

Add
Insight



QUICKBOOKS WELCOME GUIDE

10 easy tasks to get started

Contents

Find your way around	1
Customize and send an invoice	2
Receive a payment	3
Track expenses	4
Manage your contacts	5
Connect your bank accounts	6
Gain insights with reports	7
Collaborate with others	8
Offer online payment	8
Do more with apps	9
Manage your business on the go	9

Find your way around

Here's the quickest way to get where you're going in QuickBooks.

- 1 The **navigation bar** on the left shows a menu of items.
- 2 Click **Transactions** to see related sub-items (like **Banking**).
- 3 Click the **magnifying glass** to find past transactions.
- 4 Click the **Create (+)** icon to add any transaction.
- 5 View a list of recent transactions.
- 6 Click the **Gear icon** to manage your subscription, users, companies, and settings.
- 7 Click the **Help (?)** icon to get help information.

The screenshot shows the QuickBooks dashboard with the following elements highlighted by numbered callouts:

- 1**: The left navigation bar.
- 2**: The 'Transactions' menu item in the left bar.
- 3**: The magnifying glass search icon in the top right.
- 4**: The 'Create' (+) icon in the top right.
- 5**: The 'Create' dropdown menu, which is open and shows options like Invoice, Expense, Paycheck, etc.
- 6**: The Gear icon (Settings) in the top right.
- 7**: The Help (?) icon in the top right.

The dashboard content includes sections for Income (\$5,282), Expenses (\$2,186), Profit and Loss (\$1,638), and a 'Needs attention' sidebar with alerts for overdue invoices and bills.



QUICK TIP

The Create icon initially appears as a (+), but spins to an (x) when you click it.



Customize and send an invoice

It's easy to create and customize beautiful invoices to send your customers.

- 1 Click the **Create (+) icon** and select **Invoice**.
- 2 Fill out the **invoice form**.
- 3 Click **Customize** at the bottom of the form to open the customize window.
- 4 Upload your logo and customize the look of your invoice.
- 5 Click **Save** to save your customizations.
- 6 Click **Print or Preview** to check how the invoice looks.
- 7 Click **Save and send**.

Invoice #1012

BALANCE DUE \$114.93

2 Claudine Co claudine@example.com

Receive payment

Billing address
Claudine Co
333 Easy Street
Middlefield, CA 98756

Terms
Net 30

Invoice date
03/27/2014

Due date
04/26/2014

Invoice no.
1012

Shipping address
Claudine Co
333 Easy Street
Middlefield, CA 98756

Ship via
FedEx

Shipping date
06/09/2014

Assistant
Tyler Riding

Custom 2

Product/Service Table:

PRODUCT/SERVICE	DESCRIPTION
Pumpkin	Local, organic pumpkin
Vase	Black and white vase
Flowers	Flowers from a Pescadero family farm

Activity Table:

ACTIVITY	QTY	RATE	AMOUNT
Pumpkin	4.00	10.00	40.00
Vase	1.00	42.51	42.51
Flowers	1.00	12.42	12.42

Summary:

SUBTOTAL	94.93
SHIPPING	20.00
TOTAL	114.93
BALANCE DUE	\$114.93

Customization Window:

olive

INVOICE

123 Main Street
Anytown, CA 56789

(650) 555-1234
help@oliveexample.com
oliveexample.com

INVOICE NO. 1012
TERMS Net 30
DATE 03/27/2014
DUE DATE 04/26/2014

SHIP DATE 06/09/2014 SHIP VIA FedEx TRACKING NO. 342251718 ASSISTANT Tyler Riding

Thanks for shopping at Olive! If you like us, please leave a review on Yelp. If you have concerns, contact us at help@oliveexample.com so we can do better.

Statement memo

Attachments Maximum size: 25MB

Drag/Drop files here or click the icon

6 Print or Preview 3 Make recurring 7 Save and send

CUSTOMIZED INVOICE

CREATE (+) > INVOICE

Receive a payment

QuickBooks keeps you organized by helping you collect payments against customer invoices.

- 1 Click the **Create (+) icon** and select **Receive Payment**.
- 2 Select a customer from the list.
- 3 Fill out the rest of the **Receive Payment** form.
- 4 If the customer has outstanding invoices, they appear here so you can apply the payment to them.
- 5 Click **Save and new**.

The screenshot shows the 'Receive Payment' form in QuickBooks. At the top right, the 'AMOUNT RECEIVED' is \$114.93. A dropdown menu for customer selection is set to 'Claudine Co'. The 'Payment date' is 03/27/2014. The 'Payment method' is 'Visa' with a 'Reference no.' of 123. There is a checkbox for 'Process credit card' which is checked. Below this is a table of 'Outstanding Transactions' with one entry: 'Invoice # 1012 (03/27/2014)' with a due date of 04/26/2014 and an original amount of 114.93. The 'Amount to Apply' is \$114.93 and 'Amount to Credit' is \$0.00. A 'Memo' field is empty. At the bottom, there is an 'Attachments' section with a maximum size of 25MB. The form has 'Cancel', 'Clear', and 'Save and new' buttons.

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/> Invoice # 1012 (03/27/2014)	04/26/2014	114.93	114.93	114.93

Amount to Apply: \$114.93
Amount to Credit: \$0.00

CREATE (+) > RECEIVE PAYMENT

Track expenses

Enter and categorize your business expenses for tax time.

- 1 Click the **Create (+) icon** and select **Expense**.
- 2 Fill out the **Expense form**.
- 3 Select the account where you're paying the expense from.
- 4 Optionally, choose a payment method.
- 5 Enter a reference number for easy lookup later.
- 6 Include the account to categorize each line item.
- 7 If you like, attach a document (like a receipt).
- 8 You can make this a recurring expense to save time later.
- 9 Click **Save and new**.

The screenshot shows the 'Expense #234' form. At the top, there are dropdown menus for 'Pelican Design' (2) and 'Caldwell Credit Union' (3), with a balance of \$3,874.18. The total amount is \$112.00. The form includes fields for 'Mailing address' (Pelican Design, 456 Bayshore Drive, Anywhere, CA 98765), 'Expense date' (03/27/2014), 'Payment method' (4) (Visa), and 'Ref no.' (5) (234). Below these is a table with columns: ACCOUNT, DESCRIPTION, AMOUNT, BILLABLE, MARKUP %, and a trash icon. The first row shows 'Advertising' (6) for 'Brochures and flyers' with an amount of 112.00. There are 'Add lines' and 'Clear all lines' buttons. A 'Memo' field is present. An 'Attachments' section (7) has a maximum size of 25MB and a drag/drop area. At the bottom, there are 'Cancel', 'Clear', 'Make recurring' (8), and 'Save and new' (9) buttons.

ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	
Advertising (6)	Brochures and flyers	112.00			🗑️
					🗑️

CREATE (+) > EXPENSE

Manage your contacts

Keep track of all the people important to your business, from customers to vendors to employees.

- 1 From the navigation bar, select **Customers**.
- 2 Add or import a customer.
- 3 Show or hide the Customer Money Bar.
- 4 Select multiple customers and apply a batch action (like **Send statements**) to all of them at once.
- 5 Sort the customer list by name, company, or balance.
- 6 Print or export the customer list.
- 7 Choose the columns you want to display.
- 8 Click a customer to see more details.
- 9 Create an invoice or other item for this customer.

The screenshot shows the QuickBooks interface for managing customers. The navigation bar on the left has 'Customers' selected (1). The main area shows a summary of customer financials (2) and a list of customers (3). The list has columns for CUSTOMER, PENDING INVOICES, BALANCE, and ACTION. A search bar and sorting options are at the top (4, 5). A dropdown menu is open for the 'Create invoice' action (9).

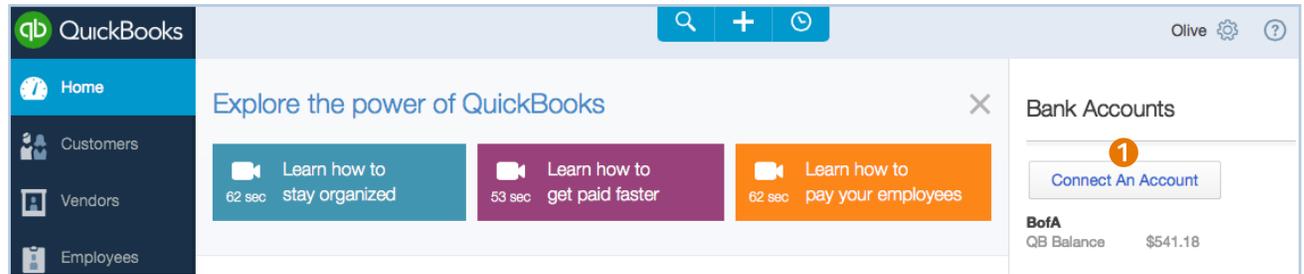
CUSTOMER	PENDING INVOICES	BALANCE	ACTION
<input type="checkbox"/> Bryan Tublin (741) 555-9123			Create invoice
<input type="checkbox"/> Chris Evans (212) 555-4444	1 Overdue invoice	\$300.00	Send reminder
<input type="checkbox"/> Claudine Co (650) 555-2222	1 Open invoice	\$114.93	Receive payment
<input type="checkbox"/> Deepak Soni (408) 555-4233			Create invoice
<input type="checkbox"/> Glynis Hively (245) 555-1212			Create sales receipts Create estimate Create charge Create time activity
<input type="checkbox"/> Intuit Inc. (650) 555-9876	1 Open invoice	\$26.48	Make inactive Create invoice
<input type="checkbox"/> Julianne Hughes (650) 555-3232			

NAVIGATION BAR > CUSTOMERS

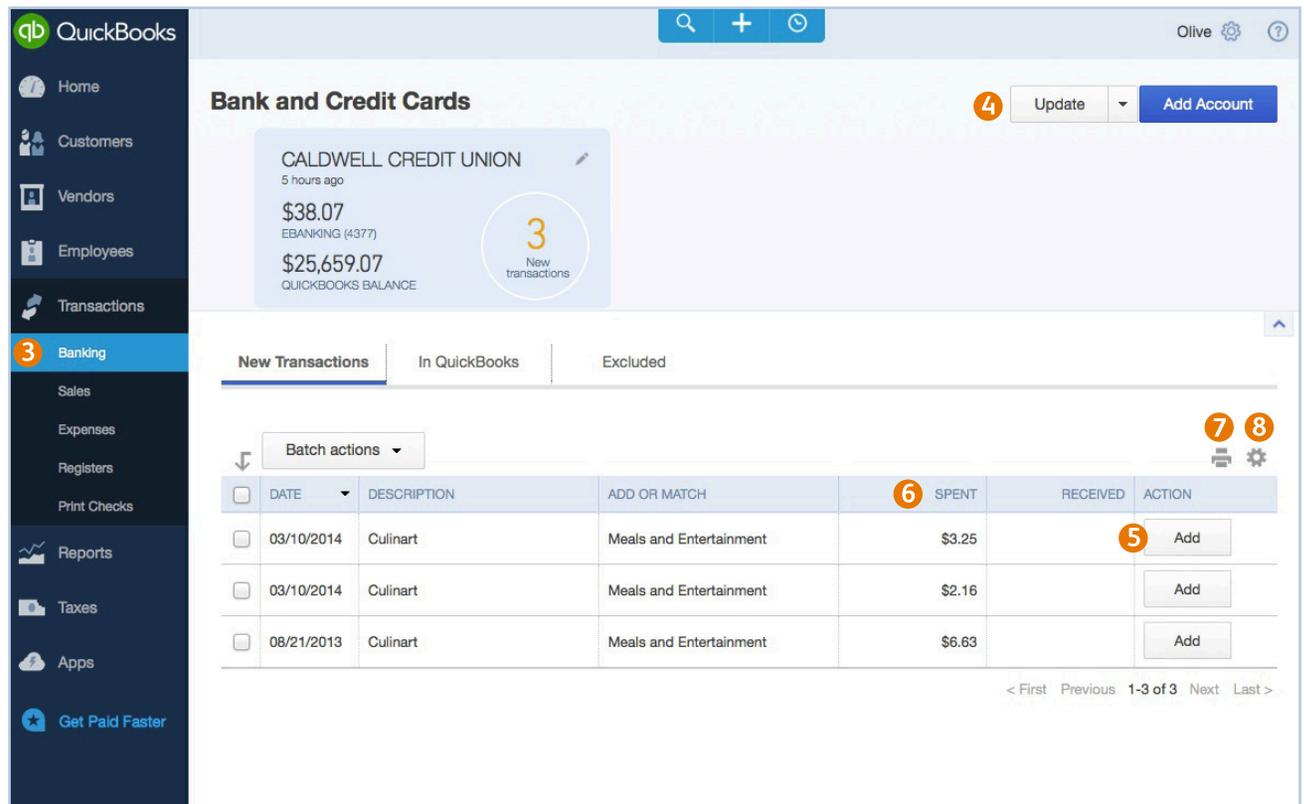
Connect your bank accounts

QuickBooks can automatically download and categorize your bank transactions, cutting down on data entry and errors.

- 1 From the home page, click **Connect an account**.
- 2 Follow the onscreen instructions to connect your account.
- 3 From the navigation bar, select **Transactions > Banking**.
- 4 Click **Update** to download the latest bank data.
- 5 Click **Add** to add the transaction to QuickBooks.
- 6 Click a column header to sort by that heading.
- 7 Print a page of transactions.
- 8 Change the number of rows to display.



HOME PAGE > CONNECT AN ACCOUNT



NAVIGATION BAR > TRANSACTIONS > BANKING

Gain insights with reports

How's business? Monitor your company financials with a variety of customizable reports.

- 1 From the navigation bar, click **Reports**.
- 2 Search for a specific report by name.
- 3 Click a recommended report, or choose another tab: **Frequently Run**, **My Custom Reports**, or **All Reports**.

The screenshot displays the QuickBooks Reports interface. On the left is a dark blue navigation bar with icons and labels for Home, Customers, Vendors, Employees, Transactions, Reports (highlighted with a red circle and number 1), Sales Tax, Apps, and Turn On Payroll. The main content area is titled 'Reports Profit and Loss'. It features a summary of financial data: NET INCOME of \$825, INCOME of \$1,615, and EXPENSES of \$790. A line chart shows data for Dec 27-31, Jan 2014, Feb 2014, and Mar 1-27. Below the summary is a search bar labeled 'Go to report' (with a red circle and number 2) and tabs for 'Recommended' (selected), 'Frequently Run', 'My Custom Reports', and 'All Reports'. The 'Recommended Reports' section contains six report cards, each with a thumbnail, title, description, and 'Run | Customize' links. The reports are: Profit and Loss, Balance Sheet, Company Snapshot, A/R Aging Summary, Expenses by Vendor Summary, and A/P Aging Summary.

	Total
Income	
Labor	4252.0
Construction	
Subcontractors	8532.3
Total Construction	8532.3
Net Income	13,884.3

sets	Total
Current Assets	
Bank Accounts	1200
Checking	100
Inventory	300
Money Market	300
Party Cash	25
Total Bank Accounts	1625

	Current	Total
High	35.00	
At Risk	380.00	380.00
Low	35.00	35.00

	Current	Total
High	35.00	
At Risk	380.00	380.00
Low	35.00	35.00

NAVIGATION BAR > REPORTS

Collaborate with others

Share QuickBooks with your accountant or one other accounting professional at no extra charge.

- 1 Click the **Help (?)** icon and select **Add your accountant**.
- 2 Or to find an accountant, click **Find an accountant near you**.

Find Accounting Professional

Zip code: 94043

Already have an accounting professional? Invite them to access your file. [Send invite](#).

Amy Brown
Amy's Accounting



Location: Palo Alto, CA 94032
Distance: 3.91 miles
Phone: (650) 555-2361
Email: amybrown@example.com

Completed Certifications:
QuickBooks Online, QuickBooks (Advanced), QuickBooks, QuickBooks Point of Sale, QuickBooks Enterprise.

★★★★★ 53

Brenda Robison
Robison Business Solutions



Location: Palo Alto, CA 94032
Distance: 3.91 miles
Phone: (650) 555-2341
Email: brendarobison@example.com

Completed Certifications:
QuickBooks Online, QuickBooks (Advanced), QuickBooks, QuickBooks Point of Sale, QuickBooks Enterprise.

★★★★★ 32

Desmond Griffith
Griffith CPA Services



Location: Palo Alto, CA 94032
Distance: 3.91 miles
Phone: (650) 555-2767
Email: desmodgriffith@example.com

Completed Certifications:
QuickBooks Online, QuickBooks (Advanced), QuickBooks, QuickBooks Point of Sale, QuickBooks Enterprise.

★★★★★ 32

[HELP \(?\)](#) > [FIND AN ACCOUNTANT NEAR YOU](#)

Offer online payment

Offer your customers an easy, online way to pay their invoices. You'll get paid faster, too.

- 1 Click the **Create (+)** icon and select **Invoice**.
- 2 At the top of the page, switch on **Online Payment**.

Invoice #1012

Claudine Co claudine@example.com

Online Payment On **\$114.93** BALANCE DUE

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Billing address: Claudine Co, 333 Easy Street, Middlefield, CA 98756
Terms: Net 30
Invoice date: 03/27/2014
Due date: 04/28/2014
Invoice no.: 1012

Shipping address: Claudine Co, 333 Easy Street, Middlefield, CA 98756
Ship via: FedEx
Shipping date: 06/09/2014
Tracking no.: 342251718
Location: [Dropdown]

Assistant: Tyler Riding
Animal: [Dropdown]
Political Group: [Dropdown]

PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SERVICE DATE	CLASS	
☰ Pumpkin	Local, organic pumpkin	4	10	40.00			🗑
☰ Vase	Black and white vase	1	42.51	42.51			🗑
☰ Flowers	Flowers from a Pescadero fa	1	12.42	12.42			🗑
☰							🗑

Subtotal: \$94.93
Shipping: 20.00
Total: \$114.93
Balance due: \$114.93

Message displayed on invoice:
Thanks for shopping at Olive! If you like us, please leave a review on Yelp. If you have concerns, contact us at help@oliveexample.com so we can do better.

Statement memo:
[Text Area]

[CREATE \(+\)](#) > [INVOICE](#) > [ONLINE PAYMENT](#)

Do more with apps

Extend the power of QuickBooks with apps for time tracking, billing, and more. Try any app for free!

Go to: Navigation bar > Apps

 <p>METHOD CRM Method Integration Inc. The most customizable CRM built specifically for QuickBooks. ★★★★★ 400</p>	 <p>Time Tracking by TSheets TSheets A time tracker you and your employees will love. ★★★★★ 362</p>
 <p>Time Tracker by eBillify eBillify Simple time tracking. For faster QuickBooks billing and payroll. ★★★★★ 348</p>	 <p>Concur Expense... Concur Easy expense management for small businesses on the go! ★★★★★ 150</p>

Manage your business on the go

QuickBooks can help you manage your business wherever you are. Available on the web, iPhone, iPad, and Android.

Visit: quickbooks.intuit.com/mobile

