

Section 11.2

SET UP NEW QBO COMPANY

CC11.2.1 Create New QBO Company

Create a new QBO company for Mookie The Beagle™ Coach using the following information.

To obtain your free QBO access, your instructor will need to send you an email invitation. This invite will permit you to create your own QBO company for Mookie The Beagle Coach.

! Important Note: If you have not received an email invitation from your instructor to create your QBO company for Mookie The Beagle Coach:

1. Check your email Spam mailbox to verify that the email was not flagged as Junk mail.
2. Contact your instructor to obtain an email invitation. Your instructor must send you the email invitation in order for you to have free access to create a QBO company.

! Due to ongoing changes in QBO, the order of steps and exact selections in your QBO company may appear different than the instructions shown in your text. If the QBO updates significantly impact your text, the updates to your text can be viewed as follows:

- Go to www.my-quickbooksonline.com > QBO 4e > QBO 4e Updates.
- If you are using a digital ebook, you can find updates in the ebook on the Additional Student Resources (ASR) page.

! Warning: it is important to make the selections as specified. Otherwise, your QBO company may be unusable for completing the remaining instructions.

Complete the following steps to use the Instructor Invitation for free QBO access:

- 1 When you receive an email invitation from your instructor to create your own QBO company, select **Accept invitation**. (Note: Intuit recommends using Google Chrome web
- 2 To sign into your account, select **Sign In** link. (To create your account, **enter** the requested information in the appropriate fields. Note: If the Create Account screen doesn't appear automatically, select **Need an account? Sign Up**.)
⚠ Keep a record of your User ID and Password. You will need this later.
- 3 Enter your **Email address (User ID)** and your **Password** that you used to set up your Intuit account when you created Mookie The Beagle Concierge QBO Company. (If questions appear regarding verification of your identity, select Skip for Now.)
- 4 When the screen, Welcome! We're glad you're here, appears, select **Next**.
- 5 When the screen, What's your business name?, appears, enter the name of your business: **[LastNameFirst Initial] Mookie The Beagle Coach**. (Example: KayD Mookie The Beagle Coach.)
⚠ Remember to include your name before Mookie The Beagle Coach. This will assist your instructor in identifying your QBO file.
- 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 Mookie The Beagle Coach your main source of income? appears, select **No**
- 10 Select **Next**
- 11 When How long has Mookie The Beagle Coach 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*
- 19 Select **Next**
- 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**
- 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 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.*
- 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 Mookie The Beagle Coach should now appear. If a Take a tour of your homepage screen displays, select **Take a tour**. Select **Next** until the tour is

You have now created a QBO Company for Mookie The Beagle Coach. Later, whenever you need to stop working in your QBO Company, close your browser to log out of the Mookie The Beagle Coach QBO Company. When you are ready to work again, log into QBO using your User ID and Password.