

QUICKBOOKS ONLINE

2

The Company File

Learning Objectives

- Customize the company settings
- Edit the Chart of Accounts
- Create items in the Products and Services List

Setting Up a New Company File

- Determine the company file start date.
- Create and follow a setup checklist.
 - Don't forget to include:
 - General company information
 - Business's address
 - Bank account names
 - Info about the types of goods/services you will provide
- Adding and Managing Users
 - QuickBooks Online Plus allows up to five users with permission controls and two Accountant users (Gear→Your Company→Manage Users).
 - The Primary Administrator can add/remove users, manage their permissions, and view the activity of each user.

Editing Company Files

- Company settings live under Gear→Your Company→Account and Settings.
- Some, like the start date, can't be changed later; most others can).
- Preferred Invoice Terms
 - These set default payment conditions for customers (e.g., Due on Receipt, Net 15, Net 30).
- Overriding the Default Terms
 - Default bill payment terms do the same thing for vendor bills, but individual bills can still be overridden manually.

Editing Company Files (cont.)

- The Chart of Accounts
 - It organizes every transaction into Asset, Liability, Equity, Income, and Expense types.
 - QuickBooks auto-generates a default Chart of Accounts at setup based on a business's industry, but it almost always needs customizing.
 - All subscription levels except Advanced cap the Chart of Accounts at 250 accounts.
 - Accounts can be added, edited, made inactive, or merged, but only accounts of the *same type* can be merged.
 - Making an account inactive doesn't delete its history; QuickBooks creates an offsetting transaction if there's a balance.

Editing Company Files (cont.)

- Products and Services
 - Every product/service is linked to one account (or more) in the Chart of Accounts.
 - Set up products/services so QuickBooks does the accounting.
 - Categorize products/services
 - Best practice: Set up categories before setting up the individual products/services.