

QUICKBOOKS ONLINE

# 2

## Setting Up a New Company File

# Learning Objectives

- Create a new company file
- Customize the company settings
- Edit the Chart of Accounts
- Add users
- Add and categorize services
- Enter the opening balances

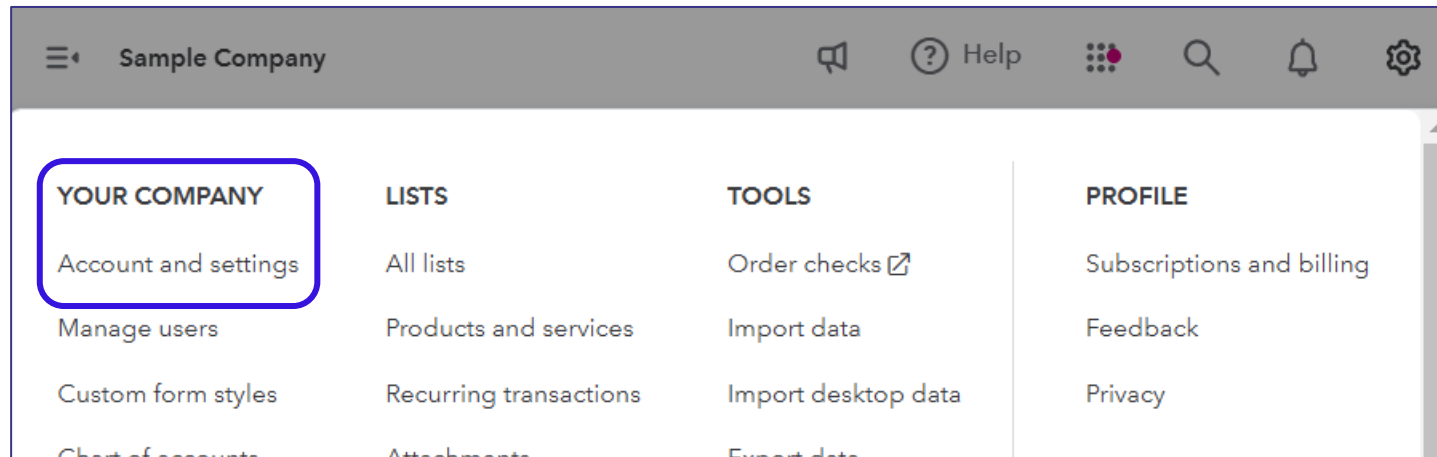
# Planning and Creating Your Company File

- 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

# Customizing Your Company File

From the start, try to customize all settings specific to your business.

- Choose Gear→Account and Settings.
- Example: You can change the default “customers” to your preferred word (“clients,” “patients,” etc.).



# Customizing Your Company File (cont.)

## Chart of Accounts

- A list of accounts for each transaction in your general ledger
- Categorizes accounts by type:
  - Assets
  - Liabilities
  - Equity
  - Income
  - Expenses
- 250 max accounts allowed (except with Advanced subscription)
- Add, edit, inactivate, and merge accounts

# Customizing Your Company File (cont.)

## Products and Services List

- Every product/service linked to one account (or more) in 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
- Default account lists provided based on your setup info may not be helpful; better to purge the default accounts (except the Intuit presets) and import the company's specific template

# Adding and Managing Users

## QuickBooks Online Plus

- Allows five users with permission controls and two Accountant users
- Master Administrator
  - Uses the Manage Users feature to add users and customize the features and information each user can access
  - Can view the activities of each user

# Opening Balances and Historical Transactions

- Enter all previous business transactions for an opening balance.
  - Seek help from an accountant if you have an ongoing business with historical transactions or are generally not sure how to proceed.
- Two ways to enter opening balances:
  - In a journal entry
  - Directly into the account register