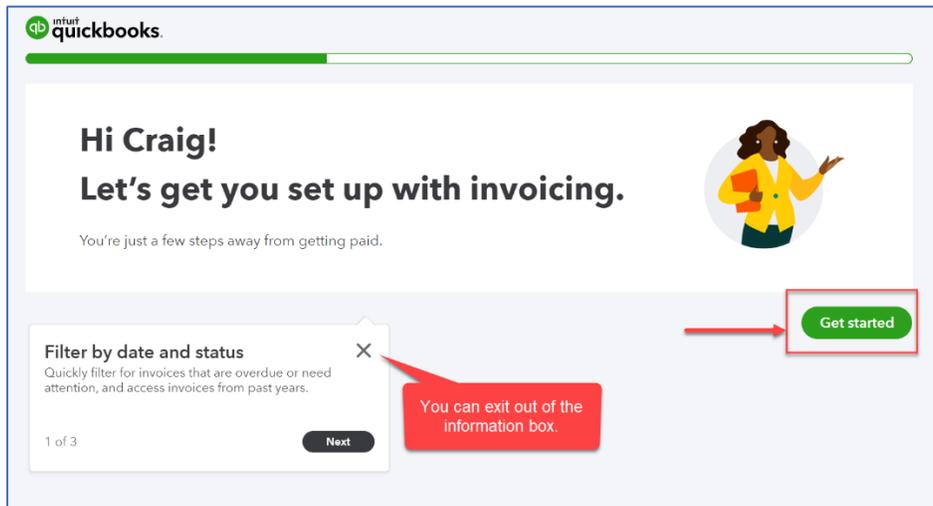


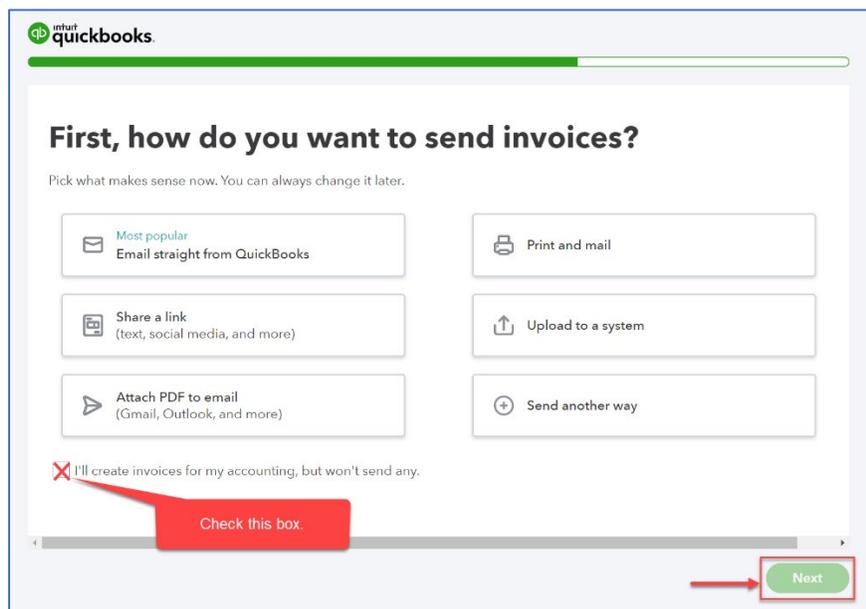
How to answer new setup questions related to invoicing

When you open the **Invoice** form for the first time, you may see a series of questions. The questions will be similar to the following:

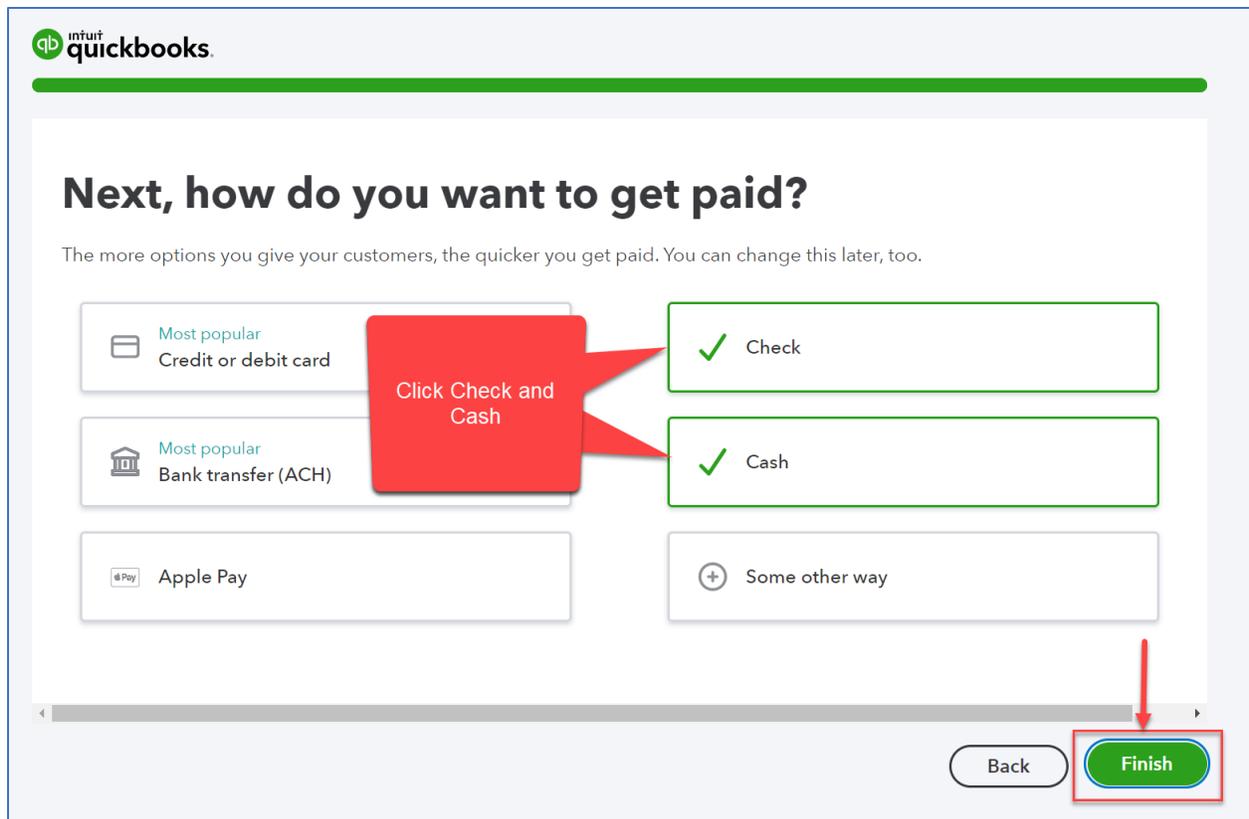


You can go ahead and exit out of any tips that appear in the information box.

Click **Get started**.



Check the box next to **I'll create invoices for my accounting, but won't send any**.



Check **Check** and **Cash**. Although you will be recording customer payments by credit card, you will not be using any of the automated features in QBO related to credit card payments.

Click **Finish**.

NOTE: Since the test drive resets every time you end a practice session, you will likely see these same questions multiple times when you're working in the test drive company! Patience is key when working with QBO.