Chapter 2

Getting Around QuickBooks Online

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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

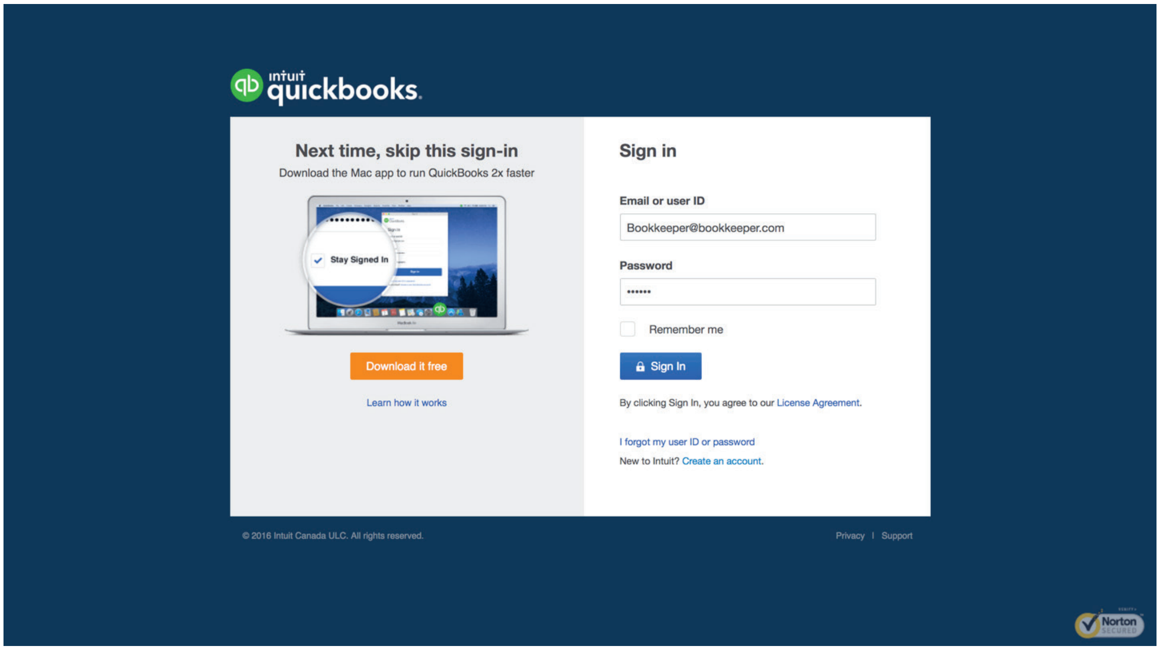
After completing this chapter, you should be able to:

- 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 and entering your **Email or user ID** and **Password**. QuickBooks will open to the Dashboard.

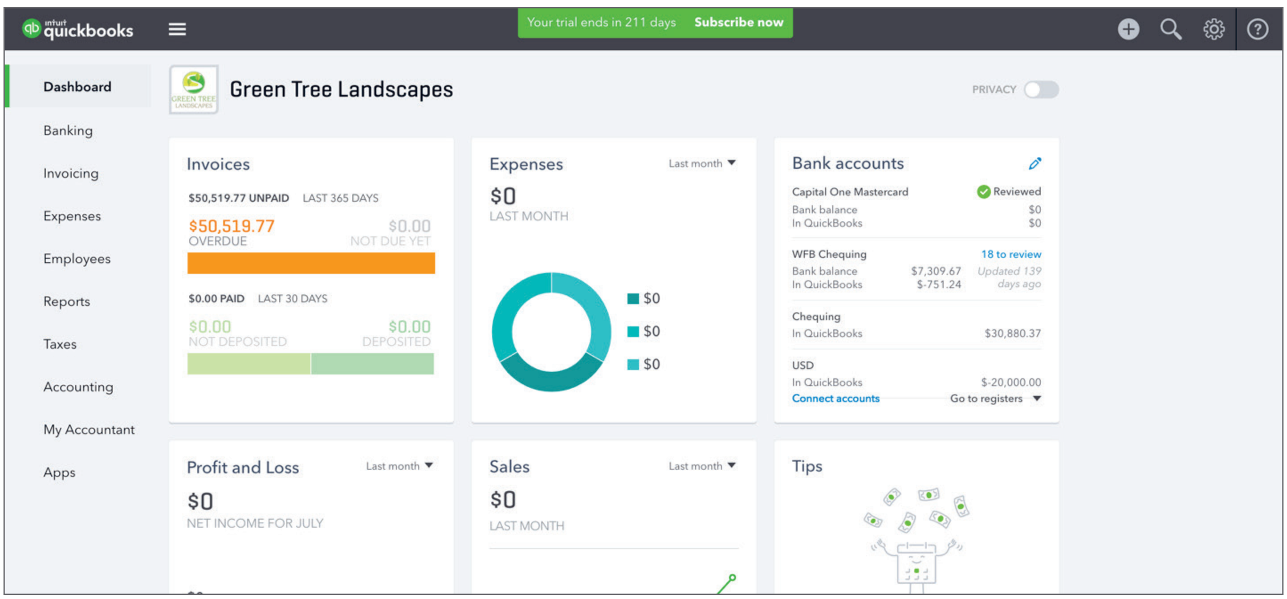


NOTE Click **Remember me** to make signing in easier. QuickBooks will remember your Email or user ID and Password the next time.

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

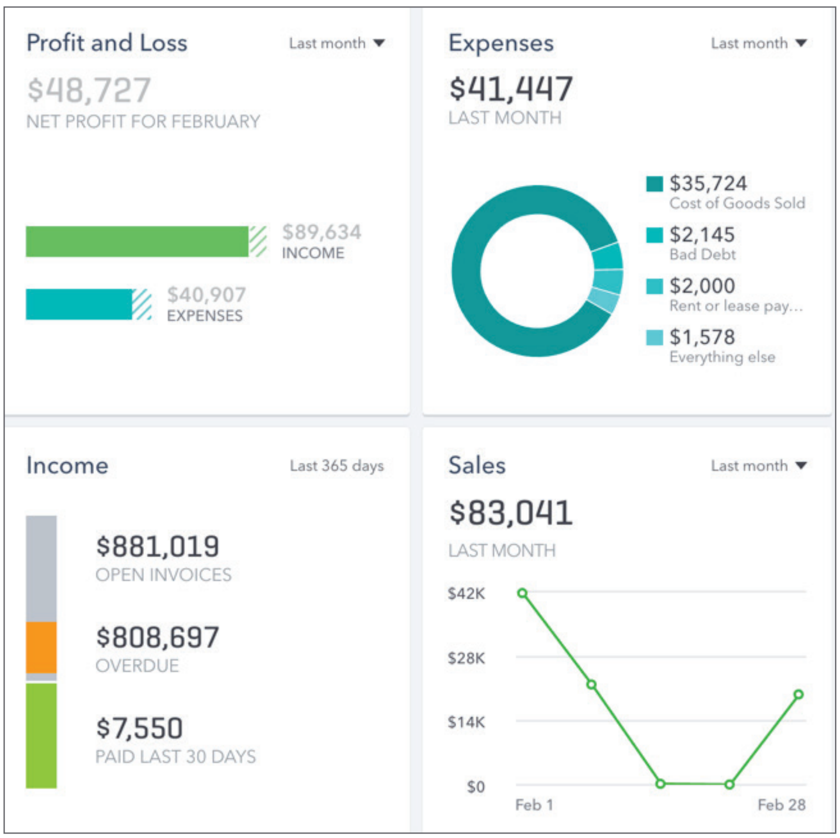
Dashboard

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.



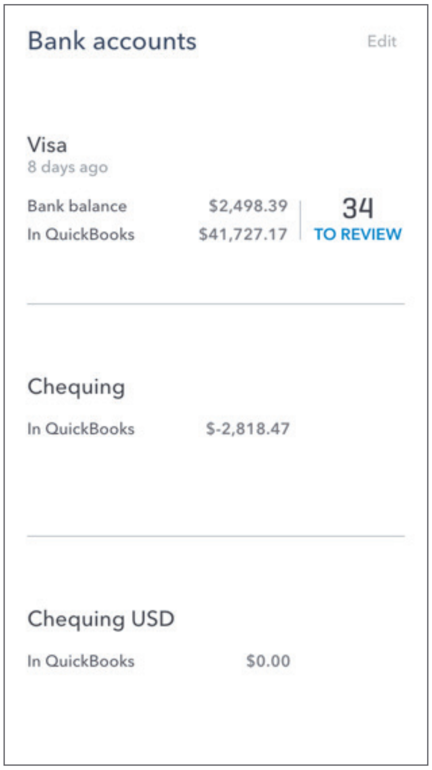
Dashboard

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.



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

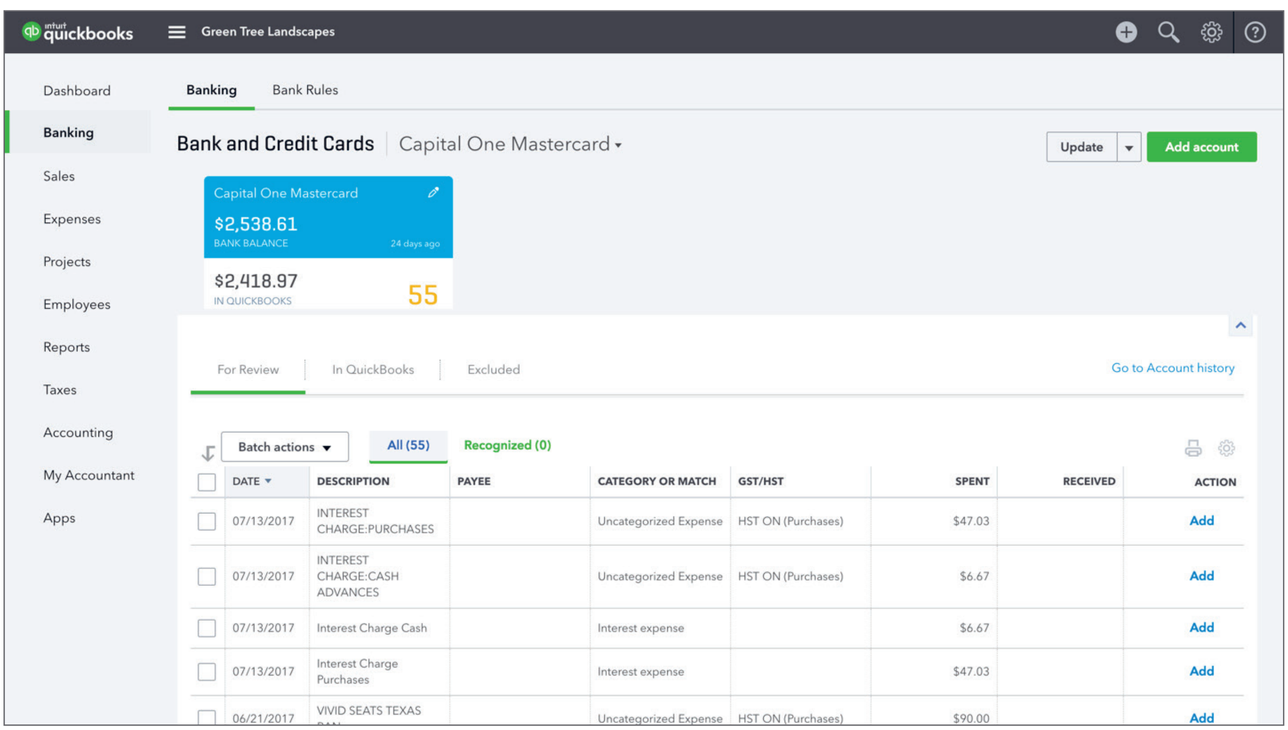
The left side of QBO always displays the Navigation Bar, or Nav Bar for short. The Nav Bar is used to navigate between different pages that display information about customers, transactions you've entered and many other topics. A list of buttons available on the Nav Bar are listed below.

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.

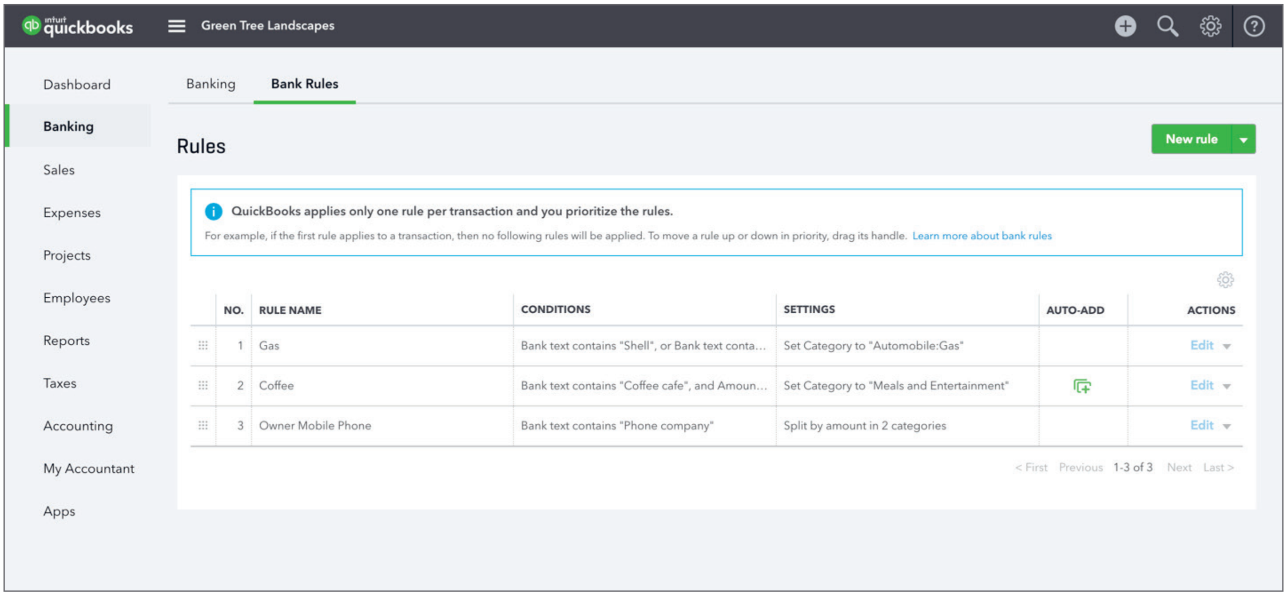
Banking

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.



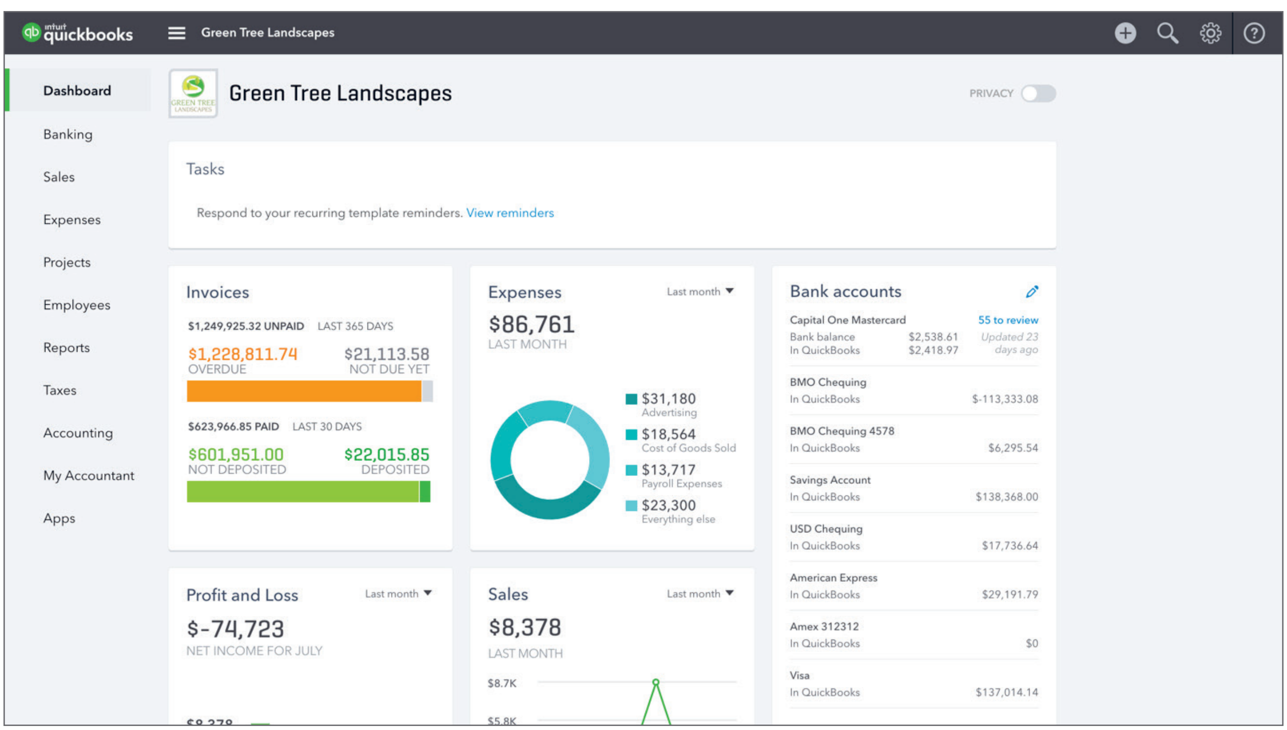
Bank Rules

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.



Sales

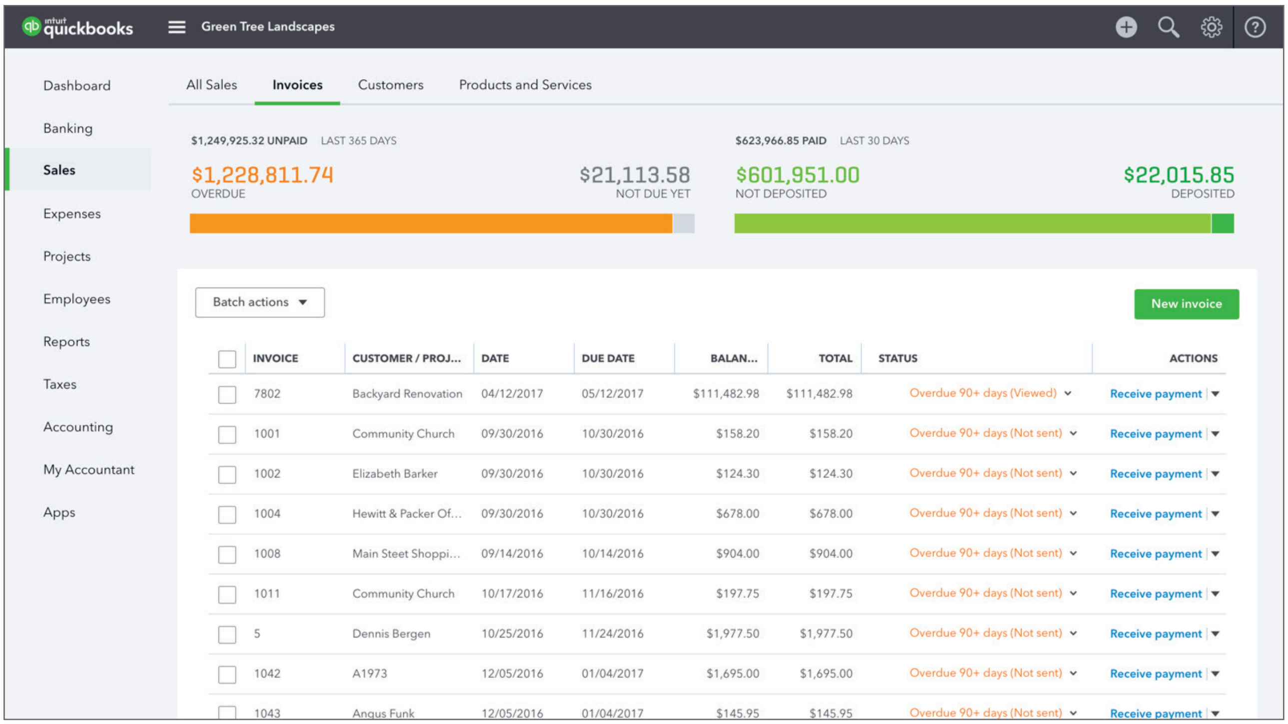
Clicking the **Sales** link changes your current view to the Sales page. This page contains four tabs listed across the top of the page. They include **All Sales**, **Invoices**, **Customers** and **Products and Services**. All Sales lists all the sales transactions made in your company listed in date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



Invoices

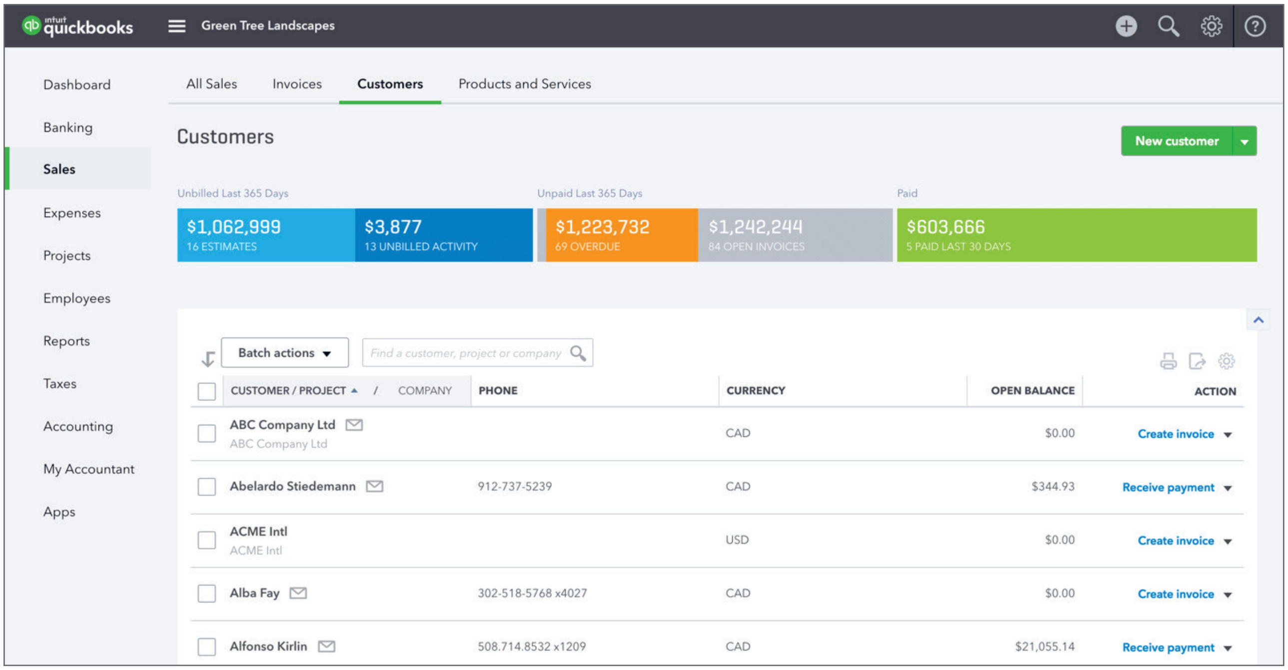
Click **Invoices** to display the Invoices Dashboard. First, this page provides a graph of **Overdue** and **Not Due Yet** invoices. To the right, QuickBooks displays a graph of funds **Not Deposited** and **Deposited** in the last 30 days.

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



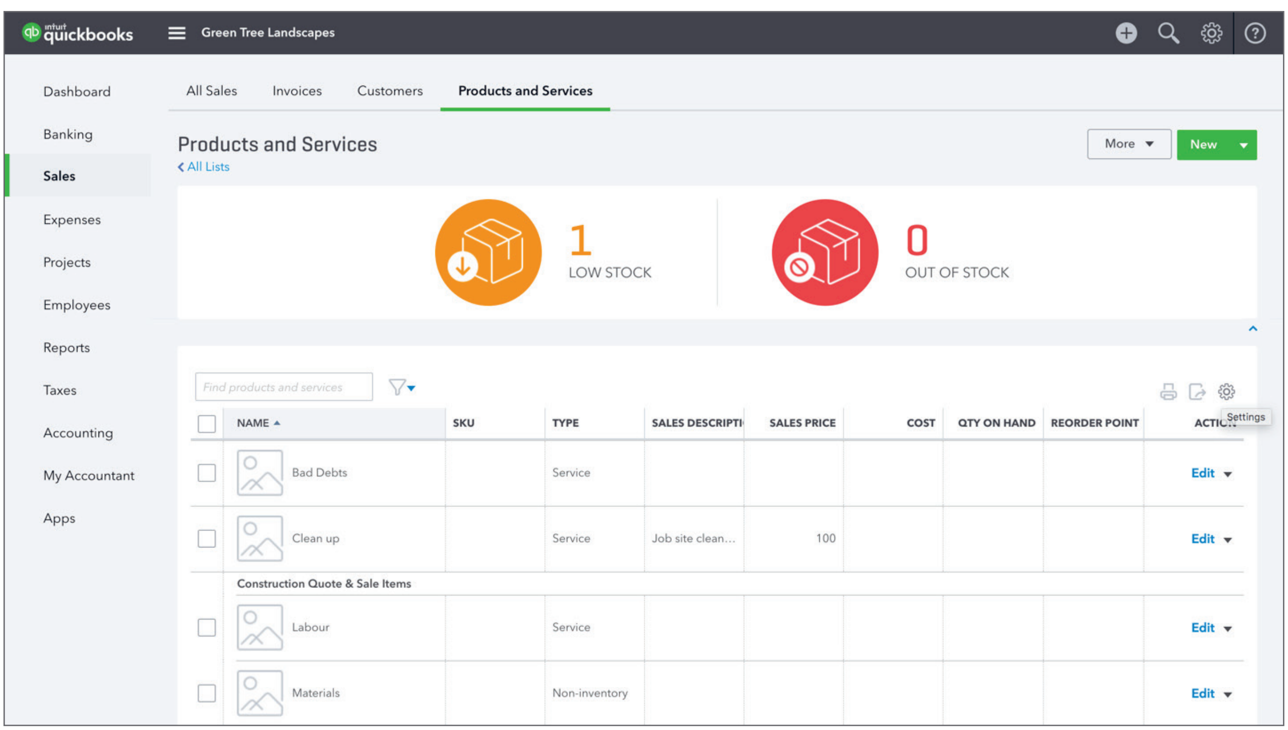
Customers

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.

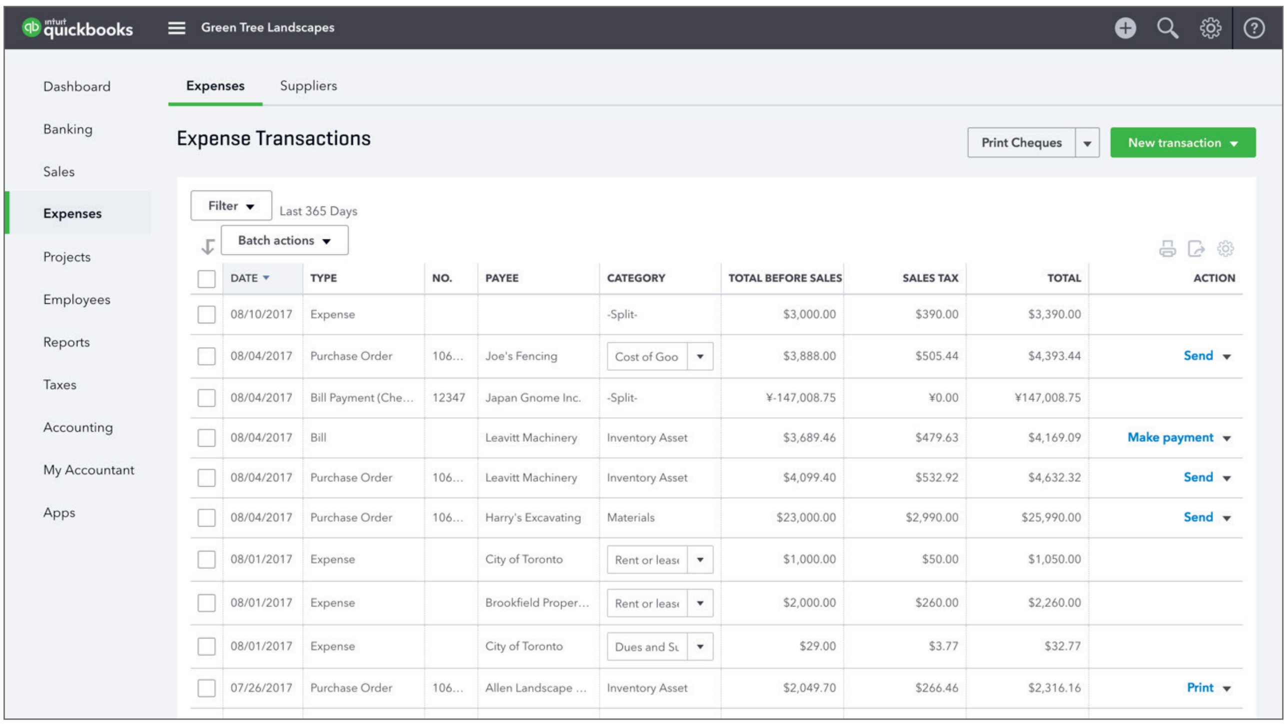


Expenses

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.

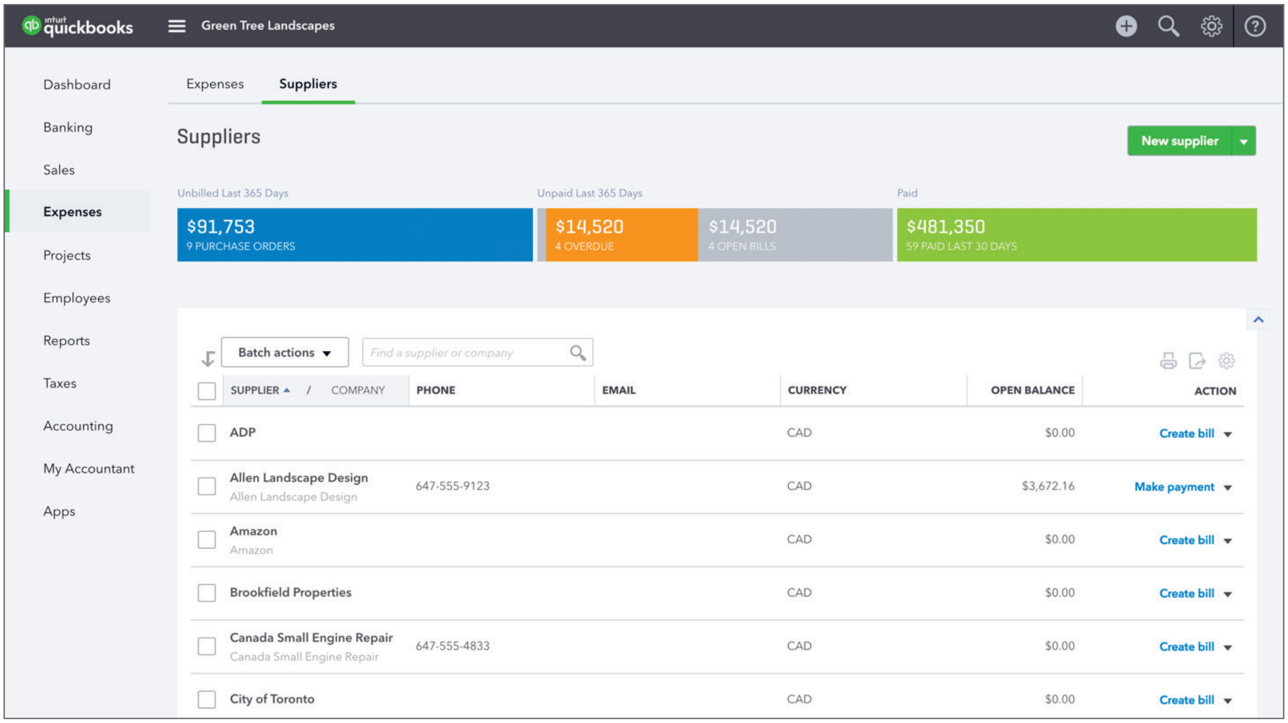
At the top left of the Expenses page is a **Filter** button, which when clicked allows for filter options, such as filtering by transaction type, transaction status, delivery method, date, payee and category.

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.



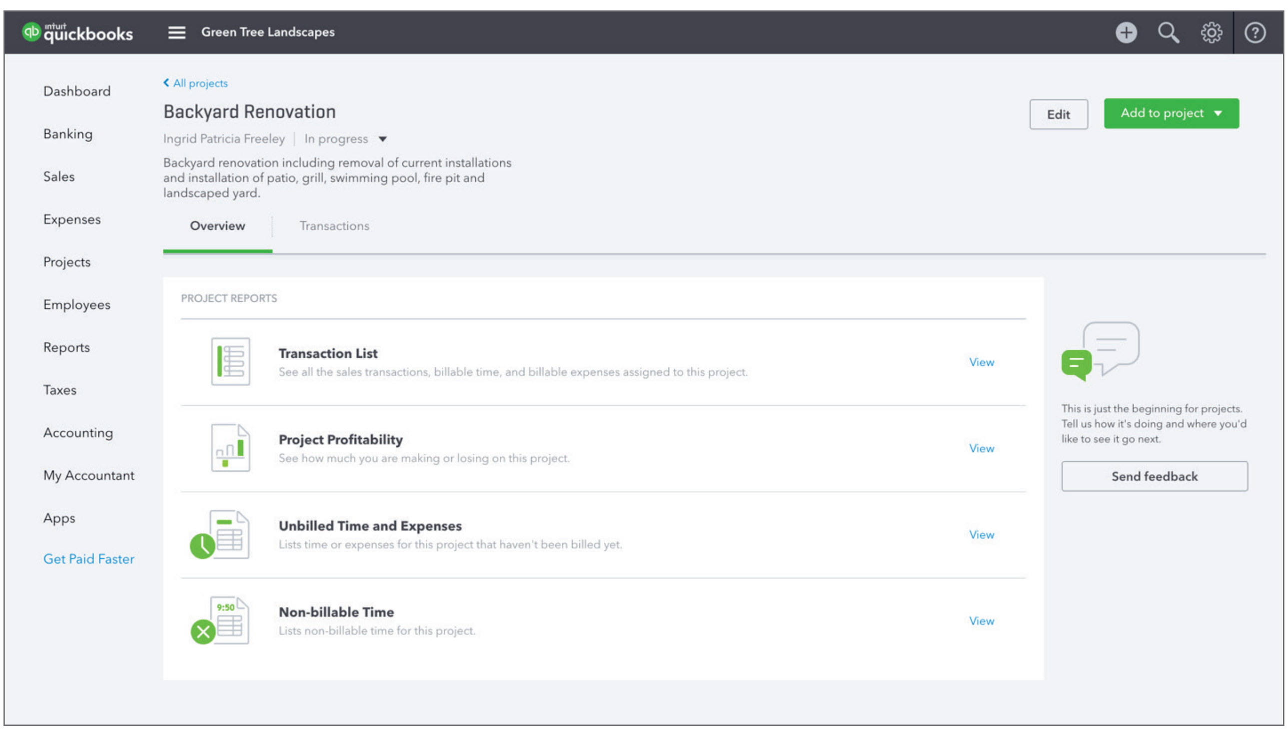
Suppliers

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.



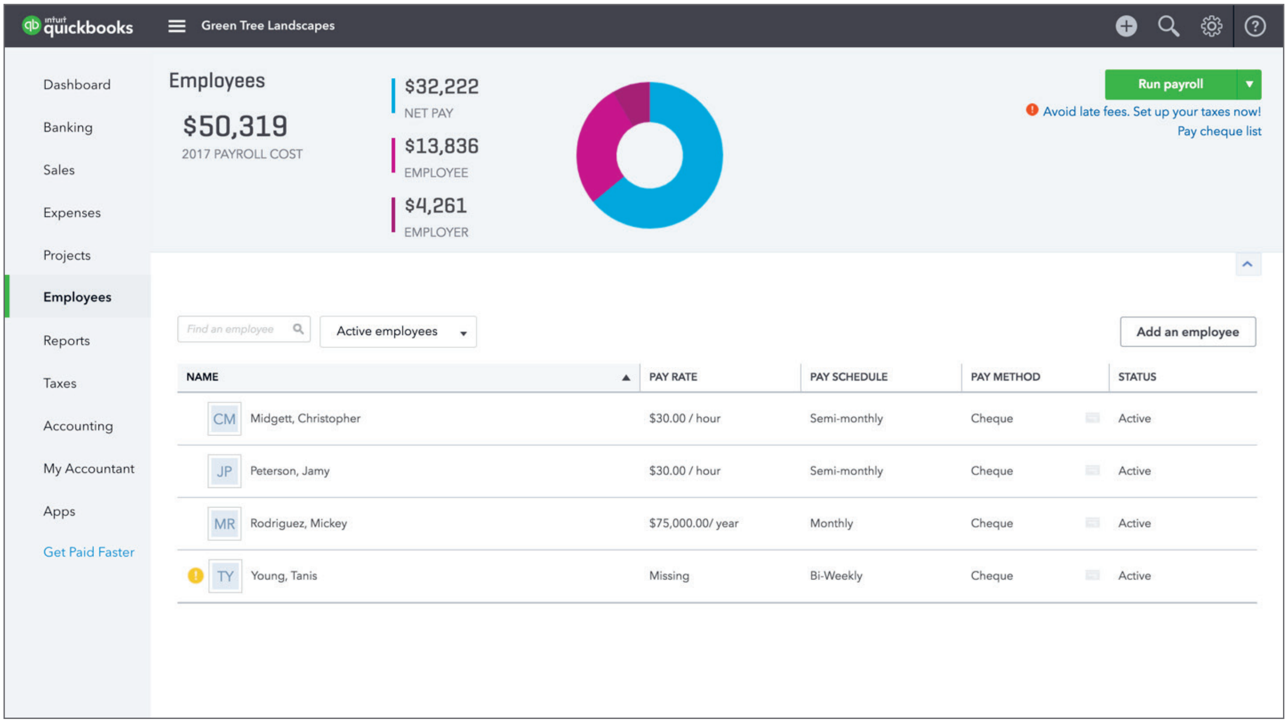
Projects

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.



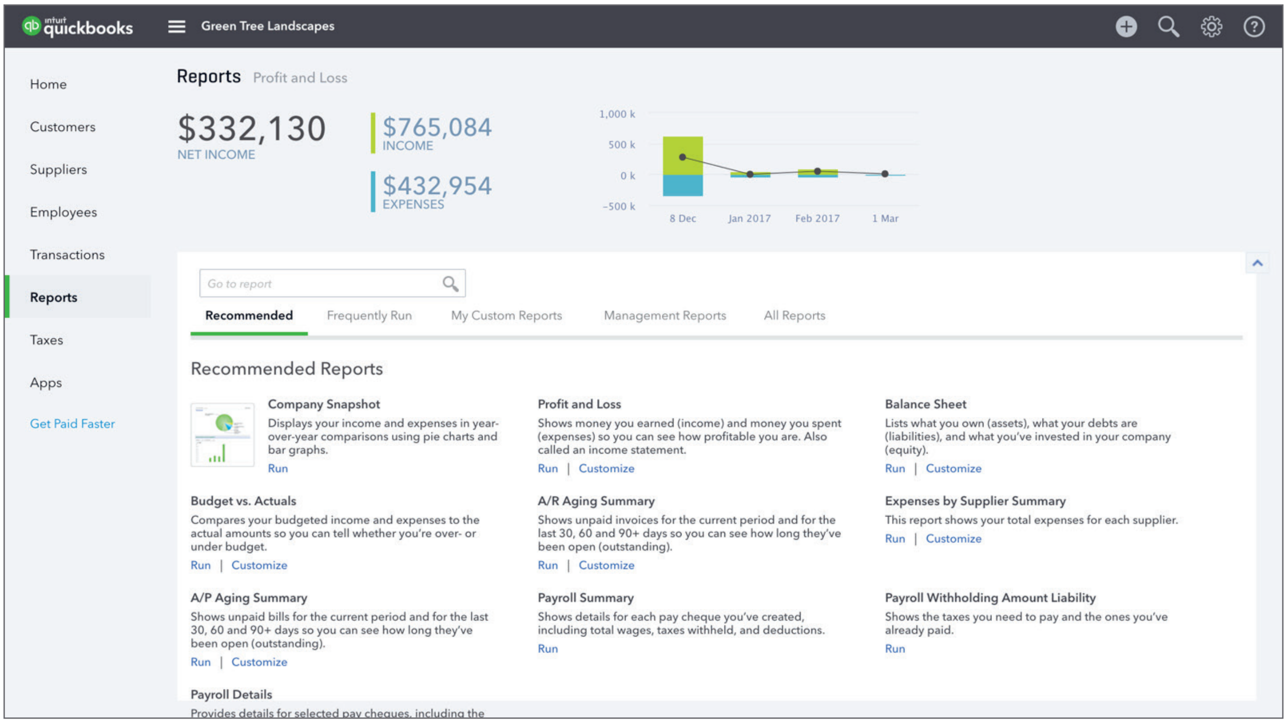
Employees

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

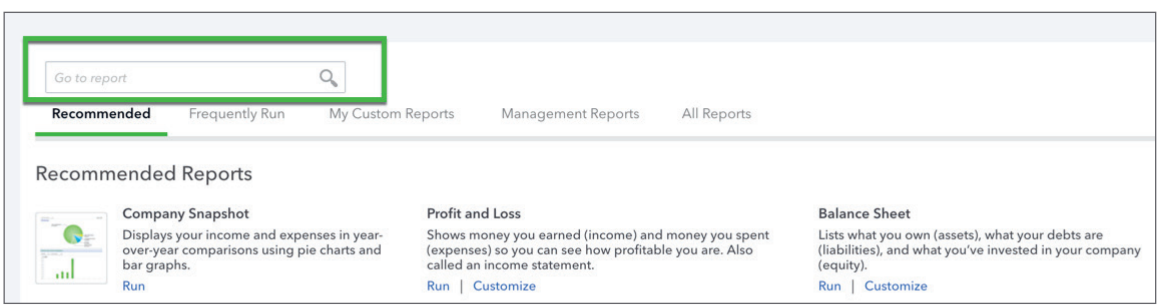


Reports

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.

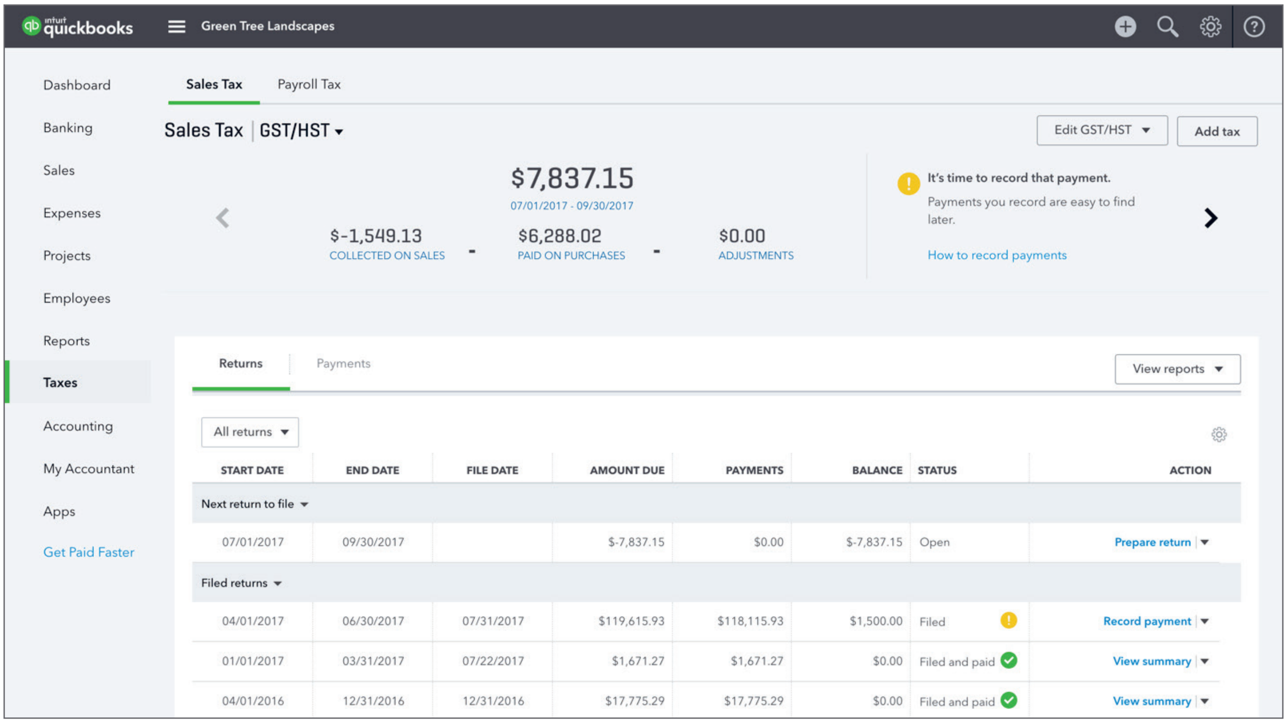


Alternatively, you can also type the name of the report you want to run in the **Go to report** to go directly to it.



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.



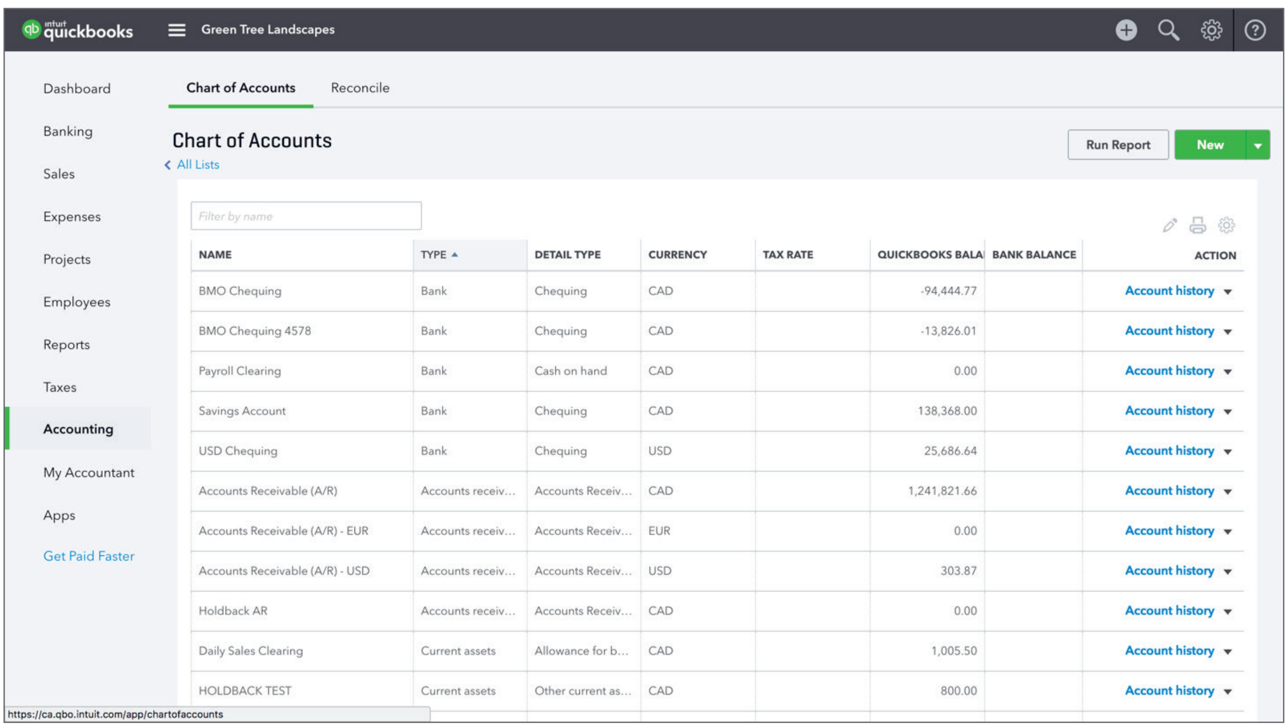
Accounting

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.

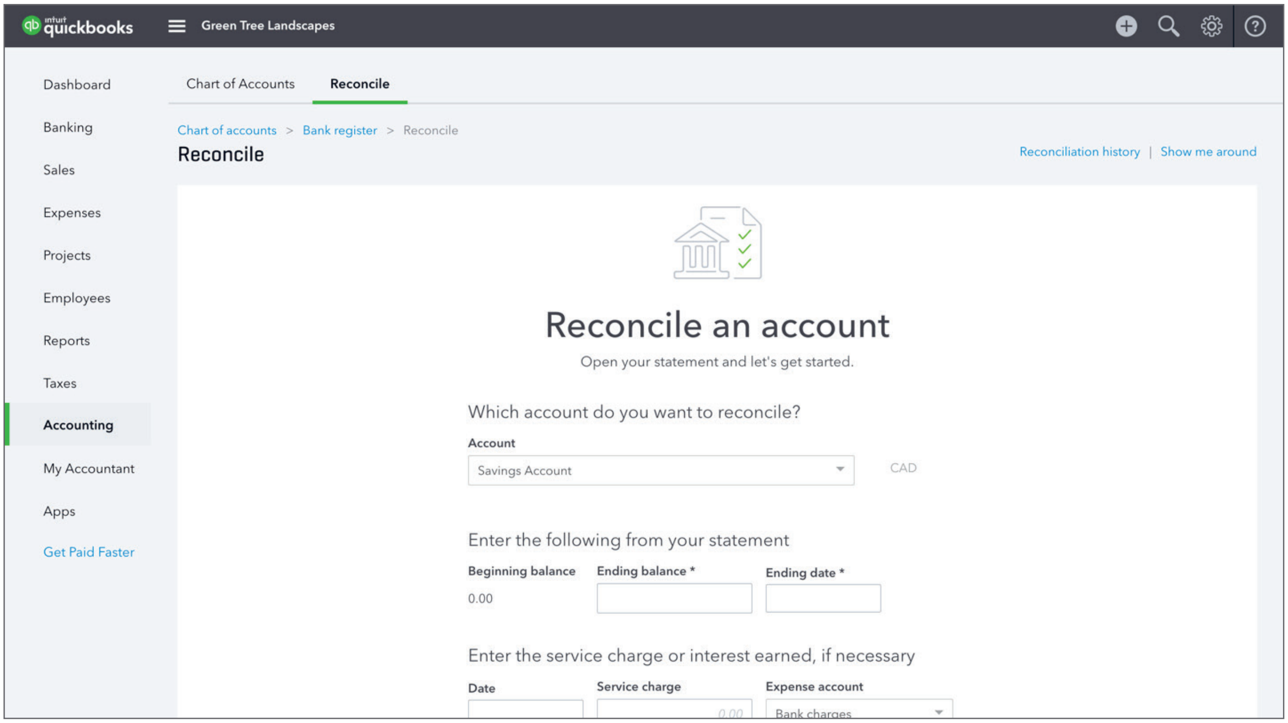
If you want to remove columns from the account listing you can do so by clicking the **Gear** icon on the right side of the account listing. The Type, Detail Type, QuickBooks Balance, and Bank Balance columns can all be removed this way. The Chart of Accounts can also be printed by using the nearby **Print**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



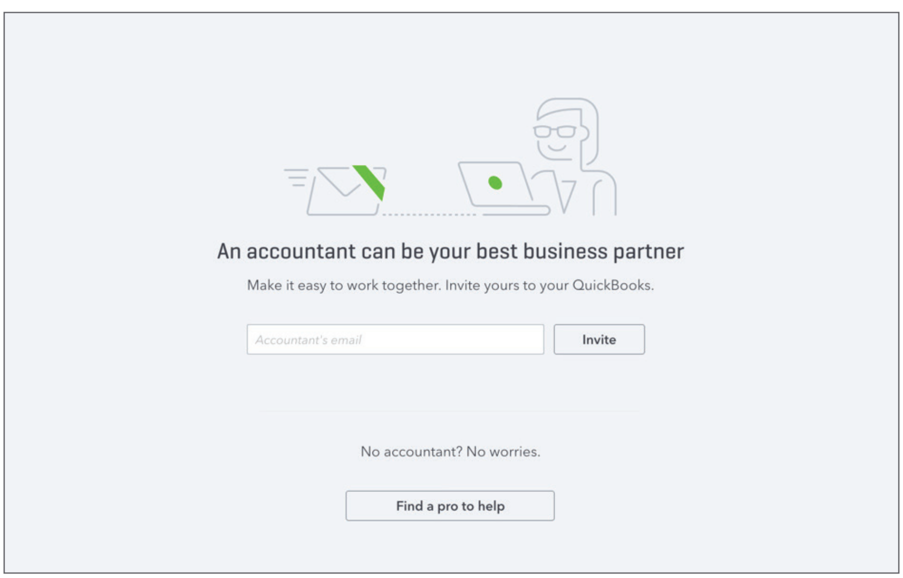
Reconcile

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.



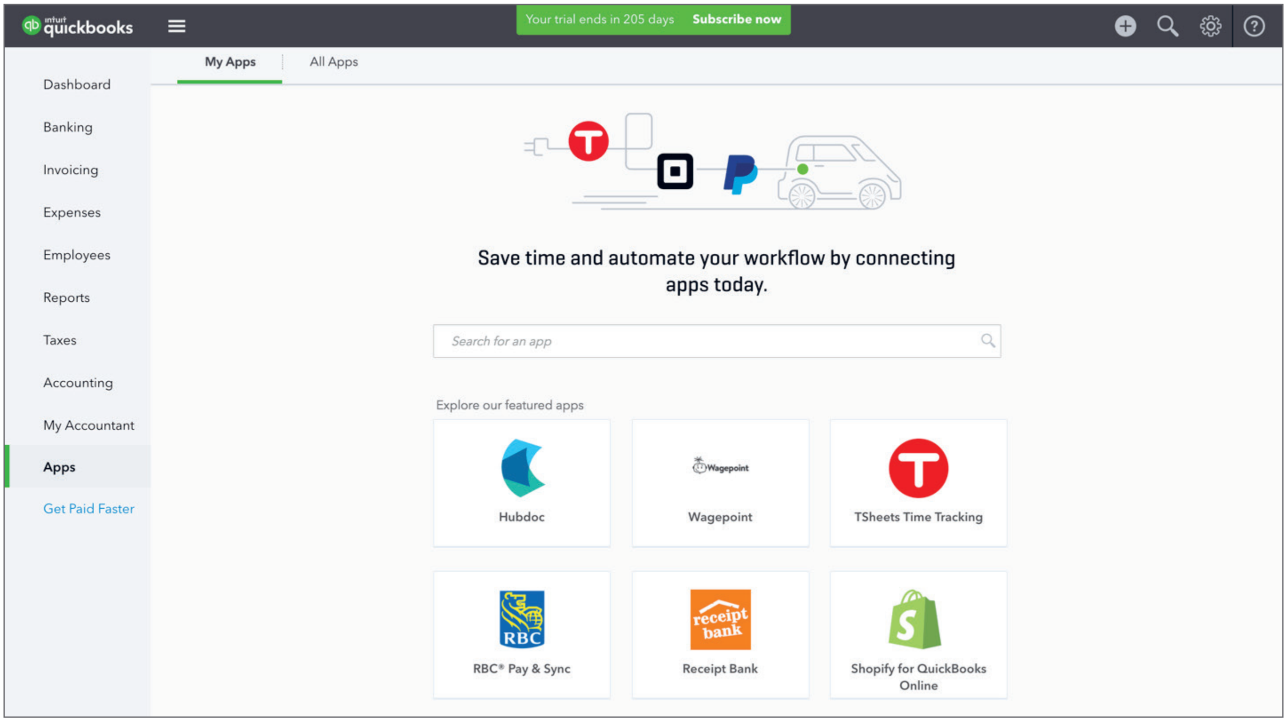
My Accountant

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



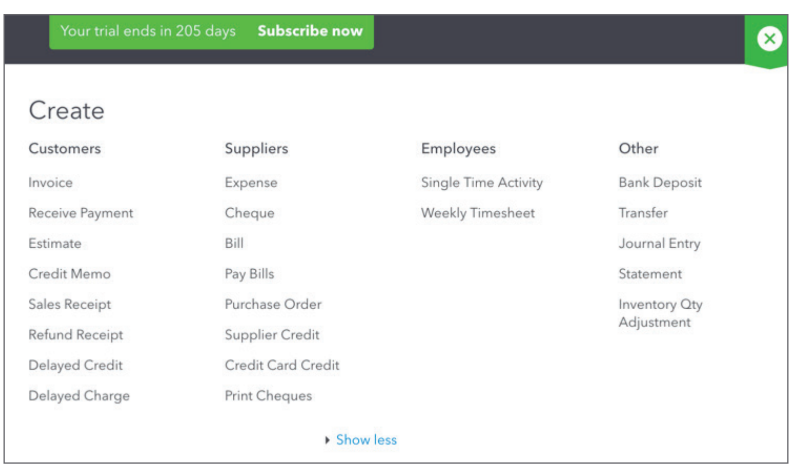
Apps

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.



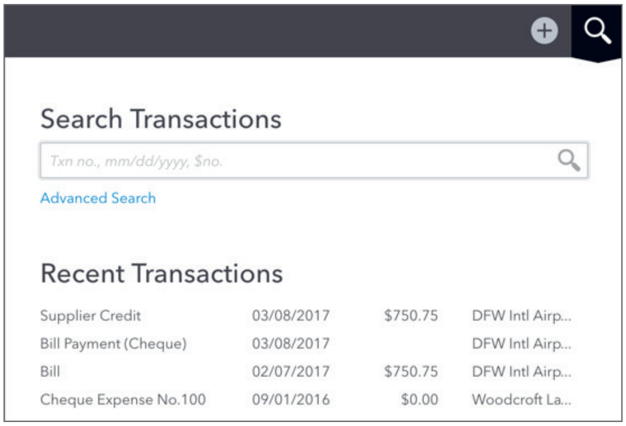
Create Menu

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.



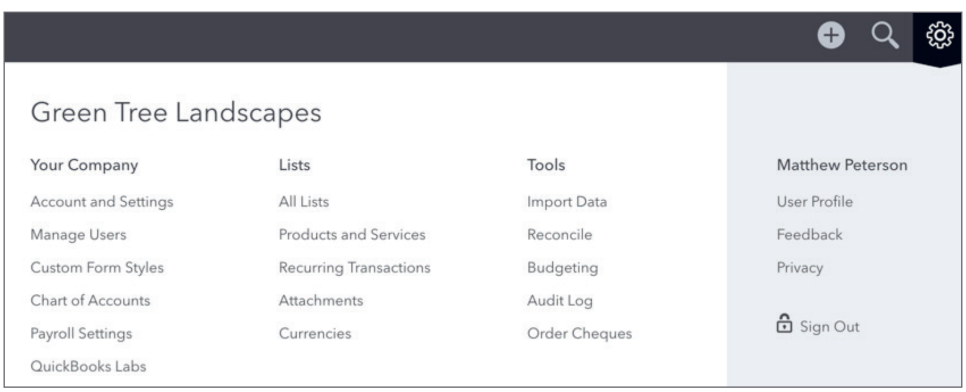
Search

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

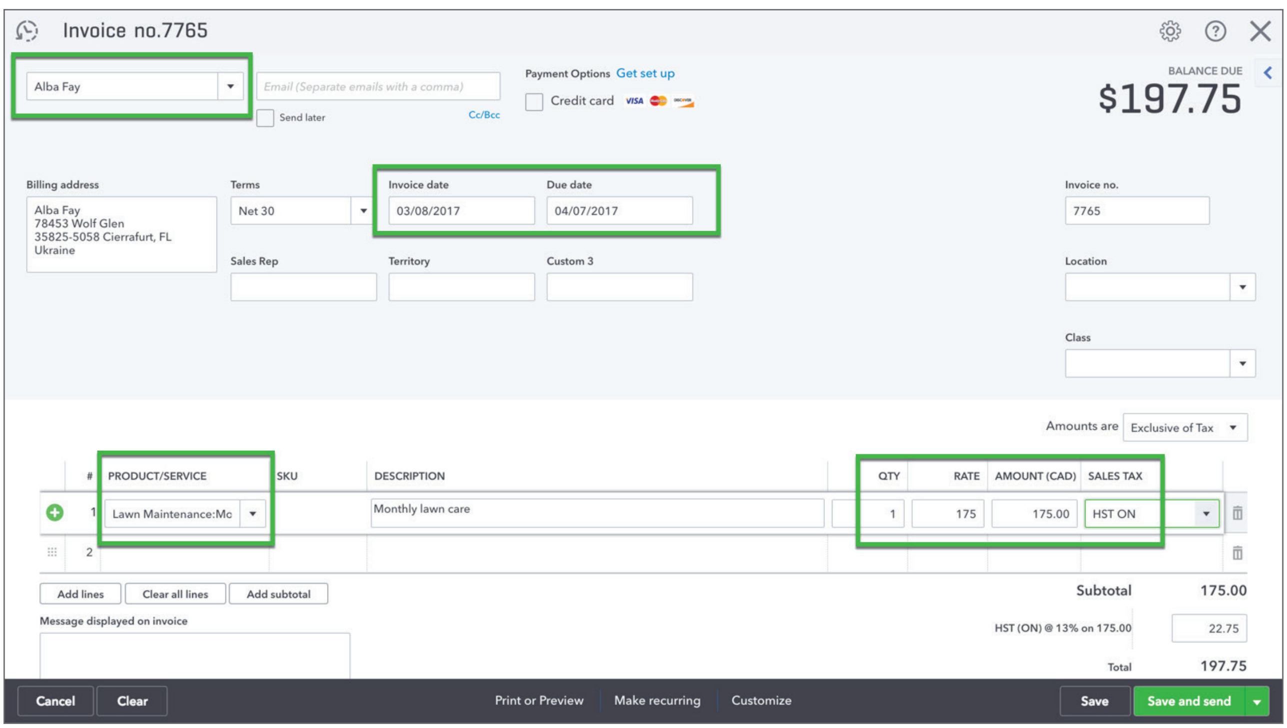
The **Gear icon**, which is displayed at the top of the screen and resembles a gear, reveals a list of powerful, but rarely used options, settings and lists. Most of items listed in the Gear icon are tasks that are only performed periodically, such as reconciliations and budgeting, or lists that once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



The Transaction Window

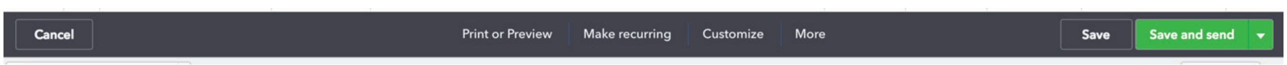
Transactions in QuickBooks follow a standard template which largely remains the same regardless of the transaction type. Each transaction in QuickBooks has the following characteristics, and they are always displayed in the same locations:

- **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.



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.