

Chapter 2 – Steps 3 and 4 (New January 2021)

STEP 3—Accept the invitation from your instructor to create your homework company file.

Your instructor will send you an email inviting you to QBO.

Once that email is received, select **Accept Invitation**.

NOTE: If you are using Chrome and get an error message about the link not working, right-click the **Accept invitation** link, select **Copy link location**, open a new window in Incognito (private) mode, and paste the copied URL into the address bar.



Create your Intuit account by entering your email address and name and creating a password.

If you already have an Intuit account, simply sign in.

This is a screenshot of the Intuit 'Create your account' form. The form has a header with the Intuit logo and 'quickbooks' and 'turbotax' logos. Below the header, it says 'Create your account' and 'Already have an account? Sign in'. The form fields include 'Email address (will be used as your user ID)', 'Confirm email', 'First name', 'Last name', 'Phone (Recommended)', and 'Password'. To the right of the form, there is a box titled 'You'll use this as your user ID' which says 'Your QuickBooks Online plan: QuickBooks Online Plus' and 'Free for 12 Months with voucher: WBH23JMR975ANW'. Below this box, it lists features: 'Track inventory' and 'Access data from all your devices'. At the bottom of the form, there is a green button labeled 'Create Account'. Below the button, it says 'By clicking Create Account, you're agreeing to our Terms of Service and have read and acknowledge our Privacy Statement'. At the very bottom, there is a link for 'Important pricing terms and conditions'.

STEP 4—Answer the informational questions that appear in the next set of screens.

General information needs to be entered in the screens showing in QBO. At this time, we are seeing two versions of the setup questions. The questions may not appear in this same order, so you may have to look through the screens below to find what screen you have. We tried to provide both versions here. For screens that are similar, we have placed them side-by-side.

Tell us about your business or What's your business name? and What does your business do?

1. Tell us about your business.

Everyone needs something a little different from QuickBooks. Let's get to know what you need so we can tailor things to fit you. You can change your info anytime in Settings.

Legal business name

Enter either:
Your Name Math Revealed!
or
Your Name Salish Software Solutions

Industry

1 Type in Professional Services
2 Select "Can't find one that fits? Use Professional Services" from the dropdown

☐ I've been using QuickBooks Desktop and want to bring in my data.

Next

Legal business name: Enter as *Your Name Company Name*. (Use your real name. For example, if Sophie Smith's instructor assigned Math Revealed! for homework, she would enter Sophie Smith's Math Revealed! as the company name.)

Industry: Enter "Professional services". You may see **Can't find one that fits? Use 'Professional services'** in a dropdown menu.

Select **Next**.

SET UP QUICKBOOKS

What's your business name?

We'll use this to get you started in QuickBooks.

Legal business name

Enter either:
Your Name Math Revealed!
or
Your Name Salish Software Solutions

☐ I use QuickBooks Desktop and want to bring in my data.

Back Next

Enter as *Your Name Company Name*. (Use your real name. For example, if Sophie Smith's instructor assigned Math Revealed! for homework, she would enter Sophie Smith's Math Revealed! as the company name.)

Select **Next**.

What does your business do?

Start typing and select the option that fits best.

Industry

Professional Services

All other professional, scientific, and technical services

Professional organizations

Professional employer organizations

Colleges, universities, and professional schools

Professional and management development training

Other professional equipment and supplies merchant wholesalers

Other similar organizations (except business, professional, labor, and political organizations)

Payroll services

Back Next

Select **All other professional, scientific, and other technical services**.
Select **Next**.

What would you like to do in QuickBooks? or What is everything you want to set up?

2. What would you like to do in QuickBooks?
This is just to get you started. You can always do more later.

<input checked="" type="checkbox"/> Send and track invoices	<input checked="" type="checkbox"/> Organize your expenses	<input checked="" type="checkbox"/> Manage your inventory	<input checked="" type="checkbox"/> Track your retail sales
<input checked="" type="checkbox"/> Track your bills	<input checked="" type="checkbox"/> Track your sales tax	<input type="checkbox"/> Pay your employees	<input checked="" type="checkbox"/> Track hours

Select all boxes except **Pay your employees**.

Select **Next**.

SET UP QUICKBOOKS

What is everything you want to set up?
Your choices help build your setup guide. ~~You can still use every part of QuickBooks.~~

<input checked="" type="checkbox"/> Accept online payments	<input checked="" type="checkbox"/> Invoice customers ✓
<input checked="" type="checkbox"/> Enter and pay bills ✓	<input checked="" type="checkbox"/> Track receipts and bills ✓
<input checked="" type="checkbox"/> Track time ✓	<input type="checkbox"/> Pay employees or contractors
<input checked="" type="checkbox"/> Manage inventory ✓	<input checked="" type="checkbox"/> Add sales ✓
<input type="checkbox"/> Protect my business with insurance	<input checked="" type="checkbox"/> Manage sales tax ✓

Select all boxes except **Accept online payments** and **Pay employees or contractors**.

Select **Finish**.

Do you have employees? or Who helps you run your business?

3. Do you have employees?

Three selection options are shown, each with a circular icon:

- Yes**: Icon with a green checkmark.
- No**: Icon with a green 'X'. This option is highlighted with a red border.
- No, but I'm thinking of hiring**: Icon with a green question mark.

At the bottom are two buttons: **Back** and **Next**. The **Next** button is highlighted with a red border.

Select **No**.

Select **Next**.

Who helps you run your business?

Help us understand who is part of your team. Select all that apply.

Five selection options are shown, each with a circular icon:

- I fly solo**: Icon with a green checkmark. This option is highlighted with a red border.
- Employees**: Icon with three people.
- Contractors**: Icon with a briefcase.
- Other partners or owners**: Icon with two people.
- I plan to hire in the near future**: Icon with a clock and calendar.

At the bottom are two buttons: **Back** and **Next**. The **Next** button is highlighted with a red border.

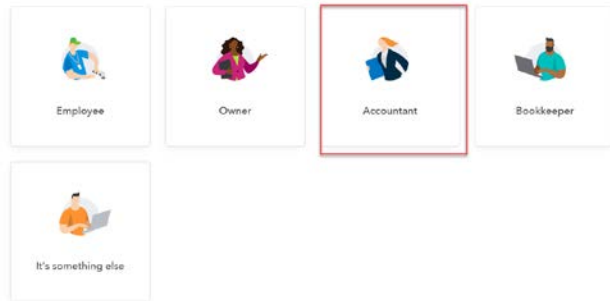
Select **I fly solo**.

Select **Next**.

What's your role at your business? or What's your role at "Your Company Name"?

4. What's your role at your business?

We'll use this info to help personalize your QuickBooks. You can always change it later in Settings.

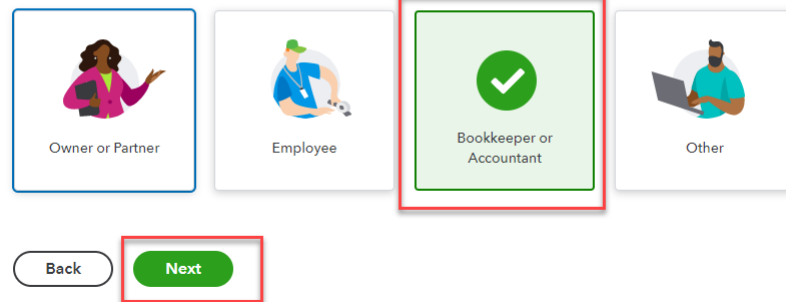


Select **Accountant**.

Select **Next**.

What's your role at [Your Company Name]?

We'll customize QuickBooks based on your answer.




Select **Bookkeeper or Accountant**.


Select **Next**.


What kind of business is this?


5. What kind of business is this?


Tell us about your business structure. We use this to help organize your transactions.


Sole Proprietor


Partnership


Corporation


Non-profit organization


I'm not sure

Select **Corporation**.

Select **Next**.

What kind of business is this?

Tell us about your business structure. We use this to help categorize your transactions.


Sole proprietor


Partnership


Corporation


Non-profit organization


I'm not sure

Back

Next

Select **Corporation**.Select **Next**.

How does your business make money? NOTE: You may not see a similar question in your setup.

6. How does your business make money?
We tailor your accounting categories based on your answer. Select all that apply.

☐ I sell products ☒ I provide services ☐ Something else

Select **I provide services** and **I sell products**.

Select **Next**.

How do you want to track income and expenses? or an option to **Link your accounts and see everything in one place**

7. How do you want to track income and expenses?
Linking your bank and credit card accounts is the best way to stay organized. Your transactions update regularly to keep your books up to date.

☐ Automatically with linked accounts ☒ Manually add transactions

You got it. Entering transactions by hand takes longer, but you can always link accounts later.

Select **Manually add transactions**.

Select **All set**.

Link your accounts and see everything in one place

QuickBooks will automatically bring in transactions and save hours of manual entry.

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

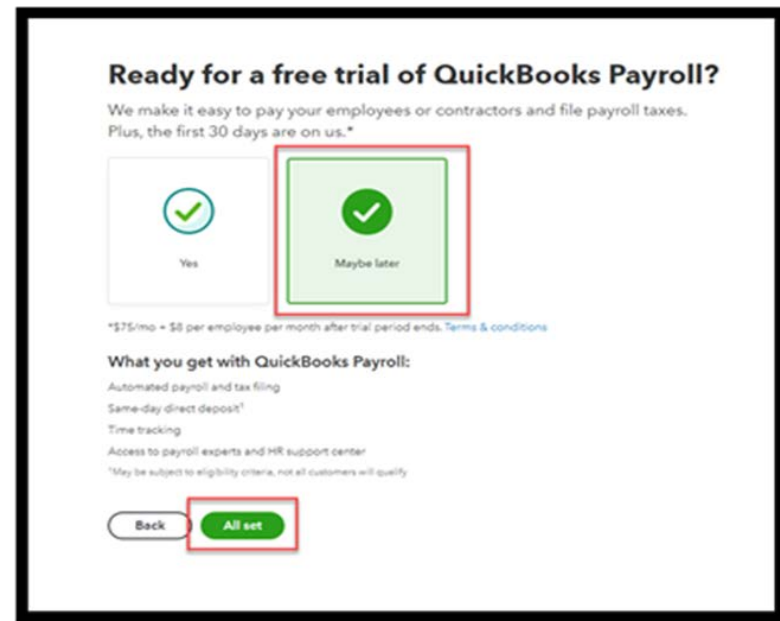
CASH FLOW
6 months
\$10,000
Current cash balance

TODAY

Month	Money in	Money out
JUL	\$10K	\$5K
AUG	\$10K	\$5K
SEP	\$15K	\$10K
OCT	\$15K	\$10K
NOV	\$10K	\$5K
DEC	\$10K	\$5K

Select **Skip for now**. We do not have any real bank accounts to link.

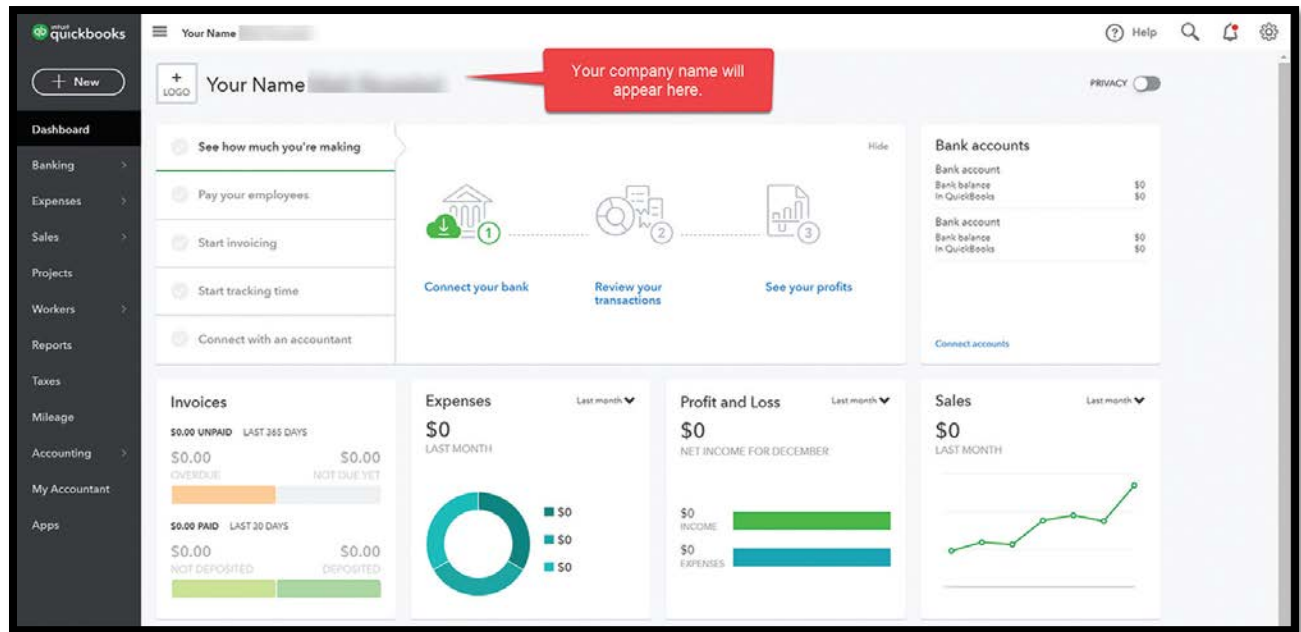
Ready for a free trial of QuickBooks Payroll? NOTE: You may not see a similar question in your setup.



Select [Skip for now](#). We do not have any real bank accounts to link.
S
elect [All set](#).

You now have a company file!

You may be offered a 30-second tour. Click [Let's go](#) to take the tour or click the **X** in the top right corner of the box to skip it.



Continue to **Step 5** in your textbook to complete your setup (Pg. 2-16)

NOTE: You may initially see your email address in the company name area of the [Dashboard](#). Once some of the settings are changed in Step 5, the name will be updated.