

# QuickBooks Online Education Introduction

The Intuit Education Program is dedicated to empowering educators and students to advance their skills and expertise in accounting, tax, and entrepreneurship. Our program offers complimentary accounting and to students across Canada.

Our objectives for this course are to:

1. Help you gain a competitive edge with industry-recognized skills
2. Get hands-on experience in classroom lessons
3. Understand accounting principles brought to life in QuickBooks Online

## QuickBooks Cloud Accounting

To successfully run a business, you need to know exactly how much money you have and how much you owe. QuickBooks is easy-to-use cloud accounting software that organizes your accounting data including payroll, invoicing, and inventory tracking into one central accounting system in the cloud.

QuickBooks Online is a cloud accounting product. This means that your software and accounting data are hosted by Intuit. You'll access your software and accounting data using a web browser (see system requirements below for recommended web browsers)

### *QuickBooks Data Security*

QuickBooks uses advanced, industry-recognized security safeguards to keep all of your accounting data secure, private, and protected. It is accessible 24 hours per day, 7 days per week. Securely access and manage your books from your computer, laptop, tablet, or smartphone anytime you choose.

## System Requirements

- A computer with a supported web browser installed (see below). We recommend:
  - PC: 1 GHz computer with 256 MB of RAM running Windows 7 or later
  - Mac: Intel-based Mac running OS X 10.6 or later.
  - We do not support the Linux operating system, including Ubuntu or Fedora.
- A high-speed Internet connection (DSL, cable, T1).
- 1024x768 minimum screen resolution.

- For Windows users: Adobe Reader 7.0 or higher is required for printing forms (this is a free download [here](#)).
- For printing forms, a laser or inkjet printer is required. We do not support dot-matrix printers.

### **Supported Browsers for Windows:**

- Google Chrome (this browser automatically keeps itself updated).
- Mozilla Firefox (this browser automatically keeps itself updated).
- Microsoft Internet Explorer, version 10 or later (32-bit version recommended).



**NOTE** Please check with the browser's developer for its system requirements.

### **Supported Browsers for Mac OS X:**

- Apple Safari 6.1 or later.
- Google Chrome (this browser automatically keeps itself updated).
- Mozilla Firefox (this browser automatically keeps itself updated). To preview and print forms, you also need the Firefox PDF Plugin.



**NOTE** Please check with the browser's developer for its system requirements.

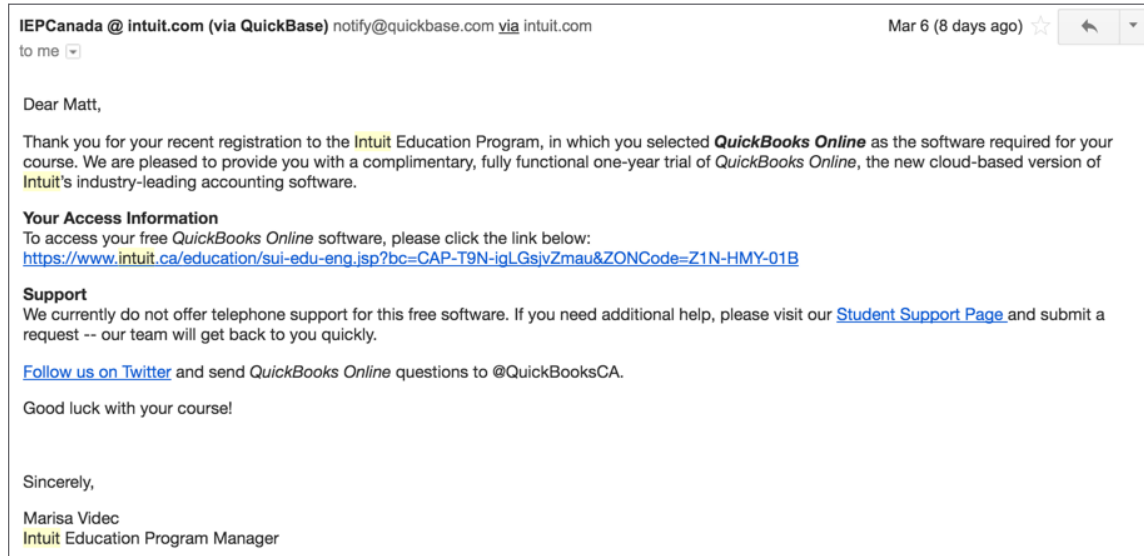
## **▶ Google Chrome**

To have the best experience possible, it's strongly recommended that you download, install, and use the Google Chrome web browser. Google Chrome works across all platforms and works seamlessly with QuickBooks Online. To download click [here](#).

## ▶ Sign Up for QuickBooks Online

After completing the sign for the QuickBooks Education program, you will receive an email with instructions on how to sign-up for QuickBooks Online.

1. Click the link in the email to start the setup process for your QuickBooks Online version.



2. QuickBooks opens the **Sign Up for QuickBooks** window.
3. Complete the information as required.
4. Click **Start Free Trial**.

qb intuit quickbooks Call Sales: 1-888-829-8589 M-F 9 a.m to 6.30 p.m EST

### Sign Up for QuickBooks

Already have an Intuit account? [Sign In](#)

Email Address (User ID)

First Name

Last Name

Phone (Recommended)

Standard call, messaging or data rates may apply.

Password

[Start Free Trial](#)

#### Your QuickBooks Plan

**QuickBooks Online Plus**

- Track inventory
- Share access with 5 users

[Compare All Plans](#)



**NOTE** As part of the Intuit Education program, you receive a free, 365-day trial version of QuickBooks Online Plus.

### Versions of QuickBooks Online

Before creating a QBO account it is important to look at the features and capabilities of the different versions of QuickBooks Online to ensure that your business' needs are accounted for. QBO has three subscription levels: Easy Start, Essentials and Plus. Each version operates in the same manner and employs the same user interface, but some features are only available in certain subscription levels. It is possible to change your subscription level after creating your account, but choosing the right account from the beginning can save you time.

QuickBooks Self-Employed	QuickBooks Online Small Business		
<p><b>Self-Employed</b></p> <p>\$9.99 /mo</p> <p><b>\$ 4.99 /mo</b></p> <p>Save 50% for the life of the subscription*</p> <p><b>Get App</b></p> <p>FREE 30 Day Trial</p> <ul style="list-style-type: none"> <li>Be ready for tax time with finances in one place</li> <li>Categorize as business or personal trips</li> <li>Track mileage automatically</li> <li>Create and send invoices on the go</li> <li>Manage and pay bills</li> <li>Snap and capture expense receipts</li> <li>Perfect for freelancers, contractors, self-employed workers and sole proprietors</li> </ul>	<p><b>EasyStart</b></p> <p>\$13 /mo</p> <p><b>\$ 10 /mo</b></p> <p>Save 20% for 12 months<sup>1</sup></p> <p><b>Buy Now</b></p> <p>FREE 30 Day Trial</p> <ul style="list-style-type: none"> <li>Track your income and expenses</li> <li>Send unlimited estimates and invoices on the go</li> <li>Download transactions from your bank and credit card accounts<sup>2</sup></li> <li>Access your data online from a PC, Mac, tablet, or smartphone<sup>3</sup></li> </ul>	<p><b>Essentials</b></p> <p>\$27 /mo</p> <p><b>\$ 18 /mo</b></p> <p>Save 30% for 12 months<sup>1</sup></p> <p><b>Buy Now</b></p> <p>FREE 30 Day Trial</p> <ul style="list-style-type: none"> <li>All of EasyStart features</li> <li>Manage and pay bills</li> <li>Control what your users can access</li> <li>Set up invoices to automatically bill on a recurring schedule</li> <li>Enter bills and schedule payments for later</li> </ul>	<p><b>Plus</b></p> <p>\$40 /mo</p> <p><b>\$ 24 /mo</b></p> <p>Save 40% for 12 months<sup>1</sup></p> <p><b>Buy Now</b></p> <p>FREE 30 Day Trial</p> <ul style="list-style-type: none"> <li>All of Essentials features</li> <li>Create and send purchase orders</li> <li>Track inventory</li> <li>Categorize your income and expenses using class tracking</li> <li>Create budgets to estimate future income and expenses</li> <li>Give employees and subcontractors limited access to enter time worked</li> <li>Track billable hours by customer</li> <li>Track sales and profitability for each of your locations</li> </ul>

After signing up for QuickBooks Online you're ready to proceed to Chapter 1 to complete the setup of your company file.