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# Getting Started

Quick tips to get you up and running

- Create and manage invoices
- Track expenses
- See how you're doing

QuickBooks  
Online

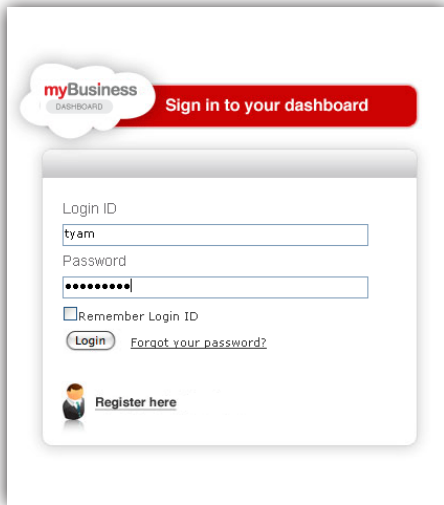
See inside to learn how you can get the most out of QuickBooks Online

# What's in this guide

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- 2** Create and manage invoices
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  - Customise your invoices
  - Add your logo
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# Get started easily



## Sign in from anywhere, anytime

Go to [mybusiness.singtel.com](http://mybusiness.singtel.com), click the Dashboard Login button, and simply enter your user ID and password to securely sign in to your account.



Access your account from any PC or Mac with an Internet connection whether you're at home, in the office, or at a client's site. It works on Internet Explorer, FireFox, Chrome for Mac and Windows, and Safari for Mac.\*

**TIP!** Add [mybusiness.singtel.com](http://mybusiness.singtel.com), click the Dashboard Login button, [mybusiness.singtel.com](http://mybusiness.singtel.com) to your browser bookmarks for faster access.

## Stay organised with all your finances in one place

Your homepage puts all of your key tasks and information at your fingertips.

Action items appear in your To Do List right away

Get to work quickly with just a click

See your recent transactions at a glance

\* QuickBooks Online requires a computer with either Microsoft Windows (XP, Vista, or Windows 7) or Mac OS 10.5 or later, an Internet connection (high-speed connection recommended), and at least Microsoft Internet Explorer 8, FireFox 4, Chrome, Safari 4.1.1 for Mac, or Safari 5.0.1 for Mac or Windows. Works on iPhone and Android OS. Mobile devices sold separately. Data plan required. Not all features are available on mobile versions of QuickBooks Online.

# Create and manage invoices



## Create an Invoice

### Easily create invoices and track payments

From your homepage, click “Create an Invoice” to create your own professional-looking invoices.

QuickBooks Online makes tracking payments easier than ever—with reports and the Customer Centre.

**TIP!** Use QuickBooks Online to automatically email invoices—with faster delivery you get paid faster.

Add your logo for a custom look

**Repair Everything and More**

Repair Everything and More  
123 Bukit Timah Street  
Singapore 250123  
P: 6123 4567 | M: 9876 5432  
joe@RepairEverything.com.sg  
IRAS Registration No.: 123456789X

**INVOICE**

DATE	INVOICE NO.
26/05/2010	827
TERMS	DUE DATE
Net 30	25/06/2010

**BILL TO**

Quality Gemstones  
12 Raffles Place  
Singapore 01003

**AMOUNT DUE** ENCLOSED

SS\$722.25

Please detach top portion and return with your payment.

Service	Activity	Quantity	Rate	GST	Amount
Sample Service	Sample Activity	2	225.00	7% SR	450.00
Sample Service	Sample Activity	1	225.00	7% SR	225.00
	GST @ 7%				

**PMT METHOD**

Cash

	Amount
SUBTOTAL	SS\$675.00
GST TOTAL	SS\$47.25
TOTAL	SS\$722.25

See terms, due dates and invoice details clearly organised

GST and deposits are instantly calculated for you

Customise the details of your invoice based on your business

Every invoice is automatically tracked, so you know who owes money and who has paid



You can import your entire customer list automatically from:

- Microsoft Excel
- Microsoft Outlook
- Gmail
- Yahoo! Mail

### Importing customers who use a foreign currency?

We recommend you turn on multicurrency **before** you create or import your customers. See Page 9.

**Note:** Multicurrency is available only in QuickBooks Online Essentials and QuickBooks Online Plus.

[Click here](#) to learn more about importing items.

# Create and manage invoices

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## Create an invoice in a few easy steps

1. Select the **customer** you'd like to invoice. If it's your first customer, you'll be guided step by step.
2. Choose your payment **terms**. This is the date you'd like to be paid. The default is net 30 days.
3. Enter the **product or service** you're selling (e.g., design services).
4. Enter a **description** of the service or product for your customer (e.g., Graphic design for Jane's website).
5. Enter the **rate** or how much you've charged the customer.
6. Choose an **income account** which categorises your receivables (the money coming in to your business).

## Customise your invoices to fit your business

You can easily customise our standard invoices to fit your business needs. Want to add discounts, show quantities, or automatically include GST on your invoices? No problem.

Just click the "customise" button on your invoice screen and discover how you can tailor the invoices to meet your specific needs.

## Add your logo for a professional look

Adding a logo is easy and it makes a standard invoice look even more professional.

To add your logo, go to the **Customers** menu and select **Customise Printed Forms**.

Customise

Click "Customise" on the invoice form to tailor our standard invoices.



Repair Everything and More  
123 Bukit Timah Street  
Singapore 250123

Give your invoices a professional touch by adding your logo.

# Track inventory and quantity on hand

## Know when to order new stock

Use Inventory Tracking to keep track of items you have in stock. When you purchase a product for resale, QuickBooks increases the quantity on hand. And when you sell it, the quantity goes down.

**TIP:** You can import your entire Products and Services list from Microsoft Excel.

## Turning on Inventory Tracking

You have to turn on Inventory Tracking in your company to see product quantities. In the **Company** tab, go to **Preferences**, then turn on the **Quantity on Hand** option.

To see how much of an item you have available, go to the **Customers** tab and open the **Products and Services** list.

The **Quantity On Hand** column shows how much of a product is left

Name	Description	Account	Price/Rate	Quantity On Hand
Design	Custom landscape design	Billable Expense Income	150.00	
Fountain	Garden rock fountain	Sales	275.00	8.00
Gardening	Weekly gardening service	Billable Expense Income	75.00	
Rocks	Garden rocks - 10kg bag	Sales	75.00	37.00
Sales		Sales		
Soil	Garden soil - 2kg bag	Sales	20.00	29.00
Trimming	Tree and shrub trimming	Billable Expense Income	50.00	

Edit a product to set the starting quantity

# Track expenses



## Know where you're spending money

QuickBooks Online will keep track of each cheque, credit card transaction, and cash purchase so you can understand where your money is going.

With everything in one place, you'll be able to access all past payments for each supplier with just a few clicks. If you have Essentials or Plus, you can access bills for each supplier too.

**TIP!** You can easily customise the account categories to track what's important to your business.

## Entering your first expenses

For your first expense, QuickBooks Online will guide you through setting up your accounts (current, credit cards and cash).

You'll enter a balance for the date you want to start tracking your business. This date could be when you started your business, the first day of the year, or any other day you choose.

1 Choose the account for recording the expense

2 Enter the purchase date

4 Select the name of the supplier

3 Enter the purchase amount

The screenshot shows the 'Enter Cheque' form in QuickBooks Online. At the top, 'Bank Account' is set to 'Current' with a balance of '\$30,000.00'. The 'Cheque No.' is 320, the 'Date' is 15/10/10, and the 'Amount' is 500.00. The 'Pay to the Order of' field is set to 'Cathy Quon'. Below this is the address: 'Cathy Quon, Blk 35 Mandalay Road, #13-37 Mandalay Towers, Singapore 308215'. The 'Memo' field contains '2010 Tax Prep'. At the bottom, there is a table with columns 'No.', 'Account', 'Amount', 'GST', and 'Description'. The first row shows '1', 'Legal & Professional Fees', '500.00', and a dropdown arrow. A dropdown menu is open below the 'Account' field, listing various expense categories such as 'Legal & Professional Fees - Expense', 'Meals and Entertainment - Expense', 'Office Expenses - Expense', 'Promotional - Expense', 'Rent or Lease - Expense', 'Repair & Maintenance - Expense', 'Stationery & Printing - Expense', 'Supplies - Expense', and 'Taxes & Licenses - Expense'.

5 Choose an account to categorise the expense or money out

# Manage customers



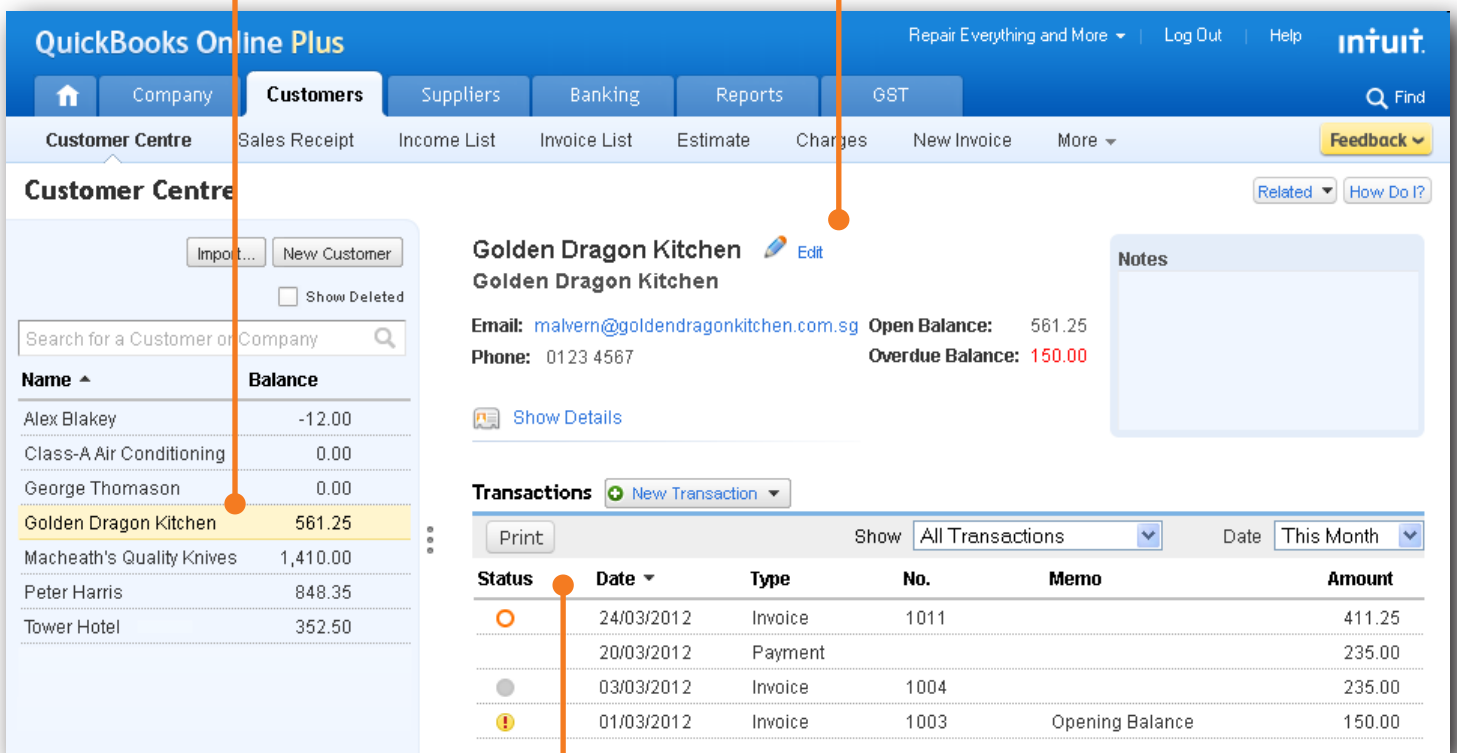
## See all the details in one spot

The Customer Centre makes it easy to see all of your customer details in one organised screen. See contact information, open invoices, and paid transactions at a glance.

**TIP!** Use the Notes box to enter any special instructions for each customer.

Select a customer to see a complete profile

Instantly see contact information for each customer



**Customer Centre**

Import... New Customer

Show Deleted

Search for a Customer or Company

Name	Balance
Alex Blakey	-12.00
Class-A Air Conditioning	0.00
George Thomason	0.00
<b>Golden Dragon Kitchen</b>	<b>561.25</b>
Macheath's Quality Knives	1,410.00
Peter Harris	848.35
Tower Hotel	352.50

**Golden Dragon Kitchen** Edit

Email: malvern@goldendragonkitchen.com.sg Open Balance: 561.25  
Phone: 0123 4567 Overdue Balance: 150.00

Show Details

Notes

Transactions New Transaction

Print Show All Transactions Date This Month

Status	Date	Type	No.	Memo	Amount
○	24/03/2012	Invoice	1011		411.25
	20/03/2012	Payment			235.00
●	03/03/2012	Invoice	1004		235.00
!	01/03/2012	Invoice	1003	Opening Balance	150.00

See open invoices and payments — click on any transaction to show the complete details



# Manage your bank accounts



## Staying on top of the details

The bank registers in QuickBooks Online make it much easier to manage your bank account.

Enter a cheque and the register is updated—automatically. Accept a payment on an invoice... and the register is updated. It's that easy.

**TIP!** Looking for a specific transaction? Click "Customise" to sort through transactions in seconds.

See your cheques, payments, and transactions all in one spot

Write custom memos or notes on individual transactions

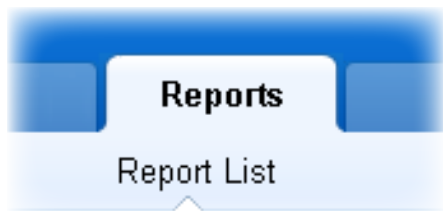
The screenshot shows the "Bank Register" interface in QuickBooks Online. The main window displays a table of transactions with columns for Date, Ref No., Payee, Type, Account, Memo, Payment, Deposit, Tax, and Balance. A "Customise Register" dialog box is open in the foreground, allowing users to sort transactions by date and show all transactions. The ending balance is shown as \$30,164.50.

Date	Ref No.	Payee	Type	Account	Memo	Payment	Deposit	Tax	Balance
15/09/2010			Deposit	Opening Balance Equity	Opening Balance		R 30,000.00		30,000.00
27/09/2010	87	SingTel	Cheque	-Split-	Phone bill	35.50		-Split-	29,964.50
27/09/2010							200.00		30,164.50

Quickly find specific transactions by sorting the register

QuickBooks Online keeps a running total—no math needed

# See how you're doing with instant reports



## Be ready at tax time

Gain insights into your business with the pre-designed, customisable business reports.

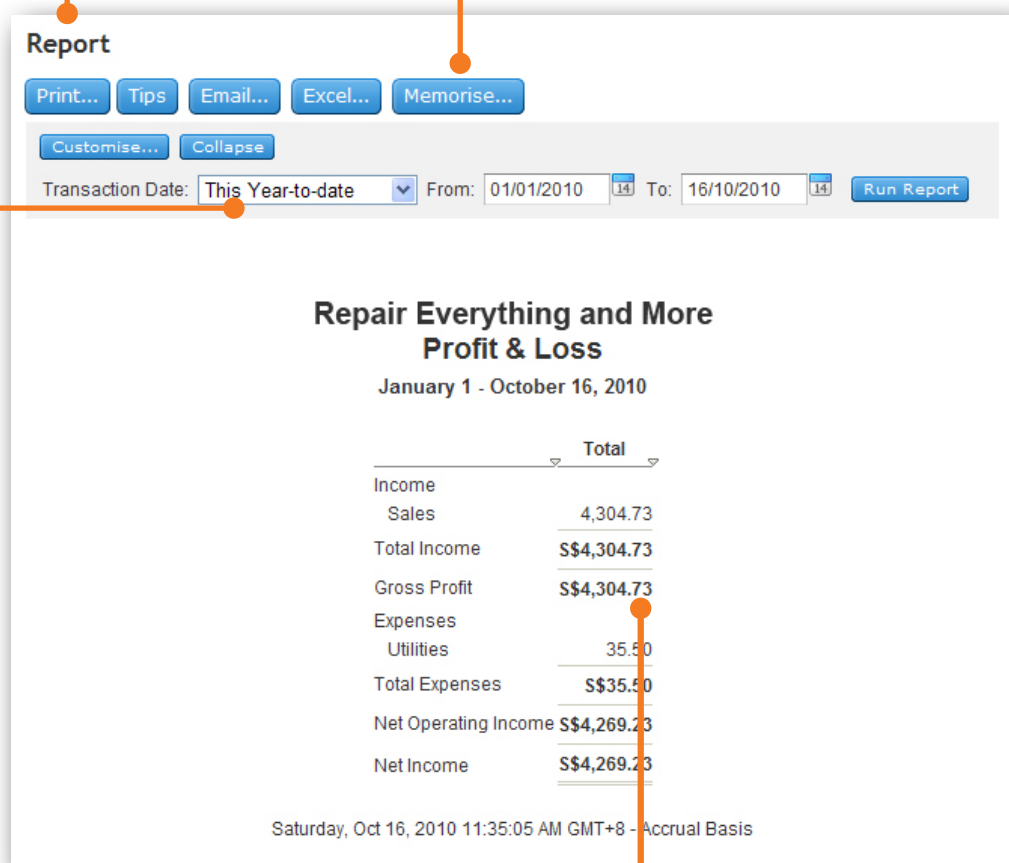
QuickBooks Online organises all the information you enter into easy-to-understand reports. You could save hours getting ready for tax returns with all your information in one place. Even better, your subscription includes free access for your accountant to make tax time easier.

**TIP!** One click on report totals lets you drill down to see the detail behind the numbers.

View instant, pre-designed reports with your information in one click

Memorise reports to have them automatically available for any given date range

Run reports for any date range including custom dates



Report

Print... Tips Email... Excel... Memorise...  
Customise... Collapse

Transaction Date: This Year-to-date From: 01/01/2010 To: 16/10/2010 Run Report

### Repair Everything and More Profit & Loss

January 1 - October 16, 2010

	Total
Income	
Sales	4,304.73
Total Income	<b>\$4,304.73</b>
Gross Profit	<b>\$4,304.73</b>
Expenses	
Utilities	35.50
Total Expenses	<b>\$35.50</b>
Net Operating Income	<b>\$4,269.23</b>
Net Income	<b>\$4,269.23</b>

Saturday, Oct 16, 2010 11:35:05 AM GMT+8 - Accrual Basis

Click on any amount to see the detail behind the number

# Manage and track GST

## Keep track of the GST you pay and collect

If you collect GST, QuickBooks Online helps automate your GST tracking so you can keep accurate records about the GST you collect from customers and pay to suppliers.

To manage your GST details, go to the **GST** menu and click **GST Centre** List.

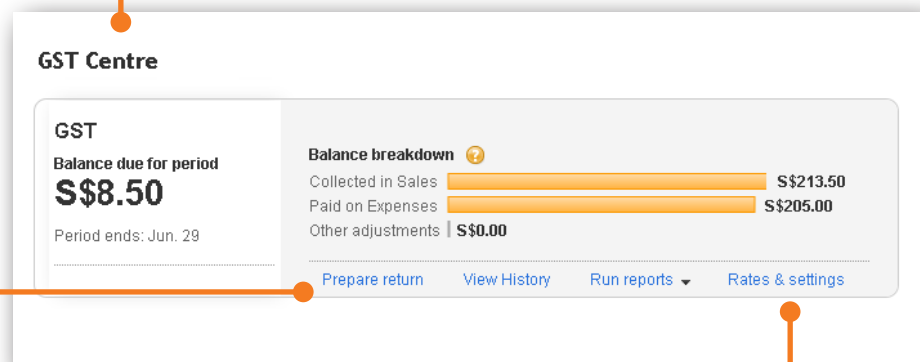
If this is your first time using GST with this company, click the **Set up GST** button to configure GST-related information. You can track GST using either a Standard GST or Cash accounting scheme.

Amount	GST
100.00	7% SR
	7% SR
	0% ZR
	0% ES33
	0% ESN33
	7% DS
	0% OS

After you turn on GST tracking, you can select the appropriate GST codes for each product and service in forms like invoices or bills.

You can return to the GST Centre at any time to view a snapshot of your GST history and prepare and file your GST return.

Click **Prepare return** to file GST returns quickly and easily. QuickBooks takes you through the filing process step by step.



Click **Rates & settings** to update your GST agency details and view information on GST codes and rates.

# Work in multiple currencies

## Track invoices and bills in foreign currencies

With the QuickBooks Online multicurrency feature, you can track transactions in more than one currency!

To turn on multicurrency:

1. From the **Company** tab, select **Currency Centre**.
2. Click **Set up currencies**.

You can assign a currency to new customers, new suppliers, and new bank, credit card, trade and other receivables, and trade and other payables accounts. (Things you've already added will continue to use your home currency.) Other account types, like income and expense accounts, always use your home currency.

**IMPORTANT!** Multicurrency affects many accounts and balances in your company file. Once you've turned on multicurrency, you cannot turn it off. Also, after you assign a currency to something (like customers and accounts), you cannot change it.

### Want to import customers or suppliers who use a foreign currency?

We recommend you turn on multicurrency **before** you create or import your customers and suppliers. Any you add before turning on multicurrency will use your home currency, which can't change.

**TIP!** When importing customers or suppliers from Outlook or Excel, QuickBooks highlights any whose Country does not match your home currency.

You can choose a different foreign currency for these customers before accepting the import.

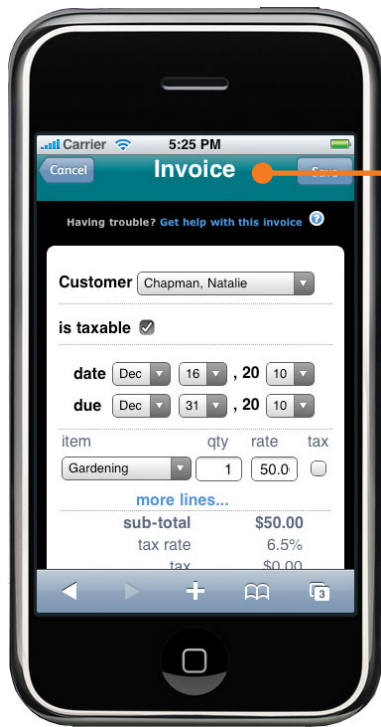
QuickBooks downloads new exchange rates hourly.

The screenshot shows the 'Currency Centre' page in QuickBooks Online Plus. At the top, there are navigation tabs: Company, Customers, Suppliers, Banking, Reports, and GST. Below these are sub-tabs: Chart of Accounts, Recurring Transactions, Preferences, Budgets, Currency Centre, and More. The main content area is titled 'Currency Centre' and contains a section 'Currency & Exchange Rates' with a '+ Add New' button. A table lists currencies with columns for 'Currency', 'Rate', and 'Last Updated'. The table includes rows for SGD (Singapore Dollar - Home Currency), GBP (British Pound Sterling), EUR (Euro), MYR (Malaysian Ringgit), and USD (US Dollar). A context menu is open over the USD row, showing options: 'Edit Currency', 'View Historical Rates', 'Home Currency Adjustment', and 'Delete Currency'. An orange arrow points from the text 'Add new currencies at the click of a button.' to the '+ Add New' button. Another orange arrow points from the text 'QuickBooks downloads new exchange rates hourly.' to the 'Rate' column header.

Currency	Rate	Last Updated
SGD Singapore Dollar - Home Currency	1.00	
GBP British Pound Sterling	2.071208	2/3/2011 07:00:58
EUR Euro	1.754232	2/3/2011 07:00:58
MYR Malaysian Ringgit	0.419604	2/3/2011 07:00:58
USD	1.273253	2/3/2011 07:00:58

Click a foreign currency for a list of possible actions. You can manually edit the exchange rate, view historical rates to see what the currency was worth on a previous date, and more.

# Go mobile



Send an invoice, see who owes you money, and track balances

## iPhone™ and Android access

No matter where you are, you're never far from the data you need to run your business. Our mobile feature adds one-touch access to your iPhone™ and Android devices so you can see and track your receivables, bank balances, customer contact information and more.

You can:

- Send an invoice
- Check who owes you money
- Track bank balances, customer contact info
- and more!

**TIP!** Open your mobile device's browser and sign in to QuickBooks Online just as you would from a desktop computer.

# Get more from QuickBooks Online

## Give your accountant or colleague access—for free

QuickBooks Online makes it easy to work with your accountant and connect with your partners. You can add your accountant as a user for no extra charge.

Here's how to add your accountant:

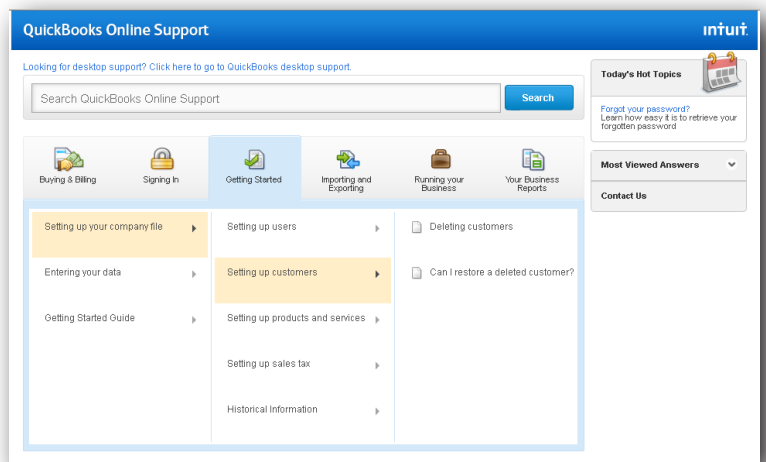
1. From the SingTel my Business Dashboard, on the left side of the screen, click **Users**.
2. In the top right corner of the Users window, click **Create New User**.

Save time by giving your accountant access. There's no need to gather papers and compile year-end reports when everything is in one spot.

## We're here for you every step of the way

With all the step-by-step help built in to QuickBooks Online, you may not need any help. But if you do, we've got you covered.

- **How Do I?**—From any screen in the product, click the **How Do I?** button in the top right corner and get targeted help for the task at hand.
- **Support Site**—From any screen, click the **Help** link at the top of the page to go to our support site. You can search our Frequently Asked Questions, or ask a question in our Live Community.



Getting help is easy with QuickBooks Online