

Step 1. Log into Quickbooks

The screenshot displays the QuickBooks Accountant interface. The top navigation bar includes the QuickBooks logo, a search bar with the text "Navigate. Find transactions, contacts, help, reports, and ...", and various utility icons like "Business Feed", "Help", "Notifications", and "Settings". The left sidebar contains a menu with categories: "Accountant", "BOOKMARKS", and "YOUR BOOKS". The main content area is titled "Client list" and "Client invitations". It features a "NEW" notification: "To add/update client numbers in bulk, [click here](#)." Below this are tabs for "Overview" and "Bookkeeping". There are filters for "Client type" (set to "Subscription") and "Lead accountant" (set to "All"), along with a "Find a client" search button. A table lists client entries with columns: "Client / contact", "Email / phone", "Banking", "Workpapers", "Lead", and "Actions". The table content is redacted with a black box. At the bottom right, it shows "1 - 3 of 3 items" and "Page 1 of 1".

qb Accountant

GO TO QUICKBOOKS Accountant tools

Navigate. Find transactions, contacts, help, reports, and ...

Business Feed Help

+ New

Pro Tax

Apps

BOOKMARKS

Standard reports

Bank transactions

Reconcile

Chart of accounts

Clients

Edit bookmark

YOUR BOOKS

Client overview

Workpapers

Dashboards

Tasks

Transactions

Advanced accounting

Sales

Expenses

Reports

Menu settings

Client list Client invitations

NEW To add/update client numbers in bulk, [click here](#).

Overview Bookkeeping

Client type Lead accountant

Subscription All Find a client

Client type: Subscription

<input type="checkbox"/>	Client / contact	Email / phone	Banking	Workpapers	Lead	Actions
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

1 - 3 of 3 items Page 1 of 1

Step 2. View invoice section

Select Sales -> Invoices

The screenshot displays the QuickBooks Accountant web interface. The top navigation bar includes the 'qb Accountant' logo, a search bar with the text 'Navigate. Find transactions, contacts, help, reports, and ...', and utility buttons for 'Business Feed', 'Help', and 'Add client'. The left sidebar contains a menu with categories like 'Pro Tax', 'Apps', 'BOOKMARKS', and 'YOUR BOOKS'. The 'YOUR BOOKS' section is expanded, showing a sub-menu where 'Invoices' is selected. The main content area shows the 'Client list' tab, a 'NEW' notification, and filter options for 'Client type' (Subscription) and 'Lead accountant' (All). A table header is visible with columns: 'Email / phone', 'Banking', 'Workpapers', 'Lead', and 'Actions'. The table content is redacted with a black box. At the bottom right, pagination indicates '1 - 3 of 3 items' and 'Page 1 of 1'. The browser address bar at the bottom shows the URL 'https://qbo.intuit.com/app/invoices'.

Step 3. Locating new invoice to edit

Select 'Create new invoice'

The screenshot displays the QuickBooks Accountant interface. On the left is a sidebar with navigation options: '+ New', 'Pro Tax', 'Apps', 'BOOKMARKS' (including Standard reports, Bank transactions, Reconcile, Chart of accounts, Clients, and Bookmark this page), 'YOUR BOOKS' (including Client overview, Workpapers, Dashboards, Tasks, Transactions, Advanced accounting, Sales, Expenses, and Reports), and 'Menu settings'. The top navigation bar includes 'GO TO QUICKBOOKS', 'Accountant tools', a search bar, 'Business Feed', 'Help', and user profile 'J'. The main content area is titled 'Sales' and has sub-tabs for 'Overview', 'All sales', 'Invoices' (which is selected), 'Estimates', 'Sales orders', 'Deposits', 'Customers', and 'Products & services'. The central message reads 'Do work. Get paid. It's that easy.' and features three icons with descriptions: 'Fast, simple invoicing' (Easily create and send professional-style invoices), 'Track your open invoices' (Know the moment your invoices are viewed and paid), and 'Invoice on your mobile' (Create invoices wherever you are with the mobile app.). A prominent green 'Create invoice' button is located at the bottom center of the main content area.

Step 4. Bring up customisation settings

Select '⚙️ Manage' -> Design -> 'Add/Edit'

Invoice 1001 NEW

Edit Email view PDF view 1 ⚙️ Manage Take tour Feedback Old layout


You have a draft saved. Restore draft

INVOICE

A4G LLP
TN156AR

[Edit company](#)

Balance due (hidden): £0.00



[Add Customer](#)

Invoice no.	1001
Terms	Net 30
Invoice date	24/03/2026
Due date	23/04/2026

[Print or download](#) [Make recurring](#)

[Save](#) [Review and send](#)

Payment options

Design 2

Modernised template [Remove default](#)

Modern

Other templates 3 [Add/Edit](#)

Standard

Colour

Printer friendly

#0077c5

Step 5. Change registered address

Select 'Edit'

The screenshot shows the QuickBooks Accountant interface. The top navigation bar includes the 'qb Accountant' logo, a search bar with the text 'Navigate. Find transactions, contacts, help, reports, and ...', and several utility icons like 'Business Feed', 'Help', and a user profile icon 'J'. The left sidebar is divided into sections: 'YOUR PRACTICE' (with sub-items: Clients, Work, Team, ProAdvisor, Pro Tax, Apps), 'BOOKMARKS' (with sub-items: Standard reports, Bank transactions, Reconcile, Chart of accounts, Clients, and a 'Bookmark this page' option), and 'YOUR BOOKS' (with sub-items: Client overview, Workpapers, Dashboards, and Tasks). At the bottom of the sidebar is 'Menu settings'. The main content area is titled 'Custom form styles' and includes a '< All lists' link. Below the title is a table with the following data:

NAME	FORM TYPE	LAST EDITED	ACTION
Standard	Default	09/03/2026	Edit

In the top right corner of the main content area, there is a green button labeled 'New style' with a dropdown arrow.

Step 6. Enter the updated registered address

Under 'Add payment details and footer' enter the full registered address -> Done

Edit invoices that turn heads and open wallets

Give feedback

Design | **Content** | Emails

Footer

Display

Discount
 Deposit
 Estimate summary

Message to customer on

Invoices and other sales forms

We appreciate your business and look forward to helping you again soon. 8pt

Add payment details and footer

Updated/New Registered Address 8pt

Centred

A4G LLP

TN15GAR
+44 1474853856
jessica.murray@a4g-llp.co.uk

INVOICE

INVOICE TO: Smith Co.
123 Main Street
City, Avon M1 1AA

INVOICE 12345
DATE 07/01/2018
TERMS Net 30
DUE DATE 08/02/2018

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/01/2018	Item name	Description of the item	2	£225.00	£450.00
07/01/2018	Item name	Description of the item	1	£225.00	£225.00

BALANCE DUE £675.00

Updated/New Registered Address
Page 1 of 1

Preview PDF **Done**

Step 7. Ensure registered address is visible

Edit -> Preview PDF

The screenshot shows the QuickBooks Accountant interface. The top navigation bar includes the 'qb Accountant' logo, a 'GO TO QUICKBOOKS' dropdown, 'Accountant tools', a search bar with the text 'Navigate. Find transactions, contacts, help, reports, and ...', and buttons for 'Business Feed', 'Help', and user profile 'J'. The main content area is titled 'Custom form styles' with a 'New style' button. Below the title is a table with columns: NAME, FORM TYPE, LAST EDITED, and ACTION. The table contains one row: 'Standard' (NAME), 'Default' (FORM TYPE), '23/03/2026' (LAST EDITED). The 'ACTION' column for this row has a dropdown menu open, showing options: 'Edit', 'Preview PDF', 'Rename', and 'Delete'. The left sidebar contains navigation categories: 'YOUR PRACTICE' (Clients, Work, Team, ProAdvisor, Pro Tax, Apps), 'BOOKMARKS' (Standard reports, Bank transactions, Reconcile, Chart of accounts, Clients, Bookmark this page), and 'YOUR BOOKS' (Client overview, Workpapers, Dashboards, Tasks, Menu settings).

NAME	FORM TYPE	LAST EDITED	ACTION
Standard	Default	23/03/2026	Edit Preview PDF Rename Delete

Step 8. Check registered address

(Registered address shown in highlighted yellow)

INVOICE					
INVOICE TO Smith Co. 123 Main Street City, Avon M1 1AA			INVOICE DATE TERMS DUE DATE		12345 07/01/2018 Net 30 06/02/2018
DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/01/2018	Item name	Description of the item	2	£225.00	£450.00
07/01/2018	Item name	Description of the item	1	£225.00	£225.00
BALANCE DUE					£675.00
Updated Now Registered Address					
Page 1 of 1					