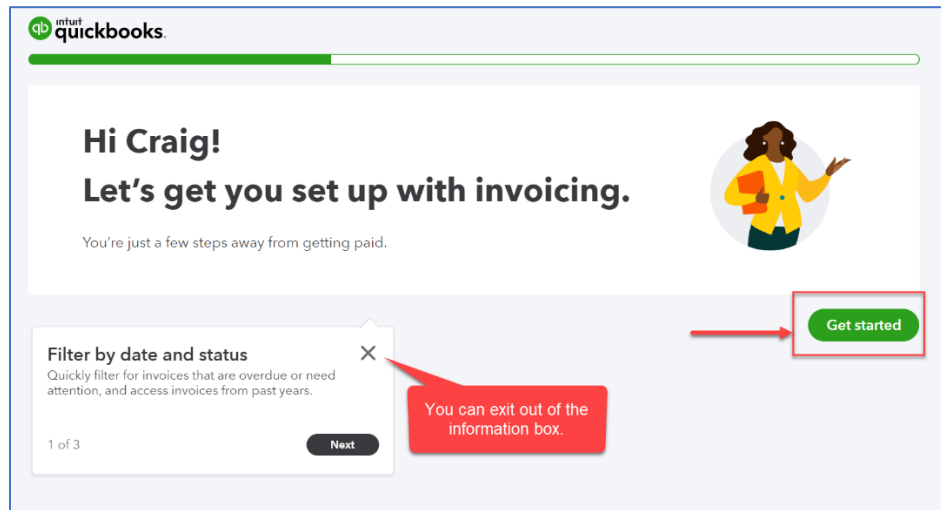


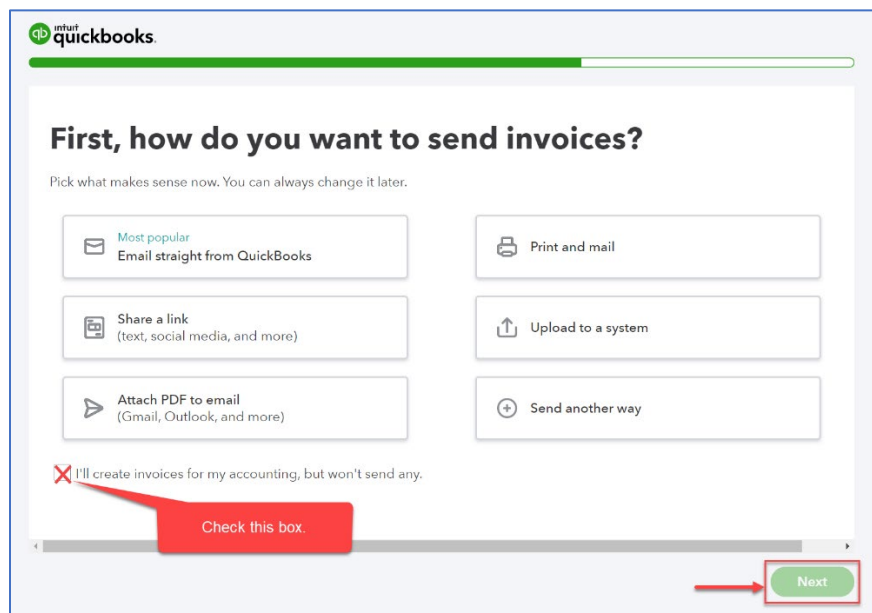
How to answer new setup questions related to invoicing

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**.

qb intuit quickbooks.

Next, how do you want to get paid?

The more options you give your customers, the quicker you get paid. You can change this later, too.

Most popular
Credit or debit card

Most popular
Bank transfer (ACH)

Apple Pay

✓ Check

✓ Cash

+ Some other way

Click Check and Cash

Back Finish

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.