

# CATHY CONIS, CPA

## QuickBooks Online Tutorial

First, let me welcome you to QuickBooks Online. It is a great cloud accounting system and I think you've made a great choice signing up for QuickBooks Online.

Start with [Getting around QuickBooks Online](#). This is a short video produced by QuickBooks online showing you a quick overview of how to move around the system and the different features.

If you ever want to look at a feature in more detail or play around in a sample system, here is a link to [QuickBooks Online Sample Company](#).

If you want to customize the look of your invoices or a variety of other features in QuickBooks Online. Simply click on "Company" and then "Preferences" on the drop-down menu.

### Bill a customer

View the [QuickBooks Online Tutorial](#) for information on how to bill a customer. Includes setting up a new customer, adding services or products, and shows you how to print or email invoices.

### Get Paid

View the [QuickBooks Online Tutorial](#) for information on how to accept payments from customers. Includes how to apply payments towards outstanding invoices.

### Make a Deposit

View the [QuickBooks Online Tutorial](#) for information on how to enter deposits.

### Write Checks

View the [QuickBooks Online Tutorial](#) for information on how to write checks. Includes how to print checks directly from your computer.

### Online Banking

View the [QuickBooks Online Tutorial](#) for information on how to use Online Banking. Online Banking automatically downloads transactions from your bank or credit card company. Sometimes, your financial institution will charge a monthly fee for you to access their information through this feature.

Includes a detailed explanation of the different options available to you when using this feature. I would suggest clicking "No Automation" or "I prefer to do the work myself", until you become familiar with the system and the coding of your expenses.