



# QUICKBOOKS WELCOME GUIDE

10 easy tasks to get started

# Contents

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

# 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-hand navigation bar.
- 2**: The 'Transactions' menu item in the navigation bar.
- 3**: The magnifying glass search icon in the top right header.
- 4**: The 'Create' (+) icon in the top right header.
- 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 header.
- 7**: The Help (?) icon in the top right header.



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

**Activity Summary:**

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
<b>SUBTOTAL</b>			94.93
<b>SHIPPING</b>			20.00
<b>TOTAL</b>			114.93
<b>BALANCE DUE</b>			<b>\$114.93</b>

**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.

**Attachments** Maximum size: 25MB  
Drag/Drop files here or click the icon

**Buttons:** Cancel, Print or Preview, Make recurring, Customize, More, 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**.

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 in a web browser. The form is titled 'Expense #234' and has a close button in the top right. The top section contains a dropdown menu for the company name (Pelican Design), a dropdown for the account (Caldwell Credit Union), and a balance field showing '\$3,874.18'. The total amount is displayed as '\$112.00'. Below this, there are fields for 'Mailing address' (Pelican Design, 456 Bayshore Drive, Anywhere, CA 98765), 'Expense date' (03/27/2014), 'Payment method' (Visa), and 'Ref no.' (234). A table with columns 'ACCOUNT', 'DESCRIPTION', 'AMOUNT', 'BILLABLE', and 'MARKUP %' is shown, with one row for 'Advertising' (112.00) and another empty row. Below the table are 'Add lines' and 'Clear all lines' buttons. A 'Memo' field is present. An 'Attachments' section with a maximum size of 25MB and a 'Drag/Drop files here or click the icon' prompt is also visible. At the bottom, there are 'Cancel', 'Clear', 'Make recurring', and 'Save and new' buttons.

ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %
Advertising	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 the 'Customers' page. The navigation bar on the left has 'Customers' highlighted with a callout '1'. The top right has a 'New customer' button with callout '2'. Below the navigation bar, there are summary cards for 'Unbilled' (\$98, 2 ESTIMATES), 'Unpaid' (\$576, 2 UNBILLED ACTIVITY), 'Open Invoices' (\$1,610, 13 OPEN INVOICES), 'Overdue' (\$300, 1 OVERDUE), and 'Paid' (\$0, 0 PAID LAST 30 DAYS). Below these are filters for 'Batch actions' (callout '4'), 'Sort by name' (callout '5'), and a search bar. The main table lists customers with columns for 'CUSTOMER', 'PENDING INVOICES', 'BALANCE', and 'ACTION'. Callouts '6' and '7' point to print and export icons. Callout '8' points to the 'Claudine Co' row. Callout '9' points to the 'Create invoice' dropdown menu for 'Deepak Soni'.

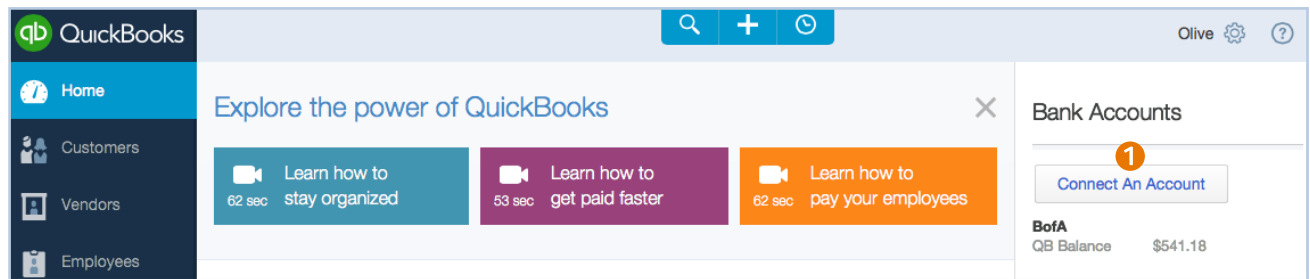
CUSTOMER	PENDING INVOICES	BALANCE	ACTION
<input type="checkbox"/> Bryan Tublin (741) 555-9123			Create invoice
<input type="checkbox"/> Chris Evans (212) 555-4444	1 Overdue invoice	\$300.00	Send reminder
<input type="checkbox"/> Claudine Co (650) 555-2222	1 Open invoice	\$114.93	Receive payment
<input 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

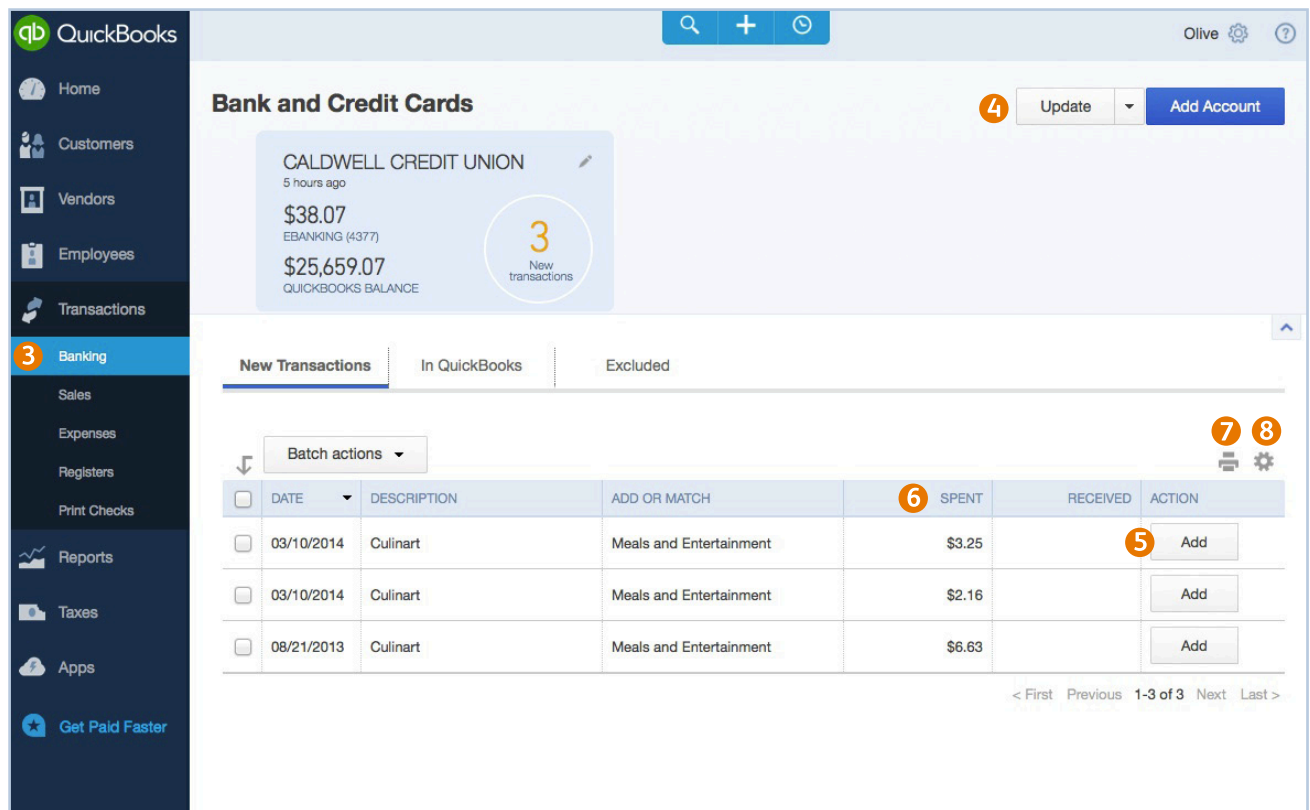
# Connect your bank accounts

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 shows the QuickBooks interface. On the left is a dark blue navigation bar with the following items: Home, Customers, Vendors, Employees, Transactions, **Reports** (highlighted with a '1'), Sales Tax, Apps, and Turn On Payroll. The main content area is titled 'Reports Profit and Loss'. It features a summary card with: NET INCOME \$825, INCOME \$1,615, and EXPENSES \$790. To the right is a line chart showing data for Dec 27-31, Jan 2014, Feb 2014, and Mar 1-27. Below the summary is a search bar with 'Go to report' and a magnifying glass icon, labeled with a '2'. Below the search bar are four tabs: 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' link. The reports are: Profit and Loss, Balance Sheet, Company Snapshot, A/R Aging Summary, Expenses by Vendor Summary, and A/P Aging Summary. The 'Profit and Loss' report shows a table with columns for 'Total' and 'Income' (Labor: 4252.0, Construction: 8522.0, Total Construction: 8522.0, Net Income: 13,054.0). The 'Balance Sheet' report shows a table with columns for 'Total' and 'Assets' (Current Assets: 1200, Bank Accounts: 100, Checking: 100, Savings: 100, Money Market: 100, Petty Cash: 25, Total Bank Accounts: 1425). The 'Company Snapshot' report shows a pie chart and bar graphs. The 'A/R Aging Summary' report shows a table with columns for 'Current', 'Total', and 'Aging' (30-60, 60-90, 90+).

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

**BALANCE DUE** \$114.93

---

**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

**Assistant:** Tyler Riding

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

[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><b>METHOD CRM</b> Method Integration Inc. The most customizable CRM built specifically for QuickBooks. ★★★★★ 400</p>	 <p><b>Time Tracking by TSheets</b> TSheets A time tracker you and your employees will love. ★★★★★ 362</p>
 <p><b>Time Tracker by eBillify</b> eBillify Simple time tracking. For faster QuickBooks billing and payroll. ★★★★★ 348</p>	 <p><b>Concur Expense...</b> 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](http://quickbooks.intuit.com/mobile)

