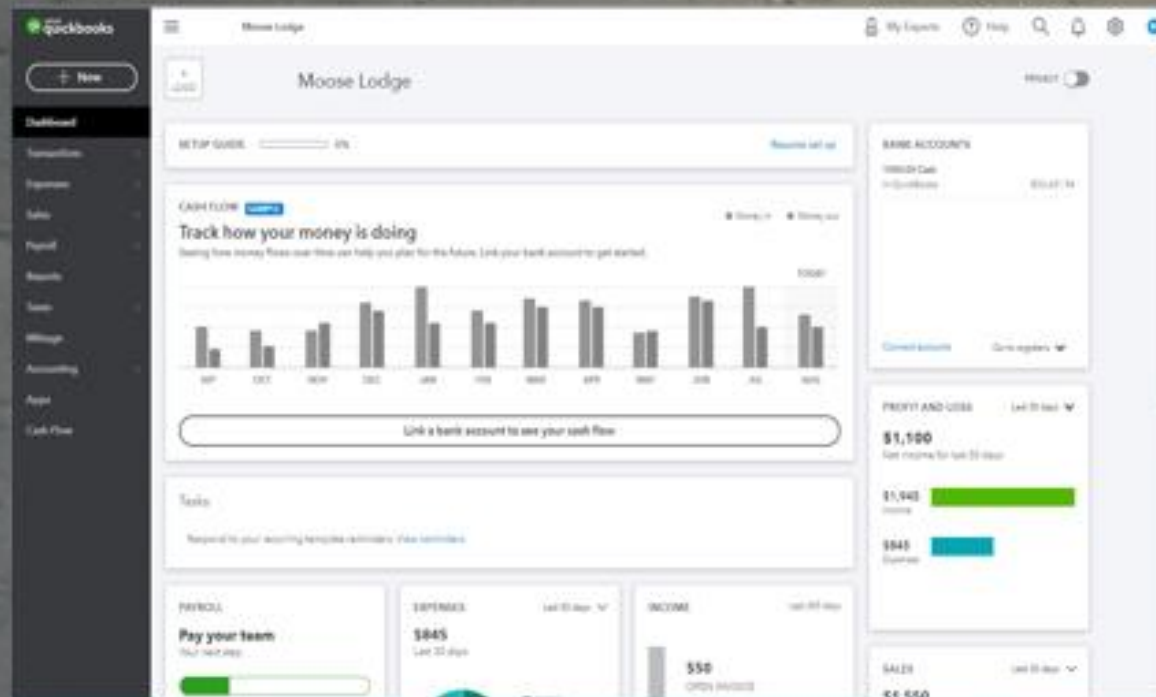


QuickBooks Online



Quick Reference

Welcome to QuickBooks Online (QBO)

Moose Training is excited to introduce you to this fantastic new version of the QuickBooks program you know and love. Think of the change like this: You've just purchased a brand-new car! It's loaded with all kinds of new technology, designed to make driving easier and more enjoyable. It looks different; the gear shift is now a button, you don't need a key, and it can almost drive itself! All these new-fangled features are a lot of change. But, remember this: *You already know how to drive a car!* All you need to do is familiarize yourself with the new designs and added features. The same is true for this transition. You already know how to operate QuickBooks, you just need to become familiar with the new features and you're ready to roll.

Let this document serve as your Owner's Manual, designed to get you rolling quickly. It's divided into two sections: The tabs along the right side are labeled to provide quick access to instructions on *Frequently Used Tasks*. Flip it around to access instructions for those *Less Frequently Used Tasks*.

Infrequently Used Tasks

NSF Check

Add New Customer

Adjust Inventory Balance

Add New Vendor

Recurring Transactions

Help from Intuit

QuickBooks Online



Quick Reference

Frequently Used Tasks

Navigating QBO

Create a Deposit

Enter Bills

Pay Bills

Reconcile

Record Vendor Credit

Reports

Logging into QuickBooks Online

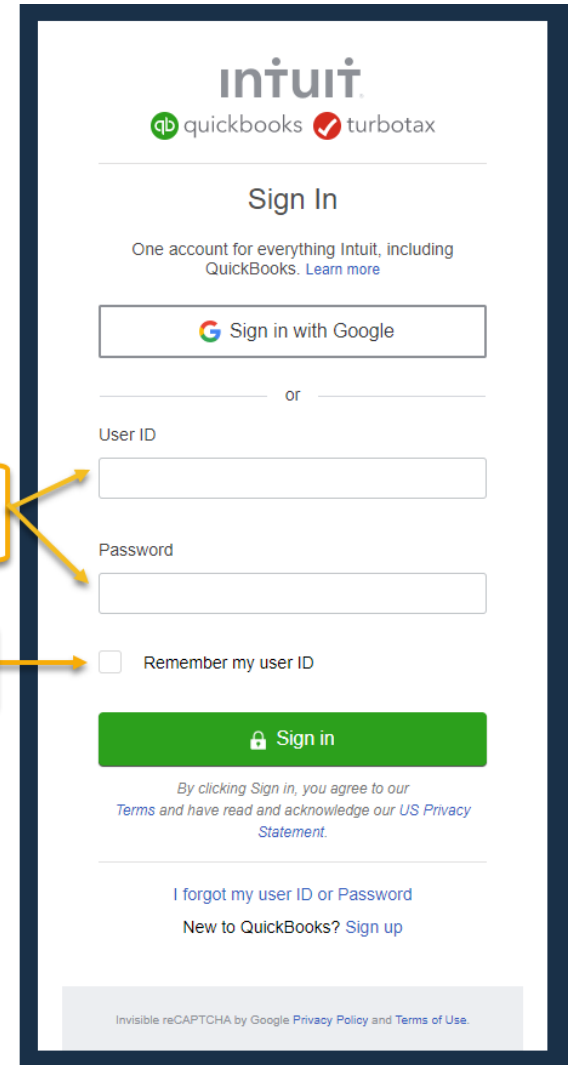
1 Open Google Chrome or another reliable browser. Navigate to <http://qbo.intuit.com>



Note: If accessing from a new computer, Intuit will send a verification code to confirm your identity.

2 Enter your User ID and Password


For security reasons, do NOT check this box!



intuit.
qb quickbooks turbotax

Sign In

One account for everything Intuit, including QuickBooks. [Learn more](#)


 Sign in with Google

or

User ID

Password

Remember my user ID

 Sign in

By clicking Sign in, you agree to our [Terms](#) and have read and acknowledge our [US Privacy Statement](#).

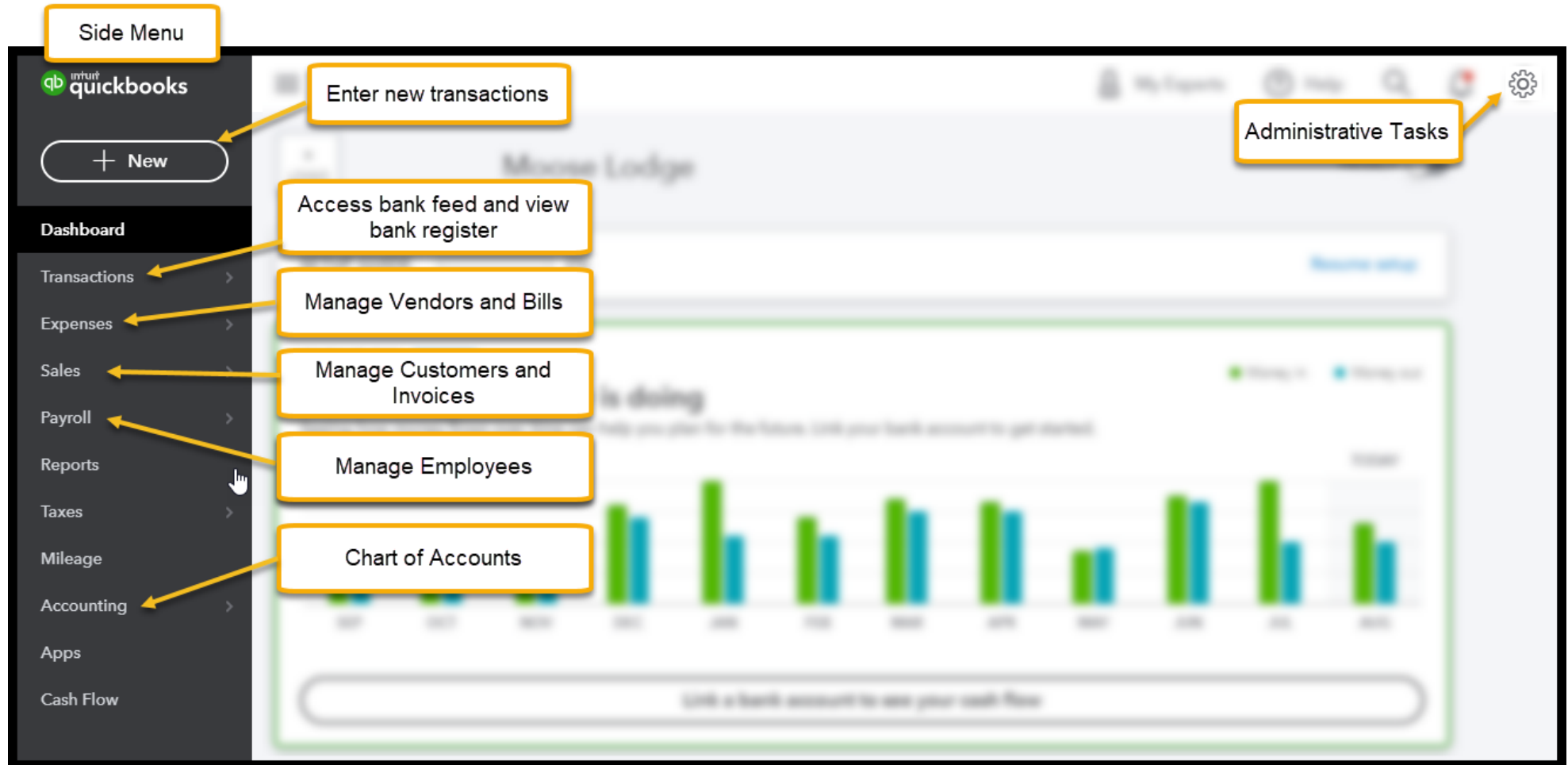
[I forgot my user ID or Password](#)

New to QuickBooks? [Sign up](#)

Invisible reCAPTCHA by Google [Privacy Policy](#) and [Terms of Use](#).

Navigating QuickBooks Online

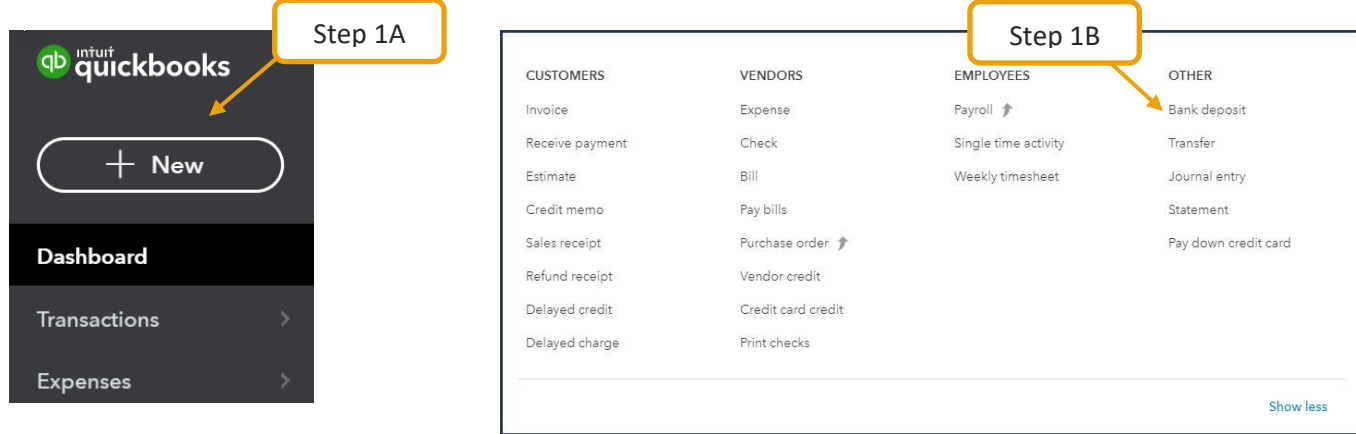
QBO, after logging in, opens directly into your **Dashboard**. Just like the dashboard in your car, the tools found there help you drive – or, navigate through the process of maintaining your Lodge’s financial records. The **Side Menu** is your map. It will get you to all of the places needed to keep your unit’s financial records running smoothly.



+New is where all NEW transactional data starts, like *Make Deposits, Enter Bills, Pay Bills, Write Checks*, etc. The Gear Icon is the place to go for Administrative tasks such as modifying preferences, viewing existing lists, etc. There is also access to features found in the side menu as well. Everything on the Side Menu, below Dashboard, should be thought of as the centers panel in QBDT; it’s where you go to view and review information already in the unit’s QBO.

Create a Deposit

1. Click on **New>Bank deposit**



2. Select the **Account** where deposit is made

3. Enter the **Date** the deposit was made

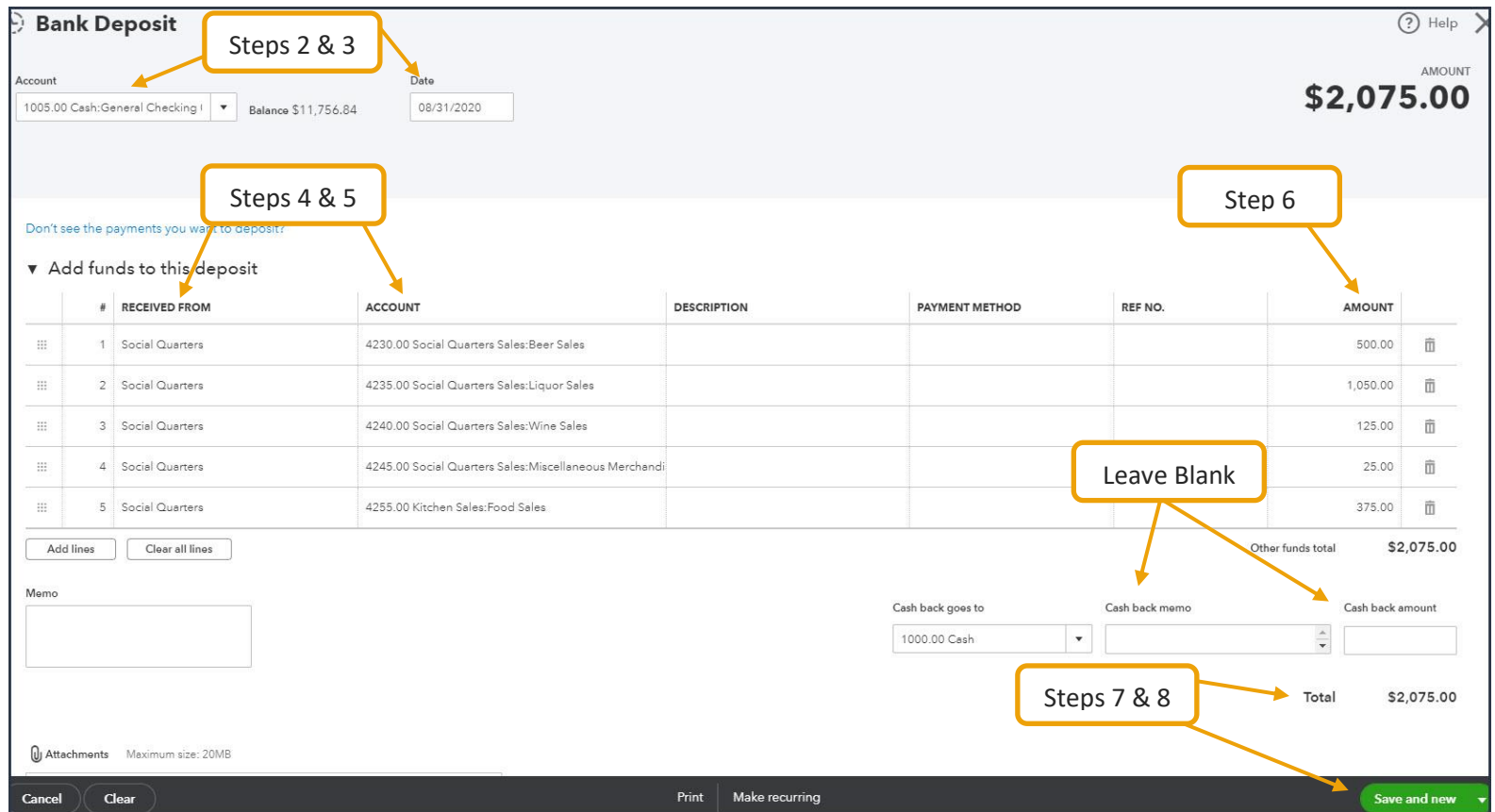
4. In **Received From**, select the Customer Funds were received from

5. Select the **Account** where first deposit item will be credited

6. Enter the **Amount** (Repeat 5 & 6 as needed)

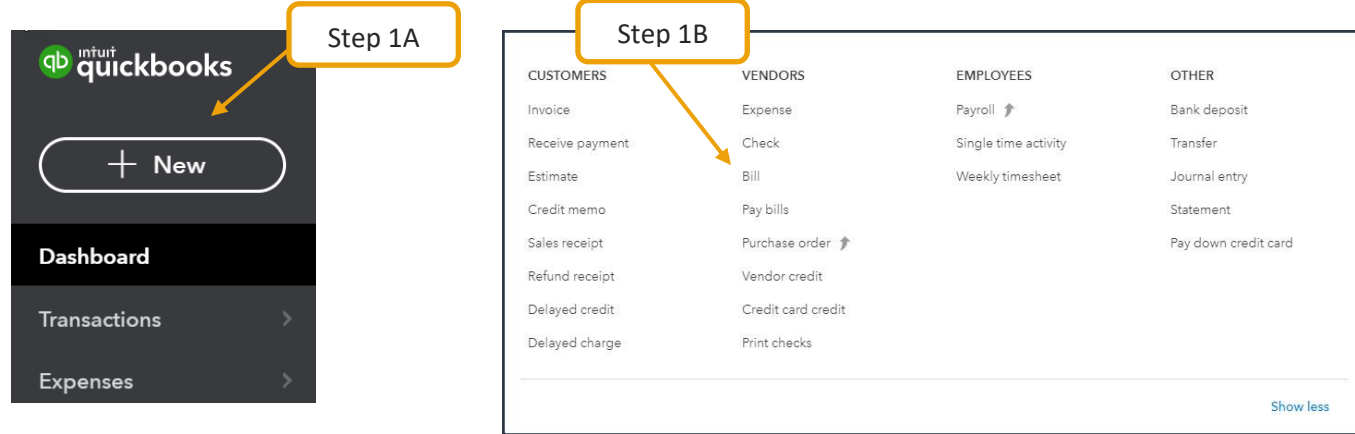
7. Verify **Total** is accurate

8. **Save & Close** to record the deposit

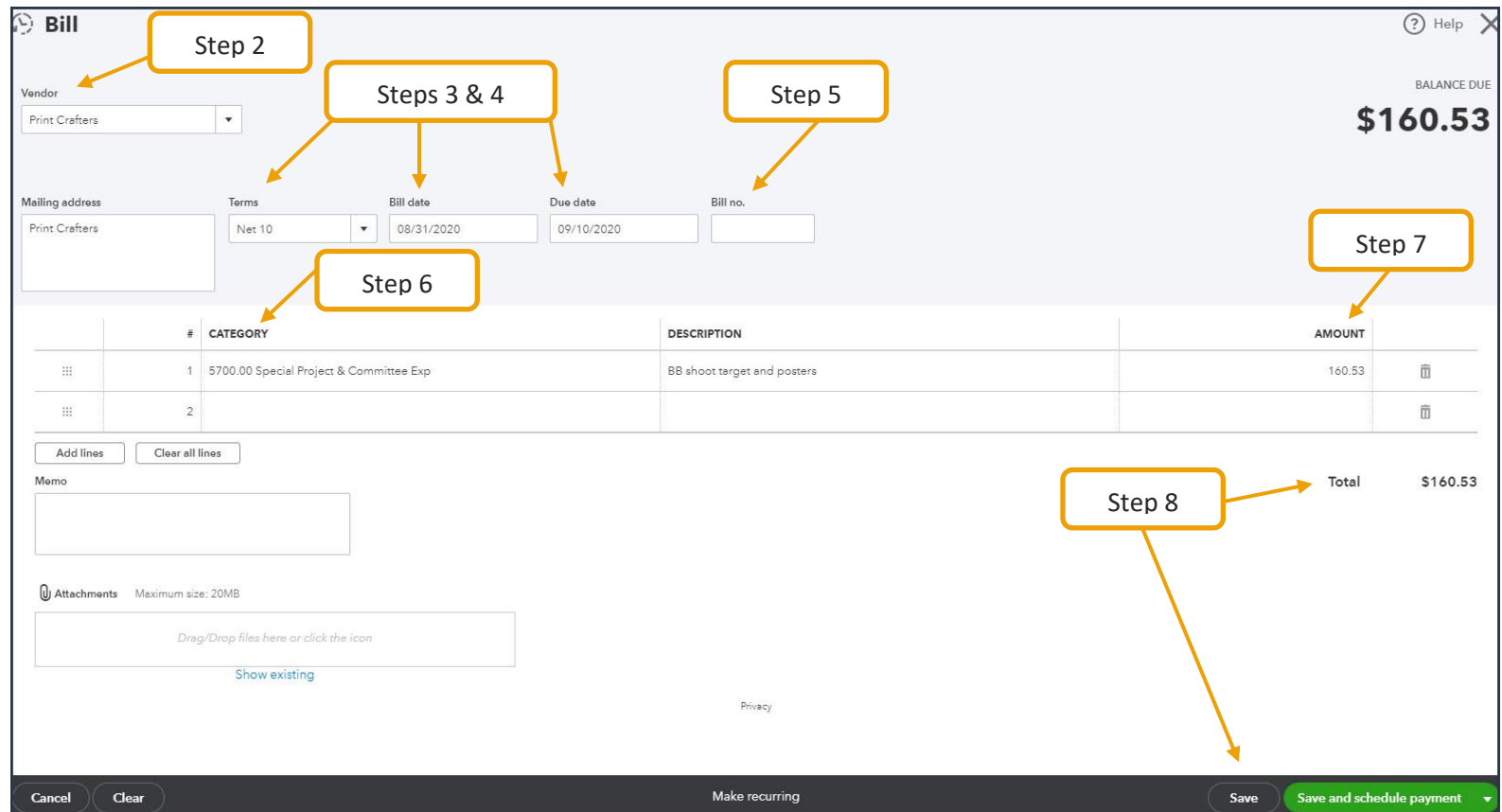


Enter Bills

1. Click on **New>Bill**

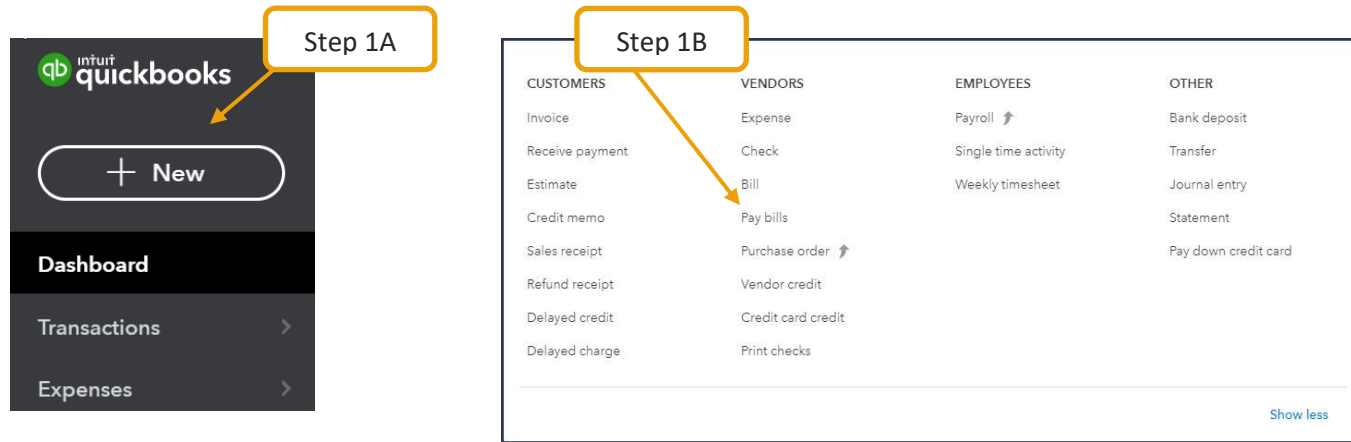


2. Select **Vendor** that issued the bill
3. Select **Terms**, if different than default
4. Enter the **Bill Date**, date the bill was issued, and the **Due Date**
5. Enter the invoice number in the **Bill no.**
6. **Category:** Select the account where the 1st bill item will be charged
7. Enter the **Amount** of 1st bill item (Repeat 6 & 7 for additional items on bill)
8. Verify **Total** & **Save**

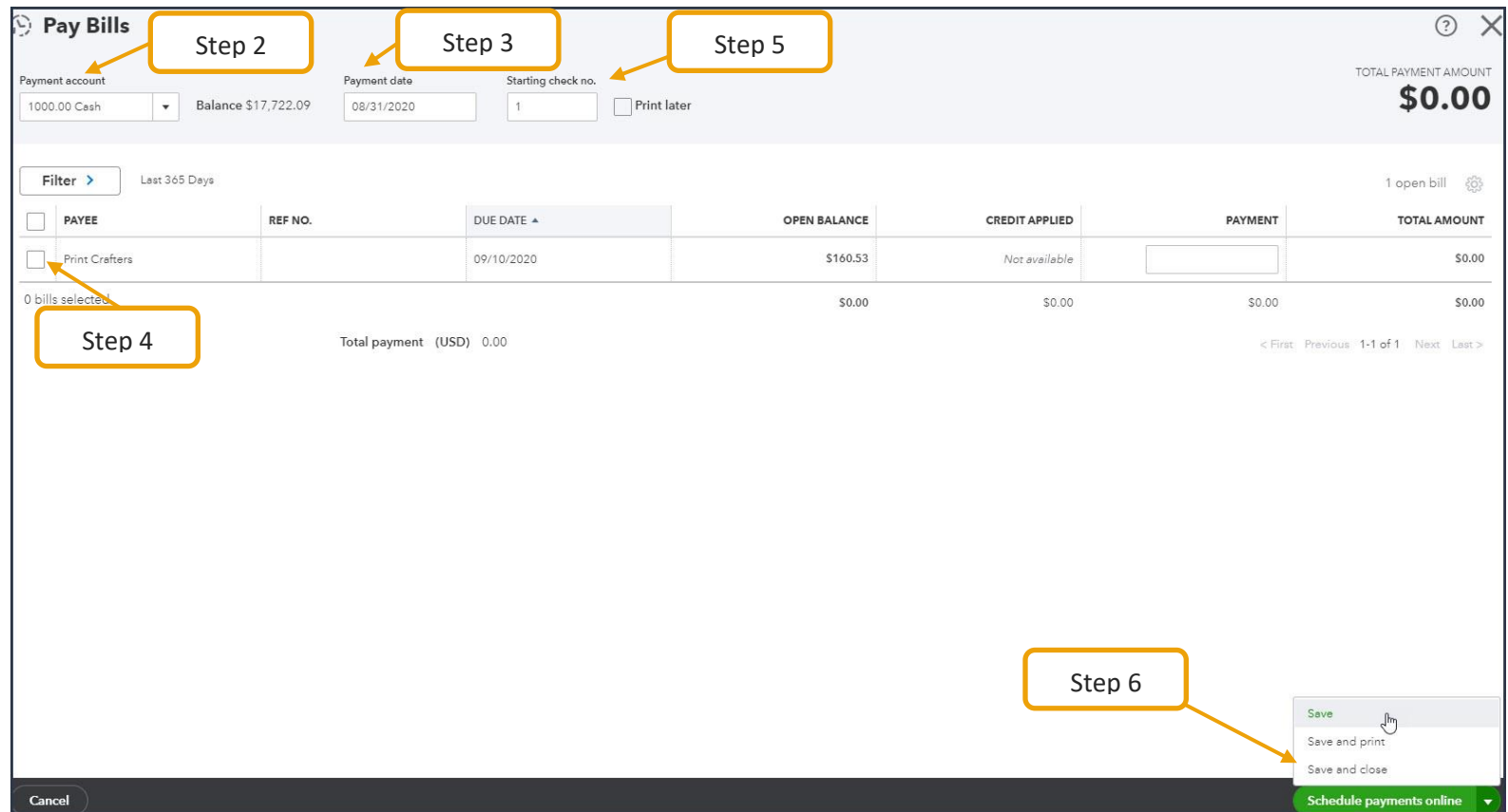


Pay Bills

1. Click on **New>Pay bills**



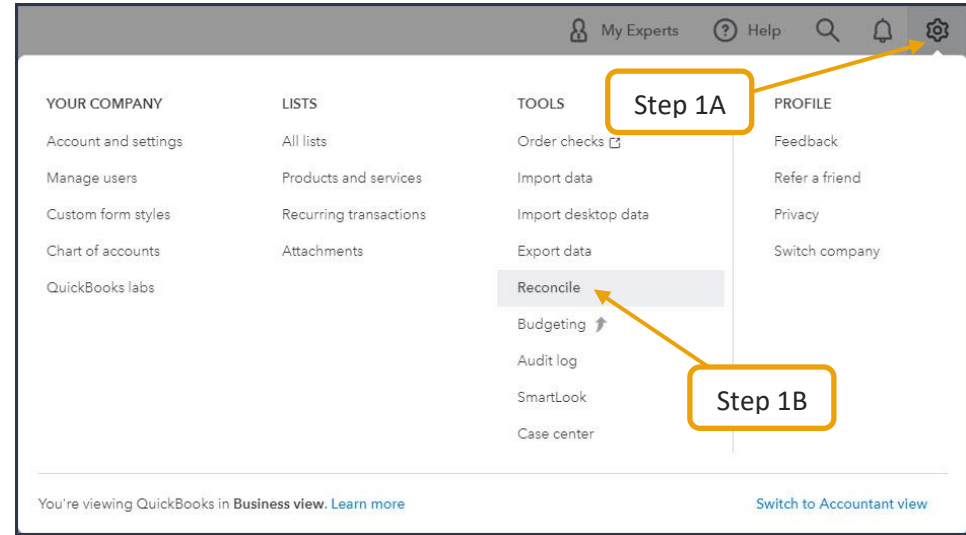
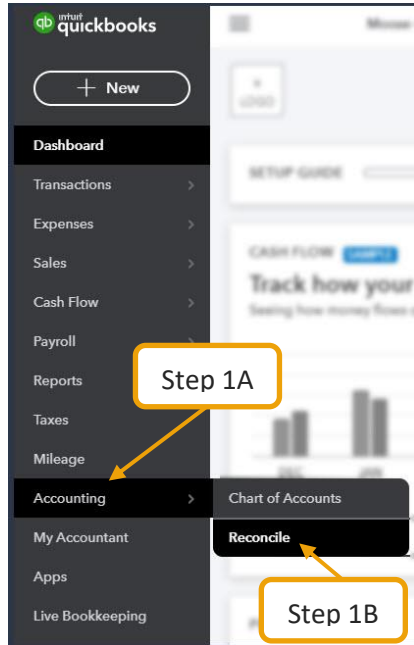
2. Select **Payment Account** where bill will be paid from
3. Enter date check was written in **Payment Date**
4. To the left of Payee, **✓ boxes** to select bills to be paid
5. Enter first check number in **Starting check no.** or **✓ Print later**
6. From the drop-down caret, choose **Save and close**



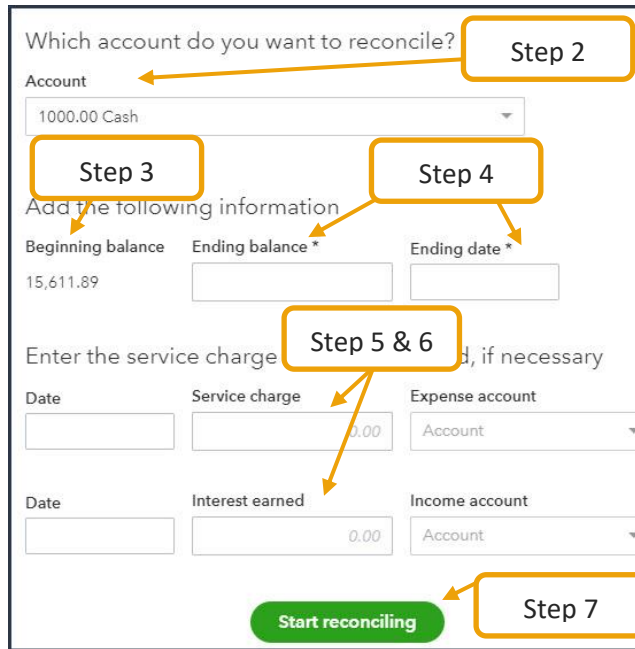
Reconcile

Have Paper or Online Monthly Statement from the bank visible.

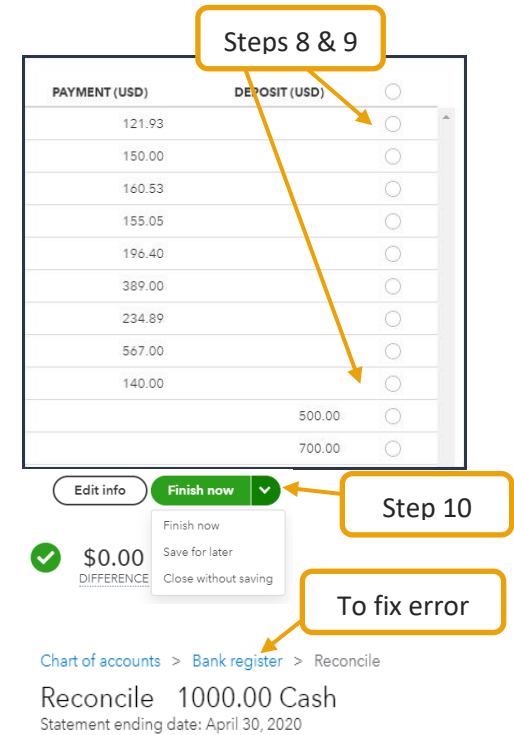
1. Click on **Accounting>Reconcile**, OR Click on **Gear>Reconcile**



2. Select **Bank Account** to be reconciled
3. Compare QBO and Statement **Beginning Balance** (Should match)
4. Enter **Ending Balance**, and **Ending Date**,
5. Enter **Service Charge** (if applicable)
-**Amount** and **Date**
Expense **Account**: 5405.00
6. Enter **Interest earned** (if applicable)
-**Amount** and **Date**
Income **Account**: 4400.00
7. Click **Start reconciling**



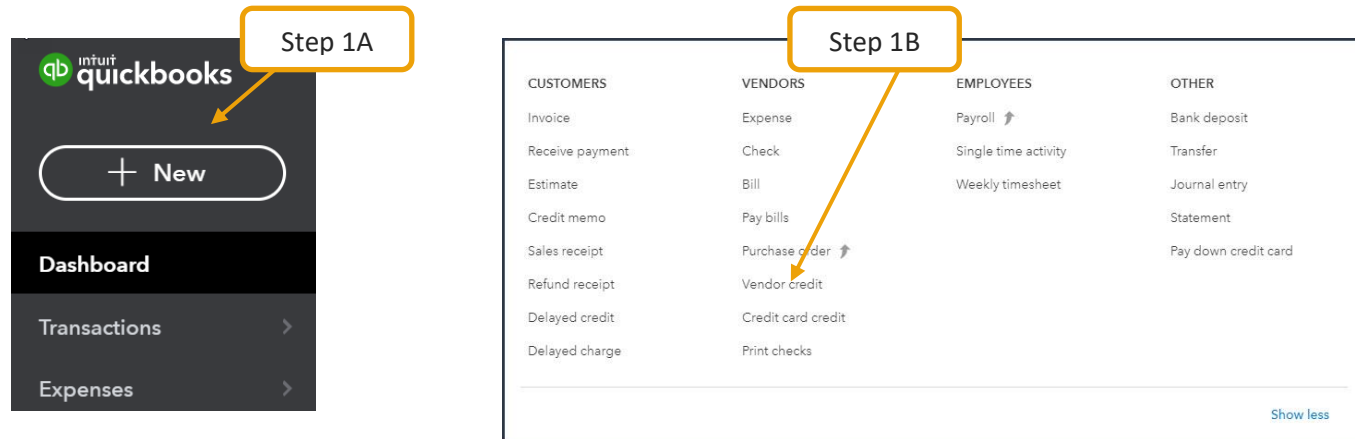
8. ✓ all checks, payments and service charges (that match bank statement) Income Account: 4400.00
9. ✓ all deposits, interest and other charges (that match bank statement)
10. Only if Difference = \$0.00, click, **Finish now**. If not: click **Bank Register** and correct error before returning to reconciliation.
11. Click **View reconciliation report**
12. Click **Print** from top right of Report window
13. Staple to Bank statement and file



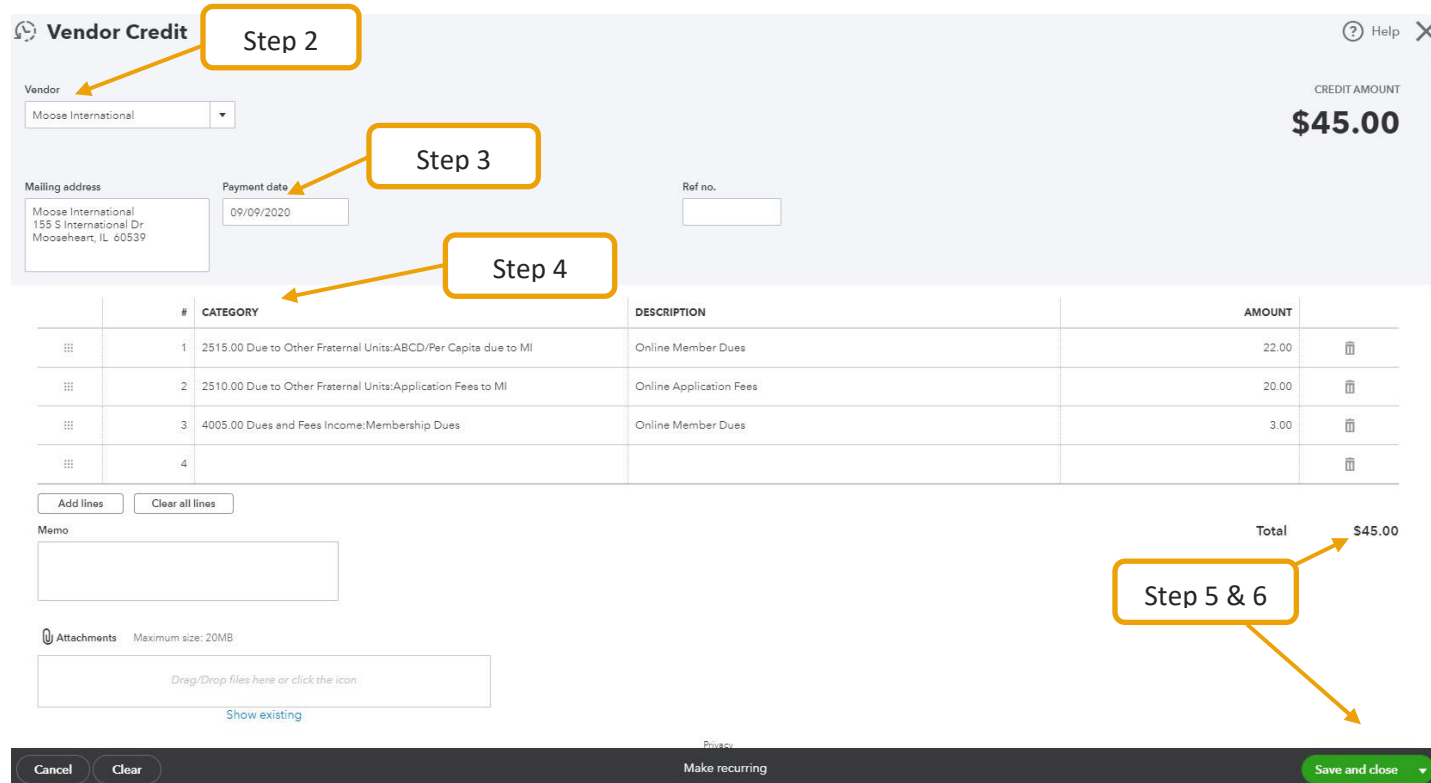
Record Vendor Credit

Create a vendor credit any time you receive a credit for online application dues and fees on your Moose International A/R statement. The credit will be automatically applied when making a bill payment.

1. Click on **New>Vendor Credit**



2. Select **Vendor** from whom the credit was received



3. Select **Payment Date** that credit was issued

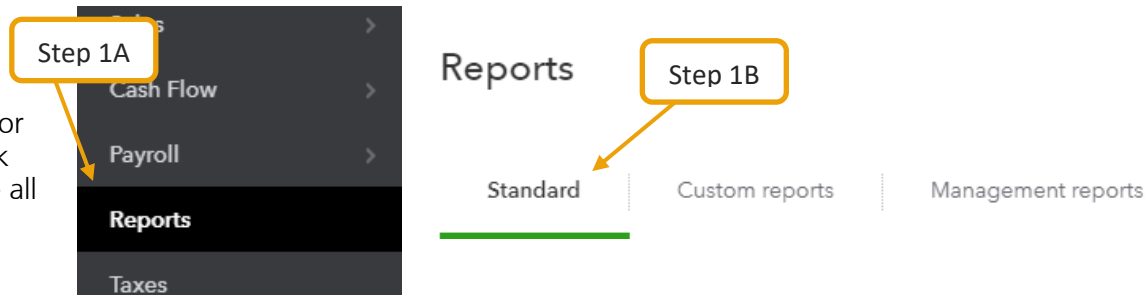
4. **Category:** Select the income type for the 1st item (Repeat for each split, if applicable.)

5. Verify **Total**

6. **Save & Close**

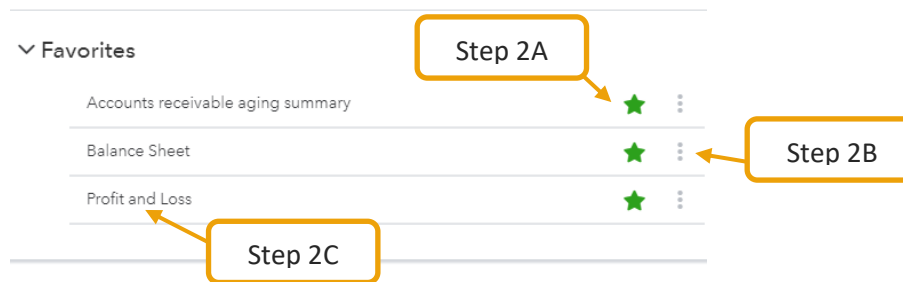
Reports

1. Click on **Reports**. From the Reports page, choose from *Standard*, *Custom* or *Management*. Click on *Standard* to see all available reports.

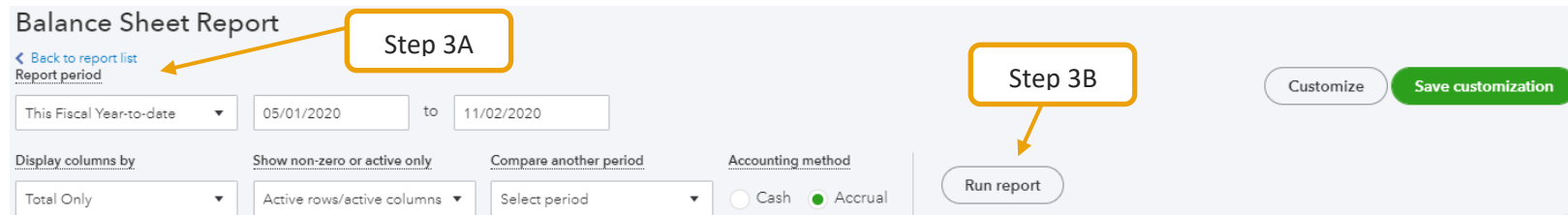


Standard reports are categorized into: *Favorites*; *Business Overview*; *Who Owes You*; *Sales and Customers*; *What you Owe*; *Expenses and Vendors*; *Sales Tax*; *Employees*; *For My Accountant*; and *Payroll*. QBO, as a default setting, puts 3 reports into *Favorites*: *Accounts receivable aging summary*; *Balance Sheet*; and *Profit and Loss*.

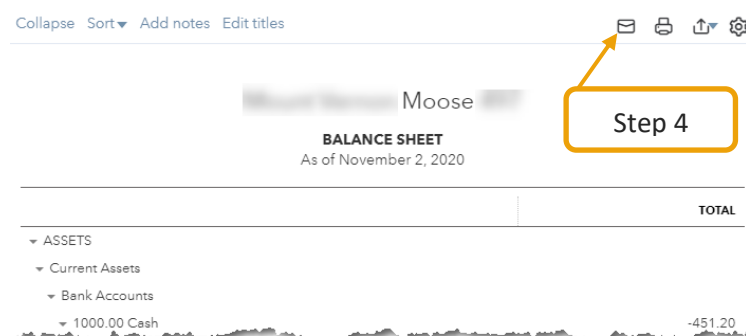
2. Reports can be added or removed from Favorites by clicking on the star. Customize reports by clicking on the 3 vertical dots. To run a report, click on the report name to run the report.



3. Set report parameters by choosing the report period. Further customize the report by changing display as necessary. Click **Run Report**.



4. From the top of the report, click on the envelope icon to email the report. Click on the printer icon to print, click on the up arrow to export the report to Excel or as a PDF.



NSF Check

When a check is returned due to insufficient funds, the financial institution will charge your unit for the amount of the check and bank fees. Some units choose to levy an inconvenience fee. All must be accounted for in QBO.

1. Click on **New>Check**
2. Enter NSF as **Payee**
3. Select **Bank Account** that check will be written from
4. Enter the **Payment date** as the date the check is written
5. Enter *NSF* as the **Check no.**
6. **Category:** Select *1105.00 Receivables: NSF Checks* as the expense type for the amount of the returned check. The second entry should be *5405.00 General Administration Exp.: Bank Charges* for the amount of the bank fee.

The screenshot shows the 'Check #NSF' form in QuickBooks. It includes fields for Payee (NSF), Bank Account (1005.00 Cash:General Checking), Payment date (09/18/2020), and Check no. (NSF). A table lists two categories: 1105.00 Receivables: NSF Checks (Returned NSF Check, 100.00) and 5405.00 General Administration Exp.: Bank Charges (NSF Bank Charge, 10.00). The total amount is \$110.00. A memo field contains 'John Doe'. The interface includes buttons for 'Cancel', 'Clear', 'Print check', 'Order checks', 'Make recurring', 'More', and 'Save and close'.

7. Verify **Total**
8. **Memo:** Enter the name of person who wrote the check.
9. **Save & Close**

When John Doe pays the money back, a deposit must be made. Follow the *Create a Deposit* instructions. The amount of the check will be credited to Account *1105.00 NSF*, the bank fee to *5405.00 Bank Fees*, and any inconvenience fee the Lodge imposes would be credited to *4630.00 Misc. Income*.

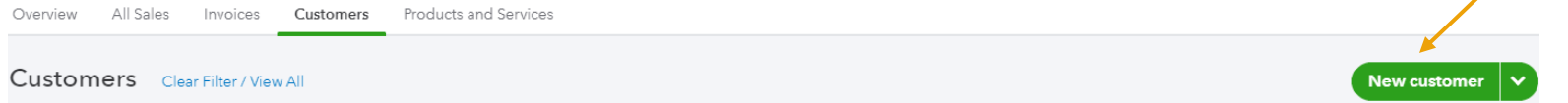
#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1	NSF	1105.00 Receivables: NSF Checks	John Doe Bad Check			100.00
2	NSF	5405.00 General Administration Exp.: Bank Charges	John Doe - Bank Fees			10.00
3	NSF	4630.00 Other Income Misc Income	John Doe - Inconvenience Fee			10.00

Add New Customer

1. Click on Sales>Customers



2. Click **New customer** (upper right) to open Customer Information window



3. Enter Customer Name



4. Enter **Billing Address** information

5. Enter **Contact Information: Phone, Fax, Email**

6. **Save**



Customer information

Title	First name	Middle name	Last name	Suffix	Email		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Separate multiple emails with commas"/>		
Company					Phone	Mobile	Fax
<input type="text"/>					<input type="text"/>	<input type="text"/>	<input type="text"/>
* Display name as					Other	Website	
<input type="text"/>					<input type="text"/>	<input type="text"/>	
Print on check as <input checked="" type="checkbox"/> Use display name					<input type="checkbox"/> Is sub-customer		
<input type="text"/>					Enter parent customer		Bill with parent

Address | Notes | Tax info | Payment and billing | Language | Attachments

Billing address map				Shipping address map <input checked="" type="checkbox"/> Same as billing address			
<input type="text" value="Street"/>				<input type="text" value="Street"/>			
<input type="text" value="City/Town"/>		<input type="text" value="State/Province"/>		<input type="text" value="City/Town"/>		<input type="text" value="State/Province"/>	
<input type="text" value="ZIP code"/>		<input type="text" value="Country"/>		<input type="text" value="ZIP code"/>		<input type="text" value="Country"/>	



Cancel

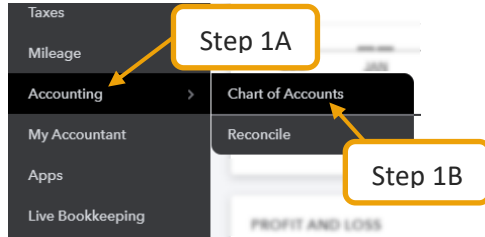
Privacy

Save

Adjust Inventory Balance (Cost of Goods)

Locate physical inventory data compiled by Trustee.

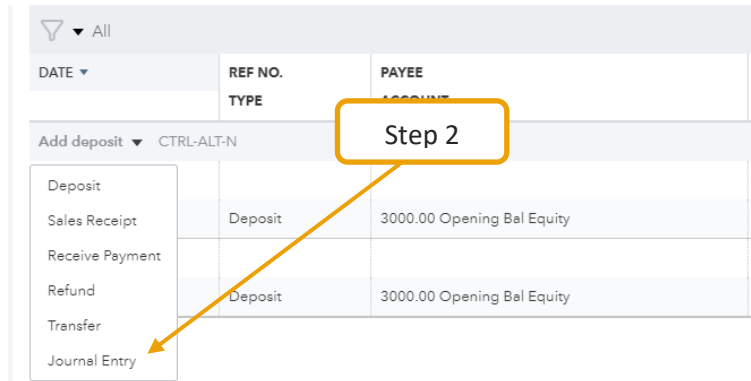
1. Click on **Accounting > Chart of Accounts**, then **View Register**



NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Inventory	Other Current Assets	Other Current Assets			View register
Assets: Merchandise - Furniture	Other Current Assets	Other Current Assets			View register

Step 1C

2. Use the Drop-down menu to select **Add journal entry**
3. Set Inventory Date to last day of the current month

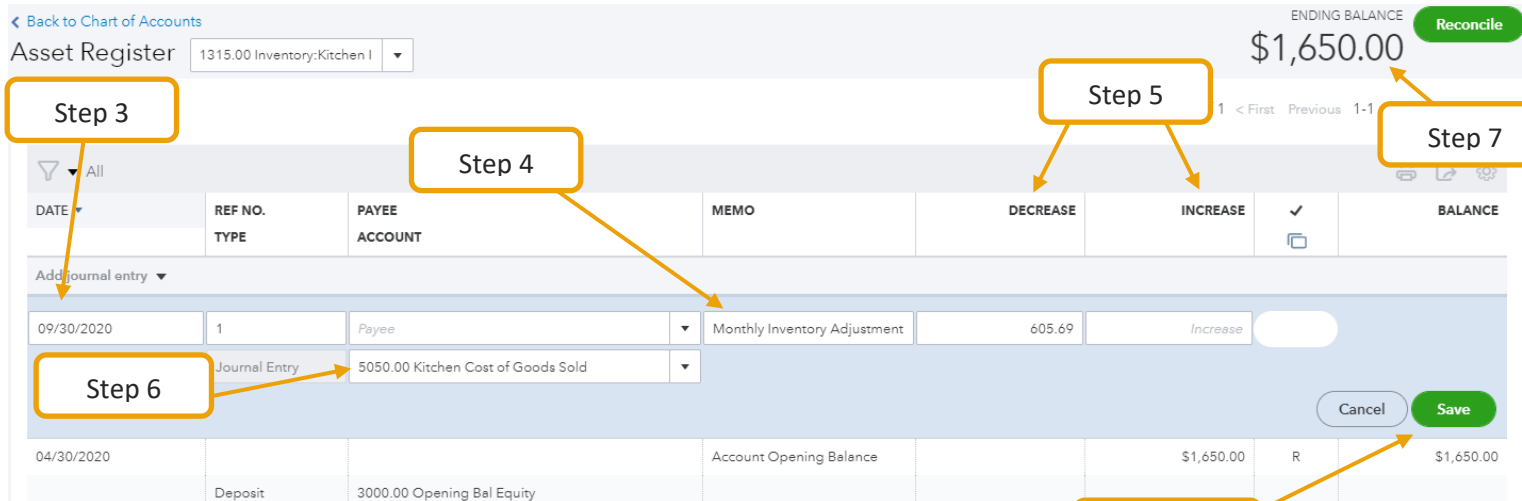


4. **Memo:** type "Monthly Inventory Adjustment"

5. Enter amount to **Decrease** or **Increase** inventory

6. **Account:** Select **Cost of Goods Account #**

Repeat Steps 2-7 for additional adjustments on this sub-account if necessary.



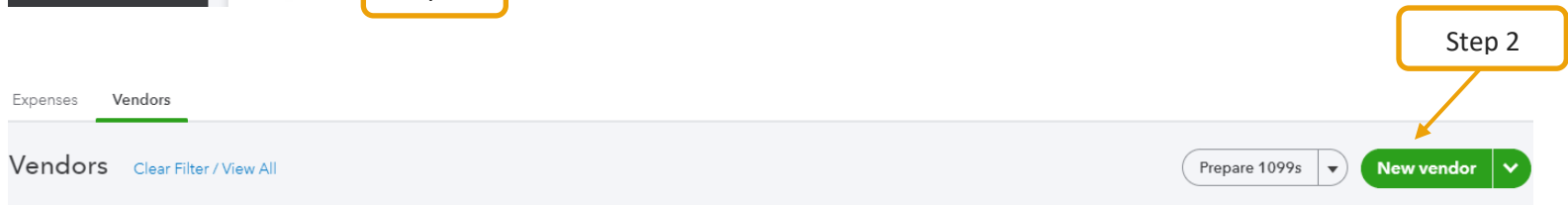
7. **Ending Balance** (top right): verify adjusted balance
8. **Save**

Add New Vendor

1. Click on Expenses>Vendors



2. Click **New vendor** (upper right) to open Vendor Information window



3. **Company Name:** Vendor's name

A screenshot of the 'Vendor Information' form. The form is divided into several sections: Personal Information (Title, First name, Middle name, Last name, Suffix, Email), Company Information (Company, Phone, Mobile, Fax, Other, Website), Display Name (Display name as, Print on check as, Use display name), Address (Street, City/Town, State/Province, ZIP code, Country), and Terms (Terms, Opening balance, as of, Account no., Business ID No., Track payments for 1099, Default expense account). Annotations include: 'Step 3' pointing to the 'Company' field; 'Step 4' pointing to the 'Display name as' dropdown; 'Step 5' pointing to the 'Email' field; 'Step 6' pointing to the 'Street' address field; 'Do NOT change' pointing to the 'Terms' dropdown; and 'Step 7' pointing to the 'Save' button at the bottom right.

4. **Display name:** enter vendor name

5. Enter Vendor's: **Address, Phone, Fax, Email**

Opening Balance:
Do NOT change

6. Enter Vendor's **Account No.**

7. **Save**

Cancel Make inactive

Privacy

Save

Create Recurring Transactions

1. Most transactions, can easily be made recurring within the entry screen, by clicking on **Make Recurring**, found at the very bottom

Alternately, from the Gear icon, choose **Recurring Transactions**. Click **New** in the top-right corner and **Select Transaction Type**

2. Enter a name you will remember in **Template name**

3. Choose **Type**

4. Designate the appropriate **Account** the transaction is to occur in

5. Continue to set up the transaction according to directions found previously in this document. Leave **Amount** blank where it varies

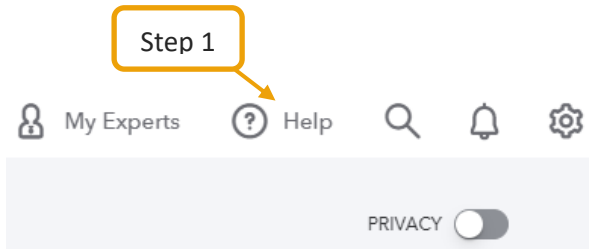
6. Once the template has been completed, click **Save Template**

The screenshot shows the 'Make recurring' screen in a software application. At the top, there are buttons for 'Cancel', 'Print', 'Make recurring', and 'Save and new'. Below this is a navigation bar with 'Moose' and a 'Reminder List' dropdown. The main content area is titled 'Recurring Transactions' and includes a 'New' button. A 'Select Transaction Type' dialog is open, showing 'Deposit' as the selected type. Below this is a 'Bank Deposit' form with fields for 'Template name', 'Type' (set to 'Unscheduled'), and 'Account' (set to '1005.00 Cash:General'). A table titled 'Add funds to this deposit' contains several rows with columns for '#', 'RECEIVED FROM', 'ACCOUNT', 'DESCRIPTION', 'PAYMENT METHOD', 'REF NO.', and 'AMOUNT'. The 'Save template' button is highlighted at the bottom.

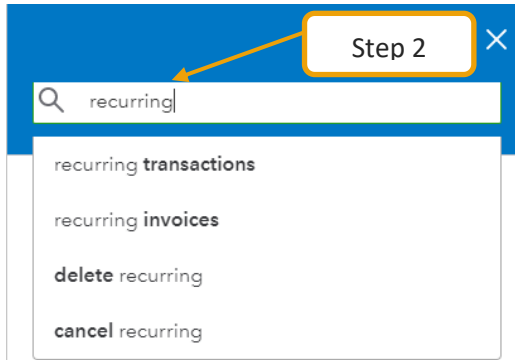
#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1	Social Quarters	4230.00 Social Quarters Sales:Beer Sales				0.00
2	Social Quarters	4235.00 Social Quarters Sales:Liquor Sales				0.00
3	Social Quarters	4240.00 Social Quarters Sales:Wine Sales				0.00
4	Social Quarters	4245.00 Social Quarters Sales:Miscellaneous Merchandis				0.00
5	Social Quarters	4255.00 Kitchen Sales:Food Sales		Enter Text		0.00

Help from Intuit

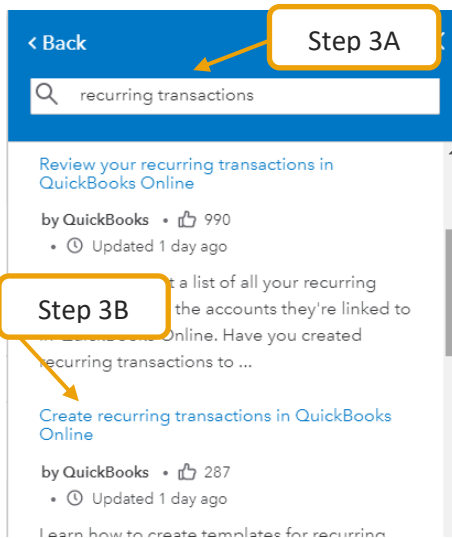
1. Click on the **Help** icon found in the top right-hand corner of your screen



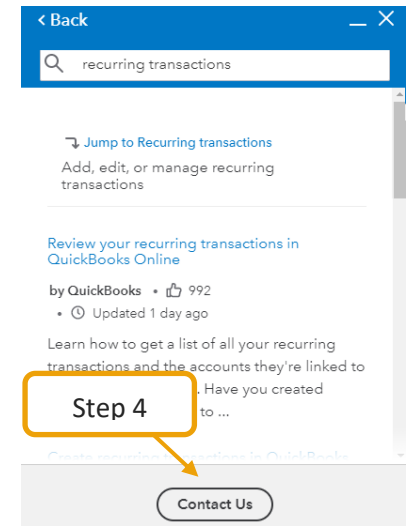
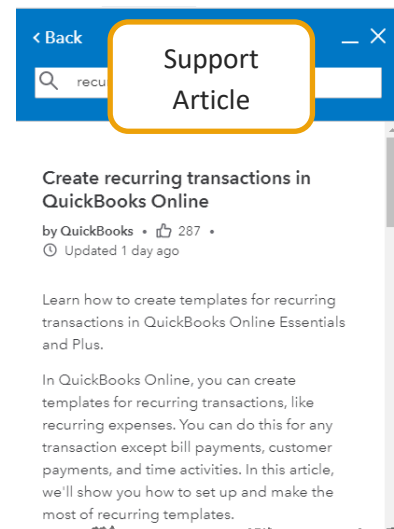
2. Type help topic in the search bar. Choose from the options that auto-populate below, or, hit enter to search



3. Use the scroll bar to see available support articles. Click on the appropriate title. Read through self-help support article



4. For those cases where the assistance is still needed, click on **Contact Us**



5. Get answers in your preferred format. Choose: **Ask the Community**, **Send a message** or **Get a callback**

