

Section 1.1

QBO SET UP NEW COMPANY

As a student enrolled in a QBO course, you can obtain free access to QBO to use with your text. If you were an entrepreneur, you would need to subscribe to QBO, paying a monthly fee for access.

Next, we want to create a new QBO company for Mookie the Beagle Concierge using your free QBO access.

CREATE NEW QBO COMPANY USING INSTRUCTOR INVITATION

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 Concierge.

- ! Important Note:** If you have not received an email invitation from your instructor to create your QBO company:
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.

- ! When setting up a QBO company and completing Chapter 1 activities, if the following steps do not match your QBO screen, then check for QBO 4e Text Updates.**
- Go to www.my-quickbooks.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! When setting up a QBO company, it is important to complete the following steps exactly as specified. QBO uses the steps you complete to create a QBO company with specific settings. If the specified steps are not completed, then the QBO company will not have the necessary settings to complete your assignment. Often there is no workaround to fix this later. So the easiest approach is to take your time and stay laser focused while setting up the QBO Company.

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 browser.)



- 2 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.
(If you already have an account established, use your User ID and password to sign in.)
- 3 Select **Create Account**

intuit
qb quickbooks ✓ turbotax

Create your account

Already have an account? [Sign In](#)

Email address (will be used as your user ID)

Confirm email

First name

Last name

Phone (Recommended)

Standard call, message, or data rates may apply.

Password

2

3 Create Account

4 When Welcome! We're glad you're here. appears, select **Next**

qb **INTUIT** quickbooks GET STARTED

Welcome! We're glad you're here.

Here's what we'll do together right now.

Tell us what you need help with

.....

We'll ask a few questions to get to know your business

.....

We'll get started on what you're here for

4 Next

5

When What do you call your business? appears, enter the name of your business: **[LastNameFirstInitial] Mookie the Beagle Concierge**. (Example: KayD Mookie the Beagle Concierge.)

! Remember to include your name before Mookie The Beagle Concierge. This will assist your instructor in identifying your QBO file.

6

Select **Next**

The screenshot shows the Intuit QuickBooks 'GET STARTED' screen. At the top left is the Intuit QuickBooks logo, and at the top right is the text 'GET STARTED'. Below this is a progress bar. The main heading is 'What do you call your business?' followed by the subtext 'We'll use this to get you started in QuickBooks.' Below this is a text input field labeled 'Legal business name' containing the text '[LastNameFirstInitial] Mookie The Beagle Concierge'. A blue circle with the number '5' is positioned to the left of the input field. At the bottom of the screen are two buttons: a 'Back' button and a 'Next' button. A blue circle with the number '6' is positioned to the left of the 'Next' button.

7

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

8

Select **Next**

How have you been managing your finances?

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

7 Nothing, I'm just getting started

QuickBooks Desktop™

Sage 50/Peachtree

Other bookkeeping software

Spreadsheets

Other (like pen & paper)

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

Back 8 Next

9 When Is Mookie The Beagle Concierge your main source of income? appears, select **No**

10 Select **Next**

Is [LastNameFirstInitial] Mookie The Beagle Concierge your main source of income?

We'll use this info to get you started.

9 Yes

No

Back Next 10

11 When How long has Mookie The Beagle Concierge been in business? appears, select **Under a year**

12 Select **Next**

The screenshot shows the Intuit QuickBooks 'GET STARTED' onboarding screen. 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 'How long has [LastNameFirstInitial] Mookie The Beagle Concierge been in business?'. Below the heading is a dropdown menu labeled 'Years in business' with the selected option 'Under a year'. At the bottom of the screen are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a blue circle and the number '12'.

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 **Sole proprietor**

15 Select **Next**

What kind of business is this?

Tell us how your business is set up. We use this to help organize your transactions.

Is it an LLC?

- 13 Yes
 No
 I'm not sure

How is the business set up for taxes?

14 Sole proprietor

Partnership

Non-profit organization

S Corp

C Corp

I'm not sure

Back

Next 15

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**

What's your industry?

Start typing and select the option that fits best. You can always change it later.

Industry

16

Back

Skip for now

17

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**

What's your main role at [LastNameFirstInitial] Mookie The Beagle Concierge?

We'll customize QuickBooks based on your answer.



Owner or partner



Employee

18



Bookkeeper or accountant



Other

Back

19 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**


Who works at this business?


Help us understand who's on your team. Select all that apply.

 Only the owner

 Employees 20

20
 Contractors

 A few partners and owners 20

 We plan to hire in the future

How many employees work there?

Number of employees

21

▼

Back

Next 22

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**.

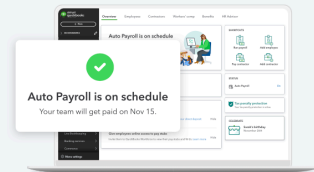
! *If payroll is turned on, it may deactivate the time tracking features used in Chapter 8 of this text and you will be unable to complete those activities. Be sure to select **Not right now**. If you make the incorrect selection for payroll, please contact your instructor and ask for another QBO company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

24 Select **Next**

Take care of your team and their time

Payroll made effortless

- Automatically pay and file payroll taxes
- Pay your team faster with direct deposit
- A payroll expert is ready to help 24/7
- Track and sync time automatically
- Payroll syncs with QuickBooks so your books are always up-to-date



Want to add QuickBooks Online Payroll Premium?

- Try Payroll Premium (includes QuickBooks Time Premium) **free for 30 days**
After 30 days, \$80/mo + \$8 per employee/contractor per month, cancel anytime [Terms & conditions](#)
- 23** Not right now

OK, no payroll. Let's get you set up with QuickBooks.

Back

Next **24**

25

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

What apps do you use for your business?

We'll help you connect them later on to bring in your data.



PayPal



Square



Dext Prepare



Gusto



ADP



Syft Analytics



Amazon Business

Start typing to select other apps you use



Back

Skip for now

25

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**

What do you want to do in QuickBooks?

Your choices help personalize your setup. You can still use every part of QuickBooks.

 Accept payments	<input checked="" type="checkbox"/> Send and track invoices 26
 Get business banking (5.00% APY eligible)	<input checked="" type="checkbox"/> Manage & pay bills 26
 Create estimates or quotes	<input checked="" type="checkbox"/> Track my team's time 26
 Manage inventory	<input checked="" type="checkbox"/> Track sales 26
<input checked="" type="checkbox"/> Manage sales tax 26	 Track mileage deductions
 See workers' comp quotes	

Excellent choices—we can help with that!


[Back](#) [Next **27**](#)

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

qb INTUIT quickbooks GET STARTED

Now, you'll be able to:

1. Accept payments
2. Track expenses



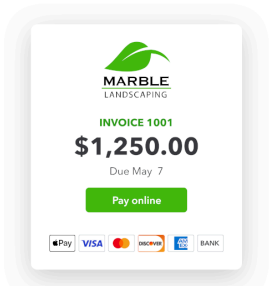
Back Next 28

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

qb 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

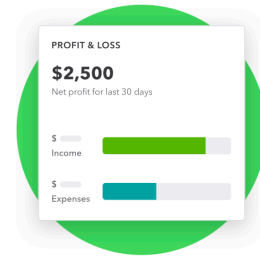


Back Set up payments Skip for now 29

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

Link your accounts and see everything in one place

- Securely link your bank or credit card
- Select the accounts you'd like to bring in
- See what your cashflow looks like



Back

Link Accounts

Skip for now **30**

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

How do you track your receipts today?

Saving receipts is an important part of running your business. You'll need them for tax time and for good record keeping.



I save paper receipts



I save my receipts digitally



I save paper & digital receipts



I don't save receipts

Back

Skip for now **31**

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

Keep your receipts and maximize deductions

Get the free QuickBooks mobile app with your subscription. Snap your receipts and bills, then we'll match it to your books.

Download the QuickBooks mobile app by pointing your camera at the QR code.



Point your camera at the QR code

Back

Next 32

33

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

You're on your way!

Pooling your info



Personalizing your setup



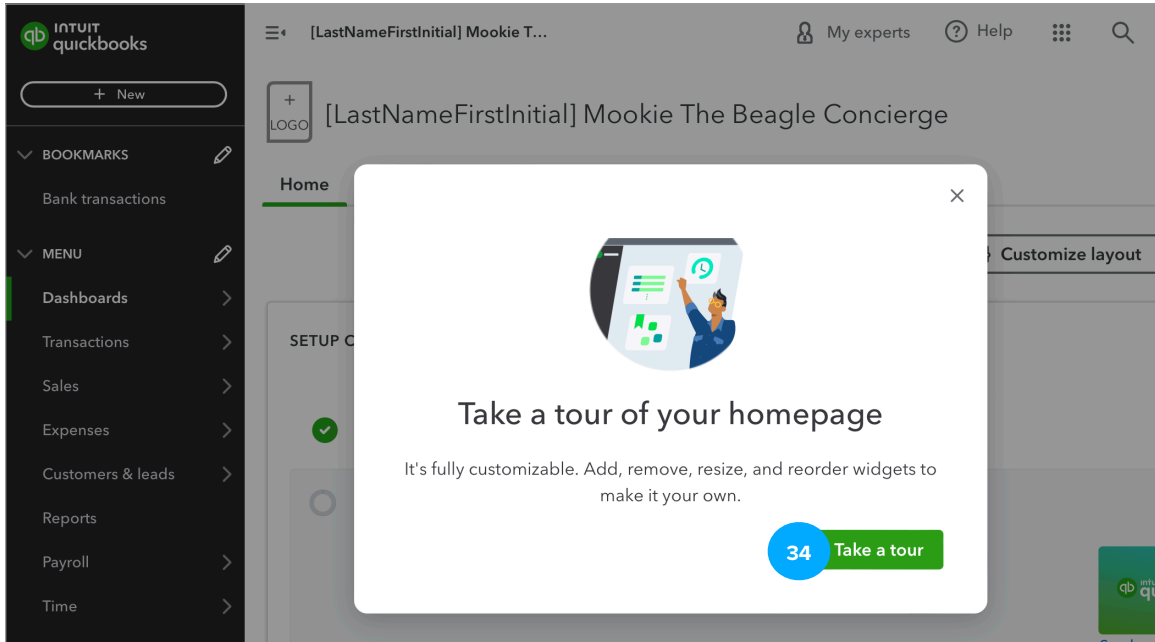
Building your checklist



33 Let's go

34

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



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