

## Chapter 1: Introducing QuickBooks Online

### Preparing for Chapter 2: Set Up Your Practice Company

These steps replace the last section in Chapter 1, when your students log into their file for the first time.

### *Setting up Imagine Photography*

After you create your user account, QuickBooks Online will continue right into setting up your classroom file. The first time you log in, QuickBooks Online will ask you a series of questions.

Be sure to use the answers below so that your screens will match the homework exercises.

Note that some of these questions will vary. When in doubt, choose the least specific option because we will set up the files manually in Chapter 2.

#### HANDS-ON PRACTICE

- Step 1. When QuickBooks Online asks, “*What do you call your business?*” enter the company name using this format **[Your first and last name]’s Imagine Photography**. Be sure to use your full name so that your instructor can easily identify you on their class list. Make sure *This Is My Legal Business Name* is **checked**. Click **Next**.
- Step 2. For *How have you been managing your finances?* click **Nothing, I’m Just Getting Started**.
- Step 3. For *What’s your industry?* click the **Skip For Now** button.
- Step 4. For *What kind of business is this?* click the **I’m Not Sure** button. Click **Next**.
- Step 5. For *How does your business make money?* click both **Provides Services** and **Sells Products**. Click **Next**.
- Step 6. If you get the question, *What would you like to do in QuickBooks?* click all the boxes.
- Step 7. For *What’s your main role at the business?* select **Bookkeeper or Accountant**. Click **Next**.
- Step 8. If you get the question, *What do you want to do today?* click **Skip For Now**.
- Step 9. For *Who works at this business?* select **everything** except **Only the Owner**. Click **Next**.
- Step 10. For *Want to add QuickBooks Online Payroll Premium?* select **No, I Don’t Want to Add Payroll**. Click **Next**.
- Step 11. For *What apps do you use for your business?* click **Skip For Now**.
- Step 12. For *Link your accounts and see everything in one place*, click **Skip For Now**.
- Step 13. For *What is everything you want to set up?* click **Skip For Now**.
- Step 14. For *We’re almost ready to dive in!* click on **Let’s Go**. If prompted to *Take a Quick Tour*, click the **X** to close the window.
- Step 15. **Sign out** when done by clicking on **your initial** in the circle in the upper right corner and selecting **Sign Out**.
- Step 16. **Drag the URL** to your *Bookmarks Bar* for easy access.
- Step 17. Log in again to make sure you know the password.

## Setting up the Chart of Accounts

Step 18. Click on **Accounting** near the bottom of the *Left Navigation Bar*, and view your *Chart of Accounts*.

As of this writing, Intuit is experimenting with different Charts of Accounts in new QuickBooks Online subscriptions. This book was written using an accounts list that looks like Figure 0-1.

Compare yours; if it matches, you can skip the rest of these instructions and simply **Sign Out**. You're done!

<input type="checkbox"/>	NAME	TYPE ▲
<input type="checkbox"/>	Cash	Bank
<input type="checkbox"/>	Accounts Receivable (A/R)	Accounts receivable (A/R)
<input type="checkbox"/>	Inventory	Other Current Assets
<input type="checkbox"/>	Inventory Asset	Other Current Assets
<input type="checkbox"/>	Loans to others	Other Current Assets
<input type="checkbox"/>	Payments to deposit	Other Current Assets
<input type="checkbox"/>	Prepaid expenses	Other Current Assets
<input type="checkbox"/>	Uncategorized Asset	Other Current Assets

Figure 0-1 The Chart of Accounts used in this book

Step 19. If your *Chart of Accounts* looks like Figure 0-2 instead, with *Uncategorized Asset* at the top of your list instead of *Cash*, follow the rest of the instructions on this page to set up your file to match the book.

<input type="checkbox"/>	NAME	TYPE ▲
<input type="checkbox"/>	Uncategorized Asset	Other Current Assets
<input type="checkbox"/>	Undeposited Funds	Other Current Assets
<input type="checkbox"/>	Owner's Investment	Equity
<input type="checkbox"/>	Owner's Pay & Personal Expenses	Equity
<input type="checkbox"/>	Retained Earnings	Equity
<input type="checkbox"/>	Billable Expense Income	Income
<input type="checkbox"/>	Sales	Income

Figure 0-2 If your Accounts look like this, follow the steps below

Step 20. Edit Chrome's website URL by deleting **homepage** at the end and replacing it with **purgecompany**, as shown in Figure 0-3.

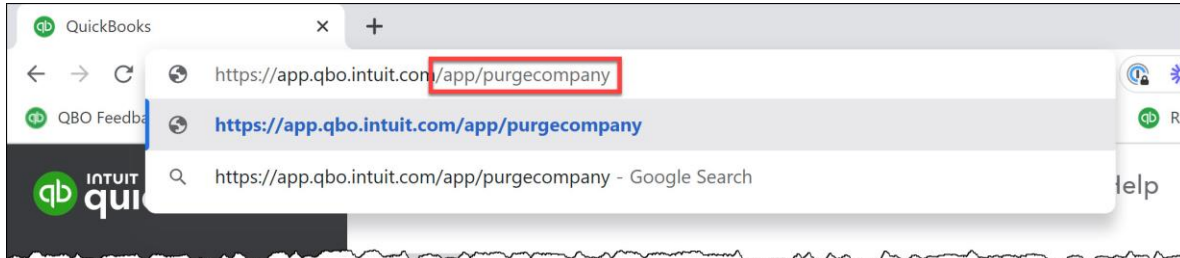


Figure 0-3 Change the end of the URL to *purgecompany*

Step 21. QBO wants to make sure that we want to proceed. Type **YES** into the box on the lower right, then click **OK** (see Figure 0-4).

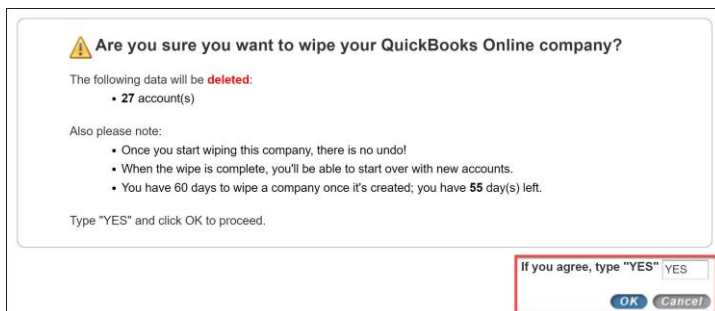


Figure 0-4 Type **YES** and click **OK** to continue

Step 22. In the *What type of business is this?* box, choose **All Other Miscellaneous Services**.

Step 23. Under *Create accounts based on my industry?* choose **Create and empty chart of accounts (select only with the advice of an accountant)**, as shown in Figure 0-5.

Step 24. Click the **Wipe Data** button. QuickBooks will erase most of the accounts but leave a handful of default accounts that it needs in order to work properly.

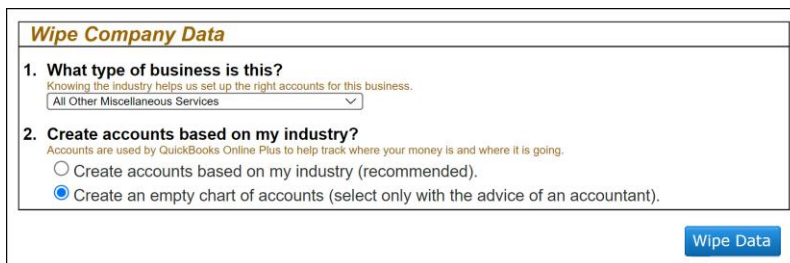


Figure 0-5 Select the business type and the option to empty the list

Step 25. Now we will import the Chart of Accounts that matches this book. Click the drop-down arrow next to the green **New** button on the upper right and select **Import**, as shown in Figure 0-6.

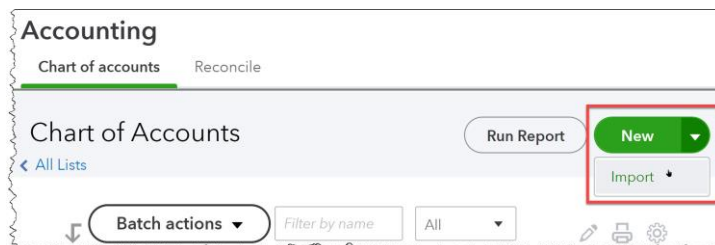


Figure 0-6 Drop down **New** and click **Import**

Step 26. Click the Browse button, as shown in Figure 0-7. Navigate to your **QuickBooks Online Classroom Files** folder and open **ChartofAccounts.xlsx**. Click **Next**.

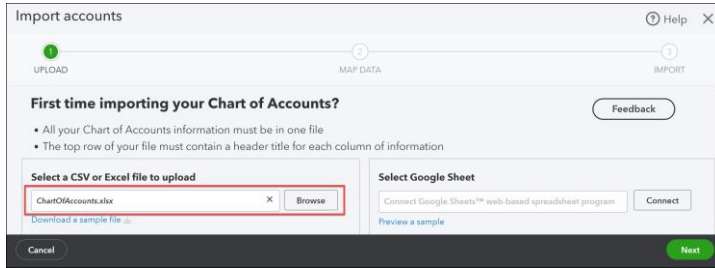


Figure 0-7 Click the Browse button

Step 27. Accept all default mappings and click **Next** again.

Step 28. Click **Import**.

Step 29. Your *Chart of Accounts* will now match Figure 0-1.

Step 30. Your **Imagine Photography** file is now ready to be used in the *Apply Your Knowledge* end-of-chapter exercises. You can use these same steps if needed for the *YinYang Graphic Design Case Study*.

Step 31. Don't forget to **Sign Out** when you're done for the day!