



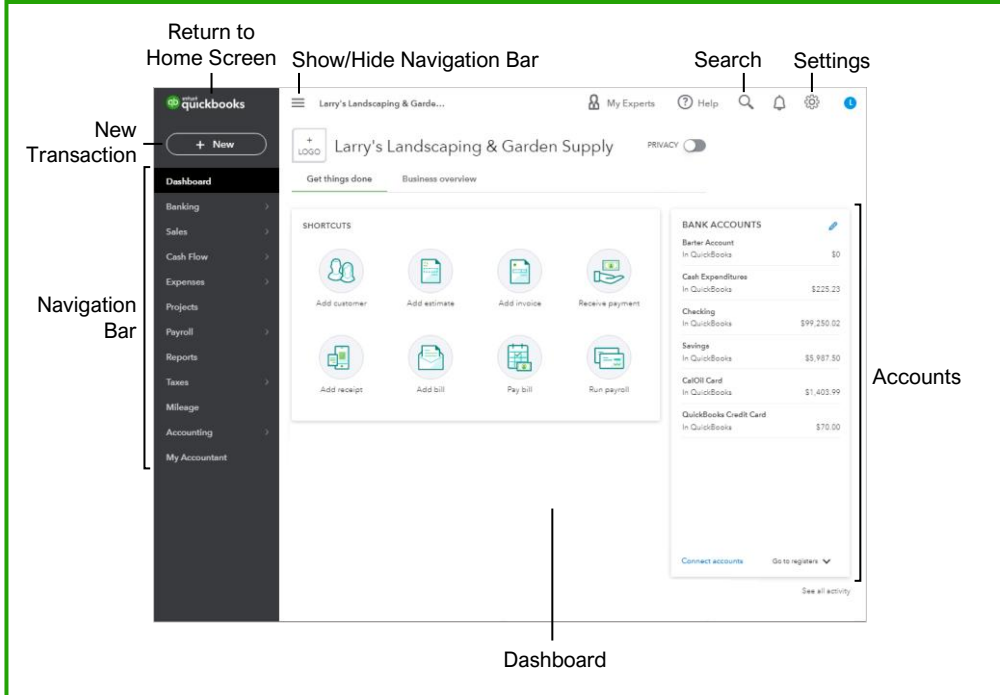
# QuickBooks Online Basic

## Quick Reference Guide



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### The QuickBooks Screen



### Keyboard Shortcuts

#### General

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

#### Date

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

#### Transaction Pages

|                            |                       |
|----------------------------|-----------------------|
| Save and new .....         | <b>Ctrl + Alt + S</b> |
| Save and send .....        | <b>Ctrl + Alt + M</b> |
| Save and close.....        | <b>Ctrl + Alt + D</b> |
| Exit transaction view..... | <b>Ctrl + Alt + X</b> |
| Cancel .....               | <b>Ctrl + Alt + C</b> |

#### Form Fields and Lists

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

### 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.

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