

## Chapter 2

# Getting Around QuickBooks Online

Now that you've finished your company setup in QuickBooks Online, you're ready to get started. It's a good idea to understand where the tasks, transactions and functions are, in QuickBooks Online, and how to get around the software.

## ▶ Lesson Objectives

After completing this chapter, you should be able to:

- Log into QuickBooks Online
- Understand the information displayed on the Dashboard
- How to find what you're looking for
- How to create new transactions
- What buttons and fields do on transactions

## ▶ Login

You learned in the introduction to this training guide, that its recommended to open QuickBooks Online in a Google Chrome browser. Open a Google Chrome browser.

Once you've created your QuickBooks account, completed the setup, and logged out, you can log back in at any time by navigating to [ca.qbo.intuit.com](https://ca.qbo.intuit.com) and entering your **Email or user ID** and **Password**. QuickBooks will open to the Dashboard.

intuit quickbooks.

Next time, skip this sign-in  
Download the Mac app to run QuickBooks 2x faster

Download it free

Learn how it works

Sign in

Email or user ID  
Bookkeeper@bookkeeper.com

Password  
\*\*\*\*\*

Remember me

Sign In

By clicking Sign In, you agree to our License Agreement.

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**NOTE** Click **Remember me** to make signing in easier. QuickBooks will remember your Email or user ID and Password the next time.

If you forget your sign-in information, click **I forgot my user ID or password** to retrieve the information.

## Dashboard

The Dashboard is always the first window that displays when you sign into your QuickBooks Online company and it contains a wealth of information about your business at all times. From your Dashboard, you can see the balances of your bank and credit card accounts, your recent income and expenses, a variety of reminders and even a simplified Profit & Loss statement.

The screenshot shows the QuickBooks Online dashboard for a company named "Green Tree Landscapes". The interface includes a top navigation bar with the QuickBooks logo, a trial status indicator ("Your trial ends in 211 days"), and a "Subscribe now" button. A left sidebar lists various navigation options: Dashboard, Banking, Invoicing, Expenses, Employees, Reports, Taxes, Accounting, My Accountant, and Apps. The main dashboard area is divided into several key performance indicator (KPI) cards:

- Invoices:** Shows \$50,519.77 UNPAID (LAST 365 DAYS) and \$0.00 OVERDUE (NOT DUE YET). Below this, it shows \$0.00 PAID (LAST 30 DAYS) and \$0.00 NOT DEPOSITED (DEPOSITED).
- Expenses:** Shows \$0 LAST MONTH with a donut chart and a legend indicating \$0 for three categories.
- Bank accounts:** Lists several accounts: Capital One Mastercard (Reviewed, \$0), WFB Chequing (Bank balance \$7,309.67, In QuickBooks -\$751.24, 18 to review), Chequing (In QuickBooks \$30,880.37), and USD (In QuickBooks -\$20,000.00).
- Profit and Loss:** Shows \$0 NET INCOME FOR JULY.
- Sales:** Shows \$0 LAST MONTH.
- Tips:** A section with a cartoon character and floating money icons.

## Dashboard

Taking up the majority of the Dashboard, your company's dashboard displays income, expenses and a simplified Profit & Loss statement over selected periods of time. In the Income section you can see your open invoices, which are invoices that customers haven't paid yet, as well as the total sales that have been paid over the past thirty days. In the Expenses section of the dashboard, QuickBooks Online displays your expense totals by account, and you can also set the range of dates used to calculate that information. Towards the bottom, QuickBooks Online displays your Profit & Loss statement, which compares income and expenses to calculate the net income of your business. You can also change the date range on the Profit & Loss section as you can with the Expenses section.



## Right Panel

The right side of the Dashboard is divided into two sections. The top section displays information about your bank and credit card account balances. QuickBooks displays one balance for the transactions that have been entered into QuickBooks, named the “In QuickBooks” balance. Also, if you use QBO’s online banking feature, you will see a “Bank Balance” which displays that bank or credit card’s balance according to the latest information from the bank or credit card company.

Bank accounts		Edit
<b>Visa</b> 8 days ago		
Bank balance	\$2,498.39	34 TO REVIEW
In QuickBooks	\$41,727.17	
<hr/>		
<b>Chequing</b>		
In QuickBooks	\$-2,818.47	
<hr/>		
<b>Chequing USD</b>		
In QuickBooks	\$0.00	

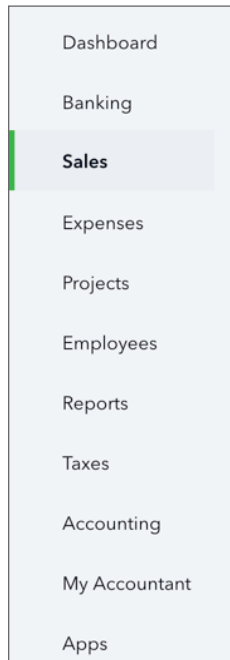
It is not uncommon for these two numbers to be different because often QuickBooks will know about transactions that the bank doesn’t know about yet, like checks that haven’t been cashed, and the bank may also know about transactions that QuickBooks doesn’t know about, such as debit/credit card transactions that have yet to be entered.

Below the balances section of the right panel is a list of reminders, if any have been set up, and also a list of recent activities, such as transactions that have been entered lately and other events.

## Privacy

At the top of the Dashboard, QBO displays a toggle which switches the Dashboard between normal mode and privacy mode. By default, the Dashboard is in normal mode, and while in normal mode the Dashboard displays bank and credit card balances along with expense and income amounts on various charts. When privacy mode is toggled on, however, these sensitive financial figures are no longer displayed. This is helpful if you are using QBO in a public place, or in a location where customers or employees might see your Dashboard, and you don’t want them to see your bank balances or other financial figures.

## ▶ Navigation Bar



The left side of QBO always displays the Navigation Bar, or Nav Bar for short. The Nav Bar is used to navigate between different pages that display information about customers, transactions you've entered and many other topics. A list of buttons available on the Nav Bar are listed below.

### Dashboard

The **Dashboard** button changes your current view to the Dashboard, which is also the first page that is displayed when you first log into your QBO company.

### Banking

Click the **Banking** link to display the banking information for your company. QuickBooks displays the bank feed for your connected accounts. From here you can begin to work with bank accounts.

The screenshot shows the QuickBooks interface for a company named "Green Tree Landscapes". The "Banking" section is active, displaying "Bank and Credit Cards" for "Capital One Mastercard". The interface shows a balance of \$2,538.61 and a balance in QuickBooks of \$2,418.97. Below this, there is a table of transactions for review.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	GST/HST	SPENT	RECEIVED	ACTION
07/13/2017	INTEREST CHARGE: PURCHASES		Uncategorized Expense	HST ON (Purchases)	\$47.03		Add
07/13/2017	INTEREST CHARGE: CASH ADVANCES		Uncategorized Expense	HST ON (Purchases)	\$6.67		Add
07/13/2017	Interest Charge Cash		Interest expense		\$6.67		Add
07/13/2017	Interest Charge Purchases		Interest expense		\$47.03		Add
06/21/2017	VIVID SEATS TEXAS		Uncategorized Expense	HST ON (Purchases)	\$90.00		Add

## Bank Rules

Click **Bank Rules** to view the bank rules that you have setup in your company file. Bank rules can be setup to tell QuickBooks what to do with bank items that meet particular conditions. Rules help you control, customize, and automate how you use the Banking page in QuickBooks.

The screenshot shows the 'Bank Rules' page in QuickBooks Online. The page title is 'Rules' and there is a 'New rule' button in the top right corner. A notification box states: 'QuickBooks applies only one rule per transaction and you prioritize the rules. For example, if the first rule applies to a transaction, then no following rules will be applied. To move a rule up or down in priority, drag its handle. [Learn more about bank rules](#)'. Below this is a table with the following data:

NO.	RULE NAME	CONDITIONS	SETTINGS	AUTO-ADD	ACTIONS
1	Gas	Bank text contains "Shell", or Bank text conta...	Set Category to "Automobile:Gas"		Edit
2	Coffee	Bank text contains "Coffee cafe", and Amoun...	Set Category to "Meals and Entertainment"		Edit
3	Owner Mobile Phone	Bank text contains "Phone company"	Split by amount in 2 categories		Edit

At the bottom of the table, there is a pagination control: '< First Previous 1-3 of 3 Next Last >'. The left sidebar shows the navigation menu with 'Banking' selected.

## Sales

Clicking the **Sales** link changes your current view to the Sales page. This page contains four tabs listed across the top of the page. They include **All Sales**, **Invoices**, **Customers** and **Products and Services**. All Sales lists all the sales transactions made in your company listed in date order.

The screenshot shows the 'Sales' dashboard in QuickBooks Online. The dashboard is titled 'Green Tree Landscapes' and includes a 'PRIVACY' toggle. The main content area is divided into several sections:

- Tasks:** Respond to your recurring template reminders. [View reminders](#)
- Invoices:** \$1,249,925.32 UNPAID (LAST 365 DAYS). \$1,228,811.74 OVERDUE. \$21,113.58 NOT DUE YET. \$623,966.85 PAID (LAST 30 DAYS). \$601,951.00 NOT DEPOSITED. \$22,015.85 DEPOSITED.
- Expenses:** \$86,761 (LAST MONTH). A donut chart shows the breakdown: Advertising (\$31,180), Cost of Goods Sold (\$18,564), Payroll Expenses (\$13,717), and Everything else (\$23,300).
- Bank accounts:** Capital One Mastercard (Bank balance: \$2,538.61, In QuickBooks: \$2,418.97, 55 to review, Updated 23 days ago). BMO Chequing In QuickBooks: -\$113,333.08. BMO Chequing 4578 In QuickBooks: \$6,295.54. Savings Account In QuickBooks: \$138,368.00. USD Chequing In QuickBooks: \$17,736.64. American Express In QuickBooks: \$29,191.79. Amex 312312 In QuickBooks: \$0. Visa In QuickBooks: \$137,014.14.
- Profit and Loss:** \$-74,723 (NET INCOME FOR JULY).
- Sales:** \$8,378 (LAST MONTH). A line chart shows sales trends.

The left sidebar shows the navigation menu with 'Sales' selected.

## Invoices

Click **Invoices** to display the Invoices Dashboard. First, this page provides a graph of **Overdue** and **Not Due Yet** invoices. To the right, QuickBooks displays a graph of funds **Not Deposited** and **Deposited** in the last 30 days.

At the bottom of the window QuickBooks provides a detailed list of sales invoices.

The screenshot displays the QuickBooks interface for 'Green Tree Landscapes'. The 'Invoices' tab is selected, showing a summary of financial data:

- UNPAID:** \$1,249,925.32 (LAST 365 DAYS)
- NOT DUE YET:** \$21,113.58
- NOT DEPOSITED:** \$601,951.00 (LAST 30 DAYS)
- DEPOSITED:** \$22,015.85

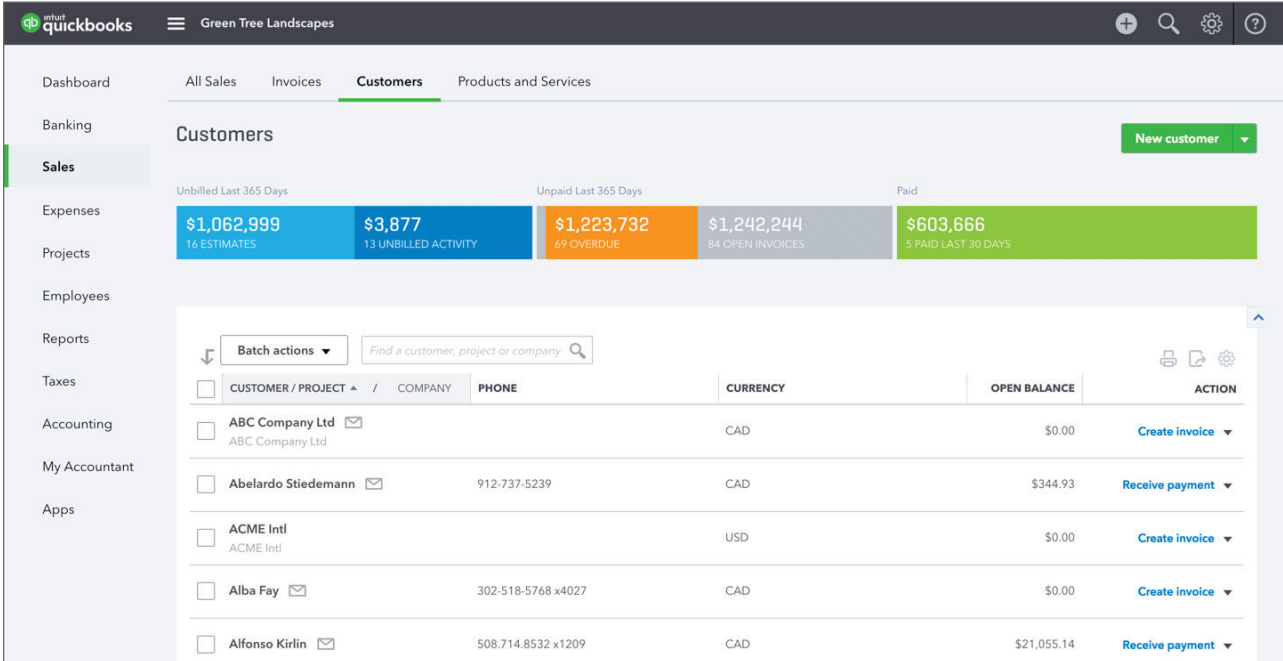
Below the summary is a table of invoices with the following columns: INVOICE, CUSTOMER / PROJ..., DATE, DUE DATE, BALAN..., TOTAL, STATUS, and ACTIONS. A 'Batch actions' dropdown and a 'New invoice' button are also visible.

INVOICE	CUSTOMER / PROJ...	DATE	DUE DATE	BALAN...	TOTAL	STATUS	ACTIONS
<input type="checkbox"/>	7802 Backyard Renovation	04/12/2017	05/12/2017	\$111,482.98	\$111,482.98	Overdue 90+ days (Viewed)	Receive payment
<input type="checkbox"/>	1001 Community Church	09/30/2016	10/30/2016	\$158.20	\$158.20	Overdue 90+ days (Not sent)	Receive payment
<input type="checkbox"/>	1002 Elizabeth Barker	09/30/2016	10/30/2016	\$124.30	\$124.30	Overdue 90+ days (Not sent)	Receive payment
<input type="checkbox"/>	1004 Hewitt & Packer Of...	09/30/2016	10/30/2016	\$678.00	\$678.00	Overdue 90+ days (Not sent)	Receive payment
<input type="checkbox"/>	1008 Main Steet Shoppi...	09/14/2016	10/14/2016	\$904.00	\$904.00	Overdue 90+ days (Not sent)	Receive payment
<input type="checkbox"/>	1011 Community Church	10/17/2016	11/16/2016	\$197.75	\$197.75	Overdue 90+ days (Not sent)	Receive payment
<input type="checkbox"/>	5 Dennis Bergen	10/25/2016	11/24/2016	\$1,977.50	\$1,977.50	Overdue 90+ days (Not sent)	Receive payment
<input type="checkbox"/>	1042 A1973	12/05/2016	01/04/2017	\$1,695.00	\$1,695.00	Overdue 90+ days (Not sent)	Receive payment
<input type="checkbox"/>	1043 Angus Funk	12/05/2016	01/04/2017	\$145.95	\$145.95	Overdue 90+ days (Not sent)	Receive payment



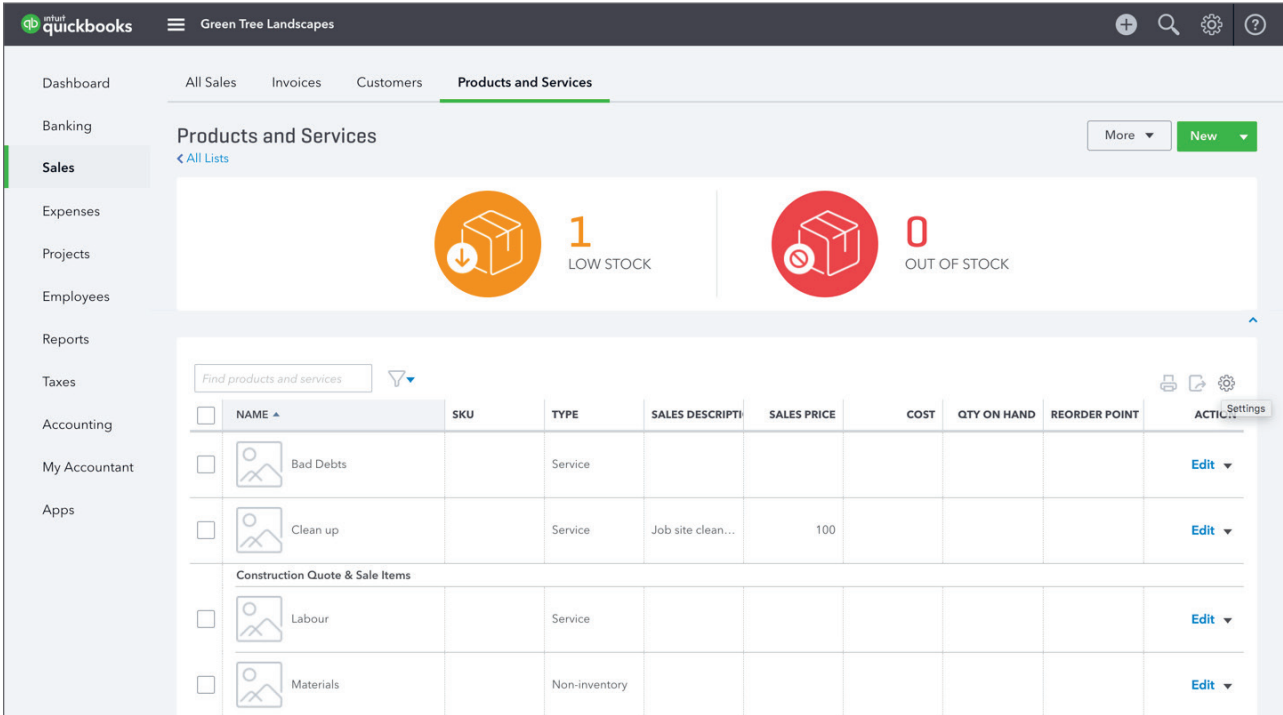
### Customers

Click **Customers** to display customer information. The Customers List displays each customer’s name, phone number, and accounts receivable balance. It can also be expanded to display a customer’s physical address and email address.



### Products and Services

Click **Products and Services** to view the products and services that you are selling in your business.

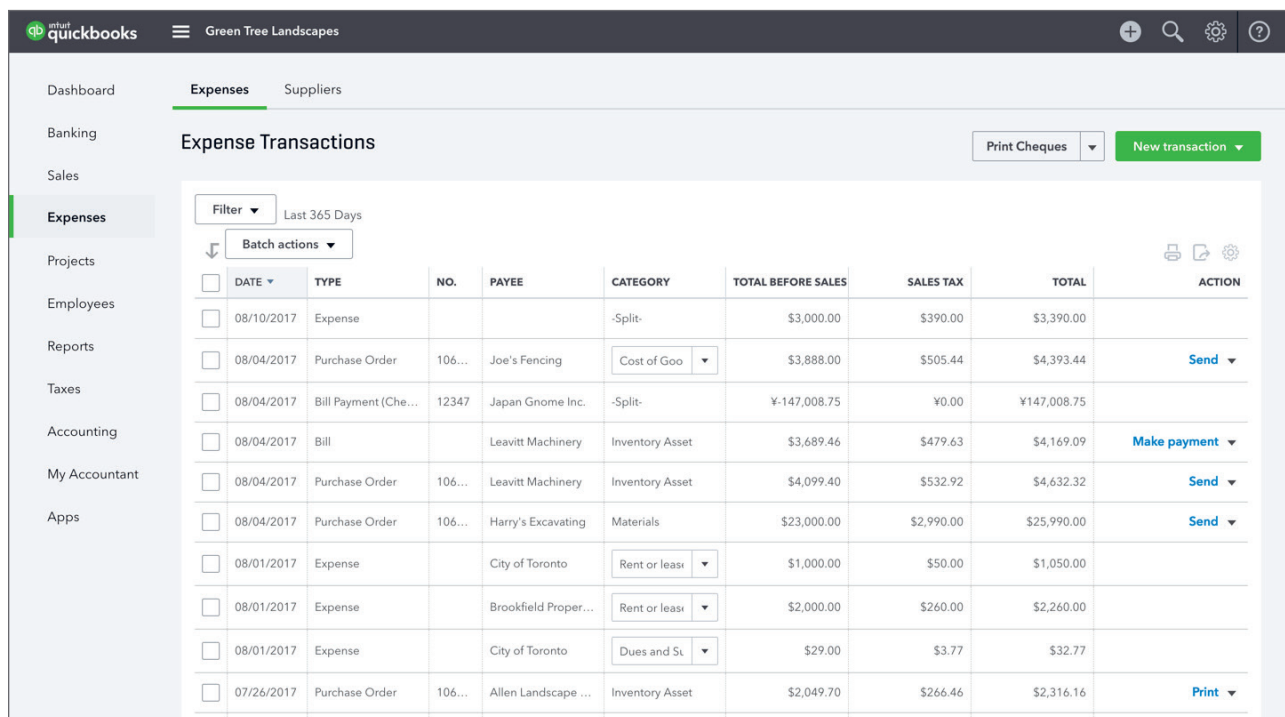


## Expenses

Click the **Expenses** link to view all your company **Expenses** and **Suppliers**. QuickBooks displays a list of all company expenses in date order. Click any expense to drill down to the details. From this page, you can create new transactions and print cheques as needed.

At the top left of the Expenses page is a **Filter** button, which when clicked allows for filter options, such as filtering by transaction type, transaction status, delivery method, date, payee and category.

Click the column head for each column in the expense listing to sort by the column's value. For instance, clicking the Date column header will sort the transactions by date. If you want to add or remove columns to the transaction listing you can click the Gear icon to edit the display of the list.

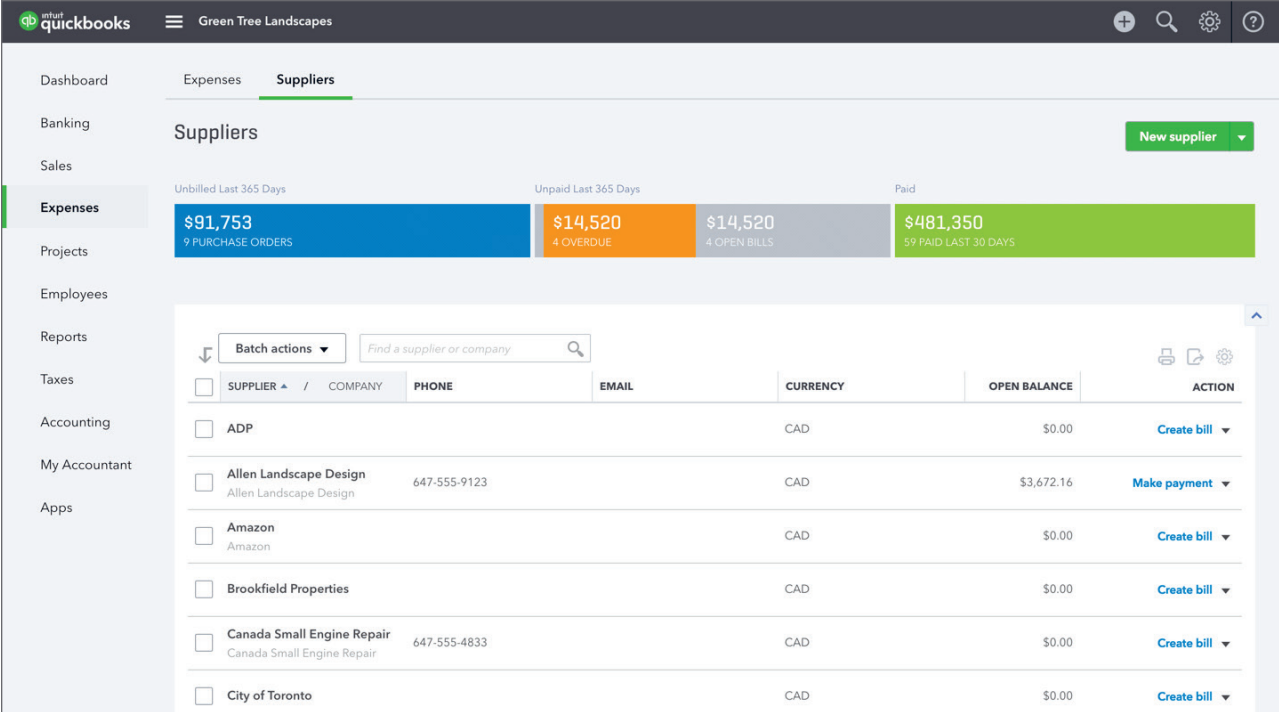


The screenshot shows the QuickBooks interface for the 'Expenses' section. The page title is 'Expense Transactions'. There are buttons for 'Print Cheques' and 'New transaction'. A 'Filter' dropdown is set to 'Last 365 Days'. A 'Batch actions' dropdown is also visible. The table below lists various transactions with their details.

DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL BEFORE SALES	SALES TAX	TOTAL	ACTION
08/10/2017	Expense			-Split-	\$3,000.00	\$390.00	\$3,390.00	
08/04/2017	Purchase Order	106...	Joe's Fencing	Cost of Goo	\$3,888.00	\$505.44	\$4,393.44	Send
08/04/2017	Bill Payment (Che...	12347	Japan Gnome Inc.	-Split-	¥-147,008.75	¥0.00	¥147,008.75	
08/04/2017	Bill		Leavitt Machinery	Inventory Asset	\$3,689.46	\$479.63	\$4,169.09	Make payment
08/04/2017	Purchase Order	106...	Leavitt Machinery	Inventory Asset	\$4,099.40	\$532.92	\$4,632.32	Send
08/04/2017	Purchase Order	106...	Harry's Excavating	Materials	\$23,000.00	\$2,990.00	\$25,990.00	Send
08/01/2017	Expense		City of Toronto	Rent or leasi	\$1,000.00	\$50.00	\$1,050.00	
08/01/2017	Expense		Brookfield Proper...	Rent or leasi	\$2,000.00	\$260.00	\$2,260.00	
08/01/2017	Expense		City of Toronto	Dues and St	\$29.00	\$3.77	\$32.77	
07/26/2017	Purchase Order	106...	Allen Landscape ...	Inventory Asset	\$2,049.70	\$266.46	\$2,316.16	Print

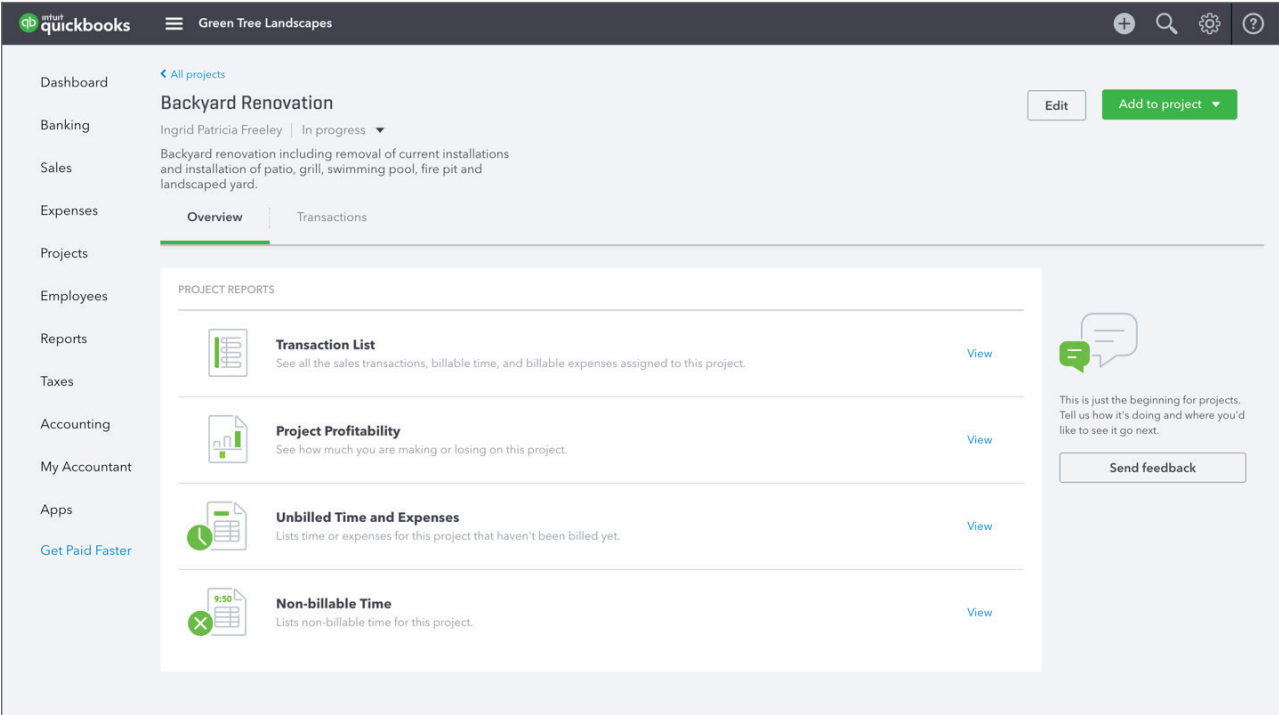
## Suppliers

Click **Suppliers** to view a list of all Suppliers in your company. The Suppliers List displays each supplier's name, phone number, email address and your accounts payable balance with them. It can also be expanded to display the supplier's physical address, and you can create bills, expenses, cheques and purchase orders directly from the list.



### Projects

When you click **Projects** in QuickBooks Online, QuickBooks displays the Projects page including all of your current projects. Projects help you organize all the pieces that make up a project, including transactions, time, and running reports so you always know how your project's doing.



## Employees

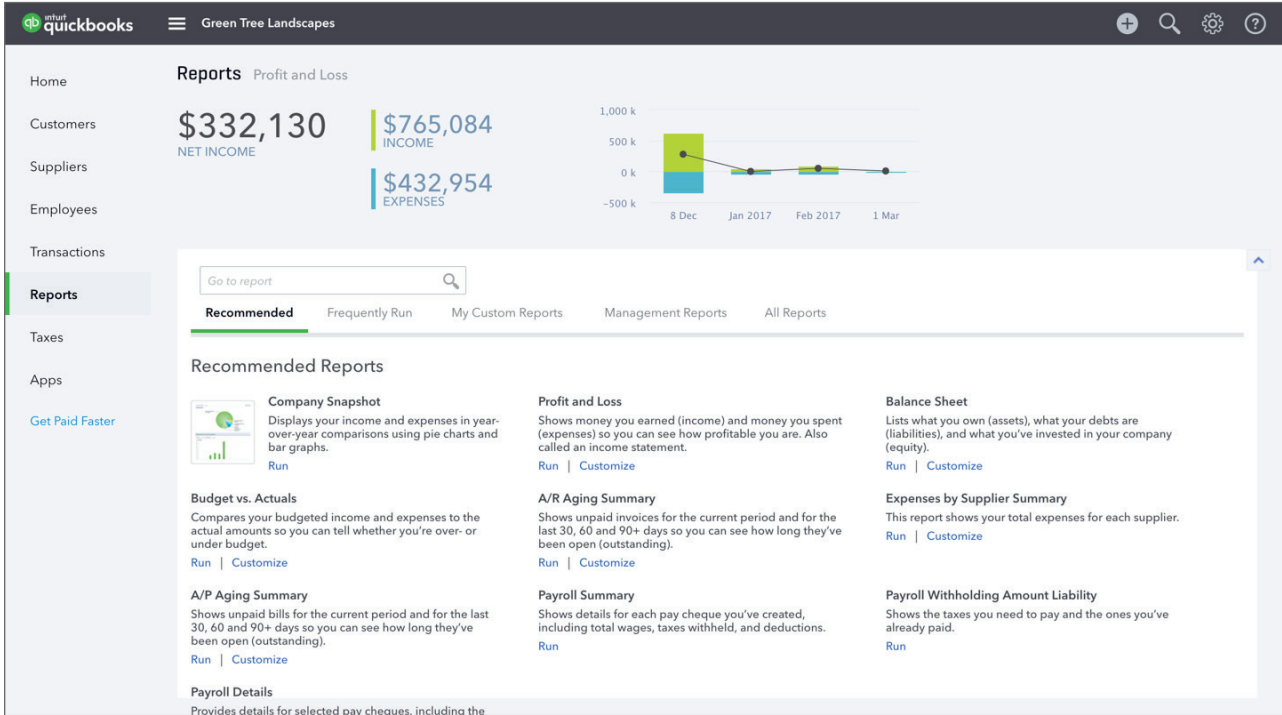
Click **Employees** to manage your company payroll. From this window, you can setup and pay employees and manage your day-to-day payroll transactions.

The screenshot displays the QuickBooks interface for managing employees. The top navigation bar includes the QuickBooks logo, the company name 'Green Tree Landscapes', and utility icons for adding, searching, settings, and help. A left sidebar lists various account management categories, with 'Employees' highlighted in green. The main content area is titled 'Employees' and features a summary of payroll costs for 2017: \$32,222 for Net Pay, \$50,319 for 2017 Payroll Cost, \$13,836 for Employee costs, and \$4,261 for Employer costs. A donut chart visualizes these costs. A 'Run payroll' button is present, along with a warning to avoid late fees. Below the summary is a search bar for employees, a filter for 'Active employees', and an 'Add an employee' button. A table lists four active employees with their names, initials, pay rates, schedules, methods, and statuses.

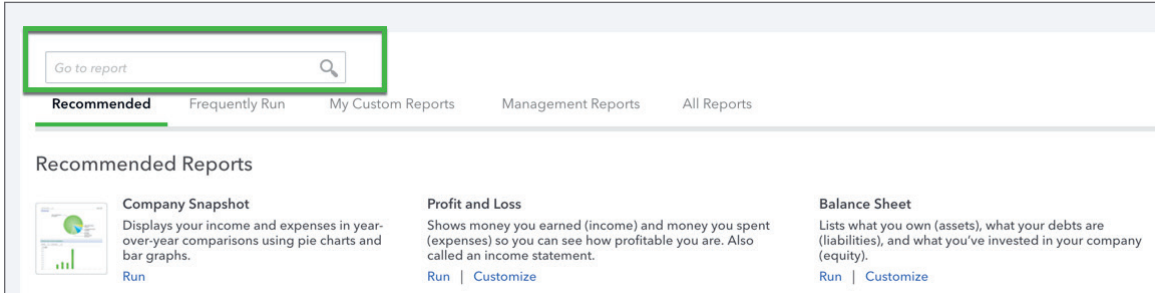
NAME	PAY RATE	PAY SCHEDULE	PAY METHOD	STATUS
Midgett, Christopher	\$30.00 / hour	Semi-monthly	Cheque	Active
Peterson, Jamy	\$30.00 / hour	Semi-monthly	Cheque	Active
Rodriguez, Mickey	\$75,000.00/ year	Monthly	Cheque	Active
Young, Tanis	Missing	Bi-Weekly	Cheque	Active

### Reports

The **Reports** link changes your current view to the Reports Centre. From the Reports Centre you can run any listed report by clicking its link. The Recommended Reports section is displayed when you first navigate to the Reports Centre, but you can switch between different sections of the centre by clicking the appropriate tabs: Recommended, Frequently Run, My Custom Reports, Management Reports, and All Reports.



Alternatively, you can also type the name of the report you want to run in the **Go to report** to go directly to it.



### Taxes

The **Taxes** button changes your current view to the Sales Tax Centre. From the Sales Tax Centre you can see your current balance with all sales taxes you have set up along with a breakdown of the collected amount versus the paid amount. New taxes and rates can be entered into QuickBooks with the **New Tax** button at the top, and you can also record payments, prepare returns and run various sales tax reports from this centre.

**Green Tree Landscapes**

Sales Tax | GST/HST

**\$7,837.15**  
07/01/2017 - 09/30/2017

\$-1,549.13 COLLECTED ON SALES - \$6,288.02 PAID ON PURCHASES - \$0.00 ADJUSTMENTS

It's time to record that payment. Payments you record are easy to find later. [How to record payments](#)

START DATE	END DATE	FILE DATE	AMOUNT DUE	PAYMENTS	BALANCE	STATUS	ACTION
Next return to file							
07/01/2017	09/30/2017		\$-7,837.15	\$0.00	\$-7,837.15	Open	<a href="#">Prepare return</a>
Filed returns							
04/01/2017	06/30/2017	07/31/2017	\$119,615.93	\$118,115.93	\$1,500.00	Filed	<a href="#">Record payment</a>
01/01/2017	03/31/2017	07/22/2017	\$1,671.27	\$1,671.27	\$0.00	Filed and paid	<a href="#">View summary</a>
04/01/2016	12/31/2016	12/31/2016	\$17,775.29	\$17,775.29	\$0.00	Filed and paid	<a href="#">View summary</a>

## Accounting

Click **Accounting** and your view will switch to your **Chart of Accounts**, which is a listing of accounts used to categorize transactions. By default, QuickBooks displays all of your accounts, but you can filter the list by typing the name of the account you're looking for in the **Filter by name** field.

Click the column header for each column in the account listing the accounts will be sorted by that column's value. For instance, by clicking the **Name** column header the list of accounts will be sorted by name, by clicking the **Type** column header the accounts will be sorted by Type, etc.

If you want to remove columns from the account listing you can do so by clicking the **Gear** icon on the right side of the account listing. The Type, Detail Type, QuickBooks Balance, and Bank Balance columns can all be removed this way. The Chart of Accounts can also be printed by using the nearby **Print** icon, and a batch edit option is available by clicking the **Pencil** icon.

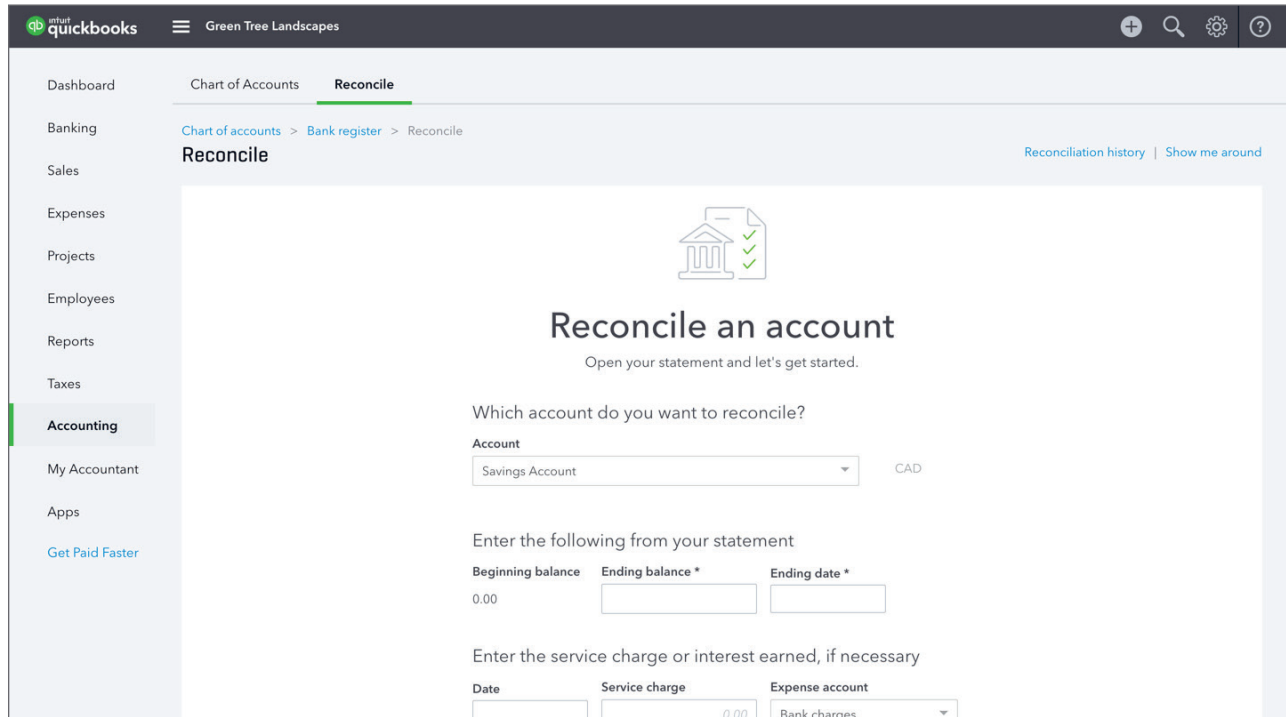
Account Histories are available for Balance Sheet type accounts by clicking the **Account History** link on that account's row. You can also click the drop-down arrow next to **Account History** to get other options, such as Edit, Delete and Run Report, which shows a report summarizing all transactions involving that account over the past 90 days.

The screenshot shows the QuickBooks Online interface for the 'Chart of Accounts' section. The sidebar on the left includes navigation options: Dashboard, Banking, Sales, Expenses, Projects, Employees, Reports, Taxes, Accounting (highlighted), My Accountant, and Apps. The main content area is titled 'Chart of Accounts' and includes a 'Run Report' button and a 'New' dropdown menu. A search box labeled 'Filter by name' is positioned above a table of accounts. The table has the following columns: NAME, TYPE, DETAIL TYPE, CURRENCY, TAX RATE, QUICKBOOKS BALA, BANK BALANCE, and ACTION. The table lists several accounts, including BMO Chequing, BMO Chequing 4578, Payroll Clearing, Savings Account, USD Chequing, Accounts Receivable (A/R), and HOLDBACK TEST, each with its corresponding balance and an 'Account history' link.

NAME	TYPE	DETAIL TYPE	CURRENCY	TAX RATE	QUICKBOOKS BALA	BANK BALANCE	ACTION
BMO Chequing	Bank	Chequing	CAD		-94,444.77		Account history
BMO Chequing 4578	Bank	Chequing	CAD		-13,826.01		Account history
Payroll Clearing	Bank	Cash on hand	CAD		0.00		Account history
Savings Account	Bank	Chequing	CAD		138,368.00		Account history
USD Chequing	Bank	Chequing	USD		25,686.64		Account history
Accounts Receivable (A/R)	Accounts receiv...	Accounts Receiv...	CAD		1,241,821.66		Account history
Accounts Receivable (A/R) - EUR	Accounts receiv...	Accounts Receiv...	EUR		0.00		Account history
Accounts Receivable (A/R) - USD	Accounts receiv...	Accounts Receiv...	USD		303.87		Account history
Holdback AR	Accounts receiv...	Accounts Receiv...	CAD		0.00		Account history
Daily Sales Clearing	Current assets	Allowance for b...	CAD		1,005.50		Account history
HOLDBACK TEST	Current assets	Other current as...	CAD		800.00		Account history

## Reconcile

Click the **Reconcile** link at the top of the Accounting page to display the Reconcile window. From this window, you can reconcile a variety of accounts in QuickBooks.

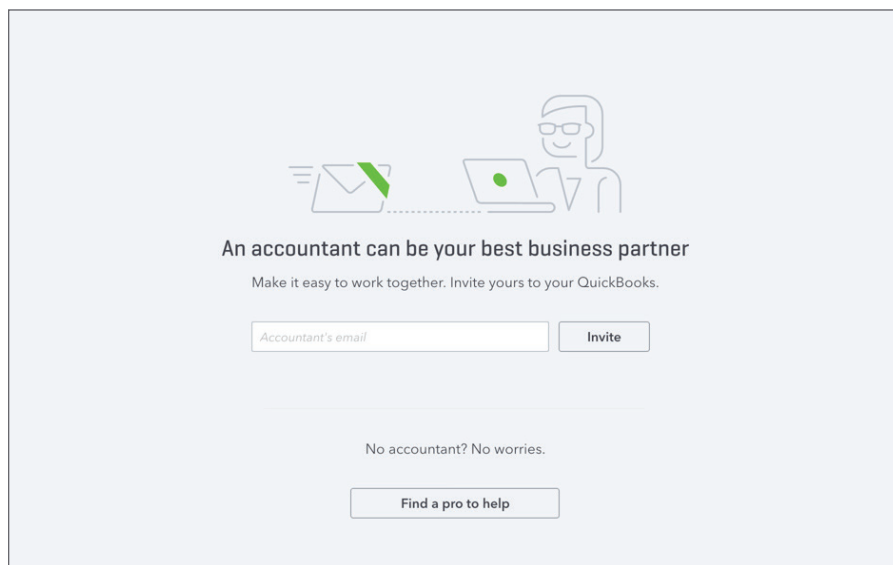


The screenshot shows the QuickBooks interface for a user named "Green Tree Landscapes". The "Accounting" menu is selected in the left sidebar, and the "Reconcile" option is highlighted. The main content area is titled "Reconcile an account" and includes the following elements:

- A header with a bank icon and the text "Reconcile an account" and "Open your statement and let's get started."
- A question: "Which account do you want to reconcile?"
- An "Account" dropdown menu set to "Savings Account" and a currency selector set to "CAD".
- A section titled "Enter the following from your statement" with three input fields: "Beginning balance" (0.00), "Ending balance \*", and "Ending date \*".
- A section titled "Enter the service charge or interest earned, if necessary" with three input fields: "Date", "Service charge" (0.00), and "Expense account" (Bank charges).

## My Accountant

Click **My Accountant** to invite your accountant to be part of your accounting. Enter your accountant's email address to send them an invitation.

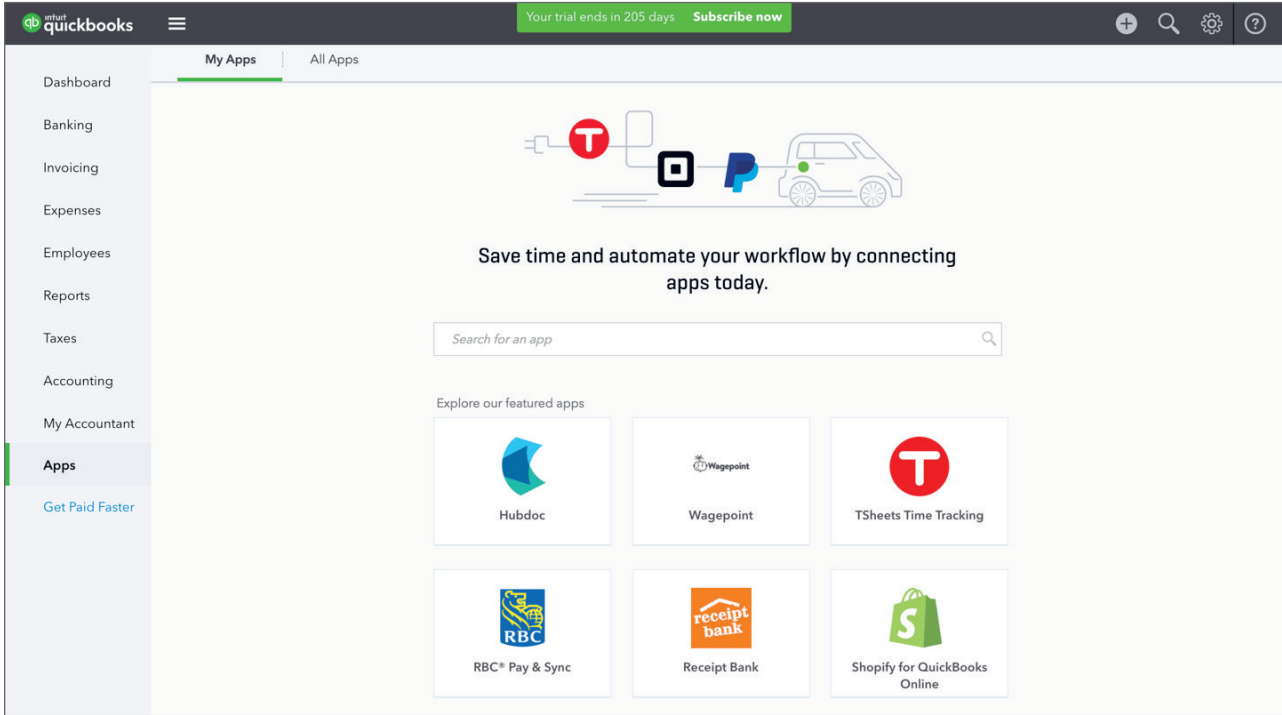


The screenshot shows the "My Accountant" page in QuickBooks. It features an illustration of an accountant at a laptop with an envelope icon. The text reads: "An accountant can be your best business partner. Make it easy to work together. Invite yours to your QuickBooks." Below this is a form with an input field labeled "Accountant's email" and an "Invite" button. At the bottom, there is a link that says "No accountant? No worries." and a button labeled "Find a pro to help".



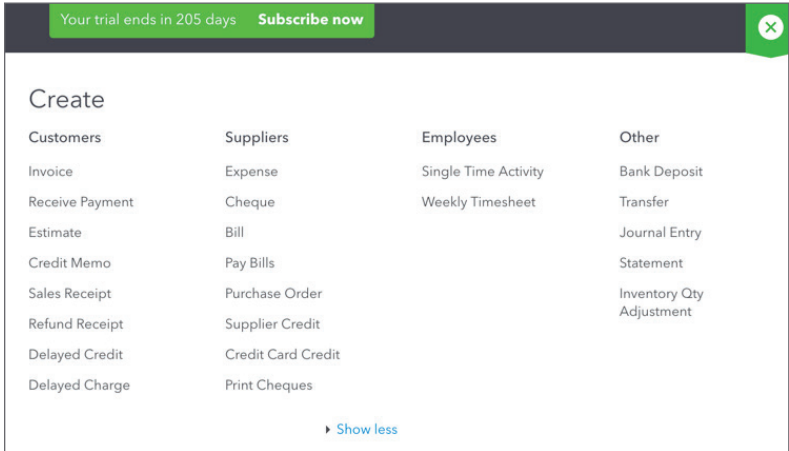
### Apps

The **Apps** button changes your current view to the Apps Centre. Apps extend the usability of QuickBooks Online by adding software integrations to your accounting.



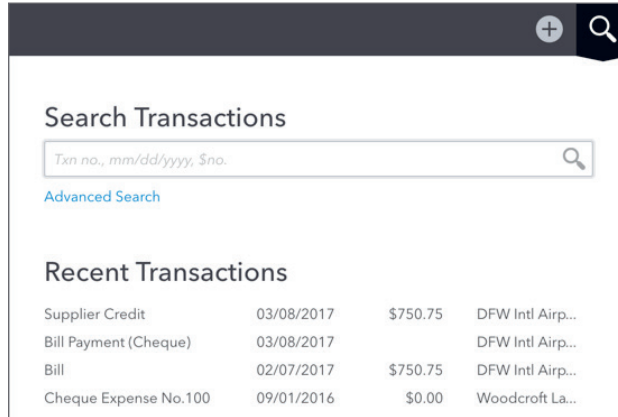
### Create Menu

The **Create (+)** button at the top of the screen displays a list of transactions that you can create. Transactions are grouped into four general categories: **Customers**, for sales and sales related transactions, **Suppliers**, for expense and expense related transactions, **Payroll**, for entering time, and **Other**, for transactions that could be either sale or expense related. Selecting the type of transaction you want to create will reveal a form for that transaction.



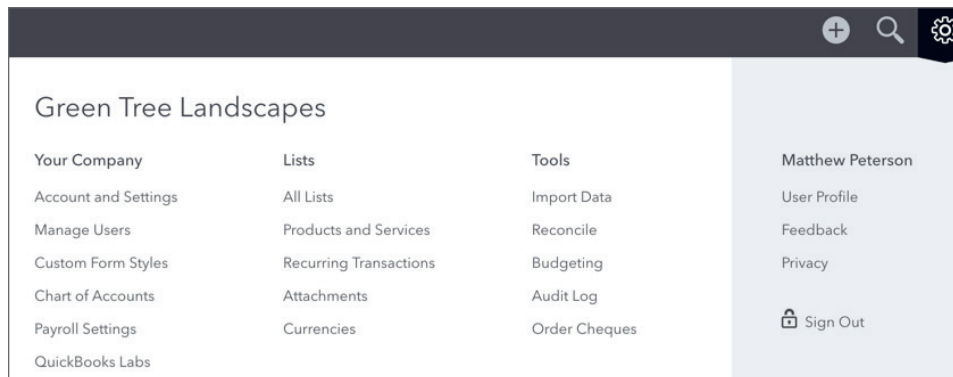
## ▶ Search

The **Search** button, which is displayed at the top of the screen and resembles a magnifying glass, reveals a search field when clicked. From the search field you can enter a transaction number, date or monetary amount to find transactions that match that data. **Advanced Search** is also an option displayed directly beneath the search field.



## ▶ Gear Icon

The **Gear icon**, which is displayed at the top of the screen and resembles a gear, reveals a list of powerful, but rarely used options, settings and lists. Most of items listed in the Gear icon are tasks that are only performed periodically, such as reconciliations and budgeting, or lists that once set up rarely need to be altered.



## ▶ The Transaction Window

Transactions in QuickBooks follow a standard template which largely remains the same regardless of the transaction type. Each transaction in QuickBooks has the following characteristics, and they are always displayed in the same locations:

- **Who** was involved in the transaction. This is the name of the customer, supplier or employee to which the transaction pertains, and the field is always shown at the top left of the transaction.
- **When** the transaction happened. The date of the transaction, and in some cases the due date, is located at the center of the transaction and determines when the income, expense, etc, will be displayed on reports.
- **What** was sold or bought with the transaction. Towards the bottom of each transaction is a section to enter the Product or Service being sold to a customer or an appropriate account to categorize an expense. This section determines what account from the chart of accounts will be increased or decreased as a result of the transaction.
- **How much** money the transaction represents. At the top right, QuickBooks displays the amount of money being spent on a check, expense, etc, or the amount of money a customer is being charged on an invoice, sales receipt, etc.

Invoice no.7765

Alba Fay

Payment Options [Get set up](#)

**BALANCE DUE**  
**\$197.75**

Billing address: Alba Fay, 78453 Wolf Glen, 35825-5058 Cierrafurt, FL, Ukraine

Terms: Net 30

Invoice date: 03/08/2017

Due date: 04/07/2017

Invoice no.: 7765

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance:Mc		Monthly lawn care	1	175	175.00	HST ON

Subtotal: 175.00

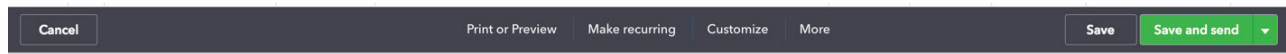
HST (ON) @ 13% on 175.00: 22.75

Total: 197.75

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and send

At the bottom of transactions, QuickBooks displays a variety of buttons to allow you to take further action:

- **Cancel:** This button clears the transaction and returns you to the screen you were looking at before opening the transaction.
- **Clear:** This button clears the transaction, but keeps the transaction on the screen so you can fill it out again.
- **Print or Preview:** By clicking this option you can set if you want to print the transaction later, in some cases, and also preview how it will look if printed.
- **Make Recurring:** This option allows you to set up a recurring schedule for the transaction to be entered.
- **More:** The More button gives you further options, such as deleting or voiding the transaction.
- **Save:** This button saves the transaction and keeps the transaction on the window so you can continue working on it.
- **Save and Close:** By saving and closing you save the transaction and return to the whatever screen you were viewing before creating the transaction.



- **Save and New:** This option allows you to save the transaction and immediately start entering a new transaction of the same type.
- **Save and Print:** Some transactions can be saved and printed, which allows you to save the transaction and immediately print them.
- **Save and Send:** Some transactions can be saved and sent, which allows you to save the transaction and immediately email them.

QTY	RATE	AMOUNT (CAD)
1	175	175.00

Save and new

Save and close

Save and share link

Save    Save and send ▼