

QuickBooks Online 101!

Presented by: Lisa Peterson
Streamline Consulting, Inc.
Lisa@streamlineconsulting.biz

Caveats

- ▶ Not enough time to cover EVERYTHING and I don't know EVERYTHING
- ▶ Focus QuickBooks Online
- ▶ Screen shots may vary from your live QBO file

Do I Need QuickBooks??

- ▶ Why not just use a spreadsheet?
- ▶ QuickBooks builds your financial statements
- ▶ QuickBooks lets you report multi-dimensionally:
 - ▶ By different time periods
 - ▶ By Customers
 - ▶ By product
- ▶ QuickBooks can do other cool stuff:
 - ▶ Automatically download bank and CC transactions
 - ▶ Accept payments from your customers
 - ▶ Schedule payments to your vendors
 - ▶ Do stuff on your phone

Which Flavor of QuickBooks Online?

Simple Start \$30/mo

- 1 user
- 1 ecommerce sales channel



Essentials \$60/mo

- 3 users
- 3 ecommerce sales channels
- Bill Management
- Time Tracking



Plus \$90/mo

- 5 users
- All ecommerce sales channels
- Bill Management
- Time Tracking
- Inventory
- Project Profitability



Advanced \$200/mo

- 25 users
 - All the other stuff and a whole lot more.
- See website for details

See Website for latest pricing and features
<https://quickbooks.intuit.com/pricing/>

What about QuickBooks Desktop?

- Intuit stopped selling new subscriptions of Pro & Premier on September 30, 2024
- Existing subscriptions will continue to be renewed for now
- Enterprise still available to new subscribers for the foreseeable future

The Balance Sheet

ASSETS

- Cash & Equivalents
- Accounts Receivable
- Prepaid Expenses
- Inventory
- Fixed Assets
- Other Assets

LIABILITIES

- Accounts Payable
- Taxes Payable
- Loans Payable

EQUITY

- Owner's Capital
- Retained Earnings

The Profit & Loss

Sales Revenue

Less: Cost of Goods Sold

Gross Profit

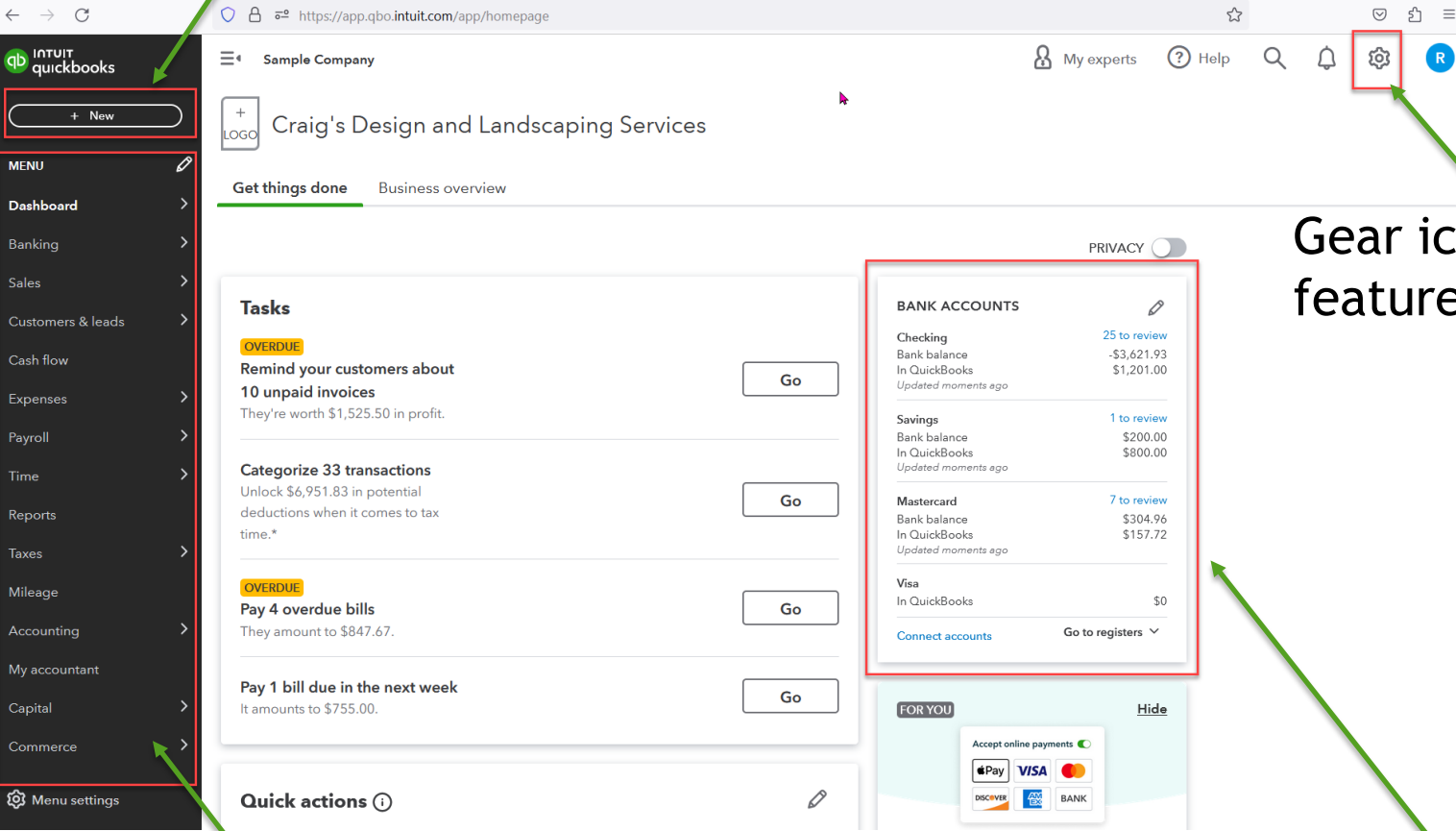
Less: Selling, General & Admin Expenses

Less: Taxes

Equals: Net Income

General Navigation

+ New for New Transactions



Gear icon for set up features

Left menu to navigate to different areas

Connected Accounts

Chart of Accounts

The road map to the financial statements

- ▶ Bank accounts
 - ▶ Checking, savings, cash
- ▶ Credit cards
 - ▶ Separate account for each card
- ▶ Loan accounts
 - ▶ Separate account for each loan
- ▶ Equity - investment, distributions, retained Earnings
- ▶ Income accounts
- ▶ Cost of Goods sold accounts
- ▶ Expense accounts
- ▶ Other Income/Expenses



My experts



Help



YOUR COMPANY

Account and settings

Manage users

Custom form styles

Chart of accounts

Additional info

LISTS

All lists

Products and services

Recurring transactions

Attachments

Custom fields

Tags

Rules

TOOLS

Order checks

Import data

Import desktop data

Export data

Reconcile

Budgeting

Audit log

SmartLook

Resolution center

PROFILE

Subscriptions and billing

Feedback

Privacy

Switch company

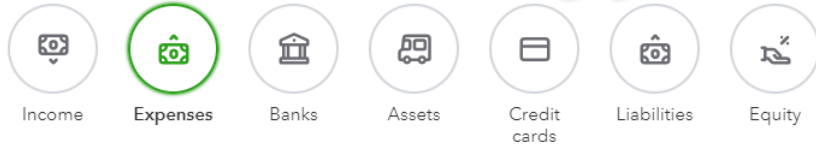
You're viewing QuickBooks in **Accountant view**. [Find out more](#)

[Switch to Business view](#)

Anatomy of a new Account AKA Category in QBO

New account

Choose the main category



Save account under *

Select parent here if sub account

Insurance Expense

Tax form section

This field only matters when interfacing with Tax software

Office/General Administrative Expenses

Account name *

How you want to call the category

Workers Compensation

Description

Account

Account Type

Expenses

*Detail Type

Office/General Administrative Expenses

Use Office/general administrative expenses to track all types of general or office-related expenses.

*Name

Workers Compensation

Description

Is sub-account

Insurance Expense

Setting up Products/Services (Required for Sales Forms and POs)

Service [Change type](#)

Name* **How you look up on list**

Fall Clean up

SKU

Category

Landscaping

Description **Default invoice description**

I sell this product/service to my customers.

Fall Clean up

Where it hits Profit & Loss

Sales price/rate

Income account

Landscaping Services:Labor:Mainter

Sales tax (?)

Purchasing information

I purchase this product/service from a vendor.

Fall Clean up

When you buy this service, it gets expensed here

Cost

Expense account

Subcontractor

Preferred Vendor

Select a preferred vendor

Money In

Simplest

- ▶ Record income based on deposits in bank feed
 - ▶ No customer detail
 - ▶ No product detail
 - ▶ No break out of fees
 - ▶ No break out of sales tax

Fancier

- ▶ Record invoices/sales receipts
 - ▶ Track customer sales and balances owed
 - ▶ Track products and services sold
 - ▶ Automatically calculate sales tax on sales forms
 - ▶ Send invoices with payment links
- ▶ Receive Payments
- ▶ Record Deposits

Money Out

- ▶ Credit card charges
 - ▶ Easiest to record in the bank feed
 - ▶ Book credits against original expense account
- ▶ Expenses paid by check
 - ▶ Record checks as they are issued - don't wait for the bank feed
- ▶ Enter bills (track accounts payable) and pay later

QuickBooks Bill Pay

Basic

A \$0 subscription plan that offers 5 free ACH per month

Premium

The mid-tier plan that offers 40 free ACH per month and unlimited free 1099s at the end of the year

Elite

The top tier plan that offers no fees for ACH payments, unlimited 1099s, plus role-based permission and customer workflows

All plans charge \$1.50 per paper check sent
ACH beyond plan allowance are 50 cents each
Current List Pricing: Basic \$0
Premium \$15/month
Elite \$90/month

Common Mistakes in QBO

- ▶ Duplicate Transactions
 - ▶ Recording deposits as income instead of applying to open invoices
 - ▶ Recording new expense instead of matching to check already recorded
 - ▶ Recording transfers on both accounts involved in transfer
 - ▶ Recording CC payments on both checking and the CC account
- ▶ Don't let the bank feed boss you around
 - ▶ What is suggested in the bank feed may be wrong
 - ▶ Don't let anything post to Uncategorized anything
 - ▶ YOU control how things are categorized

Transactions between 2 Connected accounts

On the Checking account we see a payment to the Credit card

06/07/2024	Chase card ending in [REDACTED]	Chase CC	Paired to another transaction Chase Credit Card	\$10,000.00	Add card payme
------------	---------------------------------	----------	---	-------------	--------------------------------

On the Credit card account we see the same payment

06/07/2024	Payment Thank You-Mobile		Paired to another transaction 106 Chase Checking [REDACTED]	10,000.00	Add card payme
------------	--------------------------	--	---	-----------	--------------------------------

QBO is pretty good at pairing them as you see here, but sometimes it doesn't and both transactions get added by mistake instead of adding one and matching the other.

Reviewing Unpaid Bills and Invoices

- ▶ For Accounts Receivable, run Open Invoices

 - To zero out small credit balances, create an invoice

 - To zero out small balances owed, create a credit memo

 - To apply open credits to open balances, go to +New -> Receive Payments

- ▶ For Accounts Payable, run Unpaid Bills

 - To zero out small credit balances, enter a bill

 - To zero out small balances owed, enter a vendor credit

 - To apply open credits to open balances, to to +New -> Pay Bills

Personally Paid Business Expenses

- ▶ Make sure you capture ALL your expenses

OPTIONS:

Make an actual payment from the business and record the expenses

Create a credit card type account for yourself and enter expenses and pay the balance when able

Make a journal entry debiting the expenses and crediting Owners Contribution

Don't forget about mileage! 2024 standard rate is 67 cents/mile, increased to 70 cents/mile for 2025

Resources

- ▶ <https://quickbooks.intuit.com/find-an-accountant/>
- ▶ Sample Companies:
<https://qbo.intuit.com/redirect/testdrive> (I believe this is the Plus version)
<https://qbo.intuit.com/redirect/testdrive-us-advanced>
- ▶ YouTube channels:
<https://www.youtube.com/user/QuickBookkeepingLLC>
<https://www.youtube.com/user/MichelleLongCPA>
<https://www.youtube.com/user/nerdenterprises>
<https://www.youtube.com/c/HectorGarciaCPA>
- ▶ Facebook groups:
<https://www.facebook.com/groups/qbowizards>
<https://www.facebook.com/groups/qbcommunitylive>
<https://www.facebook.com/groups/QB4NPs>
<https://www.facebook.com/groups/theentrepreneurialaccountants/>
<https://www.facebook.com/groups/QBPowerHour/>

Other stuff that works with QBO

- ▶ Inventory:
 - ▶ SOS Inventory
 - ▶ Fishbowl Inventory
 - ▶ Webgility (manages inventory and multiple sales channels)
- ▶ Importing Transactions:
 - ▶ Transaction Pro
 - ▶ SaasAnt

Payroll Services other than QBO

- ▶ Gusto
- ▶ Patriot
- ▶ ADP
- ▶ Paychex

▶ These all have integrations that can push the transactions into QBO automatically. Be sure to have an accounting professional help with the mapping of accounts.