



Illinois Small Business Development Center

Turner Center for Entrepreneurship

QuickBooks: The Basics

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Disclaimer: The content in this presentation is for informational purposes only, and does not constitute legal, tax, or accounting advice. If you have specific questions about any of these topics, seek the counsel of a licensed professional.

IMEC (Illinois Manufacturing Excellence Center)

- Improvement specialists and technicians
- Providing tools and resources to improve global competitiveness
- Focused on helping you plan for success, grow your business, improve operations, focus on people, and make decisions with data
- Assists over 1600 companies each year
- 19:1 Return on Investment
- The official representative of the MEP national network in Illinois

Common Problems



- Lack of general accounting background
- Not understanding common terminology
- Incorrect structural set up of general ledger (agnostic of software)
- Incorrect use of process flows leading to a costly clean up efforts
- Inability to use the existing accounting data to make decisions
- Inability to leverage processes to make back office more efficient



Agenda Topics



- Considerations for setting up Quickbooks
- Chart of accounts
- Products and services
- Adding customers
- Adding vendors
- Sales tax set up
- Customization for your business

Needs Assessment

The 8 process areas need to be assessed for inclusion in your business set up





Assessing Industry Trends

Some workflows are common within specific industries

Professional services

- Time-tracking
- Job-costing

Contractor/ field services

- Time-tracking
- Job-costing
- Mobility

Retail and e-commerce

- Third-party Integration
- Inventory-tracking

B2B wholesale business

- Inventory
- Logistics
- Shipping

Not for profit

- Donor tracking
- Fund accounting
- Long lists

Checklist: QuickBooks Features and Solutions



Feature	Self-Employed	Simple Start	Essentials	Online Plus	Online Advanced
Number of users	1	1	Up to 3	Up to 5	Up to 25
Estimated taxes (Schedule C)	X				
Simple invoices	X	X	X	X	X
Separate personal and business expenses	X				
Mileage tracking	X	X	X	X	X
Custom invoices		X	X	X	X
Sales receipts		X	X	X	X
Product & service items		X	X	X	X
Estimates		X	X	X	X
Sales tax		X	X	X	X
Statements		X	X	X	X
Convert from QuickBooks Desktop		X	X	X	X
Import lists from Excel		X	X	X	X
Integrate apps		X	X	X	X

Checklist to Prepare for Quickbooks Profile

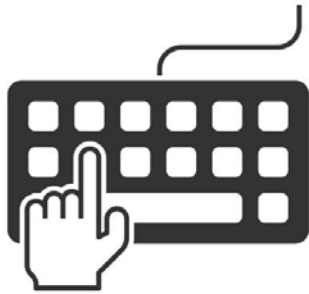


Tax profile	Profile information
Marital status:	
Are they the head of the household?	
Number of dependants:	
Personal exemption:	
Annual W2 income:	
Federal withholding:	
Spouse annual W2 income:	
Spouse federal withholding:	
Standard or itemized deduction amount	
Home office sq. ft.	
Healthcare profile	
What's their healthcare insurance situation?	
Do they contribute to a Health Savings Account (HSA)?	
Does an employer contribute to their HSA? If so, how much?	
Do they have a high-deductible health plan (HDHP)?	
Who is covered by this HDHP?	
What's their date of birth?	
Will they be enrolled in Medicare at any time this year?	
Vehicle profile	
Vehicle make and model:	
Vehicle year:	
Ownership status:	
Purchase date:	
Purchase cost:	
Date vehicle placed in service:	

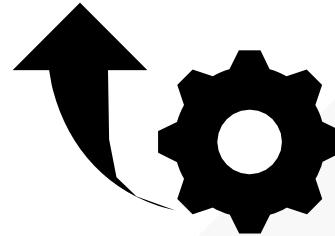


Methods to migrate data to QuickBooks Online

There are 3 ways to get data from other systems into QuickBooks Online



Manually enter transactions into QuickBooks registers



Import lists using the Import Utility in QuickBooks



Convert from QuickBooks Desktop



Importing Lists

You can import lists directly into QuickBooks Online

Import Data

Bring your existing data into QuickBooks



Bank Data



Customers



Vendors



Chart of Accounts



Products and Services



Invoices



QuickBooks Online Conversion Tool

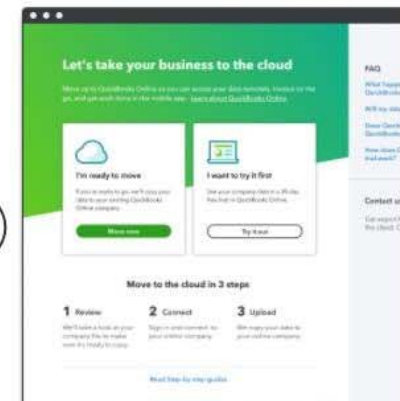
Export your QuickBooks Desktop data to QuickBooks Online within QuickBooks Desktop

Bring in your QuickBooks Desktop data

Try a new and improved way to move your data online.

- 1** Update your desktop first
Make sure QuickBooks Desktop is up-to-date before you start moving.
- 2** Move your data online
After you start the move, sign in to QuickBooks Online and pick a company that you want to move to.
- 3** Finish setup in QuickBooks Online
After upload, come back to QuickBooks Online to finish the rest of the setup tasks.

Exporting company files



[▶ See how it works \(3:09s\)](#)

Selecting the Right Subscription



Self-Employed

- Schedule C: Cash Basis
- 1099 income & W2
- Separate Business/ Personal accounts
- 1 user & 1 accountant

QuickBooks Self-Employed is best suited to service providers with no accounts receivable, accounts payable or payroll. If your client just needs a cash accountability tool then Self-Employed is ideal for them.

QuickBooks Self-Employed is designed to assist independent contractors or freelancers to file their form 1040, schedule C.



Simple Start

- Sole proprietor or single-owner corporations
- Full general ledger & accounts receivable
- Multiple sources of income
- 1 user & 2 accountants

Simple Start is great for new businesses just starting out and those with a service-based business requiring accounts receivable, payroll, sales taxes and financial reporting.



Essentials

- Growing business
- Manage accounts payable & accounts receivable
- Recurring transactions
- Time-tracking
- Multicurrency
- 3 users & 2 accountants

Essentials is great for service-based businesses that invoice for their time and those with a service-based business requiring accounts receivable, accounts payable, payroll, sales taxes and financial reporting.



Plus

- Budgets & advanced reports
- Track multiple revenue streams and/or departments or locations (classes and location)
- Track inventory
- Track project profitability
- 5 users & 2 accountants

QuickBooks Online Plus is ideal for product-based businesses with inventory that want to track and/or requiring advanced reporting and profitability tracking



Advanced

- Smart reporting (Fathom)
- Unlimited accounts, classes, locations, and tag groups
- Advanced import and batch entry
- User permissions
- Dedicated account team & on-demand training
- 25 users & 2 accountants & 24x7 Premium technical support

QuickBooks Online Advanced is great for growing businesses that need more productivity and insights. The subscription includes advanced functionality, unlimited lists and 24x7 Premium technical support.

Usage Limits in QuickBooks Online



QuickBooks Online Plan Limits				
	Simple Start	Essentials	Plus	Advanced
Classes and locations (combined)	0	0	40	No limit
Chart of Accounts	250			No limit
Tags (ungrouped)	Unlimited			
Tag Groups	40 (each group can include up to 300 tags)			No limit
Billable users	1	3	5	25
Accountant users	2			3
Reports-only users	0		No limit	
Time tracking-only users	0	No limit		



Why you might need a customized Chart of Accounts

Companies have various needs based on:



GOALS:

- Data is accurate, complete, and meaningful
- Reports can be generated to provide insight into business performance



Compare Chart of Accounts Master Electrician

Contractor who needs to track

- Supplies and materials purchased directly for customer jobs
- Supplies and materials purchased for general business use
- Gross profit is important!

Reports he's most interested in are:

- Profit and Loss by Customer
- Uninvoiced Charges
- Balance Sheet
- Accounts Receivable Aging report

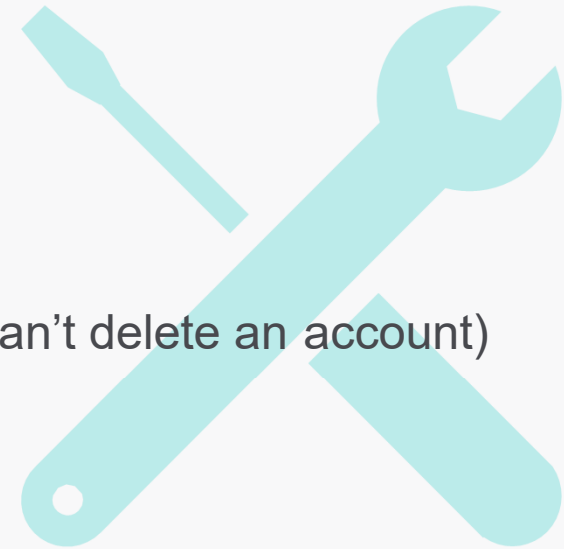
ACCOUNT	TYPE	DETAIL TYPE
Cost of Goods Sold	Cost of Goods Sold	Supplies & Materials - COGS
Equipment Rental for Jobs	Cost of Goods Sold	Equipment Rental - COS
Job Materials Purchased	Cost of Goods Sold	Supplies & Materials - COGS
Other Job Related Costs	Cost of Goods Sold	Other Costs of Services - COS
Subcontractors Expense	Cost of Goods Sold	Cost of Labor - COS
Tools and Small Equipment - ...	Expenses	Supplies & Materials
Auto and Truck Expenses	Expenses	Auto
Bank Service Charges	Expenses	Bank Charges
Business Licenses and Permits	Expenses	Other Business Expenses
Computer and Internet Expe...	Expenses	Office/General Administrative Expe...
Depreciation Expense	Expenses	Other Business Expenses
Insurance Expense	Expenses	Insurance
Interest Expense	Expenses	Interest Paid
Meals and Entertainment	Expenses	Entertainment Meals
Office Expenses	Expenses	Office/General Administrative Expe...
Payroll Expenses	Expenses	Payroll Expenses
Purchases	Expenses	Supplies & Materials
Professional Fees	Expenses	Legal & Professional Fees
Rent Expense	Expenses	Rent or Lease of Buildings
Repairs and Maintenance	Expenses	Repair & Maintenance
Supplies & Materials - Overh...	Expenses	Supplies & Materials
Telephone Expense	Expenses	Utilities
Utilities	Expenses	Utilities
Uncategorized Expense	Expenses	Other Miscellaneous Service Cost
Unapplied Cash Bill Payment ...	Expenses	Unapplied Cash Bill Payment Expen...
Ask My Accountant	Other Expense	Other Miscellaneous Expense



Ways to customize the Chart of Accounts

As well as adding accounts, edits to a default COA can include:

- Editing the names of default accounts
- Adding account numbers
- Merging duplicate accounts
- Making unused or redundant accounts inactive (you can't delete an account)





Merging accounts and making accounts inactive

A cluttered Chart of Accounts confuses data and makes reports less effective.

Make an account inactive when it:

- Is not relevant to the business
- Has been closed and the balance is zero
- Is no longer needed

Merge an account when:

- Two accounts serve the same categorical purpose
- There are duplicates (example: misspelling)

IMPORTANT: Merging accounts is not reversible. It is permanent and cannot be undone.



Account editing limitations

Account Name	Can make inactive?	Can change name?	Can merge?
Accounts receivable	✗	✓	✗
Undeposited Funds	✗	✓	✗
Opening Balance Equity	✗	✓	✗
Retained Earnings	✗	✓	✗
Inventory* / Cost of Goods Sold*	✓	✓	✗
Reconciliation Discrepancies	✗	✗	✗
Unapplied Cash Payment Income / Expense	✗	✗	✗
Sales Tax (agency name) payable	✗	✓	✗
Sales / Services	✗	✓	✗
Uncategorized Asset / Expense / Income	✗	✓	✗
Owner's Equity	✗	✓	✗

* If you try to edit or delete these accounts, any edits to Products/Services will recreate them

Chart of Accounts



The screenshot displays the 'Chart of Accounts' page in QuickBooks Accountant. The left sidebar shows the 'Accounting' menu item highlighted. The main content area shows a table of accounts with the following columns: NAME, TYPE, DETAIL TYPE, QUICKBOOKS BALANCE, BANK BALANCE, and ACTION. A modal window titled 'Account' is open, showing fields for Account Type, Name, and Detail Type. A red arrow points from the 'View register' dropdown menu to the 'Edit' and 'Make inactive' options in the modal.

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Company Checking Account	Bank	Checking	81,189.61		View register
PPP Loan	Bank	Checking	69,968.63		View register
Company Savings Account	Bank		18,220.00		View register
Payroll Checking Account	Bank		0.00		View register
Payroll Clearing (Owner's time)	Bank		0.00		View register
Petty Cash Account	Bank		500.00		View register
Accounts Receivable	Accounts receivable		1,476.10		View register
*Inventory Asset	Other Current Assets				View register
Employee Advances	Other Current Assets		0.00		View register
Inventory Asset	Other Current Assets		0.00		View register
Inventory Asset-1	Other Current Assets		0.00		View register
Prepays	Other Current Assets		0.00		View register

Account Modal Fields:

- Account Type: Other Current Assets
- Name: Employee Advances
- Detail Type: Other Current Assets
- Description: Description

How to merge accounts



Chart of Accounts Reconcile

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Advertising	Expenses	Advertising/Promotional			Run report ▼
Automobile	Expenses	Auto			Run report ▼
Fuel	Expenses	Auto			Run report ▼
Bank Charges	Expenses	Bank Charges			Run report ▼
Bank Fees	Expenses	Bank Charges			Run report ▼
Commissions & fees	Expenses	Other Miscellaneous Service Cost			Run report ▼
Disposal Fees	Expenses	Other Miscellaneous Service Cost			Run report ▼

Chart of Accounts

NAME

Unapplied Cash Pay

Uncategorized Inco

Cost of Goods Sold

Advertising

Automobile

Fuel

Bank Charges

Commissions & fees

Disposal Fees

Dues & Subscription

Equipment Rental

Insurance

Workers Compe

Job Expenses

BANK BALANCE



Run report

Run report

Run report

Run report

Run report

Run report

Run report

Run report

Run report

Run report

Run report

Run report

Run report

Run report

Account

In the account you want to KEEP

Account Type

Expenses

*Detail Type

Bank Charges

Use Bank charges for any fees you pay to financial institutions.

*Name

Bank Charges

Right click to copy

Description

Is sub-account

Enter parent account

Cancel

Save and Close

Chart of Accounts

NAME

Unapplied Cash Pay

Uncategorized Inco

Cost of Goods Sold

Advertising

Automobile

Fuel

Bank Charges

Commissions & fees

Disposal Fees

Dues & Subscription

Equipment Rental

Insurance

Workers Compe

Job Expenses

BANK BALANCE



Run report

Run report

Run report

Run report

Run report

Run report

Run report

Run report

Run report

Run report

Run report

Run report

Run report

Run report

Account

In the account you want to get rid of

Account Type

Expenses

*Detail Type

Bank Charges

Use Bank charges for any fees you pay to financial institutions.

*Name

Bank Fees

Description

Is sub-account

Enter parent account

Cancel

Save and Close



Chart of Accounts

[← All Lists](#)

i You're using 45 of 250 accounts included in your plan. [Find out how to manage your usage](#) or [upgrade to Advanced](#)

▼

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE
Bank Charges	Expenses	Bank Charges	
Bank Fees (deleted)	Expenses	Bank Charges	



How to make an account inactive

+ New

Dashboard

Banking >

Expenses >

Sales >

Projects

Payroll >

Reports

Taxes

Mileage

Accounting >

My Accountant

Chart of Accounts Reconcile

NAME	TYPE ▲	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Inventory Asset	Other Current Assets	Inventory	596.25		View register ▼
Prepaid Expenses	Other Current Assets	Prepaid Expenses	0.00		View register ▼
Uncategorized Asset	Other Current Assets	Other Current Assets	0.00		View register ▼
Undeposited Funds	Other Current Assets	Undeposited Funds	2,062.52		View register ▼
Truck	Fixed Assets	Vehicles	13,495.00		View register ▼
Depreciation	Fixed Assets	Accumulated Depreciation	0.00		View register ▼
Original Cost	Fixed Assets	Vehicles	13,495.00		View register ▼
Accounts Payable (A/P)	Accounts payable (A/P)	Accounts Payable (A/P)	1,602.67		View register ▼
Credit Card	Credit Card	Credit Card	0.00		View register ▼
Mastercard	Credit Card	Credit Card	157.72	-304.96	View register ▼
Visa	Credit Card	Credit Card	0.00		View register ▼
Arizona Dept. of Revenue Payable	Other Current Liabilities	Sales Tax Payable	0.00		View register ▼
Board of Equalization Payable	Other Current Liabilities	Sales Tax Payable	370.94		View register ▼
Loan Payable	Other Current Liabilities	Other Current Liabilities	4,000.00		View register ▼


[View register](#) ▼

- Edit
- Make inactive (reduces usage)**
- Run report

[View register](#) ▼

NAME	TYPE ▲	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	STATUS
Inventory Asset	Other Current Assets	Inventory	596.25		ON
Prepaid Expenses	Other Current Assets	Prepaid Expenses	0.00		ON
Uncategorized Asset	Other Current Assets	Other Current Assets	0.00		ON
Undeposited Funds	Other Current Assets	Undeposited Funds	2,062.52		ON
Truck	Fixed Assets	Truck	13,495.00		ON
Depreciation	Fixed Assets	Depreciation	0.00		ON
Original Cost	Fixed Assets	Original Cost	13,495.00		ON
Accounts Payable (A/P)	Accounts payable	Accounts Payable	1,602.67		ON
Credit Card	Credit Card	Credit Card	0.00		ON
Mastercard	↔ Credit Card	↔ Credit Card	157.72	-304.96	ON
Visa	Credit Card	Credit Card	0.00		ON
Arizona Dept. of Revenue Payable	Other Current Liabilities	Sales Tax Payable	0.00		ON
Board of Equalization Payable	Other Current Liabilities	Sales Tax Payable	370.94		ON
Loan Payable	Other Current Liabilities	Other Current Liabilities	4,000.00		ON





Are you sure you want to inactivate this?

No
Yes

How to make an account active



qb Accountant

Sample Company Accountant Tools

Help Search

+ New

Chart of Accounts Reconcile

Run Report New

Chart of Accounts

All Lists

You're using 44 of 250 accounts included in your plan. Find out how to manage your usage or upgrade to Advanced

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
vis	All				
Visa (deleted)	Credit Card	Credit Card	0.00		Make active





Previous 1-1 Next





The four types of Products and Services

Product/Service information ×

- 

Inventory
Products you buy and/or sell and that you track quantities of.
- 

Non-inventory
Products you buy and/or sell but don't need to (or can't) track quantities of, for example, nuts and bolts used in an installation.
- 

Service
Services that you provide to customers, for example, landscaping or tax preparation services.
- 

Bundle
A collection of products and/or services that you sell together, for example, a gift basket of fruit, cheese, and wine.

Inventory items are only available in QuickBooks Online Plus and Advanced

All other items are available in all subscription levels

Add a new Product and Service item

Products and Services

More ▾ **New** ▾

0
LOW STOCK

Product/Service information 2

- Inventory**
Products you buy and/or sell and that you track quantities of.
- Non-inventory**
Products you buy and/or sell but don't need to (or can't) track quantities of, for example, nuts and bolts used in an installation.
- Service**
Services that you provide to customers, for example, landscaping or tax preparation services.
- Bundle**
A collection of products and/or services that you sell together, for example, a gift basket of fruit, cheese, and wine.

Product/Service information 3

APEX

Service [Change type](#)

Name*

SKU

Is sub-product/service

Enter parent product/service

Description

I sell this product/service to my customers.

Description on sales forms

Sales price/rate **Income account**

Sales

Sales tax category ⓘ

Taxable - standard rate

SHOW MORE

Save and close ▾

29

Import the Products and Services list



The screenshot displays the QuickBooks Accountant interface. On the left, a navigation menu is visible with four main sections: 'YOUR COMPANY', 'LISTS', 'TOOLS', and 'PROFILE'. The 'TOOLS' section is expanded, and 'Import data' is highlighted with a red box. Below this, a secondary screenshot shows the 'Import Data' page. The page title is 'Import Data' with the subtitle 'Bring your existing data into QuickBooks'. There are six data import options, each with a green circular icon: 'Bank Data' (bank icon), 'Customers' (people icon), 'Vendors' (store icon), 'Chart of Accounts' (document icon), 'Products and Services' (shopping cart icon, highlighted with a red box), and 'Invoices' (document icon). Below the options, there are two informational links: 'Need to import QuickBooks Desktop data? Find out how' and 'Need to bring in sales receipts, invoices, and expenses? Try this app'.

Importing Products and Services



Import products and services ? Help X

1
 UPLOAD

2
 MAP DATA

3
 IMPORT

Select a CSV or Excel file to upload

[Download a sample file ↴](#)

	A	B	C	D	E	F	G	H
1	Product/Service Name	Sales Description	Taxable	SKU	Type	Sales Price / Rate	Income Account	
2	Design	Custom landscape design	No		Service	150.00		
3	Fountain	Garden rock fountain	Yes	341253	Noninventory	275.00		
4	Gardening	Weekly gardening service	No		Service	75.00		
5	Garden supplies:Rocks	Garden rocks - 20 lb. bag	Yes	142563	Noninventory	75.00		
6	Garden supplies:Soil	Garden soil - 5 lb. bag	Yes	145632	Noninventory	20.00		
7	Trimming	Tree and shrub trimming	No		Service	50.00		
8								
9	Do not import this file as is. Update the sample data to reflect your products and services and remove this cell before importing.							

Importing Products and Services



intuit quickbooks

Sample Company

My Experts Help

Sales

Overview All Sales Invoices Customers **Products and services**

Products and Services

More **New** Import

LOW STOCK

OUT OF STOCK

Find products and services

NAME	SKU	TYPE	SALES DESCRIPT	SALES PRICE	COST	TAXABLE	QTY ON HAND	REORDER POINT	ACTION
Design		Service	Custom Desi...	75					Edit
Fountains									

Import the Products and Services List



Import products and services

1 UPLOAD 2 MAP DATA 3 IMPORT

First time importing products or services? Feedback

- All your product and service information must be in one file
- The top row of your file must contain a header title for each column of information
- Required fields:
 - If you're importing inventory, then **Product Name**, **Product Type**, **Quantity**, and **Quantity as of date** are required
 - If you're importing services or non-inventory items, then **Name** of the item is the only required field

Select a CSV or Excel file to upload

QuickBooks_Online_PnS_Sample_File_Taxable.xls × Browse

[Download a sample file ↴](#)

Select Google Sheet

Connect Google Sheets™ web-based spreadsheet program Connect

[Preview a sample](#)

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Cancel Next



Add a Preferred Vendor to a Product or Service

Benefits of adding a preferred vendor:

- Easily identify which vendor to order from
- Populates the vendor name when creating a purchase order for a single item from the Products/ Services list
- Only one preferred vendor is allowed per item

Design:Fountains

Description
 I sell this product/service to my customers.
Concrete for fountain installation

Sales price/rate **Income account** Landscaping Services:Job Material

Sales tax [?](#)
Taxable - standard rate [Edit sales tax](#)
We'll apply sales tax based on location only.

Purchasing information
 I purchase this product/service from a vendor.
Concrete for fountain installation

Cost **Expense account** Purchases

Preferred Vendor
Norton Lumber and Building Materials

[Save and close](#)

Add a new Customer



intuit quickbooks

Sample Company Accountant Tools

My Experts Help

Sales

Overview All Sales Invoices Payment links **Customers** Products and services

Customers

Customer types **New customer**

Unbilled Last 365 Days		Unpaid Last 365 Days		Paid
\$0 0 ESTIMATE	\$750 3 UNBILLED ACTIVITY	\$1,526 10 OVERDUE	\$5,282 20 OPEN INVOICES	\$3,136 12 PAID LAST 30 DAYS

Do you organize sub-customers as projects? You can convert the first level of sub-customers into their own project. [Convert now](#)

Add a new Customer

Address tab



Customer information

Title **First name** **Middle name** **Last name** **Suffix** **Email**

Company **Phone** **Mobile** **Fax**

***Display name as** **Other** **Website**

Print on check as Use display name Is sub-customer

Address **Notes** **Tax info** **Payment and billing** **Language** **Attachments** **Additional Info**

Billing address **Shipping address** Same as billing address

Cancel **Make inactive** **Save**

Add a new Customer

Notes tab



The screenshot displays the APEX software interface. On the left is a dark sidebar with navigation options: Accountant, Overview, Dashboard, Banking, Expenses, Sales, Projects, Workers, Reports, Taxes, and Mileage. The main area shows a customer profile for 'All City Library'. A modal window titled 'Customer information' is open, with the 'Notes' tab selected. The form contains the following fields:

- Company:** All City Library
- Email:** ap@allcitylibrary.com
- Title, First name, Middle name, Last name, Suffix:** (empty input fields)
- Phone:** (970) 555-1212
- Mobile:** (empty input field)
- Fax:** (empty input field)
- *Display name as:** All City Library (dropdown menu)
- Print on check as:** Use display name
- Other:** (empty input field)
- Website:** (empty input field)
- Is sub-customer:**
- Parent customer:** Enter parent customer (dropdown menu)
- Billing:** Bill with parent (dropdown menu)

The 'Notes' tab is active, showing a text area with the note: 'Opens at 10:00 AM'. Below the form are tabs for Address, Notes, Tax info, Payment and billing, Language, Attachments, and Additional Info. On the right side of the interface, there are buttons for 'Edit', 'New transaction', and a list of transactions including '\$34,075.00 OPEN' and '\$34,075.00 OVERDUE'.

Add a new Customer

Tax info tab



The screenshot shows the qb Accountant interface. A modal window titled "Customer information" is open, displaying the "Tax info" tab. The background shows a customer record for "All City Library" with a balance of \$34,075.00 OPEN and another of \$34,075.00 OVERDUE.

Customer information

Company
All City Library

Email
ap@allcitylibrary.com

Title **First name** **Middle name** **Last name** **Suffix**
[] [] [] [] []

Phone **Mobile** **Fax**
(970) 555-1212 [] []

***Display name as**
All City Library

Print on check as Use display name
All City Library

Other **Website**
[] []

Is sub-customer
Enter parent customer [] Bill with parent []

Address **Notes** **Tax info** **Payment and billing** **Language** **Attachments** **Additional Info**

This customer is tax exempt

Reason for exemption* **Exemption details**
Resale [] 12-34567

[Learn more](#)

Add a new Customer

Payment and billing tab



The screenshot shows the qb Accountant interface. A modal window titled "Customer information" is open, displaying the "Payment and billing" tab. The background shows a customer profile for "All City Library" with a balance of \$34,075.00 OPEN and another of \$34,075.00 OVERDUE.

Customer information

Company
All City Library

Email
ap@allcitylibrary.com

Title **First name** **Middle name** **Last name** **Suffix**
[] [] [] [] []

Phone **Mobile** **Fax**
(970) 555-1212 [] []

***Display name as**
All City Library

Print on check as Use display name
All City Library

Other **Website**
[] []

Is sub-customer
Enter parent customer [] Bill with parent []

Address **Notes** **Tax info** **Payment and billing** **Language** **Attachments** **Additional Info**

Preferred payment method
Check

Preferred delivery method
Send later

Terms
Net 30

Opening balance **as of**
[] 12/27/2019

Add a new Customer Language



The screenshot shows the qb Accountant interface. A modal window titled "Customer information" is open, displaying the details for a customer named "All City Library". The form includes fields for Company, Email, Title, First name, Middle name, Last name, Suffix, Phone, Mobile, Fax, Display name as, Print on check as, Other, Website, and Is sub-customer. The "Language" tab is selected, showing a dropdown menu for "Send invoices to this customer in" set to "English".

Customer information

Company: All City Library

Email: ap@allcitylibrary.com

Title: [] First name: [] Middle name: [] Last name: [] Suffix: []

Phone: (970) 555-1212 Mobile: [] Fax: []

*Display name as: All City Library

Print on check as Use display name

Other: [] Website: []

Is sub-customer

Enter parent customer: [] Bill with parent: []

Address | Notes | Tax info | Payment and billing | **Language** | Attachments | Additional Info

Send invoices to this customer in: English

Add a new Customer

Attachments tab



Customer information

Company: All City Library

Email: ap@allcitylibrary.com

Title: [] First name: [] Middle name: [] Last name: [] Suffix: []

Phone: (970) 555-1212 Mobile: [] Fax: []

*Display name as: All City Library

Print on check as Use display name

Other: [] Website: []

Is sub-customer

Enter parent customer: [] Bill with parent: []

Address | Notes | Tax info | Payment and billing | Language | **Attachments** | Additional Info

Attachments Maximum size: 20MB

Resale Certificate.txt (0) x

Drag/Drop files here or click the icon

Add a new Customer

Additional Info tab



The screenshot shows the qb Accountant interface with a 'Customer information' dialog box open. The dialog box has a title bar with a close button (X). The main content area is divided into several sections:

- Company:** A text field containing 'All City Library'.
- Email:** A text field containing 'ap@allcitylibrary.com'.
- Contact Information:** A row of fields for 'Title', 'First name', 'Middle name', 'Last name', and 'Suffix'. Below this is a 'Phone' field with '(970) 555-1212', and empty 'Mobile' and 'Fax' fields.
- *Display name as:** A dropdown menu with 'All City Library' selected.
- Print on check as:** A checked checkbox labeled 'Use display name' and a text field containing 'All City Library'.
- Other:** An empty text field.
- Website:** An empty text field.
- Is sub-customer:** An unchecked checkbox.
- Parent Customer:** Two dropdown menus: 'Enter parent customer' and 'Bill with parent'.

At the bottom of the dialog box, there are several tabs: 'Address', 'Notes', 'Tax info', 'Payment and billing', 'Language', 'Attachments', and 'Additional Info'. The 'Additional Info' tab is currently selected and active. Below the tabs is a 'Customer Type' section with a dropdown menu labeled 'Select customer type'.

In the background, the qb Accountant interface is visible, showing a sidebar with navigation options like 'Overview', 'Dashboard', 'Banking', 'Expenses', 'Sales', 'Projects', 'Workers', 'Reports', 'Taxes', and 'Mileage'. The main window shows a customer record for 'All City Library' with a 'New transaction' button and a list of transactions, including one for '\$34,075.00 OPEN' and another for '\$34,075.00 OVERDUE'.

Importing a customer list



The screenshot displays the QuickBooks interface. In the top navigation bar, the 'Settings' gear icon is highlighted with a red box. The left sidebar menu is open, showing the 'Tools' section with 'Import data' highlighted by a red box. The main content area shows the 'Sales' section with the 'Customers' tab selected. In the top right of the Customers page, the 'New customer' dropdown menu is open, and 'Import customers' is highlighted with a red box. Below this, a summary bar shows financial data:

Unbilled Last 365 Days	Unpaid Last 365 Days	Paid
\$0 0 ESTIMATE	\$750 3 UNBILLED ACTIVITY	\$1,526 10 OVERDUE
	\$5,282 20 OPEN INVOICES	\$3,136 12 PAID LAST 30 DAYS

Lists can be imported via .xlsx or .csv file format

Importing a customer list



Import customers Help X

1 UPLOAD 2 MAP DATA 3 IMPORT

First time importing customers? Feedback

- All your customer information must be in one file
- The top row of your file must contain a header title for each column of information
- **Customer Name** is the only required field

Select a CSV or Excel file to upload

Upload an EXCEL or CSV file Browse

[Download a sample file](#) ↴

Select Google Sheet

Connect Google Sheets™ web-based spreadsheet program Connect

[Preview a sample](#)

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Cancel Next

Lists can be imported via .xlsx or .csv file format

Add a new Vendor



qb **intuit quickbooks**

Sample Company Accountant Tools My Experts Help

Expenses

Expenses **Vendors**

Vendors

Prepare 1099s **New vendor**

Unbilled Last 365 Days	Unpaid Last 365 Days		Paid
\$125 1 PURCHASE ORDER	\$848 4 OVERDUE	\$1,603 5 OPEN BILLS	\$3,892 21 PAID LAST 30 DAYS

Add a new Vendor



Vendor Information

Title	First name	Middle name	Last name	Suffix	Email
	Bessie		Williams		Books@Intuit.com
Company			Phone	Mobile	Fax
Books by Bessie			(650) 555-7745		
*Display name as			Other	Website	
Books by Bessie				http://www.booksbybessie.co	
Print on check as <input checked="" type="checkbox"/> Use display name			Billing rate (/hr)		
Books by Bessie					
Address map			Terms		
15 Main St.			Enter Text		
Palo Alto	CA		Opening balance as of		
94303	Country		11/05/2021		
Notes			Account no.		
			1345		
Attachments <small>Maximum size: 20MB</small>			Business ID No. / Social Security No.		
			123-45-6789		
			<input checked="" type="checkbox"/> Track payments for 1099		

Privacy

Importing a vendor list

The screenshot displays the QuickBooks interface. At the top right, the 'Tools' menu is open, with the 'Import data' option highlighted by a red box. Below this, the 'Vendors' section is visible, featuring a 'New vendor' button also highlighted with a red box. The interface includes a sidebar on the left with navigation options like 'Dashboard', 'Banking', 'Sales', 'Cash flow', 'Expenses', 'Projects', and 'Payroll'. The main content area shows a summary of vendor-related metrics: Unbilled Last 365 Days (\$125, 1 PURCHASE ORDER), Unpaid Last 365 Days (\$848, 4 OVERDUE), 5 OPEN BILLS (\$1,603), and Paid (\$3,892, 21 PAID LAST 30 DAYS). The top navigation bar includes 'Sample Company', 'Accountant Tools', 'My Experts', and 'Help'.

Tools Menu:

- YOUR COMPANY
 - Account and settings
 - Manage users
 - Custom form styles
 - Chart of accounts
- LISTS
 - All lists
 - Products and services
 - Recurring transactions
 - Attachments
- TOOLS
 - Order checks
 - Import data**
 - Import desktop data
 - Export data
- PROFILE
 - Feedback
 - Privacy

Vendors Section:

Prepare 1099s

Unbilled Last 365 Days	Unpaid Last 365 Days	Open Bills	Paid
\$125 1 PURCHASE ORDER	\$848 4 OVERDUE	\$1,603 5 OPEN BILLS	\$3,892 21 PAID LAST 30 DAYS

Importing a vendor list – Able to make final edits before import



Import vendors Help X

1 UPLOAD 2 MAP DATA 3 IMPORT

10 vendors are ready to be imported

<input checked="" type="checkbox"/>	NAME	COMPANY	EMAIL	PHONE	MOBILE	STREET	CITY	PROVINCE/REGION/STAT	ZIP CODE
<input checked="" type="checkbox"/>	<input type="text"/>	Lang and Sons Electr	Angela@email.com	555-5570	555-556-9019	8839 East Smoky Hol	Rochester	NY	14606
<input checked="" type="checkbox"/>	<input type="text"/>	Hahn-Kuhn Office Su	Deepa@email.com	555-5599	555-556-9048	9050 Spring Ave	Bridgeton	NJ	08302
<input checked="" type="checkbox"/>	Frank J Auleta	Auleta Equipment Re	Frank@email.com	555-5589	555-556-9038	9790 Thompson St	Hummelstown	PA	17036
<input checked="" type="checkbox"/>	Jing Wu	Wu Virtual Assistants	Jing@email.com	555-5588	555-556-9037	671 Medieval St	Shirley	NY	11967
<input checked="" type="checkbox"/>	John Adams	John and Sons Excav	John@email.com	555-5568	555-556-9017	635 Gravel Street	Tuckerton	NJ	8087
<input checked="" type="checkbox"/>	John Dowden	John Dowden, Electr	John@email.com	555-5660	555-556-9109	589 N. Lumber Street	Bloomfield	NJ	07003
<input checked="" type="checkbox"/>	Karthik Krishna	KK IT Solutions	Karthik@email.com	555-5636	555-556-9085	78 Heritage Dr	Passaic	NJ	07055
<input checked="" type="checkbox"/>	Patrick Leman	Weimann and Sons K	Patrick@email.com	555-5593	555-556-9042	172 Center St	Bethpage	NY	11714

Setting up bank feeds – 1st Connection



Banking

[Banking](#) [App transactions](#) [Rules](#) [Tags](#) [Receipts](#)

Automate income and expense tracking

Save hours of work by tracking finances automatically

[▶ See how it works](#) (3:10)

- 1** Connect a bank or credit card to get started
- 2** Review and add your transactions
- 3** See how your business is doing



[🔒 Connect account](#) [Upload transactions](#)

EXAMPLE

PROFIT & LOSS

\$7,876

Net profit for last month

	\$12,344 Income
	\$4,468 Expenses

Setting up bank feeds – additional connections



qb intuit quickbooks

Sample Company Accountant Tools My Experts Help

Banking

Banking App transactions Rules Tags Receipts

Checking

Link account Update Explore NEW

Account Name	Bank Balance	Updated	In QuickBooks
Checking	-\$3,621.93	Updated moments ago	25
Savings	\$200.00	Updated moments ago	1
Mastercard	\$304.96	Updated moments ago	7

-\$3,621.93 BANK BALANCE Updated moments ago

\$1,201.00 IN QUICKBOOKS 25

\$200.00 BANK BALANCE Updated moments ago

\$800.00 IN QUICKBOOKS 1

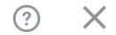
\$304.96 BANK BALANCE Updated moments ago

\$157.72 IN QUICKBOOKS 7

Connecting bank feeds



Connect an account



Let's get a picture of your profits

Connect your bank or credit card to bring in your transactions.

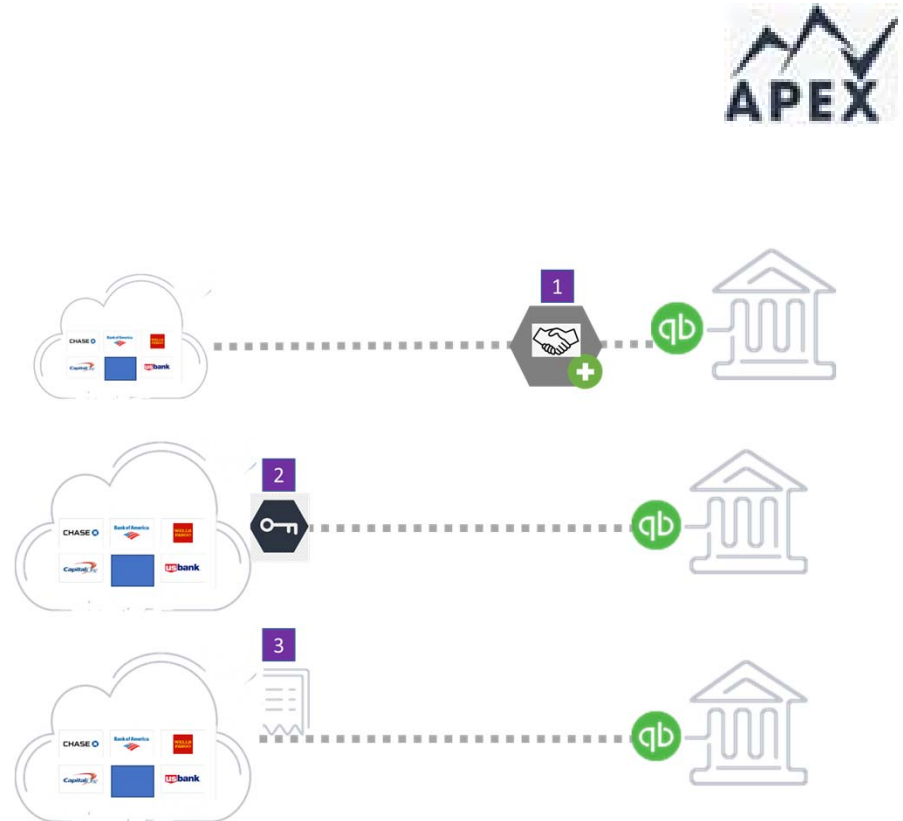
We support 20,000+ local and international banks.

Citibank Credit Card	Chase Bank
Bank of America	Wells Fargo
Capital One	U.S. Bank
Connect to PayPal	PNC Bank - Busines...

Show more

New connection options – Banking API

- The API (application programming interface) uses Oauth2 authorization
- Maintains a more reliable connection
- No need to update user login credentials when they change



Connecting bank feeds



Connect an account



Which accounts do you want to connect?

CREDIT CARD *6997

Chase Credit Card



CREDIT CARD *9002

We will pull transactions from the selected accounts from 01/01/2019. Or you can select a different date to pull transactions from. Some bank limitations may apply.

Last year (01/01/2019)



Connect

- Banks that **do not** use Oauth API connection will default to import 90 days of transactions
- Banks that **do** use Oauth API will allow you to import up to 2 years of data

Manually importing transactions



The screenshot shows the Intuit QuickBooks Banking interface. On the left is a navigation sidebar with options like Dashboard, Banking, Sales, Cash flow, Expenses, Projects, Payroll, Reports, Taxes, Mileage, Accounting, My accountant, and Apps. The main header includes 'Sample Company', 'Accountant Tools', 'My Experts', 'Help', and search/notification icons. The 'Banking' section is active, showing three account cards: Checking (balance -\$3,621.93), Savings (balance \$200.00), and Mastercard (balance \$304.96). A dropdown menu is open over the 'Link account' button, listing 'Upload from file', 'Manage connections', and 'Order checks'. Below the accounts are filters for 'For review (25)', 'Categorized', and 'Excluded', along with a search bar. A table at the bottom lists transactions with columns for Date, Description, Payee, Category, Spent, Received, and Action.

	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	12/05/2021	Books By Bessie	Books by Bessie	Uncategorized Income		\$55.00	Add
<input type="checkbox"/>	11/05/2021	A Rental		Uncategorized Income		\$200.00	Add

Manually importing transactions




qb Import bank transactions

Manually upload your transactions

How it works

- 1 Open a new tab and sign in to your online bank account.
- 2 Export your bank statement in a .CSV, .QFX, .QBO, .OFX, or .TXT format.
- 3 Upload your bank statement.

 Drag and drop or [select files](#)







OR

RECOMMENDED

Bring in transactions automatically

Link your accounts to save time on entering bank transactions.

Select from these popular banks or search 10,000+ local and international banks.

Continue

Manually importing transactions



The screenshot shows a dialog box titled "Import bank transactions" with a dark header bar. On the left side of the dialog, there is a vertical sidebar with menu items: "Over", "Boo", "Das", "Ban", "Sale", "Cas", "Exp", "Pro", "Pay", "Rep", "Tax", "Mil", "Acc", and "My a". The main content area of the dialog is white and contains the following text: "Which account are these transactions from?" followed by "Selected File: M2L7 Bank Import File.csv". Below this, it says "Select a QuickBooks account for the bank file you want to upload" and "QuickBooks Account". A dropdown menu is shown with "Operating Account" selected and highlighted by a red rectangular box. At the bottom of the dialog, there are two buttons: "Back" on the left and "Continue" on the right.

Manually importing transactions



Import bank transactions

Let's set up your file in QuickBooks

Step 1: Tell us about the format of your data

Is the first row in your file a header?
Yes

How many columns show amounts?
One column

What's the date format used in your file?
MM/dd/yyyy

Step 2: Select the fields that correspond to your file

QuickBooks fields	Columns from your file
Date	Column 1: Date
Description	Column 3: Description
Amount	Column 4: Amount

Back Continue

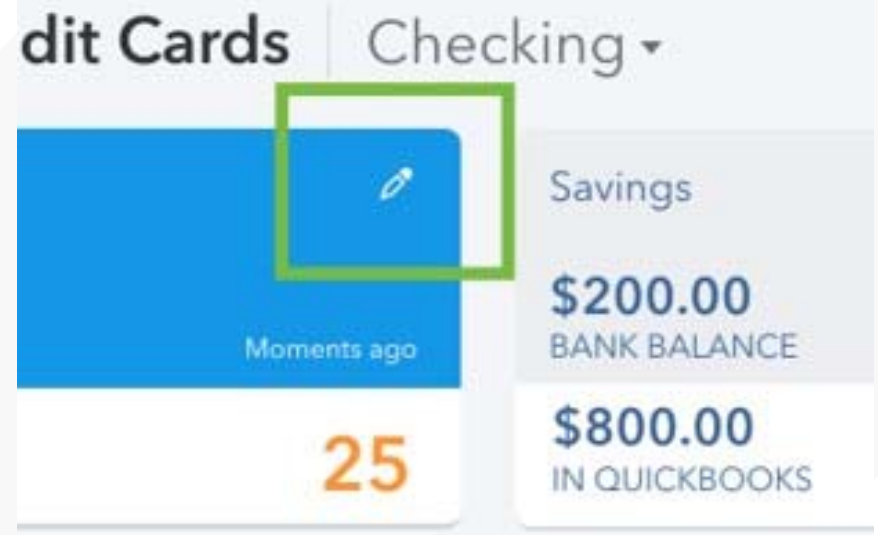
Restoring a lost bank feed connection

Step 1: Start a manual download

Step 2: Check the bank or credit card's website

Step 3: Update the bank info in QuickBooks Online

Step 4: Fix specific bank errors



Getting started with Sales Tax in QuickBooks Online

Assessing sales tax requirements



- Do you do business in more than one state?
- To which agencies do you need to pay sales tax?
- What is the filing frequency?

Talk with a CPA to verify that your business has a tax nexus with any states with customer transactions



Set up sales tax



The screenshot shows the QuickBooks interface. On the left is a dark sidebar with the QuickBooks logo and a list of navigation items: Dashboard, Banking, Sales, Cash flow, Expenses, Projects, Payroll, Reports, Taxes (highlighted with a red '1'), Mileage, Accounting, and My accountant. The main content area has a header with "Sample Company" and "Accountant Tools". Below the header is a large heading: "Let's set up your new and improved sales tax center". Underneath is a sub-heading: "You're just 2 steps away from an awesome experience". Two numbered steps are listed: "1 Double-check your business address" and "2 Tell us who collects your tax". At the bottom are two buttons: "Do it later" and "Get started" (highlighted with a red '2'). On the right side of the main content area is an illustration of a man with a beard and glasses sitting on a laptop.

Set up sales tax




Sales tax ×

Set up your sales tax center

Double-check your address to make sure it's right.

Here's the address we have for you

We use your physical business address to calculate your sales tax rate.

Business address  **3**

123 Sierra Way
San Pablo CA 87999

4 [Next](#)

Set up sales tax



Sales tax

Bulk matching
To apply multiple rates to an agency, select your rates, then select your agency.

Official agency
Select an agency [Clear selection](#)

<input type="checkbox"/>	TAX RATE NAME	TAX RATE	YOUR AGENCY NAME	OFFICIAL AGENCY NAME
<input type="checkbox"/>	California	8%	Board of Equalization	California Department of Tax <input type="button" value="v"/>
<input type="checkbox"/>	Tucson (combined rate)	9.10%		
<input type="checkbox"/>	AZ State tax	7.1%	Arizona Dept. of Revenue	Arizona Department of Rever <input type="button" value="v"/>

Set up sales tax



The screenshot shows the "Sales tax" setup page in Intuit QuickBooks. The page title is "Review your rates" with a subtitle "Here's what we'll bring over to your new sales tax center." Below this, there is a section titled "Active Rates" containing three entries:

Rate Name	Rate	Action
California California Department of Tax and Fee Administration	8%	Change
AZ State tax Arizona Department of Revenue	7.1%	Change
Tucson City Arizona Department of Revenue	2%	Change

At the bottom of the screen, there are three buttons: "Previous", "Save", and a red circle containing the number "8".

Set up sales tax



intuit **qu** Sales tax

✓ You're all set!

Let's take a look at what you can do with your new sales tax center.

Continue **9**

Dashboard
Banking
Sales
Cash flow
Expenses
Projects
Payroll
Reports
Taxes
Mileage
Accounting
My account
Apps

intuit **qu** Sales tax

File and pay sales tax

See how much you owe and set up when and where to file your taxes.

California Department of Tax and Fee Administration		San Francisco
For Month: November 2017	2018 Sales Tax	Member: None, CA
Net Sales	\$0.00	
Net Sales	\$0.00	
Net Sales	\$0.00	
Net Sales	\$0.00	
Tax Due	\$27.58	

File your sales tax now

1. Double check that you have a valid and active CA ID.
2. Check that you have a valid CA ID.
3. Double check that you have a valid CA ID.
4. Double check that you have a valid CA ID.

Back **View sales tax center** **10**

Set up sales tax



How often do you file sales tax? ✕

You can find this info on your sales tax business registration. If you can't find it or it changed, check out the table to see where your business fits.

Agency
Arizona Department of Revenue 1 of 2

Filing frequency
 11

Arizona filing frequency requirements

Average monthly liability	Filing frequency
\$0 to \$1,999.99	Annual
not permitted	Semi-Annual
\$2,000 to \$8,000	Quarterly
\$8,000.01 and up	Monthly

Source:
<https://www.azdor.gov/About/FAQs/TPT.aspx> (February 20, 2018)


12
Next agency

The screenshot shows the QuickBooks interface for 'Sample Company'. The main heading is '\$143.02 SALES TAX DUE'. Below this, there are filters for 'Due Date Start' (November 2021) and 'Due Date End' (November 2021), with a 'Refresh' button. The 'Due' section lists two entries: 'October 2021 Arizona' with a due amount of '\$0.00' and 'October 2021 California' with a due amount of '\$143.02'. Both entries have a 'View return' button. The 'Upcoming' section shows 'November 2021 Arizona' with an 'Accruing' amount of '\$0.00'. On the right side, there is a 'SHORTCUTS' section with four items: 'Tell us where you collect tax', 'Update products and services', 'Double-check client addresses', and 'Run sales tax reports'.

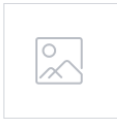
Review Products and Services





Product/Service information

 Service [Change type](#)

Name*



SKU

 | 

Category


Description


I sell this product/service to my customers.

Description on sales forms

Sales price/rate

Income account


Sales tax category 

Taxable - standard rate 

Taxable - standard rate

Nontaxable

Choose a special category

Save and close 

Review Products and Services



Product/Service information ✕

Service [Change type](#)

Name*

SKU

Category

Description

I sell this product/service to my customers.

Sales price/rate

Income account

Sales tax category ⓘ



Product/Service information ✕

[Back](#)

Choose a special category

Some products and services use special categories because they're taxed differently. Don't see one that fits? Use a standard category.

- > Automotive repair
- > Construction
- > Information technology
- > Installation & repair charges
- > Leases and rentals
- > Membership fees or dues
- > Miscellaneous
- > Personal goods & services
- > Personal services
- > Professional goods & services
- > Repair & remodeling
- > Retail
- > Shipping & handling
- > Software & hardware

Standard categories

Taxable - standard rate

Nontaxable

Review Customers



Customer information

Title	First name	Middle name	Last name	Suffix	Email
	Amy		Lauterbach		Birds@Intuit.com

Company	Phone	Mobile	Fax
Amy's Bird Sanctuary	(650) 555-3311		

* Display name as	Other	Website
Amy's Bird Sanctuary		

Print on check as Use display name

Amy's Bird Sanctuary

Is sub-customer

Enter parent customer Bill with parent

Address Notes **Tax info** Payment and billing Language Attachments Additional Info

This customer is tax exempt

Reason for exemption*	Exemption details
Charitable organizatic	92-12345

[Learn more](#)

Cancel Make inactive Privacy Save

Applying sales tax



Invoice #1038

25 Court St.
Tucson, AZ 85719

Crew #

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design:Fountains:Concrete	Concrete for fountain installation	5	15	75.00	✓
2	Design:Rocks	Garden Rocks	6	12	72.00	✓
3	Design:Fountains:Rock Fountain	Rock Fountain	1	275	275.00	✓
4						

Subtotal \$422.00

Message on invoice
Thank you for your business and have a great day!

Message on statement
If you send statements to customers, this will show up as the description for this invoice.

Select tax rate: Based on location

Discount percent: \$0.00

Shipping: \$0.00

Tax on shipping: \$0.00

Total: \$458.72

Visible tax amount: **\$36.72** (See the math)

1. Your tax agency and standard rate

Based on the addresses you're shipping from and shipping to, you need to collect sales tax for these agencies:

Arizona Department of Revenue	
Arizona State	5.60%
Arizona, Pima County	0.50%
Arizona, Tucson City	2.60%
Total tax standard rate	8.70%

2. Tax Categories and Totals

Here's the actual amount you need to charge based on what you're selling.

PRODUCT	SALES TAX AMOUNT
Concrete Uncategorized - standard rate applied	\$6.53
Rocks Uncategorized - standard rate applied	\$6.26
Rock Fountain Uncategorized - standard rate applied	\$23.93
Total sales tax	\$36.72

Override this amount



Illinois Small Business Development Center
Turner Center for Entrepreneurship

Questions?

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309.472.6683

Or schedule time on our website APEXUSFINANCIAL.COM