# ACCOUNTING MADE SIMPLE

# EASIEST GUIDE TO SET UP intuit quickbooks. FOR YOUR COMPANY

(A GUIDE)



## **ACCOUNTING MADE SIMPLE**

GUIDE TO SET UP QUICKBOOKS FOR YOUR COMPANY

### Here's a step-by-step guide to logging into QuickBooks Online:

- 1. Open Your Browser: Start by opening your preferred web browser (e.g., **Chrome, Firefox, Safari, or Edge**).
- 2. **Go to the QuickBooks Online Website:** Type https://quickbooks.intuit.com/login/in the address bar, or search for "QuickBooks Online login" and select the official Intuit QuickBooks Online link.

### 3. Enter Your Email or User ID:

a.In the first field, enter the email address or user ID you used to create your QuickBooks Online account.

### 4. Enter Your Password:

a.In the second field, type your account password. Be sure to check for any typos as passwords are case-sensitive.

### 5. Click on "Sign In":

a. After entering your login credentials, click the Sign In button.

### 6. Two-Step Verification (if enabled):

a. If you have two-step verification enabled, QuickBooks will send a code to your registered mobile phone or email. Enter this code in the provided field to complete the login process.

### 7. Navigate to Your Dashboard:

a. After signing in, you'll be directed to the QuickBooks Online dashboard, where you can manage your business finances.

How to create invoice using Quickbooks? (shortcut method)

### 1. Log in to QuickBooks:

• Open QuickBooks and log in.

### 2. Access the Invoice Shortcut:

 Press Ctrl + Alt + I (Windows) or Cmd + Option + I (Mac) to open the new invoice screen directly.

### 3. Fill in Customer and Invoice Details:

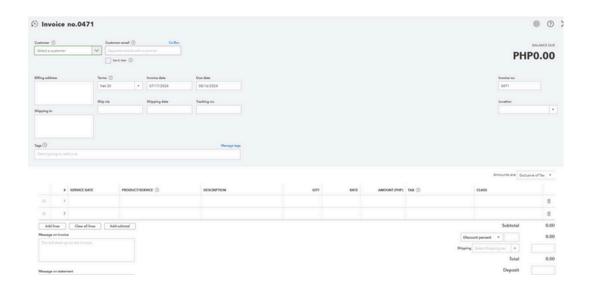
- Customer: Select from the drop-down list or type to add a new one.
- Invoice Date, Terms, Due Date: These fields usually auto-fill based on your settings but can be adjusted as needed.

### 4. Add Line Items:

- Product/Service: Choose from the drop-down list or add new.
- Description, Quantity, Rate: Enter as required. The total amount calculates automatically.

### 5. Save and Send:

• Click "Save and send" to email the invoice immediately, or "Save and close" to save without sending.



### **Discovering QuickBooks**

### 1. Getting Started

- Sign up for QuickBooks.
- •
- Use the shortcut Ctrl + Alt + I to quickly open a new invoice screen.

### 2. Creating an Invoice

- Select the customer from the list.
- Enter details for items (e.g., 50 cupcakes and 20 loaves of bread).
- Click "Save and send" to email the invoice immediately.

### 3. Automation and Efficiency

- Enable notifications to receive alerts when invoices are viewed and paid.
- Set up recurring invoices for regular clients.

### 4. Business Insights

- Use QuickBooks to generate sales reports and track expenses.
- Save time on administrative tasks and focus on growing the business.



### **QuickBooks Payment Process**

### 1. Receiving Payments Shortcut

- Log into QuickBooks.
- Press Ctrl + Alt + R (Windows) or Cmd + Option + R (Mac) to open the "Receive Payment" screen directly.

### 2. Applying the Payment

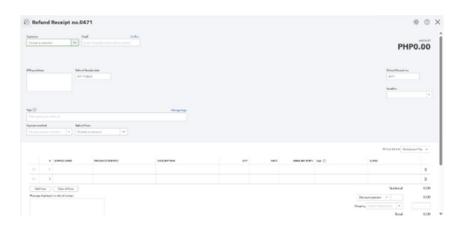
- Select the customer from the drop-down list.
- Review all outstanding invoices displayed for that customer.
- Enter the payment amount, select the payment method (e.g., credit card, bank transfer), and choose the deposit account.
- Verify that the total matches the received amount and that all applicable invoices are selected.

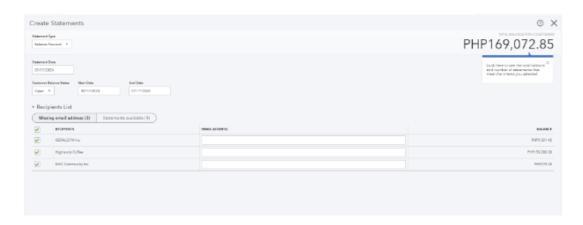
### 3. Saving the Payment

• Click "Save and close" to record the payment immediately.

### 4. Automatic Updates

- QuickBooks will automatically apply the payment to the customer's outstanding invoices.
- The bank balance and accounts receivable are updated in real-time.





### **QuickBooks Guide to Creating Customer Statements.**

### 1. Logging In and Getting Started

- Log into QuickBooks.
- Press Ctrl + Alt + S (Windows) to open the statement creation screen.

### 2. Choosing the Statement Type

• Select "Balance Forward" from the statement type options to display a summary of all invoices and payments within a specified date range.

### 3. Customizing the Statement

- Choose the customer from the list (e.g., the local café).
- Set the statement date to the end of the month.
- Select the start and end dates for the transactions to include (e.g., the entire month).

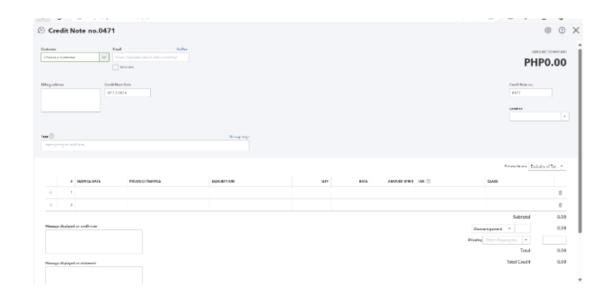
### 4. Generating and Reviewing

- Click "Apply" to generate the statement.
- Review the statement to ensure all transactions are accurately listed.

### 5. Sending the Statement

- Once satisfied, click "Save and send" to email the statement to the customer.
- Add a friendly note thanking them for their business and include a payment link for any outstanding balances.

### **QuickBooks Guide to Issuing Credit Notes.**



### 1. Logging In

• Log into QuickBooks Online.

### 2. Accessing the Credit Note Screen

 Press Ctrl + Alt + C (Windows) or Cmd + Option + C (Mac) to open the credit note creation screen.

### 3. Filling Out the Credit Note

- Customer: Select the customer (e.g., Emma) from the list.
- Date: The date auto-fills with today's date, but adjust if needed.
- Product/Service: Choose the product or service that was overcharged (e.g., custom cake).
- Quantity: Enter the overcharged quantity.
- Rate: The rate auto-fills based on the original invoice.
- Total Amount: The total calculates automatically to reflect the overcharge.

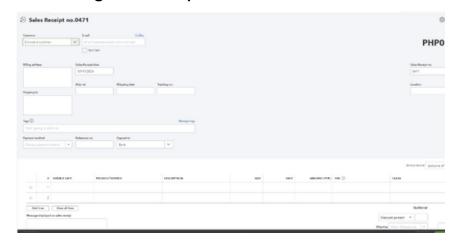
### 4. Adding a Note

• In the "Message displayed on credit note" field, add a note apologizing for the error and thanking the customer for their understanding.

### 5. Saving and Sending

- Click "Save and send" to email the credit note directly to the customer.
- Review the email preview, ensure everything is correct, then click "Send and close."

### **QuickBooks: Generating Sales Receipts**



### 1. Logging In

• Log into QuickBooks Online.

### 2. Accessing the Sales Receipt Screen

• Press Ctrl + Alt + S (Windows) or Cmd + Option + S (Mac) to open the sales receipt creation screen.

### 3. Filling Out the Sales Receipt

- Customer: Enter "Walk-In Customer" for quick transactions or select a regular customer from the list.
- Sales Receipt Date: The date auto-fills with today's date.
- Payment Method: Choose the payment method (e.g., "Cash").
- Deposit To: Select the appropriate account to record the cash received (e.g., "Cash on Hand").

### 4. Adding Items Sold

- Product/Service: Select items sold (e.g., "Croissants" and "Sourdough Bread").
- Description, Quantity, Rate: Enter the quantities (e.g., 10 croissants and 5 sourdough breads) and rates, which auto-fill based on pre-set prices.
- The total amount calculates automatically, showing the exact amount paid.

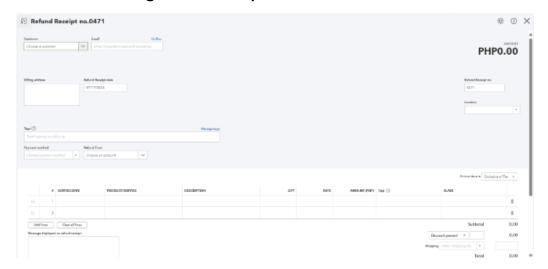
### 5. Adding a Note (Optional)

• In the "Message displayed on sales receipt" field, add a thank-you note, like "Thank you for your purchase! Enjoy your treats!"

### 6. Saving and Printing

- Click "Save and print" to print the sales receipt for the customer.
- Review the receipt for accuracy, then provide it to the customer.

### **QuickBooks: Processing Refund Receipts**



### 1. Logging In

• Log into QuickBooks Online.

### 2. Accessing the Refund Receipt Screen

• Press Ctrl + Alt + R (Windows) or Cmd + Option + R (Mac) to open the refund receipt creation screen.

### 3. Filling Out the Refund Receipt

- Customer: Select the customer (e.g., John) from the list.
- Refund Receipt Date: The date auto-fills with today's date.
- Refund Method: Choose the refund method (e.g., "Cash" if the original payment was in cash).
- Refund From: Select the account from which the refund will be issued (e.g., "Cash on Hand" for cash refunds or a bank account for other methods).

### 4. Adding Refunded Items

- Product/Service: Select the returned item (e.g., "Cookies").
- Description, Quantity, Rate: Enter the quantity returned (e.g., 5 dozen) and the rate, which auto-fills based on pre-set prices.
- The total refund amount calculates automatically to reflect the exact amount to be refunded.

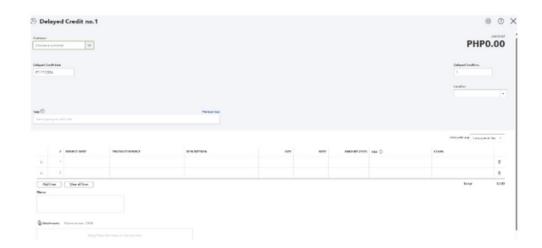
### 5. Adding a Note (Optional)

• In the "Message displayed on refund receipt" field, add a note such as "We apologize for any inconvenience. Thank you for your understanding!"

### 6. Saving and Printing

- Click "Save and print" to print the refund receipt.
- Review the receipt for accuracy, then provide it to the customer along with the refund.

### QuickBooks: Issuing Delayed Credit



### 1. Logging In

Log into QuickBooks Online.

### 2. Accessing the Delayed Credit Screen

 Press Ctrl + Alt + D (Windows) or Cmd + Option + D (Mac) to open the delayed credit creation screen.

### 3. Filling Out the Delayed Credit

- Customer: Select the customer (e.g., Sarah) from the list.
- Delayed Credit Date: The date auto-fills with today's date.
- Product/Service: Choose the item related to the overcharge (e.g., "Celebration Cupcakes").
- Description, Quantity, Rate: Enter the quantity that was overcharged (e.g., 4 dozen) and the rate, which auto-fills based on the original invoice.
- The total credit amount calculates automatically, showing the overcharged amount.

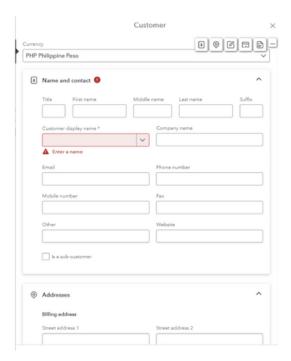
### 4. Adding a Note

• In the "Message displayed on delayed credit" field, add a note apologizing for the error and explaining the credit adjustment.

### 5. Saving and Sending

- Click "Save and send" to email the delayed credit directly to the customer.
- Review the email preview for clarity and accuracy before sending.

### QuickBooks Online: Adding a New Customer



### 1. Logging In

• Log into QuickBooks Online from your computer.

### 2. Navigating to Customers

• Click on the "Sales" tab in the left-hand menu.

### 3. Adding a New Customer

• Select "Customers" and then click on the "New customer" button.

### 4. Entering Customer Details

- In the customer details form, fill in the following information:
- Customer Name: Enter the name (e.g., Lisa's Café).
- Email Address: Enter the customer's email (e.g., lisa@example.com).
- Phone Number: Enter the contact number (e.g., (555) 123-4567).
- Billing Address: Enter the full address of the customer's business.
- Payment and Billing Preferences: Specify preferences, such as receiving invoices via email and preferred payment terms (e.g., Net 30).

### 5. Saving the Customer Profile

• Review all the information for accuracy, then click "Save" to add the customer.

### 6. Confirmation and Next Steps

• QuickBooks Online will confirm the addition of the new customer, and you can start managing orders, invoices, and payments for them.