, bank account, and address fields, then fill in the remaining applicable fields. Click the **Save and close** button.


Pay an Expense: Click the **New** button on the QuickBooks home screen and select **Expense**. Fill in the payee, bank account, and address fields, then fill in the remaining applicable fields. Click the **Save and close** button.

Make a Deposit: Ensure all customer payments are recorded to the Undeposited Funds account. Click the **New** button on the QuickBooks home screen and select **Bank deposit**. Select the account you want to put money into, check the transactions you want to deposit, then add any additional money to the **Add Funds** to this **Deposit** section. Ensure the total of the selected transactions matches the deposit slip. Click the **Save and Close** button.


Set Up Online Banking: Click **Transactions** in the navigation bar and select **Banking**. Click **Create Account**, select your bank from the list, and click **Continue**. Enter the credentials and any other required information, select the QuickBooks account you want to link with online banking, and click **Connect**.


Set Up a Bank Rule: Click **Transactions** in the navigation bar and select **Rules**. Click **New rule**, enter a name for the rule, select **Money In** or **Money Out** and specify which bank account the rule applies to. Set the rule conditions, specify if QuickBooks should automatically confirm matching transactions, and click **Save**.


Record a Transfer: Click the **New** button on the QuickBooks home screen and select **Transfer**. Specify the **Transfer Funds From** and **Transfer Funds To** values and enter the transfer amount. Fill in any additional known fields and click the **Save and close** button.

Reconcile an Account: Ensure your online banking is up to date and you have the account statement. Click the **Gear**  icon and select **Reconcile**. Select the account you want to reconcile. Enter the statement information and click **Start reconciling**. Check off the transactions that match your bank statement. The difference should equal \$0.00. Correct any omissions or errors, then click **Finish now**.

Transactions

Search Transactions: Click the **Magnifying Glass**  button, enter the information you want to search for, and click the desired transaction.

Advanced Search: Click the **Magnifying Glass**  button and click **Advanced Search** at the bottom of the screen. Adjust the filters to find the data you want, click **Search**, then click the desired transaction.


View an Account Register: Click the **Gear**  icon, select **Chart of accounts**, and click **View register** for the account you want to view.

Transactions

Run a Register Report: Click **Accounting** in the navigation bar and select **Chart of accounts**. Click the **Action** menu for the account you want to report on and select **Run report**.

View a Transaction: While viewing an account register, click the transaction for which you want to view additional details.

Edit a Transaction: While viewing an account register, click the transaction you want to edit, then click the **Edit** button.

Filter Register Transactions: While viewing an account register, click **Filter** , select the filter(s) you want to apply, and click **Apply**.

Attach a File to a Transaction: While editing a transaction, click the **Attachments** check box. Find and select the file you want to attach, then click the **Save and close** button.




Manually Add a Transaction: While viewing an account register, click the **Add** menu arrow at the top of the screen and select a transaction type from the list. Fill out the fields to complete the transaction, then click the **Save** button.


Delete a Transaction: Find and open the transaction you want to delete. In the footer, click **More**, select **Delete**, and click **Yes** to confirm the deletion.

Void a Transaction: Find and open the transaction you want to void. In the footer, click **More**, select **Void**, and click **Yes** to confirm voiding the transaction.

Basic Reports

Run a Report: Click **Reports** in the navigation bar. Select a report or click in the **Find report by name** field and search for a report by name.

Share a Report: While viewing a report, click the **Email**  button to send the report as a PDF attachment, click the **Print**  button to print the report, or click **Export**  to download the report as an Excel spreadsheet or PDF.

Add a Report to Favorites: While viewing a report, Click the **Star**  icon next to the report you want to add to Favorites.

Run a Profit and Loss Report: Click **Reports** in the navigation bar. Find and click the **Profit and Loss** report and, if necessary, update the report period.

Run a Balance Sheet Report: Click **Reports** in the navigation bar. Find and click the **Balance Sheet** report and, if necessary, update the report period.

Run an Accounts Receivable Aging Summary Report: Click **Reports** in the navigation bar, then find and click the **Accounts receivable aging summary** report. Optionally, click any number in a report to view its details.