

Quickbooks Online Dashboard Reference Guide

To create a customer:

- On the left panel, select Sales>Customer

To create a supplier:

- On the left panel, select Expenses>Suppliers

To access the Chart of Accounts:

- On the left panel, select Accounting>Chart of Accounts

To access reports such as the Profit & Loss statement:

- On the left panel, select Reports>Reports

To create a customer invoice:

- On the left panel, select “+ New”>”Invoice”

To create a Sales Receipt:

- On the left panel, select “+ New”>”Sales Receipt”

To create a bill from a vendor:

- On the left panel, select “+ New”>”Bill”

To record a payment to a supplier:

- On the left panel, select “+ New”>”Pay bills”