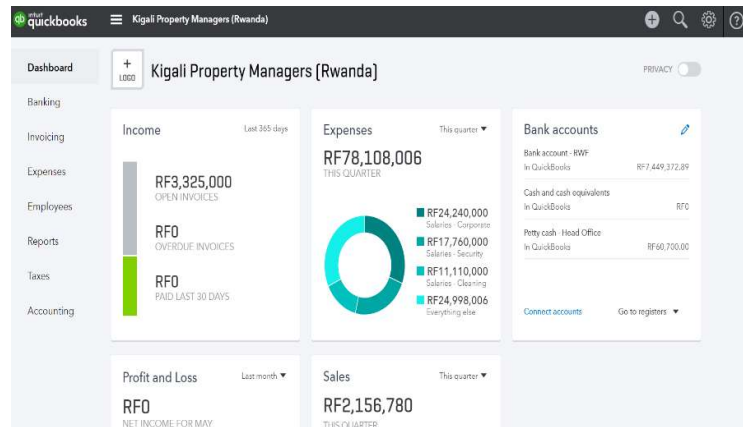


Introduction to QuickBooks Online (QBO) – Summary

Dashboard:

The **Dashboard** displays a summarised view of relevant information in a graphic mode. On the left side of the Dashboard screen, you have the following links:

1. **Banking:** displays your linked bank feeds and bank rules
2. **Invoicing:** shows transactions including Invoices, All Sales, Customers and Products and Services
3. **Expenses:** shows all purchase related transactions and supplier details
4. **Employees:** provides list of employees – many companies do not use this feature
5. **Reports:** provides access to the reports available in QuickBooks Online (financial statements, receivables, payables)
6. **Taxes:** provides access to tax reporting – only available in some countries (not available in most African countries yet)
7. **Accounting:** includes the Chart of Accounts and tools to reconcile your relevant bank accounts.



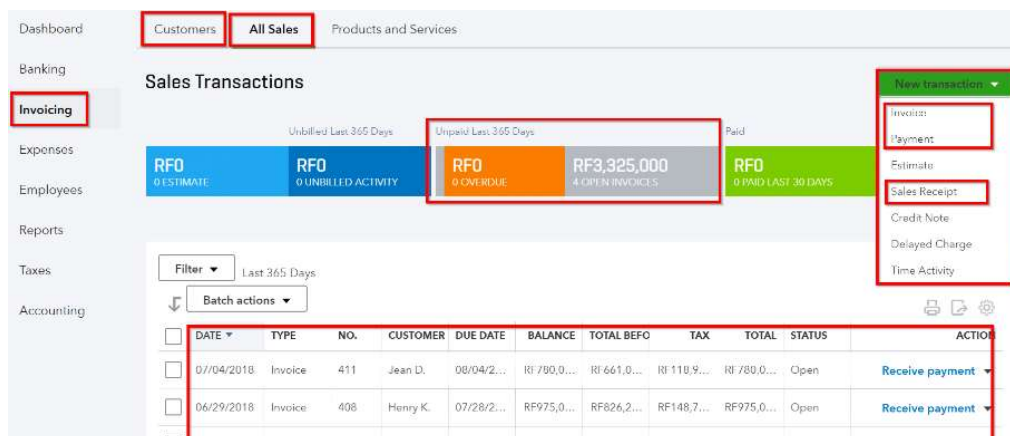
On the left side of the Dashboard screen, you have the following links:

1. **Create:** Shortcut to create transactions such as invoices, expenses, bills, transfers and journal entries.
2. **Search:** Feature to look up transactions by number, date, or amount.
3. **Settings:** Contains information about your account and settings. Here you can manage users, change currencies, add budgets.
4. **Help:** Feature to ask questions on topics you need assistance with.

Invoices and receiving payments:

Use the Invoicing screen to create invoices and estimates:

1. Click New Transaction, select Invoice (or Estimate, if you are creating an Estimate).
2. Populate all relevant data, ensuring it is accurate.
3. Click Save and Close, to register the Invoice (or Estimate).



DATE	TYPE	NO.	CUSTOMER	DUE DATE	BALANCE	TOTAL BEFO	TAX	TOTAL	STATUS	ACTION
07/04/2018	Invoice	411	Jean D.	08/04/2...	RF 780,0...	RF 661,0...	RF 110,9...	RF 780,0...	Open	Receive payment
06/29/2018	Invoice	408	Henry K.	07/28/2...	RF975,0...	RF826,2...	RF148,7...	RF975,0...	Open	Receive payment

Invoice

Invoice to: Apollo Properties Ltd. Send later Cancel

Billing address: Apollo Properties Ltd. Terms: Net 30 Invoice date: 07/08/2018 Due date: 08/07/2018

Amounts are: Include all Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT (RWF)	TAX
1	Cleaning service	Cleaning services for the month of July	1	600,000	600,000.00	0.00
2						

Subtotal: 600,000.00
 Includes VAT @ 18% on 508,474.58: 91,525.42
 Total: 600,000.00
 Balance due: 600,000.00

Cancel Clear Print or Preview Make recurring Customise Save Save and send

Use the Invoicing screen to record payments received:

1. Locate the Invoice that was paid, in the All Sales tab.
2. Under Action, click Receive payment.
3. Populate all relevant data, ensuring it is accurate.
4. Click Save and Close, to register the payment.

Receive Payment

Invoice ID: Find by invoice no. Send later Cancel

Payment date: 07/27/2018

Payment method: Cheque Balance no. Deposit to: Bank account - RWF Amount received: 780,000.00

Outstanding Transactions

INVOICE NO.	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
Invoice # 41 (07/04/2018)		08/04/2018	780,000.00	780,000.00	780,000.00

Amount to Apply: R780,000.00
 Amount to Credit: R0.00
Clear Payment

Sales Receipts:

Use the Invoicing screen when a customer makes a payment, without an invoice (i.e. when payment is received immediately for a good or service, like in a shop):

1. Click New Transaction, select Sales Receipt.
2. Populate all relevant data, ensuring it is accurate.
3. Click Save and Close, to register the Sales Receipt.

Entering bills and making payments:

Use the Expenses screen to enter bills:

1. Click New Transaction, select Bill.
2. Populate all relevant data, ensuring the details match exactly to the invoice provided by the vendor.
3. Click Save and Close, to register the Bill.

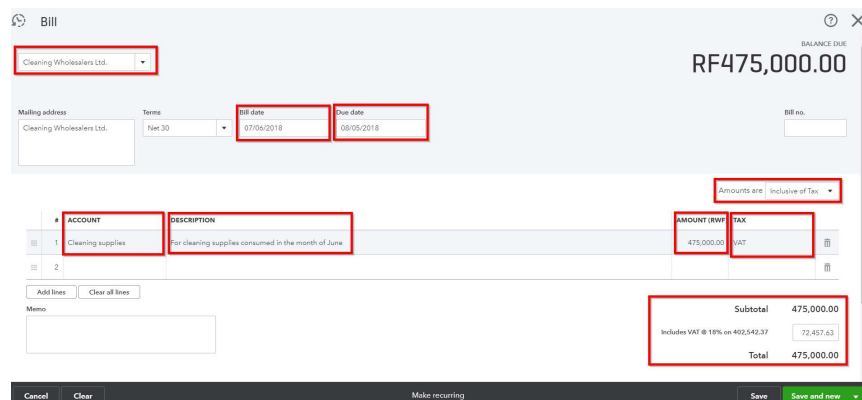
Expenses Suppliers

Expense Transactions

Filter: Last 365 Days

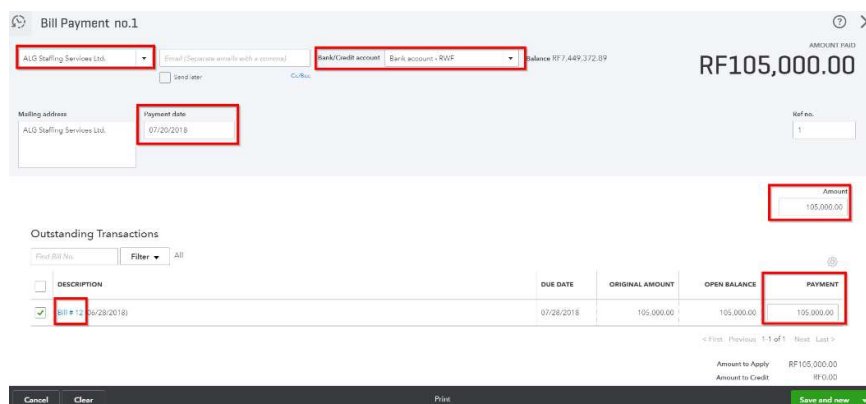
DATE	TYPE	NO.	PAIRED	CATEGORY	TOTAL BEFORE TAX	TAX	TOTAL	ACTION
06/28/2018	Bill	12	ALG Staffing Services...	Subcontractors	R88,983.05	R16,016.95	R105,000.00	Make payment
06/28/2018	Bill	13	Cleaning Wholesalers...	Cleaning supply	R602,843.37	R73,457.43	R676,300.80	Make payment
07/01/2018	Expense	19	MTN	Utilities, Telephc	R5,000.00	R0.00	R5,000.00	
07/01/2018	Expense	14	Moto	Motors & taxis	R1,500.00	R0.00	R1,500.00	
07/01/2018	Expense	38	RSA	Accrued experts	R10,000.00	R0.00	R10,000.00	
07/04/2018	Expense	20	MTN	Utilities, Telephc	R15,000.00	R0.00	R15,000.00	
07/04/2018	Expense	15	Moto	Motors & taxis	R1,500.00	R0.00	R1,500.00	
07/06/2018	Expense	21	Corner Shop	Minor Equipment	R3,898.31	R701.69	R4,600.00	
07/06/2018	Expense	22	Moto	Motors & taxis	R10,000.00	R0.00	R10,000.00	

New transaction
 Bill
 Expense
 Cheque
 Receipt/Deposit



Use the Expenses screen to record payments made to vendors:

1. Locate the Bill that is being paid, in the Expenses screen.
2. Under Action, click Make payment.
3. Populate all relevant data, ensuring it is accurate.
4. Click Save and Close, to register the payment.



Entering expenses (petty cash):

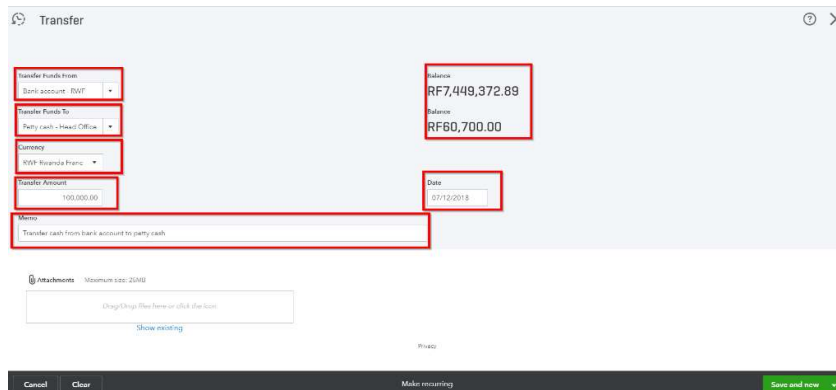
Use the Expenses screen when you make a payment, without a bill or invoice (i.e. when you make payment at the time of purchase and get a receipt from the vendor, like in a shop):

1. Click New Transaction, select Expense.
2. Populate all relevant data, ensuring the details match exactly to the receipt provided by the vendor.
3. Click Save and Close, to register the Expense.

Transfers:

Use the Create button, on the Dashboard screen to register internal transfers (from one company cash/bank account to another of the company's cash/bank accounts):

1. Click Create, select Transfer.
2. Populate all relevant data, ensuring the details match exactly to the transfer that was actually done.
3. Click Save and Close, to register the Transfer.



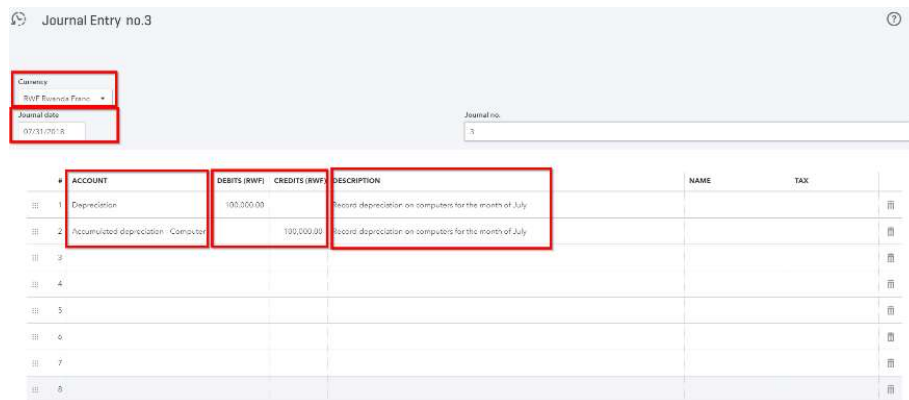
Manual journal entries:

Manual journal entries are required in certain circumstances, to record:

- Depreciation at the end of the period
- Prepaid expenses at the end of the period
- Accruals at the end of the period
- Deferred revenue
- Any adjustments or corrections of errors

Use the **Create** button, on the **Dashboard** screen to create manual journal entries:

1. Click **Create**, select **Journal Entry**.
2. Populate all relevant data, ensuring the accounts are correct, the debits and credits are correct, the description has enough detail and the journal entry balances.
3. Click **Save and Close**, to register the Journal Entry.



Reports:

Use the **Reports** screen to generate a number of reports from QBO:

1. Click on the report you'd like to generate and QuickBooks automatically generates the report.
2. Edit the dates and view to customize the report for your needs.
3. Export the report to Excel or PDF for analysis and distribution.

