

# Improving Your Workflow with QuickBooks Online Accountant

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**Presented by:**  
**MB Raimondi, CPA.CITP**



# MB Raimondi, CPA.CITP

## Masters of Taxation

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- Advanced Certified QuickBooks ProAdvisor – Online & Desktop, Enterprise & Point of Sale
- Charter Member, Intuit Trainer / Writer Network
- Certified Information Technology Professional (CITP)
- Member / Instructor, National Woodard Network
- Sleeter Group Certified Consultant / Speaker
- Intuit Premier Reseller
- Insightful Accountant Top QuickBooks Online ProAdvisor, 2016
- Insightful Accountant Top 100 ProAdvisor, 2014-2017

# Agenda

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- ❖ Introduction: Benefits of the Cloud
- ❖ QuickBooks Online Accountant (QBOA)
- ❖ Manage Your Workflow
- ❖ Accountant Toolbox
- ❖ Train Your Clients
  - ❖ Navigation
  - ❖ Common Workflows

# Agenda

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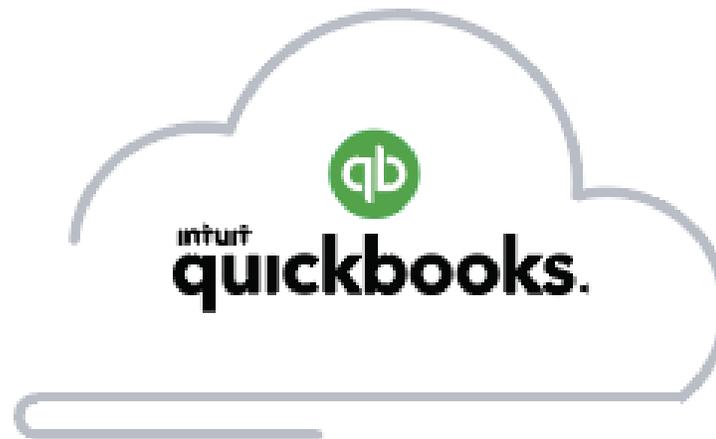
- ❖ **Introduction: Benefits of the Cloud**
- ❖ QuickBooks Online Accountant (QBOA)
- ❖ Manage Your Workflow
- ❖ Accountant Toolbox
- ❖ Train Your Clients
  - ❖ Navigation
  - ❖ Common Workflows

# Introduction: Benefits of the Cloud

**By 2020, 78% of small businesses will be fully adapted to the cloud**

(Intuit and Emergent Research Study, 2014)

More than 2.2 Million  
QuickBooks Online  
subscribers worldwide  
(up 59% from 2016)



70% of new QuickBooks  
users choose cloud  
over desktop

# Introduction: Benefits of the Cloud

## QuickBooks Online Accountant

**Save Time**  
Accounting and Taxes  
In the same application



**Grow Your Practice**  
Connects you with new clients



**Make a Difference**  
Get insights, collaborate and share



**Manage the Work**  
Confidence through visibility



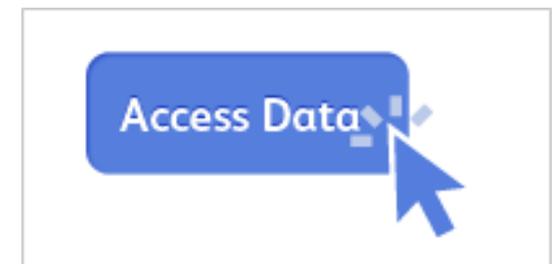
# Agenda

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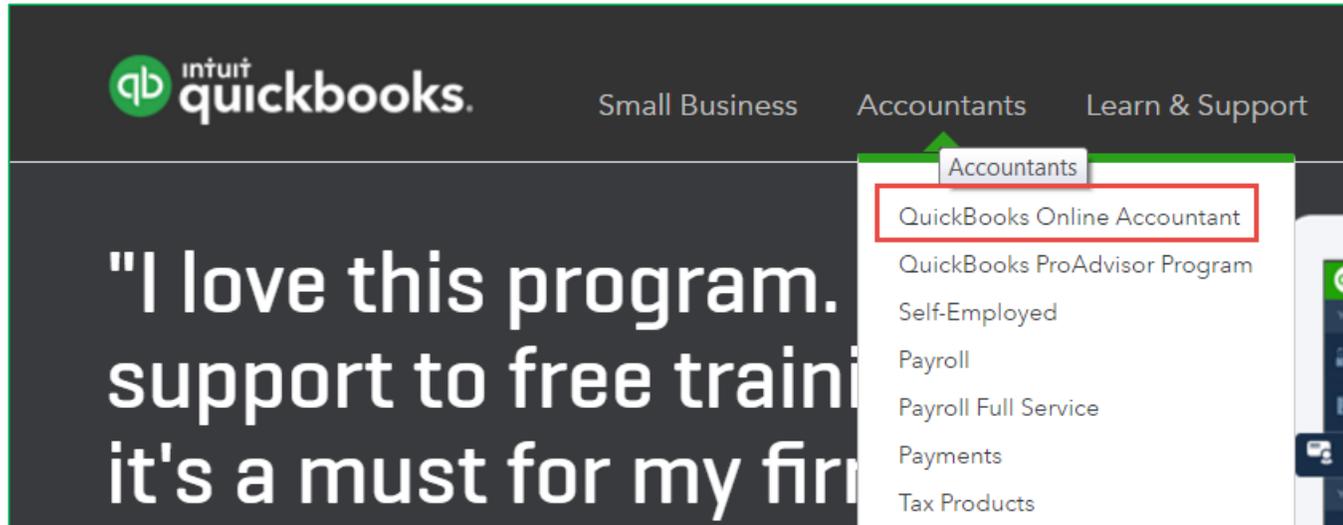
- ❖ Introduction
- ❖ **QuickBooks Online Accountant (QBOA)**
- ❖ Manage Your Workflow
- ❖ Accountant Toolbox
- ❖ Train Your Clients
  - ❖ Navigation
  - ❖ Common Workflows

# QuickBooks Online Accountant

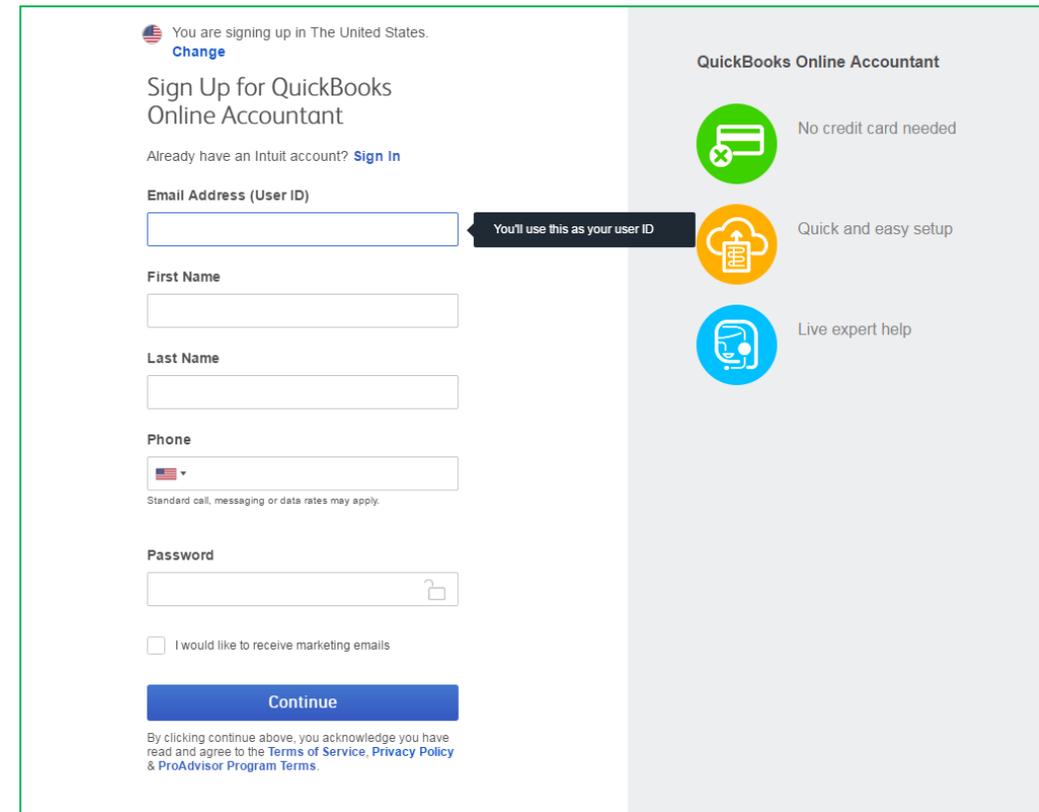
- For Professionals (Bookkeepers, CPA's, EA's, Consultants, etc)
- Access many companies from ONE access point
- Special tools/features to manage and monitor client companies
- Your window to view QuickBooks Online companies through



# How do I get QuickBooks Online Accountant?



## QuickBooks.com



A screenshot of the QuickBooks Online Accountant sign-up page. The page is titled "Sign Up for QuickBooks Online Accountant". It features a form with the following fields: "Email Address (User ID)" (with a tooltip that says "You'll use this as your user ID"), "First Name", "Last Name", "Phone" (with a country dropdown menu), and "Password". There is a checkbox for "I would like to receive marketing emails" and a blue "Continue" button. On the right side, there are three icons with text: "No credit card needed", "Quick and easy setup", and "Live expert help". At the bottom, there is a disclaimer: "By clicking continue above, you acknowledge you have read and agree to the Terms of Service, Privacy Policy & ProAdvisor Program Terms."

# How do I get Clients to Show on QuickBooks Online Accountant?

### Manage Users

Contact Name	Email Address	Access Rights	Billable User?	Status
Craig Carlson	noreply@quickbooks.com	Master Admin	Pending	Invited

[New](#) [Edit](#) [Delete](#) [Activity](#)

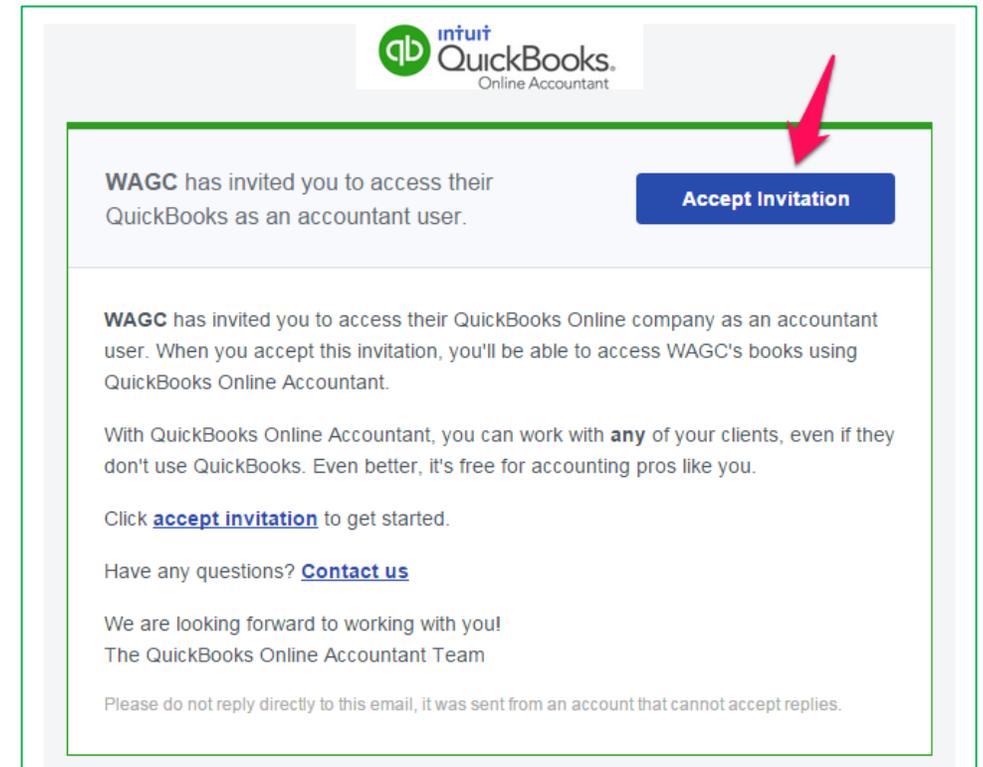
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### Accounting Firms

You can invite up to two accounting or bookkeeping firms to provide them, and any employees they may have authorized, access to your company data.

Contact Name	Email Address	Status
--------------	---------------	--------

[Invite Accountant](#) [Edit](#) [Delete](#)



 **WAGC** has invited you to access their QuickBooks as an accountant user. [Accept Invitation](#)

**WAGC** has invited you to access their QuickBooks Online company as an accountant user. When you accept this invitation, you'll be able to access WAGC's books using QuickBooks Online Accountant.

With QuickBooks Online Accountant, you can work with **any** of your clients, even if they don't use QuickBooks. Even better, it's free for accounting pros like you.

Click [accept invitation](#) to get started.

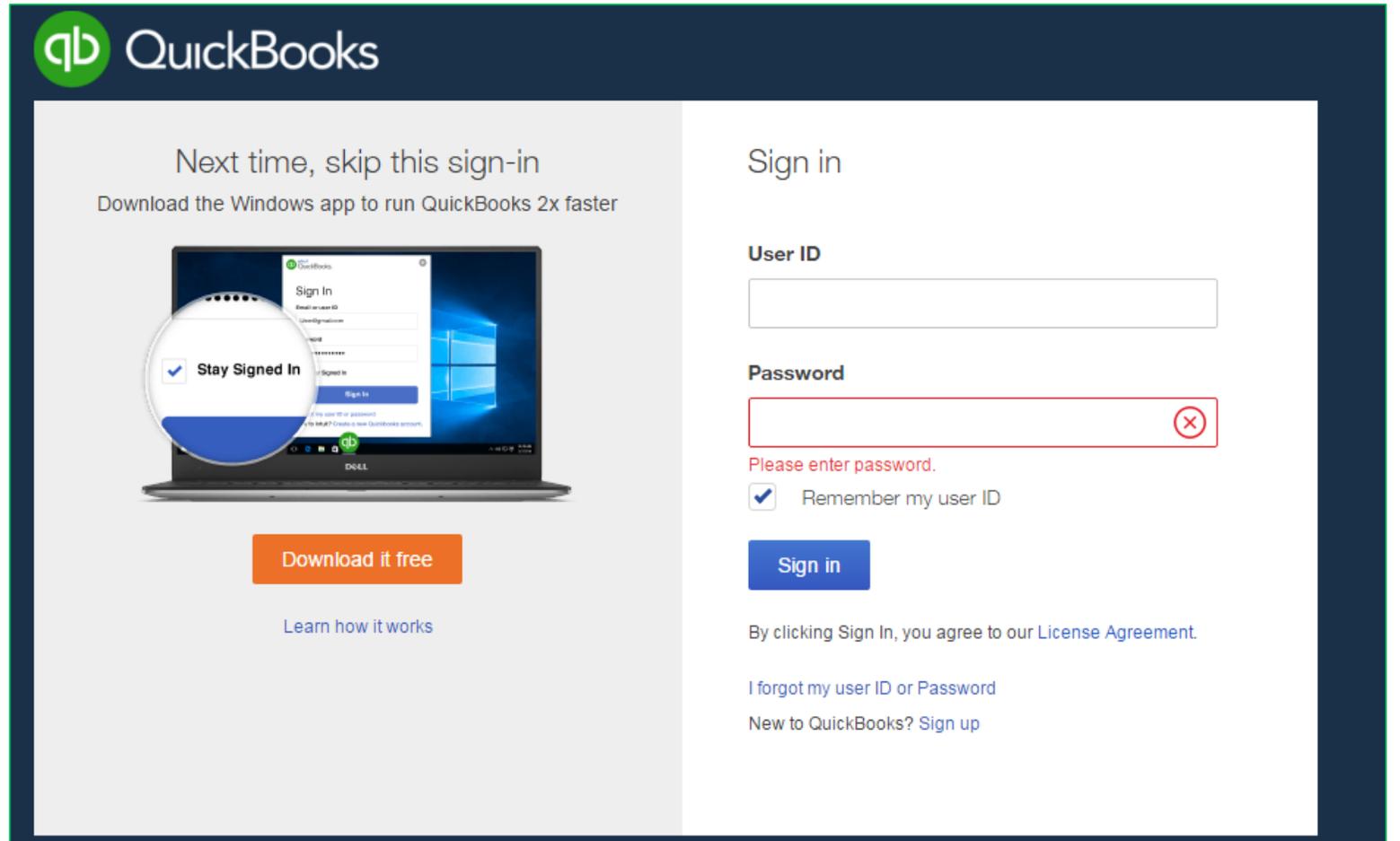
Have any questions? [Contact us](#)

We are looking forward to working with you!  
The QuickBooks Online Accountant Team

Please do not reply directly to this email, it was sent from an account that cannot accept replies.

# How do I Log into QuickBooks Online Accountant

<http://qbo.intuit.com>



The screenshot shows the QuickBooks Online Accountant sign-in interface. On the left, there is a promotional banner for the Windows app with the text "Next time, skip this sign-in" and "Download the Windows app to run QuickBooks 2x faster". Below this is an image of a laptop displaying the sign-in screen with a "Stay Signed In" checkbox checked. An orange button labeled "Download it free" and a blue link "Learn how it works" are positioned below the laptop image. On the right, the "Sign in" form is displayed. It includes a "User ID" input field, a "Password" input field with a red border and a red 'x' icon, and a "Remember my user ID" checkbox which is checked. A blue "Sign in" button is located below the password field. At the bottom of the sign-in section, there is a link to the "License Agreement" and two other links: "I forgot my user ID or Password" and "New to QuickBooks? Sign up".

qb QuickBooks

Next time, skip this sign-in  
Download the Windows app to run QuickBooks 2x faster

Stay Signed In

Download it free

Learn how it works

Sign in

User ID

Password

Please enter password.

Remember my user ID

Sign in

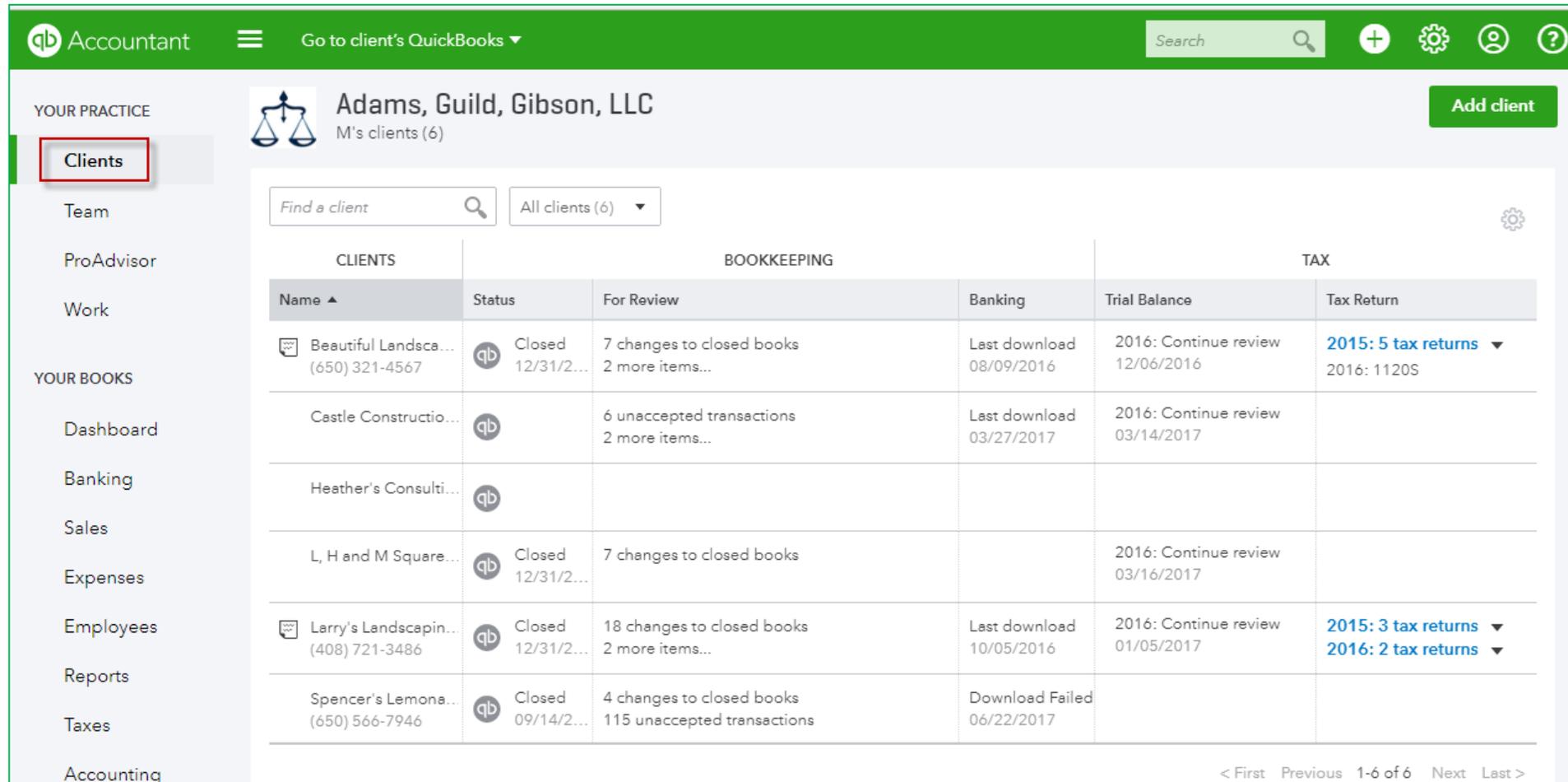
By clicking Sign In, you agree to our [License Agreement](#).

[I forgot my user ID or Password](#)

New to QuickBooks? [Sign up](#)

# Client List

Easy oversight to QuickBooks Online data



The screenshot shows the QuickBooks Online interface for an Accountant. The top navigation bar is green and includes the 'qb Accountant' logo, a menu icon, 'Go to client's QuickBooks', a search bar, and icons for adding, settings, profile, and help. The left sidebar is titled 'YOUR PRACTICE' and 'YOUR BOOKS', with 'Clients' highlighted in a red box. The main content area shows the client list for 'Adams, Guild, Gibson, LLC' (M's clients (6)). A search bar and a dropdown for 'All clients (6)' are at the top of the list. The table below is organized into three main sections: CLIENTS, BOOKKEEPING, and TAX. The CLIENTS section includes columns for Name, Status, and For Review. The BOOKKEEPING section includes Banking. The TAX section includes Trial Balance and Tax Return. The table lists six clients with their respective statuses and actions.

CLIENTS		BOOKKEEPING		TAX	
Name ▲	Status	For Review	Banking	Trial Balance	Tax Return
 Beautiful Landscap... (650) 321-4567	 Closed 12/31/2...	7 changes to closed books 2 more items...	Last download 08/09/2016	2016: Continue review 12/06/2016	<b>2015: 5 tax returns</b> ▼ 2016: 1120S
Castle Constructio...		6 unaccepted transactions 2 more items...	Last download 03/27/2017	2016: Continue review 03/14/2017	
Heather's Consulti...					
L, H and M Square...	 Closed 12/31/2...	7 changes to closed books		2016: Continue review 03/16/2017	
 Larry's Landscapin... (408) 721-3486	 Closed 12/31/2...	18 changes to closed books 2 more items...	Last download 10/05/2016	2016: Continue review 01/05/2017	<b>2015: 3 tax returns</b> ▼ <b>2016: 2 tax returns</b> ▼
Spencer's Lemona... (650) 566-7946	 Closed 09/14/2...	4 changes to closed books 115 unaccepted transactions	Download Failed 06/22/2017		

< First Previous 1-6 of 6 Next Last >

# Client Detail Page

qb Accountant
Go to client's QuickBooks ▾

+
⚙️

YOUR PRACTICE

- Clients
- Team
- ProAdvisor
- Work

YOUR BOOKS

- Dashboard
- Banking
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- Apps

Beautiful Landscapes 1 30
Beautiful Landscapes 1
Edit c

📄 Don't call before noon....

Bookkeeping 4
Shared documents
Tax

Books closed: 12/31/2016    Last sign in: 06/24/2017    Last download: 08/09/2016 qb

### Account watchlist

ACCOUNT	CURRENT	LAST RECONCILED
Amex	\$720.97	11/30/2016
Accounts Payable	\$56,157.69	
Accounts Receivable (A/R)	\$19,299.78	
Bank Loan	\$-9,943.00	
Bank of Steve	\$-124,672.90	06/01/2016
Blue from American Express (XXXXXXXXXXXXX...	\$-1,176.47	
Chase Checking	\$2,735.51	11/30/2016
Credit Card	\$216.00	

### Review in QuickBooks

**7 changes to closed books**  
12/31/2016  
[Review now](#)

**1 unaccepted transaction**  
Downloaded 08/09/2016  
[Review now](#)

**Changes to reconciled**  
Bank of Steve  
Last reconciled 06/01/2016  
[Review now](#)

**Changes to reconciled**  
PayPal  
Last reconciled 12/31/2013  
[Review now](#)

**Trial Balance** NEW

Last updated 10/26/2015  
2014: [Continue review](#)  
Last updated 06/13/2016  
2015: [Continue review](#)  
Last updated 12/06/2016  
2016: [Continue review](#)

# Add Client

qb Accountant Go to client's QuickBooks Search ⌵ ⚙️ 👤 ?

YOUR PRACTICE **Adams, Guild, Gibson, LLC**  
Emily's clients (7)

Clients  All clients (7)

Team

Create **Add client**

Client

User

### Add client

#### Client contact information

Business  Individual

Business name \*  Email \*

Display name as  Mobile

[+ Add more info](#)

#### QuickBooks subscription [Compare](#)

Wholesale discount (firm is billed)  Direct discount (client is billed)

Self-Employed <span>New</span>	\$10/mo 50% off for life of the subscription <sup>1</sup>	\$5/mo
Essentials	\$30/mo 50% off for life of the subscription <sup>1</sup>	\$15/mo
Plus <span>Most Popular</span>	\$40/mo 50% off for life of the subscription <sup>1</sup>	\$20/mo

#### Wholesale discount

Grow your practice by bundling QuickBooks into the services you provide clients.

[Learn more](#) about the benefits of the wholesale discount.

# Add Client

Add client

## Client contact information

Business  Individual

Business name \*

Email \*

Display name as

Mobile

[+ Add more info](#)

## QuickBooks subscription [Compare](#)

Wholesale discount (firm is billed)  Direct discount (client is billed)

Self-Employed New

\$10/mo 50% off for life of the subscription<sup>1</sup> **\$5/mo**

Essentials

\$30/mo 50% off for life of the subscription<sup>1</sup> **\$15/mo**

Plus Most Popular

\$40/mo 50% off for life of the subscription<sup>1</sup> **\$20/mo**

### Wholesale discount

Grow your practice by bundling into the services you provide client.

[Learn more](#) about the benefits discount.

Add client

## Team access

Select which team members in your firm can access your client.

Clay Adams (Firm Master Admin)  Emily Watkins

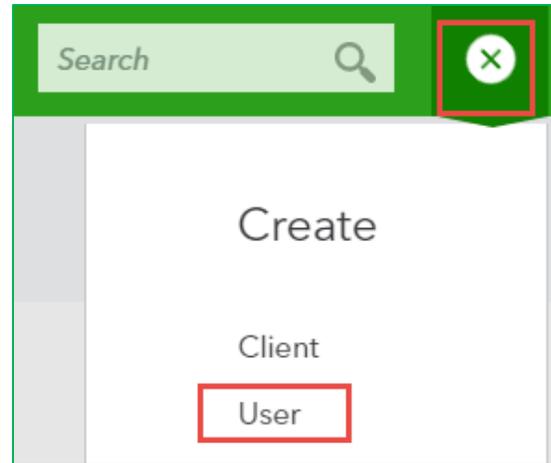
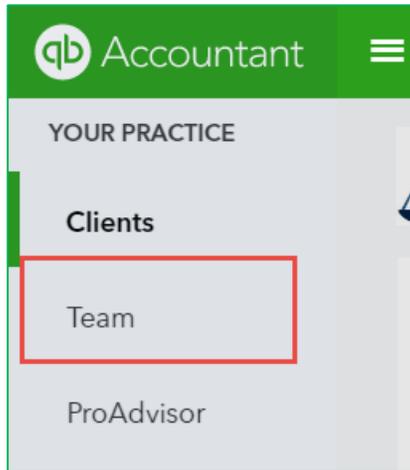
[Show less](#)

Find a team member

<input type="checkbox"/>	TEAM MEMBER	TITLE	EMAIL
<input type="checkbox"/>	Michelle Long	QB guru	[Redacted]
<input type="checkbox"/>	Eric Randall	IAM	[Redacted]
<input type="checkbox"/>	Val Heckman		[Redacted]
<input type="checkbox"/>	Leah Hartman	PS	[Redacted]
<input type="checkbox"/>	Jason Meredith		[Redacted]
<input type="checkbox"/>	Rvan Kellev		[Redacted]

Save

# Add Team User



Add user

1

USER PROFILE

### Add user profile information

\* First name      Middle name      \* Last name

\* Email

Title

# Add Team User - Firm Administration and Books

Add user

1  
 USER PROFILE

2  
 FIRM ADMINISTRATION AND BOOKS

### Specify access to firm administration and books

Access: Basic ▼

YOUR FIRM ADMINISTRATION	ACCESS
Firm information	<span style="border: 1px solid #ccc; padding: 2px 10px;">View only ▼</span>
Firm users	<span style="border: 1px solid #ccc; padding: 2px 10px;">None ▼</span>
Subscriptions and billing	<span style="border: 1px solid #ccc; padding: 2px 10px;">None ▼</span>
YOUR FIRM BOOKS	ACCESS
Customers and accounts receivable	<span style="border: 1px solid #ccc; padding: 2px 10px;">No ▼</span>
Vendors and creditors	<span style="border: 1px solid #ccc; padding: 2px 10px;">No ▼</span>

Access to firm administration and books

- Full**
  - Full access to administrative functions for your firm
  - Full access to your firm's books
  - Administrator access to client QuickBooks
- Basic**
  - Limited access to administrative functions for your firm
  - No access to your firm's books
  - Administrator access to client QuickBooks
- Custom**
  - Custom access to administrative functions for your firm
  - Custom access to your firm's books
  - Administrator access to client QuickBooks

# Add Team User – Manage Client Access

Add user

1  
 USER PROFILE

2  
 FIRM ADMINISTRATION AND BOOKS

3  
 CLIENT ACCESS

## Specify client access

🔍

⚙️

CLIENT	✓
Beautiful Landscapes	✓
Clayton Adams, Musician	✓
David Client	✓
Full Service Payroll	✓
Katie's Company	✓
Larry's Landscaping & Garden Supply	✓
Planet Paws Pet Supplies	✓
Revel Watches	✓
StacyK Academy Essentials	✓

**Client access**

Granting user access to a client gives them full (admin) permissions to that client's QuickBooks Online file.

# ProAdvisor Program

**YOUR PRACTICE**

- Clients
- Team
- ProAdvisor**
- Work

**YOUR BOOKS**

- Dashboard
- Banking
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- Apps

## ProAdvisor Diamond member

Get all Gold benefits plus premium technical support and many more benefits.

SILVER GOLD **DIAMOND** ✓  
32 clients, advanced certified

Unlock more benefits  
**Get certified** ▾

Watch the video

**Certification** | Profile | Training | Software and Discounts | Resources | Notifications 1

### Benefits of Certification

Once certified, you not only receive a certificate and badge, but also increase your opportunity to generate client leads by showcasing your profile in the Find-a-ProAdvisor directory.

▶ QuickBooks Online	✓ CERTIFIED	<a href="#">more info</a>	Download Badge ▾
▶ QuickBooks Online Advanced	✓ CERTIFIED	<a href="#">more info</a>	Download Badge ▾
▶ QuickBooks Desktop 2017	✓ CERTIFIED	<a href="#">more info</a>	Download Badge ▾
▶ QuickBooks Desktop 2016	✓ CERTIFIED	<a href="#">more info</a>	Download Badge ▾
▶ QuickBooks Desktop Enterprise 2017	✓ CERTIFIED	<a href="#">more info</a>	Download Badge ▾
▶ QuickBooks Point of Sale Desktop 12.0	✓ CERTIFIED	<a href="#">more info</a>	Download Badge ▾

Basics of ProAdvisor and Certification  
[Read our FAQs to learn the basics of the ProAdvisor Program](#)

# Your Books

Client list in Your Books is same as Clients in QBOA

YOUR PRACTICE

- Clients
- Team
- ProAdvisor
- Work
- YOUR BOOKS**
- Dashboard
- Banking
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- Apps

qb Accountant Adams, Guild, Gibson, LLC Search

YOUR PRACTICE

Adams, Guild, Gibson, LLC

PRIVACY

YOUR PRACTICE

- Clients
- Team
- ProAdvisor
- Work

YOUR BOOKS

- Dashboard**
- Banking
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- Apps

**Income** Last 365 days

\$0 OPEN INVOICES

\$0 OVERDUE

\$1,150 PAID LAST 30 DAYS

**Expenses** Last month

\$1,290 LAST MONTH

\$1,200 Rent

\$90 Purchases

**Bank accounts**

Bank of America 18 to review

Bank balance \$0

In QuickBooks \$61,326.57

Connect account Go to registers

**Profit and Loss** Last month

\$-140 NET INCOME FOR MAY

\$1,150 INCOME

**Sales** Last month

\$1,150 LAST MONTH

\$1.2K

\$800

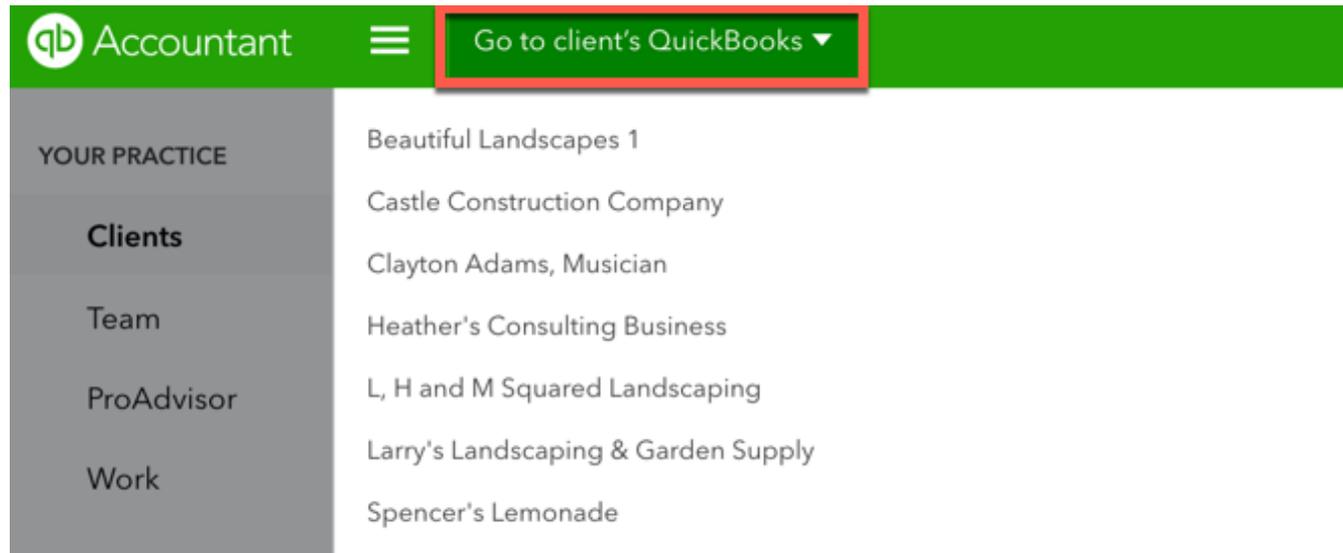
**Tips**

Set your payments free

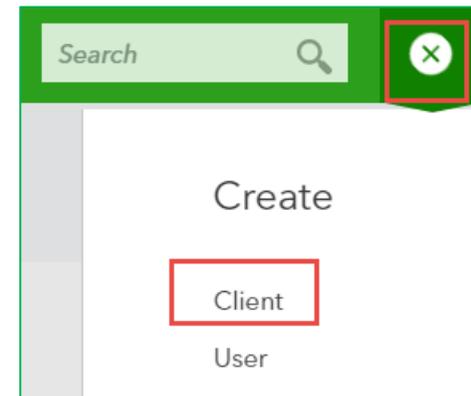
Get your invoices paid twice as fast with

# QBOA Toolbar

## Client Switcher



## Quick Create



# QBOA Toolbar

Search

qb Accountant    Go to client's QuickBooks ▾    Search    +    ⚙️    👤    ?

**YOUR PRACTICE**

Adams, Guild, Gibson, LLC  
M's clients (6)    Add client

Find a client    All clients (6) ▾

CLIENTS		BOOKKEEPING		TAX	
Name ▲	Status	For Review	Banking	Trial Balance	Tax Return
Beautiful Landsc... (650) 321-4567	qb Closed 12/31/2...	7 changes to closed books 2 more items...	Last download 08/09/2016	2016: Continue review 12/06/2016	2015: 5 tax returns 2016: 1120S
Castle Constructio...	qb	6 unaccepted transactions 2 more items...	Last download 03/27/2017	2016: Continue review 03/14/2017	

Gear Icon

QuickBooks ▾    Search    +    ⚙️

Adams, Guild, Gibson, LLC

<b>Settings</b>	<b>Lists</b>	<b>Tools</b>	<b>Your Company</b>
Company Settings	All Lists	Import Data	Your Account
Custom Form Styles	Products and Services	Import Desktop Data	Your Team
Chart of Accounts	Recurring Transactions	Export Data	Videos and Welcome Guide
Payroll Settings	Attachments	Reconcile	Sample Company
QuickBooks Labs		Budgeting	Feedback
Company Templates		Audit Log	Refer a Friend
		Order Checks ↗	Privacy
		Resolve Duplicate Clients	Switch Company

# Agenda

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- ❖ Introduction
- ❖ QuickBooks Online Accountant (QBOA)
- ❖ **Manage Your Workflow**
- ❖ Accountant Toolbox
- ❖ Train Your Clients
  - ❖ Navigation
  - ❖ Common Workflows

# Workflow Management

Where accounting professionals engage clients in the cloud

qb Accountant Go to client's QuickBooks

**YOUR PRACTICE**

**Alison Ball Accounting**  
Thursday, March 16

[New client request](#) [New job](#)

**Work**

Clients All my clients Everyone

Team

ProAdvisor

**YOUR BOOKS**

Dashboard

Banking

Invoicing

Expenses

Employees

Reports

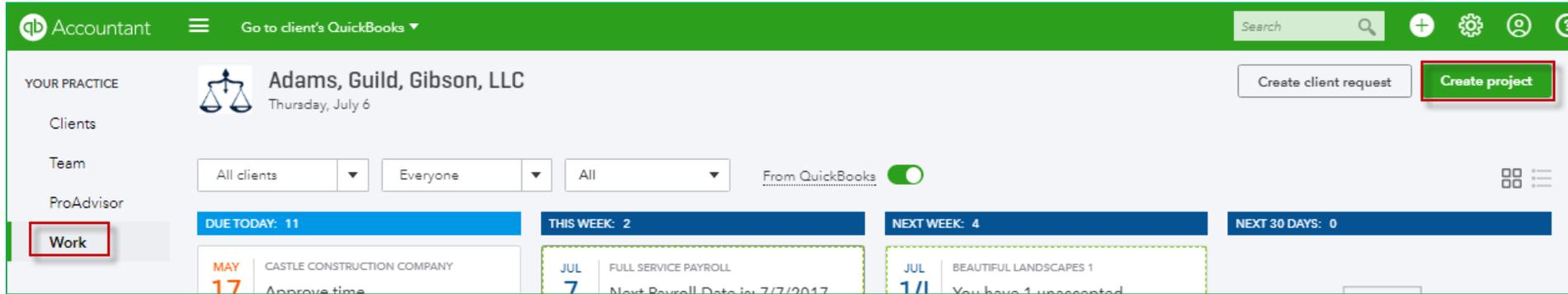
Taxes

Accounting

Apps

OVERDUE: 3	DUE TODAY: 4	THIS WEEK: 4	NEXT WEEK: 3	NEXT 30 DAYS: 4
<p><b>MAR 12</b></p> <p>MALIBU CONCEPTS</p> <p>Send February financials for January Books</p>	<p><b>MAR 16</b></p> <p>MALIBU CONCEPTS</p> <p>January Books</p> <p>2 of 4 Tasks</p> <p>0 of 1 Requests</p>	<p><b>MAR 17</b></p> <p>J&amp;L LANDSCAPING, LLC</p> <p>January Books</p> <p>2 of 3 Tasks</p>	<p><b>MAR 23</b></p> <p>MALIBU CONCEPTS</p> <p>Configure QBO lorem ipsum sit</p>	<p><b>APR 08</b></p> <p>J&amp;L LANDSCAPING, LLC</p> <p>Review Amex statement for March Books</p>
<p><b>MAR 12</b></p> <p>AMY'S BAKERY</p> <p>Update new client onboarding PDF for Amy Onboarding</p>	<p><b>MAR 16</b></p> <p>MALIBU CONCEPTS</p> <p>Review BofA and Chase statements for January Books</p>	<p><b>MAR 17</b></p> <p>J&amp;L LANDSCAPING, LLC</p> <p>Review Amex Statement for January Books</p>	<p><b>MAR 24</b></p> <p>PIXEL CONSTRUCTION</p> <p>Month-end dolor sit amet</p>	<p><b>APR 11</b></p> <p>J&amp;L LANDSCAPING, LLC</p> <p>Reconcile QBO transactions for March Books</p>
<p><b>MAR 12</b></p> <p>REQUEST FOR JOHN JAMES</p> <p>W2s for John James 1040</p> <p>0 attachments</p> <p>3 comments</p>	<p><b>MAR 16</b></p> <p>PIXEL CONSTRUCTION</p> <p>Send financial statements to Meg for client financials</p>	<p><b>MAR 17</b></p> <p>CALIHousing EXTRA LONG NAME, LLC</p> <p>QBO expense #234 for Cali February Books</p>	<p><b>MAR 25</b></p> <p>APEX INTERIORS, INC</p> <p>Financial lorem QBO dolor sit amet</p> <p>2 of 2 Requests</p>	<p><b>APR 11</b></p> <p>J&amp;L LANDSCAPING, LLC</p> <p>Send financials to Amy for March Books</p>
	<p><b>MAR 16</b></p> <p>PIXEL CONSTRUCTION</p> <p>Send financial</p>	<p><b>MAR 17</b></p> <p>PIXEL CONSTRUCTION</p> <p>Send updated contract</p>		<p><b>APR 12</b></p> <p>J&amp;L LANDSCAPING, LLC</p> <p>March Books</p> <p>0 of 3 Tasks</p>

# Add Project



**Accountant** | Go to client's QuickBooks

**YOUR PRACTICE** | **Adams, Guild, Gibson, LLC** | Thursday, July 6

**Work** | **Create client request** | **Create project**

Client: L, H and M Square | Due date: 08/15/2017 | [Can it repeat?](#)

Assigned to: Bryce Forney | Status: To do

**Details**

Need to Review books and bring into PTC

**Tasks**  
For you and your team. Tasks aren't shared with clients.  
[Add a task](#)

**Summary:** DUE TODAY: 11 | THIS WEEK: 2 | NEXT WEEK: 4 | NEXT 30 DAYS: 0

Month	Project Name	Next Payroll Date
MAY 17	CASTLE CONSTRUCTION COMPANY	Approve time
JUL 7	FULL SERVICE PAYROLL	Next Payroll Date is 7/7/2017
JUL 14	BEAUTIFUL LANDSCAPES 1	You have 1 unaccepted

### Create project

Project name \*  
Flagg's Trial Balance to Tax

Client \*  
L, H and M Square

Due date \*  
08/15/2017 [Can it repeat?](#)

Assigned to \*  
Bryce Forney

Status  
To do

**Details**

Need to Review books and bring into PTC

**Tasks**  
For you and your team. Tasks aren't shared with clients.  
[Add a task](#)

[Save](#)

# Add Task

### Edit project ✕

**Project name \***

**Client \***  **Due date \***  [Can it repeat?](#)

**Assigned to \***  **Status**

**Details**

**Tasks**  
*For you and your team. Tasks aren't shared with clients.*

### Tasks

*For you and your team. Tasks aren't shared with clients.*

**Task name \***  **Due date \***

**Assigned to \***  **Status**

**Details**

[Hide details](#) [Remove](#) [Collapse](#)

# Client Requests

qb Accountant Go to client's QuickBooks  +

YOUR PRACTICE **Adams, Guild, Gibson, LLC** Thursday, July 6 Create client request

Clients

### Create client request

Request name \*

Client \*  Due date \*

Status

Details

Documents  
[+ Add document](#)

**Publish to client's QuickBooks**

From name   Allow replies

To \*

Subject \*

Message \*

You're previewing the email your client will receive. Your request will also be published to My Accountant in your client's QuickBooks.

From: Adams, Guild, Gibson, LLC <no-reply@intuit.com>  
To: L, H and M Squared Landscaping <>  
Subject: Copies of Statements

**A request from Adams, Guild, Gibson, LLC**

Please provide 12/31/16 statements for bank and credit card accounts

[Respond in QuickBooks](#)

# Client Requests

Dashboard | My Accountant | Adams, Guild, Gibson, LLC

Banking | Michelle Long - Adv Testing  
michellelongcpe@gmail.com

Sales

Expenses | Requests **1** | Shared documents

Employees

Reports | Sort by Due date ▼

Taxes | ▼ UPCOMING (1)

Accounting

**My Accountant**

**JUL 12** **Copies of Statements**  
Please provide 12/31/16 statements for bank and credit card accounts

0 comments

0 documents

To do

# Filtering

YOUR PRACTICE  
Adams, Guild, Gibson, LLC  
Thursday, July 6

Clients  
Team  
ProAdvisor  
Work  
YOUR BOOKS  
Dashboard  
Banking  
Sales  
Expenses  
Employees

All clients  
Beautiful Landscapes 1  
Brad Hall  
Castle Construction Company  
Full Service Payroll  
Heather's Consulting Business  
L, H and M Squared Landscaping

THIS WEEK: 2

JUL 7 FULL SERVICE PAYROLL  
Next Payroll Date is: 7/7/2017  
Run payroll

JUL 7 LARRY'S LANDSCAPING & GARDEN SUPPLY  
Next Payroll Date is: 7/7/2017  
Run payroll

0 of 1

Adams, Guild, Gibson, LLC  
Thursday, July 6

All clients  
Everyone

DUE TODAY: 11

MAY 17 CASTLE CONSTRUCTION COMPANY  
Approve time  
Project : Payroll  
In progress

MAY 18 CASTLE CONSTRUCTION COMPANY  
Payroll  
To do

Everyone  
Me  
Alicia Katz Pollock  
Bryce Forney  
Carla Caldwell  
Chris Freebairn  
Clay Adams

Adams, Guild, Gibson, LLC  
Thursday, July 6

All clients  
Everyone  
All

DUE TODAY: 11

MAY 17 CASTLE CONSTRUCTION COMPANY  
Approve time  
Project : Payroll  
In progress

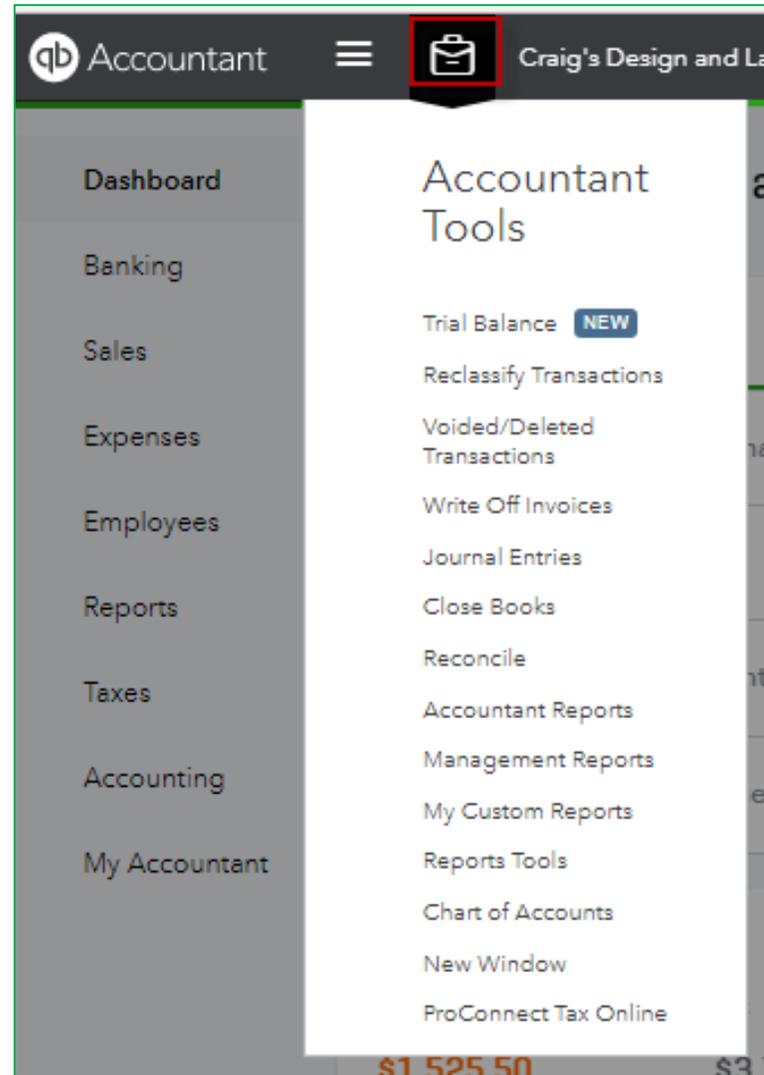
All  
Projects  
Tasks  
Requests

# Agenda

---

- ❖ Introduction
- ❖ QuickBooks Online Accountant (QBOA)
- ❖ Manage Your Workflow
- ❖ **Accountant Toolbox**
- ❖ Train Your Clients
  - ❖ Navigation
  - ❖ Common Workflows

# Accountant Toolbox - Intro



# Reports Tools

## Accountant Tools

- Trial Balance **NEW**
- Reclassify Transactions
- Voided/Deleted Transactions
- Write Off Invoices
- Journal Entries
- Close Books
- Reconcile
- Accountant Reports
- Management Reports
- My Custom Reports
- Reports Tools**
- Chart of Accounts
- New Window
- ProConnect Tax Online

## Report Tools

### Report and Tool Defaults

Date	From	To	Basis
Last Month 	10/01/2016	10/31/2016	Accrual 

# Trial Balance

- Accountant Tools
- Trial Balance NEW
- Reclassify Transactions
- Voided/Deleted Transactions
- Write Off Invoices
- Journal Entries
- Close Books
- Reconcile
- Accountant Reports
- Management Reports
- My Custom Reports
- Reports Tools
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- New Window
- ProConnect Tax Online

## Trial Balance

Tax year 2016 ▼ ✎

Feb 1, 2016 – Jan 31, 2017

Finish review ▼
View tax return

Show me how Trial Balance works

**View activity**

All ▼

!

!

**Expense**

Online Banking Administration a...  
[Expense](#)  
*December 14, 2016*

**Sales Receipt**

Your Accountant added  
[Sales Receipt No. 1108](#)  
*December 14, 2016*

**Deleted Sales Receipt**

Your Accountant deleted  
[Sales Receipt No. 1108](#)  
*December 14, 2016*

**Tax Period End**

*January 31, 2017*

**Working Trial Balance**

Tax Mappings 4

Update Unadjusted Balance

	ACCOUNT		2015 ENDING BALANCE		2016 UNADJUSTED BALANCE		2016 ACTIVITY		ADJUSTING ENTRIES		OTHER TRANS/
✓	Name	Type	Debit	Credit	Debit	Credit	\$	%	Debit	Credit	Debit
	Cash on hand	Bank			165.00		165.00	0%			4,537.88
	Chase Checking 123	Bank					0.00	0%			5,094.90
	Checking	Bank	10,800.00		25,399.67		14,599.67	135%	10,900.00		328.66
	Accounts Receivable	Accounts receivable (A/R)			1,356.30		1,356.30	0%	100.00		3,281.70
	Inventory Asset	Other Current Assets	3,400.00		15,594.50		12,194.50	359%			2,071.00
	Prepaid Expenses	Other Current Assets			0.00		0.00	0%	100.00		

# Trial Balance – Tax Mappings

Working Trial Balance

Tax Mappings 19

Update Unadjusted Balance

## Tax form 1040



ACCOUNT	TYPE	BALANCE	ACTION
Savings	Bank	-415.66	<a href="#">Assign tax line</a>
Stacy's Card	Credit Card	90.50	<a href="#">Assign tax line</a>
<b>Schedule C: Line 1, Gross receipts and sales</b>		<b>1,645.00</b>	
Sales	Income	1,645.00	<a href="#">Edit tax line</a>
<b>Schedule C: Line 17, Legal &amp; professional</b>		<b>1,000.00</b>	
Legal & Professional Fees:Accounting & Legal	Expenses	1,000.00	<a href="#">Edit tax line</a>

# Trial Balance – Tax Return or Export

View Tax Return opens up ProConnect Tax Online

**Trial Balance** Tax year 2014

[Finish review](#) [View tax return](#)

[Show me how Trial Balance works](#)

**View activity**

All

- Deleted Deposit  
clay adams deleted  
Deposit  
May 25, 2016
- Deleted Bill  
clay adams deleted  
Bill  
May 25, 2016
- October 13, 2016  
TODAY

Can export as Excel or CSV

Working Trial Balance | **Tax Mappings** 19 [Update Unadjusted Balance](#)

Tax form 1040

ACCOUNT	TYPE	BALANCE
Savings	Bank	-415.66
Stacy's Card	Credit Card	90.50

Export to Excel  
Export to CSV  
[Assign tax line](#)

# Reclassify Transactions

Accountant Tools

Trial Balance **NEW**

**Reclassify Transactions**

Voided/Deleted Transactions

Write Off Invoices

Journal Entries

Close Books

Reconcile

Accountant Reports

Management Reports

My Custom Reports

Reports Tools

Chart of Accounts

New Window

ProConnect Tax Online

### Reclassify Transactions

Accounts Refresh

From: 07/01/2016 To: 09/30/2016

Basis:  Accrual  Cash

View: Profit & Loss Accounts

Name	Type	Amount
Plants and Soil	Income	2220.72
Sprinklers and Dri...	Income	138.00
Labor	Income	
Installation	Income	250.00
Maintenance and ...	Income	50.00
Pest Control Services	Income	40.00
Sales of Product Inc...	Income	912.75
Services	Income	503.55
Cost of Goods Sold	Cost ...	405.00
Advertising	Expe...	74.86
Automobile	Expe...	79.96
Fuel	Expe...	349.41
Equipment Rental	Expe...	112.00
Insurance	Expe...	241.23
Job Expenses	Expe...	155.07
Job Materials	Expe...	
Decks and Patios	Expe...	234.04
Plants and Soil	Expe...	353.12
Sprinklers and Dri...	Expe...	215.66
Legal & Professional...	Expe...	75.00
Accounting	Expe...	640.00
Bookkeeper	Expe...	55.00
Lawyer	Expe...	100.00
Maintenance and Re...	Expe...	185.00
Equipment Repairs	Expe...	755.00
Meals and Entertain...	Expe...	28.49
Office Expenses	Expe...	18.08
Rent or Lease	Expe...	900.00
Utilities	Expe...	
Gas and Electric	Expe...	200.53
Telephone	Expe...	130.86
Miscellaneous	Other...	2916.00

Transactions

Name: All Show transactions: Non-Item-Based (can be reclassified)

Accounts: Show Selected Account  Include Journal Entries

<input type="checkbox"/>	Date	Type	Num	Name	Memo	Account	Amount
<input type="checkbox"/>	09/10/2...	Bill	...	Brosnahan Insurance Agency	Opening Balance	Miscellaneous	2,000.00
<input checked="" type="checkbox"/>	09/02/2...	Bill	...	Tim Phillip Masonry	Opening Balance	Miscellaneous	666.00
<input checked="" type="checkbox"/>	08/11/2...	Bill	...	Hicks Hardware	Opening Balance	Miscellaneous	250.00
Total Selected:							916.00

For all selected transactions, change  Account to Landscaping Services:Job Materials Reclassify

# Voided/Deleted Transactions

## Accountant Tools

Trial Balance **NEW**

Reclassify Transactions

**Voided/Deleted Transactions**

Write Off Invoices

Journal Entries

Close Books

Reconcile

Accountant Reports

Management Reports

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Chart of Accounts

New Window

ProConnect Tax Online

## Audit Log

Filter ▾ Transactions X [Clear filter / View All](#)

DATE CHANGED	USER	EVENT	NAME	DATE	AMOUNT	HISTORY
Dec 14, 12:42 pm US ...	Your Accountant	Deleted Sales Receipt No. 1108	Chapman, Natalie	12/14/2016	\$1,094.00	<a href="#">View</a>
Dec 9, 3:37 pm US M...	Your Accountant	Deleted Invoice No. 1076	General Customer	11/16/2016	\$6,300.00	<a href="#">View</a>
Dec 9, 3:36 pm US M...	Your Accountant	Deleted Billable Expense Charge	General Customer	12/01/2016	\$2,000.00	<a href="#">View</a>
Dec 9, 3:36 pm US M...	Your Accountant	Deleted Expense	1099 SC	12/01/2016	\$2,000.00	<a href="#">View</a>
Dec 8, 8:54 am US Mo...	QB Clay	Deleted Expense	Natural Grocers	10/24/2016	\$28.47	<a href="#">View</a>
Dec 8, 8:54 am US Mo...	QB Clay	Deleted Expense	Natural Grocers	10/24/2016	\$28.47	<a href="#">View</a>
Dec 8, 8:54 am US Mo...	QB Clay	Deleted Expense	Natural Grocers	10/01/2016	\$28.47	<a href="#">View</a>
Dec 8, 8:53 am US Mo...	QB Clay	Deleted Expense	Natural Grocers	12/01/2016	\$28.47	<a href="#">View</a>
Dec 8, 8:53 am US Mo...	QB Clay	Deleted Expense	Natural Grocers	12/05/2016	\$28.47	<a href="#">View</a>
Dec 8, 8:53 am US Mo...	QB Clay	Deleted Expense	Car Park	12/06/2016	\$18.00	<a href="#">View</a>

# Write Off Invoices

**Write Off Invoices**

Select invoices to write off:

Set criteria for invoices to consider for batch write-off

Age:  To Date:  Balance Due less than

<input checked="" type="checkbox"/>	Date	Age	Num	Name	Original Amount	Balance Due
<input checked="" type="checkbox"/>	06/12/2013	1210	1083	Amy Brown	550.00	
<input checked="" type="checkbox"/>	06/10/2013	1212	1082	Jane Doe	35.00	
<input checked="" type="checkbox"/>	06/10/2013	1212	1078	Amy's Catering	27.00	
<input checked="" type="checkbox"/>	04/27/2013	1256	1072	Amy's Catering	20.00	
<input checked="" type="checkbox"/>	04/27/2013	1256	1070	Amy's Catering	12.00	
<input checked="" type="checkbox"/>	03/20/2013	1294	1068	Amy Ayers:Heather Campbell	189.00	
<input checked="" type="checkbox"/>	10/22/2012	1443	1050	Molly Kirn	38.33	
<input checked="" type="checkbox"/>	10/02/2012	1463	1060	David McDonald	35.00	
<input checked="" type="checkbox"/>	08/15/2012	1511	1033	Kelly Kimball	75.55	

**Total Selected:**

Write Off Account:

**Confirm Write Off**

Confirm invoices to write off

Company: Craig's Design and Landscaping Services

Date: 10/03/2015 01:29 PM

User: Craig Carlson

9 transaction(s) totaling 634.60 will be written off to the Bad Debt account

Num	Date	Name	Original Amount	Balance Due
1034	09/06/2015	Rondonuwu Fruit a...	78.60	78.60
1019	09/05/2015	Sushi by Katsuyuki	80.00	80.00
1023	09/05/2015	Red Rock Diner	70.00	70.00
1018	08/29/2015	Sushi by Katsuyuki	80.00	80.00
1005	08/29/2015	Freeman Sporting ...	54.00	4.00
1022	08/16/2015	Jeff's Jalopies	81.00	81.00
1028	07/21/2015	Freeman Sporting ...	81.00	81.00
1027	07/21/2015	Bill's Windsurf Shop	85.00	85.00
1016	07/20/2015	Kookies by Kathy	75.00	75.00

# Adjusting Journal Entries

 Journal Entry #013120

Journal date

12/14/2016



Journal no.

013120

Is Adjusting Journal Entry?

# Close Books

### Account and Settings

- Company
- Billing & Subscription
- Sales
- Expenses
- Payments
- Advanced

#### Accounting

First month of fiscal year <sup>?</sup> January ▾

First month of income tax year Same as fiscal year ▾

Accounting method <sup>?</sup> Accrual ▾

Close the books <sup>?</sup> 12/31/2016

Closing date 12/31/2016

Allow changes after viewing a warning and entering password ▾ <sup>?</sup>

Password ••••

Confirm Password ••••

Cancel Save

### Audit History

History of this transaction: [Expense ID: 993](#)

[Compare](#) [Show all](#)

▼ Dec 14, 9:48 am US Mountain Standard Time: Matched by Your Accountant

Type: Expense Num:  
 Date: 06/27/2016 Name: Staples  
 Amount: 121.62 Location:  
 Memo: Staples

NO.	CUSTOMER	DESCRIPTION	CLASS	BILLABLE	CLR	MATCH STATUS	ACCOUNT	AMOUNT
0		Staples		No	C	Manually matched	Amex	121.62
1		Staples	In the field consulting	No			Office Supplies	121.62

► Dec 14, 9:48 am US Mountain Standard Time: Edited by Your Accountant

► Dec 6, 1:14 pm US Mountain Standard Time: Added by Online Banking Administration

# Reconcile

Chart of Accounts **Reconcile**

[Chart of accounts](#) > [Bank register](#) > Reconciliation history

## Reconciliation history

[Reconcile](#) | [Give Feed](#)

Account

Checking ▼

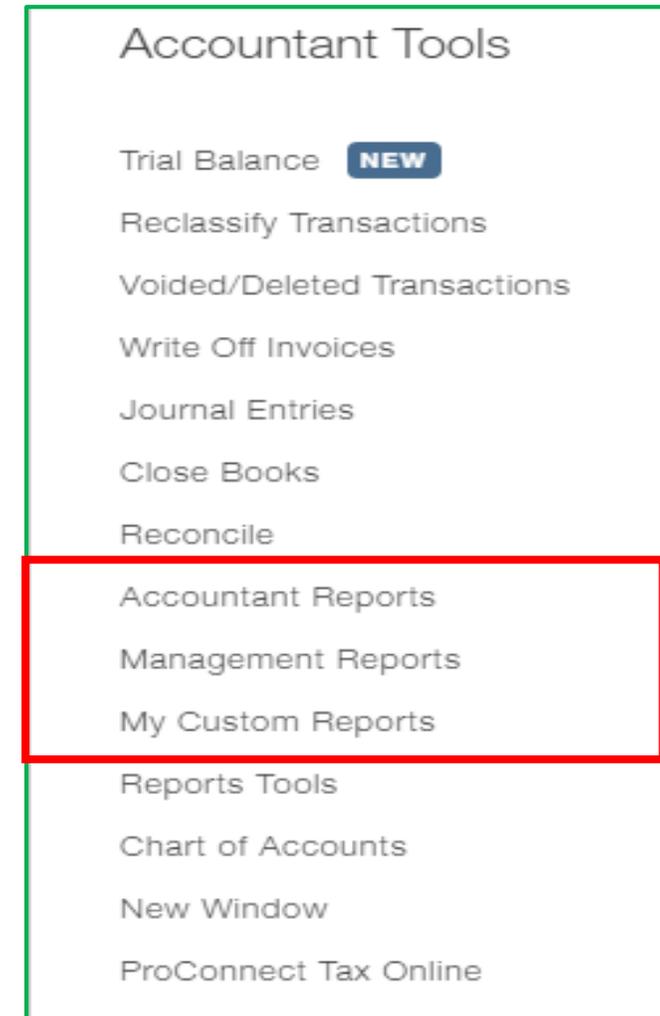
Report period

Since 365 Days Ago ▼

STATEMENT ENDING DATE	RECONCILED ON	ENDING BALANCE	CHANGES	AUTO ADJUSTMENT	ACTION
2016 ▼					
11/30/2016	02/01/2017	289,459.35	0.00		<a href="#">View report</a> ▼
10/31/2016	02/01/2017	286,916.47	100.00		<a href="#">Print</a> <a href="#">Undo</a>

# Reporting Shortcuts

- Accountant Reports
- Management Reports
- My Custom Reports



# Other tools

- Chart of Accounts
- New Window
- ProConnect Tax Online

## Accountant Tools

Trial Balance **NEW**

Reclassify Transactions

Voided/Deleted Transactions

Write Off Invoices

Journal Entries

Close Books

Reconcile

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Reports Tools

Chart of Accounts

New Window

ProConnect Tax Online

# Agenda

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- ❖ Introduction
- ❖ QuickBooks Online Accountant (QBOA)
- ❖ Manage Your Workflow
- ❖ Accountant Toolbox
- ❖ **Train Your Clients**
  - ❖ Navigation
  - ❖ Common Workflows

# Agenda

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- ❖ Introduction
- ❖ QuickBooks Online Accountant (QBOA)
- ❖ Manage Your Workflow
- ❖ Accountant Toolbox
- ❖ Train Your Clients
  - ❖ **Navigation**
  - ❖ Common Workflows

# Left Navigation Pane

- Dashboard
- Banking
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- My Accountant

Accountant Beautiful Landscapes 1 Search

Dashboard Beautiful Landscapes PRIVACY

**Income** Last 365 days

**\$16,423**  
OPEN INVOICES

**\$16,023**  
OVERDUE

**\$0**  
PAID LAST 30 DAYS

**Expenses** Last month

**\$6,479**  
LAST MONTH

- \$5,050 Meals and Enterta..
- \$500 Rent or Lease
- \$450 Utilities
- \$479 Everything else

**Bank accounts**

Amex ! Needs attention  
Bank balance \$2,202.16 Updated 506 days ago  
In QuickBooks \$-720.97

Bank of Steve  
In QuickBooks \$-124,672.90

Chase Checking  
In QuickBooks \$2,735.51

PayPal  
In QuickBooks \$57,808.84

Primary Savings Account  
In QuickBooks \$5,000.00

Savings  
In QuickBooks \$-415.66

Blue from American Express (XXXXXXXXXXXXX..  
In QuickBooks \$1,176.47

Credit Card  
In QuickBooks \$-216.00

Stacy's Card  
In QuickBooks \$1,397.50

**Profit and Loss** Last month

**\$-869**  
NET INCOME FOR MAY

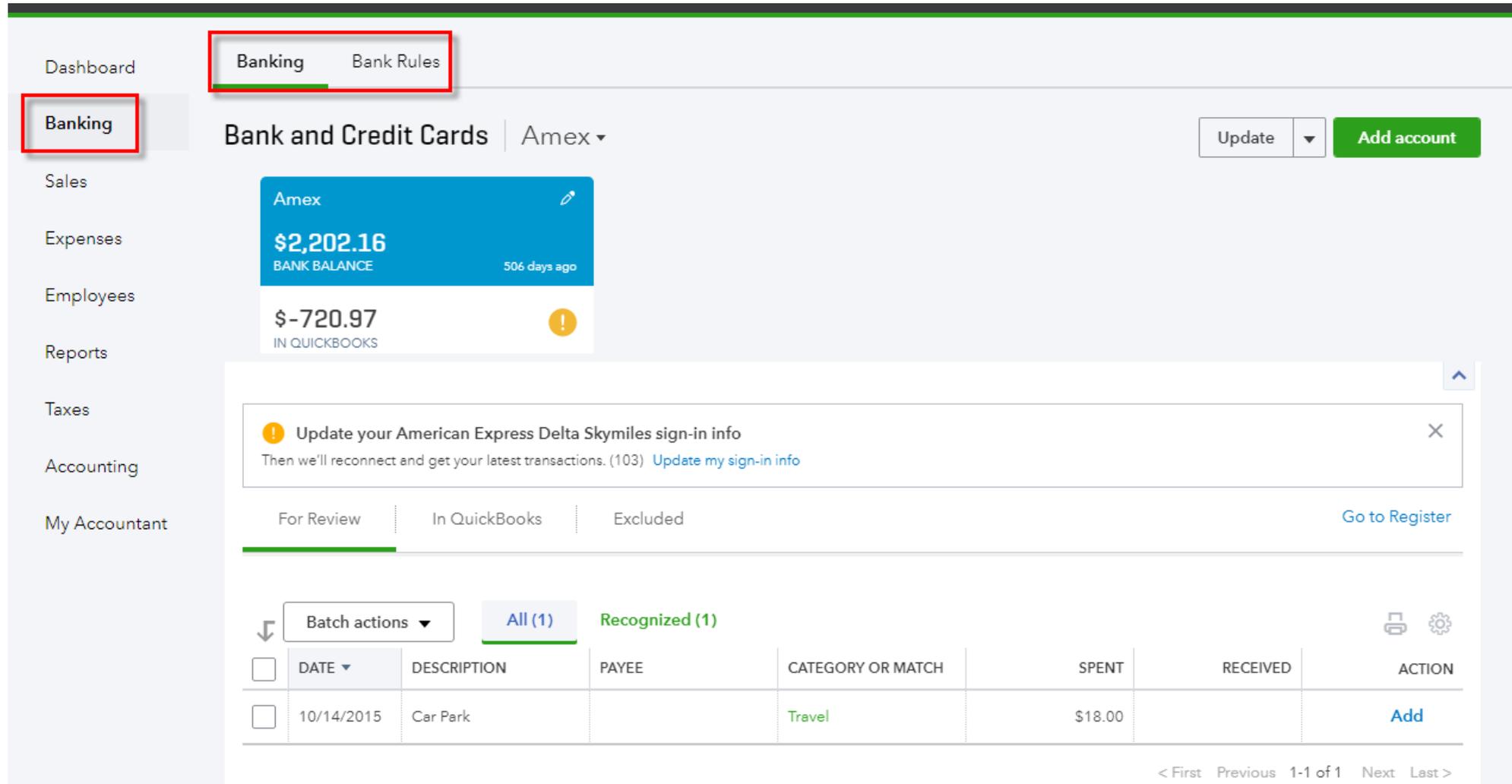
**\$5,565**  
INCOME

**\$6,434**  
EXPENSES

**Sales** Last month

**\$5,565**  
LAST MONTH

# Left Navigation Pane: Banking



The screenshot shows the QuickBooks interface with the left navigation pane and the main content area. The 'Banking' menu item in the left pane is highlighted with a red box. In the top navigation bar, 'Banking' and 'Bank Rules' are also highlighted with a red box. The main content area displays 'Bank and Credit Cards' for an American Express account, showing a balance of \$2,202.16 and a pending transaction of \$-720.97. A notification banner prompts the user to update their American Express Delta Skymiles sign-in info. Below the notification, there are tabs for 'For Review', 'In QuickBooks', and 'Excluded'. A table of transactions is shown with one entry for 'Car Park' on 10/14/2015, categorized as 'Travel' with a spent amount of \$18.00. The bottom of the page includes pagination controls: '< First Previous 1-1 of 1 Next Last >'.

**Left Navigation Pane:**

- Dashboard
- Banking**
- Bank Rules
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- My Accountant

**Main Content Area:**

Bank and Credit Cards | Amex ▾

Update ▾ Add account

Amex

**\$2,202.16**  
BANK BALANCE 506 days ago

**\$-720.97**  
IN QUICKBOOKS

**Update your American Express Delta Skymiles sign-in info**

Then we'll reconnect and get your latest transactions. (103) [Update my sign-in info](#)

For Review | In QuickBooks | Excluded [Go to Register](#)

Batch actions ▾ All (1) Recognized (1)

<input type="checkbox"/>	DATE ▾	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	10/14/2015	Car Park		Travel	\$18.00		Add

< First Previous 1-1 of 1 Next Last >

# Left Navigation Pane: Sales – All Sales

Dashboard

Banking

**Sales**

Expenses

Employees

Reports

Taxes

Accounting

My Accountant

All Sales
Customers
Products and Services

## Sales Transactions

Import Transactions ▼
New transaction ▼

Unbilled Last 365 Days

**\$3,915**  
2 ESTIMATES

Unpaid Last 365 Days

**\$1,092**  
7 UNBILLED ACTIVITY

Paid

**\$16,023**  
48 OVERDUE

**\$16,423**  
52 OPEN INVOICES

**\$0**  
0 PAID LAST 30 DAYS

Filter ▼ Last 365 Days

Batch actions ▼

<input type="checkbox"/>	DATE ▼	TYPE	NO.	CUSTOMER	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	06/19/2017	Invoice	SR67	Parents	07/19/2017	\$100.00	\$100.00	Open (Sent)	Receive payment ▼
<input type="checkbox"/>	06/15/2017	Billable Expe...		Aruna Snow	06/15/2017	\$0.00	\$10.00	Open	Start invoice
<input type="checkbox"/>	06/12/2017	Invoice	SR66	Parents	07/12/2017	\$100.00	\$100.00	Open (Sent)	Receive payment ▼
<input type="checkbox"/>	06/05/2017	Invoice	SR65	Parents	07/05/2017	\$100.00	\$100.00	Open (Sent)	Receive payment ▼

# Left Navigation Pane: Sales – Customers

Dashboard

Banking

**Sales**

Expenses

Employees

Reports

Taxes

Accounting

My Accountant

All Sales
Customers
Products and Services

## Customers

New customer ▼

Unbilled Last 365 Days

**\$3,915**  
2 ESTIMATES

Unpaid Last 365 Days

**\$1,092**  
13 UNBILLED ACTIVITY

Unpaid Last 365 Days

**\$16,023**  
48 OVERDUE

Unpaid Last 365 Days

**\$16,423**  
52 OPEN INVOICES

Paid

**\$0**  
0 PAID LAST 30 DAYS

↓

Batch actions ▼

*Find a customer or company* 🔍

🖨️
📄
⚙️

<input type="checkbox"/>	CUSTOMER ▲ / COMPANY	PHONE	OPEN BALANCE	ACTION
<input type="checkbox"/>	A Great Customer <span style="font-size: 0.8em;">✉️</span>		\$5,848.50	<a href="#">Receive payment</a> <span style="font-size: 0.8em;">▼</span>
<input type="checkbox"/>	Aaron E Berhanu <span style="font-size: 0.8em;">✉️</span> <small>Maple Leaf Inc.</small>	555-5558	\$0.00	<a href="#">Create invoice</a> <span style="font-size: 0.8em;">▼</span>
<input type="checkbox"/>	Abe Berry <span style="font-size: 0.8em;">✉️</span>	555-5559	\$650.00	<a href="#">Receive payment</a> <span style="font-size: 0.8em;">▼</span>

# Left Navigation Pane: Sales – Products & Services

Dashboard

Banking

**Sales**

Expenses

Employees

Reports

Taxes

Accounting

My Accountant

All Sales

Customers

Products and Services

More ▾
New ▾



0  
LOW STOCK



0  
OUT OF STOCK

i Keep 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](#) ✕

▾

🖨️
📄
⚙️

<input type="checkbox"/>	NAME ▲	SKU	TYPE	SALES DESC	SALES PRICE	COST	TAXABLE	QTY ON HAN	REORDER PC	ACTION
<input type="checkbox"/>	 Appliance reselling		Non-inventory		200	80	✓			<a href="#">Edit ▾</a>
<b>Appliances</b>										
<input type="checkbox"/>	 Widget	1234567...	Inventory		5	1	✓	945		<a href="#">Edit ▾</a>
<input type="checkbox"/>	 Catered breakfast per person		Service		19		✓			<a href="#">Edit ▾</a>

# Left Navigation Pane: Expenses

Dashboard

**Expenses**

Vendors

---

Banking

Sales

**Expenses**

Employees

Reports

Taxes

Accounting

My Accountant

Expenses

Vendors

Print Checks

▼

New transaction ▼

Filter ▼

Last 365 Days

↓

Batch actions ▼

	DATE ▼	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	06/20/2017	Vendor Credit	xxxx	Chipotle	Disposal Fees ▼	\$10.00	
<input type="checkbox"/>	06/16/2017	Check	806	Adam araceno	Bad Debt ▼	\$0.00	
<input type="checkbox"/>	06/15/2017	Bill		Airbnb Inc	Rent or Lease ▼	\$500.00	<a href="#">Make payment ▼</a>
<input type="checkbox"/>	06/15/2017	Expense		Adam araceno	Inventory Asset	\$8.00	

# Left Navigation Pane: Expenses-Vendors

- Dashboard
- Banking
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- My Accountant

Expenses

Vendors

Prepare 1099s ▼

New vendor ▼

Unbilled Last 365 Days

**\$110**

2 PURCHASE ORDERS

Unpaid Last 365 Days

**\$5,125**

2 OVERDUE

Paid

**\$5,625**

3 OPEN BILLS

Paid

**\$8**

2 PAID LAST 30 DAYS

Batch actions ▼

Find a vendor or company

Print
Share
Settings

<input type="checkbox"/>	VENDOR ▲ / COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/>	7-Eleven	(565) 456-6766		\$-24,000.00	Create bill ▼
<input type="checkbox"/>	Adam araceno InnoVate LLC	555-5556	Bigtimer@gmail.com	\$75.00	Make payment ▼
<input type="checkbox"/>	Airbnb Inc			\$500.00	Make payment ▼

# Left Navigation Pane: Employees

- Dashboard
- Banking
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- My Accountant

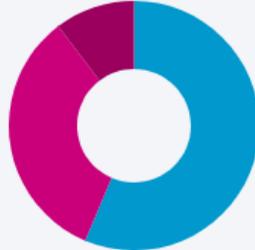
## Employees

**\$2,639**  
2017 PAYROLL COST

**\$1,487**  
NET PAY

**\$878**  
EMPLOYEE

**\$273**  
EMPLOYER



Run payroll ▾

Next payroll due Friday, 6/23

Paycheck list

^

Find an employee 🔍

Active employees ▾

Add an employee

NAME ▲	PAY RATE	PAY SCHEDULE	PAY METHOD	STATUS
<span style="border: 1px solid #ccc; padding: 2px 5px;">AA</span> Adams, Abby	\$20.00 / hour	Every Friday	Check	<span style="color: #ccc;">☰</span> Active
<span style="color: #ffc107; font-weight: bold;">!</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">AE</span> Employee, Another	Missing	Every Friday	Check	<span style="color: #ccc;">☰</span> Active
<span style="border: 1px solid #ccc; padding: 2px 5px;">DF</span> Fisher, Duncan	\$45,000.00/ year	Every Friday	Check	<span style="color: #ccc;">☰</span> Active
<span style="border: 1px solid #ccc; padding: 2px 5px;">SH</span> Hamby, Shane	\$15.00 / hour	Every Friday	Check	<span style="color: #ccc;">☰</span> Active



# Left Navigation Pane: Taxes

- Dashboard
- Banking
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- My Accountant

Sales Tax
Payroll Tax

## Sales Tax Center

**Welcome!** The Sales Tax Center is the best way to track sales tax. Be sure to record your sales tax payments here. If you record payments as a paid bill or check instead, they won't appear in the Recent Payments list. ✕

**Sales Tax Owed**

Show By Month For Current Year Start of Year Jan Accounting Basis Accrual ⓘ

Agency Name	Gross Sales ⓘ	Taxable Sales	Tax Amount	Adjustments	Payments	Balance
<input type="checkbox"/> Sales Tax Agency1 <a href="#">rename</a>	\$25,212.35	\$253.00	\$12.65		\$12.65	\$0.00
Jun-17	\$3,775.00				\$12.65	\$-12.65
May-17	\$3,600.00					
Apr-17	\$1,100.00					
Mar-17	\$2,850.00					
Feb-17	\$1,787.35	\$253.00	\$12.65			\$12.65
Jan-17	\$12,100.00					
<input type="checkbox"/> State Board of Equalization <a href="#">rename</a>	\$25,212.35	\$ -125.00	\$5,999.59			\$5999.59

Record Tax Payment
View Report

**Recent Sales Tax Payments**

Agency Name	Tax Period	Tax Amount	Adjustments	Total Paid	Paid Date
-------------	------------	------------	-------------	------------	-----------

# Left Navigation Pane: Accounting-Chart of Accounts

- Dashboard
- Banking
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- My Accountant

Chart of Accounts
Reconcile

## Chart of Accounts

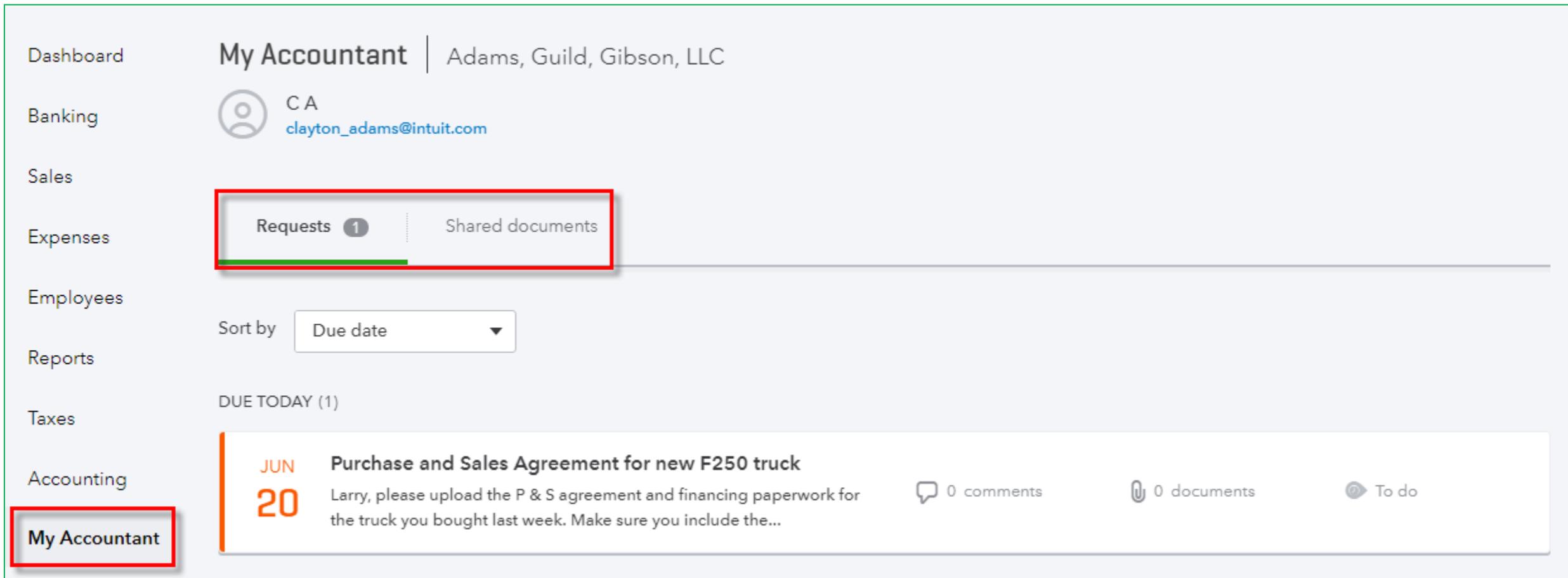
Run Report
New

[← All Lists](#)

\*TIP\* - Other accountants save 2 hours on Chart of Accounts customizations by using community contributed templates. Find one for your industry type now - [Click here!](#)

NAME	TYPE ▲	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Barter	Bank	Cash on hand	-988.05		<a href="#">View register</a> ▼
Barter Account	Bank	Checking	12,580.22		<a href="#">View register</a> ▼
Bill.com Money In Clearing	Bank	Cash on hand	-160.00		<a href="#">View register</a> ▼
Bill.com Money Out Clearing	Bank	Cash on hand	-150.00		<a href="#">View register</a> ▼
Cash Expenditures	Bank	Checking	436.73		<a href="#">View register</a> ▼
Chase 1234	↔ Bank	↔ Checking	-5,302.72		<a href="#">View register</a> ▼

# Left Navigation Pane: My Accountant



Dashboard

Banking

Sales

Expenses

Employees

Reports

Taxes

Accounting

**My Accountant**

## My Accountant | Adams, Guild, Gibson, LLC

 C A  
clayton\_adams@intuit.com

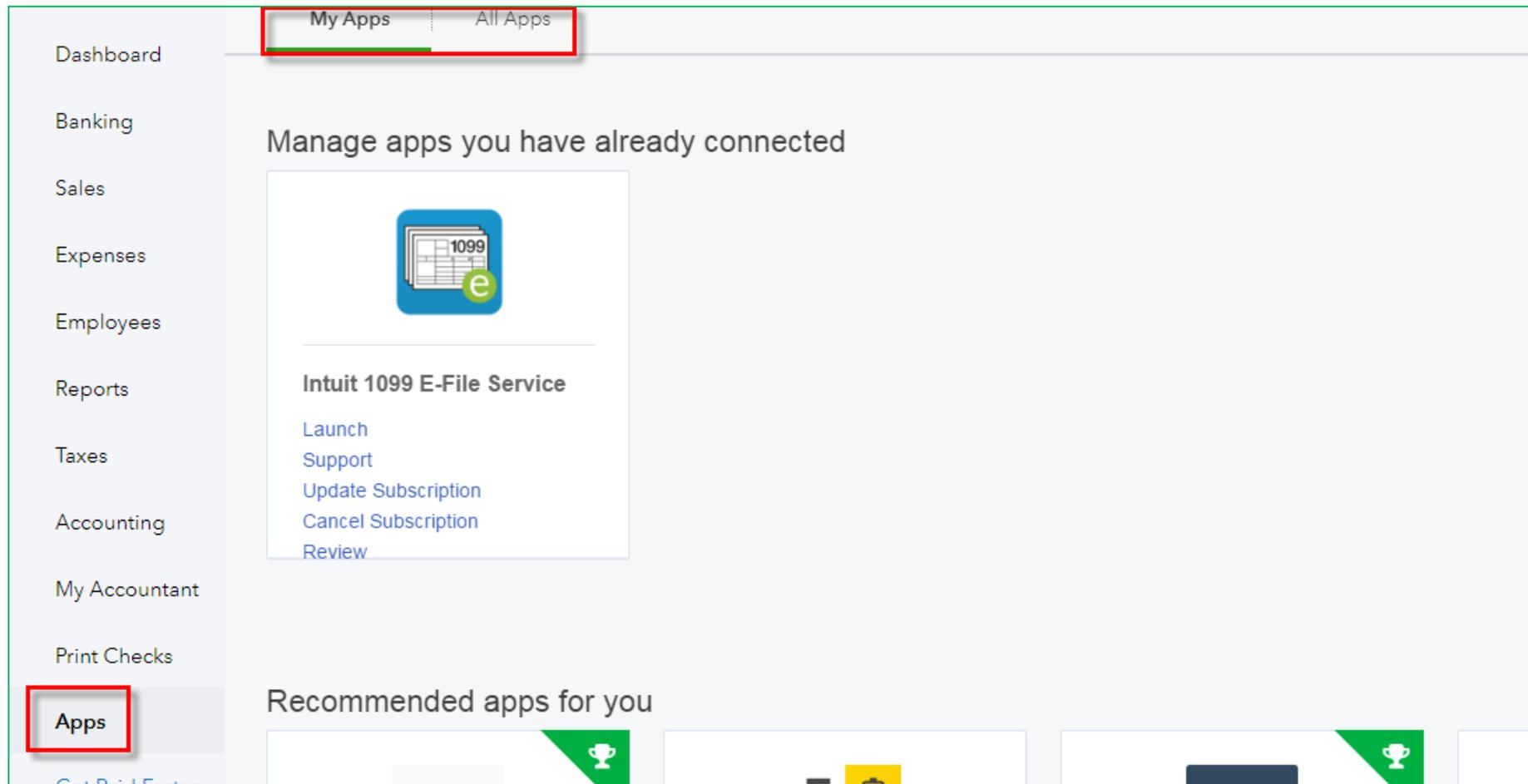
Requests **1** | Shared documents

Sort by

DUE TODAY (1)

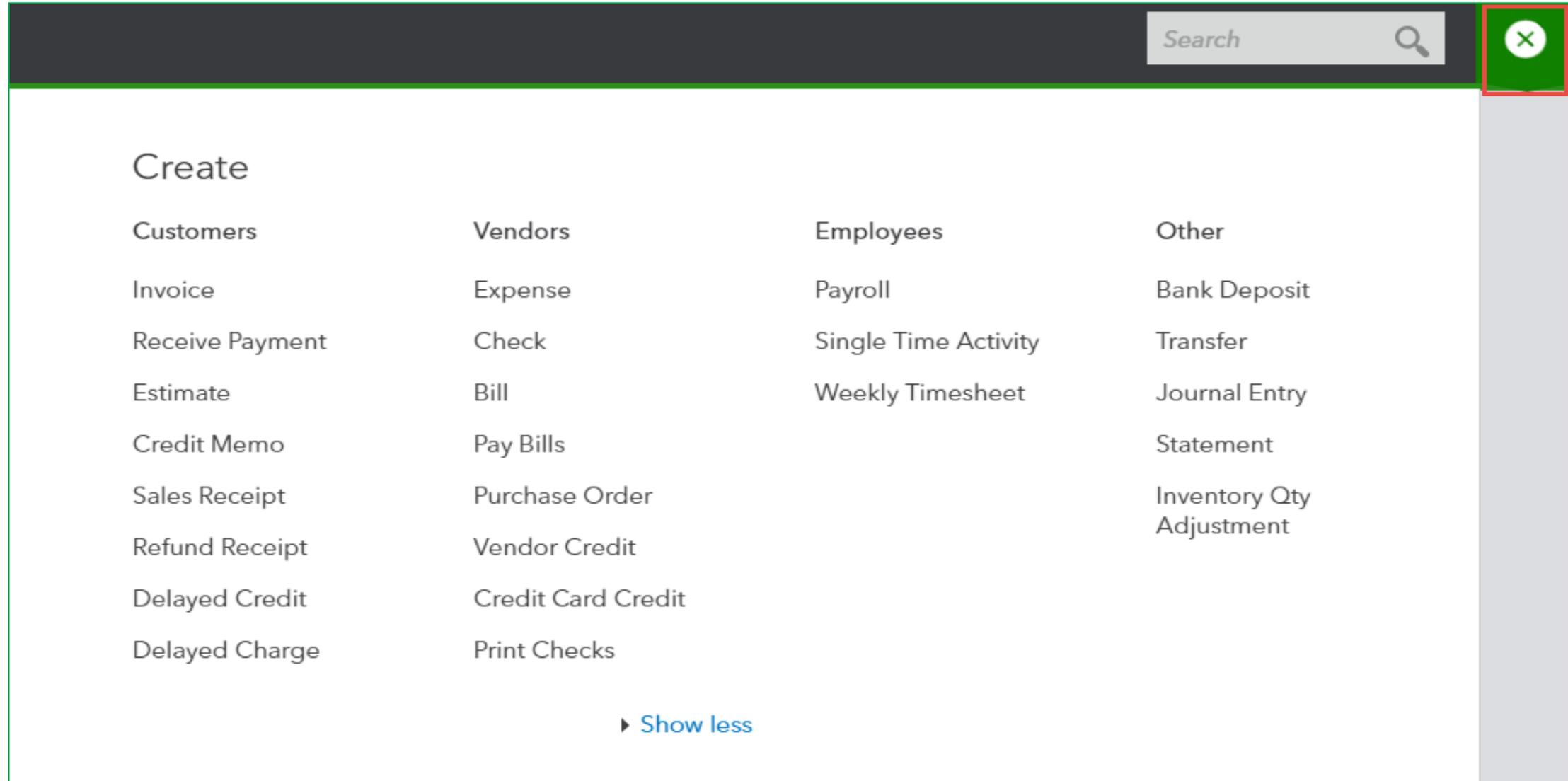
**JUN 20** **Purchase and Sales Agreement for new F250 truck**  
Larry, please upload the P & S agreement and financing paperwork for the truck you bought last week. Make sure you include the... 0 comments 0 documents To do

# Left Navigation Pane: Apps



The screenshot displays the Intuit QuickBooks interface. On the left, a vertical navigation pane lists various sections: Dashboard, Banking, Sales, Expenses, Employees, Reports, Taxes, Accounting, My Accountant, Print Checks, and Apps. The 'Apps' section is highlighted with a red box. At the top of the main content area, there are two tabs: 'My Apps' and 'All Apps', with 'My Apps' selected and also highlighted by a red box. Below the tabs, the heading 'Manage apps you have already connected' is visible. A card for 'Intuit 1099 E-File Service' is shown, featuring a blue icon with a white '1099' and a green 'e'. Below the icon, the text 'Intuit 1099 E-File Service' is displayed, followed by a list of actions: [Launch](#), [Support](#), [Update Subscription](#), [Cancel Subscription](#), and [Review](#). At the bottom of the main content area, the heading 'Recommended apps for you' is visible, with several app cards partially shown below it.

# Top Navigation Bar: Quick Create



The screenshot shows the top navigation bar of the QuickBooks interface. On the right side of the bar, there is a search box with the placeholder text "Search" and a magnifying glass icon. To the right of the search box is a green square button with a white "X" icon, which is highlighted with a red border. Below the navigation bar, the "Quick Create" menu is displayed. It features a grid of options organized into four columns: Customers, Vendors, Employees, and Other. At the bottom center of the menu, there is a blue link that says "Show less".

Create			
Customers	Vendors	Employees	Other
Invoice	Expense	Payroll	Bank Deposit
Receive Payment	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge	Print Checks		

[Show less](#)

# Top Navigation Bar: Search

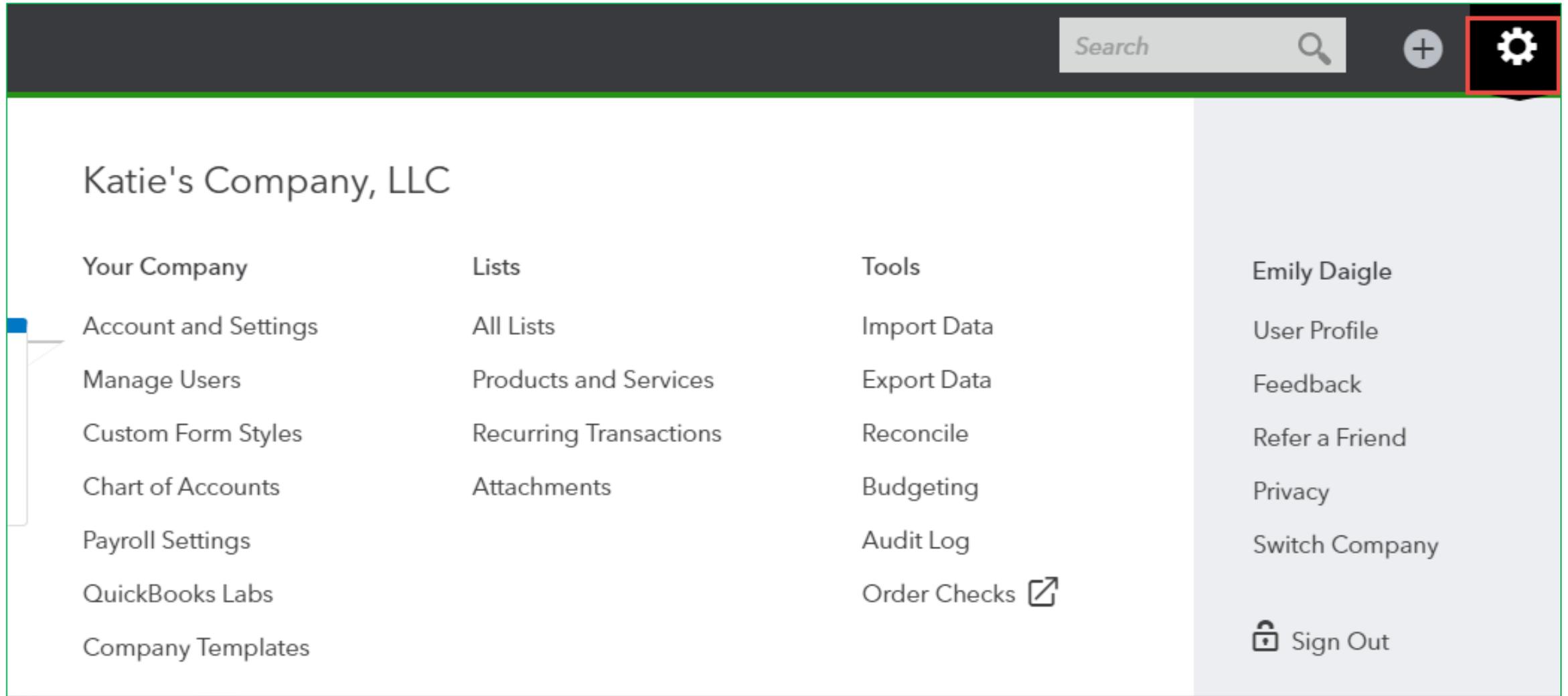


Client



Accountant

# Top Navigation Bar: Gear

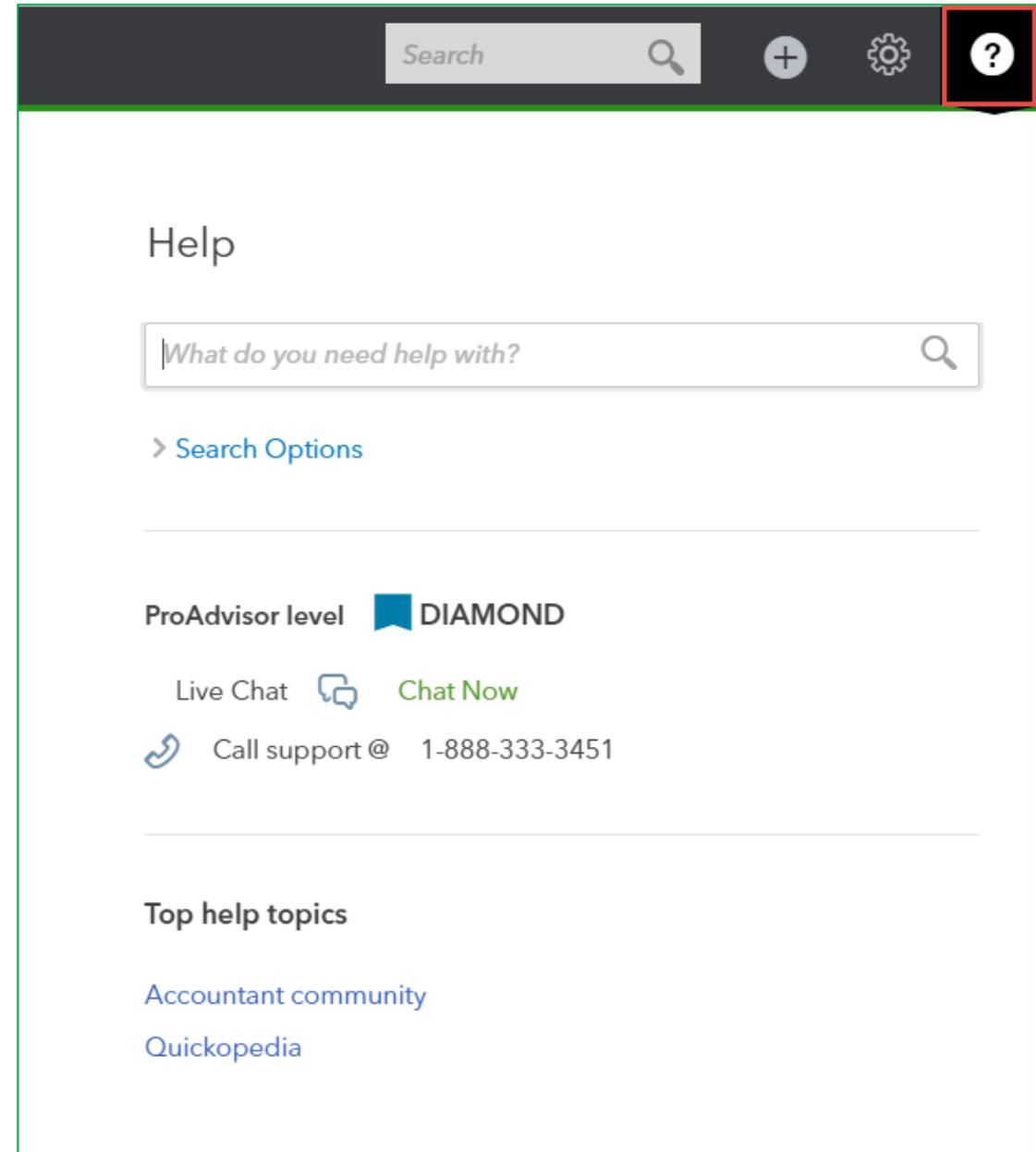


The screenshot shows the top navigation bar of the QuickBooks interface. On the right side of the bar, there is a search box with the text "Search" and a magnifying glass icon, followed by a plus sign icon and a gear icon. The gear icon is highlighted with a red rectangular box. Below the navigation bar, the main content area is displayed. On the left, the company name "Katie's Company, LLC" is shown. Below it, there are three columns of menu items: "Your Company", "Lists", and "Tools". The "Your Company" column includes "Account and Settings", "Manage Users", "Custom Form Styles", "Chart of Accounts", "Payroll Settings", "QuickBooks Labs", and "Company Templates". The "Lists" column includes "All Lists", "Products and Services", "Recurring Transactions", and "Attachments". The "Tools" column includes "Import Data", "Export Data", "Reconcile", "Budgeting", "Audit Log", and "Order Checks" with an external link icon. On the right side of the main content area, there is a user profile section for "Emily Daigle" with options for "User Profile", "Feedback", "Refer a Friend", "Privacy", "Switch Company", and "Sign Out" (with a lock icon).

Katie's Company, LLC

Your Company	Lists	Tools	
Account and Settings	All Lists	Import Data	Emily Daigle
Manage Users	Products and Services	Export Data	User Profile
Custom Form Styles	Recurring Transactions	Reconcile	Feedback
Chart of Accounts	Attachments	Budgeting	Refer a Friend
Payroll Settings		Audit Log	Privacy
QuickBooks Labs		Order Checks 	Switch Company
Company Templates			 Sign Out

# Top Navigation Bar: Help



Search    

## Help



[> Search Options](#)

---

ProAdvisor level  **DIAMOND**

Live Chat  [Chat Now](#)

 Call support @ 1-888-333-3451

---

### Top help topics

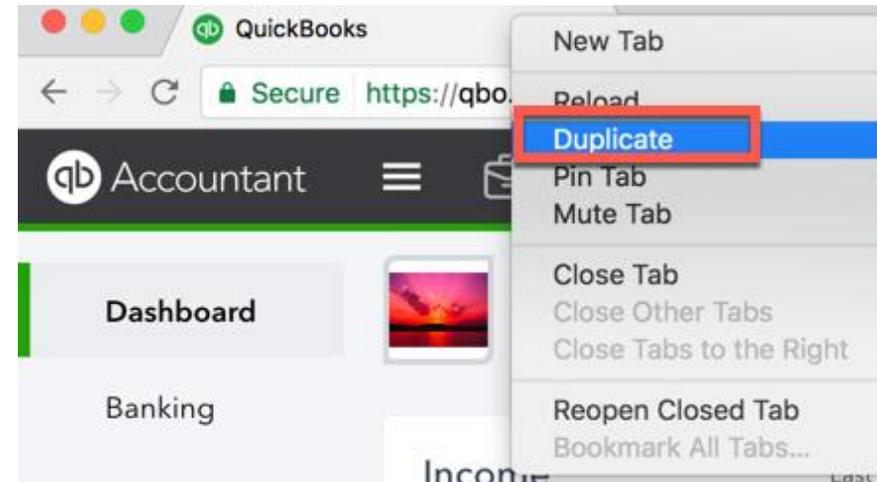
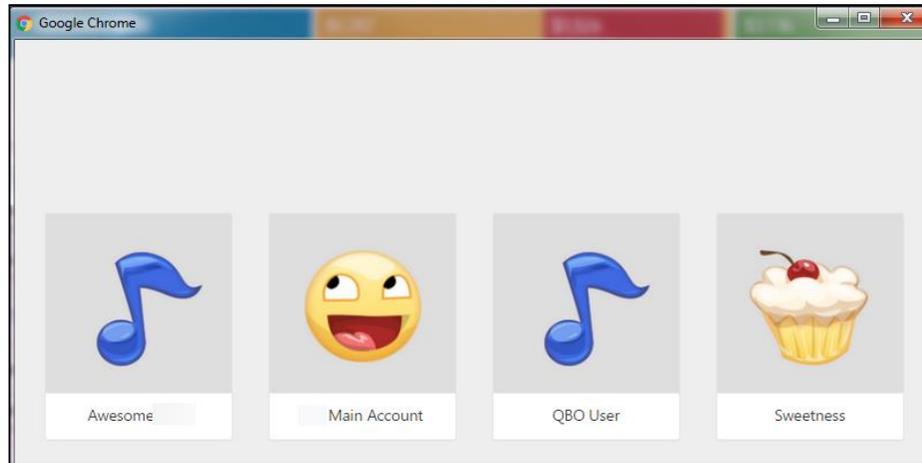
[Accountant community](#)

[Quickopedia](#)

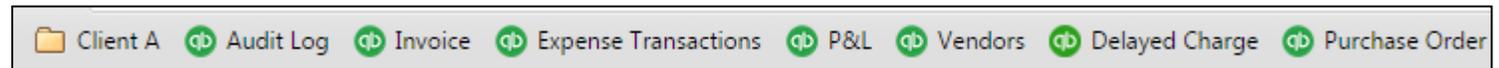
# Best Practices with Browsers

- Google Chrome is preferred browser
- Duplicate tabs for multiple windows
- Multiple monitors for increased efficiency
- Chrome users & Incognito windows to access multiple companies

## Multiple Chrome users



## Bookmark bar



# QuickBooks Online App

- Desktop shortcut to QuickBooks Online
- Runs QuickBooks Online in a dedicated QuickBooks browser
- Allows for more “desktop-ish” features like dropdown menus for screens and reports
- Can have multiple windows and use multiple monitors
- Screens refresh automatically

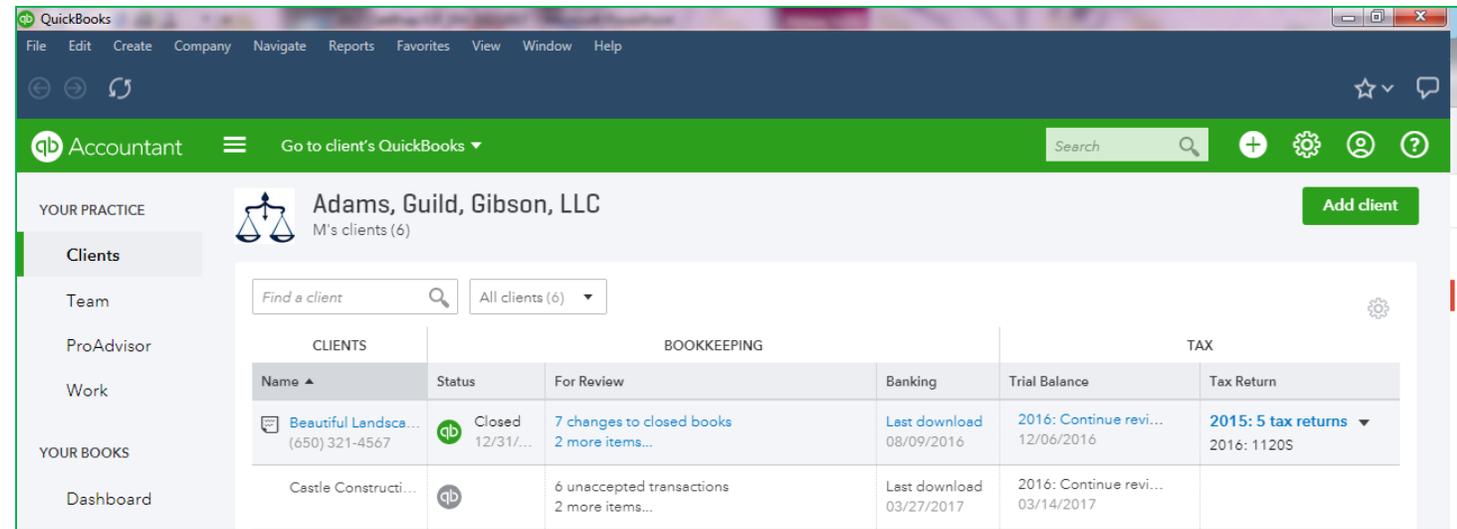
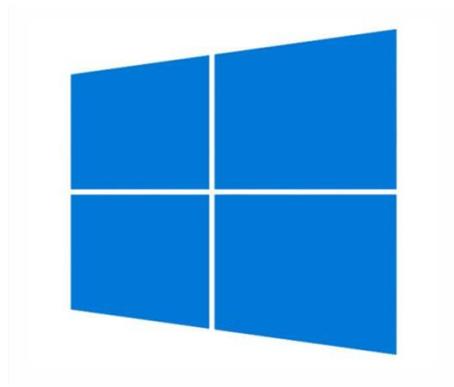


# QuickBooks Online App – Where to Get

[www.quickbooks.intuit.com/apps](http://www.quickbooks.intuit.com/apps)

or

[www.apps.com](http://www.apps.com)

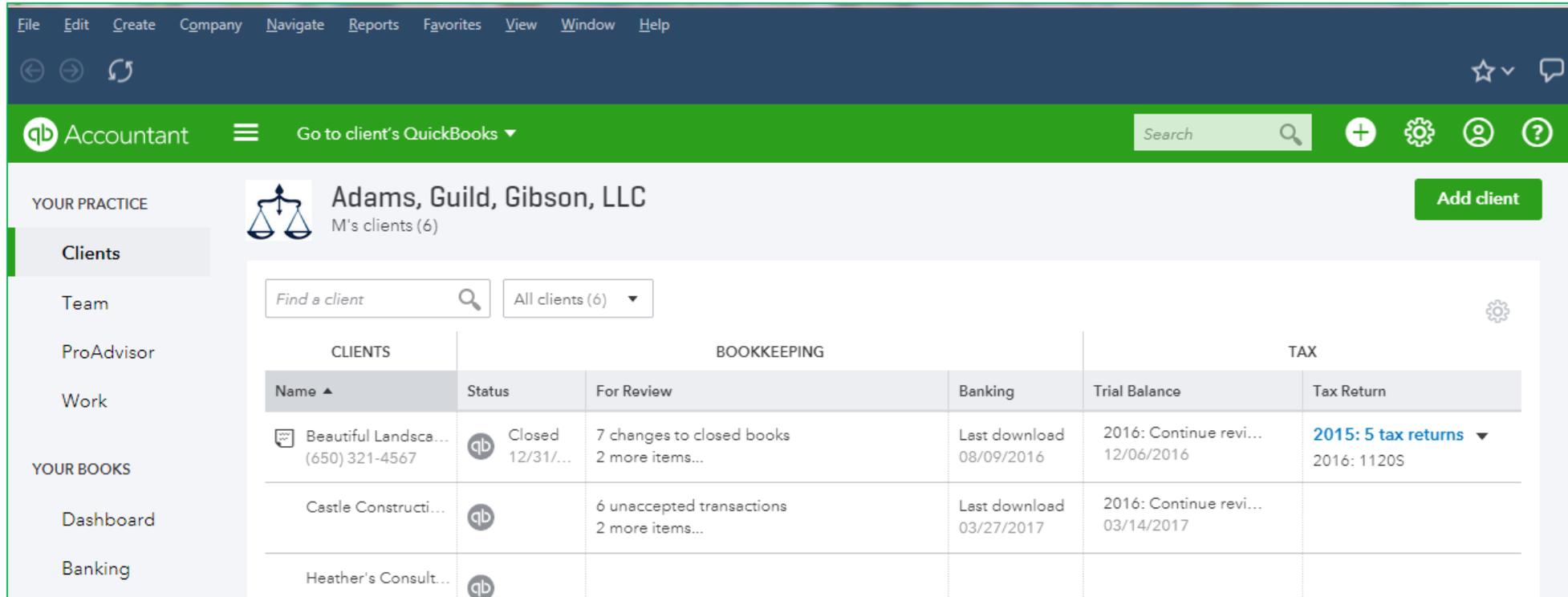


The screenshot shows the QuickBooks Online Accountant interface for a user named 'Adams, Guild, Gibson, LLC'. The interface includes a navigation menu on the left with options like 'Clients', 'Team', 'ProAdvisor', 'Work', and 'Dashboard'. The main content area displays a table of clients with columns for Name, Status, For Review, Banking, Trial Balance, and Tax Return. Two client entries are visible: 'Beautiful Landscapes' and 'Castle Constructi...'. The 'Beautiful Landscapes' entry shows it is 'Closed' and has '7 changes to closed books' and '2 more items...'. The 'Castle Constructi...' entry shows '6 unaccepted transactions' and '2 more items...'. The interface also includes a search bar and various utility icons.

CLIENTS		BOOKKEEPING		TAX	
Name	Status	For Review	Banking	Trial Balance	Tax Return
Beautiful Landscapes (650) 321-4567	Closed 12/31/...	7 changes to closed books 2 more items...	Last download 08/09/2016	2016: Continue revi... 12/06/2016	2015: 5 tax returns 2016: 1120S
Castle Constructi...		6 unaccepted transactions 2 more items...	Last download 03/27/2017	2016: Continue revi... 03/14/2017	

***There is an app for both PC and Mac!***

# QuickBooks Online App



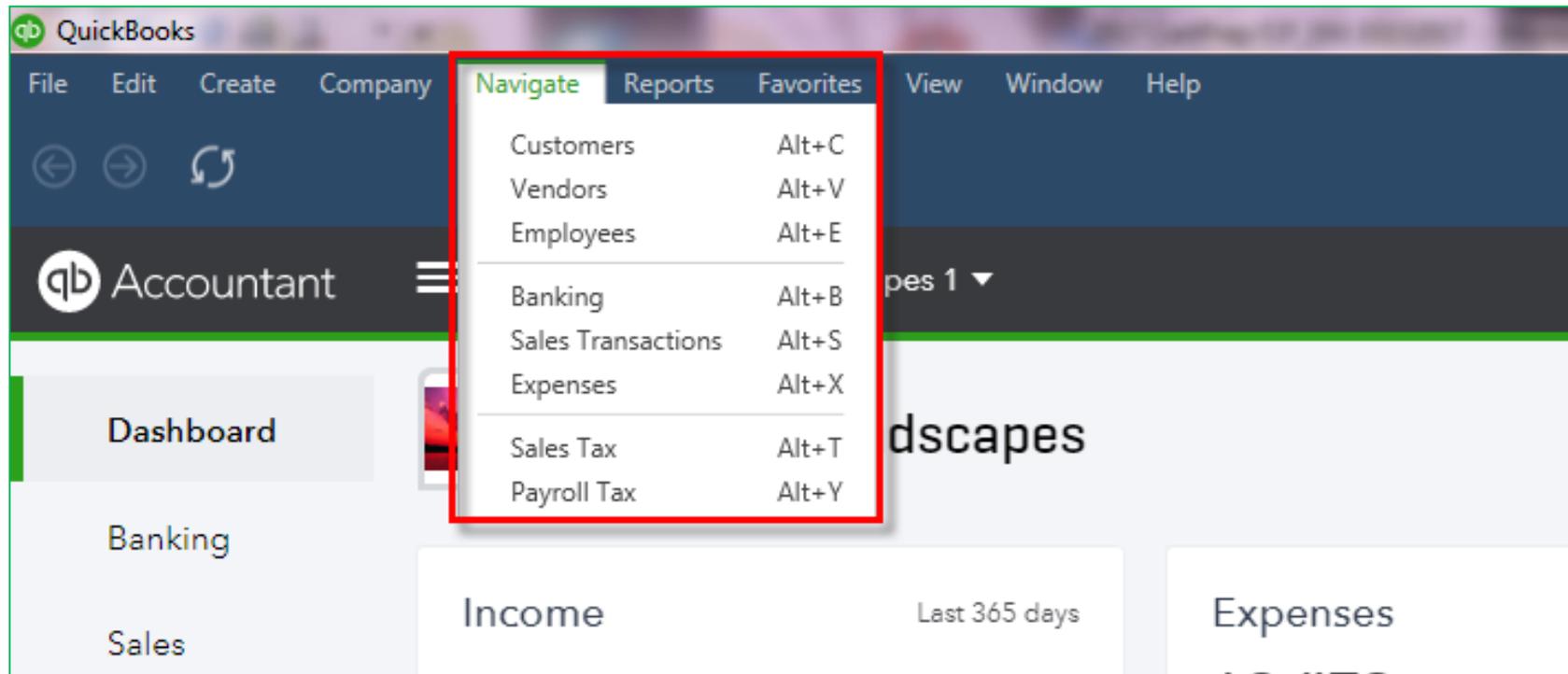
The screenshot shows the QuickBooks Online Accountant interface. At the top, there is a dark blue menu bar with options: File, Edit, Create, Company, Navigate, Reports, Favorites, View, Window, Help. Below this is a green navigation bar with the 'qb Accountant' logo, a hamburger menu, 'Go to client's QuickBooks' dropdown, a search bar, and icons for adding, settings, user, and help.

The main content area is titled 'YOUR PRACTICE' and features a sidebar with navigation options: Clients (selected), Team, ProAdvisor, Work, and YOUR BOOKS (Dashboard, Banking). The main area displays the client dashboard for 'Adams, Guild, Gibson, LLC' with 'M's clients (6)'. A search bar and a dropdown for 'All clients (6)' are present. Below this is a table with columns for CLIENTS, BOOKKEEPING, and TAX.

CLIENTS		BOOKKEEPING		TAX	
Name ▲	Status	For Review	Banking	Trial Balance	Tax Return
Beautiful Landsc... (650) 321-4567	qb Closed 12/31/...	7 changes to closed books 2 more items...	Last download 08/09/2016	2016: Continue revi... 12/06/2016	2015: 5 tax returns ▼ 2016: 1120S
Castle Constructi...	qb	6 unaccepted transactions 2 more items...	Last download 03/27/2017	2016: Continue revi... 03/14/2017	
Heather's Consult...	qb				

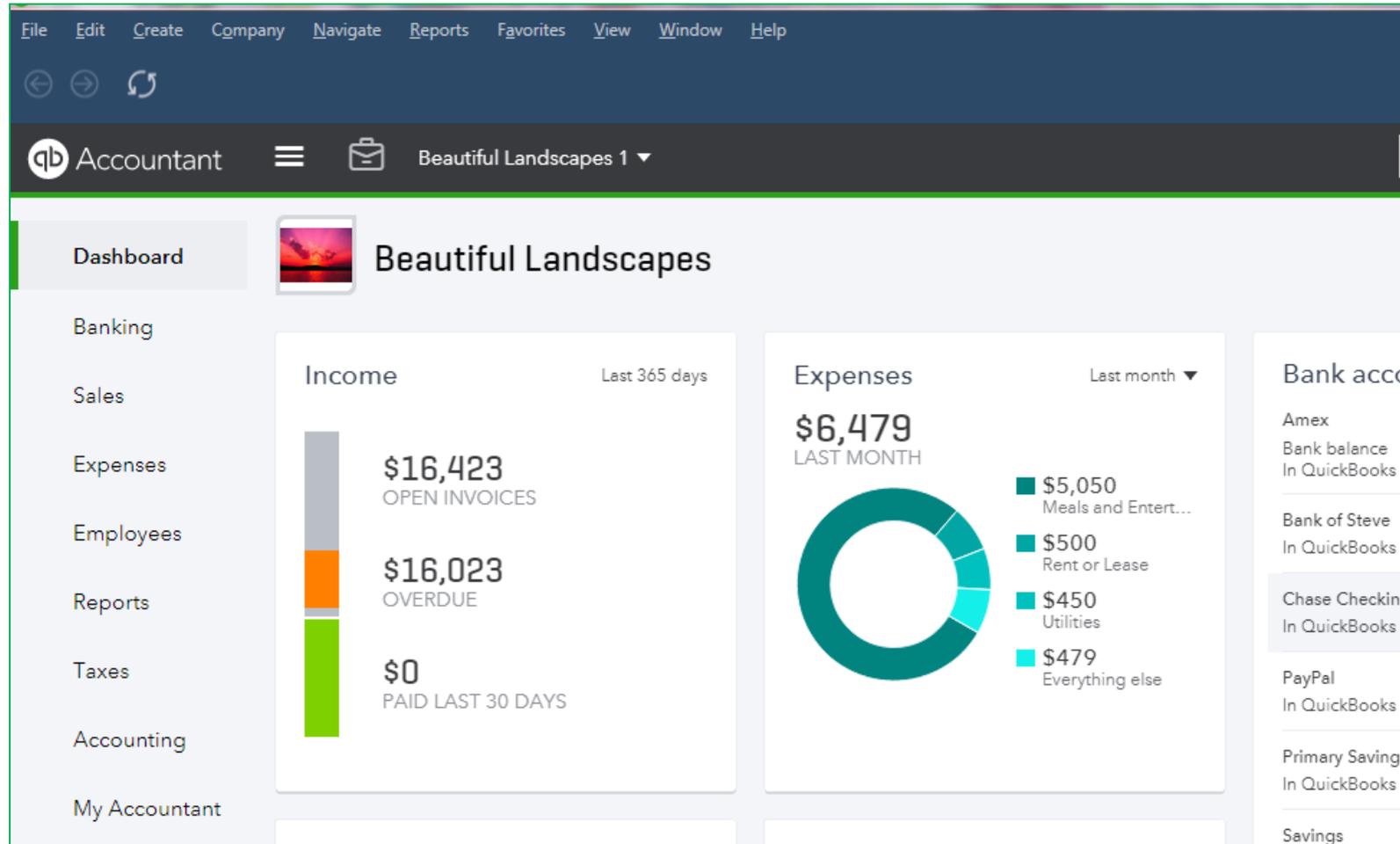
Can change clients from client dashboard

# QuickBooks Online App



Menu-style navigation and keyboard shortcuts

# QuickBooks Online App



Same look and feel as a using a browser

# Agenda

---

- ❖ Introduction
- ❖ QuickBooks Online Accountant (QBOA)
- ❖ Manage Your Workflow
- ❖ Accountant Toolbox
- ❖ Train Your Clients
  - ❖ Navigation
  - ❖ **Common Workflows**

# SALES



# Invoices

## Invoice from estimate

## Invoice from scratch

Estimate #1011

AAG Product Specialist | woody\_adams@intuit.com

Pending | Send later

Copy to invoice

AMOUNT \$900.00

Invoice #1095

AAG Product Specialist | woody\_adams@intuit.com

Send later | Cc/Bcc

Payment Options: [Get set up](#)

Credit card  Free bank transfer ACH

**BALANCE DUE \$2,500.00**

Billing address: AAG Product Specialist, 128 Main St, Tucson, AZ 85701

Terms: Net 15 | Invoice date: 12/12/2016 | Due date: 12/27/2016

Shipping address: AAG Product Specialist, 228 Oscar Dr, Tucson, AZ 85710

Invoice no.: 1095

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1	12/12/2016	Pet Furniture:Burger c...	Burger cushion	50	50	2,500.00	✓	Enter Text
2								

Subtotal \$2,500.00

Message displayed on invoice

Taxable subtotal \$2,500.00

## Invoice for billable charges

Invoice #1095

AAG Product Specialist | woody\_adams@intuit.com

Send later | Cc/Bcc

Payment Options: [Get set up](#)

Credit card  Free bank transfer ACH

**BALANCE DUE \$0.00**

Billing address: AAG Product Specialist, 128 Main St, Tucson, AZ 85701

Terms: Net 15 | Invoice date: 12/12/2016 | Due date: 12/27/2016

Shipping address: AAG Product Specialist, 228 Oscar Dr, Tucson, AZ 85710

Invoice no.: 1095

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1								
2								

Subtotal \$0.00

Message displayed on invoice

Taxable subtotal \$0.00

\$2,035.00

- Overnight boarding
- Deluxe Cat Tree

[More](#) [Add](#) [Open](#)

**Billable time**

Dec 9 2:20

\$116.67

No description

[Add](#) [Open](#)

**Billable expense**

Dec 12

\$100.00

No description

[Add](#) [Open](#)

**Charge #12**

Dec 12

\$241.50

- Deluxe Cat Tree
- No description
- No description

[More](#)

# Online Invoices

Sales	Products and services	Show Product/Service column on sales forms Show SKU column Track quantity and price/rate Track inventory quantity on hand
Expenses		
Payments		
Advanced	Messages	Default email message sent with sales forms Default message shown on sales forms
	Reminders	Default email message sent with reminders
	Online delivery	Email options for sales forms <input checked="" type="checkbox"/> Attach sales form as pdf <input checked="" type="radio"/> Show sales form summary in email <input type="radio"/> Show sales form details in email Email options for invoices <input type="text" value="Online invoice"/>  <input checked="" type="checkbox"/> Attach invoice as pdf Cancel <input type="button" value="Save"/>

# Online Invoices

## Send email

Email

Intuit@gmail.com

Subject

Invoice 1095 from Planet Paws Pet Shop and Boarding

Body

Dear AAG Product Specialist,

Here's your invoice! We appreciate your prompt payment.

Thanks for your business!  
Planet Paws Pet Shop and Boarding

Payment Options

Credit card 

Free bank transfer 

Cancel

Send and close

print
1 / 1
↺
↓
🖨️

**Planet Paws Pet Shop and Boarding**  
qbocareteam@gmail.com



## INVOICE

<b>BILL TO</b>	<b>SHIP TO</b>	<b>INVOICE #</b> 1095
AAG Product Specialist 128 Main St tucson, AZ 85701	AAG Product Specialist 228 Oscar Dr Tucson, AZ 85710	<b>DATE</b> 12/12/2016
		<b>DUE DATE</b> 12/27/2016
		<b>TERMS</b> Net 15

SKU	ACTIVITY	QTY	RATE	AMOUNT
	<b>Staff:Allocated Labor</b>	50	15.00	
<b>BALANCE DUE</b>				<b>\$750.00</b>

# Online Invoices



## Planet Paws Pet Shop and Boarding

INVOICE  
1096

DUE DATE  
12/27/2016

BALANCE DUE  
\$750.00

[View invoice](#)

Dear AAG Product Specialist,

Here's your invoice! We appreciate your prompt payment.

Thanks for your business!  
Planet Paws Pet Shop and Boarding

### Payments

#### Invoice

Invoice 1027  
Due date December 14, 2016  
Balance due \$200.00

Balance due

\$200.00

[Pay now](#)



[Invoice detail](#)

[Activity](#)

[Print](#) [Save PDF](#)



Payments  
1234 N MAIN AVE  
TUCSON, AZ 85705  
(888)888-8888  
ryan\_kelley@intuit.com

INVOICE

# Online Invoices

 Attachments Maximum size: 25MB

Drag/Drop files here or click the icon

[Show existing](#)

### Activities

Write a message about this invoice

Post

**December 12, 2016**  
TODAY

- AAG Product Specialist** Viewed this invoice.  
*Dec 12, 1:29 pm US Mountain Standard Time*
- You** Sent this invoice.  
*Dec 12, 1:22 pm US Mountain Standard Time*

Privacy

[Cancel](#) [Print or Preview](#) [Make recurring](#) [Customize](#) [More](#) [Save](#) [Save and send](#) ▼

# Online Invoices

Pay invoice #1027

## Payment method

 Credit card   Bank

Credit card number

Expiration date

Security code 

Billing ZIP code

Cardholder name

Save payment method to pay faster next time

Payment amount  
**\$200.00**

Click Send payment to agree to the [Terms of Service](#) and [Privacy Policy](#) and authorize Intuit to charge \$200.00 to your card on December 14, 2016.

**Send payment**

# Status & Balance Updated on Online Invoice

**Forney Accountancy**

## Invoice

Invoice 3497  
Due date December 21, 2016  
Balance due \$5.00

Balance due **\$5.00**

[Pay now](#)

VISA   MASTERCARD   DISCOVER   BANK

[Invoice detail](#)   [Activity](#)



<http://www.forneycpa.com>

**INVOICE**

**BILL TO**  
MB Raimondi

**INVOICE #** 3497  
**DATE** 12/21/2016

**TERMS** Due on receipt

**Forney Accountancy**

## Invoice

Invoice 3497  
Due date December 21, 2016  
Balance due \$5.00

Balance due **\$5.00**

[Pay now](#)

VISA   MASTERCARD   DISCOVER   BANK

[Invoice detail](#)   [Activity](#)

Have a question?

[Add file](#)   [Send](#)

© 2016 Intuit, Inc. All rights reserved.  
[Privacy](#)   [Terms of service](#)

# Receive Payment

Golliday Sporting Goods: Joe Blo ▼ Find by invoice no.

Payment date: 06/24/2017

Payment method: Check ▼ Reference no.: 1455

Get paid 2 times faster [Accept payments online](#)

Credit card 

AMOUNT RECEIVED

## \$431.00

Deposit to: Undeposited Funds ▼

Amount received

431.00

### Outstanding Transactions

Find Invoice No. Filter ▼ All ⚙️

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 104 (04/01/2016)	05/01/2016	107.75	107.75	107.75
<input checked="" type="checkbox"/>	Invoice # 114 (05/01/2016)	05/31/2016	107.75	107.75	107.75
<input checked="" type="checkbox"/>	Invoice # 43 (06/01/2016)	07/01/2016	107.75	107.75	107.75
<input checked="" type="checkbox"/>	Invoice # 146 (07/01/2016)	07/31/2016	107.75	107.75	107.75

# Sales Receipt

🔄 Sales Receipt
?
✕

Put your billing on cruise control. [Set up recurring sales receipts](#)

AMOUNT

## \$220.00

**Billing address**

Amy Lauterbach  
 Amy's Bird Sanctuary  
 4581 Finch St.  
 Bayshore, CA 94326

**Sales Receipt date**

**Payment method**

**Reference no.**

**Deposit to**

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
+	1 Landscaping:Gardenin	Weekly Gardening Service	4	55	220.00	<input type="checkbox"/>
⋮	2					<input type="checkbox"/>

**Message displayed on sales receipt**

Thank you for your business and have a great day!

**Memo**

**Subtotal** \$220.00

**Taxable subtotal** \$0.00

California 8%

Discount percent

**Total** \$220.00

**Amount received** \$220.00

**Balance due** \$0.00

# Deposit Undeposited Funds

Deposit
?
✕

Checking

Balance \$37,307.03

Date 12/12/2016

AMOUNT  
\$1,250.00

Show payments for this location: - All Locations -

Select Existing Payments

<input type="checkbox"/>	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	General Customer	10/25/2016	Sales Receipt	Credit Card			250.00
<input checked="" type="checkbox"/>	General Customer	11/01/2016	Sales Receipt	Credit Card			250.00
<input checked="" type="checkbox"/>	General Customer	11/08/2016	Sales Receipt	Credit Card			250.00
<input checked="" type="checkbox"/>	General Customer	11/15/2016	Sales Receipt	Credit Card			250.00
<input checked="" type="checkbox"/>	General Customer	11/22/2016	Sales Receipt	Credit Card			250.00
<input type="checkbox"/>	General Customer	11/29/2016	Sales Receipt	Credit Card			250.00
<input type="checkbox"/>	General Customer	12/06/2016	Sales Receipt	Credit Card			250.00
<input type="checkbox"/>	General Customer	12/12/2016	Payment	Credit Card			307.88

Cancel
Clear

Print
Make recurring

Save and new

# Credit Memo or Refund

**Credit Memo #1098**

AAG Product Specialist

Send later

**Credit to A/R**

AMOUNT TO REFUND  
**\$120.00**

Billing address: AAG Product Specialist, 128 Main St, Tucson, AZ 85701

Credit Memo Date: 12/12/2016

Pet Name, Sales Rep, Pet Kind

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION
1	12/12/2016	Services:Boarding	Overnight boarding
2			

Buttons: Add lines, Clear all lines

Message displayed on credit memo

Memo

Cancel Clear Print or Preview Make recurring

**Refund Receipt #1098**

AAG Product Specialist

**Credit to bank or credit card**

AMOUNT  
**\$360.00**

Billing address: AAG Product Specialist, 128 Main St, Tucson, AZ 85701

Refund Receipt date: 12/12/2016

Pet Name, Sales Rep, Pet Kind

Refund Receipt no.: 1098

Location

Payment method: Credit Card

Refund From: Checking Balance: \$37,307.03

Enter credit card details

[Refund payments in QuickBooks](#)

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1	12/12/2016	Services:Boarding	Overnight boarding	12	30	360.00	✓	
2								

Buttons: Add lines, Clear all lines

Message displayed on refund receipt

Subtotal: \$360.00  
Taxable subtotal: \$360.00

Cancel Clear Order checks Print or Preview Make recurring **Save and new**

# Sales: Sales Tab

- Dashboard
- Banking
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- My Accountant

All Sales
Customers
Products and Services

## Sales Transactions

Import Transactions
New transaction

**\$6,429**  
3 ESTIMATES

**\$62,803**  
22 UNBILLED ACTIVITY

**\$13,910**  
16 OVERDUE

**\$16,630**  
18 OPEN INVOICES

**\$1,000**  
1 PAID LAST 30 DAYS

Unbilled Last 365 Days
Unpaid Last 365 Days
Paid

Filter
Last 365 Days Invoices X Open X [Clear filter / View all](#)

Batch actions

<input type="checkbox"/>	DATE	TYPE	NO.	CUSTOMER	DUE DATE	AGING	BALANCE	TOTAL		STATUS	ACTION
<input type="checkbox"/>	06/07/2017	Invoice	1594	A Really G...	07/07/2017		\$2,611.62	\$2,611.62		Open	Receive payment
<input type="checkbox"/>	06/01/2017	Invoice	1590	Golliday S...	07/01/2017		\$107.75	\$107.75		Open	Receive payment
<input type="checkbox"/>	05/01/2017	Invoice	1588	Golliday S...	05/31/2017	24	\$107.75	\$107.75		Overdue	Receive payment
<input type="checkbox"/>	04/01/2017	Invoice	1586	Golliday S...	05/01/2017	54	\$107.75	\$107.75		Overdue	Receive payment
<input type="checkbox"/>	03/01/2017	Invoice	1582	Golliday S...	03/31/2017	85	\$107.75	\$107.75		Overdue	Receive payment

# Sales: Customer Tab

- Dashboard
- Banking
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- My Accountant

All Sales
Customers
Products and Services

New customer
▼

**Customers**

Unbilled Last 365 Days
Unpaid Last 365 Days
Paid

<b>\$6,429</b> 3 ESTIMATES	<b>\$62,803</b> 115 UNBILLED ACTIVITY	<b>\$13,910</b> 16 OVERDUE	<b>\$16,630</b> 18 OPEN INVOICES	<b>\$1,000</b> 1 PAID LAST 30 DAYS
-------------------------------	--	-------------------------------	-------------------------------------	---------------------------------------

Batch actions ▼

Find a customer or company 🔍

🖨️ 📄 ⚙️

	CUSTOMER ▲ / COMPANY	PHONE	OPEN BALANCE	ACTION
<input type="checkbox"/>	A Barter Customer <span style="font-size: 0.8em;">✉️</span>		\$1,000.00	<a href="#">Receive payment</a> ▼
<input type="checkbox"/>	A customer		\$0.00	<a href="#">Create invoice</a> ▼
<input type="checkbox"/>	A New Customer <span style="font-size: 0.8em;">✉️</span>		\$12,850.00	<a href="#">Receive payment</a> ▼

# Customer Detail Page

- Dashboard
- Banking
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- My Accountant

## Amy's Bird Sanctuary

Amy's Bird Sanctuary | 4581 Finch St., Bayshore, CA 94326

[Add notes](#)

Edit
New transaction ▼

Transaction List
Customer Details

---

Batch actions ▼
Filter ▼

<input type="checkbox"/>	DATE ▼	TYPE	NO.	DUE DATE
<input type="checkbox"/>	05/28/2017	Payment		05/28/2017
<input type="checkbox"/>	05/27/2017	Payment	6552	05/27/2017

\$239.00  
OPEN

\$239.00  
OVERDUE

## Amy's Bird Sanctuary

Amy's Bird Sanctuary | 4581 Finch St., Bayshore, CA 94326

[Add notes](#)

Print
Share
Settings

Transaction List
Customer Details

---

**Customer** Amy's Bird Sanctuary

**Email** [Birds@Intuit.com](mailto:Birds@Intuit.com)

**Phone** (650) 555-3311

**Mobile**

**Fax**

**Website**

**Notes**

**Attachments** Maximum size: 25MB

**Billing address** 4581 Finch St.  
Bayshore, CA 94326

**Shipping address** 4581 Finch St.  
Bayshore, CA 94326

**Terms**

**Payment method**

**Preferred delivery method** Print

**Exemption details**

**ACTION**

# PURCHASES



# Bills

Bill
?
✕

Aaron E Berhanu

BALANCE DUE  

## \$100.00

Mailing address  

Aaron E Berhanu  
 Maple Leaf Inc.  
 6789 Expensereport  
 Chicago, IL 12345  
 United States

Terms  
 Net 15

Bill date  
 12/13/2016

Due date  
 12/28/2016

Bill no.

Location  
 Location A

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	CLASS	
⋮ 1								🗑
⋮ 2								🗑

▼ Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	TAX	CUSTOMER	CLASS	
⋮ 1	Dog and Cat Toys:Butterfly swa	Butterfly swarm toy	50	1	50.00					🗑
⋮ 2	Z Pet Bedding:Cosy blanket (y	Cosy blanket (yellow)	50	1	50.00					🗑

Cancel
Clear
Make recurring
Save
Save and new

# Bill Payments

Bill Payment #To print

Balance \$37,112.03

AMOUNT PAID  
**\$200.00**

Mailing address

## Outstanding Transactions

All

<input type="checkbox"/>	DESCRIPTION
<input type="checkbox"/>	Bill (09/23/2015)
<input checked="" type="checkbox"/>	Bill (10/06/2016)
<input type="checkbox"/>	Bill (12/13/2016)

Pay Bills

Balance \$37,312.03
 

 Print later

TOTAL PAYMENT AMOUNT  
**\$300.00**

Filter Last 365 Days

2 open bills, 1 overdue

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/>	Aaron E Berhanu		10/06/2016	\$200.00	<i>Not available</i>	<input type="text" value="200.00"/>	\$200.00
<input checked="" type="checkbox"/>	Aaron E Berhanu		12/28/2016	\$100.00	<i>Not available</i>	<input type="text" value="100.00"/>	\$100.00
2 bills selected				\$300.00	\$0.00	\$300.00	\$300.00

Total payment (USD) 300.00

< First Previous 1-2 of 2 Next Last >

Current account balance	\$37,312.03
Total payment	-\$300.00
<b>New account balance</b>	<b>\$37,012.03</b>

Cancel

Save

# Checks

Check #16

Big Pet Vendor | Checking | Balance \$37,112.03

AMOUNT: \$600.00

Mailing address: Big Pet Vendor | Payment date: 12/13/2016

Check no.: 16

**If entering after the fact, enter the check number**

▼ Account details

#	ACCOUNT	DESCRIPTION
1	Auto	
2		

▶ Item details

Memo

Cancel | Clear | Print check

Check #To print

Big Pet Vendor | Checking | Balance \$37,112.03

AMOUNT: \$600.00

Mailing address: Big Pet Vendor | Payment date: 12/13/2016

Check no. options: To print,  Print later

**If you want to print, check Print**

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	CLASS
1	Auto		600.00				
2							

▶ Item details

Memo

Total \$600.00

Cancel | Clear | Print check | Order checks | Make recurring | More | Save and new

# Print Checks

Search

Create

Customers	Vendors	Employees	Other
Invoice	Expense	Payroll	Bank Deposit
Receive Payment	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge	<b>Print Checks</b>		

Print a batch of checks by clicking on Print Checks from the Quick Create menu

**Print Checks** X

Checking  Balance \$37,112.03 2 checks selected \$560.00 Add check

<input checked="" type="checkbox"/>	DATE	TYPE	PAYEE	AMOUNT
<input checked="" type="checkbox"/>	09/20/2016	Check	Car Park	\$360.00
<input checked="" type="checkbox"/>	12/13/2016	Bill Payment (Check)	Aaron E Berhanu	\$200.00

Previous 1-2 Next

# Expenses

Expense
Settings ? X

AMOUNT

## \$500.00

Payment date: 12/13/2016

Payment method:

Ref no.

Location

+ Add new

- Cash on hand Bank
- Chase Checking 123 Bank
- Checking Bank
- Money Market - First National Bank Bank
- + Add new
Credit Card

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	CLASS
1	Advertising		500.00	✓		Andres, Cristina	
2							

► Item details

Memo

Total

\$500.00

# Vendor Credits

Vendor Credit
CREDIT AMOUNT

Appleby's

\$100.00

Mailing address

Payment date

Ref no.

Location

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	CLASS
+	1 Advertising	refund	100.00	<input type="checkbox"/>	<input type="checkbox"/>	Enter Text	Enter Text
⋮	2						

Add lines
Clear all lines

▶ Item details

Memo

Total \$100.00

Cancel
Clear
Make recurring
Save and new

# Credit Card Credits

Credit Card Credit
?
✕

Balance \$7,292.34

AMOUNT  
\$200.00

Payment date

Ref no.

Location

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	CLASS	
1	Advertising		200.00			Andres, Cristina		✕
2								✕

► Item details

Memo

Total

\$200.00

Make recurring

# Expenses: Expense Tab

Expense Transactions Print Checks ▾ New transaction ▾

Filter ▾ Last 365 Days

Batch actions ▾

- Print transactions
- Categorize selected

			NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input checked="" type="checkbox"/>		Order	1015	Big Pet Vendor	Inventory Asset	\$75.00	<a href="#">Send</a> ▾
<input checked="" type="checkbox"/>	12/13/2...	Expense		1099 SC	Advertising ▾	\$500.00	
<input checked="" type="checkbox"/>	12/13/2...	Bill Payment (Check)		Aaron E Berhanu		\$200.00	<a href="#">Print check</a>
<input checked="" type="checkbox"/>	12/13/2...	Bill		Aaron E Berhanu	-Split-	\$100.00	<a href="#">Make payment</a> ▾
<input checked="" type="checkbox"/>	12/13/2...	Purchase Order	1016	Aaron E Berhanu	Inventory Asset	\$400.00	<a href="#">Send</a> ▾
<input checked="" type="checkbox"/>	12/12/2...	Purchase Order	1014	Big Pet Vendor	Inventory Asset	\$3.00	<a href="#">Send</a> ▾
<input checked="" type="checkbox"/>	12/12/2...	Expense		Bridget O'Brien	Advertising ▾	\$100.00	
<input checked="" type="checkbox"/>	12/12/2...	Expense		Car Park	Travel Meals ▾	\$50.00	
<input checked="" type="checkbox"/>	12/10/2...	Expense		Comcast Internet	Utilities ▾	\$120.00	
<input checked="" type="checkbox"/>	12/07/2...	Expense		ComEd	Utilities ▾	\$67.93	

# Expenses: Vendors Tab

Vendors

Prepare 1099s ▾
New vendor

Unbilled Last 365 Days
Unpaid Last 365 Days
Paid

<b>\$11,296</b> 5 PURCHASE ORDERS	<b>\$0</b> 0 OVERDUE	<b>\$100</b> 1 OPEN BILL	<b>\$10,019</b> 55 PAID LAST 30 DAYS
--------------------------------------	-------------------------	-----------------------------	---

Batch actions ▾

🔍

🖨️
📄
⚙️

	VENDOR ▲ / COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/>	1099 SC 1099 SC			\$0.00	<a href="#">Create bill ▾</a>
<input type="checkbox"/>	Aaron E Berhanu ✉️ Maple Leaf Inc.	555-5558	Theboss@yahoo.com	\$1,334.00	<a href="#">Make payment ▾</a>
<input type="checkbox"/>	Adam Saraceno ✉️ InnoVate LLC	555-5556	Bigtimer@gmail.com	\$0.00	<a href="#">Create bill ▾</a>
<input type="checkbox"/>	Appleby's			\$0.00	<a href="#">Create bill ▾</a>
<input type="checkbox"/>	Big Pet Vendor			\$0.00	<a href="#">Create bill ▾</a>
<input type="checkbox"/>	Bridget O'Brien ✉️ CustomersRus LLC	555-5562	QBOrocks@yahoo.com	\$0.00	<a href="#">Create bill ▾</a>
<input type="checkbox"/>	Car Park			\$0.00	<a href="#">Create bill ▾</a>

# Vendor Detail Page

**1099 SC**  
 1099 SC | 123 main, tucosn, az 85704

*No notes available. Please click to add notes.*

[Edit](#) [New transaction ▾](#)

\$0.00 OPEN  
 \$0.00 OVERDUE

Transaction List | Vendor Details

Batch actions ▾ Filter ▾

<input type="checkbox"/>	DATE ▾	TYPE	NO.	PAYEE
<input type="checkbox"/>	12/13/2...	Expense		1099 SC
<input type="checkbox"/>	12/01/2...	Check	13	1099 SC
<input type="checkbox"/>	12/01/2...	Check	12	1099 SC

**1099 SC**  
 1099 SC | 123 main, tucosn, az 85704

*No notes available. Please click to add notes.*

[Edit](#) [New transaction ▾](#)

\$0.00 OPEN  
 \$0.00 OVERDUE

Transaction List | Vendor Details

[Edit](#)

<b>Vendor</b>	1099 SC	<b>Billing address</b>	123 main tucosn, az 85704
<b>Email</b>		<b>Terms</b>	Due on receipt
<b>Phone</b>		<b>Company</b>	1099 SC
<b>Mobile</b>		<b>Notes</b>	<i>No notes available. Please click to add notes.</i>
<b>Fax</b>			
<b>Website</b>			

**Attachments** Maximum size: 25MB

iceberg lettuce.png (65.7 kb) ×

*Drag/Drop files here or click the icon*

# BANK FEEDS



# Copy Bank Description

qb Accountant Michelle's Magic Shop

Banking

For Review | In QuickBooks | Excluded

Batch actions All (16) Recognized (0)

	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED
<input type="checkbox"/>	11/06/2013	Officeworks Anytown		Uncategorized Expense	\$35.10	
<input type="checkbox"/>	11/06/2013	Officeworks Anytown		Uncategorized Expense	\$38.98	
<input type="checkbox"/>	11/06/2013	Officeworks Anytown		Uncategorized Expense	\$24.68	
<input type="checkbox"/>	11/06/2013	Officeworks Anytown		Uncategorized Expense	\$32.00	
<input type="checkbox"/>	11/05/2013	Amazon		Miscellaneous	\$35.10	
<input type="checkbox"/>	11/04/2013	Cash Withdrawal ATM		Uncategorized Expense	\$200.00	

Columns

- Check no.
- Payee
- Transaction details
  - Editable date field
  - Copy bank detail to memo
  - Show bank details
- Rows
  - 150
  - Compact

Split Add

Add Find match Transfer

Select Payee (optional) Uncategorized Expense Billable Select Customer (optional)

Select Class (optional) Cash withdrawal

# Bank Rules: Set-Up

Bank and Credit Cards | Checking ▾

Update ▾ **Add account**

File upload  
Manage rules  
Order Checks

Visa \$0.00 BANK BALANCE 7 days ago \$7,292.34 IN QUICKBOOKS 19	Checking \$0.00 BANK BALANCE 6 days ago \$37,112.03 IN QUICKBOOKS	Chase Checking 123 \$5,083.55 BANK BALANCE 3 hours ago \$5,094.90
---	--	---

### Rule

Rule name:

For: Money out ▾

In: All bank accounts ▾

When a transaction meets **all** ▾ of these conditions

Bank text ▾ Contains ▾

**Add line**

Set one or more of the following

Transaction type: Expense ▾

Payee:  ▾

Category:  ▾

Class:  ▾

**Split**

Memo:

# Downloaded Bank Activity

Bank and Credit Cards | Checking ▾ Update ▾ [Add account](#)

Visa <b>\$0.00</b> <small>BANK BALANCE</small> <small>7 days ago</small>	Checking <span style="float: right;">✎</span> <b>\$0.00</b> <small>BANK BALANCE</small> <small>6 days ago</small>	Chase Checking 123 <b>\$5,083.55</b> <small>BANK BALANCE</small> <small>3 hours ago</small>
<b>\$7,292.34</b> <small>IN QUICKBOOKS</small>	<b>\$37,112.03</b> <small>IN QUICKBOOKS</small>	<b>\$5,094.90</b> <small>IN QUICKBOOKS</small>

💡 Save time by printing checks directly from QuickBooks! [Shop compatible checks now](#) ✕

For Review
In QuickBooks
Excluded
[Go to Register](#)

Batch actions ▾
All (35)
Recognized (5)
🖨️ ⚙️

<input type="checkbox"/>	DATE ▾	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	12/06/2016	Whole Foods	Whole Foods	Uncategorized Expense	\$3.75		<a href="#">Add</a>
<input type="checkbox"/>	12/06/2016	Car Park	Car Park	<span style="background-color: #0070C0; color: white; padding: 2px;">RULE</span> Travel	\$18.00		<a href="#">Add</a>
<input type="checkbox"/>	12/06/2016	Target		Other General and Admin Expenses	\$2.99		<a href="#">Add</a>
<input type="checkbox"/>	12/06/2016	Las Magaritas	Las Magaritas	<span style="background-color: #0070C0; color: white; padding: 2px;">MATCH</span> Payment 09/30/2016 \$450.00 Las Magaritas		\$450.00	<a href="#">Match</a>
<input type="checkbox"/>	12/05/2016	Natural Grocers	Natural Grocers	Meals and Entertainment	\$28.47		<a href="#">Add</a>

# Transactions: Add or match

Batch actions ▾ **All (7)** **Recognized (3)**  

<input type="checkbox"/>	DATE ▾	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	02/14/2017	Amazon		Uncategorized Expense		\$89.99	<a href="#">Add</a>
<input type="checkbox"/>	02/13/2017	Lara's Lamination		Uncategorized Expense	\$150.00		

Add  Find match  Transfer ✕

**Questions?**

**Thank You**