

QuickBooks Online User Manual

Document ID

Date: 23rd July 2010 – 04:30PM

Document ID: User Manual

System Requirements

QuickBooks Online doesn't need any special software requirements as it uses Microsoft technologies. However, to run the application we recommend the following requirements to be met.

Operating System

Windows operating system with latest updates are always recommended. Below are the minimum requirements to be met:

- Windows XP SP 2 or higher (SP3)
- Windows Vista SP1
 - Download Vista SP 1 from following location:
<http://www.microsoft.com/downloads/details.aspx?FamilyId=B0C7136D-5EBB-413B-89C9-CB3D06D12674&displaylang=en>

Applications

Basic applications are already present in the Windows operating system like Internet Browser and RDP (Remote Desktop Application). We have provided list of application used to access QuickBooks Online Application:

- Internet Explorer 6.0 (SP1) or higher.
 - SP1 can be downloaded from the following location:
<http://www.microsoft.com/Downloads/details.aspx?FamilyID=1e1550cb-5e5d-48f5-b02b-20b602228de6&DisplayLang=en>
- Internet Explorer 7.0 (recommended)
 - IE7 can be downloaded from the following location
<http://www.microsoft.com/downloads/details.aspx?displaylang=en&FamilyID=9ae91ebe-3385-447c-8a30-081805b2f90b>

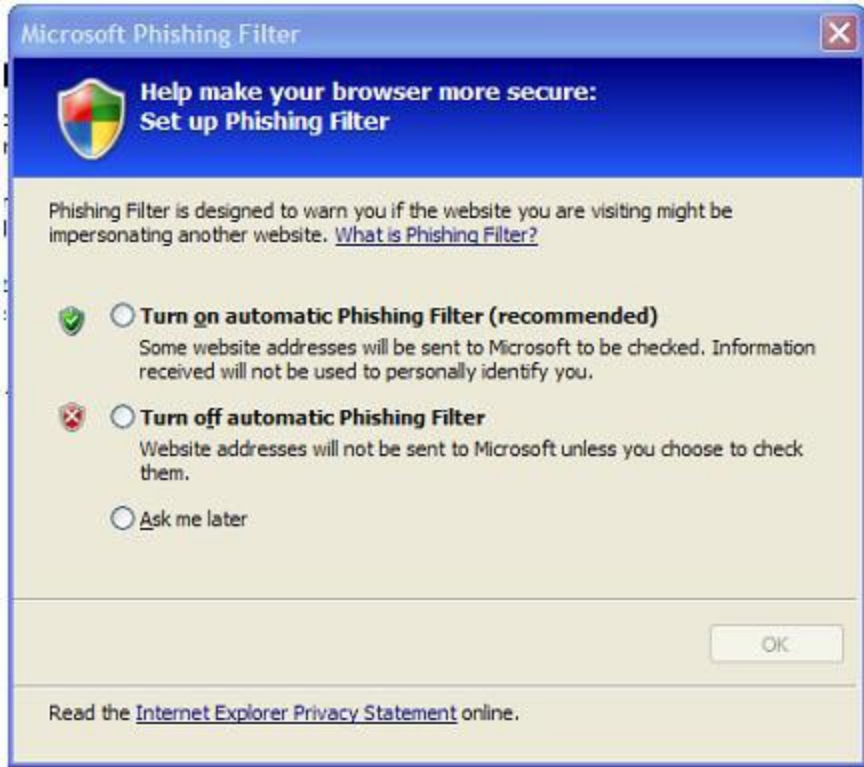
- Mozilla Firefox 3.5 (with IE TAB Add-on)
 - Mozilla Firefox 3.5 can be used with IE Tab Add-on. Details to on how to use this can be found at following location:
<http://support.quickbooksonline.com.au/Shared%20Documents/How%20to%20Use%20QuickBooks%20Online%20using%20Firefox%20Browser.pdf>
- RDP (Remote Desktop Application)
 - RDP 6.1 can be downloaded from the following location
<http://www.microsoft.com/Downloads/details.aspx?familyid=6E1EC93D-BDBD-4983-92F7-479E088570AD&displaylang=en>

Steps to access QuickBooks Online

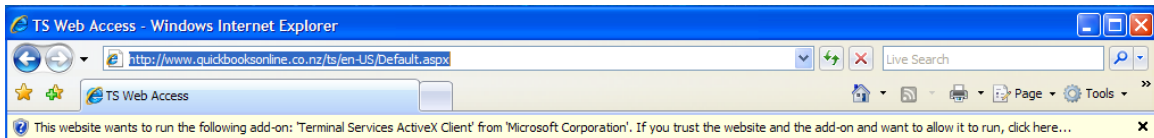
Note: The following guide is prepared with IE v7



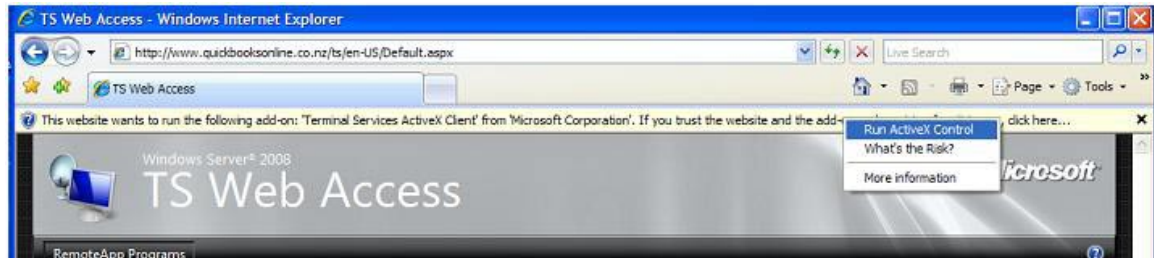
- Open IE Browser
- Go to the QuickBooks Online Website
 - URL: <http://www.quickbooksonline.com.au/ts/>
- If user gets the Phishing Filter message window. (Shown below). Select "Turn on automatic Phishing Filter" Option.

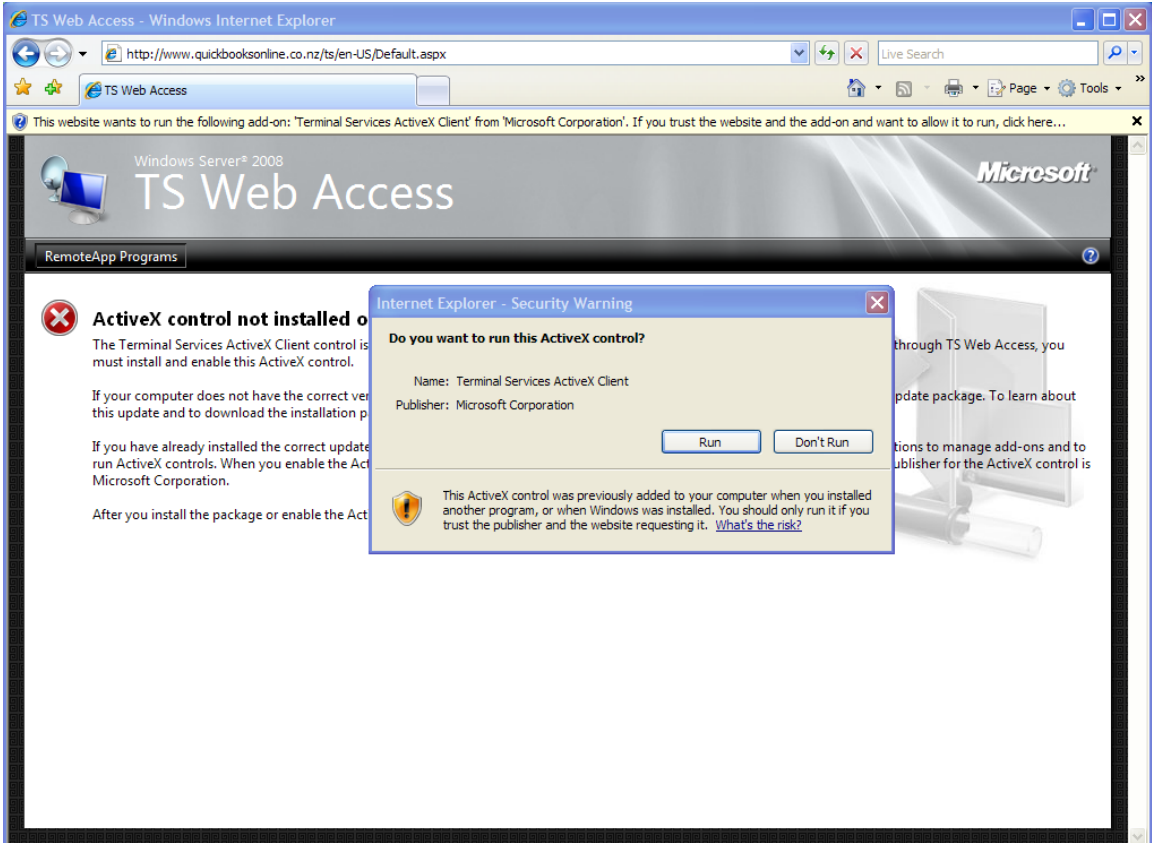


- When opened for the first time, User will notice that ActiveX is not installed. ActiveX is required to launch QuickBooks Online Application.
 - Following screen shows the error message which user will see when they try to access the application.

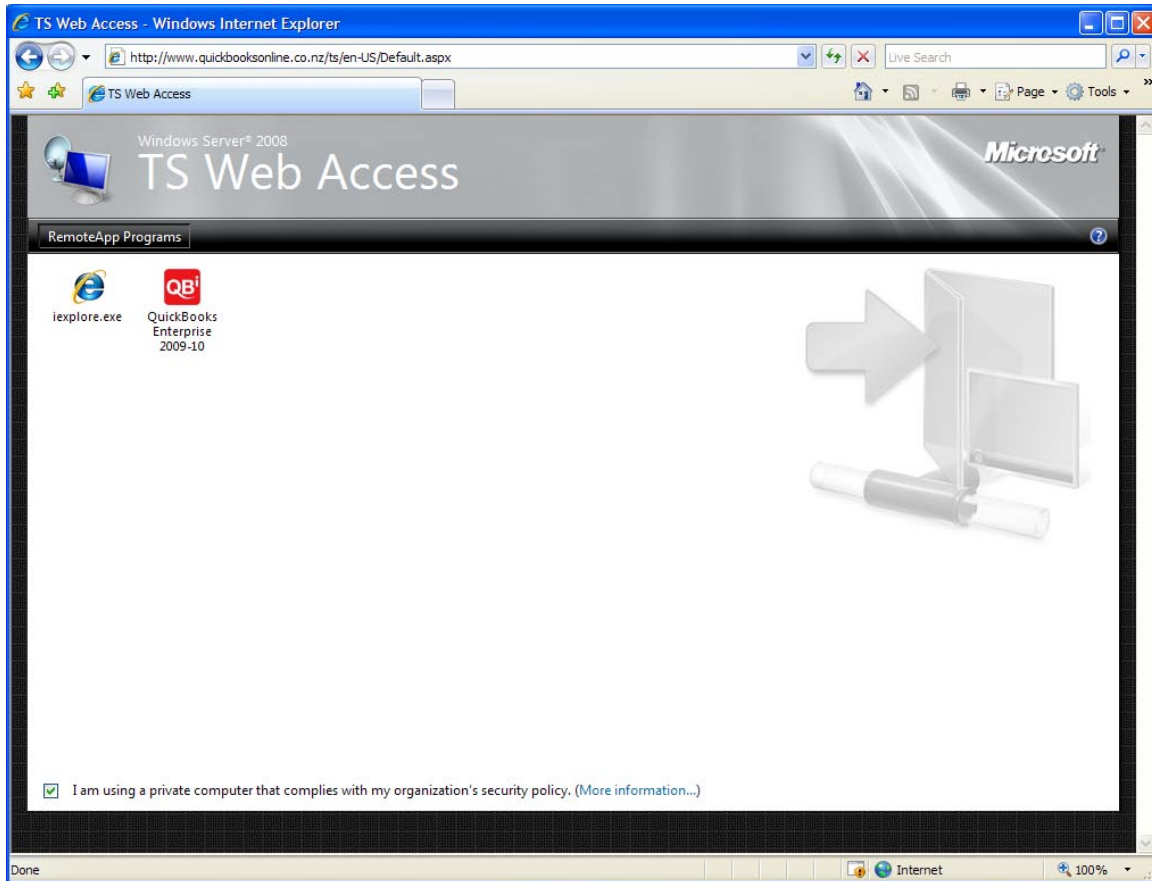


- Go to information bar, right click and Run the ActiveX

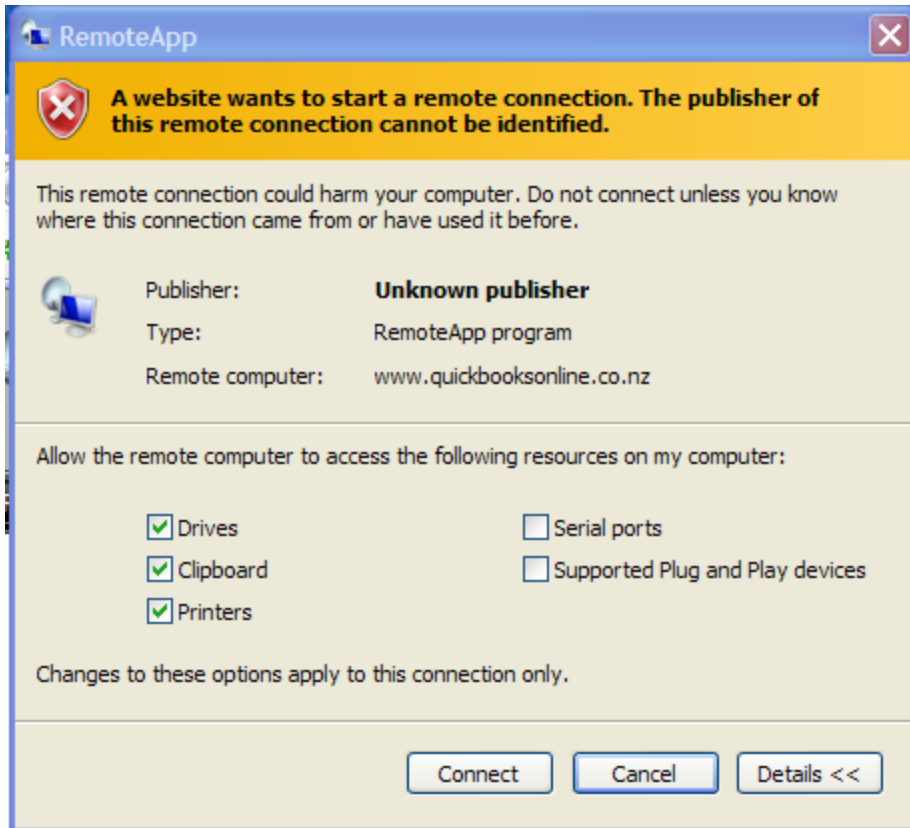




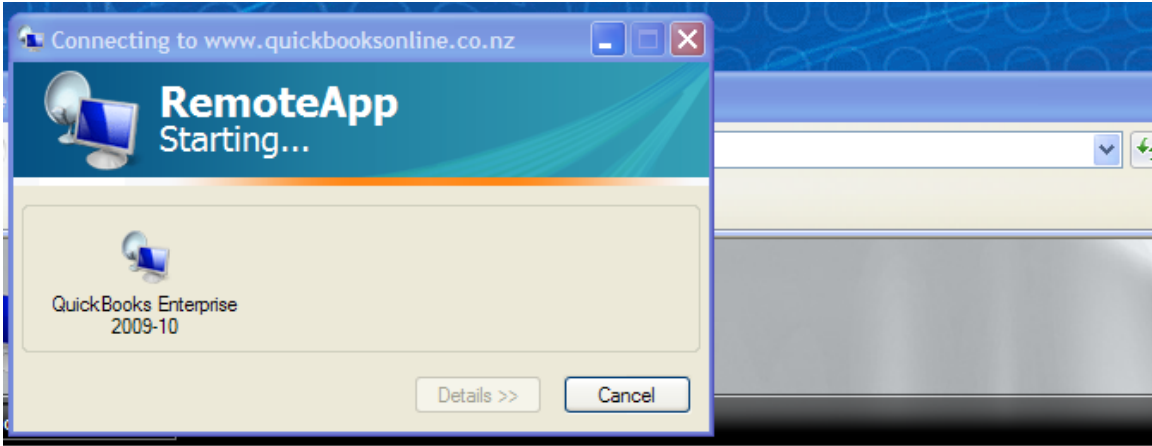
- Once ActiveX is installed, User should see the following screen.



- Double Click on the QuickBooks Enterprise 2009-10 Shortcut to start the QuickBooks Online Application.
- User would see a RemoteApp window on the screen. This window asks for permission to connect your local resources to the online application.
 - Make sure Drives, Printers is selected. Clipboard selection is Optional.
- Once the resources are selected, Hit "Connect" button to connect to the remote application.



- At this point, credential window is displayed. Enter your username and password as supplied to you to gain access to the application.

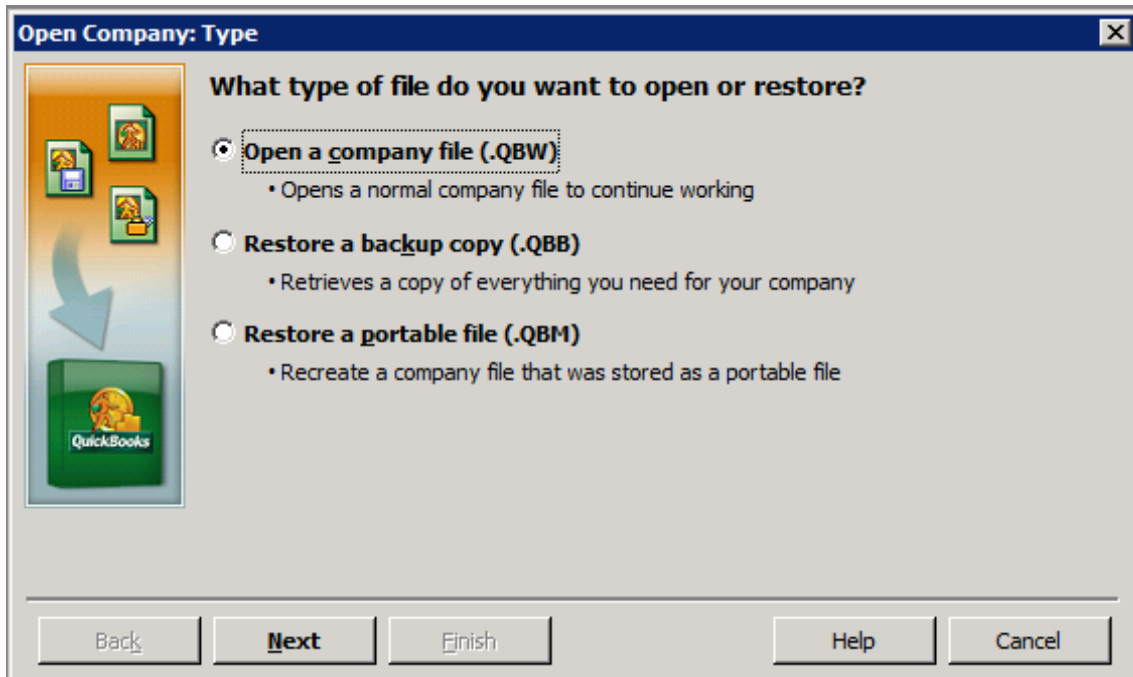
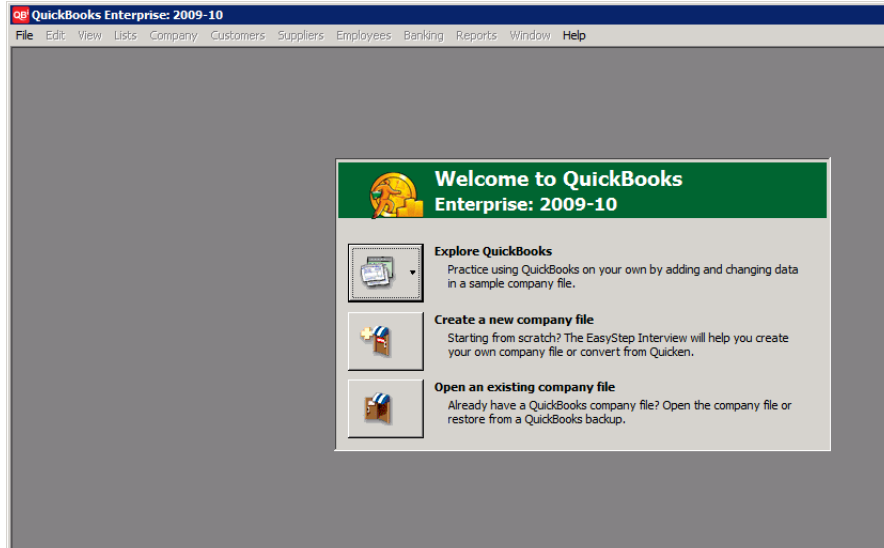


- Once successfully logging into the remote application, user would see the QuickBooks main screen.

Steps to Open Company File

(EXISTING QUICKBOOKS USERS - whose files are uploaded in the system by Reckon IT)

- User can open an existing company file.



- Please select your company file from your company directory folder. (This is a mapped network folder drive on Reckon Server with your QuickBooks Customer ID in front).

- Users can use QuickBooks as standalone version after opening their data file.

Steps to Close Company File

- User can close an opened company file.
- User need to go to File >> Close Company File/Log Off.

Steps to Close Access QuickBooks Online

- User can close active session of QuickBooks Online by exiting the QuickBooks Program
User need to go to File >> Exit. (These will close the QuickBooks Online session as well).

Attn: Back up your data files is important and always recommended by Reckon.