

New Company File Setup Screens (Condensed Versions)

Chapter 2 – Step 3

Several users have seen fewer setup questions when creating a new company file in QBO. In some cases, several questions are grouped together on a single screen. In the most condensed version, only three of the questions listed in Table 2A.1 of **STEP 3 – Answer the informational questions that appear in the next set of screens** appear:

- What's your business name? (or What do you call your business?)
 - Enter your name followed by the name of the company assigned by your instructor.
- How have you been managing your finances?
 - Click **Spreadsheets or pen & paper**.
- What's your main role at [Your company name]?
 - Click the option that includes the word **Accountant**.

Once those questions are answered, the final setup screen appears. (Figure 2.33 in your textbook for Math Revealed; Figure 2.59 for Salish Software).

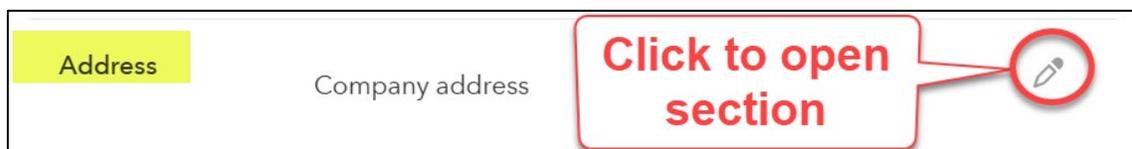
When fewer setup questions are asked, QBO does not have all the information necessary to automatically activate features you'll need to complete your homework. You'll need to activate those features manually as part of **STEP 4 – Change the settings**.

To do that, open **Account and settings** as instructed in STEP 4. Verify that the information in your company file matches the information in the following screenshots in your textbook:

- Math Revealed! - Figures 2.36, 2.37, and 2.38
- Salish Software Solutions - Figures 2.62, 2.63, and 2.64

Many of the fields will already match. Other fields require a simple change in option on dropdown menus.

Clicking the pencil icon opens sections for editing.



For example, clicking the pencil icon in the **Address** section of the **Company** tab opens additional fields.

Address

Company address
Address where your company is based. This address is used to calculate applicable taxes for your QBO subscriptions and is your default company address.

Street address
3835 Freeport Blvd

City
Sacramento

State
California

ZIP code
95822

NOTE: Intuit will verify that the address you type in is valid so make sure you use the address given.

Cancel Save

Here are a couple of hints for specific fields:

1. On the **Company** tab (Figure 2.36 for Math Revealed; Figure 2.62 for Salish Software), you'll need to enter "Professional services" in the **Industry** field.

Company type

Tax form
Corporation, one or more shareholders (Form 1120)

Industry

Professional services (Type in)

Custom Computer Programming Services

Colleges, Universities, and Professional Schools

Business, Professional, Labor, Political, and Similar Organizations

Document Preparation Services

Accounting, Tax Preparation, Bookkeeping, and Payroll Services

Religious, Grantmaking, Civic, Professional, and Similar Organizations

Teleproduction and Other Postproduction Services

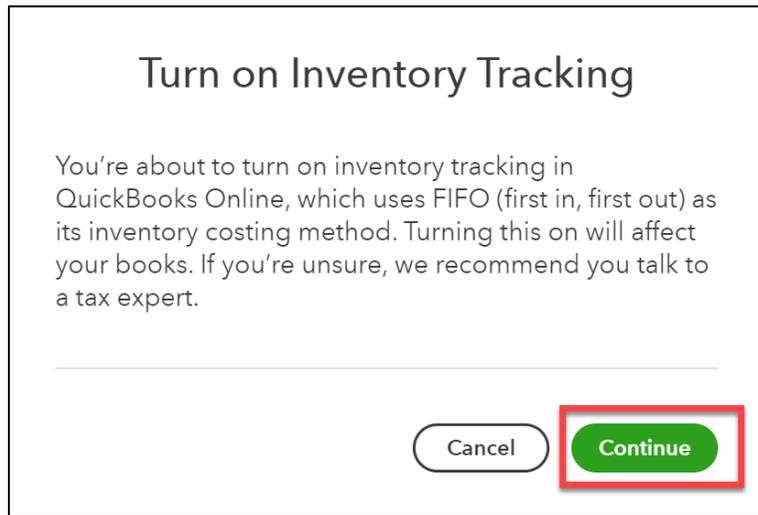
Data Processing, Hosting, and Related Services

Professional, Scientific, and Technical Services (Select from list)

Landscaping Services

A dropdown list will appear. Select **Professional, Scientific, and Technical Services**. (You may see "All other professional, scientific, and technical services" instead.)

2. On the **Sales** tab, you may see the following message when you switch **Track quantity and price/rate** to On. (Figure 2.37 for Math Revealed; Figure 2.63 for Salish Software)



Click **Continue**.