

Guide: Using QuickBooks Online to make DBL actionable

We'll cover four buckets of activities in QuickBooks Online to integrate DBL into your accounting system:

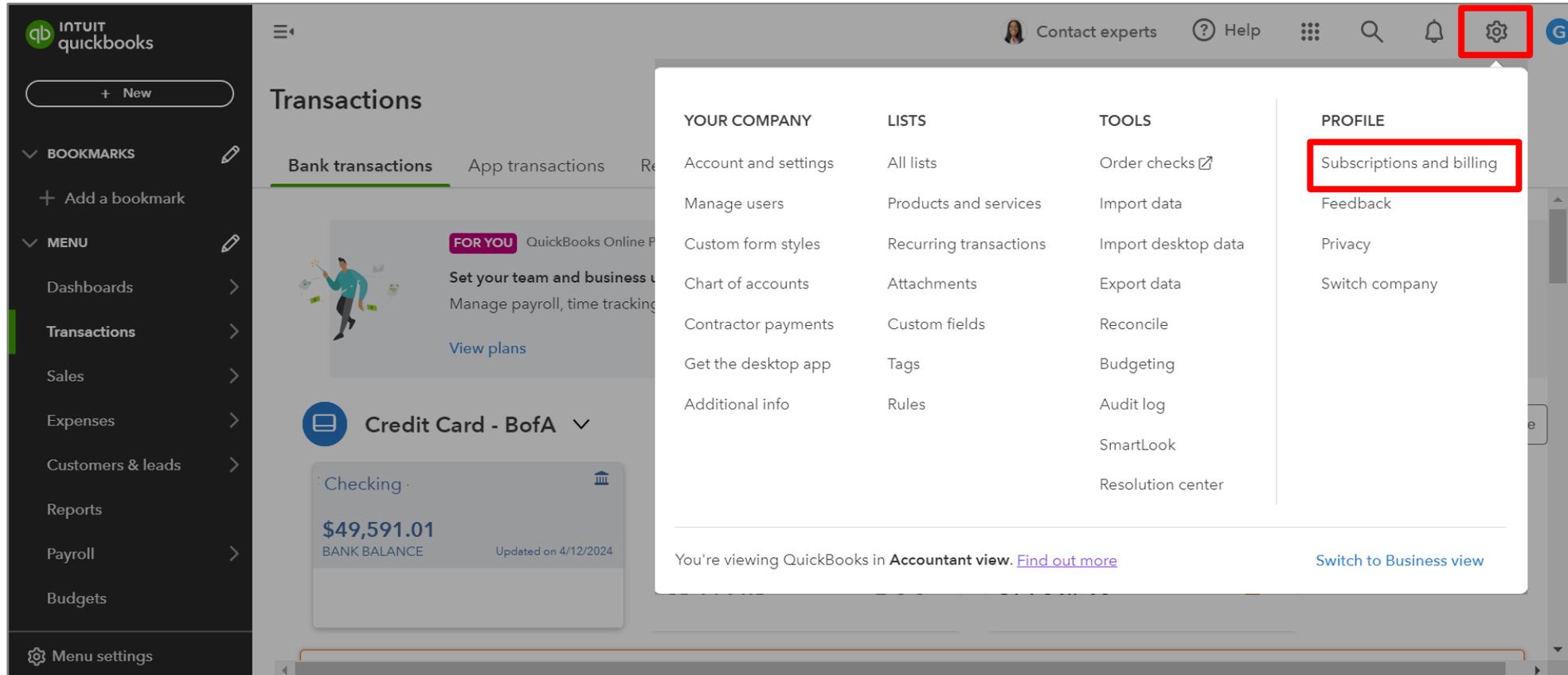
1. Verify that you have the required subscription level in QuickBooks Online
2. Configure lists to enable DBL accounting
3. Categorize transactions
4. Access and configure reports

(1) Verify that you have the required subscription level in QuickBooks Online



(I) Verify that you have the required subscription level in QuickBooks Online

- Select the gear icon in the upper right-hand corner
- Select “Subscriptions and billing”



The screenshot displays the QuickBooks Online interface. On the left is a dark sidebar with a 'MENU' section containing options like Dashboards, Transactions, Sales, Expenses, Customers & leads, Reports, Payroll, and Budgets. At the bottom of the sidebar is a 'Menu settings' option with a gear icon. The main content area shows the 'Transactions' page with a 'Bank transactions' tab selected. A 'FOR YOU' card is visible, along with a 'Credit Card - BofA' section showing a 'Checking' account with a balance of '\$49,591.01'. In the top right corner, a gear icon is highlighted with a red box. A settings menu is open, showing categories: 'YOUR COMPANY', 'LISTS', 'TOOLS', and 'PROFILE'. The 'Subscriptions and billing' option under the 'PROFILE' category is highlighted with a red box. At the bottom of the settings menu, it indicates 'You're viewing QuickBooks in Accountant view' and provides a link to 'Find out more' and a 'Switch to Business view' button.

(I) Verify that you have the required subscription level in QuickBooks Online

- On the next page you will see your organization's subscription level
- This must be either "Plus" or "Advanced" in order for this method to work

The screenshot displays the QuickBooks Online interface for subscription management. On the left is a dark sidebar with the 'qb INTUIT quickbooks' logo and a '+ New' button. Below are sections for 'BOOKMARKS' and 'MENU' with various navigation options. The main content area shows subscription details. At the top, there are links for 'Company ID', 'Payment Method', and a question 'Allow billing transfer to your accountant?'. Two subscription cards are visible: 'QuickBooks Plus' (highlighted with a red box) and 'Contractor Payments & 1099 filing'. Both show a price per month, a 'SUBSCRIBED' status, and a next charge date of 04/16/2024. The 'QuickBooks Plus' card lists a price of \$90/mo plus applicable taxes and offers links for 'View payment history', 'Downgrade your plan', 'Cancel subscription', 'Upgrade your plan', and 'Switch to annual billing'. The 'Contractor Payments & 1099 filing' card lists a price of \$15/mo plus a \$2 estimated fee and applicable taxes, with links for 'View payment history', 'Cancel subscription', and 'Upgrade to Payroll'. The top right of the page includes user profile, 'Contact experts', 'Help', and various utility icons.

(2) Configure lists to enable DBL accounting

(2) Configure lists to enable DBL accounting

- Select the gear icon in the upper right-hand corner
- Select “Account and settings”

The screenshot displays the QuickBooks Online interface. In the top right corner, a gear icon (settings) is highlighted with a red box. A dropdown menu is open, showing the following categories and items:

YOUR COMPANY	LISTS	TOOLS	PROFILE
Account and settings (highlighted with a red box)	All lists	Order checks ↗	Subscriptions and billing
Manage users	Products and services	Import data	Feedback
Custom form styles	Recurring transactions	Import desktop data	Privacy
Chart of accounts	Attachments	Export data	Switch company
Contractor payments	Custom fields	Reconcile	
Get the desktop app	Tags	Budgeting	
Additional info	Rules	Audit log	
		SmartLook	
		Resolution center	

At the bottom of the menu, it states: "You're viewing QuickBooks in **Accountant view**. [Find out more](#) [Switch to Business view](#)".

(2) Configure lists to enable DBL accounting

- Along the left-hand side of the screen, click “Advanced”
- In the “Categories” section, find “Track Classes.” Click the pen or edit icon on the right-hand side of the screen

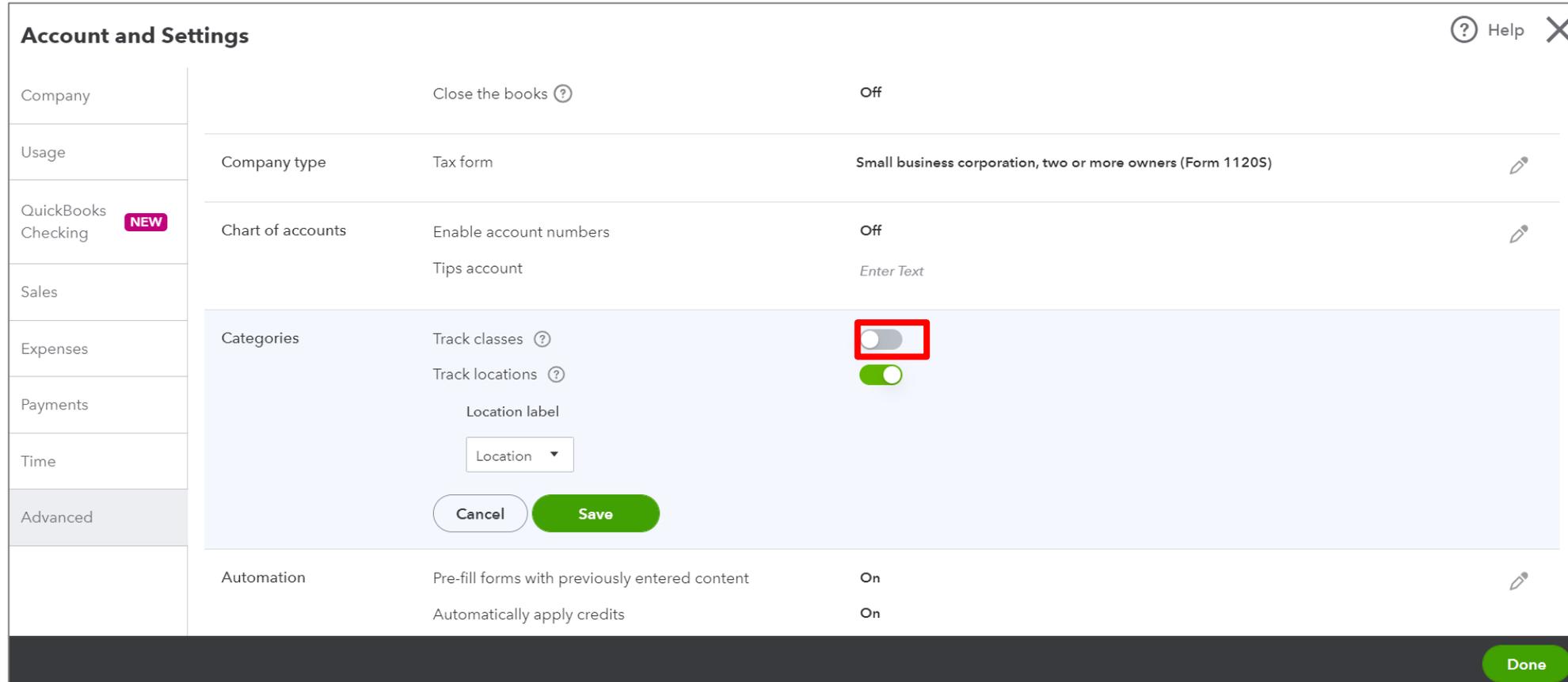
Account and Settings Help ✕

Company	Accounting	First month of fiscal year	January	
Usage		First month of income tax year	Same as fiscal year	
QuickBooks Checking NEW		Accounting method ?	Cash	
		Close the books ?	Off	
Sales	Company type	Tax form	Small business corporation, two or more owners (Form 1120S)	
Expenses	Chart of accounts	Enable account numbers	Off	
Payments		Tips account	Enter Text	
Time	Categories	Track classes	Off	
Advanced		Track locations	On	
	Automation	Pre-fill forms with previously entered content	On	
		Automatically apply credits	On	
		Automatically invoice unbilled activity	Off	

Done

(2) Configure lists to enable DBL accounting

- When the section expands, toggle the button next to “Track Classes” so that it is turned to the “On” position (you can tell it is “On” when the button turns **Green**)



The screenshot displays the 'Account and Settings' page. On the left is a navigation menu with categories: Company, Usage, QuickBooks Checking (marked with a 'NEW' badge), Sales, Expenses, Payments, Time, and Advanced. The main content area is divided into sections. The 'Categories' section is highlighted in light blue and contains the following settings:

- Track classes: A toggle switch is turned on (green) and is highlighted with a red box.
- Track locations: A toggle switch is turned on (green).
- Location label: A dropdown menu is set to 'Location'.

Below these settings are 'Cancel' and 'Save' buttons. Other settings visible include 'Close the books' (Off), 'Company type' (Small business corporation, two or more owners (Form 1120S)), 'Chart of accounts' (Enable account numbers: Off, Tips account: Enter Text), and 'Automation' (Pre-fill forms with previously entered content: On, Automatically apply credits: On). A 'Done' button is located at the bottom right of the interface.

(2) Configure lists to enable DBL accounting

- You'll see additional options appear. We recommend the below selections:
- Leave the “Warn me when a transaction isn't assigned a class” box blank
- Under “Assign classes,” select “One to each row in transaction”
- Click “Save”

The screenshot shows the 'Account and Settings' page with a sidebar on the left containing categories like Company, Usage, QuickBooks Checking (NEW), Sales, Expenses, Payments, Time, and Advanced. The main content area is titled 'Account and Settings' and contains several configuration sections. The 'Categories' section is highlighted in light blue and includes the following settings:

- Track classes** (toggle on)
- Warn me when a transaction isn't assigned a class
- Assign classes** (dropdown menu): One to each row in transaction
- Track locations** (toggle on)
- Location label** (dropdown menu): Location

At the bottom of the 'Categories' section are 'Cancel' and 'Save' buttons. A 'Done' button is located at the bottom right of the entire interface. Red boxes highlight the checkbox, the dropdown menu, and the 'Save' button.

(2) Configure lists to enable DBL accounting

- Verify that “Track classes” is now in the “On” position
- Select the “Done” button at the bottom of the screen

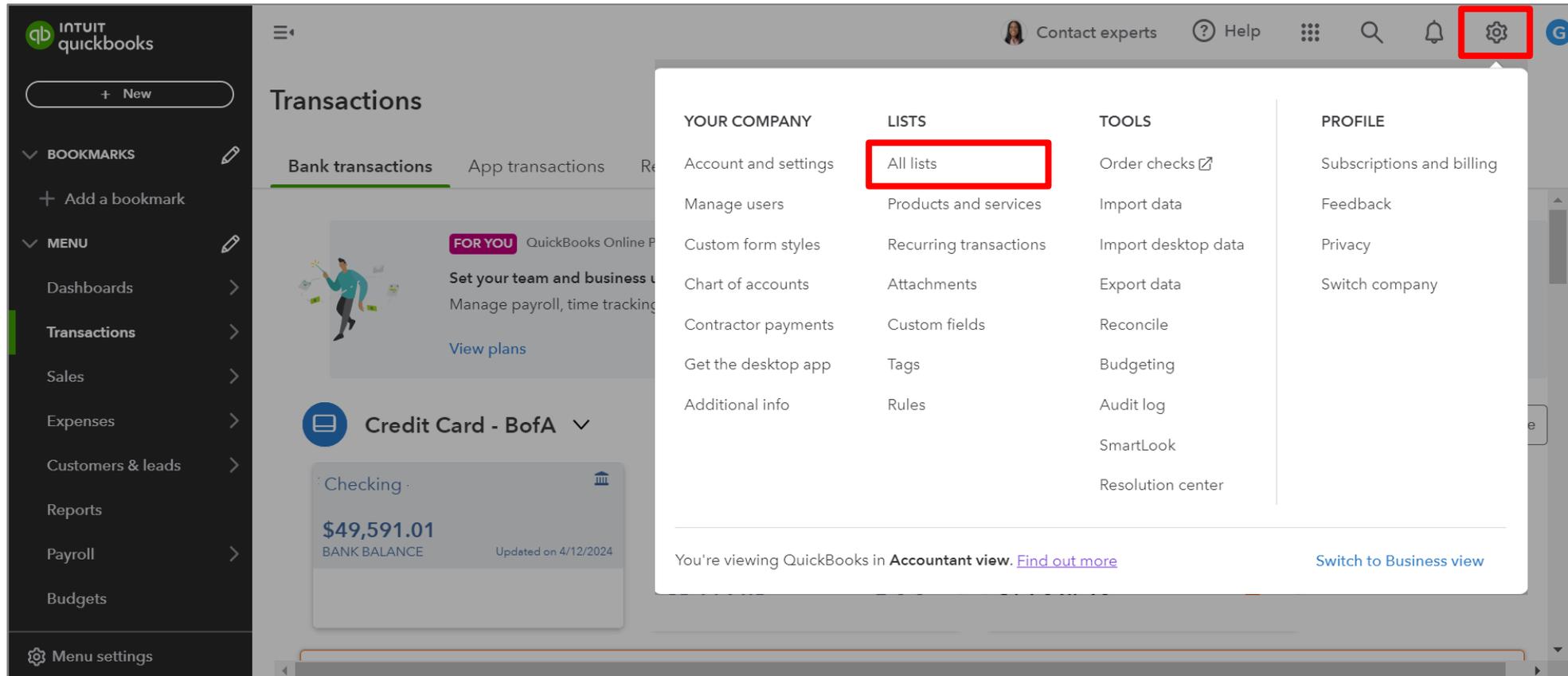
Account and Settings Help ✕

Company	Company type	Tax form	Small business corporation, two or more owners (Form 1120S)	
Usage	Chart of accounts	Enable account numbers	Off	
QuickBooks Checking NEW		Tips account	Enter Text	
Sales	Categories	Track classes	On	
Expenses		Track locations	On	
Payments	Automation	Pre-fill forms with previously entered content	On	
Time		Automatically apply credits	On	
Advanced		Automatically invoice unbilled activity	Off	
		Automatically apply bill payments	On	
	Projects	Organize all job-related activity in one place	Off	

Done

(2) Configure lists to enable DBL accounting

- Once again click on the gear icon
- Click on “All lists”



The screenshot displays the Intuit QuickBooks interface. On the left is a dark sidebar with navigation options: '+ New', 'BOOKMARKS', '+ Add a bookmark', 'MENU', 'Dashboards', 'Transactions', 'Sales', 'Expenses', 'Customers & leads', 'Reports', 'Payroll', 'Budgets', and 'Menu settings'. The main content area shows 'Transactions' with tabs for 'Bank transactions', 'App transactions', and 'Recurring transactions'. Below this is a 'FOR YOU' section with a card titled 'Set your team and business' and a 'View plans' link. A 'Credit Card - BofA' section shows a 'Checking' account with a balance of '\$49,591.01' and a 'BANK BALANCE' label, updated on 4/12/2024. A settings menu is open on the right, with the 'LISTS' section highlighted. The 'All lists' option is selected and highlighted with a red box. Other options in the 'LISTS' section include 'Products and services', 'Recurring transactions', 'Attachments', 'Custom fields', 'Tags', and 'Rules'. The 'TOOLS' section includes 'Order checks', 'Import data', 'Import desktop data', 'Export data', 'Reconcile', 'Budgeting', 'Audit log', 'SmartLook', and 'Resolution center'. The 'PROFILE' section includes 'Subscriptions and billing', 'Feedback', 'Privacy', and 'Switch company'. At the bottom of the settings menu, it states 'You're viewing QuickBooks in Accountant view. Find out more' and 'Switch to Business view'.

(2) Configure lists to enable DBL accounting

- Select “Classes”

The screenshot shows the Intuit QuickBooks interface. On the left is a dark sidebar with the 'qb INTUIT quickbooks' logo and a '+ New' button. Below are sections for 'BOOKMARKS' (with '+ Add a bookmark') and 'MENU' (with items: Dashboards, Transactions, Sales, Expenses, Customers & leads, Reports, Payroll, Taxes, and Menu settings). The main content area is titled 'Lists' and contains several configuration options: 'Chart of Accounts', 'Recurring Transactions', 'Products and Services', 'Product Categories', 'Payment Methods', 'Terms', 'Classes', and 'Attachments'. The 'Classes' link is highlighted with a red rectangular box. The top right of the page features a navigation bar with 'Contact experts', 'Help', and various utility icons.



(2) Configure lists to enable DBL accounting

- Click “New” in the upper right-hand corner

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(2) Configure lists to enable DBL accounting

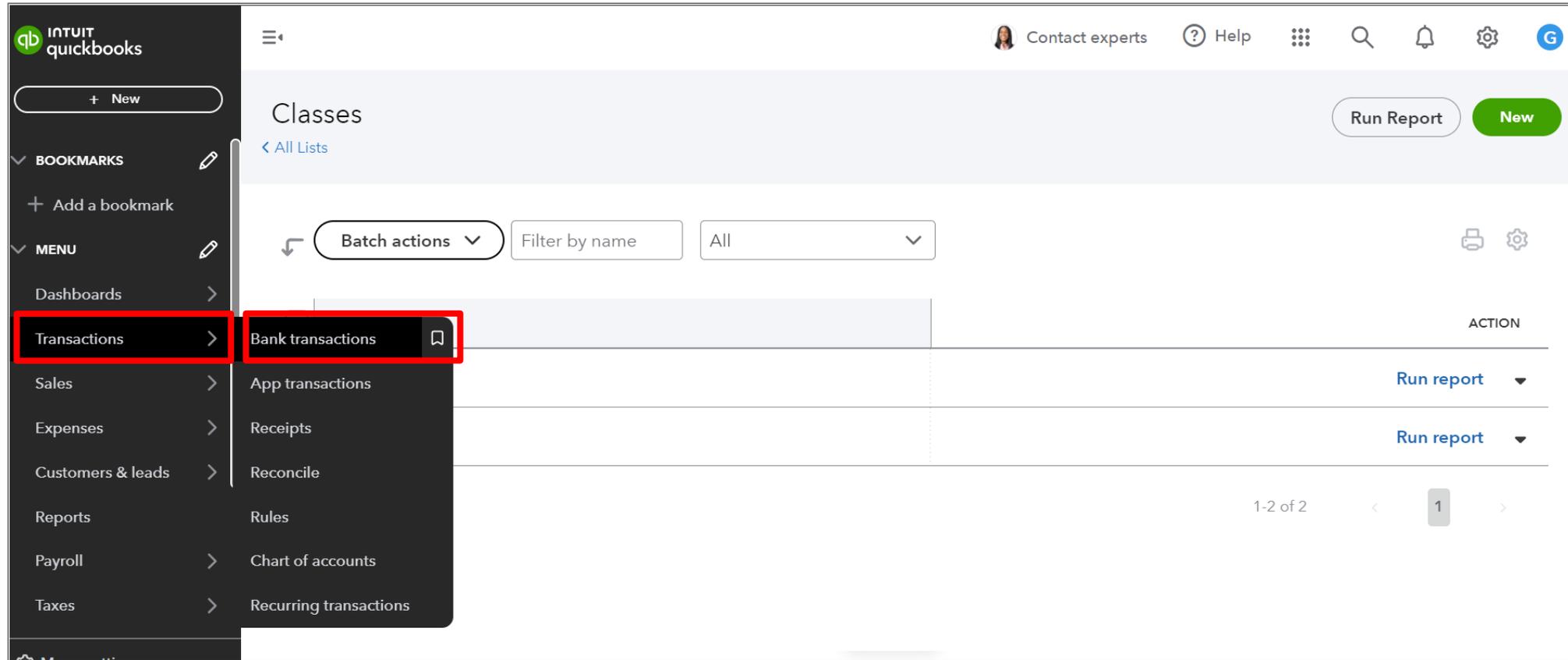
- Under “Name” enter “Business” and hit “Save”
- Repeat the steps on the previous slide and this slide but for “Name” enter “Social”

The screenshot displays the Intuit QuickBooks interface. On the left is a dark sidebar with the 'qb INTUIT quickbooks' logo and a menu including 'BOOKMARKS', 'MENU', 'Dashboards', 'Transactions', 'Sales', 'Expenses', 'Customers & leads', 'Reports', 'Payroll', 'Taxes', and 'Menu settings'. The main area shows the 'Classes' page with a table containing three rows: 'NAME', 'Business', and 'Social'. A modal dialog titled 'Class' is open in the center, featuring a text input field with 'Business' entered, a checkbox for 'Is sub-class', and 'Cancel' and 'Save' buttons. Red boxes highlight the 'Business' text and the 'Save' button. The background interface includes a top navigation bar with 'Contact experts', 'Help', and search/notification icons, and a bottom status bar showing '1-2 of 2' and a page number '1'.

(3) Categorize transactions

(3) Categorize transactions

- From the QuickBooks account home page, select “Transactions” along the left-hand side and click “Bank transactions”



(3) Categorize transactions

- Use the drop-down to select the account whose transactions you would like to review
- Select “For review” to see the transactions in the register that have not yet been categorized

The screenshot shows the Intuit QuickBooks interface. On the left is a dark sidebar with the 'INTUIT quickbooks' logo and a '+ New' button. Below are sections for 'BOOKMARKS', 'MENU', and 'Menu settings'. The 'MENU' section includes 'Dashboards', 'Transactions', 'Sales', 'Expenses', 'Customers & leads', 'Reports', 'Payroll', and 'Taxes'. The main content area is titled 'Transactions' and has tabs for 'Bank transactions', 'App transactions', 'Receipts', 'Reconcile', 'Rules', 'Chart of accounts', and 'Recurring transactions'. The 'Bank transactions' tab is active. A dropdown menu is open, showing 'Checking' selected. Below this, a blue card displays 'Checking · BANK BALANCE \$50,594.38 Updated 17 hours ago'. At the bottom, there are three filter buttons: 'For review (258)', 'Categorized', and 'Excluded'. The 'For review (258)' button is highlighted with a red box. On the right side, there are buttons for 'Link account', 'Update', and 'Explore'. At the bottom right, there are links for 'Video tutorials', 'Take a tour', and 'Go to bank register'.

(3) Categorize transactions

- Select a transaction to review (in this case we've selected a purchase at Target for \$225)
- In addition to your usual accounting procedures to categorize the transaction, select "Class" and select whether this was a "Social" or "Business" transaction
- Scroll down and click "Add" when complete

The screenshot shows the Intuit QuickBooks interface. On the left is a dark sidebar with the 'qb INTUIT quickbooks' logo and a '+ New' button. Below are sections for 'BOOKMARKS' (with '+ Add a bookmark') and 'MENU' (with options for Dashboards, Transactions, Sales, Expenses, Customers & leads, Reports, Payroll, and Budgets). At the bottom of the sidebar is 'Menu settings'. The main area is titled 'Transactions' and has tabs for 'Bank transactions', 'App transactions', 'Receipts', 'Reconcile', 'Rules', 'Chart of accounts', and 'Recurring transactions'. A transaction is selected, highlighted with a red box, showing the date '02/27/2024', the vendor 'Target', and the amount '-\$225.00'. Below the transaction is a modal window for categorization. It has radio buttons for 'Categorize' (selected), 'Match', 'Record as transfer', and 'Record as credit card payment'. There are three dropdown menus: 'Vendor/Customer' (with 'Select payee'), 'Account *' (with 'Select category'), and 'Location' (with 'Select location (optional)'). A 'Class' dropdown menu is open, showing 'Select class', '+ Add new', 'Business', and 'Social', and is also highlighted with a red box. At the bottom right of the modal are 'Split' and 'Add' buttons, with the 'Add' button highlighted with a red box.

(3) Categorize transactions

- If a single transaction has a portion that is “Social” and a portion that is “Business” you can also split the transaction
- In order to do this, click “Split”

The screenshot displays the Intuit QuickBooks interface. On the left is a dark sidebar with the 'qb' logo and 'INTUIT quickbooks' text. Below the logo is a '+ New' button, followed by 'BOOKMARKS' and 'MENU' sections with various navigation options like 'Dashboards', 'Transactions', 'Sales', 'Expenses', 'Customers & leads', 'Reports', 'Payroll', and 'Budgets'. At the bottom of the sidebar is 'Menu settings'. The main content area is titled 'Transactions' and has several tabs: 'Bank transactions' (selected), 'App transactions', 'Receipts', 'Reconcile', 'Rules', 'Chart of accounts', and 'Recurring transactions'. A transaction entry is shown for '02/27/2024' with a 'Target' category and a value of '-\$225.00'. Below the transaction entry is a modal window for categorization. It has four radio buttons: 'Categorize' (selected), 'Match', 'Record as transfer', and 'Record as credit card payment'. There are three dropdown menus: 'Vendor/Customer' (Select payee), 'Account *' (Select category), and 'Location' (Select location (optional)). Below these is a 'Class' dropdown menu with 'Select class' and a list of options: '+ Add new', 'Business', and 'Social'. A 'Memo' field is at the bottom. At the bottom right of the modal, there is a 'Split' button (highlighted with a red box) and an 'Add' button.

(3) Categorize transactions

- On the next screen you can split the transaction total into different amounts and assign “Social” or “Business” to each total as needed

INTUIT quickbooks

Split transaction \$225.00

02/27/2024

Downloaded transaction

Target

PAID TO Location

Add who you paid Select location (optional)

CATEGORY	DESCRIPTION	CLASS	AMOUNT
Select category	<input type="text"/>	Select class	<input type="text"/>
Select category	<input type="text"/>	+ Add new	<input type="text"/>
		Business	<input type="text"/>
		Social	<input type="text"/>

Add lines Reset

Differences

Memo

Menu settings

Contact experts Help

Add

(3) Categorize transactions

- Verify that the totals of the “Split amount” equal the “Original amount”
- Click “Apply and accept”

Target

PAID TO: Add who you paid (dropdown) Location: Select location (optional)

CATEGORY	DESCRIPTION	CLASS	AMOUNT
Office Supplies & Softw (dropdown)		Business (dropdown)	125.00
Office Supplies & Softw (dropdown)		Social (dropdown)	100.00

[Add lines](#) [Reset](#)

Split amount	\$225.00
Original amount	\$225.00
Difference	\$0.00

Memo: [Empty text area]

[Add attachment](#)

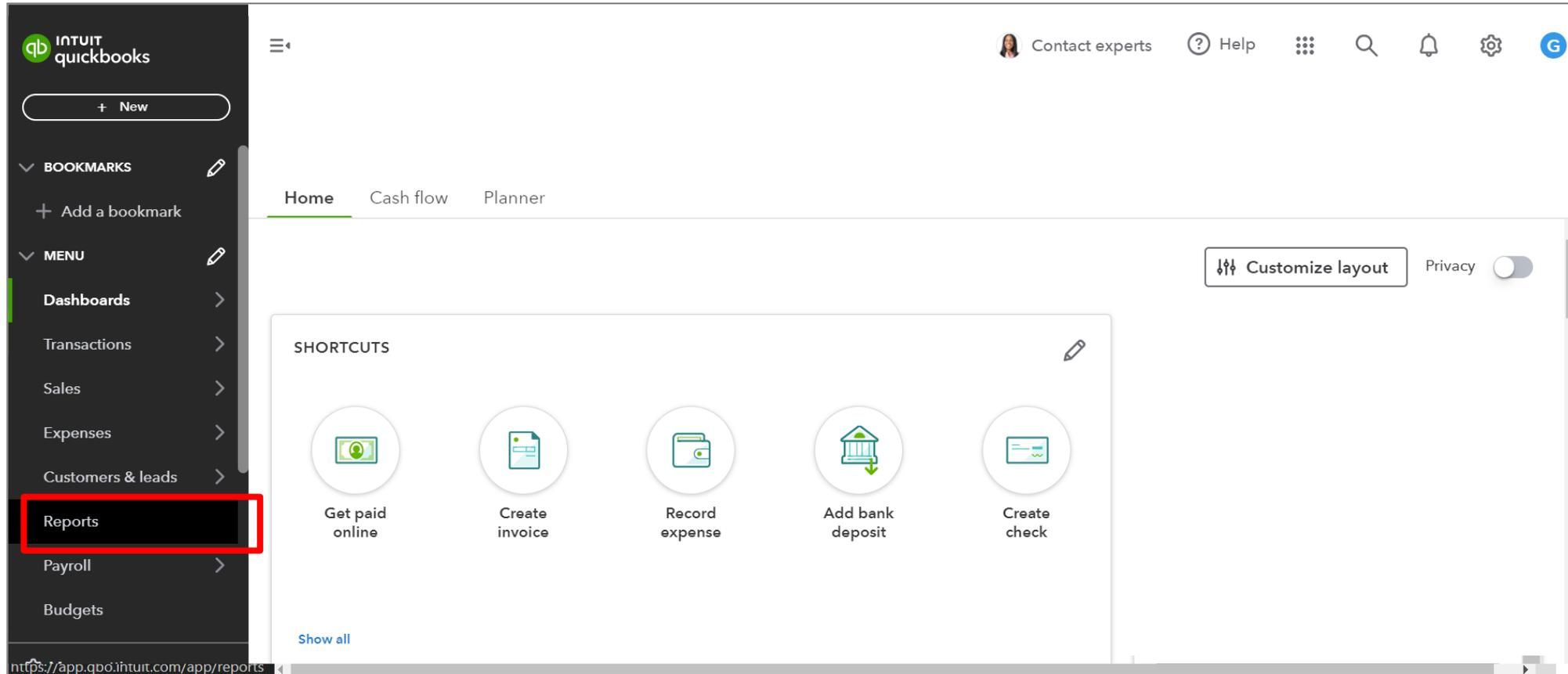
[Cancel](#) [Apply and accept](#)



(4) Access and configure reports

(4) Access and configure reports

- In order to see the “Social” and “Business” financial performance of your organization, click “Reports” along the left-hand side of the screen



(4) Access and configure reports

- On your “Reports” dashboard, you can use the “Find report by name” option in the upper right-hand corner or scroll down to “Business overview” to see the typical reports that you would want to review. These include:

Profit and Loss
Statement of Cash Flows
Balance Sheet

The screenshot displays the Intuit QuickBooks Reports dashboard. On the left is a dark sidebar with the 'qb INTUIT quickbooks' logo and a '+ New' button. Below are sections for 'BOOKMARKS' (with an 'Add a bookmark' button) and 'MENU' (listing Dashboards, Transactions, Sales, Expenses, Customers & leads, Reports, Payroll, and Budgets). At the bottom of the sidebar is 'Menu settings'. The main area is titled 'Reports' and features three tabs: 'Standard' (selected), 'Custom reports', and 'Management reports'. In the top right corner, there is a search box labeled 'Find report by name' and a dropdown arrow. Below the tabs, a dropdown menu is expanded, showing 'Business overview' with a downward arrow. Underneath this menu, a list of reports is shown: 'Audit Log', 'Balance Sheet' (marked with a green star and a three-dot menu icon), 'Balance Sheet Comparison' (with a star icon and a three-dot menu icon), 'Balance Sheet Detail' (with a star icon and a three-dot menu icon), and 'Balance Sheet Summary' (with a star icon and a three-dot menu icon).

(4) Access and configure reports

- Once you've selected a report to view, click the "Customize" button on the right-hand side

The screenshot displays the Intuit QuickBooks interface for configuring a Profit and Loss Report. On the left is a dark sidebar with the 'INTUIT quickbooks' logo and a '+ New' button. Below are sections for 'BOOKMARKS' (with '+ Add a bookmark') and 'MENU' (listing Dashboards, Transactions, Sales, Expenses, Customers & leads, Reports, Payroll, and Budgets). At the bottom of the sidebar is 'Menu settings'. The main content area has a top navigation bar with 'Contact experts', 'Help', and various utility icons. Below this is a 'Back to report list' link. The report title 'Profit and Loss Report' is centered. The 'Report period' section includes a dropdown for 'This Year-to-date', date fields for '01/01/2024' and '04/17/2024', and a 'Customize' button highlighted with a red box. To its right is a green 'Save customization' button. The 'Display columns by' section has a dropdown for 'Total Only'. The 'Show non-zero or active only' section has a dropdown for 'Active rows/active columns'. The 'Compare another period' section has a dropdown for 'Select period'. The 'Accounting method' section has radio buttons for 'Cash' (selected) and 'Accrual'. A 'Run report' button is located at the bottom right of the configuration area. The report preview area shows the title 'Profit and Loss' and the period 'January 1 - April 17, 2024'. Below this is a table with a 'TOTAL' column and a row for 'Income'.

(4) Access and configure reports

- On the next screen, along the right-hand side, scroll down to “Filter”
- Next to “Class” select if you would like the “Social” or “Business” view of the report
- Click “Run Report”

The screenshot shows the Intuit QuickBooks interface for configuring a Profit and Loss Report. The sidebar on the left contains navigation options. The main area displays the report configuration, including the report period (This Year-to-date, 01/01/2024 to 04/17/2024) and display options. On the right, a 'Filter' dropdown is open, showing options for 'Distribution Account', 'Customer', 'Vendor', 'Employee', 'Location', 'Class', and 'Product/Service'. The 'Class' dropdown is expanded, showing 'All', 'Not Specified', 'Specified', '(Select all)', 'Business', and 'Social' (which is selected). A 'Run report' button is visible at the bottom right.

(4) Access and configure reports

- On the next screen, in order to have quick access to this updated report format, click “Save customization”
- Enter a unique report name under “Custom report name”
- Click “Save”
- This report will now be accessible from your Reports dashboard

The screenshot displays the Intuit QuickBooks interface for configuring a Profit and Loss Report. The left sidebar shows the navigation menu with 'Reports' selected. The main content area shows the 'Profit and Loss Report' configuration options, including 'Report period' (This Year-to-date, 01/01/2024 to 04/17/2024), 'Display columns by' (Total Only), 'Show non-zero or active only' (All Rows/active columns), 'Compare another period' (Select period), and 'Accounting method' (Cash selected). A 'Customize' button is visible, and a 'Save customization' button is highlighted with a red box. A 'Custom report name' field is also highlighted with a red box, containing the text 'Profit and Loss - Social'. Below this field, there are options to 'Add this report to a group' (None selected) and 'Share with' (None selected). A 'Save' button is located at the bottom right of the customization panel. The main report area shows a table with a 'TOTAL' column and a 'Profit and Loss' summary for the period 'January 1 - April 17, 2024'.