# How to Enable Category Feature in QuickBooks Online

Login to QuickBooks Online Click Sales -> Product and Services Click " Ready to make your life easier?" on pop-up box

🤨 quickbooks	=							() Help C	1 🕻 🕲
+ New	Overview All Sales Invoices	Customers Deposits	Products and Service	25					
Dashboard	Products and Services							More 👻	New Y
Banking > Expenses >				0	6				
Sales >				LOW STOCK	٢	U OUT OF	FSTOCK		
Reports									5
Taxes									
Mileage	Kees tabs on your inventory with reorder points. Know what's running low and what's out of stock so you'll always have what your customers want. Learn more     Excellent! You successfully switched from sub-items to Categories. Learn more about Categories								×
Accounting >									×
Apps Name: Window Input: Window Output: None Selector Time: Track Mode: Image Capture	Find products and services	∇•							E 1 @
	NAME +	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	GTY ON HAND	REORDER POINT	ACTION
	Hours		Service						Edit 🕶
	Services		Service						Edit +
									Previous 1-2 Next

## Then click "Switch now"

# Sub-items are so yesterday. Make the switch to Categories!

Our new Categories make it so much easier to organize your products and services.

#### Save time

Manage all of your categories in a single place and create, edit, and delete them as needed. Easily assign a category to multiple products and services.

### Find what you need more easily

Start typing a category name in the Products and Services list to quickly find what you need.

#### Add the power of Categories to your reports Filter your reports by category to get exactly the info you need.

#### Example Products and Services list

Before switching	After switching
ltem	Category
sub-item	item
sub-item	Categor
sub-ite	m iten
sub-ite	m iten
sub-item sub-ite sub-ite	Catego m ite m ite

# You can confirm the same while clicking the "More" dropdown button to list of "Manage categories"

$\leftrightarrow$ $\rightarrow$ C $\cong$ c50.sandb	ox.qbo.intuit.com/app/items	\$ 💋
犩 ប៉ីរ៉ាckbooks	Optimize Consulting Inc	🧿 Help 🔍 🕻 😫
	Overview All Sales Invoices Customers Deposits Products and Services	K
Dashboard	Products and Services	More V New V
Transactions >		Manage categories
Expenses >		Run report
Sales >		оск
Payroll >		
Reports		
Taxes		
Mileage	Keep tabs on your inventory with reorder points. Know what's running low and what's out of stock so you'll always have want. Learn more	ve what your customers 🛛 🗙
Accounting >		
My Accountant	Excellent! You successfully switched from sub-items to Categories. Learn more about Categories	×
Capital >	Find products and services	岛 止 傘
Apps		Previous 1-2 Next
Cash Flow	NAME - SKU TYPE SALES DESCRIF SALES PRICE COST QTY	ON HAND REORDER POIN ACTION

## Successfully connected to CONSULT $^{\ensuremath{\mathbb{R}}}$

Consult =		Sankar Veeramalai Congany Administrator
	Home - Home	
O Settings		
Projects/Billing		
III Timesheets		
Collections		

Sub-Contractors



Category Feature is disabled in QuickBooks Online. Please login in to QuickBooks and Enable Category. Refer FAQ section for more details.

CONSULT v2.0.8.05