QuickBooks Online Mobile App

The new QuickBooks Online App helps you get more done, even when you're not in the office. You can create invoices and estimates, record expenses and payments, and issue sales receipts right from your mobile device. This QuickGuide will show you how to:

- Download the mobile app from iTunes or Google Play.
- Add customers.
- Create invoices.

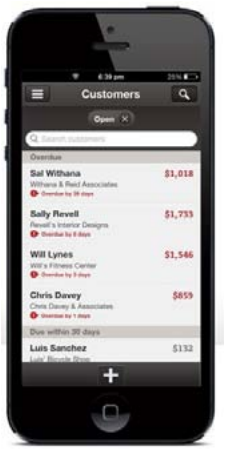
Make Mobile Part of QuickBooks Online

A powerful component of QuickBooks Online is the ability to use QuickBooks Online on mobile devices. You can download the mobile app from the iTunes store or the Google Play store.

Downloading the Mobile App

To download the mobile app you can visit the iTunes store to download the free QB application. You can also download the app from the Google Play store.

The QB app is a free app designed to help your clients who are on the go to capture and enter information on their mobile devices.



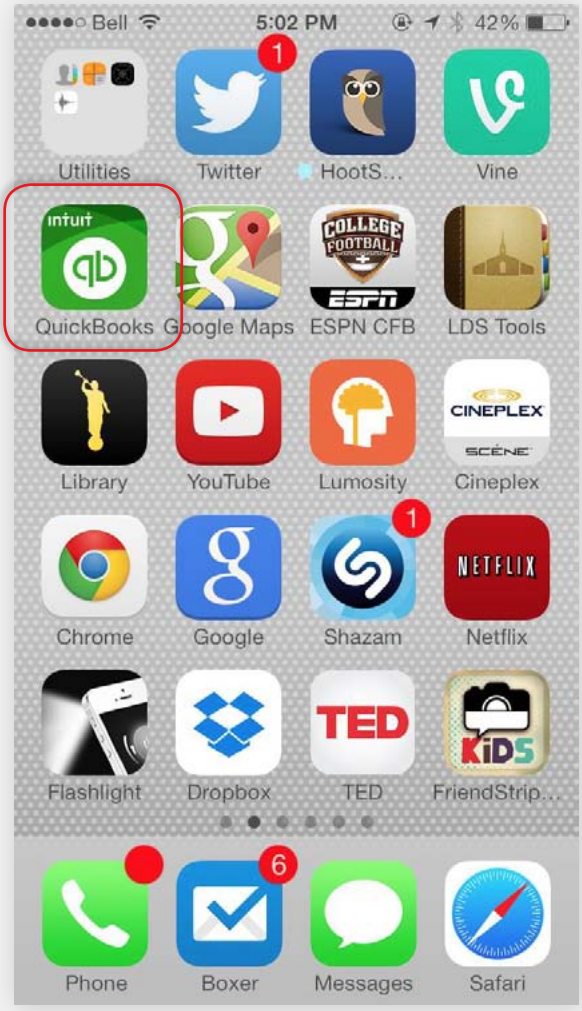


QuickBooks Online Mobile App

Accessing the QB IPhone App

After downloading the iPhone app from the iTunes store, you can access the app from your home screen.

1. Tap the **QuickBooks** app.
2. Enter your **User Name**.
3. Enter your **Password**.
4. Click **Sign In**.

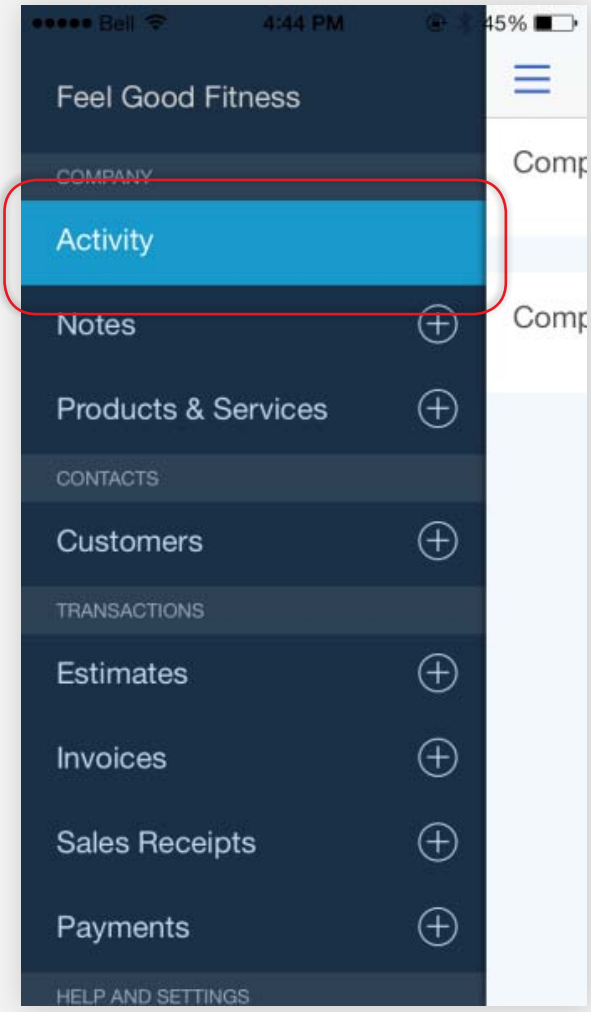


QuickBooks Online Mobile App

Navigating the QB iPhone App

After signing into the QBO mobile app there are several key features that you have access to. You can do the following activities:

- Add Customers.
- Add Notes.
- Add Products & Services.
- Add Suppliers & create expenses.
- Create Estimates, Sales Receipts, Invoices, & Customer Payments.

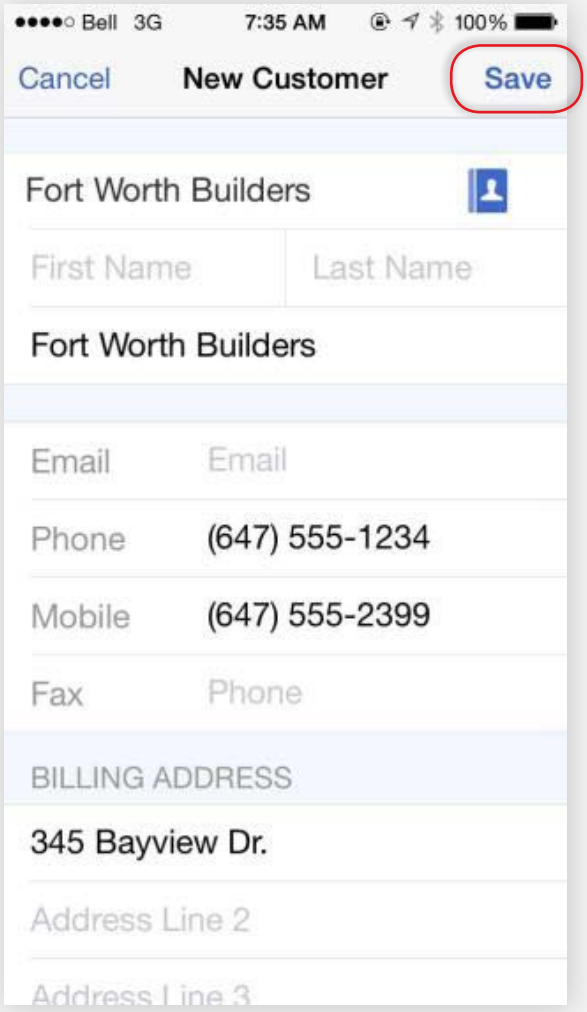


QuickBooks Online Mobile App

Adding Customers on the iPhone App

To add customers using the Quickbooks Online App:

1. Tap the **Customers +.**
2. Enter the Customer information.
3. Click **Save**.



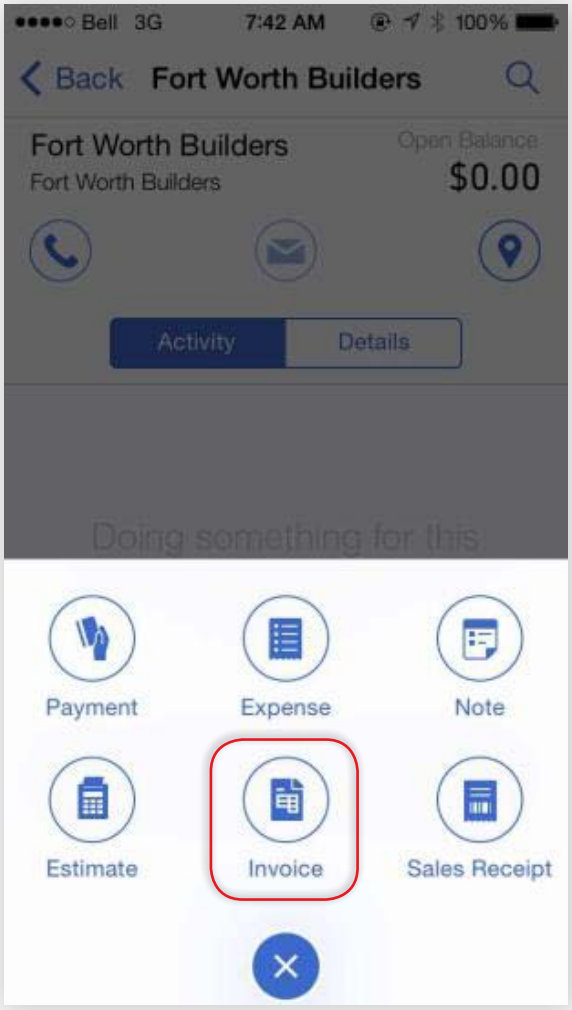
QuickBooks Online Mobile App

Create Invoices

1 From the Customer record, you can add transactions.

2 Tap the **+** symbol.

3 Tap **Invoice**.

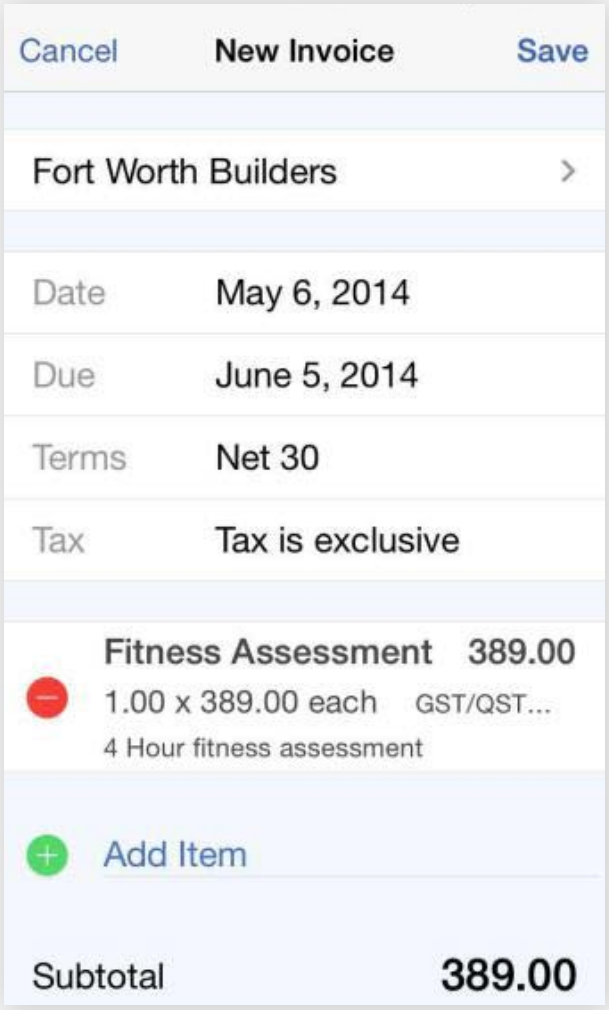


4 Enter the Invoice #, date, due date, and other information.

6 Tap **Add Item** to add products and services.

7 Choose the correct tax rates.

8 Click **Save**.


Cancel
New Invoice
Save
Fort Worth Builders
Date
May 6, 2014
Due
June 5, 2014
Terms
Net 30
Tax
Tax is exclusive
Fitness Assessment
389.00
1.00 x 389.00 each
GST/QST...
4 Hour fitness assessment
Add Item
Subtotal
389.00

QuickBooks Online Mobile App

Review the completed invoice after you click **Save**.

