



QUICKBOOKS ONLINE STUDENT GUIDE

Lesson 1

New company setup

Contents

Lesson objectives	3
Setting up your company	3
Basic setup company steps	12
How is QuickBooks built?	17
Importing lists	18
Set up users	22
Add users	23
Sales tax	26

▶ Lesson objectives

In this lesson you'll learn how to create a new company. You'll learn how to get started by importing list information, customizing the settings for your company and other important tasks such as setting up sales tax, and adding new users. Setting up is easy to do and QuickBooks guides you through the process.

- Create a new QuickBooks Online company
- Customize company settings
- Import list information
- Enable sales tax
- Set up users in your company

▶ Setting up your company

After signing up for a QuickBooks Online account, you'll need to complete the setup of your QuickBooks Online company.

Steps for creating a new QBO company

1. Using your web browser, navigate to qbo.intuit.com.
2. Enter your **Email or user ID** and **Password**.
3. Click **Sign In**.

The screenshot shows the 'Get started' setup screen for a new QuickBooks Online company. At the top left is the Intuit QuickBooks logo, and at the top right is the text 'Get started'. Below the logo is a green progress bar. The main heading is 'Welcome! We're glad you're here.' followed by the subtext 'Here's what we'll do together right now.' Below this are three circular icons with corresponding text: 1. A person icon with a speech bubble: 'Tell us what you need help with'. 2. A target icon with an arrow: 'We'll ask a few questions to get to know your business'. 3. A hand holding a plant: 'We'll get started on what you're here for'. At the bottom left is a green 'Next' button. At the bottom right is a 'How's setup going?' section with three smiley face icons.

4. Click **Next**.

INTUIT quickbooks Get started

What's your business name?

Legal business name ⓘ

Back Next

How's setup going?
😊 😐 😊

5. Enter your company name in the **Legal business name** field.6. Click **Next**.7. QuickBooks asks: How Have you been managing your finances? QuickBooks Online lets you convert from a variety of other accounting software, MS Excel and even pen and paper. For the purposes of this course, you'll select the option: **Nothing, I'm just getting started**. Click **Next**.

INTUIT quickbooks Get started

How have you been managing your finances?

No matter where you're coming from, we're here to help.

<input checked="" type="checkbox"/> Nothing, I'm just getting started	<input type="checkbox"/> QuickBooks Desktop™
<input type="checkbox"/> Sage 50/Peachtree	<input type="checkbox"/> Xero
<input type="checkbox"/> Acoma	<input type="checkbox"/> Other bookkeeping software
<input type="checkbox"/> Spreadsheets	<input type="checkbox"/> Other (like pen & paper)

No problem—we'll walk you through setting up your business.

Back Next

How's setup going?
😊 😐 😊

8. Click **Next**.

9. QuickBooks asks: What's your industry? Enter your industry and QuickBooks Online will populate common industries. Choose the one most applicable for your business.

The screenshot shows the QuickBooks 'Get started' setup screen. At the top left is the 'qb INTUIT quickbooks' logo, and at the top right is the text 'Get started'. A green progress bar is visible below the logo. The main heading is 'What's your industry?' followed by the instruction 'Start typing and select the option that fits best. You can always change it later.' Below this is a search bar with the text 'Landscaping services' and a magnifying glass icon. Underneath the search bar are two buttons: 'Back' and 'Next'. In the bottom right corner, there is a 'How's setup going?' section with three smiley face icons.

10. QuickBooks asks: What kind of business is this? Choose the appropriate business structure. If you don't know what type of structure you have, select **I'm not sure**. Click **Next**.

The screenshot shows the QuickBooks 'Get started' setup screen. At the top left is the 'qb INTUIT quickbooks' logo, and at the top right is the text 'Get started'. A green progress bar is visible below the logo. The main heading is 'What kind of business is this?' followed by the instruction 'Tell us about your business structure. We use this to help categorize your transactions.' Below this are five selectable options, each with an icon and a label: 'Sole proprietor' (person icon), 'Partnership' (two people icon), 'Corporation' (checkmark icon, highlighted with a green border), 'Not-for-profit' (plant icon), and 'I'm not sure' (question mark icon). At the bottom are two buttons: 'Back' and 'Next'. In the bottom right corner, there is a 'How's setup going?' section with three smiley face icons.

11. Choose what your main role is in your business. Click **Next**.

The screenshot shows the 'Get started' screen in Intuit QuickBooks. At the top left is the Intuit QuickBooks logo, and at the top right is the text 'Get started'. A green progress bar is visible below the logo. The main heading is 'What's your main role at Green Tree Landscapes?' followed by the subtext 'We'll customize QuickBooks based on your answer.' Below this are four selection boxes: 'Owner or partner' (selected with a green checkmark), 'Employee', 'Bookkeeper or accountant', and 'Other'. At the bottom left are 'Back' and 'Next' buttons. At the bottom right is a 'How's setup going?' section with three smiley face icons.

12. Choose who works at your business. You can choose employees, contractors, partners, or a combination of people. Make the choices that work for your business. Click **Next**.



NOTE If you choose **Employees**, QuickBooks will ask for the number of employees in the business.

The screenshot shows the 'Get started' screen in Intuit QuickBooks. At the top left is the Intuit QuickBooks logo, and at the top right is the text 'Get started'. A green progress bar is visible below the logo. The main heading is 'Who works at this business?' followed by the subtext 'Help us understand who is part of your team. Select all that apply.' Below this are five selection boxes: 'Business of one', 'Employees', 'Contractors', 'Other partners or owners', and 'I plan to hire in the future'. At the bottom left are 'Back' and 'Next' buttons. At the bottom right is a 'How's setup going?' section with three smiley face icons.

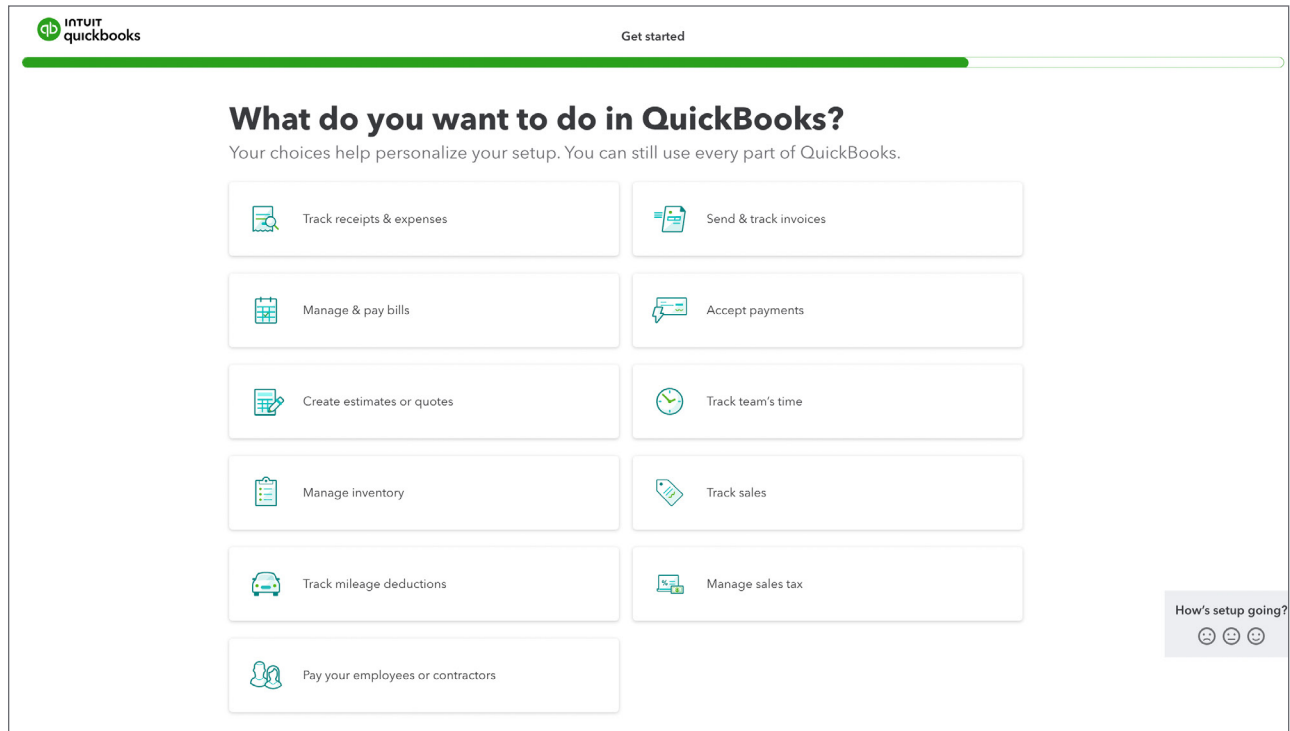
13. QuickBooks now asks what applications that you use to run your business. These include a variety of popular applications used for tracking receipts, paying bills, tracking time and much more. For this purpose of this course you can choose, **Skip for now**.

The screenshot shows the QuickBooks 'Get started' screen with the title 'What apps do you use for your business?'. Below the title is the instruction 'We'll help you connect them later on to bring in your data.' There are eight app tiles arranged in a 4x2 grid: Dext (Dext Prepare), SOS Inventory, FundThrough, Ploto, Shopify, Zapier, Jobber, and Syft (Syft Analytics). Below the tiles is a search bar with the placeholder text 'Start typing to select other apps you use' and 'Search by app name...'. At the bottom left are 'Back' and 'Next' buttons, and at the bottom right is a 'Skip for now' link. A 'How's setup going?' feedback widget with three smiley face icons is in the bottom right corner.

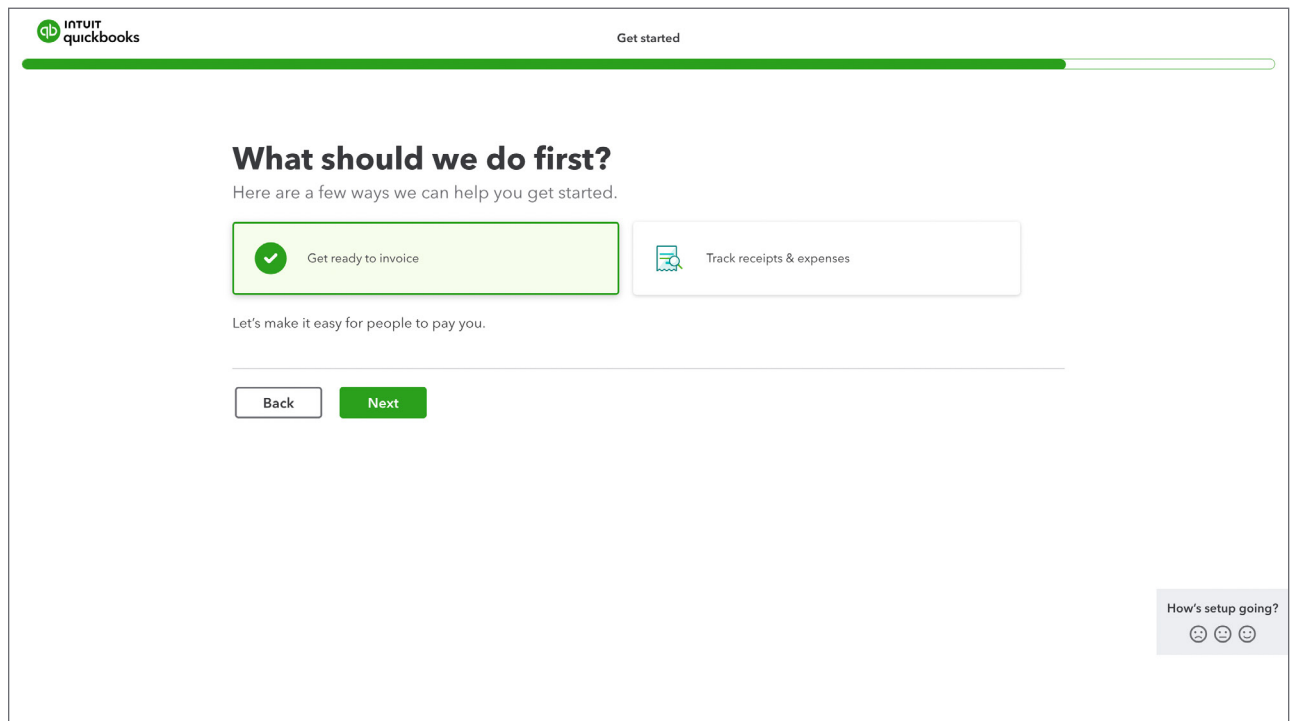
14. QuickBooks asks: Does a bookkeeper help with your books? Select **No** and then click **Next**.

The screenshot shows the QuickBooks 'Get started' screen with the title 'Does a bookkeeper help with your books?'. Below the title is the instruction 'If you're doing it alone, we can help you get started.' There are two radio button options: 'Yes' (unselected) and 'No' (selected). Below the options is the text 'OK, we can help you find someone or get you started on your own.' At the bottom left are 'Back' and 'Next' buttons. A 'How's setup going?' feedback widget with three smiley face icons is in the bottom right corner.

15. QuickBooks asks: What do you want to do in QuickBooks? In this course, you'll learn all about QuickBooks. Click **Skip for now**.



16. QuickBooks asks: What should we do first? Choose **Get ready to invoice**. Click **Next**.



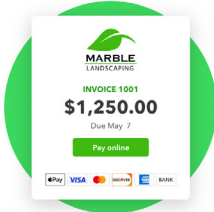
17. You have the option to set up invoice from this window. Click **Skip for now** and we'll return to this later.

INTUIT quickbooks

Get started

Get paid with invoices

- Set up online payments to let customers pay you on the spot
- Give your invoice template a personal touch
- Send yourself a sample invoice to see what your customers see



Back Set up invoices Skip for now

How's setup going? 😞 😐 😊

18. Click **Skip for now** on this window.

INTUIT quickbooks

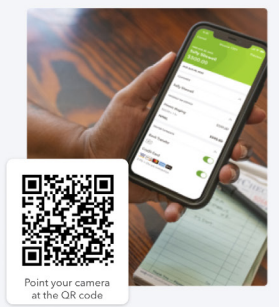
Get started

Invoice from anywhere and get paid 4x faster*

Get the free QuickBooks mobile app with your subscription. See real-time alerts when your customers pay you.

Download on the App Store GET IT ON Google Play

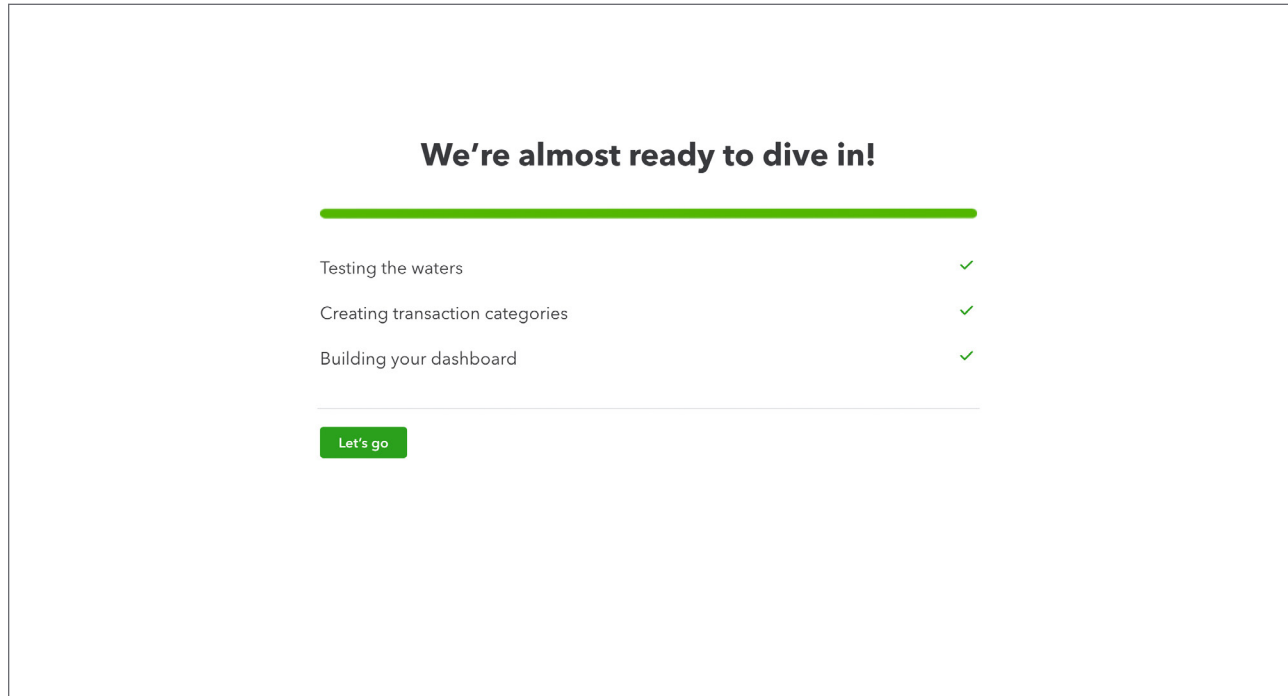
Four times faster based on U.S. customers using QuickBooks Online invoice tracking and payment features compared to customers not using these features from August 2021 to July 2022.



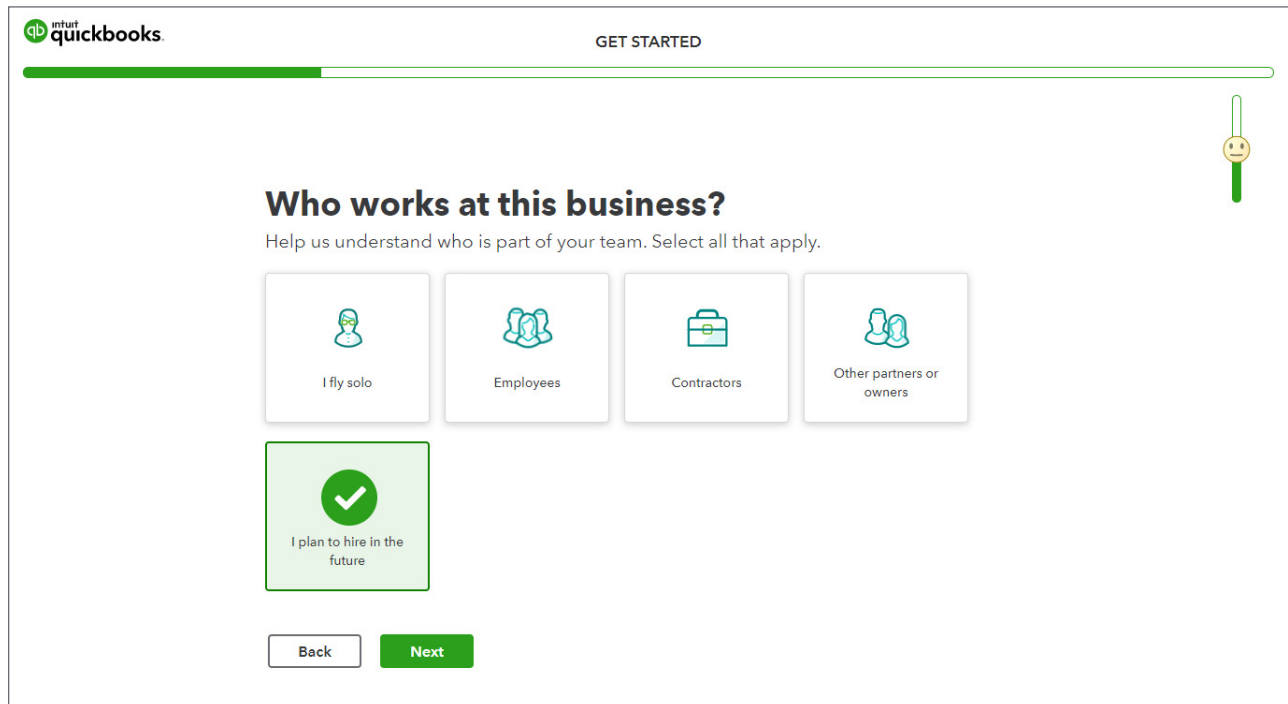
Back Next Skip for now

How's setup going? 😞 😐 😊

19. Click **Let's go** to complete the initial start-up of your QuickBooks Company.



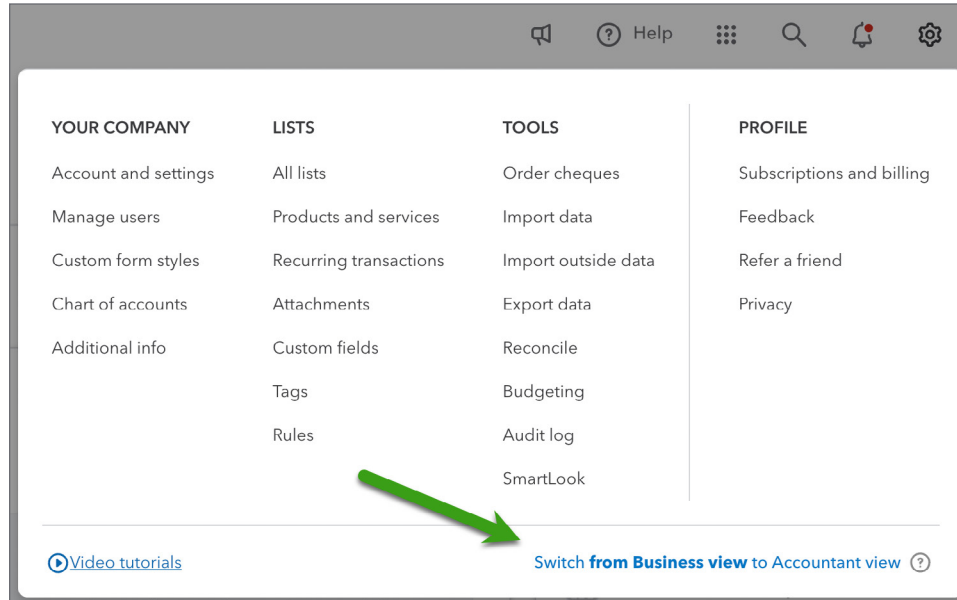
20. Click **Next**.



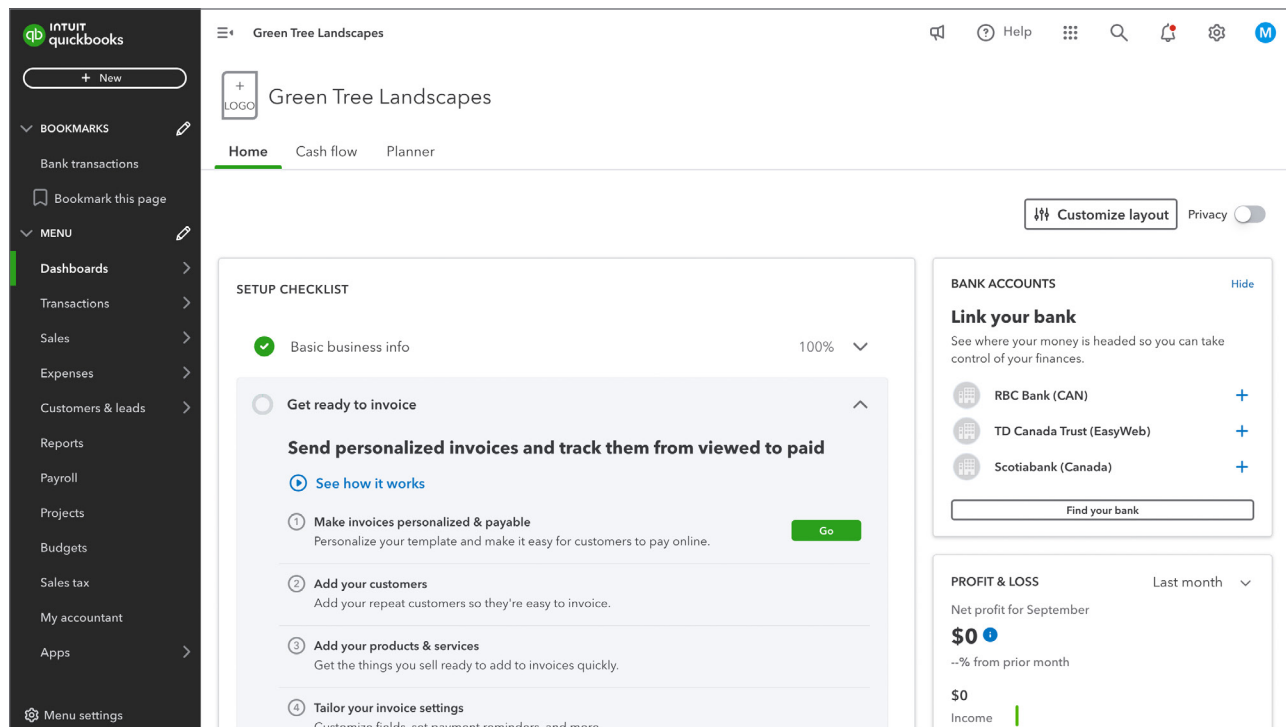
 To learn how to setup a company watch this video: <https://youtu.be/T5uazZwPeaY>

QuickBooks has two different views; the **Accountant view** and **Business view**. For the purposes of this course, you're going to use the **Accountant view**. To change to this view:

1. Click the **Gear** menu.



2. Click **Switch to Accountant view**. QuickBooks now displays the **Accountant view**.



▶ Basic setup company steps

After completing the initial setup of your QuickBooks company, there are several important tasks to complete the setup. It's a good idea to enable and customize features and settings that apply to your company. The following settings are important to ensure that you're QuickBooks company is secure.

Company settings

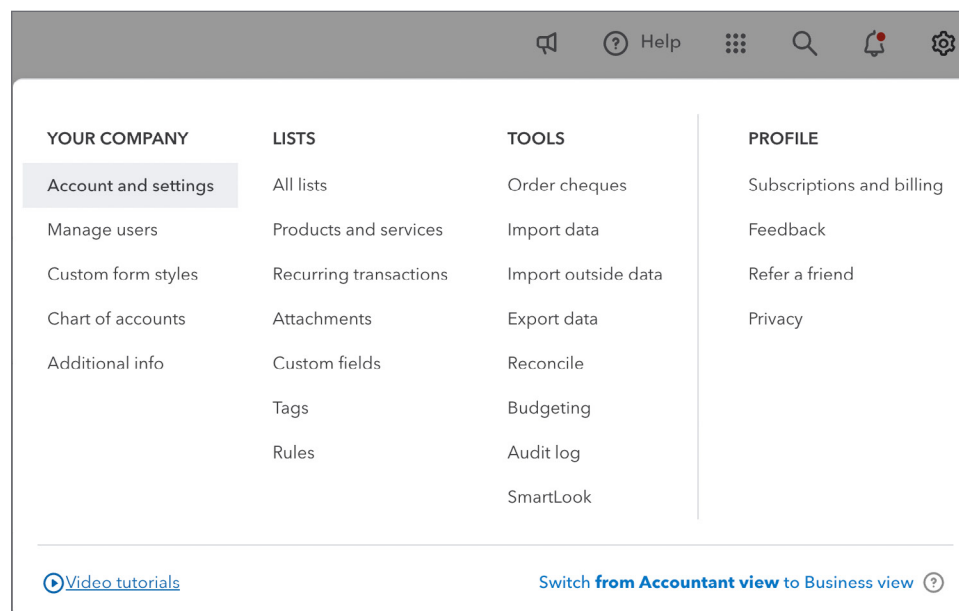
Company settings let you configure QuickBooks to work the way you want.



NOTE It's recommended to edit the settings as you work in different areas of QuickBooks.

To access **Account and settings**:

1. Click the **Gear** menu.
2. Click **Account and settings**.



Use the categories on the left to navigate the various settings. There are several settings that should be updated or enabled immediately after you setup your company.

Account and Settings	
Company	Company name
Usage	
Payments	
Sales	
Expenses	
Time	Company type
Advanced	

1. Click **Company** to update information like the **Company name**, **Company type**, **Contact info**, and **Address**.

Company name: The business name you enter will be displayed on your Dashboard. QuickBooks uses your business name extensively in correspondence with your customers, including it in the subject line of emailed invoices, on statements, at the top of reports, and much more.

Your business name is also the default filing name of your business for payroll taxes forms if you use payroll through QuickBooks.

2. Click the **Company name** section to expand and edit the information.

The screenshot shows the 'Account and Settings' window with the 'Company' section selected. The 'Company name' section is expanded, showing the following fields:

- Company logo:** A logo for 'GREEN TREE LANDSCAPES' is displayed.
- Company name:** A text input field containing 'Green Tree Landscapes'.
- Legal name:** A checkbox labeled 'Same as company name' is checked.
- Business Number (BN):** A text input field containing '948476687RT0001'.

At the bottom of the form, there are 'Cancel' and 'Save' buttons.

3. Click the **+** to add a logo. You can add multiple logos if needed.
4. Edit the **Company name** if necessary. Click **Legal name** to add a legal name if required.
5. Enter the **Business Number (BN)**.
6. Click **Save**. Now you can proceed to edit other settings under the **Company** category.

Contact info & address

1. Click **Contact Info** to update the **Company email**, **Customer-facing email**, **Company phone** and **Website**.
2. Click **Save**.
3. Click **Address** to edit the **Company address**, **Customer-facing address** and **Legal address**.

Address

Company address
Address where your company is based. This address is used to calculate applicable taxes for your QBO subscriptions and is your default company address.

Street address
5100 Spectrum Way

City
Mississauga

State
Ontario

Postal code
L4W 5S2

Cancel Save

Address

Company address
Address where your company is based. This address is used to calculate applicable taxes for your QBO subscriptions and is your default company address.

5100 Spectrum Way

Mississauga

Ontario L5V 2C9

Customer-facing address
Address where customers contact you or send payments. Shown on sales forms.

Same as company address

Legal address
Used for filing taxes.

Same as company address

Cancel Save



NOTE

Add Customer-facing email: This is an address where customers contact you or send payments. Shown on sales forms. If left blank, **Company address** is used.

Add Legal address: Address used for filing taxes. If left blank, **Company address** is used.

Add Customer email: Email where customers can contact you. If left blank, Company email is used.

Advanced settings

Click the **Advanced settings** link to update additional settings in your company. The important settings in the advanced section are the following:

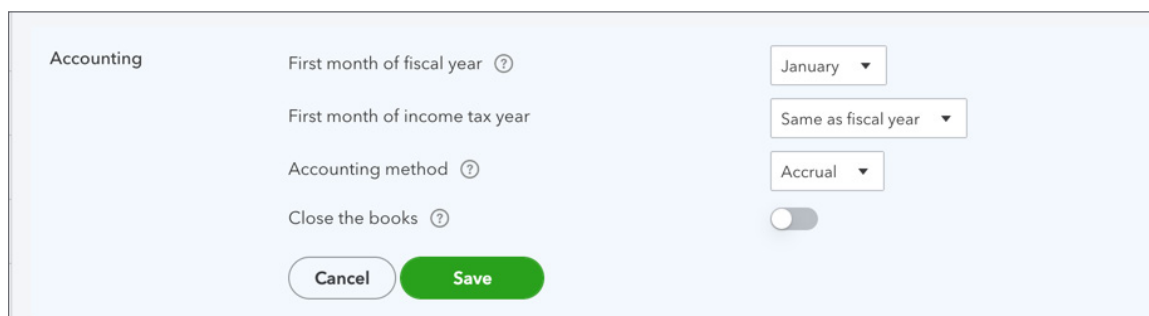
Accounting

The accounting settings let you determine the following:

- **First month of fiscal year:** For reporting, you can specify any month as the start of your fiscal year (also called your financial reporting year or accounting year).
- **First month of the income tax year:** Talk to your accounting professional about this option. Not relevant for this class.
- **Accounting method:** This defaults to accrual, but if required it can be edited.
- **Close the books:** The Closing Date marks when your company's books have been closed. You'll set a closing date password to protect your records against changes that would alter balances for closed accounting periods. These changes include editing or deleting transactions entered on or before the closing date, and entering new transactions dated on or before the closing date.
- **Default tax rate selection:** This lets you choose Exclusive of Tax, which means that amounts on transactions would be entered before the tax is applied. You can choose Inclusive of Tax which means that amounts on transactions would be entered including tax. Alternatively, you can choose Out of Scope of Tax if tax is not used.

To update the Accounting settings:

1. Click the **Accounting** section to edit the settings.
2. Choose the **First month of the fiscal year**.



Accounting

First month of fiscal year ⓘ January ▾

First month of income tax year Same as fiscal year ▾

Accounting method ⓘ Accrual ▾

Close the books ⓘ

Cancel Save

3. Select the **Close the books** option.
4. Enter the closing date. QuickBooks lets you choose to allow changes with just a warning or a warning and a password. Choose the option that works for your company.
5. Enter the **Password** if required.

6. Click Save.

Accounting

First month of fiscal year [?] January ▾

First month of income tax year Same as fiscal year ▾

Accounting method [?] Accrual ▾

Close the books [?]

Closing date

31/12/2023

Allow changes after viewing a warning and entering password ▾ [?]

Password

Confirm Password

Cancel Save

7. Click Done to update the Company Settings.

NOTE It's recommended that you choose the option that includes both a warning and password. If you decide to set a password, QuickBooks requires the password for changes that would alter balances for the accounting period you have closed. This includes adding, editing, or deleting transactions dated on or before the closing date. You can change the password at any time.



To learn how to update the company settings watch this video: <https://youtu.be/l5sTgWPJbqA>

▶ How is QuickBooks built?

QuickBooks is based on lists and transaction forms. Together they make up most of the information in QuickBooks. See below for more details.

Lists in QuickBooks

Lists are the framework of QuickBooks. Use lists to fill out most QuickBooks forms. For example, to pay a bill, choose a name from your supplier list on the **Enter bills** form. QuickBooks enters the list information on the form for you. This saves you time and prevents typing errors. You can also change the information directly on the form if necessary.

Although most lists are easy to set up in QuickBooks, some lists—such as the **Chart of accounts**, **Products and services** list, and **Class** list—require careful planning.

The screenshot displays the 'Chart of accounts' page in QuickBooks. The page title is 'Green Tree Landscapes' and the main heading is 'Transactions'. The 'Chart of accounts' tab is selected in the navigation bar. The page includes a 'Batch actions' dropdown, a search filter 'Filter by name or numl', and a 'Run report' button. The table below shows a list of accounts with their respective details and actions.

<input type="checkbox"/>	NAME ↕	ACCOUNT TYPE ↕	DETAIL TYPE ↕	QUICKBOOKS BALANCE ↕	BANK BALANCE ↕	ACTION
<input type="checkbox"/>	Prepaid expenses	Current assets	Prepaid Expenses	\$0.00		Account history ▼
<input type="checkbox"/>	Uncategorized Asset	Current assets	Other current assets	\$0.00		Account history ▼
<input type="checkbox"/>	Undeposited Funds	Current assets	Undeposited Funds	\$0.00		Account history ▼
<input type="checkbox"/>	Retained Earnings	Equity	Retained Earnings			Run report ▼
<input type="checkbox"/>	Billable Expense Income	Income	Service/Fee Income			Run report ▼
<input type="checkbox"/>	Discounts	Income	Discounts/Refunds Given			Run report ▼
<input type="checkbox"/>	Discounts given	Income	Discounts/Refunds Given			Run report ▼

QuickBooks transaction forms

You record most of your daily business transactions on a QuickBooks transaction form. You will use QuickBooks lists to complete transaction forms. Behind the scenes, QuickBooks records the accounting entries (debits and credits). The invoice is an example of a transaction form.

Invoice no.1001

Customer: Select a customer

Customer email: Separate emails with a comma

Online payments: Cards

BALANCE DUE: **\$0.00**

Billing address:

Terms: Net 30

Invoice date: 23/10/2024

Due date: 22/11/2024

Invoice no.: 1001

Tags: Start typing to add a tag

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
1					
2					

Buttons: Add lines, Clear all lines, Add subtotal

Message on invoice: This will show up on the invoice.

Message on statement: Every second statements to customers, this will show up on

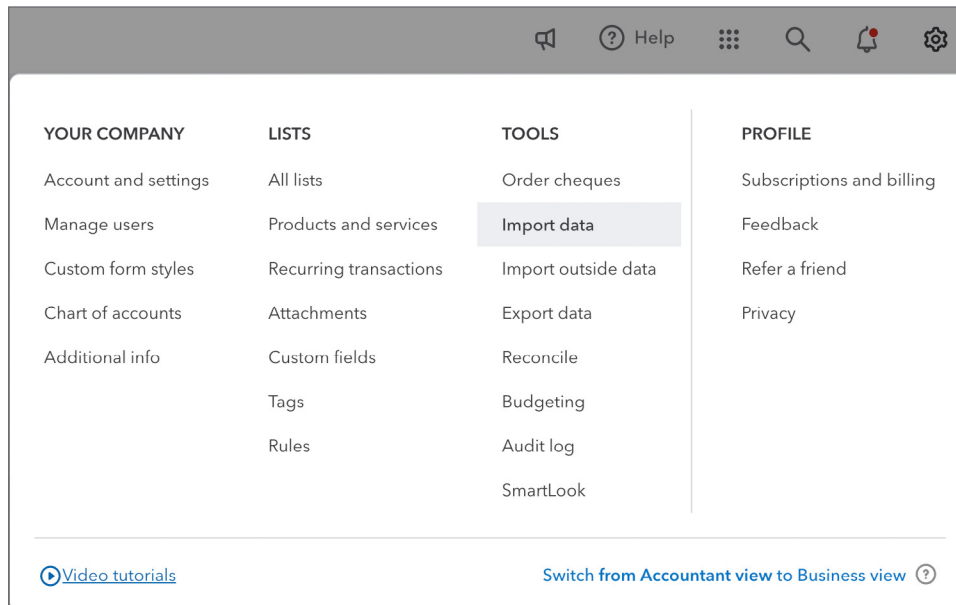
Footer: Cancel, Print or Preview, Make recurring, Customize, Save, Save and send

▶ Importing lists

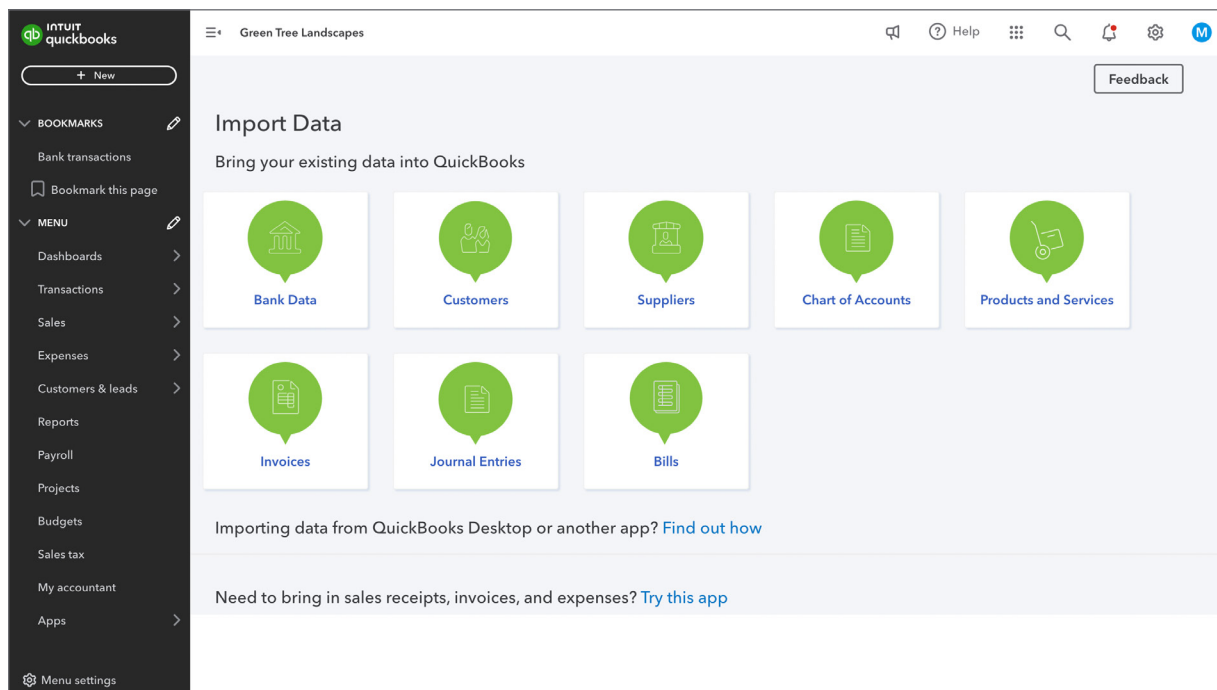
If you keep important list information in Microsoft Excel you can import it directly into QuickBooks. You can import customers, suppliers, accounts, and products and services. This will help you add information to QuickBooks faster than if you created each list entry from scratch.

To import customers:

1. Click the **Gear** menu, then click **Import data**.



2. Click **Customers**.



- Click **Browse** and then navigate to the Excel or CSV file that contains your customer data. Click **Open**, and **Next** at the bottom right.

Import customers

1 UPLOAD 2 MAP DATA 3 IMPORT

Select a CSV or Excel file to upload

Customer List_Review.xlsx

[Download a sample file](#)

- On the **Map data** window you see two columns. The first Column is the **QuickBooks Online field**. This is the field name contained in QuickBooks. The second column is **Your field**. In other words the column's name in your MS Excel sheet. QuickBooks automatically matches the fields it recognizes. If the fields are not matching as needed, choose the correct fields manually by clicking the drop down selection under **Your field**. Click **Next**.

Import customers

1 UPLOAD 2 MAP DATA 3 IMPORT

Map your fields to QuickBooks fields

QUICKBOOKS ONLINE FIELD	YOUR FIELD
Name	Name <input type="text" value="Name"/> ✓
Company	Company <input type="text" value="Company"/> ✓
Email	Email <input type="text" value="Email"/> ✓
Phone	Phone <input type="text" value="Phone"/> ✓
Mobile	Mobile <input type="text" value="Mobile"/> ✓
Fax	Fax <input type="text" value="Fax"/> ✓
Website	Website <input type="text" value="Website"/> ✓
Street	Street <input type="text" value="Street"/> ✓
City	City <input type="text" value="City"/> ✓
Province/Region/State	Province <input type="text" value="Province"/> ✓

- In the final window, you can confirm the data that QuickBooks is importing and make any final changes. If QuickBooks encountered any errors, you will see them displayed in red. After reviewing the information, click **Import**.

Import customers
Help X

1
UPLOAD

2
MAP DATA

3
IMPORT

18 customers are ready to be imported

<input checked="" type="checkbox"/>	NAME	COMPANY	PHONE	STREET	CITY	PROVINCE/REGION/STATE	POSTAL CODE
<input checked="" type="checkbox"/>	Barker Design	Barker Design	647-555-6141	231 Hazy Acres	Toronto	ON.	M4Y 2M1
<input checked="" type="checkbox"/>	Sherwood Park Commc	Sherwood Park Commc	647-555-9020	331 Harvest Arbor	Mississauga	ON.	L4N 9M1
<input checked="" type="checkbox"/>	Hewitt & Packer Office	Hewitt & Packer Office	647-555-5895	431 Green Avenue	Markham	ON.	L6H 3K1
<input checked="" type="checkbox"/>	Main Street Shopping f	Main Street Shopping f	647-555-6141	531 Grand Bank	Toronto	ON.	M4Y 2M2
<input checked="" type="checkbox"/>	Bergen Adventures	Bergen Adventures	647-555-9998	631 Golden Bend	Mississauga	ON.	L4N 9M2
<input checked="" type="checkbox"/>	Sheraton Cavalier Mark	Sheraton Cavalier Mark	647-555-2040	731 Gentle Canyon	Markham	ON.	L6H 3K2
<input checked="" type="checkbox"/>	Troy Property Managen	Troy Property Managen	647-555-2121	831 Foggy Chase	Toronto	ON.	M4Y 2M3
<input checked="" type="checkbox"/>	Buss Boyz Delivery Sen	Buss Boyz Delivery Sen	647-555-6141	931 Fallen Circle	Mississauga	ON.	L4N 9M3
<input checked="" type="checkbox"/>	BigTime Construction	BigTime Construction	647-555-8787	1031 Emerald Corner	Markham	ON.	L6H 3K3

Back
Import



NOTE You can import other lists using the same process as above. See information below.

Steps for importing products and services

- Click the **Gear** menu, and then click **Import data**.
- Click **Products and services**.
- Click **Browse** and then navigate to the Excel or CSV file that contains your products and services data. Click **Open**, and **Next** at the bottom right.
- On the **Map data** window you see two columns. The first Column is the **QuickBooks Online field**. This is the field name contained in QuickBooks. The second column is **Your field**. In other words the column's name in your MS Excel sheet. QuickBooks automatically matches the fields it recognizes. If the fields are not matching as needed, choose the correct fields manually by clicking the drop down selection under **Your field**. Click **Next**.
- Confirm the data that QuickBooks is importing and make any final changes. If QuickBooks encountered any errors, you will see them displayed in red. After reviewing the information, click **Import**.

To learn how to import list information watch this video: <https://youtu.be/RBPLeVIGex0>



NOTE Opening balances: Your **Chart of accounts** can be imported through the same means as customers, suppliers, and products & services, and by doing so the balances of various accounts can also be imported. This is helpful because if you have a chequing account, loans or assets, it is important for you to integrate the balances of those accounts into QuickBooks before entering any transactions that relate to that account. For instance, before you enter cheques that you've written, you first want to enter the amount of money that is currently in that chequing account.

Importing your **Chart of accounts** is the easiest method for integrating those opening balances, but other methods can be employed:

- **Manual entry:** When you create a new account on the **Chart of accounts**, if the account is a **Balance sheet** account (asset, liability or equity) you have an option for entering an opening balance and an as of date for that balance.
- **Historical transactions:** You can enter historical transactions that make up account balances through the same methods as entering any other kind of transaction. As long as you enter the appropriate date QuickBooks will update your financial information for that time period, and the appropriate accounts will also be affected.
- **Journal entries:** If you are well-versed in debits and credits and how they are used to generate account balances in a double-entry accounting system you can build a journal entry that summarizes all of your business' financial information on a single journal entry. Doing so will incorporate your accounts' balances. This is an advanced method, however, and should not be attempted unless you have extensive knowledge of accounting and bookkeeping or your accountant has built an appropriate journal entry for you.

Set up users

QuickBooks Online offers flexible customization that allows multiple users to sign in and work simultaneously. This feature is particularly useful for businesses with teams handling various financial tasks, ensuring efficient collaboration in real time.

You can assign tailored access levels to each user, granting them permissions that align with their roles and responsibilities. This control ensures data security while allowing your team to work efficiently within QuickBooks Online, streamlining business processes and reducing potential errors.

Please see the following details to understand role types in QuickBooks Online.

Billable roles

These count toward your user limit.

Standard all access

Users added to this role get full access without admin privileges, plus access to Payroll.

Standard no access

Users added to this role have some permissions and can submit their own timesheets, but can't use accounting features.

Accounts receivable manager

Users added to this role can see and do everything with sales, customers, and A/R reports. This role was previously called Standard limited customers only.

Accounts payable manager

Users added to this role can see and do everything with expenses, suppliers, and A/P reports. This role was previously called Standard limited suppliers only

Standard limited customers and suppliers

Users added to this role can see and do everything with Customers and Sales, and Suppliers and Purchases.

In house accountant

Users added to this role can access all reports, bookkeeping, and accounting tools. They can't access payroll and can't do admin tasks like managing users. This role was previously called Standard all access without payroll.

Company admin

Users added to this role can see and do everything. This includes sending money, changing passwords, and adding users. Not everyone should be an admin.

Non-billable roles


These don't count toward your user limit.

Track time only

Users added to this role can add their own timesheets.

View company reports

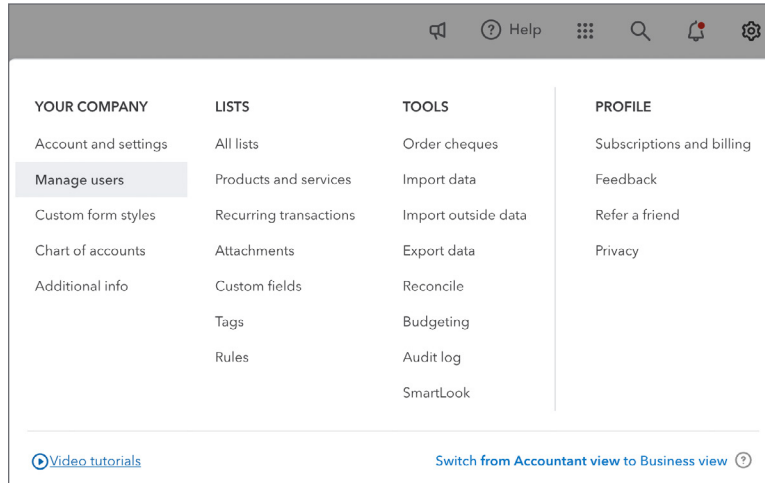
Users added to this role can see all reports except the ones that show payroll or contact info.

 To learn how to setup users watch this video: <https://youtu.be/1PaCaC4F2RY>

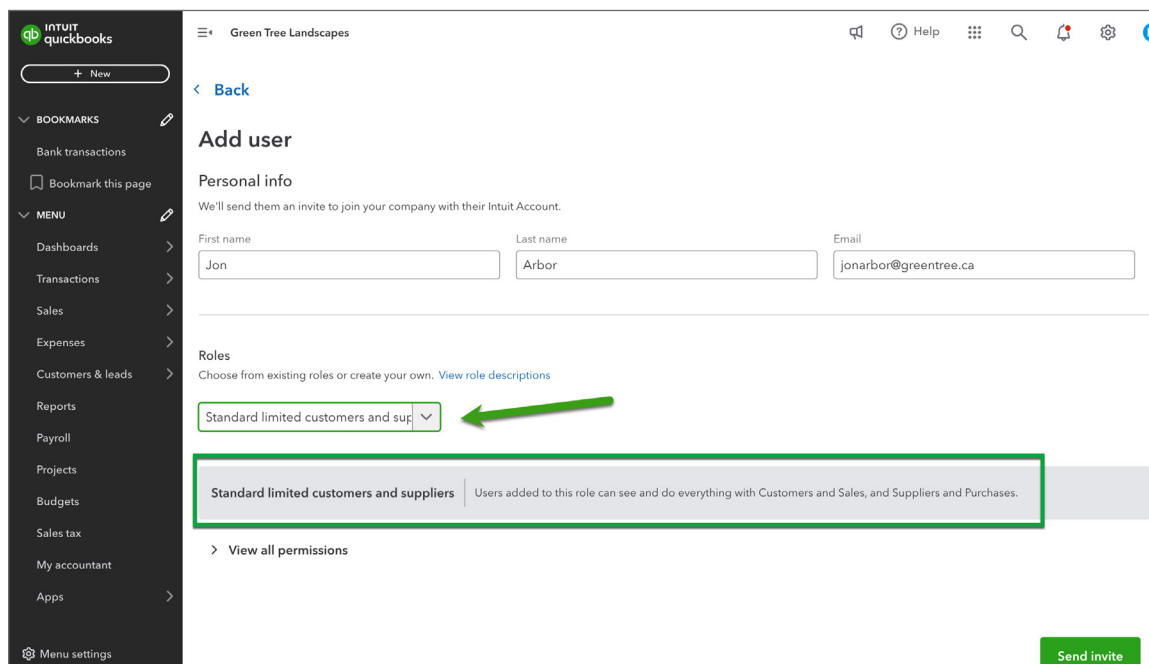
Add users

To add a new user in your company, do the following:

1. Click the **Gear** menu, then click **Manage users**.



2. In the **Manage users** window, click **Add user**. The first step in setting up a new user is to define their level of access. QuickBooks provides several options based on the user's role within the organization (see above for detail user descriptions)
3. Enter the **First name** and **Last name** and **Email address**.
4. Select a role from the **Roles** drop-down menu. QuickBooks displays a brief overview of the user's access in QuickBooks. Click **View all permissions** to see all permissions details.
5. Click **Send invite** to complete the user setup.





NOTE The number of users your company can add depends on your subscription plan. **Easy Start** allows one user, **Online Essentials** supports up to three, and **Plus** allows up to five users. However, **Reports Only** and **Time Tracking** users are unlimited and do not count toward your user limit.

Accountant users

In the same window where you set up new users, you can add up to two free accountant users. These users have full access to all areas of QuickBooks, including special tools and features available in QuickBooks Online Accountant.

To invite an accountant:

1. Click **My Accountant**.
2. Enter the email address of your accounting professional.
3. Click **Invite**.



NOTE Your instructor may ask you to invite them as your accountant for the purposes of this course.

The screenshot shows the QuickBooks interface for a company named 'Green Tree Landscapes'. On the left is a dark sidebar with the QuickBooks logo and a navigation menu. The main content area has a white background with a central illustration of a woman and a man looking at a laptop. Below the illustration, the heading reads 'An accountant can be your best business partner'. Underneath, it says 'Make it easy to work together. Invite yours to your Quickbooks.' There is a text input field labeled 'Accountant's email' and an 'Invite' button. A note below the button states: 'Your accountant and members of their firm will have admin access to your company data'. At the bottom of the main content area, it says 'No accountant? No worries.'

To learn how to connect to your instructor watch this video: https://youtu.be/YdzGt2-_l7s

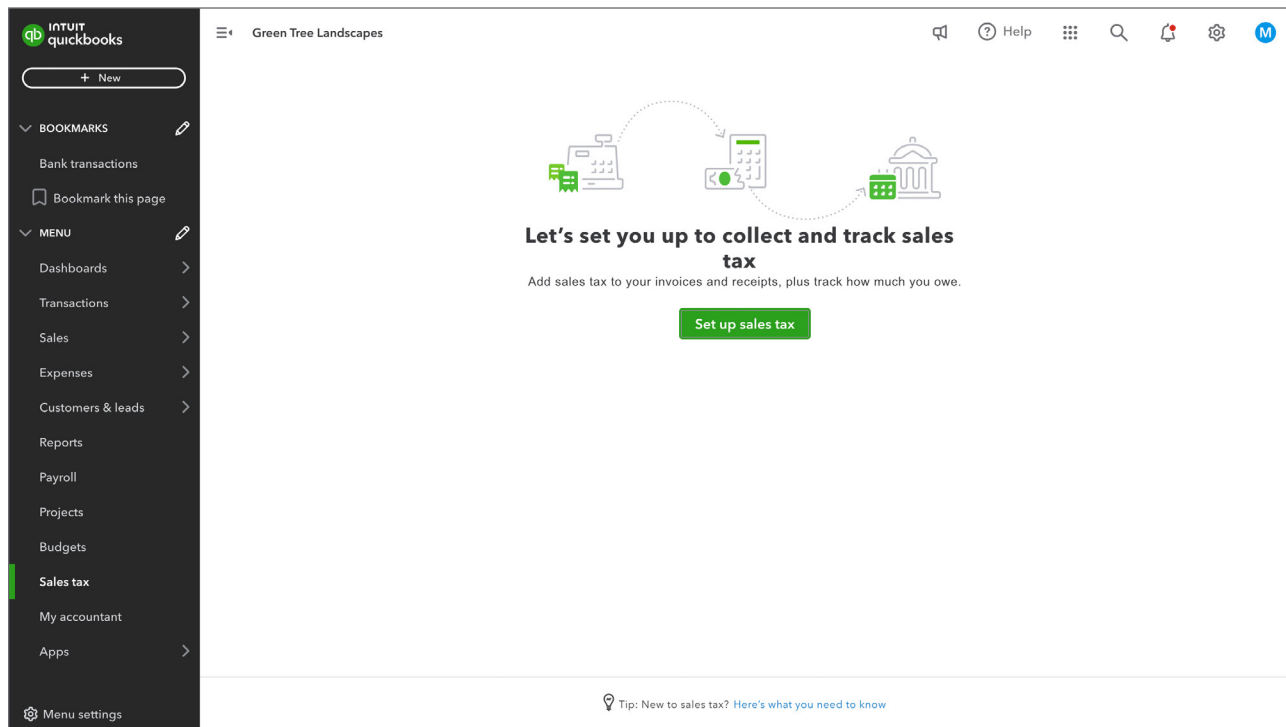
▶ Sales tax

If you collect sales tax in your business, QuickBooks helps you automate your tax tracking. This helps you keep accurate records of the tax that you collect and remit.

When you set up sales tax, you should have your business tax information available from the Canada Revenue Agency or your Minister of Finance.

To setup sales tax:

1. Click **Sales tax** from the navigation bar.
2. Click **Set up sales tax**.



3. Choose your **Province or territory** and then click **Save**.

×

Set up sales tax

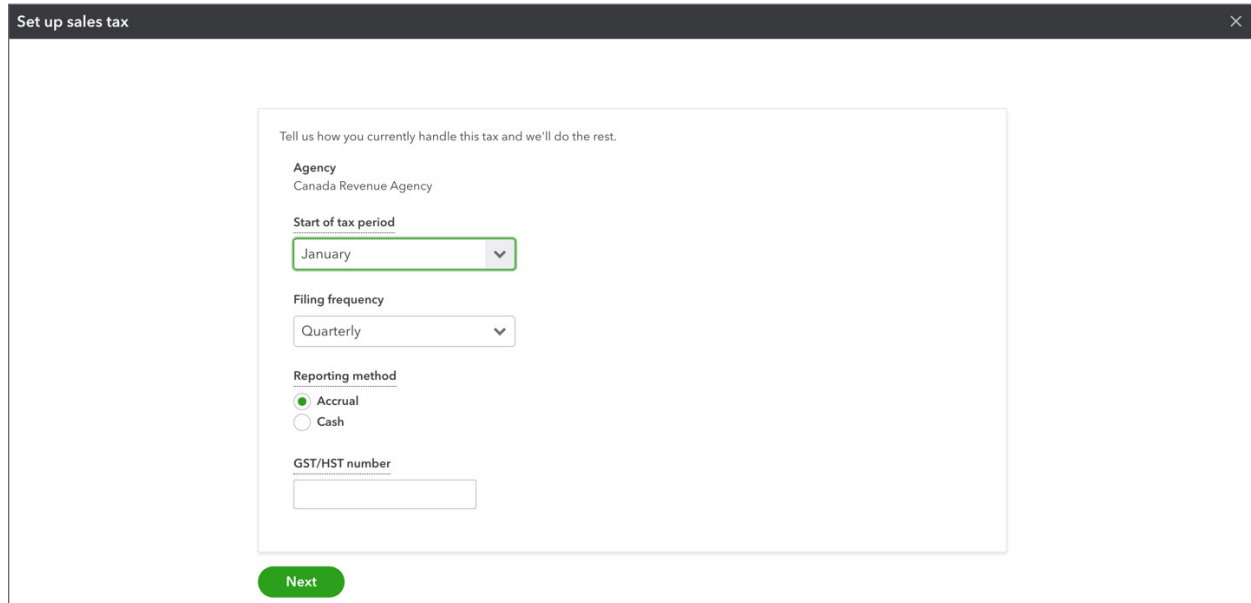
To get started, tell us where your business is based:

Province or territory

Choose a province or territory ▼

Save

4. Choose the month in the **Start of the current tax period** field. This tells QuickBooks what tax period you're in. This information will be provided to you by the Canada Revenue Agency, when you register your company for sales tax.
5. Choose your **Filing frequency**. You can choose **Monthly, Quarterly, Half-Yearly, or Yearly**. This information will also be provided to you by the Canada Revenue Agency.
6. Select your **Reporting method**.
7. Enter the company **GST/HST number**.



Set up sales tax

Tell us how you currently handle this tax and we'll do the rest.

Agency
Canada Revenue Agency

Start of tax period
January

Filing frequency
Quarterly

Reporting method
 Accrual
 Cash

GST/HST number

Next

8. Click **Next**.
9. Click **OK** to complete the basic setup.

You're now ready to start tracking sales taxes on sales and expense transactions.



NOTE If you're located in a province with GST, PST or QST, you'll be required to add provincial information in addition to the federal tax setup. See sample below.

1. Click **Sales tax** from the Navigation bar.

2. Click **Manage sales tax**.

The screenshot shows the 'Sales Tax' overview page in QuickBooks. On the left is a dark sidebar with navigation options. The main content area displays the 'Sales Tax' section for 'Green Tree Landscapes'. A summary card for the 'Canada Revenue Agency' shows a balance of '\$0.00' for the 'CURRENT PERIOD' of 'January 1 - March 31, 2024'. A green box highlights the 'Manage sales tax' button in the top right. Below the summary, there are 'New' and 'Reports' buttons. A 'To file' section shows a '\$0.00' balance for 'January 1 - March 31, 2024' with progress indicators for 'Prepared', 'Filed', and 'Paid'.

3. Click **Add tax**.


The screenshot shows the 'Manage sales tax' dialog box. At the top, there are 'Tax agencies' and 'Group rates' tabs. A 'Show inactive' toggle is turned off. A green box highlights the 'Add tax' button in the top right. Below, the 'Canada Revenue Agency' is selected, with a filing frequency of 'Quarterly'. A table lists existing tax rates:


NAME	TAX ON SALES	TAX ON PURCHASES	DESCRIPTION	ACTIONS
HST ON	13%	13%	Harmonized federal and provincial tax (Ontario)	Make inactive
Exempt	0%	0%	Tax-exempt	Make inactive
Zero-rated	0%	0%	Zero-rated	Make inactive

At the bottom right, there is a 'Done' button.

4. Click **Add** in **Start tracking in a new province**.


Add tax



 **Start tracking in a new province** Add


Add the provinces where you track sales tax, and we'll take care of the rates.

[Show more](#)

 **Add a custom tax and agency** Add

Use custom taxes and agencies if you collect other taxes on sales. This comes in handy for hospitality, hotel, and other taxes.

[Show more](#)


 **Combine taxes into a group rate** Add


Create group rates so you can apply multiple taxes in one click. We create group rates for GST+PST automatically.

[Show more](#)

5. Click **Add** to complete the tax setup.

Add tax

[Back](#) 

 **Start tracking in a new province**

Add the provinces where you track sales tax, and we'll take care of the rates.

Manitoba

PST MB
Manitoba Finance

Next period starts
January


Filing frequency
Quarterly

Reporting method
Accrual

Manitoba RST number

Optional

Add

 To learn how to setup sales tax watch this video: <https://youtu.be/YSHX05i9bUE>