QuickBooks Online 2021

SahalSoftware I College

Lesson 01. Introduction

QuickBooks **is an accounting software package developed and marketed by Intuit. QuickBooks products are geared mainly toward small and medium-sized businesses and offer on-premises accounting applications as well as cloud-based versions that accept business payments, manage and pay bills, and payroll functions.**

QuickBooks

Developer(s)	Intuit Inc.[1]
Initial release	1983; 38 years ago
Stable release	2019
Operating system	Microsoft Windows[1] macOS (USA only)
Type	Accounting software
License	Proprietary
Website	quickbooks.intuit.com

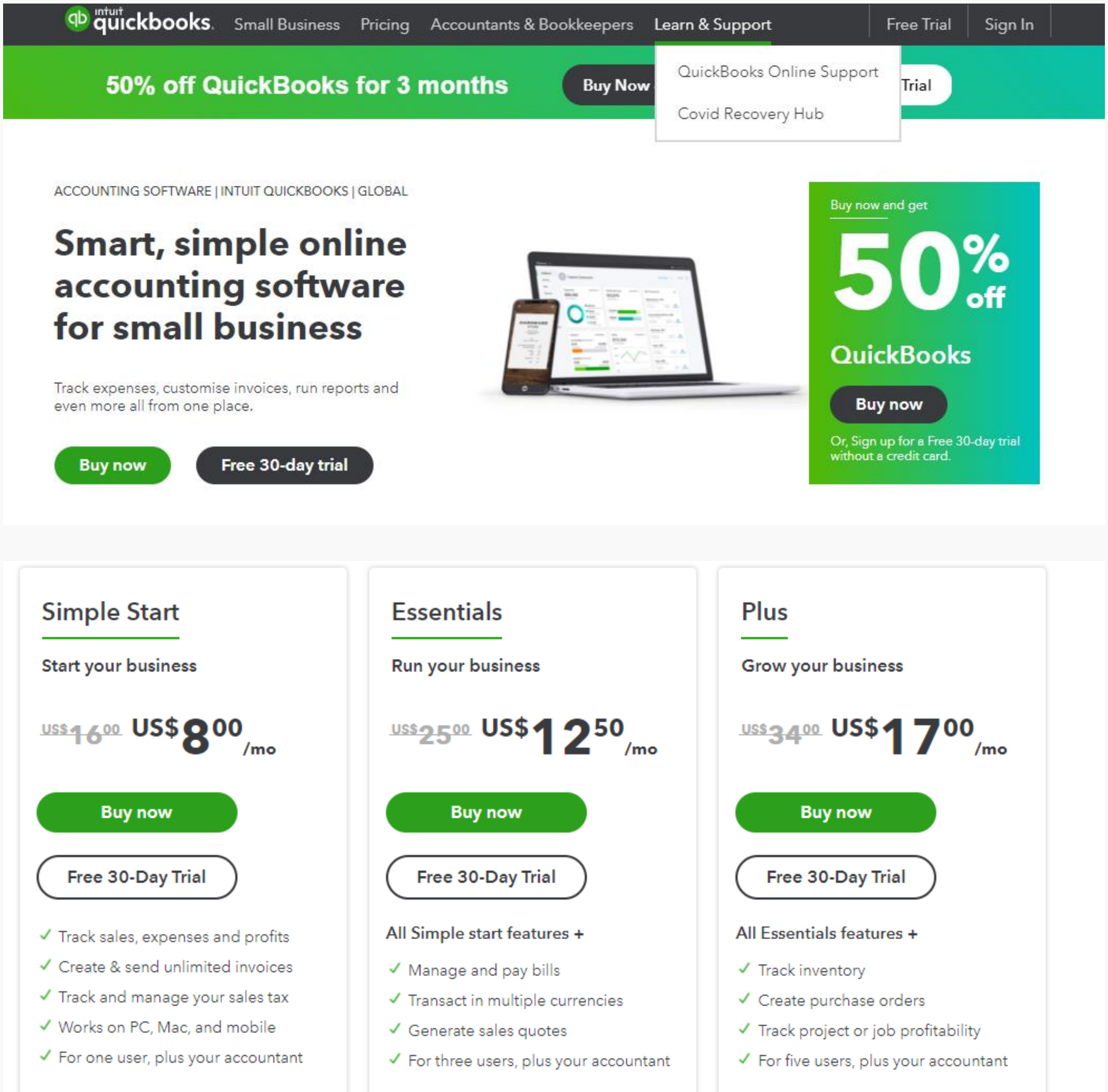
History

Intuit was founded in 1983 by Scott Cook and Tom Proulx in Mountain View, California, USA. After the success of Quicken for individual financial management, the company developed similar services for small business owners.

QuickBooks Online vs. QuickBooks Desktop: What's The Difference?

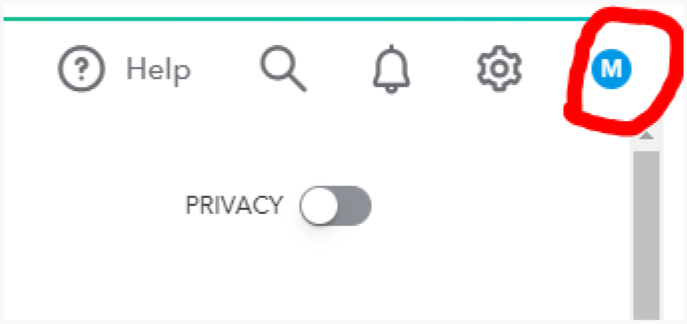
Install your computer = Cloud Base

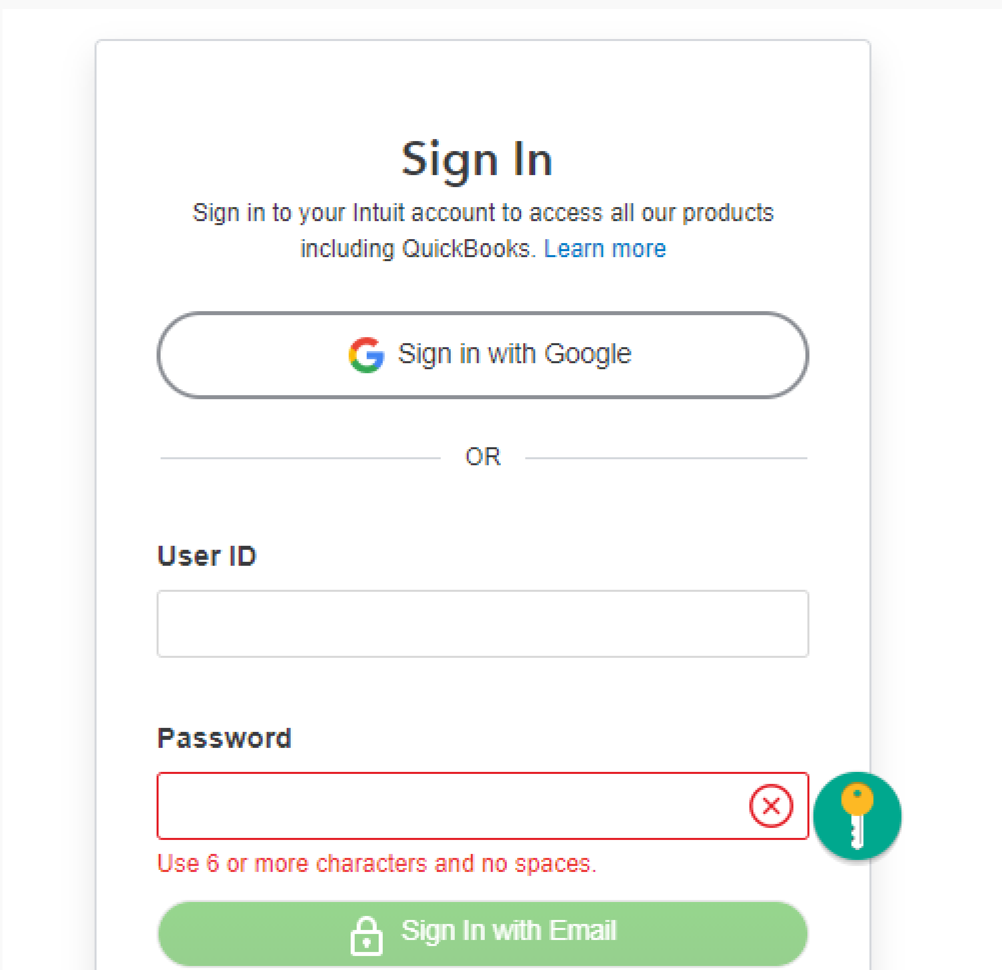
Lesson 02. Create a new company



1. Visit QuickBooks Website
2. Click - free 30-days -
3. Select Plus
4. Enter your full information
5. Tell us about your business
6. What would you like to do in QuickBooks – Click All Set

Lesson 03. Sing out and Sign In





Lesson 04. Environment (Explorer)

- Dashboard
- Report / Balance Sheet
- How to use left navigation bar.
- Three little horizontal lines (Upper corner)(You can hide left navigation bar)
- QuickBooks button (Upper corner) this button we use like Home Page.
- In the Dashboard you can **hide** graphics also you can hide all of them click **privacy**.
- **Three top buttons** in the **right upper corner**: click **setting** click **account setting** click **billing & Subscription** then you can see a lot of information, for example when the account **will be expire**, **Cancel your Trail**, **Downgrade** or **Upgrade**, **Company ID** and so on.
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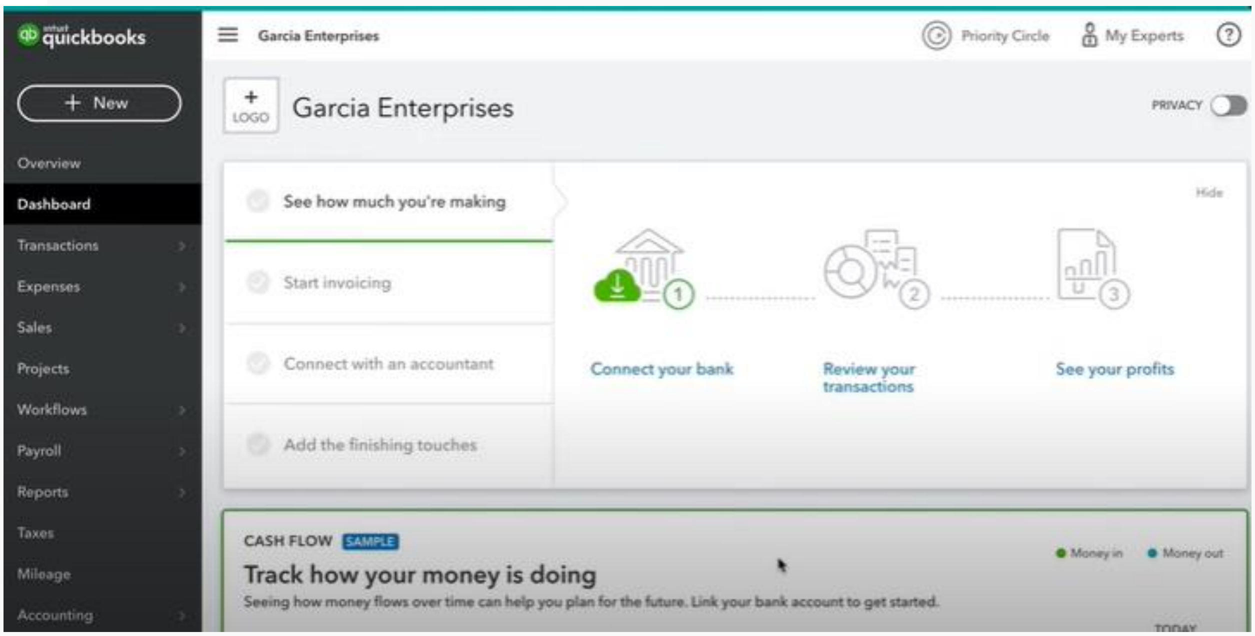
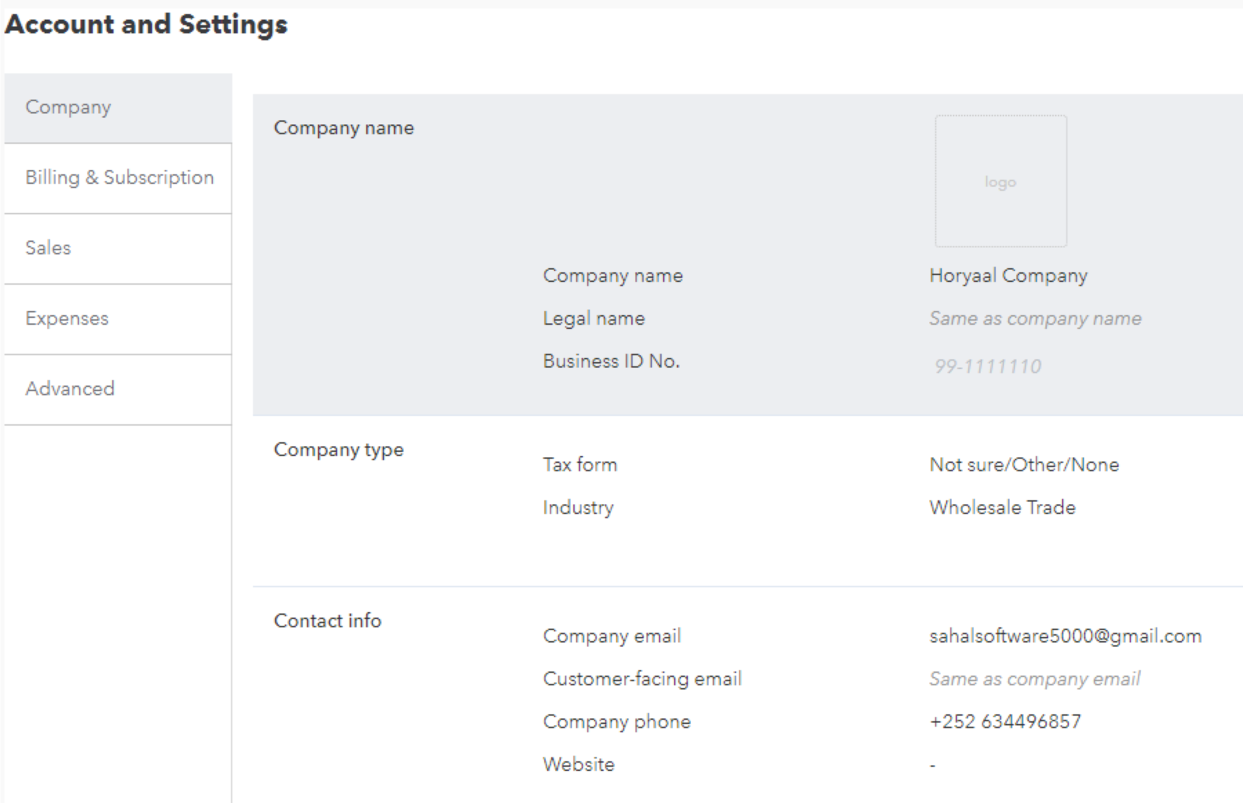


Lesson 05. Put your Logo and Enter your Company Information

1. In the Dashboard click LOG+
2. Then read steps and change everything about your company information.



Lesson 06. Creating or Changing Accounts - Chart of Accounts.

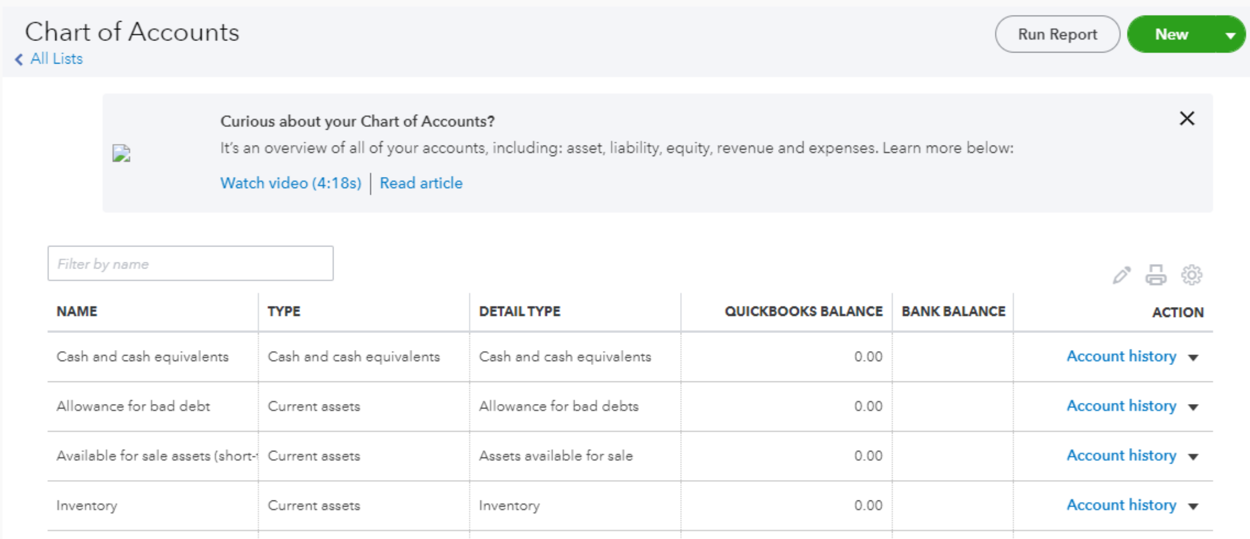
- Click Accounting Tab click chart of accounts or Setting Icon click Chart of accounts.

New Account:

- Click new Account – Enter Full information

Change Account Name, Type or Others:

- Click Account History and then select what you want.



NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Cash and cash equivalents	Cash and cash equivalents	Cash and cash equivalents	0.00		Account history
Allowance for bad debt	Current assets	Allowance for bad debts	0.00		Account history
Available for sale assets (short-t	Current assets	Assets available for sale	0.00		Account history
Inventory	Current assets	Inventory	0.00		Account history

Lesson 07. Delete or Recovery Delete Accounts.

Delete or Inactive Accounts:

- Select Account then click Account History then Delete or Inactive.

Recovery Delete Accounts:

- Select Setting Icon, Click Including Inactive then search deleted.

Lesson 08. Before - Inventory

Check

- Active Inventory Part – Go to Sales / Product and Service
- In your dashboard click New (+) (Upper side). Click Suppliers/check/Item
- Enter Full Information

Lesson 09. Before - AR and AP

Accounts Receivable

- In your dashboard click New (+) (Upper side). Click Journal Entry.
- Enter Full Information

Accounts Payable

- In your dashboard click New (+) (Upper side). Click Journal Entry.
- Enter Full Information

Lesson 10. Before - Fixed Asset and Cash On-Hand

Fixed Asset:

- In your dashboard click New (+) (Upper side). Click Journal Entry.
- Enter Full Information

Cash On-Hand:

- In your dashboard click New (+) (Upper side). Click Journal Entry.
- Enter Full Information

Lesson 11. Adjustment – Accounts

- In your dashboard click New (+) (Upper side). Click Journal Entry.
- Enter Full Information

Lesson 12. Edit Journal Entry and Open Balance Equity

Edit Journal Entry:

- In your dashboard click New (+) (Upper side). Click Journal Entry.
- Click Recent Journal Entries
- Enter Full Information

Open Balance Equity = Equity's Name:

- In your dashboard click New (+) (Upper side). Click Journal Entry.
- Enter Full Information

Lesson 13. Creating Investment (New Capital).

- In your dashboard click New (+) (Upper side). Click Journal Entry.
- Enter Full Information

Lesson 14. Purchases (By Cash or by AP)

Check

- In your dashboard click New (+) (Upper side). Click Suppliers/check/Item
- Enter Full Information

Bill

- In your dashboard click New (+) (Upper side). Click Suppliers/Bill/Item
- Enter Full Information

Pay Bills

- In your dashboard click New (+) (Upper side). Click Suppliers/Pay Bills
- Enter Full Information

Lesson 15. Transfer Money

- In your dashboard click New (+) (Upper side). Click Transfer.
- Enter Full Information

Lesson 16. Sales (By Cash or by Invoice)

Sales Receipt:

- In your dashboard click New (+) (Upper side). / Customers/Sales-Receipt
- Enter Full Information

Invoice:

- In your dashboard click New (+) (Upper side). / Customers/Invoice
- Enter Full Information

Receive Payment

- In your dashboard click New (+) / Customers / Receive Payment
- Enter Full Information

Lesson 17. Expenses

Expenses:

- In your dashboard click New (+) (Upper side).Click Suppliers/Expense/Category
  - Enter Full Information

Lesson 18. Users Role – How to manage Users

- In your dashboard click Setting Icon (Right corner). Click Manage Users.
- Read steps.

Lesson 19. Profit Share – Net Income and Withdraw

- In your dashboard click New (+) (Upper side). Click Journal Entry.
- Enter Full Information

Support Team

QuickBooks Website = https://quickbooks.intuit.com/
Support Team = https://help.quickbooks.intuit.com/prechats/offerings/QBO-ROW-CHAT/15008/view