6   Select **Next**

7   When How have you been managing your finances? appears, select **Nothing, I'm just getting started**

8   Select **Next**

9   When Is Xafra Cyber your main source of income? appears, select **No**

10   Select **Next**

11   When How long has Xafra Cyber been in business? appears, select **Under a year**

12   Select **Next**

13   When What kind of business is this? appears, and you are asked: Is it an LLC? select **Yes**

14   When asked: How is the business set up for taxes? select **S Corp**

15   Select **Next**

16   When What's your industry? appears, leave the field **blank**. This field determines the accounts that will auto-populate the Chart of Accounts. Because we will enter our own Chart of Accounts in Chapter 2, we leave this field blank so that fewer accounts are auto-populated. Otherwise, we would select an industry and QBO would automatically add more accounts to our Chart of Accounts specifically for the industry selected.

17   Select **Skip for now**

18   When What's your main role? appears, select **Bookkeeper or Accountant**.

⚠️ *This selection determines your view of QBO and the instructions you will see onscreen. Before proceeding, double check that you have selected Bookkeeper or Accountant.*

19   Select **Next**

20   When Who works at this business? appears, select:

- **Contractors**
- **Employees**
- **A few partners and owners**

21   When How many employees work here? appears, from the drop-down menu, select **1**

22 Select **Next**

23 If Take care of your team and their team appears and you are asked: Want to add QuickBooks Online Payroll Premium?, select **Not right now**.

⚠️ *If payroll is turned on, it may deactivate the time tracking features used in Chapter 8 of this text and you will be unable to complete those activities. Be sure to select **Not right now**. If you make the incorrect selection for payroll, please contact your instructor and ask for another QBO company invitation and restart the new QBO company setup.*

24 Select **Next**

25 When asked, What apps do you use for your business?, select **Skip for now**

26 When asked, What do you want to do in QuickBooks?, select:
- **Send & track invoices**
- **Manage & pay bills**
- **Track my team's time**
- **Track sales**
- **Manage sales tax**

27 Select **Next**

28 When Now, you'll be able to appears, select **Next**

29 When Get paid with invoices appears, select **Skip for now**

30 When Link your accounts and see everything in one place appears, select **Skip for now**

31 When How do you track your receipts today? appears, select **Skip for now**

32 When Keep your receipts and maximize deductions appears, select **Next**

33 When You're on your way! appears, select **Let's go**

34 Your QBO company for Xafra Cyber should now appear. If a Take a tour of your homepage screen displays, select **Take a tour**. Select **Next** until the tour is complete.