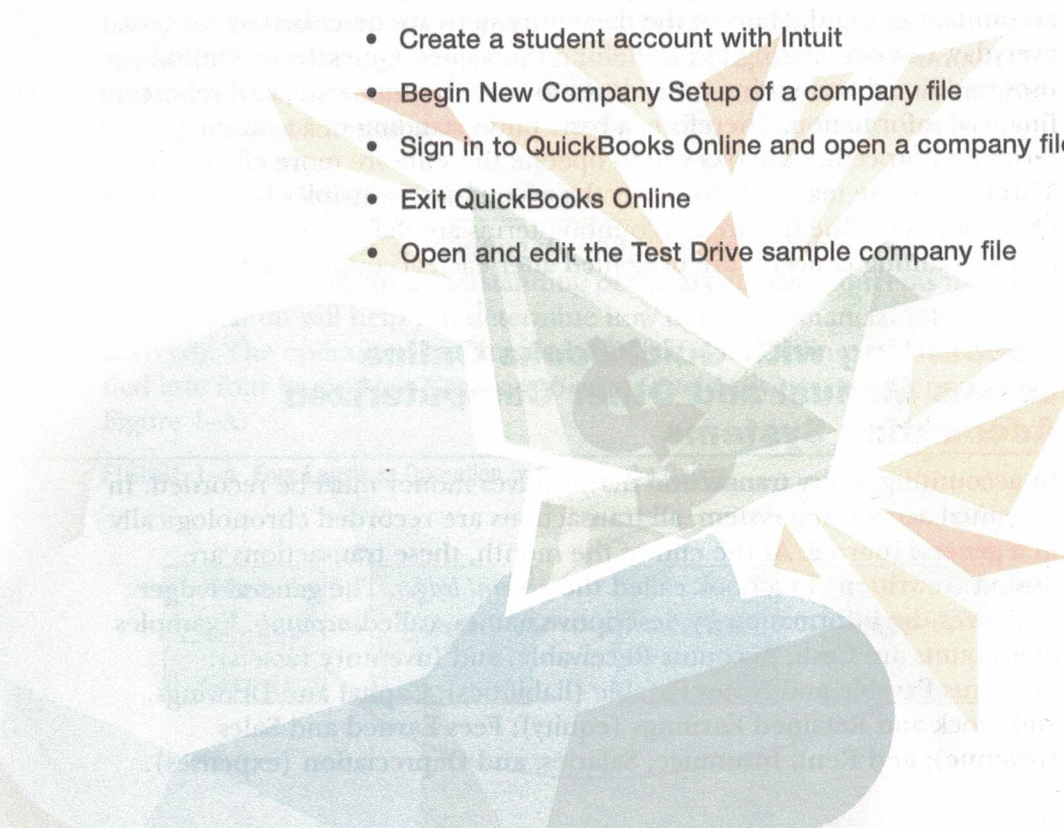


QuickBooks Online

Creating Your Intuit Student Account and Accessing QuickBooks Online

Objectives

- Describe the differences and similarities between manual and computerized accounting
- Identify the four levels of operation within QuickBooks Online
- Compare the different versions and features of QuickBooks Online and the QuickBooks Desktop software
- Create a student account with Intuit
- Begin New Company Setup of a company file
- Sign in to QuickBooks Online and open a company file
- Exit QuickBooks Online
- Open and edit the Test Drive sample company file



accounting The process of recording, summarizing, and presenting the financial information of a company in the form of financial statements.

• **Accounting** for the financial activity of any company involves repetitive recording of day-to-day business activities. Recording common business activities such as paying bills, purchasing merchandise, selling merchandise, and processing payroll involves repeating the same steps again and again. Many of these activities can occur several times in the course of one day, requiring much repetitive recording.

When mainframe computers were introduced, certain processes such as payroll became simple to perform. Companies were created to process payrolls for local businesses using mainframe computers. Eventually, mainframe computers were used to process other accounting activities, such as maintaining the general ledger and journals. As personal computers became more common, computerized accounting software enabled routine business activities—including paying bills, buying and selling merchandise, and processing payroll—to be completed without the need for a mainframe computer.

As business activities are recorded using a computerized accounting software package, all necessary reports—from the journals to the general ledger to the payroll reports and the **financial statements**—are instantly prepared. This makes them available on a more timely basis. Also, if an error is noticed, it can be easily corrected and a revised report can be immediately printed.

Originally, only people trained in accounting commonly used accounting software. As more people began to use personal computers, business owners and non-accountants started to record business activities on their own using accounting software.

QuickBooks Online is an example of a cloud-based accounting application used to record all types of business and accounting activities and prepare a variety of reports, including financial statements. However, unlike many accounting software products, it is designed with the non-accountant in mind. Many of the data entry steps are described in everyday, non-accounting terms. Behind the scenes, QuickBooks Online uses traditional accounting procedures to record, summarize, and report financial information. Therefore, a basic understanding of accounting terms and procedures allows you to operate the software more efficiently. Throughout the textbook, to clarify the accounting principles behind the QuickBooks Online features, accounting terms are defined in the margins, and accounting concepts are presented after each accounting activity.

transaction A monetary business event or activity.

general journal The document in which transactions are initially recorded chronologically. At the end of the month, transactions in the general journal are posted (rewritten) to the general ledger.

general ledger The document in which transactions are organized by account.

Accounting with QuickBooks Online versus Manual and Other Computerized Accounting Systems

• In accounting, every **transaction** that involves money must be recorded. In a manual accounting system, all transactions are recorded chronologically in a **general journal**. At the end of the month, these transactions are posted (rewritten) in a book called the *general ledger*. The **general ledger** organizes the information by descriptive names, called *accounts*. Examples of accounts are Cash, Accounts Receivable, and Inventory (assets); Accounts Payable and Notes Payable (liabilities); Capital and Drawings, and Stock and Retained Earnings (equity); Fees Earned and Sales (revenue); and Rent, Insurance, Salaries, and Depreciation (expenses).

After routine transactions and any necessary adjustments are recorded in the journal and posted to the general ledger, a **trial balance** is prepared to confirm that the general ledger is in balance, and then the financial statements are prepared.

To facilitate the recording of so many transactions in a manual accounting system, several journals are used. Similar transactions are recorded in each journal. Typically, a purchases journal is used to record purchases of merchandise on account; a sales journal is used to record sales of merchandise on account; a cash receipts journal is used to record collections of sales on account, cash sales, or any other cash receipt activity; and a cash payments journal is used to record payment of purchases on account, cash purchases, or any other cash payment activity. These journals are often referred to as **special journals**. Any transaction that is not appropriately recorded in a special journal is recorded in the general journal. Month-end adjusting journal entries and fiscal year-end closing entries are recorded in the general journal.

Many computerized accounting software packages follow the procedures used in a manual accounting system. Transactions are recorded in special journals and the general journal as appropriate, and transactions from the journals are then posted to the general ledger. Users of other accounting software packages need to analyze each transaction, determine the correct journal in which to record the transaction, enter the data, view the journal entry for correctness, and then post the journal entry to the general ledger.

QuickBooks Online is designed for the non-accountant as well as the accountant. QuickBooks Online does not record transactions in special journals; instead, it identifies transactions by business function: sales, expenses, payroll, and banking. The language used in recording transactions is common business language: enter bills, pay bills, create invoices, receive payments, and so on. The user enters the transaction based on the nature of the activity. Then, behind the scenes, the application updates the appropriate accounting reports—the journal, general ledger, and trial balance—and financial statements, based on the activity entered into the system.

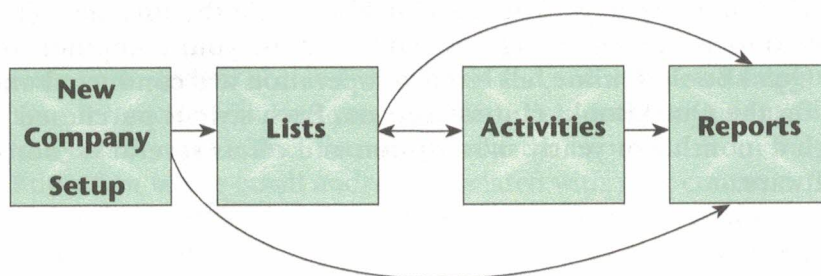
trial balance A report containing all the general ledger account names, their debit and credit balances, and the total debits and credits.

special journals Journals such as the purchases journal, sales journal, cash receipts journal, and cash payments journal. These journals can be used instead of the general journal to record similar transactions chronologically. At the end of the month, transactions in the special journals are posted (rewritten) to the general ledger.

Four Levels of Operation

Although much of the accounting is conducted behind the scenes in QuickBooks Online, an understanding of the accounting concepts used by the application will help you determine how to record financial information correctly. The operations conducted by QuickBooks Online can be classified into four levels: New Company Setup, Lists, Activities, and Reports. See Figure 1-A.

FIGURE 1-A Four Levels of Operation in QuickBooks Online



New Company Setup

The first level of operation is creating and setting up a new company file with the background information for the new company. This involves recording the company name, address, identification numbers, fiscal period, type of business, accounts, and balances.

Lists

The second level of operation is recording information in Lists. These Lists include Chart of Accounts, Vendor, Customer, Products and Services, Employee, and so on. Information is initially recorded in Lists as part of the New Company Setup process, but the Lists can be revised by adding, deleting, or editing information.

The Lists in QuickBooks Online function similarly to a database. Certain information is stored in these Lists, and as business activities involving any item in the Lists are processed, the information can simply be recalled and plugged into the windows rather than requiring the data to be retyped.

Activities

The third level of operation is recording daily business activity in QuickBooks Online. This is where most of the routine accounting work is processed. Activities are identified using common language such as bill, check, invoice, receive payment, and so on. In addition, the information in Lists is frequently used to eliminate repetitive typing while recording daily activities.

Reports

At certain times, it is necessary to display and print a variety of reports and financial statements based on information entered into QuickBooks Online. The fourth level of operation is using QuickBooks Online to display and print an assortment of reports—for example, management reports related to each activity, such as vendor, customer, inventory, and payroll reports; accounting reports, such as the journal, general ledger, and trial balance; and financial statements, including the income statement and balance sheet.

Information that appears in the reports is gathered during other operations in QuickBooks Online. As data is entered in the New Company Setup, Lists, and Activities levels of operation, the information is simultaneously recorded in the Reports level. QuickBooks Online provides for both simple and more elaborate reporting. All the reports can be customized according to the user's needs.

Versions of QuickBooks and QuickBooks Online

Intuit, the maker of QuickBooks, offers two styles for QuickBooks. One style is installed on your computer. All levels of operation of QuickBooks are conducted and saved on your computer. This is referred to as the *QuickBooks Desktop program*. Multiple company files can be stored on an individual computer that has a QuickBooks Desktop program.

The alternative style is to access QuickBooks via the internet. This is referred to as the *online program*. While you use your computer to access QuickBooks Online, all levels of operation are conducted and stored on the QuickBooks (Intuit) servers. Each style is purchased through a monthly or yearly subscription and offers several versions of the software.

QuickBooks Desktop Versions

The desktop program offers QuickBooks Pro, QuickBooks Premier, and QuickBooks Enterprise Solutions. The fundamentals of each version of the QuickBooks software are the same. QuickBooks Pro is the basic version of the software, while Premier and Enterprise Solutions offer additional features. Small business owners usually use QuickBooks Pro. Larger businesses that have large inventories, or businesses within some specific industries, may use the QuickBooks Premier or Enterprise Solutions versions of the software.

QuickBooks Online Versions

QuickBooks Online offers four versions: QuickBooks Online Simple Start, QuickBooks Online Essentials, QuickBooks Online Plus, and QuickBooks Online Advanced. As with the desktop program, the different versions of QuickBooks Online offer additional features.

Although the functionality of the online program is similar to the desktop program, the graphic interface of the menus, data entry windows, and reports differs significantly. In this textbook, you will learn how to use QuickBooks Online Plus.

A major advantage of using QuickBooks Online is that all users, that may be in different locations, can easily access the company files via the internet.

Because the software is accessed online, it is common for the software graphics to be updated periodically. Therefore, the graphics displayed on the computer may be different than the figures in the textbook sometimes. Usually, the concepts remain the same. In the event that you have difficulty following the steps in the textbook due to a graphic revision, refer to your instructor for guidance.

HINT

Periodically, the QuickBooks Online graphic interface is updated. As a result, some of the figures in the textbook may be different than the graphic on your computer screen. Refer to your instructor for guidance if you encounter difficulty due to a graphic interface revision.

Create Your Student Account with Intuit and Access a New Company File

As a student you will have complimentary access to QuickBooks Online Plus for one year. This version of QuickBooks Online has no limitations in comparison with the paid subscription versions of QuickBooks Online. You will access QuickBooks Online via the internet. You first need to create your student account with Intuit. Your student account allows you to access the software while you learn computerized accounting as presented in this textbook.

Before you can create your student account, you will receive an email from Intuit Education after your instructor creates a new company file and invites you to access the new company file. You only need to create your account with Intuit once. Thereafter, your instructor will invite you to additional company files, you will receive an email from Intuit Education, and you will use the Intuit account you have previously created.

To create your student account with Intuit and access a new company file:

1. Your instructor will send you an invitation to a new company file in QuickBooks Online. You will receive the invitation from Intuit Education to the email address associated with your course.
2. Open the email and click the Accept invitation button. If you do not have a student Intuit account, you will move to the Intuit Create your account window. See Figure 1-B.

HINT

The preferred internet browsers for QuickBooks Online are Google Chrome and Mozilla Firefox. Google Chrome was used for the illustrations in this textbook.

FIGURE 1-B Intuit Student Create Your Account Window

intuit
quickbooks turbotax

Create your account
Already have an account? Sign in

Email address (it'll be used as your user ID)

Confirm email

First name

Last name

Phone (Recommended)

Password

Create Account

By clicking Create Account, you're agreeing to our Terms of Service and Privacy Policy and acknowledging our Privacy Statement.

Important pricing terms and conditions
Already have an account? Sign in

intuit

Software License Agreement | Privacy Statement | About QuickBooks | Manage Cookies
Security Certifications of the QuickBooks Online applications have been performed by C-Level Security
© 2021 Intuit Inc. All rights reserved.

Your QuickBooks Online plan:
QuickBooks Online Plus
Try for 12 months with no credit
\$299.99/mo (\$1.125)

- Track Inventory
- Access data from all your devices

If you have an existing QuickBooks Online account, you can use it to set up a new company using your existing sign-in details. It's a single sign-in action, so you don't need multiple logins, including your existing account.

3. Fill in the information including using your email associated with the course, and then click the Create Account button.
4. Check your email account for a message from Intuit in the event they need additional verification that you are a student.

Be sure to remember the email and password you entered in the Create your account window as you will need this throughout the course to access your company files in QuickBooks Online.

5. You are moved to the Sign in window. Enter your email address and password and click the Sign In button. You are moved to the Welcome! We're glad you're here window, where QuickBooks Online will ask you a series of questions to continue with creating the new company file. See Figure 1-C.

FIGURE 1-C New Company File—Welcome! We're Glad You're Here Window

quickbooks GET STARTED

Welcome! We're glad you're here.
Here's what we'll do together right now.

Tell us what you need help with

We'll ask a few questions to get to know your business

We'll bring in your transactions and organize your money

Next

6. Leave the window open; you will use it for the next activity.

New Company Setup

You will begin the New Company Setup for Olivia's Web Solutions, the company file with which you were invited to QuickBooks Online. After your instructor invites you to a company file and you sign in, you will be

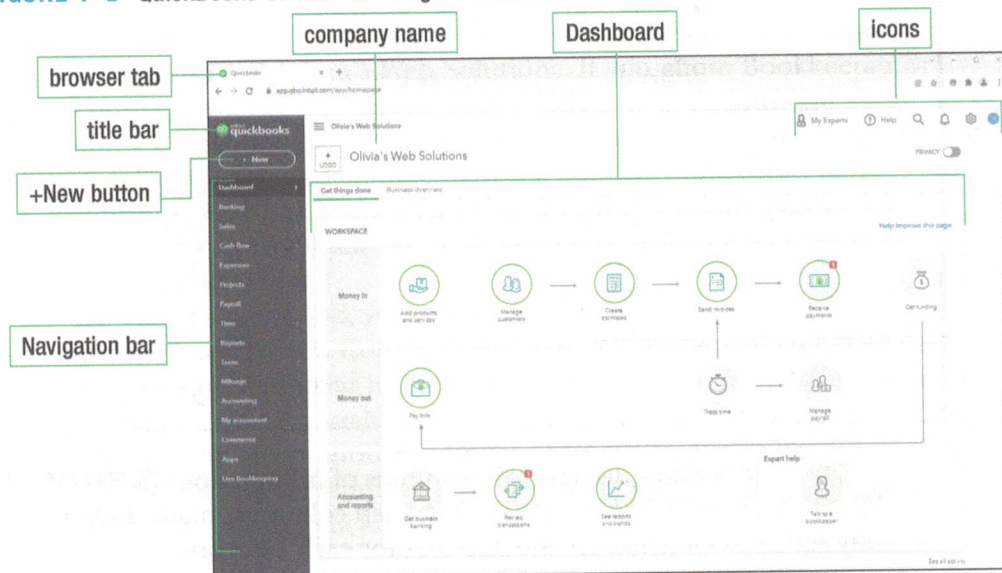
asked a series of questions, and as you answer the questions, QuickBooks Online begins the setup of the company file.

To begin the setup of a new company file:

1. At the Welcome! We're glad you're here window, click Next.
2. At the What do you call your business? window, **Olivia's Web Solutions** should appear in the *Business name* field. If it does not, enter the company name and click Next.
3. At the How have you been managing your business finances? window, click the **Nothing, I'm just getting started** box to select it, and then click Next.
4. At the What's your industry? window, click the **Skip for now** option.
5. At the What kind of business is this? window, click the **Sole Proprietor** box to select it, and then click Next.
6. At the How does your business make money? window, click the **Provides services** box to select it, and then click Next.
7. At the What's your main role at Olivia's Web Solutions? window, click the **Bookkeeper or accountant** box to select it, and then click Next.
8. At the Who works at this business? window, click the **Only the owner** box to select it, and then click Next.
9. At the What apps do you use for your business? window, click the **Skip for now** option.
10. At the Link your accounts and see everything in one place window, click the **Skip for now** option.
11. At the What is everything you want to set up? window, click the **Skip for now** option.
12. At the We're almost ready to dive in! window, click the **Let's go** button.
13. At the **Welcome to QuickBooks!** window, you can take the quick tour, or click the X to close the window. If a Checklist window appears, on the right of the window click the three lines to open the menu, and then click Close checklist.

You have begun New Company Setup for the company file Olivia's Web Solutions and you are moved to the company file in QuickBooks Online. See Figure 1-D.

FIGURE 1-D QuickBooks Online Main Page—Olivia's Web Solutions—Dashboard



Along the top of the QuickBooks Online window is the title bar, which includes the QuickBooks logo  on the top of the left panel. Also on the title bar is the company name. On the right end of the title bar are the icons. The icons include the My Experts icon , Help icon , the Search icon , the Notifications icon , the Gear icon , and Your initial icon .

Below the title bar on the left is the +New button and to the right of that the company name Olivia Web Solutions is displayed again.

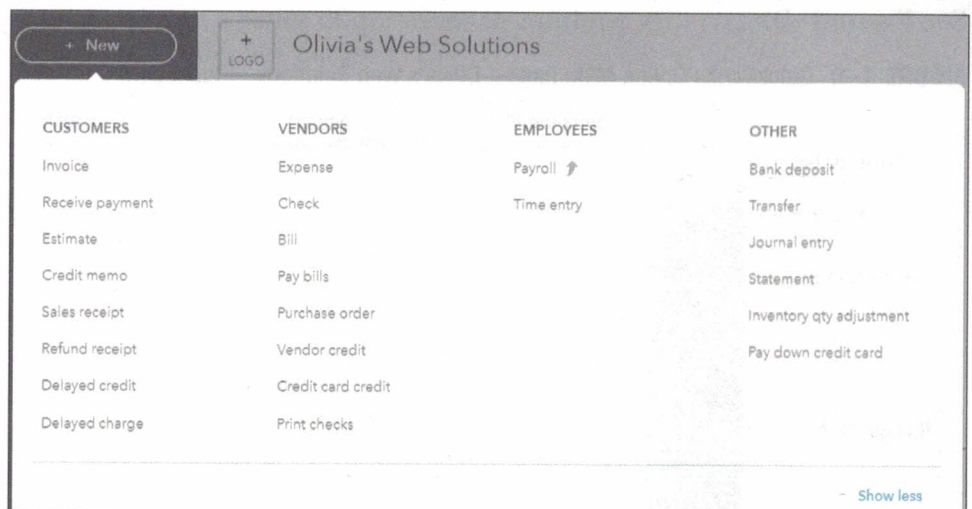
Notice the **internet browser tab** labeled *QuickBooks*. This tab will display different names as you move around QuickBooks Online, but **this tab must stay open at all times while completing chapter work. If you close this tab while working in QuickBooks Online for Olivia's Web Solutions or the Test Drive sample company file—which you will soon open—you will exit out of QuickBooks Online, and your work will be lost. Be very careful to never click the X on this tab regardless of the name on the tab.**

You can, however, use the back and forward arrows in your browser to move around QuickBooks Online, but it is usually better to use the Navigation bar or the links within the windows.

Along the left is the Navigation bar which will be used in later chapters to access different aspects of QuickBooks Online. Your Navigation bar may have different items listed; you will soon learn how to change the selections. The main part of the window is referred to as the Dashboard. There are two tabs on the Dashboard: the Get things done tab and the Business overview tab. The Get things done tab includes three panels of information: Money in, Money out, and Accounting and reports. The Business overview tab includes five panels of information: PROFIT AND LOSS, EXPENSES, INVOICES, BANK ACCOUNTS, and SALES. There may be a sixth panel labeled DISCOVER MORE.

14. On the upper left, click the **+New button**. The New window appears. See Figure 1–E.

FIGURE 1–E New Window

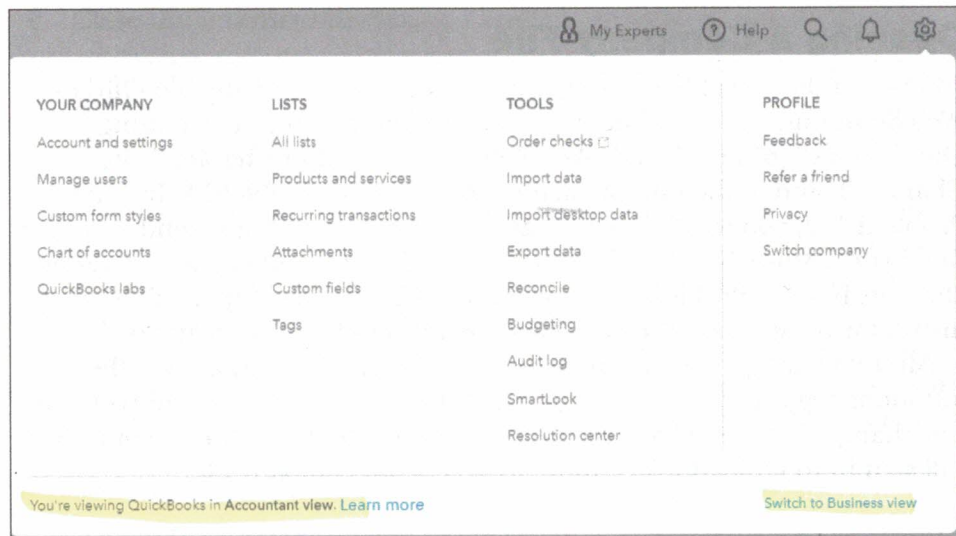


The New window displays four columns of information: **CUSTOMERS**, **VENDORS**, **EMPLOYEES**, and **OTHER**. Each column contains links for easy access to information and activities for each category.

To close the New window, click any blank space outside the New window but within QuickBooks Online.

15. On the title bar, on the right, click the Gear icon. The Gear window appears. See Figure 1-F.

FIGURE 1-F Gear Window



The Gear window displays four columns of information: *YOUR COMPANY*, *LISTS*, *TOOLS*, and *PROFILE*. Notice in the *YOUR COMPANY* column, the first item listed is *Account and settings*. You will use this link in the end-of-chapter Case Problems to change the company name. Also, notice on the bottom of the Gear window on the left, the text indicates You're viewing QuickBooks in Accountant view. On the right, it indicates you can Switch to the Business view. When you switch to the Business view, there are usually fewer choices on the Navigation bar along the left. If your Navigation bar did not match Figure 1-D, you are probably in Business view. Click on Switch to Accountant view, and then your Navigation bar should match Figure 1-D.

When you were invited to the company file Olivia's Web Solutions and you were asked a series of questions, one question was What's your main role at Olivia's Web Solutions. If you chose Bookkeeper or accountant, then the company file would open in Accountant view and the Navigation bar would list the items shown in Figure 1-D. If you did not make that choice, then the company file would open in Business view and fewer items would be listed on the Navigation bar. You can easily switch the Navigation bar in the Gear window by clicking Switch view.

In Case Problem 1-2, you will set up a second company file. Once you complete the New Company Setup for the additional company file, a new option will appear in the Gear window. In the *PROFILE* column, there will be a *Switch company* option that will return you to a page where you can select another company without having to log out.

To close the Gear window, click any blank space outside the Gear window but within QuickBooks Online.

16. On the upper right corner of the QuickBooks Online window, click the blue circle with your initial in it. A drop-down menu appears. At the drop-down menu, click *Sign out*. You are now signed out of QuickBooks Online.
17. Close the internet browser.



Opening a Company File

You began the initial New Company Setup for the company file Olivia's Web Solutions, which will be used to learn about and practice using QuickBooks Online. *Olivia's Web Solutions is used in Chapter 1, in Chapter 2, and at the end of each chapter in Case Problem 1. In Case Problem 1–2, you will follow the same process to set up a second company file, Lynn's Music Studio, which will be used at the end of the remaining chapters in Case Problem 2. In order to set up these company files, your instructor must create the company file and send you an invitation.*

After you accept the invitation to the company file and answer the questions regarding the company file, the steps to open the company file will change. After you have created your QuickBooks Online account, you will sign in to QuickBooks Online to access the company file.

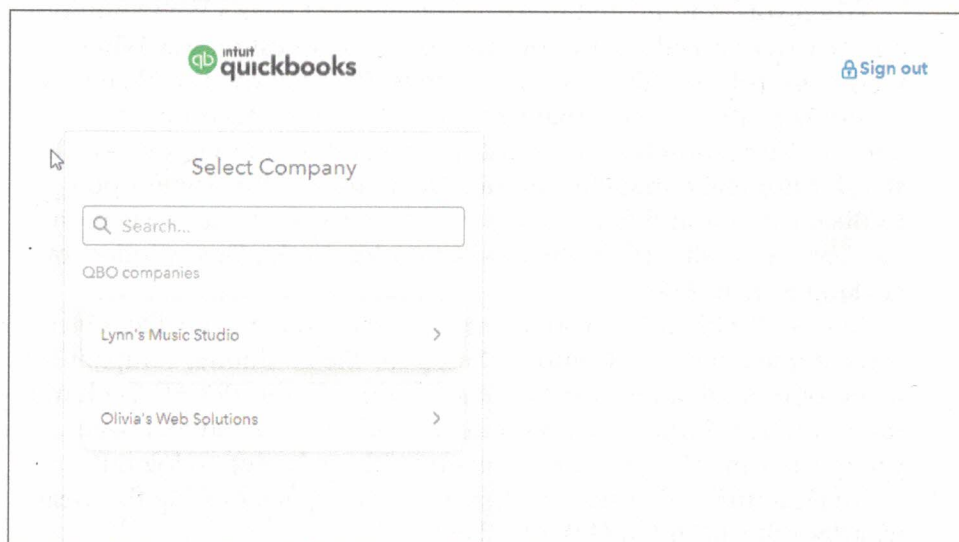
To sign in to QuickBooks Online, open a company file, and close a company file:

HINT

You may want to bookmark this page.

1. Open an internet browser, type <https://app.qbo.intuit.com> into the address bar, and then press the Enter key or click the Go arrow. The Sign In window appears.
2. At the Sign In window, enter your email address (User ID) and your password, and then click the Sign In button. If you only have one company file, Olivia's Web Solutions, QuickBooks Online will open with Olivia's Web Solutions. *If you have more than one company file, the Select Company window will open. See Figure 1–G.*

FIGURE 1–G Select Company Window



3. At the Select Company window, if it appears, click Olivia's Web Solutions. QuickBooks Online opens the Olivia's Web Solutions company file.
4. On the title bar, click the blue circle with your initial in it. A drop-down menu appears.
5. At the drop-down menu, click *Sign Out*. You are signed out of QuickBooks Online.
6. Close the internet browser.

To summarize, when your instructor first invites you to a company file, you will Sign in, and then answer the series of questions to begin the New Company Setup. Thereafter, when you wish to access the company file, you will do it by signing into QuickBooks Online as shown above.

When you purchase the desktop program of QuickBooks, you are able to store several company files on your computer. When you subscribe to QuickBooks Online, you can have only one company file per subscription. You pay a separate monthly subscription for each new company file. But in the classroom environment, your instructor can create and invite you to four company files. Intuit provides the opportunity for students to work on several company files in order to learn how to use QuickBooks Online.



Opening the Test Drive

Intuit provides a sample company file which is fully populated with many of the lists, activities, and reports available in QuickBooks Online. It is referred to as the Test Drive. You do not need to subscribe to QuickBooks Online to access the Test Drive sample company file—anyone can access it free of charge. You can experiment with the Test Drive sample company file and perform a variety of activities and enter transactions, but when you close the Test Drive file, the transactions are not saved. To set up your own company file and record and save activities, you will use the company files your instructor created and invited you to. The Test Drive sample company file will be used throughout this textbook (except in Chapter 2) to illustrate the different aspects of the QuickBooks Online application. The sample company file in the Test Drive is for Craig's Design and Landscaping Services.

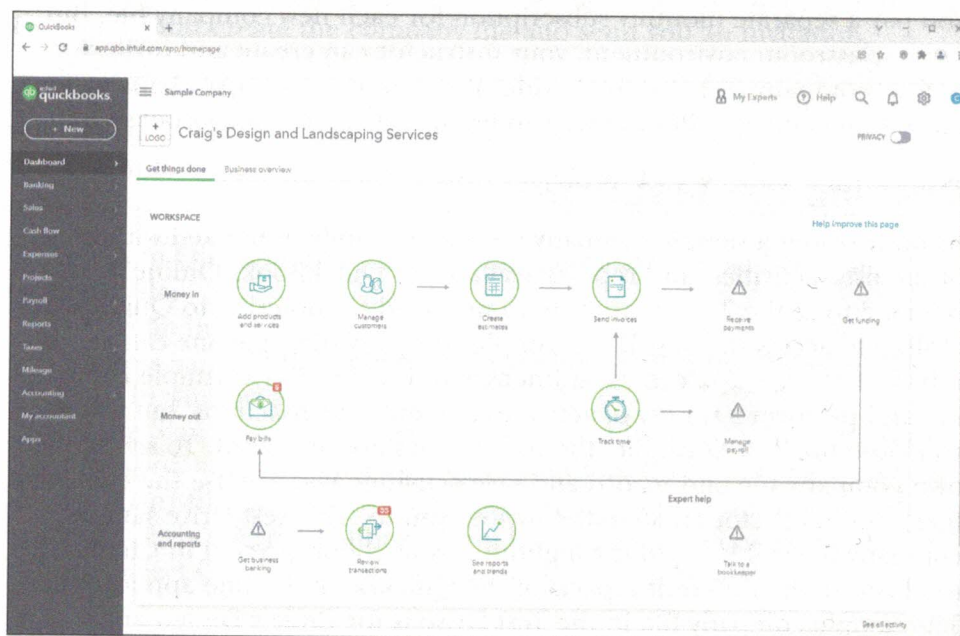
In Chapter 2, you will continue with the set up of the new company file Olivia's Web Solutions. In all other chapters, you will use the Test Drive sample company file to learn the content of the chapter, and at the end of each chapter, you will have the opportunity to practice using QuickBooks Online with the Olivia's Web Solutions and Lynn's Music Studio company files you set up.

Open the Test Drive

To open the QuickBooks Online Test Drive:

1. Open an internet browser, type <https://QBO22.ParadigmEducation.com/TestDrive> into the address bar, and then press the Enter key or click the Go arrow. This opens the Security Verification window.
2. Click the check box to the left of the text *I'm not a robot*. A window may appear with images. If so, follow the instructions to select images and then click NEXT, SKIP, or VERIFY. (This may take several attempts.)
3. Click the Continue button. The QuickBooks Online Test Drive opens with the sample company Craig's Design and Landscaping Services Dashboard displayed. See Figure 1-H.

FIGURE 1-H QuickBooks Online Main Page—Craig's Design and Landscaping Services—Dashboard



Compare the Dashboard window and Navigation bar in Figure 1-H to Figure 1-D. They are very similar.

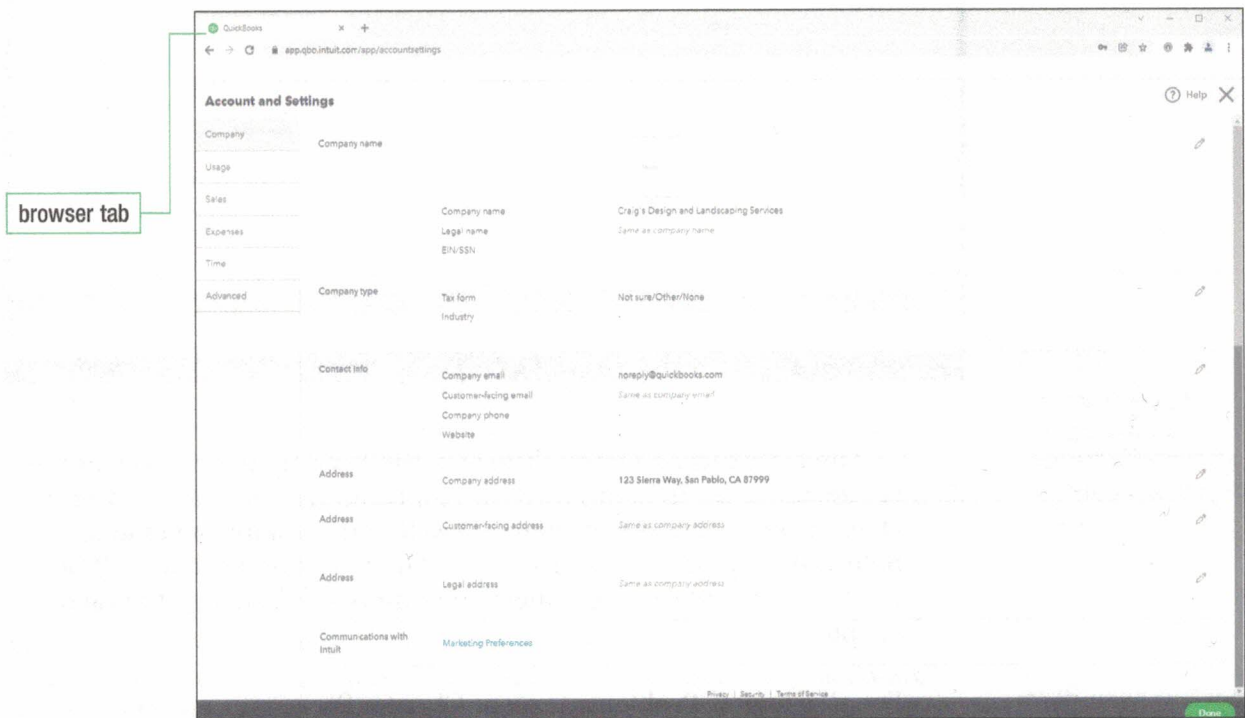
In each chapter, you will change the company name in the QuickBooks Online company file to include the chapter number. This is done so if you print or save the reports, the chapter number and company name will appear on the report. It is also recommended that you include your name in the company name in the event you are in a computer lab for your course and you are sharing a printer.

To change the company name:

1. On the title bar, click the Gear icon. The Gear window appears.
2. At the Gear window, in the *YOUR COMPANY* column, click *Account and settings*. This opens the Account and Settings window.

At the Account and settings window, there are six tabs on the left: Company, Usage, Sales, Expenses, Time, and Advanced. By default, the Company tab is selected. There are seven sections on the Company tab: *Company name*, *Company type*, *Contact info*, *Address* (*Company address*), *Address* (*Customer-facing address*), *Address* (*Legal address*), and *Communications with Intuit*. See Figure 1-I.

FIGURE 1-I Account and Settings Window—Company Tab Selected



Remember, never click the X on the browser tab, or it will exit out of QuickBooks Online and all work will be lost.


3. On the Company tab, click the Edit icon  in the *Company name* section or click anywhere in the section. The *Company name* section expands to display more information about the company, and you can now edit the company information.
4. In the *Company name* field, type **EX1 [Your Name] Craig's Design and Landscaping Services**, where *Your Name* is your first and last name.
5. Click the *EIN* option, and then type **12-3456788**. See Figure 1-J.

FIGURE 1-J Account and Settings Window—Company Tab Selected—Company Name Section—Edited

Account and Settings

Company

Company name

Company logo

Usage

Sales

Expenses

Time

Advanced

Company name

Legal name

EIN

Company type

Contact info

Address

Address

Address

Communications with Intuit

Company email

Company phone

Website

Company address

Customer-facing address

Legal address

Marketing preferences

Cancel Save

The company name will display in the heading of reports you will create and print in later chapters. As previously noted, including the chapter number and your name as well as the company name will help you keep track of your reports. The following prefixes will be used throughout the text, where the number will change for each chapter:

For all Chapter Problems (except Chapter 2):
EX1 [Your Name] Craig's Design and Landscaping Service

For the Chapter Problem in Chapter 2:
EX2 [Your Name] Olivia's Web Solutions

For Case Problem 1:
OWS 1 [Your Name] Olivia's Web Solutions

For Case Problem 2:
LMS 1 [Your Name] Lynn's Music Studio

6. Confirm the information is correct and then click the Save button.
The changes are saved, and you return to the Account and settings window with the *Company name* section updated and condensed. See Figure 1-K.

FIGURE 1-K Account and Settings Window—Company Tab Selected—Company Name Section—Edit Completed

Section	Field	Value
Company	Company name	EX1 [Your Name] Craig's Design and Landscaping Services
	Legal name	Same as company name
	EIN	12-3456789
Advanced	Company type	Not sure/Other/None
	Industry	
Contact info	Company email	noneply@du.quickbooks.com
	Customer-facing email	Same as company email
	Company phone	
	Website	
Address	Company address	123 Sierra Way, San Pablo, CA 94999
	Customer-facing address	Same as company address
	Legal address	Same as company address
Communications with Intuit	Marketing Preferences	

7. Confirm the information is correct and then click the Done button in the lower right corner of the window, or click the X in the upper right corner. You return to the Dashboard, which now displays the updated company name of EX1 [Your Name] Craig's Design and Landscaping Services. In the section below, you will exit QuickBooks Online, and all changes to the Test Drive sample company file will be lost.

HINT

Do not click the X on the browser tab or you will exit out of the QuickBooks Online Test Drive.

Multi-User and Single-User Software

QuickBooks Online is designed so that several people can use one company file at the same time. This is referred to as **multi-user software**. Assume a business has three bookkeepers, each with a separate computer. When using QuickBooks Online, the multi-users feature allows each bookkeeper to access the company records at the same time on separate computers. All information entered individually updates the company file for all users.

QuickBooks Online Plus allows for up to five users in a company, as well as two accountants outside the company, to have access to a company file. Software that allows only one person to access the account is referred to as **single-user software**.

multi-user software

QuickBooks Online feature that allows up to five users and two accountants to have access to the company file.

single-user software

A type of software that allows only one person to access the company file.

**HINT**

Any work you do in the Test Drive sample company is not saved when you exit out of the company file.

Exiting QuickBooks Online

At the end of each session, you should exit out of the QuickBooks Online Test Drive and close the browser.

To exit the QuickBooks Online Test Drive and close the browser:

1. On the title bar, on the right, click the blue circle with the initial C in it. A drop-down menu appears.
2. At the drop-down menu, click *Sign Out*. This closes the Test Drive file.
3. Close the internet browser.

mine has "R" root@null.com

Chapter Review and Assessment

Study Tools include a presentation and a glossary. Use these resources, available in the online course, to further develop and review skills learned in this chapter.

Procedure Review

To create your student account with Intuit and access a new company file:

1. Your instructor will send you an invitation to a company file in QuickBooks Online. You will receive the invitation from Intuit Education in your email.
2. Open the email and click the Accept invitation button. If you do not have a student Intuit account, you will move to the Intuit Create your account window.
3. Fill in the information using the email address associated with your course and then click the Create Account button.
4. Check your email account for an email from Intuit in the event they need additional verification that you are a student.

Be sure to remember the email address and password that you entered in the Intuit Create your account window as you will need this throughout the course to access the company files in QuickBooks Online.

5. You are moved to the Sign In window. Enter your email address and password and sign in. You are moved to a window where QuickBooks Online will ask you a series of questions to continue with creating the new company file.
6. Proceed to the section "To begin the setup of a new company file" below.

To begin the setup of a new company file:

1. At the Welcome! We're glad you're here window, click Next.
2. At the What do you call your business? window, type the company name, if necessary, and click Next.
3. At the How have you been managing your finances? window, click the Nothing I'm just getting started box to select it, and then click Next.
4. At the What's your industry? window, click the *Skip for now* option.
5. At the What kind of business is this? window, click the Sole proprietor box to select it, and then click Next.
6. At the How does your business make money? window, click the Provides services box to select it, and then click Next.
7. At the What's your main role at your company? window, click the Bookkeeper or accountant box to select it, and then click Next.
8. At the Who works at this business? window, click the Only the owner box to select it, and then click Next.
9. At the What apps do you use for your business? window, click the *Skip for now* option.
10. At the Link your accounts and see everything in one place window, click the *Skip for now* option.
11. At the What is everything you want to set up? window, click the *Skip for now* option.
12. At the We're almost ready to dive in! window, click Let's go.

Quickbooks has updated this with extra steps since the printing of the text.

13. At the Welcome to QuickBooks! window, you can take the quick tour, or click the X to close the window. If a Checklist window appears, on the right of the window, click the three lines to open the menu, and then click Close checklist.

You have begun New Company Setup for the company file and you are moved to the company file in QuickBooks Online.

14. On the title bar, click the blue circle with your initial in it.
15. At the drop-down menu click *Sign out*. You are signed out of QuickBooks Online.
16. Close the internet browser.

To sign in to QuickBooks Online, open a company file, and close a company file:

1. Open an internet browser, type <https://app.qbo.intuit.com> into the address bar, and then press the Enter key or click the Go arrow. The Sign In window appears.
2. At the Sign In window, enter your email address (User ID) and your password, and then click the Sign In button. If you only have one company file, QuickBooks Online will open it. If you have more than one company file, the Select Company window will display.
3. At the Select Company window, if it appears, click the company name to open the company file.
4. On the title bar, click the blue circle with your initial in it. A drop-down menu appears.
5. At the drop-down menu, click *Sign Out*. You are signed out of QuickBooks Online.
6. Close the internet browser.

You must be
signed out
of QB online
to access the
test drive

To open and close the QuickBooks Online Test Drive:

1. Open an internet browser, type <https://QBO22.ParadigmEducation.com/TestDrive> into the address bar, and then press the Enter key or click the Go arrow. This opens the Security Verification window.
2. Click the check box to the left of the text *I'm not a robot*. A window may appear with images. If so, follow the instructions to select images and then click NEXT, SKIP, or VERIFY. (This may take several attempts.)
3. Click the Continue button. The QuickBooks Test Drive sample company file opens. Any work you record in the QuickBooks Test Drive sample company file is not saved when you close the Test Drive.
4. On the title bar, on the right, click the blue circle with the initial C in it. A drop-down menu appears.
5. At the drop-down menu, click *Sign Out*. This closes the Test Drive file.
6. Close the internet browser.

To change the company name:

1. On the title bar, click the Gear icon. This opens the Gear window.
2. In the *YOUR COMPANY* column, click *Account and Settings*. This opens the Account and Settings window with the Company tab selected.
3. Click the Edit icon in the *Company name* section. The section expands to display more information about the company, and you can now edit the company information.

4. In the *Company name* field, change the company name to the desired name.
5. Click the Save button. The changes are saved, and you return to the Account and Settings window with the *Company name* section updated and condensed.
6. Click the Done button in the lower right corner of the window. You return to the Dashboard, which now displays the updated company name.

Key Concepts

Select the letter of the item that best matches each definition.

- | | |
|-----------------------|-------------------------------------|
| a. company name | f. Reports |
| b. Test Drive | g. New Company Setup |
| c. Activities | h. QuickBooks Online Sign In window |
| d. QuickBooks Online | i. Gear |
| e. QuickBooks Desktop | j. Lists |

- _____ 1. A software application accessed via the internet that is used to record business and accounting activities, designed with the non-accountant in mind.
- _____ 2. The level of operation that creates and sets up a new company file.
- _____ 3. The level of operation that stores information that can later be recalled rather than requiring the data to be retyped.
- _____ 4. The level of operation at which most routine work is processed.
- _____ 5. The level of operation at which information can be displayed and printed.
- _____ 6. A sample company file provided by Intuit to help you learn QuickBooks Online.
- _____ 7. The name that appears on the Dashboard of QuickBooks Online and in the heading of reports.
- _____ 8. Where you will access company files in QuickBooks Online.
- _____ 9. The version of the QuickBooks software that you install on your computer.
- _____ 10. An icon on the title bar used to change the company name.

Procedure Check

Write a response for each of the following prompts.

1. What is QuickBooks Online?
2. Identify the four levels of operation for QuickBooks Online and provide a brief description of each.
3. List the steps for initially accessing a new company file in QuickBooks Online and beginning the New Company Setup.
4. List the steps to sign in to QuickBooks Online, open a company file, and then close the company file.

5. List the steps for opening and closing the Test Drive. In the classroom environment, why would you change the company name?
6. Discuss the advantages of using a computerized accounting software package instead of using non-computerized accounting methods. Discuss the specific advantages of using QuickBooks Online.



Case Problems

Demonstrate your knowledge of the QuickBooks Online features discussed in this chapter by completing the following case problems.

Case Problem 1-1

On June 1, 2023, Olivia Chen started her business, Olivia's Web Solutions, as an internet consultant and web page designer.

1. Sign in to QuickBooks Online and select the company file Olivia's Web Solutions, if necessary.
2. Change the company name to **OWS1 [Your Name] Olivia's Web Solutions**.
3. Sign out of QuickBooks Online.
4. Close the internet browser.

Case Problem 1-2

On April 1, 2023, Lynn started her business, Lynn's Music Studio, as a music instructor.

1. Look in your email for an email from Intuit Education, and accept the invitation from your instructor to Lynn's Music Studio. Sign in using your email and the password you created for Intuit.
2. Answer the questions for this new company file to begin the New Company Setup for Lynn's Music Studio (refer to page 7 for guidance, if necessary). After completing the questions, you are moved to Lynn's Music Studio in QuickBooks Online.
3. Sign out of QuickBooks Online.
4. Sign in to QuickBooks Online and select the company file Lynn's Music Studio.
5. Change the company name to **LMS1 [Your Name] Lynn's Music Studio**.
6. Sign out of QuickBooks Online.
7. Close the internet browser.